

THE CITY OF  
**BURLESON**  
TEXAS

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**ANNUAL  
OPERATING  
ADOPTED  
BUDGET**

**FY 22-23**

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# City of Burleson Fiscal Year 2022-2023 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,749,741, which is a 7.78 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 \$944,179.

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

**FOR:**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

## Property Tax Rate Comparison

	<b>2022-2023</b>	<b>2021-2022</b>
Property Tax Rate:	\$0.6572/100	\$0.6859/100
No-New-Revenue Tax Rate:	\$0.6218/100	\$0.6859/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.4550/100	\$0.4959/100
Voter-Approval Tax Rate:	\$0.6971/100	\$0.7198/100
Debt Rate:	\$0.1923/100	\$0.1885/100

Total debt obligation for City of Burleson secured by property taxes: \$56,412,368



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Burleson  
Texas**

For the Fiscal Year Beginning

**October 01, 2021**

*Christopher P. Morrill*

**Executive Director**

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## Helpful Links

### Budget Video - Facebook Link

<https://www.facebook.com/BurlesonTX/videos/402671738638140>

### Budget Video- Website

<https://www.burlesontx.com/2417/Budget-Planning-Fiscal-Year-2022-2023>



# City Manager's Budget Message

July 29, 2022

To the Honorable Mayor and Members of the City Council:

The proposed budget has been developed over the last several months with the input of the city council and community. It is designed to meet the challenges faced by the organization and accomplish the goals outlined in the City of Burleson's Strategic Plan.

The Fiscal Year (FY) 2022/23 Proposed Budget has also been developed in the context of a five-year financial plan. This approach aims 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 2022/23.

This memo provides detailed information on the budget focus areas, proposed new positions and other service enhancements. Below are some of the biggest takeaways from this year's proposed budget.

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## Takeaways

### 1. Lower tax rate

For the fourth straight year, the property tax rate is being reduced. The proposed tax rate of \$0.6572 is \$0.0287 lower than last year's rate of \$0.6859. Since 2019, the rate has been reduced by almost eight (8) cents, from \$0.7350 (2019) to \$0.6572 (2023).

### 2. Homestead exemption

Last year's budget included a one percent (1%) homestead exemption for the first time in the city's history. The proposed budget this year includes a two percent (2%) homestead exemption in FY 2023, which will be increased one percent (1%) each year thereafter to continue to offer our resident's a way to decrease their property tax bill.

### **3. Street and Traffic Improvements**

The Capital Improvement Program (CIP) proposes \$6.2 million in street and traffic improvements over the coming year and \$35 million for the construction of Lakewood/Chisholm Summit infrastructure. In the five-year CIP, the budget includes over \$87.6 million in funds for street, traffic and sidewalk improvements.

### **4. Public Safety Enhancements**

The budget recommends the addition of two (2) new police lieutenants, three (3) school resource officers, one (1) property and evidence technician, one (1) records clerk, three (3) dispatch communication personnel and six (6) new fire personnel. Since 2019, we have increased public safety staff by 41 positions.

### **5. Utilities**

No rate increases are proposed for this fiscal year.

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## **Budget Focus Areas**

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### **Strategic Plan**

The city's Strategic Plan guides the organization for the next 12-24 months and is organized according to the following Strategic Focus Areas (SFAs):

- High Performing City Organization
- Dynamic and Preferred City
- Beautiful, Safe and Vibrant Community
- Great Place to Live

The city council determined the Strategic Focus Areas during a planning retreat in 2021, and they have been incorporated into the proposed budget for FY 2022/23. The city council will be asked to formally approve the updated Strategic Plan along with the budget in September.

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### **Public Input**

Over the past year, the city of Burleson has conducted numerous surveys, online forums and other outreach efforts. Earlier this year, the city completed a city-wide survey to gauge existing satisfaction in a number of service areas. Additionally, the city created a standalone budget transparency web page, and a survey was used to gauge citizen interest in various program areas. This survey, and the feedback received throughout the year, have formed the basis of many of the recommendations in the FY 2022/23 Proposed Budget.

## Cost Containment and Organizational Efficiency

To effectively achieve the strategic items outlined above, the proposed budget incorporates a number of **cost containment** initiatives. The below programs have been implemented over the past year to contain costs.

- **Lean Government** Staff has created a Lean Government program that engages employees across the organization to identify areas for process improvement using an approach to define, measure, analyze, improve and control processes. The initiatives are designed to provide cost savings, increase revenues and strengthen city productivity.
- **Equipment Replacement Funding Optimization** The analysis of the Equipment Replacement Funds resulted in a \$3 million return to the General Fund and a \$1 million transfer from the proprietary equipment replacement fund to the Water Fund. This was accomplished while achieving optimal fund balance for future replacement of all required equipment.
- **Employee Benefits** Staff reviewed the city's contracts for healthcare administration and initiated new agreements, which reduced costs by \$250,000.
- **Finance** Through the development of new investment policies, the city's investment functions have improved, and interest earnings have increased by more than \$100,000 annually.
- **Salary Savings** City administration has saved an estimated \$850,000 in salary savings by managing vacant positions. The administration also saved an estimated \$200,000 in fire department overtime by implementing an enhanced overtime policy.
- **American Rescue Plan (ARPA) Funds** The second installment of Burleson ARPA funding was designated for use during the FY 2022/23 budget cycle, with \$1.7 million used for public safety, fire, emergency medical services, police, dispatch and communications. Over the eligibility period, ARPA funds will offset approximately \$11.9 million in costs that the General Fund would have otherwise paid.

**Organizational efficiency** has been enhanced in various area. Some of the more notable enhancements that occurred in the past year or began the planning stages are listed below:

- **311 Customer Relationship Management (CRM) System** The proposed FY 2022/23 budget includes funding for a CRM system that will allow staff to analyze customer interactions and improve overall performance for all departments.
- **Phoenix G2 Station Alerting System** Implementing the new alerting system provided a 41% decrease in time for dispatch of priority 1 calls to continue to provide our residents with top-notch emergency services.
- **Debt Sale Reduction** Evaluated the city's existing cash balances and planned capital projects to reduce debt sales for FY 2021/22, resulting in a \$12 million savings.

- **Computer-Aided Dispatch (CAD)** Improved citizen safety by implementing the (CAD) system to prioritize and record incident calls, identify the status and location of public safety in the field and effectively dispatch first responders.
- 

## Financial Sustainability

In addition to cost containment, cost reductions and process improvements, significant attention has been given to the overall financial sustainability of the organization. Below are a few focus areas that highlight these efforts.

- The FY 2022/23 budget maintains strong fund balances and reserves and includes a 10-year projection to ensure today's decisions are financially viable in the future.
  - The Capital Improvement Plan (CIP) includes increases in cash-funded capital (\$8 million for the general fund) to provide more financial flexibility and reduce future debt service costs.
  - To ensure financial sustainability, a portion of new growth will be allocated to fund future capital projects rather than current operating costs.
  - The proposed budget minimizes rate increases for utilities in the future to continue to provide efficient water and sewer services to our residents.
  - Through an analysis of retirement plan options, staff adjusted the city's annual retirement contributions, saving the city approximately \$3.6 million over twenty years and \$2.8 million yearly afterward.
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## 2022 Bond: Investments in Public Infrastructure and Facilities

In May 2022, the voters approved an \$86 million bond program. The proposed budget includes funding to begin many of the approved projects. Below is a list of projects that will be initiated in FY 2022/23.

- **SH 174 Traffic Signal Improvements** Technology to allow the city to study, control and synchronize the traffic signals throughout the city. Total cost \$1,861,123.
  - **Neighborhood Street Rebuild** Full-depth rebuild of pavement for streets throughout the city. Total cost \$825,833.
  - **Sidewalk Program** Design and construction of sidewalks throughout the city in coordination with the Master Mobility Plan and the Parks Masterplan. Total cost \$446,946.
  - **Dual Left Turn Lanes at Lakewood and SH174** Design and construction of a dual left-turn lane from Lakewood Drive onto northbound SH174/Wilshire Boulevard. Total cost \$85,000.
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- **Police Station** Expansion of the current police department headquarters, including a dedicated public safety communications area, training space for officers and additional evidence and equipment storage areas. Year one design cost \$3,600,000.
  - **CR1020 Alsbury Widening** Design of Alsbury Boulevard to increase the road width from two lanes to a four-lane road. Design cost \$2,500,000.
- 

## Public Safety Enhancements

**Police Department** After reviewing the capabilities of the Burleson Police Department, and the needs of the community, the FY 2022/23 proposed budget includes funding for seven (7) new positions and equipment as follows:

- One (1) new police patrol lieutenant and vehicle is budgeted for \$308,840. This will increase the operational support to line officers, sergeants and command staff.
- One (1) new police administrative lieutenant and vehicle is budgeted for \$241,667. With increased staff, the lieutenant will manage the efforts of multiple sergeants in real-time, providing a consistent chain of command with a single point of authority.
- One (1) new property and evidence technician is budgeted at \$43,043, starting mid-year. The position will help manage the 17% annual increase in the number of evidence pieces being processed by the property coordinator.
- One (1) records clerk is budgeted at \$41,345 starting mid-year. The position will facilitate the management of incident reports which have increased 21% year over year.
- Three (3) new school resource officers and associated vehicles will be added to increase police presence at area schools while preparing for student population growth. Burleson ISD will provide \$369,176 in funding for the school resource officers, costing \$738,352.
- One (1) mid-sized mobile command post will provide command and control for emergencies and special events. The total unit cost is \$302,380, funded entirely by the American Rescue Plan Act (ARPA).
- One (1) medical armored rescue vehicle to provide the required protection during barricaded situations and extractions. The unit cost is \$384,301, funded entirely by the American Rescue Plan Act (ARPA).

In July 2022, the city council authorized a comprehensive staffing analysis to be prepared by Matrix Consulting. The positions outlined above are planned for the upcoming fiscal year but are contingent upon the recommendations from the study.

**Fire Department** To enhance fire and Emergency Medical Services (EMS) services, the FY 2022/23 proposed budget includes funding for the following positions and enhancements:

- An additional six (6) firefighters to provide enhanced safety to the community by improving response time and providing EMS services. The city is planning to begin emergency medical transport services in October 2023. The additional staff will facilitate this service transition and allow three ambulances to operate.
- An additional (3) three outdoor warning sirens will be installed and (6) six other outdoor warning sirens will be upgraded for a total cost of \$150,000.
- The proposed budget includes \$598,919 in additional funds for the fire department, which will be funded with American Rescue Plan Act (ARPA) funds through FY 2025. At that point, the General Fund will absorb these costs moving forward.

**Public Safety Communications** To better serve the citizens, public safety communications will implement an Emergency Medical Dispatch (EMD) protocol in conjunction with the fire-based EMS program. The improved service changes will necessitate the addition of (3) three public safety communications specialists. The proposed budget includes \$397,885 for the protocol software and communication specialists, which will be funded with American Rescue Plan Act (ARPA) funds in FY 2023.

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## Employee Compensation and Benefits

The city continues to analyze the recently completed compensation study to ensure employees, particularly public safety, are paid at market value. The city is taking steps to propose merit and market adjustments to keep the city competitive with surrounding municipalities.

- **Market adjustments** Police and fire sworn positions (full-time and part-time) will receive a two (2) percent increase on October 1, 2022, at \$268,920. A series of equity adjustments to non-sworn positions were made in FY 2021/22 to keep pay in line with peer cities at the cost of \$489,762; as a result, significant adjustments are not anticipated for FY 2022/23.
- **Merit Increases** Police and sworn positions (full-time and part-time) will receive a three (3) percent step increase on October 1, 2022, at the cost of \$326,798. All other employees are budgeted to receive an average of 3.5% merit increase effective October 1, 2022, at the cost of \$840,480 for non-sworn positions.
- **Health Insurance** City contributions to the Health Insurance Fund will not increase in FY 2023 but will increase from FY 2024 to FY 2027. Premiums will also not increase in FY 2023, but are projected to increase by five (5) percent from FY 2024 to FY 2027. The dental coverage benefit has been increased from \$1,500 to \$2,000.
- **Benefits** A near-site clinic allowing employees and family members to receive physician care at a reduced rate will be evaluated and potentially be implemented by early FY

2023. Additionally, a new deferred compensation 457(B) provider will use significantly lower fees for members and will begin in the fall.

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## Economic Development

- **Retail Recruitment** Alley Cats has broken ground on their entertainment venue in Burleson. The venue will bring bowling, arcade, laser tag, mini-golf, go-carts and other attractions to the community. Heim BBQ and Razzoo's Cajun Café are under construction in Old Town Burleson. Chipotle Mexican Grill, Dutch Bros Coffee, Salad and Go, Wing It On! and Tropical Smoothie Café are under construction at Burleson Village.
- **Chisholm Summit Master Planned Community** Ongoing infrastructure improvements are anticipated over several years. The development includes an estimated taxable value of \$1.15 billion, covering 915 acres with 3,065 residential units, over 10 miles of interconnected trails and 102 acres of dedicated parkland. This development is expected to generate a net benefit of \$3 million yearly for the city above service delivery costs at build-out.
- **Hooper Business Park** The 106-acre medical and professional office park within the Chisholm Summit Master Planned Community will improve the community's access to Chisholm Trail Parkway and encourage development on the city's west side.
- **HighPoint Business Park** Yukon Ventures broke ground on their 250,000 square feet phase two (2) expansion of cold storage distribution space, bringing an additional 50 employees to the business park. Fifty acres of remaining green field sites are under contract with planning for up to 500,000 square feet of speculative manufacturing and warehouse space.

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## Other Notable Budget Items

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**Customer Service (311) Department** The proposed budget includes \$340,000 in the Support Services Fund to implement the new CRM software system that will become Burleson 311. Burleson 311's goal is to provide the highest and most efficient customer experience to our citizens by providing a single point of entry to local government information and services with an easy-to-remember phone number, resolving the citizen's needs on the first phone call, and improving citizen engagement/empowerment with easy access to municipal services/information.

One (1) full-time employee is proposed in the FY 2022/23 budget for a new data management position in the customer service department. The position will be responsible for measuring

effective internal processes through data analysis, assisting departments in tracking their performance and improving accountability by streamlining the approaches to service delivery.

**Public Works** The public works department will have multiple initiatives this year, including implementing the voter-approved 2022 Bond projects. Six new positions have been recommended for the public works team to manage the additional project load. The proposed positions include:

- One (1) deputy public works director
- One (1) administration assistant
- One (1) signal technician
- One (1) traffic center operator
- One (1) engineering project coordinator
- One (1) development inspector

Funding for the positions is allocated from four separate funds. In the FY 2022/23 budget, the General Fund will contribute \$301,287 the Water/Wastewater Fund will be responsible for \$173,665, \$78,298 will come from CIP Funds and \$115,862 will be allocated from the 4A fund.

**Library** An additional youth services librarian is included with the budget to serve the city with expanded outreach and programs for school-aged children and teens. A library outreach vehicle is also included with the budget to transport supplies and equipment for community outreach. The vehicle will be used for various outreach programs, including computer/robotic classes, outdoor sensory stations, craft programs, special events, and school visits. The proposed budget allocates \$216,528 for the library outreach vehicle and youth services librarian.

**Finance** The budget includes \$50,000 to create an internal audit program. This program will supplement the annual audit and identify additional areas that can be improved.

**Legal/Purchasing** The budget includes \$50,000 to review the Americans with Disabilities Act (ADA) standards for structures and accessibility throughout the city. The city is required to have such a plan; in the future, the budget will include additional amounts to fund the needed improvements. In addition, the budget provides \$64,674 from the General Fund and \$43,114 from the Water/Wastewater fund for a new purchasing agent position that will assist with a growing workload associated with the CIP program.

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# Budget Funds Summary

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The overall FY 2022/23 Proposed Budget for all funds is \$204.28 million and includes 461.05 full-time equivalents (FTE) positions. A comprehensive budget summary is attached in this document's accompanying Budget Overview section.

The **total proposed tax rate** is \$0.6572 per \$100 of assessed valuation, which is \$0.0287 cents lower than the prior year. Of this amount, \$0.4649 is provided for maintenance and operations and \$0.1923 is provided for debt service.

The proposed budget provides funding for a net increase of 27.5 FTEs for all funds compared to the FY 2021/22 budget. The proposed changes include:

**Public Safety (7 full-time positions)**

- One (1) Police Lieutenant (Patrol)
- One (1) Police Lieutenant (Admin)
- One (1) Police Property & Evidence Technician
- One (1) Police Records Clerk
- Three (3) Police SRO (BISD Funding)

**Emergency Management Services (9 full-time positions)**

- Six (6) Firefighters (ARPA Funding)
- Three (3) Public Safety Communications Specialist (ARPA Funding)

**Capital Program (6 full-time positions)**

- One (1) Deputy Public Works Director
- One (1) Public Works Administration Assistant
- One (1) Signal Technician
- One (1) Traffic Center Operator
- One (1) Engineering Project Coordinator
- One (1) Inspector

**General Government (5.5 full-time positions)**

- One (1) Purchasing Agent
- One (1) Customer Service Data Manager
- One (1) Fleet Technician
- One (1) FTE Information Technology Systems Analyst
- One (1) FTE Youth Services Librarian
- 0.5 FTE Kennel Tech (P/T to F/T)

**Water and Wastewater Fund** The proposed budget does not recommend any fee increases for water or sewer utility customers. The FY 2022/23 plan includes water line rehabilitation work for \$2 million, an industrial boulevard pump station expansion for \$1.3 million and sewer line rehabilitation work for \$3 million. The five-year capital improvement program (CIP) for water projects is approximately \$43.2 million, and the five-year CIP for sewer projects is \$34.8 million.

**Support Services Fund** With the implementation of software as a service (SAS) the city must increase its overall bandwidth to support these features and regular day-to-day operations, specifically with the upcoming Enterprise Resource Planning (ERP), Computer Aided Dispatch (CAD) and 311 customer services systems. With the additional systems and required support, the budget includes a systems analyst, cyber security network enhancements and the replacement of Access Points for \$235,450.

**Parks Performance Fund** The budget includes several needed improvements to the BRiCK, such as replacing pool sand filters for \$93,879, adding portable soccer goals for \$7,776, LED lighting for the indoor track for \$4,857 and exterior of the facility for \$62,941.

Below are some additional enhancements as well:

- **Russell Farm Art Center** The budget includes \$9,188 to add a partition for the existing Chesapeake building to create an additional classroom.
- **4B Parks Performance Fund** To provide the required maintenance at the city's athletic fields and other grounds, the budget includes \$14,800 for groundwater conservation and \$60,000 for water costs at the Bartlett Complex associated with the city's agreement with the Burlison Independent Soccer Association. Funding for adding pump control panels to athletic fields (\$22,000) and striping of parking lots (\$6,000) is also included.
- **Hidden Creek Golf Course Fund** To properly maintain the course, an additional \$25,000 has been budgeted for fertilizer and chemicals. The Capital Improvement Plan (CIP) includes bunker, signage, and tree removal improvements for \$167,250.

**Downtown TIF (TIF #2)** The budget anticipates issuing approximately \$4.6 million in Certificate of Obligation (COs) bonds over the next two years for the Ellison Street Project. The plan includes the redevelopment of the Ellison Street Parking and the construction of city-owned office space, including a police storefront substation.

**Capital Improvements Program (CIP)** In addition to the projects approved by voters in the 2022 Bond Program (listed on page 4), the city's CIP includes funding the following projects in the FY 2022/23 budget:

- \$1.5 million for city hall renovations
- \$1.5 million for Bartlett Field regrading
- \$2 million for Chisholm and Baily Lake parking
- \$500,000 for upgraded air conditioning and controls at the BRiCk
- \$5 million for water and sewer line rehabilitation across the city
- \$300,000 million for the renovation of Fire Station #1
- \$323,545 for the widening of Alsbury Boulevard from Candler Street to Hulen Street
- \$192,497 for Renfro Street and Johnson Avenue pedestrian improvements

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## In Conclusion

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The input of the city council has been invaluable in preparing the FY 2022/23 Proposed Budget. I sincerely thank the city council members for their hard work and dedication to the citizens of Burleson. I also appreciate the feedback, analysis, and hard work of the city of Burleson employees in 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, and 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.

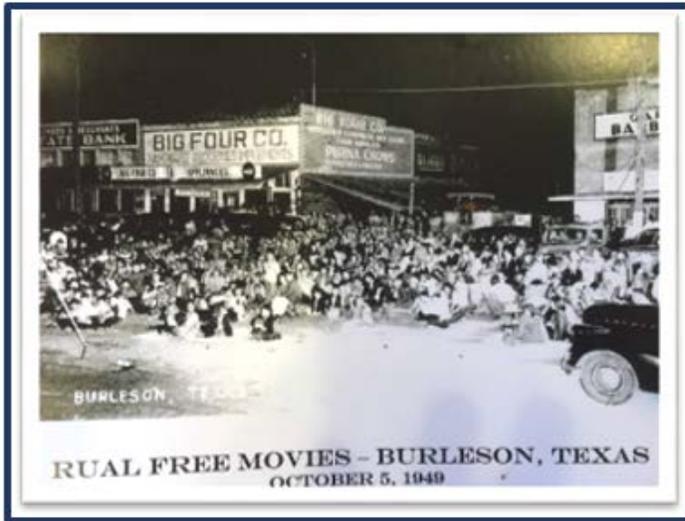
Best regards,



Bryan Langley  
City Manager

THE CITY OF  
**BURLESON**  
TEXAS

# City Brief



Burleson, located in north Texas, 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, former president of Baylor University.

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 strategically located on the southwest edge of the Dallas-Fort Worth Metropolitan area (DFW), yet has managed to retain its distinct personality. Only 12 miles from downtown Fort Worth and

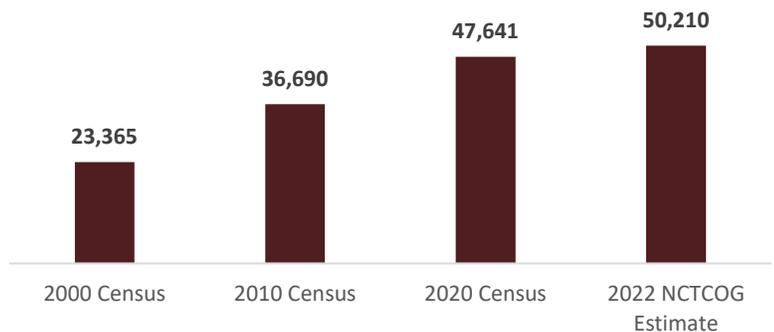
35 miles southwest of Dallas, the average commute for residents is only 27 minutes. There are three major airports within 45 minutes, as well

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 the opening of the new Chisholm Trail tollway.

Burleson's population has increased by more than 73% since the year 2000. According to the North Central Texas

## City of Burleson Population 2000-2022

Source: North Central Texas Council of Governments



Council of Governments, the 2022 population is estimated to be 50,210. New starts increased between FY2021 and FY2022 and the average home value rose from \$269,000 in the year 2021 to \$344,793 in the year 2022 (ZHVI, 2022).

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. Burleson ISD is made up of ten elementary and seven secondary schools who consistently bring in SAT and ACT scores that are higher than the state and national averages. Two additional 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.

Thanks to Burleson’s humble beginnings, strategic bisection by one of the most travelled interstates in America, and close location to the DFW metroplex, citizens are afforded the advantages of an urban lifestyle, while retaining the “small town” feel. The city’s leadership is focus-driven to enhance citizen’s quality of life and continue to move forward with a strategic plan that promotes operational excellence, infrastructure improvements, community involvement and public safety.



The city has made significant investments to support the re-development of the Old Town District. Old town is home to unique restaurants, boutiques, and an array of entertainment options and as of 2021, many of the public events take place in the Mayor Vera Calvin Plaza set in the center of Old Town. With a play area for young children, shaded

pavilion, dedicated space for theatrical arts and musical performances, it has become a popular destination in the community. Plans are currently underway to further develop and expand the Old Town district. This will double the current size by bringing over 50,000 square feet of additional retail, office and restaurant space.

Named in honor of the first female Mayor, it will serve the residents of Burleson for many years to come.

There are community-wide events hosted throughout the year such as Founders Day, Boo Bash, an annual Veterans Tribute, the Hot Sounds of Summer concert series and many more activities to keep citizens engaged and connected.

For avid golf fans, Hidden Creek Golf Course was built in 1997, and recently underwent a 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. 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
- 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. According to the US Census Bureau, the median household income is \$77,329 with 95% of the population having graduated high school and over 27% with a Bachelor's degree or higher.

According to JobsEQ, the largest sector in the City of Burleson, TX is Retail Trade, employing 4,144 workers. The next-largest sectors in the region are Accommodation and Food Services (2,898 workers) and Educational Services (2,195).

Burleson's Highpoint Business Park is a 230- acre business park adjacent to I-35W on both sides of the interstate. Since 2014, multiple manufacturing and distribution businesses have located their operations or corporate headquarters to Burleson. A few of these include:

Chicken E Food Service – 100,000 square foot headquarters and food distribution facility

Stuart Industries – 40,000 square foot headquarters and aerospace parts distribution

Wagner-Smith Equipment Company – 55,000 square foot manufacturing center for wireline components

Airforce Airguns – 25,000 square foot headquarters and air gun manufacturer

Hayes & Stolz – 144,000 square foot headquarters and manufacturing facility

McLane Classic Foods – 160,000 square foot food manufacturing facility

Golden State Foods – 200,000 square foot food manufacturing facility

Yukon Ventures– a \$50 million dollar, 400,000 square foot cold storage facility (phase 1)

City leaders and city staff continue to work to make the City of Burleson a premier place to live, learn, work and play.



# FISCAL YEAR 2022-2023 BUDGET OVERVIEW

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The fiscal year 2022-2023 proposed operating budget for all funds totals \$135.7 million for revenues and \$136.0 million in operating expenditures. In addition to the operating budget, a five-year capital improvement plan is included in the proposed budget, with \$68.3 million budgeted for capital projects in the fiscal year 2022-2023. The overall budget for all funds, including capital projects, is \$204.3 million.

## GENERAL FUND: REVENUES

For fiscal year 2022-23 proposed budget, total revenues are budgeted at \$53,151,097, a 5.0% increase over last year. The increase is primarily attributed to an 8.9% increase in property taxes and a 16.1% increase in sales tax revenue. Property and sales taxes make up 75.0% of the general fund revenues.

## PROPERTY TAXES

### Tax Valuation

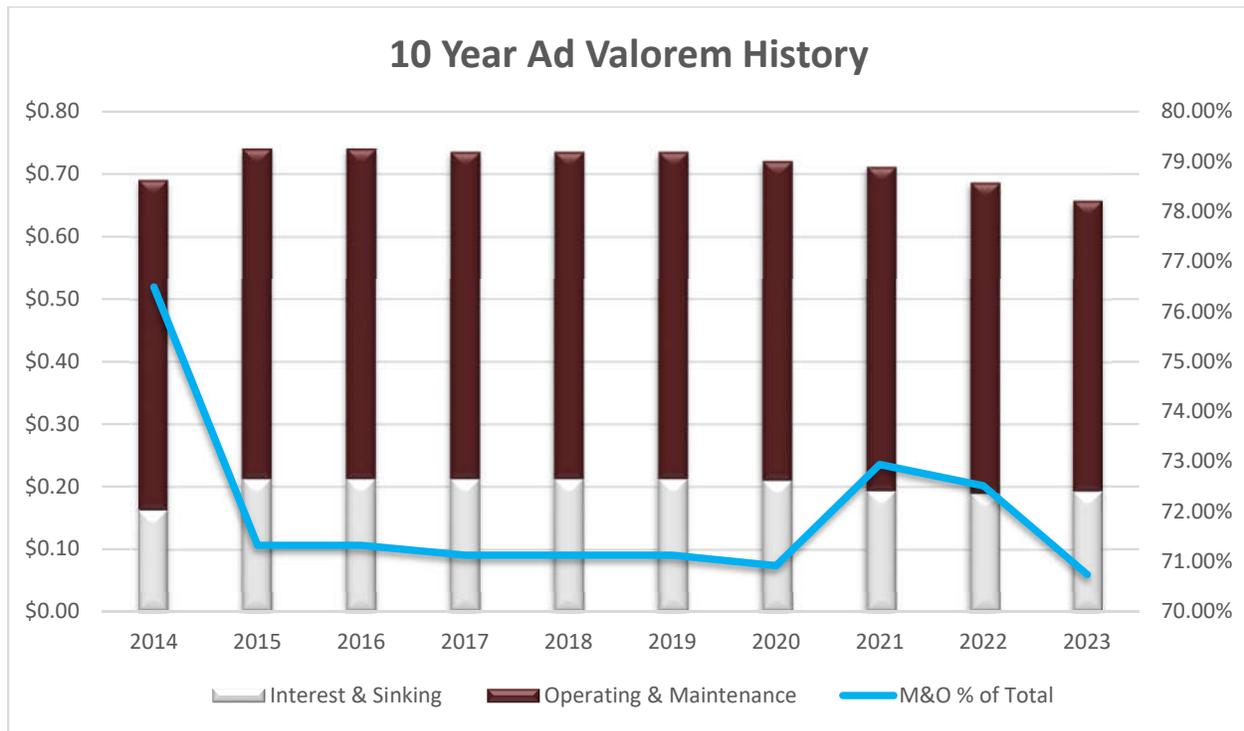
The city's 2022 property value, as certified by the Johnson County Appraisal District and Tarrant Appraisal District, is \$5,189,794,906, an increase of \$628,099,527 or 13.8% over 2021's \$4,561,695,379. This increase in value can be attributed primarily to rising valuations of existing properties, with an additional \$143,666,843 in new improvements added to the tax base. Total taxable value increased \$567,529,352 or 14.7% from last year's \$3,865,654,867 to \$4,433,184,219.

### Tax Rate

The property tax rate in the proposed budget is \$0.6572, which is \$.0287 less than the current rate of \$0.6859. The proposed rate is the lowest since FY 2007-2008.

With the implementation of Senate Bill 2 in fiscal year 2021, the no-new-revenue tax rate and the no-new-revenue maintenance and operations (M&O) tax rate were introduced. The no-new-revenue rate for FY 2022-23 is \$0.6218.

The chart below shows the historical trend of the city's tax rate since FY 2014.



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

The proposed budget decreases the M&O rate from \$0.4974/\$100 value to \$0.4649/\$100 value. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 14.

### Debt Service Rate (I&S rate)

The debt service rate increased by \$0.0038 from FY 2021-2022 at a \$0.1923/\$100 value. This debt rate partly provides for the debt capacity to fund \$84.6 million dollars in public safety and street projects over the next five years. The slight increase in the debt rate is attributable to the available debt capacity resulting in the termination of the Tax Increment Financing Reinvestment Zone (TIRZ #3) approved by city council on the July 5, 2022, regular meeting, moving approximately \$63 million in tax value back to the city’s tax base. City council also approved moving the debt capacity from the terminated TIRZ #3 and adjusting the debt rate to fund additional street projects for \$10.4 million. The debt rate is 29.3% of the total tax rate. The debt rate allows for the funding of general government capital improvement. As the city continues to grow and prosper, the debt rate provides for the construction of public infrastructure to meet the demands of that growth. The chart below compares rates across 35 comparable cities.

Budget Overview  
Proposed FY 2022-2023 Budget



JURISDICTION NAME	TAX RATE	M&O RATE	I&S RATE
ARLINGTON	0.6198	0.4098	0.2100
AZLE	0.6461	0.5821	0.0641
BEDFORD	0.5520	0.5810	0.0365
BENBROOK	0.6175	0.5810	0.0365
<b>BURLESON (FY22-23 Adopted)</b>	<b>0.6572</b>	<b>0.4649</b>	<b>0.1923</b>
CEDAR HILL	0.6970	0.5182	0.1789
CLEBURNE	0.6905	0.6297	0.0608
COLLEYVILLE	0.2918	0.2807	0.0111
COPPELL	0.5800	0.4713	0.1087
CROWLEY	0.7295	0.5261	0.2034
DALWORTHINGTON GARDENS	0.6586	0.5665	0.0920
EULESS	0.4750	0.4029	0.0721
EVERMAN	1.1497	0.9188	0.2308
FLOWER MOUND	0.4050	0.3506	0.0544
FOREST HILL	0.9973	0.8817	0.1156
FORT WORTH	0.7325	0.5850	0.1475
GRAND PRAIRIE	0.6650	0.4521	0.2129
GRAPEVINE	0.2718	0.1404	0.1314
HALTOM CITY	0.6457	0.3958	0.2499
HASLET	0.2832	0.2542	0.0291
HURST	0.6252	0.5168	0.1084
KELLER	0.3950	0.3360	0.0590
KENNEDALE	0.7641	0.5729	0.1911
LAKE WORTH	0.4585	0.2028	0.2558
MANSFIELD	0.6900	0.4650	0.2250
NORTH RICHLAND HILLS	0.5722	0.3489	0.2233
PELICAN BAY	0.8000	0.8000	0.0000
RENO	0.4682	0.3575	0.1107
RICHLAND HILLS	0.5586	0.4133	0.1453
ROANOKE	0.3575	0.1950	0.1801
SAGINAW	0.4795	0.2851	0.1945
SANSOM PARK	0.6707	0.5310	0.1397
SOUTHLAKE	0.3900	0.3250	0.0650
THE COLONY	0.6500	0.4900	0.1600
TROPHY CLUB	0.4450	0.2250	0.1100
WATAUGA	0.5804	0.3954	0.1850
WESTLAKE	0.1679	0.1028	0.0650
WESTOVER HILLS	0.4789	0.4100	0.0689
WESTWORTH VILLAGE	0.4750	0.2423	0.2327
WHITE SETTLEMENT	0.7418	0.6165	0.1253



### Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$232,000 in the tax year 2021 to \$253,812 in the tax year 2022, a 7% increase.

### Property Tax Revenue

Overall, General Fund revenue from ad valorem (property) taxes is up \$1,749,741 (7.8%) from the current year to \$24,249,741. The tax levy on new value-added since the last appraisal totaled \$944,179. The value of properties subject to a tax ceiling has increased to \$794 million in 2022 from \$718 million in 2021. Frozen properties now account for 18% of the tax base.

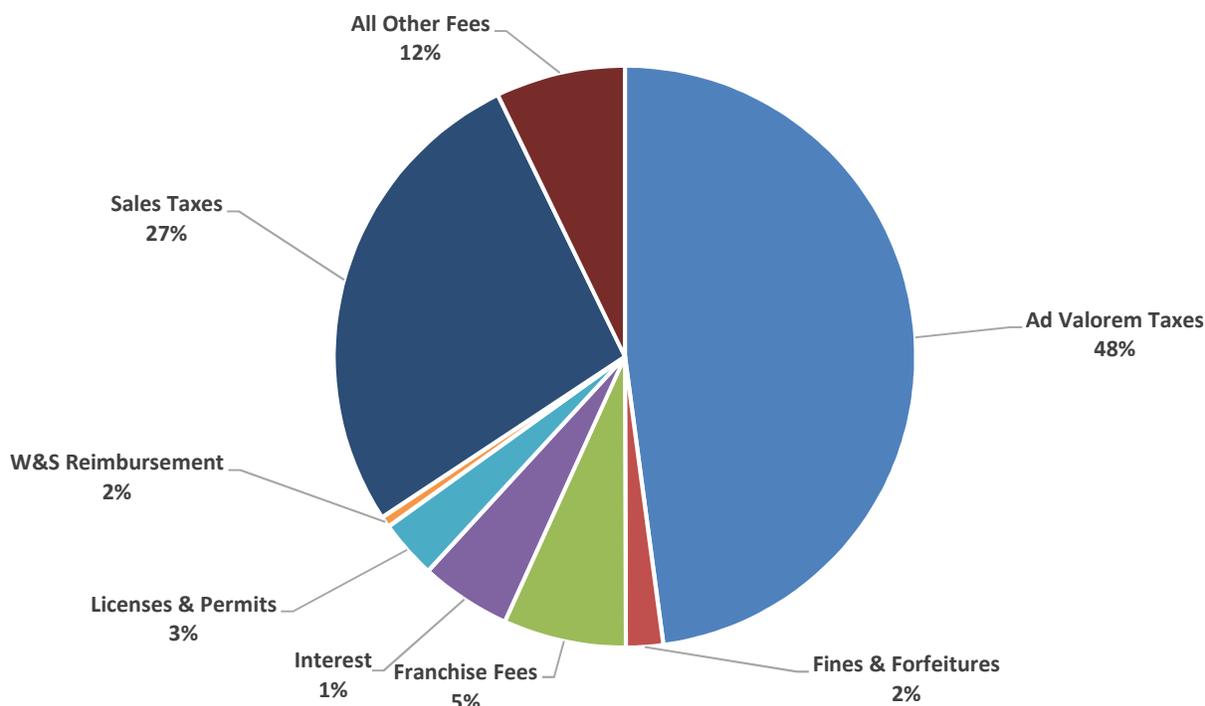
For FY 2022-23, one cent on the ad valorem tax rate will generate \$438,885, allowing for protested and frozen values and assuming a 99% collection rate.

### SALES TAXES

Sales tax (not including \$181,115 in liquor tax) revenues are projected to increase \$1,977,669 a 16.1% increase to the current budget. Revenue from sales tax in FY 2022-2023 is projected at \$14,234,669, which is 26.8% of total revenue.

Combined, property and sales taxes will fund approximately 75% of General Fund revenue to fund the maintenance and operations expenses for FY 2023. The graph below illustrates this relationship.

**General Fund Revenue**



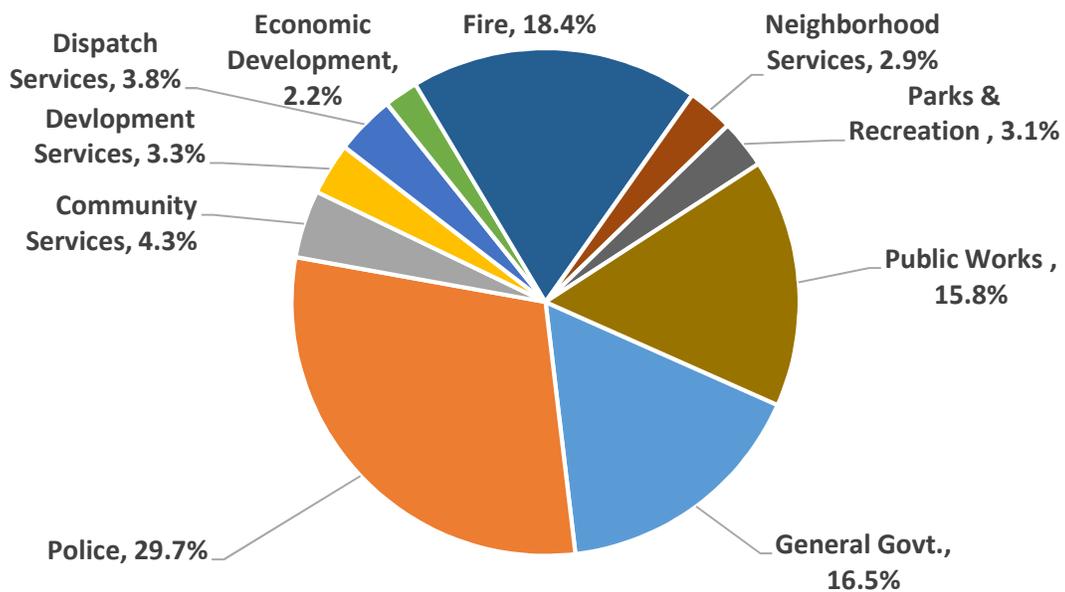


### GENERAL FUND: EXPENDITURES

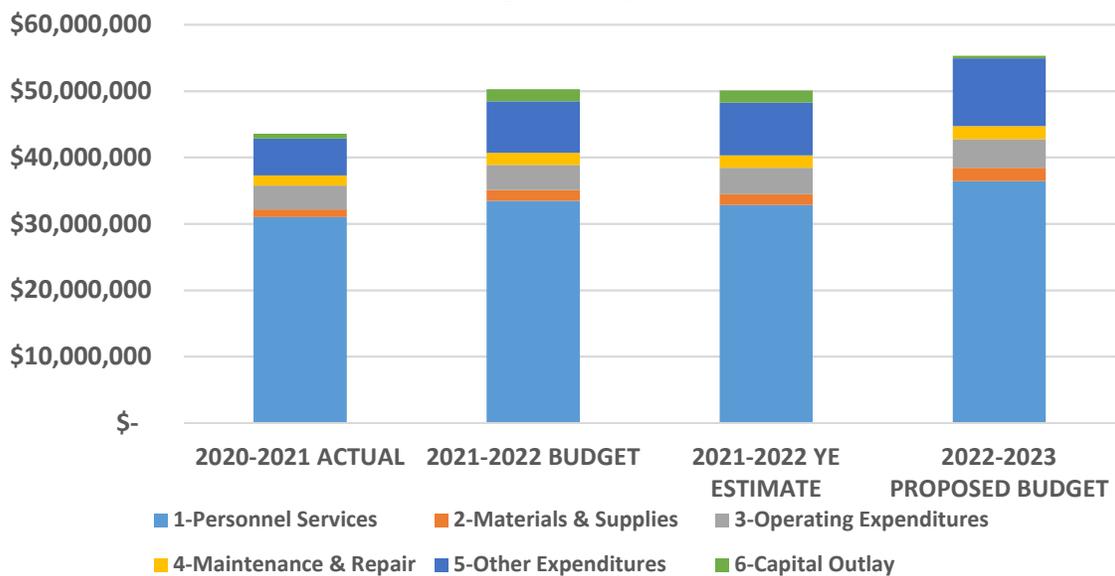
Proposed total expenditures budget is \$55,328,010 which is \$5,056,182 (10.06%) higher than the current budget. The increases are driven by police, fire, communications dispatch and public works.

The following graphs illustrate the spending by function, budgetary comparison, and category expense comparison.

**General Fund Expenditure By Function**

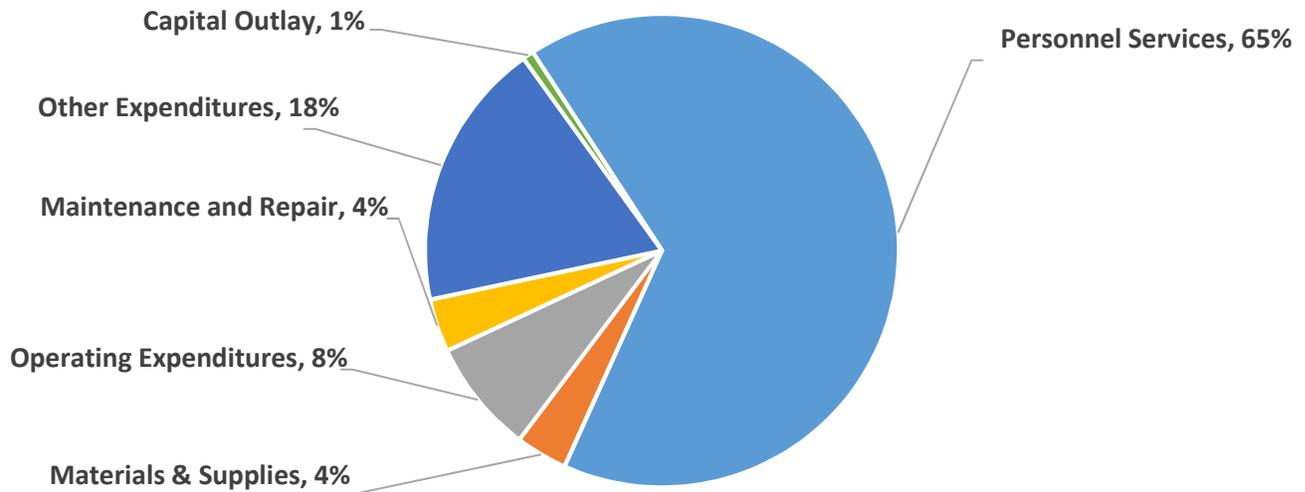


**General Fund Budgetary Expense Comparison**





**General Fund by Category**



## FUND BALANCE

The fund balance in the General Fund is estimated to be \$19,958,879 at the end of FY 2022-23. This amount is \$8,893,266 above the 20% minimum reserve amount established by city council policy.

## 4A ECONOMIC DEVELOPMENT FUND

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 was established to administer the Type A EDC sales tax.

4A fund accounts for the receipt of sales tax revenue and expenditures, including debt service payments that are allowable under state regulations for 4A Economic Development Corporations.

Revenues are projected to be \$7,322,335 in the proposed FY 2022-23 budget. Expenditures are projected to be \$4,962,661, including \$1,826,505 debt service payment, in FY 2022-23. The proposed fund balance at the end of the fiscal year 2023 is projected to be \$3,332,823 or 67.15% fund balance percentage to expenditures, which is well above the 20% fund balance requirement per the city's financial policy.



## **4B COMMUNITY SERVICES DEVELOPMENT FUND**

The citizens of Burleson approved an additional one-half of one percent sales tax in 1993 to fund the construction and acquisition of municipal facilities and for other purposes provided for by the enabling state statute.

The Special Revenue Fund accounts for the receipt of half-cent sales tax revenue and expenditures, including debt service payments that are allowable under state regulations for 4B Community Service Development Corporations.

Revenues are projected to be \$7,187,335 in the proposed FY 2022-23 budget. Expenditures are projected to be \$9,011,863, including \$1,390,800 debt service payment, in FY 2022-23, a 40.28% increase from the FY 2021-2022 original budget. The proposed fund balance at the end of the fiscal year 2023 is projected to be \$3,722,488 or 41.31% fund balance percentage to expenditures.

4B fund also transfers funds to the Parks Performance and Golf fund to subsidize their operations. The proposed transfer for FY 2023 to the Parks Performance fund is \$3,130,479 and for Golf Fund is \$1,107,200, which includes a \$376,086 golf debt service payment.

## **PARKS PERFORMANCE FUND**

The Parks Performance Fund is budgeted for revenues and expenditures of \$5,131,200 to net a zero fund balance. A transfer of \$3,130,479 is proposed from the 4B Fund to cover operational expenses in fiscal 2022-2023. The proposed operating budget revenues are expected to cover 39.0% of fund expenses in 2022-2023. Within the Parks Performance Fund, self-sustainability for the BRiCk is 49%, athletic fields are 11%, and Russell Farm is 9%. The total self-sustainability for all operations is 39%. The remaining 61% comes from the 4B Fund.

## **OTHER SPECIAL REVENUE FUNDS**

The city has a few special revenue funds presented in this budget. The purpose of special revenue funds is to account for funding that is restricted or committed in its use. The following are presented as special revenue funds:

- **Hotel/Motel Fund** – revenues are generated from a 7% hotel/motel tax assessed on room rentals from hotels and motels and are restricted to promoting tourism, conventions, and related activities within the city. The proposed FY 2022-2023 budget includes total revenues of \$489,191 and total expenditures of \$839,286. The ending fund balance is projected to be \$507,955 at the end of FY 2022-23.

# Budget Overview

## Proposed FY 2022-2023 Budget

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- **Public, Educational and Governmental (PEG) Fund** – Revenue is a fee assessed by cable franchising authorities for costs associated with local channels. It is restricted for capital expenditures related to a municipal public access channel and the broadcasting of council meetings to the public. For FY 2022-23, revenues are projected at \$60,000 and expenditures at \$47,799. An ending fund balance at the end of FY 2022-23 is projected to be \$30,144.
- **Municipal Court Technology Fund** – The revenue is part of the court fines charged to an individual and is restricted to the purchase or maintenance of technology enhancements related to municipal court. For FY 2022-23, revenues are projected at \$30,000 and expenditures at \$37,837. An ending fund balance at the end of FY 2022-23 is projected to be \$84,163.
- **Juvenile Case Manager Fund**- Revenue is part of the court fine charged to an individual and is restricted to the salary, benefits, training, travel expenses, office supplies, and other necessary expenses related to the position of a juvenile case manager employed under CCP, article 45.056. The fund may not be used to supplement the income of an employee whose primary role is not that of a juvenile case manager. For FY 2022-23, revenues are projected at \$32,960 and expenditures at \$38,070. An ending fund balance at the end of FY 2022-23 is projected to be \$51,332.
- **Municipal Court Building Security Fund** – A court fee charged to an individual restricted to security personnel, services, and items related to the buildings that house the operations of the municipal court. For FY 2022-23, revenues are projected at \$35,000 and expenditures at \$39,194. An ending fund balance at the end of FY 2022-23 is projected to be \$79,642.

## WATER/WASTEWATER FUND

Revenue in this fund is projected to be \$25,864,089 in the proposed FY 2022-23 budget – an increase of \$843,877 (3.3% increase) from the FY 2021-22 budget.

### Fund Expenditures

Proposed expenditures for FY 2023 total \$25,618,998 – 4% more than the FY 2022 budget. Total expenditures for this fund are increasing in 2023 by \$1,144,003.

### Water Rates

The proposed FY 2022-23 budget does not include a water rate increase.

The base water rates are as follows:

Budget Overview  
Proposed FY 2022-2023 Budget



Meter size (in inches)	FY 22/23 Water Rate
3/4	\$15.56
1	\$22.41
1.5	\$42.19
2	\$62.18
3	\$149.55
4	\$249.26
6	\$497.41
8	\$745.56
10	\$991.51
12	\$1,144.90

*(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:

	FY 22/23
1 gallon to 10,000 gallons	\$4.76
10,001 gallons to 20,000 gallons	\$5.75
Over 20,000 gallons	\$6.57
Gas Well Drilling (all volumes)	\$13.55

**Wastewater Rates**

The proposed FY 2022-23 wastewater rates remain the same. The base rate is \$19.16/month, and the volumetric rate is \$5.32/1,000 gallons. These rates are the same for 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.

**GOLF COURSE FUND**

A policy has been implemented for the Golf Fund balance to remain at zero. With this in mind, both the revenues and expenditures for golf in the 2022-23 fiscal year are budgeted at \$2,914,200. A 4B proposed transfer in the amount of \$1,107,200. The Golf Fund’s debt service is \$376,086.

**SOLID WASTE FUND**

Solid Waste operations are outsourced to a third-party vendor to handle the refuse and recycling of our community. The contract is for five years, set to expire in 2024. The proposed FY 2022-2023 budget includes expenditures of \$3,879,653 and revenues of \$3,418,411, resulting in a net working capital decrease of \$461,242, assuming adoption of the recommended rate of \$18.20,



the same rate as last fiscal year. Staff projects the fund balance at the end of FY 2022-23 to be \$541,116.

### **SUPPORT SERVICES FUND**

The Support Services Fund records the activities of the information technology support services functions (currently only the information technology department) and allows for the costs of these services to be reflected as expenditures of the “customer” departments. The proposed budget expense is \$5,701,729. The projected year-end working capital balance is \$83,040.

### **CEMETERY FUND**

The Cemetery (Operations) 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 \$30,746 in FY 2022-23 and expenditures are projected at \$23,766. The end-of-year working capital in the Cemetery Fund is projected to be \$222,971 in FY 2022-23.

### **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 related to these operations are charged to the using department to offset the proposed budget expenses of this fund. Revenues in the proposed FY 2022-23 budget are projected at \$2,185,524. Fund expenditures are projected at \$2,023,639. The projected end-of-year working capital in the Equipment Service Fund for FY 2022-23 is budgeted to be \$11,968.

### **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 replacing 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 FY 2022-23 are projected at \$2,979,042. Expenditures are estimated to be \$2,461,658. The fund is scheduled to replace public works and parks equipment for \$243,500, replacement of police vehicles for \$708,500, and new



equipment from the proposed supplemental for \$1,172,000. Proposed year-end fund balance of \$ \$4,066,907 for FY 2022-23.

- **Proprietary Equipment Replacement Fund: Revenues and Expenditures**

Revenues in this fund for FY 2022-23 are projected at \$2,979,042. Expenditures are estimated to be \$2,461,658. The fund is scheduled to replace public works and parks equipment for \$243,500, replacement of police vehicles for \$708,500, and new equipment from the proposed supplemental for \$1,172,000. Proposed year-end fund balance of \$ \$4,066,907 for FY 2022-23.

## **HEALTH INSURANCE FUND**

This fund was created for the health insurance financial activity of the city (i.e., citywide), previously located in the General Fund. For FY 2022-23, revenues are projected to be \$5,631,357 and expenditures at \$5,685,193. An ending fund balance at the end of FY 2022-23 is projected to be \$3,834,693.

THE CITY OF  
**BURLESON**  
TEXAS



**guide** **btX** 

City of Burleson <sup>34</sup> Strategic Plan

# ABOUT THIS PLAN

## Why a strategic plan?

The City of Burleson Strategic Plan or Guide BTX communicates the mayor and city council priorities to Burleson residents and businesses. The plan's purpose is to set overall focus areas and goals for the city and develop action items to achieve the goals. Residents can track the city's progress toward the stated goals through quarterly plan updates.

## How was the plan developed?

During the fall and winter of 2021, multiple strategic planning sessions were held by the Burleson City Council with a strategic planning consultant. Together, the council created a vision and a mission statement. They also ranked the city's priorities for the staff and the city council to focus on over the upcoming years.

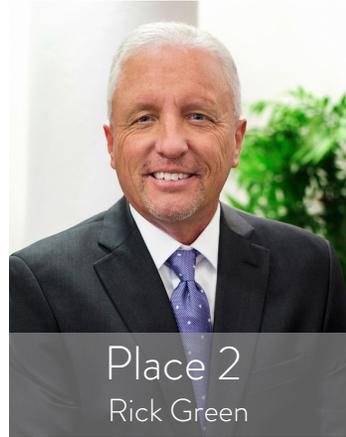
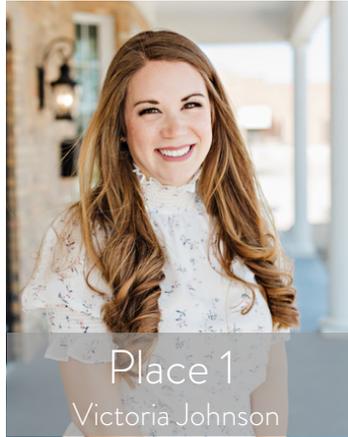
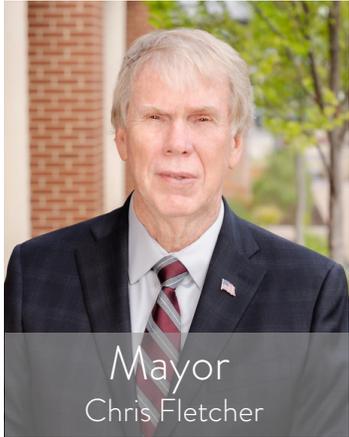
## This plan:

1. Creates a vision for Burleson over the next 15 years.
2. Develops key focus areas and goals the city will focus on over the next five years.
3. Outlines action items to achieve the set goals for Fiscal Year 2022-2023. Action items are updated yearly.
4. Determine city council's top and high priorities for the action tasks.



# BURLESON

## City Council



## VISION 2037

*Burleson is the premier place to:*

**LIVE** *with great residential neighborhoods;*  
**WORK** *with a dynamic business community; and*  
**PLAY** *where you can enjoy life and have fun.*

*Burleson 2037 is a* **Safe Community,**

*has a* **Vibrant Old Town and**

*Our residents take* **Pride in Our Burleson Community**

The background of the slide is a photograph of a large crowd of people sitting in chairs at an outdoor event. The crowd is diverse in age and appearance, and many are wearing blue and red clothing. In the background, there is a building with a sign that says "BURLESON". The sky is clear and blue, and there are some trees in the upper left corner.

# BURLESON CITY GOVERNMENT MISSION

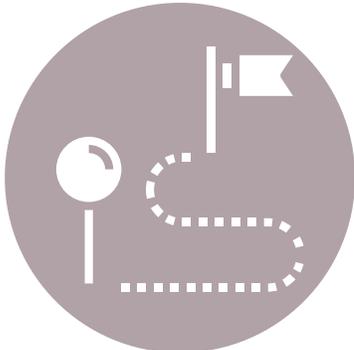
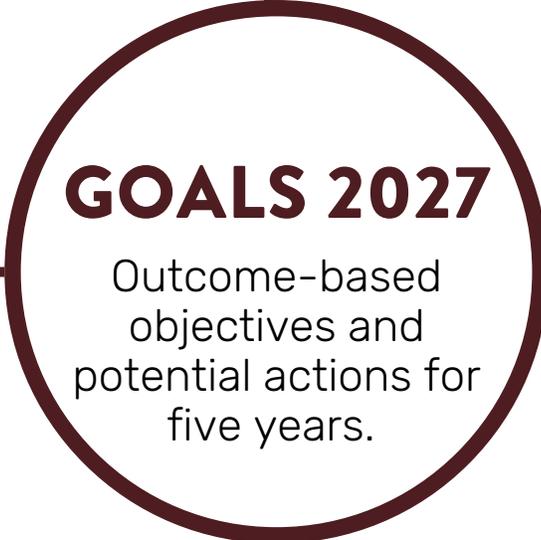
*To provide exceptional, people-focused municipal services and to plan and invest in the future in a financially responsible and innovative manner through a high-performing city team and in a partnership with our Burleson community.*

# FOCUS AREAS



## High Performing City Organization

Providing Exceptional, People Focused Services



**Dynamic & Preferred City**  
through Managed Growth



**Beautiful, Safe & Vibrant Community**



**Great Place to Live**  
through Expanded Quality of Life Amenities



# FOCUS AREA 1

## High Performing City Organization

Providing Exceptional, People Focused Services

### OBJECTIVE

To make the City of Burlison a community of choice by providing outstanding customer service, communication and community engagement; leveraging technology to be an efficient and responsive organization; being financially responsible; maintaining an organizational culture that values innovation, process improvement, productivity and teamwork; and focusing training and development opportunities for city employees.

### GOAL 1

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

### GOAL 2

Continue to improve the efficiency and productivity of operations through the use of technology, innovation, teamwork and continual business process improvement.

### GOAL 3

Deliver high-quality service and communications to external and internal customers by providing outstanding customer experience, communication and community engagement; regularly seeking feedback from citizens and employees through surveys, public forums and other outreach methods; and offering convenient methods for conducting business and communicating with the city.

### GOAL 4

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

# FOCUS AREA 1



## High Performing City Organization

Providing Exceptional, People Focused Services

### GOAL 1

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

	Action	Responsible Department	Target Date
1.1.1	<p>Continue to ensure competitive compensation and benefits across the city by benchmarking against peer cities, evaluating city compensation plan ranges and adjustments, cost of living adjustments, and performance-based merits</p> <p><i>This was determined to be a High Priority by city council during strategic planning</i></p>	Human Resources	On-going
1.1.2	Continue researching and developing community partnerships to discuss diversity and offer suggestions for inclusion within the city	City Secretary's Office	First Quarter (October - December 2022)
1.1.3	Implement a direct clinic model for the city employee's health benefit plan that will provide a timely health care option and provide cost savings for both employees and the city's healthcare plan	Human Resources	Second Quarter (January - March 2023)
1.1.4	Continue development of community partnerships to discuss diversity and offer suggestions of inclusion within the police department	Police	On-going

## GOAL 2

Continue to improve the efficiency and productivity of operations through the use of technology, innovation, teamwork and continual business process improvement.

	<b>Policy Action</b>	<b>Responsible Department</b>	<b>Target Date</b>
1.2.1	Continue Lean Government program, which assesses operational performance and makes specific recommendations on how to improve projects linked directly to the city's strategic plan	Customer Service	on-going
1.2.2	Develop departmental key performance indicators (KPIs) and performance measurement data that can be used to understand operational effectiveness and guide decision making	Customer Service	Second Quarter (January - March 2023)
1.2.3	Perform cyber security threat assessment and implement necessary protocols to improve the city's cyber security posture	Information Technology	Third Quarter (April - June 2023)
1.2.4	Improve network infrastructure to ensure capabilities for software as a service application and improve data redundancies	Information Technology	Third Quarter (April - June 2023)
1.2.5	Leverage technology to improve the city's credit card process to increase staff efficiency, improve the reconciliation process and strengthen internal controls	Legal & Purchasing	Second Quarter (January - March 2023)
1.2.6	Identify a vendor to implement new computer-aided dispatch and records management system to improve efficiency and public safety response services	Public Safety Communications	Fourth Quarter (July - September 2023)

# GOAL 3

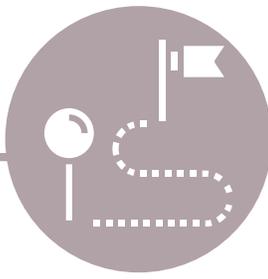
**Deliver high-quality service and communications to external and internal customers** by providing outstanding customer experience, communication and community engagement; regularly seeking feedback from citizens and employees through surveys, public forums and other outreach methods; and offering convenient methods for conducting business and communicating with the city.

	<b>Action</b>	<b>Responsible Department</b>	<b>Target Date</b>
1.3.1	Continually assess communications and engagement resources, processes, strategies and materials to seek ways to increase community stakeholder awareness and engagement  <i>This was determined to be a <b>High Priority</b> by city council during strategic planning</i>	Community Service	on-going
1.3.2	Complete development and launch new city-wide 311 call center division supported by robust customer relationship management software  <i>This was determined to be a <b>High Priority</b> by city council during strategic planning</i>	Customer Service	First Quarter (October - December 2022)
1.3.3	Develop communication tools to provide the public with updates on the status of the 2022 Bond Program Implementation	Community Services (Marketing and Communications)	on-going
1.3.4	Implement a citizen self-service portal to allow online inspection scheduling, online permit requests and online payment options	Development Services	Second Quarter (January - March 2023)

# 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.

	<b>Action</b>	<b>Responsible Department</b>	<b>Target Date</b>
1.4.1	<p>Develop a list of surplus city-owned property and provide the city council with options for potential sales of tracts</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Economic Development	Fourth Quarter (July - September 2023)
1.4.2	<p>Continue implementation of the American Rescue Plan Act (ARPA) funding plan and reassess utilization of funds as needed</p>	Finance	On-going
1.4.3	<p>Review investment and debt policy and provide recommendations for improvement</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Finance	Second Quarter (January - March 2023)
1.4.4	<p>Review city financial policies and provide recommendations for improvement</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Finance	Second Quarter (January - March 2023)
1.4.5	<p>Begin implementation of city-wide enterprise resource planning (ERP) replacement to integrate data and processes from multiple city departments and consolidate them into one system to provide a more user-friendly and efficient way for the city to conduct business</p>	Finance	First Quarter (October - December 2022)



# **FOCUS AREA 2**

## **Dynamic & Preferred City through Managed Growth**

### **OBJECTIVE**

To promote balanced residential and commercial development growth through long-term planning and zoning ordinances; develop and maintain public infrastructure in the city that improves mobility and connectivity; develop superior utility services and facilities; and promote sustainable development and job growth in the city.

### **GOAL 1**

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 2**

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 3**

Enhance connectivity and improve mobility by focusing on key street improvements and expanding capacity of existing transportation network, particularly within the SH 174 Corridor and the western portion of our city; improving roadway, bicycle and pedestrian infrastructure, and coordinating with Regional, State and Federal transportation partners for funding and support.

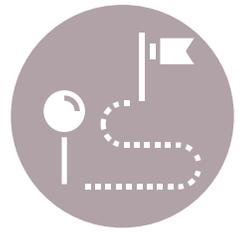
### **GOAL 4**

Implement the city's Capital Improvement Program to improve the quality of life for residents through the completion of projects identified in the city's master plans.

### **GOAL 5**

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

# FOCUS AREA 2



## Dynamic & Preferred City through Managed Growth

### GOAL 1

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.

	Action	Responsible Department	Target Date
2.1.1	<p>Consider revisions and updates to the city's economic development plan, which focuses on major retail, commercial and industrial corridors across the city</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Economic Development	Fourth Quarter (July - September 2023)
2.1.2	<p>Begin development of the Hooper Business Park in Chisholm Summit</p> <p><i>This was determined to be a <b>High Priority</b> by city council during strategic planning</i></p>	Economic Development	Third Quarter (April - June 2023)
2.1.3	<p>Consider options to create a new industrial park in an effort to diversify the city's tax base and provide a more resilient local economy</p>	Economic Development	Fourth Quarter (July - September 2023)
2.1.4	<p>Continue efforts to attract new-to-market retail establishments</p>	Economic Development	On-going

## GOAL 2

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.

	Action	Responsible Department	Target Date
2.2.1	<p>Complete voluntary annexation process and begin required infrastructure of Chisholm Summit Development</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	City Manager's Office	Fourth Quarter (July - September 2023)
2.2.2	<p>Complete revisions to the Subdivision Design Manual, which details requirements associated with construction of new subdivisions within the city</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Public Works	Fourth Quarter (July - September 2023)
2.2.3	<p>Complete update to Zoning Ordinance, which ensures new development aligns with the strategic vision of the city</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Development Services	Second Quarter (January - March 2023)
2.2.4	<p>Pursue the development of a new trade school within the city limits to provide training opportunities for skilled labor positions</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Economic Development	Fourth Quarter (July - September 2023)

# GOAL 3

**Enhance connectivity and improve mobility** by focusing on key street improvements and expanding capacity of existing transportation network, particularly within the SH 174 Corridor and the western portion of our city; improving roadway, bicycle and pedestrian infrastructure, and coordinating with Regional, State and Federal transportation partners for funding and support.

	Action	Responsible Department	Target Date
2.3.1	<p>Develop a pedestrian mobility plan to enhance connectivity to parks, sidewalks and schools</p> <p><i>This was determined to be a High Priority by city council during strategic planning</i></p>	Public Works	Third Quarter (April - June 2023)
2.3.2	<p>Coordinate with the Texas Department of Transportation (TXDOT) to finalize State Highway 174 Widening design and develop a construction schedule</p> <p><i>This was determined to be a High Priority by city council during strategic planning</i></p>	Public Works	Fourth Quarter (July - September 2023)
2.3.3	<p>Develop alternative development vision and action plans to reduce residential density in the Transit Oriented Development (TOD) area</p> <p><i>This was determined to be a Top Priority by city council during strategic planning</i></p>	Development Services	Fourth Quarter (July - September 2023)
2.3.4	<p>Begin implementation of Automated Traffic Management System as approved in the 2022 bond program</p>	Public Works	Fourth Quarter (July - September 2023)

# GOAL 4

Implement the city's Capital Improvement Program to improve the quality of life for residents through the completion of projects identified in the city's master plans.

	<b>Action</b>	<b>Responsible Department</b>	<b>Target Date</b>
2.4.1	Finalize design and begin construction of Intelligent Traffic System (ITS) and Traffic Management Center (TMC), allowing the city to control signal timing along SH174	Public Works	Second Quarter (January - March 2023)
2.4.2	Finalize design and complete construction to improve the condition of multiple residential streets throughout the city	Public Works	Fourth Quarter (July - September 2023)
2.4.3	Finalize design for bridge connecting Alsbury Boulevard to CR1020	Public Works	Second Quarter (January - March 2023)
2.4.4	Finalize design and complete construction of various sidewalk segments, with a focus on improving pedestrian connectivity throughout the city	Public Works	Fourth Quarter (July - September 2023)
2.4.5	Design and construct additional left turn lane and new traffic signal to enhance traffic conditions at Lakewood and SH174	Public Works	Fourth Quarter (July - September 2023)
2.4.6	Approved design contract for Alsbury Boulevard extension to Lakewood Drive	Public Works	Second Quarter (January - March 2023)

# GOAL 5

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

	Action	Responsible Department	Target Date
2.5.1	Continue working with the City of Fort Worth to develop an agreement that addresses future water supply needs for the City of Burleson, establishes the capacity of all water lines currently serving the city and outlines terms for the purchase of any future additional needed capacity	Public Works	on-going
2.5.2	Update the Water and Sewer Master Plan to identify options to expand services to the western portion of the city	Public Works	First Quarter (October - December 2022)
2.5.3	Develop an assessment of city facilities and outline future improvement and spacing needs  <i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i>	Public Works	Fourth Quarter (July - September 2023)
2.5.4	Finalize design for proposed city hall renovation and initiate construction improvements	Public Works	Third Quarter (April - June 2023)



# FOCUS AREA 3

## Beautiful, Safe & Vibrant Community

### OBJECTIVE

Provide a beautiful, safe and vibrant community for those that live, learn, work and play in the City of Burleson by focusing on beautification programs; providing public art that enhances the community's visual appeal and uniqueness; providing crime prevention and community risk reduction programs; emergency preparedness; and emergency response services.

### GOAL 1

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

### GOAL 2

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

### GOAL 3

Enhance emergency response services provided to the community, including emergency medical, police, fire and public dispatch services.

### GOAL 4

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

### GOAL 5

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

# FOCUS AREA 3

## Beautiful, Safe & Vibrant Community



### GOAL 1

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

	Action	Responsible Department	Target Date
3.1.1	Consider options and partnerships for the placement of digital signs in the community	City Manager's Office	Fourth Quarter (July - September 2023)
3.1.2	Develop a Façade Improvement Program to incentivize the redevelopment of commercial districts	Development Services	Third Quarter (April - June 2023)
3.1.3	Update and increase participation in the Adopt-A-Spot program to enhance community beautification	Neighborhood Services (Environmental Services Division)	Third Quarter (April - June 2023)
3.1.4	Develop partnerships and incentives to increase urban canopy throughout the city	Neighborhood Services (Environmental Services Division)	Second Quarter (January - March 2023)

## GOAL 2

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

	Action	Responsible Department	Target Date
3.2.1	Develop a policy and funding plan to continue and enhance public art within the community	Neighborhood Services	First Quarter (October - December 2022)
3.2.2	Coordinate with development partners to create a vision for the Hidden Creek corridor and outline possible options  <i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i>	City Manager's Office	Second Quarter (January - March 2023)
3.2.3	Identify location and amenities to establish a community park	Parks and Recreation	Fourth Quarter (July - September 2023)
3.2.4	Identify potential options for the renovation or relocation of existing softball practice fields located on Hidden Creek Parkway	Parks and Recreation	Second Quarter (January - March 2023)

# GOAL 3

Enhance emergency response services provided to the community, including emergency medical, police, fire and public dispatch services.

	Action	Responsible Department	Target Date
3.3.1	Take necessary steps to transition to fire-based emergency medical services  <i>This was determined to be a High Priority by city council during strategic planning</i>	Fire	Fourth Quarter (July - September 2023)
3.3.2	Complete staff analysis for police department to determine personnel and facility needs and begin implementation of recommendations	Police	First Quarter (October - December 2022)
3.3.3	Select architect and begin design of police department facility expansion  <i>This was determined to be a High Priority by city council during strategic planning</i>	Police	First Quarter (October - December 2022)
3.3.4	Enhance efforts to ensure the community is prepared for emergencies	Fire (Emergency Management)	Third Quarter (April - June 2023)
3.3.5	Partner with fire department and medical director to establish emergency medical dispatch (EMD) protocols	Public Safety Communications	Fourth Quarter (July - September 2023)
3.3.6	Obtain Texas Commission on Law Enforcement (TCOLE) Telecommunication Agency credentials	Public Safety Communications	Fourth Quarter (July - September 2023)

# GOAL 4

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

	Action	Responsible Department	Target Date
3.4.1	<p>Establish a location for future fire station #4 to support growth in the western portion of the city</p> <p><i>This was determined to be a High Priority by city council during strategic planning</i></p>	Fire	First Quarter (October - December 2022)
3.4.2	Enhance school safety by increasing the number of school resource officers (SRO) to support Burleson ISD's safety plan	Police	First Quarter (October - December 2022)
3.4.3	Consider staff and equipment needs in accordance with third-party staff analysis	Police	Second Quarter (January - March 2023)
3.4.4	Increase staff in fire and public safety communications to prepare for the transition of emergency medical services (EMS)	Fire/Public Safety Communications	Second Quarter (January - March 2023)
3.4.5	Partner with consulting firm and stakeholders to research and select a new Computer-Aided Dispatch (CAD), Mobile Data System (MDS) and Records Management System (RMS) suite	Public Safety Communications	Second Quarter (January - March 2023)

## GOAL 5

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

	Action	Responsible Department	Target Date
3.5.1	Evaluate the need and potential options for establishing a rental registration and inspection program	Neighborhood Services	Third Quarter (April - June 2023)
3.5.2	Cultivate partnerships with local nonprofits and develop a Community Safety Action Plan to support and prepare the community in the event of emergencies and national disaster  <i>This was determined to be a High Priority by city council during strategic planning</i>	Fire (Emergency Management)	First Quarter (October - December 2022)
3.5.3	Continue to enhance Community Risk Reduction efforts (drowning prevention, CPR, Stop the Bleed, etc.), making our city a safer place to live, work and visit	Fire (Community Risk Reduction Division)	Fourth Quarter (July - September 2023)
3.5.4	Upgrade the city's outdoor warning system to interface with the Everbridge communication platform, which will automatically issue National Weather Service warnings	Fire (Emergency Management)	Second Quarter (January - March 2023)



# FOCUS AREA 4

## Great Place to Live

through Expanded Quality of Life Amenities

### **OBJECTIVE**

To make the City of Burleson a premier place to live, learn and play by providing outstanding cultural, recreational and educational opportunities that enrich the lives of our residents.

### **GOAL 1**

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

### **GOAL 2**

Provide high-quality recreation opportunities, events and facilities for residents by expanding programs and options for all ages and abilities that enrich the quality of life for residents.

### **GOAL 3**

Provide outstanding cultural, educational and entertainment opportunities by cultivating mutually beneficial partnerships with area education and government entities, the business community, and not-for-profits.

# FOCUS AREA 4



## Great Place to Live

through Expanded Quality of Life Amenities

### GOAL 1

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

	Action	Responsible Department	Target Date
4.1.1	Develop a 5-year capital program based on the Parks Master Plan <i>This was determined to be a High Priority by city council during strategic planning</i>	Parks and Recreation	Fourth Quarter (July - September 2023)
4.1.2	Complete design and begin construction for Village Creek trail to improve interconnectivity to the current trail system	Parks and Recreation	Third Quarter (April - June 2023)
4.1.3	Finalize design and begin construction for Shannon Creek Park	Parks and Recreation	Third Quarter (April - June 2023)
4.1.4	Renovate and refurbish park amenities in neighborhood parks throughout the city	Parks and Recreation	Fourth Quarter (July - September 2023)

## GOAL 2

Provide high-quality recreation opportunities, events and facilities for residents by expanding programs and options for all ages and abilities that enrich the quality of life for residents.

	Action	Responsible Department	Target Date
4.2.1	<p>Develop vision and create options for a Community Multi-Purpose Art Center space</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	City Manager's Office	Fourth Quarter (July - September 2023)
4.2.2	<p>Utilize a consultant to complete an analysis to identify long-term library facility and service delivery methods</p> <p><i>This was determined to be a <b>Top Priority</b> by city council during strategic planning</i></p>	Community Services (Public Library)	Third Quarter (April - June 2023)
4.2.3	<p>Develop options to increase teen recreational programming in the city's library and recreational facilities</p> <p><i>This was determined to be a <b>High Priority</b> by city council during strategic planning</i></p>	Community Services (Public Library)/Parks and Recreation	Second Quarter (January - March 2023)
4.2.4	<p>Enhance programming at the Senior Activity Center to offer additional activities to increase center utilization</p>	Community Services (Senior Activity Center)	Third Quarter (April - June 2023)
4.2.5	<p>Pursue mobile programming and services for recreation opportunities to ensure all areas of the community are provided city resources</p>	Community Services (Public Library)/Parks and Recreation	Third Quarter (April - June 2023)

## GOAL 3

Provide outstanding cultural, educational and entertainment opportunities by cultivating mutually beneficial partnerships with area education and government entities, the business community, and not-for-profits.

	<b>Action</b>	<b>Responsible Department</b>	<b>Target Date</b>
4.3.1	Install a video system in the Mayor Vera Calvin Plaza to showcase city events to visitors and those in our community with sensory sensitivities or disabilities	Community Services (Marketing and Communications)	First Quarter (October - December 2022)
4.3.2	Begin construction of Alley Cats Entertainment facility and continue to work with the development community to develop family entertainment venues	Economic Development	First Quarter (October - December 2022)
4.3.3	Partner with Burleson ISD to successfully transfer Hill College to the former Kerr Middle School site	City Manager's Office	Third Quarter (April - June 2023)
4.3.4	Evaluate Hotel/Motel Occupancy Tax policy to enhance and attract community events and festivals to our community	Economic Development	Third Quarter (April - June 2023)
4.3.5	Consider options and incentives to partner with the development community to build a convention/civic center	City Manager's Office	Third Quarter (April - June 2023)

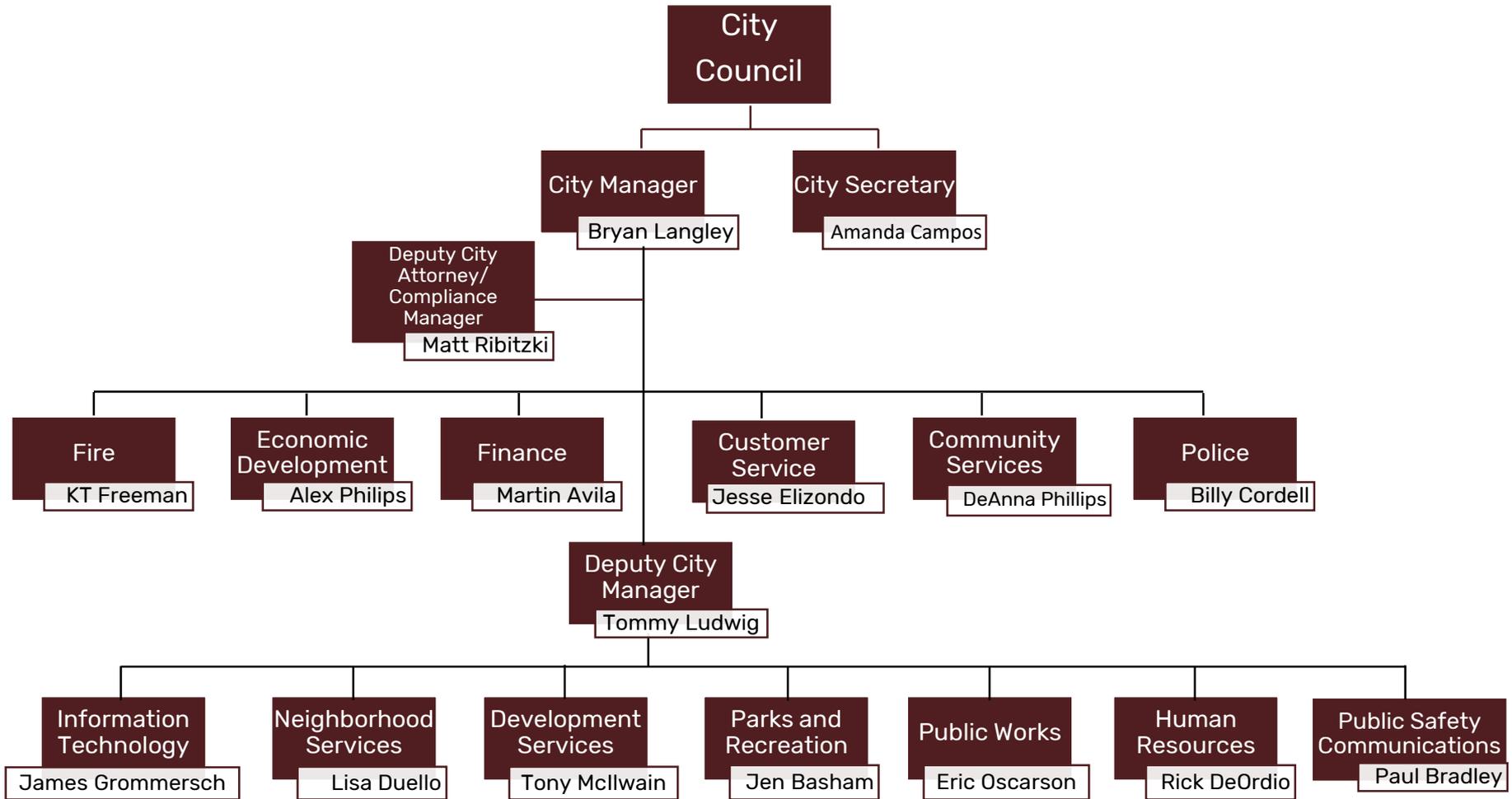
# COMPLETED ITEMS

Other action items that were identified in the strategic plan that were accomplished in FY 21-22.

<b>Action</b>	<b>Responsible Department</b>
Develop long-term financial model to explore revenues, expenditures and staff projects needed for city's growth and buildout	Finance
Develop a business recruitment, retention and expansion plan	Economic Development
Update of the city's subdivision ordinance	Development Services

THE CITY OF  
**BURLESON**  
TEXAS

# Organizational Chart



CITY OF BURLESON FUND STRUCTURE BY BUDGETARY BASIS

**Governmental  
Activities**

Modified Accrual Basis  
of Accounting

**Government  
Fund**

**Debt Service  
Funds**

General Debt Service

Type 4B Debt Service

Type 4A Debt Service

**Special  
Revenue Fund**

Parks Performance Fund

Type 4B Special Revenue Fund

Type 4A Special Revenue Fund

Economic Development Fund

Hotel/Motel Fund

**Business  
Activities**

Accrual Basis of  
Accounting

**Enterprise**

Water and Wastewater

Solid Waste

Hidden Golf Course

Cemetery

**Internal  
Service**

Equipment Services

Equipment Replacement-Government

Equipment Replacement-Business

Support Services

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

## CITY OF BURLESON FUND DESCRIPTION

### *Governmental Modified Accrual Basis of Accounting*

#### *MAJOR FUNDS:*

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

#### *NON-MAJOR FUNDS:*

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

## CITY OF BURLESON FUNDS DESCRIPTION

### *Proprietary*

### *Accrual Basis of Accounting*

#### *MAJOR FUNDS:*

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

#### *NON-MAJOR FUNDS:*

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

# BASIS OF BUDGETING

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## **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 AFR, 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 CITY OF  
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**The Relationship Between Functional Units:  
Operations and Accounting Funds**

DEPT/DIV Description	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOV'T EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
<b>ADMINISTRATIVE SERVICES</b>										
1011 City Manager's Office	X					X				
1015 Human Resources	X					X				
1016 Legal Services	X					X				
1017 Communications	X					X				
<b>CITY SECRETARY'S OFFICE</b>										
1411 City Secretary's Office	X					X				
1412 City Council	X									
1413 Records & Information Services	X					X				
1415 Judicial Services	X					X				
<b>LIBRARY</b>										
1611 Library	X					X				
1612 Burleson University	X					X				
<b>FINANCE</b>										
2011 Finance	X					X				
2013 Support Services	X					X				
2014 Purchasing	X					X				
<b>PUBLIC SAFETY</b>										
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				
<b>PUBLIC WORKS</b>										
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				
<b>NEIGHBORHOOD SERVICES</b>										
4511 Neighborhood Services Administration	X									
4514 Animal Services	X					X				
4515 Environmental Services	X									
5013 Code Enforcement	X					X				
<b>PLANNING AND ENGINEERING SERVICES</b>										
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				
<b>PARKS AND RECREATION</b>										
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		
<b>4A SPECIAL REVENUE FUND</b>										
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
<b>HIDDEN CREEK GOLF COURSE</b>											
8011	Golf Course Administration					X		X			
8012	Pro Shop					X		X			
8013	Golf Course Maintenance					X		X			
8015	Food & Beverage Services					X		X			
<b>ADMINISTRATIVE SERVICES</b>											
1511	Information Technology						X				X

## FINANCIAL POLICY STATEMENTS

Proposed Revisions 6/21/2021

### 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, either electronically or on paper, 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. 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.
- 1) 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.
  - 2) Awards. If feasible, the operating budget will be submitted to the GFOA annually for evaluation and consideration for the Award for Distinguished Budget Presentation.
  - 3) 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.
  - 4) 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.
  - 5) 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.
  - 6) 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.
  - 7) 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.
  - 8) Amending the Official Budget. The council may amend the budget for municipal purposes in accordance with state law.
  - 9) 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 in the current year. For Encumbrances that are brought forward from the previous year, budgets will be adjusted by the encumbered amount in the current year .
- B. **BALANCED BUDGET.** The operating budget will be balanced with current revenues and other resources greater than or equal to current expenditures/expenses. Use of beginning balances and other reserves to balance operations will be disclosed in the document with the underlying rationale.
- C. **REPORTING.** Monthly financial reports will be prepared to enable the Department Managers to manage their budgets and to enable the Finance Director to monitor and control the budget as authorized by the City Manager. Summary

financial reports will be presented to the departments within 7 business days. City Council will receive a quarterly financial summary of key funds within 30 to 45 days after the end of each quarterly period (December, March, June and September).

- 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 and Tarrant 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.. 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 received will be regularly compared to budgeted revenues and significant 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, which is defined as transfers that increase budgetary fund balances, 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. However, Department Directors are authorized to approve budgetary line items transfers in the same fund within their own assigned departments. The City

Manager assigns Departments to each Director as areas of their responsibilities, and documents it in the City's Organization Chart.

- 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 of Government Code Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2251.021 and other related state and local government laws and regulations.
- 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 may use reproducible authorized signature(s) or ACH (automated clearinghouse)
- I. AUTHORIZATION OF WIRE TRANSFERS BY THE CITY.
  - 1. In general, attachments A through D to this Policy are as follows:
    - a. Attachment "A" List of authorized individuals who may approve wire transfers.
    - b. Attachment "B" Designation of Custodial/Safekeeping Agent.
    - c. Attachment "C" List of authorized Investment Pools.
    - d. Attachment "D" List of authorized Paying Agents.

Changes to attachments for revisions, additions, or deletions to any of the designations on Attachment "A", "B", "C" and "D" shall require the approval of two individuals listed on Group B as listed on Attachment "A". Copies of additions, deletions, and changes will be provided to the Finance Committee at their next regular scheduled meeting.

- 2. SECURITY PURCHASES.
  - a. Two employees designated on Group A of Attachment "A" must approve wire transfers associated with security purchases.
  - b. All security purchases shall be executed "delivery vs. payment."
  - c. Any change in the City's custodial relationship must be approved by two individuals designated in Group B of Attachment "A".
- 3. INVESTMENT POOLS

- a. Two employees designated on Group A of Attachment "A" must approve wire transfers to designated investment pools.
- b. Any revision, addition or deletions to the list of designated investment pools shall require the approval of two individuals designated in Group B of Attachment "A". Copies of additions, deletions, and changes will be provided to the Finance Committee at their next regularly scheduled meeting.

#### 4. PAYING AGENTS

- a. Two individuals designated on Group A of Attachment "A" must approve wire transfers to designated paying agents.
- b. Any revision, addition or deletion to the list of designated paying agents will require the approval of two individuals designated in Group B of Attachment "A". Such approval shall not be necessary when supplementary information unrelated to the accounts varies. For example, the paying agent may request that the wire include a notation that the transaction is to the attention of a certain individual. So long as the wire is the benefit of an authorized account, such clarifying information is permissible. Copies of additions, deletions, and changes will be provided to the Finance Committee at their regular scheduled meeting.

#### 5. MISCELLANEOUS

- a. Wire transfers to any party not involving a security purchase destined for custodial safekeeping with an approved organization, or to an authorized investment pool, or to an authorized paying agent, shall require the approval of two authorized individuals in Group B of Attachment "A". Copies of such transactions will be provided to the Finance Committee at their next regularly scheduled meeting.

6.

### 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 Policy.
- 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 to include all capital projects being considered and all resources for capital funding. The budget will be prepared on a fiscal year ending calendar and reported annually.. The capital budget will be prepared by the Finance Director with the involvement of all department staff as needed.
  
- B. CONTROL. All capital project expenditures must be appropriated in the capital budget at a project level. The Finance Department must certify the availability of such appropriations or the availability of resources needed to be appropriated before a capital project contract is presented to the City Council for approval. Any remaining funds of a completed project not allocated by City Council will be closed into an unallocated account in the same fund. Similar projects are to be grouped together in a fund based on type of project and source of funding, using the similar Capital Projects Fund classifications for reporting purposes in the Annual Financial Report.
  
- 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 at the initiation of a project so the costs can be included in the relevant operating budget.
  
- D. FINANCING PROGRAMS. Where applicable, assessments, impact fees, pro-rata charges, or other fees should be used to fund capital projects having a primary benefit to specific, identifiable property owners.
  
- E. INFRASTRUCTURE MAINTENANCE. The City recognizes that deferring 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 will place the burden of the costs and repairs on the current users of the systems.
  
- F. REPORTING. Periodic financial reports will be prepared to enable 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 quarterly.

#### 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

- a. Governmental funds of the City of Burleson shall be defined as follows:

- 1) General Fund. The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.
  
- 2) Special Revenue Funds. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources

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

- 3) Capital Projects Funds Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.
  - 4) 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.
  - 5) 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:
- 1) General Fund
    - i. 001 General Fund
    - ii. 002 General Fund – Health Insurance - Assigned
  - 2) DEBT SERVICE FUNDS RESTRICTED:
    - i. 201 Debt Service Fund – General – Restricted
    - ii. 202 4B Sales Tax Debt Service – Restricted
    - iii. 203 4A Sales Tax Debt Service – Restricted
  - 3) SPECIAL REVENUE FUNDS RESTRICTED/COMMITTED
    - i. 101 General Government SRF - Restricted
    - ii. 102 Public Safety SRF - Restricted
    - iii. 103 Public Works SRF – Restricted
    - iv. 104 Culture & Recreation SRF – Restricted
    - v. 105 Hotel/Motel SRF - Restricted
    - vi. 106 BCDC 4B Sales Tax SRF – Restricted
    - vii. 107 Public Safety Grants SRF – Restricted
    - viii. 109 Culture & Recreation Grant SRF – Restricted
    - ix. 110 BCDC 4A Sales Tax SRF – Restricted
    - x. 113 Economic Development Incentive SRF – Restricted
    - xi. 114 TIF #2 SRF – Restricted
    - xii. 115 Traffic Safety SRF – Restricted
    - xiii. 116 Parks Performance SRF – Committed
    - xiv. 117 General Government Grants SRF – Restricted
    - xv. 118 Burleson TIF #3 - Restricted
    - xvi. 150 PID #1 - Restricted

4) CAPITAL PROJECT FUNDS NON-BONDED - COMMITTED

- i. 301 Street Paving Trust – Committed
- ii. 302 Park Dedication Fund – Committed
- iii. 352 Miscellaneous Capital Projects – Committed
- iv. 351 4A Sales Tax Capital Project Fund – Committed
- v. 350 4B Sales Tax Capital Project Fund – Committed
- vi. 353-354 Mineral Lease Funded Capital Projects – Committed

3) CAPITAL PROJECT FUNDS BONDED – RESTRICTED 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 strive to maintain 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) It is the goal of the City that the fund balance of the 4A Corp and 4B Corp, should maintain at least a 20% minimum of total operating expenditure or the equivalent of 73 days.

C. 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. ...  
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.

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

- a. 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.
  - b. 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.
  - c. 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 TO RATING AGENCIES. 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's non-self-supporting debt will issue general obligation bonds with an average life of 10.5 years or less, not to exceed the life of the asset acquired. Self-supporting debt will also issue general obligation bonds with an average life of 10.5 or less except in cases specifically approved by City Council. In no case will debt life exceed the life of the underlying asset.

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.

a. MISCELLANEOUS

- i. ANNUAL REVIEW. The Disclosure Officer shall conduct an evaluation of the policies set forth in this Policy no less often than annually, and promptly after completing the evaluation, the Disclosure Officer shall prepare an annual report of the Issuer's compliance.
- ii. AMENDMENTS TO POLICY. This Policy may be amended from time to time to adapt to changed circumstances that arise from a change in legal requirements or industry disclosure practices or procedures, a change in Rule 15c2-12, or a change in law.

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 resulting 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.

- D. **TRANSPARENCY.** A reasonable effort will be made to ensure relevant financial information is made available to all citizens in a 'user friendly' format in an easy to understand terminology. In pursuit of this goal, the city will seek recognition through state and national transparency and reporting programs.

ATTACHMENT A – AUTHORIZED INDIVIDUALS FOR WIRE TRANSFERS

Any **two** individuals listed below are hereby authorized to:

1. Execute wire transfers for security purchases executed on a delivery vs payment basis and for which custodial safekeeping is maintained at an approved institution.
2. Execute wire transfers to approved investment pools and paying agents.
3. Make a wire transfer for any other purpose. Any revision, addition or deletion involving an approved custodial agent, investment pool, or paying agent. .

The City Council shall approve the additions or deletions of any custodial agent, investment pool, or paying agent as shown in attachment “A”, “B” and “C”. Revisions to existing relationships will be provided to the Finance Committee at their next regularly scheduled meeting.

*Director of Finance*  
*City Manager*  
*Deputy City Manager*  
*Assistant Finance Director*  
*Chief Accountant*  
*Senior Accountant*  
*Supervisory Accountant*

ATTACHMENT B – CUSTODIAL (SAFEKEEPING) AGENT

American National Bank of Texas  
ABA = 111901519 (routing)  
FAO = For Account of – City of Burleson

ATTACHMENT C – AUTHORIZED INVESTMENT POOLS

TEXPOOL

State Street Boston

ABA # 011000028

ACCOUNT # 67573774

BANK OF NEW YORK

ABA # 021000018

ACCOUNT #8900549424

ACCOUNT NAME: LONE STAR INVESTMENT POOL

TEXSTAR

JP MORGAN CHASE

ABA # 021000021

ACCOUNT # 9102733343

LOGIC

JP MORGAN CHASE

ABA # 1130000609

ACCOUNT # 08805173794

ATTACHMENT D – AUTHORIZED PAYING AGENTS

U.S. BANK, N.A.  
MILWAUKEE, WI 53202  
ABA # 091000022  
BNF: USBANK CT WIRE CLRG  
ACCOUNT #180121167365  
OBI: ACCOUNT NAME  
REF: ACCOUNT NUMBER

ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

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## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY**

### **ARTICLE I PURPOSE AND SCOPE**

#### **SECTION 1.01 DEFINITIONS.**

The words and terms used in this Model Securities Law Compliance and Disclosure Policy (this "Policy") have the meanings specified in Article II hereof, unless the context clearly otherwise requires. Except where the context otherwise requires, words importing the singular number shall include the plural number, and *vice versa*.

#### **SECTION 1.02 PURPOSE OF POLICY.**

- (a) Continuing Disclosure Undertaking Requirement. Under Rule 15c2-12, underwriters of Municipal Securities may not purchase or sell Municipal Securities unless the underwriters have reasonably determined that the issuer of the Municipal Securities or its designated agent has undertaken in a written agreement to provide continuing disclosure of certain financial information and operating data, and to file notices of certain events designated in Rule 15c2-12. The Issuer is required under its Continuing Disclosure Undertakings to provide disclosures of certain financial information and operating data and notice of certain events to the MSRB on EMMA to facilitate informed secondary market trading. This Policy is adopted by the Issuer to assist in its compliance with federal and state securities laws and regulations, including, specifically, Rule 15c2-12. This Policy is established to ensure that the Issuer maintains adequate policies and procedures for gathering, analyzing and disclosing all information that is required to be provided to, or that may be reasonably expected to reach investors or trading markets, which relates to the issuance of the Issuer's Debt Obligations. Such information consists of the content of the Issuer's Offering Documents, continuing disclosure reports, event notices and other statements reasonably expected to reach the public markets.
- (b) Recommendation of Written Procedures. The Issuer recognizes that the SEC recommends adopting disclosure policies and amending existing disclosure policies from time to time to address the process for evaluating the disclosure process including disclosures for certain Event Notices. Written policies and procedures adopted by the Issuer will serve to streamline the process of disclosing required information. The Disclosure Officer, and other officers selected by the Issuer, if any, may establish additional written procedures from time to time to ensure that any Offering Documents (i) fully and accurately present the Issuer's financial condition and operations and (ii) do not omit any Material information regarding the Issuer.

#### **SECTION 1.03 SCOPE OF POLICY.**

This Policy applies to all Debt Obligations of the Issuer that are currently outstanding and all future bonds, notes, leases or derivative instruments to be executed by the Issuer. If the provisions of this Policy conflict with a respective Continuing Disclosure Undertaking, the terms of such Continuing Disclosure Undertaking will control.

### **ARTICLE II DEFINITIONS**

#### **SECTION 2.01 DEFINED TERMS.**

"Annual Report" means the Issuer's audited financial statements (or unaudited financial statements if permitted by the Continuing Disclosure Undertaking) and certain other financial information and operating data required to be filed annually with the MSRB.

"Business Day" means any day except any Saturday or Sunday, any day which is a federal legal holiday in the United States, or any day on which banking institutions are authorized or required by law to close.

"Code" means the Internal Revenue Code of 1986, as amended.

"Compliance Date" means February 27, 2019.

"Continuing Disclosure Undertaking" means a continuing disclosure agreement, continuing disclosure undertaking, continuing disclosure instructions or other written certification and agreements of the Issuer setting out covenants for satisfying the Issuer's requirements for providing information to the MSRB in an electronic format pursuant to and in accordance with Rule 15c2-12.

"Debt Obligation" means each contract of the Issuer that has sufficient characteristics of debt so that it is included in the Issuer's financial statements as a long-term liability of the Issuer, including, but not limited to bonds, notes, leases and similar instruments used by the Issuer for borrowing purposes.

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY**

"Disclosure Officer(s)" means the Issuer's Director of Finance, or, if the position of Director of Finance is vacant, the person(s) filling the responsibilities of the City Manager or Assistant City Manager for the Issuer.

"EMMA" means the Electronic Municipal Market Access system, the prescribed electronic format for disclosures established and maintained by the MSRB, which can be accessed at [www.emma.msrb.org](http://www.emma.msrb.org).

"Event 15" means the event set forth in Section 5.02(a) of this Policy.

"Event 16" means the event set forth in Section 5.03(a) of this Policy.

"Event Notices" means all event notices required by Rule 15c2-12.

"Financial Obligation" means: (i) a Debt Obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned Debt Obligation; or (iii) a guarantee of (i) or (ii). The term Financial Obligation shall not include Municipal Securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

"GASB" means the Governmental Accounting Standards Board.

"IRS" means the Internal Revenue Service.

"Issuer" means the City of Burleson, Texas.

"Material" has the meaning given in Section 3.02(f) of this Policy.

"MSRB" means the Municipal Securities Rulemaking Board, or any successor repository designated as such by the SEC in accordance with Rule 15c2-12(b)(5) promulgated by the SEC under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"Municipal Securities" means securities which are direct obligations of, or obligations guaranteed as to principal or interest by, a State or any political subdivision thereof, or any agency or instrumentality of a State or any political subdivision thereof, or any municipal corporate instrumentality of one or more States and any other Municipal Securities described by Section 3(a)(29) of the Securities Exchange Act of 1934, as the same may be amended from time to time.

"Obligated Person" means any person, including an issuer of Municipal Securities, who is either generally or through an enterprise, fund, or account of such person committed by contract or other arrangement to support payment of all or part of the obligations on the Municipal Securities to be sold in the Offering (other than providers of municipal bond insurance, letters of credit, or other liquidity facilities); furthermore, for purposes of this Policy, the Issuer is an Obligated Person.

"Offering" means a primary offering of Municipal Securities with an aggregate principal amount of \$1,000,000 or more.

"Offering Document" means any preliminary or final official statement, private placement memorandum or limited offering memorandum, or other similar instrument prepared in connection with the sale, issuance and delivery of an Offering.

"Rule 15c2-12" means SEC Rule 15c2-12, governing the obligations of dealers regarding Municipal Securities under the Securities Exchange Act of 1934, as amended from time to time, which is available at <https://www.gpo.gov/fdsys/pkg/CFR-2013-title17-vol3/pdf/CFR-2013-title17-vol3-sec240-15c2-12.pdf>.

"SEC" means the United States Securities and Exchange Commission.

"SEC Municipal Markets Report" means the Report on the Municipal Securities Market of the SEC, dated July 31, 2012, available at <https://www.sec.gov/news/studies/2012/munireport073112.pdf>.

"Terms Affecting Security Holders" means a Material agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Issuer that affects security holders.

"U.S. Bankruptcy Code" means Title 9 of the United States Code, as amended from time to time, and any successor to or replacement of such Title and any other applicable federal bankruptcy, insolvency or similar law.

### **ARTICLE III**

#### **DISCLOSURE OFFICER; RECORD RETENTION; TRAINING**

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©**

### **SECTION 3.01 DISCLOSURE OFFICER.**

The Issuer shall appoint a Disclosure Officer who shall be responsible for implementing this Policy. The Disclosure Officer will work with other employees and officials of the Issuer to assist in implementing this Policy. The Disclosure Officer will consult with bond counsel, legal counsel to the Issuer (including designated disclosure counsel, if any), accountants, municipal advisors, financial advisors and other outside consultants to the extent necessary to carry out the purpose of this Policy. The Disclosure Officer will report to the Issuer's governing body as provided in Section 6.01 herein, regarding implementation of this Policy and any recommended changes or amendments to this Policy.

### **SECTION 3.02 DUTIES OF DISCLOSURE OFFICER.**

- (a) General Duties. The Disclosure Officer shall be primarily responsible for ensuring and determining the Issuer's compliance with this Policy and federal and state securities laws and regulations applicable to the Issuer, including specifically Rule 15c2-12, and including identifying and remedying any non-compliance with this Policy and such laws and regulations.
- (b) Review of Relevant Documents. The Disclosure Officer will review the following documents, obligations, and disclosure and reporting requirements of the Issuer in connection with the issuance of Municipal Securities to comply with Article IV and V of this Policy and in the ordinary course of business of the Issuer:
- i. Offering Documents;
  - ii. Audited and unaudited financial statements, including notes to such statements;
  - iii. Changes to accounting standards promulgated by GASB and other applicable accounting standards and rules;
  - iv. Adopted annual budgets and amendments thereto;
  - v. Continuing Disclosure Undertakings; and
  - vi. Other relevant documents that reflect the Issuer's financial position and operating data.

The Disclosure Officer shall take reasonable steps to ensure that all Offering Documents are timely provided to the Issuer's governing body to ensure meaningful review and approval thereof. In addition, the Disclosure Officer shall take reasonable steps to ensure that for purposes of securities law compliance the Issuer's governing body is generally aware of the other documents listed above and of the significance of those documents to the Issuer's disclosure obligations.

- (c) Solicitation of Relevant Information. In the performance of its duties under this Policy, the Disclosure Officer shall be responsible for soliciting any relevant information from other employees, officials or departments within the internal organization of the Issuer, including public statements made by officials of the Issuer that the Disclosure Officer reasonably believes will reach investors or trading markets generally. The Disclosure Officer is additionally responsible for obtaining any documentation prepared by an outside source that may be necessary to assist the Disclosure Officer in carrying out this Policy. The Disclosure Officer shall undertake a thorough review of the form and content of each of the Issuer's annual filings, and any Event Notice filings, as required pursuant to Article IV and V hereof.
- (d) Public Statements Regarding Financial Information. Whenever an officer or employee of the Issuer makes statements or releases information relating to its finances and other operations of the Issuer to the public that is reasonably expected to reach investors and the trading markets (including, without limitation, all Event Notices, statements in a comprehensive annual financial report, and other financial reports and statements of the Issuer), the Disclosure Officer shall be responsible for ensuring that such statements and Material information are complete, true, and accurate in all material aspects and available to all investors. The Disclosure Officer will work with other officers of the Issuer to ensure that all public statements and information released by the Issuer are accurate and are not misleading in all Material aspects.

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY**

- (e) Issuance of Debt Obligations. Whenever the Issuer prepares or participates in the preparation of an Offering Document, the Disclosure Officer, in addition to any other officers selected by the Issuer, shall be responsible for making all certifications that may be required to the effect that such Offering Document does not contain any untrue statement of Material fact or omit to state any Material fact necessary to make the information contained in such documents, in the light of the circumstances under which it was provided, not misleading.

Such determination by the Disclosure Officer shall only be made after coordination with the Issuer's attorney or other administrative officer having ultimate responsibility with respect to the Issuer's operations, risks and litigation, to ensure that any current, pending or threatened losses, investigations or litigation, and any settlement or court orders that are Material to the Issuer are properly identified.

- (f) Determination of Material Information. The Issuer understands that determining materiality requires a complete review of facts and circumstances (which may include a review of outstanding Debt Obligations) and in some instances may require the Disclosure Officer to discuss matters with other officers or consultants of the Issuer. Furthermore, each determination of materiality made by the Disclosure Officer shall be made on a case-by-case basis. For purposes of this Policy, information is "Material" if there is a substantial likelihood that the disclosure of that information would be viewed by a reasonable investor as having significantly altered the total mix of information made available in making an informed investment decision.<sup>1</sup>

### **SECTION 3.03 RECORD RETENTION.**

The Disclosure Officer will maintain or cause to be maintained all records relating to annual disclosure filings including the financial information and operating data to be included in the Annual Report for a period of three (3) years after retirement of the related Debt Obligations. The Disclosure Officer will additionally maintain or cause to be maintained all records relating to Event Notices required to be filed with the MSRB under the Continuing Disclosure Undertaking. Such records shall be maintained in either paper or electronic format, or in both formats.

### **SECTION 3.04 TRAINING.**

The Disclosure Officer shall have at least a general familiarity with the content of Rule 15c2-12 and the SEC Municipal Markets Report, and in furtherance thereof receive appropriate training regarding the Issuer's disclosure obligations in accordance with federal securities laws, state regulations and Rule 15c2-12. When appropriate, the Disclosure Officer and/or other Issuer employees and officials under the direction of the Disclosure Officer will attend training programs offered by the SEC or other industry professionals regarding disclosure policies and procedures developed in the context of Rule 15c2-12 that are relevant to the Issuer. Each person acting in the capacity of a Disclosure Officer shall receive such training as may be necessary for the person to perform competently the duties and responsibilities of Disclosure Officer to ensure the Issuer's compliance with the provisions of this Policy.

## **ARTICLE IV**

### **ANNUAL DISCLOSURE FILINGS**

#### **SECTION 4.01 ANNUAL DISCLOSURE FILINGS.**

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<sup>1</sup> The general materiality standard used by the United States Supreme Court. See TSC Industries, Inc. v. Northway, Inc., 426 U.S. 438, 449 (1976).

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©**

The Disclosure Officer shall annually review each Continuing Disclosure Undertaking to determine: (i) the appropriate financial information and operating data required to be included in the Annual Report; and (ii) the filing deadline for such Annual Report or a part thereof. The Disclosure Officer should review the Issuer's documents, Debt Obligations, and disclosure and reporting requirements described in Sections 3.01 and 3.02 of this Policy in determining the appropriate financial information and operating data to be included in the Annual Report. As indicated in Section 3.02 of this Policy, the Disclosure Officer's review necessarily includes review of other documents relating to the financial and operating status of the Issuer to ensure that all required information is appropriately incorporated into the Annual Report. The Disclosure Officer shall be required to provide only the financial information, operating data, financial statements and notices which the Issuer has expressly agreed to provide pursuant to a respective Continuing Disclosure Undertaking, but, in consultation with appropriate accountants, municipal advisors, financial advisors and other outside consultants of the Issuer, may submit other appropriate information to EMMA that will impact the Issuer's financial condition and/or existing security holders in a manner deemed Material by the Disclosure Officer. Additionally, the Disclosure Officer shall notify the MSRB in an electronic format as prescribed by the MSRB, in a timely manner, of any failure by the Issuer to provide financial information or operating data in accordance with the Continuing Disclosure Undertaking.

### **ARTICLE V**

#### **DISCLOSURE FILINGS FOR EVENT NOTICES**

##### **SECTION 5.01 DISCLOSURE FILINGS FOR EVENT NOTICES 1-14.**

The Disclosure Officer shall determine whether an event included below has occurred with respect to the Issuer. If the Disclosure Officer determines that notice of the following events should be provided to the MSRB pursuant to a Continuing Disclosure Undertaking, the Disclosure Officer will cause the appropriate notice to be filed with the MSRB on EMMA, in a timely manner, not in excess of ten (10) Business Days after the occurrence of the event:

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©**

For the purposes of the event identified as item (12) in this Section 5.01, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

The Disclosure Officer may seek the advice of other employees and officials of the Issuer, as well as the advice of the consultants and counsel to the Issuer, as to whether one of the above described events has occurred and whether an Event Notice shall be filed with the MSRB consistent with Rule 15c2-12.

### **SECTION 5.02 EVENT 15: INCURRENCE OF A MATERIAL FINANCIAL OBLIGATION OR TERMS AFFECTING SECURITY HOLDERS.**

- (a) Event 15. Beginning on the Compliance Date and continuing thereafter, in addition to the fourteen events described in Section 5.01 and Event 16 described in Section 5.03, the Disclosure Officer shall determine whether an Event 15 has occurred with respect to the Issuer. If the Disclosure Officer determines that an Event 15 has occurred, the Disclosure Officer shall file, or cause to be filed, notice of such Event 15 with the MSRB through EMMA in a timely manner, not in excess of ten (10) Business Days after the date of incurrence. Beginning on the Compliance Date, Rule 15c2-12 establishes that an Event 15 is as follows:

- (15) Incurrence of a Financial Obligation of the Obligated Person, if Material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Obligated Person, any of which affect security holders, if Material.

The Issuer recognizes that, unlike the events listed in Section 5.01 above, the stated purpose of the SEC in adding Event 15 to Rule 15c2-12 is to provide the secondary market with information regarding all debt, debt-like or debt-related Financial Obligations or Terms Affecting Security Holders incurred by the Issuer. The incurrence of Financial Obligations may occur outside the issuance of Municipal Securities and therefore engagement by the Disclosure Officer with counsel and other consultants experienced in compliance issues related to Rule 15c2-12 may be necessary to determine whether it is necessary to file an Event Notice for Event 15 with the MSRB through EMMA.

- (b) Financial Obligations and Terms Affecting Security Holders Subject to Disclosure. The Disclosure Officer shall first determine whether a contract or obligation incurred by the Issuer is a Financial Obligation or Terms Affecting Security Holders subject to disclosure under Event 15. When assessing whether a particular contract or obligation is a Financial Obligation or Terms Affecting Security Holders subject to disclosure as such terms are used in Event 15, the Disclosure Officer should consider the facts and circumstances surrounding the Issuer's incurrence of each type of contract and obligation, as well as the factors set forth below:
- i. Whether the contract or obligation could affect, or contains provisions or triggers that may impair, the Issuer's liquidity, overall creditworthiness or an existing security holders' rights;
  - ii. Whether the contract or obligation is a private placement of debt with a financial institution, letter of credit, standby line of credit, or a similar "credit agreement" that relates to a Debt Obligation;
  - iii. Whether the contract or obligation is an ordinary financial and operating liability incurred in the Issuer's normal course of business;

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY**

- iv. Whether the contract or obligation contains acceleration provisions or restrictive debt service covenants that could affect the rights of existing security holders;
- v. Whether the contract or obligation is a short or long-term Debt Obligation of the Issuer under the terms of an indenture, loan agreement, capital lease, or other similar contract such as a line of credit;
- vi. Whether the contract or obligation is an operating lease, or a capital lease which operates as a vehicle for borrowing money (e.g. a lease-purchase agreement). For purposes of this Disclosure Policy, factors relevant to determining whether a lease is a vehicle for borrowing money (i.e., a Financial Obligation) are included in **Exhibit A** attached hereto;
- vii. Whether the contract or obligation represents competing debt with the Issuer's prior Debt Obligations that may affect the rights of the existing security holders;
- viii. Whether the contract or obligation is a derivative instrument entered into in connection with a pledge as security or source of payment for an existing or planned Debt Obligation, which may include any swap, security-based swap, futures contract, forward contract, option, a combination of the foregoing or any similar instrument;
- ix. Whether the contract or obligation is a derivative instrument designed to mitigate investment risk; or
- x. Whether the contract or obligation is a guarantee provided by the Issuer as a guarantor for the benefit of a third party.

The Disclosure Officer will consult with bond counsel, legal counsel to the Issuer (including designated disclosure counsel, if any), accountants, municipal advisors, financial advisors and other outside consultants to the extent necessary in making a determination as to whether a contract or obligation incurred by the Issuer is a Financial Obligation or Terms Affecting Security Holders subject to the disclosure requirements of Event 15.

- (c) Determination of Material Event 15. If the Disclosure Officer determines that the Issuer has incurred a Financial Obligation or Terms Affecting Security Holders subject to Event 15, the Disclosure Officer shall proceed to determine whether such Financial Obligation or Terms Affecting Security Holders are Material. The same practice used by the Issuer for determining whether a particular piece of information is Material in connection with preparing a disclosure document for an Offering set forth in Section 3.02(f) should be used for purposes of Event 15.

The Disclosure Officer shall determine whether a Financial Obligation or Terms Affecting Security Holders are Material upon the incurrence of the Financial Obligation or the Terms Affecting Security Holders, taking into account all relevant facts and circumstances. Relevant facts and circumstances may include, but are not limited to:

- i. The principal amount of the Financial Obligation, including the aggregate par amount of a series of related Financial Obligations, and the method of setting or adjusting the interest rate thereof;
- ii. The Issuer's overall balance sheet and the size of its existing Debt Obligations;
- iii. The source of security pledged for repayment of the Financial Obligation and the rights associated with such pledge;

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- iv. The length of time that the Financial Obligation is to remain outstanding; and
- v. Other appropriate terms of a Financial Obligation that will impact the Issuer's financial condition and/or existing security holders in a manner deemed Material by the Disclosure Officer.

The Disclosure Officer, in consultation with the governing body of the Issuer, bond counsel, legal counsel to the Issuer (including designated disclosure counsel, if any), accountants, municipal advisors, financial advisors and other outside consultants of the Issuer, to the extent necessary, shall no less often than annually set objective standards of materiality with respect to Debt Obligations incurred by the Issuer, which may include, but are not limited to, a monetary threshold that, in connection with other relevant facts and circumstances, is the basis for the determination of materiality for Financial Obligations or Terms Affecting Security Holders of the Issuer. With respect to lease agreements entered into by the Issuer, the Disclosure Officer shall implement the guidelines set forth in **Exhibit A** when assessing whether such lease agreements are Material Financial Obligations.

- (d) Incurrence. A Financial Obligation and Terms Affecting Security Holders is considered to be incurred by the Issuer on the date that such Financial Obligation or Terms Affecting Security Holders is enforceable against the Issuer. As a filing under Event 15 is required to be made in a timely manner, not in excess of ten (10) Business Days after date of incurrence, the Disclosure Officer shall begin the process of assessing whether a particular Financial Obligation or Terms Affecting Security Holders should be disclosed as far in advance of its incurrence as possible. Additionally, although not required, the Disclosure Officer may file a voluntary filing of all outstanding Material Financial Obligations incurred prior to the Compliance Date.
- (e) Exemption of Municipal Securities as to Which a Final Official Statement Has Been Provided. The Disclosure Officer is not obligated to disclose, as a Financial Obligation or Terms Affecting Security Holders subject to Event 15, Municipal Securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12. The Disclosure Officer recognizes that this exclusion from the definition of "Financial Obligation" does not extend to Debt Obligations, contingent or otherwise, related to such Municipal Securities that may be disclosed or referenced in such final official statements.
- (f) Exemption of Monetary Obligations Resulting From Legal Proceedings. The Disclosure Officer is not required to disclose monetary obligations resulting from a judicial, administrative, or arbitration proceeding as an Event Notice.
- (g) Subjecting Debt Obligations to Annual Appropriation not Determinative. The Disclosure Officer understands that qualifying Debt Obligations or Financial Obligations such that payment is subject to annual appropriation may remove the "debt" designation for state constitutional or statutory purposes; however, this qualification alone will not be determinative as to whether the Issuer or Obligated Person has incurred a Material Financial Obligation; rather, when analyzing Debt Obligations and Financial Obligations that are subject to annual appropriation, the Disclosure Officer shall determine whether such Financial Obligation is Material, as described in Section 3.02(f), taking into account all relevant facts and circumstances as described in this Section 5.02.
- (h) Form of Event 15 Event Notice. Upon review of the factors outlined above, if the Disclosure Officer affirmatively determines that a Debt Obligation incurred by the Issuer is a Financial Obligation or Terms Affecting Security Holders that are Material and not exempt under subsection (e) and (f) of this Section 5.02, and therefore subject to Event 15, the Disclosure Officer shall file or cause to be filed with the MSRB through EMMA a notice not in excess of ten (10) Business Days of the date of the incurrence of the Financial Obligations or Terms Affecting Security Holders. The Disclosure Officer shall include a description of the Material terms of the Financial Obligation or Terms Affecting Security Holders within the Event 15 Event Notice. Terms considered Material for Event 15 may include, but are not limited to:
  - i. The date of incurrence;

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- ii. Principal amount;
- iii. Maturity and amortization;
- iv. Interest rate, if fixed, or method of computation and any default rates, if variable; or
- v. Other appropriate terms deemed material by the Disclosure Officer, the inclusion of which would help further the availability of information to assist investors in making more informed investment decisions in connection with such incurrence of Financial Obligations or Terms Affecting Security Holders.

The Disclosure Officer shall determine, based on the facts and circumstances, whether to submit to the MSRB a description of the Material terms of the Financial Obligation or the Terms Affecting Security Holders, or alternatively or in addition, submit related materials such as transaction documents prepared in connection with the Financial Obligation or the Terms Affecting Security Holders that set forth the material terms of the Financial Obligation or the Terms Affecting Security Holders. The Disclosure Officer shall not include, and shall take actions to redact, confidential information such as account numbers or other personally identifiable information (but not information relating to an interest rate or other pricing data). Should the Disclosure Officer determine that filing one or more of the transaction documents prepared in connection with the Financial Obligation or the Terms Affecting Security Holders is appropriate under this subsection, the Disclosure Officer may redact any confidential or personally identifiable information from the Event 15 Event Notice.

### **SECTION 5.03 EVENT 16: EVENTS UNDER THE TERMS OF A FINANCIAL OBLIGATION WHICH REFLECT FINANCIAL DIFFICULTIES.**

- (a) Event 16. Beginning on the Compliance Date and continuing thereafter, in addition to the fourteen events described in Section 5.01, and Event 15 described in Section 5.02, the Disclosure Officer shall determine whether an Event 16 has occurred with respect to the Issuer as follows:
  - (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Obligated Person, any of which reflect financial difficulties.

If the Disclosure Officer determines that an Event 16 has occurred with respect to the Issuer, the Disclosure Officer will file or cause to be filed with the MSRB through EMMA a notice of Event 16, whether Material or not, provided the occurrence reflects financial difficulties of the Issuer. The Disclosure Officer shall file an Event 16 Event Notice even where the underlying Financial Obligation was incurred before the Compliance Date.

- (b) Reflection of Financial Difficulty of Obligated Person. The Disclosure Officer shall disclose to the MSRB the occurrence of an event listed in Event 16 only if the Disclosure Officer, in consultation with the governing body of the Issuer, bond counsel, legal counsel to the Issuer (including designated disclosure counsel, if any), accountants, municipal advisors, financial advisors and other outside consultants to the Issuer, to the extent necessary, determines that the occurrence of the event reflects financial difficulties of the Issuer.
- (c) Events Subject to Event 16 Filing. Subject to subsection (b) of this Section 5.03, the Disclosure Officer should disclose any occurrence in connection with the terms of a Financial Obligation that reflects financial difficulties of the Issuer. Such occurrences may include, but are not limited to the following types of events:
  - i. Monetary defaults or events of non-appropriation where the Issuer has failed to pay principal, interest, or other funds due, or a non-payment related default where the Issuer has failed to comply with specified covenants;
  - ii. An event of acceleration exercised by a trustee or counterparty as the result of an event of default or other applicable remedy provision;
  - iii. A modification of terms that reflects financial difficulties of the Issuer;

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- iv. A written or verbal waiver of an agreement provision that is a departure from what was agreed to under the original terms of such agreement; and
  - v. Other events under the terms of a Financial Obligation that reflect financial difficulties of the Issuer and share similar characteristics with the specific types of events in Event 16.
- (d) Form of Event 16 Event Notice. Upon review of the factors outlined above, if the Disclosure Officer affirmatively determines that, in connection with the terms of a Financial Obligation of the Issuer, the Issuer is experiencing financial difficulties pursuant to Event 16, the Disclosure Officer shall file or cause to be filed with the MSRB through EMMA an Event 16 notice filing within ten (10) Business Days of the date of such determination containing a description of the relevant terms of the Financial Obligation. Terms considered relevant to an Event 16 notice filing may include, but are not limited to:
- i. The provisions within the Financial Obligation giving rise to the occurrence under Event 16;
  - ii. The nexus between the terms of such Financial Obligation giving rise to the occurrence under Event 16 and the existing or potentially forthcoming financial difficulties resulting therefrom;
  - iii. A description of the Issuer's current financial status; and
  - iv. Other appropriate facts deemed material by the Disclosure Officer, the inclusion of which would help further the availability of information to assist investors in making more informed investment decisions in connection with the occurrence of events relating to a Financial Obligation that reflect financial difficulties.

### **ARTICLE VI**

#### **MISCELLANEOUS**

##### **SECTION 6.01 ANNUAL REVIEW.**

The Disclosure Officer shall conduct an evaluation of the policies set forth in this Policy no less often than annually, and promptly after completing the evaluation the Disclosure Officer shall prepare an annual report of the Issuer's compliance.

##### **SECTION 6.02 AMENDMENTS TO POLICY.**

This Policy may be amended from time to time to adapt to changed circumstances that arise from a change in legal requirements or industry disclosure practices or procedures, a change in Rule 15c2-12, or a change in law.

## **ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY**

### **EXHIBIT A**

#### **LEASE AGREEMENTS OPERATING AS VEHICLES TO BORROW MONEY (FINANCIAL OBLIGATIONS)**

As a result of the amendments to Rule 15c2-12, compliance therewith effective February 27, 2019, Issuers or Obligated Persons that periodically enter into leases should develop policies and procedures to (i) determine whether the lease is a vehicle to borrow money, and is therefore a Financial Obligation, as opposed to an operating lease, (ii) determine if such lease becomes Material once incurred, after considering other relevant factors and all outstanding Financial Obligations (an Issuer or Obligated Person's threshold for outstanding Financial Obligations) and (iii) require that all executed leases are timely communicated to the Disclosure Officer for purposes of determining whether an Event Filing is necessary.

#### **I. Leases Operating as Vehicles to Borrow Money (Financial Obligations)**

The SEC has determined that a lease should generally be considered a debt obligation and thus a "Financial Obligation" under the Rule when such lease operates as a vehicle to borrow money (i.e., capital leases but not mere operating leases).<sup>1</sup>

Capital leases are generally recorded on the balance sheet of the Issuer or Obligated Person as an asset and a liability by an amount equal to the present value of the minimum lease payments; in contrast, operating leases are handled as off-balance sheet financings of assets and are recorded as operating expenses on the Issuer or Obligated Person's income statement. In determining which types of leases to include under the umbrella of "Financial Obligations," the SEC deemed it appropriate to include only those leases that could represent competing debt of the Issuer or Obligated Person (e.g., capital leases which are essentially vehicles to borrow money).

Because capital leases of the Issuer or Obligated Person are recorded in the same fashion as other competing debt of the Issuer or Obligated Person, each sharing a line item in the balance sheet as a liability or included in a more general line item (i.e., competing debt), capital leases are viewed by the SEC as rising to the level of a Financial Obligation because they operate more like a debt obligation. As such, Issuers and Obligated Persons should have procedures in place that help determine whether leases are capital leases or operating leases, as the incurrence of a capital leases will require a Materiality analysis to determine whether an Event 15 notice filing is required.

To make the determination of whether a lease operates as a vehicle to borrow money, the Disclosure Officer should work with appropriate staff and accountants, municipal advisors, financial advisors and other outside consultants of the Issuer or Obligated Person, to the extent necessary, to determine whether the lease is a vehicle to borrow money (i.e., a capital lease) or an operating lease as operating leases will not rise to the level of a Financial Obligation under Event 15 of Rule 15c2-12.

#### *Characteristics of Leases Operating as Vehicles to Borrow Money (Capital Leases)*

In making the determination of whether a lease operates as a vehicle to borrow money and is therefore a Financial Obligation for purposes of Event 15, relevant characteristics may include, but are not limited to, the following:

- i. The lease contains a transfer of ownership of the underlying asset at the end of the lease term or shortly thereafter;
- ii. An option to purchase the underlying asset being leased at a discounted price is available, which may be exercised during or at the end of the lease term;
- iii. The term of the lease is greater than 75% of the useful life of the leased asset; or
- iv. The present value of the lease payment is greater than 90% of the leased asset's fair market value.

Although the characteristics above may be helpful in determining whether a lease operates as a vehicle to borrow money, the Disclosure Officer and appropriate staff and consultants should review of the entire lease, in context with the Issuer's financing and/or operating objectives, in considering whether a lease is a Financial Obligation subject to Event 15. Although a capital lease (as such term in commonly understood) will generally be treated as a vehicle to borrow money, the mere labelling of the lease as "capital" or "operating" will not itself be determinative.

#### **II. Determining Factors for Materiality of Leases that Constitute Financial Obligations**

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<sup>1</sup> Although the SEC in Release No. 34-83885, implementing the amendment of Rule 15c2-12 to include Event 15 and 16, has discontinued (following GASB's lead) the use of the term "capital lease" and "operating lease," the distinction remains useful to the extent that "capital leases" are commonly understood to be financed purchases of an underlying asset (and thus generally are vehicles to borrow money) whereas "operating leases" are not.

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Issuers and Obligated Persons should apply the Materiality standard in Section 3.02(f) and the relevant facts and circumstances in Section 5.02(c) of this Policy, in conjunction with the factors below for purposes of determining whether a lease that operates a vehicle to borrow money is Material and subject to an Event Filing under Event 15.

Given the difference in size, sophistication, features and number of obligations executed by certain issuers and Obligated Persons, factors used in determining the materiality of a lease that operates as a vehicle to borrow money may vary. The Disclosure Officer may utilize factors relevant to the Issuer or Obligated Person which may include, but are not limited to, one or more the following:

- i. Whether the cost of the lease incurred and the payment obligations thereof exceeds a specified percentage of the Issuer's or Obligated Person's fund balance (for purposes of this and the following considerations, the Issuer must determine, given its circumstances, the appropriate way to measure the impact of a lease, e.g., by the aggregate payments required, by principal amount or by annual payment impact to the Issuer's debt portfolio);
- ii. Whether the incurrence of the lease will increase the outstanding indebtedness of the Issuer or Obligated Person by more than a specified ratio or percentage;
- iii. Whether the incurrence of the lease and the payment obligations thereof exceeds a specified percentage of the Issuer's unrestricted revenues;
- iv. Whether the lease represents multiple counterparts of a single transaction that, if incurred at once, would exceed the limits stated in (i), (ii) or (iii) above;
- v. Whether the incurrence of the lease in conjunction with other outstanding Financial Obligations would in the aggregate exceed the limits stated in (i), (ii) and (iii) above; or
- vi. Whether the lease has acceleration provisions or is considered a security on parity or senior to outstanding Financial Obligations.

When utilizing the above factors, the Disclosure Officer must be aware that although a lease may not be Material when compared to the Issuer's or any Obligated Person's general revenues and fund balance, such lease may be material to Financial Obligations pledged to be paid from the specifically pledged revenues and fund balances. Therefore, the Disclosure Officer must look at both the general revenues and the specifically pledged revenues of the Issuer and any Obligated Person when determining the materiality of a lease that operates as a vehicle to borrow money.

If after using the Materiality standard in Section 3.02(f), the relevant facts and circumstances in Section 5.02(c) of this Policy and the factors described above, the Disclosure Officer determines that the lease operating as a vehicle to borrow money is Material, a filing under Event 15 must be made within ten business days from the incurrence of such lease.

If a determination of Materiality is made under factor (v) above for a lease or any other Financial Obligation, additional Financial Obligations incurred thereafter may likely carry a *de facto* Materiality designation. As such, factor (v) above works as a magnitude test of the Issuer or Obligated Person as it becomes the Issuer or Obligated Person's Materiality threshold for all outstanding Financial Obligations.

### **III. Communication Amongst Departments Once Leases are Incurred**

The Disclosure Officer should become aware of the frequency in which the Issuer or Obligated Person incurs leases, as opposed to other forms Financial Obligations, in the ordinary course of the Issuer or Obligated Person's business. To further communication amongst multiple departments within the Issuer or Obligated Person, the Disclosure Officer should require that any member of the Issuer or Obligated Person's staff authorized to execute leases on behalf of the Issuer or Obligated Person report and provide copies of all leases directly to the Disclosure Officer within two (2) business days prior to their execution. Upon receipt of any lease, the Disclosure Officer shall immediately work with appropriate staff and accountants, municipal advisors, financial advisors and other outside consultants of the Issuer, to the extent necessary, to determine whether the lease operates as a vehicle to borrow

**ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©**

money (i.e., is a Financial Obligation) and whether such lease is Material using the Materiality standard in Section 3.02(f), the relevant facts and circumstances in Section 5.02(c) of this Policy and the factors described above.

# The City of Burlleson's Budget Process

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## *An OVERVIEW*

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

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

Throughout the year, department heads are able to move funds at their discretion within their respective department(s)/division(s) within the same fund, without increasing the appropriations. City Manager can reallocate resources between departments within a fund without increasing appropriations. Increases in appropriations within a fund, requires a budget amendment to be approved by Council

Early in the budget process, a Council work session calendar is prepared for various presentations to be made through out the process. Presentations include financial overviews, budget process, 5 year capital improvement plans for general government, parks and recreation and water and sewer, public safety operation overviews, strategic plan updates, compensation and benefits.

Also a budget calendar is created detailing the various deadlines required by the state for both tax rate adoption and formal budget adoption. Less formal dates, 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 March/April.

At the budget kickoff meeting, the City Manager and Finance Director describe the overall plan for the budget process, detailing which documents are required, departmental budget meetings, and any other expectations that may arise. The budget kick off meeting allows department heads to ask questions or receive information needed to complete the next step in the formal budget process.

Department budgets are presented by each Director utilizing a standard presentation template. Budget

presentations are made to the City Manager's Office and Finance. Key focus areas in the presentation may include goals, accomplishments, cost containment strategies, fee schedule changes, and supplemental package request.

After the budget kickoff, budget information are distributed to each director. Budget packets include a budget preparation manual, calendar, and an excel budget template for fee changes and supplement request. Supplemental request are completed individually with a summary of all the request listed by priority.

Department heads prepare year end estimates for the current budget, and ensure estimates do not exceed budgeted amounts at the department level.

After the proposed base budget estimates are completed, departments develop decision packets for service enhancement they wish to propose to the City Manager for the next fiscal year. 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 explanation of why the decision packet request 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.

The budget documentation is reviewed by 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. Main focus is 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 26<sup>th</sup> when the certified tax rolls are distributed to municipalities.

### *REVENUES*

Finance Department prepares estimates for revenues and projections for the coming year's revenues based on available historical data and economic trends. Departments review the fee schedule and request changes by submitting a fee change form to Finance. Fee changes are discussed during the department budget presentation

Once the certified tax roll is received, calculations are made to determine the no new revenue tax rate, no new revenue maintenance and operations tax rate, debt rate, and voter's approval rate. 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

According to Texas Tax Code, a public hearing is required before adopting a tax rate which exceeds the lower of the voter-approval tax rate and the no-new-revenue tax rate. According to the Texas Local Government Code, a public hearing is also required before adopting the annual budget. Special notice of the dates and times of the public hearings are posted on the City's website, the posting board, and the Fort Worth Star-Telegram.

All of the ordinances - the tax rate ordinance, the budget ordinance, the utility ordinances, and the fee schedule ordinance - require two readings before they are adopted pursuant to the City charter.

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

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

### *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.

### *5 YEAR PROJECTIONS*

5 year projections play a critical part in the budget process. Finance department prepares 5 year fund projections on various funds based on historical and current trends. These projection models allow management to review and make informed decisions while evaluating the impact over a 5 year period.

THE CITY OF  
**BURLESON**  
TEXAS

## 2022 Tax and Budget Preparation Calendar

Date	Day	Description
March 08, 2022	Tuesday	Budget kickoff at the Directors meeting
March 10, 2022	Thursday	Budget training citywide
April 08, 2022	Friday	Deadline for HR's positions, IT software and hard, and Equipment and Vehicles' request
April 15, 2022	Friday	Deadline for Departments to have supplemental and system budget entry completed
April 26, 2022	Tuesday	Deadline for documents and PowerPoint to Finance
May 09 – May 13, 2022	Week	CMO/Departments budget reviews
June 03, 2022	Friday	CMO approval of initial supplemental package
June 30, 2022	Thursday	Finalized budgets and supplemental decision packages
July 05, 2022	Tuesday	Regular City Council meeting. Resolution from City Council asking staff to prepare the budget assuming a tax rate over or under the voter-approval rate. <sup>1</sup>
July 25, 2022	Monday	Receive certified tax roll from appraisal districts. <sup>2</sup>
July 29, 2022	Friday	Staff submits proposed budget to Council, files with City Secretary, & posts to website. <sup>345</sup>
August 04, 2022	Thursday	Special City Council meeting. Council Work session to discuss budget and tax rate. Adopt a minute order setting date and time for both the budget and tax rate public hearing.
August 05, 2022	Friday	Submit to the county assessor-collectors 'no new revenue tax rate' and 'voter-approval tax rate' completed tax rate calculation forms. <sup>6</sup>
August 25, 2022	Thursday	Publish Notice for Public Hearing on tax rate in the newspaper. <sup>7</sup> Post tax rate prominently on the City's home page of website and on public access channel until public hearing concluded. <sup>8</sup> Public hearing on the budget is on 9/6.
August 26, 2022	Friday	Publish Notice for Public Hearing on the budget in the newspaper. <sup>9</sup> Public hearing on the tax rate on 9/6.
September 06, 2022	Tuesday	Regular City Council meeting. Public hearings on budget and tax rate and first reading of ordinances to approve the budget and tax rate. <sup>1011121314</sup> Budget should be approved first. <sup>15</sup> Specific language is required to move to adopt the tax rate. <sup>16</sup> The vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the City Council. <sup>17</sup> The City Council must separately approve the maintenance and operations component and the debt service component of the tax rate. <sup>18</sup> Council must announce date and time of final ordinance reading of tax rate ordinance. <sup>19</sup>
September 12, 2022	Monday	Special City Council meeting. Final reading of ordinances to approve the budget and tax rate. <sup>20</sup> Budget should be approved first. Specific language is required to move to adopt the tax rate. Minute order ratifying the budget should follow the ordinance vote. <sup>21</sup>
September 13, 2022	Tuesday	Post tax rate and budget to website after adoption. <sup>22</sup>

- <sup>1</sup> On July 5, 2022, the City Council passed a resolution asking the City Manager to prepare the budget assuming a tax rate that does not exceed the voter-approval rate.
- <sup>2</sup> Certified tax rolls are due on 7/25 Texas Tax Code §§ 26.01(a); 1.06.
- <sup>3</sup> The proposed budget must include a line item comparing expenditures in the proposed budget and actual expenditures in the preceding year for: (1) notices required to be published in the newspaper; and (2) directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action, as those terms are defined in Government Code § 305.002. Texas Local Government Code § 140.0045.
- <sup>4</sup> The proposed budget must be filed with the municipal clerk “before the 30<sup>th</sup> day before the date the governing body of the municipality makes its tax levy for the fiscal year.” If filing occurs 7/29, the tax levy must occur after 8/28. Texas Local Government Code § 102.005.
- <sup>5</sup> On posting the budget on the City’s website, see Texas Local Government Code § 102.005(c).
- <sup>6</sup> The tax rates must be submitted to the county A/C “as soon as practicable” after the rates are calculated. Texas Tax Code § 26.04(d-3).
- <sup>7</sup> If the proposed tax rate exceeds the no-new revenue tax rate, the notice must be posted continuously for at least seven days immediately before the public hearing on the proposed tax rate increase and at least seven days immediately before the date of the vote proposing the increase in the tax rate. For content of published notice and Internet notice, see Texas Tax Code Sections 26.06(b-1), (b-2), and (b-3). The notice must also include the table described in Tax Code Section 26.062. Texas Tax Code § 26.065.
- <sup>8</sup> The tax rates must be submitted to City Council and posted to City’s website “by August 6 or as soon thereafter as practicable”. The internet posting to the City’s website must include: (1) the tax rates and an explanation as to how they were calculated, (2) the estimated I&S, M&O, and general fund balances, and (3) a schedule of the City’s debt obligations. Texas Tax Code § 26.04(e).
- <sup>9</sup> The budget public hearing must occur after 10 days but before 30 days have passed since the newspaper publication notice. The newspaper notice must have specific language. Texas Local Government Code § 102.0065.
- <sup>10</sup> The budget public hearing must occur after 10 days but before 30 days have passed since the newspaper publication notice. Texas Local Government Code § 102.0065.
- <sup>11</sup> The budget public hearing must be after the 15<sup>th</sup> day after the proposed budget is filed with the clerk. Texas Local Government Code § 102.007.
- <sup>12</sup> The public hearing on the tax rate may not be held before the fifth day after the date the notice of the public hearing is given, and the hearing must be held on a weekday that is not a public holiday. Texas Tax Code § 26.06(a).
- <sup>13</sup> The public hearing on the tax rate may not be held until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Tax Code Sec. 26.04(e-2) and made various types of tax rate information and the tax rate calculation forms available on to the public via the property tax database under Tax Code Sec. 26.17(f). Texas Tax Code Section 26.05(d-1).
- <sup>14</sup> There are several precise requirements regarding notice in the tax rate ordinance itself that must be complied with if the city adopts a rate exceeding the no- new-revenue tax rate. Texas Tax Code § 26.05.
- <sup>15</sup> City Council may only levy taxes in accordance with budget. Texas Local Government Code § 102.009.
- <sup>16</sup> Texas Local Government Code § 26.05.
- <sup>17</sup> Texas Tax Code § 26.05(b).
- <sup>18</sup> Texas Tax Code § 26.05(a).
- <sup>19</sup> Texas Tax Code § 26.06(d).
- <sup>20</sup> If the city council does not vote on the proposed tax rate at the public hearing, the meeting to adopt the tax rate may not be held later than the seventh day after the date of the public hearing. TEX. TAX CODE § 26.06(e).
- <sup>21</sup> City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Texas Tax Code § 102.007(d).
- <sup>22</sup> The adopted budget, including the cover page, must be posted on the city’s website. Texas Local Government Code § 102.008.

**BUDGET SUMMARY  
BY FUND**

REVENUES	2020-2021	2021-2022	2021-2022	2022-2023	2021-2022/
	Actual	Budget	Estimate	Budget Proposed	2022-2023 Change
GENERAL FUND	\$ 48,196,193	\$ 50,604,942	\$ 53,875,665	\$ 53,151,097	5.03%
DEBT SERVICE FUND - GENERAL	7,420,173	7,628,519	7,628,519	8,969,563	17.58%
BCBD 4A SALES TAX SRF	6,350,173	6,342,450	8,093,719	7,322,335	15.45%
BCBD 4B SALES TAX SRF	6,158,573	6,143,500	6,925,034	7,187,335	16.99%
PARKS PERFORMANCE FUND	3,774,839	4,735,145	4,356,752	5,131,200	8.36%
STDSF - 4A SALES TAX	2,393,581	1,991,375	1,990,375	1,826,505	-8.28%
STDSF - 4B SALES TAX	1,844,929	1,402,175	1,393,675	1,390,800	-0.81%
HOTEL/MOTEL TAX FUND	481,833	266,040	476,462	489,191	83.88%
BURLESON TIF #2	862,313	955,938	976,680	1,117,298	16.88%
BURLESON TIF #3	56,926	193,142	203,000	-	-100.00%
BURLESON PID #1	43,776	60,000	69,000	70,000	16.67%
BURLESON PID #2	7,500	7,500	7,500	7,500	0.00%
CABLE FRANCHISE PEG SRF	242,720	60,000	60,000	60,000	0.00%
MC JUVENILE CASE MGR SRF	245,289	40,000	32,000	32,960	-17.60%
MC BLDG SECURITY SRF	92,128	35,000	35,000	35,000	0.00%
MC TECHNOLOGY SRF	159,517	30,000	30,000	30,000	0.00%
MC TIME PAYMENT SRF	50	1,500	-	-	-100.00%
OTHER SPECIAL REVENUE FUNDS	503,501	-	242,298	53,800	N/A
WATER & WASTEWATER FUND	23,635,091	25,020,212	25,620,595	25,864,089	3.37%
HIDDEN CREEK GOLF COURSE	2,441,336	2,773,357	2,928,786	2,914,200	5.08%
EQUIPMENT SERVICE FUND	454,808	1,314,761	1,314,361	2,185,524	66.23%
EQPT REPL - GOVERNMENTAL	1,755,832	1,766,802	1,741,802	2,979,042	68.61%
EQP REPL - PROPRIETARY	396,450	535,192	525,192	440,354	-17.72%
SUPPORT SERVICES FUND	2,387,363	5,058,104	5,066,781	5,340,000	5.57%
SOLID WASTE FUND	3,244,718	3,356,609	3,351,609	3,418,411	1.84%
CEMETERY OPERATIONS FUND	42,406	30,746	30,746	30,746	0.00%
CEMETERY ROYALTY FUND	15,461	26,500	26,500	26,500	0.00%
CEMETERY ENDOWMENT FUND	12,656	7,500	7,500	7,500	0.00%
HEALTH INSURANCE FUND	7,930,200	5,631,357	5,631,357	5,631,357	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 121,150,335</b>	<b>\$ 126,018,366</b>	<b>\$ 132,640,908</b>	<b>\$ 135,712,307</b>	<b>7.69%</b>

EXPENDITURES	2020-2021	2021-2022	2021-2022	2022-2023	2021-2022/
	Actual	Budget	Estimate	Budget Proposed	2022-2023 Change
GENERAL FUND	\$ 43,570,143	\$ 50,271,828	\$ 50,079,789	\$ 55,328,010	10.06%
DEBT SERVICE FUND - GENERAL	7,577,201	7,237,347	7,237,347	7,513,108	3.81%
BCBD 4A SALES TAX SRF	11,668,449	9,563,124	9,595,376	4,962,661	-48.11%
BCBD 4B SALES TAX SRF	5,823,964	6,424,096	6,319,266	9,011,863	40.28%
PARKS PERFORMANCE FUND	3,774,839	4,807,399	4,356,752	5,131,200	6.74%
STDSF - 4A SALES TAX	2,393,446	1,990,375	1,990,375	1,828,130	-8.15%
STDSF - 4B SALES TAX	1,845,277	1,394,724	1,394,424	1,391,659	-0.22%
HOTEL/MOTEL TAX FUND	277,373	576,795	520,695	839,286	45.51%
BURLESON TIF #2	578,459	945,764	992,968	1,021,841	8.04%
BURLESON TIF #3	-	-	338,654	-	N/A
BURLESON PID #1	549	64,577	60,000	61,582	-4.64%
BURLESON PID #2	2,343	12,206	7,050	7,405	-39.33%
CABLE FRANCHISE PEG SRF	237,517	47,260	47,260	47,799	1.14%
MC JUVENILE CASE MGR SRF	65,940	159,632	154,907	38,070	-76.15%
MC BLDG SECURITY SRF	4,767	38,525	38,525	39,194	1.74%
MC TECHNOLOGY SRF	12,213	96,261	85,304	37,837	-60.69%
MC TIME PAYMENT SRF	-	10,000	-	-	-100.00%
OTHER SPECIAL REVENUE FUNDS	502,939	-	142,981	59,000	N/A
WATER & WASTEWATER FUND	22,905,861	24,474,995	23,557,803	25,618,998	4.67%
HIDDEN CREEK GOLF COURSE	2,441,336	2,922,761	2,928,786	2,914,200	-0.29%
EQUIPMENT SERVICE FUND	521,109	1,608,069	1,546,445	2,023,639	25.84%
EQPT REPL - GOVERNMENTAL	499,011	5,008,937	4,136,000	2,461,658	-50.85%
EQP REPL - PROPRIETARY	148,809	1,450,170	1,351,036	389,836	-73.12%
SUPPORT SERVICES FUND	2,548,082	5,512,926	5,354,149	5,701,729	3.42%
SOLID WASTE FUND	3,583,450	3,673,177	3,693,583	3,879,653	5.62%
CEMETERY OPERATIONS FUND	69,491	20,550	20,525	23,766	15.65%
CEMETERY ROYALTY FUND	709	7,750	7,750	7,750	0.00%
CEMETERY ENDOWMENT FUND	-	-	-	-	N/A
HEALTH INSURANCE FUND	4,746,006	4,778,139	4,927,022	5,685,193	18.98%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 115,799,283</b>	<b>\$ 133,097,387</b>	<b>\$ 130,884,772</b>	<b>\$ 136,025,067</b>	<b>2.20%</b>
CAPITAL PROJECTS- GOVERNMENTAL	-	18,487,418	18,487,418	58,524,376	216.56%
CAPITAL PROJECTS- PROPRIETARY	-	15,514,852	15,514,852	9,733,840	-37.26%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>-</b>	<b>34,002,270</b>	<b>34,002,270</b>	<b>68,258,216</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 115,799,283</b>	<b>\$ 167,099,657</b>	<b>\$ 164,887,042</b>	<b>\$ 204,283,283</b>	<b>22.25%</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR GOVERNMENTAL FUND</b>				
<b>GENERAL FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 13,713,855</b>	<b>\$ 15,690,783</b>	<b>\$ 18,339,905</b>	<b>\$ 22,135,781</b>
<b>Revenues</b>				
Ad Valorem Taxes	23,123,953	23,363,607	23,674,069	25,452,882
Sales Taxes	12,486,272	12,414,500	13,995,907	14,415,784
Franchise Fees	2,447,587	2,475,000	2,633,700	2,684,105
Licenses And Permits	1,294,234	1,597,340	1,561,250	1,732,440
Charge for Service	26,153	40,170	29,550	35,850
Fines And Forfeitures	1,060,099	1,081,500	1,081,500	1,092,315
Interest	30,768	300,000	193,000	325,000
Miscellaneous	3,017,718	3,445,529	3,573,808	4,945,084
Other Sources	4,709,409	5,887,296	7,132,881	2,467,637
<b>Total revenues</b>	<b>48,196,193</b>	<b>50,604,942</b>	<b>53,875,665</b>	<b>53,151,097</b>
<b>Expenditures</b>				
Personal Services	30,994,570	33,462,106	32,807,619	36,316,842
Material & Supplies	1,178,282	1,603,293	1,640,389	2,103,839
Purchased Services	3,565,752	3,790,106	3,991,636	4,307,863
Maintenance And Repair	1,558,936	1,828,938	1,843,700	1,998,807
Other Expenditures	5,546,224	7,759,064	7,976,489	10,182,302
Capital Outlay	726,379	1,828,321	1,819,956	418,357
<b>Total expenditures</b>	<b>43,570,143</b>	<b>50,271,828</b>	<b>50,079,789</b>	<b>55,328,010</b>
<b>Change in fund balance</b>	<b>4,626,050</b>	<b>333,114</b>	<b>3,795,876</b>	<b>(2,176,913)</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 18,339,905</b>	<b>\$ 16,023,897</b>	<b>\$ 22,135,781</b>	<b>\$ 19,958,868</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR GOVERNMENTAL FUND GENERAL DEBT SERVICE</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 2,398,154	\$ 2,201,691	\$ 2,241,126	\$ 2,632,298
<b>Revenues</b>				
Ad Valorem	7,022,924	7,234,969	7,234,969	8,575,013
Other sources	397,249	393,550	393,550	394,550
<b>Total revenues</b>	<b>7,420,173</b>	<b>7,628,519</b>	<b>7,628,519</b>	<b>8,969,563</b>
<b>Expenditures</b>				
Debt service	7,577,201	7,237,347	7,237,347	7,512,784
Other Expenditures	-	-	-	324
<b>Total expenditures</b>	<b>7,577,201</b>	<b>7,237,347</b>	<b>7,237,347</b>	<b>7,513,108</b>
<b>Change in fund balance</b>	(157,028)	391,172	391,172	1,456,455
<b>Ending fund balance/ working capital</b>	<b>\$ 2,241,126</b>	<b>\$ 2,592,863</b>	<b>\$ 2,632,298</b>	<b>\$ 4,088,753</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR GOVERNMENTAL FUND 4A SALES TAX REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 7,793,082</b>	<b>\$ 2,443,008</b>	<b>\$ 2,474,806</b>	<b>\$ 973,149</b>
<b>Revenues</b>				
Sales Tax	6,157,778	6,128,500	6,910,034	7,117,335
Interest	2,600	25,750	15,000	15,000
Miscellaneous	189,795	188,200	1,168,685	190,000
<b>Total revenues</b>	<b>6,350,173</b>	<b>6,342,450</b>	<b>8,093,719</b>	<b>7,322,335</b>
<b>Expenditures</b>				
Personnel Services	301,783	303,574	350,185	487,864
Material & Supplies	8,171	10,750	8,250	5,750
Purchased Services	255,750	304,367	312,758	555,873
Maintenance and Repair	24,525	35,000	27,750	35,000
Transfers out:				
4A Debt	2,393,447	1,990,375	1,990,375	1,826,505
General Fund- Adm.	256,118	366,203	366,203	176,925
Capital	2,045,760	-	-	-
Economic Incentives	385,991	1,112,500	1,112,500	1,375,000
Other Expenditures	149,137	440,355	427,355	499,744
Capital Outlay	5,847,767	5,000,000	5,000,000	-
<b>Total expenditures</b>	<b>11,668,449</b>	<b>9,563,124</b>	<b>9,595,376</b>	<b>4,962,661</b>
<b>Change in fund balance</b>	<b>(5,318,276)</b>	<b>(3,220,674)</b>	<b>(1,501,657)</b>	<b>2,359,674</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 2,474,806</b>	<b>\$ (777,666)</b>	<b>\$ 973,149</b>	<b>\$ 3,332,823</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR GOVERNMENTAL FUND 4B SALES TAX REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 4,606,639</b>	<b>\$ 4,158,317</b>	<b>\$ 4,941,248</b>	<b>\$ 5,547,016</b>
<b>Revenues</b>				
Sales Tax	6,157,778	6,128,500	6,910,034	7,117,335
Interest	795	15,000	15,000	70,000
Transfer In	-	-	-	-
<b>Total revenues</b>	<b>6,158,573</b>	<b>6,143,500</b>	<b>6,925,034</b>	<b>7,187,335</b>
<b>Expenditures</b>				
Personal Services	-	193,403	156,449	337,433
Material & Supplies	-	3,900	3,900	20,000
Purchased Services	6,746	3,500	3,500	8,500
Maintenance And Repair	376,336	292,325	277,328	-
Transfers Out				
4B Debt	1,844,545	1,393,675	1,393,675	1,390,800
General Fund- Adm.	10,000	15,450	15,450	153,109
Golf	909,702	1,217,718	1,174,226	1,104,630
PPF	2,676,635	2,715,418	2,706,031	3,130,479
Capital	-	-	-	-
Economic Incentives	-	412,500	412,500	566,667
Miscellaneous	-	-	-	-
Other Expenditures	-	176,207	176,207	281,845
Capital Outlay	-	-	-	2,018,400
<b>Total expenditures</b>	<b>5,823,964</b>	<b>6,424,096</b>	<b>6,319,266</b>	<b>9,011,863</b>
<b>Change in fund balance</b>	<b>334,609</b>	<b>(280,596)</b>	<b>605,768</b>	<b>(1,824,528)</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 4,941,248</b>	<b>\$ 3,877,721</b>	<b>\$ 5,547,016</b>	<b>\$ 3,722,488</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR GOVERNMENTAL FUND PARKS PERFORMANCE FUND</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Charges for services	1,095,571	2,014,006	1,650,000	2,000,000
Investment income	645	721	721	721
Contributions	2,676,635	2,715,418	2,706,031	3,130,479
Other Sources	1,988	5,000	-	-
<b>Total revenues</b>	<b>3,774,839</b>	<b>4,735,145</b>	<b>4,356,752</b>	<b>5,131,200</b>
<b>Expenditures</b>				
Personnel services	2,159,115	2,809,758	2,283,714	2,603,561
Material & Supplies	144,141	243,162	234,404	218,640
Purchased Services	617,409	545,764	625,061	725,586
Maintenance And Repair	131,247	315,801	324,996	388,837
Other expenditures	494,984	701,555	701,555	974,006
Capital outlay	227,943	191,359	187,022	220,570
<b>Total expenditures</b>	<b>3,774,839</b>	<b>4,807,399</b>	<b>4,356,752</b>	<b>5,131,200</b>
<b>Change in fund balance</b>	-	(72,254)	-	-
<b>Ending fund balance/ working capital</b>	<b>\$ -</b>	<b>\$ (72,254)</b>	<b>\$ -</b>	<b>\$ -</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR GOVERNMENTAL FUND 4A SALES TAX DEBT SERVICE REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 285,916	\$ 286,916	\$ 286,051	\$ 286,051
<b>Revenues</b>				
Interest	134	1,000	-	-
Transfers in	2,393,447	1,990,375	1,990,375	1,826,505
<b>Total revenues</b>	<b>2,393,581</b>	<b>1,991,375</b>	<b>1,990,375</b>	<b>1,826,505</b>
<b>Expenditures</b>				
Debt service	2,393,446	1,990,375	1,990,375	1,828,130
<b>Total expenditures</b>	<b>2,393,446</b>	<b>1,990,375</b>	<b>1,990,375</b>	<b>1,828,130</b>
<b>Change in fund balance</b>	135	1,000	-	(1,625)
<b>Ending fund balance/ working capital</b>	<b>\$ 286,051</b>	<b>\$ 287,916</b>	<b>\$ 286,051</b>	<b>\$ 284,426</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR GOVERNMENTAL FUND 4B SALES TAX DEBT SERVICE REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 465,950	\$ 473,401	\$ 465,602	\$ 464,853
<b>Revenues</b>				
Interest	385	8,500	-	-
Transfers in	1,844,544	1,393,675	1,393,675	1,390,800
<b>Total revenues</b>	<b>1,844,929</b>	<b>1,402,175</b>	<b>1,393,675</b>	<b>1,390,800</b>
<b>Expenditures</b>				
Debt service	1,845,277	1,394,724	1,394,424	1,391,659
Transfers out	-	-	-	-
<b>Total expenditures</b>	<b>1,845,277</b>	<b>1,394,724</b>	<b>1,394,424</b>	<b>1,391,659</b>
<b>Change in fund balance</b>	(348)	7,451	(749)	(859)
<b>Ending fund balance/ working capital</b>	<b>\$ 465,602</b>	<b>\$ 480,852</b>	<b>\$ 464,853</b>	<b>\$ 463,994</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND HOTEL MOTEL OCCUPANCY TAX FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 697,823</b>	<b>\$ 596,356</b>	<b>\$ 902,283</b>	<b>\$ 858,050</b>
<b>Revenues</b>				
Hotel Motel Tax	455,114	244,625	455,047	467,776
Investment income	469	1,415	1,415	1,415
Miscellaneous	26,250	20,000	20,000	20,000
<b>Total revenues</b>	<b>481,833</b>	<b>266,040</b>	<b>476,462</b>	<b>489,191</b>
<b>Expenditures</b>				
Material & Supplies	-	2,100	2,100	2,100
Purchased services	93,677	78,160	77,060	297,998
Maintenance And Repair	2,200	2,000	2,000	5,000
Other expenditures	181,496	269,535	214,535	284,188
Capital Outlay	-	225,000	225,000	250,000
<b>Total expenditures</b>	<b>277,373</b>	<b>576,795</b>	<b>520,695</b>	<b>839,286</b>
<b>Change in fund balance</b>	<b>204,460</b>	<b>(310,755)</b>	<b>(44,233)</b>	<b>(350,095)</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 902,283</b>	<b>\$ 285,601</b>	<b>\$ 858,050</b>	<b>\$ 507,955</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND TIF #2 FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 540,429</b>	<b>\$ 636,189</b>	<b>\$ 824,283</b>	<b>\$ 807,995</b>
<b>Revenues</b>				
TIF- Ad valorem	848,734	955,938	962,680	1,103,298
Miscellaneous	13,579	-	14,000	14,000
<b>Total revenues</b>	<b>862,313</b>	<b>955,938</b>	<b>976,680</b>	<b>1,117,298</b>
<b>Expenditures</b>				
Personnel services	88,086	300,879	312,294	322,714
Material & Supplies	-	37,968	33,728	5,500
Purchased services	9,898	13,900	13,929	13,950
Maintenance And Repair	39,545	85,250	125,250	125,000
Other expenditures	43,681	114,217	114,217	160,127
Transfers out	397,249	393,550	393,550	394,550
<b>Total expenditures</b>	<b>578,459</b>	<b>945,764</b>	<b>992,968</b>	<b>1,021,841</b>
<b>Change in fund balance</b>	283,854	10,174	(16,288)	95,457
<b>Ending fund balance/ working capital</b>	<b>\$ 824,283</b>	<b>\$ 646,363</b>	<b>\$ 807,995</b>	<b>\$ 903,452</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND TIF #3 FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 78,728	\$ 132,394	\$ 135,654	\$ -
<b>Revenues</b>				
TIF - Ad valorem	56,926	193,142	203,000	-
<b>Total revenues</b>	<b>56,926</b>	<b>193,142</b>	<b>203,000</b>	<b>-</b>
<b>Expenditures</b>				
Other expenditures	-	-	338,654	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>338,654</b>	<b>-</b>
<b>Change in fund balance</b>	56,926	193,142	(135,654)	-
<b>Ending fund balance/ working capital</b>	<b>\$ 135,654</b>	<b>\$ 325,536</b>	<b>\$ -</b>	<b>\$ -</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND PID #1 FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 4,577	\$ -	\$ 47,804	\$ 56,804
<b>Revenues</b>				
Assessment	43,776	60,000	69,000	70,000
Other Sources	-	-	-	-
<b>Total revenues</b>	<b>43,776</b>	<b>60,000</b>	<b>69,000</b>	<b>70,000</b>
<b>Expenditures</b>				
Purchased services	549	64,577	60,000	60,000
Other expenditures	-	-	-	1,582
<b>Total expenditures</b>	<b>549</b>	<b>64,577</b>	<b>60,000</b>	<b>61,582</b>
<b>Change in fund balance</b>	43,227	(4,577)	9,000	8,418
<b>Ending fund balance/ working capital</b>	<b>\$ 47,804</b>	<b>\$ (4,577)</b>	<b>\$ 56,804</b>	<b>\$ 65,222</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND PID #2 FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 7,050	\$ 5,157	\$ 5,607
<b>Revenues</b>				
Other Sources	7,500	7,500	7,500	7,500
<b>Total revenues</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Expenditures</b>				
Purchased services	2,343	12,206	7,050	7,050
Other expenditures	-	-	-	355
<b>Total expenditures</b>	<b>2,343</b>	<b>12,206</b>	<b>7,050</b>	<b>7,405</b>
<b>Change in fund balance</b>	5,157	(4,706)	450	95
<b>Ending fund balance/ working capital</b>	<b>\$ 5,157</b>	<b>\$ 2,344</b>	<b>\$ 5,607</b>	<b>\$ 5,702</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND PEG FUND REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ -	\$ 5,203	\$ 17,943
<b>Revenues</b>				
PEG Fees	57,309	60,000	60,000	60,000
Other Sources	185,411	-	-	-
<b>Total revenues</b>	<b>242,720</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Expenditures</b>				
Purchased services	4,012	3,500	3,500	3,500
Other Expenditures	147,760	3,760	3,760	4,299
Capital outlay	85,745	40,000	40,000	40,000
<b>Total expenditures</b>	<b>237,517</b>	<b>47,260</b>	<b>47,260</b>	<b>47,799</b>
<b>Change in fund balance</b>	5,203	12,740	12,740	12,201
<b>Ending fund balance/ working capital</b>	<b>\$ 5,203</b>	<b>\$ 12,740</b>	<b>\$ 17,943</b>	<b>\$ 30,144</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND JUVENILE CASE MANAGER FUND REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 173,544	\$ 179,349	\$ 56,442
<b>Revenues</b>				
Fines and Forfeitures	32,248	40,000	32,000	32,960
Other Sources	213,041	-	-	
<b>Total revenues</b>	<b>245,289</b>	<b>40,000</b>	<b>32,000</b>	<b>32,960</b>
<b>Expenditures</b>				
Personnel services	65,935	925	-	-
Purchased services	-	2,300	-	-
Maintenance And Repair	5	1,500	-	-
Other expenditures	-	154,907	154,907	38,070
<b>Total expenditures</b>	<b>65,940</b>	<b>159,632</b>	<b>154,907</b>	<b>38,070</b>
<b>Change in fund balance</b>	179,349	(119,632)	(122,907)	(5,110)
<b>Ending fund balance/ working capital</b>	<b>\$ 179,349</b>	<b>\$ 53,912</b>	<b>\$ 56,442</b>	<b>\$ 51,332</b>

**4111**  
**REVENUE, EXPENDITURES AND FUND BALANCE**  
**FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND</b>				
<b>BUILDING SECURITY FUND REVENUE</b>				
	<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 74,809	\$ 87,361	\$ 83,836
<b>Revenues</b>				
Fines and Forfeitures	30,434	35,000	35,000	35,000
Other Sources	61,694	-	-	-
<b>Total revenues</b>	<b>92,128</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Expenditures</b>				
Material & Supplies	145	33,525	33,525	33,525
Maintenance And Repair	4,622	5,000	5,000	5,000
Other expenditures	-	-	-	669
<b>Total expenditures</b>	<b>4,767</b>	<b>38,525</b>	<b>38,525</b>	<b>39,194</b>
<b>Change in fund balance</b>	87,361	(3,525)	(3,525)	(4,194)
<b>Ending fund balance/ working capital</b>	<b>\$ 87,361</b>	<b>\$ 71,284</b>	<b>\$ 83,836</b>	<b>\$ 79,642</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND COURT TECHNOLOGY FUND REVENUE</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 140,851	\$ 147,304	\$ 92,000
<b>Revenues</b>				
Fines and Forfeitures	25,555	30,000	30,000	30,000
Other Sources	133,962	-	-	-
<b>Total revenues</b>	<b>159,517</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Expenditures</b>				
Personnel services	5,130	12,000	5,000	5,000
Purchased services	7,083	11,761	4,000	4,000
Maintenance And Repair	-	-	3,804	-
Other Expenditures	-	24,250	24,250	28,837
Capital outlay	-	48,250	48,250	-
<b>Total expenditures</b>	<b>12,213</b>	<b>96,261</b>	<b>85,304</b>	<b>37,837</b>
<b>Change in fund balance</b>	147,304	(66,261)	(55,304)	(7,837)
<b>Ending fund balance/ working capital</b>	<b>\$ 147,304</b>	<b>\$ 74,590</b>	<b>\$ 92,000</b>	<b>\$ 84,163</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND TIME PAYMENT FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 12,500	\$ -	\$ -
<b>Revenues</b>				
Fines and Forfeitures	50	1,500	-	-
Other Sources	-	-	-	-
<b>Total revenues</b>	<b>50</b>	<b>1,500</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>				
Other Expednitures	-	10,000	-	-
<b>Total expenditures</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>Change in fund balance</b>	50	(8,500)	-	-
<b>Ending fund balance/ working capital</b>	<b>\$ 50</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>NON-MAJOR GOVERNMENTAL FUND OTHER SPECIAL REVENUE FUNDS</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ -	\$ 562	\$ 99,879
<b>Revenues</b>				
Public Safety	432,776	-	57,880	11,700
Public Works	15,861	-	110,488	18,000
Culture & Recreation	54,864	-	73,930	24,100
<b>Total revenues</b>	<b>503,501</b>	<b>-</b>	<b>242,298</b>	<b>53,800</b>
<b>Expenditures</b>				
Personnel Services	8,255	-	2,500	17,300
Material & Supplies	40,754	-	27,883	19,000
Purchased Services	323	-	4,000	10,700
Maintenance and Repair	287	-	400	-
Other Expednitures	444,130	-	108,198	12,000
Capital outlay	9,190	-	-	-
<b>Total expenditures</b>	<b>502,939</b>	<b>-</b>	<b>142,981</b>	<b>59,000</b>
<b>Change in fund balance</b>	562	-	99,317	(5,200)
<b>Ending fund balance/ working capital</b>	<b>\$ 562</b>	<b>\$ -</b>	<b>\$ 99,879</b>	<b>\$ 94,679</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR PROPRIETARY FUND WATER &amp; WASTEWATER FUND</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 9,773,851</b>	<b>\$ 10,686,693</b>	<b>\$ 10,503,081</b>	<b>\$ 12,565,873</b>
<b>Revenues</b>				
Charges for Services	21,803,434	22,926,362	23,084,745	23,550,739
Interest	10,842	80,000	50,000	250,000
Misc	91,645	97,469	89,469	89,469
Other sources	1,729,170	1,916,381	2,396,381	1,973,881
<b>Total revenues</b>	<b>23,635,091</b>	<b>25,020,212</b>	<b>25,620,595</b>	<b>25,864,089</b>
<b>Expenditures</b>				
Personnel services	1,937,583	2,247,277	2,308,920	3,061,757
Material & Supplies	157,122	180,540	131,109	141,223
Purchased Services	8,439,222	9,769,366	8,774,816	9,556,422
Maintenance And Repair	216,141	188,698	213,154	319,883
Other expenditures	3,991,505	3,252,713	3,252,713	3,042,809
Capital outlay	143,304	832,600	832,600	947,944
Debt services	6,336,471	6,300,422	6,300,422	6,760,759
Franchise fee	881,504	795,430	819,069	835,451
Pilot	803,009	907,949	925,000	952,750
<b>Total expenditures</b>	<b>22,905,861</b>	<b>24,474,995</b>	<b>23,557,803</b>	<b>25,618,998</b>
<b>Change in fund balance</b>	<b>729,230</b>	<b>545,217</b>	<b>2,062,792</b>	<b>245,091</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 10,503,081</b>	<b>\$ 11,231,910</b>	<b>\$ 12,565,873</b>	<b>\$ 12,810,964</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR PROPRIETARY FUND HIDDEN CREEK GOLF COURSE FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Charges for services	1,519,981	1,551,119	1,750,000	1,802,500
Investment income	112	20	60	-
Contributions	547,624	846,315	802,823	731,114
Other sources	373,619	375,903	375,903	380,586
<b>Total revenues</b>	<b>2,441,336</b>	<b>2,773,357</b>	<b>2,928,786</b>	<b>2,914,200</b>
<b>Expenditures</b>				
Personnel services	1,102,329	1,180,067	1,191,516	1,231,194
Material & Supplies	130,643	115,746	108,819	136,546
Purchased Services	410,918	376,889	377,474	391,484
Maintenance And Repair	94,905	197,154	199,654	72,950
Other expenditures	341,514	545,752	544,952	705,940
Capital outlay	-	135,250	134,468	-
Debt services	361,027	371,903	371,903	376,086
<b>Total expenditures</b>	<b>2,441,336</b>	<b>2,922,761</b>	<b>2,928,786</b>	<b>2,914,200</b>
<b>Change in fund balance</b>	-	(149,404)	-	-
<b>Ending fund balance/ working capital</b>	<b>\$ -</b>	<b>\$ (149,404)</b>	<b>\$ -</b>	<b>\$ -</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR PROPRIETARY FUND EQUIPMENT SERVICE FUND REVENUE</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 148,468</b>	<b>\$ 141,602</b>	<b>\$ 82,167</b>	<b>\$ (149,917)</b>
<b>Revenues</b>				
Charges for services	454,688	1,314,361	1,314,361	2,185,524
Investment income	120	400	-	-
Other sources	-	-	-	-
<b>Total revenues</b>	<b>454,808</b>	<b>1,314,761</b>	<b>1,314,361</b>	<b>2,185,524</b>
<b>Expenditures</b>				
Personnel services	319,302	402,808	389,617	504,194
Material & Supplies	60,723	23,115	23,465	23,115
Purchased Services	84,887	611,892	563,109	736,404
Maintenance And Repair	7,976	478,858	478,858	490,203
Other expenditures	48,221	91,396	91,396	269,723
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>521,109</b>	<b>1,608,069</b>	<b>1,546,445</b>	<b>2,023,639</b>
<b>Change in fund balance</b>	<b>(66,301)</b>	<b>(293,308)</b>	<b>(232,084)</b>	<b>161,885</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 82,167</b>	<b>\$ (151,706)</b>	<b>\$ (149,917)</b>	<b>\$ 11,968</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>MAJOR PROPRIETARY FUND EQUIPMENT REPLACEMENT FUND (GOV)</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 4,686,880</b>	<b>\$ 4,662,584</b>	<b>\$ 5,943,701</b>	<b>\$ 3,549,503</b>
<b>Revenues</b>				
Investment income	7,911	45,000	20,000	25,000
Contributions	1,678,171	1,721,802	1,721,802	2,954,042
Other Sources	69,750	-	-	-
<b>Total revenues</b>	<b>1,755,832</b>	<b>1,766,802</b>	<b>1,741,802</b>	<b>2,979,042</b>
<b>Expenditures</b>				
Other expenditures	-	3,000,000	3,000,000	4,658
Capital outlay	499,011	2,008,937	1,136,000	2,457,000
<b>Total expenditures</b>	<b>499,011</b>	<b>5,008,937</b>	<b>4,136,000</b>	<b>2,461,658</b>
<b>Change in fund balance</b>	<b>1,256,821</b>	<b>(3,242,135)</b>	<b>(2,394,198)</b>	<b>517,384</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 5,943,701</b>	<b>\$ 1,420,449</b>	<b>\$ 3,549,503</b>	<b>\$ 4,066,887</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR PROPRIETARY FUND EQUIPMENT REPLACEMENT FUND (PROP)</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 1,230,357</b>	<b>\$ 1,341,677</b>	<b>\$ 1,477,998</b>	<b>\$ 652,154</b>
<b>Revenues</b>				
Investment income	1,391	15,000	5,000	5,000
Contributions	391,059	520,192	520,192	435,354
Other Sources	4,000	-	-	-
<b>Total revenues</b>	<b>396,450</b>	<b>535,192</b>	<b>525,192</b>	<b>440,354</b>
<b>Expenditures</b>				
Transfer to Water & Sewer	-	1,000,000	1,000,000	-
Other expenditures	-	-	-	1,336
Capital outlay	148,809	450,170	351,036	388,500
<b>Total expenditures</b>	<b>148,809</b>	<b>1,450,170</b>	<b>1,351,036</b>	<b>389,836</b>
<b>Change in fund balance</b>	<b>247,641</b>	<b>(914,978)</b>	<b>(825,844)</b>	<b>50,518</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 1,477,998</b>	<b>\$ 426,699</b>	<b>\$ 652,154</b>	<b>\$ 702,672</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

	<b>MAJOR PROPRIETARY FUND SUPPORT SERVICES FUND</b>			
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Begining fund balance/ working capital</b>	<b>\$ 892,856</b>	<b>\$ 312,828</b>	<b>\$ 732,137</b>	<b>\$ 444,769</b>
<b>Revenues</b>				
Charges for services	2,285,977	5,052,104	5,064,781	5,340,000
Investment income	660	6,000	2,000	-
Other sources	100,726	-	-	-
<b>Total revenueus</b>	<b>2,387,363</b>	<b>5,058,104</b>	<b>5,066,781</b>	<b>5,340,000</b>
<b>Expenditures</b>				
Personnel services	1,187,219	1,416,265	1,410,422	1,709,257
Material & Supplies	199,328	229,250	229,250	677,651
Purchased Services	142,918	534,697	355,175	254,311
Maintenance And Repair	737,719	1,127,196	1,070,085	1,191,463
Other expenditures	3,540	3,540	3,540	282,421
Capital outlay	277,358	2,201,978	2,285,677	1,586,626
<b>Total expenditures</b>	<b>2,548,082</b>	<b>5,512,926</b>	<b>5,354,149</b>	<b>5,701,729</b>
<b>Change in fund balance</b>	<b>(160,719)</b>	<b>(454,822)</b>	<b>(287,368)</b>	<b>(361,729)</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 732,137</b>	<b>\$ (141,994)</b>	<b>\$ 444,769</b>	<b>\$ 83,040</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2021-2022**

<b>NON-MAJOR GOVERNMENTAL FUND SOLID WASTE FUND</b>				
	<b>2019-20 ACTUAL</b>	<b>2020-21 BUDGET</b>	<b>2020-21 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 1,683,064</b>	<b>\$ 1,401,132</b>	<b>\$ 1,344,332</b>	<b>\$ 1,002,358</b>
<b>Revenues</b>				
Charges for services	3,242,900	3,341,609	3,341,609	3,408,411
Investment income	1,818	15,000	10,000	10,000
<b>Total revenues</b>	<b>3,244,718</b>	<b>3,356,609</b>	<b>3,351,609</b>	<b>3,418,411</b>
<b>Expenditures</b>				
Material & Supplies	10,937	11,000	11,132	11,000
Purchased Services	2,995,453	3,104,575	3,104,768	3,410,369
Other expenditures	340,572	314,019	312,683	214,701
Franchise	236,488	243,583	265,000	243,583
<b>Total expenditures</b>	<b>3,583,450</b>	<b>3,673,177</b>	<b>3,693,583</b>	<b>3,879,653</b>
<b>Change in fund balance</b>	<b>(338,732)</b>	<b>(316,568)</b>	<b>(341,974)</b>	<b>(461,242)</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 1,344,332</b>	<b>\$ 1,084,564</b>	<b>\$ 1,002,358</b>	<b>\$ 541,116</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND CEMETERY OPERATIONS FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 232,855	\$ 243,051	\$ 205,770	\$ 215,991
<b>Revenues</b>				
Charges for services	42,431	30,000	30,000	30,000
Investment income	(25)	746	746	746
<b>Total revenues</b>	<b>42,406</b>	<b>30,746</b>	<b>30,746</b>	<b>30,746</b>
<b>Expenditures</b>				
Material & Supplies	64,488	-	-	-
Purchased services	5,003	20,550	20,525	20,522
Other expenditures	-	-	-	3,244
<b>Total expenditures</b>	<b>69,491</b>	<b>20,550</b>	<b>20,525</b>	<b>23,766</b>
<b>Change in fund balance</b>	(27,085)	10,196	10,221	6,980
<b>Ending fund balance/ working capital</b>	<b>\$ 205,770</b>	<b>\$ 253,247</b>	<b>\$ 215,991</b>	<b>\$ 222,971</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND CEMETERY ROYALTY FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ 1,276,991	\$ 436,456	\$ 1,291,743	\$ 1,310,493
<b>Revenues</b>				
Investment income	1,202	10,000	10,000	10,000
Other sources	14,259	16,500	16,500	16,500
<b>Total revenues</b>	<b>15,461</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>
<b>Expenditures</b>				
Purchased services	709	7,750	7,750	7,750
Other expenditures	-	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>709</b>	<b>7,750</b>	<b>7,750</b>	<b>7,750</b>
<b>Change in fund balance</b>	14,752	18,750	18,750	18,750
<b>Ending fund balance/ working capital</b>	<b>\$ 1,291,743</b>	<b>\$ 455,206</b>	<b>\$ 1,310,493</b>	<b>\$ 1,329,243</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND CEMETERY ENDOWMENT FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	<b>\$ 136,969</b>	<b>\$ 144,469</b>	<b>\$ 149,625</b>	<b>\$ 157,125</b>
<b>Revenues</b>				
Charges for services	12,656	7,500	7,500	7,500
<b>Total revenues</b>	<b>12,656</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Expenditures</b>				
Other expenditures	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in fund balance</b>	<b>12,656</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Ending fund balance/ working capital</b>	<b>\$ 149,625</b>	<b>\$ 151,969</b>	<b>\$ 157,125</b>	<b>\$ 164,625</b>

**THREE YEAR FUND SUMMARIES BY  
REVENUE, EXPENDITURES AND FUND BALANCE  
FY 2022-2023**

<b>NON-MAJOR GOVERNMENTAL FUND HEALTH INSURANCE FUND</b>				
	<b>2020-21 ACTUAL</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 BUDGET</b>
<b>Beginnig fund balance/ working capital</b>	\$ -	\$ 3,514,245	\$ 3,184,194	\$ 3,888,529
<b>Revenues</b>				
Charges for services	5,508,872	5,619,357	5,619,357	5,619,357
Investment income	7,019	12,000	12,000	12,000
Other sources	2,414,309	-	-	-
<b>Total revenues</b>	<b>7,930,200</b>	<b>5,631,357</b>	<b>5,631,357</b>	<b>5,631,357</b>
<b>Expenditures</b>				
Claims	3,502,545	3,367,418	3,536,071	3,785,648
Purchased services	1,243,461	1,409,109	1,384,951	1,417,122
Other expenditures	-	1,612	6,000	482,423
<b>Total expenditures</b>	<b>4,746,006</b>	<b>4,778,139</b>	<b>4,927,022</b>	<b>5,685,193</b>
<b>Change in fund balance</b>	3,184,194	853,218	704,335	(53,836)
<b>Ending fund balance/ working capital</b>	<b>\$ 3,184,194</b>	<b>\$ 4,367,463</b>	<b>\$ 3,888,529</b>	<b>\$ 3,834,693</b>

# General Fund Forecast

	FY 21-22 Budget	FY 21-22 Estimate	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected
<b>Beginning Fund Balance</b>	\$ 15,690,783	\$ 18,339,917	\$ 22,135,793	\$ 19,958,879	\$ 19,090,904	\$ 18,030,199	\$ 16,711,119
Property Tax	\$ 22,568,177	\$ 22,855,000	\$ 24,609,241	\$ 25,832,513	\$ 27,116,733	\$ 28,464,942	\$ 29,880,332
Property Tax- Chisholm Summit	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,030,000	\$ 1,575,900
Homestead exemption	\$ -	\$ -	\$ -	\$ (175,000)	\$ (350,000)	\$ (525,000)	\$ (700,000)
Sales Tax	\$ 12,414,500	\$ 13,995,907	\$ 14,415,784	\$ 14,848,257	\$ 15,293,705	\$ 15,752,516	\$ 16,225,092
Other Revenue	\$ 12,622,265	\$ 17,024,758	\$ 14,126,072	\$ 15,863,614	\$ 16,568,374	\$ 17,289,438	\$ 18,046,513
<b>Total Revenue</b>	<b>\$ 47,604,942</b>	<b>\$ 53,875,665</b>	<b>\$ 53,151,097</b>	<b>\$ 56,369,385</b>	<b>\$ 59,128,812</b>	<b>\$ 62,011,896</b>	<b>\$ 65,027,837</b>
Base Expenses	\$ 50,037,653	\$ 50,079,789	\$ 52,177,833	\$ 52,342,967	\$ 55,428,279	\$ 57,683,195	\$ 59,612,457
ARPA funds	\$ -	\$ -	\$ (2,000,000)	\$ -	\$ -	\$ -	\$ -
Future Supplemental	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,500,000	\$ 2,000,000
<b>Cash Funding Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>
Supplementals	\$ -	\$ -	\$ 2,650,177	\$ 1,894,392	\$ 2,761,238	\$ 3,147,781	\$ 3,270,012
Fire Station 4 - Operation and Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 50,037,653</b>	<b>\$ 50,079,789</b>	<b>\$ 55,328,010</b>	<b>\$ 57,237,360</b>	<b>\$ 60,189,517</b>	<b>\$ 63,330,976</b>	<b>\$ 65,882,470</b>
Change in Fund Balance	\$ (2,432,711)	\$ 3,795,876	\$ (2,176,913)	\$ (867,975)	\$ (1,060,705)	\$ (1,319,080)	\$ (854,633)
<b>Ending Fund Balance</b>	<b>\$ 13,258,072</b>	<b>\$ 22,135,793</b>	<b>\$ 19,958,879</b>	<b>\$ 19,090,904</b>	<b>\$ 18,030,199</b>	<b>\$ 16,711,119</b>	<b>\$ 15,856,486</b>
FB % of Expenditure	26.50%	44.20%	36.07%	33.35%	29.96%	26.39%	24.07%

## **EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%**

### **REVENUE:**

HOTEL/MOTEL TAX FUND: The 2022/23 fiscal year fund balance is projected to increase by \$223K or 83.4% more than in prior year as a result of projected hotel/motel utilization.

EQUIPMENT SERVICE FUND: The 2022/23 fiscal year fund balance is projected to increase by \$844K or 66.2% for additional equipment support.

EQUIPMENT REPLACEMENT - GOVERNMENTAL: The 2022/23 fiscal year fund balance is projected to increase by \$1.2M or 68.6% more than in prior year as a result of additional public safety equipment and associated replacement funding.

EQUIPMENT REPLACEMENT - PROPRIETARY: The 2022/23 fiscal year fund balance is projected to decrease by \$95K or 17.7% less than in prior year as a result of aligning the fund with actual equipment replacements by department and replacement date.

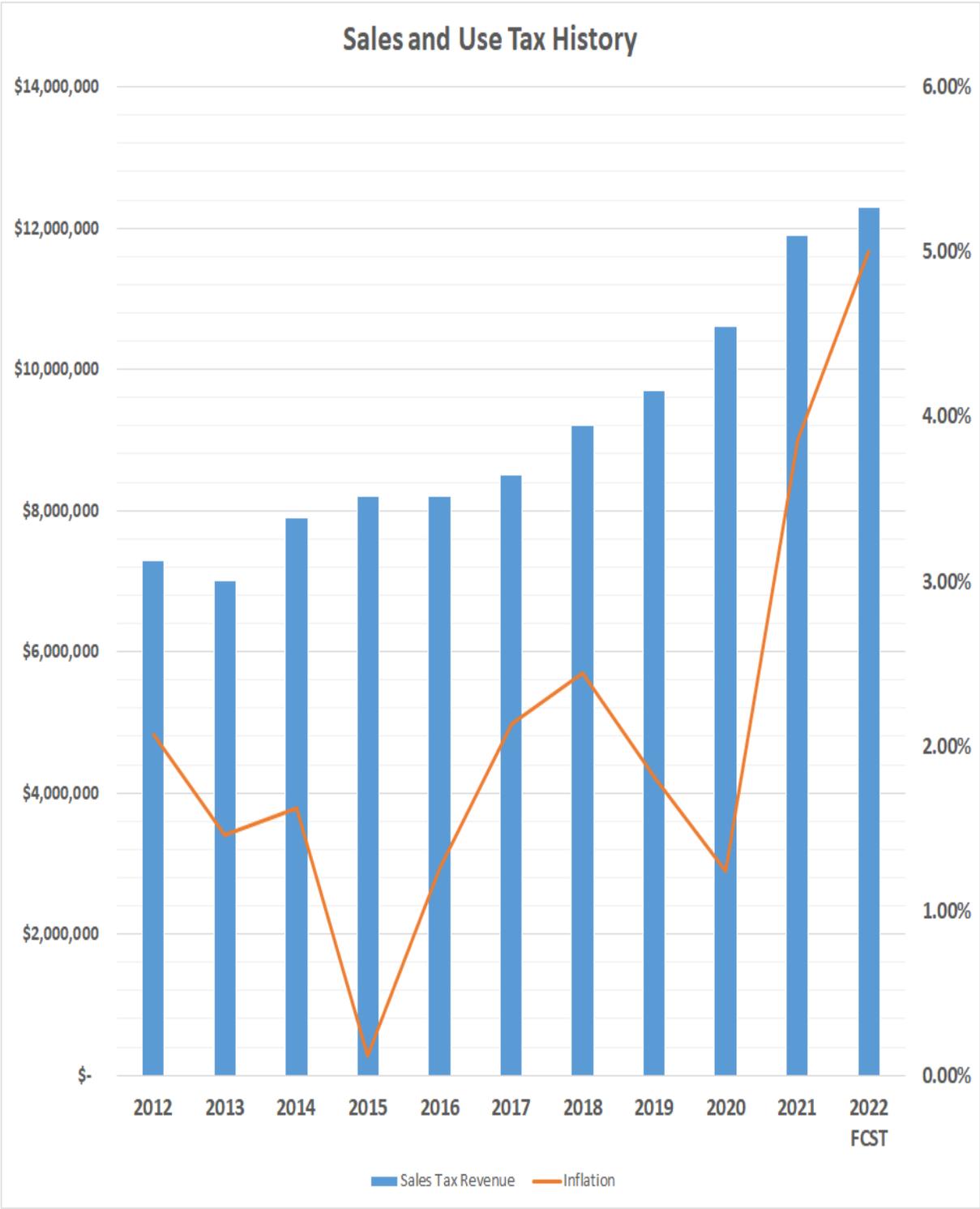
### **EXPENSES:**

HOTEL/MOTEL TAX FUND: The 2022/23 fiscal year fund balance is projected to increase by \$263K or 45.5% more than in prior year as a result of additional capital and grant expenditures.

EQUIPMENT SERVICE FUND: The 2022/23 fiscal year fund balance is projected to increase by \$415.5K or 25.8% more as a result of additional fuel expenses.

EQUIPMENT REPLACEMENT - GOVERNMENTAL: The 2022/23 fiscal year fund balance is projected to decrease by \$2.5M or 50.7% less than in prior year as a result of additional public safety equipment.

EQUIPMENT REPLACEMENT - PROPRIETARY: The 2022/23 fiscal year fund balance is projected to decrease by \$1.1M or 73.1% less than in prior year as a result of aligning the fund with actual equipment replacements by department and replacement date.



Source: Yearly average rate for the historical annual inflation rate from 1913 to present - <https://inflationdata.com/>

## 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. Gov-ernment 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.

## 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	\$85,634/annually
Linear Parks	\$7,595/annually
Neighborhood Parks	\$85,000/annually
Roads (per mile)	\$5,177/annually
Water lines (per mile of pipe)	\$19.259/annually
Sewer lines (per mile of pipe)	\$8,065/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 \$0.1923/\$100 of assessed valuation.

## TEXAS ISSUER AND GENERAL OBLIGATION LIMITED TAX (GOLT) RATING

As a result of an expanding economy within proximity of Fort Worth, strong management team leading to healthy liquidity and fund balance and ongoing economic development, Moody's has upgraded the City's issuer and GOLT rating to Aa2 from Aa3.

# 5 Year Capital Improvement Program Summary

Category	2023	2024	2025	2026	2027	TOTAL
General Government Capital Improvement Plan	\$ 9,318,902	\$ 24,221,996	\$ 19,559,500	\$ 13,991,189	\$ 17,500,413	\$ 84,592,000
4B - Parks and Golf Capital Improvement Plan	\$ 16,889,432	\$ 5,426,138	\$ 2,037,788	\$ 1,444,590	\$ 2,198,700	\$ 27,996,647
4A - Economic Development Capital Improvement Plan	\$ 30,000,000	\$ 15,000,000	\$ 10,000,000	\$ -	\$ -	\$ 55,000,000
Water and Sewer Capital Improvement Plan	\$ 9,733,840	\$ 27,213,979	\$ 7,570,428	\$ 24,195,445	\$ 9,220,263	\$ 77,933,955
Additional Capital Projects	\$ 2,316,042	\$ 7,033,091	\$ 1,757,243	\$ 7,670,494	\$ 5,077,188	\$ 23,854,058
<b>Total</b>	<b>\$ 68,258,216</b>	<b>\$ 78,895,204</b>	<b>\$ 40,924,959</b>	<b>\$ 47,301,718</b>	<b>\$ 33,996,564</b>	<b>\$ 269,376,660</b>
Available Funds	\$ 4,609,368	\$ 2,037,124	\$ 1,862,993	\$ 1,006,968	\$ 5,486,188	\$ 15,002,641
Bond Issue	\$ 63,648,848	\$ 76,858,080	\$ 39,061,966	\$ 46,294,750	\$ 28,510,376	\$ 254,374,019
<b>Total</b>	<b>\$ 68,258,216</b>	<b>\$ 78,895,204</b>	<b>\$ 40,924,959</b>	<b>\$ 47,301,718</b>	<b>\$ 33,996,564</b>	<b>\$ 269,376,660</b>

# General Government 5 Year CIP Plan 2022 GO Bond Program

Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Total
SH174 Traffic Signal Improvements	\$ 1,861,123	\$ -	\$ -	\$ -	\$ -	\$ 1,861,123
Neighborhood Street Rebuild	\$ 825,833	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	\$ 3,075,833
Alsbury- Hulen to CR 1020		\$ 6,434,496		\$ -	\$ -	\$ 6,434,496
Sidewalk program	\$ 446,946	\$ 200,000	\$ 200,000	\$ 200,000	\$ 170,000	\$ 1,216,946
Dual LT Lakewood at SH174 Intersection Improvement	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Police Expansion	\$ 3,600,000	\$ 16,407,500	\$ 16,409,500	\$ -	\$ -	\$ 36,417,000
CR 1020 (Alsbury) Widening (design)	\$ 2,500,000	\$ -	\$ -			\$ 2,500,000
SH174 Widening (Schematic and Env)	\$ -	\$ 430,000	\$ -	\$ -	\$ -	\$ 430,000
Hulen at Wilshire Intersection	\$ -	\$ -	\$ 200,000	\$ 1,501,027	\$ -	\$ 1,701,027
Hulen Widening (SH174 to Candler)	\$ -	\$ -	\$ 1,800,000	\$ 6,003,653	\$ -	\$ 7,803,653
Hillside Dr. Elk Dr & FM731		\$ -	\$ 200,000	\$ 836,509	\$ -	\$ 1,036,509
Fire Station	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 13,443,000	\$ 15,943,000
FM1902 Pedestrian Mobility	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,189,901	\$ 1,489,901
Wilshire Blvd (SH174) Construction Documents from Hulen to City Limits	\$ -	\$ -	\$ -	\$ 1,900,000	\$ -	\$ 1,900,000
E Renfro (FM3391)Widening PS&E	\$ -		\$ -	\$ -	\$ 2,697,512	\$ 2,697,512
<b>Bonds</b>	<b>\$ 9,318,902</b>	<b>\$ 24,221,996</b>	<b>\$ 19,559,500</b>	<b>\$ 13,991,189</b>	<b>\$ 17,500,413</b>	<b>\$ 84,592,000</b>

Note: \$1,413,000 proposed to be issued in FY2022

# Parks and Golf 5 Year CIP Plan

Project	FY 23	FY 24	FY 25	FY 26	FY 27	Total
<b>Parks</b>						
<b>Park Refurbishments</b>						
Bartlett Playground					300,000	300,000
Cedar Ridge		200,000				200,000
Cindy Park						0
Elk Ridge	220,000					220,000
Heberle					235,000	235,000
Meadow Crest				220,000		220,000
Mistletoe		300,000				300,000
Oak Valley	500,000					500,000
Wakefield	200,000					200,000
Warren					500,000	500,000
<b>Sport Fields</b>						
Bartlett Field Regrading	1,500,000					1,500,000
Chisenhall Field Turf and Lighting	500,000	500,000	500,000	500,000	500,000	2,500,000
Hidden Creek Softball Relocation	250,000	2,000,000				2,250,000
<b>Trails, Parking and Infrastructure</b>						
Bailey Lake Low Water Crossing			220,000			220,000
Chisenhall and Bailey Lake Parking	2,001,000					2,001,000
Oak Valley Trail-Scott Street Trailhead		500,000				500,000
Village Creek Trail Phase IV		685,000				685,000
Village Creek Trail Phase III	2,417,160					2,417,160
<b>Signage</b>						
Park Monument Signs	65,000	65,000	65,000	65,000	65,000	325,000
City Wide Monument Signs	200,000	200,000				400,000
<b>New Construction</b>						
Shannon Creek Park	3,327,763					3,327,763
Community Park	4,000,000	500,000				4,500,000
Unplanned Park Improvements	50,000	50,000	50,000	50,000	50,000	250,000

# Parks and Golf 5 Year CIP Plan (Continued)

<b>BRiCk</b>						
Upgrade A/C Control system and ventilation	500,000					500,000
Replace roof			1,000,000			1,000,000
Retiling of pool part room and family changing areas	62,000					62,000
Addition of Dry Sauna				380,000		380,000
Replacement of entry monument sign					35,000	35,000
Remodel of entryway (Admin, Kiosk, Rockwall and lighting)	125,000					125,000
<b>Golf</b>						
Monument Sign	28,750					28,750
Tee and Wayfinding signage		25,000				25,000
<b>Bunkers</b>						
Bunkers (1,16,17,18)	89,500					89,500
Bunkers (11,5,6,7,9)		97,750				97,750
Bunkers (2,3,4)			44,000			44,000
Bunkers (10,12)				30,800		30,800
Bunkers (13,14)					34,000	34,000
<b>Tree Work</b>						
Tree Removal and Limb up (Creek, 4,14)	49,000					49,000
Tree Removal and Limb up (7,9,10)				45,000		45,000
Tree Removal and Limb up (1,18)			45,000			45,000
<b>Turf Improvements</b>						
Range side (9) (shape, sod, cart path, trees)		45,000				45,000
Greens resurface (all 18) (remove and replace top 6' of material)					375,000	375,000
<b>Ponds and Irrigation</b>						
Pond Renovation bentonite/fountains (4,5,15)				85,000		85,000
Floating Intake Pipe Replacement			16,750			16,750
<b>Park Total</b>	<b>15,230,923</b>	<b>5,000,000</b>	<b>835,000</b>	<b>835,000</b>	<b>1,650,000</b>	<b>23,550,923</b>
<b>BRiCk Total</b>	<b>687,000</b>	<b>0</b>	<b>1,000,000</b>	<b>380,000</b>	<b>35,000</b>	<b>2,102,000</b>
<b>Golf Total</b>	<b>167,250</b>	<b>167,750</b>	<b>105,750</b>	<b>160,800</b>	<b>409,000</b>	<b>1,010,550</b>
Contingency/Escalation 5%	804,259	258,388	97,038	68,790	104,700	1,333,174
<b>Total</b>	<b>16,889,432</b>	<b>5,426,138</b>	<b>2,037,788</b>	<b>1,444,590</b>	<b>2,198,700</b>	<b>27,996,647</b>
Available Funding	1,975,000	204,033	105,750	160,800	409,000	2,854,583
Debt Sale	14,914,432	5,222,105	1,932,038	1,283,790	1,789,700	25,142,064
<b>Total</b>	<b>16,889,432</b>	<b>5,426,138</b>	<b>2,037,788</b>	<b>1,444,590</b>	<b>2,198,700</b>	<b>27,996,647</b>

# 4A 5 Year CIP Plan

4A Projects	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
New Industrial Park	\$ 5,000,000	\$ 5,000,000	\$ 10,000,000	\$ -	\$ -	\$ 20,000,000
Chisolm Summit Infrastructure	\$ 25,000,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 35,000,000
<b>Total Projects</b>	<b>\$ 30,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000,000</b>
4A Bonds	\$ 30,000,000	\$ 15,000,000	\$ 10,000,000	\$ -	\$ -	\$ 55,000,000

# W&S 5 Year CIP Plan

Water Project	2023	2024	2025	2026	2027	TOTAL
Water Line Rehabilitation	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
Industrial Blvd Pump Station Expansion & Alsbury Pump Station Decomm	\$ 1,288,380	\$ 5,337,652	\$ -	\$ -	\$ -	\$ 6,626,032
Security Upgrades	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
AMI Feasibility Study	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
12" Willow Creek Waterline Looping	\$ 154,625	\$ 795,204	\$ -	\$ -	\$ -	\$ 949,829
Rate Model	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Hulen Ground Storage Tank Rehabilitation	\$ -	\$ 1,438,743	\$ -	\$ -	\$ -	\$ 1,438,743
8" Village Creek Waterline Looping	\$ -	\$ -	\$ 819,402	\$ -	\$ -	\$ 819,402
Mountain Valley EST and GST Demolition	\$ -	\$ -	\$ 690,602	\$ -	\$ -	\$ 690,602
16" Hulen Street Waterline	\$ -	\$ -	\$ 464,889	\$ 3,299,185	\$ -	\$ 3,764,074
12" Waterline Loop for Mountain Valley	\$ -	\$ -	\$ 236,154	\$ 1,068,516	\$ -	\$ 1,304,670
12" Water Line from Wilshire to John Jones (Future Hulen)	\$ -	\$ -	\$ 223,058	\$ 1,261,800	\$ -	\$ 1,484,858
Offsite Water Supply from Fort Worth	\$ -	\$ -	\$ -	\$ 12,043,803	\$ -	\$ 12,043,803
Hulen Pump Station Expansion	\$ -	\$ -	\$ -	\$ 379,254	\$ 2,692,203	\$ 3,071,457
Turkey Peak Elevated Storage Tank Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 198,950	\$ 198,950
8" County Road 715 Water Line Looping	\$ -	\$ -	\$ -	\$ -	\$ 99,003	\$ 99,003
<b>TOTAL</b>	<b>\$ 4,143,005</b>	<b>\$ 9,571,599</b>	<b>\$ 4,434,105</b>	<b>\$ 20,052,558</b>	<b>\$ 4,990,156</b>	<b>\$ 43,191,423</b>
Sewer Project	2023	2024	2025	2026	2027	TOTAL
Sewer Line Rehabilitation	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 15,000,000
Trunk Relief Line (Town Creek Basin Parallel Buildout Interceptors)	\$ 2,493,569	\$ 13,809,396	\$ -	\$ -	\$ -	\$ 16,302,965
Gateway Station Lift Station Rehabilitation	\$ 97,266	\$ 832,984	\$ -	\$ -	\$ -	\$ 930,250
Parkview Dr Sewer Upsizing to 10"	\$ -	\$ -	\$ 136,323	\$ 969,870	\$ -	\$ 1,106,193
12" WasteWater line Replacement in Village Creek Basin (Golf Course)	\$ -	\$ -	\$ -	\$ 173,017	\$ 1,230,107	\$ 1,403,124
<b>TOTAL</b>	<b>\$ 5,590,835</b>	<b>\$ 17,642,380</b>	<b>\$ 3,136,323</b>	<b>\$ 4,142,887</b>	<b>\$ 4,230,107</b>	<b>\$ 34,742,532</b>
<b>Total Water &amp; Sewer Projects</b>	<b>\$ 9,733,840</b>	<b>\$ 27,213,979</b>	<b>\$ 7,570,428</b>	<b>\$ 24,195,445</b>	<b>\$ 9,220,263</b>	<b>\$ 77,933,955</b>
<b>Total Cash Funding</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>
<b>Total W&amp;S Bonds</b>	<b>\$ 9,033,840</b>	<b>\$ 27,213,979</b>	<b>\$ 7,570,428</b>	<b>\$ 24,195,445</b>	<b>\$ 9,220,263</b>	<b>\$ 77,233,955</b>
<b>Total</b>	<b>\$ 9,733,840</b>	<b>\$ 27,213,979</b>	<b>\$ 7,570,428</b>	<b>\$ 24,195,445</b>	<b>\$ 9,220,263</b>	<b>\$ 77,933,955</b>

# Additional Capital Projects

<b>Additional Projects</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>TOTAL</b>
Fire Station 2 Improvements	\$ 300,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ 2,000,000
City Hall Renovations	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Alsbury Phase 1 Widening - Candler to Hulen	\$ 323,545	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,823,545
Alsbury Design and ROW Acquisition (additional to GO Bond project)	\$ -	\$ 1,833,091	\$ -	\$ -	\$ -	\$ 1,833,091
Hulen 4-Lane Expansion (additional to GO Bond project)	\$ -	\$ -	\$ -	\$ 3,630,029	\$ -	\$ 3,630,029
Renfro Street & Johnson Avenue Pedestrian Improvement	\$ 192,497	\$ -	\$ -	\$ -	\$ -	\$ 192,497
Village Creek Parkway Expansion (Tarrant County Bond 50% Match)	\$ -	\$ -	\$ -	\$ -	\$ 3,501,839	\$ 3,501,839
Wicker Hill Rd & Greenridge Dr Road Reconstruction		\$ -	\$ 949,045	\$ 4,040,465		\$ 4,989,510
Hidden Vistas Extention to CR714					\$ 1,575,349	\$ 1,575,349
Additional Pavement Rehab			\$ 808,198			\$ 808,198
<b>TOTAL</b>	<b>\$ 2,316,042</b>	<b>\$ 7,033,091</b>	<b>\$ 1,757,243</b>	<b>\$ 7,670,494</b>	<b>\$ 5,077,188</b>	<b>\$ 23,854,058</b>
<b>Sources</b>						
Impact Fees	\$ 241,871	\$ -	\$ 949,045	\$ -	\$ 2,064,645	\$ 3,255,561
TIF 2 cash funding	\$ 192,497	\$ -	\$ -	\$ -	\$ -	\$ 192,497
GF Cash funding	\$ 1,500,000	\$ 1,833,091	\$ 808,198	\$ 846,168	\$ 3,012,543	\$ 8,000,000
TIF 3 (dissolved) debt capacity	\$ 81,674	\$ 3,500,000	\$ -	\$ 6,824,326	\$ -	\$ 10,406,000
Excess debt capacity	\$ 300,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ 2,000,000
<b>TOTAL</b>	<b>\$ 2,316,042</b>	<b>\$ 7,033,091</b>	<b>\$ 1,757,243</b>	<b>\$ 7,670,494</b>	<b>\$ 5,077,188</b>	<b>\$ 23,854,058</b>

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

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

THE CITY OF  
**BURLESON**  
TEXAS

**CITY OF BURLESON  
TAX SUPPORTED  
GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2023	4,826,741	2,175,493	7,002,234
2024	5,202,391	1,960,796	7,163,186
2025	5,493,603	1,732,147	7,225,750
2026	4,781,545	1,501,486	6,283,030
2027	4,553,971	1,280,976	5,834,947
2028	4,173,971	1,078,542	5,252,513
2029	3,103,824	920,873	4,024,697
2030	3,228,824	789,077	4,017,901
2031	2,751,251	662,856	3,414,107
2032	2,876,251	547,875	3,424,126
2033	2,945,000	432,541	3,377,541
2034	3,070,000	314,941	3,384,941
2035	2,355,000	215,963	2,570,963
2036	1,985,000	142,778	2,127,778
2037	1,530,000	84,531	1,614,531
2038	1,230,000	41,850	1,271,850
2039	700,000	13,300	713,300
2040	185,000	1,850	186,850
TOTAL	<u>\$ 54,992,370</u>	<u>\$ 13,897,873</u>	<u>\$ 68,890,242</u>

**CITY OF BURLESON  
TIF  
GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2023	230,000	164,550	394,550
2024	240,000	155,150	395,150
2025	250,000	145,350	395,350
2026	260,000	135,150	395,150
2027	270,000	124,550	394,550
2028	280,000	113,550	393,550
2029	290,000	103,600	393,600
2030	305,000	94,675	399,675
2031	310,000	85,450	395,450
2032	320,000	76,000	396,000
2033	330,000	66,044	396,044
2034	335,000	55,444	390,444
2035	350,000	44,313	394,313
2036	365,000	32,466	397,466
2037	375,000	19,978	394,978
2038	390,000	6,825	396,825
2039	-	-	-
<b>TOTAL</b>	<b><u>\$ 4,900,000</u></b>	<b><u>\$ 1,423,094</u></b>	<b><u>\$ 6,323,094</u></b>

**BURLESON 4B COMMUNITY SERVICES DEVELOPMENT CORPORATION**  
**LONG TERM DEBT**  
**PRINCIPAL AND INTEREST REQUIREMENTS**  
**As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2023	1,015,000	375,800	1,390,800
2024	1,050,000	332,888	1,382,888
2025	1,100,000	287,475	1,387,475
2026	1,155,000	235,075	1,390,075
2027	1,045,000	181,100	1,226,100
2028	1,100,000	129,375	1,229,375
2029	300,000	97,175	397,175
2030	310,000	84,825	394,825
2031	325,000	71,950	396,950
2032	335,000	58,550	393,550
2033	355,000	44,550	399,550
2034	365,000	29,950	394,950
2035	380,000	15,675	395,675
2036	170,000	5,400	175,400
2037	25,000	1,750	26,750
2038	25,000	1,250	26,250
2039	25,000	750	25,750
2040	25,000	250	25,250
<b>TOTAL</b>	<b>\$ 9,105,000</b>	<b>\$ 1,953,788</b>	<b>\$ 11,058,788</b>

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2023	1,463,402	363,103	1,826,505
2024	1,349,038	315,726	1,664,763
2025	1,466,684	269,877	1,736,561
2026	863,456	229,039	1,092,495
2027	896,029	194,059	1,090,088
2028	931,029	157,071	1,088,100
2029	571,176	128,021	699,197
2030	596,176	105,898	702,074
2031	618,750	81,400	700,149
2032	643,750	55,875	699,624
2033	625,000	30,175	655,175
2034	350,000	8,750	358,750
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 10,374,488</u>	<u>\$ 1,938,994</u>	<u>\$ 12,313,482</u>

**CITY OF BURLESON  
 WATER AND WASTEWATER  
 PRINCIPAL AND INTEREST REQUIREMENTS  
 As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2023	4,625,000	1,682,757	6,307,757
2024	4,790,000	1,526,491	6,316,491
2025	4,505,000	1,362,105	5,867,105
2026	4,155,000	1,200,612	5,355,612
2027	3,760,000	1,053,486	4,813,486
2028	3,145,000	924,965	4,069,965
2029	2,930,000	817,640	3,747,640
2030	3,040,000	716,292	3,756,292
2031	3,155,000	608,022	3,763,022
2032	2,815,000	498,294	3,313,294
2033	2,610,000	394,756	3,004,756
2034	2,560,000	296,403	2,856,403
2035	2,235,000	209,653	2,444,653
2036	1,955,000	137,988	2,092,988
2037	1,595,000	79,256	1,674,256
2038	1,140,000	37,625	1,177,625
2039	590,000	13,050	603,050
2040	280,000	2,800	282,800
TOTAL	<u>\$ 49,885,000</u>	<u>\$ 11,562,192</u>	<u>\$ 61,447,192</u>

**CITY OF BURLESON  
HIDDEN CREEK GOLF COURSE  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2022**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2023	339,857	35,729	375,586
2024	348,572	21,960	370,532
2025	374,714	7,494	382,208
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
 TOTAL	 <u>\$ 1,063,143</u>	 <u>\$ 65,183</u>	 <u>\$ 1,128,326</u>

## DETAILED DEPARTMENTAL BUDGETED FTEs

Fund/ Dept#	Department	FY 2021	FY 2022	FY2023	DIFFERENCE	EXPLANATION
001-1011	City Manager	3	3	2	-1	Executive Assistant to 2041 (-1)
001-1015	Human Resources	5	6	6	0	
001-1016	Legal Services	1	1	1	0	
001-1017	Communications	4	4.5	3.5	-1	Cust Svc Specialist to 2041 (-1)
001-1411	City Secretary	3	3	3	0	
001-1413	Records	1	1	1	0	
001-1415	Judicial	0	0.5	0.5	0	
001-1611	Library	11	11	12	1	Youth Services Librarian (+1)
001-2011	Finance	10	10	10	0	
001-2014	Purchasing	1	1	2	1	Purchasing Agent (+1)
001-3011	Police	86.5	90.5	97.5	7	Police Lieutenants (+2) School Resource Officer (+3) P&E Technician (+1) Records Clerk (+1)
001-3012	Fire	49	56	67	11	Firefighter for Medical Transport (+6) Fire Marshal/Inspectors from 3013 (+4) Emrg Operations Mgr from 3014 (+1)
001-3013	Fire Prevention	4	4	0	-4	Fire Prev to Fire as one division (-4)
001-3014	Emergency Services	1	1	0	-1	Emrg Svc to Fire as one division (-1)
001-3015	Municipal Court	4	4	4	0	
001-3016	Marshals	3	3	3	0	
001-3017	Dispatch	19.26	19.26	22.26	3	Pub Saf Comm Specialist for Medical Transport (+3)
001-4011	Public Works Administration	6	6	6	0	Deputy PW Director (+1) Admin Assistant (+1) Sr. Admin Assist to 2041 (-2)
001-4016	Facilities	5	5	5	0	
001-4017	Street	14	14	14	0	
001-4018	Street Drainage	4	4	4	0	
001-4019	Street Traffic Maintenance	4	4	6	2	Signal Tech (+1) Traffic Center Operator (+1)
001-4511	Neighborhood Services	2	1	1	0	
001-4514	Animal Services	5.5	5.5	6	0.5	PT Kennel Tech to FT (+.5)
001-4515	Environmental Services	3	2	2	0	
001-5010	Development Services	2	2	2	0	
001-5011	Community Development	3	3	3	0	

## DETAILED DEPARTMENTAL BUDGETED FTEs

Fund/ Dept#	Department	FY 2021	FY 2022	FY2023	DIFFERENCE	EXPLANATION
001-5012	Bldg Inspections	7	9	9	0	
001-5013	Code Compliance	3	3	3	0	
001-5511	Engineering - Capital	5	5	6	1	Engineering Project Coordinator (+1)
001-5512	Engineering - Development	7	7	8	1	Engineering Inspector (+1)
001-6011	Parks/Recreation Admin	1	1	0	-1	Director of P&R to 4B 6011 (-1)
001-6013	Park Maint	11.91	11.91	11.91	0	
001-6015	Senior Citizen Center	2.84	2.84	2.84	0	
001-6016	ROW Maintenance	0	0	3	3	ROW Maint. from 4B 6013 (+3)
106-6011	4B Parks/Recreation Admin	0	0	2	2	Dir of Parks&Rec from GF 6011 (+1) Sr. Admin Assist from PPF 6017 (+1)
106-6013	4B Fund/Parks Maint.	0	3	0	-3	ROW Maint. to GF 6016 (-3)
110-1014	Economic Development	2	2	2	0	
114-1014	TIF#2 Fund/Economic Dev.	1	1	1	0	
114-3011	TIF#2 Fund/Police	0	2	2	0	
116-6017	BRiCk	43.76	45.76	44.76	-1	Sr Admin Assist to 4B 6011 (-1)
116-6018	Athletic Fields	7.83	8.83	8.83	0	
116-6019	Russell Farm	2.28	2.28	2.28	0	
401-2041	Utility Billing Customer Svc	8	9	11	2	Customer Svc Data Mgr (+1) Sr. Admin Assistants from 4011 (+2) Exec. Assistant from 1011 (+1) Cust Svc Specialist from 1017 (+1) Meter Techs to 4041 (-3)
401-4041	Water Operations	16	16	19	3	Meter Techs from 2041 (+3)
401-4042	Wastewater Operations	5	5	5	0	
402-8011	Golf Administration	1	0	0	0	
402-8012	Golf Club House	6.8	6.8	6.8	0	
402-8013	Golf Maintenance	7.68	7.68	7.68	0	
402-8015	Golf Food/Beverages	4.19	4.19	4.19	0	
501-4051	Equipment Services	4	4	5	1	Auto Tech IV (+1)
504-1511	Info Technology	9	10	11	1	IT Systems Analyst (+1)
504-1513	Pub. Safety Consortium	1	1	1	0	
		411.55	433.55	461.05	27.5	FTEs

**GENERAL FUND  
BY  
DEPARTMENT**

	2020-2021		2021-2022		2021-2022		2022-2023		2021-2022	
DEPARTMENT	ACTUAL		BUDGET		ESTIMATE		ADOPTED BUDGET		2022-2023 CHANGE	
Animal Services	\$	527,864	\$	578,395	\$	576,157	\$	680,116	\$	101,721
Building Inspections		739,332		1,012,456		928,764		926,503		(85,953)
Burleson University		132,863				13,693				-
City Council		75,414		107,516		111,078		141,808		34,292
City Manager's Office		717,784		840,647		867,145		771,620		(69,027)
City Secretary's Office		751,228		804,532		747,808		896,868		92,336
Code Enforcement		341,802		397,543		404,213		400,349		2,806
Communications		519,427		728,877		733,534		682,882		(45,995)
Community Development		457,244		541,194		484,578		558,719		17,525
Development Services		232,421		347,906		320,952		351,362		3,456
Dispatch Services		1,367,106		2,075,368		2,077,173		2,103,049		27,681
Economic Development		698,432		800,000		876,624		1,200,000		400,000
Emergency Services		176,031		236,792		338,915				(236,792)
Engineering/Capital		206,439		255,832		282,646		176,451		(79,381)
Engineering/Development		861,389		1,351,442		1,415,075		1,296,759		(54,683)
Environmental Services		406,351		360,960		356,863		328,560		(32,400)
Facilities Maintenance		698,986		894,000		874,373		902,665		8,665
Finance		1,486,032		1,661,154		1,633,747		1,703,136		41,982
Fire		7,515,405		9,055,654		8,903,384		10,164,111		1,108,457
Fire Prevention		619,236		782,800		753,424				(782,800)
GF - Non-Departmental		938,061		714,959		324,454		2,359,428		1,644,469
Human Resources		741,247		964,953		963,720		1,094,597		129,644
Judicial		110,298		108,853		108,775		107,944		(909)
Legal Services		539,879		432,962		569,658		575,378		142,416
Library		1,307,099		1,168,543		1,145,743		1,480,262		311,719
Marshals Service		332,664		368,059		360,235		367,502		(557)
Municipal Court		352,277		370,045		391,696		421,918		51,873
Neighborhood Svcs Admin		270,600		285,695		231,792		212,582		(73,113)
Parks		1,404,053		1,482,160		1,617,132		1,595,254		113,094
Parks & Recreation Admin		204,385		258,861		254,615		55,796		(203,065)
Police		13,072,175		14,682,839		14,853,231		16,072,633		1,389,794
Public Works Admin		941,860		964,527		939,573		1,121,361		156,834
Purchasing		179,497		307,575		316,503		516,535		208,960
Records & Information Ser		115,156		115,449		112,452		117,993		2,544
Recreation		82,609		79,379		71,054		65,949		(13,430)
ROW Maintenance								201,354		201,354
Senior Citizens Center		151,504		203,697		196,693		220,288		16,591
Streets Drainage Maint		558,061		555,463		574,854		644,430		88,967
Streets Pavement Maint		2,906,932		3,338,708		3,397,414		3,401,851		63,143
Streets Traffic Maint		287,891		635,385		549,401		1,009,349		373,964
Support Services		155,961								-
Tax		387,148		400,648		400,648		400,648		-
<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>43,570,143</b>	<b>\$</b>	<b>50,271,828</b>	<b>\$</b>	<b>50,079,789</b>	<b>\$</b>	<b>55,328,010</b>	<b>\$</b>	<b>5,056,182</b>

# CITY MANAGER'S OFFICE

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 and Executive Assistant are a part of the City Manager's Office.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
- SFA 2: Infrastructure
  - Pursue regional transportation solutions that will assist our residents, visitors and businesses traveling to and from our city.
- SFA 3: Community
  - 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.
- SFA 4: Public Safety
  - Provide superior public safety dispatch services.

## Future Goals in FY 2022-2023

- Develop the FY 2022-23 annual budget focusing on cost containment, efficiency, and capital project delivery.
- Beginning implementation of the Five Year General Obligation Bond Program.
- Implement Fire Department based emergency medical services.
- Finalize design and initiate roadway and sewer line construction associated with the Chisholm Summit development and Hooper Business Park.
- Implement a new 311 Customer Relationship Management system, with a focus on single call resolution for customers.
- Continue to pursue grant funds from the Regional Transportation Council (RTC) and the North Central Texas Council of Governments (NCTCOG) to fund key infrastructure projects.
- Open the new City Hall Annex facility, housing Development Services, Economic Development, Public Works, and Customer Service.
- Update water, waste water, and roadway impact fee program, and adopt the finalize infrastructure master plans.

- Continue implementation of the Economic Development Strategic Plan including initiating the development of a new industrial park. And the redevelopment of Hidden Creek Boulevard

## Prior Year Accomplishments for FY 2021-2022

- Developed a city-wide Five Year Capital Plan for roadway infrastructure and public safety facilities.
- Improved public safety response services, through the addition of (6) Police Officers, (6) Firefighters, and the implementation of the G2 Phoenix alerting system.
- Completed detailed review of Fire based operations, and received approval from the City Council to transition to Fire based emergency medical services.
- Created a new Customer Service Department and Lean Government Program, with an emphasis on improved customer interactions and efficient and effective operations.
- Established a new Deferred Compensation service provider, improving the overall employee benefit program and opportunities for return on investments.
- Obtained approval for, and began implementation of, a new Enterprise Resource Planning system.

### Expenditure and Personnel Summary - City Managers Office

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 696,026	\$ 792,150	\$ 818,648	\$ 727,588
Materials & Supplies	1,078	800	800	1,000
Operating Expenditures	1,901	4,419	4,419	3,854
Maintenance and Repair	-	-	-	-
Other Expenditures	18,779	43,278	43,278	39,178
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 717,784</b>	<b>\$ 840,647</b>	<b>\$ 867,145</b>	<b>\$ 771,620</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	3.0	3.0	2.0	(1.0)

### Major Budget Items

<i>2021-2022</i>	<i>2022-2023</i>
The budget includes no major changes.	The budget includes personnel realignment from the City Managers Office to Customer Service.

# HUMAN RESOURCES DEPARTMENT

The Human Resources department is responsible to develop and implement strategies to attract and retain exemplary, qualified public servants with a high regard for customer service, efficiency, and expertise to meet the day-to-day needs of our community. We accomplish our responsibilities by being an innovative, knowledgeable strategic business partner to provide high quality services in the areas of recruitment and retention, competitive compensation and benefits, facilitating a respectful work environment, workforce education and training, employee relations, regulatory compliance, and organizational development.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.

## Future Goals in FY 2022-2023

- Continue to ensure competitive compensation and benefits across the City
- Implement an active based recruitment program
- Propose an Internship Program to begin creating a means to have experienced future full time employees
- Provide career development training programs for supervisors and employees
- Continue the Pay For Performance System
- Streamline department processes to increase efficiency with a better work product
- Onboarding and Termination process improvement
- Continue with building automated reporting

## Prior Year Accomplishments for FY 2021-2022

- Redesigned Public Safety Communications Specialists Pay Plan to bring wages to the top range of market
- Improved Health and Ancillary Benefits including plan design and premium costs
- Created a one of a kind Texas municipal salary survey repository for constant use to maintain market competitiveness
- Created an extensive and detailed turnover report for departmental use as a means to identify issue and thus correct the same in order to retain employees
- Held a mid-level manager training as a way to develop future management
- Staff developed and implemented technology tools as a means to streamline the Onboarding process
- Scheduled quarterly Town Hall meetings for citywide communication of current issues and events
- Developed an RFP in order to acquire a higher performing Deferred Compensation 457(k) provider for employees with lower fees to participants

- Began the discovery process to do an RFP for a near site clinic
- Performed numerous high level recruitments
- Developed Total Compensation Statements with our consultant to be given out June 2022

*Expenditure and Personnel Summary - Human Resources*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 649,017	\$ 851,220	\$ 865,890	\$ 876,117
Materials & Supplies	25,932	36,875	37,875	105,265
Operating Expenditures	11,245	17,210	14,000	15,000
Maintenance and Repair	-	-	-	-
Other Expenditures	55,053	59,648	45,955	98,215
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 741,247</b>	<b>\$ 964,953</b>	<b>\$ 963,720</b>	<b>\$ 1,094,597</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	5.0	6.0	6.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
The budget includes executive level recruitments, contract instructors and books for Burlison University and DISC assessments for the Fire Department.	Budget includes recruitment expenses, compensation for City staff, DISC assessments, contract instructors and books for Burlison University.

*Expenditure and Personnel Summary - Burlison University*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 132,793	\$ -	\$ -	\$ -
Materials & Supplies	49	-	-	-
Operating Expenditures	49	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	-	-	13,693	-
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 132,891</b>	<b>\$ -</b>	<b>\$ 13,693</b>	<b>\$ -</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	-	-	-	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# COMMUNITY SERVICES

includes Marketing and Communications, Library and Senior Center

**Marketing & Communications:** The Marketing/Communications Office serves as the liaison among the city, media, and community. Main responsibilities include community engagement through various mediums and documentation of city events and happenings through video and photography. The department plays a vital role in internal communications through weekly employee emails, quarterly newsletters and customer service support.

**Library:** The Burluson 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.

**Senior Center:** The senior activity center meets the needs of the rapidly growing older adult population by providing valuable health screening services, leisure activities, special events, classes and travel experiences.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
  - 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.
- SFA 3: Community
  - 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.

## Future Goals in FY 2022-2023

- Determine where and how the city's communications and engagement resources, processes, strategies and materials may need to be improved or enhanced for better community stakeholder awareness and engagement.
- Engage the services of a professional consultant to complete a comprehensive analysis of the library's facility and service delivery methods to determine the best solution to move forward and serve the community for the next 20 years.
- Increase programming outside of the Senior Center facility through day trips and activities in the community.

## Prior Year Accomplishments for FY2021-2022

- Created various information material for the city’s 2022 bond election
- Founding member of MetroShare Libraries, a new consortium of North Texas public libraries. These libraries share physical materials via a courier service, accept each other’s library cards and share a new online catalog with complete integration of digital library materials. A \$75,000 grant completely funded the first year of software costs and courier service to all seven libraries.
- Created a postcard campaign to sign up new residents for library cards.
- Created a monthly email newsletter for the Burleson Senior Activity Center.

## Performance Measures

2020-21  
Actual

2021-22  
Projected

2022-23  
Goals

	2020-21 Actual	2021-22 Projected	2022-23 Goals
<b>Marketing &amp; Communications</b>			
E-newsletter Open Rate	49%	50%	45%
City of Burleson Average Facebook & Instagram Post Reach	4,744	4,200	4,500
Unique City of Burleson Website Page Views	1.687M	1.8M	1.5M
<b>Library</b>			
Market Penetration (households in Burleson with active user)	24%	26%	28%
New Cardholder Retention (active after one year)	48%	57%	46%
<b>Senior Center</b>			
Persons Entering the Senior Center	14,749	36,000	35,000
Program Attendance	5,078	7,100	7,000

*Expenditure and Personnel Summary - Communications*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 471,029	\$ 526,446	\$ 534,503	\$ 468,529
Materials & Supplies	12,713	99,401	100,301	110,490
Operating Expenditures	24,848	72,977	68,677	75,970
Maintenance and Repair	-	-	-	-
Other Expenditures	10,837	30,053	30,053	27,893
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 519,427</b>	<b>\$ 728,877</b>	<b>\$ 733,534</b>	<b>\$ 682,882</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	4.0	4.5	3.5	(1.0)

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Communications emergency broadcast and survey software.

*Expenditure and Personnel Summary - Library*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 686,449	\$ 719,322	\$ 704,423	\$ 803,626
Materials & Supplies	141,679	147,943	148,800	149,759
Operating Expenditures	105,655	155,247	157,326	165,423
Maintenance and Repair	4,546	1,000	1,000	1,000
Other Expenditures	347,362	134,472	134,194	274,454
Capital Outlay	21,408	10,559	-	86,000
<b>Totals</b>	<b>\$ 1,307,099</b>	<b>\$ 1,168,543</b>	<b>\$ 1,145,743</b>	<b>\$ 1,480,262</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	11.0	11.0	12.0	1.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Library plan and facility study, youth services librarian, outreach vehicle, workroom reconfiguration and furniture.

*Expenditure and Personnel Summary - Senior Citizen Center*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 129,520	\$ 167,183	\$ 159,346	\$ 182,314
Materials & Supplies	9,938	11,165	11,165	11,365
Operating Expenditures	12,046	14,508	15,541	17,055
Maintenance and Repair	-	200	-	-
Other Expenditures	-	10,641	10,641	9,554
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 151,504</b>	<b>\$ 203,697</b>	<b>\$ 196,693</b>	<b>\$ 220,288</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	2.84	2.8	2.8	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items	No major budget items

# CITY SECRETARY'S OFFICE

**includes Records, Judicial Services, Municipal Court**

**City Secretary's Office:** The City Secretary's Office serves as a historian for the city, provides continuity as elected officials change and are the main resource for citizens seeking information. The CSO exists to allow the city's departments to operate seamlessly within the boundaries of the city's charter and law.

**Records:** The records management officer is responsible for coordinating and implementing policies related to records retention and destruction. The records department manages the physical storage and destruction of the all the city records following Texas State Library Retention schedule, oversee the control of electronically stored records and upgrade technology to provide for efficient and economic storage of records.

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

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.
  - 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.

## Future Goals in FY 2022-2023

- Enhance records retention accessibility for internal and external customers by adding new software
- Expand and enhance recruiting, tracking, training and appreciation for all city boards and commissions
- Reshape Connect with Council Initiative to provide greater compatibility and outreach while achieving necessary safety conditions
- Develop a transition plan from 100% paper process to a paper lite process for the Municipal Court

## Prior Year Accomplishments for FY 2021-2022

- Purchase and implementation of GovQA Open Records Solution Software
- Implementation of Court technology software for jury selection, online records search and warrant entry and verification

*Expenditure and Personnel Summary - City Secretary's Office*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 502,244.0	\$ 532,880.0	\$ 552,939.0	\$ 583,158.0
Materials & Supplies	1,136	1,700	10,256	3,500
Operating Expenditures	2,492	15,944	15,605	13,500
Maintenance and Repair	-	-	-	-
Other Expenditures	245,356	254,008	169,008	296,710
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 751,228</b>	<b>\$ 804,532</b>	<b>\$ 747,808</b>	<b>\$ 896,868</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	3.0	3.0	3.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - City Council*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 38,784	\$ 60,171	\$ 32,118	\$ 69,718
Materials & Supplies	3,545	900	1,000	900
Operating Expenditures	19,413	19,400	38,915	38,540
Maintenance and Repair	-	-	-	-
Other Expenditures	13,672	27,045	39,045	31,090
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 75,414</b>	<b>\$ 107,516</b>	<b>\$ 111,078</b>	<b>\$ 140,248</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	-	-	-	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Records and Information*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 80,097	\$ 90,128	\$ 87,131	\$ 93,297
Materials & Supplies	988	1,500	1,500	1,500
Operating Expenditures	11,314	17,700	17,700	17,700
Maintenance and Repair	-	-	-	-
Other Expenditures	-	6,121	6,121	5,496
Capital Outlay	22,757	-	-	-
<b>Totals</b>	<b>\$ 115,156</b>	<b>\$ 115,449</b>	<b>\$ 112,452</b>	<b>\$ 117,993</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	1.0	1.0	1.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Municipal Court*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 231,728	\$ 338,884	\$ 313,272	\$ 343,997
Materials & Supplies	3,021	4,900	4,900	4,900
Operating Expenditures	43,334	24,261	71,524	71,021
Maintenance and Repair	-	-	-	-
Other Expenditures	74,194	2,000	2,000	2,000
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 352,277</b>	<b>\$ 370,045</b>	<b>\$ 391,696</b>	<b>\$ 421,918</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	4.0	4.0	4.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Incode for Courts.	No major budget items.

*Expenditure and Personnel Summary - Judicial*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 60,919	\$ 101,549	\$ 101,471	\$ 101,549
Materials & Supplies	-	450	450	450
Operating Expenditures	45,499	480	480	480
Maintenance and Repair	-	-	-	-
Other Expenditures	3,880	6,374	6,374	5,465
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 110,298</b>	<b>\$ 108,853</b>	<b>\$ 108,775</b>	<b>\$ 107,944</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	-	0.5	0.5	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# CUSTOMER SERVICE

The Customer Service Department aims to provide the highest quality service to both internal and external customers while continuously exceeding expectations of efficiency, transparency, honesty, innovation and the customer experience.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.
  - 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.
  - 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.

## Future Goals in FY 2022-2023

- Complete development, implement and launch new city-wide 311 call center division supported by robust customer relationship management software
- Continue to grow, develop and promote city mapping systems to increase transparency and practical application to citizens
- Implementation and launch of new Lean Government/Six Sigma training and assessment program for operational excellence with specific projects linked directly to the city's strategic plan
- Create a performance measurement system to assess the implementation and progress of work plan tasks in the city-wide strategic plan
- Develop departmental key performance indicators (KPIs) and performance measurement data that can be used to understand operational effectiveness and guide decision making

## Prior Year Accomplishments for FY 2021-2022

- Researched, evaluated, designed, and established the foundation for a new 311 call center division supported by a robust customer relationship management software
- Created, developed and reported on city wide citizen satisfaction survey and feedback channels to measure the customer experience of a citizen within the City of Burlison
- Utilized internal software to develop and promote dynamic mapping systems with practical information for citizen use
- Grew automatic utility payments by 3% from 27.9% to 30.9% increasing administrative efficiencies and providing a greater customer experience
- Launched a pilot program allowing customers to easily process routine forms digitally creating efficiencies for staff and

- Utilized new cloud-based software and mapping technology to increase efficiencies in customer service, administrative processes, and field operations
- Researched, evaluated, designed, and established the foundation for new Lean Government/Six Sigma training and assessment program
- Researched, evaluated, customized, implemented and launched new agenda management software aimed at increasing internal efficiencies and ease of use.

# LEGAL & PURCHASING

Purchasing is responsible for and manages the acquisition of commodities, services, and mitigates risk through compliance of policies, procedures and applicable regulations.

## Strategic Plan and Emphasis

- SFA1: Operational Excellence
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.

## Future Goals in FY 2022-2023

- Develop and implement an automated vendor registration platform that fully integrates with our ERP system.
- Digitize PCARD process.
- Leverage the functional use of Bonfire to streamline department functionality and efficiency.
- Continue to build on the process improvements that were accomplished including the achievement of the AEP award.
- Streamline contract process by developing expectations with user departments and automated tool that will enable departments to route electronic signatures, safely, through the routing process.

## Prior Year Accomplishments for FY 2021-2022

- Reduced volume on the procurement card program
  - Reduced risk and keeps a more transparent ledger for the City's finances.
- Updated and adopted changes to the Purchasing Policy.
  - Improved process enhancements that streamline our business practices while a high level of customer service.
- Enhanced vendor registration, performance, and evaluation processes.

*Expenditure and Personnel Summary - Legal Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 188,982	\$ 210,237	\$ 207,933	\$ 216,168
Materials & Supplies	23	1,250	1,250	1,000
Operating Expenditures	350,331	197,358	336,358	336,358
Maintenance and Repair	-	-	-	-
Other Expenditures	543	24,117	24,117	21,852
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 539,879</b>	<b>\$ 432,962</b>	<b>\$ 569,658</b>	<b>\$ 575,378</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	1.0	1.0	1.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Purchasing*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 116,012	\$ 129,817	\$ 136,195	\$ 270,735
Materials & Supplies	402	37,830	39,130	38,630
Operating Expenditures	55,247	54,150	55,400	105,400
Maintenance and Repair	57	67,550	67,550	66,500
Other Expenditures	7,779	18,228	18,228	35,270
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 179,497</b>	<b>\$ 307,575</b>	<b>\$ 316,503</b>	<b>\$ 516,535</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	1.0	1.0	2.0	1.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Addition of full Purchasing Agent position.

*Expenditure and Personnel Summary - Support Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 1,788	\$ -	\$ -	\$ -
Materials & Supplies	31,908	-	-	-
Operating Expenditures	32,230	-	-	-
Maintenance and Repair	73,224	-	-	-
Other Expenditures	16,811	-	-	-
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 155,961</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	-	-	-	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# POLICE DEPARTMENT

Burleson Police Department (BPD) is committed to protect the lives, property, and rights of all. BPD will enforce all laws impartially while maintaining the highest degree of ethical behavior and professional conduct and strives to be part of the community that has empowered it to serve.

## Strategic Plan and Emphasis

- SFA 4: Public Safety
  - Enhance emergency response services provided to the community
  - Ensure adequate equipment and personnel needs are being met, including staffing, support and training
  - Continue community policing and risk reduction programs that create strong partnerships with the public to promote safety throughout the community
  - Strengthen partnerships with area public safety agencies to enhance safety to the overall region

## Future Goals in FY 2022-2023

- Increase efficiency and supervision through the introduction of two police lieutenants with vehicles, and equipment to the command structure
- Increase the overtime budget by \$100,000 to offset the year-to-year shortfalls due to personnel shortages
- Add a property and evidence technician to assist in the management of an increasing volume of property flowing through the property room and scale the positions to better capture and define responsibilities
- Add a records clerk to meet the demands of increasing volume and scale the positions to better capture and define responsibilities
- Add a detective position to maintain manageable caseloads for criminal investigations
- Add a 3,000 sq ft evidence storage metal building at the service center to address immediate property and evidence storage shortfalls until a long-term option is implemented
- Add data storage to cellphone extraction system to keep pace with growth and remain operational
- Upgrade a CIS sedan to a SUV-style vehicle during the F2022-23 scheduled replacement cycle to increase capabilities and flexibility
- Acquire a midsize mobile command post from which to manage special events and protracted emergency operations
- Acquire an armored medical rescue vehicle with which to augment current resources and provide containment capabilities of armed suspects we do not currently possess.

## Prior Year Accomplishments for FY 2021-2022

- Added K-9 Officer position, canine, vehicle, and equipment
- Added criminal investigation section sergeant, vehicle, and equipment
- Added two school resources officers, two vehicles and equipment
- Added IA Pro and GrayKey software, Rimage System, pool vehicle, upgraded sedans to SUV

### Expenditure and Personnel Summary - Police

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 10,463,539	\$ 11,097,178	\$ 11,351,912	\$ 12,099,357
Materials & Supplies	533,610	681,335	678,935	736,919
Operating Expenditures	403,031	428,478	343,036	405,031
Maintenance and Repair	48,479	39,417	39,417	11,417
Other Expenditures	1,617,182	2,342,181	2,342,181	2,765,414
Capital Outlay	6,334	94,250	97,750	54,495
<b>Totals</b>	<b>\$ 13,072,175</b>	<b>\$ 14,682,839</b>	<b>\$ 14,853,231</b>	<b>\$ 16,072,633</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	86.5	90.5	97.5	7.0

### Major Budget Items

<i>2021-2022</i>	<i>2022-2023</i>
Addition of K-9 officer, canine and vehicle, criminal investigation Sergeant and vehicle, two school resource officers and vehicles, and cellphone data extraction software.	Two police lieutenants, vehicles and equipment, additional support for property evidence and records.

*Expenditure and Personnel Summary - Marshals Service*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 270,248	\$ 313,671	\$ 304,347	\$ 312,356
Materials & Supplies	7,358	2,100	3,600	3,600
Operating Expenditures	1,983	3,062	3,062	8,674
Maintenance and Repair	409	-	-	-
Other Expenditures	52,666	49,226	49,226	42,872
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 332,664</b>	<b>\$ 368,059</b>	<b>\$ 360,235</b>	<b>\$ 367,502</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	3.0	3.0	3.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# FIRE DEPARTMENT

**includes EMS, Fire Marshal Office & Office of Emergency Management**

**Burleson Fire Department:** Improves the quality of life and safety of the community by providing the highest level of services through, Community Risk Reduction, Emergency Response, and Training.

**Burleson Fire Marshal/Community Risk Reduction Division:** Exists to save lives and property through the prevention of hazards and emergencies and make Burleson a safer place to live. This is accomplished by identification, elimination, education, and prevention of hazards and emergencies.

**Office of Emergency Management:** Responsible for the emergency preparedness of the city against hazards, risks, and vulnerabilities. Through planning, training, and exercises the office of emergency management assess the city's ability to prepare for, mitigate against, respond to, and recover from all disasters whether natural or manmade.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
- SFA 4: Public Safety
  - Enhance emergency response services provided to the community.
  - Ensure adequate equipment and personnel needs are being met, including staffing, support and training.
  - Continue community policing and risk reduction programs that create strong partnerships with the public to promote safety throughout the community.
  - Strengthen partnerships with area public safety agencies to enhance safety to the overall region.
  - Maximize the use of the city's emergency operations center to improve training and enhance the city's emergency response capabilities.

## Future Goals in FY 2022-2023

- Provide turn out times for Fire & EMS responses that met NFPA Priority Call Standards
- Provide Fire & EMS services in compliance with NFPA 1500, 1710, Texas Commission on Fire Protection & ISO standards
- Expand Community Risk Reduction programs and outreach efforts
- Select Medical Director for oversight of Burleson EMS & Transport System
- Establish Community Based Advisory Board of internal & External Stakeholders for Burleson EMS
- Enhance efforts to ensure community is prepared for emergencies

## Prior Year Accomplishments for FY 2021-2022

- Hired 7 FTE firefighters which included one administrative lieutenant position
- Placed second EMS Squad (Squad-16) in service January 2022

### Expenditure and Personnel Summary - Fire (Fire/Prevention/Emergency Svcs)

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 7,171,533	\$ 6,974,871	\$ 6,673,371	\$ 7,528,545
Materials & Supplies	145,715	277,202	301,582	342,724
Operating Expenditures	348,017	316,513	330,327	385,418
Maintenance and Repair	103,238	52,115	53,119	53,055
Other Expenditures	444,410	850,644	1,033,423	1,598,396
Capital Outlay	97,759	1,603,901	1,603,901	255,973
<b>Totals</b>	<b>\$ 8,310,672</b>	<b>\$ 10,075,246</b>	<b>\$ 9,995,723</b>	<b>\$ 10,164,111</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	54.0	61.0	70.0	9.0

### Major Budget Items

2021-2022	2022-2023
Addition of six fire fighters and one lieutenant, addition of EMS an EMS squad and ambulances and a Phoenix 2 weather alerting system.	Six additional firefighter positions and ambulance staffing. Architectural study and EMS supplies.

# PUBLIC SAFETY COMMUNICATIONS

The Public Safety Communications Department serves as the critical link between fellow first responders and the Burleson community.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.
  - 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.
  
- SFA 4: Public Safety
  - Provide superior public safety dispatch services.
  - Enhance emergency response services provided to the community.
  - Ensure adequate equipment and personnel needs are being met, including staffing, support and training.
  - Strengthen partnerships with area public safety agencies to enhance safety to the overall region.

## Future Goals in FY 2022-2023

- Partner with consulting firm and stakeholders to research and select a new Computer-Aided Dispatch (CAD), Mobile Data System (MDS) and Records Management System (RMS) suite.
- Collaborate with Information Technology department and 9-1-1 District to integrate non-emergency phone lines with emergency phone consoles.
- Partner with Fire Department for transition to Fire-based Emergency Medical Services (EMS) and in-house Emergency Medical Dispatch (EMD) protocol.
- Obtain Texas Commission on Law Enforcement (TCOLE) Telecommunication Agency credentials.

## Prior Year Accomplishments for FY 2021-2022

- Developed performance metrics and benchmarks for public safety protocols.
- Evaluated technical systems and determined improvements to increase our level of service.
- Employed Computer-Aided Dispatch (CAD) refinements including fire response overhaul to ensure proper responses and reduce response times.
- Implemented new Fire Station Alerting System.
- Implemented a new radio and telephone recording system (in progress).

*Expenditure and Personnel Summary - Communications Dispatch*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 895,403	\$ 1,784,632	\$ 1,786,437	\$ 1,847,320
Materials & Supplies	-	8,562	8,562	26,344
Operating Expenditures	777	480	480	480
Maintenance and Repair	-	145	145	145
Other Expenditures	4,000	281,549	281,549	228,760
Capital Outlay	466,926	-	-	-
<b>Totals</b>	<b>\$ 1,367,106</b>	<b>\$ 2,075,368</b>	<b>\$ 2,077,173</b>	<b>\$ 2,103,049</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	19.3	19.3	19.3	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Public safety communications system, Phoenix G2 fire station alerting system, improved radio and telephone recording system.	Additional personnel for ambulance services, Computer Aided Dispatch (CAD) system and emergency medical dispatch protocol software.

# PUBLIC WORKS

**Includes Administration, Facilities, Fleet, Streets, Drainage, Traffic, Solid Waste, Water, Wastewater, Engineering Capital & Development**

**Public Works Department** is dedicated to ensuring quality of life by constructing and maintaining to industry standards the city's street, water, sanitary sewer, drainage, and city facility infrastructure. This is accomplished by providing exemplary service through the collective efforts of the administrative and field operations divisions of the department.

**Administration Division** provides staff support, analytical data, and customer service in the day-to-day management of the Streets, Solid Waste, Traffic, Engineering, Water, and Wastewater Divisions.

**Facilities Division** strives to deliver a full range of maintenance programs that will keep the integrity of all city facilities at a high-quality level.

**Fleet and Equipment Services Division** provides the highest quality equipment maintenance service possible at or below market rates.

**Streets Maintenance Division** effectively maintains a safe infrastructure for the traveling public.

**Drainage Maintenance Division** maintains an effect stormwater ter program including maintenance of open and closed system drainage facilities for the citizens of Burleson.

**Traffic Maintenance Division** provides effective and efficient maintenance and operation of the city's transportation/traffic control infrastructure.

**Solid Waste Division** preserves public health and safety by providing effective and efficient collection of solid waste and recycling for all customers.

**Water Division** consistently provides distribution services of safe potable water, always exceeding minimum requirements, ensuring safe and adequate pressure and volume required to meet domestic demands and support firefighting functions.

**Wastewater Division** provides safe and efficient wastewater collection services to the City of Burleson service area through a combination of planning, teamwork, and commitment.

**Engineering Capital Division** ensures the services provided by the capital improvements division are effectively managed within established schedules, mandated budgets, and recognized professional standards to enhance the quality of life for the citizens of Burleson.

**Engineering Development Division** serves the citizens of Burleson by ensuring that mobility needs are met and that public infrastructure that is installed by developers is designed to city standards.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
- SFA 2: Infrastructure
  - 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.
  - Enhance connectivity and improve mobility by expanding capacity of existing transportation network; evaluating additional thoroughfare improvements; and improving roadway, bicycle, and pedestrian infrastructure.
  - Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning, and best practices.
  - Pursue regional transportation solutions that will assist our residents, visitors, and businesses traveling to and from our city.
  - 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.

## Future Goals in FY 2022-2023

- Refinement of Processes in the Project Management software, e-Builder.
- Assume maintenance and operation responsibilities for all TxDOT traffic signals within the City.
- Implement an Automated Traffic Management System and Traffic Management Center.
- Complete the Willow Creek and Village Creek update to the Master Drainage Study and submit a Letter of Map Revisions to FEMA.
- Complete the construction of Lakewood Boulevard to FM 1902 as part of the Capital Improvement Plan to serve the City's future Office Park and Chisholm Summit Development.
- Perform needed rehab of sewer lift stations.
- Assessment of infiltration and inflow of the sewer system.
- Accomplish water meter changeout goal for fiscal year.
- Initiate all Capital projects from fiscal year 2023.
- Transitions Streets to Customer Service Priority.

## Prior Year Accomplishments for FY 2021-2022

- Implement work-order and asset management software
- Purchased and Implemented Ice Event Pretreatment System
- Implement Capital Improvement Project Management software
- Implemented twice per year spraying of drainage channels with growth regulator.
- Meet 100% of civil design review mandated deadlines.
- Hired Traffic Engineer to implement and maintain the Intelligent Traffic Management System and Traffic Management Center
- Complete and adopt the updates to the Master Mobility Plan and Water/Wastewater Masterplan.

- Update the Roadway and Water/Wastewater Impact Fee Studies.
- Completed Shannon Creek and Town Creek update to the Master Drainage Study. Submitted a letter of Map Revision to FEMA to provide the best available data to property owners.
- Initiated the update of the Willow Creek and Village Creek Master Drainage Study.

## Performance Measures

	2020-2021 Actual	2021-2022 Projected	2022-2023 Goals
<b>Streets Pavement</b>			
Miscellaneous concrete repair (SF) (In-House)	12,507	15,000	17,000
<b>Drainage</b>			
Acres of drainage channel mowed	465	465	465
Acres of drainage channel sprayed with regulator	140	140	140
<b>Traffic</b>			
Percentage of traffic signal preventive maintenance	25%	100%	100%
<b>Water</b>			
Percentage of Water test samples passing requirements	100%	100%	100%
Percentage of unaccounted for water	5.0%	4.6%	10% (AWWA)
<b>Wastewater</b>			
Number of sanitary sewer overflows per 100 miles of sewer line	2.72	2	2

*Expenditure and Personnel Summary - Public Works Administration*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 867,345	\$ 842,127	\$ 816,887	\$ 880,691
Materials & Supplies	1,801	800	3,397	108,983
Operating Expenditures	8,149	9,982	11,480	13,320
Maintenance and Repair	-	150	150	150
Other Expenditures	16,463	107,659	107,659	118,217
Capital Outlay	48,102	3,809	-	-
<b>Totals</b>	<b>\$ 941,860</b>	<b>\$ 964,527</b>	<b>\$ 939,573</b>	<b>\$ 1,121,361</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	6.00	6.0	6.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Cartograph asset and work order system.	Addition of deputy director and administrative support positions.

*Expenditure and Personnel Summary - Facilities Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 374,142	\$ 420,652	\$ 402,171	\$ 410,022
Materials & Supplies	31,503	38,193	38,193	38,193
Operating Expenditures	101,169	114,550	113,404	138,525
Maintenance and Repair	170,407	240,000	240,000	240,000
Other Expenditures	21,765	80,605	80,605	75,925
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 698,986</b>	<b>\$ 894,000</b>	<b>\$ 874,373</b>	<b>\$ 902,665</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	5.0	5.0	5.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Streets Pavement Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 987,241	\$ 1,081,747	\$ 1,070,942	\$ 1,107,519
Materials & Supplies	22,614	25,304	25,304	25,304
Operating Expenditures	443,115	448,624	518,135	568,557
Maintenance and Repair	924,436	1,142,500	1,142,500	1,141,500
Other Expenditures	529,526	564,231	564,231	558,971
Capital Outlay	-	76,302	76,302	-
<b>Totals</b>	<b>\$ 2,906,932</b>	<b>\$ 3,338,708</b>	<b>\$ 3,397,414</b>	<b>\$ 3,401,851</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	14.0	14.0	14.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Ice prevention and snow blade.	No major budget items.

*Expenditure and Personnel Summary - Streets Traffic Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 PROPOSED</i>
Personnel Services	\$ 141,098	\$ 419,313	\$ 333,329	\$ 572,801
Materials & Supplies	46,682	69,309	69,309	107,572
Operating Expenditures	5,867	276	276	30,276
Maintenance and Repair	13,169	80,700	80,700	220,700
Other Expenditures	81,075	65,787	65,787	78,000
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 287,891</b>	<b>\$ 635,385</b>	<b>\$ 549,401</b>	<b>\$ 1,009,349</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	4.0	4.0	6.0	2.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Signal technician, traffic maintenance and equipment.

*Expenditure and Personnel Summary - Streets Drainage Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 302,103	\$ 300,413	\$ 318,914	\$ 316,240
Materials & Supplies	3,376	4,229	4,229	4,229
Operating Expenditures	16,686	276	600	600
Maintenance and Repair	54,544	48,341	48,907	68,341
Other Expenditures	181,352	202,204	202,204	255,020
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 558,061</b>	<b>\$ 555,463</b>	<b>\$ 574,854</b>	<b>\$ 644,430</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	4.0	4.0	4.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Engineering - Capital*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 104,634	\$ 34,838	\$ 61,652	\$ (62,175)
Materials & Supplies	5,962	4,062	7,818	16,062
Operating Expenditures	50,830	84,878	78,619	73,400
Maintenance and Repair	872	-	-	-
Other Expenditures	44,141	132,054	132,054	149,164
Capital Outlay	-	-	2,503	-
<b>Totals</b>	<b>\$ 206,439</b>	<b>\$ 255,832</b>	<b>\$ 282,646</b>	<b>\$ 176,451</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	5.0	5.0	6.0	1.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Reimbursements from other funds.

*Expenditure and Personnel Summary - Engineering Development*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 610,707	\$ 766,291	\$ 827,200	\$ 770,224
Materials & Supplies	1,927	20,950	22,584	18,050
Operating Expenditures	202,524	457,683	458,523	390,500
Maintenance and Repair	-	-	-	-
Other Expenditures	46,231	106,518	106,768	114,096
Capital Outlay	-	-	-	3,889
<b>Totals</b>	<b>\$ 861,389</b>	<b>\$ 1,351,442</b>	<b>\$ 1,415,075</b>	<b>\$ 1,296,759</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	7.0	7.0	8.0	1.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# NEIGHBORHOOD SERVICES

## includes Animal Services, Environmental Services & Code Compliance

**Neighborhood Services Department** exists to provide quality services to the community for the protection and promotion of the health, safety, welfare, property values, and environmental health of the City of Burleson.

**Animal Services Division** protects the public health and safety, and welfare needs of citizens and animals in the City of Burleson by responsibly and humanely enforcing animal-related laws; serving as the rabies control authority; providing nourishment and a safe environment for unwanted, stray, abused, and impounded animals; educating the public about responsible companion animal ownership; investigating cases where animal care is questionable; and finding new loving homes for homeless animals at our shelter.

**Environmental Services Division** is responsible for protecting public health and the environment through programs such as storm water management, mosquito surveillance and control, public health permitting/inspections/enforcement of food establishments and Keep Burleson Beautiful. Environmental Services is prepared to respond to hazardous materials incidents at the request of public safety and serve as the liaison between the city and the responsible party to ensure proper cleanup and reporting. Environmental Services responds to complaints and takes enforcement action as necessary.

**Code Compliance Division** protects property values and improves the health, safety, and welfare of citizens by obtaining compliance with nuisance, building, zoning, land development, environmental and other codes and ordinances through effective, expeditious and equitable enforcement of the codes. The Division places an emphasis on achieving voluntary code compliance through education, communication and cooperation.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
- SFA2: Infrastructure
  - Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning and best practices.
- SFA 3: Community
  - Encourage a clean and healthy community through the promotion of positive behavior, sustainable practices, outreach programs and city services.
  - Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.
- SF4: Public Safety
  - Enhance emergency response services provided to the community.

## **Future Goals in FY 2022-2023**

### **Animal Services Division**

- To continue to facilitate the completion of the construction of the animal isolation area.
- Start the assisted living program by taking pets to nursing/assisted living facilities.
- Increase kennel sponsorships by 100%.

### **Environmental Services Division**

- Update and increase participation in the Adopt-A-Spot program.
- Update public pool inspection section of website.
- Expand Urban Canopy Revitalization program with KBB
- Initiate Public Art guidelines

### **Code Compliance Division**

- Implement Rental Registration Program
- Amend/update IPMC
- Upgrade current MyGov Code Compliance software to latest version.

## **Prior Year Accomplishments for FY 2021-2022**

### **Animal Services Division**

- Implemented a free micro-chip program.
- Coordinated a free adoption day with a local business.
- Increased volunteers hours increased by over 100%

### **Environmental Services Division**

- Coordinated quarterly litter cleanups on a 2 mile Adopt-A-Highway section of HWY 174 with Keep Burleson Beautiful.
- Implemented Urban Canopy Revitalization (Tree Planting) in sparse neighborhoods with Keep Burleson Beautiful
- Implemented real-time public access to restaurant inspection scores
- Implemented food handler education program

### **Code Compliance Division**

- Continued yearly Code Compliance cross- training with Police and Fire.
- Attended HOA meeting for public education.
- Implemented program and process for the Home Improvement Rebate Program
- Updated Code Compliance Standard Operating Procedures

*Expenditure and Personnel Summary - Neighborhood Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 261,028	\$ 268,654	\$ 214,751	\$ 196,985
Materials & Supplies	4,433	584	584	584
Operating Expenditures	170	473	473	473
Maintenance and Repair	-	-	-	-
Other Expenditures	4,969	15,984	15,984	14,540
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 270,600</b>	<b>\$ 285,695</b>	<b>\$ 231,792</b>	<b>\$ 212,582</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	2.0	2.0	1.0	(1.0)

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Home improvement rebate program.	No major budget items.

*Expenditure and Personnel Summary - Animal Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 408,160	\$ 450,162	\$ 443,756	\$ 517,537
Materials & Supplies	35,525	29,422	29,422	36,327
Operating Expenditures	30,535	35,213	39,381	43,486
Maintenance and Repair	5,793	2,700	2,700	21,970
Other Expenditures	41,034	60,898	60,898	60,796
Capital Outlay	6,817	-	-	-
<b>Totals</b>	<b>\$ 527,864</b>	<b>\$ 578,395</b>	<b>\$ 576,157</b>	<b>\$ 680,116</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	5.5	5.5	6.0	0.5

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	Animal services support personnel, painting of existing facility, isolation area support.

*Expenditure and Personnel Summary - Environmental Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 234,689	\$ 208,442	\$ 203,926	\$ 211,336
Materials & Supplies	1,523	4,246	4,246	4,246
Operating Expenditures	97,556	74,970	75,389	42,000
Maintenance and Repair	970	-	-	459
Other Expenditures	53,613	55,302	55,302	52,519
Capital Outlay	18,000	18,000	18,000	18,000
<b>Totals</b>	<b>\$ 406,351</b>	<b>\$ 360,960</b>	<b>\$ 356,863</b>	<b>\$ 328,560</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	3.0	2.0	2.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Code Enforcement*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 267,111	\$ 273,799	\$ 280,469	\$ 278,233
Materials & Supplies	1,265	2,431	2,431	2,431
Operating Expenditures	31,484	42,703	42,703	42,675
Maintenance and Repair	301	-	-	-
Other Expenditures	41,641	78,610	78,610	77,010
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 341,802</b>	<b>\$ 397,543</b>	<b>\$ 404,213</b>	<b>\$ 400,349</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	3.0	3.0	3.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# DEVELOPMENT SERVICES DEPARTMENT

**includes Planning Division and Building Permits & Inspections Division**

The Development Services Department is responsible for facilitating all new development within the City – from platting & zoning through construction of homes and businesses.

**Planning Division:** The Planning Division implements the Comprehensive Plan, reviews zoning changes requests, subdivision plats, commercial site plans, annexations and other related development applications within the City and the ETJ.

**Building Permitting and Inspections:** The Building Permitting and Inspections Division reviews, inspects and issues permits for new residential and commercial construction, additions and remodels for residential and commercial buildings as well as miscellaneous applications for signs, fences, and garage sales.

## Strategic Plan and Emphasis

- SFA 1: Operational Excellence
  - 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.
  - 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.
- SFA 2: Community
  - 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.
  - Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.

## Mid-year accomplishments for FY2021-2022

### **Building Permits & Inspections Division**

- Will present updated 2021 building codes to City Council
- Hired four full-time personnel: Plans Examiner, Building Inspector and two Permit Clerks
- Initiated testing / progression of implementation of eTRAKIT software
- Implementation of new performance measures
- Reduced new single family permit review times from 12 days to 5.5 days

- Issued 146 residential permits
- Issued 23 commercial permits
- Conducted 3,475 inspections/ 28.3 average inspection stops per day

**Planning Division**

- Initiated an update to the Zoning Ordinance
- Revised the subdivision approval process and CFC requirements
- Hired Assistant Director
- Promotion of Planner to Senior Planner
- Initiated testing / progression of implementation of eTRAKIT software
- Implementation of new performance measures
- Processed 43 Plats
- Processed 17 Zoning cases
- Reviewed 14 Commercial site plans

## Future Goals in FY 2022-2023

**Planning Division**

- Complete the update to the Zoning Ordinance
- Develop a Façade Improvement Program
- Implementation of multiple short time frame Midpoint 2020 Update Plan goals
- Revision to City’s subdivision regulations

**Building Permits & Inspections Division**

- One newly licensed plumbing inspector
- Two newly certified permit technicians
- Roll-out of citizen self-service portal

FY 2021-22 PERFORMANCE MEASURES	2021-22 ACTUAL	2021-22 PROJECTED
<b>Planning Division</b>		
100% Subdivision plat reviews within 30 day shot clock	43	75
90% Commercial site plans reviews within 10 days	14	25
<b>Building Permits and Inspections Division</b>		
New Single Family Residential permits	127	285
Residential Remodel/Addition permits	19	35
New Commercial permits	10	22
Commercial Remodels/Addition permits	13	30

<b>PROPOSED FY 2022-23 PERFORMANCE MEASURES</b>	
<b>Planning Division</b>	
100% Subdivision plat reviews within 30 day shot clock	
100% Commercial site plans reviews within 10 days	
<b>Building Permits and Inspections Division</b>	
New Single Family Residential permits	
Initial review: 5 days	Subsequent review: 3 days
Residential Remodel/Addition permits	
Initial review: 5 days	Subsequent review: 3 days
New Commercial permits	
Initial review: 10 days	Subsequent review: 5 days
Commercial Remodels/Addition permits	
Initial review: 10 days	Subsequent review: 5 days

<b>FY 2021-22 REVENUE</b>	<b>FY 2021-22 ACTUAL</b>	<b>FY 2021-22 PROJECTED</b>
<b>Planning Division</b>	\$59,237	\$118,000
<b>Building Permits and Inspections Division</b>	\$368,745	\$1,365,000
<b>Total</b>	\$427,982	\$1,483,000

*Expenditure and Personnel Summary - Development Services*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 226,322	\$ 330,642	\$ 303,688	\$ 335,112
Materials & Supplies	-	-	-	-
Operating Expenditures	-	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	6,099	17,264	17,264	16,250
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 232,421</b>	<b>\$ 347,906</b>	<b>\$ 320,952</b>	<b>\$ 351,362</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	2.0	2.0	2.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Community Development*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 327,079	\$ 352,770	\$ 383,290	\$ 422,577
Materials & Supplies	4,787	11,207	9,800	10,800
Operating Expenditures	57,557	111,729	26,000	56,000
Maintenance and Repair	-	-	-	-
Other Expenditures	67,821	65,488	65,488	69,342
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 457,244</b>	<b>\$ 541,194</b>	<b>\$ 484,578</b>	<b>\$ 558,719</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	3.0	3.0	3.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Building Inspections*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 669,223.0	\$ 873,514.0	\$ 793,006.0	\$ 835,762.0
Materials & Supplies	4,531	11,055	11,055	9,355
Operating Expenditures	8,500	11,714	8,530	13,600
Maintenance and Repair	1,205	-	-	-
Other Expenditures	55,873	116,173	116,173	67,786
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 739,332</b>	<b>\$ 1,012,456</b>	<b>\$ 928,764</b>	<b>\$ 926,503</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	7.0	9.0	9.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

# PARKS AND RECREATION

**includes Parks Administration, Burleson Recreation Center, Russell Farm Art Center, Parks and Athletics, Parks Maintenance, Recreation, Hidden Creek Golf Course and Cemetery**

**Burleson Recreation Center** serves the community in many different capacities. It provides a fitness center, indoor and outdoor swimming pool, KidZone, gymnasium, fitness classes, numerous programs, and community wide events.

**Russell Farm Art Center** is a local attraction that offers the community a glimpse into the past and how it relates to the present. The center also offers unique programs that focus on historical, agricultural, and art education.

**Parks Maintenance and Athletic Fields Division** is responsible for maintaining and improving all city parks, athletic fields and facilities, developing new strategies to improve Burleson parks system through the Parks Master Plan and creating a safe, healthy, and sustainable parks system in which our citizens can enjoy a network of well-planned and maintained parks facilities.

**Hidden Creek Golf Course** exists to provide a high quality golf experience at a reasonable price. Hidden Creek also provides a healthy outdoor recreational opportunity for the citizens to allow them time with their friends and family.

## Strategic Plan and Emphasis

- SFA 3: Community
  - 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.
  - Encourage a clean and healthy community through the promotion of positive behaviors, sustainable practices, outreach programs and city services.
  - Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.

## Future Goals in FY 2022-2023

- **BRiCk Operations:** Improve the quality of customer service. Customer service will be measured and tracked by utilizing the customer care advocate to survey current and existing members.
- **BRiCk Operations:** Continue to make aesthetic and operational improvements to the BRiCk as needed.
- **Russell Farm Operations:** Expand rental and program opportunities by maximizing the partition recently installed within the Chesapeake building.

- **Russell Farm Programming:** Expand outdoor programming with a more innovative and diverse approach. Example: Equestrian programming
- **General Recreation Programming:** Continue to offer additional mobile recreation opportunities.
- **General Recreation Programming:** Expand Be Healthy Burleson community initiatives
- **Golf Course:** improve the speed and playability of the greens and fairways with more frequent topdressing, aeration and targeted fertilizers and growth regulators
- **Golf Course:** Improve experiential opportunities within the F&B operation as well as golf ops by offering unique events.
- **Parks:** Host 2 community tree planting events planting 40 trees and installing 40 irrigation bubblers
- **Parks:** Purchase chipper to break down limbs pruned during winter maintenance. Use mulch in park tree groves to minimize erosion and divert at least 25% of forestry by-product from the landfill.
- **Parks:** Renovate and replace BRiCK landscaping at main entrance areas with sustainable and adapted materials
- **Parks:** Expand turf management program by increasing program acreage for fertilization by 75 acres to enhance turf health and quality in parks.
- **Parks:** Repair and replace 2,000 square feet of parking lot concrete and up to 100 feet of 10-ft linear trail.
- **Parks:** Replace all outdated, non-standard furnishings at Prairie Timber and Warren Park as part of 2-year plan for updating all park furnishings.
- **Parks:** Resurface one sports court.
- **Parks:** Install security cameras with 4G at five of the most problematic parks.
- **Athletics:** Restripe Chisenhall parking lot
- **Athletics:** Install six portable pitching mounds at Chisenhall to maximize usage with flexibility and improve quality in product consistency
- **Athletics:** Replace pump controller for Bailey Lake and Chisenhall Fields used to fill up lake and irrigation athletic fields.

## Prior Year Accomplishments for FY 2021-2022

- **BRiCK Operations** - Increased online recreation sales from 2% to 19% by implementing a new recreation software.
- **BRiCK and Russell Farm Programming** - Enhanced teen programming; Created additional diverse family-oriented events; expanded recreational opportunities to local non-profit organizations and citizens with special needs.
- **Russell Farm** - Created a sensory garden at Russell Farm for citizens with special needs.
- **Russell Farm** – Utilized expanded open space in the back property of Russell Farm (Russell Farm Nature Trails) to organize additional outdoor programming.
- **Golf Course:** Introduced new Senior Program and have grown it to over 125 members in 4 months
- **Golf Course:** Renovated and repaired I-35 fence

- **Golf Course:** Grew total revenue to an all-time high of \$1,520,000 in FY 21 and expect to exceed \$1,650,000 in FY 22.
- **Parks:** Resurfacing engineered wood fiber at 9 playgrounds
- **Parks:** Planted 48 new trees
- **Parks:** Installed 3 new irrigation systems
- **Parks:** Renovated island entrance bed at BRiCK
- **Parks:** Completed general tree pruning service at 14 parks
- **Parks:** Installed 18 new general parks rules signs
- **Parks:** Installed 4 new interpretive nature signs at Oak Valley Trail
- **Parks:** Installed 7 park benches, 4 picnic tables, and 8 trash receptacles
- **Parks:** Installed 19 new concrete pads for furnishings
- **Parks:** Repaired 100 feet of 10-ft linear trail
- **Park:** Repaired 2,000 square feet parking lot
- **Parks:** Installed landscaping at Fire Station 16 Memorial Garden
- **Parks:** Restriping of parking lots at Bailey Lake and Mistletoe
- **Parks:** Renovated interior of 3 park restroom buildings
- **Parks:** Repainted Warren Park restroom and pavilion
- **Parks:** Topdressing of Candler Rd. Right-of-way to bring turf up to sidewalk grade
- **Parks:** 90 major irrigation system repairs made

*Expenditure and Personnel Summary - Parks and Recreation Administration*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 190,005	\$ 214,107	\$ 209,611	\$ 5,805
Materials & Supplies	215	500	-	500
Operating Expenditures	-	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	14,165	44,254	45,004	49,491
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 204,385</b>	<b>\$ 258,861</b>	<b>\$ 254,615</b>	<b>\$ 55,796</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	1.0	1.0	-	(1.0)

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	The budget includes personnel realignment.

**Expenditure and Personnel Summary - BRiCk**

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOTPED</i>
Personnel Services	\$ 3,492	\$ 13,744	\$ 13,719	\$ -
Materials & Supplies	-	-	-	-
Operating Expenditures	-	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	79,117	65,635	57,335	65,949
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 82,609</b>	<b>\$ 79,379</b>	<b>\$ 71,054</b>	<b>\$ 65,949</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	-	-	-	-

**Major Budget Items**

2021-2022	2022-2023
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Parks Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 982,452	\$ 953,403	\$ 1,062,430	\$ 976,970
Materials & Supplies	67,866	51,140	50,963	62,488
Operating Expenditures	97,888	93,666	101,596	88,636
Maintenance and Repair	157,286	154,120	167,512	173,570
Other Expenditures	98,561	208,331	213,131	293,590
Capital Outlay	-	21,500	21,500	-
<b>Totals</b>	<b>\$ 1,404,053</b>	<b>\$ 1,482,160</b>	<b>\$ 1,617,132</b>	<b>\$ 1,595,254</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	11.9	11.9	11.9	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items.	No major budget items.

*Expenditure and Personnel Summary - Right of Way Maintenance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ -	\$ -	\$ -	\$ 201,354
Materials & Supplies	-	-	-	-
Operating Expenditures	-	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	-	-	-	-
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 201,354</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	-	-	3.0	3.0

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
No major budget items	Budget includes new service support for right-of-way maintenance activity.

# ECONOMIC DEVELOPMENT

Department mission is 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.

## Strategic Plan and Emphasis

- SFA3: Community
  - 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.
  - 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.
  - 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.

## Future Goals in FY 2022-2023

- To sustain and grow programs to assist the small business community.
- To execute an agreement for the development of a medical provider anchoring Hooper Business Park.
- To continue working with developers for redeveloping major corridors within the community
- To expand the efforts with the ProjectU Leadership Conference for leaders from across the State to become more engaged in the community and region.
- To strengthen our efforts to build a tourism program that will drive more people to Burleson.
- To execute an agreement for the redevelopment of Hill College site.
- To execute an agreement for a new development on Hidden Creek Golf Course.
- To identify and plan for a new industrial park.
- To execute an agreement with a private trade school and corporate headquarters.

## Prior Year Accomplishments for FY2020-2021

- Attracted Family Entertainment that will open in 2023.
- Ellison Street Development agreement approved in Old Town.
- Delivered a professional Leadership Conference in Project U.
- Sold last remaining parcel owned by the EDC
- Yukon Ventures in Highpoint Business Park Phase 1 completed.

- Delivered a redevelopment project on State Hwy 174
- Project U Leadership Conference
- Established a group of tourism stakeholders to collaborate tourism efforts.
- Executed a long term agreement with First Baptist Church for additional parking in Old Town.

*Expenditure and Personnel Summary - Economic Development*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ (491)	\$ -	\$ -	\$ -
Materials & Supplies	-	-	-	-
Operating Expenditures	-	-	-	-
Maintenance and Repair	-	-	-	-
Other Expenditures	698,923	800,000	876,624	1,200,000
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 698,432</b>	<b>\$ 800,000</b>	<b>\$ 876,624</b>	<b>\$ 1,200,000</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalent	-	-	-	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
The budget includes Project U. Leadership conference and family entertainment incentives.	Budget includes agreement to remake the Hill College Site, identify and plan for a new industrial park.

## Finance

The Finance Department is comprised of Accounting, Budget, Treasury, and Finance Administration. The department is responsible for a variety of functions which include: accounting, accounts payable, payroll, cash management, debt and investment management, budgeting, and long-range financial planning. The department produces quarterly financial reports, prepares the Annual Financial Report, and the Annual Program of Services (Budget).

### Strategic Plan and Emphasis

- 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.

### Future Goals in FY 2022-2023

- Review investment and debt policy and provide recommendations for improvement.
- Review city financial policies and provide recommendations for improvement.
- Successful implementation of the financial system component of the city-wide enterprise resource planning (ERP). Go live date scheduled for April 3, 2023
- Continue implementation of the American Rescue Plan Act (ARPA) funding plan and reassess utilization of funds as needed.
- Implement internal audit program
- Work closely with Fire department and third party contractor in establishing procedures for medical transport billings.

### Prior Year Accomplishments for FY 2021-2022

- Analysis of the Equipment Replacement Funds resulted in a \$3 million return to the General Fund and \$1 million transfer from the proprietary equipment replacement fund to the Water Fund. This was accomplished while achieving optimal fund balance for future replacement of all required equipment including fire apparatus equipment.
- Through the development of new investment policy, the city's investment functions have improved, and interest earnings have increased by more than \$400,000.
- The second installment of Burleson ARPA funding was designated for use during the FY 2022/23 budget cycle, with \$1.7 million used for public safety, fire, emergency medical services, police, dispatch and communications. Over the eligibility period, ARPA funds will offset approximately \$11.9 million in costs that the General Fund would have otherwise paid.
- Started the ERP implementation process. Reviewing current and future state processes, and initial review of the various areas in the financial system module. Completed chart of account mapping.
- Completed risk assessment study.
- Completed indirect cost study.

*Expenditure and Personnel Summary - Finance*

<i>Expenditures by Classification</i>	<i>2020-2021 ACTUAL</i>	<i>2021-2022 BUDGET</i>	<i>2021-2022 ESTIMATE</i>	<i>2022-2023 ADOPTED</i>
Personnel Services	\$ 1,224,172	\$ 1,368,253	\$ 1,344,046	\$ 1,357,500
Materials & Supplies	11,172	10,948	5,948	10,948
Operating Expenditures	553,954	579,700	581,500	640,700
Maintenance and Repair	-	-	-	-
Other Expenditures	83,882	102,901	102,901	94,636
Capital Outlay	-	-	-	-
<b>Totals</b>	<b>\$ 1,873,180</b>	<b>\$ 2,061,802</b>	<b>\$ 2,034,395</b>	<b>\$ 2,103,784</b>

<i>Personnel by Division</i>	<i>2020-2021 BUDGET</i>	<i>2021-2022 BUDGET</i>	<i>2022-2023 BUDGET</i>	<i>BUDGET VARIANCE</i>
Full Time and Equivalents	10.0	10.0	10.0	-

*Major Budget Items*

<i>2021-2022</i>	<i>2022-2023</i>
Initial allocation study, risk reducing P-Card evaluation.	Internal audit review, indirect cost allocation studies.

# INFORMATION TECHNOLOGY

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.

## Strategic Plan and Emphasis

- SFA1: Operational Excellence
  - Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.
  - 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.

## Future Goals in FY 2022-2023

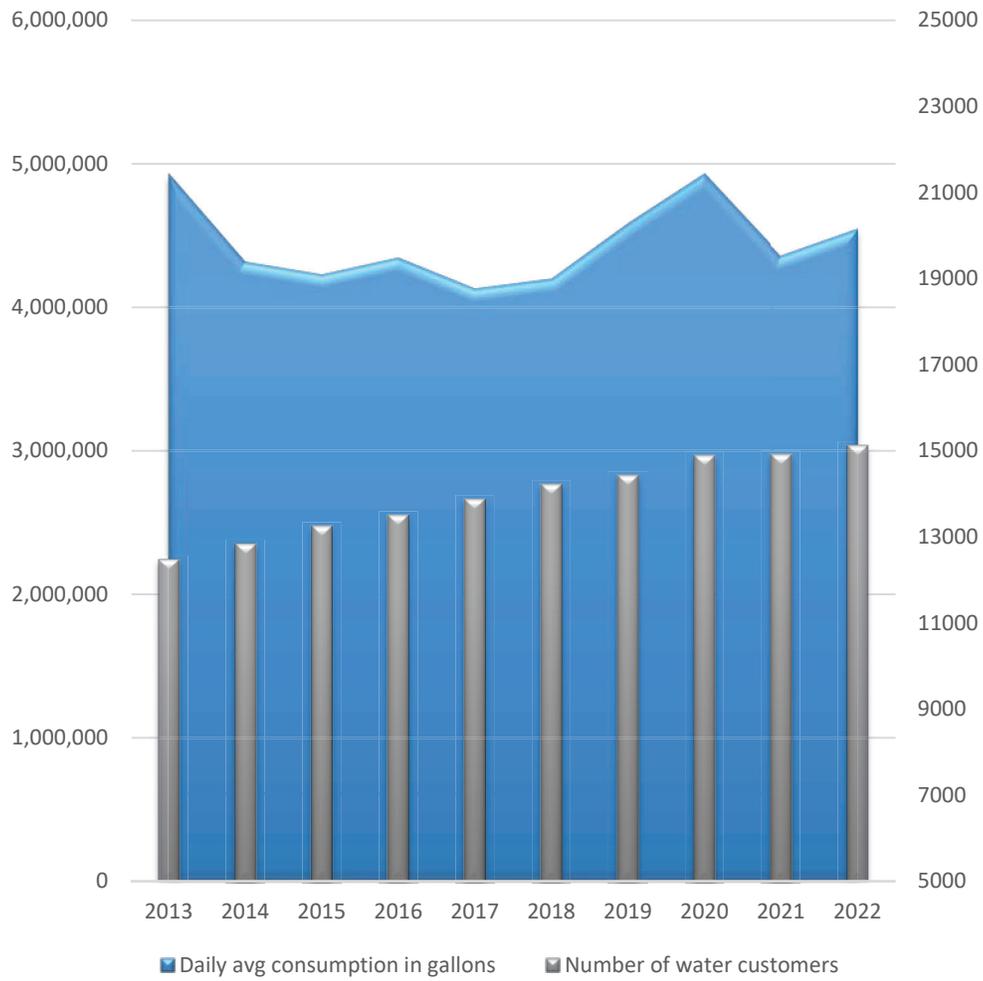
- Develop a comprehensive Information Technology Change Management and Governance Committee to ensure that IT Resources are available for daily operations and project work.
- Upgrade Conference Room technologies to support multi-purpose meetings.
- Provide the city with a reliable network that is available 24/7 with an upgraded network topology.
- Complete a change in ISP providers to give the city multiple redundancies in place to minimize outages, and provide the necessary bandwidth for city operations.
- Implement Multiple Factor Authentication (MFA) to allow the city utilize single sign-on and have better a defence in depth strategy to improve the city's cyber security posture.

## Prior Year Accomplishments for FY 2021-2022

- Begin implementation of ERP replacement.
- Upgraded the Avaya VoIP phone system.
- Implemented a Hyperconverged infrastructure for virtual servers at City Hall.
- Implementation of Cartegraph, E-builder, SmartRec and Koha software applications.



**Water Daily Average Consumption (Gallons)  
 Compared to Number of Water Customers  
 2013-2022**



## 2022 Top 10 Property Tax Payers

### Listing Per County

#### JOHNSON COUNTY

TAXPAYER	TOTAL TAXABLE
Wagner Smith Equipment Co	26,578,261
Abby Burleson MF LLC	22,328,637
Burleson Commons	20,966,323
Golden State Foods Corp	19,187,746
MA Summercrest At Burleson LLC	18,866,285
Tep Barnett USA LLC	17,804,101
Oncor Electric Delivery Co LLC	16,750,695
EB Reserve LLC & RL Reserve LLC	15,533,048
Abby Burleson LLC	14,788,990
Shannon Creek Apartments II LLC	13,726,655

#### TARRANT COUNTY

TAXPAYER	TOTAL TAXABLE
Burleson Gateway Station LP	38,959,448
Sam's Real Estate Business TR/Sam's East	17,240,704
Jahco Burleson Town Center LLC	15,750,000
632 N Burleson LLC	9,009,099
Lynn Smith Chevrolet GEO INC/Lynn Smith Investment	8,733,421
Oncor Electric Delivery Co LLC	8,309,778
AN County Line Ford Inc/Southtown Ford	8,159,695
James Huck Real Estate LLC	6,583,569
Lowes Home Centers Inc	6,563,009
DCTC Sphinx Development LP	6,500,000

Source: Central Appraisal District "Top 10" for Burleson City at <http://www.johnsoncad.com/Portals/bx-johnson/documents/TT2021.PDF> and Tarrant Appraisal District "2021 Top Taxpayer Reports City of Burleson" at <https://www.tad.org/wp-contentpdf/reports/2021/2021TopTaxpayerReports.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.

### AFR

Annual Finance Report

### CO

Acronym for Certificates of Obligation.

### COG

Abbreviation for North Central Council of Governments.

### City Manager's Message

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

### Capital Asset

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

### Capital Expenditures

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

### Cletran

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

### Contractual Obligations

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

### Department

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

### Depreciation

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

### Division

A functional section of a department.

### Effective Tax Rate

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

### Encumbrances

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

### Enterprise Fund

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

### ETJ

Acronym for Extra Territorial Jurisdiction

### Expenditures

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

### Expenses

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

### FF

Acronym for Firefighter.

### FY

Abbreviation for Fiscal Year.

### Fiscal Year

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

### Fixed assets

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

### Franchise Tax

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

### Full-Time Equivalent (FTE)

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

### Fund

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

### Fund Balance

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

### GIS

Acronym for Geographical Information System.

### GO

Acronym for General Obligation.

### GFOA

Acronym for Government Finance Officers Association

### General Debt Service Fund

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

### General Fund

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

### General Obligation Bonds

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

### Generally Accepted Accounting Principles (GAAP)

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

### Goals

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

### Governmental Funds

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

### Hotel/Motel Fund

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

### Hotel/Motel Tax

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

### IH

Acronym for Interstate Highway.

### IT

Acronym for Information Technology.

### Income

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

### Inter fund Transfers

Amounts transferred from one fund to another.

### Internal Service Fund

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

### Levy

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

### Modified Accrual Basis

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

### NCTCOG

Abbreviation for North Central Council of Governments.

### Old Town

Historic central business district.

### Object Code

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

### Operating Budget

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

### Payment in Lieu of Taxes (PILOT)

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

### Performance Measures

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

### Reserve

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

### Revenue Bonds

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

### Revenue

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

### ROW

Acronym for Right of Way.

### SAN

Acronym for Storage Area Network.

### SH

Acronym for State Highway.

### SRO

Abbreviation for School Resource Officer.

### Sales Tax

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

### Service Enhancement

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

### TEX21

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

### TIF

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

### Tax Rate

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

### Tax Rate Limit

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

### Tax Roll

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

Taxes

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

Unencumbered Balance

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

VoIP

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

WIFI

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

Working Capital

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

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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

AFR: Annual Financial Report

CIP: Capital Improvement Program

CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

ETJ: Extra Territorial Jurisdiction

ETR: Effective Tax Rate

FF: Firefighter

FT: Full-time

FTE: Full-time Equivalent

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

G & A: General & Administrative

GF: General Fund

GFOA: Government Finance Officers Association

GIS: Geographical Information System

## **ANNUAL OPERATING BUDGET AND PLAN OF SERVICE**

G.O.: General Obligation

IH: Interstate Highway

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

IT: Information Technology

M&O: Maintenance & Operations

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Part-time

ROW: Right of Way

RTR: Rollback Tax Rate

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

TMRS: Texas Municipal Retirement System

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.

THE CITY OF  
**BURLESON**  
TEXAS

# **FY2022-23 FEE SCHEDULE**

Animal Control  
BRiCk  
Building Permits and Inspection  
City Manager's Office  
City Secretary's Office  
Code Enforcement  
Economic Development/TIF  
Engineering  
Environmental Health  
Fire Department  
Finance  
Fire Prevention

Golf Course  
Library  
Municipal Court  
Parks  
City Ball Fields  
Park Facilities (Warren, Chisenhall and Mistletoe)  
Park Land Dedication  
Police Department  
Planning  
Records Management  
Russell Farm  
Utility Billing  
Water/Wastewater

## Animal Control

PERMIT/SERVICE	FEE
<b>1. Offense Fees (Impoundment)</b>	
A. First Offense (Altered/Unaltered)	\$30/\$45
B. Second Offense (Altered/Unaltered)	\$60/\$80
C. Third Offense (Altered/Unaltered)	\$85/\$120
<b>2. Small Animal Boarding Fee</b>	\$10/per Day
<b>3. Livestock Impounding Fee</b>	\$75
<b>4. Livestock Boarding Fee</b>	\$10/per Day
<b>5. Adoption Fee</b>	\$20/per Animal
<b>6. Adoption Spay/Neuter Fee</b>	\$75
<b>7. Immunization Fee</b>	
A. Distemper, Parvo and Bordetella	\$20
B. Rabies	\$10
<b>8. Quarantine Fee</b>	\$10/day
<b>9. Microchip Fee</b>	\$15
<b>10. Multi-Pet Permit</b>	
A. Application Fee	\$ 5
B. Permit Fee	\$25/Annually
<b>11. Kennel Permit</b>	
A. Application Fee	\$ 5
B. Permit Fee	\$100/Annually
<b>12. Dangerous Animal Registration Fee</b>	\$250/Annually

## BRiCK

PERMIT/SERVICE	FEE
<b>1. Definitions:</b>	
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)
<b>2. General Policy for BRiCK:</b>	
A. Children below 10 years of age must be accompanied by an adult at all times.	
B. Children 15 and younger must have an adult present in the facility at all times and must be directly supervised in the fitness area.	
C. Children 13 and older may attend a fitness orientation class to be allowed future access to the fitness area without direct adult supervision. A parent or gaurdian must still be present in the facility.	
<b>3. Cancellations/Refunds/Transfers/Medical Policy:</b>	
A. Rentals canceled 30 calendar days or more prior to event date	Receive 100% of the deposit

B. Rentals canceled 29-15 calendar days prior to event date	Receive 50% deposit
C. Rentals cancelled 14 calendar days or less prior to the event date	Forfeit all deposits
D. Rentals downgraded from 2 rooms to 1 room 30 calendar days or more prior to event date	Refunded 100% of deposit paid for the additional room
E. Rentals downgraded from 2 rooms to 1 room less than 30 calendar days prior to event date	Forfeit the portion of the deposit paid for the additional room. For pool party rooms, one-half of the deposit paid for both rooms will be forfeited.
F. Sports rental cancellations	May be subject to an administrative fee not to exceed \$50.00

<b>5A. Memberships Fees</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$235/\$25/\$30
Adult	\$330/\$35/\$40
Senior (62 & Up)	\$280/\$30/\$35
Family	\$505/\$50/\$65

<b>5B. Non-Resident Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$315/\$30/\$40
Adult	\$440/\$45/\$55
Senior (62 & Up)	\$380/\$40/\$50
Family	\$680/\$70/\$85

<b>5C. Military/First Responder Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$185/\$20/\$25
Adult	\$260/\$25/\$35
Senior (62 & Up)	\$225/\$23/\$30
Family	\$405/\$40/\$50

<b>5D. Corporate/Educator Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Adult	\$285/\$30/\$35
Senior (62 & Up)	\$245/\$25/\$30
Family	\$445/\$45/\$60

<b>5E. Summer Punch Pass Rate</b>	<b>(5 Day/10 Day)</b>
Youth (3-15 yrs.)	\$20/\$25
Adult	\$25/\$30
Senior (62 & Up)	\$22/\$27
Family	\$35/\$40

<b>5F. Daily Guest Rate</b>	<b>(1 Day/ Military, First Responder, Educator)</b>
Daily Pass 3 & Up	\$8/\$6
Family Day Pass (up to 4)	\$20/\$15
Groups of 15+	\$6 each/\$4 each

## 6. 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 of Parks and Recreation.

<b>6A. Indoor Aquatics / Party Rooms</b>	<b>(Deposit/Member or Resident/Non-Resident)</b>
Pool Party Room - Max 25 guests	\$50/\$50 per hour/\$81 per hour

Pool Party Room - Max 50 guests	\$50/\$95 per hour/\$142 per hour
Private party without slide - Max 485 guests	\$50/\$262.50 per hour/\$287.50 per hour
Private party with slide - Max 485 guests	\$50/\$237.50 per hour/\$262.50 per hour
Private party with sundeck - 50 max	\$50/\$70/\$108

**General Policies (not limited to the following)**

- All rental rates are based on hourly rates with a minimum 2 hour rental.
- Rentals and private parties include the use of party room(s) and entire indoor aquatics area
- Private party fees include the cost of after-hours lifeguards

**6B. Meeting Room Rentals**

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

	<b>(Deposit/Member or Resident/Non-Resident)</b>
1,400 square feet	\$50/\$45 per hour/\$61 per hour
2,800 square feet	\$50/\$80 per hour/\$108 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.
After Hours Fee	\$15/hr per customer service attendant in addition to rental fees listed above

**6C. Gymnasium Rentals**

**(Deposit/Member or Resident/Non-Resident)**

Half Court	\$50/\$25 per hour/\$46 per hour
Full Court	\$50/\$35 per hour/\$61 per hour
Two Full Courts	\$50/\$65 per hour/\$108 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household
After Hours Fee	<b><u>\$30/hr in addition to rental fees listed above</u></b>

**6D. Group Fitness**

**(Deposit/Member or Resident/Non-Resident)**

Group Exercise Room Rental - Max 25 guests	\$50/\$25 per hour/\$35 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.
After Hours Fee	<b><u>\$30/hr in addition to rental fees listed above</u></b>

**6E. Kids Zone:**

All Family memberships excluding Daily Guests	No additional cost
Daily Guests	\$2 per hour/per child

**General Policies (not limited to the following):**

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

**6F. Outdoor Swimming Pool**

**(All rentals are based on hourly rates with a minimum of two hour rental): (Deposit/Member or Resident/Non-Resident)**

Daily Passes - Youth (Age 3-15)	\$0/\$3/\$3
Daily Passes - Adult (Age 16-61)	\$0/\$4/\$4

**6G. Outdoor Pool Rental/Private Parties:**

**(Deposit/Member or Resident/Non-Resident)**

0-49 attendees/ guests	\$75/\$65 per hour/\$75 per hour
50-149 attendees/ guests	\$75/\$75 per hour/\$85 per hour
<b>6H. Splash Pad Private Rental</b>	<b>(Deposit/Member or Resident/Non-Resident)</b>
<b>Max Guest: 150 Private Rental</b>	<b>\$50/\$60 per hour/\$70 per hour</b>
<b>6I. Party Packages (2 hours)</b>	<b>(Deposit/Fee)</b>
Basic - 1 Activity (24 participants)	\$50/\$225
Additional Activity (Pool or Gym/Boulder)	\$0/\$30
Additional Guests	\$5 each
<b>6J. Splash Pad Pavilion Rental</b>	<b>(Deposit/Member or Resident/Non-Resident)</b>
Cost per pavilion, 2 available	
Max guests: 20 per pavilion	\$50/\$30 per hour/\$40 per hour
<b>*Rentals of the splash pad pavilion will only be allowed during certain hours</b>	

**General Policies (not limited to the following):**

Private party fees include the cost of afterhours lifeguards

The Damage Deposit will be refundable provided the usage contract terms are met

Refund is subject to any remaining balance due on household

## Building Permits and Inspection

PERMIT/SERVICE	FEE
<b>1. Fees for new structural occupancy (Single family dwelling, duplex, townhouse)</b>	\$0.60/ft. all area under one roof
<b>2. Fees for new Commercial (Except apartment and shell buildings)</b>	
A. 500 SQ. FT. OR LESS	\$450
B. 501 - 1,000	\$850
C. 1,001 - 2,500	\$2,132
D. 2,501 - 8,500	\$65 + \$0.665/Sf
E. 8,501 - 50,000	\$5,000 + \$0.30/Sf
F. 50,001 - 100,000	\$12,285 + \$0.125/Sf
G. 100,001-500,000 SQ. FT.	\$17,485 + \$0.083/Sf
H. 500,001 or more SQ. FT.	\$43,485 + \$0.042/Sf
<b>3. Fees for Shell Buildings</b>	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above
<b>4. Fees for new Apartment Only</b>	
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.
<b>5a. Commercial single trade permits</b>	
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>5b. Residential single trade permits</b>	\$65/each

<b>6a. Residential Addition - addition to an existing residential structure</b>	\$0.50/Sq Ft
<b>6b. Residential Remodel - alterations, repairs &amp; remodeling to an existing residential structure</b>	\$0.25 /Sq Ft
<b>7. Commercial Remodel / Addition - alterations, repairs, additions &amp; remodeling to existing commercial structure. (Based on valuation)</b>	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
<b>8. New Construction for garages, barns &amp; storage buildings over 200 Sq Ft</b>	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
<b>9. Certificate of Occupancy (Commercial remodel, new tenant, &amp; tenant finish out)</b>	
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
<b>10. Reinspection Fees</b>	
A. Reinspection Fee - 2nd red tag for same item	\$75
B. Reinspection Fee - 3rd red tag for same item	\$150
<b>11. Miscellaneous Permits</b>	
A. Swimming Pool	
1. In-Ground	\$200
2. Above Ground	\$ 50
B. Other - Includes:	
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
<b>12. After Hours Inspection</b>	\$60 per hour (2 hour minimum)
<b>13. Plan Review</b>	
A. Commerical Plan Review (New Only)	40% of Building Permit Fee - \$250 minimum & a \$7,000 maximim (non-refundable)
B. Commerical Remodel/Addition	40% of Building Permit Fee (non-refundable)
C. Residential Plan Review (New)	\$75/each
D. Residential Plan Review (Remodel/Addition)	\$30
<b>14. Building Codes &amp; Standards Board</b>	\$150
<b>15. Electrician's License</b>	
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	Residential \$65/Commercial \$75
<b>16. Mechanical License</b>	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
B. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
<b>17. Plumbing Contractor's Registration</b>	
A. First Annual	\$0
B. Renewal	\$0
C. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
<b>18. Temporary Use</b>	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50
E. Carnival & Circus	\$50
<b>19. 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.)</b>	\$25
A. First Revision	\$75
B. Second Revision	\$150
C. Each Additional Revision	\$200/each

<b>20. Modular buildings/construction trailers (Utilities require separate permit - see #5 - one trade only permits)</b>	\$50
<b>21. Commercial Canopy/Cover</b>	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.

## City Manager's Office

PERMIT/SERVICE	FEE
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

## City Secretary's Office

PERMIT/SERVICE	FEE
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

## Code Enforcement

PERMIT/SERVICE	FEE
1. Administrative Cost to File Liens for Cost of Mowing and Nuisance Abatement	\$120
2. Weed mowing and nuisance abatement notification fee	\$50

## Economic Development/TIF

PERMIT/SERVICE	FEE
<b>Mayor Vera Calvin Plaza in Old Town:</b>	
1. Plaza reservation: half-day (up to 6 hours)	\$2,500 + \$1,500 refundable deposit
2. Plaza reservation: full day (in excess of 6 hours)	\$5,000 + \$2,500 refundable deposit

## Engineering

PERMIT/SERVICE	FEE
<b>1. Developers Contract Fee</b>	4% Of Value of Contract
<b>2. Closing Abandoning of</b>	
A. Right-of-Way	\$550
B. Easement	\$250
<b>3. Sign Installation</b>	\$250 per sign
<b>4. Plan Review</b>	
A. Initial Submittal	\$750
B. Every Additional Review	\$250
<b>5. Easement/Right of Way Use Agreement</b>	\$125
<b>6. Traffic Study Fee</b>	\$1,250
<b>7. Flood Study Reviews</b>	\$1 per foot of reach length / \$2,000 minimum
<b>8. Overtime Inspection Fee</b>	\$55 per hour

## Environmental Health

PERMIT/SERVICE	FEE
<b>1. Food Safety Inspection Fees</b>	
A. Grocery	
1. 5 000 s . ft.	\$275
2. > 5,000 sq. ft.	\$400
B. Food Service	
1. 500 s . ft.	\$150
2. 500 1 500 s . ft.	\$200
3. 1 500 3 000 s . ft.	\$275
4. 3 000 6 000 s . 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 s . 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 s . ft.	\$0
2. 500 3 000 s . 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 rapped for.

1. From 1-30 days	10% of fee owed
2. From 31-60 days	20% of fee owed
<b>2. On-site sewage facility fees</b>	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
<b>3. Beer and Wine Permit</b>	One half the state fee assessed for each State permit issued
<b>4. Mixed Beverage Permit- After third year of operations</b>	One half the state fee assessed for each State permit issued
<b>5. Municipal Settings Designation</b>	
A. Application Fee	\$2,000
B. Third-party environmental review fee	\$5,000
<b>6. Miscellaneous Permits</b>	
A. Swimming Pool, Spa & Interactive Water Feature	
1. Plan Review and Opening Inspection	\$150
2. Annual Permit	\$250
3. Required Reinspection	\$75
<b>7. Food Truck Operational Site permit</b>	\$50 for Six Months
<b>8. Seasonal Permit (Farmers Market and Snow Cone Stand)</b>	\$100
<b>9. Food Handler Class Fee</b>	\$15

## Fire Department

PERMIT/SERVICE	FEE
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

## Finance

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

## Fire Prevention

PERMIT/SERVICE	FEE
<b>1. Fire Alarm System</b>	
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
<b>2. Automatic Sprinkler System Fees</b>	
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
<b>3. Other Extinguishing System</b>	\$150
<b>4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid</b>	\$125 per tank
<b>5. Pyrotechnic Display</b>	\$150 per display per day
<b>6. LPG Installation - portable containers of greater than 125 gallons water capacity at properties where natural gas service is not available</b>	\$125 per container
<b>7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid</b>	\$125 per tank
<b>8. Authorized Burning Permit</b>	\$250 per trench/pit, plus \$25 each burn day
<b>9. Carnival/Circus Permit</b>	\$50
<b>10. Foster Home Inspections</b>	\$35
<b>11. Daycare/Health Facilities Licensing Inspections</b>	\$75
<b>12. Other Permits required by Fire Code</b>	\$50
<b>13. Re-inspections Fees</b>	\$45
<b>14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City</b>	\$50 annually
<b>15. Installation of Special Locking Systems</b>	\$250
<b>16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.</b>	\$50
<b>17. Standpipe Systems</b>	\$50 each standpipe
<b>18. Tent Permit</b>	\$100
<b>19. Public Event Permit Fee</b>	\$250
<b>20. Gas Well Fees</b>	
A. Oil and Gas Well Permit	\$5,000 per wellhead
B. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)
C. Gas Well Pad Site Annual Inspection Fee	\$5,000 per pad site (due June 1 annually)

## Golf Course

PERMIT/SERVICE	FEE
<b>1. Green Fees (All Fees include 1/2 cart and applicable taxes)</b>	
A. Monday through Friday	<b>(Cart Inclusive Rate/Green Fee)</b>
1. M-F: Open - Noon	\$30/\$21 - Senior & Active Military Rate
2. M-F: Noon - 3pm	\$30/\$21 - Senior & Active Military Rate
3. M-F: 3pm - Close	\$20
4. Super Twilight @ 5pm	\$15
5. Senior Card (55+)	\$49.99 (year)
B. Saturday, Sunday, & Holidays Green Fees	
1. Sat & Sun (& Holidays): Open - Noon	\$37
2. Sat & Sun (& Holidays): Noon - 3pm	\$37
3. Sat & Sun (& Holidays): 3pm - Close	\$21
4. Super Twilight @ 5PM	\$15
C. Replay Green Fees	
1. 9 additional holes	\$10
2. 18 additional holes	\$15
3. Senior Card (55+)	\$21
<b>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.</b>	
<b>2. Cart Fees</b>	
9 holes	\$8.00
18 holes	\$15.00
<b>3. Monthly Membership Fees: both include unlimited range balls, 10% discount in the pro-shop &amp; \$20 golf after 2pm.</b>	
Silver	\$29.99
Gold - Golf discounts prior to 2pm daily	\$69.99

## Library

PERMIT/SERVICE	FEE
<b>1. Overdue Library Materials</b>	No Charge
<b>2. Overdue Interlibrary Loan Materials</b>	No Charge
<b>3. Replacement of Lost Materials</b>	Cost or exact replacement
<b>4. Damaged Library Materials</b>	Cost or exact replacement
<b>5. Black &amp; White Copies/Printing</b>	\$.10/Page
<b>6. Use computer / internet / wireless internet</b>	No Charge
<b>7. Color Copies / Printing</b>	\$.25/Page
<b>8. Library Cards for Residents, Teachers and Students from schools within City Limits, TexShare Cardholders</b>	No Charge
<b>9. Non-Resident Fees</b>	
Annually Renewable	\$25/ individual or \$50/ family
**In lieu of fee (patron can volunteer)	
<b>10. Senior Non-Resident Fee (age 62 and over)</b>	
Annually Renewable	\$12.50/ individual
<b>11. Meeting Room Fees/ Usage Fees</b>	<b>Non-Cardholders / Businesses / Other For Profit Groups</b>
A. Small conference room	\$25 minimum (1st 2 hours) + \$10 each addl. Hour

B. Large conference room	\$50 minimum (1st 2 hours) + \$25 each addl. hour
<b>12. Proctoring Fee</b>	\$20/exam
<b>13. 3D Printing</b>	\$.10/gram - \$1.00 minimum

## Municipal Court

PERMIT/SERVICE	FEE
Return Check Fee	\$ 35 per

## Parks

PERMIT/SERVICE	FEE
<b>City Ball Fields</b>	
<b>1. Unreserved</b>	No Charge
<b>2. Organized League Athletics</b>	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play
<b>3. Ball Field Reservations</b>	
A. Reservations/Field	\$25 w/o lights
<b>4. Tournament Fees</b>	
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)

<b>1. Pavillion</b>	
A. Full Shelter	\$20/HR
<b>2. Tennis Courts</b>	
A. Tournament Reservations - Resident	\$10/HR.
B. Tournament Reservations - Non-Resident	\$15/HR.

## Stage Rental Fees (All fees are based on a 4 hour stage rental)

<b>1. For Profit Organizations</b>	\$3,300
A. Extra Speakers	\$450
B. Additional Hours	\$500/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile
<b>2. Not For Profit Org (501c3 required)</b>	\$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 to maximize play.**

## Park Land Dedication

Fee in lieu of land - <b>Single Family</b> (Charged with filing of the plat & only applicable if land is not dedicated)	\$458
Park Development Fee - <b>Single Family</b> (charged with filing of the plat)	\$818
Fee in lieu of land - <b>Multi-Family</b> (Charged with filing of the plat & only applicable if land is not dedicated)	\$399
Park Development Fee - <b>Multi Family</b> (charged with filing of the plat)	\$711

## Police Department

PERMIT/SERVICE	FEE
<b>1. Copy Services for Accident Reports or information or Copy of Certification of no report</b>	\$6.00/EA
<b>2 Additional Fee for Certified Copies</b>	2/EA
<b>3. License for Sexually Oriented Businesses</b>	
A. New license	\$500
B. License renewal	\$500
C. Non-conforming license	\$500
D. Reinstatement fee	\$500
E. Application for location exemption	\$250
<b>4. Alarm System Fees</b>	
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
<b>5. Solicitor Permits/Registration</b>	
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
<b>6. Wrecker Inspections</b>	\$25 Each
<b>7. Application fee for taxicab driver registration</b>	1/per
<b>8. Taxicab Inspections</b>	\$25/Each
<b>9. Fingerprinting for the Public</b>	\$10/per card
<b>10. Criminal History Checks</b>	\$8/Each

# Planning

PERMIT/SERVICE	FEE
<b>1. Preliminary Plat</b>	
A. Residential	\$850 + \$15/lot
B. Non-residential	\$500 + \$20 per acre
<b>2. Final Plat</b>	
A. Residential	\$500 + \$10/lot
B. Non-residential	\$500 + \$15 per acre
<b>3. Plat Revision</b>	
A. Re-plat	\$500 + \$10/lot
B. Amending Plat	\$350
<b>4. Plat Vacation/Short Form</b>	\$300
<b>5. Minor Plat</b>	\$400
<b>6. ETJ Plat Exemption Letters</b>	\$25
<b>7. Zoning Change/Specific Use Permit</b>	
A. Less than 3 acres	\$700
B. 3.1 - 10 acres	\$900
C. 11 -29 acres	\$1,400
D. 30+ acres	\$1,600 + \$15/acre over 30 (\$2800 max)
<b>8. Planned Development/Permit</b>	\$1,000 + \$20 per acre
<b>9. Preprinted Zoning Ordinances</b>	Free Online
<b>10. Pre-Printed Subdivision Policies</b>	Free Online
<b>11. Comprehensive Plan</b>	Free Online
<b>12. Comprehensive Plan Summary</b>	Free Online
<b>13. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary)</b>	\$500
<b>14. Legal Filing Fees</b>	
A. First sheet - Small plat	\$50
B. First sheet - Large plat	\$80
C. Each additional sheet	\$25
<b>15. Shopping Center Sign Package Review Fee</b>	\$250
<b>16. Commercial Site Plan (CSP) fee</b>	\$500
<b>17. Commercial Site Plan Amendment</b>	\$250
<b>18. Annexation/Disannexation Requests</b>	\$500
<b>19. Renotification Fee (at applicant's request)</b>	\$125
<b>20. Zoning Verification Letter fee</b>	\$25
<b>21. Roadway Impact Fees</b>	Refer to Current Impact Fee Ordinance for Fees
<b>22. Variances and Waiver Requests:</b>	
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
<b>23. Deployment of Wireless Network (small cell) Nodes in the Right of Way</b>	Refer to the current Cell Nodes Ordinance for Fees
<b>24. Emergency Warning System Cost (charged with filing of the plat)</b>	\$25/acre

## Records Management

PERMIT/SERVICE	FEE
<b>1. Paper Copies</b>	
A. Standard-Size Paper Copy (Measures less than 8.5 X 14)	\$ .10 per page
B. Non-Standard Size Paper Copy (Larger than 8.5 X 14)	\$.50 per page
C. Specialty Paper	Actual Cost
<b>2. Computer Diskette (CD/CDR)</b>	\$1.00 each
<b>3. Digital Video Disc (DVD)</b>	\$3.00 each
<b>4. Audio Cassette</b>	\$1.00 each
<b>5. VHS Video Cassette</b>	\$2.50 each
<b>6. Computer Magnetic Tape</b>	Actual Cost
<b>7. Data Cartridge</b>	Actual Cost
<b>8. Tape Cartridge</b>	Actual Cost
<b>9. Thumb Drive</b>	Actual Cost
<b>10. JAZ drive</b>	Actual Cost
<b>11. Other Electronic Media</b>	Actual Cost
<b>12. Miscellaneous Supplies</b>	Actual Cost
<b>13. Postage &amp; Shipping</b>	Actual Cost
<b>14. Photographs</b>	Actual Cost
<b>15. Maps</b>	Actual Cost
<b>16. Other Costs</b>	Actual Cost
<b>17. Outsourced/Contracted Services (may not include development costs)</b>	Actual Cost
<b>18. Microfiche/Microform</b>	
A. Paper Copy	\$.10 per page
B. Film/Fiche Copy	actual cost
C. Document Retrieval/Remote	actual cost
<b>19. Computer Resource</b>	
A. PC or LAN	\$1.00 per clock hour
B. Client/Server	\$2.20 per clock min
C. Midsize	\$1.50 per CPU min
D. Mainframe	\$10.00 per CPU min
<b>20. Labor Charges</b>	
A. Programming Time	\$28.50 per hour
B. Locating/Compiling/Reproducing	\$15.00 per hour
C. Labor Charge - CANNOT be charged for 50 or fewer pages; Overhead charge can only be added if there is a charge for labor (>50 pgs)	20% of labor cost
<b>21. FAX</b>	
A. Local	N/A
B. Long Distance, Same Area Code	N/A
C. Long Distance, Different Area Code	N/A
<b>22. General Information</b>	

A. Down Payments	50% of estimated cost if the requestor is given an itemized statement
*NO SALES TAX CAN BE CHARGED per AG	
B. Credit Card Transaction fee	fees may be recovered
<b>23. Body Worn Camera Recordings</b>	
A. Responsive to Request / AND	\$10.00 per recording
B. Audio or Video Footage	\$1.00 per full min

## Russell Farm

PERMIT/SERVICE	FEE
<b>1. Building Rental</b>	<b>All rental rates based on hourly rates w/ a minimum 4 hour rental</b>
A. Chesapeake Building - Operational hours	\$50 per hour
B. Chesapeake Building - Non-operational hours	\$71 per hour
C. Baker Building - Operational Hours - 500 Sq ft. - Max occupancy: 50	\$38 per hour
D. Baker Building - Non-Operational Hours	\$59 per hour
E. Hay Barn/Outdoor Pavilion - Operational Hours - 1,110 sq. ft. - Max occupancy: 100	\$31 per hour
F. Hay Barn/Outdoor Pavilion - Non-Operational Hours	\$53 per hour

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

### 3. 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 seasonal specials. In the event of a conflict, the City Council shall provide the final resolution.

## Utility Billing

PERMIT/SERVICE	FEE
<b>1. Security Deposits</b>	
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
<b>2. Penalty Amount for Late Bills</b>	10% Excluding Tax
<b>3. Returned Paymnet Fee</b>	\$35
<b>4. Extension Fee</b>	\$5
<b>5. Reconnect Fee</b>	
A. Standard	\$35
B. Reconnect Fee After 5:00 PM and on weekends and holidays	\$50
<b>6. Extra Trip Fee</b>	\$15
<b>7. Meter Test Fee</b>	
A. For 3/4" or 1" Meter	\$30
B. For 1 1/2" Meter and Larger	\$125
<b>8. Temporary Service Fee (2 day limit and 2,000 gallons)</b>	\$30
<b>9. Transfer Fee</b>	\$15
<b>10. Construction Meter Non-Read Fee</b>	\$100
<b>11. After Hours Turn-on Fee</b>	\$50
<b>12. Initiation Fee (in addition to deposit)</b>	\$10
<b>13. Tampering Fee</b>	
A. First Occurrence	\$50
B. Second Occurrence	\$100
C. Third Occurrence	\$150
<b>14. Pull Meter Fee</b>	\$30
<b>15. Datalog Fee</b>	\$30

# Water/Wastewater

PERMIT/SERVICE	FEE	ADDITIONAL INFORMATION/REQUIREMENTS
<b>1. Tap Fees</b>		
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 easement	\$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	Tturbine 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		TBD by Utilities Supervisor
R. 4" Tap, Meter and Box		TBD by Utilities Supervisor
S. 4" Sewer Tap in Pavement	\$866	
T. 4" Sewer Tap in Easement	\$985.41	
U. Relocate 5/8" Meter	\$201	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	Get quote from Public Works
W. Relocate 1" Meter	\$215	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	
AB. 2" + Meter Box	\$117	
AC. Pavement Cut / Replacement		TBD by Utilities Supervisor
AD. Automatic Flush Valve	\$1,000	
AE. Water and Wastewater Impact Fees (Burleson charges both City of Burleson and City of Fort Worth Impact Fees)		Refer to Current Impact Fee Ordinance for Fees

THE CITY OF  
**BURLESON**  
TEXAS

ORDINANCE

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND TERMINATING SEPTEMBER 30, 2023, AND MAKING APPROPRIATIONS FOR EACH FUND; FINDING THE RECITALS ARE TRUE AND CORRECT; INSTRUCTING THE CITY MANAGER TO FILE THE BUDGET WITH THE COUNTY CLERK AND POST TO THE CITY WEBSITE; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**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, 2022, and ending September 30, 2023, (hereinafter referred to as the "Budget"); and

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

**WHEREAS**, the notice of a public hearing on the Budget was published on August 22, 2022 in the *Fort Worth Star-Telegram*, which was not earlier than the 30th, or later than the 10th day before the date of the said public hearing; and

**WHEREAS**, other legal notices of the Budget and said public hearing were given in accordance with all applicable law; and

**WHEREAS**, the Burleson 4A Economic Development Corporation adopted the corporation's FY2022-2023 annual budget on August 15, 2022, in Resolution 4A081522AnnualBudget; and

**WHEREAS**, the City Council ratified the budget of the Burleson 4A Economic Development Corporation on August 15, 2022; and

**WHEREAS**, the Burleson Community Services Development Corporation adopted the corporation's FY2022-2023 annual budget on August 15, 2022, in Resolution 4B081522AnnualBudget; and

**WHEREAS**, the City Council ratified the budget of the Burleson Community Services Development Corporation on August 15, 2022; and

**WHEREAS**, the Tax Increment Reinvestment Zone Number Two, City of Burleson, Texas adopted the board's FY2022-2023 annual budget on August 15, 2022, by resolution; and

**WHEREAS**, such public hearing was held on September 6, 2022, 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 Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2022, and ending September 30, 2023; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases and other expenditures as proposed in the Budget.

**Section 3**

That, in accordance with state law, 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 Clerk of Johnson and Tarrant County, Texas, and post a copy of the budget on the City's Internet website.

**Section 4**

That the distribution and division of the above-named appropriations is made at the fund 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 5**

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 fund to another fund by ordinance or resolution.

#### **Section 6**

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 7**

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 8**

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.

#### **Section 9**

That the City Council finds at that meeting adopting the Budget there was a quorum present and finds further that said meeting was held in accordance with the provisions of Texas Government Code § 551.001, et. seq.

#### **Section 10**

The City Secretary is hereby directed to record this Ordinance and the vote to adopt the Budget.

**PASSED AND APPROVED** the 12th day of September, 2022.

**FIRST READING - SEPTEMBER 6, 2022**

The motion to approve this Ordinance was made by Rick Green and seconded by Dan McClendon, and the Ordinance was passed and approved by the vote:

For: Chris Fletcher, Mayor  
Victoria Johnson, Place 1  
Rick Green, Place 2  
Dan McClendon, Place 5  
Ronnie Johnson, Place 6

Against: Jimmy Stanford, Place 3.

Abstain: None.

Absent: Tamara Payne, Place 4

Motion passed 5-1-1.

**FINAL READING - SEPTEMBER 12, 2022**

The motion to approve this Ordinance was made by Dan McClendon and seconded by Ronnie Johnson, and the Ordinance was passed and approved by the vote:

For: Chris Fletcher, Mayor  
Victoria Johnson, Place 1  
Rick Green, Place 2  
Tamara Payne, Place 4  
Dan McClendon, Place 5  
Ronnie Johnson, Place 6

Against: Jimmy Stanford, Place 3

Abstain: None.

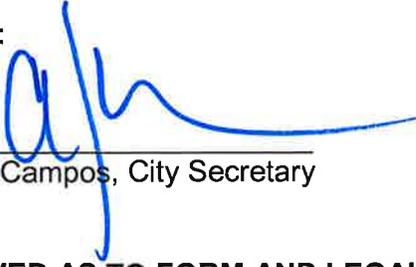
Absent: None.

Motion passed 6-1.



Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**

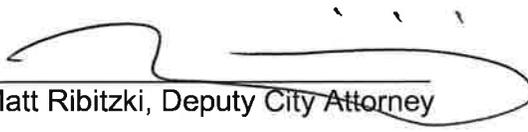


Amanda Campos, City Secretary

*City Seal*



**APPROVED AS TO FORM AND LEGALITY:**



Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

ORDINANCE

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, LEVYING THE AD VALOREM PROPERTY TAX OF THE CITY OF BURLESON, TEXAS, FOR THE YEAR 2022, ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY ON JANUARY 1, 2022, AND ADOPTING A TAX RATE OF \$0.6572 PER \$100 OF VALUATION FOR 2022; PROVIDING REVENUES FOR PAYMENT OF CURRENT MUNICIPAL MAINTENANCE AND OPERATION EXPENSES AND FOR PAYMENT OF INTEREST AND PRINCIPAL ON OUTSTANDING CITY OF BURLESON DEBT; PROVIDING FOR ENFORCEMENT OF COLLECTIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.**

**WHEREAS**, notice of the tax rate and public hearing on the tax rate was published on August 22, 2022, in the *Fort Worth Star-Telegram*, in accordance with state law; and

**WHEREAS**, notice of the tax rate and public hearing on the tax rate was posted on the City of Burleson's Internet website in accordance with state law; and

**WHEREAS**, the City Council of the City of Burleson (the "City") held a public hearing on the proposed tax rate, and such public hearing was held on September 6, 2022, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the tax rate were heard; and

**WHEREAS**, this Ordinance sets a tax rate of \$0.6572 per \$100 of valuation that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the City that exceeds the amount of taxes imposed for that purpose in 2021; and

**WHEREAS**, the City Council has studied tax rate of \$0.6572 per \$100 of valuation and listened to the comments of the taxpayers at the public hearings held therefore, and has determined that the 2022 tax rate of tax rate of \$0.6572 per \$100 of valuation 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

By authority of the Charter of the City of Burleson, Texas, and the laws of the State of Texas, there is hereby levied and adopted for the tax year 2022, on all taxable property situated within the corporate limits of the City of Burleson, Texas, on January 1, 2022, a tax rate of \$0.6572 for each \$100 of taxable value.

### Section 3

Of the total tax rate, \$0.4649 for each \$100 of taxable value is hereby included, adopted and shall be distributed to fund maintenance and operation expenditures of the City in accordance with Section 26.05(a)(2) of the Texas Property Tax Code and any other applicable laws. **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 2.18 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$9.90.**

### Section 4

Of the total tax rate, \$0.1923 for each \$100 of taxable value is hereby included, adopted, and shall be distributed to pay the City's debt service as provided by Sections 26.04(e)(3)(C) and 26.05(a)(l) of the Texas Property Tax Code and any other applicable laws.

### Section 5

The City Manager, or the City Manager's designee, shall notify the tax assessor-collectors of Johnson and Tarrant counties of the ad valorem tax rate adopted by the City in this Ordinance before September 30, 2022.

### Section 6

The City Manager, or the City Manager's designee, shall include the following statement on the homepage of the City's Internet website: **THE CITY OF BURLESON, TEXAS, ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.18 PERCENT AND WILL RAISE TAXES FOR**

# **MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$9.90.**

## **Section 7**

For enforcement of the collection of taxes hereby levied the City of Burleson shall have available all rights and remedies provided by law.

## **Section 8**

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 9**

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 10**

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.

## **Section 11**

The City Council finds at that meeting adopting this Ordinance there was a quorum present and finds further that said meeting was held in accordance with the provisions of Texas Government Code § 551.001, et. seq.

## **Section 12**

The City Secretary is hereby directed to record this Ordinance and the vote to adopt the Budget.

**PASSED AND APPROVED** the 12th day of September, 2022.

**FIRST READING - SEPTEMBER 6, 2022**

The motion to approve this Ordinance was made by Dan McClendon and seconded by Rick Green, and the Ordinance was passed and approved by the vote:

For: Chris Fletcher, Mayor  
Victoria Johnson, Place 1  
Rick Green, Place 2  
Dan McClendon, Place 5  
Ronnie Johnson, Place 6

Against: Jimmy Stanford, Place 3

Abstain: None.

Absent: Tamara Payne, Place 4

Motion passed 5-1-1.

**FINAL READING - SEPTEMBER 12, 2022**

The motion to approve this Ordinance was made by Dan McClendon and seconded by Ronnie Johnson, and the Ordinance was passed and approved by the vote:

For: Chris Fletcher, Mayor  
Victoria Johnson, Place 1  
Rick Green, Place 2  
Tamara Payne, Place 4  
Dan McClendon, Place 5  
Ronnie Johnson, Place 6

Against: Jimmy Stanford, Place 3

Abstain: None.

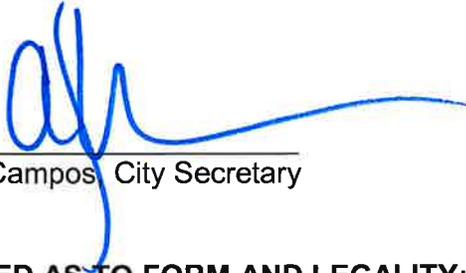
Absent: None.

Motion passed 6-1.



Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**

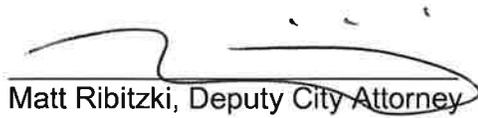


Amanda Campos, City Secretary

*City Seal*



**APPROVED AS TO FORM AND LEGALITY:**



Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

ORDINANCE

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, AMENDING ORDINANCE NO. CSO#1857-09-2021 BY PROVIDING FOR A RESIDENTIAL HOMESTEAD EXEMPTION FROM THE AD VALOREM PROPERTY TAX OF THE CITY OF BURLESON, TEXAS, FOR THE 2023 TAX YEAR AND ALL FUTURE YEARS UNLESS REVISED AT AN AMOUNT EQUAL TO TWO PERCENT OF THE APPRAISED VALUE; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; INCORPORATING THE RECITALS; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Burleson, Texas (the "City") is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the Texas Tax Code provides that the City Council may exempt from ad valorem taxation up to twenty percent (20%) percent of the appraised value of a residential homestead; and

**WHEREAS**, Section 11.13(n) of the Texas Tax Code states that if the exemption percentage set by the City produces an exemption in a tax year of less than \$5,000 when applied to a particular residential homestead, the taxpayer is entitled to an exemption of \$5,000 of the appraised value; and

**WHEREAS**, the City Council must adopt a homestead exemption before July 1st of the tax year the exemption is effective; and

**WHEREAS**, on September 13, 2021, the City Council adopted Ordinance No. CSO#1857-09-2021 providing for the owner of a residence homestead who makes application therefore an exemption for the 2022 tax year and all future tax years, unless revised, from City ad valorem taxation of an amount equal to the sum of one percent (1%) of the appraised value; and

**WHEREAS**, the City Council desires revise and amend Ordinance No. CSO#1857-09-2021 by increasing the amount of the residence homestead exemption beginning tax year 2023; and

**WHEREAS**, the City Council desires to increase the exemption provided for in Ordinance No. CSO#1857-09-2021 and adopt a total two percent (2%) residential homestead ad valorem tax exemption pursuant to Section 11.13 of the Texas Tax Code for the tax year 2023 and all future years, unless such exemption is amended by City Council.

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

### **Section 1**

In addition to any other exemptions provided by state law or City ordinance, except for Ordinance No. CSO#1857-09-2021 which is hereby revised and amended, the owner of a residence homestead who makes application therefore shall be entitled to an exemption for the 2023 tax year and all future tax years, unless revised, from City ad valorem taxation of an amount equal to the sum of two percent (2%) of the appraised value.

### **Section 2**

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 3**

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 4**

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.

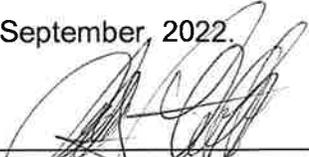
### **Section 5**

It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

### **Section 6**

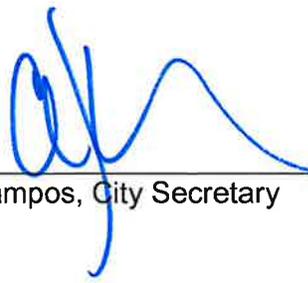
This ordinance shall become effective immediately upon its passage and approval.

**PASSED AND APPROVED** the 12th day of September, 2022.

  
\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**

*City Seal*

  
\_\_\_\_\_  
Amanda Campos, City Secretary



**APPROVED AS TO FORM AND LEGALITY:**

  
\_\_\_\_\_  
Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

**ORDINANCE**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING THE 2022 TAX ROLLS; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Burleson, Texas (the "City") received the certified 2022 tax rolls of the City of Burleson; and

**WHEREAS**, the City desires to approve the tax rolls in accordance with state law.

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

**Section 1**

That the City Council hereby approves the 2022 tax rolls of the City of Burleson, Texas, which will result in a tax levy in the estimated amount of \$30,238,185 (of which \$1,103,298 is tax revenue from the Tax Increment Reinvestment Zone Number Two) based on the Certified Appraisal Rolls as approved and provided by the Appraisal Review Boards of the Johnson Central Appraisal District and the Tarrant Central Appraisal District.

**Section 2**

That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

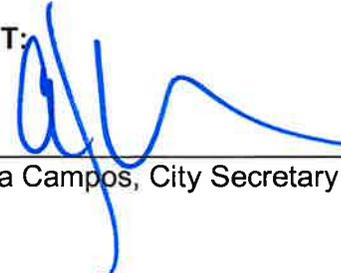
**Section 3**

This ordinance shall become effective immediately upon its passage and approval.

**PASSED AND APPROVED** the 12th day of September, 2022.

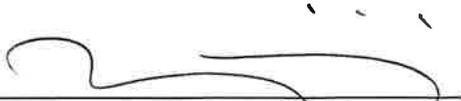
  
\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**

  
\_\_\_\_\_  
Amanda Campos, City Secretary



**APPROVED AS TO FORM AND LEGALITY:**



Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

**ORDINANCE**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, PROVIDING A NEW SCHEDULE OF FEES; INCORPORATING THE RECITALS INTO THE BODY OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE, CUMLUATIVE CLAUSE, AND SAVINGS CLAUSE; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Burleson, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Council passed an ordinance on September 13, 2021, which, among other things, provided a fee schedule that contained a list of all fees charged by the City of Burleson (save and except water and wastewater impact fees, trash, recycling, and garbage collection rates, and impact fees which are wholly contained in a separate ordinances); and

**WHEREAS**, the fee schedule needs to be amended to provide for a fees effective for the 2022-2023 fiscal year; and

**WHEREAS**, the proposed amended fee schedule is attached hereto as Exhibit "A" and incorporated as part of this Ordinance (the "Incorporated Fee Schedule"); and

**WHEREAS**, such fee schedule is intended to repeal and replace existing fees in conflict with the Incorporated Fee Schedule, save and except water and wastewater fees, trash, recycling, and garbage collection rates, and impact fees, which are wholly contained in a separate ordinances; and

**WHEREAS**, the City Council desires that the Incorporated Fee Schedule repeal and replace the current fee schedule; and

**WHEREAS**, the City Council has determined that the adopting the Incorporated Fee Schedule is in the best interest of the City, and further finds and determines that the rules, regulations, terms, conditions, provisions, and requirements of this ordinance are reasonable and necessary to protect public health, safety, and quality of life in the City.

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

**Section 1**

The City of Burleson hereby adopts the Incorporated Fee Schedule (attached hereto as Exhibit "A" and incorporated herein for all purposes) and repeals and replaces any prior fee schedule in conflict with the Incorporated Fee Schedule, to

be effective October 1, 2022.

## **Section 2**

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 3**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

## **Section 4**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

## **Section 5**

All rights and remedies of the City are expressly saved as to any and all provisions of any ordinance affecting fees of the City and to any and all violations of the provisions of any prior ordinance pertaining to the fee schedule and regulations within the City which have accrued as of the effective date of this ordinance; as to such accrued fees, collection activity, violations, and any pending litigation, both civil and criminal, whether pending in court or not, under such prior ordinances, same shall not be affected by this ordinance but may be prosecuted and pursued until final disposition by the courts.

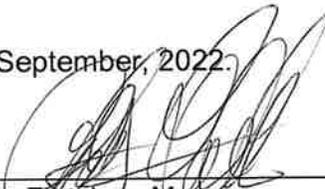
## **Section 6**

That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

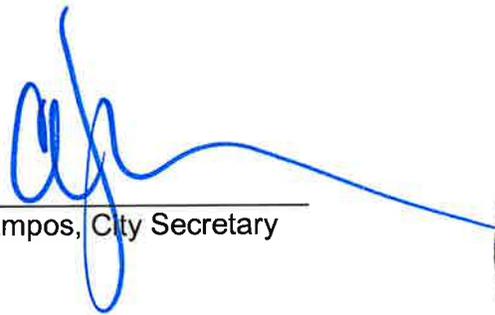
## **Section 7**

This ordinance shall be in full force and effect October 1, 2022 and after its passage and publication as provided by law.

**PASSED AND APPROVED** the 12th day of September, 2022.

  
Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**

  
Amanda Campos, City Secretary

*City Seal*



**APPROVED AS TO FORM AND LEGALITY:**

  
Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

# FY2022-23 FEE SCHEDULE

Animal Control  
BRiCk  
Building Permits and Inspection  
City Manager's Office  
City Secretary's Office  
Code Enforcement  
Economic Development/TIF  
Engineering  
Environmental Health  
Fire Department  
Finance  
Fire Prevention

Golf Course  
Library  
Municipal Court  
Parks  
City Ball Fields  
Park Facilities (Warren, Chisenhall and Mistletoe)  
Park Land Dedication  
Police Department  
Planning  
Records Management  
Russell Farm  
Utility Billing  
Water/Wastewater

## Animal Control

PERMIT/SERVICE	FEE
<b>1. Offense Fees (Impoundment)</b>	
A. First Offense (Altered/Unaltered)	\$30/\$45
B. Second Offense (Altered/Unaltered)	\$60/\$80
C. Third Offense (Altered/Unaltered)	\$85/\$120
<b>2. Small Animal Boarding Fee</b>	\$10/per Day
<b>3. Livestock Impounding Fee</b>	\$75
<b>4. Livestock Boarding Fee</b>	\$10/per Day
<b>5. Adoption Fee</b>	\$20/per Animal
<b>6. Adoption Spay/Neuter Fee</b>	\$75
<b>7. Immunization Fee</b>	
A. Distemper, Parvo and Bordetella	\$20
B. Rabies	\$10
<b>8. Quarantine Fee</b>	\$10/day
<b>9. Microchip Fee</b>	\$15
<b>10. Multi-Pet Permit</b>	
A. Application Fee	\$ 5
B. Permit Fee	\$25/Annually
<b>11. Kennel Permit</b>	
A. Application Fee	\$ 5
B. Permit Fee	\$100/Annually
<b>12. Dangerous Animal Registration Fee</b>	\$250/Annually

## BRiCK

PERMIT/SERVICE	FEE
<b>1. Definitions:</b>	
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)
<b>2. General Policy for BRiCK:</b>	
A. Children below 10 years of age must be accompanied by an adult at all times.	
B. Children 15 and younger must have an adult present in the facility at all times and must be directly supervised in the fitness area.	
C. Children 13 and older may attend a fitness orientation class to be allowed future access to the fitness area without direct adult supervision. A parent or gaurdian must still be present in the facility.	
<b>3. Cancellations/Refunds/Transfers/Medical Policy:</b>	
A. Rentals canceled 30 calendar days or more prior to event date	Receive 100% of the deposit

B. Rentals canceled 29-15 calendar days prior to event date	Receive 50% deposit
C. Rentals cancelled 14 calendar days or less prior to the event date	Forfeit all deposits
D. Rentals downgraded from 2 rooms to 1 room 30 calendar days or more prior to event date	Refunded 100% of deposit paid for the additional room
E. Rentals downgraded from 2 rooms to 1 room less than 30 calendar days prior to event date	Forfeit the portion of the deposit paid for the additional room. For pool party rooms, one-half of the deposit paid for both rooms will be forfeited.
F. Sports rental cancellations	May be subject to an administrative fee not to exceed \$50.00

<b>5A. Memberships Fees</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$235/\$25/\$30
Adult	\$330/\$35/\$40
Senior (62 & Up)	\$280/\$30/\$35
Family	\$505/\$50/\$65

<b>5B. Non-Resident Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$315/\$30/\$40
Adult	\$440/\$45/\$55
Senior (62 & Up)	\$380/\$40/\$50
Family	\$680/\$70/\$85

<b>5C. Military/First Responder Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Youth (3-15 yrs.)	\$185/\$20/\$25
Adult	\$260/\$25/\$35
Senior (62 & Up)	\$225/\$23/\$30
Family	\$405/\$40/\$50

<b>5D. Corporate/Educator Rate</b>	<b>(Annual Contract/Monthly Draft/1 Month)</b>
Adult	\$285/\$30/\$35
Senior (62 & Up)	\$245/\$25/\$30
Family	\$445/\$45/\$60

<b>5E. Summer Punch Pass Rate</b>	<b>(5 Day/10 Day)</b>
Youth (3-15 yrs.)	\$20/\$25
Adult	\$25/\$30
Senior (62 & Up)	\$22/\$27
Family	\$35/\$40

<b>5F. Daily Guest Rate</b>	<b>(1 Day/ Military, First Responder, Educator)</b>
Daily Pass 3 & Up	\$8/\$6
Family Day Pass (up to 4)	\$20/\$15
Groups of 15+	\$6 each/\$4 each

## 6. 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 of Parks and Recreation.

<b>6A. Indoor Aquatics / Party Rooms</b>	<b>(Deposit/Member or Resident/Non-Resident)</b>
Pool Party Room - Max 25 guests	\$50/\$50 per hour/\$81 per hour

Pool Party Room - Max 50 guests	\$50/\$95 per hour/\$142 per hour
Private party without slide - Max 485 guests	\$50/\$237.50 per hour/\$262.50 per hour
Private party with slide - Max 485 guests	\$50/\$262.50 per hour/\$287.50 per hour
Private party with sundeck - 50 max	\$50/\$70/\$108

**General Policies (not limited to the following)**

All rental rates are based on hourly rates with a minimum 2 hour rental.
Rentals and private parties include the use of party room(s) and entire indoor aquatics area
Private party fees include the cost of after-hours lifeguards

**6B. Meeting Room Rentals**

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

	<b>(Deposit/Member or Resident/Non-Resident)</b>
1,400 square feet	\$50/\$45 per hour/\$61 per hour
2,800 square feet	\$50/\$80 per hour/\$108 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.
After Hours Fee	<b><u>\$30/hr in addition to rental fees listed above</u></b>

**6C. Gymnasium Rentals**

**(Deposit/Member or Resident/Non-Resident)**

Half Court	\$50/\$25 per hour/\$46 per hour
Full Court	\$50/\$35 per hour/\$61 per hour
Two Full Courts	\$50/\$65 per hour/\$108 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household
After Hours Fee	<b><u>\$30/hr in addition to rental fees listed above</u></b>

**6D. Group Fitness**

**(Deposit/Member or Resident/Non-Resident)**

Group Exercise Room Rental - Max 25 guests	\$50/\$25 per hour/\$35 per hour
Damage Deposit	Will be refundable provided the usage contract terms are met. Refund is subject to any remaining balance due on household.
After Hours Fee	<b><u>\$30/hr in addition to rental fees listed above</u></b>

**6E. Kids Zone:**

All Family memberships excluding Daily Guests	No additional cost
Daily Guests	\$2 per hour/per child

**General Policies (not limited to the following):**

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

**6F. Outdoor Swimming Pool**

**(All rentals are based on hourly rates with a minimum of two hour rental):**

Daily Passes - Youth (Age 3-15)	\$0/\$3/\$3
Daily Passes - Adult (Age 16-61)	\$0/\$4/\$4

**6G. Outdoor Pool Rental/Private Parties:**

**(Deposit/Member or Resident/Non-Resident)**

0-49 attendees/ guests	\$75/\$65 per hour/\$75 per hour
------------------------	----------------------------------

50-149 attendees/ guests	\$75/\$75 per hour/\$85 per hour
<b>6H. Splash Pad Private Rental</b>	<b>(Deposit/Member or Resident/Non-Resident)\$50/\$60 per hour/\$70 per hour</b>
<b>Max Guest: 150 Private Rental</b>	
<b>6I. Party Packages (2 hours)</b>	<b>(Deposit/Fee)</b>
Basic - 1 Activity (24 participants)	\$50/\$225
Additional Activity (Pool or Gym/Boulder)	\$0/\$30
Additional Guests	\$5 each
<b>6J. Splash Pad Pavilion Rental</b>	<b>(Deposit/Member or Resident/Non-Resident)</b>
Cost per pavilion, 2 available	
Max guests: 20 per pavilion	\$50/\$30 per hour/\$40 per hour
<b>*Rentals of the splash pad pavilion will only be allowed during certain hours</b>	
<b>General Policies (not limited to the following):</b>	
Private party fees include the cost of afterhours lifeguards	
The Damage Deposit will be refundable provided the usage contract terms are met	
Refund is subject to any remaining balance due on household	

## Building Permits and Inspection

PERMIT/SERVICE	FEE
<b>1. Fees for new structural occupancy (Single family dwelling, duplex, townhouse)</b>	\$0.60/ft. all area under one roof
<b>2. Fees for new Commercial (Except apartment and shell buildings)</b>	
A. 500 SQ. FT. OR LESS	\$450
B. 501 - 1,000	\$850
C. 1,001 - 2,500	\$2,132
D. 2,501 - 8,500	\$65 + \$0.665/Sf
E. 8,501 - 50,000	\$5,000 + \$0.30/Sf
F. 50,001 - 100,000	\$12,285 + \$0.125/Sf
G. 100,001-500,000 SQ. FT.	\$17,485 + \$0.083/Sf
H. 500,001 or more SQ. FT.	\$43,485 + \$0.042/Sf
<b>3. Fees for Shell Buildings</b>	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above
<b>4. Fees for new Apartment Only</b>	
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.
<b>5a. Commercial single trade permits</b>	
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>5b. Residential single trade permits</b>	\$65/each

<b>6a. Residential Addition - addition to an existing residential structure</b>	\$0.50/Sq Ft
<b>6b. Residential Remodel - alterations, repairs &amp; remodeling to an existing residential structure</b>	\$0.25 /Sq Ft
<b>7. Commercial Remodel / Addition - alterations, repairs, additions &amp; remodeling to existing commercial structure. (Based on valuation)</b>	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
<b>8. New Construction for garages, barns &amp; storage buildings over 200 Sq Ft</b>	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
<b>9. Certificate of Occupancy (Commercial remodel, new tenant, &amp; tenant finish out)</b>	
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
<b>10. Reinspection Fees</b>	
A. Reinspection Fee - 2nd red tag for same item	\$75
B. Reinspection Fee - 3rd red tag for same item	\$150
<b>11. Miscellaneous Permits</b>	
A. Swimming Pool	
1. In-Ground	\$200
2. Above Ground	\$ 50
B. Other - Includes:	
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
<b>12. After Hours Inspection</b>	\$60 per hour (2 hour minimum)
<b>13. Plan Review</b>	
A. Commerical Plan Review (New Only)	40% of Building Permit Fee - \$250 minimum & a \$7,000 maximim (non-refundable)
B. Commerical Remodel/Addition	40% of Building Permit Fee (non-refundable)
C. Residential Plan Review (New)	\$75/each
D. Residential Plan Review (Remodel/	\$30
<b>Additional Building Codes &amp; Standards Board</b>	\$150
<b>15. Electrician's License</b>	
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	Residential \$65/Commercial \$75
<b>16. Mechanical License</b>	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
B. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
<b>17. Plumbing Contractor's Registration</b>	
A. First Annual	\$0
B. Renewal	\$0
C. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
<b>18. Temporary Use</b>	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50
E. Carnival & Circus	\$50
<b>19. 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.)</b>	\$25
A. First Revision	\$75
B. Second Revision	\$150
C. Each Additional Revision	\$200/each

<b>20. Modular buildings/construction trailers (Utilities require separate permit - see #5 - one trade only permits)</b>	\$50
<b>21. Commercial Canopy/Cover</b>	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.

## City Manager's Office

PERMIT/SERVICE	FEE
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

## City Secretary's Office

PERMIT/SERVICE	FEE
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

## Code Enforcement

PERMIT/SERVICE	FEE
1. Administrative Cost to File Liens for Cost of Mowing and Nuisance Abatement	\$120
2. Weed mowing and nuisance abatement notification fee	\$50

## Economic Development/TIF

PERMIT/SERVICE	FEE
<b>Mayor Vera Calvin Plaza in Old Town:</b>	
1. Plaza reservation: half-day (up to 6 hours)	\$2,500 + \$1,500 refundable deposit
2. Plaza reservation: full day (in excess of 6 hours)	\$5,000 + \$2,500 refundable deposit

## Engineering

PERMIT/SERVICE	FEE
<b>1. Developers Contract Fee</b>	4% Of Value of Contract
<b>2. Closing Abandoning of</b>	
A. Right-of-Way	\$550
B. Easement	\$250
<b>3. Sign Installation</b>	\$250 per sign
<b>4. Plan Review</b>	
A. Initial Submittal	\$750
B. Every Additional Review	\$250
<b>5. Easement/Right of Way Use Agreement</b>	\$125
<b>6. Traffic Study Fee</b>	\$1,250
<b>7. Flood Study Reviews</b>	\$1 per foot of reach length / \$2,000 minimum
<b>8. Overtime Inspection Fee</b>	\$55 per hour

## Environmental Health

PERMIT/SERVICE	FEE
<b>1. Food Safety Inspection Fees</b>	
A. Grocery	
1. 5 000 s . ft.	\$275
2. > 5,000 sq. ft.	\$400
B. Food Service	
1. 500 s . ft.	\$150
2. 500 1 500 s . ft.	\$200
3. 1 500 3 000 s . ft.	\$275
4. 3 000 6 000 s . 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 s . 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 s . ft.	\$0
2. 500 3 000 s . 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 rapped for.

1. From 1-30 days	10% of fee owed
2. From 31-60 days	20% of fee owed
<b>2. On-site sewage facility fees</b>	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
<b>3. Beer and Wine Permit</b>	One half the state fee assessed for each State permit issued
<b>4. Mixed Beverage Permit- After third year of operations</b>	One half the state fee assessed for each State permit issued
<b>5. Municipal Settings Designation</b>	
A. Application Fee	\$2,000
B. Third-party environmental review fee	\$5,000
<b>6. Miscellaneous Permits</b>	
A. Swimming Pool, Spa & Interactive Water Feature	
1. Plan Review and Opening Inspection	\$150
2. Annual Permit	\$250
3. Required Reinspection	\$75
<b>7. Food Truck Operational Site permit</b>	\$50 for Six Months
<b>8. Seasonal Permit (Farmers Market and Snow Cone Stand)</b>	\$100
<b>9. Food Handler Class Fee</b>	\$15

## Fire Department

PERMIT/SERVICE	FEE
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

## Finance

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

## Fire Prevention

PERMIT/SERVICE	FEE
<b>1. Fire Alarm System</b>	
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
<b>2. Automatic Sprinkler System Fees</b>	
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
<b>3. Other Extinguishing System</b>	\$150
<b>4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid</b>	\$125 per tank
<b>5. Pyrotechnic Display</b>	\$150 per display per day
<b>6. LPG Installation - portable containers of greater than 125 gallons water capacity at properties where natural gas service is not available</b>	\$125 per container
<b>7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid</b>	\$125 per tank
<b>8. Authorized Burning Permit</b>	\$250 per trench/pit, plus \$25 each burn day
<b>9. Carnival/Circus Permit</b>	\$50
<b>10. Foster Home Inspections</b>	\$35
<b>11. Daycare/Health Facilities Licensing Inspections</b>	\$75
<b>12. Other Permits required by Fire Code</b>	\$50
<b>13. Re-inspections Fees</b>	\$45
<b>14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City</b>	\$50 annually
<b>15. Installation of Special Locking Systems</b>	\$250
<b>16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes)</b>	\$50
<b>17. Standpipe Systems</b>	\$50 each standpipe
<b>18. Tent Permit</b>	\$100
<b>19. Public Event Permit Fee</b>	\$250
<b>20. Gas Well Fees</b>	
A. Oil and Gas Well Permit	\$5,000 per wellhead
B. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)
C. Gas Well Pad Site Annual Inspection Fee	\$5,000 per pad site (due June 1 annually)

## Golf Course

PERMIT/SERVICE	FEE
<b>1. Green Fees (All Fees include 1/2 cart and applicable taxes)</b>	
A. Monday through Friday	<b>(Cart Inclusive Rate/Green Fee)</b>
1. M-F: Open - Noon	\$30/\$21 - Senior & Active Military Rate
2. M-F: Noon - 3pm	\$30/\$21 - Senior & Active Military Rate
3. M-F: 3pm - Close	\$20
4. Super Twilight @ 5pm	\$15
5. Senior Card (55+)	\$49.99 (year)
B. Saturday, Sunday, & Holidays Green Fees	
1. Sat & Sun (& Holidays): Open - Noon	\$37
2. Sat & Sun (& Holidays): Noon - 3pm	\$37
3. Sat & Sun (& Holidays): 3pm - Close	\$21
4. Super Twilight @ 5PM	\$15
C. Replay Green Fees	
1. 9 additional holes	\$10
2. 18 additional holes	\$15
3. Senior Card (55+)	\$21
<b>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.</b>	
<b>2. Cart Fees</b>	
9 holes	\$8.00
18 holes	\$15.00
<b>3. Monthly Membership Fees: both include unlimited range balls, 10% discount in the pro-shop &amp; \$20 golf after 2pm.</b>	
Silver	\$29.99
Gold - Golf discounts prior to 2pm daily	\$69.99

## Library

PERMIT/SERVICE	FEE
<b>1. Overdue Library Materials</b>	No Charge
<b>2. Overdue Interlibrary Loan Materials</b>	No Charge
<b>3. Replacement of Lost Materials</b>	Cost or exact replacement
<b>4. Damaged Library Materials</b>	Cost or exact replacement
<b>5. Black &amp; White Copies/Printing</b>	\$.10/Page
<b>6. Use computer / internet / wireless internet</b>	No Charge
<b>7. Color Copies / Printing</b>	\$.25/Page
<b>8. Library Cards for Residents, Teachers and Students from schools within City Limits, TexShare Cardholders</b>	No Charge
<b>9. Non-Resident Fees</b>	
Annually Renewable	\$25/ individual or \$50/ family
**In lieu of fee (patron can volunteer)	
<b>10. Senior Non-Resident Fee (age 62 and over)</b>	
Annually Renewable	\$12.50/ individual
<b>11. Meeting Room Fees/ Usage Fees</b>	<b>Non-Cardholders / Businesses / Other For Profit Groups</b>
A. Small conference room	\$25 minimum (1st 2 hours) + \$10 each addl. Hour

B. Large conference room	\$50 minimum (1st 2 hours) + \$25 each addl. hour
<b>12. Proctoring Fee</b>	\$20/exam
<b>13. 3D Printing</b>	\$.10/gram - \$1.00 minimum

## Municipal Court

PERMIT/SERVICE	FEE
Return Check Fee	\$ 35 per

## Parks

PERMIT/SERVICE	FEE
<b>City Ball Fields</b>	
<b>1. Unreserved</b>	No Charge
<b>2. Organized League Athletics</b>	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play
<b>3. Ball Field Reservations</b>	
A. Reservations/Field	\$25 w/o lights
<b>4. Tournament Fees</b>	
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)

<b>1. Pavillion</b>	
A. Full Shelter	\$20/HR
<b>2. Tennis Courts</b>	
A. Tournament Reservations - Resident	\$10/HR.
B. Tournament Reservations - Non-Resident	\$15/HR.

## Stage Rental Fees (All fees are based on a 4 hour stage rental)

<b>1. For Profit Organizations</b>	\$3,300
A. Extra Speakers	\$450
B. Additional Hours	\$500/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile
<b>2. Not For Profit Org (501c3 required)</b>	\$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 to maximize play.**

## Park Land Dedication

Fee in lieu of land - <b>Single Family</b> (Charged with filing of the plat & only applicable if land is not dedicated)	\$458
Park Development Fee - <b>Single Family</b> (charged with filing of the plat)	\$818
Fee in lieu of land - <b>Multi-Family</b> (Charged with filing of the plat & only applicable if land is not dedicated)	\$399
Park Development Fee - <b>Multi Family</b> (charged with filing of the plat)	\$711

## Police Department

PERMIT/SERVICE	FEE
<b>1. Copy Services for Accident Reports or information or Copy of Certification of no report</b>	\$6.00/EA
<b>2 Additional Fee for Certified Copies</b>	2/EA
<b>3. License for Sexually Oriented Businesses</b>	
A. New license	\$500
B. License renewal	\$500
C. Non-conforming license	\$500
D. Reinstatement fee	\$500
E. Application for location exemption	\$250
<b>4. Alarm System Fees</b>	
A. Residential Permit Fee	\$50
B. Commercial Permit Fee	\$100
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
<b>5. Solicitor Permits/Registration</b>	
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
<b>6. Good Conduct Letter</b>	\$8/Each

# Planning

PERMIT/SERVICE	FEE
<b>1. Preliminary Plat</b>	
A. Residential	\$850 + \$15/lot
B. Non-residential	\$500 + \$20 per acre
<b>2. Final Plat</b>	
A. Residential	\$500 + \$10/lot
B. Non-residential	\$500 + \$15 per acre
<b>3. Plat Revision</b>	
A. Re-plat	\$500 + \$10/lot
B. Amending Plat	\$350
<b>4. Plat Vacation/Short Form</b>	\$300
<b>5. Minor Plat</b>	\$400
<b>6. ETJ Plat Exemption Letters</b>	\$25
<b>7. Zoning Change/Specific Use Permit</b>	
A. Less than 3 acres	\$700
B. 3.1 - 10 acres	\$900
C. 11 -29 acres	\$1,400
D. 30+ acres	\$1,600 + \$15/acre over 30 (\$2800 max)
<b>8. Planned Development/Permit</b>	\$1,000 + \$20 per acre
<b>9. Preprinted Zoning Ordinances</b>	Free Online
<b>10. Pre-Printed Subdivision Policies</b>	Free Online
<b>11. Comprehensive Plan</b>	Free Online
<b>12. Comprehensive Plan Summary</b>	Free Online
<b>13. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary)</b>	\$500
<b>14. Legal Filing Fees</b>	
A. First sheet - Small plat	\$50
B. First sheet - Large plat	\$80
C. Each additional sheet	\$25
<b>15. Shopping Center Sign Package Review Fee</b>	\$250
<b>16. Commercial Site Plan (CSP) fee</b>	\$500
<b>17. Commercial Site Plan Amendment</b>	\$250
<b>18. Annexation/Disannexation Requests</b>	\$500
<b>19. Renotification Fee (at applicant's request)</b>	\$125
<b>20. Zoning Verification Letter fee</b>	\$25
<b>21. Roadway Impact Fees</b>	Refer to Current Impact Fee Ordinance for Fees
<b>22. Variances and Waiver Requests:</b>	
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

**23. Deployment of Wireless Network (small cell) Nodes in the Right of Way**

Refer to the current Cell Nodes Ordinance for Fees

**24. Emergency Warning System Cost (charged with filing of the plat)**

\$25/acre

## Records Management

PERMIT/SERVICE	FEE
<b>1. Paper Copies</b>	
A. Standard-Size Paper Copy (Measures less than 8.5 X 14)	\$ .10 per page
B. Non-Standard Size Paper Copy (Larger than 8.5 X 14)	\$.50 per page
C. Specialty Paper	Actual Cost
<b>2. Computer Diskette (CD/CDR)</b>	\$1.00 each
<b>3. Digital Video Disc (DVD)</b>	\$3.00 each
<b>4. Audio Cassette</b>	\$1.00 each
<b>5. VHS Video Cassette</b>	\$2.50 each
<b>6. Computer Magnetic Tape</b>	Actual Cost
<b>7. Data Cartridge</b>	Actual Cost
<b>8. Tape Cartridge</b>	Actual Cost
<b>9. Thumb Drive</b>	Actual Cost
<b>10. JAZ drive</b>	Actual Cost
<b>11. Other Electronic Media</b>	Actual Cost
<b>12. Miscellaneous Supplies</b>	Actual Cost
<b>13. Postage &amp; Shipping</b>	Actual Cost
<b>14. Photographs</b>	Actual Cost
<b>15. Maps</b>	Actual Cost
<b>16. Other Costs</b>	Actual Cost
<b>17. Outsourced/Contracted Services (may not include development costs)</b>	Actual Cost
<b>18. Microfiche/Microform</b>	
A. Paper Copy	\$.10 per page
B. Film/Fiche Copy	actual cost
C. Document Retrieval/Remote	actual cost
<b>19. Computer Resource</b>	
A. PC or LAN	\$1.00 per clock hour
B. Client/Server	\$2.20 per clock min
C. Midsized	\$1.50 per CPU min
D. Mainframe	\$10.00 per CPU min
<b>20. Labor Charges</b>	
A. Programming Time	\$28.50 per hour
B. Locating/Compiling/Reproducing	\$15.00 per hour
C. Labor Charge - CANNOT be charged for 50 or fewer pages; Overhead charge can only be added if there is a charge for labor (>50 pgs)	20% of labor cost
<b>21. FAX</b>	
A. Local	N/A
B. Long Distance, Same Area Code	N/A
C. Long Distance, Different Area Code	N/A
<b>22. General Information</b>	
A. Down Payments	50% of estimated cost if the requestor is given an itemized statement
*NO SALES TAX CAN BE CHARGED per AG	

B. Credit Card Transaction fee	fees may be recovered
<b>23. Body Worn Camera Recordings</b>	
A. Responsive to Request / AND	\$10.00 per recording
B. Audio or Video Footage	\$1.00 per full min

## Russell Farm

PERMIT/SERVICE	FEE
<b>1. Building Rental</b>	<b>All rental rates based on hourly rates w/ a minimum 4 hour rental</b>
A. Chesapeake Building - Operational hours	\$50 per hour
B. Chesapeake Building - Non-operational hours	\$71 per hour
C. Baker Building - Operational Hours - 500 Sq ft. - Max occupancy: 50	\$38 per hour
D. Baker Building - Non-Operational Hours	\$59 per hour
E. Hay Barn/Outdoor Pavilion - Operational Hours - 1,110 sq. ft. - Max occupancy: 100	\$31 per hour
F. Hay Barn/Outdoor Pavilion - Non-Operational Hours	\$53 per hour
<b>2. Reservation and Refund Policies</b>	
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. A deposit is required on facility rentals along with the completion of the Russell Farm Reservation contract. The deposit will be refunded if the area used has been left in good order and if all conditions of the Russell Farms rental/refund policies are met. Refund of damage deposit is subject to any remaining balance due on household.	
<b>3. Rental Cancellation Refunds:</b>	
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 seasonal specials. In the event of a conflict, the City Council shall provide the final resolution.	

## Utility Customer Service

PERMIT/SERVICE	FEE
<b>1. Security Deposits</b>	
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
<b>2. Penalty Amount for Late Bills</b>	10% Excluding Tax
<b>3. Returned Payment Fee</b>	\$35
<b>4. Extension Fee</b>	\$5
<b>5. Reconnect Fee</b>	
A. Standard	\$35
B. Reconnect Fee After 5:00 PM and on weekends and holidays	\$50
<b>6. Extra Trip Fee</b>	\$15
<b>7. Meter Test Fee</b>	
A. For 3/4" or 1" Meter	\$30
B. For 1 1/2" Meter and Larger	\$125
<b>8. Temporary Service Fee (2 day limit and 2,000 gallons)</b>	\$30
<b>9. Transfer Fee</b>	\$15
<b>10. Construction Meter Non-Read Fee</b>	\$100
<b>11. After Hours Turn-on Fee</b>	\$50
<b>12. Initiation Fee (in addition to deposit)</b>	\$10
<b>13. Tampering Fee</b>	
A. First Occurrence	\$50
B. Second Occurrence	\$100
C. Third Occurrence	\$150
<b>14. Pull Meter Fee</b>	\$30
<b>15. Datalog Fee</b>	\$30

# Water/Wastewater

PERMIT/SERVICE	FEE	ADDITIONAL INFORMATION/REQUIREMENTS
<b>1. Tap Fees</b>		
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 easement	\$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		TBD by Utilities Supervisor
R. 4" Tap, Meter and Box		TBD by Utilities Supervisor
S. 4" Sewer Tap in Pavement	\$866	
T. 4" Sewer Tap in Easement	\$985.41	
U. Relocate 5/8" Meter	\$201	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	Get quote from Public Works
W. Relocate 1" Meter	\$215	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	
AB. 2" + Meter Box	\$117	
AC. Pavement Cut / Replacement		TBD by Utilities Supervisor
AD. Automatic Flush Valve	\$1,000	
AE. Water and Wastewater Impact Fees (Burleson charges both City of Burleson and City of Fort Worth Impact Fees)		Refer to Current Impact Fee Ordinance for Fees

ORDINANCE

AN ORDINANCE ESTABLISHING RATES TO BE CHARGED FOR WATER AND WASTEWATER SERVICE IN THE CITY OF BURLESON; INCORPORATING THE RECITALS INTO THE BODY OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE, CUMULATIVE CLAUSE, AND SAVINGS CLAUSE; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Burleson, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council passed an ordinance in September of 2021 which, among other things, provided rates to be charged for water and wastewater service; and

WHEREAS, the rates for water and wastewater may be amended from time to time as provided by Section 82-2 of the City of Burleson Code of Ordinances; and

WHEREAS, the rates and fees industrial waste discharge as described in Article II (Industrial Waste Discharge) of Chapter 82 (Utilities) of the City of Burleson Code of Ordinances may be amended from time to time; and

WHEREAS, the City Council desires set new rates for water and wastewater service; and

WHEREAS, City Council desires to set new fees and rates related to industrial waste discharge; and

WHEREAS, the City Council has determined that adopting the rates for water and wastewater service as set forth herein 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

The base water rates per meter size shall be as follows:

3/4"	\$ 15.56
1"	\$ 22.41
1.5"	\$ 42.19
2"	\$ 62.18
3"	\$149.55
4"	\$ 249.26
6"	\$ 497.41
8"	\$ 745.56
10"	\$ 991.51
12"	\$1,144.90

## Section 2

In addition to the base water rate per meter size, the water rates for all areas of the City are as follows:

- (1) 1 gallon to 10,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$4.76/1000 gallons

- (2) 10,001 gallons to 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$5.75/1000 gallons

- (3) Over 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$6.57/1000 gallons

- (4) Gas Well Drilling

<u>Meter Size</u>	<u>Charge</u>
all	\$13.55/1000 gallons

## Section 3

The base wastewater rate shall be as follows: \$19.16/month.

## Section 4

The wastewater volume rates are as follows:

### Residential

Residential wastewater volume will be determined as the average of water consumption billed in the months of January, February, and March up to a maximum of 12,000 gallons. If a customer has not established an average for these three months, wastewater volume will be determined as the citywide residential average for those months.

The rate applied to this volume will be \$5.32 per 1,000 gallons.

Maximum wastewater charge to residential customers using wastewater services only:

Maximum residential wastewater rate:                      \$83.00

Commercial

All usage: \$5.32 per 1000 gallons

Abnormal Sewage Surcharge

Commercial customers whose discharge is found to qualify under the abnormal sewage ordinance will be surcharged according to the following rates:

Biochemical Oxygen Demand (BOD) \$0.4407 per pound

Total Suspended Solids (TSS) \$0.2649 per pound

**Section 5**

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 6**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**Section 7**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**Section 8**

All rights and remedies of the City are expressly saved as to any and all provisions of any ordinance affecting water and wastewater fees of the City and to any and all violations of the provisions of any prior ordinance pertaining to water and wastewater fees and regulations within the City which have accrued as of the effective date of this ordinance; as to such accrued fees, collection activity, violations, and any pending litigation, both civil and criminal, whether pending in court or not, under such prior ordinances, same shall not be affected by this ordinance but may be prosecuted and pursued until final disposition by the courts.

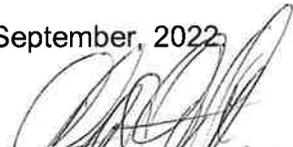
**Section 9**

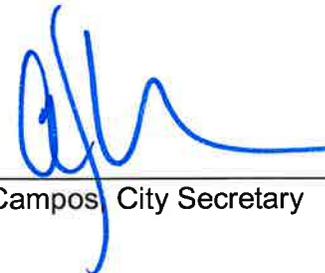
That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

**Section 10**

This ordinance shall be in full force and effect October 1, 2022 and after its passage and publication as provided by law.

**PASSED AND APPROVED** the 12th day of September, 2022.

  
\_\_\_\_\_  
Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**   
\_\_\_\_\_  
Amanda Campos, City Secretary

*City Seal*



**APPROVED AS TO FORM AND LEGALITY:**

  
\_\_\_\_\_  
Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**

**ORDINANCE**

**AN ORDINANCE ESTABLISHING RATES TO BE CHARGED FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL AND NON-RESIDENTIAL SOLID WASTE, RECYCLABLES AND TRASH WITHIN THE CITY OF BURLESON; INCORPORATING THE RECITALS INTO THE BODY OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE, CUMULATIVE CLAUSE, AND SAVINGS CLAUSE; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Burleson, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Council previously passed an ordinance, which, among other things, provided a set of fees for solid waste, recyclables, and trash collection; and

**WHEREAS**, the fees for solid waste, recyclables, and trash collection need to be amended and may be amended in accordance with Section 82-92 of the City of Burleson Code of Ordinances; and

**WHEREAS**, the City Council desires set fees for solid waste, recyclables, and trash collection for the upcoming fiscal year; and

**WHEREAS**, the City Council has determined that adopting the fees for solid waste, recyclables, and trash collection set forth herein 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**

The monthly charge for gathering and removal of all solid waste (as defined in Section 82-81 of the Code of Ordinances of the City of Burleson, Texas) for residential and non-residential units within the corporate limits of the City of Burleson shall be as follows:

- (1) Residential Unit exclusive of sales tax and applicable state fees:

Waste Collection	\$13.502X/Week
Recycling	\$ 2.50
Admin and Overhead	\$ 1.00
Franchise Fee	\$ 1.20
Total	\$18.20

(2) Non-Residential Unit exclusive of sales tax and applicable state fees:

Minor Collection

(10 bags or 1- 96 gallon container)

Base Rate	\$16.882X/Week
Administration	\$ 3.50
Franchise Fee	\$ 1.62
Total	\$22.00

Major Collection

(20 bags or 2- 96 gallon containers)

Base Rate	\$28.422X/Week
Administration	\$ 1.91
Franchise Fee	\$ 2.43
Total	\$32.76

## **Section 2**

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 3**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

## **Section 4**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

## **Section 5**

All rights and remedies of the City are expressly saved as to any and all provisions of any ordinance affecting solid waste, recyclables, and trash collection fees of the City and to any and all violations of the provisions of any prior ordinance pertaining to solid waste, recyclables, and trash collection fees and regulations within the City which have accrued as of the effective date of this ordinance; as to such accrued fees, collection activity, violations, and any pending litigation, both civil and criminal,

whether pending in court or not, under such prior ordinances, same shall not be affected by this ordinance but may be prosecuted and pursued until final disposition by the courts.

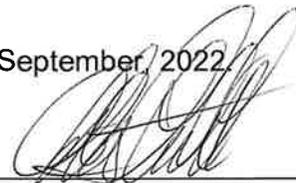
**Section 6**

That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

**Section 7**

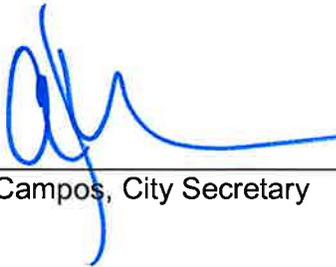
This ordinance shall be in full force and effect October 1, 2022 and after its passage and publication as provided by law.

**PASSED AND APPROVED** the 12th day of September, 2022.



Chris Fletcher, Mayor  
City of Burleson, Texas

**ATTEST:**



Amanda Campos, City Secretary

*City Seal*



**APPROVED AS TO FORM AND LEGALITY:**



Matt Ribitzki, Deputy City Attorney

**First Reading approved on September 6, 2022.**