

**CITY  
OF  
BURLESON  
TEXAS**

**ANNUAL OPERATING BUDGET  
AND  
PLAN OF SERVICES  
FOR FISCAL YEAR 2013-2014**

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





# INTRODUCTION AND OVERVIEW

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## CITY BRIEF

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

About a decade after the turn of the century,



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

Thanks to its humble beginnings, Burleson has retained a small, welcoming hometown feel, removed from the hustle and bustle of the Metroplex, but still close enough to take advantage of the benefits of the urban lifestyle. Neighbors still meet at one of Burleson's many annual events such as Founder's Day, the largest 4th of July

parade in the county, and the Christmas Parade of Lights.

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

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

For golf fans, Hidden Creek Golf Course offers challenges for the high-handicapper and touring professionals alike. It has been voted the "toughest public golf course" in the Dallas/Ft. Worth metroplex two years running by the Ft. Worth Business Press and the Dallas



Business Journal calls Hidden Creek in the "top five public golf courses in the state". As an added bonus, the Hidden Creek Golf Course recently completed renovations to



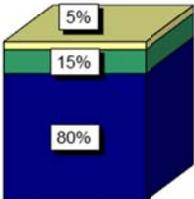
www.bestplaces.net, the low crime rate, low cost of living and good schools make Burleson a very attractive place to call "home". In addition, the median home cost is \$122,061 which makes Burleson a very affordable place to live for young families.

the course and also the clubhouse in order to offer an even more appealing and challenging golf experience.

Burleson's location on the southwest edge of the Metroplex allows Burleson to retain its distinct personality while still being a valuable member of the Metroplex. It is 12 miles south of downtown Fort Worth and 35

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

**IN-MIGRATION 2007-2008  
JOHNSON COUNTY\***



■ From another county in Texas ■ From another state ■ From another country

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

miles southwest of Dallas. The average commute is 32 minutes. There are two major airports within 45 minutes, as well as the well-equipped and local Spinks airport with a lighted 6,000 foot concrete runway for commuter and executive travel. Soon, commuting will be even faster thanks to the planned regional rail station that will be part of the Metroplex rail line and the new Chisholm Trail tollway slated for completion in 2014.



fall ball baseball league.

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

Burleson has grown to a population of about 39,130 people at this time. According to

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

Recent arrivals include Honda, Nissan, Texas Wesleyan University, QT and Chicken E Foodservice, Inc., soon to be joined by Sam's Club.

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

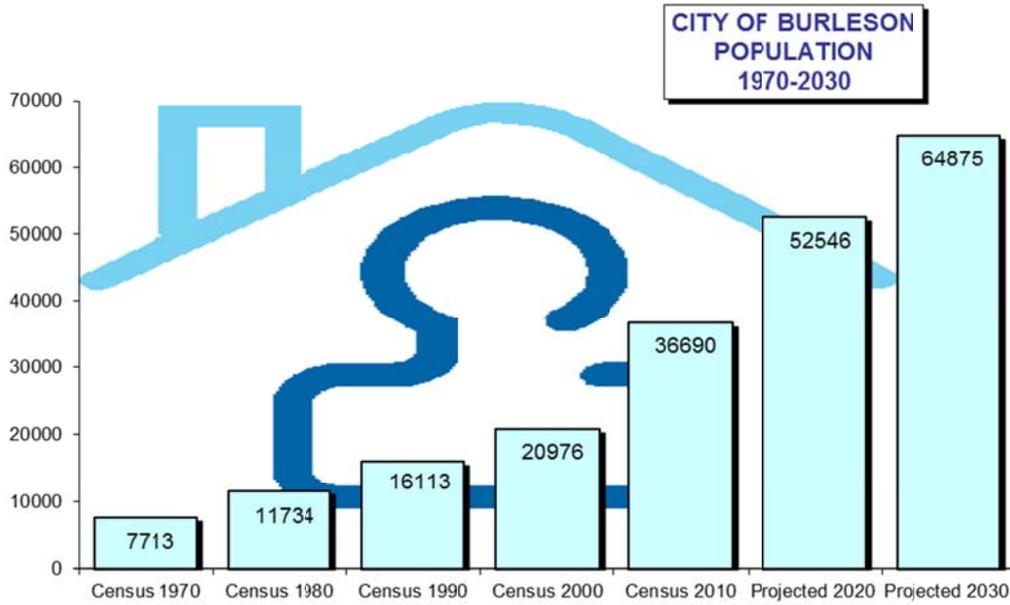
In addition to family friendly dining and retail galore, Highpoint Business Park is ready for development. Strategically located on IH 35W, there are a variety of incentives available for interested investors, a pro-business climate and "make it happen" attitude toward development community-

wide. Chicken E Foodservice, Inc. is the newest occupant.

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

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

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



### MAJOR EMPLOYERS

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

### STRATEGIC GOALS AND STRATEGIES

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

We are...

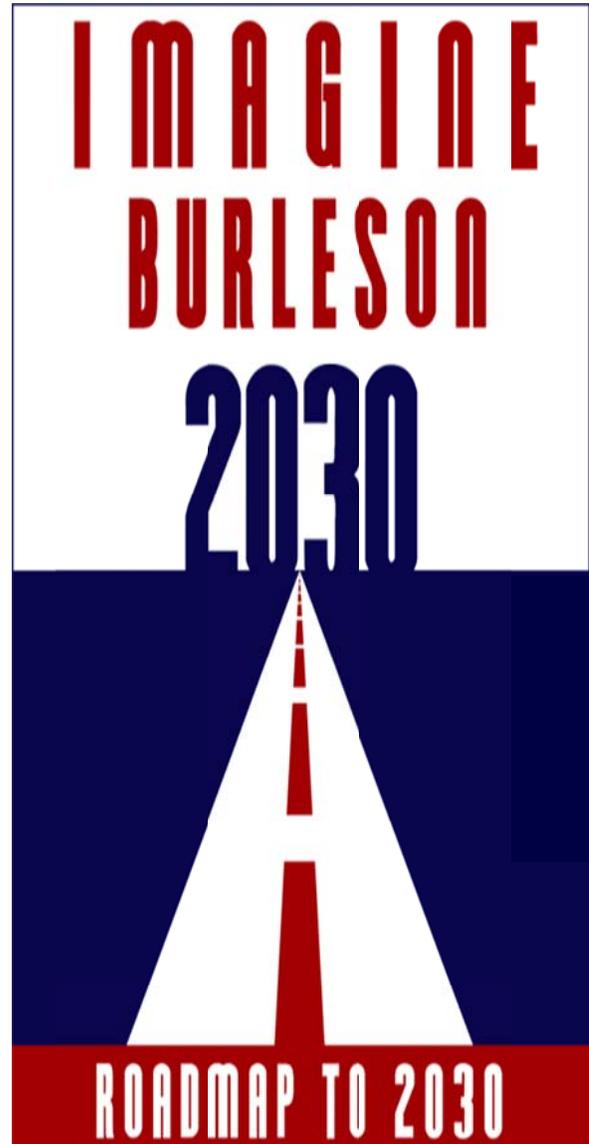
- Focused on building a dynamic future, while preserving our rich history.
- Dedicated to establishing a great place to live, learn, work, and play.
- Committed to being a sustainable community for all, through every stage of life.

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

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

Immediately following "The Game Plan" is a brief summary of other more specific planning processes in place at the City of Burleson.

It is within this framework that The City of Burleson's budget process occurs. It is a continuous process with no defined beginning or end. Budgeting activities which have taken place at a more individual and informal manner in prior years are becoming more standardized and are being documented more completely than in the past.





# GAME PLAN

## OUR VISION

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

## OUR MISSION

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

## OUR GOALS



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



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



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



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



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

## OUR VALUES

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

## CITY PLANNING PROCESSES

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

**CITY MANAGER’S MESSAGE**

**FOR THE FY 2013-2014 PROPOSED BUDGET**

**TO**

**MAYOR KENNETH D. SHETTER**

**AND**

**MEMBERS OF THE BURLESON CITY COUNCIL**

**August 19, 2013**

In accordance with the Texas Local Government Code and the Charter of the City of Burleson, the Proposed Annual Operating Budget for the fiscal year beginning October 1, 2013 and ending September 30, 2014 is hereby submitted. The proposed budget presents, in financial terms, the plan for accomplishment of the delivery of municipal services during the forthcoming fiscal year. The narrative which follows provides a detailed overview of the proposed budget.

**PROPOSED GENERAL FUND BUDGET**

**Revenues**

Total operating revenues for FY 2013-14 are \$27,452,926 as proposed, approximately \$1,382,787 more than in FY 2012-13.

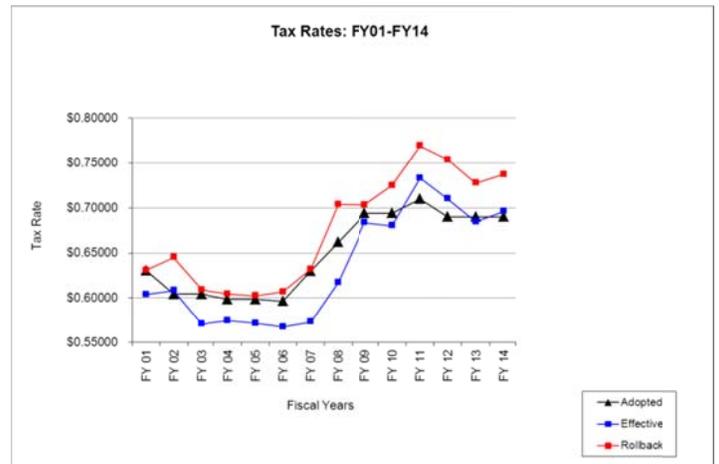
**Property Taxes**

**Tax Valuation**

The City’s 2013 taxable value net of protested value, as provided by the Johnson County Appraisal District and Tarrant Appraisal District is \$2,402,881,616, an increase of \$80,012,451 or 3.4% over 2012’s \$2,322,869,135. This increase in value is primarily attributed to \$61,628,397 in the value of new improvements added to the tax base.

**Tax Rate**

The property tax rate in the proposed base budget is \$0.6900, unchanged from the current adopted rate.



*Effective Tax Rate*

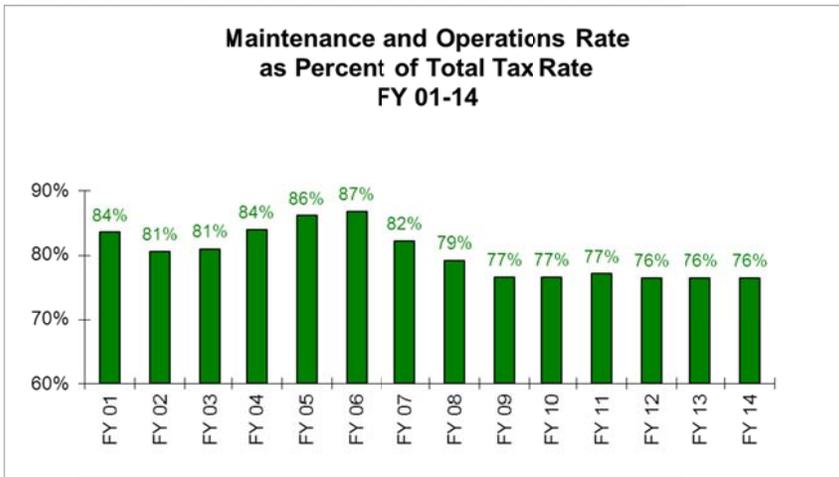
The effective tax rate for FY 2013-14 is \$0.6959, which is \$0.0059 higher than the current rate of

**Manager's Message**  
**Proposed FY 2013-2014 Budget**

\$0.69. The chart below shows the historical trend of the City's tax rate since FY 2001.

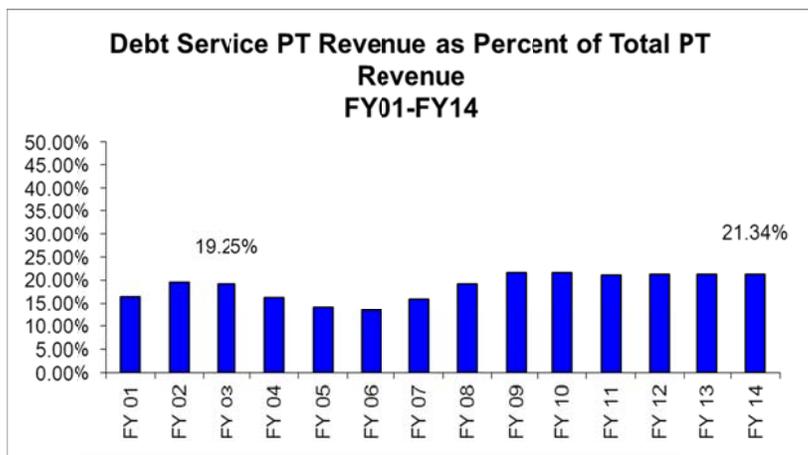
*Maintenance and Operations Rate (M & O rate)*

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



*Debt Service Rate (I&S rate)*

The debt service rate remains at \$0.1622, which is the same rate in effect since FY 08-09. The debt rate is 23.5% of the total tax rate, 7.0% below the median of 30.6% for the 34 Tarrant County cities which had a debt rate in FY 2013. Note that absent the utilization of \$511,000 from gas royalties and bonuses, the debt portion of the tax rate would be \$ 0.1864 (26.1% of the total rate of \$0.7142).



Property tax revenue dedicated to debt

service as a percent of total property tax revenue has increased 2.09% since FY03.

Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$120,049 in 2012 to \$122,061. As shown in the table on the following page, the 2013 taxable value in Burleson is \$2,534 (2.1%) above the median taxable value for selected Tarrant County cities.

The proposed rate, applied to the increased taxable value, will result in an increase of \$13.88 in the tax bill for the average residential property, from \$828.34 in the current year to \$842.22 in the proposed budget. The following table compares the tax bill on a home of average taxable value for various Tarrant County cities.

Property Tax Revenue

FY12 vs. FY13 Average Residential Net Taxable Value for 20 Neighboring Cities

	2012 Average Net Taxable Value	2013 Average Net Taxable Value	% Change
O Southlake	498,500	508,534	2.0%
Colleyville	397,889	406,040	2.0%
Keller	264,175	270,752	2.5%
Grapevine	176,080	179,964	2.2%
Mansfield	171,767	175,802	2.3%
Kennedale	150,945	153,768	1.9%
Bedford	145,754	148,113	1.6%
Benbrook	129,285	131,529	1.7%
North Richland Hills	122,598	125,603	2.5%
Egless	113,297	115,366	1.8%
Crowley	101,948	105,099	3.1%
Saginaw	100,711	104,414	3.7%
Hurst	99,957	102,218	2.3%
Arlington	97,001	98,183	1.2%
Fort Worth	95,111	97,711	2.7%
Watauga	88,275	88,595	0.4%
Richland Hills	77,584	81,985	5.7%
Alvarado	71,864	70,188	-2.3%
Cleburne	90,459	89,437	-1.1%
Joshua	124,017	123,688	-0.3%
Average	155,861	158,849	1.9%
Median	117,948	119,527	1.3%
Burleson	120,049	122,061	1.7%
% Median	102%	102%	
% Average	77%	77%	

**Manager's Message**  
**Proposed FY 2013-2014 Budget**

nue from ad valorem (property) taxes is up \$368,809 (3.0%) from the current year to \$12,564,955. Taxes on new value added since the last appraisal total \$325,275. The value of properties subject to the senior tax freeze increased from \$261.7 million in 2012 to \$270.7 million in 2013. Frozen properties now account for 11.3% of the tax base, roughly the same as in FY 2012-13. *For FY 2013-14, one cent on the ad valorem tax rate will generate \$207,080 - allowing for protested and frozen values and assuming a 98% collection rate.*

<b>Average Residential Tax Bill for Selected Cities</b>			
<b>Jurisdiction</b>	<b>2013 Average Net</b>		
	<b>Taxable Value</b>	<b>Tax Rate</b>	<b>Avg Bill</b>
Southlake	508,534	0.4620	2,349
Colleyville	406,040	0.3559	1,445
Keller	270,752	0.4422	1,197
Grapevine	179,964	0.3457	622
Mansfield	175,802	0.7100	1,248
Kennedale	153,768	0.7225	1,111
Bedford	148,113	0.4991	739
Benbrook	131,529	0.6575	865
North Richland Hills	125,603	0.6100	766
Eules	115,366	0.4700	542
Crowley	105,099	0.6690	703
Saginaw	104,414	0.4900	512
Hurst	102,218	0.6085	622
Arlington	98,183	0.6480	636
Fort Worth	97,711	0.8550	835
Watauga	88,595	0.5912	524
Richland Hills	81,985	0.5281	433
Alvarado	70,188	0.7069	496
Cleburne	89,437	0.7407	662
Joshua	123,688	0.6853	848
Average	158,849	0.5899	858
Median	119,527	0.6092	721
Burleson Proposed	122,061	0.6900	842
% Median	102%	113%	117%
% Average	77%	117%	98%

<b>Jurisdiction Name</b>	<b>Tax Rate</b>	<b>M&amp;O Rate</b>	<b>M&amp;O as %</b>	<b>I&amp;S Rate</b>	<b>I&amp;S as %</b>
City of Everman	\$ 1.1054	\$ 0.9526	86.2%	\$ 0.1528	13.8%
City of Forest Hill	\$ 1.0600	\$ 0.8641	81.5%	\$ 0.1959	18.5%
City of Pelican Bay	\$ 0.8985	\$ 0.8542	95.1%	\$ 0.4430	49.3%
City of Fort Worth	\$ 0.8550	\$ 0.6859	80.2%	\$ 0.1691	19.8%
City of White Settlement	\$ 0.6147	\$ 0.4497	73.2%	\$ 0.1650	26.8%
City of Kennedale	\$ 0.7225	\$ 0.5496	76.1%	\$ 0.1729	23.9%
City of Sansom Park	\$ 0.7372	\$ 0.5498	74.6%	\$ 0.1874	25.4%
City of Mansfield	\$ 0.7100	\$ 0.4511	63.5%	\$ 0.2589	36.5%
City of Grand Prairie	\$ 0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$ 0.6575	\$ 0.6475	98.5%	\$ 0.0100	1.5%
Haltom City	\$ 0.6517	\$ 0.4417	67.8%	\$ 0.2100	32.2%
City of Arlington	\$ 0.6480	\$ 0.4423	68.3%	\$ 0.2057	31.7%
City of Azle	\$ 0.6495	\$ 0.5009	77.1%	\$ 0.1486	22.9%
City of Crowley	\$ 0.6690	\$ 0.4411	65.9%	\$ 0.2279	34.1%
City of Watauga	\$ 0.5912	\$ 0.4121	69.7%	\$ 0.1791	30.3%
City of Hurst	\$ 0.6085	\$ 0.4454	73.2%	\$ 0.1631	26.8%
City of N Richland Hills	\$ 0.6100	\$ 0.3511	57.6%	\$ 0.2589	42.4%
City of Richland Hills	\$ 0.5281	\$ 0.4652	88.1%	\$ 0.0629	11.9%
Town of Trophy Club	\$ 0.5184	\$ 0.4035	77.8%	\$ 0.1150	22.2%
City of Bedford	\$ 0.4991	\$ 0.3060	61.3%	\$ 0.1931	38.7%
City of Westworth Village	\$ 0.4920	\$ 0.2310	47.0%	\$ 0.2610	53.0%
City of Saginaw	\$ 0.4900	\$ 0.3008	61.4%	\$ 0.1899	38.8%
City of Eules	\$ 0.4700	\$ 0.3551	75.6%	\$ 0.1149	24.4%
City of Lake Worth	\$ 0.4744	\$ 0.1414	29.8%	\$ 0.3324	70.1%
City of Southlake	\$ 0.4620	\$ 0.3420	74.0%	\$ 0.1200	26.0%
City of Flower Mound	\$ 0.4497	\$ 0.3327	74.0%	\$ 0.1171	26.0%
City of Keller	\$ 0.4422	\$ 0.3115	70.4%	\$ 0.1307	29.6%
Town of Pantego	\$ 0.4100	\$ 0.3522	85.9%	\$ 0.0578	14.1%
City of Roanoke	\$ 0.3751	\$ 0.1491	39.8%	\$ 0.2260	60.2%
City of Colleyville	\$ 0.3559	\$ 0.3139	88.2%	\$ 0.0421	11.8%
City of Grapevine	\$ 0.3457	\$ 0.1357	39.2%	\$ 0.2100	60.8%
City of Haslet	\$ 0.3209	\$ 0.2688	83.8%	\$ 0.0521	16.2%
Dalworthington Gardens	\$ 0.2627	\$ 0.2133	81.2%	\$ 0.0494	18.8%
City of Westlake	\$ 0.1568	\$ 0.1420	90.5%	\$ 0.0149	9.5%
Average	\$ 0.5739	\$ 0.4202	73.2%	\$ 0.1654	28.8%
Median	\$ 0.5597	\$ 0.4078	72.9%	\$ 0.1710	30.6%
Burleson w/ Gas Funds	\$ 0.6900	\$ 0.5278	76.5%	\$ 0.1622	23.5%
Burleson w/o Gas Funds	\$ 0.7142	\$ 0.5278	73.9%	\$ 0.1864	26.1%
Difference	\$ 0.0242	\$ -	-2.6%	\$ 0.0242	2.6%

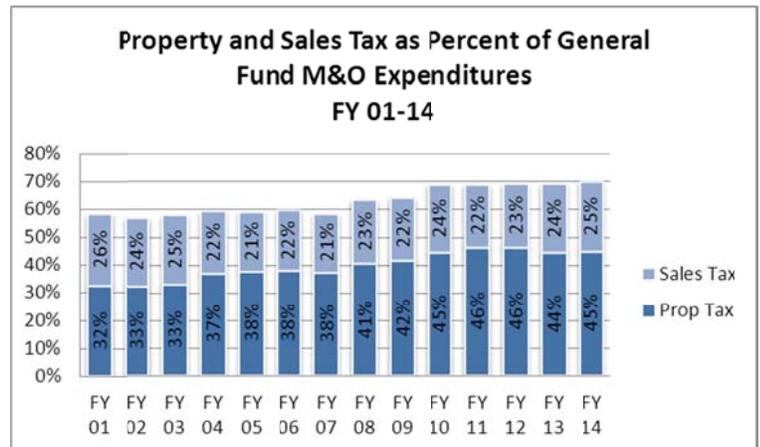
Other revenue:

Most revenue categories are anticipated to increase this year, including increases \$61,000 (9.6%) in fees from Permits and Licenses, and \$294,000 (29.6%) in Fines and Forfeitures. Administrative transfers are increasing by \$252,000, primarily the result of the addition of an administrative charge to the Parks Performance Fund.

Sales Taxes.

Sales tax (including liquor tax) revenues are projected to increase \$247,000 (+3.7%) from current adopted levels. Revenue from sales tax in FY 14 is projected at \$6,868,000 (25.0% of total revenue). The projected increase is 3.4% higher than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 70.4% of General Fund maintenance and operations expenses for FY 2014. The graph below illustrates this relationship since FY 2001.



Manager's Message  
Proposed FY 2013-2014 Budget

**Expenditures**

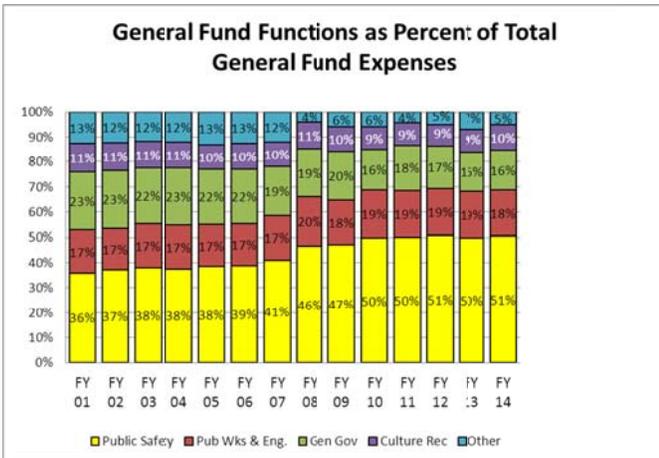
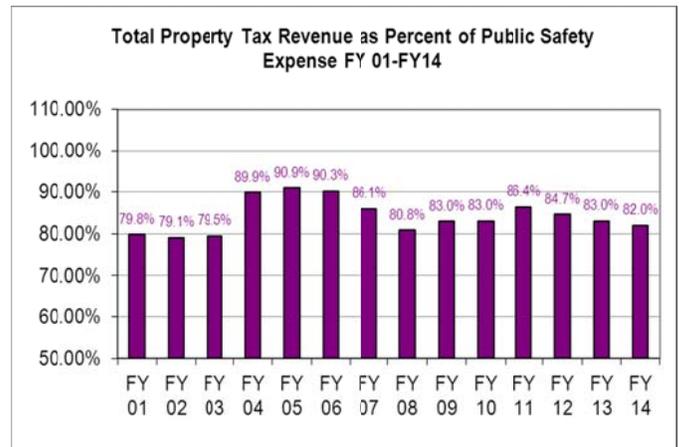
Overview

Proposed total expenditures are \$606,840 (2.2%) higher than the current year adopted budget. Of this amount, \$330,000 comprises capital or one-time expenditures. The remaining operating expenditures of \$27,485,444 are \$32,518 more than operating revenues. Expenditures are customarily divided into 5 major functions:

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

The following two graphs illustrate the spending in these categories over the last twelve years. The FY13 column reflects numbers adjusted for the aforementioned one-time expenditures from fund balance.

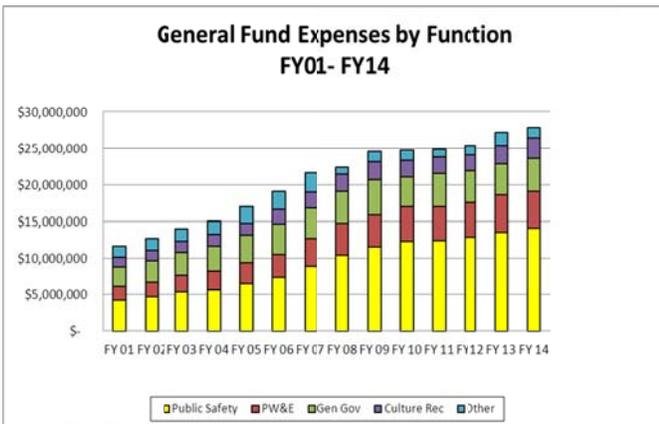
Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. In FY 13-14, (excluding the amount reserved for Library per the Charter) if all of the property tax collected in the General Fund were to be allocated to Public Safety, it would only pay for 82% of Public Safety expenses. The graph below illustrates this relationship since FY 01.



**Salary and Related Costs**

In FY 2012-13 we reinstated a revised Step Plan in Public Safety. The proposed FY 2013-14 Budget fully funds this Step Plan.

Additionally, in January we started a review of our current compensation system and the pay and benefits practices (total compensation) of Burleson compared to other municipalities. When we started the survey process we listed a number of possible changes that might occur depending on the results of the survey. Two of the possible changes that we identified were to look at the number of pay grades to see if we could simplify the system and to see if there was a benefit to classifying the pay grades by exempt and non-exempt pay type. That study has been completed and resulted in some changes we plan to implement for FY 2014. These changes will affect the non-public safety pay grades.



We have reduced the number of pay grades from 52 to 17 to include creating separate ranges for non-exempt and exempt employees. We have also expanded the pay range slightly to provide for a greater minimum and maximum, which will allow employees a little more room at the top.

The primary purpose of the pay range is to define the value of a position relative to market pay rates, and to assign it to the most appropriate pay range. Pay ranges are no longer indexed to job families, rather jobs that pay the same in the

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market will be on the same pay range. For FY2014 we plan to put in place the following pay structures:

- Non-Exempt Ranges A-J
- Exempt Ranges I-V
- Part Time Ranges 1-10

The ranges are still based on "mid-point to market data," as they have been in the past, but the spread from bottom to top is now 50%, compared to 40% previously. As stated earlier, this provides for a little more room at the top for employees to grow, and is also more consistent with best practices from the survey. Non-exempt pay ranges and exempt pay ranges are designed exactly the same, using the 50% spread. Part-time pay ranges mirror the same pay range spread as the equivalent fulltime position pay range, they are just labeled differently for database purposes.

We used a 3-step process to assign jobs to the new pay ranges. The first included gathering data. Data was gathered from the Texas Municipal League (TML) 2012 Salary Survey for each position that could be matched by job duties, to at least an 80% match. The TML data was then filtered down to only cities of comparable size in the DFW area. Additionally, we surveyed Fort Worth, Hurst, Keller, Mansfield, The Colony, and Cedar Hill matched positions. The data provided from both surveys included the minimum, mid-point, and maximum pay for each position surveyed and the number of pay ranges each participating city used.

The second step was to look at our existing pay grades to analyze the degree to which they overlapped. This was done to see if the number of grades could be reduced. There was extensive overlap between the 100, 200, 400, 500 and 600 (part-time) series pay grades. Many times the difference between mid-points was only 1%-1.5%. This allowed many of the grades to be combined. When a job grade midpoint was greater than 3%, the jobs in that grade were noted so they could be properly placed in the correct new pay range in step three.

Step three was to look at market data and see how the Burleson mid-points for each job surveyed compared to the market average (mean) and as well as the median. We also looked at the market data for the minimums and maximums. This provided information for each surveyed position to establish if it was at market, below market or above market. From that analysis the jobs at market were placed on the appropriate new pay range. Very few of the positions and actual pay for employees were found to be below the new range minimum pay. A summary of the outcomes taken were:

- When employee pay and the position were at market, the job fit properly to the new range and the new pay range was assigned.
- When employee pay was at market, but the current range was below market, the job was assigned to the most appropriate new salary range.
- When employee pay was identified below market and the range assigned was at market, recommendations to bringing employee pay to the new minimum were included in the FY2014 budget proposal (approval pending).
- When employee pay was identified below market and the current pay grade was below market, the job was assigned to the most appropriate new salary range. Recommendations to bringing employee pay to the new minimum were included in the FY2014 budget proposal (approval pending).

As a result of the analysis, all previously graded positions have now been assigned to a new range. Generally speaking, Burleson is competitive to market, but there are some positions below market.

Finally, we surveyed benefits programs across the six participating cities. It was very encouraging to see that apart from having more tiers for the medical and dental benefits programs, our benefits were at market across the board and even above market when it comes to wellness. We are continuing to evaluate adding additional tiers (spouse only, children only, etc.) to the benefit plan in 2014.

The proposed budget includes funds to make market adjustments for some positions including dispatchers and for merit based pay adjustments.

### Health Insurance Costs

Although our Budget fiscal year runs from October to the following September, our health insurance year runs on the calendar year. In FY 2010-11 we chose to become self-funded. Claims for our first two years of being self-funded were unexpectedly high. We did not start off well in the first quarter of the current fiscal year, but have been right where we would have expected for the second two quarters. Claims for the first quarter resulted in a significant payment back to the city from our stop loss carrier.

We currently offer three plans: PPO Basic, PPO Plus, and a qualifying High Deductible Health Plan that includes a Health Savings Account (H.S.A.). We have about the same number of employees in the PPO Basic and the PPO Plus plans although the total number of covered individuals is higher in

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the PPO Plus. Claims for the PPO Plus plan which offers the best benefits of any of the plans were more than six times as high as the PPO Basic plan. Reviewing the structure, it appears that a PPO plan (like the City's PPO Plus plan) that has very rich benefits and a low employee cost-share should be priced considerably higher, with regard to the premium paid by the employee.

We have budgeted a 3 percent increase in our health care costs in the proposed budget. However, the structure of our plans is expected to be different. We are still compiling information at the time of drafting this Manager's Message, but expect that we will offer two plans next year: PPO Basic and the High Deductible Health Savings. Additionally, we expect to be able to offer more tiers than in the past to include spouse, child, and family coverage.

In an effort to appropriately price our health plans and to protect the City from the risk associated with the increasing cost of health care, it was recommended by our current third party administrator, Texas Municipal League Intergovernmental Employee Benefits Pool (TML IEBP) that the Retiree health plan offerings be restructured. Though the planning and implementation is still underway, it is our plan at this time to expand the retiree benefits plan options (elected upon retirement) to include four health plan options that are managed from the TML IEBP retiree pool. The plans are different by design, but offer similar options. The longer term effect on the City is seen in future years. Pricing of retiree rates in 2015 and beyond will be based upon the overall claims experience of all retirees in the plan (state-wide). The retirees will continue to have the option to remain in the City's plan (Federal requirement), however it will be more cost effective (premium rates) to make the transition to the retiree pool.

**FUND BALANCE**

The Fund Balance in the General Fund is estimated to be \$7,330,659 at the end of FY 2012-13. This amount is \$1.6 million above the 20% reserve amount established by Council policy. The proposed budget utilizes an appropriation from fund balance of \$333,000 for the following one-time purchases:

\$25,000	HR Sungard software
\$23,000	Police Sungard software
\$3,000	Facilities iPads
\$160,000	Library RFID
\$5,000	Senior Center façade improvements
\$75,000	Drainage Maintenance tractor
<u>\$42,000</u>	<u>Drainage Maintenance boom extension</u>
\$333,000	TOTAL

As tabulated below, the fund balance in the General Fund at the end of FY 2014 is projected to be at 25% of annual operations. This is \$1.47 million above the 20% policy minimum.

**GENERAL FUND: FUND BALANCE STATUS**

\$ 27,452,926	Revenues
<u>27,485,444</u>	<u>Recurring Expenses</u>
\$ (32,518)	Difference
\$ 7,330,659	Estimated Available Fund Balance Oct 1, 2013
27,452,926	Revenues
27,485,444	Recurring Expenses
<u>333,000</u>	<u>One Time Expenses</u>
\$ 6,965,141	Estimated Ending Fund Balance
\$ 5,497,089	Minimum Fund Balance with 20% Target

**WATER/WASTEWATER FUND**

Revenue requirements in this fund are projected to increase to \$17,210,200 in the proposed FY 2013-14 budget – an increase of \$1,222,000 (7.6%) from the FY 2012-13 adopted budget.

**Expenditures**

Proposed expenditures for FY 2014 total \$17,348,789 – about 7.2% less than the FY 2013 adopted budget. Last year's budget included several one-time purchases totaling \$2.5 million, made from a draw-down of working capital. Operating expenditures are increasing in 2014 by more than \$1,000,000 due in large part to a 15% increase in the cost of water purchased from Fort Worth.

**Water Rates**

The proposed 2012-2013 budget includes a 13% increase to all water rates, and a 2% decrease in all wastewater rates.

The base water rates are as follows:

Meter size (in inches)	FY12/13	FY13/14
3/4	\$11.00	\$12.43
1.0	\$16.00	\$18.08
1.5	\$30.25	\$34.18
2.0	\$44.50	\$50.29
3.0	\$107.20	\$121.14
4.0	\$178.45	\$201.65
6.0	\$356.60	\$402.96
8.0	\$534.70	\$604.21
10	\$712.80	\$805.46
12	\$819.70	\$926.26

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

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The proposed volumetric water rates for FY2013-14 are as follows:

- 1 gallon to 10,000 gallons  
\$3.96/1,000 gallons
- 10,001 gallons to 20,000 gallons  
\$4.77/1,000 gallons
- Over 20,000 gallons  
\$5.53/1,000 gallons
- Gas Well Drilling (all volumes)  
\$12.87/1,000 gallons

**Wastewater Rates**

The proposed FY2013-14 budget includes a 2% decrease in both the minimum or volumetric wastewater rate. The proposed minimum rate changes from \$15.25/month to \$14.95/month. The volumetric rate is changing from \$4.44/1,000 gallons to \$4.35/1,000 gallons. These rates are the same for both residential and commercial customers, except that residential accounts are billed on the average water consumption during the winter months with a maximum of 12,000 gallons.

**Working Capital Notes**

This level of revenue, while satisfying the City's bond coverage requirements, is not enough to cover the \$17,348,789 proposed expenditures. Staff recommends, and has included in this proposed budget, a working capital draw-down of \$138,589. One time purchases included in the budget amount to \$154,500, as outlined below. This is projected to leave a working capital balance of \$3,676,136, or 30% of operating expenses – well in excess of the policy minimum of 20%.

**WATER & WASTEWATER**  
**ONE-TIME EXPENDITURES**

- \$131,000 Add Equip to Replacement Fund
- \$8,500 Replace Cust Svc Drive Through
- \$15,000 Compaction Wheel
- \$154,500 TOTAL

**GOLF COURSE FUND**

A balanced budget (revenues=expenditures) of \$2,158,513 is proposed in this fund for FY 2013-14. Included on the revenue side are transfers from the Type B (4B) fund of \$400,492 for debt service and \$57,682 for operational subsidy.

**SOLID WASTE FUND**

The proposed FY 2013-14 budget includes Solid Waste expenditures of \$2,752,122. Proposed revenues of \$2,850,097 will produce a net working capital increase of \$97,975. Solid Waste will remain at \$18.10 per month. The contracts with IESI (solid waste collections) and CWD (recycling) allow for inflation based increases. These contractual adjustments occur in October (IESI) and January (CWD) of each year. The proposed rate accounts for expected changes in the cost of these services. Staff projects the proposed rate to last through FY 2014-2015 at which time the fund's working capital balance should reach the 20% level.

**HOTEL/MOTEL FUND**

The proposed FY 13-14 budget includes total revenues of \$125,000 and total expenditures of \$90,506. The proposed FY 13-14 expenditures in this fund include the following:

- Burleson Historical Society - \$ 6,000
- La Buena Vida - \$ 3,000
- City of Burleson - \$76,506
- Other Organizations - \$ 5,000

The recommended expenditures in the proposed FY 14 budget, barring any additional expenditure, will provide an estimated fund balance at the end of FY 2013-14 of \$454,380.

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<b>BRICK OPERATIONS</b>				
	ACTUAL 2011-2012	REVISED FY 2012-13	PROPOSED FY 2013-14	Chng From Revised
Returned Checks Fees	\$ (2,019)	\$ -	\$ -	\$ -
Recreation Fees	\$ (315,219)	\$ (302,000)	\$ (300,500)	\$ 1,500
Recreation Memberships	\$ (1,210,069)	\$ (1,186,569)	\$ (1,269,070)	\$ (82,501)
Recreation Room Rentals	\$ (96,401)	\$ (86,000)	\$ (105,780)	\$ (19,780)
Indoor Athletic/Rec Fees	\$ -	\$ -	\$ (22,026)	\$ (22,026)
Swimming Pool Fees	\$ (54,620)	\$ (50,000)	\$ (62,500)	\$ (12,500)
Swimming Lessons Revenue	\$ (66,903)	\$ (52,000)	\$ (64,480)	\$ (12,480)
Community Education Fees	\$ (40)	\$ -	\$ -	\$ -
Merchandise Sales	\$ (10,897)	\$ (13,500)	\$ (10,920)	\$ 2,580
Securities Interest	\$ (3,166)	\$ -	\$ -	\$ -
CD/Money Market Interest	\$ (31)	\$ -	\$ -	\$ -
Gain/Loss on Security Val	\$ 1,866	\$ -	\$ -	\$ -
TexPool Interest	\$ (157)	\$ (1,000)	\$ (1,000)	\$ -
TexPool Prime Interest	\$ (374)	\$ -	\$ -	\$ -
TexSTAR Interest	\$ (83)	\$ -	\$ -	\$ -
Cash Over/Short	\$ 53	\$ -	\$ -	\$ -
Other Misc Revenue	\$ (6,046)	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ (1,764,106)</b>	<b>\$ (1,691,069)</b>	<b>\$ (1,836,276)</b>	<b>\$ (145,207)</b>
<b>Expenditures</b>	<b>\$ 2,133,390</b>	<b>\$ 2,254,458</b>	<b>\$ 2,415,274</b>	<b>\$ 160,816</b>
Rev. (Over)/Under Exp.	\$ 369,284	\$ 563,389	\$ 578,998	\$ 15,609
Percent Self-Sustaining	83%	75%	76%	
FY 2013-14 Proposed Budget: Key Changes + (\$145,207) increase in overall revenue at the Brick; Membership Fees + (82,501) - \$34,500 market adjustments (salaries) - \$55,184 in Park Equipment				
<b>ATHLETIC FIELDS OPERATIONS</b>				
Recreation Leagues	\$ (83,665)	\$ (72,000)	\$ (99,735)	\$ (27,735)
Concession Revenue	\$ (14,567)	\$ (30,000)	\$ (21,392)	\$ 8,608
Tournament Fees	\$ (43,177)	\$ (60,000)	\$ (67,000)	\$ (7,000)
Per Player Fees	\$ (66,504)	\$ (80,000)	\$ (66,334)	\$ 13,666
<b>Total</b>	<b>\$ (207,913)</b>	<b>\$ (242,000)</b>	<b>\$ (254,461)</b>	<b>\$ 18,757</b>
<b>Expenditures</b>	<b>\$ 589,115</b>	<b>\$ 703,312</b>	<b>\$ 748,803</b>	<b>\$ 45,491</b>
Rev. (Over)/Under Exp.	\$ 381,202	\$ 461,312	\$ 494,342	\$ 64,248
Percent Self-Sustaining	35%	34%	34%	
<b>RUSSELL FARM OPERATIONS</b>				
Rental Fees-Russell Farm	\$ (257)	\$ (8,000)	\$ (3,000)	\$ 5,000
Recreation-Russell Farm	\$ -	\$ (10,000)	\$ (1,000)	\$ 9,000
Activity Fees-Russell Frm	\$ (300)	\$ (2,330)	\$ (1,000)	\$ 1,330
Merch Sales-Russell Farms	\$ (111)	\$ -	\$ (100)	\$ (100)
<b>Total</b>	<b>\$ (668)</b>	<b>\$ (20,330)</b>	<b>\$ (5,100)</b>	<b>\$ 131,265</b>
<b>Expenditures</b>	<b>\$ 76,014</b>	<b>\$ 91,629</b>	<b>\$ 93,725</b>	<b>\$ 2,096</b>
Rev. (Over)/Under Exp.	\$ 75,346	\$ 71,299	\$ 88,625	\$ 133,361
Percent Self-Sustaining	1%	22%	5%	
<b>PPF FUND TOTALS</b>				
<b>TOTAL REVENUES LESS SUBSIDY</b>	<b>\$ (1,972,687)</b>	<b>\$ (1,953,399)</b>	<b>\$ (2,095,837)</b>	<b>\$ (142,438)</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,798,519</b>	<b>\$ 3,049,399</b>	<b>\$ 3,257,802</b>	<b>\$ 208,403</b>
<b>REV (OVER)/UNDER EXP</b>	<b>\$ 825,832</b>	<b>\$ 1,096,000</b>	<b>\$ 1,161,965</b>	<b>\$ 65,965</b>
<b>PERCENT SELF SUSTAINING</b>	<b>70%</b>	<b>64%</b>	<b>64%</b>	
<b>PPF FUND SUBSIDY BREAKDOWN</b>				
4b Subsidy	\$ (962,908)	\$ (1,096,000)	\$ (1,171,965)	
General Fund Subsidy	\$ (40,000)	\$ -	\$ -	
	<b>\$ (1,002,908)</b>	<b>\$ (1,096,000)</b>	<b>\$ (1,171,965)</b>	
Amount (TO)/FROM PPF Fund Bal	\$ (177,076)	\$ -	\$ (10,000)	

**PARKS PERFORMANCE FUND**

Designed to better control the more business-like "pay for play" parks facilities such as the BRiCK, Russell Farm, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues of \$3,267,802 and expenditures of \$3,257,802. This budget requires subsidies of \$1,171,965 from the Type B (formally "4B") Corporation. The BRiCK's revenues are projected to cover 76% of its expenses, while revenues associated with the two athletic fields will cover about 34% of those expenses, and Russell Farm 5%.

**SUPPORT SERVICES FUND**

The Support Services Fund records the activities of support services functions (currently only Information Technology), and allow for the costs of these services to be reflected as expenditures of the "customer" departments. Revenues in this budget are projected at \$1,477,599, and expenditures are projected at \$1,495,221. The difference between these revenues and expenditures represents the portion previously set aside for future computer replacement.

**CEMETERY FUND**

The Cemetery Fund is an enterprise fund used to account for the cost of operating the Burselon Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots, mineral royalties, and interest on investments. Revenues are projected at \$36,500 in FY 2013-14. Expenditures are projected at \$5,138 in FY2013-14.

**Fund Balance**

The end-of-year working capital in the Cemetery Fund is estimated to be \$1,414,682 in FY 2013-14, an increase of \$31,362 from the current year.

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**EQUIPMENT SERVICES FUND**

The Equipment Service Fund is an internal service fund used to enhance accountability for the expenses associated with vehicle and equipment operation. All costs associated with these operations are charged to the using department to offset the proposed budget expenses of this fund. Revenues in the proposed FY 2012-13 budget are projected at \$480,154. Fund expenditures are projected at \$513,216.

**Fund Balance**

The end-of-year working capital in the Equipment Service Fund for FY2013-14 is projected to be \$98,954.

**EQUIPMENT REPLACEMENT FUNDS**

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

**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND**

**Revenues and Expenditures**

Revenues in this fund for FY2013-14 are projected at \$1,006,300. Expenditures are estimated to be \$240,806. The fund will pay for the purchase of 3 pieces of equipment scheduled for new purchase or replacement. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement, and there is \$100,000 included in this budget for unexpected replacements.

**Fund Balance**

The end-of-year working capital in the Governmental Equipment Replacement Fund is projected to be \$2,803,566 for FY 2013-14.

**PROPRIETARY EQUIPMENT REPLACEMENT FUND**

**Revenues and Expenditures**

Revenues in this fund for FY2012-13 are projected at \$263,135. Expenditures are estimated to be \$90,000. The fund will pay for the planned replacement of 1 piece of equipment in the Solid Waste Department in FY 2013-14. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement. This budget includes \$50,000 for unexpected replacements.

**Fund Balance**

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$1,182,472 for FY 2013-14.

**TYPE A ECONOMIC DEVELOPMENT CORPORATION**

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

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

**Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$3,617,950 in FY 2013-14, an increase of 4.1% from the \$3,476,574 estimated in the approved FY 2012-13 budget. Expenditures are projected to be \$4,684,153 in FY 2013-14, a 73.4% increase from the \$2,700,958 projected for the current year in the approved FY 2012-13 budget, due primarily to the transfer of \$1.6 million for construction in the business park.

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**Debt Service Fund**

FY2013-14 debt requirements in this fund are \$2,159,194 including \$1,324,037 principal and \$834,197 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,159,192.

**TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION**

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

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

**Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$3,549,950 in FY 2013-14, an increase of 3.6% from the \$3,425,574 estimated in the approved FY 2012-13 budget. Expenditures are projected to be \$3,176,664 in FY 2013-14, a 9.2% decrease from the \$3,499,794 projected for the current year in the approved FY 2012-13 budget.

**Debt Service Fund**

FY2013-14 debt requirements in this fund are \$1,543,025

including \$935,000 principal and \$606,975 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,543,025.

**ECONOMIC DEVELOPMENT INCENTIVE FUND**

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

**Revenues and Expenditures**

Total EDIF revenues in the proposed FY 2013-14 budget are projected at \$942,314. Expenditures are projected at \$957,314.

**ALL FUNDS SUMMARY**

The proposed base budget expenditures for all funds is \$72,236,268, an increase of 1.15% from the current (FY13) adopted budget. Most of this increase is due to the increase in capital and one-time expenditures in the General and Type A Sales Tax Funds. A summary of all funds is tabulated below.

	<b><u>Current (FY13)</u></b>	<b><u>Proposed (FY14)</u></b>	<b><u>% Change</u></b>
GENERAL FUND	27,211,604	27,818,444	2.23%
GENERAL DEBT SERVICE FUND	4,160,435	3,945,361	-5.17%
HOTEL/MOTEL TAX FUND	90,156	90,506	0.39%
WATER & WASTEWATER FUND	18,699,293	17,348,789	-7.22%
SOLID WASTE FUND	2,786,687	2,752,122	-1.24%
CEMETERY FUND	7,000	5,138	-26.60%
PARKS PERFORMANCE FUND	3,049,399	3,257,802	6.83%
EQUIPMENT SERVICE FUND	493,374	513,216	4.02%
GOLF COURSE FUND	2,090,694	2,158,513	3.24%
GOVERNMENTAL EQP REP FUND	470,937	240,806	-48.87%
PROPRIETARY EQP REP FUND	111,191	90,000	-19.06%
SUPPORT SERVICES FUND	1,284,364	1,495,221	16.42%
ECONOMIC DEVELOPMENT INCENTIVE FUND	754,951	957,314	26.80%
4A SALES TAX REVENUE	2,700,958	4,684,153	73.42%
4A SALES TAX DEBT SERVICE	2,096,082	2,159,194	3.01%
4B SALES TAX REVENUE	3,499,794	3,176,664	-9.23%
4B SALES TAX DEBT SERVICE	1,911,301	1,543,025	-19.27%
<b>TOTAL EXPENDITURES</b>	<b>71,418,220</b>	<b>72,236,268</b>	<b>1.15%</b>

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SPECIAL RESTRICTED USE FUNDS

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

and are restricted by Council action. Statements for these three funds have been appended to this memo for Council consideration.

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

Conclusion

At City Council's request the budget process was modified somewhat this year compared to the FY 2012-13 processes. In early July, Department Directors made presentations to the City Council to provide an overview of operations, actions taken to improve efficiencies, and issues we will need to address in the future.

Below is a summary of key budget items/issues:

- Maintenance of all current services
- Maintenance of the tax rate at 69 cents per \$100 of assessed valuation
- Continuation of the Public Safety Step Plan and funds for pay adjustments for other employees
- Funds to continue updating our zoning ordinance (UDC).
- Initiation of a city parking lot marking program – mark lots every few years
- Add police officer assigned to the Auto Theft Task Force – city pays 20%
- Add IT position to manage new software system and train employees
- Increase Fire Department overtime for special events so on-duty staff are more readily available for calls
- Addition of two Firefighters to continue progress toward 4 person per truck staffing
- Police software – expand capability of current OSSI system to enhance inoperability, officer safety, and efficiency which includes making some current modules mobile
- Human resources software – on-line module giving employees the ability to pull pay stubs, update address information, change direct deposit deductions, and update W-2 deductions
- Library RFID – use Fort Worth Library purchasing agreement to install system making it easier to check in and check out Library materials.
- Improved maintenance of drainage channels with purchase of tractor and boom extension
- Increased nuisance abatement budget by \$12,000 to better address substandard structures
- Significant increase in proprietary equipment replacement transfer for equipment not on equipment replacement list

It is worth noting that although previously planned equipment replacement transfers are in the proposed budget there are very few pieces of equipment currently planned to be replaced in FY 2014. On a regular basis staff monitors the condition of equipment and does not replace unless we believe it is necessary even if funding is available.

As the Council is aware, we have made some progress with regard to facilities with the acquisition of a couple of properties in Old Town during the current year. We hope to have another building under contract in the near future. Staff continues to explore long-term options with other governmental entities for a jail and telecommunications.

**Manager's Message**  
**Proposed FY 2013-2014 Budget**

There are no funds in the proposed budget set aside for replacement of roofs, HVAC, flooring, or parking lot repaving. However, if the general obligation bond election is successful gas funds previously earmarked for debt service could be set aside for these purposes.

Finally, I think it is noteworthy that the proposed budget includes a tax rate that is again below the effective tax rate which is the rate that would generate the same revenues for property on the rolls the preceding year.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale A. Cheatham". The signature is written in a cursive, flowing style.

Dale Cheatham  
City Manager

Attachments:

- Appendix A. 5-Year Capital Improvements Photo Enforcement Projects
- Appendix B. Park Improvement Fund (Fund 353)
- Appendix C. Community Service Facilities Fund (Fund 354)

Manager's Message  
Proposed FY 2013-2014 Budget

Appendix A

<b>2010 - 2014 City of Burleson</b> <b>5-Year Capital Improvements Photo Enforcement Projects</b> D = Design R = Right-of-Way C = Construction							
PRIORITY	PROJECT	2010	2011	2012	2013	2014	COMMENTS
<b>PHOTO ENFORCEMENT</b>							
1	<b>Corridor Studies</b>						
	Summercrest Corridor Traffic Study (SH 174 to FM 731)		25 D				
	Renfro (SH 174 to Alsbury)					5 D	
2	<b>Safe Routes to School</b>						
	Kerr (Johnson to Irene) & Murphy (Sandra & Newton) & Thomas			123 C			
	Elk Drive					10 C	
	Summercrest				10 C	10 C	
	Miscellaneous Locations				5 C	5 C	
3	<b>School Zone Enhancement</b>						
	Summercrest - Frazier & McAllister - Hajek			22 C			
	Misc signage & striping				15 C		
4	<b>Traffic Calming</b>						
	Renfro (SH 174 to Alsbury)					35 C	
	Lorna (SH 174 to SW Alsbury)				5 D		
	Summercrest (SH174 to Cedar ridge)						
	Arnold				10 C		
	Misc locations				5 C	5 C	
5	<b>Misc Sidewalk Program</b>						
	Elison (I35 to Main)				20 C	15 C	
	OT Pedestrian Features (Parking, Handicap Ramps)				10 C	15 C	
	Alsbury				30 C		
6	<b>Intersection Improvements</b>						
7	<b>Traffic Count and Speed Study Eq.</b>			5 D	1 D	1 D	
<b>TOTAL BY YEAR - Photo Enforcement Projects</b>		0	25	150	111	101	
<b>CUMLATIVE TOTAL - Photo Enforcement Projects</b>		0	25	175	286	387	

Appendix B

**Park Improvement Fund  
Fund 353**

<b>Fund Balance 9/30/2012</b>		1,601,043
Estimated 2013 Fiscal Year Results		
+ Revenues ***		150,000
- Expenditures		<u>(150,000)</u>
<b>Est. Fund Bal @ 9/30/13</b>		1,601,043
Projected 2014 Fiscal Year Results		
Revenues		100,000
Expenditures		<u>-</u>
<b>Estimated Funds Available</b>		1,701,043
Amounts dedicated to Projects (net of 2013 exp)		
Prairie Timber Park Imp.	PK0704	(3,981)
Bailey Lake Park	PK0708	(458,416)
Meadowcrest Park	PK0709	(20,371)
Recreation Center	PK0714	(14,012)
McAlister School	PK0716	(10,000)
Cedar Ridge	PK0717	(5,000)
Village at Wakefield	PK0719	(5,019)
Veterans Park	PK1001	(393)
Oak Valley South	PK1101	(450)
Warren/Ellison Landscape	PK1102	(417)
Bartlett Parking Improvements	PK1202	(8,180)
Oak Valley Trail	PK8515	<u>(646)</u>
<b>Estimated Unallocated Balance</b>		<b>1,174,158</b>

Appendix C

**Community Service Facilities Fund  
Fund 354**

<b>Fund Balance 9/30/2012</b>	3,300,391
Estimated 2013 Fiscal Year Results	
+ Revenues	580,000
- Expenditures	<u>(1,000,000)</u>
<b>Est. Fund Bal @ 9/30/13</b>	2,880,391
Projected 2014 Fiscal Year Results	
Revenues	360,000
Expenditures	
Debt Subsidy	<u>(511,000)</u>
<b>Estimated Fund Bal @ 9/30/14</b>	2,729,391
Amounts dedicated to Projects (net of 2014 exp)	
GO Debt Subsidy	(1,547,471)
Village Creek Trail	(62,717)
Park/Trail Master Plan	<u>(21,173)</u>
<b>Estimated Unallocated Balance</b>	<b>1,098,030</b>

## FEE CHANGE SUMMARY

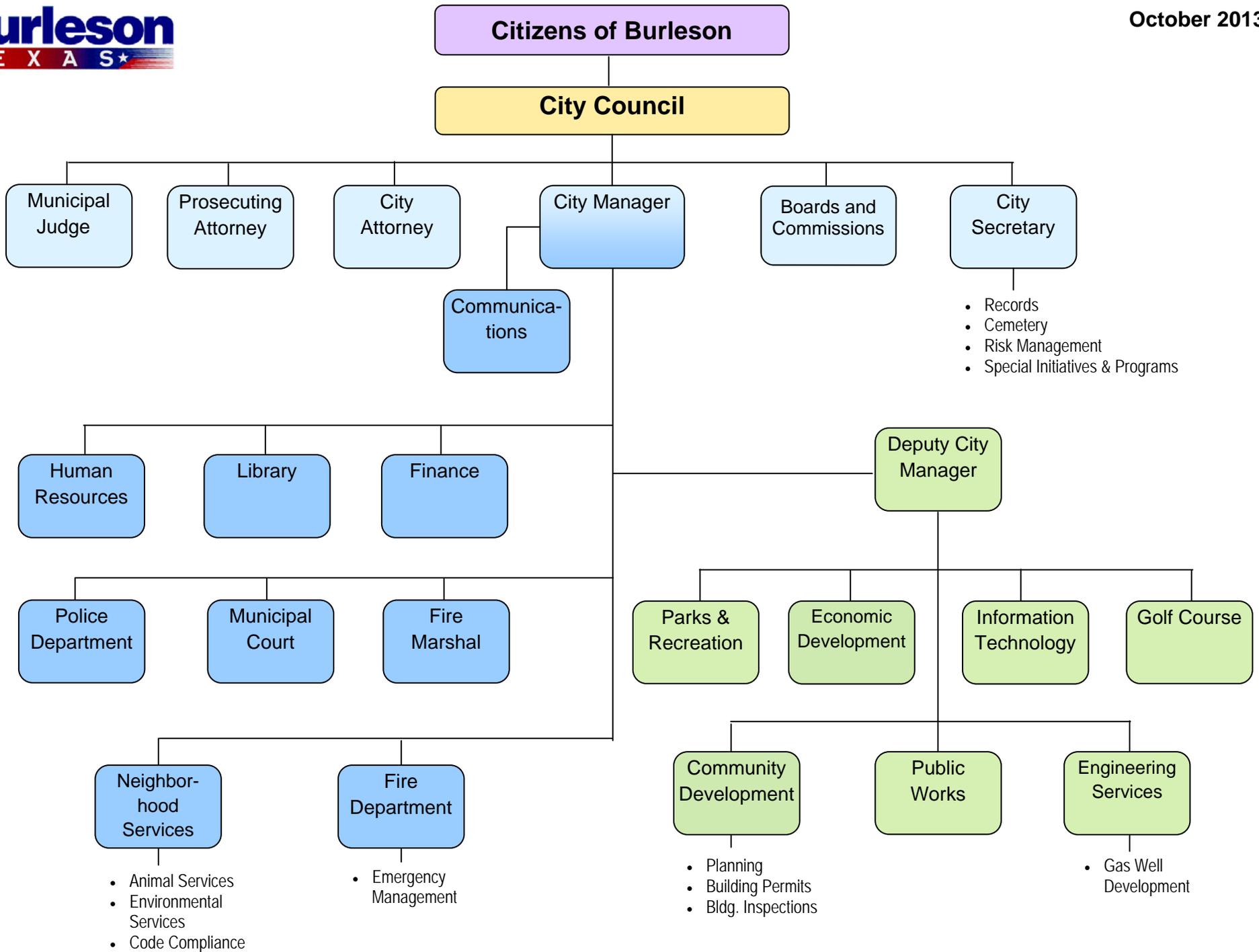
<b>DEPARTMENT/DESCRIPTION</b>	<b>CURRENT RATE</b>	<b>PROPOSED RATE</b>	<b>BUDGET IMPACT</b>
<b>Planning</b>			
<i>Proposed increases for cost recovery:</i>			
Commercial Site Plan Fee (CSP)	\$ -	\$ 400	\$ 12,800
Variance Fee related to CSP	\$ 250	\$ -	\$ -
Old Town Development Plan Review Fee	\$ 400	\$ -	\$ -
Zoning Verification Letter Fee	\$ -	\$ 25	\$ 1,250
<b>Building Inspections</b>			
<i>Proposed increases for cost recovery:</i>			
Subcontractor Base Permit Fee	\$ -	\$ 30	\$ 30,000
Sign Fee Changes			
Freestanding Sign			
Pole / Pylon / Monument / Flag Sign	\$ -	\$ 100	\$ -
Billboard Conversion			
Static type to Electronic	\$ -	\$ 200	\$ -



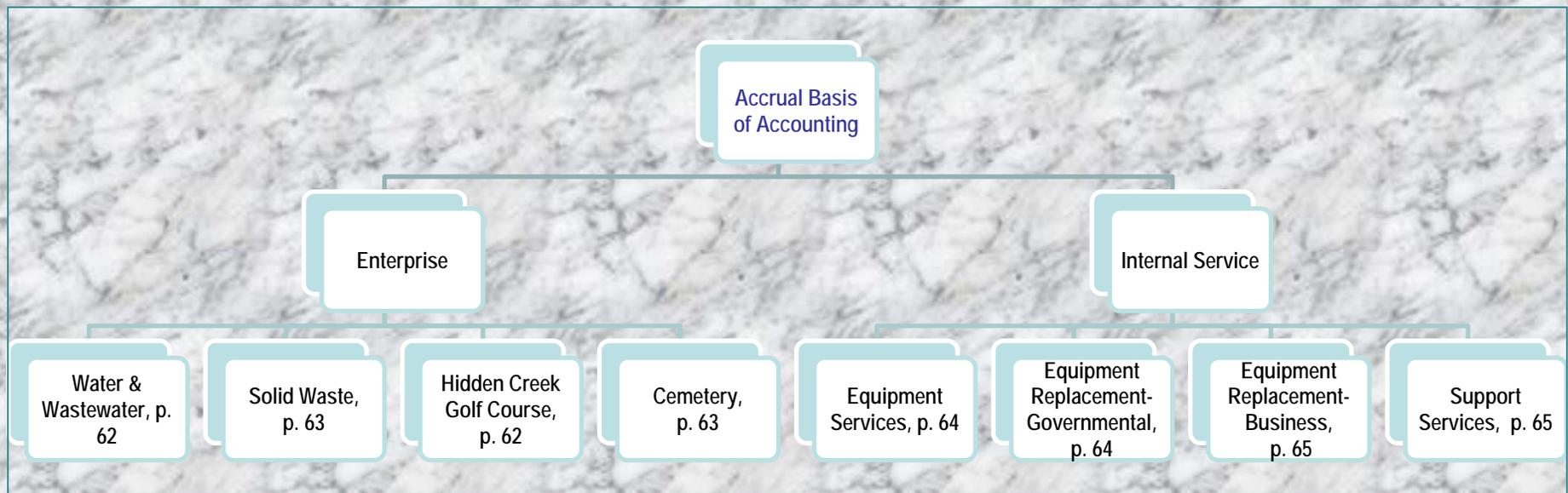
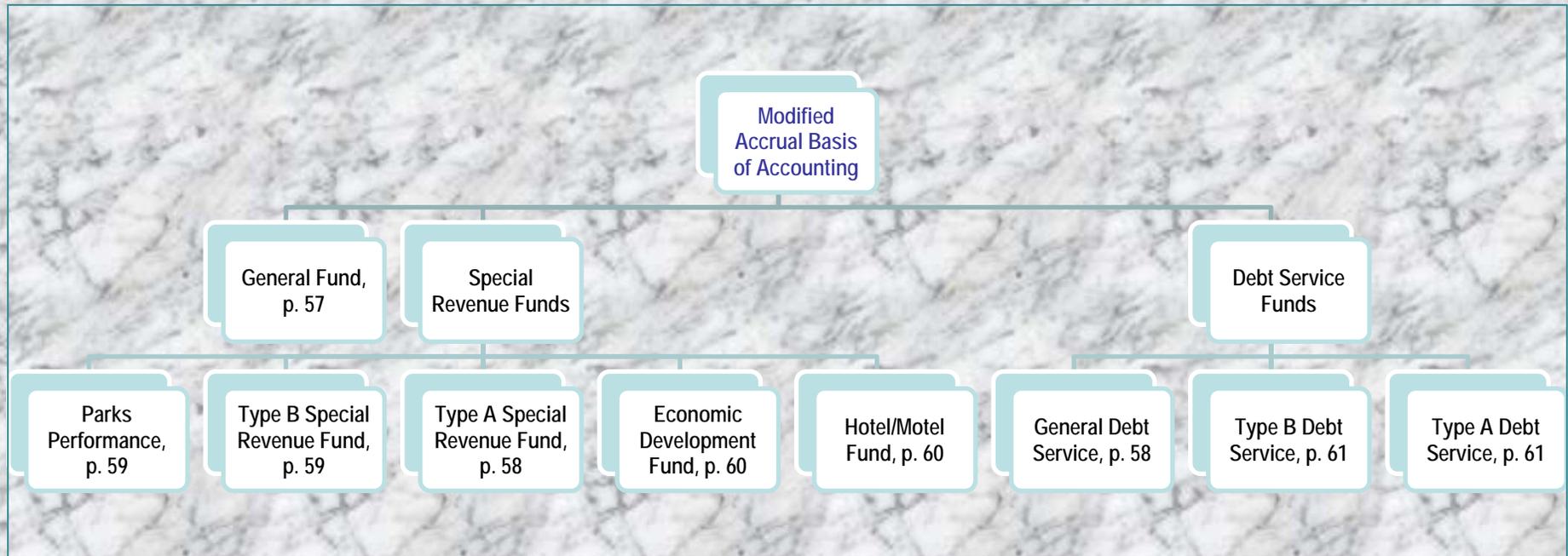


# FINANCIAL STRUCTURE, POLICY, AND PROCESS

- ◇ Organizational Chart, p. 30
- ◇ Budget Fund Structure, p. 31
  - ◇ Fund Descriptions, p. 32
  - ◇ Basis of Budgeting, p. 34
    - ◇ Functional Units, p. 35
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- ◇ Budget Process Overview, p. 50
  - ◇ Budget Calendar, p. 52



## City of Burleson Fund Structure By Budgetary Basis



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

<b>Major Funds</b>
--------------------

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

<b>Non-Major Funds</b>
------------------------

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

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

**Major Funds**

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**

Cemetery	Enterprise Fund	<ul style="list-style-type: none"> <li>Cemetery Fees</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and operations of Cemetery</li> </ul>
----------	-----------------	---	--

**Internal Service Funds**

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

## BASIS OF BUDGETING

### Governmental Funds

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

Firstly, the City employs full encumbrance accounting at the budgetary level. Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year end represent the estimated amount of expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end constitute neither expenditures nor liabilities on a modified accrual basis of accounting. However, on a budgetary basis these amounts are reflected as having been funded by appropriations of the budget in force at the time the encumbrance was created. For example, assume that an item was encumbered and ordered in 20X3 then delivered and invoiced in 20X4. For budgetary purposes, the transaction would be reflected in the 20X3 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X4; the year the item was delivered and the related liability was incurred. One should note that encumbrance accounting affects the timing of expenditure recognition, not the amount. Employing encumbrance accounting at the budgetary level tends to promote the earliest possible recognition of financial obligations and requires the City to officially identify and appropriate funding at this early stage. The City's CAFR contains a reconciliation between the budget or financial plan and the actual results of operations. This reconciliation reflects the adjustments necessary to report the results of operations on a budgetary basis rather than a modified accrual basis.

### Enterprise and Internal Service Funds

Budgets for the Enterprise and Internal Service Funds (Proprietary Funds) are prepared in a manner similar to the basis used in the accrual method of accounting.

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

## THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS

DEPARTMENT/DIVISION		OPERATIONS/ACCOUNTING FUNDS									
		GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVERNMENTAL EQUIPMENT REPLACEMENT	PROPRIETARY EQUIPMENT REPLACEMENT	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
<b>ADMINISTRATIVE SERVICES</b>											
1011	City Manager's Office	■					■				
1015	Human Resources	■					■				
1016	Legal Services	■					■				
1017	Communications	■					■				
<b>CITY SECRETARY'S OFFICE</b>											
1411	City Secretary's Office	■					■				
1412	City Council	■									
1413	Records & Information Services	■					■				
1415	Judicial Services	■					■				
<b>LIBRARY</b>											
1611	Library	■					■				
<b>FINANCE</b>											
2010	Finance	■					■				
2013	Support Services	■					■				
2014	Purchasing	■					■				
<b>PUBLIC SAFETY</b>											
3011	Police	■					■				
3012	Fire	■					■				
3013	Fire Prevention	■					■				
3014	Emergency Services	■					■				
3015	Municipal Court	■					■				
<b>PUBLIC WORKS</b>											
2041	Utility Customer Service		■					■			
4011	Public Works Admin	■									
4013	Solid Waste			■				■			
4016	Facilities Maintenance	■					■				
4017	Streets Pavement Maintenance	■					■				
4018	Streets Drainage Maintenance	■					■				
4019	Streets Traffic Maintenance	■					■				
4041	Water/Wastewater Services		■					■			
4042	Wastewater Services		■					■			
4051	Equipment Services				■		■				

## THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS

DEPARTMENT/DIVISION		OPERATIONS/ACCOUNTING FUNDS								
		GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVERNMENTAL EQUIPMENT REPLACEMENT	PROPRIETARY EQUIPMENT REPLACEMENT	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND
<b>NEIGHBORHOOD SERVICES</b>										
4511	Neighborhood Services Administration	■								
4514	Animal Services	■					■			
4515	Environmental Services	■								
5013	Code Enforcement	■					■			
<b>PLANNING AND ENGINEERING SERVICES</b>										
5011	Planning	■								
5012	Building Inspections	■					■			
5511	Engineering - Capital	■					■			
5512	Engineering - Development	■					■			
5513	Gas Well Development	■					■			
<b>PARKS AND RECREATION</b>										
6011	Parks & Recreation Admin	■								
6012	Recreation	■					■			
6013	Parks	■					■			
6015	Senior Citizens Center	■					■			
6017	BRiCk						■		■	
6018	Ballfields						■		■	
6019	Russell Farm						■		■	
<b>4A SPECIAL REVENUE FUND</b>										
1014	Economic Development									■
<b>GOLF COURSE</b>										
8011	Golf Course Administration					■		■		
8012	Pro Shop					■		■		
8013	Golf Course Maintenance					■		■		
8015	Food & Beverage Services					■		■		
<b>TECHNOLOGY SERVICES</b>										
1511	Information Technology						■			■

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FINANCIAL POLICY STATEMENTS

REVISED 02/17/13

I. STATEMENT OF PURPOSE

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

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

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

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

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

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

III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

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

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

#### C. FINANCIAL REPORTING.

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

#### IV. OPERATING BUDGET.

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

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

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

## V. REVENUE MANAGEMENT.

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

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

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

## VI. EXPENDITURE CONTROL

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

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

## VII. ASSET MANAGEMENT

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

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

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

## VIII. CAPITAL BUDGET AND PROGRAM

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

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

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

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

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

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

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

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

#### B. OPERATING RESERVES/FUND BALANCES

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

##### General Fund

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

##### Special Revenue Funds

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

##### Capital Projects Funds

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

##### Debt Service Funds

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

Permanent Funds

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

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

DEBT SERVICE FUNDS:

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

SPECIAL REVENUE FUNDS:

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

CAPITAL PROJECT FUNDS:

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

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

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

**B. CAPITAL AND DEBT SERVICE FUNDS**

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

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

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

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

**X. TREASURY AND DEBT MANAGEMENT**

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

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

**B. TYPES OF DEBTS**

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

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

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

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

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

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

## XI. INTERNAL CONTROLS

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

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

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

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

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

## XII. STAFFING AND TRAINING

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

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



## THE CITY OF BURLESON'S BUDGET PROCESS

### OVERVIEW

The City of Burleson's budget process is a continuous process. Procedures are constantly being monitored and evaluated for efficiency and effectiveness in hopes of providing the most current and accurate financial forecasting available for management and council decision-making.

In an effort to continuously improve, refine and streamline the budget process, many changes have been introduced over the last few years, while we constantly try to balance providing enough information and, at the same time, streamline the process. In addition, many of the budget processes that have been in place awhile are now formalized by documentation.

Department heads hold primary responsibility for their individual departments. They are the experts in their area and are expected to use that expertise to guide the recommendations they present to the city manager's office. They are obligated to keep the City Manager's office apprised of any unforeseen changes to the current financial climate which may have a direct impact on their budget. Department heads review their budgets and meet with the City Manager's office to discuss how they believe their department is faring, any changes unforeseen during the prior year's budget process and what they expect the final outcome of the budget variance to be at yearend.

Throughout the year, department heads use an encumbrance system to monitor and manage their budgets. They are authorized to shift budget around within broad categories without the approval of the City Manager. These categories are Personnel, Operating and Capital. There is a more formal process in place for any movement between categories.

Department heads continually assess new developments and future needs within their area of expertise. Employees up and down the chain of command attend annual conferences related to their job responsibilities that expose them to other cities' employees responsible for similar departments. Networking and the exchange of ideas is crucial to the improvement of services to the citizenry of the Burleson. Ideas for services form the very foundation of the budgeting process.

In addition, the states of the national, state and local economies are watched closely and the impact of these economies on the departments is considered carefully in order to provide exemplary service. For example, in the recent past, Johnson County and the City of Burleson experienced a drastic influx of gas field workers affiliated with the operations in the Barnett Shale. This influx dwindled and has now halted and begun to go the other way as gas field workers relocate to the next hot spot. The spike in population, however temporary, created a greater need for services. This increased need and the attendant dip in demand must be taken into account when formulating future plans. Currently the economy in Burleson is rebounding from a very slight downturn that accompanied the bust in the national economy.

The above assessments and many more are used together to come up with an annual budget. Department heads are asked to consider in detail what new initiatives would require and when the needs would be required. Particular emphasis is focused on future capital improvements and their estimated costs, challenges facing the departments and realistic, informative performance measures.

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

Directors begin the budget submission process by first estimating current yearend expenditures. Departments are asked to be as realistic as possible and propose estimates of what they anticipate spending for the rest of the year. The second step in the budget process is to calculate the proposed base budget for the new fiscal year. This step is to estimate the cost for maintaining the current base operation and assumes no additional personnel or equipment. Activities which require any additional resources to maintain the service due to growth, new facilities, new equipment, etc., are considered enhancements to the base budget and are dealt with in the next phase of the budget process.

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

As a matter of course, departments are asked to submit proposed reduction packages. They are to anticipate which programs and to what extent they would cut, if required, in order to balance the budget. The theoretical thresholds are 5% 10% of the current operating budget and the departments are told not to cut any essential services. Although not implemented this budget year, department heads were required to consider and put in writing what action they would take should any unforeseen budget deficit become a reality. This proposed reduction package is a permanent part of the annual budget process.

In order to nurture an environment where long range planning could take place in a cohesive manner, changes have been made in how departments make their presentations to the City Manager's Office and City Council. Rather than emphasis being placed on the details and the budget being built "from the ground up", there has been a shift to the presentation of Five year plans and major issues confronting City departments in the near future. Budget requests are made in this context and are presented to the City Manager's office. The City Manager's office puts together a presentation of 5 year plans for the City Council's review so that policy decisions can be made and the budget is created based on those decisions.

## REVENUES

For the first time in 2013, departments were asked to come up with estimates for the revenues specific to their departments. In the past the Finance Department prepared estimates for revenues and projections for the coming year's revenues based on available historical data, known changes in population growth, performance in Barnett Shale, the recession and changes in national trends, among other data. City management felt that the departments themselves had a better feel for what the future would hold for the revenues their departments were responsible for collecting. Water, wastewater, and solid waste rate requirements are determined with input from the Finance Department. Departments review the fee schedule and request changes by submitting a fee change form to Finance. Finance reviews the fee change requests and prepares an analysis of the requested changes.

## BUDGET REVIEWS

The City Manager's Office reviews the submitted budgets with department directors and managers, as necessary. This year, in addition to the usual budget process, there was an extra budget work session held in order to allow City Council members ample opportunity to get direct feedback from the Department Directors regarding their programs. Directors gave overviews of their departments and fielded a variety of questions from Council in order for the Council to deepen their understanding of the city processes.

City Manager's office reviews projected revenues and fund balances, then compiles the proposed budget that is submitted to Council at a special work session. The proposed budget contains the base budget and recommended service enhancements detailed in decision packages.

During the special work session for the budget, the budget is thoroughly reviewed by City management for Council's benefit. Special emphasis is placed on five year plans and the decision packages which correlate with the five year plans for the current year. Council members pose questions to city staff and express their desires for the budget, clarifying what objectives they want the City to pursue. Any changes based on City Council decisions are incorporated into the proposed budget.

## BUDGET ADOPTION

The budget is adopted according to the City Charter which requires that a budget be approved no later than the twenty-seventh day of September. Other budget procedures are also described in Article V of the City Charter. The budget is enacted through favorable passage of ordinances: setting the ad valorem tax rate, adopting the General Fund budget, adopting the Water and Wastewater Fund budget, adopting the Equipment Services Fund budget, adopting the Vehicle Replacement Fund budget, adopting the Hotel/Motel Fund budget, adopting the Debt Service Fund budget, adopting the Cemetery Fund budget, adopting the Golf Course Fund budget, and setting the water and sewer rates and solid waste rates. In addition, the City Council approves the City of Burleson's Fee Schedule.

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

## BUDGET AMENDMENTS

As provided for in the ordinance adopting the budget, the City Council may make changes to the budget if they feel that a change in the budget is necessary to fulfill municipal purposes.

# City of Burleson, TX

## Budget Calendar

### FY2014 & 2015 Biennium

S	M	T	W	T	F	S
February 2013						

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

March 2013							
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31							

April 2013						
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#### February 2013

4 Citizen Survey to be presented to City Council.  
Biennial Budgeting to be presented to City Council.

#### March 2013

#### April 2013

2 Budget Kick-off for FY2014 & 2015 biennial budget, Budget Preparation documents available, H T E budgets available, reports

All budget documents (Goals/Objectives, Decision Packages, Ranking forms, Reduction Packages [5% and 10%], Fee Change requests, H T E detail report, Five Year Plans and all other customary budget document) are due in paper form to the Finance Office by close of business. NO EXCEPTIONS.

30

\*\*\* This year instead of the departments preparing the copies of their documents for the CM meetings, Dee Kerr will be putting together a booklet in advance of the CM meetings. She will have a tighter deadline than usual. Thanks in advance for your cooperation.

Please note: Service plans are not due at this time. Performance measures will be added after May 1st when they are available and will be due before the presentations to CC.

May 2013						
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#### May 2013

8 Deliver planning documents to the printer.  
10 Deliver books to budget team.  
13-24 Departmental Meetings with CM  
29 Decision Packages revised based on CM meetings due to Finance.

June 2013						
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July 2013						
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August 2013						
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September 2013						
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**June 2013**

- 3 Possible meeting date for CC retreat/special meeting.
- 10 Possible meeting date for CC retreat/special meeting.

**July 2013**

- 1-24 Refining and reviewing revenue estimates; refining and reviewing departmental budget requests
- 25 Calculation of effective and rollback tax rates
- 26-31 Preparing City Manager's recommended budget
- 29 Publication of effective and rollback tax rates, statement and schedules, submission to governing body
- 30 Key Revenue estimates finalized and posted to H T E
- 31 AIP due for Budget Worksession with City Council

**August 2013**

- 1 Worksession Budget to the printer
- 2 72 hour notice for meeting
- 5 Proposed Budget delivered to City Council; Meeting of governing body to discuss tax rate, if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), Minute Order to take record vote and Minute Order to schedule public
- 7 Budget Worksession with Council, Budget Document posted to website
- 12 Notice of Public Hearing on Tax Increase is the first quarter-page notice in newspaper before meeting and published on TV and website at least 7 days before meeting
- AIP due for 1st Public Hearing on Tax Rate, Public Hearing on Budget
- 15 Budget Adjustments for 2013 Budget prepared and posted
- Annual Operating Budget and Budget Brief due to printer
- 16 72 hour notice for first Public Hearing
- 19 1st Public Hearing on Tax Rate, Public Hearing on Budget
- 26 AIP due for 2nd Public Hearing on Tax Rate, 1st Reading of Budget Ordinance revising 2013 numbers and adopting 2014 budget, 1st Reading of Tax Rate Ordinance, 1st Reading of Water/Wastewater Rate. 1st Reading of Solid Waste Rate
- 30 72 hour notice for second Public Hearing

**September 2013**

- 2 2nd Public Hearing on Tax Rate, 1st Reading of Budget Ordinance revising 2013 numbers and adopting 2014 budget, 1st Reading of Tax Rate Ordinance, 1st Reading of Water/Wastewater Rate, 1st Reading of Solid Waste Rate
- 9 Notice of Tax Revenue Increase published before meeting to adopt tax rate is the second quarter-page notice in newspaper before meeting and published on TV and website, at least 7 days before meeting.
- 9 AIP due for Final Reading & Adoption of Budget Ordinance, of Tax Rate Ordinance, of Water/Wastewater Rate Ordinance, of Solid Waste Rate Ordinance, of Minute Order to Ratify Tax Revenue, and of Minute Order to adopt the Fee Schedule

72 hour notice for meeting a which governing body will adopt tax rate.  
 13 rate.  
 16 Final Reading & Adoption of Budget Ordinance, Final Reading of Tax Rate, Final Reading of Water/Wastewater Rate, Final Reading of Solid Waste Rate, Minute Order to Ratify Tax Revenue, Minute Order to adopt the Fee Schedule

October 2013						
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**October 2013**

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21 Presentation Budget due to GFOA

January 2014						
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**January 2014**

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March 2014						
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**March 2014**

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April 2014						
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**April 2014**

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7 Mid-year review begins. Finance reviews revenues and revises projections to reflect changing conditions.  
 24 Revenue Forecasts completed and posted in H T E. If revenue projections as revised, appear to fund the originally appropriated expenditures, no changes are made. If revised revenue projections reflect that resouces will not be adequate to cover the budgeted expenditures, departments heads are directed to make reductions from the originally budgeted amounts. If

May 2014						
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**May 2014**

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7 Year-end and proposed base budget estimates entered into H T E

June 2014						
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**June 2014**

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July 2014						
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August 2014						
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September 2014						
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October 2014						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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**July 2014**

- 24 Calculation of effective and rollback tax rates
- 28 Publication of effective and rollback tax rates, statement and schedules. submission to governing body
- 29 AIP due for Mid-Biennium Budget Review
- 29 Key Revenue estimates finalized and posted in H T E
- 31 Mid-Biennium Budget Review document to printer

**August 2014**

- 4 Mid-Biennium Budget Review presented to City Council. CM may propose a fiscal year-end budget adjustment for FY 2014
- 5 Budget Adjustments for 2014 Budget prepared and posted
- 11 72 hour notice for first Public Hearing
- 18 1st Public Hearing on Tax Rate, Public Hearing on Budget
- 25 AIP due for 2nd Public Hearing on Tax Rate, 1st Reading of Budget Ordinance revising 2013 numbers and adopting 2014 budget, 1st Reading of Tax Rate Ordinance, 1st Reading of Water/Wastewater Rate. 1st Reading of Solid Waste Rate

**September 2014**

- 1 2nd Public Hearing on Tax Rate, 1st Reading of Budget Ordinance revising 2013 numbers and adopting 2014 budget, 1st Reading of Tax Rate Ordinance, 1st Reading of Water/Wastewater Rate, 1st Reading of Solid Waste Rate
  - 8 Notice of Tax Revenue Increase published before meeting to adopt tax rate is the second quarter-pate notice in newspaper before meeting and published on TV and website, at least 7 days before meeting.
- AIP due for Final Reading & Adoption of Budget Ordinance, of Tax Rate Ordinance, of Water/Wastewater Rate Ordinance, of Solid Waste Rate Ordinance, of Minute Order to Ratify Tax Revenue, and of Minute Order to adopt the Fee Schedule

- 72 hour notice for meeting a which governing body will adopt tax rate.
- 12 rate.
- 15 Final Reading & Adoption of Budget Ordinance, Final Reading of Tax Rate, Final Reading of Water/Wastewater Rate, Final Reading of Solid Waste Rate, Minute Order to Ratify Tax Revenue, Minute Order to adopt the Fee Schedule

**October 2014**

- 21 Presentation Budget due to GFOA





# FINANCIAL SUMMARIES

- ◇ Four Year Fund Summaries by Revenue, Expenditures and Fund Balance, p. 57
- ◇ Explanation of Changes in Fund Balances Greater Than 10%, p. 66
- ◇ Overview of Budgeted Revenues and Expenditures by Class, p. 67

MAJOR GOVERNMENTAL FUNDS			
GENERAL FUND			
2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET

<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 6,501,152	\$ 8,796,643	\$ 8,796,643	\$ 7,330,659
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REVENUES					
AD VALOREM TAXES	\$ 11,850,182	\$ 12,096,146	\$ 12,138,520	\$ 12,512,104	
SALES TAXES	\$ 7,092,888	\$ 6,630,000	\$ 6,640,000	\$ 6,867,900	
FRANCHISE FEES	\$ 2,230,430	\$ 2,155,000	\$ 2,100,234	\$ 2,149,538	
LICENSES AND PERMITS	\$ 676,143	\$ 636,400	\$ 674,810	\$ 697,400	
OTHER CHARGES FOR SERVICE WATER&SEWER	\$ 350,808	\$ -	\$ -	\$ -	
FINES AND FORFEITURES	\$ 906,261	\$ 995,000	\$ 911,823	\$ 1,289,000	
INTEREST	\$ 41,864	\$ 27,000	\$ 40,000	\$ 35,000	
MISCELLANEOUS	\$ 1,142,035	\$ 1,143,136	\$ 1,179,251	\$ 1,234,014	
OTHER SOURCES	\$ 3,204,927	\$ 2,387,457	\$ 3,237,457	\$ 2,667,970	
<b>TOTAL REVENUES</b>	<b>\$ 27,495,538</b>	<b>\$ 26,070,139</b>	<b>\$ 26,922,095</b>	<b>\$ 27,452,926</b>	

EXPENDITURES					
PERSONAL SERVICES	\$ 17,573,382	\$ 18,901,242	\$ 18,289,488	\$ 19,810,685	
MATERIALS AND SUPPLIES	\$ 521,290	\$ 587,939	\$ 692,667	\$ 772,765	
PURCHASED SERVICES & INVENTORY	\$ 3,116,249	\$ 2,599,583	\$ 3,654,405	\$ 2,547,701	
MAINTENANCE AND REPAIR	\$ 1,543,484	\$ 1,730,021	\$ 1,808,411	\$ 1,732,932	
OTHER EXPENDITURES	\$ 2,636,495	\$ 2,328,428	\$ 2,866,894	\$ 2,726,592	
CAPITAL OUTLAY	\$ 81,666	\$ 1,064,391	\$ 1,076,214	\$ 227,769	
DEBT SERVICE					
PILOT					
FRANCHISE FEE					
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,472,566</b>	<b>\$ 27,211,604</b>	<b>\$ 28,388,079</b>	<b>\$ 27,818,444</b>	

<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>				
	\$ 2,295,491	\$ (1,141,465)	\$ (1,465,984)	\$ (365,518)
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 8,796,643</b>	<b>\$ 7,655,178</b>	<b>\$ 7,330,659</b>	<b>\$ 6,965,141</b>

MAJOR GOVERNMENTAL FUNDS									
GENERAL DEBT SERVICE FUND					4A SALES TAX REVENUE				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 778,717	\$ 819,907	\$ 819,907	\$ 772,054	\$ 2,162,680	\$ 3,611,796	\$ 3,611,796	\$ 3,358,078	
<b>REVENUES</b>									
AD VALOREM TAXES	\$ 3,293,230	\$ 3,300,582	\$ 3,300,582	\$ 3,407,084					
SALES TAXES					\$ 3,689,412	\$ 3,472,574	\$ 3,472,574	\$ 3,613,950	
FRANCHISE FEES									
LICENSES AND PERMITS									
OTHER CHARGES FOR SERVICE									
WATER&SEWER									
FINES AND FORFEITURES									
INTEREST					\$ 3,505	\$ 4,000	\$ 4,000	\$ 4,000	
MISCELLANEOUS									
OTHER SOURCES	\$ 3,756,097	\$ 812,000	\$ 812,000	\$ 511,000					
<b>TOTAL REVENUES</b>	<b>\$ 7,049,327</b>	<b>\$ 4,112,582</b>	<b>\$ 4,112,582</b>	<b>\$ 3,918,084</b>	<b>\$ 3,692,917</b>	<b>\$ 3,476,574</b>	<b>\$ 3,476,574</b>	<b>\$ 3,617,950</b>	
<b>EXPENDITURES</b>									
PERSONAL SERVICES				\$ -		\$ 249,409	\$ 269,002	\$ 287,861	
MATERIALS AND SUPPLIES				\$ -		\$ 10,400	\$ 10,050	\$ 10,750	
PURCHASED SERVICES & INVENTORY				\$ -	\$ 3,500	\$ 137,550	\$ 132,700	\$ 92,400	
MAINTENANCE AND REPAIR				\$ -		\$ 10,000	\$ 16,348	\$ 10,000	
OTHER EXPENDITURES	\$ 60,471	\$ -	\$ -	\$ -	\$ 25,961	\$ 111,558	\$ 40,512	\$ 488,748	
CAPITAL OUTLAY				\$ -			\$ 600	\$ 500	
DEBT SERVICE	\$ 6,947,666	\$ 4,160,435	\$ 4,160,435	\$ 3,945,361	\$ 2,214,340	\$ 2,182,041	\$ 3,261,080	\$ 3,793,894	
PILOT									
FRANCHISE FEE									
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,008,137</b>	<b>\$ 4,160,435</b>	<b>\$ 4,160,435</b>	<b>\$ 3,945,361</b>	<b>\$ 2,243,801</b>	<b>\$ 2,700,958</b>	<b>\$ 3,730,292</b>	<b>\$ 4,684,153</b>	
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 41,190</b>	<b>\$ (47,853)</b>	<b>\$ (47,853)</b>	<b>\$ (27,277)</b>	<b>\$ 1,449,116</b>	<b>\$ 775,616</b>	<b>\$ (253,718)</b>	<b>\$ (1,066,203)</b>	
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 819,907</b>	<b>\$ 772,054</b>	<b>\$ 772,054</b>	<b>\$ 744,777</b>	<b>\$ 3,611,796</b>	<b>\$ 4,387,412</b>	<b>\$ 3,358,078</b>	<b>\$ 2,291,875</b>	

MAJOR GOVERNMENTAL FUNDS									
4B SALES TAX REVENUE					PARKS PERFORMANCE				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 2,362,092	\$ 2,065,060	\$ 2,065,060	\$ 2,122,053	\$ 405,297	\$ 582,373	\$ 582,373	\$ 767,128	
<b>REVENUES</b>									
AD VALOREM TAXES									
SALES TAXES	\$ 3,648,912	\$ 3,422,574	\$ 3,422,574	\$ 3,546,950					
FRANCHISE FEES									
LICENSES AND PERMITS									
OTHER CHARGES FOR SERVICE					\$ 1,951,722	\$ 1,938,899	\$ 2,085,797	\$ 2,094,837	
WATER&SEWER									
FINES AND FORFEITURES									
INTEREST	\$ 2,457	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,945	\$ 1,000	\$ 1,000	\$ 1,000	
MISCELLANEOUS									
OTHER SOURCES			\$ 239,622		\$ 1,021,928	\$ 1,109,500	\$ 1,106,920	\$ 1,171,965	
<b>TOTAL REVENUES</b>	<b>\$ 3,651,369</b>	<b>\$ 3,425,574</b>	<b>\$ 3,665,196</b>	<b>\$ 3,549,950</b>	<b>\$ 2,975,595</b>	<b>\$ 3,049,399</b>	<b>\$ 3,193,717</b>	<b>\$ 3,267,802</b>	
<b>EXPENDITURES</b>									
PERSONAL SERVICES				\$ -	\$ 1,621,644	\$ 1,744,936	\$ 1,680,474	\$ 1,812,197	
MATERIALS AND SUPPLIES				\$ -	\$ 82,809	\$ 86,436	\$ 91,262	\$ 90,436	
PURCHASED SERVICES & INVENTORY	\$ 3,500	\$ 4,550	\$ 4,550	\$ 3,500	\$ 774,708	\$ 768,099	\$ 762,381	\$ 767,344	
MAINTENANCE AND REPAIR				\$ -	\$ 132,409	\$ 180,818	\$ 201,657	\$ 185,535	
OTHER EXPENDITURES				\$ -	\$ 116,947	\$ 124,294	\$ 128,358	\$ 290,772	
CAPITAL OUTLAY				\$ -	\$ 70,002	\$ 144,816	\$ 144,830	\$ 111,518	
DEBT SERVICE	\$ 3,944,901	\$ 3,495,244	\$ 3,603,653	\$ 3,173,164					
PILOT									
FRANCHISE FEE									
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,948,401</b>	<b>\$ 3,499,794</b>	<b>\$ 3,608,203</b>	<b>\$ 3,176,664</b>	<b>\$ 2,798,519</b>	<b>\$ 3,049,399</b>	<b>\$ 3,008,962</b>	<b>\$ 3,257,802</b>	
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ (297,032)</b>	<b>\$ (74,220)</b>	<b>\$ 56,993</b>	<b>\$ 373,286</b>	<b>\$ 177,076</b>	<b>\$ -</b>	<b>\$ 184,755</b>	<b>\$ 10,000</b>	
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 2,065,060</b>	<b>\$ 1,990,840</b>	<b>\$ 2,122,053</b>	<b>\$ 2,495,339</b>	<b>\$ 582,373</b>	<b>\$ 582,373</b>	<b>\$ 767,128</b>	<b>\$ 777,128</b>	

MINOR GOVERNMENTAL FUNDS									
ECONOMIC DEVELOPMENT INCENTIVE FUND					HOTEL/MOTEL TAX FUND				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 528,923	\$ 313,125	\$ 313,125	\$ 280,482	\$ 293,191	\$ 386,497	\$ 386,497	\$ 419,886	
<b>REVENUES</b>									
AD VALOREM TAXES	\$ 317,041	\$ 389,951	\$ 422,450	\$ 515,314					
SALES TAXES	\$ 326,508	\$ 365,000	\$ 404,948	\$ 427,000	\$ 146,202	\$ 110,000	\$ 125,000	\$ 125,000	
FRANCHISE FEES									
LICENSES AND PERMITS									
OTHER CHARGES FOR SERVICE									
WATER&SEWER									
FINES AND FORFEITURES									
INTEREST									
MISCELLANEOUS									
OTHER SOURCES									
<b>TOTAL REVENUES</b>	<b>\$ 643,549</b>	<b>\$ 754,951</b>	<b>\$ 827,398</b>	<b>\$ 942,314</b>	<b>\$ 146,202</b>	<b>\$ 110,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	
<b>EXPENDITURES</b>									
PERSONAL SERVICES				\$ -				\$ -	
MATERIALS AND SUPPLIES				\$ -				\$ 1,767	
PURCHASED SERVICES & INVENTORY				\$ -				\$ 36,702	
MAINTENANCE AND REPAIR				\$ -				\$ 1,883	
OTHER EXPENDITURES	\$ 859,347	\$ 754,951	\$ 860,041	\$ 957,314	\$ 52,896	\$ 90,156	\$ 91,611	\$ 50,154	
CAPITAL OUTLAY				\$ -				\$ -	
DEBT SERVICE									
PILOT									
FRANCHISE FEE									
<b>TOTAL EXPENDITURES</b>	<b>\$ 859,347</b>	<b>\$ 754,951</b>	<b>\$ 860,041</b>	<b>\$ 957,314</b>	<b>\$ 52,896</b>	<b>\$ 90,156</b>	<b>\$ 91,611</b>	<b>\$ 90,506</b>	
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ (215,798)</b>	<b>\$ -</b>	<b>\$ (32,643)</b>	<b>\$ (15,000)</b>	<b>\$ 93,306</b>	<b>\$ 19,844</b>	<b>\$ 33,389</b>	<b>\$ 34,494</b>	
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 313,125</b>	<b>\$ 313,125</b>	<b>\$ 280,482</b>	<b>\$ 265,482</b>	<b>\$ 386,497</b>	<b>\$ 406,341</b>	<b>\$ 419,886</b>	<b>\$ 454,380</b>	

MINOR GOVERNMENTAL FUNDS									
4A SALES TAX DEBT SERVICE					4B SALES TAX DEBT SERVICE				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 699,454	\$ 668,475	\$ 668,475	\$ 672,027	\$ 1,187,993	\$ 1,189,036	\$ 1,189,036	\$ 1,190,235	
<b>REVENUES</b>									
AD VALOREM TAXES									
SALES TAXES									
FRANCHISE FEES									
LICENSES AND PERMITS									
OTHER CHARGES FOR SERVICE									
WATER&SEWER									
FINES AND FORFEITURES									
INTEREST	\$ 901	\$ 3,800	\$ 3,800	\$ 3,800	\$ 1,711	\$ 1,200	\$ 1,200	\$ 1,200	
MISCELLANEOUS									
OTHER SOURCES	\$ 4,549,790	\$ 2,096,080	\$ 2,096,080	\$ 2,159,192	\$ 1,911,713	\$ 1,911,300	\$ 1,911,300	\$ 1,543,025	
<b>TOTAL REVENUES</b>	<b>\$ 4,550,691</b>	<b>\$ 2,099,880</b>	<b>\$ 2,099,880</b>	<b>\$ 2,162,992</b>	<b>\$ 1,913,424</b>	<b>\$ 1,912,500</b>	<b>\$ 1,912,500</b>	<b>\$ 1,544,225</b>	
<b>EXPENDITURES</b>									
PERSONAL SERVICES				\$ -				\$ -	
MATERIALS AND SUPPLIES				\$ -				\$ -	
PURCHASED SERVICES & INVENTORY				\$ -				\$ -	
MAINTENANCE AND REPAIR				\$ -				\$ -	
OTHER EXPENDITURES									
CAPITAL OUTLAY				\$ -				\$ -	
DEBT SERVICE	\$ 4,581,670	\$ 2,096,082	\$ 2,096,328	\$ 2,159,194	\$ 1,912,381	\$ 1,911,301	\$ 1,911,301	\$ 1,543,025	
PILOT									
FRANCHISE FEE									
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,581,670</b>	<b>\$ 2,096,082</b>	<b>\$ 2,096,328</b>	<b>\$ 2,159,194</b>	<b>\$ 1,912,381</b>	<b>\$ 1,911,301</b>	<b>\$ 1,911,301</b>	<b>\$ 1,543,025</b>	
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ (30,979)</b>	<b>\$ 3,798</b>	<b>\$ 3,552</b>	<b>\$ 3,798</b>	<b>\$ 1,043</b>	<b>\$ 1,199</b>	<b>\$ 1,199</b>	<b>\$ 1,200</b>	
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 668,475</b>	<b>\$ 672,273</b>	<b>\$ 672,027</b>	<b>\$ 675,825</b>	<b>\$ 1,189,036</b>	<b>\$ 1,190,235</b>	<b>\$ 1,190,235</b>	<b>\$ 1,191,435</b>	

MAJOR ENTERPRISE FUNDS										
WATER & WASTEWATER FUND					GOLF COURSE FUND					
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET		
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 3,970,681	\$ 6,884,631	\$ 6,884,631	\$ 3,814,725	\$ (396,051)	\$ (314,948)	\$ (314,948)	\$ (317,916)	\$ (317,916)	
<b>REVENUES</b>										
AD VALOREM TAXES										
SALES TAXES										
FRANCHISE FEES										
LICENSES AND PERMITS										
OTHER CHARGES FOR SERVICE					\$ 379,761	\$ 1,581,600	\$ 1,427,914	\$ 2,045,239		
WATER&SEWER	\$ 14,556,672	\$ 15,514,000	\$ 15,020,000	\$ 16,242,000						
FINES AND FORFEITURES										
INTEREST	\$ 19,777	\$ 30,000	\$ 30,000	\$ 30,000					\$ -	
MISCELLANEOUS									\$ 494,000	
OTHER SOURCES	\$ 2,667,425	\$ 444,200	\$ 983,200	\$ 444,200	\$ 1,465,349	\$ 509,094	\$ 613,603	\$ 113,274		
<b>TOTAL REVENUES</b>	<b>\$ 17,243,874</b>	<b>\$ 15,988,200</b>	<b>\$ 16,033,200</b>	<b>\$ 17,210,200</b>	<b>\$ 1,845,110</b>	<b>\$ 2,090,694</b>	<b>\$ 2,041,517</b>	<b>\$ 2,158,513</b>		
<b>EXPENDITURES</b>										
PERSONAL SERVICES	\$ 1,580,498	\$ 1,617,251	\$ 1,585,848	\$ 1,728,126	\$ 890,137	\$ 1,050,880	\$ 1,003,567	\$ 1,115,521		
MATERIALS AND SUPPLIES	\$ 89,594	\$ 121,795	\$ 126,875	\$ 128,143	\$ 64,754	\$ 109,200	\$ 94,100	\$ 107,200		
PURCHASED SERVICES & INVENTORY	\$ 3,549,206	\$ 1,620,911	\$ 1,316,502	\$ 1,456,310	\$ 245,964	\$ 332,373	\$ 364,980	\$ 318,592		
MAINTENANCE AND REPAIR	\$ 309,834	\$ 257,401	\$ 293,395	\$ 323,323	\$ 83,333	\$ 67,353	\$ 54,350	\$ 65,648		
OTHER EXPENDITURES	\$ 5,978,439	\$ 6,767,278	\$ 9,789,595	\$ 7,097,200	\$ 479,819	\$ 452,783	\$ 469,383	\$ 490,010		
CAPITAL OUTLAY					\$ 2,933,933	\$ 610,167	\$ 480,014	\$ 58,105		
DEBT SERVICE	\$ 1,727,353	\$ 4,320,724	\$ 4,320,724	\$ 5,075,673						
PILOT	\$ 570,000	\$ 475,000	\$ 475,000	\$ 475,000						
FRANCHISE FEE	\$ 525,000	\$ 585,000	\$ 585,000	\$ 585,000						
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,329,924</b>	<b>\$ 18,699,293</b>	<b>\$ 19,103,106</b>	<b>\$ 17,348,789</b>	<b>\$ 1,764,007</b>	<b>\$ 2,090,694</b>	<b>\$ 2,044,485</b>	<b>\$ 2,158,513</b>		
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 2,913,950</b>	<b>\$ (2,711,093)</b>	<b>\$ (3,069,906)</b>	<b>\$ (138,589)</b>	<b>\$ 81,103</b>	<b>\$ -</b>	<b>\$ (2,968)</b>	<b>\$ -</b>		
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 6,884,631</b>	<b>\$ 4,173,538</b>	<b>\$ 3,814,725</b>	<b>\$ 3,676,136</b>	<b>\$ (314,948)</b>	<b>\$ (314,948)</b>	<b>\$ (317,916)</b>	<b>\$ (317,916)</b>		

	MAJOR ENTERPRISE FUND				MINOR ENTERPRISE FUND			
	SOLID WASTE FUND				CEMETERY FUND			
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 550,172	\$ 325,017	\$ 325,017	\$ 323,762	\$ 1,352,660	\$ 1,345,955	\$ 1,345,955	\$ 1,383,320
<b>REVENUES</b>								
AD VALOREM TAXES								
SALES TAXES								
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE	\$ 2,492,144	\$ 2,743,000	\$ 2,783,690	\$ 2,846,597	\$ 9,022	\$ 4,000	\$ 4,000	\$ 4,000
WATER&SEWER								
FINES AND FORFEITURES								
INTEREST					\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
MISCELLANEOUS	\$ 14,819	\$ 3,500	\$ 3,500	\$ 3,500	\$ 2,016	\$ -	\$ -	\$ -
OTHER SOURCES						\$ 36,000	\$ 36,000	\$ 30,000
<b>TOTAL REVENUES</b>	\$ 2,506,963	\$ 2,746,500	\$ 2,787,190	\$ 2,850,097	\$ 11,038	\$ 6,500	\$ 42,500	\$ 36,500
<b>EXPENDITURES</b>								
PERSONAL SERVICES	\$ 23,259	\$ 24,311	\$ 22,009	\$ 23,882				\$ -
MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 4,212			\$ -
PURCHASED SERVICES & INVENTORY	\$ 2,281,885	\$ 2,375,143	\$ 2,380,967	\$ 2,548,915	\$ 425	\$ 2,000	\$ 135	\$ 138
MAINTENANCE AND REPAIR	\$ 1,881	\$ 3,610	\$ 2,000	\$ 2,000	\$ 3,440	\$ 5,000	\$ 5,000	\$ 5,000
OTHER EXPENDITURES	\$ 425,093	\$ 383,623	\$ 383,469	\$ 177,325	\$ 9,666			\$ -
CAPITAL OUTLAY	\$ -		\$ -	\$ -				\$ -
DEBT SERVICE								
PILOT								
FRANCHISE FEE								
<b>TOTAL EXPENDITURES</b>	\$ 2,732,118	\$ 2,786,687	\$ 2,788,445	\$ 2,752,122	\$ 17,743	\$ 7,000	\$ 5,135	\$ 5,138
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	\$ (225,155)	\$ (40,187)	\$ (1,255)	\$ 97,975	\$ (6,705)	\$ (500)	\$ 37,365	\$ 31,362
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	\$ 325,017	\$ 284,830	\$ 323,762	\$ 421,737	\$ 1,345,955	\$ 1,345,455	\$ 1,383,320	\$ 1,414,682

INTERNAL SERVICE FUNDS									
EQUIPMENT SERVICE FUND					GOVERNMENTAL EQP REP FUND				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 81,418	\$ 114,551	\$ 114,551	\$ 132,016	\$ 1,446,697	\$ 1,721,590	\$ 1,721,590	\$ 2,038,072	
<b>REVENUES</b>									
AD VALOREM TAXES									
SALES TAXES									
FRANCHISE FEES									
LICENSES AND PERMITS									
OTHER CHARGES FOR SERVICE	\$ 480,385	\$ 485,000	\$ 485,000	\$ 471,154					
WATER&SEWER									
FINES AND FORFEITURES									
INTEREST									\$ -
MISCELLANEOUS									
OTHER SOURCES	\$ 7,953	\$ 9,000	\$ 9,000	\$ 9,000	\$ 679,399	\$ 750,059	\$ 1,340,391	\$ 1,006,300	
<b>TOTAL REVENUES</b>	<b>\$ 488,338</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 480,154</b>	<b>\$ 679,399</b>	<b>\$ 750,059</b>	<b>\$ 1,340,391</b>	<b>\$ 1,006,300</b>	
<b>EXPENDITURES</b>									
PERSONAL SERVICES	\$ 380,708	\$ 378,354	\$ 384,588	\$ 399,303					
MATERIALS AND SUPPLIES	\$ 1,827	\$ 17,449	\$ 5,894	\$ 17,921					
PURCHASED SERVICES & INVENTORY	\$ 29,252	\$ 47,983	\$ 36,465	\$ 49,902					
MAINTENANCE AND REPAIR	\$ 2,713	\$ 20,493	\$ 20,493	\$ 4,093					
OTHER EXPENDITURES	\$ 40,705	\$ 25,693	\$ 25,693	\$ 38,471					
CAPITAL OUTLAY	\$ -	\$ 3,402	\$ 3,402	\$ 3,526	\$ 404,506	\$ 470,937	\$ 1,023,909	\$ 240,806	
DEBT SERVICE									
PILOT									
FRANCHISE FEE									
<b>TOTAL EXPENDITURES</b>	<b>\$ 455,205</b>	<b>\$ 493,374</b>	<b>\$ 476,535</b>	<b>\$ 513,216</b>	<b>\$ 404,506</b>	<b>\$ 470,937</b>	<b>\$ 1,023,909</b>	<b>\$ 240,806</b>	
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 33,133</b>	<b>\$ 626</b>	<b>\$ 17,465</b>	<b>\$ (33,062)</b>	<b>\$ 274,893</b>	<b>\$ 279,122</b>	<b>\$ 316,482</b>	<b>\$ 765,494</b>	
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 114,551</b>	<b>\$ 115,177</b>	<b>\$ 132,016</b>	<b>\$ 98,954</b>	<b>\$ 1,721,590</b>	<b>\$ 2,000,712</b>	<b>\$ 2,038,072</b>	<b>\$ 2,803,566</b>	

INTERNAL SERVICE FUNDS									
PROPRIETARY EQP REP FUND					SUPPORT SERVICES				
	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 BUDGET	2014 BUDGET TOTAL
<b>BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL</b>	\$ 700,800	\$ 727,962	\$ 727,962	\$ 1,009,337	\$ 60,392	\$ 10,129	\$ 10,129	\$ 25,132	\$ 25,321,050
<b>REVENUES</b>									\$ -
AD VALOREM TAXES									\$ 16,434,502
SALES TAXES									\$ 14,580,800
FRANCHISE FEES									\$ 2,149,538
LICENSES AND PERMITS									\$ 697,400
OTHER CHARGES FOR SERVICE									\$ 7,461,827
WATER&SEWER									\$ 16,242,000
FINES AND FORFEITURES									\$ 1,289,000
INTEREST	\$ 27,944	\$ 3,000	\$ 3,000	\$ 3,000					\$ 83,500
MISCELLANEOUS									\$ 1,731,514
OTHER SOURCES	\$ 160,258	\$ 181,333	\$ 289,850	\$ 260,135	\$ 1,593,120	\$ 1,318,855	\$ 1,318,855	\$ 1,477,699	\$ 11,393,760
<b>TOTAL REVENUES</b>	<b>\$ 188,202</b>	<b>\$ 184,333</b>	<b>\$ 292,850</b>	<b>\$ 263,135</b>	<b>\$ 1,593,120</b>	<b>\$ 1,318,855</b>	<b>\$ 1,318,855</b>	<b>\$ 1,477,699</b>	<b>\$ 72,063,841</b>
<b>EXPENDITURES</b>									\$ -
PERSONAL SERVICES									\$ 25,948,363
MATERIALS AND SUPPLIES									\$ 1,248,947
PURCHASED SERVICES & INVENTORY									\$ 7,872,389
MAINTENANCE AND REPAIR									\$ 2,765,939
OTHER EXPENDITURES									\$ 12,317,034
CAPITAL OUTLAY	\$ 161,040	\$ 111,191	\$ 11,475	\$ 90,000	\$ -	\$ 7,450	\$ 14,393	\$ 117,610	\$ 1,333,285
DEBT SERVICE									\$ 19,690,311
PILOT									\$ 475,000
FRANCHISE FEE									\$ 585,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 161,040</b>	<b>\$ 111,191</b>	<b>\$ 11,475</b>	<b>\$ 90,000</b>	<b>\$ 1,643,383</b>	<b>\$ 1,284,364</b>	<b>\$ 1,303,852</b>	<b>\$ 1,495,221</b>	<b>\$ 72,236,268</b>
<b>INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL</b>	<b>\$ 27,162</b>	<b>\$ 73,142</b>	<b>\$ 281,375</b>	<b>\$ 173,135</b>	<b>\$ (50,263)</b>	<b>\$ 34,491</b>	<b>\$ 15,003</b>	<b>\$ (17,522)</b>	<b>\$ (172,427)</b>
<b>BUDGETED ENDING FUND BALANCE / WORKING CAPITAL</b>	<b>\$ 727,962</b>	<b>\$ 801,104</b>	<b>\$ 1,009,337</b>	<b>\$ 1,182,472</b>	<b>\$ 10,129</b>	<b>\$ 44,620</b>	<b>\$ 25,132</b>	<b>\$ 7,610</b>	<b>\$ 25,148,623</b>

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

**4A SALES TAX REVENUE FUND:** The 2014 fund balance for this fund in projected to be about \$1,100,000 less due to a one-time payment to improve the infrastructure at the Business Park.

**4B SALES TAX REVENUE FUND –** The 2014 fund balance for this fund is projected to be about \$373,000 more due to a decrease in bond payments.

**PARKS PERFORMANCE FUND –**The 2014 fund balance for this fund is projected to be about \$91,000 more due to an increase in the Administrative Transfer to cover administrative expenses from 4B Sales Tax Revenue.

**SOLID WASTE FUND –** The \$98,000 increase in the projected 2014 fund balance for Solid Waste is due to a combination of factors. Firstly, more accounts are projected for the coming year causing revenues to rise by about \$63,000 and the decrease of \$246,000 transfer to general fund instituted to draw down the fund balance when Solid Waste services were no longer performed by the City, but were contracted out. In addition, the Environmental Services contract increased by about \$28,000 and the Solid Waste Collections contract rose by about \$145,000. Forty-

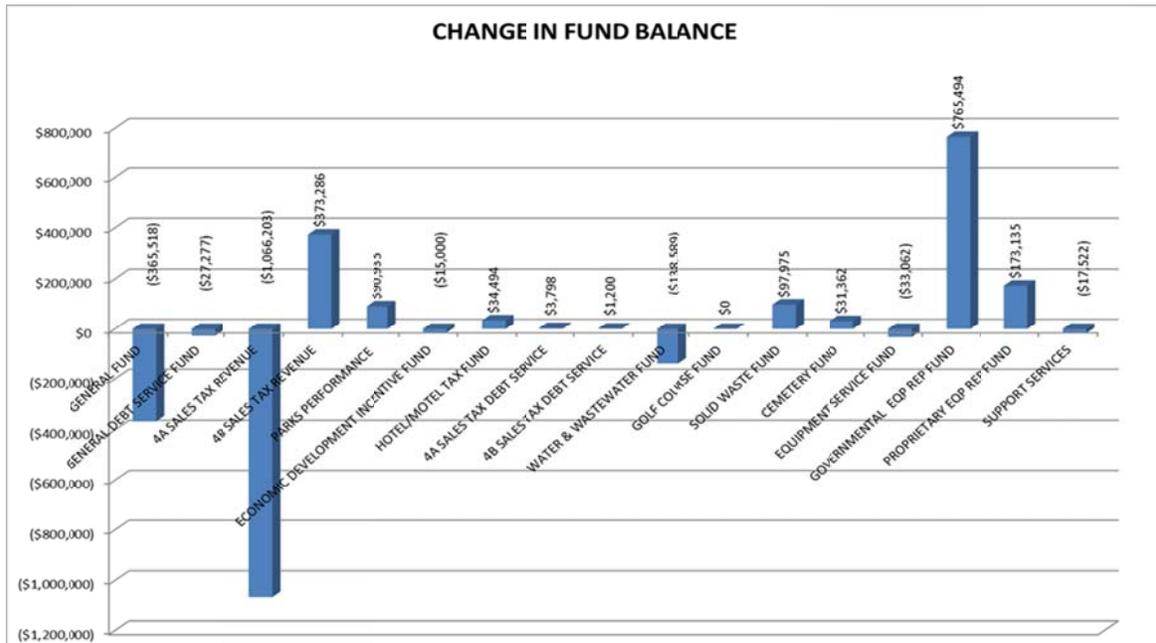
four thousand dollars were also added for Equipment Replacement this year.

**EQUIPMENT SERVICES FUND –** The revenues in this fund decreased by about \$14,000 and the payroll expenditures rose by about \$15k to combine for a decrease in fund balance of about \$33,000. Since this is an internal service fund, low fund balances are desirable.

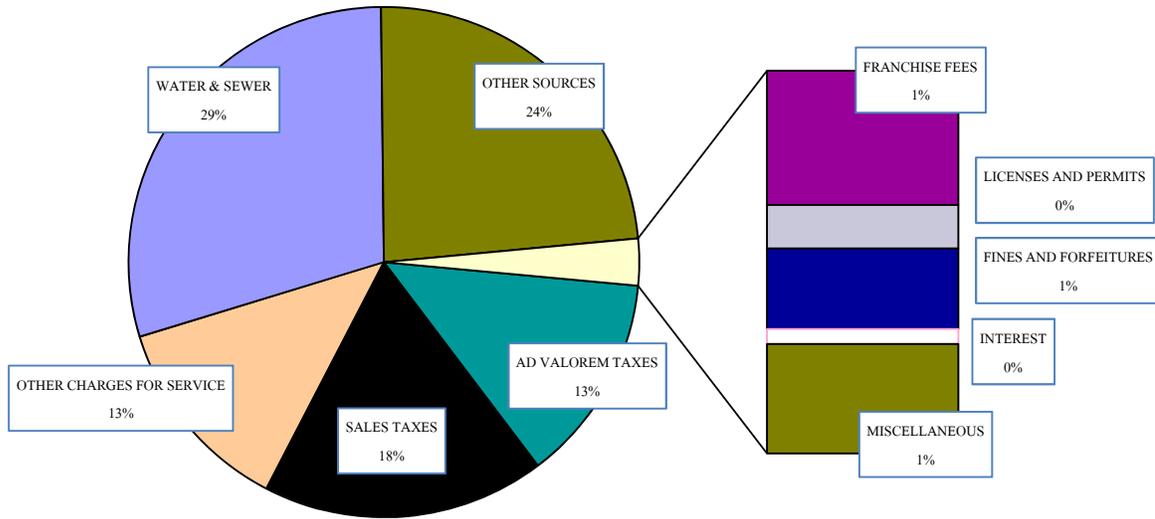
**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND –** The increase in fund balance in this fund is due to fewer pieces of equipment scheduled to be purchased this year, yet the revenue remained the same.

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

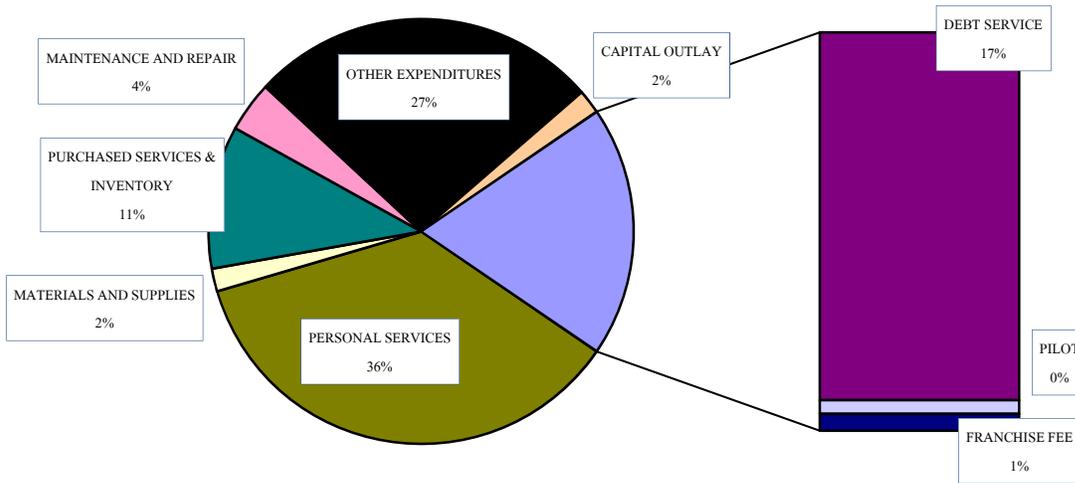
**SUPPORT SERVICES FUND –** Although the revenue rose in this internal service fund, both non-capital equipment and capital equipment did as well to create a \$17.5k decrease in fund balance.



## BUDGETED REVENUES CITY-WIDE



## BUDGETED CITY-WIDE EXPENDITURES BY CLASS







# CAPITAL AND DEBT

- ◇ Definitions, p. 70
- ◇ Capital Improvement Program Summary, p. 71
  - ◇ Legal Debt Margin, p. 72
  - ◇ Financing Alternatives, p. 73
- ◇ Principal and Interest Requirements, p. 74

## CAPITAL DEFINITION

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

Amounts budgeted in FY 2014 for items other than the Capital Improvement Program can be found on page 17 of the Manager's Message.

## MAINTENANCE AND OPERATIONS OF COMPLETED CAPITAL PROJECTS

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

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

CAPITAL IMPROVEMENT PROGRAM SUMMARY SHEET (in 1,000's)					
PROJECT	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	2017-2018 Projected
<b>STREETS</b>					
Alsbury Boulevard (Candler to Hulen)	350	1,325	2,750	-	-
Annual Sidewalk Program	200	200	200	200	200
Congestion Mitigation	125	200	100	100	75
McAlister Blvd	50	225	182	-	-
N/S Connector E. of I35W from Renfro to Spinks	2,800	3,000	1,000	-	-
Neighborhood Street Reconstruction	300	1,000	300	-	-
Old Town Mobility Improvements	75	215	110	-	-
Railroad Quiet Zone (Alsbury)	200	-	-	-	-
Renfro Street - SH 174 to Alsbury Boulevard	-	-	75	100	275
Renfro Street - SH174 EB Right Turn Lane	-	43	175	-	-
Renfro Street IH 35 to SH 174	100	525	475	-	-
Summercrest Blvd Mobility Improvements	125	40	200	320	-
Thomas Street Bike Lanes	200	-	-	-	-
Traffic Calming	100	100	100	100	100
Transportation Safety - Signals	75	225	200	180	-
Vantage/Cirrus Roads-High Point Business Park	2,007	2,724	-	-	-
<b>DRAINAGE</b>					
Drainage Improvements (Various Channels)	-	678	677	-	751
Misc. Annual Drainage Projects	100	100	100	100	100
King & Lorna Streets	-	-	-	125	630
King & North Johnson	75	-	-	-	-
Trails End	95	-	-	-	-
<b>WATER</b>					
1.0 MG Hidden Creek EST	1,068	-	-	-	-
12-Inch Line along Hurst Rd	199	-	-	-	-
12-Inch Line east of Mtn Valley GST	-	-	-	132	94
12-Inch Lines along Peach Ln and Renfro St	-	45	527	118	25
12-Inch Lines along Silverthorne Dr. & John Jones Dr	22	225	-	-	-
16-Inch Line along Wilshire Blvd	-	30	87	274	226
24-Inch Transmission Line along I-35	817	-	-	-	-
5.0 MGD Lower Pressure Plane Pump Station	45	30	-	-	-
6.0 mgd Alsbury #2 PS Expansion	-	45	346	545	800
Public Works Water Main Replacement	100	100	100	-	-
SCADA System and Site Security Upgrades	82	734	-	-	-
Water Rehabilitation / Independent	-	220	385	385	260
Water Rehabilitation w/ Street Rebuild	-	330	440	660	446
<b>SEWER</b>					
Lakeview to CR 913 - 15 Inch Sewer Line	110	238	231	950	-
Lift Station Removal - I35W	1,150	-	-	-	-
North Creek Relief (Non-M.H)	1,620	539	-	-	-
Oakbrook to Wilshire - 15 Inch Sewerline	40	73	391	331	-
Public Works Sewer Main Replacement	100	100	100	100	100
Sewer Rehabilitation / Independent	200	375	200	175	-
Sewer Rehabilitation w/ Street Rebuild	300	300	300	100	100
Shannon Ck North - 12 Inch Sewer Line	-	35	125	300	-
Town Creek East - 10 Inch Sewer Line	-	-	20	93	489
Village Creek East - 8 Inch Sewer Line	31	206	116	-	-
Wilshire to Tantarra - 10 Inch Sewer Line	-	92	78	75	-
<b>PARKS</b>					
Rail Car Installation	17	-	-	-	-
Wakefield Park - Phase 1	10	-	-	-	-
Bailey Lake - Phase 2	19	448	-	-	-
Village Creek Trail - Segment 1 Design	40	-	-	-	-
Village Creek Trail - Segment 1 Construction	-	400	730	-	-
Bartlett Park Soccer Fields	400	2,500	-	-	-
Oak Valley Park South	-	75	-	-	-
Chisenhall Fields - Phase 2	-	-	-	1,200	-
Wakefield Park - Phase 2	-	-	-	350	-
Prairie Timber Park Improvements	-	-	100	-	-
Village Park Trail - Segment 3	-	-	-	-	500
<b>Totals (in 1,000's)</b>	<b>13,347</b>	<b>17,740</b>	<b>10,920</b>	<b>7,013</b>	<b>5,171</b>

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

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

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

The current debt service rate needed to support general longterm debt is \$0.1622/\$100 of assessed valuation. This rate has not changed since FY 2009. If \$511,000 of gas royalties and bonuses was not used, the debt portion of the tax rate would be \$0.1864/\$100 of assessed valuation.

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

Types of Financing	Applications	Positive Points	Negative Points
<p><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><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><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><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>
<p>Financing capital purchases out of current revenues during the life of the project.</p>			
<p>Faith and credit financings requiring preparation of offering statements and bond ratings.</p>			
<p>Pledge of designated future revenues; requires preparation of complex offering statements, bond ratings and feasibility studies.</p>			
<p>Direct obligations of the City, payable from the levy and collection of a direct and continuing ad valorem tax. May also be secured by a limited pledge of surplus net revenues of the City.</p>			

**GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
AS OF SEPTEMBER 30, 2013**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2014	2,274,964	1,664,398	3,939,361
2015	2,355,451	1,582,682	3,938,133
2016	2,433,031	1,494,481	3,927,512
2017	2,543,037	1,399,755	3,942,792
2018	2,652,044	1,300,543	3,952,587
2019	2,744,624	1,196,614	3,941,238
2020	2,848,025	1,086,935	3,934,960
2021	2,967,179	970,236	3,937,414
2022	2,835,580	850,368	3,685,948
2023	3,119,153	725,927	3,845,080
2024	3,412,963	591,597	4,004,560
2025	3,629,317	446,892	4,076,208
2026	2,786,545	310,213	3,096,757
2027	2,428,971	194,417	2,623,388
2028	1,898,971	97,669	1,996,640
2029	603,824	42,563	646,387
2030	628,824	16,607	645,431
2031	41,251	2,475	43,726
2032	41,251	825	42,076
TOTAL	<u>\$ 42,245,000</u>	<u>\$ 13,975,198</u>	<u>\$ 56,220,198</u>

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
AS OF SEPTEMBER 30, 2013**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2014	1,324,037	834,195	2,158,232
2015	1,395,550	757,863	2,153,413
2016	1,449,970	700,355	2,150,325
2017	1,516,963	639,688	2,156,651
2018	1,588,957	576,048	2,165,004
2019	1,653,377	509,461	2,162,837
2020	1,723,975	439,721	2,163,696
2021	1,790,822	366,564	2,157,386
2022	1,461,420	289,730	1,751,150
2023	1,355,847	231,927	1,587,774
2024	1,159,038	186,808	1,345,845
2025	1,271,684	147,091	1,418,774
2026	658,456	114,127	772,583
2027	681,029	89,160	770,189
2028	711,029	62,284	773,313
2029	301,176	43,621	344,797
2030	311,176	34,023	345,199
2031	318,750	24,150	342,899
2032	328,750	14,000	342,749
2032	295,000	4,425	299,425
TOTAL	<u>\$ 21,297,001</u>	<u>\$ 6,065,240</u>	<u>\$ 27,362,241</u>

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION  
LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
AS OF SEPTEMBER 30, 2013**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2014	935,000	606,975	1,541,975
2015	970,000	571,688	1,541,688
2016	1,010,000	533,663	1,543,663
2017	1,040,000	492,863	1,532,863
2018	1,090,000	450,663	1,540,663
2019	1,140,000	406,278	1,546,278
2020	1,180,000	359,644	1,539,644
2021	1,230,000	310,725	1,540,725
2022	825,000	259,087	1,084,087
2023	865,000	222,697	1,087,697
2024	900,000	184,291	1,084,291
2025	940,000	143,769	1,083,769
2026	985,000	100,894	1,085,894
2027	845,000	59,944	904,944
2028	885,000	20,466	905,466
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	<u>\$ 14,840,000</u>	<u>\$ 4,723,647</u>	<u>\$ 19,563,647</u>

**WATER AND WASTEWATER  
PRINCIPAL AND INTEREST REQUIREMENTS  
AS OF SEPTEMBER 30, 2013**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2014	2,750,000	1,698,719	4,448,719
2015	2,860,000	1,592,937	4,452,937
2016	3,015,000	1,490,729	4,505,729
2017	3,130,000	1,383,484	4,513,484
2018	3,125,000	1,269,336	4,394,336
2019	2,925,000	1,155,797	4,080,797
2020	2,875,000	1,042,540	3,917,540
2021	2,890,000	926,185	3,816,185
2022	2,945,000	808,717	3,753,717
2023	3,070,000	687,847	3,757,847
2024	3,200,000	561,578	3,761,578
2025	2,885,000	437,007	3,322,007
2026	2,385,000	315,032	2,700,032
2027	1,895,000	223,329	2,118,329
2028	1,155,000	157,803	1,312,803
2029	850,000	115,413	965,413
2030	895,000	78,722	973,722
2031	935,000	39,900	974,900
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 43,785,000</u>	<u>\$ 13,985,074</u>	<u>\$ 57,770,074</u>

<b>HIDDEN CREEK GOLF COURSE</b> <b>PRINCIPAL AND INTEREST REQUIREMENTS</b> <b>AS OF SEPTEMBER 30, 2013</b>
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2014	86,538	231,000	81,919	399,457
2015	81,919	244,000	76,887	402,806
2016	76,887	257,000	71,588	405,475
2017	71,588	270,000	65,852	407,440
2018	65,852	284,000	59,639	409,491
2019	59,639	297,000	52,956	409,595
2020	52,956	318,000	45,643	416,599
2021	45,643	332,000	37,841	415,484
2022	37,841	353,000	29,369	420,210
2023	29,369	375,000	20,228	424,597
2024	20,228	393,000	10,600	423,828
2025	10,600	424,000	-	434,600
	<u>\$ 639,060</u>		<u>\$ 552,522</u>	<u>\$ 4,969,582</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2013                      \$ 3,778,000



# DEPARTMENTAL INFORMATION

- ◇ Three Year Budgeted FTEs, p. 81
- ◇ Performance Measurement, p. 83
  - ◇ General Fund, p. 84
- ◇ Economic Development Fund, p. 134
  - ◇ Parks Performance Fund, p. 136
    - ◇ Water/Wastewater, p. 142
- ◇ Hidden Creek Golf Course Fund, p. 146
  - ◇ Other Funds, p. 150

## DETAILED DEPARTMENTAL BUDGETED FTEs

	2011-2012	2012-2013	2013-2014	DIFFERENCE	EXPLANATION
CITY MANAGER / 1011	4.5	5.85	5.85	0	
ECONOMIC DEVELOPMENT / 1014	2	2	2	0	
HUMAN RESOURCES / 1015	3.5	3.5	3.5	0	
COMMUNICATIONS / 1017	1	1	1	0	
CITY SECRETARY / 1411	3	3	3.5	0.5	Parttime City Prosecutor added mid-year.
RECORDS / 1413	1	1	1	0	
LIBRARY / 1611	10	10.4	10.4	0	
FINANCE / 2011	9	9	9	0	
SUPPORT SERVICES / 2013	1	1	1	0	
PURCHASING / 2014	1	1	1	0	
POLICE / 3011	76.5	80.5	81.5	1.0	Tri-County Auto Task Force position added.
FIRE / 3012	34	34	36	2.0	Two firefighters added to continue progress toward 4 person per truck staffing.
FIRE PREVENTION / 3013	2	2	2	0	
MUNICIPAL COURT / 3015	8	9	9	0	
PUBLIC WORKS ADMINISTRATION / 4011	3.5	5	5	0	
STREET PAVEMENT MAINTENANCE / 4017	14.17	13	13	0	
STREET DRAINAGE MAINTENANCE / 4018	4	4	4	0	
STREET TRAFFIC MAINTENANCE / 4019	2	2	2	0	
FACILITY MAINTENANCE / 4016	6.5	2.5	2.5	0	
DEPT OF NEIGHBORHOOD SERVICES / 4511	1	2	2	0	
ANIMAL SERVICES / 4514	5	5	5	0	
ENVIRONMENTAL SERVICES / 4515	1	1	1	0	
COMMUNITY DEVELOPMENT / 5011	5	5	5	0	
BUILDING INSPECTIONS / 5012	4.5	4.5	4.5	0	
CODE COMPLIANCE / 5013	2	2	2	0	
ENGINEERING CAPITAL / 5511	5.34	4.34	4.34	0	

## DETAILED DEPARTMENTAL BUDGETED FTEs

	2011-2012	2012-2013	2013-2014	DIFFERENCE	EXPLANATION
ENGINEERING DEVELOPMENT / 5512	2	2.6	2.6	0	
GAS WELL DEVELOPMENT / 5513	2.66	3.06	3.06	0	
PARKS & RECREATION ADMINISTRATION / 6011	2	2	2	0	
RECREATION / 6012	1.25	1.25	1.25	0	
PARK MAINTENANCE / 6013	9.5	12	12	0	
SENIOR CITIZEN / 6015	1.5	1.5	1.5	0	
RECREATION CENTER / 6017	54.33	54.33	54.33	0	
ATHLETIC FIELDS / 6018	8.25	10	10	0	
RUSSELL FARM/6019	1	1	1	0	
WATER OPERATIONS / 4041	17	16	16	0	
WASTEWATER OPERATIONS / 4042	5	5	5	0	
UTILITY CUSTOMER SERVICE / 2041	8	8	8	0	
GOLF - ADMINISTRATION / 8011	2	2	2	0	
GOLF - CLUB HOUSE & PRO SHOP/ 8012	7.4	7.4	7.4	0	
GOLF - MAINTENANCE / 8013	8	8	8	0	
GOLF - FOOD & BEVERAGE / 8015	6	6	6	0	
SOLID WASTE / 4013	2	2	2	0	
EQUIPMENT SERVICES / 4051	5	5	5	0	
INFORMATION TECHNOLOGY / 1511	8	7	8	1	IT position added to manage new software system and train 1 employees.
Grand Total	361.40	367.73	372.23	4.5	

## PERFORMANCE MEASUREMENT

The City of Burleson places a high priority on performance monitoring and reporting. To this end, the City has always required departments to track measures specific to the mission of their departments. In 2013 the decision was made to improve City-wide accountability by participating in the International City/County Management Association (ICMA) Center for Performance Measurement. This program provides numerous standard performance indicators and assistance analyzing the data and comparing our performance to other cities. Unfortunately, that process proved to be more time-consuming than anticipated, and had not been completed at this document's publication.

Fiscal Year  
2013-2014



CITY OF BURLESON

CITY MANAGER'S OFFICE

# GENERAL GOVERNMENT

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

### Objectives for Fiscal Year 2013-2014:

1. Work with the City Council to prioritize projects approved in the 2013 General Obligation Bond election, issue debt to fund, and begin design/construction process.
2. Propose ordinance and other changes consistent with the November 2013 Charter election propositions authorized.
3. More fully incorporate performance measures throughout the City.
4. Continue development and training through Burleson University.
5. Oversee renovation of new police building.
6. Continue to actively address substandard structures.
7. Update Old Town Ordinance and I-35 Overlay District.
8. Begin design/construction of new soccer complex.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	696,212	629,948	630,260	543,360
Materials and Supplies	1,464	1,000	1,000	1,000
Purchased Services & Inventory	5,404	5,528	4,406	4,406
Maintenance and Repair	0	0	0	0
Other Expenditures	24,193	20,311	20,311	16,005
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 727,273</b>	<b>\$ 656,787</b>	<b>\$ 655,977</b>	<b>\$ 564,771</b>

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
Executive Assistant	1	1	1	1
Management Intern (Temp)	0.5	0.5	0.5	0.5
City Alternate Judges	0	1.35	1.35	1.35
<b>TOTAL PERSONNEL</b>	<b>4.5</b>	<b>5.85</b>	<b>5.85</b>	<b>5.85</b>

SIGNIFICANT CHANGES



# GENERAL GOVERNMENT

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To provide effective and timely recruitment of qualified and diverse applicants to fill vacant positions.
2. To update and improve staff development and training programs.
4. To monitor changes that may impact industry related wages and compensation with an eye equitable compensation within all areas.
5. To develop and implement a city-wide Volunteer Services function.
6. Review the benefits program (health, dental, life, ancillary coverages) and make plan design changes to meet the need and the budget.

### Objectives for Fiscal Year 2013-2014:

1. Take employee education and development to a higher level enhancing the skills of employees at all levels.
2. Develop an annual education event that addresses the priorities and culture of the City of Burleson utilizing the talents of the Director group.
3. Modernize the benefits open enrollment process with on-line tools.
4. Work to further engage employees in preventive health efforts (physicals, healthy living) with a goal of positive impact on overall claims experience.
5. Relocate the Human Resources department.
6. Work to develop employee recognition programs that are meaningful to employees.
7. Establish a leadership development program for City employees.



## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	346,029	389,692	396,312	425,274
Materials and Supplies	11,089	12,770	56,661	22,450
Purchased Services & Inventory	54,248	76,800	85,300	48,810
Maintenance and Repair	0	0	0	0
Other Expenditures	26,614	23,254	23,254	49,770
Capital Outlay	0	6,500	6,500	0
<b>TOTAL</b>	<b>\$ 437,980</b>	<b>\$ 509,016</b>	<b>\$ 568,027</b>	<b>\$ 546,304</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Human Resources	1	1	1	1
Staff Development/Training Coord.	1	1	1	1
Human Resources Generalist I	1	1	1	1
Administrative Secretary (Part-time)	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

## SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
New software to be purchased which will give employees online access to pay stubs, update address information, change direct deposit deductions and update W-2 deductions.

Fiscal Year

2013-2014



CITY OF BURLESON

COMMUNICATIONS

# GENERAL GOVERNMENT

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

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

### Objectives for Fiscal Year 2013-2014:

1. To respond immediately and disseminate information quickly concerning public safety incidents, traffic issues, environmental/health issues, and weather-related issues.
2. To work with information technology and the city manager's office to prepare for a City website redesign.
3. To come up with plan for professional filming of 18-24 short videos of each City department .

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	95,271	98,799	98,398	99,755
Materials and Supplies	209	500	500	500
Purchased Services & Inventory	1,596	1,875	1,925	1,775
Maintenance and Repair	0	0	0	0
Other Expenditures	8,155	6,826	6,826	7,962
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 105,231</b>	<b>\$ 108,000</b>	<b>\$ 107,649</b>	<b>\$ 109,992</b>

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Public Information Officer	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year  
2013-2014



CITY OF BURLESON

CITY SECRETARY'S OFFICE

# GENERAL GOVERNMENT

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

- \* Council - Citizen Communications through Connect With Council, grow the program and expand
- \* Educate all City staff on Open Meetings and Public Information
- \* Improvement the function of the Council Chambers - technology
- \* Concentrate on the Boards/Commissions and increase interaction with Council and Citizens
- \* Make open documents easier for citizens to access

2. Create and hold training on Open Meetings and Public Information to be taught by City Secretary Staff
3. Work with IT to update and replace the technology in the Council Chambers for better viewing on-line and for those in the council chambers
4. Work with the Appointments & Council Policies Committee to create ways to engage the Boards/Commission members and avenues for the public to access them
5. Review new software through Optiview for public record access through our website.

### Objectives for Fiscal Year 2013-2014:

1. Look for ways to market Connect With Council - through social media, brochures, email blast and targeted groups to attend

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	246,114	254,044	250,070	360,769
Materials and Supplies	2,512	443	1,657	500
Purchased Services & Inventory	34,797	19,320	9,705	20,551
Maintenance and Repair	0	0	86	0
Other Expenditures	67,938	82,791	75,757	90,468
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 351,361</b>	<b>\$ 356,598</b>	<b>\$ 337,275</b>	<b>\$ 472,288</b>

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Executive Assistant	1	1	1	1
City Prosecutor	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>

SIGNIFICANT CHANGES



## GENERAL GOVERNMENT

**Mission Statement:** The Records & Information Services department's mission is to provide professional, efficient and lawful access to city records to both internal (staff) and external (citizens). To implement a Records Policy that is compliant with all relevant laws.

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. Continued implementation of Optiview for the remaining departments.
  2. Create regularly scheduled training session for Records Retention and Optiview to all city staff
  3. Scan all contracts & agreements into Optiview
  4. Records Center Project - converting physical records center to electronic records center
  5. Off-site storage of all archive records
2. To provide enough training to all city staff on records so comply with State law and Ordinances. Creating Training manuals for Records Liasons
  3. To continue to scan all Contracts & Agreements
  4. Continue conversion from Physcal Record Center to Electronic Record Center by scanning all documents from the current Center into Optiview and storing them off-site with third party vendor

**Objectives for Fiscal Year 2013-2014:**

1. Continue implementation of Optiview; Court, Community Development, Communications, City Manager's Office

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	62,282	64,101	60,380	63,894
Materials and Supplies	3,360	2,800	3,000	3,045
Purchased Services & Inventory	4,591	13,731	142,881	11,620
Maintenance and Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 70,233</b>	<b>\$ 80,632</b>	<b>\$ 206,261</b>	<b>\$ 78,559</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Records & Information Specialist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

LIBRARY

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

- To increase the number of library items held by the Library to 2 items per resident.
- To update/enhance Library automated systems in order to provide optimum customer services and maintain Library staffing needs.
- To address increasing demand for digital resources by expanding online library services.
- To provide community-relevant lifelong learning opportunities.
- To evaluate annually Library materials holdings, programs, and services for effectiveness and relevance to the service community.

**Objectives for Fiscal Year 2013-2014:**

- Increase funding levels for collection development line items.
- Acquiring/installing RFID technologies in the Library.
- Increasing funding in Access Fees line item in order to offer additional access to databases, downloads, and apps.
- Maintaining/expanding current levels of ESL/GED/Computer Skills training classes offered at the Library.
- Offering programs/events on specialized topics and subjects for all age groups.

Comparing Library annual reporting statistics to those of the Texas Public Library Standards (2004) with emphasis on obtaining the comprehensive level.



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	527,532	563,823	556,317	599,098
Materials and Supplies	81,099	90,320	91,299	124,560
Purchased Services & Inventory	74,813	74,217	78,320	79,478
Maintenance and Repair	1,958	0	194	194
Other Expenditures	172,612	134,460	134,460	200,502
Capital Outlay	0	0	0	134,390
<b>TOTAL</b>	<b>\$ 858,014</b>	<b>\$ 862,820</b>	<b>\$ 860,590</b>	<b>\$ 1,138,222</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Library Director	1	1	1	1
Public Services Librarian Supervisor	1	1	1	1
Reference Public Services Librarian	1	1	1	1
Teen/Public Services Librarian	1	1	1	1
Children's Services Coordinator	1	1	1	1
Library Support Services Supervisor	1	1	1	1
Librarian (Part-time)	0.5	0.5	0.5	0.5
Library Aide II (Part-time)	0.5	0.5	0.5	0.5
Library Aide I (Part-time)	3.33	3.33	3.33	3.33
Administrative Secretary (Part-time)	0	0.4	0.4	0.4
<b>TOTAL PERSONNEL</b>	<b>10.33</b>	<b>10.73</b>	<b>10.73</b>	<b>10.73</b>

SIGNIFICANT CHANGES
Will be purchasing new RFID system in FY 14.



Fiscal Year  
2013-2014



CITY OF BURLESON

FINANCE

## GENERAL GOVERNMENT

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

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

### MAJOR GOALS & OBJECTIVES

#### Major Goals:

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

#### Objectives for Fiscal Year 2013-2014:

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

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	667,135	766,289	716,218	773,385
Materials and Supplies	3,449	3,532	3,532	3,532
Purchased Services & Inventory	128,700	138,594	137,017	150,617
Maintenance and Repair	41	0	0	0
Other Expenditures	51,293	47,873	47,873	51,205
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 850,618</b>	<b>\$ 956,288</b>	<b>\$ 904,640</b>	<b>\$ 978,739</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Finance	1	1	1	1
Assistant Director of Finance	1	1	1	1
Senior Accountant	2	2	2	2
Staff Accountant	2	2	2	2
Financial Analyst	1	1	1	1
Sr. Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

SIGNIFICANT CHANGES
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Fiscal Year

2013-2014



CITY OF BURLESON

SUPPORT SERVICES

## GENERAL GOVERNMENT

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	62,086	57,815	59,126	57,961
Materials and Supplies	38,749	35,700	39,583	39,700
Purchased Services & Inventory	28,860	18,646	23,003	13,898
Maintenance and Repair	23,548	29,595	33,140	33,376
Other Expenditures	55,972	23,831	23,831	25,368
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 209,215</b>	<b>\$ 165,587</b>	<b>\$ 178,683</b>	<b>\$ 170,303</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Receptionist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

PURCHASING

# GENERAL GOVERNMENT

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

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	106,120	109,752	109,103	110,069
Materials and Supplies	163	250	250	250
Purchased Services & Inventory	65	275	350	350
Maintenance and Repair	0	0	0	0
Other Expenditures	4,045	3,371	3,371	3,986
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 110,393</b>	<b>\$ 113,648</b>	<b>\$ 113,074</b>	<b>\$ 114,655</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Purchasing Manager	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

POLICE DEPARTMENT

## PUBLIC SAFETY

### Mission Statement:

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

### Description:

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



## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

### Objectives for Fiscal Years 2013-2014:

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

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

## EXPENDITURES AND AUTHORIZED POSITIONS

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	6,172,875	6,723,751	6,380,623	6,927,354
Materials and Supplies	99,089	108,603	124,682	179,713
Purchased Services & Inventory	269,399	272,478	283,773	274,463
Maintenance and Repair	96,516	90,894	105,766	101,084
Other Expenditures	754,350	746,522	746,522	820,411
Capital Outlay	0	335,500	335,269	0
<b>TOTAL</b>	<b>\$ 7,392,229</b>	<b>\$ 8,277,748</b>	<b>\$ 7,976,635</b>	<b>\$ 8,303,025</b>

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Chief of Police	1	1	1	1
Commander	3	3	3	3
Sergeant	9	9	9	9
Police Officer	43	46	46	47
Acc/Crime Prev. Officer	1	1	1	1
Records Supervisor	1	1	1	1
Records Clerk	2	2	2	2
Telecommunications Supervisor	1	1	1	1
Lead Telecommunication Operator	1	1	1	1
Records Coordinator	1	1	1	1
Telecommunications Operator	9	8.5	8.5	8.5
Administrative Secretary	1	1	1	1
Property Room Coordinator	1	1	1	1
Clerk STOP Task Force	1	1	1	1
Victim Assistance Coordinator (Part-time)	1	1	1	1
Criminal Investigations Clerk	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>77</b>	<b>79.5</b>	<b>79.5</b>	<b>79.5</b>

SIGNIFICANT CHANGES
Adding a police officer to the Auto Theft Task Force - city pays 20%.
Expanding capability of current OSSI system to enhance interoperability, officer safety and efficiency which includes making some current modules mobile.

Fiscal Year

2013-2014



CITY OF BURLESON

FIRE DEPARTMENT

## PUBLIC SAFETY

### Mission Statement:

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

### Description:

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



## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

### Objectives for Fiscal Year 2013-2014:

1. Promotion of 3 Lieutenants to Captains at Fire Station 1 to strengthen accountability and supervision.
2. Continue steps to obtain 4 person staffing at FS2 to decrease ISO rating and improve firefighter efficiency and safety.
3. Maintain annual testing and record keeping requirements for Texas Fire Commission.
  - ladder and aerial testing
  - SCBA testing
  - continuing education requirements
  - protective clothing inspections
  - physical examinations
  - fire pump testing
  - review of departmental procedures
4. Aggressively pursue grant for Opticom traffic signal control devices for public safety.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	3,183,995	3,379,006	3,338,771	3,604,849
Materials and Supplies	82,372	119,337	153,127	148,732
Purchased Services & Inventory	118,268	129,346	127,421	140,692
Maintenance and Repair	76,862	99,336	101,162	88,747
Other Expenditures	255,653	286,596	290,146	248,609
Capital Outlay	44,618	91,929	54,754	49,359
<b>TOTAL</b>	<b>\$ 3,761,768</b>	<b>\$ 4,105,550</b>	<b>\$ 4,065,381</b>	<b>\$ 4,280,988</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Fire Chief	1	1	1	1
Battalion Chief	2	2	2	2
Lieutenant	9	9	9	9
Apparatus Operator	9	9	9	9
Fire Fighter	12	12	12	14
Sr. Administrative Secretary	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>36</b>

### SIGNIFICANT CHANGES

Increase overtime for special events.

Add two firefighters to continue progress toward 4 person per truck.



Fiscal Year  
2013-2014



CITY OF BURLESON

FIRE PREVENTION

## PUBLIC SAFETY

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

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

### MAJOR GOALS & OBJECTIVES

#### Major Goals:

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



#### Objectives for Fiscal Year 2013-2014:

1. To inspect 85% of the commercial, industrial, mercantile and institutional buildings to locate and remove fire and other safety hazards at least once annually.
2. To respond to any fire hazard complaint within 24 hours.
3. To respond to any code violation complaint within 24 hours.
4. To assure a quick and timely plan review, within 10 days of plans being submitted.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	239,186	250,840	249,254	254,094
Materials and Supplies	6,708	3,500	6,125	3,915
Purchased Services & Inventory	11,699	14,874	13,918	15,911
Maintenance and Repair	2,150	6,915	7,367	7,020
Other Expenditures	82,686	79,746	79,746	78,449
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 342,429</b>	<b>\$ 355,875</b>	<b>\$ 356,410</b>	<b>\$ 359,389</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Fire Prevention	1	1	1	1
Fire Inspector	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## WORKLOAD INDICATORS AND PERFORMANCE MEASURES

WORKLOAD INDICATORS & PERFORMANCE MEASURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
• Total number of Fire Inspections	1,144	860	900	950
• Fire Investigations	28	35	35	40
• % of Fire Investigation Reports completed within 10 days	1	1	1	1
• Fire Safety Training Contacts	3,682	5,000	4,000	5,000
• Fire Hazard Complaints Responded to within 24 hours	1	1	1	1
• Plan Reviews (site plans, building plans, etc.)	211	310	225	275
• % of Plan Reviewed within 10 days	1	1	1	1



Fiscal Year

2013-2014



CITY OF BURLESON

EMERGENCY MANAGEMENT

PUBLIC SAFETY

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

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Ensure City preparedness by identifying threats, determining vulnerabilities, and identifying required resources before emergencies are encountered
  2. Ensure City response capabilities are sufficient and coordinated
  3. Ensure that the City is prepared to recover from an emergency or disaster in a timely manner.
  4. Conduct continued Hazard Mitigation analysis to reduce long-term risk to life and property from hazards.
3. Complete Johnson County Hazmap Plan.
  4. Integrate weather warnings with the CASA Radar System. Continue with Purge project prior to implementation of new court software

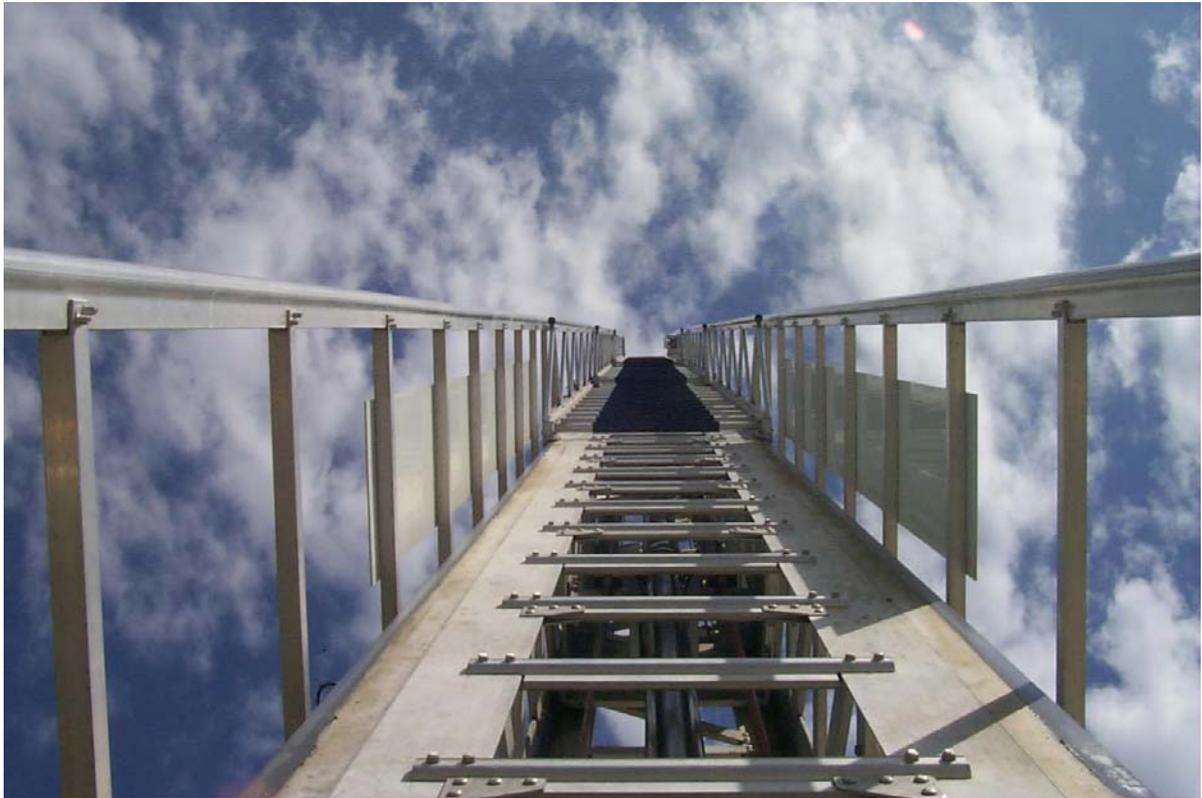
Objectives for Fiscal Year 2013-2014:

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



EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	505,386	566,779	484,469	502,892
Materials and Supplies	5,848	6,366	7,538	10,200
Purchased Services & Inventory	41,010	106,115	29,310	34,127
Maintenance and Repair	938	3,358	4,234	5,965
Other Expenditures	51,563	50,166	50,166	80,962
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 604,745</b>	<b>\$ 732,784</b>	<b>\$ 575,717</b>	<b>\$ 634,146</b>



## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
There are no personnel in this department.				
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SIGNIFICANT CHANGES
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Fiscal Year

2013-2014



## PUBLIC SAFETY

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



**Description:** The Municipal Court of Record, is under the direction of the City Manager, the court is the Judicial Branch of city government. The Court is responsible for the enforcement of all class C misdemeanor complaints filed. The court consists of a Municipal Court Judge, two Associate Judges, City Prosecutor, Director of Court Services, Teen Court Coordinator, three City Marshals,

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

- Addition of Assistant Director of Court Services
- Relocating the Municipal Court to designated location
- Upgrade ALPR Cameras with Vigilant Video
- Continue with Purge project prior to implementation of new court software
- Implement new court software

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	505,386	566,779	484,469	502,892
Materials and Supplies	5,848	6,366	7,538	10,200
Purchased Services & Inventory	41,010	106,115	29,310	34,127
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Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 604,745</b>	<b>\$ 732,784</b>	<b>\$ 575,717</b>	<b>\$ 634,146</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORK-ER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Court Services	1	1	1	1
Deputy Municipal Court Clerk	2	2	2	2
Warrant /Collection Clerk	1	1	1	1
Teen Court Coordinator	1	1	1	1
City Marshal	2	3	3	3
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

SIGNIFICANT CHANGES

CITY OF BURLESON

MUNICIPAL COURT

Fiscal Year

2013-2014



# PUBLIC WORKS

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

### Objectives for Fiscal Year 2013-2014:

1. Implement Sungard Work Order software.
2. Implement mobile work order entry for Facilities Maintenance.
3. Implement online service request system for Facilities Maintenance.
4. Implement online issue tracking system for Fire Truck maintenance.
5. Implement employee production incentive program.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	429,641	522,075	511,156	525,662
Materials and Supplies	2,385	2,298	2,298	2,298
Purchased Services & Inventory	7,008	8,284	7,878	6,778
Maintenance and Repair	110	439	439	439
Other Expenditures	24,861	21,530	21,530	23,913
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 464,005</b>	<b>\$ 554,626</b>	<b>\$ 543,301</b>	<b>\$ 559,090</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Public Works	1	1	1	1
Assistant Public Works Director	0.5	2	2	2
Public Works Coordinator	1	1	1	1
Administrative Tech.	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>3.5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>SIGNIFICANT CHANGES</b>				

CITY OF BURLESON

PUBLIC WORKS  
ADMINISTRATION

Fiscal Year

2013-2014



CITY OF BURLESON

FACILITIES MAINTENANCE

## PUBLIC WORKS

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	347,132	160,486	129,030	134,272
Materials and Supplies	20,580	23,899	23,302	23,449
Purchased Services & Inventory	63,960	127,703	114,008	89,877
Maintenance and Repair	153,462	231,002	305,490	153,768
Other Expenditures	33,612	24,550	24,550	17,964
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 618,746</b>	<b>\$ 567,640</b>	<b>\$ 596,380</b>	<b>\$ 419,330</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORK-YEAR YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Facility Maintenance Supervisor	1	0	0	0
Facility Maintenance Tech III	2	2	2	2
Facility Maintenance Tech I	1	0	0	0
Facility Maintenance Worker	2	0	0	0
Facility Maintenance Worker (Temp)	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>6.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

STREETS PAVEMENT

## PUBLIC WORKS

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	756,287	699,328	626,965	681,768
Materials and Supplies	11,698	17,664	17,664	20,309
Purchased Services & Inventory	375,402	372,731	379,108	391,083
Maintenance and Repair	978,140	986,859	978,319	1,051,908
Other Expenditures	210,309	216,426	565,120	228,025
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 2,331,836</b>	<b>\$ 2,293,008</b>	<b>\$ 2,567,176</b>	<b>\$ 2,373,093</b>

# AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Assistant Public Works Director	0.5	0	0	0
Street Superintendent	0.67	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	2	1	1	1
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	8	8	8	8
<b>TOTAL PERSONNEL</b>	<b>14.17</b>	<b>13</b>	<b>13</b>	<b>13</b>

SIGNIFICANT CHANGES	



Fiscal Year

2013-2014



CITY OF BURLESON

STREETS DRAINAGE

# PUBLIC WORKS

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. Perform dry weather screening for 263 drainage outfall points as per requirements in the Storm Water Management Plan
2. Perform all Storm Water Management Plan requirements per schedule
3. Mow 100% of existing 58 acres of drainage channels a minimum of once every 30 days during the growing season. (350 acres of mowing annually)
4. Update drainage outfall inventory annually, recalculate number of outfall points and map on storm water map
5. Perform 25,000 linear feet of drainage channel maintenance including slope and outfall grading.
6. Perform minor storm sewer repairs as needed.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	138,684	320,046	306,997	310,753
Materials and Supplies	2,507	3,369	3,485	4,769
Purchased Services & Inventory	8,480	8,306	10,222	8,052
Maintenance and Repair	32,113	44,335	42,004	60,163
Other Expenditures	55,127	57,087	240,247	221,839
Capital Outlay	0	190,000	0	0
<b>TOTAL</b>	<b>\$ 236,911</b>	<b>\$ 623,143</b>	<b>\$ 602,955</b>	<b>\$ 605,576</b>





## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Street Superintendent	0.2	1	1	1
Street Drainage Crew Leader	1	2	2	2
Street Drainage Equipment Operator	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>3.2</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>

SIGNIFICANT CHANGES
Improve maintenance of drainage channels with purchase of tractor and boom extension.

Fiscal Year

2013-2014



CITY OF BURLESON

STREETS TRAFFIC

# PUBLIC WORKS

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

3. Perform all signal repairs possible from ground level within 30 minutes of arrival.
4. Perform all aerial signal repairs via contractor within 6 hours of notification.
5. Perform annual preventative maintenance (PM) to 100% of 15 school zone flashers and update annual program for school zone flashers based on school calendar
6. Perform annual ground level PM to 100% of 9 signalized intersections
7. Inspect 100% of the 9 maintenance management units (MMU) in the traffic signal controllers annually
8. Maintain 49,500 linear feet of pavement markings.
9. Maintain 16,500 square feet of hot tape pavement markings.
10. Update pavement markings and school zone markings, i.e. zone bars & crosswalks when needed
11. Maintain approximately 1,200 regulatory signs annually.
12. Install approximately 200 regulatory signs annually.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	121,775	107,733	101,390	111,308
Materials and Supplies	63,868	68,059	68,227	88,381
Purchased Services & Inventory	3,866	3,367	5,117	4,630
Maintenance and Repair	16,031	20,354	25,662	27,189
Other Expenditures	19,625	19,212	19,212	20,397
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 225,165</b>	<b>\$ 218,725</b>	<b>\$ 219,608</b>	<b>\$ 251,905</b>





## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Street Superintendent	0.13	0	0	0
Signal Technician	1	1	1	1
Signs & Markings Technician	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2.13</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>

SIGNIFICANT CHANGES
Initiation of a city parking lot marking program - mark lots every few years.

Fiscal Year

2013-2014



CITY OF BURLESON

NEIGHBORHOOD SERVICES

# NEIGHBORHOOD SERVICES

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To assist with providing online responsible pet ownership course for first offense violations in lieu of impoundment developing community asset based compliance/ assistance program.
2. To assist with conducting a survey relative to Animal Services.
4. To assist with research and develop repeat offender regulations for Council consideration.
5. To continue updating SOP's for divisions.
6. To continue to review the food establishment ordinance for possible amendments.
7. To implement an interdepartmental cross-training program.
8. To continue identifying the requirements to initiate the demolition / repair if the inventoried substandard structures.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	209,676	220,155	219,653	227,074
Materials and Supplies	3,235	2,300	2,300	3,450
Purchased Services & Inventory	35,624	90,800	127,528	123,412
Maintenance and Repair	1,663	2,380	1,880	2,380
Other Expenditures	22,409	9,046	8,646	13,921
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 272,607</b>	<b>\$ 324,681</b>	<b>\$ 360,007</b>	<b>\$ 370,237</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Neighborhood Svcs Director	1	1	1	1
Administrative Secretary	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>SIGNIFICANT CHANGES</b>				



# NEIGHBORHOOD SERVICES

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To reduce the number of euthanasia's over all.
2. To increase the number of adoptions through education and off site adoptions.
3. To double the number of patrols to decrease the number of calls for animals at large.
4. To increase the number of transfers to rescue.
5. To provide an online responsible pet ownership course for first offense violations in lieu of impoundment fees.
6. To conduct a survey to evaluate the community needs values and practices relevant to Animal Services.



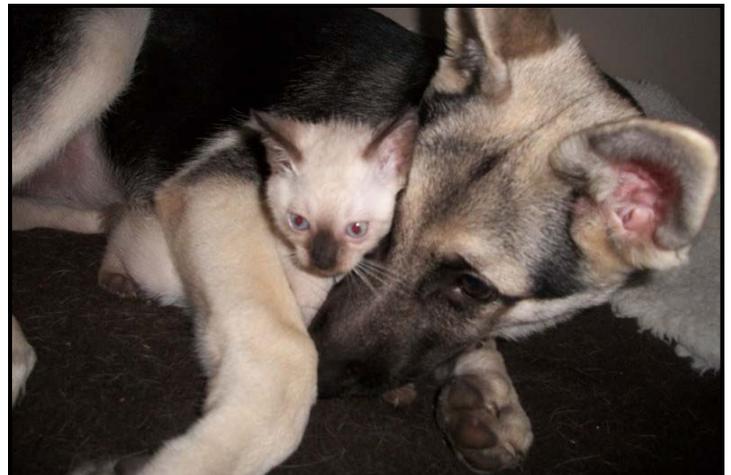
## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	263,207	292,536	287,453	291,124
Materials and Supplies	25,337	26,406	27,838	27,800
Purchased Services & Inventory	26,491	32,914	30,141	30,996
Maintenance and Repair	1,268	2,576	2,917	2,256
Other Expenditures	30,739	28,150	28,150	30,626
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 347,042</b>	<b>\$ 382,582</b>	<b>\$ 376,499</b>	<b>\$ 382,802</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Animal Control Supervisor	1	1	1	1
Animal Control Officer	2	2	2	2
Sr. Animal Control Officer	1	1	1	1
Animal Shelter Tech	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

SIGNIFICANT CHANGES



Fiscal Year

2013-2014



CITY OF BURLESON

ENVIRONMENTAL SERVICES

# NEIGHBORHOOD SERVICES

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To obtain authorization under the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer Systems (MS4) General Permit by submitting a Notice of Intent (NOI) and a stormwater management program.
2. To review the Storm Water Pollution Control ordinance for compliance with the renewed MS4 General Permit.
3. To develop a program for conducting surface water quality monitoring in compliance with the renewed MS4 General Permit.
4. To continue to review the food establishment ordinance for possible revisions.
5. To increase volunteerism in Keep Burleson Beautiful programs and events.
6. To identify a new system for tracking environmental services complaints.
7. To educate the public on mosquito control and disease prevention.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	76,037	79,931	85,960	96,773
Materials and Supplies	1,910	1,626	5,447	1,476
Purchased Services & Inventory	40,903	29,100	47,248	45,500
Maintenance and Repair	0	0	0	0
Other Expenditures	11,875	8,477	8,977	8,748
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 130,725</b>	<b>\$ 119,134</b>	<b>\$ 147,632</b>	<b>\$ 152,497</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Environmental Programs Specialist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

SIGNIFICANT CHANGES



Fiscal Year

2013-2014



CITY OF BURLESON

PLANNING

## PLANNING & ENGINEERING

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. Implementation of the 2030 Comprehensive Plan
2. Implement and adopt corridor plans for the SH-174 and 121 corridors.

3. Establish SOP's for coordinating and conducting Pre-Development Conferences for all development application categories.
4. Improve the department's enforcement capability through internal training programs aimed at improving the execution of the masonry, Old Town and other ordinances. Such training will be applied to boards and commissions members as well.
5. Improve the department's use of technology by implementing a paperless application submittal process through the use of non-proprietary software. ("Blue Beam" scalable PDF system)
6. Conduct lean-management analysis of recently implement DAC process to determine amount of time that can be eliminated from processing schedule.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	331,449	488,483	398,122	458,191
Materials and Supplies	1,433	2,700	2,700	7,894
Purchased Services & Inventory	16,166	102,846	95,346	36,475
Maintenance and Repair	0	0	0	0
Other Expenditures	48,847	39,496	39,496	39,904
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 397,895</b>	<b>\$ 633,525</b>	<b>\$ 535,664</b>	<b>\$ 542,464</b>



## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Community Development	1	1	1	1
Planning Official	1	0	0	0
Planner I	0	0	0	0
Planner II	2	2	2	2
Sr. Administrative Secretary	1	1	1	1
Development Coordinator	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

SIGNIFICANT CHANGES				

Fiscal Year

2013-2014



CITY OF BURLESON

BUILDING INSPECTIONS

## PLANNING & ENGINEERING

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

**Description:** Facilitates viable planning principles and policies to help guide and manage the development patterns of the City by enforcing the construction codes and zoning ordinance of the City of Burleson and by providing high quality plan review, permitting and inspection services. This division also works with and provides assistance to a number of the city officers, boards and committees, to include the City Manager's Office, Neighborhood Services, Fire Marshal, Environmental Services, Development Assistance Committee, Zoning Board of Adjustment, as well as the Building Codes and Standards Board.

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To complete review of residential building plans within 3-5 working days of submission; to complete review of commercial building plans within ten working days of submission.
2. To complete all inspections in a timely manner
3. To maintain the quality of residential and commercial developments through providing additional on the job training for field inspectors and permit technicians.
4. Create a development guide to provide information to customers about regulations and departmental programs on an on-going basis.
5. To seek additional code certifications for field inspectors.
6. Create a time efficient process for logging inspection results.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	299,104	318,025	288,799	314,826
Materials and Supplies	3,810	2,860	2,860	2,920
Purchased Services & Inventory	4,807	11,265	10,137	9,436
Maintenance and Repair	1,166	1,373	3,276	3,053
Other Expenditures	33,289	34,784	34,784	36,509
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 342,176</b>	<b>\$ 368,307</b>	<b>\$ 339,856</b>	<b>\$ 366,744</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Building Official	1	1	1	1
Building Inspector	2	2	2	2
Building Permits Specialist	0	1	1	1
Building Permits Specialist (PT)	0.5	0.5	0.5	0.5
Building Plans Examiner	0	0	0	0
Administrative Secretary	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

SIGNIFICANT CHANGES
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Fiscal Year

2013-2014



CITY OF BURLESON

CODE ENFORCEMENT

## NEIGHBORHOOD SERVICES

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To have staff become certified through the American Association of Code Enforcement (AACE) as Housing and Property Maintenance Inspector.
2. To research and develop repeat offender regulations for Council consideration.
3. To implement Interdepartmental cross-training program.
4. To continue updating SOP's.
5. To increase pro-active code enforcement activity.
6. To continue identifying the requirements to initiate the demolition / repair of the inventoried substandard structures.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	138,460	144,331	144,438	145,213
Materials and Supplies	1,220	1,081	824	1,081
Purchased Services & Inventory	20,374	15,561	14,746	29,371
Maintenance and Repair	1,856	1,081	848	1,083
Other Expenditures	19,269	17,996	18,592	21,031
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 181,179</b>	<b>\$ 180,050</b>	<b>\$ 179,448</b>	<b>\$ 197,779</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Code Enforcement Officer	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

ENGINEERING CAPITAL

## PLANNING & ENGINEERING

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. Complete the design and construction of the pre-2005 and 2005 -09 Bond Programs. Commencement of Year 2 of the 2010-2014 Water & Sewer Bond Program
2. Coordinate with other governmental agencies on current and proposed projects that directly affect the citizens of Burleson.
3. Creation and implementation of a capital improvements plan for streets, water, and sanitary sewer projects for future years.
4. To provide effective engineering support to the public, City staff, and City Council.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	78,180	101,379	96,886	106,667
Materials and Supplies	1,256	2,141	2,032	1,854
Purchased Services & Inventory	7,578	8,000	9,422	8,463
Maintenance and Repair	1,824	1,807	1,528	1,908
Other Expenditures	38,520	39,893	39,893	44,207
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 127,358</b>	<b>\$ 153,220</b>	<b>\$ 149,761</b>	<b>\$ 163,099</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Engineering	0.34	0.34	0.34	0.34
Deputy City Engineer	1	1	1	1
Civil Engineer	1	1	1	1
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
Engineering Development Coordinator	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>5.34</b>	<b>4.34</b>	<b>4.34</b>	<b>4.34</b>

SIGNIFICANT CHANGES

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Building Official	1	1	1	1
Building Inspector	2	2	2	2
Building Permits Specialist	0	1	1	1
Building Permits Specialist (PT)	0.5	0.5	0.5	0.5
Building Plans Examiner	0	0	0	0
Administrative Secretary	1	0	0	0
<b>TOTAL PERSONNEL</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

SIGNIFICANT CHANGES
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Fiscal Year

2013-2014



CITY OF BURLESON

ENGINEERING DEVELOPMENT

# PLANNING & ENGINEERING

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	209,676	220,155	219,653	227,074
Materials and Supplies	3,235	2,300	2,300	3,450
Purchased Services & Inventory	35,624	90,800	127,528	123,412
Maintenance and Repair	1,663	2,380	1,880	2,380
Other Expenditures	22,409	9,046	8,646	13,921
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 272,607</b>	<b>\$ 324,681</b>	<b>\$ 360,007</b>	<b>\$ 370,237</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORK-YEAR YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Engineering	0.33	0.33	0.33	0.33
Deputy City Engineer	0	0	0	0
Project Engineer	0.67	0.67	0.67	0.67
Senior Engineering Technician	0	0	0	0
Engineering Technician	1	1	1	1
Engineering Development Coordinator	0	0.6	0.6	0.6
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>
<b>SIGNIFICANT CHANGES</b>				

Fiscal Year

2013-2014



CITY OF BURLESON

GAS WELL DEVELOPMENT

## PLANNING & ENGINEERING

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. To have staff become certified through the American Association of Code Enforcement (AACE) as Housing and Property Maintenance Inspector.
2. To research and develop repeat offender regulations for Council consideration.
3. To implement Interdepartmental cross-training program.
4. To continue updating SOP's.
5. To increase pro-active code enforcement activity.
6. To continue identifying the requirements to initiate the demolition / repair of the inventoried substandard structures.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	264,762	277,910	275,087	279,355
Materials and Supplies	2,981	5,800	5,500	5,800
Purchased Services & Inventory	5,903	7,483	5,619	8,399
Maintenance and Repair	9,469	10,038	11,611	1,841
Other Expenditures	19,784	15,150	15,150	12,813
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 302,899</b>	<b>\$ 316,381</b>	<b>\$ 312,967</b>	<b>\$ 308,208</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Engineering	0.33	0.33	0.33	0.33
Civil Engineer	0	0	0	0
Project Engineer	0.33	0.33	0.33	0.33
Gas Well Development Supervisor	1	1	1	1
Gas Well Development Inspector	1	1	1	1
Engineering Development Coordinator	0	0.4	0.4	0.4
<b>TOTAL PERSONNEL</b>	<b>2.66</b>	<b>3.06</b>	<b>3.06</b>	<b>3.06</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

PARKS ADMINISTRATION

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

5. Respond to citizen inquiries in a timely and professional manner.
6. Assure proper testing of gas well sites is completed to protect the safety of the citizens of Burleson.

**Objectives for Fiscal Year 2013-2014:**

1. To complete acquisition of the Beal's property adjacent to Bailey Lake.
2. To begin and complete the design of the Village Creek Trail Segment 1.
3. To create the Burleson's Trail Blazer Team.
4. To begin and complete the development of the 1st phase of the Shannon Creek Trail Nature Preserve.
5. To begin construction of the Bailey Lake improvements.
4. To increase and improve the cardio vascular equipment for the BRICK.

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	483,823	697,594	662,389	690,960
Materials and Supplies	11,215	17,430	16,930	16,500
Purchased Services & Inventory	74,872	100,432	99,783	109,752
Maintenance and Repair	140,038	185,939	177,363	174,057
Other Expenditures	66,962	74,765	74,765	98,529
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 776,910</b>	<b>\$ 1,076,160</b>	<b>\$ 1,031,230</b>	<b>\$ 1,089,798</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Parks & Recreation	1	1	1	1
Senior Park Planner	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES	



### *Burleson Parks & Recreation*

*“Bringing families together through leisure services”*





# CULTURE AND RECREATION

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

1. To maximize the use of existing facilities and to operate the new recreation center "BRICK".
2. To continue to increase participant numbers in all programs and events.
3. Continue to increase revenue by developing a marketing plan for membership sales and retention at the BRICK.
4. Achieve 85% revenue recovery of the operation of the BRICK.
5. To continue to operate all city special events at a reduced level with the highest quality.
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the city.
7. To increase the exposure of the recreation department's events and activities to the public via all types of media.

### Objectives for Fiscal Year 2013-2014:

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

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	122,215	127,146	134,586	137,209
Materials and Supplies	0	0	0	0
Purchased Services & Inventory	0	0	0	0
Maintenance and Repair	0	0	0	0
Other Expenditures	70,648	70,571	76,671	76,686
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 192,863</b>	<b>\$ 197,717</b>	<b>\$ 211,257</b>	<b>\$ 213,895</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Assistant Director Recreation	1	1	1	1
Ball field Attendant (Part-time)	0.25	0.25	0.25	0.25
<b>TOTAL PERSONNEL</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

SIGNIFICANT CHANGES

Fiscal Year  
2013-2014



CITY OF BURLESON

PARKS MAINTENANCE

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

1. To support beautification projects as needed and approved.
2. To improve the quality and maintenance in all city parks.
3. To support 14 city sponsored special events.
4. To assure that all park facilities, which includes playgrounds, are free of safety hazards through a monthly inspection program.
5. To develop approved neighborhood parks in a timely manner.

**Objectives for Fiscal Year 2013-2014:**

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



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	483,823	697,594	662,389	690,960
Materials and Supplies	11,215	17,430	16,930	16,500
Purchased Services & Inventory	74,872	100,432	99,783	109,752
Maintenance and Repair	140,038	185,939	177,363	174,057
Other Expenditures	66,962	74,765	74,765	98,529
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 776,910</b>	<b>\$ 1,076,160</b>	<b>\$ 1,031,230</b>	<b>\$ 1,089,798</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Assist. Director	1	1	1	1
Park Maintenance Supervisor	1	1	1	1
Park Maintenance Crew Leader	2	3	3	3
Park Maintenance Worker I and II	4	6	6	6
Park Maintenance Worker (Temporary 6 months)	1.5	1	1	1
<b>TOTAL PERSONNEL</b>	<b>9.5</b>	<b>12</b>	<b>12</b>	<b>12</b>

SIGNIFICANT CHANGES



Fiscal Year

2013-2014



CITY OF BURLESON

SENIOR ACTIVITY CENTER

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

1. Host 12 city sponsored senior dances.
2. Continue to add additional evening program and event to increase the number of younger senior participants.
3. Continue to seek sponsorships for the many special events held at the center.
4. Host an annual assessment fair for all seniors while informing patrons of issues and assistance that affect their lifestyle.
5. Create and assess a user fee for the participants of the center with both a resident and non-resident fee.
6. Rent out the Senior Activity Center to create additional revenue.



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	65,464	68,179	64,225	65,108
Materials and Supplies	9,258	9,055	9,055	9,055
Purchased Services & Inventory	15,840	17,380	19,379	20,882
Maintenance and Repair	292	3,361	3,093	8,122
Other Expenditures	10,452	10,401	10,401	4,747
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 101,306</b>	<b>\$ 108,376</b>	<b>\$ 106,153</b>	<b>\$ 107,914</b>

# AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Senior Activity Center Coordinator	1	1	1	1
Srn.Activity Cntr. Attendant (PT)	0.5	0.5	0.5	0.5
<b>TOTAL PERSONNEL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

SIGNIFICANT CHANGES
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Fiscal Year  
2013-2014



CITY OF BURLESON

ECONOMIC DEVELOPMENT

# GENERAL GOVERNMENT

**Mission Statement:**

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

**Description:**

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



## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

2. To continue to build relationships with developers and commercial and industrial real estate brokers and site selectors.
3. To provide detailed demographic and development information, produced both internally and externally, to enhance the marketability of available sites within the city.
4. To continue to work with other city departments and economic development allies to develop policies and programs that will ensure that Burleson will attract quality companies to the community.
5. To continue to work towards the redevelopment of Old Town.
6. To stay abreast of emerging trends in economic development.
7. To continually improve the expertise and functioning of the Economic Development Department.

**Objectives for Fiscal Year 2013-2014:**

1. To have at least one tenant break ground at HighPoint Business Park of Burleson.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	0	249,409	269,002	287,861
Materials and Supplies	0	10,400	10,050	10,750
Purchased Services & Inventory	3,500	137,550	132,700	92,400
Maintenance and Repair	0	10,000	16,348	10,000
Other Expenditures	2,240,301	2,293,599	3,301,592	4,282,642
Capital Outlay	0	0	600	500
<b>TOTAL</b>	<b>\$ 2,243,801</b>	<b>\$ 2,700,958</b>	<b>\$ 3,730,292</b>	<b>\$ 4,684,153</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Economic Development	1	1	1	1
Economic Development Specialist	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## WORKLOAD INDICATORS AND PERFORMANCE MEASURES

WORKLOAD INDICATORS & PERFORMANCE MEASURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
<b>Retention</b>				
Business Visits	38	30	38	45
Assistance Provided	10	10	12	15
<b>Prospect Management</b>				
Responses	20	20	14	25
Trade Shows Attended	7	7	4	7
Community Presentations	8	8	6	8
Site Selector Contacts	75	125	95	200



Fiscal Year

2013-2014



CITY OF BURLESON

BURLESON RECREATION CENTER

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

Increase participant numbers in all programs and events.

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

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

**Objectives for Fiscal Year 2013-2014:**

Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.

Continue to solicit sponsorship to aid in the operation of special events.

Run successful and quality youth and adult fitness and athletics.

Continue to work with the school district to provide a safe environment within the Recreation Centers aquatics area.

Continue to increase participation in camps and athletics.



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	1,273,582	1,297,311	1,253,039	1,358,761
Materials and Supplies	54,462	65,266	70,072	65,266
Purchased Services & Inventory	613,069	593,280	588,751	597,773
Maintenance and Repair	60,426	75,550	89,872	76,970
Other Expenditures	79,605	78,235	82,299	204,986
Capital Outlay	52,246	144,816	144,830	111,518
<b>TOTAL</b>	<b>\$ 2,133,390</b>	<b>\$ 2,254,458</b>	<b>\$ 2,228,863</b>	<b>\$ 2,415,274</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Recreation Center Operator	1	1	1	1
Aquatics Supervisor	1	1	1	1
Athletic Supervisor	1	1	1	1
Recreation Supervisor	2	2	2	2
Recreation Coordinator	3	3	3	3
Aquatics Coordinator (formerly Head Guard)	1	1	1	1
Life Guard - Lead	1	1	1	1
Maintenance Tech III	1	1	1	1
Maintenance Tech I	1	1	1	1
Accountant	1	1	1	1
Senior Customer Service Attendant	1	1	1	1
Customer Service Attendant (Part-time)	20	20	20	20
Senior Lifeguards (Part Time)	1	1	1	1
Lifeguards (Part Time)(with Retirement Benefits)	1.5	1.5	1.5	1.5
Lifeguards (Seasonal)	12	12	12	12
Rec. Center Custodian (Full Time)	1	1	1	1
Rec. Center Custodian (Part Time)	0.5	0.5	0.5	0.5
Camp Counselor	4.33	4.33	4.33	4.33
<b>TOTAL PERSONNEL</b>	<b>54.33</b>	<b>54.33</b>	<b>54.33</b>	<b>54.33</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

BALLFIELDS

## CULTURE AND RECREATION

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

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

To support the operation and scheduling of league play.

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

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

**Objectives for Fiscal Year 2013-2014:**

1. To implement the City Council's goal regarding the Soccer Association.

2. Reduce the number of smaller less profitable tournaments and increase the number of larger tournaments.

3. To continue to discover methods to reduce overtime associated with weekend tournament operation.

4. To add Friday night play at Hidden Creek to offset the loss of ball field #4.



### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	305,838	385,482	366,249	391,252
Materials and Supplies	19,561	17,200	17,220	21,200
Purchased Services & Inventory	155,952	159,134	159,595	160,546
Maintenance and Repair	70,791	99,308	98,660	99,105
Other Expenditures	36,973	42,188	42,188	76,700
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 589,115</b>	<b>\$ 703,312</b>	<b>\$ 683,912</b>	<b>\$ 748,803</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Athletic Maintenance Supervisor	1	1	1	1
Athletic Maintenance Crew Leader	0	1	1	1
Athletic Maintenance Worker I	4	3	3	3
Athletic Maintenance Worker II	1	2	2	2
Athletic Maintenance Worker (Temp)	2.25	3	3	3
<b>TOTAL PERSONNEL</b>	<b>8.25</b>	<b>10</b>	<b>10</b>	<b>10</b>

SIGNIFICANT CHANGES



Fiscal Year

2013-2014



# CULTURE AND RECREATION

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

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

## MAJOR GOALS & OBJECTIVES

### Major Goals:

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

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

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

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

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

### Objectives for Fiscal Year 2013-2014:

1. Increase attendance in all current programs and events.
2. To have the Russell Boren museum operating and giving tours on a regular schedule.
3. Improve Nature Trail by increasing size and identifying plants and trees along path.
4. Work with new BIRD Superintendent to start FFA program.
5. Install security system in art galleries and house museum.
6. Remove dividing wall in Chesapeake Building to add more rental space.



## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	42,224	62,143	61,186	62,184
Materials and Supplies	8,786	3,970	3,970	3,970
Purchased Services & Inventory	5,687	15,685	14,035	9,025
Maintenance and Repair	1,192	5,960	13,125	9,460
Other Expenditures	369	3,871	3,871	9,086
Capital Outlay	17,756	0	0	0
<b>TOTAL</b>	<b>\$ 76,014</b>	<b>\$ 91,629</b>	<b>\$ 96,187</b>	<b>\$ 93,725</b>

CITY OF BURLESON

RUSSELL FARM

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Farm Supervisor	0	1	1	1
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
SIGNIFICANT CHANGES				



Fiscal Year

2013-2014



CITY OF BURLESON

UTILITY CUSTOMER SERVICE

## WATER/WASTEWATER

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	426,781	435,465	445,895	449,862
Materials and Supplies	68,633	72,397	77,477	73,060
Purchased Services & Inventory	119,502	157,300	128,121	127,199
Maintenance and Repair	4,789	4,078	5,733	11,989
Other Expenditures	109,654	97,042	97,042	102,129
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 729,359</b>	<b>\$ 766,282</b>	<b>\$ 754,268</b>	<b>\$ 764,239</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Utility Customer Service Manager	1	1	1	1
Customer Service Supervisor	1	2	2	2
Utility Customer Service Clerk	2	2	2	2
Utility Customer Service Technician	1	0	0	0
Meter Service Technician	1	1	1	1
Meter Service Worker	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

WATER

# WATER/WASTEWATER

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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



4. Operate 100% of 4,000 valves to ensure equipment is operational annually.

5. Operate 100% of 1,300 hydrants to ensure equipment is operational annually.
6. Perform Preventive Maintenance on 100% of 1,300 hydrants annually.
7. Manage system infrastructure to limit main breaks to 30 annually.
8. Establish software and

**Objectives for**

**Fiscal Year 2013-2014:**

1. Respond to water main breaks during working hours within 30 minutes of report.
2. Respond to water main breaks after working hours within 1 hour of report
3. Perform emergency water main repairs within 6 hours of initial report.

9. Explore possibilities for reduction in water pumping electricity costs.
10. Install 120 City of Burleson automatic flush valves facilitating main flushing on all dead end mains.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	916,500	905,546	875,046	949,353
Materials and Supplies	15,888	36,407	36,407	39,937
Purchased Services & Inventory	3,895,642	3,955,390	4,026,892	4,601,413
Maintenance and Repair	276,443	215,307	248,557	272,555
Other Expenditures	917,056	820,956	909,473	825,086
Capital Outlay	459,663	568,008	568,008	479,008
<b>TOTAL</b>	<b>\$ 6,481,192</b>	<b>\$ 6,501,614</b>	<b>\$ 6,664,383</b>	<b>\$ 7,167,352</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Assistant Public Works Director	1	0	0	0
Utility Superintendent	1	1	1	1
Utility Crew Leader	5	5	5	5
Utility Inventory Coordinator	1	1	1	1
W/WW Regulatory Technician	1	1	1	1
Water Production Specialist	1	1	1	1
Right of Way Inspector	1	1	1	1
Utility Worker I, II and III	6	6	6	6
<b>TOTAL PERSONNEL</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>16</b>

SIGNIFICANT CHANGES	



# WATER/WASTEWATER



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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

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

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	916,500	905,546	875,046	949,353
Materials and Supplies	15,888	36,407	36,407	39,937
Purchased Services & Inventory	3,895,642	3,955,390	4,026,892	4,601,413
Maintenance and Repair	276,443	215,307	248,557	272,555
Other Expenditures	917,056	820,956	909,473	825,086
Capital Outlay	459,663	568,008	568,008	479,008
<b>TOTAL</b>	<b>\$ 6,481,192</b>	<b>\$ 6,501,614</b>	<b>\$ 6,664,383</b>	<b>\$ 7,167,352</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Utility Worker I, II, and III	2	2	2	2
Sewer Inspection Technician	1	1	1	1
Utility Crew Leader	2	2	2	2
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

SIGNIFICANT CHANGES

Fiscal Year  
2013-2014



CITY OF BURLESON

ADMINISTRATION

# HIDDEN CREEK GOLF COURSE

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

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

## MAJOR GOALS & OBJECTIVES

**Major Goals:** To increase dollars per player and increase the number of rounds played.

To manage our budget and increase revenue. And to continue to keep expenses at the current level. We hope to substantially reduce or eliminate the General Fund Subsidy



## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	209,616	200,181	200,892	237,019
Materials and Supplies	236	1,200	200	1,200
Purchased Services & Inventory	7,477	13,142	11,092	11,852
Maintenance and Repair	0	0	0	0
Other Expenditures	13,853	13,519	12,019	11,971
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 231,182</b>	<b>\$ 228,042</b>	<b>\$ 224,203</b>	<b>\$ 262,042</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of Golf	1	1	1	1
Administrative Assistant	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

PRO SHOP

# HIDDEN CREEK GOLF COURSE

**Mission Statement:** To collect fees from golfers and market the facility for tournaments and other special events.

**Description:** Collect fees from golfers and market the facility for tournaments and other special events.

## MAJOR GOALS & OBJECTIVES

**Major Goals:** To increase or maintain dollars per player and increase rounds played through creative marketing strategies and increasing tournament play during slower periods. We will change our marketing strategy to better represent the dramatic upgrade in the course following the complete renovation and redesign.

**Objectives for Fiscal Year 2013-2014:**

To maintain pricing that is competitive with surrounding golf courses and a high level golf course that everyone will wish to play. Increase tournament play and continue to closely manage expenses. We anticipate increased play and revenue as a result of the redesign.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	269,135	302,735	294,531	309,958
Materials and Supplies	10,632	21,500	14,650	21,500
Purchased Services & Inventory	94,422	150,336	182,834	142,474
Maintenance and Repair	13,317	9,353	7,100	9,353
Other Expenditures	27,822	23,829	23,329	18,626
Capital Outlay	50,633	53,632	53,632	56,807
<b>TOTAL</b>	<b>\$ 465,961</b>	<b>\$ 561,385</b>	<b>\$ 576,076</b>	<b>\$ 558,718</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Head Golf Professional	1	1	1	1
Assistant Golf Professional I	2	2	2	2
Golf Course Cart Barn Assistant	1	1	1	1
Golf Course Floating Assistant	1	1	1	1
Golf Course Cart Barn Attendant	0	0	0	0
Golf Course Cart Barn Attendant (Part Time)	2.4	2.4	2.4	2.4
<b>TOTAL PERSONNEL</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>

SIGNIFICANT CHANGES

Fiscal Year  
2013-2014



CITY OF BURLESON

MAINTENANCE

# HIDDEN CREEK GOLF COURSE

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

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

## MAJOR GOALS & OBJECTIVES

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

**Objectives for Fiscal Year 2013-2014:**  
Keep the golf course in excellent condition.  
Provide a course that is easy to market and enjoyable to play.  
Monitor chemical expenses with cooperation from the weather throughout the year.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	269,135	302,735	294,531	309,958
Materials and Supplies	10,632	21,500	14,650	21,500
Purchased Services & Inventory	94,422	150,336	182,834	142,474
Maintenance and Repair	13,317	9,353	7,100	9,353
Other Expenditures	27,822	23,829	23,329	18,626
Capital Outlay	50,633	53,632	53,632	56,807
<b>TOTAL</b>	<b>\$ 465,961</b>	<b>\$ 561,385</b>	<b>\$ 576,076</b>	<b>\$ 558,718</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Golf Course Superintendent	1	1	1	1
Golf Course Asst. Superintendent	1	1	1	1
Golf Course Mechanic/ Grounds Keeper	1	1	1	1
Golf Course Grounds Keeper	4	4	4	4
Golf Course Grounds Keeper (Temporary)	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

RESTAURANT

# HIDDEN CREEK GOLF COURSE

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

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

## MAJOR GOALS & OBJECTIVES

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

Market to the golfers that are playing through signage and point of sale information.

Promote offsite catering opportunities by utilizing event staff.

Develop new menu options to entice more tournament catering.

Increase sales by enhancing service, and guest experience.

**Objectives for Fiscal Year 2013-2014:**

Maintain competitive food pricing with surrounding restaurants.

Increase number of scheduled public events; Wine and Nine, Dinners, etc.

## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	91,147	151,505	158,171	171,332
Materials and Supplies	7,922	10,000	7,250	8,000
Purchased Services & Inventory	46,570	84,700	86,585	86,937
Maintenance and Repair	8,883	4,500	3,750	4,500
Other Expenditures	8,031	21,314	19,914	18,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 162,553</b>	<b>\$ 272,019</b>	<b>\$ 275,670</b>	<b>\$ 288,769</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Golf Course Food & Beverage Manager	1	1	1	1
Golf Course Lead Food & Beverage Attendant	1	1	1	1
Golf Course Food Service Attendant(Part Time)	0	1	1	1
Golf Course Food Service Attendant(Seasonal)	0	0	0	1
Golf Course Beverage Cart Attendant (Part Time)	6	5	5	4
Golf Course Event Staff (Part Time)	0	0	0	3
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

### SIGNIFICANT CHANGES

Fiscal Year

2013-2014



# CEMETERY

**Mission Statement:** Cemetery Services keeps accurate records of the cemetery, pays all bills related to maintenance and ensures compliance with all City Ordinances and fee schedules.

**Description:** The Cemetery is owned and maintained by the City of Burleson. The city currently contracts the mowing, interment and sale of cemetery lots. The City of Burleson Records department handles payments on the cemetery lots and keep records of all interments.

## MAJOR GOALS & OBJECTIVES

**Major Goals:**

- To keep all cemetery records accurate and accessible to the public.
- To improve the look of the cemetery with regular landscape attention.
- To provide the public with a cemetery the City of Burleson can be proud of.

**Objectives for Fiscal Year 2013-2014:**

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



## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	0	0	0	0
Materials and Supplies	4,212	0	0	0
Purchased Services & Inventory	425	2,000	135	138
Maintenance and Repair	3,440	5,000	4,920	5,000
Other Expenditures	-959	0	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 7,118</b>	<b>\$ 7,000</b>	<b>\$ 5,055</b>	<b>\$ 5,138</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
TOTAL PERSONNEL	0	0	0	0

SIGNIFICANT CHANGES

CITY OF BURLESON

CEMETERY

Fiscal Year

2013-2014



CITY OF BURLESON

SOLID WASTE

# SOLID WASTE

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

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

## MAJOR GOALS & OBJECTIVES

- Major Goals:**
1. Protect public health and safety through effective and efficient solid waste collections.
  2. Develop and implement an ongoing comprehensive education program regarding both solid waste and recycling.
  3. Continue to evaluate collections of both solid waste and recycling in an effort to minimize any future cost associated with providing this service.
  4. Provide missed garbage same day collection on all calls prior to 5 p.m. and next day collection by 10 a.m. on calls after 5 p.m.
  5. Provide missed recycling same day collection on all calls prior to 12:00 pm and next day collection for calls after 12:00 pm.
  6. Perform annual analysis on commercial franchise vendors to determine franchise fee collection compliance.

**Objectives for Fiscal Year 2013-2014:**

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



## EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	23,259	24,311	22,009	23,882
Materials and Supplies	0	0	0	0
Purchased Services & Inventory	2,281,885	2,375,143	2,380,967	2,548,915
Maintenance and Repair	1,881	3,610	2,000	2,000
Other Expenditures	424,548	383,623	383,469	177,325
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$ 2,731,573</b>	<b>\$ 2,786,687</b>	<b>\$ 2,788,445</b>	<b>\$ 2,752,122</b>

# AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Solid Waste Manager	1	0	0	0
Recycling Center Worker (Part-time)	1	2	2	2
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

SIGNIFICANT CHANGES



Fiscal Year

2013-2014



CITY OF BURLESON

EQUIPMENT SERVICES

## PUBLIC WORKS

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

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

### MAJOR GOALS & OBJECTIVES

**Major Goals:**

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

**Objectives for Fiscal Year 2013-2014:**

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

### EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	380,708	378,354	384,588	399,303
Materials and Supplies	1,827	17,449	5,894	17,921
Purchased Services & Inventory	29,252	47,983	36,465	49,902
Maintenance and Repair	2,713	20,493	20,493	4,093
Other Expenditures	37,942	25,693	25,693	38,471
Capital Outlay	1,290	3,402	3,402	3,526
<b>TOTAL</b>	<b>\$ 453,732</b>	<b>\$ 493,374</b>	<b>\$ 476,535</b>	<b>\$ 513,216</b>

### AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Equipment Services Manager	1	1	1	1
Automotive & Equipment Technician II and III	3	3	3	3
Equipment Services Coordinator	1	1	1	1
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

SIGNIFICANT CHANGES

Fiscal Year

2013-2014



CITY OF BURLESON

INFORMATION TECHNOLOGY

SUPPORT SERVICES

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

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

MAJOR GOALS & OBJECTIVES

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

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

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

**Objectives for Fiscal Year 2013-2014:**  
Implement server virtualization project for PD.

Increase SAN network storage for PD.

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

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



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

Setup External Intrusion Protection.

Begin SunGard application specific training program.

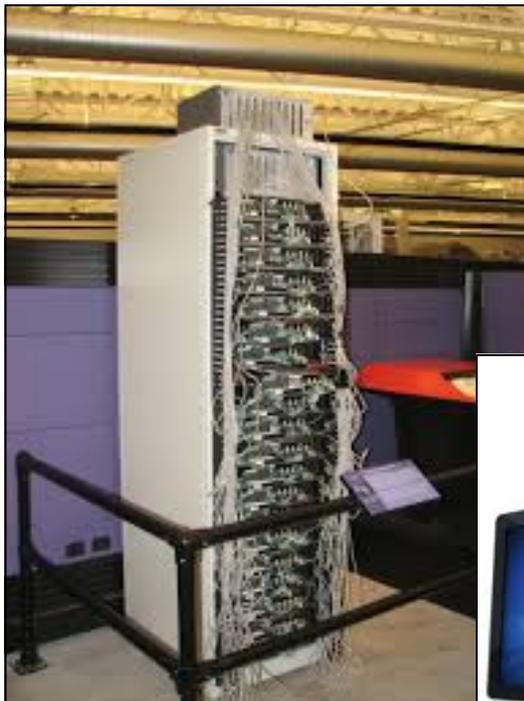
EXPENDITURES

EXPENDITURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Personal Services	671,881	660,800	670,623	770,788
Materials and Supplies	107,192	66,390	68,402	119,965
Purchased Services & Inventory	48,024	51,187	51,947	50,885
Maintenance and Repair	513,984	497,142	497,092	435,525
Other Expenditures	20,156	1,395	1,395	448
Capital Outlay	301,627	7,450	14,393	117,610
<b>TOTAL</b>	<b>\$ 1,662,864</b>	<b>\$ 1,284,364</b>	<b>\$ 1,303,852</b>	<b>\$ 1,495,221</b>

## AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET
Director of IT	1	1	1	1
Network Administrator	1	1	1	1
Systems Administrator	1	1	1	1
Support Technician	1	1	1	1
GIS Administrator	1	1	1	1
Land File Technician	0	0	0	0
GIS Analyst	1	1	1	1
Web Design Technician	1	1	1	1
Project Manager	0	0	0	1
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

SIGNIFICANT CHANGES
Add IT position to manage new software and train employees.

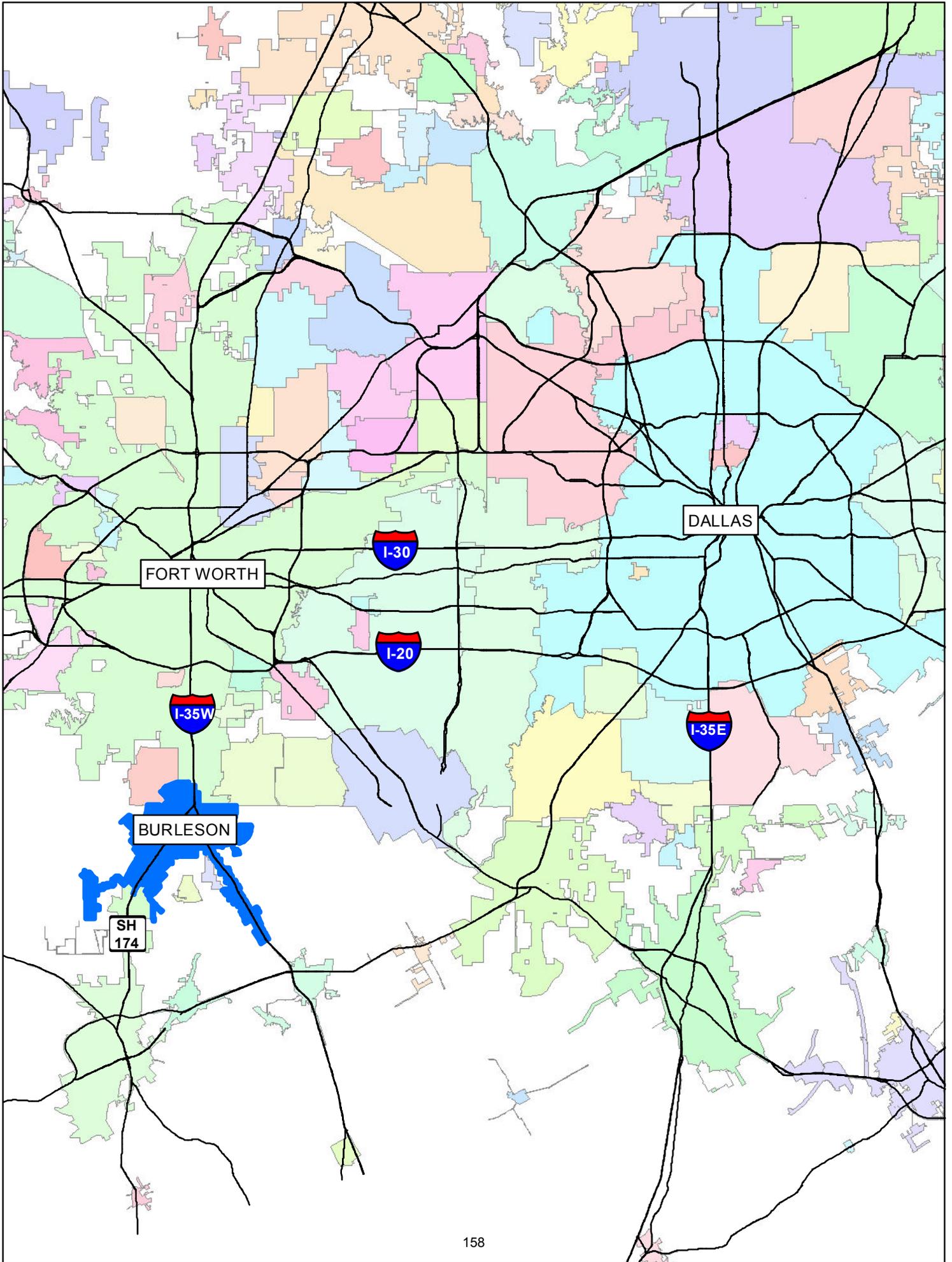


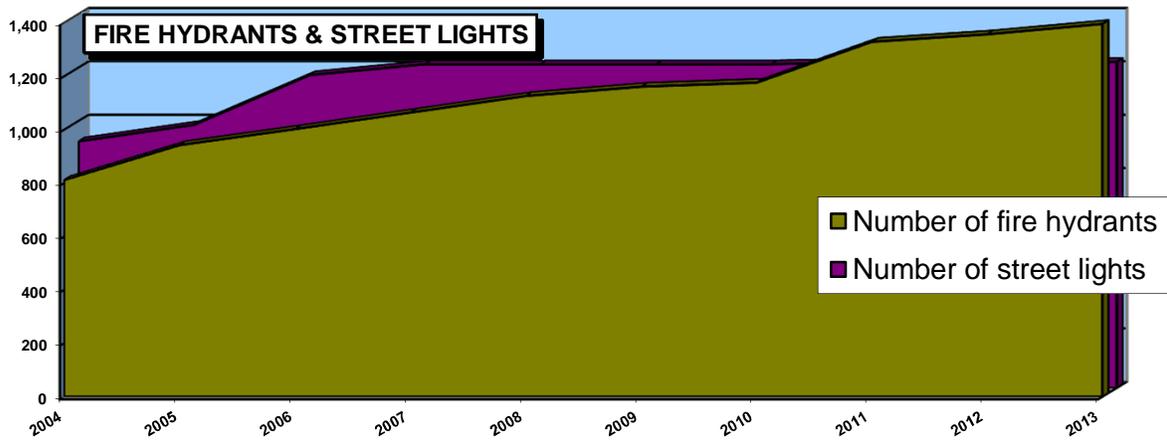
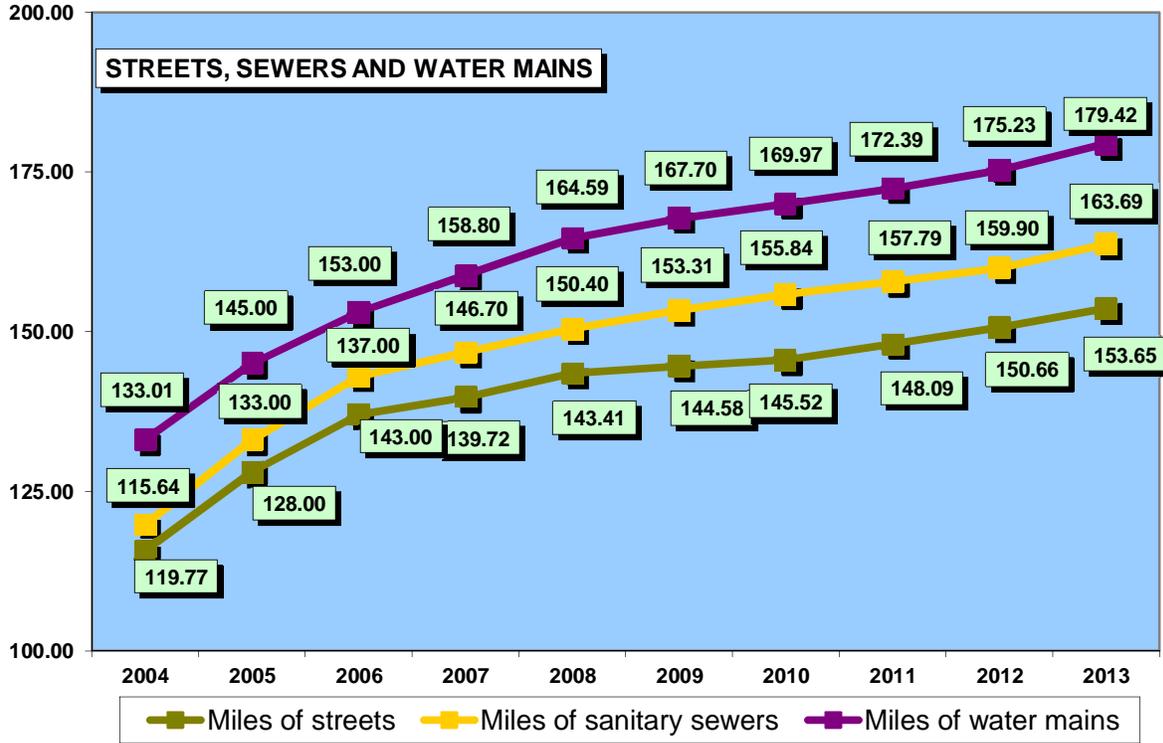




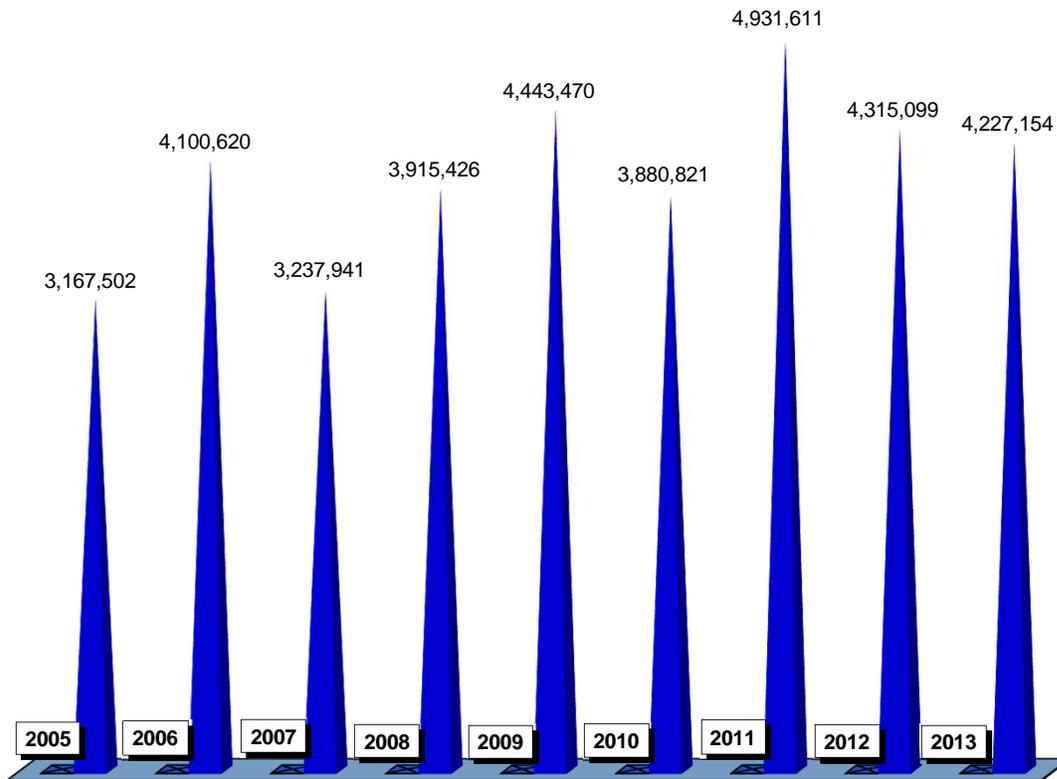
## SUPPLEMENTAL SECTION

- ◊ City Map, p. 158
- ◊ Average Daily Water Usage, p. 160
- ◊ Glossary, p. 161
- ◊ GFOA Distinguished Budget Award, p. 165





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



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

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



## 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.

### 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.

### 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.

#### 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.

#### General Debt Service Fund

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

#### General Fund

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

#### General Obligation Bonds

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

#### Generally Accepted Accounting Principles(GAAP)

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

#### Goals

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

#### Governmental Funds

Governmental Funds are those through which most governmental functions are financed.

The generally follow the modified accrual basis of accounting, therefore the primary focus is on financial position and changes in net assets vs. net income determination.

#### Hotel/Motel Fund

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

#### Hotel/Motel Tax

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

#### IH

Acronym for Interstate Highway.

#### IT

Acronym for Information Technology.

#### Income

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

#### Inter fund Transfers

Amounts transferred from one fund to another.



#### **Internal Service Fund**

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

#### **Levy**

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

#### **Modified Accrual Basis**

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

#### **NCTCOG**

Abbreviation for North Central Council of Governments.

#### **Object Code**

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

#### **Operating Budget**

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

#### **Payment in Lieu of Taxes (PILOT)**

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

#### **Performance Measures**

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

#### **Reserve**

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

#### **Revenue Bonds**

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

#### **Revenue**

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

#### **SAN**

Acronym for Storage Area Network.

#### **SH**

Acronym for State Highway.

#### **SRO**

Abbreviation for School Resource Officer.

#### **Sales Tax**

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

#### **Service Enhancement**

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

#### **TEX21**

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

#### **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.

# Burleson

## TEXAS★

### 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.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Burleson  
Texas**

For the Fiscal Year Beginning

**October 1, 2012**

*Christopher P. Movill*

President

*Jeffrey R. Egan*

Executive Director