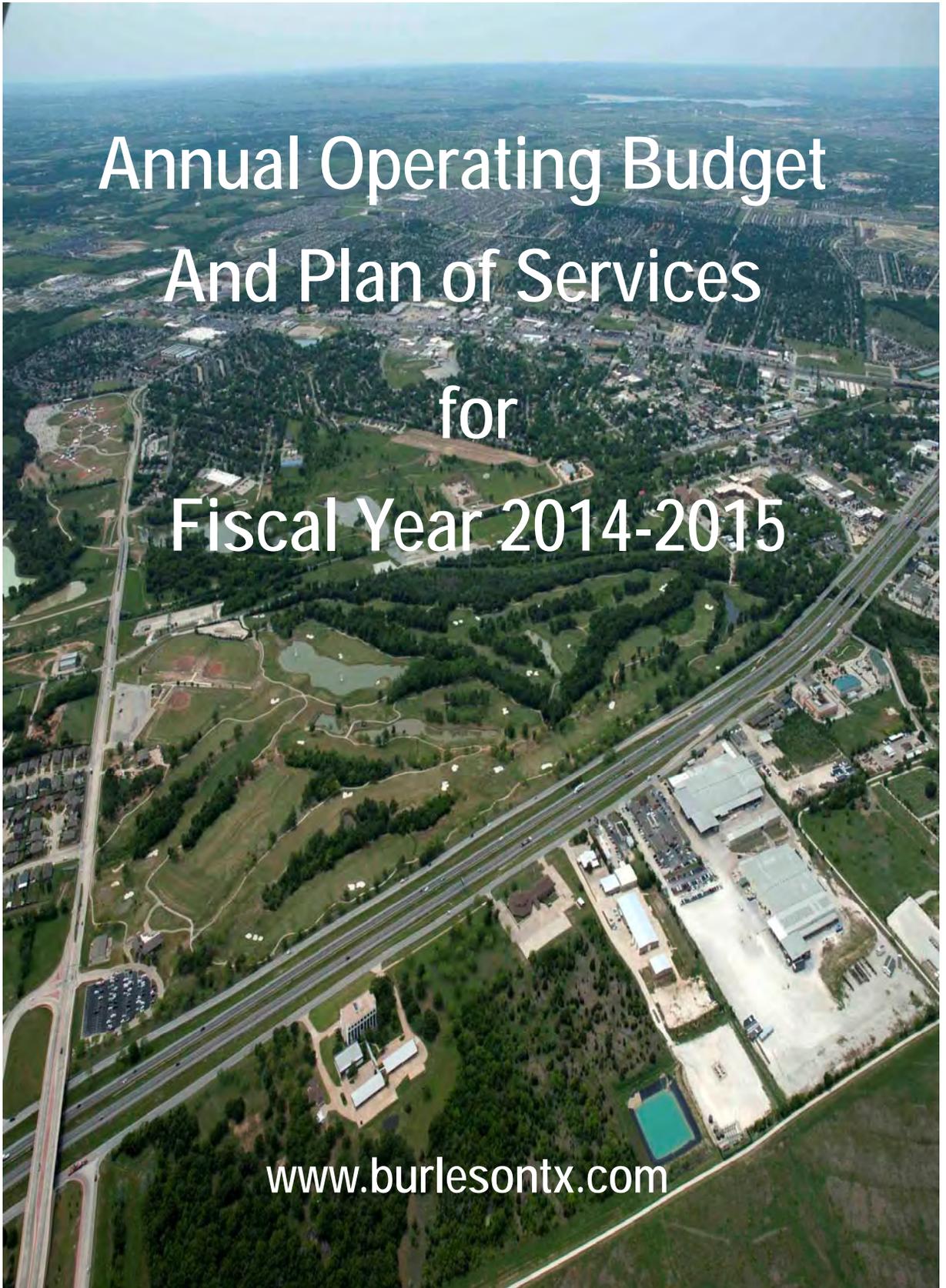


Burleson



Annual Operating Budget
And Plan of Services
for
Fiscal Year 2014-2015

www.burlesontx.com

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City of Burleson

Fiscal Year 2014-2015

Budget Cover Page

September 2, 2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,368,235, which is a 15.87 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$546,713.

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

FOR: Kenneth Shetter, Mayor
Rick Green, Council Member
Matt Aiken, Council Member
Ronnie Johnson, Council Member
Stuart Gillespie, Council Member
Jerry Allen, Council Member
Dan McClendon, Mayor Pro Tem

AGAINST: None

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison

	2014-2015	2013-2014
Property Tax Rate:	\$0.7400/100	\$0.6900/100
Effective Tax Rate:	\$0.6421/100	\$0.6959/100
Effective Maintenance & Operations Tax Rate:	\$0.4921/100	\$0.5324/100
Rollback Tax Rate:	\$0.7436/100	\$0.7371/100
Debt Rate:	\$0.2122/100	\$0.1622/100

Total debt obligation for City of Burleson secured by property taxes: \$5,095,607

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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 Bunny Daze,

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.

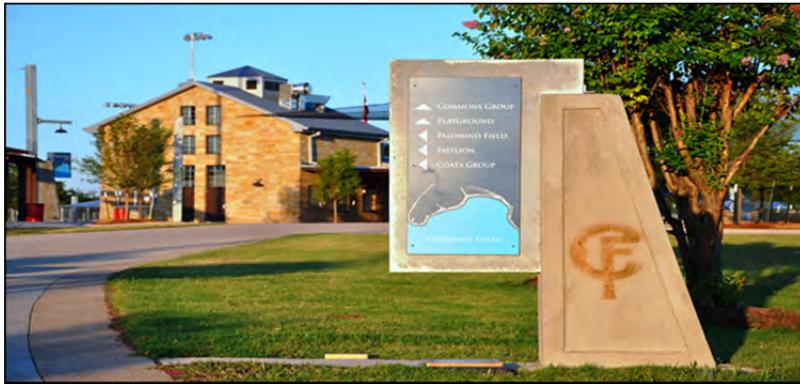


Old Town Burleson is also home to the City's sizzling Sounds of Summer Concert Series, featuring a variety of music performed by well-known artists each Friday night during the month of June.

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

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.

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 fall ball baseball league.



Burleson has grown to a population of about 39,920 people at this time. According 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 community is within 30 minutes of six hospitals, including a pediatric hospital and a trauma center. The school districts consistently bring in SAT and ACT scores that higher than the state and national averages and there is a branch of both Hill College and Texas Wesleyan within the city limits.

Burleson provides housing for everything from the CEO to a retired couple or a student just starting out on his own. The median home cost is \$129,167 which makes

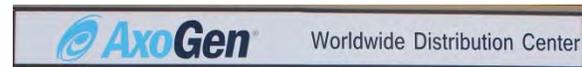
Burleson a very affordable place to live for young families.

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 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. In 2014, commuting even faster thanks to opening of the new Chisholm Trail toll way.

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 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.

The city is flexing its business muscles too with more than \$100 million in new business projects including Dallas-Fort Worth's only H-E-B Plus!, AxoGen biomedical distribution facility, and Chicken Express' corporate headquarters.





Old Town now sports its own microbrewery (Old Texas Brewing Company), in addition to other restaurant favorites: Fuzzy's Taco, Frescos Mexican restaurant 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.

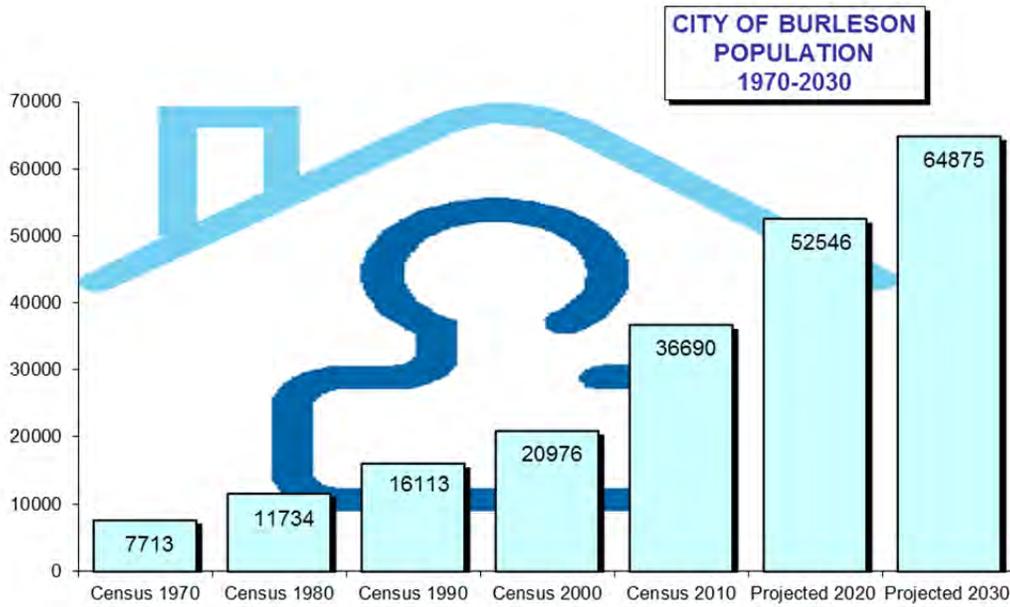


Strategically located on IH 35W, there are a variety of incentives available for interested investors, a pro-business climate and "make it happen" attitude toward development community-wide. Chicken E Foodservice, Inc. is the newest occupant.

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."

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

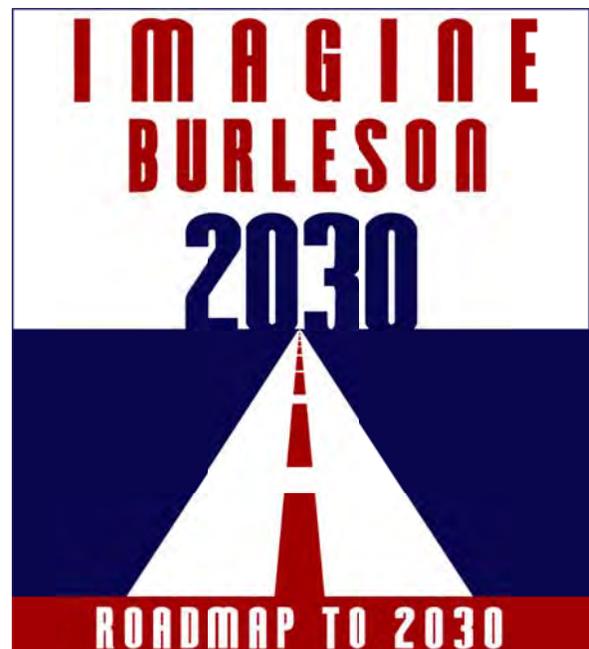
The changes in the budget process are also acknowledgement that although the City of Burleson has been graced with strong growth and has been somewhat insulated from the vagaries of the market thanks to the development of the Barnett Shale, the drastic decline in

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

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

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

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





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

E

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

T

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

H

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

i

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

CS

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

OUR VALUES

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

CITY PLANNING PROCESSES

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

CITY MANAGER'S MESSAGE

FOR THE FY 2014-2015 PROPOSED BUDGET

TO

MAYOR KENNETH D. SHETTER

AND

MEMBERS OF THE BURLESON CITY COUNCIL

August 25, 2014

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, 2014 and ending September 30, 2015 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 2014-15 are \$29,531,064 as proposed, approximately \$2,078,138 more than in FY 2013-14.

Property Taxes

Tax Valuation

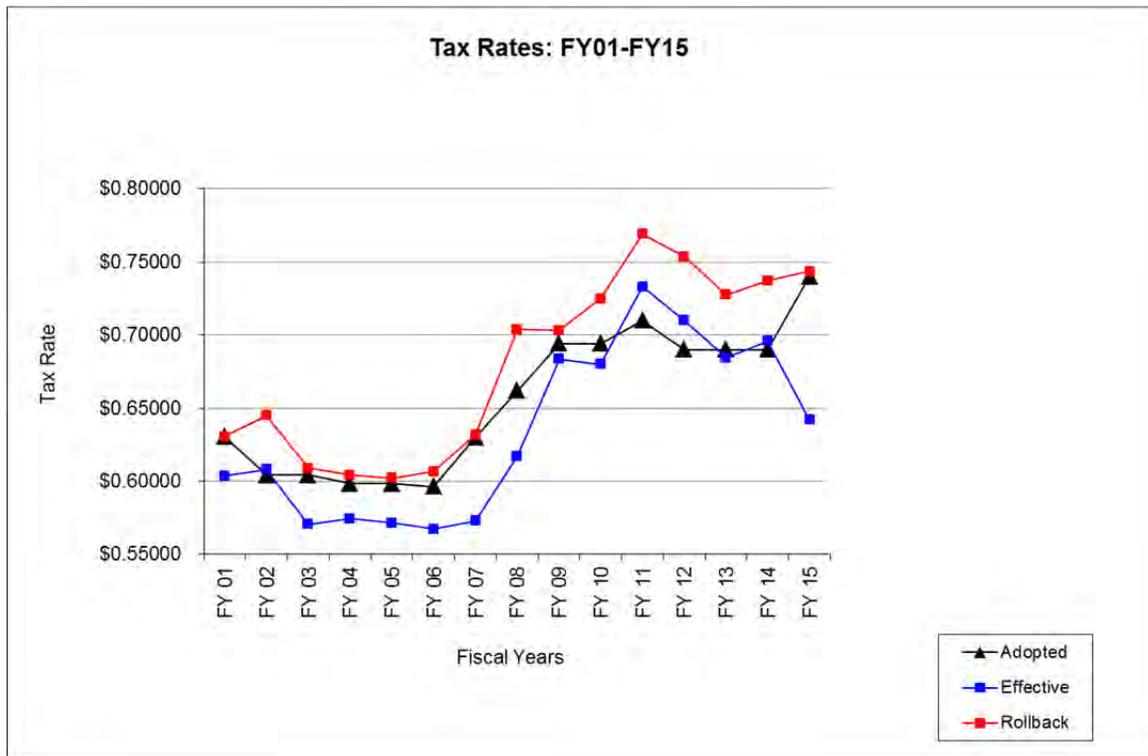
The City's 2014 taxable value net of protested value, as provided by the Johnson County Appraisal District and Tarrant Appraisal District is \$2,648,371,483 – an increase of \$245,489,867 or 10.2% over 2013's \$2,402,881,616. This increase in value can be attributed in part to \$72,407,682 in the value of new improvements added to the tax base, but is primarily the result of appreciation of existing property – including more than \$97 million in mineral value.

Tax Rate

The property tax rate in the proposed base budget is \$0.7400, which is the existing rate with the additional five cents approved by voters in November.

Effective Tax Rate

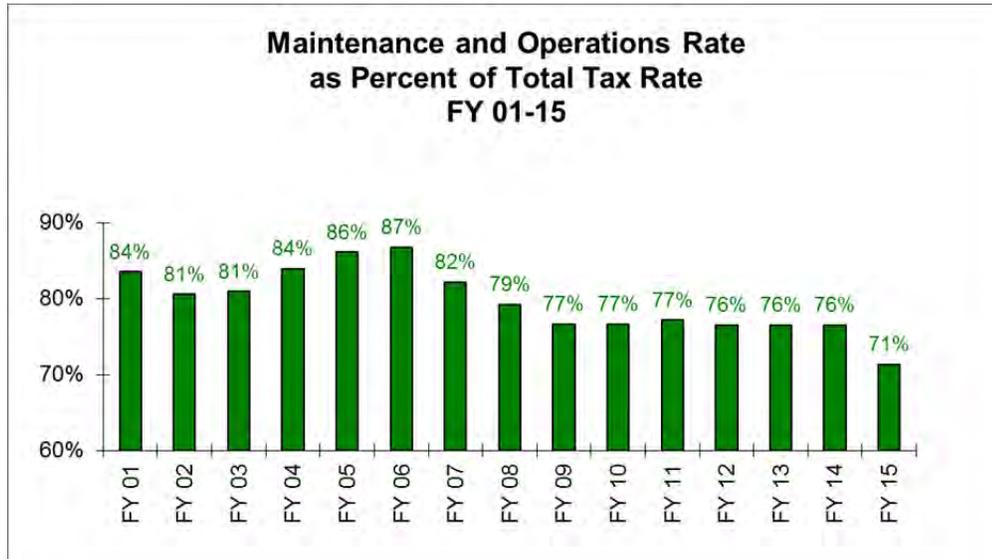
The effective tax rate for FY 2014-15 is \$0.6421, which is \$0.0479 lower than the current rate of \$0.69. The effective maintenance and operations tax rate is \$0.4921. The chart below shows the historical trend of the City's tax rate since FY 2001.



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

The proposed budget maintains the rate since FY 01.

current M&O rate of \$0.5278. The following graph illustrates the M&O rate as a percent of the total tax rate



Debt Service Rate (I&S rate)

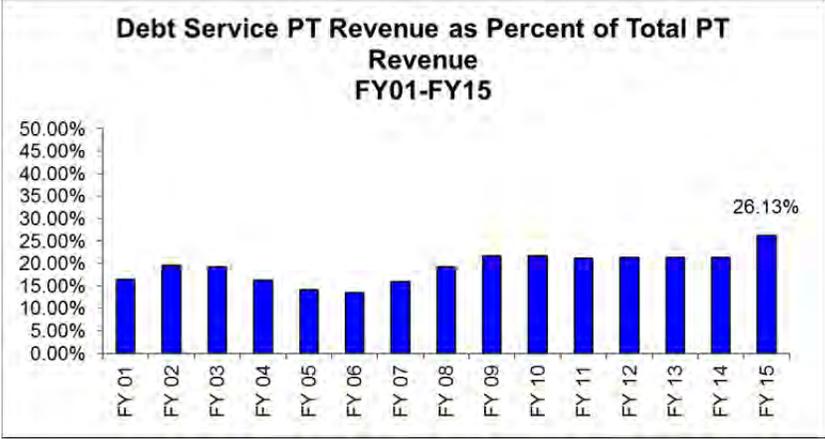
The debt service rate increases by 5 cents to \$0.2122. This is the increase approved by voters in November, and is the first change to the debt rate since

FY08-09. The debt rate is 28.7% of the total tax rate, 3.4% below the median of 32.1% for the 34 Tarrant County cities which had a debt rate in FY 2014.

Jurisdiction Name	Tax Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	\$ 1.2552	\$ 0.9526	75.9%	\$ 0.3026	24.1%
City of Forest Hill	\$ 1.0600	\$ 0.8647	81.6%	\$ 0.1953	18.4%
City of Pelican Bay	\$ 0.8985	\$ 0.8542	95.1%	\$ 0.0443	4.9%
City of Fort Worth	\$ 0.8550	\$ 0.6759	79.1%	\$ 0.1791	20.9%
City of White Settlement	\$ 0.6707	\$ 0.5358	79.9%	\$ 0.1349	20.1%
City of Kennedale	\$ 0.7475	\$ 0.5605	75.0%	\$ 0.1870	25.0%
City of Sansom Park	\$ 0.7337	\$ 0.5484	74.7%	\$ 0.1853	25.3%
City of Mansfield	\$ 0.7100	\$ 0.4625	65.1%	\$ 0.2475	34.9%
City of Grand Prairie	\$ 0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$ 0.6575	\$ 0.6425	97.7%	\$ 0.0150	2.3%
Haltom City	\$ 0.7000	\$ 0.4800	68.6%	\$ 0.2200	31.4%
City of Arlington	\$ 0.6480	\$ 0.4423	68.3%	\$ 0.2057	31.7%
City of Azle	\$ 0.6595	\$ 0.5156	78.2%	\$ 0.1439	21.8%
City of Crowley	\$ 0.6968	\$ 0.4745	68.1%	\$ 0.2223	31.9%
City of Watauga	\$ 0.5912	\$ 0.4105	69.4%	\$ 0.1807	30.6%
City of Hurst	\$ 0.6085	\$ 0.4499	73.9%	\$ 0.1586	26.1%
City of N Richland Hills	\$ 0.6100	\$ 0.3490	57.2%	\$ 0.2610	42.8%
City of Richland Hills	\$ 0.5281	\$ 0.4677	88.6%	\$ 0.0604	11.4%
Town of Trophy Club	\$ 0.4993	\$ 0.3843	77.0%	\$ 0.1150	23.0%
City of Bedford	\$ 0.4948	\$ 0.3032	61.3%	\$ 0.1916	38.7%
City of Westworth Village	\$ 0.4920	\$ 0.2390	48.6%	\$ 0.2530	51.4%
City of Saginaw	\$ 0.5100	\$ 0.2890	56.7%	\$ 0.2210	43.3%
City of Euless	\$ 0.4700	\$ 0.3606	76.7%	\$ 0.1094	23.3%
City of Lake Worth	\$ 0.4821	\$ 0.1480	30.7%	\$ 0.3340	69.3%
City of Southlake	\$ 0.4620	\$ 0.3420	74.0%	\$ 0.1200	26.0%
City of Flower Mound	\$ 0.4497	\$ 0.3337	74.2%	\$ 0.1160	25.8%
City of Keller	\$ 0.4422	\$ 0.3115	70.4%	\$ 0.1307	29.6%
Town of Pantego	\$ 0.4200	\$ 0.3611	86.0%	\$ 0.0589	14.0%
City of Roanoke	\$ 0.3751	\$ 0.1593	42.5%	\$ 0.2158	57.5%
City of Colleyville	\$ 0.3559	\$ 0.3244	91.2%	\$ 0.0315	8.8%
City of Grapevine	\$ 0.3425	\$ 0.1314	38.4%	\$ 0.2111	61.6%
City of Haslet	\$ 0.3209	\$ 0.2556	79.7%	\$ 0.0652	20.3%
Dalworthington Gardens	\$ 0.2627	\$ 0.2121	80.7%	\$ 0.0506	19.3%
City of Westlake	\$ 0.1568	\$ 0.1389	88.5%	\$ 0.0180	11.5%
Average	\$ 0.5834	\$ 0.4255	72.9%	\$ 0.1580	27.1%
Median	\$ 0.5597	\$ 0.3974	71.0%	\$ 0.1799	32.1%
Burleson	\$ 0.7400	\$ 0.5278	71.3%	\$ 0.2122	28.7%

Property tax revenue dedicated to debt service as a percent of total property tax

revenue has increased 9.9% since FY04.



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$122,061 in 2013 to \$129,167. As

shown in the table on the following page, the 2014 taxable value in Burleson is \$6,525 (5.3%) above the median taxable value for selected cities.

FY13 vs. FY14 Average Residential Net Taxable Value for 20 Neighboring Cities

	<u>2013 Average Net Taxable Value</u>	<u>2014 Average Net Taxable Value</u>	<u>% Change</u>
Southlake	508,534	519,988	2.3%
Colleyville	406,040	421,479	3.8%
Keller	270,752	284,237	5.0%
Grapevine	179,964	189,026	5.0%
Mansfield	175,802	183,606	4.4%
Kennedale	153,768	160,923	4.7%
Bedford	148,113	152,234	2.8%
Benbrook	131,529	135,710	3.2%
North Richland Hills	125,603	132,841	5.8%
Eules	115,366	120,302	4.3%
Crowley	105,099	109,230	3.9%
Saginaw	104,414	111,826	7.1%
Hurst	102,218	105,827	3.5%
Arlington	98,183	102,598	4.5%
Fort Worth	97,711	103,174	5.6%
Watauga	88,595	93,506	5.5%
Richland Hills	81,985	83,675	2.1%
Alvarado	70,188	69,525	-0.9%
Cleburne	89,437	89,490	0.1%
Joshua	123,688	124,982	1.0%
Average	158,849	164,709	3.7%
Median	119,527	122,642	2.6%
Burleson	122,061	129,167	5.8%
% Median	102.12%	105.32%	
% Average	76.84%	78.42%	

The proposed rate, applied to the increased taxable value, will result in an increase of \$113.61 in the tax bill for the average residential property, from \$842.22 in the current year to

\$955.83 in the proposed budget. The following table compares the tax bill on a home of average taxable value for various selected cities.

Average Residential Tax Bill for Selected Cities

<u>Jurisdiction</u>	2014 Average Net		
	<u>Taxable Value</u>	<u>Tax Rate</u>	<u>Avg Bill</u>
Southlake	519,988	0.4620	2,402
Colleyville	421,479	0.3559	1,500
Keller	284,237	0.4422	1,257
Grapevine	189,026	0.3425	647
Mansfield	183,606	0.7100	1,304
Kennedale	160,923	0.7475	1,203
Bedford	152,234	0.4948	753
Benbrook	135,710	0.6575	892
North Richland Hills	132,841	0.6100	810
Eules	120,302	0.4700	565
Crowley	109,230	0.6968	761
Saginaw	111,826	0.5100	570
Hurst	105,827	0.6085	644
Arlington	102,598	0.6480	665
Fort Worth	103,174	0.8550	882
Watauga	93,506	0.5912	553
Richland Hills	83,675	0.5281	442
Alvarado	69,525	0.7005	487
Cleburne	89,490	0.8040	719
Joshua	124,982	0.7053	881
Average	164,709	0.5970	897
Median	122,642	0.6092	757
Burleson Proposed	129,167	0.7400	956
% Median	105%	121%	126%
% Average	78%	124%	107%

Property Tax Revenue

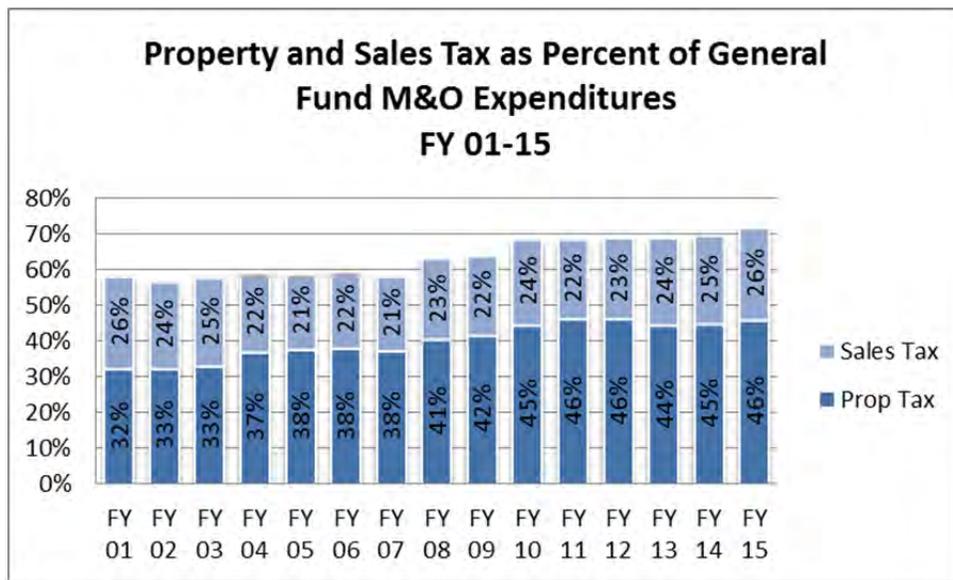
Overall, revenue from ad valorem (property) taxes is up \$1,269,686 (10.1%) from the current year to \$13,834,641. Taxes on new value added since the last appraisal total \$374,524. The value of properties subject to the senior tax freeze increased from \$272.0 million in 2013 to

\$296.9 million in 2014. Frozen properties now account for 11.2% of the tax base, roughly the same as in FY 2013-14. ***For FY 2014-15, one cent on the ad valorem tax rate will generate \$228,972 - allowing for protested and frozen values and assuming a 98% collection rate.***

Sales Taxes

Sales tax (including liquor tax) revenues are projected to increase \$797,000 (+11.6%) from current adopted levels. Revenue from sales tax in FY 2015 is projected at \$7,665,000 (26.0% of total revenue). The projected increase is 7.5% higher than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 71.8% of General Fund maintenance and operations expenses for FY 2015. The graph below illustrates this relationship since FY 2001.



Other revenue:

Most revenue categories are anticipated to increase this year, including an increase of \$169,100 (24.0%) in fees from Permits and Licenses. Projected fine and forfeiture revenues decrease by

\$329,000 (25.5%). There is no longer a transfer from Solid Waste related to the privatization of collection services. This transfer was \$245,000 in the 2014 budget.

Expenditures

Overview

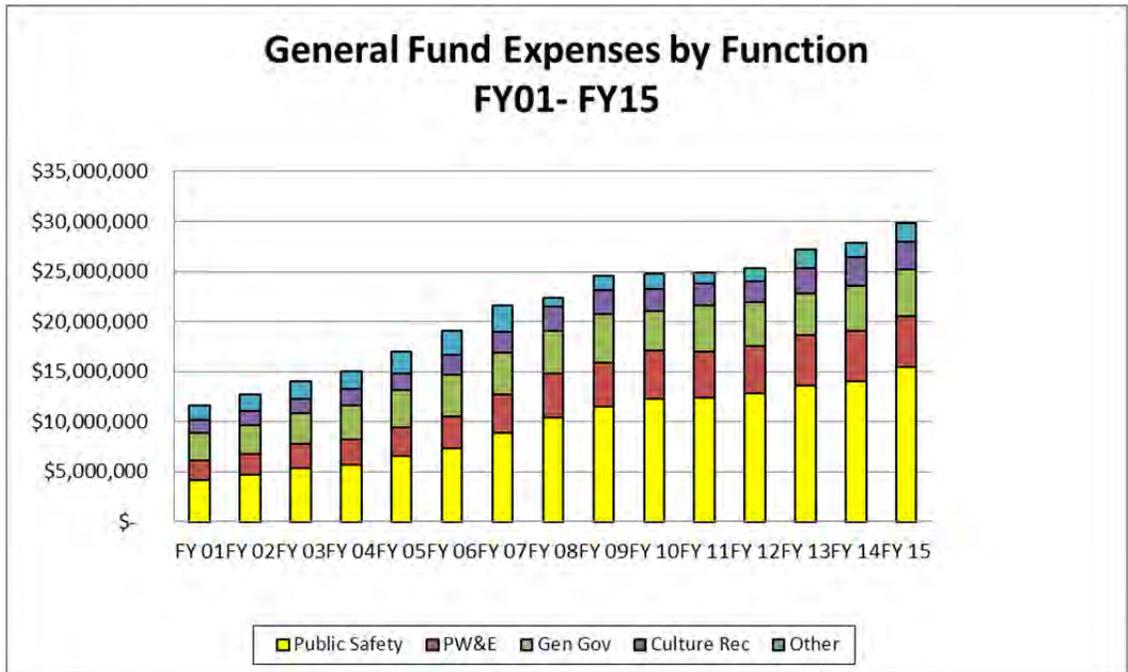
Proposed total expenditures are \$1,978,730 (7.1%) higher than the current year adopted budget. Of this amount, \$725,000 comprises capital or one-time expenditures. The remaining operating expenditures of \$29,072,174 are \$458,890 less than operating revenues. Expenditures are customarily divided into 5 major functions:

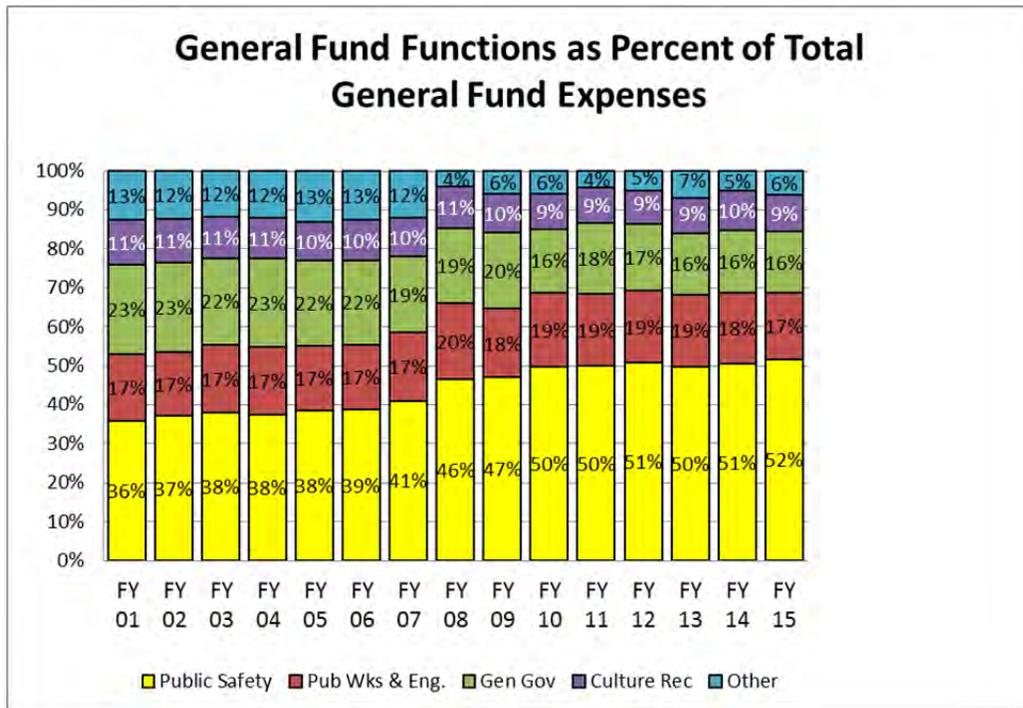
- Public Safety (Police, Fire, Fire Prevention, Animal Control & Municipal Court)
- Public Works (including

Engineering)

- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services & Community Development)

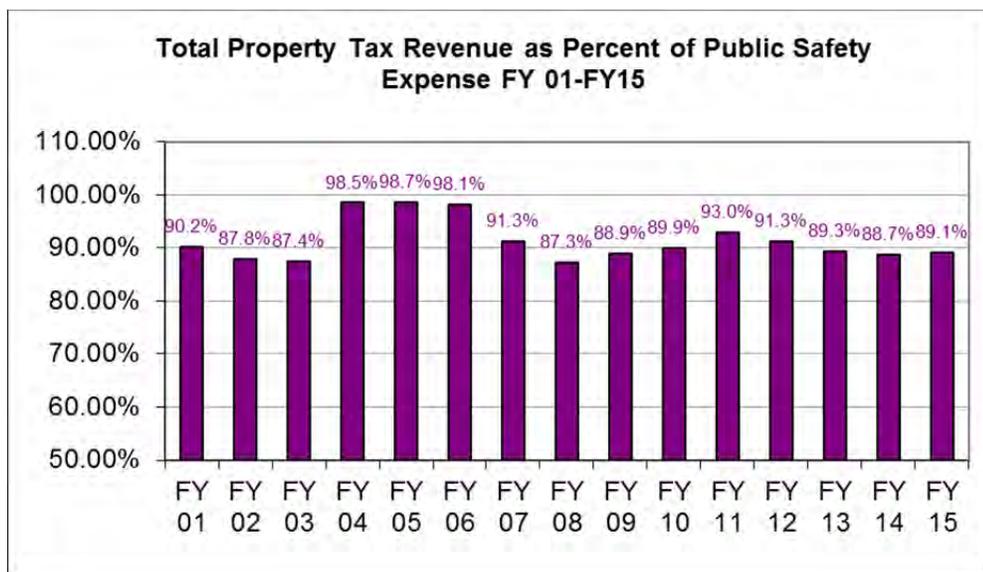
The following two graphs illustrate the spending in these categories over the last twelve years.





Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 2014-15, if all of the property tax collected in the General Fund**

were to be allocated to Public Safety, it would only pay for 89% 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 2014-15 Budget fully funds this Step Plan.

The proposed budget also includes funds to make merit based pay adjustments to civilian positions equivalent to 3% of civilian payroll.

Health Insurance

In FY 2013-14 we eliminated the PPO Plus plan and offered two plans: PPO Basic and the Health Savings Account/High Deductible Health Plan (HSA/HDHP). We also added tiers for spouses only and child(ren); previously we only had an employee and family tiers. The premiums for the HSA/HDHP were lowered in all categories including a reduction of \$3,290 for family premium and the city's contribution to HSAs was increased from \$1,000 to \$1,500. Premiums for FY 2014-15 are not

expected to change for the HSA/HDHP. Changes are expected for the PPO since the city expects to pay more than \$1,000 more per plan participant in the PPO compared to the HSA/HDHP based on the first six months of the plan year. In order to better manage future risk consideration is expected to be given to restructuring retiree health coverage. Tobacco cessation program(s) are expected to be offered in FY 2014-15 and higher rates for tobacco users are expected to be put in place in 2015-16.

FUND BALANCE

The Fund Balance in the General Fund is estimated to be \$8,116,323 at the end of FY 2013-14. This amount is \$2.13 million above the 20% reserve amount established by Council policy. The

proposed budget utilizes an appropriation from fund balance of \$266,110 for the following one-time purchases:

\$60,000	Vehicle for Fire Inspector/Investigator
\$24,000	Vehicle for Plans Examiner
\$33,000	Vehicle for Code Enforcement Officer
\$31,000	Vehicle for Environmental Specialist and Mosquito Control Technician
\$33,000	Website redesign
\$56,000	Self Contained Breathing Apparatus (SCBA) - Fire
\$24,000	Exterior remodel of Fire Station 2
\$7,500	Landscape Fire Station 1
\$6,500	Emergency Mgmt. Smart board software and computer
<u>\$450,000</u>	Reserve
\$725,000	TOTAL

As tabulated below, the fund balance in operations. This is \$2.03 million above the General Fund at the end of FY 2015 the 20% policy minimum. is projected to be at 27% of annual

GENERAL FUND: FUND BALANCE STATUS

\$	29,531,064	Revenues
	<u>29,072,174</u>	<u>Recurring Expenses</u>
\$	458,890	Difference
\$	8,116,323	Estimated Available Fund Balance Oct 1, 2014
	29,531,064	Revenues
	29,072,174	Recurring Expenses
	<u>725,000</u>	<u>One Time Expenses</u>
\$	7,850,213	Estimated Ending Fund Balance
\$	5,814,435	Minimum Fund Balance with 20% Target

WATER/WASTEWATER FUND

Revenue requirements in this fund are projected to increase to \$17,924,023 in the proposed FY 2014-15 budget – an increase of \$713,823 (4.1%) from the FY 2013-14 adopted budget.

Expenditures

Proposed expenditures for FY 2015 total more than \$1,000,000 due in large part \$18,013,729 – about 3.8% more than to a 15% increase in the cost of water the FY 2014 adopted budget. Operating purchased from Fort Worth. expenditures are increasing in 2015 by

Water Rates

The proposed FY 2014-2015 budget includes a 6% increase to all water rates, and no change to wastewater rates.

The base water rates are as follows:

<u>Meter size (in inches)</u>	<u>FY13/14 Water Rate</u>	<u>FY14/15 Water Rate</u>
3/4	\$12.43	\$13.18
1.0	\$18.08	\$19.16
1.5	\$34.18	\$36.23
2.0	\$50.29	\$53.31
3.0	\$121.14	\$128.41
4.0	\$201.65	\$213.75
6.0	\$402.96	\$427.14
8.0	\$604.21	\$640.46
10	\$805.46	\$853.79
12	\$926.26	\$981.84

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

The proposed volumetric water rates for FY2014-15 are as follows:

1 gallon to 10,000 gallons	\$4.20/1,000 gallons
10,001 gallons to 20,000 gallons	\$5.06/1,000 gallons
Over 20,000 gallons	\$5.86/1,000 gallons
Gas Well Drilling (all volumes)	\$13.76/1,000 gallons

Wastewater Rates

The proposed FY2014-15 budget includes no change in either the minimum or volumetric wastewater rate.

The proposed minimum rate remains \$14.95/month, and the volumetric rate is still \$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 \$18,013,729 proposed expenditures. Staff recommends, and has included in this proposed budget, a working capital draw-down of \$89,706. One time

purchases included in the budget amount to \$18,500, as outlined below. This is projected to leave a working capital balance of \$4,447,419, or 25% of operating expenses – well in excess of the policy minimum of 20%.

WATER & WASTEWATER ONE-TIME EXPENDITURES

\$10,500 Mobile Data Collector
\$8,000 Soil Compactor
\$18,500 TOTAL

GOLF COURSE FUND

A balanced budget

(revenues=expenditures) of \$2,245,202 is proposed in this fund for FY 2014-15.

Included on the revenue side are

transfers from the Type B (4B) fund of \$387,244 for debt service and \$157,619 for operational subsidy.

SOLID WASTE FUND

The proposed FY 2014-15 budget includes Solid Waste expenditures of \$2,880,233. Proposed revenues of \$3,075,717 will produce a net working capital increase of \$195,484. To accomplish this, the solid waste rate will increase from \$18.10 per month to \$19.20 per month. The contract with IESI (solid waste collections) allows for

inflation based increases. These contractual adjustments occur in October (IESI) of each year. The proposed rate accounts for expected changes in the cost of these services. Staff projects working capital at the end of FY 2014-2015 to be \$438,174, or 15.2% of operating expenditures.

HOTEL/MOTEL FUND

The proposed FY 2014-15 budget includes total revenues of \$125,000 and total expenditures of \$90,742, including

\$76,742 of ongoing City expenditures. Based on last year's Council action, funding of community projects is based on a competitive application process.

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

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Creek complex, the Parks Performance Fund budget includes revenues equal to expenditures of \$3,287,657. This budget requires subsidies of \$1,297,558 from the Type B Corporation. The BRiCk's revenues are projected to cover

73% of its expenses, while revenues associated with the two athletic fields will cover about 31% of those expenses, and Russell Farm 5%. A summary of the Park Performance Fund is tabulated on the following page.

PARK PERFORMANCE FUND: Proposed Budget FY 2014-15

BRiCk Operations						
	ACTUAL	REVISED	PROPOSED	Chng From	Revised	
Revenues	FY 2012-13	FY 2013-14	FY 2014-15	Dollars	Percent	
Recreation Fees	\$ (303,400)	\$ (300,500)	\$ (305,020)	\$ (4,520)	2%	
Recreation Memberships	\$ (1,235,856)	\$ (1,269,070)	\$ (1,210,418)	\$ 58,652	-5%	
Recreation Room Rentals	\$ (104,455)	\$ (105,780)	\$ (93,000)	\$ 12,780	-12%	
Indoor Athletic/Rec Fees	\$ (28,269)	\$ (22,026)	\$ (15,141)	\$ 6,885	-31%	
Swimming Pool Fees	\$ (59,096)	\$ (62,500)	\$ (55,000)	\$ 7,500	-12%	
Swimming Lessons Revenue	\$ (66,182)	\$ (64,480)	\$ (58,000)	\$ 6,480	-10%	
Merchandise Sales	\$ (13,167)	\$ (10,920)	\$ (11,500)	\$ (580)	5%	
Securities Interest	\$ (3,878)	\$ -	\$ -	\$ -		
CD/Money Market Interest	\$ (86)	\$ -	\$ -	\$ -		
Gain/Loss on Security Val	\$ 3,127	\$ -	\$ -	\$ -		
TexPool Interest	\$ (81)	\$ (1,000)	\$ (1,000)	\$ -	0%	
TexPool Prime Interest	\$ (126)	\$ -	\$ -	\$ -		
TexSTAR Interest	\$ (56)	\$ -	\$ -	\$ -		
Cash Over/Short	\$ (86)	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ -	\$ -	\$ -		
Total	\$ (1,811,611)	\$ (1,836,276)	\$ (1,749,079)	\$ 87,197	-5%	
Expenditures	\$ 2,254,239	\$ 2,445,951	\$ 2,402,826	\$ (43,125)	-2%	
Rev. (Over)/Under Exp.	\$ 442,628	\$ 609,675	\$ 653,747	\$ 44,072		
Percent Self Sustaining	80%	75%	73%			
FY 2014-15 Proposed Budget: Key Changes						

Athletic Fields Operations						
	ACTUAL	REVISED	PROPOSED	Chng From	Revised	
Revenues	FY 2011-12	FY 2012-13	FY 2013-14			
Recreation Leagues	\$ (109,005)	\$ (99,735)	\$ (85,000)	\$ 14,735	-15%	
Park Rentals	\$ -	\$ -	\$ -	\$ -		
Concession Revenue	\$ (28,866)	\$ (21,392)	\$ (22,000)	\$ (608)	3%	
Tournament Fees	\$ (82,189)	\$ (67,000)	\$ (60,000)	\$ -	0%	
Per Player Fees	\$ (63,209)	\$ (66,334)	\$ (69,020)	\$ (2,686)	4%	
Total	\$ (283,269)	\$ (254,461)	\$ (236,020)	\$ 18,441	-7%	
Expenditures	\$ 672,545	\$ 749,167	\$ 768,123	\$ 18,956	3%	
Rev. (Over)/Under Exp.	\$ 389,276	\$ 494,706	\$ 532,103	\$ 37,397		
Percent Self Sustaining	42%	34%	31%			

Russell Farm						
	ACTUAL	REVISED	PROPOSED	Chng From	Revised	
Revenues	FY 2011-12	FY 2012-13	FY 2013-14			
Rental Fees-Russell Farm	\$ (1,646)	\$ (3,000)	\$ (3,000)	\$ -	0%	
Recreation-Russell Farm	\$ -	\$ (1,000)	\$ (1,000)	\$ -	0%	
Activity Fees-Russell Frm	\$ -	\$ (1,000)	\$ (1,000)	\$ -	0%	
Merch Sales - Russell	\$ (33)	\$ (100)	\$ -	\$ 100	-100%	
Total	\$ (1,679)	\$ (5,100)	\$ (5,000)	\$ 100	-2%	
Expenditures	\$ 83,879	\$ 94,864	\$ 101,708	\$ 6,844	7%	
Rev. (Over)/Under Exp.	\$ 82,200	\$ 89,764	\$ 96,708	\$ 6,944		
Percent Self Sustaining		5%	5%			

PPF FUND TOTALS						
TOTAL REVENUES LESS SUBSIDY	\$ (2,096,559)	\$ (2,095,837)	\$ (1,990,099)	\$ 105,738	-5%	
TOTAL EXPENSES	\$ 3,010,663	\$ 3,289,982	\$ 3,272,657	\$ (17,325)	-1%	
Rev. (Over)/Under Exp.	\$ 914,104	\$ 1,194,145	\$ 1,282,558	\$ 88,413		
Percent Self Sustaining	70%	64%	61%			

PPF FUND SUBSIDY BREAKDOWN						
4B Subsidy	\$ (1,096,000)	\$ (1,171,965)	\$ (1,445,877)	\$ (273,912)	23%	
General Fund Subsidy	\$ -	\$ -	\$ -	\$ -		
Total Subsidy for PPF	\$ (1,096,000)	\$ (1,171,965)	\$ (1,445,877)	\$ (273,912)	23%	
Amount (TO)/FROM PPF Fund Balance	\$ (181,896)	\$ 22,180	\$ (163,319)			

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 \$1,569,584 and expenditures are projected at \$1,530,526. The difference between these revenues and expenditures represents the portion previously set aside for future computer replacement.

CEMETERY FUND

The Cemetery Fund is an enterprise fund used to account for the cost of operating the Burleson Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots, mineral royalties, and interest on investments. Revenues are projected at

\$ 21,500 in FY 2014-15. Expenditures are projected at \$5,138.

Fund Balance

The end-of-year working capital in the Cemetery Fund is estimated to be \$1,520,771 in FY 2014-15, an increase of \$16,362 from the current year.

EQUIPMENT SERVICES FUND

The Equipment Service Fund is an internal service fund used to enhance accountability for the expenses associated with vehicle and equipment operation. All costs associated with these operations are charged to the using department to offset the proposed budget expenses of this fund.

Revenues in the proposed FY 2014-15 budget are projected at \$530,512. Fund expenditures are projected at \$530,978.

Fund Balance

The end-of-year working capital in the Equipment Service Fund for FY2014-15 is projected to be \$84,346.

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 FY2014-15 are projected at \$1,095,394. Expenditures are estimated to be \$977,527. The fund will pay for the purchase of 17 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 \$200,000 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 \$2,750,008 for FY 2014-15.

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

Revenues in this fund for FY 2014-15 are projected at \$376,449. Expenditures are estimated to be \$100,000. There is no equipment planned for replacement this year. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time

of the scheduled replacement. This budget includes \$100,000 for unexpected replacements.

Fund Balance

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$1,004,382 for FY 2014-15.

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 \$3,901,300 in FY 2014-15, an increase of 7.8% from the \$3,617,950 estimated in the approved FY 2013-14 budget. Expenditures are projected to be \$3,376,521 in FY 2014-

15, a 27.9% decrease from the \$4,684,153 projected for the current year in the approved FY 2013-14 budget, due primarily to this year's transfer of \$1.6 million for construction in the business park.

Debt Service Fund

FY 2014-15 debt requirements in this fund are \$2,110,713 including \$1,395,550 principal and \$714,203

interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,110,712.

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 \$3,901,575 in FY 2014-15, an increase of 9.9% from the \$3,549,950 estimated in the approved FY 2013-14 budget. Expenditures are

projected to be \$3,521,659 in FY 2014-15, a 10.9% increase from the \$3,176,664 projected for the current year in the approved FY 2013-14 budget.

Debt Service Fund

FY 2014-15 debt requirements in this fund are \$1,542,738 including \$970,000 principal and \$571,688 interest.

Transfers from the Type B Special Revenue Fund are budgeted at \$1,542,738.

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 2014-15 budget are projected at

\$794,462. Expenditures are projected at \$794,462.

ALL FUNDS SUMMARY

The proposed base budget expenditures for all funds is \$76,306,604, an increase of 5.63% from the current (FY14) adopted budget. Most of this increase is

due to the increase in capital and debt service expenditures in the General and Debt Service Funds. A summary of all funds is tabulated below.

	<u>Current (FY14)</u>	<u>Proposed (FY15)</u>	<u>% Change</u>
GENERAL FUND	27,818,444	29,797,174	7.11%
GENERAL DEBT SERVICE FUND	3,945,361	5,101,606	29.31%
HOTEL/MOTEL TAX FUND	90,506	90,742	0.26%
WATER & WASTEWATER FUND	17,348,789	18,013,729	3.83%
SOLID WASTE FUND	2,752,122	2,880,233	4.65%
CEMETERY FUND	5,138	5,138	0.00%
PARKS PERFORMANCE FUND	3,257,802	3,287,657	0.92%
EQUIPMENT SERVICE FUND	513,216	530,978	3.46%
GOLF COURSE FUND	2,158,513	2,245,202	4.02%
GOVERNMENTAL EQP REP FUND	240,806	977,527	305.94%
PROPRIETARY EQP REP FUND	90,000	100,000	11.11%
SUPPORT SERVICES FUND	1,495,221	1,530,526	2.36%
ECONOMIC DEVELOPMENT INCENTIVE FUND	957,314	794,462	-17.01%
4A SALES TAX REVENUE	4,684,153	3,376,520	-27.92%
4A SALES TAX DEBT SERVICE	2,159,194	2,110,713	-2.25%
4B SALES TAX REVENUE	3,176,664	3,521,659	10.86%
4B SALES TAX DEBT SERVICE	1,543,025	1,542,738	-0.02%
TOTAL EXPENDITURES	<u>72,236,268</u>	<u>75,906,604</u>	5.08%

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, discussions about the budget occurred sooner this year than in the past. Directors were asked to make presentations to the Council in May and the Council was given an opportunity to provide input in June. Below is a summary of key budget items/issues:

Maintenance of the general fund tax rate and increase the debt service tax rate

by 5 cents as communicated prior to the November 2013 bond election to fund capital projects. The debt service tax rate will create significant flexibility to fund capital projects in the future.

Continuation of Public Safety STEP Plan and funds for pay increases for other employees. Employees at the top of their step would be eligible for a one-time payment of three percent.

- Addition of 2 Police Officer positions – utilizes savings created by turnover (budget neutral).
- \$148,000 to add 2 Firefighters – net cost includes \$7,000 reduction in overtime.
- \$76,000 for operating costs to add a Plans Examiner and \$24,000 for a vehicle.
- \$22,000 to upgrade a part-time permits specialist to full-time.
- Increased planning revenues \$70,000 due to proposed fee increases.

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- \$115,000 for a Fire Inspector/Investigator, \$60,000 for a vehicle, and \$5,000 to create office space.
- \$67,000 to add a Code Enforcement Officer and \$33,000 for a vehicle.
- \$9,000 for part-time administrative support in the City Secretary's Office; this is a net cost which includes the elimination of an intern position.
- \$20,000 to extend the hours of seasonal Park Maintenance Workers.
- There is \$100,000 as a placeholder to contract out jail services. Staff is in discussions with another entity to provide this service. \$100,000 likely will not cover a full-year of service.
- \$31,000 for a vehicle to be shared by Environmental Specialist and Mosquito Control technician along with \$6,100 for equipment replacement.
- \$33,000 for website redesign.
- \$56,000 for self-contained breathing apparatus (Fire).
- \$24,000 for exterior remodel of Fire Station 2.
- \$7,500 for landscaping at Station 1.
- \$6,500 for emergency management smart board software and computer
- \$450,000 reserve with likely recommendation to use for city facilities.

There are no funds in the proposed budget set aside for replacement of roofs, HVAC, flooring, or parking lot

repaving. Gas funds previously set aside for debt service could be used for this purpose.

The 2014-15 Budget is respectfully submitted for your consideration.

Sincerely,



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)

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Manager's Message
Proposed FY 2014-2015 Budget

Appendix A

City of Burleson Capital Improvements Photo Enforcement Projects D = Design R = Right-of-Way C = Construction								
PROJECT	2014	2015	2016	2017	2018	2019	COMMENTS	
PHOTO ENFORCEMENT								
Crosswalk Safety Improvements								
Radio Control System for School Zones	30 C							
Johnson Ave (See comments)		27 C						at Library and Warren Park
Johnson Ave (See comments)	22 C							at Renfro
Old Town Sidewalk Program								
Ellison (I35 to Main)			35 C					
OT Pedestrian Features (Parking, Handicap Ramps)	20 C							
Safe Routes to School								
Summercrest @ Frazier					25 C	15 C		Sidewalk at Cedar Ridge
School Zone/Crosswalk Enhancement								
Misc Signage & Striping				25 C				
Traffic Calming								
Arnold/Elk Drive		15 D	25 C					
Gardens		15 D		25 C				
Misc locations		5 C	5 C	5 C				
Traffic Count and Speed Study Eq.								
PD Radar Trailer	10 C							
TOTAL BY YEAR - Photo Enforcement Projects								
	82	62	65	55	25	15		
CUMLATIVE TOTAL - Photo Enforcement Projects								
	82	144	209	264	289	304		

Appendix B

**Park Improvement Fund
Fund 353**

Fund Balance 9/30/2013		1,645,147
Estimated 2014 Fiscal Year Results		
+ Revenues ***		190,000
- Expenditures		<u>(468,000)</u>
Est. Fund Bal @ 9/30/14		1,367,147
Projected 2015 Fiscal Year Results		
Revenues		200,000
Expenditures		-
		<u> </u>
Estimated Funds Available		1,567,147
Amounts dedicated to Projects (net of 2015 exp)		
Prairie Timber Park Imp.	PK0704	(3,981)
Bailey Lake Park	PK0708	
Meadowcrest Park	PK0709	(20,371)
Recreation Center	PK0714	(14,012)
McAlister School	PK0716	(10,000)
Cedar Ridge	PK0717	(5,000)
Village at Wakefield	PK0719	(4,848)
Veterans Park	PK1001	(393)
Oak Valley South	PK1101	(450)
Warren/Elison Landscape	PK1102	(417)
Bartlett Parking Improvements	PK1202	(8,180)
Oak Valley Trail	PK0515	<u>(646)</u>
Estimated Unallocated Balance		1,498,849

Appendix C

**Community Service Facilities Fund
Fund 354**

Fund Balance 9/30/2013	2,395,931
Estimated 2014 Fiscal Year Results	
+ Revenues	750,000
- Expenditures	<u>(630,400)</u>
Est. Fund Bal @ 9/30/14	2,515,531
Projected 2015 Fiscal Year Results	
Revenues	500,000
Expenditures	
Debt Subsidy	<u>-</u>
Estimated Fund Bal @ 9/30/15	3,015,531
Amounts dedicated to Projects (net of 2015 exp)	
Village Creek Trail	(1,154)
Park/Trail Master Plan	<u>(21,173)</u>
Estimated Unallocated Balance	2,993,204

FEE CHANGE SUMMARY

DEPARTMENT/DESCRIPTION	CURRENT RATE	PROPOSED RATE
Fire Prevention		
Proposed for cost recovery:		
Fire Alarm Fees		
1 to 10 Devices	\$50	\$125
11 to 25 Devices	\$75	\$150
26 to 50 Devices	\$100	\$175
51 to 100 Devices	\$150	\$225
101 to 200 Devices	\$200	\$300
201 to 500 Devices	\$200 plus \$50 for each additional	\$450
Over 500 Devices	\$200 plus \$50 for each additional	\$450 plus \$75 for each additional 100 devices or fraction thereof in excess of 25.
Fire Sprinkler Fees		
Underground Installation	\$100	\$165
1 to 20 Sprinklers	\$75	\$125
21 to 100 Sprinklers	\$150	\$200
101 to 150 Sprinklers	\$175	\$250
151 to 200 Sprinklers	\$200	\$300
Over 200 Sprinklers	\$200 plus \$50 for each additional 100 sprinklers or fraction thereof.	\$300 plus \$75 for each additional 100 sprinklers or fraction thereof.
Fire Pump - Additional:	\$100	\$300
Residential Systems	\$100	\$150
Other Extinguishing System:		
	\$100	\$150
Underground Storage Tanks, Installation/Removal		
	\$75	\$125
Daycare/Health Facilities/Licensing Inspections		
	\$40	\$70
Other Permits required by Fire Code		
Tent Permit	\$75	\$100
Animal Services		
Proposed for cost recovery:		
Adoption Spay/Neuter Fee	\$0	\$75
Development Services		
Proposed for cost recovery:		
Zoning Change Less than 3 acres	\$550	\$500
Zoning Change 3.1 - 10 acres	\$550	\$750
Zoning Change 11 - 29 acres	\$550	\$1,000
Zoning Change 30+ acres	\$550	\$1200+\$10/acre over 30 (max \$2500)
PD/SP Request	\$550+\$5/acre	\$800 + \$5/acre
SUP Request	\$550	\$750
Prelim Plat - Residential	\$500+\$5/acre over 50 acres	\$500+\$10/lot

DEPARTMENT/DESCRIPTION	CURRENT RATE	PROPOSED RATE
Prelim Plat - Non-Residential / Mixed Use	\$500+\$5/acre over 50 acres	\$500+\$15/acre
Final Plat - Residential	\$400+\$3/acre over 25 acres	\$500+\$10/lot
Final Plat - Non-Residential / Mixed Use	\$400+\$3/acre over 25 acres	\$500/\$15/acre
Re-Plat	\$450+\$3/lot over 25 lots	\$500+\$10/lot
Amending Plat	\$300	\$350
Cert of Occupancy -Building Sq. Ft. 1 - 500	\$25	\$50
Cert of Occupancy Building Sq. Ft. 501 - 2500	\$30	\$60
Cert of Occupancy Building Sq. Ft. 2501 - 5000	\$40	\$80
Cert of Occupancy Building Sq. Ft. 5001 - 10000	\$50	\$100
Cert of Occupancy Building Sq. Ft. Over 10000	\$60	\$150
Single Family New Construction	\$0.41 - \$0.49 / ft Total Living Area and 1/2 Garage	\$0.45 / ft All Area under One Roof
In-ground Swimming Pool	\$150	\$200
Foundation Permit	\$25	\$75
Demolition Permit	\$25	\$25/\$100
Patio Cover Permit	\$25	\$50
Clean & Show (Commercial Electric Release)	\$25	\$50
Freestanding Structure (i.e. Pergola, Gazebo, Decks)	\$0	\$50
Subdivision Entry Wall Screen	\$50	\$150
After Hours Inspection	\$40/hr. min. 2 hours	\$60/hr min 2 hours
Commercial Plan Review	25% of building permit fee (min. \$250 - \$5000 max.)	30% of building permit fee (min. \$250 - \$5000 max.)
Commercial Remodel Plan Review	\$250	\$0
Appeals to Advisory Boards	\$50	\$150
Utility Customer Service		
Proposed for cost recovery:		
Extra Trip Fee	\$10	\$15
Back-Flow Testing	\$40 and \$75	Remove
Temporary Service Fee	\$25	\$30
After Hours Turn On Fee	\$20	\$50
Pull Meter Fee	\$25	\$30
Water/Wastewater		
Proposed for cost recovery:		
Tap Fees		Tap Fees
3/4" Tap, Meter and Box	\$1,061	Removed
3/4" Meter, dig out, U Branch	\$375	Removed
3/4" Duplex Tap Meter	\$1,165	Removed
3/4" Duplex Meter	\$382	Removed

DEPARTMENT/DESCRIPTION	CURRENT RATE	PROPOSED RATE
3/4" Fourplex Tap, 4 Meters, 2 boxes	\$1,373	Removed
3/4" Meter Set	\$289	Removed
3/4" Meter, dig out, U Branch	\$355	Removed
5/8" Meter Set	\$0	\$280
5/8" Meter, dig out, U Branch	\$0	\$399
3/4" Water Tap, Meter and Box	\$1,061	Removed
5/8" Tap, Meter and Box in easement (pavement work : Get quote from Public Works)	\$0	\$1,370
Relocate 3/4" Meter	\$177	Removed
Relocate 3/4" Meter (more than 12 ft)	To be determined by Utilities Supervisor	Removed
Relocate 5/8" Meter	0	Removed
Relocate 5/8" Meter (more than 12 ft)	To be determined by Utilities Supervisor	Get Quote from Public Works
1" Meter Set	\$355	\$368
Relocate 1" Meter (12 ft. or less in easement, pavement work cost: get quote from Public Works)	\$0	\$215
Relocate 1" Meter (more than 12 ft)	\$0	Get Quote from Public Works
1" Water Tap, Meter and Box in easement (pavement work: get quote from Public Works)	\$1,142	\$1,446
1 1/2" Meter (positive disp.)	\$555	\$558
1 1/2" Meter (turbine)	\$0	\$752
1 1/2" Tap, Meter and Box	\$1,718	\$2,232
1 1/2" Tap, Meter and Box (turbine meter in easement, pavement work: Get quote from Public Works)	\$0	\$2,566
2" Meter (positive disp.)	\$671	\$715

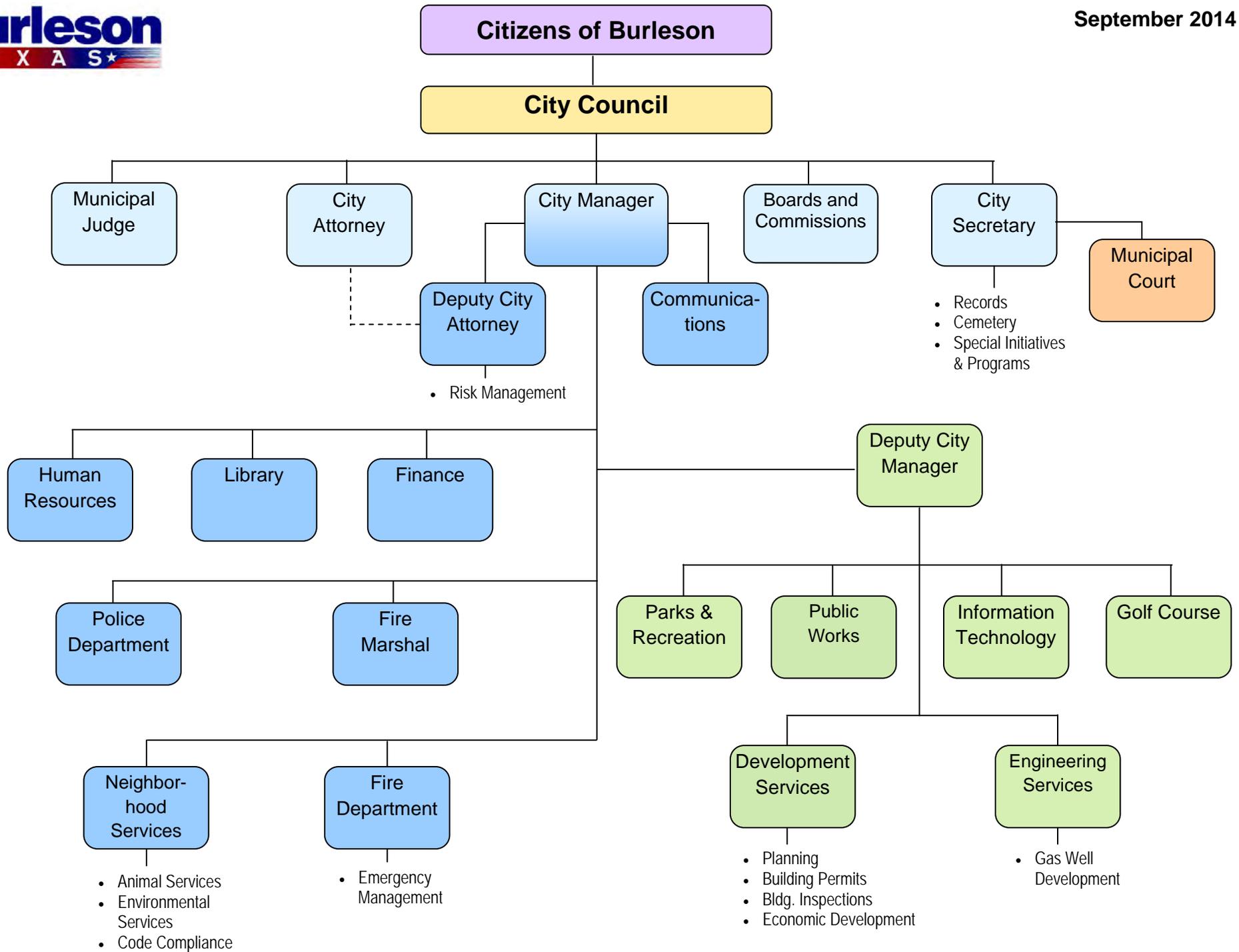
DEPARTMENT/DESCRIPTION	CURRENT RATE	PROPOSED RATE
2" Meter (turbine)	\$1,046	\$812
2" Meter (compound)	\$1,420	13. 2" Meter (compound)
2" Tap, Meter and Box (Positive displacement meter in easement, pavement work: Get quote from Public Works)	\$1,791	\$2,516
2" Tap, Meter and Box (turbine meter in easement, pavement work: Get quote from Public Works)	\$2,088	\$2,579
2" Tap, Meter and Box (compound meter in easement, pavement work: Get quote from Public Works)	\$2,476	\$3,398
Single Meter Box	\$10	Removed
Double Meter Box	\$25	\$28
2" and 1 1/2 Meter Box	\$117	\$197



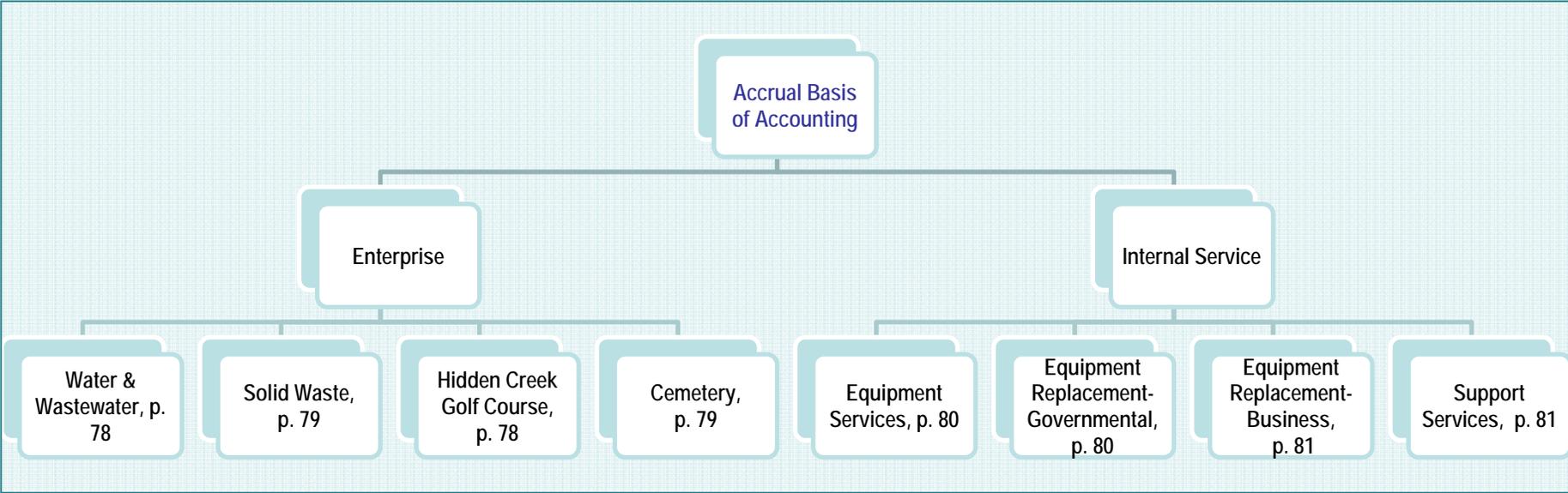
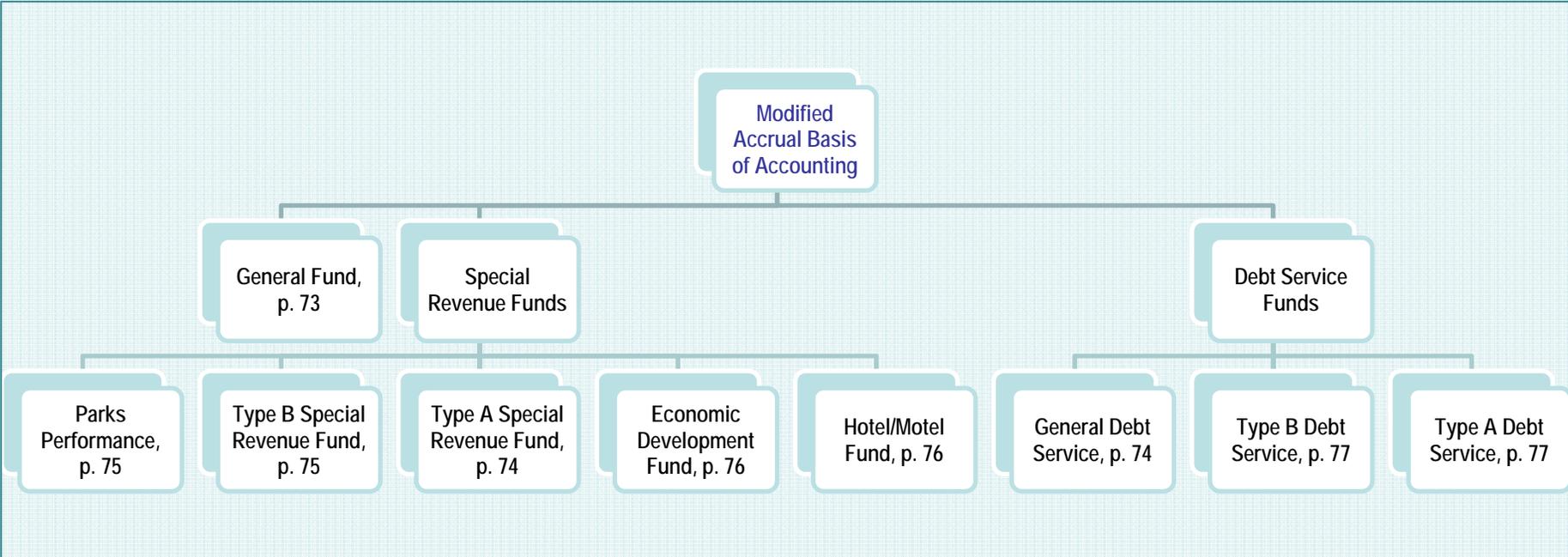


FINANCIAL STRUCTURE, POLICY, AND PROCESS

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City of Burleson Fund Structure By Budgetary Basis



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

Major Funds

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

Non-Major Funds

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

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

Major Funds

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

Non-Major Funds

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR REVENUE SOURCES</u>	<u>MAJOR SERVICES PROVIDED</u>
Cemetery	Enterprise Fund	<ul style="list-style-type: none"> Cemetery Fees 	<ul style="list-style-type: none"> Maintenance and operations of Cemetery

Internal Service Funds

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

BASIS OF BUDGETING

Governmental Funds

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

Firstly, the City employs full encumbrance accounting at the budgetary level. Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year end represent the estimated amount of expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end constitute neither expenditures nor liabilities on a modified accrual basis of accounting. However, on a budgetary basis these amounts are reflected as having been funded by appropriations of the budget in force at the time the encumbrance was created. For example, assume that an item was encumbered and ordered in 20X4 then delivered and invoiced in 20X5. For budgetary purposes, the transaction would be reflected in the 20X4 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X5; the year the item was delivered and the related liability was incurred. One should note that encumbrance accounting affects the timing of expenditure recognition, not the amount. Employing encumbrance accounting at the budgetary level tends to promote the earliest possible recognition of financial obligations and requires the City to officially identify and appropriate funding at this early stage. The City's CAFR contains a reconciliation between the budget or financial plan and the actual results of operations. This reconciliation reflects the adjustments necessary to report the results of operations on a budgetary basis rather than a modified accrual basis.

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

OPERATIONS/ACCOUNTING FUNDS					
DEPARTMENT/DIVISION	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE
ADMINISTRATIVE SERVICES					
1011 City Manager's Office					
1015 Human Resources					
1016 Legal Services					
1017 Communications					
CITY SECRETARY'S OFFICE					
1411 City Secretary's Office					
1412 City Council					
1413 Records & Information Services					
1415 Judicial Services					
LIBRARY					
1611 Library					
FINANCE					
2010 Finance					
2013 Support Services					
2014 Purchasing					
PUBLIC SAFETY					
3011 Police					
3012 Fire					
3013 Fire Prevention					
3014 Emergency Services					
3015 Municipal Court					
PUBLIC WORKS					
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					
NEIGHBORHOOD SERVICES					
4511 Neighborhood Services Administration					
4514 Animal Services					
4515 Environmental Services					
5013 Code Enforcement					
PLANNING AND ENGINEERING SERVICES					
5011 Planning					
5012 Building Inspections					
5511 Engineering - Capital					
5512 Engineering - Development					
5513 Gas Well Development					
PARKS AND RECREATION					
6011 Parks & Recreation Admin					
6012 Recreation					
6013 Parks					
6015 Senior Citizens Center					
6017 BRiCk					
6018 Ballfields					
6019 Russell Farm					
4A SPECIAL REVENUE FUND					
1014 Economic Development					
HIDDEN CREEK GOLF COURSE					
8011 Golf Course Administration					
8012 Pro Shop					
8013 Golf Course Maintenance					
8015 Food & Beverage Services					
TECHNOLOGY SERVICES					
1511 Information Technology					

THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS

DEPARTMENT/DIVISION		GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
ADMINISTRATIVE SERVICES						
1011	City Manager's Office	■				
1015	Human Resources	■				
1016	Legal Services	■				
1017	Communications	■				
CITY SECRETARY'S OFFICE						
1411	City Secretary's Office	■				
1412	City Council	■				
1413	Records & Information Services	■				
1415	Judicial Services	■				
LIBRARY						
1611	Library	■				
FINANCE						
2010	Finance	■				
2013	Support Services	■				
2014	Purchasing	■				
PUBLIC SAFETY						
3011	Police	■				
3012	Fire	■				
3013	Fire Prevention	■				
3014	Emergency Services	■				
3015	Municipal Court	■				
PUBLIC WORKS						
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	■				
NEIGHBORHOOD SERVICES						
4511	Neighborhood Services Administration	■				
4514	Animal Services	■				
4515	Environmental Services	■				
5013	Code Enforcement	■				
PLANNING AND ENGINEERING SERVICES						
5011	Planning	■				
5012	Building Inspections	■				
5511	Engineering - Capital	■				
5512	Engineering - Development	■				
5513	Gas Well Development	■				
PARKS AND RECREATION						
6011	Parks & Recreation Admin	■				
6012	Recreation	■				
6013	Parks	■				
6015	Senior Citizens Center	■				
6017	BRiCk			■		
6018	Ballfields			■		
6019	Russell Farm			■		
4A SPECIAL REVENUE FUND						
1014	Economic Development				■	
HIDDEN CREEK GOLF COURSE						
8011	Golf Course Administration		■			
8012	Pro Shop		■			
8013	Golf Course Maintenance		■			
8015	Food & Beverage Services		■			
TECHNOLOGY SERVICES						
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 needs perceived by the departments. Each decision packet is prepared as a separate request to allow for independent consideration of each and to allow the mixing of all decision packets into a master priority list for consideration during the remainder of the budget process.

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

City of Burleson, TX

Budget Calendar

FY 2015 Biennium

S	M	T	W	T	F	S
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January 2014						
		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	29	30	31	

February 2014						
						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 2014						
						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	29
30	31					

April 2014						
		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	29	30			

May 2014						
			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	29	30	31

January 2014

27 Budget Packets available on City Share S:\drive
H T E available for mid-year estimates.

February 2014

March 2014

4 Budget Kick Off meeting

April 2014

18 All budget documents (Goals/Objectives; Service Plans (Performance Measures only); revised Five Year Plans; one page summary of services provided, challenges and operational efficiencies; 4 slide CC presentations; FY 15 decision packages; ranking forms; and FY 15 exceptions to original budget) are due in paper form to the Finance Office by close of business. NO EXCEPTIONS.

*** This year Dee Kerr will be putting together a book for CMO review. Meetings will be on an as needed basis.

Revised FY 14 estimates, both revenue and expenditures, are due to be completed in H T E.

May 2014

21 Departmental presentations to City Council in Council Chambers. (No longer than 15 minutes.)

June 2014						
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
29	30					

July 2014						
	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	29	30	31		

August 2014						
				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	29	30
31						

September 2014						
	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	29	30				

October 2014						
			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	29	30	31	

June 2014

18 City Council to deliver feedback from Departmental Presentations in May.

July 2014

- 25 Calculation of effective and rollback tax rates
- 28 Publication of effective and rollback tax rates, statement and schedules. submission to governing body
- 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

- 11 72 hour notice for first Public Hearing
- 12 Mid-Biennium Budget Review presented to City Council. CM may propose a fiscal year-end budget adjustment for FY 2014.
- 13 Budget Adjustments for 2014 Budget prepared and posted.
- 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 2014 numbers and adopting 2015 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 2014 numbers and adopting 2015 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.

- 12 72 hour notice for meeting a which governing body will adopt tax 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

- ◇ Three Year Fund Summaries by Revenue, Expenditures and Fund Balance, p. 73
- ◇ Explanation of Changes in Fund Balances Greater Than 10%, p. 82
- ◇ Overview of Budgeted Revenues and Expenditures by Class, p. 83



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MAJOR GOVERNMENTAL FUNDS			
GENERAL FUND			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 7,381,380	\$ 8,841,408	\$ 8,841,408	\$ 8,116,322
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REVENUES	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
AD VALOREM TAXES	\$ 12,201,038	\$ 12,464,955	\$ 12,532,935	\$ 13,734,641
SALES TAXES	\$ 6,744,508	\$ 6,929,100	\$ 7,126,200	\$ 7,665,000
FRANCHISE FEES	\$ 2,129,231	\$ 2,149,538	\$ 2,171,538	\$ 2,200,934
LICENSES AND PERMITS	\$ 857,362	\$ 705,200	\$ 828,200	\$ 874,300
OTHER CHARGES FOR SERVICE WATER&SEWER	\$ -	\$ -	\$ -	\$ -
FINES AND FORFEITURES	\$ 904,898	\$ 1,289,000	\$ 943,000	\$ 960,000
INTEREST	\$ 38,251	\$ 35,000	\$ 37,912	\$ 35,000
MISCELLANEOUS	\$ 1,222,577	\$ 1,212,163	\$ 1,444,262	\$ 1,297,580
OTHER SOURCES	\$ 3,240,633	\$ 2,667,970	\$ 2,605,850	\$ 2,763,609
TOTAL REVENUES	\$ 27,338,498	\$ 27,452,926	\$ 27,689,897	\$ 29,531,064

EXPENDITURES	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
PERSONAL SERVICES	\$ 18,112,073	\$ 19,810,685	\$ 19,970,968	\$ 20,892,356
MATERIALS AND SUPPLIES	\$ 625,103	\$ 772,765	\$ 792,621	\$ 826,651
PURCHASED SERVICES & INVENTORY	\$ 3,176,771	\$ 2,547,701	\$ 2,605,112	\$ 2,662,734
MAINTENANCE AND REPAIR	\$ 1,472,521	\$ 1,732,932	\$ 1,869,400	\$ 1,785,485
OTHER EXPENDITURES	\$ 2,863,201	\$ 2,726,592	\$ 2,938,489	\$ 3,014,455
CAPITAL OUTLAY	\$ 426,713	\$ 227,769	\$ 238,393	\$ 615,493
DEBT SERVICE				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 26,676,382	\$ 27,818,444	\$ 28,414,983	\$ 29,797,174

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 1,460,028	\$ (365,518)	\$ (725,086)	\$ (266,110)
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 8,841,408	\$ 8,475,890	\$ 8,116,322	\$ 7,850,212

MAJOR GOVERNMENTAL FUNDS							
GENERAL DEBT SERVICE FUND				4A SALES TAX REVENUE			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$	819,907	\$	846,752	\$	846,752	\$	819,475	\$	3,611,797	\$	4,324,315	\$	4,324,315	\$	4,528,396
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REVENUES																
AD VALOREM TAXES	\$	3,371,790	\$	3,407,084	\$	3,407,084	\$	4,883,789	\$	3,510,101	\$	3,613,950	\$	3,650,000	\$	3,900,000
SALES TAXES																
FRANCHISE FEES																
LICENSES AND PERMITS																
OTHER CHARGES FOR SERVICE																
WATER&SEWER																
FINES AND FORFEITURES																
INTEREST									\$	3,712	\$	4,000	\$	1,291	\$	1,300
MISCELLANEOUS									\$	449,960	\$	-	\$	350,420	\$	-
OTHER SOURCES	\$	812,000	\$	511,000	\$	511,000	\$	136,000								
TOTAL REVENUES	\$	4,183,790	\$	3,918,084	\$	3,918,084	\$	5,019,789	\$	3,963,773	\$	3,617,950	\$	4,001,711	\$	3,901,300

EXPENDITURES																
PERSONAL SERVICES									\$	266,405	\$	287,861	\$	217,738	\$	248,042
MATERIALS AND SUPPLIES									\$	510	\$	10,750	\$	11,600	\$	10,750
PURCHASED SERVICES & INVENTORY									\$	135,113	\$	88,900	\$	137,650	\$	142,500
MAINTENANCE AND REPAIR									\$	12,465	\$	10,000	\$	7,500	\$	8,000
OTHER EXPENDITURES									\$	165,396	\$	492,248	\$	972,448	\$	660,016
CAPITAL OUTLAY									-	\$	500	\$	500	\$	500	
DEBT SERVICE	\$	4,156,945	\$	3,945,361	\$	3,945,361	\$	5,101,606	\$	2,715,366	\$	3,793,894	\$	2,450,194	\$	2,306,713
PILOT																
FRANCHISE FEE																
TOTAL EXPENDITURES	\$	4,156,945	\$	3,945,361	\$	3,945,361	\$	5,101,606	\$	3,295,255	\$	4,684,153	\$	3,797,630	\$	3,376,521

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$	26,845	\$	(27,277)	\$	(27,277)	\$	(81,817)	\$	712,518	\$	(1,066,203)	\$	204,081	\$	524,779
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$	846,752	\$	819,475	\$	819,475	\$	737,658	\$	4,324,315	\$	3,258,112	\$	4,528,396	\$	5,053,175

MAJOR GOVERNMENTAL FUNDS							
4B SALES TAX REVENUE				PARKS PERFORMANCE			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 2,065,058	\$ 2,150,535	\$ 2,150,535	\$ 2,225,709	\$ 539,543	\$ 756,067	\$ 756,067	\$ 496,899
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REVENUES								
AD VALOREM TAXES								
SALES TAXES	\$ 3,450,472	\$ 3,546,950	\$ 3,650,000	\$ 3,900,000				
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE					\$ 2,082,259	\$ 2,083,817	\$ 1,988,717	\$ 1,989,099
WATER&SEWER								
FINES AND FORFEITURES								
INTEREST	\$ 2,536	\$ 3,000	\$ 1,574	\$ 1,575	\$ 1,100	\$ 1,000	\$ 954	\$ 1,000
MISCELLANEOUS					\$ 15,648	\$ 11,020	\$ -	\$ -
OTHER SOURCES	\$ 239,623	\$ -	\$ -	\$ -	\$ 1,096,000	\$ 1,171,965	\$ 1,171,965	\$ 1,297,558
TOTAL REVENUES	\$ 3,692,631	\$ 3,549,950	\$ 3,651,574	\$ 3,901,575	\$ 3,195,007	\$ 3,267,802	\$ 3,161,636	\$ 3,287,657

EXPENDITURES								
PERSONAL SERVICES					\$ 1,710,645	\$ 1,812,197	\$ 1,785,792	\$ 1,824,043
MATERIALS AND SUPPLIES					\$ 77,965	\$ 90,436	\$ 94,648	\$ 86,436
PURCHASED SERVICES & INVENTORY	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 779,360	\$ 767,344	\$ 798,232	\$ 794,136
MAINTENANCE AND REPAIR					\$ 155,112	\$ 185,535	\$ 270,942	\$ 213,504
OTHER EXPENDITURES					\$ 142,752	\$ 290,772	\$ 306,697	\$ 309,722
CAPITAL OUTLAY					\$ 144,829	\$ 111,518	\$ 164,493	\$ 59,816
DEBT SERVICE	\$ 3,603,654	\$ 3,173,164	\$ 3,572,900	\$ 3,518,159				
PILOT								
FRANCHISE FEE								
TOTAL EXPENDITURES	\$ 3,607,154	\$ 3,176,664	\$ 3,576,400	\$ 3,521,659	\$ 3,010,663	\$ 3,257,802	\$ 3,420,804	\$ 3,287,657

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 85,477	\$ 373,286	\$ 75,174	\$ 379,916	\$ 216,524	\$ 10,000	\$ (259,168)	\$ -
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 2,150,535	\$ 2,523,821	\$ 2,225,709	\$ 2,605,625	\$ 756,067	\$ 766,067	\$ 496,899	\$ 496,899

MINOR GOVERNMENTAL FUNDS							
ECONOMIC DEVELOPMENT INCENTIVE FUND				HOTEL/MOTEL TAX FUND			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$	528,923	\$	602,417	\$	602,417	\$	587,417	\$	386,496	\$	483,308	\$	483,308	\$	457,474
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REVENUES	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
AD VALOREM TAXES	\$ 420,099	\$ 515,314	\$ 515,314	\$ 559,462				
SALES TAXES	\$ 404,948	\$ 427,000	\$ 427,000	\$ 235,000	\$ 146,986	\$ 125,000	\$ 125,000	\$ 125,000
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE								
WATER&SEWER								
FINES AND FORFEITURES								
INTEREST								
MISCELLANEOUS								
OTHER SOURCES								
TOTAL REVENUES	\$ 825,047	\$ 942,314	\$ 942,314	\$ 794,462	\$ 146,986	\$ 125,000	\$ 125,000	\$ 125,000

EXPENDITURES	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
PERSONAL SERVICES								
MATERIALS AND SUPPLIES						\$ 1,767	\$ 61,767	\$ 1,767
PURCHASED SERVICES & INVENTORY					\$ 6,768	\$ 36,702	\$ 37,030	\$ 37,065
MAINTENANCE AND REPAIR						\$ 1,883	\$ 1,883	\$ 1,883
OTHER EXPENDITURES	\$ 751,553	\$ 957,314	\$ 957,314	\$ 794,462	\$ 43,406	\$ 50,154	\$ 50,154	\$ 50,027
CAPITAL OUTLAY								
DEBT SERVICE								
PILOT								
FRANCHISE FEE								
TOTAL EXPENDITURES	\$ 751,553	\$ 957,314	\$ 957,314	\$ 794,462	\$ 50,174	\$ 90,506	\$ 150,834	\$ 90,742

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 73,494	\$ (15,000)	\$ (15,000)	\$ -	\$ 96,812	\$ 34,494	\$ (25,834)	\$ 34,258
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 602,417	\$ 587,417	\$ 587,417	\$ 587,417	\$ 483,308	\$ 517,802	\$ 457,474	\$ 491,732

MINOR GOVERNMENTAL FUNDS							
4A SALES TAX DEBT SERVICE				4B SALES TAX DEBT SERVICE			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 668,247	\$ 668,019	\$ 668,019	\$ 668,257	\$ 1,189,261	\$ 1,189,488	\$ 1,189,488	\$ 1,189,993
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REVENUES								
AD VALOREM TAXES								
SALES TAXES								
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE								
WATER&SEWER								
FINES AND FORFEITURES								
INTEREST	\$ 632	\$ 3,800	\$ 240	\$ 250	\$ 1,099	\$ 1,200	\$ 505	\$ 510
MISCELLANEOUS								
OTHER SOURCES	\$ 2,095,366	\$ 2,159,192	\$ 2,159,192	\$ 2,110,712	\$ 1,910,250	\$ 1,543,025	\$ 1,543,025	\$ 1,542,738
TOTAL REVENUES	\$ 2,095,998	\$ 2,162,992	\$ 2,159,432	\$ 2,110,962	\$ 1,911,349	\$ 1,544,225	\$ 1,543,530	\$ 1,543,248

EXPENDITURES								
PERSONAL SERVICES								
MATERIALS AND SUPPLIES								
PURCHASED SERVICES & INVENTORY								
MAINTENANCE AND REPAIR								
OTHER EXPENDITURES								
CAPITAL OUTLAY								
DEBT SERVICE	\$ 2,096,226	\$ 2,159,194	\$ 2,159,194	\$ 2,110,713	\$ 1,910,250	\$ 1,541,975	\$ 1,541,975	\$ 1,541,688
PILOT								
FRANCHISE FEE								
TOTAL EXPENDITURES	\$ 2,096,226	\$ 2,159,194	\$ 2,159,194	\$ 2,110,713	\$ 1,911,122	\$ 1,543,025	\$ 1,543,025	\$ 1,542,738

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (228)	\$ 3,798	\$ 238	\$ 249	\$ 227	\$ 1,200	\$ 505	\$ 510
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 668,019	\$ 671,817	\$ 668,257	\$ 668,506	\$ 1,189,488	\$ 1,190,688	\$ 1,189,993	\$ 1,190,503

MAJOR ENTERPRISE FUNDS							
WATER & WASTEWATER FUND				GOLF COURSE FUND			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ (834,386)	\$ 3,456,208	\$ 3,456,208	\$ 4,537,125	\$ 23,342	\$ (48,731)	\$ (48,731)	\$ (48,731)
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REVENUES								
AD VALOREM TAXES								
SALES TAXES								
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE								
WATER&SEWER	\$ 15,089,535	\$ 16,242,000	\$ 15,732,900	\$ 16,783,823	\$ 1,323,430	\$ 1,680,139	\$ 1,422,438	\$ 1,680,139
FINES AND FORFEITURES								
INTEREST	\$ 6,908	\$ 30,000	\$ 12,000	\$ 12,000				
MISCELLANEOUS	\$ 3,469,984	\$ 494,000	\$ 1,802,700	\$ 494,000				
OTHER SOURCES	\$ 595,963	\$ 444,200	\$ 447,017	\$ 634,200	\$ 604,163	\$ 478,374	\$ 748,260	\$ 565,063
TOTAL REVENUES	\$ 19,162,390	\$ 17,210,200	\$ 17,994,617	\$ 17,924,023	\$ 1,927,593	\$ 2,158,513	\$ 2,170,698	\$ 2,245,202

EXPENDITURES								
PERSONAL SERVICES	\$ 1,550,777	\$ 1,728,126	\$ 1,681,829	\$ 1,762,813	\$ 1,014,482	\$ 1,115,521	\$ 1,070,824	\$ 1,197,246
MATERIALS AND SUPPLIES	\$ 99,274	\$ 128,143	\$ 131,566	\$ 134,534	\$ 84,399	\$ 107,200	\$ 95,450	\$ 107,200
PURCHASED SERVICES & INVENTORY	\$ 6,605,315	\$ 7,591,983	\$ 7,065,828	\$ 7,651,323	\$ 415,817	\$ 318,592	\$ 363,469	\$ 317,818
MAINTENANCE AND REPAIR	\$ 265,615	\$ 323,323	\$ 333,451	\$ 270,701	\$ 38,455	\$ 65,648	\$ 62,653	\$ 65,648
OTHER EXPENDITURES	\$ 3,594,935	\$ 1,586,406	\$ 1,710,218	\$ 1,623,666	\$ 446,513	\$ 490,010	\$ 484,047	\$ 555,836
CAPITAL OUTLAY	\$ -	\$ 480,014	\$ 480,014	\$ 480,129	\$ -	\$ 61,542	\$ 94,255	\$ 1,454
DEBT SERVICE	\$ 1,695,880	\$ 4,450,794	\$ 4,450,794	\$ 4,874,330				
PILOT	\$ 475,000	\$ 475,000	\$ 475,000	\$ 541,620				
FRANCHISE FEE	\$ 585,000	\$ 585,000	\$ 585,000	\$ 674,613				
TOTAL EXPENDITURES	\$ 14,871,796	\$ 17,348,789	\$ 16,913,700	\$ 18,013,729	\$ 1,999,666	\$ 2,158,513	\$ 2,170,698	\$ 2,245,202

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 4,290,594	\$ (138,589)	\$ 1,080,917	\$ (89,706)	\$ (72,073)	\$ -	\$ -	\$ -
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 3,456,208	\$ 3,317,619	\$ 4,537,125	\$ 4,447,419	\$ (48,731)	\$ (48,731)	\$ (48,731)	\$ (48,731)

MAJOR ENTERPRISE FUND				MINOR ENTERPRISE FUND			
SOLID WASTE FUND				CEMETERY FUND			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 325,563	\$ 259,358	\$ 259,358	\$ 242,690	\$ 1,356,579	\$ 1,413,047	\$ 1,413,047	\$ 1,504,409
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REVENUES								
AD VALOREM TAXES								
SALES TAXES								
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE WATER&SEWER	\$ 2,772,301	\$ 2,846,597	\$ 2,836,977	\$ 3,074,717	\$ 7,435	\$ 4,000	\$ 4,000	\$ 4,000
FINES AND FORFEITURES								
INTEREST					\$ 2,236	\$ 2,500	\$ 2,500	\$ 2,500
MISCELLANEOUS	\$2,589	\$3,500	\$3,100	\$1,000				
OTHER SOURCES					\$ 57,790	\$ 30,000	\$ 90,000	\$ 15,000
TOTAL REVENUES	\$ 2,774,890	\$ 2,850,097	\$ 2,840,077	\$ 3,075,717	\$ 67,461	\$ 36,500	\$ 96,500	\$ 21,500

EXPENDITURES								
PERSONAL SERVICES	\$ 22,376	\$ 23,882	\$ 25,603	\$ 27,285				
MATERIALS AND SUPPLIES	\$ -	\$ -	\$ 100,000	\$ -	\$ 136	\$ -	\$ -	\$ -
PURCHASED SERVICES & INVENTORY	\$ 2,435,514	\$ 2,548,915	\$ 2,553,005	\$ 2,701,376	\$ 232	\$ 138	\$ 138	\$ 138
MAINTENANCE AND REPAIR	\$ 1,659	\$ 2,000	\$ 812	\$ 1,414	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
OTHER EXPENDITURES	\$ 381,546	\$ 177,325	\$ 177,325	\$ 150,158	\$ 10,625	\$ -	\$ -	\$ -
CAPITAL OUTLAY								
DEBT SERVICE								
PILOT								
FRANCHISE FEE								
TOTAL EXPENDITURES	\$ 2,841,095	\$ 2,752,122	\$ 2,856,745	\$ 2,880,233	\$ 10,993	\$ 5,138	\$ 5,138	\$ 5,138

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (66,205)	\$ 97,975	\$ (16,668)	\$ 195,484	\$ 56,468	\$ 31,362	\$ 91,362	\$ 16,362
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 259,358	\$ 357,333	\$ 242,690	\$ 438,174	\$ 1,413,047	\$ 1,444,409	\$ 1,504,409	\$ 1,520,771

INTERNAL SERVICE FUNDS							
EQUIPMENT SERVICE FUND				GOVERNMENTAL EQP REP FUND			
2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET

BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 137,250	\$ 144,218	\$ 144,218	\$ 84,812	\$ 1,173,877	\$ 2,045,647	\$ 2,045,647	\$ 2,632,141
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REVENUES								
AD VALOREM TAXES								
SALES TAXES								
FRANCHISE FEES								
LICENSES AND PERMITS								
OTHER CHARGES FOR SERVICE WATER&SEWER	\$ 486,100	\$ 471,154	\$ 471,154	\$ 530,512				
FINES AND FORFEITURES								
INTEREST								
MISCELLANEOUS								
OTHER SOURCES	\$ 9,338	\$ 9,000	\$ -	\$ -	\$ 1,333,559	\$ 1,006,300	\$ 1,186,300	\$ 1,095,394
TOTAL REVENUES	\$ 495,438	\$ 480,154	\$ 471,154	\$ 530,512	\$ 1,333,559	\$ 1,006,300	\$ 1,186,300	\$ 1,095,394

EXPENDITURES								
PERSONAL SERVICES	\$ 393,372	\$ 399,303	\$ 416,413	\$ 429,231				
MATERIALS AND SUPPLIES	\$ 21,184	\$ 17,921	\$ 17,921	\$ 14,821				
PURCHASED SERVICES & INVENTORY	\$ 33,917	\$ 49,902	\$ 50,312	\$ 41,952				
MAINTENANCE AND REPAIR	\$ 12,005	\$ 4,093	\$ 3,917	\$ 2,720				
OTHER EXPENDITURES	\$ 27,992	\$ 38,471	\$ 38,471	\$ 38,599				
CAPITAL OUTLAY	\$ -	\$ 3,526	\$ 3,526	\$ 3,655	\$ 461,789	\$ 240,806	\$ 599,806	\$ 977,527
DEBT SERVICE								
PILOT								
FRANCHISE FEE								
TOTAL EXPENDITURES	\$ 488,470	\$ 513,216	\$ 530,560	\$ 530,978	\$ 461,789	\$ 240,806	\$ 599,806	\$ 977,527

INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 6,968	\$ (33,062)	\$ (59,406)	\$ (466)	\$ 871,770	\$ 765,494	\$ 586,494	\$ 117,867
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 144,218	\$ 111,156	\$ 84,812	\$ 84,346	\$ 2,045,647	\$ 2,811,141	\$ 2,632,141	\$ 2,750,008

INTERNAL SERVICE FUNDS									
PROPRIETARY EQP REP FUND					SUPPORT SERVICES				
	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET	2014 BUDGET TOTAL
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 633,360	\$ 793,716	\$ 793,716	\$ 727,933	\$ 168,026	\$ 80,563	\$ 80,563	\$ 110,403	\$ 28,880,724
REVENUES									
AD VALOREM TAXES									\$ 19,177,892
SALES TAXES									\$ 15,825,000
FRANCHISE FEES									\$ 2,200,934
LICENSES AND PERMITS									\$ 874,300
OTHER CHARGES FOR SERVICE									\$ 7,278,467
WATER&SEWER									\$ 16,783,823
FINES AND FORFEITURES									\$ 960,000
INTEREST									\$ 54,135
MISCELLANEOUS									\$ 3,101,280
OTHER SOURCES	\$ 337,933	\$ 263,135	\$ 517,947	\$ 376,449	\$ 1,322,723	\$ 1,477,699	\$ 1,517,699	\$ 1,569,584	\$ 12,106,307
TOTAL REVENUES	\$ 337,933	\$ 263,135	\$ 517,947	\$ 376,449	\$ 1,322,723	\$ 1,477,699	\$ 1,517,699	\$ 1,569,584	\$ 78,362,138
EXPENDITURES									
PERSONAL SERVICES					\$ 610,661	\$ 770,788	\$ 720,829	\$ 786,957	\$ 27,167,973
MATERIALS AND SUPPLIES					\$ 67,039	\$ 119,965	\$ 111,965	\$ 76,363	\$ 1,258,522
PURCHASED SERVICES & INVENTORY					\$ 47,947	\$ 50,885	\$ 41,532	\$ 48,519	\$ 14,402,111
MAINTENANCE AND REPAIR					\$ 475,857	\$ 435,525	\$ 415,475	\$ 462,975	\$ 2,817,330
OTHER EXPENDITURES					\$ 208,682	\$ 448	\$ 448	\$ -	\$ 7,196,941
CAPITAL OUTLAY	\$ 177,577	\$ 90,000	\$ 583,730	\$ 100,000	\$ -	\$ 117,610	\$ 197,610	\$ 155,712	\$ 2,394,286
DEBT SERVICE									\$ 19,453,209
PILOT									\$ 541,620
FRANCHISE FEE									\$ 674,613
TOTAL EXPENDITURES	\$ 177,577	\$ 90,000	\$ 583,730	\$ 100,000	\$ 1,410,186	\$ 1,495,221	\$ 1,487,859	\$ 1,530,526	\$ 75,906,605
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 160,356	\$ 173,135	\$ (65,783)	\$ 276,449	\$ (87,463)	\$ (17,522)	\$ 29,840	\$ 39,058	\$ 2,455,533
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 793,716	\$ 966,851	\$ 727,933	\$ 1,004,382	\$ 80,563	\$ 63,041	\$ 110,403	\$ 149,461	\$ 31,336,257

EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%

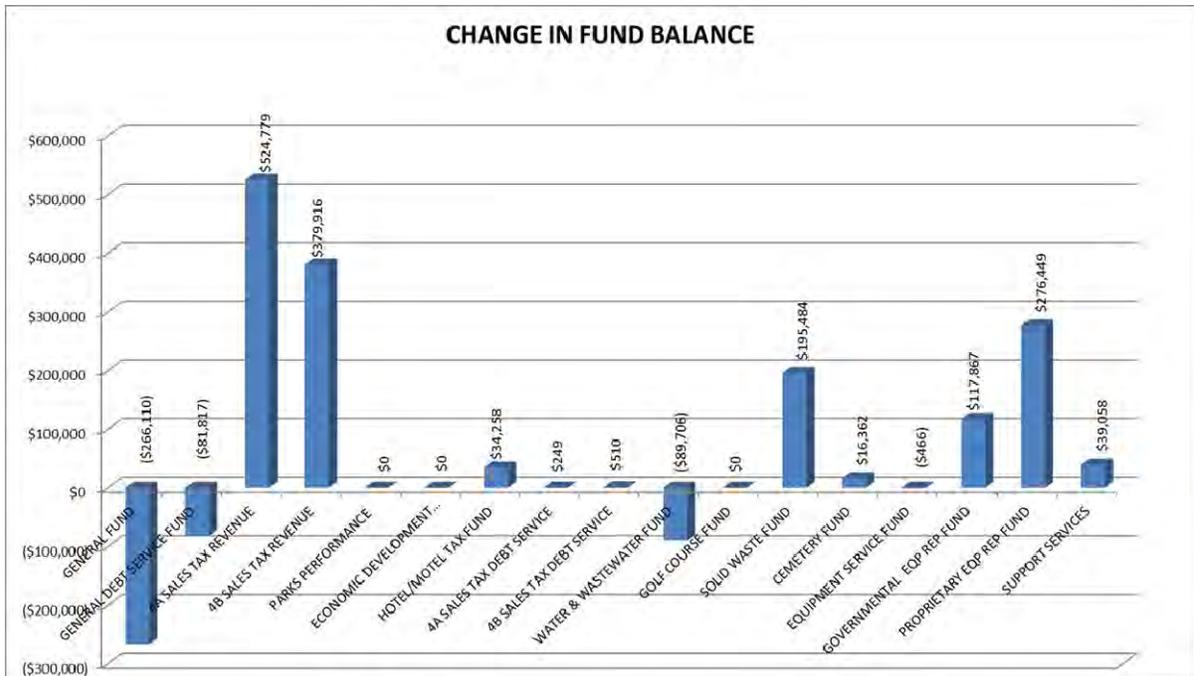
4A SALES TAX REVENUE FUND: The 2015 fund balance for this fund is projected to be about 7.8% more due to a one-time payment to improve the infrastructure at the Business Park last year.

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 in order to pay for future replacements.

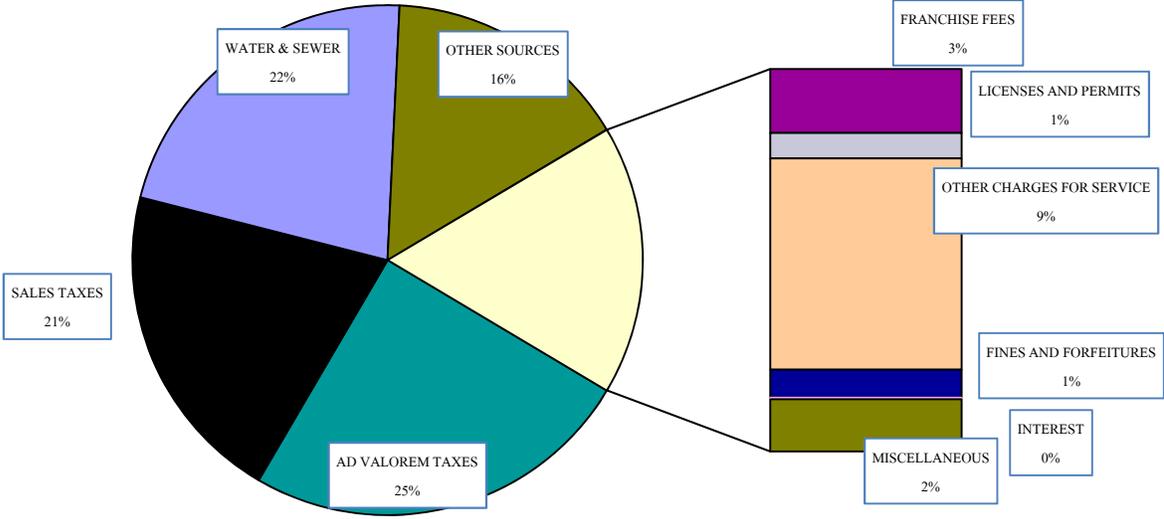
4B SALES TAX REVENUE FUND – The 2015 fund balance for this fund is projected to be about \$250,000 more due growth.

SUPPORT SERVICES FUND – The rise in fund balance reflects the difference between revenues and expenditures set aside for future computer replacements.

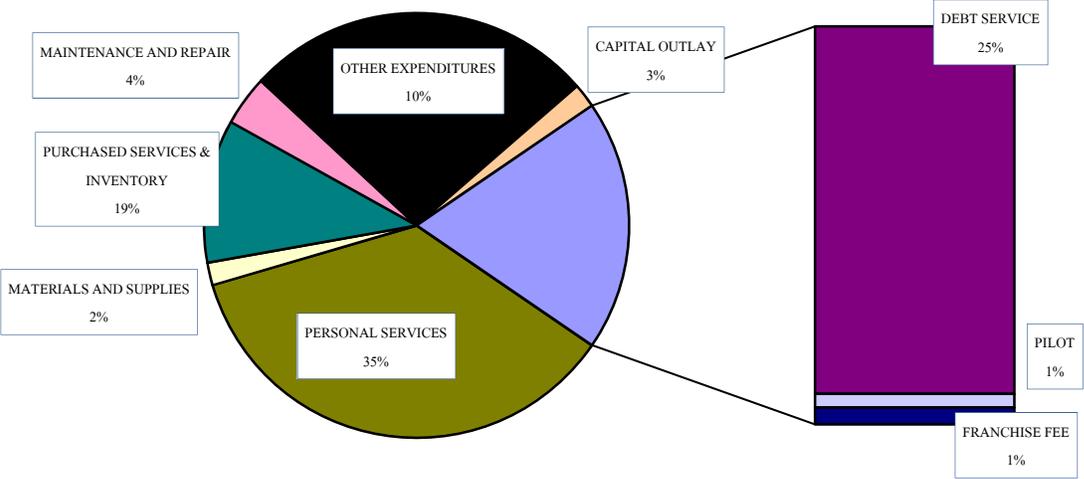
SOLID WASTE FUND – The \$195,000 increase in the projected 2015 fund balance for Solid Waste is due to an increase of the rate from \$18.10 to \$19.20 in anticipation of contractual adjustments with IESI.



BUDGETED REVENUES CITY-WIDE



BUDGETED CITY-WIDE EXPENDITURES BY CLASS







CAPITAL AND DEBT

- ◇ Definitions, p. 83
- ◇ Capital Improvement Program
Summary, p. 87
 - ◇ Legal Debt Margin, p. 88
 - ◇ Financing Alternatives, p. 89
- ◇ Principal and Interest Requirements,
p. 91

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 2015 for items other than the Capital Improvement Program can be found on page 22 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	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected
STREETS					
Alsbury Boulevard (Candler to Hulen)	2,856	2,755	-	-	-
Annual Sidewalk Program	213	213	213	213	213
Congestion Mitigation	-	-	25	170	325
McAlister Blvd	73	159	-	-	-
N/S Connector E. of I35W from Renfro to Spinks	1,474	3,081	40	-	-
Neighborhood Street Reconstruction	347	347	347	347	347
Old Town Mobility Improvements	200	40	-	150	-
Railroad Quiet Zone (Alsbury)	100	113	-	-	-
Renfro Street IH 35 to SH 174	-	-	-	140	500
Renfro Street - SH174 EB Right Turn Lane	73	159	-	-	-
Renfro Street - SH 174 to Alsbury Boulevard	-	171	534	-	-
Summercrest Blvd Mobility Improvements	173	-	-	-	-
Thomas Street Bike Lanes	50	-	-	-	-
Traffic Calming	-	66	133	133	133
Transportation Safety - Signals	-	24	218	24	242
Vantage/Cirrus Roads-High Point Business Park	335	2,425	2,725	-	-
McAlister Road Bike Lanes	50	-	-	-	-
DRAINAGE					
Drainage Improvements (Various Channels)	342	-	-	-	-
McAlister Mitigation	300	-	-	-	-
WATER					
Water Rehabilitation w/ Street Rebuild	300	300	300	315	150
Water Rehabilitation / Independent	450	350	400	420	440
Public Works Water Main Replacement	100	100	100	105	110
12-Inch Line along Hurst Rd	199	-	-	-	-
16-Inch Line along Wilshire Blvd	30	87	274	226	-
12-Inch Line east of Mtn Valley GST	-	-	132	94	325
12-Inch Lines along Peach Ln and Renfro St	45	527	118	25	-
6.0 mgd Alsbury #2 PS Expansion	245	146	545	800	-
Alsbury #2 On-Site Piping Improvements; Alsbury # 1 Facility Decom	-	-	-	-	400
12 Inch and 16 Inch Lines east of FM 731 and north CR 714	-	-	200	900	577
16 Inch and 12 Inch Lines along Dobson and CR 714	-	-	-	103	349
16 Inch Line along Wilshire Blvd from Mtn Valley PS to Ranchway	-	-	-	-	118
12 Inch Line southeast of Wilshire Blvd	-	-	-	-	25
16 Inch Line along CR 714	-	-	-	67	141
SEWER					
Sewer Rehabilitation w/ Street Rebuild	300	300	300	315	330
Sewer Rehabilitation / Independent	375	450	450	420	440
Public Works Sewer Main Replacement	100	100	100	105	110
Lift Station Removal - I35W	1,604	-	-	-	-
North Creek Relief (Non-M.H)	1,620	539	-	-	-
Village Creek East - 8 Inch Sewer Line	31	206	116	-	-
Oakbrook to Wilshire - 15 Inch Sewerline	40	95	369	331	-
Lakeview to CR 913 - 15 Inch Sewer Line	110	238	380	955	-
Shannon Ck North - 12 Inch Sewer Line	-	35	125	300	202
Wilshire to Tantarra - 10 Inch Sewer Line	-	92	78	75	419
Town Creek East - 10 Inch Sewer Line	-	-	65	345	-
Interceptor Oakbrook to Village Creek North	-	-	200	278	560
Interceptor - FM 731 South	-	-	225	990	769
Lift Station - Chisholm Trail Parkway	-	-	-	50	200
Interceptor - Chisholm Trail Parkway	-	-	-	-	159
PARKS					
Bailey Lake - Phase 1	448	-	-	-	-
Bailey Lake - Phase 2	-	-	730	-	-
Village Creek Trail - Segment 1 Design	40	-	-	-	-
Village Creek Trail - Segment 1 Construction	400	-	-	-	-
Bartlett Park Soccer Fields	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	-
Totals (in 1,000's)	15,598	13,218	10,992	8,896	7,584

LEGAL DEBT MARGIN FOR GENERAL OBLIGATIONS:

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

CURRENT GENERAL LONG-TERM DEBT RATE

The current debt service rate needed to support general long term debt is \$0.2122/\$100 of assessed valuation. Up until FY 2015, this rate has not been changed since FY 2009. This is the increase approved by voters in November 2013.

FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON

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

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**CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2014**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	2,765,451	2,330,155	5,095,606
2016	2,783,295	1,909,122	4,692,416
2017	2,901,835	1,804,819	4,706,654
2018	3,024,732	1,692,229	4,716,961
2019	3,135,846	1,574,387	4,710,232
2020	3,251,423	1,450,310	4,701,733
2021	3,388,771	1,318,725	4,707,495
2022	3,269,991	1,183,541	4,453,532
2023	3,566,741	1,043,130	4,609,871
2024	3,892,391	891,389	4,783,780
2025	4,128,603	728,210	4,856,813
2026	3,331,545	571,311	3,902,856
2027	2,998,971	433,215	3,432,186
2028	2,493,971	313,169	2,807,140
2029	1,218,824	233,869	1,452,693
2030	1,273,824	179,489	1,453,313
2031	721,251	132,225	853,476
2032	756,251	95,700	851,951
2033	750,000	58,250	808,250
2034	790,000	19,750	809,750
TOTAL	<u>\$ 50,443,711</u>	<u>\$ 17,962,995</u>	<u>\$ 68,406,706</u>

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2014

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	1,395,550	714,202	2,109,752
2016	1,703,897	853,776	2,557,673
2017	1,771,470	794,847	2,566,317
2018	1,844,044	728,792	2,572,836
2019	1,914,044	659,161	2,573,205
2020	1,986,617	586,613	2,573,230
2021	2,054,044	510,986	2,565,030
2022	1,726,617	432,017	2,158,634
2023	1,558,967	371,580	1,930,547
2024	1,384,038	320,308	1,704,345
2025	1,501,684	271,490	1,773,174
2026	898,456	229,127	1,127,583
2027	931,029	194,360	1,125,389
2028	971,029	157,284	1,128,313
2029	571,176	128,021	699,197
2030	596,176	105,898	702,074
2031	618,750	81,400	700,149
2032	643,750	55,875	699,624
2033	625,000	30,175	655,175
2034	350,000	8,750	358,750
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 25,046,333</u>	<u>\$ 7,234,664</u>	<u>\$ 32,280,997</u>

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2014**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
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>885,000</u>	<u>20,466</u>	<u>905,466</u>
 TOTAL	 <u>\$ 13,905,000</u>	 <u>\$ 4,116,672</u>	 <u>\$ 18,021,672</u>

**CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2014**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2015	3,015,000	1,857,259	4,872,259
2016	3,210,000	1,712,254	4,922,254
2017	3,330,000	1,599,084	4,929,084
2018	3,335,000	1,477,736	4,812,736
2019	3,140,000	1,355,947	4,495,947
2020	3,095,000	1,234,740	4,329,740
2021	3,120,000	1,109,885	4,229,885
2022	3,185,000	983,017	4,168,017
2023	3,320,000	853,097	4,173,097
2024	3,460,000	717,378	4,177,378
2025	3,155,000	582,207	3,737,207
2026	2,665,000	449,232	3,114,232
2027	2,190,000	346,029	2,536,029
2028	1,460,000	268,503	1,728,503
2029	1,165,000	213,713	1,378,713
2030	1,225,000	162,472	1,387,472
2031	1,285,000	106,650	1,391,650
2032	800,000	60,725	860,725
2033	520,000	31,900	551,900
2034	405,000	10,125	415,125
TOTAL	<u>\$ 54,665,000</u>	<u>\$ 20,376,264</u>	<u>\$ 75,041,264</u>

CITY OF BURLESON HIDDEN CREEK GOLF COURSE PRINCIPAL AND INTEREST REQUIREMENTS As of September 30, 2014

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2015	244,000	142,209	386,209
2016	252,714	114,266	366,980
2017	261,429	105,617	367,046
2018	274,500	95,334	369,834
2019	291,929	84,616	376,545
2020	300,643	73,287	373,930
2021	322,429	61,435	383,864
2022	339,857	48,974	388,831
2023	348,572	35,729	384,301
2024	374,714	21,960	396,674
2025	-	7,494	7,494
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
TOTAL	\$ 3,010,787	\$ 1,106,921	\$ 4,117,708



DEPARTMENTAL INFORMATION

- ◇ Three Year Budgeted FTEs, p. 98
 - ◇ General Fund, p. 100
- ◇ Economic Development Fund, p. 168
 - ◇ Parks Performance Fund, p. 170
 - ◇ Water/Wastewater, p. 176
 - ◇ Hidden Creek Golf Course Fund,
p. 183
 - ◇ Other Funds, p. 191

DETAILED DEPARTMENTAL BUDGETED FTEs

	2012-2013	2013-2014	2014-2015	DIFFERENCE	EXPLANATION
CITY MANAGER / 1011	4.5	4.5	4.5	0	
ECONOMIC DEVELOPMENT / 1014	2	2.5	2.5	0	
DEVELOPMENT SERVICES	0	2	2		
HUMAN RESOURCES / 1015	3.5	3	3	0	
LEGAL/1016	0	1	1		
COMMUNICATIONS / 1017	1	1	1	0	
CITY SECRETARY / 1411	3	4.5	5	1	Added parttime administrative support and eliminated parttime intern position.
RECORDS / 1413	1	1	1	0	
LIBRARY / 1611	10.4	11.4	11.4	0	
FINANCE / 2011	9	9	9	0	
SUPPORT SERVICES / 2013	1	1	1	0	
PURCHASING / 2014	1	1	1	0	
POLICE / 3011	80.5	80.5	82.5	2	Added 2 Police Officer positions to be offset by savings in turnover.
FIRE / 3012	34	36	38	2	Added 2 Firefighters to help reduce overtime.
FIRE PREVENTION / 3013	2	2	3	1	Added Fire Inspector / Investigator to help with workload due to growth.
JUDICIAL / 1415	1	2	2	0	
MUNICIPAL COURT / 1414	8	8	8	0	
PUBLIC WORKS ADMINISTRATION / 4011	5	6	6	0	
STREET PAVEMENT MAINTENANCE / 4017	13	11	11	0	
STREET DRAINAGE MAINTENANCE / 4018	3	5	5	0	
STREET TRAFFIC MAINTENANCE / 4019	2	2	2	0	
FACILITY MAINTENANCE / 4016	2.5	2.5	2.5	0	
DEPT OF NEIGHBORHOOD SERVICES / 4511	2	2	2	0	
ANIMAL SERVICES / 4514	5	5	5	0	
ENVIRONMENTAL SERVICES / 4515	1	1	1	0	
COMMUNITY DEVELOPMENT / 5011	5	3	3	0	

DETAILED DEPARTMENTAL BUDGETED FTEs

	2012-2013	2013-2014	2014-2015	DIFFERENCE	EXPLANATION
BUILDING INSPECTIONS / 5012	4.5	4.5	6	1.5	Added a Plans Examiner to help with workload due to growth. Upgraded parttime position to fulltime. Added Code Compliance Officer to help with workload due to growth.
CODE COMPLIANCE / 5013	2	2	3	1	
ENGINEERING CAPITAL / 5511	4.34	5.34	5.34	0	
ENGINEERING DEVELOPMENT / 5512	2.6	1.6	1.6	0	
GAS WELL DEVELOPMENT / 5513	3.06	3.06	3.06	0	
PARKS & RECREATION ADMINISTRATION / 6011	2	2	2	0	
RECREATION / 6012	1.25	1	1	0	
PARK MAINTENANCE / 6013	13	13	13	0	
SENIOR CITIZEN / 6015	1.5	1.5	1.5	0	
RECREATION CENTER / 6017	55.33	50.75	50.75	0	
ATHLETIC FIELDS / 6018	10	10	10	0	
RUSSELL FARM/6019	1	1	1	0	
WATER OPERATIONS / 4041	16	16	16	0	
WASTEWATER OPERATIONS / 4042	5	5	5	0	
UTILITY CUSTOMER SERVICE / 2041	8	8	8	0	
GOLF - ADMINISTRATION / 8011	2	1	1	0	
GOLF - CLUB HOUSE & PRO SHOP/ 8012	7.4	6	6	0	
GOLF - MAINTENANCE / 8013	8	9	9	0	
GOLF - FOOD & BEVERAGE / 8015	6	6.5	6.5	0	
SOLID WASTE / 4013	2	1	1	0	
EQUIPMENT SERVICES / 4051	5	5	5	0	
INFORMATION TECHNOLOGY / 1511	7	7	7	0	
Grand Total	367.38	368.15	376.15	8.0	

Fiscal Year
2014-2015



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 Deputy City Manager, Executive Assistant, and Development & Process Improvement Manager 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 2014-2015:

1. Proceed with the design and construction of projects included in the 2014 debt issuances.
2. Update subdivision regulations.
3. Update Water/Wastewater Master Plan and 121/135 Land Use Plan.
4. More fully incorporate performance measures throughout the City.
5. Continue development and training through Burleson University.
6. Oversee renovation of new police building.
7. Continue to actively address substandard structures.
8. Begin design/construction of new soccer complex.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	622,202	543,360	666,170	648,359
Materials & Supplies	1,457	1,000	2,500	1,000
Operating Expenditures	4,704	4,406	4,406	4,406
Maintenance & Repair	0	0	0	0
Other Expenditures	20,311	16,005	16,005	23,234
Capital Outlay	0	0	0	0
TOTAL	648,674	564,771	689,081	676,999

PERSONNEL

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
Assistant to the City Manager	1	1	0	0
Executive Assistant	1	1	1	1
Development & Process Improvement Manager	0	0	1	1
Management Intern (Temp)	0.5	0.5	0.5	0
TOTAL PERSONNEL	4.5	4.5	4.5	4

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
\$450,000 reserve with likely recommendation to use for city facilities.

Fiscal Year

2014-2015



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 transition to a new software for all employee records (One Solution).
3. To monitor changes that may impact industry related wages and compensation with an eye to equitable compensation within all areas.
4. To review the benefits program (health, dental, life, ancillary coverage) and make plan design changes to meet the need and the budget.
5. To further develop recognition programs for employees.

Objectives for Fiscal Year 2014-2015:

1. Work to implement the OneSolution platform within all employee records.
2. Further the paperless recordkeeping efforts within the department.
3. Educate employees on health benefits issues with an eye to consumer driven healthcare that increases the employees' ability to use healthcare benefits for maximum effect.
4. Further develop H.R. staff enhancing their opportunities for development through Burleson University and outside training in areas related to benefits and employment law updates.
5. Review internal procedures to see where processes can be updated (workers' comp, orientation, record-keeping, recruitment).



CITY OF BURLESON

HUMAN RESOURCES

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	416,124	425,274	341,055	378,164
Materials & Supplies	46,696	22,450	20,951	19,957
Operating Expenditures	39,784	48,810	48,810	53,840
Maintenance & Repair	0	0	0	0
Other Expenditures	23,254	49,770	49,770	26,004
Capital Outlay	22,473	0	0	0
TOTAL	548,331	546,304	460,586	477,965

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Human Resources	1	1	1	1
Admin. Secretary	.5	.5	1	1
Human Resources Generalist	1	0	0	0
Human Resources Coordinator	1	1	1	1
TOTAL PERSONNEL	3.5	2.5	3	3

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 YEAR END ESTIMATE
Job Vacancy Forms Processed	70	63	60	73	60	75
Applications Processed	1,500	3600	3600	2641	3600	3800
New Employees Hired/Oriented	100	80	75	122	75	100
Terminations	70	75	70	95	70	80
Retirements	2	3	2	5	2	3
Work Related Injuries	50	73	50	53	50	50

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Implementation of OneSolution software in Human Resources will be the most significant and time-consuming project for FY2015.

Fiscal Year

2014-2015



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, followers and engagement 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 website and move forward to a totally mobile website that would be more user friendly for those with cellular phones, tablets, and other devices. The City plans to include a redesign in the FY 2015 budget.

Objectives for Fiscal Year 2014-2015:

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 create an updated and responsive design for our City website.
3. To create videos (maximum 2-3 minutes) of City departments/functions and other videos as requested.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	97,513	99,755	104,814	104,371
Materials & Supplies	455	500	500	500
Operating Expenditures	1,632	1,775	2,575	41,650
Maintenance & Repair	0	0	0	0
Other Expenditures	6,826	7,962	7,962	7,759
Capital Outlay	0	0	0	0
TOTAL	106,426	109,992	115,851	154,280

PERSONNEL (IN WORKER YEARS)	2012-13	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Public Information Officer	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET	2012-2013/ 2013-2014 CHANGE	2014-2015 BUDGET	2013-2014/ 2014-2015 CHANGE
City Focus Newsletters	7	10	10	10	N/A	10	0%
Financial Newsletter	1	1	-	-	-100%	0	
To residents with one wk lead-time	4	5	5	5	0%	0	-100%
Equal Department Presence	75%	100%	90%	100%	0%	0	
News Releases	240	300	250	260	-13%	300	15%
E-News Feature Articles/Sidebars	345	900	750	780	-13%	780	0%
Breaking News (issue within 24 hrs.)	100%	100%	100%	100%	0%	100%	0%
Public Safety (Connect-CTY, City Web site; issue immediately)	100%	100%	100%	100%	0%	100%	0%
City festivals/events coverage	22	30	35	30	0%	50	67%
News Releases	65	90	105	105	17%	120	14%
E-News Feature Articles	160	225	300	350	56%	360	3%
Facebook	260	360	420	420	17%	600	43%
City Focus	14	20	20	20	N/A	60	200%
Twitter	95	135	180	250		600	140%
Google Plus	0	0	0	20		100	400%
E-Newsletters (1 / week)	22	52	52	52	0%	52	0%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Citizens on Patrol



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—CITY SECRETARY

Major Goals:

- Promote an open path of communication to the City Council
- Continue clear and easy path for anyone to obtain city records and information
- Assure all codes and ordinances are available and updated
- Conduct Elections legally and with utmost integrity

Objectives for Fiscal Year 2014-2015:

1. Continue to market Connect with Council—through social media, brochures, email blasts and targeted groups to attend.
2. Work with the Appointments & Council Policies Committee to create ways to engage the Boards/ Commission members and avenues for the public to access them
3. Create more direct portals of communication to the City Council through our website—ie online schedule of proclamations, council appearances etc.
4. Evaluate new election polling place at West Building for long term use.

Mission Statement: The Community Initiatives and Special Projects division's mission is to work collaboratively with citizens, groups, committees, businesses, and organizations to create and invest in community initiatives that benefit the public, raise quality of life, educate, empower, and enrich the City of Burleson.

MAJOR GOALS & OBJECTIVES—COMMUNITY INITIATIVES

Major Goals:

- Increase partnerships with community organizations to promote a comprehensive directory and greater public awareness of health and wellness opportunities in the community.—*Be Healthy*
- To serve as a youth advisory board to the city council by representing the full diversity of thought and experience among all Burleson citizens under the age of eighteen— *Mayor's Youth Council*
- To archive the personal histories of Burleson's veterans and present their stories in a way that encourages every generation to learn more about our veteran's contributions to our country and our community—*Operations Remember*
- To motivate City of Burleson employees and departments to share their ideas, feedback, and encourage improvements in productivity, efficiency, effectiveness, safety, and quality of government services.—*TIPs*
- To encourage graduating high school seniors to further their education in Burleson and to provide every high school graduate from Burleson the opportunity to attain post-secondary education—*Burleson Opportunity Fund*

Objectives for Fiscal Year 2014-2015:

1. Be Healthy—Strengthen current partnerships and develop new relationships with local groups, businesses, and organizations to help promote health and wellness classes, educational opportunities, and events in the community
2. Mayor's Youth Council—Identify key issues related to Burleson youth while coordinating with city council/staff on education, strategies, and solutions and Develop the framework for a youth master plan through public forums, dialogue, and surveys.
3. Operation Remember—Develop, create, maintain, and promote a dedicated web resource for public ease that ties together all Operation Remember videos, photos, brick applications, promotions, and news. (www.operationremember.org)
4. TIPs—Complete a full rollout, education, invitation, and initial promotion to every city employee and department
5. Burleson Opportunity Fund- Support the board of directors and BOF partners in promoting program awareness, development, finances, and events and complete the second phase of website updates including videos, social media and transparency.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	253,929	360,769	392,144	390,633
Materials & Supplies	1,450	500	500	900
Operating Expenditures	10,486	20,551	20,680	20,739
Maintenance & Repair	5,093	0	703	0
Other Expenditures	79,447	90,468	90,468	99,944
Capital Outlay	0	0	0	0
TOTAL	350,405	472,288	504,495	512,216

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Management Intern (Part time)	0	.5	.5	0
Admin. Assistant	0	0	0	1
Executive Assistant	1	1	1	1
Community Initiatives Manager	0	0	1	1
	3	3.5	4.5	5

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Currently being finalized.				
Will be placed in file upon completion				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Part-time administrative support position added; intern position eliminated.



Fiscal Year

2014-2015



CITY OF BURLESON

RECORDS & INFORMATION

GENERAL GOVERNMENT

Mission Statement: The Records & Information Services department's mission to implement the City of Burleson's Records Policy providing professional, efficient and lawful policies in compliance with all applicable laws.

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2014-2015:

1. Provide records training to all city staff on records and create training manuals
2. Continue scanning of all archival records of the city utilizing Optiview and storing hard copies at Tindall
3. Create audit program and administrative review all electronic records stored in Optiview
4. Work with IT to ensure proper backup storage for electronic content.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	58,790	63,894	65,797	65,599
Materials & Supplies	1,899	3,045	3,045	2,070
Operating Expenditures	11,603	11,620	12,137	14,759
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	72,292	78,559	80,979	82,428

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Records & Information	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Currently being finalized.				
Will be placed in file upon completion				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



CITY OF BURLESON

JUDICIAL SERVICES

GENERAL GOVERNMENT

Mission Statement: The mission of the Judiciary is to preserve the rule of law and protect the rights and liberties guaranteed by the Constitution and laws of the United States, State of Texas and laws of the City of Burleson.

Description: The Municipal Court Judges are appointed Judges by the City Council and charged with preserving the rule of law and protecting the rights of the citizens. There is a Presiding Judge who is responsible for administering the Judicial functions of the Court and guide the Associate

MAJOR GOALS & OBJECTIVES

Major Goals:

- Promote public confidence in the integrity, independence, competency, and impartiality of the Judiciary
- Interpret and adjudicate applicable state laws and city ordinances in a professional manner and to ensure accessibility, fairness, and courtesy in the administration of justice.
- Provide case resolution in an efficient manner without excessive cost, inconvenience, or delay.
- Maintain the independence of the Judiciary while strengthening relations with the public and the City Council.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	89,391	93,169	100,584	101,960
Materials & Supplies	0	0	450	450
Operating Expenditures	23	0	2,280	480
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	89,414	93,169	103,314	102,890

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Municipal Court Judge	.5	.5	.5	.5
Municipal Court Associate Judge	.5	1	1	1
Red Light Camera Judge	0	.5	.5	.5
TOTAL PERSONNEL	1	2	2	2

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



CITY OF BURLESON

LIBRARY

GENERAL GOVERNMENT

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 enhance youth services with programming in science and technology.
- To use Library automation systems in order to align staffing models and customer services with a focus on community engagement.
- To support the non-profit community through funding information services.
- To strengthen small businesses through business information services.

Objectives for Fiscal Year 2014-2015:

- Expand robotics programming, offer college and career learning opportunities, and collaborate with schools to support quality education.
- Provide training to Library support staff to support a roving reference model which will allow professional staff to shift their focus to programming and community engagement.
- Offering workshops on grant seeking and providing opportunities for networking and collaboration for non-profits.
- Enhance business and entrepreneurship resources in the library collection, provide programming, and collaborate with the Chamber of Commerce and Economic Development to support their activities.
- Comparing Library annual reporting statistics to those of the Texas Public Library Standards (2004) with emphasis on obtaining the comprehensive level.



RFID System at Burleson Public Library

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	562,602	599,098	600,494	626,670
Materials & Supplies	82,996	124,560	134,384	114,810
Operating Expenditures	65,728	79,478	81,028	90,122
Maintenance & Repair	194	194	194	194
Other Expenditures	133,816	200,502	204,448	274,108
Capital Outlay	0	134,390	113,768	0
TOTAL	845,336	1,138,222	1,134,316	1,105,904

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 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 Librarian	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	4	4	4
Administrative Secretary (Part-time)	0.4	0.4	0.4	0.4
TOTAL PERSONNEL	10.4	11.4	11.4	11.4

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE*	2014-2015 BUDGET
Materials Collection Size	64,640	65,933	65,933	66,592
Total Circulation of Materials	406,379	402,315	402,315	406,338
Library Customer Visits	137,530	136,155	136,155	137,516
Reference/Research Assistance	31,708	32,342	32,342	32,989
Customers Accessing PCs	18,442	18,626	18,626	18,813
Program Attendance	13,985	14,125	14,125	14,266
Library Web-Site Visits	96,096	97,057	97,057	98,028

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES





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 Principles. 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 2014-2015:

1. To receive the "Certificate of Achievement in Financial Reporting" from the Government Finance Officers' Association.
2. To present the Comprehensive Annual Financial Report to Council by February 15, 2015.
3. To receive the "Distinguished Budget Presentation Award" from the Government Finance Officers' Association.
4. To continue improvement of year-round budget reporting and planning process and long-term planning process.
5. To successfully implement OneSolution payroll system.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	666,361	773,385	794,686	789,746
Materials & Supplies	2,755	3,532	5,096	3,532
Operating Expenditures	129,173	150,617	147,082	152,217
Maintenance & Repair	0	0	0	0
Other Expenditures	47,873	51,205	51,205	52,876
Capital Outlay	0	0	0	0
TOTAL	846,162	978,739	998,069	998,371

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Finance	1	1	1	1
Assistant Director of Finance	1	1	1	1
Senior Accountant	2	2	2	2
Staff Accountant	3	3	3	3
Financial Analyst	1	1	1	1
Accounting Technician	1	1	1	1
TOTAL PERSONNEL	9	9	9	9

PERFORMANCE MEASURES

Performance Measures	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 Year End Estimate	2014-2015 GOALS
Unqualified Audit Opinion	Yes	Yes	Yes	Yes
GFOA Certificate for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation	Yes	Yes	Yes	Yes
GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	Yes
Monthly Operations Report distributed within five working days of month-end	11	11	11	11
Monthly Financial Report provided to Council at second meeting of following month	11	11	11	11
Percentage of respondents reporting on internal service survey that Finance services rate excellent or good	NA	NA	NA	NA

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	58,509	57,961	68,809	56,813
Materials & Supplies	38,110	39,700	43,150	39,700
Operating Expenditures	18,313	13,898	20,634	23,888
Maintenance & Repair	30,557	33,376	33,247	33,325
Other Expenditures	23,831	25,368	25,368	28,488
Capital Outlay	0	0	0	0
TOTAL	169,320	170,303	191,208	182,214

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Receptionist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES

Performance Measures	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 Year End Estimate	2014-2015 GOALS
Average daily calls answered per FTE	35	40	55	55
Average daily walk-ins greeted by Reception	35	25	150	150
Percentage of respondents reporting on internal service survey that Support Services rate excellent	NA	NA	NA	NA
Percentage of non-utility Support Services cost recovered through printing service charges.	15.90%	28.70%	29.00%	30.00%
Copy center utilization - expressed as copy center copies as a percentage of total City copies made.	NA	41.00%	36.00%	40.00%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Bailey Lake

Fiscal Year

2014-2015



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 2014-2015:

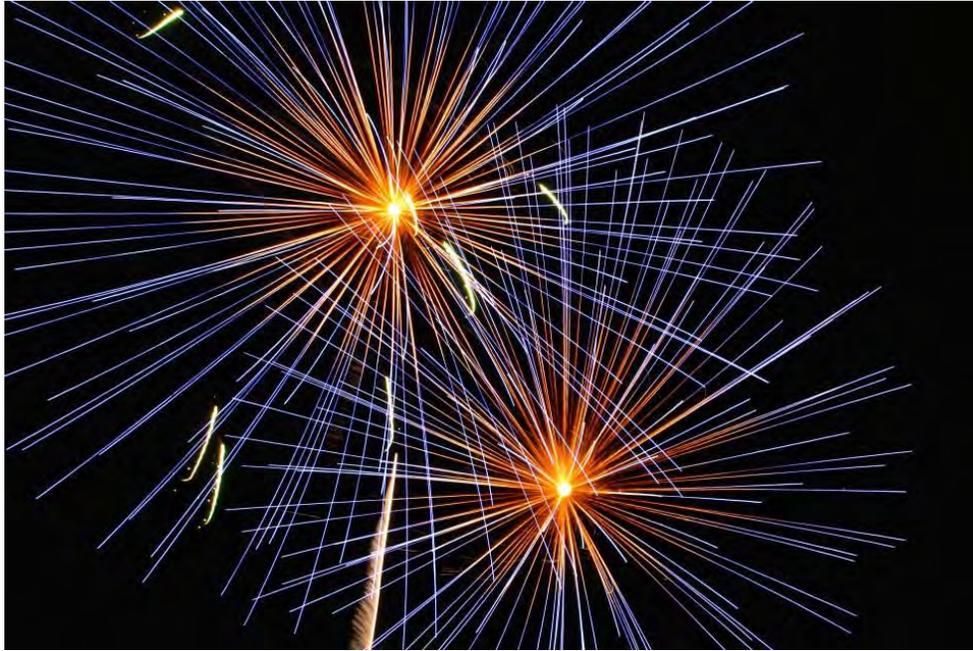
1. Provide a minimum of two procurement training sessions and one PCard refresher in this fiscal year. Update staff on any new procurement procedures, applicable law and H.T.E. Software.
2. As a service department work with all departments to find the best value for the best price for goods and services.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

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	109,093	110,069	114,705	113,903
Materials & Supplies	114	250	250	250
Operating Expenditures	60	350	350	325
Maintenance & Repair	0	0	0	0
Other Expenditures	3,371	3,986	3,986	3,868
Capital Outlay	0	0	0	0
TOTAL	112,638	114,655	119,291	118,346

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Purchasing Manager	1	1	1	1
TOTAL PERSONNEL	1	1	1	1



PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 MID YEAR ACTUAL	2014-2015 GOALS
Average number of working days to issue a purchase order (from Director approval to Purchasing issue a purchase order)	1	1	1	1
Error ratio (returned requisitions as a percentage of issued purchase orders)	NA	NA	NA	NA
Procurement card transaction dollars as a percentage of total purchases.	16.97%	21.00%	NA	15.00%
Percentage of respondents reporting on internal service survey that Purchasing services rate excellent or good.	NA	NA	NA	NA

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



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

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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	6,401,155	6,927,354	6,986,536	7,139,705
Materials & Supplies	121,304	179,713	182,875	256,152
Operating Expenditures	276,647	274,463	269,056	288,540
Maintenance & Repair	102,088	101,084	103,873	105,443
Other Expenditures	746,522	820,411	820,411	825,301
Capital Outlay	28,889	0	0	450,000
TOTAL	7,676,605	8,303,025	8,362,751	9,065,141

PERSONNEL (IN WORKER YEARS)	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Chief of Police	1	1	1	1
Deputy Chief	3	3	3	3
Sergeant	9	9	9	9
Corporal	1	1	1	1
Police Officer & Recruits	47	47	47	49
Records Supervisor	1	1	1	1
Records Clerk	3	2	2	2
Public Safety Communications Supervisor	1	1	1	1
Lead Public Safety Communications Specialist	1	1	1	1
Records Coordinator	1	2	2	2
Public Safety Communications Specialist	9	9	9	9
Senior Administrative Assistant	1	1	1	1
Property Room Coordinator	1	1	1	1
Victim Assistance Coordinator (Part-time)	.5	.5	.5	.5
Criminal Investigations Clerk	1	1	1	1
TOTAL PERSONNEL	80.5	80.5	80.5	82.5

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Total calls for service (all)	78,426	77,000	78,400	78,500
Arrests	1,068	1,200	1,060	1,100
DWI Arrests	121	130	140	150
Traffic Enforcement	7,929	8,000	8,700	9,000
Part I Crimes	1,046	1,000	1,100	1,200
Part II Crimes	1,549	1,600	1,400	1,400
Accidents	733	750	700	700

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Addition of 2 Police Officer positions which utilizes savings created by the decrease in turnover (budget neutral).
 \$100,000 placeholder included in budget to contract out jail services with another entity to provide this service. Will likely not cover a full year of service.



Police Department Open



Tip A Cop Night, Grumps, 2014



Police Honor Guard



Citizens Police Academy



Fourth of July Parade, 2014



Take Back the Drugs, 2013



Picture caption

Fiscal Year
2014-2015



FIRE DEPARTMENT

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 to ISO 1 standards.
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 2014-2015:

1. Continue steps to obtain 4 person staffing at FS2 and FS3 to decrease ISO rating and improve firefighter efficiency and safety.
2. 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
3. Aggressively pursue grant for Opticom traffic signal control devices for public safety.
4. Upgrade SCBA equipment to meet the new NFPA 1852 standards.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	3,365,691	3,604,849	3,620,848	3,840,594
Materials & Supplies	137,981	148,732	144,494	146,461
Operating Expenditures	117,621	140,692	138,738	135,325
Maintenance & Repair	108,432	88,747	121,148	153,160
Other Expenditures	290,146	248,609	248,609	250,499
Capital Outlay	69,190	49,359	49,359	107,916
TOTAL	4,089,061	4,280,988	4,323,195	4,633,955

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Fire Chief	1	1	1	1
Deputy Chief	2	2	2	2
Lieutenant	9	9	9	9
Apparatus Operator	9	9	9	9
Fire Fighter	12	14	14	16
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	34	36	36	38

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Number of call for service	3622	3700	3972	4000
Completed Preplans	1079	1150	1150	1200
Completed Hydrant Tests	756	1248	1248	1248
Staff Hours of Training	2067	5000	12,000	13000
Overall Average Response Time	5:12	5:00	5:10	5:00
Response Time Under 6 min (%)	81%	90%	83%	90%
% Fires confined to room of origin	61%	45%	70%	70%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Addition of 2 firefighters with an anticipated \$7,000 reduction in overtime.

\$56,000 for self-contained breathing apparatus.

\$24,000 for exterior remodel of Fire Station 2.

\$7,500 for landscaping at Fire Station 1.



**FIRE ACADEMY
2014**



**BURLESON FIREFIGHTERS
PIPES & DRUMS**

Fiscal Year
2014-2015



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: Fire Prevention is accomplished by identification and elimination of the hazards that cause and support the spread of fire within our community. This goal is accomplished through plan reviews, public fire education, fire inspections and code enforcement.

MAJOR GOALS & OBJECTIVES

Major Goals:

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



Objectives for Fiscal Year 2014-2015:

1. To inspect 85% of the commercial, industrial, mercantile and institutional buildings to locate and remove fire and other safety hazards at least once annually.
2. To respond to any fire hazard complaint within 24 hours.
3. To respond to any code violation complaint within 24 hours.
4. To assure a quick and timely plan review, within 10 days of plans being submitted.
5. To maintain a quick and timely response time to fire investigation request.
6. To expand the fire safety program by utilizing the fire safety house at more events. This will increase our number of contacts.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	246,358	254,094	261,348	357,845
Materials & Supplies	6,325	3,915	3,915	15,120
Operating Expenditures	12,058	15,911	14,986	19,209
Maintenance & Repair	4,834	7,020	11,761	6,265
Other Expenditures	78,754	78,449	78,449	153,014
Capital Outlay	0	0	0	5,000
TOTAL	348,329	359,389	370,459	556,453

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Fire Prevention	1	1	1	1
Fire Inspector	1	1	1	2
TOTAL PERSONNEL	2	2	2	3

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 TARGET	2013-2014 2014- 2015 CHANGE
Total number of Fire Inspections	2038	1700	2100	2100	24%
Fire Investigations	32	35	30	40	14%
% of Fire Investigation Reports completed within 10 days	100%	100%	100%	100%	0%
Fire Safety Training Contacts	6249	5,000	4,000	5,000	0%
Fire Hazard Complaints responded to within 24 hours	100%	100%	100%	100%	0%
Plan Reviews (site plans, building plans, etc.)	226	250	280	275	10%
% of Plan Reviewed within 10 days	93%	85%	89%	90%	6%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
Addition of \$115,000 for Fire Inspector/Investigator, \$60,000 for vehicle, and \$5,000 to create office space.



Kids practicing escape from the Fire Safety House

Fiscal Year

2014-2015



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.

Objectives for Fiscal Year 2014-2015:

1. Conduct a full scale drill including inter-agency participation.
2. Continue to upgrade Emergency Operations Center command and control capabilities via Cost Effective software and technological development.
3. Complete Johnson County Hazmap Plan.
4. Update and renew Emergency Operation Plan at the advanced level.



Emergency Management

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	5,525	5,400	5,200	5,400
Materials & Supplies	6,002	4,450	4,350	9,450
Operating Expenditures	24,453	30,257	26,297	24,768
Maintenance & Repair	1,100	8,129	7,678	7,868
Other Expenditures	30,995	40,384	39,384	39,399
Capital Outlay	6,161	0	-1,191	0
TOTAL	74,236	88,620	81,718	86,885

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 BUDGET
Emergency Operations Drill	1	1	1	1
Review and update Emergency Operations Plan	1	1	1	1
Review and complete Hazmap	0	1	1	0
Storm warning 100% of the time	100%	100%	100%	100%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

\$6,500 for smart board software and computer.



Fiscal Year

2014-2015



PUBLIC SAFETY

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

Description: The Municipal Court of Record, is under the direction of the City 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 Director of Court Services, Court Operations/Juvenile Case Manager, three City Marshals, a Warrant/Collections Clerk and two Deputy Court Clerks.



MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2014-2015:

- Reclassification of position to Court Operations/Juvenile Case Manager
- Continue with Purge project prior to implementation of new court software
- Implement new court software

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	442,926	502,892	524,075	548,663
Materials & Supplies	6,930	10,200	10,200	10,200
Operating Expenditures	56,879	34,127	32,841	34,212
Maintenance & Repair	3,047	5,965	3,585	3,307
Other Expenditures	50,166	80,962	80,962	72,439
Capital Outlay	0	0	0	0
TOTAL	559,948	634,146	651,663	668,821

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Court Services	1	1	1	1
Deputy Municipal Court Clerk	2	2	2	2
Operations/JCM Manager	0	1	1	1
Warrant /Collection Clerk	1	1	1	1
Teen Court Coordinator	1	0	0	0
City Marshal	2	3	3	3
TOTAL PERSONNEL	7	8	8	8



CITY OF BURLESON

MUNICIPAL COURT

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET	2013-2014/ 2014-2015 CHANGE
Currently being finalized.					
Will be placed in file upon completion					

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Old Settlers' Day 2012

Fiscal Year

2014-2015



CITY OF BURLESON

PUBLIC WORKS
ADMINISTRATION

PUBLIC WORKS

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

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2014-2015:

1. Streamline and improve employee production incentive program
2. Conduct two (2) Continuous Process Improvement (CPI) studies.
3. Implement any cost saving strategies resulting from CPI studies.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	512,530	525,662	511,308	514,764
Materials & Supplies	1,372	2,298	4,400	2,298
Operating Expenditures	7,398	6,778	8,678	6,768
Maintenance & Repair	0	439	439	439
Other Expenditures	22,093	23,913	23,913	26,620
Capital Outlay	0	0	694	0
TOTAL	543,393	559,090	549,432	550,889

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 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	2	2	2
TOTAL PERSONNEL	3.5	6	6	6

PERFORMANCE MEASURES

Performance Measures	2012-20143 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Measures detailed under each Division				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

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

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	125,164	134,272	139,140	138,367
Materials & Supplies	19,538	23,449	23,449	23,449
Operating Expenditures	82,464	89,877	90,560	90,585
Maintenance & Repair	168,356	153,768	267,961	152,539
Other Expenditures	24,550	17,964	17,964	17,028
Capital Outlay	0	0	0	0
TOTAL	420,072	419,330	539,074	421,968

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Facility Maintenance Tech III	2	2	2	2
Facility Maintenance	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	6.5	2.5	2.5	2.5

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTU-AL	2013-2014 GOAL	2013-2014 YEAR END ESTIMATE	2014-2015 GOAL
% of PM's Completed with in schedule	NA	84%	84%	85%
Number of Jobs per FTE	1,452.5*	283.0	283.0	300
Square Feet per employee	162,409	162,409	162,409	162,409
Number of AC units over 12 years old	55	58	58	58
% of AC units over 12 years old	77%	82%	82%	82%
* Change in previous performance measure to per FTE				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	577,496	681,768	627,465	628,167
Materials & Supplies	13,214	20,309	19,816	18,219
Operating Expenditures	360,389	391,083	397,708	383,695
Maintenance & Repair	792,564	1,051,908	1,043,161	1,055,915
Other Expenditures	565,120	228,025	228,025	236,878
Capital Outlay	0	0	493	0
TOTAL	2,308,783	2,373,093	2,316,668	2,322,874

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Street Superintendent	1	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	8	6	6	6
TOTAL PERSONNEL	13	11	11	11

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 AC-TUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
PAVEMENT MAINTENANCE				
Street Rating	8.27	7	8	7
SF Street Repairs	204,308	175,000	304,600	175,000
In-House Maint. Overlay	6.69	5	5.8	5
Mill and Overlay Contract	4.49	4	5	4
Microsurface Overlay Contract	0	5	8.6	5
Long Term Street PM	11.18	14	19.4	14
% Sidewalk Rating of "Immediate Repair"	0.18%	1%	0.18%	1%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	307,830	310,753	327,979	321,488
Materials & Supplies	1,757	4,769	4,769	3,769
Operating Expenditures	14,283	8,052	12,742	11,475
Maintenance & Repair	35,947	60,163	57,066	49,542
Other Expenditures	240,992	221,839	401,839	126,394
Capital Outlay	0	0	0	0
TOTAL	600,809	605,576	804,395	512,668



CITY OF BURLESON

STREETS DRAINAGE

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Operations Super./Solid Waste &	0	1	1	1
Street Drainage Crew Leader	1	2	2	2
Street Drainage Equipment Operator	2	2	2	2
TOTAL PERSONNEL	3	5	5	5

PERFORMANCE MEASURES

Performance Measures	2012-2013 AC-TUAL	2013-2014 BUDGET	2013-2014 ESTI-MATE	2014-2015 BUDG-ET
DRAINAGE MAINTENANCE				
Acres Mowed	525	340	511	474

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	99,554	111,308	118,089	116,695
Materials & Supplies	54,081	88,381	88,381	70,569
Operating Expenditures	4,672	4,630	4,617	4,421
Maintenance & Repair	25,848	27,189	23,592	25,101
Other Expenditures	19,212	20,397	20,397	26,228
Capital Outlay	5,586	0	0	0
TOTAL	208,953	251,905	255,076	243,014



AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Traffic Maintenance Crewleader	1	1	1	1
Signs & Markings Technician	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 AC-TUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
PM Electronic Traffic Control Devices	27	27	27	27
New Signs Installed	202	200	142	200
Signs Maintained	834	800	753	800

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

1. To assist with code amendments for storage containers.
2. To assist with organizing a Target Area Clean-up day.
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.
9. To continue to assist with the procedures for the abatement of substandard structures.
10. To continue to assist in implementing spay/neuter program.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	168,685	171,811	179,631	180,150
Materials & Supplies	2,338	684	1,860	684
Operating Expenditures	187	215	215	215
Maintenance & Repair	0	0	0	0
Other Expenditures	3,848	4,048	4,449	3,969
Capital Outlay	0	0	0	0
TOTAL	175,058	176,758	186,155	185,018

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Neighborhood Svcs	1	1	1	1
Administrative Secretary	0	1	1	1
TOTAL PERSONNEL	1	2	2	2



PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Neighborhood Services Departmental meetings	10	12	12	12
Division meetings	60	130	72	72
City council meeting attended	20	21	21	21
Special Events attended	3	4	5	5
DAC meetings	7	35	20	20
ASAC meetings	3	4	3	3

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Environmental Outreach



Arbor Day Celebration

Animals Donation





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 2014-2015:

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 expand our education program to all schools.



**PAW PALS
ACADEMY**

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	283,361	291,124	303,216	303,997
Materials & Supplies	28,574	27,800	28,000	28,835
Operating Expendi-	24,631	30,996	31,108	32,712
Maintenance & Repair	4,366	2,256	3,171	2,929
Other Expenditures	27,807	30,626	31,226	37,462
Capital Outlay	0	0	0	0
TOTAL	368,739	382,802	396,721	405,935

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 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
TOTAL PERSONNEL	5	5	5	5

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Animals handled	1,858	1,581	1,784	1,820
Animals Adopted	352	341	317	323
Request for Service	2,559	2,456	1,938	1,977
Bite cases	42	29	40	41
Citations/warning issues	703	843	679	693
Shelter visitors served	5,185	5,165	4,965	5,064
Rabies positive cases		10	0	2
Phone calls	7,851	7,764	6,528	6,659
Volunteer hours	1,215	1,056	1,066	1,087
Return to owners	307	300	238	243
Animals transferred to rescue	146	137	184	188
Stray cats impounded *	614		466	475
Stray dogs impounded *	871		688	702

- new measure added 2014-2015
- NA-Not Available

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



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.

Objectives for Fiscal Year 2014-2015:

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 continue to review the food establishment ordinance for possible revisions.
4. To increase volunteerism in Keep Burleson Beautiful programs and events.
5. To identify a new system for tracking environmental services complaints.
6. To educate the public on mosquito control, disease prevention, stormwater, and environmental issues.
7. To obtain proper licensing and training requirements for environmental services staff.



Arbor Day
Seedling Giveaway

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	80,928	96,773	95,559	97,095
Materials & Supplies	3,390	1,476	3,946	3,416
Operating Expenditures	25,283	45,500	47,059	45,873
Maintenance & Repair	53	0	830	850
Other Expenditures	9,278	8,748	9,248	60,573
Capital Outlay	0	0	0	0
TOTAL	118,932	152,497	156,642	207,807

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Environmental Programs Specialist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Storm water education (people reached)	11,815	3,500	12,200	12,200
IDDE investigations	2	n/a	23	23
HHW participation	428	300	500	500
Litter clean-up volunteers (hours)	1,576	4,700	1,120	1,120
Mosquito traps set	159	160	275	275
Areas treated (larvacided) for mosquitoes	50	n/a	90	90
Food Establishment Permits	226	228	228	228
Food Establishment inspections/investigations	334	375	375	375
Swimming pool permits	34	34	35	35
Swimming pool inspections	75	75	75	75
OSSF permits	6	6	6	6
OSSF investigation	5	2	5	5
KBB Litter Index	2	2	1	1

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
\$31,000 for a vehicle to be shared by Environmental Specialist and Mosquito Control technician along with \$6,100 for equipment replacement.



Fiscal Year

2014-2015



CITY OF BURLESON

DEVELOPMENT SERVICES—
ADMINISTRATION

PLANNING & ENGINEERING

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

Description: The Development Services Administration Division includes the Director of Development Services and one Administrative Assistant. The Director plans, organizes, and directs department activities with the staff within the Economic Development, Building Inspections, and Planning Divisions.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Update codes, ordinances, and policies in accordance with Comprehensive Plan.
2. Create an efficient and effective development process.
3. Support the enhancement of staff's knowledge, skills, and abilities.
4. Develop and maintain respectful effective working relationships within the development community.

Objectives for Fiscal Year 2014-2015:

1. Increase the amount of development data and information available via the internet.
2. Increase development activity at HighPoint Business Park and other strategic economic development areas
3. Update the Old Town Development Plan



Aerial Image of Mistletoe Hill, 2013

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	0	0	223,940	229,731
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	0	0	223,940	229,731

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Development Services	0	1	1	1
Administrative Secretary	0	1	1	1
TOTAL PERSONNEL	0	2	2	2

SIGNIFICANT CHANGES

This department was created at mid-year FY 2014.

SIGNIFICANT CHANGES



Officials prepare for ground-breaking at new Kroger

Fiscal Year

2014-2015



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 2014-2015:

1. Implementation of the 2030 Comprehensive Plan
2. Creation of Old Town Development Plan
3. Creation of SH 121 Corridor Plan
4. Update of IH-35W Corridor Plan
5. Establish SOP's for coordinating and conducting Pre-Development Conferences for all development application categories.
6. Update outdated ordinances such as Site Plan, landscaping, and Zoning Ordinance
7. Improve the department's use of technology by implementing a paperless application submittal process through the use of software.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	348,054	458,191	258,750	286,148
Materials & Supplies	4,296	7,894	7,894	2,802
Operating Expenditures	6,708	36,475	46,975	41,475
Maintenance & Repair	0	0	0	0
Other Expenditures	36,787	39,904	38,554	43,868
Capital Outlay	0	0	1,250	0
TOTAL	395,845	542,464	353,423	374,293

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Development	1	0	0	0
Planning Manager	1	1	1	1
Planner II	2	1	1	1
Sr. Administrative Secretary	1	0	0	0
Development Coordinator	0	1	1	1
TOTAL PERSONNEL	5	3	3	3

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Development meetings with applicants	75	75	72	75
Plat, Zoning, Commercial Site Plan applications	104	105	103	105
Long Range Plans completed	1	0	0	1
Community Presentations/ Townhalls	5	3	1	2
Board Training Sessions Completed	2	3	1	1
Ordinance amendments processed	10	6	3	3-5
Agenda Preparations for meetings- DAC, P&Z, ZBA, OTDSRC, City Council	87	87	69(85)	85



SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



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 2014-2015:

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.
7. Make use of Geographic Information Systems (GIS) for online permitting data systems and public viewing

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	284,228	314,826	331,474	419,520
Materials & Supplies	4,432	2,920	3,120	2,920
Operating Expenditures	5,850	9,436	8,918	11,798
Maintenance & Repair	1,558	3,053	3,827	2,100
Other Expenditures	34,784	36,509	36,509	65,681
Capital Outlay	0	0	0	4,500
TOTAL	330,852	366,744	383,848	506,519

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Building Official	1	1	1	1
Building Inspector	2	1	1	1
Building Permits Specialist (PT)	0.5	0.5	0.5	1
Plans Examiner	0	0	0	1
Senior Building Inspector	0	1	1	1
Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	4.5	4.5	4.5	6

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Total Permits Issued	4,571	3,675	4,500	3,700
New Residential Building Permits Issued	356	417	360	400
New Commercial Building Permits Issued	21	18	27	18
Total Construction Valuation	\$ 92,742,711	\$ 80,750,000	\$ 125,000,000	\$ 80,000,000
Garage Sales Issued	2,066	2,258	2,200	2,200
Garage Sale Revenue	\$ -	\$ -	\$ -	\$ -
Total Inspections Made	13,661	15,750	16,000	16,000
Front Desk Customer Service Requests	9,975	10,474	12,000	10,500
Total Fees Collected	\$ 764,726	\$ 577,800	\$ 820,000	\$ 571,800

SIGNIFICANT CHANGES

\$76,000 for Plans Examiner and \$24,000 for a vehicle.

\$22,000 to upgrade part-time permits specialist to full-time.

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



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:

1. To make the city of Burleson a safer and cleaner place to live and do business through a cooperative effort between the City and its citizens.
2. To provide prompt, courteous, and professional service to all residential and corporate citizens.
3. To gain voluntary compliance through education of property owners who are in violation of City codes.
4. Encourage responsible property maintenance through enforcement of minimum property standards ordinance.
5. To ensure codes comply with state law updated to reflect current local environment

Objectives for Fiscal Year 2014-2015:

1. Initiate the planning of a Target Area Clean-up Day.
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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	145,040	145,213	152,732	207,443
Materials & Supplies	1,002	1,081	1,184	3,781
Operating Expendi-	15,117	29,371	28,112	30,272
Maintenance & Repair	402	1,083	1,514	2,779
Other Expenditures	18,876	21,031	21,031	58,952
Capital Outlay	0	0	0	350
TOTAL	180,437	197,779	204,573	303,577

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Code Compliance Officer	2	2	2	3
TOTAL PERSONNEL	2	2	2	3

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOAL	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
High grass/weeds cases	637	850	735	750
Junk and trash cases	377	400	700	714
Junked Vehicle cases	89	90	140	143
Solid waste cases *	264		510	520
Parking in the yard	172	165	69	72
All other cases	530	500	828	845
Total new cases *	2,069		3,240	3,305
Total inspections	4,150	3,700	6,247	6,372
Signs confiscated from ROW	557	1,400	1,260	1,285
Proactive cases *	1,337		2,426	2,510
Public complaint cases *	607		721	735

* new measure added 2014-2015

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
\$67,000 to add Code Enforcement Officer and \$33,000 for a vehicle.



Fiscal Year

2014-2015



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

Objectives for Fiscal Year 2014-2015:

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

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	98,237	106,667	182,056	169,579
Materials & Supplies	1,167	1,854	1,289	1,979
Operating Expenditures	8,667	8,463	9,495	8,896
Maintenance & Repair	1,803	1,908	1,251	1,607
Other Expenditures	39,893	44,207	44,207	72,703
Capital Outlay	0	0	0	0
TOTAL	149,767	163,099	238,298	254,764

AUTHORIZED POSITIONS

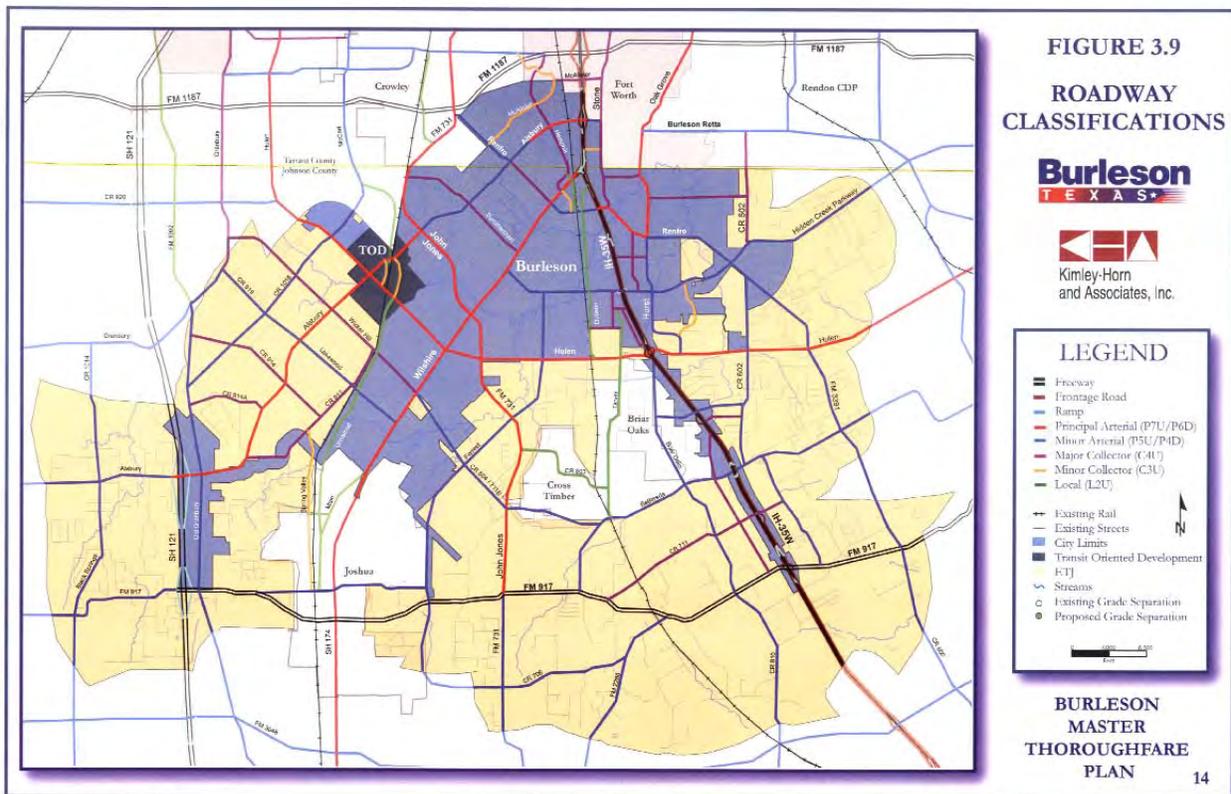
PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Engineering Services	0.34	0.34	0.34	0.34
Deputy City Engineer	1	1	1	1
Civil Engineer	1	1	1	1
Transportation Engineer	0	1	1	1
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
Engineering Development Coordinator	1	0	0	0
TOTAL PERSONNEL	5.34	5.34	5.34	5.34

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 ESTIMATE	2014-2015 GOALS
Projects Inspected	23	28	35	36
Water/Waste Water/Stm Lines Inspected	27,000	15,000	17,500	20,000
Paving Inspected	15,000	18,000	18500	21,000
Initial Design CIP Bond Projects	10	8	9	9
Initial Construction CIP Bond Projects	8	10	9	12

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
NONE



Fiscal Year

2014-2015



CITY OF BURLESON

ENGINEERING DEVELOPMENT

PLANNING & ENGINEERING

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

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2014-2015:

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. Expand 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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	220,883	227,074	222,393	241,905
Materials & Supplies	3,044	3,450	3,300	3,000
Operating Expenditures	139,919	123,412	123,512	110,800
Maintenance & Repair	1,476	2,380	1,560	2,380
Other Expenditures	8,593	13,921	14,341	44,020
Capital Outlay	0	0	0	0
TOTAL	373,915	370,237	365,106	402,105

AUTHORIZED POSITIONS

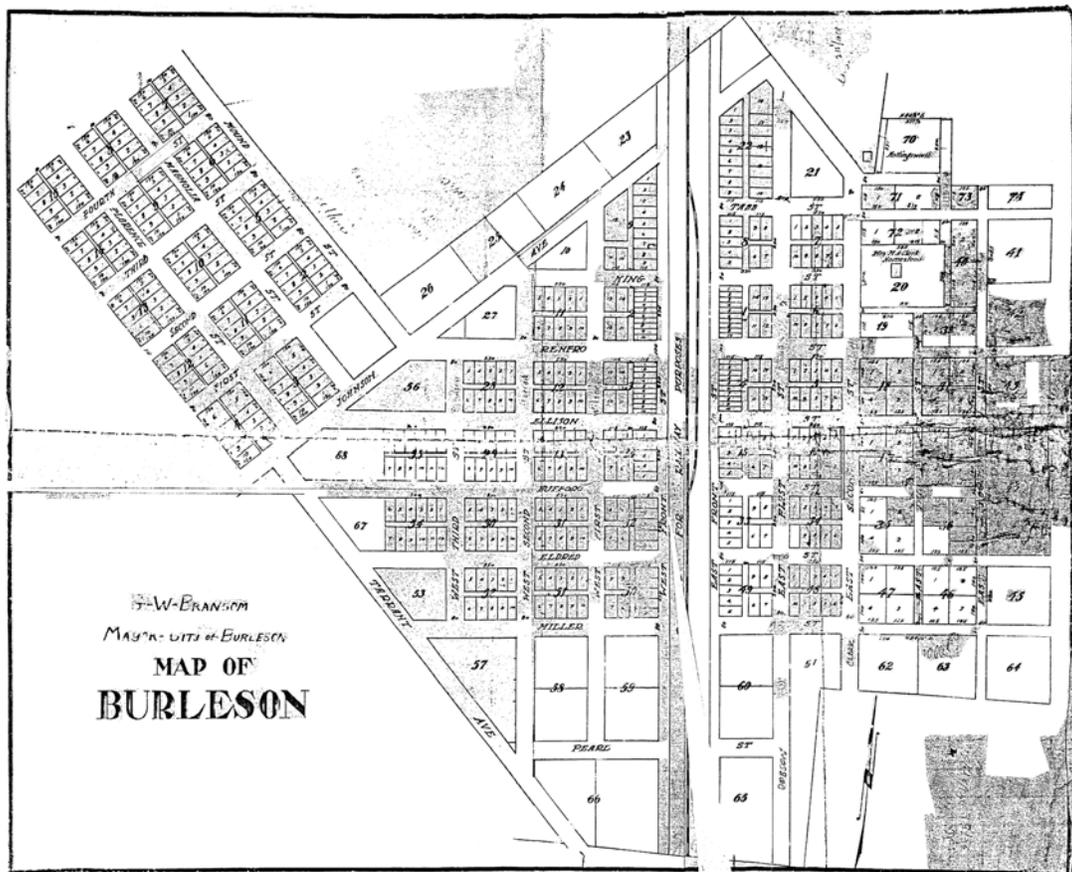
PERSONNEL (IN WORK-YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Engineering	0.33	0.33	0.33	0.33
Deputy City Engineer	0	0	0	0
Project Engineer	0.67	0.67	0.67	0.67
Senior Engineering Technician	0	0	0	0
Engineering Technician	1	0	0	0
Engineering Development Coordinator	0	0.6	0.6	0.6
TOTAL PERSONNEL	2	1.6	1.6	1.6

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Residential Engineering Plans Reviewed	13	6	6	6
Community Engineering Plans Reviewed	9	15	20	15
CFC's Executed	35	10	20	10
Gas Well Permits/Extensions	10	4	4	6
Plat Applications Reviewed	33	48	40	48
Site Plans Reviewed	22	18	20	18

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
NONE



Old map of Burleson, circa 1912

Fiscal Year

2014-2015



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 2014-2015:

1. Continue to visit each pad-site for compliance at least two times per week.
2. Stay current and continue to monitor air quality and other issues that arise in the industry.
3. Begin investigating well sites and operators that are in the ETJ to gather useful information about wells surrounding the city and that may become part of the city upon future annexation.
4. Schedule sound readings at all gas well pad sites throughout the year to monitor any change in the environmental noise conditions.
5. Find and attend additional training classes or seminars re

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	273,813	279,355	283,412	292,358
Materials & Supplies	2,090	5,800	4,850	5,800
Operating Expendi-	4,654	8,399	7,171	7,699
Maintenance & Repair	16,072	1,841	2,254	2,921
Other Expenditures	15,150	12,813	12,813	18,253
Capital Outlay	0	0	0	0
TOTAL	311,779	308,208	310,500	327,031

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 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	1	1	1	1
Gas Well Development	1	1	1	1
Engineering Development	0	0.4	0.4	0.4
TOTAL PERSONNEL	2.66	3.06	3.06	3.06

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Number of pad sites inspected	61	58	58	58
Number of applications reviewed	16	6	5	5
Number of violations addressed	13	10	10	10
Number of site visits	4,520	6,032	6032	6032

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
NONE



Fiscal Year

2014-2015



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.
6. Respond to citizen inquiries in a timely and professional manner.

Objectives for Fiscal Year 2014-2015:

1. To complete construction of Bailey Lake Park.
2. To begin and complete construction of Veterans Park.
3. To begin and complete the development of the 2nd phase of the Shannon Creek Trail Nature Preserve.
4. To complete design and begin construction of the new soccer fields at Bartlett Park.
5. Update Park Sub Regulations

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	253,336	255,190	264,799	264,084
Materials & Supplies	0	0	0	0
Operating Expenditures	142	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	10,270	12,269	12,269	11,957
Capital Outlay	0	0	0	0
TOTAL	263,748	267,459	277,068	276,041

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Parks & Recreation	1	1	1	1
Senior Park Planner	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

SIGNIFICANT CHANGES

Fiscal Year
2014-2015



CITY OF BURLESON

RECREATION

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 2014-2015:

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

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	127,544	137,209	135,022	134,691
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	75,223	76,686	76,686	76,568
Capital Outlay	0	0	0	0
TOTAL	202,767	213,895	211,708	211,259

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Assistant Director Recreation	1	1	1	1
Ball field Attendant (Part-time)	0.25	0	0	0
TOTAL PERSONNEL	1.25	1	1	1

PERFORMANCE MEASURES

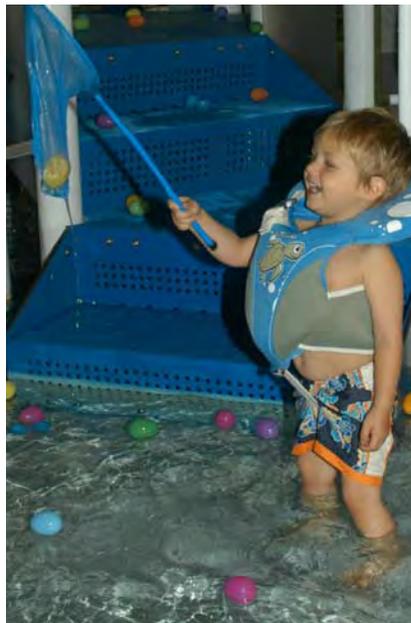
PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Special Event Participants*	32,565	33,725	33,725	42000
Program Participants	46,910	52,910	52,910	52910
Special events	19	21	21	22
Administered Divisions	3	3	3	3
*Special event hours	130	150	150	180

Does not include staff total hours

Population based on 39000



Daddy/Daughter Dance
2014



Aqua Egg Hunt 2014



Santa's Breakfast 2013

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year

2014-2015



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 2014-2015:

1. To complete the Phase I of the Bailey Lake Master Plan.
2. To create a park equipment replacement 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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	662,858	690,960	708,957	728,600
Materials & Supplies	15,698	16,500	17,350	16,500
Operating Expendi-	94,574	109,752	104,037	109,129
Maintenance & Repair	165,985	174,057	172,562	173,609
Other Expenditures	74,765	98,529	98,529	101,799
Capital Outlay	0	0	0	0
TOTAL	1,013,880	1,089,798	1,101,435	1,129,637

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Assist. Director-Parks	1	1	1	1
Parks Maintenance Manager	1	1	1	1
Park Maintenance Supervisor	2	1	1	1
Park Maintenance Crew Leader	2	3	3	3
Park Maintenance Worker I and II	6	6	6	6
Park Maintenance Worker (Temporary 9 months)	0	0	0	0
Park Maintenance Worker (Temporary 6 months)	1	1	1	1
TOTAL PERSONNEL	13	13	13	13



Veterans Park

Elk Ridge Estates Park



PERFORMANCE MEASURES

PERFORMANCE MEASURES	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2013-2014 BUDGET	2012-2013/2013-2014 CHANGE	2014-2015 BUDGET	2013-2014/2014-2015 CHANGE
Net Operating and Maintenance Expenditures Per Capita	\$28.00	\$25.90	\$25.67	\$23.33	-10%	\$28.03	20%
Park Acreage Inventoried	358	358	358	358	0%	358	0%
Park Acreage Maintenance	-	154	154	154	0%	154	0%
Athletic Fields Maintained	12	0	0	0	0%	0	0%
Median Acreage Maintained	-	-	-	-			
Rotation Frequency							
Parks	7 days	7 days	7 days	7 days	0%	7 days	0%
Medians (privatized)	14 days	14 days	14 days	14 days	0%	14 days	0%
ROW (privatized)	30 days	30 days	30 days	30 days	0%	30 days	0%

SIGNIFICANT CHANGES

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 2014-2015:

1. Host 12 city sponsored senior dances.
2. Continue to add additional evening program and event to increase the number of younger senior participants.
3. Continue to seek sponsorships for the many special events held at the center.
4. Host an annual assessment fair for all seniors while informing patrons of issues and assistance that affect their lifestyle.
5. To fully staff the center during the weekend usage.
6. Rent out the Senior Activity Center to create additional revenue.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	62,779	65,108	53,496	55,011
Materials & Supplies	8,535	9,055	9,055	10,055
Operating Expenditures	18,275	20,882	20,932	19,837
Maintenance & Repair	2,746	8,122	7,774	2,962
Other Expenditures	10,401	4,747	4,747	3,303
Capital Outlay	0	0	0	0
TOTAL	102,736	107,914	96,004	91,168

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Senior Activity Ctr. Coord. (3 PT)	1	1	1	1
Srn.Activity Cntr. Attendant (PT)	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	1.5	1.5	1.5	1.5

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 AC-TUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Special Event Participants*	32,565	33,725	33,725	42000
Program Participants	46,910	52,910	52,910	52910
Special events	19	21	21	22
Administered Divisions	3	3	3	3
*Special event hours	130	150	150	180

Does not include staff total hours

Population based on 39000

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Games and Crafts at the Senior Center



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 2014-2015:

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

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	266,405	287,861	217,738	248,042
Materials & Supplies	510	10,750	11,600	10,750
Operating Expenditures	135,113	88,900	101,650	142,500
Maintenance & Repair	12,465	10,000	7,500	8,000
Other Expenditures	156,558	488,748	960,948	656,516
Capital Outlay	0	500	500	500
TOTAL	571,051	886,759	1,299,936	1,066,308

AUTHORIZED POSITIONS

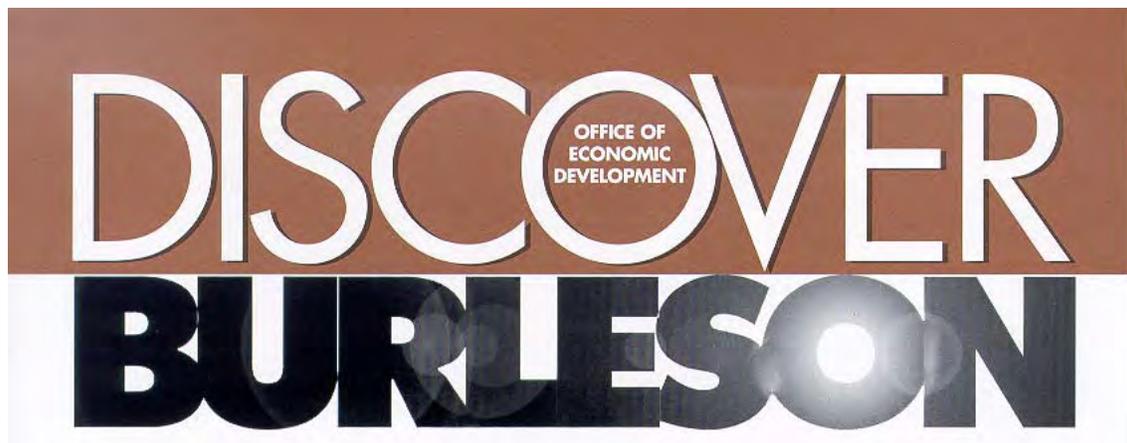
PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of Economic Development	1	0	0	0
Economic Development Coordinator	0	1	1	1
Economic Development Intern	0	.5	.5	.5
Economic Development Manager	1	1	1	1
TOTAL PERSONNEL	2	2.5	2.5	2.5

PERFORMANCE MEASURES

WORKLOAD INDICATORS & PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	YEAR END ESTI-MATE	2014-2015 GOALS
<u>Retention</u>				
Business Visits	30	38	38	45
Assistance Provided	10	12	12	15
<u>Prospect Management</u>				
Responses	20	14	14	25
Trade Shows Attended	7	4	4	7
Community Presentations	8	6	6	8
Site Selector Contacts	125	95	95	200

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year

2014-2015



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 2014-2015:

1. Maintain/Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.
2. Continue to solicit sponsorship to aid in the operation of special events.
3. Run successful and quality youth and adult fitness and athletics.
4. Continue to work with the school district to provide a safe environment within the Recreation Centers aquatics area.
5. Continue to increase participation in camps and athletics.
6. Secure another long term facility renter to increase revenue when the center is closed to the public.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	1,288,034	1,358,761	1,310,837	1,353,449
Materials & Supplies	54,919	65,266	67,839	65,266
Operating Expenditures	603,604	597,773	614,805	609,322
Maintenance & Repair	65,957	76,970	133,393	106,695
Other Expenditures	96,896	204,986	220,650	223,278
Capital Outlay	144,829	111,518	164,493	59,816
TOTAL	2,254,239	2,415,274	2,512,017	2,417,826

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014	2013-2014 ESTIMATE	2014-2015 BUDGET
Recreation Center Operator	1	1	1	1
Aquatics & Athletics Supervisor	1	1	1	1
Recreation Supervisor	3	1	1	1
Recreation Coordinator	3	3	3	3
Community Center Supervisor	1	1	1	1
Ballfield Attendant	0	.25	.25	.25
Aquatics Coordinator (formerly Head Guard)	1	1	1	1
Life Guard - Lead	1	1.5	1.5	1.5
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	11	11	11
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	2	2	2
TOTAL PERSONNEL	55.33	50.75	50.75	50.75

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Hours of Operation*	4,732	4,732	0%	4,732
Brick Special Event Participants**	2,000	3,500	75%	3,600
Average weekly attendance (non peak)	3637	3819	10%	5,285
Center Memberships est.*	\$1,109,050	\$1,164,502	5%	\$1,240,000
Pool Rentals*	\$50,000	\$50,000	25%	\$51,000
Softball Teams Registered	240	240	10%	225
Facility Rental*	\$86,000	\$86,000	16%	\$70,000

*Estimates based on current center operation.

** increased number of participants due to new special event, Boo Bash

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Fiscal Year
2014-2015



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 2014-2015:

1. To begin construction of the new Bartlett Park Soccer Fields.
2. Reduce the number of smaller less profitable tournaments and increase the number of larger tournaments.
3. To continue to discover methods to reduce overtime associated with weekend tournament operation.
4. To improve the adult softball fields which have suffered with limited watering and drought.
5. To begin the process of finishing the day use fields at Chisenhall Fields.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	360,908	391,252	409,511	405,691
Materials & Supplies	16,109	21,200	21,700	17,200
Operating Expenditures	166,498	160,546	170,287	170,414
Maintenance & Repair	86,842	99,105	97,783	98,184
Other Expenditures	42,188	76,700	76,700	76,634
Capital Outlay	0	0	0	0
TOTAL	672,545	748,803	775,981	768,123

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2014-2015 BUDGET
Athletic Field Supervisor	1	1	1	1
Athletic Field Crew Leader	0	1	1	1
Athletic Maintenance Worker I	4	3	3	3
Athletic Maintenance Worker II	2	2	2	2
Athletic Maintenance Worker (Temp)	3	3	3	3
TOTAL PERSONNEL	10	10	10	10

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Ballfields Maintained	25	24	24	24
Tournament Supported	22	18	18	24
Fertilization Treatments	1	2	2	2
Herbicide Treatments	2	2	2	2
Landscape Beds Maintained	15 acres	15 acres	15 acres	15 acres
Expense per capita	\$16.08	\$16.42	\$16.42	\$16.42
Special Events Supported	22	18	18	24
Park Acres Maintained	179	175	175	175

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
\$20,000 to extend the house of seasonal Park Maintenance Workers from 6 months to 9 months.



Fiscal Year

2014-2015



CITY OF BURLESON

RUSSELL FARM

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 2014-2015:

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 BISD Superintendent to start FFA program.
5. Respond to citizen inquiries in a timely and professional manner.
6. To increase the size of the current community garden.
7. To increase awareness of the Farm and to increase revenues.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	61,703	62,184	65,444	64,903
Materials & Supplies	6,937	3,970	3,970	3,970
Operating Expenditures	9,258	9,025	13,140	14,400
Maintenance & Repair	2,313	9,460	8,725	8,625
Other Expenditures	3,668	9,086	9,347	9,810
Capital Outlay	0	0	0	0
TOTAL	83,879	93,725	100,626	101,708

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2015-2015 BUDGET
Farm Supervisor	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Number of Art Shows	2	3	1	2
Number of Art /Carving classes	9	10	55	60
Number of Private Parties	3	5	16	20
Number of Weddings	1	5	3	8
Number of Baby or Bridal Showers	3	5	3	6
Participants in Community Garden	12	20	12	20
Number of BPAC Meetings	4	4	2	4
Number of Art Critiques/ RFAC Meetings	20	20	6	6
Number of Civic Club Meetings/Events	0	8	5	5
Number of School field trips	0	10	4	4
Number of Public Events: concerts, egg hunt, etc.	0	2	2	3
Number of City of Burleson picnics, trainings, events	0	5	5	5
Number of Photographers, portraits	0	5	6	8
Attendance of Christmas event	1150	1500	0	1000
Number of Historical Committee Mtgs., Events	4	5	5	5
Total number of People on property	826	2956	3579	4000

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Joey the Donkey with friends at Russell Farm, Spring 2014

Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	448,574	449,862	470,576	468,649
Materials & Supplies	75,334	73,060	76,218	77,326
Operating Expenditures	115,329	127,199	126,556	126,563
Maintenance & Repair	3,127	11,989	8,998	3,364
Other Expenditures	88,623	102,129	102,129	100,911
Capital Outlay	0	0	0	7,030
TOTAL	730,987	764,239	784,477	783,843

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 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
Sr. Meter Service Technician	0	1	1	1
Meter Service Technician	1	2	2	2
Meter Service Worker	2	0	0	0
TOTAL PERSONNEL	8	8	8	8

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
<u>Water Meters</u>				
Number of Residential Meters	12,460		12,708	
Number of Res. Meters under 10 yrs old	10,888		11,818	
% of Residential Meters under 10 yrs old	87%	90%	93%	90%
Number of Res. Meters replaced annually	1,300		1,300	
% of Residential Meters replaced annually	10%	10%	10%	10%
<u>Billing and Collections</u>				
Number of accounts billed	12,750	13,477	13,500	13,800
Number of accounts pay with 1st bill (avg.)	10,072	10,811	10,811	11,004
1st bill	79%	80%	80%	80%
Number of accounts pay with 2nd bill (avg.)	2,550	2,666	2,565	2,656
2nd bill	20%	20%	20%	20%
Number cutoff due to non-payment (avg.)	128	120	120	120
Cutoff due to non-payment	1%	1%	1%	1%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

\$10,500 for Mobile Data Collector



Fiscal Year

2014-2015



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 WWW 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 1,400 hydrants to ensure equipment is operational annually.
6. Perform Preventive Maintenance on 100% of 1,400 hydrants annually.
7. Manage system infrastructure to limit main breaks to 30 annually.
8. Establish software and

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.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	855,386	949,353	928,944	944,567
Materials & Supplies	16,830	39,937	40,202	39,937
Operating Expenditures	3,794,201	4,601,413	4,584,451	4,638,344
Maintenance & Repair	230,696	272,555	284,709	219,716
Other Expenditures	1,058,246	825,086	825,086	885,578
Capital Outlay	446,431	479,008	479,008	472,008
TOTAL	6,401,790	7,167,352	7,142,400	7,200,150

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Utility Superintendent	1	1	1	1
Senior Utility Crew Leader	0	1	1	1
Utility Crew Leader	5	4	4	4
Utility Inventory Coordinator	1	1	1	1
W/WW Regulatory Technician	1	1	1	1
Water Production Specialist	1	1	1	1
Right of Way Inspector	1	1	1	1
Utility Worker I, II and III	6	6	6	6
TOTAL PERSONNEL	16	16	16	16



Backhoe Demonstration

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES
\$8,000 for soil compactor.

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
<u>Main breaks / 100 Miles of Main</u>				
Number of Water Main Breaks	29		22	
Miles of Water Main	189		189	
Burleson	15.3	<15	11.6	<15
<u>Water loss Percentage</u>				
Total consumption from Fort Worth	1,709,096,670		1,666,162,350	
Billed to customers	1,542,911,099		1,513,804,600	
Unbilled (line flushing, etc)	8,552,112		5,742,200	
Unbilled (fire department)	48,800		49,100	
Unaccounted for	157,584,659		146,566,450	
Burleson	9.2%	<9%	8.8%	<9%
<u>Water Quality Compliance Rate</u>				
Total number of bacteriological tests	486		530	
Total number good	484		530	
Total number bad	2		0	
% of good samples	99.59%		100%	
Burleson	100%	100%	100%	100%

Fiscal Year

2014-2015



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 2014-2015:

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

4. Manage system infrastructure to limit sewer blockages to 20 annually.
5. Perform flow monitoring (and smoke testing if needed) for 1 sewer sub-basins annually.
6. Manage system infrastructure to limit Inflow and Infiltration (I & I) to 1.5 gallons per inch of rainfall.
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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	238,531	267,978	266,376	275,920
Materials & Supplies	6,532	11,255	11,255	11,255
Operating Expenditures	2,629,170	2,716,406	2,712,798	2,743,643
Maintenance & Repair	31,792	38,779	39,744	37,621
Other Expenditures	298,788	345,868	469,680	390,079
Capital Outlay	0	0	0	0
TOTAL	3,204,813	3,380,286	3,499,853	3,458,518

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Utility Worker I, II, and III	2	3	3	3
Sewer Inspection Technician	1	1	1	1
Utility Crew Leader	2	1	1	1
TOTAL PERSONNEL	5	5	5	5

CITY OF BURLESON

WASTEWATER

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
<u>Wastewater Blockages</u>				
Number of Wastewater Blockages	13		4	
Miles of Wastewater Main	200		200	
Wastewater Blockages / 100 Miles of Wastewater Main	6.51	<3.00	2.00	<3.00
<i>Top Quartile</i>	0.90		0.90	
<i>Median Quartile</i>	3.70		3.70	
<i>Bottom Quartile</i>	8.7		8.7	
<u>Sanitary Sewer Overflows (SSO)</u>				
Number of SSO events	2		3	
Miles of Wastewater Main	200		200	
SSO / 100 Miles of Wastewater Main	1.00	<2.00	1.50	<2.00
<i>Top Quartile</i>	4.2		4.2	
<i>Median Quartile</i>	7.5		7.5	
<i>Bottom Quartile</i>	14.3		14.3	
<u>Sanitary Sewer Cleaning</u>				
Miles of Wastewater Main (under 15" diameter)	171		171	
Miles of Wastewater Main cleaned (under 15" diameter)	81.4		59.13	
% of Wastewater Main cleaned (under 15" diameter)	48%	50%	35%	50%
Goal	50%			

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

Demonstration of Vactor Truck used for Sewer System Maintenance



Fiscal Year
2014-2015



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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	221,510	237,019	178,096	236,858
Materials & Supplies	0	1,200	150	1,200
Operating Expenditures	8,448	11,852	9,880	11,880
Maintenance & Repair	0	0	0	0
Other Expenditures	12,176	11,971	9,971	11,738
Capital Outlay	0	0	0	0
TOTAL	242,134	262,042	198,097	261,676

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 ESTIMATE	2014-2015 BUDGET
Director of Golf	1	1	1	1
Administrative Assistant	1	0	0	0
TOTAL PERSONNEL	2	1	1	1

SIGNIFICANT CHANGES

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 AC-TUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Total Revenues	\$330,742	\$1,319,432	\$1,346,900	\$1,540,000
Total Rounds Played	9,547	33,756	33,609	40,000
Dollars Spent per Player	\$34.64	\$39.09	\$40.08	\$38.50
Food and Beverage Total Revenue	\$53,562	\$254,191	\$277,476	\$300,000
*2012 Golf Course closed for redesign from March 1-September 30 **2013 Golf Course was cart path only from October 1-April 1				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year
2014-2015



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 2014-2015:
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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	291,268	309,958	306,863	314,532
Materials & Supplies	13,368	21,500	12,600	21,500
Operating Expenditures	152,797	142,474	167,323	145,067
Maintenance & Repair	4,403	9,353	9,353	9,353
Other Expenditures	22,875	18,626	18,626	77,394
Capital Outlay	53,632	56,807	56,807	1,454
TOTAL	538,343	558,718	571,572	569,300

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 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 (Part Time)	2.4	1	1	1
TOTAL PERSONNEL	7.4	6	6	6

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101
*2012 Golf Course closed for redesign from March 1-September 30 Golf Course was cart path only from October 1-April 1	**2013			

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Hidden Creek Golf Course, Spring 2014

Fiscal Year
2014-2015



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 2014-2015:
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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	359,221	397,212	411,615	454,919
Materials & Supplies	66,310	76,500	75,500	76,500
Operating Expenditures	126,095	77,329	74,329	73,894
Maintenance & Repair	30,014	51,795	48,500	51,795
Other Expenditures	15,240	40,921	40,958	50,647
Capital Outlay	4,473	4,735	37,448	0
TOTAL	601,353	648,492	688,350	707,755

AUTHORIZED POSITIONS

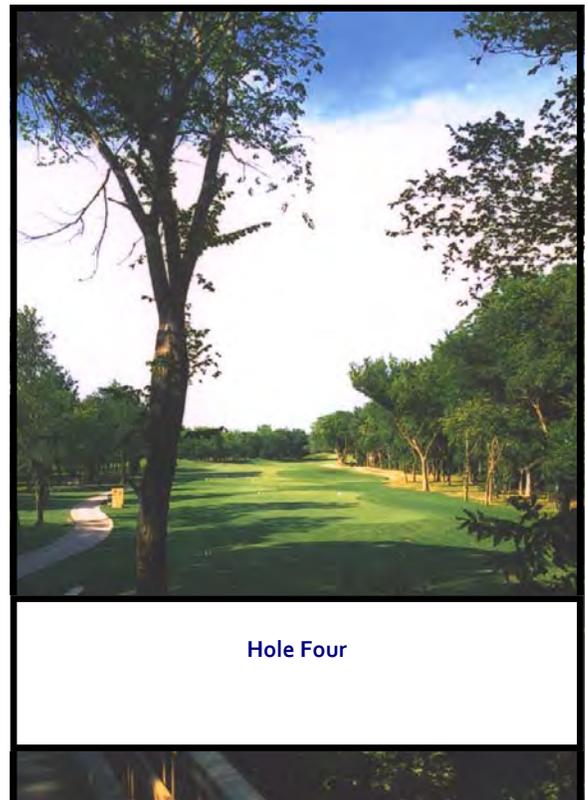
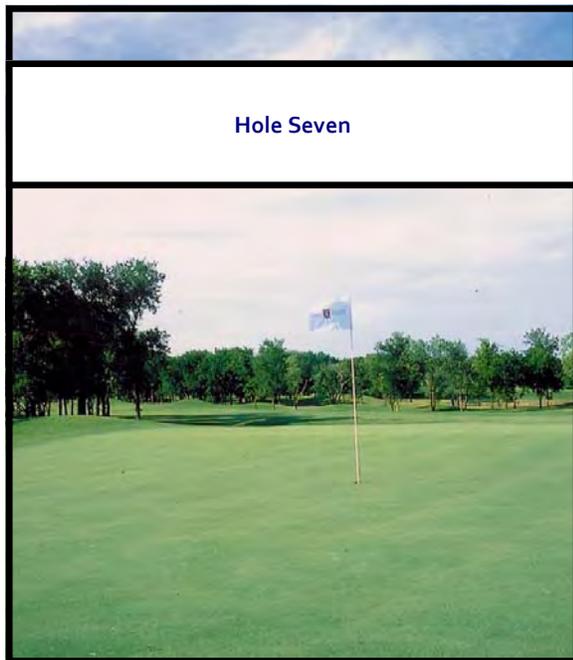
PERSONNEL (IN WORKER YEARS)	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Golf Course Superintendent	1	1	1	1
Assistant Golf Course Super.	1	1	1	1
Special Landscape Asst.	0	1	1	1
Irrigation Spec./ Groundskeeper	0	1	1	1
Golf Course Mechanic/ Groundskeeper	1	1	1	1
Golf Course Groundskeeper	4	3	3	3
G.C. Groundskeeper (Temp.)	1	1	1	1
TOTAL PERSONNEL	8	9	9	9

PERFORMANCE MEASURES

PERFORMANCE MEASURES	2012-2013 ACTUAL	2013-2014 GOALS	2013-2014 YEAR END ESTIMATE	2014-2015 GOALS
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101
*2012 Golf Course closed for redesign from March 1-September 30 **2013 Golf Course was cart path only from October 1-April 1				

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Fiscal Year
2014-2015



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

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.



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	142,483	171,332	174,250	190,937
Materials & Supplies	4,721	8,000	7,200	8,000
Operating Expenditures	128,477	86,937	111,937	86,977
Maintenance & Repair	4,038	4,500	4,800	4,500
Other Expenditures	21,439	18,000	14,000	28,813
Capital Outlay	0	0	0	0
TOTAL	301,158	288,769	312,187	319,227

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Golf Course Food & Beverage Manager	1	1	1	1
Golf Course Event Staff Catering Part Time	0	.5	.5	.5
Golf Course Lead Food & Beverage Attendant	1	1	1	1
Golf Course Food Service Attendant(Part Time)	1	2	2	2
Golf Course Beverage Cart Attendant (Part Time)	3	2	2	2
TOTAL PERSONNEL	6	6.5	6.5	6.5

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Fiscal Year

2014-2015



CITY OF BURLESON

CEMETERY

CEMETERY

Mission Statement: The City of Burleson's mission is to provide empathetic and effective service to the citizens of the Burleson area in the years to come by providing a respectful and perpetually quiet and serene area.

Description: The Cemetery is owned by the City of Burleson and operated through a contract by Burleson Cemetery Operators LLC.

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2014-2015:

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



EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	0	0	0	0
Materials & Supplies	136	0	0	0
Operating Expenditures	232	138	138	138
Maintenance & Repair	0	5,000	5,000	5,000
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	368	5,138	5,138	5,138

Fiscal Year

2014-2015



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 2014-2015

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	22,376	23,882	25,603	27,285
Materials & Supplies	0	0	100,000	0
Operating Expenditures	2,435,514	2,548,915	2,553,005	2,701,376
Maintenance & Repair	1,659	2,000	812	1,414
Other Expenditures	381,001	177,325	177,325	150,158
Capital Outlay	0	0	0	0
TOTAL	2,840,550	2,752,122	2,856,745	2,880,233

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Solid Waste Manager	1	0	0	0
Recycling Center Worker (Part-time)	1	1	1	1
TOTAL PERSONNEL	2	1	1	1

SIGNIFICANT CHANGES				



Fiscal Year

2014-2015



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 2014-2015:

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	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	393,372	399,303	416,413	429,231
Materials & Supplies	21,184	17,921	17,921	14,821
Operating Expenditures	33,917	49,902	50,312	41,952
Maintenance & Repair	12,005	4,093	3,917	2,720
Other Expenditures	25,999	38,471	38,471	38,599
Capital Outlay	1,409	3,526	3,526	3,655
TOTAL	487,886	513,216	530,560	530,978

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Assistant Director Public Works	1	1	1	1
Automotive & Equipment Technician II and III	3	3	3	3
Equipment Services Coordinator	1	1	1	1
TOTAL PERSONNEL	5	5	5	5

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 GOAL	2013-2014 YEAR END ESTIMATE	2014-2015 GOAL
% of PM's Completed with in schedule	63%	72%	72%	75%
% Scheduled Maintenance	26%	46%	46%	45%
Number of Jobs per FTE	1634	1748	1748	1700
Billed Hours Percentage	56%	53%	53%	55%

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES



Skid Steer Demonstration at Burleson Public Library's Summer Reading Club program

Fiscal Year

2014-2015



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 2014-2015:
Implement server virtualization project for PD.

Plan for increase of SAN network storage for Document imaging.

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 training on added features to our VoIP phone system.

Upgrade AV in Council chambers, Council Workroom and lobby for overflow.

EXPENDITURES

EXPENDITURES	2012-13 ACTUAL	2013-14 BUDGET	2013-14 ESTIMATE	2014-15 BUDGET
Personal Services	610,661	770,788	720,829	786,957
Materials & Supplies	67,039	119,965	111,965	76,363
Operating Expenditures	47,947	50,885	41,532	48,519
Maintenance & Repair	475,857	435,525	415,475	462,975
Other Expenditures	1,395	448	0	0
Capital Outlay	6,942	117,610	197,610	155,712
TOTAL	1,209,841	1,495,221	1,487,411	1,530,526

AUTHORIZED POSITIONS

PERSONNEL (IN WORKER YEARS)	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Director of IT	1	1	1	1
Network Administrator	1	1	1	1
Systems Administrator	1	1	1	1
Network Technician	1	1	1	1
GIS Administrator	1	1	1	1
GIS Analyst	0	1	1	1
Senior Engineering Technician	1	0	0	0
Web Design Technician	1	0	0	0
Project Manager	0	1	1	1
TOTAL PERSONNEL	7	7	7	7

PERFORMANCE MEASURES

Performance Measures	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 ESTIMATE	2014-2015 BUDGET
Work Orders Completed	1941	2000	1950	2100
Desktop Computers Maintained	211	225	225	243
Mobile Units Maintained	81	112	118	125
Application Servers Maintained	25	23	20	15

SIGNIFICANT CHANGES

SIGNIFICANT CHANGES

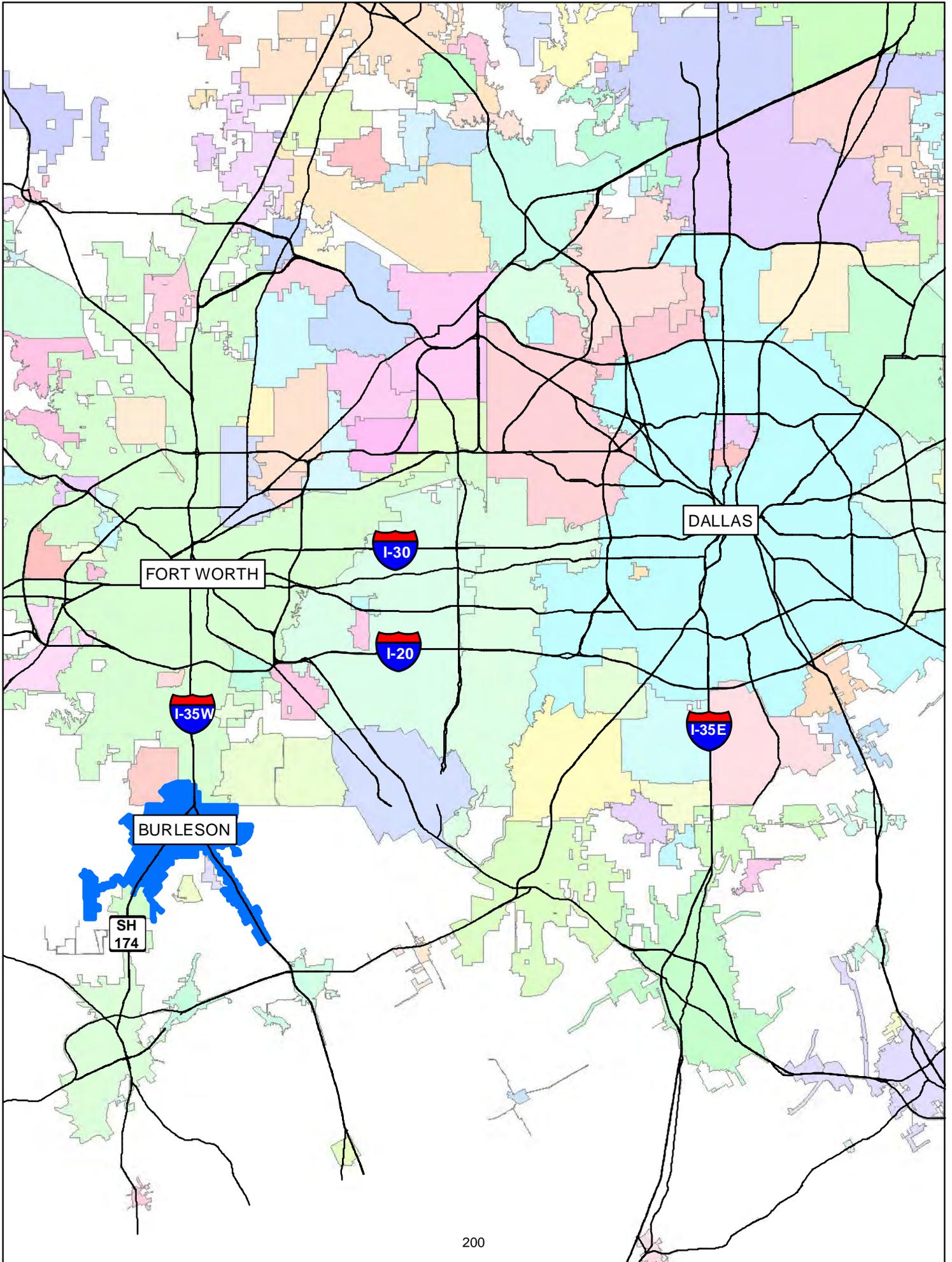




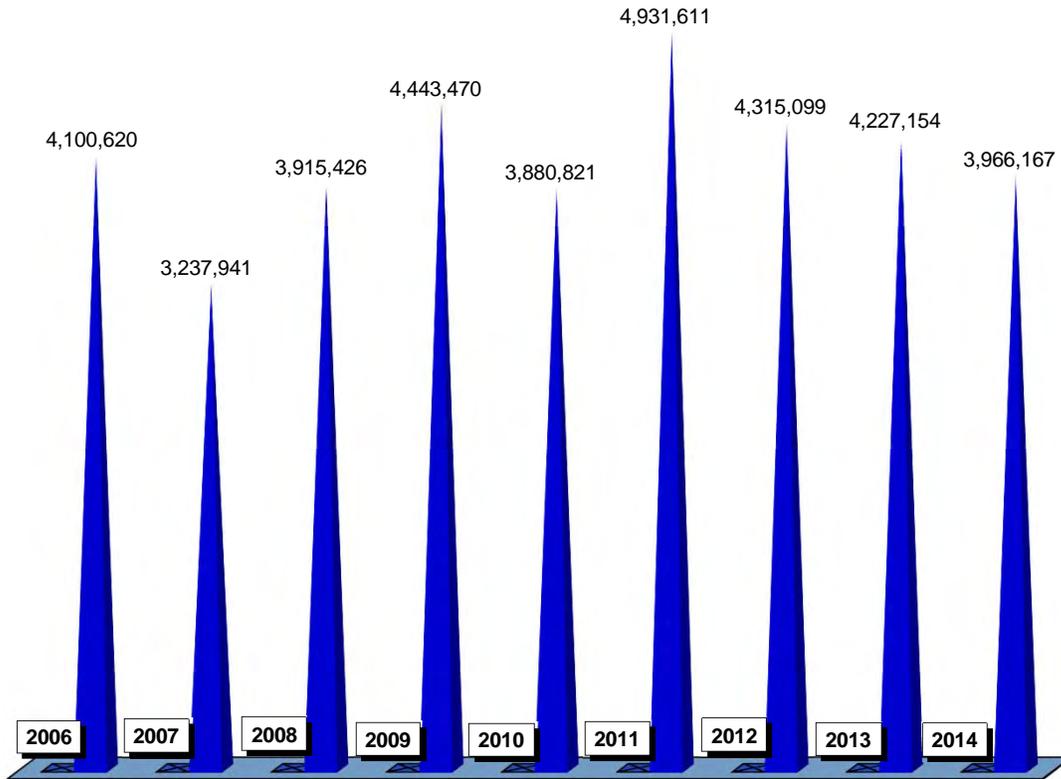
SUPPLEMENTAL SECTION



- ◇ City Map, p. 200
- ◇ Average Daily Water Usage,
p. 201
- ◇ Glossary, p. 202
- ◇ GFOA Distinguished Budget Award,
p. 206



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, 2013

Executive Director