

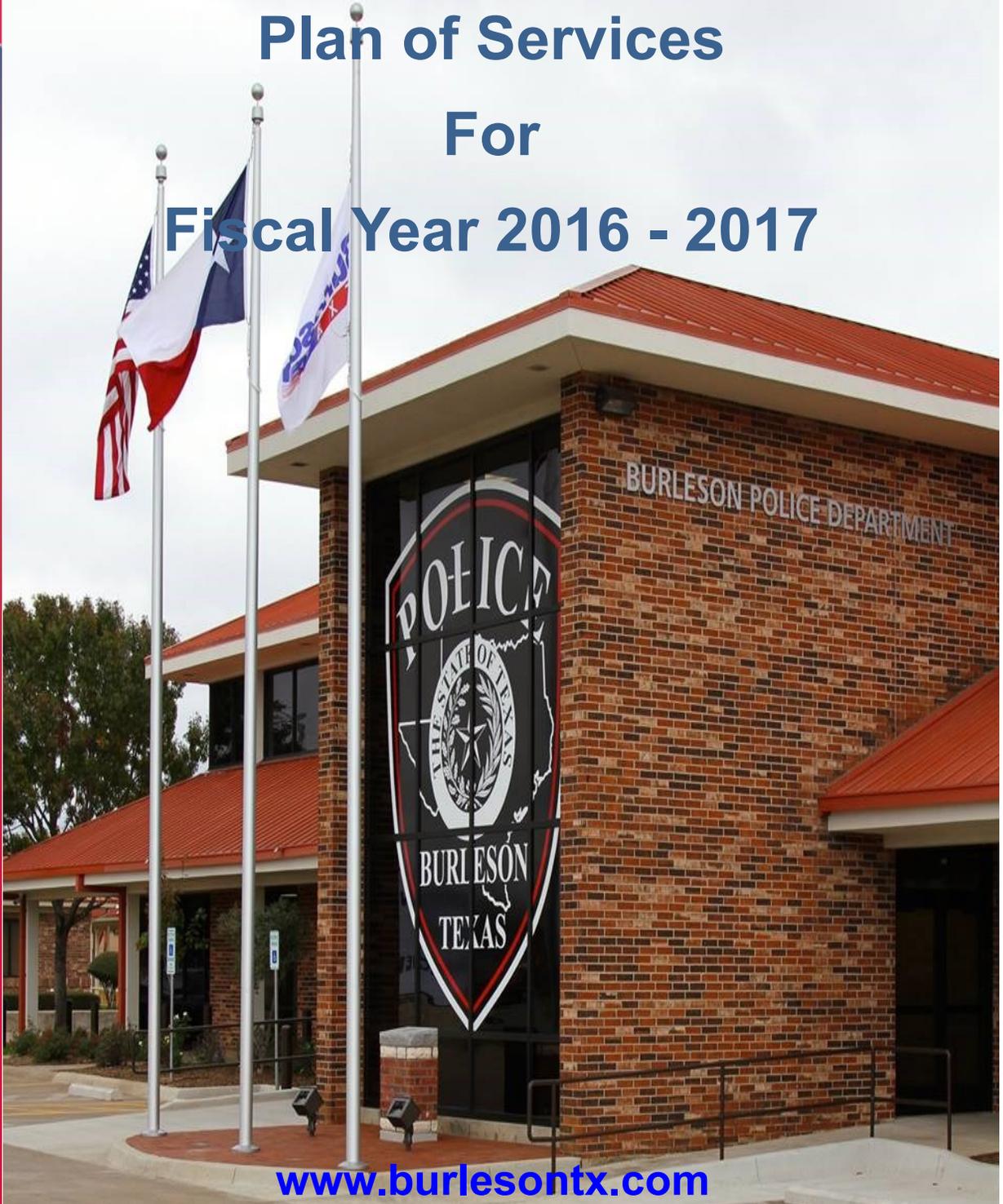
TEXAS

City of
Burleson

**Annual Operating Budget and
Plan of Services**

For

Fiscal Year 2016 - 2017



www.burlesontx.com

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City of Burleson

Fiscal Year 2016–2017

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$474,620, which is a 2.51 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 \$806,284.

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

FOR: Kenneth Shetter, Mayor Dan McClendon, Council Member
 Dan O Strong, Council Member Matt Aiken, Council Member
 Stuart Gillaspie, Council Member Ronnie Johnson, Council Member
 Rick Green, Council Member

AGAINST: None

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison

	2016–2017	2015–2016
Property Tax Rate:	\$0.7350/100	\$0.7400/100
Effective Tax Rate:	\$0.7303/100	\$0.7183/100
Effective Maintenance & Operations Tax Rate:	\$0.5209/100	\$0.5124/100
Rollback Tax Rate:	\$0.7747/100	\$0.7655/100
Debt Rate:	\$0.2122/100	\$0.2122/100

Total debt obligation for City of Burleson secured by property taxes:
\$137,670,000

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Burleson
Texas**

For the Fiscal Year Beginning

October 1, 2015

Executive Director

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CITY BRIEF

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



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

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 an aquatic center. The Burleson Recreation Center, the "BRiCk", opened Memorial Day weekend in 2011. With families flocking to Burleson, more places to play are essential to maintain Burleson's quality of life.

Burleson has grown to a population of about 43,625 people at this time. According to www.bestplaces.net, the entertainment, low cost of living and good schools makes 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. For those seeking higher education, the City of Burleson boast a branch of both Hill College and Texas Wesleyan University 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 average home cost is \$152,904 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 27 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 is 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, \$1.8 billion in retail, \$69,000 average annual income, well-educated workers, 62% 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, Grumps, The Hickory Tree Grill, 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 filling up fast and expanding through private investment.



Strategically located on IH 35W, there are a variety of incentives available for interested

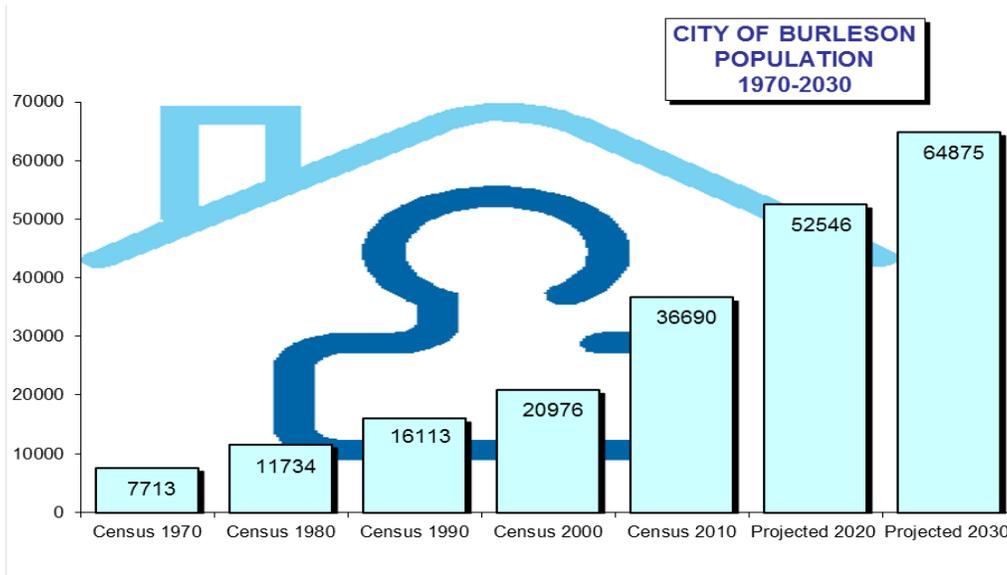
investors, a pro-business climate and "make it happen" attitude toward development community-wide. The latest industrial project under construction is a 140,000 square foot building for metal manufacturer Hayes & Stolz.



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

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

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



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

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.





BURLESON Texas

GAME PLAN

OUR VISION

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

OUR MISSION

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

OUR GOALS



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



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



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



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



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

OUR VALUES

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

CITY PLANNING PROCESSES

	Description	Purpose	Budget Impacts
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 2016-2017 PROPOSED BUDGET

TO

MAYOR KENNETH D. SHETTER

AND

MEMBERS OF THE BURLESON CITY COUNCIL

September 6, 2016

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, 2016 and ending September 30, 2017 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 2016-17 are \$33,051,364 as proposed, approximately \$1,228,415 more than in FY 2015-16.

Property Taxes

Tax Valuation

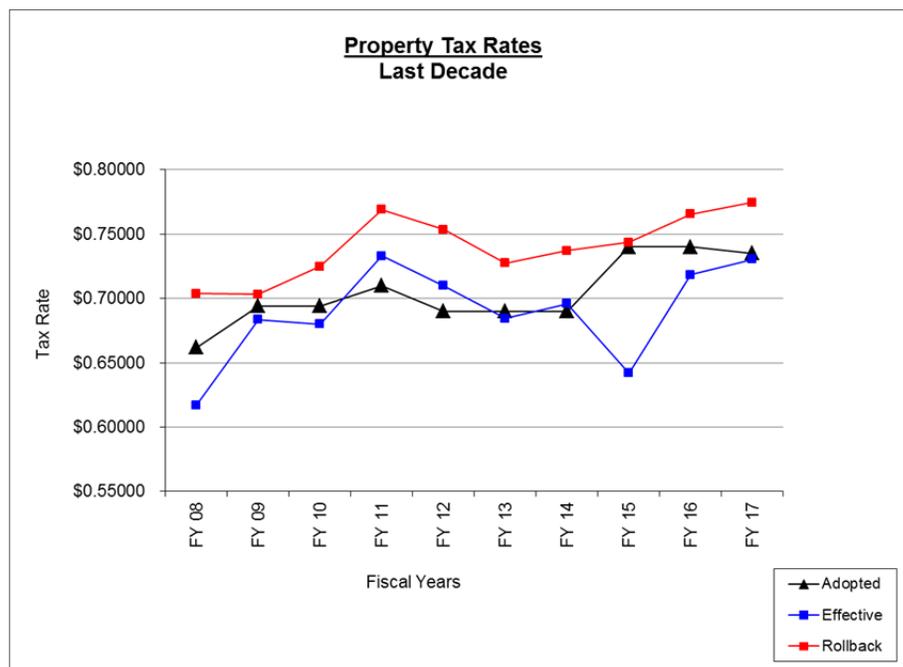
The City's 2016 property value, as certified by the Johnson County Appraisal District and Tarrant Appraisal District is \$3,035,701,445 – an increase of \$174,366,708 or 6.1% over 2015's \$2,861,334,737. This increase in value can be attributed primarily to \$107,942,548 in the value of new improvements added to the tax base. Total taxable value increased \$130,935,848 (5.2%) from last year's \$2,509,253,607 to \$2,640,189,455.

Tax Rate

The property tax rate in the proposed base budget is \$0.7350, which is ½ cent below the existing rate.

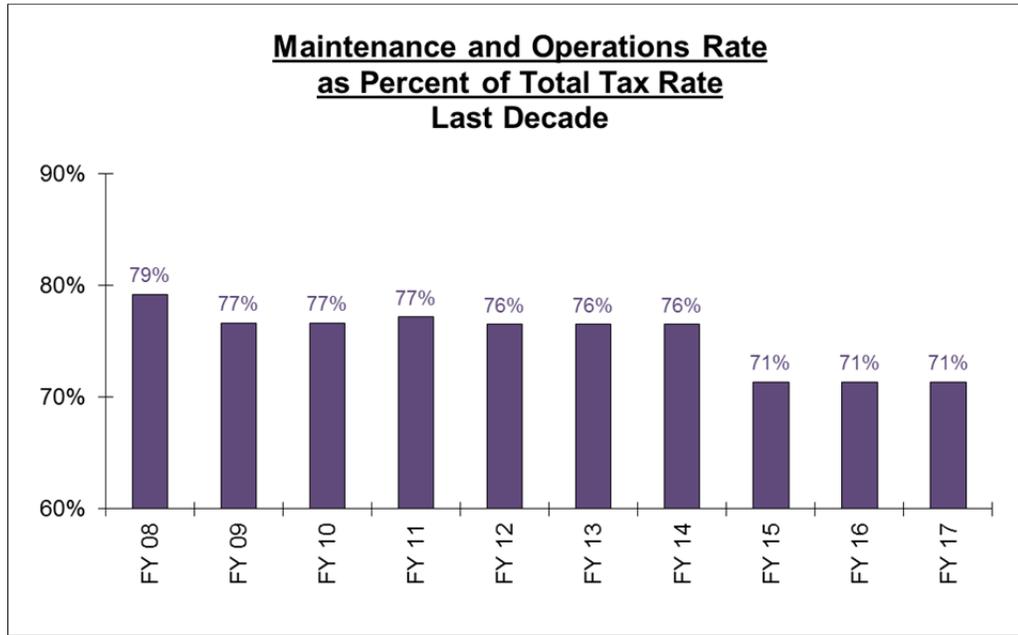
Effective Tax Rate

The effective tax rate for FY 2016-17 is \$0.7303, which is \$0.0097 lower than the current rate of \$0.74. The effective maintenance and operations tax rate is \$0.5209. The chart below shows the historical trend of the City's tax rate since FY 2008.



Maintenance and Operations Rate (M & O rate)

The proposed budget reduces the M&O rate by ½ cent to \$0.5228. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 08.



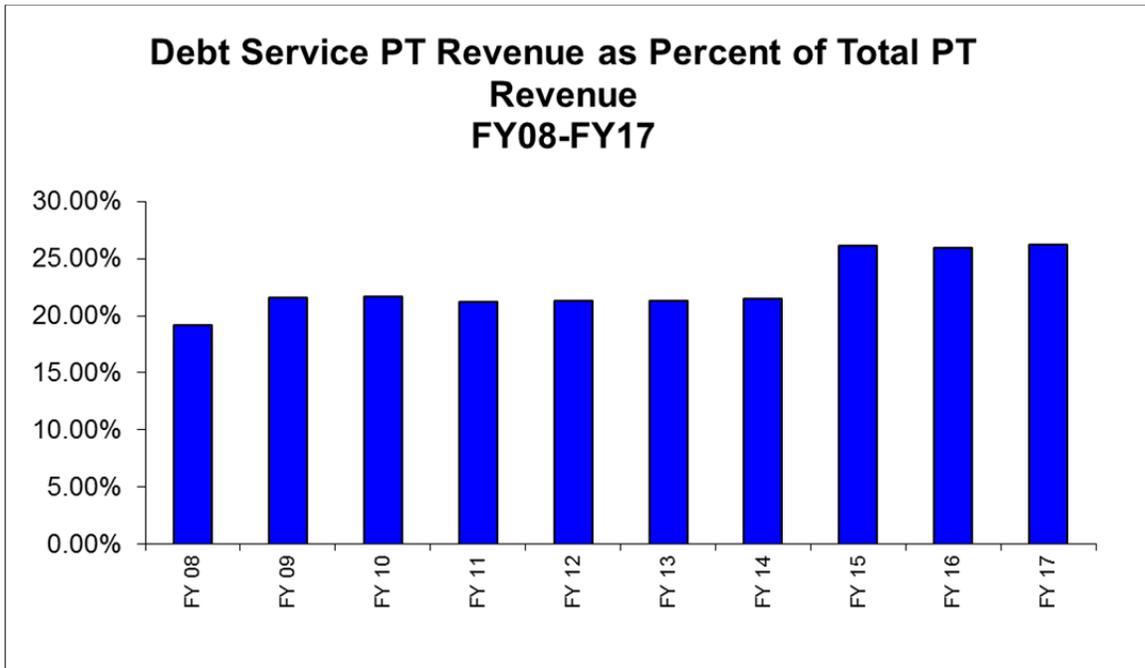
Debt Service Rate (I&S rate)

The debt service rate remains the same at \$0.2122. The debt rate is 28.9% of the total tax rate, 2.8% more than the median of 26.0% for the 33 Tarrant County cities which had a debt rate in FY 2016.

Manager's Message
Proposed FY 2016-2017 Budget

Jurisdiction Name	Tax Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	\$ 1.2552	\$ 0.9687	77.2%	\$ 0.2865	22.8%
City of Forest Hill	\$ 0.9961	\$ 0.8548	85.8%	\$ 0.1412	14.2%
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	\$ 0.7331	\$ 0.5791	79.0%	\$ 0.1540	21.0%
City of Kennedale	\$ 0.7675	\$ 0.5752	74.9%	\$ 0.1923	25.1%
City of Sansom Park	\$ 0.6907	\$ 0.5443	78.8%	\$ 0.1464	21.2%
City of Mansfield	\$ 0.7100	\$ 0.4683	66.0%	\$ 0.2417	34.0%
City of Grand Prairie	\$ 0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$ 0.6575	\$ 0.6325	96.2%	\$ 0.0250	3.8%
Haltom City	\$ 0.7000	\$ 0.4623	66.0%	\$ 0.2377	34.0%
City of Arlington	\$ 0.6480	\$ 0.4460	68.8%	\$ 0.2020	31.2%
City of Azle	\$ 0.6795	\$ 0.5415	79.7%	\$ 0.1380	20.3%
City of Crowley	\$ 0.7393	\$ 0.5129	69.4%	\$ 0.2264	30.6%
City of Watauga	\$ 0.6187	\$ 0.4402	71.1%	\$ 0.1785	28.9%
City of Hurst	\$ 0.6106	\$ 0.4743	77.7%	\$ 0.1363	22.3%
City of N Richland Hills	\$ 0.6100	\$ 0.3647	59.8%	\$ 0.2453	40.2%
City of Richland Hills	\$ 0.5288	\$ 0.4761	90.0%	\$ 0.0527	10.0%
Town of Trophy Club	\$ 0.4840	\$ 0.3740	77.3%	\$ 0.1100	22.7%
City of Bedford	\$ 0.4948	\$ 0.2993	60.5%	\$ 0.1955	39.5%
City of Westworth Village	\$ 0.5000	\$ 0.2430	48.6%	\$ 0.2570	51.4%
City of Saginaw	\$ 0.5440	\$ 0.2919	53.7%	\$ 0.2521	46.3%
City of Euless	\$ 0.4675	\$ 0.3666	78.4%	\$ 0.1009	21.6%
City of Lake Worth	\$ 0.4993	\$ 0.1731	34.7%	\$ 0.3261	65.3%
City of Southlake	\$ 0.4620	\$ 0.3620	78.4%	\$ 0.1000	21.6%
City of Flower Mound	\$ 0.4390	\$ 0.3312	75.4%	\$ 0.1078	24.6%
City of Keller	\$ 0.4347	\$ 0.3232	74.3%	\$ 0.1115	25.7%
Town of Pantego	\$ 0.4200	\$ 0.4200	100.0%	\$ -	0.0%
City of Roanoke	\$ 0.3751	\$ 0.1520	40.5%	\$ 0.2231	59.5%
City of Colleyville	\$ 0.3559	\$ 0.3362	94.5%	\$ 0.0197	5.5%
City of Grapevine	\$ 0.3284	\$ 0.1421	43.3%	\$ 0.1864	56.7%
City of Haslet	\$ 0.2857	\$ 0.2367	82.9%	\$ 0.0490	17.1%
Dalworthington Gardens	\$ 0.2537	\$ 0.2005	79.0%	\$ 0.0532	21.0%
City of Westlake	\$ 0.1563	\$ 0.1395	89.2%	\$ 0.0169	10.8%
Average	\$ 0.5844	\$ 0.4337 	74.2%	\$ 0.1506	25.8%
Median	\$ 0.5770	\$ 0.4301 	74.5%	\$ 0.1502	26.0%
Burleson	\$ 0.7350	\$ 0.5278	71.8%	\$ 0.2122	28.9%

Property tax revenue dedicated to debt service as a percent of total property tax revenue has increased 8.04% since FY08.



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson grew from \$135,556 in 2015 to \$152,904. As shown in the table on the following page, the 2016 taxable value in Burleson is \$8,060 (5.6%) above the median taxable value for selected cities.

FY15 vs. FY16 Average Residential Net Taxable Value for 20 Neighboring Cities

	<u>2015 Average Net Taxable Value</u>	<u>2016 Average Net Taxable Value</u>	<u>% Change</u>
Southlake	491,108	520,407	6.0%
Colleyville	423,650	460,778	8.8%
Keller	287,593	316,601	10.1%
Grapevine	194,595	217,980	12.0%
Mansfield	190,916	164,522	-13.8%
Kennedale	163,458	181,644	11.1%
Bedford	151,264	168,622	11.5%
Benbrook	137,047	151,912	10.8%
North Richland Hills	135,262	151,536	12.0%
Eules	119,755	137,354	14.7%
Crowley	111,528	217,435	95.0%
Saginaw	112,250	128,719	14.7%
Hurst	105,109	119,325	13.5%
Arlington	104,290	116,301	11.5%
Fort Worth	107,664	120,760	12.2%
Watauga	94,433	109,396	15.8%
Richland Hills	84,303	95,957	13.8%
Alvarado	73,351	74,592	1.7%
Cleburne	92,636	95,203	2.8%
Joshua	133,335	138,153	3.6%
Average	165,677	184,360	11.3%
Median	126,545	144,845	14.5%
Burleson	135,556	152,904	12.8%
% Median	107.12%	105.56%	
% Average	81.82%	82.94%	

The proposed rate, applied to the increased taxable value, will result in an increase of \$121 in the tax bill for the average residential property, from \$1,003 in the current year to \$1,124 in the proposed budget.

Property Tax Revenue

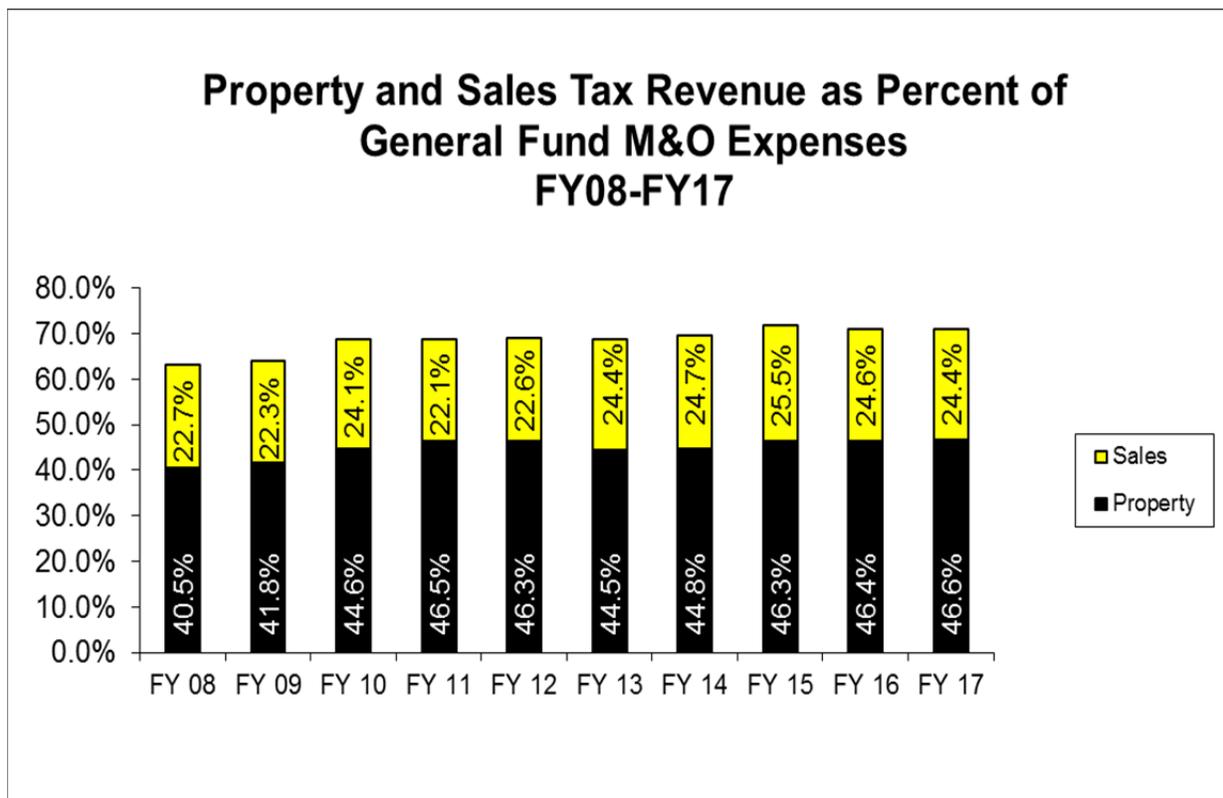
Overall, revenue from ad valorem (property) taxes is up \$705,093 (4.7%) from the current year to \$15,664,332. Taxes on new value added since the last appraisal total \$558,300. The value of properties subject to the senior tax freeze increased from \$340.1 million in 2015 to \$381.5 million in 2016. Frozen properties now account for 12.7% of the tax base – up 1.0% from FY 2015-16.

For FY 2016-17, one cent on the ad valorem tax rate will generate \$258,768 - allowing for protested and frozen values and assuming a 98% collection rate.

Sales Taxes

Sales tax (including liquor tax) revenues are projected to increase \$172,000 (+2.1%) from current adopted levels. Revenue from sales tax in FY 2017 is projected at \$8,215,000 (24.9% of total revenue). The projected revenue is just slightly more than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 71.0% of General Fund maintenance and operations expenses for FY 2017. The graph below illustrates this relationship since FY 2008.



Other revenue:

Other revenue categories are projected to be a mixed bag next year, including a decrease of \$74,500 (7.25%) in fees from Permits and Licenses. Projected Fine and Forfeiture revenues decrease by \$200,000 (15.4%). Franchise Fees are expected to increase by \$114,000 (4.8%), Miscellaneous Revenues are increasing \$14,600 (1.13%), and Other Sources are expected to increase \$497,000 (17%).

Expenditures

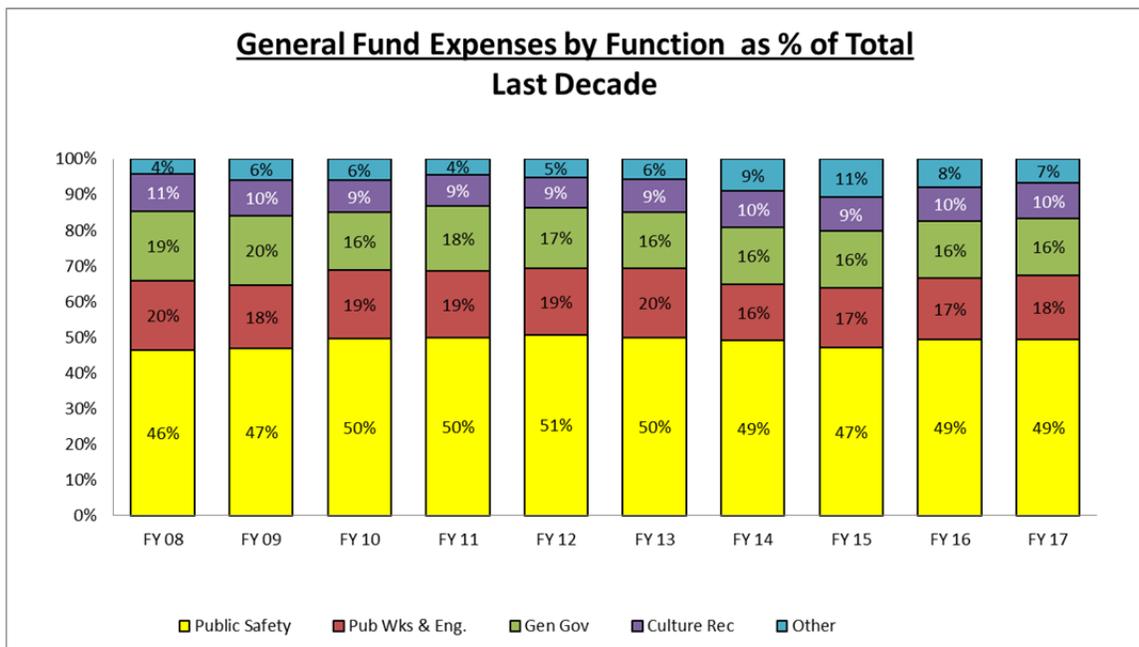
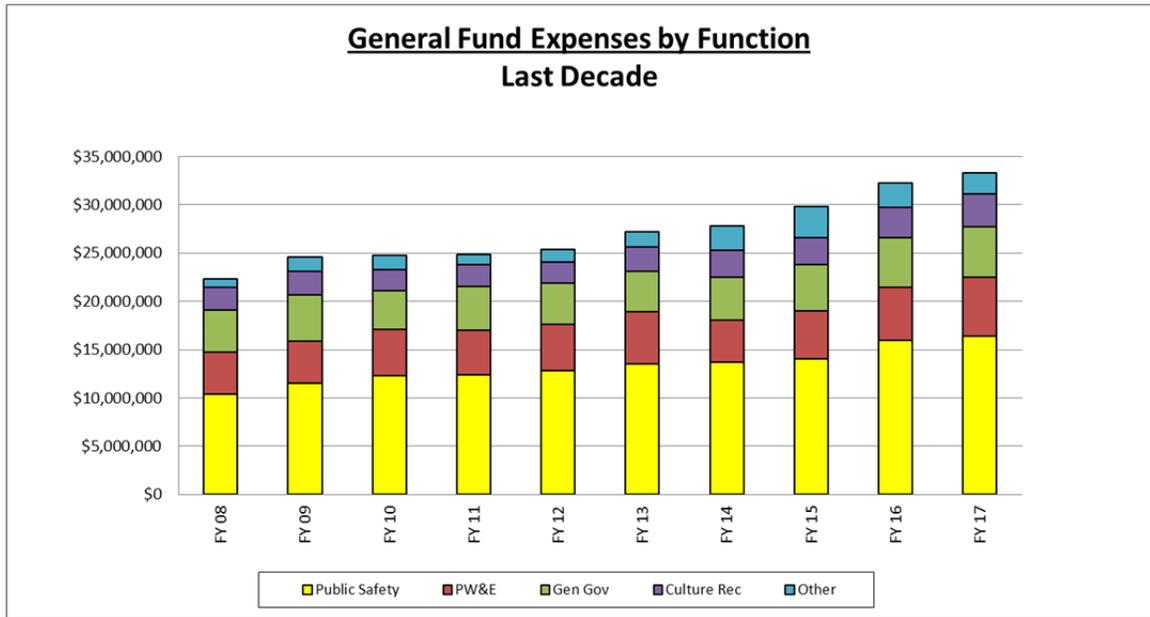
Overview

Proposed total expenditures are \$1,094,336 (3.4%) higher than the current year adopted budget. Of this amount, \$507,000 comprises capital or one-time expenditures. The remaining operating expenditures of \$32,816,862 are \$234,502 less than operating revenues. Expenditures are customarily divided into 5 major functions:

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

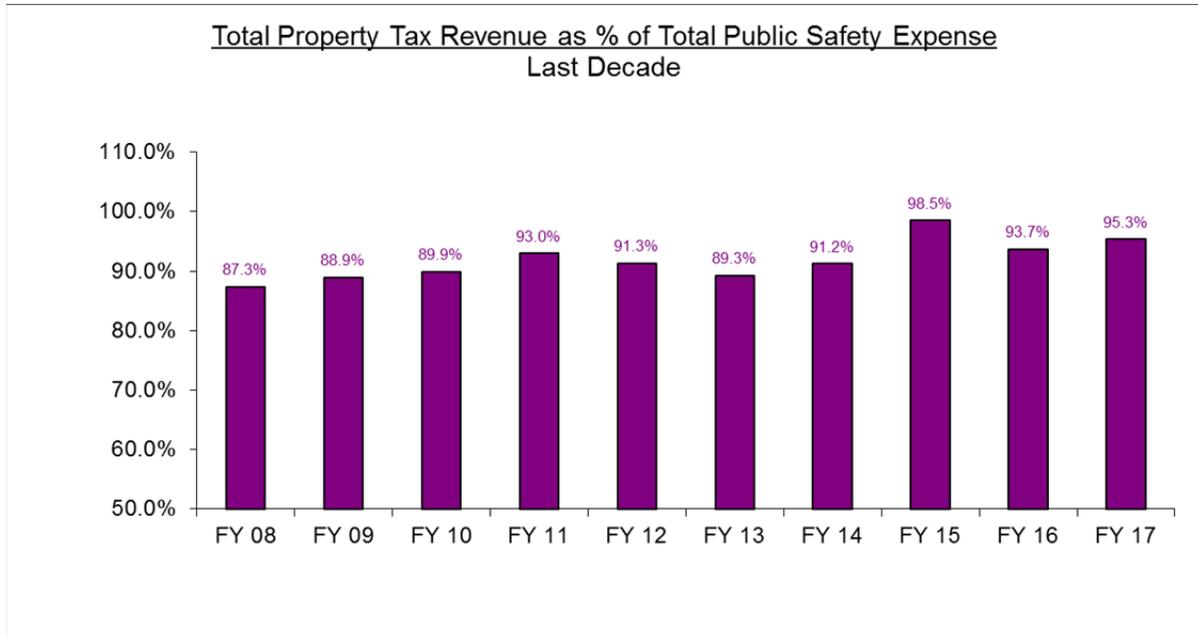
The following two graphs illustrate the spending in these categories over the last ten years.

Manager's Message
Proposed FY 2016-2017 Budget



Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 2016-17, if all of the property tax collected in the General Fund were to be allocated to Public Safety, it would only pay for 95% of Public Safety expenses.** The graph below illustrates this relationship since FY 08.

Manager's Message
Proposed FY 2016-2017 Budget



Salary and Related Costs

In FY 2012-13 we reinstated a revised Step Plan in Public Safety. The proposed FY 2016-17 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.

FUND BALANCE

The Fund Balance in the General Fund is estimated to be \$8,581,477 at the end of FY 2015-16. This amount is \$1.9 million above the 20% reserve amount established by Council policy. The proposed budget utilizes an appropriation from fund balance of \$272,000 for the following one-time purchases:

Manager's Message
Proposed FY 2016-2017 Budget

\$ 55,000	Municipal Court Software and E-Ticket Writers
\$ 92,000	GPS vehicle tracking system
\$ 43,000	Police cost of OSSI software interface
\$ 78,000	Service Center storage
\$ 49,000	Facility renovations and furniture
\$ 25,000	Library - Children's learning center
\$ 3,000	Library - Electronic displays
\$ 6,000	Fire Prevention - Smart board
\$ 8,000	Emergency Operations - Storm cameras
\$ 41,000	Facility Maintenance - Vehicle for new position
\$ 34,000	Park Maintenance - Replacement truck
\$ 73,000	PBW Drainage - Drainage mower
<hr/>	
\$ 507,000	

As tabulated below, the fund balance in the General Fund at the end of FY 2017 is projected to be at 25% of annual operations. This is \$1.64 million above the 20% policy minimum.

GENERAL FUND: FUND BALANCE STATUS

\$ 33,051,364	Revenues
(32,816,862)	Recurring Expenses
\$ 234,502	Difference
<hr/>	
\$ 8,581,477	Estimated Available Fund Balance Oct 1, 2016
33,051,364	Revenues
(32,816,862)	Recurring Expenses
(507,000)	One Time Expenses
\$ 8,308,979	Estimated Ending Fund Balance
<hr/>	
\$ 6,679,491	Minimum Fund balance with 20% Target

WATER/WASTEWATER FUND

Revenue requirements in this fund are projected to increase to \$19,574,321 in the proposed FY 2016-17 budget – an increase of 803,621 (4.3%) from the FY 2015-16 adopted budget.

Expenditures

Proposed expenditures for FY 2017 total \$19,520,411 – about 4.6% more than the FY 2016 adopted budget. Operating expenditures are increasing in 2017 by more than \$850,000 due primarily to the issuance of bonds.

Water Rates

The proposed FY 2016-2017 budget includes an overall increase of 1% to average water rates, and 2% increase to average wastewater rates. The impact of this increase to a representative residential customer using 7,000 gallons of water and 4,700 gallons of wastewater would experience an increase of \$3.20/month.

The base water rates are as follows:

<u>Meter size (in inches)</u>	<u>FY15/16 Water Rate</u>	<u>FY16/17 Water Rate</u>
3/4	\$14.20	\$14.34
1.0	\$20.45	\$20.65
1.5	\$38.50	\$38.89
2.0	\$56.75	\$57.32
3.0	\$136.50	\$137.87
4.0	\$227.50	\$229.78
6.0	\$454.00	\$458.54
8.0	\$680.50	\$687.31
10	\$905.00	\$914.05
12	\$1,045.00	\$1,055.45

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

The proposed volumetric water rates per 1,000 gallons are as follows:

	<u>FY15/16</u>	<u>FY16/17</u>
1 gallon to 10,000 gallons	\$4.35	\$4.39
10,001 gallons to 20,000 gallons	\$5.25	\$5.30
Over 20,000 gallons	\$6.00	\$6.06
Gas Well Drilling (all volumes)	\$12.49	\$12.61

Wastewater Rates

The proposed FY 2016-17 budget includes an average 2% increase in wastewater rates. The proposed base rate goes from \$15.85/month to \$16.17/month, and the volumetric rate goes from \$4.40/1,000 gallons to \$4.49/1,000 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

FY 2016-17 is projected to leave a working capital balance of \$3,799,800, or 28% of operating expenses (excluding debt service and capital) – well in excess of the policy minimum of 20%.

GOLF COURSE FUND

Revenues in the Golf Course Fund are estimated at \$2,372,541, which exceeds budgeted expenditures by \$3,308. Included on the revenue side are transfers from the Type B (4B) fund of \$358,831 for debt service and \$488,000 for operational subsidy.

SOLID WASTE FUND

The proposed FY 2016-17 budget includes Solid Waste expenditures of \$3,193,323. Proposed revenues of \$3,260,000 will produce a net working capital increase of \$66,677, assuming maintenance of the current rate of \$19.20 per month. Staff projects working capital at the end of FY 2016-2017 to be \$823,572, or 25% of operating expenditures.

HOTEL/MOTEL FUND

The proposed FY 2016-17 budget includes total revenues of \$160,000 and total expenditures of \$203,142, including \$106,142 of ongoing City expenditures and \$97,000 of community grant funding.

PARKS PERFORMANCE FUND

Designed to better control the more business-like "pay for play" parks facilities such as the BRiCk, Russell Farm, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues equal to expenditures of \$3,525,967. This budget requires subsidies of \$1,420,487 from the Type B Corporation. The BRiCk's revenues are projected to cover 74% of its expenses, while revenues associated with the two athletic fields will cover about 22% of those expenses, and Russell Farm 17%. A summary of the Park Performance Fund is tabulated on the following page.

Manager's Message
Proposed FY 2016-2017 Budget

PARK PERFORMANCE FUND: Proposed Budget FY 2016-17

<u>BRiCK Operations</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Dollars</u>	<u>Percent</u>	
Revenues						
Recreation Fees	\$ (303,007)	\$ (305,000)	\$ (305,000)	\$ -	0%	
Recreation Memberships	\$ (1,327,420)	\$ (1,230,000)	\$ (1,327,000)	\$ (97,000)	8%	
Recreation Room Rentals	\$ (86,073)	\$ (95,000)	\$ (95,000)	\$ -	0%	
Indoor Athletic/Rec Fees	\$ (19,832)	\$ (15,000)	\$ (15,000)	\$ -	0%	
Swimming Pool Fees	\$ (84,728)	\$ (80,000)	\$ (75,000)	\$ 5,000	-6%	
Swimming Lessons Revenue	\$ (72,342)	\$ (65,000)	\$ (70,000)	\$ (5,000)	8%	
Merchandise Sales	\$ (4,059)	\$ (4,000)	\$ (3,000)	\$ 1,000	-25%	
Returned Checks Fees	\$ (7,623)	\$ (7,000)	\$ (5,000)	\$ 2,000		
Recreation Memberships	\$ (4,134)	\$ -	\$ -	\$ -		
Securities Interest	\$ (3,502)	\$ -	\$ -	\$ -		
CD/Money Market Interest	\$ (3)	\$ -	\$ -	\$ -		
Gain/Loss on Security Val	\$ 2,563	\$ -	\$ -	\$ -		
TexPool Interest	\$ (95)	\$ (600)	\$ (600)	\$ -		
TexPool Prime Interest	\$ (103)	\$ -	\$ -	\$ -		
Logic Interest	\$ (196)	\$ -	\$ -	\$ -		
TexSTAR Interest	\$ (118)	\$ -	\$ -	\$ -		
Cash Over/Short	\$ 343	\$ -	\$ -	\$ -		
Other Misc Revenue	\$ -	\$ -	\$ -	\$ -		
Misc Rev - Culture & Rec	\$ (189)	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ -	\$ -	\$ -		
Total	\$ (1,910,518)	\$ (1,801,600)	\$ (1,895,600)	\$ (94,000)	5%	
Expenditures	\$ 2,489,291	\$ 2,562,882	\$ 2,555,508	\$ (7,374)	0%	
Rev. (Over)/Under Exp.	\$ 578,773	\$ 761,282	\$ 659,908	\$ (101,374)		
Percent Self Sustaining	77%	70%	74%			
<u>Athletic Fields Operations</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Revised</u>		
Revenues						
Recreation Leagues	\$ (53,784)	\$ (55,000)	\$ (75,000)	\$ (20,000)	36%	
Park Rentals	\$ (4,651)	\$ (6,473)	\$ (7,000)	\$ (527)		
Concession Revenue	\$ (8,931)	\$ (6,691)	\$ (600)	\$ 6,091	-91%	
Tournament Fees	\$ (61,324)	\$ (60,000)	\$ (99,500)	\$ 2,720	0%	
Per Player Fees	\$ (37,947)	\$ (8,000)	\$ (5,280)	\$ 2,720	-34%	
Total	\$ (166,637)	\$ (136,164)	\$ (187,380)	\$ (51,216)	38%	
Expenditures	\$ 748,188	\$ 777,829	\$ 838,270	\$ 60,441	8%	
Rev. (Over)/Under Exp.	\$ 581,551	\$ 641,665	\$ 650,890	\$ 9,225		
Percent Self Sustaining	22%	18%	22%			
<u>Russell Farm</u>						
	ACTUAL	YEAR END	PROPOSED	Chng From	Revised	
	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Revised</u>		
Revenues						
Rental Fees-Russell Farm	\$ (21,101)	\$ (18,000)	\$ (22,500)	\$ 0	0%	
Activity Fees-Russell Frm	\$ -	\$ -	\$ -	\$ 0	0%	
Total	\$ (21,101)	\$ (18,000)	\$ (22,500)	\$ (4,500)	25%	
Expenditures	\$ 104,093	\$ 121,709	\$ 132,189	\$ 10,480	9%	
Rev. (Over)/Under Exp.	\$ 82,992	\$ 103,709	\$ 109,689	\$ 5,980		
Percent Self Sustaining	20%	15%	17%			
<u>PPF FUND TOTALS</u>						
TOTAL REVENUES LESS SUBSIDY	\$ (2,098,256)	\$ (1,955,764)	\$ (2,105,480)	\$ (149,716)	8%	
TOTAL EXPENSES	\$ 3,341,572	\$ 3,462,420	\$ 3,525,967	\$ 63,547	2%	
Rev. (Over)/Under Exp.	\$ 1,243,316	\$ 1,506,656	\$ 1,420,487	\$ (86,169)		
Percent Self Sustaining	63%	56%	60%			
<u>PPF FUND SUBSIDY BREAKDOWN</u>						
4B Subsidy	\$ (1,297,558)	\$ (1,340,024)	\$ (1,420,487)	\$ (80,463)	6%	
General Fund Subsidy	\$ -	\$ -	\$ -	\$ -		
Total Subsidy for PPF	\$ (1,297,558)	\$ (1,340,024)	\$ (1,420,487)	\$ (80,463)	6%	
Amount (TO)/FROM PPF Fund Balance	\$ (54,242)	\$ 166,632	\$ -	\$ -		

SUPPORT SERVICES FUND

The Support Services Fund is an internal services fund that records the activities of support services functions (currently only Information Technology), and allows for the costs of these services to be reflected as expenditures of the "customer" departments. Revenues in this budget are projected at \$1,823,250, and expenditures are projected at \$1,837,366. 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 2016-17. Expenditures are projected at \$5,166.

Fund Balance

The end-of-year working capital in the Cemetery Fund is estimated to be \$653,687 in FY 2016-17, an increase of \$16,334 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 2016-17 budget are projected at \$533,995. Fund expenditures are projected at \$472,553.

Fund Balance

The end-of-year working capital in the Equipment Service Fund for FY 2016-17 is projected to be \$18,777.

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 FY 2016-17 are projected at \$1,198,366. Expenditures are estimated to be \$1,557,909. The fund will pay for the purchase of 21 pieces of equipment scheduled for replacement, and 2 new trucks – one in Parks Maintenance and one in Facilities Maintenance. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement, and there is \$300,000 included in this budget for unexpected replacements.

Fund Balance

The end-of-year working capital in the Governmental Equipment Replacement Fund is projected to be \$1,108,390 for FY 2016-17.

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

Revenues in this fund for FY 2016-17 are projected at \$352,668. Expenditures are estimated to be \$353,890. There are two pieces of water fund equipment scheduled for replacement this year and some golf course utility carts that had not previously been on the replacement program. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement. This budget includes \$200,000 for unexpected replacements. Also, a decision to replace the golf utility carts will be delayed until a decision is made concerning the course.

Fund Balance

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$663,772 for FY 2016-17.

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. The Corporation board adopts an annual budget for the Special Revenue and Debt Service funds, which is ratified by the City Council. These are presented in this document for informational purposes only.

Special Revenue Fund

Revenues in the Special Revenue Fund are projected to be \$4,334,625 in FY 2016-17, an increase of 6.2% from the \$4,083,000 estimated in the approved FY 2015-16 budget. Expenditures are projected to be \$5,351,108 in FY 2016-17, a 61% increase from the \$3,328,1680 projected for the current year in the approved FY 2015-16 budget, due primarily to some large development incentives expected in next year's budget.

Debt Service Fund

FY 2016-17 debt requirements in this fund are \$2,075,132 including \$1,495,451 principal and \$578,181 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,074,593.

TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION

The citizens of Burlison 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 Burlison 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. The Board of the Community Services Development Corporation adopts an annual budget for the Special Revenue and Debt Service funds, which is ratified by the City Council. These are presented in this document for informational purposes only.

Special Revenue Fund

Revenues in the Special Revenue Fund are projected to be \$4,177,575 in FY 2016-17, an increase of 2.4% from the \$4,081,575 estimated in the approved FY 2015-16 budget. Expenditures are projected to be \$4,228,465 in FY 2016-17, a 10.9% increase from the \$3,813,831 projected for the current year in the approved FY 2015-16 budget.

Debt Service Fund

FY 2016-17 debt requirements in this fund are \$1,895,697 including \$1,210,000 principal and \$684,647 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,894,647.

ECONOMIC DEVELOPMENT INCENTIVE FUND

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

Revenues and Expenditures

Total EDIF revenues in the proposed FY 2016-17 budget are projected at \$965,930.
Expenditures are projected at \$965,930.

ALL FUNDS SUMMARY

The proposed base budget expenditures for all funds is \$86,846,298, an increase of 8.89% from the current (FY16) adopted budget. Most of this increase is due to the increase in capital expenditures in the Governmental Equipment Replacement, and General Funds, and business incentives in the Type A corporation. A summary of all funds is tabulated below.

	<u>Current (FY16)</u>	<u>Proposed (FY17)</u>	<u>% Change</u>
GENERAL FUND	32,229,526	33,323,862	3.40%
GENERAL DEBT SERVICE FUND	5,436,257	5,967,144	9.77%
HOTEL/MOTEL TAX FUND	182,000	203,142	11.62%
WATER & WASTEWATER FUND	18,668,954	19,520,411	4.56%
SOLID WASTE FUND	3,077,246	3,193,323	3.77%
CEMETERY FUND	5,163	5,166	0.06%
PARKS PERFORMANCE FUND	3,430,504	3,525,967	2.78%
EQUIPMENT SERVICE FUND	380,389	472,553	24.23%
GOLF COURSE FUND	2,330,416	2,369,233	1.67%
GOVERNMENTAL EQP REP FUND	503,937	1,557,909	209.15%
PROPRIETARY EQP REP FUND	100,000	353,890	253.89%
SUPPORT SERVICES FUND	1,604,754	1,837,366	14.50%
ECONOMIC DEVELOPMENT INCENTIVE FUND	836,151	965,930	15.52%
4A SALES TAX REVENUE	3,328,168	5,351,108	60.78%
4A SALES TAX DEBT SERVICE	2,067,151	2,075,132	0.39%
4B SALES TAX REVENUE	3,813,831	4,228,465	10.87%
4B SALES TAX DEBT SERVICE	1,762,363	1,895,697	7.57%
TOTAL EXPENDITURES	79,756,810	86,846,298	8.89%

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. Appendix D is the Cemetery Gas Royalty Fund which currently has not projects in progress.

Conclusion

Below is a summary of key budget items/issues:

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

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.

- \$460,000 for six grant funded firefighters; \$230,000 budget impact in 2016-17

Manager's Message
Proposed FY 2016-2017 Budget

- \$50,000 for partial year funding for non-grant funded firefighter
- \$16,000 promote three fire lieutenants to captain
- \$29,000 EMS certification pay
- \$49,000 new facility maintenance position
- \$43,000 transfer 80 percent of facility maintenance position from Parks Performance Fund (BRiCk) to General Fund
- \$41,000 Upgrade Environmental Technician position from part-time to full-time
- \$20,000 seasonal staff for park maintenance
- \$30,000 partial year funding for purchasing position in anticipation of retirement
- \$18,000 part-time animal control kennel position
- \$76,000 transfer Senior Center Coordinator from Parks Performance Fund to the General Fund

The 2016-17 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)
- Appendix D. Cemetery Royalty Fund (Fund 430)

Appendix A

<h2 style="margin: 0;">City of Burlison</h2> <h3 style="margin: 0;">Capital Improvements Photo Enforcement Projects</h3> <p style="margin: 0;">D = Design R = Right-of-Way C = Construction</p>						
PROJECT	2015	2016	2017	2018	2019	COMMENTS
PHOTO ENFORCEMENT						
Crosswalk Safety Improvements						
Radio Control System for School Zones						
Johnson Midblock Crossing at Warren Park/Library		35	C			partial/phase 1 funding only
Miscellaneous Locations				20	10	C
Old Town Sidewalk Program						
OT Pedestrian Features (Parking, Handicap Ramps)						
Safe Routes to School						
Crosswalks on Summercrest / Thomas / Sundown	6					D
Miscellaneous Locations	50		10			C
School Zone/Crosswalk Enhancement						
Flashing SZ Signs on Thomas at Hughes and Mound		24				C
Miscellaneous Locations			10		10	C
Traffic Calming						
Arnold/Elk Drive						
Gardens						
Misc locations						
Traffic Count and Speed Study Eq.						
TOTAL BY YEAR - Photo Enforcement Projects	56	59	20	20	20	
CUMULATIVE TOTAL - Photo Enforcement Projects	56	115	135	155	175	

Appendix B

**Park Improvement Fund
Fund 353**

Fund Balance 9/30/2015 2,383,908

Estimated 2016 Fiscal Year Results

+ Revenues ***	1,000
- Expenditures	<u>(932,000)</u>

Est. Fund Bal @ 9/30/16 1,452,908

Projected 2017 Fiscal Year Results

Revenues	1,000
Expenditures	
Bailey Lake Park	PK0708
	<u>(235,570)</u>

Estimated Funds Available 1,218,338

Amounts dedicated to Projects (net of 2016 exp)

Contingency		(600,000)
Warren Park/Senior Parking		(115,000)
Burleson Meadows Imp.	PK0705	(2,686)
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/Ellison Landscape	PK1102	(417)
Bartlett Parking Improvements	PK1202	(8,180)
Oak Valley Trail	PK8515	<u>(646)</u>

Estimated Unallocated Balance 436,335

Appendix D

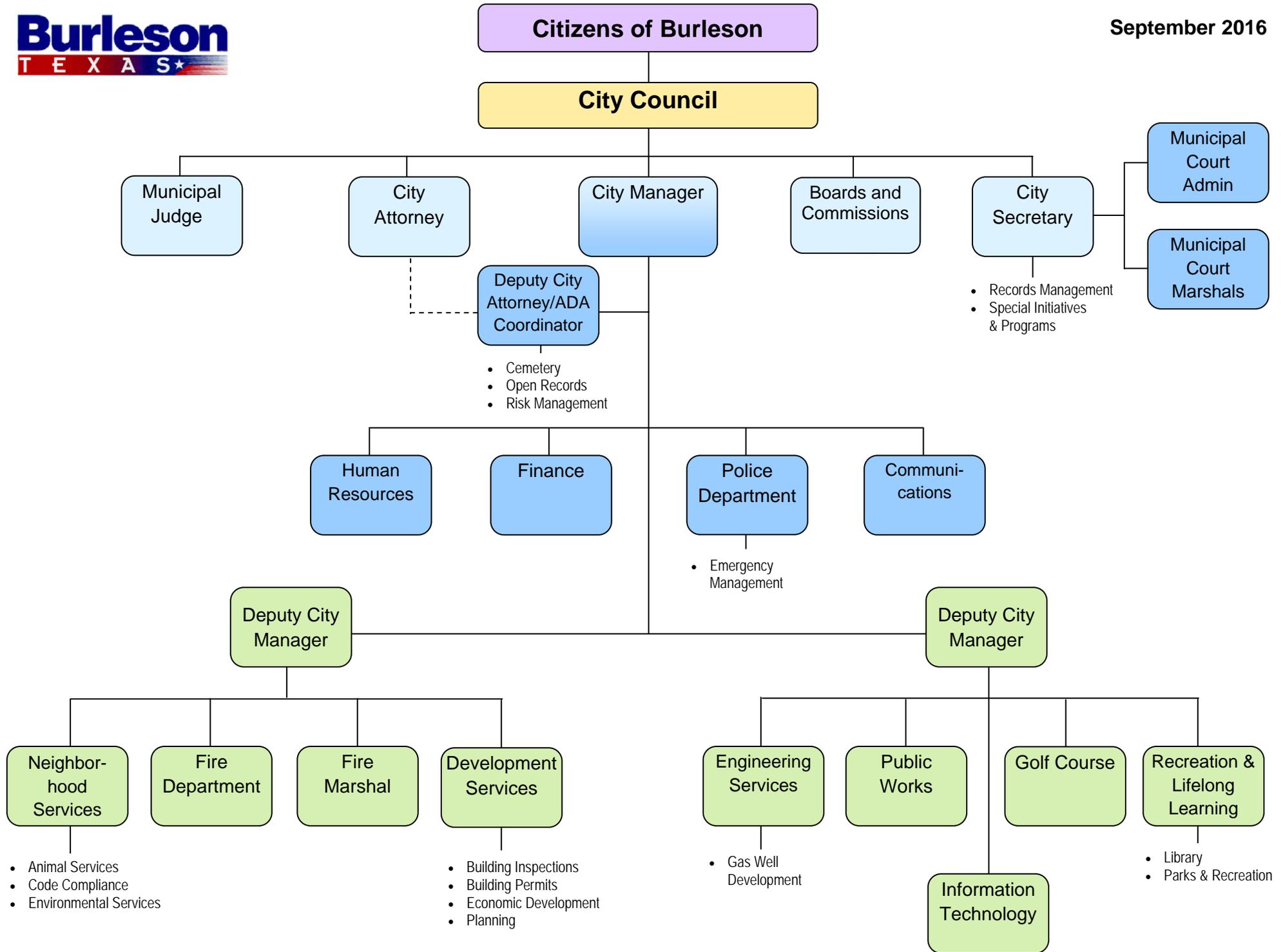
**Cemetery Royalty Fund
Fund 430**

Fund Balance 9/30/2015	1,168,274
Estimated 2016 Fiscal Year Results	
+ Revenues ***	3,000
- Expenditures	<u>(200)</u>
Est. Fund Bal @ 9/30/16	1,171,074
Projected 2017 Fiscal Year Results	
Revenues	2,000
Expenditures	<u> </u>
Estimated Funds Available	1,173,074
Amounts dedicated to Projects (net of 2016 exp)	
Contingency	(500,000)
Estimated Unallocated Balance	673,074

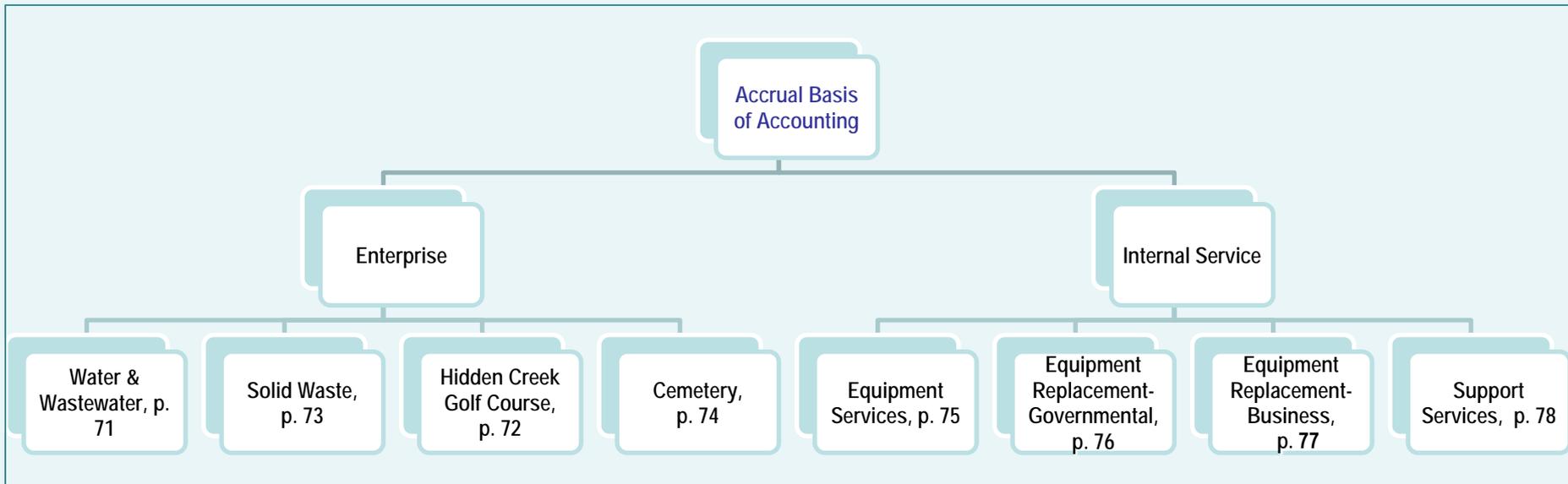
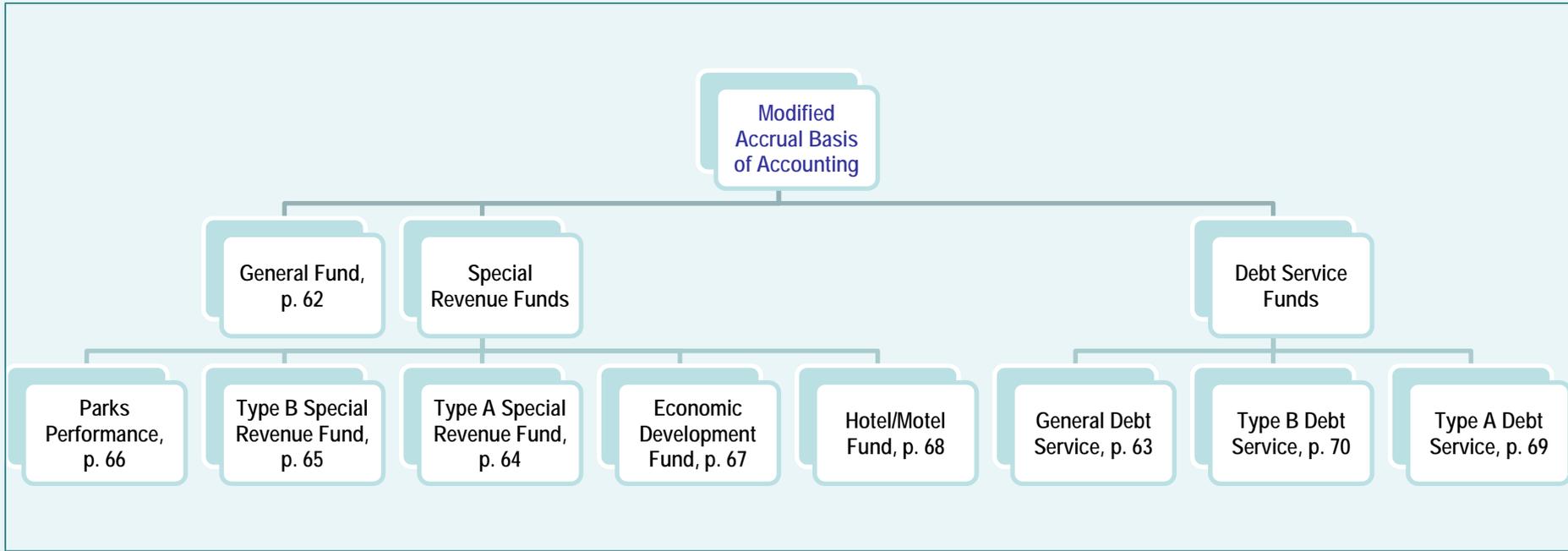
Fee Change Summary

Department/Description	Current Rate	Proposed Rate
Building and Code Inspections		
Proposed Cost for Recovery		
Cost of Irrigation Permit (Lawn Sprinker)	\$200	\$100

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City of Burleson Fund Structure By Budgetary Basis



**CITY OF BURLESON FUND DESCRIPTIONS
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)
Burleson Community Services Development Corporation (4B) Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> • 1/2 cent Sales Tax 	<ul style="list-style-type: none"> • Economic Development
4A Corporation Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> • 1/2 cent Sales Tax 	<ul style="list-style-type: none"> • Economic Development
Parks Performance Special Revenue Fund	Special Revenue Fund	<ul style="list-style-type: none"> • User Fees 	<ul style="list-style-type: none"> • Burleson Recreation Center (BRiCK) • Ballfields
General Debt Service Fund	Debt Service Fund	<ul style="list-style-type: none"> • Property Taxes 	<ul style="list-style-type: none"> • Payment of General Long-term Debt Obligations

Non-Major Funds

<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		GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
DEPARTMENT/DIVISION											
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										
3016	Marshals										
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											
5010	Development Services Admin										
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										

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.

BUDGET PROCESS OVERVIEW

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

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

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

budget require a budget amendment approved by City Council.

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

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

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

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

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

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

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

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

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

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

REVENUES

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

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

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

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

Public hearings are held for the tax rate and a public hearing also required by state law is held for the budget. Two readings of the tax rate ordinance, the budget ordinance and utility ordinances are required by City charter.

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

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

BUDGET AMENDMENTS

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

City of Burleson

Budget Calendar

March 22, 2016	Budget Preparation materials handed out to Directors.
April 1, 2016	Deadline for new positions or changes to existing positions.
April 6, 2016	Budget input training.
April 22, 2016	Deadline for IT requests and equipment requests.
May 20, 2016	Deadline for departments to have all documents to Finance and entered in HTE.
June 10, 2016	Deadline to get CMO budget books to budget team.
June 22 – June 24, 2016	Department director meetings with CMO and budget team.
July 25, 2016	Receive certified tax rolls from appraisal districts (JCAD & TAD)
July 27, 2016	Calculation of effective and rollback tax rates to governing body.
August 4, 2016	72-hour meeting notice (Open meeting notice). Work session books delivered to Council and posted on Website.
August 5, 2016	Send 1st Tax Rate Notice information to Burleson Star
August 8, 2016	Budget filed with City Secretary.
August 9, 2016	Meeting of governing body to discuss tax rate and schedule public hearing by minute order.
August 10, 2016	Publish the Notice of Property Tax Rates by September 1, 2016. Notice must also be posted on the municipality's website.
August 11, 2016	1 st Tax Rate Notification published
August 18, 2016	72-hour notice for public hearing (Open meeting notice)
August 19, 2016	Send Budget and 2 nd Tax Rate public hearing information to Burleson Star
August 22, 2016	Public Hearing for 1 st Tax Rate proposal
August 25, 2016	Budget and 2 nd Tax Rate public hearing published
September 1, 2016	72-hour notice for public hearing (Open meeting notice)
September 6, 2016	Second public hearing; schedule and announce meeting to adopt tax rate 3-14 days from this date.
September 15, 2016	72-hour notice for public hearing (Open meeting notice)
September 19, 2016	Meeting to adopt the tax rate. Because the tax rate will exceed the effective tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the governing body. Meeting is 3-14 days after second public hearing. Taxing unit must adopt tax rate by September 30 or 60 days after receiving certified appraisal roll, whichever is later.

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MAJOR GOVERNMENTAL FUND				
GENERAL FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 9,945,249	\$ 9,023,255	\$ 9,023,255	\$ 8,581,477
REVENUES				
AD VALOREM TAXES	\$ 13,904,595	\$ 14,839,239	\$ 14,800,000	\$ 15,544,332
SALES TAXES	\$ 8,170,993	\$ 8,043,000	\$ 8,200,000	\$ 8,215,000
FRANCHISE FEES	\$ 2,518,898	\$ 2,377,847	\$ 2,457,527	\$ 2,492,000
LICENSES AND PERMITS	\$ 1,125,034	\$ 1,027,750	\$ 1,023,200	\$ 953,250
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES	\$ 1,114,405	\$ 1,300,000	\$ 970,000	\$ 1,100,000
INTEREST	\$ 32,952	\$ 35,000	\$ 50,000	\$ 35,000
MISCELLANEOUS	\$ 1,333,055	\$ 1,297,854	\$ 2,170,606	\$ 1,312,468
OTHER SOURCES	\$ 2,761,173	\$ 2,902,259	\$ 4,919,699	\$ 3,399,314
TOTAL REVENUES	\$ 30,961,105	\$ 31,822,949	\$ 34,591,032	\$ 33,051,364
EXPENDITURES				
PERSONAL SERVICES	\$20,758,215	\$22,829,711	\$23,321,725	\$23,715,631
MATERIALS AND SUPPLIES	\$699,160	\$1,027,177	\$1,121,270	\$987,774
PURCHASED SERVICES & INVENTORY	\$2,691,692	\$2,957,340	\$3,197,884	\$2,826,997
MAINTENANCE AND REPAIR	\$1,852,211	\$1,996,004	\$2,190,301	\$2,177,867
OTHER EXPENDITURES	\$3,299,224	\$3,157,613	\$4,963,409	\$3,276,743
CAPITAL OUTLAY	\$2,378,408	\$261,681	\$1,048,177	\$338,850
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 31,678,910	\$ 32,229,526	\$ 35,842,766	\$ 33,323,862
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (717,805)	\$ (406,577)	\$ (1,251,734)	\$ (272,498)
GAAP ADJUSTMENT	\$ (204,189)	\$ -	\$ 809,956	\$ -
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 9,023,255	\$ 8,616,678	\$ 8,581,477	\$ 8,308,979

MAJOR GOVERNMENTAL FUND				
GENERAL DEBT SERVICE FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 857,275	\$ 873,316	\$ 873,316	\$ 774,408
REVENUES				
AD VALOREM TAXES	\$ 4,961,956	\$ 5,243,143	\$ 5,244,000	\$ 5,516,063
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 1,368,537	\$ 105,000	\$ 105,000	\$ 357,350
OTHER SOURCES	\$ 8,320,000	\$ -	\$ 11,628,884	\$ -
TOTAL REVENUES	\$ 14,650,493	\$ 5,348,143	\$ 16,977,884	\$ 5,873,413
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 14,634,452	\$ 5,436,257	\$ 17,076,792	\$ 5,967,144
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 14,634,452	\$ 5,436,257	\$ 17,076,792	\$ 5,967,144
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 16,041	\$ (88,114)	\$ (98,908)	\$ (93,731)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 873,316	\$ 785,202	\$ 774,408	\$ 680,677

MAJOR GOVERNMENTAL FUND				
4A SALES TAX REVENUE				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 5,087,651	\$ 6,297,611	\$ 6,297,611	\$ 4,296,439
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 4,147,357	\$ 4,080,000	\$ 4,100,000	\$ 4,176,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 5,781	\$ 3,000	\$ 3,000	\$ 3,000
MISCELLANEOUS	\$ 663,183	\$ -	\$ 346,866	\$ 155,625
OTHER SOURCES				
TOTAL REVENUES	\$ 4,816,321	\$ 4,083,000	\$ 4,449,866	\$ 4,334,625
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 238,072	\$ 397,150	\$ 231,270	\$ 257,184
MAINTENANCE AND REPAIR	\$ 8,620	\$ 13,950	\$ 11,818	\$ 10,750
OTHER EXPENDITURES	\$ 84,194	\$ 124,045	\$ 121,025	\$ 124,000
CAPITAL OUTLAY	\$ 10,016	\$ 25,000	\$ 35,596	\$ 25,000
DEBT SERVICE	\$ 1,009,708	\$ 535,372	\$ 1,350,069	\$ 2,441,692
TRANSFERS	\$ 10,000	\$ 500	\$ 2,069,097	\$ -
PILOT				
FRANCHISE FEE	\$ 2,245,751	\$ 2,232,151	\$ 2,632,163	\$ 2,492,482
TOTAL EXPENDITURES	\$ 3,606,361	\$ 3,328,168	\$ 6,451,038	\$ 5,351,108
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 1,209,960	\$ 754,832	\$ (2,001,172)	\$ (1,016,483)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 6,297,611	\$ 7,052,443	\$ 4,296,439	\$ 3,279,956

MAJOR GOVERNMENTAL FUND				
4B SALES TAX REVENUE				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 2,564,417	\$ 2,959,160	\$ 2,959,160	\$ 3,162,711
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 4,147,357	\$ 4,080,000	\$ 4,100,000	\$ 4,176,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 2,221	\$ 1,575	\$ 1,575	\$ 1,575
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	\$ 4,149,578	\$ 4,081,575	\$ 4,101,575	\$ 4,177,575
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 3,500	\$ 4,550	\$ 3,000	\$ 3,500
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 3,751,334	\$ 3,809,281	\$ 3,895,024	\$ 4,224,965
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 3,754,834	\$ 3,813,831	\$ 3,898,024	\$ 4,228,465
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 394,744	\$ 267,744	\$ 203,551	\$ (50,890)
GAAP ADJUSTMENT	\$ -			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 2,959,161	\$ 3,226,904	\$ 3,162,711	\$ 3,111,821

MAJOR GOVERNMENTAL FUND				
PARKS PERFORMANCE				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 532,291	\$ 586,533	\$ 586,533	\$ 419,901
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 2,089,333	\$ 2,084,880	\$ 1,948,164	\$ 2,099,880
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,454	\$ 600	\$ 600	\$ 600
MISCELLANEOUS	\$ 1,297,558	\$ 1,340,024	\$ 1,340,024	\$ 1,420,487
OTHER SOURCES	\$ 7,469	\$ 5,000	\$ 7,000	\$ 5,000
TOTAL REVENUES	\$ 3,395,814	\$ 3,430,504	\$ 3,295,788	\$ 3,525,967
EXPENDITURES				
PERSONAL SERVICES	\$ 1,884,111	\$ 1,875,062	\$ 1,911,985	\$ 1,866,384
MATERIALS AND SUPPLIES	\$ 86,706	\$ 103,436	\$ 137,847	\$ 93,521
PURCHASED SERVICES & INVENTORY	\$ 772,009	\$ 791,023	\$ 732,563	\$ 772,537
MAINTENANCE AND REPAIR	\$ 210,247	\$ 235,297	\$ 265,074	\$ 265,637
OTHER EXPENDITURES	\$ 332,194	\$ 341,570	\$ 347,070	\$ 448,072
CAPITAL OUTLAY	\$ 56,305	\$ 84,116	\$ 67,881	\$ 79,816
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 3,341,572	\$ 3,430,504	\$ 3,462,420	\$ 3,525,967
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 54,242	\$ -	\$ (166,632)	\$ -
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 586,533	\$ 586,533	\$ 419,901	\$ 419,901

MINOR GOVERNMENTAL FUND					
ECONOMIC DEVELOPMENT INCENTIVE FUND					
	2014-15		2015-16	2015-16	2016-17
	ACTUAL		BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 272,383	\$	409,834	\$	409,834
					\$ 362,334
REVENUES					
AD VALOREM TAXES	\$ 567,660	\$	611,151	\$	559,462
SALES TAXES	\$ 223,684	\$	225,000	\$	187,500
FRANCHISE FEES					
LICENSES AND PERMITS					
OTHER CHARGES FOR SERVICE					
WATER&SEWER					
FINES AND FORFEITURES					
INTEREST					
MISCELLANEOUS					
OTHER SOURCES					
TOTAL REVENUES	\$ 791,344	\$	836,151	\$	746,962
					\$ 965,930
EXPENDITURES					
PERSONAL SERVICES					
MATERIALS AND SUPPLIES					
PURCHASED SERVICES & INVENTORY					
MAINTENANCE AND REPAIR					
OTHER EXPENDITURES	\$ 653,893	\$	836,151	\$	794,462
CAPITAL OUTLAY					
DEBT SERVICE					
TRANSFERS					
PILOT					
FRANCHISE FEE					
TOTAL EXPENDITURES	\$ 653,893	\$	836,151	\$	794,462
					\$ 965,930
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 137,451	\$	-	\$	(47,500)
					\$ -
GAAP ADJUSTMENT					
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 409,834	\$	409,834	\$	362,334
					\$ 362,334

MINOR GOVERNMENTAL FUND				
HOTEL/MOTEL TAX FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 507,576	\$ 572,717	\$ 572,717	\$ 575,842
REVENUES				
AD VALOREM TAXES				
SALES TAXES	\$ 191,538	\$ 160,000	\$ 190,000	\$ 160,000
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,100			
MISCELLANEOUS				
OTHER SOURCES				
TOTAL REVENUES	\$ 192,638	\$ 160,000	\$ 190,000	\$ 160,000
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES	\$ -	\$ 1,767	\$ 1,767	\$ 1,767
PURCHASED SERVICES & INVENTORY	\$ 19,194	\$ 26,121	\$ 55,486	\$ 62,963
MAINTENANCE AND REPAIR	\$ 147	\$ 1,883	\$ 1,883	\$ 1,883
OTHER EXPENDITURES	\$ 108,156	\$ 152,229	\$ 127,739	\$ 136,529
CAPITAL OUTLAY				
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 127,497	\$ 182,000	\$ 186,875	\$ 203,142
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 65,141	\$ (22,000)	\$ 3,125	\$ (43,142)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 572,717	\$ 550,717	\$ 575,842	\$ 532,700

MINOR GOVERNMENTAL FUND				
4A SALES TAX DEBT SERVICE				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 529,026	\$ 528,259	\$ 528,259	\$ 492,820
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 266	\$ 250	\$ 250	\$ 250
MISCELLANEOUS				
OTHER SOURCES	\$ 2,109,751	\$ 2,067,151	\$ 5,680,428	\$ 2,074,593
TOTAL REVENUES	\$ 2,110,017	\$ 2,067,401	\$ 5,680,678	\$ 2,074,843
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 1,033	\$ 960	\$ 1,500	\$ 1,500
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 2,109,751	\$ 2,066,191	\$ 5,714,617	\$ 2,073,632
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,110,784	\$ 2,067,151	\$ 5,716,117	\$ 2,075,132
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (767)	\$ 250	\$ (35,439)	\$ (289)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 528,259	\$ 528,509	\$ 492,820	\$ 492,531

MINOR GOVERNMENTAL FUND				
4B SALES TAX DEBT SERVICE				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 2,564,417	\$ 2,553,697	\$ 2,553,697	\$ 2,478,182
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 641	\$ 510	\$ 510	\$ 510
MISCELLANEOUS				
OTHER SOURCES	\$ 3,081,027	\$ 1,762,363	\$ 9,360,017	\$ 1,894,647
TOTAL REVENUES	\$ 3,081,668	\$ 1,762,873	\$ 9,360,527	\$ 1,895,157
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 792	\$ 1,050	\$ 1,050	\$ 1,050
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES				
CAPITAL OUTLAY				
DEBT SERVICE	\$ 3,091,596	\$ 1,761,313	\$ 9,434,992	\$ 1,894,647
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 3,092,388	\$ 1,762,363	\$ 9,436,042	\$ 1,895,697
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (10,720)	\$ 510	\$ (75,515)	\$ (540)
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 2,553,697	\$ 2,554,207	\$ 2,478,182	\$ 2,477,642

MAJOR ENTERPRISE FUND				
WATER & WASTEWATER FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 4,275,652	\$ 4,010,652	\$ 4,010,652	\$ 3,745,890
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER	\$ 16,360,431	\$ 17,430,500	\$ 17,476,000	\$ 18,228,290
FINES AND FORFEITURES				
INTEREST	\$ 7,670	\$ 12,000	\$ 12,000	\$ 12,000
MISCELLANEOUS	\$ 2,268,175	\$ 494,000	\$ 537,257	\$ 494,000
OTHER SOURCES	\$ 886,353	\$ 834,200	\$ 639,246	\$ 840,031
TOTAL REVENUES	\$ 19,522,629	\$ 18,770,700	\$ 18,664,503	\$ 19,574,321
EXPENDITURES				
PERSONAL SERVICES	\$ 1,656,050	\$ 1,787,462	\$ 1,756,590	\$ 1,845,953
MATERIALS AND SUPPLIES	\$ 117,733	\$ 176,833	\$ 187,064	\$ 141,670
PURCHASED SERVICES & INVENTORY	\$ 7,839,728	\$ 7,969,727	\$ 8,322,330	\$ 8,092,941
MAINTENANCE AND REPAIR	\$ 322,081	\$ 292,010	\$ 300,102	\$ 316,040
OTHER EXPENDITURES	\$ 3,514,148	\$ 1,585,332	\$ 1,596,432	\$ 1,773,325
CAPITAL OUTLAY		\$ 393,548	\$ 411,089	\$ 436,851
DEBT SERVICE	\$ 1,573,453	\$ 5,147,042	\$ 5,038,658	\$ 5,524,631
TRANSFERS				
PILOT	\$ 541,620	\$ 638,000	\$ 638,000	\$ 676,000
FRANCHISE FEE	\$ 674,613	\$ 679,000	\$ 679,000	\$ 713,000
TOTAL EXPENDITURES	\$ 16,239,426	\$ 18,668,954	\$ 18,929,265	\$ 19,520,411
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 3,283,203	\$ 101,746	\$ (264,762)	\$ 53,910
GAAP ADJUSTMENT	\$ (3,548,203)			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 4,010,652	\$ 4,112,398	\$ 3,745,890	\$ 3,799,800

MAJOR ENTERPRISE FUND				
GOLF COURSE FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ (275,564)	\$ (155,857)	\$ (155,857)	\$ (157,888)
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 1,266,023	\$ 1,680,139	\$ 1,472,557	\$ 1,515,610
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 7,080	\$ 10,200	\$ 6,700	\$ 10,100
OTHER SOURCES	\$ 786,209	\$ 644,944	\$ 747,409	\$ 846,831
TOTAL REVENUES	\$ 2,059,312	\$ 2,335,283	\$ 2,226,666	\$ 2,372,541
EXPENDITURES				
PERSONAL SERVICES	\$ 1,088,490	\$ 1,238,215	\$ 1,140,856	\$ 1,252,230
MATERIALS AND SUPPLIES	\$ 77,140	\$ 104,700	\$ 99,453	\$ 102,700
PURCHASED SERVICES & INVENTORY	\$ 402,523	\$ 393,798	\$ 411,470	\$ 400,271
MAINTENANCE AND REPAIR	\$ 45,612	\$ 70,000	\$ 60,750	\$ 68,000
OTHER EXPENDITURES	\$ 369,780	\$ 522,131	\$ 514,596	\$ 544,337
CAPITAL OUTLAY	\$ (1)	\$ 1,572	\$ 1,572	\$ 1,572
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 1,983,544	\$ 2,330,416	\$ 2,228,697	\$ 2,369,110
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 75,768	\$ 4,867	\$ (2,031)	\$ 3,431
GAAP ADJUSTMENT	\$ 43,939			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ (155,857)	\$ (150,990)	\$ (157,888)	\$ (154,457)

MAJOR ENTERPRISE FUND				
SOLID WASTE FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 370,185	\$ 692,833	\$ 692,833	\$ 756,895
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 3,098,550	\$ 3,158,510	\$ 3,171,000	\$ 3,259,000
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS	\$ 2,781	\$ 1,000	\$ 1,000	\$ 1,000
OTHER SOURCES				
TOTAL REVENUES	\$ 3,101,331	\$ 3,159,510	\$ 3,172,000	\$ 3,260,000
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY	\$ 24,734	\$ 27,152	\$ 26,040	\$ 26,924
MAINTENANCE AND REPAIR				\$ 2,500
OTHER EXPENDITURES	\$ 2,595,522	\$ 2,884,983	\$ 2,915,669	\$ 3,009,862
CAPITAL OUTLAY	\$ 4,726	\$ 1,336	\$ 1,336	\$ 3,836
DEBT SERVICE	\$ 154,246	\$ 151,775	\$ 152,893	\$ 150,201
TRANSFERS		\$ 12,000	\$ 12,000	
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 2,779,228	\$ 3,077,246	\$ 3,107,938	\$ 3,193,323
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 322,103	\$ 82,264	\$ 64,062	\$ 66,677
GAAP ADJUSTMENT	\$ 545			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 692,833	\$ 775,097	\$ 756,895	\$ 823,572

MINOR ENTERPRISE FUND				
CEMETERY FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 600,690	\$ 616,016	\$ 616,016	\$ 637,353
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 3,683	\$ 4,000	\$ 4,000	\$ 4,000
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST	\$ 1,224	\$ 2,500	\$ 2,500	\$ 2,500
MISCELLANEOUS				
OTHER SOURCES	\$ 9,246	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL REVENUES	\$ 14,153	\$ 21,500	\$ 21,500	\$ 21,500
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR	\$ 148			
OTHER EXPENDITURES	\$ 215	\$ 163	\$ 163	\$ 166
CAPITAL OUTLAY		\$ 5,000		\$ 5,000
DEBT SERVICE	\$ 9,089			
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 9,452	\$ 5,163	\$ 163	\$ 5,166
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 4,701	\$ 16,337	\$ 21,337	\$ 16,334
GAAP ADJUSTMENT	\$ 10,625			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 616,016	\$ 632,353	\$ 637,353	\$ 653,687

INTERNAL SERVICE FUND				
EQUIPMENT SERVICE FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ (154,008)	\$ (50,604)	\$ (50,604)	\$ (42,665)
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE	\$ 519,703	\$ 378,105	\$ 380,705	\$ 522,995
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 11,279	\$	\$ 11,000	\$ 11,000
TOTAL REVENUES	\$ 530,982	\$ 378,105	\$ 391,705	\$ 533,995
EXPENDITURES				
PERSONAL SERVICES	\$ 324,684	\$ 242,046	\$ 233,014	\$ 231,873
MATERIALS AND SUPPLIES	\$ 22,390	\$ 20,168	\$ 29,088	\$ 20,168
PURCHASED SERVICES & INVENTORY	\$ 33,475	\$ 50,927	\$ 42,441	\$ 100,714
MAINTENANCE AND REPAIR	\$ 5,912	\$ 6,245	\$ 8,350	\$ 6,245
OTHER EXPENDITURES	\$ 41,448	\$ 37,736	\$ 37,736	\$ 36,521
CAPITAL OUTLAY		\$ 23,267	\$ 33,137	\$ 77,032
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 427,909	\$ 380,389	\$ 383,766	\$ 472,553
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 103,073	\$ (2,284)	\$ 7,939	\$ 61,442
GAAP ADJUSTMENT	\$ 331			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ (50,604)	\$ (52,888)	\$ (42,665)	\$ 18,777

INTERNAL SERVICE FUND				
GOVERNMENTAL EQP REP FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 699,684	\$ 1,167,099	\$ 1,167,099	\$ 1,468,033
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,107,924	\$ 1,282,505	\$ 1,282,505	\$ 1,198,366
TOTAL REVENUES	\$ 1,107,924	\$ 1,282,505	\$ 1,282,505	\$ 1,198,366
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY			\$ 6,100	
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 572,266			
CAPITAL OUTLAY	\$ 640,509	\$ 503,937	\$ 975,471	\$ 1,557,909
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 1,212,775	\$ 503,937	\$ 981,571	\$ 1,557,909
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ (104,851)	\$ 778,568	\$ 300,934	\$ (359,543)
GAAP ADJUSTMENT	\$ 572,266			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 1,167,099	\$ 1,945,667	\$ 1,468,033	\$ 1,108,490

INTERNAL SERVICE FUND				
PROPRIETARY EQP REP FUND				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ 353,064	\$ 379,674	\$ 379,674	\$ 664,994
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 283,558	\$ 385,320	\$ 385,320	\$ 352,668
TOTAL REVENUES	\$ 283,558	\$ 385,320	\$ 385,320	\$ 352,668
EXPENDITURES				
PERSONAL SERVICES				
MATERIALS AND SUPPLIES				
PURCHASED SERVICES & INVENTORY				
MAINTENANCE AND REPAIR				
OTHER EXPENDITURES	\$ 256,948			
CAPITAL OUTLAY	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 256,948	\$ 100,000	\$ 100,000	\$ 100,000
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 26,610	\$ 285,320	\$ 285,320	\$ 252,668
GAAP ADJUSTMENT				
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 379,674	\$ 664,994	\$ 664,994	\$ 917,662

INTERNAL SERVICE FUND				
SUPPORT SERVICES				
	2014-15	2015-16	2015-16	2016-17
	ACTUAL	BUDGET	ESTIMATE	BUDGET
BUDGETED BEGINNING FUND BALANCE / WORKING CAPITAL	\$ (42,614)	\$ 106,405	\$ 106,405	\$ 175,484
REVENUES				
AD VALOREM TAXES				
SALES TAXES				
FRANCHISE FEES				
LICENSES AND PERMITS				
OTHER CHARGES FOR SERVICE				
WATER&SEWER				
FINES AND FORFEITURES				
INTEREST				
MISCELLANEOUS				
OTHER SOURCES	\$ 1,580,484	\$ 1,623,603	\$ 1,653,403	\$ 1,823,250
TOTAL REVENUES	\$ 1,580,484	\$ 1,623,603	\$ 1,653,403	\$ 1,823,250
EXPENDITURES				
PERSONAL SERVICES	\$ 807,643	\$ 830,743	\$ 839,927	\$ 874,572
MATERIALS AND SUPPLIES	\$ 95,301	\$ 99,500	\$ 104,789	\$ 95,496
PURCHASED SERVICES & INVENTORY	\$ 43,899	\$ 84,033	\$ 49,130	\$ 49,839
MAINTENANCE AND REPAIR	\$ 464,185	\$ 525,350	\$ 525,350	\$ 546,115
OTHER EXPENDITURES	\$ -	\$ 628	\$ 628	\$ 1,244
CAPITAL OUTLAY	\$ 105,613	\$ 64,500	\$ 64,500	\$ 270,100
DEBT SERVICE				
TRANSFERS				
PILOT				
FRANCHISE FEE				
TOTAL EXPENDITURES	\$ 1,516,641	\$ 1,604,754	\$ 1,584,324	\$ 1,837,366
INCREASE/(DECREASE) IN FUND BALANCE/WORKING CAPITAL	\$ 63,843	\$ 18,849	\$ 69,079	\$ (14,116)
GAAP ADJUSTMENT	\$ 85,176			
BUDGETED ENDING FUND BALANCE / WORKING CAPITAL	\$ 106,405	\$ 125,254	\$ 175,484	\$ 161,368

EXPLANATION OF CHANGES IN FUND BALANCE GREATER THAN 10%

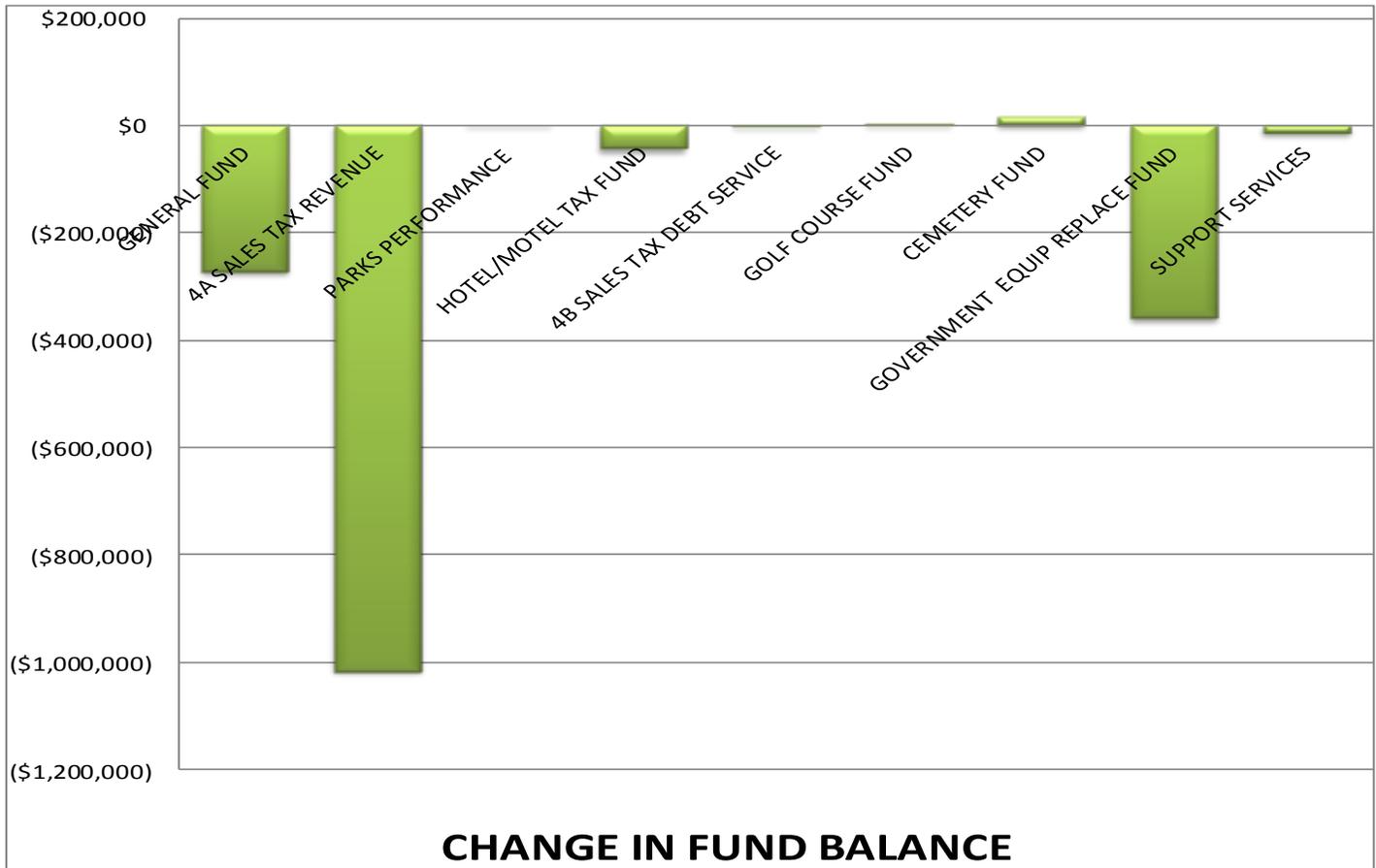
GENERAL DEBT SERVICE FUND: The 2017 fund balance for this fund is projected to be about 12% less primarily due to the city's increased debt obligation.

4A SALES TAX REVENUE FUND: The 2017 balance for this fund is projected to increase 24% primarily due to no anticipated transfer out.

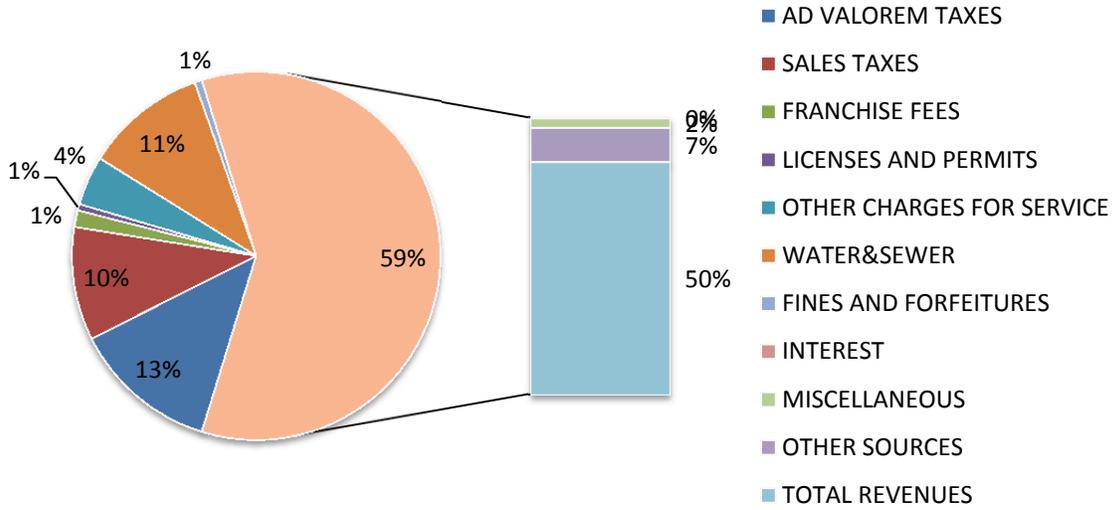
EQUIPMENT SERVICE FUND – The 2017 fund balance for this fund is projected to be about \$61,500 more due growth.

PROPRIETARY EQUIPMENT REPLACEMENT FUND – The decrease in fund balance in this fund is due to fewer pieces of equipment scheduled to be purchased this year, yet relatively the same revenue in order to pay for future replacement.

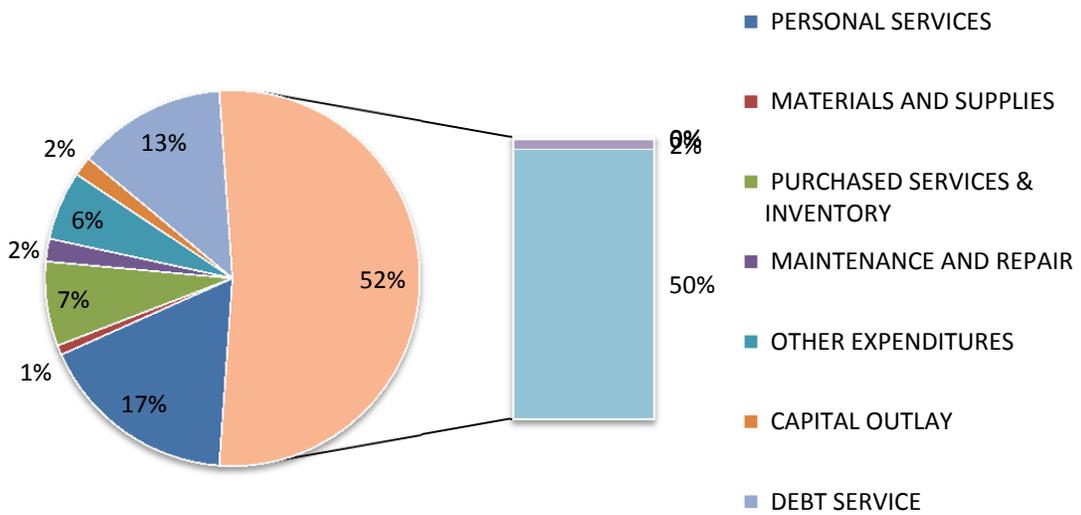
GOVERNMENTAL EQUIPMENT REPLACEMENT FUND – The decrease in fund balance in this fund is due to more pieces of equipment scheduled to be purchased this year, yet the revenue remained relatively the same in order to pay for future replacements.



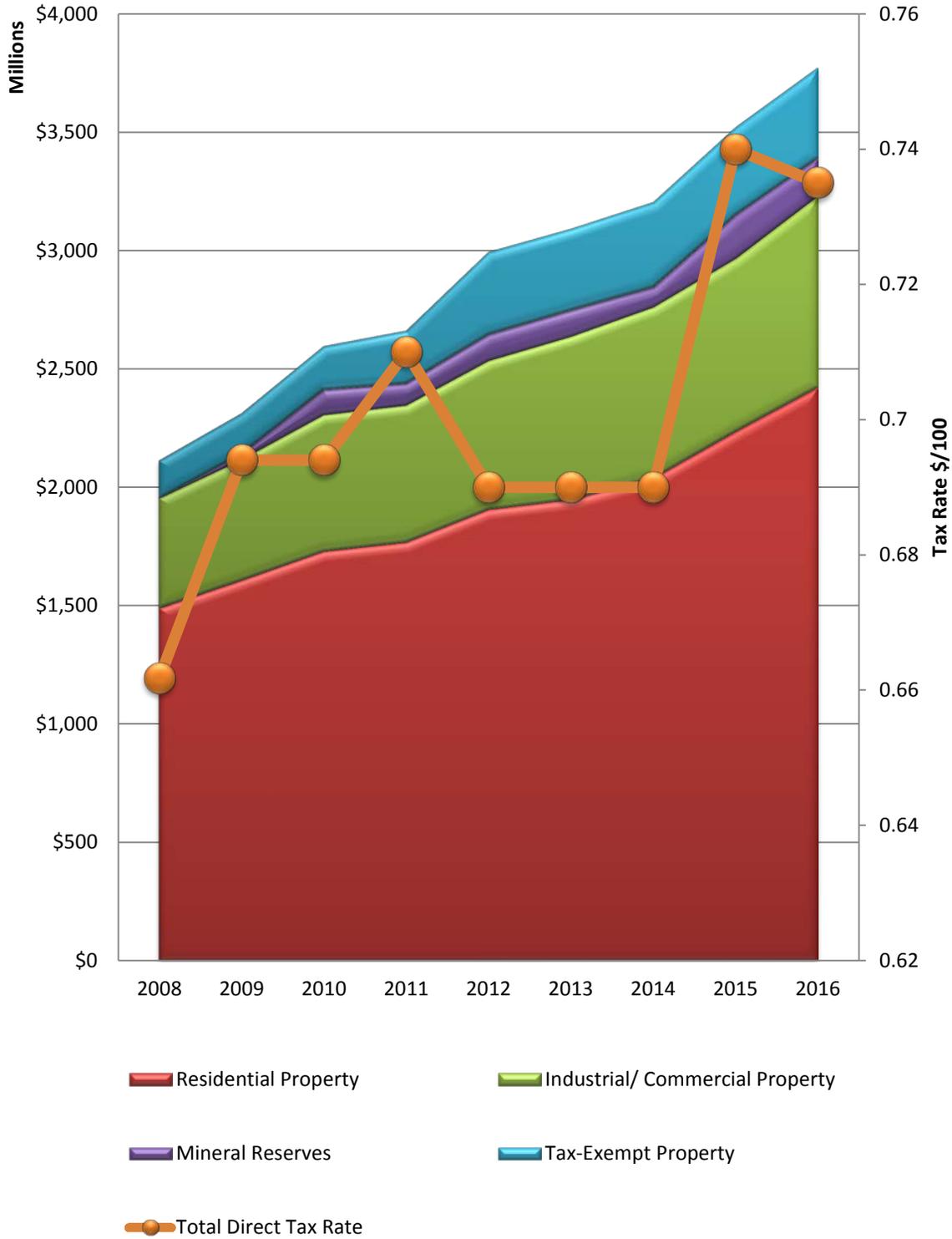
BUDGETED REVENUES CITY-WIDE 2016-17



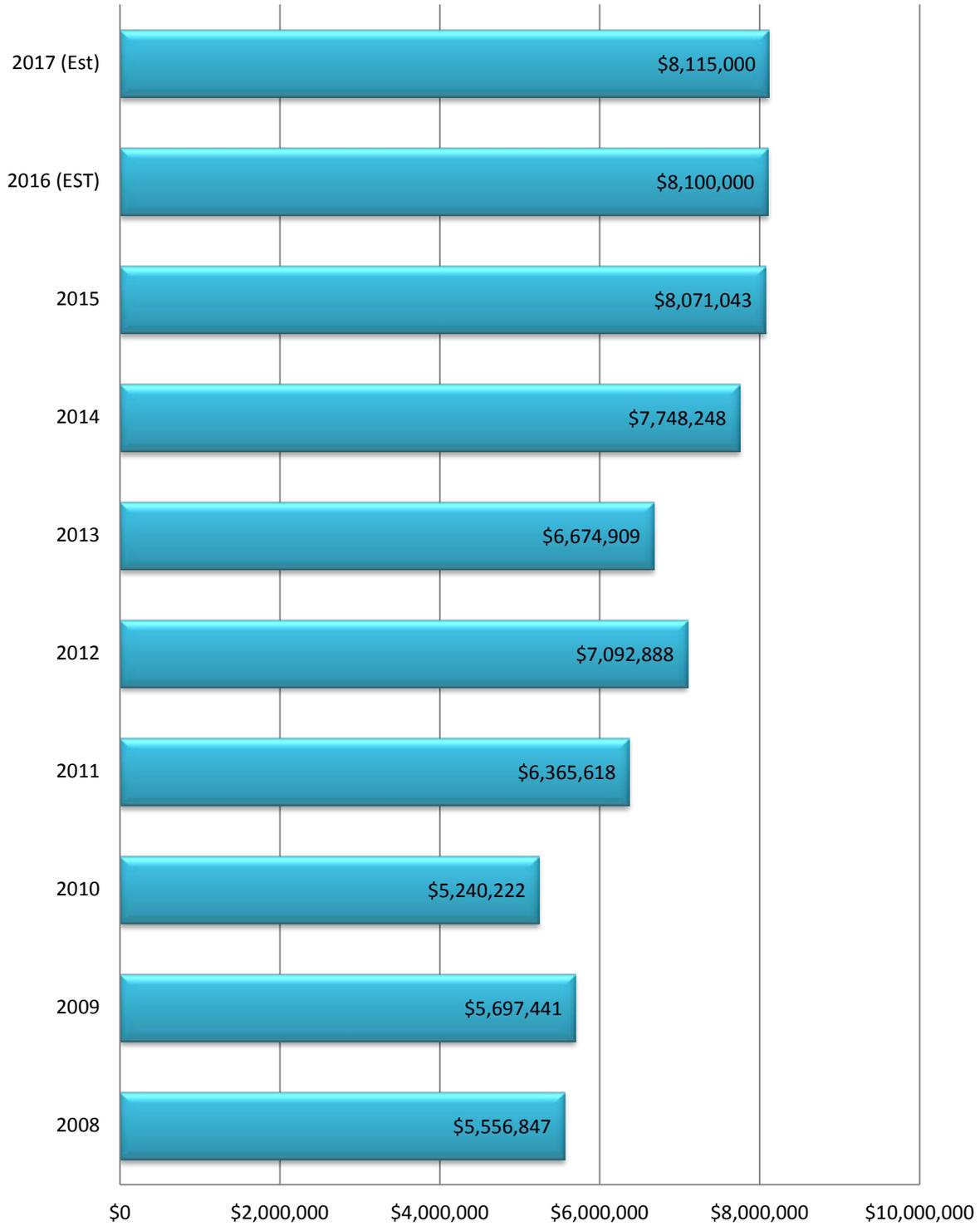
BUDGETED CITY-WIDE EXPENDITURES BY CLASS 2016-17



Assessed Taxable Property Values and Tax Rate History



Sales and Use Tax History



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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 2017 for items other than the Capital Improvement Program can be found on page 19 of the Manager's Message.

MAINTENANCE AND OPERATIONS OF COMPLETED CAPITAL PROJECTS

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

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

LEGAL DEBT MARGIN FOR GENERAL OBLIGATIONS:

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

CURRENT GENERAL LONG-TERM DEBT RATE

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

CAPITAL IMPROVEMENT PROGRAM					
SUMMARY SHEET (in 1,000's)					
PROJECT	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected
STREETS					
Alsbury Boulevard (Candler to Hulén)	2,800	-	-	-	-
Annual Sidewalk Program	200	200	200	200	200
McAlister Blvd	159	-	-	-	-
N/S Connector E. of I35W from Renfro to Spinks	40	-	-	-	-
Neighborhood Street Reconstruction	347	347	347	400	578
Old Town Mobility Improvements	-	150	-	-	-
Railroad Quiet Zone (Alsbury)	-	200	200	240	-
Hemphill Bridge	-	-	-	650	874
ROW Acquisition	193	193	193	193	193
Renfro Street - SH174 (Intersection)	-	-	500	1,500	580
Renfro Street - SH 174 to Alsbury Boulevard	250	284	-	-	-
Traffic Calming	400	199	-	-	-
Transportation Safety - Signals	218	127	-	-	-
DRAINAGE					
McAlister Mitigation	300	-	-	-	-
WATER					
Rehabilitation w/Street Rebuild	300	315	330	150	365
Rehabilitation/Independent	400	420	440	200	485
Public Works Water Main Replacement	100	105	110	116	121
Turkey Peak Pump Station	284	92	1,285	1,200	86
McNairn 16-inch Main	100	125	1,040	671	-
Hidden Vistas to Dobson Mains	-	65	47	315	600
SH174 to FM731 Main	-	80	81	98	787
Renfro-Crowley Mains	5	70	75	125	452
Mountain Valley Elevated Storage	-	100	398	-	600
Offsite Fort Worth Water Supply	-	-	-	300	840
Alsbury No. 2 PS Expansion	300	-	-	25	290
Upper Pressure Plane 16-inch Main	-	-	-	-	100
Ground Storage Tank - Hulén	70	2,803	-	-	-

CAPITAL IMPROVEMENT PROGRAM					
SUMMARY SHEET (in 1,000's)					
PROJECT	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected
SEWER					
Rehabilitation w/Street Rebuild	300	315	330	350	365
Sewer Rehabilitation / Independent	450	420	440	460	485
Public Works Sewer Main Replacement	100	105	110	116	121
North Creek Relief (Non-M.H)	-	-	-	-	-
Village Creek East - Main	206	116	-	-	-
Oakbrook to Wilshire - Main	93	405	251	-	-
Lakeview to CR 913 - Main	117	373	925	-	-
Shannon Ck North - Main	-	-	-	-	-
SE John Jones Dr to Tantarra Dr	165	150	346	601	-
Quil Miller (South) - Main	75	195	506	-	-
West Shannon Creek - Main	465	-	-	-	-
Chisholm Trail - Lift Station	350	260	3,222	1,227	-
Lift Station - CR914	-	-	252	8	-
Town Creek NW Parallel - Main	-	45	120	200	213
FM731 to Village Creek - Main	-	25	218	125	750
Oakbrook to FM731 - Main	-	100	265	1,600	210
Willow Creek - Main	10	131	325	275	1,357
Southwest Burleson Lift Station	-	-	-	-	200
PARKS					
Bartlett Park Soccer Complex	321	-	-	-	-
Bailey Lake Park	1,451	-	-	-	-
Village Creek Trail - Segment 3 - Chisenhall to SH174	1,000	-	-	-	-
Village Creek Trail - Segment 4 - SH174 to FM 731	800	-	-	-	-
Chisenhall Fields - Phase 2	500	-	-	-	-
10 Mil Loop - 3 Missing Trail Links	3,200	-	-	-	-
Land Acquisition	-	-	-	-	1,000
Warren Park Parking	85	-	350	-	-
Senior Center Parking	30	-	-	-	-
Mistletoe Hill Fencing	8	-	-	-	-
Dog Park	350	-	-	-	-
Playground Shade Structures	105	133	-	-	-
Totals (in 1,000's)	16,647	8,648	12,906	11,345	11,852

FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON

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

**CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2016**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2016	2,953,295	1,876,767	4,830,061
2017	3,306,835	2,298,157	5,604,992
2018	3,469,732	2,076,843	5,546,575
2019	3,510,846	1,967,346	5,478,192
2020	3,616,423	1,846,564	5,462,987
2021	3,763,771	1,709,633	5,473,404
2022	3,654,991	1,573,351	5,228,342
2023	3,966,741	1,422,802	5,389,543
2024	4,297,391	1,252,292	5,549,683
2025	4,543,603	1,070,216	5,613,818
2026	3,786,545	887,630	4,674,174
2027	3,513,971	716,709	4,230,680
2028	3,078,971	565,953	3,644,924
2029	1,948,824	458,413	2,407,237
2030	2,033,824	375,475	2,409,299
2031	1,506,251	298,425	1,804,676
2032	1,576,251	230,944	1,807,194
2033	1,605,000	160,975	1,765,975
2034	1,675,000	88,488	1,763,488
2035	920,000	35,925	955,925
2036	510,000	10,200	520,200
2037	-	-	-
<hr/>			
TOTAL	<u>\$ 61,878,711</u>	<u>\$ 22,959,146</u>	<u>\$ 84,837,857</u>

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2016

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	1,520,550	943,475	2,464,025
2016	1,602,063	746,149	2,348,212
2017	1,665,451	765,531	2,430,982
2018	1,733,840	683,859	2,417,698
2019	1,779,655	621,270	2,400,925
2020	1,846,648	555,784	2,402,432
2021	1,905,587	486,645	2,392,232
2022	1,572,580	416,295	1,988,875
2023	1,463,402	363,103	1,826,505
2024	1,349,038	315,726	1,664,763
2025	1,466,684	269,877	1,736,561
2026	863,456	229,039	1,092,495
2027	896,029	194,059	1,090,088
2028	931,029	157,071	1,088,100
2029	571,176	128,021	699,197
2030	596,176	105,898	702,074
2031	618,750	81,400	700,149
2032	643,750	55,875	699,624
2033	625,000	30,175	655,175
2034	350,000	8,750	358,750
	<hr/>	<hr/>	<hr/>
TOTAL	<u>\$ 24,000,859</u>	<u>\$ 7,158,003</u>	<u>\$ 31,158,862</u>

BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2016

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2015	970,000	556,320	1,526,320
2016	1,080,000	515,191	1,595,191
2017	1,210,000	684,649	1,894,649
2018	1,270,000	585,808	1,855,808
2019	1,285,000	544,225	1,829,225
2020	1,320,000	499,875	1,819,875
2021	1,370,000	450,225	1,820,225
2022	970,000	400,325	1,370,325
2023	1,005,000	362,950	1,367,950
2024	1,040,000	320,538	1,360,538
2025	1,085,000	275,750	1,360,750
2026	1,140,000	224,100	1,364,100
2027	1,030,000	170,875	1,200,875
2028	1,085,000	119,900	1,204,900
2029	285,000	88,450	373,450
2030	295,000	76,850	371,850
2031	305,000	64,850	369,850
2032	315,000	52,450	367,450
2033	335,000	39,450	374,450
2034	345,000	25,850	370,850
2035	360,000	12,475	372,475
TOTAL	<u>\$ 18,100,000</u>	<u>\$ 6,071,105</u>	<u>\$ 24,171,105</u>

**CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2016**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2012	2,290,000	1,771,942	4,061,942
2013	2,545,000	1,773,652	4,318,652
2014	2,750,000	1,698,719	4,448,719
2015	3,015,000	1,724,237	4,739,237
2016	3,280,000	1,755,654	5,035,654
2017	3,605,000	1,916,631	5,521,631
2018	3,615,000	1,754,785	5,369,785
2019	3,385,000	1,652,656	5,037,656
2020	3,335,000	1,542,331	4,877,331
2021	3,355,000	1,421,819	4,776,819
2022	3,450,000	1,298,969	4,748,969
2023	3,595,000	1,159,619	4,754,619
2024	3,755,000	1,005,163	4,760,163
2025	3,465,000	850,172	4,315,172
2026	3,090,000	705,425	3,795,425
2027	2,680,000	577,822	3,257,822
2028	1,990,000	477,081	2,467,081
2029	1,745,000	399,613	2,144,613
2030	1,835,000	324,572	2,159,572
2031	1,920,000	243,850	2,163,850
2032	1,460,000	172,025	1,632,025
2033	1,210,000	116,200	1,326,200
2034	1,120,000	66,325	1,186,325
2035	740,000	29,050	769,050
2036	405,000	8,100	413,100
TOTAL	<u>\$ 63,635,000</u>	<u>\$ 24,446,411</u>	<u>\$ 88,081,411</u>

CITY OF BURLESON HIDDEN CREEK GOLF COURSE PRINCIPAL AND INTEREST REQUIREMENTS As of September 30, 2016

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2017	252,714	105,617	358,331
2018	261,429	95,334	356,763
2019	274,500	84,616	359,116
2020	291,929	73,287	365,216
2021	300,643	61,435	362,078
2022	322,429	48,974	371,403
2023	339,857	35,729	375,586
2024	348,572	21,960	370,532
2025	374,714	7,494	382,208
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
TOTAL	<u>\$ 2,766,787</u>	<u>\$ 534,446</u>	<u>\$ 3,301,233</u>

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DETAILED DEPARTMENTAL BUDGETED FTEs

	<i>FY 2015</i>	<i>FY 2016</i>	<i>FY 2017</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
City Manager	4	5	5	0	
Economic Dev	2.5	2.5	2.5	0	
Development Services	2	2	2.5	0.5	Added Assistant Director of Development (50%)
H.R.	4	4	4	0	
Legal Services	1	1	1	0	
Communications	1	1	2	1	Changed Public Info Officer to Marketing/Comm Director & added Communication Coordinator
City Secretary	4.5	4.5	4	-0.5	Executive Assistant moved to Library/Parks Maint. & part-time City Admin Coordinator was eliminated
Records	1	1	1	0	
Library	11	12	10.8	-1.2	Director & Sr. Admin Secretary moved to PPF & Executive Assistant (80%) moved from City Secretary's Office
Finance	9	9	8	-1	Financial Analyst moved to Engineering
Support Services	1	1	1	0	
Purchasing	1	1	1	0	
Police	83	85	85	0	
Fire	38	40	46.5	6.5	Added six grant funded Firefighters & partial year funding for non-grant funded Firefighter
Fire Prevention	3	3	3	0	
Judicial	2	2	2	0	
Municipal Court	5.5	5.5	3	-2.5	Re-organization of department
Marshals	3	4	3	-1	Eliminated one City Marshal position
Public Works Admin	5	6	6	0	
Street	11	11	11	0	
Street Drainage	5	5	4	-1	Moved Superintendent to Facilities
Street Traffic Maint	2	2	2	0	
Facilities	2	2	4	2	Moved Rec Center Maint. Tech from PPF & Superintendent from Streets
Neighborhood Serv	2	2	2	0	
Animal Services	5	5	5.5	0.5	Added Kennel Tech (part-time)
Environmental Serv.	1.5	1.5	2	0.5	Changed Technician from part-time to full-time
Community Devel.	3	5	5	0	
Bldg Inspections	6	6	6	0	
Code Compliance	3	3	3	0	

DETAILED DEPARTMENTAL BUDGETED FTEs

	<i>FY 2015</i>	<i>FY 2016</i>	<i>FY 2017</i>	<i>DIFFERENCE</i>	<i>EXPLANATION</i>
Engineering - Capital	5.34	5.34	7.34	2	Added Financial Analyst from Finance & Gas Well Supervisor from Gas Well Development
Engineering - Development	1.93	2.93	2.93	0	
Gas Well Develop.	3.07	2.73	1.73	-1	Gas Well Supervisor moved to Engineering - Capital
Parks/Recreation	2	2	2	0	
Recreation	1	1	1	0	
Park Maint	12	12	14.2	2.2	Sr Parks Planner moved from PPF, Executive Asst. (20%) moved from City Secretary's Office & Temp. Parks Maint. Worker was added
Sr. Citizen Ctr.	1.92	1.92	2.92	1	Senior Center Supervisor moved from PPF
BRiCk	58	58	61	3	Added part-time CSAs, Lifeguards, & Camp Counselors/Move Senior Center Supervisor & Maintenance Tech to GF
Athletic Fields	10	10	10	0	
Russell Farm	1	1	1	0	
Water Operations	16	16	16	0	
Wastewater Operations	5	5	5	0	
UCS	8	8	8	0	
Golf Administration	2	2	2	0	
Golf Club House	6.5	6.5	6.5	0	
Golf Maintenance	9	9	8.5	-0.5	Reduce part-time Groundskeeper salary by 50%
Golf Food/Bev	4.43	5.85	5.85	0	
Solid Waste	1	1	1	0	
Equipment Services	4	3	3	0	
Info Technology	8	8	8	0	
	382.19	393.27	403.77	10.5	FTEs



CITY MANAGER'S OFFICE

GENERAL GOVERNMENT

Mission Statement:

The City Manager's Office is responsible for the day-to-day operation of all city operations. The City Manager is appointed by and serves at the pleasure of the Burleson City Council. The Deputy City Manager, Executive Assistant, and Development & Process Improvement Manager are a part of the City Manager's Office.

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Proceed with the design and construction of projects included in the 2014 debt issuances.
2. Continue pursuit of higher education partnership(s).
3. Update Water/Wastewater Master Plan and 121/135 Land Use Plan.
4. More fully incorporate performance measures throughout the City.
5. Continue development and training through Burleson University.
6. Continue to actively address substandard structures.
7. Meet public safety demands.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	664,373	900,057	933,978	904,142
Materials & Supplies	1,315	23,250	16,250	1,250
Operating Expenditures	3,215	5,866	5,191	6,146
Maintenance & Repair	0	0	0	0
Other Expenditures	23,234	33,514	33,514	21,491
Capital Outlay	0	6,000	5,601	0
TOTAL	692,137	968,687	994,534	933,029

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
City Manager	1	1	1	1
Deputy City Manager	1	2	2	2
Executive Assistant	1	1	1	1
Development & Process Improvement Manager	1	1	1	1
TOTAL PERSONNEL	4	5	5	5



HUMAN RESOURCES

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 as it relates to Human Resources, 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 monitor changes that may impact industry related wages, total compensation, and benefits striving for a competitive place in the market.
3. To review the benefits program (health, dental, life, ancillary coverage), and make changes where required to meet the need and the budget.
4. To streamline recordkeeping and internal procedures in an effort to be more efficient and control the volume of information coming in.

Objectives for Fiscal Years 2016-2017:

1. Further the paperless recordkeeping efforts within the department while developing efficient retrieval systems for records.
2. Educate employees on health benefits issues including how to be more consumer driven and learn to use healthcare benefits for maximum effect. This includes building a broader employee knowledge base on how employee engagement and cost containment matter in the area of employee health benefits.
3. 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.
4. Find creative ways to highlight employee accomplishments.
5. Cross-train in some areas within H.R. staff.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	415,069	465,019	461,481	472,818
Materials & Supplies	16,107	23,750	18,600	24,800
Operating Expenditures	35,979	84,102	74,800	78,758
Maintenance & Repair	-	-	0	-
Other Expenditures	26,004	25,331	25,331	24,339
Capital Outlay	-	-	0	-
TOTAL	493,159	598,202	580,212	600,715

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Human Resources	1	1	1	1
Human Resources Generalist I	1	1	1	1
Human Resources Generalist II	1	1	1	1
Benefits Manager	1	1	1	1
TOTAL	4	4	4	4

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Customer Service Survey Results	*	*	*	#
Job Vacancy Forms Processed	85	95	95	97
Applications Processed	3,219	3,500	3,500	3,800
New Employees Hired/Oriented	125	140	140	145
Terminations	101	100	100	90
Retirements	2	8	8	5
Work related injuries	66	60	75	60

* This is a new performance measure and there is no data available for the previous fiscal year

SIGNIFICANT CHANGES

No significant changes anticipated in H.R. staffing or programs for 2016-2017. Possible relocation of department in FY2017. Benefit changes, if any, will be reflective of claims experience and trend.

Employee Recognition Luncheons





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 Marketing/Communications 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 Marketing/Communication Director 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 bill board, 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 develop a comprehensive marketing/communication plan.

Objectives for Fiscal Years 2016-2017:

1. To respond immediately and disseminate information quickly concerning public safety incidents, traffic issues, environmental/health issues, and weather-related issues.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	107,665	111,650	170,737	215,940
Materials & Supplies	360	5,500	5,760	5,500
Operating Expenditures	39,941	9,375	9,407	9,635
Maintenance & Repair	-	-	-	-
Other Expenditures	8,526	7,516	7,516	7,194
Capital Outlay	-	-	-	-
TOTAL	156,492	134,041	193,420	238,269

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Public Information Officer	1	1	1	0
Marketing / Communications Director	0	0	0	1
Communication Coordinator	0	0	0	1
TOTAL PERSONNEL	1	1	1	2

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Social Media metrics				
City of Burleson Likes-average	11,000	12,500	12,500	12,500
City of Burleson Engagement-average percentage	60%	50%	50%	50%
City of Burleson Total Reach	60,000	60,000	60,000	60,000
Animal Shelter Likes-average	3,700	4,000	4,000	4,000
Animal Shelter Engagement-average percentage	35%	35%	35%	35%
Animal Shelter Total Reach	7,200	7,200	7,200	7,200
City Focus Newsletters	10	10	10	10
News Releases	185	185	185	185
E-News Feature Articles/Sidebars	925	925	925	925
Breaking News (issue within 24 hrs)	100%	100%	100%	100%
Public Safety (Everbridge, City Web site; issue immediately)	100%	100%	100%	100%
City festivals/events coverage	50	50	50	50
News Releases	55	55	55	55
E-News Feature Articles	225	225	225	225
Facebook	220	220	220	220
City Focus	110	110	110	110
Twitter	55	55	55	55
Google Plus	55	55	55	55
E-Newsletters (1 / week)	56	56	56	56

SIGNIFICANT CHANGES

FAR OUT FAMILY FUN CAMPOUT AND FISHING ADVENTURES AT BAILEY LAKE

SPRING 2016





CITY SECRETARY'S OFFICE

GENERAL GOVERNMENT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Promote an open path of communication to the City Council.
2. Improve clear and easy path for anyone to obtain city records and information.
3. Promote Community engagement through Community Initiatives.
4. Conduct Elections legally and with the utmost integrity.

Objectives for Fiscal Years 2016-2017:

1. Continue to market Connect with Council—through social media, brochures, email blasts, targeted groups and city events.
2. Implement Optiview (Electronic Content Management) throughout the city adding departments and users.
3. Continue to grow all the city's community initiatives through larger events, marketing and partnerships in the community.
4. Continue to enhance and promote more direct portals of communication for citizens to interact with City Council.

MAJOR GOALS & OBJECTIVES - COMMUNITY INITIATIVES

Mission Statement:

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

Major Goals:

1. Increase partnerships with community organizations to promote a comprehensive directory and greater public awareness of health and wellness opportunities in the community—Be Healthy.
2. 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.
3. 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 2015-2016:

1. Be Healthy—Strengthen current partnerships and develop new opportunities to promote Burleson as a widely recognized health and wellness 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 continue to develop the framework for a youth master plan through public forums, dialogue, and surveys.
3. Burleson Opportunity Fund- Support the board of directors and BOF partners in promoting program awareness, development, finances, and events.



2016 Be Healthy 5k/10k

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	397,937	421,293	453,029	433,916
Materials & Supplies	9,001	500	1,400	1,400
Operating Expenditures	9,347	14,100	16,550	14,100
Maintenance & Repair	0	0	4,800	0
Other Expenditures	87,937	124,060	115,460	137,809
Capital Outlay	0	0	0	0
TOTAL	504,222	559,953	591,239	587,225

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Community Initiatives Manager	1	1	1	1
Executive Assistant	1	1	1	0
Assistant to the City Council	0	0	1	1
City Admin Coordinator (part-time)	0.5	0.5	0	0
TOTAL PERSONNEL	4.5	4.5	5	4

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
All City meetings held in compliance with Texas Open Meeting Act	Yes	Yes	Yes	Yes
Legal administrative compliance for open meetings including posting, publication, minutes and filings	100%	100%	100%	100%
Elections conducted according to State Law	3	2	0	1
Community Initiative event participation	3	3	6	12
Proclamations and City Tours	31	28	30	30
Mayor's Youth Council Events attended	N/A	N/A	11	14



*Mayor's Youth Council
Public Art*

2015—2016





RECORDS & INFORMATION

GENERAL GOVERNMENT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Year 2015-2016:

1. Implementation of yearly inter-departmental scheduling, cataloging, scanning and process improvement for electronic records conversion.
2. Continue to pioneer new procedures for providing excellent customer service while increasing productivity and cost savings through proper records destruction and electronic records use.
3. Complete full electronic conversion, allocation and mapping of city land file records for greater efficiencies across multiple departments.
4. Create and implement electronic records content management system (Optiview) basic end user training program facilitated through Burleson University.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	82,339	70,557	74,545	76,814
Materials & Supplies	1,860	5,200	6,260	1,500
Operating Expenditures	66,219	15,850	24,186	15,700
Maintenance & Repair	0	0	0	0
Other Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	150,418	91,607	104,991	94,014

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Records & Information Specialist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Number of boxes held in off site storage facility	1,565	1,671	1,671	1,400
Percentage of quarterly destructions held according to Texas State Library Retention Standards	100%	100%	100%	100%
Total number of boxes destroyed	329	334	334	450
Number of City departments utilizing Optiview for electronic records management	6	10	10	12
Number of Optiview training sessions held for city employees	1	2	2	4





JUDICIAL SERVICES

GENERAL GOVERNMENT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	103,156	105,191	103,133	113,975
Materials & Supplies	377	450	450	450
Operating Expenditures	0	480	480	480
Maintenance & Repair	0	0	0	0
Other Expenditures	0	3,733	3,733	3,574
Capital Outlay	0	0	0	0
TOTAL	103,533	109,854	107,796	118,479

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Municipal Court Judge	0.5	0.5	0.5	0.5
Municipal Court Associate Judge (Part-time-2)	1	1	1	1
Red Light Camera Judge	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	2	2	2	2



LIBRARY

RECREATION AND LIFE LONG LEARNING

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To support the non-profit community through funding information services.
2. To enhance early childhood literacy and school readiness programming.
3. To strengthen partnerships with community organizations to encourage entrepreneurship and innovation.

Objectives for Fiscal Years 2016-2017:

1. Expand free learning and collaboration opportunities to assist non-profit organizations with grant funding resources and programming support.
2. Offer family programs and resources that promote good health, early learning, parental involvement, and community partnerships through the Family Place Libraries™ program.
3. Expand small business and technology programs to provide education about emerging technologies and foster creativity and innovation.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	625,362	698,943	663,072	675,314
Materials & Supplies	110,634	145,310	145,966	144,935
Operating Expenditures	75,155	94,696	84,390	94,707
Maintenance & Repair	80	194	3,468	194
Other Expenditures	274,697	307,998	307,998	287,988
Capital Outlay	0	0	0	25,000
TOTAL	1,085,928	1,247,141	1,204,894	1,228,138



AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Library Director	1	1	0	0
Library Deputy Director	0	0	1	1
Library Services Manager	1	1	0	0
Library Business Manager	0	0	1	1
Library Support Services Supervisor	1	1	0	0
Community Engagement Librarian	0	0	1	1
Reference Public Services Librarian	1	1	0	0
Teen/Public Services Librarian	1	1	1	1
Children's Services Librarian	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)	3.5	4	4	4
Executive Assistant	0.0	0	0	0.8
Sr. Administrative Secretary	0	0	1	0
Administrative Secretary	0.5	1	0	0
TOTAL PERSONNEL	11	12	11	10.8

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Customer service ratings	*	#	3	3.5
Collection size total and by type	70,545	66,556	69,110	70,592
Circulation rate per capita	7.34	7.82	6.11	6.23
Number of visitors	135,827	115,542	143,093	144,954
Total Circulation of Materials	303,161	304,807	252,250**	257,295
Customers Accessing PCs	15,841	16,709	15,202	15,506
Program Attendance	10,940	11,788	12,863	13,120
Library Web-Site Visits	86,860	71,101	93,225	88,597

SIGNIFICANT CHANGES

The City's Library Department combined with Parks & Recreation Department to become Department of Recreation and Lifelong Learning. Several position changed as well:

- *Library Services Manager changed to Deputy Director
- *Library Support Services Supervisor changed to Library Business Manager
- *Reference Public Services Librarian changed to Community Engagement Librarian

Other departmental changes were made including adding and upgrading the cash handling and credit card system.



FINANCE

GENERAL GOVERNMENT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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, 2016.
3. To receive the "Distinguished Budget Presentation Award" from the Government Finance Officers' Association.
4. To continue improvement of year-round budget reporting and planning process and long-term planning process.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	839,161	868,186	760,588	803,372
Materials & Supplies	3,011	3,514	3,514	3,514
Operating Expenditures	152,201	151,867	160,050	164,050
Maintenance & Repair	0	0	0	0
Other Expenditures	52,966	51,656	51,656	50,699
Capital Outlay	0	0	0	0
TOTAL	1,047,339	1,075,223	975,808	1,021,635

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
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	0	0
Accounting Technician	1	1	0	0
Staff Analyst	0	0	1	1
TOTAL PERSONNEL	9	9	8	8

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
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

Financial Analyst moved to Engineering Capital during FY 2015-2016.



Arbor Day





SUPPORT SERVICES

GENERAL GOVERNMENT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	54,289	54,744	51,093	51,869
Materials & Supplies	39,874	38,831	45,650	43,700
Operating Expenditures	14,164	31,691	27,786	20,320
Maintenance & Repair	34,796	35,809	44,120	46,120
Other Expenditures	28,488	28,196	28,196	15,185
Capital Outlay	0	0	0	0
TOTAL	171,611	189,271	196,845	177,194

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Receptionist	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Average daily calls answered per FTE	24	26	26	35
Average daily walk-ins greeted by Reception	85	94	100	110
Percentage of non-utility Support Services cost recovered through printing service charges.	29%	30%	28%	30%
Copy center utilization - expressed as copy center copies as a percentage of total City copies made.	36%	40%	42%	45%

SIGNIFICANT CHANGES



PURCHASING

GENERAL GOVERNMENT

Mission Statement:

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

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	116,929	121,225	124,360	154,579
Materials & Supplies	118	250	250	1,643
Operating Expenditures	215	129	100	100
Maintenance & Repair	0	0	0	0
Other Expenditures	3,868	3,733	3,733	5,005
Capital Outlay	0	0	0	0
TOTAL	121,130	125,337	128,443	161,327

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Purchasing Manager	1	1	1	1
Senior Buyer (Partial year funded)	0	0	0	0.5
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Average number of working days to issue a purchase order (from Director approval to Purchasing issue a purchase order)	1	1	1	1
Procurement card transaction dollars as a percentage of total purchases.	16.97%	25%	25%	25%

SIGNIFICANT CHANGES



POLICE DEPARTMENT

PUBLIC SAFETY

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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

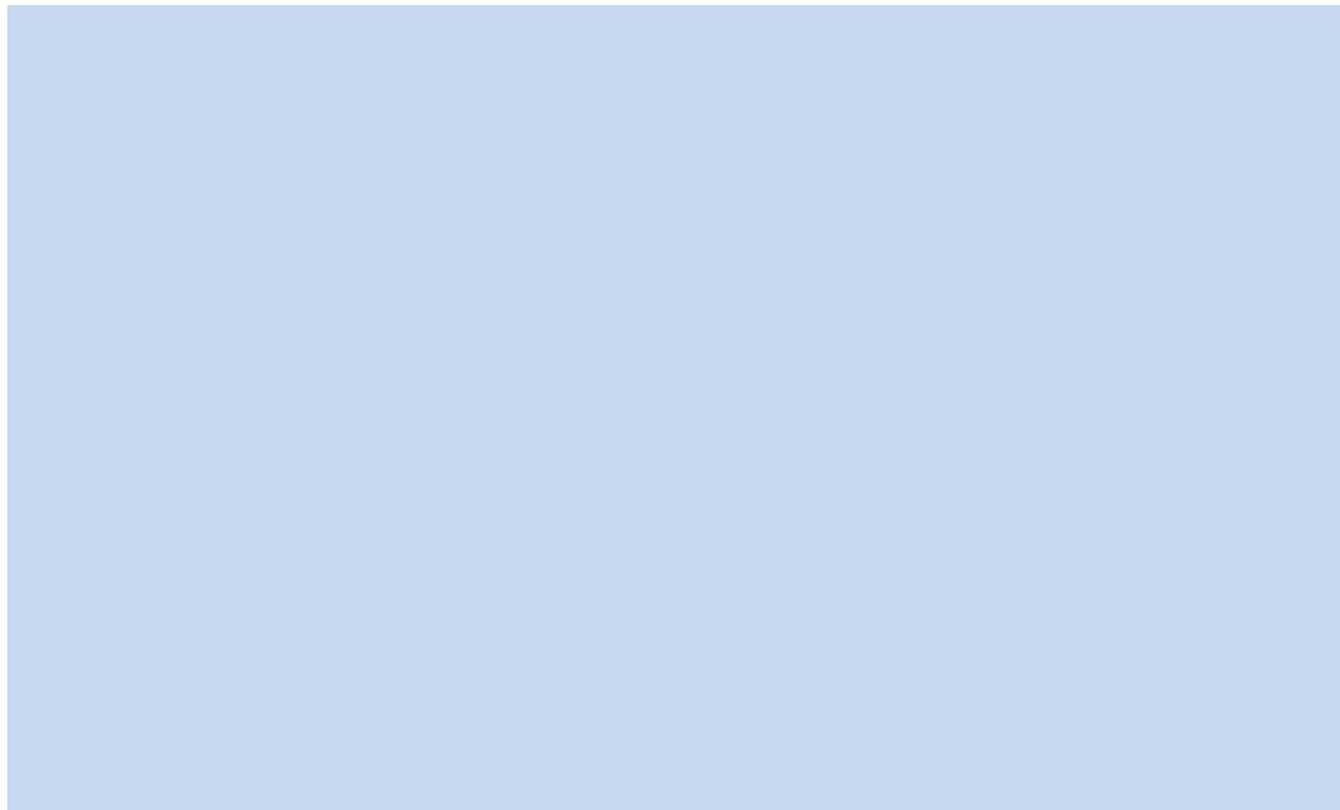
EXPENDITURES	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ESTIMATE	2016-2017 BUDGET
Personnel Services	7,232,251	7,690,162	7,700,490	7,704,525
Materials & Supplies	154,109	307,236	372,686	303,886
Operating Expenditures	298,795	266,642	315,258	342,494
Maintenance & Repair	80,694	95,105	95,105	95,105
Other Expenditures	825,301	1,012,975	1,012,975	994,333
Capital Outlay	2,202,990	-	774,352	-
TOTAL	10,794,140	9,372,120	10,270,866	9,440,343

AUTHORIZED POSITIONS	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ESTIMATE	2016-2017 BUDGET
Chief of Police	1	1	1	1
Deputy Chief	2	2	1	1
Captain	2	2	2	2
Sergeant	9	9	9	9
Police Officer & Recruits	48	50	50	50
Police Analyst	1	1	1	1
Supervisor - Records	1	1	1	1
Records Clerk	2.5	2.5	2	2
Pub. Safety Communications Supervisor	1	1	1	1
Lead Pub. Safety Communications Specialist	1	1	1	1
Records Coordinator	1	1	1	1
Pub. Safety Communications Specialist	10	10	10	10
Sr. Administrative Assistant	1	1	1	1
Property Room Coordinator	1	1	1	1
Victim Assistance Coordinator (Part- time)	0.5	0.5	0.5	0.5
Accreditation Coordinator (Part-time)	0	0	0.5	0.5
Accreditation Manager	0	0	1	1
Criminal Investigations Clerk	1	1	1	1
TOTAL PERSONNEL	83	85	85	85



PERFORMANCE MEASURES	2014-2015 ACTUAL	2015-2016 GOAL	2015-2016 ESTIMATE	2016-2017 GOAL
Part I Crimes compared to similar sized TX cities/US cities (Burleson/TX cities/US Cities)	1,005	1,000	995	1,000
Average response time for priority calls	5.44	5	5	5
Police Department costs per capita	253	290	239	239
Overtime costs due to workers compensation accidents, illness, injuries, paid time off	236,255	250,000	250,000	250,000
CALEA Certification	Yes	Yes	Yes	Yes
Total calls for service (all)	82,340	80,000	76,998	80,000
Arrests	1,077	1,200	1,016	1,200
DWI Arrests	141	180	128	150
Traffic Enforcement	6,470	8,000	6,000	8,000
Part I Crimes	954	1,000	994	1,000
Part II Crimes	1362	1400	1438	1400
Accidents	689	725	706	700

SIGNIFICANT CHANGES





FIRE DEPARTMENT

PUBLIC SAFETY

Mission Statement:

The mission of the Burlson Fire Department is to improve the quality of life and safety of our citizens by providing the highest level of services through, Fire Prevention, Community Risk Reduction, Emergency Response, and Training.

Description:

Our services include fire suppression, community services, emergency medical services. Fire Suppression includes with two engines, two ladders, two brush trucks, and a command vehicle that are housed in three fire stations. Community Services includes fire safety inspections, fire safety education to the public schools and civic organizations, pre-fire plans of all commercial and industrial buildings in the City, and Community Risk Reduction programs. Emergency medical services are provided at the Advanced Life Support Level by

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide the Citizens of Burlson with the highest quality fire protection that meets current NFPA 1500/1710, OSHA, and TCFP standards.
2. To provide the Citizens of Burlson an average response time of less than 6 minutes 90% of the time.
3. To provide the highest level of training to our firefighters according to TCFP, DSHS/EPAB, and ISO 1 standards.
4. To provide the Citizens of Burlson with advanced life support emergency medical services.
5. To develop and provide Community Risk Reduction programs that enhance life safety and improve the quality of life of our citizens.

Objectives for Fiscal Years 2016-2017:

1. Develop and implement response and deployment models that Increase staffing levels that are in compliance with NFPA 1500/1710, OSHA, and TCFP standards.
2. Develop and Implement enhanced EMS response model that includes Advanced Life Support services with Paramedics on ALS equipped fire apparatus
3. Develop and implement Community Risk Reduction programs with specific focus on:
 - Drowning Prevention
 - Hyperthermia (Preventing children from being left unattended in vehicles)
 - Bike helmet safety
 - Car seat installation/safety
 - Collaboration with Burlson "Be Healthy" program
4. Identify future fire station locations through risk analysis and response model development that is in compliance with the recommendations of NFPA 1500/1710.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	3,874,387	4,125,906	4,268,983	4,373,418
Materials & Supplies	143,846	186,696	191,446	190,040
Operating Expenditures	120,979	168,954	137,745	161,490
Maintenance & Repair	171,673	184,600	183,400	185,213
Other Expenditures	251,459	295,978	295,978	189,276
Capital Outlay	73,603	98,605	115,775	101,433
TOTAL	4,635,947	5,060,739	5,193,327	5,200,870

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Fire Chief	1	1	1	1
Deputy Chief	2	2	2	2
Captain	0	0	0	3
Lieutenant	9	9	8	5
Apparatus Operator	9	9	9	9
Fire Fighter - (1 partial year funded)	16	18	19	25.5
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	38	40	40	46.5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
ISO Rating	3	2	2	2
Percentage of response times less than 6 minutes	80%	72%	90%	90%
Fire cost per capita	\$62.14	\$123.00	\$123.00	\$123.00
Dollar Value Saved and Loss Analysis from fires	NA	55% - 45%	60% - 40%	65% - 35%
Mutual Aid provided to other agencies versus Mutual Aid received from other agencies	88 vs 15	90 vs 22	181 vs 44	170 vs 44
Number of calls for service	2,098	2,400	4,800	5,000
Completed Preplans	923	575	2,000	2,000
Community Risk Reduction contact hours	0	73	500	600
Staff Hours of Training	6,361	8,044	15,000	16,000
% Fires confined to room of origin after arrival	67%	68%	68%	69%
% Fires confined to room of origin	1	0.65	0.67	0.68

SIGNIFICANT CHANGES

Requested nine additional firefighters; three through the budget process and an additional six Firefighters through the Safer Grant. Adding ALS EMS response capabilities to the Fire Apparatus, developed and implement a Community Risk Reduction program, and upgrading three Lieutenant positions to Captain positions.





FIRE MARSHAL

PUBLIC SAFETY

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	339,236	377,143	383,033	400,311
Materials & Supplies	16,907	11,100	10,793	9,806
Operating Expenditures	14,606	21,336	21,830	26,164
Maintenance & Repair	6,694	6,713	8,045	7,590
Other Expenditures	150,713	94,004	95,800	99,066
Capital Outlay	8,693	0	0	6,300
TOTAL	536,849	510,296	519,501	549,237

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Fire Prevention	1	1	1	1
Fire Inspector	2	2	2	2
TOTAL PERSONNEL	3	3	3	3

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of inspections done per year	3,939	2,500	2,900	3,000
Fire Prevention Personnel Inspections	1,956	1,400	1,700	1,800
Fire Fighting Personnel Inspections	1,983	1,100	1,200	1,200
Fire Investigations	26	35	30	35
% of Fire Investigation Reports completed within 10 days	100	100	100	100
Fire Safety Training Contacts	4,230	5,500	5,500	5,500
Fire Hazard Complaints responded to within 24 hours	100	100	100	100
Plan Reviews (site plans, building plans, etc.)	325	275	275	300
% of Plan Reviewed within 10 days	91	95	93	95

SIGNIFICANT CHANGES





EMERGENCY MANAGEMENT

PUBLIC SAFETY

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Ensure City preparedness by identifying threats, determining vulnerabilities, and identifying required resources before emergencies are encountered
2. Ensure City response capabilities are sufficient and coordinated
3. Ensure that the City is prepared to recover from an emergency or disaster in a timely manner.
4. Conduct continued Hazard Mitigation analysis to reduce long-term risk to life and property from hazards.

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	4,243	6,100	6,000	6,600
Materials & Supplies	12,707	2,950	10,861	2,950
Operating Expenditures	20,337	27,699	28,089	30,479
Maintenance & Repair	4,158	8,068	8,850	9,450
Other Expenditures	37,399	38,116	37,116	41,351
Capital Outlay	7,711	7,711	0	8,000
TOTAL	86,555	90,644	90,916	98,830

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Emergency Operations Drill	1	1	1	1
Increase Outdoor Warning System Coverage	0	0	0	0
Network Emergency Services with Smartboards	0	1	1	1
Storm warning 100% of the time	100%	100%	100%	100%

SIGNIFICANT CHANGES



MUNICIPAL COURT

PUBLIC SAFETY

Mission Statement:

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

Description:

The Municipal Court of Record, is under the direction of the City Secretary Office, the court is the Judicial Branch of city government. The Court is responsible for the enforcement of all class C misdemeanor complaints filed. The court consists of a Director of Court Services, Clerk Supervisor/Warrant Clerk, Juvenile Case Manager, a Collections Clerk and one Deputy Court Clerk.

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Continue with relocation plans for Municipal Court
2. Continue with Purge project prior to implementation of new court software
3. Additional staffing for growing demands/court facility

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	473,389	373,298	364,801	236,579
Materials & Supplies	9,587	9,500	11,051	6,300
Operating Expenditures	30,685	23,720	45,051	45,114
Maintenance & Repair	5,383	5,728	0	1,247
Other Expenditures	71,939	32,044	32,044	36,588
Capital Outlay	0	0	0	0
TOTAL	590,983	444,290	452,947	325,828

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Court Services	1	1	0	0
Deputy Court Clerk	2	2	0	0
Clerk Supervisor	1	1	1	1
Collection Clerk	1	1	1	1
Juvenile Case Manager	0	0	0.5	0.5
Clerk Intern	0.5	0.5	0.5	0.5
TOTAL PERSONNEL	5.5	5.5	3	3

SIGNIFICANT CHANGES

Re-organization of department.



MARSHAL DIVISION

PUBLIC SAFETY

Mission Statement: It is the mission of the Burleson City Marshal’s Office to achieve excellence in service to the Municipal Court for the City of Burleson in its efforts to protect the Court and its customers, to serve warrants of arrest and all orders of the court effectively, efficiently, and with equality to all persons while also enforcing the laws of the great State of Texas and the United States of America.

Description: . The City Marshal’s Office performs the law enforcement duties of the Municipal Court. These duties include arresting defendants in warrant status and transporting prisoners being held on Burleson Class C warrants issued by the Municipal Court. The City Marshals also provide security support for court operations. City Marshals are specially trained in court security techniques to maintain order in the court and ensure the safety of the judge, prosecutor and all courtroom participants.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To enhance the efficiency of our warrant service process and provide increased security measures for the court.
2. Continue to work with and support local agencies with our knowledge base and assist in warrant services by participating in regional warrant roundups..

Objectives for Fiscal Years 2016-2017:

1. Assist the Mayor’s Youth Council as law enforcement Liaisons providing guidance on issues..
2. Participate in joint training sessions with Burleson PD and other surrounding departments.
3. Work in partnership with the Fort Worth Marshal’s office and other agencies to provide support for local warrant demands.
4. Create a security program and procedures for new court facility.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	2,287	331,488	316,714	257,688
Materials & Supplies	0	21,970	26,744	10,125
Operating Expenditures	0	12,451	10,077	14,174
Maintenance & Repair	0	4,481	4,481	4,481
Other Expenditures	0	84,230	84,230	63,456
Capital Outlay	0	11,725	10,860	7,500
TOTAL	2,287	466,345	453,106	357,424

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Sgt. City Marshal	1	1	1	1
Deputy City Marshal	2	3	2	2
TOTAL PERSONNEL	3	4	3	3

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Contacts	1,799	2,500	2,575	2,700
Door Hangers	982	1,275	1,275	1,300
Warrants Cleared	941	1,000	1,100	1,200
Court Security Incidents	0	0	0	0
Court Dockets Covered	200	220	215	220
Warrants Issued	512	1,000	950	1,000
Active Warrants	2,422	3,065	3,100	3,100
ALPR Hits Burleson Warrants	406	420	260	440

SIGNIFICANT CHANGES

Reduce Deputy City Marshal positions from three to two for year-end 2016 and proposed 2017.



Texas Marshal Association visit to Texas Scottish Rite Hospital for Children



PUBLIC WORKS
ADMINISTRATION

PUBLIC WORKS

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	536,226	686,858	746,898	701,269
Materials & Supplies	1,353	2,298	2,298	2,298
Operating Expenditures	6,665	7,254	8,618	8,815
Maintenance & Repair	0	439	439	439
Other Expenditures	26,620	19,063	19,063	18,510
Capital Outlay	0	5,561	5,601	0
TOTAL	570,864	721,473	782,917	731,331



AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Public Works	1	1	1	1
Assistant Public Works Director	2	3	3	3
Administrative Tech.	2	2	2	2
TOTAL PERSONNEL	5	6	6	6

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
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Measures detailed under each Divison

SIGNIFICANT CHANGES



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 Years 2016-2017:

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	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	140,270	148,059	202,809	363,813
Materials & Supplies	27,394	29,541	41,802	37,593
Operating Expenditures	97,542	97,450	120,359	123,157
Maintenance & Repair	190,387	203,745	253,745	254,745
Other Expenditures	17,028	15,900	15,900	58,790
Capital Outlay	0	0	0	124,201
TOTAL	472,621	494,695	634,615	962,299

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Facility Maintenance Tech III	2	2	2	2
Facilities Operations Superintendent	0	0	1	1
Facility Worker II	0	0	0	1
Rec Center Maint Tech I	0	0	0	1
TOTAL PERSONNEL	2	2	3	5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
% of PM's Completed with in schedule	55	85	85	85
Square Feet per employee	162,409	162,409	82,767	49,660
Number of AC units over 12 years old	55	0	70	0
% of AC units over 12 years old	77	0	85	0

SIGNIFICANT CHANGES

Moved Superintendent from Streets Drainage to Facilities Maintenance in FY 2015-2016. Add a Facility Worker II and move a Rec. Center Maint Tech I from PPF to GF for FY 2016-2017.





STREETS PAVEMENT

PUBLIC WORKS

Mission Statement:

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

Description:

The Pavement Maintenance Division of the Department of Public Works provides services to the citizens of Burleson by repairing and maintaining paved streets and sidewalks, as well as, city owned parking lots. Additionally, this division provides utility cut repairs and street sweeping operations throughout the city. This Division also manages contract and in house pavement programs including miscellaneous concrete repair & replacement, micro surface, chip seal, crack

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Maintain an average Pavement Condition Index (PCI) of 7
 - 375,000 sf of pavement repairs
 - 25 linear miles of crack sealing
 - 18 lane miles of asphalt overlay, micro-surface, pavement rejuvenation
2. Perform pavement repair for utility cuts within 5 days of notification (24,000 sf annually).
3. Provide 1 hour response time on reported pot holes.
4. Provide 30 minute response time for emergency operations due to natural or man made disaster.
5. Update street inventory annually and calculate average PCI.
6. Perform sidewalk repairs based upon resident reported trip hazards.
7. Prioritize sidewalk repair projects to facilitate proactive maintenance program.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	636,708	655,094	690,729	639,239
Materials & Supplies	13,266	18,219	19,092	19,319
Operating Expenditures	381,053	397,925	378,938	384,631
Maintenance & Repair	1,123,805	1,094,993	1,219,972	1,176,273
Other Expenditures	236,878	230,171	230,171	230,305
Capital Outlay	0	6,500	7,968	0
TOTAL	2,391,710	2,402,902	2,546,870	2,449,767

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Street Superintendent	1	1	1	1
Street Maintenance Senior Crew Leader	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Equipment Operator	2	2	2	2
Street Maintenance Worker I and II	6	6	6	6
TOTAL PERSONNEL	11	11	11	11

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Average Street Rating	9	7	9	7
Percent of lane miles below average	11	20	20	20

Some measures from previous year not reported, all are components of Average Street Rating

SIGNIFICANT CHANGES





STREETS DRAINAGE

PUBLIC WORKS

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Perform all Storm Water Management Plan requirements per schedule.
2. Mow 100% of existing 105 acres of drainage channels a minimum of once every 30 days during the growing season. (630 acres of mowing annually).
3. Update drainage outfall inventory annually, recalculate number of outfall points and map on storm water map.
4. Perform 25,000 linear feet of drainage channel maintenance including slope and outfall grading.
5. Perform minor storm sewer repairs as needed.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	343,933	343,207	293,388	219,511
Materials & Supplies	2,460	3,769	3,843	3,769
Operating Expenditures	13,499	17,363	149,666	13,567
Maintenance & Repair	40,088	49,168	49,168	49,168
Other Expenditures	126,394	121,807	121,807	209,094
Capital Outlay	0	0	0	0
TOTAL	526,374	535,314	617,872	495,109

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Operations Superintendent/Solid Waste & Drainage	1	1	0	0
Street Drainage Crew Leader	2	2	2	2
Street Drainage Equipment Operator	2	2	2	2
TOTAL PERSONNEL	5	5	4	4

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Acres mowed	382	630	600	600

SIGNIFICANT CHANGES

Moved Superintendent to Facilities Maintenance.





STREETS TRAFFIC

PUBLIC WORKS

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Maintain a 30 minute response time for emergency repairs for regulatory signs, i.e. stops, speed and school zone 24 hours a day.
2. Maintain a 1 hour "after hours" response time by in-house signal technician for signal malfunctions or reported trouble calls.
3. Perform all signal repairs possible from ground level within 30 minutes of arrival.
4. Perform all aerial signal repairs via contractor within 6 hours of notification.
5. Perform annual preventative maintenance (PM) to 100% of 19 school zone flashers and update annual program for school zone flashers based on school calendar.
6. Perform annual ground level PM to 100% of 10 signalized intersections.
7. Inspect 100% of the 10 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	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	118,535	123,888	118,917	116,668
Materials & Supplies	47,690	70,569	52,069	70,569
Operating Expenditures	3,909	3,539	3,668	3,949
Maintenance & Repair	33,638	56,681	60,571	70,571
Other Expenditures	26,228	23,847	23,847	24,846
Capital Outlay	0	0	8,755	0
TOTAL	230,000	278,524	267,827	286,603

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Signal Technician	1	1	1	1
Signs & Markings Technician	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
PM Electronic Traffic Control Devices	30	30	99	103
New Signs Installed	110	125	125	100
Signs Maintained	202	300	240	250

SIGNIFICANT CHANGES





NEIGHBORHOOD SERVICES

NEIGHBORHOOD SERVICES

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. To assist with creating a disaster trailer for immediate response .
2. To continue updating and maintaining archiving of records.
3. To assist with improving public education efforts regarding mosquito control and other environmental issues.
4. To assist with updating SOPs for divisions.
5. To continue identifying the requirements to initiates the demolition / repair if the inventoried substandard structures.
6. To continue to assist with the procedures for the abatement of substandard structures.
7. To assist with updating the website for Code Enforcement page.
8. To assist with preparing a mock disaster for employees training.
9. To continue reviewing code of ordinances for possible amendments to meet current community needs.
10. To assist with improving HOPA and Partner community revitalization projects.
11. To assist with implementing geographical target area enforcement.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	185,892	191,549	191,226	194,003
Materials & Supplies	992	684	684	684
Operating Expenditures	155	215	215	215
Maintenance & Repair	0	0	0	0
Other Expenditures	3,969	4,259	4,259	4,097
Capital Outlay	0	0	0	0
TOTAL	191,008	196,707	196,384	198,999

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Neighborhood Services Director	1	1	1	1
Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Neighborhood Services Departmental meetings	12	12	12	12
Division meetings	56	60	72	72
City council meeting attended	20	21	21	21
Special Events attended	3	4	5	5
ASAC meeting	3	4	3	3

SIGNIFICANT CHANGES

Environmental Outreach



Animeals Donation





ANIMAL SERVICES

NEIGHBORHOOD SERVICES

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide protection and service to the citizens by preventing them from being annoyed, threatened, or endangered by the city's animal population.
2. To 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 Years 2016-2017:

1. To reduce the number of euthanasia's over all.
2. To update standard operational procedures for rabies protocol.
3. To update the emergency management plan to correct ever changing livestock holding and shelter resources.
4. To increase the numCreate a disaster trailer for immediate response.
5. To prepare a mock disaster for employee training.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	318,063	323,272	325,041	349,724
Materials & Supplies	25,037	28,835	29,435	29,115
Operating Expenditures	24,436	33,781	28,569	32,479
Maintenance & Repair	9,152	20,654	20,654	20,654
Other Expenditures	37,748	36,457	36,857	35,322
Capital Outlay	0	10,369	10,369	0
TOTAL	414,436	453,368	450,925	467,294

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Animal Services 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
Animal Kennel Tech (part-time)	0	0	0	0.5
TOTAL PERSONNEL	5	5	5	5.5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Total animals picked up	1,942	1,798	2,076	2,076
Total stray animals picked up total/dogs/cats	1,558	1,300	1,085	1,085
Number of reported animal bites on citizens	34	29	49	49
Number of rabid animals found	23	12	3	3
Animals handled	1,942	1,789	1,943	1,943
Animals Adopted	478	461	360	360
Request for Service	2,651	2,470	2,701	2,701
Bite cases	34	37	45	45
Citations/warning issues	692	756	669	669
Shelter visitors served	4,642	6,223	4,997	4,997
Rabies positive cases	23	12	5	5
Phone calls	7,373	6,402	7,149	7,149
Volunteer hours	1,507	1,352	1,164	1,164
Return to owners	282	250	334	334
Animals transferred to rescue	239	177	243	243
Stray cats impounded	622	575	638	638
Stray dogs impounded	894	842	949	949

SIGNIFICANT CHANGES

Adding the position Animal Kennel Tech position on a part-time for 2016-2017.



ENVIRONMENTAL SERVICES

NEIGHBORHOOD SERVICES

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. To conduct annual storm water reporting as required under the Texas Pollutant Discharge Elimination System (TPDES).
2. To increase volunteerism in Keep Burleson Beautiful programs and events.
3. To educate the public on mosquito control, disease prevention, stormwater, and environmental issues.
4. To enact employee training for stormwater issues.
5. To improve and increase stormwater inspections at construction sites.
6. To create SOP for special events.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	101,604	107,274	103,104	155,069
Materials & Supplies	6,975	7,346	7,446	3,846
Operating Expenditures	43,106	48,094	54,406	48,119
Maintenance & Repair	90	850	850	850
Other Expenditures	60,867	21,323	23,323	20,000
Capital Outlay	0	0	0	0
TOTAL	212,642	184,887	189,129	227,884

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Environmental Health Specialist	1	1	1	1
Mosquito Control Technician	0.5	0.5	0.5	1
TOTAL PERSONNEL	1.5	1.5	1.5	2

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
HHW participation	488	500	500	500
Litter clean-up volunteers (hours)	1,354	1,120	800	1,120
Mosquito traps set	303	275	275	275
Areas treated (larvacided) for mosquitoes	102	90	90	90
Food Establishment Permits	250	228	228	228
Food Establishment inspections/investigations	318	375	375	375
Swimming pool permits	33	35	35	35
Swimming pool inspections	62	75	75	75
OSSF permits	9	6	6	6
OSSF investigation	8	5	5	5
KBB Litter Index	1.5	1	1	1

SIGNIFICANT CHANGES

The Mosquito Control Technician will promote from part-time to a full-time position in FY 2016-2017.



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 departments 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 Years 2016-2017:

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. Implement the Old Town Development Plan.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	240,128	246,381	281,235	297,138
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	240,128	246,381	281,235	297,138

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Development Services	1	1	1	1
Assistant Director of Development Services (50%)	0	0	0.5	0.5
Sr. Administrative Secretary	1	1	1	1
TOTAL PERSONNEL	2	2	2.5	2.5



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

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 Years 2016-2017:

1. Implementation of the 2030 Comprehensive Plan.
2. Implementation of Old Town Development Plan
3. Creation of new Zoning Ordinance and update to Comprehensive Plan
4. Establish SOP’s for coordinating and conducting applications, seeking to streamline the process with predictability for the applicant.
5. Recommend modifications to Master Thoroughfare Plan consistent with future development patterns.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	180,773	372,957	439,280	511,872
Materials & Supplies	5,541	2,802	9,852	5,650
Operating Expenditures	85,984	206,475	247,375	79,000
Maintenance & Repair	0	0	1,560	2,000
Other Expenditures	47,122	46,713	45,213	53,538
Capital Outlay	0	0	0	0
TOTAL	319,420	628,947	743,280	652,060

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Planner	1	1	1	1
Sr. Planner	1	1	2	2
Civil Engineer	1	1	1	1
Community Development Manager	1	1	0	0
Development Project Manager	1	1	1	1
TOTAL PERSONNEL	5	5	5	5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Development meetings with applicants	N/A	120	120	120
Plat, Zoning, Commercial Site Plan applications	100	105	105	105
Long Range Plans completed	1	2	2	2
Community Presentations/ Town hall meetings	4	7	7	7
Board Training Sessions Completed	2	4	4	4
Ordinance amendments processed	2	5	5	5
Agenda Preparations for meetings- DAC, P&Z, ZBA, OTDSRC, City Council	20	18	18	18
Residential Engineering Plans Reviewed	8	8	8	10
Community Engineering Plans Reviewed	15	15	15	20
CFC's Executed	14	14	14	18
Plat Applications Reviewed	48	48	48	55
Site Plans Reviewed	20	20	20	25

SIGNIFICANT CHANGES

Moving the Civil Engineer position from being split between Engineering Capital and Engineer Development, to 100% in Planning.



BUILDING INSPECTIONS

GENERAL GOVERNMENT

Mission Statement:

To promote the general health, safety, welfare, and overall quality of life for the citizens and visitors of the City of Burleson through timely, efficient and thorough building inspections. The department advises, guides, and assists customers to achieve compliance with the Building, Zoning, Plumbing, Mechanical, Electrical, and Energy codes and local ordinances and State laws.

Description:

Serve developers, contractors and homeowners by guiding them through the construction process to guarantee compliance with approved plans, pertinent codes and regulations. Provide a well trained staff for plan review, permit issuance and inspections. This division also works with and provides assistance to a number of the city officers, boards and committees, to include the City Manager's Office, Neighborhood Services, Fire Marshal, Environmental Services, Development Assistance Committee, Zoning Board of Adjustment, as well as the Building Codes and Standards Board.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide effective and responsive plan review and inspection services through building codes and the zoning ordinance for the health, safety and welfare of the community.
2. To further the goals of the City's comprehensive plan by insuring that permits are only issued for projects that comply with the terms of the City's zoning ordinance.
3. To improve the safety and aesthetics of the city by encouraging compliance with local codes and ordinances through the development and distribution of public information brochures in the areas of building safety and code compliance.
4. To communicate and cooperate closely with all other city departments as a means 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 Years 2016-2017:

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. Provide the ability to view daily inspection requests and results from the City website.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	427,995	470,925	510,378	526,685
Materials & Supplies	2,763	3,550	3,020	4,000
Operating Expenditures	5,583	9,411	8,678	10,429
Maintenance & Repair	1,900	3,081	6,472	3,081
Other Expenditures	65,681	37,629	37,629	35,699
Capital Outlay	0	0	0	0
TOTAL	503,922	524,596	566,177	579,894

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Building Official	1	1	1	1
Building Inspector	1	1	1	1
Plans Examiner	1	1	1	1
Senior Building Inspector	1	1	1	1
Building Permits Specialist	2	2	2	2
TOTAL PERSONNEL	6	6	6	6

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Total Permits Issued	4,500	3,700	4,500	3,800
New Residential Building Permits Issued	400	400	320	300
Residential: Additions / Remodels	27	18	28	20
New Commercial Building Permits Issued	15	15	25	15
Commercial: Additions / Remodels / Shell Completions	25	20	36	25
Garage Sales Issued	2,000	2,000	2,000	2,000
Total Inspections Made in	16,000	16,000	32,000	25,000
Total Fees Collected in \$	930,000	825,000	930,000	750,000
Total Construction Valuation in \$	125,000,000	80,000,000	105,000,000	75,000,000

SIGNIFICANT CHANGES



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 Years 2016-2017:

1. To update Code Enforcement website .
2. To improve / grow HOPE and PARTNER community revitalization projects.
3. To implement geographical target area enforcement efforts.
4. To continue reviewing code of ordinances for possible amendments to meet current community needs.
5. To create /update new monthly and quarterly reports
6. To continue updating SOP's.
7. To increase pro-active code enforcement activity.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	199,064	216,505	201,853	206,860
Materials & Supplies	5,857	5,781	6,759	5,781
Operating Expenditures	16,126	28,757	27,982	29,148
Maintenance & Repair	913	2,779	1,200	2,779
Other Expenditures	58,229	28,852	28,852	28,226
Capital Outlay	0	17,745	17,745	10,800
TOTAL	280,189	300,419	284,391	283,594

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Code Compliance Officer	3	3	3	3
TOTAL PERSONNEL	3	3	3	3

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Total number of cases	2,605	3,300	3,300	4,000
% of total of proactive cases	78%	70%	70%	65%
% of total reactive cases	20%	25%	25%	30%
Cost for contractor abatement of cases	8,605	18,000	18,000	18,000
High grass/weeds cases	935	1,000	1,000	1,100
Junk and trash cases	606	900	900	1,000
Junked Vehicle cases	115	140	140	200
Solid waste cases	412	600	600	500
Parking in the yard	283	300	300	400
All other cases	257	360	360	800
Total new cases	2,605	3,300	3,300	4,000
Total inspections	5,561	5,500	5,500	5,800
Signs confiscated from ROW	1,043	1,200	1,300	1,500
Proactive cases	2,011	2,310	2,310	2,400
Public complaint cases	537	826	825	1,200

SIGNIFICANT CHANGES



ENGINEERING CAPITAL

PLANNING & ENGINEERING

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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

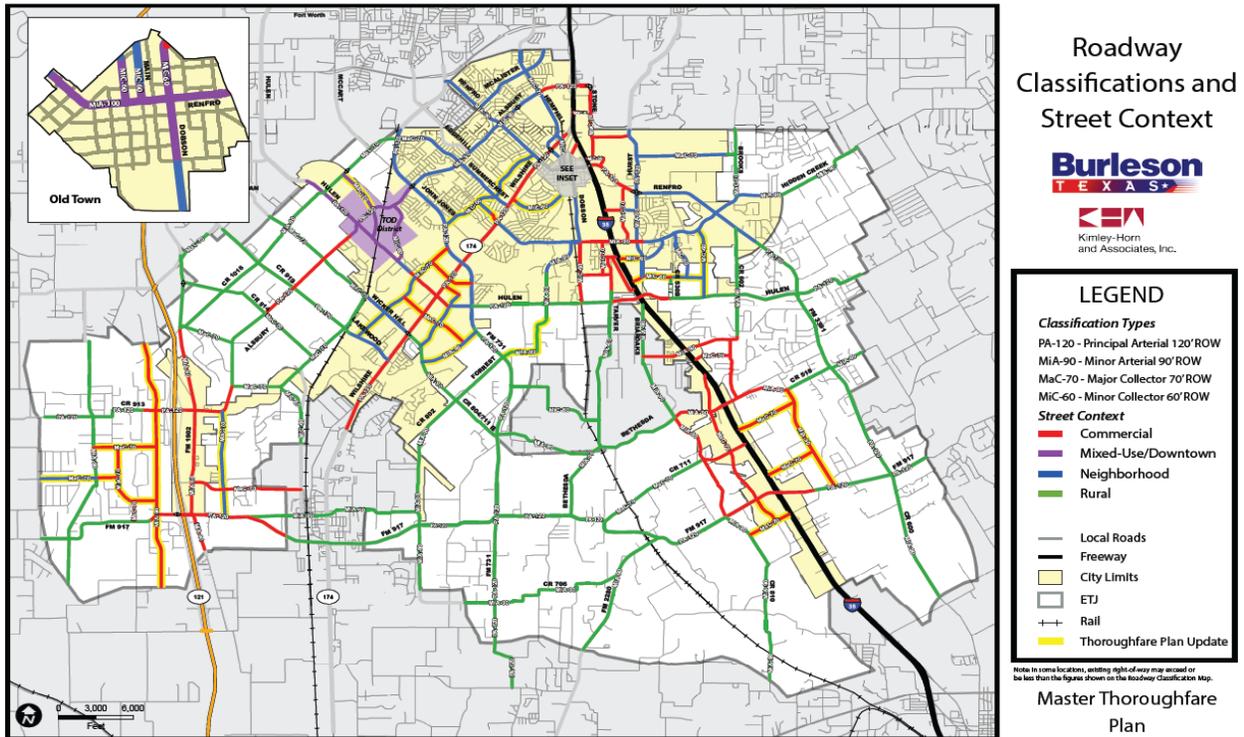
EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	119,382	257,392	301,741	417,203
Materials & Supplies	1,096	2,403	4,378	4,378
Operating Expenditures	8,061	9,873	8,221	9,002
Maintenance & Repair	2,711	2,615	1,500	2,615
Other Expenditures	72,621	41,493	41,493	43,240
Capital Outlay	0	1,875	0	0
TOTAL	203,871	315,651	357,333	476,438

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Engineering Services	0.34	0.34	0.34	0.34
Assistant Director of Engineering	0	0	1	1
Transportation Engineer	1	1	0	0
Civil Engineer	2	2	2	2
Chief Engineering Inspector	1	1	1	1
Engineering Inspector	1	1	1	1
Gas Well Development Supervisor	0	0	0	1
Financial Analyst	0	0	1	1
TOTAL PERSONNEL	5.34	5.34	6.34	7.34

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Projects Inspected	45	50	50	50
Water/Waste Water/Strm Lines Inspected (LF)	21,000	23,000	18,000	15,000
Paving Inspected (SY)	23,100	25,000	24,000	18,000
Initial Design CIP Bond Projects	10	16	11	8
Initial Construction CIP Bond Projects	9	9	9	6

SIGNIFICANT CHANGES

Revise Transportation Engineer position to an Assistant Director of Engineering position. Transferring the Gas Well Development Supervisor to Engineering for FY 2016-2017.





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 Years 2016-2017:

1. To continue electronic plan acceptance policies and navigation to paperless plan review and processing.
2. To 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. To expand the stormwater pollution program for development projects. Aid in education of developers and the importance of erosion control.
4. To create continued improvements on developer side for Plat, DAC - checklists, website, etc.
5. To update website with additional floodplain information, ongoing development projects, and other tools and information helpful to development community.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	162,114	263,124	174,679	288,446
Materials & Supplies	977	3,000	3,500	3,350
Operating Expenditures	113,889	111,000	220,954	111,200
Maintenance & Repair	1,560	2,000	2,000	2,000
Other Expenditures	43,574	12,947	12,347	15,750
Capital Outlay	0	0	0	0
TOTAL	322,114	392,071	413,480	420,746

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Director of Engineering Services	0.33	0.33	0.33	0.33
Engineering Tech I	1	1	1	1
Engineering Development Coordinator	0.6	0.6	0.6	0.6
Real Property Coordinator	0	1	1	1
TOTAL PERSONNEL	1.93	2.93	2.93	2.93

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017

SIGNIFICANT CHANGES



GAS WELL DEVELOPMENT

PLANNING & ENGINEERING

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To inspect gas well pad sites twice per week (Monday- Friday)for compliance with ordinance, possible leaks or other infractions.
2. To provide the first response role 24/7 for all gas well related emergencies and to any after-hours calls dispatched for potential violations of the Gas Well Development Ordinance.
3. To thoroughly and effectively review all gas well development applications for compliance potential affects on City's natural development.
4. Chair and participate as an integral part of the Gas Well Review Committee.
5. Respond to citizen inquiries in a timely and professional manner.
6. Assure proper testing of gas well sites is completed to protect the safety of the citizens of Burleson

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	288,487	308,975	278,004	189,029
Materials & Supplies	2,614	5,100	4,850	4,850
Operating Expenditures	3,778	6,582	5,891	6,334
Maintenance & Repair	1,387	1,929	4,000	2,520
Other Expenditures	18,253	17,862	17,862	18,051
Capital Outlay	0	0	0	0
TOTAL	314,519	340,448	310,607	220,784

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Engineering Services	0.33	0.33	0.33	0.33
Gas Well Development Supervisor	1	1	1	0
Gas Well Development Inspector	1	1	1	1
Engineering Development Coordinator	0.4	0.4	0.4	0.4
TOTAL PERSONNEL	2.73	2.73	2.73	1.73

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Number of pad sites inspected	58	58	58	56
Number of applications reviewed	0	5	0	0
Number of violations addressed	2	10	5	2
Number of site visits	6032	6,032	5,258	5,258
Gas Well Permits/Extensions	2	2	2	

SIGNIFICANT CHANGES

Moving the Gas Well Development Supervisor to Engineering for FY 2016-2017.





PARKS ADMINISTRATION

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The Administration division consists of the Director and the Senior Park Planner position. The department plans, develops, and implements park maintenance, community-wide special events, park designs and development schedules, creates and administers seven division budgets, oversees the maintenance of the city cemetery, and presents 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 Years 2016-2017:

1. To begin and complete construction of Bailey Lake Park.
2. To complete construction of Bartlett Soccer Fields.
3. To complete the design and begin construction of Village Creek Trail Segment 1.
4. To complete a comprehensive update of the Park and Trail Master Plan and approved by City Council.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	275,393	281,843	393,468	254,081
Materials & Supplies	0	0	0	0
Operating Expenditures	2,950	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	11,707	11,575	11,575	11,095
Capital Outlay	0	0	0	0
TOTAL	290,050	293,418	405,043	265,176

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Director of Parks & Recreation	1	1	0	0
Senior Planner	1	1	1	0
Director of Recreation & Life Long Learning	0	0	1	1
Sr. Administrative Secretary	0	0	0	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL

SIGNIFICANT CHANGES

Move the Senior Staff Secretary in Library to Parks Administration, and move the Senior Planner from Parks Administration to Parks Maintenance department for FY 2016-2017.



RECREATION

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The Recreation Division, consists of BRICK operations, Russel Farms operation, Athletic Leagues, special events and, and the Senior Activity Center. The Recreation Division is also responsible for the 19 special events, including Founders Day and the July 4th Independence Day Celebration. The Division also arranges and hires the Summer Concert Series in Old Town. The Deputy Director of the division assists the Director of the department with staff coordination and budget preparation.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To maximize the use of existing facilities and to operate maximize usage of the BRICK and Chisenhall Fields.
2. To continue to increase participant numbers in all programs and special events.
3. Continue to increase revenues at the BRICK.
4. Achieve 80% revenue recovery of the operation of the BRICK.
5. To continue to operate all city special events at a reduced level with the highest quality.
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the city.
7. To increase the exposure of the recreation department’s events and activities to the public via all types of media.
8. Acquire tournaments for Chisenhall park.

Objectives for Fiscal Years 2016-2017:

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. Maintain quality special events in Burleson and Johnson County.
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 and swim 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	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	134,920	142,887	141,691	149,217
Materials & Supplies	0	0	0	0
Operating Expenditures	0	0	0	0
Maintenance & Repair	0	0	0	0
Other Expenditures	78,527	79,433	78,433	93,478
Capital Outlay	0	0	0	0
TOTAL	213,447	222,320	220,124	242,695

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Assistant Director - Recreation	1	1	0	0
Deputy Director - Recreation	0	0	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Athletic Division cost recovery	34	36	36	35
Special Event Participants*	62,000	63,500	63,500	64,000
Special events	18	19	19	20
Administered Divisions	3	4	4	4
Adult Softball teams	184	200	200	175
*Special event hours	122	128	128	130

*On the large special events the numbers are based on a educated guess. The only true numbers will be on events where sign ups are mandatory.

SIGNIFICANT CHANGES



PARKS MAINTENANCE

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The Park Maintenance Division is responsible for maintaining and improving all passive city parks and facilities. The Parks department was responsible for adding a new Playground at Warren Park, resurfacing all athletic courts and adding the first Expressin Swing in Burleson. The Park division is also responsible for the grounds maintenance and playground inspection. In addition, the Parks Division is responsible for tree maintenance and planting. 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 19 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 Years 2016-2017:

1. To complete the Phase I of the Bailey Lake Master Plan.
2. To continue to work closely with environmental services on the West Nile Virus Program.
3. To continue the support given to the Recreation Department during community special events.
4. To support the park department's employee's policy to create an ethical workplace.
5. Continue improvements to Village Creek Nature Trail.
6. Create phase two of the flower garden at the library.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	740,091	763,985	777,742	952,498
Materials & Supplies	15,852	38,500	38,393	19,500
Operating Expenditures	80,463	98,378	106,860	93,967
Maintenance & Repair	142,571	213,171	212,700	237,571
Other Expenditures	101,799	92,684	92,684	137,038
Capital Outlay	0	44,000	43,207	0
TOTAL	1,080,776	1,250,718	1,271,586	1,440,574

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Deputy Director-Parks	0	0	1	1
Assistant Director-Parks	1	1	0	0
Sr Parks Planner	0	0	0	1
Executive Assistant	0	0	0	0.2
Park Maintenance Supervisor	1	1	1	1
Park Maintenance Crew Leader	3	3	3	3
Park Maintenance Worker I and II	6	6	6	6
Park Maintenance Worker (Temporary 9 months)	1	1	1	2
TOTAL PERSONNEL	12	12	12	14.2

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Total park acreage	380	380	380	380
Total developed park acreage	252	252	252	252
Cost per acre to maintain parks	45	47.5	47.5	49.5
Overtime use to maintain parks	5,747	5,747	5,747	7,050
Customer satisfaction ratings	*	#	#	#
Facility Grounds Maintained	35	35	35	35
Special events supported	16	18	18	18
Net Operating and Maintenance Expenditures Per Capita	28	28	28	28
Park Acreage Inventoried	400	400	400	410
Park Acreage Maintained (Developed)	333	333	333	333
Parks (Developed)	16	16	16	20
ROW (City Limits)	93	78	78	107
ROW (ETJ)	171	192	192	200

* This is a new performance measure and there is no data available for the previous fiscal year

The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015

SIGNIFICANT CHANGES

Moving the Senior Parks Planner position from Parks Administration to Parks Maintenance. Also, twenty percent of the salary for the Executive Assistant will be allocated from Parks, instead of previously from the City Secretary's department, and an additional \$20,000 added for the Seasonal Park Maintenance Worker position for FY 2016-2017.



SENIOR ACTIVITY CENTER

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The 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 and accomodate the aging population of baby boomers and create and program activities for multi-generations.
5. To provide a meeting place for senior Groups (i.e. AARP, Retired Teacher's).

Objectives for Fiscal Years 2016-2017:

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	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	49,758	55,791	54,846	136,909
Materials & Supplies	10,522	10,200	10,260	10,200
Operating Expenditures	17,015	22,194	16,971	17,586
Maintenance & Repair	331	2,951	2,951	2,951
Other Expenditures	3,303	2,764	2,764	1,584
Capital Outlay	0	0	0	0
TOTAL	80,929	93,900	87,792	169,230

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Senior Activity Center Coordinator (PT) - 3	1.42	1.42	1.42	1.42
Senior Activity Center Attendant (PT)	0.5	0.5	0.5	0.5
Senior Center Supervisor	0	0	0	1
TOTAL PERSONNEL	1.92	1.92	1.92	2.92

PERFORMANCE MEASURES	2014-2015 ACTUAL	2015-2016 GOAL	2015-2016 ESTIMATE	2016-2017 GOAL
Yearly Participants	36,000	37,000	37,000	37,500
Special Events	5	6	6	7
Total Hours of Operation	3,130	3,140	3,140	3,140
City Sponsored Senior Dances	10	10	10	10
Volunteer hours	390	300	300	360
Activity Calendars Published	12	12	12	12
Senior Van Riders Trips	1,700	1,550	1,550	1,250

SIGNIFICANT CHANGES

Move Senior Center Supervisor to General Fund (Dept. 6015) from Parks Performance Fund (Dept. 6017) for 2016-2017 budget.





ECONOMIC DEVELOPMENT

GENERAL GOVERNMENT

Mission Statement:

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

Description:

Preserving and enhancing an economically vital, competitive and sustainable community by providing aggressive leadership and superior services to the development community. The 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.

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	238,072	397,150	231,270	257,184
Materials & Supplies	8,620	13,950	11,818	10,750
Operating Expenditures	80,694	120,545	117,525	120,500
Maintenance & Repair	10,016	25,000	35,596	25,000
Other Expenditures	1,009,708	535,372	1,350,069	2,441,692
Capital Outlay	10,000	500	2,069,097	0
TOTAL	1,357,110	1,092,517	3,815,375	2,855,126

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Assistant Director-Development Svcs	1	1	0.5	0.5
Economic Development Manager	1	1	1	1
Old Town Tourism Coordinator	0	0	1	1
Economic Development Intern	0.5	0.5	0	0
TOTAL PERSONNEL	2.5	2.5	2.5	2.5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Number of new jobs in community with greater than \$50,000 earning wage.	224	125	130	125
<u>Retention</u>				
Business Visits	35	35	25	35
Assistance Provided	5	8	4	8
<u>Prospect Management</u>				
Responses	20	20	35	30
Trade Shows Attended	5	5	3	2
Community Presentations	4	5	5	5
Site Selector Contacts	30	40	80	60
SIGNIFICANT CHANGES				



BURLESON RECREATION CENTER

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The 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.

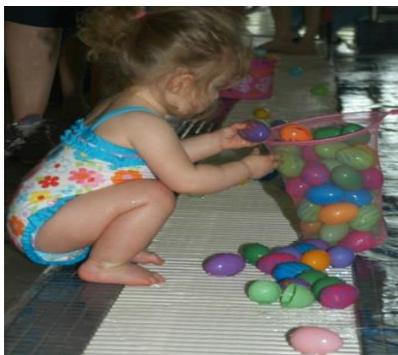
MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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



EXPENDITURES	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ESTIMATE	2016-2017 BUDGET
Personnel Services	1,401,119	1,365,558	1,409,149	1,355,858
Materials & Supplies	59,511	82,016	112,387	67,146
Operating Expenditures	611,330	626,791	575,148	593,845
Maintenance & Repair	119,525	118,550	154,874	123,000
Other Expenditures	241,501	240,443	243,443	335,843
Capital Outlay	56,305	84,116	67,881	79,816
TOTAL	2,489,291	2,517,474	2,562,882	2,555,508

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Recreation Center Operator	1	1	1	1
Aquatics & Athletics Supervisor	1	1	1	1
Athletics-Aquatic Coordinator	1	1	1	1
Recreation Supervisor	1	1	1	1
Senior Center Supervisor	1	1	1	0
Recreation Coordinator	3	3	3	3
Community Center Supervisor (Sr. Ctr.)	1	1	1	1
Ball Field Attendant (PT) - 2	1	1	1	1
Life Guard - Senior	0.5	0.5	0.5	0.5
Life Guard - Lead (PT) - 3	1.5	1.5	1.5	1.5
Maintenance Tech III	1	1	1	1
Maintenance Tech I	1	1	1	0
Staff Accountant	1	1	1	1
Senior Customer Care Rep	1	1	1	1
Customer Service Attendant (PT)	18	18	19.5	19.5
Lifeguards (Temp & PT)	17	17	19.5	19.5
Rec Center Custodian (PT)	0.5	0.5	0.5	0.5
Rec Center Custodian	1	1	1	1
Camp Counselor (PT)	5.5	5.5	6.5	6.5
TOTAL PERSONNEL	58	58	63	61

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Customer satisfaction ratings		98%	86%	90%
Number of participants in BRiCk based programs	22,817	20,000	25,100	25,000
Number of BRiCk members	8,037	8,500	8,900	9,000
BRiCk cost recovery based on percentage of costs/original estimates	0.76	0.8	0.82	0.84
Brick Special Event Participants**	2,637	2,600	2,750	2,800
Pool rental reservation	327	450	375	400
Softball Teams Registered	168	220	165	200
Facility Room Rental	434	600	450	500

SIGNIFICANT CHANGES

Senior Center Supervisor and Maintenance Tech I transfers to General Fund from Parks Performance Fund for 2016-2017 budget.



BALLFIELDS

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

The department of 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 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 closely with the youth associations for the scheduling of games and tournaments.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To host tournaments to generate revenue to offset the cost of field operations.
2. To include the operation of the existing Hidden Creek Softball Complex with a minimum number of staff.
3. To support the operation and scheduling of league play.
4. To maintain all athletic parks to the highest possible performance standards.
5. To provide a safe and enjoyable athletic parks for the families of Burleson to recreate in.

Objectives for Fiscal Years 2016-2017:

1. To oversee the completion 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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	414,793	440,300	431,294	438,277
Materials & Supplies	26,220	17,400	21,400	23,400
Operating Expenditures	148,526	144,565	146,433	166,064
Maintenance & Repair	82,015	107,772	102,600	118,372
Other Expenditures	76,634	76,102	76,102	92,157
Capital Outlay	0	0	0	0
TOTAL	748,188	786,139	777,829	838,270

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Athletics Field Supervisor	1	1	1	1
Athletic Field Crew Leader	1	1	2	2
Athletic Maintenance Worker I	4	4	4	4
Athletic Maintenance Worker II	1	1	0	0
Park Maintenance Worker (Temp)	3	3	3	3
TOTAL PERSONNEL	10	10	10	10

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Ball Fields Maintained	18	18	18	18
Tournament Supported	11	11	11	10
Fertilization Treatments	3	3	3	3
Herbicide Treatments	3	3	16	3
Landscape Beds Maintained	8	8	8	16
Expense per capita	19	19	19	19
Overtime Use to Maintain sports complex	10,000	10,000	10,000	10000
Cost per acre to maintain sports complex	5,520	5,520	5,520	5520
Total sports complex acres Maintained	101	101	101	101

SIGNIFICANT CHANGES





RUSSELL FARM

RECREATION & LIFE LONG LEARNING

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. To provide a place where many types of visual art are displayed and taught. Specializing in wood sculpture and expanding to other mediums; including, stone sculpture, oil painting, pastels, metal sculpture, weaving, and water colors.
2. To host family and public events; weddings, reunions, class parties, etc.
3. To increase the knowledge of gardening and different plant types through the use of a community garden and nature trails.
4. To create a monarch butterfly garden to preseve and protect the Monarch.
5. To preserve the history of Russell Farm and provide a museum highlighting the early settlers to Texas and Burleson .

Objectives for Fiscal Years 2016-2017:

1. To utilize multi faceted events to increase attendance and awareness of Russell Farm.
2. To increase the number of tours in the Russell Boren museum.
3. To increase participation in all art classes and programs.
4. To Create a farming and ranching atmosphere in the middle of Burleson with the ever decreasing amounts of surrounding land.
5. Respond to citizen inquiries in a timely and professional manner.
6. To increase the size of the current community garden.
7. To create a nature trail with native Texas plants identified along the path.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	68,199	69,204	71,542	72,249
Materials & Supplies	975	4,020	4,060	2,975
Operating Expenditures	12,153	19,667	10,982	12,628
Maintenance & Repair	8,707	8,975	7,600	24,265
Other Expenditures	14,059	25,025	27,525	20,072
Capital Outlay	0	0	0	0
TOTAL	104,093	126,891	121,709	132,189

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Parks Supervisor - Russell Farm I	1	1	1	1
TOTAL PERSONNEL	1	1	1	1

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Number of Art Shows	1	2	2	2
Number of Art /Carving classes	65	65	65	65
Number of Private Parties	20	25	25	30
Number of Weddings	8	10	10	12
Number of Baby or Bridal Showers	6	8	8	10
Participants in Community Garden	12	20	20	25
Number of BPAC Meetings	3	4	4	3
Number of Art Critiques/ RFAC Meetings	10	12	12	12
Number of Civic Club Meetings/Events	6	7	7	7
Number of School field trips	4	4	4	5
Number of Public Events: concerts, egg hunt, etc.	4	4	4	5
Number of City of Burleson picnics, trainings, events	6	6	6	6
Number of Photographers, portraits	15	20	20	30
Attendance of Christmas event	650	1500	1500	1500
Number of Historical Committee Mtgs., Events	6	5	5	5
Total number of People on property	4,500	5,000	5,000	6,000

SIGNIFICANT CHANGES



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 Years 2016-2017:

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	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	444,621	448,352	444,566	463,694
Materials & Supplies	74,888	83,450	87,548	77,292
Operating Expenditures	149,131	148,343	165,092	169,585
Maintenance & Repair	5,112	5,085	8,377	5,085
Other Expenditures	94,291	99,978	99,978	100,438
Capital Outlay	7,030	0	0	0
TOTAL	775,073	785,208	805,561	816,094

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Utility Customer Service Manager	1	1	1	1
Customer Service Supervisor	2	2	2	2
Utility Customer Service Clerk	2	2	2	2
Sr. Meter Service Technician	1	1	1	1
Meter Service Technician	2	2	2	2
TOTAL PERSONNEL	8	8	8	8

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Average customer satisfaction rating	*	#	81%	80%
Total number on automatic payment	22,608	25,000	27,643	30,400
Total number of walk-in payments	*	*	27,962	26,500
Age of past due accounts	30-60 days	30-60 days	30-60 days	30-60 days

* This is a new performance measure and there is no data available for the previous fiscal year

The Customer Satisfaction Survey will be developed and implemented in Fiscal 2015

SIGNIFICANT CHANGES





WATER

WATER/WASTEWATER

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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.
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 procedures necessary to track the annual number of homes with water service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
9. Explore possibilities for reduction in water pumping electricity costs.

EXPENDITURES	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Personnel Services	910,260	1,007,827	983,758	1,053,516
Materials & Supplies	33,672	54,712	56,903	43,437
Operating Expenditures	4,584,643	4,610,634	4,656,152	4,423,220
Maintenance & Repair	284,009	234,370	239,170	258,400
Other Expenditures	754,589	851,519	851,519	954,526
Capital Outlay	488,128	392,369	409,910	435,580
TOTAL	7,055,301	7,151,431	7,197,412	7,168,679

AUTHORIZED POSITIONS	ACTUAL	BUDGET	ESTIMATE	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
Water Operations Superintendent	1	1	1	1
Assistant Superintendent	0	0	1	1
Sr. Utility Crewleader	1	1	1	1
Utility Crew Leader	4	4	4	4
Utility Inventory Coordinator	1	1	1	1
W/WW Regulatory Technician	1	1	1	1
Water Production Specialist	1	1	1	1
Right of Way Inspector	1	1	0	0
Utility Worker I, II, and III	6	6	6	6
TOTAL PERSONNEL	16	16	16	16

PERFORMANCE MEASURES	ACTUAL	GOAL	ESTIMATE	GOAL
	2014-2015	2015-2016	2015-2016	2016-2017
Number of tests taken	620	648	648	648
Percentage of test samples passing requirements	100	100	100	100
Number of residential meters more than 10 years old	944	0	286	0
Number of water main breaks per 100 miles of line	16	25	14	25
Percentage of unaccounted for water	7.5	10	3.8	10

SIGNIFICANT CHANGES





WASTEWATER

WATER/WASTEWATER

Mission Statement:

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

Description:

Wastewater Field Operations is responsible for providing wastewater collection services within the City of Burleson service area. The system is comprised of 186 miles of various size and composition of piping, over 2,700 manholes, 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 Years 2016-2017:

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.
7. 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.
8. Perform manhole inspections for 100% of remote manholes.
9. Prioritize capital projects and operational strategies to reduce I&I by 0.1 gallons per LF of pipe per inch of rainfall.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	283,574	292,204	289,829	289,279
Materials & Supplies	6,564	32,605	33,487	11,875
Operating Expenditures	3,034,599	3,065,230	3,416,278	3,354,925
Maintenance & Repair	32,960	42,555	42,555	42,555
Other Expenditures	390,079	376,636	376,636	476,212
Capital Outlay	0	0	0	0
TOTAL	3,747,776	3,809,230	4,158,785	4,174,846

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Utility Worker I, II, and III	2	2	2	2
Sewer Inspection Technician	1	1	1	1
Utility Crew Leader	2	2	2	2
TOTAL PERSONNEL	5	5	5	5

PERFORMANCE MEASURES	2014-2015 ACTUAL	2015-2016 GOAL	2015-2016 ESTIMATE	2016-2017 GOAL
Number of sanitary sewer overflows per 100 miles of lines.	2	0	2	0

SIGNIFICANT CHANGES





SOLID WASTE

SOLID WASTE

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Protect public health and safety through effective and efficient solid waste collections.
2. Develop and implement an ongoing comprehensive education program regarding both solid waste and recycling.
3. Continue to evaluate collections of both solid waste and recycling in an effort to minimize any future cost associated with providing this service.

Objectives for Fiscal Years 2016-2017:

1. Collect all residential and affected non-residential solid waste twice per week by close of business each collection day.
2. Collect all residential recycling materials one time per week by close of business on each collection day.
3. Perform an annual analysis of both solid waste and recycling contracts regarding effective customer service levels.
4. Provide missed garbage & recycling same day collection on all calls prior to 5 p.m. and next day collection by 10 a.m. on calls after 5 p.m.
5. Perform annual analysis on commercial franchise vendors to determine franchise fee collection compliance.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	24,734	27,152	26,040	26,924
Materials & Supplies	0	0	0	2,500
Operating Expenditures	2,595,522	2,884,983	2,915,669	3,009,862
Maintenance & Repair	4,726	1,336	1,336	3,836
Other Expenditures	153,701	151,775	152,893	150,201
Capital Outlay	0	12,000	12,000	0
TOTAL	2,778,683	3,077,246	3,107,938	3,193,323

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Recycling Center Worker (PT)	1	1	1	1
TOTAL PERSONNEL	1	1	1	1



HIDDEN CREEK GOLF COURSE

ADMINISTRATION

Mission Statement:

To provide the best golf course experience to our customers.

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

- To manage our budget and increase revenue. And to continue to keep expenses at the current level. We hope to substantially reduce or eliminate the Operational subsidy.

EXPENDITURES	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Personnel Services	163,463	223,554	192,759	238,656
Materials & Supplies	0	1,200	4,653	1,200
Operating Expenditures	9,076	10,340	11,131	11,131
Maintenance & Repair	0	0	0	0
Other Expenditures	9,638	11,466	8,966	11,148
Capital Outlay	0	0	0	0
TOTAL	182,177	246,560	217,509	262,135

AUTHORIZED POSITIONS	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATE 2015-2016	BUDGET 2016-2017
Director of Golf	1	1	1	1
Administrative Assistant	1	1	0	0
Business Operations Coordinator	0	0	1	1
TOTAL PERSONNEL	2	2	2	2

PERFORMANCE MEASURES	ACTUAL 2014-2015	GOAL 2015-2016	ESTIMATE 2015-2016	GOAL 2016-2017
Total Revenues	2,047,576	2,245,202	2,245,202	
Total Rounds Played	37,200	38,500	38,500	
Dollars Spent per Player	41	39	39	
Food and Beverage Total Revenue	289,194	309,000	309,000	



HIDDEN CREEK GOLF COURSE

PRO SHOP

Mission Statement:

To manage the daily operation of the golf course.

Description:

Collect fees, operate tournaments and maintain pace of play.

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Run the daily operation of the golf course, collect green fees and operate tournaments.

Objectives for Fiscal Years 2016-2017:

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

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	341,155	336,338	341,085	354,156
Materials & Supplies	12,204	19,000	16,850	19,000
Operating Expenditures	162,202	156,656	180,552	155,704
Maintenance & Repair	5,117	9,500	11,000	7,500
Other Expenditures	76,326	76,930	76,430	97,642
Capital Outlay	1,454	1,572	1,572	1,695
TOTAL	598,458	599,996	627,489	635,697

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Head Golf Professional	1	1	1	1
Assistant Golf Professional I	2	2	2	2
Golf Course Cart Barn Assistant	1	1	1	1
Golf Course Floating Assistant	1	1	1	1
Golf Course Cart Barn Attendant (PT)	1.5	1.5	1.5	1.5
TOTAL PERSONNEL	6.5	6.5	6.5	6.5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Total Acreage	215	215	215	215
Maintained Acreage	101	101	101	101



HIDDEN CREEK GOLF COURSE

MAINTENANCE

Mission Statement:

To care for and maintain the golf course.

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

1. Keep the golf course in excellent condition.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	409,563	479,879	411,700	475,128
Materials & Supplies	62,599	76,500	71,500	74,500
Operating Expenditures	91,420	114,033	97,418	105,612
Maintenance & Repair	39,093	56,000	42,500	56,000
Other Expenditures	50,647	50,114	50,114	48,198
Capital Outlay	0	0	0	0
TOTAL	653,322	776,526	673,232	759,438

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Golf Course Superintendent	1	1	1	1
Golf Course Asst. Superintendent	1	1	1	1
Special Landscape Assistant	1	1	0	0
Irrigation Specialist/Grounds Keeper	1	1	1	1
Golf Course Mechanic/Grounds Keeper	1	1	1	1
Golf Course Grounds Keeper	3	3	4	4
Golf Course Grounds Keeper (Temporary)	1	1	0.5	0.5
TOTAL PERSONNEL	9	9	8.5	8.5

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Total Acreage		215	215	215
Maintained Acreage		101	101	101



HIDDEN CREEK GOLF COURSE

RESTAURANT

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Develop new and attractive menu options for golfers and the general public.
2. Exceed food and beverage sales by increasing beverage cart availability; everyday.
3. Utilize scheduling to reduce overhead by keeping staff at minimum levels while maintaining quality of service.
4. Maintain competitive food pricing with surrounding restaurants.

Objectives for Fiscal Years 2016-2017:

1. Market to the golfers that are playing through signage and point of sale information.
2. Promote offsite catering opportunities by utilizing event staff.
3. Develop new menu options to entice more tournament catering.
4. Increase sales by enhancing service, and guest experience.
5. Increase number of scheduled public events; Wine and Nine, Dinners, etc.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	174,309	198,444	195,312	184,290
Materials & Supplies	2,337	8,000	6,450	8,000
Operating Expenditures	139,825	112,769	122,369	127,824
Maintenance & Repair	1,402	4,500	7,250	4,500
Other Expenditures	32,234	28,677	24,677	28,518
Capital Outlay	13,500	0	0	0
TOTAL	363,607	352,390	356,058	353,132

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Golf Course Food & Beverage Manager	1	1	1	1
GC Food & Beverage Assistant Manager	1	1	1	1
GC Event Staff Catering (PT)	1	1	1	1
GC Food Service Attendant (PT)	1.43	2.85	2.85	2.85
TOTAL PERSONNEL	4.43	5.85	5.85	5.85



CEMETERY

CEMETERY

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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



EXPENDITURES	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ESTIMATE	2016-2017 BUDGET
Personnel Services	0	0	0	0
Materials & Supplies	148	0	0	0
Operating Expenditures	215	163	163	166
Maintenance & Repair	0	5,000	0	5,000
Other Expenditures	9,089	0	0	0
Capital Outlay	0	0	0	0
TOTAL	9,452	5,163	163	5,166



EQUIPMENT SERVICES

PUBLIC WORKS

Mission Statement:

To provide the highest quality equipment maintenance service possible at or below market rates.

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

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

Objectives for Fiscal Years 2016-2017:

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	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	324,684	242,046	233,014	231,873
Materials & Supplies	22,390	20,168	29,088	20,168
Operating Expenditures	33,475	50,927	42,441	100,714
Maintenance & Repair	5,912	6,245	8,350	6,245
Other Expenditures	39,455	37,736	37,736	36,521
Capital Outlay	1,662	23,267	33,137	77,032
TOTAL	427,578	380,389	383,766	472,553

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Assistant Director-Public Works	1	0	0	0
Automotive & Equipment Technician II and III	3	3	3	3
TOTAL PERSONNEL	4	3	3	3

PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
% Scheduled Maintenance	45%	45%	45%	26%



INFORMATION TECHNOLOGY

SUPPORT SERVICES

Mission Statement:

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

Description:

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

MAJOR GOALS & OBJECTIVES

Major Goals:

1. Provide the city with a stable and reliable computer environment and decrease waiting time for service requests to be completed.
2. Develop a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.
3. To improve access to GIS data, and expand the use of the city's GIS for greater data analysis and planning.

Objectives for Fiscal Years 2016-2017:

1. Install new iSeries for SunGard applications.
2. Implement Mobile Device Management appliance.
3. Install and configure ArcGIS concurrent licenses.
4. Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.
5. Improve internal services and support on a "break/fix" level for users of city computers.
6. Upgrade all servers to Server 2012 R2 platform.
7. Continue training on added features to our VoIP phone system.
8. Complete migration to Microsoft Office 365 and Hosted Exchange.
9. Continue security awareness for all employees.
10. Assist with design and implementation of technology needs for new Municipal Court building.

EXPENDITURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	BUDGET
Personnel Services	807,643	830,743	839,927	874,572
Materials & Supplies	95,301	99,500	104,789	95,496
Operating Expenditures	43,899	84,033	49,130	49,839
Maintenance & Repair	464,185	525,350	525,350	546,115
Other Expenditures	0	628	628	1,244
Capital Outlay	105,613	64,500	64,500	270,100
TOTAL	1,516,641	1,604,754	1,584,324	1,837,366

AUTHORIZED POSITIONS	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	BUDGET	ESTIMATE	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	1	1	1	1
Project Manager	1	1	1	1
Support Technician	1	1	1	1
TOTAL PERSONNEL	8	8	8	8

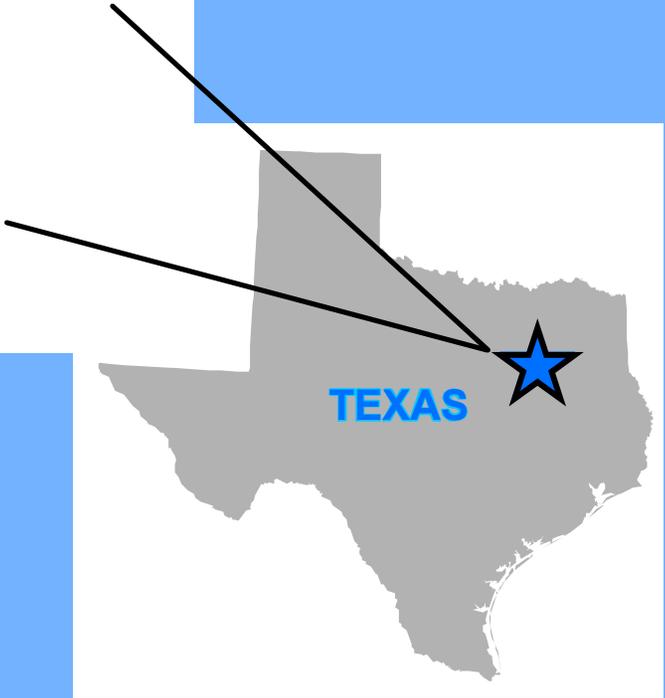
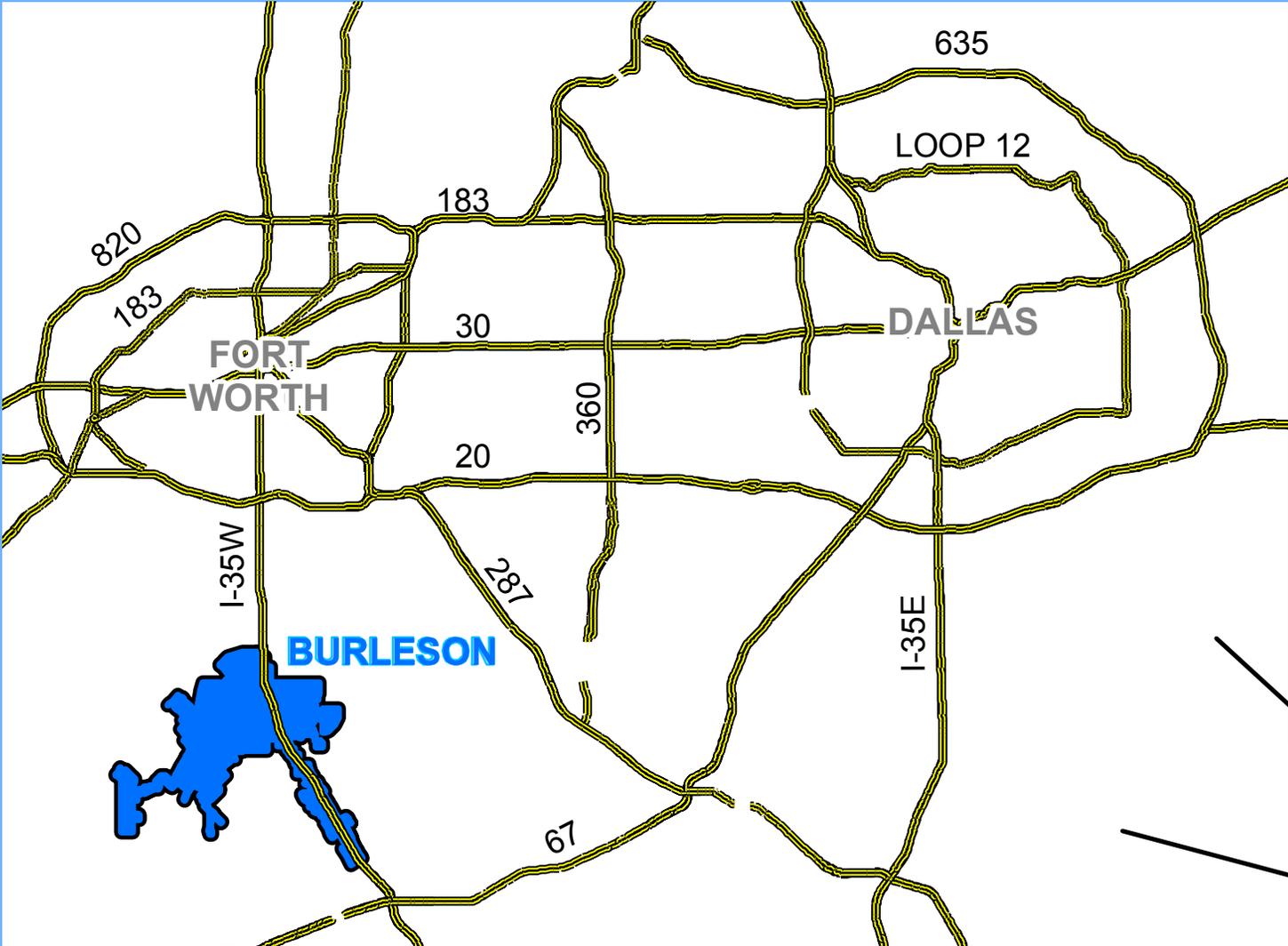
PERFORMANCE MEASURES	2014-2015	2015-2016	2015-2016	2016-2017
	ACTUAL	GOAL	ESTIMATE	GOAL
Customer Satisfaction Survey Results				
Work Orders Resolved	1,950	2,000	2,100	2,200
Desktop computers maintained			295	280
Laptop computers maintained			94	98
Tablets maintained (iPad & Surface)			51	67
Servers (physical) maintained			21	15
Servers (virtual) maintained			17	24

*This is a new performance measure and there is no data available for the previous fiscal year

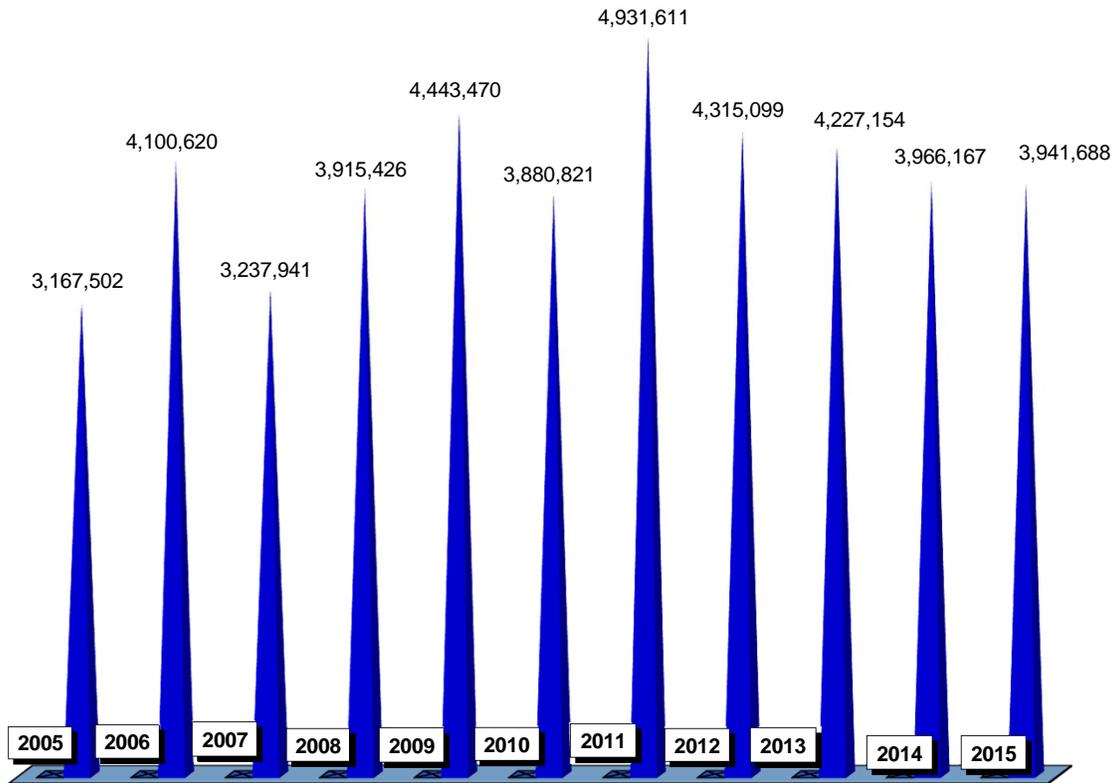
SIGNIFICANT CHANGES

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CITY OF BURLESON



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.

Bond

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

BRiCk

Acronym for Burleson Recreation Center

Budget

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

Budget Document

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

Burleson 4A Economic Development Corporation

Burleson 4A Economic Development Corporation is a blended component unit of the City. The 4A Corporation administers a ½ cent sales tax. The proceeds of this tax are used to

pay debt service on bonds issued for various capital improvements. The special revenue fund accounts for the receipts of the sales tax revenue, and subsequent transfers to the debt service fund.

Burleson 4A Economic Development Corporation Debt Service Fund

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

Burleson Community Services Development Corporation (4B)

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

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

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

CAFR

Comprehensive Annual Finance Report

CO

Acronym for Certificates of Obligation.

COG

Abbreviation for North Central Council of Governments.

City Manager's Message

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

Capital Asset

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

Capital Expenditures

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

Cletran

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

Contractual Obligations

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

Department

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

Depreciation

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

Division

A functional section of a department.

Effective Tax Rate

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

Encumbrances

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

Enterprise Fund

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

Expenditures

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

Expenses

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

FF

Acronym for Firefighter.

FY

Abbreviation for Fiscal Year.

Fiscal Year

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

Fixed assets

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

Franchise Tax

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

Full-Time Equivalent (FTE)

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

Fund

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

Fund Balance

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

GIS

Acronym for Geographical Information System.

GO

Acronym for General Obligation.

GFOA

Acronym for Government Finance Officers Association

General Debt Service Fund

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

General Fund

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

General Obligation Bonds

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

Generally Accepted Accounting Principles(GAAP)

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

Goals

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

Governmental Funds

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

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

Hotel/Motel Fund

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

Hotel/Motel Tax

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

IH

Acronym for Interstate Highway.

IT

Acronym for Information Technology.

Income

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

Inter fund Transfers

Amounts transferred from one fund to another.

Internal Service Fund

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

Levy

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

Modified Accrual Basis

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

NCTCOG

Abbreviation for North Central Council of Governments.

Old Town

Historic central business district.

Object Code

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

Operating Budget

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

Payment in Lieu of Taxes (PILOT)

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

Performance Measures

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

Reserve

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

Revenue Bonds

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

Revenue

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

SAN

Acronym for Storage Area Network.

SH

Acronym for State Highway.

SRO

Abbreviation for School Resource Officer.

Sales Tax

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

Service Enhancement

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

TEX21

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

TIF

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

Tax Rate

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

Tax Rate Limit

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

Tax Roll

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

Taxes

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

Unencumbered Balance

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

VoIP

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

WiFi

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

Working Capital

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



ACRONYMS

AV: Ad Valorem

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

BRiCk: Burleson Recreation Center

CAFR: Comprehensive Annual Financial Report

CIP: Capital Improvement Program CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

ETR: Effective Tax Rate

FF: Firefighter FT: Fulltime

FTE: Fulltime Equivalent FY: Fiscal Year

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

G & A: General & Administrative

GF: General Fund

GFOA: Government Finance Officers Association

G.I.S.: Geographical Information System



ANNUAL OPERATING BUDGET AND PLAN OF SERVICE

G.O.: General Obligation IH: Interstate Highway

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

IT: Information Technology

M&O: Maintenance & Operations

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Parttime

RTR: Rollback Tax Rate

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

TMRS: Texas Municipal Retirement System

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.

TOP TEN TAXPAYERS LISTING PER COUNTY

JOHNSON COUNTY		TARRANT COUNTY	
TAXPAYER	TOTAL TAXABLE	TAXPAYER	TOTAL TAXABLE
Wagner Smith Equipment CO	\$29,847,294	Burleson Gateway Station LP	\$25,445,562
H E BUTT Grocery Company	\$20,725,568	Halliburton Energy Services	\$21,436,431
Baker Hughes Oilfield Operations INC	\$18,605,022	Sam's Real Estate Business/Sam's East	\$18,817,470
EB Reserve LLC & RL Reserve LLC	\$15,808,651	JAHCO Burleson Town Center	\$13,400,000
Dolce Living At Burleson	\$13,454,590	James Huck Real Estate LLC	\$9,522,383
Encore MF Burleson LP	\$13,313,376	HBT Land LLC	\$7,478,291
Kroger Texas LP	\$13,093,443	HBT JV LLC	\$7,237,210
Devon Energy Production CO LP	\$12,410,887	Texas HCP AL LP	\$6,185,511
Oncor Electric Delivery CO LLC	\$10,521,165	AN County Line For INC	\$5,877,635
Wal-Mart Real Est Business	\$9,772,003	Oncor Electric Delivery CO LLP	\$5,653,618

Source: Tarrant Appraisal District "2016 Top Taxpayer Listing City of Burleson 126-102-03" at <http://www.tad.org/media/pdf/Reports/2016/2016TopTaxpayerReport.PDF> and Central Appraisal District of Johnson County "2016 Top Ten" charter for Burleson City at <http://tx-johnson.publicaccessnow.com/Portals/tx-johnson/documents/prop%20val/2016%20Top%20Ten.pdf>

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