



**CITY COUNCIL POLICY
43
City of Burleson Asset
Management Policy**

Adopted date	March 4, 2024
Revised date	NA

**CITY OF BURLESON ASSET
MANAGEMENT POLICY**

Purpose

The Asset Management Policy expresses the commitment of the City of Burleson to guide the effective and sustainable management of the City’s infrastructure assets. This policy will inform the City’s approach to maintaining, preserving, and enhancing its assets.

Background

As the City’s asset base ages, focus on the maintenance of existing infrastructure and careful decision-making regarding infrastructure development becomes increasingly necessary. Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City’s investment, to minimize future replacement and maintenance costs, and to maintain service levels.

The City’s Asset Management Program commits to delivering superior service and meeting customer expectations through efficient and effective business processes and asset stewardship. This policy lays out the City’s commitment to the pursuit of an optimally informed approach to planning, decision making and the management of critical assets. With this policy, the City will identify and manage critical assets throughout their respective lifecycles and strive to maximize its effective useful life while being fiscally conscious and limiting the City’s business risk exposure.

Definitions

Asset - An asset is a physical or abstract component, system, or resource that plays

a crucial role in the operation, maintenance, and delivery of services within an infrastructure network or facility. Assets can include roads, bridges, pipelines, tanks, pump stations, buildings, and equipment. Proper management of assets involves their acquisition, maintenance, and optimization to ensure they effectively serve their intended purpose while aligning with the organization's strategic goals.

Asset Management - Asset management is a holistic and strategic process within an organization that involves various coordinated activities to optimize the value derived from its assets, all while aligning with the organization's overarching goals. This approach encompasses resource allocation, infrastructure upkeep, performance evaluation, and other essential processes designed to ensure the delivery of high-quality services to stakeholders by effectively planning and maintaining assets. Asset management goes beyond simply addressing the age or condition of assets and is primarily concerned with maximizing the assets' overall utility and contribution to the organization's success.

Customer - A customer typically refers to the residents, businesses, and stakeholders within the community who directly benefit from or are affected by the public services and infrastructure provided by the City. These individuals and entities are the end users of the services and assets, and their satisfaction and well-being are central considerations in setting and maintaining the desired level of service.

Level of Service - Level of Service represents the established standards for the quality and quantity of public services and infrastructure, guiding resource allocation and ensuring the community's needs are met.

Sustainability - Sustainability refers to the practice of responsibly managing and maintaining assets in a way that ensures their long-term viability, value, and functionality. It involves making strategic decisions that consider the environmental, economic, and social aspects of asset performance. Sustainable asset management seeks to balance the need for optimal asset utilization with minimal environmental impact, enhanced energy efficiency, and increased social responsibility. The goal is to preserve and extend the life of assets while aligning with broader sustainability goals and minimizing negative consequences for future generations.

Scope

The City Council is committed to a comprehensive and strategic approach to managing its infrastructure assets. This involves integrating business processes,

employing trained and knowledgeable staff, and fostering effective communication with customers and stakeholders to provide an exceptional level of service. From the planning and design phase to disposal, the city will oversee assets throughout their life cycles using a risk-based framework, ensuring responsible use of public resources while meeting the high service standards expected by residents and stakeholders. The citywide asset management program aims to optimize service delivery by balancing the level of service delivery, cost considerations, and business risks. The City is dedicated to compliance with relevant laws, regulations, and established policies, with a continual commitment to evaluating and accurately reporting on program performance. Grounded in solid data, the asset management program ensures that investments are made wisely, at the right time and on the right assets, promoting a data-driven and consistent decision-making process. The primary scope of this policy are as follows:

1. Optimize asset performance to ensure the safety and longevity of infrastructure assets, minimizing disruptions, and providing reliable services.
2. Foster fiscal responsibility to efficiently allocate resources and make informed investment decisions while reducing long-term financial burdens.
3. Enhance resilience and sustainability to prioritize asset resilience and sustainability in the face of climate change, disasters, and environmental concerns.
4. Align with community goals, including economic development, quality of life, and environmental stewardship.
5. Promote transparency and accountability for deeper and stronger community trust and engagement.
6. Enable informed data-driven decision-making and performance monitoring to support the ever-changing infrastructure needs.

Responsibilities

- The City Council is responsible for adopting the Asset Management Policy and providing authority to the City Manager to implement the Asset Management Program.
- The City Manager holds the responsibility for ensuring that the City adheres to the principles and commitments outlined in this Asset Management Policy. Furthermore, the City Manager is entrusted with designating appropriate individuals for the reviews and revisions required by this policy.
- The leadership team commits to providing support to the City Manager in the

pursuit of compliance with this Asset Management Policy and to actively enforce its implementation within their respective areas of authority.

- All employees, without exception, bear the duty of strict adherence to the provisions set forth in this Asset Management Policy. The City administration is dedicated to furnishing its employees with the necessary knowledge, resources, and skills to effectively uphold and execute this policy.

Corporate Risk Matrix

CONSEQUENCE CATEGORIES	VERY LOW	LOW	MODERATE	HIGH	VERY HIGH
Regulatory Compliance	No Impact	Minor non-compliance requiring notification of regulatory entity. Example: Violation of internal processes	Moderate non-compliance triggering internal investigations and potential regulatory scrutiny. Example: Regulatory violation (SSO)	Significant violation requiring external regulatory intervention and potential legal consequences. Example: TCEQ Administrative Order	Severe non-compliance resulting in legal actions, fines, and severe damage to reputation. Example: EPA Consent Decree
Financial	No Impact	Low financial loss, manageable through existing resources and budget adjustments. Metric: Less than \$100,000	Moderate financial impact necessitating financial reallocation and cost-cutting measures. Metric: \$100,000 - \$250,000	Significant financial loss, requiring external funding and long-term financial restructuring. Metric: \$250,000 - \$1,000,000	A severe financial crisis demanding immediate financial intervention and recovery strategies. Metric: Greater than \$1,000,000
Delivery of Services	No Impact	Slight service disruption with minimal impact on end-users, recoverable through swift corrective actions. Example: Disruption duration less than 12 hours	Moderate disruption affecting service quality and delivery timelines, requiring prompt attention and recovery. Example: Disruption duration 12 – 24 hours	Significant service outage leading to public inconvenience, necessitating urgent and comprehensive restoration efforts. Example: Disruption duration 24-72 hours	Catastrophic service failure causing widespread public distress and necessitating a long-term recovery strategy. Example: Disruption duration greater than 72 hours

Corporate Risk Matrix (cont.)

CONSEQUENCE CATEGORIES	VERY LOW	LOW	MODERATE	HIGH	VERY HIGH
Operational Impact	No Impact	<p>Minor disruptions to routine operations, recoverable through prompt corrective actions.</p> <p>Example: Disruption tolerable for up to 7 days</p>	<p>Moderate disturbances to operational processes, requiring comprehensive and coordinated recovery efforts.</p> <p>Example: Disruption tolerable for up to 2 days</p>	<p>Major disruptions affecting critical operations, necessitating urgent and strategic interventions for recovery.</p> <p>Example: Disruption tolerable for up to 1 day</p>	<p>Catastrophic operational failure jeopardizing core functions, demanding an immediate and sustained recovery plan.</p> <p>Example: Disruption tolerable for less than 12 hours</p>
Environmental	No Impact	<p>Low environmental impact, with limited harm and manageable mitigation measures.</p>	<p>Moderate environmental damage that has short term effects and is reversible.</p>	<p>Significant environmental damage that has long term effects. Likely to lead to fines for regulatory agencies.</p>	<p>Severe and irreversible ecological harm with long-term consequences, demanding urgent and comprehensive environmental restoration strategies.</p>
Reputation	No Impact	<p>No reputational harm with limited impact on public perception.</p> <p>Example: Alert Notification on City Website</p>	<p>Moderate reputational harm with limited impact on public perception, manageable through strategic communication efforts.</p> <p>Example: Social Media Coverage</p>	<p>Moderate damage to reputation affecting a broader audience, requiring a comprehensive reputation management strategy.</p> <p>Example: Local Media Coverage</p>	<p>Significant reputational crisis with widespread negative impact, necessitating immediate and sustained reputation repair initiatives.</p> <p>Example: National Media Coverage</p>