

THE CITY OF
BURLESON
TEXAS

**BUDGET
WORK
SESSION**
with City Council

FY 22-23



City of Burleson

Fiscal Year 2022-2023

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,749,741, which is a 7.78 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$944,179.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Burleson
Texas**

For the Fiscal Year Beginning

October 01, 2021

Christopher P. Morrill

Executive Director

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THE CITY OF
BURLESON
TEXAS



City Manager's Budget Message

July 29, 2022

To the Honorable Mayor and Members of the City Council:

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

The Fiscal Year (FY) 2022/23 Proposed Budget has also been developed in the context of a five-year financial plan. This approach aims to ensure that decisions made today are financially sustainable in the future. To that end, the budget has been developed to match recurring revenues and recurring expenses in FY 2022/23.

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

Takeaways

1. Lower tax rate

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

2. Homestead exemption

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

3. Street and Traffic Improvements

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

4. Public Safety Enhancements

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

5. Utilities

No rate increases are proposed for this fiscal year.

Budget Focus Areas

Strategic Plan

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

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

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

Public Input

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

Cost Containment and Organizational Efficiency

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

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

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

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

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

Financial Sustainability

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

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

2022 Bond: Investments in Public Infrastructure and Facilities

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

- **SH 174 Traffic Signal Improvements** Technology to allow the city to study, control and synchronize the traffic signals throughout the city. Total cost \$1,861,123.
- **Neighborhood Street Rebuild** Full-depth rebuild of pavement for streets throughout the city. Total cost \$825,833.
- **Sidewalk Program** Design and construction of sidewalks throughout the city in coordination with the Master Mobility Plan and the Parks Masterplan. Total cost \$446,946.
- **Dual Left Turn Lanes at Lakewood and SH174** Design and construction of a dual left-turn lane from Lakewood Drive onto northbound SH174/Wilshire Boulevard. Total cost \$85,000.

- **Police Station** Expansion of the current police department headquarters, including a dedicated public safety communications area, training space for officers and additional evidence and equipment storage areas. Year one design cost \$3,600,000.
 - **CR1020 Alsbury Widening** Design of Alsbury Boulevard to increase the road width from two lanes to a four-lane road. Design cost \$2,500,000.
-

Public Safety Enhancements

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

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

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

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

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

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

Employee Compensation and Benefits

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

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

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

Economic Development

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

Other Notable Budget Items

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

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

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

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

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

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

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

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

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

Budget Funds Summary

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

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

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

Public Safety (7 full-time positions)

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

Emergency Management Services (9 full-time positions)

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

Capital Program (6 full-time positions)

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

General Government (5.5 full-time positions)

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

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

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

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

Below are some additional enhancements as well:

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

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

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

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

In Conclusion

The input of the city council has been invaluable in preparing the FY 2022/23 Proposed Budget. I sincerely thank the city council members for their hard work and dedication to the citizens of Burleson. I also appreciate the feedback, analysis, and hard work of the city of Burleson employees in their assistance in preparing the recommended budget. In particular, the finance department staff has been vital in assembling and analyzing this document.

With continued investments in our organization, people, and infrastructure, I am confident that this budget will position the city of Burleson to be successful in the future. With your continued support and the dedication of our staff, we will ensure quality services are delivered to our community.

Best regards,

Bryan Langley
City Manager

THE CITY OF
BURLESON
TEXAS



FISCAL YEAR 2022-2023 BUDGET OVERVIEW

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

GENERAL FUND: REVENUES

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

PROPERTY TAXES

Tax Valuation

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

Tax Rate

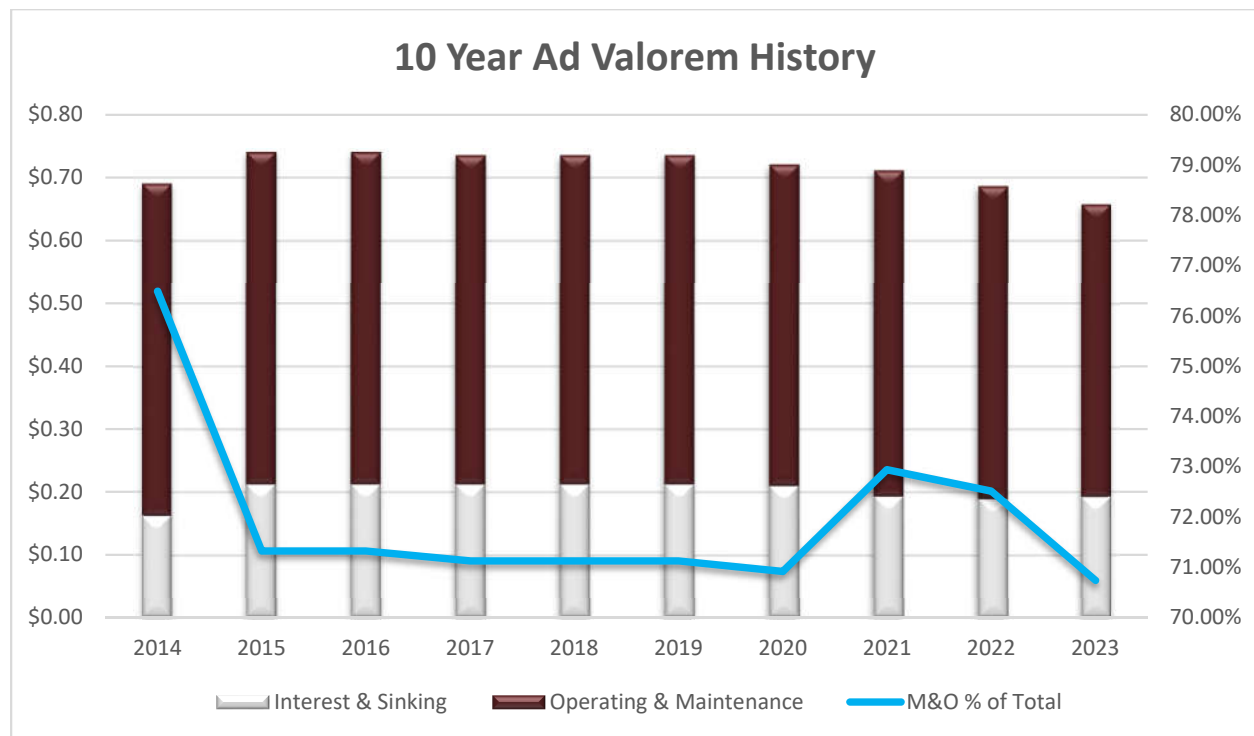
The property tax rate in the proposed budget is \$0.6572, which is \$.0287 less than the current rate of \$0.6859. The proposed rate is the lowest since FY 2007-2008.

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

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

Budget Overview

Proposed FY 2022-2023 Budget



Maintenance and Operations Rate (M&O rate)

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

Debt Service Rate (I&S rate)

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

Budget Overview

Proposed FY 2022-2023 Budget



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



Taxable Value of Average Residential Property

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

Property Tax Revenue

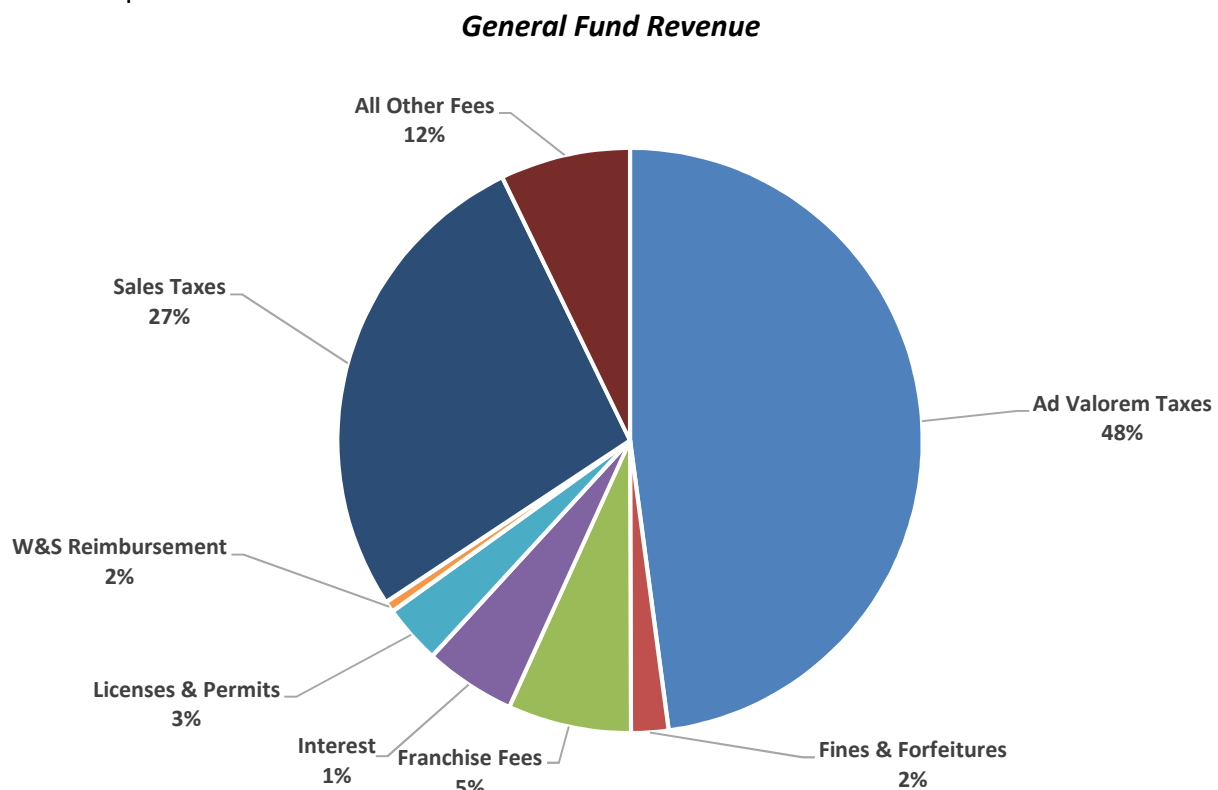
Overall, General Fund revenue from ad valorem (property) taxes is up \$1,749,741 (7.8%) from the current year to \$24,249,741. The tax levy on new value-added since the last appraisal totaled \$944,179. The value of properties subject to a tax ceiling has increased to \$794 million in 2022 from \$718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

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

SALES TAXES

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

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



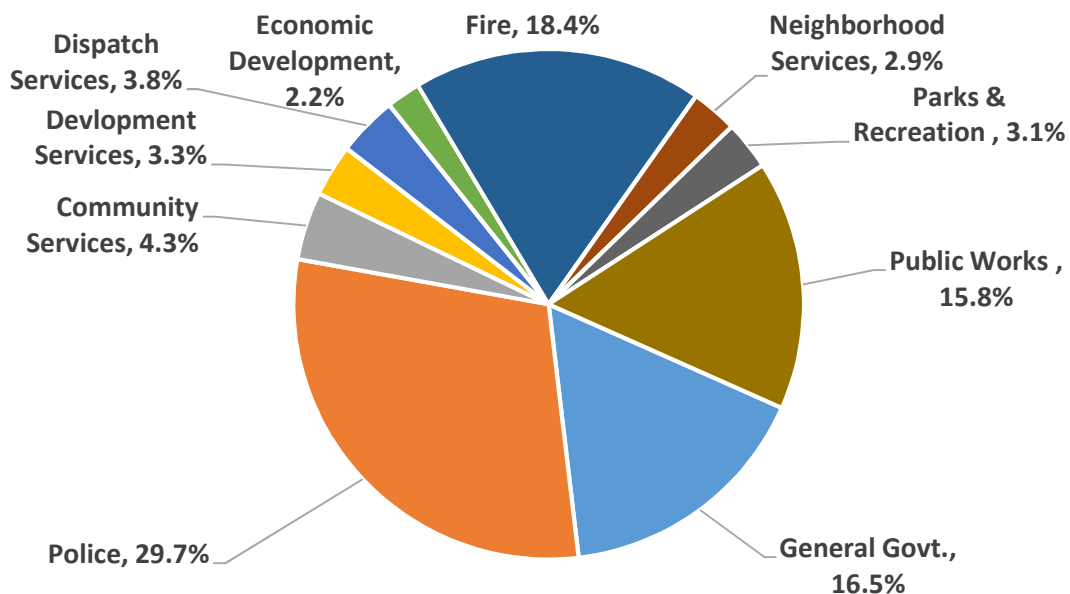


GENERAL FUND: EXPENDITURES

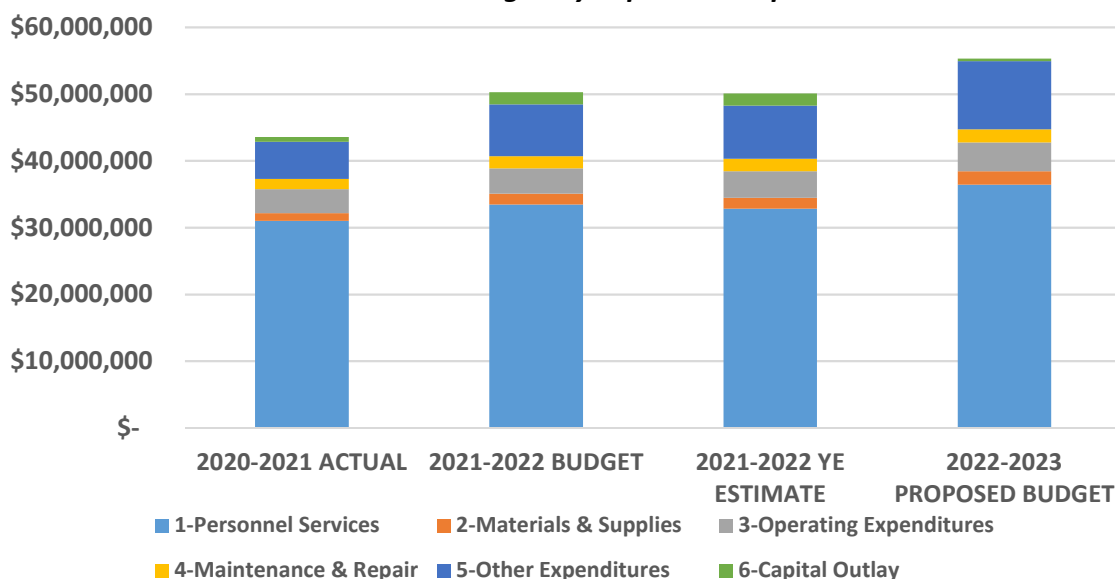
Proposed total expenditures budget is \$55,328,010 which is \$5,056,182 (10.06%) higher than the current budget. The increases are driven by police, fire, communications dispatch and public works.

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

General Fund Expenditure By Function

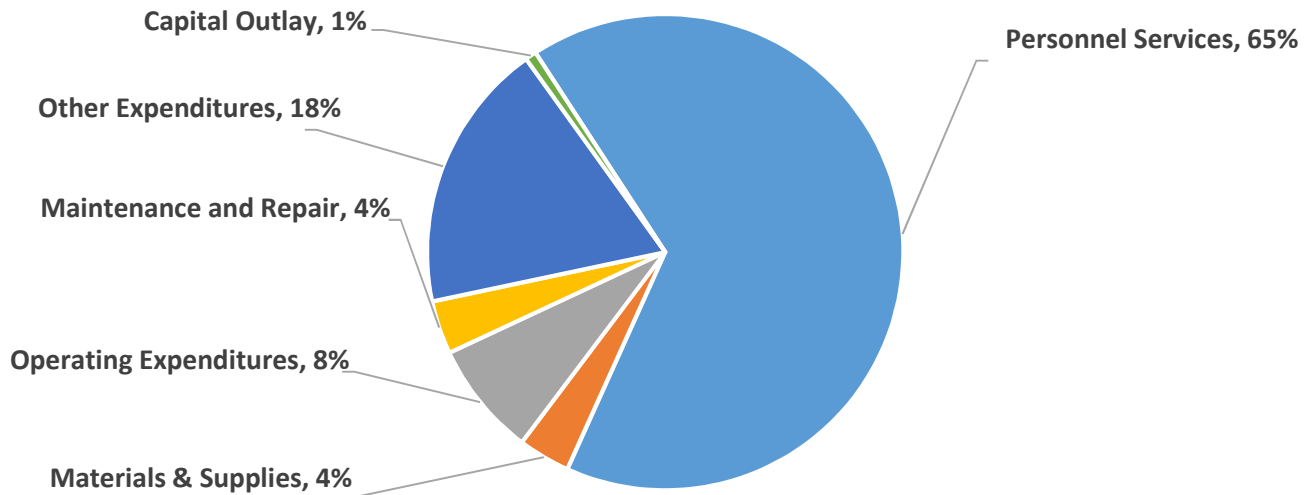


General Fund Budgetary Expense Comparison





General Fund by Category



FUND BALANCE

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

4A ECONOMIC DEVELOPMENT FUND

In 2001 the citizens of Burleson approved an additional one-half of one percent sales tax to be used for economic development. The city began collecting the ½ cent sales tax in December 2001. The Burleson 4A Economic Development Corporation was established to administer the Type A EDC sales tax.

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

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



4B COMMUNITY SERVICES DEVELOPMENT FUND

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

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

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

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

PARKS PERFORMANCE FUND

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

OTHER SPECIAL REVENUE FUNDS

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

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

Budget Overview

Proposed FY 2022-2023 Budget



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

WATER/WASTEWATER FUND

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

Fund Expenditures

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

Water Rates

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

The base water rates are as follows:

Budget Overview

Proposed FY 2022-2023 Budget



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

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

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

	FY 22/23
1 gallon to 10,000 gallons	\$4.56
10,001 gallons to 20,000 gallons	\$5.75
Over 20,000 gallons	\$6.57
Gas Well Drilling (all volumes)	\$13.55

Wastewater Rates

The proposed FY 2022-23 wastewater rates remain the same. The base rate is \$19.16/month, and the volumetric rate is \$5.32/1,000 gallons. These rates are the same for residential and commercial customers, except that residential accounts are billed on the average water consumption during the winter months with a maximum of 12,000 gallons.

GOLF COURSE FUND

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

SOLID WASTE FUND

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



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

SUPPORT SERVICES FUND

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

CEMETERY FUND

The Cemetery (Operations) Fund is an enterprise fund used to account for the cost of operating the Burleson Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots and interest on investments. Revenues are projected at \$30,746 in FY 2022-23 and expenditures are projected at \$23,766. The end-of-year working capital in the Cemetery Fund is projected to be \$222,971 in FY 2022-23.

EQUIPMENT SERVICES FUND

The Equipment Service Fund is an internal service fund used to enhance accountability for the expenses associated with vehicle and equipment operation. All costs related to these operations are charged to the using department to offset the proposed budget expenses of this fund. Revenues in the proposed FY 2022-23 budget are projected at \$2,185,524. Fund expenditures are projected at \$2,023,639. The projected end-of-year working capital in the Equipment Service Fund for FY 2022-23 is budgeted to be \$11,968.

EQUIPMENT REPLACEMENT FUNDS

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

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

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



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

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

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

HEALTH INSURANCE FUND

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

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BURLESON
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City of Burleson²⁷ Strategic Plan

ABOUT THIS PLAN

Why a strategic plan?

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

How was the plan developed?

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

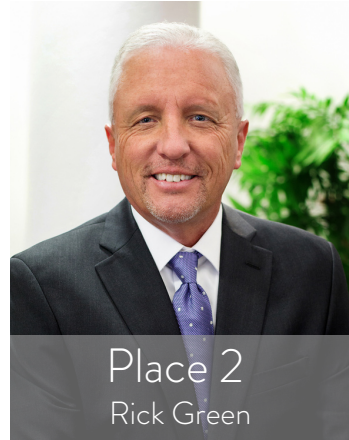
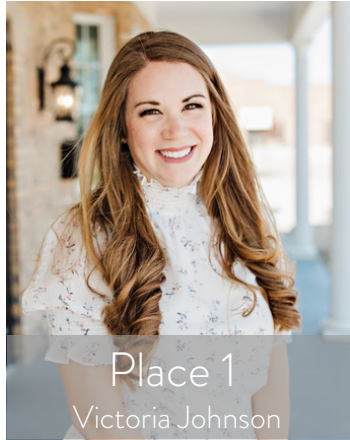
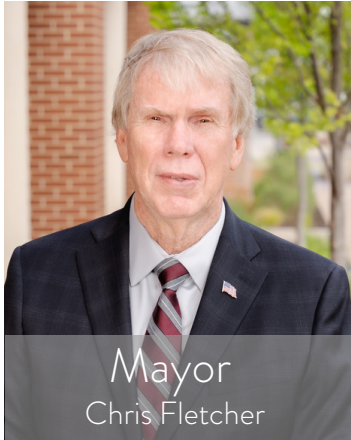
This plan:

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



BURLESON

City Council



VISION 2037

Burleson is the premier place to:

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

Burleson 2037 is a **Safe Community,**

has a **Vibrant Old Town and**

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



BURLESON CITY GOVERNMENT MISSION

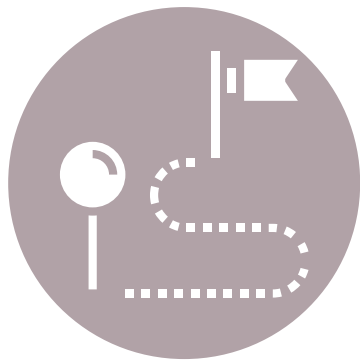
*To provide exceptional,
people-focused municipal services and to
plan and invest in the future in a financially
responsible and innovative manner through a
high-performing city team and in a partnership
with our Burleson community.*

FOCUS AREAS



High Performing City Organization

Providing Exceptional, People Focused Services



Dynamic & Preferred City
through Managed Growth

GOALS 2027

Outcome-based objectives and potential actions for five years.



Beautiful, Safe & Vibrant Community



Great Place to Live
through Expanded Quality of Life Amenities



FOCUS AREA 1

High Performing City Organization

Providing Exceptional, People Focused Services

OBJECTIVE

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

GOAL 1

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

GOAL 2

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

GOAL 3

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

GOAL 4

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

FOCUS AREA 1



High Performing City Organization

Providing Exceptional, People Focused Services

GOAL 1

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

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

GOAL 2

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

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

GOAL 3

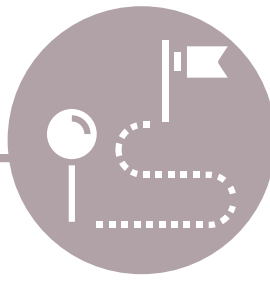
Deliver high-quality service and communications to external and internal customers by providing outstanding customer experience, communication and community engagement; regularly seeking feedback from citizens and employees through surveys, public forums and other outreach methods; and offering convenient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

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

GOAL 4

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

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



FOCUS AREA 2

Dynamic & Preferred City through Managed Growth

OBJECTIVE

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

GOAL 1

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.

GOAL 2

Promote sustainable residential and commercial development through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

GOAL 3

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

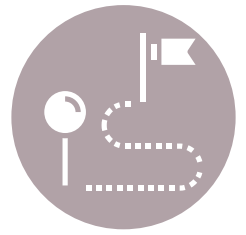
GOAL 4

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

GOAL 5

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

FOCUS AREA 2



Dynamic & Preferred City through Managed Growth

GOAL 1

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.

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

GOAL 2

Promote sustainable residential and commercial development through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

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

GOAL 3

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

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

GOAL 4

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

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

GOAL 5

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

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



FOCUS AREA 3

Beautiful, Safe & Vibrant Community

OBJECTIVE

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

GOAL 1

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

GOAL 2

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

GOAL 3

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

GOAL 4

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

GOAL 5

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

FOCUS AREA 3

Beautiful, Safe & Vibrant Community



GOAL 1

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

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

GOAL 2

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

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

GOAL 3

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

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

GOAL 4

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

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

GOAL 5

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

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



FOCUS AREA 4

Great Place to Live

through Expanded Quality of Life Amenities

OBJECTIVE

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

GOAL 1

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

GOAL 2

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

GOAL 3

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

FOCUS AREA 4



Great Place to Live

through Expanded Quality of Life Amenities

GOAL 1

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

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

GOAL 2

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

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

GOAL 3

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

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

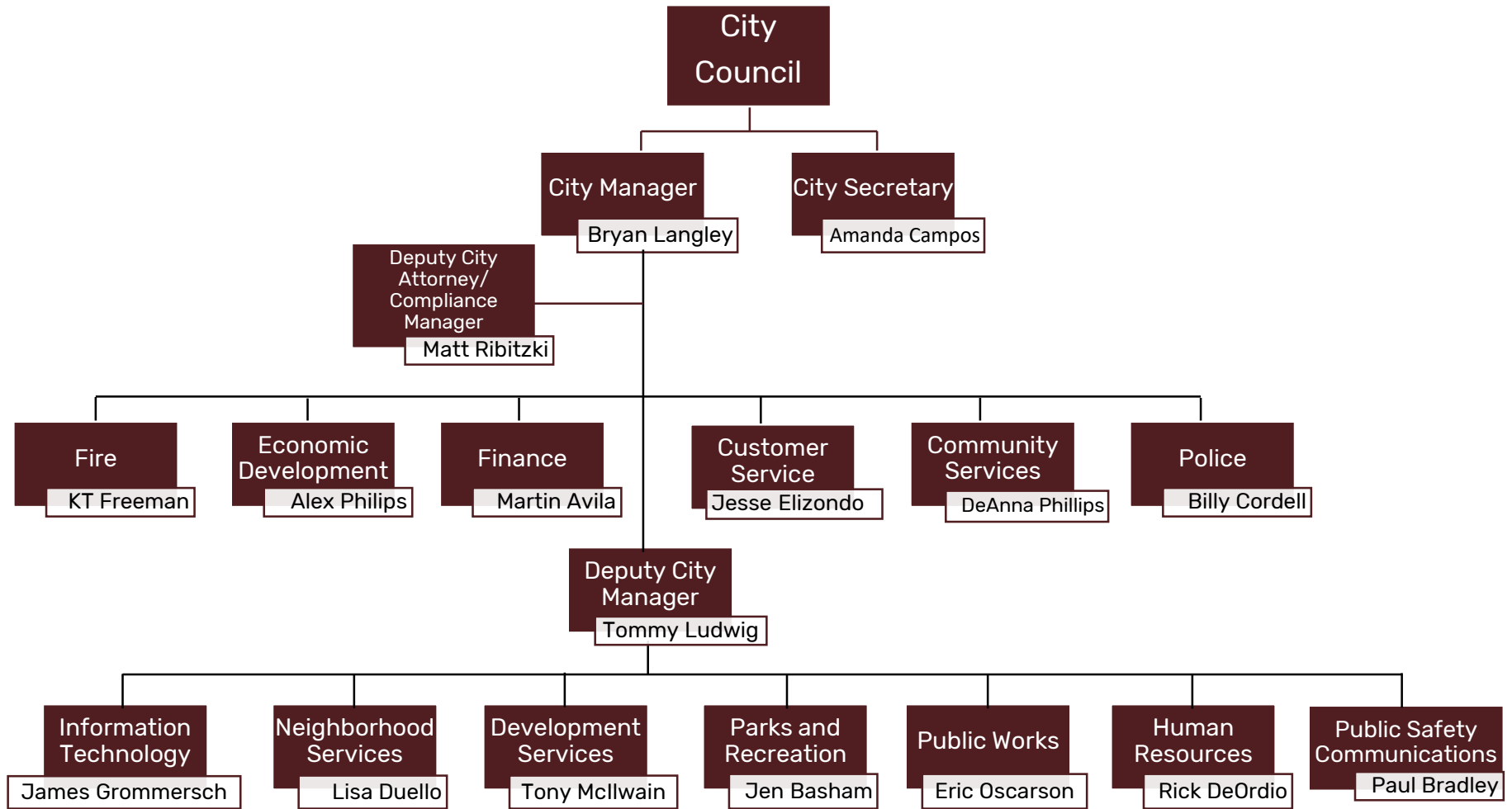
COMPLETED ITEMS

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

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

THE CITY OF
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Organizational Chart



CITY OF BURLESON FUND STRUCTURE BY BUDGETARY BASIS

Governmental Activities

Modified Accrual Basis
of Accounting

Government Fund

Debt Service Funds

General Debt Service

Type 4B Debt Service

Type 4A Debt Service

Special Revenue Fund

Parks Performance Fund

Type 4B Special Revenue Fund

Type 4A Special Revenue Fund

Economic Development Fund

Hotel/Motel Fund

Business Activities

Accrual Basis of
Accounting

Enterprise

Water and Wastewater

Solid Waste

Hidden Golf Course

Cemetery

Internal Service

Equipment Services

Equipment Replacement-Government

Equipment Replacement-Business

Support Services

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

CITY OF BURLESON FUND DESCRIPTION

Governmental Modified Accrual Basis of Accounting

MAJOR FUNDS:

<i>FUND</i>	<i>DESCRIPTION</i>	<i>MAJOR REVENUE SOURCES</i>	<i>MAJOR SERVICES PROVIDED</i>
General	Most basic fund used in COB	<ul style="list-style-type: none"> • 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:

<i>FUND</i>	<i>DESCRIPTION</i>	<i>MAJOR REVENUE SOURCES</i>	<i>MAJOR SERVICES PROVIDED</i>
Economic Development Fund	Special Revenue Fund	<ul style="list-style-type: none"> • 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 DESCRIPTION

Proprietary Accrual Basis of Accounting

MAJOR FUNDS:

<i>FUND</i>	<i>DESCRIPTION</i>	<i>MAJOR REVENUE SOURCES</i>	<i>MAJOR SERVICES PROVIDED</i>
Water & Wastewater Fund	Enterprise Fund	<ul style="list-style-type: none"> 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:

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

PROPRIETARY FUNDS

Budgeting for business-like funds are called Proprietary Funds. There are two types, the Enterprise and Internal Service Funds. Both are prepared in a manner similar to the basis used in the accrual method of accounting but the treatment of capital purchases represents an area in which fundamental differences exist. These differences are, once again related to the timing rather than the amount of expenditures.

In an accrual accounting environment, such as that used in the preparation of appropriate sections of the AFR, capital purchases do not immediately give rise to expenses. Instead, capital items are recorded as assets and depreciated over their useful lives.

Each year an amount of depreciation is recorded as an expense. So, in effect, the cost of the asset is spread over a period equal to the life of the asset. For budgetary purposes, the full cost of the asset is charged to the budget during the period in which the item was purchased. This method accelerates the recognition of an item's cost and forces the City to officially identify and appropriate funding at the earliest possible stage.

THE CITY OF
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**The Relationship Between Functional Units:
Operations and Accounting Funds**

DEPT/DIV Description	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
ADMINISTRATIVE SERVICES										
1011 City Manager's Office	X					X				
1015 Human Resources	X					X				
1016 Legal Services	X					X				
1017 Communications	X					X				
CITY SECRETARY'S OFFICE										
1411 City Secretary's Office	X					X				
1412 City Council	X									
1413 Records & Information Services	X					X				
1415 Judicial Services	X					X				
LIBRARY										
1611 Library	X					X				
1612 Burleson University	X					X				
FINANCE										
2011 Finance	X					X				
2013 Support Services	X					X				
2014 Purchasing	X					X				
PUBLIC SAFETY										
3011 Police	X					X				
3012 Fire	X					X				
3013 Fire Prevention	X					X				
3014 Emergency Services	X					X				
3015 Municipal Court	X					X				
3016 Marshals	X					X				
PUBLIC WORKS										
2041 Utility Customer Service		X					X			
4011 Public Works Admin	X									
4013 Solid Waste			X				X			
4016 Facilities Maintenance	X					X				
4017 Streets Pavement Maintenance	X					X				
4018 Streets Drainage Maintenance	X					X				
4019 Streets Traffic Maintenance	X					X				
4041 Water/Wastewater Services		X					X			
4042 Wastewater Services		X					X			
4051 Equipment Services				X		X				
NEIGHBORHOOD SERVICES										
4511 Neighborhood Services Administration	X									
4514 Animal Services	X					X				
4515 Environmental Services	X									
5013 Code Enforcement	X					X				
PLANNING AND ENGINEERING SERVICES										
5010 Development Services Admin	X									
5011 Planning	X									
5012 Building Inspections	X					X				
5511 Engineering - Capital	X					X				
5512 Engineering - Development	X					X				
5513 Gas Well Development	X					X				
PARKS AND RECREATION										
6011 Parks & Recreation Admin	X									
6012 Recreation	X					X				
6013 Parks	X					X				
6015 Senior Citizens Center	X					X				
6017 BRiCK						X		X		
6018 Ballfields						X		X		
6019 Russell Farm						X		X		
4A SPECIAL REVENUE FUND										
1014 Economic Development									X	

**The Relationship Between Functional Units:
Operations and Accounting Funds**

DEPT/DIV Description		GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVT EQUIP REPLACE	PROP EQUIP REPLACE	PARKS PERFORMANCE	4A SPECIAL REVENUE FUND	SUPPORT SERVICES
HIDDEN CREEK GOLF COURSE											
8011	Golf Course Administration					X		X			
8012	Pro Shop					X		X			
8013	Golf Course Maintenance					X		X			
8015	Food & Beverage Services					X		X			
ADMINISTRATIVE SERVICES											
1511	Information Technology						X				X

FINANCIAL POLICY STATEMENTS

Proposed Revisions 6/21/2021

I. STATEMENT OF PURPOSE

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

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

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

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

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

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

III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

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

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

C. FINANCIAL REPORTING.

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

IV. OPERATING BUDGET.

- A. **PREPARATION.** Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City's "operating budget" is the City's annual financial operating plan. The scope of the budget includes all funds for which the City will adopt a formal budget, including Government Funds, Proprietary Funds, and Fiduciary Funds.
- 1) Budgetary Process. The budget is prepared by the City Manager or his/her designee with the cooperation of all City Departments. The budget should be presented to the City Council between 60 and 90 days prior to fiscal year end, and should be enacted by the City Council prior to fiscal year end in accordance with the Charter.
 - 2) Awards. If feasible, the operating budget will be submitted to the GFOA annually for evaluation and consideration for the Award for Distinguished Budget Presentation.
 - 3) Basis of Budgeting. The basis of budgeting will be the same as the basis of accounting; that is, that budgets for the General Fund and the Special Revenue Funds are prepared on the modified accrual basis of accounting, and budgets for the Utility (Proprietary) Funds are prepared on a full accrual basis, except that capital purchases and depreciation are not adjusted until year-end financial reporting.
 - 4) Financial Forecast. A five-year financial forecast shall be prepared annually, projecting revenues and expenditures for all operating and capital funds. This forecast shall be used as a planning tool in developing the following year's operating budget.
 - 5) Proposed Budget Format. A proposed budget shall be prepared by the Manager with the participation of all of the City's Department Directors, within the provisions of the City Charter. The budget shall include at least four basic segments for review and evaluation. These segments are: (1) personnel costs, (2) operations and maintenance costs, (3) capital and other (non-capital) project costs, and (4) revenues. A four column format should be used such that prior year actual, current year budget and revised, and next year proposed are all clearly shown.
 - 6) Council Participation. The budget review process shall include Council participation in the development of each of the four segments of the proposed budget and a Public Hearing to allow for citizen participation in the budget preparation. The budget process shall span sufficient time to address policy and fiscal issues by the Council. The budget process will be coordinated so as to identify major policy issues for City Council consideration prior to the budget approval date so that proper decision analysis can be made.
 - 7) Filing and Adoption. Upon the presentation of a proposed budget document acceptable to the Council, the Council shall call and publicize a public hearing and adopt by Ordinance such budget as the City's Official Budget, effective for the fiscal year beginning. A copy of the proposed budget shall be filed with the City Secretary in accordance with the provisions of the City Charter. Should the Council fail to take final action on or before the last day of the fiscal year, the budget as submitted by the City Manager shall be deemed to have been finally adopted by the City Council.
 - 8) Amending the Official Budget. The council may amend the budget for municipal purposes in accordance with state law.
 - 9) Encumbrances. Encumbrances outstanding at the end of each fiscal year shall be reflected as reservations of fund balance. Subsequent year's payments on previously encumbered funds will be reflected as expenditures in the current year. For Encumbrances that are brought forward from the previous year, budgets will be adjusted by the encumbered amount in the current year .
- B. **BALANCED BUDGET.** The operating budget will be balanced with current revenues and other resources greater than or equal to current expenditures/expenses. Use of beginning balances and other reserves to balance operations will be disclosed in the document with the underlying rationale.
- C. **REPORTING.** Monthly financial reports will be prepared to enable the Department Managers to manage their budgets and to enable the Finance Director to monitor and control the budget as authorized by the City Manager. Summary

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

- D. CONTROL. Operating Expenditure Control is addressed in Section VI.C. of these Policies.
- E. ACTIVITY INDICATORS AND STATISTICS. Where appropriate, activity indicators and statistics will be used as guidelines and reviewed for efficiency and effectiveness. This information will be considered in the annual budgeting process and reported to the City Council regularly.
- F. OPERATING POSITION. The guidelines that the City should be following to assure fiscal stability are those outlined in Financial Condition/ Reserves/Stability Ratios (IX.A. through F.).

V. REVENUE MANAGEMENT.

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

- 3) **PROPERTY TAX REVENUES.** All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the Johnson County Appraisal District and Tarrant County Appraisal District. Total taxable valuation will be reappraised and reassessed in accordance with State statute, in order to maintain current market values.

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

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

VI. EXPENDITURE CONTROL

- A. **APPROPRIATIONS.** The level of budgetary control is at the Department level budget in the General and Enterprise Funds, and at the fund level in all other funds. When budget adjustments among Departments and/or funds are necessary, these must be approved by the City Council. Budget appropriation amendments at lower levels of control, which is defined as transfers that increase budgetary fund balances, shall be made in accordance with the applicable administrative procedures.
- B. **AMENDMENTS TO THE BUDGET.** In accordance with the City Charter, all budget amendments shall be approved by the Council.
- C. **CENTRAL CONTROL.** No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Director without the prior authorization of the City Manager. However, Department Directors are authorized to approve budgetary line items transfers in the same fund within their own assigned departments. The City

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

- D. PURCHASING. All purchases should be in accordance with the City's purchasing policies as defined in the Purchasing Manual. In accordance with Charter provisions, purchases and contracts as per the City's Procurement Policy, will be reviewed and recommended by staff and presented to Council for approval.
- E. PROMPT PAYMENT. All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance of Government Code Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2251.021 and other related state and local government laws and regulations.
- F. EQUIPMENT FINANCING. Equipment is accounted for at the original acquisition cost, which includes purchase price plus any costs incurred to place the equipment in service. Equipment may be leased or financed when the unit purchase price is \$5,000 or more and the useful life is at least five years. Departments shall contact the Finance Department for transfer or disposal instructions.
- G. RISK MANAGEMENT. The City will aggressively pursue every opportunity to provide for the Public's and City employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs. All reasonable options will be investigated to finance risks. Such options may include risk transfer, insurance, and risk retention.
- H. AUTHORIZATION OF PAYMENT. Two signatures are required to conduct business on behalf of City of Burleson, Texas. BOTH the City Manager and the Director of Finance, or their designee(s), are hereby authorized to execute the required Agreement with the Bank Depository. Designee(s) who are authorized to transact business on behalf of the City Manager are a City of Burleson's Deputy City Manager or the City Secretary. The designee who is authorized to transact business on behalf of the Director of Finance is the City of Burleson's Assistant Director of Finance. Payments may use reproducible authorized signature(s) or ACH (automated clearinghouse)
- I. AUTHORIZATION OF WIRE TRANSFERS BY THE CITY.
 - 1. In general, attachments A through D to this Policy are as follows:
 - a. Attachment "A" List of authorized individuals who may approve wire transfers.
 - b. Attachment "B" Designation of Custodial/Safekeeping Agent.
 - c. Attachment "C" List of authorized Investment Pools.
 - d. Attachment "D" List of authorized Paying Agents.

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

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

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

4. PAYING AGENTS

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

5. MISCELLANEOUS

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

6.

VII. ASSET MANAGEMENT

- A. **INVESTMENTS.** The Finance Director shall promptly invest all City funds with the Bank Depository in accordance with the provisions of the current Bank Depository Agreement or in any negotiable instrument that the Council has authorized under the provisions of the Texas Public Funds Investment Act and in accordance with the City Council approved Investment Policy.
- B. **CASH MANAGEMENT.** The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, municipal fines, building and related permits and licenses, and other collection offices as appropriate. Cycle billing will be used where appropriate.
- C. **FIXED ASSETS AND INVENTORY.** These assets will be reasonably safeguarded and properly accounted for, and prudently insured. A fixed asset of the City shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings or accessioned Library materials. The cost or value of any such acquisition must be \$5,000 or more within an expected useful life greater than one year. All City departments with inventory are required to conduct a physical inventory under their control on an annual basis.
- D. **DEPOSITORIES** The City Council, having given due consideration to all of its options and taking into consideration what is in the best interest of the municipality, hereby authorizes the consideration of applications of depositories not doing

business within the City of Burleson, Texas so long as that bank maintains a business location within a five-mile radius of Burleson City Hall. This authorization encompasses all of the depository uses and requirements of the City.

VIII. CAPITAL BUDGET AND PROGRAM

- A. PREPARATION. The City will endeavor to develop a capital budget to include all capital projects being considered and all resources for capital funding. The budget will be prepared on a fiscal year ending calendar and reported annually.. The capital budget will be prepared by the Finance Director with the involvement of all department staff as needed.
- B. CONTROL. All capital project expenditures must be appropriated in the capital budget at a project level. The Finance Department must certify the availability of such appropriations or the availability of resources needed to be appropriated before a capital project contract is presented to the City Council for approval. Any remaining funds of a completed project not allocated by City Council will be closed into an unallocated account in the same fund. Similar projects are to be grouped together in a fund based on type of project and source of funding, using the similar Capital Projects Fund classifications for reporting purposes in the Annual Financial Report.
- C. PROGRAM PLANNING. The capital budget will include capital improvements program plans for future years. The planning time frame should normally be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operational costs will be considered at the initiation of a project so the costs can be included in the relevant operating budget.
- D. FINANCING PROGRAMS. Where applicable, assessments, impact fees, pro-rata charges, or other fees should be used to fund capital projects having a primary benefit to specific, identifiable property owners.
- E. INFRASTRUCTURE MAINTENANCE. The City recognizes that deferring maintenance increases future capital costs. Therefore, a portion of the appropriate fund's budget will be set aside each year to maintain the quality of the City's infrastructure. The inclusion of infrastructure maintenance and replacement costs in the current operating budget will place the burden of the costs and repairs on the current users of the systems.
- F. REPORTING. Periodic financial reports will be prepared to enable Department Managers to manage their capital budgets and to enable the Finance Department to monitor and control the capital budget as authorized by the City Manager. Summary capital projects status reports should be presented to the City Council quarterly.

IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

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

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

- B. OPERATING RESERVES/FUND BALANCES

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

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

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

- 3) Capital Projects Funds Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.
- 4) Debt Service Funds Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.
- 5) Permanent Funds Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments. Currently the City of Burleson does not have any Permanent Funds.

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

- 1) General Fund
 - i. 001 General Fund
 - ii. 002 General Fund – Health Insurance - Assigned
- 2) DEBT SERVICE FUNDS RESTRICTED:
 - i. 201 Debt Service Fund – General – Restricted
 - ii. 202 4B Sales Tax Debt Service – Restricted
 - iii. 203 4A Sales Tax Debt Service – Restricted
- 3) SPECIAL REVENUE FUNDS RESTRICTED/COMMITTED
 - i. 101 General Government SRF - Restricted
 - ii. 102 Public Safety SRF - Restricted
 - iii. 103 Public Works SRF – Restricted
 - iv. 104 Culture & Recreation SRF – Restricted
 - v. 105 Hotel/Motel SRF - Restricted
 - vi. 106 BCDC 4B Sales Tax SRF – Restricted
 - vii. 107 Public Safety Grants SRF – Restricted
 - viii. 109 Culture & Recreation Grant SRF – Restricted
 - ix. 110 BCDC 4A Sales Tax SRF – Restricted
 - x. 113 Economic Development Incentive SRF – Restricted
 - xi. 114 TIF #2 SRF – Restricted
 - xii. 115 Traffic Safety SRF – Restricted
 - xiii. 116 Parks Performance SRF – Committed
 - xiv. 117 General Government Grants SRF – Restricted
 - xv. 118 Burleson TIF #3 - Restricted
 - xvi. 150 PID #1 - Restricted

4) CAPITAL PROJECT FUNDS NON-BONDED - COMMITTED

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

3) CAPITAL PROJECT FUNDS BONDED – RESTRICTED Order of expenditure -- When committed, assigned and unassigned resources can be used for the same purpose, funds shall be spent in the sequence of committed resources first, assigned second, and unassigned last.

- 4) When it is appropriate for fund balance to be assigned, the Council delegates that authority to the Director of Finance.
- 5) It is the goal of the City that the unassigned fund balance of the General Fund should be at least 20% of the General Fund annual expenditures. This percentage is the equivalent of 73 days' expenditures. In order to adhere to the principles of matching current revenues with current expenditures and minimizing property taxes, the City will strive to maintain the fund balance if the unassigned balance grows beyond 90 days' expenditures.
- 6) The Water and Wastewater Fund working capital should be maintained at least at 20% of total operating expenditures or the equivalent of 73 days.
- 7) It is the goal of the City that the fund balance of the 4A Corp and 4B Corp, should maintain at least a 20% minimum of total operating expenditure or the equivalent of 73 days.

C. CAPITAL AND DEBT SERVICE FUNDS

- 1) Items in the Capital Projects Funds will be completed and paid for within 36 months of receipt of proceeds. Balances will be used to generate interest income to offset construction costs.
- 2) General Obligation Debt Service Funds will not have reserves. ...
The policy above does not preclude the debt service reserves normally established to market revenue bonds. The City's policy and bond ordinance requirements are to maintain these debt service reserves at the level of the average annual debt service.
- 3) Revenue Obligations will maintain Debt Coverage Ratios as specified by the bond covenants. The City is currently required to have net revenues in excess of average annual debt by 1.25 times. Net revenues must also exceed the maximum outstanding debt by 1.10 times. Both these tests must be met in order to issue additional bonds.
- 4) Obligations of Burleson's economic development corporations will maintain coverage ratios as specified by bond covenants. If the City issues obligations partially secured by a limited pledge of the corporations' sales tax revenues, not subject to the coverage ratios of the revenue bond covenants, coverage shall be maintained at no less than 1.25 times average annual debt service, and 1.15 times the maximum annual debt service. Both of these tests must be met in order to issue additional bonds.

X. TREASURY AND DEBT MANAGEMENT

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

The City will adhere to the investments authorized through the Texas' Public Funds Investment Act and the city's established comprehensive Investment Policies and Guidelines. Such policies clarify acceptable investment securities, brokers, terms, and other pertinent investment information.

B. TYPES OF DEBTS

- a. **SHORT-TERM DEBT.** Pursuant to the City Charter, tax anticipation notes ("TAN") will be retired annually and will not exceed 25% of anticipated taxes. Bond anticipation notes ("BAN") will be retired within six months of completion of the project. Any short-term debt outstanding at year-end will not exceed 5% (including TAN but excluding BAN) of net operating revenues.
 - b. **LONG-TERM DEBT.** Long-term debt will not be used for operating purposes, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.
 - c. **SELF-SUPPORTING DEBT.** When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. **ANALYSIS OF FINANCING ALTERNATIVES.** The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves of current monies.
- D. **DISCLOSURE TO RATING AGENCIES.** Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released.
- E. **FEDERAL REQUIREMENTS.** The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. **DEBT STRUCTURING.** The City's non-self-supporting debt will issue general obligation bonds with an average life of 10.5 years or less, not to exceed the life of the asset acquired. Self-supporting debt will also issue general obligation bonds with an average life of 10.5 or less except in cases specifically approved by City Council. In no case will debt life exceed the life of the underlying asset.

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

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

G. DEBT ISSUANCE.

- 1) **Method of Sale.** The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why, and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
- 2) **Bidding Parameters.** The notice of sale will be carefully constructed so as to ensure the best possible bid for the City in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
 - a. Limits between lowest and highest coupons
 - b. Coupon requirements relative to the yield curve
 - c. Method of underwriter compensation, discount or premium coupons
 - d. Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
 - e. Use of bond insurance

- f. Original Issue discount bonds/Capital Appreciation Bonds
 - g. Variable rate bonds
 - h. Call provisions (25 years by Charter)
- 3) Bond Issuance Costs. The City will be involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of bonds.
- 4) Financial Advisor. The City will discourage perceived conflicts of interest which arise when a financial advisor is allowed to bid on debt obligations of the City. The financial advisor will be expected to provide planning and analytical services which extend beyond the issuance of debt. The payment to the Financial Advisor should be related to the costs of providing their service to the City.

a. MISCELLANEOUS

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

XI. INTERNAL CONTROLS

- A. WRITTEN PROCEDURES. Written procedures will be established and maintained by the Director of Finance for all functions and financial cycles including cash handling and accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. DEPARTMENT DIRECTORS AND MANAGERS RESPONSIBILITY. City administrators and manager are charged with the responsibility for establishing a network of processes with the objective of controlling the operations of the City in a manner which provides reasonable assurance that:
- 1) Data and information published either internally or externally is accurate, reliable, complete, and timely.
 - 2) The actions of administrators and employees are in compliance with the City's charter, plans, policies and procedures, and all relevant laws and regulations.
 - 3) The City's resources including its people, systems, data/information, assets, and citizens are adequately protected.
 - 4) Resources are acquired economically and employed effectively.
 - 5) The City's internal controls promote the achievement of plans, programs, goals, and objectives.

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

XII. STAFFING AND TRAINING

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

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

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

ATTACHMENT A – AUTHORIZED INDIVIDUALS FOR WIRE TRANSFERS

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

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

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

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

ATTACHMENT B – CUSTODIAL (SAFEKEEPING) AGENT

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

ATTACHMENT C – AUTHORIZED INVESTMENT POOLS

TEXPOOL

State Street Boston

ABA # 011000028

ACCOUNT # 67573774

BANK OF NEW YORK

ABA # 021000018

ACCOUNT #8900549424

ACCOUNT NAME: LONE STAR INVESTMENT POOL

TEXSTAR

JP MORGAN CHASE

ABA # 021000021

ACCOUNT # 9102733343

LOGIC

JP MORGAN CHASE

ABA # 1130000609

ACCOUNT # 08805173794

ATTACHMENT D – AUTHORIZED PAYING AGENTS

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

ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

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ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

ARTICLE I PURPOSE AND SCOPE

SECTION 1.01 DEFINITIONS.

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

SECTION 1.02 PURPOSE OF POLICY.

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

SECTION 1.03 SCOPE OF POLICY.

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

ARTICLE II DEFINITIONS

SECTION 2.01 DEFINED TERMS.

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

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

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

"Compliance Date" means February 27, 2019.

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

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

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

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

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

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

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

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

"GASB" means the Governmental Accounting Standards Board.

"IRS" means the Internal Revenue Service.

"Issuer" means the City of Burleson, Texas.

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III

DISCLOSURE OFFICER; RECORD RETENTION; TRAINING

ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

SECTION 3.01 DISCLOSURE OFFICER.

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

SECTION 3.02 DUTIES OF DISCLOSURE OFFICER.

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

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

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

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

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

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

SECTION 3.03 RECORD RETENTION.

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

SECTION 3.04 TRAINING.

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

ARTICLE IV

ANNUAL DISCLOSURE FILINGS

SECTION 4.01 ANNUAL DISCLOSURE FILINGS.

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

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

ARTICLE V

DISCLOSURE FILINGS FOR EVENT NOTICES

SECTION 5.01 DISCLOSURE FILINGS FOR EVENT NOTICES 1-14.

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

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

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

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

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

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

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

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

- (b) Financial Obligations and Terms Affecting Security Holders Subject to Disclosure. The Disclosure Officer shall first determine whether a contract or obligation incurred by the Issuer is a Financial Obligation or Terms Affecting Security Holders subject to disclosure under Event 15. When assessing whether a particular contract or obligation is a Financial Obligation or Terms Affecting Security Holders subject to disclosure as such terms are used in Event 15, the Disclosure Officer should consider the facts and circumstances surrounding the Issuer's incurrence of each type of contract and obligation, as well as the factors set forth below:

- i. Whether the contract or obligation could affect, or contains provisions or triggers that may impair, the Issuer's liquidity, overall creditworthiness or an existing security holders' rights;
- ii. Whether the contract or obligation is a private placement of debt with a financial institution, letter of credit, standby line of credit, or a similar "credit agreement" that relates to a Debt Obligation;
- iii. Whether the contract or obligation is an ordinary financial and operating liability incurred in the Issuer's normal course of business;

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

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

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

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

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

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

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

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

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

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

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

- (a) Event 16. Beginning on the Compliance Date and continuing thereafter, in addition to the fourteen events described in Section 5.01, and Event 15 described in Section 5.02, the Disclosure Officer shall determine whether an Event 16 has occurred with respect to the Issuer as follows:

- (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Obligated Person, any of which reflect financial difficulties.

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

- (b) Reflection of Financial Difficulty of Obligated Person. The Disclosure Officer shall disclose to the MSRB the occurrence of an event listed in Event 16 only if the Disclosure Officer, in consultation with the governing body of the Issuer, bond counsel, legal counsel to the Issuer (including designated disclosure counsel, if any), accountants, municipal advisors, financial advisors and other outside consultants to the Issuer, to the extent necessary, determines that the occurrence of the event reflects financial difficulties of the Issuer.

- (c) Events Subject to Event 16 Filing. Subject to subsection (b) of this Section 5.03, the Disclosure Officer should disclose any occurrence in connection with the terms of a Financial Obligation that reflects financial difficulties of the Issuer. Such occurrences may include, but are not limited to the following types of events:

- i. Monetary defaults or events of non-appropriation where the Issuer has failed to pay principal, interest, or other funds due, or a non-payment related default where the Issuer has failed to comply with specified covenants;
 - ii. An event of acceleration exercised by a trustee or counterparty as the result of an event of default or other applicable remedy provision;
 - iii. A modification of terms that reflects financial difficulties of the Issuer;

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

ARTICLE VI

MISCELLANEOUS

SECTION 6.01 ANNUAL REVIEW.

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

SECTION 6.02 AMENDMENTS TO POLICY.

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

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EXHIBIT A

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

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

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

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

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

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

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

III. Communication Amongst Departments Once Leases are Incurred

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

ATTACHMENT E - SECURITIES LAW COMPLIANCE AND DISCLOSURE POLICY©

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

The City of Burleson's Budget Process

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

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

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

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

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

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

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

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

After the proposed base budget estimates are completed, departments develop decision packets for service enhancement they wish to propose to the City Manager for the next fiscal year. All requests for new personnel, fleet, or equipment which represent net additions to operations are considered service enhancements. The department must describe the program, itemize all new costs and provide an explanation of why the decision packet request is needed. Decision packets are prioritized according to needs perceived by the departments. Each decision packet is prepared as a separate request to allow for independent consideration of each

and to allow the mixing of all decision packets into a master priority list for consideration during the remainder of the budget process.

The budget documentation is reviewed by the budget team, consisting of the City Manager, Deputy City Manager, Finance Director and other support staff meet with department heads, including their supporting staff. Main focus is given to the supplemental requests for the upcoming year's budget.

Additions and deletions are made to the budget based the City Manager's request, while the revenue forecasting which began in early April continues until July 26th when the certified tax rolls are distributed to municipalities.

REVENUES

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

Once the certified tax roll is received, calculations are made to determine the no new revenue tax rate, no new revenue maintenance and operations tax rate, debt rate, and voter's approval rate. The City Manager presents his budget to City Council at a special

Budget Work session between the first and second City Council meetings in August

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

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

The budget and tax rate are required to be adopted by September 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 planning process.

BUDGET AMENDMENTS

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

5 YEAR PROJECTIONS

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

THE CITY OF
BURLESON
TEXAS

2022 Tax and Budget Preparation Calendar

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

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

**BUDGET SUMMARY
BY FUND**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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REVENUE, EXPENDITURES AND FUND BALANCE
FY 2022-2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON

Types of Financing	Applications	Positive Points	Negative Points
Pay as You Go-Current Operating Revenues Financing capital purchases out of current revenues during the life of the project.	Recurring expenses (vehicles) or small projects	No interest or issuance costs; lesser demands on management's time and shorter time period necessary to initiate projects	Not normally feasible for larger projects; possibly slower completion of projects; current users paying to benefit future users.
General Obligation Bonds Faith and credit financings requiring preparation of offering statements and bond ratings.	Medium and large projects	Lowest interest rate, flexible terms; no restrictive covenants involved; requires voter approval confirming public support.	Issuance costs higher than short term type of financing, but lower than revenue bonds; requires time and expense for voter approval.
Revenue Bonds Pledge of designated future revenues; requires preparation of complex offering statements, bond ratings and feasibility studies.	Large projects	Not faith and credit pledged; voter approval not required.	High interest and issuance costs; restrictive covenants involved; evidence of public support not obtained.
Combination Tax & Revenue Certificates of Obligations Direct obligations of the City, payable from the levy and collection of a direct and continuing ad valorem tax. May also be secured by a limited pledge of surplus net revenues of the City.	Large projects	Not faith and credit pledged; voter approval not required.	Higher interest and issuance cost; restrictive covenants involved; evidence of public support not obtained.

THE CITY OF
BURLESON
TEXAS

General Government 5 Year CIP Plan

2022 GO Bond Program

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

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

Parks and Golf 5 Year CIP Plan

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

Parks and Golf 5 Year CIP Plan (Continued)

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

4A 5 Year CIP Plan

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

W&S 5 Year CIP Plan

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

Additional Capital Projects

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

5 Year Capital Improvement Program Summary

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

THE CITY OF
BURLESON
TEXAS

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

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

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

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

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

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

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

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

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

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

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

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

DETAILED DEPARTMENTAL BUDGETED FTEs

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

DETAILED DEPARTMENTAL BUDGETED FTEs

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

**GENERAL FUND
BY
DEPARTMENT**

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

THE CITY OF
BURLESON
TEXAS



FEE SCHEDULE

FY 2022-23 Proposed

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

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

THE CITY OF
BURLESON
TEXAS

Animal Control

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

BRiCK

PERMIT/SERVICE	FEE
1. Definitions:	
A. Adult	Ages 16-61
B. Non-Resident	Any individual or family not living within the defined city limits of Burleson
C. Resident	Person who resides within the city limits of Burleson
D. Senior	Ages 62 and older
E. Youth	Ages 3-15 (children under 3 years of age are free)
2. General Policy for BRiCK:	
A. Children below 10 years of age must be accompanied by an adult at all times.	
B. Children 15 and younger must have an adult present in the facility at all times and must be directly supervised in the fitness area.	
C. Children 13 and older may attend a fitness orientation class to be allowed future access to the fitness area without direct adult supervision. A parent or gaurdian must still be present in the facility.	
3. Cancellations/Refunds/Transfers/Medical Policy:	
A. Rentals canceled 30 calendar days or more prior to event date	Receive 100% of the deposit

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

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

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

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

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

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

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

6. Fees in Addition to Membership

The following are available to members at an additional cost (not included in the membership fees) & subject to rules established by the Director of Parks and Recreation.

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

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

General Policies (not limited to the following)

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

6B. Meeting Room Rentals

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

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

6C. Gymnasium Rentals

(Deposit/Member or Resident/Non-Resident)

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

6D. Group Fitness

(Deposit/Member or Resident/Non-Resident)

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

6E. Kids Zone:

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

General Policies (not limited to the following):

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

6F. Outdoor Swimming Pool

(All rentals are based on hourly rates with a minimum of two hour rental):

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

6G. Outdoor Pool Rental/Private Parties:

(Deposit/Member or Resident/Non-Resident)

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

General Policies (not limited to the following):

Private party fees include the cost of afterhours lifeguards

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

Refund is subject to any remaining balance due on household

Building Permits and Inspection

PERMIT/SERVICE	FEE
1. Fees for new structural occupancy (Single family dwelling, duplex, townhouse)	\$0.60/ft. all area under one roof
2. Fees for new Commercial (Except apartment and shell buildings)	
A. 500 SQ. FT. OR LESS	\$450
B. 501 - 1,000	\$850
C. 1,001 - 2,500	\$2,132
D. 2,501 - 8,500	\$65 + \$0.665/Sf
E. 8,501 - 50,000	\$5,000 + \$0.30/Sf
F. 50,001 - 100,000	\$12,285 + \$0.125/Sf
G. 100,001-500,000 SQ. FT.	\$17,485 + \$0.083/Sf
H. 500,001 or more SQ. FT.	\$43,485 + \$0.042/Sf
3. Fees for Shell Buildings	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above
4. Fees for new Apartment Only	
A. 50,000 or less SQ. FT.	\$.32/sq. ft
B. 50,001 - 100,000	\$4,000 + .24/sq.ft.
C. 100,001 - 200,000	\$12,000 + .16/sq.ft.
D. 201,000 or more SQ. FT.	\$20,000 + .12/sq.ft.
5a. Commercial single trade permits	
A. \$2,500 or less	\$50
B. \$2,501 - \$10,000	\$70
C. \$10,001 and over \$2,500 increments	\$75 Plus \$10/per Increment
5b. Residential single trade permits	\$65/each

6a. Residential Addition - addition to an existing residential structure	\$0.50/Sq Ft
6b. Residential Remodel - alterations, repairs & remodeling to an existing residential structure	\$0.25 /Sq Ft
7. Commercial Remodel / Addition - alterations, repairs, additions & remodeling to existing commercial structure. (Based on valuation)	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
8. New Construction for garages, barns & storage buildings over 200 Sq Ft	
A. <\$500	\$70
B. \$500 - \$2500	\$75
C. \$2500 - \$5000	\$80
D. \$5000 - \$7500	\$85
E. \$7500 - \$10,000	\$90
F. More than \$10,000	\$90 + \$10/\$2500 increments over \$10,000
9. Certificate of Occupancy (Commercial remodel, new tenant, & tenant finish out)	
A. 1-500 SQ. FT.	\$50
B. 501 - 2,500 SQ. FT.	\$60
C. 2,501 - 5,000 SQ. FT.	\$80
D. 5,000 - 10,000 SQ. FT.	\$100
E. 10,000 or more	\$150
F. Clean & show (Commercial Electric Release)	\$50
G. Temporary Certificate of Occupancy	\$300/30 days not to exceed 90 days
10. Reinspection Fees	
A. Reinspection Fee - 2nd red tag for same item	\$75
B. Reinspection Fee - 3rd red tag for same item	\$150
11. Miscellaneous Permits	
A. Swimming Pool	
1. In-Ground	\$200
2. Above Ground	\$ 50
B. Other - Includes:	
1. Storage Buildings (Less than 200 sq. ft.)	\$25
2. Moving Permit	\$25
3. Carport/Awning	\$25
4. Fence (New & Replace)	\$25
5. Retaining Wall	\$25
6. Window Replacement	\$25
7. Foundation (New)	\$75
8. Demolition Permits	\$25 for residential / \$100 for commercial
9. Patio Cover	\$50
10. Freestanding Structure (i.e. Pergola, Gazebo, Arbor)	\$50
11. Subdivision Entry Wall Screen	\$150
C. Lawn Sprinkler	\$100
D. Signs	

1. Freestanding Sign	\$100 (Pole / Pylon / Monument / Flag Sign)
2. Wall Sign without CMS	\$50 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)
3. Wall Sign with CMS	\$100 (Awning / Canopy / Channel Letters / Marquee / Mural/Poster / Projection / Roof Sign / Sign Cabinet)
4. CMS added to existing Wall or Freestanding Sign	\$100
5. Shopping Center Sign Plan	\$250
6. Temporary Signs	\$25 (Banners / Homebuilder / Residential Subdivision Development)
7. Sign Variance	\$250
8. Billboard Conversion	\$200 (Static type to Electronic)
E. Subdivision Entry Wall Screen	\$150
12. After Hours Inspection	\$60 per hour (2 hour minimum)
13. Plan Review	
A. Commerical Plan Review (New Only)	40% of Building Permit Fee - \$250 minimum & a \$7,000 maximim (non-refundable)
B. Commerical Remodel/Addition	40% of Building Permit Fee (non-refundable)
C. Residential Plan Review (New)	\$75/each
D. Residential Plan Review (Remodel/Addition)	\$30
14. Building Codes & Standards Board	\$150
15. Electrician's License	
A. Master	
1. First Annual	\$0
2. Renewal	\$0
B. Journeyman	
1. First Annual	\$0
2. Renewal	\$0
C. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
16. Mechanical License	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
B. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
17. Plumbing Contractor's Registration	
A. First Annual	\$0
B. Renewal	\$0
C. Sub-Contractor Base Permit Fee / Validation Fee	Residential \$65/Commercial \$75
18. Temporary Use	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50
E. Carnival & Circus	\$50
19. Administrative fee (Applied when changes are made to previously reviewed and/or permitted projects for residential or commercial -- i.e. revised site plan, floor plan, etc.)	\$25
A. First Revision	\$75
B. Second Revision	\$150
C. Each Additional Revision	\$200/each

20. Modular buildings/construction trailers (<i>Utilities require separate permit - see #5 - one trade only permits</i>)	\$50
21. Commercial Canopy/Cover	1/4 cost of Commercial
A. 500 sq. ft. or less	\$120
B. 501-1,000	\$210
C. 1,001-2,500	\$410
D. 2,501-8500	\$12.50 + .16/sq. ft.
E. 8,501-50,000	\$862.50 + .06/sq. ft.
F. 50,001-100,000	\$2,362.50 + .03/sq. ft.
G. 100,001-500,000	\$3,362.50 + .02/sq. ft.
H. 500,001 or more sq. ft.	\$8,362.50 + .01/sq. ft.

City Manager's Office

PERMIT/SERVICE	FEE
1. Solid Waste Collection Service application fee	\$75.00
2. Limousine Service Permit	\$25/Year
3. Annual License to operate any manufactured home park, mobile home park or travel trailer park within the City	\$25.00 plus \$1.00 per space for all spaces in excess of 25
4. Transfer fee for transfer of annual license to operate any manufactured home park, mobile home park or travel trailer park within the City	\$25

City Secretary's Office

PERMIT/SERVICE	FEE
1. Amusement Center License	Occupation Tax \$7.50/ per machine annually
2. Pool Hall License	Occupation Tax \$7.50/ per machine annually
3. Taxicab Franchise	2% of Annual Gross Receipts
4. Taxicab Application Fee	\$50
5. Skating Rink Application	\$100 Annual License
6. Beer and Wine Permit	One half of fee assessed by TABC for each State permit issued
7. Mixed Beverage Permit-After 3rd yr of operations	One half of fee assessed by TABC for each State permit issued

Code Enforcement

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

Economic Development/TIF

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

Engineering

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

Environmental Health

PERMIT/SERVICE	FEE
1. Food Safety Inspection Fees	
A. Grocery	
1. ≤ 5,000 sq. ft.	\$275
2. > 5,000 sq. ft.	\$400
B. Food Service	
1. ≤ 500 sq. ft.	\$150
2. > 500 ≤ 1,500 sq. ft.	\$200
3. > 1,500 ≤ 3,000 sq. ft.	\$275
4. > 3,000 ≤ 6,000 sq. ft.	\$350
5. > 6,000 sq. ft.	\$400
C. Child Care Food Service	\$150
D. Catering Operation	\$250
E. Temporary Food Service	\$50
F. Food Court	\$200 per establishment
G. Adjunct Operation	
1. Food Service	\$150 per independent operation
2. Food Store ≤ 5,000 sq. ft.	\$150 per independent operation
3. Food Store > 5,000 sq. ft.	\$200 per independent operation
H. Commissary	
1. No food prep	\$100
2. With food prep	\$200
I. Mobile Units	
1. Prepackaged food only	\$100
2. Open and/or food prep	\$200
3. Push Carts	\$200
J. Plan Review	
1. ≤ 500 sq. ft.	\$0
2. >500 ≤ 3,000 sq. ft.	\$50
3. >3,000 sq. ft.	\$100
K. Late Fee	The late fee increases 10% for each 30 day block until permit fee and late fee is paid. Permits that are more than 90 days overdue will be required to be rapped for.

1. From 1-30 days	10% of fee owed
2. From 31-60 days	20% of fee owed
2. On-site sewage facility fees	DETERMINED BY TARRANT COUNTY
A. New System	
1. Application Fee	\$ 0
2. Water research fee	\$10
3. Permit Fee	\$250
4. Total for new system	\$260
B. Reinspection of system	\$75
C. Repair of system previously permitted	\$100
3. Beer and Wine Permit	One half the state fee assessed for each State permit issued
4. Mixed Beverage Permit- After third year of operations	One half the state fee assessed for each State permit issued
5. Municipal Settings Designation	
A. Application Fee	\$2,000
B. Third-party environmental review fee	\$5,000
6. Miscellaneous Permits	
A. Swimming Pool, Spa & Interactive Water Feature	
1. Plan Review and Opening Inspection	\$150
2. Annual Permit	\$250
3. Required Reinspection	\$75
7. Food Truck Operational Site permit	\$50 for Six Months
8. Seasonal Permit (Farmers Market and Snow Cone Stand)	\$100
9. Food Handler Class Fee	\$15

Fire Department

PERMIT/SERVICE	FEE
1. Hazardous Materials Response	Cost + 10%
2. CPR Training Class	Overtime for Instructor
3. Fire Fighter Training Courses	
A. Fire Officer 1	\$250.00 per student
B. Fire Officer 2	\$250.00 per student
C. Instructor Certification	\$150.00 per student
D. Driver/Operator	\$150.00 per student

Finance

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

Fire Prevention

PERMIT/SERVICE	FEE
1. Fire Alarm System	
A. 1 to 10 Devices	\$125
B. 11 to 25 Devices	\$150
C. 26 to 50 Devices	\$175
D. 51 to 100 Devices	\$225
E. 101 to 200 Devices	\$300

F. 201 to 500 Devices	\$450
G. Over 500 Devices	\$450 plus \$75 for each additional; 100 devices or fraction thereof in excess of 25.
H. Plan review fee for all fire alarm systems	25% of permit fee
2. Automatic Sprinkler System Fees	
A. Underground Installation	\$165
B. 1 to 20 Sprinklers	\$125
C. 21 to 100 Sprinklers	\$200
D. 101 to 150 Sprinklers	\$250
E. 151 to 200 Sprinklers	\$300
F. Over 200 Sprinklers	\$300 plus \$75 for each additional 100 sprinklers or fraction thereof
G. Fire Pump - Additional	\$300
H. Residential Systems	\$150
I. Plan review fee for all automatic sprinkler systems	25% of permit fee
3. Other Extinguishing System	\$150
4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$125 per tank
5. Pyrotechnic Display	\$150 per display per day
6. LPG Installation - portable containers of greater than 125 gallons water capacity at properties where natural gas service is not available	\$125 per container
7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$125 per tank
8. Authorized Burning Permit	\$250 per trench/pit, plus \$25 each burn day
9. Carnival/Circus Permit	\$50
10. Foster Home Inspections	\$35
11. Daycare/Health Facilities Licensing Inspections	\$75
12. Other Permits required by Fire Code	\$50
13. Re-inspections Fees	\$45
14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City	\$50 annually
15. Installation of Special Locking Systems	\$250
16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.	\$50
17. Standpipe Systems	\$50 each standpipe
18. Tent Permit	\$100
19. Public Event Permit Fee	\$250
20. Gas Well Fees	
A. Oil and Gas Well Permit	\$5,000 per wellhead
B. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)
C. Gas Well Pad Site Annual Inspection Fee	\$5,000 per pad site (due June 1 annually)

Golf Course

PERMIT/SERVICE	FEE
1. Green Fees (All Fees include 1/2 cart and applicable taxes)	
A. Monday through Friday	(Cart Inclusive Rate/Green Fee)
1. M-F: Open - Noon	\$30/\$21 - Senior & Active Military Rate
2. M-F: Noon - 3pm	\$30/\$21 - Senior & Active Military Rate
3. M-F: 3pm - Close	\$20
4. Super Twilight @ 5pm	\$15
5. Senior Card (55+)	\$49.99 (year)
B. Saturday, Sunday, & Holidays Green Fees	
1. Sat & Sun (& Holidays): Open - Noon	\$37
2. Sat & Sun (& Holidays): Noon - 3pm	\$37
3. Sat & Sun (& Holidays): 3pm - Close	\$21
4. Super Twilight @ 5PM	\$15
C. Replay Green Fees	
1. 9 additional holes	\$10
2. 18 additional holes	\$15
3. Senior Card (55+)	\$21
All Golf fees listed are maximum fees to be charged. Golf course management has authority to adjust fees and run seasonal specials as needed to maximize play. In the event of a question or conflict, the City Council shall provide the final resolution.	
2. Cart Fees	
9 holes	\$8.00
18 holes	\$15.00
3. Monthly Membership Fees: both include unlimited range balls, 10% discount in the pro-shop & \$20 golf after 2pm.	
Silver	\$29.99
Gold - Golf discounts prior to 2pm daily	\$69.99

Library

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

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

Municipal Court

PERMIT/SERVICE	FEE
Return Check Fee	\$ 35 per

Parks

PERMIT/SERVICE	FEE
City Ball Fields	
1. Unreserved	No Charge
2. Organized League Athletics	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play
3. Ball Field Reservations	
A. Reservations/Field	\$25 w/o lights
4. Tournament Fees	
A. Ballfield Rental Girls	\$300 per field minimum of 5 fields
B. Ballfield Rental Boys	\$400 per field per day minimum of 10 fields max of 15 fields

Park Facilities (Warren, Chisenhall and Mistletoe)

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

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

1. For Profit Organizations	\$3,300
A. Extra Speakers	\$450
B. Additional Hours	\$500/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile

2. Not For Profit Org (501c3 required)	\$1,650
A. Extra Speakers	\$450
B. Additional Hours	\$250/hour
C. Deposit	\$1,000
D. Mileage greater than 5 miles	\$20/mile

All Recreation fees listed are maximum fees to be charged. Recreation management has authority to adjust fees and run seasonal specials as needed to In the event of a question or conflict, the City Council shall provide the final resolution to maximize play.

Park Land Dedication

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

Police Department

PERMIT/SERVICE	FEE
1. Copy Services for Accident Reports or information or Copy of Certification of no report	\$6.00/EA
2 Additional Fee for Certified Copies	2/EA
3. License for Sexually Oriented Businesses	
A. New license	\$500
B. License renewal	\$500
C. Non-conforming license	\$500
D. Reinstatement fee	\$500
E. Application for location exemption	\$250
4. Alarm System Fees	
A. Residential Permit Fee	\$50 prorated quarterly
B. Commercial Permit Fee	\$100 prorated quarterly
C. Residential Permit Renewal	\$50 annually
D. Commercial Permit Renewal	\$100 annually
E. Residential Permit Reinstatement	\$50
F. Commercial Permit Reinstatement	\$100
G. False Alarm Response Fee	
1-3	\$ 0
4-5	\$ 50
6-7	\$ 75
8-9	\$100
10	\$100 and Police response revoked
5. Solicitor Permits/Registration	
A. Local - 1 year	\$75 + \$10 Per Agent for More Than 5 Agents
B. Interstate Commerce Registration	
90 Days	\$0
6 Months	\$0
1 Year	\$0
6. Wrecker Inspections	\$25 Each
7. Application fee for taxicab driver registration	1/per
8. Taxicab Inspections	\$25/Each
9. Fingerprinting for the Public	\$10/per card
10. Criminal History Checks	\$8/Each

Planning

PERMIT/SERVICE	FEE
1. Preliminary Plat	
A. Residential	\$850 + \$15/lot
B. Non-residential	\$500 + \$20 per acre
2. Final Plat	
A. Residential	\$500 + \$10/lot
B. Non-residential	\$500 + \$15 per acre
3. Plat Revision	
A. Re-plat	\$500 + \$10/lot
B. Amending Plat	\$350
4. Plat Vacation/Short Form	\$300
5. Minor Plat	\$400
6. ETJ Plat Exemption Letters	\$25
7. Zoning Change/Specific Use Permit	
A. Less than 3 acres	\$700
B. 3.1 - 10 acres	\$900
C. 11 -29 acres	\$1,400
D. 30+ acres	\$1,600 + \$15/acre over 30 (\$2800 max)
8. Planned Development/Permit	\$1,000 + \$20 per acre
9. Preprinted Zoning Ordinances	Free Online
10. Pre-Printed Subdivision Policies	Free Online
11. Comprehensive Plan	Free Online
12. Comprehensive Plan Summary	Free Online
13. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary)	\$500
14. Legal Filing Fees	
A. First sheet - Small plat	\$50
B. First sheet - Large plat	\$80
C. Each additional sheet	\$25
15. Shopping Center Sign Package Review Fee	\$250
16. Commercial Site Plan (CSP) fee	\$500
17. Commercial Site Plan Amendment	\$250
18. Annexation/Disannexation Requests	\$500
19. Renotification Fee (at applicant's request)	\$125
20. Zoning Verification Letter fee	\$25
21. Roadway Impact Fees	Refer to Current Impact Fee Ordinance for Fees
22. Variances and Waiver Requests:	
A. Zoning Ordinance	\$250
B. Community Facility Policy	\$200
C. Landscape Requirements	\$250
D. Masonry Ordinance (new construction only)	\$250
E. Subdivision Ordinance	\$250
F. Old Town Design Standards (new construction only)	\$250
G. Commercial Site Plan	\$0
H. Fencing and Screening Ordinance	\$250

G. Any other Development-related Ordinance	\$250
23. Deployment of Wireless Network (small cell) Nodes in the Right of Way	Refer to the current Cell Nodes Ordinance for Fees
24. Emergency Warning System Cost (charged with filing of the plat)	\$25/acre

Records Management

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

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

Russell Farm

PERMIT/SERVICE	FEE
1. Building Rental	All rental rates based on hourly rates w/ a minimum 4 hour rental
A. Chesapeake Building - Operational hours	\$50 per hour
B. Chesapeake Building - Non-operational hours	\$71 per hour
C. Baker Building - Operational Hours - 500 Sq ft. - Max occupancy: 50	\$38 per hour
D. Baker Building - Non-Operational Hours	\$59 per hour
E. Hay Barn/Outdoor Pavilion - Operational Hours - 1,110 sq. ft. - Max occupancy: 100	\$31 per hour
F. Hay Barn/Outdoor Pavilion - Non-Operational Hours	\$53 per hour
2. Reservation and Refund Policies	
A. All reservations must be made at Russell Farm with the Facility Supervisor.	
B. All refund/refund fees are paid at the Burleson Recreation Center.	
C. All reservations must be paid in full 48 hours prior to rental.	
D. Rental Deposit Fee: \$100.00 per building reserved.	
E. A deposit is required on facility rentals along with the completion of the Russell Farm Reservation contract. The deposit will be refunded if the area used has been left in good order and if all conditions of the Russell Farms rental/refund policies are met. Refund of damage deposit is subject to any remaining balance due on household.	
3. Rental Cancellation Refunds:	
A. Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.	
B. Rentals cancelled 29 - 15 calendar days or more prior to booking will receive 50% of the deposit.	
C. Rentals cancelled 14 calendar days or less prior to booking will receive 50% of the deposit.	
D. User shall not collect fees at the Russell Farm unless approval has been granted in writing by an authorized representative of the City's Park and Recreation Department. All reservations where monies are collected are subject to approval by the Park and Recreation Department. The City of Burleson will receive 15% of total collections (admission, concession etc.) or \$50.00 whichever is greater. This fee is in addition to all applicable reservation fees. Note: All Russell Farm Fees listed are the maximum fees to be charged. Park and Recreation Management have the authority to adjust fees and run seasonal specials. In the event of a conflict, the City Council shall provide the final resolution.	

Utility Billing

PERMIT/SERVICE	FEE
1. Security Deposits	
A. Minimum Residential	\$135
B. Commercial	
1. Minimum for 3/4" Meter	\$ 135
2. Minimum for 1 1/2" Meter	\$ 160
3. Minimum for 2" Meter	\$ 185
4. Minimum for 3" Meter	\$ 210
5. Minimum for 4" Meter or Larger	\$ 260
C. Security Deposit for Fire Hydrant Meters	\$ 1,800
2. Penalty Amount for Late Bills	10% Excluding Tax
3. Returned Paymnet Fee	\$35
4. Extension Fee	\$5
5. Reconnect Fee	
A. Standard	\$35
B. Reconnect Fee After 5:00 PM and on weekends and holidays	\$50
6. Extra Trip Fee	\$15
7. Meter Test Fee	
A. For 3/4" or 1" Meter	\$30
B. For 1 1/2" Meter and Larger	\$125
8. Temporary Service Fee (2 day limit and 2,000 gallons)	\$30
9. Transfer Fee	\$15
10. Construction Meter Non-Read Fee	\$100
11. After Hours Turn-on Fee	\$50
12. Initiation Fee (in addition to deposit)	\$10
13. Tampering Fee	
A. First Occurrence	\$50
B. Second Occurrence	\$100
C. Third Occurrence	\$150
14. Pull Meter Fee	\$30
15. Datalog Fee	\$30

Water/Wastewater

PERMIT/SERVICE	FEE	ADDITIONAL INFORMATION/REQUIREMENTS
1. Tap Fees		
A. 5.8" Meter Set	\$295.59	
B. 5/8" Meter, dig out, U Branch	\$415.80	
C. 5/8" Tap, Meter and Box in easement	\$1,379.88	Pavement work : Get quote from Public Works
D. 1" Meter Set	\$385.54	
E. 1" Water Tap, Meter and Box in easement	\$1,458.53	
F. 1 1/2" Meter Set	\$578.75	
G. 1 1/2" Tap, Meter and Box	\$2,204.33	Positive displacement meter in easement, pavement work: Get quote from Public Works
H. 1 1/2" Tap, Meter and Box	\$2,601.35	Turbine meter in easement, pavement work: Get quote from Public Works
I. 1 1/2" Meter (positive disp.)	\$578.75	
J. 1 1/2" Meter (turbine)	\$835.77	
K. 2" Meter (positive disp.)	\$749.10	
L. 2" Meter (turbine)	\$850.32	
M. 2" Meter (compound)	\$1,711.32	
N. 2" Tap, Meter and Box	\$2,314.90	Positive displacement meter in easement, pavement work: Get quote from Public Works
O. 2" Tap, Meter and Box	\$2,416.12	Tturbine meter in easement, pavement work: Get quote from Public Works
P. 2" Tap, Meter and Box	\$3,277.12	Compound meter in easement, pavement work: Get quote from Public Works
Q. 3" Tap, Meter and Box		TBD by Utilities Supervisor
R. 4" Tap, Meter and Box		TBD by Utilities Supervisor
S. 4" Sewer Tap in Pavement	\$866	
T. 4" Sewer Tap in Easement	\$985.41	
U. Relocate 5/8" Meter	\$201	12 ft. or less in easement, pavement work: Get quote from Public Works
V. Relocate 5/8" Meter (more than 12 ft.)	Get quote from Public Works	Get quote from Public Works
W. Relocate 1" Meter	\$215	12 ft. or less in easement, pavement work: Get quote from Public Works
X. Relocate 1" Meter (more than 12 ft.)		Get quote from Public Works
Y. Pull Meter	\$10	
Z. Double Meter Box	\$30.50	
AA. 2" and 1 1/2" Meter Box	\$217	
AB. 2" + Meter Box	\$117	
AC. Pavement Cut / Replacement		TBD by Utilities Supervisor
AD. Automatic Flush Valve	\$1,000	
AE. Water and Wastewater Impact Fees (Burleson charges both City of Burleson and City of Fort Worth Impact Fees)		Refer to Current Impact Fee Ordinance for Fees