

AGENDA

Notice is hereby given of a Special Called Meeting of the Board of Commissioners of Burkburnett to be held on **Friday, September 18, 2015 at 6:00 p.m.** at City Hall-Council Chambers, 501 Sheppard Road, Burkburnett, Texas for the purpose of considering the following agenda items. The Board of Commissioners may discuss and take action on any item on this agenda. The Board of Commissioners reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public may speak on items listed on the posted agenda. All persons desiring to address a specific agenda item must submit an "Appearance before the City Commissioners" form prior to the reading of the item to the City Clerk, Janelle Dolan. The Mayor will allow comments before each agenda item for which they have requested to be heard. Comments will be limited to three (3) minutes with a maximum two (2) minute extension following approval by a majority of the members of the Board of Commissioners.

Item 1. Mayor: Call meeting to order.

Item 2. Invocation-

Item 3. Pledge of Allegiance.

Item 4. Ordinance Number 888. An ordinance re-appointing Dan Tompkins as the municipal judge.

Item 5. Discuss and take any action necessary on the Fiscal Year 2016 Budget of the Burkburnett Development Corporation.

Item 6. Review of Burkburnett Development Corporation Fiscal Year 2015 Annual Report and Projection of Goals for Fiscal Year 2016.

Item 7. Ordinance Number 884. An ordinance adopting the Operating Budget for the Fiscal Year October 1, 2015 through September 30, 2016.

Item 8. Ordinance Number 885. An ordinance adopting the Capital Improvement Budget for the Fiscal Year October 1, 2015 through September 30, 2016.

Item 9. Ordinance Number 886. An ordinance setting the 2015 Tax Rate.

Item 10. Ordinance Number 887. An ordinance to adjust the City of Burkburnett garbage rates.

Item 11. Discuss and take any action necessary on Residential Curbside Recycling.

Item 12. Public Comments.

The Board of Commissioners invites citizens to speak on any topic.

Please fill out an "Appearance Before City Commissioners" form in order to address the Commissioners and turn the form in prior to 7:00 p.m. to City Clerk, Janelle Dolan.

Public Comments are limited to five minutes. Time limits can be adjusted by the Mayor as to accommodate more or fewer speakers.

Unless the item is specifically noted on this agenda, the Board of Commissioners is required under the Texas Open Meetings Act to limit its response to one of the following:

- *Responding with a statement of specific factual information or reciting the City's existing policy on that issue; or
- *Directing the person making the inquiry to visit with City Staff about the issue.

Item 13. City Manager's report.

- BVFD Awards Ceremony – October 1st 7pm
- TML Annual Conference – September 23rd-25th
- Glow Run 5K/Friendship Festival – October 2nd & 3rd

Item 14. Commissioner's Comments.

Pursuant to Government Code Section 551.0415, City Commissioner Members may make a report about items of Community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- *Expressions of thanks, congratulations, or condolence;
- *Information regarding holiday schedules;
- *An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of the person's public office of public employment is not an honorary or salutory recognition for purposes of this subdivision;
- *A reminder about an upcoming event organized or sponsored by the governing body;
- *Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- *Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Item 15. Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do hereby certify that I posted this agenda on the glass front door of the City Hall, facing the outside at 5:30 p.m. on September 15, 2015 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 9/15/2015 @ 5:30 Pm

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 72 hours prior to this meeting. Please contact the City Clerk's office at (940) 569-2263 for further information.



City Commission Agenda Memo

From: Mike Whaley, City Manager

Date: September 18, 2015

Item: Ordinance Number 888

Background

On February 18, 2008 the Board of Commissioners approved Ordinance Number 746 creating a Municipal Court of Record. In doing so, the ordinance set qualifications for the Municipal Judge with a beginning and ending date of his term. Ordinance Number 888 re-appoints Dan Tompkins as the municipal judge for a two-year term, commencing on the effective date of this Ordinance and ending September 30, 2017.

Fiscal Impact

Judge Tompkins has not requested an increase in pay. (Approximate annual payment of \$7,098, average \$591.50 a month)

Options

Approve Ordinance as submitted.

Staff Recommendation

Approve Ordinance Number 888

Attachments

Ordinance Number 888

Reappointment request letter – Judge Dan Tompkins

ORDINANCE NUMBER 888

AN ORDINANCE RE-APPOINTING DAN TOMPKINS AS MUNICIPAL JUDGE FOR A TWO-YEAR TERM COMMENCING ON THE EFFECTIVE DATE OF THIS ORDINANCE AND ENDING SEPTEMBER 30, 2017; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners established a Municipal Court of Record in Ordinance Number 746;

WHEREAS, the Board of Commissioners set two year terms for each municipal judge.

WHEREAS, the Board of Commissioners desires to appoint Dan Tompkins as municipal judge.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE CITY OF BURKBURNETT, TEXAS:

Section 1.

That Dan Tompkins is re-appointed as Municipal Judge for a two-year term, commencing on the effective date of this Ordinance and ending September 30, 2017.

Section 2.

This ordinance shall be cumulative of all provisions of ordinances and the City of Burkburnett, Texas Code of Ordinances, as amended, except where provisions of this ordinance are in direct conflict with the provisions of such ordinances and Code, in which event such conflicting provisions of such ordinances and Code are hereby repealed.

Section 3.

It is hereby declared to be the intention of the Board of Commissioners that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and, if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or final decree of a court of competent jurisdiction, such ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the Board of Commissioners without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

Section 4.

This ordinance shall take effect upon adoption.

PASSED AND APPROVED by the Board of Commissioners of the City of Burkburnett, Texas on this the 18th day of September, 2015.

CITY OF BURKBURNETT

CARL LAW, MAYOR

ATTEST:

Janelle Dolan, City Clerk

T. DANIEL TOMPKINS

ATTORNEY AT LAW

ATTORNEY AT LAW
909 8TH STREET, SUITE 301
WICHITA FALLS, TX 76301

TELEPHONE: 940-761-2211
FAX: 940-761-2213

September 10, 2015

Mike Whaley
City Manager
Burkburnett, TX

Re: Reappointment as Municipal Court Judge

Dear Mike,

I appreciate your reminder today, that the time has come for filling a new term of Judge for the Burkburnett Municipal Court. I respectfully request to be considered for reappointment.

I have overseen many changes since my original appointment in July, 2004. The case volume has, of course, increased dramatically. We have experienced four different City Attorneys as prosecutors. And, most importantly, working with former City Attorney Jay Cantrell and the Board of Commissioners, Burkburnett now has a Court of Record, a significant step forward.

Also, I believe that my continuing service as the Municipal Court Judge for Burkburnett, Iowa Park, and Holliday, and as Associate Municipal Court Judge for Wichita Falls, helps to bring a measure of continuity of justice among these communities, while recognizing the differences between each.

I look forward to meeting with the Board of Commissioners on September 18, and will be pleased to answer any questions the Commissioners may have.

Sincerely,

Dan Tompkins



Board of Commissioners Agenda Memo

From: Gary Robinett, Executive Director, Burkburnett Development Corporation

Date: September 18, 2015

Item: Discuss and take any action necessary for the approval of the Burkburnett Development Corporation 2016 Budget. Review of 2015 Annual Report and 2016 Burkburnett Development Corporation Program of Work.

Background

As provided in the Burkburnett Development Corporation (BDC) By-laws:

Budget, Annual Performance Evaluation and Projections

6.04. Each year the Board of Directors shall prepare or direct the preparation of: (i) an annual performance evaluation, (ii) a projection of goals and programs for the coming year and (iii) an annual budget. The evaluation shall list those projects undertaken by the Corporation in the prior fiscal year and shall evaluate its success in meeting the goals and objectives for the Corporation. These reports shall be submitted to the Board of Commissioners and the city manager of the City of Burkburnett, Texas at a date established by the Board of Commissioners.

The BDC met on September 8, 2015, and approved the following

- 2016 Annual Budget

Fiscal Impact

\$876,895 Type B Funds

- Based on \$337,500 in sales tax revenue and \$506,000 advance from reserves
 - Tap Grant – \$104K; I44 Entryway Signs - \$180K; Nursing Facility Agreement - \$222K

Options

- Accept the BDC FY2016 Budget as presented
- Amend the BDC FY2016 Budget
- Take no action.

Staff Recommendation

Staff recommends acceptance of FY2016 Budget as presented.

Attachments

- 2016 Annual Budget
- 2015 Annual Report of Activities
- 2016 Program of Work Burkburnett Development Corporation

BURKBURNETT DEVELOPMENT CORPORATION
PROPOSED FY 2016 BUDGET

	ACTUAL FY14	ADOPTED FY15	ESTIMATED ACTUAL FY15	PROPOSED BUDGET FY16
REVENUE SUMMARY				
EXPENDITURE SUMMARY				
1. REVENUE	\$ 351,996	\$ 672,681	\$ 599,258	\$ 876,895
2. EXPENDITURES	\$ 362,335	\$ 655,785	\$ 470,417	\$ 876,895
	\$ -		\$ -	
OVER /UNDER	\$ (10,339)	\$ 16,896	\$ 128,841	\$ -
DETAIL				
1. REVENUE				
Sales Tax Revenue	\$ 342,671	\$ 343,750	\$ 326,835	\$ 337,500
Interest Income	\$ 8,047	\$ 5,000	\$ 7,150	\$ 7,000
Industrial Park-Sale of Lots	\$ -	\$ -	\$ -	\$ -
Friendship Festival-Sponsorship	\$ -	\$ -	\$ -	\$ -
Friendship Festival-Income	\$ -	\$ -	\$ -	\$ -
Little Critters Reimbursement	\$ 1,278	\$ 1,395	\$ 1,395	\$ 1,395
City/Salary Reimbursement	\$ -	\$ -	\$ 16,458	\$ 25,000
RJ's Convenience Loan Interest		\$ 1,116		
ADVANCE FROM RESERVES	\$ -	\$ 321,420	\$ 247,420	\$ 506,000
TOTAL REVENUE	\$ 351,996	\$ 672,681	\$ 599,258	\$ 876,895
OPERATING EXPENDITURES				
2. EXPENDITURES				
Salaries & Wages	\$ 55,416	\$ 45,000	\$ 49,684	\$ 70,000
Performance Incentive	\$ -	\$ 750	\$ 750	\$ 750
Social Security Expense	\$ 4,082	\$ 3,600	\$ 2,793	\$ 5,527
Car Allowance	\$ 1,900	\$ 2,400	\$ 1,500	\$ 2,400
Retirement Benefits	\$ 6,452	\$ 6,000	\$ 3,900	\$ 7,305
Group Insurance	\$ 6,363	\$ 7,000	\$ 1,400	\$ -
Utilities	\$ 4,026	\$ -	\$ -	\$ -
Rent	\$ 6,000	\$ -	\$ -	\$ -
Special Services/Admin Fees	\$ 3,260	\$ 3,500	\$ 3,200	\$ 3,500
Legal Fees	\$ 460	\$ 1,500	\$ 100	\$ 1,500
Unemployment Tax	\$ 63	\$ 200	\$ 45	\$ 200
Travel	\$ 11,423	\$ 6,800	\$ 5,000	\$ 5,000
Training/Continuing ED	\$ 2,921	\$ 1,800	\$ 2,000	\$ 2,000
Physical Exam	\$ 105	\$ -	\$ -	\$ 200
Telephone Expense	\$ 1,918	\$ 1,800	\$ 2,850	\$ 1,575
Postage	\$ 49	\$ 150	\$ 181	\$ 150
Supplies	\$ 1,548	\$ 1,000	\$ 1,700	\$ 1,000
Contract Services	\$ 2,000	\$ 2,000	\$ 1,837	\$ 2,000
Maint Equipment	\$ 989	\$ 1,000	\$ 605	\$ 500
Contingencies	\$ 2,632	\$ 500	\$ 422	\$ 500
New Equipment	\$ 2,100	\$ 1,100	\$ -	\$ 1,000
IT/Computer Support	\$ 2,647	\$ 750	\$ 4,579	\$ 500
Reserve for ED Incentives (Uncommitted)	\$ -	\$ 20,000	\$ -	\$ 16,203
Internet Expense	\$ 178	\$ 480	\$ -	\$ 500
Friendship Park Festival Sponsorship	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Marketing/Prospect Activity	\$ 33,216	\$ 34,130	\$ 55,498	\$ 25,000
Advertising/Regional Exp				\$ 10,000
Strategic Planning Meeting	\$ -	\$ 2,500	\$ -	\$ 1,000
SMAC Dues	\$ 15,000	\$ 15,000	\$ 15,000	\$ 18,000
Industrial Park Contract Services	\$ 1,525	\$ 2,000	\$ 1,500	\$ 2,000
Engineering/Architect (General)	\$ -	\$ 500	\$ -	\$ 500
Capital Outlay	\$ -	\$ 8,000	\$ -	\$ -
Meals/Entertainment	\$ 15	\$ 250	\$ 30	\$ 750
Committed Incentives	\$ 3,418	\$ 90,000	\$ 3,400	
FAÇADE IMPROVEMENT PROGRAM	\$ 55,730	\$ 321,420	\$ 247,420	\$ 134,335
Family Aquatic Center	\$ 94,207	\$ 50,000	\$ 50,000	\$ 50,000
CBDG/City	\$ 16,500	\$ 16,500		
Dues & Subscriptions	\$ 192	\$ 3,155	\$ 1,773	\$ 2,000
Economic Dev Incentives	\$ 21,000		\$ 5,600	\$ -
Loss on ED Incentives (AJE adjut)			\$ -	\$ -
SPECIAL PROJECT(S)				
TAP GRANT	\$ -	\$ -	\$ -	\$ 104,000
I44 ENTRYWAY SIGNS	\$ -	\$ -	\$ 2,650	\$ 180,000
Nursing Facility Agreement				\$ 222,000
	\$ -	\$ -	\$ -	\$ -
Total	\$ 362,335	\$ 655,785	\$ 470,417	\$ 876,895
TOTAL REVENUES OVER (UNDER) EXPENDITURES				
	\$ (10,339)	\$ 16,896	\$ 128,841	\$ -



Annual Report of Activities

Fiscal Year 2015

Presented September, 2015

- **Entryway Sign Project Moved Forward**
 - Funded new entryway signs along I-44
 - Bids coming in- Sep 2015
- **Skilled Nursing Facility Project on track**
 - \$6-8M capital investment, 130 jobs
 - Incentive agreements approved, BDC, TIF
 - Construction should start 1st quarter of 2016
- **Neighborhood Reinvestment Grants**
 - 26 projects awarded
 - Funded \$271, 787 to date ; paid to date \$208, 204
 - Represents a \$528,357 investment from businesses

In last 5 weeks.....

- **Working with 3 prospect companies**
- **Started Website Updates/Refresh**
 - Developers/companies looking for new location have better information
- **Awarded two Neighborhood Reinvestment Grants**
- **Assisting 2 local companies with expansion in Burkburnett**
 - *10 new FTE jobs*
- **Service within Community / Region**
 - NorTex Regional Council
 - Lions Club membership



2016 Program of Work Highlights

Presented September, 2015

- An organization without a focus lends itself to constant change of direction by the latest idea that seems like the best thing to do at the time.
 - As a result, the leadership finds it difficult to answer the question, “What have we accomplished?”

- What is a Program of Work?
 - Roadmap for the ensuing fiscal year
 - Specific to your organization regarding how you will accomplish your part of the community’s strategic plan
 - Reflect the purpose outlined in your bylaws and the State laws for public funds
 - Has a scope of one fiscal year to implement

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 - Preface
 - About Your Organization
 - About Your Community
 - Program of Work
 - Target Industries
 - Marketing and Advertising
 - Public Program Awareness
 - Web Development
 - Web Development
 - Speaking Opportunities
 - Workforce Development
 - Downtown Revitalization
 - BRE
 - Collaboration
 - Measurability
 - Board of Directors and Staff

- Preface of the Document
 - Retain and Expand Business
 - BRE Program
 - Relationship building
 - Expand and Diversify Tax Base
 - Targeted industries
 - Attract New Business
 - Marketing programs – Team Texas
 - Lead Generation
 - Enhance and Create Jobs
 - Workforce development
 - Improve Quality of Life and Environment
 - Collaboration



Program of Work
Fiscal Year 2015-2016

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Preface

An organization without a focus lends itself to constant change of direction by the latest idea that seems like the best thing to do at the time. As a result, the leadership finds it difficult to answer the question, “What have we accomplished?” Therefore, the drafting of this document aims to focus the organization’s energies in such a way that creates a sense of continuity. In doing so, goals are met, programs are completed and the activity of the organization becomes measurable in such a way that communicates value to the community for whom it serves.

Having a program of work is also one of the best marketing tools to promote both the organization’s ability to be effective and the select industries that are being sought. The program is the translator that moves planning into action and gives direction to the organization. It will tell those outside the organization what you are and are not about. While the items of focus listed in the plan are the primary guide for the activities, it should be flexible enough to take advantage of those rare opportunities that may present themselves.

Above all, the program of work should uphold the mission of the organization. The program is only as effective as the leadership’s dedication to its implementation. It is possible to be busy, but not accomplish anything or to be busy accomplishing tasks that do not meet the mission. Therefore, the organization benefits from the building of a plan of work to annually certify its activities as legitimate and worthy to dedicate its precious resources.

About the Burkburnett Development Corporation

The Burkburnett Development Corporation (BDC) was chartered August 18, 1997 as Type B economic development organization, under the Development Corporation Act of 1979 as a 501 (c)(3) non-profit corporation. The corporation was organized exclusively for the City of Burkburnett, to promote and expand economic development efforts within our city. The Corporation is governed by a seven member Board of Directors that are appointed by the Board of Commissioners of Burkburnett and is funded by a one-half of one percent local sales tax. Sales tax collected under the Development Corporation Act allows for the proceeds to be expended on land, buildings, equipment, facilities and improvements for items that fit under the definition of a “project”.

In the 1991 Legislative Session, the State Legislature authorized a new type of sales tax, a Section Type B sales tax. This legislation authorized a one-half cent sales tax to be used by certain cities to promote a wide range of civic and commercial projects. These include all permissible projects allowed by the Texas Development Corporation Act of 1979, Article 5190.6, Section 4A. Items that can be funded include, without limitations, development of industrial and manufacturing concerns, parks, auditoriums, learning centers, open space improvements, athletic and exhibition facilities and other related improvements and/or maintenance and operating costs of the publicly owned and operated projects.

The Section Type B tax can also be used to fund the provision of land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements that are for the creation or retention of primary jobs for projects such as manufacturing and industrial facilities, research and development facilities, military facilities, including closed or realigned military bases, transportation facilities, sewage or solid waste disposal facilities, recycling facilities, air or water pollution control facilities, distribution centers, small warehouse facilities, primary job training facilities for use by institutions of higher education, regional or national corporate headquarter facilities, eligible job training classes, certain career centers and certain infrastructure improvements that promote or develop new or expanded business enterprises.

However, the Section Type B tax can additionally fund projects that are typically considered to be community development initiatives. For example, authorized categories under Section Type B include, among other items, land, buildings, equipment, facilities, expenditures, and improvements for professional and amateur sports facilities, park facilities and events, entertainment and tourist facilities, and affordable housing. Also, the Section Type B tax may be expended for the development of water supply facilities or water conservation programs with the approval by the majority of qualified voters.

As of September 1, 2005, certain Section Type B development corporations are allowed to do projects that promote new and expanded business development, which could include retail projects.

Today, the BDC is committed as ever to improve the quality of life and environment for the citizens of Burkburnett.

The Burkburnett Community

Burkburnett is a city in Wichita County, Texas, located just 10 minutes north of Wichita Falls Texas on I44 and is part of the Wichita Falls, Texas Metropolitan Statistical Area. The population was 10,811 at the 2010 census.

Burkburnett's welcoming atmosphere makes it the perfect escape to relax and enjoy life. The City takes great pride in welcoming you to enjoy our wonderful community and all it has to offer. In every aspect, Burkburnett is a progressive community. It looks to the future as well as to its historic and colorful past. Burkburnett continues to merit its name of: "Boomtown, USA!"

Strengths and Challenges

The Burkburnett Development Corporation works to promote the unique strengths of the City of Burkburnett and develop opportunities that improve the challenges of doing business in our community. The following represents just a few of the best strengths of our area and our most important challenges.

1. **Location and Infrastructure**– With a turnkey industrial business park, available land, fiber optic loop, modern infrastructure, excellent highway access, and helpful city staff and citizens – Burkburnett is a great location for new business. Highway transportation networks that remain open year-round and a regional airport that’s expanded operations provides excellent access to customers and suppliers of Burkburnett businesses. Burkburnett has been building its infrastructure over the past 5 years to meet the needs of future business operations.
2. **Low Cost of Living** – Rural Texas offers strong benefits to residents in the form of living and operating costs. Doing business in Burkburnett costs significantly less than most large, metropolitan areas with respect to real estate, utilities and taxes and we have the lowest permit fees in the entire Northwestern region of Texas! As a result, companies also find a lower average wage for labor and experience a lower payroll expense which translates into larger profit margins.
3. **Transportation Infrastructure** – The State of Texas has maintained a strong reputation for the quality of its highways for a number of years. Burkburnett is located on I44, a major interstate highway in the central US. Its western terminus is in Wichita Falls, TX at a concurrency with U.S. Route 277 (US 277), US 281, and U.S. Route 287 in Texas; its eastern terminus is at I-70 in St. Louis, Missouri.
4. **Supportive Business Climate** – Burkburnett has strong support from our Board of Commissioners, County Government, the Burkburnett Development Corporation, and a highly responsive and helpful staff to assist those ventures that will enhance our economic base and whose goal is to make all businesses feel wanted and appreciated in this community.
5. **Workforce** – The City of Burkburnett, along with numerous communities across the region, struggles to maintain a skilled workforce compared to larger communities. However, several elements are present to assist in meeting this shortage including local educational institutions and public programs for job training. The Texas Workforce Commission also administers funds for direct payment of specific job skills training needs upon request.

Program of Work

The program of work for fiscal year 2015– 2016 will include the following items.

Target Industries

The following target industries have been established by the Board of Directors to focus its resources. This list is regularly evaluated by organizational leadership to reflect the constantly changing landscape of business to capitalize on those opportunities that become available. The following list is a sample of our targeted industries and reflect the priority of which we will recruit.

1. General Manufacturing – The manufacturing industry continues to grow across regions in Texas. A strong work ethic, low cost labor and no union activity provides a competitive offering to many other states in the U.S. The State of Texas has incentives available for workforce training to assist manufacturers in preparing employees.
2. Retail Centers / Factory Outlet Centers – Our strategic location on I44 at the Oklahoma/Texas border gives Burkburnett a unique advantage with excellent access to customers and suppliers.
3. Medical – With the arrival of a new skilled nursing facility in Burkburnett, now will be the time to start exploring other segments of the medical services industries that may complement our newest business.
4. Military Suppliers and Contractors – Sheppard Air Force Base has been training America's Airmen since 1941. Today, the base is home to the Air Force's largest technical training wing as well as the worlds only internationally manned and managed flying training program. Sheppard AFB trains pilots and maintainers as well as the propulsion, avionics maintenance, flight equipment, fuels, munitions and aerospace ground equipment specialists needed to keep planes in the air, and the civil engineers, plumbers, telecommunications specialists and electricians needed to keep our bases running.

Marketing and Advertising

Even with a fluctuating economy marketing remains at the core of economic development and is a necessity in today's increasingly competitive environment. Whether it's marketing for business recruitment, business retention, or attracting a quality labor force, every economic development organization is expected to be the chief promoter of the community. As more communities have realized the need to market themselves to attract and retain businesses, the level of competition between communities has risen.

Communication Tactics - Trade publication advertisements, E-newsletter mailings, internet advertising, trade shows and personal visits will be conducted throughout the year. Databases containing names and addresses of consultants and companies we've formed relationships with will continue to be expanded. These contacts will be used to set appointments, enhance our E-news mailings, and schedule personal visits. We will continue to insure the BDC website remains a highly effective outlet of information and source of attraction for Burkburnett.

Marketing Research - Research is conducted continuously on the internet, through trade publications, and attendance at trade shows and conferences to acquire competitive intelligence as well as update database records and develop new prospects and leads.

Networking Opportunities - The BDC will focus on creating and establishing relationships with Site Selection Consultants in various locations around the country through networking opportunities and

e-newsletters and magazine advertising. The BDC will also maintain communication with local businesses and manufacturers by actively engaging in an expansion, retention, and visitation program.

Memberships - We will only retain membership in select organizations which provide the best opportunities for networking such as Texas Economic Development Council (TEDC), International Economic Development Council (IEDC), American Wind Energy Association (AWEA), and Team Texas. We will remain focused on organizations that support those industries we have targeted for Abilene.

Advertising - In an effort to maximize the limited resources available to the organization, advertising will follow the target industries approved by the Board of Directors. Site selection consultants, Presidents/CEO's of end-user targeted industries, and commercial real estate brokers make up our primary target market. We will remain focused on consultants, the internet, and direct contact rather than the more costly alternative, magazine advertising. Magazine ads insertions will be only among a select group of publications and advertisements will reflect a call-to-action as well as a greater presence of our web address. We will focus more effort in marketing through electronic means using e-newsletters and promotions. We will work to build a consultant database to reach a more diverse target audience both nationally and within the immediate region.

As new industry trends emerge across the country, we will continue to seek opportunities to enhance what Burkburnett has to offer in regard to meeting the needs of new prospects in retail, industry and manufacturing. Publications and/or opportunities that demonstrate an ability to create a presence before these industries will be considered to help accomplish the stated goals.

Public Program Awareness

Even though many of the activities of an economic development organization should be kept confidential, it is also important to publicly promote the activities and successes as much as possible. This is especially true in these times of economic uncertainty. Citizens need to know their city is doing as much as possible to create new and better jobs and improve the quality of life of Burkburnett. Therefore, the BDC will continue to educate the local public about the effectiveness of Burkburnett's economic development efforts.

Web Development

Web sites offer a premier method for delivering opt-in marketing information as visitors select to view available content. Online publishing can consist of a wide range of topics including: business climate, agriculture, health services/technology, energy production, manufacturing and quality of life. The BDC's web site was redeveloped in 2014 with many new content tools using the current technology of the time. The web site will continue to be updated to ensure we're meeting the needs of our intended audiences, primarily site location consultants.

Speaking Opportunities

The BDC benefits from an informed community as it works to educate its citizens with a better understanding of what the organization can do. Each year, several opportunities are offered in which to promote the BDC through speaking opportunities for civic clubs and special events. These opportunities provide a more personal platform in which communicate the need of the organization and how it is designed to function as a mechanism for development.

Workforce Development

Top location decision factors in relocating to a new area are the availability of a skilled workforce, a ready-certified facility, and a favorable business climate (taxes, incentives).

While the cost of labor is of concern to companies considering relocation, the availability of skilled labor is a major concern when choosing a location. Continued emphasis in Burkburnett in the area of job training programs will enable our community to meet future employer needs. The BDC will work closely with the local Workforce Solutions staff and MSU's Small Business Development Center to identify and create programs of opportunity for our citizens to ensure we remain competitive and promote entrepreneurship.

Business Retention and Expansion

The Business Retention/Expansion program will be a high priority for the BDC. The least expensive customer to reach is an existing one. The current manufacturers and other employers in the community are one of our best advocates for doing business in Burkburnett; therefore, we will continue to focus on creating jobs from this existing base. Existing industry accounts for around 70-80% of all new investment and job creation in a community. If opportunities present themselves, we will strive to meet with Corporate HQs personnel of existing Burkburnett industries to foster relationships.

The purpose of the program:

- Develop communication links to keep local businesses informed
- Assist companies at risk of leaving/downsizing
- Identify expansion opportunities
- Build relationships with company executives
- Strengthen relationships with community partners through services

Collaboration

The BDC maintains relationships with several organizations that support our mission. These partnerships span from local agencies to state-wide organizations. The following is a list of the entities the BDC will work closely with to strengthen relationships.

City of Burkburnett

The BDC works closely with the City through the Manager's office to coordinate efforts that will prove to be business friendly. The organization makes regular reports to the Board of Commissioners to ensure awareness of initiatives and cooperation from the body's elected officials.

Wichita County

The BDC also works with local county government to ensure the Commissioners' Court is informed on organization initiatives and to request support, as needed, for those industries that will prove to create long-term tax contributors benefitting the overall economic standing of the area.

North Texas Regional Planning Commission

The North Texas Regional Planning Commission is a region-wide voluntary association of local governments whose mission is to serve its members as the instrument of local government cooperation and coordination for the purpose of improving the health, safety, and general welfare of their citizens. The BDC is an active member of their Economic Development Advisory Committee.

Texas Economic Development Council and Team Texas

The Texas Economic Development Council (TEDC) is an Austin-based, statewide, non-profit professional association dedicated to the development of economic and employment opportunities in Texas. The TEDC is a one-stop shop for ideas, information, and influence. The organization is the largest state association of economic development professionals, volunteers, and elected officials. Team Texas programs include membership representation, trade shows and marketing initiatives. The members share a common goal – bringing new investment and jobs to Texas. The BDC will actively participate in TEDC and Team Texas activities.

Measurability

Taking account of activities is essential. While it is not possible to fully and exactly measure the effectiveness of all activities, it does provide a base of reference by which the organization can gauge itself on an annual basis. The ultimate measure of success is new capital investment, new "above-average" jobs and a larger tax base. At the end of each fiscal year, the BDC evaluates its performance

and reports on its progress on the items listed herein this program of work and additional activities taken on by the organization throughout the year.

Burkburnett Development Corporation Board and Staff

Board of Directors

VOTING MEMBERS:

Jeff Briscoe, President
John Robertson, Vice President
Mel Feller, Secretary / Treasurer
Jerry Johnson, Director
Daniel Cremeens, Director
Teresa Brantley, Director
Jeff Kindt, Director

EX-OFFICIO MEMBERS:

Josh Andrajack
John Erickson
Ted Kwas
Dale Lewis
Matt Patterson
Casey McCleskey
Les McNeal

AT-LARGE STAKEHOLDERS:

Mike Whaley (City Manager, City of Burkburnett)
Danny Taylor (Superintendent, Burkburnett I.S.D.)
Del Hardaway (President, Burkburnett Chamber of Commerce)
Lee Harvey (County Commissioner, Wichita County)

Professional Staff

Gary Robinett, CEcD Executive Director



September 18, 2015

Mayor and Board of Commissioners
City of Burkburnett
Burkburnett, Texas

It is my honor to present to you the operating budget for Fiscal Year 2016 in accordance with the Constitution and Laws of the State of Texas and the City Charter of the City of Burkburnett.

The City of Burkburnett is committed to the efficient delivery of quality services to its citizens. This commitment is the foundation behind policy decisions and priorities that ensures well-formulated plans for the operation of our City.

The FY 2016 Budget represents the hard work and dedication of the Board of Commissioners and City Staff to maintain effective and efficient operations. The Commission and staff have done a tremendous job of planning for the future while evaluating current programs and operations to develop a budget that provides for the continuation of quality services while looking to the future of the City.

The Fiscal Year 2016 Budget includes:

- Anticipated Revenues \$11,248,244
- Anticipated Expenditures \$11,248,244

I would like to express my appreciation to all the City Staff and department heads for their cooperation and assistance in the preparation of this budget. On behalf of all the City employees, I would like to express our appreciation to the Commissioners for all of your work and for your continued support.

Sincerely,

Mike Whaley
City Manager



City Commission Agenda Memo

From: Mike Whaley, City Manager

Date: September 18, 2015

Item: Ordinance Number 884 adopting the FY 2016 Maintenance & Operational Budget

Background

The Board of Commissioners has conducted multiple budget workshops and two public hearings as required by law on the proposed FY 2016 M&O Budget. Ordinance Number 884 adopts the FY 2016 M&O Budget that has been previously presented in the workshops and public hearings.

Fiscal Impact

Ordinance Number 884 establishes the FY 2016 M&O Budget

Options

Adopt Ordinance Number 884

Staff Recommendation

Staff recommends that the Board of Commissioners adopt the ordinance

Attachments

Ordinance Number 884

ORDINANCE NUMBER 884

AN ORDINANCE ADOPTING THE FISCAL YEAR OPERATING BUDGET OCTOBER 1, 2015 – SEPTEMBER 30, 2016 FOR THE CITY OF BURKBURNETT, TEXAS AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS:

SECTION 1.

That the City of Burkburnett's operating budget for the fiscal year ending September 30, 2016, which is hereto attached, was duly prepared and filed with the City Clerk, where it is available for inspection of any taxpayer.

SECTION 2.

That the operating budget for the City of Burkburnett, Texas hereto attached for the fiscal period ending September 30, 2016 in the amount of \$11,248,244 be and the same is hereby in all respects finally approved and adopted as so changed, and the same shall be and is filed with the City Clerk of said City.

SECTION 3.

That the several amounts specified for the several purposes named in said operating budget be, and they are hereby appropriated to and for such purposes.

SECTION 4.

That this ordinance shall take effect and be in full force after its date of passage.

SECTION 5.

The Board of Commissioners finds that this ordinance relates to the immediate preservation of the public peace, health, safety and welfare and that the City's operating budget should be adopted at the earliest possible moment to comply with Article VI, Section 2 of the City Charter, as amended to continue the essential services to Burkburnett citizens.

PASSED AND APPROVED on this 18th day of September 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Mike Whaley, City Manager

Date: September 18, 2015

Item: Ordinance Number 885 adopting the FY 2016 Capital Improvement Budget

Background

The Board of Commissioners has conducted multiple budget workshops and two public hearings as required by law on the proposed FY 2016 M&O Budget which included the Capital Improvement Budget.

Ordinance Number 885 adopts the FY 2016 Capital Improvement Budget that has been previously presented in the workshops and public hearings.

Fiscal Impact

Ordinance Number 885 establishes the FY 2016 Capital Improvement Budget

Options

Adopt Ordinance Number 885

Staff Recommendation

Staff recommends that the Board of Commissioners adopt Ordinance Number 885

Attachments

Ordinance Number 885

ORDINANCE NUMBER 885

AN ORDINANCE ADOPTING THE FISCAL YEAR CAPITAL IMPROVEMENT BUDGET OCTOBER 1, 2015 - SEPTEMBER 30, 2016 FOR THE CITY OF BURKBURNETT, TEXAS AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS:

SECTION 1.

That the City of Burkburnett's capital improvement budget for the fiscal year ending September 30, 2016, which is hereto attached, was duly prepared and filed with the City Clerk where it is available for inspection of any taxpayer.

SECTION 2.

That the capital improvement budget for the City of Burkburnett, Texas attached for the fiscal period ending September 30, 2016 in the amount of \$612,310 be and the same if hereby in all respects finally approved and adopted as so changed, and the same shall be and is filed with the City Clerk of said City.

SECTION 3.

That the several amounts specified for the several purposes named in said capital improvement budget be, and they are hereby appropriated to and for such purposes.

SECTION 4.

That this ordinance shall take effect and be in full force after its date of passage.

SECTION 5.

The Board of Commissioners finds that this ordinance relates to the immediate preservation of the public peace, health, safety and welfare and that the City's capital improvement budget should be adopted at the earliest possible moment. These planned capital improvements are to provide quality services to Burkburnett citizens.

PASSED AND APPROVED on this 18th day of September 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Mike Whaley, City Manager

Date: September 18, 2015

Item: Ordinance Number 886 setting the 2015 Tax Rate

Background

The Board of Commissioners has conducted multiple budget workshops and two public hearings as required by law on the proposed FY 2016 M&O Budget, Capital Improvement Budget based on the proposed 2015 Tax Rate. Ordinance Number 886 sets the 2015 Tax Rate that has been discussed and presented in the workshops and public hearings. The proposed 2015 Tax Rate is \$0.693262/\$100 in valuation, which is a \$0.02 increase from last year.

Fiscal Impact

Ordinance Number 886 sets the 2015 Tax Rate

Options

Adopt Ordinance Number 886

Staff Recommendation

Staff recommends that the Board of Commissioners adopt Ordinance Number 886

Required Motion Language: "I move that the property tax rate be increased by the adoption of a tax rate of 0.693262, which is effectively a 3.30 percent increase in the tax rate."

Attachments

Ordinance Number 886

ORDINANCE NUMBER 886

AN ORDINANCE LEVYING AN ANNUAL AD VALOREM TAX FOR THE YEAR 2015 SETTING SPECIFIC TAX RATES, APPLICABLE TO ALL REAL, PERSONAL AND MIXED PROPERTY SITUATED WITHIN THE CITY OF BURKBURNETT CITY LIMITS; SETTING THE DUE DATE AND PROVIDING FOR PENALTIES AND INTEREST ON DELINQUENT TAXES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS:

SECTION 1.

That an ad valorem tax rate of \$0.693262 per \$100.00 of market value, as said values are fixed by the Wichita County Appraisal District, be and the same is hereby levied for the year 2015 on all real property, personal property and mixed property located and situated within the city limits of the City of Burkburnett as of January 1, 2015.

“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.”

“THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.21% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$19.90.”

SECTION 2.

That the above specified ad valorem tax rate be distributed as follows:

A. MAINTENANCE / OPERATIONS	\$0.518817/\$100
B. INTEREST AND SINKING DEBT	\$0.174445/\$100
TOTAL	\$0.693262/\$100

SECTION 3.

Any person failing to pay their taxes after January 31, 2016, shall be subject to maximum penalties thereon allowed by law to be collected on delinquent taxes. All delinquent taxes shall bear interest at the highest per annum interest rate allowed by law to be collected on delinquent taxes and shall bear interest from date of delinquency until paid.

PASSED, APPROVED AND EFFECTIVE this 18th day of September 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Mike Whaley, City Manager

Date: September 18, 2015

Item: Ordinance Number 887 Adjusting the City of Burkburnett Garbage Rates

Background

The Board of Commissioners has conducted multiple budget workshops and two public hearings on the proposed FY 2015-2016 Operating Budget which included the proposed garbage rates. Ordinance Number 887 adjusts the City of Burkburnett garbage rates which has been discussed and presented in the previous meetings and public hearings. The proposed increase to the garbage rate is \$0.72.

Fiscal Impact

Ordinance 887 adjusts the City of Burkburnett garbage rates.

Options

Adopt Ordinance Number 887

Staff Recommendation

Staff recommends Board of Commissioners adopt Ordinance Number 887

Attachments

Ordinance Number 887

ORDINANCE NUMBER 887

AN ORDINANCE AMENDING ORDINANCE NUMBER 843 OF THE CITY OF BURKBURNETT, TEXAS PRESENTLY CODIFIED AS CHAPTER 50, GARBAGE AND REFUSE IN THE CODE OF ORDINANCES, SPECIFYING THE EFFECTIVE DATE; DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS:

SECTION 1. That Chapter 50 of the Code of Ordinances of the City of Burkburnett be amended by changing Section 50.10 to the following:

SECTION 50.10-COLLECTION CHARGES

- (A) The monthly rates for residential garbage service set by the Board of Commissioners shall be as follows:

<u>Service</u>	<u>Rates</u>
Residential collection	\$20.65
Once a week pickup-polycart	
Once a week call in-bulk pickup	
Senior Citizens (65/over)	\$16.96
Once a week pickup-polycart	
Once a week call in-bulk pickup	
Extra polycart	\$ 7.88

- (B) The monthly rates for commercial garbage service set by the Board of Commissioners shall be as follows:

CONTAINER SIZE	<u>1X</u>	<u>2X</u>	<u>3X</u>	<u>5X</u>
2 -Cubic Yd.	\$ 52.07	\$ 103.87	\$160.31	\$278.17
4-Cubic Yd.	\$ 87.01	\$175.82	\$271.59	\$485.95
6-Cubic Yd.	\$129.44	\$270.15	\$406.31	\$727.85
8-Cubic Yd.	\$171.90	\$349.49	\$541.03	\$969.75

- (C) The above schedule of rates shall be effective October 1, 2015.

SECTION 2. That this ordinance shall take effect immediately on all garbage bills rendered on or after October 1, 2015.

SECTION 3. In the event any one or more of the provisions of this Ordinance should be declared to be invalid, unenforceable or illegal; such invalidity, unenforceability or illegality shall not affect the validity, enforcement or legality of the remaining portions of this ordinance.

SECTION 4. It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public as required by law and that notice of the time, place and purpose of said meeting was given. This ordinance shall become effective following its publication as required by City Charter, Article IV, Section 20.

PASSED AND APPROVED on this 18th day of September 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk