

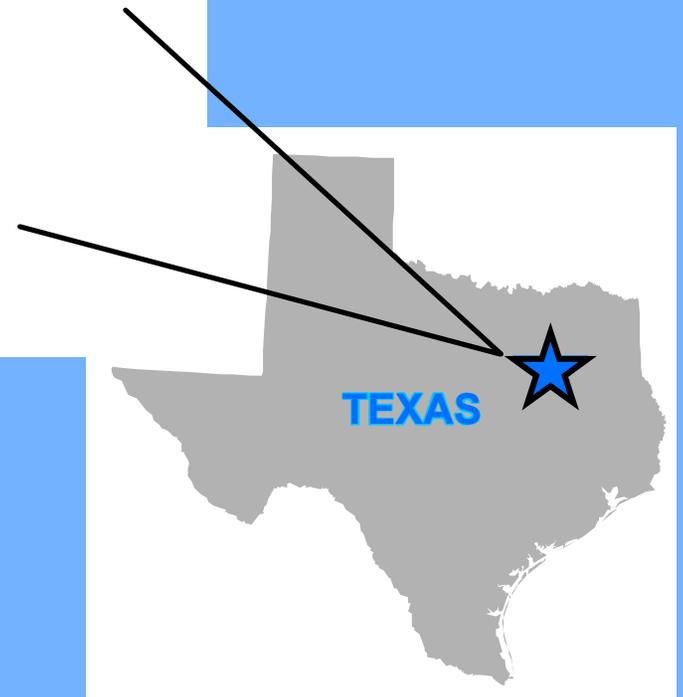
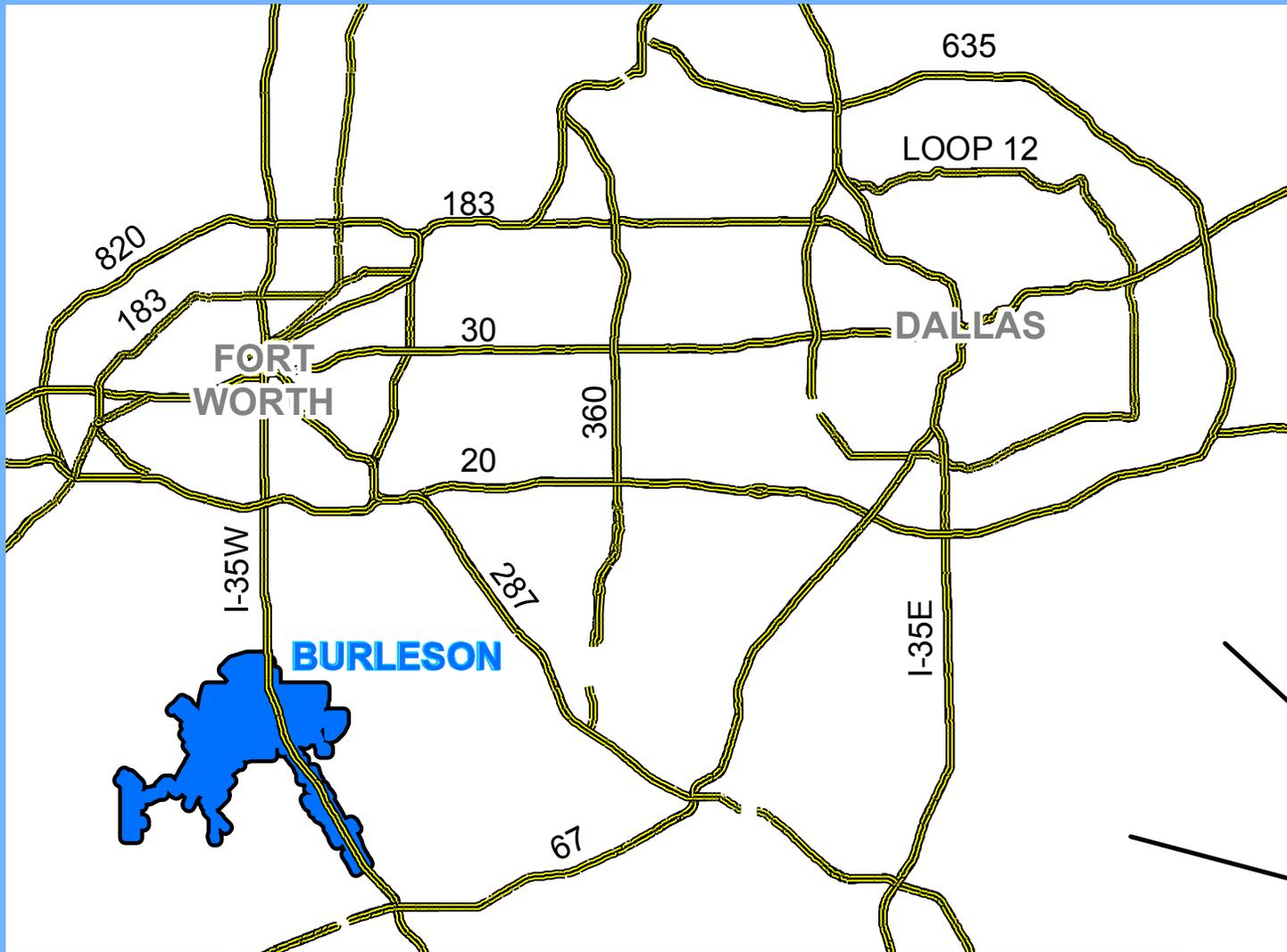


**ANNUAL OPERATING BUDGET  
AND  
PLAN OF SERVICES**

**FISCAL YEAR  
2011-2012**

**BURLESON, TEXAS**

# CITY OF BURLESON



**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET AND PLAN OF SERVICES**  
OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

**AS ADOPTED BY THE CITY COUNCIL**

KEN SHETTER, MAYOR  
STUART GILLASPIE, MAYOR PRO-TEM

RICK GREEN, COUNCILMEMBER  
JERRY ALLEN, COUNCILMEMBER  
MATT AIKEN, COUNCILMEMBER  
DAN MCCLENDON, COUNCILMEMBER  
LARRY POOL, COUNCILMEMBER

CURTIS E. HAWK, CITY MANAGER  
PAUL CAIN, DEPUTY CITY MANAGER  
RHETT CLARK, DIRECTOR OF FINANCE



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Burleson  
Texas**

For the Fiscal Year Beginning

**October 1, 2010**

President

Executive Director

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## MANAGER'S MESSAGE

**CITY MANAGER'S MESSAGE**

**FOR THE FY 2011-2012 ADOPTED BUDGET**

**TO**

**MAYOR KENNETH D. SHETTER**

**AND**

**MEMBERS OF THE BURLESON CITY COUNCIL**

**September 6, 2011**

In accordance with the Texas Local Government Code and the Charter of the City of Burleson, the Adopted Annual Operating Budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 is hereby submitted. The adopted budget presents, in financial terms, the plan for accomplishment of the delivery of municipal services during the forthcoming fiscal year. The narrative which follows provides a detailed overview of the adopted budget.

**ADOPTED GENERAL FUND BUDGET**

The table on the following page provides an overview of the General Fund revenues and expenditures in the adopted budget.

Manager's Message  
 Adopted FY 2011-2012 Budget  
 Page 2 of 32

**PROPOSED GENERAL FUND REVENUE**

	A	B	C	B-A		C-B		C-A	
	Current Adopted	Current Yr End Estimate	FY 11/12 Proposed	Current Yr End to Current Adopted	(B-A)/A	11/12 Proposed to Current Year End	(C-B)/B	11/12 Proposed to 10/11 Adopted	(C-A)/A
	\$	\$	\$	\$	%	\$	%	\$	%
AdValorem	\$ (11,755,714)	\$ (11,957,000)	\$ (11,838,055)	\$ (201,286)	1.7%	\$ 118,945	-1.0%	\$ (82,341)	0.7%
Sales & Liquor Tax	\$ (5,581,000)	\$ (5,659,000)	\$ (5,794,000)	\$ (78,000)	1.4%	\$ (135,000)	2.4%	\$ (213,000)	3.8%
Franchise Fees	\$ (2,041,000)	\$ (2,099,000)	\$ (2,119,875)	\$ (58,000)	2.8%	\$ (20,875)	1.0%	\$ (78,875)	3.9%
Reimbursement & Pilot	\$ (2,061,771)	\$ (2,024,289)	\$ (2,116,117)	\$ 37,482	-1.8%	\$ (91,828)	4.5%	\$ (54,346)	2.6%
Bldg Permits/ Dev Contracts	\$ (692,000)	\$ (611,000)	\$ (590,000)	\$ 81,000	-11.7%	\$ 21,000	-3.4%	\$ 102,000	-14.7%
Court	\$ (1,010,000)	\$ (853,000)	\$ (876,000)	\$ 157,000	-15.5%	\$ (23,000)	2.7%	\$ 134,000	-13.3%
BISD/Stop	\$ (244,490)	\$ (239,291)	\$ (162,537)	\$ 5,199	-2.1%	\$ 76,754	-32.1%	\$ 81,953	-33.5%
Tier In	\$ (430,015)	\$ (430,015)	\$ (682,544)	\$ -	0.0%	\$ (252,529)	58.7%	\$ (252,529)	58.7%
Gas Well Permitting	\$ (270,000)	\$ (350,000)	\$ (365,000)	\$ (80,000)	29.6%	\$ (15,000)	4.3%	\$ (95,000)	35.2%
Stop Loss Reimb	\$ -	\$ (633,000)	\$ -	\$ (633,000)	#DIV/0!	\$ 633,000	-100.0%	\$ -	#DIV/0!
Other	\$ (841,100)	\$ (826,902)	\$ (810,659)	\$ 14,198	-1.7%	\$ 16,243	-2.0%	\$ 30,441	-3.6%
<b>TOTAL</b>	<b>\$ (24,927,090)</b>	<b>\$ (25,682,497)</b>	<b>\$ (25,354,787)</b>	<b>\$ (755,407)</b>	<b>3.0%</b>	<b>\$ 327,710</b>	<b>-1.3%</b>	<b>\$ (427,697)</b>	<b>1.7%</b>

**PROPOSED GENERAL FUND EXPENDITURES**

	A	B	C	B-A		C-B		C-A	
	Current Adopted	Current Yr End Estimate	FY 11/12 Proposed	Current Yr End to Current Adopted	(B-A)/A	11/12 Proposed to Current Year End	(C-B)/B	11/12 Proposed to 10/11 Adopted	(C-A)/A
	\$	\$	\$	\$	%	\$	%	\$	%
Salary & Related	\$ 16,275,707	\$ 15,991,944	\$ 16,184,137	\$ (283,763)	-1.7%	\$ 192,193	1.2%	\$ (91,570)	-0.6%
Health Insurance	\$ 1,232,857	\$ 2,085,932	\$ 1,511,487	\$ 853,075	69.2%	\$ (574,445)	-27.5%	\$ 278,530	22.6%
Operations	\$ 4,747,634	\$ 4,868,282	\$ 4,389,203	\$ 120,648	2.5%	\$ (479,079)	-9.8%	\$ (358,431)	-7.5%
Utilities/Internal Charges	\$ 2,511,813	\$ 2,608,630	\$ 3,157,294	\$ 96,817	3.9%	\$ 548,664	21.0%	\$ 645,481	25.7%
Capital	\$ 97,773	\$ 139,000	\$ 112,666	\$ 41,227	42.2%	\$ (26,334)	-18.9%	\$ 14,893	15.2%
<b>Total</b>	<b>\$ 24,865,784</b>	<b>\$ 25,693,788</b>	<b>\$ 25,354,787</b>	<b>\$ 828,004</b>	<b>3.3%</b>	<b>\$ (339,001)</b>	<b>-1.3%</b>	<b>\$ 489,003</b>	<b>2.0%</b>
<b>Expenses (Under) or Over Revenues</b>	<b>\$ (61,306)</b>	<b>\$ 11,291</b>	<b>\$ -</b>						

**Revenues**

Total operating revenues for FY 2011-12 are \$25,354,787 as adopted, approximately \$427,697 more than in FY 2010-11. This includes an increase of \$252,529 in transfers into the General Fund operating budget from other sources, such as the Type A Corporation (+\$129,113) and an appropriation from Fund Balance (+\$78,950), resulting in a net increase after transfers of \$254,118.

**Property Taxes**

Tax Valuation

The City's 2011 taxable value net of protested value, as provided by the Johnson County Appraisal District and Tarrant Appraisal District is \$2,241,358,240, an increase of \$82,078,766 or 3.8% over 2010's \$2,159,279,474. This increase in value is primarily attributed to \$61,755,069 in the value of new improvements added to the tax base.

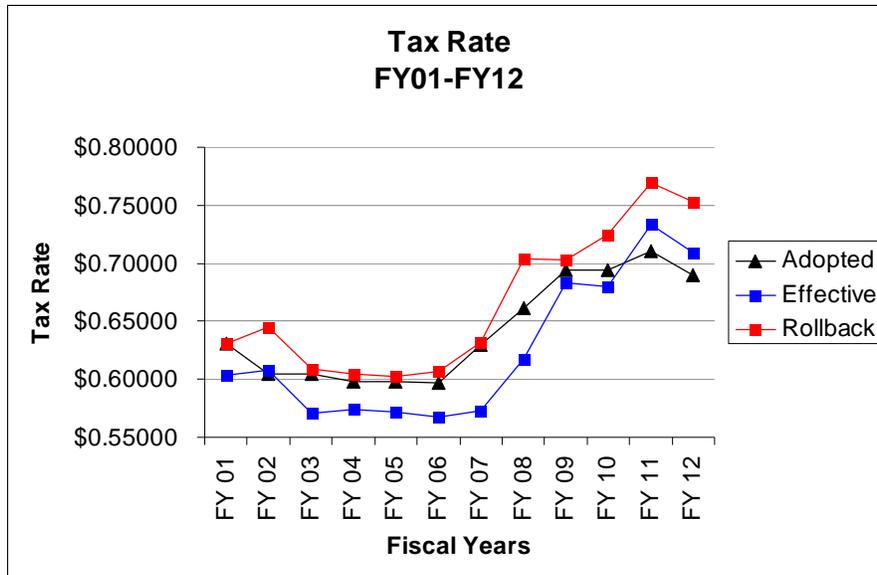
Tax Rate

The property tax rate in the adopted base budget is **\$0.6900**, a decrease of **\$0.02 (two cents)** below the current adopted rate.

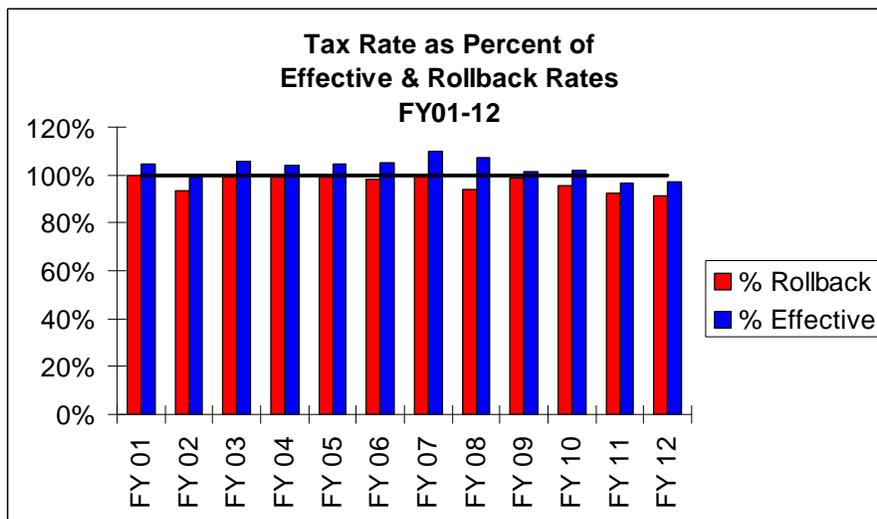
*Effective Tax Rate*

For the second consecutive year (and only the third time in the last twelve years), the adopted budget includes a tax rate below the effective rate. The effective tax

rate for FY 2011-12 is \$0.7098, which is \$0.0002 below the current rate of \$0.71. Because the effective rate provides the City with approximately the same amount of revenue it had the year before on properties taxed in both years, a rate below the effective rate equates to a tax reduction for properties taxed the previous year. The chart below shows the historical trend of the City's tax rate since FY 2001.



In five of the last dozen years, the adopted tax rate has been between 99.0% and 99.99% of the rollback rate. The graph below shows the adopted tax rate for each year as a percent of both the effective and rollback tax rates.

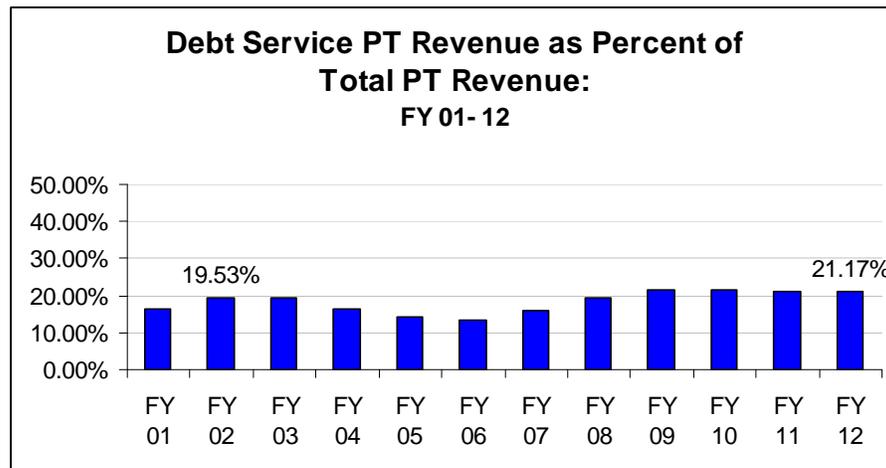


*Maintenance and Operations Rate (M & O rate)*

All of the decrease in the adopted \$ 0.6900 tax rate occurs in the maintenance and operations portion of the tax rate, which will be reduced from \$0.5478 to \$0.5278.

*Debt Service Rate (I&S rate)*

The debt service rate remains at \$0.1622, which is the same rate in effect since FY 08-09. The debt rate is 23.5% of the total tax rate, slightly below the average of 26.3% for Tarrant County cities (based on FY 2011 tax rates). Note that absent the utilization of \$1,193,000 from gas royalties and bonuses, the debt rate would be \$0.2218. As shown below, property tax revenue dedicated to debt service as a percent of total property tax revenue has increased 1.67% in the last decade.



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson rose from \$121,667 to \$121,914 (+0.2%) in 2011. As shown in the table below, the 2011 value in Burleson is \$2,442 (2.04%) above the median for 20 Tarrant County cities.

**10 vs '11 Average Residential Net Taxable Value for 20 Neighboring Cities**

<u>Jurisdiction</u>	<u>2010 Average Net Taxable Value</u>	<u>2011 Average Net Taxable Value</u>	<u>% Change</u>
Southlake	\$ 486,411	\$ 488,409	0.4%
Colleyville	\$ 397,472	\$ 396,818	-0.2%
Keller	\$ 262,463	\$ 263,154	0.3%
Grapevine	\$ 171,660	\$ 175,213	2.1%
Mansfield	\$ 169,678	\$ 170,602	0.5%
Kennedale	\$ 149,839	\$ 150,426	0.4%
Grand Prairie	\$ 145,088	\$ 146,132	0.7%
Bedford	\$ 145,011	\$ 145,765	0.5%
Benbrook	\$ 129,160	\$ 129,778	0.5%
North Richland Hills	\$ 121,950	\$ 122,199	0.2%
Azle	\$ 116,704	\$ 116,745	0.0%
Flower Mound	\$ 113,725	\$ 113,709	0.0%
Eules	\$ 110,982	\$ 112,463	1.3%
Saginaw	\$ 104,114	\$ 104,491	0.4%
Crowley	\$ 105,119	\$ 102,393	-2.6%
Hurst	\$ 100,133	\$ 99,147	-1.0%
Arlington	\$ 97,946	\$ 97,421	-0.5%
Fort Worth	\$ 93,116	\$ 94,579	1.6%
Watauga	\$ 91,183	\$ 89,091	-2.3%
Richland Hills	\$ 84,494	\$ 77,126	-8.7%
Average	\$ 159,812	\$ 159,783	0.0%
Median	\$ 119,327	\$ 119,472	0.1%
<b>Burleson</b>	<b>\$ 121,667</b>	<b>\$ 121,914</b>	<b>0.2%</b>

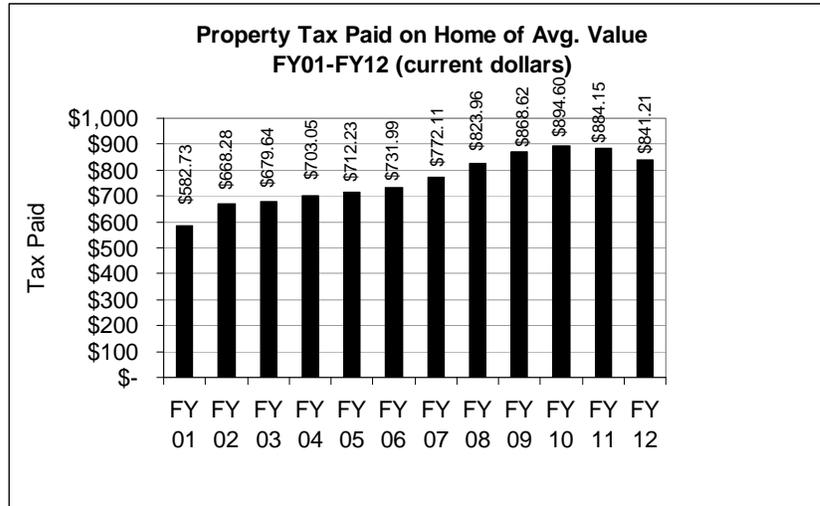
The adopted rate will result in a slight *tax decrease* of \$22.62 in the tax bill for the average residential property, from \$863.83 in the current year to \$841.21 in the adopted budget. The following table compares the City's tax bill for the average home to that of 20 Tarrant County cities.

**Average Residential Tax Bill for 20 Neighboring Cities**

TAD REPORT at 2010-11 rates; COB combined CADs at proposed rate of \$0.6900

<u>Jurisdiction</u>	<u>Average Net Taxable Value</u>	<u>Tax Rate</u>	<u>Avg. Bill</u>
Southlake	\$ 488,409	\$ 0.4620	\$ 2,256.45
Colleyville	\$ 396,818	\$ 0.3559	\$ 1,412.28
Mansfield	\$ 170,602	\$ 0.7100	\$ 1,211.27
Keller	\$ 263,154	\$ 0.4422	\$ 1,163.64
Kennedale	\$ 150,426	\$ 0.7225	\$ 1,086.83
Grand Prairie	\$ 146,132	\$ 0.6700	\$ 979.08
Benbrook	\$ 129,778	\$ 0.6575	\$ 853.29
Fort Worth	\$ 94,579	\$ 0.8550	\$ 808.65
Azle	\$ 116,745	\$ 0.6310	\$ 736.66
North Richland Hills	\$ 122,199	\$ 0.5700	\$ 696.53
Bedford	\$ 145,765	\$ 0.4633	\$ 675.40
Arlington	\$ 97,421	\$ 0.6480	\$ 631.29
Grapevine	\$ 175,213	\$ 0.3500	\$ 613.25
Crowley	\$ 102,393	\$ 0.5755	\$ 589.27
Hurst	\$ 99,147	\$ 0.5350	\$ 530.44
Eules	\$ 112,463	\$ 0.4700	\$ 528.58
Watauga	\$ 89,091	\$ 0.5808	\$ 517.41
Flower Mound	\$ 113,709	\$ 0.4497	\$ 511.35
Saginaw	\$ 104,491	\$ 0.4491	\$ 469.28
Richland Hills	\$ 77,126	\$ 0.4730	\$ 364.84
Average	\$ 159,783	\$ 0.5535	\$ 831.79
Median	\$ 119,472	\$ 0.5525	\$ 685.97
<b>Burleson proposed</b>	<b>\$ 121,914</b>	<b>\$ 0.6900</b>	<b>\$ 841.21</b>
<b>Burleson current</b>	<b>\$ 121,667</b>	<b>\$ 0.7100</b>	<b>\$ 863.83</b>

The following graph illustrates the property tax paid on a residence of average taxable value over the last 12 years in current (2011) dollars.



Since FY 10, taxes paid on a home of average taxable value have declined \$45.22 in 2011 dollars (-5.1%).

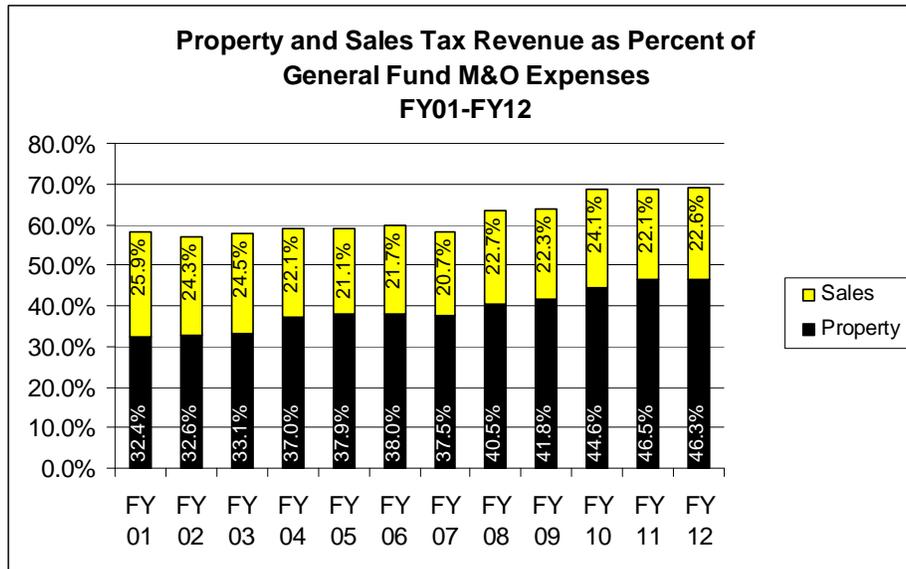
### Property Tax Revenue

Overall, revenue from ad valorem (property) taxes is up \$82,341 (0.7%) from the current year. The reduction in the tax rate from \$0.71 per \$100 valuation in FY 2010-11 to the \$0.69 adopted for FY 2011-12 results in a \$365,032 decrease in tax revenue from existing properties. This loss is offset by additional taxes from new value added since the last appraisal (+\$325,943) and an increase of approximately \$121,430 in taxes on properties subject to the senior tax freeze. These values increased from \$242.9 million in 2010 to \$255.4 million in 2011. Frozen properties now account for 11.4% of the tax base, up slightly from 11.2% in FY 2010-11. **For FY 2011-12, one cent on the ad valorem tax rate will generate \$196,366 – allowing for protested and frozen values and assuming a 98% collection rate.**

### Sales Taxes.

Perhaps indicative of a stabilizing (if not slowly recovering) economy, sales tax (including liquor tax) revenues are projected to increase \$213,000 (+3.8%) from current adopted levels. Revenue from sales tax in FY 12 is projected at \$5,794,000 (22.9% of total revenue). The projected increase is 2.4% higher than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 69.5% of General Fund maintenance and operations expenses for FY 2012. The graph below illustrates this relationship since FY 2001.



Other revenue:

Increases of \$78,875 (+3.9%) in Franchise Fees and \$95,000 (+35.2%) in fees from Gas Well permits are offset by declines of -\$134,000 (-13.3%) in Municipal Court fines, -\$102,000 (-14.7%) in fees from Building Permits and Developer Contracts, and -\$81,953 in lost revenue from (a) the BISD due to elimination of one SRO position at Burleson High, and (b) elimination of a salary reimbursement from the STOP task force.

**Expenditures**

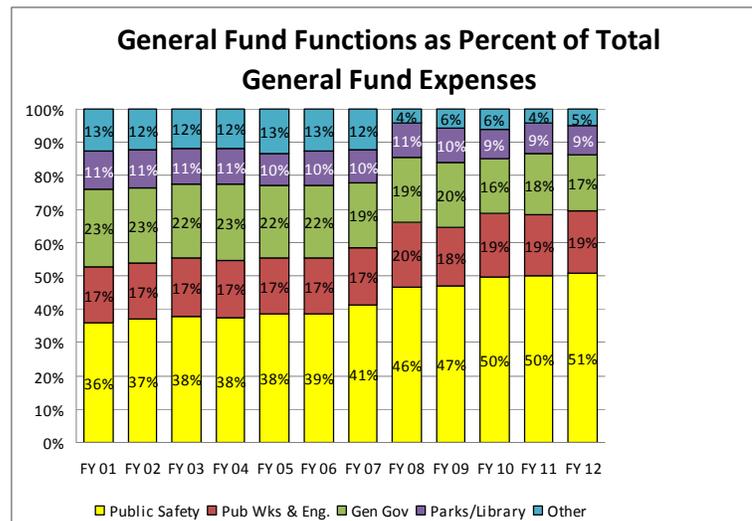
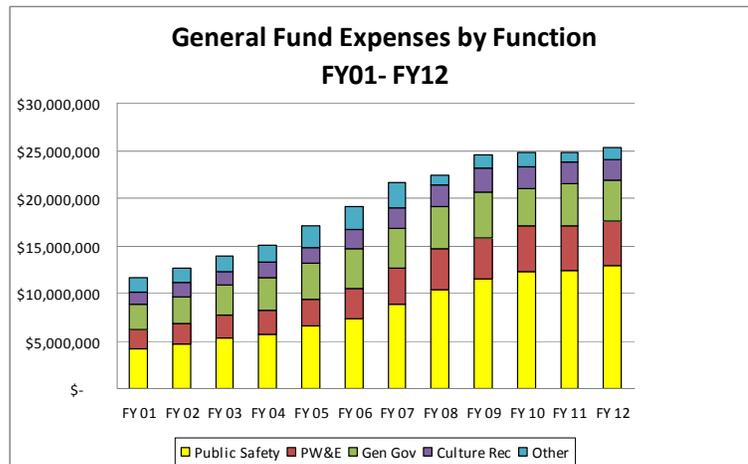
Overview

Adopted total expenditures are \$489,003 (2.0%) higher than the current year adopted budget, but lower (-1.3%) than the estimated expenditures for the current year end. Expenditures are customarily divided into 5 major functions:

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

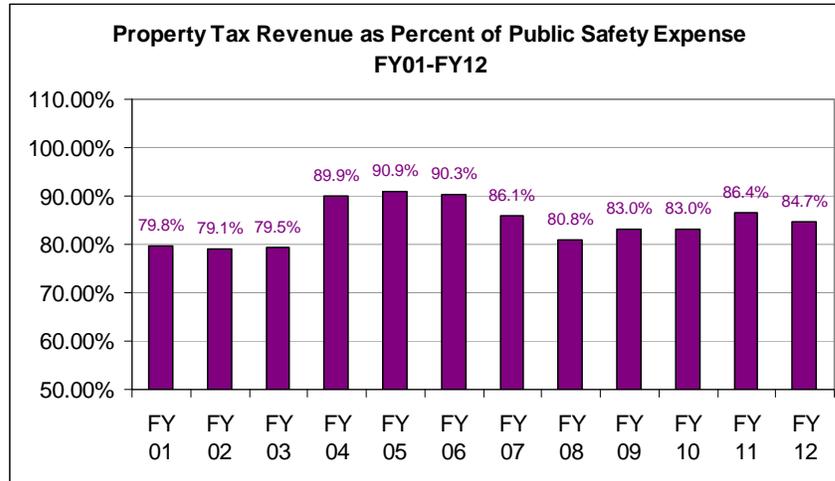
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services & Community Development)

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



Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **Interestingly, in FY 11-12, (excluding the amount reserved for Library per the Charter) if all of the property tax collected**

**in the General Fund were to be allocated to Public Safety, it would only pay for 84.7% of Public Safety expenses.** The graph below illustrates this relationship since FY 01.



The following looks at General Fund expenses in further detail by the major expenditure categories of: Salaries & Related personnel costs, Health Insurance, Operational costs, Utilities & Internal Services, and Capital.

### **Salary and Related Costs**

For the first time since FY 08-09, the adopted budget **includes pay raises of 3% for all city employees.** This increase will occur “**across-the-board**” and will raise the salary ranges for all positions as well. This increase is adopted in order to maintain the City’s competitive position in relation to other cities, and to acknowledge the work and commitment of employees during the 2 ½ year period since salaries were last adjusted.

Nevertheless, the adopted salary and related costs reflect a -\$91,570 (-0.6%) decrease from the adopted budget. This decrease is attributed to elimination of 3 vacant positions in the following departments:

- 1 FTE in Municipal Court (Deputy Court Administrator);
- 2 FTEs in Community Development (Building Inspector and Permits Clerk).

**Health Insurance Costs**

During FY 2010-11, the City chose to become “self-funded” rather than purchase health insurance coverage for employees and their families via a private insurance carrier as had been done in previous years. As Council is aware, the City’s claims experience this year has been quite high.

For FY 2011-12, overall health insurance costs are up \$278,630 (+22.6%) over current adopted levels. This amount reflects an increase of \$477,629 in health insurance premiums offset by a decrease of \$198,999 in various other health insurance related benefits included in the current budget such as:

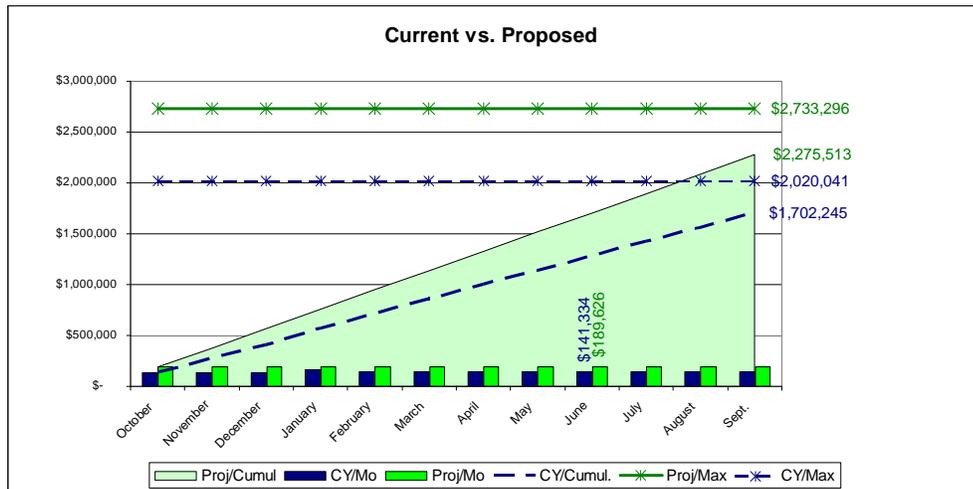
- \$100,000 eliminated for an employee clinic. After many meetings and discussions with representatives of THR, it became apparent that a clinic that would reduce claim costs was not feasible for numerous reasons, and any funds dedicated to a clinic would be needed to offset increasing claim costs.
- \$ 96,400 eliminated for contributions to employee Flexible Spending Accounts (FSA) and Health Reimbursement Accounts (HRA). In previous years, the City began contributions to FSAs and HRAs. In FY 2011-12 the City will employ a “cafeteria” type system whereby employees are given a “voucher” of \$7,260 with which they must “purchase” a health plan from any of 3 types: (1) a PPO with coverages very similar to what is available today, (2) a “PPO-light” with higher office copays and deductibles but with lower premiums, or (3) a Health Savings Account (HSA) plan that will offer the lowest premiums but no copays and higher deductibles. Employees will be able to contribute into their HSA if they wish and will also be permitted to “roll” any unspent HRA balances into their HSA.

The following table illustrates the specific changes in the City’s health insurance costs from FY 2010-11 to FY 2011-12.

Manager's Message  
 Adopted FY 2011-2012 Budget  
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	ADOPTED BUDGET FY 2010-2011	EST EXP/REV @ 9/30/11	PROPOSED BASE	YE-Adopt	Prop-YE	Prop-Adopt
<b>Health Insurance Related Benefits</b>						
Contr-Health Spending Acc Total	\$ 96,400	\$ 107,200	\$ -	\$ 10,800	\$ (107,200)	\$ (96,400)
Ins Opt Out Total	\$ 69,600	\$ 71,990	\$ 67,200	\$ 2,390	\$ (4,790)	\$ (2,400)
Dependent Insurance Allow Total	\$ 6,587	\$ 6,414	\$ 6,388	\$ (173)	\$ (26)	\$ (199)
Clinic Total	\$ 100,000	\$ -	\$ -	\$ (100,000)	\$ -	\$ (100,000)
Wellness Programs Total	\$ 22,200	\$ 22,200	\$ 22,200	\$ -	\$ -	\$ -
<b>TOTAL Health Insurance Related</b>	<b>\$ 294,787</b>	<b>\$ 207,804</b>	<b>\$ 95,788</b>	<b>\$ (86,983)</b>	<b>\$ (112,016)</b>	<b>\$ (198,999)</b>
<b>Self-Insurance Fund</b>						
<b>Health Insurance Premiums</b>						
Health Ins Premiums- General Fund	\$ (938,070)	\$ (982,087)	\$ (1,415,699)	\$ (44,017)	\$ (433,612)	\$ (477,629)
PPF	\$ (86,076)	\$ (88,193)	\$ (123,420)	\$ (2,117)	\$ (35,227)	\$ (37,344)
WATER/WASTEWATER	\$ (129,114)	\$ (128,987)	\$ (188,760)	\$ 127	\$ (59,773)	\$ (59,646)
SOLID WASTE	\$ (4,782)	\$ (4,842)	\$ -	\$ (60)	\$ 4,842	\$ 4,782
GOLF	\$ (76,512)	\$ (69,940)	\$ (108,900)	\$ 6,572	\$ (38,960)	\$ (32,388)
EQUIP SERVICES	\$ (28,692)	\$ (27,260)	\$ (36,300)	\$ 1,432	\$ (9,040)	\$ (7,608)
IT	\$ (33,474)	\$ (35,821)	\$ (50,820)	\$ (2,347)	\$ (14,999)	\$ (17,346)
PAID BY EMPLOYEES FOR FAMILY COVG	\$ (356,378)	\$ (419,870)	\$ (351,614)	\$ (63,492)	\$ 68,256	\$ 4,764
<b>Total Health Insurance Premiums</b>	<b>\$ (1,653,098)</b>	<b>\$ (1,757,000)</b>	<b>\$ (2,275,513)</b>	<b>\$ (103,902)</b>	<b>\$ (518,513)</b>	<b>\$ (622,415)</b>
TPA/Claims Total	\$ 1,653,098	\$ 2,283,041	\$ 1,831,130	\$ 629,943	\$ (451,911)	\$ 178,032
TPA Admin Fees Total	\$ -	\$ 185,000	\$ 212,170	\$ 185,000	\$ 27,170	\$ 212,170
Stop Loss Premium Total	\$ -	\$ 185,000	\$ 232,213	\$ 185,000	\$ 47,213	\$ 232,213
Stop Loss Reimbursement	\$ -	\$ (633,000)	\$ -	\$ (633,000)	\$ 633,000	\$ -
<b>Total Self Insurance Fund</b>	<b>\$ -</b>	<b>\$ 263,041</b>	<b>\$ -</b>	<b>\$ 263,041</b>	<b>\$ (263,041)</b>	<b>\$ -</b>
<b>General Fund Health Insurance Premiums</b>	<b>\$ 938,070</b>	<b>\$ 982,087</b>	<b>\$ 1,415,699</b>	<b>\$ 44,017</b>	<b>\$ 433,612</b>	<b>\$ 477,629</b>
<b>TOTAL GENERAL FUND HEALTH &amp; RELATED</b>	<b>\$ 1,232,857</b>	<b>\$ 1,452,932</b>	<b>\$ 1,511,487</b>	<b>\$ 220,075</b>	<b>\$ 58,555</b>	<b>\$ 278,630</b>

For FY 2011-12, the expected cost has climbed to \$2.3 million, with “stop-loss” protection for aggregate claims of over \$2.73 million. The \$2.3 million in expected cost reflects an increase in monthly costs from \$141,334 to \$189,626. The following graph illustrates the changes in the self-insurance levels from the current year to those projected for FY 2011-12.



**Operational Expenses**

Operational expenses in the adopted budget have decreased \$358,431 (-7.5%) below the current adopted budget. The primary reason for this change is the

shifting of the cost of utilities and various internal charges to the "Utilities and Internal Services" category. This category includes a \$76,231 contribution to the Burluson Area Chamber of Commerce previously expensed from the hotel/motel tax fund.

### **Utilities and Internal Services**

This category was created to identify accounts for which departments have little control over expenditures. A slight decrease in Natural Gas (-\$2,736) was offset by increases in the following accounts:

- Contribution to Equipment Replacement Fund: \$41,071
- Electricity: \$41,640
- Equipment Maintenance: \$376,665 (split with operations; total increase in Equipment Maintenance: \$30,271)
- Fuel: \$74,174
- IT Contributions: \$103,061
- Telephone: \$4,700
- Water: \$6,906

Capital items have increased \$14,893 (15.2%) from the adopted budget primarily due to \$31,000 added for purchase of new copy machines at City Hall. This cost was partially offset by elimination of \$18,785 in lease/purchase payments for a solid waste truck that was paid off in FY 2010-11.

### **Base Budget Notes**

I draw your attention to the following notes on selected changes included in the base budget:

- Elimination of three vacant positions mentioned previously:
  - Deputy Court Administrator
  - Building Inspector
  - Permits Clerk

- Transfer of Solid Waste Manager from Solid Waste Fund to Public Works Administration, with job title reclassification to Operations Superintendent (responsible for Solid Waste Contract, Recycling Contract, Work Order Quality Control, and supervision of Compost Site employees, Drainage Crews, & the Response Crew). Position will be split-funded in Water, Solid Waste and General funds.
- Funding of \$76,231 for the Burluson Area Chamber of Commerce moved from the Hotel/Motel fund to the General Fund. Of this expense, \$30,492 (40%) is funded via a transfer from the Type A Corporation (an allowable promotional expense) with the remaining \$45,739 funded by General Fund revenues.
- Elimination of the contribution from the General Fund to the Park Performance Fund (-\$162,366) for operation of Chisenhall Fields.

## **FUND BALANCE**

The Fund Balance in the General Fund is estimated to be \$6,780,274 at the end of FY 2010-11. This amount is \$2.7 million (40 days) above the 60 day reserve amount established by Council policy. The adopted budget utilizes an appropriation from fund balance of \$78,950 for the following one-time purchases: copiers in the support services department (\$31,000), radio equipment in the emergency services department (\$17,950), and funding of a consultant for a City Manager search in the City Secretary's Office (\$30,000).

As tabulated on the next page, the fund balance in the General Fund at the end of FY 2012 is projected to be at 94 days operations. This is \$2.3 million (34 days) above the 60 day policy minimum and \$1.9 million (28 days) above the 66 day reserve that has traditionally been targeted by previous City Councils. Although as mentioned earlier there are indications that the local economy is stabilizing (if not slowly recovering), it nevertheless makes fiscal sense to carry an extended fund balance forward into the next year as an extra precaution.

**GENERAL FUND: FUND BALANCE STATUS**

Days	Dollars	
98	\$ 6,676,395	GF FB YE 09/30/2010 (Undesignated)
	\$ 25,682,497	YE 09/30/11 Revenues
	\$ (25,693,788)	YE 09/30/11 Expenses
	\$ 115,170	Prior Year Encumbrances
<hr/>		
100	\$ 6,780,274	Estimated GF FB YE 09/30/2011
	\$ 25,354,787	Proposed FY 11-12 Revenues
	\$ (25,354,787)	Proposed FY 11-12 Expenses
	\$ (78,950)	Use in FY 11-12 for one time expenses
	\$ (70,000)	CM Terminal Leave
	\$ (125,401)	Additional Insurance Reserve Proj. FY 11-12
<hr/>		
94	\$ 6,505,923	Estimated GF FB YE 09/30/2012
	<b>\$ 4,167,910</b>	<b>Amount of 60 day minimum</b>
34	<b>\$ 2,338,013</b>	<b>Amount Over/(Under) 60 day minimum</b>
	11.91	<b>Equivalency in Tax Rate (cents)</b>
	\$ 4,584,701	Amount of 66 day tradition
28	\$ 1,921,222	Amount Over/(Under) 66 day tradition
	9.78	Equivalency in Tax Rate (cents)

**Service Enhancements**

For the second consecutive year the adopted budget includes no recommended service enhancements. One service enhancement included in the 5-year plans submitted by the directors would be an appropriate one-time expenditure from the fund balance in the General Fund - an interactive kiosk to be installed at City Hall (similar in concept to the kiosk installed at Veterans Memorial Park) to allow convenience and more accessibility to information by citizens. Cost for a turnkey installation of the City Hall kiosk will be approximately \$10-15K including hardware and software. The City Secretary will create a Kiosk Team (similar as was done for Veterans Memorial Park) during this next year and bring forward a recommendation to City Council.

**WATER/WASTEWATER FUND**

Revenue requirements in this fund are projected to increase to \$15,855,200 in the adopted FY 2011-12 budget – an increase of \$2,029,000 (14.7%) from the FY 2010-11 adopted budget.

### Expenditures

Adopted expenditures for FY 2012 total \$15,930,458 – about \$8.6% more than the FY 2011 adopted budget. This includes the continuation of the meter replacement program at a cost of \$342,000.

### Water/Wastewater Rates

Consistent with the 2008 rate study, there is no adopted change in water rates.

The base water rates are as follows:

<u>Meter size (in inches)</u>	<u>FY11/12 Water Rate</u>
3/4	\$11.00
1.0	\$16.00
1.5	\$30.25
2.0	\$44.50
3.0	\$107.20
4.0	\$178.45
6.0	\$356.60
8.0	\$534.70
10	\$712.80
12	\$819.70

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

Similarly, no change in the volumetric rates for residential or commercial customers is recommended. The adopted volumetric water rates for FY2011-12 are as follows:

1 gallon to 10,000 gallons	\$3.40/1,000 gallons
10,001 gallons to 20,000 gallons	\$4.10/1,000 gallons
Over 20,000 gallons	\$4.75/1,000 gallons
Gas Well Drilling (all volumes)	\$11.39/1,000 gallons

**The adopted FY2011-12 budget includes a 10% increase in both the minimum and volumetric wastewater rate.** The adopted minimum rate goes from \$13.86/month to \$15.25/month. The volumetric rate increases from \$4.04/1,000 gallons to \$4.44/1,000 gallons. These rates are the same for both residential and commercial customers, except that residential accounts are billed on the average water consumption during the winter months with a maximum of 12,000 gallons.

### **Working Capital Notes**

This level of revenue, while satisfying the City's bond coverage requirements, is not enough to cover the \$15,930,458 adopted expenditures. Staff recommends, and has included in this adopted budget, a working capital draw-down of \$75,258. This is projected to leave a working capital balance of 210 days – well in excess of the policy minimum of 60 days. Staff estimates that if the rate is adjusted to avoid this draw-down, the fund will have working capital equal to 213 days operations at the end of 2012. Staff anticipates an additional drawdown of working capital during FY 2012 to reduce the amount of debt to be issued to fund water/wastewater capital projects included in the Water/Wastewater Master Plan. This will be discussed in greater detail with Council later in FY 2011-12.

### **GOLF COURSE FUND**

A balanced budget (revenues=expenditures) of \$2,033,626 is adopted in this fund for FY 2011-12. Included on the revenue side are transfers of \$380,045 from the Type B (4B) fund for debt service and \$105,531 in operational subsidies from the General Fund. The \$105,531 in the adopted FY 2011-12 General Fund subsidy of the Golf Fund is an increase from the \$85,099 subsidy in FY 2010-11 (current year). This increase is primarily due to pay increases.

### **SOLID WASTE FUND**

The adopted FY 2011-12 budget includes Solid Waste expenditures of \$2,640,621. Adopted revenues of \$2,403,500 will produce a net fund balance decrease of \$237,121. Solid Waste fees will remain at \$15.94 per month as Council adopted at the April 19, 2010 Council Meeting. The contracts with IESI (solid waste collections) and CWD (recycling) allow for inflation based increases. These contractual adjustments occur in October (IESI) and January (CWD) of each year. Should these contract terms necessitate adjustments in the solid waste fee, staff intends to bring those combined adjustments to the City Council in February 2012.

### **HOTEL/MOTEL FUND**

The adopted FY 11-12 budget includes total revenues of \$110,000 and total expenditures of \$64,822. The adopted FY 10-11 expenditures in this fund include the following:

- Burleson Historical Society - \$ 6,000
- La Buena Vida - \$ 3,000
- City of Burleson - \$50,822
- Other Organizations - \$ 5,000

The primary expenditure within this fund over the last 10 years has been the contractual partnership with the Burleson Area Chamber of Commerce (BACC). Expenditures to the BACC have increased over time (to a high of \$78,589 in FY 2009-10) and were budgeted at \$76,231 in FY 2010-11. As noted hereinabove, the contract with BACC will be funded through the General Fund (partly with a transfer from Type A funds) in FY 2011-12.

The recommended expenditures in the adopted FY 12 budget, barring any additional expenditure, will provide an estimated fund balance at the end of FY 2011-12 of \$285,883. This will enable the City to begin funding support for a Convention and

Visitors Bureau should the adopted Hotel & Conference Center become a reality, and as well, ensure the fund can support some level of participation in the City's 2012 Centennial events. Any additional expenditure would require separate action by City Council at the time of occurrence.

### **PARKS PERFORMANCE FUND**

Designed to better control the more business-like "pay for play" parks facilities such as the BRiCk, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues and expenditures of \$2,717,658. Balancing this budget requires subsidies of \$874,408 from the Type B (formally "4B") Corporation. The BRiCk's revenues are projected to cover 75% of its expenses while revenues associated with the two athletic fields will cover about 46% of those expenses. A summary of the Park Performance Fund is tabulated on the following page.

**PARK PERFORMANCE FUND**

<b><u>BRiCk Operations</u></b>			
	<b><u>2011 ADOPT</u></b>	<b><u>2011 YE</u></b>	<b><u>2012 Prop</u></b>
<b>Revenues</b>			
Recreation Memberships	\$ (1,060,000)	\$ (1,055,154)	\$ (1,109,050)
Recreation Fees	\$ (296,800)	\$ (240,000)	\$ (260,000)
Recreation Room Rentals	\$ (50,000)	\$ (65,000)	\$ (74,200)
Swimming Lessons Revenue	\$ (51,900)	\$ (51,900)	\$ (52,000)
Swimming Pool Fees	\$ (13,000)	\$ (40,000)	\$ (40,000)
Merchandise Sales	\$ -	\$ (10,000)	\$ (12,000)
TexPool Interest	\$ (4,000)	\$ (1,000)	\$ (1,000)
Other	\$ (15,000)	\$ (48,103)	\$ -
<b>Total</b>	<b>\$ (1,490,700)</b>	<b>\$ (1,511,157)</b>	<b>\$ (1,548,250)</b>
<b>Expenditures</b>	<b>\$ 2,139,264</b>	<b>\$ 2,121,647</b>	<b>\$ 2,077,473</b>
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 648,564</b>	<b>\$ 610,490</b>	<b>\$ 529,223</b>
Percent Self Sustaining	70%	71%	75%
<b>Type B Corp. Subsidy</b>	<b>\$ (648,564)</b>	<b>\$ (610,490)</b>	<b>\$ (529,223)</b>
<b>General Fund Subsidy</b>			

<b><u>Athletic Fields Operations</u></b>			
	<b><u>2011 ADOPT</u></b>	<b><u>2011 YE</u></b>	<b><u>2012 Prop</u></b>
<b>Revenues</b>			
Recreation Leagues	\$ (72,000)	\$ (100,000)	\$ (100,000)
Tournament Fees	\$ (90,000)	\$ (90,000)	\$ (90,000)
Per Player Fees	\$ (45,900)	\$ (70,000)	\$ (70,000)
Concession Revenue	\$ (35,000)	\$ (35,000)	\$ (35,000)
<b>Total</b>	<b>\$ (242,900)</b>	<b>\$ (295,000)</b>	<b>\$ (295,000)</b>
<b>Expenditures</b>	<b>\$ 598,362</b>	<b>\$ 621,678</b>	<b>\$ 640,185</b>
<b>Rev. (Over)/Under Exp.</b>	<b>\$ 355,462</b>	<b>\$ 326,678</b>	<b>\$ 345,185</b>
Percent Self Sustaining	41%	47%	46%
<b>Type B Corp. Subsidy</b>	<b>\$ (193,096)</b>	<b>\$ (229,510)</b>	<b>\$ (345,185)</b>
<b>General Fund Subsidy</b>	<b>\$ (162,366)</b>	<b>\$ (97,168)</b>	<b>\$ -</b>
4B Subsidy	\$ (841,660)	\$ (840,000)	\$ (874,408)
General Fund Subsidy	\$ (162,366)	\$ (97,168)	\$ -
<b>Total Subsidy for PPF</b>	<b>\$ (1,004,026)</b>	<b>\$ (937,168)</b>	<b>\$ (874,408)</b>

REV	\$ (1,733,600)	\$ (1,806,157)	\$ (1,843,250)
EXP	\$ 2,737,626	\$ 2,743,325	\$ 2,717,658
	\$ 1,004,026	\$ 937,168	\$ 874,408

**SUPPORT SERVICES FUND**

The Support Services Fund records the activities of support services functions (currently only Information Technology), and allow for the costs of these services to be reflected as expenditures of the "customer" departments. Revenues in this budget are projected at \$1,581,508, and expenditures are projected at \$1,580,779.

### **CEMETERY FUND**

The Cemetery Fund is an enterprise fund used to account for the cost of operating the Burleson Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots and interests on investments. Revenues are projected at \$ 6,500 in FY 2011-12. Expenditures are projected at \$8,000 in FY2011-12.

#### **Fund Balance**

The end-of-year working capital in the Cemetery Fund is estimated to be \$660,801 in FY 2011-12, a decrease of \$1,500 from the current year.

### **EQUIPMENT SERVICES FUND**

The Equipment Service Fund is an internal service fund used to enhance accountability for the expenses associated with vehicle and equipment operation. All costs associated with these operations are charged to the using department to offset the adopted budget expenses of this fund. Revenues in the adopted FY 2011-12 budget are projected at \$487,593. Fund expenditures are projected at \$490,392.

#### **Fund Balance**

The end-of-year working capital in the Equipment Service Fund for FY2011-12 is projected to be \$86,722.

### **EQUIPMENT REPLACEMENT FUNDS**

There are two Equipment Replacement funds: the Governmental Equipment Replacement Fund, and the Proprietary Equipment Replacement Fund. The Proprietary Equipment Replacement Fund is used as a funding, management, and planning tool that provides a systematic approach to the replacement of City-owned vehicles and equipment used by the Water and Wastewater Fund. The Governmental

Equipment Replacement Fund Provides for the replacement of vehicles and equipment utilized by all other City departments. The funds are proprietary, internal service funds that enable the City to fund major equipment purchases without substantially affecting the stability of the ad valorem tax rate.

## **GOVERNMENTAL EQUIPMENT REPLACEMENT FUND**

### **Revenues and Expenditures**

Revenues in this fund for FY2011-12 are projected at \$622,490. Expenditures are estimated to be \$487,233. The fund will pay for the purchase of 14 pieces of equipment scheduled for replacement at various times during the year. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement.

### **Fund Balance**

The end-of-year working capital in the Governmental Equipment Replacement Fund is projected to be \$1,793,163 for FY 2011-12.

## **PROPRIETARY EQUIPMENT REPLACEMENT FUND**

### **Revenues and Expenditures**

Revenues in this fund for FY2011-12 are projected at \$163,258. Expenditures are estimated to be \$44,863. The fund will pay for the replacement of 2 pieces of equipment in the Water/Wastewater Department in FY 2011-12, scheduled for replacement during the year. Actual replacement, however, will depend upon an assessment of the specific piece of equipment at the time of the scheduled replacement.

### **Fund Balance**

The end-of-year working capital in the Proprietary Equipment Replacement Fund is projected to be \$650,053 for FY 2011-12.

## **TYPE A ECONOMIC DEVELOPMENT CORPORATION**

In 2001 the citizens of Burleson approved an additional one half of one percent sales tax to be used for economic development. The City began collecting the ½ cent sales tax in December 2001. The Burleson 4A Economic Development Corporation established to administer the Type A EDC sales tax is represented on the books of the City by three funds: a special revenue fund, a debt service fund, a capital project fund.

The Special Revenue Fund accounts for the receipt of sales tax revenue and subsequent transfer to the debt service fund. The Debt Service Fund accounts for the receipt of money from the special revenue fund and payment of debt service on the Corporation's bonds. The Capital Project Fund accounts for the construction of facilities funded by the bonds. An annual budget is adopted for the Special Revenue and Debt Service funds.

### **Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$3,006,000 in FY 2011-12, an increase of 9.4% from the \$2,748,726 estimated in the approved FY 2010-11 budget. Expenditures are projected to be \$2,741,875 in FY 2011-12, a 1.6% increase from the \$2,699,582 projected for the current year in the approved FY 2010-11 budget.

### **Debt Service Fund**

FY2011-12 debt requirements in this fund are \$1,863,340 including \$1,036,418 principal and \$826,208 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$1,863,340.

## **TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION**

The citizens of Burlison approved an additional one half of one percent sales tax in 1993 to be used to fund the construction and acquisition of municipal facilities, and for other purposes provided for by the enabling state statute. Like the Type A Corporation, the Type B Burlison Community Services Development Corporation is represented on the books of the City by three funds: a special revenue fund, a debt service fund, a capital project fund.

The Special Revenue Fund accounts for the receipt of ½ cent sales tax revenue and subsequent transfer to the debt service fund. The Debt Service Fund accounts for the receipt of money from the special revenue fund and payment of debt service on the Corporation's bonds. The Capital Project Fund accounts for the construction of facilities funded by the bonds. An annual budget is adopted for the Special Revenue and Debt Service funds.

### **Special Revenue Fund**

Revenues in the Special Revenue Fund are projected to be \$2,965,000 in FY 2011-12, an increase of 9.4% from the \$2,709,226 estimated in the approved FY 2010-11 budget. Expenditures are projected to be \$3,170,716 in FY 2011-12, a 0.8% increase from the \$3,144,297 projected for the current year in the approved FY 2010-11 budget.

### **Debt Service Fund**

Debt requirements in the Type B Burlison Community Services Development Corporation in FY 2011-12 are \$1,912,764 including \$1,210,000 principal and \$701,714 interest. Transfers from the Special Revenue Fund are budgeted at \$1,912,763.

### **ECONOMIC DEVELOPMENT INCENTIVE FUND**

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

#### **Revenues and Expenditures**

Total EDIF revenues in the adopted FY 2011-12 budget are projected at \$631,076. Expenditures are projected at \$631,076.

### **ALL FUNDS SUMMARY**

The adopted base budget expenditures for all funds is \$66,124,620, an increase of 2.5% over the current (FY11) adopted budget. Most of this increase is due to the increase in debt service in the Water and Wastewater Fund. A summary of all funds is tabulated on the following page.

<u>Fund</u>	<u>Current (FY11)</u>	<u>Proposed (FY12)</u>	<u>% Change</u>
GENERAL FUND	24,865,784	25,354,787	1.97%
GENERAL DEBT SERVICE FUND	4,475,834	4,445,119	-0.69%
HOTEL/MOTEL TAX FUND	148,574	64,822	-56.37%
WATER & WASTEWATER FUND	14,666,658	15,930,458	8.62%
SOLID WASTE FUND	2,588,908	2,640,621	2.00%
CEMETERY FUND	2,141	8,000	273.66%
PARKS PERFORMANCE FUND	2,735,966	2,717,658	-0.67%
EQUIPMENT SERVICE FUND	535,836	490,392	-8.48%
GOLF COURSE FUND	2,009,833	2,033,617	1.18%
GOVERNMENTAL EQP REP FUND	404,880	487,233	20.34%
PROPRIETARY EQP REP FUND	363,867	44,863	-87.67%
SUPPORT SERVICES FUND	1,473,343	1,580,779	7.29%
ECONOMIC DEVELOPMENT INCENTIVE FUND	589,320	637,576	8.19%
4A SALES TAX REVENUE	2,699,582	2,741,875	1.57%
4A SALES TAX DEBT SERVICE	1,863,130	1,863,340	0.01%
4B SALES TAX REVENUE	3,144,298	3,170,716	0.84%
4B SALES TAX DEBT SERVICE	1,921,114	1,912,764	-0.43%

### SPECIAL RESTRICTED USE FUNDS

We currently have three special restricted use funds that are not included for adoption in the formal operating budget because they typically cross fiscal years. Expenditures from these funds are typically approved by separate action of the Council. One such fund is the Red Light Camera (RLC) Fund, derived from the City's portion of the revenue from the red light photo enforcement at certain signalized traffic intersections. Use of these funds is restricted by state law. The other two special restricted use funds were established by City Council from revenues received from the gas leases on City-owned property. These two are the Park Improvement Fund (Fund 353) and the Community Service Facilities Fund (Fund 354), and are restricted by Council action. Statements for these three funds have been appended to this memo for Council consideration.

Appendix A contains a 5-year plan for capital improvements to be funded by RLC funds, prepared at Council's request. Appendix B contains the Park Improvement Fund (Fund

353), and Appendix C contains the Community Service Facilities Fund (Fund 354). Funds 353 and 354 have projects with dedicated amounts previously authorized by Council, and also show anticipated revenue not yet allocated to a specific project.

## **CONCLUSION**

The FY 2011-12 adopted budget follows up on the commitment made by management to City Council during the presentation of the FY 10-11 budget, and subsequently by Council to the community, to take the \$0.71 tax rate approved in the current budget back to the previous year's level of \$0.694 if the City's revenues increased higher than anticipated over the course of the current fiscal year. We were in fact able to reduce the rate even a little more, as evidenced by the \$0.69 tax rate in budget adopted for FY 2011-12.

The adopted budget enables Council to continue past commitments to provide quality services to our citizens. This commitment is evidenced by the community participation and operations at the new facilities that opened this current year, the Chisenhall Fields sports complex and the new recreation center, the Brick. These two facilities have greatly enhanced quality of life for residents in the City, and will further our economic development efforts.

Although Burleson has experienced an economic slowdown over the last several years, the experience has not been as painful as in some cities across the Metroplex and the state, and certainly not as dour as in other parts of the country. Even given our slowdown and the current economic climate nationally, the outlook for the City of Burleson continues to be very positive. Economic development activities in Burleson over the last 12-15 months indicate that our community remains very dynamic.

During the current year we saw the latest generation H-E-B grocery open, employing more than 400 persons and setting multiple company records in various sales categories. H-E-B's decision to open its first Metroplex store in Burleson was a big win for us and resulted in significant regional media coverage, as well as a very significant boost to the tax rolls. The land H-E-B owns around the store has also resulted in two new stores (Chase Bank and Chick-Fil-A) with room for considerably more development.

The Class A retail vacancy rate in Burleson is less than 7%. This rate is considerably lower than the double-digit rates in Frisco, Allen, Addison, north Fort Worth, and most other retail submarkets in the Metroplex. This has been supported by leases of the spaces left empty by now bankrupt Border's, Linen's and Things, and Circuit City. Each of these empty spaces has been leased during this budget year with new operations opening by TJMaxx, Party City, and the yet-to-open Baskin Western Wear. While other cities in the Metroplex have struggled to fill empty junior anchor spaces, in Burleson these spaces have leased quickly - indicating the continuing strength within our retail market. The leasing of these spaces also supports continuing conversations about additional retail power centers in Burleson.

During this budget year we also had several new restaurants open, adding to our sales tax revenue. The list of new restaurants includes Grump's, Fuzzy's Taco Shop, and Hideout Burgers in Old Town, as well as El Fenix, Qdoba, Dickey's BBQ, and Chick-Fil-A (2<sup>nd</sup> location) in various locations across town.

Residential housing construction continued its slowdown in 2011, and the 196 homes that were built in calendar year 2010 is the lowest total since 1996. On a bright note, however, the value of each new home has never been higher in Burleson - 35% of new homes built in 2011 have a value greater than \$ 175,000. Additionally, as of this writing the infrastructure for Shannon Creek Addition Phase 2B has been completed by the

developer (59 lots), and predevelopment review is underway for Mountain Valley Lakes (56 lots) and Oak Valley Phase XIV (15 lots).

2011 also marked the development of two high-quality apartment complexes in Burleson. Each complex has 190+ units of Class A apartment space and is renting for more than \$1.00 per square foot. The permit value of the two complexes total more than \$ 25,000,000.

Honda of Burleson opened its doors in June 2011. Employing more than 80 persons, the dealership is a model for environmental sustainability. Built at a cost of more than \$10,000,000, the dealership represents a significant investment in the future of Burleson. The owners and others are also considering additional dealerships in the area, which would bring more jobs and create significant new property value to the tax roll as well as sales tax through their maintenance functions.

The Hotel / Conference Center development project has the potential to be one of the most significant developments in Burleson. The resulting development will continue the transformation of Hidden Creek Parkway into an entertainment and sports gateway.

There are ongoing public works infrastructure improvements visible throughout the community. This coming spring the construction of the Stone Road extension (north-south connector) between Alsbury and Renfro will begin, opening up a significant development opportunity in this area to the east of IH-35W. The Quil Miller wastewater service main to the City's HighPoint Business Park has been completed and the construction of streets to the Business Park is underway. With conversations continuing for large development projects along IH-35W, near Hidden Creek and IH-35W, as well as the Business Park, we can anticipate significant growth opportunities to occur during this next year.

The FY 2011-12 adopted budget reflects the positive outlook underscored by the bond rating agencies this summer as they rated our recent bond issuances. Standard and Poor's Ratings Services affirmed its 'AA-' rating of the City, citing the Burleson's "strong financial position with stable operations and very strong reserve." Moody's assigned 'Aa3' rating to the City, citing the "prudent financial management practices and healthy level of financial reserves."

I want to thank the directors and their staff for their commitment to develop a budget that provides funding support for a quality level of service delivery while maintaining expenditures within the fiscally conservative parameters expressed by the rating agencies. I especially want to thank Deputy City Manager Paul Cain and Director of Finance Rhett Clark for their dedicated oversight in preparing the adopted budget, as well as their resourcefulness in balancing needs with ability to pay, as we have worked over the last 5-6 months to present to Council what will be my last budget for the City of Burleson. Lastly, on behalf of all the employees, the entire management staff, and this office, I wish to express appreciation to you, Mayor and City Council, for your commitment to the municipal organization and to the citizens of Burleson.

Sincerely,

A handwritten signature in blue ink, appearing to read "Curtis E. Hawk". The signature is stylized and cursive.

Curtis E. Hawk  
City Manager

Attachments:

- Appendix A. 5-Year Capital Improvements Photo Enforcement Projects
- Appendix B. Park Improvement Fund (Fund 353)
- Appendix C. Community Service Facilities Fund (Fund 354)

Appendix A

<b>2010 - 2014 City of Burleson</b> <b>5-Year Capital Improvements Photo Enforcement Projects</b> D = Design R = Right-of-Way C = Construction							
PRIORITY	PROJECT	2010	2011	2012	2013	2014	COMMENTS
<b>PHOTO ENFORCEMENT</b>							
1	<b>Corridor Studies</b>						
	Summercrest Corridor Traffic Study (SH 174 to FM 731)		25 D				
	Renfro (SH 174 to Alsbury)			15 D			
2	<b>Safe Routes to School</b>						
	Kerr (Johnson to Irene)		20 C	20 C	25 C		
	Murphy (Sandra & Newton)			35 C			
	Elk Drive				45 C		
	Summercrest					61 C	
3	<b>School Zone Enhancement</b>						
	Summercrest - Frazier		15 C				
	McAlister - Hajek		15 C				
4	<b>Traffic Calming</b>						
	Renfro (SH 174 to Alsbury)				75 C		
	Lorna (SH 174 to SW Alsbury)			50 C			
	Keep Kids Alive - Drive 25 Program		25 C				
5	<b>Misc Sidewalk Program (Non Safe Routes)</b>						
	Ellison (I35 to Main)			45 C			
	OT Pedestrian Features (Parking, Handicap Ramps)		10 C	15 C	15 C		
6	<b>Intersection Improvements</b>						
	(NW Renfro at SE Alsbury)		17	17 D	43 R	70 C	
7	<b>Traffic Count and Speed Study Eq.</b>		5 D	5 D	5 D	5 D	
	<b>TOTAL BY YEAR - Photo Enforcement Projects</b>	0	132	202	208	136	
	<b>CUMLATIVE TOTAL - Photo Enforcement Projects</b>	0	132	334	542	678	

Appendix B

**Park Improvement Fund  
 Fund 353**

<b>Fund Balance 9/30/2010</b>		1,616,207
Estimated 2011 Fiscal Year Results		
+ Revenues ***		414,294
- Expenditures		<u>(415,745)</u>
<b>Est. Fund Bal @ 9/30/11</b>		1,614,756
Projected 2012 Fiscal Year Results		
Revenues		375,000
Expenditures		<u>                    </u>
<b>Estimated Fund Bal @ 9/30/12</b>		1,989,756
Amounts dedicated to Projects (net of 2012 exp)		
Prairie Timber Park Imp.	PK0704	(7,372)
Burleson Meadows Imp.	PK0705	(28,240)
Bailey Lake Park	PK0708	(440,789)
Meadowcrest Park	PK0709	(40,627)
Recreation Center	PK0714	(17,770)
McAlister School	PK0716	(10,000)
Cedar Ridge	PK0717	(5,000)
Village at Wakefield	PK0719	(6,075)
BRC repairs	PK1002	(200,000)
Oak Valley Trail	PK8515	<u>(32,946)</u>
<b>Estimated Unallocated Balance</b>		<b>1,200,937</b>

Appendix C

**Community Service Facilities Fund  
Fund 354**

<b>Fund Balance 9/30/2010</b>	5,612,283
Estimated 2011 Fiscal Year Results	
+ Revenues ***	1,711,766
- Expenditures	<u>(1,017,509)</u>
<b>Est. Fund Bal @ 9/30/11</b>	6,306,540
Projected 2012 Fiscal Year Results	
Revenues	1,200,000
Expenditures	
Centennial Celebration	(79,557)
Debt Subsidy	<u>(1,193,000)</u>
<b>Estimated Fund Bal @ 9/30/12</b>	6,233,983
Amounts dedicated to Projects (net of 2012 exp)	
GO Debt Subsidy	(2,870,471)
Village Creek Trail	(49,871)
Park/Trail Master Plan	<u>(11,173)</u>
<b>Estimated Unallocated Balance</b>	<b>3,302,468</b>



## READER'S GUIDE

## **GUIDE TO UNDERSTANDING THE BUDGET DOCUMENT**

The "Annual Operating Budget and Plan of Services for Fiscal Year 2011-2012" is designed to function as a policy document, a financial plan, an operations guide and a communications device. The document is divided into nine sections: the Manager's Message, Reader's Guide, Major Policy Issues, Fund Summaries, Departmental Details, Capital Improvement Program, Debt, Five Year Plans, and Supplemental Information.

### **MANAGER'S MESSAGE**

The City Manager's budget message introduces the budget by highlighting key policies and the plan for the new fiscal year. These policies are discussed in detail in the Major Policy Issues section.

### **READER'S GUIDE**

This section is designed to help the reader understand the budget process. It contains an explanation of the contents of the budget document. The fund structure of the City of Burleson is explained. The budget process is reviewed and a budget preparation calendar is provided. This section also contains an organizational chart. Finally, this section contains a Glossary of Terms to assist the reader.

### **MAJOR POLICY ISSUES**

The purpose of this section is to highlight the adopted course of action taken to address the major policy issues raised during the budget process. It describes the assumptions behind revenue, expenditure and fund balance projections; explains debt requirements, minimum fund balance requirements and the projected budget's impact on these requirements.

### **FUND SUMMARIES**

This section summarizes all funds combined and individually. It begins with the "Combined Statement of Revenues and Expenditures" which describes revenues, expenditures and fund balances as well as all funds total. Next is a summary of revenues and expenditures by fund followed by a statement of revenues and expenditures by classification for each fund and all funds totaled. This is followed by a presentation summarizing assessed valuation, estimated ad valorem collections and ad valorem tax rate distribution. The final presentation of the combined fund summary is a "Personnel Summary" which lists the number of personnel, both full and part-time, in each department of the City. The quantities in this statement are expressed in worker years (or full-time equivalents) rather than number of employees. Worker years represent the percentage of hours an individual employee may work in a budget year as related to the base working year of 2,080 hours. In the next portion of this section, each fund is summarized.

It contains statements of revenues by source, expenditures by function and classification, and fund balance statements. A replacement schedule for equipment in the Equipment Replacement Fund is in this section as well.

**DEPARTMENTAL DETAILS**

This section contains a description, goals and objectives, detailed personnel information, performance indicators, and a summary for each department.

**CAPITAL IMPROVEMENT PROGRAM**

This section contains the City's Capital Improvement Program. The Capital Improvement Program is an estimation of the City's future capital improvement needs and the cost of meeting those needs.

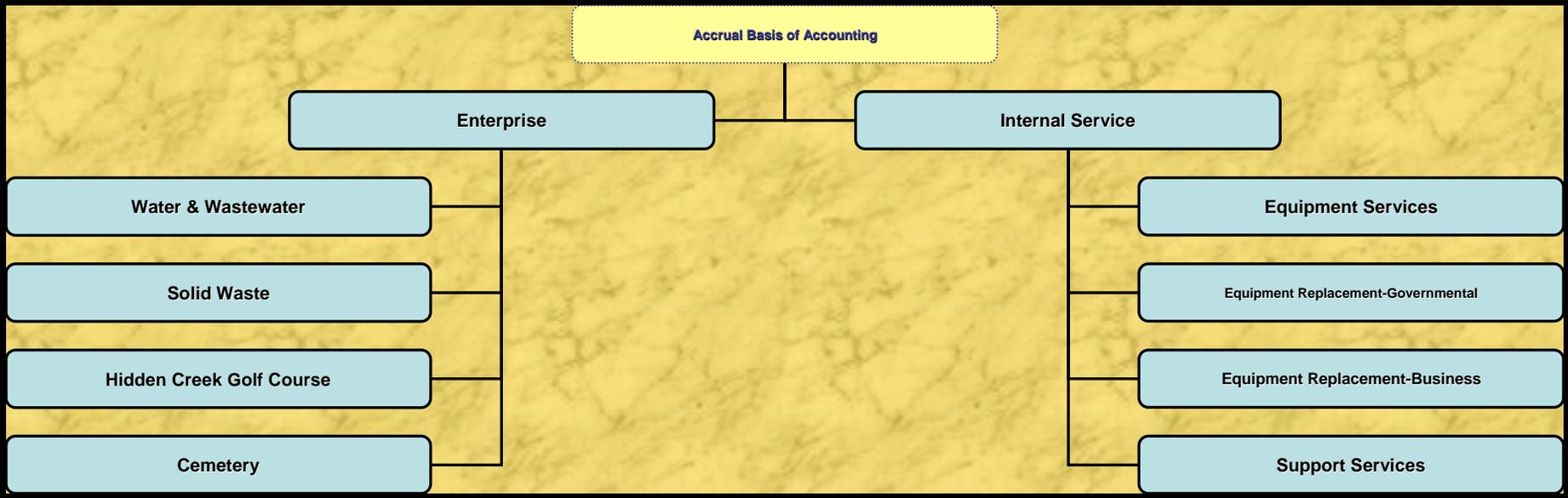
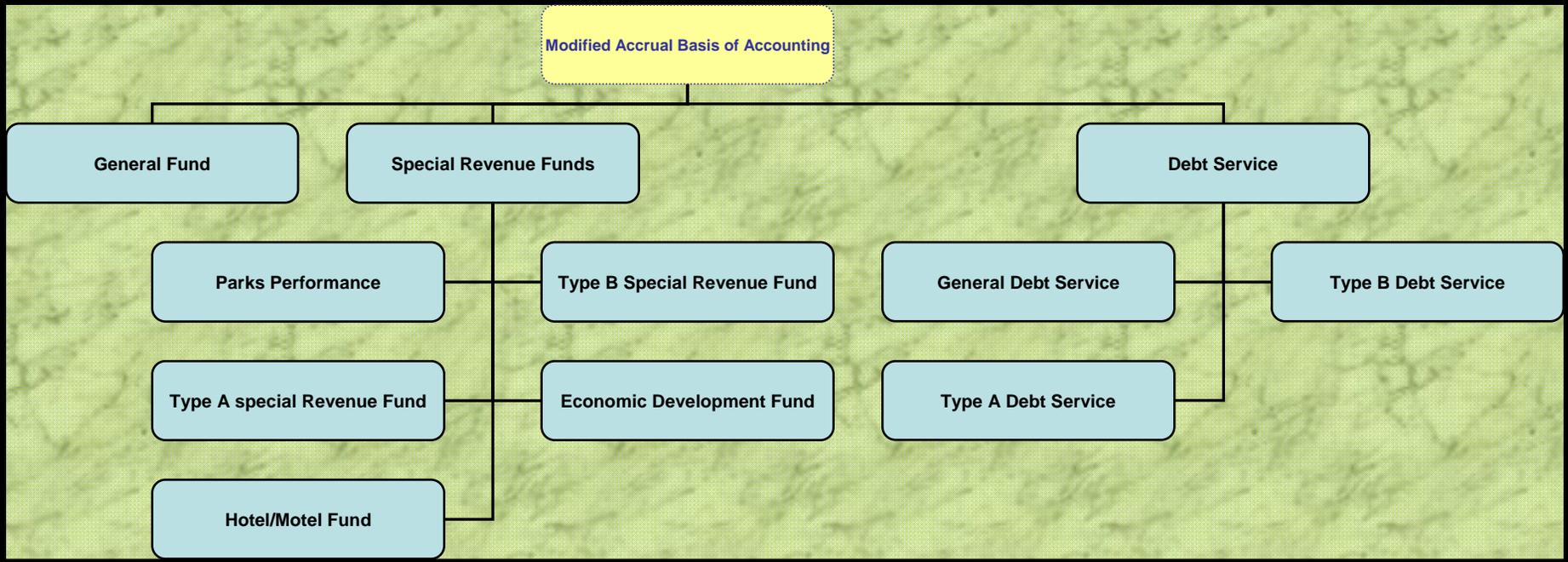
**DEBT**

This section includes detailed information about the City's debt and projected expenses for the next several years.

**SUPPLEMENTAL INFORMATION**

This section contains a budget brief and short history of the city. Comparative information with surrounding cities with similar populations and demographics is included. Charts of miscellaneous information are presented along with ordinances, and the City's fee schedule.

# City of Burluson Fund Structure By Budgetary Basis



## **FUND STRUCTURE OF BUDGET**

In order to accurately reflect where the money comes from to operate the City and where that money is spent, the budget is divided into a series of funds. There are two types of funds - governmental and proprietary. Governmental funds are those through which most governmental functions of the City are financed. The primary focus is on financial position and changes in net assets, rather than net income determination. Proprietary funds account for governmental activities that are operated similar to a business enterprise. The focus is on net income.

### **GOVERNMENTAL FUNDS**

#### **GENERAL**

The General Fund is the most basic fund used in the City of Burleson. It is used to account for resources devoted to financing general administration, public safety, community services and public works (except water and wastewater). It is used to account for all resources not accounted for in other funds.

#### **DEBT SERVICE**

The Debt Service Fund is created to account for resources that will be used to service long term debt that is recorded in the governmental unit's General Long Term Debt Account Group. The Burleson 4A Economic Development Corporation and Burleson Community Services Development Corporation both have debt service funds dedicated to the servicing of debt supported by the economic development sales taxes.

#### **CAPITAL PROJECTS FUNDS**

Capital Projects Funds are used to account for financial resources used for the acquisition or construction of major capital facilities. Financing is provided by the sale of general obligation and revenue bonds.

#### **HOTEL/MOTEL TAX**

The Hotel/Motel Tax Fund includes receipts from a 7% room occupancy tax imposed by the City of Burleson on the rental of motel rooms located within the corporate limits of the City. State law emphasizes the use of these funds for the promotion of tourism, conventions, and advertising in the City. The Burleson Area Chamber of Commerce is one recipient of the tax and submits a proposed estimate of expenditures for this fund each fiscal year. The City also collects a 7% room occupancy tax on a hotel which is located within Burleson's extraterritorial jurisdiction.

## **TYPE A and TYPE B SALES TAX REVENUE FUNDS**

The Burleson 4A Economic Development Corporation and Burleson Community Services Development Corporation (Type B Sales Tax) are component units of the City of Burleson. Each administers a separate 1/2 cent sales tax for purposes of promoting economic development. Each has a special revenue fund that accounts for the receipt of this tax and the subsequent transfer of funds to the appropriate debt service fund.

## **PARKS PERFORMANCE FUND**

The Parks Performance Fund is used to account for the resources of the Burleson Recreation Center (BRiCk) and the various athletic fields across the City.

## **PROPRIETARY FUNDS**

The City uses two types of proprietary funds - enterprise and internal service funds. Proprietary funds are operated in a manner similar to a business enterprise.

Enterprise funds operate and finance their operations in a manner similar to private enterprises. The cost of providing goods and services to the general public on a continuing basis is recovered primarily through charges to the users of these goods and services. The City of Burleson has four enterprise funds – Water and Wastewater, Solid Waste, Cemetery, and Hidden Creek Golf Course.

Internal Service Funds are for the financing of goods or services provided by one department to the other departments within the City on a cost-reimbursement basis. The Equipment Services, two Equipment Replacement funds and Support Services fund are the four internal service funds used by the City.

## **WATER AND WASTEWATER**

The Water and Wastewater Fund is used to account for the cost of operating water and wastewater services for Burleson. Costs to other funds for providing support to this fund are reimbursed by the Water and Wastewater Fund through General and Administrative (G & A) charges and inter-fund transfers.

## **SOLID WASTE**

The Solid Waste Fund is used to account for the cost of operating solid waste services for Burleson. Costs to other funds for providing support to this fund are reimbursed by the Solid Waste Fund through General and Administrative (G & A) charges and inter-fund transfers.

## **CEMETERY**

The Cemetery Fund is used to account for the cost of operating the Burleson Memorial Cemetery. The Cemetery Fund operations are financed by revenues from the sale of lots and interest income.

## **GOLF COURSE**

The Golf Course Fund is used to account for the cost of operating the City of Burleson's Hidden Creek Golf Course.

## **EQUIPMENT SERVICES**

The Equipment Services Fund is used to enhance accountability for the expenses associated with vehicle operation. All costs associated with vehicle operations are charged to the department to offset the proposed budget expenses of the Equipment Services Fund. This fund also reimburses the General Fund for administrative support through a G & A charge.

## **EQUIPMENT REPLACEMENT**

The Equipment Replacement Funds are used to provide a systematic approach to the replacement of vehicles and equipment. One of these funds is used to replace equipment used by governmental funds of the City. Another is used for the proprietary funds of the City. Both of these funds are operated as internal service funds.

Departments assigned a vehicle or piece of equipment make an annual contribution to the fund. Contributions are based on the estimated service life, salvage value of the equipment and the estimated future cost at the date of replacement. At the end of the various estimated service lives, the Equipment Replacement Fund will have accumulated funds that are sufficient to purchase the required replacement equipment.

## **SUPPORT SERVICES**

The Support Services Fund is used to identify expenses associated with information technology. All the costs associated with software, hardware and support are charged to this fund. Departments make an annual contribution to support this fund. The contribution is based on the number of computers assigned to each department, as well as: the cost of replacing those computers and hardware maintenance. Software maintenance for the programs the departments use is also included in the annual contribution.



## **THE CITY OF BURLESON'S BUDGET PROCESS**

### **OVERVIEW**

The City of Burleson's budget process is a continuous process. Procedures are constantly being monitored and evaluated for efficiency and effectiveness in hopes of providing the most current and accurate financial forecasting available for management and council decision-making.

In an effort to continuously improve, refine and streamline the budget process, many changes have been introduced over the last few years and 2011 was no exception. In addition, many of the budget processes that have been in place awhile are now formalized by documentation.

Department heads hold primary responsibility for their individual departments. They are the experts in their area and are expected to use that expertise to guide the recommendations they present to the city manager's office. They are obligated to keep the City Manager's office apprised of any unforeseen changes to the current financial climate which may have a direct impact on their budget. Department heads review their budgets and submit a monthly assessment memo to the City Manager's office documenting how they believe their department is faring, any changes unforeseen during the prior year's budget process and what they expect the final outcome of the budget variance to be at yearend.

Throughout the year, department heads use an encumbrance system to monitor and manage their budgets. They are authorized to shift budget around within broad categories without the approval of the City Manager. These categories are Personnel, Operating and Capital. There is a more formal process in place for any movement between categories.

Department heads continually assess new developments and future needs within their area of expertise. Employees up and down the chain of command attend annual conferences related to their job responsibilities that expose them to other cities' employees responsible for similar departments. Networking and the exchange of ideas is crucial to the improvement of services to the citizenry of the Burleson. Ideas for services form the very foundation of the budgeting process.

In addition, the states of the national, state and local economies are watched closely and the impact of these economies on the departments is considered carefully in order to provide exemplary service. For example, in recent years, Johnson County and the City of Burleson have experienced a drastic influx of gas field workers affiliated with the operations in the Barnett Shale. This influx dwindled and has now halted and begun to go the other way as gas field workers relocate to the next hot spot. The spike in population, however temporary, created a greater need for services. This increased need and the now decreasing demand must be taken into account when formulating future plans.

Burleson has also experienced the price variations that go along with wildly fluctuating gasoline prices just like the rest of the country. This must be factored into the plan for next year's budget.

All the above assessments and many more are used together to come up with an annual budget. Department heads are asked to consider in detail what new initiatives would require and when the needs would be required. Particular emphasis is focused on future capital improvements and their estimated costs, challenges facing the departments and realistic, informative performance measures.

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

Directors begin the budget submission process by first estimating current yearend expenditures. Departments are asked to be as realistic as possible and propose estimates of what they anticipate spending for the rest of the year. The second step in the budget process is to calculate the proposed base budget for the new fiscal year. This step is to estimate the cost for maintaining the current base operation and assumes no additional personnel or equipment. Activities which require any additional resources to maintain the service due to growth, new facilities, new equipment, etc., are considered enhancements to the base budget and are dealt with in the next phase of the budget process.

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

Due to the changing economic climate and the cooling of population growth and as a good budgeting tool, departments are asked to submit proposed reduction packages. They are to anticipate which programs and to what extent they would cut, if required, in order to balance the budget. The theoretical threshold is 10% of the current operating budget and the

departments are told not to cut any essential services. Although not implemented this budget year, department heads were required to consider and put in writing what action they would take should any unforeseen budget deficit become a reality. This proposed reduction package is a permanent part of the annual budget process.

In order to nurture an environment where long range planning could take place in a cohesive manner, changes have been made in how departments make their presentations to the City Manager's Office and City Council. Rather than emphasis being placed on the details and the budget being built "from the ground up", there has been a shift to the presentation of Five year plans and major issues confronting City departments in the near future. Budget requests are made in this context and are presented to the City Manager's office. The City Manager's office puts together a presentation of 5 year plans for the City Council's review so that policy decisions can be made and the budget is created based on those decisions.

### REVENUES

The Finance Department prepares estimates for revenues and projections for the coming year's revenues based on available historical data, known changes in population growth, performance in Barnett Shale, the recession and changes in national trends, among other data. Water, wastewater, and solid waste rate requirements are determined. Departments review the fee schedule and request changes by submitting a fee change form to Finance. Finance reviews the fee change requests and prepares an analysis of the requested changes.

### BUDGET REVIEWS

The City Manager's Office reviews the submitted budgets with department directors and managers, as necessary. This year, in addition to the usual budget process, there were extra budget worksessions held before regular city council meetings due to the high number of new city council members. Directors gave overviews of their departments and fielded a variety of questions from Council to in order for the Council to deepen their understanding of the city processes.

City Manager's office reviews projected revenues and fund balances, then compiles the proposed budget that is submitted to Council at a special worksession. The proposed budget contains the base budget and recommended service enhancements detailed in decision packages.

During the special worksession for the budget, the budget is thoroughly reviewed by staff for Council's benefit. Special emphasis is placed on five year plans and the decision packages which correlate with the five year plans for the current year. Council members pose questions to city staff and express their desires for the budget, clarifying what objectives



## ANNUAL OPERATING BUDGET AND PLAN OF SERVICES

they want the City to pursue. Any changes based on City Council decisions are incorporated into the proposed budget.

### BUDGET ADOPTION

The budget is adopted according to the City Charter which requires that a budget be approved no later than the twenty-seventh day of September. Other budget procedures are also described in Article V of the City Charter. The budget is enacted through favorable passage of ordinances: setting the ad valorem tax rate, adopting the General Fund budget, adopting the Water and Wastewater Fund budget, adopting the Equipment Services Fund budget, adopting the Vehicle Replacement Fund budget, adopting the Hotel/Motel Fund budget, adopting the Debt Service Fund budget, adopting the Cemetery Fund budget, adopting the Golf Course Fund budget, and setting the water and sewer rates and solid waste rates. In addition, the City Council approves the City of Burleson's Fee Schedule.

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

### BUDGET AMENDMENTS

As provided for in the ordinance adopting the budget, the City Council may make changes to the budget if they feel that a change in the budget is necessary to fulfill municipal purposes.

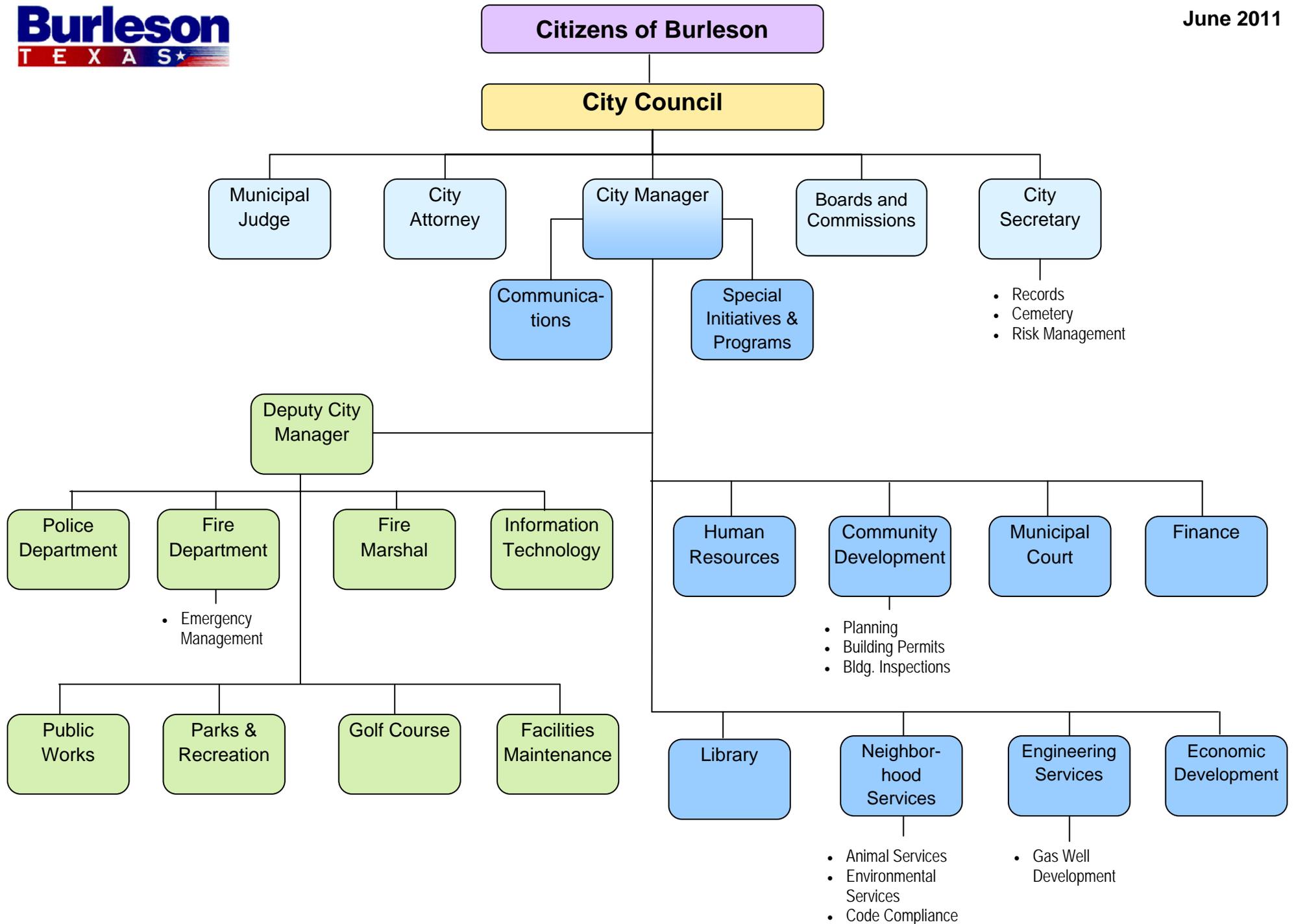
## 2011 Tax Rate Budget Planning Calendar

<u>DEADLINES</u>	<u>ACTIVITY</u>	<u>COMMENTS</u>
<b>October 1 - Spring</b>	Monitor current year budget. Monitor plans, goals, objectives, and performance measures for success. Stay abreast of the financial climate for your area of expertise. Define new policy issues confronting the department for the next five years. Refine existing plans, goals, objectives. Put goals, objectives, and performance measures for future initiatives down on paper. Formulate costs and revenues for future initiatives. Special emphasis should be put on future capital improvements and their estimated costs. Study fee/rate changes.	Revise goals and objectives, performance measures. Draft decision packages. Draft program reduction decision packages. Submit monthly budget analysis memos to CMO and Finance. Consult resources. Gather information needed to create decision packages.
<b>April 6</b>	Budget KickOff Meeting.	Orientation to review the budget process.
<b>April 6</b>	Worksheets for forecasting year-end budget and new year operating budget estimates delivered to departments. Excel spreadsheets for personnel planning will be made available online.	Departments/Divisions complete year-end and base budget estimates. The 2010 base budget is the target budget for 2011. Explain any increases that must be added to the base budget in a detail in a decision package.
<b>April 15</b>	<b>Complete IT questionnaire and meet with IT.</b>	<b>Call or email Mark to schedule.</b>
<b>April 21</b>	<b>Deadline to have the year-end budget estimates and base budget numbers entered in H T E. Deadline for completed decision packages emailed to Dee Kerr. Deadline for completed reduction decision packages emailed to Dee Kerr. Deadline for fee/rate change pro</b>	<b>Budgetary supporting detail is REQUIRED in H T E. REVIEW YOUR BUDGET AT LEAST WEEKLY FROM THIS POINT FORWARD. CONSULT VIRGINIA ABOUT ANY PAYROLL QUESTIONS OR DISCREPANCIES. CONSULT DEE ABOUT ANY OTHER BUDGET QUESTIONS.</b>
<b>April 22</b>	Good Friday Holiday	
<b>Apr 25 - Apr 29</b>	Finance Review. Initial review of year-end estimated, proposed budgets, budget reduction packages.	Departments will be contacted with questions as necessary.
<b>May 3</b>	Initial estimate from Central Appraisal District.	
<b>May 3 &amp; 5 and May 10-12</b>	Department/Division meetings with CMO for review of major issues proposed budget, service enhancements and reduction decision packages, proposed fee/rate changes and five-year plans.	See schedule following calendar. Be prepared to discuss major issues and 5 year plan. <b>Have at least 5 copies of budget packets available for CMO and Finance.</b>
<b>May 16</b>	Five Year Plans presented to City Council.	Be prepared to give a brief overview and answer any questions that arise.
<b>May 19</b>	Final decision packages are due to Dee Kerr. Completed CIP budgets due to Finance.	
<b>May 19 - June 3</b>	Technical review and preparation of workshop materials.	Budgets reviewed for completeness.
<b>May 30</b>	Memorial Day	City Holiday
<b>June 22, 23, 27, 28, 29, 30</b>	Meetings with City Council (2-5pm.)	Attend on your assigned night.
<b>July 1</b>	Post Notice of Budget Issues Workshop with Council	CSO
<b>July 4</b>	Independence Day	City Holiday
<b>July 15</b>	Complete Ranking of Service Enhancements	
<b>July 25</b>	Certified Tax Roll is due from JCAD. Water and sewer rates due from City of Fort Worth.	
<b>July 25-29</b>	Prepare Effective Tax Rate Notice and provide to CSO for publication	

## 2011 Tax Rate Budget Planning Calendar

<b>July 25 - August 4</b>	Preparation of City Manager's Recommended Budget	For City Council work session.
<b>August 1</b>	Council Meeting: MO to schedule PH on Budget (8-30) MO to record vote of proposed Tax Rate on future agenda and MO schedule. PH for Tax Rate (8-30 & 9-7).	CMO to prepare AIPs
<b>August 2</b>	Send Notices: PH on Tax Increase, Budget PH, Effective Tax Rate. Entire notices must be posted on Website (TV if applicable). Publication date is 8-7.	CSO and FIN
<b>August 5</b>	City Manager's Recommended Budget is delivered to Council. Post Notice of Budget Worksession with Council.	FIN, CSO
<b>August 8</b>	Worksessions are held to discuss Dept./Div. budgetary requests. Check newspaper for publication of notices. IMPORTANT	Hold worksession with Council. CSO/FIN
<b>August 10</b>	<b>Budget Adjustments prepared and posted to YE.</b>	
<b>August 15</b>	Council Meeting: Continue discussion of CM Proposed Budget FY 11-12. NOTE: MEETING STARTS AT 5:30pm	
<b>August 17</b>	Post Notice Special Session Budget PH and 1st PH Tax Rate	CSO
<b>August 22</b>	1st reading of budget ordinance, 1st reading of tax rate, 1st reading of water/wastewater rate. NOTE: MEETING STARTS AT 6pm	
<b>September 6</b>	Final reading of 2011-2012 Budget, tax rate and water/wastewater rate ordinances. Council adopts the budget ordinance and passes appropriation and revenue ordinances. MO to ratify the tax revenue and fee schedule. NOTE: MEETING STARTS AT 5:30pm.	Final budget is presented to Council
<b>October 17</b>	Post budget process meeting with City Council.	

\* Budget delivery and worksession dates are contingent upon receiving necessary information from the Central Appraisal Districts of Johnson/Tarrant counties for appraised property values and from the City of Fort Worth for water and sewer rates.





## MAJOR POLICY ISSUES



## ANNUAL OPERATING BUDGET AND PLAN OF SERVICES

### MAJOR POLICY ISSUES

During the 2009 fiscal year, a project was begun entitled "Imagine Burleson: Roadmap to 2030". The project included a nine-month long public involvement process which started in January. The process included stakeholder presentations by staff at 14 service clubs, at various City boards and commission meetings and at Chamber of Commerce events. Other stakeholders participated at five interactive workshops at five town hall meetings. The common themes that emerged from these meetings regarding the desires of the residents for what Burleson should be in the future were presented to a 14 member Comprehensive Plan Steering Committee. The outcome of all the meetings and presentations was a shared vision and a statement of desires, dreams and hopes for the future: a statement of what we hope to become. According to the "Imagine Burleson" project:

We are...

- Focused on building a dynamic future, while preserving our rich history.
- Dedicated to establishing a great place to live, learn, work, and play.
- Committed to being a sustainable community for all, through every stage of life.

According to the "Imagine Burleson" document: "This planning document forms the bases for policy decisions such as development ordinances and short- and long-term action plans. Policy makers and City staff will use this document as a guide while reviewing development projects, city budget, and prioritizing capital improvement projects, and drafting ordinances to direct growth that leads to the vision identified in this document."

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

The changes in the budget process are also acknowledgement that although the City of Burleson has been graced with strong growth and has been somewhat insulated from the vagaries of the market thanks to the development of the Barnett Shale, the drastic decline in interest rates, fuel costs which have risen and fallen at astronomical rates and the burst of the housing bubble do have an enormous impact on the citizenry and the way the City plans for the future.



## ANNUAL OPERATING BUDGET AND PLAN OF SERVICES

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

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

The purpose of this section is to highlight the adopted course of action taken to address major policy issues raised during the budget process. Unless otherwise stated, all comparisons relate 2010-2011 adopted budgetary figures versus amounts included in the adopted 2011-2012 budget.

The budgets for the General, Debt Service, and Hotel/Motel funds (i.e. governmental funds) are prepared on a budgetary 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 do 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 20X1 then delivered and invoiced in 20X2. For budgetary purposes, the transaction would be reflected in the 20X1 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X2; 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



## **ANNUAL OPERATING BUDGET AND PLAN OF SERVICES**

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.

Budgets for the Enterprise and Internal Service Funds (Proprietary Funds) are prepared in a manner similar to the basis used in the accrual method of accounting. But again, the treatment of capital purchases represents an area in which fundamental differences exist. These differences are, once again related to the timing rather than the amount of expenditures. In an accrual accounting environment, such as that used in the preparation of appropriate sections of the CAFR, capital purchases do not immediately give rise to expenses. Instead, capital items are recorded as assets and depreciated over their useful lives. Each year, an amount of depreciation is recorded as an expense. So, in effect, the cost of the asset is spread over a period equal to the life of the asset. For budgetary purposes, the full cost of the asset is charged to the budget during the period in which the item was purchased. This method accelerates the recognition of an item's cost and forces the City to officially identify and appropriate funding at the earliest possible stage.

**I. MAJOR POLICY ISSUES - GENERAL FUND**

**A. General Fund Reserves**

The City recognizes its position as part of a national and regional economy and that, as such, it is not immune to trends and events that lie beyond local control. The City also realizes that despite the most diligent care, planning, and maintenance efforts, "emergencies" are not totally avoidable or predictable. While we are not immune to these events, neither are we bound to proportionately suffer their ill effects. The City is careful to build in mechanisms which mitigate the negative impact of uncontrollable or unpredictable events and, when necessary, bridge these periods between more prosperous economic phases. In Burleson, one such tool is the maintenance of a healthy fund balance.

It is a goal of the City to maintain a minimum unreserved balance of 16.67 percent of General Fund annual expenditures. Reserves are anticipated to be used only for emergencies or non-recurring expenditures, except when balances can be reduced because their levels exceed the guideline minimum.

It is estimated that the unreserved fund balance for fiscal year 2010-2011 will equal 26.4 percent of the General Fund expenditures.

The General Fund unreserved fund balance is expected to equal approximately 25.4 percent of expenditures at the end of the 2012 fiscal year.

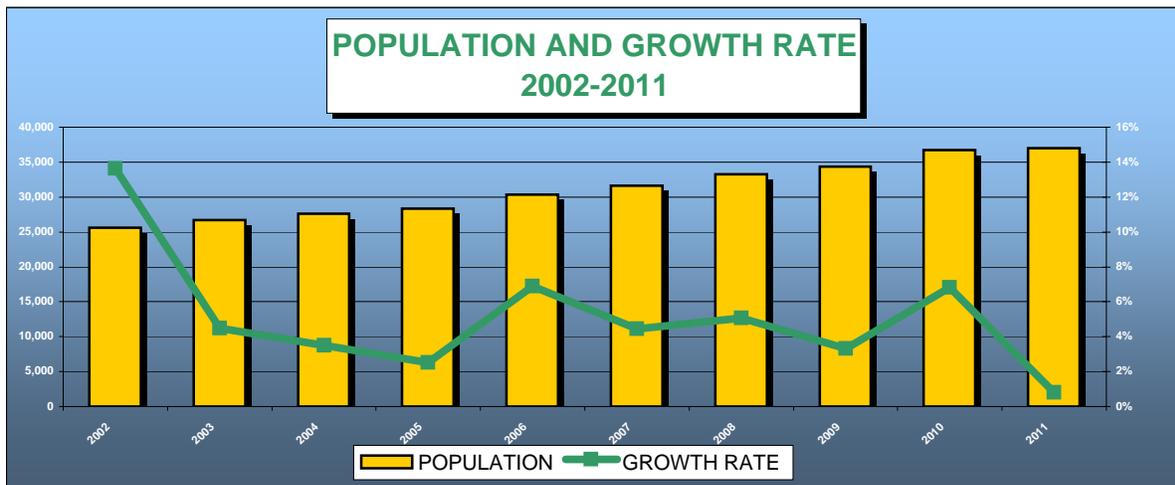
**ESTIMATED GENERAL FUND BALANCE AS A PERCENTAGE OF EXPENDITURES**

	As of 9/30/2011	As of 9/30/2012
Unreserved Balance	6,780,274	6,450,487
Expenditures	25,693,788	25,354,787
Percentage	26.4%	25.4%

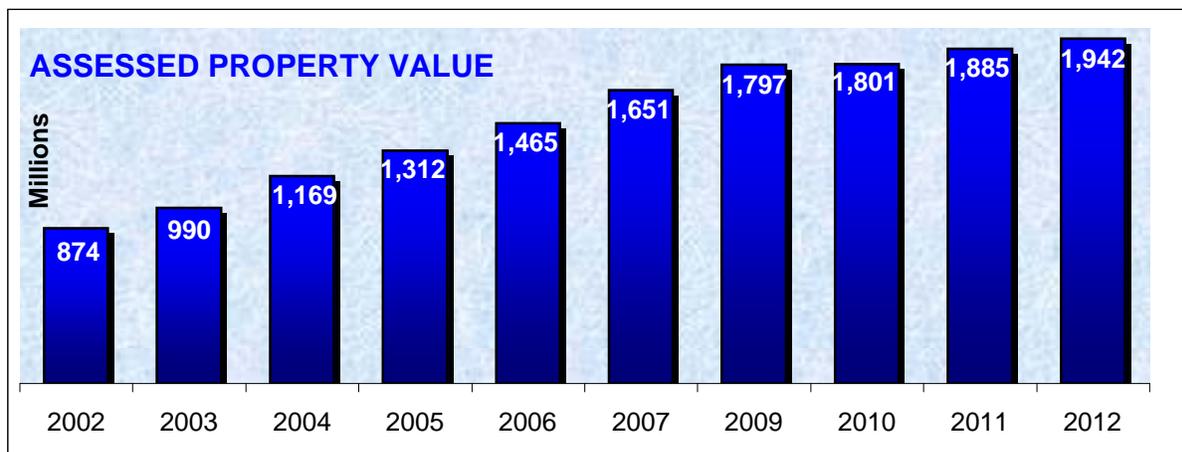
**B. REVENUES**

The City takes a conservative approach to revenue estimation. Each major revenue category is analyzed using individual, unique estimation models which factor historical data with current and projected values. The influence of national and regional trends is also considered.

In Burleson, population and business growth is both a current reality and a projected trend over the foreseeable future, although the growth has slowed to a considerable degree. Thanks in part to the development of the Barnett Shale gas drilling in the area and to healthy population growth in prior years, the City of Burleson has been insulated from the more harsh aspects of the economic downturn the rest of the nation has experienced. The City's ability to provide quality services is not inextricably linked to rapid expansion. Consequently, revenue projections were conducted in a manner which guarded against an over-reliance upon growth.



The City as a whole, anticipates a year of minimally expanded revenues and other sources of operating capital. These totals are anticipated to increase about 2% percent over 2010-2011 budgeted figures and will be less than the 2010-2011 projected actual collections. Total 2012 fiscal year revenues and other sources are expected to exceed 2011 original budgetary estimates by approximately \$428,000 and are projected to be lower than 2011 actual collections by about \$328,000.



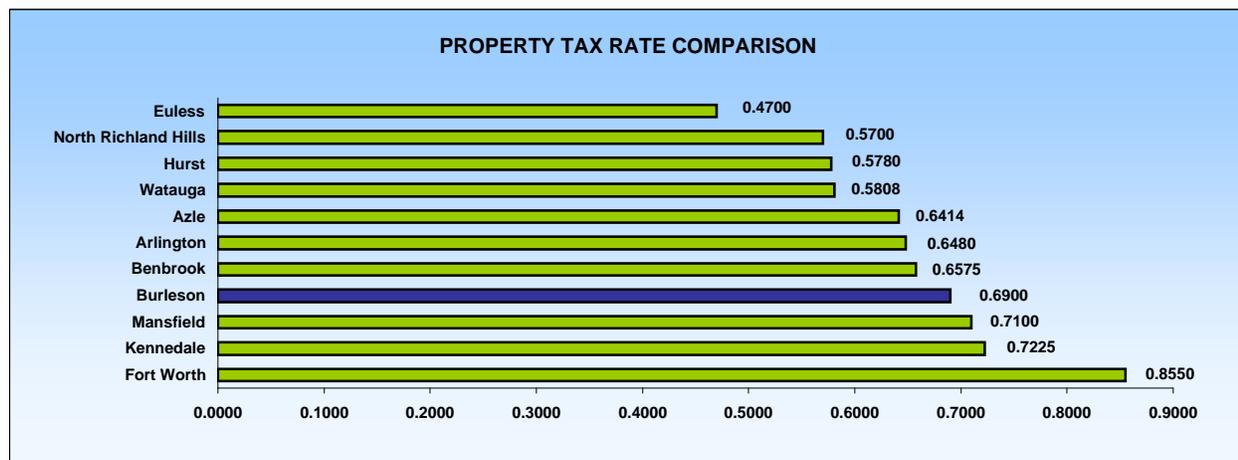
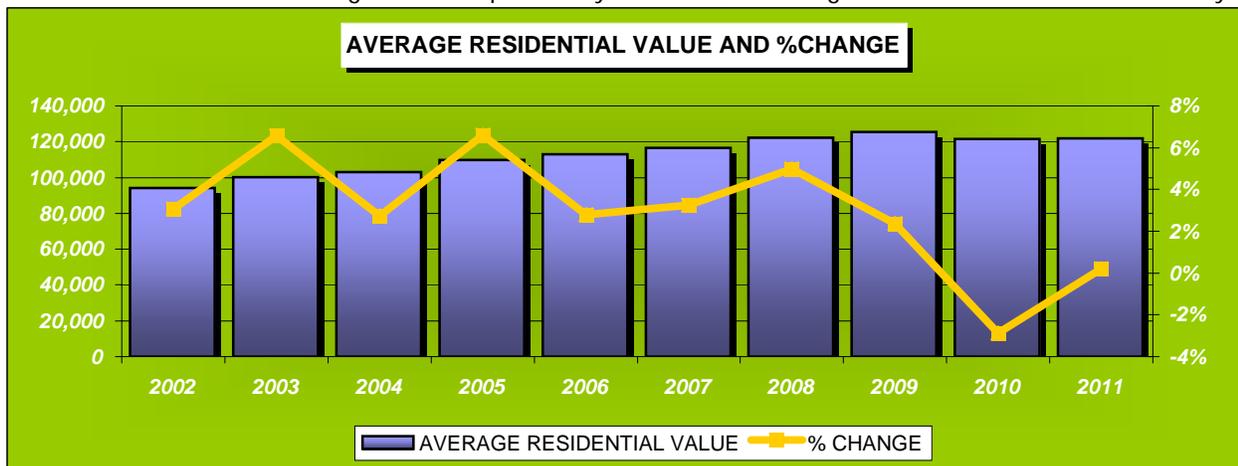
1. Taxes

This category includes approximately 70 percent of the total General Fund revenues. This represents a total more than five times the size of the next largest component of revenues.

a. Property Taxes

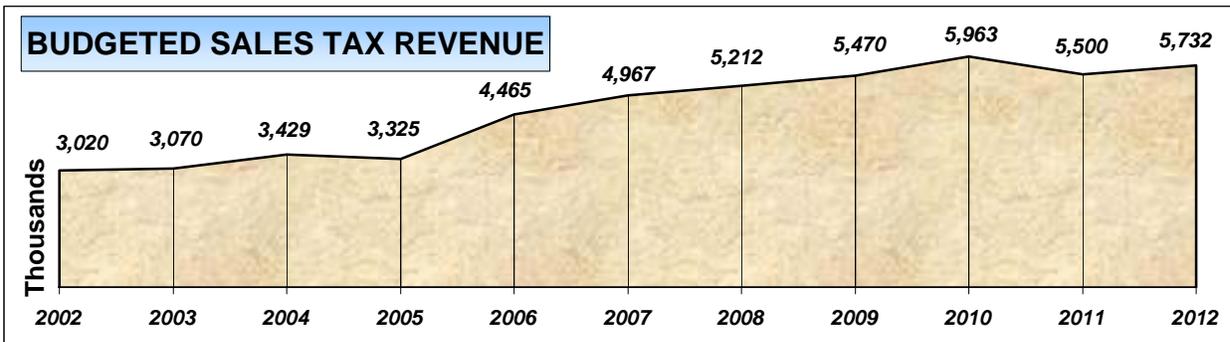
The ad valorem tax rate necessary to support this budget is \$.69/\$100 valuation. This rate is \$.0198 less than the effective tax rate and \$.02 less the adopted tax rate for FY 2010-2011. Of the total tax rate, \$.5278 is designated for operations and maintenance (including Library), and \$.1622 is allocated to debt service. Total ad valorem taxes in the General Fund are expected to increase by approximately \$82,000 or about .7 percent. This increase results primarily from new properties added to the tax roll for the first time in 2011. Revenue projections are based on the certified tax roll received from Johnson County Central Appraisal District on July 25, 2011.

Although the City of Burleson has not been as negatively affected as the rest of the country and most of the North Texas region, property values for common properties (properties on both the 2010 and the 2011 tax rolls) fell for the first time in the last ten years. That reality, coupled with the distinct possibility that the trend would continue into the next budget year, had an enormous impact on the way the 2011 budget was formulated. When the values came in higher than expected a year earlier, this budget was written to reflect that reality, as



b. Sales Tax

Sales tax receipts are budgeted at \$5,732,000. This represents an increase of about \$232,000 or 4.22% over the 2010-2011 budgeted receipts, and \$132k higher than the estimate for 2010-2011 actual collections. This estimate is derived from a trend of improvement over the first 6 months of fiscal year 2011 and a mild rebound over the second six months of the fiscal year. Our estimates for FY2012 were based on the cautiously optimistic prediction that consumer spending would continue to increase very slowly.



c. Franchise Fees

Franchise fees are projected at \$2,196,000, which is \$190,000 more than the 2010-2011 budget of \$2,006,000. This represents an increase of about 9.5% from the 2011 budget, and about 8.9% increase from the estimated 2010-11 year-end actual. Franchise fees are estimated based on projected growth in the industries paying the fees and since most of this growth mirrors population growth which has stabilized some for the City of Burleson a very conservative estimate was used.

2. LICENSES AND PERMITS

License and Permit fees are expected to decrease by approximately 19.25 percent during the 2011-2012 year. Total annual collections of these fees are estimated at about \$667,000. This is a decrease of \$159,000 from the prior budget, and a decrease of \$26,950 from the estimated 2010-2011 yearend actual. This decrease is estimated on the fact that according to law, the City of Burleson is no longer allowed to charge for some professional licenses coupled with the fact that the city will no longer charge for garage sales as of October 1st.

Building permit revenue is estimated based on the Community Development department's records of construction already in the development process and the current national economic outlook

3. CHARGES FOR SERVICES

Charges for Services generate about .5 percent of total General Fund revenues and other sources. The category is expected to remain about the same at approximately at \$120,000.

4. FINES AND FORFEITURES

Total fine and forfeiture collections equal about 3.8 percent of total General Fund revenues and other sources. This category is expected to decrease by about \$134,000 to about 12 percent less than what was originally budgeted in 2011.

5. INTEREST

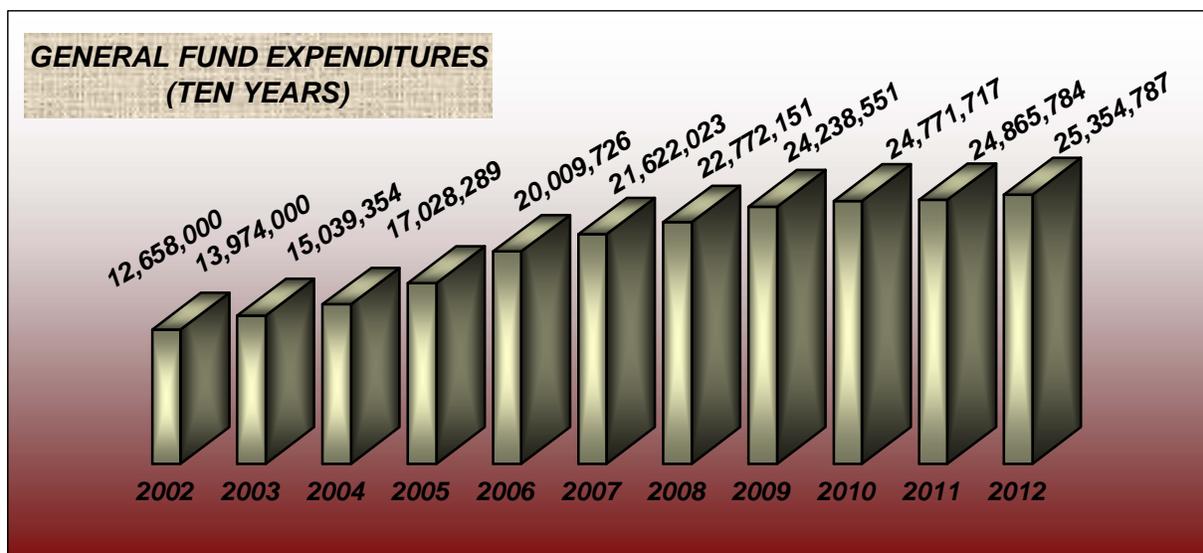
Total estimated interest of about \$45,000 is approximately .2 percent of total General Fund revenues. Interest revenue is about the same as budgeted for yearend 2010-2011 and is the same as the original 2010-2011 budget. This is a reflection of the national trend of very low interest rates.

6. MISCELLANEOUS

Estimated 2011-2012 revenues are about \$1,700,000 and are higher than budgeted last year and for year end due to a sizable transfer from the 4A Revenue fund to cover Economic Development expenditures.

7. OTHER SOURCES

The City manages several activities accounted for in separate funds on a basis similar to private industry. For example, the Water and Sewer Fund is managed on a basis similar to other private utilities. Whenever these funds require services of the General Fund, they are charged accordingly. This category of revenue consists primarily of these interfund charges. In total, they form a significant segment of total General Fund revenues \$22,000 increase from the prior year budget.



## C. EXPENDITURES

Expenditures represent the cost of delivering adopted service levels. Again, these levels are formulated within a framework of City Council direction taking into account community priorities, issues of affordability, and the potential impact that enacting or deferring programs may have upon future operations and service levels.

Total 2011-12 expenditures in the General Fund are budgeted at \$25,354,787. This is an increase of approximately \$489,000 or 2 percent compared with 2010-11 totals. For the second consecutive year the proposed budget included no recommended service enhancements.

The following explanation of expenditures in the General Fund begins with the proposed base budget as submitted by the City Manager to the City Council on September 19, 2011.

### 1. BASE BUDGET

Total 2011-12 General Fund base budget expenditures are projected to be \$489,003 more than the total 2010-2011. There are no recommended service enhancements.

#### a. Personnel Services

For the first time since FY 08-09, the proposed budget includes pay raises of 3% for all full-time city employees. This increase will occur "across the board" and will raise salary ranges for all positions, as well.

Despite the 3% raise, the budget for Personnel Services decreased by about \$91,570. This .6% decrease is attributed to elimination of 1 FTE in Municipal Court and 2 FTEs in Community Development. The salary and related costs are budgeted at \$17,995,061.

#### b. Materials and Supplies

The budget for the materials and supplies category is about \$39,000 more than the 2010-2011 budget. Materials and supplies are expected to be \$558,000 this year.

#### c. Purchased Services & Inventory

Purchased services and inventory expenditures included in the budget are about \$979,000 less than last year's budgeted figures. This is due to the implementation of a new way of grouping expenditures for utilities and other necessities which are estimated by a different department.

#### d. Maintenance and Repair

Maintenance and Repair expenditures are projected to total approximately \$1,583,000 in the upcoming year. This represents a decrease of about 18 percent compared to the Fiscal Year 2010-11 budget. Again, expenditures were grouped in a new way this year. Repairs have remained in the original category, but maintenance which is performed by an Equipment Services is now budgeted in Other Expenditures.

e. Other Expenditures

Other Expenditures for the 2011-12 budget year have increased by approximately \$1,575,000 or 147 percent from the previous year budget of \$1,075,763 to \$2,651,000. This is due to the reclassification of expenditures from Purchased Services and Inventory, and Maintenance and Repair.

f. Capital Outlay

Total Capital Outlay estimates are budgeted at approximately \$113,000. This represents an increase of \$15,000 or 15 percent.

Of all the basic categories of expenditures, Capital Outlay typically reflects the most year to year variation. Although replacement programs help smooth the impact created by purchases of many larger, more expensive assets, this category will continue to show more variation than others.

2. SERVICE ENHANCEMENTS

Service Enhancements are classified as requests for new personnel, new programs, new capital items, or significant expansion of programs beyond the cost of inflation. There are no service enhancements recommended for the 2011-2012 fiscal year

**II. MAJOR POLICY ISSUES - WATER AND WASTEWATER FUND**

A. DESCRIPTION

The City owns and manages a water and wastewater system which operates in a manner similar to a private business. The water and wastewater system's revenues are primarily derived from the rates it charges its customers.

Burleson contracts with the City of Fort Worth for both treated fresh water and sewer treatment services. These two areas of cost comprise the largest component of the Water and Sewer Fund expenditure budget.

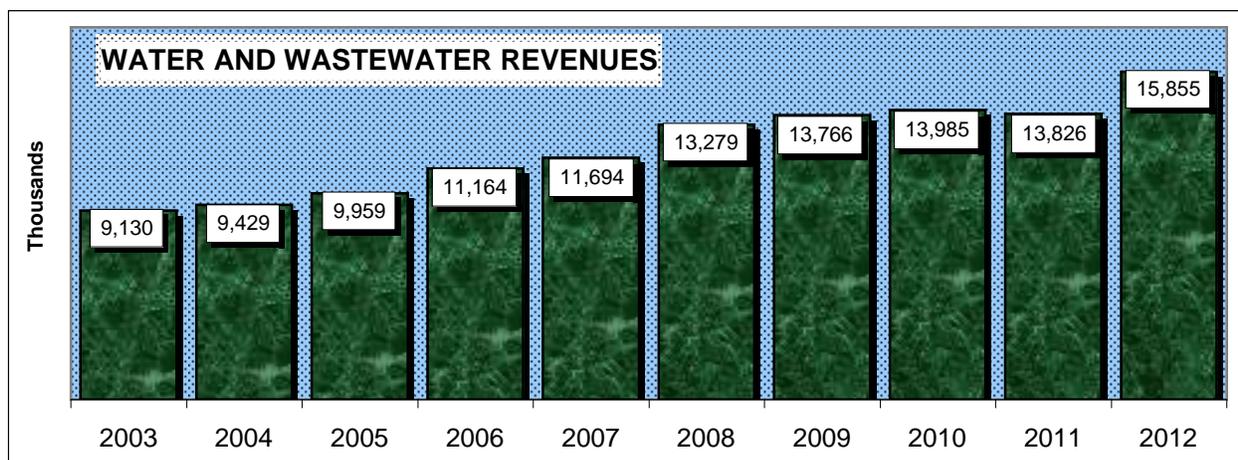
B. REVENUES

The primary policy issues affecting this year's budget are small changes affecting the minimum wastewater rate and the volumetric rate for wastewater accounts. Staff recommended a 10% increase based on the water/wastewater study conducted in 2009.

Monthly minimum wastewater rates are increasing from \$13.86 to \$15.25. The variable wastewater rate range: from \$4.04/1,000 gallons to \$4.44/1,000 gallons. The rates are the same for both residential and commercial customers, except that residential accounts are billed on the average water consumption during the winter months with a maximum of 12,000 gallons.

Revenue from water sales is expected to decrease .025 percent to a total of \$7,357,000. This is a decrease of \$19,000 from the 2010-11 budget projection. Revenue from wastewater charges is expected to increase \$717,000 or 13 percent from prior year estimates. Total wastewater revenue is expected to be \$6,242,000 including the \$225,000 abnormal sewage surcharge

Total Water and Wastewater Fund revenues are expected to increase \$2,029,000 from \$13,826,000 to \$15,855,000 during the 2011-12 fiscal year. This is an increase of approximately 14.67 percent. These revenues will be sufficient to meet maintenance and operation of the system, as well as provide the necessary coverage ratios for outstanding water and wastewater revenue bonds.



**C. DEBT SERVICE**

Each revenue bond issuance is accompanied by a formal set of bond covenants which detail the financial responsibilities of the City. Among these covenants, is the warranty that the City will manage water and wastewater operations in such a fashion as to maintain certain key financial ratios. The City is currently required to generate net revenues which will exceed average annual debt requirements by a factor of 1.25. Net revenues must also exceed the maximum annual debt requirement by a factor of 1.1. Estimated net revenues are projected to be sufficient to meet these coverage ratios

**D. WORKING CAPITAL**

The City's financial policy statement targets enterprise fund working capital at 16.67 percent of total operating expenditures or the estimated equivalent of 60 days of expenditures. Water and Wastewater Fund working capital is projected to exceed this target throughout 2011-2012

**E. EXPENDITURES**

Water and Wastewater Fund expenditures and other uses are projected to amount to approximately \$15,930,000 an increase of about 9 percent. This increase is due primarily to debt service.

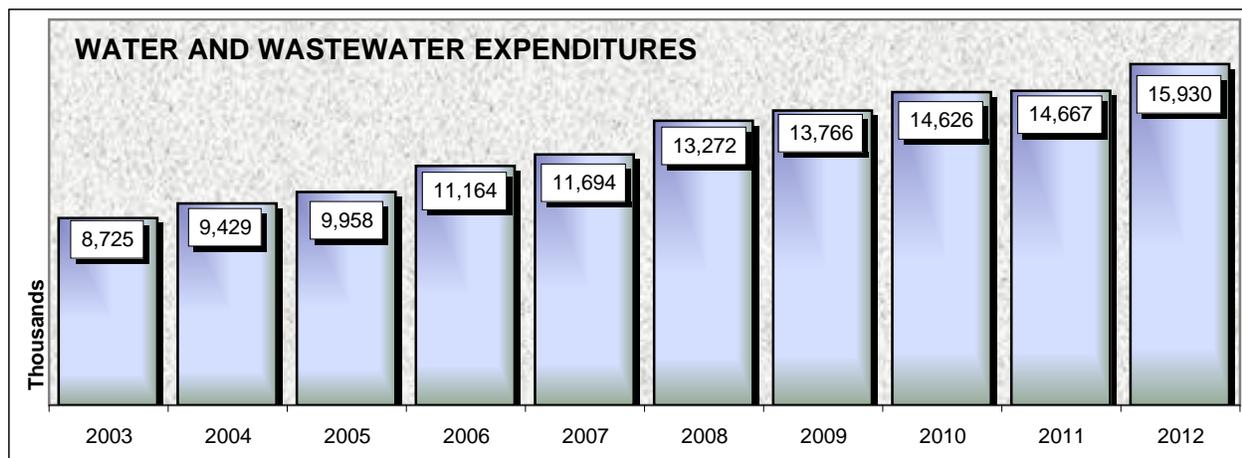
The major expenditures for water and wastewater are the cost for water purchased from the City of Fort Worth and the treatment of wastewater, also by the City of Fort Worth. Expenditures for both of these items are largely beyond the control of the City and account for about 37.5 percent of total budgeted expenditures. Wastewater treatment costs are projected to increase to \$2.4 million dollars. Treated water costs are projected to increase by about \$152,000 or 4.5% from the 2010-11 budget.

Total Personnel services costs are projected to drop by about \$17,000 or 1 percent

Total capital outlay is projected to decrease by about \$225,000. Budgeted capital outlay for 2011-12 is about \$464,000.

Total debt service expenditures are projected to increase by about \$932,000. Total debt service payments in 2011-2012 are projected to be \$4,514,000

The remaining categories of expenditures are collectively projected to increase by about \$122,000 or about .8 percent. These categories include materials and supplies, maintenance and repairs, payments in lieu of taxes, franchise fees, and other items.



**III. MAJOR ISSUES - SOLID WASTE FUND**

**A. DESCRIPTION**

The Solid Waste Fund was created to account for the cost of operating the City's solid waste collection system. The system operates in a manner similar to a private business. The solid waste system's revenues are primarily derived from the rates it charges its customers

**B. REVENUES**

The solid waste collection rate will remain the same at \$15.94 per month as Council adopted at the April 19, 2010 Council Meeting. The existing contract includes a provision which adjusts recycling cost by the CPI each January. A request will be made to make the corresponding adjustment in February 2012.

Revenues are projected at \$2,403,500 for FY2011-2012 and are 2% more than the \$2,354,000 in the 10-11 adopted budget.

#### C. EXPENDITURES

Expenditures for Solid Waste are budgeted for \$2,641,000 in 2011-12 and are 2% more than the 10-11 adopted budget of \$2,589,000. The primary reason for this is an increase from the contractor for solid waste services.

### IV. MAJOR ISSUES - DEBT SERVICE FUND

The City's 2011-12 ad valorem tax rate includes a debt service component of \$.1622/\$100 of assessed value. This figure remained the same as last fiscal year although new bonds were issued during 2010-2011.

#### A. REVENUES

Debt Service Fund revenues are derived from a portion of the property tax rate and interest earnings. They are used to pay principal and interest on General Obligation Bonds. The City's legal debt limit is set by the maximum property tax rate set by the State Constitution, which is \$2.50 per \$100 valuation. The Burleson City Charter stipulates that the tax rate for maintenance and operation cannot exceed \$1.00. The tax rate for Library operations and debt service are in addition to the \$1.00 amount. For fiscal year 2011-12, the City's property tax rate is well within this limit. 2011-12 Debt service requirements for outstanding ad valorem tax supported bond will require revenues of approximately \$4,403,000.

#### B. EXPENDITURES

Expenditures in this fund are budgeted at approximately \$4,445,000 for 2011-12. This includes a total of \$4,440,000 for principal and interest plus \$5,500 for paying agent fees.

Annual debt service costs are structured in such a way that total costs will decline gradually over the life of the existing debt. Under this existing schedule, the City would retire the final bonds during the 2031-32 fiscal year. For more detailed information regarding the City's outstanding debt, please refer to the special debt section following the Capital Improvement Program section in this document.

### V. MAJOR ISSUES - EQUIPMENT SERVICES FUND

This is an internal service fund used to account for the operational cost of vehicles and equipment, including fuel, parts, and labor.

#### A. REVENUES

Revenues of this fund are derived from charges for service paid by the using departments. Total revenues for fiscal year 2011-12 are budgeted at approximately \$488,000. This reflects a decrease of about \$64,000 or about 12 percent over the prior year budget.

**B. EXPENDITURES**

Total budgeted expenditures in 2011-12 decreased by about \$46,000 or 9 percent. Total Expenditures for 2011-12 are projected at \$490,000.

**VI. MAJOR ISSUES - EQUIPMENT REPLACEMENT FUNDS**

These internal service funds provide a systematic approach to the replacement of City-owned vehicles and equipment by funding their estimated replacement costs over their expected service lives. This process smooths the effect of large non-annual capital purchases. These funds currently provide for the replacement of most of the City's basic rolling stock i.e. cars, pickups, trucks, etc., and other large pieces of equipment.

**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND****A. REVENUES**

For 2011-12, total contributions from all funds (about \$622,000) will increase by about \$20,000 or 4% from the prior year's budget.

**B. EXPENDITURES**

For 2011-12, fourteen vehicles or pieces of equipment are scheduled to be purchased for a total cost of approximately \$487,000.

**BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND****A. REVENUES**

For 2011-12, total contributions from all funds total approximately \$163,000

**B. EXPENDITURES**

For 2011-12, two vehicles are scheduled to be replaced at an approximate cost of \$45,000

**VII. MAJOR ISSUES - HOTEL/MOTEL TAX FUND**

Revenues from this fund are derived from a 7 percent room occupancy tax imposed on the rental of motel rooms located within the corporate city limits and extraterritorial jurisdiction of the City of Burleson. These funds are used to promote tourism, conventions, and related activities within the City.

**A. REVENUES**

Total fund revenues are estimated at approximately \$110,000.

**B. EXPENDITURES**

Expenditures are projected at about \$65,000

**VIII. MAJOR POLICY ISSUES - CEMETERY FUND**

This enterprise fund is used to account for the operations of the Burleson Memorial Cemetery. 2010-2011 was the first budget year that cemetery operations were under a new management agreement. The City received a percentage of lot sales generated by the contractor and interest earned on the fund's reserves, while in return the City was responsible for only irrigation costs.

**A. REVENUES**

Revenues for 2011-12 are expected to total \$6,500. Interest is projected to amount to approximately \$2,500 and lot sales are estimated to generate revenues of about \$4,000

**B. EXPENDITURES**

Total 2011-12 expenses are expected to decrease to approximately \$8,000

**IX. MAJOR POLICY ISSUES - GOLF COURSE FUND**

This enterprise fund is used to account for the operations of the Hidden Creek Golf Course. Revenues in this fund are derived from fees for services as well as a subsidy from the Burleson Community Services Development Corporation 4B sales tax fund.

**A. REVENUES**

Total revenues, including other sources are estimated at approximately \$2,034,000. Course revenues are projected to generate about \$1,548,000 of this total with the remaining balance from operating transfers.

**B. EXPENDITURES**

Total expenditures are estimated at approximately \$2,034,000. Course administration is estimated at about \$222,000; pro shop and clubhouse expense is estimated to cost about \$568,000; while course maintenance and debt service costs are projected at \$602,000 and \$381,000, respectively. The restaurant is expected to incur \$260,000 of expenses during this year.

**X. MAJOR POLICY ISSUES -  
BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION**

The Burleson Community Services Development Corporation is a component unit of the City of Burleson. Formed in 1993, the BCSDC administers a 1/2 cent sales tax authorized by section 4B of the Development Corporation Act of 1979. The proceeds of this tax are used to pay debt service on bonds for various improvements in Burleson, including the remodeled City Hall, Police Station, Fire Station, and Library. The Corporation also transfers money to Hidden Creek Golf Course for payment of the Golf Course debt. The Corporation is represented in the budget by a special revenue fund, and a debt service fund. The special revenue fund accounts for the receipt of the sales tax revenue, and subsequent transfer to the debt service fund. The debt service fund accounts for receipt of this transfer and payment of the debt service.

**A. SPECIAL REVENUE FUND**

The Type B sales tax is expected to generate \$2,965,000 this year. Transfers out are budgeted at \$3,171,000.

**B. DEBT SERVICE FUND**

Transfers from the special revenue fund are budgeted at \$1,914,000. Debt service expenditures are budgeted

**XI. MAJOR POLICY ISSUES - BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION**

The Burleson 4A Economic Development Corporation is another component unit of the City of Burleson. Formed in 2000, the 4A Corporation administers a 1/2 cent sales tax authorized by section 4A of the Development Corporation Act of 1979. The proceeds of this tax are used to pay debt service on bonds issued for various improvements in Burleson, including the construction of South Hurst Road, and Hidden Creek Parkway. The Corporation is represented in the budget by a special revenue fund, and a debt service fund. The special revenue fund accounts for the receipt of the sales tax revenue, and subsequent transfer to the debt service fund. The debt service fund accounts for receipt of this transfer and payment of the debt service.

**A. SPECIAL REVENUE FUND**

The Type A sales tax is expected to generate \$3,006,000 this year. Transfers out are budgeted at \$2,742,000.

**B. DEBT SERVICE FUND**

Transfers from the special revenue fund are budgeted at \$1,863,000. Debt service expenditures are budgeted at \$1,863,000.



## FUND SUMMARIES

## **COMBINED FUND SUMMARY**

**CITY OF BURLESON  
BUDGET SUMMARY  
BY FUND**

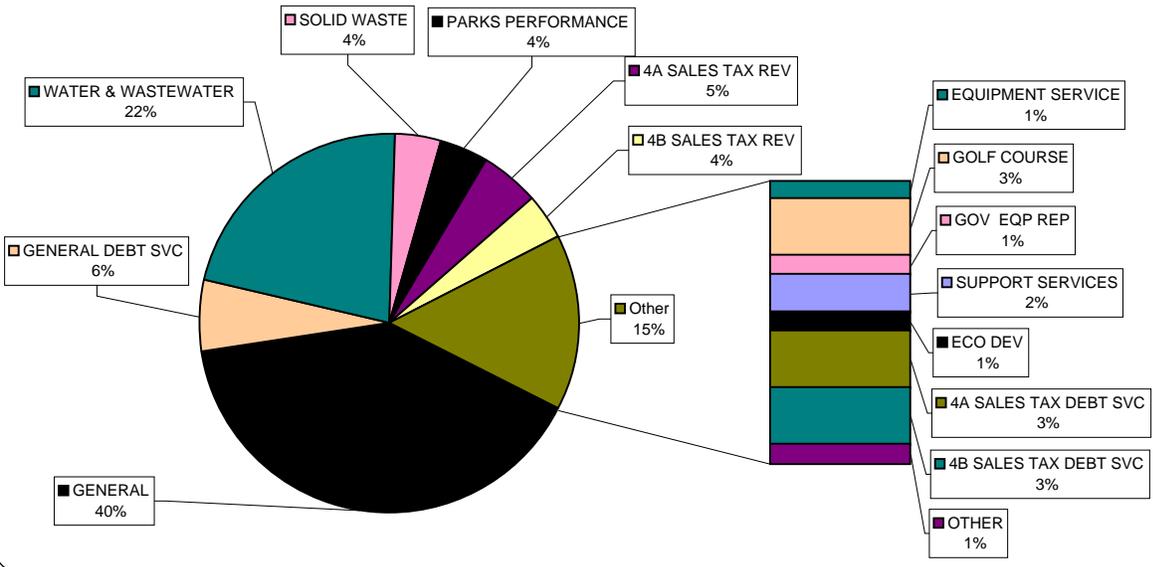
<b>REVENUES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-11/ 2011-12 CHANGE</b>
GENERAL FUND	25,148,593	24,927,090	25,682,497	25,354,787	1.72%
GENERAL DEBT SERVICE FUND	6,432,346	4,088,456	4,328,640	4,403,056	7.69%
HOTEL/MOTEL TAX FUND	128,635	110,000	110,000	110,000	0.00%
WATER & WASTEWATER FUND	15,643,232	13,826,200	15,068,200	15,855,200	14.68%
SOLID WASTE FUND	2,313,372	2,354,200	2,856,026	2,403,500	2.09%
CEMETERY FUND	7,879	6,500	8,000	6,500	0.00%
PARKS PERFORMANCE FUND	1,666,809	2,735,966	2,743,325	2,717,658	-0.67%
EQUIPMENT SERVICE FUND	552,343	552,372	552,372	487,593	-11.73%
GOLF COURSE FUND	1,932,882	2,009,832	1,936,819	2,033,626	1.18%
GOVERNMENTAL EQP REP FUND	597,667	601,962	739,378	622,490	3.41%
PROPRIETARY EQP REP FUND	114,706	140,161	455,720	163,258	16.48%
SUPPORT SERVICES FUND	3,423,448	1,476,014	1,472,614	1,581,508	7.15%
ECONOMIC DEVELOPMENT INCENTIVE FUND	555,629	589,320	664,936	637,576	8.19%
4A SALES TAX REVENUE	3,018,782	2,748,726	2,748,726	3,006,000	9.36%
4A SALES TAX DEBT SERVICE	5,403,331	1,866,930	1,865,130	1,867,140	0.01%
4B SALES TAX REVENUE	2,976,119	2,709,226	2,709,226	2,965,000	9.44%
4B SALES TAX DEBT SERVICE	6,943,542	1,922,314	1,922,314	1,913,963	-0.43%
<b>TOTAL REVENUES</b>	<b>76,859,315</b>	<b>62,665,269</b>	<b>65,863,923</b>	<b>66,128,855</b>	<b>5.53%</b>

<b>EXPENDITURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-11/ 2011-12 CHANGE</b>
GENERAL FUND	24,693,544	24,865,784	25,578,618	25,354,787	1.97%
GENERAL DEBT SERVICE FUND	6,275,178	4,475,834	4,475,834	4,445,119	-0.69%
HOTEL/MOTEL TAX FUND	155,124	148,574	160,661	64,822	-56.37%
WATER & WASTEWATER FUND	14,259,906	14,666,658	14,699,368	15,930,458	8.62%
SOLID WASTE FUND	2,584,836	2,588,908	2,617,316	2,640,621	2.00%
CEMETERY FUND	16,259	2,141	15,440	8,000	273.66%
PARKS PERFORMANCE FUND	1,438,579	2,735,966	2,743,325	2,717,658	-0.67%
EQUIPMENT SERVICE FUND	551,925	535,836	513,362	490,392	-8.48%
GOLF COURSE FUND	1,851,012	2,009,833	1,899,671	2,033,617	1.18%
GOVERNMENTAL EQP REP FUND	465,302	404,880	1,154,017	487,233	20.34%
PROPRIETARY EQP REP FUND	186,348	363,867	458,855	44,863	-87.67%
SUPPORT SERVICES FUND	1,795,551	1,473,343	1,471,201	1,580,779	7.29%
ECONOMIC DEVELOPMENT INCENTIVE FUND	511,426	589,320	664,936	637,576	8.19%
4A SALES TAX REVENUE	2,366,639	2,699,582	2,615,628	2,741,875	1.57%
4A SALES TAX DEBT SERVICE	5,609,924	1,863,130	1,863,130	1,863,340	0.01%
4B SALES TAX REVENUE	3,519,692	3,144,298	3,144,298	3,170,716	0.84%
4B SALES TAX DEBT SERVICE	7,212,971	1,921,114	1,921,114	1,912,764	-0.43%
<b>TOTAL EXPENDITURES</b>	<b>73,494,216</b>	<b>64,489,068</b>	<b>65,996,774</b>	<b>66,124,620</b>	<b>2.54%</b>

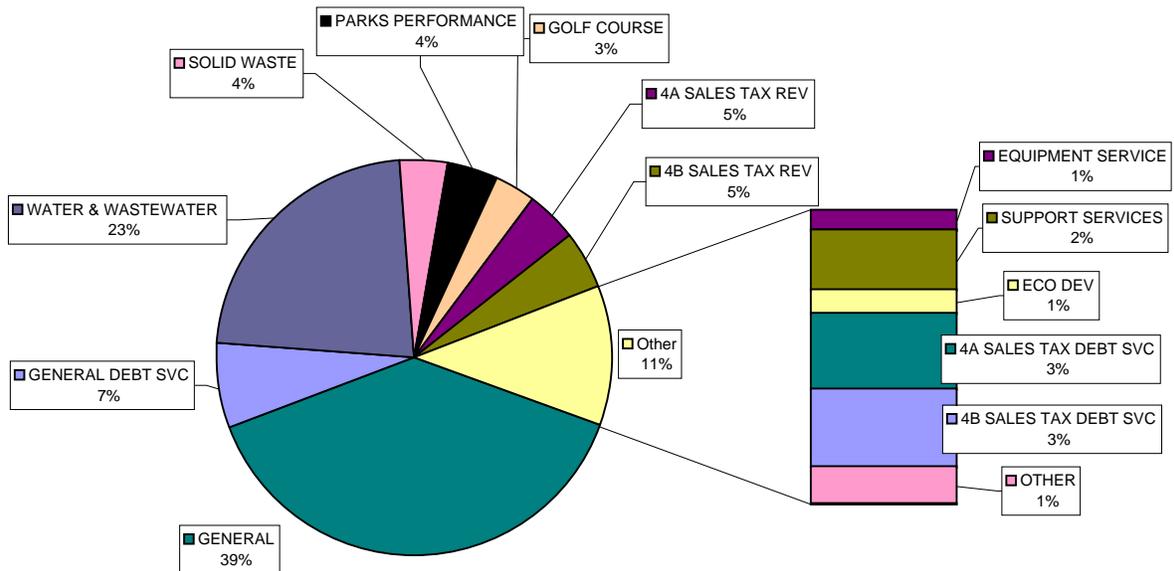
**THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS, MAJOR FUNDS AND NON-MAJOR FUNDS**

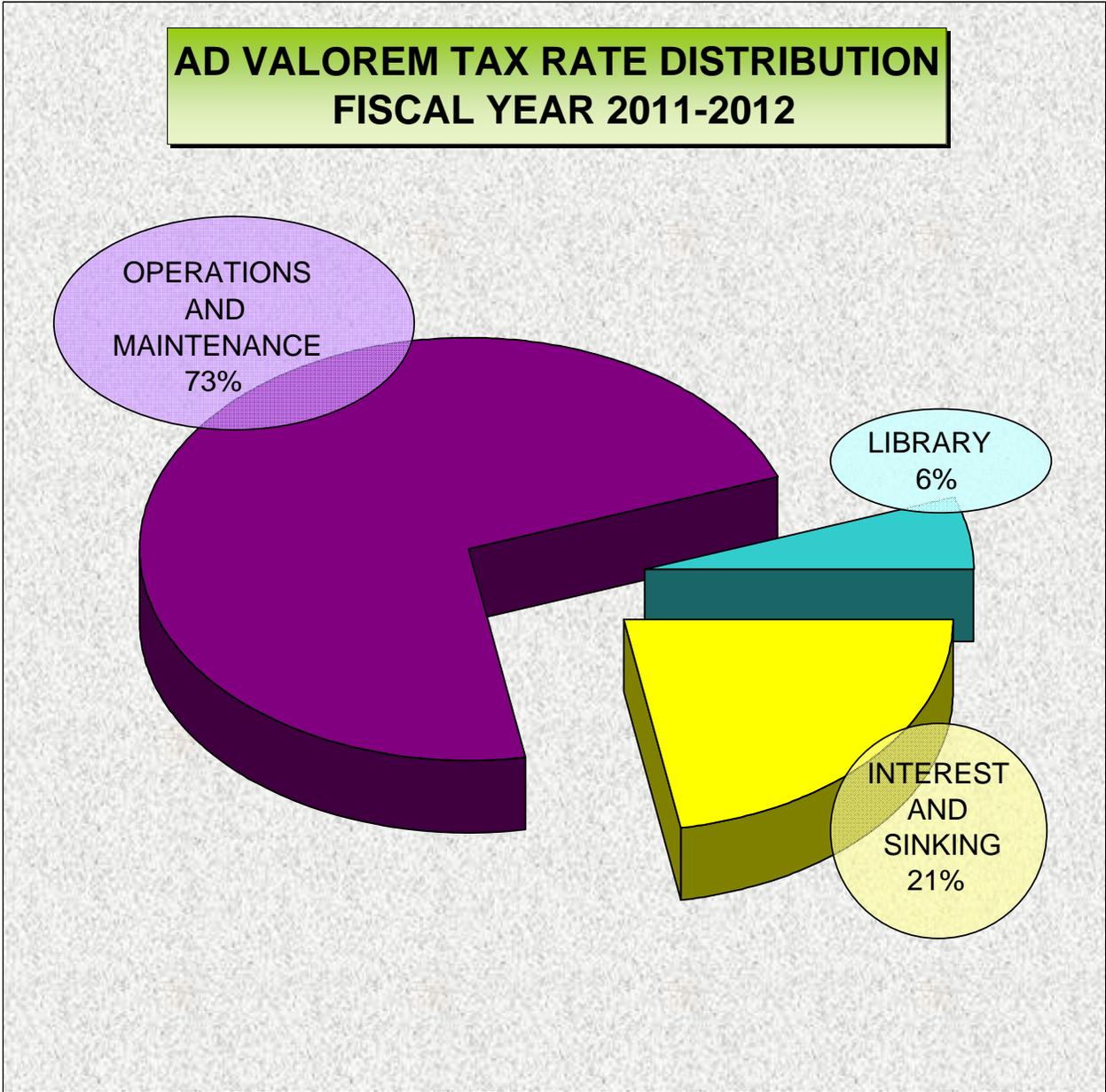
DEPARTMENT/DIVISION	OPERATIONS/ACCOUNTING FUNDS								
	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVERNMENTAL EQUIPMENT REPLACEMENT	PROPRIETARY EQUIPMENT REPLACEMENT	PARKS PERFORMANCE	SUPPORT SERVICES
<b>ADMINISTRATIVE SERVICES</b>									
1011 City Manager's Office	■								
1014 Economic Development	■								
1015 Human Resources	■								
1016 Legal Services	■								
1017 Communications	■								
<b>CITY SECRETARY'S OFFICE</b>									
1411 City Secretary's Office	■								
1412 City Council	■								
1413 Records & Information Ser	■								
<b>COURT</b>									
1414 Municipal Court	■					■			
<b>TECHNOLOGY SERVICES</b>									
1511 Information Technology	■					■			■
<b>LIBRARY</b>									
1611 Library	■								
<b>FINANCE</b>									
2010 Finance	■								
2013 Support Services	■					■			
2014 Purchasing	■								
<b>PUBLIC SAFETY</b>									
3011 Police	■					■			
3012 Fire	■					■			
3013 Fire Prevention	■					■			
3014 Emergency Services	■					■			
<b>PUBLIC WORKS</b>									
2041 Utility Customer Service	■	■					■		
4011 Public Works Admin	■								
4013 Solid Waste	■		■				■		
4016 Facilities Maintenance	■					■			
4017 Streets Pavement Maintenance	■					■			
4018 Streets Drainage Maintenance	■					■			
4019 Streets Traffic Maintenance	■					■			
4041 Water/Wastewater Services	■	■					■		
4042 Wastewater Services	■	■					■		
4051 Equipment Services	■			■		■			
<b>NEIGHBORHOOD SERVICES</b>									
4511 Neighborhood Services Administration	■								
4514 Animal Services	■					■			
4515 Environmental Services	■								
5013 Code Enforcement	■					■			
<b>PLANNING AND ENGINEERING SERVICES</b>									
5011 Planning	■								
5012 Building Inspections	■					■			
5511 Engineering - Capital	■					■			
5512 Engineering - Development	■					■			
5513 Gas Well Development	■					■			
<b>PARKS AND RECREATION</b>									
6011 Parks & Recreation Admin	■								
6012 Recreation	■					■			
6013 Parks	■					■		■	■
6014 Municipal Pool	■							■	■
6015 Senior Citizens Center	■								
<b>HIDDEN CREEK GOLF COURSE</b>									
8011 Golf Course Administration					■				
8012 Pro Shop					■				
8013 Golf Course Maintenance					■				
8015 Food & Beverage Services					■				

**TOTAL REVENUES BY FUND  
FY 2010-2011**



**TOTAL EXPENDITURES BY FUND  
FY 2010-2011**





TOTAL TAX RATE \$.69

**CITY OF BURLESON  
FUND BALANCE SUMMARY - ALL OPERATING FUNDS**

	General	Water & Wastewater	Solid Waste	Golf Course	Equipment Service	Governmental Equipment Replacement	Proprietary Equipment Replacement	Hotel Motel	Cemetery	4A Revenue	4B Revenue	Parks Performance	Support Services
<b>Beginning Fund Balance/ Working Capital @ 9/30/10</b>	<b>7,188,195</b>	<b>6,019,036</b>	<b>347,116</b>	<b>98,768</b>	<b>50,511</b>	<b>2,072,545</b>	<b>534,793</b>	<b>291,366</b>	<b>669,741</b>	<b>980,413</b>	<b>2,178,976</b>	<b>228,229</b>	<b>-72,032</b>
Less: Reserves (See Note 1) Designated for Self Insurance	-179,419 -332,381	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unreserved / Unrestricted Fd. Bal./Working Capital @ 9/30/10</b>	<b>6,676,395</b>	<b>6,019,036</b>	<b>347,116</b>	<b>98,768</b>	<b>50,511</b>	<b>2,072,545</b>	<b>534,793</b>	<b>291,366</b>	<b>669,741</b>	<b>980,413</b>	<b>2,178,976</b>	<b>228,229</b>	<b>-72,032</b>
Estimated 2011 Fiscal Year Results													
+ Revenues ***	25,682,497	15,068,200	2,856,026	1,936,819	552,372	739,378	455,720	110,000	8,000	2,748,726	2,709,226	2,743,325	1,472,614
- Expenditures	-25,693,788	-14,699,368	-2,617,316	-1,899,671	-513,362	-1,154,017	-458,855	-160,661	-15,440	-2,615,628	-3,144,298	-2,743,325	-1,471,201
- Reserves + Prior yr Reserves	115,170												
<b>Est. Unrestricted Fund Bal/ Working Capital @ 09/30/11</b>	<b>6,780,274</b>	<b>6,387,868</b>	<b>585,826</b>	<b>135,916</b>	<b>89,521</b>	<b>1,657,906</b>	<b>531,658</b>	<b>240,705</b>	<b>662,301</b>	<b>1,113,511</b>	<b>1,743,904</b>	<b>228,229</b>	<b>-70,619</b>
Budgeted 2012 Fiscal Year Results													
Revenues	25,354,787	15,855,200	2,403,500	2,033,626	487,593	622,490	163,258	110,000	6,500	3,006,000	2,965,000	2,717,658	1,581,508
Expenditures	-25,354,787	-15,930,458	-2,640,621	-2,033,617	-490,392	-487,233	-44,863	-64,822	-8,000	-2,741,875	-3,170,716	-2,717,658	-1,580,779
<b>Estimated Unrestricted Fund Bal / Working Capital @ 09/30/12</b>	<b>6,780,274</b>	<b>6,312,610</b>	<b>348,705</b>	<b>135,925</b>	<b>86,722</b>	<b>1,793,163</b>	<b>650,053</b>	<b>285,883</b>	<b>660,801</b>	<b>1,377,636</b>	<b>1,538,188</b>	<b>228,229</b>	<b>-69,890</b>

Note 1: Other than the General Fund, funds are typically restricted to the activities related to the purpose of the fund. For example, the Cemetery Fund is restricted to activities related to the Cemetery. The indicated restrictions represent more specific legal restrictions such as debt service reserve requirements, reserves for encumbrances, etc.

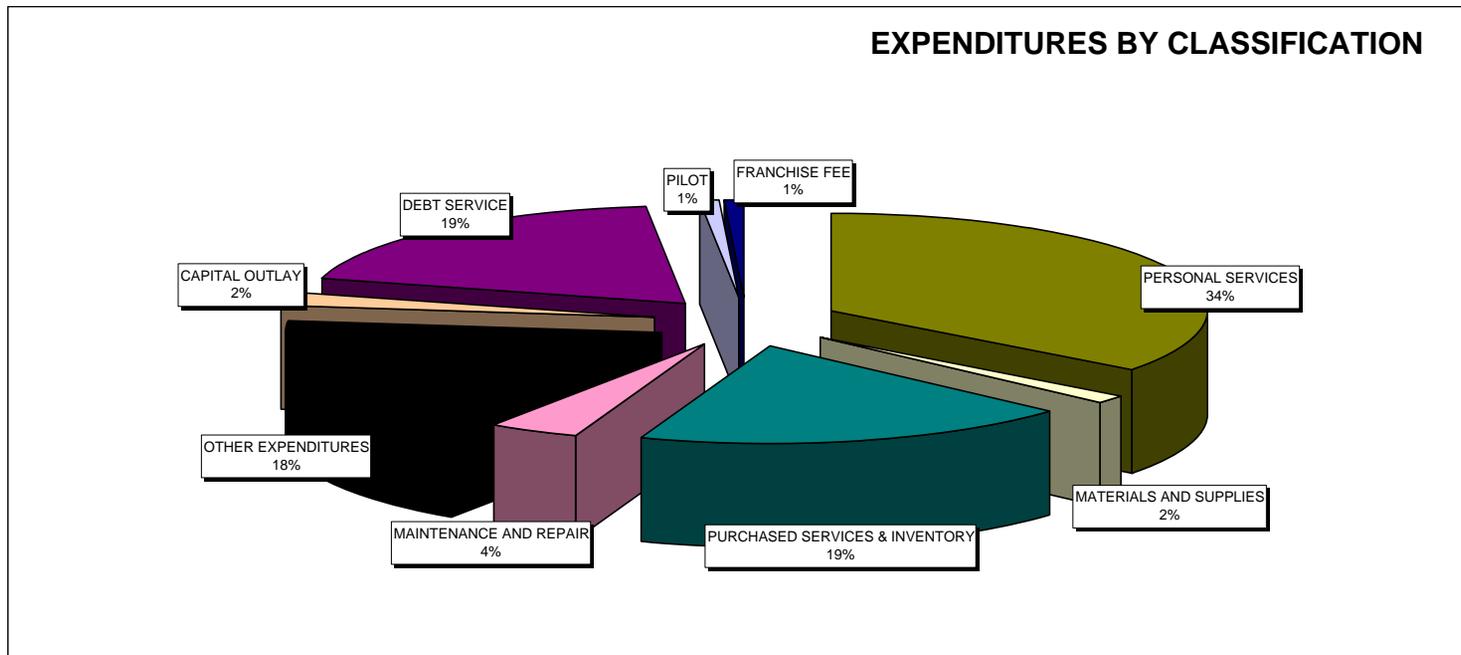
**Calc: Days of Operations Covered by Unrestricted Fund Bal / Working Capital**

Total Expenditures	25,354,787	15,930,458	----	NA	----	----	NA	----	----	----	----	----	----
Less: Non-operating Expenditures		-4,977,811											
= Operating Expenditures	25,354,787	10,952,647											
Average Daily Operating Expense	69,465	30,007											
Avg # of Days Operations Provided by Unrestricted Fd. Bal. / Working Capital	98	210	----	NA	----	----	NA	----	----	----	----	----	----

\*\*\* General Fund Revenue does not include appropriation of fund balance.

**CITY OF BURLESON  
BUDGET SUMMARY  
BY CLASSIFICATION**

<b>FUND</b>	<b>PERSONAL SERVICES</b>	<b>MATERIALS AND SUPPLIES</b>	<b>PURCHASED SERVICES &amp; INVENTORY</b>	<b>MAINTENANCE AND REPAIR</b>	<b>OTHER EXPENDITURES</b>	<b>CAPITAL OUTLAY</b>	<b>DEBT SERVICE</b>	<b>PILOT</b>	<b>FRANCHISE FEE</b>	<b>EXPENDITURES</b>
GENERAL FUND	17,995,061	557,632	2,454,946	1,583,471	2,651,011	112,666				25,354,787
GENERAL DEBT SERVICE FUND	0	0	0	0	0	0	4,445,119			4,445,119
HOTEL/MOTEL TAX FUND	0	1,767	10,116	2,733	50,206	0				64,822
WATER & WASTEWATER FUND	1,666,255	118,868	6,507,955	271,139	1,292,583	464,855	4,513,803	570,000	525,000	15,930,458
SOLID WASTE FUND	18,145	0	2,195,717	3,610	423,149	0				2,640,621
CEMETERY FUND	0	0	3,000	5,000	0	0				8,000
PARKS PERFORMANCE FUND	1,538,150	91,366	735,641	191,108	117,816	43,577				2,717,658
EQUIPMENT SERVICE FUND	366,025	15,448	58,257	4,593	42,786	3,283				490,392
GOLF COURSE FUND	1,010,725	98,464	323,705	63,348	446,147	91,228				2,033,617
GOV EQP REP FUND	0	0	0	0	0	487,233				487,233
PROPRIETARY EQP REP FUND	0	0	0	0	0	44,863				44,863
SUPPORT SERVICES FUND	702,294	147,369	47,055	546,370	16,303	121,388				1,580,779
ECONOMIC DEV INCENTIVE	0	0	0	0	637,576	0				637,576
4A SALES TAX REVENUE FUND	0	0	3,500	0	2,738,375	0				2,741,875
4A SALES TAX DEBT SERVICE	0	0	0	0	0	0	1,863,340			1,863,340
4B SALES TAX REVENUE	0	0	3,500	0	3,167,216	0				3,170,716
4B SALES TAX DEBT SERVICE	0	0	0	0	0	0	1,912,764			1,912,764
	<b>23,296,655</b>	<b>1,030,914</b>	<b>12,343,392</b>	<b>2,671,372</b>	<b>11,583,168</b>	<b>1,369,093</b>	<b>12,735,026</b>	<b>570,000</b>	<b>525,000</b>	<b>66,124,620</b>



**CITY OF BURLESON  
SCHEDULE OF 2011-12 PAYMENTS  
ALL BOND ISSUES**

Highlighted issues are self-supporting

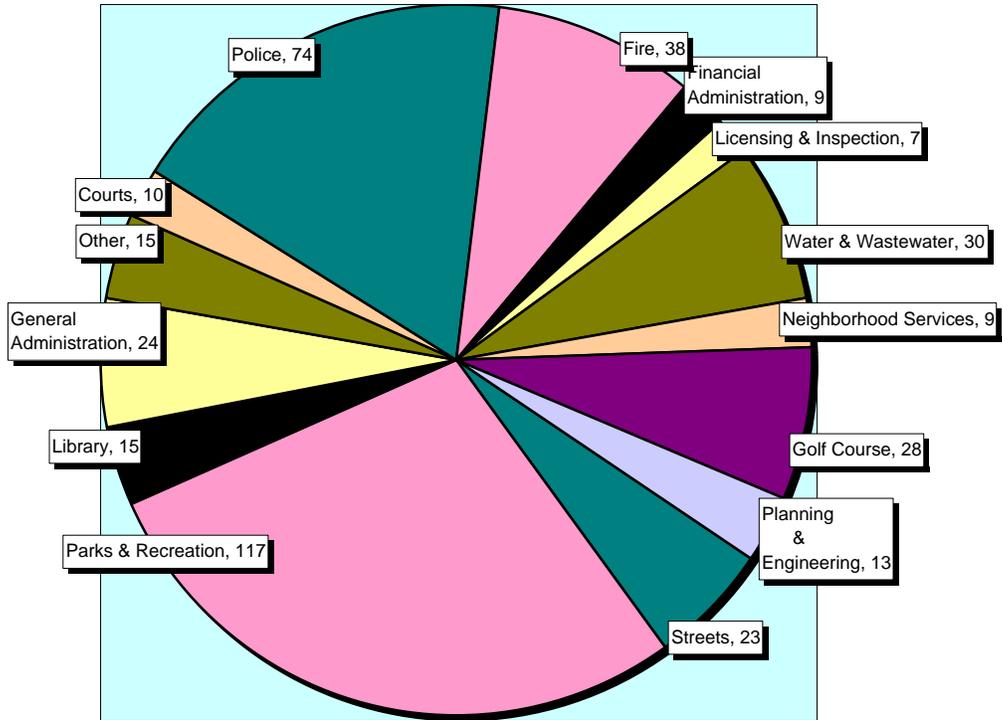
	AMOUNT OF ISSUE	FINAL MATURITY	MAXIMUM INTEREST RATE	AMOUNT OUTSTANDING 10/1/2011	PRINCIPAL	2011-12 INTEREST	TOTAL	PROJECTED OUTSTANDING 9/30/2012
2002 G.O. BONDS *(\$2,000,000 new debt issued -- \$3,770,000 used to refund 1993 G.O. BONDS)	5,770,000 *	2032	5.00%	2,565,000	485,000	106,230	591,230	2,080,000
2004 G.O. BONDS (Used to refinance 1995 G.O. Bonds)	6,860,000	2025	5.00%	610,000	29,000	26,882	55,882	581,000
(Used to refinance 1995 Tax & Revenue C.O. bonds -- Golf Course)				4,175,000	196,000	184,045	380,045	3,979,000
2005 G.O. BONDS	3,970,000	2025	4.25%	3,170,000	175,000	121,373	296,373	2,995,000
2006 G.O. BONDS	2,400,000	2026	4.00%	2,195,000	110,000	88,323	198,323	2,085,000
2007 G.O. BONDS	4,100,000	2027	4.00%	3,560,000	160,000	155,045	315,045	3,400,000
2008 G.O. BONDS	14,750,000	2028	4.625%	13,390,000	565,000	545,188	1,110,188	12,825,000
2010 G.O. BONDS	2,430,000	2021	4.25%	8,160,000	315,000	285,770	600,770	7,845,000
2010 G.O. REFUNDING & IMPROVEMENT BONDS	8,375,000	2030	4.25%	2,260,000	195,000	66,660	261,660	2,065,000
2005 C.O. GENERAL PORTION	2,087,617	2025	5.00%	1,685,154	88,582	78,586	167,168	1,596,572
2005 C.O. 4A SALES TAX PORTION	12,877,383	2025	5.00%	10,394,846	546,418	484,752	1,031,170	9,848,428
2006 C.O. GENERAL PORTION	3,440,000	2026	4.00%	3,145,000	155,000	128,462	283,462	2,990,000
2006 C.O. 4B SALES TAX PORTION	2,400,000	2026	4.00%	2,040,000	100,000	83,332	183,332	1,940,000
2007 C.O. GENERAL PORTION	4,100,000	2027	4.00%	3,560,000	160,000	155,045	315,045	3,400,000
2008 C.O. GENERAL PORTION	3,230,000	2028	4.625%	2,935,000	125,000	119,469	244,469	2,810,000
2008 C.O. 4A SALES TAX PORTION	5,690,000	2028	4.625%	5,175,000	220,000	210,656	430,656	4,955,000
2008 C.O. 4B SALES TAX PORTION	11,980,000	2028	4.625%	10,890,000	460,000	443,382	903,382	10,430,000

**CITY OF BURLESON  
SCHEDULE OF 2011-12 PAYMENTS  
ALL BOND ISSUES**

Highlighted issues are self-supporting

	AMOUNT OF ISSUE	FINAL MATURITY	MAXIMUM INTEREST RATE	AMOUNT OUTSTANDING 10/1/2011	PRINCIPAL	2011-12 INTEREST	TOTAL	PROJECTED OUTSTANDING 9/30/2012
2010 4 A SALES TAX PORTION	3,540,000	2021	4.00%	3,270,000	270,000	130,800	400,800	3,000,000
2010 4 B SALES TAX PORTION	5,025,000	2021	4.00%	4,375,000	650,000	175,000	825,000	3,725,000
2006 C.O. WATER & WASTEWATER	6,125,000	2026	4.00%	5,200,000	255,000	212,418	467,418	4,945,000
2007 C.O. WATER & WASTEWATER	5,700,000	2027	4.00%	4,955,000	220,000	215,888	435,888	4,735,000
2008 C.O. WATER & WASTEWATER	4,545,000	2028	4.625%	4,135,000	175,000	168,388	343,388	3,960,000
2011 C.O. WATER & WASTEWATER	7,145,000	2031	4.00%	7,075,000	160,000	370,833	530,833	6,915,000
2005 WATER & WASTEWATER	5,370,000	2025	4.40%	4,810,000	130,000	199,213	329,213	4,680,000
2006 WATER & WASTEWATER	8,995,000	2020	4.50%	5,360,000	680,000	217,314	897,314	4,680,000
2011 G.O. REFUNDING W-WW BONDS	10,970,000	2031	4.00%	10,770,000	250,000	379,488	629,488	10,520,000
TOTAL	151,875,000			129,860,000	6,875,000	5,352,539	12,227,539	122,985,000

Total Number of Employees By Function



	Fulltime	Parttime	Temporary
General Government	33	3	0
Public Safety	119	1	0
Public Works	65	2	1
Neighborhood Services	9	0	0
Planning & Engineering	20	0	0
Culture & Recreation	53	71	35
<b>Total</b>	<b>299</b>	<b>77</b>	<b>36</b>

***Personnel Summary***

(INCLUDING PART-TIME AND TEMPORARY POSITIONS)

<u>DEPARTMENT NAME</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 11-12</u>
Recreation Center	57	57	93
Police	76	77	77
Fire	34	34	34
Water & Wastewater	17	17	17
Street Pavement Maintenance	15	15	15
Library	15	14	14
Park Maintenance	12	11	10
Athletic Fields	7	9	9
Finance	9	9	9
Golf-Club House & Pro Shop	9	9	9
Golf-Maintenance	9	9	9
Golf-Food & Beverage	8	8	8
Information Technology	7	7	8
Municipal Court	8	8	8
Utility Customer Service	8	8	8
Facility Maintenance	7	7	7
Engineering - Capital	5	6	6
Animal Services	5	5	5
Building Inspections	7	7	5
City Manager	7	7	5
Community Development	5	5	5
Equipment Services	6	5	5
Water/Wastewater Inspections	5	5	5
Human Resources	4	4	4
City Secretary	2	2	3
Public Works Administration	4	4	3
Solid Waste	3	3	3
Street Drainage Maintenance	4	4	3
Code Compliance	2	2	2
Economic Development	1	1	2
Engineering - Development	2	2	2
Fire Prevention	2	2	2
Gas Well Development	3	2	2
Golf-Administration	2	2	2
Parks & Rec. Administration	3	3	2
Recreation	2	2	2
Senior Citizen	2	2	2
Street Traffic Maintenance	2	2	2
Support Services	2	2	2
Communications	1	1	1
Environmental Services	1	1	1
Neighborhood Services	1	1	1
Purchasing	1	1	1
Records	1	1	1
<b>TOTALS</b>	<b>383</b>	<b>383</b>	<b>414</b>

**GENERAL FUND  
SUMMARY**

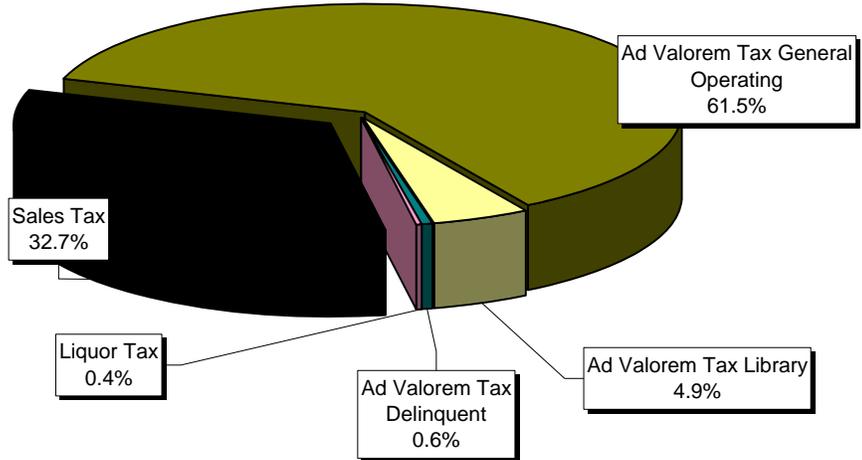
**CITY OF BURLESON  
GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
<b>BEGINNING FUND BALANCE</b>	\$ 6,336,516	\$ 6,676,395	\$ 6,676,395	\$ 6,780,274	2%
<b>REVENUE AND OTHER SOURCES</b>					
<b>REVENUES</b>					
Taxes	17,694,297	17,236,714	17,482,000	17,532,055	2%
Franchise Fees	2,042,139	2,006,000	2,143,000	2,195,875	9%
Licenses and Permits	720,797	826,000	694,000	667,050	-19%
Charges for Services	128,090	120,000	120,000	120,000	0%
Fines and Forfeitures	1,095,047	1,110,000	987,000	976,000	-12%
Interest	63,565	45,000	35,000	45,000	0%
Miscellaneous	1,448,317	1,486,605	1,608,208	1,699,740	14%
<b>TOTAL REVENUES</b>	<b>\$ 23,192,252</b>	<b>\$ 22,830,319</b>	<b>\$ 23,069,208</b>	<b>\$ 23,235,720</b>	<b>2%</b>
<b>OTHER SOURCES</b>					
Appropriation of Fund Balance	-	-	-	78,950	0%
Administrative Transfers	997,294	996,771	928,105	885,357	-11%
Street Cuts	89,047	125,000	77,184	59,760	-52%
Pmt in lieu of Taxes	385,000	450,000	450,000	570,000	27%
Franchise Fee	485,000	525,000	525,000	525,000	0%
Stop Loss Reimbursement	-	-	633,000	-	0%
<b>TOTAL OTHER SOURCES</b>	<b>\$ 1,956,341</b>	<b>\$ 2,096,771</b>	<b>\$ 2,613,289</b>	<b>\$ 2,119,067</b>	<b>1%</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 25,148,593</b>	<b>\$ 24,927,090</b>	<b>\$ 25,682,497</b>	<b>\$ 25,354,787</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Personnel Services	17,803,495	17,809,108	17,442,986	17,995,061	1%
Materials and Supplies	544,702	518,635	541,338	557,632	8%
Purchased Services & Inventory	3,392,372	3,434,123	4,333,123	2,454,946	-29%
Maintenance and Repair	1,946,368	1,930,382	2,012,318	1,583,471	-18%
Other Expenditures	936,584	1,075,763	1,126,603	2,651,011	146%
Capital Outlay	70,023	97,773	122,250	112,666	15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,693,544</b>	<b>\$ 24,865,784</b>	<b>\$ 25,578,618</b>	<b>\$ 25,354,787</b>	<b>2%</b>
ADJUSTMENT (Exp Encumbered in Prior Years)	(115,170)			-	
<b>ENDING BALANCE</b>	<b>6,676,395</b>	<b>6,737,701</b>	<b>6,780,274</b>	<b>6,780,274</b>	<b>1%</b>

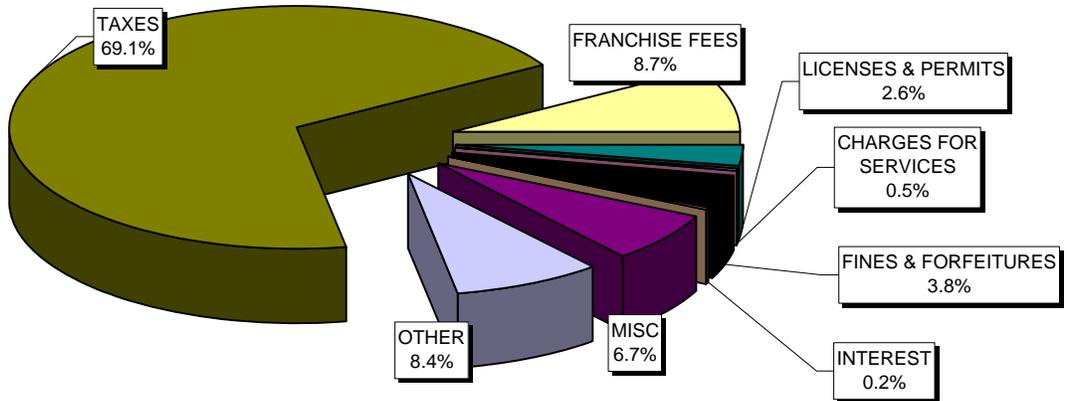
**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

REVENUE SOURCE	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
<b>TAXES</b>					
Sales Tax	5,793,554	5,500,000	5,600,000	5,732,000	4.22%
Ad Valorem Tax General Operating	10,735,209	10,710,395	10,840,000	10,785,154	0.70%
Ad Valorem Tax Library	993,158	845,319	875,000	852,901	0.90%
Ad Valorem Tax Delinquent	110,517	100,000	108,000	100,000	0.00%
Liquor Tax	61,859	81,000	59,000	62,000	-23.46%
<b>TOTAL TAXES</b>	<b>\$ 17,694,297</b>	<b>\$ 17,236,714</b>	<b>\$ 17,482,000</b>	<b>\$ 17,532,055</b>	<b>2%</b>
<b>FRANCHISE FEES</b>	<b>\$ 2,042,139</b>	<b>\$ 2,006,000</b>	<b>\$ 2,143,000</b>	<b>\$ 2,195,875</b>	<b>9.47%</b>
<b>LICENSES AND PERMITS</b>					
Building Permits	453,146	566,000	475,000	450,000	-20.49%
Miscellaneous Building Permits	68,077	76,000	64,000	69,000	-9.21%
Alarm Permits	88,508	50,000	48,000	59,000	18.00%
Other Permits	52,437	49,000	52,000	34,050	-30.51%
Animal Control Fees	34,014	53,000	31,000	31,000	-41.51%
Licenses and Registration Fees	24,615	32,000	24,000	24,000	-25.00%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 720,797</b>	<b>\$ 826,000</b>	<b>\$ 694,000</b>	<b>\$ 667,050</b>	<b>-19.24%</b>
<b>CHARGES FOR SERVICES</b>					
WiFi Network Revenue	119,760	120,000	120,000	120,000	0.00%
Fire Call Fees	8,330	-	-	-	0.00%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 128,090</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>0.00%</b>
<b>FINES AND FORFEITURES</b>					
Municipal Court Fines- Non-Moving Violations	641,519	650,000	627,000	650,000	0.00%
Municipal Court Fines- Moving Violations	318,428	360,000	226,000	226,000	-37%
Penalties	135,100	100,000	134,000	100,000	0.00%
<b>TOTAL FINES AND FORFEITURES</b>	<b>\$ 1,095,047</b>	<b>\$ 1,110,000</b>	<b>\$ 987,000</b>	<b>\$ 976,000</b>	<b>-12.07%</b>
<b>INTEREST</b>	<b>\$ 63,565</b>	<b>\$ 45,000</b>	<b>\$ 35,000</b>	<b>\$ 45,000</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>					
County Fire Funds	7,500	7,500	7,500	7,500	
Other Revenues	702,634	865,015	916,417	1,065,103	23.13%
Library Fees	17,909	20,000	18,000	17,000	-15.00%
Alarms Escorts	6,225	5,600	5,000	5,600	0.00%
School Resource Officers	127,239	162,239	157,040	120,286	-25.86%
STOP Task Force Officers	42,723	40,000	40,000	-	-100.00%
Reimbursable Overtime	7,200	5,000	1,000	5,000	0.00%
Other Revenue - Library	41,890	42,000	44,000	44,000	4.76%
Filing Fees	22,746	27,000	27,000	28,000	3.70%
Gas Well Drilling Permits	160,000	-	65,000	65,000	N/A
Gas Well Pad Site Inspections	270,000	270,000	285,000	300,000	11.11%
BISD Donation to DARE Program	42,251	42,251	42,251	42,251	0.00%
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 1,448,317</b>	<b>\$ 1,486,605</b>	<b>\$ 1,608,208</b>	<b>\$ 1,699,740</b>	<b>14.34%</b>
<b>TOTAL REVENUES</b>	<b>\$ 23,192,252</b>	<b>\$ 22,830,319</b>	<b>\$ 23,069,208</b>	<b>\$ 23,235,720</b>	<b>1.78%</b>
<b>OTHER SOURCES</b>					
Appropriation of Fund Balance		-	-	78,950	
Administrative Transfers	997,294	996,771	928,105	885,357	-11.18%
Street Cuts	89,047	125,000	77,184	59,760	-52.192%
Pmt in lieu of Taxes	385,000	450,000	450,000	570,000	26.667%
Franchise Fee	485,000	525,000	525,000	525,000	0.000%
Stop Loss Reimbursement	-	-	633,000	-	0.000%
<b>TOTAL OTHER SOURCES</b>	<b>\$ 1,956,341</b>	<b>\$ 2,096,771</b>	<b>\$ 2,613,289</b>	<b>\$ 2,119,067</b>	<b>1.063%</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 25,148,593</b>	<b>\$ 24,927,090</b>	<b>\$ 25,682,497</b>	<b>\$ 25,354,787</b>	<b>1.716%</b>

### TAX REVENUES BY SOURCE FISCAL YEAR 2011-2012



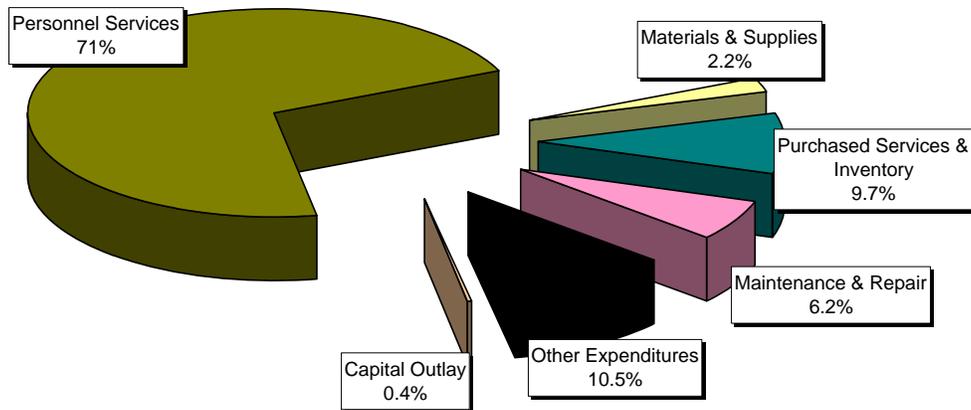
### GENERAL FUND REVENUE BY SOURCE FISCAL YEAR 2011-2012



**GENERAL FUND  
EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2009-2010	2010-2011	2010-2011	2011-2012	2010-11/ 2011-12
	ACTUAL	BUDGET	ESTIMATE*	BUDGET	CHANGE
Personnel Services	17,803,495	17,809,108	17,442,986	17,995,061	1%
Materials & Supplies	544,702	518,635	541,338	557,632	8%
Purchased Services & Inventory	3,392,372	3,434,123	4,333,123	2,454,946	-29%
Maintenance & Repair	1,946,368	1,930,382	2,012,318	1,583,471	-18%
Other Expenditures	936,584	1,075,763	1,126,603	2,651,011	146%
Capital Outlay	70,023	97,773	122,250	112,666	15%
<b>TOTAL EXPENDITURES</b>	<b>24,693,544</b>	<b>24,865,784</b>	<b>25,578,618</b>	<b>25,354,787</b>	<b>2%</b>

**GENERAL FUND TOTAL EXPENDITURES  
BY CLASSIFICATION  
FISCAL YEAR 2011-2012**

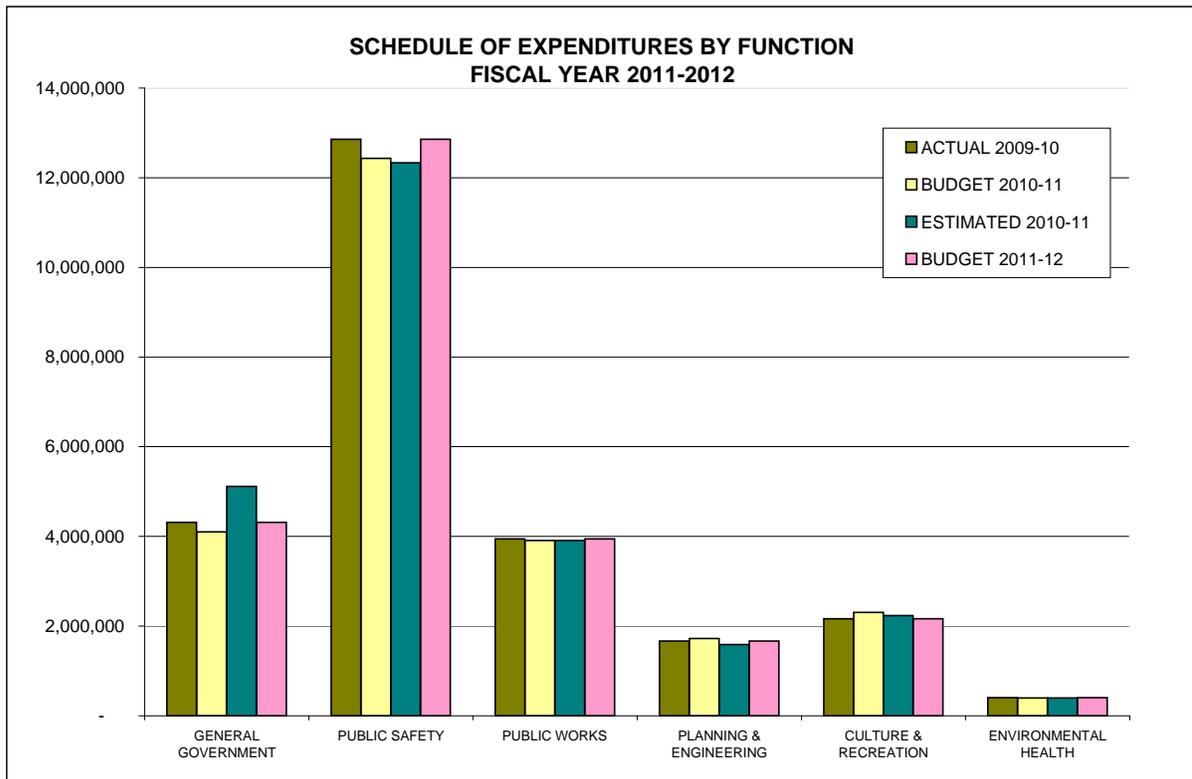


**CITY OF BURLESON  
GENERAL FUND  
SCHEDULE OF EXPENDITURES BY FUNCTION**

FUNCTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
<b>GENERAL GOVERNMENT</b>					
CITY COUNCIL	58,336	62,809	36,628	83,975	34%
CITY MANAGER	862,309	654,237	760,846	524,937	-20%
LEGAL	180,414	250,765	251,560	206,000	-18%
COMMUNICATIONS	95,735	100,055	100,342	104,909	5%
CITY SECRETARY	287,897	290,959	290,567	359,740	24%
RECORDS MANAGEMENT	65,401	70,944	55,428	72,674	2%
ECONOMIC DEVELOPMENT	153,038	193,754	196,822	385,998	99%
HUMAN RESOURCES	388,257	441,888	432,361	463,120	5%
FINANCE	914,400	940,901	913,624	948,032	1%
TAX	180,763	179,034	197,483	196,405	10%
SUPPORT SERVICES	150,176	177,741	166,737	214,309	21%
PURCHASING	106,073	106,426	106,359	109,938	3%
NON-DEPARTMENTAL	665,725	628,951	708,888	641,836	2%
RISK MANAGEMENT	-	-	896,041	-	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 4,108,524</b>	<b>\$ 4,098,464</b>	<b>\$ 5,113,686</b>	<b>\$ 4,311,873</b>	<b>5%</b>
<b>PUBLIC SAFETY</b>					
POLICE	7,227,928	7,287,747	7,132,940	7,561,683	4%
FIRE	3,755,734	3,658,447	3,722,962	3,846,729	5%
FIRE PREVENTION	296,720	328,333	318,886	340,862	4%
EMERGENCY SERVICES	92,257	83,938	128,563	95,723	14%
ANIMAL CONTROL	345,793	365,184	354,021	372,940	2%
MUNICIPAL COURT	617,658	705,589	672,809	640,768	-9%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 12,336,090</b>	<b>\$ 12,429,238</b>	<b>\$ 12,330,181</b>	<b>\$ 12,858,705</b>	<b>3%</b>
<b>PUBLIC WORKS</b>					
PUBLIC WORKS ADMINISTRATION	464,445	377,005	370,585	466,540	24%
PAVEMENT MAINTENANCE	2,295,979	2,343,758	2,324,301	2,333,219	0%
DRAINAGE MAINTENANCE	346,451	349,582	396,138	288,777	-17%
TRAFFIC CONTROL MAINTENANCE	246,265	222,914	228,154	224,762	1%
FACILITIES MAINTENANCE	593,772	616,458	593,103	632,654	3%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 3,946,912</b>	<b>\$ 3,909,717</b>	<b>\$ 3,912,281</b>	<b>\$ 3,945,952</b>	<b>1%</b>
<b>NEIGHBORHOOD SERVICES</b>					
NEIGHBORHOOD SERVICES	116,888	\$ 115,643	\$ 113,809	117,226	1%
CODE ENFORCEMENT	161,093	170,787	171,948	172,971	1%
ENVIRONMENTAL HEALTH	106,402	112,479	110,246	117,128	4%
<b>TOTAL NEIGHBORHOOD SERVICES</b>	<b>\$ 384,383</b>	<b>\$ 398,909</b>	<b>\$ 396,003</b>	<b>\$ 407,325</b>	<b>2%</b>
<b>PLANNING AND ENGINEERING SERVICES</b>					
PLANNING	524,976	557,250	498,796	534,475	-4%
BUILDING INSPECTIONS	479,726	477,078	451,916	357,170	-25%
ENGINEERING/CAPITAL	152,242	125,899	158,929	137,913	10%
ENGINEERING/DEVELOPMENT	305,731	300,490	232,156	323,264	8%
GAS WELL DEVELOPMENT	242,871	265,411	246,663	314,108	N/A
<b>TOTAL PLANNING AND ENGINEERING</b>	<b>\$ 1,705,546</b>	<b>\$ 1,726,128</b>	<b>\$ 1,588,460</b>	<b>\$ 1,666,930</b>	<b>-3%</b>

**CITY OF BURLESON  
GENERAL FUND  
SCHEDULE OF EXPENDITURES BY FUNCTION**

FUNCTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
<b>CULTURE AND RECREATION</b>					
LIBRARY	821,966	845,584	845,102	852,901	1%
PARKS ADMINISTRATION	215,014	369,368	302,155	196,470	-47%
RECREATION	198,437	184,327	186,669	189,513	3%
PARK MAINTENANCE	872,701	817,858	804,787	822,283	1%
SENIOR CITIZENS	103,971	86,191	99,294	102,835	19%
<b>TOTAL CULTURE AND RECREATION</b>	<b>\$ 2,212,089</b>	<b>\$ 2,303,328</b>	<b>\$ 2,238,007</b>	<b>\$ 2,164,002</b>	<b>-6%</b>
<b>GENERAL FUND TOTAL</b>	<b>\$ 24,693,544</b>	<b>\$ 24,865,784</b>	<b>\$ 25,578,618</b>	<b>\$ 25,354,787</b>	<b>2%</b>



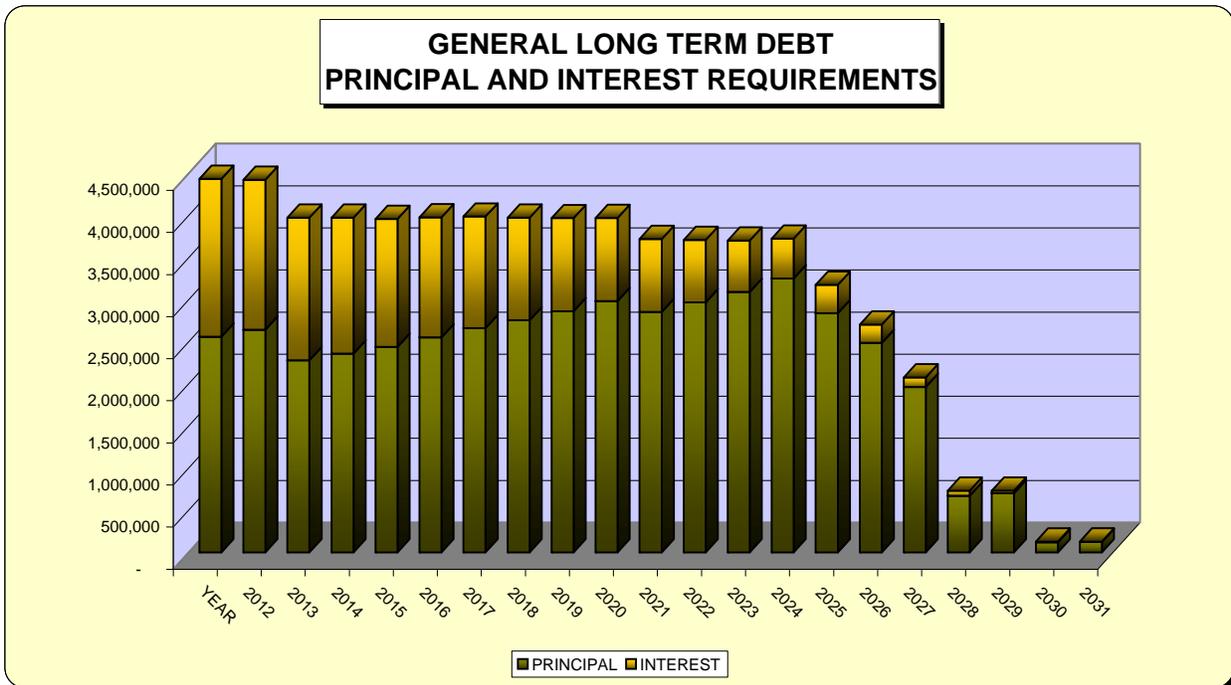
**GENERAL DEBT SERVICE FUND  
SUMMARY**

**GENERAL DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
<b>REVENUE</b>				
CURRENT AD VAL TAXES	3,203,491	3,077,456	3,320,546	3,185,056
DELINQUENT AD VAL TAXES	28,774	25,000	22,094	25,000
BOND PROCEEDS	2,430,000	-	-	-
OTHER REVENUES	770,081	986,000	986,000	1,193,000
<b>TOTAL REVENUES</b>	<b>\$ 6,432,346</b>	<b>\$ 4,088,456</b>	<b>\$ 4,328,640</b>	<b>\$ 4,403,056</b>
<b>EXPENDITURES</b>				
DEBT SERVICE PAYMENTS	3,806,963	4,470,334	4,470,334	4,439,619
PAYMENT TO ESCROW AGENT	2,415,041	-	-	-
PAYING AGENT FEES	2,191	5,500	5,500	5,500
MISCELLANEOUS	50,983	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,275,178</b>	<b>\$ 4,475,834</b>	<b>\$ 4,475,834</b>	<b>\$ 4,445,119</b>

**GENERAL LONG TERM DEBT  
SCHEDULE OF 2011-12 PAYMENTS  
FOR GENERAL OBLIGATION AND CONTRACTUAL OBLIGATIONS**

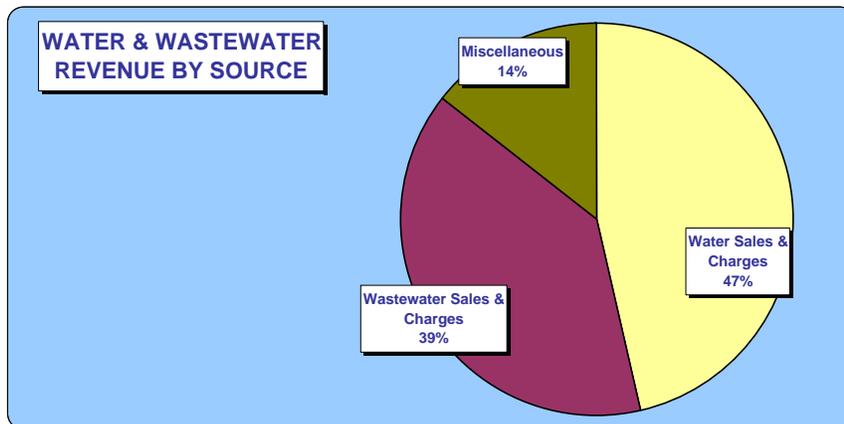
	AMOUNT OF ISSUE	AMOUNT OUTSTANDING 10/1/2011	2011-12		TOTAL	PROJECTED OUTSTANDING 9/30/2012
			PRINCIPAL	INTEREST		
2002 G.O. BONDS *(\$2,000,000 new debt issued -- \$3,770,000 used to refund 1993 G.O. BONDS)	5,770,000	2,565,000	485,000	106,230	591,230	2,080,000
2004 G.O. BONDS (Used to refinance 1995 G.O. Bonds)	6,860,000	610,000	29,000	26,882	55,882	581,000
2005 G.O. BONDS	3,970,000	3,170,000	175,000	121,373	296,373	2,995,000
2006 G.O. BONDS	2,400,000	2,195,000	110,000	88,323	198,323	2,085,000
2007 G.O. BONDS	4,100,000	3,560,000	160,000	155,045	315,045	3,400,000
2008 G.O. BONDS	14,750,000	13,390,000	565,000	545,188	1,110,188	12,825,000
2010 G.O. BONDS	2,430,000	8,160,000	315,000	285,770	600,770	7,845,000
2010 G.O. REFUNDING & IMPROVEMENT BONDS	8,375,000	2,260,000	195,000	66,660	261,660	2,065,000
2005 C.O. GENERAL PORTION	2,087,617	1,685,154	88,582	78,586	167,168	1,596,572
2006 C.O. GENERAL PORTION	3,440,000	3,145,000	155,000	128,462	283,462	2,990,000
2007 C.O. GENERAL PORTION	4,100,000	3,560,000	160,000	155,045	315,045	3,400,000
2008 C.O. GENERAL PORTION	3,230,000	2,935,000	125,000	119,469	244,469	2,810,000
<b>TOTAL</b>	<b>61,512,617</b>	<b>47,235,154</b>	<b>2,562,582</b>	<b>1,877,031</b>	<b>4,439,613</b>	<b>44,672,572</b>



**WATER & WASTEWATER FUND  
SUMMARY**

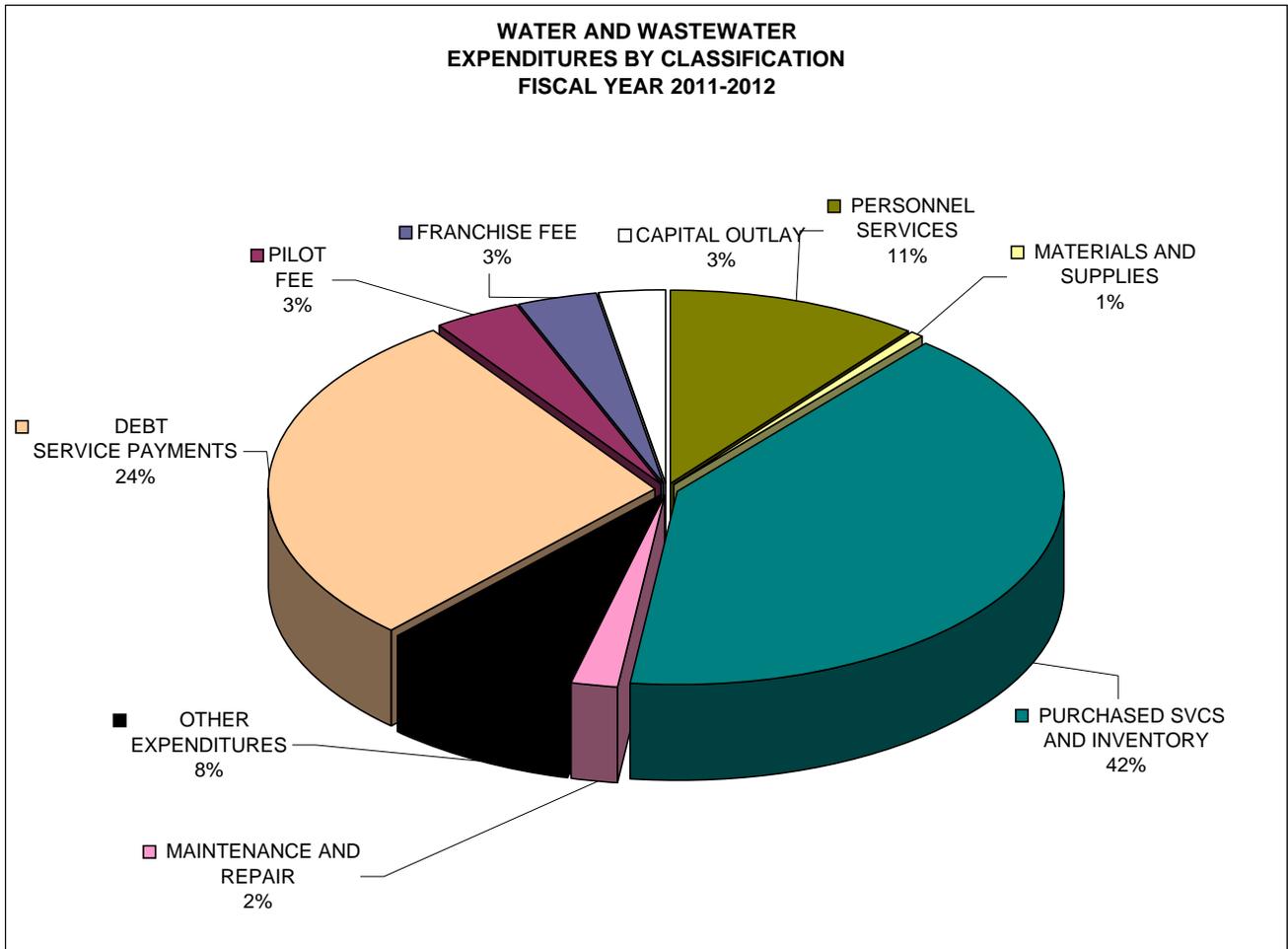
**WATER AND WASTEWATER FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2009-10/ 2010-11 CHANGE
<b>BEGINNING WORKING CAPITAL</b>	<b>4,647,484</b>	<b>6,019,036</b>	<b>6,019,036</b>	<b>6,387,868</b>	
<b>REVENUE AND OTHER SOURCES</b>					
<u>REVENUES</u>					
Water Sales & Charges	8,087,577	7,376,000	7,376,000	7,357,000	0%
Wastewater Sales & Charges	5,357,522	5,500,000	5,500,000	6,217,000	13%
Abnormal Wastewater Surcharge	258,157	225,000	225,000	225,000	0%
Interest	25,282	30,000	25,000	30,000	0%
Miscellaneous	1,463,994	428,200	1,550,000	1,634,000	282%
<u>OTHER SOURCES</u>					
Operating Transfers In	34,338	-	34,200	34,200	
Water Impact Fee Reimbursement	270,283	167,000	250,000	250,000	50%
Wastewater Impact Fee Reimb	146,079	100,000	108,000	108,000	8%
<b>TOTAL REVENUES AND OTHER SOURCES</b>	<b>\$ 15,643,232</b>	<b>\$ 13,826,200</b>	<b>\$ 15,068,200</b>	<b>\$ 15,855,200</b>	<b>15%</b>
<b>EXPENDITURES AND OTHER USES</b>					
Personnel Services	1,538,037	1,682,710	1,545,061	1,666,255	-1.0%
Materials & Supplies	124,490	120,154	116,572	118,868	-1%
Operating Expenditures	6,621,469	6,133,762	6,345,840	6,507,955	6%
Maintenance & Repair	331,343	392,659	356,006	271,139	-31%
Other Expenditures	2,548,423	1,090,104	1,185,630	1,293,430	19%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,163,762</b>	<b>\$ 9,419,390</b>	<b>\$ 9,549,109</b>	<b>\$ 9,857,647</b>	<b>5%</b>
<u>OTHER USES</u>					
Debt Service	1,676,250	3,582,425	3,711,251	4,513,803	26%
PILOT	385,000	450,000	450,000	570,000	27%
Franchise Fees	485,000	525,000	525,000	525,000	0%
Capital Outlay	561,668	689,008	464,008	464,008	-33%
<b>TOTAL OTHER USES</b>	<b>\$ 3,107,918</b>	<b>\$ 5,247,269</b>	<b>\$ 5,150,259</b>	<b>\$ 6,072,811</b>	<b>16%</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 14,271,680</b>	<b>\$ 14,666,659</b>	<b>\$ 14,699,368</b>	<b>\$ 15,930,458</b>	<b>9%</b>
<b>ENDING WORKING CAPITAL</b>	<b>6,019,036</b>	<b>5,178,577</b>	<b>6,387,868</b>	<b>6,312,610</b>	



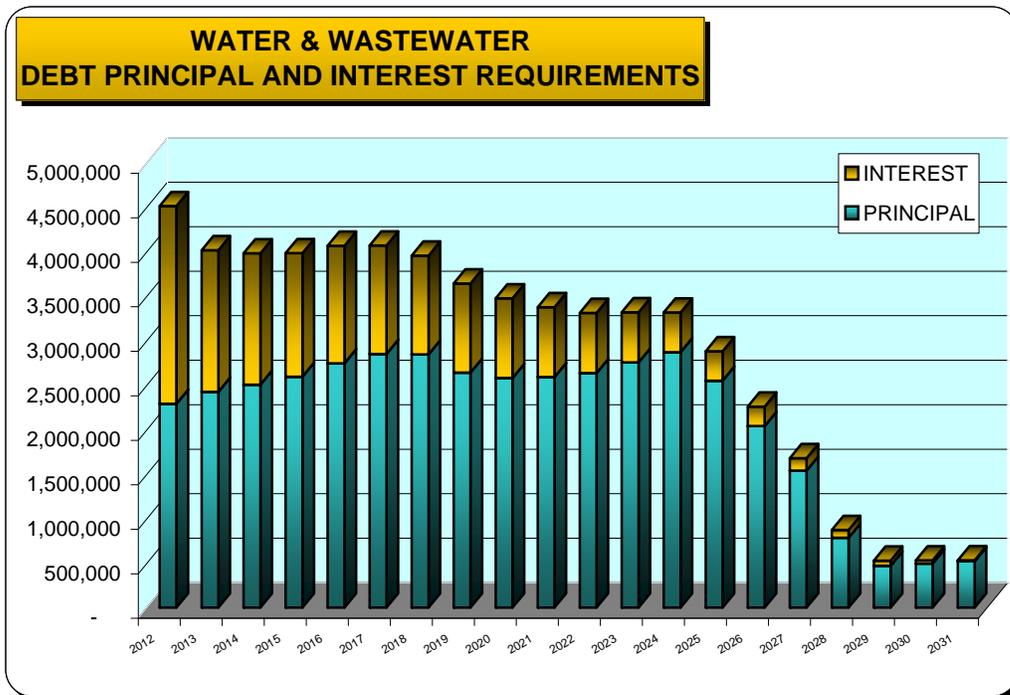
**WATER AND WASTEWATER FUND  
EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
PERSONNEL SERVICES	1,538,037	1,682,710	1,545,061	1,666,255
MATERIALS AND SUPPLIES	124,490	120,154	116,572	118,868
PURCHASED SERVICES & INVENTORY	6,621,469	6,133,762	6,345,840	6,507,955
MAINTENANCE AND REPAIR	331,343	392,659	356,006	271,139
OTHER EXPENDITURES	2,536,649	1,090,104	1,185,630	1,293,430
DEBT SERVICE PAYMENTS	1,676,250	3,582,425	3,711,251	4,513,803
PILOT FEE	385,000	450,000	450,000	570,000
FRANCHISE FEE	485,000	525,000	525,000	525,000
CAPITAL OUTLAY	561,668	689,008	464,008	464,008
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,259,906</b>	<b>\$ 14,665,822</b>	<b>\$ 14,699,368</b>	<b>\$ 15,930,458</b>



**WATER & WASTEWATER FUND  
DEBT SERVICE REQUIREMENTS  
BUDGET YEAR FY 2011-2012**

BOND INTEREST EXPENSE	\$	2,290,000
BOND PRINCIPAL EXPENSE	\$	2,221,732
AGENT FEES	\$	<u>2,071</u>
	\$	<u><u>4,513,803</u></u>



**SOLID WASTE FUND  
SUMMARY**

**SOLID WASTE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	\$ 618,580	\$ 347,116	\$ 347,116	\$ 585,826
<b>REVENUE</b>				
SOLID WASTE FEES	2,309,841	2,350,000	2,366,400	2,400,000
OTHER REVENUE	3,531	4,200	2,000	3,500
OPERATING TRANSFERS IN			487,626	
<b>TOTAL REVENUES</b>	<b>2,313,372</b>	<b>2,354,200</b>	<b>2,856,026</b>	<b>2,403,500</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,931,952</b>	<b>\$ 2,701,316</b>	<b>\$ 3,203,142</b>	<b>\$ 2,989,326</b>
<b>EXPENDITURES</b>				
Personnel Services	114,341	115,630	114,850	18,145
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	2,103,881	2,108,957	2,144,576	2,195,717
Maintenance & Repair	9,652	4,717	5,821	3,610
Other Expenditures	356,962	359,604	352,069	423,149
Capital Outlay	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,584,836</b>	<b>\$ 2,588,908</b>	<b>\$ 2,617,316</b>	<b>\$ 2,640,621</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 347,116</b>	<b>\$ 112,408</b>	<b>\$ 585,826</b>	<b>\$ 348,705</b>

**PARKS PERFORMANCE FUND  
SUMMARY**

**PARKS PERFORMANCE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	-	228,230	228,230	228,230
<b>REVENUE</b>				
Charges for Services	777,590	1,729,600	1,757,054	1,842,250
Interest	858	4,000	1,000	1,000
Contribution from General Fund		162,366	97,168	-
Contribution from 4B	864,000	840,000	840,000	874,408
Miscellaneous Other Revenue	24,361		48,103	
<b>TOTAL REVENUES</b>	<b>\$ 1,666,809</b>	<b>\$ 2,735,966</b>	<b>\$ 2,743,325</b>	<b>\$ 2,717,658</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,666,809</b>	<b>2,964,196</b>	<b>2,971,555</b>	<b>2,945,888</b>
<b>EXPENDITURES</b>				
Burleson Recreation Center	1,089,582	2,137,604	2,121,647	2,077,473
Ballfields	348,997	598,362	621,678	640,185
<b>TOTAL EXPENSES</b>	<b>\$ 1,438,579</b>	<b>\$ 2,735,966</b>	<b>\$ 2,743,325</b>	<b>\$ 2,717,658</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 228,230</b>	<b>\$ 228,230</b>	<b>\$ 228,230</b>	<b>\$ 228,230</b>

**HIDDEN CREEK GOLF COURSE FUND  
SUMMARY**

**GOLF COURSE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

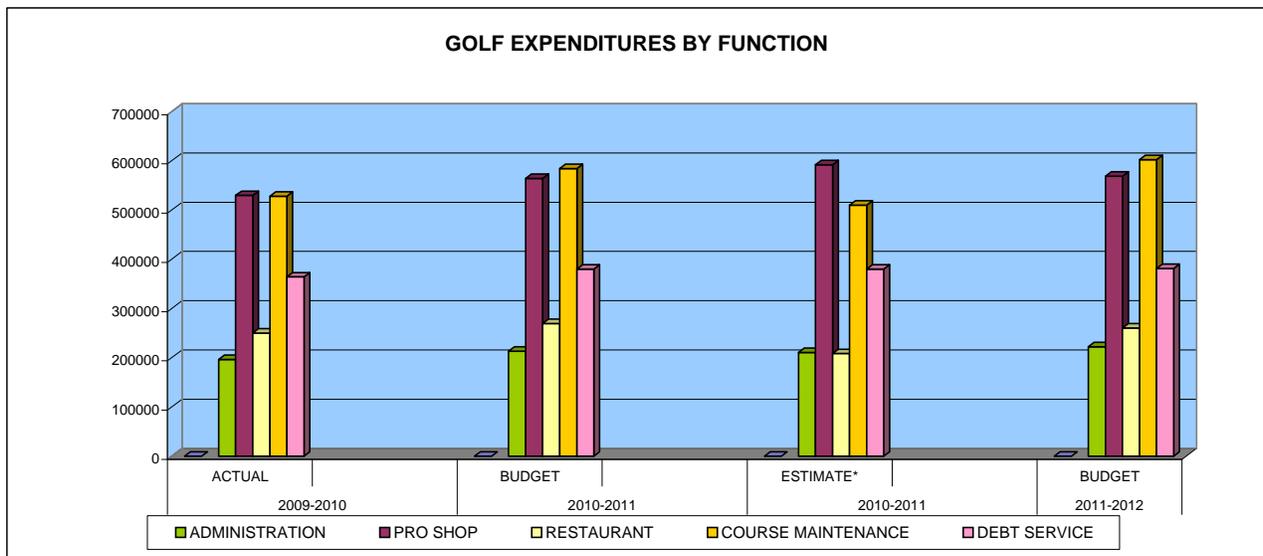
DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING WORKING CAPITAL	\$ 32,596	\$ 98,768	\$ 98,768	\$ 135,916
<b>REVENUES</b>				
Charges for Service	1,272,438	1,527,850	1,463,737	1,527,950
Other	37,231	20,200	11,300	20,100
<b>TOTAL REVENUES</b>	<b>1,309,669</b>	<b>1,548,050</b>	<b>1,475,037</b>	<b>1,548,050</b>
<b>OTHER SOURCES</b>				
Operating Transfers In	\$ 623,213	\$ 461,782	\$ 461,782	\$ 485,576
<b>TOTAL REVENUES AND OTHER SOURCES</b>	<b>\$ 1,932,882</b>	<b>\$ 2,009,832</b>	<b>\$ 1,936,819</b>	<b>\$ 2,033,626</b>
<b>EXPENDITURES</b>				
Personnel Services	875,972	990,174	875,944	1,010,725
Materials & Supplies	47,705	98,464	65,604	98,464
Operating Expenditures	371,899	359,350	394,411	323,705
Maintenance & Repair	26,258	64,098	58,598	63,348
Other Expenditures	544,876	405,030	404,545	446,147
Capital Outlay	-	92,717	100,569	91,228
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,866,710</b>	<b>\$ 2,009,833</b>	<b>\$ 1,899,671</b>	<b>\$ 2,033,617</b>
<b>ENDING WORKING CAPITAL</b>	<b>\$ 98,768</b>	<b>\$ 98,767</b>	<b>\$ 135,916</b>	<b>\$ 135,925</b>

**GOLF COURSE FUND  
REVENUES**

DESCRIPTION	PROPOSED 2011-2012
GREEN FEE REVENUE	708,500
OUTINGS REVENUE	113,250
PRO SHOP SALES	120,000
GOLF CART RENTAL FEES	269,600
DRIVING RANGE FEES	40,000
RESTAURANT	275,000
ADVERTISING REVENUE	-
SOFT DRINK CONTRACT	5,000
DEBT SERVICE TRANSFER	380,045
OPERATING TRANSFER	-
CONTRIBUTION FROM GENERAL FUND	105,531
MISCELLANEOUS	16,700
<b>TOTAL REVENUE</b>	<b><u>2,033,626</u></b>

**EXPENDITURES BY FUNCTION**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
ADMINISTRATION	196,028	212,855	210,400	222,214
PRO SHOP	529,351	563,934	591,492	568,296
RESTAURANT	249,939	269,415	208,212	260,254
COURSE MAINTENANCE	527,530	583,945	509,883	601,773
DEBT SERVICE	363,862	379,684	379,684	381,080
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,866,710</b>	<b>\$ 2,009,833</b>	<b>\$ 1,899,671</b>	<b>\$ 2,033,617</b>



**CEMETERY FUND  
SUMMARY**

**CEMETERY FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	\$ 678,121	\$ 669,741	\$ 669,741	\$ 662,301
<b>REVENUE</b>				
LOT SALES	5,480	4,000	6,000	4,000
INTEREST	2,399	2,500	2,000	2,500
NATURAL GAS REVENUE	-	-	-	-
MISCELLANEOUS	-	-	-	-
<b>TOTAL REVENUES</b>	<b>7,879</b>	<b>6,500</b>	<b>8,000</b>	<b>6,500</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 686,000</b>	<b>\$ 676,241</b>	<b>\$ 677,741</b>	<b>\$ 668,801</b>
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Materials & Supplies	160	-	-	-
Purchased Services & Inventory	11,067	2,141	10,000	3,000
Maintenance & Repair	-	-	-	5,000
Other Expenditures	5,032	-	-	-
Capital Outlay	-	-	5,440	-
<b>TOTAL EXPENSES</b>	<b>\$ 16,259</b>	<b>\$ 2,141</b>	<b>\$ 15,440</b>	<b>\$ 8,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 669,741</b>	<b>\$ 674,100</b>	<b>\$ 662,301</b>	<b>\$ 660,801</b>

**BURLESON 4A ECONOMIC  
DEVELOPMENT CORPORATION  
SUMMARY**

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	328,270	980,413	980,413	1,113,511
<b>REVENUE</b>				
Tax Receipts	3,014,882	2,744,726	2,744,726	3,002,000
Interest	3,300	4,000	4,000	4,000
Miscellaneous	600	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,018,782</b>	<b>\$ 2,748,726</b>	<b>\$ 2,748,726</b>	<b>\$ 3,006,000</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,347,052</b>	<b>3,729,139</b>	<b>3,729,139</b>	<b>4,119,511</b>
<b>EXPENDITURES</b>				
TRANSFER FOR DEBT SERVICE	1,860,993	1,863,130	1,863,130	1,863,340
TRANSFER TO GENERAL FUND		193,746	196,822	322,859
TRANSFER TO ERF	376,000	492,176	445,738	466,215
TRANSFER TO BOF	60,000	60,000	60,000	60,000
MISCELLANEOUS	69,646	90,530	49,938	29,461
<b>TOTAL EXPENSES</b>	<b>\$ 2,366,639</b>	<b>\$ 2,699,582</b>	<b>\$ 2,615,628</b>	<b>\$ 2,741,875</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 980,413</b>	<b>\$ 1,029,557</b>	<b>\$ 1,113,511</b>	<b>\$ 1,377,636</b>

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING BALANCE	906,034	699,441	699,441	701,441
REVENUE				
TRANSFERS FROM REVENUE FUND	1,860,993	1,863,130	1,863,130	1,863,340
INTEREST	2,338	3,800	2,000	3,800
BOND PROCEEDS	3,540,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 5,403,331</b>	<b>\$ 1,866,930</b>	<b>\$ 1,865,130</b>	<b>\$ 1,867,140</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 6,309,365</b>	<b>\$ 2,566,371</b>	<b>\$ 2,564,571</b>	<b>\$ 2,568,581</b>
EXPENDITURES				
PAYMENT TO ESCROW AGENT	3,689,706	-	-	-
DEBT SERVICE PAYMENTS	1,843,892	1,862,416	1,862,416	1,862,626
BOND ISSUANCE EXPENSE	75,309	-	-	-
PAYING AGENT FEES	1,017	714	714	714
<b>TOTAL EXPENSES</b>	<b>\$ 5,609,924</b>	<b>\$ 1,863,130</b>	<b>\$ 1,863,130</b>	<b>\$ 1,863,340</b>
GAAP ADJUSTMENT				
<b>ENDING BALANCE</b>	<b>699,441</b>	<b>703,241</b>	<b>701,441</b>	<b>705,241</b>

**BURLESON COMMUNITY SERVICES  
DEVELOPMENT CORPORATION  
SUMMARY**

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION  
REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	2,722,549	2,178,976	2,178,976	1,743,905
<b>REVENUE</b>				
Tax Receipts	2,972,078	2,706,226	2,706,226	2,962,000
Interest	4,041	3,000	3,000	3,000
<b>TOTAL REVENUES</b>	<b>\$ 2,976,119</b>	<b>\$ 2,709,226</b>	<b>\$ 2,709,226</b>	<b>\$ 2,965,000</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>5,698,668</b>	<b>4,888,202</b>	<b>4,888,202</b>	<b>4,708,905</b>
<b>EXPENDITURES</b>				
Transfers for Debt Service-2001 Bonds	387,778		-	-
Transfers for Debt Service-2003 Bonds	360,092		-	-
Transfers for Debt Service-2006 Bonds	180,932	182,232	182,232	183,332
Transfers for Debt Service-2008 Bonds	905,869	902,432	902,432	903,382
Transfers for Debt Service-2010 Bonds	81,900	839,450	839,450	826,049
Transfers to Golf Course	375,621	376,683	376,683	380,045
Transfers for Agents Fees	3,500	3,500	3,500	3,500
Transfers for Capital Projects	360,000	-	-	-
Transfers to Parks Performance Fund	864,000	840,000	840,000	874,408
<b>TOTAL EXPENSES</b>	<b>\$ 3,519,692</b>	<b>\$ 3,144,297</b>	<b>\$ 3,144,297</b>	<b>\$ 3,170,716</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,178,976</b>	<b>\$ 1,743,905</b>	<b>\$ 1,743,905</b>	<b>\$ 1,538,189</b>

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION  
DEBT SERVICE FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING BALANCE	1,422,306	1,152,877	1,152,877	1,154,077
REVENUE				
TRANSFERS FROM REVENUE FUND	1,916,571	1,921,114	1,921,114	1,912,763
INTEREST	1,971	1,200	1,200	1,200
BOND PROCEEDS	5,025,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 6,943,542</b>	<b>\$ 1,922,314</b>	<b>\$ 1,922,314</b>	<b>\$ 1,913,963</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 8,365,848</b>	<b>\$ 3,075,191</b>	<b>\$ 3,075,191</b>	<b>\$ 3,068,040</b>
EXPENDITURES				
PAYMENT TO ESCROW AGENT	5,221,558	-	-	-
DEBT SERVICE PAYMENTS	1,890,922	1,920,064	1,920,064	1,911,714
BOND ISSUANCE EXPENSE	99,764	-	-	-
PAYING AGENT FEES	727	1,050	1,050	1,050
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,212,971</b>	<b>\$ 1,921,114</b>	<b>\$ 1,921,114</b>	<b>\$ 1,912,764</b>
GAAP ADJUSTMENT				
<b>ENDING BALANCE</b>	<b>1,152,877</b>	<b>1,154,077</b>	<b>1,154,077</b>	<b>1,155,276</b>

**ECONOMIC DEVELOPMENT  
INCENTIVE FUND  
SUMMARY**

**ECONOMIC DEVELOPMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
<b>REVENUE</b>				
Ad Valorem Taxes	173,612	176,076	176,076	176,076
Sales Tax	382,017	413,244	488,860	461,500
Operating Transfers In	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 555,629</b>	<b>\$ 589,320</b>	<b>\$ 664,936</b>	<b>\$ 637,576</b>
<b>EXPENDITURES</b>				
Transfer to TIF	144,309	176,076	176,076	176,076
Economic Development Incentives	367,117	413,244	488,860	461,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 511,426</b>	<b>\$ 589,320</b>	<b>\$ 664,936</b>	<b>\$ 637,576</b>

**ECONOMIC DEVELOPMENT FUND  
SCHEDULE OF ESTIMATED INCENTIVE PAYMENTS  
FISCAL YEAR 2011-2012**

<b>BUSINESS</b>	<b>ESTIMATED INCENTIVE PAYMENT</b>
TARGET	32,000
TRADEMARK	121,500
HEB	82,000
BURLESON COMMONS	217,000
FRESCO'S	9,000
<b>TOTAL INCENTIVE PAYMENTS</b>	<b>461,500</b>

**HOTEL/MOTEL TAX FUND  
SUMMARY**

**HOTEL/MOTEL TAX FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	317,855	291,366	291,366	240,705
<b>REVENUE</b>				
Tax Receipts	128,635	110,000	110,000	110,000
<b>TOTAL REVENUES</b>	<b>\$ 128,635</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>446,490</b>	<b>335,891</b>	<b>401,366</b>	<b>350,705</b>
<b>EXPENDITURES</b>				
City	67,536	58,343	70,430	50,822
Other Organizations	87,588	90,231	90,231	14,000
<b>TOTAL EXPENSES</b>	<b>\$ 155,124</b>	<b>\$ 148,574</b>	<b>\$ 160,661</b>	<b>\$ 64,822</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 291,366</b>	<b>\$ 187,317</b>	<b>\$ 240,705</b>	<b>\$ 285,883</b>

**EQUIPMENT SERVICES FUND  
SUMMARY**

**EQUIPMENT SERVICES FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	68,034	50,511	50,511	89,521
<b>REVENUE</b>				
CHARGES FOR SERVICES	551,236	548,418	548,418	480,000
OTHER SOURCES	1,107	3,954	3,954	7,593
<b>TOTAL REVENUES</b>	<b>\$ 552,343</b>	<b>\$ 552,372</b>	<b>\$ 552,372</b>	<b>\$ 487,593</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>620,377</b>	<b>602,883</b>	<b>602,883</b>	<b>577,114</b>
<b>EXPENDITURES</b>				
Personnel Services	409,959	416,592	379,857	366,025
Materials & Supplies	8,020	15,761	15,497	15,448
Purchased Services & Inventory	78,091	89,535	98,352	58,257
Maintenance & Repair	8,722	4,593	4,269	4,593
Other Expenditures	65,074	8,082	8,674	42,786
Capital Outlay	0	1,273	6,713	3,283
<b>TOTAL EXPENSES</b>	<b>\$ 569,866</b>	<b>\$ 535,836</b>	<b>\$ 513,362</b>	<b>\$ 490,392</b>
<b>ENDING FUND BALANCE</b>	<b>50,511</b>	<b>67,047</b>	<b>89,521</b>	<b>86,722</b>

**GOVERNMENTAL EQUIPMENT  
REPLACEMENT FUND  
SUMMARY**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET  
AND PLAN OF SERVICES**

**GOVERNMENTAL EQUIPMENT REPLACEMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

<b>DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE*</b>	<b>2011-2012 BUDGET</b>
BEGINNING FUND BALANCE	1,940,180	2,072,545	2,072,545	1,657,906
<b>CURRENT YEAR CONTRIBUTIONS</b>				
MUNICIPAL COURT	2,770	2,770	38,304	9,922
INFORMATION TECHNOLOGY		0	0	
POLICE	162,706	169,098	169,098	203,785
SUPPORT SERVICES	1,897	1,897	1,897	1,974
FIRE	47,803	53,514	53,514	57,800
FIRE PREVENTION	12,016	12,016	12,016	12,523
EMERGENCY SERVICES	4,942	4,942	4,942	
STREET MAINTENANCE-PAVEMENT	88,296	16,614	16,614	107,841
STREET MAINTENANCE-DRAINAGE	17,980	100,731	100,731	36,627
STREET MAINTENANCE-TRAFFIC	8,579	35,252	35,252	9,000
ANIMAL CONTROL	5,047	8,519	8,519	5,668
FACILITY MAINTENANCE	16,683	5,447	5,447	11,679
BUILDING INSPECTIONS	7,589	7,989	7,989	8,313
CODE ENFORCEMENT	4,978	5,698	5,698	5,930
ENGINEERING	12,100	12,236	12,236	12,736
GAS WELL DEVELOPMENT	2,197	5,680	5,680	5,912
RECREATION	17,000	17,000	17,000	17,000
PARKS MAINTENANCE	38,165	41,688	41,688	35,452
PARKS PERFORMANCE FUND	15,250	43,550	43,550	43,129
EQUIPMENT SERVICES	9,569	7,883	7,883	8,238
<b>TOTAL EQP CONTRIBUTIONS</b>	<b>475,567</b>	<b>552,524</b>	<b>588,058</b>	<b>593,529</b>
OTHER REVENUE	122,100	49,438	151,320	28,961
<b>TOTAL REVENUES</b>	<b>597,667</b>	<b>601,962</b>	<b>739,378</b>	<b>622,490</b>
<b>EXPENDITURES</b>				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	-	-	-	-
Maintenance & Repair	-	-	-	-
Other Expenditures	465,301	-	707,497	-
Capital Outlay	1	404,880	446,520	487,233
<b>TOTAL EXPENDITURES</b>	<b>465,302</b>	<b>404,880</b>	<b>1,154,017</b>	<b>487,233</b>
<b>ENDING FUND BALANCE</b>	<b>2,072,545</b>	<b>2,269,627</b>	<b>1,657,906</b>	<b>1,793,163</b>

**GOVERNMENT-TYPE EQUIPMENT REPLACEMENT FUND  
REPLACEMENT SCHEDULE  
FISCAL YEAR 2011-2012**

DEPARTMENT	YEAR	UNIT#	ESTIMATED REPLACEMENT COST	
<b><u>ENGINEERING</u></b>				
CHEVROLET EX CAB P UP	2005	V126	\$ 22,911	
<b><u>FIRE PREVENTION</u></b>				
Ford Expedition	2003	V375	31,657	FROM FY 2011
<b><u>PARK MAINTENANCE</u></b>				
Ford - Mini Van	2000	V316	20,857	
<b><u>POLICE</u></b>				
Dodge Charges - (2) Patrol Units	2008	V486	43,836	
		V488	43,836	
Dodge Charges - (2)Traffic Units	2009	V477	30,007	
		V478	30,007	
Dodge Charges - (2) RSO's	2007	V484	63,942	
		V485	63,942	
2 Harley Davidsons	2008	V489	30,367	FROM FY 2011
		V490	30,367	FROM FY 2011
2 Harley Davidsons	2009	V81	28,525	
		V82	28,525	
<b><u>EQUIPMENT SERVICES</u></b>				
1/2 ton pick up truck	2004	V413	18,454	FROM FY 2011
			<b>\$ 487,233</b>	

**BUSINESS-TYPE EQUIPMENT  
REPLACEMENT FUND  
SUMMARY**

**CITY OF BURLESON  
BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	606,435	534,793	534,793	531,658
<b>CURRENT YEAR CONTRIBUTIONS</b>				
WATER	108,145	102,572	229,683	112,627
WASTEWATER	24,899	24,899	-	31,956
UTILITY BILLING	7,224	7,224	-	10,013
GOLF COURSE	2,466	2,466	2,466	5,662
<b>TOTAL EQP CONTRIBUTIONS</b>	<b>142,734</b>	<b>137,161</b>	<b>232,149</b>	<b>160,258</b>
OTHER REVENUE	(28,028)	3,000	223,571	3,000
<b>TOTAL REVENUES</b>	<b>114,706</b>	<b>140,161</b>	<b>455,720</b>	<b>163,258</b>
<b>EXPENDITURES</b>				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	-	-	-	-
Maintenance & Repair	-	-	-	-
Other Expenditures	186,348	-	-	-
Capital Outlay	-	363,867	458,855	44,863
<b>TOTAL EXPENDITURES</b>	<b>186,348</b>	<b>363,867</b>	<b>458,855</b>	<b>44,863</b>
<b>ENDING FUND BALANCE</b>	<b>534,793</b>	<b>311,087</b>	<b>531,658</b>	<b>650,053</b>

**BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND  
REPLACEMENT SCHEDULE  
FISCAL YEAR 2011-2012**

DEPARTMENT	YEAR	UNIT#	ESTIMATED REPLACEMENT COST
<b><u>WATER &amp; WASTEWATER</u></b>			
JEEP WRANGLER	2005	V113	\$ 24,400
CHEVROLET 1/2 TON	2005	V127	20,463
			<b><u>\$ 44,863</u></b>

**SUPPORT SERVICES FUND  
SUMMARY**

**SUPPORT SERVICES FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
BEGINNING FUND BALANCE	(1,699,929)	(72,032)	(72,032)	(70,619)
<b>REVENUE</b>				
Contrib from General Fund	1,117,474	1,171,386	1,171,386	1,274,447
Contrib from W&S Fund	126,333	161,264	161,264	161,286
Contrib from Golf Course	32,647	37,545	37,545	35,958
Contrib from Equip Svcs Fund	30,505	40,392	40,392	33,918
Contrib from Parks Perf Fund	14,440	50,215	50,215	53,417
Contrib from Solid Waste Fund	4,520	4,839	4,839	4,285
Contrib from Hotel Motel Fund	3,297	3,710	3,710	3,967
Other	2,094,232	6,663	3,263	14,230
<b>TOTAL REVENUES</b>	<b>\$ 3,423,448</b>	<b>\$ 1,476,014</b>	<b>\$ 1,472,614</b>	<b>\$ 1,581,508</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,723,519</b>	<b>1,403,982</b>	<b>1,400,582</b>	<b>1,510,889</b>
<b>EXPENDITURES</b>				
Personnel Services	528,747.00	610,601	626,506	702,294
Materials & Supplies	149,587.00	96,358	126,795	147,369
Operating Expenditures	55,115.00	63,629	58,740	47,055
Maintenance & Repair	500,579.00	566,445	517,500	546,370
Other Expenditures	561,523.00	21,722	21,722	16,303
Capital Outlay	-	114,588	119,938	121,388
<b>TOTAL EXPENSES</b>	<b>\$ 1,795,551</b>	<b>\$ 1,473,343</b>	<b>\$ 1,471,201</b>	<b>\$ 1,580,779</b>
<b>ENDING FUND BALANCE</b>	<b>\$ (72,032)</b>	<b>\$ (69,361)</b>	<b>\$ (70,619)</b>	<b>\$ (69,890)</b>



## DEPARTMENTAL DETAILS

**GENERAL FUND  
DETAIL**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** ADMINISTRATIVE SERVICES  
**DIVISION:** City Manager's Office 1011

Revised  
8/3/2011 9:15

**Description:**

The City Manager's Office is responsible for the day-to-day operation of all city operations. The City Manager is appointed by and serves at the pleasure of the Burleson City Council. The Assistant to the City Manager, Executive Assistant, Administrative Intern, and a Sr. Administrative Secretary are a part of the City Manager's Office also.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Initiated construction of FS#3, new Recreation Center and Sport Complex.
2. Established capital reserve for golf course from water sales to gas exploration companies.
3. Lower ISO rating (3) took effect January 1, 2008.
4. Completed Master Plan for Parks and Trails as well as Bailey Lake.
5. Put "CTY" system into service.
6. Significant upgrades in technology (OSSI for Public Safety; citywide document imaging system; VoIP phone system).
7. Retained TIG to assist with creation and management of Business Park.
8. Obtained incident response vehicle via federal grant.
9. Initiated community oriented police officers and bicycle patrols.
10. Initiated a Facebook page for the City as well as weekly e-newsletter.
11. Privatized the solid waste function of Public Works.

**Objectives for Fiscal Year 2011-2012:**

1. Complete construction and open FS#3, Recreation Center and Sports Complex.
2. Initiate development of infrastructure necessary for business park.
3. Complete a facilities plan for the Police Department.
4. Improve transparency via implementation of streaming video for Council meetings and redesign of the city's website.
5. Assess the feasibility of an employee medical clinic.
6. Complete the 2005-09 Capital Improvements Program.
7. Complete the Comprehensive Plan update and begin aligning other related ordinances to the plan.
8. Update the Water/Wastewater Master Plan and Water/Wastewater Impact Fee Program.
9. Implement water meter replacement program.

**Major Budget Changes:**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Administrative Services  
**DIVISION:** City Manager/1011

Revised  
10/25/2011 11:39

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	842,799	623,733	730,438	495,266	-21%
Materials and Supplies	831	1,000	1,067	1,000	0%
Purchased Services & Inventory	18,650	28,517	29,341	4,478	-84%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	29	987	0	24,193	2351%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 862,309</b>	<b>\$ 654,237</b>	<b>\$ 760,846</b>	<b>\$ 524,937</b>	<b>-20%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
City Manager	1	1	1	1	0
Deputy City Manager	2	1	1	1	0
Assistant to the City Manager	1	2	2	1	-1
Sr. Administrative Secretary	1	1	1	0	-1
Executive Assistant	1	1	1	1	0
Management Intern (Temp)	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>-2</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. City Council Meeting	22	22	22	22	0
2. Council Worksessions	12	12	12	12	0
3. Staff Meetings	24	24	24	24	0
4. Burleson Progress Reports	6	6	6	6	0
5. Burleson Bulletin Emp./Nwslter	12	12	12	12	0

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Economic Development  
**DIVISION:** Economic Development/1014

Revised  
8/2/2011 17:21

**Descripton:**

Preserving and enhancing an economically vital, competitive and sustainable community by providing aggressive leadership and superior services to the development community. The Department strengthens the City's economic base by promoting the City for business and tourism and by creating employment opportunities. The department markets the City through printed materials, the website and a demographic profile to create and promote an environment conducive to attracting, expanding and retaining businesses.

**Mission Statement:**

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

**Major Goals:**

1. To carry out the mission statement as stated above.
2. Coordinate community response for firms expressing interest in locating or expanding within the city limits or extraterritorial jurisdiction of Burleson.
3. Develop a business park in order to attract various technology, distribution and light manufacturing companies to Burleson.
4. Improve the business retention program to assist local businesses in their growth and expansion programs.
5. Develop linkages with educational institutions and workforce agencies.
6. Expand relationships with private sector entities involved in development and site selection.

**Fiscal Year 2010-2011 Accomplishments:**

1. Supported the re-development of Old Town Burleson with multiple new restaurant tenants.
2. Supported the location of multiple regional and national sports tournaments to Chisenhall Fields.
3. Supported the recruitment of an industry training / education entity to host classes in Burleson.
4. Phase I infrastructure under construction at HighPoint Busienss Park of Burleson.
5. Provided information and assistance to realtors, developers, and site selectors.
6. Improved relationships with area partners, such as Johnson County, Chamber of Commerce, Finance industry, and real estate professionals.
7. Actively working prospect leads with a cumulative capital investment of \$300 million.
8. Completed the Hotel / Conference Center Master Plan

**Objectives for Fiscal Year 2011-2012:**

1. To have at least one tenant break ground at HighPoint Business Park of Burleson.
2. To continue to build relationships with developers and commercial and industrial real estate brokers and site selectors.
3. To provide detailed demographic and development information, produced both internally and externally, to enhance the marketability of available sites within the city.
4. To continue to work with other city departments and economic development allies to develop policies and programs that will ensure that Burleson will attract quality companies to the community.
5. To continue to work towards the redevelopment of Old Town.
6. To stay abreast of emerging trends in economic development.
7. To continually improve the expertise and functioning of the Economic Development Department.

**Major Budget Changes:**

1. Re-allocation of funds across accounts to support greater business intelligence regarding business retention and recruitment.
2. Membership in World Economic Development Alliance (WEDA) to support increased project leads for the Business Park.
3. Increased presence at TexasOne events.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 9:45

DEPARTMENT: Economic Development  
DIVISION: Economic Development/1014

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	108,737	123,121	123,142	219,141	44%
Materials and Supplies	784	1,900	1,900	3,750	49%
Purchased Services & Inventory	40,476	39,578	37,380	45,500	18%
Maintenance and Repair	0	0	0	0	---
Other Expenditures	3,041	29,155	34,400	117,607	71%
Capital Outlay	0	0	0	0	---
<b>TOTAL</b>	<u>\$ 153,038</u>	<u>\$ 193,754</u>	<u>\$ 196,822</u>	<u>\$ 385,998</u>	99%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Economic Development	1	0	1	1	0.0
Economic Development Specialist	0	0	0	1	1.0
<b>TOTAL PERSONNEL</b>	<u>1</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>1.0</u>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
<b>Retention</b>					
Business Visits	n/a	30	38	30	-8
Assistance Provided	n/a	10	12	10	-2
<b>Prospect Management</b>					
Responses	n/a	n/a	14	20	6
Trade Shows Attended	n/a	n/a	4	7	3
<b>Community Presentations</b>	n/a	n/a	5	8	3
<b>Site Selector Contacts</b>	n/a	n/a	75	125	50

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** ADMINISTRATIVE SERVICES  
**DIVISION:** HUMAN RESOURCES 1015

Revised  
5/10/2011 0:00

**Description:** The Human Resources department provides services to the City in the areas of: recruitment, benefits management, policy development, employee training and development, compensation plan development, management assistance with performance evaluations and employee counseling for improvement, and some risk management.

**Mission Statement:** To assist applicants, employees, and city management in all areas of employment so that employees are well-qualified, motivated, productive and have a sense of excellence and pride in the work performed for the citizens of Burleson.

**Major Goals:**

1. To provide effective and timely recruitment of qualified and diverse applicants to fill vacant positions.
2. To further develop staff development and training programs.
3. To develop in-house wellness program.
4. To evaluate industry related wages and compensation to assist in the goal of equitable compensation.
5. To develop and implement a city-wide Volunteer Services function.
6. Review the benefits program (health, dental, life, ancillary coverages) and make plan design changes to meet the need and the budget.

**Fiscal Year 2010-2011 Accomplishments:**

1. Transitioned the health benefits plan to a self-funded model.
2. Launched on-line learning through Strategic Government Resources.
3. Feasibility study of an employee health clinic.
4. Began transition to 100% digital backup of all personnel files with the goal of paperless recordkeeping (still underway).

**Objectives for Fiscal Year 2011-2012:**

1. Work to provide as much information as possible through the city's web-sites for applicants.
2. Assess what soft skills and supervisory skills are needed in the departments and plan training programs accordingly.
3. Plan 2 wellness related activities for employees and publish 2 publications educating employees on their benefit plans.
4. Conduct wage surveys with comparison cities for positions as directed by the City Manager and Deputy City Manager.
5. Develop a written Volunteer Services plan studying other Volunteer programs to assess the best methods.
6. Benefits. Continue planning and due diligence on health plan changes to stay competitive and attempt to control costs.

**Major Budget Changes:**

N/A

CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

Revised  
10/26/2011 11:59

**DEPARTMENT:** ADMINISTRATIVE SERVICES  
**DIVISION:** HUMAN RESOURCES 1015

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Wages/Salaries	337,514	349,826	346,502	366,176	0%
Materials and Supplies	9,818	9,980	8,980	13,080	31%
Purchased Services & Inventory	40,925	76,478	76,879	57,250	-25%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	0	5,604	0	26,614	N/A
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 388,257</b>	<b>\$ 441,888</b>	<b>\$ 432,361</b>	<b>\$ 463,120</b>	<b>5%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Human Resources	1	1	1	1	0%
Human Resources Generalist II	1	1	1	1	0%
Human Resources Generalist I	1	1	1	1	0%
Administrative Secretary (Part-time)	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Job Vacancy Forms Processed	48	70	50	40	-20%
Applications Processed	2096	1,500	2100	2300	10%
New Employees Hired/Oriented	118	100	100	75	-25%
Terminations	73	70	80	60	-25%
Retirements	2	2	2	2	0%
Work Related Injuries	54	50	55	50	-10%

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Administration  
**DIVISION:** Communications/1017

Revised  
8/3/2011 7:41

**Description:** The Communications/Public Information Office serves as the liaison among the City, media, and public. The main responsibilities are the City Focus newsletter, published monthly; annual financial report, published in March; weekly E-Newsletter; news releases; City website (one of three administrators); City Facebook page; City Twitter page; and photo coverage of all major City events. The City Focus newsletter is mailed to all who have a utility or solid waste account with the City (approximately 12,800). The public information officer (PIO) is responsible for content and pictures for the City Focus, E-Newsletter and the City's Facebook page, which is updated daily. Twitter is also updated daily. The PIO updates and creates pages for the website as well as reviews pages that are submitted by departments. The PIO is responsible for the content of the City's Charter Communications Cable Channel 27. The PIO also assists with the Citizens Request Tracker feature on the City website. The PIO is responsible for arranging media interviews; acting as spokesperson for the City, police department, and fire department; and is the primary staff person responsible for sending Connect-CTY emergency alerts.

**Mission Statement:**

The mission of this department is to keep all channels of communication open among the City, media, and public and build trust among those entities by responding quickly, accurately, and thoroughly.

**Major Goals:**

1. To produce an interesting, educational, positive, accurate, and timely monthly newsletter that promotes upcoming activities and highlights major changes in City departments and services. In March 2010, the two-page City Focus was launched in place of the 16-page quarterly Burleson Progress Report . The 8-page financial report was electronic only, available on the City website. Fiscal Year 2012 will continue the E-newsletters for subscribers (1,133-plus as of July 21), the Facebook page (3,986 as of July 21), and Twitter (134 as of July 20, 2011) as well as the City Focus newsletter.
2. To keep everyone in the loop. The goal is to involve every City employee who is affected by a news release in the compilation of that release so that the information that is disseminated is the most accurate information possible. Communicating with the citizenry is a team effort.
3. To continually add pictures of real Burleson residents and City-sponsored Burleson activities to the City Focus newsletter, City website, E-newsletter, Facebook, cable channel and PowerPoint presentations.
4. To be accessible to all media (TV, radio, print, Internet) to ensure that information that is published or broadcast about the City is as thorough and accurate as possible.

**Fiscal Year 2010-2011 Accomplishments:**

1. The number of press releases/media exposure averages 24 a month. The City is getting increased coverage from all print, radio, TV and Internet media across the Metroplex.
2. With the change to a monthly newsletter, promotion of events has increased. Residents can mark their calendars a month or two in advance. The City Focus is distributed to more residences than the local newspaper. The busiest time of year for events is April-July and October-December. During the off months, the City Focus features new programs and services offered by City departments.
3. The City website launched Sept. 10, 2010. Communications has played a major role with the website by posting every news release on the home page. Special events are highlighted in the Spotlight on the homepage. Updated information is posted more rapidly than before when we relied on two people to do all of the website work.
3. The City started the E-Newsletter (subscriber based) in May 2009. Residents enjoy getting the weeks news in a nutshell and the subscriber numbers remain steady.
4. The City Facebook page has become a good source of information, especially during bad weather. This page was launched in June 2009. We still rank among the top two cities with the highest fan base of 26 cities statewide. We have the smallest population of any city in the top 4, and we are one of only a few cities that have exceeded 3,000 fans.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

DEPARTMENT: Administration  
DIVISION: Communication/1017

Revised  
10/25/2011 11:45

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	90,355	90,147	90,536	94,589	5%
Materials and Supplies	268	600	540	525	-13%
Purchased Services & Inventory	5,112	9,175	9,266	1,640	-82%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	133	0	8,155	6032%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 95,735</b>	<b>\$ 100,055</b>	<b>\$ 100,342</b>	<b>\$ 104,909</b>	<b>5%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Public Information Officer	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
City Focus Newsletters	-	-	8	10	N/A
Financial Newsletter	1	1	1	-	-100%
●To residents with one wk lead-time	4	5	5	5	0%
●Equal Dept. Presence	75%	100%	90%	100%	0%
News Releases	248	240	290	290	21%
E-News Feature Articles	154	240	425	425	77%
E-News Sidebar Mention	172	240	525	525	119%
●Breaking News (issue within 24 hrs)	100%	100%	100%	100%	0%
●Public Safety (Connect-CTY, City Web site; issue immediately)	100%	100%	100%	100%	0%
City festivals/events coverage	17	22	22	25	14%
●News Releases	53	44	44	50	14%
●E-News Feature Articles	24	44	44	50	14%
●E-News Sidebar Mention	10	11	11	15	36%
●City Focus	0	NA	70	120	N/A
E-Newsletters (1 / week)	22	52	52	52	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** City Secretary's Office  
**DIVISION:** City Secretary's Office/1411

Revised  
8/3/2011 9:18

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

Install interactive Kiosk in City Hall  
 Implement Optiview for the Courts and Planning Department  
 In-house codification of Code of Ordinances

**Fiscal Year 2010-2011 Accomplishments:**

1. Successfully launched Optiview for Human Resources
2. Created and launched approximately 26 new website pages on the new website. creating new ways to provide information.
3. Joint Training with the Cities of Cleburne and Joshua

**Objectives for Fiscal Year 2011-2012:**

1. Create Kiosk Team and purchase and install interactive Kiosk for City Hall
2. Implement Optiview for Courts and Planning Department by having Records Specialists follow process.
3. Codify the Code of Ordinances in-house and redesign webpage for Ordinances

**Major Budget Changes:**

Reduce the Information Services Fund by eliminating the 7 council computers and 7 aircards and providing the council the funds to purchase the equipment that best fits their needs.

Eliminate the Optiview Agenda Maker Maintenance funds. The software does not function efficiently with the City of Burleson agenda process and can not be implemented without adding work onto all the departments.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:**  
**DIVISION:**

City Secretary's Office  
City Secretary/1411

Revised  
10/25/2011 9:45

EXPENITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Wages/Salaries	173,107	175,716	176,618	237,888	35%
Materials and Supplies	10,208	1,025	400	1,620	58%
Purchased Services & Inventory	94,002	88,185	81,697	38,175	-57%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	10,580	26,033	31,852	82,057	215%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 287,897</b>	<b>\$ 290,959</b>	<b>\$ 290,567</b>	<b>\$ 359,740</b>	<b>24%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
City Secretary	1	1	1	1	0%
Deputy City Secretary	1	1	1	1	0%
Sr. Administrative Secretary	0	0	0	1	100%
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>50%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
<b>Meetings held in accordance with legal mandates</b>					
Meeting include council, boards, council committees, all events of council (Process notices, minutes, posting on website and board, coordinating location, staff members)	170	170	192		
<b>Legal Publications</b>					
This includes all publications for all of the city.	127	218	293		
<b>Administer Agenda Process</b>					
Agendas processed	81	82	97		
<b>Elections</b>					
Time spent on pre-election activities	160 hours	160 hours	160 hours		
Time spent during voting days	90 hours	90 hours	90 hours		
Time spent after elections	8 hours	8 hours	8 hours		
<b>TML Claims</b>					
# of claims	36	30	26		
Processing the claim deals with department as well as TML Risk Pool					
<b>Lawsuit</b>					
Major lawsuits against the city takes average of 6 days 1.5 ft	4	4	4		
<b>All performance measures were changed to truly reflect job performance</b>					

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** City Secretary's Office  
**DIVISION:** Records/1413

Revised  
8/3/2011 7:45

**Description:**

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

**Mission Statement:**

- \*To provide efficient access and retrieval of all city records for all departments to aid in their jobs.
- \*To respond to internal and external Open Records request in a professional and polite manner.
- \* To have an organized and professional records system, that complies with all laws.

**Major Goals:**

1. implementation of Optiview; Municipal Court and Planning
2. Create regularly scheduled training session for Optiview
3. Create "Project Files" research and create new files around all major projects of the city to aid with research

**Fiscal Year 2010-2011 Accomplishments:**

1. Scanned and entered into Optiview a portion of the Resolutions and 2004 to 2006 Agenda Packets
2. Filed and categorized the Record Center .
3. Trained and assisted Finance, Human Resources, and Utility Customer Service with Optiview

**Objectives for Fiscal Year 2011-2012:**

1. Continue implementation of Optiview; Municipal Court, and Planning
2. Create regularly scheduled training session for Optiview
3. Create "Project Files" research and create new files around all major projects of the city to aid with research

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 12:34

**DEPARTMENT:** City Secretary's Office  
**DIVISION:** Records/1413

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	49,297	57,909	45,413	61,868	7%
Materials and Supplies	3,560	5,247	4,800	3,540	-33%
Purchased Services & Inventory	12,544	7,220	5,215	7,266	1%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	568	0	0	N/A
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 65,401</b>	<b>\$ 70,944</b>	<b>\$ 55,428</b>	<b>\$ 72,674</b>	<b>2%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Records & Information Specialist	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
<b>Public Information Coordinator</b>					
Open records received & process	560	802	750		
Min. & Max time per			732 request 30 mins - 20 days		
<b>Records</b>					
# active records (filed, tracked, legal filing, etc)	1400 records	2269 records	2269 records		
# of records transferred to Records Center	400 boxes	1200 boxes	1200 boxes		
Records set for destruction	500 boxes	1500 boxes	1500 boxes		
Min. & Max time per			30 mins.-1 day		
<b>Records Center</b>					
# of boxes processed at Records Center	2,530	2,000	2400		
<b>Boards &amp; commissions processed</b>					
# of Board appointments processed	55.00	47	60		
Average staff time per			30 mins.		
<b>Code of Ordinances amended</b>	1	2	3		
# of supplements					
Average staff time per		8 hours	8 hours		
<b>All boxes contain approx. 1500 pages per box.</b>					
<i>performance measures were changed to truly reflect job performance.</i>					

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Municipal Court  
**DIVISION:** Municipal Court/1414

Revised  
8/3/2011 7:48

**Description:**

The Municipal Court of Record, is under the direction of the City Manager, the court is the Judicial Branch of city government. The Court is responsible for the enforcement of all class C misdemeanor complaints filed. The court consists of a Municipal Court Judge, two Associate Judges, City Prosecutor, Director of Court Services, Asst. Director of Court Services, Teen Court Coordinator, two City Marshals, a Warrant/Collection Clerk and two Deputy Court Clerks.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

Recognition for Traffic Safety Award

Automated License Plate Recognition Cameras - Warrant Service

VieVu Camers - Traffic Unit / Assist with Trial Processing

Teen Court Program successful participation in Teen Court Competition

**Objectives for Fiscal Year 2011-2012:**

Increase revenue and decrease amount of warrants on hand.

Provide proper information to customers of the State Laws and City Ordinances.

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Municipal Court  
**DIVISION:** Municipal Court/3015

Revised  
10/25/2011 11:50

<b>EXPENDITURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Personal Services	529,022	592,782	578,774	525,456	-11%
Materials and Supplies	4,943	5,200	6,491	5,200	0%
Purchased Services & Inventory	74,162	95,655	44,275	55,191	-42%
Maintenance and Repair	6,761	5,583	6,246	3,358	-40%
Other Expenditures	2,770	6,369	38,304	51,563	710%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 617,658</b>	<b>\$ 705,589</b>	<b>\$ 674,090</b>	<b>\$ 640,768</b>	<b>-9%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Director of Court Services	1	1	1	1	0%
Assistant Director of Court Services	0	1	1	0	-100%
Deputy Municipal Court Clerk	2	2	2	2	0%
Collection Clerk	1	1	1	1	0%
Senior Court Coordinator	1	0	0	0	0%
Teen Court Coordinator	1	1	1	1	0%
City Marshal	2	2	2	2	0%
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>-1</b>

<b>PERFORMANCE MEASURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
1. Cases Filed	11,365	10,000	10,000	9,500	-5%
2. Jury Trials held	14.00	20.00	25.00	25.00	25%
3. Non-Jury Trials	2	10	10	10	0%
4. Preliminary Hearings	6,445	5,500	4,000	3,500	-36%
5. Warrants Issued	3,994	3,500	3,500	3,500	0%
6. Cases Completed	12,349	11,000	10,000	10,000	-9%
7. Fines Collected	1,556,997	1,100,000	1,100,000	950,000	-14%
8. Clerks in Certification Prgm.	3	4	2	6	50%
9. Dismissed-Deferred	2,662	2,000	2,000	1,800	-10%
10. Dismissed-DSC	475	350	350	300	-14%
11. Dismissed-Ins.	984	700	600	600	-14%
12. Teen Court Sessions	10	25	29	32	28%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Library  
**DIVISION:**

Revised  
8/3/2011 7:54

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

**Mission Statement:**

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

**Fiscal Year 2010-2011 Accomplishments:**

- 1) Library Advisory Board revised Library Policies and City Council adopted the Policies December 2010;
- 2) Library acquired the Disc-Go-Roboto DVD/CD multiple-disc cleaner/repair equipment using grant funds making cleaning/repairing of DVDs and CDs more efficient returning damaged CDs/DVDs to the circulating collection;
- 3) Library acquired/installed/implemented use of 3M Self-Check kiosk permitting library customers to self check out items.
- 4) Began grant funded program to loan e-Book Readers, and e-Books to Burleson residents. Implemented instant hands-on training for e-Books and e-Book readers;
- 5) Hosted Mayor's Book Club events in conjunction with Hill College @ Burleson, Texas Wesleyan University at Burleson and Kerr Middle School;
- 6) Conducted successful computer training classes for senior citizens in conjunction with the Burleson Senior Citizen Center;
- 7) Conducted successful Informational Literacy training seminar for Burleson residents in conjunction with the North Texas Library Partners.

**Departmental Goals 2011-2012:**

In order to meet customer needs and maintain credible public library services to the Burleson community, the Burleson Public Library has developed a program of goals and objectives to guide the development of library services to the community, which will also insure that the Library meets and exceeds TSLAC requirements:

**Goal #1) To provide, evaluate, and promote library services,**

Objective 1) comparing and meeting the requirements to be at the comprehensive level of the Texas Public Library Standards (2004);

Objective 2) Undertake a library card sign-up campaign to increase the number of library cards held by Burleson residents by 5%;

Objective 3) Apply for two grant funded opportunities to expand library materials holdings levels.

Objective 4) Conduct a collection audit to determine the holdings (inventory), average age of the collection, current condition of the materials held;

**Goal #2) To cultivate "external" partnerships by:**

Objective 1) contacting and establishing formal relationships with 3 new partners from within the community;

Objective 2) Organize and conduct an annual meeting with representatives from Hill College - Burleson Campus and Texas Wesleyan University - Burleson Campus;

**Goal #3) To serve as a community referral center for the Burleson Community by developing a community resource list of non-profit organizations, governmental and educational agencies and individuals that provide community support services to families and individuals.**

**Goal #4) To provide Library customers the most positive customer service experience possible by:**

Objective 1) Providing training opportunities for library staff that focus on customer relations.

Objective 2) Evaluate library staffing levels, number of customer service hours, and library customer use patterns in order to recommend appropriate staffing levels during public service hours;

Objective 3) Establish two staff in-service training days to facilitate library staff training as a team.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

DEPARTMENT: Library  
DIVISION:

Revised  
4/21/2011 17:34

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	502,216	519,886	519,076	523,968	1%
Materials and Supplies	92,577	83,737	89,352	88,508	6%
Purchased Services & Inventory	222,048	229,395	230,233	65,726	-71%
Maintenance and Repair	1,146	1,800	1,800	1,800	0%
Other Expenditures	3,979	10,766	4,641	172,899	1506%
Capital Outlay	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 821,966</b>	<b>\$ 845,584</b>	<b>\$ 845,102</b>	<b>\$ 852,901</b>	<b>1%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Library Director	1	1	1	1	0%
Public Services Librarian Supervisor	1	1	1	1	0%
Reference Public Services Librarian	1	1	1	1	0%
Teen/Public Services Librarian	1	1	1	1	0%
Children's Services Coordinator	1	1	1	1	0%
Library Support Services Supervisor	1	1	1	1	0%
Librarian (Part-time)	1	1	1	1	0%
Library Aide II (Part-time)	1	1	1	1	0%
Library Aide I (Part-time)	7	6	6	6	0%
<b>TOTAL PERSONNEL</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Total Materials in Collection	65,849	65,500	65,500	65,832	1%
Library Materials per Capita	1.88	1.79	1.79	1.80	1%
Total Circulation of Materials	426,157	441,199	441,199	443,000	0%
Circulation per Capita	11.61	12.03	12.03	12.08	0%
Library Customer Visits	179,684	164,769	164,769	168,889	3%
Reference/research Assistance	33,560	31,480	31,480	30,535	-3%
Customers Accessing PCs	29,645	28,084	28,084	28,506	2%
Program Attendance	11,253	13,682	13,682	13,894	2%
Library Website Visits	71,538	75,422	75,422	77,106	2%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Finance  
**DIVISION:** Finance 2011

Revised  
8/3/2011 8:03

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting, the Distinguished Budget Presentation Award, and the Award for Outstanding Achievement in Popular Annual Financial Reporting.

**Objectives for Fiscal Year 2011-2012:**

1. To receive the "Certificate of Achievement in Financial Reporting" from the Government Finance Officers' Association.
2. To accomplish end-of-month closing within five working days (excluding the last month in the fiscal year).
3. To present the Comprehensive Annual Financial Report to Council by February 15, 2012.
4. To receive the "Distinguished Budget Presentation Award" from the Government Finance Officers' Association.
5. To continue improvement of year-round budget reporting and planning process and long-term planning process.

**Major Budget Changes:**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:53

DEPARTMENT: Finance  
DIVISION: Finance 2011

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	719,964	730,828	711,393	741,064	1%
Materials and Supplies	3,797	1,852	2,892	3,532	91%
Purchased Services & Inventory	190,639	200,130	199,339	152,143	-24%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	8,091	0	51,293	534%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 914,400</b>	<b>\$ 940,901</b>	<b>\$ 913,624</b>	<b>\$ 948,032</b>	<b>1%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Finance	1	1	1	1	0%
Assistant Director of Finance	1	1	1	1	0%
Controller (Part-time)	1	1	1	1	0%
Senior Accountant	1	1	1	1	0%
Staff Accountant	3	3	3	3	0%
Financial Analyst	1	1	1	1	0%
Sr. Administrative Secretary	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Annual Financial Reports	1	1	1	1	0%
2. Monthly Financial Summary	12	12	12	12	0%
3. Monthly Operations Reports	12	12	12	12	0%
4. Certificate of Achievement	1	1	1	1	0%
5. Distinguished Budget Award	1	1	1	1	0%
6. Monthly Closing/5 Working Days	0.92	0.92	0.92	0.92	0%
7. Monthly Operations Reports Distributed Within five Working Days	1	1	1	1	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Finance  
**DIVISION:** Support Services 2013

Revised  
8/3/2011 8:06

**Description:**

Support Services offers assistance for a variety of departments. Some functions include switchboard and receptionist services, mail room supplies and equipment, copy center supplies, and utility costs for City Hall.

**Mission Statement:**

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

**Major Goals:**

To provide accurate and timely information in a friendly and professional manner to the public and to city employees.

To offer up-to-date information related to special activities and programs within the city for the citizens.

To support city departments with mail room services expanding the staff to cover the pick/up delivery of mail, copy room services, general building services, etc.

To assist in the implementation of new equipment and procedures that make the reception function operate in a smooth and orderly manner.

**Fiscal Year 2010-2011 Accomplishments:**

**Objectives for Fiscal Year 2011-2012:**

Continue work on developing customer service skills to better serve City Hall visitors and phone inquiries.

Expand the role of Support Staff to include outside mail pickup and delivery and additional copy center duties.

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:54

**DEPARTMENT:** Finance  
**DIVISION:** Support Services/2013

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Wages/Salaries	78,214	76,329	78,179	81,345	7%
Materials and Supplies	30,546	32,720	32,890	33,000	1%
Purchased Services & Inventory	20,634	41,409	30,604	34,145	-18%
Maintenance and Repair	18,885	22,639	23,167	23,247	3%
Other Expenditures	1,897	4,644	1,897	11,572	149%
Capital Outlay	0	0	0	31,000	N/A
<b>TOTAL</b>	<b>\$ 150,176</b>	<b>\$ 177,741</b>	<b>\$ 166,737</b>	<b>\$ 214,309</b>	<b>21%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Receptionist	1	1	1	1	0%
Administrative Secretary (Part-time)	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Daily mail distribution.			253	253	0.00%
Avg daily calls answered by reception. (change due to new VoIP telephone system.)			145	80	0.00%
Avg daily copy request (by job)					
Walk-ins to City Hall and greeted by reception.			90	90	0.00%
Prepare Payroll for distribution bi-weekly.			26	26	0.00%
Prepare AP for distribution weekly.			52	52	0.00%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Finance  
**DIVISION:** Purchasing/2014

Revised  
8/3/2011 8:06

**Description:**

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

**Mission Statement:**

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

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

**Major Goals:**

1. To obtain the needed supplies and services at favorable prices without compromise of suitability, appropriate quality, and reliable vendor performance.
2. To promote a system of material simplification and standardization throughout the City in order that better materials at minimum cost may be secured for all using departments.
3. To generate fair and open competition among all responsible vendors and seek out new vendors as sources of supply.

**Fiscal Year 2010-2011 Accomplishments:**

1. As of April 24, 2011 completed 20 sealed bids.
4. Purchased heavy equipment and vehicles from existing state or cooperative agreements, reducing cost and unnecessary paperwork as well as advertising dollars.
5. 82 PCards are currently issued to employees, therefore reducing cost and unnecessary paperwork associated with small dollar purchase.

**Objectives for Fiscal Year 2011-2012:**

1. To identify additional areas where City wide contracts would be viable.
2. As a service department continue to work with all departments to find the best value for the best price for goods and services.

**Major Budget Changes:**

None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Finance  
**DIVISION:** Purchasing/2014

Revised  
10/25/2011 11:55

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	101,946	102,175	102,394	105,520	3%
Materials and Supplies	752	300	187	373	24%
Purchased Services & Inventory	3,375	3,778	3,778	0	-100%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	173	0	4,045	N/A
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 106,073</b>	<b>\$ 106,426</b>	<b>\$ 106,359</b>	<b>\$ 109,938</b>	<b>3%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Purchasing Manager	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Formal Quotes, Proposals, Bids.	36	40	32	32	20%
2. Contract renewals.	7	9	11	12	-22%
3. PO's Issued (will decrease in future	2,113	2,000	1,800	2000	10%
4. Daily collaboration with departmental users.*		7	10	12	-43%
5. Site visits.	1	2	1	0	50%
6. Daily vendor contacts.*		6	4	6	33%
7. Weekly contact with Legislative Liason		0	0	16	
8. Weekly review of Pcard transactions.		52	52	52	0%
9. Vendors registered to do business	238	300	378	453	-26%

\* Estimate

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Safety  
**DIVISION:** Police 3011

Revised  
8/3/2011 8:09

**Description:**

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

**Mission Statement:**

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

**Vision statement:**

"In partnership with the community"

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

Added School Resource Officer At Centennial High School August 2010

**Objectives for Fiscal Year 2011-2012:**

1. Inform the public of our commitment to community policing through multiple partnerships.

3. Increase the number of problem solving plans developed by beat affairs.
4. Reward positive behavior and correct inappropriate behavior immediately that does not meet our mission and values.
5. Evaluate call distribution amount existing beats and realign beats as necessary.
6. Evaluate our use of Crime Reports, Wise Eyes, Facebook and Twitter.
7. Continue to utilize our Citizens on Patrol program.
8. Increase the number of citizens participating in the Citizens Police Academy.
9. Continue to attend Mayor's Youth Council meetings and discuss issues relevant to public safety.
10. Evaluate existing facilities throughout the city for temporary use by the department.
11. Identify and define all community policing activities both Patrol and Community Resource Officer related.
12. Use the new analyst position to provide timely crime and operations analysis as needed.
13. Develop the research capabilities of various sections within each division to provide timely data to police administration.
14. Attempt to keep officers assigned to patrol beats maintaining 40% of their time to community policing activities.
15. Staffing will be based on performance by asking the critical questions. If we add this position what will this organization be able to accomplish that we are not doing now or if we do not add this position what will happen with the service level to our customers.
16. Keep overtime costs as low as possible.
17. Contract for an updated strategic plan.
18. Develop new patrol strategies for specific problems.
19. Hold officers accountable for issues on their beats.
20. Implement full time analysis capability.
21. Perform reviews every 6 months to identify patrol

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 9:45

**DEPARTMENT:** Public Safety  
**DIVISION:** Police 3011

EXPENDITURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personnel Services	6,103,559	6,218,954	6,038,226	6,384,963	3%
Material and Supplies	91,192	74,892	82,698	76,760	2%
Purchased Services & Inventory	622,463	589,010	612,004	254,716	-57%
Maintenance & Repair	248,008	220,776	231,582	90,894	-59%
Other Expenditures	162,706	184,115	169,098	754,350	310%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 7,227,928</b>	<b>\$ 7,287,747</b>	<b>\$ 7,133,608</b>	<b>\$ 7,561,683</b>	<b>4%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Chief of Police	1	1	1	1	0%
Commander	3	3	3	3	0%
Sergeant	9	9	9	9	0%
Corporal	1	1	1	1	0%
Police Officer	41	43	43	43	0%
Acc/Crime Prev. Specialist	1	0	0	0	0%
Records Supervisor	1	0	0	0	0%
Supervisor - Records & Crime Analysis	0	1	1	1	0%
Records Clerk	3	3	3	3	0%
Telecommunications Supervisor	1	1	1	1	0%
Lead Telecommunication Operator	1	1	1	1	0%
Alarm Coordinator	1	0	0	0	0%
Records Coordinator	1	1	1	1	0%
Telecommunications Operator	9	9	9	9	0%
Administrative Secretary	1	1	1	0	-100%
Sr. Administrative Assistant	0	0	0	1	0%
Property Room Coordinator	1	1	1	1	0%
Victim Assistance Coordinator (Part-time)	1	1	1	1	0%
Criminal Investigations Clerk	1	1	1	1	0%
	77	77	77	77	

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
1 Total calls for service (all)	77,792	55,000	73,616	75,000	36%
2 Arrests	1,318	1,675	1,232	1,300	-1%
3 DWI Arrests	68	80	82	100	0%
4 Traffic Enforcement	10,814	14,000	8,130	14,000	17%
5 Part I Crimes	1,012	1,200	1,176	1,200	-25%
6 Part II Crimes	1,656	2,300	1,220	1,300	0%
7 Accidents	563	1,200	542	600	41%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Safety  
**DIVISION:** Fire / 3012

Revised  
8/3/2011 8:10

**Description:**

Our services include fire suppression, community services, emergency medical services, and training. Fire Suppression is done with two engines, two ladders, two brush trucks, and a command vehicle that are housed in three fire stations. Community Services includes fire safety inspections, fire safety education to the public schools and civic organizations, pre-fire plans of all commercial and industrial buildings in the City, and an ongoing hydrant testing program. Emergency medical services is accomplished through a first responder at the Advanced Life Support Level with EMT, EMT-I, and Paramedics. Training is accomplished in-house and through outside resources and we are a designated Texas Fire Commission Training Facility.

**Mission Statement:**

The mission of the Burleson Fire Department is to improve the quality of life and safety of our citizens by managing the outcomes of fire, rescue, medical, and environmental incidents.

**Major Goals:**

1. To provide the Citizens of Burleson with quality fire protection.
2. To provide the Citizens of Burleson and average response time of under 5 minutes 90% of the time.
3. To provide the highest level of training to our firefighters consisting of National Fire Academy classes and quality in-house education.
4. To provide the Citizens of Burleson with advanced life support emergency medical services.

**Fiscal Year 2010-2011 Accomplishments:**

1. Began enhancement of EMS continuing education by providing this with our own instructors.
2. Enhanced swift water rescue capabilities and enhanced skills in technical rescue areas such as USAR and structural collapse by receiving grant equipment.
4. Restored Brush 371 to like new condition.
5. Began conducting Engine Company Fire Safety Building Inspections.

**Objectives for Fiscal Year 2011-2012:**

1. Maintain skills in technical and swift water rescue.  
--complete continuing education
2. Receive swift water rescue purchases made with SERPA grant funds.
2. Promotion of 3 Lieutenants to Captains at Fire Station 1 to strengthen accountability and supervision.
3. Maintain annual testing and record keeping requirements for Texas Fire Commission for our audit that will take place in 2012 and ISO requirements.  
--ladder and aerial testing  
--SCBA testing  
--continuing education requirements  
--protective clothing inspections  
--physical examinations  
--fire pump testing  
--review of departmental procedures

**Major Budget Changes:**

No major budget changes.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 7:41

DEPARTMENT: Public Safety  
DIVISION: Fire / 3012

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	3,104,366	3,078,527	3,124,573	3,210,633	4%
Materials and Supplies	94,297	102,250	114,467	109,338	7%
Purchased Services & Inventory	201,591	200,434	193,586	125,235	-38%
Maintenance and Repair	161,021	145,746	174,941	101,251	-31%
Other Expenditures	148,164	89,069	77,921	255,654	187%
Capital Outlay	46,295	42,421	59,171	44,618	5%
<b>TOTAL</b>	<b>\$ 3,755,734</b>	<b>\$ 3,658,447</b>	<b>\$ 3,744,659</b>	<b>\$ 3,846,729</b>	<b>5%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Fire Chief	1	1	1	1	0%
Battalion Chief	2	2	2	2	0%
Lieutenant	9	9	9	9	0%
Apparatus Operator	9	9	9	9	0%
Fire Fighter	12	12	12	12	0%
Sr. Administrative Secretary	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Number of calls for service	2,893	3,400	3,100	3,200	-6%
2. Completed Preplans	209	250	350	350	40%
3. Completed Hydrant Tests	1610	2160	2502	2800	30%
4. Staff Hours of fire training	4903	1500	2400	2500	65%
5. Average response time	5.26	4.75	5.25	5.00	0%

CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Public Safety  
DIVISION: Code Enforcement/Fire Prevention/3013

Revised  
8/3/2011 8:11

**Description:**

The Fire Prevention Department is charged with performing administrative and technical duties to plan, organize, and carry out a citywide fire prevention program. The Fire Prevention Department is staffed by the Fire Marshal and one Fire inspector/Investigator. Primary responsibilities include: fire prevention inspections, fire cause and arson investigations, enforcement of nuisance and safety ordinances, public education, hazard material control, fire system reviews and new construction plan review. The Fire Marshal is also charged with overseeing and managing the State Homeland Security Grants.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2011-2012 Accomplishments:**

1. Received a grant to purchase a urban search and rescue saw system.
2. Implemented the Fire House inspection program.
3. Passed a state grant audit.

**Objectives for Fiscal Year 2011-2012:**

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

**Major Budget Changes:**

No major budget changes have been made for Fiscal Year 2011-2012.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

DEPARTMENT: Public Safety  
DIVISION: Fire Prevention 3013

Revised  
10/25/2011 8:46

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	231,190	232,875	232,232	241,257	4%
Materials and Supplies	7,569	6,630	5,869	4,000	-40%
Purchased Services & Inventory	27,041	54,970	54,773	14,524	-74%
Maintenance and Repair	16,462	17,347	10,846	6,915	-60%
Other Expenditures	14,458	16,511	15,166	74,166	349%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 296,720</b>	<b>\$ 328,333</b>	<b>\$ 318,886</b>	<b>\$ 340,862</b>	<b>4%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Fire Prevention	1	1	1	1	0%
Fire Inspector	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>2.0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
● Total number of Fire Inspections	706	830	830	860	4%
● Annual Fire Safety Inspections (% of 850 establishments)	83%	96%	97%	96%	0%
● Fire Investigations	26	30	35	35	17%
● % of Fire Investigation Reports completed within 10 days	100%	100%	100%	100%	0%
● Fire Safety Training Contacts	3,346	5,000	4,500	5,000	0%
● Fire Hazard Complaints Responded to within 24 hours	100%	100%	100%	100%	0%
● Plan Reviews (site plans, building plans, etc.)	296	310	290	310	0%
● % of Plan Reviewed within 10 days	64%	84%	90%	85%	1%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

DEPARTMENT: Public Safety  
DIVISION: Emergency Services/3014

Revised  
8/3/2011 8:11

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

Upgraded Outdoor Warning System  
Enhanced Inter-Agency Emergency Management Partnerships and Developed Common Procedures

**Objectives for Fiscal Year 2012-2013:**

1. Increase our public warning capabilities by adding additional outdoor warning siren.
2. Continue to upgrade Emergency Operations Center command and control capabilities via Cost Effective software and technological development.
3. Replace radios in OWS to comply with FCC mandate.

**Major Budget Changes:**

Add OWS Radios per FCC mandate.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

DEPARTMENT: Public Safety  
DIVISION: Emergency Services 3014

Revised  
10/25/2011 11:21

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	823	5,210	5,000	5,000	-4%
Materials and Supplies	1,720	3,100	3,475	19,100	516%
Purchased Services & Inventory	76,863	60,392	60,794	25,375	-58%
Maintenance and Repair	7,909	6,328	9,152	8,129	28%
Other Expenditures	4,942	8,908	50,142	38,119	328%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 92,257</b>	<b>\$ 83,938</b>	<b>\$ 128,563</b>	<b>\$ 95,723</b>	<b>14%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
No personnel costs are budgeted for this division.					
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
● Emergency Operations Drill	1	1	1	1	0
● Review/Update Emergency Ops Plan	1	1	1	1	0

\* Estimate as of March 2011

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 8:14

**DEPARTMENT:** Public Works  
**DIVISION:** Administration / 4011

**Description:**

The Public Works Administration Division includes the Director of Public Works, the Infrastructure Software Management Technician, the Public Works Coordinator and two Administrative Technicians. The Director of Public Works plans, organizes and directs departmental activities through "in the field" contact with managers and other staff. Working with the City Staff in the areas of long-range project planning and extensive public contact relative to delivery of City services are also responsibilities of the Department.

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Created Street Sign GIS Layer.
2. Implemented interactive mapping to be used by staff and the public.
3. Made improvements to Cityworks software for field personnel.

**Objectives for Fiscal Year 2011-2012:**

1. To increase the accuracy of work orders.
2. Implement real time work order entry using air cards resulting in elimination of data pump operations.
3. To implement Cityworks use in the field by the Streets Division.

**Major Budget Changes:**

None

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:21

DEPARTMENT: Public Works  
DIVISION: Administration / 4011

EXPENDITURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	405,797	321,373	321,833	429,642	34%
Materials and Supplies	660	1,852	1,218	1,552	-16%
Purchased Services & Inventory	57,101	52,174	45,704	9,921	-81%
Maintenance and Repair	887	882	1,830	564	-36%
Other Expenditures	0	724	0	24,861	3334%
Capital Outlay					
<b>TOTAL</b>	<b>\$ 464,445</b>	<b>\$ 377,005</b>	<b>\$ 370,585</b>	<b>\$ 466,540</b>	<b>24%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Director of Public Works	1	1	1	1	0%
Assistant Public Works Director	0	0.5	0.5	0.5	0%
Public Works Coordinator	1	1	1	1	0%
Administrative Tech.	2	1	1	1	0%
GIS Administrator	1	0	0	0	0%
	<b>5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
1 # of calls to Service Center	14,830	12,000	14,400	14,000	17%
2 Reduce # Service Requests	1,170	3,000	-2,400	400	-87%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance/4016

Revised  
8/3/2011 8:19

**Description:**

The Facility Maint. Dept. provides maintenance for the following buildings and locations: City Hall (buildings and grounds), Police Dept. (building and grounds), Library (building and grounds), 2 Fire Stations (building and grounds), Service Center (buildings and grounds), Old Service Center (building and grounds), Senior Center (building only), Transfer Station (building and grounds), Interurban Bldg. (building and grounds), City Annex (building and grounds), Recycle Center (building and grounds), Hidden Creek Golf Complex (building only), and Hill College/Texas Wesleyan facility (building and grounds). This Department is responsible for all maintenance of electrical, plumbing, HVAC and grounds. This Department also oversees the custodial service as well.

**Mission Statement:**

The Facilities Department strives to deliver a full range of maintenance programs that will keep the integrity of all City Facilities at a level all citizens expect.

**Major Goals:**

1. To ensure maximum life expectancy of City Facilities, both exterior and interior.
2. To provide routine cleaning and maintenance program to all facilities.
3. To keep the facilities in an acceptable manner necessary to project the proper image our community deserves.
4. To ensure the best possible performance by outside agencies, when needed, in regard to facility repairs.

**Fiscal Year 2010-2011 Accomplishments:**

Upgraded A/c in server/computer room at PD.  
Replaced roof on Industrial Water storage building.  
Were able to test all backflow assembly's on City property by having a licensed backflow tester on staff.

**Objectives for Fiscal Year 2011-2012:**

1. Install landscaping and lawn sprinkler irrigation system at new Fire Station 3 in house.
2. Do major roof and HVAC upgrade at Hill College facility.

**Major Budget Changes:**

Roof repair Hill College, replace old HVAC at Hill College  
Dumpster rental, Janitor service for FS3 and janitor supplies for FS3.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:21

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance/4016

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	335,652	369,214	349,151	378,175	2%
Materials and Supplies	29,233	23,572	29,102	31,774	35%
Purchased Services & Inventory	101,713	82,235	82,805	78,574	-4%
Maintenance and Repair	110,491	114,914	116,906	110,519	-4%
Other Expenditures	16,683	26,523	16,614	33,612	27%
Capital Outlay	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 593,772</b>	<b>\$ 616,458</b>	<b>\$ 594,578</b>	<b>\$ 632,654</b>	<b>3%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Facility Maintenance Supervisor	1	1	1	1	0%
Facility Maintenance Tech III	2	2	2	2	0%
Facility Maintenance Tech I	1	1	1	1	0%
Facility Maintenance Worker	2	2	2	2	0%
Facility Maintenance Worker (Temp)	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Electrical Repairs	120	150	150	161	20%
2. Plumbing Repairs	50	50	50	44	0%
3. HVAC Repairs	50	50	50	63	0%
4. Carpentry Repairs	150	150	150	127	10%
5. Remodling	35	35	35	29	0%
6. Grounds Maintenance	900	900	900	1,046	15%
8. Preventative Maintenance Hours	1,400	1,400	1,400	1,660	10%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Street - Pavement Maintenance / 4017

Revised  
8/3/2011 8:20

**Description:**

The Pavement Maintenance Division of the Department of Public Works provides services to the citizens of Burleson by repairing and maintaining paved streets and sidewalks, as well as, city owned parking lots. Additionally, this division provides utility cut repairs and street sweeping operations throughout the city. Furthermore, this division is also responsible for street improvement programs including chip sealing, reconstruction and overlays. This Division also manages contract pavement programs including miscellaneous concrete repair & replacement, microsurface and mill & overlay operations. Moreover, this division provides emergency response for barricading during any emergency condition. Finally, this division provides support to all departments requiring the services of equipment and personnel.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed 10 lane miles of mill and overlay through annual contract
2. Completed 25 lane miles of crack sealing with in-house crews
3. Completed 30,000 square feet of utility cut repairs with in-house crews
4. Completed 350,000 square feet of pavement maint. and repair with in-house crews
5. Completed 33,436 square yards of concrete pavement through contract & in-house forces
6. Completed 5,000 lbs. plus of concrete lifting to reduce ponding on concrete pavements

**Objectives for Fiscal Year 2011-2012:**

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

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:21

DEPARTMENT: Public Works  
DIVISION: Street - Pavement Maintenance / 4017

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	762,267	779,773	753,878	765,439	-2%
Materials and Supplies	15,550	14,629	18,629	17,129	17%
Purchased Services & Inventory	364,967	359,142	368,533	353,241	-2%
Maintenance and Repair	1,064,899	1,086,046	1,082,530	987,101	-9%
Other Expenditures	88,296	104,168	100,731	210,309	102%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 2,295,979</b>	<b>\$ 2,343,758</b>	<b>\$ 2,324,301</b>	<b>\$ 2,333,219</b>	<b>0%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Assistant Public Works Director	1	0.5	0.5	0.5	0%
Street Superintendent	1	0.67	0.67	0.67	0%
Street Maintenance Senior Crew Leade	1	1	1	1	0%
Street Maintenance Crew Leader	2	2	2	2	0%
Street Equipment Operator	2	2	2	2	0%
Street Maintenance Worker I and II	8	8	8	8	0%
<b>TOTAL PERSONNEL</b>	<b>15</b>	<b>14.17</b>	<b>14.17</b>	<b>14.17</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Lane miles crack sealed	31	25	25	25	0%
Lane miles chip sealed	0	5.00	0.00	5.00	0%
Lane miles microsurfaced	8	9.00	0.00	7.00	-22%
Lane miles mill and overlaid	6	4.00	10.00	4.00	0%
SF/Utility cuts repaired/5days	56,590	30,000	30,000	24,000	-20%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:**

Public Works

Revised

**DIVISION:**

Street - Drainage Maintenance / 4018

8/3/2011 8:23

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed multiple mowing cycles of open channels for a total of approx. 290 acres
2. Completed open channel and ditch cleaning of approx. 25,000 linear feet
3. Completed an inventory of all non point source outfalls within the drainage system
4. Provided dry weather screening of all outfall structures performed after a 72 hour time frame without rain fall
5. Completed chemical applications (2) to key drainage channels

**Objectives for Fiscal Year 2011-2012:**

1. Perform dry weather screening for 263 drainage outfall points as per requirements in the Storm Water Management Plan
2. Perform all Storm Water Management Plan requirements per schedule
3. Mow 100% of existing 58 acres of drainage channels a minimum of once every 30 days during the growing season. (350 acres of mowing annually)
4. Update drainage outfall inventory annually, recalculate number of outfall points and map on storm water map
5. Perform 25,000 linear feet of drainage channel maintenance including slope and outfall grading.
6. Perform minor storm sewer repairs as needed.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:21

**DEPARTMENT:** Public Works  
**DIVISION:** Street - Drainage Maintenance / 4018

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	230,203	227,933	226,679	177,823	-22%
Materials and Supplies	2,735	3,269	3,269	3,269	0%
Purchased Services & Inventory	14,664	7,890	8,797	8,223	4%
Maintenance and Repair	61,154	54,044	102,426	44,335	-18%
Other Expenditures	19,796	37,661	36,182	55,127	46%
Capital Outlay	17,899	18,785	18,785	0	-100%
<b>TOTAL</b>	<b>\$ 346,451</b>	<b>\$ 349,582</b>	<b>\$ 396,138</b>	<b>\$ 288,777</b>	<b>-17%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Street Superintendent	0	0.20	0.20	0.20	0%
Street Drainage Crew Leader	1	1	1	1	0%
Street Drainage Equipment Operator	3	2	2	2	0%
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>33%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Linear Feet of Channel - Maintained	32,000	40,000	25,000	25,000	-38%
Acres Mowed - Channels	350	850	290	460	-46%
Outfall Structures - Inventoried and Screened	0	50	50	50	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Street - Traffic Maintenance/4019

Revised  
8/3/2011 8:25

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Maintained 1300 signs due to damage, vandalism or expiration of useful life.
2. Installed over 150 new signs related to engineering requests and new subdivisions.
3. Installed/maintained 35,000 linear feet of pavement markings.
4. Installed 7,500 square feet of hot tape for stop bars, school zones, and crosswalks
5. Programed school zone flasher timers in accordance with BISD time schedules for individual school zones.

**Objectives for Fiscal Year 2011-2012:**

1. Maintain a 30 minute response time for emergency repairs for regulatory signs, i.e. stops, speed and school zone 24 hours a day
2. Maintain a 1 hour "after hours" response time by in-house signal technician for signal malfunctions or reported trouble calls
3. Perform all signal repairs possible from ground level within 30 minutes of arrival.
4. Perform all aerial signal repairs via contractor within 6 hours of notification.
5. Perform annual preventative maintenance (PM) to 100% of 10 school zone flashers and update annual program for school zone flashers based on school calendar
6. Perform annual ground level PM to 100% of 7 signalized intersections
7. Inspect 100% of the 7 maintenance management units (MMU) in the traffic signal controllers annually
8. Maintain 49,500 linear feet of pavement markings.
9. Maintain 16,500 square feet of hot tape pavement markings.
10. Update pavement markings and school zone markings, i.e. zone bars & crosswalks when needed
11. Maintain 1,200 regulatory signs annually.
12. Install 200 regulatory signs annually.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:21

**DEPARTMENT:** 001-4019  
**DIVISION:** Street - Traffic Maintenance

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	133,047	110,595	118,786	115,695	5%
Materials and Supplies	70,954	66,008	70,109	68,009	3%
Purchased Services & Inventory	10,661	11,353	12,239	3,333	-71%
Maintenance and Repair	23,024	22,238	25,937	18,100	-19%
Other Expenditures	8,579	12,720	8,519	19,625	54%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 246,265</b>	<b>\$ 222,914</b>	<b>\$ 235,590</b>	<b>\$ 224,762</b>	<b>1%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Street Superintendent	0	0.13	0.13	0.13	0%
Signal Technician	1	1	1	1	0%
Signs & Markings Technician	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2.13</b>	<b>2.13</b>	<b>2.13</b>	<b>0%</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
New Signs Installed	252	400	150	200	-50%
Existing Signs Maintained	1,643	1,300	1,200	1,200	-8%
Pavement Markings LF	12,791	49,500	35,000	35,000	-29%
PM Services Performed*	11	13	12	13	0%

\*Includes 8 school zone flashers and 5 signals.

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 8:25

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Administration - 4511

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Instrumental in the clean-up of a hoarding property.
2. Directed staff development of the city's Stormwater Management Program for compliance with state and federal regulations.
3. Developing interdepartmental Mosquito Control program with Parks Department.
4. Directed and supported staff in the implementation of the energy cost savings measures.
5. Directed and supported staff in the implementation of the expectation guidelines for the interlocal agreement with TCPHD for risk based food establishment inspections.
6. Increased use of Community Service workers for Animal Services, clean-up city property and storm drain markings.
7. Increased proactive code enforcement activity.
8. Implemented lap tops in the field for AS and CE improving efficiency and effectiveness.
9. Implemented free web based software for AS.

**Objectives for Fiscal Year 2011-2012:**

1. Assist with developing community asset based compliance/assistance program.
2. Direct staff in developing an off-site adoption program.
3. Continue to increase pro-active code enforcement.
4. Implement interdepartmental Mosquito Control Program.
5. Continue updating SOP's for divisions.
6. Completion of the Animal Shelter Disaster plan.
7. Assist with the submission City's Texas Pollutant Discharge Elimination (TPDES) permit renewal.
8. Assist with updating City's food establishment ordinance.
9. Assist with amendments to temporary sign regulations.

**Major Budget Changes:**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Administration - 4511

Revised  
10/26/2011 7:45

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	106,579	110,670	109,083	112,289	1%
Materials and Supplies	148	539	539	534	-1%
Purchased Services & Inventory	10,161	4,187	4,187	215	-95%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	247	0	4,188	N/A
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 116,888</b>	<b>\$ 115,643</b>	<b>\$ 113,809</b>	<b>\$ 117,226</b>	<b>1%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Neighborhood Svcs Director	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. NS Deptmtl meetings held	10	11	11	12	9%
2. Division meetings held	120	144	130	135	
3. City Council meetings atnd	21	20	19	22	10%
4. Spcl Events worked	4	6	5	8	33%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Animal Services/4514

Revised  
8/3/2011 8:28

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

**Mission Statement:**

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

**Major Goals:**

1. To provide protection and service to the citizens by preventing them from being annoyed, threatened, or endangered by the city's animal population.
2. To reduce the stray animal population in the city.
3. To promote responsible pet ownership.
4. To maintain an animal shelter which complies with all state and local regulations.
5. To maintain the health and well-being of the animals housed at the shelter.
6. To provide courteous service to all customers and patrons of the Burleson Animal Shelter.

**Fiscal Year 2010-2011 Accomplishments:**

1. Purchased six(6) new cages for the shelter to lower euthanasia rate.
2. Raised rescue rate by 100% as compared to the previous years rate.
3. Continued Paw Pals summer program for children teaching proper animal care and health as well as grooming and training.
4. Developed and implemented an education outreach program to local schools and the police department.
5. Implemented a new software program and purchased laptops for vehicles to improve call efficiency.
6. Implemented new Micro chip program for the public.

**Objectives for Fiscal Year 2011-2012:**

1. Develop an off-site adoption program for higher increase in live release rate
2. Implement injured Animal Program.
3. Implement a foster program for unweaned infant animals and nursing mothers.
4. Continue working with area rescue groups and humane societies to increase placement of homeless animals.

**Major Budget Changes:**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 11:53

DEPARTMENT: Neighborhood Services  
DIVISION: Animal Services - 4514

EXPENDITURES	2008-2009 ACTUAL	2009-2010 BUDGET	2009-2010 ESTIMATE	2010-2011 BUDGET	2009-10/ 2010-11 CHANGE
Personal Services	259,684	281,395	272,028	281,186	0%
Materials and Supplies	24,461	25,316	23,796	24,796	-2%
Purchased Services & Inventory	43,051	43,310	45,919	33,466	-23%
Maintenance and Repair	9,694	7,004	6,432	2,576	-63%
Other Expenditures	5,142	8,159	5,846	30,916	279%
Capital Outlay	3,761	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 345,793</b>	<b>\$ 365,184</b>	<b>\$ 354,021</b>	<b>\$ 372,940</b>	<b>2%</b>

PERSONNEL (IN WORKER YEARS)	2008-2009 ACTUAL	2009-2010 BUDGET	2009-2010 ESTIMATE	2010-2011 BUDGET	2009-10/ 2010-11 CHANGE
Animal Control Supervisor	1	1	1	1	0%
Animal Control Officer	2	2	2	2	0%
Sr. Animal Control Officer	1	1	1	1	0%
Animal Shelter Tech	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0%</b>

PERFORMANCE MEASURES	2008-2009 ACTUAL	2009-2010 BUDGET	2009-2010 ESTIMATE	2010-2011 BUDGET	2009-10/ 2010-11 CHANGE
1. Animals handled	2,790	2,490	2,845	2,930	18%
2. Animals adopted	531	520	542	558	7%
3. Requests for service	8,239	6,000	8,405	8,657	44%
4. Bite Cases	19	70	25	30	-57%
5. Citations/warnings issued	244	315	250	258	-18%
6. Shelter visitors served	6,332	7,400	6,459	6,660	-10%
7. Rabies positive cases	6	N/A	8	10	

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 8:30

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Environmental Services 4515

**Description:** Environmental Services protects the health, safety, and welfare of citizens and the community by obtaining compliance with environmental and health regulations and by developing and implementing programs that promote a clean and environmentally healthy community. Environmental Services administers the City's Storm Water Management Program; administers the interlocal agreements between the City and Tarrant County Public Health related to permitting of food establishments, on-site sewage facilities (OSSFs), and public and semi-public swimming pools and spas; administers the Household Hazardous Waste collection program, Adopt-A-Street and Adopt-A-Waterway programs, and organizes community litter pick up events; provides administrative leadership for Keep Burleson Beautiful; investigates complaints related to storm water pollution, food establishments, OSSFs, public and semi-public swimming pools and spas, mosquitoes, etc.; takes enforcement action as necessary; conducts mosquito surveillance and control activities; performs other duties as required.

**Mission Statement:**

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

**Major Goals:**

1. Ensure the City is in compliance with storm water regulation by administering the Storm Water Management Program and enforcing City Code.
2. Protect the health of citizens by: administering the interlocal agreements between the City and Tarrant County Public Health related to food establishments, on-site sewage facilities, and public and semi-public swimming pool and spas; ensuring City Code is properly enforced.
3. Provide prompt response to complaints regarding environmental and health issues.
4. Deter illegal dumping by providing disposal alternatives such as Household Hazardous Waste collection.
5. Develop educational programs and coordinate special events that encourage citizens within the community to maintain a clean and environmentally healthy community.

**Fiscal Year 2010-2011 Accomplishments:**

1. Achieved goals for Year Four of the Storm Water Management Program including: completed all public education and public involvement/participation activities; developed a Storm Water Pollution Prevention Plan for municipal operations with the potential to impact storm water quality, including an employee training program; trained employees in 4 divisions on storm water pollution prevention; submitted the annual report to the Texas Commission on Environmental Quality.
2. Held two Household Hazardous Waste events, two Electronic waste recycling events, and two expanded community cleanup events to collect litter at multiple satellite locations throughout the City.
3. Worked with Johnson Controls, Inc. and the City's Facilities Maintenance Department to implement energy cost savings measures at 10 City facilities.
4. Developed interdepartmental Mosquito Surveillance & Control Program in cooperation with the City's Parks Maintenance Division.
5. Developed guidelines for the interlocal agreement with Tarrant County Public Health for conducting risk based food establishment inspections.

**Objectives for Fiscal Year 2011-2012:**

1. Achieve goals for Year Five of the Storm Water Management Program (SWMP) including, but not limited to: complete all public education and public involvement/participation activities; conduct inspections of City facilities for compliance with Storm Water Pollution Prevention Plan; train employees in 6 divisions on storm water pollution prevention; review Illicit Discharge Detection and Elimination Program for compliance with storm water regulations.
2. Monitor Texas Commission on Environmental Quality (TCEQ) stakeholder meetings to follow the regulatory agency as it makes revisions to the General Permit. Conduct research and coordinate with other City departments to evaluate how the City can achieve compliance with the proposed changes. At this time, proposed changes include requiring the City to conduct industrial storm water inspections.
3. Review the Storm Water Pollution Control ordinance for compliance with the proposed changes to the General Permit. Identify changes needed (if any).
4. Ensure the City is in compliance with the TCEQs General Permit to discharge pesticides. This permit, expected to be issued on October 31, 2011, regulates the discharge of pesticides that leave a residue into waters of the United States.
5. Implement interdepartmental Mosquito Surveillance & Control Program in cooperation with the City's Parks Maintenance Division.
6. Review the food establishment ordinance for compliance with current regulations. Identify changes needed (if any).
7. Evaluate complaint tracking system. Identify changes needed to better track complaints received by environmental services.
8. Increase environmental awareness throughout the community with public education programs and special events through the City's SWMP and Keep Burleson Beautiful.

**Major Budget Changes:**

N/A

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Environmental Services 4515

Revised  
10/25/2011 11:21

<b>EXPENDITURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Personal Services	61,173	75,706	75,257	78,204	3%
Materials and Supplies	5,585	2,351	1,864	2,351	0%
Operating Expenditures	37,299	30,838	31,465	25,825	-16%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	2,345	3,584	1,660	10,748	200%
Capital Outlay	-	-	-	-	N/A
<b>TOTAL</b>	<b>\$ 106,402</b>	<b>\$ 112,479</b>	<b>\$ 110,246</b>	<b>\$ 117,128</b>	<b>4%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Environmental Programs Specialist	1	1	1	1	0%
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0%</b>

<b>PERFORMANCE MEASURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
1 HHW Events	2	2	2	2	0%
2 HHW Event Participants	462	450	450	450	0%
3 Cleanup Events	2	2	2	2	0%
4 Cleanup Event Attendance	235	250	250	250	0%
5 Complaints	76	75	75	75	0%
6 Public Ed. Outreach Printed Mat.	12,400	12,000	13,000	13,000	8%
7 KBB Meetings	12	12	12	12	0%
8 Regional Storm Water Meetings	4	4	4	4	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Community Development  
**DIVISION:** Planning/5011

Revised  
8/3/2011 8:46

**Description:**

Establishes conceptually viable planning principles and policies to help guide and manage the development patterns of the City, while implementing strategies to encourage the establishment of new neighborhoods, new businesses, and the expansion and retention of existing businesses. The Planning Division supports the City Manager's Office, the Planning & Zoning Commission, the City Council and other City boards and commissions on matters affecting planning, growth and development in Burleson. The division also coordinates planning and development related matters with other City departments and agencies.

**Mission Statement:**

To encourage economic growth in a progressive community environment and facilitate the land development process by focusing resources on comprehensive planning activities and supplying unparalleled pre-development services in the City of Burleson and its extra-territorial jurisdiction.

**Major Goals:**

1. To encourage and manage commercial and residential growth that is consistent with City plans, resources, infrastructure and services.
2. To ensure an efficient development review process that is professional, timely, and supportive of adopted City goals.
3. To provide accurate and relevant information needed to guide the planning and development decision making of the public and private sectors.

**Fiscal Year 2010-2011 Accomplishments:**

1. Conducted lean management analysis for 5 planning processes to reduce application process time by 20%.
2. Improved customer service by reducing Development Assistance Committee comment response time in half.
3. Reinstated quarterly Development Roundtables for feedback on proposed changes and revisions to policies and procedures related to development.
4. Adoption of Context Sensitive Street designs.
5. Completed 10 Code Amendments including a

7. Assisted in the processing of **XX** Gas Well Applications.
8. Completed annexation of **xx** acres of land into city boundary.
9. Adoption of Transit Station concept and market area analysis for TOD and Old Town area

**Objectives for Fiscal Year 2011-2012:**

1. Implementation of Comprehensive Plan
  - a. Analyze and amend existing zoning ordinance.
  - b. Analyze and identify amendments to existing subdivision ordinance.
  - c. Analyze and identify amendments to other development ordinances.
2. Implementation of SH 174 corridor plan (adoption of overlay ordinance)
3. Create a development education and outreach program for the community (especially SH-174 and IH-35 areas)
4. Conduct annual training seminars for the Planning and Zoning Commission.
5. Continue to use the Developer's Roundtable for feedback on proposed changes and revisions to policies and procedures related to development.

**Major Budget Changes:**

None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Community Development - Planning Divisor  
**DIVISION:** Planning/5011

Revised  
10/25/2011 11:08

<b>EXPENDITURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011 / 2011-2012 CHANGE</b>
Personal Services	442,739	448,061	389,679	428,619	-4%
Materials and Supplies	2,739	3,500	2,700	2,700	-23%
Purchased Services & Inventory	77,231	98,334	160,768	50,846	-48%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	2,267	7,355	7,149	52,310	611%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	\$ 524,976	\$ 557,250	\$ 560,296	\$ 534,475	-4%

<b>PERSONNEL (IN WORKER YEARS)</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011 / 2011-2012 CHANGE</b>
Director of Community and Economic Development	0	0	0	0	0
Director of Community Development	1	1	1	1	0
Planning Official	0	0	0	0	0
Senior Planner	1	0	0	0	0
Planner I	2	1	0	0	-1
Planner II	0	2	2	2	0
Economic Development Specialist	0	0	0	0	0
Sr. Administrative Secretary	1	1	1	1	0
Development Coordinator	0	0	1	1	1
<b>TOTAL PERSONNEL</b>	5	5	5	5	0

<b>PERFORMANCE MEASURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011 / 2011-2012 CHANGE</b>
Development meetings with applicants	107	100	95	75	-20
Plat, Zoning, Commercial Site Plan applications processed	67	55	60	70	10
Long Range Plans completed	3	2	1	0	-1
Community Presentations/ Townhalls	8	5	5	12	7
Board Training Sessions Completed	0	3	2	4	2
Ordinance amendments processed	19	15	10	6	-4
Agenda Preparations for meetings - DAC, P&Z, City Council	74	92	100	100	0

CITY OF BURLESON

ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Community Development  
DIVISION: Building Inspections/5012

Revised  
8/3/2011 8:50

**Description:**Facilitates viable planning principles and policies to help guide and manage the development patterns of the City by enforcing the construction codes and zoning ordinance of the City of Burleson and by providing high quality plan review, permitting and inspection services. This division also works with and provides assist-ance to a number of the city officers, boards and committees, to include the City Manager's Office, Neighborhood Services, Fire Marshal, Environmental Services, Development Assistance Committee, Zoning Board of Adjustment, as well as the Building Codes and Standards Board.

**Mission Statement:**

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

**Major Goals:**

1. To provide effective and responsive plan review and inspection services through building codes and the zoning ordinance for the health, safety and welfare of the community.
2. To further the goals of the City's comprehensive plan by insuring that permits are only issued for projects that comply with the terms of the City's zoning ordinance.
3. To improve the safety and appearance of the city by encouraging compliance with local codes and ordinances through the development and distribution of public information brochures in the areas of building safety and code compliance.
4. To communicate and cooperate closely with all other city departments as a means for providing assistance to citizens, contractors and developers during the course of construction projects.
5. To support employee training that will maintain and improve technical and professional skills.

**Fiscal Year 2010-2011 Accomplishments:**

1. A total of xx commercial permits have been issued to date and have generated xx% higher revenues.
2. Conducted lean management analysis for building permit and Certificate of Occupancy processes to creating efficiencies
3. Adoption of 2006 ICC Construction Codes.
4. Improved customer service by creating new forms that are simpler and through the new website.

**Objectives for Fiscal Year 2011-2012:**

1. To complete review of residential building plans within 1-3 working days of submission; to complete review of commercial building plans within ten working days of submission.
2. To make all inspections within twenty-four hours of request. (Based on current "one-a-day" inspections.)
3. To maintain the quality of residential and commercial developments through providing additional on the job training for field inspectors and permit technicians.
4. Create a development guide to provide information to customers about regulations and departmental programs on an on-going basis.
5. To seek additional code certifications for field inspectors.
6. To seek a study of current fees and adjust accordingly.

**Major Budget Changes:**

1. No major budget changes are predicted.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Community and Economic Development  
**DIVISION:** Building Inspections/5012

Revised  
10/25/2011 11:08

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	425,964	426,488	401,618	304,360	-29%
Materials and Supplies	3,198	4,140	4,267	3,965	-4%
Purchased Services & Inventory	36,352	34,163	33,920	14,183	-58%
Maintenance and Repair	6,623	3,221	4,122	1,373	-57%
Other Expenditures	7,589	9,066	7,989	33,289	267%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 479,726</b>	<b>\$ 477,078</b>	<b>\$ 451,916</b>	<b>\$ 357,170</b>	<b>-25%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
Building Official	1	1	1	1	0
Building Inspector	3	3	3	2	-1
Building Permits Specialist	2	2	2	1	-1
Building Permits Specialist (Part-time)	0.5	0.5	0.5	0	-1
Administrative Secretary	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>5</b>	<b>-2.5</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Total Permits Issued	4,219	7,264	3,500	3,675	-3,589
New Residential Building Permits Issued	224	312	180	189	-123
New Commercial Building Permits Issued	26	17	15	18	1
Total Construction Valuation	\$90,507,404	\$65,000,000	\$51,500,000	\$53,000,000	-\$12,000,000
Garage Sales Issued	1,857	1,857	2,150	2,258	401
Garage Sale Revenue	\$24,058	\$24,058	\$29,050	\$30,503	\$6,445
Total Inspections Made	13,041	14,311	10,500	11,025	-3,286
Front Desk Customer Service Requests	12,386	18,000	9,975	10,474	-7,526
Total Fees Collected	\$572,905	\$1,092,668	\$545,000	\$572,250	-\$520,418

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Code Compliance - 5013

Revised  
8/3/2011 8:58

**Description:**

The Code Compliance division strives to attain compliance with city codes regarding land use and nuisance regulations and the maintenance of structures and premises through education, cooperation, enforcement and abatement to achieve a cleaner, healthier and safer city. Division officers promote, maintain, and improve the quality of life in the Burleson community through community partnerships and education, and are committed to providing dedicated, enthusiastic, and professional service.

**Mission Statement:**

Protect the health, safety and welfare of all citizens of the city through fair and equitable enforcement of nuisance codes and zoning ordinances.

**Major Goals:**

1. Make the city of Burleson a safer and cleaner place to live and do business through a cooperative effort between the City and its citizens.
2. Provide prompt, courteous, and professional service to all residential and corporate citizens.
3. Gain willing compliance through education of property owners who are in violation of City codes.
4. Encourage responsible property maintenance through enforcement of minimum property standards ordinance.

**Fiscal Year 2010-2011 Accomplishments:**

1. Instrumental in the clean-up of hoarding property.
2. Implemented the efficient use of lap top in vehicles.
3. Increased posting of properties for more efficient notification process.
4. Participating in the development of interdepartmental Mosquito control Program.
5. Increased pro-active commercial enforcement.
6. Increased use of community service workers to clean-up properties.

**Objectives for Fiscal Year 2011-2012:**

1. Assist with developing Community asset based compliance/assistance program.
2. Assist with amendments to temporary sign regulations.
3. Assist with the Implementation of the interdepartmental Mosquito control Program.
4. Continue updating SOP's.
5. Continue increasing pro-active code enforcement activity.

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Neighborhood Services  
**DIVISION:** Code Compliance/5013

Revised  
10/26/2011 11:51

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	133,108	133,375	133,923	138,801	4%
Materials and Supplies	1,704	1,081	772	1,081	0%
Purchased Services & Inventory	16,692	25,494	25,579	12,137	-52%
Maintenance and Repair	3,175	2,975	3,052	1,081	-64%
Other Expenditures	6,414	7,862	8,622	19,871	153%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 161,093</b>	<b>\$ 170,787</b>	<b>\$ 171,948</b>	<b>\$ 172,971</b>	<b>1%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Code Enforcement Officer	2	2	2	2	0
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
<b><u>Staff Actions by category*</u></b>					
High Grass	584		600	630	
Junk & Trash	384		400	420	
Junked Vehicle	65		75	80	
Signs	844		1,000	1,050	
New Storage buildings/fence	305		305	305	
Paking in yard	121		150	160	
All other cases	257		300	315	
<b>Total Inspections</b>	<b>2,747</b>		<b>3,000</b>	<b>3,150</b>	

\*Numbers reflect all staff actions taken on cases of each type.

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Capital Improvements / 5511

Revised  
8/3/2011 9:05

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

See attached page

**Objectives for Fiscal Year 2011-2012:**

1. Complete the design and construction of the pre-2005 and 2005 -09 Bond Programs. Commencement of Year 1 of the 2010-2014 Bond Program
2. Coordinate with other governmental agencies on current and proposed projects that directly affect the citizens of Burleson.
3. Creation and implementation of a capital improvements plan for streets, water, and sanitary sewer projects for future years.
4. To provide effective engineering support to the public, City staff, and City Council.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 9:05

DEPARTMENT: Public Works  
DIVISION: Capital Improvements - 5511

**Description:**

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

<p><b>Fiscal Year 2010-2011 Accomplishments:</b></p> <p><b>1) Initiated design on the following</b></p> <p>HCPW Elevated Storage Tank Thomas Conveyor Waterline replacement MV Elevated Tank Restoration Lift Station Removal (Mockingbird &amp; Williams) Raised Median at NW Alsbury Blvd and UPRR Signal at McAlister Road and NW Renfro Brushy Mound Median UPP to LPP Transfer Valve</p> <p><b>2) Completed design on the following:</b></p> <p>N/S Connector (Spinks Backage Road) Tank Replacement at Brushy Mound Thomas Conveyor Waterline replacement North Creek Relief Sewerline (Non-M.H.) John Jones 16" Waterline MV Elevated Tank Restoration Signal at McAlister Road and NW Renfro UPP to LPP Transfer Valve Brushy Mound Median</p>	<p><b>3) Initiated right-of-way acquisition on the following:</b></p> <p>N/S Connector (Spinks Backage Road) Quil Miller Phase 2 Bowden Circle Street Rehabilitation HCPW Elevated Storage Tank</p> <p><b>4) Completed right-of-way acquisition on the following:</b></p> <p>Alsbury Boulevard Phase 2 Quil Miller Phase 2 Bowden Circle Street Rehabilitation</p> <p><b>5) Initiated construction on the following:</b></p> <p>Tank Replacement at Brushy Mound MV Elevated Tank Restoration Meadowcrest Park Improvements Phase 1 B business Park Infrastructure Improvements</p> <p><b>6) Completed construction on the following:</b></p> <p>Neighborhood Street Rebuild 2008 Independent Water &amp; Sewer Rehab 2008 Independent Sewer 09 Traffic Signal at Summercrest @ SWAlsbury MV Elevated Tank Restoration Quil Miller Phase 2 Alsbury Boulevard Phase 2 16" Waterline - John Jones OT Parking Lot Alsbury Median Landscape Project Meadowcrest Park Improvements</p>
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**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 8:08

DEPARTMENT:                   Engineering Services  
DIVISION:                       Capital Improvements - 5511

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	75,706	80,280	111,375	86,919	8%
Materials and Supplies	2,026	2,505	2,505	2,575	3%
Purchased Services & Inventory	59,740	27,673	26,587	8,102	-71%
Maintenance and Repair	2,659	2,610	6,226	1,807	-31%
Other Expenditures	12,111	12,831	12,236	38,510	200%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 152,242</b>	<b>\$ 125,899</b>	<b>\$ 158,929</b>	<b>\$ 137,913</b>	<b>10%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Engineering	0	0.34	0.34	0.34	0
Deputy City Engineer	1	1	1	1	0
Civil Engineer	1	1	1	1	0
Chief Engineering Inspector	1	1	1	1	0
Engineering Inspector	2	1	1	1	-1
Engineering Development Coordinator	0	1	1	1	0
	<u>5</u>	<u>5.34</u>	<u>5.34</u>	<u>5.34</u>	<u>-1</u>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1 Projects Inspected	47	27	27	28	4%
2 Wtr/WstWtr/Stm Lines Insp'd (lf)	165,000	120,000	95,000	125,000	4%
3 Paving Inspected (lf)	110,000	105,000	75,000	110,000	5%
4 Init. Design CIP Bond Projects	11	7	8	8	14%
5 Init. Const CIP Bond Projects	10	8	4	10	25%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Engineering Services  
**DIVISION:** Development / 5512

Revised  
8/3/2011 9:03

**Description:**

The Engineering/Development Division coordinates and monitors the development and design of all private development relative to engineering activities, starting with the review of plats, site plans and zoning changes through the Development Assistance Committee. The division ensures that all public improvements, which will become City infrastructure, are designed to meet the requirements of the City's development ordinances and state and federal law and are designed in accordance with accepted engineering principles. This division also provides substantial input into the GIS system and maintains construction plans and filing documents in the City's maproom. The division evaluates drainage concerns and floodplain issues for citizens and is responsible for the City's floodplain management and maintaining records required for the City's CRS rating for flood insurance. The division sets and implements impact fees and participates in gas well issues.

**Mission Statement:**

To serve the development community and the citizens of Burleson by ensuring that infrastructure installed by developers is designed to City standards. This is accomplished by providing the following services:

1. Review of subdivision and related site and infrastructure plans;
2. Development and maintenance of the City's digital land management maps;
3. Organization and maintenance of the City's public infrastructure construction plans;
4. Floodplain management;
5. Coordination and review of gas well permits within the City; and
6. Customer service for a variety of development-related questions and concerns.

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

Through April 2011:

1. Initiated Mobility Plan and update to Master Thoroughfare Plan, including major changes to road system for Alsbury, Wilson extension and possible Hurst Road.
2. Maintained floodplain management duties for the City.

**Fiscal Year 2010-2011 Accomplishments (continued):**

3. Produced two semiannual Water and Wastewater Impact Fee Reports.infrastructure installed by private developers.
4. Completed the required 5 year update to the Impact Fee Study, updated the Ordinance and reset fee schedule.
5. Executed 9 Community Facilities Contracts for public
6. Reviewed 18 plats; 14 zoning apps and 11 site plans.
7. Reviewed engineering construction plans for 2 residential subdivision project and 8 commercial developments.
8. Processed permits for 14 gas wells and related activities.
9. Revise water lines on GIS to accurately reflect ownership/CCN data.
10. Created a database that tracks development cases and standardizes reviews.
11. Created a floodplain management database to track elevation certificates, floodplain development permits, floodplain determinations and floodplain violations.
12. Update Gas Well Ordinance to address current issues such as air quality and gas lift compressors (in progress).

**Objectives for Fiscal Year 2011-2012:**

1. Create electronic plan acceptance policies and begin navigation to paperless plan review and processing.
2. Audit gas well sites for use of city roads and assess road damage remediation fees if necessary.
3. Complete the addition of easements to GIS and create an "issues" layer to maintain property specific inquiries/promises throughout staff changes and decades.
4. Investigate opportunities for increasing our ranking in the Community Rating System with NFIP (potentially reduce flood insurance rates in the city).
5. Cross train personnel to cover gas well incidents 24/7.
6. Revise Subdivision and Development Ordinance and Design Standards Manual to effectively implement Complete Streets concepts from Mobility Plan creation.

**Major Budget Changes:**

None.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 8:09

**DEPARTMENT:** Engineerin Services  
**DIVISION:** Engineering/Development/5512

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	267,967	202,580	153,365	210,973	38%
Materials and Supplies	2,769	3,500	1,335	2,500	-87%
Purchased Services & Inventory	32,612	87,099	101,772	85,500	-16%
Maintenance and Repair	1,380	1,880	1,380	1,880	-36%
Other Expenditures	1,003	5,431	600	22,411	3635%
Capital Outlay	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 305,731</b>	<b>\$ 300,490</b>	<b>\$ 258,452</b>	<b>\$ 323,264</b>	<b>25%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Engineering	0	0.33	0.33	0.33	0
Deputy City Engineer	1	0	0	0	0
Project Engineer	0	0.67	0.67	0.67	0
Senior Engineering Technician	1	0	0	0	0
Engineering Technician	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Res. Engineering Plans Reviewed	2	5	8	6	20%
Comm. Eng. Plans Reviewed	13	15	18	15	0%
CFCs Executed	20	15	21	18	20%
Gas Well Permits Processed	58	40	16	14	-65%
Plat Applications Reviewed	51	40	25	40	0%
Site Plans Reviewed	16	15	12	15	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Engineering Services  
**DIVISION:** Gas Well Development / 5513

Revised  
8/3/2011 9:06

**Description:**

Gas Well Development Division is responsible for receiving, reviewing, and processing all gas well applications submitted to the City for wells located within the city limits. Applications are reviewed for accuracy by the Gas Well Development personnel and a committee comprised of representatives from Engineering, Public Works Operations, Parks and Recreation, Fire, Planning as well as Gas Well Development personnel. The Division is also responsible for routine inspection of all gas well sites for compliance with city regulations, and responds to all emergency calls on a 24/7/365 basis. The Division performs sound level testing for compliance to noise ordinance, requests and monitors air quality testing and responds to all complaints and inquiries from citizens.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Obtained noise testing equipment and training on its use to provide immediate response and testing to noise complaints.
2. Completed TCEQ air quality testing for 6 gas prominent gas well sites in Burleson at no charge to the City.
3. Processed permits for and completed inspection on 13 new gas wells.
4. Obtained gas pipeline and ETJ well data from TRRC and made that available on GIS for reference.
5. Completed setup and input for comprehensive Gas Well Database to provide easy access to gas well permit information for city wells.
6. COB Gas Well personnel were founding members of the Oil and Gas Regional Roundtable, a group now comprised of 10 member cities that meet monthly for education and to discuss gas well related issues and share information.

**Fiscal Year 2010-2011 Accomplishments (continued):**

7. Completed a "Gas Well Incident" drill with Williams Production and COB Fire and Police response.

**Objectives for Fiscal Year 2011-2012:**

1. Continue to visit each pad-site for compliance at least every second day.
2. Reduce number of complaints resulting from excessive noise level through pro-active measures and coordination with gas well operators.
3. Obtain TEEKs training for both inspectors in Gas Well inspection methods now offered.
4. Stay current and continue to monitor air quality and other issues that arise in the industry.
5. Complete revisions to the Gas Well Ordinance to update with current issues.
6. Increase compliance with the ordinance with completion of landscaping at many well sites now complete from drilling.
7. Perform a survey of surrounding cities and for fee comparison and assure Burleson stays current with area average fee structure.

**Major Budget Changes:**

None.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 11:49

**DEPARTMENT:** Engineering Services  
**DIVISION:** Gas Well Development / 5513

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	217,543	221,751	211,020	270,424	22%
Materials and Supplies	2,424	9,400	4,793	5,900	-37%
Purchased Services & Inventory	7,863	17,634	13,799	8,499	-52%
Maintenance and Repair	12,844	9,645	11,371	9,501	-1%
Other Expenditures	2,197	6,981	5,680	19,784	183%
Capital Outlay	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 242,871</b>	<b>\$ 265,411</b>	<b>\$ 246,663</b>	<b>\$ 314,108</b>	<b>18%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Engineering	0	0.33	0.33	0.33	0
Civil Engineer	1	0	0	0	0
Project Engineer	1	0.33	0.33	0.33	0
Gas Well Development Supervisor	1	1	1	1	0
Gas Well Development Inspector	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Number of pad sites inspected	53	55	61	57	2
Number of applications reviewed	25	32	25	10	(22)
Number of Violations addressed	11	11	11	10	(1)
Number of Site Visits	936	291	936	1,150	859

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Park and Recreation  
**DIVISION:** Administration/6011

Revised  
8/3/2011 9:08

**Description:**

The Administration division consists of the Director, Senior Park Planner, and Administrative Secretary. The Director, with input from various staff members plans and develops: park maintenance standards, community wide special events, park designs and development schedules, creates and administrates division budget, oversees the maintenance of the city cemetery, represents staff recommendations to the city manager and city council. The director is also responsible for working with the park and cemetery board and uses their insight to create programs and policies that best meet the park and recreation needs of the citizens of Burleson.

**Mission Statement:**

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

**Major Goals:**

1. To effectively communicate the goals of the department to the employees and citizens alike.
2. To provide a vision to both employees and citizens of the future of parks and recreation.
3. To offer the most modern and worthy recreation and park equipment to our citizens.
4. To create a sustainable plan for the operation and maintenance of the new athletic complexes and passive city parks.
5. To work closely with the city's park board to ensure an equal distribution of park and recreational facilities throughout the city and to provide that board with the most accurate information possible to ensure the right decisions are made.

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed first fall baseball/softball season at Chisenhall Fields.
2. Completed one full year of BRiCk operations. Revenue is tracking consistently with the fiscal year.
3. Completed plans and construction of the new Meadowcrest park.
4. Completed design and construction of the Burleson Meadows park.
5. Completed renovations to the Burleson Memorial Cemetery.
6. Completed the first Joint Use Agreement with BYA for the operation of city athletic field. The agreement also created a "Price Per Player" to offset the operational costs of the parks
7. Began construction of the Oak Valley Trail.

**Objectives for Fiscal Year 2011-2012:**

1. To complete construction on the Universally Accessible Playground at Burleson Meadows Park.
2. To complete construction of the Oak Valley Trail.
3. To begin the construction of Phase One of Bailey Lake
4. Achieve 68% revenue recovery of the operation of the new recreation center.
5. To select consulting firm and begin design of Village Creek Trail Segment 1.

**Budget Changes:**

No significant additions or reduction are planned for this budget for this fiscal year.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 9:53

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** Administration/6011

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	207,889	211,167	209,385	188,230	-11%
Materials and Supplies	249	0	17	0	N/A
Purchased Services & Inventory	6,861	7,557	7,557	0	-100%
Maintenance and Repair	15	0	0	0	N/A
Other Expenditures	0	150,644	85,196	8,240	-95%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 215,014</b>	<b>\$ 369,368</b>	<b>\$ 302,155</b>	<b>\$ 196,470</b>	<b>-47%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Parks & Recreation	1	1	1	1	0
Administrative Secretary	1	0	0	0	0
Senior Planner	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1 Departmental coordination and administration of programs and events	14	14	13	14	0%
2 Participation at special events	31,300	31,926	32,565	33,725	6%
3 Meetings with Park Board	10	10	10	10	0%
4 Annual distribution and/or planting trees	200	200	400	400	100%
5. Inaugural Tree North Texas Pam				500	

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** Recreation/6012

Revised  
8/3/2011 9:10

**Description:**

The Recreation Division is responsible for providing leisure activities and events for adults and youths. This programming consists of organized leagues, education and physical fitness classes, aquatics, Senior Activity Center activities and 16 special events. The facilities available for use are the New Recreation Center at Bartlett Park, 16 city parks including the Hidden Creek Sport Complex, Chisenhall Farm Sport Park, inline skate court, basketball and tennis courts, outdoor municipal pool and numerous pavilions.

**Mission Statement:**

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

**Major Goals:**

1. To maximize the use of existing facilities and to operate the new recreation center "BRICK".
2. To continue to increase participant numbers in all programs and events.
3. To increase revenue by developing a marketing plan for membership sales and retention at the newer center.
4. Achieve 65% revenue recovery of the operation of the new recreation center.
5. To continue to operate all city special events at a reduced level..
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the city.
7. To increase the exposure of the recreation department's events and activities to the public via all types of media.

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed construction of new BRICK.
2. Nearing 1 year anniversary of BRiCK with now over 2,200 members.
3. Held 3rd Annual Boo Bash.
4. Have continued to meet with BYA to achieve a better partnership.
5. Have developed numerous new classes and program for operation with the BRICK.
6. Exceeding revenue projections for BRiCK and possibly reduce general fund subsidy..

**Objectives for Fiscal Year 2011-2012:**

1. To increase adult athletic participants to 100 teams per season at Hidden Creek Sport Complex.
2. Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.
3. Continue to solicit sponsorship to aid in the operation of special events.
4. To begin the implementation of a facility usage agreement for the Youth Leagues prior to the opening of the new sport complexes.
6. To update the membership and services fees for the BRICK to ensure optimum revenue and service plans.

**Budget Changes: 2010-2012**

No significant changes in this budget are planned currently.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** Recreation/6012

Revised  
10/25/2011 11:34

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	122,969	115,040	115,095	118,268	3%
Materials and Supplies	612	0	20	0	N/A
Purchased Services & Inventory	4,865	4,640	3,778	0	-100%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	69,991	64,647	67,776	71,245	10%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 198,437</b>	<b>\$ 184,327</b>	<b>\$ 186,669</b>	<b>\$ 189,513</b>	<b>3%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Recreation Manager	1	1	1	1	0
Ball field Attendant (Part-time)	1	1	1	1	0
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Hours of Operation*		4,732	4,732	4,912	4%
Special Event Participants*	31,300	31,926	32,565	33,725	6%
Program Participants	10,910	10,910			0%
Special events	14	14	14	14	0%
Primary BRiCK members	0	2,200	2,295	2,500	14%
Budget per capita	\$12.28	\$6.48	\$6.05	\$4.91	-24%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Park & Recreation Department  
**DIVISION:** Park Maintenance/6013

Revised  
8/3/2011 9:11

The Park Maintenance Division is responsible for maintaining and improving all passive city parks and facilities. The Parks Division is also responsible for the grounds maintenance of the Senior Activity Center, Municipal Pool the new recreation center and the practice fields at Bartlett park. The Parks division is heavily involved with the construction of new neighborhood parks. In addition, the Parks Division is responsible for tree maintenance and planting at the memorial cemetery, mosquito control throughout the City. The Parks Department also assists in city sponsored and community based special events.

**Mission Statement:**

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

**Major Goals:**

1. To support beautification projects as needed and approved.
2. To improve the quality and maintenance in all city parks.
3. To support 14 city sponsored special events.
4. To assure that all park facilities; which include playgrounds, are free of safety hazards through a monthly inspection program.
5. To develop approved neighborhood parks in a timely manner.

**Fiscal Year 2010-2011 Accomplishments:**

1. Finished the installation of the universal playground and parking lot at Burleson Meadows Park. (phase one)
2. Completed the brush & undergrowth removal / removed old fencing and oversee completion of the water well at Bailey Lake, in preparation for the park's phase one development.
3. Completed Meadowcrest park and is open to the public.
4. Overseeing the mowing contracts of medians and right of ways throughout the city and ETJ.
5. Completed oversight of the construction of the Oak Valley Trail.

**Objectives for Fiscal Year 2011-2012:**

1. To complete the Phase I of the Bailey Lake Master Plan.
2. To improve the rate at which playground and play equipment is inspected.
3. To respond more efficiently with the city's mosquito abatement program and to report to the Environmental Services Department the areas that have been treated within 48 hours. This change would allow for a better flow of information and record keeping.
4. To increase the support given to the Recreation Department during community special events.
5. To support the park department's employee's policy to create an ethical workplace.

**Major budget changes for FY 2011-2012:**

No significant changes are currently planned for this year's budget.

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Park & Recreation Department  
**DIVISION:** Park Maintenance/6013

Revised  
10/25/2011 11:31

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	507,670	472,581	474,585	489,359	4%
Materials and Supplies	13,153	11,116	12,836	11,616	4%
Purchased Services & Inventory	130,885	90,937	92,095	91,299	0%
Maintenance and Repair	182,745	192,722	184,029	163,047	-15%
Other Expenditures	38,248	50,502	41,688	66,962	33%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 872,701</b>	<b>\$ 817,858</b>	<b>\$ 805,233</b>	<b>\$ 822,283</b>	<b>1%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Park Maintenance Manager	1	1	1	1	0
Park Maintenance Supervisor	1	1	1	1	0
Park Maintenance Crew Leader	1	2	2	2	0
Park Maintenance Worker I and II	6	4	4	4	0
Park Maintenance Worker (Temporary)	3	2	2	2	0
<b>TOTAL PERSONNEL</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Net Operating and Maintenance Expenditures Per Capita	\$28.00	\$25.90	\$25.67	\$21.66	-16%
2. Park Acreage Inventoried	358	358	358	358	0%
3. Park Acreage Maintenance	358	154	154	154	0%
4. Athletic Fields Maintained	12	0	0	0	0%
5. Median Acreage Maintained	-	-	-	-	0%
<u>Rotation Frequency</u>					
Parks	7 days	7 days	7 days	7 days	0%
Medians (privatized)	14 days	14 days	14 days	14 days	0%
ROW (privatized)	30 days	30 days	30 days	30 days	0%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** Senior Activity Center / 6015

Revised  
8/3/2011 9:13

**Description:**

The primary function of the Senior Activity Center is to meet the needs of the rapidly growing elderly segment of our population by providing valuable health screening services, income tax preparation assistance, leisure activities, special events, classes and travel experiences. In addition, the center serves our community by providing the elderly populace with a place to congregate, share mutual interests and give our older generation a sense of self worth by putting them back into the mainstream of our community.

**Mission Statement:**

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

**Major Goals:**

1. To provide senior citizens an enjoyable place to congregate and participate in activities.
2. To provide new programs and special events.
3. To provide additional health care screenings and information fairs to promote healthy aging.
4. To provide free transportation to the SAC or needed doctors visits via the senior bus for our patrons who are unable to drive or are without family.
5. To provide a meeting place for senior Groups (i.e. AARP, Retired Teacher's).

**Fiscal Year 2010-2011 Accomplishments:**

1. Created several new evening event to attract younger participants.
2. Conducted 9th annual income tax assistance for seniors.
3. Continued increase in participants resulting from a positive reputation for scheduled activities and events.
4. Quilting club donated over 30 quilts to the Police and Fire Victim Assistance Program.
5. Added one additional part time center attendant to assist in the program.

**Objectives for Fiscal Year 2011-2012:**

1. To host 12 city sponsored senior dances.
2. To continue to add additional evening program and event to increase the number of younger senior participants.
3. To continue to seek sponsorships for the many special events held at the center.
4. To host an annual assessment fair for all seniors while informing patrons of issues and assistance that affect their lifestyle.
5. Petition council for additional funds to finish the facade on the front of the senior building.
6. Create and assess a user fee for the participants of the center with both a resident and non-resident fee.

**Major Budget Chances:**

No significant change are currently planned for the division.

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/25/2011 11:29

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** Senior Activity Center/6015

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	65,825	57,591	59,113	65,213	13%
Materials and Supplies	10,297	9,057	9,057	9,057	0%
Purchased Services & Inventory	23,005	15,896	23,292	14,752	-7%
Maintenance and Repair	4,844	6,366	7,832	3,361	-47%
Other Expenditures	0	-2,719	0	10,452	N/A
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 103,971</b>	<b>\$ 86,191</b>	<b>\$ 99,294</b>	<b>\$ 102,835</b>	<b>19%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Senior Activity Center Coordinator	1	1	1	1	-
Senior Activity Center Attendant (Part-time)	1	1	1	1	-
<b>TOTAL PERSONNEL</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1 Yearly Participants	25,006	30,115	2,496	31,200	4%
2 Non routine activities	676	700	730	871	24%
3 Total Hours of Operation	3,000	3,000	3,000	3,468	16%
4 City Sponsored Senior Dances	12	12	12	12	0%
4 Volunteer hours	260	260	280	280	8%
5 Activity Calendars Published	12	12	12	12	0%
6 Senior Van Riders*	487	500	550	400	-20%

\*As of May 2011

\* Senior Transportation is reduced due to declining vehicle quality.

**WATER & WASTEWATER FUND  
DETAIL**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 9:33

**DEPARTMENT:** Non-Departmental - Water and Wastewater Fund - 401  
**DIVISION:** Non-Departmental - 1041

**Description:**

This Cost Center has been established for the charging of costs which are not attributable to the operation of any one department.

**Mission Statement:**

**Major Goals:**

Due to the nature of the function of this department, no goals or objectives are available.

**Fiscal Year 2010-2011 Accomplishments:**

**Objectives for Fiscal Year 2011-2012:**

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 9:26

**DEPARTMENT:** Non-Departmental - Water and Wastewater Fund - 401  
**DIVISION:** Non-Departmental - 1041

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	7,008	9,147	8,245	6,883	-25%
Materials and Supplies	1,856	2,691	2,691	2,691	0%
Purchased Services & Inventory	44,632	51,536	45,541	47,854	-7%
Maintenance and Repair	0	1,826	0	0	-100%
Other Expenditures	1,062,162	1,110,332	1,106,469	1,213,399	9%
Capital Outlay	11,774	836	4,401	847	1%
<b>TOTAL</b>	<b>\$ 1,127,432</b>	<b>\$ 1,176,368</b>	<b>\$ 1,167,347</b>	<b>\$ 1,271,674</b>	<b>8%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 9:33

**DEPARTMENT:** Public Works  
**DIVISION:** Utility Customer Service/2041

**Description:**

The Public Works Customer Service Division operates under the Direct Supervision of the Utility Customer Service Manager and is responsible for the collection of water metering information and development of monthly billing statements for water, wastewater and solid waste collection services. This division operates in a service oriented environment and is often the first point of contact for citizens of the City of Burleson. The division consists of one Utility Manager, one Customer Service Supervisor, one Customer Service Technician, two Customer Service Clerks, one Meter Service Technician, and two Meter Service Workers. Annual demands include over 150,000 meter readings and a like quantity of billings processed each year.

**Mission Statement:**

**To collect, process, and distribute accurate billing information for water, wastewater and solid waste collection services to the citizens of Burleson while maintaining a courteous, service oriented environment.**

**Major Goals:**

1. Provide exemplary customer service to the citizens of Burleson.
2. Improve communications with customers concerning rates and policies through informative brochures, information on the billing statement and signage at the office and drive thru area.
3. Improve operational efficiency through phased implementation of Automatic Meter Reading with drive-by reading equipment.

**Fiscal Year 2010-2011 Accomplishments:**

E-billing became another option for customers during this budget year. Customers now have a choice of receiving paper or electronic bills. With time and some promotion this feature should begin to cut some costs in the postage and processing fees area.

The second year of the meter change-out program is underway. Approximately 3000 meters have been replaced with drive-by meters. This has improved reading efficiency and the new meters provide history and usage data for our customers. By year end total meters changed out should reach 4000.

Increased usage of online payments from 17% to 21%.

**Objectives for Fiscal Year 2011-2012:**

1. Provide immediate response to walk-in and phone-in customers.
2. Provide online bill-pay option to customers
3. Provide telephone credit card payment option to customers (with convenience fee)
4. Make water usage data available to customers for identifying potential leaks or usage trends.
5. Replace residential water meters prior to 10 years of service.
6. Replace commercial water meters when accuracy drops below 95%.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 10:24

**DEPARTMENT:** Public Works  
**DIVISION:** Utility Customer Service 2041

<b>EXPENDITURES</b>	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	408,672	398,533	390,876	417,661	5%
Materials and Supplies	68,629	71,275	70,297	72,825	2%
Purchased Services & Inventory	152,137	144,018	176,867	143,683	0%
Maintenance and Repair	9,782	10,718	10,261	4,078	-62%
Other Expenditures	42,994	40,346	40,346	109,504	171%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 682,214</b>	<b>\$ 664,890</b>	<b>\$ 688,647</b>	<b>\$ 747,751</b>	<b>12%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Utility Customer Service Manager	1	1	1	1	0
Customer Service Supervisor	1	1	1	1	0
Utility Customer Service Clerk	2	2	2	2	0
Utility Customer Service Technician	1	1	1	1	0
Meter Service Technician	1	1	1	1	0
Meter Service Worker	2	2	2	2	0
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

<b>PERFORMANCE MEASURES</b>	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
<b>Monthly Totals</b>					
1 # of Automated payments (This includes bank drafts & internet)	2987	3226	3346	3465	7%
2 # of Cust Accounts- RES-water	11,325	11,416	11,505	11,685	2%
3 # of Cust Accounts- COM-water	960	974	984	1,008	3%
4 # of Cust Accounts- RES-sewer	11,795	11,905	12,015	12,235	3%
5 # of Cust Accounts- COM-sewer	701	717	730	740	3%
6 # of Automated Meters	6,161	7,800	7,961	9,861	26%

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Water Operations/4041

Revised  
8/3/2011 9:36

**Description:**

Water field operations is responsible for maintenance and repair of approximately 180 miles of water distribution lines, 12,800 service connections, over 4,000 valves, 1300 fire hydrants and an average flow of over 4.4 million gallons of water per day.

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed rehabilitation of the 300,000 gallon Mountain Valley elevated storage tank. Rehab included mitigating and replacing corroded areas, installing safety climb equipment, cleaning inside the bowl of tank, replacing required vent covers, and securing manway hatches with new clasp system.
2. Replaced approximately 1,700 water meters with Neptune R900i, data-loggin meters as part of meter replacement program.

**Objectives for Fiscal Year 2011-2012:**

1. Respond to water main breaks during working hours within 30 minutes of report.
2. Respond to water main breaks after working hours within 1 hour of report
3. Perform emergency water main repairs within 6 hours of initial report.
4. Operate 100% of 4,000 valves to ensure equipment is operational annually.
5. Operate 100% of 1,300 hydrants to ensure equipment is operational annually.
6. Perform Preventive Maintenance on 100% of 1,300 hydrants annually.
7. Manage system infrastructure to limit main breaks to 30 annually.
8. Establish software and procedures necessary to track the annual number of homes with water service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
9. Explore possibilities for reduction in water pumping electricity costs.
10. Install 120 City of Burleson automatic flush valves facilitating main flushing on all dead end mains.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 10:26

**DEPARTMENT:** Public Works  
**DIVISION:** Water Operations / 4041

EXPENDITURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	948,300	1,040,307	940,516	999,695	-4%
Materials and Supplies	48,972	34,713	34,023	33,577	-3%
Purchased Services & Inventory	3,563,697	3,803,805	3,824,904	3,899,605	3%
Maintenance and Repair	271,481	317,192	270,482	229,045	-28%
Other Expenditures	998,981	889,527	984,515	1,005,756	13%
Capital Outlay	561,668	689,008	464,008	464,008	-33%
<b>TOTAL</b>	<b>\$ 6,393,099</b>	<b>\$ 6,774,552</b>	<b>\$ 6,518,448</b>	<b>\$ 6,631,686</b>	<b>-2%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Assistant Public Works Director	1	1	1	1	0
Utility Superintendent	1	1	1	1	0
Utility Crew Leader	5	5	5	5	0
Utility Inventory Coordinator	1	1	1	1	0
W/WW Regulatory Technician	1	1	1	1	0
Water Production Specialist	1	1	1	1	0
Right of Way Inspector	1	1	1	1	0
Utility Worker I, II and III	6	6	6	6	0
<b>TOTAL PERSONNEL</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Estimated percent of unaccounted for water	9.8%	8.75%	8.75%	8.75%	0%
Water main breaks	34	48	28	43	-10%
Connections per employee	722	729	735	747	2%
Water delivered MGD	4.4	4.8	4.8	4.95	3%
% of Valves Maintained (4,000 in system)	35%	35%	50%	100%	186%

CITY OF BURLESON

ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT:

Public Works

Revised

DIVISION:

Wastewater Operations / 4042

8/3/2011 9:38

**Description:**

Wastewater Field Operations is responsible for providing wastewater collection services within the City of Burleson service area. The system is comprised of 186 miles of various size and composition of piping, over 2,700 manholes, almost 400 cleanouts, approximately 12,500 connections, 5 mechanical lift stations and a daily average flow of approximately 3.2million gallons per day.

**Mission Statement:**

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

**Major Goals:**

1. Further develop efficiency measures to reduce the occurrence of blockages to the wastewater collection system.
2. Reduce the percentage of infiltration and inflow (I & I) to the system, in turn reducing treatment and maintenance costs.

**Fiscal Year 2010-2011 Accomplishments:**

1. Smoke tested Hillary Heights section of city and found deficiencies in sewer piping. Made repairs to reduce amount of I&I. Flow meters re-installed and after spring rains reduction of I&I per inch of rain will be calculated.

**Objectives for Fiscal Year 2011-2012:**

1. Respond to sewer back-ups during working hours within 30 minutes of report.
2. Respond to sewer back-ups after working hours within 1 hour of report.
3. Perform sewer system maintenance on 100% of 186 miles of lines annually.
4. Manage system infrastructure to limit sewer blockages to 20 annually.
5. Perform flow monitoring and smoke testing for 2 sewer sub-basins annually.
6. Manage system infrastructure to limit Inflow and Infiltration (I & I) to 1.5 gallons per inch of rainfall.
6. Establish software and procedures necessary to track the annual number of homes with sewer service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
7. Perform manhole inspections for 100% of manholes and establish a manhole rehabilitation program tailored to minimized inflow and infiltration.
8. Prioritize capital projects and operational strategies to reduce I&I by 0.2 gallons per LF of pipe per inch of rainfall.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 9:30

**DEPARTMENT:** Public Works  
**DIVISION:** Wastewater Operations / 4042

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	174,057	234,723	205,424	242,016	3%
Materials and Supplies	5,033	11,475	9,561	9,775	-15%
Purchased Services & Inventory	2,861,003	2,134,403	2,298,528	2,416,813	13%
Maintenance and Repair	50,080	62,923	75,263	38,016	-40%
Other Expenditures	24,899	24,899	24,899	58,924	137%
Capital Outlay	0	0	0	0	N/A
<b>TOTAL</b>	<b>\$ 3,115,072</b>	<b>\$ 2,468,423</b>	<b>\$ 2,613,675</b>	<b>\$ 2,765,544</b>	<b>12%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Utility Worker I, II, and III	2	2	2	2	0
Sewer Inspection Technician	1	1	1	1	0
Utility Crew Leader	2	2	2	2	0
<b>TOTAL PERSONNEL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
I&l in gal/foot of pipe/inch of rain	1.43	1.50	1.50	1.40	-7%
Mile of Sewer maintained	167	125	160	186	49%
Wastewater Blockages	17	20	17	18	-10%
Connections per employee	2478	2527	2535	2582	2%
Wastewater Collected MGD	4.17	3.25	3.23	3.34	3%

**PARKS PERFORMANCE FUND  
DETAIL**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** BURLESON REC CENTER/6017

Revised  
8/3/2011 10:09

**Description:**

The Recreation Center is responsible for providing leisure activities and events for adults and youths. The programming consists of organized leagues, education and physical fitness classes, strength and fitness equipment, family aquatic center, including lap pool, child care, gym rentals, facility rentals including two party rooms and 2 meeting rooms. This division is part of the new Park Performance Fund as it has a revenue generating component.

**Mission Statement:**

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

**Major Goals**

Continue to achieve 65% revenue recovery of the operation of the Brick.

Increase participant numbers in all programs and events.

To increase membership revenue by implementing marketing plans for membership sales and retention at the center.

Continue to stay in touch with citizen input when deciding on new amenities for the Brick.

**Accomplishments for 2010-2011:**

Currently on schedule to meet membership sale goals.

Continued to train staff on center operation and customer service.

Finalized definitions on fee schedule.

Had standards of care ordinance adopted by council.

Created a productive and useful center policy manual.

Worked with other city departments and organizations to host successful events.

**Objectives for Fiscal Year 2011-2012:**

Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.

Continue to solicit sponsorship to aid in the operation of special events.

Run successful and quality youth and adult fitness and athletics.

Run a successful Youth fitness program in conjunction with the Presidents health and fitness objectives.

Continue to work with the school district to provide a safe environment within the Recreation Centers aquatics area.

**Budget Changes for FY 2011-2012**

FY 12 BRiCk proposed budget is reduced \$116,000 under FY 11 adopted budget.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** BURLESON REC CENTER/6017

Revised  
10/26/2011 9:33

<b>EXPENDITURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Personal Services	585296	1,145,754	1,152,491	1,214,411	6%
Materials and Supplies	70742	60,626	63,902	70,966	17%
Purchased Services & Inventory	320439	744,522	641,001	578,976	-22%
Maintenance and Repair	36801	104,424	179,775	88,700	-15%
Other Expenditures	16304	28,924	31,124	80,843	180%
Capital Outlay	60000	53,354	53,354	43,577	-18%
<b>TOTAL</b>	<b>\$1,089,582</b>	<b>\$ 2,137,604</b>	<b>\$ 2,121,647</b>	<b>\$ 2,077,473</b>	<b>-3%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Recreation Center Operator	1	1	1	1	0
Aquatics Supervisor	1	1	1	1	0
Athletic Supervisor	1	0	0	0	0
Recreation Supervisor	2	3	3	3	0
Recreation Coordinator	4	3	3	3	0
Aquatics Coordinator (formerly Head G)	1	1	1	1	0
Life Guard - Lead	0	1	1	2	1
Maintenance Tech III	1	1	1	1	0
Maintenance Tech I	1	1	1	1	0
Accountant	1	1	1	1	0
Senior Customer Service Attendant	0	1	1	1	0
Customer Service Attendant (Part-time)	20	36	36	36	0
Kid Zone Attendant (Part Time)	4	0	0	0	0
Senior Lifeguards (Part Time)	10	10	10	1	(9)
Lifeguards (Part Time)(with Retirement)	10	10	10	10	0
Lifeguards (Seasonal)	10	10	10	30	20
<b>Total Personnel</b>	<b>67</b>	<b>80</b>	<b>80</b>	<b>92</b>	<b>12</b>

<b>PERFORMANCE MEASURES</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>	<b>2010-2011/ 2011-2012 CHANGE</b>
Hours of Operation*		4,732	4,732	4,912	4%
Brick Special Event Participants**		2,000	2,000	5,000	150%
Average weekly attendance (non peak)		3464	3637	3819	10%
Center Memberships est.*		\$1,053,097	\$1,053,097	\$1,053,097	0%
Pool Rentals*		\$13,000	\$35,000	\$36,350	180%
Softball Teams Registered		218	261	265	22%
Facility Rental*		\$65,000	\$65,000	\$74,200	14%

\*Estimates based on current center operation.

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

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** ATHLETIC FIELDS/6018

Revised  
8/3/2011 10:11

**Description:** The new department of athletic field services is a component of the park performance fund along with the operation of the new recreation center, Hidden Creek Adult Softball Complex, Bartlett Park, and the all new Chisenhall Fields. These division are separated from ordinary General Fund departments because they each contain a revenue generating component. This division is responsible for the maintenance and operation of the three sport complexes and their duties include: turf care and maintenance, park cleanliness, irrigation system and building maintenance. This division will work closely with the youth associations for the scheduling of games and tournaments.

**Mission Statement:**

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

**Major Goals:**

To open the first full season of the new athletic fields at Chisenhall.

To host numerous athletic events to generate revenue to offset the cost of the park's operation.

To include the operation of the existing Hidden Creek Softball Complex and Bartlett Park with a minimum number of staff.

To support the operation and scheduling of league play.

To maintain the all athletic parks to the highest possible performance standards.

To provide a safe and enjoyable athletic parks for the families of Burleson to recreate in.

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed the construction of the Chisenhall Fields Athletic Complex.
2. Have assisted BYA with additional fields during this transition period.
3. Created and adopted the first " joint Usage Agreement with the Youth Association. This agreement instituted a reasonable fee for youth usage of the athletic parks.
4. Assisted in the operation of 27 youth baseball/softball tournaments.
5. Assisted department 6013 (park maintenance) with park construction during this interim.
6. Have created a work schedule designed to limit weekend overtime for staff.
7. Improvements to the physical plant of Hidden Creek Sport (e.g hot water to restrooms, dugout covers, scoreboard).

**Objectives for Fiscal Year 2011-2012:**

1. Begin conversation with the Burleson Soccer Association, regarding a "Joint Usage Agreement" for the new Bartlett Park Soccer Fields". The agreement to include a similar "price per player" assigned to BYA.
2. To continue to make minor (overflow parking areas, access points, signage, and vehicle control points)
3. To host the PONY Baseball World Series in July 2011.
4. To host the "Friendship Games " with Japan and a local select baseball team.
5. To continue to discover methods to reduce overtime associated with weekend tournament operation.

**Major Changes in Budget:**

In an effort to continue improving the quality of employees associated with the operation of athletic fields, a decision packet is included for the addition of two (2) full time maintenance employees.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Parks and Recreation  
**DIVISION:** ATHLETIC FIELDS/6018

Revised  
10/26/2011 10:35

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	141,996	305,795	302,516	323,739	6%
Materials and Supplies	24,427	16,850	17,513	20,400	21%
Purchased Services & Inventory	24,043	149,381	169,598	156,665	5%
Maintenance and Repair	69,068	102,509	108,224	102,408	0%
Other Expenditures	0	23,827	23,827	36,973	55%
Capital Outlay	89,463	0	0	0	0%
<b>TOTAL</b>	<b>\$ 348,997</b>	<b>\$ 598,362</b>	<b>\$ 621,678</b>	<b>\$ 640,185</b>	<b>0%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Park Maintenance Supervisor	0	1	1	1	0
Park Maintenance Crew Leader	1	0	0	0	0
Park Maintenance Worker I & II	1	5	5	5	0
Park Maintenance Worker (Temp)	5	3	3	3	0
	<u>7</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>0</u>

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Ballfields Maintained		26	26	26	0%
Tournament Supported		6	27	27	350%
Fertilization Treatments		2	1	2	0%
Herbicide Treatments		2	2	2	0%
Landscape Beds Maintained		2acre	2 acres	2 acres	0%
Expense per capita		\$13.99	\$16.08	\$16.08	15%
Special Events Supported		-	1	1	0%
Park Acres Maintained		109	109	109	0%

**HIDDEN CREEK GOLF COURSE FUND  
DETAIL**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 9:53

**DEPARTMENT:** Golf Course  
**DIVISION:** Administration/8011

**Description:**

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

**Mission Statement:**

To provide the best golf course experience to our customers

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

With better winter weather we have managed to increase winter revenues while continuing to reduce expenses through strict management practices. We should be well under budgeted expenses for this fiscal year.

**Objectives for Fiscal Year 2011-2012:**

To manage our budget and increase revenue. And to continue to keep expenses at the current level.

**Major Budget Changes:**

We don't anticipate any major budget changes for the upcoming year.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Golf Course  
**DIVISION:** Administration/8011

Revised  
10/26/2011 10:39

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	169,484	183,709	186,989	192,419	5%
Materials and Supplies	14	1,200	750	1,200	0%
Purchased Services & Inventory	26,330	25,446	21,661	13,192	-48%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	200	2,500	1,000	15,403	516%
Capital Outlay	-	-	-	-	N/A
<b>TOTAL</b>	\$ 196,028	\$ 212,855	\$ 210,400	\$ 222,214	4%

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Golf	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
<b>Total Personnel</b>	2	2	2	2	0

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 9:58

**DEPARTMENT:** Golf Course  
**DIVISION:** Pro Shop 8012

**Description:**

Collect fees from golfers and market the facility for tournaments and other special events.

**Mission Statement:**

To collect fees from golfers and market the facility for tournaments and other special events.

**Major Goals:**

To increase or maintain dollars per player and increase rounds played through creative marketing strategies and increasing tournament play during slower periods.

**Fiscal Year 2010-2011 Accomplishments:**

Managed to continue to keep expenses as low as possible without reducing our level of service. With better winter weather have managed to increase revenue substantially over the previous year.

**Objectives for Fiscal Year 2011-2012:**

To maintain pricing that is competitive with surrounding golf courses and a high level golf course that everyone will wish to play. Increase tournament play and continue to closely manage expenses.

**Major Budget Changes:**

We don't anticipate any major budget changes.

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Golf Course  
**DIVISION:** Clubhouse & Pro Shop/8012

Revised  
10/26/2011 10:42

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	274,120	299,056	278,686	303,814	2%
Materials and Supplies	8,357	22,125	13,700	22,125	0%
Purchased Services & Inventory	180,318	168,554	216,039	154,151	-9%
Maintenance and Repair	5,976	8,795	12,795	8,795	0%
Other Expenditures	9,735	2,705	2,819	16,464	509%
Capital Outlay	66,543	62,699	67,453	62,947	0%
<b>TOTAL</b>	<b>\$ 545,049</b>	<b>\$ 563,934</b>	<b>\$ 591,492</b>	<b>\$ 568,296</b>	<b>1%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Head Golf Professional	1	1	1	1	0
Assistant Golf Professional I	2	2	2	2	0
Golf Course Cart Barn Assistant	1	1	1	1	0
Golf Course Floating Assistant	0	1	1	1	0
Golf Course Cart Barn Attendant	1	0	0	0	0
Golf Course Cart Barn Attendant (Part T	4	4	4	4	0
<b>TOTAL PERSONNEL</b>	<b>9 0</b>	<b>9 0</b>	<b>9 0</b>	<b>9</b>	<b>0</b>

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Rounds	42,419	38,500	38,500	38,500	
Revenues	1,964,893	2,031,189	1,874,135	2,039,182	
Expenses	1,964,893	2,031,189	1,874,135	2,039,182	

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Golf Course  
**DIVISION:** Golf Course Maintenance/8013

8/3/2011 9:59

**Description:**

Responsible for the care and maintenance of the golf course and club house area.

**Mission Statement:**To care for and maintain the golf course.

**Major Goals:**

Fill in bare areas on the golf course between cart paths and fairway areas damaged from previous flooding.

Fill in along paths with mulch until repairs are made to widen cart paths.

Maintain the best champion greens in the area.

Better clubhouse appearance with landscaping.

**Fiscal Year 2010-2011 Accomplishments:**

With better winter weather and more days with the greens covered we have managed to have the best greens in our area. This has helped increase play and revenue compared with last year.

**Objectives for Fiscal Year 2011-2012:**

Keep the golf course in excellent condition.

Provide a course that is easy to market and enjoyable to play.

Monitor chemical expenses with cooperation from the weather throughout the year.

**Major Budget Changes:**

We don't anticipate any major budget changes in 11-12.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Golf Course  
**DIVISION:** Golf Course Maintenance/8013

Revised  
10/26/2011 10:37

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	312,083	361,044	322,282	375,552	4%
Materials and Supplies	36,160	64,000	46,216	64,000	0%
Purchased Services & Inventory	62,962	74,915	67,699	68,562	-8%
Maintenance and Repair	17,642	52,103	41,803	51,353	-1%
Other Expenditures	8,767	4,609	4,609	14,025	204%
Capital Outlay	74,218	27,274	27,274	28,281	4%
<b>TOTAL</b>	<b>\$ 511,832</b>	<b>\$ 583,945</b>	<b>\$ 509,883</b>	<b>\$ 601,773</b>	<b>3%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Golf Course Superintendent	1	1	1	1	0
Golf Course Asst. Superintendent	1	1	1	1	0
Golf Course Mechanic/Grounds Keeper	1	1	1	1	0
Golf Course Grounds Keeper	4	4	4	4	0
Golf Course Grounds Keeper (Temporary)	2	2	2	2	0
<b>TOTAL PERSONNEL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
8/3/2011 10:02

**DEPARTMENT:** Golf Course  
**DIVISION:** Food & Beverage Services/8015

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

Create an attractive menu for golfers and the public.  
Increase beverage sales through beverage cart participation: Keep staff at minimum levels to reduce overhead.  
Have better staff awareness to better serve our customers.

**Fiscal Year 2010-2011 Accomplishments:**

Continued to provide exceptional service for the golf course customers and tournaments.

**Objectives for Fiscal Year 2011-2012:**

Maintain competitive food pricing with surrounding restaurants.  
Market to the golfers that are playing through signage and point of sale information.  
Market to weddings and other outside company dinners.

**Major Budget Changes:**

There are no major budget changes anticipated.

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

Revised  
10/26/2011 10:38

**DEPARTMENT:** Golf Course  
**DIVISION:** Food & Beverage Services/8015

<b>EXPENDITURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	120,285	146,365	87,987	138,940	-5%
Materials and Supplies	3,174	11,139	4,938	11,139	0%
Purchased Services & Inventory	102,289	90,435	89,012	87,800	-3%
Maintenance and Repair	2,640	3,200	4,000	3,200	0%
Other Expenditures	16,014	15,532	16,433	19,175	23%
Capital Outlay	5,537	2,744	5,842	-	N/A
<b>TOTAL</b>	<b>\$ 249,939</b>	<b>\$ 269,415</b>	<b>\$ 208,212</b>	<b>\$ 260,254</b>	<b>-3%</b>

<b>PERSONNEL (IN WORKER YEARS)</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Golf Course Food & Beverage Manager	1	1	1	1	0
Golf Course Lead Food & Beverage Attendant	1	1	1	1	0
Golf Course Food Service Attendant(Part Time)	0	1	1	1	0
Golf Course Beverage Cart Attendant (Part Time)	6	5	5	5	0
<b>TOTAL PERSONNEL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

<b>PERFORMANCE MEASURES</b>	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

**OTHER FUNDS  
DETAIL**

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Cemetery Services  
**DIVISION:** Cemetery Services 8111

Revised  
8/3/2011 10:13

**Description:**

The Cemetery is owned and maintained by the City of Burleson. The city currently contracts the mowing, interment and sale of cemetery lots. The City of Burleson Records department handles payments on the cemetery lots and keep records of all interments.

**Mission Statement:**

Cemetery Services keeps accurate records of the cemetery, pays all bills related to maintenance and insures compliance with all City Ordinances and fee schedules.

**Major Goals:**

To keep all cemetery records accurate and accessible to the public.  
To improve the look of the cemetery with regular landscape attention.  
To provide the public with a cemetery the City of Burleson can be proud of.

**Fiscal Year 2010-2011 Accomplishments:**

**Objectives for Fiscal Year 2011-2012:**

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

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Cemetery Services  
**DIVISION:** Cemetery Services 8111

Revised  
10/26/2011 10:45

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	-	-	-	-	0%
Materials and Supplies	160	-	-	-	0%
Purchased Services & Inventory	11,067	2,141	10,000	3,000	40%
Maintenance and Repair	-	-	-	5,000	N/A
Other Expenditures	5,032	-	-	-	N/A
Capital Outlay	-	-	5,440	-	N/A
<b>TOTAL</b>	<b>\$ 16,259</b>	<b>\$ 2,141</b>	<b>\$ 15,440</b>	<b>\$ 8,000</b>	<b>274%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

**CITY OF BURLESON**  
**ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** City Manager's Office  
**DIVISION:** Tourism 1021

Revised  
8/3/2011 9:51

**Description:**

The Hotel/Motel Fund is used to attract visitors to Burleson. The City works with the Burleson Area Chamber of Commerce, the Burleson Heritage Foundation, other community organizations, and several city departments in creating and promoting events that will attract visitors to Burleson.

**Mission Statement:** To utilize hotel occupancy tax funds for the maximum benefit of attracting visitors to the Burleson area.

**Major Goals:**

- 1 To attract visitors to Burleson
- 2 To fund city events and/or to assist other area organizations in special events to attract visitors to Burleson.

**Fiscal Year 2010-2011 Accomplishments:**

1. Funding of the Burleson Area Chamber of Commerce and its events that attract visitors to the Burleson area.
2. Funding of the Burleson Heritage Foundation.

**Objectives for Fiscal Year 2011-2012:**

1. To host the annual Fourth of July fireworks event.
2. To assist in sponsorship of the Burleson Heritage Foundation in bringing visitors to Burleson.
3. To continue to keep up the maintenance and landscaping of Burleson's Visitor & Information Center, housed in the City's Interurban Building. This building serves as a historic museum and visitor information center.
4. To assist in sponsorship of the Burleson Area Chamber of Commerce in bringing visitors to Burleson.

**Major Budget Changes:**



**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Equipment Services / 4051

Revised  
8/3/2011 10:13

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

**Mission Statement:**

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

**Major Goals:**

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

**Fiscal Year 2010-2011 Accomplishments:**

1. Completed 80% of scheduled Preventive Maintenance when scheduled.
2. Updated the shops diagnostic abilities by updating the computer scanner.
3. Updated the shops trouble shooting abilities by updating the Mitchell online program.

**Objectives for Fiscal Year 2011-2012:**

1. Preventive Maintenance / Unscheduled Maintenance Ratio – Greater than 55%
2. Preventive Maintenance completed within scheduled week – Greater than 82%
3. Percentage of available technician hours billed – 75%
4. Average Unscheduled Repair Time – Less than 3 working days
5. Average Preventive Maintenance Event Time – No more than 1 working day.

**Major Budget Changes:** None

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Public Works  
**DIVISION:** Equipment Services / 4051

Revised  
10/26/2011 10:50

EXPENDITURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	409,959	416,592	379,857	366,025	-12%
Materials and Supplies	8,020	15,761	15,497	15,448	-2%
Purchased Services & Inventory	78,091	89,535	98,352	58,257	-35%
Maintenance and Repair	8,722	4,593	4,269	4,593	0%
Other Expenditures	63,535	8,082	8,674	42,786	429%
Capital Outlay	0	1,273	6,713	3,283	158%
<b>TOTAL</b>	<b>\$ 568,327</b>	<b>\$ 535,836</b>	<b>\$ 513,362</b>	<b>\$ 490,392</b>	<b>-8%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Equipment Services Manager	1	1	1	1	0
Automotive & Equipment Technician II	4	3	3	3	0
Equipment Services Coordinator	1	1	1	1	0
	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>
<b>TOTAL PERSONNEL</b>					

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
1 % PM completed when sch.	78	80	80	85	6%
2 % of available tech. hours billed.	48	50	76	75	50%

CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Information Technology  
DIVISION: Technical Services/1511

Revised  
8/3/2011 10:05

**Description:**

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

**Mission Statement:**

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

**Major Goals:**

Provide the city with a stable and reliable computer environment and decrease waiting time for service requests to be completed.

Develop a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.

To improve access to GIS data, and expand the use of the city's GIS for greater data analysis and planning.

**Fiscal Year 2010-2011 Accomplishments:**

Replaced 64 workstations, 16 laptops, and 2 servers in compliance with the city's computer replacement schedule.

Installed, trained and implemented SWAGIT streaming video capture in Council Chambers

Installed, trained and implemented RecTrac software for BRiCK operations

Installed, trained and implemented GolfTrac software for Hidden Creek Golf Course

Installed fiber network access to BRiCK, Chisenhall Fields and Senior Center

Configured and installed new Firewall.

Upgraded Exchange email to version 2010 citywide.

Implemented new City of Burleson Website.

Setup and configured Veteran's Kiosk

Upgraded all ESRI and Sungard software applications.

**Objectives for Fiscal Year 2011-2012:**

Implement new work management module for Public Works.

Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.

Improve internal services and support on a "break/fix" level for users of city computers.

Begin Microsoft O/S upgrade for all workstations and servers.

Begin SunGard application specific training program.

**Major Budget Changes:**

**CITY OF BURLESON  
ANNUAL OPERATING BUDGET & PLAN OF SERVICES**

**DEPARTMENT:** Information Technology  
**DIVISION:** Technical Services 1511

Revised  
10/26/2011 10:52

DESCRIPTION	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	528,747	610,601	626,506	702,294	15%
Materials and Supplies	149,587	96,358	126,795	147,369	53%
Purchased Services & Inventory	55,115	63,629	58,740	47,055	-26%
Maintenance and Repair	500,579	566,445	517,500	546,370	-4%
Other Expenditures	28,116	21,722	21,722	16,303	-25%
Capital Outlay	132,205	114,588	119,938	121,388	6%
<b>TOTAL</b>	<b>\$ 1,394,349</b>	<b>\$ 1,473,343</b>	<b>\$ 1,471,201</b>	<b>\$ 1,580,779</b>	<b>7%</b>

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Director of IT	1	1	1	1	0
Network Administrator	1	1	1	1	0
Systems Administrator	1	1	1	1	0
Support Technician	1	1	1	1	0
GIS Administrator	0	1	1	1	1
Land File Technician	0	0	0	1	1
Sr. Engineering Tech	0	1	1	1	1
Web Design Technician	1	1	1	1	0
	<u>5</u>	<u>7</u>	<u>7</u>	<u>8</u>	<u>3</u>

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Work orders completed	2,416	2,500	2,580	2,700	8%
Desktop computers maintained	190	211	211	215	2%
Mobile units maintained	58	81	81	84	4%
Application servers maintained	30	30	30	25	-17%



# CAPITAL IMPROVEMENT PROGRAM

**CAPITAL IMPROVEMENT PROGRAM**

In 1989, the Burleson City Council authorized the creation of a unique citizen-oriented committee known as Burleson 20/20. This committee was charged with the task of creating a vision for a plan of action to guide the City of Burleson into the next century. It brought together citizens, staff and elected officials to plan the future of Burleson, Texas. Subcommittees addressed critical issues, prioritized them, adopted goals, objectives and implementation strategies. Prioritizing of the critical issues enabled the City staff and the City Council to develop a realistic Capital Improvement Program reflecting the needs and desires of the community.

Planning for a long term Capital Improvements Program first began in 1998 with the community-wide 20/20 Re-Vision Committee, which was a review and extension of the Burleson 20/20 committee. The City Council appointed a citizen committee to review the Capital Improvement Program and prioritize major projects for implementation. The plan for these prioritized projects was adopted by the Council on February 24, 2000.

A funding plan was developed for the projects that included general obligation bonds, water and wastewater revenue bonds and sales tax revenue bonds. The adopted plan was taken to the voters in May 2000 in the form of a bond election. The voters approved general obligation funding for the relocation of Fire Station #1, street construction and drainage improvements.

Although the 2000 bond election provided funding for many of the projects identified, there were simply more potential projects than funds available due to the phenomenal growth Burleson experienced at that time and since.

In May 2001, a Section 4A economic development sales tax was approved by the voters for construction of Hidden Creek Parkway, South Hurst Road and Fire Station #3, as well as other economic development projects. The 4A economic development sales tax "funding stream" joined the 4B Sales Tax which had been authorized by voters in 1993.

When the City Council began examining the city's capital needs in January 2003, the list of projects had an estimated price tag of \$142 million. Over the following 18 months, the Council held several open workshops to discuss the Capital Improvement Program and to develop a list of top priority projects the city could afford.

Based on the prioritized list that came out of the workshops, the City held a bond election on September 11, 2004. The 2005-2009 Capital Improvement Program is partially based on the results of this bond election.

To ensure the City's existing transportation systems and drainage ways are in good working condition, the City Council chose to proceed with certain capital projects that allowed existing systems to continue to perform as expected. The projects were funded within the existent tax rate and no tax increase nor voter approval was required. Those projects are also part of the 2005-2009 Capital Improvement Program.

Voters again made their desires known in the May 2007 special election, when they approved a \$18.7 million bond package for parks and recreation.

Bonds were issued in years 2001 through 2011, with the exception of 2004 and 2009, to construct fire stations, streets, a service center, senior center, and sidewalks; remodel the recreation center; improve the water and wastewater system, street drainage; and purchase fire trucks. Streets, waterlines and wastewater lines have been rehabilitated. For more information regarding debt, please refer to the Debt Section of this book.

The following Capital Improvement Program is a five year plan that aims to identify future capital needs within the city as of September 30, 2011. Because the City of Burleson is a growing, vibrant city, Capital Improvement is a dynamic program which may change over time as it adapts to the needs of the city. For purposes of this program, a capital need is defined as anything with a cost of at least \$50,000 and a useful life of at least ten years.

The Capital Improvement Program is organized by originating department. Major construction projects involving water and wastewater infrastructure, streets, and drainage improvements are generally located in the Engineering section. The other groups of projects contain information regarding equipment and facilities needed by other departments. The estimated cost of acquiring or constructing each improvement is shown in columns identifying the year of the expected expenditure. A separate line identifies the change in operating cost associated with the first complete year of operations following completion or purchase of the asset. Further information regarding changes in operating costs may be obtained from the appropriate departments.

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	CAPITAL IMPROVEMENT PROGRAM					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Spinks Practice Fields					
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Design		200,000				
Construction			2,000,000			
			2,000,000	0		
<b>PROJECT JUSTIFICATION:</b>	These fields would ease the strain on available practice fields and would be constructed on City-owned property.					
<b>FUNDING:</b>						
4B Sales Tax		2,200,000				
General Fund (Annual)		61,300				
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Maintenance/Operations			61,300	61,300		
			61,300	61,300		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2011-2012
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Land Acquisition					
<b>CIP PHASE</b>	2011-2012	2012-2013	2013-2014	2014-2015	Outstanding	
	Projected	Projected	Projected	Projected	9/30/2015	
Land Acquisition					1,000,000	
					1,000,000	
<b>PROJECT JUSTIFICATION:</b>	The creation of the Chisenhall Fieldshas left the city deficit in providing its residents with natural areas for recreational use. This property, though identified within the park plan has not been selected.					
<b>FUNDING:</b>						
4B Sales Tax		1,000,000				
<b>OPERATING IMPACT</b>	2011-2012	2012-2013	2013-2014	2014-2015	Outstanding	
	Projected	Projected	Projected	Projected	9/30/2015	
NA						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	CAPITAL IMPROVEMENT PROGRAM					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Village Creek Trail Segment 1					
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Design	85,000					
Construction			420,000			
	<hr/>		<hr/>			
	85,000		420,000			
<b>PROJECT JUSTIFICATION:</b>	This trail is part of the May 2007 Park and Recreation Bond Package.					
<b>FUNDING:</b>						
Undefined		420,000				
Gas Fund		85,000				
General Fund (Annual)		4,702				
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Personal Services			4,137	4,137	4,137	
Materials and Supplies			226	226	226	
Operating Expenditures						
Maintenance and Repair			339	339	339	
Other Expenditures						
Capital Outlay						
	<hr/>		<hr/>			
			4,702	4,702	4,702	

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Village Creek Trail Segment 2					
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Construction	85,000					
	<hr/>					
	85,000					
<b>PROJECT JUSTIFICATION:</b>	This trail is part of the May 2007 Park and Recreation Bond Package.					
<b>FUNDING:</b>						
2007 G. O. Bond		563,316				
General Fund (Annual)		4,702				
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Personal Services	4,137	4,137	4,137	4,137	4,137	
Materials and Supplies	226	226	226	226	226	
Operating Expenditures						
Maintenance and Repair	339	339	339	339	339	
Other Expenditures						
Capital Outlay						
	<hr/>					
	4,702	4,702	4,702	4,702	4,702	

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Village Creek Trail Segment 3					
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Design					261,000	
Construction					1,200,000	
					<hr/>	
						1,461,000
<b>PROJECT JUSTIFICATION:</b>	This trail is part of the May 2007 Park and Recreation Bond Package.					
<b>FUNDING:</b>						
Undefined		1,461,000				
General Fund (Annual)		4,702				
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Personal Services					4,137	
Materials and Supplies					226	
Operating Expenditures						
Maintenance and Repair					339	
Other Expenditures						
Capital Outlay					<hr/>	
						4,702

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Oak Valley Trail					
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Design						
Construction						
<hr/>						
<b>PROJECT JUSTIFICATION:</b>	The Oak Valley trail is funded through the American Recovery and Reinvestment Act and managed by TXDOT.					
<b>FUNDING:</b>						
Gas Fund						
General Fund (Annual)						
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Personal Services	4,137	4,137	4,137	4,137	4,137	
Materials and Supplies	226	226	226	226	226	
Operating Expenditures						
Maintenance and Repair	339	339	339	339	339	
Other Expenditures						
Capital Outlay						
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
	4,702	4,702	4,702	4,702	4,702	

CIP	CITY OF BURLESON ANNUAL BUDGET <b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET					FY 2011-2012
<b>DEPARTMENT:</b> Parks & Recreation						
<b>PROJECT TITLE:</b> Burleson Meadows Park						
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Construction	100,000					
	<hr/> <hr/> 100,000					
<b>PROJECT JUSTIFICATION:</b>	The city of Burleson has an active partnership with area home builders. Through the development of a subdivision, a neighborhood park plan is established for the construction and maintenance of a park. Burleson Meadows is an example of such a partnership.					
<b>FUNDING:</b>						
Park Improvement Fund (gas)		100,000				
General Fund (Annual)		5,830				
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Personal Services	4,137	4,137	4,137	4,137	4,137	
Materials and Supplies	600	600	600	600	600	
Operating Expenditures	500	500	500	500	500	
Maintenance and Repair	593	593	593	593	593	
Other Expenditures						
Capital Outlay						
	<hr/> <hr/> 5,830					5,830

CIP	CITY OF BURLESON ANNUAL BUDGET <b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET					FY 2011-2012
<b>DEPARTMENT:</b> Parks & Recreation						
<b>PROJECT TITLE:</b> Bailey Lake Park						
<b>CIP PHASE</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>Outstanding 9/30/2015</b>	
Design	25,000		70,000			
Construction	491,000		660,000			
	<hr/>		<hr/>			
	491,000		730,000			
<b>PROJECT JUSTIFICATION:</b> Bailey has become one the citizen's favorite park for fishing, hiking and rest. Improvements include a walking trail, floating dock, parking, pavilion and fountains.						
<b>FUNDING:</b>						
Park Improvement Fund (gas)		1,221,000				
General Fund (Annual)		5,830				
<b>OPERATING IMPACT</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>Outstanding 9/30/2015</b>	
Personal Services		4,137	4,137	4,137	4,137	
Materials and Supplies		600	600	600	600	
Operating Expenditures		500	500	500	500	
Maintenance and Repair		593	593	593	593	
Other Expenditures						
Capital Outlay						
	<hr/>		<hr/>			
		5,830	5,830	5,830	5,830	

CIP	CITY OF BURLESON ANNUAL BUDGET				FY 2011-2012
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation				
<b>PROJECT TITLE:</b>	Wakefield Park				
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015
Construction		300,000	50,000		
		<hr/>	<hr/>		
		300,000	50,000		
<b>PROJECT JUSTIFICATION:</b>	The city of Burleson has an active partnership with area home builders. Through the development of a subdivision, a neighborhood park plan is established for the construction and maintenance of a park. Wakefield Park is an example of such a partnership.				
<b>FUNDING:</b>					
Park Improvement Fund (gas)		350,000			
General Fund (Annual)		5,830			
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015
Personal Services	4,137	4,137	4,137	4,137	4,137
Materials and Supplies	600	600	600	600	600
Operating Expenditures	500	500	500	500	500
Maintenance and Repair	593	593	593	593	593
Other Expenditures					
Capital Outlay					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,830	5,830	5,830	5,830	5,830

CIP	CITY OF BURLESON ANNUAL BUDGET				FY 2011-2012
<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation				
<b>PROJECT TITLE:</b>	Meadowcrest Park				
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015
Construction					
<b>PROJECT JUSTIFICATION:</b>	<p>The city of Burleson has an active partnership with area home builders. Through the development of a subdivision, a neighborhood park plan is established for the construction and maintenance of a park. Meadowcrest Park is an example of such a partnership.</p>				
<b>FUNDING:</b>					
Park Improvement Fund (gas)					
General Fund (Annual)		5,830			
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015
Personal Services	4,137	4,137	4,137	4,137	4,137
Materials and Supplies	600	600	600	600	600
Operating Expenditures	500	500	500	500	500
Maintenance and Repair	593	593	593	593	593
Other Expenditures					
Capital Outlay					
	5,830	5,830	5,830	5,830	5,830

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2011-2012
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET						
<b>DEPARTMENT:</b>		Parks & Recreation				
<b>PROJECT TITLE:</b>		Prairie Timbers Park				
<b>CIP PHASE</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>Outstanding 9/30/2015</b>	
Construction	100,000					
	<hr/> <hr/> 100,000					
<b>PROJECT JUSTIFICATION:</b>		The city of Burleson has an active partnership with area home builders. Through the development of a subdivision, a neighborhood park plan is established for the construction and maintenance of a park. Prairie Timbers Park is an example of such a partnership.				
<b>FUNDING:</b>						
Park Improvement Fund (gas)		100,000				
General Fund (Annual)		5,830				
<b>OPERATING IMPACT</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>Outstanding 9/30/2015</b>	
Personal Services	4,137	4,137	4,137	4,137	4,137	
Materials and Supplies	600	600	600	600	600	
Operating Expenditures	500	500	500	500	500	
Maintenance and Repair	593	593	593	593	593	
Other Expenditures						
Capital Outlay						
	<hr/> <hr/> 5,830					

CIP	CITY OF BURLESON ANNUAL BUDGET					FY
	CAPITAL IMPROVEMENT PROGRAM					2011-2012
	DETAIL SHEET					
<b>DEPARTMENT:</b>	Parks & Recreation					
<b>PROJECT TITLE:</b>	Recreation Center					
<b>CIP PHASE</b>	2011-2012	2012-2013	2013-2014	2014-2015	Outstanding	
Construction	Projected	Projected	Projected	Projected	9/30/2015	
<hr/>						
<b>PROJECT JUSTIFICATION:</b>						
<b>FUNDING:</b>						
4B Sales Tax						
4B Sales Tax (Annual)						
<b>OPERATING IMPACT</b>	2011-2012	2012-2013	2013-2014	2014-2015	Outstanding	
4B Sales Tax	Projected	Projected	Projected	Projected	9/30/2015	
	648,564	514,231	514,231	514,231	514,231	

CIP	CITY OF BURLESON ANNUAL BUDGET <b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET					FY 2011-2012
<b>DEPARTMENT:</b> Parks & Recreation						
<b>PROJECT TITLE:</b> Bartlett Soccer Fields						
CIP PHASE	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Design	400,000					
Construction		2,500,000				
	400,000	2,500,000				
<b>PROJECT JUSTIFICATION:</b> Voters approved \$18.7 million in a park and recreation bond sale in May 2007 of that \$12.2 million was allotted for the construction of a youth baseball and softball park.						
<b>FUNDING:</b>						
2007 G. O. Bond		2,900,000				
4B Sales Tax (Annual)		Varies (See Below)				
OPERATING IMPACT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
4B Sales Tax			270,000	175,000	175,000	

CIP	CITY OF BURLESON ANNUAL BUDGET <b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET					FY 2011-2012
<b>DEPARTMENT:</b> Parks & Recreation						
<b>PROJECT TITLE:</b> Chisenhall Sport Complex						
<b>CIP PHASE</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
Construction						
<hr/>						
<b>PROJECT JUSTIFICATION:</b>	Voters approved \$18.7 million in a park and recreation bond sale in May 2007 of that \$12.2 million was allotted for the construction of a youth baseball and softball park. The pahse one construction of the park has been increased to \$14,700,000 for inflation.					
<b>FUNDING:</b>						
2007 G. O. Bond						
4B Sales Tax (Annual)	340,036					
<b>OPERATING IMPACT</b>	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	Outstanding 9/30/2015	
4B Sales Tax	191,436	340,036	340,036	340,036	340,036	

CIP		ANNUAL BUDGET					FY
		<b>CAPITAL IMPROVEMENT PROGRAM</b>					2011-2012
		DETAIL SHEET					
<b>DEPARTMENT:</b>							
<b>Engineering - Capital Division</b>							
<b>STREETS</b>							
	PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
0409MST01	Neighborhood Street Reconstruction	-	-	-	1,250	1,037	
0409ST01	N/S Connector E. of I35W from Renfro to Spinks Transportation Safety -	2,000	1,999	-	-	-	
0409ST02	McAlister/Renfro - Brushy Mound Median	140	100	-	-	-	
0409ST03	McAlister Rd (End 40' - Hemphill) - Signal	110	-	-	-	-	
0409ST04	Transportation Safety - Signals	-	-	50	200	-	
0409ST05	Alsbury Boulevard (FM 731 to Hulen)	-	-	-	-	600	
0409ST06	Safe Routes to School	-	-	90	85	-	
0409ST07	Developer Participation	-	-	-	125	125	
0409ST08	East Hulen Street	-	-	-	-	340	
0409ST09	Alsbury Boulevard Widening	-	-	-	-	-	
0409ST10	Hemphill (Alsbury to Hillary)	-	-	-	-	383	
0409ST11	West Hulen Street (Alsbury to CR 1016)	-	-	-	-	378	
0409ST12	Industrial (I-35 to Hemphill)	-	-	-	-	205	
0409EDP	Engineering Design & Management	-	-	223	235	255	
Totals (in 1,000's)		2,250	2,099	363	645	2,286	





CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	
<b>DEPARTMENT:                    Engineering - CIP Division</b>		
Transportation Safety - McAlister/Renfro - Brushy Mound Median		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
	2015-2016 Projected	
Design	-	-
ROW	-	-
Construction	140	100
	-	-
	-	-
	140	100
	-	-
	-	-
<b>PROJECT JUSTIFICATION:</b>		
This project will provide left turn movement into Brushy Mound to eliminate U-turn in Renfro/McAlister intersection		

CIP	ANNUAL BUDGET					FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					
	DETAIL SHEET					
<b>DEPARTMENT:                      Engineering - CIP Division</b>						
McAlister Rd (End 40' - Hemphill) - Signal						
PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	110	-	-	-	-	
	<hr/>					
	110	-	-	-	-	
	<hr/>					
PROJECT JUSTIFICATION:						
This project provides a warranted signal at McAlister and NW Renfro						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2011-2012
<b>CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET</b>						
<b>DEPARTMENT:                    Engineering - Capital Division</b>						
Transportation Safety - Signals						
PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
Design	-	-	50	-	-	
ROW	-	-	-	-	-	
Construction	-	-	-	200	-	
<hr/>						
<hr/>						
<p><b>PROJECT JUSTIFICATION:</b></p> <p>Project includes the anticipation of signals foreseen along HCPW at Dobson, S. Hurst, &amp; Irene. Volumes on this road have been steadily increasing since it was first opened. Also includes funding for intersection of SH 174 &amp; HCPW</p>						

CIP	ANNUAL BUDGET					FY 2011-2012
<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET						
<b>DEPARTMENT:                    Engineering - Capital Division</b>						
Alsbury Boulevard (FM 731 to Hulen)						
PROJECT	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
	Projected	Projected	Projected	Projected	Projected	
Design	-	-	-	-	600	
ROW	-	-	-	-	-	
Construction	-	-	-	-	-	
	-	-	-	-	600	
<b>PROJECT JUSTIFICATION:</b>						
Continuation of SW Alsbury across BNSF railroad and connecting to Hulen Street.						

CIP	ANNUAL BUDGET					FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					
	DETAIL SHEET					
<b>DEPARTMENT:</b>	<b>Engineering - Capital Division</b>					
Safe Routes to School						
<b>PROJECT</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	-	-	90	85	-	
	<hr/>					
	-	-	90	85	-	
	<hr/> <hr/>					
<b>PROJECT JUSTIFICATION:</b>						
Includes construction of sidewalk along Irene St at Kerr middle school and extension of sidewalks along existing Summercrest Blvd between the Summercrest elementary school and Alsbury.						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2011-2012
<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET						
<b>DEPARTMENT:                    Engineering - Capital Division</b>						
Developer Participation						
PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	-	-	-	125	125	
<hr/>						
<hr/> <hr/>						
PROJECT JUSTIFICATION:						
This funding will provide City ability to participate in street projects identified on thoroughfare plan with potential developers interested in constructing these improvements before the City has funding to do them.						

CIP	ANNUAL BUDGET					FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					
	DETAIL SHEET					
<b>DEPARTMENT:</b>	<b>Engineering - Capital Division</b>					
East Hulen Street						
<b>PROJECT</b>	<b>2011-2012 Projected</b>	<b>2012-2013 Projected</b>	<b>2013-2014 Projected</b>	<b>2014-2015 Projected</b>	<b>2015-2016 Projected</b>	
Design	-	-	-	-	340	
ROW	-	-	-	-	-	
Construction	-	-	-	-	-	
	<hr/>					
	-	-	-	-	340	
	<hr/> <hr/>					
<b>PROJECT JUSTIFICATION:</b>						
Continuation of Hulen as primary arterial connection from Sh 174 to FM 731. Will relieve some traffic congestion at FM 731 intersection and reduce cut-through traffic in Burleson Commons development.						

CIP	ANNUAL BUDGET					FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					
	DETAIL SHEET					
<b>DEPARTMENT:                      Engineering - Capital Division</b>						
Alsbury Boulevard Widening						
PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	-	-	-	-	-	
	<hr/>					
	-	-	-	-	-	
	<hr/> <hr/>					
<b>PROJECT JUSTIFICATION:</b>						
<p>One of the recommendations in Kimley Horn study for alleviating traffic congestion at the I35W frontage road/Alsbury intersection. ROW through commercial property will be required. Project will add additional turning lanes of traffic along frontage road and constructing Alsbury to ultimate section as proposed in throughfare plan.</p>						

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>	
	DETAIL SHEET	
<b>DEPARTMENT:                    Engineering - Capital Division</b>		
Hemphill (Alsbury to Hillary)		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
	2015-2016 Projected	
Design	-	-
ROW	-	-
Construction	-	-
	383	
	383	
 <b>PROJECT JUSTIFICATION:</b>		
<p>Extension of Hemphill to the south to tie in with Hillary Street at SH 174. Will provide cross connection from Alsbury to the south. This road will alleviate traffic congestion experienced at I35W frontage road &amp; Alsbury.</p>		

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	
<b>DEPARTMENT:                    Engineering - Capital Division</b>		
West Hulen Street (Alsbury to CR 1016)		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
		2015-2016 Projected
Design	-	-
ROW	-	-
Construction	-	-
	-	-
		378
<b>PROJECT JUSTIFICATION:</b>		
Additional access point for the TOD from the north. Completion of Hulen will provide alternative route for motorist trying to reach FM 1187 and FM 731 from the south.		

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	
<b>DEPARTMENT:                    Engineering - Capital Division</b>		
Industrial (I-35 to Hemphill)		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
		2015-2016 Projected
Design	-	-
ROW	-	-
Construction	-	-
	-	-
		205
 <b>PROJECT JUSTIFICATION:</b>		
This project will provide road access from existing Industrial to proposed Hemphill (Alsbury to Hillary). It will also provide traffic relief off of Alsbury in conjunction with the proposed Hemphill extension project		
1		

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	
<b>DEPARTMENT:                    Engineering - Capital Division</b>		
Engineering Design & Management		
PROJECT	2011-2012    2012-2013    2013-2014    2014-2015    2015-2016 Projected    Projected    Projected    Projected    Projected	
Design	-                    -                    223                    235                    255	
ROW	-                    -                    -                    -                    -	
Construction	-                    -                    -                    -                    -	
	<hr/> -                    -                    223                    235                    255 <hr/>	
 <b>PROJECT JUSTIFICATION:</b>		
This is for offsetting engineering salaries from the general budget that can be directly attributed to capital projects.		

CIP		ANNUAL BUDGET CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					FY 2011-2012
<b>DEPARTMENT:</b>							
Engineering - Capital Division							
DRAINAGE							
PROJECT		2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
0409D01	Channel Improvements	200	225	153	259	518	
1014D01	King & Lorna Streets	-	-	-	-	171	
1014D02	King and North Johnson	-	-	-	-	76	
1014D03	Trails End Drainage	-	-	-	112	-	
1014D04	Fox Lane - South	-	-	-	-	766	
Totals (in 1,000's)		200	225	153	371	1,531	

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	PAGE # 16
<b>DEPARTMENT:                      Engineering - Capital Division</b>		
Channel Improvements		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
	2015-2016 Projected	
Design		
ROW		
Construction	200	225
	153	259
	518	
	200	225
	153	259
	518	
<b>PROJECT JUSTIFICATION:</b>		
<p>Install concrete, gabion, or other slope protection structures and channel floors to improve flow, reduce stagnant waters, and reduce erosion on areas that because of the severe slope, or continual wet conditions, cannot be easily maintained by the City. Includes channel behind BISD stadium, Vaden Street Channel, and existing channel at Trails End.</p>		

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	PAGE # 17
<b>DEPARTMENT:                      Engineering - Capital Division</b>		
King & Lorna Streets		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
		2015-2016 Projected
Design		171
ROW		
Construction		
	-----	
	-                      -                      -                      -	171
	=====	
<b>PROJECT JUSTIFICATION:</b>		
<p>Provides additional underground storm drain system from Murphy Street to Lorna &amp; King to reduce flooding potential in this area. City has identified at least 11 residences that could potential flood and well as commercial property located on the north corner of Renfro Street and the access road to Wilshire Boulevard.</p>		

CIP	ANNUAL BUDGET					FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b>					PAGE #
	DETAIL SHEET					18
<b>DEPARTMENT:                      Engineering - Capital Division</b>						
King and North Johnson						
PROJECT	2011-2012 Projected	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	
Design						23
ROW						13
Construction						40
	_____					
	-	-	-	-		76
	=====					
 <b>PROJECT JUSTIFICATION:</b>						
<p>Stormwater from North Johnson runs on to private property along the abandoned ROW near the Shady Vista Apartment where it collects and stagnates. Project would acquire ROW to construct a drainage flume to Wilson Street to provide an outlet for this stormwater.</p>						

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	PAGE # 19
<b>DEPARTMENT:                    Engineering - Capital Division</b>		
Trails End Drainage		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
	2015-2016 Projected	
Design		22
ROW		19
Construction		71
	-----	
	-	-
	-	-
	-----	112
	-----	-
 <b>PROJECT JUSTIFICATION:</b>		
<p>Project would correct drainage along Laredo Road &amp; Lariat Lane. Reconstruction of road ditches, acquisition of drainage easement(s) and reconstruction of driveway would be required. Ditch holds water for long period of time which weakens the existing road section.</p>		

CIP	ANNUAL BUDGET	FY 2011-2012
	<b>CAPITAL IMPROVEMENT PROGRAM</b> DETAIL SHEET	PAGE # 20
<b>DEPARTMENT:                      Engineering - Capital Division</b>		
Fox Lane - South		
PROJECT	2011-2012 Projected	2012-2013 Projected
	2013-2014 Projected	2014-2015 Projected
		2015-2016 Projected
Design		80
ROW		50
Construction		636
	-	-
	-	-
	-	-
		766
<b>PROJECT JUSTIFICATION:</b>		
<p>Project would include construction of box culvert where Hurst Creek crosses S. Fox lane. Existing culvert is overtopped during 25 year storm events cutting off access to properties to the south of the creek.</p>		



# DEBT

**LEGAL DEBT MARGIN FOR GENERAL OBLIGATIONS:**

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

**FINANCING ALTERNATIVES CURRENTLY IN USE BY THE CITY OF BURLESON**

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

**DEBT**

During the 2000 budget year, the Council, a Council-appointed citizen committee, and the City staff participated in a joint effort designed to best identify the needs, resources, and goals of the community over the next three to five year period. This process resulted in projects being identified as priorities by the CIP committee and the City Council, as well as identifying funding to complete those projects. In order to minimize the interest costs associated with these projects, the bonds were issued in phases as construction progressed.

In May 2000, the citizens of Burleson approved the issuance of more than \$8 million in general obligation bonds for street reconstruction, drainage improvement and construction of a new fire station. A little over \$3.5 million worth of the bonds were issued June 1, 2001 for Phase 1 of the original plan.

Voters authorized a new half-cent Section 4A Sales Tax in May of 2001 in addition to the half-cent 4B Sales Tax they had approved in 1993.

In June 2001, in addition to the general obligation bonds, \$5,950,000 of 4B Sales Tax Revenue bonds were issued for a city service center, senior center and recreation center. A little over \$5 million of 4A Sales Tax Revenue bonds were issued for new streets, as well as, just under \$6.5 million Water-Wastewater System Revenue bonds for system improvements and extensions.

The City implemented Phase 2 of the bonds authorized in 2000 by issuing another \$2 million general obligation bonds in August 2002 for improved drainage in Old Town, Cliffside Drive and Castle Hills, among other projects. The 1993 4B Sales Tax Revenue bonds were refunded in 2003 for \$3,220,000.

In September 2004, citizens authorized another \$14,525,000 in general obligation bonds in a special election. This money was earmarked for communications, a new fire truck, traffic signals, sidewalks and street rehabilitation. \$3,970,000 of this authorization was issued in 2005.

Along with the general obligation bonds issued in 2005, the City issued Certificates of Obligation in the amount of \$14,965,000 to fund the construction of Hidden Creek Parkway, a Corridor Access study, Neighborhood and Old Town street rehabilitation, plus other projects. The portion for Hidden Creek Parkway (approximately \$13.5 million) will be repaid from 4A Sales Tax revenue. Along with the aforementioned bonds, Water and Wastewater System Revenue bonds were issued in 2005 for system improvements and extensions in the amount of \$5,370,000.

The 1996 and 2001 Water-Wastewater Revenue bonds were refunded in 2006 for \$8,995,000, a few months before the City issued \$2.4 million in general obligation bonds for street rehabilitation, a fire truck and various new street and water-wastewater line.

A special election was held May 12, 2007 to determine the authority to issue \$18,700,000 in general obligation bonds to fund the construction of a new recreation center, soccer fields and hike and bike trails. The voters agreed and \$4.1 million was issued in June of that year. Of that \$4.1 million, \$2,130,079 was the remaining authorized amount from the 2000 election.

The final issue for fiscal year 2007 was July 31, 2007. The \$9,800,000 Certificates of Obligation issued are for various streets, drainage, and water system projects.

In April 2008, \$1,125,000 in general obligation bonds were issued from the bonds authorized in 2004. These bonds will be used to fund street improvements. In addition, \$13,625,000 worth of general obligation bonds was issued from the 2007 authorization and will be used to fund a new sports complex.

Certificates of Obligation in the amount of \$25,445,000 were issued along with the general obligation bonds in April 2008. The C. O. s will be used for a recreation center, various water and wastewater projects and streets and drainage projects.

In May 2010, City of Burleson issued \$10,805,000 in General Obligation Refunding and Improvement Bonds. \$2.4 million will be used to refund the General Obligation Bonds issued in 2001 for street reconstruction and drainage. \$4.5 million will be used for street improvements and \$3.875 million will be used for Park Improvements.

In addition to the General Obligation Refunding and Improvement Bonds issued in May 2010, the 4A Economic Development Corporation issued \$3,354,000 in bonds to refund the 2001 bonds for new streets.

The Burleson Community Service Development Corporation issued \$5,025,000 to refund bonds previously issued in 2003, which had been issued to refund the 1993 bonds used to acquire land and construct the City service center and renovate the Senior Citizen Center.

DEBT TIMELINE			
1993	Special Election-4B		Authorized 1/2 cent sales tax
7/1/1993	Issued W-WW System Revenue Bonds	\$ 5,450,000	Extension of water/sewer lines, ground storage tank, replace water/sewer lines.
8/25/1993	Issued 4B Sales Tax Rev Bonds	\$ 4,900,000	Bartlett Park, Library, Senior Ctr., Police Facility, City Hall, parks, fire station
1/15/1996	Issued 1985,1987 and 1993 Refunding and Improvement Bonds	\$ 11,010,000	1985,1987,1993 Refunding and System Improvements
5/6/2000	Special Election General Obligation Bonds	\$ 8,521,079	Fire, Drainage, Streets
5/5/2001	Special Election		Authorized 1/2 cent sales tax
6/1/2001	Issued General Obligation Bonds	\$ 3,518,000	Fire Station 1
	Issued 4B Sales Tax Rev Bonds	\$ 5,950,000	Service Ctr, Senior Ctr., Chisenhall
	Issued 4A Sales Tax Rev Bonds	\$ 5,420,000	Hidden Creek Pkwy, S. Hurst Rd., Fire Station, business/commercial dev.
	Issued W-WW System Revenue Bonds	\$ 6,475,000	System improvements and extensions
8/15/2002	Issued General Obligation Bonds	\$ 2,000,000	Flooding: Old Town, Cliffside Dr., Castle Hills
	Issued W-WW System Revenue Bonds	\$ 10,850,000	System improvements
5/15/2003	Issued 1993 4B Refunding	\$ 3,220,000	
9/11/2004	Special Election General Obligation Bonds	\$ 14,525,000	Communications, Fire Truck, New streets, street rehab, traffic signals, sidewalks
2/1/2005	Issued General Obligation Bonds	\$ 3,970,000	Communications, Fire Truck, Traffic signals, sidewalks, street rehab
2/10/2005	Issued Certificates of Obligation	\$ 14,965,000	Hidden Creek Parkway, Corridor Access Study, Neighborhood St., Old Town, UPRR

ANNUAL OPERATING BUDGET  
AND PLAN OF SERVICES

5/15/2005	Issued W-WW System Revenue Bonds	\$ 5,370,000	System improvements and extensions
4/1/2006	Issued W-WW System Revenue Bonds	\$ 8,995,000	Refunding 1996 and 2001 bonds
11/15/2006	Issued General Obligation Bonds	\$ 2,400,000	Street Rehab., Fire Truck, Hemphill
	Issued Certificates of Obligation	\$ 11,965,000	Village Creek Relief Line, OT, North Creek Relief, Valley View Outfall Sewer, John Jones 16" waterline, Community Rec. Ctr., OT Streets, Neighborhood St., etc.
5/12/2007	Special Election General Obligation Bonds	\$ 18,700,000	Chisenhall, Bartlett Soccer Fields, Village Creek Trail
6/15/2007	Issued General Obligation Bonds	\$ 4,100,000	(from 2000 Auth.), McAlister Road, Arnold Ave., Chisenhall Sports Complex
7/31/2007	Issued Certificates of Obligation	\$ 9,800,000	Summercrest @ Thomas Drng., Citywide Drng., Neighborhood St., Neighborhood water rehab, MIGG Phase 1&2, John Jones 16" waterline, water rehab, MV & Alsbury pump stations, HC elev. Storage
4/15/2008	Issued General Obligation Bonds	\$ 14,750,000	Alsbury from I35W to Douglas, Chisenhall Sports Complex
	Issued Certificates of Obligation	\$ 25,445,000	Bartlett Park Recreation Center, Business Park Quil Miller Sewer Line, Water and Wastewater Projects, and Streets and Drainage
5/3/2010	Issued General Obligation Refund and Improvement Bonds	\$ 2,430,000	Refund of 2001 General Obligation Bonds issued for Fire Station One.
		\$ 4,500,000	Street Improvements
		\$ 3,875,000	Park Improvements
	Issued 4B Sales Tax Rev Bonds	\$ 5,025,000	Refunding of 2001 and 2003 bonds
	Issued 4A Sales Tax Rev Bonds	\$ 3,540,000	Refunding of 2001 bonds.

GENERAL OBLIGATION BOND TIMELINE				
5/6/2000	Special Election General Obligation Bonds	\$ 2,415,016	Fire	
		\$ 2,002,500	Drainage	
		\$ 4,103,563	Streets	
6/1/2001	Issued General Obligation Bonds	\$ 2,415,016	Fire	Fire Station 1
		\$ 1,102,984	Streets	Street Rehab
8/15/2002	Issued General Obligation Bonds	\$ 2,000,000	Drainage	Flooding: Old Town, Cliffside Dr., Castle Hills
9/11/2004	Special Election General Obligation Bonds	\$ 2,050,000	Public Safety	Communications, Fire Truck
		\$ 12,475,000	Transportation	New streets, street rehab, traffic signals, sidewalks
2/1/2005	Issued General Obligation Bonds	\$ 1,850,000	Public Safety	Communications, Fire Truck
		\$ 1,675,000	Streets	Traffic signals, sidewalks, street rehab.
		\$ 445,000	Streets	Rehab. (from 2000 Auth.)
11/15/2006	Issued General Obligation Bonds	\$ 428,000	Streets	Rehab. (from 2000 Auth.)
		\$ 200,000	Public Safety	Fire Truck
		\$ 1,772,000	Streets	Hemphill
5/12/2007	Special Election General Obligation Bonds	\$ 18,700,000	Parks	Chisenhall, Bartlett Soccer Fields, Village Creek Trail
6/15/2007	Issued General Obligation Bonds	\$ 2,500	Drainage	(from 2000 Auth.)
		\$ 2,127,579	Streets	McAlister Road (from 2000 Auth.)
		\$ 769,921	Streets	Arnold Ave.
		\$ 1,200,000	Parks	Chisenhall Sports Complex
4/15/2007	Issued General Obligation Bonds	\$ 1,100,000	Streets	Alsbury from I35W to Douglas
		\$ 13,345,000	Parks	Chisenhall Sports Complex

ANNUAL OPERATING BUDGET  
 AND PLAN OF SERVICES

5/3/2010	Issued General Obligation Refunded and Improvement Bonds	\$ 2,430,000	Public Safety	Refund of 2001 General Obligation Bonds issued for Fire Station One.
		\$ 4,500,000	Streets	Street Improvements
		\$ 3,875,000	Parks	Park Improvements
Remaining @ 09/30/2010		\$ 2,633,079	2004	Authorization

**CERTIFICATES OF OBLIGATION TIMELINE**

2/10/2005	Issued Certificates of Obligation	\$	14,965,000	Hidden Creek Parkway, Corridor Access Study, Neighborhood St., Old Town, UPRR
11/15/2006	Issued Certificates of Obligation	\$	11,965,000	Village Creek Relief Line, OT, North Creek Relief, Valley View Outfall Sewer, John Jones 16" waterline  Community Rec. Ctr. OT Streets, Neighborhood St., etc.
7/31/2007	Issued Certificates of Obligation	\$	9,800,000	Summercrest @ Thomas Drng., Citywide Drng., Neighborhood St.  Neighborhood water rehab, Mig Phase 1 & 2, John Jones 16" waterline, water rehab. MV & Alsbury pump stations, HC elev. Storage
4/15/2008	Issued Certificates of Obligation	\$	25,445,000	Bartlett Park Recreation Center Business Park Quil Miller Sewer Line Water Projects, Wastewater Projects Streets and Drainage (2004 CIP)

4B SALES TAX REVENUE BOND TIMELINE				
1993	Special Election-4B			Authorized 1/2 cent sales tax
8/25/1993	Issued 4B Sales Tax Rev Bonds	\$	4,900,000	Bartlett Park, Library, Senior Ctr., Police Facility, City Hall, parks, fire station
6/1/2001	Issued 4B Sales Tax Rev Bonds	\$	5,950,000	Service Ctr, Senior Ctr., Chisenhall
5/15/2003	Issued 1993 4B Refunding	\$	3,220,000	
	Issued 4B Sales Tax Rev Bonds	\$	5,025,000	Refunding of 2001 and 2003 bonds

4A SALES TAX REVENUE BOND TIMELINE			
5/5/2001	Special Election		Authorized 1/2 cent sales tax
6/1/2001	Issued 4A Sales Tax Rev Bonds	\$ 5,420,000	Hidden Creek Pkwy, S. Hurst Rd., Fire Station, business/commercial dev.
	Issued 4A Sales Tax Rev Bonds	\$ 3,540,000	Refunding of 2001 bonds.

WATER-WASTEWATER REVENUE BOND TIMELINE				
7/1/1993	Issued W-WW System Revenue Bonds	\$ 5,450,000	Extension of water/sewer lines, ground storage tank, replace water/sewer lines.	
1/15/1996	Issued 1985,1987 and 1993 Refunding and Improvement Bonds	\$ 11,010,000	\$ 630,000	1985 Refunding
			\$ 530,000	1987 Refunding
			\$ 5,215,000	1993 Refunding
			\$ 4,635,000	System Improvements
6/1/2001	Issued W-WW System Revenue Bonds	\$ 6,475,000	System improvements and extensions	
8/15/2002	Issued W-WW System Revenue Bonds	\$ 10,850,000	System improvements	
5/15/2005	Issued W-WW System Revenue Bonds	\$ 5,370,000	System improvements and extensions	
4/1/2006	Issued W-WW System Revenue Bonds	\$ 8,995,000	Refunding 1996 and 2001 bonds	

**CITY OF BURLESON  
GENERAL LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	2,562,582	1,877,036	4,439,618
2013	2,645,372	1,783,010	4,428,382
2014	2,283,860	1,694,806	3,978,666
2015	2,364,347	1,611,710	3,976,057
2016	2,441,927	1,522,079	3,964,006
2017	2,554,507	1,425,796	3,980,303
2018	2,666,087	1,324,797	3,990,884
2019	2,758,667	1,218,922	3,977,589
2020	2,864,642	1,107,254	3,971,896
2021	2,986,222	988,490	3,974,712
2022	2,857,197	866,479	3,723,676
2023	2,972,870	741,660	3,714,530
2024	3,094,987	610,517	3,705,504
2025	3,256,887	471,279	3,728,166
2026	2,845,000	335,958	3,180,958
2027	2,490,000	216,848	2,706,848
2028	1,965,000	116,584	2,081,584
2029	675,000	57,684	732,684
2030	705,000	27,655	732,655
2031	120,000	9,250	129,250
2032	125,000	3,125	128,125
TOTAL	<u>\$ 47,235,154</u>	<u>\$ 18,010,939</u>	<u>\$ 65,246,093</u>



<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING 2004</b> <b>(REPLACES SERIES 1995)</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	13,696	29,000	13,187	55,882
2013	13,187	29,000	12,644	54,831
2014	12,644	34,000	11,963	58,607
2015	11,963	36,000	11,220	59,183
2016	11,220	38,000	10,435	59,655
2017	10,435	40,000	9,584	60,019
2018	9,584	41,000	8,687	59,271
2019	8,687	43,000	7,720	59,408
2020	7,720	47,000	6,639	61,359
2021	6,639	48,000	5,511	60,149
2022	5,511	52,000	4,262	61,773
2023	4,262	55,000	2,922	62,184
2024	2,922	57,000	1,525	61,447
2025	1,525	61,000	-	62,525
	<u>\$ 119,994</u>		<u>\$ 106,299</u>	<u>\$ 836,293</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 610,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>2005 GENERAL OBLIGATION BONDS</b>
--

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	62,218	175,000	59,155	296,373
2013	59,155	180,000	56,005	295,160
2014	56,005	190,000	52,680	298,685
2015	52,680	195,000	49,268	296,948
2016	49,268	200,000	45,268	294,536
2017	45,268	210,000	41,068	296,336
2018	41,068	220,000	36,668	297,736
2019	36,668	230,000	32,068	298,736
2020	32,068	235,000	27,368	294,436
2021	27,368	245,000	22,468	294,836
2022	22,468	255,000	17,304	294,772
2023	17,304	265,000	11,938	294,242
2024	11,938	280,000	6,163	298,101
2025	6,163	290,000	-	296,163
	<u>\$ 519,639</u>		<u>\$ 457,421</u>	<u>\$ 4,147,060</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 3,170,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2005</b>
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	40,068	88,582	128,650	38,518	167,168
2013	38,518	91,372	129,890	36,919	166,809
2014	36,919	94,860	131,779	35,259	167,038
2015	35,259	98,347	133,606	32,800	166,406
2016	32,800	103,927	136,727	30,202	166,929
2017	30,202	109,507	139,709	27,464	167,173
2018	27,464	115,087	142,551	24,587	167,138
2019	24,587	120,667	145,254	21,570	166,824
2020	21,570	127,642	149,212	18,379	167,591
2021	18,379	133,222	151,601	15,049	166,650
2022	15,049	140,197	155,246	11,544	166,790
2023	11,544	147,870	159,414	7,847	167,261
2024	7,847	142,987	150,834	4,272	155,106
2025	4,272	170,887	175,159	-	175,159
	<u>\$ 344,478</u>		<u>\$ 2,029,632</u>	<u>\$ 304,410</u>	<u>\$ 2,334,041</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 1,685,154

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2006</b>
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	45,261	110,000	155,261	43,061	198,323
2013	43,061	115,000	158,061	40,761	198,823
2014	40,761	115,000	155,761	38,461	194,223
2015	38,461	120,000	158,461	36,061	194,523
2016	36,061	125,000	161,061	33,561	194,623
2017	33,561	130,000	163,561	30,961	194,523
2018	30,961	140,000	170,961	28,161	199,123
2019	28,161	145,000	173,161	25,261	198,423
2020	25,261	150,000	175,261	22,168	197,429
2021	22,168	155,000	177,168	18,913	196,081
2022	18,913	165,000	183,913	15,406	199,319
2023	15,406	170,000	185,406	11,794	197,200
2024	11,794	175,000	186,794	8,075	194,869
2025	8,075	185,000	193,075	4,144	197,219
2026	4,144	195,000	199,144	-	199,144
	<u>\$ 402,051</u>		<u>\$ 2,597,051</u>	<u>\$ 356,790</u>	<u>\$ 2,953,841</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 2,195,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - GENERAL PORTION</b> <b>SERIES 2006</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	65,781	155,000	220,781	62,681	283,462
2013	62,681	160,000	222,681	59,481	282,161
2014	59,481	170,000	229,481	56,081	285,561
2015	56,081	175,000	231,081	52,581	283,661
2016	52,581	180,000	232,581	48,981	281,561
2017	48,981	190,000	238,981	45,181	284,161
2018	45,181	195,000	240,181	41,281	281,461
2019	41,281	205,000	246,281	37,053	283,333
2020	37,053	215,000	252,053	32,215	284,268
2021	32,215	225,000	257,215	27,153	284,368
2022	27,153	235,000	262,153	22,100	284,253
2023	22,100	245,000	267,100	16,894	283,994
2024	16,894	255,000	271,894	11,475	283,369
2025	11,475	265,000	276,475	5,844	282,319
2026	5,844	275,000	280,844	-	280,844
	<u>\$ 584,778</u>		<u>\$ 3,729,778</u>	<u>\$ 518,997</u>	<u>\$ 4,248,775</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 3,145,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2007</b>
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	79,123	160,000	239,123	75,923	315,045
2013	75,923	165,000	240,923	72,623	313,545
2014	72,623	170,000	242,623	69,223	311,845
2015	69,223	180,000	249,223	65,623	314,845
2016	65,623	185,000	250,623	61,738	312,360
2017	61,738	195,000	256,738	57,594	314,331
2018	57,594	205,000	262,594	53,186	315,780
2019	53,186	210,000	263,186	48,566	311,753
2020	48,566	220,000	268,566	43,616	312,183
2021	43,616	230,000	273,616	38,441	312,058
2022	38,441	245,000	283,441	32,806	316,248
2023	32,806	255,000	287,806	26,909	314,716
2024	26,909	265,000	291,909	20,781	312,691
2025	20,781	280,000	300,781	14,131	314,913
2026	14,131	290,000	304,131	7,244	311,375
2027	7,244	305,000	312,244	-	312,244
	<u>\$ 767,526</u>		<u>\$ 4,327,526</u>	<u>\$ 688,403</u>	<u>\$ 5,015,929</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 3,560,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**CERTIFICATES OF OBLIGATION - GENERAL PORTION**  
**SERIES 2007**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	79,123	160,000	239,123	75,923	315,045
2013	75,923	165,000	240,923	72,623	313,545
2014	72,623	170,000	242,623	69,223	311,845
2015	69,223	180,000	249,223	65,623	314,845
2016	65,623	185,000	250,623	61,738	312,360
2017	61,738	195,000	256,738	57,594	314,331
2018	57,594	205,000	262,594	53,186	315,780
2019	53,186	210,000	263,186	48,566	311,753
2020	48,566	220,000	268,566	43,616	312,183
2021	43,616	230,000	273,616	38,441	312,058
2022	38,441	245,000	283,441	32,806	316,248
2023	32,806	255,000	287,806	26,909	314,716
2024	26,909	265,000	291,909	20,781	312,691
2025	20,781	280,000	300,781	14,131	314,913
2026	14,131	290,000	304,131	7,244	311,375
2027	7,244	305,000	312,244	-	312,244
	<u>\$ 767,526</u>		<u>\$ 4,327,526</u>	<u>\$ 688,403</u>	<u>\$ 5,015,929</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011                      \$ 3,560,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION BONDS</b> <b>SERIES 2008</b>
---

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	277,538	565,000	842,538	267,650	1,110,188
2013	267,650	585,000	852,650	257,413	1,110,063
2014	257,413	605,000	862,413	246,825	1,109,238
2015	246,825	630,000	876,825	235,800	1,112,625
2016	235,800	650,000	885,800	222,800	1,108,600
2017	222,800	680,000	902,800	209,200	1,112,000
2018	209,200	710,000	919,200	195,000	1,114,200
2019	195,000	735,000	930,000	180,300	1,110,300
2020	180,300	765,000	945,300	165,000	1,110,300
2021	165,000	795,000	960,000	148,603	1,108,603
2022	148,603	835,000	983,603	130,859	1,114,463
2023	130,859	865,000	995,859	111,938	1,107,797
2024	111,938	905,000	1,016,938	92,141	1,109,078
2025	92,141	950,000	1,042,141	70,766	1,112,906
2026	70,766	990,000	1,060,766	48,491	1,109,256
2027	48,491	1,040,000	1,088,491	25,091	1,113,581
2028	25,091	1,085,000	1,110,091	-	1,110,091
	<u>\$ 2,885,413</u>		<u>\$ 16,275,413</u>	<u>\$ 2,607,875</u>	<u>\$ 18,883,288</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 13,390,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**CERTIFICATES OF OBLIGATION - GENERAL PORTION**  
**SERIES 2008**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	60,828	125,000	185,828	58,641	244,469
2013	58,641	130,000	188,641	56,366	245,006
2014	56,366	135,000	191,366	54,003	245,369
2015	54,003	135,000	189,003	51,641	240,644
2016	51,641	145,000	196,641	48,741	245,381
2017	48,741	150,000	198,741	45,741	244,481
2018	45,741	155,000	200,741	42,641	243,381
2019	42,641	160,000	202,641	39,441	242,081
2020	39,441	165,000	204,441	36,141	240,581
2021	36,141	175,000	211,141	32,531	243,672
2022	32,531	180,000	212,531	28,706	241,238
2023	28,706	190,000	218,706	24,550	243,256
2024	24,550	200,000	224,550	20,175	244,725
2025	20,175	210,000	230,175	15,450	245,625
2026	15,450	215,000	230,450	10,613	241,063
2027	10,613	225,000	235,613	5,550	241,163
2028	5,550	240,000	245,550	-	245,550
	<u>\$ 631,756</u>		<u>\$ 3,566,756</u>	<u>\$ 570,928</u>	<u>\$ 4,137,684</u>

\$ 2,935,000

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING &amp; IMPROVEMENT BONDS SERIES 2010</b> <b>(REPLACES SERIES 2001)</b>
--

DUE YEAR ENDING SEPTEMBER 30	SEPT INTEREST	INTEREST	MARCH PRINCIPAL	TOTAL REQUIREMENT
2012	140,523	145,248	315,000	600,770
2013	135,648	140,523	325,000	601,170
2014	130,623	135,648	335,000	601,270
2015	125,448	130,623	345,000	601,070
2016	120,123	125,448	355,000	600,570
2017	114,648	120,123	365,000	599,770
2018	108,948	114,648	380,000	603,595
2019	102,903	108,948	390,000	601,850
2020	96,503	102,903	400,000	599,405
2021	89,363	96,503	420,000	605,865
2022	81,838	89,363	430,000	601,200
2023	73,828	81,838	445,000	600,665
2024	65,225	73,828	465,000	604,053
2025	56,200	65,225	475,000	596,425
2026	46,200	56,200	500,000	602,400
2027	35,540	46,200	520,000	601,740
2028	24,403	35,540	540,000	599,943
2029	12,538	24,403	565,000	601,940
2030	-	12,538	590,000	602,538
	<u>\$ 1,560,495</u>	<u>\$ 1,705,743</u>		<u>\$ 11,426,238</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 8,160,000

<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING SERIES 2010 \$2,430,000</b> <b>(REPLACES SERIES 2001)</b>
--

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>SEPT INTEREST</u>	<u>INTEREST</u>	<u>MARCH PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	31,868	34,793	195,000	261,660
2013	28,868	31,868	200,000	260,735
2014	25,718	28,868	210,000	264,585
2015	22,493	25,718	215,000	263,210
2016	19,193	22,493	220,000	261,685
2017	15,743	19,193	230,000	264,935
2018	12,218	15,743	235,000	262,960
2019	8,420	12,218	245,000	265,638
2020	4,420	8,420	250,000	262,840
2021	-	4,420	260,000	264,420
	<u>\$ 168,938</u>	<u>\$ 203,730</u>		<u>\$ 2,632,668</u>

BONDS OUTSTANDING SEPTEMBER 30, 2011	<u>\$ 2,260,000</u>
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**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
LONG TERM DEBT  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	1,036,418	826,208	1,862,626
2013	1,073,628	788,195	1,861,823
2014	1,115,140	748,641	1,863,781
2015	1,156,653	703,035	1,859,688
2016	1,206,073	650,355	1,856,428
2017	1,265,493	594,641	1,860,134
2018	1,329,913	536,106	1,866,019
2019	1,389,333	474,750	1,864,083
2020	1,457,358	410,458	1,867,816
2021	1,521,778	342,935	1,864,713
2022	1,184,803	271,976	1,456,779
2023	1,247,130	213,425	1,460,555
2024	1,232,013	153,588	1,385,601
2025	1,419,113	89,316	1,508,429
2026	385,000	46,088	431,088
2027	400,000	28,426	428,426
2028	420,000	9,713	429,713
	<u>420,000</u>	<u>9,713</u>	<u>429,713</u>
 TOTAL	 <u>\$ 18,839,846</u>	 <u>\$ 6,887,856</u>	 <u>\$ 25,727,702</u>

<b>BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION</b> <b>SERIES 2005</b>
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DUE YEAR ENDING SEPTEMBER 30	INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	247,157	546,418	793,575	237,595	1,031,170
2013	237,595	563,628	801,223	227,731	1,028,954
2014	227,731	585,140	812,871	217,491	1,030,362
2015	217,491	606,653	824,144	202,325	1,026,469
2016	202,325	641,073	843,398	186,298	1,029,696
2017	186,298	675,493	861,791	169,411	1,031,202
2018	169,411	709,913	879,324	151,663	1,030,987
2019	151,663	744,333	895,996	133,055	1,029,051
2020	133,055	787,358	920,413	113,371	1,033,784
2021	113,371	821,778	935,149	92,826	1,027,975
2022	92,826	864,803	957,629	71,206	1,028,835
2023	71,206	912,130	983,336	48,403	1,031,739
2024	48,403	882,013	930,416	26,353	956,769
2025	26,353	1,054,113	1,080,466	-	1,080,466
	<u>\$ 2,124,885</u>		<u>\$ 12,519,731</u>	<u>\$ 1,877,728</u>	<u>\$ 14,397,459</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 10,394,846

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION  
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION  
SERIES 2008**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	107,253	220,000	327,253	103,403	430,656
2013	103,403	225,000	328,403	99,466	427,869
2014	99,466	235,000	334,466	95,353	429,819
2015	95,353	245,000	340,353	91,066	431,419
2016	91,066	250,000	341,066	86,066	427,131
2017	86,066	260,000	346,066	80,866	426,931
2018	80,866	275,000	355,866	75,366	431,231
2019	75,366	285,000	360,366	69,666	430,031
2020	69,666	295,000	364,666	63,766	428,431
2021	63,766	310,000	373,766	57,372	431,138
2022	57,372	320,000	377,372	50,572	427,944
2023	50,572	335,000	385,572	43,244	428,816
2024	43,244	350,000	393,244	35,588	428,831
2025	35,588	365,000	400,588	27,375	427,963
2026	27,375	385,000	412,375	18,713	431,088
2027	18,713	400,000	418,713	9,713	428,425
2028	9,713	420,000	429,713	-	429,713
	<u>\$ 1,114,844</u>		<u>\$ 6,289,844</u>	<u>\$ 1,007,591</u>	<u>\$ 7,297,434</u>

BONDS OUTSTANDING \$ 5,175,000  
SEPTEMBER 30, 2011

<b>BURLESON 4A ECONOMIC DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>2010 SALES TAX REVENUE REFUNDING BONDS \$3,540,000</b> <b>(Replaces 2001 Series)</b>
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<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH INTEREST</u>	<u>SEPTEMBER INTEREST</u>	<u>SEPTEMBER PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	65,400	65,400	270,000	400,800
2013	60,000	60,000	285,000	405,000
2014	54,300	54,300	295,000	403,600
2015	48,400	48,400	305,000	401,800
2016	42,300	42,300	315,000	399,600
2017	36,000	36,000	330,000	402,000
2018	29,400	29,400	345,000	403,800
2019	22,500	22,500	360,000	405,000
2020	15,300	15,300	375,000	405,600
2021	7,800	7,800	390,000	405,600
	<u>\$ 381,400</u>	<u>\$ 381,400</u>		<u>\$ 4,032,800</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 3,270,000

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION**  
**LONG TERM DEBT**  
**PRINCIPAL AND INTEREST REQUIREMENTS**  
**As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	1,210,000	701,713	1,911,713
2013	1,255,000	655,250	1,910,250
2014	935,000	606,975	1,541,975
2015	970,000	571,688	1,541,688
2016	1,010,000	533,663	1,543,663
2017	1,040,000	492,863	1,532,863
2018	1,090,000	450,663	1,540,663
2019	1,140,000	406,278	1,546,278
2020	1,180,000	359,644	1,539,644
2021	1,230,000	310,725	1,540,725
2022	825,000	259,087	1,084,087
2023	865,000	222,697	1,087,697
2024	900,000	184,291	1,084,291
2025	940,000	143,769	1,083,769
2026	985,000	100,894	1,085,894
2027	845,000	59,944	904,944
2028	885,000	20,466	905,466
<b>TOTAL</b>	<b>\$ 17,305,000</b>	<b>\$ 6,080,610</b>	<b>\$ 23,385,610</b>

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION  
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT  
 CERTIFICATES OF OBLIGATION - 4B SALES TAX PORTION  
 SERIES 2006**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	42,666	100,000	142,666	40,666	183,332
2013	40,666	105,000	145,666	38,566	184,232
2014	38,566	110,000	148,566	36,366	184,932
2015	36,366	115,000	151,366	34,066	185,432
2016	34,066	120,000	154,066	31,666	185,732
2017	31,666	120,000	151,666	29,266	180,932
2018	29,266	125,000	154,266	26,766	181,032
2019	26,766	135,000	161,766	23,981	185,747
2020	23,981	140,000	163,981	20,831	184,812
2021	20,831	145,000	165,831	17,569	183,400
2022	17,569	150,000	167,569	14,344	181,913
2023	14,344	160,000	174,344	10,944	185,288
2024	10,944	165,000	175,944	7,438	183,382
2025	7,438	170,000	177,438	3,825	181,263
2026	3,825	180,000	183,825	-	183,825
	<u>\$ 378,960</u>		<u>\$ 2,418,960</u>	<u>\$ 336,294</u>	<u>\$ 2,755,254</u>

BONDS OUTSTANDING  
 SEPTEMBER 30, 2011 \$ 2,040,000

<b>BURLESON COMMUNITY SERVICES DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>CERTIFICATES OF OBLIGATION - 4B SALES TAX PORTION</b> <b>SERIES 2008</b>
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<u>DUE YEAR</u> <u>ENDING</u> <u>SEPTEMBER 30</u>	<u>SEPT 1ST</u> <u>INTEREST</u>	<u>MARCH 1ST</u> <u>INTEREST</u>	<u>PRINCIPAL</u>	<u>TOTAL</u> <u>REQUIREMENT</u>
2012	217,666	225,716	460,000	903,382
2013	209,353	217,666	475,000	902,019
2014	200,691	209,353	495,000	905,044
2015	191,766	200,691	510,000	902,457
2016	181,166	191,766	530,000	902,932
2017	170,166	181,166	550,000	901,332
2018	158,666	170,166	575,000	903,832
2019	146,666	158,666	600,000	905,332
2020	134,166	146,666	625,000	905,832
2021	120,759	134,166	650,000	904,925
2022	106,416	120,759	675,000	902,175
2023	90,994	106,416	705,000	902,410
2024	74,916	90,994	735,000	900,910
2025	57,591	74,916	770,000	902,507
2026	39,478	57,591	805,000	902,069
2027	20,466	39,478	845,000	904,944
2028	-	20,466	885,000	905,466
	<u>\$ 2,120,926</u>	<u>\$ 2,346,642</u>		<u>\$ 15,357,568</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 10,890,000

<b>BURLESON COMMUNITY SERVICES DEVELOPMENT CORP</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>2010 SALES TAX REVENUE REFUNDING BONDS \$5,025,000</b> <b>(Replaces 2001 and 2003 Series)</b>
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<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH INTEREST</u>	<u>SEPTEMBER INTEREST</u>	<u>SEPTEMBER PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	87,500	87,500	650,000	825,000
2013	74,500	74,500	675,000	824,000
2014	61,000	61,000	330,000	452,000
2015	54,400	54,400	345,000	453,800
2016	47,500	47,500	360,000	455,000
2017	40,300	40,300	370,000	450,600
2018	32,900	32,900	390,000	455,800
2019	25,100	25,100	405,000	455,200
2020	17,000	17,000	415,000	449,000
2021	8,700	8,700	435,000	452,400
	<u>\$ 448,900</u>	<u>\$ 448,900</u>		<u>\$ 5,272,800</u>

BONDS OUTSTANDING SEPTEMBER 30, 2011	<u>\$ 4,375,000</u>
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<b>CITY OF BURLESON</b> <b>REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT</b> <b>GENERAL OBLIGATION REFUNDING 2004-GOLF PORTION</b> <b>(REPLACES SERIES 1995)</b>
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	93,737	196,000	90,308	380,045
2013	90,308	201,000	86,538	377,846
2014	86,538	231,000	81,919	399,457
2015	81,919	244,000	76,887	402,806
2016	76,887	257,000	71,588	405,475
2017	71,588	270,000	65,852	407,440
2018	65,852	284,000	59,639	409,491
2019	59,639	297,000	52,956	409,595
2020	52,956	318,000	45,643	416,599
2021	45,643	332,000	37,841	415,484
2022	37,841	353,000	29,369	420,210
2023	29,369	375,000	20,228	424,597
2024	20,228	393,000	10,600	423,828
2025	10,600	424,000	-	434,600
	<u>\$ 823,105</u>		<u>\$ 729,368</u>	<u>\$ 5,727,473</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011                      \$ 4,175,000

**CITY OF BURLESON  
WATER AND WASTEWATER  
PRINCIPAL AND INTEREST REQUIREMENTS  
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2012	2,290,000	2,221,732	4,511,732
2013	2,425,000	1,591,091	4,016,091
2014	2,505,000	1,475,971	3,980,971
2015	2,595,000	1,387,556	3,982,556
2016	2,745,000	1,320,698	4,065,698
2017	2,850,000	1,218,953	4,068,953
2018	2,845,000	1,110,405	3,955,405
2019	2,640,000	1,002,516	3,642,516
2020	2,580,000	895,547	3,475,547
2021	2,590,000	786,129	3,376,129
2022	2,635,000	676,286	3,311,286
2023	2,755,000	563,741	3,318,741
2024	2,870,000	446,141	3,316,141
2025	2,550,000	330,651	2,880,651
2026	2,040,000	219,226	2,259,226
2027	1,540,000	139,770	1,679,770
2028	785,000	87,203	872,203
2029	470,000	58,463	528,463
2030	495,000	36,147	531,147
2031	520,000	12,350	532,350
<b>TOTAL</b>	<b>\$ 42,725,000</b>	<b>\$ 15,580,569</b>	<b>\$ 58,305,569</b>

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**REVENUE BONDS**  
**SERIES 2002 (\$10,850,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	SEPTEMBER 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL REQUIREMENT
2012	233,295	224,895	420,000	878,190
2013	224,895	215,095	490,000	929,990
2014	215,095	202,514	610,000	1,027,609
2015	202,514	188,701	650,000	1,041,215
2016	188,701	173,826	680,000	1,042,528
2017	173,826	157,851	710,000	1,041,678
2018	157,851	141,201	740,000	1,039,053
2019	141,201	128,483	550,000	819,684
2020	128,483	116,608	500,000	745,090
2021	116,608	103,689	530,000	750,296
2022	103,689	82,100	855,000	1,040,789
2023	82,100	59,375	900,000	1,041,475
2024	59,375	35,750	945,000	1,040,125
2025	35,750	22,000	550,000	607,750
2026	22,000	10,000	480,000	512,000
2027	10,000	-	400,000	410,000
	<u>\$ 2,095,383</u>	<u>\$ 1,862,088</u>		<u>\$ 13,967,470</u>
BONDS OUTSTANDING SEPTEMBER 30, 2011			<u>\$ 10,010,000</u>	

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**REVENUE BONDS**  
**SERIES 2005 (\$5,370,000)**

<u>DUE YEAR</u> <u>ENDING</u> <u>SEPTEMBER 30</u>	<u>MARCH 1ST</u> <u>INTEREST</u>	<u>SEPTEMBER 1ST</u> <u>INTEREST</u>	<u>SEPTEMBER 1ST</u> <u>PRINCIPAL</u>	<u>TOTAL</u> <u>REQUIREMENT</u>
2012	99,606	99,606	130,000	329,213
2013	97,331	97,331	135,000	329,663
2014	94,969	94,969	140,000	329,938
2015	92,449	92,449	175,000	359,898
2016	88,949	88,949	270,000	447,898
2017	83,549	83,549	375,000	542,098
2018	76,049	76,049	385,000	537,098
2019	68,349	68,349	405,000	541,698
2020	60,046	60,046	420,000	540,093
2021	51,226	51,226	435,000	537,453
2022	41,983	41,983	455,000	538,965
2023	32,314	32,314	475,000	539,628
2024	22,220	22,220	495,000	539,440
2025	11,330	11,330	515,000	537,660
	<u>\$ 920,369</u>	<u>\$ 920,369</u>		<u>\$ 6,650,738</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 4,810,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**REVENUE BONDS**  
**SERIES 2006 (\$8,995,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	115,882	680,000	101,432	897,314
2013	101,432	665,000	87,301	853,733
2014	87,301	90,000	85,501	262,801
2015	85,501	720,000	69,751	875,251
2016	69,751	710,000	54,841	834,591
2017	54,841	650,000	41,028	745,869
2018	41,028	575,000	28,450	644,478
2019	28,450	500,000	17,325	545,775
2020	17,325	425,000	7,763	450,088
2021	7,763	345,000	-	352,763
	<u>\$ 609,272</u>		<u>\$ 493,390</u>	<u>\$ 6,462,662</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011                      \$ 5,360,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2006 (\$6,125,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	108,759	255,000	103,659	467,418
2013	103,659	265,000	98,359	467,018
2014	98,359	275,000	62,859	436,218
2015	62,859	290,000	87,059	439,918
2016	87,059	300,000	81,059	468,118
2017	81,059	315,000	74,759	470,818
2018	74,759	325,000	68,259	468,018
2019	68,259	340,000	61,246	469,505
2020	61,246	355,000	53,259	469,505
2021	53,259	370,000	44,934	468,193
2022	44,934	385,000	36,656	466,590
2023	36,656	405,000	28,050	469,706
2024	28,050	420,000	19,125	467,175
2025	19,125	440,000	9,775	468,900
2026	9,775	460,000	-	469,775
	<u>\$ 937,815</u>		<u>\$ 829,056</u>	<u>\$ 6,966,871</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 5,200,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2007 (\$5,700,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	110,144	220,000	105,744	435,888
2013	105,744	230,000	101,144	436,888
2014	101,144	240,000	96,344	437,488
2015	96,344	245,000	91,444	432,788
2016	91,444	260,000	85,984	437,428
2017	85,984	270,000	80,246	436,230
2018	80,246	280,000	74,226	434,473
2019	74,226	295,000	67,736	436,963
2020	67,736	310,000	60,761	438,498
2021	60,761	325,000	53,449	439,210
2022	53,449	335,000	45,744	434,193
2023	45,744	350,000	37,650	433,394
2024	37,650	370,000	29,094	436,744
2025	29,094	385,000	19,950	434,044
2026	19,950	410,000	10,213	440,163
2027	10,213	430,000	-	440,213
	<u>\$ 1,069,872</u>		<u>\$ 959,728</u>	<u>\$ 6,984,599</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 4,955,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2008 (\$4,545,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	85,725	175,000	82,663	343,388
2013	82,663	180,000	79,513	342,175
2014	79,513	185,000	76,275	340,788
2015	76,275	195,000	72,863	344,138
2016	72,863	200,000	68,863	341,725
2017	68,863	210,000	64,663	343,525
2018	64,663	220,000	60,263	344,925
2019	60,263	225,000	55,763	341,025
2020	55,763	235,000	51,063	341,825
2021	51,063	245,000	46,009	342,072
2022	46,009	255,000	40,591	341,600
2023	40,591	270,000	34,684	345,275
2024	34,684	280,000	28,559	343,244
2025	28,559	295,000	21,922	345,481
2026	21,922	310,000	14,947	346,869
2027	14,947	320,000	7,747	342,694
2028	7,747	335,000	-	342,747
	<u>\$ 892,110</u>		<u>\$ 806,385</u>	<u>\$ 5,833,494</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011

\$ 4,135,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**CERTIFICATES OF OBLIGATION**  
**SERIES 2011 (\$7,145,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
2012	233,271	160,000	137,563	530,833
2013	137,563	260,000	133,663	531,225
2014	133,663	265,000	129,688	528,350
2015	129,688	275,000	125,563	530,250
2016	125,563	285,000	121,288	531,850
2017	121,288	290,000	116,938	528,225
2018	116,938	300,000	111,688	528,625
2019	111,688	310,000	106,263	527,950
2020	106,263	325,000	99,763	531,025
2021	99,763	335,000	93,063	527,825
2022	93,063	350,000	86,063	529,125
2023	86,063	365,000	78,763	529,825
2024	78,763	380,000	71,163	529,925
2025	71,163	395,000	63,016	529,178
2026	63,016	415,000	54,197	532,213
2027	54,197	430,000	44,791	528,988
2028	44,791	450,000	34,666	529,456
2029	34,666	470,000	23,797	528,463
2030	23,797	495,000	12,350	531,147
2031	12,350	520,000	-	532,350
	<u>\$ 1,877,549</u>		<u>\$ 1,644,278</u>	<u>\$ 10,596,827</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 7,075,000

**CITY OF BURLESON**  
**REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT**  
**WATERWORKS AND SEWER SYSTEM**  
**GENERAL OBLIGATION REFUNDING BONDS**  
**SERIES 2011 (\$10,970,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	191,619	250,000	187,869	629,488
2013	187,869	690,000	177,519	1,055,388
2014	177,519	1,310,000	157,869	1,645,388
2015	157,869	695,000	147,444	1,000,313
2016	147,444	720,000	136,644	1,004,088
2017	136,644	740,000	125,544	1,002,188
2018	125,544	760,000	112,244	997,788
2019	112,244	565,000	102,356	779,600
2020	102,356	510,000	92,156	704,513
2021	92,156	535,000	81,456	708,613
2022	81,456	855,000	64,356	1,000,813
2023	64,356	890,000	46,556	1,000,913
2024	46,556	925,000	28,056	999,613
2025	28,056	520,000	17,331	565,388
2026	17,331	445,000	7,875	470,206
2027	7,875	360,000	-	367,875
	<u>\$ 1,676,894</u>		<u>\$ 1,485,275</u>	<u>\$ 13,932,169</u>

BONDS OUTSTANDING  
SEPTEMBER 30, 2011 \$ 10,770,000

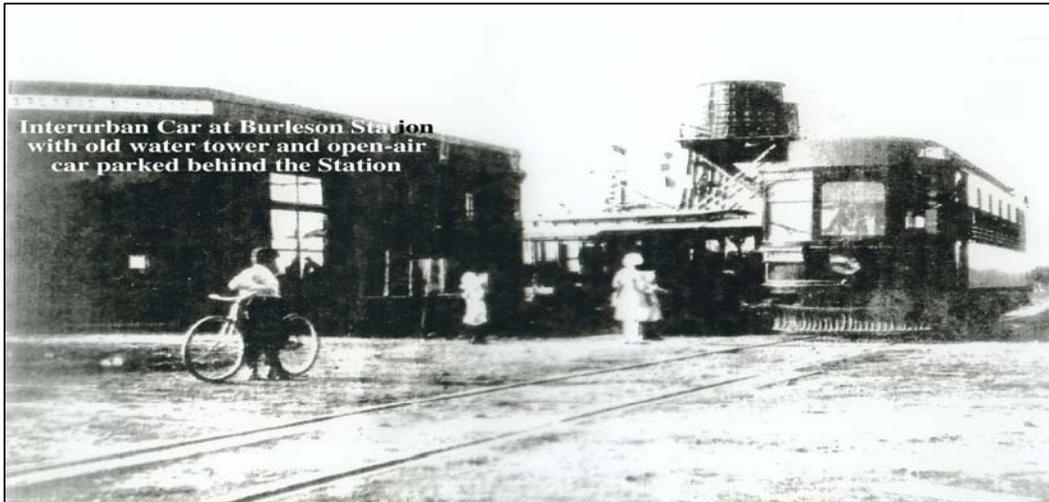


# SUPPLEMENTAL INFORMATION

**FY 2011-2012 CITY BRIEF**

**HISTORICAL OVERVIEW**

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

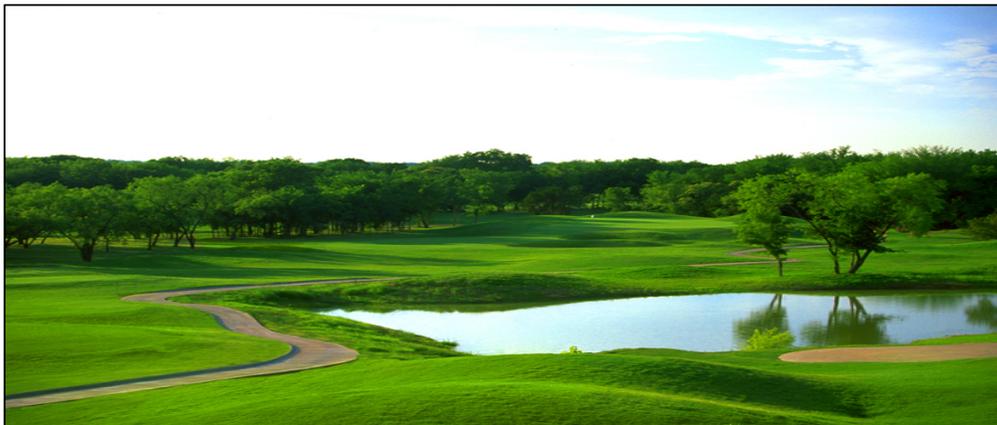


About a decade after the turn of the century, the Northern Texas Traction Company built an interurban railway system through Burleson connecting Fort Worth and Cleburne. In 1912, a vote of the people made the town a city, and, in 1969, Burleson was established as a "home rule" city when citizens adopted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

Thanks to its humble beginnings, Burleson has retained a small, welcoming hometown feel, removed from the hustle and bustle of the Metroplex, but still close enough to take advantage of the benefits of the urban lifestyle. Neighbors still meet at one of Burleson's many annual events such as Founder's Day, the largest 4th of July parade in the county, and the Christmas Parade of Lights.



The Founder's Day celebration is held in the thriving, well-lit and well preserved Old Town Burleson in October to commemorate the City's history. Festivities include western gunfighters, tours of the restored Interurban Depot and Museum, as well as arts, crafts, carnival rides and plenty of food. Old Town Burleson is also home to the City's sizzling Sounds of Summer Concert Series, featuring a variety of music performed by well-known artists each Friday night during the month of June.



For golf fans, Hidden Creek Golf Course offers challenges for the high-handicapper and touring professionals alike. It has been voted the "toughest public golf course" in the Dallas/Ft. Worth metroplex two years running by the Ft. Worth Business Press and the Dallas Business Journal calls Hidden Creek in the "top five public golf courses in the state".

In May of 2007, voters approved a bond package to finance a new community center, more ballfields and a new aquatic center. With families flocking to Burleson, more places to play are essential to maintain Burleson's quality of life.

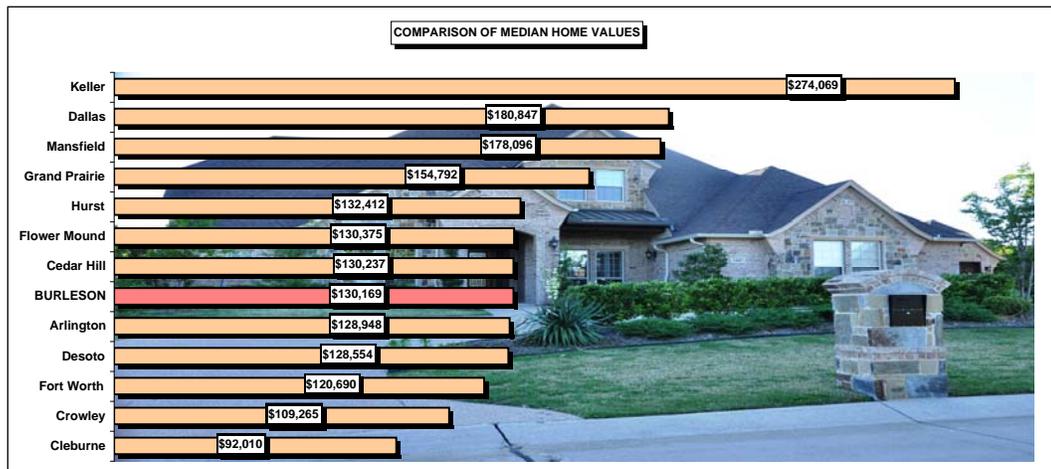


The new Burleson Recreation Center (the "BRiCk") opened Memorial Day weekend this year. The new ballfields partially opened in July of this year, hosting Mustang Zone and Pony Regional baseball tournaments. The grand opening was the kickoff of the Burleson Youth Association fall ball baseball league.

Burleson has grown to a population of about 36,690 people at this time. According to [www.bestplaces.net](http://www.bestplaces.net), the low crime rate, low cost of living and good schools make Burleson a very attractive place to call "home". In addition, the median home cost is \$121,914 which makes Burleson a very affordable place to live for young families.



Burleson's location on the southwest edge of the Metroplex allows Burleson to retain its distinct personality while still being a valuable member of the Metroplex. It is 12 miles south of downtown Fort Worth and 35 miles southwest of Dallas. The average commute is 32 minutes. There are two major airports within 45 minutes, as well as the well-equipped and local Spinks airport with a lighted 6,000 foot concrete runway for commuter and executive travel. Soon, commuting will be even faster thanks to the planned regional rail station that will be part of the Metroplex rail line.



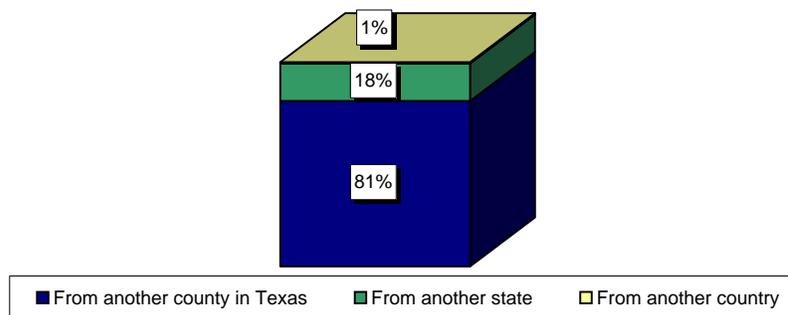
Businesses are racing to Burleson to serve the growing population. Employers find well-educated workers who have at least a high school diploma or some college and nearly 25% of the population over 25 has an associates degree or higher. Recent restaurant arrivals to the Old Town area include D'Vine Wine, Fuzzy's Taco, HideOut Burgers, Annabelle's Tea Room and Pinocchio's.

In addition to family friendly dining, Highpoint Business Park is ready for development. Strategically located on IH 35W, there are a variety of incentives available for interested investors and a pro-business climate and "make it happen" attitude toward development community-wide.

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

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

**IN-MIGRATION 2005-2006  
JOHNSON COUNTY\***



\*Based on 2005-2006 tax returns reflecting a change in residence by moving in from their originating county.

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

### 2011-2012 BUDGET BRIEF

#### GENERAL INFORMATION

		<u>FY 2010-11</u>	<u>FY 2011-12</u>
TOTAL TAX ROLL		2,151,833,513	22,432,600
COLLECTION RATE		98.0%	98.0%
<b>PROPERTY TAX REVENUE</b>			
MAINTENANCE AND OPERATION		11,555,714	12,555,714
DEBT SERVICE		3,077,456	3,077,456
<b>ASSESSMENT RATIO</b>		100%	100%
<b>TAX RATE</b>			
MAINTENANCE AND OPERATION		\$ 0.547800	\$ 0.527800
DEBT SERVICE		\$ 0.162200	\$ 0.162200
<b>TOTAL</b>		<u>\$ 0.710000</u>	<u>\$ 0.690000</u>
EFFECTIVE OPERATING TAX RATE		0.570900	0.709800
ACTUAL OPERATING TAX RATE		0.547800	0.527800
RESIDENTIAL GARBAGE FEE		\$15.94/month	\$15.94/month
<b>WATER AND WASTEWATER RATES</b>			
WATER - SERVICE CHARGE	Size	Monthly min.	Monthly min.
	5/8"	\$7.50	\$7.50
	3/4"	\$11.00	\$11.00
	1"	\$16.00	\$16.00
	1.5"	\$30.25	\$30.25
	2"	\$44.50	\$44.50
	3"	\$107.20	\$107.20
	4"	\$178.45	\$178.45
	6"	\$356.60	\$356.60
	8"	\$534.70	\$534.70
	11"	\$712.80	\$712.80
	12"	\$819.70	\$819.70
WATER - CHARGE/1100 GALLONS	USAGE	Rate/1,000 Gallons	Rate/1,000 Gallons
	0 to 11,000	\$3.40	\$3.40
	11,001 to	\$4.10	\$4.10
	Over 20,000	\$4.75	\$4.75
GAS WELL DRILLING (all volumes)		\$11.39	\$1,139.00
WASTEWATER - CHARGE/1100 GALLONS	Minimum	\$13.86	\$15.25
		\$4.04/1000	\$4.44/1000

**ORDINANCE C-632-07(D0811)**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING REVISED BUDGET FIGURES FOR FISCAL YEAR 2010-11; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND TERMINATING SEPTEMBER 30, 2012, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

WHEREAS, the City Manager has prepared a revision of certain figures in the 2010-11 budget and submitted same to the City Council; and,

WHEREAS, the City Manager of the City of Burleson, Texas (hereinafter referred to as the "City") has caused to be filed with the City Secretary a budget to cover all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2011, and ending September 30, 2012, (hereinafter referred to as the "Budget"); and

WHEREAS, public notice of the public hearing on the proposed annual budget, stating the date, time, place and subject matter of said public hearing, was given as required by the Charter of the City of Burleson and the laws of the State of Texas; and

WHEREAS, such public hearing was held on August 22, 2011, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the Budget were heard; and

WHEREAS, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the Budget attached hereto is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:

Section 1. That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. That the revised budget figures, prepared and submitted by the City Manager for the 2010-11 budget, be, and the same are hereby, in all things, approved and appropriated, and any necessary transfers between accounts and departments are hereby authorized, approved, and appropriated.

Section 3. That the Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2011, and ending September 30, 2012; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases and other expenditures as proposed in the Budget.

Section 4. That the City Manager shall file or cause to be filed a true and correct copy of the approved Budget, along with this ordinance, with the City Secretary and in the office of the County Clerks of Johnson and Tarrant County, Texas, as required by State law.

Section 5. That the distribution and division of the above-named appropriations is made at the departmental level in the general fund and the water and sewer fund for the payment of operating expenses and capital outlay as set out in the municipal budget.

Section 6. That at any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among or between general classifications within a department. The City Manager shall report such transfer to the City Council by written message at the next regular council meeting following the transfer action. The City Manager may not authorize transfer of part or all of any unencumbered appropriation balance among or between departments or funds of the City. The City Manager may recommend such transfer to the City Council. 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.

Section 7. That any and all ordinances, resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict herewith.

Section 8. That if any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

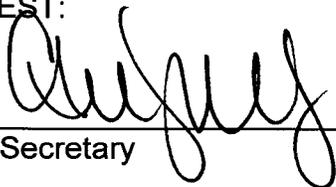
Section 9. That the necessity of adopting and approving a proposed budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED AND APPROVED on this 6<sup>th</sup> day of September, 2011.



Mayor

ATTEST:

  
\_\_\_\_\_  
City Secretary

First reading 8-22-11



ORDINANCE C-633-07(D0811)

AN ORDINANCE FIXING AND LEVYING CITY  
AD VALOREM TAXES FOR THE CITY OF BURLESON FOR THE YEAR 2011:  
DIRECTING THE ASSESSMENT AND COLLECTION THEREOF.

Whereas, the City Council/Commission finds that a tax for the year 2011, hereinafter levied for current expenses of the City and the general improvement of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year: and

Whereas, the City Council/Commission further finds that taxes for the year 2011, hereinafter levied therefore are necessary to pay interest and to provide the required sinking fund on outstanding bonds of the City issued for City purposes, and on bonds proposed to be issued for such purposes during the ensuing year: Now, Therefore:

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:**

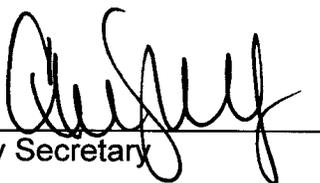
SECTION 1. For the current expenses of the City and for the general improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$.4844** on the assessed valuation of such property.

SECTION 2 For the current expenses of the Burleson Public Library, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$.0434** on the \$100.00 assessed valuation of such property

SECTION 3. For the purpose of paying interest and providing a sinking fund for the payment of each issue of bonds issued for various City purposes, including the various installments of principle falling due during the ensuing year on bonds issued for such purposes, and for the purpose of paying interest and making provision for the sinking fund on such other bonds as may be issued for various City purposes during the ensuing year, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$ 0.1622** on the \$100.00 assessed valuation of such property.

PASSED AND APPROVED on this 6<sup>th</sup> day of September, 2011.

  
Mayor

ATTEST:   
City Secretary

First reading 8-22-11



## ORDINANCE C-634-07(E0811)

**AN ORDINANCE ESTABLISHING RATES TO BE CHARGED FOR WATER AND WASTEWATER SERVICE IN THE CITY OF BURLESON (AS AUTHORIZED IN SECTION 82-3, CODE OF ORDINANCES); REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE CLAUSE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:**

### SECTION I

The minimum water rates per meter size shall be as follows:

All areas except  
Shannon Creek Estates

5/8"	\$ 7.50
3/4"	\$ 11.00
1"	\$ 16.00
1.5"	\$ 30.25
2"	\$ 44.50
3"	\$ 107.20
4"	\$ 178.45
6"	\$ 356.60
8"	\$ 534.70
10"	\$ 712.80
12"	\$ 819.70

Shannon Creek Estates

All Meter Sizes \$ 31.00

### SECTION II

A. The water rates for all areas of the City, except Shannon Creek Estates, are as follows:

- (1) 1 gallon to 10,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 3.40/1000 gallons

- (2) 10,001 gallons to 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.10/1000 gallons

- (3) Over 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.75/1000 gallons

- (4) Gas Well Drilling

<u>Meter Size</u>	<u>Charge</u>
all	\$ 11.39/1000 gallons

B. The water rates within Shannon Creek Estates are as follows:

- (1) 0 gallons to 6,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.00/1000 gallons

- (2) 6,001 to 12,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.50/1000 gallons

- (3) 12,001 to 18,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 5.25/1000 gallons

- (4) 18,001 gallons and over

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 5.75/1000 gallons

- (5) Temporary Usage

<u>Meter Size</u>	<u>Charge</u>
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all \$5.95/1000 gallons  
(6) Gas Well Drilling

<u>Meter Size</u>	<u>Charge</u>
all	\$ 11.39/1000 gallons

### SECTION III

The minimum wastewater rate shall be as follows:

**\$ 15.25**

### SECTION IV

The wastewater volume rates are as follows:

#### Residential

Residential wastewater volume will be determined as the average of water consumption billed in the months of January, February, and March up to a maximum of 12,000 gallons. If a customer has not established an average for these three months, wastewater volume will be determined as the citywide residential average for those months.

The rate applied to this volume will be **\$4.44** per 1,000 gallons.

Maximum wastewater charge to residential customers using wastewater services only:

Maximum residential wastewater rate	<b>\$ 68.53</b>
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#### Commercial

All usage	<b>\$ 4.44 per 1000 gallons</b>
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### SECTION V

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such 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 City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION VI**

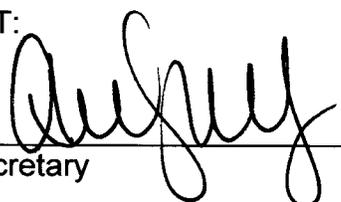
This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions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

This ordinance shall be in full force and effect on October 1, 2011, after its passage and publication as provided by law.

**PASSED AND APPROVED** this the 6<sup>th</sup> day of September, 2011.

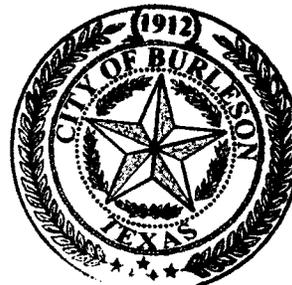
  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
City Secretary

First reading: 8-22-11

Final reading: 9-6-11



**COMPUTATION OF LEGAL TAX MARGIN  
2011-2012 BUDGET**

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The City's home rule charter authorizes assessments, levy and collection of property taxes: a) at a rate not exceeding 1.00 per \$100 of assessed valuation for the purpose of paying the general governmental operating costs of the City; and b) at a rate sufficient to pay the principal and interest on the bonds of the City. Furthermore, tax rate limitations imposed by the Home Rule Section of the State Constitution provide that a maximum tax rate of \$2.50 per \$100 valuation may be imposed in any one year.

Because of the senior citizen tax ceiling enacted by voters in 2005, only \$2,046,984,907 of the total assessed value is subject to variation in the rate. Revenue derived from the remaining properties is frozen at \$1,762,322.

For Fiscal year 2011-2012, the tax margin for each component of the tax as calculated on total assessed value of \$2,046,984,907 was as follows:

**TAX RATE MARGIN**

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	<b><u>MAXIMUM RATE AUTHORIZED</u></b>	<b><u>CURRENT RATE</u></b>	<b><u>TAX RATE MARGIN</u></b>
Operations	\$1.00	\$0.5478	\$0.4522
Total rate	\$2.50	\$0.7100	\$1.7900

**TAX DOLLAR MARGIN**

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	<b><u>MAXIMUM TAX DOLLARS ALLOWABLE</u></b>	<b><u>CURRENT TAX DOLLARS LEVIED</u></b>	<b><u>TAX DOLLAR MARGIN</u></b>
Operations	\$20,469,849	\$11,213,383	\$9,256,466
Total rate	\$51,174,623	\$14,533,593	\$36,641,030
Subject to Ceiling	\$1,762,322	\$1,762,322	\$0

City of Burleson, Texas

FINANCIAL POLICY STATEMENTS

REVISED 06/15/09

I. STATEMENT OF PURPOSE

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

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

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

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

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

A. FINANCE COMMITTEE. A committee designated as the Finance Committee will be appointed annually by the Mayor and consist of two members of the Council, the City Manager and the Finance Director. The committee will meet quarterly, or as needed. The committee will report to the City Council within 10-14 days after each meeting. The function of the committee will be:

- 1) Fiscal policy review.
- 2) Auditor selection recommendation.
- 3) Investment policy review and guidance.
- 4) Long Range Planning.

B. ANNUAL REVIEW. Based upon the results and recommendations of the Finance Committee review, the Council will annually approve the fiscal policies.

C. IMPLEMENTATION, COMPLIANCE, ACCOUNTABILITY AND REVIEW. The Finance Director will be accountable for implementing these policies and will to the best of his or her knowledge make the City Manager, Finance Committee and

the City Council aware of any variances in, practice from these policies or any other deviation from prudent financial practices in accordance with GAAP, the city charter, state laws and/or ethics of the profession. Any variances will be presented at quarterly meetings of the Finance Committee, unless there is a need for a special meeting.

### III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

- A. ACCOUNTING. The City is solely responsible for the reporting of its financial affairs, both internally and externally. The City Manager is the City's Chief Fiscal Officer and the head of the administrative branch of the City government. The Director of Finance is appointed by the City Manager to have full charge of the administration of the financial affairs of the City, as specified in the City's Charter Article VII, Section 68.
- B. AUDITING. An independent certified public accounting (CPA) firm will perform annual financial audits.
- 1) Qualifications of the Auditor. In conformance with the City's Charter and according to the provisions of Texas Local Government Code, Title 4, Chapter 103, the City will be audited annually by outside independent accountants. ("auditor").
  - 2) Auditor Repute. The auditor must be a CPA firm of good reputation and must demonstrate that it has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be registered as a partnership or corporation or certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the City's audit in accordance with generally accepted auditing standards as required by the City Charter and applicable state and federal laws.
  - 3) Timing. The auditor's report on the City's financial statements will be completed within 150 days of the City's fiscal year end.
  - 4) Management Letter. The independent CPA firm shall provide a management letter, if one is issued, no later than March 31 following the end of each fiscal year. The auditor will prepare and will jointly review the management letter with the Finance Committee within 20 working days of its receipt by the staff. Within 10 days of this joint review, the Finance Director shall respond in writing to the City Manager and City Council regarding the auditor's management letter, addressing the issues contained therein. The Council shall schedule its formal acceptance of the auditor's report upon the resolution of any issues resulting from the joint review.
  - 5) Responsibility of Auditor to City Council. The auditor is accountable to the City Council and will have access to direct communication with the City Council if the City Staff is unresponsive to auditor recommendations or if the Auditor considers such communication necessary to fulfill its legal and professional responsibilities.
  - 6) Rotation of Auditor. The City will not require an auditor rotation, but will circulate requests for proposal for audit services at least every five years. Should the City Council be dissatisfied with the auditor's performance, it

may request new proposals at any time. Year to year authorization to continue shall be done by July 1st of each year.

- 7) Auditor Accountability to Staff. The following will be provided to City Staff by the auditor:
  - a) Hourly time sheets accounting for time spent both by audit phase and level of auditor will be submitted to the City on a monthly basis.
  - b) Copies of all work papers, including diskettes and schedules, will be furnished to the City upon completion of the audit. Originals will be maintained at the auditor's office.

#### C. FINANCIAL REPORTING.

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

#### IV. OPERATING BUDGET.

- A. PREPARATION. Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City's "operating budget" is the City's annual financial operating plan.
  - 1) Scope. The scope of the budget includes all funds for which the City will adopt a formal budget, including Government Funds, Proprietary Funds, and Fiduciary Funds.
  - 2) Budgetary Process. The budget is prepared by the City Manager or his/her designee with the cooperation of all City Departments. The budget should be presented to the City Council between 60 and 90 days prior to fiscal year end, and should be enacted by the City Council prior to fiscal year end in accordance with the Charter.
  - 3) Awards. If feasible, the operating budget will be submitted to the GFOA annually for evaluation and consideration for the Award for Distinguished Budget Presentation.

- 4) Basis of Budgeting. The basis of budgeting will be the same as the basis of accounting; that is, that budgets for the General Fund and the Special Revenue Funds are prepared on the modified accrual basis of accounting, and budgets for the Utility (Proprietary) Funds are prepared on a full accrual basis, except that capital purchases and depreciation are not adjusted until year-end financial reporting.
- 5) Financial Forecast. A five-year financial forecast shall be prepared annually projecting revenues and expenditures for all operating and capital funds. This forecast shall be used as a planning tool in developing the following year's operating budget.
- 6) Proposed Budget Format. A proposed budget shall be prepared by the Manager with the participation of all of the City's Department Directors, within the provisions of the City Charter. The budget shall include at least four basic segments for review and evaluation. These segments are: (1) personnel costs, (2) operations and maintenance costs, (3) capital and other (non-capital) project costs, and (4) revenues. A four column format should be used such that prior year actual, current year budget and revised, and next year proposed are all clearly shown.
- 7) Council Participation. The budget review process shall include Council participation in the development of each of the four segments of the proposed budget and a Public Hearing to allow for citizen participation in the budget preparation. The budget process shall span sufficient time to address policy and fiscal issues by the Council. The budget process will be coordinated so as to identify major policy issues for City Council consideration prior to the budget approval date so that proper decision analysis can be made.
- 8) Filing and Adoption. Upon the presentation of a proposed budget document acceptable to the Council, the Council shall call and publicize a public hearing and adopt by Ordinance such budget as the City's Official Budget, effective for the fiscal year beginning. A copy of the proposed budget shall be filed with the City Secretary in accordance with the provisions of the City Charter. Should the Council fail to take final action on or before the last day of the fiscal year, the budget as submitted by the City Manager shall be deemed to have been finally adopted by the City Council.
- 9) Amending the Official Budget. The council may amend the budget for municipal purposes in accordance with state law.
- 10) Encumbrances. Encumbrances outstanding at the end of each fiscal year shall be reflected as reservations of fund balance. Subsequent year's payments on previously encumbered funds will be reflected as expenditures of the prior year with a corresponding decrease of the reservation of fund balance.

B. **BALANCED BUDGET**. The operating budget will be balanced with current revenues and other resources greater than or equal to current expenditures/expenses. Use of beginning balances and other reserves to balance operations will be disclosed in the document with the underlying rationale.

C. **REPORTING**. Monthly financial reports will be prepared to enable the Department Managers to manage their budgets and to enable the Finance

Director to monitor and control the budget as authorized by the City Manager. Summary financial reports will be presented to the departments within 7 days and to the City Council within 30 days after the end of each reporting period. Such reports will be in format appropriate to enable the City Council to understand the budget status at a level of summary executive detail.

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

#### V. REVENUE MANAGEMENT.

- A. The City will strive for the following optimum characteristics in its revenue system:
  - 1. SIMPLICITY. The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs and to make it more understandable to the taxpayer or service recipient. The City will avoid nuisance taxes or charges as revenue source.
  - 2. CERTAINTY. A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.
  - 3. EQUITY. The City shall make every effort to maintain, equity in its revenue system structure; i.e., the City shall seek to minimize or eliminate all forms of subsidy between entities, funds, services, utilities, and customers. The City shall require that there be a balance in the revenue system; i.e., the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
  - 4. ADMINISTRATION. The benefits of a revenue will exceed the cost of collecting and administering the revenue program. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
  - 5. DIVERSIFICATION AND STABILITY. In order to protect from fluctuations in a revenue source due to fluctuations in the economy and variations in weather, a diversified revenue system will be maintained which has a stable source of

income. This stability is also achieved by a balance between elastic and inelastic sources of revenues.

6. **GRANTS AND RESTRICTED REVENUES.** In order to maintain flexibility in the revenue system, restricted revenues will be kept to a minimum, and shall be pursued on a cost-benefit basis. All grants and other federal/state, and restricted funds shall be managed and accounted to comply with the laws, regulations, and guidance of the grantor.
- B. The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:
1. **COST/BENEFIT OF ABATEMENT.** The City will use due caution in the analysis of any tax or fee incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such caution.
  2. **NON-RECURRING REVENUES.** One-time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues should be used only for one-time expenditures such as long-lived capital needs.
  3. **PROPERTY TAX REVENUES.** All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the Johnson County Appraisal District. Total taxable valuation will be reappraised and reassessed in accordance with State statute, in order to maintain current market values.  
  
A 98% collection rate shall serve each year as a goal for tax collections. All taxes shall be aggressively pursued each year by the City's appointed tax assessor/collector. Tax accounts delinquent July 1st shall be submitted for collection each year to an attorney selected by the City Council. A penalty shall be assessed on all property taxes delinquent in accordance with State law and shall include all court costs, as well as an amount for compensation of the attorney as permitted by State law and in accordance with the attorney's contract with the City. Annual performance criteria will be developed for the attorney.
  4. **INTEREST INCOME.** Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.
  5. **USER-BASED FEES AND SERVICE CHARGES.** For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as "Full Cost Recovery", "Partial Cost Recovery," and "Minimal Cost Recovery," based upon City Council policy.

6. UTILITY RATES. The City will review and adopt utility rates annually that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects. Components of Utility Rates will include transfers to the General Fund as follows:
  - a. General and Administrative Charge. An administrative fee will be charged to the Utility Fund for services of general overhead, such as administration, finance, personnel, data processing, and legal counsel. This fee will be documented through a cost allocation procedure.
  - b. Franchise payment. A rate consistent with those charged to private utilities will be charged to the Utility Fund. Presently these rates vary between 2% & 4% of gross sales. This rate may be either raised or lowered so as to be consistent with those of the private utilities.
  - c. Payment in lieu of Property Tax (PILOT). A fee will be charged to the Utility Fund to equate to property taxes lost due to municipal ownership. Net book value will be used as a basis, barring absence of known market value. The existing tax rate will be applied to this base to determine the PILOT charge.
7. REVENUE MONITORING. Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## VI. EXPENDITURE CONTROL

- A. APPROPRIATIONS. The level of budgetary control is at the Department level budget in the General and Enterprise Funds, and at the fund level in all other funds. When budget adjustments among Departments and/or funds are necessary, these must be approved by the City Council. Budget appropriation amendments at lower levels of control shall be made in accordance with the applicable administrative procedures.
- B. AMENDMENTS TO THE BUDGET. In accordance with the City Charter, all budget amendments shall be approved by the Council.
- C. CENTRAL CONTROL. No recognized or significant salary or capital budgetary savings in any Department shall be spent by the Department Director without the prior authorization of the City Manager.
- D. PURCHASING. All purchases should be in accordance with the City's purchasing policies as defined in the Purchasing Manual. In accordance with Charter provisions, purchases and contracts which exceed \$3,000 will be reviewed and recommended by staff and presented to Council for approval.

- E. PROMPT PAYMENT. All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601f, Section 2, of the State of Texas Civil Statutes. :
- F. EQUIPMENT FINANCING. Equipment is accounted for at the original acquisition cost, which includes purchase price plus any costs incurred to place the equipment in service. Equipment may be leased or financed when the unit purchase price is \$5,000 or more and the useful life is at least five years. Departments shall contact the Finance Department for transfer or disposal instructions.
- G. RISK MANAGEMENT. The City will aggressively pursue every opportunity to provide for the Public's and City employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs. all reasonable options will be investigated to finance risks. Such options may include risk transfer, insurance, and risk retention.

## VII. ASSET MANAGEMENT

- A. INVESTMENTS. The Finance Director shall promptly invest all City funds with the Bank Depository in accordance with the provisions of the current Bank Depository Agreement or in any negotiable instrument that the Council has authorized under the provisions of the Public Funds Investment Act of 1987, and in accordance with the City Council approved Investment Policies.

At the end of each fiscal year a report on investment performance will be provided to the City Council. Quarterly, the Finance Director shall prepare and provide a written recapitulation of the City's investment portfolio to a staff Investment Committee and Council detailing each City investment instrument with its rate of return and maturity date.

- B. CASH MANAGEMENT. The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, municipal fines, building and related permits and licenses, and other collection offices as appropriate. Cycle billing will be used where appropriate.
- C. FIXED ASSETS AND INVENTORY. These assets will be reasonably safeguarded and properly accounted for, and prudently insured. A fixed asset of the City shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings or accessioned Library materials. The cost or value of any such acquisition must be \$5,000 or more within an expected useful life greater than one year. All City departments with inventory are required to conduct a physical inventory under their control on an annual basis.
- D. DEPOSITORIES The City Council, having given due consideration to all of its options and taking into consideration what is in the best interest of the

municipality, hereby authorizes the consideration of applications of depositories not doing business within the City of Burleson, Texas so long as that bank maintains a business location within a five-mile radius of Burleson City Hall. This authorization encompasses all of the depository uses and requirements of the City.

#### VIII. CAPITAL BUDGET AND PROGRAM

- A. PREPARATION. The City will endeavor to develop a capital budget which will include all capital projects and all capital resources. The budget will be prepared annually on fiscal year basis. The capital budget will be prepared by the Finance Director with the involvement of all required City Departments.

All final payments of construction contracts will be approved by City Council. This will require previous involvement of departments in order to verify that all specifications have been satisfactorily met.

- B. CONTROL. All capital project expenditures must be appropriated in the capital budget. The Finance Department must certify the availability of such appropriations or the availability of resources so any appropriation can be made before a capital project contract is presented to the City Council for approval.
- C. PROGRAM PLANNING. The capital budget will include capital improvements program plans for future years. The planning time frame should normally be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operational costs will be considered, so that these costs can be included in the operating budget.
- D. FINANCING PROGRAMS. Where applicable, assessments, impact fees, pro-rate charges, or other fees should be used to fund capital projects which have a primary benefit to specific, identifiable property owners.
- E. INFRASTRUCTURE MAINTENANCE. The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of the appropriate fund's budget will be set aside each year to maintain the quality of the City's infrastructure. The inclusion of infrastructure maintenance and replacement costs in the current operating budget places the burden of the costs and repairs on the current users of the systems.
- F. REPORTING. Periodic financial reports will be prepared to enable the Department Managers to manage their capital budgets and to enable the Finance Department to monitor and control the capital budget as authorized by the City Manager. Summary capital projects status reports should be presented to the City Council semi-annually.

#### IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

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

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

#### B. OPERATING RESERVES/FUND BALANCES

1. It is the goal of the City that the unreserved balance should be at least 16.67% of the General Fund annual expenditures. This percentage is the equivalent of 60 days expenditures. In order to adhere to the principles of matching current revenues with current expenditures and minimizing property taxes, the City will take action to reduce the fund balance if the unreserved balance grows beyond 75 days expenditures.
2. The Enterprise Fund working capital should be maintained at least at the 16.67% of total operating expenditures or the equivalent of 60 days.
3. Cash and investment balances in the City's economic development corporation special revenue funds should be maintained at a minimum of 25% of the next 12 months' budgeted expenditures and transfers.

#### 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 or balances in excess of one month of principal and interest plus 15% of the principal outstanding for unrefunded debt issued prior to September 1, 1986. This maximum is dictated by Federal law and does not include the amounts accrued for the next debt service payment.

The policy above does not preclude the debt service reserves normally established to market revenue bonds. The City's policy and bond ordinance requirements are to maintain these debt service reserves at the level of the average annual debt service.

3. Revenue Obligations will maintain Debt Coverage Ratios as specified by the bond covenants. The City is currently required to have net revenues in excess of average annual debt by 1.25 times. Net revenues must also exceed the maximum outstanding debt by 1.10 times. Both these tests must be met in order to issue additional bonds.
4. Obligations of Burleson's economic development corporations will maintain coverage ratios as specified by bond covenants. If the City issues obligations partially secured by a limited pledge of the corporations' sales tax revenues, not subject to the coverage ratios of the revenue bond covenants, coverage shall be maintained at no less than 1.25 times average annual debt service,

and 1.15 times the maximum annual debt service. Both of these tests must be met in order to issue additional bonds.

- D. COMPENSATED ABSENCES. The City will establish an additional reserve within its operating funds to pay for material accrued reimbursable vacation and sick leave.

## X. TREASURY AND DEBT MANAGEMENT

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

The City will adhere to the investments authorized through the Public Funds Investment Act of 1987 and will additionally establish a comprehensive Investment Policies and Guidelines. Such policies will clarify acceptable investment securities, brokers, terms, and other pertinent investment information.

### B. TYPES OF DEBTS

1. SHORT-TERM DEBT. Pursuant to the City Charter, tax anticipation notes ("TAN") will be retired annually and will not exceed 25% of anticipated taxes. Bond anticipation notes ("BAN") will be retired within six months of completion of the project. Any short-term debt outstanding at year-end will not exceed 5% (including TAN but excluding BAN) of net operating revenues.
  2. LONG-TERM DEBT. Long-term debt will not be used for operating purposes, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.
  3. SELF-SUPPORTING DEBT. When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. ANALYSIS OF FINANCING ALTERNATIVES. The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves of current monies.
  - D. DISCLOSURE. Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released.
  - E. FEDERAL REQUIREMENTS. The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

- F. **DEBT STRUCTURING.** The City will issue general obligation bonds with an average life of 10.5 years or less, not to exceed the life of the asset acquired.

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

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

G. **DEBT ISSUANCE.**

1. Method of Sale. The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why, and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
2. Bidding Parameters. The notice of sale will be carefully constructed so as to ensure the best possible bid for the City in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
  - Limits between lowest and highest coupons
  - Coupon requirements relative to the yield curve
  - Method of underwriter compensation, discount or premium coupons
  - Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
  - Use of bond insurance
  - Original Issue discount bonds/Capital Appreciation Bonds
  - Variable rate bonds
  - Call provisions (25 years by Charter)
3. Bond Issuance Costs. The City will be involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of bonds.
4. Financial Advisor. The City will discourage perceived conflicts of interest which arise when a financial advisor is allowed to bid on debt obligations of the City. The financial advisor will be expected to provide planning and analytical services which extend beyond the issuance of debt. The payment to the Financial Advisor should be related to the costs of providing their service to the City.

XI. **INTERNAL CONTROLS**

- A. **WRITTEN PROCEDURES.** Written procedures will be established and maintained by the Director of Finance for all functions and financial cycles including cash handling and accounting throughout the City.

These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

- B. **DEPARTMENT DIRECTORS AND MANAGERS RESPONSIBILITY.** City administrators and manager are charged with the responsibility for establishing a network of processes with the objective of controlling the operations of the City in a manner which provides reasonable assurance that:

1. Data and information published either internally or externally is accurate, reliable, complete, and timely.
2. The actions of administrators and employees are in compliance with the City's charter, plans, policies and procedures, and all relevant laws and regulations.
3. The City's resources including its people, systems, data/information, assets, and citizens are adequately protected.
4. Resources are acquired economically and employed effectively.
5. The City's internal controls promote the achievement of plans, programs, goals, and objectives.

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

## XII. STAFFING AND TRAINING

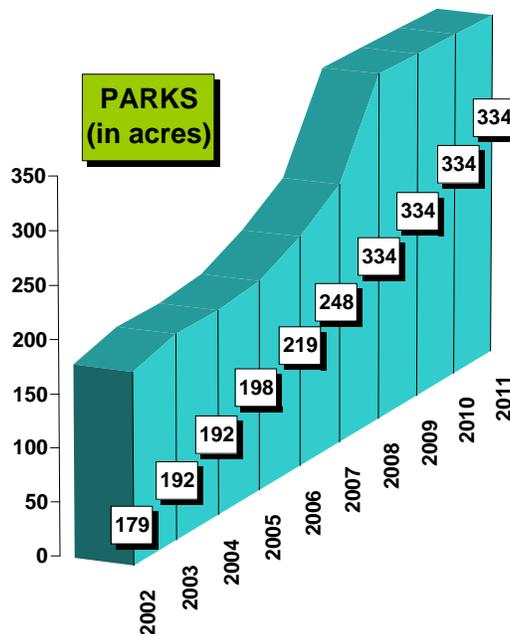
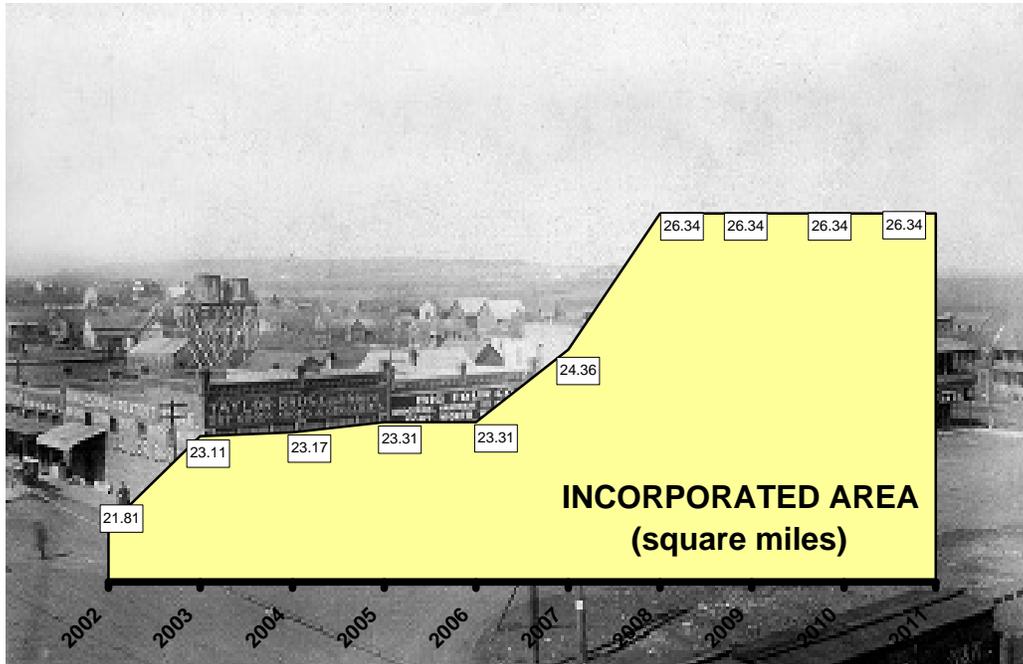
- A. **ADEQUATE STAFFING.** Staffing levels will be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.
- B. **TRAINING.**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

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

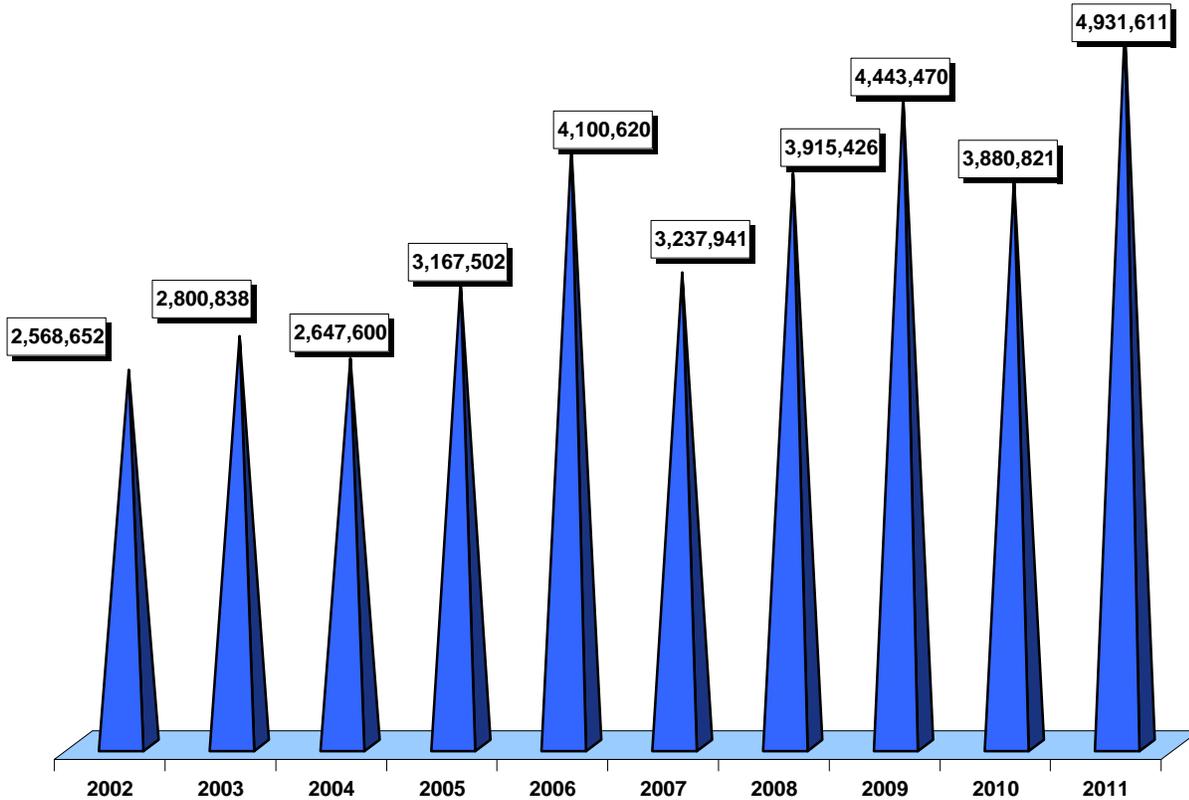
**MISCELLANEOUS STATISTICS**

**Date of Incorporation**  
**Date of Charter**  
**Form of Government**

**May 12, 1912**  
**April 5, 1989**  
**Council/Manager**



**WATER: Daily Average Consumption (gallons)**



**2007 was an exceptionally rainy year, therefore residents did not have to water their lawns as frequently as usual.**

**2011 was an exceptionally dry year. Residents watered more than they'd ever watered before or ever wish to again.**

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### ACRONYMS

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

CIP: Capital Improvement Program

CO: Certificate of Obligation

COG: Council of Governments

FF: Firefighter

FT: Fulltime

FTE: Fulltime Equivalent

FY: Fiscal Year

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principals

G & A: General & Administrative

G.I.S.: Geographical Information System

G.O.: General Obligation

IH: Interstate Highway

IT: Information Technology

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Parttime



## ANNUAL OPERATING BUDGET AND PLAN OF SERVICE

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.



## GLOSSARY OF TERMS

### **Accrual Basis**

The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

### **Ad Valorem Tax**

A tax computed on the assessed valuation of all property, real personal and improvements to property within a taxing jurisdiction subject to taxation on January 1.

### **Appropriation**

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

### **Assessed Valuation**

A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Johnson County Appraisal District.)

### **BACC**

Acronym for Burleson Area Chamber of Commerce.

### **BPD**

Acronym for Burleson Police Department.

### **Base Budget**

The amount of revenues and expenditures needed to maintain current service levels.

### **Balanced Budget**

The budget where projected expenditures equal projected revenue.

### **Budget**

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

### **Budget Document**

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

### **Burleson 4A Economic Development Corporation**

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



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

**Burleson 4A Economic Development Corporation Debt Service Fund**

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

**Burleson Community Services Development Corporation (4B)**

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

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

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

**CO**

Acronym for Certificates of Obligation.

**COG**

Abbreviation for North Central Council of Governments.

**City Manager's Message**

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

**Capital Expenditures**

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

**Cletran**

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

**Contractual Obligations**

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



**Department**

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

**Depreciation**

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

**Division**

A functional section of a department.

**Effective Tax Rate**

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

**Encumbrances**

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

**Enterprise Fund**

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

**Expenditures**

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

**Expenses**

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

**FF**

Acronym for Firefighter.

**FY**

Abbreviation for Fiscal Year.

**Fiscal Year**

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



### **Fixed assets**

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

### **Franchise Tax**

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

### **Full-Time Equivalent (FTE)**

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

### **Fund**

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

### **Fund Balance**

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

### **GIS**

Acronym for Geographical Information System.

### **GO**

Acronym for General Obligation.

### **General Debt Service Fund**

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

### **General Fund**

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



### **General Obligation Bonds**

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

### **Generally Accepted Accounting Principles(GAAP)**

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

### **Goals**

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

### **Governmental Funds**

Governmental Funds are those through which most governmental functions are financed. They generally follow the modified accrual basis of accounting, therefore the primary focus is on financial position and changes in net assets vs. net income determination.

### **Hotel/Motel Fund**

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

### **Hotel/Motel Tax**

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

### **IH**

Acronym for Interstate Highway.

### **IT**

Acronym for Information Technology.



**Income**

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

**Inter fund Transfers**

Amounts transferred from one fund to another.

**Internal Service Fund**

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

**Levy**

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

**Modified Accrual Basis**

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

**NCTCOG**

Abbreviation for North Central Council of Governments.

**Object Code**

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

**Operating Budget**

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



**Payment in Lieu of Taxes (PILOT)**

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

**Performance Measures**

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

**Reserve**

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

**Revenue Bonds**

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

**Revenue**

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

**SAN**

Acronym for Storage Area Network.

**SH**

Acronym for State Highway.

**SRO**

Abbreviation for School Resource Officer.

**Sales Tax**

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

**Service Enhancement**

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

**TEX21**

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



### **TIF**

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

### **Tax Rate**

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

### **Tax Rate Limit**

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

### **Tax Roll**

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

### **Taxes**

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

### **Unencumbered Balance**

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

### **VoIP**

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

### **WIFI**

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

### **Working Capital**

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



BURLESON, TEXAS

