



CITY OF BURLESON TEXAS



ANNUAL OPERATING BUDGET AND PLAN OF SERVICES FOR FISCAL YEAR 2012-2013

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THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$150,762 OR 1.07%, AND OF THAT AMOUNT, \$349,940.14 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL IN THIS YEAR.

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AND PLAN OF SERVICES**

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MANAGER'S MESSAGE

CITY MANAGER'S MESSAGE

FOR THE FY 2012-2013 BUDGET

TO

MAYOR KENNETH D. SHETTER

AND

MEMBERS OF THE BURLESON CITY COUNCIL

August 8, 2012

In accordance with the Texas Local Government Code and the Charter of the City of Burleson, the Annual Operating Budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013 is hereby submitted. The 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 budget.

GENERAL FUND BUDGET

Revenues

Total operating revenues for FY 2012-13 are \$26,070,139, approximately \$715,352 more than in FY 2011-12.

Property Taxes

Tax Valuation

The City's 2012 taxable value net of protested value, as provided by the Johnson

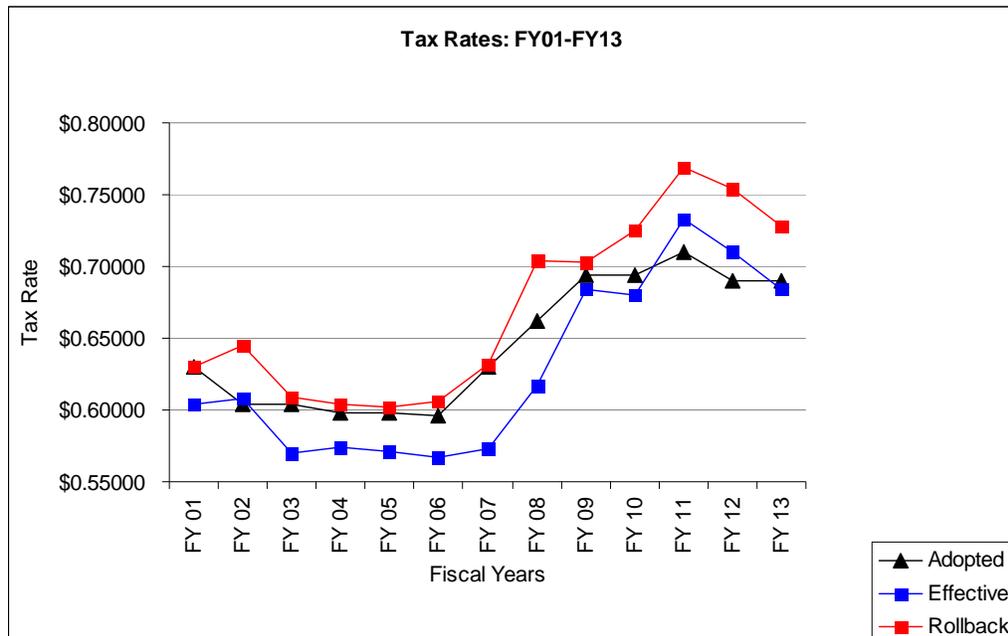
County Appraisal District and Tarrant Appraisal District is \$2,322,869,135, an increase of \$81,510,925 or 3.6% over 2011's \$2,241,358,240. This increase in value is primarily attributed to \$50,715,963 in the value of new improvements added to the tax base.

Tax Rate

The property tax rate in the base budget is \$0.6900, unchanged from the current adopted rate.

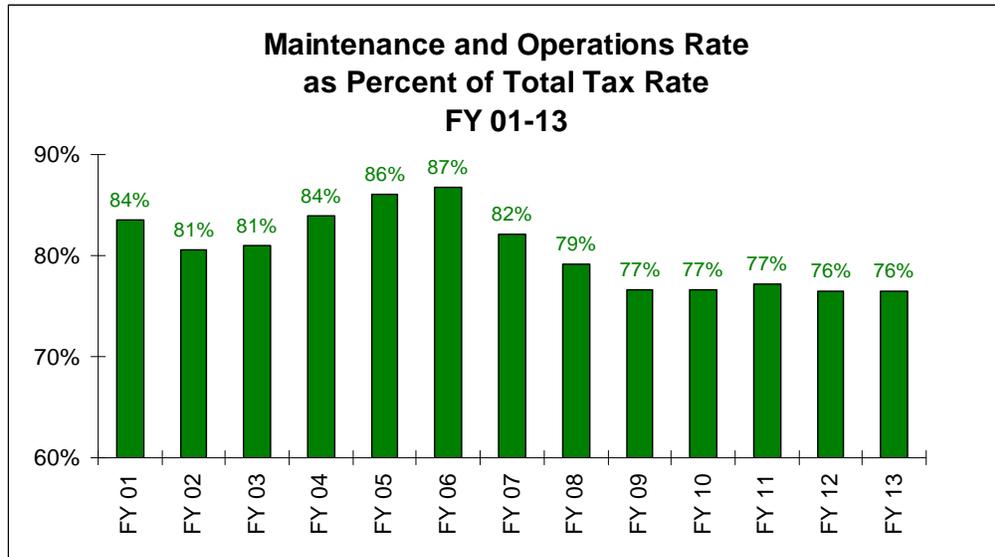
Effective Tax Rate

The effective tax rate for FY 2012-13 is \$0.6845, which is \$0.0055 below the current rate of \$0.69. The chart below shows the historical trend of the City's tax rate since FY 2001.



Maintenance and Operations Rate (M & O rate)

The budget maintains the current M&O rate of \$0.5278. The following graph illustrates the M&O rate as a percent of the total tax rate since FY 01.



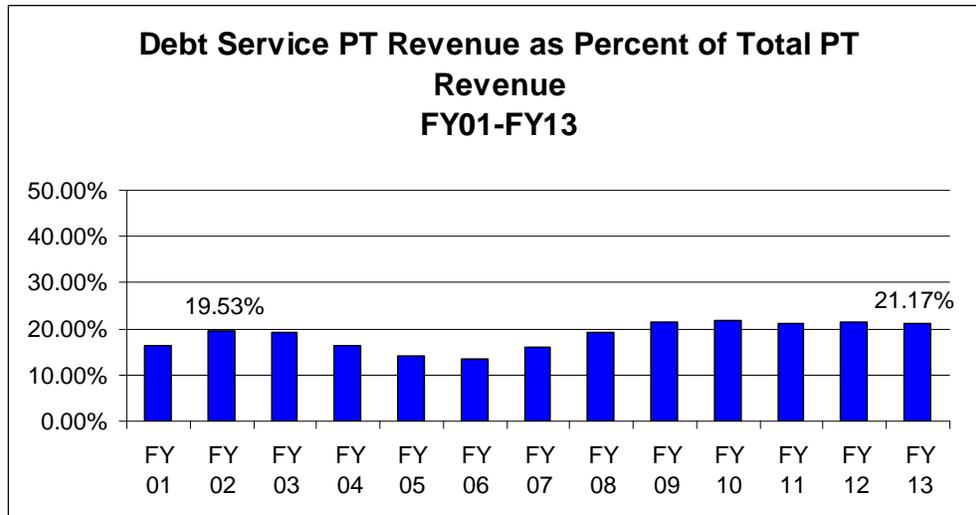
Debt Service Rate (I&S rate)

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, 4.4% below the median of 27.9% for the 34 Tarrant County cities which had a debt rate in FY 2012. Note that absent the utilization of \$812,000 from gas royalties and bonuses, the debt portion of the tax rate would be \$0.2016 (27.6% of the total rate of \$0.7294).

Manager's Message
 FY 2012-2013 Budget

Jurisdiction Name	Tax				
	Rate	M&O Rate	M&O as %	I&S Rate	I&S as %
City of Everman	\$1.1054	\$ 0.9222	83.4%	\$ 0.1832	16.6%
City of Forest Hill	\$1.0600	\$ 0.8629	81.4%	\$ 0.1971	18.6%
City of Pelican Bay	\$0.8985	\$ 0.0443	4.9%	\$ 0.8542	95.1%
City of Fort Worth	\$0.8550	\$ 0.7009	82.0%	\$ 0.1541	18.0%
City of White Settlement	\$0.7421	\$ 0.5012	67.5%	\$ 0.2409	32.5%
City of Kennedale	\$0.7225	\$ 0.5160	71.4%	\$ 0.2065	28.6%
City of Sansom Park	\$0.7195	\$ 0.5354	74.4%	\$ 0.1842	25.6%
City of Mansfield	\$0.7100	\$ 0.4543	64.0%	\$ 0.2557	36.0%
City of Grand Prairie	\$0.6700	\$ 0.4849	72.4%	\$ 0.1851	27.6%
City of Benbrook	\$0.6575	\$ 0.6475	98.5%	\$ 0.0100	1.5%
Haltom City	\$0.6517	\$ 0.4417	67.8%	\$ 0.2100	32.2%
City of Arlington	\$0.6480	\$ 0.4393	67.8%	\$ 0.2087	32.2%
City of Azle	\$0.6438	\$ 0.4968	77.2%	\$ 0.1470	22.8%
City of Crowley	\$0.6400	\$ 0.4254	66.5%	\$ 0.2146	33.5%
City of Watauga	\$0.5890	\$ 0.4124	70.0%	\$ 0.1766	30.0%
City of Hurst	\$0.5780	\$ 0.4454	77.1%	\$ 0.1326	22.9%
City of N Richland Hills	\$0.5700	\$ 0.3564	62.5%	\$ 0.2136	37.5%
City of Richland Hills	\$0.5518	\$ 0.4859	88.1%	\$ 0.0658	11.9%
Town Of Trophy Club	\$0.5300	\$ 0.4150	78.3%	\$ 0.1150	21.7%
City of Bedford	\$0.5043	\$ 0.3113	61.7%	\$ 0.1931	38.3%
City of Westworth Village	\$0.5000	\$ 0.2300	46.0%	\$ 0.2700	54.0%
City of Saginaw	\$0.4800	\$ 0.2871	59.8%	\$ 0.1929	40.2%
City of Euless	\$0.4700	\$ 0.3454	73.5%	\$ 0.1246	26.5%
City of Lake Worth	\$0.4664	\$ 0.1341	28.7%	\$ 0.3324	71.3%
City of Southlake	\$0.4620	\$ 0.3320	71.9%	\$ 0.1300	28.1%
City of Flower Mound	\$0.4497	\$ 0.3267	72.6%	\$ 0.1230	27.4%
City of Keller	\$0.4422	\$ 0.2990	67.6%	\$ 0.1432	32.4%
Town of Pantego	\$0.4100	\$ 0.3510	85.6%	\$ 0.0590	14.4%
City of Roanoke	\$0.3751	\$ 0.1489	39.7%	\$ 0.2263	60.3%
City of Colleyville	\$0.3559	\$ 0.3088	86.8%	\$ 0.0471	13.2%
City of Grapevine	\$0.3480	\$ 0.1423	40.9%	\$ 0.2057	59.1%
City of Haslet	\$0.3046	\$ 0.2490	81.7%	\$ 0.0556	18.3%
Dalworthington Gardens	\$0.2627	\$ 0.2084	79.3%	\$ 0.0543	20.7%
City of Westlake	\$0.1568	\$ 0.1384	88.2%	\$ 0.0185	11.8%
Average	\$0.5744	\$ 0.3952	68.8%	\$ 0.1792	31.2%
Median	\$0.5609	\$ 0.4045	72.1%	\$ 0.1564	27.9%
Burleson (w/ gas funds)	\$0.6900	\$ 0.5278	76.5%	\$ 0.1622	23.5%
Burleson (w/o gas funds)	\$0.7294	\$ 0.5278	72.4%	\$ 0.2016	27.6%
Difference	\$0.0394	\$ -	-4%	\$ 0.0394	4%

Property tax revenue dedicated to debt service as a percent of total property tax revenue has increased 1.64% since FY02.



Taxable Value of Average Residential Property

The taxable value of an average residential property in Burleson fell from \$122,063 in 2011 to \$120,049. As shown in the table on the following page, the 2012 taxable value in Burleson is \$496 (0.41%) above the median taxable value for selected Tarrant County cities.

11 vs '12 Average Residential Net Taxable Value for Selected Cities

<u>Jurisdiction</u>	<u>2011 Average Net Taxable Value</u>	<u>2012 Average Net Taxable Value</u>	<u>% Change</u>
<i>Southlake</i>	\$ 488,409	\$ 498,500	2.1%
<i>Colleyville</i>	\$ 396,818	\$ 397,889	0.3%
<i>Keller</i>	\$ 263,154	\$ 264,175	0.4%
<i>Grapevine</i>	\$ 175,213	\$ 176,080	0.5%
<i>Mansfield</i>	\$ 170,602	\$ 171,767	0.7%
<i>Kennedale</i>	\$ 150,426	\$ 150,945	0.3%
<i>Bedford</i>	\$ 145,765	\$ 145,754	0.0%
<i>Benbrook</i>	\$ 129,778	\$ 129,285	-0.4%
<i>North Richland Hills</i>	\$ 122,199	\$ 122,598	0.3%
<i>Azle</i>	\$ 116,745	\$ 116,509	-0.2%
<i>Eules</i>	\$ 112,463	\$ 113,297	0.7%
<i>Crowley</i>	\$ 102,393	\$ 101,948	-0.4%
<i>Saginaw</i>	\$ 104,491	\$ 100,711	-3.6%
<i>Hurst</i>	\$ 99,147	\$ 99,957	0.8%
<i>Arlington</i>	\$ 97,421	\$ 97,001	-0.4%
<i>Fort Worth</i>	\$ 94,579	\$ 95,111	0.6%
<i>Watauga</i>	\$ 89,091	\$ 88,275	-0.9%
<i>Richland Hills</i>	\$ 77,126	\$ 77,584	0.6%
Average	\$ 163,101	\$ 163,744	0.4%
Median	\$ 119,472	\$ 119,554	0.1%
Burleson	\$ 122,063	\$ 120,049	-1.6%
% Median	102.17%	100.41%	
% Average	74.84%	73.32%	

Italicized Cities= Only Tarrant County portion included

The rate, applied to the decline in taxable value, will result in a **decrease of \$13.89** in the tax bill for the average residential property, from **\$842.23** in the current year to **\$828.34** in the budget. The following table compares the tax bill on a home of average taxable value for various Tarrant County cities.

Average Residential Tax Bill for Selected Tarrant County Cities

TAD REPORT at 2011-12 rates; COB combined CADs at proposed rate of \$0.6900

<u>Jurisdiction</u>	<u>2012 Average Net</u>		
	<u>Taxable Value</u>	<u>Tax Rate</u>	<u>Avg. Bill</u>
Southlake	\$ 498,500	\$ 0.4620	\$ 2,303.07
Colleyville	\$ 397,889	\$ 0.3559	\$ 1,416.09
Mansfield	\$ 171,767	\$ 0.7100	\$ 1,219.55
Keller	\$ 264,175	\$ 0.4422	\$ 1,168.16
Kennedale	\$ 150,945	\$ 0.7225	\$ 1,090.58
Benbrook	\$ 129,285	\$ 0.6575	\$ 850.05
Fort Worth	\$ 95,111	\$ 0.8550	\$ 813.20
Azle	\$ 116,509	\$ 0.6438	\$ 750.08
Bedford	\$ 145,754	\$ 0.5043	\$ 735.08
North Richland Hills	\$ 122,598	\$ 0.5700	\$ 698.81
Crowley	\$ 101,948	\$ 0.6400	\$ 652.47
Arlington	\$ 97,001	\$ 0.6480	\$ 628.57
Grapevine	\$ 176,080	\$ 0.3480	\$ 612.76
Hurst	\$ 99,957	\$ 0.5780	\$ 577.75
Euless	\$ 113,297	\$ 0.4700	\$ 532.50
Watauga	\$ 88,275	\$ 0.5890	\$ 519.94
Saginaw	\$ 100,711	\$ 0.4800	\$ 483.41
Richland Hills	\$ 77,584	\$ 0.5518	\$ 428.08
Average	\$ 163,744	\$ 0.5252	\$ 860.01
Median	\$ 119,554	\$ 0.5997	\$ 716.94
Burleson proposed	\$ 120,049	\$ 0.6900	\$ 828.34
% Median	100.4%	115.1%	115.5%
% Average	73.3%	131.4%	96.3%

Property Tax Revenue

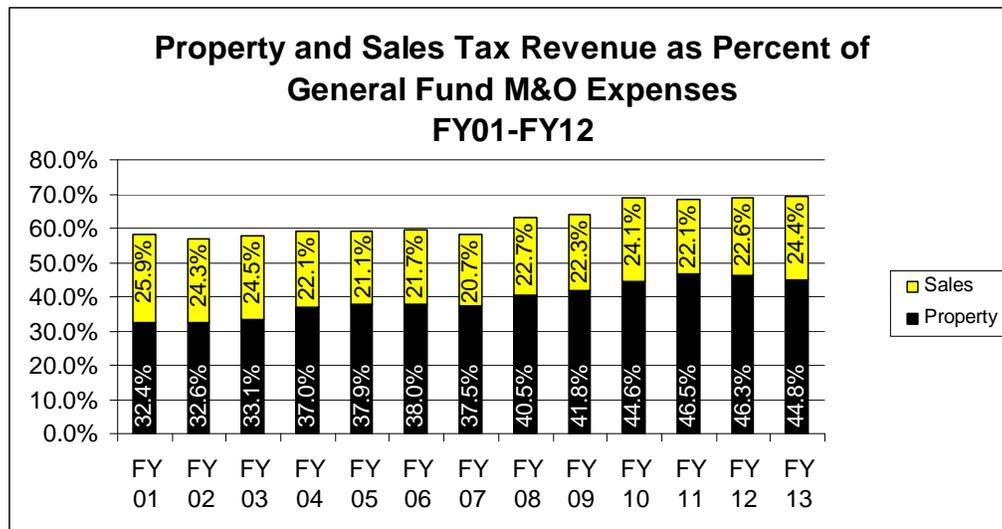
Overall, revenue from ad valorem (property) taxes is up \$358,091 (3.0%) from the current year to \$12,196,146. Taxes on new value added since the last appraisal total \$267,678. The value of properties subject to the senior tax freeze increased from \$257 million in 2011 to \$260.9 million in 2012. Frozen properties now account for 11.2% of the tax base, down slightly from 11.4% in FY 2011-12. **For FY 2012-13, one cent on the ad valorem tax rate will generate \$201,919**

- allowing for protested and frozen values and assuming a 98% collection rate.

Sales Taxes.

Sales tax (including liquor tax) revenues are projected to increase \$888,000 (+15.3%) from current adopted levels. Revenue from sales tax in FY 12 is projected at \$6,630,000 (25.1% of total revenue). The projected increase is 1.4% higher than estimated current year-end sales tax collections.

Combined, property and sales taxes will fund approximately 69.2% of General Fund maintenance and operations expenses for FY 202012. The graph below illustrates this relationship since FY 2001.



Other revenue:

Most revenue categories are anticipated to decline this year, including declines of -\$41,000 (-1.9%) in Franchise Fees, -\$23,000 (-3.4%) in fees from Permits and Licenses, and -\$120,000 in lost revenue from wi-fi network revenues. Transfer of the Economic Development department to the Type A special revenue fund brought about the end of that transfer contributing \$322,000 of the \$335,000 (-12%) decline in other sources. Fines and Forfeitures are projected

to increase by \$19,000 (+2.0%) as the new CVE program revenues of \$212,000 offset declines in other Municipal Court Fines of -\$193,000 (22%).

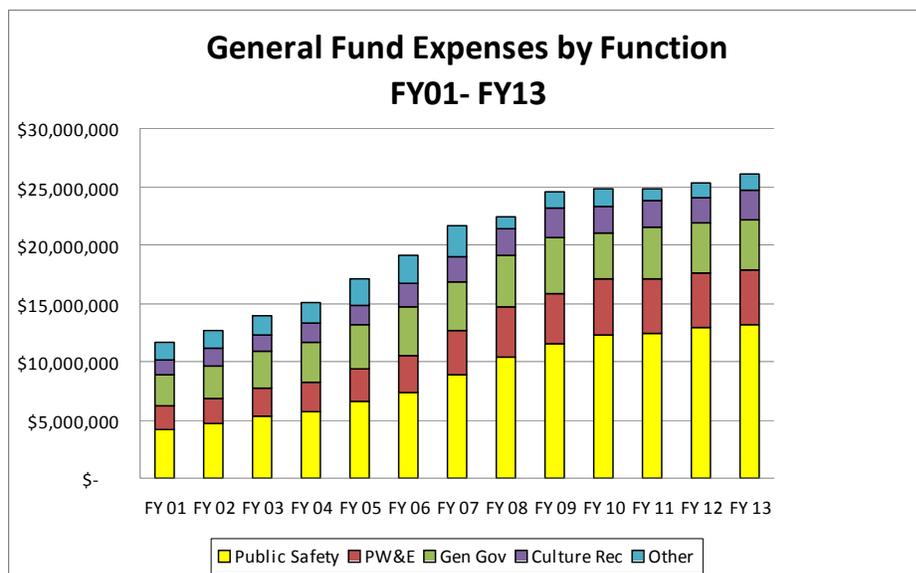
Expenditures

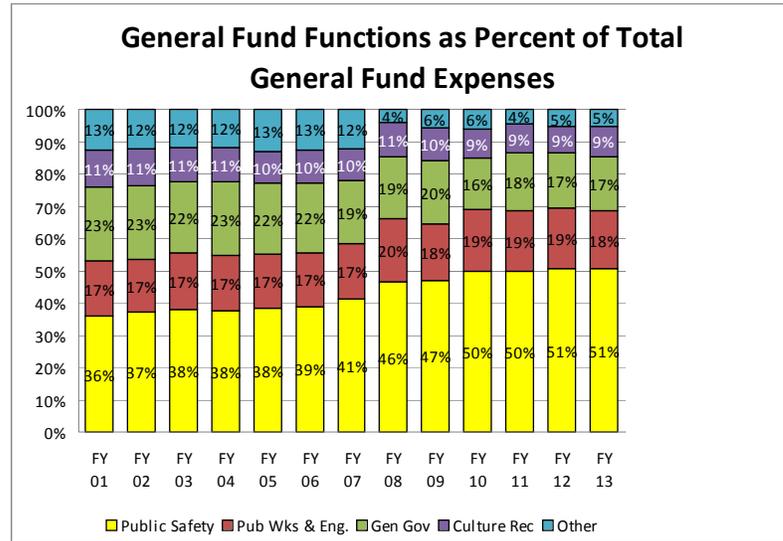
Overview

total expenditures are \$1,856,817 (7.3%) higher than the current year adopted budget. Of this amount, \$1,176,000 comprises capital or one-time expenditures. The remaining operating expenditures of \$26,035,604 are \$34,535 less than operating revenues. Expenditures are customarily divided into 5 major functions:

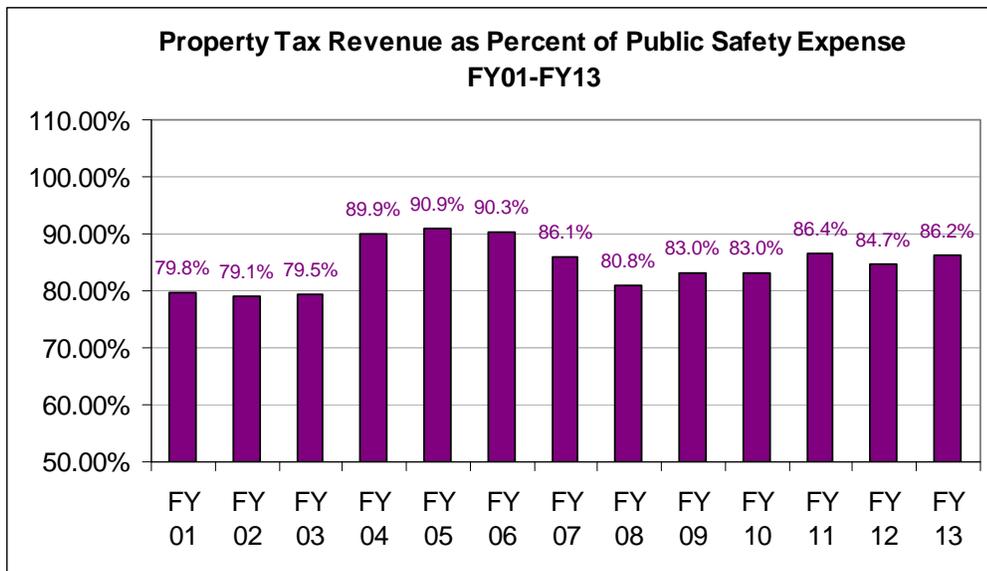
- Public Safety (Police, Fire, Fire Prevention, Animal Control & Municipal Court)
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services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

The following two graphs illustrate the spending in these categories over the last twelve years. **The FY13 column reflects numbers adjusted for the aforementioned one-time expenditures from fund balance.**





Since FY 2009-10, Public Safety expenses have comprised at least one-half of all General Fund expenditures. **In FY 12-13, (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 86.2% of Public Safety expenses.** The graph below illustrates this relationship since FY 01.



Base Budget Notes

The following notable changes were made in this year's base budget:

- Economic Development is moved from General Fund to 4A in lieu of 4A transfer to General Fund
- Vacancy deduction (Salary Savings) moved from City Manager's Office to Non-Departmental. This is the amount included in the budget to account for savings resulting from employee turnover.
- Business retention & expansion not tied to a specific organization
- Moved some personnel between departments/divisions
- Golf subsidy from 4B instead of GF
- No capital project reimbursement for Park Planner
- Full funding for TMRS
- One City Marshal position added with funding from Court Security Fund

FUND BALANCE

The Fund Balance in the General Fund is estimated to be \$6,891,529 at the end of FY 2011-12. This amount is \$2.6 million (36 days) above the 60 day reserve amount established by Council policy. The budget utilizes an appropriation from fund balance of \$1,176,000 for the following one-time purchases:

\$5,500	CVE Scales-Police
\$13,000	Records Building Roof
\$7,500	Document Scanning
\$400,000	HTE Replacement (Most Modules)
\$75,000	Zoning Ordinance & Other Planning Documents
\$190,000	Street Sweeper
\$440,000	Police Modular Building/Parking; City Hall Remodel; Contingency
<u>\$45,000</u>	<u>Fire Station Improvements, Furniture, Etc.</u>
\$1,176,000	TOTAL

As tabulated on the next page, the fund balance in the General Fund at the end of FY 2013 is projected to be at 81 days operations. This is \$1.5 million (21 days) above the

60 day policy minimum and , and \$542,943 more than a more conservative level of 20% of operating expenditures (73 days).

GENERAL FUND: FUND BALANCE STATUS

\$	26,070,139	Revenues
	<u>26,035,604</u>	<u>Recurring Expenses</u>
\$	34,535	Difference (Unallocated)
\$	6,891,529	Estimated Available Fund Balance Oct 1, 2012
	26,070,139	Revenues
	26,035,604	Recurring Expenses
	<u>1,176,000</u>	<u>One Time Expenses</u>
\$	5,750,064	Estimated Ending Fund Balance
\$	5,207,121	Minimum Fund Balance with 20% Target

WATER/WASTEWATER FUND

Revenue requirements in this fund are projected to increase to \$15,988,200 in the FY 2012-13 budget – an increase of \$133,000 (.85%) from the FY 2011-12 adopted budget.

Expenditures

expenditures for FY 2013 total \$18,699,293 – about 17.4% more than the FY 2012 adopted budget. This includes the continuation of the meter replacement program at a cost of \$464,000, and several one-time purchases totaling \$2.5 million to be made from a draw-down of working capital (detailed below).

Water Rates

The 2012-2013 budget includes a 3% increase to the volumetric portion of the water rate, and no change to wastewater rates.

The base water rates are as follows:

<u>Meter size (in inches)</u>	<u>FY12/13 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.)

The volumetric water rates for FY2012-13 are as follows:

1 gallon to 10,000 gallons	\$3.50/1,000 gallons
10,001 gallons to 20,000 gallons	\$4.22/1,000 gallons
Over 20,000 gallons	\$4.89/1,000 gallons
Gas Well Drilling (all volumes)	\$11.39/1,000 gallons

Wastewater Rates

The FY2012-13 budget includes no changes to either the minimum or volumetric wastewater rate. The minimum rate remains \$15.25/month. The volumetric rate is \$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 \$18,699,293 expenditures. Staff recommends, and has included

in this budget, a working capital draw-down of \$2,711,093, of which, \$2,529,000 consists of the one-time purchases outlined below, and \$464,000 is continuation of the meter replacement program. This is projected to leave a working capital balance of 107 days – well in excess of the policy minimum of 60 days.

**WATER & WASTEWATER
ONE-TIME EXPENDITURES**

\$2,365,000	Service Center Expansion/Remodel
\$60,000	Rate Study
\$8,000	Gate Valve
\$31,000	Valve Exerciser
<u>\$65,000</u>	<u>Hydro Excavator</u>
\$2,529,000	TOTAL

GOLF COURSE FUND

A balanced budget (revenues=expenditures) of \$2,090,694 is in this fund for FY 2012-13. Included on the revenue side are transfers from the Type B (4B) fund of \$377,846 for debt service and \$111,148 for operational subsidy.

SOLID WASTE FUND

The FY 2012-13 budget includes Solid Waste expenditures of \$2,786,687. revenues of \$2,746,500 will produce a net working capital decrease of \$40,187. Solid Waste fees will be increased from \$17.00 to \$18.10 per month. 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. The rate accounts for expected changes in the cost of these services. Staff projects the rate to last through FY 2013-2014 at which time the fund's working capital balance should reach the 60 day level.

HOTEL/MOTEL FUND

The FY 12-13 budget includes total revenues of \$110,000 and total expenditures of \$90,156. The FY 12-13 expenditures in this fund include the following:

- Burleson Historical Society - \$ 6,000
- La Buena Vida - \$ 3,000
- City of Burleson - \$76,156
- Other Organizations - \$ 5,000

The recommended expenditures in the FY 12 budget, barring any additional expenditure, will provide an estimated fund balance at the end of FY 2012-13 of \$355,897.

PARKS PERFORMANCE FUND

Designed to better control the more business-like “pay for play” parks facilities such as the BRiCk, Russell Farm, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues and expenditures of \$3,049,399. Balancing this budget requires subsidies of \$1,096,000 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 35% of those expenses, and Russell Farm 23%. BRiCk membership rates are being adjusted this year with the bulk of the increase affecting month-to-month rates. A summary of the Park Performance Fund is tabulated on the following page.

Manager's Message
FY 2012-2013 Budget

BRICK Operations					
	ACTUAL	REVISED	PROPOSED	Chng From	
Revenues	FY 2010-2011	FY 2011-2012	BASE	Revised	
Returned Checks Fees	\$ (2,303)	\$ -	\$ -	\$ -	\$ -
Recreation Fees	\$ (250,553)	\$ (260,000)	\$ (302,000)	\$ (42,000)	\$ (42,000)
Recreation Memberships	\$ (1,120,755)	\$ (1,109,050)	\$ (1,186,569)	\$ (77,519)	\$ (77,519)
Recreation Room Rentals	\$ (84,567)	\$ (74,200)	\$ (86,000)	\$ (11,800)	\$ (11,800)
Swimming Pool Fees	\$ (48,591)	\$ (40,000)	\$ (50,000)	\$ (10,000)	\$ (10,000)
Swimming Lessons Revenue	\$ (50,242)	\$ (52,000)	\$ (52,000)	\$ -	\$ -
Community Education Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Merchandise Sales	\$ (10,411)	\$ (12,000)	\$ (13,500)	\$ (1,500)	\$ (1,500)
Securities Interest	\$ (612)	\$ -	\$ -	\$ -	\$ -
CD/Money Market Interest	\$ (52)	\$ -	\$ -	\$ -	\$ -
Gain/Loss on Security Val	\$ 123	\$ -	\$ -	\$ -	\$ -
TexPool Interest	\$ (61)	\$ (1,000)	\$ (1,000)	\$ -	\$ -
TexPool Prime Interest	\$ (290)	\$ -	\$ -	\$ -	\$ -
TexSTAR Interest	\$ (32)	\$ -	\$ -	\$ -	\$ -
Cash Over/Short	\$ 49	\$ -	\$ -	\$ -	\$ -
Other Misc Revenue	\$ (52,911)	\$ -	\$ -	\$ -	\$ -
Total	\$ (1,621,208)	\$ (1,548,250)	\$ (1,691,069)	\$ (142,819)	\$ (142,819)
Expenditures	\$ 2,099,191	\$ 2,077,473	\$ 2,265,958	\$ 188,485	\$ 188,485
Rev. (Over)/Under Exp.	\$ 477,983	\$ 529,223	\$ 574,889	\$ 45,666	\$ 45,666
Percent Self Sustaining	77%	75%	75%		
FY 2012-13 Proposed Budget: Key Changes					
+ (\$77,519) increase in revenue for membership fees from proposed rate increases					
+ \$100,000 added for adult weightlifting area (\$80,000) and family fitness area (\$20,000)					
+ \$46,000 for employee raises					
+ \$65,000 for electricity					
Athletic Fields Operations					
	ACTUAL	REVISED	PROPOSED	Chng From	
Revenues	FY 2010-2011	FY 2011-2012	BASE	Revised	
Recreation Leagues	\$ (86,665)	\$ (100,000)	\$ (72,000)	\$ 28,000	\$ 28,000
Concession Revenue	\$ (26,832)	\$ (35,000)	\$ (30,000)	\$ 5,000	\$ 5,000
Tournament Fees	\$ (56,812)	\$ (90,000)	\$ (60,000)	\$ 30,000	\$ 30,000
Per Player Fees	\$ (78,991)	\$ (70,000)	\$ (80,000)	\$ (10,000)	\$ (10,000)
Total	\$ (249,300)	\$ (295,000)	\$ (242,000)	\$ 53,000	\$ 53,000
Expenditures	\$ 574,241	\$ 640,185	\$ 693,512	\$ 53,327	\$ 53,327
Rev. (Over)/Under Exp.	\$ 324,941	\$ 345,185	\$ 451,512	\$ 106,327	\$ 106,327
Percent Self Sustaining	43%	46%	35%		
FY 2012-13 Proposed Budget: Key Changes					
+ Increase in Salary & Related for transfer of 1 position from GF/Facilities					
Russell Farms					
	ACTUAL	REVISED	PROPOSED	Chng From	
Revenues	FY 2010-2011	FY 2011-2012	BASE	Revised	
Rental Fees-Russell Farm	\$ -	\$ -	\$ (8,000)	\$ (8,000.00)	\$ (8,000.00)
Recreation-Russell Farm	\$ -	\$ -	\$ (10,000)	\$ (10,000.00)	\$ (10,000.00)
Activity Fees-Russell Frm	\$ -	\$ -	\$ (2,330)	\$ -	\$ -
Merch Sales-Russell Farms	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ (20,330)	\$ (20,330)	\$ (20,330)
Expenditures	\$ -	\$ 128,500	\$ 89,929	\$ (38,571)	\$ (38,571)
Rev. (Over)/Under Exp.	\$ -	\$ 128,500	\$ 69,599	\$ (58,901)	\$ (58,901)
Percent Self Sustaining		0%	23%		
PPF FUND TOTALS					
TOTAL REVENUES LESS SUBSIDY	\$ (1,870,508)	\$ (1,843,250)	\$ (1,953,399)	\$ (110,149)	\$ (110,149)
TOTAL EXPENSES	\$ 2,673,432	\$ 2,846,158	\$ 3,049,399	\$ 203,241	\$ 203,241
Rev. (Over)/Under Exp.	\$ 802,924	\$ 1,002,908	\$ 1,096,000	\$ 93,092	\$ 93,092
Percent Self Sustaining	70%	65%	64%		
PPF FUND SUBSIDY BREAKDOWN					
4B Subsidy	\$ (840,000)	\$ (962,908)	\$ (1,096,000)	\$ -	\$ -
General Fund Subsidy	\$ (97,168)	\$ (40,000)	\$ -	\$ -	\$ -
Total Subsidy for PPF	\$ (937,168)	\$ (1,002,908)	\$ (1,096,000)	\$ -	\$ -
Amount (TO)/FROM PPF Fund Balance	\$ (134,244)	\$ -	\$ -	\$ -	\$ -

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 \$1,318,855, and expenditures are projected at \$1,284,364. The difference between these revenues and expenditures represents the portion being set aside for future computer replacement.

CEMETERY FUND

The Cemetery Fund is an enterprise fund used to account for the cost of operating the Burleson Memorial Cemetery. Operations are financed by revenues from the sale of cemetery lots and interest on investments. Revenues are projected at \$ 6,500 in FY 2012-13. Expenditures are projected at \$7,000 in FY2012-13.

Fund Balance

The end-of-year working capital in the Cemetery Fund is estimated to be \$668,249 in FY 2012-13, a decrease of \$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 budget expenses of this fund. Revenues in the FY 2012-13 budget are projected at \$494,000. Fund expenditures are projected at \$493,374.

Fund Balance

The end-of-year working capital in the Equipment Service Fund for FY2012-13 is projected to be \$77,428.

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 FY2012-13 are projected at \$750,059. Expenditures are estimated to be \$470,937. The fund will pay for the purchase of 12 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 \$1,977,085 for FY 2012-13.

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

Revenues in this fund for FY2012-13 are projected at \$163,258. Expenditures are estimated to be \$44,863. The fund will pay for the replacement of 3 pieces of equipment in the Water/Wastewater Department in FY 2012-13, 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 \$771,242 for FY 2012-13.

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 \$3,476,574 in FY 2012-13, an increase of 15.7% from the \$3,002,000 estimated in the approved FY 2011-12 budget. Expenditures are projected to be \$2,700,958 in FY 2012-13, a 66.9% increase from the \$2,841,227 projected for the current year in the approved FY 2011-12 budget.

Debt Service Fund

FY2012-13 debt requirements in this fund are \$2,096,080 including \$1,354,140 principal and \$741,228 interest. Transfers from the Type A EDC Special Revenue Fund are budgeted at \$2,096,080.

TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION

The citizens of Burleson 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 Burleson 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 \$3,425,574 in FY 2012-13, an increase of 15.5% from the \$2,962,000 estimated in the approved FY 2011-12 budget. Expenditures are projected to be \$3,499,794 in FY 2012-13, a 10.4% increase from the \$3,170,716 projected for the current year in the approved FY 2011-12 budget. This includes a transfer for one-time expenses of \$100,000 in the Parks Performance Fund.

Debt Service Fund

FY2012-13 debt requirements in this fund are \$1,911,301 including \$1,255,000 principal and \$655,251 interest. Transfers from the Type B Special Revenue Fund are budgeted at \$1,863,340.

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 FY 2012-13 budget are projected at \$754,951.
 Expenditures are projected at \$754,951.

ALL FUNDS SUMMARY

The base budget expenditures for all funds is \$71,418,221, an increase of 8.0% over the current (FY12) adopted budget. Most of this increase is due to the increase in capital and one-time expenditures in the General and Water and Wastewater Funds. A summary of all funds is tabulated on the following page.

<u>Fund</u>	<u>Current (FY12)</u>	<u>Proposed (FY13)</u>	<u>% Change</u>
GENERAL FUND	25,354,787	27,211,604	7.32%
GENERAL DEBT SERVICE FUND	4,445,119	4,160,435	-6.40%
HOTEL/MOTEL TAX FUND	64,822	90,156	39.08%
WATER & WASTEWATER FUND	15,930,458	18,699,293	17.38%
SOLID WASTE FUND	2,640,621	2,786,687	5.53%
CEMETERY FUND	8,000	7,000	-12.50%
PARKS PERFORMANCE FUND	2,717,658	3,049,399	12.21%
EQUIPMENT SERVICE FUND	490,392	493,374	0.61%
GOLF COURSE FUND	2,033,617	2,090,694	2.81%
GOVERNMENTAL EQP REP FUND	487,233	470,937	-3.34%
PROPRIETARY EQP REP FUND	44,863	111,191	147.85%
SUPPORT SERVICES FUND	1,580,779	1,284,364	-18.75%
ECONOMIC DEVELOPMENT INCENTIVE FUND	637,576	754,951	18.41%
4A SALES TAX REVENUE	2,741,875	2,700,958	-1.49%
4A SALES TAX DEBT SERVICE	1,863,340	2,096,082	12.49%
4B SALES TAX REVENUE	3,170,716	3,499,795	10.38%
4B SALES TAX DEBT SERVICE	1,912,764	1,911,301	-0.08%

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 2012-13 Budget follows up on the conversations we had with City Council at the retreat held on June 20, 2012. The budget is a funding mechanism and represents some of the most significant policy decisions the Council makes – how to allocate resources. I do not view the budget as an end unto itself, but as a conduit that will help us get where we want to go. To that end, I think it important to identify what I think we will be able to accomplish with this budget:

- Maintenance of all current services
- Reinstatement of the Public Safety Pay Plan – it is not financially feasible to pick up where we have left off when we froze the pay plan so we have modified it. I will present the changes at the Budget Work Session on Wednesday, August 8, but I have met with the Police Chief, Fire Chief and Fire Marshal, and the Presidents of the Police and Fire Associations to discuss my recommendations and the feedback I received was positive. Pay increases for personnel on the step plan would range from 3 percent up to a little less than 5 percent.
- Pay increases of 3 percent for non-public safety personnel.
- Overall evaluation of our compensation
- Begin update of our zoning ordinance and other planning-related documents.

Manager's Message
FY 2012-2013 Budget

- Mechanisms and funding in place for continuous process improvement and encouraging employee suggestions.
- Retail and industry analysis
- Expand communication opportunities between Council and citizens through interactive Town Hall meetings
- Increased focus on performance measures utilizing tools available through the International City/County Management Association – Center for Performance Measurement.
- Addresses Municipal Court and other facility-related issues.
- Begin process to replace the HTE system with a product that is more useful and user-friendly.

While I am grateful for additional resources which allow us to address the above issues, there are unmet needs/wants. The Budget Notebook includes Supplemental requests from staff and Five Year Plans. We have summarized these requests in attachments to this Manager's Message.

Additionally, we have unmet capital needs we will need to address in the near future. Although not a comprehensive list, these include the following:

- Neighborhood street rehabilitation
- Public Safety Communication System (\$1M - \$4M)
- Alsbury Extension (to Hulén \$6M; to 121 \$32M)
- New Police Building
- Fourth Fire Station (in addition to capital costs will have new operating costs for additional firefighters, utilities, etc. which will likely cost at least three-quarters of a million dollars.)
- Stone Road – some funding available, but likely not enough.

At Wednesday's Work Session I will talk about a few ideas that may allow us to set aside funds for future capital projects.

This year's budget comes at a time of promise for our community. Overall growth continues to occur in all sectors, particularly those of residential and manufacturing. Wages paid to workers in Johnson County have never been higher, unemployment in Burleson is less than 6%, and new home construction has revived from its low levels of 2009 – 2011. New business investments occurred in many areas of town this year. United Cooperative Services (UCS) brought 25 new employees to their facility on IH-35W, including their entire electric system control function. Additionally, Z-Technologies is relocating its headquarters and system development team to south Burleson adding 15 new employees. The future capital projects and economic development policy revisions will ensure we are prepared to compete for jobs to support our local economy.

The FY 2012-13 budget reflects the positive outlook underscored by the bond rating agencies this spring as they rated our recent bond issuances. Standard and Poor's

Manager's Message
FY 2012-2013 Budget

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 affirmed its 'Aa3' rating to the City, citing the City's "strong fiscal management resulting in stable finances."

I want to express my gratitude to all staff members who participated in the budget process. The budget process this year was impacted by the timing of my arrival which made the ride a little bumpier than I expect it to be in the future. I would like to extend specific appreciation to Deputy City Manager Paul Cain, Finance Director Rhett Clark, and Budget Manager Dee Kerr. I often drew on their historical knowledge and relied on their expertise, abilities, and diligence as we worked through the budget process.

Although the preliminary budget document does not have many updated performance measures it is my expectation that we will be modifying these for FY 2012-13 as we incorporate measures from ICMA-CPM and perhaps make additions changes.

The FY 2012-13 Budget is submitted for your review. I look forward to presenting the budget and discussing its contents at the Budget Work Session scheduled for Wednesday, August 8, 2012 starting at 9 am.

Sincerely,



Dale Cheatham
City Manager

Attachments:

- Appendix A. 5-Year Capital Improvements Photo Enforcement Projects
- Appendix B. Park Improvement Fund (Fund 353)
- Appendix C. Community Service Facilities Fund (Fund 354)
- Appendix D. Department Supplemental Request Summary
- Appendix E. Department 5-year Plan Expenditure Summary

Manager's Message
 FY 2012-2013 Budget

Appendix A

2010 - 2014 City of Burleson 5-Year Capital Improvements Photo Enforcement Projects D = Design R = Right-of-Way C = Construction							
PRIORITY	PROJECT	2010	2011	2012	2013	2014	COMMENTS
PHOTO ENFORCEMENT							
1	Corridor Studies						
	Summercrest Corridor Traffic Study (SH 174 to FM 731)		25 D				
	Renfro (SH 174 to Alsbury)					5 D	
2	Safe Routes to School						
	Kerr (Johnson to Irene) & Murphy (Sandra & Newton) & Thomas			123 C			
	Elk Drive					10 C	
	Summercrest				10 C	10 C	
	Miscellaneous Locations				5 C	5 C	
3	School Zone Enhancement						
	Summercrest - Frazier & McAlister - Hajek			22 C			
	Misc signage & striping				15 C		
4	Traffic Calming						
	Renfro (SH 174 to Alsbury)					35 C	
	Loma (SH 174 to SW Alsbury)				5 D		
	Summercrest (SH174 to Cedar ridge)						
	Arnold				10 C		
	Misc locations				5 C	5 C	
5	Misc Sidewalk Program						
	Ellison (I35 to Main)				20 C	15 C	
	OT Pedestrian Features (Parking, Handicap Ramps)				10 C	15 C	
	Alsbury				30 C		
6	Intersection Improvements						
7	Traffic Count and Speed Study Eq.						
				5 D	1 D	1 D	
	TOTAL BY YEAR - Photo Enforcement Projects	0	25	150	111	101	
	CUMLATIVE TOTAL - Photo Enforcement Projects	0	25	175	286	387	

Appendix B

**Park Improvement Fund
Fund 353**

Fund Balance 9/30/2011		1,523,778
Estimated 2012 Fiscal Year Results		
+ Revenues ***		290,000
- Expenditures		<u>(300,000)</u>
Est. Fund Bal @ 9/30/12		1,513,778
Projected 2013 Fiscal Year Results		
Revenues		150,000
Expenditures		-
		<u> </u>
Estimated Fund Bal @ 9/30/12		1,663,778
Amounts dedicated to Projects (net of 2013 exp)		
Prairie Timber Park Imp.	PK0704	(3,981)
Burleson Meadows Imp.	PK0705	(12,274)
Bailey Lake Park	PK0708	(468,488)
Meadowcrest Park	PK0709	(20,371)
Recreation Center	PK0714	(14,012)
McAlister School	PK0716	(10,000)
Cedar Ridge	PK0717	(5,000)
Village at Wakefield	PK0719	(5,474)
Veterans Park	PK1001	(382)
Oak Valley South	PK1101	(450)
Warren/Ellison Landscape	PK1102	(417)
Bartlett Parking Improvements	PK1202	(7,600)
Chisenhall Fields	PK6021	(302)
Oak Valley Trail	PK8515	<u>(645)</u>
Estimated Unallocated Balance		1,114,382

Appendix C

**Community Service Facilities Fund
Fund 354**

Fund Balance 9/30/2011	5,612,283
Estimated 2012 Fiscal Year Results	
+ Revenues	860,000
- Expenditures	<u>(3,460,000)</u>
Est. Fund Bal @ 9/30/12	3,012,283
Projected 2013 Fiscal Year Results	
Revenues	480,000
Expenditures	
Passenger Rail Car	(120,000)
Debt Subsidy	<u>(812,000)</u>
Estimated Fund Bal @ 9/30/13	2,560,283
Amounts dedicated to Projects (net of 2013 exp)	
GO Debt Subsidy	(2,058,471)
Village Creek Trail	(49,871)
Park/Trail Master Plan	<u>(21,173)</u>
Estimated Unallocated Balance	430,768

Manager's Message
 FY 2012-2013 Budget

Appendix D

08/02/12

**CITY OF BURLESON
 SUPPLEMENTAL REQUESTS
 FY 2012-2013**

Item	Fund/Dept.	Division/Activity	Supplemental Description (Short Name)	Cost	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
1	001/1014	Economic Development	Target Industry Study	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
2	001/1015	Human Resources	Staff Development/Training Program	\$ 90,100	\$ 13,600	\$ 15,900	\$ 20,200	\$ 20,200	\$ 20,200
3	001/1015	Human Resources	Compensation Consultant	\$ 65,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 35,000
4	001/1411	City Secretary	Operation Remember Project Funding	\$ 30,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
5	001/1611	Library	Administrative Secretary PT	\$ 64,913	\$ 12,982	\$ 12,983	\$ 12,983	\$ 12,983	\$ 12,983
6	001/1611	Library	Library Aide I PT	\$ 55,825	\$ 11,165	\$ 11,165	\$ 11,165	\$ 11,165	\$ 11,165
7	001/1611	Library	Access Fees	\$ 41,850	\$ 4,370	\$ 7,370	\$ 7,370	\$ 11,370	\$ 11,370
8	001/1611	Library	BPL RFID Project	\$ 183,682	\$ 143,090	\$ 10,148	\$ 10,148	\$ 10,148	\$ 10,148
9	001/3011	Police	Police Officers (3)	\$ 1,023,806	\$ 219,387	\$ 219,387	\$ 219,387	\$ 219,387	\$ 146,258
10	001/3011	Police	Jail contract Mansfield	\$ 442,644	\$ 83,220	\$ 85,793	\$ 88,447	\$ 91,182	\$ 94,002
11	001/3011	Police	CVE Scales	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -
12	001/3011	Police	One Safe Place	\$ 41,038	\$ 7,700	\$ 7,938	\$ 8,200	\$ 8,500	\$ 8,700
13	001/3011	Police	TRI-County Task Force Officer - Grant	\$ 97,975	\$ 19,595	\$ 19,595	\$ 19,595	\$ 19,595	\$ 19,595
14	001/3012	Fire	3 FF for 4 person staffing of FS2	\$ 1,137,281	\$ 223,072	\$ 217,597	\$ 232,204	\$ 232,204	\$ 232,204
15	001/3012	Fire	Captain Positions	\$ 152,612	\$ 29,764	\$ 29,764	\$ 31,028	\$ 31,028	\$ 31,028
16	001/3012	Fire	Electric Powered Hydraulic Rescue Pump	\$ 12,078	\$ 12,078	\$ -	\$ -	\$ -	\$ -
17	001/3013	Fire Prevention	Command Truck Phone System	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
18	001/3014	Emergency Management	Outdoor Warning Siren	\$ 35,800	\$ 35,000	\$ -	\$ -	\$ 800	\$ -
19	001/4017	Streets Maintenance	Street Sweeper with Operator	\$ 545,682	\$ 242,326	\$ 73,904	\$ 75,169	\$ 76,471	\$ 77,813
20	001/4017	Streets Maintenance	Street Sweeping Program	\$ 432,200	\$ 86,440	\$ 86,440	\$ 86,440	\$ 86,440	\$ 86,440
21	001/4514	Animal Services	Outdoor Interactive Play Area	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -
22	001/4514	Animal Services	Animal Control Equipped Vehicle	\$ 44,006	\$ 44,006	\$ -	\$ -	\$ -	\$ -
23	001/4515	Environmental Services	STORMWATER UTILITY FEASIBILITY	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
24	001/4515	Environmental Services	MOSQUITO CONTROL TECHNICIAN	\$ 211,170	\$ 63,336	\$ 36,959	\$ 36,959	\$ 36,959	\$ 36,959
25	001/5012	Building Inspections	Part Time Staffer	\$ 76,659	\$ 15,332	\$ 15,332	\$ 15,332	\$ 15,332	\$ 15,332
26									
27									
28									
29									
30									
31									
32									

Total Number of Supplementals: TOTAL: \$ 4,896,321 \$ 1,418,463 \$ 855,274 \$ 879,626 \$ 888,763 \$ 854,196

Appendix E

FIVE YEAR PLANS FINANCIAL ANALYSIS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
GENERAL FUND					
HUMAN RESOURCES					
Develop new program-Volunteer Services & Staff Development	\$13,600	\$15,900	\$20,200	\$20,200	\$20,200
Professional Compensation Consultant – Industry study	\$30,000				\$35,000
Assistant Director – HR					\$65,000

COMMUNICATIONS

Contract videographer and departmental videos (16 24 2-3 minute videos)		\$38,000			
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ECONOMIC DEVELOPMENT

Site Selector Portal Tool		\$30,000			
Site Selector Events			\$15,000		

CITY SECRETARY'S OFFICE

Town Hall Meetings	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Festival Team	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000
Burleson Portion of Joint Training Sessions	\$2,500	\$5,000	\$5,000	\$5,000	\$5,000
Interactive Kiosk for City Hall		\$15,000			
New Records Center evaluation and move to Tindall	\$2,500				
Document Backlog Scanning and Electronic Records backup					

LIBRARY

Additional funds for books				\$8,000	
Additional funds for A/V				\$4,000	
Additional funds to expand Database access and services	\$ 4,370	\$ 7,370	\$ 7,370	\$ 11,370	\$ 11,370
Expand Staff Training Opportunities		\$2,000			
Update/enhance Library Automated system	\$143,090				
Additional PR and Printing Funds		\$5,000			
Community Survey (Library Needs Assessment)		\$48,000			
Add 2 (PT) staff positions for support	\$ 12,982	\$ 12,983	\$ 12,983	\$ 12,983	\$ 12,983
	\$ 11,165	\$ 11,165	\$ 11,165	\$ 11,165	\$ 11,165

FIVE YEAR PLANS FINANCIAL ANALYSIS

FY 12-13 **FY 13-14** **FY 14-15** **FY 15-16** **FY 16-17**

POLICE

3 Police Officers	\$219,387	\$219,387	\$219,387	\$219,387	\$219,387
Detention Contract	\$83,220	\$83,220	\$88,447	\$91,182	\$94,002
Records Clerk		\$54,820	\$54,820	\$54,820	\$54,820
Telecommunicator		\$50,856	\$50,856	\$50,856	\$50,856
2 CRO Police Officers & 2 Patrol Units		\$348,643	\$348,643	\$348,643	\$348,643
3 Patrol Officers		\$219,387	\$219,387	\$219,387	\$219,387
Records Clerk			\$54,820	\$54,820	\$54,820
Telecommunicator			\$50,856	\$50,856	\$50,856
Police Planner				\$70,000	\$70,000
2 Police Officers					\$146,258

FIRE

Promote 3 Lieutenants to Captains	\$29,764	\$29,764	\$20,194	\$20,194	\$20,194
3 FF for four person staffing of FS2	\$223,072	\$217,597	\$232,204	\$232,204	\$232,204
3 FF for four person staffing of FS3		\$225,967	\$223,457	\$223,457	\$223,457
6 FF or upcoming FS4			\$473,214	\$446,914	\$446,914
6 FF to finish FS4				\$473,214	\$446,914
Promote and hire 3FF and make Battalion Chief					\$358,906
Assistant Chief					\$137,500
Replace 1995 Ladder Truck			\$1,200,000	\$0	\$0
Construct FS4				\$2,800,000	\$0
Purchase Engine for FS 4				\$650,000	\$0

FIRE PREVENTION

Fire Inspector / Investigator		\$135,000	\$80,315	\$85,716	\$85,716
Fire Plan Examiner				\$110,000	\$80,315
Part-time Safety Education Officer					unknown

EMERGENCY MANAGEMENT

OWS Sirens	\$35,000	\$0	\$35,000	\$0	\$35,000
Emergency Mgmt. Coordinator					\$107,982

FIVE YEAR PLANS FINANCIAL ANALYSIS

FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
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MUNICIPAL COURT

City Marshal	66,490	66,490	66,490	66,490	66,490
OptiView (Scanners)	5,500				
Security Cameras		5,000			
Deputy Court Clerk		41,682	41,682	41,682	41,682

TRAFFIC MAINTENANCE

Signal Upgrades at Renfro/Johnson and Renfro/Wilson intersections		\$40,000			
Pole Driver			\$6,500	\$650	\$670
Bucket Truck				\$96,960	*\$24,062
Signs & Markings Technician				\$43,341	\$44,641
Rotary Mill Machine				\$12,000	\$500
Grinder Replacement (2)			\$5,000		\$5,000

PAVEMENT MAINTENANCE

Sidewalk Repair program		\$50,000	\$50,000	\$50,000	\$50,000
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DRAINAGE MAINTENANCE

Tandem Dump Truck					\$85,000
Drainage Worker II, Gradall (could be lease purchase), Equipment Operator		\$32,724	\$33,706	\$34,717	\$35,759

ANIMAL SERVICES

Outdoor Interactive Play Area	\$15,000				
Animal Services Equipped Vehicle	\$44,006	\$8,086	\$8,330	\$8,580	\$8,837
Security System		\$10,000			
Veterinarian Services			\$50,000	\$51,500	\$53,045
Animal Shelter Facility Upgrade/Expansion					\$750,000

ENVIRONMENTAL SERVICES

Code Enforcement Officer			\$115,000	\$90,500	\$93,215
Substandard structures repair / demolition		\$20,000	\$20,000	\$20,000	\$20,000

FIVE YEAR PLANS FINANCIAL ANALYSIS

FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
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CODE ENFORCEMENT

Stormwater Utility Fee Phase I – Feasibility Study	\$45,000				
Part-time Seasonal Mosquito Control Technician	\$63,336	\$30,000	\$30,900	\$31,825	\$32,775
Stormwater Utility Fee Phase II - Implementation		\$175,000			
Storm Water Inspector			\$115,000	\$90,500	\$93,215
Sanitarian/Environmental Health Specialist					\$125,990

COMMUNITY DEVELOPMENT

Space Remodel	5,000				
Create SH174 overlay ordinance and align IH-35, TOD and Old Town Ordinances with Comp Plan vision	20,000	20,000	20,000	20,000	20,000
Align Zoning Ordinance with Comp Plan vision	5,000	5,000	5,000	5,000	5,000
Part time irrigation Inspector (costs to be offset by irrigation permit revenue)		25,000	25,000	25,000	25,000
Permit Technician*	19,028	19,028	38,057	38,057	38,057

ENGINEERING SERVICES

Engineering Inspector			\$76,760	\$76,686	\$78,351
Civil Engineer (Capital & Traffic, but will help out Development first year)		\$117,203	\$118,210	\$120,985	\$123,830
Civil Engineer (Development)			\$117,203	\$118,210	\$120,985

FIVE YEAR PLANS FINANCIAL ANALYSIS

FY 12-13 FY 13-14 FY 14-15 FY 15-16 FY 16-17

WATER/WASTEWATER FUND

WATER

Turkey Peak Tank Removal				\$75,000	
Hydro-Excavator	\$65,000	\$6,500	\$6,500	\$6,500	\$6,500
Water Valve Exerciser	\$30,000	\$3,750	\$3,750	\$3,750	\$3,750
16" Gate Valve	\$8,000				

UTILITY CUSTOMER SERVICE

Customer Service Representative				\$37,137	\$38,251
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EQUIPMENT SERVICES FUND

EQUIPMENT SERVICES

Contribution to add equipment to replacement fund		\$150,122	\$150,250	\$235,465	\$126,458
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SUPPORT SERVICES FUND

INFORMATION TECHNOLOGY

Data Backup	\$24,000	\$6,800	\$6,800	\$6,800	\$6,800
One Solution	\$210,000	\$60,756	\$62,578	\$64,455	\$66,388
Network Technician		\$66,139	\$66,139	\$66,139	\$66,139
Technology Center			\$700,000		
Increase SAN				\$30,000	\$4,000

READER'S GUIDE

GUIDE TO UNDERSTANDING THE BUDGET DOCUMENT

The "Annual Operating Budget and Plan of Services for Fiscal Year 2012-2013" 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.

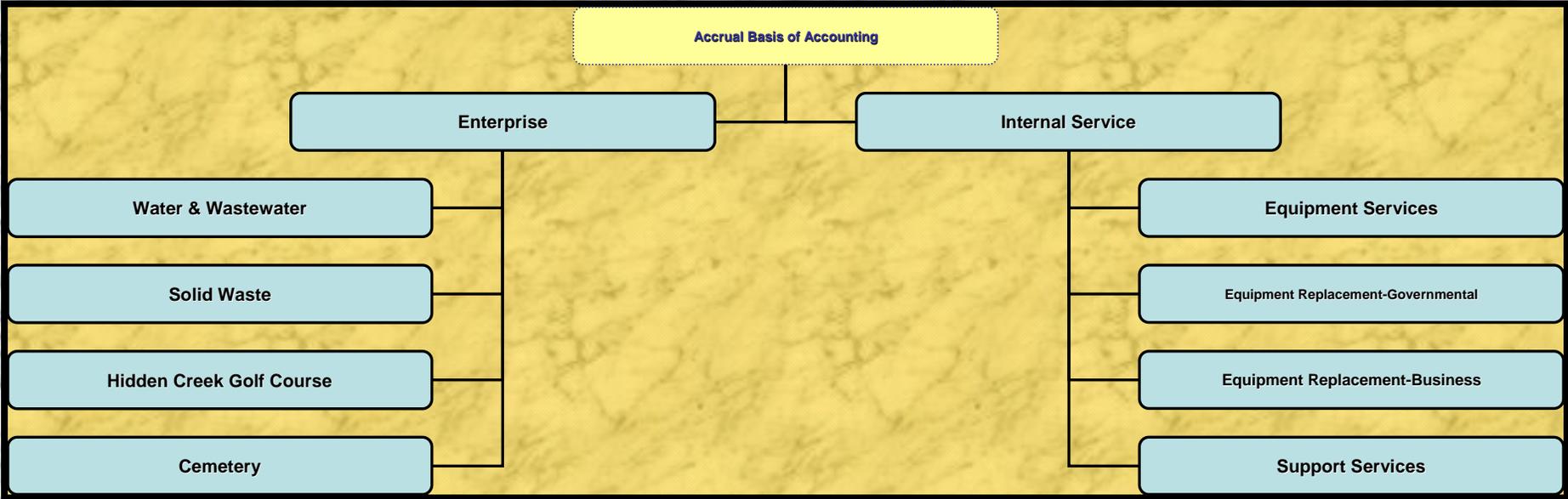
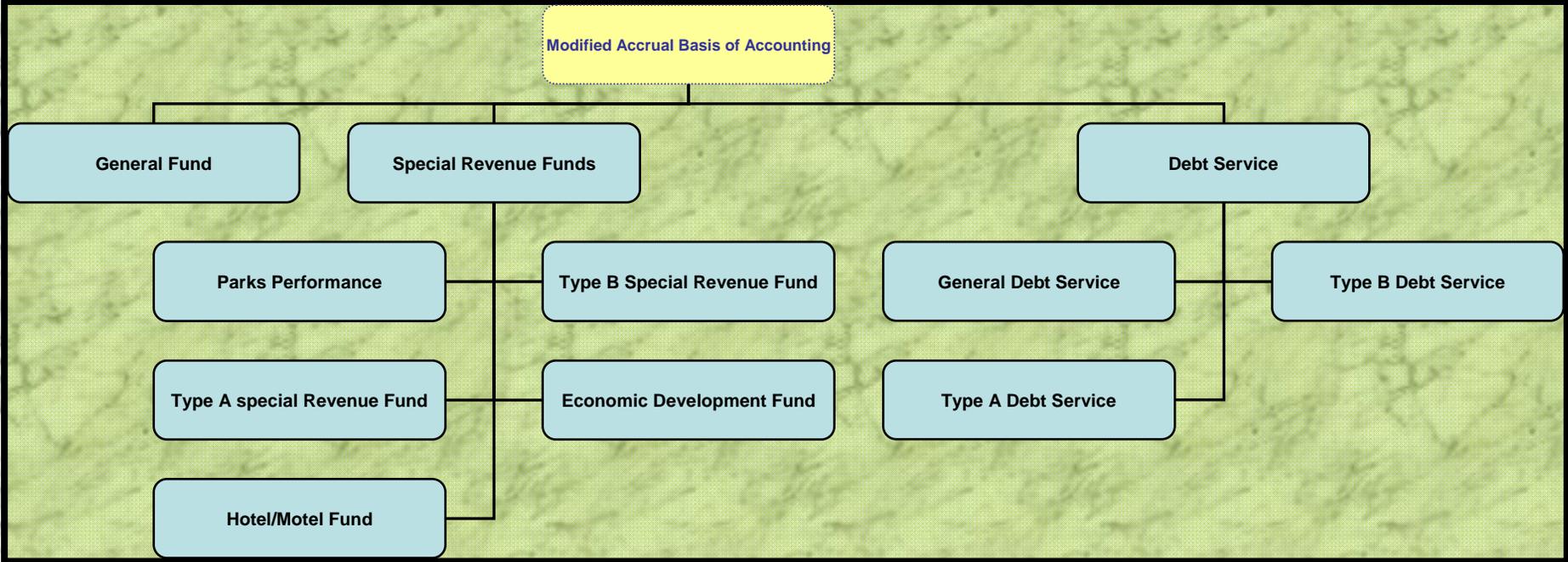
DEBT

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 Burleson 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 2012 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.



ANNUAL OPERATING BUDGET AND PLAN OF SERVICES

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.

2013 BUDGET PLANNING CALENDAR

<u>DEADLINES</u>	<u>ACTIVITY</u>	<u>COMMENTS</u>
October 1 - Spring	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.
April 6	Good Friday Holiday	
May 2	BUDGET KICKOFF MEETING	
May 9	Deadline to have the year-end budget estimates entered in H T E. Deadline for fee/rate change proposals submitted to Dee Kerr. Deadline to submit IT questionnaire to IT.	Budgetary supporting detail is REQUIRED in H T E. REVIEW YOUR BUDGET AT LEAST WEEKLY FROM THIS POINT FORWARD. EMAIL LAURA GAY ABOUT ANY PAYROLL QUESTIONS OR DISCREPANCIES. EMAIL DEE ABOUT ANY OTHER BUDGET QUESTIONS.
May 9 - May 11	Finance Review. Initial review of year-end estimates.	Departments will be contacted with questions as necessary.
May 21 - June 1	Technical review and preparation of workshop materials.	Budgets reviewed for completeness.
May 22	Initial estimate from Central Appraisal District.	
May 28	Memorial Day	City Holiday
July 4	Independence Day	City Holiday
July 25	Certified Tax Roll is due from JCAD & TAD. Water and sewer rates due from City of Fort Worth.	
July 25-27	Prepare Effective Tax Rate Notice and provide to CSO for publication	
July 25 - August 3	Preparation of City Manager's Recommended Budget	For City Council work session.
August 6	Council Meeting: MO to schedule PH on Budget (8-20) MO to record vote of proposed Tax Rate on future agenda and MO schedule. PH for Tax Rate (8-20 & 9-3).	CMO to prepare AIPs
August 7	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
August 10	City Manager's Recommended Budget is delivered to Council. Post Notice of Budget Worksession with Council.	FIN, CSO
August 13	Worksessions are held to discuss Dept./Div. budgetary requests. Check Hold worksession with Council. CSO/FIN newspaper for publication of notices. IMPORTANT	
August 15	Budget Adjustments prepared and posted to YE.	
August 17	Post Notice Special Session Budget PH and 1st PH Tax Rate	CSO
August 20	1st reading of budget ordinance, 1st reading of tax rate, 1st reading of water/wastewater rate.	

September 3	Final reading of 2012-2013 Budget, tax rate and water/wastewater rate Final budget is presented to Council ordinances. Council adopts the budget ordinance and passes appropriation and revenue ordinances. MO to ratify the tax revenue and fee schedule.
October 17	Post budget process meeting with City Council.

ALL DATES ARE SUBJECT TO CHANGE BY THE NEW CITY MANAGER AND THE NEW 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.

2012 Planning Calendar

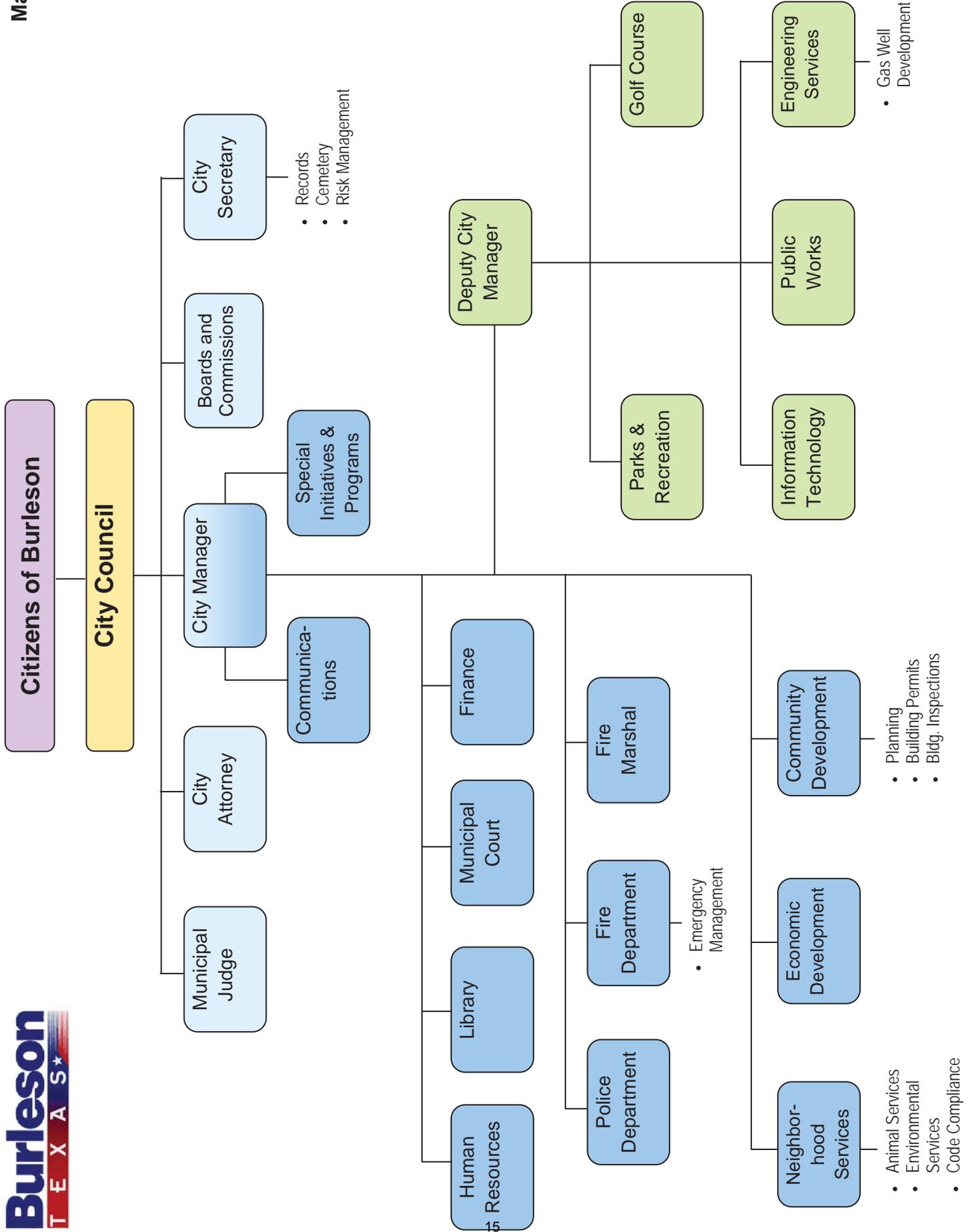
City of Burleson

Date: 09/06/2012

Date	Activity
April-May	Mailing of notices of appraised value by chief appraiser.
April 30	The chief appraiser prepares and certifies to the tax assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value .
May 15	Deadline for submitting appraisal records to ARB.
July 20 (Aug. 31)	Deadline for ARB to approve appraisal records.
July 25	Deadline for chief appraiser to certify rolls to taxing units.
	Certification of anticipated collection rate by collector.
July 25, 2012	Calculation of effective and rollback tax rates.
July 27, 2012	Publication of effective and rollback tax rates, statement and schedules; submission to governing body.
August 3, 2012	72-hour notice for meeting (<i>Open Meetings Notice</i>).
August 6, 2012	Meeting of governing body to discuss tax rate; if proposed rate tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
August 13, 2012	Notice of Public Hearing on Tax Increase is the first quarter-page notice in newspaper and on TV and website, if available, published at least seven days before public hearing.
August 17, 2012	72-hour notice for public hearing (<i>Open Meetings Notice</i>)
August 20, 2012	Public hearing.
August 31, 2012	72-hour notice for second public hearing (<i>Open Meetings Notice</i>)
September 4, 2012	Second public hearing (may not be earlier than 3 days after first public hearing); schedule and announce meeting to adopt tax rate 3-14 days from this date.
September 9, 2012	Notice of Tax Revenue Increase published before meeting* to adopt tax rate is the second quarter-page notice in newspaper before meeting and published on TV and website (if available, at least seven days before meeting).
September 14, 2012	72-hour notice for meeting at which governing body will adopt tax rate (<i>Open Meetings Notice</i>)
September 17, 2012	Meeting to adopt tax rate. Meeting is 3 to 14 days after second public hearing. Taxing unit must adopt tax rate by Sept. 29 or 60 days after receiving certified appraisal roll, whichever is later.

*Advice of taxing unit legal counsel should be sought to determine which approach to take in notifying the public of the meeting at which the governing body will vote on the tax rate.

Source: Texas Comptroller of Public Accounts, 2012.



MAJOR POLICY ISSUES



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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 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 2011-2012 adopted budgetary figures versus amounts included in the adopted 2012-2013 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 20X2 then delivered and invoiced in 20X3. For budgetary purposes, the transaction would be reflected in the 20X2 budget, the year the encumbrance is established. For financial reporting purposes, the transaction would be reported in 20X3; 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 2011-2012 will equal 26.5 percent of the General Fund expenditures.

The General Fund unreserved fund balance is expected to equal approximately 21.3 percent of expenditures at the end of the 2013 fiscal year.

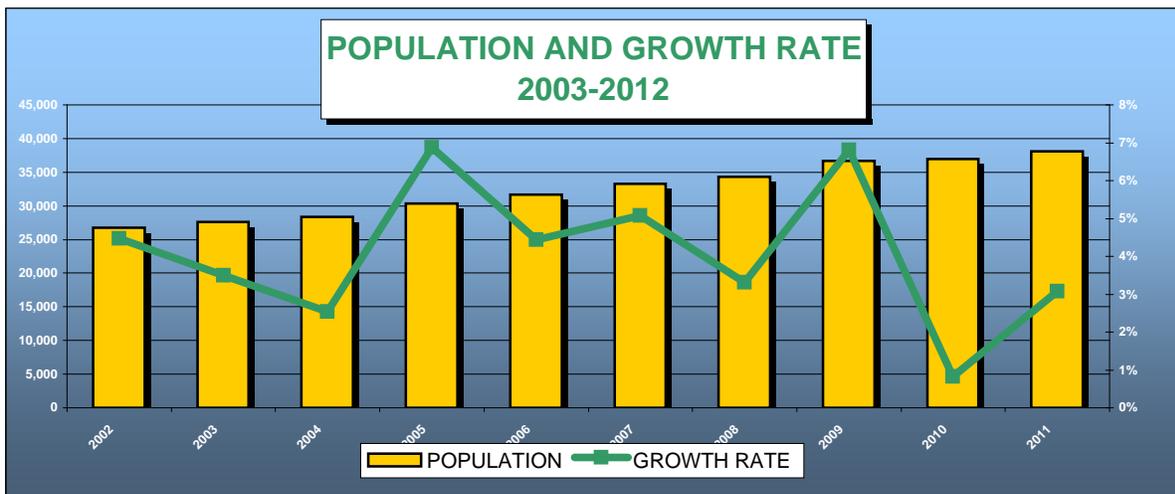
ESTIMATED GENERAL FUND BALANCE AS A PERCENTAGE OF EXPENDITURES

	As of 9/30/2012	As of 9/30/2013
Unreserved Balance	6,947,355	5,805,890
Expenditures	26,263,557	27,211,604
Percentage	26.5%	21.3%

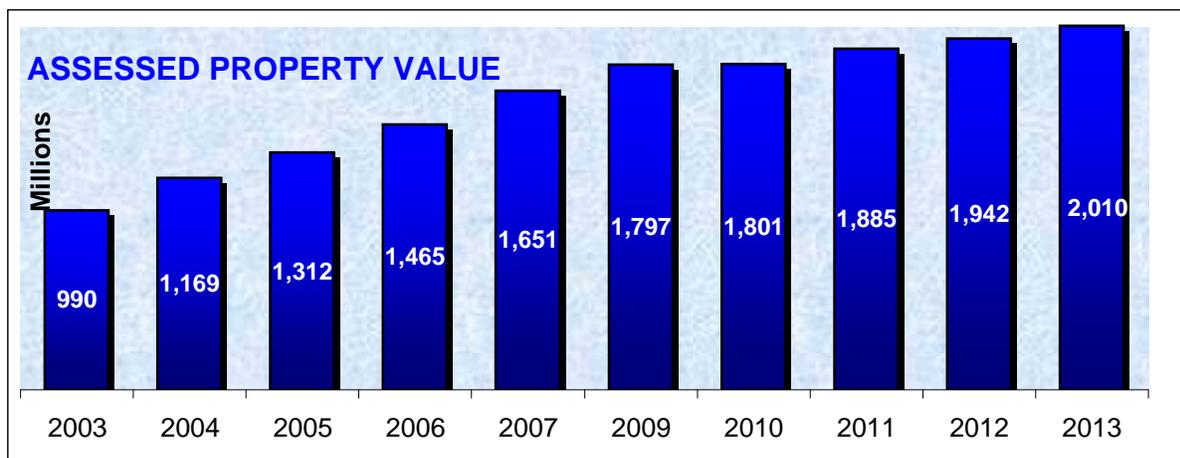
B. REVENUES

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 expanded revenues and other sources of operating capital. These totals are anticipated to increase about 3.75% percent over 2011-2012 budgeted figures and will be less than the 2011-2012 projected actual collections. Total 2013 fiscal year revenues and other sources are expected to exceed 2012 original budgetary estimates by approximately \$2,464,000 and are projected to be lower than 2012 actual collections by about \$4,759,000.



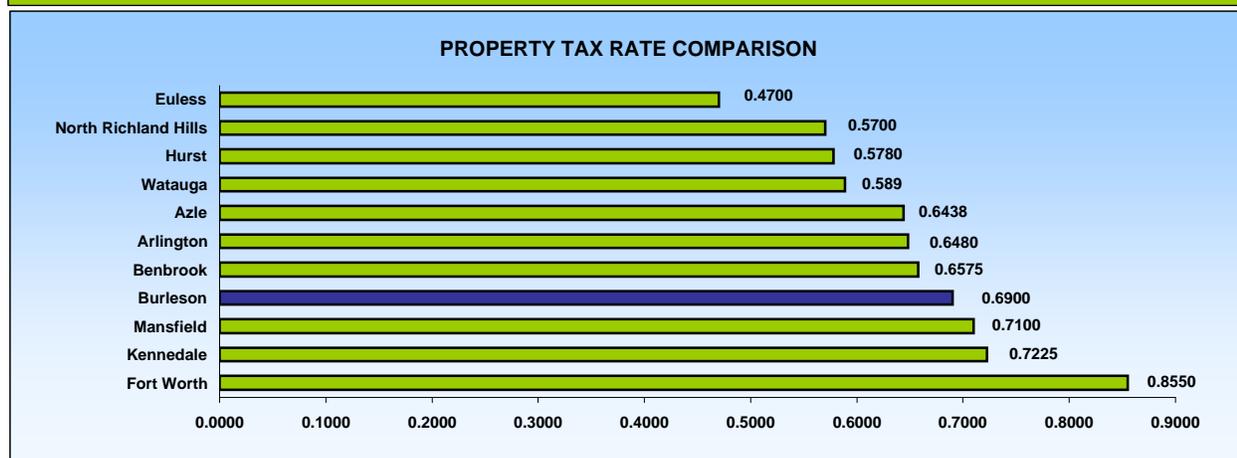
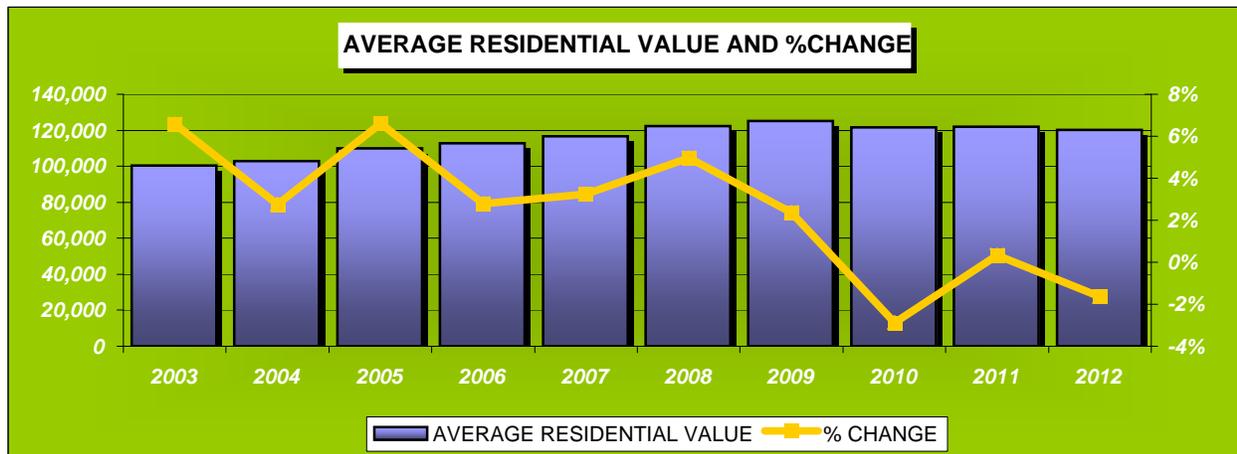
1. Taxes

This category includes approximately 72 percent of the total General Fund revenues. This represents a total more than seven times the size of the next largest component of revenues.

a. Property Taxes

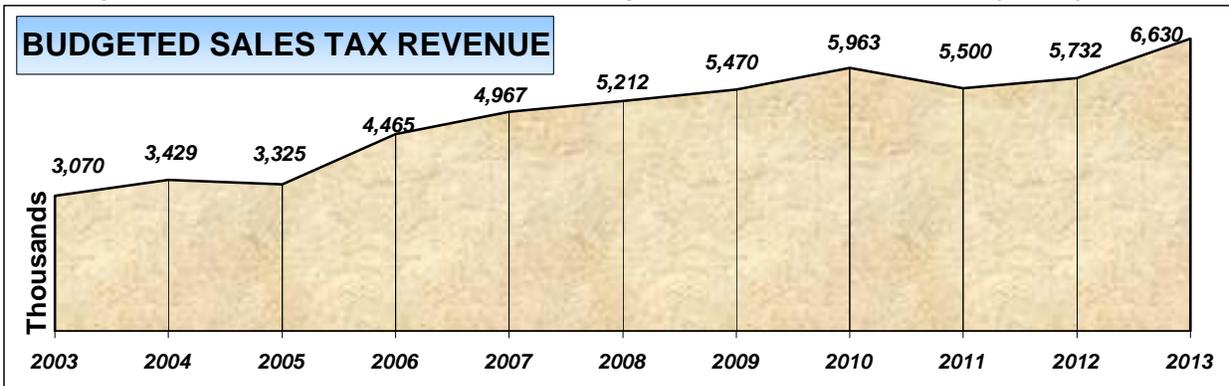
The ad valorem tax rate necessary to support this budget is \$.69/\$100 valuation. This rate is \$.0055 less than the effective tax rate and equal to the adopted tax rate for FY 2011-2012. Of the total tax rate, \$.5278 is designated for operations and maintenance (including Library), and \$.1622 is allocated to debt service. Total ad valorem taxes in the General Fund are expected to increase by approximately \$151,000 or about 1.07 percent. This increase results primarily from new properties added to the tax roll for the first time in 2012. Revenue projections are based on the certified tax roll received from Johnson County Central Appraisal District on July 25, 2012.

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 2011 and the 2012 tax rolls) fell slightly in 2012. That reality, coupled with the possibility that the trend would continue into the next budget year, had an enormous impact on the way the 2013 budget was formulated. When the values came in higher than expected a year earlier, this budget was written to reflect that reality, as well.



b. Sales Tax

Sales tax receipts are budgeted at \$6,630,000. This represents a increase of about \$898,000 or 15.67% over the 2011-2012 budgeted receipts, and \$90k higher than the estimate for 2011-2012 actual collections. This estimate is derived from a trend of improvement over the first 6 months of fiscal year 2012 and a mild rebound over the second six months of the fiscal year. Our estimates for FY2013 were based on the cautiously optimistic prediction that consumer spending would continue to increase very slowly.



c. Franchise Fees

Franchise fees are projected at \$2,155,000, which is \$41,000 less than the 2011-2012 budget of \$2,196,000. This represents an decrease of about 1.86% from the 2012 budget, and about 1% decrease from the estimated 2011-12 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 3.43 percent during the 2012-2013 year. Total annual collections of these fees are estimated at about \$644,000. This is a decrease of \$23,000 from the prior budget, and an decrease of \$9,000 from the estimated 2011-2012 yearend actual. This decrease is estimated based on the fact that Building Permits and Miscellaneous Building Permits continue to lag behind the population growth.

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 are estimated to be zero next year due to the WiFi Network contract expiring.

4. FINES AND FORFEITURES

Total fine and forfeiture collections equal about 4 percent of total General Fund revenues and other sources. This category is expected to increase by about \$19,000 to about 2 percent more than what was originally budgeted in 2012. During the 2012 fiscal year, the police department created and implemented a new Commercial Vehicle Enforcement program designed to protect the public and city roadways from large trucks which may not be following the letter of the law.

5. INTEREST

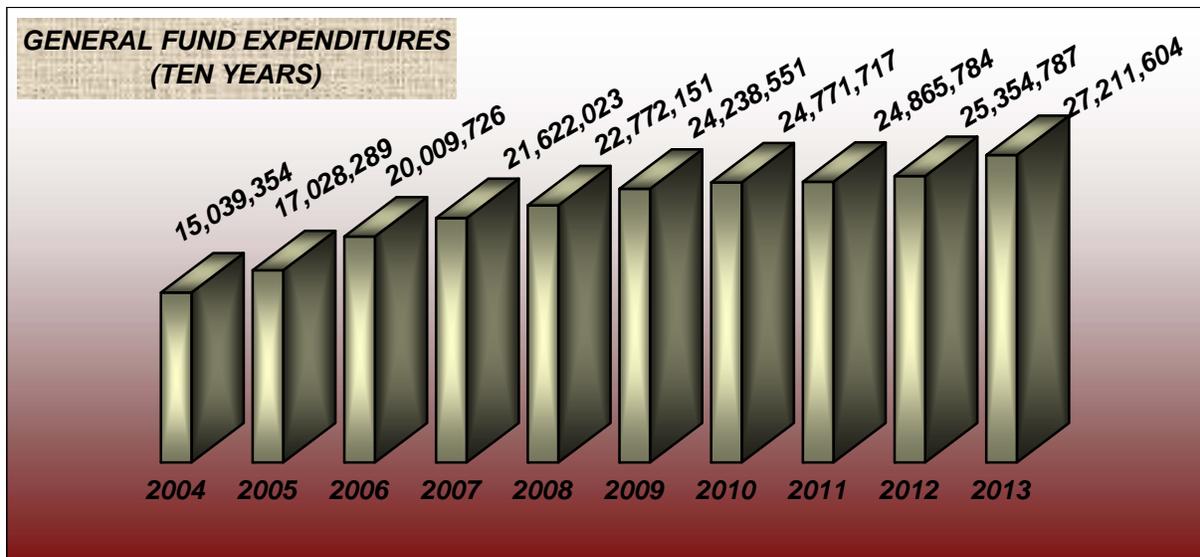
Total estimated interest of about \$27,000 is approximately .1 percent of total General Fund revenues. Interest revenue is lower than as budgeted for yearend 2011-2012 and almost less than half of the original 2011-2012 budget. This is a reflection of the national trend of very low interest rates.

6. MISCELLANEOUS

Estimated 2012-2013 revenues are about \$1,083,000 and are lower than budgeted last year by about \$13k and a little greater for year end. Fewer Gas Well Drilling Permits are expected and fewer gas well pad sites will require inspections in the coming year.

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.



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 2012-13 expenditures in the General Fund are budgeted at \$27,211,604. This is an increase of approximately \$1,857,000 or 7 percent compared with 2011-12 totals. For the first time in 3 years, the budget includes service enhancements consisting of improvements of some facilities, updating software

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 17, 2012.

1. BASE BUDGET

Total 2012-13 General Fund base budget expenditures are projected to be \$1,857,000 more than the total 2011-2012. Recommended base budget changes include: moving Economic Development to Type A Sales Tax Revenue fund; reorganization between departments; elimination of the Golf Course subsidy, full funding for TMRS; discontinuation of the capital project reimbursement for the Park Planner position; and the addition of one City Marshal position with funding from the Court Security Fund.

a. Personnel Services

The proposed budget includes pay raises of 3% for all non-public safety full-time city employees. This increase will occur "across the board". Public Safety employees can expect a reinstatement of a modified step plan which had been suspended the last two years, resulting in a pay raise from 3 percent up to a little less than 5 percent.

The budget for Personnel Services increased by about \$906,000. This 5% increase reflects the pay raises, the full funding for TMRS and the lack of capital project reimbursement for the Park Planner. The salary and related costs are budgeted at \$18,901,242.

b. Materials and Supplies

The budget for the materials and supplies category is about \$30,000 more than the 2011-2012 budget. Materials and supplies are expected to be \$588,000 this year.

c. Purchased Services & Inventory

Purchased services and inventory expenditures included in the budget are about \$145,000 more than last year's budgeted figures. This increase is due to the inclusion of the anticipated professional services for the overall evaluation of our compensation, update of zoning ordinance among other things. Purchased Service & Inventory are projected to be about \$2.6 million this coming fiscal year.

d. Maintenance and Repair

Maintenance and Repair expenditures are projected to total approximately \$1,730,000 in the upcoming year. This represents a increase of about 9 percent compared to the Fiscal Year 2011-12 budget. This increase includes roof repair and remodeling of various city facilities.

e. Other Expenditures

Other Expenditures for the 2012-13 budget year have decreased by approximately \$323,000 or 12 percent from the previous year budget of \$2,651,000 to \$2,328,000. This decrease is largely due to the reorganization of several functions involving General Fund and the discontinuation of General Fund contributions to other funds.

f. Capital Outlay

Total Capital Outlay estimates are budgeted at approximately \$1,064,000. This represents an increase of \$952,000 or 845 percent. Included in this large increase is the new street sweeper, and major remodeling projects for the police department and service center.

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. Service Enhancements for FY 13 are scales for the Commercial Vehicle Enforcement program, roof repair for the records building, enhanced document scanning, replacement of the primary software used for city services, updating ordinances and other planning documents, a street sweeper, remodeling of the Police facility and City Hall, and Fire Station improvements.

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.

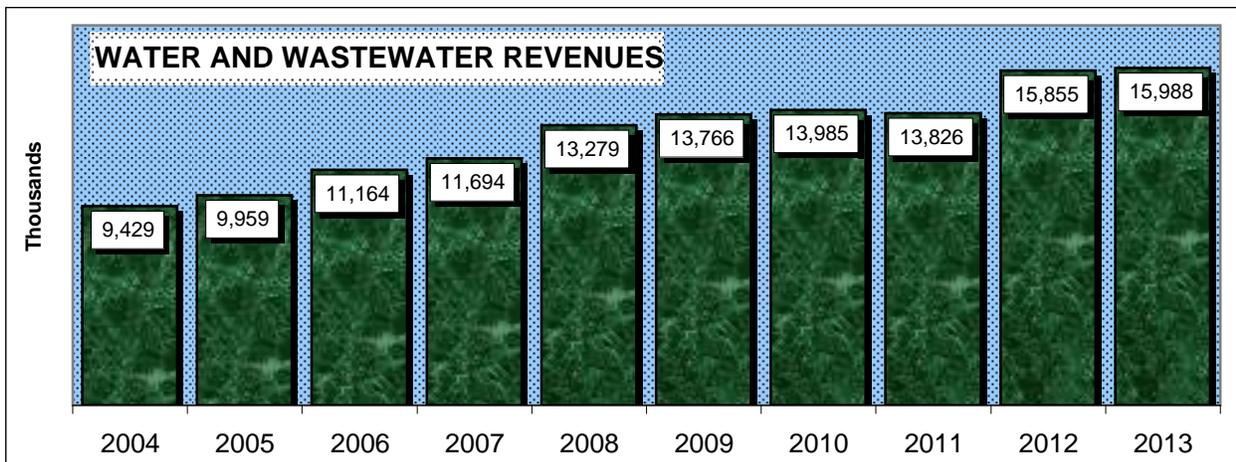
B. REVENUES

The primary policy issues affecting this year's budget are small changes the volumetric rate for water accounts and no change to the wastewater rate. Staff recommended a 3% increase based on the water/wastewater study conducted in 2009.

Monthly minimum wastewater rates remain \$15.25 for the base rate and the variable wastewater rate remains \$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 increase 8 percent to a total of \$7,910,000. This is a increase of \$553,000 from the 2011-2012 budget projection. Revenue from wastewater charges is expected to increase \$653,000 or 11 percent from prior year estimates. Total wastewater revenue is expected to be \$7,110,000 including the \$240,000 abnormal sewage surcharge.

Total Water and Wastewater Fund revenues are expected to increase \$133,000 from \$15,855,000 to \$15,988,000 during the 2012-13 fiscal year. This is an increase of approximately 1 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 2012-2013.

E. EXPENDITURES

Water and Wastewater Fund expenditures and other uses are projected to amount to approximately \$18,699,000 an increase of about 18 percent. This increase is due primarily to debt service.

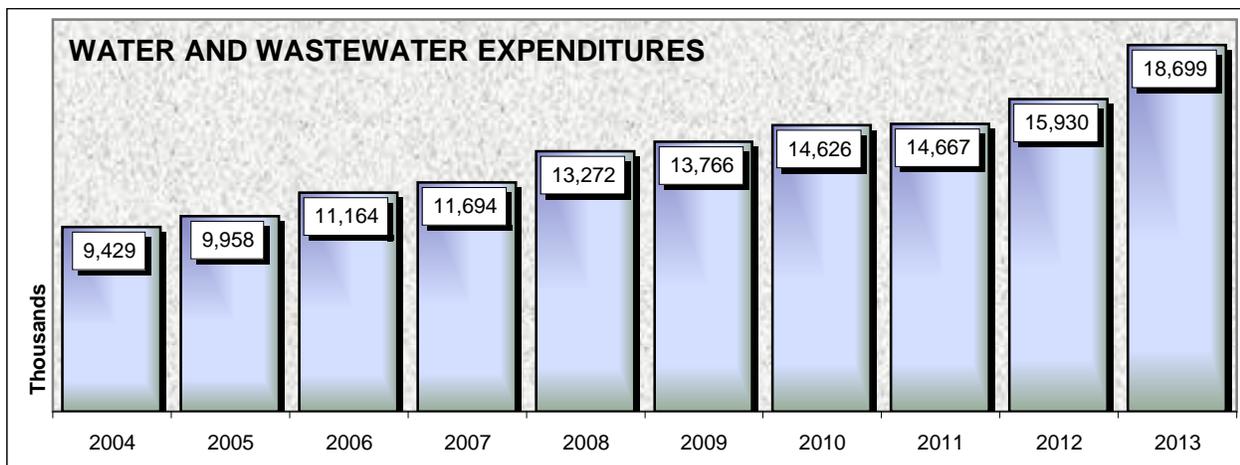
The major expenditures for water and wastewater are the cost for water purchased from the City of Fort Worth and the treatment of wastewater, also by the City of Fort Worth. Expenditures for both of these items are largely beyond the control of the City and account for about 34 percent of total budgeted expenditures. Wastewater treatment costs are projected to increase to \$341 thousand dollars. Treated water costs are projected to increase by about \$44,000 or 2% from the 2011-12 budget.

Total Personnel services costs are projected to drop by about \$49,000 or 3 percent.

Total capital outlay is projected to increase by about \$104,000. Budgeted capital outlay for 2012-13 is about \$569,000.

Total debt service expenditures are projected to decrease by about \$2,558,000. Total debt service payments in 2012-2013 are projected to be \$1,956,000.

The remaining categories of expenditures are collectively projected to increase by about \$2,907,000 or about 32 percent. This increase is largely due to a transfer to capital projects for \$2,365,000. 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 be increased from \$17 to \$18.10 per month. The existing contract includes a provision which adjusts recycling cost by the CPI each January. The new rate is anticipated to last through FY2013-2014.

Revenues are projected at \$2,746,500 for FY 2012-2013 and are 15% more than the \$2,403,500 in the 11-12 adopted budget.

C. EXPENDITURES

Expenditures for Solid Waste are budgeted for \$2,787,000 in 2012-12 and are 6% more than the 11-12 adopted budget of \$2,641,000. The primary reason for this is an increase from the contractor for solid waste services.

IV. MAJOR ISSUES - DEBT SERVICE FUND

The City's 2012-13 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 2011-2012.

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 2012-13, the City's property tax rate is well within this limit. 2012-13 Debt service requirements for outstanding ad valorem tax supported bonds will require revenues of approximately \$4,113,000.

B. EXPENDITURES

Expenditures in this fund are budgeted at approximately \$4,160,000 for 2012-13. This includes a total of \$4,154,000 for principal and interest plus \$6,000 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 2012-13 are budgeted at approximately \$494,000. This reflects an increase of about \$6,000 or about 2 percent over the prior year budget.

B. EXPENDITURES

Total budgeted expenditures in 2012-13 decreased by about \$3,000 or 1 percent. Total Expenditures for 2012-13 are projected at \$493,000.

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 2012-13, total contributions from all funds (about \$750,000) will increase by about \$128,000 or 21% from the prior year's budget.

B. EXPENDITURES

For 2012-13, twelve vehicles or pieces of equipment are scheduled to be purchased for a total cost of approximately \$471,000.

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

For 2012-13, total contributions from all funds total approximately \$184,000.

B. EXPENDITURES

For 2012-13, three vehicles are scheduled to be replaced at an approximate cost of \$111,000.

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 \$90,000.

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 2012-13 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 2012-13 expenses are expected to decrease to approximately \$7,000.

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 \$2,091,000. Course revenues are projected to generate about \$1,542,000 of this total with the remaining balance from operating transfers.

B. EXPENDITURES

Total expenditures are estimated at approximately \$2,091,000. Course administration is estimated at about \$228,000; pro shop and clubhouse expense is estimated to cost about \$561,000; while course maintenance and debt service costs are projected at \$650,000 and \$379,000, respectively. The restaurant is expected to incur \$272,000 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 \$3,423,000 this year. Transfers out are budgeted at \$3,500,000.

B. DEBT SERVICE FUND

Transfers from the special revenue fund are budgeted at \$1,911,000. Debt service expenditures are budgeted at \$1,911,000.

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 \$3,473,000 this year. Transfers out are budgeted at \$2,186,000. This year is also the first year that the Economic Development function has been moved out of General Fund and placed in the Type A Revenue fund. The expenditures due to this function are projected to be approximately \$515,000.

B. DEBT SERVICE FUND

Transfers from the special revenue fund are budgeted at \$2,100,000. Debt service expenditures are budgeted at \$2,097,000.

FUND SUMMARIES

**COMBINED FUND
SUMMARY**

**CITY OF BURLESON
BUDGET SUMMARY
BY FUND**

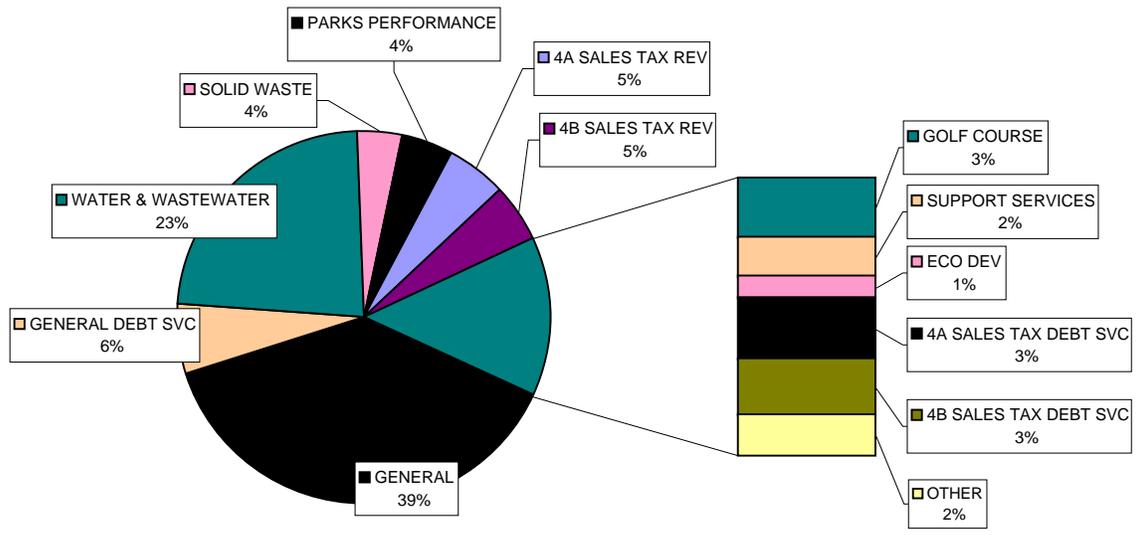
REVENUES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
GENERAL FUND	26,849,094	25,354,787	26,704,628	26,070,139	2.82%
GENERAL DEBT SERVICE FUND	4,211,618	4,403,056	6,968,153	4,114,582	-6.55%
HOTEL/MOTEL TAX FUND	144,521	110,000	110,000	110,000	0.00%
WATER & WASTEWATER FUND	17,524,275	15,855,200	15,843,200	15,988,200	0.84%
SOLID WASTE FUND	2,835,789	2,403,500	2,469,500	2,746,500	14.27%
CEMETERY FUND	12,371	6,500	6,600	6,500	0.00%
PARKS PERFORMANCE FUND	2,807,676	2,717,658	2,820,558	3,049,399	12.21%
EQUIPMENT SERVICE FUND	477,116	487,593	487,593	494,000	1.31%
GOLF COURSE FUND	1,828,320	2,033,626	1,998,959	2,090,694	2.81%
GOVERNMENTAL EQP REP FUND	741,005	622,490	676,023	750,059	20.49%
PROPRIETARY EQP REP FUND	423,713	163,258	163,258	184,333	12.91%
SUPPORT SERVICES FUND	1,475,829	1,581,508	1,582,762	1,318,855	-16.61%
ECONOMIC DEVELOPMENT INCENTIVE FUND	659,191	637,576	645,541	754,951	18.41%
4A SALES TAX REVENUE	3,351,443	3,006,000	3,204,000	3,476,574	15.65%
4A SALES TAX DEBT SERVICE	1,863,524	1,867,140	4,554,304	2,099,880	12.47%
4B SALES TAX REVENUE	3,325,326	2,965,000	3,203,000	3,425,574	15.53%
4B SALES TAX DEBT SERVICE	1,955,658	1,913,963	1,913,963	1,912,500	-0.08%
TOTAL REVENUES	70,486,469	66,128,855	73,352,042	68,592,740	3.73%

EXPENDITURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
GENERAL FUND	25,590,532	25,354,787	26,199,731	27,211,604	7.32%
GENERAL DEBT SERVICE FUND	4,435,117	4,445,119	7,042,282	4,160,435	-6.40%
HOTEL/MOTEL TAX FUND	142,695	64,822	67,139	90,156	39.08%
WATER & WASTEWATER FUND	14,250,051	15,930,458	16,259,067	18,699,293	17.38%
SOLID WASTE FUND	2,621,092	2,640,621	2,661,848	2,786,687	5.53%
CEMETERY FUND	13,599	8,000	11,440	7,000	-12.50%
PARKS PERFORMANCE FUND	2,673,432	2,717,658	2,873,439	3,049,399	12.21%
EQUIPMENT SERVICE FUND	450,143	490,392	459,346	493,374	0.61%
GOLF COURSE FUND	1,866,903	2,033,617	1,825,503	2,090,694	2.81%
GOVERNMENTAL EQP REP FUND	1,117,228	487,233	641,094	470,937	-3.34%
PROPRIETARY EQP REP FUND	157,521	44,863	45,588	111,191	147.85%
SUPPORT SERVICES FUND	1,728,024	1,580,779	1,724,109	1,284,364	-18.75%
ECONOMIC DEVELOPMENT INCENTIVE FUND	905,067	637,576	637,576	754,951	18.41%
4A SALES TAX REVENUE	2,169,176	2,741,875	2,275,660	2,700,958	-1.49%
4A SALES TAX DEBT SERVICE	1,863,510	1,863,340	4,589,103	2,096,082	12.49%
4B SALES TAX REVENUE	3,142,213	3,170,716	3,949,451	3,499,795	10.38%
4B SALES TAX DEBT SERVICE	1,920,544	1,912,764	1,912,764	1,911,301	-0.08%
TOTAL EXPENDITURES	65,046,847	66,124,620	73,175,139	71,418,221	8.01%

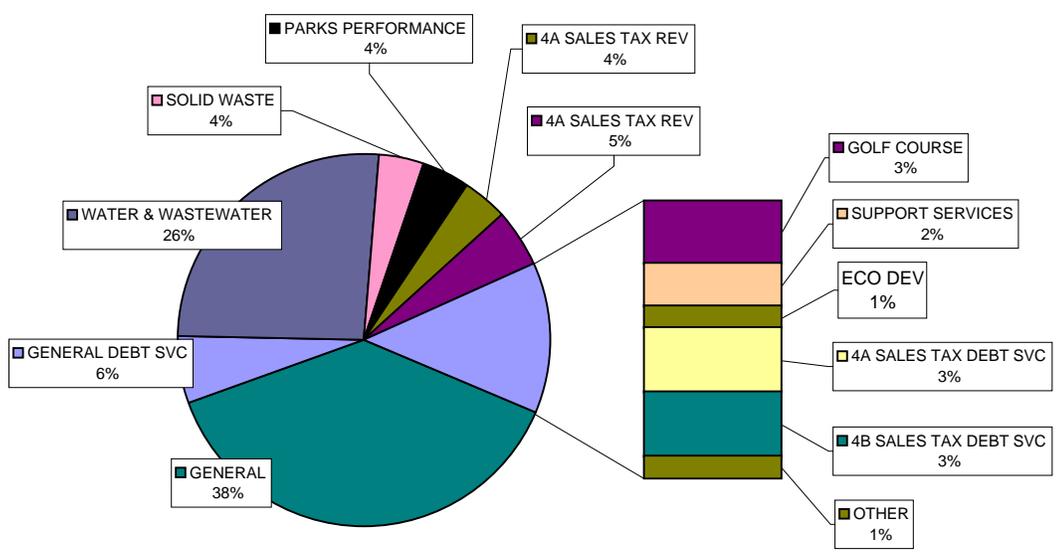
THE RELATIONSHIP BETWEEN FUNCTIONAL UNITS, MAJOR FUNDS AND NON-MAJOR FUNDS

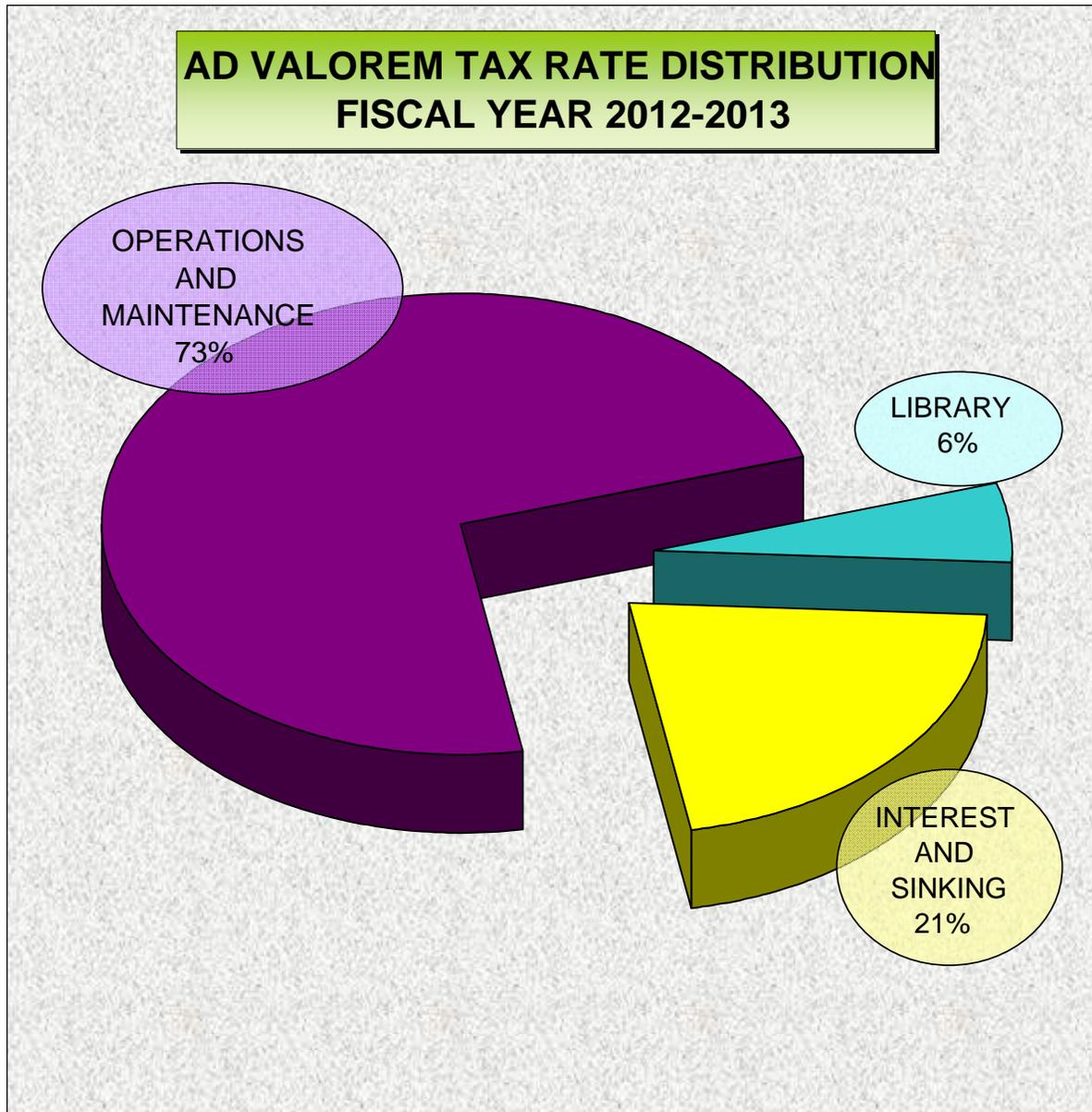
DEPARTMENT/DIVISION	OPERATIONS/ACCOUNTING FUNDS								
	GENERAL	WATER WASTEWATER	SOLID WASTE	EQUIPMENT SERVICE	GOLF COURSE	GOVERNMENTAL EQUIPMENT REPLACEMENT	PROPRIETARY EQUIPMENT REPLACEMENT	PARKS PERFORMANCE	SUPPORT SERVICES
ADMINISTRATIVE SERVICES									
1011 City Manager's Office	■								
1014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

**TOTAL REVENUES BY FUND
FY 2012-2013**



**TOTAL EXPENDITURES BY FUND
FY 2012-2013**





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
Beginning Fund Balance/ Working Capital @ 9/30/11 ***	8,446,778	6,503,753	562,091	-293,449	58,306	1,663,034	883,836	293,192	691,178	2,162,680	2,362,090	362,472	183,791
Less: Reserves (See Note 1) Designated for Self Insurance	-996,538 -1,007,782	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved / Unrestricted Fd. Bal./Working Capital @ 9/30/11	6,442,458	6,503,753	562,091	-293,449	58,306	1,663,034	883,836	293,192	691,178	2,162,680	2,362,090	362,472	183,791
Estimated 2012 Fiscal Year Results													
+ Revenues	26,704,628	15,843,200	2,469,500	1,998,959	487,593	676,023	163,258	110,000	6,600	3,204,000	3,203,000	2,820,558	1,582,762
- Expenditures	-26,263,557	-16,259,067	-2,661,848	-1,825,503	-459,346	-641,094	-45,588	-67,139	-11,440	-2,275,660	-3,949,451	-2,873,439	-1,724,109
- Reserves + Prior yr Reserves	63,826												
Est. Unrestricted Fund Bal/ Working Capital @ 09/30/12	6,947,355	6,087,886	369,743	-119,993	86,553	1,697,963	1,001,506	336,053	686,338	3,091,020	1,615,639	309,591	42,444
Budgeted 2013 Fiscal Year Results													
Revenues	26,070,139	15,988,200	2,746,500	2,090,694	494,000	750,059	184,333	110,000	6,500	3,476,574	3,425,574	3,049,399	1,318,855
Expenditures	-27,211,604	-18,699,293	-2,786,687	-2,090,694	-493,374	-470,937	-111,191	-90,156	-7,000	-2,700,958	-3,499,795	-3,049,399	-1,284,364
Estimated Unrestricted Fund Bal / Working Capital @ 09/30/13	5,805,890	3,376,793	329,556	-119,993	87,179	1,977,085	1,074,648	355,897	685,838	3,866,636	1,541,418	309,591	76,935

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.

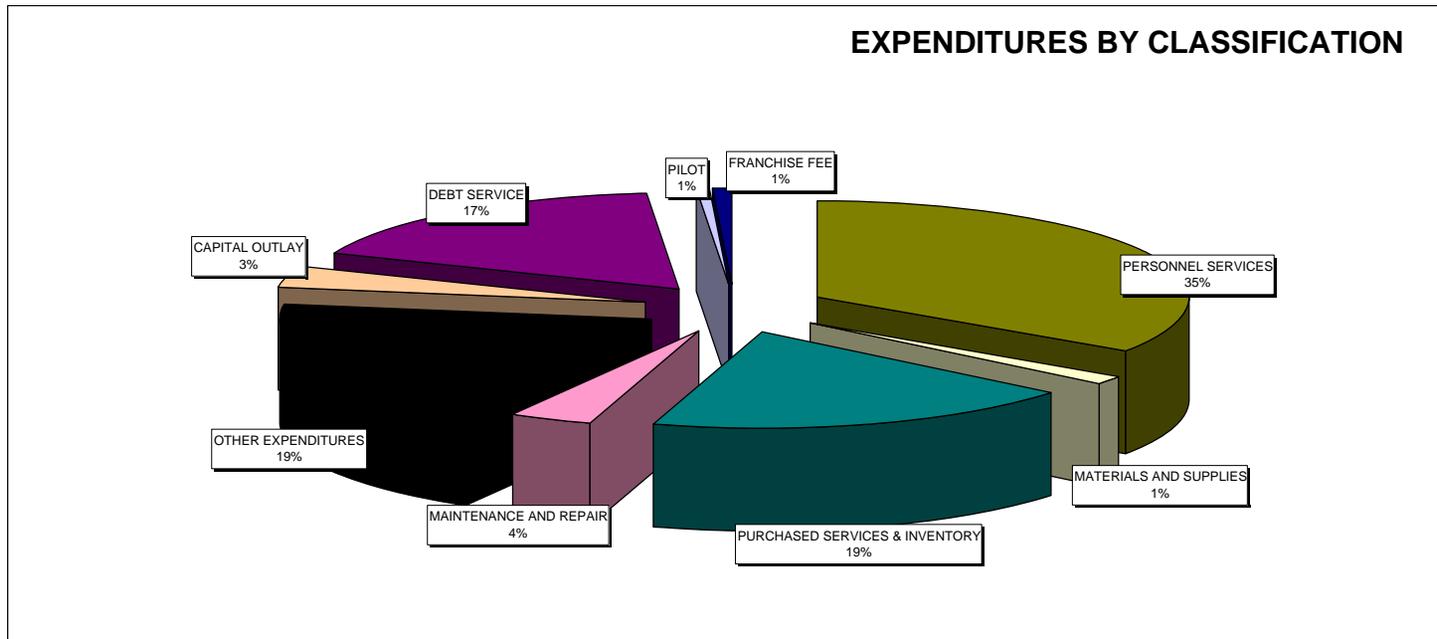
Calc: Days of Operations Covered by Unrestricted Fund Bal / Working Capital

Total Expenditures	27,211,604	18,699,293	NA	NA
Less: Non-operating Expenditures		-4,784,732		
= Operating Expenditures	27,211,604	13,914,561		
Average Daily Operating Expense	74,552	38,122		
Avg # of Days Operations Provided by Unrestricted				
Fd. Bal. / Working Capital	78	89	NA	NA

*** Support Services Working Capital adjusted for retirement of capital lease purchase liability

**CITY OF BURLESON
BUDGET SUMMARY
BY CLASSIFICATION**

FUND	PERSONNEL SERVICES	MATERIALS AND SUPPLIES	PURCHASED SERVICES & INVENTORY	MAINTENANCE AND REPAIR	OTHER EXPENDITURES	CAPITAL OUTLAY	DEBT SERVICE	PILOT	FRANCHISE FEE	EXPENDITURES
GENERAL FUND	18,901,242	587,939	2,599,583	1,730,021	2,328,428	1,064,391				27,211,604
GENERAL DEBT SERVICE FUND	0	0	0	0	0	0	4,160,435			4,160,435
HOTEL/MOTEL TAX FUND	0	1,767	36,969	1,883	49,537	0				90,156
WATER & WASTEWATER FUND	1,617,251	121,795	7,001,635	257,401	3,751,554	568,933	4,320,724	475,000	585,000	18,699,293
SOLID WASTE FUND	24,311	0	2,375,143	3,610	383,623	0				2,786,687
CEMETERY FUND	0	0	2,000	5,000	0	0				7,000
PARKS PERFORMANCE FUND	1,744,936	86,436	768,099	180,818	124,294	144,816				3,049,399
EQUIPMENT SERVICE FUND	378,354	17,449	47,983	20,493	25,693	3,402				493,374
GOLF COURSE FUND	1,050,880	109,200	332,373	67,353	452,783	78,105				2,090,694
GOV EQP REP FUND	0	0	0	0	0	470,937				470,937
PROPRIETARY EQP REP FUND	0	0	0	0	0	111,191				111,191
SUPPORT SERVICES FUND	660,800	66,390	51,187	497,142	1,395	7,450				1,284,364
ECONOMIC DEV INCENTIVE	0	0	0	0	754,951	0				754,951
4A SALES TAX REVENUE FUND	249,409	10,400	137,550	10,000	2,293,599	0				2,700,958
4A SALES TAX DEBT SERVICE	0	0	0	0	0	0	2,096,082			2,096,082
4B SALES TAX REVENUE	0	0	3,500	0	3,496,294	0				3,499,794
4B SALES TAX DEBT SERVICE	0	0	0	0	0	0	1911301			1,911,301
	24,627,183	1,001,376	13,356,022	2,773,721	13,662,151	2,449,225	12,488,542	475,000	585,000	71,418,220



**CITY OF BURLESON
SCHEDULE OF 2012-13 PAYMENTS
ALL BOND ISSUES**

Highlighted issues are self-supporting

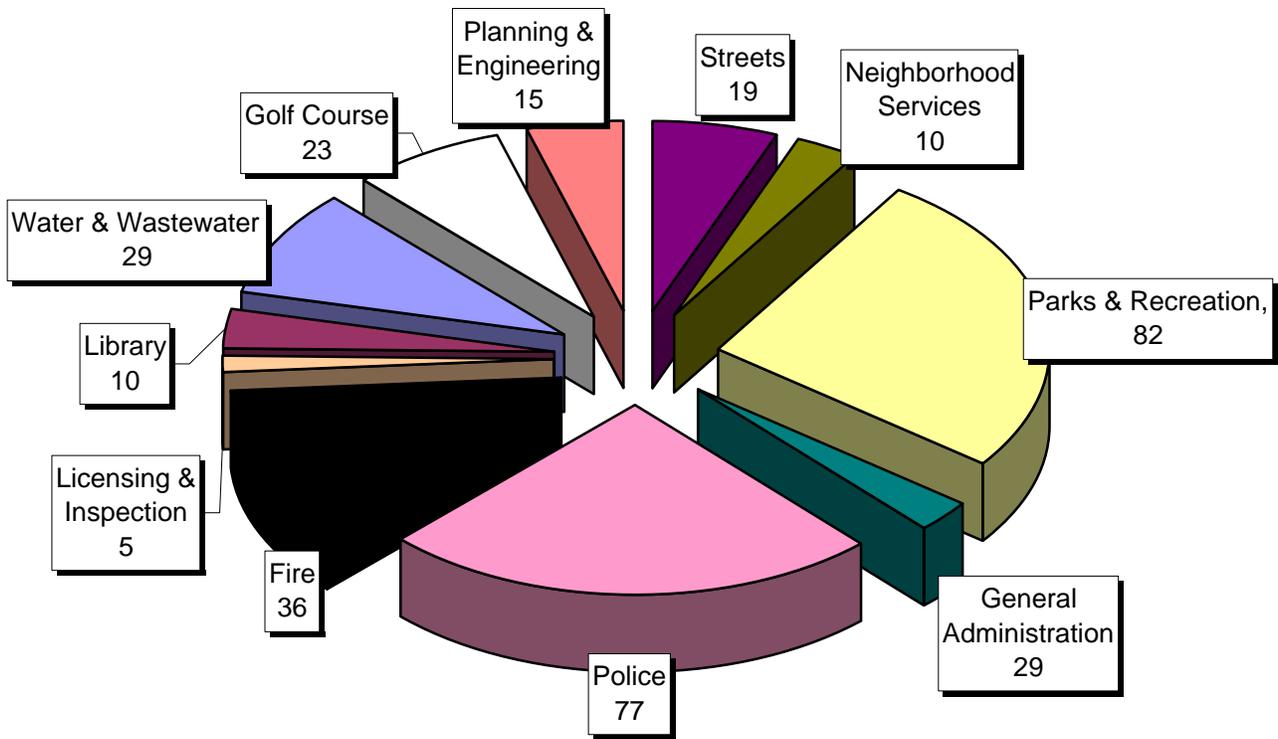
	AMOUNT OF ISSUE	FINAL MATURITY	MAXIMUM INTEREST RATE	AMOUNT OUTSTANDING 10/1/2012	PRINCIPAL	2012-13 INTEREST	TOTAL	PROJECTED OUTSTANDING 9/30/2013
2004 G.O. BONDS (Used to refinance 1995 G.O. Bonds)	6,860,000	2025	5.00%	581,000	29,000	25,831	54,831	552,000
(Used to refinance 1995 Tax & Revenue C.O. bonds -- Golf Course)				3,979,000	201,000	176,846	377,846	3,778,000
2005 G.O. BONDS	3,970,000	2025	4.25%	2,995,000	180,000	115,160	295,160	2,815,000
2006 G.O. BONDS	2,400,000	2026	4.00%	2,085,000	115,000	83,823	198,823	1,970,000
2007 G.O. BONDS	4,100,000	2027	4.00%	3,400,000	165,000	148,545	313,545	3,235,000
2008 G.O. BONDS	14,750,000	2028	4.625%	12,825,000	585,000	525,063	1,110,063	12,240,000
2010 G.O. BONDS	2,430,000	2021	4.25%	7,845,000	325,000	276,170	601,170	7,520,000
2010 G.O. REFUNDING & IMPROVEMENT BONDS	8,375,000	2030	4.25%	2,065,000	200,000	60,735	260,735	1,865,000
2012 G.O. REFUNDING BONDS	2,445,912	2032	4.25%	2,445,912	264,489	67,275	331,763	2,181,424
2005 C.O. GENERAL PORTION	2,087,617	2025	5.00%	1,212,948	91,372	56,255	147,627	1,121,576
2005 C.O. 4A SALES TAX PORTION	2,087,617	2025	5.00%	7,482,052	563,628	347,007	910,635	6,918,424
2006 C.O. GENERAL PORTION	3,440,000	2026	4.00%	2,990,000	160,000	122,162	282,162	2,830,000
2006 C.O. 4B SALES TAX PORTION	2,400,000	2026	4.00%	1,940,000	105,000	79,232	184,232	1,835,000
2007 C.O. GENERAL PORTION	4,100,000	2027	4.00%	3,400,000	165,000	148,545	313,545	3,235,000
2008 C.O. GENERAL PORTION	3,230,000	2028	4.625%	2,810,000	130,000	115,007	245,007	2,680,000
2008 C.O. 4A SALES TAX PORTION	5,690,000	2028	4.625%	4,955,000	225,000	202,869	427,869	4,730,000
2008 C.O. 4B SALES TAX PORTION	11,980,000	2028	4.625%	10,430,000	475,000	427,019	902,019	9,955,000

**CITY OF BURLESON
SCHEDULE OF 2012-13 PAYMENTS
ALL BOND ISSUES**

Highlighted issues are self-supporting

	AMOUNT OF ISSUE	FINAL MATURITY	MAXIMUM INTEREST RATE	AMOUNT OUTSTANDING 10/1/2012	PRINCIPAL	2012-13 INTEREST	TOTAL	PROJECTED OUTSTANDING 9/30/2013
2010 4 A SALES TAX PORTION	3,540,000	2021	4.00%	3,000,000	285,000	120,000	405,000	2,715,000
2010 4 B SALES TAX PORTION	5,025,000	2021	4.00%	4,375,000	675,000	149,000	824,000	3,700,000
2012 4 A SALES TAX PORTION	2,594,088	2032	4.00%	2,594,088	280,512	71,350	351,862	2,313,577
2006 C.O. WATER & WASTEWATER	6,125,000	2026	4.00%	4,945,000	265,000	202,018	467,018	4,680,000
2007 C.O. WATER & WASTEWATER	5,700,000	2027	4.00%	4,735,000	230,000	206,888	436,888	4,505,000
2008 C.O. WATER & WASTEWATER	4,545,000	2028	4.625%	3,960,000	180,000	162,176	342,176	3,780,000
2011 C.O. WATER & WASTEWATER	7,075,000	2031	4.00%	6,915,000	260,000	271,226	531,226	6,383,775
2005 WATER & WASTEWATER	5,370,000	2025	4.40%	4,680,000	135,000	194,663	329,663	4,545,000
2006 WATER & WASTEWATER	8,995,000	2020	4.50%	4,680,000	665,000	188,733	853,733	4,015,000
2011 G.O. REFUNDING W-WW BONDS	10,770,000	2031	4.00%	10,770,000	690,000	365,388	1,055,388	9,714,612
2012 WATER & WASTEWATER	4,300,000	2032	4.50%	4,300,000	120,000	182,561	302,561	4,180,000
TOTAL	144,385,234			113,325,000	6,955,000	4,543,593	11,498,593	106,098,775

DISTRIBUTION OF BUDGETED FULL-TIME EQUIVALENT EMPLOYEES



DETAILED DEPARTMENTAL BUDGETED FTEs

	2010-2011	2011-2012	2012-2013
CITY MANAGER / 1011	6.5	4.5	5.85
ECONOMIC DEVELOPMENT / 1014	1	2	2
HUMAN RESOURCES / 1015	3.5	3.5	3.5
COMMUNICATIONS / 1017	1	1	1
CITY SECRETARY / 1411	2	3	3
RECORDS / 1413	1	1	1
MUNICIPAL COURT / 1414	8	8	9
LIBRARY / 1611	10	10	10.4
FINANCE / 2011	9	9	9
SUPPORT SERVICES / 2013	1.5	1	1
PURCHASING / 2014	1	1	1
POLICE / 3011	76.5	76.5	76.5
FIRE / 3012	34	34	34
FIRE PREVENTION / 3013	2	2	2
PUBLIC WORKS ADMINISTRATION / 4011	4.5	3.5	5
STREET PAVEMENT MAINTENANCE / 4017	14.17	14.17	13
STREET DRAINAGE MAINTENANCE / 4018	4.00	4.00	4
STREET TRAFFIC MAINTENANCE / 4019	2	2	2
FACILITY MAINTENANCE / 4016	6.5	6.5	2.5
DEPT OF NEIGHBORHOOD SERVICES / 4511	1	1	2
ANIMAL SERVICES / 4514	5	5	5
ENVIRONMENTAL SERVICES / 4515	1	1	1
COMMUNITY DEVELOPMENT / 5011	5	5	5
BUILDING INSPECTIONS / 5012	6.5	4.5	4.5
CODE COMPLIANCE / 5013	2	2	2
ENGINEERING CAPITAL / 5511	5.34	5.34	4.34
ENGINEERING DEVELOPMENT / 5512	2	2	2.6
GAS WELL DEVELOPMENT / 5513	2.33	2.66	3.06
PARKS & RECREATION ADMINISTRATION / 6011	3	2	2
RECREATION / 6012	1.25	1.25	1.25
PARK MAINTENANCE / 6013	9.5	9.5	12
SENIOR CITIZEN / 6015	1.5	1.5	1.5
RECREATION CENTER / 6017	38.5	54.33	54.33
ATHLETIC FIELDS / 6018	2.5	8.25	10

DETAILED DEPARTMENTAL BUDGETED FTEs

RUSSELL FARM/6019	0	1	1
WATER OPERATIONS / 4041	17	17	16
WASTEWATER OPERATIONS / 4042	5	5	5
UTILITY CUSTOMER SERVICE / 2041	8	8	8
GOLF - ADMINISTRATION / 8011	2	2	2
GOLF - CLUB HOUSE & PRO SHOP/ 8012	7.4	7.4	7.4
GOLF - MAINTENANCE / 8013	8	8	8
GOLF - FOOD & BEVERAGE / 8015	5.6	6	6
SOLID WASTE / 4013	2	2	2
EQUIPMENT SERVICES / 4051	6	5	5
INFORMATION TECHNOLOGY / 1511	7	8	7
Grand Total	342.59	361.40	363.73

**GENERAL FUND
SUMMARY**

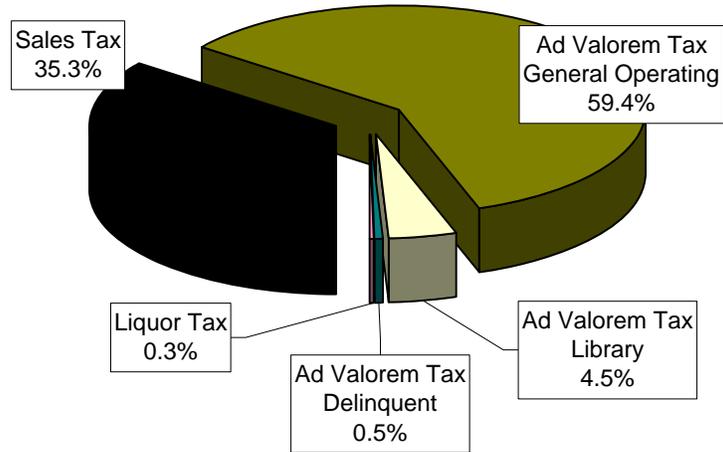
**CITY OF BURLESON
GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-12/ 2012-13 CHANGE
BEGINNING FUND BALANCE	\$ 6,334,972	\$ 6,442,458	\$ 6,442,458	\$ 6,947,355	8%
REVENUE AND OTHER SOURCES					
REVENUES					
Taxes	18,177,921	17,532,055	18,328,055	18,778,146	7%
Franchise Fees	2,317,739	2,195,875	2,164,000	2,155,000	-2%
Licenses and Permits	632,237	667,050	652,685	644,200	-3%
Charges for Services	-	120,000	350,808	-	-100%
Fines and Forfeitures	957,047	976,000	947,000	995,000	2%
Interest	30,956	45,000	25,001	27,000	-40%
Miscellaneous	1,197,644	1,096,146	1,049,928	1,083,336	-1%
TOTAL REVENUES	\$ 23,313,544	\$ 22,632,126	\$ 23,517,477	\$ 23,682,682	5%
OTHER SOURCES					
Appropriation of Fund Balance	-	78,950	-	-	0%
Administrative Transfers	1,370,752	1,488,951	1,488,951	1,238,417	-17%
Street Cuts	102,548	59,760	103,200	89,040	49%
Pmt in lieu of Taxes	450,000	570,000	570,000	475,000	-17%
Franchise Fee	525,000	525,000	525,000	585,000	11%
Stop Loss Reimbursement	-	-	500,000	-	0%
TOTAL OTHER SOURCES	\$ 2,448,300	\$ 2,722,661	\$ 3,187,151	\$ 2,387,457	-12%
TOTAL REVENUE AND OTHER SOURCES	\$ 25,761,844	\$ 25,354,787	\$ 26,704,628	\$ 26,070,139	3%
EXPENDITURES					
Personnel Services	17,257,716	17,995,061	17,864,102	18,901,242	5%
Materials and Supplies	498,847	557,632	600,673	587,939	5%
Purchased Services & Inventory	4,753,625	2,454,946	3,423,094	2,599,583	6%
Maintenance and Repair	1,825,175	1,583,471	1,559,285	1,730,021	9%
Other Expenditures	1,111,459	2,651,011	2,670,911	2,328,428	-12%
Capital Outlay	143,710	112,666	81,666	1,064,391	845%
TOTAL EXPENDITURES	\$ 25,590,532	\$ 25,354,787	\$ 26,199,731	\$ 27,211,604	7%
ADJUSTMENT (Exp Encumbered in Prior Years)	(63,826)			-	
ENDING BALANCE	6,442,458	6,442,458	6,947,355	5,805,890	-10%

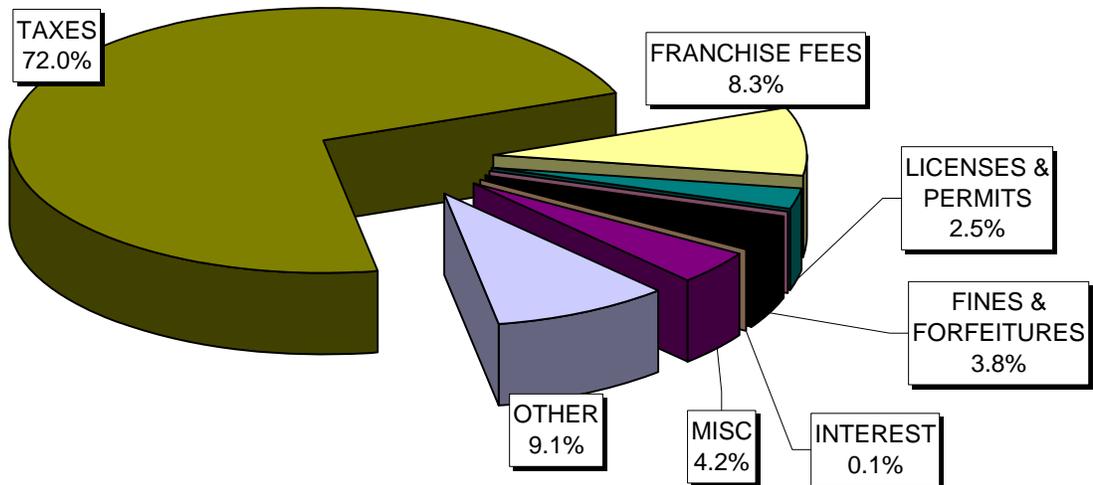
**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

REVENUE SOURCE	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-12/ 2012-13 CHANGE
TAXES					
Sales Tax	6,365,618	5,732,000	6,540,000	6,630,000	15.67%
Ad Valorem Tax General Operating	10,779,107	10,785,154	10,785,154	11,147,626	3.36%
Ad Valorem Tax Library	874,266	852,901	852,901	848,520	-0.51%
Ad Valorem Tax Delinquent	99,209	100,000	95,000	100,000	0.00%
Liquor Tax	59,721	62,000	55,000	52,000	-16.13%
TOTAL TAXES	\$ 18,177,921	\$ 17,532,055	\$ 18,328,055	\$ 18,778,146	7%
FRANCHISE FEES					
	\$ 2,317,739	\$ 2,195,875	\$ 2,164,000	\$ 2,155,000	-1.86%
LICENSES AND PERMITS					
Building Permits	419,235	450,000	480,300	463,200	2.93%
Miscellaneous Building Permits	61,716	69,000	56,500	59,000	-14.49%
Alarm Permits	50,771	59,000	41,000	40,000	-32.20%
Other Permits	45,904	34,050	22,285	24,400	-28.34%
Animal Control Fees	32,511	31,000	31,000	34,000	9.68%
Licenses and Registration Fees	22,100	24,000	21,600	23,600	-1.67%
TOTAL LICENSES & PERMITS	\$ 632,237	\$ 667,050	\$ 652,685	\$ 644,200	-3.43%
CHARGES FOR SERVICES					
WiFi Network Revenue	-	120,000	350,808	-	-100.00%
TOTAL CHARGES FOR SERVICES	\$ -	\$ 120,000	\$ 350,808	\$ -	-100.00%
FINES AND FORFEITURES					
Municipal Court Fines- Non-Moving Violations	615,673	650,000	534,000	526,000	-19.08%
Municipal Court Fines- Moving Violations	206,892	226,000	157,000	157,000	-31%
Municipal Court Fines-CVE	-	-	156,000	212,000	
Penalties	134,482	100,000	100,000	100,000	0.00%
TOTAL FINES AND FORFEITURES	\$ 957,047	\$ 976,000	\$ 947,000	\$ 995,000	1.95%
INTEREST					
	\$ 30,956	\$ 45,000	\$ 25,001	\$ 27,000	-40.00%
MISCELLANEOUS					
County Fire Funds	7,500	7,500	7,500	7,500	
Other Revenues	468,729	461,509	454,377	501,799	8.73%
Library Fees	16,821	17,000	15,000	15,000	-11.76%
Alarms Escorts	4,241	5,600	6,000	6,000	7.14%
School Resource Officers	160,381	120,286	120,286	120,286	0.00%
STOP Task Force Officers	44,630	-	-	-	#DIV/0!
Reimbursable Overtime	878	5,000	1,000	1,000	-80.00%
Other Revenue - Library	40,089	44,000	40,000	44,000	0.00%
Filing Fees	26,673	28,000	38,514	35,500	26.79%
Gas Well Drilling Permits	75,000	65,000	35,000	20,000	N/A
Gas Well Pad Site Inspections	310,000	300,000	290,000	290,000	-3.33%
BISD Donation to DARE Program	42,702	42,251	42,251	42,251	0.00%
TOTAL MISCELLANEOUS	\$ 1,197,644	\$ 1,096,146	\$ 1,049,928	\$ 1,083,336	-1.17%
TOTAL REVENUES	\$ 23,313,544	\$ 22,632,126	\$ 23,517,477	\$ 23,682,682	4.64%
OTHER SOURCES					
Appropriation of Fund Balance	-	78,950	-	-	
Administrative Transfers	1,370,752	1,488,951	1,488,951	1,238,417	-16.83%
Street Cuts	102,548	59,760	103,200	89,040	48.996%
Pmt in lieu of Taxes	450,000	570,000	570,000	475,000	-16.667%
Franchise Fee	525,000	525,000	525,000	585,000	11.429%
Stop Loss Reimbursement	1,087,250	-	500,000	-	0.000%
TOTAL OTHER SOURCES	\$ 3,535,550	\$ 2,722,661	\$ 3,187,151	\$ 2,387,457	-12.312%
TOTAL REVENUE AND OTHER SOURCES	\$ 26,849,094	\$ 25,354,787	\$ 26,704,628	\$ 26,070,139	2.821%

TAX REVENUES BY SOURCE FISCAL YEAR 2012-2013



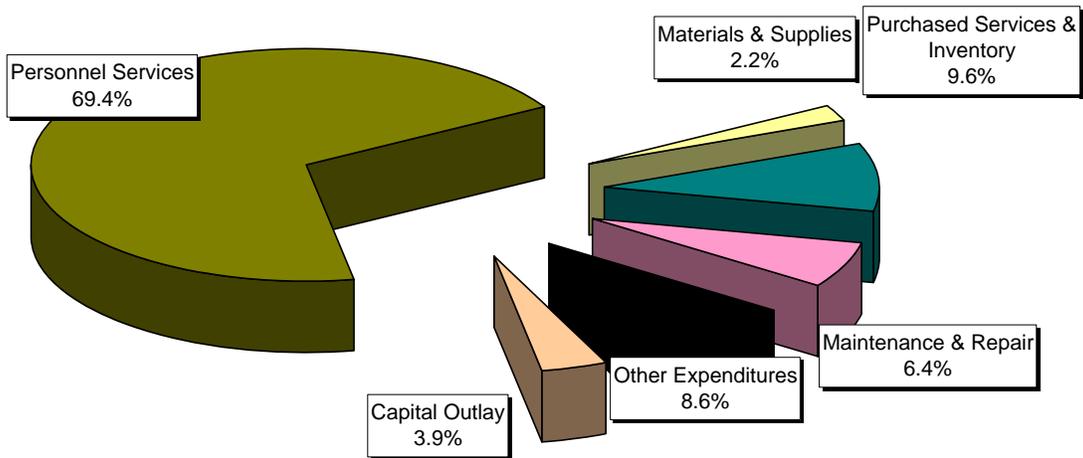
GENERAL FUND REVENUE BY SOURCE FISCAL YEAR 2012-2013



**GENERAL FUND
EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2010-2011	2011-2012	2011-2012	2012-2013	2011-12/ 2012-13
	ACTUAL	BUDGET	ESTIMATE*	BUDGET	CHANGE
Personnel Services	17,257,716	17,995,061	17,864,102	18,901,242	5%
Materials & Supplies	498,847	557,632	600,673	587,939	5%
Purchased Services & Inventory	4,753,625	2,454,946	3,423,094	2,599,583	6%
Maintenance & Repair	1,825,175	1,583,471	1,559,285	1,730,021	9%
Other Expenditures	1,111,459	2,651,011	2,670,911	2,328,428	-12%
Capital Outlay	143,710	112,666	81,666	1,064,391	845%
TOTAL EXPENDITURES	25,590,532	25,354,787	26,199,731	27,211,604	7%

**GENERAL FUND TOTAL EXPENDITURES
BY CLASSIFICATION
FISCAL YEAR 2012-2013**

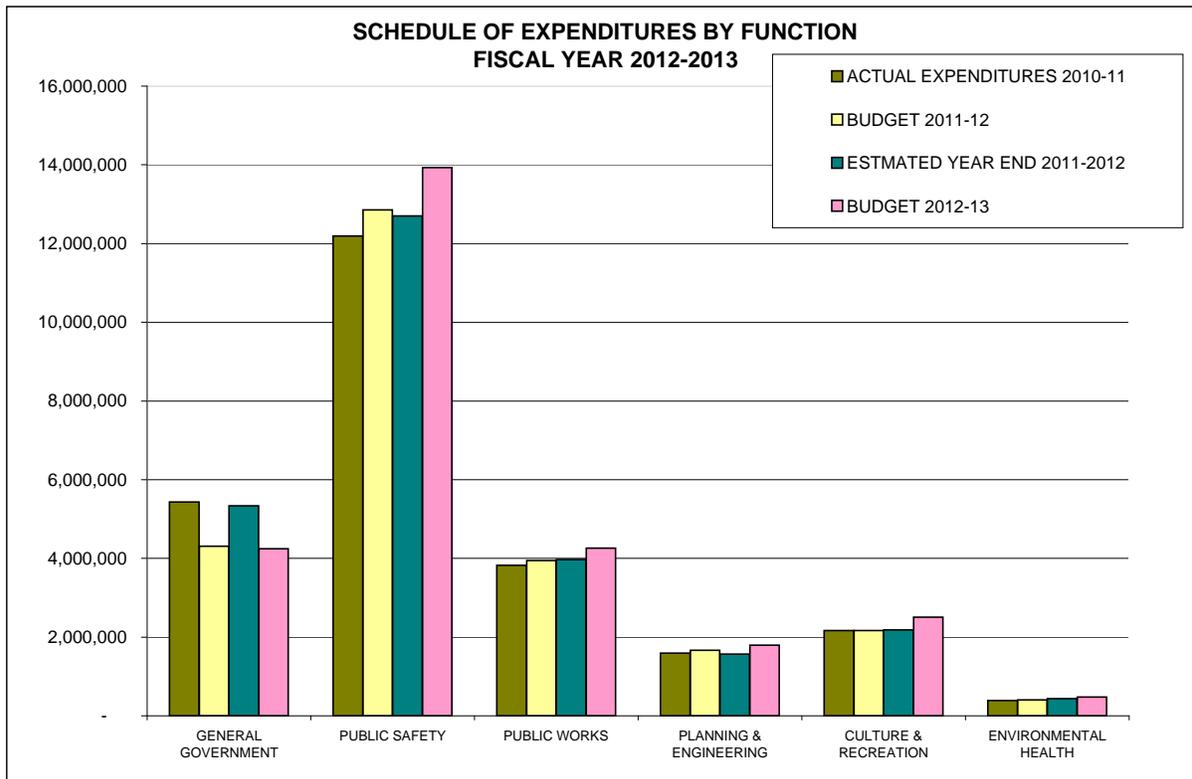


**CITY OF BURLESON
GENERAL FUND
SCHEDULE OF EXPENDITURES BY FUNCTION**

FUNCTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-12/ 2012-13 CHANGE
GENERAL GOVERNMENT					
CITY COUNCIL	31,727	83,975	77,543	89,597	7%
CITY MANAGER	739,277	524,937	735,159	656,787	25%
LEGAL	196,393	206,000	257,000	176,000	-15%
COMMUNICATIONS	100,372	104,909	105,154	108,000	3%
CITY SECRETARY	276,606	359,740	358,354	356,598	-1%
RECORDS MANAGEMENT	55,949	72,674	71,709	80,632	11%
ECONOMIC DEVELOPMENT	198,234	385,998	401,807	-	-100%
HUMAN RESOURCES	429,626	463,120	456,976	509,016	10%
FINANCE	876,808	948,032	850,045	956,288	1%
TAX	195,843	196,405	213,686	222,854	13%
SUPPORT SERVICES	161,026	214,309	225,974	165,587	-23%
PURCHASING	106,186	109,938	109,399	113,648	3%
NON-DEPARTMENTAL	677,942	641,836	550,400	809,324	26%
RISK MANAGEMENT	1,384,049	-	926,225	-	
TOTAL GENERAL GOVERNMENT	\$ 5,430,038	\$ 4,311,873	\$ 5,339,431	\$ 4,244,331	-2%
PUBLIC SAFETY					
POLICE	7,147,208	7,561,683	7,435,052	8,277,748	9%
FIRE	3,618,639	3,846,729	3,819,375	4,105,550	7%
FIRE PREVENTION	318,405	340,862	345,643	355,875	4%
EMERGENCY SERVICES	120,345	95,723	91,672	74,639	-22%
ANIMAL CONTROL	344,829	372,940	363,070	382,582	3%
MUNICIPAL COURT	645,221	640,768	644,409	732,784	14%
TOTAL PUBLIC SAFETY	\$ 12,194,647	\$ 12,858,705	\$ 12,699,220	\$ 13,929,178	8%
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	368,668	466,540	464,200	554,626	19%
PAVEMENT MAINTENANCE	2,289,116	2,333,219	2,363,258	2,293,008	-2%
DRAINAGE MAINTENANCE	382,154	288,777	263,498	623,143	116%
TRAFFIC CONTROL MAINTENANCE	216,327	224,762	227,396	218,725	-3%
FACILITIES MAINTENANCE	564,420	632,654	652,196	567,640	-10%
TOTAL PUBLIC WORKS	\$ 3,820,685	\$ 3,945,952	\$ 3,970,548	\$ 4,257,142	8%
NEIGHBORHOOD SERVICES					
NEIGHBORHOOD SERVICES	112,534	\$ 117,226	\$ 137,593	175,397	50%
CODE ENFORCEMENT	165,230	172,971	183,332	180,050	4%
ENVIRONMENTAL HEALTH	110,804	117,128	117,082	119,134	2%
TOTAL NEIGHBORHOOD SERVICES	\$ 388,568	\$ 407,325	\$ 438,007	\$ 474,581	17%
PLANNING AND ENGINEERING SERVICES					
PLANNING	483,735	534,475	463,656	633,525	19%
BUILDING INSPECTIONS	461,737	357,170	341,732	368,307	3%
ENGINEERING/CAPITAL	151,836	137,913	131,350	153,220	11%
ENGINEERING/DEVELOPMENT	255,414	323,264	320,482	324,681	0%
GAS WELL DEVELOPMENT	240,006	314,108	308,462	316,381	1%
TOTAL PLANNING AND ENGINEERING	\$ 1,592,728	\$ 1,666,930	\$ 1,565,682	\$ 1,796,114	8%

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

FUNCTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-12/ 2012-13 CHANGE
CULTURE AND RECREATION					
LIBRARY	838,603	852,901	863,297	862,820	1%
PARKS ADMINISTRATION	289,005	196,470	236,500	265,185	35%
RECREATION	179,640	189,513	190,452	197,717	4%
PARK MAINTENANCE	764,277	822,283	793,421	1,076,160	31%
SENIOR CITIZENS	92,341	102,835	103,173	108,376	5%
TOTAL CULTURE AND RECREATION	\$ 2,163,866	\$ 2,164,002	\$ 2,186,843	\$ 2,510,258	16%
GENERAL FUND TOTAL	\$ 25,590,532	\$ 25,354,787	\$ 26,199,731	\$ 27,211,604	7%



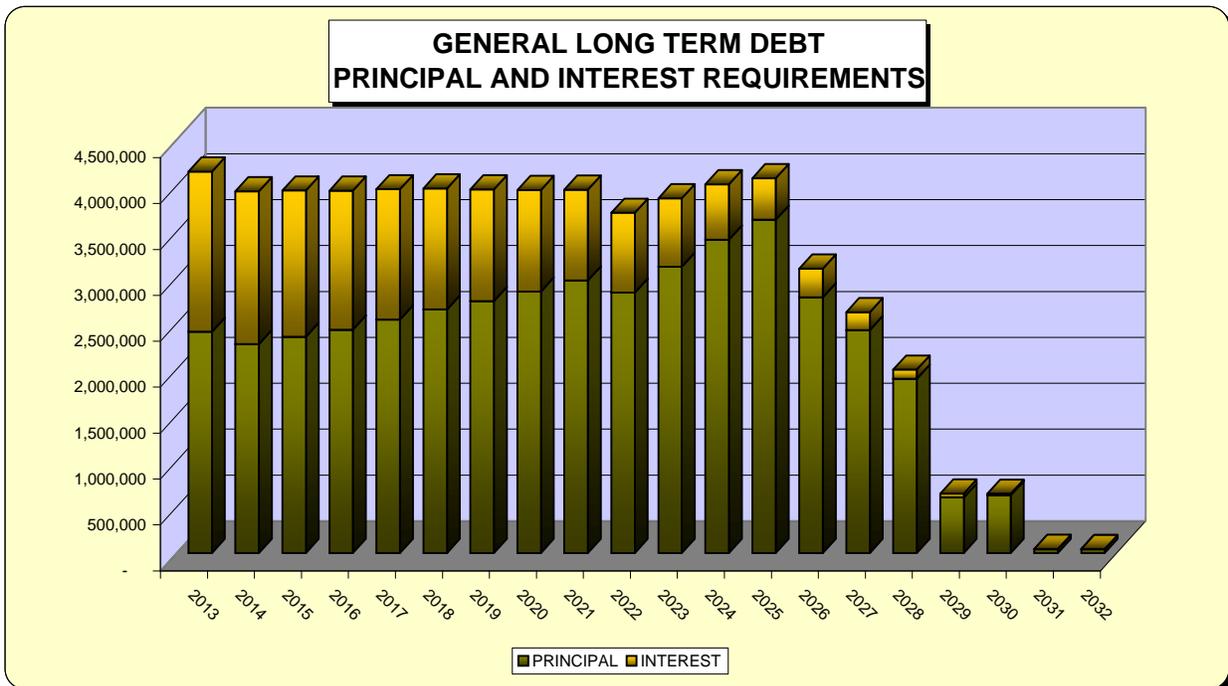
**GENERAL DEBT SERVICE FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING BALANCE	1,002,216	778,717	778,717	704,588
REVENUE				
CURRENT AD VAL TAXES	3,157,365	3,185,056	3,185,056	3,275,582
DELINQUENT AD VAL TAXES	29,760	25,000	27,000	25,000
BOND PROCEEDS	-	-	2,563,037	-
OTHER REVENUES	1,024,493	1,193,000	1,193,060	812,000
TOTAL REVENUES	\$ 4,211,618	\$ 4,403,056	\$ 6,968,153	\$ 4,112,582
TOTAL FUNDS AVAILABLE	\$ 5,213,834	\$ 5,181,773	\$ 7,746,870	\$ 4,817,170
EXPENDITURES				
DEBT SERVICE PAYMENTS	4,432,526	4,439,619	4,432,310	4,154,435
PAYMENT TO ESCROW AGENT	-	-	2,542,876	-
PAYING AGENT FEES	2,591	5,500	5,500	6,000
MISCELLANEOUS	-	-	61,596	-
TOTAL EXPENDITURES	\$ 4,435,117	\$ 4,445,119	\$ 7,042,282	\$ 4,160,435
ENDING BALANCE	778,717	736,654	704,588	656,735

**GENERAL LONG TERM DEBT
SCHEDULE OF 2012-13 PAYMENTS
FOR GENERAL OBLIGATION AND CONTRACTUAL OBLIGATIONS**

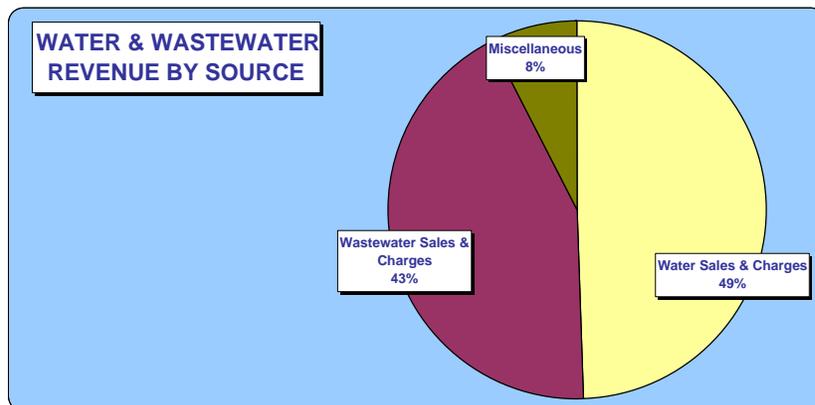
	AMOUNT OF ISSUE	AMOUNT OUTSTANDING 10/1/2012	2012-2013		TOTAL	PROJECTED OUTSTANDING 9/30/2013
			PRINCIPAL	INTEREST		
2004 G.O. BONDS (Used to refinance 1995 G.O. Bonds)	6,860,000	581,000	29,000	25,831	54,831	552,000
2005 G.O. BONDS	3,970,000	2,995,000	180,000	115,160	295,160	2,815,000
2006 G.O. BONDS	2,400,000	2,085,000	115,000	83,823	198,823	1,970,000
2007 G.O. BONDS	4,100,000	3,400,000	165,000	148,545	313,545	3,235,000
2008 G.O. BONDS	14,750,000	12,825,000	585,000	525,063	1,110,063	12,240,000
2010 G.O. REFUNDING & IMPROVEMENT BONDS	8,375,000	7,845,000	325,000	276,170	601,170	7,520,000
2010 G.O. REFUNDING BONDS	2,430,000	2,065,000	200,000	60,735	260,735	1,865,000
2012 G.O. REFUNDING BONDS	2,445,912	2,445,912	264,489	67,275	331,763	2,181,424
2005 C.O. GENERAL PORTION	2,087,617	1,212,948	91,372	56,255	147,627	1,121,576
2006 C.O. GENERAL PORTION	3,440,000	2,990,000	160,000	122,162	282,162	2,830,000
2007 C.O. GENERAL PORTION	4,100,000	3,400,000	165,000	148,545	313,545	3,235,000
2008 C.O. GENERAL PORTION	3,230,000	2,810,000	130,000	115,007	245,007	2,680,000
TOTAL	58,188,529	44,654,860	2,409,861	1,744,569	4,154,429	42,245,000



**WATER & WASTEWATER FUND
SUMMARY**

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

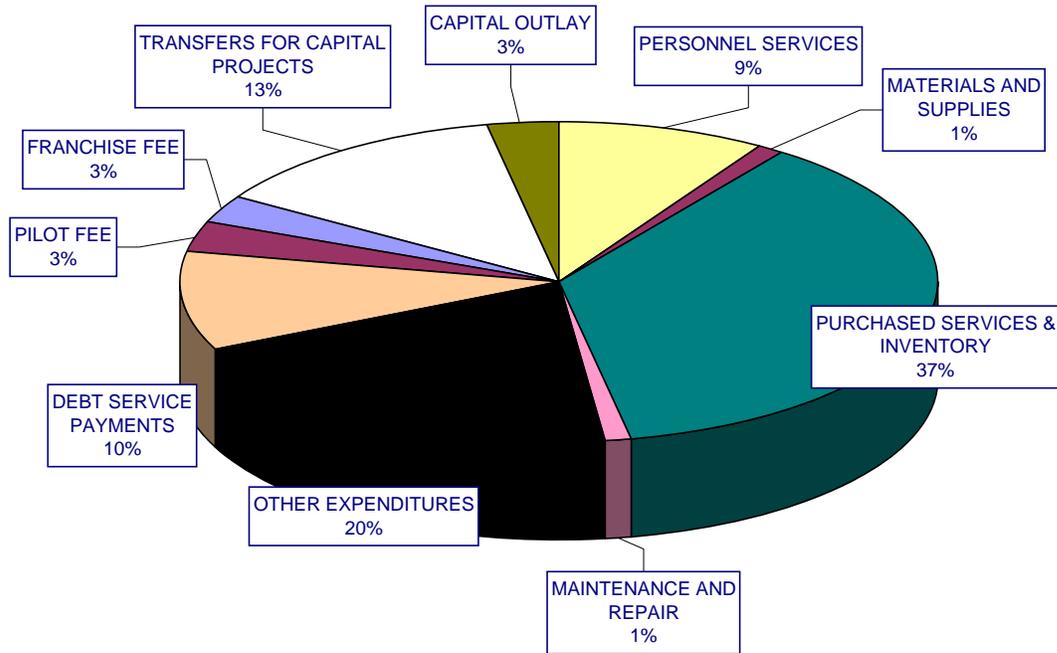
DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING WORKING CAPITAL	3,229,529	6,503,753	6,503,753	6,087,886
<u>REVENUE AND OTHER SOURCES</u>				
<u>REVENUES</u>				
Water Sales & Charges	8,409,133	7,357,000	7,940,000	7,910,000
Wastewater Sales & Charges	6,006,156	6,217,000	6,600,000	6,870,000
Abnormal Wastewater Surcharge	243,380	225,000	240,000	240,000
Interest	19,194	30,000	20,000	30,000
Miscellaneous	2,450,961	1,634,000	599,000	494,000
<u>OTHER SOURCES</u>				
Operating Transfers In	35,072	34,200	34,200	34,200
Water Impact Fee Reimbursement	246,487	250,000	275,000	275,000
Wastewater Impact Fee Reimb	113,892	108,000	135,000	135,000
TOTAL REVENUES AND OTHER SOURCES	\$ 17,524,275	\$ 15,855,200	\$ 15,843,200	\$ 15,988,200
TOTAL FUNDS AVAILABLE	\$ 20,753,804	\$ 22,358,953	\$ 22,346,953	\$ 22,076,086
<u>EXPENDITURES AND OTHER USES</u>				
Personnel Services	1,495,219	1,666,255	1,634,694	1,617,251
Materials & Supplies	86,882	118,868	120,538	121,795
Operating Expenditures	6,640,594	6,507,955	6,652,729	7,001,635
Maintenance & Repair	353,408	271,139	359,655	257,401
Other Expenditures	2,984,070	1,292,583	1,412,583	1,386,554
TOTAL EXPENDITURES	\$ 11,560,173	\$ 9,856,800	\$ 10,180,199	\$ 10,384,636
<u>OTHER USES</u>				
Debt Service	1,714,878	4,513,803	4,064,013	4,320,724
PILOT	450,000	570,000	450,000	475,000
Franchise Fees	525,000	525,000	525,000	585,000
Transfers for Capital Projects			575,000	2,365,000
Capital Outlay	-	464,855	464,855	568,933
TOTAL OTHER USES	\$ 2,689,878	\$ 6,073,658	\$ 6,078,868	\$ 8,314,657
TOTAL EXPENDITURES AND OTHER USES	\$ 14,250,051	\$ 15,930,458	\$ 16,259,067	\$ 18,699,293
ENDING WORKING CAPITAL	6,503,753	6,428,495	6,087,886	3,376,793



**WATER AND WASTEWATER FUND
EXPENDITURES BY CLASSIFICATION**

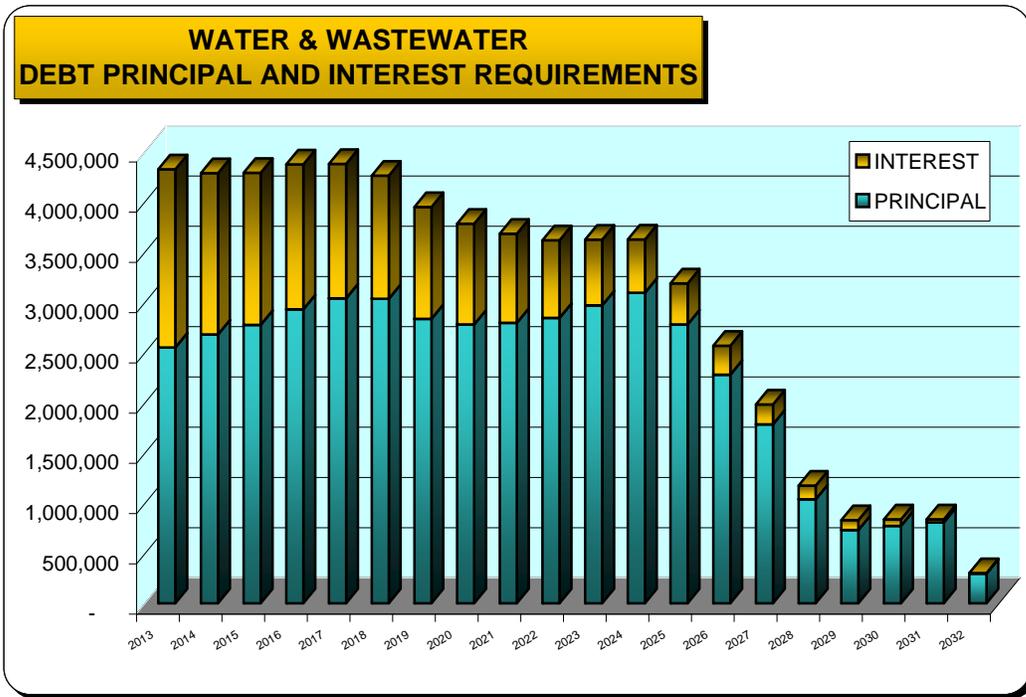
DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
PERSONNEL SERVICES	1,495,219	1,666,255	1,634,694	1,617,251
MATERIALS AND SUPPLIES	86,882	118,868	120,538	121,795
PURCHASED SERVICES & INVENTORY	6,640,594	6,507,955	6,652,729	7,001,635
MAINTENANCE AND REPAIR	353,408	271,139	359,655	257,401
OTHER EXPENDITURES	2,984,070	1,292,583	1,412,583	3,751,554
DEBT SERVICE PAYMENTS	1,714,878	4,513,803	4,064,013	1,955,724
PILOT FEE	450,000	570,000	450,000	475,000
FRANCHISE FEE	525,000	525,000	525,000	585,000
TRANSFERS FOR CAPITAL PROJECTS			575,000	2,365,000
CAPITAL OUTLAY	-	464,855	464,855	568,933
TOTAL EXPENDITURES	\$ 14,250,051	\$ 15,930,458	\$ 16,259,067	\$ 18,699,293

**WATER AND WASTEWATER
EXPENDITURES BY CLASSIFICATION**



**WATER & WASTEWATER FUND
DEBT SERVICE REQUIREMENTS
BUDGET YEAR FY 2012-2013**

BOND INTEREST EXPENSE	\$ 2,545,000
BOND PRINCIPAL EXPENSE	\$ 1,773,653
AGENT FEES	<u>\$ 2,071</u>
	<u><u>\$ 4,320,724</u></u>



**SOLID WASTE FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	\$ 347,394	\$ 562,091	\$ 562,091	\$ 369,743
REVENUE				
SOLID WASTE FEES	2,345,527	2,400,000	2,466,000	2,743,000
OTHER REVENUE	2,636	3,500	3,500	3,500
OPERATING TRANSFERS IN	487,626		-	
TOTAL REVENUES	2,835,789	2,403,500	2,469,500	2,746,500
TOTAL FUNDS AVAILABLE	\$ 3,183,183	\$ 2,965,591	\$ 3,031,591	\$ 3,116,243
EXPENDITURES				
Personnel Services	113,775	18,145	20,960	24,311
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	2,144,454	2,195,717	2,215,184	2,375,143
Maintenance & Repair	4,527	3,610	2,555	3,610
Other Expenditures	358,336	423,149	423,149	383,623
Capital Outlay	-	-	-	-
TOTAL EXPENSES	\$ 2,621,092	\$ 2,640,621	\$ 2,661,848	\$ 2,786,687
ENDING FUND BALANCE	\$ 562,091	\$ 324,970	\$ 369,743	\$ 329,556

**PARKS PERFORMANCE FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	228,228	362,472	362,472	324,677
REVENUE				
Charges for Services	1,816,722	1,842,250	1,856,650	1,952,399
Interest	924	1,000	1,000	1,000
Contribution from General Fund	97,168	-	-	-
Contribution from 4B	840,000	874,408	962,908	1,096,000
Miscellaneous Other Revenue	52,862	-	-	-
TOTAL REVENUES	\$ 2,807,676	\$ 2,717,658	\$ 2,820,558	\$ 3,049,399
TOTAL FUNDS AVAILABLE	3,035,904	3,080,130	3,183,030	3,374,076
EXPENDITURES				
Personnel Services	1,454,204	1,538,150	1,626,991	1,744,936
Materials & Supplies	68,939	91,366	115,064	86,436
Operating Expenditures	842,130	735,641	767,685	768,099
Maintenance & Repair	197,194	191,108	185,325	180,818
Other Expenditures	61,396	117,816	121,362	124,294
Capital Outlay	49,569	43,577	57,012	144,816
TOTAL EXPENSES	\$ 2,673,432	\$ 2,717,658	\$ 2,873,439	\$ 3,049,399
ENDING FUND BALANCE	\$ 362,472	\$ 362,472	\$ 309,591	\$ 324,677

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	228,228	362,472	362,472	309,591
REVENUE				
Charges for Services	1,816,722	1,842,250	1,856,650	1,952,399
Interest	924	1,000	1,000	1,000
Contribution from General Fund	97,168	-	-	-
Contribution from 4B	840,000	874,408	962,908	1,096,000
Miscellaneous Other Revenue	52,862	-	-	-
TOTAL REVENUES	\$ 2,807,676	\$ 2,717,658	\$ 2,820,558	\$ 3,049,399
TOTAL FUNDS AVAILABLE	3,035,904	3,080,130	3,183,030	3,358,990
EXPENDITURES				
Burleson Recreation Center	2,099,191	2,077,473	2,149,184	2,254,458
Ballfields	574,241	640,185	636,817	703,312
Russell Farm	-	-	87,438	91,629
TOTAL EXPENSES	\$ 2,673,432	\$ 2,717,658	\$ 2,873,439	\$ 3,049,399
ENDING FUND BALANCE	\$ 362,472	\$ 362,472	\$ 309,591	\$ 309,591

**HIDDEN CREEK GOLF COURSE FUND
SUMMARY**

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

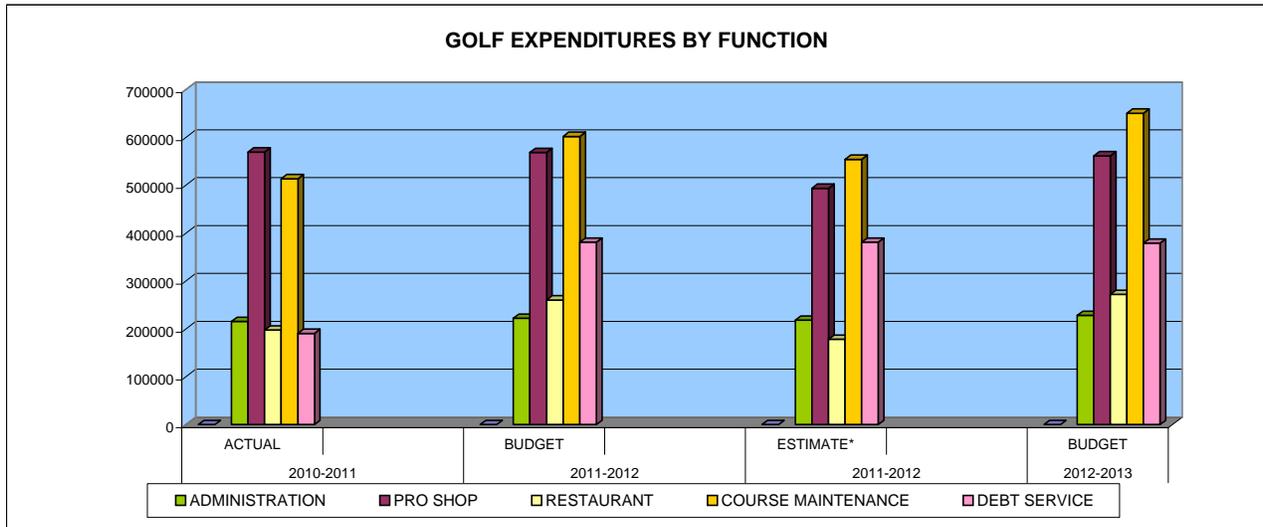
DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING WORKING CAPITAL	\$ (254,866)	\$ (293,449)	\$ (293,449)	\$ (119,993)
REVENUES				
Charges for Service	1,327,080	1,527,950	508,979	1,581,600
Other	14,956	20,100	414,404	20,100
TOTAL REVENUES	1,342,036	1,548,050	923,383	1,601,700
OTHER SOURCES				
Operating Transfers In	\$ 486,284	\$ 485,576	\$ 1,075,576	\$ 488,994
TOTAL OTHER SOURCES	486,284	485,576	1,075,576	488,994
TOTAL REVENUES AND OTHER SOURCES	\$ 1,828,320	\$ 2,033,626	\$ 1,998,959	\$ 2,090,694
TOTAL FUNDS AVAILABLE	\$ 1,573,454	\$ 1,740,177	\$ 1,705,510	\$ 1,970,701
EXPENDITURES				
Personnel Services	869,804	1,010,725	890,926	1,050,880
Materials & Supplies	55,639	98,464	73,600	109,200
Operating Expenditures	402,687	323,705	261,266	332,373
Maintenance & Repair	40,091	63,348	64,400	67,353
Other Expenditures	498,682	446,147	449,332	452,783
Capital Outlay	0	91,228	85,979	78,105
TOTAL EXPENDITURES	\$ 1,866,903	\$ 2,033,617	\$ 1,825,503	\$ 2,090,694
ENDING WORKING CAPITAL	\$ (293,449)	\$ (293,440)	\$ (119,993)	\$ (119,993)

**GOLF COURSE FUND
REVENUES**

DESCRIPTION	PROPOSED 2012-2013
GREEN FEE REVENUE	693,600
OUTINGS REVENUE	125,000
PRO SHOP SALES	126,500
GOLF CART RENTAL FEES	290,000
DRIVING RANGE FEES	45,000
RESTAURANT	301,500
ADVERTISING REVENUE	5,000
SOFT DRINK CONTRACT	5,000
DEBT SERVICE TRANSFER	377,846
OPERATING TRANSFER	111,148
CONTRIBUTION FROM GENERAL FUND	-
MISCELLANEOUS	10,100
	<hr/>
TOTAL REVENUE	2,090,694
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EXPENDITURES BY FUNCTION

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
ADMINISTRATION	215,430	222,214	217,963	228,042
PRO SHOP	569,183	568,296	493,428	561,385
COURSE MAINTENANCE	513,381	601,773	553,924	650,367
RESTAURANT	197,537	260,254	178,118	272,019
DEBT SERVICE	190,420	381,080	381,080	378,881
TOTAL EXPENDITURES	\$ 1,685,951	\$ 2,033,617	\$ 1,824,513	\$ 2,090,694



**CEMETERY FUND
SUMMARY**

**CEMETERY FUND
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	\$ 692,406	\$ 691,178	\$ 691,178	\$ 686,338
REVENUE				
LOT SALES	10,671	4,000	4,100	4,000
INTEREST	1,700	2,500	2,500	2,500
NATURAL GAS REVENUE	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL REVENUES	12,371	6,500	6,600	6,500
TOTAL FUNDS AVAILABLE	\$ 704,777	\$ 697,678	\$ 697,778	\$ 692,838
EXPENDITURES				
Personnel Services	-	-	-	-
Materials & Supplies	1,118	-	4,440	-
Purchased Services & Inventory	1,921	3,000	2,000	2,000
Maintenance & Repair	282	5,000	5,000	5,000
Other Expenditures	10,278	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENSES	\$ 13,599	\$ 8,000	\$ 11,440	\$ 7,000
ENDING FUND BALANCE	\$ 691,178	\$ 689,678	\$ 686,338	\$ 685,838

**BURLESON 4A ECONOMIC
DEVELOPMENT CORPORATION
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	980,413	2,162,680	2,162,680	3,091,020
REVENUE				
Tax Receipts	3,348,550	3,002,000	3,200,000	3,472,574
Interest	2,793	4,000	4,000	4,000
Miscellaneous	100	-	-	-
TOTAL REVENUES	\$ 3,351,443	\$ 3,006,000	\$ 3,204,000	\$ 3,476,574
TOTAL FUNDS AVAILABLE	4,331,856	5,168,680	5,366,680	6,567,594
EXPENDITURES				
Personnel Services				249,409
Materials & Supplies				10,400
Operating Expenditures				134,050
Maintenance & Repair				10,000
Other Expenditures				111,558
Capital Outlay	-	-	-	-
	-	-	-	515,417
TRANSFER FOR DEBT SERVICE	1,862,416	1,863,340	1,863,340	2,096,080
TRANSFER TO GENERAL FUND	196,822	322,859	322,859	
TRANSFER TO CPF		466,215	-	
TRANSFER TO BOF	60,000	60,000	60,000	60,000
TOTAL TRANSFERS	2,119,238	2,712,414	2,246,199	2,156,080
MISCELLANEOUS	49,938	29,461	29,461	29,461
TOTAL EXPENSES	2,169,176	2,741,875	2,275,660	2,700,958
ENDING FUND BALANCE	\$ 2,162,680	\$ 2,426,805	\$ 3,091,020	\$ 3,866,636

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING BALANCE	699,441	699,455	699,455	664,656
REVENUE				
TRANSFERS FROM REVENUE FUND	1,862,416	1,863,340	1,832,195	2,096,080
INTEREST	1,108	3,800	3,800	3,800
BOND PROCEEDS	-	-	2,718,309	-
TOTAL REVENUES	\$ 1,863,524	\$ 1,867,140	\$ 4,554,304	\$ 2,099,880
TOTAL FUNDS AVAILABLE	\$ 2,562,965	\$ 2,566,595	\$ 5,253,759	\$ 2,764,536
EXPENDITURES				
PAYMENT TO ESCROW AGENT	-	-	2,696,926	-
DEBT SERVICE PAYMENTS	1,862,416	1,862,626	1,831,481	2,095,368
BOND ISSUANCE EXPENSE	-	-	59,982	-
PAYING AGENT FEES	1,094	714	714	714
TOTAL EXPENSES	\$ 1,863,510	\$ 1,863,340	\$ 4,589,103	\$ 2,096,082
ENDING BALANCE	699,455	703,255	664,656	668,454

**BURLESON COMMUNITY SERVICES
DEVELOPMENT CORPORATION
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	2,178,977	2,362,090	2,362,090	1,615,639
REVENUE				
Tax Receipts	3,322,546	2,962,000	3,200,000	3,422,574
Interest	2,780	3,000	3,000	3,000
TOTAL REVENUES	\$ 3,325,326	\$ 2,965,000	\$ 3,203,000	\$ 3,425,574
TOTAL FUNDS AVAILABLE	5,504,303	5,327,090	5,565,090	5,041,213
EXPENDITURES				
Transfers for Debt Service-2006 Bonds	182,232	183,332	183,332	184,232
Transfers for Debt Service-2008 Bonds	902,432	903,382	903,382	902,019
Transfers for Debt Service-2010 Bonds	835,400	826,049	826,049	824,000
Transfers to Golf Course	378,649	380,045	970,045	488,994
Transfers for Agents Fees	3,500	3,500	3,500	4,550
Transfers for Capital Projects	-	-	100,235	-
Transfers to Parks Performance Fund	840,000	874,408	962,908	1,096,000
TOTAL EXPENSES	\$ 3,142,213	\$ 3,170,716	\$ 3,949,451	\$ 3,499,795
ENDING FUND BALANCE	\$ 2,362,090	\$ 2,156,374	\$ 1,615,639	\$ 1,541,418

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING BALANCE	1,152,879	1,187,993	1,187,993	1,189,192
REVENUE				
TRANSFERS FROM REVENUE FUND	1,954,172	1,912,763	1,912,763	1,911,300
INTEREST	1,486	1,200	1,200	1,200
BOND PROCEEDS	-	-	-	-
TOTAL REVENUES	\$ 1,955,658	\$ 1,913,963	\$ 1,913,963	\$ 1,912,500
TOTAL FUNDS AVAILABLE	\$ 3,108,537	\$ 3,101,956	\$ 3,101,956	\$ 3,101,692
EXPENDITURES				
PAYMENT TO ESCROW AGENT	-	-	-	-
DEBT SERVICE PAYMENTS	1,920,064	1,911,714	1,911,714	1,910,251
BOND ISSUANCE EXPENSE	-	-	-	-
PAYING AGENT FEES	480	1,050	1,050	1,050
TOTAL EXPENDITURES	\$ 1,920,544	\$ 1,912,764	\$ 1,912,764	\$ 1,911,301
ENDING BALANCE	1,187,993	1,189,192	1,189,192	1,190,391

**ECONOMIC DEVELOPMENT
INCENTIVE FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	528,923	283,047	283,047	291,012
REVENUE				
Ad Valorem Taxes	301,703	309,076	317,041	389,951
Sales Tax	357,488	328,500	328,500	365,000
Operating Transfers In	-	-	-	-
TOTAL REVENUES	\$ 659,191	\$ 637,576	\$ 645,541	\$ 754,951
TOTAL FUNDS AVAILABLE	1,188,114	920,623	928,588	1,045,963
EXPENDITURES				
Economic Development Incentives	734,737	461,500	461,500	498,000
Transfer to TIF	170,330	176,076	176,076	256,951
Gateway	-	-	-	-
Fresco's	-	-	-	-
JC Penney	-	-	-	-
Target	-	-	-	-
Burleson Commons	-	-	-	-
TOTAL EXPENDITURES	\$ 905,067	\$ 637,576	\$ 637,576	\$ 754,951
ENDING FUND BALANCE	\$ 283,047	\$ 283,047	\$ 291,012	\$ 291,012

**ECONOMIC DEVELOPMENT FUND
SCHEDULE OF ESTIMATED INCENTIVE PAYMENTS
FISCAL YEAR 2012-2013**

BUSINESS	ESTIMATED INCENTIVE PAYMENT
TRADEMARK	150,000
FRESCO	10,000
JC PENNEY	136,000
BURLESON COMMONS	<u>202,000</u>
TOTAL INCENTIVE PAYMENTS	498,000

**HOTEL/MOTEL TAX FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	291,366	293,192	293,192	336,053
REVENUE				
Tax Receipts	144,521	110,000	110,000	110,000
TOTAL REVENUES	\$ 144,521	\$ 110,000	\$ 110,000	\$ 110,000
TOTAL FUNDS AVAILABLE	435,887	335,891	403,192	446,053
EXPENDITURES				
City	57,464	50,822	53,139	76,156
Other Organizations	85,231	14,000	14,000	14,000
TOTAL EXPENSES	\$ 142,695	\$ 64,822	\$ 67,139	\$ 90,156
ENDING FUND BALANCE	\$ 293,192	\$ 271,069	\$ 336,053	\$ 355,897

**EQUIPMENT SERVICES FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	31,333	58,306	58,306	86,553
REVENUE				
CHARGES FOR SERVICES	471,524	480,000	480,000	485,000
OTHER SOURCES	5,592	7,593	7,593	9,000
TOTAL REVENUES	\$ 477,116	\$ 487,593	\$ 487,593	\$ 494,000
TOTAL FUNDS AVAILABLE	508,449	545,899	545,899	580,553
EXPENDITURES				
Personnel Services	359,261	366,025	362,177	378,354
Materials & Supplies	6,170	15,448	3,740	17,449
Purchased Services & Inventory	82,915	58,257	42,215	47,983
Maintenance & Repair	1,797	4,593	5,145	20,493
Other Expenditures	0	42,786	42,786	25,693
Capital Outlay	0	3,283	3,283	3,402
TOTAL EXPENSES	\$ 450,143	\$ 490,392	\$ 459,346	\$ 493,374
ENDING FUND BALANCE	58,306	55,507	86,553	87,179

**GOVERNMENTAL EQUIPMENT
REPLACEMENT FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	2,039,257	1,663,034	1,663,034	1,697,963
CURRENT YEAR CONTRIBUTIONS				
SUPPORT SERVICES	1,897	1,974	1,974	2,158
POLICE	169,098	203,785	203,785	252,872
FIRE	53,514	57,800	57,800	63,390
FIRE PREVENTION	12,016	12,523	21,656	21,037
EMERGENCY SERVICES	4942			
MUNICIPAL COURT	38,304	9,922	9,922	10,676
FACILITY MAINTENANCE	5,447	11,679	11,679	7,186
STREET MAINTENANCE-PAVEMENT	16,614	107,841	107,841	122,344
STREET MAINTENANCE-DRAINAGE	100,731	36,627	36,627	38,401
STREET MAINTENANCE-TRAFFIC	35,252	9,000	9,000	10,073
ANIMAL CONTROL	8,519	5,668	5,668	6,198
BUILDING INSPECTIONS	7,989	8,313	8,313	9,099
CODE ENFORCEMENT	5,698	5,930	5,930	6,487
ENGINEERING	12,236	12,736	12,736	13,909
GAS WELL DEVELOPMENT	5680	5,912	5,912	6,461
RECREATION	17,000	17,000	17,000	17,000
PARKS MAINTENANCE	41,688	35,452	35,452	44,358
PARKS PERFORMANCE FUND	43,550	43,129	43,129	46,376
EQUIPMENT SERVICES	7,883	8,238	8,238	9,085
TOTAL EQP CONTRIBUTIONS	588,058	593,529	602,662	687,110
OTHER REVENUE	152,947	28,961	73,361	62,949
TOTAL REVENUES	741,005	622,490	676,023	750,059
EXPENDITURES				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	-	-	-	-
Maintenance & Repair	-	-	-	-
Other Expenditures	1,117,228	-	-	-
Capital Outlay	-	487,233	641,094	470,937
TOTAL EXPENDITURES	1,117,228	487,233	641,094	470,937
ENDING FUND BALANCE	1,663,034	1,798,291	1,697,963	1,977,085

**GOVERNMENT-TYPE EQUIPMENT REPLACEMENT FUND
REPLACEMENT SCHEDULE
FISCAL YEAR 2012-2013**

DEPARTMENT	YEAR	UNIT#	ESTIMATED REPLACEMENT COST
<u>ENGINEERING</u>			
CHEVROLET EX CAB P UP	2005	V126	\$ 22,911
<u>FIRE</u>			
Heart Monitor - Fire Station #1	2008	NA	42,392
Heart Monitor - Fire Station #1	2008	NA	42,392
Heart Monitor - Fire Station #1	2008	NA	42,392
Ford 1/2 ton pick up truck	2006	V143	27,998
<u>PARK MAINTENANCE</u>			
Ford - Mini Van	2000	V316	20,857
Ford 1/2 ton extended cab pick up truck	2006	V140	20,055
Kubota riding mower	2008	V187	13,864
Ford 1/2 ton extended cab pick up truck	2006	V139	21,683
<u>STREETS</u>			
Ford 1/2 ton pick up	2006	V138	17,636
International Tandem dump truck	2003	V387	81,603
Brush truck	2006	V170	117,154
			<u>\$ 470,937</u>

**BUSINESS-TYPE EQUIPMENT
REPLACEMENT FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	617,644	883,836	883,836	1,001,506
CURRENT YEAR CONTRIBUTIONS				
UTILITY BILLING	7,224	10,013	10,013	12,256
WATER	197,560	112,627	112,627	125,713
WASTEWATER	24,899	31,956	31,956	37,431
GOLF COURSE	2,466	5,662	5,662	5,933
TOTAL EQP CONTRIBUTIONS	232,149	160,258	160,258	181,333
OTHER REVENUE	191,564	3,000	3,000	3,000
TOTAL REVENUES	423,713	163,258	163,258	184,333
EXPENDITURES				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	-	-	-	-
Maintenance & Repair	-	-	-	-
Other Expenditures	157,521	-	-	-
Capital Outlay	-	44,863	45,588	111,191
TOTAL EXPENDITURES	157,521	44,863	45,588	111,191
ENDING FUND BALANCE	883,836	1,002,231	1,001,506	1,074,648

**BUSINESS-TYPE EQUIPMENT REPLACEMENT FUND
REPLACEMENT SCHEDULE
FISCAL YEAR 2012-2013**

DEPARTMENT	YEAR	UNIT#	ESTIMATED REPLACEMENT COST
<u>WATER & WASTEWATER</u>			
Valve box cleaner	2005	E129	\$ 16,970
New Holland Backhoe	2003	E372	68,205
Ford 1/2 ton pick up	2006	V141	26,016
			<u>\$ 111,191</u>

**SUPPORT SERVICES FUND
SUMMARY**

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

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET
BEGINNING FUND BALANCE	435,986	183,791	183,791	42,444
REVENUE				
Contrib from General Fund	1,173,884	1,274,447	1,274,447	1,068,608
Contrib from W&S Fund	161,264	161,286	161,286	126,027
Contrib from Golf Course	37,547	35,958	35,958	32,539
Contrib from Equip Svcs Fund	40,392	33,918	33,918	16,033
Contrib from Parks Perf Fund	50,215	53,417	53,417	52,000
Contrib from Solid Waste Fund	4,839	4,285	4,285	-
Contrib from Hotel Motel Fund	3,710	3,967	3,967	3,298
Other	3,978	14,230	15,484	20,350
TOTAL REVENUES	\$ 1,475,829	\$ 1,581,508	\$ 1,582,762	\$ 1,318,855
TOTAL FUNDS AVAILABLE	1,911,815	1,765,299	1,766,553	1,361,299
EXPENDITURES				
Personnel Services	616,893	702,294	680,453	660,800
Materials & Supplies	99,156	147,369	151,484	66,390
Operating Expenditures	54,006	47,055	50,389	51,187
Maintenance & Repair	497,514	546,370	546,370	497,142
Other Expenditures	460,454	16,303	20,156	1,395
Capital Outlay	1	121,388	275,257	7,450
TOTAL EXPENSES	\$ 1,728,024	\$ 1,580,779	\$ 1,724,109	\$ 1,284,364
ENDING FUND BALANCE	\$ 183,791	\$ 184,520	\$ 42,444	\$ 76,935

DEPARTMENTAL DETAILS

**GENERAL FUND
DETAIL**

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

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

Revised
8/1/2012 15:50

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 2011-2012 Accomplishments:
Not Applicable while transitioning to a new City Manager.

Objectives for Fiscal Year 2012-2013:
To be developed in conjunction with the City Council during the City Manager's evaluation process.

Major Budget Changes:

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

Revised
8/2/2012 17:34

DEPARTMENT: Administrative Services
DIVISION: City Manager/1011

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	708,017	495,266	703,926	614,448	24%
Materials and Supplies	1,349	1,000	1,326	1,000	0%
Purchased Services & Inventory	29,911	4,478	5,714	5,528	23%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	0	24,193	24,193	20,311	-16%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 739,277	\$ 524,937	\$ 735,159	\$ 641,287	22%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
City Manager	1	1	1	1	0%
Deputy City Manager	2	1	1	1	0%
Assistant to the City Manager	1	1	1	1	0%
Sr. Administrative Secretary	1	0	0	0	0%
Executive Assistant	1	1	1	1	0%
Management Intern (Temp)	0.5	0.5	0.5	0.5	0%
City Alternate Judges	0	0	0	1.35	135%
	6.5	4.5	4.5	5.85	135%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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./Nwstler	12	12	12	12	0

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

DEPARTMENT: ADMINISTRATIVE SERVICES
DIVISION: HUMAN RESOURCES 1015

Revised
05/03/12

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.

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 update and improve staff development and training programs.
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 2011-2012 Accomplishments:

1. Developed alternate method of processing incoming applications resulting in less paper, and time savings getting applications to Directors to review.
2. Developed curriculum for new employees to enhance orientation with some on-line learning.
3. Further defined the analysis of the self-funded health plan working to better monitor the funding status.
4. Worked to implement enhanced Wellness benefits for employees.

Objectives for Fiscal Year 2012-2013:

1. Assist the CMO as needed to improve employee communications regarding issues, questions, and plans that impact employees.
2. Assess what soft skills and supervisory skills are needed in the departments and plan training programs accordingly.
3. Conduct wage surveys with comparison cities for positions as directed by the City Manager and Deputy City Manager.
4. Develop a written Volunteer Services plan studying other Volunteer programs to assess the best methods.
5. 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
8/2/2012 17:40

DEPARTMENT: ADMINISTRATIVE SERVICES
DIVISION: HUMAN RESOURCES 1015

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Wages/Salaries	336,293	366,176	359,732	381,292	4%
Materials and Supplies	8,170	13,080	12,080	12,770	-2%
Purchased Services & Inventory	85,163	57,250	58,550	76,800	34%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	0	26,614	26,614	23,254	0%
Capital Outlay	0	0	0	6,500	N/A
TOTAL	\$ 429,626	\$ 463,120	\$ 456,976	\$ 500,616	8%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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%
Admin. Secretary (Part-time)	0.5	0.5	0.5	0.5	0%
	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Job Vacancy Forms Processed	48	70	63	60	-20%
Applications Processed	2096	1,500	3600	3600	10%
New Employees Hired/Oriented	118	100	80	75	-25%
Terminations	73	70	75	70	-25%
Retirements	2	2	3	2	0%
Work Related Injuries	54	50	73	50	-10%

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

DEPARTMENT: Administration
DIVISION: Communications/1017

Revised
6/19/2012 16:11

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 10 months of the year; weekly E-Newsletter; news releases; City website (one of three administrators); City Facebook page; Burleson Animal Shelter 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 City's Facebook pages, which are updated daily. Twitter is also updated daily. The PIO updates and creates pages for the website as well as reviews pages that are submitted. 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, informational and timely monthly newsletter that promotes upcoming activities and highlights major changes in City departments and services. In 2010, the two-page City Focus was launched in place of the 16-page quarterly Burleson Progress Report . Fiscal Year 2013 will continue the E-newsletters (1,180-plus as of May 22), the City Facebook page (4,656 plus as of May 22), and City Twitter (280 plus as of May 22) as well as the City Focus newsletter (12,650 customers as of May 22). Communications also launched the Burleson Animal Shelter Facebook in April 2012.
2. 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 possible. Communicating with the citizenry is a team effort. Employees are kept up to date via emails.
3. To continually add pictures of Burleson residents and City-sponsored activities to the City Focus newsletter, City website, E-newsletter and Facebook. In 2012 framed picture collages were added to the city hall lobby.
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 2011-2012 Accomplishments:

1. CGI Communications is coming to town in June to produce 10 1-minute videos, all free to the City. A videographer will also film the City's Independence Day event, Founders Day, and all of the Christmas festivities.
2. The number of press releases/media exposure averages 24 a month. Print media publishes the majority of the releases and we also get coverage from TV, radio and internet media. We received major TV coverage for the August 2011 tower rescue and that coverage continued through FY 2012. The PIO sets up interviews and press conferences.
2. The almost-monthly newsletter City Focus is distributed via City utility bills to more residences than the local newspaper. The City Focus features programs, services and events offered by the City.
3. The City website launched September 2010. The PIO has played a major administrative role with the website. Updated information is posted by the PIO daily.
3. The City started the E-Newsletter (subscriber based) in 2009. Subscriber numbers remain steady. In addition to weekly news, the E-Newsletter has been used to get out emergency information, i.e., water restrictions.
4. The City Facebook and Twitter have become good sources for immediate information. The emergency phone notifications now feed to Facebook and Twitter. Road closures are also posted. Facebook launched in June 2009. We are one of only a few cities that have exceeded 4,600 fans.

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

DEPARTMENT: Administration
DIVISION: Communication/1017

Revised
8/2/2012 17:41

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	90,706	94,589	94,929	96,399	2%
Materials and Supplies	483	525	400	500	-5%
Purchased Services & Inventory	9,183	1,640	1,670	1,875	14%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	8,155	8,155	6,826	-16%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 100,372	\$ 104,909	\$ 105,154	\$ 105,600	1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Public Information Officer	1	1	1	1	0%
	1	1	1	1	0%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
6/19/2012 16:11

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:

Implement Optiview for the Planning Department, Golf and Communications
City Council Town Hall Meetings - quarterly
Fesitval Team Creation

Fiscal Year 2011-2012 Accomplishments:

1. Successfully launched Optiview for Courts and Portion of Police Department.
2. Joint Training with the Cities of Cleburne and Joshua including Planning & Zoning Training for all P&Z commissions
3. Provide On-site Training by Optiview available to all City Departments at no cost to departments
4. Transcribed all hand written minutes and scanned all minutes into Optiview from 1912 to present.

Objectives for Fiscal Year 2012-2013:

1. Implement Optiview for Planning Department, Golf and Communications Department
2. Town Hall Meetings held quarterly for council and public
3. Festival Team of city employees at all community functions
4. Scan into Optiview all Contract & Agreements and create numbering system

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.

Created 2 new accounts for Municipal Court Judges in the City Council budget to meet the terms of their contracts by adding Membership/Fees and Personnel Development.

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

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

Revised
8/2/2012 17:42

EXPENITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Wages/Salaries	176,710	237,888	244,637	248,044	4%
Materials and Supplies	317	1,620	1,671	443	-73%
Purchased Services & Inventory	76,442	38,175	42,049	19,320	-49%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	23,137	82,057	69,997	82,791	1%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 276,606	\$ 359,740	\$ 358,354	\$ 350,598	-3%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
City Secretary	1	1	1	1	0%
Deputy City Secretary	1	1	1	1	0%
Sr. Administrative Secretary	0	1	1	1	0%
	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
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Meetings held in accordance with legal mandates

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		
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Legal Publications

This includes all publications for all of the city.	127	218	293		
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Administer Agenda Process

Agendas processed	81	82	97		
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Elections

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		

TML Claims

# of claims	36	30	26		
Processing the claim deals with department as well as TML Risk Pool					

Lawsuit

Major lawsuits against the city takes average of 6 days 1.5 ft	4	4	4		
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All performance measures were changed to truly reflect job performance

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

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

Revised
6/19/2012 11:21

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
4. Scan all contracts & agreements into Optiview and create numbering system

Fiscal Year 2011-2012 Accomplishments:

1. Successfully launched Optiview for Courts and Portion of Police Department.
2. Provide On-site Training by Optiview available to all City Departments at no cost to departments
3. Transcribed all hand written minutes and scanned all minutes into Optiview from 1912 to present.
4. 45% completed full inventory of Records Center files .

Objectives for Fiscal Year 2012-2013:

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
4. Scan all contracts & agreements into Optiview and create numbering system.

Major Budget Changes:

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

Revised
8/2/2012 17:44

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

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	49,280	61,868	63,533	62,601	1%
Materials and Supplies	1,604	3,540	3,280	2,800	-21%
Purchased Services & Inventory	5,065	7,266	4,896	13,731	89%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	0	0	0	N/A
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 55,949	\$ 72,674	\$ 71,709	\$ 79,132	9%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Records & Information Coordinator/ER	1	1	1	1	0%
	1	1	1	1	0%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Public Information Coordinator					
Open records received & process	560	802	750		
Min. & Max time per			732 request 30 mins - 20 days		
Records					
# 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		
Records Center					
# of boxes processed at Records Center	2,530	2,000	2400		
Boards & commissions processed					
# of Board appointments processed	55.00	47	60		
Average staff time per			30 mins.		
Code of Ordinances amended					
# of supplements	1	2	3		
Average staff time per		8 hours	8 hours		
All boxes contain approx. 1500 pages per box.					
<i>performance measures were changed to truly reflect job performance.</i>					

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

DEPARTMENT: Library
DIVISION:

Revised
6/19/2012 16:11

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 2011-2012 Accomplishments:

- 1) Library staff and volunteers completed a full inventory of all Library materials holdings.
- 2) Library staff and volunteers (in tandem with the inventory project) completed a reorganization of the Library physical layout in order to create a service area designed for Young Adult (ages 12 - 17) customers. Young Adult Librarian Matthew Morrison authored a successful grant request (\$5,000) for furniture, equipment, and materials for the expanded area.
- 3) Burleson Public Library Board developed an internal Customer Service survey, which was administered by the Friends of the Library to customers entering the facility. Results were tallied and recommendations developed from the responses.
- 4) Successful cooperative programs were developed and implemented with the Burleson Heritage Foundation, which included special Library displays and Centennial bookmarks.
- 5) Library staff hosted the successful technologies showcase program from Overdrive featuring the Digital Bookmobile (visit digitalbookmobile.com)
- 6) Hosted successful ESL class series and computer skills class series. The trainers are provided through a cooperative program with the Cleburne ISD, Adult Education Division.
- 7) Introduced new technologies to the Burleson Community, including Ereaders, downloadable programs, and apps.

Departmental Goals 2012-2013:

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 increase the number of library items held by the Library to 2 items per resident by:

Objective 1) increase funding levels for collection development line items;

Objective 2) Annually review and evaluate collection development expenditure's effectiveness

Objective 3) Annually compare and evaluate collection development accomplishments to previous year.

Goal #2) To update/enhance Library automated systems in order to provide optimum customer services and maintain Library staffing needs by:

Objective 1) Using the interlocal Fort Worth Public Library purchasing agreement (FY 2012/2013) to provide for upgraded technologies in the Library;

Objective 2) Acquiring/installing RFID technologies in the Library;

Objective 3) Offering additional customer self-check stations;

Objective 4) Training/assisting customers on Library systems in order to raise customer awareness of self-service Library technologies.

Goal #3) To expose Library customers/users to additional technologies and advances in technologies in order to expand user knowledge/proficiency on emerging technologies by:

Objective 1) Increasing funding in Access Fees line item in order to offer additional access to databases, downloads, and apps;

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

DEPARTMENT: Library
DIVISION:

Revised
4/21/2011 17:34

EXPENDITURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	518,584	523,968	528,029	549,523	5%
Materials and Supplies	84,283	88,508	88,013	90,320	2%
Purchased Services & Inventory	230,773	65,726	71,883	74,217	13%
Maintenance and Repair	607	1,800	1,973	0	-100%
Other Expenditures	4,356	172,899	173,399	134,460	-22%
Capital Outlay	0	0	0	0	0%
TOTAL	\$ 838,603	\$ 852,901	\$ 863,297	\$ 848,520	-1%

PERSONNEL (IN WORKER YEARS)	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Library Director	1	1	1	1	0%
Public Services Librarian Superv	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 Superv	1	1	1	1	0%
Library Reference Assistant (Part-time)	0	0	0	0	N/A
Librarian (Part-time)	0.5	0.5	0.5	0.5	0%
Library Aide II (Part-time)	0.5	0.5	0.5	0.5	0%
Library Aide I (Part-time)	3	3	3	3	0%
Administrative Secretary	0	0	0	0.4	N/A
	10	10	10	10.4	4%

PERFORMANCE MEASURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Total Materials in Collection	63,526	65,500	64,255	65,058	1%
Library Materials per Capita	1.74	1.79	1.76	1.78	1%
Total Circulation of Materials	433,072	441,199	438,486	433,004	-1%
Circulation per Capita	11.84	12.03	11.98	11.83	-1%
Library Customer Visits	139,348	164,769	134,212	133,072	-1%
Reference/research Assistance	33,922	31,480	33,528	33,947	2%
Customers Accessing PCs	30,241	28,084	24,660	24,944	1%
Program Attendance	15,076	13,682	13,853	13,819	-1%
Library Website Visits	85,847	75,422	84,042	84,882	1%

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

DEPARTMENT: Finance
DIVISION: Finance 2011

Revised
6/19/2012 16:11

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 2011-2012 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 2012-2013:

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
8/2/2012 17:49

DEPARTMENT: Finance
DIVISION: Finance 2011

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	694,839	741,064	669,244	746,389	1%
Materials and Supplies	5,349	3,532	3,846	3,532	0%
Purchased Services & Inventory	176,620	152,143	125,121	138,594	-9%
Maintenance and Repair	0	0	41	0	N/A
Other Expenditures	0	51,293	51,793	47,873	-7%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 876,808	\$ 948,032	\$ 850,045	\$ 936,388	-1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Finance	1	1	1	1	0%
Assistant Director of Finance	1	1	1	1	0%
Controller (Part-time)	1	1	1	0	-100%
Senior Accountant	1	1	2	2	100%
Staff Accountant	3	3	2	3	0%
Financial Analyst	1	1	1	1	0%
Sr. Administrative Secretary	1	1	1	1	0%
	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
6/19/2012 16:11

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 2011-2012 Accomplishments:

Implemented new print shop services in January. A Ricoh C751 production machine was purchased and a 3rd party management agreement was signed with Ricoh Direct. This agreement provides for a fully trained employee to utilize the newly purchased equipment to produce products previously outsourced.

The managed services employee also provides mail delivery between City facilities. This task was previously done by individual departments.

Objectives for Fiscal Year 2012-2013:

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

Continue to implement Print Shop Services to better serve internal customers.

Major Budget Changes:

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

Revised
8/2/2012 17:51

DEPARTMENT: Finance
DIVISION: Support Services/2013

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Wages/Salaries	79,314	81,345	61,592	56,415	-31%
Materials and Supplies	27,077	33,000	48,860	35,700	8%
Purchased Services & Inventory	39,185	34,145	30,624	18,646	-45%
Maintenance and Repair	13,553	23,247	28,826	29,595	27%
Other Expenditures	1,897	11,572	56,072	23,831	106%
Capital Outlay	0	31,000	0	0	N/A
TOTAL	\$ 161,026	\$ 214,309	\$ 225,974	\$ 164,187	-23%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Receptionist	1	1	1	1	0%
Administrative Secretary (Part-tir	0.5	0.5	0	0	-100%
	<u>1.5</u>	<u>1.5</u>	<u>1</u>	<u>1</u>	<u>-33%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Avg daily calls answered by rec	30	30	35	35	17%
Avg daily walk-ins to City Hall greeted by reception	30	30	35	35	17%
Deliveries received by Reception Daily	5	6	8	8	33%
Prepare AP for distribution weekly.	52	52	52	52	0.00%
Monthly avg print request * (based on first 3 full months of operations)		0	83	140	
Prepare Payroll for distribution bi-weekly	26	26	26	26	0.00%
Outside Mail Delivery - days per week *			4	5	

*Print Center implemented January 19, 2012

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

DEPARTMENT: Finance
DIVISION: Purchasing/2014

Revised
6/19/2012 16:11

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

Fiscal Year 2011-2012 Accomplishments:

1. As of May 4, 2012 completed 20 sealed bids. And renewed seven annual contracts. Average annual sealed bids is 27.
2. Purchased heavy equipment and vehicles from existing state or cooperative agreements, reducing cost and unnecessary paperwork as well as advertising dollars.
3. 84 PCards are currently issued to employees, therefore reducing cost and unnecessary paperwork associated with small dollar purchase.

Objectives for Fiscal Year 2012-2013:

1. Train city personnel in procurement procedures, applicable law and H.T.E. Software.
2. As a service department continue to work with all departments to find the best value for the best price for goods and services.
3. Review city-wide use of commodities for possible opportunities to create annual contracts to take advantage of economics of scale

Major Budget Changes:

None

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

DEPARTMENT: Finance
DIVISION: Purchasing/2014

Revised
8/2/2012 17:52

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	102,147	105,520	105,179	106,952	1%
Materials and Supplies	214	373	150	250	-33%
Purchased Services & Inventory	3,825	0	25	275	N/A
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	4,045	4,045	3,371	N/A
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 106,186	\$ 109,938	\$ 109,399	\$ 110,848	1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Purchasing Manager	1	1	1	1	0%
	1	1	1	1	0%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1. Formal Quotes, Proposals, Bids.	36	40	32	32	20%
2. Contract renewals.	7	9	11	12	-22%
3. # of Requisitions received		1,825	1500	1700	18%
4. PO's Issued	2,113	1,581	2,000	1500	-27%
5. Pcards Issued to End User	52	86	80	100	7%
6. Vendors registered to do business	238	802	378	1000	53%
7. Number of Employees Receiving Purchasing Education Training	89	84	95	95	-13%
8. Cooperative Contracts	16	18	18	20	0%

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

DEPARTMENT: Public Safety
DIVISION: Police 3011

Revised
6/26/2012 16:51

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.

Accomplishments 2011-2012
Commercial vehicle enforcement program
CLEA Re-Accreditation

Objectives for Fiscal Year 2012-2013:

1. Inform the public of our commitment to community policing through multiple partnerships.
2. Provide on-going in service community policing training
3. Increase the number of problem solving plans developed by beat Officers.
4. Reward positive behavior and correct inappropriate behavior immediately that does not meet our mission and values.
5. Evaluate call distribution among existing beats and realign beats as necessary.
6. Evaluate our use of Crime Reports, Wise Eyes, Facebook and Twitter.
7. Continue to utilize our Citizens on Patrol program.
8. Increase the number of citizens participating in the Citizens Police Academy.
9. Continue to attend Mayor's Youth Council meetings and discuss issues relevant to public safety.
10. Evaluate existing facilities throughout the city for temporary use by the department.

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

DEPARTMENT: Public Safety
DIVISION: Police 3011

Revised
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continued from page one.

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 demands.

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Public Safety
DIVISION: Police 3011

Revised
8/2/2012 17:58

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personnel Services	6,058,280	6,384,963	6,215,896	6,495,251	2%
Material and Supplies	80,641	76,760	92,029	108,603	41%
Purchased Services & Inventory	622,784	254,716	279,711	272,478	7%
Maintenance & Repair	216,405	90,894	93,066	90,894	0%
Other Expenditures	169,098	754,350	754,350	746,522	-1%
Capital Outlay	0	0	0	335,500	N/A
TOTAL	\$ 7,147,208	\$ 7,561,683	\$ 7,435,052	\$ 8,049,248	6%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Chief of Police	1	1	1	1	0%
Commander	3	3	3	3	0%
Sergeant	9	9	9	9	0%
Corporal	1	0	0	0	N/A
Police Officer	43	43	43	43	0%
Acc/Crime Prev. Officer	0	1	1	1	0%
Records Supervisor	1	1	1	1	0%
Records Clerk	2	2	2	2	0%
Telecommunications Supervisor	1	1	1	1	0%
Lead Telecommunication Operal	1	1	1	1	0%
Records Coordinator	1	1	1	1	0%
Telecommunications Operator	9	9	9	9	0%
Administrative Secretary	1	1	1	1	0%
Property Room Coordinator	1	1	1	1	0%
Secretary STOP Task Force	1	1	1	1	0%
Victim Assistance Coordinator (F	1	1	1	1	0%
Criminal Investigations Clerk	1	1	1	1	0%
	<u>77</u>	<u>77</u>	<u>77</u>	<u>77</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2010-2012 BUDGET	2011-2012 ESTIMATE*	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 Total calls for service (all)	76,570	55,000	75,124	76,000	38%
3 Arrests	1,243	1,675	1,208	1,300	0%
4 DWI Arrests	95	80	134	130	0%
5 Traffic Enforcement	8,440	14,000	6,740	6,500	-10%
6 Part I Crimes	1,233	1,200	1,022	1,000	0%
7 Part II Crimes	1,577	2,300	1,614	1,600	-1%
Accidents	556	1,200	716	750	-1%

*Estimate as of August 2009

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

DEPARTMENT: Public Safety
DIVISION: Fire / 3012

Revised
6/19/2012 16:11

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 2011-2012 Accomplishments:

1. Deployed personnel at stations according to hazmat, swift water rescue, rope rescue, and USAR teams.
2. All FS 1 (12) personnel were sent to National Fire Academy for Hazmat Training.
3. Sent FS 1 (11) to Nevada Test site for radiological incident training.
4. Purchased a Heavy Rescue Vehicle to enhance technical rescue capabilities.
5. Sent all Fire Lieutenants for Texas Fire Commission Inspector Training.

6. Received a perfect score from Texas Fire Commission bi-annual inspection.

Objectives for Fiscal Year 2012-2013:

1. Promotion of 3 Lieutenants to Captains at Fire Station 1 to strengthen accountability and supervision.
2. Maintain annual testing and record keeping requirements for Texas Fire Commission.
 - ladder and aerial testing
 - SCBA testing
 - continuing education requirements
 - protective clothing inspections
 - physical examinations
 - fire pump testing
 - review of departmental procedures
3. Receive swift water rescue purchases made with SERPA grant funds.
4. Continue steps to obtain 4 person staffing to decrease ISO rating.

Major Budget Changes:

No major budget changes.

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

DEPARTMENT: Public Safety
DIVISION: Fire / 3012

Revised
8/2/2012 17:59

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	3,057,518	3,210,633	3,207,791	3,256,406	1%
Materials and Supplies	99,845	109,338	113,651	119,337	9%
Purchased Services & Inventory	207,575	125,235	125,123	129,346	3%
Maintenance and Repair	118,283	101,251	72,538	99,336	-2%
Other Expenditures	77,920	255,654	255,654	286,596	12%
Capital Outlay	57,498	44,618	44,618	91,929	106%
TOTAL	\$ 3,618,639	\$ 3,846,729	\$ 3,819,375	\$ 3,982,950	4%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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%
	34	34	34	34	0%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1. Number of calls for service	3,112	3,200	3,200	3,300	3%
2. Completed Preplans	435	350	540	550	53%
3. Completed Hydrant Tests	2193	2900	2900	2900	0%
4. Staff Hours of fire training	2936	2500	2780	3000	20%
5. Average response time	5.31	5.00	5.32	5.00	0%

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

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

Revised
6/27/2012 8:19

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 shoring equipment.
2. Received a grant to purchase a command light and a trailer mounted generator.

Objectives for Fiscal Year 2012-2013:

1. To inspect 90% 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 2012-2013.

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

DEPARTMENT: Public Safety
DIVISION: Fire Prevention 3013

Revised
8/2/2012 18:14

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	228,959	241,257	241,370	244,340	1%
Materials and Supplies	5,370	4,000	6,561	3,500	-13%
Purchased Services & Inventory	53,421	14,524	12,316	14,874	2%
Maintenance and Repair	15,683	6,915	2,097	6,915	0%
Other Expenditures	14,972	74,166	83,299	79,746	8%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 318,405	\$ 340,862	\$ 345,643	\$ 349,375	2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Fire Prevention	1	1	1	1	0%
Fire Inspector	1	1	1	1	0%
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
● Total number of Fire Inspections	1144	860	900	950	10%
● Fire Investigations	28	35	35	40	14%
● % of Fire Investigation Reports completed within 10 days	100%	100%	100%	100%	0%
● Fire Safety Training Contacts	3,682	5,000	4,000	5,000	0%
● Fire Hazard Complaints Responded to within 24 hours	100%	100%	100%	100%	0%
● Plan Reviews (site plans, building plans, etc.)	211	310	225	275	-11%
● % of Plan Reviewed within 10 days	90%	85%	92%	90%	6%

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

DEPARTMENT:
DIVISION:

Public Safety
Emergency Services/3014

Revised
6/27/2012 8:19

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 2011-2012 Accomplishments:

Enhanced Inter-Agency Emergency Management Partnerships and developed common procedures.
Upgraded OWS Radios per FCC requirement.

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.

Major Budget Changes:

Add OWS Siren

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

Revised
8/3/2012 10:05

DEPARTMENT: Public Safety
DIVISION: Emergency Services 3014

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	2,782	5,000	3,163	5,000	0%
Materials and Supplies	1,351	19,100	18,799	2,848	-85%
Purchased Services & Inventory	60,394	25,375	25,244	25,667	1%
Maintenance and Repair	6,876	8,129	7,147	8,129	0%
Other Expenditures	48,942	38,119	37,319	32,995	-13%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 120,345	\$ 95,723	\$ 91,672	\$ 74,639	-22%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
No personnel costs are budgeted for this division.					
TOTAL PERSONNEL	0	0	0	0	0

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
● Review/Update Emergency Ops Plan	1	1	1	1	0
Add OWS Siren	1	0	0	1	1

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

DEPARTMENT: Municipal Court
DIVISION: Municipal Court/3015

Revised
6/19/2012 16:11

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, 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 2011-2012 Accomplishments:

Traffic Safety Award

Teen Court Competition

Addition of Animal Nuisance Docket

Objectives for Fiscal Year 2012-2013:

Increase revenue and decrease amount of warrants on hand.

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

Major Budget Changes:

Addition of City Marshal w/vehicle

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

DEPARTMENT: Municipal Court
DIVISION: Municipal Court/3015

Revised
8/2/2012 17:46

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	553,869	525,456	529,852	552,645	5%
Materials and Supplies	6,585	5,200	5,200	6,200	19%
Purchased Services & Inventory	41,078	55,191	56,201	106,115	92%
Maintenance and Repair	5,147	3,358	1,593	3,358	0%
Other Expenditures	38,542	51,563	51,563	50,166	-3%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 645,221	\$ 640,768	\$ 644,409	\$ 718,484	12%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Municipal Court Judge	0	0	0.5	0.5	N/A
Municipal Court Associate Judge	0	0	0.5	0.5	N/A
Director of Court Services	1	1	1	1	0%
Assistant Director of Court Service	1	0	0	0	N/A
Deputy Municipal Court Clerk	2	2	2	2	0%
Collection Clerk	1	1	1	1	0%
Senior Court Coordinator	0	0	0	0	N/A
Teen Court Coordinator	1	1	1	1	0%
City Marshal	2	2	2	3	50%
	8	7	8	9	29%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1. Cases Filed	11,365	10,000	10,000	9,500	-5%
2. Jury Trials held	14.00	20.00	24.00	24.00	20%
3. Non-Jury Trials	2	10	60	60	500%
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	5	25%
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: Public Works
DIVISION: Administration / 4011

Revised
6/27/2012 8:19

Description:

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

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

1. Increased the accuracy of work orders by creating a work order quality control process.
2. Implemented Cityworks use by the Streets and Drainage divisions.
3. Made improvements to Cityworks software for field personnel.

Objectives for Fiscal Year 2012-2013:

1. Continue 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 & Divisions.

Major Budget Changes:

None

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

Revised
8/2/2012 18:15

DEPARTMENT: Public Works
DIVISION: Administration / 4011

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	323,751	429,642	429,300	509,175	19%
Materials and Supplies	715	1,552	2,648	2,298	48%
Purchased Services & Inventory	43,035	9,921	6,928	8,284	-17%
Maintenance and Repair	1,167	564	463	439	-22%
Other Expenditures	0	24,861	24,861	21,530	-13%
Capital Outlay	0	0	0	0	
TOTAL	\$ 368,668	\$ 466,540	\$ 464,200	\$ 541,726	16%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Public Works	1	1	1	1	0%
Assistant Public Works Director	0.5	0.5	0.5	2	300%
Op Supt-SW/Drainage	0	0	0	0	N/A
Public Works Coordinator	1	1	1	1	0%
Administrative Tech.	2	1	1	1	0%
GIS Administrator	0	0	0	0	N/A
	<u>4.5</u>	<u>3.5</u>	<u>3.5</u>	<u>5</u>	<u>43%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
6/27/2012 8:19

Description:

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

Mission Statement:

The Facilities Division strives to deliver a full range of maintenance programs that will keep the integrity of all City Facilities at a level the public expects.

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

1. Performed HVAC upgrade at Hill College facility.
2. Added janitorial service for Fire Station 3.

Objectives for Fiscal Year 2012-2013:

1. Begin tracking all work with a work management system
2. Track inventory within Sungard database.
3. Streamline garbage collection at various facilities.
4. Streamline furniture setup at various facilities.

Major Budget Changes:

Reorganization resulting in staff reduction from 6 employees to 2.

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

DEPARTMENT: Public Works
DIVISION: Facilities Maintenance/4016

Revised
8/2/2012 18:19

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	345,221	378,175	363,757	156,486	-59%
Materials and Supplies	29,827	31,774	32,244	23,899	-25%
Purchased Services & Inventory	79,131	78,574	78,020	127,703	63%
Maintenance and Repair	93,627	110,519	144,563	231,002	109%
Other Expenditures	16,614	33,612	33,612	24,550	-27%
Capital Outlay	0	0	0	0	0%
TOTAL	\$ 564,420	\$ 632,654	\$ 652,196	\$ 563,640	-11%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Facility Maintenance Supervisor	1	1	1	0	-100%
Facility Maintenance Tech III	2	2	2	2	0%
Facility Maintenance Tech I	1	1	1	0	-100%
Facility Maintenance Worker	2	2	2	0	-100%
Facility Maintenance Worker (T	0.5	0.5	0.5	0.5	0%
	6.5	6.5	6.5	2.5	-62%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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

Revised
6/27/2012 8:30

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

Description:

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

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 2011-2012 Accomplishments:

1. Completed 10 lane miles of mill and overlay through annual contract
2. Completed 20 lane miles of crack sealing with in-house crews
3. Completed 24,000 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
7. Establish sidewalk inventory and baseline condition rating.

Objectives for Fiscal Year 2012-2013:

1. Maintain an average Pavement Condition Index (PCI) of 7
 - 375,000 sf of pavement repairs
 - 25 linear miles of crack sealing
 - 18 lane miles of asphalt overlay, micro-surface, 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. Prioritize sidewalk repair projects to facilitate proactive maintenance program.

Major Budget Changes: None

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

Revised
8/2/2012 18:16

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

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	733,284	765,439	776,702	682,528	-11%
Materials and Supplies	9,995	17,129	17,914	17,664	3%
Purchased Services & Inventory	385,154	353,241	378,099	372,731	6%
Maintenance and Repair	1,059,952	987,101	980,234	986,859	0%
Other Expenditures	100,731	210,309	210,309	216,426	3%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 2,289,116	\$ 2,333,219	\$ 2,363,258	\$ 2,276,208	-2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Assistant Public Works Director	0.5	0.5	0.5	0	-100%
Street Superintendent	0.67	0.67	0.67	1	49%
Street Maintenance Senior Crew	1	1	1	1	0%
Street Maintenance Crew Leader	2	2	2	1	-50%
Street Equipment Operator	2	2	2	2	0%
Street Maintenance Worker I and II	8	8	8	8	0%
	14.17	14.17	14.17	13	-8%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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:
DIVISION:

Public Works
Street - Drainage Maintenance / 4018

Revised
6/27/2012 8:35

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 an 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 2011-2012 Accomplishments:

1. Completed multiple mowing cycles of open channels for a total of approx. 490 acres
2. Completed open channel and ditch cleaning of approx. 15,000 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 2012-2013:

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**

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

Revised
8/2/2012 18:17

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	227,508	177,823	163,021	312,146	76%
Materials and Supplies	1,484	3,269	2,994	3,369	3%
Purchased Services & Inventory	6,778	8,223	8,268	8,306	1%
Maintenance and Repair	91,417	44,335	34,088	44,335	0%
Other Expenditures	36,182	55,127	55,127	57,087	4%
Capital Outlay	18,785	0	0	190,000	0%
TOTAL	\$ 382,154	\$ 288,777	\$ 263,498	\$ 615,243	113%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Street Superintendent	0.20	0.20	0.2	1	400%
Street Drainage Crew Leader	1	1	1	1	0%
Street Drainage Equip Operator	3	2	2	2	0%
	<u>4.20</u>	<u>3.20</u>	<u>3.20</u>	<u>4</u>	<u>25%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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:
DIVISION:

Public Works
Street - Traffic Maintenance/4019

Revised
6/27/2012 8:38

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 2011-2012 Accomplishments:

1. Maintained 1000 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 15,000 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 2012-2013:

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 15 school zone flashers and update annual program for school zone flashers based on school calendar
6. Perform annual ground level PM to 100% of 9 signalized intersections
7. Inspect 100% of the 9 maintenance management units (MMU) in the traffic signal controllers annually
8. Maintain 49,500 linear feet of pavement markings.
9. Maintain 16,500 square feet of hot tape pavement markings.
10. Update pavement markings and school zone markings, i.e. zone bars & crosswalks when needed
11. Maintain approximately 1,200 regulatory signs annually.
12. Install approximately 200 regulatory signs annually.

Major Budget Changes: None

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: 001-4019
DIVISION: Street - Traffic Maintenance

Revised
8/2/2012 18:18

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	107,782	115,695	119,238	105,133	-9%
Materials and Supplies	68,506	68,009	68,009	68,059	0%
Purchased Services & Inventory	12,652	3,333	3,207	3,367	1%
Maintenance and Repair	18,868	18,100	17,317	20,354	12%
Other Expenditures	8,519	19,625	19,625	19,212	-2%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 216,327	\$ 224,762	\$ 227,396	\$ 216,125	-4%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Street Superintendent	0.13	0.13	0.13	0	-100%
Signal Technician	1	1	1	1	0%
Signs & Markings Technician	1	1	1	1	0%
	<u>2.13</u>	<u>2.13</u>	<u>2.13</u>	<u>2</u>	<u>-6%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
5/11/2012 15:26

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

Fiscal Year 2011-2012 Accomplishments:

1. Instrumental in implementation of off-site adoption program.
2. Instrumental in expanding micro-chipping program.
3. Directed and supported staff in the implementation of Animal Services social networking (Face book and stray corner).
- 4 Supported staff in the implementation of the Injured Animal Program.
5. Instrumental in the implementation of community asset based compliance assistance program.
6. Directed and supported staff in completing the inventory of substandard structures
7. Directed and supported staff in completing the inventory of legal non-conforming signs.
8. Directed and supported staff in the implementation of code enforcement feedback survey.
9. Directed and supported staff in the implementation of interdepartmental Mosquito control program.
10. Directed and supported staff in the implementation of community service program - Litter RANGERS.

Objectives for Fiscal Year 2012-2013:

1. Assist with providing online responsible pet ownership course for first offense violations in lieu of impoundment developing community asset based compliance/assistance program.
2. Assist with conducting a survey relative to Animal Services.
3. Develop a comprehensive Code Enforcement monthly reporting system
4. Assist with implementing a multifaceted educational campaign for animal Services.
5. Continue updating SOP's for divisions.
6. Completion of the Animal Shelter Disaster plan.
7. Assist with increasing volunteerism at the shelter.
8. Assist with identifying the needs to install security measure at the Animal Shelter.
9. Assist with updating City's food establishment ordinance.
10. Assist with implementing an interdepartmental cross-training program.

Major Budget Changes:

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

DEPARTMENT: Neighborhood Services
DIVISION: Administration - 4511

Revised
8/2/2012 18:20

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	108,098	112,289	132,656	166,671	48%
Materials and Supplies	464	534	534	684	28%
Purchased Services & Inventory	3,972	215	215	215	0%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	0	4,188	4,188	3,527	N/A
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 112,534	\$ 117,226	\$ 137,593	\$ 171,097	46%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Neighborhood Service	1	1	1	1	0%
Administrative Secretary	0	0	0	1	N/A
	1	1	1	2	100%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1. NS Deptmtl meetings held	10	11	11	12	9%
2. Division meetings held	120	144	130	135	
3. City Council meetings attnnd	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
6/27/2012 8:46

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 or threatened by the city's animal population.
2. To reduce shelter euthanasia rate.
3. To reduce the stray animal population in the city.
4. To promote responsible pet ownership.
5. To maintain an animal shelter which complies with all state and local regulations.
6. To maintain the health and well-being of the animals housed at the shelter.
7. To provide prompt, courteous and professional service to all customers of the Burleson Animal Shelter.

Fiscal Year 2011-2012 Accomplishments:

1. Expanded micro-chipping program by providing service to the general public animal population outside the city limits.
2. Implemented Off-site adoption events at Yappy Hour, Founders day celebration, and Community Health Fair.
3. Implemented Injured Animal Program that provides medical care to sick and injured animals stray animals that come into the shelter that would otherwise be euthanized.

4. Implemented school education program promoting responsible pet ownership and bite prevention, attending after school programs and summer camps.

5. Implemented a helping paws program providing donated food to unemployed pet owners.

6. Implemented a social network (face book and stray corner) to increase adoptions and return pet to owners.

Objectives for Fiscal Year 2012-2013:

1. To provide an online responsible pet ownership course for first offense violations in lieu of impoundment fee.
2. To implement a foster program for unweaned infant animals and nursing mothers.
3. To continue working with area rescue groups and humane societies to increase placement of homeless animals.
4. To implement multifaceted educational campaign.
5. Conduct survey of community needs, values and practices.
6. To identify the needs / options to develop a program to recruit and increase volunteerism at the shelter.
7. To identify the needs to enhance and install security measures at the shelter.
8. To update Chapter 6 of the code of Ordinances.
9. To update SOP.

Major Budget Changes:

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

Revised
8/2/2012 18:25

DEPARTMENT: Neighborhood Services
DIVISION: Animal Services - 4514

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	270,138	281,186	270,841	285,136	1%
Materials and Supplies	24,370	24,796	29,531	26,406	6%
Purchased Services & Inventory	38,875	33,466	29,632	32,914	-2%
Maintenance and Repair	5,463	2,576	2,150	2,576	0%
Other Expenditures	5,983	30,916	30,916	28,150	-9%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 344,829	\$ 372,940	\$ 363,070	\$ 375,182	1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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%
	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
6/27/2012 9:40

DEPARTMENT: Neighborhood Services
DIVISION: Environmental Services 4515

Description:

Environmental Services is responsible for protecting public health and the environment. Environmental Services is responsible for the stormwater management, mosquito (vector) surveillance and control, and household hazardous waste disposal programs. Environmental Services is responsible for administering the interlocal agreements between the City and Tarrant County Public Health (TCPH) for the permitting and inspection of food establishments, on-site sewage facilities, and public and semi-public swimming pools and spas; serving as the liaison between the City and TCPH; and enforcing health violations. Environmental Services serves as the Executive Director for Keep Burleson Beautiful. Environmental Services educates the public on stormwater related issues and coordinates public involvement activities such as community litter pickup events, Adopt-A-Spot, and Litter Rangers. Environmental Services is prepared to respond to hazardous materials incidents at the request of PD and Fire and serve as the liaison between the City and the responsible party to ensure proper cleanup and reporting. Environmental Services responds to complaints and takes enforcement action as necessary.

Mission Statement:

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

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

1. Implemented an interdepartmental mosquito surveillance & control program in cooperation with Parks Maintenance and Code Compliance.
2. Developed and implemented a volunteer litter pick up program called Litter Rangers. Litter Rangers is a program through which volunteers can earn community service hours. The program is open to any volunteer, including court appointed volunteers. For every bag of litter collected, the volunteer earns 1 hour of community service.
3. Established a process for the consideration and evaluation of programs and events sponsored by Keep Burleson Beautiful.
4. Obtained coverage under the TCEQs General Permit to discharge pesticides. This new state permit was issued on November 1, 2011 and regulates the discharge of pesticides into waters of the United States.

Objectives for Fiscal Year 2012-2013:

1. To develop targeted educational outreach materials on stormwater pollution prevention.
2. To enhance the stormwater pollution prevention employee training program.
3. To obtain authorization under the Texas Pollutant Discharge Elimination System (TPDES) Small Municipal Separate Storm Sewer Systems (MS4) General Permit by submitting a Notice of Intent (NOI) and a stormwater management program.
4. To review the Storm Water Pollution Control ordinance for compliance with the renewed MS4 General Permit.
5. To educate the public on mosquito control and bite prevention.
6. To increase awareness of the household hazardous waste disposal program.
7. To propose revisions to the food establishment ordinance.
8. To increase volunteerism in Keep Burleson Beautiful programs and events.
9. To review SOPs for emergency response and ensure proper training is obtained.
10. To identify a new system for tracking environmental services complaints.

Major Budget Changes:

Decision packages included.

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

DEPARTMENT: Neighborhood Services
DIVISION: Environmental Services 4515

Revised
10/10/2012 10:52

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	74,020	78,204	75,825	79,931	2%
Materials and Supplies	1,570	2,351	2,439	1,626	-31%
Operating Expenditures	33,643	25,825	28,070	29,100	13%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	1,571	10,748	10,748	8,477	-21%
Capital Outlay	-	-	-	-	N/A
TOTAL	\$ 110,804	\$ 117,128	\$ 117,082	\$ 119,134	2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Environmental Programs Specialist	1	1	1	1	0%
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 Stormwater education (people reac	-	-	0	-	
2 IDDE investigations	-	-	0	-	
3 HHW participation	-	-	0	-	
4 Litter cleanup volunteer hours	-	-	0	-	
5 Mosquito traps set	-	-	0	-	
6 Area treated for mosquitoes	-	-	0	-	
7 Food establishment permits	-	-	0	-	
8 Food establishment inspections	-	-	0	-	
9 Swimming pool permits	-	-	0	-	
10 Swimming pool inspections	-	-	0	-	
11 OSSF permits	-	-	0	-	
12 OSSF enforcement cases	-	-	0	-	

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Community Development
DIVISION: Planning/5011

Revised
6/27/2012 9:45

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 2011-2012 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 new Sign ordinance and Old Town Design Standards ordinance.
6. Processed 25 Plats, 10 Variances and waivers, 20 Site Plans, 30 Zoning Cases.

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 2012-2013:

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 Divisior
DIVISION: Planning/5011

Revised
8/3/2012 8:36

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	385,219	428,619	406,624	476,183	11%
Materials and Supplies	3,861	2,700	3,281	2,700	0%
Purchased Services & Inventory	89,979	50,846	1,441	102,846	102%
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	4,676	52,310	52,310	39,496	-24%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 483,735	\$ 534,475	\$ 463,656	\$ 621,225	16%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Community Developm Planning Officia	1	1	1	1	0%
Planner II	0	0	1	1	N/A
Development Coordinator	3	2	2	2	0%
Sr. Administrative Secretary	0	1	0	0	-100%
	1	1	1	1	0%
	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
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
8/3/2012 10:08

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 assistance to a number of the city officers, boards and committees, to include the City Manager's Office, Neighborhood Services, Fire Marshal, Environmental Services, Development Assistance Committee, Zoning Board of Adjustment, as well as the Building Codes and Standards Board.

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 2011-2012 Accomplishments:

1. To date (8.3.2012) a total of 53 commercial permits have been issued as compared to 43 for all of last fiscal year.
2. Updated fee schedule.

3. Created "One App" for a one page permit application.
4. Enhanced more interactive and user friendly website.

Objectives for Fiscal Year 2012-2013:

1. To complete review of residential building plans within 3-5 working days of submission; to complete review of commercial building plans within ten working days of submission.
2. To 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.

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
8/3/2012 8:37

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	414,236	304,360	293,479	309,625	2%
Materials and Supplies	2,291	3,965	2,063	2,860	-28%
Purchased Services & Inventory	30,228	14,183	12,521	11,265	-21%
Maintenance and Repair	6,993	1,373	380	1,373	0%
Other Expenditures	7,989	33,289	33,289	34,784	4%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 461,737	\$ 357,170	\$ 341,732	\$ 351,807	-2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Building Official	1	1	1	1	0%
Building Inspector	3	2	2	2	0%
Building Permits Specialist	1	1	0	0	-100%
Building Permits Specialist (P	0.5	0	0.5	0.5	N/A
Administrative Secretary	1	1	1	1	0%
	<u>6.5</u>	<u>5</u>	<u>4.5</u>	<u>4.5</u>	<u>-10%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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	\$5,290,905	\$1,092,668	\$545,000	\$5,72,250	-\$520,418

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

DEPARTMENT: Neighborhood Services
DIVISION: Code Compliance - 5013

Revised
6/27/2012 10:09

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. To make the city of Burleson a safer and cleaner place to live and do business through a cooperative effort between the City and its citizens.
2. To provide prompt, courteous, and professional service to all residential and corporate citizens.
3. To gain voluntary compliance through education of property owners who are in violation of City codes.
4. Encourage responsible property maintenance through enforcement of minimum property standards ordinance.
5. To ensure codes comply with state law updated to reflect current local environment

Fiscal Year 2011-2012 Accomplishments:

1. Assisted with implementation of the interdepartmental Mosquito control Program.
2. Developed a survey to solicit the community input of the effectiveness of the code enforcement Division.
3. Inspection inventory completed of substandard structures in the city.
4. Inventory completed of legal non-conforming signs and property owners notified.
5. Initiated the development of a strategic Code Enforcement Program.

Objectives for Fiscal Year 2012-2013:

1. To have staff become certified through the American Association of Code Enforcement (AACE) as Zoning Enforcement Officers and/or Housing and Property maintenance Inspectors. compliance/assistance program.
2. To research and develop repeat offender regulations for Council consideration.
3. To implement Interdepartmental cross-training program.
4. To continue updating SOP's.
5. To continue increasing pro-active code enforcement activity.
6. To research and propose amendments to the codes identified by the stakeholders.
7. To identify the requirements to initiate the demolition / repair of the inventoried substandard structures.

Major Budget Changes:

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

DEPARTMENT: Neighborhood Services
DIVISION: Code Compliance/5013

Revised
8/3/2012 8:38

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	133,497	138,801	138,519	140,731	1%
Materials and Supplies	1,167	1,081	869	1,081	0%
Purchased Services & Inventory	20,417	12,137	23,158	15,561	28%
Maintenance and Repair	2,477	1,081	1,889	1,081	0%
Other Expenditures	7,672	19,871	18,897	17,996	-9%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 165,230	\$ 172,971	\$ 183,332	\$ 176,450	2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Code Enforcement Officer	2	2	2	2	0%
	2	2	2	2	0%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
<u>Staff Actions by category*</u>					
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	
Total Inspections	2,747		3,000	3,150	

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

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

DEPARTMENT:	Engineering Services	Revised
DIVISION:	Capital Improvements / 5511	6/27/2012 10:09

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 2011-2012 Accomplishments:
See attached page

Objectives for Fiscal Year 2012-2013:

1. Complete the design and construction of the pre-2005 and 2005 -09 Bond Programs. Commencement of Year 2 of the 2010-2014 Water & Sewer 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
8/3/2012 10:18

DEPARTMENT: I Engineering Services
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.

Fiscal Year 2011-2012 Accomplishments:

1) Initiated design on the following

Citywide Drainage Improvements
Lift Station Removal
24" Water Transmission Lines (LPP)
SE Tarrant Street Low Water Crossing
TXDOT SH 174 Medians
SCADA System and Security
5 MGD Pump Station & UPP Transmission Line
Alsby Boulevard Extension
Fox Lane Sewer Extension
CCN Boundary

2) Completed design on the following:

SE Tarrant Street Low Water Crossing
TXDOT SH 174 Medians
24" Water Transmission Lines (LPP)
N/S Connector (Spinks Backage Road)
MV Elevated Tank Restoration
Signal at McAlister Road and NW Renfro
Fox Lane Sewer Extension
Russel Farm - Asbestos Survey, Environmental Assessment, Survey
CCN Boundary

3) Initiated right-of-way acquisition on the following:

Russell Park
Alsby Rehabilitation Phase 2 (visibility easements)

4) Completed right-of-way acquisition on the following:

Russell Farm-Appraisal
Alsby Rehabilitation Phase 2 (visibility easements)
North Creek Relief Sewerline (Non-M.H.)
Fox Lane Sewer Extension

5) Initiated construction on the following:

Brushy Mound Median
SE Tarrant Street Low Water Crossing
Tank Replacement at Brushy Mound
UPRR Ellison Street Sidewalk
2011 Independent Waterline Replacement
2011 Independent Sewerline Replacement
2012 School Safe Routes
Alsby Rehabilitation Phase 2 (fence removal)

6) Completed construction on the following:

UPRR Ellison Street Sidewalk
2011 Independent Waterline Replacement
2011 Independent Sewerline Replacement
Thomas Street Sewer Rehab 2011
UPP to LPP Transfer Valves
2012 School Safe Routes
Phase 1 Business Park Infrastructure Improvements
SE Tarrant Street Low Water Crossing
UPRR Ellison Street Sidewalk

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

Revised
8/3/2012 8:39

DEPARTMENT: Engineering Services
DIVISION: Capital Improvements - 5511

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	107,405	86,919	79,682	88,679	2%
Materials and Supplies	1,289	2,575	1,891	2,141	-17%
Purchased Services & Inventory	26,374	8,102	9,534	8,000	-1%
Maintenance and Repair	4,532	1,807	1,723	1,807	0%
Other Expenditures	12,236	38,510	38,520	39,893	4%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 151,836	\$ 137,913	\$ 131,350	\$ 140,520	2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Engineering	0.34	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	1	1	1	1	0%
Engineering Development Coord	1	1	1	0	-100%
	5.34	5.34	5.34	4.34	-19%

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 Projects Inspected	47	27	23	28	4%
2 Wtr/WstWtr/Stm Lines Insp'd (lf)	165,000	120,000	tbd	tbd	TBD
3 Paving Inspected (lf)	110,000	105,000	tbd	tbd	TBD
4 Init. Design CIP Bond Projects	11	7	10	8	14%
5 Init. Const CIP Bond Projects	10	8	8	10	25%

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

DEPARTMENT: Engineering Services
DIVISION: Development / 5512

Revised
6/27/2012 10:23

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 2011-2012 Accomplishments:

1. Received an improved rating of 7.0 for the FEMA Community Rating System, the first rating change since 2007.
2. Prepared request for and awarded a \$450,000 Federal Green Ribbon Grant for landscape and irrigation improvements to the SH174 Median project.
3. Received an additional \$699,000 in Federal funding for the Alsbury Boulevard extension project.
4. Continued Mobility Plan and update to Master Thoroughfare Plan, including major changes to road system and beginnings of a bike path plan.
5. Produced two semiannual Water and Wastewater Impact Fee Reports and received Council approval to raise fees.
6. Successfully petitioned TXDOT for significant changes to SH174 Median Plan, including the addition of four additional turning locations, one major intersection (BISD/Walmart) and a second future intersection (Johnson/Gardens/Gregory)
7. Added water lines from adjacent CCNs to the GIS database. Significantly improved relations with Johnson County, JCSUD and Bethesda utilities.
8. Created a GIS database that tracks citizen complaints and "issues" of all types, by property address.

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

DEPARTMENT: Engineering Services
DIVISION: Development / 5512

Revised
6/27/2012 10:23

Description:
continued from page one

9. Began navigation to paperless plan review by cutting number of plat copies required from 25 to 3, preparing electronic DAC packet for distribution to internal and franchise utility interests, comments letters by email.
10. Revised plat submittal procedures including internal checklists, DAC packet, application, etc.
11. Took over platting and DAC during transition process. Much improved relations and customer satisfaction with City process indicated by development community.

Objectives for Fiscal Year 2012-2013:

1. Continue electronic plan acceptance policies and navigation to paperless plan review and processing.
2. Investigate further opportunities for increasing our ranking in the Community Rating System with NFIP (potentially reduce flood insurance rates in the city).
3. Revise Subdivision and Development Ordinance and Design Standards Manual to effectively implement Complete Streets concepts from Mobility Plan creation.
4. Create improvements on developer side for Plat, DAC - checklists, website, etc.

Major Budget Changes: None.

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

Revised
8/3/2012 8:40

DEPARTMENT: Engineerin Services
DIVISION: Engineering/Development/5512

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	153,709	210,973	210,591	214,155	2%
Materials and Supplies	2,187	2,500	4,750	2,300	52%
Purchased Services & Inventory	96,887	85,500	80,700	90,800	13%
Maintenance and Repair	1,380	1,880	1,880	2,380	-27%
Other Expenditures	1,251	22,411	22,561	9,046	-60%
Capital Outlay	0	0	0	0	0%
TOTAL	\$ 255,414	\$ 323,264	\$ 320,482	\$ 318,681	-1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Engineering	0.33	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	0	0	0	0	0
Engineering Technician	1	1	1	1	0
Engineering Development Coord	0	0	0	0.6	1
	<u>2.33</u>	<u>2</u>	<u>2</u>	<u>2.6</u>	<u>1</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Res. Engineering Plans Reviewed	8	6	5	6	17%
Comm. Eng. Plans Reviewed	18	15	10	15	33%
CFCs Executed	21	18	8	10	20%
Gas Well Permits/Extensions	16	14	16	6	-167%
Plat Applications Reviewed	25	40	44	48	8%
Site Plans Reviewed	12	15	18	18	0%

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

DEPARTMENT: Engineering Services
DIVISION: Gas Well Development / 5513

Revised
8/3/2012 10:20

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 twice 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 affects on City's natural development.
4. Chair and participate as an integral part of the Gas Well Review Committee.
5. Respond to citizen inquiries in a timely and professional manner.
6. Assure proper testing of gas well sites is completed to protect the safety of the citizens of Burleson

Fiscal Year 2011-2012 Accomplishments:

1. Obtain TEEKS Certification for Gas Well Inspectors for both inspectors.
2. Completed TCEQ air quality testing for 4 gas well sites in Burleson at no charge to the City.
3. Processed permits for and completed inspection on 8 new gas wells and 7 permit extension gas wells.
4. Obtained updated 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 2011-2012 Accomplishments(continued)

7. Completed landscaping on 15 sites

Objectives for Fiscal Year 2012-2013:

1. Continue to visit each pad-site for compliance at least every two times per week.
2. Reduce number of complaints resulting from excessive noise level through pro-active measures and coordination with gas well operators.
3. Stay current and continue to monitor air quality and other issues that arise in the industry.
4. Complete revisions to the Gas Well Ordinance to update with current issues.
5. 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
8/3/2012 8:41

DEPARTMENT: Engineering Services
DIVISION: Gas Well Development / 5513

EXPENDITURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	204,322	270,424	267,229	270,910	0%
Materials and Supplies	4,270	5,900	4,310	5,800	-2%
Purchased Services & Inventory	14,748	8,499	7,695	7,483	-12%
Maintenance and Repair	10,986	9,501	9,444	10,038	6%
Other Expenditures	5,680	19,784	19,784	15,150	-23%
Capital Outlay	0	0	0	0	0%
TOTAL	\$ 240,006	\$ 314,108	\$ 308,462	\$ 309,381	-2%

PERSONNEL (IN WORKER YEARS)	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Director of Engineering	0.33	0.33	0.33	0.33	0
Project Engineer	0	0.33	0.33	0.33	0
Gas Well Development Supervis	1	1	1	1	0
Gas Well Development Inspector	1	1	1	1	0
Engineering Development Coord	0	0	0	0.4	0.40
	<u>2.33</u>	<u>2.66</u>	<u>2.66</u>	<u>3.06</u>	<u>0.5</u>

PERFORMANCE MEASURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Number of pad sites inspected	53	55	61	58	3
Number of applications reviewed	25	32	16	6	(26)
Number of Violations addressed	11	11	13	10	(1)
Number of Site Visits	3,936	6,032	4,520	6,032	-

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

DEPARTMENT: Park and Recreation
DIVISION: Administration/6011

Revised
7/24/2012 13:17

Description:

The Administration division consists of the Director and Senior Park Planner. 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 7 division budgets, 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 boards and uses their insight to create programs and policies that best meet the needs of the citizens of Burleson.

Mission Statement:

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

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

1. Modified Brick membership requirements that have stabilized revenue into a predictable pattern.
2. Exceeded BRiCk proposed FY 11 revenue projection.
3. Reduced BRiCk operating budget by \$50K.
4. Completed construction of the new Meadowcrest park.
5. Completed design and construction of the Centennial Park.
- 5 Completed renovations to the Burleson Memorial Cemetery.
6. Completed construction of the Oak Valley Trail.

Objectives for Fiscal Year 2012-2013:

1. To acquire the property adjacent to Bailey Lake.
2. To begin construction of the Bailey Lake improvements.
3. Achieve 80% revenue recovery of the operation of the new recreation center.
4. Continue to reduce BRiCk operations expenses.
5. To select consulting firm and begin design of Village Creek Trail Segment 1.
6. To merge completely facility grounds crew with park maintenance and improve the overall quality of the park system.
7. Finish the Centennial Year with the planting of 100 trees at Centennial Park as a community project.

Budget Changes:

No significant changes.

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

DEPARTMENT: Parks and Recreation
DIVISION: Administration/6011

Revised
8/3/2012 8:42

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	196,146	188,230	188,366	248,565	32%
Materials and Supplies	39	0	35	0	#DIV/0!
Purchased Services & Inventory	7,557	0	9	0	#DIV/0!
Maintenance and Repair	202	0	0	0	N/A
Other Expenditures	85,061	8,240	48,090	10,420	26%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 289,005	\$ 196,470	\$ 236,500	\$ 258,985	32%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Parks & Recreation	1	1	1	1	0
Administrative Secretary	1	0	0	0	0
Senior Planner	1	1	1	1	0
	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 Departmental coordination and administration of programs and events	16	16	15	16	0%
2. Divisions overseen	3	5	7	7	40%
3 Participation at special events	31,300	31,926	32,565	33,725	6%
4 Meetings with Park Board	10	10	4	10	0%
5 Annual distribution and/or planting trees	200	200	400	500 *	150%

*100 additional trees to be planted with Centennial Tree Project.

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

DEPARTMENT: Parks and Recreation
DIVISION: Recreation/6012

Revised
7/24/2012 13:19

Description:

The Recreation Division 6012, consists of BRICK operations, Athletic Leagues and, and the Senior Activity Center. The Recreation Division is also responsible for the 16 special events, including Founders Day and the July 4th Independence Day Celebration. The Division also arranges and hires the Summer Concert Series in Old Town. The Manager of the division assists the Director of the department with staff coordination and budget preparation.

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. Continue to increase revenue by developing a marketing plan for membership sales and retention at the BRICK.
4. Achieve 80% revenue recovery of the operation of the BRICK.
5. To continue to operate all city special events at a reduced level with the highest quality.
6. To improve sponsorship opportunities and provide high quality events with less financial impact to the city.
7. To increase the exposure of the recreation department's events and activities to the public via all types of media.

Fiscal Year 2011-2012 Accomplishments:

1. Created the new Athletics Division by bringing all athletics under one division.
2. Nearing 2 year anniversary of BRICK with now over 7800 members.
3. Held 4th Annual Boo Bash with over 10000 participants
4. Have continued to meet with BYA to achieve a better partnership and more profitable tournaments .
5. Have developed numerous new classes and program for operation with the BRICK.

6. Exceeding revenue projections for BRICK and eliminate the general fund subsidy.
7. Increased the impact of Summer Concerts by getting Asleep at The Wheel, Charlie Robison and Junior Brown.

Objectives for Fiscal Year 2012-2013:

1. Maintain adult participation in softball and continue to be the leader in adult and youth sports in Johnson County.
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 BRICK.
3. Continue to solicit and improve sponsorship to aid in the operation of special events.
4. Continue to update the membership and services fees for the BRICK to ensure optimum revenue and service plans.
6. Host the TAAF circuit meet June 16, 2012
7. Reduce cost and increase special event participation by 10%.
8. Meet with BRICK staff to continue to implement events and activities and to continuously come up with innovative ways to retain memberships, increase participation and increase revenue.

Budget Changes: 2012-2013

No significant changes in this budget are planned currently.

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

Revised
8/3/2012 8:44

DEPARTMENT: Parks and Recreation
DIVISION: Recreation/6012

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	115,041	118,268	119,207	123,946	5%
Materials and Supplies	20	0	0	0	N/A
Purchased Services & Inventory	3,778	0	0	0	#DIV/0!
Maintenance and Repair	0	0	0	0	N/A
Other Expenditures	60,801	71,245	71,245	70,571	-1%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 179,640	\$ 189,513	\$ 190,452	\$ 194,517	3%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Recreation Manager	1	1	1	1	0
Ball field Attendant (Part-time)	0.25	0.25	0.25	0.25	0
	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Special Event Participants*	31,300	31,926	36,000	42,000	32%
Program Participants	42,210	42,836	46,910	52,910	24%
Special events	16	16	16	16	0%
Administered Divisions	3	3	3	4	33%
*Special event hours	100	100	120	120	0

Does not include staff total hours
Population based on 39000

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

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

Revised
7/24/2012 13:19

The Park Maintenance Division is responsible for maintaining and improving all passive city parks and facilities. The Park Division is also responsible for the grounds maintenance and playground inspection. The Parks Division is also the primary constructor of parks with this year's completion of Meadowcrest and Centennial parks. In addition, the Parks Division is responsible for tree maintenance and planting at the memorial cemetery, mosquito control throughout the City. The Parks division 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 18 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 2011-2012 Accomplishments:

1. Completed and dedicated Centennial Park with the first universal playground.
2. Opened Meadowcrest Park and is open to the public.
3. Completed Oak Valley Trail

Objectives for Fiscal Year 2012-2013:

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.
6. Design Village Creek Trail.
7. Combining Facilities with Park Maintenance.

Major budget changes for FY 2011-2012:

Combing Facilities with Park Maintenance will dramatically increase the budget.

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

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

Revised
8/3/2012 8:45

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	470,963	489,359	478,987	680,594	39%
Materials and Supplies	12,129	11,616	12,166	17,430	50%
Purchased Services & Inventory	86,848	91,299	77,755	100,432	10%
Maintenance and Repair	146,266	163,047	157,551	185,939	14%
Other Expenditures	41,688	66,962	66,962	74,765	12%
Capital Outlay	6,383	0	0	0	N/A
TOTAL	\$ 764,277	\$ 822,283	\$ 793,421	\$ 1,059,160	29%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Park Maintenance Manager	1	1	1	1	0
Park Maintenance Supervisor	1	1	1	2	1
Park Maintenance Crew Leader	1	1	2	2	1
Park Maintenance Worker I and	5	4	4	6	2
Park Maintenance Worker (Tem	1.5	1.5	1.5	1	-0.5
	<u>9.5</u>	<u>8.5</u>	<u>9.5</u>	<u>12</u>	<u>3.5</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1. Net Operating and Maintenance Expenditures Per Capita	\$28.00	\$25.90	\$25.67	\$23.33	-10%
2. Park Acreage Inventoried	358	358	358	358	0%
3. Park Acreage Maintenance	358	154	154	154	0%
4. Athletic Fields Maintained	12	278	278	278	0%
5. Median Acreage Maintained	-	-	-	-	0%
7 City facility acreage maintained				30 acres	
Rotation Frequency					
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
7/24/2012 13:19

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 2011-2012 Accomplishments:

1. Created several new evening event to attract younger participants.
2. Conducted 10th 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 2012-2013:

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.
7. Rent out the Senior Activity Center to create additional revenue.

Major Budget Chances:

No significant change are currently planned for the division.

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

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

Revised
8/3/2012 8:46

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	58,359	65,213	64,816	66,379	2%
Materials and Supplies	6,139	9,057	10,215	9,055	0%
Purchased Services & Inventory	22,552	14,752	17,367	17,380	18%
Maintenance and Repair	5,291	3,361	323	3,361	0%
Other Expenditures	0	10,452	10,452	10,401	0%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 92,341	\$ 102,835	\$ 103,173	\$ 106,576	4%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Senior Activity Center Coordinator	1	1	1	1	-
Senior Activity Center Attendant (Part-time)	0.5	0.5	0.5	0.5	-
	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 Yearly Participants	25,006	24,800	24,960	26,200	6%
2 Non routine activities	676	700	730	871	24%
3 Total Hours of Operation	3,000	3,000	3,000	3,000	0%
4 City Sponsored Senior Dances	12	12	12	12	0%
4 Volunteer hours	260	260	280	290	12%
5 Activity Calendars Published	12	12	12	12	0%
6 Senior Van Riders*	487	500	550	312	-38%

* Senior Transportation is reduced due to lack of van.

**WATER & WASTEWATER FUND
DETAIL**

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

Revised
2/29/2012 10:52

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 2011-2012 Accomplishments:

Objectives for Fiscal Year 2012-2013:

Major Budget Changes:

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

Revised
9/6/2012 12:17

DEPARTMENT: Non-Departmental - Water and Wastewater Fund - 401
DIVISION: Non-Departmental - 1041

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	7,866	6,883	8,348	15,344	123%
Materials and Supplies	1,443	2,691	2,691	2,691	0%
Purchased Services & Inventory	46,678	47,854	69,165	131,463	175%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	1,106,469	1,213,399	1,788,399	3,594,768	196%
Capital Outlay	4,401	847	847	925	9%
TOTAL	\$ 1,166,857	\$ 1,271,674	\$ 1,869,450	\$ 3,745,191	195%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
N/A					

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
N/A					

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

Revised
6/27/2012 11:52

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 2 Customer Service Supervisors, two Customer Service Clerks, one Meter Service Technician, 1 Sr. Meter Services Technician and 2 Meter Service Technician I.

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. Continue to improve operational efficiency through phased implementation of Automatic Meter Reading with drive-by reading equipment.
3. Identify customer expectations and suggestions regarding their customer service experience by online, email and/or paper surveys.

Fiscal Year 2011-2012 Accomplishments:

1. E-billing became another option for customers during the 2011-12 budget year. We currently have 730 (6%) of customers signed up for this billing option for an estimated yearly savings of \$2979 on postage and printing costs.
2. The third year of the meter change-out program is underway. Approximately 4000 meters have been replaced with drive-by meters in a 3 1/2 year period. Besides the increased reading efficiency, the customer service department has the ability to datalog the register for the usage history for the last 90 day period. This provides an excellent source to help identify leaks and to resolve customer inquires concerning their usage.
3. Increased usage of online payments from 17% to 27%.

Objectives for Fiscal Year 2012-2013:

1. Provide immediate response to walk-in and phone-in customers.
2. Provide online bill-pay option to customers
3. Make water usage data available to customers for identifying potential leaks or usage trends.
4. Replace residential water meters prior to 10 years of service.
5. Replace commercial water meters when accuracy drops below 95%.

Major Budget Changes: None

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

Revised
9/6/2012 12:24

DEPARTMENT: Public Works
DIVISION: Utility Customer Service 2041

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	371,140	417,661	417,115	435,465	4%
Materials and Supplies	66,961	72,825	72,425	72,397	-1%
Purchased Services & Inventory	181,168	143,683	143,670	157,300	9%
Maintenance and Repair	9,104	4,078	4,605	4,078	0%
Other Expenditures	36,500	109,504	109,504	97,042	-11%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 664,873	\$ 747,751	\$ 747,319	\$ 766,282	2%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
	8	8	8	8	0

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Monthly Totals					
1 # of Automated payments					
Bank drafts	728	734	737	740	1%
Internet	3,124	3,243	3,295	3,459	7%
2 # of Cust Accounts- RES-water	11,478	11,707	11,692	11,892	2%
3 # of Cust Accounts- COM-water	960	974	984	990	2%
4 # of Cust Accounts- RES-sewer*	11,965	12,204	12,272	12,472	2%
5 # of Cust Accounts- COM-sewer*	742	764	769	775	1%
6 # of Automated Meters (R900 I's and MIU's)	7,637	8,837	9,112	10,425	18%
7 # of Automated payments (Internet, Autopay Internet, Bank drafts & IDB)	31.70%	32%	34%	36%	13%
* includes annexed customers					

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

DEPARTMENT: Public Works
DIVISION: Water Operations/4041

Revised
6/27/2012 11:52

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, ensuring 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 2011-2012 Accomplishments:

1. Installed transfer valve at Turkey Peak EST to give flexibility in system to move water from upper pressure plane to lower pressure plane.
2. Replaced approximately 1,700 water meters with Neptune R900i, data-logging meters as part of meter replacement program.
3. Made operable water transfer valve on Hulen Street to give further flexibility in moving water from upper pressure plane to the lower pressure plane.

Objectives for Fiscal Year 2012-2013:

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
9/6/2012 12:24

DEPARTMENT: Public Works
DIVISION: Water Operations / 4041

EXPENDITURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Personal Services	920,073	999,695	985,167	905,546	-9%
Materials and Supplies	16,866	33,577	35,647	36,407	8%
Purchased Services & Inventory	4,282,298	3,899,605	4,118,355	3,955,390	1%
Maintenance and Repair	275,119	229,045	310,512	215,307	-6%
Other Expenditures	860,004	1,005,756	1,005,756	820,956	-18%
Capital Outlay	446,106	464,008	464,008	568,008	22%
TOTAL	\$ 6,800,466	\$ 6,631,686	\$ 6,919,445	\$ 6,501,614	-2%

PERSONNEL (IN WORKER YEARS)	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	ACTUAL	BUDGET	ESTIMATE	BUDGET	CHANGE
Assistant Public Works Director	1	1	1	0	-1
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 II	6	6	6	6	0
	17	17	17	16	-1

PERFORMANCE MEASURES	2010-2011	2011-2012	2011-2012	2012-2013	2011-2012/ 2012-2013
	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
DIVISION: Wastewater Operations / 4042

Revised
6/27/2012 13:03

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 2011-2012 Accomplishments:

1. Performed inspection of all manholes yielding manhole condition ratings to be used to create a manhole rehabilitation project.

Objectives for Fiscal Year 2012-2013:

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 1 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 remote manholes.
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
9/6/2012 12:26

DEPARTMENT: Public Works
DIVISION: Wastewater Operations / 4042

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	196,140	242,016	224,064	260,896	8%
Materials and Supplies	1,612	9,775	9,775	10,300	5%
Purchased Services & Inventory	2,130,450	2,416,813	2,321,539	2,757,482	14%
Maintenance and Repair	69,185	38,016	44,538	38,016	0%
Other Expenditures	24,899	58,924	58,924	298,788	407%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 2,422,286	\$ 2,765,544	\$ 2,658,840	\$ 3,365,482	22%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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
	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
I&I 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: Economic Development
DIVISION: Economic Development/1014

Revised
6/25/2012 15:12

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 2011-2012 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 2012-2013:

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
9/6/2012 8:00

DEPARTMENT: Economic Development
DIVISION: Economic Development/1014

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	123,078	219,141	193,808	249,409	22%
Materials and Supplies	1,532	3,750	3,400	10,400	67%
Purchased Services & Inventory	37,759	45,500	91,992	134,050	31%
Maintenance and Repair	0	0	0	10,000	100%
Other Expenditures	35,865	117,607	112,607	111,558	-1%
Capital Outlay	0	0	0	0	---
TOTAL	\$ 198,234	\$ 385,998	\$ 401,807	\$ 515,417	34%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Economic Development	1	1	1	1	0%
Economic Development Manager	0	1	1	1	0%
	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0%</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Retention					
Business Visits	38	30	38	45	7
Assistance Provided	10	10	12	15	3
Prospect Management					
Responses	20	20	14	25	11
Trade Shows Attended	7	7	4	7	3
Community Presentations	8	8	6	8	2
Site Selector Contacts	75	125	95	200	105

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

DEPARTMENT: Parks and Recreation
DIVISION: BURLESON REC CENTER/6017

Revised
7/24/2012 13:19

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 2011-2012:

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.

Averaged 50 kids in Summer Fun Camp.

Objectives for Fiscal Year 2012-2013:

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 After-School wellness program.

Continue to work with the school district to provide a safe environment within the Recreation Centers aquatics area.

Double the number of children served in our Summer Fun Camp.

Budget Changes for FY 2012-2013

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

DEPARTMENT: Parks and Recreation
DIVISION: BURLESON REC CENTER/6017

Revised
9/6/2012 9:46

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	1,163,614	1,214,411	1,260,931	1,297,311	7%
Materials and Supplies	52,729	70,966	72,310	65,266	-8%
Purchased Services & Inventory	683,826	578,976	596,248	593,280	2%
Maintenance and Repair	111,884	88,700	83,300	75,550	-15%
Other Expenditures	37,569	80,843	84,139	78,235	-3%
Capital Outlay	49,569	43,577	52,256	144,816	232%
TOTAL	\$ 2,099,191	\$ 2,077,473	\$ 2,149,184	\$ 2,254,458	9%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Recreation Center Operator	1	1	1	1	0
Aquatics Supervisor	1	1	1	1	0
Athletic Supervisor	1	0	1	0	0
Recreation Supervisor	2	3	2	3	0
Recreation Coordinator	4	3	3	3	0
Head Guard	1	0	0	0	0
Aquatics Coordinator (formerly I	0	1	1	1	0
Life Guard - Lead	0	1	1	1	0
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 Attend	0	1	1	1	0
Customer Service Attendant (Pa	10	18	20	20	2
Kid Zone Attendant (Part Time)	2	0	0	0	0
Senior Lifeguards (Part Time)	0	0.5	1	1	0.5
Lifeguards (Part Time)	5	5	1.5	1.5	(3.5)
Lifeguards (Temp)	5	15	12	12	(3.0)
Rec Center Custodian (PT)	0	0	0.5	0.5	0.5
Rec Center Custodian	0	0	1	1	1.0
Camp Counselor	0	0	4.33	4.33	4.3
	35	52.5	54.33	54.33	1.8

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Hours of Operation*		4,732	4,732	4,732	0%
Brick Special Event Participants**		2,000	2,000	3,500	75%
Average weekly attendance (non peak)		3464	3637	3819	10%
Center Memberships est.*		\$1,109,050	\$1,109,050	\$1,164,502	5%
Pool Rentals*		\$40,000	\$50,000	\$50,000	25%
Softball Teams Registered		218	240	240	10%
Facility Rental*		\$74,200	\$86,000	\$86,000	16%

*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**

Revised
7/24/2012 13:19

DEPARTMENT: Parks and Recreation
DIVISION: ATHLETIC FIELDS/6018

Description: The department of athletic field services is a component of the park performance fund along with the operation of the recreation center, Hidden Creek Adult Softball Complex, Bartlett Park, and the all 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 host tournaments to generate revenue to offset the cost of field operations.

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 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 2011-2012 Accomplishments:

1. Supported recreational play for more than 4,500 participants.
2. Assisted in the operation of 24 youth baseball/softball tournaments.
3. Hosted the PONY Mustang's World Series.
4. Constructed 2 overflow parking areas.
5. Increased outside storage for BYA and City.

Objectives for Fiscal Year 2012-2013:

1. Complete the joint use agreement with the Burleson Soccer Association for the new Bartlett Park Soccer Fields". The agreement to include a similar "price per player" assigned to BYA.
2. Reduce the number of smaller less profitable tournaments and increase the number of larger tournaments.
3. To continue to discover methods to reduce overtime associated with weekend tournament operation.
4. To add Friday night play at Hidden Creek to offset the loss of ballfield #4.

Major Changes in Budget:

To create the position of crew leader to this division.

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

Revised
9/6/2012 9:47

DEPARTMENT: Parks and Recreation
DIVISION: ATHLETIC FIELDS/6018

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	290,590	323,739	323,140	385,482	19%
Materials and Supplies	16,210	20,400	20,749	17,200	-16%
Purchased Services & Inventory	158,304	156,665	157,516	159,134	2%
Maintenance and Repair	85,310	102,408	98,439	99,308	-3%
Other Expenditures	23,827	36,973	36,973	42,188	14%
Capital Outlay	0	0	0	0	0%
TOTAL	\$ 574,241	\$ 640,185	\$ 636,817	\$ 703,312	0%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Park Maintenance Supervisor	0	1	1	1	0.0
Park Maintenance Crew Leader	1	0	0	0	0.0
Athletic Field Worker I & II	5	5	5	6	1.0
Park Maintenance Worker (Temp)	1.5	2.25	2.25	3	0.8
	<u>7.5</u>	<u>8.25</u>	<u>8.25</u>	<u>10</u>	<u>1.8</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Ballfields Maintained		26	26	19	-27%
Tournament Supported		6	22	18	200%
Fertilization Treatments		2	1	2	0%
Herbicide Treatments		2	2	2	0%
Landscape Beds Maintained		15 acres	15 acres	15 acres	0%
Expense per capita		\$13.99	\$16.08	\$16.42	17%
Special Events Supported		-	22	18	0%
Park Acres Maintained		115	115	115	0%

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

Revised
7/24/2012 13:07

DEPARTMENT: Parks and Recreation
DIVISION: Russell Farm Art Center

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

Mission Statement:

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

Major Goals:

To provide a place where many types of visual art are displayed and taught. Specializing in wood sculpture and expanding to other mediums; including, stone sculpture, oil painting, pastels, metal sculpture, weaving, and water colors.

To host family and public events; weddings, reunions, class parties, etc.

To increase the knowledge of gardening and different plant types through the use of a community garden and nature trails.

To provide a facility to better the FFA presence in our community.

To preserve the history of Russell Farm and provide a museum highlighting the early settlers to Texas and Burleson.

Fiscal Year 2011-2012 Accomplishments:

1. Formed the designated committees as specified in the property use agreement; Boren Property Advisory Council, Historical Committee, Art Committee.
2. Art committee meets twice a month for a critique session. They have also planned 2 large sculpting seminars coming later this year.
3. Gave over 9 tours including one to a group from Australia.
4. Historical committee meets twice a month and is currently working on an inventory of the numerous antiques on the property for the upcoming museum.
5. 2 art shows with the BISD. These 2 shows will bring the art work of 130 students to the farm for display and judging.

6. Made property ready for public use by adding signage, parking areas, trash receptacles, fabricated rustic traffic barricades and enhanced walk ways.

7. Installed Knox system for Fire dept. including an auto gate opener for police access for after hours access.

8. Started a volunteer program for big events.

9. Maintained all historic buildings and turf areas to highest possible standards.

Objectives for Fiscal Year 2012-2013:

1. Complete a Sculpture/Nature Trail that will include large outdoor sculptures and identification on many native plants.

2. Have a partnership with the BISD and FFA program. Have a facility built to house livestock for the FFA.

3. To have the Russell Boren museum operating and giving tours. Tours would include video presentations in some of the keys areas of the house as well as the Boren studio.

4. To have a full functioning community garden.

5. To continue the existing art areas and include at least one new art show.

6. To have 3 art exhibits a year featuring artist from other areas and possibly out of the country.

Major Changes in Budget:

There would be no change in budget.

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

DEPARTMENT: Parks and Recreation
DIVISION: Russell Farm Art Center

Revised
9/6/2012 9:48

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	0	0	42,920	62,143	0%
Materials and Supplies	0	0	22,005	3,970	0%
Purchased Services & Inventory	0	0	13,921	15,685	0%
Maintenance and Repair	0	0	3,586	5,960	0%
Other Expenditures	0	0	250	3,871	0%
Capital Outlay	0	0	4,756	0	0%
TOTAL	\$ -	\$ -	\$ 87,438	\$ 91,629	0%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Farm Supervisor	0	0	0	1	1
	0	0	0	1	1

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE

**HIDDEN CREEK GOLF COURSE FUND
DETAIL**

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

Revised
5/22/2012 9:50

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 2011-2012 Accomplishments:

With the use of Gas Funds and a contract with Chesapeake Energy we are undertaking a complete renovation and redesign of the Golf Course. This renovation should lead to an increase in play and revenue and a reduction of the General Fund subsidy.

Objectives for Fiscal Year 2012-2013:

To manage our budget and increase revenue. And to continue to keep expenses at the current level. We hope to substantially reduce or eliminate the General Fund Subsidy.

Major Budget Changes:

We don't anticipate any major budget changes for the upcoming year.

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

Revised
9/6/2012 9:48

DEPARTMENT: Golf Course
DIVISION: Administration/8011

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	194,944	192,419	193,018	200,181	4%
Materials and Supplies	45	1,200	400	1,200	0%
Purchased Services & Inventory	20,015	13,192	11,142	13,142	0%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	426	15,403	13,403	13,519	-12%
Capital Outlay	-	-	-	-	N/A
TOTAL	\$ 215,430	\$ 222,214	\$ 217,963	\$ 228,042	3%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Director of Golf	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
N/A					

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

Revised
6/27/2012 14:26

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. We will change our marketing strategy to better represent the dramatic upgrade in the course following the complete renovation and redesign.

Fiscal Year 2011-2012 Accomplishments:

Managed to continue to keep expenses as low as possible throughout the redesign process while the course was closed.

Objectives for Fiscal Year 2012-2013:

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. We anticipate increased play and revenue as a result of the redesign.

Major Budget Changes:

We don't anticipate any major budget changes.

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

Revised
9/6/2012 9:49

DEPARTMENT: Golf Course
DIVISION: Clubhouse & Pro Shop/8012

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	275,392	303,814	271,429	302,735	0%
Materials and Supplies	9,844	22,125	13,460	21,500	-3%
Purchased Services & Inventory	203,577	154,151	119,933	150,336	-2%
Maintenance and Repair	10,137	8,795	9,700	9,353	6%
Other Expenditures	13,477	16,464	28,273	23,829	45%
Capital Outlay	56,756	62,947	50,633	53,632	-15%
TOTAL	\$ 569,183	\$ 568,296	\$ 493,428	\$ 561,385	-1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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	1	1	1	1	0
Golf Course Cart Barn Attendan	0	0	0	0	0
Golf Course Cart Barn Attendan	2.4	2.4	2.4	2.4	-1
	<u>7.4</u>	<u>7.4</u>	<u>7.4</u>	<u>7.4</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Rounds	42,419	38,500	10,020	40,000	
Revenues	1,964,893	2,031,189	1,009,755	2,048,869	
Expenses	1,964,893	2,031,189	1,854,317	2,048,869	

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

DEPARTMENT: Golf Course
DIVISION: Golf Course Maintenance/8013

6/27/2012 14:26

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:

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

Fiscal Year 2011-2012 Accomplishments:

With the renovation and redesign the Maintenance Staff has been extremely busy with projects. They are also helping with many aspects of the work being done on the course.

Objectives for Fiscal Year 2012-2013:

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 will be adding to the fertilizer budget and replacing some equipment due to the renovation and redesign of the course. We are also transferring 1 Cart Barn Att PT position to Maintenance from Pro Shop as a Seasonal position.

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

Revised
9/6/2012 9:49

DEPARTMENT: Golf Course
DIVISION: Golf Course Maintenance/8013

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	331,882	375,552	333,729	396,459	6%
Materials and Supplies	43,324	64,000	50,500	76,500	20%
Purchased Services & Inventory	78,637	68,562	76,395	84,195	23%
Maintenance and Repair	27,655	51,353	42,853	53,500	4%
Other Expenditures	5,540	14,025	15,101	15,240	9%
Capital Outlay	26,343	28,281	35,346	24,473	-13%
TOTAL	\$ 513,381	\$ 601,773	\$ 553,924	\$ 650,367	8%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Golf Course Superintendent	1	1	1	1	0
Golf Course Asst. Superintendent	1	1	1	1	0
Golf Course Mechanic/Grounds	1	1	1	1	0
Golf Course Grounds Keeper	4	4	4	4	0
Golf Course Grounds Keeper (T	1	1	1	1	0
	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>0</u>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
N/A					

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

Revised
6/27/2012 14:26

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:

Develop new and attractive menu options for golfers and the general public.

Exceed food and beverage sales by increasing beverage cart availability; everyday.

Utilize scheduling to reduce overhead by keeping staff at minimum levels while maintaining quality of service.

Fiscal Year 2011-2012 Accomplishments:

Continued to provide exceptional service for the golf course customers and tournaments. Worked to maintain an active lunch business while the golf course was closed.

Objectives for Fiscal Year 2012-2013:

Maintain competitive food pricing with surrounding restaurants.

Market to the golfers that are playing through signage and point of sale information.

Promote offsite catering opportunities by utilizing event staff.

Develop new menu options to entice more tournament catering.

Increase sales by enhancing service, and guest experience.

Increase number of scheduled public events; Wine and Nine, Dinners, etc.

Major Budget Changes:

Creating 3 event staff positions and 1 seasonal part time position by shifting money from wages which will have a zero net budget impact.

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

Revised
9/6/2012 9:50

DEPARTMENT: Golf Course
DIVISION: Food & Beverage Services/8015

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	67,586	138,940	92,750	151,505	9%
Materials and Supplies	2,426	11,139	9,200	10,000	-10%
Purchased Services & Inventory	100,458	87,800	52,846	84,700	-4%
Maintenance and Repair	2,299	3,200	11,847	4,500	41%
Other Expenditures	18,926	19,175	11,475	21,314	11%
Capital Outlay	5,842	-	-	-	N/A
TOTAL	\$ 197,537	\$ 260,254	\$ 178,118	\$ 272,019	5%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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)	3.6	3	3	3	0
	5.6	6	6	6	0

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Developed new menu items. Created More structured environment with detailed expectations for employee participation each day. Increased number of public events scheduled each month. Increased number of catered private events scheduled each month.					

**OTHER FUNDS
DETAIL**

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

DEPARTMENT: Public Works
DIVISION: Solid Waste / 4013

Revised
6/27/2012 14:32

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

1. Provided collection of all solid waste, bulk, brush and yard waste before close of business on every collection day.
2. Monitored contracts for both solid waste collection and recycling throughout the year
3. Managed a brush, limb, yard waste and lumber grinding contract to optimize cost for processing these materials and keep them out of the landfill
4. Completed new request for proposal of grinding operations in order to continue processing mulch and minimizing impact on local landfills

Objectives for Fiscal Year 2012-2013:

1. Collect all residential and affected non-residential solid waste twice per week by close of business each collection day
2. Collect all residential recycling materials one time per week by close of business on each collection day
3. Perform an annual analysis of both solid waste and recycling contracts regarding effective customer service levels
4. Provide missed garbage same day collection on all calls prior to 5 p.m. and next day collection by 10 a.m. on calls after 5 p.m.
5. Provide missed recycling same day collection on all calls prior to 12:00 pm and next day collection for calls after 12:00 pm.
6. Perform annual analysis on commercial franchise vendors to determine franchise fee collection compliance.

Major Budget Changes: None

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

Revised
9/6/2012 9:51

DEPARTMENT: Public Works
DIVISION: Solid Waste / 4013

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	113,775	18,145	20,960	24,311	34%
Materials and Supplies	0	0	0	0	N/A
Purchased Services & Inventory	2,144,454	2,195,717	2,215,184	2,375,143	8%
Maintenance and Repair	4,527	3,610	2,555	3,610	0%
Other Expenditures	357,791	423,149	423,149	383,623	-9%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 2,620,547	\$ 2,640,621	\$ 2,661,848	\$ 2,786,687	N/A

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Solid Waste Manager	1	1	1	1	0
Recycling Center Worker (Part-time)	1	1	1	1	0
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>

*Reduced to 3 - May 4, 2010

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Number of stops collected	10,960	12,016	12,067	12,150	1%
Recycling Collected (tons)	1,381	1,200	1,542	1,600	33%
Brush, Limb & Yard Waste (yds)	34,908	42,000	56,000	60,000	43%
Free Mulch to Residents (yds)	3,837	4,500	5,000	6,000	33%

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Cemetery Services
DIVISION: Cemetery Services 8111

Revised
7/27/2012 9:41

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 2011-2012 Accomplishments:

Objectives for Fiscal Year 2012-2013:

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
9/6/2012 9:52

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	-	-	-	-	0%
Materials and Supplies	1,118	-	4,440	-	0%
Purchased Services & Inventory	1,921	3,000	2,000	2,000	-33%
Maintenance and Repair	282	5,000	4,920	5,000	N/A
Other Expenditures	(238)	-	-	-	N/A
Capital Outlay	5,440	-	-	-	N/A
TOTAL	\$ 8,523	\$ 8,000	\$ 11,360	\$ 7,000	-13%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
TOTAL PERSONNEL	0	0	0	0	0

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
N/A					

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

DEPARTMENT: Public Works
DIVISION: Equipment Services / 4051

Revised
10/11/2012 8:46

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 2011-2012 Accomplishments:

1. Completed 82% of scheduled Preventive Maintenance when scheduled.
2. Average completion time for unscheduled repair -2.8 days
3. Billed 61% of available technician hours.

Objectives for Fiscal Year 2012-2013:

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
10/11/2012 8:47

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	359,261	366,025	362,177	378,354	3%
Materials and Supplies	6,170	15,448	3,740	17,449	13%
Purchased Services & Inventory	86,451	58,257	42,215	47,983	-18%
Maintenance and Repair	1,797	4,593	5,145	20,493	346%
Other Expenditures	-6,968	42,786	42,786	25,693	-40%
Capital Outlay	6,706	3,283	3,283	3,402	4%
TOTAL	\$ 453,417	\$ 490,392	\$ 459,346	\$ 493,374	1%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Equipment Services Manager	1	1	1	1	0
Automotive & Equipment Techni	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>

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
1 % PM completed when sch.	75	80	82	85	6%
2 % of available tech. hours billed.	72	50	61	60	20%

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Information Technology
DIVISION: Technical Services/1511

Revised
6/27/2012 14:26

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 2011-2012 Accomplishments:

Replaced 68 workstations, 15 laptops, and 4 servers in compliance with the city's computer replacement schedule.

Upgraded SunGard applications to Version 7.0.6

Upgraded RecTrac to Version 10.2T for BRiCk operations

Upgraded GolfTrac to Version 10.2T for Hidden Creek Golf Course

Installed new security camera network at PD and UB

Upgraded ESRI applications to version 10.

Configured and installed new SQL database server.

Completed Joshua PD integration onto our OSSI software system.

Installed Barracuda Web and Email filtering

Installed Terminal services for PD.

Installed WiFi at City Hall and BRiCk

Objectives for Fiscal Year 2012-2013:

Implement server virtualization project.

Increase SAN network storage.

Implement One Solution CMMS 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**

Revised
9/6/2012 9:52

DEPARTMENT: Information Technology
DIVISION: Technical Services 1511

DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Personal Services	616,893	702,294	680,453	660,800	-6%
Materials and Supplies	99,156	147,369	151,484	66,390	-55%
Purchased Services & Inventory	54,006	47,055	50,389	51,187	9%
Maintenance and Repair	497,514	546,370	546,370	497,142	-9%
Other Expenditures	21,722	16,303	20,156	1,395	-91%
Capital Outlay	153,823	121,388	275,257	7,450	-94%
TOTAL	\$ 1,443,114	\$ 1,580,779	\$ 1,724,109	\$ 1,284,364	-19%

PERSONNEL (IN WORKER YEARS)	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 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	1	1	1	1	0
Land File Technician	0	1	0	0	-1
Sr. Engineering Tech	1	1	1	1	0
Web Design Technician	1	1	1	1	0
	7	8	7	7	-1

PERFORMANCE MEASURES	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET	2011-2012/ 2012-2013 CHANGE
Work orders completed	2,416	2,500	2,640	2,750	10%
Desktop computers maintained	190	211	215	215	2%
Mobile units maintained	58	81	84	88	9%
Application servers maintained	30	25	25	23	-8%

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 2012, 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, 2012. 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 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT:						
Engineering - CIP Division						
Channel Improvements						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	46	-	-	-	-	
ROW	-	30	-	-	-	
Construction	200	284	189	259	518	
	<hr/>					
Totals (in 1,000's)	<u>246</u>	<u>314</u>	<u>189</u>	<u>259</u>	<u>518</u>	
 PROJECT JUSTIFICATION:						
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 BIRD stadium, Vaden Street Channel, and existing channel at Trails End.						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
King & Lorna Streets						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	70	-	-	
ROW	-	-	-	-	-	
Construction	-	-	-	684	-	
<hr/>						
Totals (in 1,000's)	-	-	70	684	-	
<hr/>						
PROJECT JUSTIFICATION:						
Provides additional underground storm drain system from Murphy Street to Lorna & 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.						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM SUMMARY SHEET						
DEPARTMENT:						
Engineering - Capital Division						
DRAINAGE						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Channel Improvements	246	314	189	259	518	
King & Lorna Streets	-	-	70	684	-	
Totals (in 1,000's)	246	314	259	943	518	

CIP	CITY OF BURLESON ANNUAL BUDGET CAPITAL IMPROVEMENT PROGRAM SUMMARY SHEET					FY 2012-2013
DEPARTMENT:						
Engineering - Capital Division						
Sewer						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Public Works Sewer Main Replacement	-	-	-	-	-	
North Creek Relief (Non-M.H)	300	1,620	539	-	-	
Sewer Rehabilitation w/ Street Rebuild	100	100	100	100	-	
Sewer Rehabilitation / Independent	175	200	375	200	-	
Public Works Sewer Main Replacement	100	100	100	67	-	
Lift Station Removal - I35W	395	914	-	-	-	
Village Creek East - 8 Inch Sewer Line	31	206	116	-	-	
Oakbrook to Wilshire - 15 Inch Sewerline	40	73	391	331	-	
Lakeview to CR 913 - 15 Inch Sewer Line	110	238	231	950	-	
Shannon Ck North - 12 Inch Sewer Line	-	35	125	300	-	
Wilshire to Tantarra - 10 Inch Sewer Line	-	-	92	78	75	
Town Creek East - 10 Inch Sewer Line	-	-	-	20	93	
Totals (in 1,000's)	1,251	3,486	2,069	2,046	168	

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Lakeview to CR 913 - 15 Inch Sewer Line						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	110	38	-	-	-	
ROW	-	200	31	-	-	
Construction	-	-	200	950	-	
Maintenance **						
Totals (in 1,000's)	<u>110</u>	<u>238</u>	<u>231</u>	<u>950</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Extension of above project to service southwestern portion of City for growth that may occur along the Chisholm Trail Parkway corridor						
 ** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Lift Station Removal - I35W</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	67	-
ROW	128	-
Construction	200	914
	-	-
	-	-
Totals (in 1,000's)	<u>395</u>	<u>914</u>
	-	-
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>Remove lift station system serving Buffalo Ridge & Mockingbird areas and construction gravity system tying into Quil Miller trunk line. Maintenance costs continue to increase for system</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Public Works Sewer Main Replacement</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	-	-

Totals (in 1,000's)	-	-
	=====	
<p>PROJECT JUSTIFICATION:</p> <p>Funds to complete unforeseen improvements that become necessary. A typical projects must be completed quickly and is usually too complex for City crews. i.e. (Manhole construction, Deep lines)</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Public Works Sewer Main Replacement						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	100	100	100	67	-	
Maintenance **						
Totals (in 1,000's)	<u>100</u>	<u>100</u>	<u>100</u>	<u>67</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Funds to complete unforeseen improvements that become necessary. A typical projects must be completed quickly and is usually too complex for City crews. i.e. (Manhole construction, Deep lines)						
 ** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
North Creek Relief (Non-M.H)						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	300	1,620	539	-	-	
Maintenance **						
Totals (in 1,000's)	<u>300</u>	<u>1,620</u>	<u>539</u>	<u>-</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Project will provided additional sewer capacity in North Creek water shed in northern part of Burleson						
** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Oakbrook to Wilshire - 15 Inch Sewerline						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	40	33	-	5	-	
ROW	-	40	66	-	-	
Construction	-	-	325	326	-	
Maintenance **						
Totals (in 1,000's)	<u>40</u>	<u>73</u>	<u>391</u>	<u>331</u>	<u>-</u>	
PROJECT JUSTIFICATION:						
Project will increase capability to convey flow from southwestern portion of City for growth that may occur along the Chisholm Trail Parkway corridor						
** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Sewer Rehabilitation / Independent						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	175	200	375	200	-	
Maintenance **						
Totals (in 1,000's)	<u>175</u>	<u>200</u>	<u>375</u>	<u>200</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Replacement of lines that have exceeded their useful life and/or do not meet current City standards. Most are either undersize due to size or are constructed of inferior material i.e. (clay tile)						
 ** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Sewer Rehabilitation w/ Street Rebuild						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	100	100	100	100	-	
Maintenance **						
Totals (in 1,000's)	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Replacement of sewer lines associated with the reconstruction of City streets. These lines have exceeded their useful life and/or do not meet current City standards.						
 ** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Shannon Ck North - 12 Inch Sewer Line						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	35	20	-	-	
ROW	-	-	105	-	-	
Construction	-	-	-	300	-	
Maintenance **						
Totals (in 1,000's)	-	35	125	300	-	
 PROJECT JUSTIFICATION:						
Provides sewer service for growth occurring in the TOD area.						
 ** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Town Creek East - 10 Inch Sewer Line						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	20	35	
ROW	-	-	-	-	58	
Construction	-	-	-	-	-	
Totals (in 1,000's)	-	-	-	20	93	
 PROJECT JUSTIFICATION:						
Provides sewer service for development in area near new BISD high school and immediate locales						

CITY OF BURLESON		FY				
CIP	ANNUAL BUDGET					2012-2013
CAPITAL IMPROVEMENT PROGRAM						PAGE #
SUMMARY SHEET						1
DEPARTMENT:						
Engineering - Capital Division						
WATER						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Public Works Water Main Replacement	153	-	-	-	-	
Tank Replacement at Brushy Mound	13	650	655	-	-	
Water Rehabilitation w/ Street Rebuild	-	200	806	938	938	
Water Rehabilitation / Independent	200	300	300	300	300	
Public Works Water Main Replacement	33	100	100	100	67	
5.0 MGD Lower Pressure Plane Pump Station	115	1,045	280	330	-	
16-Inch and 12-Inch Upper Pressure Plane to Lower Pressure Plane	205	218	1,677	784	-	
24-Inch Transmission Line along I-35	85	624	1,528	95	-	
1.0 MG Hidden Creek EST	1,360	1,058	161	-	-	
Prepare Legal Description for Closed CCN Boundary	-	20	-	-	-	
SCADA System and Site Security Upgrades	97	734	-	-	-	
12-Inch Lines along Silverthorne Dr. & John Jones Dr	-	22	225	-	-	
12-Inch Line along Hurst Rd	-	-	-	46	142	
16-Inch Line along Wilshire Blvd	-	-	30	82	274	
12-Inch Line east of Mtn Valley GST	-	-	-	-	132	
12-Inch Lines along Peach Ln and Renfro St	-	422	45	527	118	
6.0 mgd Alsbury #2 PS Expansion	-	-	45	225	545	
Totals (in 1,000's)	2,261	5,393	5,852	3,427	2,516	

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Village Creek East - 8 Inch Sewer Line</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	31	-
ROW	-	66
Construction	-	140
Maintenance **	-	116
	-	-
Totals (in 1,000's)	<u>31</u>	<u>206</u>
	<u>116</u>	<u>-</u>
	<u>-</u>	<u>-</u>
<p>PROJECT JUSTIFICATION:</p> <p>Project will provide sewer capability for commercial growth in the I35 W corridor near HCPW</p> <p>** After project has been completed the annual maintenance cost is expected to be \$550/1,000 feet of sewer line</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Wilshire to Tantara - 10 Inch Sewer Line</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	-	-
	40	13
	52	65
	-	-
	-	75
Totals (in 1,000's)	-	-
	92	78
	75	
<p>PROJECT JUSTIFICATION:</p> <p>Provides sewer service for Tantara Estates and immediate locales</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
Public Works Water Main Replacement						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	33	100	100	100	67	
Maintenance **						
Totals (in 1,000's)	<u>33</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>67</u>	
 PROJECT JUSTIFICATION:						
Funds to complete unforeseen improvements that become necessary. A typical projects must be completed quickly and is usually too complex for City crews. i.e. (Water line bores)						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
Prepare Legal Description for Closed CCN Boundary						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	20	-	-	-	
ROW	-	-	-	-	-	
Construction	-	-	-	-	-	
Maintenance	-	-	-	-	-	
Totals (in 1,000's)	-	20	-	-	-	
 PROJECT JUSTIFICATION:						
Survey limits of water service boundary to complete approval requirements set forth by TCEQ						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
12-Inch Line east of Mtn Valley GST						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	57	
ROW	-	-	-	-	75	
Construction	-	-	-	-	-	
Totals (in 1,000's)	-	-	-	-	132	
PROJECT JUSTIFICATION:						
Improves system looping in the Mountain Valley area. Provides additional water supply point and minimizes outages when maintenance or pipeline breaks occur						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
Water Rehabilitation w/ Street Rebuild						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	-	200	806	938	938	
Maintenance **						
Totals (in 1,000's)	-	200	806	938	938	
 PROJECT JUSTIFICATION:						
Replacement of water lines associated with the reconstruction of City streets. These lines have exceeded their useful life and/or do not meet current City standards.						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					PAGE #
	DETAIL SHEET					23
DEPARTMENT: Engineering - CIP Division						
12-Inch Lines along Silverthorne Dr. & John Jones Dr						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	22	-	-	-	
ROW	-	-	38	-	-	
Construction	-	-	187	-	-	
Maintenance **						
Totals (in 1,000's)	-	22	225	-	-	
 PROJECT JUSTIFICATION:						
This project completes system looping in the West Bend and Cedar Ridge area. Provides additional water supply point and minimizes outages when maintenance or pipeline breaks occur						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
24-Inch Transmission Line along I-35						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	85	139	3	-	-	
ROW	-	106	106	-	-	
Construction	-	379	1,419	95	-	
Maintenance **						
Totals (in 1,000's)	<u>85</u>	<u>624</u>	<u>1,528</u>	<u>95</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Supply line necessary to fill new Hidden Creek elevated storage tank						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
6.0 mgd Alsbury #2 PS Expansion						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	45	25	107	
ROW	-	-	-	-	-	
Construction	-	-	-	200	438	
Totals (in 1,000's)	-	-	45	225	545	
PROJECT JUSTIFICATION:						
Increased pumping capacity from Alsbury is necessary to meet projected supply demands in City after 2015						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
1.0 MG Hidden Creek EST						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	135	10	5	-	-	
ROW	-	-	-	-	-	
Construction	1,225	1,048	156	-	-	
Maintenance				1	1	
Totals (in 1,000's)	<u>1,360</u>	<u>1,058</u>	<u>161</u>	<u>-</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Project provides necessary storage to meet peak demand requirements on water system in southern area of City near golf course and proposed hotel/conference center						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
12-Inch Line along Hurst Rd						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	13	5	
ROW	-	-	-	33	-	
Construction	-	-	-	-	137	
Totals (in 1,000's)	-	-	-	46	142	
 PROJECT JUSTIFICATION:						
This project completes system looping in the Oak Valley location area. Provides additional water supply point and minimizes outages when maintenance or pipeline breaks occur						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
5.0 MGD Lower Pressure Plane Pump Station						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	115	45	30	-	-	
ROW	-	-	-	-	-	
Construction	-	1,000	250	330	-	
Maintenance					80	
Totals (in 1,000's)	<u>115</u>	<u>1,045</u>	<u>280</u>	<u>330</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Fort Worth Supply to Alsbury is at maximum capacity Project will provide more pumping capacity from the South West Delivery point to meet projected 2013 water demands						

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	PAGE # 23
<p>DEPARTMENT: Engineering - CIP Division</p>		
Public Works Water Main Replacement		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	153	-
Maintenance **	-	-
Totals (in 1,000's)	153	-
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>Funds to complete unforeseen improvements that become necessary. A typical projects must be completed quickly and is usually too complex for City crews. i.e. (Water line bores)</p> <p>** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
12-Inch Lines along Peach Ln and Renfro St						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	422	45	27	5	
ROW	-	-	-	-	-	
Construction	-	-	-	500	113	
Totals (in 1,000's)	-	422	45	527	118	
PROJECT JUSTIFICATION:						
Improves system looping in the Northern area of City . Provides additional water supply point and minimizes outages when maintenance or pipeline breaks occur						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
Water Rehabilitation / Independent						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	-	-	-	
ROW	-	-	-	-	-	
Construction	200	300	300	300	300	
Maintenance **						
Totals (in 1,000's)	<u>200</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	
 PROJECT JUSTIFICATION:						
Replacement of lines that have exceeded their useful life and/or do not meet current City standards. Most are either undersize due to size or are constructed of inferior material i.e. (Cast Iron)						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
SCADA System and Site Security Upgrades						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	15	-	-	-	-	
ROW	-	-	-	-	-	
Construction	82	734	-	-	-	
Maintenance			*	*	*	
Totals (in 1,000's)	<u>97</u>	<u>734</u>	<u>-</u>	<u>-</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
10 years old and becoming outdated. No additional water operations can be added to or operated by the system						
 * Design not complete and do not know the type of technology that will be utilized.						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
Tank Replacement at Brushy Mound						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	13	-	5	-	-	
ROW	-	-	-	-	-	
Construction	-	650	650	-	-	
Maintenance				1	1	
Totals (in 1,000's)	<u>13</u>	<u>650</u>	<u>655</u>	<u>1</u>	<u>1</u>	
 PROJECT JUSTIFICATION:						
Funds to complete unforeseen improvements that become necessary. A typical projects must be completed quickly and is usually too complex for City crews. i.e. (Water line bores)						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
16-Inch and 12-Inch Upper Pressure Plane to Lower Pressure Plane						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	205	55	14	-	-	
ROW	-	163	163		-	
Construction	-	-	1,500	784	-	
Maintenance **						
Totals (in 1,000's)	<u>205</u>	<u>218</u>	<u>1,677</u>	<u>784</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Provides transmission lines for new pump station at South West Delivery Point to feed lower pressure plane system						
 ** After project has been completed the annual maintenance cost is expected to be \$400/1,000 feet of water line						

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					PAGE # 23
DEPARTMENT: Engineering - CIP Division						
16-Inch Line along Wilshire Blvd						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	-	30	22	-	
ROW	-	-	-	60	24	
Construction	-	-	-	-	250	
Totals (in 1,000's)	-	-	30	82	274	
PROJECT JUSTIFICATION:						
Project is necessary to extend high pressure plane in the Mountain Valley area after MV pump station is taken out of service						

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Bailey Lake Park - Phase 1							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction		19,000	448,466					467,466
	0	19,000	448,466	0	0	0	0	467,466
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Trail, pavilion, small parking lot, restroom, etc.							
FUNDING:								
Fund 353 Gas Proceeds	467,466							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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								
		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Rail Car Installation							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction	48,000	72,000						120,000
	48,000	72,000	0	0	0	0	0	120,000
JUSTIFICATION:	Approved by City Council to locate historic passenger rail car acquired from Fort Worth.							
DESCRIPTION:	Concrete flatwork, landscaping, irrigation, installation of rail car and two pavilions.							
FUNDING:								
Fund 354 Gas Proceeds	120,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Village Creek Trail - Segment 1 Design							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Design		40,000						40,000
	0	40,000	0	0	0	0	0	40,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Trail connection from Bailey Lake to Warren St.							
FUNDING:								
Fund 353 Gas Proceeds	22,000							
Fund 354 Gas Proceeds	18,000							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
Personal Services								
Materials and Supplies								
Operating Expenditures								
Maintenance and Repair								
Other Expenditures								
Capital Outlay								

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Veterans Grove							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction	50,000	50,000						100,000
	50,000	50,000	0	0	0	0	0	100,000
JUSTIFICATION:	Approved by City Council to honor Burleson's veterans and celebrate the City's 100th anniversary.							
DESCRIPTION:	100 trees, concrete flatwork, irrigation, etc.							
FUNDING:								
Fund 353 Gas Proceeds	100,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Village Creek Trail Segment 2B							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction	14,130	76,906						91,036
	14,130	76,906	0	0	0	0	0	91,036
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Segment of Village Creek Trail connecting Chisenhall Fields to Bailey Lake.							
FUNDING:								
Fund 353 Gas Proceeds	91,036							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Village Creek Trail - Segment 3							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction						500,000		500,000
								0
	0	0	0	0	0	500,000	0	500,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Trail connection from Chisenhall Fields to 174.							
FUNDING:								
Unspecified	500,000							
Unspecified	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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								
		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Wakefield Park - Phase 1							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction		10,000						10,000
	0	10,000	0	0	0	0	0	10,000
JUSTIFICATION:	Replaces nature trails lost when Chisenhall Fields was redeveloped.							
DESCRIPTION:	Decomposed granite nature trails. Labor to include volunteers.							
FUNDING:								
Fund 353 Gas Proceeds	10,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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								
		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Village Creek Trail - Segment 1 Construction							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction					730,000			730,000 0
	0	0	0	0	730,000	0	0	730,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Second pavilion, picnic area, trail, additional parking, etc.							
FUNDING:								
Unspecified	730,000							
Unspecified	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Bartlett Park Soccer Fields							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Design		400,000						400,000
Construction			2,500,000					2,500,000
	0	400,000	2,500,000	0	0	0	0	2,900,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Soccer fields, sports lighting, restroom/concession building, parking lot, irrigation, etc.							
FUNDING:								
2007 G. O. Bond	2,900,000							
4B Sales Tax	Varies							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
Personal Services								
Materials and Supplies								
Operating Expenditures								
Maintenance and Repair								
Other Expenditures								
Capital Outlay								
		270,000	175,000	175,000	175,000	175,000		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Chisenhall Fields - Phase 2							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction					1,200,000			1,200,000 0
	0	0	0	0	1,200,000	0	0	1,200,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Complete lighted softball four-plex; additional permanent parking.							
FUNDING:								
Unspecified		1,200,000						
Unspecified		4,702						
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Village Creek Trail - Segment 1 Construction							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction				400,000				400,000 0
	0	0	0	400,000	0	0	0	400,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Construction of trail connection between Bailey Lake and Warren St.							
FUNDING:								
Fund 353 Gas Proceeds	400,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Oak Valley Park South							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction			75,000					75,000 0
	0	0	75,000	0	0	0	0	75,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Playground and associated improvements.							
FUNDING:								
Fund 353 Gas Proceeds	75,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Prairie Timber Park Improvements							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction					100,000			100,000
								0
	0	0	0	0	100,000	0	0	100,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Small playground, picnic tables, benches, etc.							
FUNDING:								
Fund 353 Gas Proceeds	100,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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								
		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Spinks Practice Fields							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction						2,200,000		2,200,000 0
	0	0	0	0	0	2,200,000	0	2,200,000
JUSTIFICATION:	There is a severe deficit in land for youth sports practices in the City. Practice fields will take use off of neighborhood park							
DESCRIPTION:	Practice fields and associated improvements.							
FUNDING:								
Unspecified	2,200,000							
Unspecified	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET							FY 2012-2013
CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET								
DEPARTMENT:	Parks & Recreation							
PROJECT TITLE:	Wakefield Park - Phase 2							
CIP SCHEDULE	Previous Expended	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	Future 10/1/2017-	Total Project Budget
Construction					350,000			350,000 0
	0	0	0	0	350,000	0	0	350,000
JUSTIFICATION:	Included in Burleson's adopted Parks, Recreation and Trails Master Plan.							
DESCRIPTION:	Possible inhouse design. Parking area, natural trails, restroom, minor park equipment, etc.							
FUNDING:								
Fund 353 Gas Proceeds	350,000							
General Fund (Annual)	4,702							
OPERATING IMPACT		2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected		
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		4,702	4,702	4,702	4,702	4,702		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
McAlister Blvd						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	25	-	-	-	-	
ROW	5	-	-	-	-	
Construction	25	75	-	-	-	
Totals (in 1,000's)	55	75	-	-	-	
PROJECT JUSTIFICATION:						
Match newly constructed FW section from RR to McAlister including bike lanes. Corridor enhancements including options for removing on-street parking to allow bike lanes to continue to Renfro Street						

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>N/S Connector E. of I35W from Renfro to Spinks</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	100	-
Construction	2,000	3,500
	1,500	-
	-	-
Totals (in 1,000's)	<u>2,100</u>	<u>3,500</u>
	<u>1,500</u>	<u>-</u>
	<u>-</u>	<u>-</u>
<p>PROJECT JUSTIFICATION:</p> <p>This project will provide additional circulation from Alsbury to E. Renfro and provide an additional access route to properties adjacent to the east side of I-35W frontage road.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET CAPITAL IMPROVEMENT PROGRAM SUMMARY SHEET					FY 2012-2013
DEPARTMENT:						
Engineering - Capital Division						
STREETS						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Neighborhood Street Reconstruction	-	1,250	1,037	-	-	
N/S Connector E. of I35W from Renfro to Spinks	2,100	3,500	1,500	-	-	
Transportation Safety - McAlister/Renfro - Brushy Mound Median	300	-	-	-	-	
McAlister Rd (End 40' - Hemphill) - Signal	110	-	-	-	-	
Transportation Safety - Signals	-	50	200	-	-	
Alsbury Boulevard (FM 731 to Hulen)	600	-	-	-	-	
Project 07 Title	-	-	-	-	-	
Developer Participation	-	-	125	125	-	
East Hulen Street	-	340	-	-	-	
Hemphill (Alsbury to Hillary)	-	383	-	-	-	
Old Town Hike & Bike Trail Connection	-	130	-	-	-	
Gregory Street Extension	-	-	250	125	-	
Summercrest Boulevard Traffic Calming	-	150	125	-	-	
Annual Sidewalk Program	-	200	200	200	-	
Renfro Street IH 35 to SH 174	10	100	-	-	-	
Renfro Street - SH 174 to Alsbury Boulevard	30	150	-	-	-	
McAlister Blvd	55	75	-	-	-	
Thomas Street Bike Lanes	35	350	-	-	-	
Totals (in 1,000's)	<u>3,240</u>	<u>6,678</u>	<u>3,437</u>	<u>450</u>	<u>-</u>	

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
Alsbury Boulevard (FM 731 to Hulen)		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	600	-
ROW	-	-
Construction	-	-

Totals (in 1,000's)	600	-
	=====	
<p>PROJECT JUSTIFICATION:</p> <p>Continuation of SW Alsbury across BNSF railroad and connecting to Hulen Street.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Developer Participation</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	-	125
	-	125
Totals (in 1,000's)	-	125
	-	125
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>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.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>East Hulen Street</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	340
ROW	-	-
Construction	-	-

Totals (in 1,000's)	-	340
	=====	
<p>PROJECT JUSTIFICATION:</p> <p>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.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Gregory Street Extension</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	-	-
	250	-
	-	125
	-	-
Totals (in 1,000's)	-	-
	250	125
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>Design, ROW acquisition and construction of Gregory Street extension form Johnson Avenue to Wilshire Blvd.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Hemphill (Alsbury to Hillary)</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	383
ROW	-	-
Construction	-	-

Totals (in 1,000's)	-	383
	=====	
<p>PROJECT JUSTIFICATION:</p> <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 & Alsbury.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>McAlister Rd (End 40' - Hemphill) - Signal</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	110	-
	-----	-----
Totals (in 1,000's)	<u>110</u>	<u>-</u>
	-----	-----
<p>PROJECT JUSTIFICATION:</p> <p>This project provides a warranted signal at McAlister and NW Renfro</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Neighborhood Street Reconstruction</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	1,250
Construction	-	-
	-	1,037
	-	-
Totals (in 1,000's)	-	1,250
	-	1,037
	-	-
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>Project includes base stabilization with hot mix asphalt overlay, curb & gutter realignment and repair of driveways on streets beyond maintenance capabilities. Includes streets identified in 2000 bond proposal as updated by the public works department.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Old Town Hike & Bike Trail Connection</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	10
ROW	-	20
Construction	-	100

Totals (in 1,000's)	-	130
	=====	
<p>PROJECT JUSTIFICATION:</p> <p>Construction of 10' hike and bike trail, or 6' sidewalk and on-street bike lanes through Old Town streets to connect trail from Warren Street to Miller court</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM					
	DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Renfro Street IH 35 to SH 174						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	10	-	-	-	-	
ROW	-	-	-	-	-	
Construction	-	100	-	-	-	
Totals (in 1,000's)	<u>10</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>	
 PROJECT JUSTIFICATION:						
Corridor enhancements including possible center landscaped median, mid-block crosswalks, signal installation & improved pedestrian mobility access						

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
Renfro Street - SH 174 to Alsbury Boulevard		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	20	-
ROW	10	-
Construction	-	150
<hr/>		
Totals (in 1,000's)	<u>30</u>	<u>150</u>
<p>PROJECT JUSTIFICATION:</p> <p>Corridor enhancements including options for removing/replacing on-street parking creating a 4 lane section, possible roundabouts at intersections with Cindy & Murphy</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET					FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET					
DEPARTMENT: Engineering - CIP Division						
Transportation Safety - Signals						
PROJECT	2012-2013 Projected	2013-2014 Projected	2014-2015 Projected	2015-2016 Projected	2016-2017 Projected	
Design	-	50	-	-	-	
ROW	-	-	-	-	-	
Construction	-	-	200	-	-	
Totals (in 1,000's)	-	50	200	-	-	
 PROJECT JUSTIFICATION:						
Project includes the anticipation of signals foreseen along HCPW at Dobson, S. Hurst, & Irene. Volumes on this road have been steadily increasing since it was first opened. Also includes funding for intersection of SH 174 & HCPW						

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Annual Sidewalk Program</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	-	200
	200	200
	200	-
Totals (in 1,000's)	-	200
	200	200
	200	-
<p>PROJECT JUSTIFICATION:</p> <p>Three year funding for sidewalk improvements city wide at locations based on safe routes to school needs plus missing link and Old Town projects</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
Summercrest Boulevard Traffic Calming		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	25
ROW	-	-
Construction	-	125
	-	125
	-	-
	-	-
Totals (in 1,000's)	-	150
	-	125
	-	-
	-	-
<p>PROJECT JUSTIFICATION:</p> <p>Construction of 10' sidepath between Barkridge Trail and SW Rand Drive creating the boardwalk section presented to Council in front of the BRICK.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Thomas Street Bike Lanes</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	35	-
ROW	-	-
Construction	-	350
<hr/>		
Totals (in 1,000's)	<u>35</u>	<u>350</u>
<p>PROJECT JUSTIFICATION:</p> <p>Striping improvements on Thomas to create bike lanes. Project also includes 10' trail construction in drainage channel right of way.</p>		

CIP	CITY OF BURLESON ANNUAL BUDGET	FY 2012-2013
	CAPITAL IMPROVEMENT PROGRAM DETAIL SHEET	
<p>DEPARTMENT: Engineering - CIP Division</p>		
<p>Transportation Safety - McAlister/Renfro - Brushy Mound Median</p>		
PROJECT	2012-2013 Projected	2013-2014 Projected
	2014-2015 Projected	2015-2016 Projected
	2016-2017 Projected	
Design	-	-
ROW	-	-
Construction	300	-
	-	-
Totals (in 1,000's)	<u>300</u>	<u>-</u>
<p>PROJECT JUSTIFICATION:</p> <p>This project will provide left turn movement into Brushy Mound to eliminate U-turn in Renfro/McAlister intersection</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>Pay as You Go-Current Operating Revenues</p>	<p>Recurring expenses (vehicles) or small projects</p>	<p>No interest or issuance costs; lesser demands on management's time and shorter time period necessary to initiate projects</p>	<p>Not normally feasible for larger projects;possibly slower completion of projects; current users paying to benefit future users.</p>
<p>General Obligation Bonds</p>	<p>Medium and large projects</p>	<p>Lowest interest rate, flexible terms;no restrictive covenants involved;requires voter approval confirming public support.</p>	<p>Issuance costs higher than short term type of financing, but lower than revenue bonds;requires time and expense for voter approval.</p>
<p>Revenue Bonds</p>	<p>Large projects</p>	<p>Not faith and credit pledged; voter approval not required.</p>	<p>High interest and issuance costs; restrictive covenants involved; evidence of public support not obtained.</p>
<p>Combination Tax & Revenue Certificates of Obligations</p>	<p>Large projects</p>	<p>Not faith and credit pledged; voter approval not required.</p>	<p>Higher interest and issuance cost; restrictive covenants involved; evidence of public support not obtained.</p>

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.

In 2012, the City of Burleson issued \$2,163,000 worth of Refunding Bonds to refund the General Obligation bonds issued in 2002 to ameliorate the flooding in Old Town and \$2,877,000 to refund the Certificates of Obligation issued in 2005 for construction of Hidden Creek Parkway, a Corridor Access Study, neighborhood streets and Old Town streets maintenance, and construction of drainage improvements.

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

DEBT TIMELINE			
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 Refunding 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.

DEBT TIMELINE

<p>4/15/2012</p>	<p>Issued General Obligation Refunding</p> <p style="text-align: right;">\$ 2,163,000</p>	<p>Refund of 2002 General Obligation Bonds issued for Flooding: Old Town, Cliffside Dr., Castle Hills</p>
	<p style="text-align: right;">\$ 2,877,000</p>	<p>Refund of 2005 Certificates of Obligation issued for Hidden Creek Parkway, Corridor Access Study, Neighborhood St., Old Town, UPRR</p>
	<p>Issued W-WW System Revenue Bonds</p> <p style="text-align: right;">\$ 4,300,000</p>	<p>System improvements and extensions</p>

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

GENERAL OBLIGATION BOND TIMELINE

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
4/15/2012	Issued General Obligation Refunding	\$ 2,163,000	Streets	Refund of 2002 General Obligation Bonds issued for Flooding: Old Town, Cliffside Dr., Castle Hills
Remaining @ 09/30/2012		\$ 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, Migg 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)

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.
5/3/2010	Issued 4A Sales Tax Rev Bonds	\$	3,540,000	Refunding of 2001 bonds.

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	
5/3/2010	Issued 4B Sales Tax Rev Bonds	\$ 5,025,000	Refunding of 2001 and 2003 bonds
4/15/2012	Issued General Obligation Refunding	\$ 2,877,000	Refund of 2005 Certificates of Obligation issued for Hidden Creek Parkway, Corridor Access Study, Neighborhood St., Old Town, UPRR

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	
4/12/2012	Issued W-WW System Revenue Bonds	\$ 4,300,000	System improvements and extensions	

CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2013

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2013	2,409,861	1,744,573	4,154,434
2014	2,274,964	1,664,398	3,939,361
2015	2,355,451	1,592,273	3,947,724
2016	2,433,031	1,513,663	3,946,693
2017	2,543,037	1,418,936	3,961,973
2018	2,652,044	1,319,724	3,971,768
2019	2,744,624	1,215,795	3,960,419
2020	2,848,025	1,106,116	3,954,141
2021	2,967,179	989,417	3,956,596
2022	2,835,580	869,550	3,705,130
2023	3,119,153	743,364	3,862,518
2024	3,412,963	603,716	4,016,679
2025	3,629,317	451,164	4,080,481
2026	2,786,545	310,213	3,096,757
2027	2,428,971	194,417	2,623,388
2028	1,898,971	97,669	1,996,640
2029	603,824	42,563	646,387
2030	628,824	16,607	645,431
2031	41,251	2,475	43,726
2032	41,251	825	42,076
TOTAL	<u>\$ 44,654,860</u>	<u>\$ 15,897,460</u>	<u>\$ 60,552,320</u>

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION REFUNDING 2004 (REPLACES SERIES 1995)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
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>\$ 106,299</u>		<u>\$ 93,112</u>	<u>\$ 780,411</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 581,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2005 GENERAL OBLIGATION BONDS
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
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>\$ 457,421</u>		<u>\$ 398,266</u>	<u>\$ 3,850,687</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 2,995,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION BONDS SERIES 2006

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST		TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	TOTAL	
2013	43,061	115,000	158,061	40,761	198,823	198,823
2014	40,761	115,000	155,761	38,461	194,223	194,223
2015	38,461	120,000	158,461	36,061	194,523	194,523
2016	36,061	125,000	161,061	33,561	194,623	194,623
2017	33,561	130,000	163,561	30,961	194,523	194,523
2018	30,961	140,000	170,961	28,161	199,123	199,123
2019	28,161	145,000	173,161	25,261	198,423	198,423
2020	25,261	150,000	175,261	22,168	197,429	197,429
2021	22,168	155,000	177,168	18,913	196,081	196,081
2022	18,913	165,000	183,913	15,406	199,319	199,319
2023	15,406	170,000	185,406	11,794	197,200	197,200
2024	11,794	175,000	186,794	8,075	194,869	194,869
2025	8,075	185,000	193,075	4,144	197,219	197,219
2026	4,144	195,000	199,144	-	199,144	199,144
	<u>\$ 356,790</u>		<u>\$ 2,441,790</u>	<u>\$ 313,729</u>		<u>\$ 2,755,519</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 2,085,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION BONDS SERIES 2007

DUE YEAR ENDING SEPTEMBER 30	INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
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>\$ 688,403</u>		<u>\$ 4,088,403</u>	<u>\$ 612,481</u>	<u>\$ 4,700,884</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 3,400,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION BONDS SERIES 2008

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
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>\$ 2,607,875</u>		<u>\$ 15,432,875</u>	<u>\$ 2,340,225</u>	<u>\$ 17,773,100</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 12,825,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION REFUNDING & IMPROVEMENT BONDS SERIES 2010 (REPLACES SERIES 2001)
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1ST INTEREST	MARCH 1ST		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>\$ 1,419,973</u>	<u>\$ 1,560,495</u>		<u>\$ 10,825,468</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2012 \$ 7,845,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION REFUNDING SERIES 2010 \$2,430,000 (REPLACES SERIES 2001)
--

DUE YEAR ENDING SEPTEMBER 30	SEPT 1ST INTEREST	MARCH 1ST		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>\$ 137,070</u>	<u>\$ 168,938</u>		<u>\$ 2,371,008</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2012 \$ 2,065,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
GENERAL OBLIGATION REFUNDING SERIES 2012 \$5,040,000
(REPLACES 2002 GO SERIES & PARTIAL 2005 CO SERIES)

DUE YEAR ENDING SEPTEMBER 30	SEPT 1st INTEREST	MARCH 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
2013	32,315	34,960	264,489	331,763
2014	31,854	32,315	46,104	110,272
2015	31,393	31,854	46,104	109,350
2016	30,932	31,393	46,104	108,428
2017	30,447	30,932	48,530	109,908
2018	29,937	30,447	50,957	111,340
2019	29,427	29,937	50,957	110,321
2020	28,760	29,427	53,383	111,570
2021	28,123	28,760	50,957	107,840
2022	27,322	28,123	53,383	108,829
2023	22,882	27,322	296,033	346,237
2024	14,692	22,882	545,963	583,537
2025	5,193	14,692	633,317	653,202
2026	4,562	5,193	31,545	41,299
2027	3,882	4,562	33,971	42,415
2028	3,203	3,882	33,971	41,056
2029	2,427	3,203	38,824	44,453
2030	1,650	2,427	38,824	42,901
2031	825	1,650	41,251	43,726
2032	-	825	41,251	42,076
	<u>\$ 359,826</u>	<u>\$ 394,785</u>		<u>\$ 3,200,523</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 2,445,912

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2005 GENERAL OBLIGATION BONDS
--

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
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>\$ 457,421</u>		<u>\$ 398,266</u>	<u>\$ 3,850,687</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 2,995,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - GENERAL PORTION SERIES 2007

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
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>\$ 688,403</u>		<u>\$ 4,088,403</u>	<u>\$ 612,481</u>	<u>\$ 4,700,884</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 3,400,000

**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	
2013	58,641	130,000	188,641	56,366	245,007
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>\$ 570,929</u>		<u>\$ 3,380,929</u>	<u>\$ 512,288</u>	<u>\$ 3,893,216</u>

\$ 2,810,000

BONDS OUTSTANDING
SEPTEMBER 30, 2012

**CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2012**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2013	2,545,000	1,773,652	4,318,652
2014	2,675,000	1,605,246	4,280,246
2015	2,770,000	1,513,381	4,283,381
2016	2,925,000	1,442,973	4,367,973
2017	3,035,000	1,337,578	4,372,578
2018	3,030,000	1,225,330	4,255,330
2019	2,830,000	1,113,691	3,943,691
2020	2,775,000	1,002,384	3,777,384
2021	2,790,000	888,029	3,678,029
2022	2,840,000	772,611	3,612,611
2023	2,965,000	653,841	3,618,841
2024	3,090,000	529,791	3,619,791
2025	2,775,000	407,626	3,182,626
2026	2,275,000	288,126	2,563,126
2027	1,780,000	199,170	1,979,170
2028	1,035,000	136,803	1,171,803
2029	730,000	97,863	827,863
2030	770,000	64,847	834,847
2031	805,000	29,850	834,850
2032	295,000	5,900	300,900
TOTAL	<u>\$ 44,735,000</u>	<u>\$ 15,088,686</u>	<u>\$ 59,823,686</u>

**CITY OF BURLESON
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
 WATERWORKS AND SEWER SYSTEM
 REVENUE BONDS
 SERIES 2005 (\$5,370,000)**

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH 1ST INTEREST</u>	<u>SEPTEMBER 1ST</u>		<u>TOTAL REQUIREMENT</u>
		<u>INTEREST</u>	<u>PRINCIPAL</u>	
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>\$ 820,763</u>	<u>\$ 820,763</u>		<u>\$ 6,321,525</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2012

\$ 4,680,000

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		SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	INTEREST	REQUIREMENT
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>\$ 493,390</u>		<u>\$ 391,958</u>	<u>\$ 5,565,348</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 4,680,000

**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		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2013	103,659	265,000	98,359	467,018
2014	98,359	275,000	92,859	466,218
2015	92,859	290,000	87,059	469,918
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>\$ 859,056</u>		<u>\$ 755,398</u>	<u>\$ 6,559,454</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2012 \$ 4,945,000

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		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2013	82,663	180,000	79,513	342,176
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>\$ 806,385</u>		<u>\$ 723,722</u>	<u>\$ 5,490,107</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 3,960,000

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 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
2013	137,563	260,000	133,663	531,226
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>\$ 1,644,279</u>		<u>\$ 1,506,716</u>	<u>\$ 10,065,994</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 6,915,000

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		SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	INTEREST	
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>\$ 1,485,275</u>		<u>\$ 1,297,406</u>	<u>\$ 13,302,682</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 10,520,000

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2012**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2013	1,354,140	741,227	2,095,366
2014	1,164,037	698,378	1,862,415
2015	1,205,550	710,954	1,916,503
2016	1,254,970	716,455	1,971,425
2017	1,316,963	659,738	1,976,701
2018	1,383,957	600,148	1,984,104
2019	1,443,377	537,711	1,981,087
2020	1,513,975	472,171	1,986,146
2021	1,575,822	403,264	1,979,086
2022	1,241,420	330,780	1,572,200
2023	1,130,847	266,671	1,397,517
2024	929,037	193,439	1,122,476
2025	1,036,683	110,406	1,147,089
2026	418,456	56,433	474,889
2027	436,029	37,382	473,411
2028	456,029	17,228	473,257
2029	41,176	5,971	47,147
2030	41,176	4,323	45,499
2031	43,750	2,625	46,374
2032	43,750	875	44,624
TOTAL	<u>\$ 18,031,140</u>	<u>\$ 6,566,177</u>	<u>\$ 24,597,317</u>

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION SERIES 2005
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DUE YEAR ENDING SEPTEMBER 30	INTEREST	MARCH 1ST PRINCIPAL	TOTAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2013	178,436	563,628	742,064	168,572	910,635
2014	168,572	585,140	753,712	158,332	912,043
2015	158,332	606,653	764,985	202,325	967,310
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	481,880	553,086	48,403	601,489
2024	48,403	(0)	48,403	26,353	74,756
2025	26,353	(0)	26,353	-	26,353
	<u>\$ 1,700,250</u>		<u>\$ 9,182,302</u>	<u>\$ 1,521,814</u>	<u>\$ 10,704,116</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 7,482,052

BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION SERIES 2008
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
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>\$ 1,007,591</u>		<u>\$ 5,962,591</u>	<u>\$ 904,188</u>	<u>\$ 6,866,778</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 4,955,000

BURLESON 4A ECONOMIC DEVELOPMENT CORP REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2010 SALES TAX REVENUE REFUNDING BONDS \$3,540,000 (Replaces 2001 Series)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	SEPTEMBER 1ST		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>\$ 316,000</u>	<u>\$ 316,000</u>		<u>\$ 3,632,000</u>

BONDS OUTSTANDING SEPTEMBER 30, 2012	<u>\$ 3,000,000</u>
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BURLESON 4A ECONOMIC DEVELOPMENT CORP REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2010 SALES TAX REVENUE REFUNDING BONDS \$3,540,000 (Replaces 2001 Series)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	SEPTEMBER 1ST		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>\$ 316,000</u>	<u>\$ 316,000</u>		<u>\$ 3,632,000</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 3,000,000

**BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2012**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
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
TOTAL	<u>\$ 16,095,000</u>	<u>\$ 5,378,897</u>	<u>\$ 21,473,897</u>

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 REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
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>\$ 336,294</u>		<u>\$ 2,276,294</u>	<u>\$ 295,628</u>	<u>\$ 2,571,922</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012

\$ 1,940,000

BURLESON COMMUNITY SERVICES DEVELOPMENT CORP REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - 4B SALES TAX PORTION SERIES 2008
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DUE YEAR ENDING SEPTEMBER 30	SEPT 1ST INTEREST	MARCH 1ST		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>\$ 1,903,260</u>	<u>\$ 2,120,926</u>		<u>\$ 14,454,186</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2012 \$ 10,430,000

BURLESON COMMUNITY SERVICES DEVELOPMENT CORP REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2010 SALES TAX REVENUE REFUNDING BONDS \$5,025,000 (Replaces 2001 and 2003 Series)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1st INTEREST	SEPTEMBER 1st		TOTAL REQUIREMENT
		INTEREST	PRINCIPAL	
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>

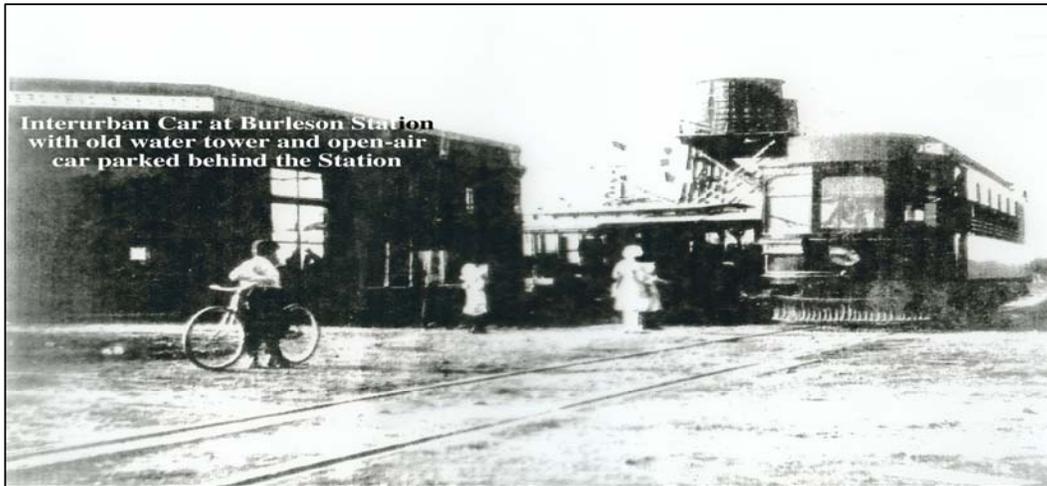
BONDS OUTSTANDING
 SEPTEMBER 30, 2012 \$ 4,375,000

SUPPLEMENTAL INFORMATION

FY 2012-2013 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". As an added bonus, the Hidden Creek Golf Course has begun renovations to their course and also their clubhouse in order to offer an even more appealing and challenging golf experience.

In May of 2007, voters approved a bond package to finance a new community center, more ballfields and a new aquatic center. With families flocking to Burleson, more places to play are essential to maintain Burleson's quality of life.

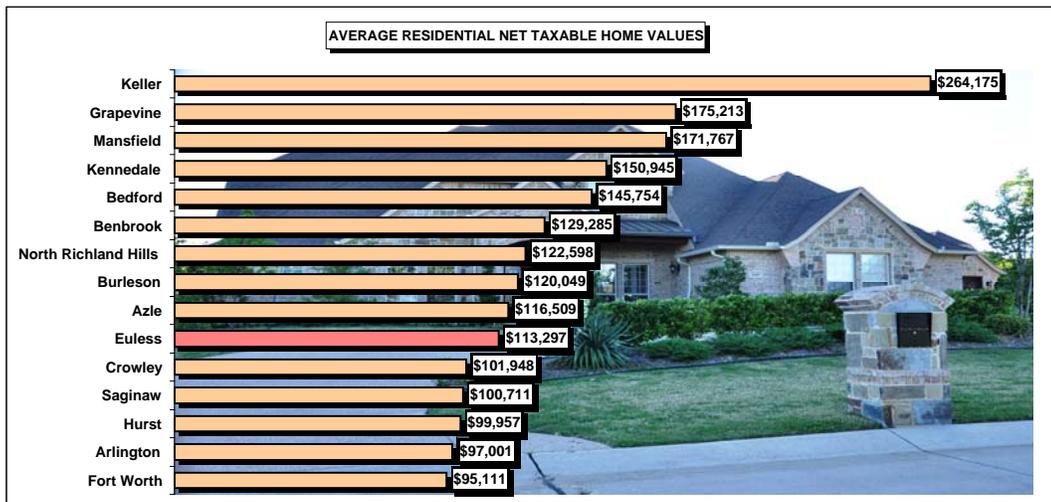


The new Burleson Recreation Center (the "BRiCK") opened Memorial Day weekend in 2011. The new ballfields partially opened in July of 2011 in time to host the Mustang Zone and Pony Regional baseball tournaments. The grand opening was the kickoff of the Burleson Youth Association fall ball baseball league.

Burleson has grown to a population of about 38,130 people at this time. According to 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 and the new Chisholm Trail tollway slated for completion in 2014.



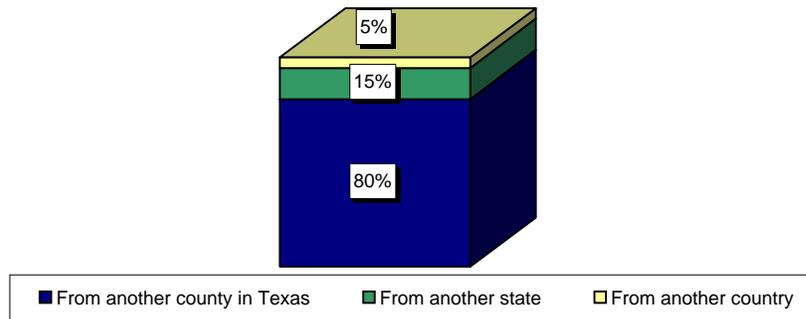
Businesses are racing to Burleson to serve the growing population. Employers find well-educated workers who have at least a high school diploma or some college and nearly 25% of the population over 25 has an associates degree or higher. Recent restaurant arrivals to the Old Town area include D'Vine Wine, 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.

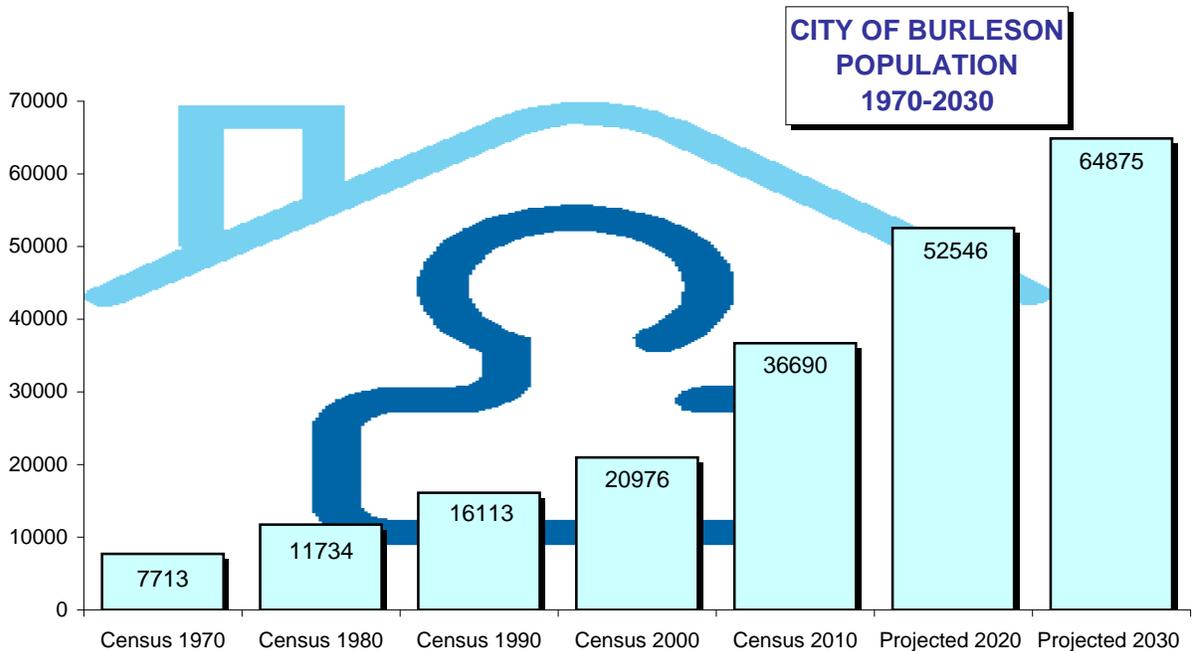
Texans love Burleson and Burleson loves newcomers. The City of Burleson and the local Chamber of Commerce actively help relocate, start and grow new business in the area. Continuing infrastructure improvements, planned street construction and storm drain improvements make Burleson very business-friendly.

**IN-MIGRATION 2007-2008
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.



MAJOR EMPLOYERS

Name	Employees	Industry	Product
Burleson Independent School District	1000-2500	Public Administration	Education
Huguley Hospital	1000-2500	Health Care/Social Assistance	Healthcare
H-E-B Grocery	250-499	Retail	Retail
Wal-Mart	250-499	Retail	Retail
City of Burleson	250-499	Public Administration	Government
KWS Manufacturing	100-250	Manufacturing	Conveyor Systems
Champion Buildings	100-250	Manufacturing	Manufactured Homes
Thomas Conveyor	100-250	Manufacturing	Conveyor Systems
Universal Forest Products	75-100	Manufacturing	Lumber and Wood Products
Birdwell Cleaning Products	75-100	Manufacturing	Cleaning Supplies
Industrial Screw Conveyors	50-75	Manufacturing	Conveyor Systems
Indicom Buildings	50-75	Manufacturing	Manufactured Buildings
United Aviation Accessories	50-75	Manufacturing	Aviation Components
Basdel Steel	50-75	Manufacturing	Structural Steel
Halliburton	50-75	Manufacturing	Oil / Gas Services
Wagner-Smith	50-75	Manufacturing	Power Line Tools / Products
Burly Fence	50-75	Manufacturing	Fencing Tools / Products

2012-2013 BUDGET BRIEF

GENERAL INFORMATION

		FY 2011-12	FY 2012-13
TOTAL TAX ROLL		2,243,260,000	2,318,311,331
COLLECTION RATE		98.0%	98.0%
PROPERTY TAX REVENUE			
MAINTENANCE AND OPERATION		12,555,714	11,996,146
DEBT SERVICE		3,077,456	3,275,582
ASSESSMENT RATIO		100%	100%
TAX RATE			
MAINTENANCE AND OPERATION		\$ 0.527800	\$ 0.527800
DEBT SERVICE		\$ 0.162200	\$ 0.162200
TOTAL		\$ 0.690000	\$ 0.690000
EFFECTIVE OPERATING TAX RATE		0.709800	0.684500
ACTUAL OPERATING TAX RATE		0.527800	0.527800
RESIDENTIAL GARBAGE FEE		\$15.94/month	\$15.94/month
WATER AND WASTEWATER RATES			
WATER - SERVICE CHARGE	Size	Monthly min.	Monthly min.
	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	\$3.50
	11,001 to	\$4.10	\$4.22
	Over 20,000	\$4.75	\$4.89
GAS WELL DRILLING (all volumes)		\$11.39	\$11.39
WASTEWATER - CHARGE/1100 GALLONS	Minimum	\$15.25	\$15.25
		\$4.44/1000	\$4.44/1000

**COMPUTATION OF LEGAL TAX MARGIN
2012-2013 BUDGET**

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 \$2,057,396,331 of the total assessed value is subject to variation in the rate. Revenue derived from the remaining properties is frozen at \$1,800,314.

For Fiscal year 2012-2013, the tax margin for each component of the tax as calculated on total assessed value of \$2,318,311,331 was as follows:

TAX RATE MARGIN

	MAXIMUM RATE AUTHORIZED	CURRENT RATE	TAX RATE MARGIN
Operations	\$1.00	\$0.5278	\$0.4722
Total rate	\$2.50	\$0.6900	\$1.8100

TAX DOLLAR MARGIN

	MAXIMUM TAX DOLLARS ALLOWABLE	CURRENT TAX DOLLARS LEVIED	TAX DOLLAR MARGIN
Operations	\$23,183,113	\$12,236,047	\$10,947,066
Total rate	\$57,957,783	\$15,996,348	\$41,961,435
Subject to Ceiling	\$1,800,314	\$1,800,314	\$0

ORDINANCE C-632-07(E0912)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING REVISED BUDGET FIGURES FOR FISCAL YEAR 2011-12; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND TERMINATING SEPTEMBER 30, 2013, 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 2012-2013 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, 2012, and ending September 30, 2013, (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 20, 2012, 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, if any, 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 2011-2012 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, 2012, and ending September 30, 2013; 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 sum of \$161,000 is hereby appropriated from the General Non-bond Capital Project Fund for the accomplishment of Photo Enforcement Traffic Safety projects proposed for said fund in the municipal budget.

Section 5. That the sum of \$600,000 is hereby appropriated from the Park Improvement Fund for the accomplishment of projects proposed for said fund in the municipal budget.

Section 6. That the sum of \$1,070,000 is hereby appropriated from the Community Service Facilities Fund for the accomplishment of projects proposed for said fund in the municipal budget.

Section 7. That the sum of \$104,588 is hereby appropriated from the Public Safety Special Revenue Fund for the accomplishment of Municipal Court Security projects proposed for said fund in the municipal budget.

Section 8. That the sum of \$16,865 is hereby appropriated from the Public Safety Special Revenue Fund for the accomplishment of Municipal Court Technology projects proposed for said fund in the municipal budget.

Section 9. That Resolution 4A090412ED of the Burleson 4A Economic Development Corporation is hereby ratified.

Section 10. That Resolution 4B061812FY13BUDGET1 of the Burleson Community Services Development Corporation is hereby ratified.

Section 11. 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 12. 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 13. 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 14. 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 15. That Ordinances C-153, C-222, C-440, C-555 are hereby repealed.

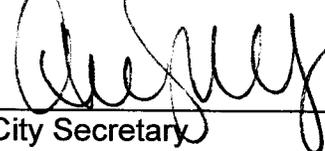
Section 16. That if any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of 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 17. 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 17 day of September, 2012.


Mayor

ATTEST:


City Secretary

First reading 9-4-12



ORDINANCE C-633-07(E0912)

**AN ORDINANCE FIXING AND LEVYING CITY
AD VALOREM TAXES FOR THE CITY OF BURLESON FOR THE YEAR 2012:
DIRECTING THE ASSESSMENT AND COLLECTION THEREOF.**

Whereas, the City Council/Commission finds that a tax for the year 2012, 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 2012, 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: and

Whereas, **THIS TAX RATE WILL RAISE MORE
TAXES FOR MAINTENANCE AND OPERATIONS THAN
LAST YEAR'S TAX RATE: AND**

Whereas, **THE TAX RATE WILL EFFECTIVELY BE
RAISED BY 0.80 PERCENT AND WILL RAISE TAXES
FOR MAINTENANCE AND OPERATIONS ON A
\$100,000 HOME BY APPROXIMATELY \$0.00:** and

**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 2012 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 **\$.4858** 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 2012 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 **\$.0420** 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 2012 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 **\$.1622** on the \$100.00 assessed valuation of such property.

PASSED AND APPROVED on this 17 day of September 2012.


Mayor

ATTEST:


City Secretary

First reading 9-4-12



ORDINANCE C-634-07(F0912)

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 base water rates per meter size shall be as follows:

All areas except
Shannon Creek

5/8" X 3/4"	\$ 11.00
3/4" X 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

SECTION II

A. In addition to the base water rate per meter size, the water rates for all areas of the City, except Shannon Creek, are as follows:

- (1) 1 gallon to 10,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 3.50/1000 gallons

- (2) 10,001 gallons to 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.22/1000 gallons

- (3) Over 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.89/1000 gallons

- (4) Gas Well Drilling

<u>Meter Size</u>	<u>Charge</u>
all	\$ 11.39/1000 gallons

Shannon Creek

All water rates for Shannon Creek will be the same as Johnson County Special Utility District (JCSUD) system-wide rates and will be updated administratively within 15 days of receiving written notification from JCSUD of any rate change.

SECTION III

The base wastewater rate shall be as follows:

\$ 15.25

SECTION IV

In addition to the base wastewater rate, 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 \$ 68.53

Commercial

All usage \$ 4.44 per 1000 gallons

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

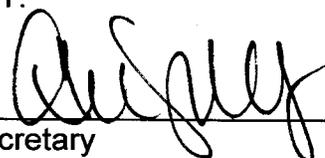
This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Burleson, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions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

This ordinance shall be in full force and effect on October 1, 2012 after its passage and publication as provided by law.

PASSED AND APPROVED this the 17 day of September, 2012


MAYOR

ATTEST:



City Secretary

First reading: 9-4-12

Final reading: 9-17-12



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

General Fund

The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds

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

Capital Projects Funds

Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service Funds

Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

Permanent Funds

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs.

Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments. Currently the City of Burleson does not have any Permanent Funds.

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

DEBT SERVICE FUNDS:

- 201 Debt Service Fund – General – Restricted
- 202 4B Sales Tax Debt Service – Restricted
- 203 4A Sales Tax Debt Service – Restricted

SPECIAL REVENUE FUNDS:

- 101 General Government SRF - Restricted
- 102 Public Safety SRF - Restricted
- 103 Public Works SRF – Restricted
- 104 Culture & Recreation SRF – Restricted
- 105 Hotel/Motel SRF - Restricted
- 106 BCDC 4B Sales Tax SRF – Restricted
- 107 Public Safety Grants SRF – Restricted
- 109 Culture & Recreation Grant SRF – Restricted
- 110 BCDC 4A Sales Tax SRF – Restricted
- 113 Economic Development Incentive SRF – Restricted
- 114 TIF #2 SRF – Restricted
- 115 Traffic Safety SRF – Restricted
- 116 Parks Performance SRF – Committed
- 117 General Government Grants SRF – Restricted

CAPITAL PROJECT FUNDS:

- 301 Street Paving Trust – Committed
- 302 Park Dedication Fund – Committed
- 352 Miscellaneous Capital Projects – Committed
- 351 4A Sales Tax Capital Project Fund – Committed
- 350 4B Sales Tax Capital Project Fund – Committed
- 307 – 336 Bond Funded Capital Projects Funds – Restricted
- 353-354 Mineral Lease Funded Capital Projects – Committed

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

4. When it is appropriate for fund balance to be assigned, the Council delegates that authority to the Director of Finance.
5. It is the goal of the City that the unassigned fund balance of the General Fund should be at least 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.
6. The Enterprise Fund working capital should be maintained at least at the 16.67% of total operating expenditures or the equivalent of 60 days.
7. Cash and investment balances in the City's economic development corporation special revenue funds should be maintained at a minimum of 25% of the next 12 months' budgeted expenditures and transfers

B. CAPITAL AND DEBT SERVICE FUNDS

1. Items in the Capital Projects Funds will be completed and paid for within 36 months of receipt of proceeds. Balances will be used to generate interest income to offset construction costs.
2. General Obligation Debt Service Funds will not have reserves or balances in excess of one month of principal and interest plus 15% of the principal outstanding for unrefunded debt issued prior to September 1, 1986. This maximum is dictated by Federal law and does not include the amounts accrued for the next debt service payment.

The policy above does not preclude the debt service reserves normally established to market revenue bonds. The City's policy and bond ordinance requirements are to maintain these debt service reserves at the level of the average annual debt service.

3. Revenue Obligations will maintain Debt Coverage Ratios as specified by the bond covenants. The City is currently required to have net revenues in excess of average annual debt by 1.25 times. Net revenues must also exceed the maximum outstanding debt by 1.10 times. Both these tests must be met in order to issue additional bonds.
4. Obligations of Burlison's economic development corporations will maintain coverage ratios as specified by bond covenants. If the City issues obligations partially secured by a limited pledge of the corporations' sales tax revenues, not subject to the coverage ratios of the revenue bond covenants, coverage shall be maintained at no less than 1.25 times average annual debt service,

and 1.15 times the maximum annual debt service. Both of these tests must be met in order to issue additional bonds.

- C. COMPENSATED ABSENCES. The City will establish an additional reserve within its operating funds to pay for material accrued reimbursable vacation and sick leave.

X. TREASURY AND DEBT MANAGEMENT

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

The City will adhere to the investments authorized through the Public Funds Investment Act of 1987 and will additionally establish a comprehensive Investment Policies and Guidelines. Such policies will clarify acceptable investment securities, brokers, terms, and other pertinent investment information.

B. TYPES OF DEBTS

1. SHORT-TERM DEBT. Pursuant to the City Charter, tax anticipation notes ("TAN") will be retired annually and will not exceed 25% of anticipated taxes. Bond anticipation notes ("BAN") will be retired within six months of completion of the project. Any short-term debt outstanding at year-end will not exceed 5% (including TAN but excluding BAN) of net operating revenues.
 2. LONG-TERM DEBT. Long-term debt will not be used for operating purposes, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.
 3. SELF-SUPPORTING DEBT. When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. ANALYSIS OF FINANCING ALTERNATIVES. The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves of current monies.
 - D. DISCLOSURE. Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released.
 - E. FEDERAL REQUIREMENTS. The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

- F. **DEBT STRUCTURING.** The City will issue general obligation bonds with an average life of 10.5 years or less, not to exceed the life of the asset acquired.

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

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

G. **DEBT ISSUANCE.**

1. Method of Sale. The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why, and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
2. Bidding Parameters. The notice of sale will be carefully constructed so as to ensure the best possible bid for the City in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
 - 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

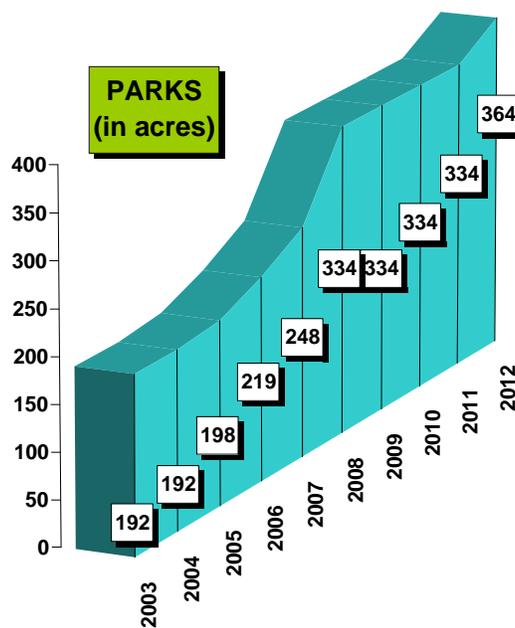
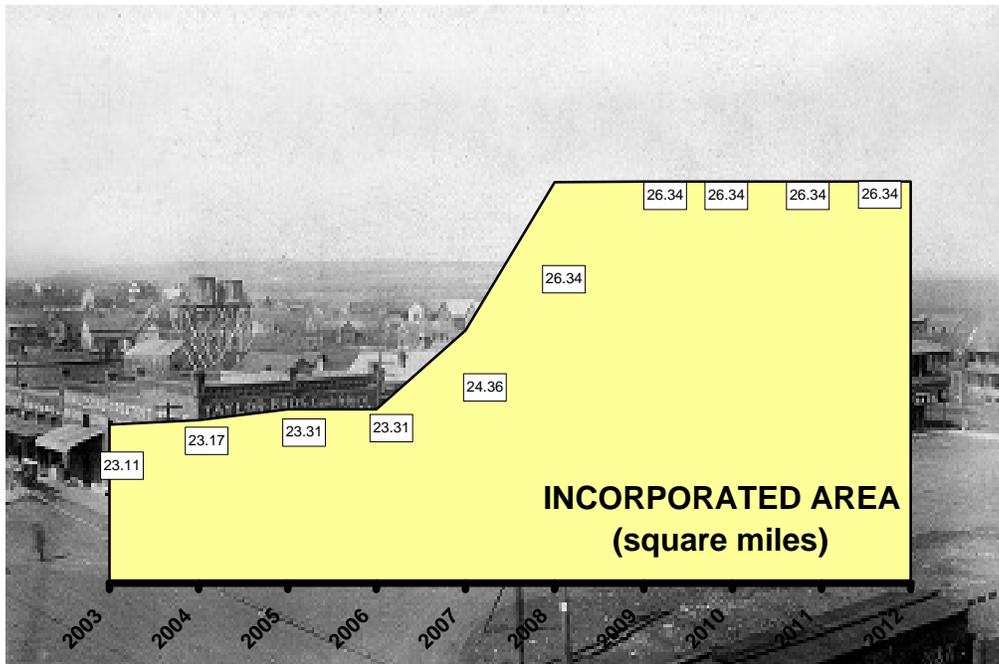
- A. **ADEQUATE STAFFING.** Staffing levels will be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.
- B. **TRAINING.** 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.

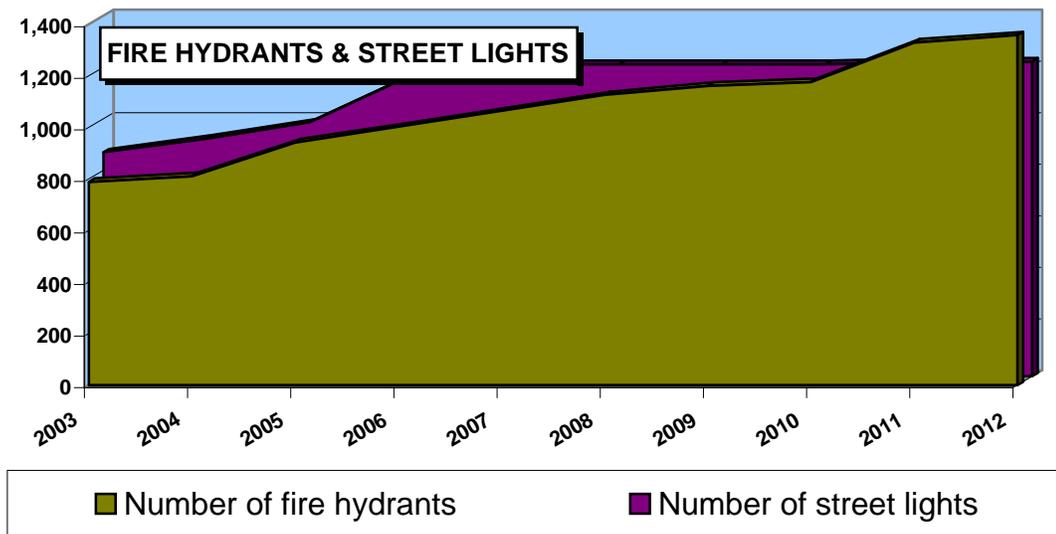
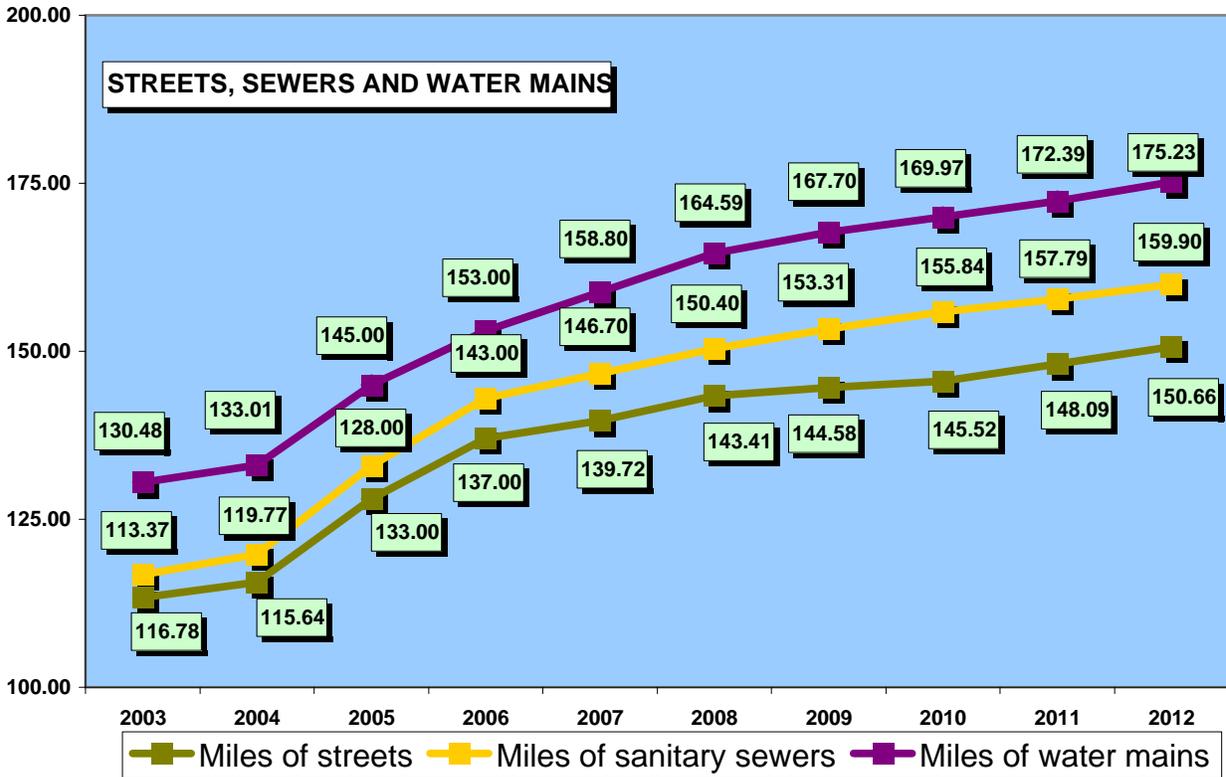
The City will strive to maintain a high level of excellence in its accounting policies and practices as it prepares its Financial Report. The Report will be presented to the Government Finance Officers Association (GFOA) for review of qualifications necessary to obtain the Certificate of Achievement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

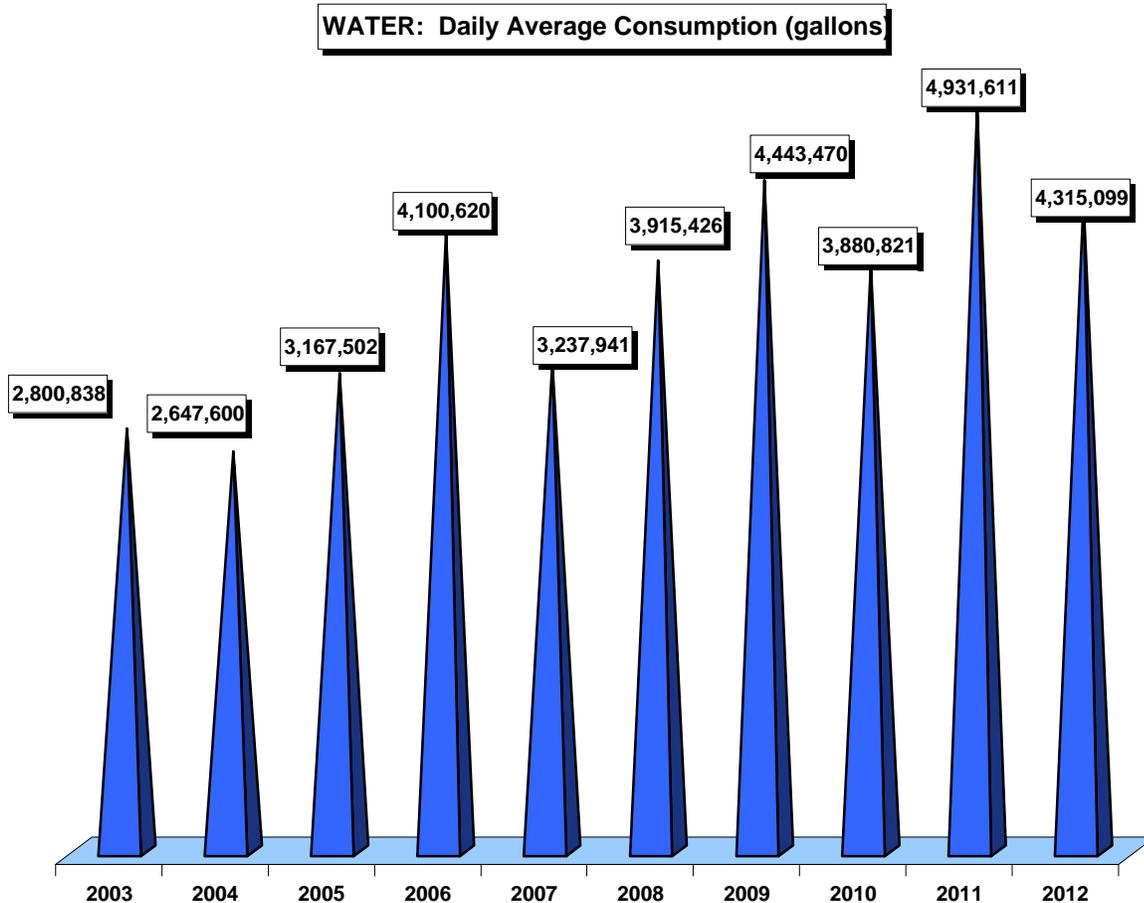
MISCELLANEOUS STATISTICS

Date of Incorporation
Date of Charter
Form of Government

May 12, 1912
April 5, 1989
Council/Manager







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.

ACRONYMS

AV: Ad Valorem

BACC: Burleson Area Chamber of Commerce

BCDC: Burleson Community Services Development Corporation

BPD: Burleson Police Department

BRiCk: Burleson Recreation Center

CIP: Capital Improvement Program

CO: Certificate of Obligation

COG: Council of Governments

CVE: Commercial Vehicle Enforcement

EDIF: Economic Development Incentive Fund

ETR: Effective Tax Rate

FF: Firefighter

FT: Fulltime

FTE: Fulltime Equivalent

FY: Fiscal Year

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principals

G & A: General & Administrative

GF: General Fund

G.I.S.: Geographical Information System



ANNUAL OPERATING BUDGET AND PLAN OF SERVICE

G.O.: General Obligation

IH: Interstate Highway

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

IT: Information Technology

M&O: Maintenance & Operations

NCTCOG: North Central Texas Council of Governments

PILOT: Payment in Lieu of Taxes

PT: Parttime

RTR: Rollback Tax Rate

SAN: Storage Area Network

SH: State Highway

SRO: School Resource Officer

TEX21: Transportation Excellence for the 21st Century

TIF: Tax Increment Financing

TMRS: Texas Municipal Retirement System

VoIP: Voice Over Internet Protocol

WIFI: Wireless internet capability.



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

