



**CITY COUNCIL
BUDGET WORKSESSION
FOR FISCAL YEAR
2011-2012**

AUGUST 8, 2011

Worksession Information

. Worksession Agenda

. Budget Calendar

AGENDA

- 9:00 Introduction – Curtis Hawk, City Manager
- Budget Summaries, Tables, and Charts – Rhett Clark, Finance Director
- General Fund Discussion
- Schedules of revenues and expenditures – Clark
 - Debt Service Fund and debt tax rate – Clark
- Water & Wastewater Fund
- Schedules of revenues and expenditures – Clark
 - Rates review – Cain, Clark
- Golf Course Fund – Clark
- Solid Waste Fund
- Noon Lunch provided
- Presentation by Chamber of Commerce and Heritage Foundation
- Hotel/Motel Fund discussion – Clark
- Equipment Services Fund and Replacement Funds – Clark
- Cemetery Fund – Clark
- Economic Development Funds
- Support Services Fund
- Parks Performance Fund
- Closing Comments – Hawk
- Adjourn

2011 Tax Rate Budget Planning Calendar

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	Budget KickOff Meeting.	Orientation to review the budget process.
April 6	Worksheets for forecasting year-end budget and new year operating budget estimates delivered to departments. Excel spreadsheets for personnel planning will be made available online.	Departments/Divisions complete year-end and base budget estimates. The 2010 base budget is the target budget for 2011. Explain any increases that must be added to the base budget in a detail in a decision package.
April 15	Complete IT questionnaire and meet with IT.	Call or email Mark to schedule.
April 21	Deadline to have the year-end budget estimates and base budget numbers entered in H T E. Deadline for completed decision packages emailed to Dee Kerr. Deadline for completed reduction decision packages emailed to Dee Kerr. Deadline for fee/rate change pro	Budgetary supporting detail is REQUIRED in H T E. REVIEW YOUR BUDGET AT LEAST WEEKLY FROM THIS POINT FORWARD. CONSULT VIRGINIA ABOUT ANY PAYROLL QUESTIONS OR DISCREPANCIES. CONSULT DEE ABOUT ANY OTHER BUDGET QUESTIONS.
April 22	Good Friday Holiday	
Apr 25 - Apr 29	Finance Review. Initial review of year-end estimated, proposed budgets, budget reduction packages.	Departments will be contacted with questions as necessary.
May 3	Initial estimate from Central Appraisal District.	
May 3 & 5 and May 10-12	Department/Division meetings with CMO for review of major issues proposed budget, service enhancements and reduction decision packages, proposed fee/rate changes and five-year plans.	See schedule following calendar. Be prepared to discuss major issues and 5 year plan. Have at least 5 copies of budget packets available for CMO and Finance.
May 16	Five Year Plans presented to City Council.	Be prepared to give a brief overview and answer any questions that arise.
May 19	Final decision packages are due to Dee Kerr. Completed CIP budgets due to Finance.	
May 19 - June 3	Technical review and preparation of workshop materials.	Budgets reviewed for completeness.
May 30	Memorial Day	City Holiday
June 22, 23, 27, 28, 29, 30	Meetings with City Council (2-5pm.)	Attend on your assigned night.
July 1	Post Notice of Budget Issues Workshop with Council	CSO
July 4	Independence Day	City Holiday
July 15	Complete Ranking of Service Enhancements	

2011 Tax Rate Budget Planning Calendar

July 25	Certified Tax Roll is due from JCAD. Water and sewer rates due from City of Fort Worth.	
July 25-29	Prepare Effective Tax Rate Notice and provide to CSO for publication	
July 25 - August 4	Preparation of City Manager's Recommended Budget	For City Council work session.
August 1	Council Meeting: MO to schedule PH on Budget (8-30) MO to record vote of proposed Tax Rate on future agenda and MO schedule. PH for Tax Rate (8-30 & 9-7).	CMO to prepare AIPs
August 2	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 5	City Manager's Recommended Budget is delivered to Council. Post Notice of Budget Worksession with Council.	FIN, CSO
August 8	Worksessions are held to discuss Dept./Div. budgetary requests. Check newspaper for publication of notices. IMPORTANT	Hold worksession with Council. CSO/FIN
August 10	Budget Adjustments prepared and posted to YE.	
August 15	Council Meeting: Continue discussion of CM Proposed Budget FY 11-12. NOTE: MEETING STARTS AT 5:30pm	
August 17	Post Notice Special Session Budget PH and 1st PH Tax Rate	CSO
August 22	1st reading of budget ordinance, 1st reading of tax rate, 1st reading of water/wastewater rate. NOTE: MEETING STARTS AT 6pm	
September 6	Final reading of 2011-2012 Budget, tax rate and water/wastewater rate ordinances. Council adopts the budget ordinance and passes appropriation and revenue ordinances. MO to ratify the tax revenue and fee schedule. NOTE: MEETING STARTS AT 5:30pm.	Final budget is presented to Council
October 17	Post budget process meeting with City Council.	

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

Managers Message

CITY MANAGER'S MESSAGE

FOR THE FY 2011-2012 PROPOSED BUDGET

TO

MAYOR KENNETH D. SHETTER

AND

MEMBERS OF THE BURLESON CITY COUNCIL

August 5, 2011

In accordance with the Texas Local Government Code and the Charter of the City of Burleson, the Proposed Annual Operating Budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 is hereby submitted. The proposed 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 proposed budget.

PROPOSED GENERAL FUND BUDGET

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

Manager's Message
Proposed FY 2011-2012 Budget
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PROPOSED GENERAL FUND REVENUE

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

PROPOSED GENERAL FUND EXPENDITURES

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

Revenues

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

Property Taxes

Tax Valuation

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

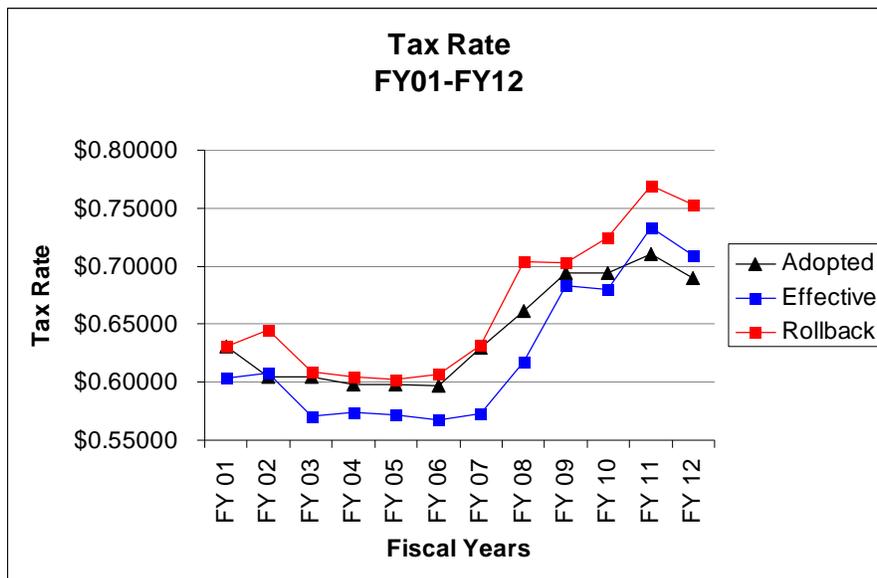
Tax Rate

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

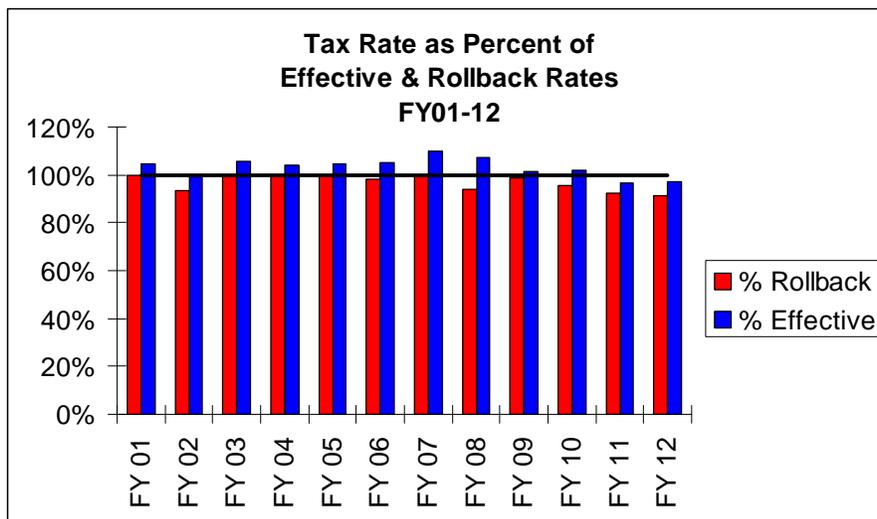
Effective Tax Rate

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

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



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

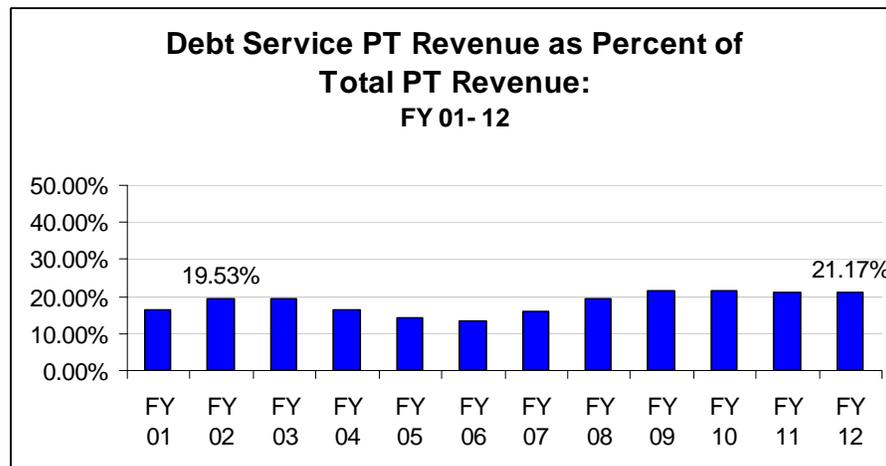


Maintenance and Operations Rate (M & O rate)

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

Debt Service Rate (I&S rate)

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



Taxable Value of Average Residential Property

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

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

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

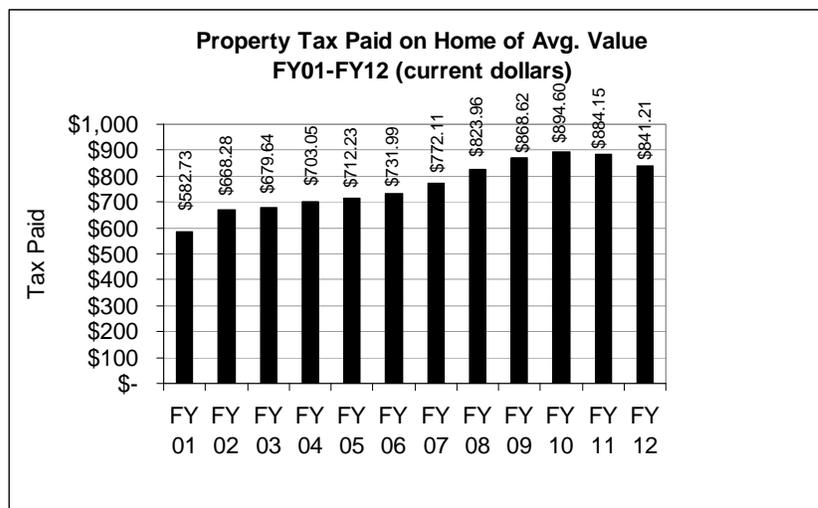
The proposed rate will result in a slight *tax decrease* of \$22.62 in the tax bill for the average residential property, from \$863.83 in the current year to \$841.21 in the proposed budget. The following table compares the City's tax bill for the average home to that of 20 Tarrant County cities.

Average Residential Tax Bill for 20 Neighboring Cities

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

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

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



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

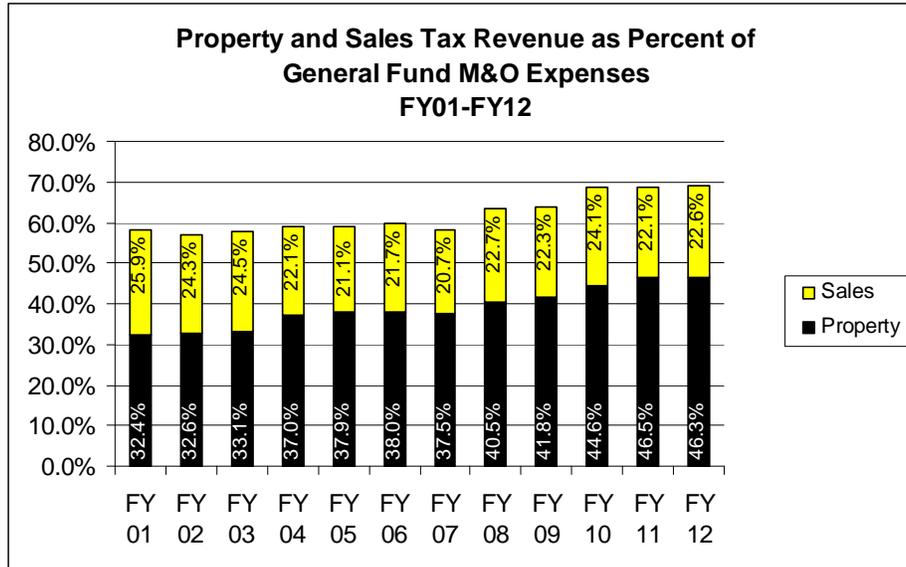
Property Tax Revenue

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

Sales Taxes.

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

Combined, property and sales taxes will fund approximately 69.5% of General Fund maintenance and operations expenses for FY 202012. The graph below illustrates this relationship since FY 202001.



Other revenue:

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

Expenditures

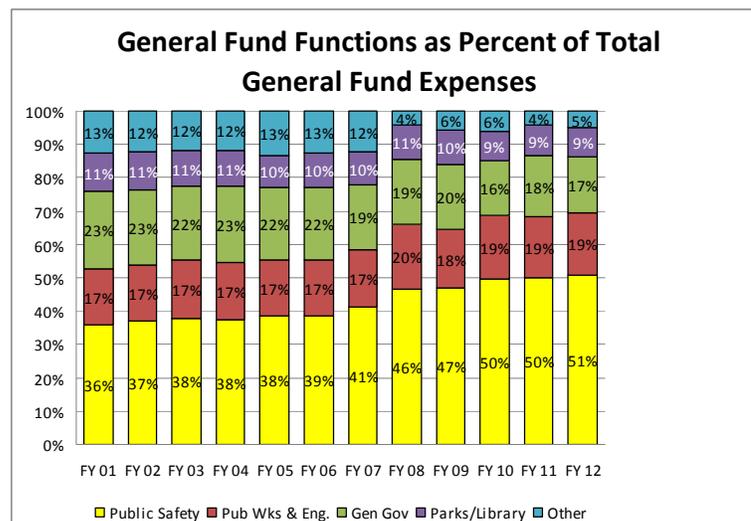
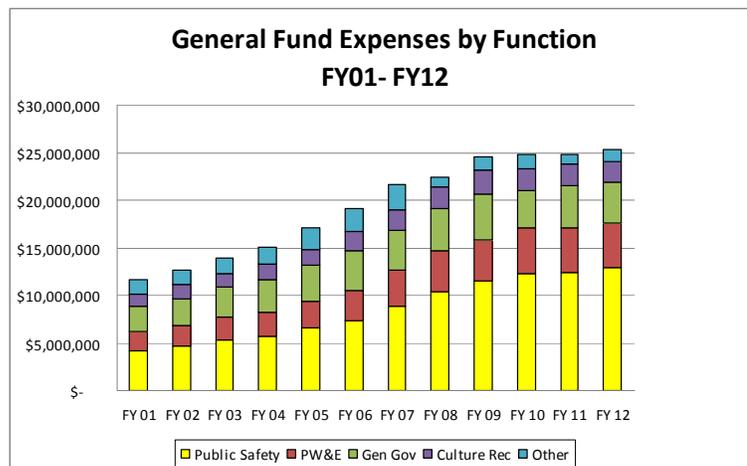
Overview

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

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

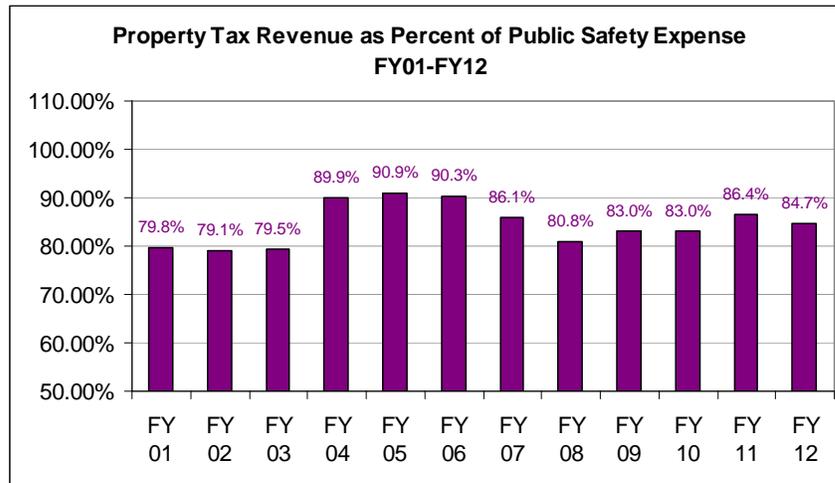
- Public Works (including Engineering)
- General Government (Finance, Human Resources, City Manager's Office, City Secretary's Office, etc.)
- Culture & Recreation (Library, Parks and Recreation)
- Other (Neighborhood Services & Community Development)

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



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

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



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

Salary and Related RCosts

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

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

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

Health Insurance Costs

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

For FY 2011-2012, overall health insurance costs are up \$278,630 (+22.6%) over current adopted levels. This amount reflects an increase of \$477,629 in health insurance premiums offset by a decrease of \$198,999 in various other health insurance related benefits included in the current budget such as:

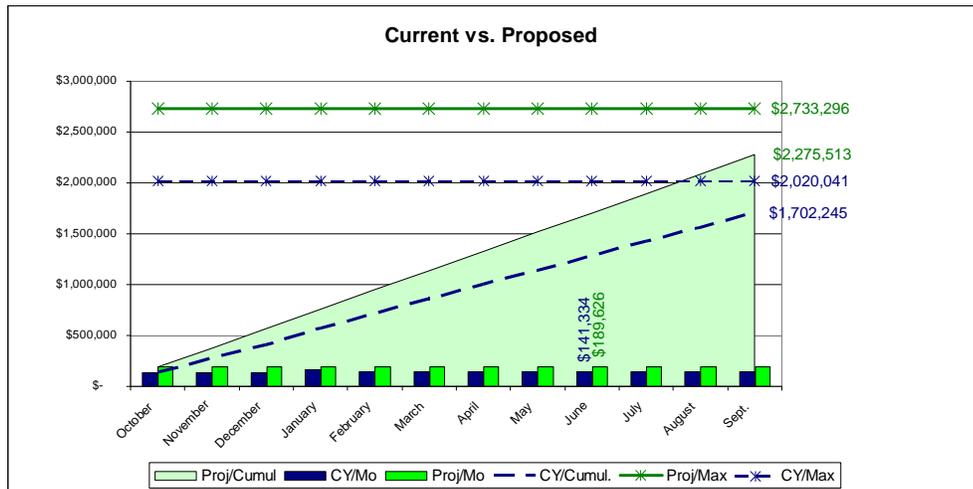
- \$100,000 eliminated for an employee clinic. After many meetings and discussions with representatives of THR, it became apparent that a clinic that would reduce claim costs was not feasible for numerous reasons, and any funds dedicated to a clinic would be needed to offset increasing claim costs.
-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

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

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

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



Operational Expenses

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

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

Utilities and Internal Services

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

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

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

Base Budget Notes

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

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

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

FUND BALANCE

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

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

GENERAL FUND: FUND BALANCE STATUS

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

Service Enhancements

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

WATER/WASTEWATER FUND

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

Expenditures

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

Water/Wastewater Rates

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

The base water rates are as follows:

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

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

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

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

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

Working Capital Notes

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

GOLF COURSE FUND

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

SOLID WASTE FUND

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

HOTEL/MOTEL FUND

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

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

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

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

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

PARKS PERFORMANCE FUND

Designed to better control the more business-like "pay for play" parks facilities such as the BRiCk, Chisenhall Fields and the Hidden Creek complex, the Parks Performance Fund budget includes revenues and expenditures of \$2,697,517. Balancing this budget requires subsidies of \$854,267 from the Type B (formally "4B") Corporation. The BRiCk's revenues are projected to cover 75% of its expenses while revenues associated with the two athletic fields will cover about 46% of those expenses. A summary of the Park Performance Fund is tabulated on the following page.

PARK PERFORMANCE FUND

<u>BRiCk Operations</u>			
	<u>2011 ADOPT</u>	<u>2011 YE</u>	<u>2012 Prop</u>
Revenues			
Recreation Fees	\$ (296,800)	\$ (240,000)	\$ (260,000)
Recreation Memberships	\$ (1,060,000)	\$ (1,055,154)	\$ (1,109,050)
Recreation Gym Rental	\$ (15,000)	\$ -	\$ -
Recreation Room Rentals	\$ (50,000)	\$ (65,000)	\$ (74,200)
Swimming Pool Fees	\$ (13,000)	\$ (40,000)	\$ (40,000)
Swimming Lessons Revenue	\$ (51,900)	\$ (51,900)	\$ (52,000)
Merchandise Sales	\$ -	\$ (10,000)	\$ (12,000)
Other	\$ (4,000)	\$ (49,103)	\$ (1,000)
Total	\$ (1,490,700)	\$ (1,511,157)	\$ (1,548,250)
Expenditures	\$ 2,139,264	\$ 2,121,647	\$ 2,062,481
Rev. (Over)/Under Exp.	\$ 648,564	\$ 610,490	\$ 514,231
Percent Self Sustaining	70%	71%	75%
Type B Corp. Subsidy	\$ (648,564)	\$ (610,490)	\$ (514,231)
Ad Valorem Subsidy			

<u>Athletic Fields Operations</u>			
	<u>2011 ADOPT</u>	<u>2011 YE</u>	<u>2012 Prop</u>
Revenues			
Recreation Leagues	\$ (72,000)	\$ (100,000)	\$ (100,000)
Concession Revenue	\$ (35,000)	\$ (35,000)	\$ (35,000)
Tournament Fees	\$ (90,000)	\$ (90,000)	\$ (90,000)
Per Player Fees	\$ (45,900)	\$ (70,000)	\$ (70,000)
Total	\$ (242,900)	\$ (295,000)	\$ (295,000)
Expenditures	\$ 598,362	\$ 621,678	\$ 635,036
Rev. (Over)/Under Exp.	\$ 355,462	\$ 326,678	\$ 340,036
Percent Self Sustaining	41%	47%	46%
Type B Corp. Subsidy	\$ (191,436)	\$ (229,510)	\$ (340,036)
Ad Valorem Subsidy	\$ (162,366)	\$ (97,168)	\$ -

4B Subsidy	\$ (840,000)	\$ (840,000)	\$ (854,267)
GF Subsidy	\$ (162,366)	\$ (97,168)	\$ -
Total Subsidy for PPF	\$ (1,002,366)	\$ (937,168)	\$ (854,267)

SUPPORT SERVICES FUND

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

CEMETERY FUND

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

Fund Balance

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

EQUIPMENT SERVICES FUND

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

Fund Balance

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

EQUIPMENT REPLACEMENT FUNDS

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

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

GOVERNMENTAL EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

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

Fund Balance

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

PROPRIETARY EQUIPMENT REPLACEMENT FUND

Revenues and Expenditures

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

Fund Balance

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

TYPE A ECONOMIC DEVELOPMENT CORPORATION

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

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

Special Revenue Fund

Revenues in the Special Revenue Fund are projected to be \$3,006,000 in FY 2011-12, an increase of 9.4% from the \$2,748,726 estimated in the approved FY 2009-10 budget. Expenditures are projected to be \$2,741,875 in FY 2011-12, a 1.6% increase from the \$2,699,582 projected for the current year in the approved FY 2010-11 budget.

Debt Service Fund

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

TYPE B COMMUNITY SERVICES DEVELOPMENT CORPORATION

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

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

Special Revenue Fund

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

Debt Service Fund

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

ECONOMIC DEVELOPMENT INCENTIVE FUND

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

Revenues and Expenditures

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

ALL FUNDS SUMMARY

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

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

SPECIAL RESTRICTED USE FUNDS

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

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

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

CONCLUSION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

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

Curtis E. Hawk
City Manager

Attachments:

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

Appendix A

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)			15 D			
2	Safe Routes to School						
	Kerr (Johnson to Irene)		20 C	20 C	25 C		
	Murphy (Sandra & Newton)			35 C			
	Elk Drive				45 C		
	Summercrest					61 C	
3	School Zone Enhancement						
	Summercrest - Frazier		15 C				
	McAlister - Hajek		15 C				
4	Traffic Calming						
	Renfro (SH 174 to Alsbury)				75 C		
	Lorna (SH 174 to SW Alsbury)			50 C			
	Keep Kids Alive - Drive 25 Program		25 C				
5	Misc Sidewalk Program (Non Safe Routes)						
	Ellison (I35 to Main)			45 C			
	OT Pedestrian Features (Parking, Handicap Ramps)		10 C	15 C	15 C		
6	Intersection Improvements						
	(NW Renfro at SE Alsbury)		17	17 D	43 R	70 C	
7	Traffic Count and Speed Study Eq.		5 D	5 D	5 D	5 D	
TOTAL BY YEAR - Photo Enforcement Projects		0	132	202	208	136	
CUMLATIVE TOTAL - Photo Enforcement Projects		0	132	334	542	678	

Appendix B

**Park Improvement Fund
Fund 353**

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

Appendix C

**Community Service Facilities Fund
Fund 354**

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

Budget Summaries

- . Budget Summary by Fund
- . Combined Statement of Revenues & Expenses
- . Expenditures by Classification

**CITY OF BURLESON
BUDGET SUMMARY
BY FUND**

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

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	ESTIMATE*	2011-2012 BUDGET	2010-11/ 2011-12 CHANGE
GENERAL FUND	24,693,544	24,865,784	25,578,618	25,354,787	1.97%
GENERAL DEBT SERVICE FUND	6,275,178	4,475,834	4,475,834	4,445,119	-0.69%
HOTEL/MOTEL TAX FUND	155,124	148,574	160,661	64,822	-56.37%
WATER & WASTEWATER FUND	14,259,906	14,666,658	14,699,331	15,930,458	8.62%
SOLID WASTE FUND	2,584,836	2,588,908	2,617,316	2,640,621	2.00%
CEMETERY FUND	16,259	2,141	15,440	8,000	273.66%
PARKS PERFORMANCE FUND	1,438,579	2,735,966	2,743,325	2,717,658	-0.67%
EQUIPMENT SERVICE FUND	551,925	535,836	513,362	490,392	-8.48%
GOLF COURSE FUND	1,851,012	2,009,833	1,899,671	2,033,617	1.18%
GOVERNMENTAL EQP REP FUND	465,302	404,880	1,154,017	487,233	0.00%
PROPRIETARY EQP REP FUND	186,348	363,867	458,855	44,863	0.00%
SUPPORT SERVICES FUND	1,795,551	1,473,343	1,471,201	1,580,779	0.00%
ECONOMIC DEVELOPMENT INCENTIVE FUND	511,426	589,320	664,936	637,576	8.19%
4A SALES TAX REVENUE	2,366,639	2,699,582	2,615,628	2,741,875	1.57%
4A SALES TAX DEBT SERVICE	5,609,924	1,863,130	1,863,130	1,863,340	0.01%
4B SALES TAX REVENUE	3,519,692	3,144,298	3,144,298	3,170,716	0.84%
4B SALES TAX DEBT SERVICE	7,212,971	1,921,114	1,921,114	1,912,764	-0.43%
TOTAL EXPENDITURES	73,494,216	64,489,068	65,996,737	66,124,620	2.54%

**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 @ 9/30/10	7,188,195	6,019,036	347,116	98,768	50,511	2,072,545	534,793	291,366	669,741	980,413	2,178,976	228,229	-72,032
Less: Reserves (See Note 1) Designated for Self Insurance	-179,419 -332,381	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved / Unrestricted Fd. Bal./Working Capital @ 9/30/10	6,676,395	6,019,036	347,116	98,768	50,511	2,072,545	534,793	291,366	669,741	980,413	2,178,976	228,229	-72,032
Estimated 2011 Fiscal Year Results													
+ Revenues ***	25,682,497	15,068,200	2,856,026	1,936,819	552,372	739,378	455,720	110,000	8,000	2,748,726	2,709,226	2,743,325	1,472,614
- Expenditures	-25,693,788	-14,699,331	-2,617,316	-1,899,671	-513,362	-1,154,017	-458,855	-160,661	-15,440	-2,615,628	-3,144,298	-2,743,325	-1,471,201
- Reserves + Prior yr Reserves	115,170												
Est. Unrestricted Fund Bal/ Working Capital @ 09/30/11	6,780,274	6,387,905	585,826	135,916	89,521	1,657,906	531,658	240,705	662,301	1,074,011	1,743,904	228,229	-70,619
Budgeted 2012 Fiscal Year Results													
Revenues	25,354,787	15,855,200	2,403,500	2,033,626	487,593	622,490	163,258	110,000	6,500	2,965,000	2,965,000	2,717,658	1,581,508
Expenditures	-25,354,787	-15,930,458	-2,640,621	-2,033,617	-490,392	-487,233	-44,863	-64,822	-8,000	-2,741,875	-3,170,716	-2,717,658	-1,580,779
Estimated Unrestricted Fund Bal / Working Capital @ 09/30/12	6,780,274	6,312,647	348,705	135,925	86,722	1,793,163	650,053	285,883	660,801	1,297,136	1,538,188	228,229	-69,890

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

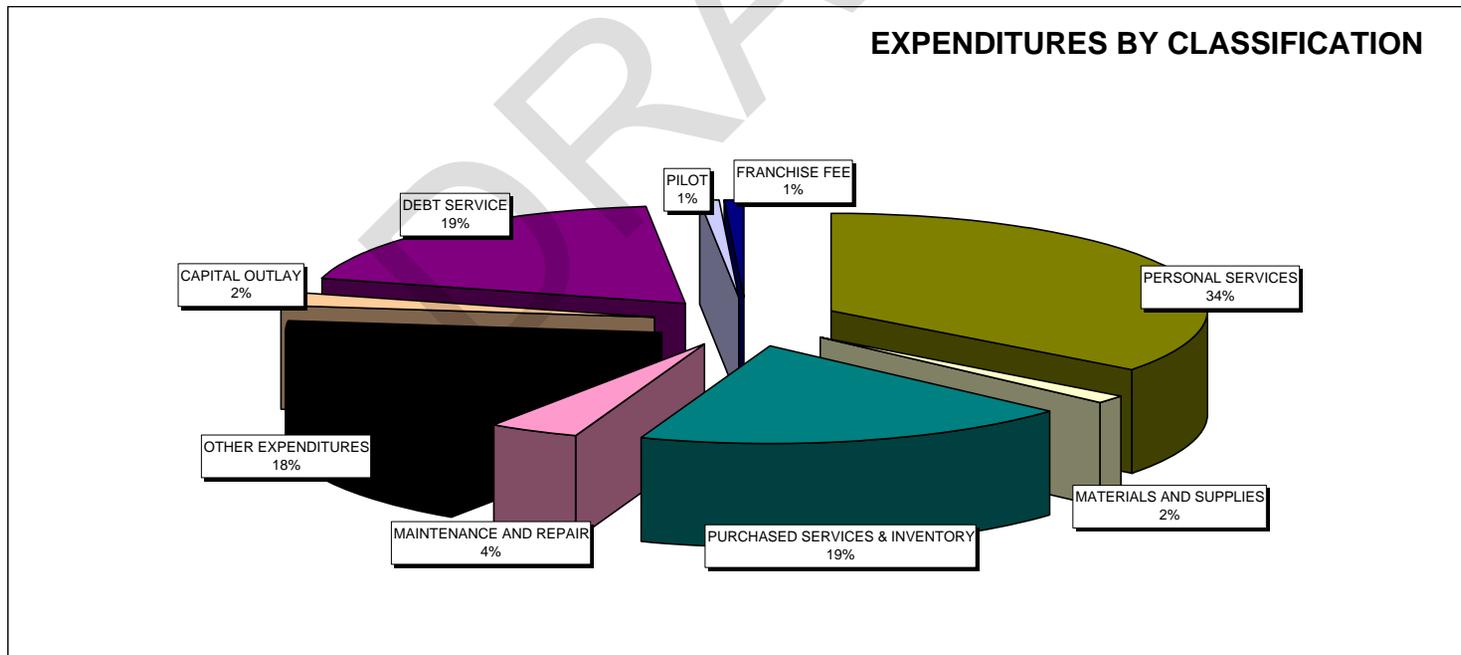
Calc: Days of Operations Covered by Unrestricted Fund Bal / Working Capital

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

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

**CITY OF BURLESON
BUDGET SUMMARY
BY CLASSIFICATION**

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



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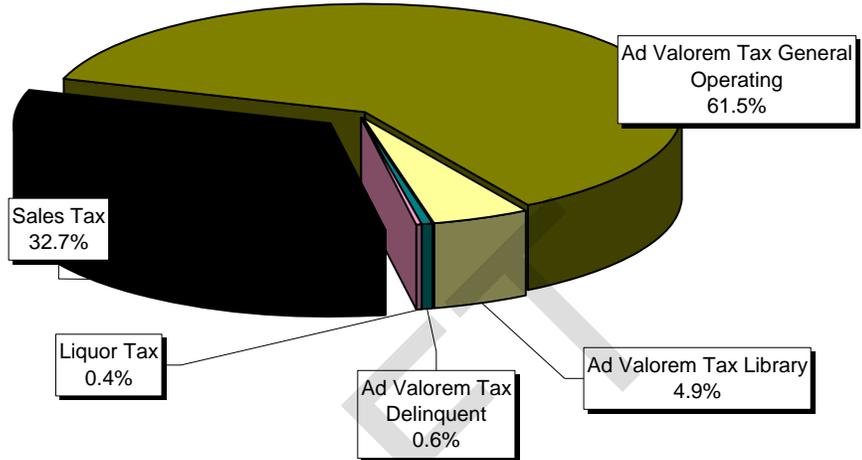
**CITY OF BURLESON
GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES**

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

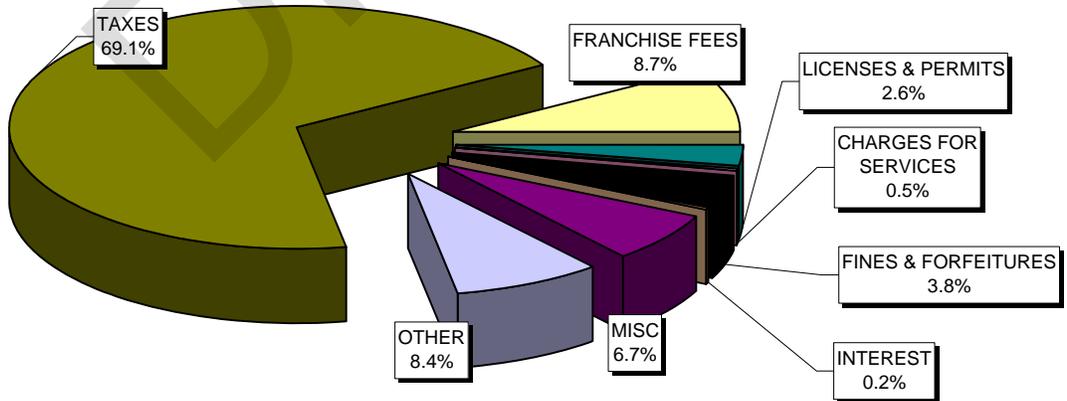
**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

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

TAX REVENUES BY SOURCE FISCAL YEAR 2011-2012



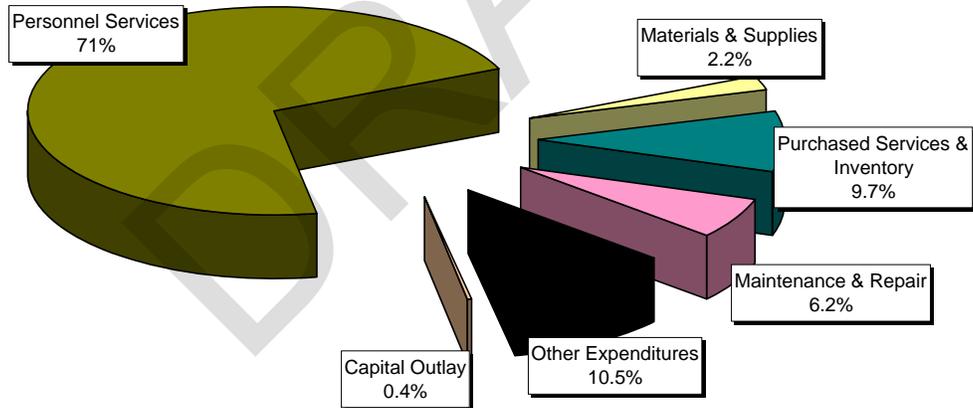
GENERAL FUND REVENUE BY SOURCE FISCAL YEAR 2011-2012



**GENERAL FUND
EXPENDITURES BY CLASSIFICATION**

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

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

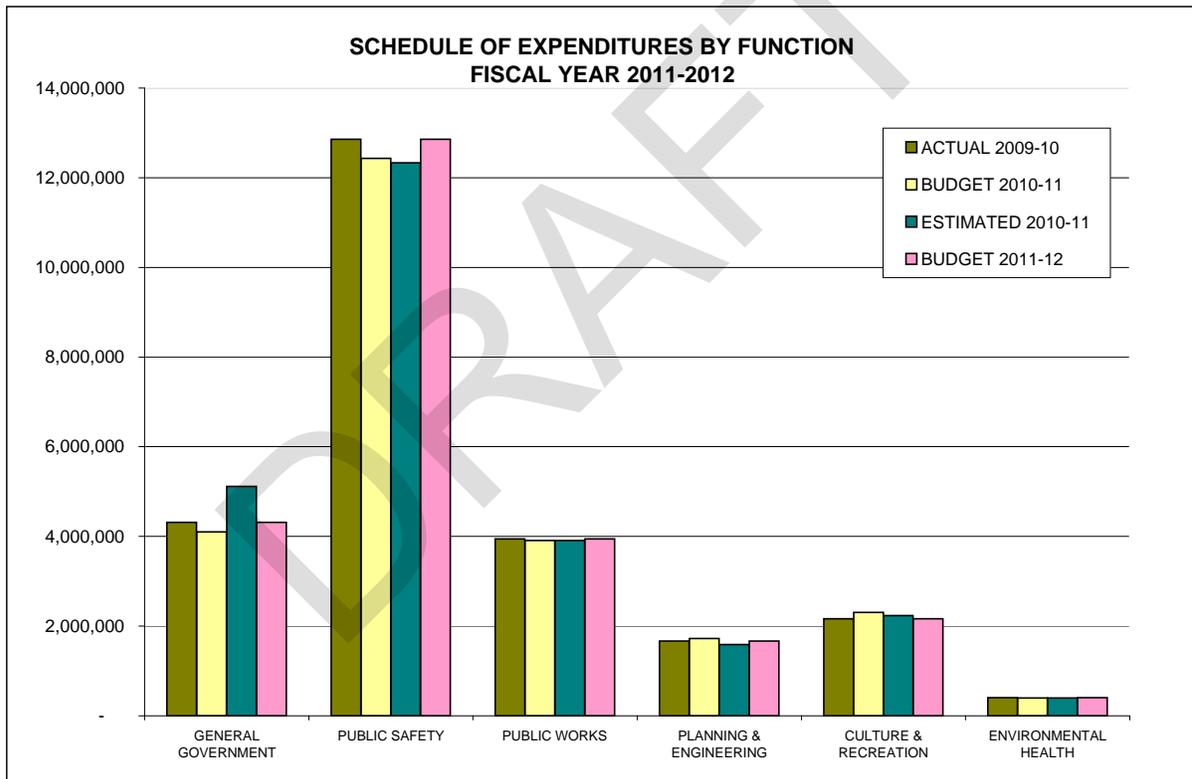


**CITY OF BURLESON
GENERAL FUND
SCHEDULE OF EXPENDITURES BY FUNCTION**

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

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

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



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General Debt Service Fund

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

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

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**CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	2,562,582	1,877,036	4,439,618
2013	2,645,372	1,783,010	4,428,382
2014	2,283,860	1,694,806	3,978,666
2015	2,364,347	1,611,710	3,976,057
2016	2,441,927	1,522,079	3,964,006
2017	2,554,507	1,425,796	3,980,303
2018	2,666,087	1,324,797	3,990,884
2019	2,758,667	1,218,922	3,977,589
2020	2,864,642	1,107,254	3,971,896
2021	2,986,222	988,490	3,974,712
2022	2,857,197	866,479	3,723,676
2023	2,972,870	741,660	3,714,530
2024	3,094,987	610,517	3,705,504
2025	3,256,887	471,279	3,728,166
2026	2,845,000	335,958	3,180,958
2027	2,490,000	216,848	2,706,848
2028	1,965,000	116,584	2,081,584
2029	675,000	57,684	732,684
2030	705,000	27,655	732,655
2031	120,000	9,250	129,250
2032	125,000	3,125	128,125
TOTAL	<u>\$ 47,235,154</u>	<u>\$ 18,010,939</u>	<u>\$ 65,246,093</u>

**CITY OF BURLESON
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	2,562,582	1,877,036	4,439,618
2013	2,645,372	1,783,010	4,428,382
2014	2,283,860	1,694,806	3,978,666
2015	2,364,347	1,611,710	3,976,057
2016	2,441,927	1,522,079	3,964,006
2017	2,554,507	1,425,796	3,980,303
2018	2,666,087	1,324,797	3,990,884
2019	2,758,667	1,218,922	3,977,589
2020	2,864,642	1,107,254	3,971,896
2021	2,986,222	988,490	3,974,712
2022	2,857,197	866,479	3,723,676
2023	2,972,870	741,660	3,714,530
2024	3,094,987	610,517	3,705,504
2025	3,256,887	471,279	3,728,166
2026	2,845,000	335,958	3,180,958
2027	2,490,000	216,848	2,706,848
2028	1,965,000	116,584	2,081,584
2029	675,000	57,684	732,684
2030	705,000	27,655	732,655
2031	120,000	9,250	129,250
2032	125,000	3,125	128,125
TOTAL	<u>\$ 47,235,154</u>	<u>\$ 18,010,939</u>	<u>\$ 65,246,093</u>

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
GENERAL OBLIGATION BONDS SERIES 2002
(REPLACES SERIES 1993)

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH 1ST INTEREST</u>	<u>MARCH 1ST PRINCIPAL</u>	<u>SEPTEMBER 1ST INTEREST</u>	<u>TOTAL REQUIREMENT</u>
2012	57,965	485,000	48,265	591,230
2013	48,265	500,000	38,265	586,530
2014	38,265	55,000	37,131	130,396
2015	37,131	55,000	35,962	128,093
2016	35,962	55,000	34,779	125,741
2017	34,779	60,000	33,459	128,239
2018	33,459	65,000	31,997	130,456
2019	31,997	65,000	30,494	127,491
2020	30,494	70,000	28,831	129,325
2021	28,831	70,000	27,125	125,956
2022	27,125	75,000	25,250	127,375
2023	25,250	80,000	23,250	128,500
2024	23,250	85,000	21,125	129,375
2025	21,125	90,000	18,875	130,000
2026	18,875	90,000	16,625	125,500
2027	16,625	95,000	14,250	125,875
2028	14,250	100,000	11,750	126,000
2029	11,750	110,000	9,000	130,750
2030	9,000	115,000	6,125	130,125
2031	6,125	120,000	3,125	129,250
2032	3,125	125,000	-	128,125
	<u>\$ 553,648</u>		<u>\$ 495,683</u>	<u>\$ 3,614,332</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 2,565,000

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	13,696	29,000	13,187	55,882
2013	13,187	29,000	12,644	54,831
2014	12,644	34,000	11,963	58,607
2015	11,963	36,000	11,220	59,183
2016	11,220	38,000	10,435	59,655
2017	10,435	40,000	9,584	60,019
2018	9,584	41,000	8,687	59,271
2019	8,687	43,000	7,720	59,408
2020	7,720	47,000	6,639	61,359
2021	6,639	48,000	5,511	60,149
2022	5,511	52,000	4,262	61,773
2023	4,262	55,000	2,922	62,184
2024	2,922	57,000	1,525	61,447
2025	1,525	61,000	-	62,525
	<u>\$ 119,994</u>		<u>\$ 106,299</u>	<u>\$ 836,293</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

<u>\$ 610,000</u>

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - GENERAL PORTION SERIES 2005

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	40,068	88,582	128,650	38,518	167,168
2013	38,518	91,372	129,890	36,919	166,809
2014	36,919	94,860	131,779	35,259	167,038
2015	35,259	98,347	133,606	32,800	166,406
2016	32,800	103,927	136,727	30,202	166,929
2017	30,202	109,507	139,709	27,464	167,173
2018	27,464	115,087	142,551	24,587	167,138
2019	24,587	120,667	145,254	21,570	166,824
2020	21,570	127,642	149,212	18,379	167,591
2021	18,379	133,222	151,601	15,049	166,650
2022	15,049	140,197	155,246	11,544	166,790
2023	11,544	147,870	159,414	7,847	167,261
2024	7,847	142,987	150,834	4,272	155,106
2025	4,272	170,887	175,159	-	175,159
	<u>\$ 344,478</u>		<u>\$ 2,029,632</u>	<u>\$ 304,410</u>	<u>\$ 2,334,041</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 1,685,154

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT 2005 GENERAL OBLIGATION BONDS
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DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
2012	62,218	175,000	59,155	296,373
2013	59,155	180,000	56,005	295,160
2014	56,005	190,000	52,680	298,685
2015	52,680	195,000	49,268	296,948
2016	49,268	200,000	45,268	294,536
2017	45,268	210,000	41,068	296,336
2018	41,068	220,000	36,668	297,736
2019	36,668	230,000	32,068	298,736
2020	32,068	235,000	27,368	294,436
2021	27,368	245,000	22,468	294,836
2022	22,468	255,000	17,304	294,772
2023	17,304	265,000	11,938	294,242
2024	11,938	280,000	6,163	298,101
2025	6,163	290,000	-	296,163
	<u>\$ 519,639</u>		<u>\$ 457,421</u>	<u>\$ 4,147,060</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 3,170,000

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - GENERAL PORTION SERIES 2006

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	65,781	155,000	220,781	62,681	283,462
2013	62,681	160,000	222,681	59,481	282,161
2014	59,481	170,000	229,481	56,081	285,561
2015	56,081	175,000	231,081	52,581	283,661
2016	52,581	180,000	232,581	48,981	281,561
2017	48,981	190,000	238,981	45,181	284,161
2018	45,181	195,000	240,181	41,281	281,461
2019	41,281	205,000	246,281	37,053	283,333
2020	37,053	215,000	252,053	32,215	284,268
2021	32,215	225,000	257,215	27,153	284,368
2022	27,153	235,000	262,153	22,100	284,253
2023	22,100	245,000	267,100	16,894	283,994
2024	16,894	255,000	271,894	11,475	283,369
2025	11,475	265,000	276,475	5,844	282,319
2026	5,844	275,000	280,844	-	280,844
	<u>\$ 584,778</u>		<u>\$ 3,729,778</u>	<u>\$ 518,997</u>	<u>\$ 4,248,775</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 3,145,000

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	45,261	110,000	155,261	43,061	198,323
2013	43,061	115,000	158,061	40,761	198,823
2014	40,761	115,000	155,761	38,461	194,223
2015	38,461	120,000	158,461	36,061	194,523
2016	36,061	125,000	161,061	33,561	194,623
2017	33,561	130,000	163,561	30,961	194,523
2018	30,961	140,000	170,961	28,161	199,123
2019	28,161	145,000	173,161	25,261	198,423
2020	25,261	150,000	175,261	22,168	197,429
2021	22,168	155,000	177,168	18,913	196,081
2022	18,913	165,000	183,913	15,406	199,319
2023	15,406	170,000	185,406	11,794	197,200
2024	11,794	175,000	186,794	8,075	194,869
2025	8,075	185,000	193,075	4,144	197,219
2026	4,144	195,000	199,144	-	199,144
	<u>\$ 402,051</u>		<u>\$ 2,597,051</u>	<u>\$ 356,790</u>	<u>\$ 2,953,841</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 2,195,000

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	79,123	160,000	239,123	75,923	315,045
2013	75,923	165,000	240,923	72,623	313,545
2014	72,623	170,000	242,623	69,223	311,845
2015	69,223	180,000	249,223	65,623	314,845
2016	65,623	185,000	250,623	61,738	312,360
2017	61,738	195,000	256,738	57,594	314,331
2018	57,594	205,000	262,594	53,186	315,780
2019	53,186	210,000	263,186	48,566	311,753
2020	48,566	220,000	268,566	43,616	312,183
2021	43,616	230,000	273,616	38,441	312,058
2022	38,441	245,000	283,441	32,806	316,248
2023	32,806	255,000	287,806	26,909	314,716
2024	26,909	265,000	291,909	20,781	312,691
2025	20,781	280,000	300,781	14,131	314,913
2026	14,131	290,000	304,131	7,244	311,375
2027	7,244	305,000	312,244	-	312,244
	<u>\$ 767,526</u>		<u>\$ 4,327,526</u>	<u>\$ 688,403</u>	<u>\$ 5,015,929</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 3,560,000

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	79,123	160,000	239,123	75,923	315,045
2013	75,923	165,000	240,923	72,623	313,545
2014	72,623	170,000	242,623	69,223	311,845
2015	69,223	180,000	249,223	65,623	314,845
2016	65,623	185,000	250,623	61,738	312,360
2017	61,738	195,000	256,738	57,594	314,331
2018	57,594	205,000	262,594	53,186	315,780
2019	53,186	210,000	263,186	48,566	311,753
2020	48,566	220,000	268,566	43,616	312,183
2021	43,616	230,000	273,616	38,441	312,058
2022	38,441	245,000	283,441	32,806	316,248
2023	32,806	255,000	287,806	26,909	314,716
2024	26,909	265,000	291,909	20,781	312,691
2025	20,781	280,000	300,781	14,131	314,913
2026	14,131	290,000	304,131	7,244	311,375
2027	7,244	305,000	312,244	-	312,244
	<u>\$ 767,526</u>		<u>\$ 4,327,526</u>	<u>\$ 688,403</u>	<u>\$ 5,015,929</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 3,560,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
CERTIFICATES OF OBLIGATION - GENERAL PORTION
SERIES 2008

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	60,828	125,000	185,828	58,641	244,469
2013	58,641	130,000	188,641	56,366	245,006
2014	56,366	135,000	191,366	54,003	245,369
2015	54,003	135,000	189,003	51,641	240,644
2016	51,641	145,000	196,641	48,741	245,381
2017	48,741	150,000	198,741	45,741	244,481
2018	45,741	155,000	200,741	42,641	243,381
2019	42,641	160,000	202,641	39,441	242,081
2020	39,441	165,000	204,441	36,141	240,581
2021	36,141	175,000	211,141	32,531	243,672
2022	32,531	180,000	212,531	28,706	241,238
2023	28,706	190,000	218,706	24,550	243,256
2024	24,550	200,000	224,550	20,175	244,725
2025	20,175	210,000	230,175	15,450	245,625
2026	15,450	215,000	230,450	10,613	241,063
2027	10,613	225,000	235,613	5,550	241,163
2028	5,550	240,000	245,550	-	245,550
	<u>\$ 631,756</u>		<u>\$ 3,566,756</u>	<u>\$ 570,928</u>	<u>\$ 4,137,684</u>
		<u>\$ 2,935,000</u>			

BONDS OUTSTANDING
SEPTEMBER 30, 2011

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL	INTEREST	
2012	277,538	565,000	842,538	267,650	1,110,188
2013	267,650	585,000	852,650	257,413	1,110,063
2014	257,413	605,000	862,413	246,825	1,109,238
2015	246,825	630,000	876,825	235,800	1,112,625
2016	235,800	650,000	885,800	222,800	1,108,600
2017	222,800	680,000	902,800	209,200	1,112,000
2018	209,200	710,000	919,200	195,000	1,114,200
2019	195,000	735,000	930,000	180,300	1,110,300
2020	180,300	765,000	945,300	165,000	1,110,300
2021	165,000	795,000	960,000	148,603	1,108,603
2022	148,603	835,000	983,603	130,859	1,114,463
2023	130,859	865,000	995,859	111,938	1,107,797
2024	111,938	905,000	1,016,938	92,141	1,109,078
2025	92,141	950,000	1,042,141	70,766	1,112,906
2026	70,766	990,000	1,060,766	48,491	1,109,256
2027	48,491	1,040,000	1,088,491	25,091	1,113,581
2028	25,091	1,085,000	1,110,091	-	1,110,091
	<u>\$ 2,885,413</u>		<u>\$ 16,275,413</u>	<u>\$ 2,607,875</u>	<u>\$ 18,883,288</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 13,390,000

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

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>SEPT INTEREST</u>	<u>INTEREST</u>	<u>MARCH PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	31,868	34,793	195,000	261,660
2013	28,868	31,868	200,000	260,735
2014	25,718	28,868	210,000	264,585
2015	22,493	25,718	215,000	263,210
2016	19,193	22,493	220,000	261,685
2017	15,743	19,193	230,000	264,935
2018	12,218	15,743	235,000	262,960
2019	8,420	12,218	245,000	265,638
2020	4,420	8,420	250,000	262,840
2021	-	4,420	260,000	264,420
	<u>\$ 168,938</u>	<u>\$ 203,730</u>		<u>\$ 2,632,668</u>

BONDS OUTSTANDING \$ 2,260,000
SEPTEMBER 30, 2011

CITY OF BURLESON REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT GENERAL OBLIGATION REFUNDING & IMPROVEMENT BONDS SERIES 2010 (REPLACES SERIES 2001)
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<u>DUE YEAR</u> <u>ENDING</u> <u>SEPTEMBER 30</u>	<u>SEPT</u> <u>INTEREST</u>	<u>INTEREST</u>	<u>MARCH</u> <u>PRINCIPAL</u>	<u>TOTAL</u> <u>REQUIREMENT</u>
2012	140,523	145,248	315,000	600,770
2013	135,648	140,523	325,000	601,170
2014	130,623	135,648	335,000	601,270
2015	125,448	130,623	345,000	601,070
2016	120,123	125,448	355,000	600,570
2017	114,648	120,123	365,000	599,770
2018	108,948	114,648	380,000	603,595
2019	102,903	108,948	390,000	601,850
2020	96,503	102,903	400,000	599,405
2021	89,363	96,503	420,000	605,865
2022	81,838	89,363	430,000	601,200
2023	73,828	81,838	445,000	600,665
2024	65,225	73,828	465,000	604,053
2025	56,200	65,225	475,000	596,425
2026	46,200	56,200	500,000	602,400
2027	35,540	46,200	520,000	601,740
2028	24,403	35,540	540,000	599,943
2029	12,538	24,403	565,000	601,940
2030	-	12,538	590,000	602,538
	<u>\$ 1,560,495</u>	<u>\$ 1,705,743</u>		<u>\$ 11,426,238</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2011 \$ 8,160,000

ANNUAL TAX RATE COMPUTATION

By law, each year the City must compute and publish an analysis of proposed tax rates. If the proposed rates exceed a certain designated level (i.e. The Rollback Rate) the increase is subject to be “rolled back” via a rollback election.

The Ad Valorem Tax Rate -

This is the actual rate adopted by the City Council. It consists of a component which together with various other revenues, funds the operations of the City’s General Fund (The Operations and Maintenance Rate) and a second component which funds principal and interest requirements on the City’s general obligation bonds (The Debt Service Rate).

The Effective Tax Rate -

The State Legislature recognizes the fact that if total annual property valuations rise (as is usually the case in most areas), taxing jurisdiction will collect greater and greater amounts of tax revenues without the necessity to increase the tax rate.

The effective tax rate calculation seeks an answer to the following basic question:

In order to produce the same amount of taxes levied against the properties included on the previous year’s tax roll, what tax rate would the City need to levy against last years properties if they were valued at the current year’s appraised values?

In order to fairly perform this comparison both the current and prior tax rolls must be adjusted. This adjustment is necessary because no two consecutive years value an exactly constant list of taxable properties. Improvements which were nonexistent on the old roll are contained on the current year roll and properties contained on the prior year roll may have been granted an exempt status on the current year roll. A further adjustment allows for the potential effect of revisions to property values in dispute as of the current year’s date of certification - i.e. the tax appeals board may lower the taxable value before the date the taxes are due.

Therefore, prior to calculating the effective rate the following adjustments are made.

1. The value of the prior year roll is reduced by the total amount of exemption granted on the current roll, relative to properties included on the previous roll.
2. The current year roll is reduced by the amount of new additions.
3. The current year roll is reduced by the net amount of taxable value under protest. Ex. If the district certifies \$10,000 and the property owner claims a value of \$9,000, the current roll would be reduced by \$1,000.
4. The current year roll is reduced by the amount of Improvements in the TIF zone.

5. The current year roll is reduced by the value of property annexed since the last tax year.

6. Both rolls are reduced by the value of property subject to the over-65 or disabled tax ceiling

The calculation is then performed using both an adjusted prior year roll and an adjusted current year roll. Burleson's 2008 Tax year calculation is illustrated on the attached chart and computation sheets.

Unadjusted taxable values for the 2010 and 2011 tax years were approximately \$2,208,701,685 and \$2,302,393,827, respectively. The six previously described calculations resulted in "adjusted 2010 and 2011 values" of approximately \$1,961,116,194 and \$1,942,331,635, respectively.

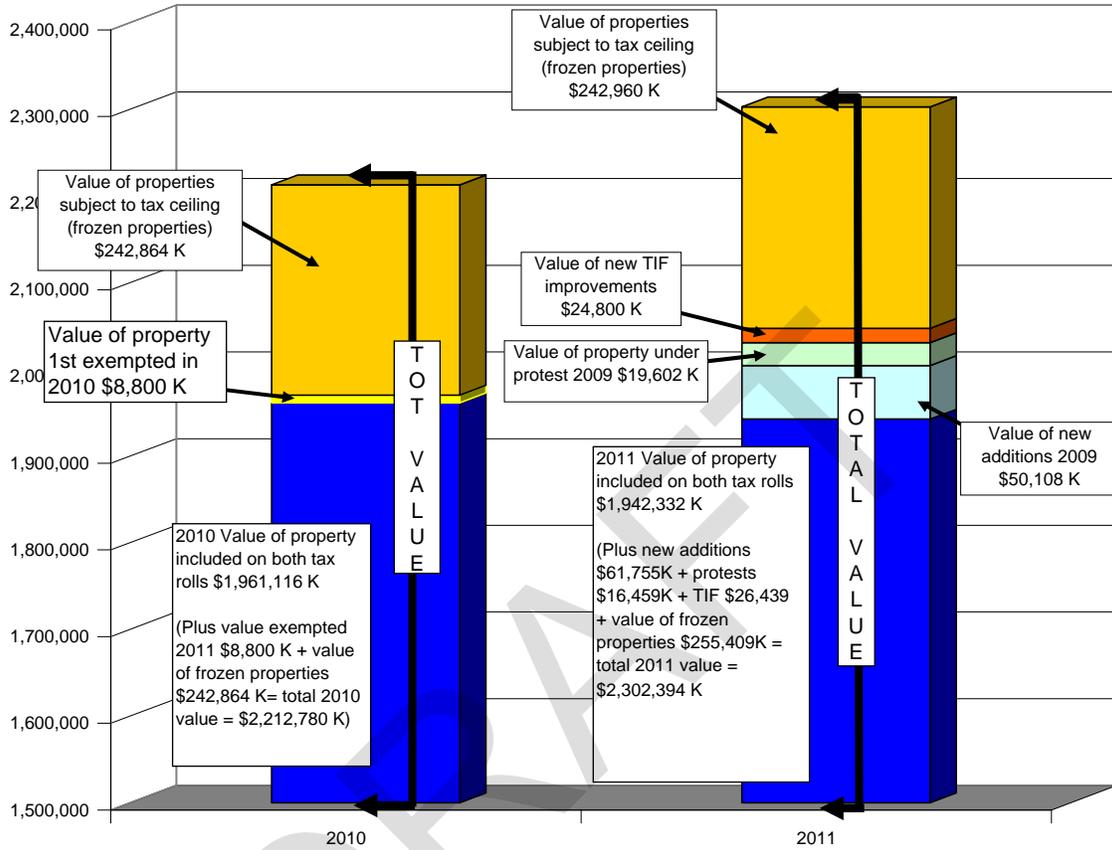
A tax rate of approximately .7098 per \$100 of taxable value applied to the 2011 adjusted taxable value, produces the same amount of taxes as last years rate (.7100 per \$100 of taxable value) applied to last year's adjusted taxable value. The effective rate is therefore .7098 per \$100 of taxable value.

The Rollback Rate -

The first step in calculating the rollback rate is to determine what effective operations and maintenance rate multiplied by the current years adjusted roll produces the same amount of taxes as is computed by multiplying last years actual maintenance and operations rate by last years adjusted roll. In the second step, this effective maintenance and operations rate is multiplied by 1.08, and the product is then added to whatever debt rate is necessary to produce the funds necessary to service the actual annual general obligation bond debt requirement.

The 2011 Rollback Rate is \$0.7536 per \$100 of taxable value.

Effective Tax Rate Calc. 2011 Tax Year



2010 Tax Funds 2011 Fiscal Year (In 1,000's)	2011 Tax Funds 2012 Fiscal Year (In 1,000's)
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Taxable value of property on the roll in 2010 AND 2011.	1,961,116	1,942,332
Taxable value of property on the roll in 2010 BUT exempted in 2011.	8,800	N/A
Net Value Under Protest 2011	N/A	16,459
Value of property added in 2011 - i.e. new additions.	N/A	61,755
New Annexed Property		0
New Property in TIF zone		26,439
Value of properties subject to tax ceiling	242,864	255,409
Total Value	2,212,780	2,302,394
Less: Property taxed in 2010 but exempted in 2011	(8,800)	
Less: Property added in 2011		(61,755)
Less: Net property under protest in 2011		(16,459)
Less: New Property in TIF zone		(26,439)
Less: New Annexed Property		0
Less: Value of properties subject to tax ceiling	(242,864)	(255,409)
= Adjusted 2010 & 2011 values.	1,961,116	1,942,332

Times 2010 Actual Tax Rate	0.7100	
Times 2011 Effective Rate		0.7098
=	13,923,925	13,786,673
+ Prior years' taxes refunded in 2010	32,803	
+ (-) Rounding		947
- Taxes in TIF zone in 2010	(169,108)	
=	13,787,620	13,787,620

NONCOMPUTATIONAL DATA

Line Ref.		
	2010 Tax Rate (Per \$100 of taxable value)	
A1	Maint & Oper	0.5478
A2	Debt Service	0.1622
A	Total	0.71
B	2011 Taxable Value	2,302,393,827
C	2010 Taxable Value	2,208,701,685
D	Value of New Additions (2011)	61,755,069
E	Value of Annexed Property (2011)	0
F	Value of New Exemptions (2011)	8,799,594
F1	Value lost to ARB decisions	4,077,922
G	Value of Property Under Protest or Incomplete (Net 2011)	16,458,856
H	Current Year Debt Requirement	3,252,619
I	2011 Taxable Value of new improvements in TIF zone	26,439,347
J	Refunds	32,803
J1	M&O Portion of refunds	23,561
K	Taxes in TIF in 2010	169,108
K1	M&O Portion of TIF taxes	130,475
L	2010 Value of Frozen Property	242,863,819
L1	2011 Value of Frozen Property	255,408,920
M	Frozen Tax Revenue	1,435,572

COMPUTED DATA

1	Adjusted 2010 Taxable Value (LINES C + F1 - F - L) = Actual 2010 Taxable Value + Value of ARB decisions - Value of New Exemptions - Frozen Property = 2,208,701,685 + 4,077,922 - 8,799,594 - 242,863,819 =	1,961,116,194
2	Adjusted 2011 Taxable Value (LINES B - D - E - G - I - L1) = Actual 2011 Taxable Value - Value of New Additions - Value of Annexed Property - Net Value Under Protest - Increment TIF area - Frozen Property = 2,302,393,827 - 61,755,069 - 0 - 16,458,856 - 26,439,347 - 255,408,920	1,942,331,635
3	Last Years Oper. Taxes (LINE C x A1)= Actual 2010 Taxable Value x Actual Rate = [2,208,701,685 x .5478] /100 =	12,099,268
4	Last Years Debt Taxes (LINE C x A2)= Actual 2010 Taxable Value x Actual Rate = [2,208,701,685 x .1622] /100 =	3,582,514
5	Last Years Unadjusted Taxes = (LINE 3 + 4) = 12,099,268 + 3,582,514 =	15,681,782

6	Last Years Adjusted Taxes = (LINE A x LINE 1) = Actual TOTAL Rate x ADJUSTED 2010 Taxable Value = [.7100 x 1,961,116,194] / 100 =	13,923,925
7	Taxes refunded for years prior to 2010 (LINE J)	32,803
8	Taxes in TIF in 2010 (LINE K)	169,108
9	Adjusted 2010 Taxes with refunds (LINE 6 + 7 + 8)	13,787,620
10	Effective Tax Rate = ([LINE 9 / LINE 2]) x 100 = Last Years ADJUSTED Taxes (W. Rfds) / THIS YEARS ADJUSTED Value x 100 = [13,787,620 / 1,942,331,635] x 100 =	0.709800
11	Last years ADJUSTED Operating Taxes (LINE A1 x [LINE 1 / 100] - LINE J1 - LINE K1)= LAST YEARS Operating Rate x [LAST YEARS ADJUSTED Taxable Value / 100] - M&O refunds - TIF = .5478 x [1,961,116,194 / 100] - 23,561 - 130,475 =	10,636,081
12	This Years Effective Operating Rate = ([LINE 11 / LINE 2] x 100) = Last Years Adj Operating Taxes / This Years Adjusted Taxable Value = [10,636,081 / 1,942,331,635] x 100 =	0.547600
13	Maximum Operating Rate = (LINE 12 x 1.08) = Effective Oper. Rate x 1.08 = .5476 x 1.08 =	0.591400
14	This Years ACTUAL Debt Rate = ([LINE H / (LINE B - LINE G - LINE I - LINE L1] X 100 = Actual Debt Requirement / (Net 2011 Taxable Value) = [3,338,119 / (2,302,393,827 - 16,458,856 - 26,439,347 - 255,408,920)] x 100 =	0.162200
15	This Years Rollback Rate = (LINE 13 + LINE 14) = Max Oper Rate + ACTUAL Debt Rate = .5627 + .1622 =	0.753600

2011 Effective Tax Rate Worksheet

City of Burleson

Date: 07/25/2011

See Chapter 2 of the Texas Comptroller's 2011 Manual for Taxing Units Other than Schools for an explanation of the effective tax rate.

1. 2010 total taxable value. Enter the amount of 2010 taxable value on the 2010 tax roll today. Include any adjustments since last year's certification; exclude Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 14).	\$2,208,701,685
2. 2010 tax ceilings. Counties, cities and junior college districts. Enter 2010 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other units enter 0. If your taxing units adopted the tax ceiling provision in 2010 or a prior year for homeowners age 65 or older or disabled, use this step.	\$242,863,819
3. Preliminary 2010 adjusted taxable value. Subtract Line 2 from Line 1.	\$1,965,837,866
4. 2010 total adopted tax rate.	\$0.7100/\$100
5. 2010 taxable value lost because court appeals of ARB decisions reduced 2010 appraised value. A. Original 2010 ARB Values.	\$30,812,763
B. 2010 values resulting from final court decisions.	\$26,734,841
C. 2010 value loss. Subtract B from A.	\$4,077,922
6. 2010 taxable value, adjusted for court-ordered reductions. Add Line 3 and Line 5C.	\$1,969,915,788
7. 2010 taxable value of property in territory the unit deannexed after Jan. 1, 2010. Enter the 2010 value of property in deannexed territory.	\$0
8. 2010 taxable value lost because property first qualified for an exemption in 2011. Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost to freeport or "goods-in-transit" exemptions.	
A. Absolute exemptions. Use 2010 market value:	\$7,790,151
B. Partial exemptions. 2011 exemption amount or 2011 percentage exemption times 2010 value:	\$1,009,443
C. Value loss. Add A and B.	\$8,799,594
9. 2010 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2011. Use only properties that qualified for the first time in 2011; do not use properties that qualified in 2010.	
A. 2010 market value:	\$0
B. 2011 productivity or special appraised value:	\$0
C. Value loss. Subtract B from A.	\$0

10. Total adjustments for lost value. Add lines 7, 8C and 9C.	\$8,799,594
11. 2010 adjusted taxable value. Subtract Line 10 from Line 6.	\$1,961,116,194
12. Adjusted 2010 taxes. Multiply Line 4 by line 11 and divide by \$100.	\$13,923,924
13. Enter the amount of taxes refunded during the last budget year for tax years preceding tax year 2010. Enter the amount of taxes refunded during the last budget year for taxes preceding tax year 2010. Types of refunds include court decisions, Section 25.25(b) and (c) corrections and Section 31.11 payment errors. Do not include refunds for tax year 2010. This line applies only to tax years preceding tax year 2010.	\$32,803
14. Taxes in tax increment financing (TIF) for tax year 2010. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the unit has no 2011 captured appraised value in Line 16D, enter 0.	\$169,108
15. Adjusted 2010 taxes with refunds and TIF adjustment. Add Lines 12 and 13, subtract Line 14.	\$13,787,619
16. Total 2011 taxable value on the 2011 certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 18). These homesteads include homeowners age 65 or older or disabled.	
A. Certified values	\$2,243,259,990
B. Counties: Include railroad rolling stock values certified by the Comptroller's office:	\$0
C. Pollution control exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control property (use this Line based on attorney's advice):	\$0
D. Tax increment financing: Deduct the 2011 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2011 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 21 below.	\$26,439,347
E. Total 2011 value. Add A and B, then subtract C and D.	\$2,216,820,643
17. Total value of properties under protest or not included on certified appraisal roll.	
A. 2011 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value.	\$37,589,379
B. 2011 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows are not included at appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value.	\$5,085,602
C. Total value under protest or not certified: Add A and B.	\$42,674,981
18. 2011 tax ceilings. Enter 2011 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other units enter "0." If	\$255,408,920

your taxing units adopted the tax ceiling provision in 2010 or a prior year for homeowners age 65 or older or disabled, use this step.	
19. 2011 total taxable value. Add Lines 16E and 17C. Subtract Line 18.	\$2,004,086,704
20. Total 2011 taxable value of properties in territory annexed after Jan. 1, 2010. Include both real and personal property. Enter the 2011 value of property in territory annexed.	\$0
21. Total 2011 taxable value of new improvements and new personal property located in new improvements. "New" means the item was not on the appraisal roll in 2010. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the unit after Jan. 1, 2009, and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2011.	\$61,755,069
22. Total adjustments to the 2011 taxable value. Add Lines 20 and 21.	\$61,755,069
23. 2011 adjusted taxable value. Subtract Line 22 from Line 19.	\$1,942,331,635
24. 2011 effective tax rate. Divide Line 15 by Line 23 and multiply by \$100.	\$0.7098/\$100
25. COUNTIES ONLY. Add together the effective tax rates for each type of tax the county levies. The total is the 2011 county effective tax rate.	

A county, city or hospital district that adopted the additional sales tax in November 2010 or in May 2011 must adjust its effective tax rate. The Additional Sales Tax Rate Worksheet (Appendix 4) on page 35 of the Texas Comptroller's 2011 Truth-in-Taxation Manual sets out this adjustment. Do not forget to complete the Additional Sales Tax Rate Worksheet if the taxing unit adopted the additional sales tax on these dates.

2011 Additional Rollback Tax Rate Worksheet City of Burleson

Date: 07/25/2011

See Chapter 3 of the Texas Comptroller's 2011 Manual for Taxing Units Other than School Districts for an explanation of the rollback tax rate.

26. 2010 maintenance and operations (M&O) tax rate.	\$0.5478/\$100
27. 2010 adjusted taxable value. Enter the amount from Line 11.	\$1,961,116,194
28. 2010 M&O taxes.	
A. Multiply Line 26 by Line 27 and divide by \$100.	\$10,742,994
B. Cities, counties and hospital districts with additional sales tax: Amount of additional sales tax collected and spent on M&O expenses in 2010. Enter amount from full year's sales tax revenue spent for M&O in 2010 fiscal year, if any. Other units enter 0. Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$0
C. Counties: Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other units enter "0."	\$0
D. Transferring function: If discontinuing all of a department, function or activity and transferring it to another unit by written contract, enter the amount spent by the unit discontinuing the function in the 12 months preceding the month of this calculation. If the unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the unit operated the function. The unit discontinuing the function will subtract this amount in H below. The unit receiving the function will add this amount in H below. Other units enter 0.	\$0
Enter a negative value if discontinuing a function, or enter a positive value if receiving the function.	
E. Taxes refunded for years preceding tax year 2010: Enter the amount of M&O taxes refunded during the last budget year for tax years preceding tax year 2010. Types of refunds include court decisions, Section 25.25(b) and (c) corrections and Section 31.11 payment errors. Do not include refunds for tax year 2010. This line applies only to tax years preceding tax year 2010.	\$23,561
F. Enhanced indigent health care expenditures: Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.	\$0
G. Taxes in TIF: Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the unit has no 2011 captured appraised value in Line 16D, enter 0.	\$130,475
H. Adjusted M&O Taxes. Add A, B, C, E and F. For unit with D, subtract if discontinuing function and add if receiving function. Subtract G.	\$10,636,080
29. 2011 adjusted taxable value. Enter Line 23 from the Effective Tax Rate Worksheet.	\$1,942,331,635

30. 2011 effective maintenance and operations rate. Divide Line 28H by Line 29 and multiply by \$100.	\$0.5476/\$100
31. 2011 rollback maintenance and operation rate. Multiply Line 30 by 1.08.	\$0.5914/\$100
32. Total 2011 debt to be paid with property taxes and additional sales tax revenue. "Debt" means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue (or additional sales tax revenue). Do not include appraisal district budget payments. List the debt in Schedule B: Debt Service. B. Subtract unencumbered fund amount used to reduce total debt. C. Adjusted debt. Subtract B from A.	\$3,252,619 \$0 \$3,252,619
33. Certified 2010 excess debt collections. Enter the amount certified by the collector.	\$0
34. Adjusted 2011 debt. Subtract Line 33 from Line 32C.	\$3,252,619
35. Certified 2011 anticipated collection rate. Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	100.00%
36. 2011 debt adjusted for collections. Divide Line 34 by Line 35	\$3,252,619
37. 2011 total taxable value. Enter the amount on Line 19.	\$2,004,086,704
38. 2011 debt tax rate. Divide Line 36 by Line 37 and multiply by \$100.	\$0.1622/\$100
39. 2011 rollback tax rate. Add Lines 31 and 38.	\$0.7536/\$100
40. COUNTIES ONLY. Add together the rollback tax rates for each type of tax the county levies. The total is the 2011 county rollback tax rate.	

A taxing unit that adopted the additional sales tax must complete the lines for the Additional Sales Tax Rate. A taxing unit seeking additional rollback protection for pollution control expenses completes the Additional Rollback Protection for Pollution Control.

General Fund Departmental Detail

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1011/City Manager's Office

2010-2011 Adopted: <u>\$ 654,237</u>	2011-2012 Proposed: <u>\$ 524,937</u>
Increase/(Decrease) <u>\$ (129,300)</u>	Increase(Decrease) %: <u>(0)</u>

Personnel - One position moved to Economic Development	<u>(135,021)</u>
- One position moved to City Secretary	
1501 Merit Salary Increase	<u>12,606</u>
2202 Health Insurance	<u>(2,436)</u>
3403/8216 IT Contribution	<u>(2,768)</u>
Other Operating Expenses	<u>(1,681)</u>

DRAFT

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1014/Economic Development

2010-2011 Adopted:	\$	<u>193,754</u>	2011-2012 Proposed:	\$	<u>385,998</u>
Increase/(Decrease)	\$	<u>192,244</u>	Increase(Decrease) %:		<u>99%</u>

Personnel position moved from Economic Development	<u>69,441</u>
1501 Merit Salary Increase	<u>2,793</u>
2202 Health Insurance	<u>8,346</u>
5001 Memberships & Licenses	<u>13,740</u>
5003 Personnel Dev & Activity	<u>3,000</u>
5501 Advertising	<u>3,000</u>
5508 Other Retainer & Service Fees	<u>6,000</u>
6010 Promotional Supplies/Activities	<u>1,500</u>
8017 Marketing Travel Expense	<u>3,845</u>
8202 Contribution to BACC	<u>76,231</u>
3403/8216 IT Contribution	<u>3,798</u>
Other Operating Expenses	<u>550</u>

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1015/Human Resources

2010-2011 Adopted: \$ <u>441,888</u>	2011-2012 Proposed: \$ <u>463,120</u>
Increase/(Decrease) \$ <u>21,232</u>	Increase(Decrease) %: <u>5%</u>

Personnel	<u>0</u>
1501 Merit Salary Increase	<u>4,772</u>
2202 Health Insurance	<u>14,694</u>
3403/8216 IT Contribution	<u>1,335</u>
Other Operating Expenses	<u>431</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1016/Legal Services

2010-2011 Adopted: \$ <u>250,765</u>	2011-2012 Proposed: \$ <u>206,000</u>
Increase/(Decrease) \$ <u>(44,765)</u>	Increase(Decrease) %: <u>-18%</u>

Attorney fees	<u>-44,765</u>
1501 Merit Salary Increase	<u> </u>
2202 Health Insurance	<u> </u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1017/COMMUNICATIONS

2010-2011 Adopted: \$ <u>100,055</u>	2011-2012 Proposed: \$ <u>104,909</u>
Increase/(Decrease) \$ <u>4,854</u>	Increase(Decrease) %: <u>5%</u>

Personnel	<u> </u>
1501 Merit Salary Increase	<u>1,933</u>
2202 Health Insurance	<u>2,478</u>
Other Operating Expenses	<u>443</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1099/Non-Departmental

2010-2011 Adopted: <u>\$ 628,951</u>	2011-2012 Proposed: <u>\$ 641,836</u>
Increase/(Decrease) <u>\$ 12,885</u>	Increase(Decrease) %: <u>2%</u>

Personnel Clinic	<u>(100,000)</u>
3501 Newsletter	<u>(20,563)</u>
5006 Staff Development	<u>(11,280)</u>
5302 Access Fees	<u>47,916</u>
6301 Telephone	<u>4,200</u>
6399 Energy Efficiency Savings	<u>56,668</u>
8004 Interest Expense	<u>12,385</u>
8106 Transfer Out	<u>(7,615)</u>
8209 Golf Course Subsidy	<u>30,531</u>
8216 IT Contribution	<u>2,550</u>
Other Operating Expenses	<u>(1,907)</u>

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1411/City Secretary's Office

2010-2011 Adopted: <u>\$ 290,959</u>	2011-2012 Proposed: <u>\$ 359,740</u>
Increase/(Decrease) <u>\$ 68,781</u>	Increase(Decrease) %: <u>24%</u>

Personnel - moved position from CMO	49,755
1501 Merit Salary Increase	4,028
2202 Health Insurance	9,738
3403 Information Svcs	-28,873
3502 Other Professional Services - (Professional Search)	30,000
5501 Advertising	-10,000
5003 Personnel Dev & Activity	-2,050
8001 Election Expense	-2,746
8038 Legal Notices	18,000
Other Operating Expenses	929

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1412/City Council

2010-2011 Adopted: \$ <u>62,809</u>	2011-2012 Proposed: \$ <u>83,975</u>
Increase/(Decrease) \$ <u>21,166</u>	Increase(Decrease) %: <u>34%</u>

Overtime - Marshals	0
3403 Information Svcs	22,779
1501 Merit Salary Increase	
2202 Health Insurance	
3401 Data Processing - added SWAGIT	19,140
5001 Memberships & Licenses	-3,243
5003 Personnel Dev & Activity	-13,018
5302 Access Fees	-4,200
6001 Office Supplies	-1,367
Other Operating	1,075

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1413/Records & Information Svcs

2010-2011 Adopted: <u>\$ 70,944</u>	2011-2012 Proposed: <u>\$ 72,674</u>
Increase/(Decrease) <u>\$ 1,730</u>	Increase(Decrease) %: <u>2%</u>

Personnel	<u>0</u>
1501 Merit Salary Increase	<u>330</u>
2202 Health Insurance	<u>2,478</u>
5003 Personnel Dev & Activity	<u>1,354</u>
6011 Minor Tools & Equipment	<u>-1,518</u>
Other Operating Expenses	<u>-914</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1611/Library

2010-2011 Adopted: \$ <u>845,584</u>	2011-2012 Proposed: \$ <u>852,901</u>
Increase/(Decrease) \$ <u>7,317</u>	Increase(Decrease) %: <u>1%</u>

Personnel	<u>-4,216</u>
1501 Merit Salary Increase	<u>785</u>
2202 Health Insurance	<u>9,912</u>
8216 IT Contribution	<u>10,724</u>
4004 Equipment Lease	<u>(1,840)</u>
5401 Printing & Graphic Services	<u>-2,500</u>
6302 Electricity	<u>-5,181</u>
Other Operating Expenses	<u>-367</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 2011/Finance

2010-2011 Adopted: \$ 940,901 2011-2012 Proposed: \$ 948,032

Increase/(Decrease) \$ 7,131 Increase(Decrease) %: 1%

Personnel	<u>-22,847</u>
1501 Merit Salary Increase	<u>12,508</u>
2202 Health Insurance	<u>19,650</u>
5401 Printing & Graphics	<u>-791</u>
Other Operating Expenses	<u>-1,389</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 2012/Tax

2010-2011 Adopted: \$ 179,034

2011-2012 Proposed: \$ 196,405

Increase/(Decrease) \$ 17,371

Increase(Decrease) %: 10%

Ad Valorem Tax Fees

17,371

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 2013/Support Services

2010-2011 Adopted: \$ 177,741 2011-2012 Proposed: \$ 214,309

Increase/(Decrease) \$ 36,568 Increase(Decrease) %: 21%

1501 Merit Salary Increase	<u>445</u>
2202 Health Insurance	<u>4,956</u>
7402 Copiers	<u>31,000</u>
Other Operating Expenses	<u>167</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 2014/Purchasing

2010-2011 Adopted: \$ <u>106,426</u>	2011-2012 Proposed: \$ <u>109,938</u>
Increase/(Decrease) \$ <u>3,512</u>	Increase(Decrease) %: <u>3%</u>

Personnel	<u> </u>
1501 Merit Salary Increase	<u>2,234</u>
2202 Health Insurance	<u>2,478</u>
5003 Personnel Dev & Activity	<u>-400</u>
Other Operating Expenses	<u>-800</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **3011/Police**

2010-2011 Adopted: \$ 7,287,747

2011-2012 Proposed: \$ 7,561,683

Increase/(Decrease) \$ 273,936

Increase(Decrease) %: 4%

Personnel	<u>-83,800</u>
1501 Merit Salary Increase	<u>77,320</u>
2202 Health Insurance	<u>172,489</u>
8216 IT Contribution	<u>51,643</u>
4208 Equipment Maintenance & Repair	<u>-5,491</u>
6302 Electricity	<u>-5,990</u>
6403 Fuel	<u>32,207</u>
8201 Contribution to ERF	<u>34,687</u>
Other Operating Expenses	<u>871</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 3012/Fire

2010-2011 Adopted: <u>\$ 3,658,447</u>	2011-2012 Proposed: <u>\$ 3,846,729</u>
Increase/(Decrease) <u>\$ 188,282</u>	Increase(Decrease) %: <u>5%</u>

1501 Merit Salary Increase	<u>45,323</u>
2202 Health Insurance	<u>74,340</u>
8216 IT Contribution	<u>17,516</u>
5003 Personnel Development & Activity	<u>7,190</u>
6014 Protective Clothing	<u>7,332</u>
6403 Fuel	<u>11,460</u>
8201 Contribution to ERF	<u>4,286</u>
8217 Equipment Services Contribution/Repairs	<u>21,469</u>
Other Operating Expenses	<u>-634</u>

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Major Changes:
2010-2011 Adopted to 2011-2012 Proposed

Dept.Div: **3013/Fire Prevention**

2010-2011 Adopted: \$ <u>328,333</u>	2011-2012 Proposed: \$ <u>340,862</u>
Increase/(Decrease) \$ <u>12,529</u>	Increase(Decrease) %: <u>4%</u>

1501 Merit Salary Increase	<u>4,354</u>
2202 Health Insurance	<u>4,956</u>
4208 Equipment Maintenance & Repair	<u>2,607</u>
Other Operating Expenses	<u>612</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **3014/Emergency Services**

2010-2011 Adopted: \$ 83,938

2011-2012 Proposed: \$ 95,723

Increase/(Decrease) \$ 11,785

Increase(Decrease) %: 14%

8201 Contribution to ERF -4,942

6605 Minor Radio Equipment 16,000

Other Operating Expenses 727

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 1414/Municipal Court

2010-2011 Adopted: \$ 705,589

2011-2012 Proposed: \$ 640,768

Increase/(Decrease) \$ (64,821)

Increase(Decrease) %: -9%

Personnel - Eliminated Assistant Director position.	<u>-82,702</u>
1501 Merit Salary Increase	<u>5,941</u>
2202 Health Insurance	<u>10,086</u>
6403 Fuel	<u>1,743</u>
Other Operating Expenses	<u>111</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4011/Public Works Admin

2010-2011 Adopted: \$ <u>377,005</u>	2011-2012 Proposed: \$ <u>466,540</u>
Increase/(Decrease) \$ <u>89,535</u>	Increase(Decrease) %: <u>24%</u>

Personnel - moved position from Solid Waste	<u>85,263</u>
1501 Merit Salary Increase	<u>6,589</u>
2202 Health Insurance	<u>15,933</u>
3402 Computer Consulting Service	<u>-6,000</u>
3403 Information Svcs Contribution	<u>-10,917</u>
Other Operating Expenses	<u>-1,333</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4016/Facility Maintenance

2010-2011 Adopted:	<u>\$ 616,458</u>	2011-2012 Proposed:	<u>\$ 632,654</u>
Increase/(Decrease)	<u>\$ 16,196</u>	Increase(Decrease) %:	<u>3%</u>

Personnel - Overtime	<u>-1,590</u>
1501 Merit Salary Increase	<u>2,425</u>
2202 Health Insurance	<u>8,190</u>
4208/8217 Equipment Maintenance & Repair	<u>9,526</u>
6304 Water	<u>-1,643</u>
6403 Fuel	<u>3,690</u>
8201 Contribution to Equip Repl	<u>-4,935</u>
Other Operating Expenses	<u>533</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4017/Streets Pavement Maintenance

2010-2011 Adopted: <u>\$ 2,343,758</u>	2011-2012 Proposed: <u>\$ 2,333,219</u>
Increase/(Decrease) <u>\$ (10,539)</u>	Increase(Decrease) %: <u>0%</u>

Personnel - unfilled/unfunded position	-52,173
1501 Merit Salary Increase	4,995
2202 Health Insurance	32,635
4104 Street Maint - Utility Rep	-17,424
6403 Fuel	14,684
8201 Contrib to Eqpt Repl Fund	7,110
Other Operating Expenses	-366

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **4018/Streets Drainage Maintenance**

2010-2011 Adopted:	\$	<u>349,582</u>		2011-2012 Proposed:	\$	<u>288,777</u>
Increase/(Decrease)	\$	<u>(60,805)</u>		Increase(Decrease) %:		<u>-17%</u>

Personnel -	<u>-53,555</u>
1501 Merit Salary Increase	<u>430</u>
2202 Health Insurance	<u>3,148</u>
4107 Drainage Channel M & R	<u>-1,612</u>
4115 ROW Maintenance & Repair	<u>1,800</u>
6403 Fuel	<u>1,616</u>
8201 Contrib to Eqpt Repl Fund	<u>1,375</u>
4208/8217 Equipment Maintenance & Repair	<u>5,040</u>
7469 CLP-SW Collection Truck/1	<u>-18,785</u>
Other Operating Expenses	<u>-262</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **4019/Streets Traffic Maintenance** _____

2010-2011 Adopted:	\$	222,914		2011-2012 Proposed:	\$	224,762
Increase/(Decrease)	\$	1,848		Increase(Decrease) %:		1%

Personnel	0
1501 Merit Salary Increase	0
2202 Health Insurance	5,278
4208/8217 Equipment Maintenance & Repair	-4,342
6403 Fuel	1,287
Other Operating Expenses	-375

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4514/Animal Services

2010-2011 Adopted: <u>\$ 365,184</u>	2011-2012 Proposed: <u>\$ 372,940</u>
Increase/(Decrease) <u>\$ 7,756</u>	Increase(Decrease) %: <u>2%</u>

Personnel - Overtime	<u>-11,393</u>
1501 Merit Salary Increase	<u>1,690</u>
2202 Health Insurance	<u>9,912</u>
6006 Animal Care Expense	<u>-1,120</u>
3403 Information Svcs Contribution	<u>8,874</u>
Other Operating Expenses	<u>-207</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4515/Environmental Services

2010-2011 Adopted: \$ 112,479 2011-2012 Proposed: \$ 117,128

Increase/(Decrease) \$ 4,649 Increase(Decrease) %: 4%

Personnel	<u> </u>
1501 Merit Salary Increase	<u>682</u>
2202 Health Insurance	<u>2,478</u>
Other Operating Expenses	<u>1,489</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5011/Planning

2010-2011 Adopted: \$ <u>557,250</u>	2011-2012 Proposed: \$ <u>534,475</u>
Increase/(Decrease) \$ <u>(22,775)</u>	Increase(Decrease) %: <u>-4%</u>

Personnel - reorganization	<u>-35,880</u>
1501 Merit Salary Increase	<u>5,895</u>
2202 Health Insurance	<u>2,652</u>
3403 Information Svcs Contribution	<u>4,557</u>
Other Operating Expenses	<u>1</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5012/Building Inspections

2010-2011 Adopted: <u>\$ 477,078</u>	2011-2012 Proposed: <u>\$ 357,170</u>
Increase/(Decrease) <u>\$ (119,908)</u>	Increase(Decrease) %: <u>-25%</u>

Personnel - eliminated 2 positions	<u>-127,132</u>
1501 Merit Salary Increase	<u>1,930</u>
2202 Health Insurance	<u>2,652</u>
3208 Other Professional Consulting	<u>-2,000</u>
4208/8217 Equipment Maintenance & Repair	<u>4,682</u>
Other Operating Expenses	<u>-40</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5013/Code Enforcement

2010-2011 Adopted: <u>\$ 170,787</u>	2011-2012 Proposed: <u>\$ 172,971</u>
Increase/(Decrease) <u>\$ 2,184</u>	Increase(Decrease) %: <u>1%</u>

Personnel	<u> </u>
1501 Merit Salary Increase	<u>1,346</u>
2202 Health Insurance	<u>4,956</u>
4303 Nuisance Abatement	<u>-5,435</u>
8003 Legal Filing Fees	<u>932</u>
Other Operating Expenses	<u>385</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5511/Engineering/Capital

2010-2011 Adopted: <u>\$ 125,899</u>	2011-2012 Proposed: <u>\$ 137,913</u>
Increase/(Decrease) <u>\$ 12,014</u>	Increase(Decrease) %: <u>10%</u>

Personnel - reallocation salaries	<u>-7,777</u>
1501 Merit Salary Increase	<u>6,914</u>
2202 Health Insurance	<u>7,598</u>
4208/8217 Equipment Maintenance & Repair	<u>4,317</u>
Other Operating Expenses	<u>962</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5512/Engineering/Development

2010-2011 Adopted: \$ <u>300,490</u>	2011-2012 Proposed: \$ <u>323,264</u>
Increase/(Decrease) \$ <u>22,774</u>	Increase(Decrease) %: <u>8%</u>

Personnel - reallocation salaries	<u>-2,987</u>
1501 Merit Salary Increase	<u>3,197</u>
2202 Health Insurance	<u>8,043</u>
3202 Engineering Services	<u>25,000</u>
5507 Laboratory Charges - Decreased demand.	<u>-10,000</u>
Other Operating Expenses	<u>-479</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 5513/Gas Well Development

2010-2011 Adopted: <u>\$ 265,100</u>	2011-2012 Proposed: <u>\$ 314,108</u>
Increase/(Decrease) <u>\$ 49,008</u>	Increase(Decrease) %: <u>18%</u>

Personnel - reallocation salaries	<u>34,471</u>
1501 Merit Salary Increase	<u>4,645</u>
2202 Health Insurance	<u>9,137</u>
Other Operating Expenses	<u>755</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 6011/Parks & Rec Admin

2010-2011 Adopted: <u>\$ 369,368</u>	2011-2012 Proposed: <u>\$ 196,470</u>
Increase/(Decrease) <u>\$ (172,898)</u>	Increase(Decrease) %: <u>-47%</u>

Personnel - moved one position to PPF	<u>-30,523</u>
1501 Merit Salary Increase	<u>3,448</u>
2202 Health Insurance	<u>4,956</u>
8215 Contributions to Parks Performance Fund	<u>-150,244</u>
Other Operating Expenses	<u>-535</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 6012/Recreation

2010-2011 Adopted: <u>\$ 184,327</u>	2011-2012 Proposed: <u>\$ 189,513</u>
Increase/(Decrease) <u>\$ 5,186</u>	Increase(Decrease) %: <u>3%</u>

Personnel	<u> </u>
1501 Merit Salary Increase	<u>2,114</u>
2202 Health Insurance	<u>2,478</u>
Other Operating Expenses	<u>594</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 6013/Park Maintenance

2010-2011 Adopted: <u>\$ 817,858</u>	2011-2012 Proposed: <u>\$ 822,283</u>
Increase/(Decrease) <u>\$ 4,425</u>	Increase(Decrease) %: <u>1%</u>

Personnel	<u>0</u>
1501 Merit Salary Increase	<u>2,975</u>
2202 Health Insurance	<u>13,424</u>
4208/8217 Equipment Maintenance & Repair	<u>-11,255</u>
Other Operating Expenses	<u>-719</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 6015/Senior Citizens Center

2010-2011 Adopted: \$ <u>86,191</u>	2011-2012 Proposed: \$ <u>102,835</u>
Increase/(Decrease) \$ <u>16,644</u>	Increase(Decrease) %: <u>19%</u>

Personnel - increase parttime back to original	<u>14,849</u>
1501 Merit Salary Increase	<u>45</u>
2202 Health Insurance	<u>-4,782</u>
1314 Insurance Opt Out	<u>2,400</u>
4208/8217 Equipment Maintenance & Repair	<u>3,280</u>
Other Operating Expenses	<u>852</u>

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General Fund Departmental Detail

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

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

Revised
8/5/2011 12:34

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:

1. Full year staffing and operation of the Brick and Chisenhall Fields.
2. Initiated construction of wastewater line to serve High Point Business Park.
3. Won numerous awards for website redesign including transparency awards from Comptroller and Sunshine Review organization.
4. Completed updates to Water/Waster Master Plan and Impact Fee programs.
5. Began phased replacement of water meters.
5. Completed Comprehensive Plan update.

Objectives for Fiscal Year 2011-2012:

1. Council adoption of Blueprint with mission, vision and goals.
2. Initiate Continuous Process Improvement process.
3. Update I-35 overlay revisions.
4. Propose CIP for streets & drainage projects and create long term plan for funding (to include debt management strategies).
5. Issue RFP for Insurance Broker services.
6. Use in-house resources to conducted limited salary survey to determine competitive position of city's salary structure to that of competing cities.
7. Continue development of regional cooperative approaches for public safety dispatch as well as radio communications.

Major Budget Changes:

1. Tranfser of Administrative Secretary to City Secretary's Office.
2. Transfer of Assistant to the City Manager to Econmic Development.

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

Revised
8/5/2011 12:34

DEPARTMENT: Administrative Services
DIVISION: City Manager/1011

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	842,799	623,733	730,438	495,266	-21%
Materials and Supplies	831	1,000	1,067	1,000	0%
Purchased Services & Inventory	18,650	28,517	29,341	34,478	21%
Maintenance and Repair	0	0	0	0	0%
Other Expenditures	29	987	0	24,193	0%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 862,309	\$ 654,237	\$ 760,846	\$ 554,937	-15%

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

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

* Estimate as of August 2009

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

DEPARTMENT: Economic Development
DIVISION: Economic Development/1014

Revised
8/2/2011 17:21

Descripton:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

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

Revised
8/3/2011 12:17

DEPARTMENT: Economic Development
DIVISION: Economic Development/1014

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

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

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

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

DEPARTMENT: ADMINISTRATIVE SERVICES
DIVISION: HUMAN RESOURCES 1015

Revised
5/10/2011 0:00

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

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

N/A

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

Revised
8/3/2011 7:38

DEPARTMENT: ADMINISTRATIVE SERVICES
DIVISION: HUMAN RESOURCES 1015

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

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

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

* Estimate as of April 2011

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Administration
DIVISION: Communications/1017

Revised
 8/3/2011 7:41

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

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

Revised
8/3/2011 7:41

DEPARTMENT: Administration
DIVISION: Communication/1017

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

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

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
City Focus Newsletters	-	-	8	10	#DIV/0!
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	#VALUE!
E-Newsletters (1 / week)	22	52	52	52	0%

* Estimates as of July 21, 2011

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

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

Revised
8/3/2011 9:18

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

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

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

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

Revised
8/3/2011 9:18

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

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

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
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		
Legal Publications					
This includes all publications for all of the city.	127	218	293		
Administer Agenda Process					
Agendas processed	81	82	97		
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		
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
8/3/2011 7:45

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

Revised
8/3/2011 7:45

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

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

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

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Public Information Coordinator					
Open records received & process	560	802	750		
Min. & Max time per			732 request		
Records			30 mins - 20 days		
# 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	1	2	3		
# of supplements					
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
8/3/2011 7:54

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

Mission Statement:

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

Fiscal Year 2010-2011 Accomplishments:

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

Departmental Goals 2011-2012:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Library
 DIVISION:

Revised
 4/21/2011 17:34

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

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

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

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

DEPARTMENT: Finance
DIVISION: Finance 2011

Revised
8/3/2011 12:26

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

DEPARTMENT: Finance
DIVISION: Finance 2011

Revised
8/3/2011 12:26

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

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

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

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

DEPARTMENT:

Finance

Revised

DIVISION:

Support Services 2013

8/3/2011 8:06

Description:

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

Mission Statement:

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

Major Goals:

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

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

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

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

Fiscal Year 2010-2011 Accomplishments:

Objectives for Fiscal Year 2011-2012:

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

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

Major Budget Changes:

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

Revised
8/4/2011 13:32

DEPARTMENT: Finance
DIVISION: Support Services/2013

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

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

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

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

DEPARTMENT: Finance
DIVISION: Purchasing/2014

Revised
8/3/2011 8:06

Description:

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

Mission Statement:

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

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

None

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

Revised
8/3/2011 12:32

DEPARTMENT: Finance
DIVISION: Purchasing/2014

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

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

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

* Estimate

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Public Safety
DIVISION: Police 3011

Revised
8/3/2011 8:09

Description:

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

Mission Statement:

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

Vision statement:

"In partnership with the community"

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

Added School Resource Officer At Centennial High School
August 2010

Objectives for Fiscal Year 2011-2012:

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

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

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

Revised
8/5/2011 12:18

DEPARTMENT: Public Safety
DIVISION: Police 3011

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

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

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

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

DEPARTMENT: Public Safety
DIVISION: Fire / 3012

Revised
8/3/2011 8:10

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

No major budget changes.

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

Revised
8/4/2011 13:33

DEPARTMENT: Public Safety
DIVISION: Fire / 3012

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

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

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

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

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

Revised
8/3/2011 8:11

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2011-2012 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

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

DEPARTMENT: Public Safety
DIVISION: Fire Prevention 3013

Revised
8/4/2011 13:34

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

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

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

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

DEPARTMENT: Public Safety
DIVISION: Emergency Services/3014

Revised
8/3/2011 8:11

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2012-2013:

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

Major Budget Changes:

Add OWS Radios per FCC mandate.

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

Revised
8/3/2011 8:11

DEPARTMENT: Public Safety
DIVISION: Emergency Services 3014

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

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

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

* Estimate as of March 2011

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

DEPARTMENT: Public Works
DIVISION: Administration / 4011

Revised
8/3/2011 8:14

Description:

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

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

None

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

Revised
8/3/2011 8:14

DEPARTMENT: Public Works
DIVISION: Administration / 4011

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

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

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

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

DEPARTMENT: Public Works
DIVISION: Facilities Maintenance/4016

Revised
8/3/2011 8:19

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

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

Revised
8/4/2011 13:35

DEPARTMENT: Public Works
DIVISION: Facilities Maintenance/4016

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

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

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

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

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

Revised
8/3/2011 8:20

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes: None

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

Revised
8/3/2011 8:20

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

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

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

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

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

DEPARTMENT:

Public Works

Revised

DIVISION:

Street - Drainage Maintenance / 4018

8/3/2011 8:23

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes: None

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

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

Revised
8/3/2011 8:23

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

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

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

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

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

Revised
8/3/2011 8:25

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes: None

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

DEPARTMENT: 001-4019
DIVISION: Street - Traffic Maintenance

Revised
8/3/2011 8:25

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

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

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

*Includes 8 school zone flashers and 5 signals.

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

Revised
8/3/2011 8:25

DEPARTMENT: Neighborhood Services
DIVISION: Administration - 4511

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

Revised
8/3/2011 8:25

DEPARTMENT: Neighborhood Services
DIVISION: Administration - 4511

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

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

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

* Estimate as of April 2011

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

DEPARTMENT: Neighborhood Services
DIVISION: Animal Services/4514

Revised
8/3/2011 8:28

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

DEPARTMENT: Neighborhood Services
DIVISION: Animal Services - 4514

Revised
8/3/2011 8:28

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

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

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

* Estimate as of April 2011

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

Revised
8/3/2011 8:30

DEPARTMENT: Neighborhood Services
DIVISION: Environmental Services 4515

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

N/A

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

DEPARTMENT: Neighborhood Services
DIVISION: Environmental Services 4515

Revised
8/3/2011 8:30

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	61,173	75,706	75,257	78,204	3%
Materials and Supplies	5,585	2,351	2,594	2,351	0%
Operating Expenditures	37,299	30,838	31,688	25,825	-16%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	2,345	3,584	1,660	10,748	200%
Capital Outlay	-	-	-	-	N/A
TOTAL	\$ 106,402	\$ 112,479	\$ 111,199	\$ 117,128	4%

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

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

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

DEPARTMENT: Community Development
DIVISION: Planning/5011

Revised
8/4/2011 11:31

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

1. Conducted lean management analysis for 5 planning processes to reduce application process time by 20%.
2. Improved customer service by reducing Development Assistance Committee comment response time by 50%.
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 13 Gas Well Applications.

8. Adoption of Transit Station concept and market area analysis for TOD and Old Town area

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

None

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

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

Revised
8/4/2011 13:37

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

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

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011 / 2011-2012 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
8/3/2011 8:50

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

Mission Statement:

To encourage economic growth in a progressive community environment and facilitate the land dev-elopment 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 pro-jects that comply with the terms of the City's zoning ordinance.
3. To improve the safety and appearance of the city by encouraging compliance with local codes and ordinances through the development and distribution of public information brochures in the areas of building safety and code compliance.
4. To communicate and cooperate closely with all other city departments as a means for providing assistance to citizens, contractors and developers during the course of construction projects.
5. To support employee training that will maintain and improve technical and professional skills.

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

1. No major budget changes are predicted.

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

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

Revised
8/3/2011 8:50

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

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

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

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

DEPARTMENT: Neighborhood Services
DIVISION: Code Compliance - 5013

Revised
8/3/2011 8:58

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

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

DEPARTMENT: Neighborhood Services
DIVISION: Code Compliance/5013

Revised
8/3/2011 8:58

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

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

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Staff Actions by category*					
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: Public Works
DIVISION: Capital Improvements / 5511

Revised
8/3/2011 9:05

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

See attached page

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes: None

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

Revised
8/3/2011 9:05

DEPARTMENT: Public Works
DIVISION: Capital Improvements - 5511

Description:

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

Fiscal Year 2010-2011 Accomplishments:

1) Initiated design on the following

HCPW Elevated Storage Tank
Thomas Conveyor Waterline replacement
MV Elevated Tank Restoration
Lift Station Removal (Mockingbird & Williams)
Raised Median at NW Alsbury Blvd and UPRR
Signal at McAlister Road and NW Renfro
Brushy Mound Median
UPP to LPP Transfer Valve

2) Completed design on the following:

N/S Connector (Spinks Backage Road)
Tank Replacement at Brushy Mound
Thomas Conveyor Waterline replacement
North Creek Relief Sewerline (Non-M.H.)
John Jones 16" Waterline
MV Elevated Tank Restoration
Signal at McAlister Road and NW Renfro
UPP to LPP Transfer Valve
Brushy Mound Median

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

N/S Connector (Spinks Backage Road)
Quil Miller Phase 2
Bowden Circle Street Rehabilitation
HCPW Elevated Storage Tank

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

Alsbury Boulevard Phase 2
Quil Miller Phase 2
Bowden Circle Street Rehabilitation

5) Initiated construction on the following:

Tank Replacement at Brushy Mound
MV Elevated Tank Restoration
Meadowcrest Park Improvements
Phase 1 B business Park Infrastructure Improvements

6) Completed construction on the following:

Neighborhood Street Rebuild 2008
Independent Water & Sewer Rehab 2008
Independent Sewer 09
Traffic Signal at Summercrest @ SWAlsbury
MV Elevated Tank Restoration
Quil Miller Phase 2
Alsbury Boulevard Phase 2
16" Waterline - John Jones
OT Parking Lot
Alsbury Median Landscape Project
Meadowcrest Park Improvements

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

DEPARTMENT: Engineering Services
DIVISION: Capital Improvements - 5511

Revised
8/3/2011 9:05

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

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

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

* Estimate as of May 2011

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

DEPARTMENT: Engineering Services
DIVISION: Development / 5512

Revised
8/3/2011 9:03

Description:

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

Mission Statement:

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

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

Through April 2011:

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

Fiscal Year 2010-2011 Accomplishments (continued):

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

None.

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

DEPARTMENT: Engineerin Services
DIVISION: Engineering/Development/5512

Revised
8/3/2011 9:03

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

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

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

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Engineering Services
DIVISION: Gas Well Development / 5513

Revised
8/3/2011 9:06

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Fiscal Year 2010-2011 Accomplishments (continued):

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

None.

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

DEPARTMENT: Engineering Services
DIVISION: Gas Well Development / 5513

Revised
8/3/2011 9:06

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

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

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

* Estimate as of May 2011

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

DEPARTMENT: Park and Recreation
DIVISION: Administration/6011

Revised
8/3/2011 9:08

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Budget Changes:

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

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

DEPARTMENT: Parks and Recreation
DIVISION: Administration/6011

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

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

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

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

DEPARTMENT: Parks and Recreation
DIVISION: Recreation/6012

Revised
8/3/2011 9:10

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Budget Changes: 2010-2012

No significant changes in this budget are planned currently.

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

Revised
8/3/2011 9:10

DEPARTMENT: Parks and Recreation
DIVISION: Recreation/6012

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

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

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

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

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

Revised
8/3/2011 9:11

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major budget changes for FY 2011-2012:

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

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

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

Revised
8/3/2011 9:11

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

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

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

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

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

Revised
8/3/2011 9:13

Description:

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

Mission Statement:

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

Major Goals:

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

Fiscal Year 2010-2011 Accomplishments:

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

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes:

No significant change are currently planned for the division.

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

Revised
8/3/2011 12:36

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

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

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

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

*As of May 2011

* Senior Transportation is reduced due to declining vehicle quality.

Water/Wastewater Discussion

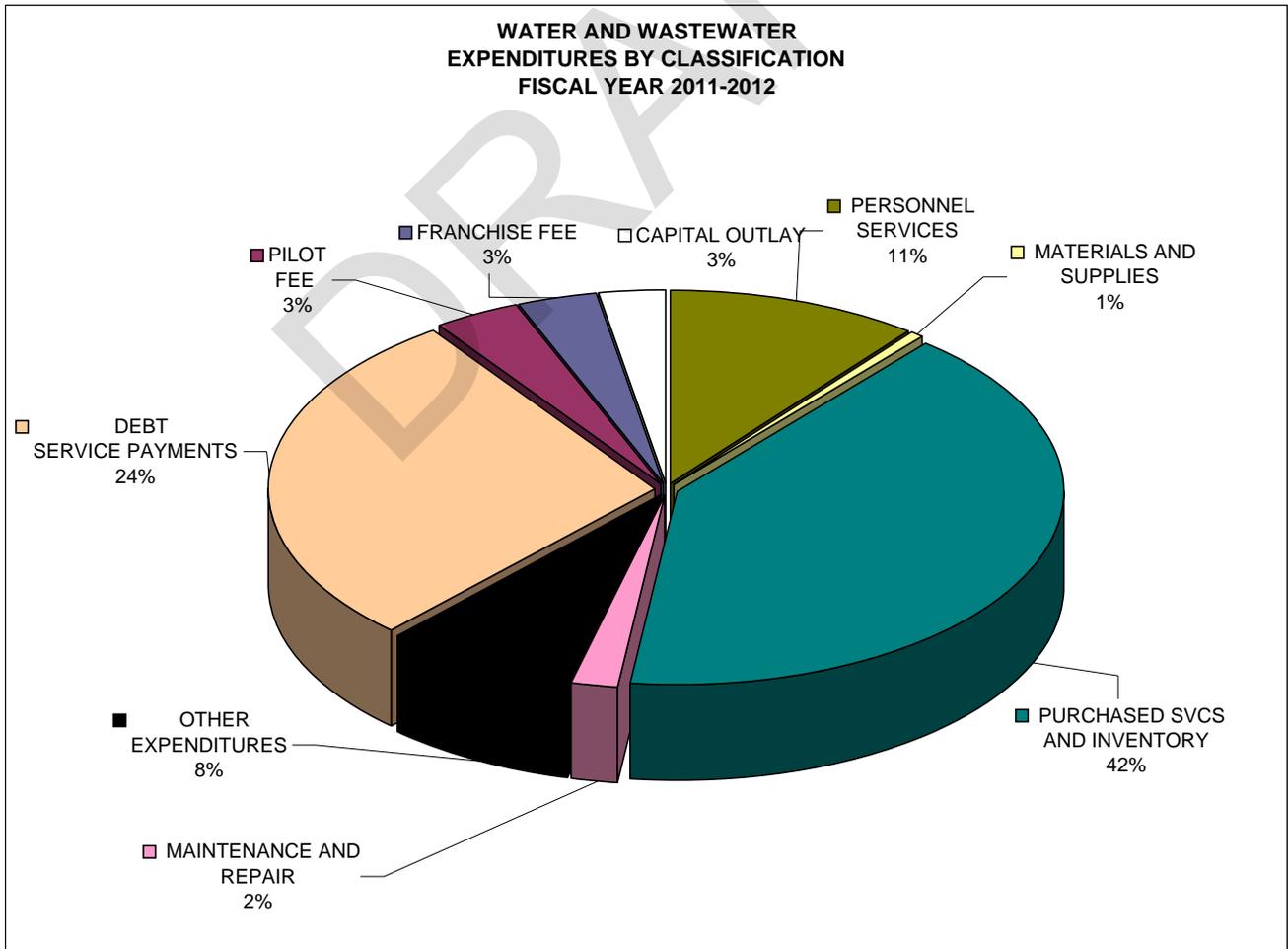
- . Statement of Revenues & Expenses
- . Expenditures by Classification
 - . Debt Service Schedules

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

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

**WATER AND WASTEWATER FUND
EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
PERSONNEL SERVICES	1,538,037	1,682,710	1,545,061	1,666,255
MATERIALS AND SUPPLIES	124,490	120,154	116,572	118,868
PURCHASED SERVICES & INVENTORY	6,621,469	6,133,762	6,345,840	6,507,955
MAINTENANCE AND REPAIR	331,343	392,659	356,006	271,139
OTHER EXPENDITURES	2,548,423	1,090,104	1,185,630	1,293,430
DEBT SERVICE PAYMENTS	1,676,250	3,582,425	3,711,251	4,513,803
PILOT FEE	385,000	450,000	450,000	570,000
FRANCHISE FEE	485,000	525,000	525,000	525,000
CAPITAL OUTLAY	561,668	689,008	464,008	464,008
TOTAL EXPENDITURES	\$ 14,271,680	\$ 14,665,822	\$ 14,699,368	\$ 15,930,458



**CITY OF BURLESON
WATER AND WASTEWATER
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	REQUIREMENT
2012	2,290,000	2,221,732	4,511,732
2013	2,425,000	1,591,091	4,016,091
2014	2,505,000	1,475,971	3,980,971
2015	2,595,000	1,387,556	3,982,556
2016	2,745,000	1,320,698	4,065,698
2017	2,850,000	1,218,953	4,068,953
2018	2,845,000	1,110,405	3,955,405
2019	2,640,000	1,002,516	3,642,516
2020	2,580,000	895,547	3,475,547
2021	2,590,000	786,129	3,376,129
2022	2,635,000	676,286	3,311,286
2023	2,755,000	563,741	3,318,741
2024	2,870,000	446,141	3,316,141
2025	2,550,000	330,651	2,880,651
2026	2,040,000	219,226	2,259,226
2027	1,540,000	139,770	1,679,770
2028	785,000	87,203	872,203
2029	470,000	58,463	528,463
2030	495,000	36,147	531,147
2031	520,000	12,350	532,350
TOTAL	<u>\$ 42,725,000</u>	<u>\$ 15,580,569</u>	<u>\$ 58,305,569</u>

**CITY OF BURLESON
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
 WATERWORKS AND SEWER SYSTEM
 REVENUE BONDS
 SERIES 2002 (\$10,850,000)**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	SEPTEMBER 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL REQUIREMENT
2012	233,295	224,895	420,000	878,190
2013	224,895	215,095	490,000	929,990
2014	215,095	202,514	610,000	1,027,609
2015	202,514	188,701	650,000	1,041,215
2016	188,701	173,826	680,000	1,042,528
2017	173,826	157,851	710,000	1,041,678
2018	157,851	141,201	740,000	1,039,053
2019	141,201	128,483	550,000	819,684
2020	128,483	116,608	500,000	745,090
2021	116,608	103,689	530,000	750,296
2022	103,689	82,100	855,000	1,040,789
2023	82,100	59,375	900,000	1,041,475
2024	59,375	35,750	945,000	1,040,125
2025	35,750	22,000	550,000	607,750
2026	22,000	10,000	480,000	512,000
2027	10,000	-	400,000	410,000
	<u>\$ 2,095,383</u>	<u>\$ 1,862,088</u>		<u>\$ 13,967,470</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2011 \$ 10,010,000

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

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	SEPTEMBER 1ST INTEREST	SEPTEMBER 1ST PRINCIPAL	TOTAL REQUIREMENT
2012	99,606	99,606	130,000	329,213
2013	97,331	97,331	135,000	329,663
2014	94,969	94,969	140,000	329,938
2015	92,449	92,449	175,000	359,898
2016	88,949	88,949	270,000	447,898
2017	83,549	83,549	375,000	542,098
2018	76,049	76,049	385,000	537,098
2019	68,349	68,349	405,000	541,698
2020	60,046	60,046	420,000	540,093
2021	51,226	51,226	435,000	537,453
2022	41,983	41,983	455,000	538,965
2023	32,314	32,314	475,000	539,628
2024	22,220	22,220	495,000	539,440
2025	11,330	11,330	515,000	537,660
	<u>\$ 920,369</u>	<u>\$ 920,369</u>		<u>\$ 6,650,738</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 4,810,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
REVENUE BONDS
SERIES 2006 (\$8,995,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	115,882	680,000	101,432	897,314
2013	101,432	665,000	87,301	853,733
2014	87,301	90,000	85,501	262,801
2015	85,501	720,000	69,751	875,251
2016	69,751	710,000	54,841	834,591
2017	54,841	650,000	41,028	745,869
2018	41,028	575,000	28,450	644,478
2019	28,450	500,000	17,325	545,775
2020	17,325	425,000	7,763	450,088
2021	7,763	345,000	-	352,763
	<u>\$ 609,272</u>		<u>\$ 493,390</u>	<u>\$ 6,462,662</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 5,360,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
CERTIFICATES OF OBLIGATION
SERIES 2006 (\$6,125,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	108,759	255,000	103,659	467,418
2013	103,659	265,000	98,359	467,018
2014	98,359	275,000	62,859	436,218
2015	62,859	290,000	87,059	439,918
2016	87,059	300,000	81,059	468,118
2017	81,059	315,000	74,759	470,818
2018	74,759	325,000	68,259	468,018
2019	68,259	340,000	61,246	469,505
2020	61,246	355,000	53,259	469,505
2021	53,259	370,000	44,934	468,193
2022	44,934	385,000	36,656	466,590
2023	36,656	405,000	28,050	469,706
2024	28,050	420,000	19,125	467,175
2025	19,125	440,000	9,775	468,900
2026	9,775	460,000	-	469,775
	<u>\$ 937,815</u>		<u>\$ 829,056</u>	<u>\$ 6,966,871</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$5,200,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
CERTIFICATES OF OBLIGATION
SERIES 2007 (\$5,700,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	110,144	220,000	105,744	435,888
2013	105,744	230,000	101,144	436,888
2014	101,144	240,000	96,344	437,488
2015	96,344	245,000	91,444	432,788
2016	91,444	260,000	85,984	437,428
2017	85,984	270,000	80,246	436,230
2018	80,246	280,000	74,226	434,473
2019	74,226	295,000	67,736	436,963
2020	67,736	310,000	60,761	438,498
2021	60,761	325,000	53,449	439,210
2022	53,449	335,000	45,744	434,193
2023	45,744	350,000	37,650	433,394
2024	37,650	370,000	29,094	436,744
2025	29,094	385,000	19,950	434,044
2026	19,950	410,000	10,213	440,163
2027	10,213	430,000	-	440,213
	<u>\$ 1,069,872</u>		<u>\$ 959,728</u>	<u>\$ 6,984,599</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 4,955,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
CERTIFICATES OF OBLIGATION
SERIES 2008 (\$4,545,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	85,725	175,000	82,663	343,388
2013	82,663	180,000	79,513	342,175
2014	79,513	185,000	76,275	340,788
2015	76,275	195,000	72,863	344,138
2016	72,863	200,000	68,863	341,725
2017	68,863	210,000	64,663	343,525
2018	64,663	220,000	60,263	344,925
2019	60,263	225,000	55,763	341,025
2020	55,763	235,000	51,063	341,825
2021	51,063	245,000	46,009	342,072
2022	46,009	255,000	40,591	341,600
2023	40,591	270,000	34,684	345,275
2024	34,684	280,000	28,559	343,244
2025	28,559	295,000	21,922	345,481
2026	21,922	310,000	14,947	346,869
2027	14,947	320,000	7,747	342,694
2028	7,747	335,000	-	342,747
	<u>\$ 892,110</u>		<u>\$ 806,385</u>	<u>\$ 5,833,494</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 4,135,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
CERTIFICATES OF OBLIGATION
SERIES 2011 (\$7,145,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	233,271	160,000	137,563	530,833
2013	137,563	260,000	133,663	531,225
2014	133,663	265,000	129,688	528,350
2015	129,688	275,000	125,563	530,250
2016	125,563	285,000	121,288	531,850
2017	121,288	290,000	116,938	528,225
2018	116,938	300,000	111,688	528,625
2019	111,688	310,000	106,263	527,950
2020	106,263	325,000	99,763	531,025
2021	99,763	335,000	93,063	527,825
2022	93,063	350,000	86,063	529,125
2023	86,063	365,000	78,763	529,825
2024	78,763	380,000	71,163	529,925
2025	71,163	395,000	63,016	529,178
2026	63,016	415,000	54,197	532,213
2027	54,197	430,000	44,791	528,988
2028	44,791	450,000	34,666	529,456
2029	34,666	470,000	23,797	528,463
2030	23,797	495,000	12,350	531,147
2031	12,350	520,000	-	532,350
	<u>\$ 1,877,549</u>		<u>\$ 1,644,278</u>	<u>\$ 10,596,827</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 7,075,000

CITY OF BURLESON
REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
WATERWORKS AND SEWER SYSTEM
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2011 (\$10,970,000)

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	SEPTEMBER 1 INTEREST	TOTAL REQUIREMENT
2012	191,619	250,000	187,869	629,488
2013	187,869	690,000	177,519	1,055,388
2014	177,519	1,310,000	157,869	1,645,388
2015	157,869	695,000	147,444	1,000,313
2016	147,444	720,000	136,644	1,004,088
2017	136,644	740,000	125,544	1,002,188
2018	125,544	760,000	112,244	997,788
2019	112,244	565,000	102,356	779,600
2020	102,356	510,000	92,156	704,513
2021	92,156	535,000	81,456	708,613
2022	81,456	855,000	64,356	1,000,813
2023	64,356	890,000	46,556	1,000,913
2024	46,556	925,000	28,056	999,613
2025	28,056	520,000	17,331	565,388
2026	17,331	445,000	7,875	470,206
2027	7,875	360,000	-	367,875
	<u>\$ 1,676,894</u>		<u>\$ 1,485,275</u>	<u>\$ 13,932,169</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 10,770,000

Water / Wastewater Departmental Detail

Major Changes:
2010-2011 Adopted to 2011-2012 Proposed

Dept.Div: 1041/W&S Non-Departmental

2010-2011 Adopted: <u>\$ 1,176,368</u>	2011-2012 Proposed: <u>\$ 1,271,674</u>
Increase/(Decrease) <u>\$ 95,306</u>	Increase(Decrease) %: <u>8%</u>

3501 Community Newsletter	<u>-3629</u>
5006 Staff Development	<u>-2387</u>
8005 Miscellaneous	<u>-4252</u>
8102 Payment in Lieu of Taxes	<u>120,000</u>
8104 Administrative Services	<u>-14765</u>
Other Operating Expenses	<u>339</u>

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Major Changes:
2010-2011 Adopted to 2011-2012 Proposed

Dept.Div: 2041/Utility Billing

2010-2011 Adopted: <u>\$ 664,890</u>	2011-2012 Proposed: <u>\$ 747,751</u>
Increase/(Decrease) <u>\$ 82,861</u>	Increase(Decrease) %: <u>12%</u>

Personnel	2,985
1501 Merit Salary Increase	3,367
2202 Health Insurance	12,390
3403 Information Services Contribution	2,610
5502 Banking Service Charges	56,042
6007 Postage - Postage increase	1,975
5504 Collection Service	1,790
8201 Contribution to Equipment Repl	2,789
Other Operating Expenses	-1,087

Major Changes:
2010-2011 Adopted to 2011-2012 Proposed

Dept.Div: **4041/Water & Sewer Services**

2010-2011 Adopted: <u>\$ 6,774,552</u>	2011-2012 Proposed: <u>\$ 6,631,686</u>
Increase/(Decrease) \$ (142,866)	Increase(Decrease) %: -2%

Personnel - eliminated one position	<u>-86,472</u>
1501 Merit Salary Increase	<u>8,050</u>
2202 Health Insurance	<u>34,866</u>
3202 Engineering Services	<u>5,000</u>
4104 Street Maint-Utility Repair	-7,520
4112 Water Meter Maint & Repair	-14,919
4208 Equipment Maint & Repair	<u>-5,063</u>
6403 Fuel	<u>14,896</u>
7803 Water Storage	-225,000
8201 Contribution to Vehicle Replacement Fund	<u>10,055</u>
8104 Administrative Services	-27,983
9001 Purchase of Water	<u>152,624</u>
Other Operating Supplies	<u>-1,400</u>

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 4042/ W/WW Inspections

2010-2011 Adopted: \$ 2,468,423

2011-2012 Proposed: \$ 2,765,544

Increase/(Decrease) \$ 297,121

Increase(Decrease) %: 12%

Personnel	<u>-6,725</u>
1501 Merit Salary Increase	<u>1,662</u>
2202 Health Insurance	<u>12,390</u>
3202 Engineering Services	<u>9,500</u>
4206 Radio Maint & Repair	<u>2,160</u>
4208 Equipment Maint & Repair	<u>-22,370</u>
8201 Contribution to Vehicle Replacement Fund	<u>7,057</u>
9002 Sewer Treatment	<u>293,869</u>
Other Operating Expenses	<u>-422</u>

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

Revised
8/3/2011 9:33

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

Description:

This Cost Center has been established for the charging of costs which are not attributable to the operation of any one department.

Mission Statement:

Major Goals:

Due to the nature of the function of this department, no goals or objectives are available.

Fiscal Year 2010-2011 Accomplishments:

Objectives for Fiscal Year 2011-2012:

Major Budget Changes:

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

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

Revised
8/3/2011 9:33

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	7,008	9,147	8,245	6,883	-25%
Materials and Supplies	1,856	2,691	2,691	2,691	0%
Purchased Services & Inventory	44,632	51,536	45,541	47,854	-7%
Maintenance and Repair	0	1,826	0	0	-100%
Other Expenditures	1,062,162	1,110,332	1,106,469	1,213,399	9%
Capital Outlay	11,774	836	4,401	847	N/A
TOTAL	\$ 1,127,432	\$ 1,176,368	\$ 1,167,347	\$ 1,271,674	8%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

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

Revised
8/3/2011 9:33

DEPARTMENT: Public Works
DIVISION: Utility Customer Service/2041

Description:

The Public Works Customer Service Division operates under the Direct Supervision of the Utility Customer Service Manager and is responsible for the collection of water metering information and development of monthly billing statements for water, wastewater and solid waste collection services. This division operates in a service oriented environment and is often the first point of contact for citizens of the City of Burleson. The division consists of one Utility Manager, one Customer Service Supervisor, one Customer Service Technician, two Customer Service Clerks, one Meter Service Technician, and two Meter Service Workers. Annual demands include over 150,000 meter readings and a like quantity of billings processed each year.

Mission Statement:

To collect, process, and distribute accurate billing information for water, wastewater and solid waste collection services to the citizens of Burleson while maintaining a courteous, service oriented environment.

Major Goals:

1. Provide exemplary customer service to the citizens of Burleson.
2. Improve communications with customers concerning rates and policies through informative brochures, information on the billing statement and signage at the office and drive thru area.
3. Improve operational efficiency through phased implementation of Automatic Meter Reading with drive-by reading equipment.

Fiscal Year 2010-2011 Accomplishments:

E-billing became another option for customers during this budget year. Customers now have a choice of receiving paper or electronic bills. With time and some promotion this feature should begin to cut some costs in the postage and processing fees area.

The second year of the meter change-out program is underway. Approximately 3000 meters have been replaced with drive-by meters. This has improved reading efficiency and the new meters provide history and usage data for our customers. By year end total meters changed out should reach 4000.

Increased usage of online payments from 17% to 21%.

Objectives for Fiscal Year 2011-2012:

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

Major Budget Changes: None

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

Revised
8/4/2011 14:01

DEPARTMENT: Public Works
DIVISION: Utility Customer Service 2041

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	408,672	398,533	390,876	417,661	5%
Materials and Supplies	68,629	71,275	70,297	72,825	2%
Purchased Services & Inventory	152,137	144,018	176,867	143,683	0%
Maintenance and Repair	9,782	10,718	10,261	4,078	-62%
Other Expenditures	42,994	40,346	40,346	109,504	171%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 682,214	\$ 664,890	\$ 688,647	\$ 747,751	12%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 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
TOTAL PERSONNEL	8	8	8	8	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Monthly Totals					
1 # of Automated payments (This includes bank drafts & internet)	2987	3226	3346	3465	7%
2 # of Cust Accounts- RES-water	11,325	11,416	11,505	11,685	2%
3 # of Cust Accounts- COM-water	960	974	984	1,008	3%
4 # of Cust Accounts- RES-sewer	11,795	11,905	12,015	12,235	3%
5 # of Cust Accounts- COM-sewer	701	717	730	740	3%
6 # of Automated Meters	6,161	7,800	7,961	9,861	26%

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

DEPARTMENT: Public Works
DIVISION: Water Operations/4041

Revised
8/3/2011 9:36

Description:

Water field operations is responsible for maintenance and repair of approximately 180 miles of water distribution lines, 12,800 service connections, over 4,000 valves, 1300 fire hydrants and an average flow of over 4.4 million gallons of water per day.

Mission Statement:

To consistently provide distribution services of safe potable water, always exceeding minimum requirements, insuring safe and adequate pressure and volume required to meet domestic demands and support fire fighting functions.

Major Goals:

1. Effectively monitor water operations through comprehensive field operations and remote adjustment to ensure a safe adequate supply of water.
2. Promote system integrity through coordination of field operations and Right of Way inspection functions.
3. Provide high quality water with minimal service interruptions for the lowest possible water rate.

Fiscal Year 2010-2011 Accomplishments:

1. Completed rehabilitation of the 300,000 gallon Mountain Valley elevated storage tank. Rehab included mitigating and replacing corroded areas, installing safety climb equipment, cleaning inside the bowl of tank, replacing required vent covers, and securing manway hatches with new clasp system.
2. Replaced approximately 1,700 water meters with Neptune R900i, data-loggin meters as part of meter replacement program.

Objectives for Fiscal Year 2011-2012:

1. Respond to water main breaks during working hours within 30 minutes of report.
2. Respond to water main breaks after working hours within 1 hour of report
3. Perform emergency water main repairs within 6 hours of initial report.
4. Operate 100% of 4,000 valves to ensure equipment is operational annually.
5. Operate 100% of 1,300 hydrants to ensure equipment is operational annually.
6. Perform Preventive Maintenance on 100% of 1,300 hydrants annually.
7. Manage system infrastructure to limit main breaks to 30 annually.
8. Establish software and procedures necessary to track the annual number of homes with water service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
9. Explore possibilities for reduction in water pumping electricity costs.
10. Install 120 City of Burleson automatic flush valves facilitating main flushing on all dead end mains.

Major Budget Changes: None

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

DEPARTMENT: Public Works
DIVISION: Water Operations / 4041

Revised
8/3/2011 9:36

EXPENDITURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE*	BUDGET	CHANGE
Personal Services	948,300	1,040,307	940,516	999,695	-4%
Materials and Supplies	48,972	34,713	34,023	33,577	-3%
Purchased Services & Inventory	3,563,697	3,803,805	3,824,904	3,899,605	3%
Maintenance and Repair	271,481	317,192	270,482	229,045	N/A
Other Expenditures	998,981	889,527	984,515	1,005,756	13%
Capital Outlay	561,668	689,008	464,008	464,008	N/A
TOTAL	\$ 6,393,099	\$ 6,774,552	\$ 6,518,448	\$ 6,631,686	-2%

PERSONNEL (IN WORKER YEARS)	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE*	BUDGET	CHANGE
Assistant Public Works Director	1	1	1	1	0
Utility Superintendent	1	1	1	1	0
Utility Crew Leader	5	5	5	5	0
Utility Inventory Coordinator	1	1	1	1	0
W/WW Regulatory Technician	1	1	1	1	0
Water Production Specialist	1	1	1	1	0
Right of Way Inspector	1	1	1	1	0
Utility Worker I, II and III	6	6	6	6	0
TOTAL PERSONNEL	17	17	17	17	0

PERFORMANCE MEASURES	2009-2010	2010-2011	2010-2011	2011-2012	2010-2011/ 2011-2012
	ACTUAL	BUDGET	ESTIMATE*	BUDGET	CHANGE
Estimated percent of unaccounted for water	9.8%	8.75%	8.75%	8.75%	0%
Water main breaks	34	48	28	43	-10%
Connections per employee	722	729	735	747	2%
Water delivered MGD	4.4	4.8	4.8	4.95	3%
% of Valves Maintained (4,000 in system)	35%	35%	50%	100%	186%

CITY OF BURLESON

ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT:

Public Works

Revised

DIVISION:

Wastewater Operations / 4042

8/3/2011 9:38

Description:

Wastewater Field Operations is responsible for providing wastewater collection services within the City of Burleson service area. The system is comprised of 186 miles of various size and composition of piping, over 2,700 manholes, almost 400 cleanouts, approximately 12,500 connections, 5 mechanical lift stations and a daily average flow of approximately 3.2million gallons per day.

Mission Statement:

To provide safe and efficient wastewater collection services to the City of Burleson service area through a combination of planning, teamwork and commitment.

Major Goals:

1. Further develop efficiency measures to reduce the occurrence of blockages to the wastewater collection system.
2. Reduce the percentage of infiltration and inflow (I & I) to the system, in turn reducing treatment and maintenance costs.

Fiscal Year 2010-2011 Accomplishments:

1. Smoke tested Hillary Heights section of city and found deficiencies in sewer piping. Made repairs to reduce amount of I&I. Flow meters re-installed and after spring rains reduction of I&I per inch of rain will be calculated.

Objectives for Fiscal Year 2011-2012:

1. Respond to sewer back-ups during working hours within 30 minutes of report.
2. Respond to sewer back-ups after working hours within 1 hour of report.
3. Perform sewer system maintenance on 100% of 186 miles of lines annually.
4. Manage system infrastructure to limit sewer blockages to 20 annually.
5. Perform flow monitoring and smoke testing for 2 sewer sub-basins annually.
6. Manage system infrastructure to limit Inflow and Infiltration (I & I) to 1.5 gallons per inch of rainfall.
6. Establish software and procedures necessary to track the annual number of homes with sewer service interruption in order to tailor operations and capital improvements to minimize future service interruption to residents.
7. Perform manhole inspections for 100% of manholes and establish a manhole rehabilitation program tailored to minimized inflow and infiltration.
8. Prioritize capital projects and operational strategies to reduce I&I by 0.2 gallons per LF of pipe per inch of rainfall.

Major Budget Changes: None

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

Revised
8/3/2011 9:38

DEPARTMENT: Public Works
DIVISION: Wastewater Operations / 4042

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	174,057	234,723	205,424	242,016	3%
Materials and Supplies	5,033	11,475	9,561	9,775	-15%
Purchased Services & Inventory	2,861,003	2,134,403	2,298,528	2,416,813	13%
Maintenance and Repair	50,080	62,923	75,263	38,016	N/A
Other Expenditures	24,899	24,899	24,899	58,924	137%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 3,115,072	\$ 2,468,423	\$ 2,613,675	\$ 2,765,544	12%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Utility Worker I, II, and III	2	2	2	2	0
Sewer Inspection Technician	1	1	1	1	0
Utility Crew Leader	2	2	2	2	0
TOTAL PERSONNEL	5	5	5	5	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 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%

Other Funds

- . Solid Waste Fund
- . Hotel/Motel Fund
- . Golf Course Fund
- . Equipment Services Fund
 - . Cemetery Fund
- . 4A Sales Tax Corporation
- . 4B Sales Tax Corporation
- . Economic Development
- . Parks Performance Fund
- . Support Services Fund

Solid Waste Fund Discussion

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
SOLID WASTE FEES	2,309,841	2,350,000	2,366,400	2,400,000
OTHER REVENUE	3,531	4,200	2,000	3,500
OPERATING TRANSFERS IN			487,626	
TOTAL REVENUES	2,313,372	2,354,200	2,856,026	2,403,500
EXPENDITURES				
Personnel Services	114,341	115,630	114,850	18,145
Materials & Supplies	-	-	-	-
Purchased Services & Inventory	2,103,881	2,108,957	2,144,576	2,195,717
Maintenance & Repair	9,652	4,717	5,821	3,610
Other Expenditures	356,962	359,604	352,069	423,149
Capital Outlay	-	-	-	-
TOTAL EXPENSES	\$ 2,584,836	\$ 2,588,908	\$ 2,617,316	\$ 2,640,621

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

DEPARTMENT: Public Works
DIVISION: Solid Waste / 4013

Revised
8/3/2011 9:47

Description:

The Solid Waste Division of the Department of Public Works manages private contracts for both solid waste collection and recycling. 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 420 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 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 2010-2011 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 2011-2012:

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 updates to city management and city council annually
5. 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.
6. Provide missed recycling same day collection on all calls prior to 12:00 pm and next day collection for calls after 12:00 pm.
7. 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**

DEPARTMENT: Public Works
DIVISION: Solid Waste / 4013

Revised
8/3/2011 9:47

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	114,341	115,630	114,850	18,145	-84%
Materials and Supplies	0	0	0	0	N/A
Purchased Services & Inventory	2,103,881	2,108,957	2,144,576	2,195,717	4%
Maintenance and Repair	9,652	4,717	5,821	3,610	-23%
Other Expenditures	356,417	359,604	352,069	423,149	18%
Capital Outlay	0	0	0	0	N/A
TOTAL	\$ 2,584,291	\$ 2,588,908	\$ 2,617,316	\$ 2,640,621	N/A

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Solid Waste Manager	1	1	1	1	0
Recycling Center Worker (Part-time)	2	2	2	2	0
TOTAL PERSONNEL	3	3	3	3	0

*Reduced to 3 - May 4, 2010

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 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%

Hotel / Motel Fund Discussion

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
Tax Receipts	128,635	110,000	110,000	110,000
TOTAL REVENUES	\$ 128,635	\$ 110,000	\$ 110,000	\$ 110,000
EXPENDITURES				
City	67,536	58,343	70,430	50,822
Other Organizations	87,588	90,231	90,231	14,000
TOTAL EXPENSES	\$ 155,124	\$ 148,574	\$ 160,661	\$ 64,822

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CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: City Manager's Office
DIVISION: Tourism 1021

Revised
8/3/2011 9:51

Description:

The Hotel/Motel Fund is used to attract visitors to Burleson. The City works with the Burleson Area Chamber of Commerce, the Burleson Heritage Foundation, other community organizations, and several city departments in creating and promoting events that will attract visitors to Burleson.

Mission Statement: To utilize hotel occupancy tax funds for the maximum benefit of attracting visitors to the Burleson area.

Major Goals:

- 1 To attract visitors to Burleson
- 2 To fund city events and/or to assist other area organizations in special events to attract visitors to Burleson.

Fiscal Year 2010-2011 Accomplishments:

1. Funding of the Burleson Area Chamber of Commerce and its events that attract visitors to the Burleson area.
2. Funding of the Burleson Heritage Foundation.

Objectives for Fiscal Year 2011-2012:

1. To host the annual Fourth of July fireworks event.
2. To assist in sponsorship of the Burleson Heritage Foundation in bringing visitors to Burleson.
3. To continue to keep up the maintenance and landscaping of Burleson's Visitor & Information Center, housed in the City's Interurban Building. This building serves as a historic museum and visitor information center.
4. To assist in sponsorship of the Burleson Area Chamber of Commerce in bringing visitors to Burleson.

Major Budget Changes:

**CITY OF BURLESON
ANNUAL OPERATING BUDGET**

DEPARTMENT: City Manager's Office
DIVISION: Tourism/1021

Revised
8/3/2011 9:51

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	0	6,460	0	0	-100%
Materials and Supplies	117	1,767	1,530	1,767	0%
Purchased Services & Inventory	10,934	15,144	33,928	10,116	-33%
Maintenance and Repair	1,071	2,733	2,733	2,733	0%
Other Expenditures	123,436	122,470	122,470	50,206	-59%
Capital Outlay	19,566	0	0	0	N/A
TOTAL	\$ 155,124	\$ 148,574	\$ 160,661	\$ 64,822	-56%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
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PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1. Produce Marketing Materials		7	7	7	0%
2. Attend Heritage Foundation Meetings		25	25	25	0%
3. Assist with special events		4	4	4	0%
4. Coordinate activities with other community organizations and city departments		4	4	4	0%

*Estimate as of August, 2011

Golf Course Fund Discussion

- . Statement of Revenues &
Expenses
- . Expenditures by Classification
 - . Departmental Detail

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

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

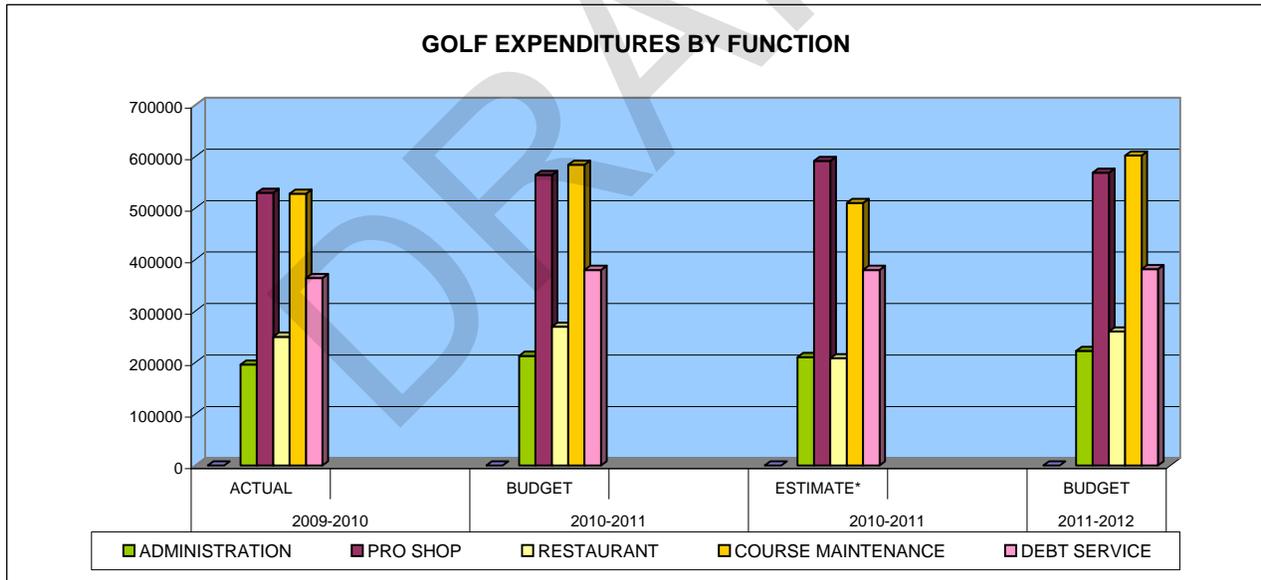
**GOLF COURSE FUND
REVENUES**

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

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**GOLF COURSE FUND
EXPENDITURES BY FUNCTION**

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



Major Changes:
2010-2011 Adopted to 2011-2012 Proposed

Dept.Div: 8011/Golf Course Admin

2010-2011 Adopted: <u>\$ 212,855</u>	2011-2012 Proposed: <u>\$ 222,214</u>
Increase/(Decrease) <u>\$ 9,359</u>	Increase(Decrease) %: <u>4%</u>

Personnel - added Assignment Pay	<u>3,528</u>
1501 Merit Salary Increase	<u>2,704</u>
2202 Health Insurance	<u>2,478</u>
Other Operating Expenses	<u>649</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 8012/Club House & Pro Shop

2010-2011 Adopted: <u>\$ 563,934</u>	2011-2012 Proposed: <u>\$ 568,296</u>
Increase/(Decrease) <u>\$ 4,362</u>	Increase(Decrease) %: <u>1%</u>

Personnel - reclassified position due to turnover	<u>-10,098</u>
1501 Merit Salary Increase	<u>2,466</u>
2202 Health Insurance	<u>12,390</u>
Other Operating Expenses	<u>-396</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 8013/Golf Course Maintenance

2010-2011 Adopted: <u>\$ 583,945</u>	2011-2012 Proposed: <u>\$ 601,773</u>
Increase/(Decrease) <u>\$ 17,828</u>	Increase(Decrease) %: <u>3%</u>

Personnel	<u>-4,842</u>
1501 Merit Salary Increase	<u>2,004</u>
2202 Health Insurance	<u>17,346</u>
8201 Contrib to Eqpt Repl Fund	<u>3,196</u>
Other Operating Expenses	<u>124</u>

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 8015/Food & Beverage Services

2010-2011 Adopted: \$	<u>269,415</u>	2011-2012 Proposed: \$	<u>260,254</u>
Increase/(Decrease) \$	<u>(9,161)</u>	Increase(Decrease) %:	<u>-3%</u>

Personnel - reclassified position due to turnover	<u>-8,250</u>
1501 Merit Salary Increase	<u>611</u>
2202 Health Insurance	<u>174</u>
3403 Information Services Contribution	<u></u>
Other Operating Expenses	<u></u>

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CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

Revised
8/3/2011 9:53

DEPARTMENT: Golf Course
DIVISION: Administration/8011

Description:

The Golf Course Administration Division includes the Director of Golf and one Administrative Assistant. The Director of Golf plans, organizes and directs departmental activities with the staff.

Mission Statement:

To provide the best golf course experience to our customers

Major Goals:

To increase dollars per player and increase the number of rounds played.

Fiscal Year 2010-2011 Accomplishments:

With better winter weather we have managed to increase winter revenues while continuing to reduce expenses through strict management practices. We should be well under budgeted expenses for this fiscal year.

Objectives for Fiscal Year 2011-2012:

To manage our budget and increase revenue. And to continue to keep expenses at the current level.

Major Budget Changes:

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

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

Revised
8/4/2011 14:02

DEPARTMENT: Golf Course
DIVISION: Administration/8011

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	169,484	183,709	186,989	192,419	5%
Materials and Supplies	14	1,200	750	1,200	0%
Purchased Services & Inventory	26,330	25,446	21,661	13,192	-48%
Maintenance and Repair	-	-	-	-	N/A
Other Expenditures	200	2,500	1,000	15,403	516%
Capital Outlay	-	-	-	-	N/A
TOTAL	\$ 196,028	\$ 212,855	\$ 210,400	\$ 222,214	4%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of Golf	1	1	1	1	0
Administrative Assistant	1	1	1	1	0
Total Personnel	2	2	2	2	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

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

Revised
8/3/2011 9:58

DEPARTMENT: Golf Course
DIVISION: Pro Shop 8012

Description:

Collect fees from golfers and market the facility for tournaments and other special events.

Mission Statement:

To collect fees from golfers and market the facility for tournaments and other special events.

Major Goals:

To increase or maintain dollars per player and increase rounds played through creative marketing strategies and increasing tournament play during slower periods.

Fiscal Year 2010-2011 Accomplishments:

Managed to continue to keep expenses as low as possible without reducing our level of service. With better winter weather have managed to increase revenue substantially over the previous year.

Objectives for Fiscal Year 2011-2012:

To maintain pricing that is competitive with surrounding golf courses and a high level golf course that everyone will wish to play. Increase tournament play and continue to closely manage expenses.

Major Budget Changes:

We don't anticipate any major budget changes.

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

Revised
8/3/2011 9:58

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

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	274,120	299,056	278,686	303,814	2%
Materials and Supplies	8,357	22,125	13,700	22,125	0%
Purchased Services & Inventory	180,318	168,554	216,039	154,151	-9%
Maintenance and Repair	5,976	8,795	12,795	8,795	N/A
Other Expenditures	9,735	2,705	2,819	16,464	509%
Capital Outlay	66,543	62,699	67,453	62,947	N/A
TOTAL	\$ 545,049	\$ 563,934	\$ 591,492	\$ 568,296	1%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Head Golf Professional	1	1	1	1	0
Assistant Golf Professional I	2	2	2	2	0
Golf Course Cart Barn Assistant	1	1	1	1	0
Golf Course Floating Assistant	0	1	1	1	0
Golf Course Cart Barn Attendant	1	0	0	0	0
Golf Course Cart Barn Attendant (Part)	4	4	4	4	0
TOTAL PERSONNEL	9 0	9 0	9 0	9	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Rounds	42,419	38,500	38,500	38,500	
Revenues	1,964,893	2,031,189	1,874,135	2,039,182	
Expenses	1,964,893	2,031,189	1,874,135	2,039,182	

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

DEPARTMENT: Golf Course
DIVISION: Golf Course Maintenance/8013

8/3/2011 9:59

Description:

Responsible for the care and maintenance of the golf course and club house area.

Mission Statement:To care for and maintain the golf course.

Major Goals:

Fill in bare areas on the golf course between cart paths and fairway areas damaged from previous flooding.

Fill in along paths with mulch until repairs are made to widen cart paths.

Maintain the best champion greens in the area.

Better clubhouse appearance with landscaping.

Fiscal Year 2010-2011 Accomplishments:

With better winter weather and more days with the greens covered we have managed to have the best greens in our area. This has helped increase play and revenue compared with last year.

Objectives for Fiscal Year 2011-2012:

Keep the golf course in excellent condition.

Provide a course that is easy to market and enjoyable to play.

Monitor chemical expenses with cooperation from the weather throughout the year.

Major Budget Changes:

We don't anticipate any major budget changes in 11-12.

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

Revised
8/4/2011 14:03

DEPARTMENT: Golf Course
DIVISION: Golf Course Maintenance/8013

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	312,083	361,044	322,282	375,552	4%
Materials and Supplies	36,160	64,000	46,216	64,000	0%
Purchased Services & Inventory	62,962	74,915	67,699	68,562	-8%
Maintenance and Repair	17,642	52,103	41,803	51,353	-1%
Other Expenditures	8,767	4,609	4,609	14,025	204%
Capital Outlay	74,218	27,274	27,274	28,281	4%
TOTAL	\$ 511,832	\$ 583,945	\$ 509,883	\$ 601,773	3%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Golf Course Superintendent	1	1	1	1	0
Golf Course Asst. Superintendent	1	1	1	1	0
Golf Course Mechanic/Grounds Keeper	1	1	1	1	0
Golf Course Grounds Keeper	4	4	4	4	0
Golf Course Grounds Keeper (Temporary)	2	2	2	2	0
TOTAL PERSONNEL	9	9	9	9	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

Revised
8/3/2011 10:02

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

Description:

Responsible for the food and beverage sales to golfers and other customers.

Mission Statement:

To provide food and beverage sales to golfers and other special events held at the golf course.

Major Goals:

Create an attractive menu for golfers and the public.
Increase beverage sales through beverage cart participation: Keep staff at minimum levels to reduce overhead.
Have better staff awareness to better serve our customers.

Fiscal Year 2010-2011 Accomplishments:

Continued to provide exceptional service for the golf course customers and tournaments.

Objectives for Fiscal Year 2011-2012:

Maintain competitive food pricing with surrounding restaurants.
Market to the golfers that are playing through signage and point of sale information.
Market to weddings and other outside company dinners.

Major Budget Changes:

There are no major budget changes anticipated.

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

Revised
8/4/2011 14:05

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

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	120,285	146,365	87,987	138,940	-5%
Materials and Supplies	3,174	11,139	4,938	11,139	0%
Purchased Services & Inventory	102,289	90,435	89,012	87,800	-3%
Maintenance and Repair	2,640	3,200	4,000	3,200	0%
Other Expenditures	16,014	15,532	16,433	19,175	23%
Capital Outlay	5,537	2,744	5,842	-	N/A
TOTAL	\$ 249,939	\$ 269,415	\$ 208,212	\$ 260,254	-3%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Golf Course Food & Beverage Manager	1	1	1	1	0
Golf Course Lead Food & Beverage Attendant	1	1	1	1	0
Golf Course Food Service Attendant(Part Time)	0	1	1	1	0
Golf Course Beverage Cart Attendant (Part Time)	6	5	5	5	0
TOTAL PERSONNEL	8 0	8 0	8 0	8	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

Equipment Services Fund

- . Statement of Revenues & Expenses
- . Expenditures by Classification
 - . Departmental Detail

EQUIPMENT SERVICES FUND
STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
CHARGES FOR SERVICES	551,236	548,418	548,418	480,000
OTHER SOURCES	1,107	3,954	3,954	7,593
TOTAL REVENUES	\$ 552,343	\$ 552,372	\$ 552,372	\$ 487,593
EXPENDITURES				
Personnel Services	409,959	416,592	379,857	366,025
Materials & Supplies	8,020	15,761	15,497	15,448
Purchased Services & Inventory	78,091	89,535	98,352	58,257
Maintenance & Repair	8,722	4,593	4,269	4,593
Other Expenditures	65,074	8,082	8,674	42,786
Capital Outlay	0	1,273	6,713	3,283
TOTAL EXPENSES	\$ 569,866	\$ 535,836	\$ 513,362	\$ 490,392

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**EQUIPMENT SERVICES FUND
EXPENDITURES BY CLASSIFICATION**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
PERSONNEL SERVICES	409,959	416,592	379,857	366,025
MATERIALS AND SUPPLIES	8,020	15,761	15,497	15,448
OPERATING EXPENDITURES	78,091	89,535	98,352	58,257
MAINTENANCE AND REPAIR	8,722	4,593	4,269	4,593
OTHER EXPENDITURES	65,074	8,082	8,674	42,786
CAPITAL OUTLAY	-	1,273	6,713	3,283
TOTAL EXPENDITURES	569,866	535,836	513,362	490,392

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **501-4051/Equipment Services**

2010-11 Adopted: <u> \$ 535,836</u>	2011-12 Proposed: <u> \$ 490,392</u>
Increase/(Decrease) <u> \$ (45,444)</u>	Increase(Decrease) %: <u> -8%</u>

Personnel - unfunded/unbudgeted position	<u> -61,814</u>
1501 Merit Salary Increase	<u> 3,639</u>
2202 Health Insurance	<u> 7,608</u>
6403 Fuel	<u> 3,190</u>
7212 Energy Efficiency Systems	<u> 1,993</u>
Other Operating Expenses	<u> -60</u>

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

DEPARTMENT: Public Works
DIVISION: Equipment Services / 4051

Revised
8/3/2011 10:13

Description: The Equipment Services Division provides support to all departments by maintaining equipment used to provide services to the community. This division also provides welding and fabrication services to various departments which are not directly related to equipment. If this division does not meet its objectives, then the quality of service, the response time to emergency and non-emergency requests for service, and the overall safety of the community is greatly reduced.

Mission Statement:

To provide the highest quality equipment maintenance service possible at or below market rates.

Major Goals:

1. Protect the investment in machinery and equipment through a comprehensive preventive maintenance program.
2. Provide a ready status on equipment so as not to disrupt City services due to equipment down time.
3. Provide safe equipment to assure for the well-being of employees and citizens.
4. Provide proper equipment by constantly assessing equipment performance and upgrading specifications for equipment as required.

Fiscal Year 2010-2011 Accomplishments:

1. Completed 80% of scheduled Preventive Maintenance when scheduled.
2. Updated the shops diagnostic abilities by updating the computer scanner.
3. Updated the shops trouble shooting abilities by updating the Mitchell online program.

Objectives for Fiscal Year 2011-2012:

1. Preventive Maintenance / Unscheduled Maintenance Ratio – Greater than 55%
2. Preventive Maintenance completed within scheduled week – Greater than 82%
3. Percentage of available technician hours billed – 75%
4. Average Unscheduled Repair Time – Less than 3 working days
5. Average Preventive Maintenance Event Time – No more than 1 working day.

Major Budget Changes: None

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

DEPARTMENT: Public Works
DIVISION: Equipment Services / 4051

Revised
8/3/2011 10:13

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	409,959	416,592	379,857	366,025	-12%
Materials and Supplies	8,020	15,761	15,497	15,448	-2%
Purchased Services & Inventory	78,091	89,535	98,352	58,257	-35%
Maintenance and Repair	8,722	4,593	4,269	4,593	0%
Other Expenditures	63,535	8,082	8,674	42,786	429%
Capital Outlay	0	1,273	6,713	3,283	0%
TOTAL	\$ 568,327	\$ 535,836	\$ 513,362	\$ 490,392	-8%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Equipment Services Manager	1	1	1	1	0
Automotive & Equipment Technician II	4	3	3	3	0
Equipment Services Coordinator	1	1	1	1	0
	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>
TOTAL PERSONNEL					

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
1 % PM completed when sch.	78	80	80	85	6%
2 % of available tech. hours billed.	48	50	76	75	50%

* Estimate as of April 2011

Equipment Replacement Fund

- . Statement of Revenues & Expenses
- . Contribution to Equipment Replacement by Department
- . Replacement Schedule for FY 2011-2012

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

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

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

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

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

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

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

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

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**CEMETERY FUND
STATEMENT OF REVENUES AND EXPENDITURES**

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
LOT SALES	5,480	4,000	6,000	4,000
INTEREST	2,399	2,500	2,000	2,500
NATURAL GAS REVENUE	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL REVENUES	7,879	6,500	8,000	6,500
EXPENDITURES				
Personnel Services	-	-	-	-
Materials & Supplies	160	-	-	-
Purchased Services & Inventory	11,067	2,141	10,000	3,000
Maintenance & Repair	-	-	-	5,000
Other Expenditures	5,032	-	-	-
Capital Outlay	-	-	5,440	-
TOTAL EXPENSES	\$ 16,259	\$ 2,141	\$ 15,440	\$ 8,000

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Cemetery Services
DIVISION: Cemetery Services 8111

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Description:
The Cemetery is owned and maintained by the City of Burleson. The city currently contracts the mowing, interment and sale of cemetery lots. The City of Burleson Records department handles payments on the cemetery lots and keep records of all interments.

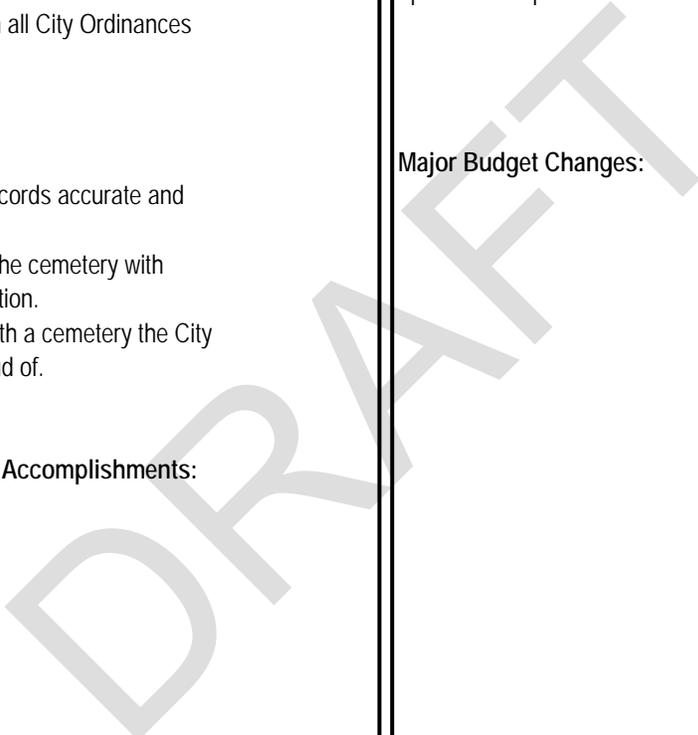
Mission Statement:
Cemetery Services keeps accurate records of the cemetery, pays all bills related to maintenance and insures compliance with all City Ordinances and fee schedules.

Major Goals:
To keep all cemetery records accurate and accessible to the public.
To improve the look of the cemetery with regular landscape attention.
To provide the public with a cemetery the City of Burleson can be proud of.

Fiscal Year 2010-2011 Accomplishments:

Objectives for Fiscal Year 2011-2012:
To keep the cemetery an affordable and desirable option for the public.

Major Budget Changes:



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

Revised
8/3/2011 13:47

DEPARTMENT: Cemetery Services
DIVISION: Cemetery Services 8111

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	-	-	-	-	0%
Materials and Supplies	160	-	-	-	0%
Purchased Services & Inventory	11,067	2,141	10,000	3,000	40%
Maintenance and Repair	-	-	-	5,000	N/A
Other Expenditures	5,032	-	-	-	N/A
Capital Outlay	-	-	5,440	-	N/A
TOTAL	\$ 16,259	\$ 2,141	\$ 15,440	\$ 8,000	274%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
TOTAL PERSONNEL	0	0	0	0	0

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
N/A					

4A Sales Tax Corporation

- . Statement of Revenues & Expenses—Revenue Fund
- . Statement of Revenues & Expenses—Debt Service Fund

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
Tax Receipts	3,014,882	2,744,726	2,744,726	3,002,000
Interest	3,300	4,000	4,000	4,000
Miscellaneous	600	-	-	-
TOTAL REVENUES	\$ 3,018,782	\$ 2,748,726	\$ 2,748,726	\$ 3,006,000
EXPENDITURES				
TRANSFER FOR DEBT SERVICE	1,860,993	1,863,130	1,863,130	1,863,340
TRANSFER TO GENERAL FUND		193,746	196,822	322,859
TRANSFER TO ERF	376,000	492,176	445,738	466,215
TRANSFER TO BOF	60,000	60,000	60,000	60,000
MISCELLANEOUS	69,646	90,530	49,938	29,461
TOTAL EXPENSES	\$ 2,366,639	\$ 2,699,582	\$ 2,615,628	\$ 2,741,875

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
TRANSFERS FROM REVENUE FUND	1,860,993	1,863,130	1,863,130	1,863,340
INTEREST	2,338	3,800	2,000	3,800
BOND PROCEEDS	3,540,000	-	-	-
TOTAL REVENUES	\$ 5,403,331	\$ 1,866,930	\$ 1,865,130	\$ 1,867,140
EXPENDITURES				
PAYMENT TO ESCROW AGENT	3,689,706	-	-	-
DEBT SERVICE PAYMENTS	1,843,892	1,862,416	1,862,416	1,862,626
BOND ISSUANCE EXPENSE	75,309	-	-	-
PAYING AGENT FEES	1,017	714	714	714
TOTAL EXPENSES	\$ 5,609,924	\$ 1,863,130	\$ 1,863,130	\$ 1,863,340

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**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2011**

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	1,036,418	826,208	1,862,626
2013	1,073,628	788,195	1,861,823
2014	1,115,140	748,641	1,863,781
2015	1,156,653	703,035	1,859,688
2016	1,206,073	650,355	1,856,428
2017	1,265,493	594,641	1,860,134
2018	1,329,913	536,106	1,866,019
2019	1,389,333	474,750	1,864,083
2020	1,457,358	410,458	1,867,816
2021	1,521,778	342,935	1,864,713
2022	1,184,803	271,976	1,456,779
2023	1,247,130	213,425	1,460,555
2024	1,232,013	153,588	1,385,601
2025	1,419,113	89,316	1,508,429
2026	385,000	46,088	431,088
2027	400,000	28,426	428,426
2028	420,000	9,713	429,713
	<u>420,000</u>	<u>9,713</u>	<u>429,713</u>
TOTAL	<u>\$ 18,839,846</u>	<u>\$ 6,887,856</u>	<u>\$ 25,727,702</u>

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
 CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION
 SERIES 2005**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	247,157	546,418	793,575	237,595	1,031,170
2013	237,595	563,628	801,223	227,731	1,028,954
2014	227,731	585,140	812,871	217,491	1,030,362
2015	217,491	606,653	824,144	202,325	1,026,469
2016	202,325	641,073	843,398	186,298	1,029,696
2017	186,298	675,493	861,791	169,411	1,031,202
2018	169,411	709,913	879,324	151,663	1,030,987
2019	151,663	744,333	895,996	133,055	1,029,051
2020	133,055	787,358	920,413	113,371	1,033,784
2021	113,371	821,778	935,149	92,826	1,027,975
2022	92,826	864,803	957,629	71,206	1,028,835
2023	71,206	912,130	983,336	48,403	1,031,739
2024	48,403	882,013	930,416	26,353	956,769
2025	26,353	1,054,113	1,080,466	-	1,080,466
	<u>\$ 2,124,885</u>		<u>\$ 12,519,731</u>	<u>\$ 1,877,728</u>	<u>\$ 14,397,459</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2011

\$ 10,394,846

**BURLESON 4A ECONOMIC DEVELOPMENT CORPORATION
 REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT
 CERTIFICATES OF OBLIGATION - 4A SALES TAX PORTION
 SERIES 2008**

DUE YEAR ENDING SEPTEMBER 30	MARCH 1ST			SEPTEMBER 1ST	TOTAL
	INTEREST	PRINCIPAL	TOTAL	INTEREST	REQUIREMENT
2012	107,253	220,000	327,253	103,403	430,656
2013	103,403	225,000	328,403	99,466	427,869
2014	99,466	235,000	334,466	95,353	429,819
2015	95,353	245,000	340,353	91,066	431,419
2016	91,066	250,000	341,066	86,066	427,131
2017	86,066	260,000	346,066	80,866	426,931
2018	80,866	275,000	355,866	75,366	431,231
2019	75,366	285,000	360,366	69,666	430,031
2020	69,666	295,000	364,666	63,766	428,431
2021	63,766	310,000	373,766	57,372	431,138
2022	57,372	320,000	377,372	50,572	427,944
2023	50,572	335,000	385,572	43,244	428,816
2024	43,244	350,000	393,244	35,588	428,831
2025	35,588	365,000	400,588	27,375	427,963
2026	27,375	385,000	412,375	18,713	431,088
2027	18,713	400,000	418,713	9,713	428,425
2028	9,713	420,000	429,713	-	429,713
	<u>\$ 1,114,844</u>		<u>\$ 6,289,844</u>	<u>\$ 1,007,591</u>	<u>\$ 7,297,434</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2011

\$ 5,175,000

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

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH INTEREST</u>	<u>SEPTEMBER INTEREST</u>	<u>SEPTEMBER PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	65,400	65,400	270,000	400,800
2013	60,000	60,000	285,000	405,000
2014	54,300	54,300	295,000	403,600
2015	48,400	48,400	305,000	401,800
2016	42,300	42,300	315,000	399,600
2017	36,000	36,000	330,000	402,000
2018	29,400	29,400	345,000	403,800
2019	22,500	22,500	360,000	405,000
2020	15,300	15,300	375,000	405,600
2021	7,800	7,800	390,000	405,600
	<u>\$ 381,400</u>	<u>\$ 381,400</u>		<u>\$ 4,032,800</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 3,270,000

4B Sales Tax Corporation

- . Statement of Revenues & Expenses—Revenue Fund
- . Statement of Revenues & Expenses—Debt Service Fund

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

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

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
TRANSFERS FROM REVENUE FUND	1,916,571	1,921,114	1,921,114	1,912,763
INTEREST	1,971	1,200	1,200	1,200
BOND PROCEEDS	5,025,000	-	-	-
TOTAL REVENUES	\$ 6,943,542	\$ 1,922,314	\$ 1,922,314	\$ 1,913,963
EXPENDITURES				
PAYMENT TO ESCROW AGENT	5,221,558	-	-	-
DEBT SERVICE PAYMENTS	1,890,922	1,920,064	1,920,064	1,911,714
BOND ISSUANCE EXPENSE	99,764	-	-	-
PAYING AGENT FEES	727	1,050	1,050	1,050
TOTAL EXPENDITURES	\$ 7,212,971	\$ 1,921,114	\$ 1,921,114	\$ 1,912,764

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BURLESON COMMUNITY SERVICES DEVELOPMENT CORPORATION
LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of September 30, 2011

YEAR	PRINCIPAL	INTEREST	TOTAL REQUIREMENT
2012	1,210,000	701,713	1,911,713
2013	1,255,000	655,250	1,910,250
2014	935,000	606,975	1,541,975
2015	970,000	571,688	1,541,688
2016	1,010,000	533,663	1,543,663
2017	1,040,000	492,863	1,532,863
2018	1,090,000	450,663	1,540,663
2019	1,140,000	406,278	1,546,278
2020	1,180,000	359,644	1,539,644
2021	1,230,000	310,725	1,540,725
2022	825,000	259,087	1,084,087
2023	865,000	222,697	1,087,697
2024	900,000	184,291	1,084,291
2025	940,000	143,769	1,083,769
2026	985,000	100,894	1,085,894
2027	845,000	59,944	904,944
2028	885,000	20,466	905,466
TOTAL	\$ 17,305,000	\$ 6,080,610	\$ 23,385,610

**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 INTEREST	TOTAL REQUIREMENT
	INTEREST	PRINCIPAL	TOTAL		
2012	42,666	100,000	142,666	40,666	183,332
2013	40,666	105,000	145,666	38,566	184,232
2014	38,566	110,000	148,566	36,366	184,932
2015	36,366	115,000	151,366	34,066	185,432
2016	34,066	120,000	154,066	31,666	185,732
2017	31,666	120,000	151,666	29,266	180,932
2018	29,266	125,000	154,266	26,766	181,032
2019	26,766	135,000	161,766	23,981	185,747
2020	23,981	140,000	163,981	20,831	184,812
2021	20,831	145,000	165,831	17,569	183,400
2022	17,569	150,000	167,569	14,344	181,913
2023	14,344	160,000	174,344	10,944	185,288
2024	10,944	165,000	175,944	7,438	183,382
2025	7,438	170,000	177,438	3,825	181,263
2026	3,825	180,000	183,825	-	183,825
	<u>\$ 378,960</u>		<u>\$ 2,418,960</u>	<u>\$ 336,294</u>	<u>\$ 2,755,254</u>

BONDS OUTSTANDING
 SEPTEMBER 30, 2011

\$ 2,040,000

BURLESON COMMUNITY SERVICES DEVELOPMENT CORP REQUIREMENTS FOR PRINCIPAL AND INTEREST RETIREMENT CERTIFICATES OF OBLIGATION - 4B SALES TAX PORTION SERIES 2008

DUE YEAR ENDING SEPTEMBER 30	SEPT 1ST INTEREST	MARCH 1ST INTEREST	MARCH 1ST PRINCIPAL	TOTAL REQUIREMENT
2012	217,666	225,716	460,000	903,382
2013	209,353	217,666	475,000	902,019
2014	200,691	209,353	495,000	905,044
2015	191,766	200,691	510,000	902,457
2016	181,166	191,766	530,000	902,932
2017	170,166	181,166	550,000	901,332
2018	158,666	170,166	575,000	903,832
2019	146,666	158,666	600,000	905,332
2020	134,166	146,666	625,000	905,832
2021	120,759	134,166	650,000	904,925
2022	106,416	120,759	675,000	902,175
2023	90,994	106,416	705,000	902,410
2024	74,916	90,994	735,000	900,910
2025	57,591	74,916	770,000	902,507
2026	39,478	57,591	805,000	902,069
2027	20,466	39,478	845,000	904,944
2028	-	20,466	885,000	905,466
	<u>\$ 2,120,926</u>	<u>\$ 2,346,642</u>		<u>\$ 15,357,568</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011

\$ 10,890,000

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)

<u>DUE YEAR ENDING SEPTEMBER 30</u>	<u>MARCH INTEREST</u>	<u>SEPTEMBER INTEREST</u>	<u>SEPTEMBER PRINCIPAL</u>	<u>TOTAL REQUIREMENT</u>
2012	87,500	87,500	650,000	825,000
2013	74,500	74,500	675,000	824,000
2014	61,000	61,000	330,000	452,000
2015	54,400	54,400	345,000	453,800
2016	47,500	47,500	360,000	455,000
2017	40,300	40,300	370,000	450,600
2018	32,900	32,900	390,000	455,800
2019	25,100	25,100	405,000	455,200
2020	17,000	17,000	415,000	449,000
2021	8,700	8,700	435,000	452,400
	<u>\$ 448,900</u>	<u>\$ 448,900</u>		<u>\$ 5,272,800</u>

BONDS OUTSTANDING
SEPTEMBER 30, 2011 \$ 4,375,000

Economic Development Fund Discussion

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

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

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

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

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Parks Performance Fund Discussion

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

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET
REVENUE				
Charges for Services	777,590	1,729,600	1,757,054	1,842,250
Interest	858	4,000	1,000	1,000
Contribution from General Fund		162,366	97,168	-
Contribution from 4B	864,000	840,000	840,000	874,408
Miscellaneous Other Revenue	24,361		48,103	
TOTAL REVENUES	\$ 1,666,809	\$ 2,735,966	\$ 2,743,325	\$ 2,717,658
EXPENDITURES				
Personnel Services	727,292	1,451,549	1,455,007	1,538,150
Materials & Supplies	95,169	77,476	81,415	91,366
Operating Expenditures	344,482	893,903	810,599	735,641
Maintenance & Repair	105,869	206,933	287,999	191,108
Other Expenditures	16,304	52,751	54,951	117,816
Capital Outlay	149,463	53,354	53,354	43,577
TOTAL EXPENSES	\$ 1,438,579	\$ 2,735,966	\$ 2,743,325	\$ 2,717,658

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

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

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**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **6017/Burleson Recreation Center**

2010-11 Adopted: <u>\$ 2,137,604</u>	2011-12 Proposed: <u>\$ 2,077,473</u>
Increase/(Decrease) <u>\$ (60,131)</u>	Increase(Decrease) %: <u>-3%</u>

Personnel - added a position from Parks Administration	<u>37,201</u>
1501 Merit Salary Increase	<u>5,502</u>
2202 Health Insurance	<u>24,954</u>
3403 Information Svcs Contribution	<u>3,202</u>
4101 Building Maint & Repair	<u>4,000</u>
4108 Swimming Pool Maintenance & Repair	<u>-25,224</u>
4301 Janitorial Service	<u>-20,000</u>
5508 Other Retainer & Service Fees	<u>-34,000</u>
6102/6103 Recreation Supplies	<u>6,000</u>
6303 Natural Gas	<u>-64,000</u>
Other Operating Expenses	<u>2,234</u>

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: 6018/Ballfields

2010-11 Adopted: <u>\$ 598,362</u>	2011-12 Proposed: <u>\$ 640,185</u>
Increase/(Decrease) <u>\$ 41,823</u>	Increase(Decrease) %: <u> 7%</u>

Personnel - added Standby Pay	2,893
1501 Merit Salary Increase	2,517
2202 Health Insurance	12,390
6002 Janitorial Supplies	1000
6004 Weed Control Supplies	1000
6013 Uniforms	1250
5508 Other Retainer & Service Fees	2,400
6403 Fuel	2,484
4208/8217 Equipment Maintenance & Repair	16,148
Other Operating Expenses	-259

CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

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

Revised
8/3/2011 10:09

Description:

The Recreation Center is responsible for providing leisure activities and events for adults and youths. The programming consists of organized leagues, education and physical fitness classes, strength and fitness equipment, family aquatic center, including lap pool, child care, gym rentals, facility rentals including two party rooms and 2 meeting rooms. This division is part of the new Park Performance Fund as it has a revenue generating component.

Mission Statement:

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

Major Goals

Continue to achieve 65% revenue recovery of the operation of the Brick.

Increase participant numbers in all programs and events.

To increase membership revenue by implementing marketing plans for membership sales and retention at the center.

Continue to stay in touch with citizen input when deciding on new amenities for the Brick.

Accomplishments for 2010-2011:

Currently on schedule to meet membership sale goals.

Continued to train staff on center operation and customer service.

Finalized definitions on fee schedule.

Had standards of care ordinance adopted by council.

Created a productive and useful center policy manual.

Worked with other city departments and organizations to host successful events.

Objectives for Fiscal Year 2011-2012:

Increase current levels of revenue in the face of increased competition through the development of a membership and retention plan for the operation of the new center.

Continue to solicit sponsorship to aid in the operation of special events.

Run successful and quality youth and adult fitness and athletics.

Run a successful Youth fitness program in conjunction with the Presidents health and fitness objectives.

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

Budget Changes for FY 2011-2012

FY 12 BRiCk proposed budget is reduced \$116,000 under FY 11 adopted budget.

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

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

Revised
8/4/2011 9:26

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	585296	1,145,754	1,152,491	1,214,411	6%
Materials and Supplies	70742	60,626	63,902	70,966	17%
Purchased Services & Inventory	320439	744,522	641,001	578,976	-22%
Maintenance and Repair	36801	104,424	179,775	88,700	-15%
Other Expenditures	16304	28,924	31,124	80,843	180%
Capital Outlay	60000	53,354	53,354	43,577	-18%
TOTAL	\$1,089,582	\$ 2,137,604	\$ 2,121,647	\$ 2,077,473	N/A

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Recreation Center Operator	1	1	1	1	0
Aquatics Supervisor	1	1	1	1	0
Athletic Supervisor	1	0	0	0	0
Recreation Supervisor	2	3	3	3	0
Recreation Coordinator	4	3	3	3	0
Aquatics Coordinator (formerly Head G)	1	1	1	1	0
Life Guard - Lead	0	1	1	2	1
Maintenance Tech III	1	1	1	1	0
Maintenance Tech I	1	1	1	1	0
Accountant	1	1	1	1	0
Senior Customer Service Attendant	0	1	1	1	0
Customer Service Attendant (Part-time)	20	36	36	36	0
Kid Zone Attendant (Part Time)	4	0	0	0	0
Senior Lifeguards (Part Time)	10	10	10	1	(9)
Lifeguards (Part Time)(with Retirement)	10	10	10	10	0
Lifeguards (Seasonal)	10	10	10	30	20
Total Personnel	67	80	80	92	12

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Hours of Operation*		4,732	4,732	4,912	4%
Brick Special Event Participants**		2,000	2,000	5,000	150%
Average weekly attendance (non peak)		3464	3637	3819	10%
Center Memberships est.*		\$1,053,097	\$1,053,097	\$1,053,097	0%
Pool Rentals*		\$13,000	\$35,000	\$36,350	180%
Softball Teams Registered		218	261	265	22%
Facility Rental*		\$65,000	\$65,000	\$74,200	14%

*Estimates based on current center operation.

** increased number of participants due to new special event, Boo Bash

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

DEPARTMENT: Parks and Recreation
DIVISION: ATHLETIC FIELDS/6018

Revised
8/3/2011 10:11

Description: The new department of athletic field services is a component of the park performance fund along with the operation of the new recreation center, Hidden Creek Adult Softball Complex, Bartlett Park, and the all new Chisenhall Fields. These division are separated from ordinary General Fund departments because they each contain a revenue generating component. This division is responsible for the maintenance and operation of the three sport complexes and their duties include: turf care and maintenance, park cleanliness, irrigation system and building maintenance. This division will work closely with the youth associations for the scheduling of games and tournaments.

Mission Statement:

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

Major Goals:

To open the first full season of the new athletic fields at Chisenhall.

To host numerous athletic events to generate revenue to offset the cost of the park's operation.

To include the operation of the existing Hidden Creek Softball Complex and Bartlett Park with a minimum number of staff.

To support the operation and scheduling of league play.

To maintain the all athletic parks to the highest possible performance standards.

To provide a safe and enjoyable athletic parks for the families of Burleson to recreate in.

Fiscal Year 2010-2011 Accomplishments:

1. Completed the construction of the Chisenhall Fields Athletic Complex.
2. Have assisted BYA with additional fields during this transition period.
3. Created and adopted the first " joint Usage Agreement with the Youth Association. This agreement instituted a reasonable fee for youth usage of the athletic parks.
4. Assisted in the operation of 27 youth baseball/softball tournaments.
5. Assisted department 6013 (park maintenance) with park construction during this interim.
6. Have created a work schedule designed to limit weekend overtime for staff.
7. Improvements to the physical plant of Hidden Creek Sport (e.g hot water to restrooms, dugout covers, scoreboard).

Objectives for Fiscal Year 2011-2012:

1. Begin conversation with the Burleson Soccer Association, regarding a "Joint Usage Agreement" for the new Bartlett Park Soccer Fields". The agreement to include a similar "price per player" assigned to BYA.
2. To continue to make minor (overflow parking areas, access points, signage, and vehicle control points)
3. To host the PONY Baseball World Series in July 2011.
4. To host the "Friendship Games " with Japan and a local select baseball team.
5. To continue to discover methods to reduce overtime associated with weekend tournament operation.

Major Changes in Budget:

In an effort to continue improving the quality of employees associated with the operation of athletic fields, a decision packet is included for the addition of two (2) full time maintenance employees.

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

DEPARTMENT: Parks and Recreation
DIVISION: ATHLETIC FIELDS/6018

Revised
8/3/2011 10:11

EXPENDITURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	141,996	305,795	302,516	323,739	0%
Materials and Supplies	24,427	16,850	17,513	20,400	0%
Purchased Services & Inventory	24,043	149,381	169,598	156,665	0%
Maintenance and Repair	69,068	102,509	108,224	102,408	0%
Other Expenditures	0	23,827	23,827	36,973	0%
Capital Outlay	89,463	0	0	0	0%
TOTAL	\$ 348,997	\$ 598,362	\$ 621,678	\$ 640,185	0%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Park Maintenance Supervisor	0	1	1	1	0
Park Maintenance Crew Leader	1	0	0	0	0
Park Maintenance Worker I & II	1	5	5	5	0
Park Maintenance Worker (Temp)	5	3	3	3	0
	<u>7</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>0</u>

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Ballfields Maintained		26	26	26	0%
Tournament Supported		6	27	27	350%
Fertilization Treatments		2	1	2	0%
Herbicide Treatments		2	2	2	0%
Landscape Beds Maintained		2acre	2 acres	2 acres	100%
Expense per capita		\$13.99	\$16.08	\$16.08	15%
Special Events Supported		-	1	1	
Park Acres Maintained		109	109	109	0%

Support Services Fund Discussion

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

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

**Major Changes:
2010-2011 Adopted to 2011-2012 Proposed**

Dept.Div: **504-1511/Information Technology**

2010-11 Adopted:	<u>\$ 1,473,343</u>	2011-12 Proposed:	<u>\$ 1,580,779</u>
Increase/(Decrease)	<u>\$ 107,436</u>	Increase(Decrease) %:	<u>7%</u>

Personnel - position transferred from Building Inspections	<u>49,450</u>
1501 Merit Salary Increase	<u>10,967</u>
2202 Health Insurance	<u>17,346</u>
3401 Data Processing Services - SWAGIT moved to 1412 CC	<u>-15,840</u>
6608 Minor Computer Equipment	<u>50,811</u>
5006 Staff Development	<u>13,930</u>
4203 Computer Hardware M&R	<u>-8,550</u>
4204 Computer Software M&R	<u>-11,175</u>
Other Operating Expenses	<u>497</u>

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CITY OF BURLESON
ANNUAL OPERATING BUDGET & PLAN OF SERVICES

DEPARTMENT: Information Technology
DIVISION: Technical Services/1511

Revised
8/3/2011 10:05

Description:

The Information Technology Department is responsible for planning, purchasing, maintaining, and supporting the city's network including servers, routers, switches, fiber and wireless connections, midrange systems and terminals, HTE management software, data storage and backup systems, desktop and laptop computers with related peripherals (printers, scanners, digital cameras, monitors, etc.), Internet services, phone systems (wireless and land-based), and pagers. This department also provides management and coordination with other departments on electronic mapping and databases associated with the city's Geographic Information System (GIS). This GIS support includes developing master conversion plans, managing integration of the GIS with other systems, license management, analysis and evaluation of interrelated third party software, server maintenance, and policy and program development.

Mission Statement:

The Information Technology Department strives to provide responsive and respectable service to our customers while being innovative in creating solutions to complex problems and relating to our co-workers with integrity.

Major Goals:

Provide the city with a stable and reliable computer environment and decrease waiting time for service requests to be completed.

Develop a comprehensive citywide electronic data management program to ensure that city records maintained in an electronic format are protected and managed efficiently.

To improve access to GIS data, and expand the use of the city's GIS for greater data analysis and planning.

Fiscal Year 2010-2011 Accomplishments:

Replaced 64 workstations, 16 laptops, and 2 servers in compliance with the city's computer replacement schedule.

Installed, trained and implemented SWAGIT streaming video capture in Council Chambers

Installed, trained and implemented RecTrac software for BRiCk operations

Installed, trained and implemented GolfTrac software for Hidden Creek Golf Course

Installed fiber network access to BRiCk, Chisenhall Fields and Senior Center

Configured and installed new Firewall.

Upgraded Exchange email to version 2010 citywide.

Implemented new City of Burleson Website.

Setup and configured Veteran's Kiosk

Upgraded all ESRI and Sungard software applications.

Objectives for Fiscal Year 2011-2012:

Implement new work management module for Public Works.

Continue to develop and update GIS applications for use by all departments and expand its access to developers, other governmental entities, and citizens.

Improve internal services and support on a "break/fix" level for users of city computers.

Begin Microsoft O/S upgrade for all workstations and servers.

Begin SunGard application specific training program.

Major Budget Changes:

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

Revised
8/3/2011 10:05

DEPARTMENT: Information Technology
DIVISION: Technical Services 1511

DESCRIPTION	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Personal Services	528,747	610,601	626,506	702,294	15%
Materials and Supplies	149,587	96,358	126,795	147,369	53%
Purchased Services & Inventory	55,115	63,629	58,740	47,055	-26%
Maintenance and Repair	500,579	566,445	517,500	546,370	-4%
Other Expenditures	28,116	21,722	21,722	16,303	-25%
Capital Outlay	132,205	114,588	119,938	121,388	6%
TOTAL	\$ 1,394,349	\$ 1,473,343	\$ 1,471,201	\$ 1,580,779	7%

PERSONNEL (IN WORKER YEARS)	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Director of IT	1	1	1	1	0
Network Administrator	1	1	1	1	0
Systems Administrator	1	1	1	1	0
Support Technician	1	1	1	1	0
GIS Administrator	0	1	1	1	1
Land File Technician	0	0	0	1	1
Sr. Engineering Tech	0	1	1	1	1
Web Design Technician	1	1	1	1	0
	5	7	7	8	3

PERFORMANCE MEASURES	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE*	2011-2012 BUDGET	2010-2011/ 2011-2012 CHANGE
Work orders completed	2,416	2,500	2,580	2,700	8%
Desktop computers maintained	190	211	211	215	2%
Mobile units maintained	58	81	81	84	4%
Application servers maintained	30	30	30	25	-17%

Supplemental Information

- . Burleson Pay Plan &
Fee Schedule
For FY 2011-2012
- . List of Survey Cities
 - . Budget Reductions
- . Proposed Fee Changes
 - . Fee Schedule
 - . Ordinances
- . Average Home Values

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
110	Recycling Center Worker PT	\$20,731	\$24,877	\$29,023	\$1,728	\$2,073	\$2,419	\$9.97	\$11.96	\$13.95
	Parks-Seasonal Temporary									
111		\$21,794	\$26,153	\$30,512	\$1,816	\$2,179	\$2,543	\$10.48	\$12.57	\$14.67
112	Animal Shelter Technician	\$22,856	\$27,428	\$31,999	\$1,905	\$2,286	\$2,667	\$10.99	\$13.19	\$15.38
113	Facilities Maintenance Worker PT/FT	\$24,001	\$28,800	\$33,601	\$2,000	\$2,400	\$2,800	\$11.54	\$13.85	\$16.15
	Athletic Field Maintenance Worker I									
	Meter Service Worker									
	Park Maintenance Worker I PT/FT									
	Solid Waste Worker I									
	Street Maintenance Worker I									
114	Park Maintenance Worker II	\$25,194	\$30,234	\$35,271	\$2,099	\$2,519	\$2,939	\$12.11	\$14.54	\$16.96
	Athletic Field Maintenance Worker II									
	Facilities Maintenance Worker II									
	Signs & Markings Worker									
	Solid Waste Driver I									
	Street Maintenance Worker II									
	Utility Worker I									
115	Utility Worker II	\$26,458	\$31,750	\$37,041	\$2,205	\$2,646	\$3,087	\$12.72	\$15.26	\$17.81
116	Automotive & Equipment Tech I	\$27,777	\$33,334	\$38,889	\$2,315	\$2,778	\$3,241	\$13.35	\$16.03	\$18.70
	Facilities Maintenance Tech I									
	Utility Worker III									
	Recreation Technician I									
	Meter Service Tech									
117	Equipment Services Coordinator	\$29,173	\$35,008	\$40,842	\$2,431	\$2,917	\$3,403	\$14.03	\$16.83	\$19.64
	Signs & Markings Tech									
	Utility Inventory Coordinator									
118	Animal Control Officer	\$30,626	\$36,750	\$42,876	\$2,552	\$3,063	\$3,573	\$14.72	\$17.67	\$20.61
	Street Equipment Operator									
	Drainage Equipment Operator									
	Automotive & Equipment Tech II									
	Sewer Inspection Technician									

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
119	Facilities Maintenance Tech III	\$32,159	\$38,591	\$45,022	\$2,680	\$3,216	\$3,752	\$15.46	\$18.55	\$21.65
	Recreation Technician III									
	Signal Technician - Streets									
	Engineering Tech I									
	Sr. Animal Control Officer									
120	Automotive & Equipment Tech III	\$33,769	\$40,522	\$47,276	\$2,814	\$3,377	\$3,940	\$16.23	\$19.48	\$22.73
	Street Maintenance Crew Leader									
	Park Maintenance Crew Leader									
121	Street Maintenance Sr Crew Leader	\$35,458	\$42,548	\$49,641	\$2,955	\$3,546	\$4,137	\$17.05	\$20.46	\$23.87
	Utility Crew Leader									
122	Building Inspector	\$37,232	\$44,678	\$52,125	\$3,103	\$3,723	\$4,344	\$17.90	\$21.48	\$25.06
	Right-of-Way Inspector									
	Code Enforcement Officer									
	Engineering Inspector									
	Water/WW Regulatory Technician									
	Water Production Specialist									
	Solid Waste Supervisor									
	Engineering Tech II									
	Gas Well Development Inspector									
123	Facilities Maintenance Supervisor	\$39,092	\$46,911	\$54,729	\$3,258	\$3,909	\$4,561	\$18.79	\$22.55	\$26.31
	Park Maintenance Supervisor									
124	Animal Control Supervisor	\$41,048	\$49,257	\$57,466	\$3,421	\$4,105	\$4,789	\$19.73	\$23.68	\$27.63
125	Chief Engineering Inspector	\$43,097	\$51,715	\$60,335	\$3,591	\$4,310	\$5,028	\$20.72	\$24.86	\$29.01
	Senior Engineering Technician									
127	Environmental Specialist	\$47,516	\$57,019	\$66,522	\$3,960	\$4,752	\$5,543	\$22.84	\$27.41	\$31.98
	Water Utility Superintendent									
	Natural Gas Development Supervisor									
	Street Superintendent									

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
208	Customer Service Attendant - Parks/Rec Kids' Zone Attendant-Parks/Red Life Guard (PT)	\$17,499	\$20,993	\$24,488	\$1,458	\$1,749	\$2,041	\$8.41	\$10.09	\$11.77
209	Life Guard -Senior (PT)	\$19,629	\$23,554	\$27,480	\$1,636	\$1,963	\$2,290	\$9.44	\$11.32	\$13.21
210	Life Guard -Senior (PT)	\$20,610	\$24,731	\$28,854	\$1,718	\$2,061	\$2,405	\$9.91	\$11.89	\$13.87
211	Library Aide I (PT/FT)	\$21,640	\$25,968	\$30,296	\$1,803	\$2,164	\$2,525	\$10.40	\$12.48	\$14.57
212	Life Guard - Lead (PT) Ballfield Attendant - (PT)	\$22,723	\$27,267	\$31,812	\$1,894	\$2,272	\$2,651	\$10.92	\$13.11	\$15.29
213	Library Aide II (PT) Library Reference Assistant (PT) Library Outreach Assistant Outreach Library Assistant	\$23,858	\$28,630	\$33,400	\$1,988	\$2,386	\$2,783	\$11.47	\$13.76	\$16.06
214	Administrative Aide Administrative Intern Receptionist Management Intern (PT) Research Intern (PT)	\$25,048	\$30,057	\$35,067	\$2,087	\$2,505	\$2,922	\$12.04	\$14.45	\$16.86
215	Library Aide III Deputy Municipal Court Clerk Utility Customer Service Clerk Victim Assistance Coordinator (PT)	\$26,303	\$31,564	\$36,824	\$2,192	\$2,630	\$3,069	\$12.65	\$15.18	\$17.70
216	Recreation Center Coordinator (includes Aquatics coordinator)	\$27,616	\$33,139	\$38,662	\$2,301	\$2,762	\$3,222	\$13.28	\$15.93	\$18.59
217	Administrative Secretary Building Permits Specialist Children's Services Coordinator Land File Technician-I.T. Records Clerk Sr. Library Assistant Criminal Investigations Clerk Senior Activity Center Coordinator	\$29,000	\$34,800	\$40,600	\$2,417	\$2,900	\$3,383	\$13.94	\$16.73	\$19.52
218	Administrative Technician Utility Customer Service Technician Records & Information Specialist Mun Court Warrant/Collections Clerk	\$30,450	\$36,539	\$42,630	\$2,537	\$3,045	\$3,552	\$14.64	\$17.57	\$20.50

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
219	Telecommunications Operator	\$31,972	\$38,366	\$44,762	\$2,664	\$3,197	\$3,730	\$15.37	\$18.45	\$21.52
	Property & Evidence Coordinator									
220	Senior Administrative Secretary	\$33,571	\$40,285	\$47,000	\$2,798	\$3,357	\$3,917	\$16.14	\$19.37	\$22.60
	Lead Telecommunications Operator									
221	Records Coordinator-Police									
	Customer Service Supervisor									
	HR Generalist I	\$35,247	\$42,295	\$49,344	\$2,937	\$3,525	\$4,112	\$16.95	\$20.33	\$23.72
	Support Technician - I.T.									
222	Public Works Coordinator									
	Recreation Supervisor	\$37,007	\$44,409	\$51,810	\$3,084	\$3,701	\$4,318	\$17.79	\$21.35	\$24.91
	Teen Court Coordinator									
223	Recreation / Aquatics Supervisor									
	Teen/Public Services/Reference Librarian									
	Executive Assistant	\$38,864	\$46,637	\$54,410	\$3,239	\$3,886	\$4,534	\$18.68	\$22.42	\$26.16
	Web Design Technician									
	HR Generalist II									
	Development Coordinator-Engineering									
	Coordinator-Community Development									
	Staff Accountant									
	Senior Administrative Assistant-PD									
	Recreation Center Accountant									
224	Public Services Librarian (Supervisor/Teen/Reference)	\$40,808	\$48,969	\$57,131	\$3,401	\$4,081	\$4,761	\$19.62	\$23.54	\$27.47
	Deputy City Secretary									
	Technical Services Librarian									
225	Library Support Services Supervisor									
	Telecommunications Supervisor	\$42,845	\$51,413	\$59,982	\$3,570	\$4,284	\$4,999	\$20.60	\$24.72	\$28.84
226	Police Records Supervisor-Analyst	\$43,729	\$52,474	\$61,220	\$3,645	\$4,373	\$5,101	\$21.02	\$25.23	\$29.43
227		\$47,238	\$56,685	\$66,132	\$3,936	\$4,724	\$5,511	\$22.71	\$27.25	\$31.79
228	Planner	\$49,601	\$59,520	\$69,441	\$4,133	\$4,960	\$5,787	\$23.85	\$28.62	\$33.38
	Recreation Center Operator									
229	Planner II	\$51,964	\$62,357	\$72,750	\$4,330	\$5,196	\$6,062	\$24.98	\$29.98	\$34.98

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
427	Utility Customer Service Manager	\$49,085	\$58,902	\$68,719	\$4,090	\$4,908	\$5,727	\$23.60	\$28.32	\$33.04
428		\$51,539	\$61,846	\$72,155	\$4,295	\$5,154	\$6,013	\$24.78	\$29.73	\$34.69
429	Equipment Services Manager	\$54,119	\$64,943	\$75,768	\$4,510	\$5,412	\$6,314	\$26.02	\$31.22	\$36.43
	Recreation Manager									
	Systems Administrator-I.T.									
	Network Administrator-I.T.									
	GIS Administrator									
	Park Maintenance Manager									
	Financial Analyst									
	Purchasing Manager									
	Solid Waste Manager									
430	Sr. Accountant	\$56,825	\$68,190	\$79,555	\$4,735	\$5,683	\$6,630	\$27.32	\$32.78	\$38.25
	Assistant Director-Municipal Court Services									
431	Building Official	\$59,667	\$71,599	\$83,533	\$4,972	\$5,967	\$6,961	\$28.69	\$34.42	\$40.16
432	Planning Official	\$62,650	\$75,180	\$87,710	\$5,221	\$6,265	\$7,309	\$30.12	\$36.14	\$42.17
	Senior Planner - Parks or Comm Development									
433	Civil Engineer	\$65,786	\$78,943	\$92,101	\$5,482	\$6,579	\$7,675	\$31.63	\$37.95	\$44.28
	Project Engineer									
	Controller									
435	Assistant Finance Director	\$72,531	\$87,036	\$101,543	\$6,044	\$7,253	\$8,462	\$34.87	\$41.84	\$48.82
	Assistant Public Works Director									
	Deputy City Engineer									

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
500	Golf Course Food & Beverage Attendant PT							\$6.00		
509	Golf Course Food & Beverage Attendant	\$17,499	\$20,993	\$24,488	\$1,458	\$1,749	\$2,041	\$8.41	\$10.09	\$11.77
	Golf Course Guest Services Attendant FT/PT									
	Golf Course Cart Barn Attendant PT									
513	Golf Course Grounds Keeper	\$21,267	\$25,518	\$29,769	\$1,772	\$2,127	\$2,481	\$10.22	\$12.27	\$14.31
	Golf Course Floating Assistant									
514	Golf Course Food & Beverage Lead Attendant	\$22,323	\$26,788	\$31,253	\$1,860	\$2,232	\$2,604	\$10.73	\$12.88	\$15.03
	Golf Course Cart Barn Assistant									
517	Assistant Golf Professional I	\$25,852	\$31,018	\$36,185	\$2,154	\$2,585	\$3,015	\$12.43	\$14.91	\$17.40
	Golf Course Mechanic/Grounds Keeper									
520	Assistant Golf Professional II	\$29,916	\$35,905	\$41,893	\$2,493	\$2,992	\$3,491	\$14.38	\$17.26	\$20.14
	Administrative Assistant									
	Golf Course Assistant Superintendent									
524		\$36,366	\$43,644	\$50,921	\$3,031	\$3,637	\$4,243	\$17.48	\$20.98	\$24.48
527	Head Golf Professional	\$42,107	\$50,522	\$58,937	\$3,509	\$4,210	\$4,911	\$20.24	\$24.29	\$28.33
528	Golf Course Superintendent	\$44,206	\$53,048	\$61,891	\$3,684	\$4,421	\$5,158	\$21.25	\$25.50	\$29.76

SALARY SCHEDULE										
PAY GRADE	POSITIONS	10-11 RANGE			MONTHLY			HOURLY		
		MINIMUM	MIDPOINT	MAXIMUM	MIN	MID	MAX	MIN	MID	MAX
NG	Assistant to the City Manager	MARKET								
NG	City Manager	MARKET								
NG	CMO Intern-Mayor's Youth Council Representative	Minimum Wage								
PO	City Marshal - See Police Officer Step Pay Plan	MARKET								
NG	City Secretary	MARKET								
NG	Community Devel. Director	MARKET								
NG	Deputy City Manager (2)	MARKET								
NG	Economic Development Director	MARKET								
NG	Finance Director	MARKET								
NG	Fire Chief	MARKET								
FL	Fire Inspector-See Fire Step Pay Plan	MARKET								
NG	Fire Marshal	MARKET								
NG	Golf Director	MARKET								
NG	Human Resources Director	MARKET								
NG	Information Technology Director	MARKET								
NG	Library Director	MARKET								
NG	Municipal Court - Director of Court Services	MARKET								
NG	Municipal Court Judge	MARKET								
NG	Neighborhood Services Director	MARKET								
NG	Parks Director	MARKET								
NG	Police Chief	MARKET								
NG	Public Information Officer	MARKET								
NG	Public Works Director	MARKET								



City of Burleson Wage Matrix / Step Plan
FY 08-09 / Effective 04/01/09

Public Safety Recruit (student in Academy): \$39,700

Title: **Police Officers & Fire Fighters & City Marshals (annual wages)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Salary	\$45,909	\$48,353	\$50,965	\$53,719	\$56,621	\$59,682
% of increase	n/a	5.4%	5.4%	5.4%	5.4%	5.4%
Time in Grade	1 year	1 year	1 year	1 year	5 years	TBD
Move to Step After end of...	Entry level	1 st year	2 nd year	3 rd year	4 th year	9 th year

Title: **Corporal & Fire Apparatus Operators (annual wages)**

	STEP 1	STEP 2	STEP 3	STEP 4
Salary	\$55,731	\$58,390	\$61,174	\$64,091
% Increase	n/a	4.77%	4.77%	4.77%
Time in Grade	2 years	2 years	3 years	TBD
Move to Step after end of	Entry level	2 nd year	4 th year	7 th year

Title: **Sergeants, Lieutenants, & Fire Inspector (annual wages)**

	STEP 1	STEP 2	STEP 3
Salary	\$63,225	\$67,802	\$72,709
% of Increase	n/a	7.24%	7.24%
Time in Grade	2 years	3 years	TBD
Move to step after end of...	Entry level	2 nd year	5 th year

Title: **Commanders and Battalion Chiefs**

	STEP 1	STEP 2	STEP 3
Salary	\$78,699	\$82,539	\$86,569
% of Increase	n/a	4.88%	4.88%
Time in Grade	2 years	3 years	TBD
Move to step after end of...	Entry level	2 nd year	5 th year

Reflects 3% increase rounded to the nearest dollar.

SURVEY CITIES

	<u>2010-2011 Estimated Population*</u>	<u>Main Number</u>
BURLESON	36,990	
Arlington	365,930	817-265-3311
Cedar Hill	45,260	972-291-5100
Cleburne	29,240	817-558-1804
Coppell	38,659	972-462-0022
Desoto	49,210	972-230-9600
Flower Mound	64,790	972-874-6000
Fort Worth	746,290	817-871-8900
Grand Prairie	175,960	972-237-8035
Grapevine	46,950	817-410-3000
Hurst	37,330	817-788-7000
Keller	39,920	817-743-4000
Lancaster	36,390	972-218-1310
Mansfield	56,830	817-276-4200
North Richland Hills	63,420	817-427-6000
The Colony	36,390	972-625-1756
Weatherford	25,300	817-598-4000

* NCTCOG as of 04/01/11



BUDGET REDUCTION PACKAGES

FOR FISCAL YEAR 2011 - 2012

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001/1011
DIV./ACTIVITY CMO
DIVISION TITLE: CMO
REDUCTION TITLE: 5% Reduction

DISCUSSION:

Proposed 10% reduction for the City Manager's Office would eliminate the Management Intern funding. This position assists the Assistant to the City Manager with administration of the Mayor's Youth Council as well as other special projects. Also eliminated are Miscellaneous Personnel expenses (CM physical, flowers for funerals, sympathy cards, etc.), all Personnel Development (professional conferences, travel, etc.), all Cell Phone Allowance, and a 30% reduction in Car Allowance.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-1011-412.11-01	Wages	8,091					
001-1011-412.50-05	Misc Personnel Expense	2,000					
001-1011-412.50-03	Personnel Development	8,300					
001-1011-412.16-01	Car Allowance	8,726					
	TOTAL	27,117	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001/1011
DIV./ACTIVITY CMO
DIVISION TITLE: CMO
REDUCTION TITLE: **10% Reduction**

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DISCUSSION:

Proposed 10% reduction for the City Manager's Office would eliminate the Management Intern funding. This position assists the Assistant to the City Manager with administration of the Mayor's Youth Council as well as other special projects. Also eliminated are Miscellaneous Personnel expenses (CM physical, flowers for funerals, sympathy cards, etc.), all Personnel Development (professional conferences, travel, etc.), all Cell Phone Allowance, and all Car Allowances. Also included is a 3 day furlough for management staff (Cunningham, Cain, Hawk).

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-1011-412.11-01	Wages	8,091					
001-1011-412.50-05	Misc Personnel Expense	2,000					
001-1011-412.50-03	Personnel Development	8,300					
001-1011-412.16-01	Car Allowance	24,600					
001-1011-412.16-05	Cell Phone Allowance	2,600					
001-1011-412.10-01	Salaries	8,642					
TOTAL		54,233	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Economic Development

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **10%** \$38,320.50

Ten Percent Reduction

DISCUSSION:

If a 10% reduction was necessary, the Economic Development Department would propose cuts to the discretionary portions of the budget, including marketing / travel, advertising, and the Chamber allocation. Each of these cuts would hamper economic development in reducing the number of project leads, as well as reducing the amount of exposure opportunities.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number <small>xxx-xxxx-xxx.xx-xx</small>	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments <small>(If vehicle, put type only ie, sedan, pickup)</small>
001-1014-415.55-01	Advertising	5,000					
001-1014-415.80-17	Marketing / Travel	9,000					
001-1014-415.82-02	Allocation to BACC	19,321					
001-1014-415.50-01	Memberships / Licenses	5,000					
TOTAL		38,321	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Economic Development

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: 5% \$19,160.25

Five Percent Reduction

DISCUSSION:

If a 5% reduction was necessary, the Economic Development Department would propose cuts to the discretionary portions of the budget, including marketing / travel, advertising, and the Chamber allocation. Each of these cuts would hamper economic development in reducing the number of project leads, as well as reducing the amount of exposure opportunities.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number <small>xxx-xxxx-xxx.xx-xx</small>	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments <small>(If vehicle, put type only ie, sedan, pickup)</small>
001-1014-415.55-01	Advertising	5,000					
001-1014-415.80-17	Marketing / Travel	9,000					
001-1014-415.82-02	Allocation to BACC	5,160					
TOTAL		19,160	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001 / HUMAN RESOURCES
 DIV./ACTIVITY 1015
 DIVISION TITLE: HUMAN RESOURCES

REDUCTION TITLE: **5% REDUCTION**

DISCUSSION:

5% department reduction considerations for Human Resources as presented to the City Council July 20, 2011.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-1015-412.50-05	Misc. Personnel Expense	1,250					
001-1015-412.55-19	Wellness Programs	22,200					
TOTAL		23,450	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001 / HUMAN RESOURCES

DIV./ACTIVITY 1015

DIVISION TITLE: HUMAN RESOURCES

REDUCTION TITLE: **10% Reduction**

DISCUSSION:

10% reduction considerations for Human Resources as presented to the City Council on July 20, 2011. The staffing and service impact of the reductions listed below equates to the Human Resources department having full-time staff leave each Friday at 2:00 p.m. during FY2011-2012 (with the associated pay reductions), and the part-time staff person (1) will be available to accept applications and screen inquiries for emergencies or urgent situations.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-1015-412.50-05	Misc. Personnel Expense	1,250					
001-1015-412.55-19	Wellness Programs	22,200					
001-1015-412.16-01	Car Allowance	3,000					50% reduction for FY2011-2012.
001-1015-412.16-05	Cell Phone Allowance	600					100% reduction for FY2011-2012
001-1015-412.10-01	Salaries	15,465					
001-1015-412.20-01	FICA tax	649					
001-1015-412.20-02	Medicare tax	224					
001-1015-412.21-01	Retirement Match - TMRS	2,168					
	TOTAL	45,556	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Community Newsletter

DIV./ACTIVITY _____

DIVISION TITLE: Communications

REDUCTION TITLE: **City Focus Newsletters**

DISCUSSION: Ten percent reduction

In January 2011, the Governance and Stewardship committee recommended that council discontinue the 16-page quarterly Burleson Progress Report in favor of a monthly 2-page City Focus newsletter. The City Focus was launched in March 2011. When the FY 12 budget was being put together in May 2011, management accepted the reduction package offered by the PIO that would cut the City Focus from 12 newsletters to 10 City Focus newsletters. In addition the Annual Financial Report was cut from the Community Newsletter accounts, reducing the Community Newsletter accounts to the proposed base of \$30,341. Cutting the City Focus monthly newsletter further with the proposed 5 percent and 10 percent cuts defeats the purpose of getting information in the hands of all of those who have a utility account with the City of Burleson in a timely manner. The cuts also affect the City's efforts at transparency. The City Focus is critical to promoting the City and educating taxpayers about City operations. Ten percent equals \$10,185. The offer is to reduce the number of City Focus newsletters from 10 to 6 for a total of \$10,800.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-1099-419.35-01	Community Newsletter	25,790					Reduced total, \$16,610 (85 percent)
401-1041-512.35.01	Community Newsletter	4,551					Reduced total, \$2,931 (15 percent)
							Reduced total: \$19,877 (with \$336 for E-News)
	TOTAL	30,341	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001-City Secretary
 DIV./ACTIVITY 1411-3403
 DIVISION TITLE: City Secretary

REDUCTION TITLE: **Reduce Information Srvc Contr.**

10%

DISCUSSION:

The 10% reduction would have one of the three full time positions to part time and the remaining two positions 15 furlough days each.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number <small>xxx-xxxx-xxx.xx-xx</small>	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments <small>(If vehicle, put type only ie, sedan, pickup)</small>
001-1411-412.10-01	Salaries	\$21,000					One position to part time
001-1411-412.10-01	Salaries	\$11,492					Two position 15 furlough days
TOTAL		32,492	0	0	0	0	

**CITY OF BURLESON
5% Reduction Package
FY 2011-2012**

FUND/DEPT.: General Fund / Finance
DIV./ACTIVITY 2011
DIVISION TITLE: Finance

REDUCTION TITLE: **Elimination of Controller Position**

DISCUSSION:

This is the most recent position added to the Finance Department (2009). Duties could be spread to other positions. This would negatively impact the level of service in every aspect of our operation. The training program we've begun with Human Resources will be severely curtailed, as many of these duties will be transferred to the Senior Accountant position that currently develops these programs. Some duties will also be transferred to the Purchasing Manager and Financial Analyst, as well as the Finance Director. The largest impact of this will be felt during the budget process and audit/annual reporting process. I don't think this will affect the delivery of the report or the budget, but it will narrow the margin for complication in these processes as well as impacting the overtime required of our exempt positions.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-2011-various	Salaries & Benefits	74,264					
TOTAL		74,264	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Police
DIV./ACTIVITY 3011
DIVISION TITLE: Police

REDUCTION TITLE: 5% reduction (\$ 367,607)

DISCUSSION:

In Order to achieve a 5% reduction we would be required to to cut current Police department Staffing levels. Cuts would include Five Police Officers and One telecommunication operator .

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
	Salaries & Benefirs	339,685					Five Police Officers
	Salaries & Benefirs	51,190					One Telecommunication Operator
	TOTAL	390,875	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001-Fire
 DIV./ACTIVITY 3012-422
 DIVISION TITLE: Fire

5%

REDUCTION TITLE:

Operation reduction

DISCUSSION:

The Fire Budget did a very substancial cut (over 75,000) from FY 10 to FY 11. Part of this reduction was not buying some fire and ems supplies and materials till FY 2012. We will need these items in FY 2012. The only area left to reduce in will be salaries of personnel.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3012-422-4101	Blg. Maintenance	2,015					flagpole for fire station 2
001-3012-422-5003	Training	3,700					no swr or usar training for the year
001-3012-422-5302	Access Fees	3,720					Cable TV for stations
001-3012-422-6013	Uniforms	4,950					Uniform change to 100% cotton vs nomex
001-3012-422-1201	Overtime	94,000					no overtime - trucks go to 2 or out of service
001-3012-422-1001	salaries	73,468					All take a 4 day furlough throughtout the year
	TOTAL	181,853	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001-Fire
 DIV./ACTIVITY 3012-422
 DIVISION TITLE: Fire

10%

REDUCTION TITLE:

Operation reduction

DISCUSSION:

The Fire Budget did a very substancial cut (over 75,000) from FY 10 to FY 11. Part of this reduction was not buying some fire and ems supplies and materials till FY 2012. We will need these items in FY 2012. The only area left to reduce in will be sala

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3012-422-4101	Blg. Maintenance	2,015					flagpole for fire station 2
001-3012-422-5003	Training	3,700					no swr or usar training for the year
001-3012-422-5302	Access Fees	3,720					Cable TV for stations
001-3012-422-6013	Uniforms	4,950					Uniform change to 100% cotton vs nomex
001-3012-422-1201	Overtime	94,000					no overtime - trucks go to 2 or out of service
001-3012-422-1001	salaries	73,468					All take a 4 day furlough throughtout the year
001-3012-422-1001	salaries	180,000					Lay off 3 FF
	TOTAL	361,853	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001-Fire Prevention

DIV./ACTIVITY 3013-422

DIVISION TITLE: Fire Prevention

REDUCTION TITLE: 5%

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DISCUSSION:

Reducing the Fire Prevention Department's budget by 5% would cause an undue burden and would drastically affect the essential services provided by the department. We have placed in this reduction package a 10 day furlough and overtime reduction for the fire inspector/investigator. The reduction would result in delays in inspections, not meeting the goal to complete annual inspections on 85% of the businesses, delay in responding to fire scenes, less public education programs and delay in completing reports. We have also placed in this reduction items that will have a very negative impact on our fire safety public education program. With out the hire back of the firefighters to help run the program we would not be able to offer the fire safety house or the robot as an education teaching tool. These guys are hired so we have the two people needed to operate the program with out them having to leave on a fire call. These events are scheduled. It shall be noted that the Fire Prevention Department budget has been reduced significantly over the last two years. Further reductions than what is listed below would result in the department being reactive and not proactive. I have also included a 3 day furlough for myself.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3013-422-1001	Salaries	3,000					10 Day Furlough for inspector/investigator
001-3013-422-1201	Overtime	3,000					Cut overtime by 3/4 for inspector/investigator
001-3013-422-1302	Incentive Pay	960					No longer pay for certifications
001-3013-422-5003	Training	1,900					Reduce training and cut CERT training
001-3013-422-5302	Access Fees	780					Cut off satellite phone/reduce air time
001-3013-422-5401	Printing & Graphic Svc	400					Cut Fire Prevention hand-out materials
001-3013-422-5404	Code Maintenance	580					Will not do a code update this year
001-3013-422-5508	Retainer & Svc Fees	300					Offer no polygraphs during investigations
001-3013-422-8013	Project/Event/Meeting Exp	3,100					Do not use fire safety house or robot for year
001-3013-422-6602	Minor Auto Equipment	1,000					Do not purchase additional equipment
001-3013-422-1001	Director Salary	1,404					Fire Marshal Furlough 3 days
	TOTAL	16,424	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001-Fire Prevention

DIV./ACTIVITY 3013-422

DIVISION TITLE: Fire Prevention

REDUCTION TITLE: **10%**

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DISCUSSION:

Reducing the Fire Prevention Department's budget by 10% would cause an undue burden and would drastically affect the essential services provided by the department. We have placed in this reduction package for the fire inspector/investigator to go to a part-time status working 23 hours a week. The reduction would result in delays in inspections, not meeting the goal to complete annual inspections on 85% of the businesses, delay in responding to fire scenes, no public education programs and delay in completing reports. We have also placed in this reduction items that will have a very negative impact on our fire safety public education program. With out the hire back of the firefighters to help run the program we would not be able to offer the fire safety house or the robot as an education teaching tool. These guys are hired so we have the two people needed to operate the program with out them having to leave on a fire call. These events are scheduled. It shall be noted that the Fire Prevention Department budget has been reduced significantly over the last two years. Further reductions than what is listed below would result in the department being reactive and not proactive. I have also included a 3 day furlough for myself.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3013-422-1001	Salaries	20,005					10 Day Furlough for inspector/investigator
001-3013-422-1201	Overtime	3,000					Cut overtime by 3/4 for inspector/investigator
001-3013-422-1302	Incentive Pay	960					No longer pay for certifications
001-3013-422-5003	Training	1,900					Reduce training and cut CERT training
001-3013-422-5302	Access Fees	780					Cut off satellite phone/reduce air time
001-3013-422-5401	Printing & Graphic Svc	400					Cut Fire Prevention hand-out materials
001-3013-422-5404	Code Maintenance	580					Will not do a code update this year
001-3013-422-5508	Retainer & Svc Fees	300					Offer no polygraphs during investigations
001-3013-422-8013	Project/Event/Meeting Exp	3,100					Do not use fire safety house or robot for year
001-3013-422-6602	Minor Auto Equipment	1,000					Do not purchase additional equipment
001-3013-422-1001	Director Salary	1,404					Fire Marshal furlough 3 days
	TOTAL	33,429	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001 Emergency Services
DIV./ACTIVITY 3014-425
DIVISION TITLE: Emergency Services

REDUCTION TITLE:

DISCUSSION:

If any reductions are to made, training is the only area for this to be done.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3014-425-5003	Training	4,800					Attend no conference or training
TOTAL		4,800	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001 / 3015
DIV./ACTIVITY 3015
DIVISION TITLE: Municipal Court
REDUCTION TITLE: **5% Reduction**

DISCUSSION:

The Teen Court Program has been in place since May 2009. Fines, warrants, court proceedings and processing of cases take precedent. Other staff members cannot absorb the duties, so the program must be cut.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3015-423-1001	Salaries & Benefits	48,100					Eliminate Teen Court Coordinator
TOTAL		48,100	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001 General Fund / 1414 Municipal Court

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **Reduction Deputy Court Clerk/Fulltime to Parttime**

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DISCUSSION:

The Teen Court Program has been in place since May 2009. Fines, warrants, court proceedings and processing of cases take precedent. Other staff members cannot absorb the duties, so the program must be cut. Allow three furlough days for entire staff. These days will coincide with regular city holidays and also bank/county holidays. The City Marshals provide court security 17% {348 hours/year} of total hours worked during the year. This portion of their salary will be paid through the Court Security Fund, (Code of Criminal Procedure, Article 102.017). This amount will vary year to year depending on the increase/decrease of court dockets.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-3015-423.10-01	Salaries & Benefits	48,100					Eliminate Teen Court Coordinator
001-3015-423.10-01	Salaries & Benefits	4,975					3 Furlough Days for 8 people
001-3015-423.10-01	Salaries & Benefits	16,884					Pay 17% of Marshals' salaries from Security Fund
TOTAL		69,959	0	0	0	0	

CITY OF BURLESON
Reduction Package
FY 2011-2012

FUND/DEPT.: Public Works (General Fund)

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **10% Reduction for General Fund Divisions**

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DISCUSSION:

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ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-4011-431.50-03	Personnel Dev.	2,400					Eliminates continuing Education funding
001-4011-431.50-05	Misc. Personnel Expense	2,412					Eliminates employee safety program
001-4017-432-10-01	Salaries	31,796					Street Worker 1 RIF
001-4017-432-20-01	FICA	1,971					Benefits for one employee
001-4017-432-20-02	Medicare	461					Benefits for one employee
001-4017-432-20-03	U/E	72					Benefits for one employee
001-4017-432-21-01	TMRS	4,458					Benefits for one employee
001-4017-432-22-01	Workers Comp	804					Benefits for one employee
001-4017-432-22-02	Health Ins.	5,312					Benefits for one employee
001-4017-432-22-06	Health Spending	200					Benefits for one employee
001-4017-432-22-04	Dental Insurance	338					Benefits for one employee
001-4017-432-22-05	Life Insurance	39					Benefits for one employee
001-4017-432-40-02	Equipment Rental	1,000					Fore go small equipment rental
001-4017-432-41-03	Street Maint./Preventive	235,000					Reduces contract paving in asphalt & concrete
001-4017-432-41-05	Street Maint. - Misc	12,269					Reduces in-house material for PM activities
001-4017-432-50-03	Personnel Dev & Activity	4,370					Eliminates all training for FY 11-12
001-4017-432-60-13	Uniforms	250					Benefits for one employee
001-4017-432-60-14	Protective Clothing	200					Benefits for one employee
001-4018-432-41-07	Drainage Channel M & R	1,611					Reduction in materials for M & R
001-4018-432-50-03	Personnel Dev & Activity	510					Eliminates all training for FY 11-12
001-4018-432-60-13	Uniforms	275					Benefits for one employee
001-4018-432-60-14	Protective Clothing	225					Benefits for one employee
001-4019-432-41-06	Street/Traffic Light Maint.	2,905					Reduces funding for emergency repairs
001-4019-432-50-03	Personnel Dev & Activity	1,836					Eliminates all training for FY 11-12
001-4019-432-60-12	Signs/Marking Supplies	9,532					Reduces number of signs & markings for maint
				281			
	TOTAL	320,246	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works Utility Fund

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: 5% Reduction Utility Fund Divisions

Reduction calculated be removing costs for water purchase and wastewater treatment.

DISCUSSION:

DRAFT

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
401-2041-512.55-02	Banking Service Charges	6,700					Outsource phone CC processing
401-2041-512.55-15	Water Bills Processing	4,032					Eliminate 2nd late notices
401-2041-512.60-07.	Postage	10,368					Eliminate 2nd late notices
401-4041-511.12-01	Overtime - Regular	24,659					Reduce to historical spent
401-4041-511.32-02	Engineering Services	13,340					Reduce to historical spent
401-4041-511.41-01	Building Maint. & Repair	6,019					Remove temp buildings from SC
401-4041-511.41-10	Water Main M & R	1,529					Reduce to historical spent
401-4041-511.42-06	Radio M & R	2,264					Reduce to historical spent
401-4041-511.50-03	Personnel Dev.	4,135					Eliminates travel & software training
401-4041-511.60-02	Janitorial Supplies	786					Reduce to historical spent
401-4041-511.60-12	Sign Materials	844					Reduce to historical spent
401-4041-511.65-03	Chemicals	1,035					Reduce to historical spent
401-4041-511.66-05	Minor Radio Equip.	690					Reduce to historical spent
401-4041-511.78-02	Meters & Boxes	119,139					Reduce meter replacement by 592 meters
401-4042-511.32-02	Engineering Services	10,000					Reduce to historical spent
TOTAL		205,540	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works Utility Fund

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: 10% Reduction Utility Fund Divisions

Reduction calculated be removing costs for water purchase and wastewater treatment.

DISCUSSION:

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
401-2041-512.55-02	Banking Service Charges	6,700					Outsource phone CC processing
401-2041-512.55-15	Water Bills Processing	4,032					Eliminate 2nd late notices
401-2041-512.60-07.	Postage	10,368					Eliminate 2nd late notices
401-4041-511.12-01	Overtime - Regular	24,659					Reduce to historical spent
401-4041-511.32-02	Engineering Services	13,340					Reduce to historical spent
401-4041-511.41-01	Building Maint. & Repair	6,019					Remove temp buildings from SC
401-4041-511.41-10	Water Main M & R	1,529					Reduce to historical spent
401-4041-511.42-06	Radio M & R	2,264					Reduce to historical spent
401-4041-511.50-03	Personnel Dev.	4,135					Eliminates travel & software training
401-4041-511.60-02	Janitorial Supplies	786					Reduce to historical spent
401-4041-511.60-12	Sign Materials	844					Reduce to historical spent
401-4041-511.65-03	Chemicals	1,035					Reduce to historical spent
401-4041-511.66-05	Minor Radio Equip.	690					Reduce to historical spent
401-4041-511.78-02	Meters & Boxes	324,679					Reduce meter replacement by 1,600 meters
401-4042-511.32-02	Engineering Services	10,000					Reduce to historical spent
TOTAL		411,080	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works (Solid Waste Fund)

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: 5% Reduction for Solid Waste Fund Divisions

Calculated removing contract costs for Solid Waste and Recycling collection as well as funds transferred to the drainage division as part of the SW privatization transission plan.

DISCUSSION:

In order to provide a 5% reduction in this division, it will be necessary to reduce the Compost Site hours from 18.5 to 12.5 by closing the operation on Tuesdays and remaining open on Friday and Saturdays only. Additionally, it will be necessary to furlough the Solid Waste Manager position 5 days. Finally, by removing the banking service charges and bad debt expenses, we reach the 5% goal.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
404-4013-441-10-01	Salaries	1,558					5 furlough days for SW Manger
404-4013-441-11-01	Wages	5,981					Reduce Compost Site to 2-days of operation
404-4013-441-55-02	Banking Service Charges	776					
404-4013-441-80-07	Bad Debts Expense	7,535					
	TOTAL	15,850	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works (Solid Waste Fund)
DIV./ACTIVITY _____
DIVISION TITLE: _____

REDUCTION TITLE: 5% Reduction for Solid Waste Fund Divisions

Calculated removing contract costs for Solid Waste and Recycling collection as well as funds transferred to the drainage division as part of the SW privatization transission plan.

DISCUSSION:

In order to provide a 5% reduction in this division, it will be necessary to reduce the Compost Site hours from 18.5 to 12.5 by closing the operation on Tuesdays and remaining open on Friday and Saturdays only. Additionally, it will be necessary to furlough the Solid Waste Manager position 5 days. Finally, by removing the banking service charges and bad debt expenses, we reach the 5% goal.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
404-4013-441-10-01	Salaries	3,050					10 furlough days for SW Manger
404-4013-441-11-01	Wages	5,981					Reduce Compost Site to 2-days of operation
404-4013-441-55-02	Banking Service Charges	776					
404-4013-441-55-04	Grinding Services	14,028					Reduce grinding operations by 34%
404-4013-441-80-07	Bad Debts Expense	7,535					
	TOTAL	31,370	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works (Equipment Services Fund)

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **5% Reduction for Equipment Services Fund Divisions**

DISCUSSION:

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
501-4051-541.12-01	Overtime	\$ 1,000.00					Comp for overtime
501-4051-541.63-02	Electricity	\$ 750.00					Close shop 1 Day
501-4051-541.63-03	Natural Gas	\$ 2,000.00					Close shop 1 Day
501-4051-541.63-04	Water	\$ 2,500.00					Close shop 1 Day
501-4051-541.42-10	Main of App	\$ 1,500.00					Repair Car wash
501-4051-541.50-01	Memberships	\$ 910.00					APWA,NFPA,NAFA
501-4051-541.50-03	Personnel Dev.	\$ 468.00					JJ Keller Motor Carrier Safe Post, ASE Test
501-4051-541.65-03	Chemicals	\$ 3,000.00					Car wash Soap
501-4051-541.64-03	Fuel	\$ 2,000.00					Close shop 1 Day
	Salaries & Benefits	\$ 9,913.00					7 Furlough Days
	TOTAL	24,041	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: Public Works (Equipment Services Fund)

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **10% Reduction for Equipment Services Fund Divisions**

DISCUSSION:

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
501-4051-541.12-01	Overtime	\$ 1,000.00					Comp for overtime
501-4051-541.63-02	Electricity	\$ 750.00					Close shop 1 Day
501-4051-541.63-03	Natural Gas	\$ 2,000.00					Close shop 1 Day
501-4051-541.63-04	Water	\$ 2,500.00					Close shop 1 Day
501-4051-541.42-10	Main of App	\$ 1,500.00					Repair Car wash
501-4051-541.50-01	Memberships	\$ 910.00					APWA,NFPA,NAFA
501-4051-541.50-03	Personnel Dev.	\$ 468.00					JJ Keller Motor Carrier Safe Post, ASE Test
501-4051-541.65-03	Chemicals	\$ 3,000.00					Car wash Soap
501-4051-541.64-03	Fuel	\$ 2,000.00					Close shop 1 Day
	Salaries & Benefits	\$33,954.00					23 Furlough Days
	TOTAL	48,082	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 1
 DIV./ACTIVITY 4511
 DIVISION TITLE: Neighborhood Services Admin

REDUCTION TITLE: 5% Reduction = \$5,732

DISCUSSION:

Eliminate training funds will be paid for by Director

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
0014511-419.10-01	Salaries	2,913					7 Furlough days
001-4511-419.50-03	Personnel Dev & Activity	2,819					Eliminate entire Training/CEU budget
TOTAL		5,732	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 1
 DIV./ACTIVITY 4511
 DIVISION TITLE: Neighborhood Services Admin

REDUCTION TITLE: 10% Reduction = \$11,463

DISCUSSION:

Eliminate training funds will be paid for by Director

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
0014511-419.10-01	Salaries	8,644					21 Furlough days
001-4511-419.50-03	Personnel Dev & Activity	2,819					Eliminate entire Training/CEU budget
TOTAL		11,463	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 1
 DIV./ACTIVITY 5013
 DIVISION TITLE: Code Enforcement

REDUCTION TITLE: 5% Reduction = \$8,410

DISCUSSION:

8 Furlough Days per CEO

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-5013-436.10-01	Salaries	8,410					
TOTAL		8,410	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: _____ 1
 DIV./ACTIVITY _____ 5013
 DIVISION TITLE: _____ Code Enforcement

REDUCTION TITLE: 10% Reduction = \$16,820

--

DISCUSSION:

Eliminate entire operating budget and 5 Furlough Days for each Code Enforcement Officer.
--

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-5013-436.	Salaries	5167					5 Furlough Days for each CE
001-5013-436.42-08	Equipment Maintenance	1081					Eliminate
001-5013-436.43-03	Nuisance Abatement	5,704					Eliminate
001-5013-436.50-01	Membership & License	440					Eliminate
001-5013-436.50-02	Subscription/Books/Pub	91					Eliminate
001-5013-436.50-03	Personnel Dev & Activity	600					Eliminate
001-5013-436.54-01	Printing & Graphic Serv	485					Eliminate
001-5013-436.54-04	Code Maintenance	39					Eliminate
001-5013-436.60-01	Office Supplies & Materials	359					Eliminate
001-5013-436.60-11	Minor Tools & Materials	162					Eliminate
001-5013-436.60-13	Uniforms	446					Eliminate
001-5013-436.60-14	Protective Clothing/Mat	114					Eliminate
001-5013-436.80-03	Legal Filing fees	2,132					Eliminate
	TOTAL	16,820	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001/Community Development

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **Staff**

--

DISCUSSION:

This reduction will serve the 5% cut for both 5011 and 5012 : It is the Building Inspector position that will be vacant from August 2011 due to Fred Rehfield's retirement and amounts to 7.1% of the total Community Development Department budget

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-5012-436.10-01	salaries & benefits	66,335					
TOTAL		66,335	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 001/Community Development

DIV./ACTIVITY _____

DIVISION TITLE: _____

REDUCTION TITLE: **Staff**

--

DISCUSSION:

This reduction will serve the 10% cut for both 5011 and 5012 : It is the Building Inspector position that will be vacant from August 2011 due to Fred Rehfield's retirement and the already vacant part time permit speacialist position = 8.6% of the total Community Development Department budget. However the full time permit specialist position that is not being used to show reduction totals a 5.4% of the 2011 budget and is not being replaced back into 5012.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
001-5012-436.10-01	salaries & benefits	80,833					
TOTAL		80,833	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 116/ Parks and Recreation

DIV./ACTIVITY 6017/ Recreation Center

DIVISION TITLE: _____

REDUCTION TITLE: 5% Reduction

--

DISCUSSION:

This reduction package reduces expense by \$123,526.
--

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
116-6017-453-1001	Salaries	27,616					Eliminate 1 Coordinator position
116-6017-453-1101	Wages	46,868					Eliminate 5 CSA position
116-6017-453-5401	Printing	9,294					Reduce BRiCk Brochure printing/quality
116-6017-453-5501	Adversting	4,000					Reduce Advertising
116-6017-453-4108	Swimming Pool Maint	5,200					Reduce Chemical
116-6017-453-5001	Memberships	1,240					Cancel Professional Memberships
116-6017-453-5003	Development	500					Training
116-6017-453-5008	Mileage	459					Reduce Travel
116-6017-453-5508	Retainer Fees	14,199					Reduce programming (track, activities, camps)
116-6017-453-5511	Misc. Fees	7,000					Cancel Track Meets, camp trips
116-6017-453-6012	Signage	500					Reduce signage replacement
116-6017-453-6022	Kitchen	250					Reduce kitchen
116-6017-453-6103	Rec Supplies	2,100					Reduce athletic awards
116-6017-453-6601	Minor Office	1,000					No phone in Conf Room or printer
116-6017-453-6610	Minor AV	1,100					No portable PA system
116-6017-453-8013	Special Events	2,200					No special events for BRiCk
TOTAL		123,526	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 116/ Parks and Recreation

DIV./ACTIVITY 6017/ Recreation Center

DIVISION TITLE: _____

REDUCTION TITLE: **10% Reduction**

--

DISCUSSION:

This reduction package reduces expense by \$244,513.
--

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
116-6017-453-1001	Salaries	55,393					Eliminate 3 FT positions
116-6017-453-1101	Wages	102,661					Eliminate 5 CSA position/Sunday Closures
116-6017-453-5401	Printing	17,573					Reduce BRiCk Brochure printing/quality
116-6017-453-5501	Adversting	4,000					Reduce Advertising
116-6017-453-4101	Building Maintenance	4,000					Reduce care/repair of BRiCk.
116-6017-453-4108	Swimming Pool Maint	19,200					Reduce Chemical possible early closure
116-6017-453-5001	Memberships	1,240					Cancel Professional Memberships
116-6017-453-5003	Development	500					Training
116-6017-453-5008	Mileage	459					Reduce Travel
116-6017-453-5508	Retainer Fees	25,337					Reduce programming (track, activities, camps)
116-6017-453-5511	Misc. Fees	7,000					Cancel Track Meets, camp trips
116-6017-453-6012	Signage	500					Reduce signage replacement
116-6017-453-6022	Kitchen	250					Reduce kitchen
116-6017-453-6103	Rec Supplies	2,100					Reduce athletic awards
116-6017-453-6601	Minor Office	1,000					No phone in Conf Room or printer
116-6017-453-6610	Minor AV	1,100					No portable PA system
116-6017-453-8013	Special Events	2,200					No special events for BRiCk
		244,513	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 504/1511

DIV./ACTIVITY _____

DIVISION TITLE: Information Technology

REDUCTION TITLE: **5% Reduction Package**

--

DISCUSSION:

A 5% reduction package would remove approximately 60 computers that are due to be replaced in FY 11-12. Some of the larger departments that would be affected are Police and Library due to the number of machines that are to be replaced in their respective areas.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
504-1511-412-66.08	Minor Equipment/Computer	75,395					Replacement Computers
TOTAL		75,395	0	0	0	0	

**CITY OF BURLESON
Reduction Package
FY 2011-2012**

FUND/DEPT.: 504/1511

DIV./ACTIVITY _____

DIVISION TITLE: Information Technology

REDUCTION TITLE: **10% Reduction Package**

--

DISCUSSION:

To achieve a 10% reduction we would not replace any of the 99 computers for next year (including 43 machines that are at least 6 years old) and would also cut 60% of our staff training account.

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xxx-xxxx-xxx.xx-xx	Account Description	FY 11-12 Amount	FY 12-13 Amount	FY 13-14 Amount	FY 14-15 Amount	FY 15-16 Amount	Additional Notes or Comments (If vehicle, put type only ie, sedan, pickup)
504-1511-412-66.08	Minor Equipment/Computer	136,969					Replacement computers
504-1511-412-50.03	Personnel Development	13,821					I.T. Staff Training
TOTAL		150,790	0	0	0	0	

DRAFT

PROPOSED FEE CHANGES

CITY OF BURLESON
Fee / Rate Change Request
FY 2011-12

Prepared by: Stacy Singleton
Fund: 1
Department / Division: 3013/Fire Prevention
Name of Fees/Charges: Fire Prevention
Effective Date of Change: 10/1/2011

Changes:

Item	Current Rate	Proposed New Rate
Tent Permit	\$50	\$75

Last Ordinance Number: B-771-07 (A1209)
Section Number: Section 105 (2006 IFC)
Date Last Fee Change: Prior to 2003

Justification:

Tent Permit Fee-We have not increased the above fee since prior to 2003 and we also wanted to list it under its on title since it is listed this way in the fire code to help avoid some confusion.

Financial Impact:

The increase in the above fees will slightly increase revenues brought in by permits issued by the Fire Prevention Department.

Service Impact:

An increase in the fees will not impact the service provided.

Account Number and description:

N/A

CITY OF BURLESON
Fee / Rate Change Request
FY 2011-12

Prepared by: Shai Roos
Fund: General Fund
Department / Division: CD/Planning
Name of Fees/Charges: Commercial Site Plan Fees
Effective Date of Change: 10/1/2011

Changes:

Item	Current Rate	Proposed New Rate
Commercial Site Plan Fees - DAC review	\$0	\$550

Last Ordinance Number:
Section Number:
Date Last Fee Change:

Justification:

Currently, the City provides this service without charging the applicant any fee. This process is required by City ordinance and involves staff from 6 departments, DAC review, P&Z recommendation as well as a City Council approval. However when this proces

Financial Impact:

Service Impact:

The service provided will be the same as before but for a fee instead of a free service.

Account Number and description:

xxx

CITY OF BURLESON
Fee / Rate Change Request
FY 2010-2011

Prepared by:

Fund:

Department / Division: Building Inspections

Name of Fees/Charges: Plumbing Contractors Registration

Effective Date of Change:

Changes:

Item	Current Rate	Proposed New Rate
16. Plumbing Contractors Registration		
1. First Annual	\$100	\$0
2. Renewal	\$50	\$0

Last Ordinance Number:

Section Number:

Date Last Fee Change:

Justification:

In 2009, the Texas State Board of Plumbing Examiners adopted SB 1354 which prohibits municipalities and other political subdivisions which require persons to register before performing plumbing work may not require a person to pay a plumbing registration

Financial Impact:

Creates a loss of

Service Impact:

None

Account Number and description:

CITY OF BURLESON
Fee / Rate Change Request
FY 2010-2011

Prepared by:

Fund:

Department / Division: Building Inspections

Name of Fees/Charges:

Effective Date of Change: 10/1/2011

Changes:

Item	Current Rate	Proposed New Rate
12. Commercial Remodel Plan Review (when cost of work exceeds \$50,000.00)	\$250	\$250
Name Change: "Remodel" shall include additions, remodels, and alterations.		

Last Ordinance Number:

Section Number:

Date Last Fee Change:

Justification:

Financial Impact:

Service Impact:

Account Number
and description:

CITY OF BURLESON
Fee / Rate Change Request
FY 2011-12

Prepared by: Bianca Chafin
Fund: N/A
Department / Division: Neighborhood Services / Environmental Services
Name of Fees/Charges: Swimming Pool Spa & Interactive Water Feature Fee Schedule
Effective Date of Change: 10/1/2012

Changes:

Item	Current Rate	Proposed New Rate
Plan Review and Opening Inspection		\$150
Annual Permit		\$250
Required Reinspection		\$75
Swimming Pool and Speas Health Inspections	\$150	n/a

Last Ordinance Number: Burleson Code of Ordinances Chapter 34
Section Number: 34-353
Date Last Fee Change: 7/14/2005

Justification:

Tarrant County Public Health (TCPH) provides permitting and inspection services for public and semi-public swimming pool and spas for the City of Burleson. TCPH has adopted a new fee schedule for pools, spas, and water features that is reflective of the

Financial Impact:

Tarrant County Public Health (TCPH) does not charge the City any fees for providing permitting and inspection services for public and semi-public swimming pool and spas for the City of Burleson. TCPH collects and retains fees from persons responsible for

Service Impact:

None.

Account Number and description:

n/a

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

City Manager's Office

- | | |
|---|-----------|
| 1. Solid Waste Collection Service application fee | \$75.00 |
| 2. Limousine Service Permit | \$25/Year |

City Secretary's Office

- | | |
|---|--|
| 1. Amusement Center License | Occupation Tax-
\$7.50/Machine
Annually |
| 2. Pool Hall License | Occupation Tax-
\$7.50/Machine
Annually |
| 3. Taxicab Franchise | 2% of Annual Gross
Receipts |
| 4. Taxicab Application Fee | \$50 |
| 5. Skating Rink Application | \$100 Annual License |
| 6. Beer and Wine Permit | One half of fee assessed by TABC
for each State permit issued |
| 7. Mixed Beverage Permit (After third year of operations) | One half of fee assessed by TABC
for each State permit issued |

Records Management

PUBLIC RECORDS CHARGES

- | | |
|--|--------------------------|
| 1. Paper Copies | |
| Standard-Size Paper Copy
(Measures up to 8.5 X 14) | @10¢/PAGE |
| Non-Standard Size Paper
Copy (Larger than 8.5 X 14) | @50¢/page |
| 2. Computer Diskette | @\$1.00/each |
| 3. Audio Cassette | @\$1.00/each |
| 4. VHS Video Cassette | @\$2.50/each |
| 5. Computer Magnetic Tape | @\$10.00/each |
| 6. Personnel Charge | \$12 per hour |
| 7. Overhead Charge | @ 20%of personnel charge |
| 8. Microfiche/Microform | |
| Paper Copy | @10¢/page |
| Film Copy | actual cost |
| Document Retrieval | actual cost |
| 9. Computer Resource | |
| PC or LAN | @50¢/minute |
| Client/Server | @\$1.00/minute |
| Midsized | @\$3.00/minute |
| Mainframe | @\$17.50/minute |
| Programming Time | Average Programming Cost |
| Miscellaneous Supplies | actual cost |
| Postage and Shipping | actual cost |

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

10. FAX
 Local @10¢/page
 Long Distance, Same Area Code @50¢/page
 Long Distance, Different Area Code @\$1.00/page

11. Other Costs Actual Cost

Municipal Court

Return Check Fee \$ 35

Information Technology

1. Public Safety Wireless Access Fee \$410/acre

Library

1. Overdue Library Materials/Books/Audiobooks/
 Music CDs/Magazines/E-book Readers
 (including all parts)/Library Kits \$.25/Item/Day
 Not to exceed the cost
 of overdue item

2. Overdue DVDs \$1.00/Item/Day
 Not to exceed the cost
 of overdue item

3. Overdue Interlibrary Loan
 Materials \$.25/Item/Day
 Not to exceed the cost of
 overdue item

4. Replacement of Lost Materials/
 Books/Audiobooks/Music CDs/
 E-book Readers (including all parts)/
 Library Kits Cost or exact replacement + \$5
 Processing Fee (patron can volunteer
 1 hour for each dollar owed, with
 permission)

5. Damaged Library materials/Books/Audiobooks/
 Music CDs/E-book Readers/
 Library Kits Cost or exact replacement
 cost + processing fees

6. Photocopying (Black & White) \$.10/Page

7. Use computer / typewriter / internet /
 wireless internet No Charge

8. Color Copies / Printing \$.25/Page

9. Library Cards for Residents / BISD
 teachers / TexShare Cardholders No Charge

10. Non-Resident Fees (annually renewable) \$25/ individual or \$50/ family In lieu of fee, patron can
 volunteer

11. Microfiche/Film \$.10/Each
 Reader/Printer Copies

12. Meeting Room Fees

A. Deposit - Refundable
 Highest Single Rate Applies

1. \$25 - Serving Refreshments
2. \$25 - Utilizing Glue, Scissors, Markers, etc.
3. \$25 - Utilizing Small Library Equipment (i.e. tape player)
4. \$50 - Utilizing Large Library Equipment (i.e. projector)

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

B. Usage Fees

Resident / Non-Resident
 Cardholders / Non-Profit Groups
 (w/proof) / Civic Organizations

Non-Cardholders /
 Businesses / Other For
 Profit Groups

- | | | |
|--------------------------|-----------|---|
| 1. Small conference room | No Charge | \$25 minimum (1st 2 hours) + \$10 each addl. hour |
| 2. Large conference room | No Charge | \$50 minimum (1st 2 hours) + \$25 each addl. hour |

13. Print from Internet \$.10 per page

14. FAX
 Local (to single fax number) \$1.00 first page + \$.25 each addl. page

Long distance (to single fax number) \$3.00 first page + \$.25 each addl. page

Each new fax number would be a new charge.

15. Proctoring Fee \$10/exam

16. Blank diskette / CD \$1/each

17. Earbuds \$2/set

Finance

1. Data Processing Services \$25/hr or
 Request \$.42/Min

2. Return Check Fee \$ 35

Police

1. Copy Services for Accident Reports \$6.00
 or information or copy of certification
 of no report.

2. Additional Fee for Certified Copies \$2.00

3. License for Sexually Oriented
 Businesses

A. New license	\$500
B. License renewal	\$500
C. Non-conforming license	\$500
D. Reinstatement fee	\$500
E. Application for location exemption	\$250

4. Alarm System Fees

A. Residential Permit Fee	\$50 prorated quarterly
B. Commercial Permit Fee	\$100 prorated quarterly
C. Residential Permit Renewal	\$50 annually
D. Commercial Permit Renewal	\$100 annually
C. Residential Permit Reinstatement	\$50
D. Commercial Permit Reinstatement	\$100

B. False Alarm Response Fee

1-3	\$ 0
4-5	\$ 50
6-7	\$ 75
8-9	\$100
10	\$100 and Police response revoked

5. Solicitor
 Permits/Registrations

A. Local - 1 year	\$75 + \$10 Per Agent for More Than 5 Agents
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PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

B. Interstate Commerce Registration	
1. 90 Days	0
2. 6 Months	0
3. 1 Year	0
6. Wrecker Inspections	\$25 Each
7. Taxicab Inspections	\$25 Each
8. Fingerprinting for the Public	\$10/per card
9. Criminal History Checks	\$8

Fire

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

Fire Prevention

1. Fire Alarm System	
A. 1 to 10 Devices	\$50
B. 11 to 25 Devices	\$75
C. 26 to 50 Devices	\$100
D. 51 to 100 Devices	\$150
E. 101 to 200 Devices	\$200
F. Over 200 Devices	\$200 plus \$50 for each additional 100 devices or fraction thereof in excess of 25.
G. Plan review fee for all fire systems	25% of permit fee
2. Automatic Sprinkler System Fees	
A. Underground Installation	\$100
B. 1 to 20 Sprinklers	\$75
C. 21 to 100 Sprinklers	\$150
D. 101 to 150 Sprinklers	\$175
E. 151 to 200 Sprinklers	\$200
F. Over 200 Sprinklers	\$200 plus \$50 for each additional 100 sprinklers or fraction thereof.
G. Fire Pump - Additional:	\$100
H. Residential Systems	\$100
I. Plan review fee for all automatic sprinkler systems	25% of permit fee
3. Other Extinguishing System:	\$100
4. Underground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$75 per tank
5. Pyrotechnic Display	\$150 per display per day
6. LPG Installation - portable containers of less than 125 gallons water capacity at properties where natural gas service is not available	\$125 per container
7. Above Ground Storage Tanks Installation/Removal, Combustible/Flammable Liquid	\$125 per tank
8. Authorized Burning Permit	\$250 per trench/pit, plus \$25 each burn day
9. Carnival/Circus Permit	\$50

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

10. Foster Home Inspections	\$35
11. Daycare/Health Facilities Licensing Inspections	\$40
12. Other Permits required by Fire Code	\$50
13. Re-inspections Fees	\$45
14. Registration of firms selling and/or servicing hand fire extinguishers, "Vent-a-Hood" fire extinguisher systems, and fire sprinklers within the City	\$50 annually
15. Installation of Special Locking Systems	\$250
16. Gate Installation Permit (Required for gates across private streets or electric gates across fire lanes.	\$50
17. Standpipe Systems	\$50 each standpipe
18. Tent Permit	\$75

Animal Control

	Sterilized	Unsterilized
1. Offense Fees (Impoundment)		
A. First Offense	\$15	\$25
B. Second Offense	\$30	\$50
C. Third Offense	\$45	\$75
2. Small Animal Boarding Fee	\$5/Day	
3. Livestock Impounding Fee	\$75	
4. Livestock Boarding Fee	\$10/Day	
5. Adoption Fee	\$20/Animal	
6. Immunization Fee		
A. Distemper, Parvo and Bordetella	\$20	
B. Rabies	\$10	
7. Quarantine Fee	\$8/day	
8. Responsible Pet Owner Class	\$35	
9. Microchip Fee	\$15	
10. Multi-Pet Permit		
Application Fee	\$ 5	
Permit Fee (annually)	\$25	
11. Kennel Permit		
Application Fee	\$ 5	
Permit Fee (annually)	\$100	
12. Dangerous Animal Registration Fee (annually)	\$250	

Building and Code Enforcement

1. Fees for new structural occupancy (Single family dwelling, duplex, townhouse)	
A. 1,000 SQ. FT. or less	\$490
B. 1,001 - 1,250	\$575

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

C. 1,251 - 1,500	\$665
D. 1,501 - 1,750	\$750
E. 1,751 - 2,000	\$825
F. 2,001 - 2,250	\$925
G. 2,251 - 2,500	\$1,025
H. 2,501 - 2,750	\$1,125
I. 2,751 - 3,000	\$1,225
J. 3,001 and over	\$1,225 +
250 sq. ft. increments	\$100/Increment
3,000 SQ.FT.	
2. Fees for new Commercial (Except apartment and shell buildings)	
A. 500 SQ. FT. OR LESS	\$480
B. 501 - 1,000	\$840
C. 1,001 - 2,500	\$1640
D. 2,501 - 8,500	\$50 + .64/sq. ft
E. 8,501 - 50,000	\$3,450 + .24/sq.ft.
F. 50,001 - 100,000	\$9,450 + .12/sq.ft.
G. 100,001-500,000 SQ. FT.	\$13,450 + .08/sq.ft.
H. 500,001 or more SQ. FT.	\$33,450 + .04/sq.ft.
3. Fees for Shell Buildings	
A. Completion of Structure	1/2 the rates in "2" Above
B. Interior completion	1/2 the rates in "2" Above
4. Fees for new Apartment Only	
A. 50,000 or less SQ. FT.	\$.32/sq. ft
B. 50,001 - 100,000	\$4,000 + .24/sq.ft.
C. 100,001 - 200,000	\$12,000 + .16/sq.ft.
D. 201,000 or more SQ. FT.	\$20,000 + .12/sq.ft.
5. Fees for permits involving one trade only based on value of proposed work	
A. \$2,500 or less	\$50
B. \$2,501 - \$10,000	\$70
C. \$10,001 and over	\$75 Plus
\$2,500 increments	\$10/Increment
6. Fees for alteration repairs, additions and remodeling to existing structures. New construction for garage, barns & storage buildings over 200 sq. ft. (more than one trade)	
A. \$500 OR LESS	\$70
B. \$501 - 2,500	\$75
C. \$2,501 - 5,000	\$80
D. \$5,001 - 7,500	\$85
E. \$7,501 - 10,000	\$90
F. \$10,001 and over	\$90 Plus
\$2,500 increments	\$10/Increment
7. Certificate of Occupancy (Commercial remodel, new tenant, & tenent finish out)	
A. 1-500 SQ. FT.	\$25
B. 501 - 2,500 SQ. FT.	\$30
C. 2,501 - 5,000 SQ. FT.	\$40
D. 5,000 - 10,000 SQ. FT.	\$50
E. 10,000 or more	\$60
8. Other Fees	
A. First Reinspection after initial red tag	\$50
B. Successive Turn down on same item	\$100

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

9. Miscellaneous Permits	
A. Swimming Pool, Spa & Interactive Water Feature	
1. Plan Review and Opening Inspection	\$150
2. Annual Permit	\$250
3. Required Reinspection	\$75
B. Other - Includes: \$25	
Storage Buildings (Less than 200 sq. ft.)	
Moving Permit	
Carport/Awning	
Foundation (New)	
Demolition Permits	
Fence (New & Replace)	
Retaining Wall	
Patio Cover	
Window Replacement	
C. Lawn Sprinkler	\$200
D. Signs	
Pole / Monument Sign (freestanding)	\$100
Wall, Canopy, Roof, or Marquee Sign	\$ 50
Balloon or Inflatable Sign	\$ 25
Banner (structure-attached)	\$ 25
Reface or Repair	\$25
E. Garage Sale Permits	\$ 10
Additional Signs (Limit 2)	\$ 2.50 each
F. Subdivision Entry Wall Screen	\$50
10 After Hours Inspection	\$40 per hour (2 hour minimum)
11. Commercial Plan Review (New Only)	25% of Building Permit Fee - \$250 minimum \$5,000 maximum (non-refundable)
12. Commercial Remodel Plan Review	\$250
(when cost of work exceeds \$50,000)	
"Remodel" shall include additions, remodels and alterations.	
13. Appeals to Advisory Boards	\$50
14. Electrician's License	
A. Master	
1. First Annual	\$100
2. Renewal	\$50
B. Journeyman	
1. First Annual	\$25
2. Renewal	\$15
15. Mechanical License	
A. Mechanical	
1. First Annual	\$100
2. Renewal	\$50
16. Plumbing Contractor's	
Registration	
1. First Annual	0
2. Renewal	0
17. Temporary Use	
A. Special Events	\$50
B. Seasonal Use	\$50
C. Temporary Outdoor Sales	\$50
D. Stationary Food Vendors	\$50
E. Carnival & Circus	\$50

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

18. Park land Dedication-Cash in lieu of land	\$300/Unit
19. Park Development Fee	\$300/Unit
20. Administrative Cost to File Liens for Cost of Mowing	\$120
21. Emergency Warning System Cost	\$25/acre
22. Weed mowing notification fee	\$50
23. Administrative fee (Applied when changes are made to previously reviewed and/or permitted projects for residential or commercial -- i.e. revised site plan, floor plan, etc.)	\$25
24. Modular buildings/construction trailers (Utilities require separate permit - see #5 - one trade only permits)	\$50
25. Commercial Canopy/Cover	1/4 cost of Commercial
A. 500 sq. ft. or less	\$120
B. 501-1,000	\$210
C. 1,001-2,500	\$410
D. 2,501-8500	\$12.50 + .16/sq. ft.
E. 8,501-50,000	\$862.50 + .06/sq. ft.
F. 50,001-100,000	\$2,362.50 + .03/sq. ft.
G. 100,001-500,000	\$3,362.50 + .02/sq. ft.
H. 500,001 or more sq. ft.	\$8,362.50 + .01/sq. ft.

Planning and Engineering

Planning

1. Preliminary Plat	
A. 50 Acres or less	\$500
B. More than 50 Acres	\$500 + \$5 per acre over 50 acres
2. Final Plat	
A. 25 Lots or less	\$400
B. More than 25 lots	\$400 + \$3/Lot for each lot over 25
3. Plat Revision	
A. 25 Lots or less	\$450
B. More than 25 lots	\$450 + \$3/Lot for each lot over 25
4. Plat Vacation/Short Form	\$300
5. Zoning Change/Specific Use Permit	\$550
6. Planned Development/Permit	\$550 + \$5 per acre
7. Zoning Variance Request	\$250
8. Preprinted Zoning Ordinances	\$10
9. Pre-Printed Subdivision Policies	\$10
10. Comprehensive Plan	\$25
11. Comprehensive Plan Summary	\$5

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

12. Interpretation request for new or unlisted uses in zoning ordinance (City refunds \$350 if no ordinance amendment is necessary)	\$500
13. Community Facility Policy Waiver	\$200
14. Request for waiver to landscape requirements	\$250
15. Request for waiver to Masonry Ordinance requirements (new construction only)	\$250
16. Oil and Gas Well Permit	\$5,000
17. Road Damage Remediation Fee	Assessment per lane mile x Access lane miles per site x OCI (Overall Condition Indicator)
18. Gas Well Pad Site Annual Inspection Fee	\$5000 per pad site (due June 1 annually)
19. Old Town Development Plan Review (includes site plan review fee)	\$400
20. Waiver or modification to the Old Town Design Standard (new construction only)	\$250
21. Legal Filing Fees	\$50/small plat for first sheet \$80/large plat for first sheet \$25 each additional sheet
22. Shopping Center Sign Package Review Fee	\$250
23. Commercial Site Plan Fee - DAC Review	\$550

Engineering

1. Driveway Approach	
A. Permit	\$25
B. First Reinspection	\$30
C. Subsequent Reinspections	\$60
2. Blue-line Printing	\$.60/SQ. FT.
3. Mylar Film Reproduction	\$1.20/SQ. FT.
4. Developers Contract Fee	4% Of Value of Contract
5. Closing Abandoning of Right-of-Way	\$550
Easement	\$250
6. Sign Installation	\$250
7. Plan Review (In Excess of 2 Reviews)	\$200
8. Water/Wastewater Master Plan	\$75
9. Digital Maps	\$500/Set or \$100/CD
10. Expedited Utility Plan Review	\$250
11. Printed Maps (based on \$0.60 per square foot)	
8 1/2 x 11	\$0.40
11 x 17	\$0.80
17 x 22	\$1.50
22 x 34	\$3.10
34 x 44	\$6.25
12. Plat Copies	
Full Size	\$3.60
Half Size	\$1.80

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

13. Easement/Right of Way Use Agreement	\$125
14. Traffic Study Fee	\$500
15. Flood Study Reviews	\$1 per foot of reach length \$500 minimum
16. Amending Plat Review	\$300
17. Overtime Inspection Fee	\$45 per hour

Environmental Health

1. Food Safety Inspection Fees

A. Food Store	
≤ 5,000 sq. ft.	\$200
> 5,000 sq. ft.	\$300
B. Food Service	
≤ 500 sq. ft.	\$100
> 500 ≤ 1,500 sq. ft.	\$150
> 1,500 ≤ 3,000 sq. ft.	\$200
> 3,000 ≤ 6,000 sq. ft.	\$250
> 6,000 sq. ft.	\$300
C. Child Care Food Service	\$150
D. Catering Operation	\$250
E. Temporary Food Service	\$35
F. Food Court	\$200 per establishment
G. Adjunct Operation	
Food Service	\$150 per independent operation
Food Store ≤ 5,000 sq. ft.	\$150 per independent operation
Food Store > 5,000 sq. ft.	\$200 per independent operation
H. Commissary	
No food prep	\$100
With food prep	\$200
I. Mobile Units	
Prepackaged food only	\$100
Open and/or food prep	\$200
Push Carts	\$200
J. Plan Review	
≤ 500 sq. ft.	\$0
>500 ≤ 3,000 sq. ft.	\$50
>3,000 sq. ft.	\$100
K. Late Fee	
From 1-30 days	10% of fee owed
From 31-60 days	20% of fee owed
The late fee increases 10% for each 30 day block until permit fee and late fee is paid.	
Permits that are more than 90 days overdue will be required to be rapped for.	

DETERMINED BY
TARRANT COUNTY

2. On-site sewage facility fees

A. New System	
Application Fee	\$ 0
Water research fee	\$ 10
Permit Fee	\$250
Total for new system	\$260
B. Reinspection of system	\$75
C. Repair of system previously permitted	\$100

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

3. Swimming pool and spa health inspections	\$150	DETERMINED BY TARRANT COUNTY
4. Beer and Wine Permit		One half the state fee assessed for each State permit issued
5. Mixed Beverage Permit (After third year of operations)		One half the state fee assessed for each State permit issued
6. Municipal Settings Designation Application Fee	\$2,000	
Third-party environmental review fee	\$5,000	

Water and Wastewater

Tap Fees

1. 3/4" Tap, Meter and Box	\$1,061	
2. 3/4" Meter, dig out, U Branch	\$375	
3. 3/4" Duplex Tap Meter	\$1,165	
4. 3/4" Duplex Meter	\$382	
5. 3/4" Fourplex Tap, 4 Meters, 2 Boxes	\$1,373	
6. 3/4" Meter Set	\$289	
7. 1" Meter Set	\$355	
8. 1" Water Tap, Meter and Box	\$1,142	
9. 1 1/2" Meter Set	\$555	
10. 1 1/2" Tap, Meter and Box	\$1,718	
11. 2" Meter (positive disp.)	\$671	
12. 2" Meter (turbine)	\$1,046	
13. 2" Meter (compound)	\$1,420	
14. 2" Tap, Meter and Box (Positive disp.)	\$1,791	
15. 2" Tap, Meter and Box (turbine)	\$2,088	
16. 2" Tap, Meter and Box (compound)	\$2,476	
17. 3" Tap, Meter and Box		To be determined by
18. 4" Tap, Meter and Box		Utilities Supervisor
19. 4" Sewer Tap in Pavement	\$866	
20. 4" Sewer Tap in Easement	\$472	
21. Relocate 3/4" Meter	\$177	
22. Relocate 3/4" Meter (more than 12 ft)		To be determined by Utilities Supervisor
23. Pull Meter	\$10	
24. Single Meter Box	\$10	
25. Double Meter Box	\$25	
25. 2" + Meter Box	\$117	

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

26. Pavement Cut / Replacement

To be determined by
 Utilities Supervisor

FORT WORTH WATER SYSTEM IMPACT FEE
 Rates effective June 6, 2009

DETERMINED BY
 CITY OF FORT WORTH

	Meter Size	Equivalent Factor	
1.	5/8" x 5/8" and 5/8" by 3/4"	1	\$867.00
2.	3/4" x 3/4"	1.5	\$1,300.00
2.	1"	2.5	\$2,167.00
3.	1 1/2"	5	\$4,335.00
4.	2"	8	\$6,936.00
5.	3"	21.75	\$18,857.00
6.	4"	37.5	\$32,512.00
7.	6"	80	\$69,360.00
8.	8"	140	\$121,380.00
9.	10"	210	\$182,070.00

FORT WORTH WASTEWATER SYSTEM IMPACT FEE
 Rates effective June 6, 2009

DETERMINED BY
 CITY OF FORT WORTH

	Meter Size	Equivalent Factor	
1.	5/8" x 5/8" and 5/8" by 3/4"	1	\$185.00
2.	3/4" x 3/4"	1.5	\$278.00
2.	1"	2.5	\$464.00
3.	1 1/2"	5	\$927.00
4.	2"	8	\$1,484.00
5.	3"	21.75	\$4,034.00
6.	4"	37.5	\$6,956.00
7.	6"	80	\$14,840.00
8.	8"	140	\$25,970.00
9.	10"	210	\$38,955.00

Utility Billing

Security Deposits

1. Minimum Residential	\$135
2. Commercial	
A. Minimum for 3/4" Meter	\$ 135
B. Minimum for 1 1/2" Meter	\$ 160
C. Minimum for 2" Meter	\$ 185
D. Minimum for 3" Meter	\$ 210
E. Minimum for 4" Meter or Larger	\$ 260
3. Security Deposit for Fire Hydrant Meters	\$ 1,800
Penalty Amount for Late Bills	10% Excluding Tax
Return Check Fee	\$ 35

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

Extension Fee	\$ 5	
Reconnect Fee	\$ 35	
Reconnect Fee After 5:00 PM and on weekends and Holidays	\$ 50	
Extra Trip Fee	\$10	
Meter Test Fee		
1. For 3/4" or 1" Meter	\$ 30	X
2. For 1 1/2" Meter and Larger	\$ 125	X
Back-Flow Testing		
1. Residential	\$ 40	
2. Commercial	\$ 75	
Temporary Service Fee (2 day limit and 2,000 gallons)	\$ 25	X
Transfer Fee	\$ 15	X
Construction Meter Non-Read Fee	\$ 100	
After Hours Turn-on Fee	\$ 20	
Initiation Fee (in addition to deposit)	\$ 10	
Tampering Fee		
First Occurrence	\$ 50	
Second Occurrence	\$ 100	
Third Occurrence	\$ 150	
Pull Meter Fee	\$ 25	

Recreation

	<u>Active Military</u>	<u>Resident</u>	<u>Resident Business</u>	<u>Non-Resident</u>	<u>Non-Resident Military</u>
Community Center "The Brick"					
Gymnasium Rental					
a. Full Court		\$35/HR		\$61/HR	
b. Half Court		\$25/HR		\$46/HR	
c. Both Courts		\$65/HR		\$108/HR	
d. Damage Deposit		\$50		\$50	
Meeting Room 1400 SF		\$45/HR		\$75/HR	
a. Set Up Fee		\$0		\$0	
b. Damage Deposit		\$100		\$100	
Meeting Room 2800 SF		\$80HR		\$135HR	
a. Set Up Fee		\$0		\$0	
b. Damage Deposit		\$150		\$150	
Indoor Aquatics Private Party Fees		Resident/Member		Non-Res	
a. 1 – 25 guest 1 party room		\$50@1HR		\$81@1HR	
b. 25 – 50 guests 2 party room		\$95@1HR		\$142@1HR	
c. Sun Deck		\$70@1HR		\$108@1HR	
d. Sun Deck with Grill		\$95@1HR		\$133@1HR	
e. Damage Deposit		\$75		\$75	
**Please note member also means non-res member					
Annual Guest Membership					
a. Youth	\$168	\$210	N/A	\$284	\$227
b. Adult	\$235	\$294	\$252	\$397	\$318
c. Senior	N/A	\$252	\$216	\$340	N/A
d. Family	\$363	\$454	\$389	\$612	\$490
Annual Guest Pass Paid Monthly EFT					
a. Youth	\$16	\$20	N/A	\$27	\$22
b. Adult	\$22	\$28	N/A	\$38	\$30
c. Senior	N/A	\$24	N/A	\$32	N/A
d. Family	\$35	\$43	N/A	\$58	\$47

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

Monthly Guest Membership					
a. Youth	\$20	\$25	N/A	\$34	\$27
b. Adult	\$28	\$35	N/A	\$47	\$38
c. Senior	N/A	\$30	N/A	\$41	N/A
d. Family	\$43	\$54	N/A	\$73	\$58
Daily Guest Membership					
a. youth age 3 – 15	\$5	\$7		\$11	\$8
b. Adult age 16 -61	\$5	\$7		\$11	\$8
c. Senior age 62 – up	N/A	\$7		\$11	N/A
d. Family Up to 4 members	\$12	\$15		\$25	\$20
e. Groups of 15 +	N/A	\$5 each		\$10 each	N/A

2. City Ballfields

A. Open Play	No Charge	No Charge
B. Organized League Athletics	City Leagues, PeeWee Football, and BYA are allowed to use fields for organized game play	
C. Ballfield Reservations		
1. Reservations/Field		
a. City League Participants	<u>Unlighted</u>	<u>Lighted</u>
Burleson Youth Organizations	\$5/HR	\$20.00/HR
b. Non City League Participants	<u>Unlighted</u>	<u>Lighted</u>
Non Burleson Youth Organizations	\$15/HR	\$30/HR
c. Light key deposit (Refundable)		\$35
D. Ballfield Tournaments		
1. Ballpark Field Usage Fee (per field) (includes one ballfield preparation and set up)	\$150	
2. Additional Field Preparation Fee (per field)	\$35	
3. Field set-up fee	\$25/HR	\$35/HR
4. Maintenance and Key Deposit per field (Refundable)	\$35	\$35
3. Swimming Pool		
	<u>Resident</u>	<u>Non-Resident</u>
A. Daily Passes		
1. Under 18	\$1.25	\$1.50
2. 18 and over	\$1.50	\$2.00
B. Season Passes		
1. Under 18	\$32	\$40.50
2. 18 and over	\$45	\$57.00
3. Family includes children under 21 living in household	\$78	\$98.00
	<u>Resident</u>	<u>Non-Resident</u>
C. Special Nights		
1. Lap Swim (1 Hour)	\$1.50 OR \$.25 W/Pass	\$1.75 OR \$.25 W/Pass
2. Teen Swim (2 Hour)	\$1.25 OR \$.25 W/Pass	\$1.75 OR \$.25 W/Pass
3. Family Night		
a. Under 18	\$1.25	\$1.75
b. 18 and over	\$1.50	\$2.00

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

4. Private Parties		
a. 0-50 People	\$50/HR	\$65/HR
b. 50-75	\$75/HR	\$85/HR
c. 75-100	\$100/HR	\$110/HR
D. Warren and Chisenhall Park Facilities		
1. Pavillion		
a. 1/2 Shelter	\$2.5/HR.	\$4/HR.
b. Full Shelter	\$5/HR	\$8/HR.
2. Tennis Courts - Tournament Reservations		
	\$6/HR.	\$6.5/HR.
3. Picnic Pack		
	\$5/DAY	\$5/DAY
4. Chisenhall Stage and Surrounding Grounds (\$150 Deposit)		
	\$30/HR.	\$30/HR.
5. Stage Rental Fees		
A. 4 hour Complete Rental-includes delivery, set up, sound & technician. Electricity not provided.		
	\$2000 + mileage	
Mileage greater than 5 miles		
	\$4/mile	
Additional hours		
	\$100	
B. 4 hour Stage Only-includes delivery, set up & tear down. Electricity not provided.		
	\$1500 + mileage	
Mileage greater than 5 miles		
	\$4/mile	
Addition hours		
	\$50	
C. 4 hour Non-Profit Stage Rental- includes delivery, set up, sound & technician. Electricity not provided.		
	\$750 + mileage	
Mileage greater than 5 miles		
	\$4/mile	
Addition hours		
	\$50	
D. Stage Damage Deposit		
	\$1,000	

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

Senior Citizen Center Rental		
One room	\$35/HR, 2 hour minimum	
	\$100.00 deposit	

Golf Course

Green Fees*

WEEKEND is defined as Friday, Saturday Sunday and holidays.

Monday through Friday

Weekday Morning	\$40.00
Weekday Mid-Day (12-3)	\$35.00
Weekday Twilight (3-5)	\$30.00
Weekday Sunset (5-7)	\$25.00

PROPOSED
CITY OF BURLESON FEE SCHEDULE
FISCAL YEAR 2011-2012

FEE NAME

Saturday, Sunday, & Holidays

Weekend Morning	\$50.00
Weekend Mid-Day (12-3)	\$45.00
Weekend Twilight (3-5)	\$40.00
Weekend Sunset (5-7)	\$30.00

Replay

9 additional holes	\$10.00
18 additional holes	\$15.00

* All Fees include 1/2 cart and applicable taxes

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

DRAFT

ORDINANCE C-632-07(C1112)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS, APPROVING REVISED BUDGET FIGURES FOR FISCAL YEAR 2010-11; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND TERMINATING SEPTEMBER 30, 2012, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Manager has prepared a revision of certain figures in the 2010-11 budget and submitted same to the City Council; and,

WHEREAS, the City Manager of the City of Burleson, Texas (hereinafter referred to as the "City") has caused to be filed with the City Secretary a budget to cover all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2011, and ending September 30, 2012, (hereinafter referred to as the "Budget"); and

WHEREAS, public notice of the public hearing on the proposed annual budget, stating the date, time, place and subject matter of said public hearing, was given as required by the Charter of the City of Burleson and the laws of the State of Texas; and

WHEREAS, such public hearing was held on August 22, 2011, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the Budget were heard; and

WHEREAS, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the Budget attached hereto is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:

Section 1. That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. That the revised budget figures, prepared and submitted by the City Manager for the 2010-11 budget, be, and the same are hereby, in all things, approved and appropriated, and any necessary transfers between accounts and departments are hereby authorized, approved, and appropriated.

Section 3. That the Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2011, and ending September 30, 2012; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases and other expenditures as proposed in the Budget.

Section 4. That the City Manager shall file or cause to be filed a true and correct copy of the approved Budget, along with this ordinance, with the City Secretary and in the office of the County Clerks of Johnson and Tarrant County, Texas, as required by State law.

Section 5. That the distribution and division of the above-named appropriations is made at the departmental level in the general fund and the water and sewer fund for the payment of operating expenses and capital outlay as set out in the municipal budget.

Section 6. That at any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among or between general classifications within a department. The City Manager shall report such transfer to the City Council by written message at the next regular council meeting following the transfer action. The City Manager may not authorize transfer of part or all of any unencumbered appropriation balance among or between departments or funds of the City. The City Manager may recommend such transfer to the City Council. The City Council may, at the recommendation of the City Manager or on its own volition, transfer part or all of any unencumbered appropriation balance from one department or fund to another department or fund by resolution.

Section 7. That any and all ordinances, resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict herewith.

Section 8. That if any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 9. That the necessity of adopting and approving a proposed budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED AND APPROVED on this _____ day of _____, 2011.

Mayor

ATTEST:

City Secretary

First reading _____

DRAFT

ORDINANCE C-633-07(C1112)

**AN ORDINANCE FIXING AND LEVYING CITY
AD VALOREM TAXES FOR THE CITY OF BURLESON FOR THE YEAR 2011:
DIRECTING THE ASSESSMENT AND COLLECTION THEREOF.**

Whereas, the City Council/Commission finds that a tax for the year 2011, hereinafter levied for current expenses of the City and the general improvement of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year: and

Whereas, the City Council/Commission further finds that taxes for the year 2011, hereinafter levied therefore are necessary to pay interest and to provide the required sinking fund on outstanding bonds of the City issued for City purposes, and on bonds proposed to be issued for such purposes during the ensuing year: Now, Therefore:

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
BURLESON, TEXAS:**

SECTION 1. For the current expenses of the City and for the general improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$.4844** on the assessed valuation of such property.

SECTION 2 For the current expenses of the Burleson Public Library, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$.0434** on the \$100.00 assessed valuation of such property

SECTION 3. For the purpose of paying interest and providing a sinking fund for the payment of each issue of bonds issued for various City purposes, including the various installments of principle falling due during the ensuing year on bonds issued for such purposes, and for the purpose of paying interest and making provision for the sinking fund on such other bonds as may be issued for various City purposes during the ensuing year, there is hereby levied and ordered to be assessed and collected for the year 2011 on all property situated within the limits of said City, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$ 0.1622** on the \$100.00 assessed valuation of such property.

PASSED AND APPROVED on this _____ day of
_____, 2011.

Mayor

ATTEST: _____
City Secretary

First reading _____

DRAFT

ORDINANCE C-634-07(D1112)

AN ORDINANCE ESTABLISHING RATES TO BE CHARGED FOR WATER AND WASTEWATER SERVICE IN THE CITY OF BURLESON (AS AUTHORIZED IN SECTION 82-3, CODE OF ORDINANCES); REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE CLAUSE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS:

SECTION I

The minimum water rates per meter size shall be as follows:

All areas except
Shannon Creek Estates

5/8"	\$ 7.50
3/4"	\$ 11.00
1"	\$ 16.00
1.5"	\$ 30.25
2"	\$ 44.50
3"	\$ 107.20
4"	\$ 178.45
6"	\$ 356.60
8"	\$ 534.70
10"	\$ 712.80
12"	\$ 819.70

Shannon Creek Estates

All Meter Sizes \$ 31.00

SECTION II

A. The water rates for all areas of the City, except Shannon Creek Estates, are as follows:

- (1) 1 gallon to 10,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 3.40/1000 gallons

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

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.10/1000 gallons

(3) Over 20,000 gallons

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.75/1000 gallons

(4) Gas Well Drilling

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

B. The water rates within Shannon Creek Estates are as follows:

(1) 0 gallons to 6,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.00/1000 gallons

(2) 6,001 to 12,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 4.50/1000 gallons

(3) 12,001 to 18,000 gallons

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 5.25/1000 gallons

(4) 18,001 gallons and over

Off Season and Peak Season

<u>Meter Size</u>	<u>Charge</u>
all	\$ 5.75/1000 gallons

(5) Temporary Usage

<u>Meter Size</u>	<u>Charge</u>
all	\$5.95/1000 gallons

(6) Gas Well Drilling

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

SECTION III

The minimum wastewater rate shall be as follows:

\$ 15.25

SECTION IV

The wastewater volume rates are as follows:

Residential

Residential wastewater volume will be determined as the average of water consumption billed in the months of January, February, and March up to a maximum of 12,000 gallons. If a customer has not established an average for these three months, wastewater volume will be determined as the citywide residential average for those months.

The rate applied to this volume will be **\$4.44** per 1,000 gallons.

Maximum wastewater charge to residential customers using wastewater services only:

Maximum residential wastewater rate **\$ 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, 2011, after its passage and publication as provided by law.

PASSED AND APPROVED this the _____ day of September, 2011.

MAYOR

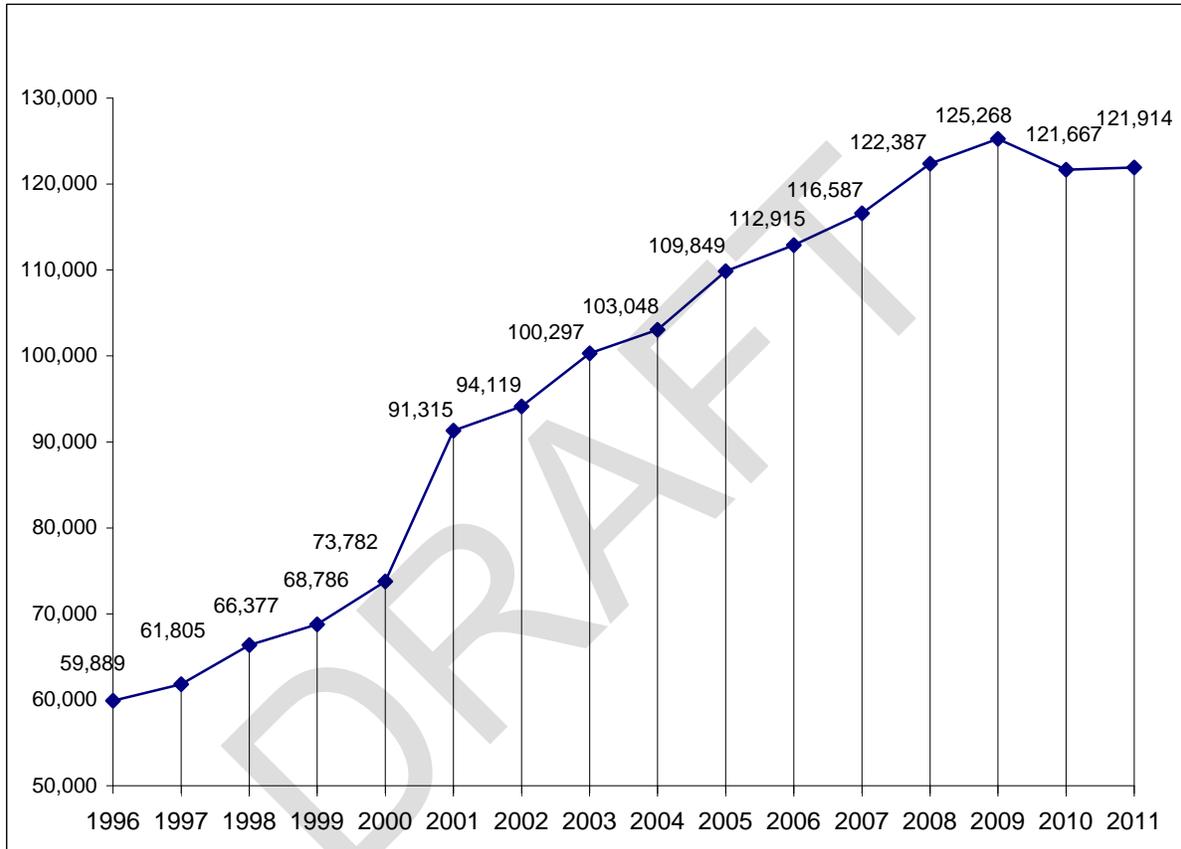
ATTEST:

City Secretary

First reading: _____

Final reading: _____

AVERAGE RESIDENTIAL VALUE HISTORY



*Source: Central Appraisal District