

City of Lancaster

Fiscal Year 2015-2016

Budget Cover Page

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

FOR:

Mayor Marcus E. Knight
Council Member Carol Strain Burk
Deputy Mayor Pro Tem Stanley Jaglowski

Mayor Pro Tem James Daniel
Council Member LaShonjia Harris
Council Member Nina Morris

AGAINST: None

PRESENT and not voting: None

ABSENT: Council Member Marco Meija

Property Tax Rate Comparison

	2015-2016	2014-2015
Property Tax Rate:	\$0.867500/100	\$0.867500/100
Effective Tax Rate:	\$0.811187/100	\$0.813151/100
Effective Maintenance & Operations Tax Rate:	\$0.563298/100	\$0.566544/100
Rollback Tax Rate:	\$0.871918/100	\$0.868182/100
Debt Rate:	\$0.266300/100	\$0.266300/100

Total debt obligation for City of Lancaster secured by property taxes: \$4,402,227

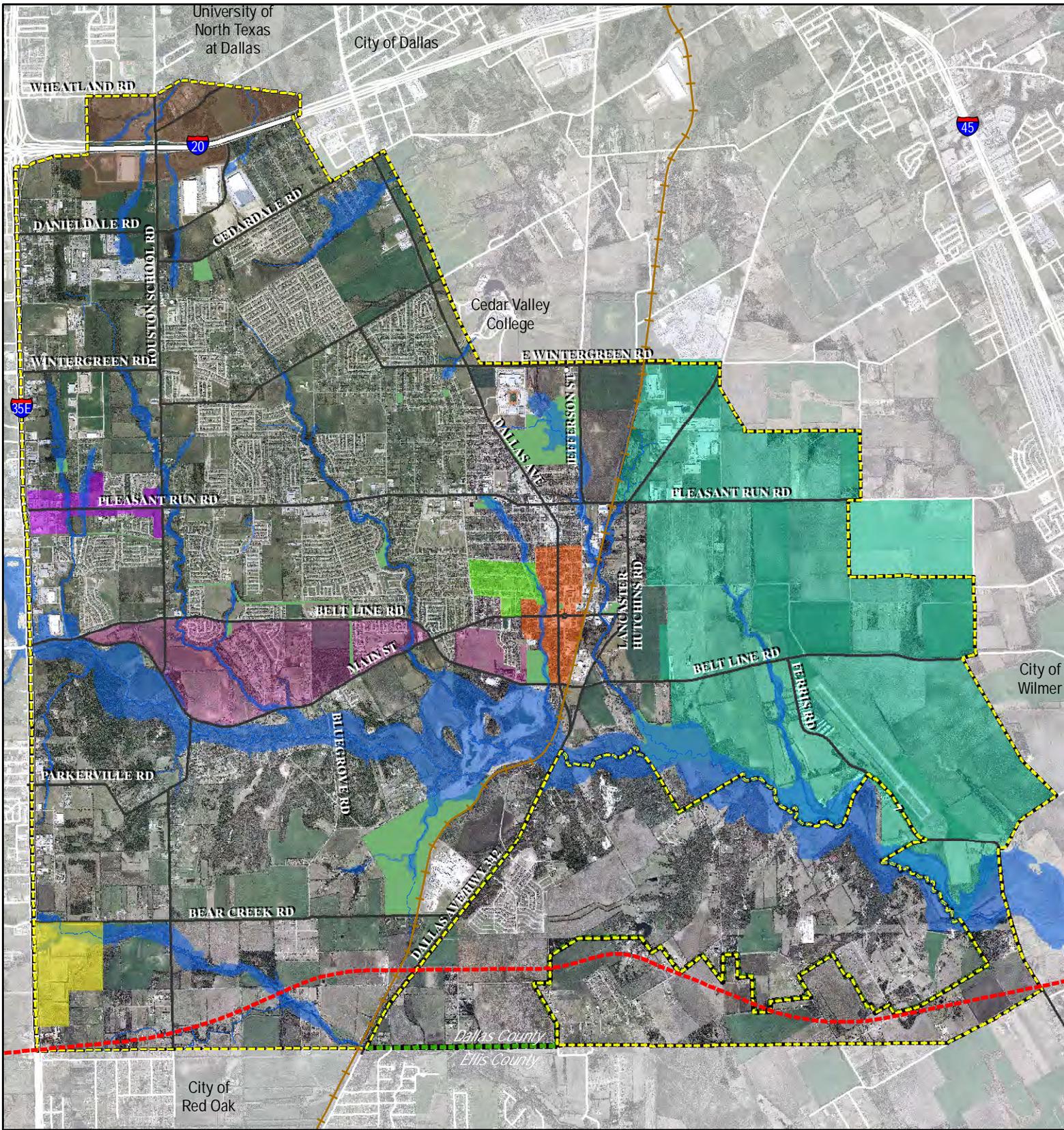
NOTE: There is **No Tax Increase in this budget.** The City will continue to maintain its current tax rate of .867500 per \$100 valuation.

FISCAL YEAR 2015 - 2016 APPROVED BUDGET



CITY OF
Lancaster
TEXAS

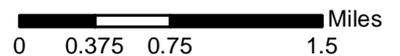




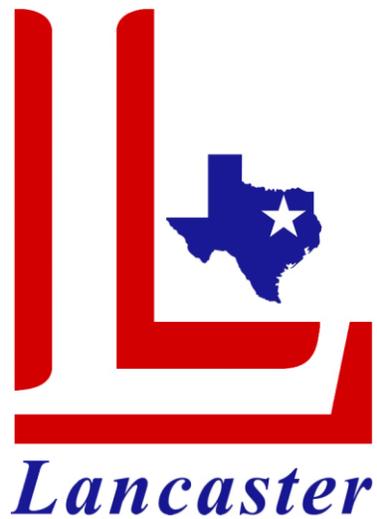
Legend

- | | | | |
|--|---------------------|--|------------------------|
| | City Limits | | Campus District |
| | Lancaster ETJ | | Historic Districts |
| | Parks | | Lanport District |
| | Creeks | | Medical District |
| | Proposed Interstate | | Mills Branch |
| | Floodplain | | Redevelopment District |
| | | | Sundial Center |

City of Lancaster



City of Lancaster, Texas Annual Budget



For Fiscal Year

October 1, 2015 to September 30, 2016

As Presented to Mayor and City Council

City of Lancaster

2015-2016 Annual Budget

Table of Contents

1 Budget Message and Summary

City Council Goals and Objectives.....	6
Principal City Officials.....	7
Mission.....	8
City Manager's Letter to the City Council.....	9
Executive Overview.....	14
Community Information.....	25
Citywide Financial Policy.....	39

2 Personnel and Fund Summaries

Organizational Chart.....	56
Budgeted Positions.....	57
General Government Pay Plan.....	66
Civil Service Pay Plan.....	67
Fund Structure.....	70
Citywide Fund Information.....	71
Citywide Operating Fund Balances.....	76

3 General Operating Fund

General Operating Fund Summary.....	77
City Council.....	78
Office of the City Manager.....	81
Legal.....	84
Building Services.....	86
Municipal Court.....	89
City Marshal.....	92
Building Inspection.....	95
Fleet Operations.....	98
Street Maintenance.....	101
Parks.....	104
Police.....	107
Fire.....	110
SAFER Grant.....	113
Emergency Management.....	115
Non-Departmental.....	118

Planning	120
City Secretary.....	123
Finance.....	126
Animal Services.....	129
Purchasing.....	132
Human Resources.....	135
Civil Service.....	138
Emergency Communications.....	141
Code Compliance.....	144
Information Services.....	147
Fire Marshal.....	150

Public Works Administration / Engineering.....	155
Utility Billing.....	158
Water Operations.....	161
Meter Reading.....	164
Wastewater Operations.....	167
Utility Wholesale.....	170

5 Special Revenue Funds

Hotel/Motel Occupancy Tax Fund	176
Visitors Center	177
4A LEDC Fund.....	180
4B LRDC Recreation Fund	192
Stormwater Drainage Fund Summary.....	210
Emergency 911 Fund.....	217

6 Other Funds

Airport Operating Fund Summary.....	222
Golf Course Operating Fund Summary.....	228
Sanitation Fund Summary.....	234

7 Debt Services

Debt Service Fund Summary.....	238
Debt Schedules.....	240

8 Appendix

Ordinances.....	247
Definitions of Expenditure Accounts.....	257
Budget Glossary.....	275
Investment Policy.....	287
City Facility Information.....	303



2015 2016 Goals & Objectives

Civic Engagement

The City provides a variety of opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, Civic Academies, Schools and City-wide celebrations.

1. Create a Public Improvement District (PID) Liaison Position.

Financially Sound Government

The City has a long-range financial plan and has prudent fiscal policies and processes in place. It has met or exceeded all fund reserve goals, has funds available to address the needs of the community, and responsibly manages its debt. The community continues to move forward a more competitive tax rate.

1. Adopt a Debt Policy.

Healthy, Safe & Vibrant Community

Lancaster is a place where we enhance public safety in our neighborhoods. The community unites at city-wide events and participates in recreational and cultural activities that keep residents involved and engaged in their respective neighborhoods. Compassionate enforcement personnel help to sustain vibrant residential and business communities. All residents have access to Parks and leisure facilities where they live.

1. Complete the Public Safety Strategic Plan
2. Take steps to get to an ISO Rating of 2

Professional & Committed City Workforce

Lancaster city government is an employer of choice with competitive pay that attracts an engaged, responsive, customer-oriented, innovative, and effective workforce. Some employees live in the City and all have a sense of ownership of the community. City employees feel needed and appreciated by elected officials, residents and businesses and are respectful to and appreciative of their customers and the City's governing body. The City's executive staff is engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

1. Compensation Policy – Commitment to Average of Survey Cities – Progression

Quality Development

The City encourages high quality construction in its housing, commercial buildings and public facilities. The City employs sustainable building practices and encourages conservation and the use of alternate energy sources. The City has a diverse housing stock with walkable neighborhoods and other high quality neighborhood amenities. A diversity of commercial businesses includes corporate business parks and distribution facilities, which make use of the expanded airport, rail, and highway system. Retail areas have grown because of growth in industrial, commercial and residential development.

1. Downtown TIF – Build a new City Hall
2. Enhanced Entry Features
3. Strengthen the Residential Code to Encourage Home Ownership versus Rental
4. Adopt an Economic Development Policy
5. Review existing Incentive Policy
6. Complete the Update of the Comprehensive Plan; Including: Adopting Ordinances to Ensure Consistency of Companion Ordinances
7. Attract a Hotel along I-20 and Houston School Road

Sound Infrastructure

The City has well-maintained streets and well-planned preventative maintenance programs for infrastructure; including streets, water, storm water, wastewater and other assets.

1. Complete Facility and Infrastructure needs Assessment for future Bond Issue
2. Golf Course Assessment and Direction
3. Sidewalk Replacement Program
4. Complete the Fleet Maintenance Facility
5. Continue Water Meter Register Replacement Program

City of Lancaster

Principal City Officials

City Council

Marcus E. Knight	Mayor	Term Expires May 2018
Carol Strain-Burk.....	Council Member, District 1	Term Expires May 2016
Stanley Jaglowski	Dep. Mayor Pro Tem, District 2... ..	Term Expires May 2017
Marco Mejia.....	Council Member, District 3	Term Expires May 2016
James Daniels	Mayor Pro Tem, District 4.....	Term Expires May 2017
LaShonjia Harris	Council Member, District 5	Term Expires May 2016
Nina Morris.....	Council Member, District 6	Term Expires May 2017

City Executive Staff

Opal Mauldin-Robertson.....	City Manager
Rona Stringfellow	Assistant City Manager
Sorangel O. Arenas	City Secretary
Ed Brady	Director of Economic Development
Cynthia Pearson.....	Director of Finance
Thomas Griffith	Fire Chief
Dori Lee	Director of Human Resources
Cheryl Wilson.....	Police Chief
Jim Brewer	Director of Public Works
Sean Johnson.....	Managing Director of Quality of Life & Cultural Services
Michael Grace	Director of Development Services
Jermaine Sapp.....	Director of Equipment Services & City Facility

City of Lancaster

Our Mission



LANCASTER CITY GOVERNMENT

Is ***FINANCIALLY SUSTAINABLE***

And provides

EFFICIENT, CUSTOMER-FRIENDLY SERVICES.

Our citizens have

TRUST AND CONFIDENCE IN

CITY GOVERNMENT AND LEADERS.





City of Lancaster
OFFICE OF THE CITY MANAGER

211 N. Henry St. * Lancaster, TX 75146 * 972.218.1302 * 972.275.0917 FAX
www.lancaster-tx.com



October 1, 2015

The Honorable Marcus E. Knight &
Members of the City Council
211 N. Henry St.
Lancaster, Texas 75146

Mayor Knight and Members of Council:

It is with great pleasure that I present the Fiscal Year 2015-2016, City of Lancaster Annual Operating Budget. The adopted budget is submitted in accordance with all statutory requirements as well as the City Council's desire to produce a "no tax rate increase" budget. This budget was prepared with the goal of providing quality, innovative services that set the standard for professionalism and excellence.

The last year has seen a progressive trend in local economic conditions with an increase in commercial projects. Sales tax is trending to end the year with a 6.45% increase which is slightly higher than the original budgeted estimates. This past year Lancaster properties have seen an increase of 9.8% in market value, an increase that places us slightly over what the property value was prior to the 2012 tornado. Most major revenue sources have held steady. Based on these factors along with planned projects that will begin in the next few years, we remain optimistic regarding the City of Lancaster's future opportunities.

To this end, the adopted budget portrays the strategy to accomplish the City's program of services and priorities during the fiscal year by incorporating the following objectives in financial terms:

- Maintaining core services with consideration for current economic conditions
- Implementing City Council goals responsibly while managing resources
- Strategically positioning the City to effectively handle growth
- Accountable and proactive execution of the budget based on identified needs

The total proposed budget revenues for all funds for Fiscal Year 2015-2016 is \$48,095,088; expected operating expenditures equal \$47,532,571; annual debt service equals \$4,402,227; with total authorized staff of 279.5 (FTE) employees.

BUDGET HIGHLIGHTS

PROPERTY TAX

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,240,774, which is an 8.72% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$275,838.

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

For:

Mayor Marcus E. Knight
Council Member Carol Strain-Burk
Deputy Mayor Pro Tem Stanley Jaglowski

Mayor Pro Tem James Daniels
Council Member LaShonjia Harris
Council Member Nina Morris

Absent: Council Member Marco Meija

Property Tax Rate:	\$0.867500/100
Effective Tax Rate:	\$0.813151/100
Effective Maintenance & Operations Tax Rate:	\$0.566544/100
Rollback Tax Rate:	\$0.868182/100
Debt Rate:	\$0.266300/100

General Fund Revenues

The City's total tax base increased by 8.21%, or approximately \$134,849,176. Based on the Certified Tax Roll received from the Dallas Central Appraisal District, the City's tax base is \$1,776,715,230. From the current tax rate of \$0.8675 per \$100 of assessed valuation, the maintenance and operations (M&O) apportionment of the tax rate is \$0.6012 and the interest and sinking fund requirements of the tax rate is \$0.2663. These rates did not change from the prior fiscal year.

The budgeted revenue in the General Fund is \$21,313,275 compared to the estimated \$20,788,409 in the prior fiscal year. This represents an increase of approximately \$524,866 or 2.5%. In the upcoming budget year, we estimated sales tax revenue of \$4,635,000.

General Fund Expenditures

General Fund expenditures are budgeted at \$22,160,564 a 3.8% increase from the FY 2014-2015 budget.

Other Budget Highlights

The focus of this budget is financial sustainability that proactively addresses current economic restraints. As a municipal government we are implementing strategies that maintain the quality of services delivered to our community, in a lean fiscal environment. These strategies include promoting an avenue by which the City of Lancaster can attract and retain quality employees. The City's employees are a valuable asset. In order to accomplish this, the FY 2015-2016 budget places great emphasis in maximizing limited resources and developing long-term sustainability.

Water and Wastewater Fund

Expenses for fiscal year 2015-2016 are budgeted at \$13,169,541 or \$124,933 increase over the prior fiscal year 2014-2015.

Compensation Survey

Since 2013 the City Council expressed a desire to establish a pay policy or goal to be at the middle average of the city survey cities.

City Council continued to support compensation review as a goal under the professional and committed workforce objective.

Council has taken steps towards achieving the stated goal by providing a 3% pay plan adjustment in 2013, 5% in 2014, and 2% pay adjustment for FY 2015/2016.

Summary

The Executive Summary will provide a more detailed overview of items included in the FY 2015-2016 adopted budget.

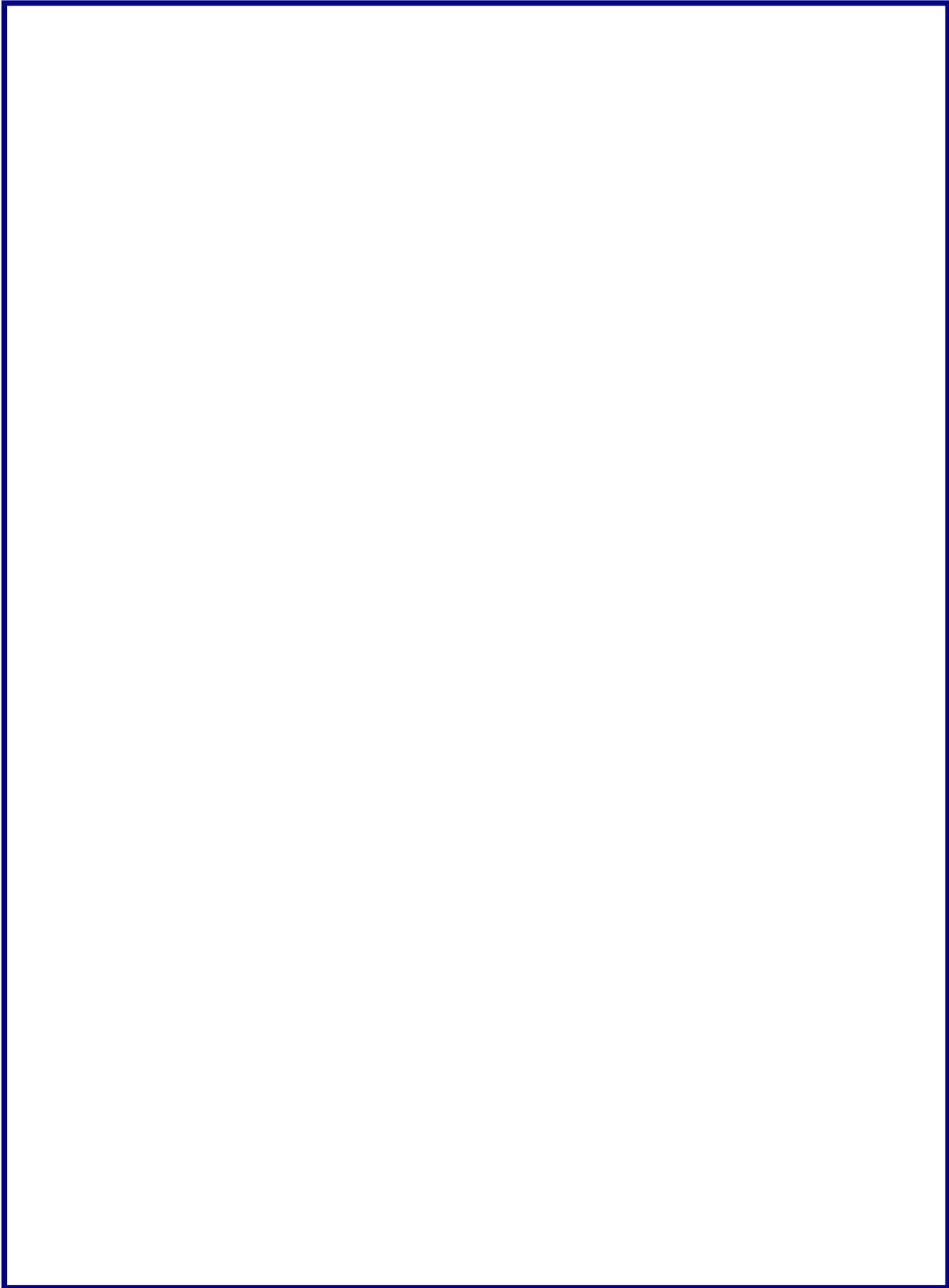
The City of Lancaster continues toward realizing the stated vision and mission based in the productivity, resourcefulness, integrity, and dedication of City Council and staff. I would like to acknowledge the contributions and teamwork of the Executive Team and the Division Managers in preparing this budget. Also, a special thanks to City employees who remain committed to the success of the City of Lancaster. We are grateful and proud of the opportunity to serve the residents of the City of Lancaster.

It is my honor to present this budget as the product of diligent work with confidence that this sound financial plan parallels the positive future of our organization and our city.

Respectfully submitted,



Opal Mauldin-Robertson
City Manager



EXECUTIVE SUMMARY

EXECUTIVE

This Executive Overview has been prepared as a general overview to the FY 2015-2016 Budget for the City of Lancaster. It provides a brief review of the fiscal plans of the City Council and Administration.

Annually Lancaster City Council conducts a Strategic Planning Session. With facilitator assistance, the Council reviews the progress of current projects and initiatives and develops goals and objectives for the upcoming budget year. The City Manager communicates the City Council Goals & Objectives to staff as a guide during preparation of the budget and as the framework of department work plans.

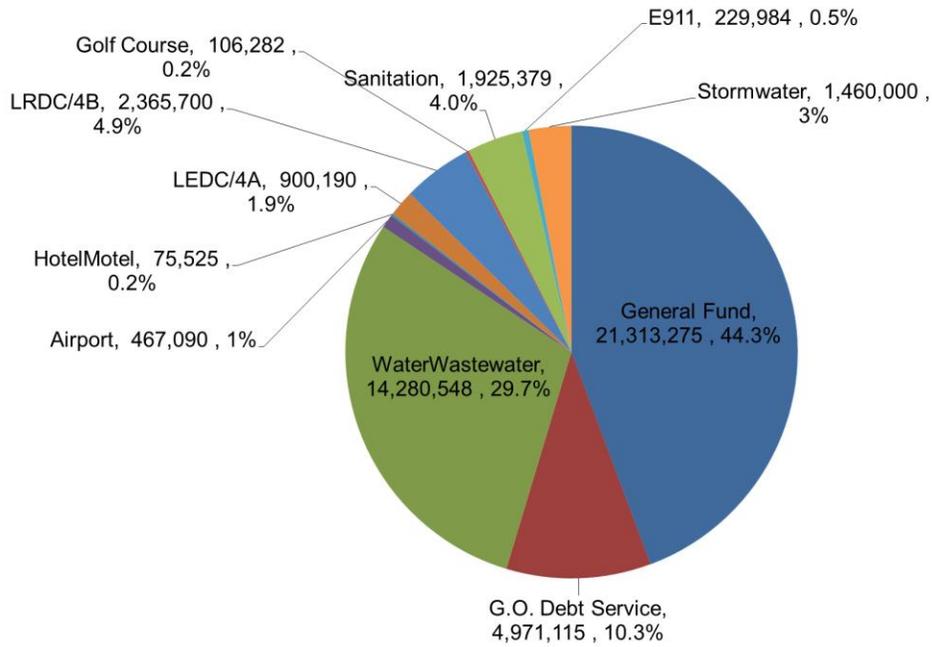
The City Council has adopted six goals aimed at guiding Lancaster's future growth and development as well as focusing on the efforts of the City organization. The goals incorporated in the 2015/2016 budget are as follows:

1. Financially Sound City Government
2. Civic Engagement
3. Healthy, Safe and Vibrant Community
4. Professional and Committed City Workforce
5. Sound Infrastructure
6. Quality Development

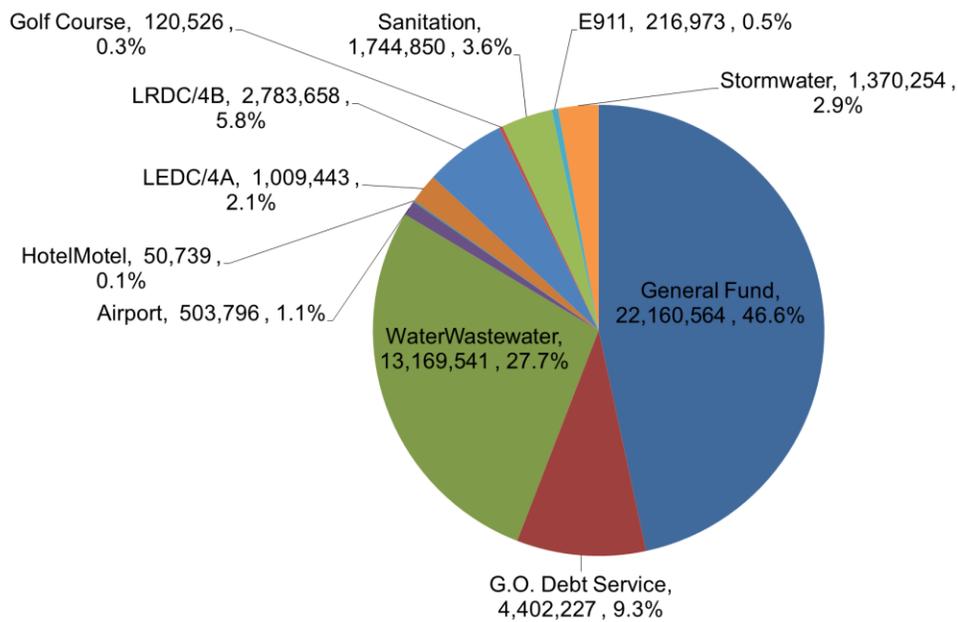
Detailed definitions of each of the listed goals are discussed comprehensively within the executive summary. The City Council Goals & Objectives are evaluated annually to ensure planned progress and consistency with the Lancaster City Council Vision and Mission.

EXECUTIVE

SUMMARY OF REVENUES BY FUND



SUMMARY OF EXPENDITURES BY FUND



EXECUTIVE

GENERAL FUND

The General Fund provides basic City services that are supported through tax revenues and user fees. The General Fund accounts for approximately 44% of total revenues of the City. Based on historical information and economic trends, the FY2015-2016 adopted budget for the General Fund reflects a revenue projection of \$21,313,275. Total budgeted General Fund revenue increased by approximately 2.5% compared to 2014-2015 revenues of approximately \$20,788,409. A discussion of each of the primary sources of revenue in the General Fund is included in the following pages.

PROPERTY TAX

The General Fund's single largest source of revenue is the property tax. Except those with specific exemptions or abatements, property taxes are assessed to all property owners in Lancaster. General property tax revenues are derived from taxes levied based upon the assessed value of real property and personal property. The City of Lancaster contracts with the Dallas Central Appraisal District and Dallas County to appraise property and collect taxes for the City. Article 11, Section 5, of the State of Texas Constitution limits the City's property tax rate to \$2.50 per \$100 of assessed valuation. The City's tax rate, of \$0.8675 per \$100 of assessed valuation, is well within the tax limit.

Current property tax revenue for 2015-2016 is budgeted at \$10,617,980, an increase of approximately \$617,081. Over the past ten years, Lancaster's property tax base has increased from \$1,364,708,499 in 2005 to the current base of approximately \$1,776,715,230 or 30.19%. The benefits to the City derived from the property tax revenue are listed below:

SERVICES PROVIDED TO CITIZENS

- ❖ 24 Hour Police Protection
- ❖ 24 Hour Fire Protection
- ❖ Park Facilities
- ❖ Neighborhood Services/Code Compliance
- ❖ Public Streets Maintenance
- ❖ Animal Control Services
- ❖ Emergency Management Services
- ❖ Emergency Communication Services

EXECUTIVE



Tax Rate

The approved budget for FY 2015-2016 reflects no change in the ad valorem tax rate of 0.867500. The proposed distribution for the tax rate remains unchanged from FY 2014-2015 set at .601200 per \$100 valuation for Operations and Maintenance and 0.266300 per \$100 valuation for the Interest and Sinking.

Property Tax Historical Distribution

Fiscal Year	Operating & Maintenance	Interest & Sinking	Total Tax Rate
Fiscal Year 2009-2010	.650200	.217300	.867500
Fiscal Year 2010-2011	.601200	.266300	.867500
Fiscal Year 2011-2012	.601200	.266300	.867500
Fiscal Year 2012-2013	.601200	.266300	.867500
Fiscal Year 2013-2014	.601200	.266300	.867500
Fiscal Year 2014-2015	.601200	.266300	.867500
Fiscal Year 2015-2016	.601200	.266300	.867500

EXECUTIVE

Top Ten Property Tax Payers FY 2014-2015

Owner Name	Market	Taxable
PROLOGIS	\$113,672,640	\$113,672,640
ONCOR ELECTRIC DELIVERY	\$54,599,070	\$54,599,070
UNITED NATURAL FOODS INC	\$48,589,070	\$36,088,501
AT&T CORP	\$48,926,980	\$35,451,498
MOBIS PARTS AMERICA LLC	\$49,000,690	\$33,336,878
WALMART STORES INC	\$24,086,600	\$24,086,600
BMW OF NORTH AMERICA LLC	\$22,743,520	\$22,743,520
QUAKER PEPSICO	\$28,884,390	\$20,349,120
BRASSCRAFT MANUFACTURING CO	\$29,518,740	\$15,846,592
M&A TEXAS LANCASTER LTD	\$12,659,950	\$12,659,950
TOTAL TAX UNIT	\$432,681,930	\$368,834,369

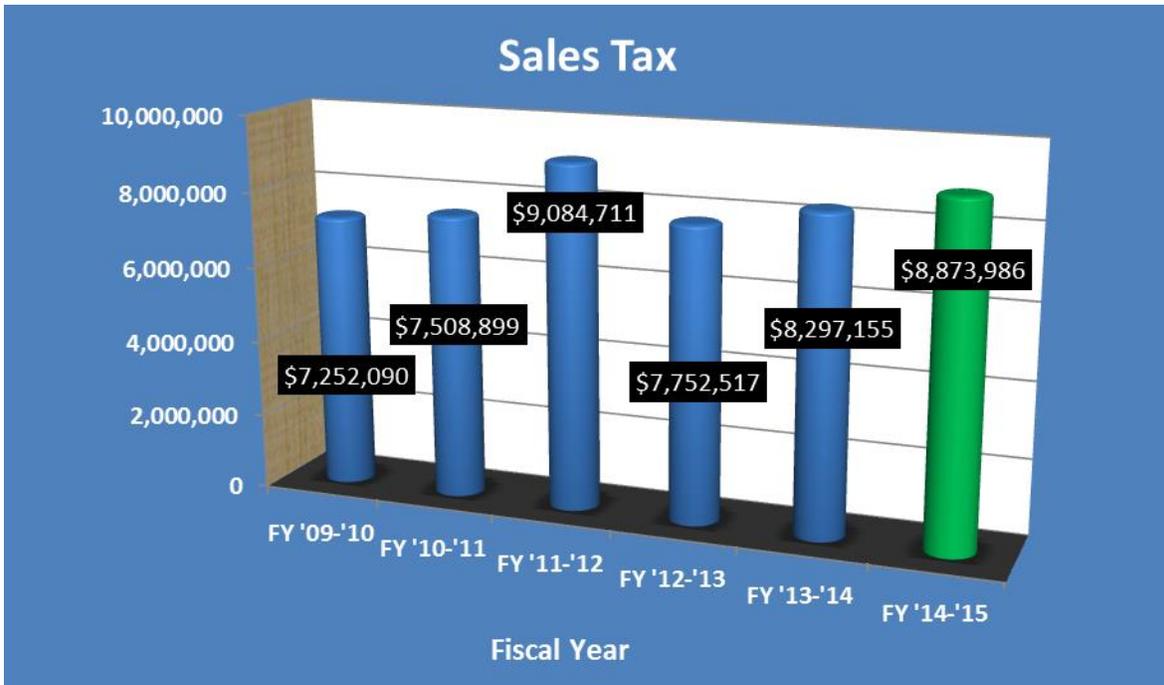
SALES TAX

Sales tax is comprised of 8.25% of receipts from goods and services sold within the City boundaries. The tax is assessed by local businesses and collected by the State of Texas. Of the total sales tax collected, 2% is remitted to the City. Accounted for in the General Fund is 1.25% of the tax (1% for operations and .25% for property tax reduction). The Lancaster Economic Development Fund (LEDC-4A) receives 0.25% of the tax and the Lancaster Recreation Development Fund (LRDC-4B) receives 0.50% of the tax. The State retains 6.25% of the tax.

General Fund Sales tax is budgeted at \$4,635,000 which accounts for 21.8% of General Fund revenue. The following chart reflects the trend of actual sales tax collections for the city as a whole.

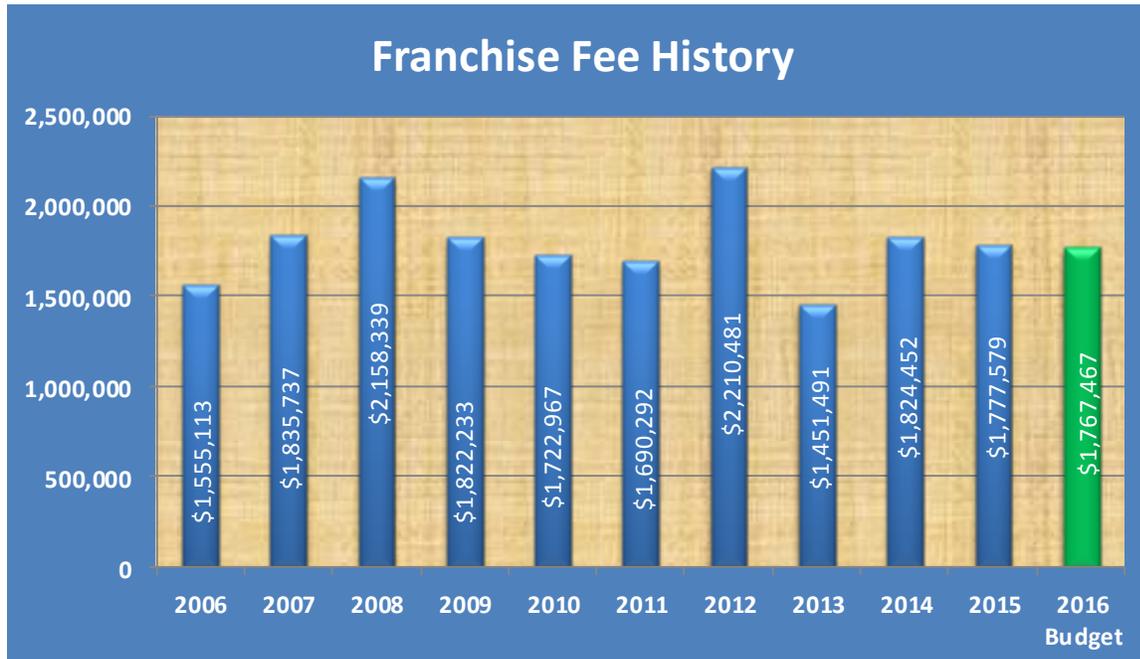
General Fund	1.00
Property Tax Reduction	0.25
Economic Development Corp. – 4A	0.25
Recreational Development Corp. – 4B	0.50
State of Texas	6.25
TOTAL PERCENT OF TAXABLE SALES	8.25

EXECUTIVE



Franchise Fees

Franchise Fees are charged for the continued use of the public rights-of-way. Franchise Fees account for approximately 8% of General Fund revenue. The largest portion of franchise revenue is derived from electric franchise. Total Franchise Fees are projected at \$1,767,467. This is slightly lower than the expected receipts from the previous year.



EXECUTIVE

Inter Fund Transfers

Inter Fund transfers represent those revenues that are transferred from one fund to another to recover administrative cost of the General Fund. The transfers are from the following funds to the General Fund:

Water/Wastewater
LEDC
Golf

Stormwater
LRDC
Airport
Sanitation

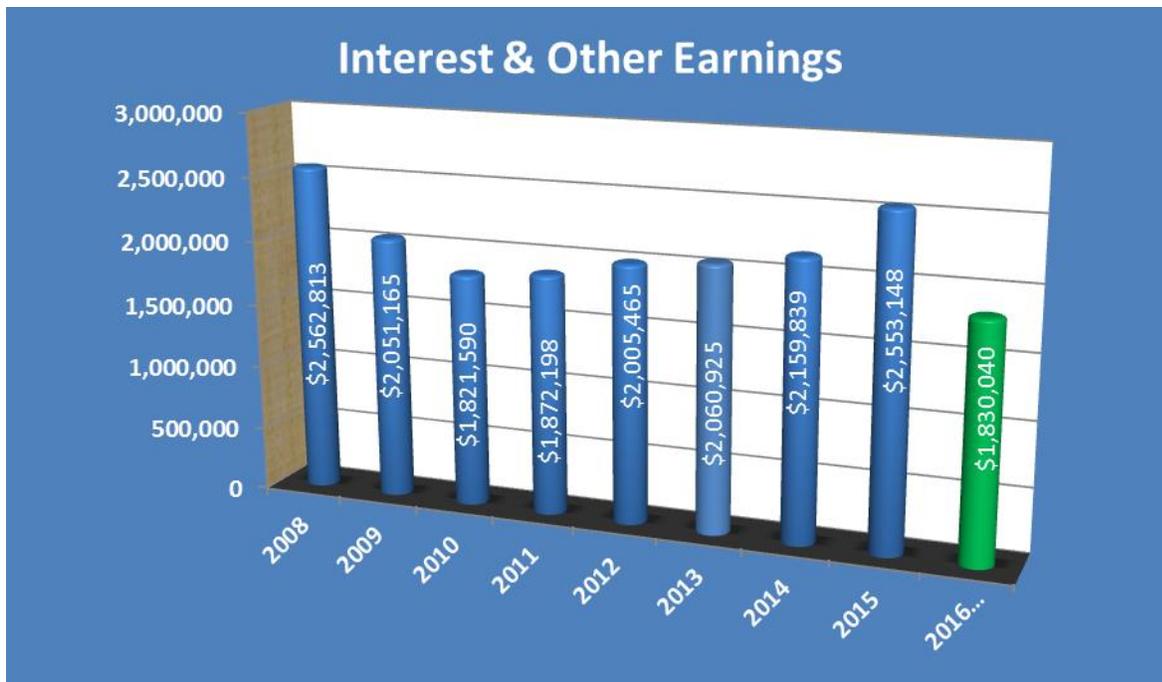
The City periodically brings in a consulting firm to perform a Cost Allocation Study to assist in determining the administrative cost of the General Fund to provide service to the other funds. The transfers are based on data from the study. Transfers make up approximately 8% of the General Fund budgeted revenue. The budget for transfers is \$1,742,788.

Fines and Forfeitures

Fines and Forfeitures include revenue derived from various sources such as court fines, animal fees, and other public safety fees including warrant, subpoena, and probation fees. Fines and forfeitures account for approximately 3% of General Fund revenue. Fines and Fees are budgeted at \$720,000.

Charges for Service, Interest, and Other Revenue

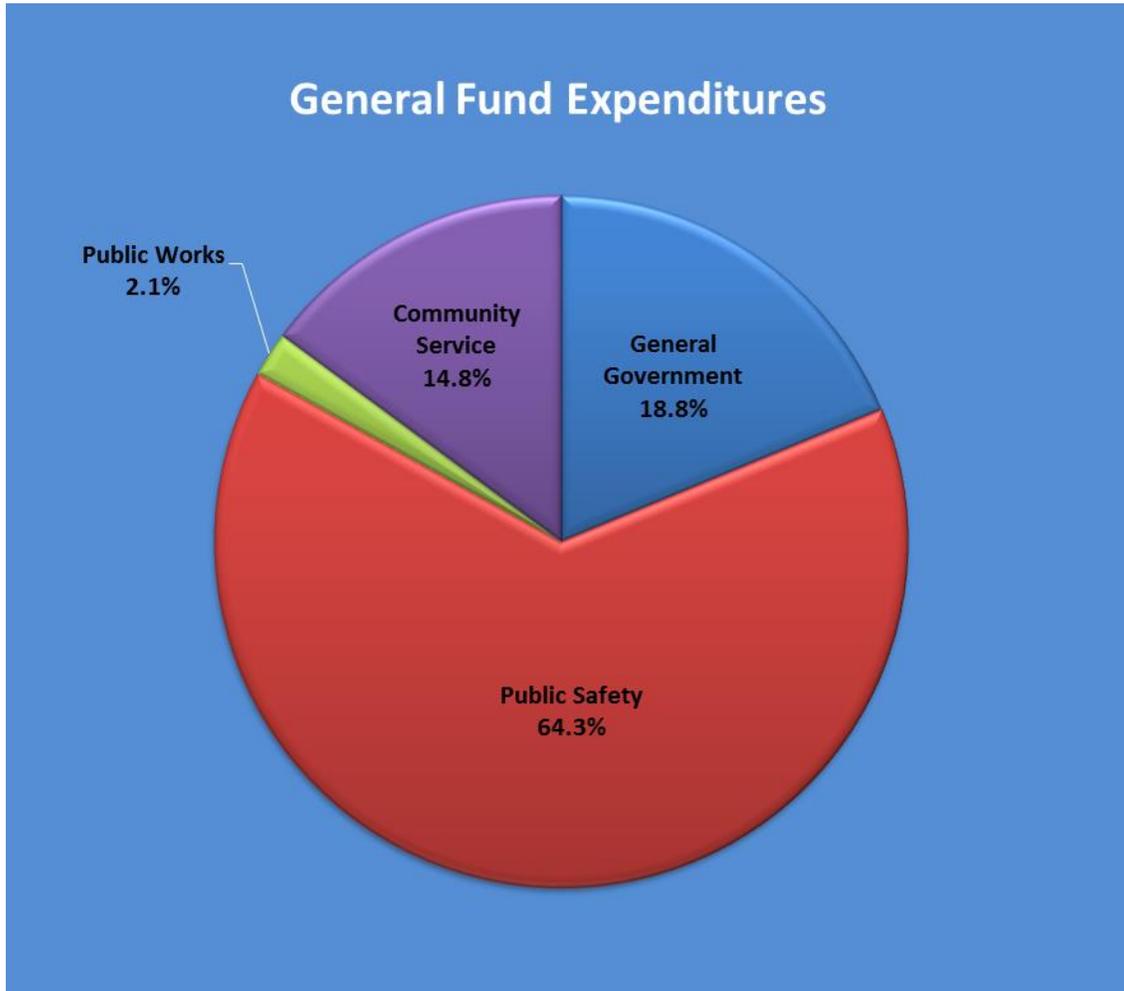
Other revenue consists of various sources including ambulance service, interest earnings, refunds and recoveries of expenditures. The Fiscal Year 2015-2016 budget for other revenue is \$1,830,040.



EXECUTIVE

GENERAL FUND EXPENDITURES

The Adopted General Fund Budget for Fiscal Year 2015-2016 is \$22,160,564. This is an increase of 3.8% from the Fiscal Year 2014-2015 adopted budget. The following narrative section describes the expenditures in detail.



Public Safety (Police, Fire, & Civil Service)

Public Safety is the largest component of General Fund expenditures. Public Safety includes the Police Department, the Fire Department, and all support function departments such as Emergency Communications and Emergency Management. The Police Department's mission is to protect the lives and property of Lancaster citizens through the enforcement of state and local laws. The City's Fire Department protects the lives and property of Lancaster citizens by providing fire suppression, emergency medical assistance, and education programs.

Public Safety accounts for 64.3% of the General Fund budget. The total Public Safety budget is \$14,242,917. This represents a 0.77% increase from the Fiscal Year 2014-2015 budget.

EXECUTIVE

General Government

The general government function accounts for approximately 18.8% of General Fund expenditures. The General Government function includes the following departments:

City Council	Purchasing
City Manager's Office	Human Resources
Legal	Information Technology
City Secretary	Equipment Services & Facilities
Finance	

These departments provide the administrative functions to ensure the City operates efficiently. Due to the slowdown in the national economy and its effects on the City of Lancaster's revenue stream, it was necessary to maintain the cost of city administrative functions. The approved budget for these divisions is \$4,160,826.

Other Divisions

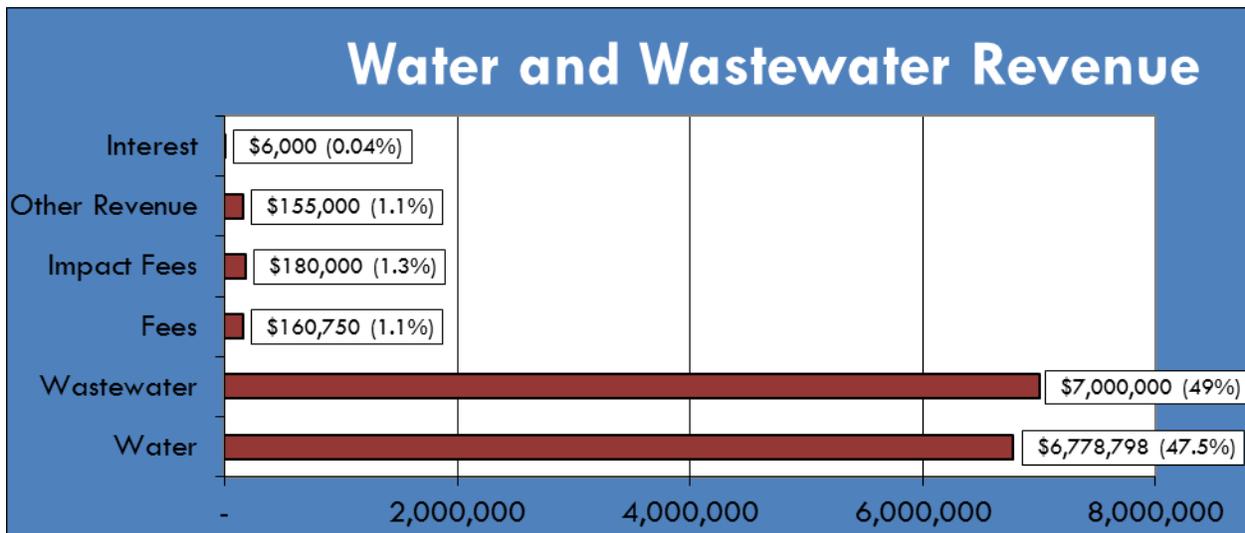
Other departments include Public Works, Community Services, Community Development and Non-Departmental. These divisions make up approximately 16.9% of General Fund Expenditures.

Fund Balance

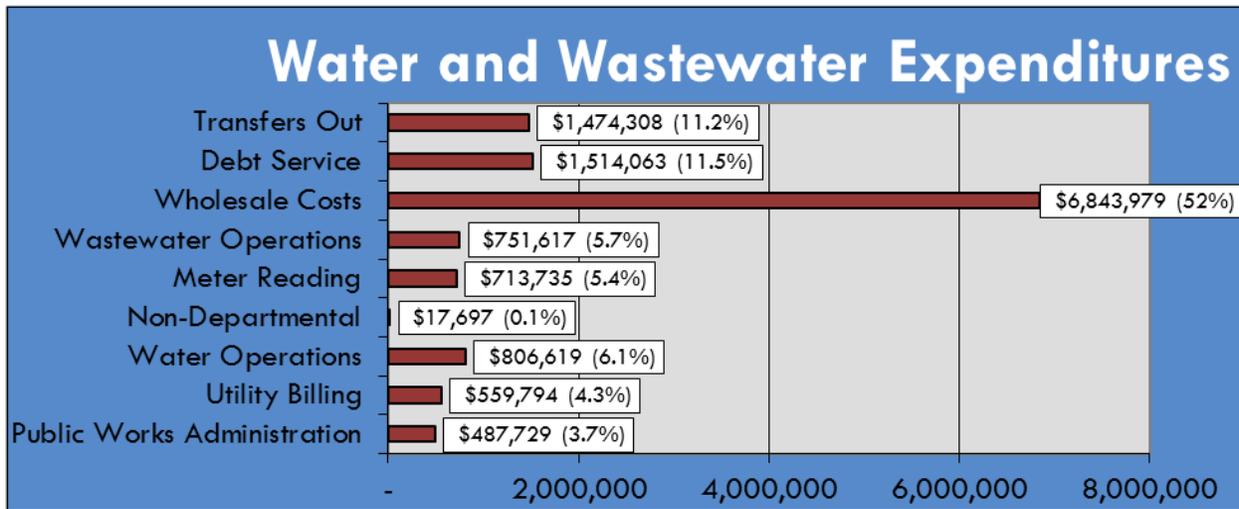
The General Fund is estimated to end the 2015-2016 fiscal year with a fund balance of \$6,719,087. This represents approximately 32.83% of operating expenditures.

WATER AND WASTEWATER (SEWER) FUND

The municipal water system serves approximately 15,901 connections with an average consumption of 15,048 gallons annually. There are roughly 11,422 connections to the City's Sewer System. The Water and Wastewater Fund accounts for approximately 29.7% of the City's total revenues and 27.7% of the City's total expenditures.



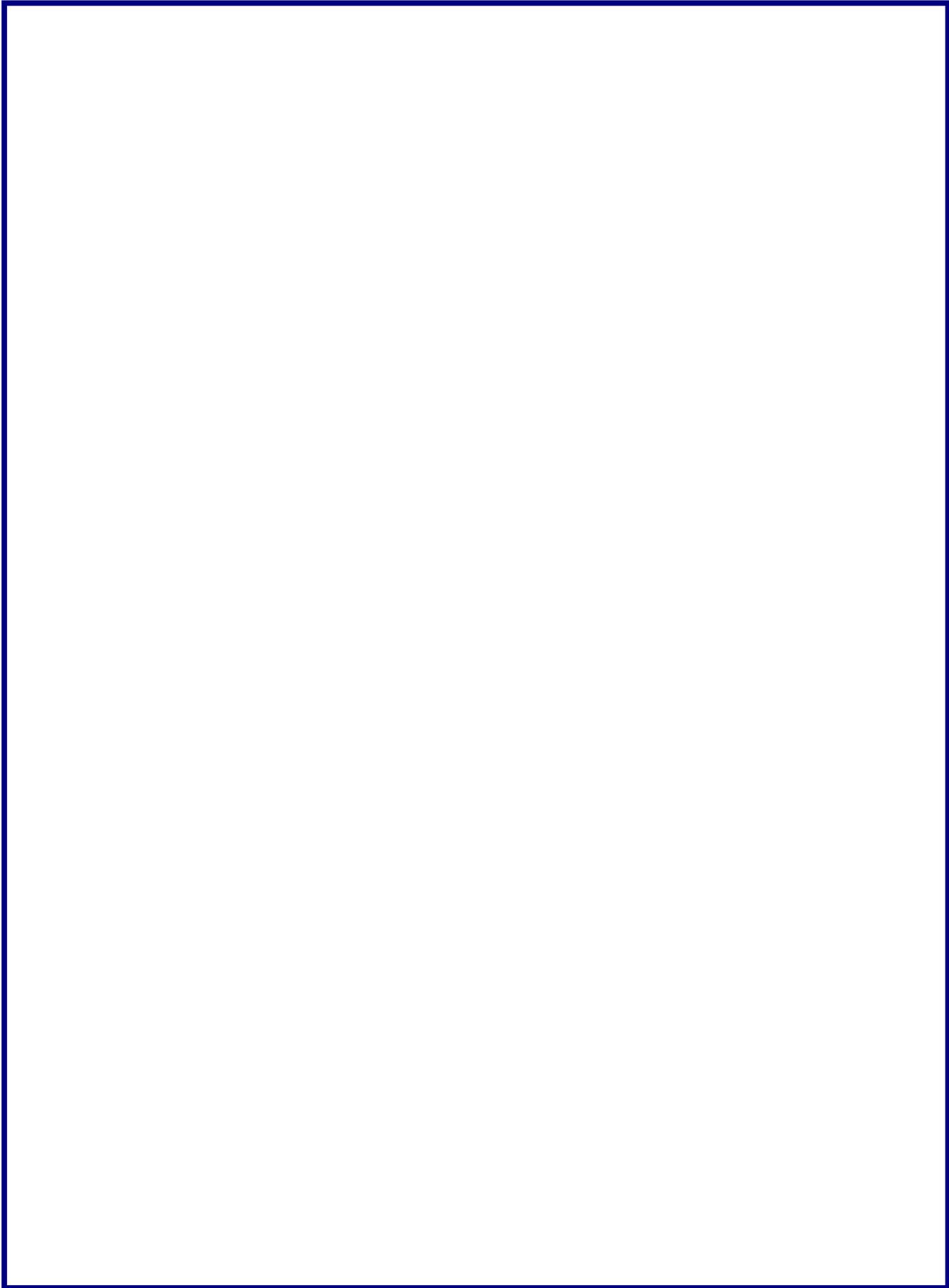
EXECUTIVE



Fiscal year 2015-2016 water and wastewater revenues are expected to decrease by approximately \$648,669 or 4.3% from year end estimates for fiscal year 2014-2015. Budgeted Expenditures are \$14,280,548 this fiscal year compared to the prior year of \$14,929,217. The Water and wastewater fund balance is projected at \$1,111,007 at the end of the 2016 fiscal year.

DEBT OVERVIEW

The City of Lancaster, Texas is a political subdivision located in Dallas County operating as a Home-Rule City under the laws of the State of Texas and a charter approved by the voters in 1956 and last amended in 2006. As a Home-Rule City, the City of Lancaster is not limited by State law in the amount of debt it may issue. An overview of our Debt Service Fund and long-term debt obligations are detailed in the Debt Service portion of this reference.



COMMUNITY INFORMATION

City of Lancaster

Established in 1852, Lancaster is a proud community landmarked by its charming Historic Town Square. Residents and newcomers are invited to explore the distinct identity that sets the City of Lancaster apart. With an array of cultural and recreational activities to choose from within close proximity, residents and visitors can enjoy a trendsetting community that promotes diversity, engagement, and values great customer service and serves as an intricate part of the Dallas/Ft. Worth Metroplex.

Emerging as a significant regional transportation hub, with its own regional airport, a freight rail line and three major interstate highways (IH 20, IH 35 & IH 45) within or in close proximity, the City of Lancaster is located in the southwestern portion of Dallas County, approximately 15 minutes south of Dallas.

Historical Overview

Lancaster is one of the oldest communities in north central Texas. The area was first settled by members of the Peters Colony. On August 30, 1841, Republic of Texas President Lamar signed a contract with the W.S. Peters Company, authorizing the introduction of 600 families into Texas. The first group to arrive in the Lancaster area was led by Roderick Rawlins and his family. The Rawlins group traveled from Greene County, Illinois, in September 1844 and arrived in the Lancaster area on January 2, 1845. They settled on the north bank of Ten Mile Creek, forming a community known as Hardscrabble. This temporary community consisted of two rows of log structures near the north edge of what is today Edgewood Cemetery on Nokomis Road.

Pleasant Run, the second community to be established in the Lancaster area, was founded in 1846, several miles north of Hardscrabble. M.M. Miller, and his wife Polly, who was one of Roderick Rawlins' daughters, built a two-room structure near what is now the intersection of Pleasant Run Road and Dallas Avenue. The Millers lived in one half of the building and established a general store in the other half. In 1848, the Miller's store became a post office as well, with bi-weekly delivery, and Miller was appointed postmaster. By the 1850's, Miller had laid out a town and sold lots; however, he never filed a plat of the town with Dallas County. At its peak, Pleasant Run boasted a stage stop, a hotel, a tin shop, a blacksmith, a woodworking shop, a steam powered grist mill, and a school, in addition to the Miller's store.

The founder of Lancaster was "Honest A" Bledsoe. Bledsoe was born in Lancaster, Garrard County, Kentucky in 1801. An interesting note about his name: according to family lore, when his father, Moses Bledsoe, first looked at his newborn son, he is said to have remarked, "He looks like a Bledsoe". Thus his name, A Bledsoe, is unmarked by a period. As

a young man, Bledsoe had settled in Missouri. In 1846, he ventured to the new state of Texas. Liking what he saw, he secured a 640-acre tract of land one mile west of what was later to become the town site of Lancaster and returned to Missouri to collect his wife and six children. Once his family was settled in Texas, Bledsoe began various speculative enterprises by which he hoped to make his fortune.

Bledsoe surveyed and staked off the original town of Lancaster in 1852. He purchased the land for the site of his new town from the widow of Roderick Rawlins, Mildred Parks Rawlins. Bledsoe laid out the town square and adjacent streets in the exact pattern of his birthplace of Lancaster, Kentucky. In this pattern, the streets enter the town square from the center of each side rather than from the corners. A Bledsoe's grandfather, Joseph Bledsoe, had used this same design when he laid out the town in Kentucky, borrowing the pattern from Independence Square in Philadelphia. Incorporated in May 1866, Lancaster was one of the first incorporated communities in Dallas County.

Community Information

Demographics – **Population:** 37,360 **Land Area:** 33.150 Sq. Miles
Median House Value: \$93,245 (Market value) **Avg Household Income:** \$51,131

Housing – The average new housing costs in the City of Lancaster range from the 84,000-120,000's and up. The residential housing in the community consist of: single family 75%, multi family 24% and other 1%. The median household income is \$57,542. The average family size is 3.47. Source: North Central Council of Governments, U.S. 2010 Census and Dallas Central Appraisal District.

Health Facilities – Alpha Medical Center opened its facility in 2003. The Center provides quality and comprehensive primary health care with compassion and convenience. Services include school physicals, urgent care, dentistry, work injuries, podiatry, physical therapy, pharmacy, X-ray, immunizations, internal medicine, and family medicine.

There are a number of senior care facilities in the area to meet the needs of a diverse and active aging population. Crescent Medical Center opened this year on Pleasant Run in the old Lancaster Hospital facility with physician offices and walk-in emergency care. Within close proximity are Methodist Charlton Medical Center, Baylor Medical Center, and Methodist Dallas Medical Center.

Recreational Opportunities – Lancaster offers a \$17+ million leisure complex, which includes a 470 acre Community Park, 60,000 square foot Recreation Center and Indoor Water Park, and a 23,000 square foot Library.

The Community Park features a six (6) acre pond with a fishing pier, walking trails, grassy amphitheater with a performance stage by the water, lighted youth football and soccer

fields, two picnic pavilions, a large multi-age level playground, and the Royce Clayton/Texas Rangers Youth Ballpark which is lighted, irrigated and has a covered grandstand for 500 spectators. The same architect who designed the Texas Rangers' Ballpark in Arlington designed the Ballpark.

The Recreation Center features an Indoor Water Park with a double loop water slide, lazy river, zero depth entry, vortex, four (4) lane lap pool, and a party area. The building also includes a youth room, double gym, elevated jogging track, 2,000 square foot fitness atrium with 27 stations of state-of-the-art fitness equipment, an aerobics dance room with a neo-shock floor, and a multi-purpose classroom. In addition, a 3,300 square foot banquet room and catering kitchen for receptions, weddings and every type of social event and meeting. The banquet facility has a covered outdoor terrace and courtyard that overlooks the 6 acre pond.

The Community Park, Lancaster is home to five (5) playgrounds at the Lancaster Independent School District elementary schools, three (3) additional playgrounds at City Park and Cedardale Athletic Complex, six (6) neighborhood parks (Meadow Creek, Dewberry, Rocky Crest, Verona, Stanford, and Kids Square).

Lancaster Community Park is also home to a 11,500 square foot Senior "Life" Center. The Center features a dining hall with a capacity of 150 diners, and large arts and craft room, billiard room, card room and medical consultation room. The center offers internet access and classes for senior citizens. The dining room has a 100 square foot stage and a commercial kitchen. The center is located adjacent to the lake in Community Park providing opportunities for fishing and miles of walking trails.

Bear Creek Nature Park – The Park features equestrian and walking trails with interpretive signage, two ponds, and a fishing pier, campsites that include facilities for overnight camping, an outdoor classroom, a large pavilion for picnics, a butterfly garden, and outdoor education programs.

Public Library – The Lancaster Veterans Memorial Library is a 23,000 square foot facility located in the Lancaster Community Park. The library offers free membership to residents which include materials check-out and public computer use. Genealogy resources are notable and services are extensive. Children's programs include reading readiness activities; teens enjoy Manga writing and book club activities. Classes are offered on computer basics.

Public Schools – The Lancaster Independent School District (LISD) educates over 6,190 students annually. The LISD operates on a \$53 million annual budget to provide numerous fundamental and extra-curricular educational opportunities for Lancaster children. LISD currently has seven



elementary schools, one STEM Learning Center, one Middle School, one High School and one Alternative Learning Center.

Colleges and Universities – Cedar Valley College is located on the border of Lancaster and Dallas on North Dallas Avenue. This two-year accredited institution offers workforce



training, continuing education and college preparatory programs to 2,560 students. It is affiliated with the Dallas County Community College District and has numerous resources available for residents and businesses to utilize.

In August 2010, UNT Dallas accepted its first freshman class, the Class of 2014. UNT Dallas offers 14 undergraduate and five graduate degrees in high-demand fields such as criminal justice, teacher education, business administration, and counseling. As of December 2012, UNT Dallas is in the process of acquiring separate accreditation from the Southern Association of Colleges and Schools (SACS) Compliance and Reports Committee and continues to operate under the accreditation of the UNT System flagship, UNT.

Lancaster Convention and Visitors Center

– The Visitors Center, formerly known as the Interurban building, has welcomed visitors and businesses to our City for over one hundred years.

Built in 1911, the Interurban Building was home to the Texas Interurban Railway that ran from Waxahachie through Red Oak, Lancaster, and Dallas to Sherman-Denison until the 1950’s. It was also the regions’ first electric-powered building and where area residents’ electricity bills were paid for more than 50 years. The Lancaster Visitors Center and City of Lancaster State Auxiliary Museum continue in this rich tradition.



In keeping with the history of the City of Lancaster and the Interurban Building, the City of Lancaster State Auxiliary Museum was established by the Texas legislature in 2010 to showcase the history of the State of Texas and educate patrons on the historical artifacts represented within the exhibit. This premier attraction serves as a unique resource for residents, educators and visitors of Texas alike.

Best Southwest Partnership – In 1988 the partnership was established to include the Cities and Chambers of Commerce of Lancaster, Cedar Hill, DeSoto and Duncanville. The four Cities are all in close proximity to one another and cooperate on economic development, legislative issues, joint purchasing, public safety, mutual aid and numerous other beneficial endeavors. The result has been improved working relationships among the four member Cities.

In 2010 six associate member cities Ferris, Glenn Heights, Hutchins, Midlothian, Ovilla, and Wilmer joined the partnership and in 2011 Red Oak joined. The spirit of cooperation among eleven communities provides a competitive advantage when attracting attention to Southwest Dallas County and Northern Ellis County.



Lancaster Regional Airport – The Airport offers our aviation community a range of value-added services, including a pilot's lounge, complimentary high-speed wireless internet and hanger space. A newly completed 24-hour self-service fuel station adds to the resources available to aviators. The Airport has extended its runway to 6,500 feet and has plans for future improvements that will make flying

more accommodating for visiting aviators.

Patrons also enjoy an on-site full service restaurant and caterer, The Runway Café, which is open Monday through Saturday. Customers have the option of visiting two museums, the Commemorative Air Force Museum and the Cold War Air Museum. The Cold War Air Museum is a non-profit educational institution whose mission is to exhibit, educate and eternalize the role of Cold War aircraft, pilots and other personnel. The Commemorative Air Force Museum is an educational organization dedicated to the preservation of the great combat aircraft of World War II and a portion of our military aviation heritage.

Industrial/Warehouse Opportunities – Opportunities for Logistic Solutions - many of the country's leading industrial developers like ProLogis, Duke, IDI and KTR Partners offer strategic sites in Lancaster for companies seeking cost effective solutions to their needs for manufacturing, warehousing and the distribution of their products. Additionally, the future BNSF Railroad's 200 acre freight Intermodal facility will create additional logistic options for companies. The Lancaster Regional Airport who's recent and future improvements will round out the logistic options of road, rail and air for companies seeking to expand or relocate their business operations.

Mayor & City Council



District 6
Nina
Morris



District 4
Mayor
Pro Tem
James Daniels



District 3
Marco
Mejia



District 1
Carol
Strain-Burk



District 5
La Shonja
Harris



District 2
Deputy Mayor
Pro Tem
Stanley
Jaglowski



Mayor
Marcus E.
Knight



Mayor & City Council

Mayor Marcus E. Knight was elected to three-year terms in 2015. Council members Carol Strain-Burk, Marco Mejia, and LaShonja Harris were elected in May 2013 for a three-year term. Council members Stanley Jaglowski, James Daniels, and Nina Morris were elected in May 2014 for a three-year term. Regular City Council elections are conducted in May every year.

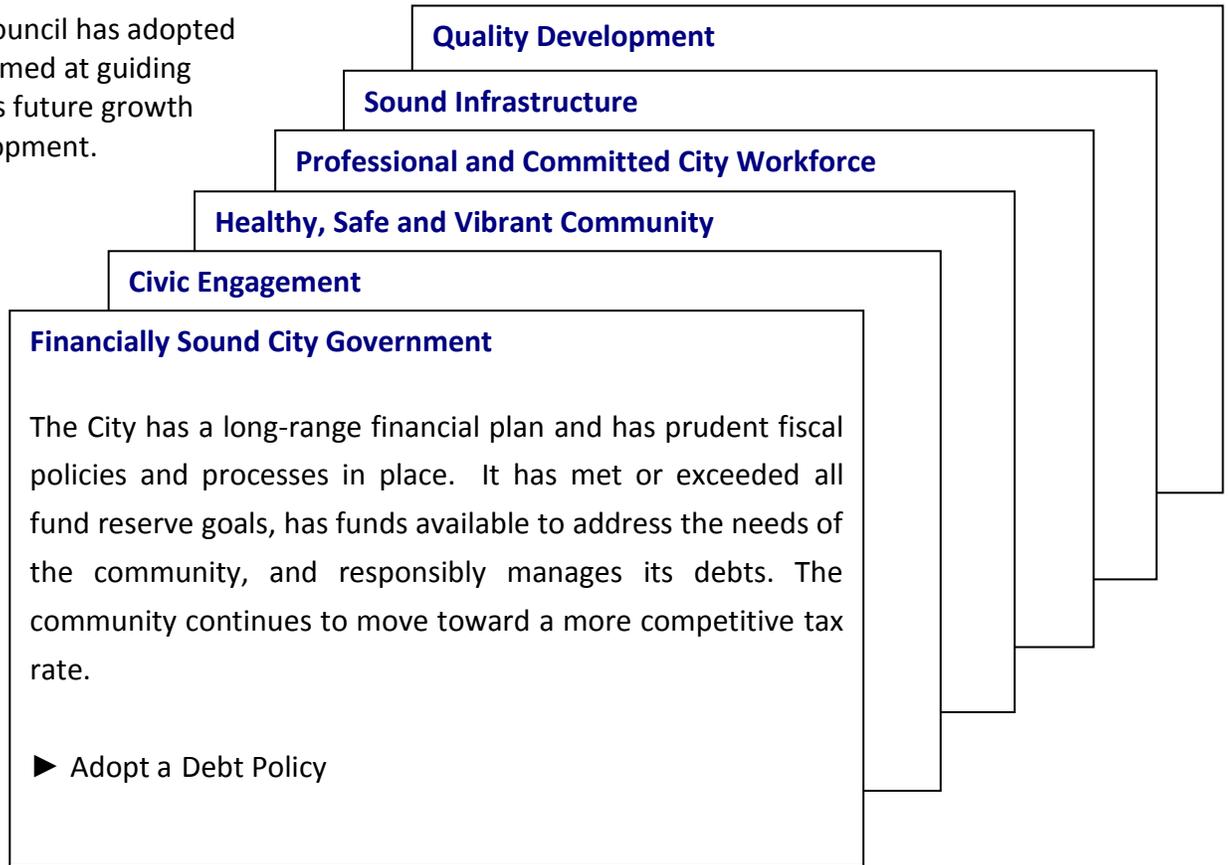
Upcoming Elections:
 2016: District 1, 3, and 5;
 2017: District 2, 4, 6; and
 2018: Mayor



City Hall, 211 N. Henry St., Lancaster, TX 75146/P.O. Box 940, Lancaster, TX 75146/972-218-1300/www.lancaster-tx.com

2015-2016 Goals and Objectives

The City Council has adopted six goals aimed at guiding Lancaster's future growth and development.



Civic Engagement

The City provides a variety of opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sport teams, City elections, Civic Academies, Schools and City-wide celebrations.

- Add a new PID Focused Position

Healthy, Safe and Vibrant Community

Lancaster is a place where we enhance public safety in our neighborhoods. The Community unites at City-wide events and participates in recreational and cultural activities that keep residents involved and engaged in their respective neighborhoods. Compassionate enforcement personnel help to sustain vibrant residential and business communities. All residents have access to Parks and Leisure facilities where they live.

- ▶ Complete the Public Safety Strategic Plan
- ▶ Take steps to get to an ISO Rating of 2

Professional and Committed City Workforce

Lancaster city government is an employer of choice with competitive pay that attracts an engaged, responsive, customer-oriented, innovative, and effective workforce. Some employees live in the City and all have a sense of ownership of the community. City employees feel needed and appreciated by elected officials, residents and businesses and are respectful to and appreciative of their customers and the City's governing body. The City's executive staff is engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

- ▶ Compensation Policy – Commit to get us to average of Survey Cities - Progression

Sound Infrastructure

The City has well-maintained streets and well-planned preventative maintenance programs for infrastructure and assets; including streets, water, stormwater, wastewater and other assets.

- ▶ Golf Course Assessment and Direction
- ▶ Complete Facility and Infrastructure needs assessment for future Bond Issue
- ▶ Sidewalk Replacement Program
- ▶ Complete the Fleet Facility
- ▶ Water Meter Register Replacement Program

Quality Development

The City encourages high quality construction in its housing, commercial buildings and public facilities. The City employs sustainable building practices and encourages conservation and the use of alternative energy sources. The City has a diverse housing stock with walkable neighborhoods and other high quality neighborhood amenities. A diversity of commercial businesses includes corporate business parks and distribution facilities, which make use of the expanded airport, rail, and highway system. Retail areas have grown because of growth in industrial, commercial and residential development.

- ▶ Downtown TIF – Build a new City Hall
- ▶ Enhanced Entry Features
- ▶ Strengthen the Residential Code to Encourage home Ownership versus Rental
- ▶ Adopt an Economic Development Policy
- ▶ Review existing Incentive Policy
- ▶ Complete the Update of the Comprehensive Plan; Including: Adopting Ordinances to ensure consistency, reviewing the Tree Ordinance, establishing an Arts District
- ▶ Attract a Hotel along I-20 and Houston School Road

Executive Leadership Team



City Manager Opal Mauldin- Robertson

Committed to providing quality, innovative services that set a standard for professionalism and excellence.



Assistant City Manager Rona Stringfellow

Responsible for operations of Finance, Quality of Life & Cultural Services, Public Works, Fleet Maintenance, Solid Waste and Recycling. Committed to providing excellent customer service through our Community Relations Division as well as in working with neighborhoods in the formation of Public Improvement Districts.



City Secretary Sorangel O. Arenas

Responsible for administering municipal elections, directing the publication of legal notices and maintaining official documents of the city.



Director of Economic Development Ed Brady

Responsible for assisting developers with favorable site-selection for new and existing businesses designed to create a growing tax base for the community.



Director of Finance Cynthia Pearson

Responsible for documenting revenues, expenditures, accounts receivable/payable, and investments.



Fire Chief Thomas Griffith

His mission is to “Protect the Public, Be Polite, and ultimately Go Home Safe”.



Director of Human Resources Dori Lee

Manages procedures pertaining to personnel, developing and managing recruitment, training, risk management and policy development.



Police Chief Cheryl Wilson

Works collaboratively with the members of our community to foster a safe environment and enhance the quality of life for all of our citizens, through police protection and emergency communications.



Director of Public Works Jim Brewer

Oversees operations for storm water, streets, waste water and water.



**Managing Director of Quality of Life & Cultural Services
Sean Johnson**

Ensures residents have well-maintained, quality parks, as well as affordable recreational and library opportunities. Manage contract for Lancaster Country View Golf Course and oversees Lancaster Convention and Visitors Center and State Auxiliary Museum.



Director of Development Services Michael Grace

Responsible for operations of Building Inspections, Code Compliance, Engineering, Planning, and Animal Services.



Director of Equipment Services & City Facility Jermaine Sapp

Responsible for Fleet Management, provides full support to City Fleet and maintains the overview of all the buildings within the City.

City Excellence

Is it right for the community?

Is it right for the department?

Is it ethical and legal?

Is it consistent with our values and policies?

Is it something I am to be accountable for?

We ask these questions to ensure that we are building a high performing organization that is accountable, well respected, and worthy of the community's trust.

The result of our high performing organization is Engaged Employees at all Levels, Improved Service Quality, Strong Customer Relationships, Enhanced Financial Performance, and Good Stewards that Make Good Decisions.



Productivity: Place accountability, authority, tools, and information into the hands of employees closest to the customer for superior results.



Resourcefulness: Provide internal and external customers a cost effective return for citizen's tax dollars by working within a structured budget. Encourage innovative and responsible risk taking for continuous process improvement.



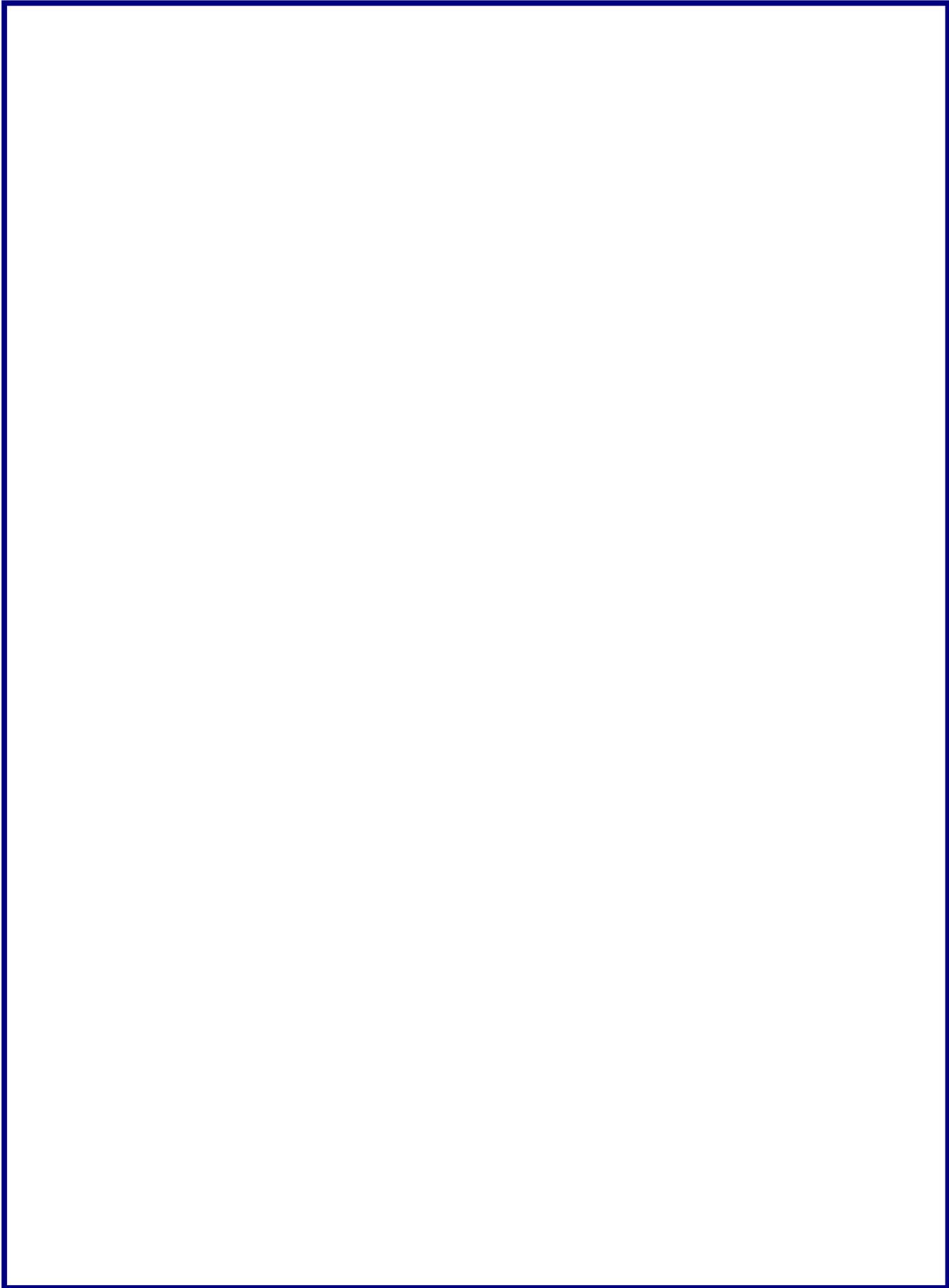
Integrity: Be ethically and morally responsible – “There’s no right way to do the wrong thing.” Be accountable to the success of others through our professionalism and willingness to embrace new colleagues.



Dedication: Each person finishes their role in the process and completes the work with passion. Loyalty and commitment to the success of others through our professionalism and willingness to embrace new colleagues.



Excellence: Working together to win trust, capitalize on our creative talents, acknowledging and sharing ideas, to create a high performing organization.



**CITYWIDE
FINANCIAL POLICY**

RESOLUTION NO. 2015-09-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER FINANCIAL POLICY PROVIDING FOR PRUDENT FINANCIAL MANAGEMENT OF ALL FUNDS TO ENABLE THE CITY TO MAINTAIN A LONG TERM STABLE AND POSITIVE FINANCIAL CONDITION AND PROVIDE GUIDELINES FOR THE DAY-TO-DAY PLANNING AND OPERATION OF THE CITY'S FINANCIAL MATTERS; PROVIDING THAT THE SAME SHALL BE IMPLEMENTED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster Financial Policy is reviewed and refined annually as part of the budget preparation process; and

WHEREAS, the City of Lancaster Financial Policy provides for financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication regarding all City funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

SECTION 1. The City of Lancaster Financial Policy, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens is hereby in all things approved; and, the City Manager and staff shall implement and execute the procedures and policies adopted therein.

SECTION 2. This resolution shall take effect immediately from and after its passage, as the law and charter in such cases provide.

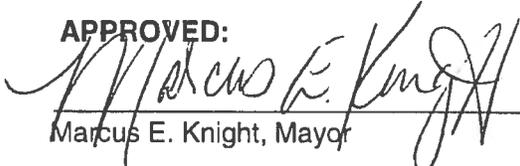
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



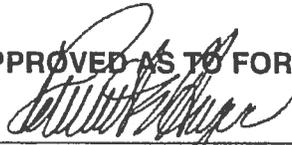
Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

CITY OF LANCASTER, TEXAS
FINANCIAL MANAGEMENT POLICY STATEMENT

The overriding goal of the Financial Management Policy is to enable the City to achieve a long-term, stable and positive financial condition. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure. The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day to day financial affairs and to assist staff in developing recommendations to the Mayor and City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

I. Revenues

Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

II. Expenditures

Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

III. Fund Balance/Working Capital/ Net Assets

Maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

IV. Capital Expenditures and Improvements

Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

V. Debt Management

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

VI. Cash Management and Investments

Invest the City's operating cash to ensure the absolute safety of principal, provide for necessary liquidity and optimize yield in accordance with the City's adopted Investment policy.

VII. Intergovernmental Relations

Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal level.

VIII. Grants

Aggressively investigate, pursue and effectively administer federal, state, local and foundation grants-in-aid, which address and support the City's current priorities and policy objectives.

IX. Economic Development

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

X. Fiscal Monitoring

Prepare and present reports for the current and multi-year periods that analyze, evaluate and forecast the City's financial performance and economic condition.

XI. Accounting, Auditing and Financial Reporting

Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

XII. Internal Controls

Establish a system of internal controls designed to maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

XIII. Risk Management

Prevent and/or reduce the financial impact to the City due to claims and losses through prevention, transfer of liability and/or a program of self-insurance of the liability.

XIV. Operating Budget

Develop and maintain a balanced budget for operating funds that presents a clear understanding of the goals of the City Council, service levels and performance standards. A Balanced Budget is defined as revenues and any appropriated fund balance equal expenditures.

XV. Five Year Plans

Long term financial planning is intended to ensure sustainability of programs and integrate operating and capital financial planning.

I. Revenues

The City shall use the following guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions that adversely impact that source.

B. User Fees

For services that benefit specific users, where possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary.

C. Property Tax Revenues/Tax Rate

The City shall strive to reduce its reliance on residential property tax revenues by revenue diversification, implementation of user fees and economic development. The City shall also strive to minimize tax rate increases.

D. Utility/Enterprise Funds User Fees

Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital and debt coverage.

E. Administrative Services Charges

The City shall prepare a cost allocation plan to determine the administrative services charges due to the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

F. Revenue Estimates for Budgeting

In order to maintain a stable level of service, the City shall use a conservative, objective and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.

G. Revenue Collection and Administration

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since a revenue should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City. The fees based on user charges shall be reviewed annually to ensure continuing coverage of the cost of services. The City shall revise user fees with review of the City Council to adjust for the costs of inflation and additional recovery increments. The City shall review and adopt utility rates annually that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide

for an adequate level of working capital needs. A method is established whereby the General Fund can impose a charge to the Utility Fund(s) for general and administrative services performed on the Enterprise Fund's behalf. The process shall be documented and disclosed to the City's auditors for review. All revenue collections will be consolidated under Finance and be audited annually.

II. Expenditures

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Current Funding Basis

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings.

Avoidance of Operating Deficits

The City shall take timely corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs and to continue service levels.

Periodic Program Reviews

Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency and effectiveness objectives shall be brought up to required standards or be subject to reduction or elimination.

Purchasing

The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall seek to obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

Quarterly reports shall be prepared showing actual expenditures compared to the adopted budget. Modifications within the operating categories (materials, supplies, and services) and/or modifications within the personnel and capital categories may be made with the approval of the City Manager.

Where appropriate, performance measures and productivity indicators shall be used as guidelines and reviewed for efficiency and effectiveness. This information shall be included in the annual budgeting process.

Purchases shall be made in conformation with the States formal bidding process and requirements. Recommendations of bids and contracts in excess of \$50,000 shall be presented to City Council for their formal approval.

III. Fund Balance/Working Capital/Net Assets

In accordance with the requirements of Governmental Accounting Standards Board Statement Number 53, the City shall use the following guidelines to explain and define the purpose of fund balance, working capital and retained earnings of the various operating funds. The city will describe fund balance as follows: (1) Unspendable – portion of net resources that cannot be spent, i.e. assets that will never convert to cash or not convert during the current period, or resources that must be maintained intact pursuant to legal or contractual requirements. (2) Restricted – portion of net resources that are required to be reserved by external legal restrictions such as debt covenants, grantors, contributors or other governments. (3) Committed – portion of fund balance that represents resources whose use is constrained by limitations that the City imposes upon itself by council action and require council action to release. (4) Assigned – portion of fund balance that reflects the City's intended use of resources. (5) Unassigned – surplus fund balance.

The City shall use the following guidelines to maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.

General Fund Unassigned Fund Balance

The City shall strive to maintain the General Fund unassigned fund balance at an amount equal to a minimum of twelve (12) percent of the general operating budget. The City will maintain an unallocated fund balance of an amount equal to a minimum of twelve (12) percent of the general operating budget. Any excess above the minimum will be designated to the Capital Improvement Program and the Equipment Replacement Program. These designations will be reviewed annually and authorized by the Council. The minimum twelve (12) percent unallocated fund balance will be used to

avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment-grade bond rating.

Other Operating Funds Unrestricted Net Assets; Enterprise Working Capital

In other operating funds, the City shall strive to maintain a positive unrestricted net assets position to provide sufficient reserves for emergencies and revenue shortfalls. The unallocated fund balance of other funds should be maintained as follows:

<u>Fund</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Water/Wastewater Fund	12.00%	18.00%	25.00%
Airport Fund	12.00%	18.00%	25.00%
Golf Fund	12.00%	18.00%	25.00%
Debt Service Funds	10% of Current Year Debt Payment		

Use of Fund Balance/ Net Assets

Fund Balance/ Net Assets shall be used only for emergencies, non-recurring expenditures, major capital purchases that cannot be accommodated through current year savings, and as designated by Council. Should such use reduce the balance below the appropriate level set as the objective for that fund, recommendations will be made on how to restore it.

Periodic review of cash flow position shall be performed to determine performance of cash management and investment policies. A detailed policy structure shall be followed with respect to Cash/Treasury Management. The underlying theme shall be that idle cash shall be invested with the goals and objectives as identified in the City’s Investment Policy.

Procedures shall be taken so as to maximize any discounts offered by creditors. Current liabilities shall be paid within 30 days of receiving the invoice. Accounts receivable procedures shall target for a maximum of 60 days of service.

IV. Capital Infrastructure and Equipment Replacement

Capital Expenditures and Improvements

The City shall annually review and monitor the condition of the City’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

Capital Improvements Program

The City shall annually review the Capital Improvements Program (CIP), potential new projects and the current status of the City’s infrastructure, replacement and renovation needs, updating the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every

project, all operation, maintenance and replacement expenditures shall be fully costed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds, certificates of obligation and lease/purchase agreements.

Replacement of Capital Assets (Equipment) on a Regular Schedule

The City shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the City shall replace these assets according to this schedule.

Capital Expenditure Financing

The City recognizes that there are several methods of financing capital requirements. It can budget the funds from current revenues; it can take the funds from fund balance/retained earnings as allowed by the Fund Balance/ Net Assets Policy; it can utilize funds from grants and foundations or it can borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements and certificates of participation. Guidelines for assuming debt are set forth in the Debt Policy Statements.

A Capital Improvement Program shall be adopted for a period of five (5) years and reviewed annually for prioritization, based on analysis of the City's infrastructure. The replacement and maintenance for capital items shall also be projected for the next five (5) years. Future maintenance shall be fully cost, providing sufficient funding for future maintenance and replacement. The City shall identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to council for approval. The City shall determine the least costly financing method for all new projects.

Where applicable, assessments, pro-rata charges or other user-based fees should be used to fund capital projects which have a limited benefit to the whole City.

Assets shall be maintained to protect the government's investment and minimize the future replacement and maintenance costs. The annual operating budget shall provide for adequate maintenance and issuance of all capital plant and equipment.

V. Debt Management

The City shall use the following guidelines for debt financing which will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

Use of Debt Financing

Debt financing, including general obligation bonds, revenue bonds, certificates of obligation and lease/purchase agreements, shall only be used to purchase capital assets. Debt payments should be structured to provide that capital assets, which are funded by the debt, have a longer life than the debt associated with those assets. Long Term Debt shall not be used for operating purposes. The life of the bonds shall not exceed the useful life of the projects.

Amortization of Debt

The City shall structure new debt issue payment schedules to utilize the City's declining debt payment schedules to keep tax increases for debt to a minimum. Capital projects that, by their character or size, are outside the normal core service projects will require careful evaluation of financial feasibility.

Affordability Targets

The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Planning Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall use cities with similar bond ratings for debt ratio benchmarks.

Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the bond counsel/advisors shall present the reasons why to the City. Also, the City shall participate in the selection of the underwriter with the assistance of the bond counsel/advisors in the case of a negotiated bid.

Rating Agencies Presentations

Full disclosure of operations and open lines of communication shall be made to the bond rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

Continuing Disclosure

The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

Debt Refunding

City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt.

When appropriate, self-supporting revenue bonds shall be issued before general obligation bonds. Interest earnings on bond proceeds shall be credited to the appropriate bond/capital fund. The bonds shall have a provision which allows them to be recalled after the tenth year of issue.

The Debt Services Fund(s) reserves should equal ten percent (10%) of the current year's debt payment. This minimum does not include the amounts accruing for the next debt payment.

The City shall be actively involved in the selection of all bond counsel, advisors, underwriters, and paying agents. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms and commercial banks. Also, the City shall carefully itemize and scrutinize all costs associated with the issuance of bonds.

The City shall explore all funding alternatives in addition to long-term debt including leasing, grants, and other aid, developer contributions, capital recovery fees, and current funds.

The City will establish and maintain an equipment replacement fund. If any equipment is secured through a lease/purchase agreement, it will have a useful life of at least seven (7) years.

VI. Cash Management and Investments

The City's available cash shall be invested according to the standard of prudence set forth in Section 2256.006 of the Texas Government Code. The following shall be the objectives of the City of Lancaster Investment Policy listed in their order of importance: preservation of capital and protection of investment principal, maintenance of sufficient liquidity to meet anticipated cash flows, diversification to avoid unreasonable market risks and attainment of a market value rate of return. The investment income derived from pooled investment accounts shall be allocated to contributing funds based upon the proportions of respective average balances relative to total pooled balances.

VII. Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

Interlocal Cooperation in Delivering Services

In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities and to develop joint programs to improve service to its citizens.

Legislative Program

The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding for implementation.

VIII. Grants

The City shall seek, apply for, obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

Grant Guidelines

The City shall seek, apply for and obtain those grants that are consistent with priority needs and objectives identified by Council.

Grant Review

The City shall review all grant submittals for their cash or in-kind match requirements, their potential impact on the operating budget and the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application, as set forth in the Grant Policy.

IX. Economic Development

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

Commitment to Expansion and Diversification

The City shall encourage and participate in economic development efforts to expand Lancaster's economy and tax base, to increase local employment and to invest when there is a defined specific long-term return. These efforts shall not only focus on new areas but on redevelopment of older areas and other established sections of Lancaster where development can generate additional jobs and other economic benefits.

Increase Non-Residential Share of Tax Base

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners

Coordinate Efforts with Other Jurisdictions

The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of this area.

Use of Other Incentives

The City shall use tax re-investment zones as allowed by law and shall seek new sources to encourage business expansion. The City shall also coordinate with state and federal agencies on offering any incentive programs they may provide for potential economic expansion.

X. Fiscal Monitoring

Reports shall be prepared and presented on a regular basis to analyze, evaluate and forecast the City's financial performance and economic condition for the current year and for multi-years.

Financial Status and Performance Reports

Quarterly reports shall be prepared comparing expenditures and revenues to current budget for fiscal year-to-date, and to prior year actual fiscal year-to-date.

Five-Year Forecast of Revenues and Expenditures

A five-year forecast of revenues and expenditures, including a discussion of major trends affecting the City's financial position, shall be prepared. The forecast shall examine critical issues facing the City, economic conditions and the outlook for the upcoming budget year. The document shall incorporate elements of the International City Management Association financial trend monitoring system, providing further insight into the City's financial position and alerting the Council to potential problem areas requiring attention.

XI. Accounting, Auditing and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City shall continue to participate in the Government Finance Officers Association's Certificate of Achievement for Excellence in

Financial Reporting program and the Texas Comptroller's Office Leadership Circle program promoting financial transparency.

The City will follow a five-year review and optional rotation of external (independent) auditors. The auditors must demonstrate that they have the experience and adequate staffing to handle the City's audit in a timely manner. The audited financial statements should be prepared within 120 days of the close of the fiscal year.

Annual reporting will be done within the guidelines set forth in the Governmental Accounting and Auditing Financial Review and under the standards currently being set by the Governmental Accounting Standards Board. Interim activity reports will be made available to council and management.

Full disclosure will be provided in the financial statements and bond representations.

Financial systems will be maintained to monitor expenditures and revenues on a monthly basis with a thorough analysis and adjustment (if required) at mid-year.

The City will strive to maintain accounting policies and practices in the preparation of its annual financial report. The report will be presented to the Governmental Finance Officers Association for review of qualifications that meet those necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting.

XII. Internal Controls

The Chief Financial Officer is responsible for developing citywide written guidelines on accounting, cash handling, and other financial matters that will be approved by the City Manager. The Chief Financial Officer will assist department heads as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each department head is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on accounting and internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

XIII. Risk Management

The City will utilize a safety program, an employee health program and a risk management program to prevent and/or reduce the financial impact on the City from claims and losses. Transfer of liability for claims will be utilized where appropriate via transfer to other entities through insurance and/or by contract. Prevention of claims through the safety program and the employee health program will be employed.

XIV. Operating Budget

The City shall establish an operating budget, which shall link revenues and expenditures to the goals of the City Council. It will be the City's goal to participate in the Government Finance Officers Association's Distinguished Budget Presentation Award program and to obtain the award annually.

Current operating revenue will be sufficient to support current operating expenditures. Debt or bond financing will not be used to finance current expenditures. Deferrals, short-term loans, or one-time sources shall be avoided as budget balancing techniques. Annually recurring revenue will not be less than annually recurring operating budget expenditures (operating budget minus capital outlay) or Council may authorize the City Manager to utilize unrestricted fund balance to make up the difference.

The City has developed a program to integrate performance measures and productivity indicators within the annual budget.

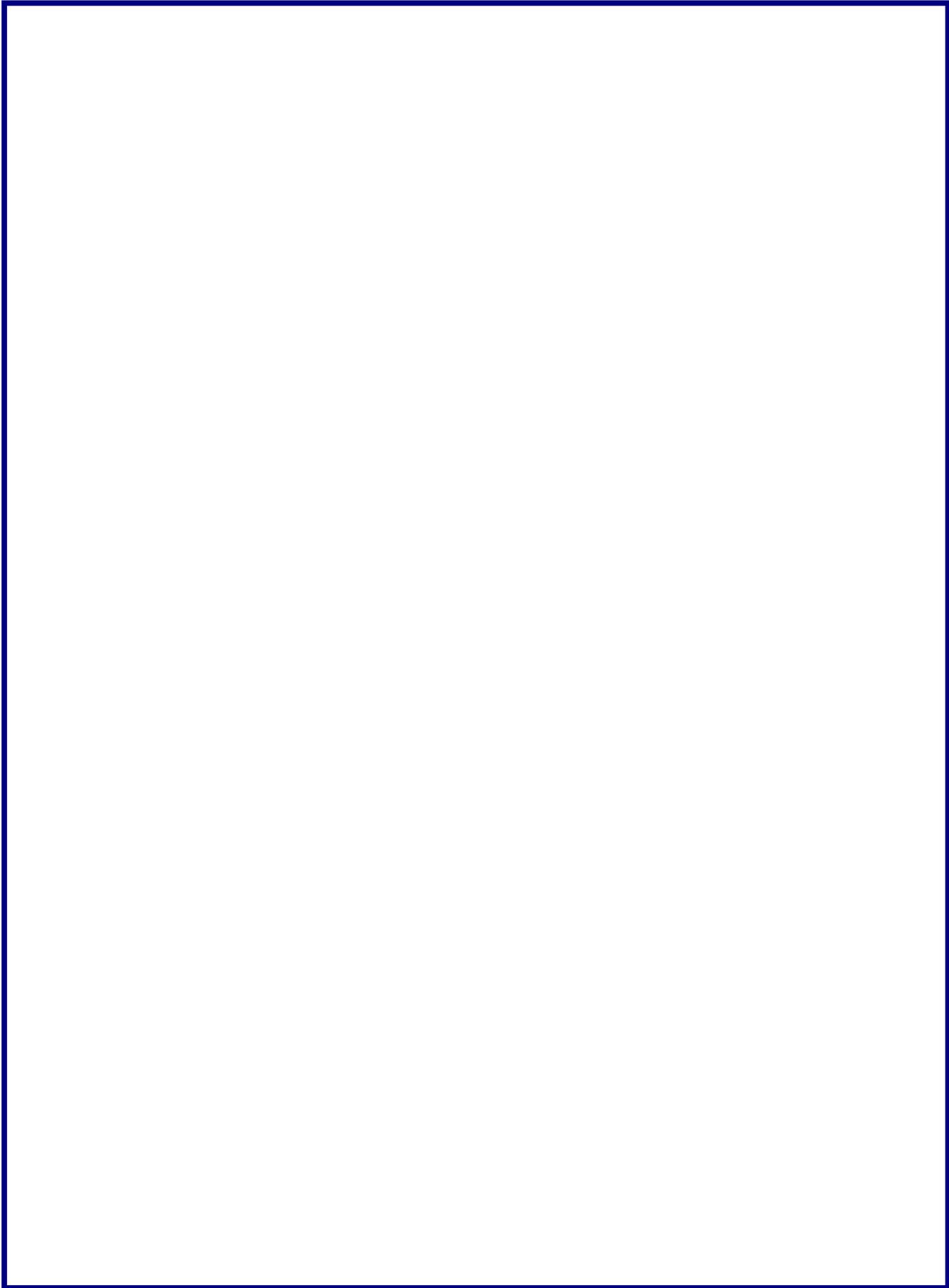
XV. Five Year Financial Plans

Capital Improvement Plan

The City shall prepare annually a five year Capital Improvements Plan that incorporates all capital funds, existing and planned, showing planned projects by phase and by fiscal year. The first year of this CIP shall constitute the City's capital budget for the year.

Long Range Financial Forecast

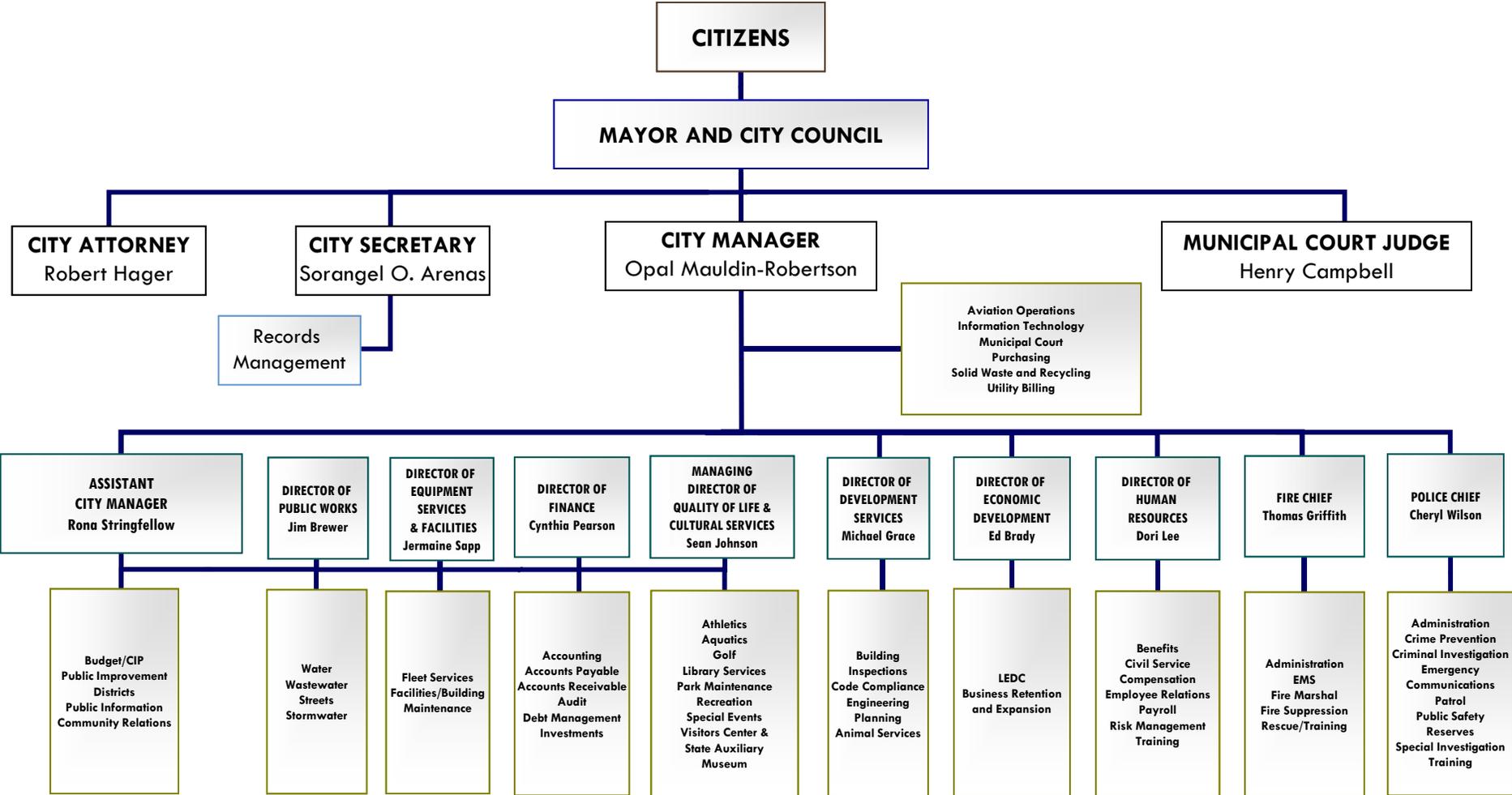
The City shall prepare annually a Long Range Financial Forecast that projects revenue and expenditures for the General, Utility, Debt Service and any other major fund for a five year period. The forecast shall attempt to determine the impact on future revenue and expenditures from changes in the economy, population change, and implementation of the CIP including planned bond sales.



PERSONNEL AND SALARY INFORMATION

FY 2015-2016 Organizational Chart

City of Lancaster



City of Lancaster Personnel Schedule

Adopted 10/1/2015

City Manager's Office 01-02	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	City Manager	NON	NON	1	1	1
	Assistant City Manager	NON	NON	1	0.75	0.75
	Assistant to the City Manager	1522	15-E	0.75	0.75	0.75
	Community Relations Coordinator	1513	15-E	0	0	0.75
	Admin. & Comm. Relations Supervisor	1310	13-E	0	0	1
	CM Executive Assistant		60-N	1	1	0
	Community Relations Lead		59-N	0	0.75	0
	Community Relations Assist.		55-N	0.5	0	0
	Administrative Secretary	5522	55-N	0	0	0.5
Administrative Secretary	5303	53-N	0	0.5	0	
Total				4.25	4.75	4.75

Building Services 01-06	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Building Maint. Worker II	5608	56-N	0	0	1
	Building Maint. Worker I	5413	54-N	1	1	0
Total				1	1	1

Municipal Court 01-08	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Court Administrator	1401	14-E	1	1	1
	City Marshal		60-N	1	0	0
	Lead Court Clerk		55-N	1	0	0
	Court Clerk	5402	54-N	2	3	3
	Deputy City Marshal		01-N	0.5	0	0
Total				5.5	4	4

Building Inspections 01-09	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Building Official	1603	16-E	1	1	1
	Building Inspector	5902	59-N	1	2	2
	Permit Technician	5607	56-N	1	2	2
Total				3	5	5

Fleet Services 01-10	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Director of Equipment & Facility Services	NON	NON	0	0	1
	Superintendent—Fleet		15-E	1	1	0
	Lead Mechanic	5723	57-N	0	1	1
	Mechanic/Fleet Services	5603	56-N	3	2	2
Total				4	4	4

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Streets 01-12	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Foreman II	5905	59-N	1	1	1
	Heavy Equipment Operator II	5710	57-N	1	1	1
	Heavy Equipment Operator I	5404	54-N	1	1	1
	Maintenance Worker II	5212	52-N	0	0	1
	Maintenance Worker I	5103	51-N	1	1	0
	Total			4	4	4

Parks 01-13	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Park Operations Manager	1517	15-E	1	1	1
	Foreman II	5913	59-N	1	1	1
	Foreman I	5715	57-N	1	1	1
	Maintenance Worker II	5202	52-N	6	7	7
Total			9	10	10	

Police 01-14	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Police Chief	NON	NON	1	1	1
	Assistant Police Chief	3301	P4-CS	2	2	2
	Lieutenant	3201	P3-CS	6	6	6
	Sergeant	3101	P2-CS	7	7	7
	Police Officer	3001	P1-CS	35	37.5	41
	Office & Records Manager		12-E	1	0	0
	CID Technician	5716	57-N	1	1	1
	Property & Evidence Tech.	5714	57-N	1	1	1
	Lead Police Technician	5521	55-N	0	1	1
	Police Technicians	5414	54-N	2	1	1
	PT Police Technicians (fte .5)	0056	01-N	0	1	1
	Public Service Officer	5316	53-N	0	1	2
	PT Public Service Officer (fte .5)	0059	01-N	0	1	0.5
	Administrative Secretary	5522	55-N	0	0	1
	Administrative Secretary	5303	53-N	0	1	0
Total			56	61.5	65.5	

COPS Grant 01-14-11	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Police Officer	3001	P1-CS	3	0.5	0
	Total			3	0.5	0

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Fire 01-15	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Fire Chief	NON	NON	1	1	1
	Asst. Fire Chief	4401	F5-CS	1	1	1
	Battalion Chief	4301	F4-CS	3	3	5
	Captain	4201	F3-CS	11	11	9
	Fire Engineer	4101	F2-CS	21	21	21
	Fire Fighter	4001	F1-CS	19	19	19
	Fire Fighter (Safer Grant .38 fte)	4001	F1-CS	0	0	2.28
	Administrative Secretary	5522	55-N	0	0	1
Administrative Secretary	5303	53-N	1	1	0	
Total				57	57	59.28

Fire Safer Grant 01-15-96	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Fire Fighter (.62 fte)	4001	F1-CS	6	6	3.72
	Total				6	6

Planning & Dev Services 01-17	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Director of Development Services	NON	NON	0	0	1
	Total				0	0

City Secretary 01-18	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	City Secretary	NON	NON	1	1	1
	Assistant City Secretary	5724	57-N	0	0	1
	Assistant City Secretary	5515	55-N	1	1	1
Total				2	2	3

Finance 01-19	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Director of Finance	NON	NON	1	1	1
	Asst. Director of Finance	1712	17-E	1	1	1
	Chief Accountant	1516	15-E	0	1	1
	Accountant	6007	60-N	0.75	0.75	0.75
	Account Payables Specialist	5518	55-N	1	1	1
Total				3.75	4.75	4.75

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Animal Services 01-24	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
		Animal Services Officer	5719	57-N	2	2
	Animal Shelter Attendant	5111	51-N	1	1	1
	Total			3	3	3

Purchasing 01-29	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
		Purchasing Agent	1515	15-E	1	1
	Total			1	1	1

Human Resources 01-31	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
		Director of Human Resources	NON	NON	1	1
	Human Resources Generalist	1309	13-E	0	0	1
	Human Resources Assistant		55-N	1	1	0
	Administrative Secretary	5522	55-N	0	0	1
	Total			2	2	3

Emergency Communications 01-34	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
		Dispatch & Records Manager	1409	14-E	0	1
	Lead 911 Dispatcher	5717	57-N	4	3	3
	911 Dispatchers	5602	56-N	6	7	7
	PT Dispatcher (fte .5)	0012	01-N	1	1	1
	PT Dispatcher (fte .25)		01-N	0.25	0	0
	Total			11.25	12	12

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Code Compliance 01-35	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Senior Code Officer	5910	59-N	0	1	1
	Code Compliance Officer	5704	57-N	3	3	3
	Total			3	4	4

Development Services 01-36	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Managing Director of Dev. Srvc & PW		NON	0.33	0	0
	Assistant Development Services Director		17-E	0.33	0	0
	Total			0.66	0	0

Information Technology 01-37	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	IT Manager	1616	16-E	0.75	0.75	0.75
	GIS Coordinator	1519	15-E	0.5	0.5	0.5
	Computer Systems Admin.	6008	60-N	2	2	2
	PT Hourly IT (fte .5)	0051	01-N	0.5	0.5	0.5
	Total			3.75	3.75	3.75

Fire Marshal 01-38	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Fire Marshal	F4-CS	4301	1	1	1
	Administrative Secretary	5522	55-N	0	0	1
	Administrative Secretary	5303	53-N	1	1	0
	Total			2	2	2

City Marshal 01-39	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	City Marshal	6009	60-N	0	1	1
	Public Service Officer	5316	53-N	0	1	1
	Total			0	2	2

GENERAL FUND TOTAL			185.16	194.25	200.75
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City of Lancaster Personnel Schedule

Adopted 10/1/2015

PW - Administration Engineering 05-02	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Assistant City Manager	NON	NON	0	0.25	0.25
	Managing Director of Dev. Srvc & PW		NON	0.33	0	0
	Asst. Development Services Director		17-E	0.33	0	0
	City Engineer	1707	17-E	1	1	1
	IT Manager	1616	16-E	0.25	0.25	0.25
	GIS Coordinator	1519	15-E	0.25	0.25	0.25
	Assistant to the City Manager	1522	15-E	0.25	0.25	0.25
	Community Relations Coordinator	1513	15-E	0	0	0.25
	Project Manager	1404	14-E	1	1	1
	Construction Inspector	5903	59-N	2	1	1
	Office Manager		59-N	1	0	0
	Community Relations Lead	5914	59-N	0	0.25	0
Total				6.41	4.25	4.25

Utility Billing 05-20	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Utility Billing Manager	1505	15-E	1	1	1
	Accountant	6007	60-N	0.25	0.25	0.25
	Community Relations Assist.		55-N	0.5	0	0
	Administrative Secretary	5522	55-N	0	0	0.25
	Administrative Secretary	5303	53-N	0	0.25	0
	Utility Billing Clerk	5415	54-N	3	3	3
Total				4.75	4.5	4.5

Water 05-21	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Director of Public Works	NON	NON	0	0.5	0.5
	Superintendent-W/WW	1601	16-E	1	1	1
	Crew Leader	5711	57-N	1	1	1
	Water Systems Operator	5705	57-N	1	1	1
	Administrative Secretary	5522	55-N	0	0	1
	Administrative Secretary	5303	53-N	1	1	0
	Maintenance Worker II	5201	52-N	1	1	1
Total				5	5.5	5.5

Meter Readers 05-27	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Meter Technician	5310	53-N	2	2	2
	Total				2	2

Waste Water 05-30	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Foreman III	6003	60-N	1	1	1
	Crew Leader	5721	57-N	4	4	4
	Heavy Equipment Operator I	5403	54-N	1	1	1
	Maintenance Worker II	5208	52-N	4	4	4
Total				10	10	10
WATER FUND TOTAL				28.16	26.25	26.25

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Airport 09-40	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Airport Manager	1615	16-E	1	1	1
	Airport Operations Supervisor	5720	57-N	1	1	1
	Airport Operations Agent	5114	51-N	1	1	1
	PT Airport Labor (fte .5)	0030	01-N	1	1.5	1.5
AIRPORT FUND TOTAL				4	4.5	4.5
Visitors Center 14-52	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	PT Visitors Center Attendant (fte .5)	0058	01-N	0	1	1
	VISITOR'S CENTER TOTAL				0	1
LEDC 16-02	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Director of Economic Development	NON	NON	1	1	1
	Community Relations Assist.		55-N	0.5	0	0
	Administrative Secretary	5522	55-N	0	0	0.25
	Administrative Secretary	5303	53-N	0	0.25	0
LEDC FUND TOTAL				1.5	1.25	1.25

City of Lancaster Personnel Schedule

Adopted 10/1/2015

P&R Administration 17-02	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Managing Director of QL&CS	NON	NON	0	1	1
	Director of Parks & Recreation		NON	1	0	0
	Administrative Secretary	5522	55-N	0	0	1
	Administrative Secretary	5303	53-N	1	1	0
	Total			2	2	2

Library Center 17-07	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Library Manager	1524	15-E	1	1	1
	Assistant Library Manager	1308	13-E	1	1	1
	Volunteer Coordinator		53-N	1	0	0
	Library Assistant	5211	52-N	0	1	1
	PT Library Reference Assistant (fte .5)	0062	01-N	0	0	1.5
	PT Library Aide Technical Services (fte .5)	0061	01-N	0	0	1.5
	PT Library Circulation Attendant (fte .5)	0060	01-N	0	0	1.5
	PT Library Circulation Attendant (fte .25)	0060	01-N	0	0	0.25
	PT Library Assistant (fte .75)		01-N	0.75	0	0
	PT Library Attendant (fte .5)		01-N	4.5	4.5	0
	PT Library Clerk (fte .25)		01-N	0.25	0.25	0
	Total			8.5	7.75	7.75

Senior Life Center 17-54	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Senior Center Supervisor	1211	12-E	1	1	1
	Senior Van Driver	5210	52-N	0	1	1
	PT Senior Van Driver (fte .75)		01-N	0.75	0	0
Total			1.75	2	2	

Recreation Program 17-56	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Assistant Director of QL&CS	1713	17-E	0	1	1
	Recreation Superintendent	1508	15-E	1	1	1
	Recreation Supervisor	1211	12-E	3	2	2
	Aquatics Supervisor	1209	12-E	0	0	1
	Aquatics Coordinator	5113	51-N	1	1	0
	Recreation Leader	5112	51-N	1	1	1
	Day Porter	5115	51-N	0	0	1
	PT Senior Lifeguard (fte .50)	0007	01-N	2	2	2
	PT Summer Lifeguard (fte .25)	0053	01-N	1.25	1.25	1.25
	PT Year-round Lifeguards (fte .5)	0008	01-N	5	5	5
PT Recreation Attendant (fte .5)	0027	01-N	4	4	4	
Total			18.25	18.25	19.25	

Youth Program 17-56-01	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	PT Youth Program Leaders (fte .50)	0011	01-N	2	2	2
	Total			2	2	2
RECREATION FUND TOTAL				32.5	32	33

City of Lancaster Personnel Schedule

Adopted 10/1/2015

Storm Water 53-04	Position	Job Code	Pay Grade	Adopted 13/14	Adopted 14/15	Proposed 15/16
	Managing Director of Dev. Srvc & PW		NON	0.33	0	0
	Director of Public Works	NON	NON	0	0.5	0.5
	Asst. Development Services Director		17-E	0.33	0	0
	Superintendent-Streets/Drain.	1503	15-E	1	1	1
	GIS Coordinator	1519	15-E	0.25	0.25	0.25
	Foreman II	5905	59-N	1	1	1
	Heavy Equipment Operator II	5712	57-N	1	1	1
	Heavy Equipment Operator I	5403	54-N	2	2	2
	Light Equipment Operator	5302	53-N	3	3	3
	Maintenance Worker II	5212	52-N	0	0	4
Maintenance Worker I	5103	51-N	4	4	0	
STORMWATER TOTAL				12.91	12.75	12.75

GRAND TOTAL	264.23	272	279.5
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City of Lancaster
2015/2016 Adopted General Government Pay Plan
Effective 10/1/2015



Annual

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$25,859	\$27,165	\$28,470	\$29,774	\$31,081	\$32,385	\$33,691	\$34,996	\$36,302
52	\$27,351	\$28,750	\$30,147	\$31,548	\$32,947	\$34,343	\$35,742	\$37,141	\$38,541
53	\$28,930	\$30,428	\$31,928	\$33,426	\$34,928	\$36,428	\$37,926	\$39,425	\$40,925
54	\$30,600	\$32,209	\$33,815	\$35,421	\$37,029	\$38,636	\$40,243	\$41,850	\$43,456
55	\$32,385	\$34,106	\$35,826	\$37,547	\$39,270	\$40,992	\$42,713	\$44,432	\$46,156
56	\$34,229	\$36,074	\$37,919	\$39,763	\$41,610	\$43,454	\$45,296	\$47,141	\$48,986
57	\$36,225	\$38,201	\$40,178	\$42,155	\$44,130	\$46,107	\$48,082	\$50,057	\$52,034
58	\$38,307	\$40,831	\$42,536	\$44,652	\$46,767	\$48,879	\$50,996	\$53,111	\$55,224
59	\$40,534	\$42,799	\$45,065	\$47,329	\$49,591	\$51,858	\$53,928	\$56,387	\$58,652
60	\$42,880	\$45,305	\$47,730	\$50,156	\$52,581	\$55,007	\$57,431	\$59,857	\$62,283
11	\$38,359	\$40,493	\$42,629	\$44,764	\$46,897	\$49,034	\$51,168	\$53,301	\$55,438
12	\$42,182	\$44,560	\$46,933	\$49,311	\$51,689	\$54,065	\$56,443	\$58,818	\$61,195
13	\$46,696	\$49,357	\$52,017	\$54,678	\$57,339	\$60,002	\$62,661	\$65,323	\$67,984
14	\$52,065	\$55,067	\$58,070	\$61,070	\$64,074	\$67,075	\$70,077	\$73,080	\$76,082
15	\$58,414	\$61,820	\$65,230	\$68,638	\$72,048	\$75,456	\$78,863	\$82,269	\$85,679
16	\$65,991	\$69,880	\$73,775	\$77,669	\$81,561	\$85,454	\$89,346	\$93,240	\$97,135
17	\$75,052	\$79,530	\$84,007	\$88,386	\$92,964	\$97,443	\$101,922	\$106,399	\$110,880
18	\$85,913	\$91,096	\$96,280	\$101,463	\$106,644	\$111,828	\$117,011	\$122,192	\$127,376
19	\$97,906	\$103,614	\$109,317	\$115,025	\$120,731	\$126,439	\$132,145	\$137,852	\$143,558

Bi-weekly

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$994.59	\$1,044.80	\$1,095.02	\$1,145.15	\$1,195.44	\$1,245.57	\$1,295.79	\$1,346.00	\$1,396.21
52	\$1,051.97	\$1,105.77	\$1,159.52	\$1,213.36	\$1,267.20	\$1,320.91	\$1,374.67	\$1,428.51	\$1,482.35
53	\$1,112.69	\$1,170.27	\$1,227.98	\$1,285.61	\$1,343.36	\$1,401.07	\$1,458.66	\$1,516.33	\$1,574.04
54	\$1,176.91	\$1,238.78	\$1,300.56	\$1,362.31	\$1,424.18	\$1,485.97	\$1,547.80	\$1,609.59	\$1,671.38
55	\$1,245.57	\$1,311.77	\$1,377.92	\$1,444.12	\$1,510.40	\$1,576.59	\$1,642.79	\$1,708.95	\$1,775.22
56	\$1,316.51	\$1,387.48	\$1,458.41	\$1,529.35	\$1,600.36	\$1,671.30	\$1,742.15	\$1,813.12	\$1,884.05
57	\$1,393.29	\$1,469.29	\$1,545.29	\$1,621.33	\$1,697.33	\$1,773.33	\$1,849.29	\$1,925.25	\$2,001.33
58	\$1,473.37	\$1,570.42	\$1,635.99	\$1,717.35	\$1,798.74	\$1,879.98	\$1,961.37	\$2,042.73	\$2,124.00
59	\$1,559.01	\$1,646.13	\$1,733.25	\$1,820.33	\$1,907.37	\$1,994.53	\$2,074.16	\$2,168.73	\$2,255.86
60	\$1,649.22	\$1,742.52	\$1,835.78	\$1,929.08	\$2,022.34	\$2,115.64	\$2,208.90	\$2,302.20	\$2,395.50
11	\$1,475.34	\$1,557.44	\$1,639.58	\$1,721.67	\$1,803.73	\$1,885.95	\$1,968.00	\$2,050.06	\$2,132.24
12	\$1,622.40	\$1,713.85	\$1,805.13	\$1,896.58	\$1,988.02	\$2,079.43	\$2,170.88	\$2,262.24	\$2,353.65
13	\$1,795.98	\$1,898.35	\$2,000.67	\$2,102.99	\$2,205.35	\$2,307.76	\$2,410.04	\$2,512.40	\$2,614.76
14	\$2,002.48	\$2,117.94	\$2,233.45	\$2,348.87	\$2,464.41	\$2,579.83	\$2,695.25	\$2,810.76	\$2,926.22
15	\$2,246.71	\$2,377.70	\$2,508.86	\$2,639.93	\$2,771.05	\$2,902.12	\$3,033.20	\$3,164.19	\$3,295.34
16	\$2,538.11	\$2,687.72	\$2,837.49	\$2,987.27	\$3,136.96	\$3,286.69	\$3,436.39	\$3,586.16	\$3,735.94
17	\$2,886.59	\$3,058.86	\$3,231.04	\$3,399.48	\$3,575.53	\$3,747.80	\$3,920.11	\$4,092.29	\$4,264.60
18	\$3,304.32	\$3,503.69	\$3,703.06	\$3,902.44	\$4,101.68	\$4,301.05	\$4,500.42	\$4,699.67	\$4,899.04
19	\$3,765.59	\$3,985.15	\$4,204.50	\$4,424.05	\$4,643.53	\$4,863.04	\$5,082.51	\$5,301.99	\$5,521.46

Hourly

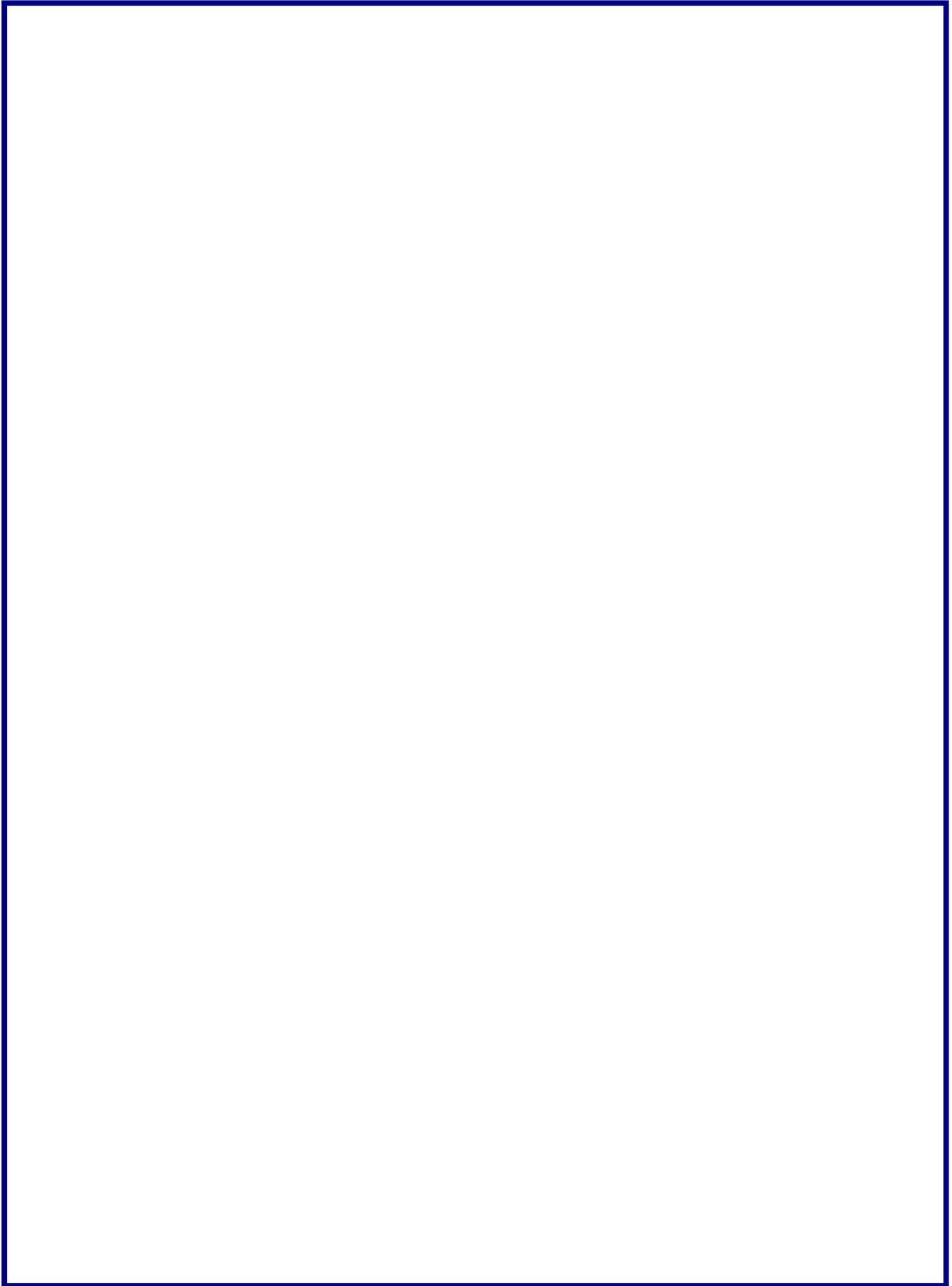
PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$12.43	\$13.06	\$13.69	\$14.31	\$14.94	\$15.57	\$16.20	\$16.82	\$17.45
52	\$13.15	\$13.82	\$14.49	\$15.17	\$15.84	\$16.51	\$17.18	\$17.86	\$18.53
53	\$13.91	\$14.63	\$15.35	\$16.07	\$16.79	\$17.51	\$18.23	\$18.95	\$19.68
54	\$14.71	\$15.48	\$16.26	\$17.03	\$17.80	\$18.57	\$19.35	\$20.12	\$20.89
55	\$15.57	\$16.40	\$17.22	\$18.05	\$18.88	\$19.71	\$20.53	\$21.36	\$22.19
56	\$16.46	\$17.34	\$18.23	\$19.12	\$20.00	\$20.89	\$21.78	\$22.66	\$23.55
57	\$17.42	\$18.37	\$19.32	\$20.27	\$21.22	\$22.17	\$23.12	\$24.07	\$25.02
58	\$18.42	\$19.63	\$20.45	\$21.47	\$22.48	\$23.50	\$24.52	\$25.53	\$26.55
59	\$19.49	\$20.58	\$21.67	\$22.75	\$23.84	\$24.93	\$25.93	\$27.11	\$28.20
60	\$20.62	\$21.78	\$22.95	\$24.11	\$25.28	\$26.45	\$27.61	\$28.78	\$29.94
11	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
12	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
13	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
14	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
15	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
16	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
17	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
18	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
19	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt



City of Lancaster
2015-2016 Adopted Salary Structure Detail
Civil Service Personnel
Effective 10/1/2015



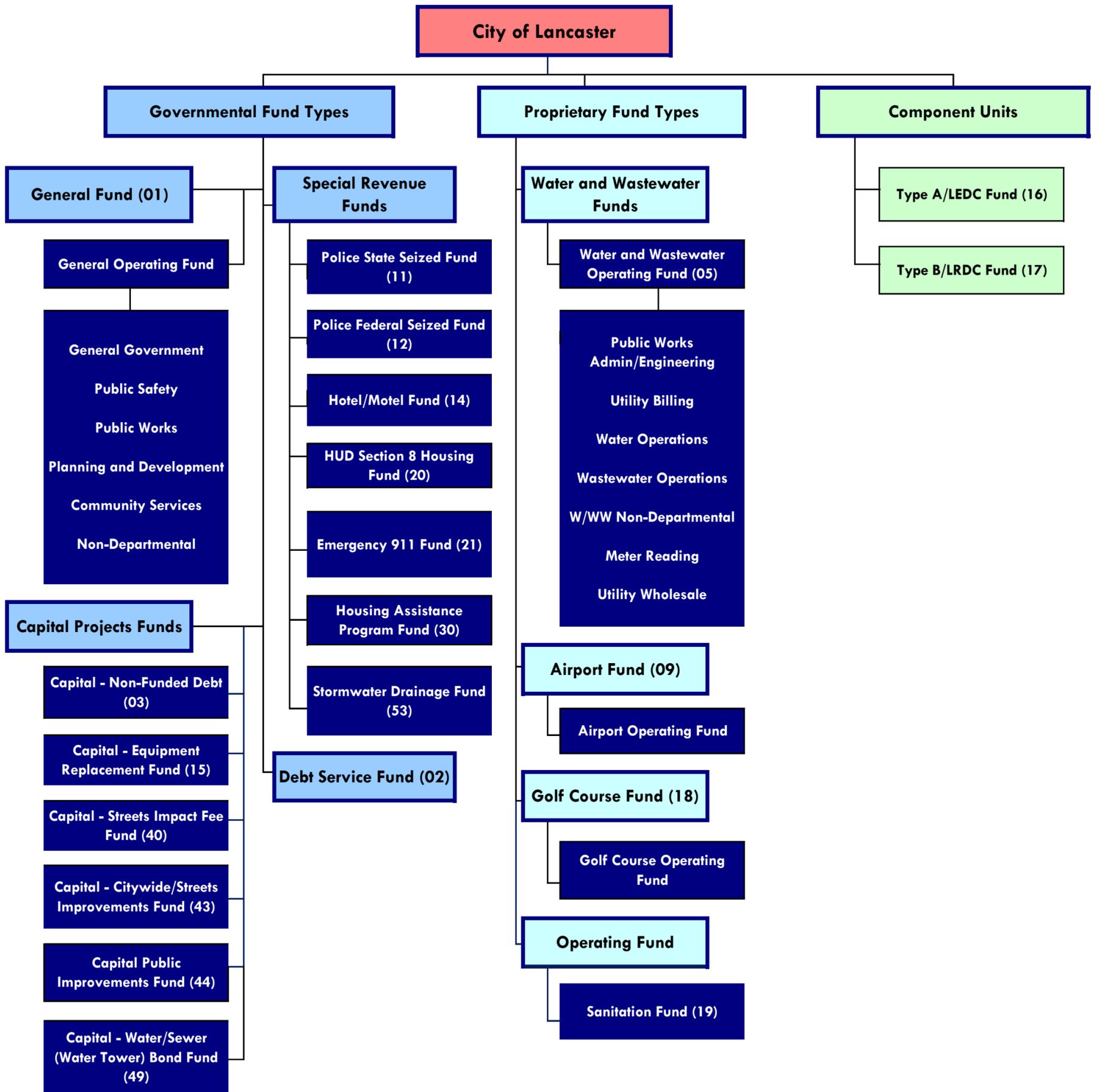
Department	Pay Grade	Code	Position	Adopted	15/16									
Police	Pay Grade: P1-CS	3001	Police Officer	41	Frequency:		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
					hourly		22.66	23.66	24.71	25.59	26.51	27.46	28.45	
					bi-weekly		1,812.59	1,892.54	1,976.49	2,047.18	2,120.55	2,196.79	2,276.12	
					monthly		3,927.27	4,100.50	4,282.39	4,435.55	4,594.50	4,759.70	4,931.60	
					annually		47,127.21	49,206.02	51,388.72	53,226.56	55,134.01	57,116.43	59,179.18	
Police	Pay Grade: P2-CS	3101	Police Sergeant	7	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	31.70	32.70	33.70	34.69	35.69				
					bi-weekly	2,536.29	2,616.12	2,695.87	2,775.58	2,855.33				
					monthly	5,495.30	5,668.27	5,841.06	6,013.75	6,186.54				
					annually	65,943.61	68,019.21	70,092.67	72,165.05	74,238.51				
Police	Pay Grade: P3-CS	3201	Police Lieutenant	6	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	37.59	38.77	39.96	41.15	42.34				
					bi-weekly	3,006.87	3,101.90	3,196.98	3,292.01	3,387.04				
					monthly	6,514.89	6,720.79	6,926.78	7,132.68	7,338.58				
					annually	78,178.72	80,649.51	83,121.38	85,592.18	88,062.98				
Police	Pay Grade: P4-CS	3301	Assistant Chief	2	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	44.64	46.06	47.48	48.90	50.32				
					bi-weekly	3,570.88	3,684.45	3,798.14	3,911.70	4,025.35				
					monthly	7,736.90	7,982.97	8,229.30	8,475.36	8,721.60				
					annually	92,842.85	95,795.60	98,751.56	101,704.30	104,659.19				
TOTAL POLICE				56										
Fire	Pay Grade: F1-CS	4001	Fire Fighter**	25	Frequency:		Step 1	Step 2	Step 3	Step 4	Step 5			
					hourly		22.21	23.19	24.23	25.10	26.00			
					* hourly		16.76	17.50	18.29	18.94	19.63			
					bi-weekly		1,776.54	1,855.47	1,938.35	2,007.96	2,080.25			
					monthly		3,849.17	4,020.18	4,199.75	4,350.58	4,507.21			
						* hourly rate for 24-hour shift personnel only								
Fire	Pay Grade: F2-CS	4101	Fire Engineer	21	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	28.69	29.28	29.87	30.46	31.04				
					* hourly	21.66	22.10	22.54	22.99	23.43				
					bi-weekly	2,295.56	2,342.52	2,389.57	2,436.53	2,483.44				
					monthly	4,973.72	5,075.47	5,177.39	5,279.14	5,380.79				
						* hourly rate for 24-hour shift personnel only								
Fire	Pay Grade: F3-CS	4201	Fire Captain	9	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	32.50	33.42	34.33	35.25	36.16				
					* hourly	24.53	25.22	25.91	26.60	27.29				
					bi-weekly	2,600.22	2,673.34	2,746.62	2,819.78	2,893.06				
					monthly	5,633.82	5,792.24	5,951.01	6,109.52	6,268.30				
						* hourly rate for 24-hour shift personnel only								
Fire	Pay Grade: F4-CS	4301	Battalion Chief Fire Suppression	5	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	37.77	38.43	39.10	39.77	40.44				
					* hourly	28.50	29.01	29.51	30.02	30.52				
					bi-weekly	3,021.33	3,074.80	3,128.39	3,181.86	3,235.45				
					monthly	6,546.22	6,662.07	6,778.18	6,894.03	7,010.14				
Fire	Pay Grade: F5-CS	4401	Asst. Chief	1	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4				
					hourly	41.97	43.39	44.81	46.23	47.65				
					* hourly	31.68	32.75	33.82	34.89	35.96				
					bi-weekly	3,357.59	3,471.23	3,584.84	3,698.49	3,812.06				
					monthly	7,274.77	7,521.01	7,767.16	8,013.40	8,259.46				
						* hourly rate for 24-hour shift personnel only								
TOTAL FIRE				62										
				118	Total Public Safety - Civil Service Employees									



FUND STRUCTURE

FUND STRUCTURE

City of Lancaster



City of Lancaster

Fund Structure

The City's financial structure is organized on a fund or account group basis. Each fund is independent of all others and is created to account for the receipt and use of specific revenues. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balanced/retained earnings, revenues, and expenditures. The City exercises budgetary control over governmental and proprietary fund types.

Governmental Fund Types

The funds are used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary or fiduciary funds. The measurement focus in these fund types is on the determination of financial position rather than net income determination. There are four government fund types: general funds, special revenue funds, debt service funds, and capital project funds.

General Funds

I. General Operating Fund (01)

This fund is used to account for all financial resources except those required to be accounted for in another fund. This fund accounts for the majority of government operations, and is made up of a wide variety of revenue sources. The resources of the General Fund are largely expended and replenished on an annual basis. The General fund is divided into 6 major divisions.

A. General Government Division

- City Council
- City Secretary
- Office of the City Manager
- Legal
- Finance
- Purchasing
- Human Resources
- Municipal Court
- Equipment Services & Facilities

B. Public Safety Division

- Police
- Emergency Communications
- Fire
- Emergency Management
- Fire Marshal
- Civil Service
- City Marshal

C. Public Works Division

- Streets

D. Planning and Development Division

- Planning
- Building Inspections
- Code Compliance
- Animal Services

E. Community Services Division

- Parks Operations

F. Non-Departmental Division

- Non-Departmental
- Transfers

II. Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted to expenditures for specific purposes.

A. Police Seized Fund (11)

This fund accounts for financial resources to be used by the Police Department for special investigations. Resources are provided by the confiscation of illegally obtained merchandise and other contraband.

B. Hotel/Motel Occupancy Fees Fund (14)

Revenue from hotel/motel occupancy taxes provide the resources used for city promotions. Expenditures include funding the Lancaster Convention and Visitors Center.

C. HUD Section 8 Housing Fund (20)

This fund is used to account for the Lancaster Housing Agency administration of the Section 8 Housing assistance program administered by the City of Lancaster and the Housing Assistance Payments.

D. Emergency 911 Fund (21)

The Emergency 911 Fund accounts for financial resources to be used for emergency communications for public safety.

E. Housing Assistance Program Fund (30)

This fund is used to account for costs associated with payments of HUD Housing Assistance payments.

F. Stormwater Drainage Fund (53)

The Stormwater Drainage Fund accounts for the costs associated with providing water drainage to the streets and land of the City of Lancaster. Revenues are provided by Stormwater drainage fees assessed.

III. Debt Service Funds

These funds are used to account for the accumulation of resources for, and the payment of principal, interest, and related costs of general long-term liabilities.

A. General Obligation Debt Service Fund (02)

The General Obligation Debt Service Fund accounts for the accumulation and payment of debt related to General Fund activities. The revenue is provided by ad valorem taxes on an annual basis.

IV. Capital Improvement Funds

These funds are used to account for financial resources associated with major capital facilities, construction and improvements.

A. Capital – Non Funded Debt (03)

B. Capital – Equipment Replacement Fund (15)

C. Capital - Streets Impact Fee Fund (40)

D. Capital – Citywide/Streets Improvements Fund (43)

This fund accounts for other major capital projects undertaken by the City of Lancaster, and tracks their associated costs. The primary source of revenue for this fund is the sale of general obligation bonds and certificates of obligation.

The Capital Streets Improvement Fund is used to account for resources and costs associated with street and drainage improvements. The primary source of revenue for this fund is the sale of general obligation bonds. Funds are derived from the voter approved 2007 bond program.

E. Capital – Public Improvements Fund (44)

This fund accounts for major public improvements for Public Works such as road, bridge, and sidewalk projects. The primary source of revenues for this fund is from the sale of general obligation bonds.

F. Capital – Water/Sewer Bond Fund (49)

2011 CO Bond for the construction of the Water Tower and Waterline improvements.

Proprietary (Enterprise) Type Funds

Proprietary funds are used to account for the operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses plus depreciation) of providing goods or services to the general public on a continuing basis be financed or

recovered primarily through user charges. The City's water and wastewater system, regional airport operations, golf course, and their respective debt service obligations are examples of proprietary funds.

I. Water and Wastewater Fund Operating Fund (05)

These funds account for water and wastewater services provided to the residents of the city. All activities necessary to provide such services are accounted for as a proprietary fund. This fund accounts for all operations associated with the utility services of the city.

A. Public Works Administration / Engineering (02)

B. Utility Billing Administration (20)

C. Water Operations (21)

D. Wastewater Operations (30)

E. Water and Wastewater Non-Departmental (22)

F. Meter Reading (27)

G. Utility Wholesale Costs (42)

H. Water/Wastewater Debt Service (50)

I. Transfers (80)

II. Airport Operating Fund (09)

The Airport Operating Fund accounts for all revenues and expenditures related to the Lancaster Regional Airport.

III. Golf Course Operating Fund (18)

The Golf Course Operating Fund accounts for all revenues and expenditures associated with the Country View Golf Course.

IV. Sanitation Operating Fund (19)

Component Units

I. Type A/Lancaster Economic Development Corporation Fund (16)

The Type A Fund provides the support and resources for the operation of the Lancaster Economic Development Corporation (LEDC). Revenues are provided by ¼ cent sales tax, and support the promotion and development of new and expanded business enterprises in the city.

II. Type B/Lancaster Recreational Development Corporation Fund (17)

The Type B Fund provides the support and resources for the operation of the Lancaster Recreational Development Corporation (LRDC). Revenues are provided by ½ cent sales tax, and support the promotion of recreational opportunities such as recreation center, library, senior life center, and their associated maintenance, operations and debt.

GENERAL FUND

CITY-WIDE OPERATING FUND TOTALS

Fund Summary as of: 9/17/2015

TOTAL REVENUES		2013	2014	2015		2016
Fund Number	Fund	Actual	Actual	Year to Date	Budget	Proposed
	1 General Fund	19,574,245	20,138,619	21,642,376	20,788,409	21,313,275
	2 G.O. Debt Service	4,145,322	5,135,587	4,567,494	4,372,465	4,971,115
	5 WaterWastewater	15,048,278	15,022,936	15,978,180	14,929,217	14,280,548
	9 Airport	427,713	459,379	390,234	464,290	467,090
	14 HotelMotel	116,422	109,760	113,534	50,416	75,525
	16 LEDC/4A	972,876	1,046,950	1,014,877	900,190	900,190
	17 LRDC/4B	2,892,972	2,824,608	2,822,177	2,518,137	2,365,700
	18 Golf Course	95,072	83,154	64,349	100,164	106,282
	19 Sanitation	2,211,263	2,231,290	2,189,432	1,732,557	1,925,379
	20 HAP	1,361,565	247	-	-	-
	21 E911	273,738	294,178	268,797	215,984	229,984
	53 Stormwater	1,335,696	1,463,130	1,420,847	1,400,000	1,460,000
Total		\$ 48,455,161	\$ 48,809,839	\$ 50,472,297	\$ 47,471,829	\$ 48,095,088

TOTAL EXPENDITURES		2013	2014	2015		2016
Fund Number	Fund	Actual	Actual	Year to Date	Budget	Proposed
	1 General Fund	19,152,017	19,963,428	20,670,328	21,344,213	22,160,564
	2 G.O. Debt Service	4,461,349	5,090,139	4,053,093	4,209,523	4,402,227
	5 WaterWastewater	10,007,041	12,986,441	12,070,920	13,044,608	13,169,541
	9 Airport	432,236	446,587	437,352	522,032	503,796
	14 HotelMotel	47,252	43,812	39,892	50,358	50,739
	16 LEDC/4A	692,267	699,423	640,446	899,269	1,009,443
	17 LRDC/4B	3,525,293	2,725,452	2,767,141	3,121,107	2,783,658
	18 Golf Course	89,015	149,605	62,387	99,877	120,526
	19 Sanitation	2,041,983	2,345,027	2,111,240	1,594,850	1,744,850
	20 HAP	2,110,768	3,626	-	-	-
	21 E911	55,913	486,727	127,846	126,681	216,973
	53 Stormwater	1,115,600	1,153,419	1,134,132	1,266,376	1,370,254
Total		\$ 43,730,735	\$ 46,093,685	\$ 44,114,778	\$ 46,278,893	\$ 47,532,571

Net Gain (Loss)		\$ 4,724,426	\$ 2,716,154	\$ 6,357,519	\$ 1,192,936	\$ 562,517
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GENERAL FUND

Fund Summary as of: 9/17/2015

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	PROPERTY TAX	8,343,285	8,789,960	9,770,544	10,000,899	10,617,980
	SALES TAX	4,845,323	4,960,391	5,068,463	4,635,000	4,635,000
	FRANCHISE TAX	1,451,491	1,824,452	1,777,579	1,770,467	1,767,467
	OTHER TAXES	44,151	48,110	27,659	32,000	12,000
	LICENSES AND PERMITS	1,043,351	789,863	693,664	681,700	764,800
	INTERGOVERNMENTAL	3,784	11,880	305,546	-	-
	CHARGES FOR SERVICES	855,657	1,004,630	1,044,347	717,850	740,250
	FINES AND FORFEITURES	637,067	670,177	883,328	675,300	720,000
	INTEREST	5,641	699	1,834	4,000	2,000
	MISCELLANEOUS	108,341	149,309	218,617	56,050	56,050
	OPERATING TRANSFERS IN	2,236,156	1,733,798	1,589,315	1,736,903	1,742,788
	GRANT & Other Income	-	155,348	261,481	478,240	254,940
	Total	\$ 19,574,245	\$ 20,138,619	\$ 21,642,376	\$ 20,788,409	\$ 21,313,275

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	1 City Council	54,980	76,553	58,632	94,360	101,092
	2 City Manager's Office	664,822	632,612	639,517	633,041	707,809
	5 Legal	116,942	296,744	77,395	151,000	151,000
	6 Building Services	671,927	895,017	899,289	954,629	1,078,351
	8 Municipal Court	452,142	452,199	400,394	398,493	383,932
	9 Building Inspections	279,801	210,808	180,662	364,330	330,882
	10 Vehicle Maintenance	241,482	250,155	260,714	309,159	333,874
	12 Streets Operations	753,348	332,623	356,080	412,836	465,478
	13 Parks	598,804	617,923	566,026	597,316	630,637
	13 Parks Prison Labor	3,672	1,051	125	-	-
	14 Police	5,536,032	5,647,467	5,449,273	5,933,880	6,105,455
	14 Police COPS Grant	78,128	79,070	63,823	37,399	-
	14 Police-FBI Hwy Interdiction Grant	952	-	-	-	-
	15 Fire	5,711,177	5,694,583	6,354,912	6,000,458	6,150,132
	15 Fire-SAFER Grant	-	125,567	343,547	403,740	254,135
	15 Emergency Management	47,101	38,943	52,899	61,100	61,000
	16 Non-Departmental	670,336	1,256,366	1,555,089	1,143,055	1,603,755
	17 Planning	102,411	172,097	94,673	187,673	211,291
	18 City Secretary	179,836	180,430	156,027	157,289	181,791
	19 Finance	513,890	704,561	665,931	661,234	666,299
	24 Animal Services	154,903	162,688	153,799	179,770	178,344
	29 Purchasing	106,780	112,703	95,830	117,925	108,496
	31 Human Resources	302,072	339,058	367,882	355,986	439,455
	32 Civil Service	5,728	6,776	5,918	7,850	7,250
	34 Emergency Communications	725,808	778,229	606,039	818,955	802,072
	35 Code Compliance	217,161	222,280	299,826	330,692	336,434
	36 Development Services	110,073	83,333	61,672	-	-
	37 Information Technology	435,082	432,527	454,315	502,651	536,409
	38 Fire Marshal	145,078	186,268	177,640	182,576	187,588
	39 City Marshal	-	-	85,883	146,816	147,603
	52 Vending Contracts	1,366	73	2,809	-	-
	55 Public Relations	181	50	81	-	-
	80 Transfers Out	270,000	(25,331)	183,333	200,000	-
	Total	19,152,017	19,963,428	20,670,328	21,344,213	22,160,564

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	422,229	175,191	972,048	(555,804)	(847,289)
	Beginning Balance	6,552,712	6,974,941	7,150,131	8,122,180	7,566,376
	Ending Balance	6,974,941	7,150,131	8,122,180	7,566,376	6,719,087
	Ending Balance as % of Expenditures	36.42%	35.82%	39.29%	35.45%	30.32%



Organization Chart



Department Narrative

The City of Lancaster operates under a Home Rule City Charter. Regular City Council meetings are held on the second and fourth Monday of each month, with other meetings called as needed under the guidelines of the Texas Open Meetings Act. The City Council is made up of six single-member districts and a Mayor elected at-large. All members serve three-year staggered terms. The scope of the City Council’s policy-making duties include: 1) Adoption of the annual tax rate, water and wastewater rates, annual operating budget, and regulatory ordinances; 2) Approval of contracts and agreements; and 3) Review and approval of the Council’s rules of procedure. As provided by the City Charter, the City Council appoints a professional City Manager who is responsible for carrying out the policies set by Council, and for the effective administration of all departments. The City Manager is also charged with the enforcement of all laws and ordinances of the City. The City Council also appoints the Municipal Judge, City Attorney and City Secretary. The Council makes appointments to a number of standing boards, commissions, committees and ad hoc committees as it deems necessary or as State law mandates. Members of such boards, commissions and committees serve in an advisory capacity to City Council or carry out the functions of government as provided by law.

Goals

Financially Sound City Government

- Adopt a balanced budget for FY 2016-2017 by September 30, 2016 that maintains basic service levels and minimizes the impact on City taxpayers and ratepayers.
- Adopt a Debt Policy

Civic Engagement

- Create a Public Improvement District (PID) Liaison Position

Healthy, Safe and Vibrant Neighborhoods

- Complete the Public Safety Strategic Plan
- Take steps to get an ISO Rating of 2

Professional and Committed City Workforce

- Compensation Policy - Commitment to average of Survey Cities - Progression

Sound Infrastructure

- Complete Facility and Infrastructure needs assessment for future Bond Issue
- Golf Course Assessment and Direction
- Complete the Fleet Maintenance Facility
- Continue Water Meter Register Replacement Program

Quality Development

- Downtown TIF - Build a new City Hall
- Enhanced Entry Features
- Strengthen the Residential Code to Encourage Home Ownership versus Rental
- Adopt an Economic Development Policy
- Review existing Incentive Development Policy
- Complete the Update of the Comprehensive Plan; Including adopting ordinances to ensure consistency of companion ordinances
- Attract a Hotel along I-20 and Houston School Road

Line Item Detail Totals	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Supplies	13,887	3,500	9,080	6,625
Services	62,666	61,429	85,280	94,467
Total Expenditures	76,553	64,930	94,360	101,092

Lancaster City Council

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 1 CITY COUNCIL
Program 0 CITY COUNCIL**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 788	\$ 1,044	\$ (86)	\$ 1,500	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 11,510	\$ -	\$ 770	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 502	\$ 1,319	\$ 2,913	\$ 4,000	\$ 5,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 1	\$ 14	\$ -	\$ 150	\$ 125
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ (214)	\$ 2,660	\$ -
Supplies Sub Total		\$ 1,291	\$ 13,887	\$ 2,612	\$ 9,080	\$ 6,625
		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 2,645	\$ 2,712	\$ 1,406	\$ 3,360	\$ 2,689
402	RENTAL OF EQUIPMENT	\$ 1,222	\$ 1,104	\$ 676	\$ 1,023	\$ -
407	SPECIAL SERVICES	\$ 8,000	\$ 8,000	\$ 10,000	\$ 10,000	\$ 15,000
408	ADVERTISING	\$ -	\$ 143	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 174	\$ -	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ 900	\$ 330	\$ 330	\$ 3,130	\$ 3,185
416	OTHER/PROFESSIONAL SERVICES	\$ 24,135	\$ 19,521	\$ 12,665	\$ 20,050	\$ 23,955
419	AWARDS	\$ -	\$ 199	\$ -	\$ 150	\$ 150
421	PRINTING	\$ 575	\$ 959	\$ 696	\$ 699	\$ 300
424	ELECTION EXPENSE	\$ 7,407	\$ 15,659	\$ 6,206	\$ 20,000	\$ 20,000
462	CELLULAR TELEPHONE & PAGERS	\$ 1,663	\$ 2,439	\$ 6,664	\$ 5,368	\$ 4,188
526	TRAVEL & EDUC: CC-MAYOR	\$ 3,200	\$ 4,176	\$ 3,316	\$ 3,500	\$ 4,000
527	TRAVEL & EDUC: CC-DISTRICT 1	\$ 221	\$ 1,193	\$ 2,165	\$ 2,850	\$ 3,500
528	TRAVEL & EDUC: CC-DISTRICT 2	\$ 1,576	\$ 851	\$ 3,607	\$ 3,150	\$ 3,500
529	TRAVEL & EDUC: CC-DISTRICT 3	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,500
530	TRAVEL & EDUC: CC-DISTRICT 4	\$ 177	\$ 1,384	\$ 2,495	\$ 3,000	\$ 3,500
531	TRAVEL & EDUC: CC-DISTRICT 5	\$ 694	\$ 2,689	\$ 3,207	\$ 3,000	\$ 3,500
532	TRAVEL & EDUC: CC-DISTRICT 6	\$ 1,101	\$ 1,306	\$ 2,586	\$ 3,000	\$ 3,500
Sub Total		\$ 53,689	\$ 62,666	\$ 56,020	\$ 85,280	\$ 94,467
Department Total		\$ 54,980	\$ 76,553	\$ 58,632	\$ 94,360	\$ 101,092



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
City Manager	1	1	1
Assistant City Manager	1	0.75	0.75
Assistant to the City Manager	0.75	0.75	0.75
Administrative & Community Relations Supervisor	0	0	1
Special District Administrator	0	0	1
CM Executive Assistant	1	1	0
Community Relations Lead	0	0.75	0.75
Community Relations Assistant	0.5	0	0
Administrative Secretary	0	0.5	0.5
Total	4.25	4.75	5.75

Department Narrative

The City of Lancaster has a Council/Manager form of government where the City Council sets policy and the City Manager is charged with carrying out the policies and programs approved by the City Council and providing administrative leadership. The City Manager is responsible for the City's daily operations, hiring department heads, supervising City personnel, directing and coordinating all municipal programs, enforcing all municipal laws and ordinances, and recommending an annual budget. The city manager's office is also directly responsible for community relations and all the budget responsibilities.



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Adopt a balanced budget for 2016-2017 by September 30, 2016 that maintains basic service levels and minimizes the impact on City taxpayers and ratepayers • Direct staff to monitor budget and scrutinize expenses to yield savings to be put toward funding of the City reserves • Direct staff to write and release positive press releases weekly • Develop schedule of regular meetings with LISD to discuss issues of mutual concern • Support Lancaster neighborhoods in the creation of Public Improvement Districts (PID's) throughout the City to strengthen and connect neighborhoods • Direct and coordinate the successful implementation of High Performance Organization (HPO) activities and objectives • Increase accountability and efficiency of departments through quarterly budget and performance measurement analysis • Implement a new strategic planning, budgeting, and performance measuring procedure that answers the needs and priorities of the citizens, the city council, and the administration • Use the WebQA system to improve communication between city staff and residents thus placing Lancaster on the cutting edge of e-government technology • Coordinate community relations activities including special events • Address the funding and implementation of capital improvement projects deemed beneficial to the City • Support historical preservation, beautification, and conservation initiatives through leadership and community outreach • Represent the City of Lancaster to federal and state legislative agencies, the Chamber of Commerce, school district, Economic Development Corporation, and business leaders throughout the community 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Population	36,390	37,360		38,071
City Council Meetings	45	45		45
Executive Team Meetings	50	50		50
General Fund Expenditures	\$19,963,428	\$20,670,328		\$22,160,564
Total Municipal Expenditures	\$46,093,685	\$44,114,778		\$47,532,571
City Sponsored Special Events	14	14		14
Citizen Relationship Management Requests	1,600	1,600		1,600
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Proposed budget presented to City Council on or before August 1	Completed	Completed		Completed
Weekly updates presented on-time	100%	100%		100%
Responses to policy questions within 24 hours	100%	98%		100%
General Fund budget per capita	\$548.60	\$553.27		\$582.09
CMO as percentage of General Fund Expenditures	3.17%	3.09%		3.19%
Operations and Maintenance Tax Rate (per \$100 assessed value)	\$0.65020	\$0.60120		\$0.60120
Total Tax Rate	\$0.86750	\$0.86750		\$0.86750
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Estimate	Budget	
Personnel	562,126	640,824	579,927	658,584
Supplies	15,678	17,712	14,822	15,321
Services	54,808	47,959	37,794	33,904
TOTAL	632,612	706,494	632,543	707,809

City Manager's Office

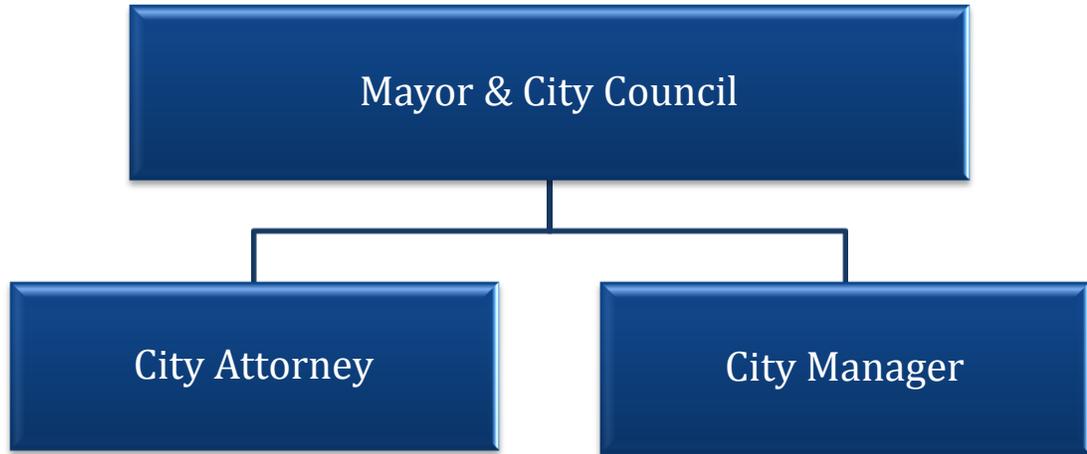
**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 2 ADMINISTRATION
Program 0 ADMINISTRATION**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 391,577	\$ 402,514	\$ 358,610	\$ 407,118	\$ 461,620
103	SALARIES-OVERTIME	\$ 2,230	\$ 9,189	\$ 277	\$ 700	\$ 700
104	SALARIES-LONGEVITY	\$ 1,278	\$ 1,465	\$ 1,333	\$ 1,468	\$ 1,723
105	GROUP HEALTH INSURANCE	\$ 98,081	\$ 20,895	\$ 46,618	\$ 38,197	\$ 52,697
106	TMRS	\$ 62,171	\$ 71,856	\$ 62,294	\$ 77,151	\$ 82,143
107	FICA	\$ 22,823	\$ 29,043	\$ 25,972	\$ 25,661	\$ 29,535
109	SALARIES-WELL PAY	\$ 538	\$ 555	\$ 2,294	\$ 2,261	\$ 2,541
110	DENTAL INSURANCE	\$ 1,848	\$ 1,647	\$ 2,306	\$ 2,528	\$ 2,957
111	CITY MANAGER BENEFITS	\$ 11,018	\$ 12,592	\$ 10,379	\$ 12,395	\$ 12,603
113	SALARIES-CAR ALLOWANCE	\$ 9,549	\$ 10,837	\$ 9,643	\$ 10,800	\$ 10,800
118	CELL PHONE ALLOWANCE	\$ 33	\$ 87	\$ -	\$ 360	\$ -
120	GROUP LIFE INSURANCE	\$ 488	\$ 334	\$ 507	\$ 588	\$ 665
130	WORKERS COMPENSATION	\$ 638	\$ 982	\$ 476	\$ 549	\$ 429
131	EAP EXPENSE	\$ 102	\$ 131	\$ 106	\$ 151	\$ 171
Personnel Sub Total		\$ 602,375	\$ 562,126	\$ 520,815	\$ 579,927	\$ 658,584
Supplies						
201	OFFICE SUPPLIES	\$ 2,134	\$ 3,630	\$ 4,096	\$ 2,252	\$ 1,186
202	UNIFORMS AND CLOTHING	\$ 100	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 400	\$ 32	\$ 54	\$ -	\$ -
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 1,134	\$ 945	\$ 526	\$ 790	\$ 830
214	POSTAGE/SHIPPING/DELIVERY	\$ 13,074	\$ 11,071	\$ 11,405	\$ 11,780	\$ 13,305
Supplies Sub Total		\$ 16,843	\$ 15,678	\$ 16,081	\$ 14,822	\$ 15,321
Maintenance						
302	MAINT-MOTOR VEHICLES	\$ 40	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 40	\$ -	\$ -	\$ -	\$ -
Services						
401	TELEPHONE & COMMUNICATIONS	\$ 20	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 1,222	\$ 1,104	\$ 2,126	\$ 1,023	\$ -
408	ADVERTISING	\$ -	\$ -	\$ 225	\$ 500	\$ 250
409	TRAVEL & EDUCATION	\$ 17,180	\$ 13,992	\$ 11,943	\$ 8,165	\$ 9,665
414	DUES & SUBSCRIPTIONS	\$ 3,320	\$ 4,063	\$ 3,319	\$ 4,915	\$ 4,605
416	OTHER/PROFESSIONAL SERVICES	\$ 1,090	\$ -	\$ -	\$ -	\$ -
421	PRINTING	\$ 16,232	\$ 18,605	\$ 22,399	\$ 21,458	\$ 17,464
434	SPECIAL EVENTS	\$ 26	\$ 248	\$ -	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 4,973	\$ 14,756	\$ 354	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,501	\$ 2,041	\$ 891	\$ 1,734	\$ 1,920
Services Sub Total		\$ 45,564	\$ 54,808	\$ 41,257	\$ 37,794	\$ 33,904
Department Total		\$ 664,822	\$ 632,612	\$ 578,153	\$ 632,543	\$ 707,809



Personnel Organization Chart



Legal

Personnel Summary

There is no personnel for this program.

Department Narrative

The City contracts its legal services with the law firm of Nichols, Jackson, Dillard, Hager, and Smith, L.L.P. The City is able to utilize the firm’s specialists in the fields of Election Law, Charter Revision, Annexation, Trial Preparation and Litigation. The firm also provides general counsel to the Mayor and City Council, City Manager, City Secretary and City Departments; advises on matters of litigation that are not litigated by the City’s insurance-appointed counsel; reviews and prepares policy manuals, contracts and agreements, ordinances, resolutions, by-laws for Council, appointed corporations, and other legal documents.



Legal

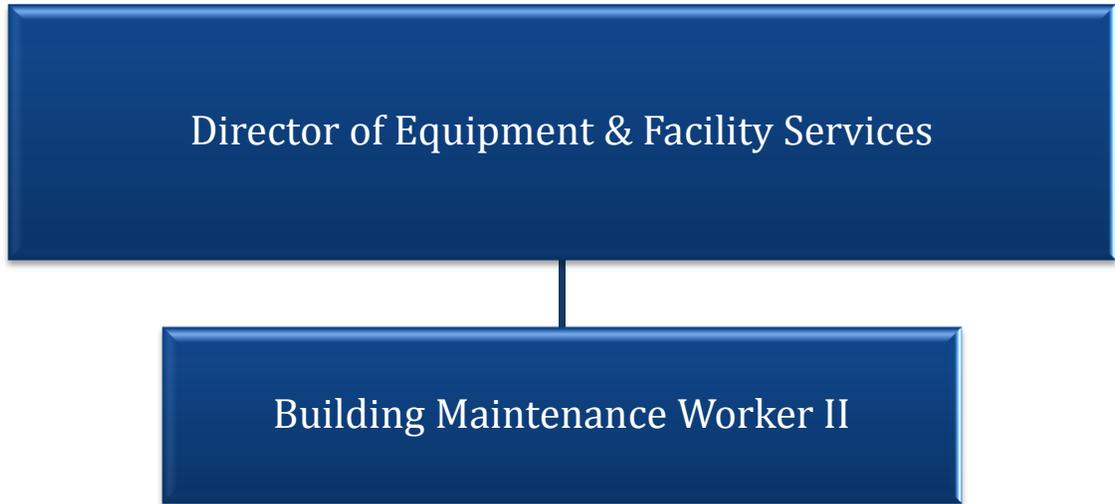
BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund	1	GENERAL FUND
Department	5	LEGAL-GENERAL
Program	0	LEGAL-GENERAL

	2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget
	446 CITY ATTORNEY FEES	\$ 116,942	\$ 96,744	\$ 68,820	\$ 151,000
	460 SETTLEMENT	\$ -	\$ 200,000	\$ -	\$ -
	Services Sub Total	\$ 116,942	\$ 296,744	\$ 68,820	\$ 151,000
	Department Total	\$ 116,942	\$ 296,744	\$ 68,820	\$ 151,000



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Building Maintenance Worker II	0	0	1
Building Maintenance Worker I	1	1	0
Total	1	1	1

Department Narrative

The Building Services Department is responsible for routine maintenance and repair of all city buildings and facilities. The department manages professional service contracts with individual contractors to complete major repairs, maintenance of HVAC, janitorial services, electrical, plumbing and security monitoring systems. Responsibilities also include monitoring and evaluation of telephone services and electricity usage .



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Reduce maintenance costs of heating and air conditioning equipment systems by performing routine maintenance of filters, motors, coils, etc. through a yearly HVAC contract • Secure the lowest cost and the most reliable and dependable contractors, when maintenance of city facilities requires out-sourcing expertise • Establish Operation and maintenance cost for Municipal Buildings and Facilities. • Monitor and review all charges for materials and labor cost to ensure compliance with contracts • Evaluate all annual contracts to ensure most efficient use of city funds and resources • Develop a preventative maintenance schedule for all municipal buildings to include inspection of ceilings, lighting, plumbing, electrical, structural, and exteriors. • Provide prompt response to request for repairs and maintenance issues • Maintain safe, clean facilities for our citizens and employees • Plan, develop and implement a scheduled replacement program for replacement of equipment and fixtures • Develop and implement a 5% energy consumption reduction plan for all city buildings 				
Workload Indicators	2013-2014 Actual	2014-2015 Actual		2015-2016 Target
Number of Buildings	20	20		20
Number of Full-Time Employees	1	1		1
Web QA Requests Per Year	430	430		450
Square Footage of Buildings (Maintenance)	210,126	210,126		210,126
Square Footage of Buildings (Janitorial Services)	146,840	146,840		146,840
Performance Measurement	2013-2014 Actual	2014-2015 Actual		2015-2016 Target
Electrical Accounts Audited and Evaluated	100%	100%		100%
Documented Minor Service Repairs	100%	100%		100%
Sq. Ft of Building Maintenance per Full-Time Employee	210,126	210,126		210,126
Routine Service Requests Completed within 48 Hours	100%	100%		100%
Inspection of Janitorial Maintenance	100%	100%		100%
Monthly Meetings with Contract Service Providers	100%	100%		100%
HUB Vendors Included in Consideration for All Projects	100%	100%		100%
Annual number of requests for service received				
Average number of calendar days from date of service request to date of completion				
Inspection of Janitorial maintenance (percentage)				
Monthly meetings with contract providers (percentage)				
Electrical accounts audited and evaluated (percentage)				
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	44,122	44,873	46,758	51,074
Supplies	4,310	3,277	7,552	6,137
Maintenance	52,971	80,400	60,475	71,145
Services	793,614	821,152	827,844	949,995
TOTAL	895,017	949,702	942,629	1,078,351

Building Services

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 6 BUILDING & ADMINISTRATIVE SVCS
Program 0 BUILDING SERVICES**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 28,822	\$ 28,299	\$ 23,426	\$ 30,000	\$ 34,229
103	SALARIES-OVERTIME	\$ 1,574	\$ 640	\$ 417	\$ 2,000	\$ 700
104	SALARIES-LONGEVITY	\$ 328	\$ 376	\$ 339	\$ 420	\$ 468
105	GROUP HEALTH INSURANCE	\$ 6,435	\$ 6,823	\$ 4,798	\$ 5,922	\$ 6,883
106	TMRS	\$ 4,383	\$ 4,299	\$ 3,457	\$ 4,649	\$ 4,844
107	FICA	\$ 2,344	\$ 2,235	\$ 1,832	\$ 2,492	\$ 2,722
109	SALARIES-WELL PAY	\$ 213	\$ 220	\$ -	\$ 160	\$ 175
110	DENTAL INSURANCE	\$ 432	\$ 468	\$ 353	\$ 438	\$ 438
120	GROUP LIFE INSURANCE	\$ 40	\$ 41	\$ 54	\$ 204	\$ 204
130	WORKERS COMPENSATION	\$ 612	\$ 693	\$ 315	\$ 421	\$ 359
131	EAP EXPENSE	\$ 27	\$ 27	\$ 22	\$ 52	\$ 52
Personnel Sub Total		\$ 45,210	\$ 44,122	\$ 35,011	\$ 46,758	\$ 51,074
Account Object Description						
201	OFFICE SUPPLIES	\$ 290	\$ 722	\$ 681	\$ -	\$ -
202	UNIFORMS AND CLOTHING	\$ 36	\$ 47	\$ 123	\$ 470	\$ 470
203	MOTOR VEHICLE SUPPLIES	\$ 372	\$ (7)	\$ -	\$ 550	\$ 550
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,821	\$ 1,958	\$ 1,185	\$ 1,550	\$ 600
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ 144	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ -	\$ 3,382	\$ 3,382
218	FUEL & OIL	\$ 1,469	\$ 1,445	\$ 556	\$ 1,600	\$ 1,135
Supplies Sub Total		\$ 4,988	\$ 4,310	\$ 2,556	\$ 7,552	\$ 6,137
Account Object Description						
301	MAINT-BLDG & STRUCTURES	\$ 36,280	\$ 46,837	\$ 71,790	\$ 59,103	\$ 59,015
302	MAINT-MOTOR VEHICLES	\$ 238	\$ 717	\$ 198	\$ 642	\$ 210
303	MAINT-EQUIP & MACHINERY	\$ 450	\$ -	\$ -	\$ -	\$ -
345	MAINT-ATHLETIC FACILITY	\$ 2,000	\$ -	\$ -	\$ -	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ 5,910	\$ 1,137	\$ 1,718	\$ 8,000	\$ 8,000
351	MAINT-MISC	\$ -	\$ 3,495	\$ 2,714	\$ 2,920	\$ 2,920
363	MAINT-LOCKS & KEYS	\$ 2,441	\$ 785	\$ 1,343	\$ 1,810	\$ 1,000
Maintenance Sub Total		\$ 47,318	\$ 52,971	\$ 77,763	\$ 72,475	\$ 71,145
Account Object Description						
401	TELEPHONE & COMMUNICATIONS	\$ (192)	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 128	\$ (0)	\$ -	\$ 800	\$ 400
409	TRAVEL & EDUCATION	\$ 63	\$ 94	\$ -	\$ -	\$ -
410	UTILITIES - ELECTRICITY	\$ 373,140	\$ 679,841	\$ 593,494	\$ 673,750	\$ 673,750
414	DUES & SUBSCRIPTIONS	\$ -	\$ 475	\$ -	\$ 200	\$ 200
416	OTHER/PROFESSIONAL SERVICES	\$ 75,256	\$ 22,080	\$ 36,317	\$ 48,004	\$ 32,885
462	CELLULAR TELEPHONE & PAGERS	\$ 534	\$ 816	\$ 177	\$ 329	\$ 360
498	UTILITIES - GAS	\$ 33,668	\$ 23,477	\$ 14,491	\$ 25,000	\$ 25,000
543	JANITORIAL CONTRACT	\$ 34,151	\$ 35,004	\$ 32,283	\$ 42,778	\$ 123,500
544	PEST CONTROL SERVICES	\$ 5,013	\$ 4,307	\$ 5,090	\$ 4,698	\$ 7,908
548	FIRE SYSTEM INSPECTION CONTRAC	\$ 11,038	\$ 8,434	\$ 5,511	\$ 11,063	\$ 23,212
549	HVAC MAINTENANCE CONTRACT	\$ 41,614	\$ 19,087	\$ 19,075	\$ 21,223	\$ 62,780
Services Sub Total		\$ 574,412	\$ 793,614	\$ 706,438	\$ 827,844	\$ 949,995
Department Total		\$ 671,927	\$ 895,017	\$ 821,768	\$ 954,629	\$ 1,078,351



Municipal Court

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Court Administrator	1	1	1
Lead Court Clerk	1	0	0
Court Clerk	2	3	3
Total	4	4	4

Department Narrative

The Lancaster Municipal Court provides service to all persons who have been issued citations, warnings, warrants, and/or needing information. The Court processes all court cases to include: citations, City code violations, jury summons, court dockets, and warrants. The Lancaster Municipal Court operates under the guidelines of the Texas Penal Code, Texas Code of Criminal Procedures, City of Lancaster Code of ordinances, and the Texas Uniform Traffic Code.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Install technology to view electronic evidence in court room • Upgrade Recording DVR for security and trial transcripts • Continuing education and completion of Level 1 and Level 2 Certification for staff • Update Fines • Adopt Scofflaw and enter into contract with TXDOT to flag license plates 				
<hr/>				
Workload Indicators	13-14	14-15 Actual		2015-2016 Target
Full-Time Employees	5	4		4
Cases Filed	7,313	7,300		7,500
Cases Disposed	2,401	8,424		10,000
Trials	3,758	6,111		6,500
Jury Trials	2	2		2
Warrants Issued	10,424	13,920		15,000
Warrants Cleared	7,162	12,769		15,000
<hr/>				
Performance Measurement	13-14	14-15 Actual		2015-2016 Target
Cases sent to collection	9786	6085		6000
Cases entered on day of filing	50%	100%		100%
Percent of Warrants 0-365 days old	21.24	24.15%		30%
Cases Disposed	30%	31%		35%
Cases Appealed	0	0		0
Time Payments granted	5146	3307		4500
Cases Paid	3565	3650		3750
<hr/>				
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	284,451	286,617	234,029	237,844
Supplies	12,252	7,050	7,150	11,252
Maintenance	5,764	10,571	6,300	7,600
Services	149,733	152,422	151,014	127,236
TOTAL	452,199	456,660	398,493	383,932

Lancaster Municipal Court

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

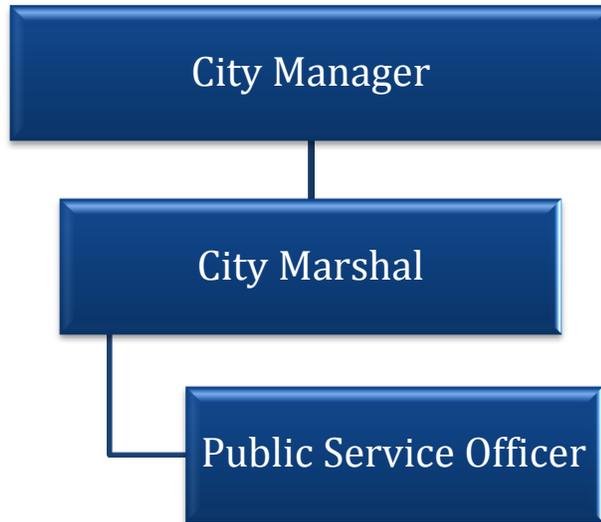
**Fund 1 GENERAL FUND
Department 8 MUNICIPAL COURT
Program 0 MUNICIPAL COURT**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 189,588	\$ 196,985	\$ 155,223	\$ 165,423	\$ 165,518
102	SALARIES-PART TIME	\$ 11,063	\$ 748	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 2,172	\$ 1,276	\$ 151	\$ 450	\$ 450
104	SALARIES-LONGEVITY	\$ 2,438	\$ 1,411	\$ 1,337	\$ 904	\$ 1,876
105	GROUP HEALTH INSURANCE	\$ 33,156	\$ 33,295	\$ 29,717	\$ 26,609	\$ 30,176
106	TMRS	\$ 28,092	\$ 28,896	\$ 22,533	\$ 23,916	\$ 23,037
107	FICA	\$ 14,972	\$ 14,833	\$ 11,548	\$ 12,822	\$ 12,941
109	SALARIES-WELL PAY	\$ 1,505	\$ 1,550	\$ 509	\$ 830	\$ 832
110	DENTAL INSURANCE	\$ 1,296	\$ 1,451	\$ 1,746	\$ 1,752	\$ 1,752
114	SALARIES-ASSIGNMENT PAY	\$ 161	\$ 1,424	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 1,805	\$ 302	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 481	\$ 470	\$ 393	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 216	\$ 160	\$ 226	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 1,603	\$ 1,501	\$ 519	\$ 203	\$ 142
131	EAP EXPENSE	\$ 161	\$ 148	\$ 108	\$ 130	\$ 130
Personnel Sub Total		\$ 288,710	\$ 284,451	\$ 224,010	\$ 234,029	\$ 237,844
Supplies						
Account Object	Description					
201	OFFICE SUPPLIES	\$ 4,881	\$ 2,500	\$ 2,024	\$ 2,000	\$ 2,312
202	UNIFORMS AND CLOTHING	\$ 516	\$ 1,951	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 706	\$ 567	\$ 1,550	\$ 4,590
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 40	\$ 100	\$ 250
214	POSTAGE/SHIPPING/DELIVERY	\$ 5,772	\$ 3,389	\$ 2,649	\$ 3,500	\$ 3,500
218	FUEL & OIL	\$ 4,287	\$ 3,090	\$ -	\$ -	\$ -
231	SOFTWARE	\$ -	\$ 615	\$ -	\$ -	\$ 600
Supplies Sub Total		\$ 15,456	\$ 12,252	\$ 5,280	\$ 7,150	\$ 11,252
Maintenance						
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ 1,599	\$ 643	\$ -	\$ -	\$ -
370	MAINT-SOFTWARE	\$ -	\$ 5,121	\$ 5,286	\$ 5,586	\$ 7,600
Maintenance Sub Total		\$ 1,599	\$ 5,764	\$ 5,286	\$ 5,586	\$ 7,600
Services						
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 3,120	\$ 4,431	\$ 3,067	\$ 4,090	\$ -
409	TRAVEL & EDUCATION	\$ 2,044	\$ 3,521	\$ 3,262	\$ 2,415	\$ 3,625
411	ALARM SERVICE	\$ -	\$ -	\$ 260	\$ 528	\$ -
414	DUES & SUBSCRIPTIONS	\$ 15	\$ 410	\$ 286	\$ 328	\$ 2,320
416	OTHER/PROFESSIONAL SERVICES	\$ 2,097	\$ 7,393	\$ 10,665	\$ 27,635	\$ 2,028
421	PRINTING	\$ 2,469	\$ 7,452	\$ 3,597	\$ 3,570	\$ 4,200
442	COMPUTER PROFESSIONAL SERVICES	\$ 2,057	\$ 1,035	\$ -	\$ -	\$ 8,400
446	CITY ATTORNEY FEES	\$ 3,889	\$ -	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 18,690	\$ 14,354	\$ 5,459	\$ -	\$ 6,500
540	COURT-PROSECUTOR SERVICES	\$ 39,933	\$ 43,205	\$ 40,866	\$ 39,163	\$ 39,163
541	COURT-JUDGE SERVICES	\$ 65,082	\$ 59,524	\$ 49,603	\$ 61,000	\$ 61,000
557	CITY JAIL CONTRACT	\$ 6,400	\$ 8,268	\$ 8,533	\$ 13,000	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 581	\$ 141	\$ 52	\$ -	\$ -
Services Sub Total		\$ 146,377	\$ 149,733	\$ 125,651	\$ 151,729	\$ 127,236
Department Total		\$ 452,142	\$ 452,199	\$ 360,226	\$ 398,493	\$ 383,932



City Marshal

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
City Marshal	0	1	1
Public Service Officer	0	1	1
Total	0	2	2

Department Narrative

The City Marshal is responsible for executing orders and mandates of the court. Working closely with other personnel in Court, the City Marshal is also responsible for serving notice and summonses, for executing arrest warrants and misdemeanor writs issued by the court, generated by sworn affidavits filed by police officers or the public.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Department Goals				
<ul style="list-style-type: none"> • Professional & Committed City Workforce • Enhance departmental efficiency by reducing officer downtime and developing user friendly reports 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	0	2		2
Reserve Officers		2		2
Volunteer		1		1
No 24hr time expire on prisoner pick-ups		0		0
Special Expense Fee		20,000		7,500
Gas & Mileage Fee		7,920		7,920
Warrants Satisfied		90,000		90,000
Citations/Violations		80		50
Arrests		750		500
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Zero 24hr time expire on prisoner pick-ups		0		0
Special Expense Fee		20,000		7,500
Gas & Mileage Fee		7,920		7,920
Warrants Satisfied		90,000		90,000
Citations/Violations		80		50
Arrests		750		500
Budget Summary	2013-2014 Actual	2014-2015		2015-2016
		Actual	Budget	Budget
Personnel	-	83,400	134,270	137,194
Supplies	-	7,713	7,817	6,278
Maintenance	-	1,214	1,600	1,600
Services	-	2,957	3,129	2,531
TOTAL	-	95,285	146,816	147,603

City Secretary's Office

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

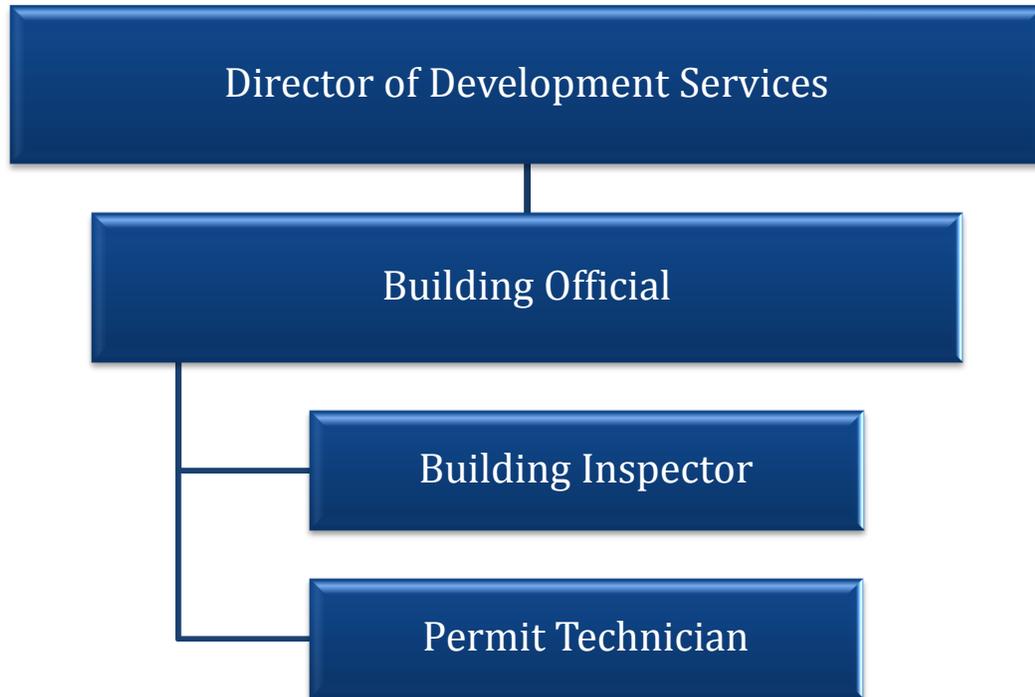
**Fund 1 GENERAL FUND
Department 18 CITY SECRETARY
Program 0 CITY SECRETARY**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 125,416	\$ 113,693	\$ 75,188	\$ 94,750	\$ 112,920
103	SALARIES-OVERTIME	\$ 59	\$ 561	\$ 174	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 552	\$ 414	\$ 238	\$ 256	\$ 288
105	GROUP HEALTH INSURANCE	\$ 7,580	\$ 14,822	\$ 11,927	\$ 13,198	\$ 12,618
106	TMRS	\$ 18,602	\$ 17,299	\$ 11,466	\$ 14,384	\$ 16,220
107	FICA	\$ 9,965	\$ 9,168	\$ 6,134	\$ 7,711	\$ 9,111
109	SALARIES-WELL PAY	\$ 346	\$ 405	\$ 727	\$ 501	\$ 591
110	DENTAL INSURANCE	\$ 863	\$ 917	\$ 595	\$ 876	\$ 876
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,915	\$ 3,857	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 179	\$ 91	\$ 68	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 237	\$ 261	\$ 96	\$ 124	\$ 103
131	EAP EXPENSE	\$ 54	\$ 62	\$ 41	\$ 78	\$ 78
Personnel Sub Total		\$ 168,668	\$ 162,607	\$ 110,512	\$ 137,484	\$ 158,411
Account Object	Description					
201	OFFICE SUPPLIES	\$ 160	\$ 695	\$ 3,017	\$ 1,000	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 100	\$ -	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 16	\$ 154	\$ 177	\$ 120	\$ 180
Supplies Sub Total		\$ 276	\$ 849	\$ 3,194	\$ 1,120	\$ 1,680
			\$ 276			
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 456	\$ 456	\$ 307	\$ 480	\$ 480
402	RENTAL OF EQUIPMENT	\$ 541	\$ -	\$ -	\$ -	\$ -
407	SPECIAL SERVICES	\$ 1,020	\$ 4,469	\$ 4,219	\$ 3,800	\$ 4,500
408	ADVERTISING	\$ 330	\$ 406	\$ 214	\$ 225	\$ 225
409	TRAVEL & EDUCATION	\$ 2,101	\$ 4,053	\$ 3,328	\$ 5,385	\$ 5,385
414	DUES & SUBSCRIPTIONS	\$ 280	\$ 76	\$ 28	\$ 465	\$ 485
416	OTHER/PROFESSIONAL SERVICES	\$ 5,487	\$ 5,988	\$ 4,990	\$ 5,988	\$ 9,700
421	PRINTING	\$ 127	\$ 325	\$ 634	\$ 1,250	\$ -
452	FILING FEES	\$ -	\$ -	\$ -	\$ 225	\$ 225
462	CELLULAR TELEPHONE & PAGERS	\$ 551	\$ 1,201	\$ 1,078	\$ 867	\$ 700
Sub Total		\$ 10,892	\$ 16,973	\$ 22,603	\$ 18,685	\$ 21,700
Department Total		\$ 179,836	\$ 180,430	\$ 136,308	\$ 157,289	\$ 181,791



Building Inspections

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Building Official	1	1	1
Building Inspector	1	2	2
Permit Technician	1	2	2
Total	3	5	5

Department Narrative

The Building Inspections Division is established for the purpose of providing standards to safeguard life, health, safety, property and the public welfare by regulating and controlling the design, construction, quality of materials, occupancy, use, location and maintenance of all buildings and structures constructed within the City of Lancaster. The primary activities of the Building Inspections Division are permit issuance, inspections, plan review, public consultation and the Certificate of Occupancy process. The Building Inspections Division maintains an active Apartment Inspection Program, Hotel/Motel Inspection Program, and Rental Registration program.



Goals				
City Council Goal:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Create a public awareness program to inform citizens on permit requirements • Make garage sale permits available online • Enforce all ordinances consistently • Continue demolition program • Continue to enhance apartment inspection program • Enforce obsolete and abandoned signage • Create and implement a public swimming pool inspection program • Enhance food inspection program 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full Time Employees	3	4		5
Single Family Permits Issued	88	76		110
Commercial Permits Issued	9	8		12
Home Add On	102	75		75
Commercial Add On	48	40		40
Electrical Permits Issued	128	214		200
Plumbing Permits Issued	228	204		250
Fence Permits Issued	155	65		85
Mechanical Permits Issued	98	101		130
Contractor Registrations	557	405		500
Plans Reviewed	1,800	1,131		1,295
Inspections Made	4,772	2,736		3,500
Demolition Permits	18	7		10
Garage Sale Permits	326	410		500
Signs permits	107	58		65
Utility Verifications	44	32		200
Certificate of Occupancies	93	80		100
Back Flow Tests	250	0		200
Food Inspections	244	185		210
Irrigation Permits	0	35		45
Rental Insections	0	1,178		1,500
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Requested inspections performed within 8 hours	100%	100%		100%
Complaints addressed within 8 hours	95%	95%		100%
Same day telephone call return from residents and contractors	95%	95%		100%
Single family permits issued	50	88		69
Commercial permits issued	6	9		8
Average number of days from date of inspection request until completion	1	1		1
Number of inspections completed	3426	4772		4099
Number of contractor plans reviewed	1604	1800		1702
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	161,997	180,450	332,009	309,495
Supplies	3,789	5,766	7,099	3,242
Maintenance	2,242	1,251	2,724	2,500
Services	42,779	13,091	22,498	15,645
TOTAL	210,808	200,557	364,330	330,882

Building Inspections

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 9 INSPECTION/CODE/FIRE PREV SVCS
Program 0 INSPECTION & CODE ENFORCEMENT**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 133,772	\$ 117,149	\$ 104,488	\$ 229,611	\$ 221,248
103	SALARIES-OVERTIME	\$ 31	\$ 155	\$ 328	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 405	\$ 215	\$ 118	\$ 252	\$ 780
105	GROUP HEALTH INSURANCE	\$ 21,539	\$ 17,408	\$ 12,213	\$ 46,578	\$ 35,142
106	TMRS	\$ 18,241	\$ 17,143	\$ 15,047	\$ 32,961	\$ 30,453
107	FICA	\$ 9,815	\$ 8,685	\$ 7,879	\$ 17,672	\$ 17,107
109	SALARIES-WELL PAY	\$ 832	\$ -	\$ -	\$ 1,149	\$ 1,109
110	DENTAL INSURANCE	\$ 511	\$ 411	\$ 660	\$ 2,628	\$ 2,190
118	CELL PHONE ALLOWANCE	\$ -	\$ 214	\$ 206	\$ -	\$ 480
120	GROUP LIFE INSURANCE	\$ 89	\$ 23	\$ -	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 482	\$ 541	\$ 246	\$ 518	\$ 346
131	EAP EXPENSE	\$ 52	\$ 53	\$ 38	\$ 130	\$ 130
Personnel Sub Total		\$ 185,768	\$ 161,997	\$ 141,223	\$ 332,009	\$ 309,495
Account Object Description						
201	OFFICE SUPPLIES	\$ 1,201	\$ 319	\$ 3,576	\$ 1,900	\$ -
202	UNIFORMS AND CLOTHING	\$ 10	\$ 122	\$ 193	\$ 480	\$ 350
203	MOTOR VEHICLE SUPPLIES	\$ 478	\$ 486	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 213	\$ -	\$ 338	\$ 500	\$ 400
214	POSTAGE/SHIPPING/DELIVERY	\$ 157	\$ 34	\$ 41	\$ 300	\$ 300
215	TRAINING SUPPLIES	\$ 2,066	\$ -	\$ 335	\$ 799	\$ -
218	FUEL & OIL	\$ 2,388	\$ 2,828	\$ 833	\$ 3,120	\$ 2,192
Supplies Sub Total		\$ 6,514	\$ 3,789	\$ 5,316	\$ 7,099	\$ 3,242
Account Object Description						
302	MAINT-MOTOR VEHICLES	\$ 1,053	\$ 2,242	\$ 1,223	\$ 2,724	\$ 2,500
Maintenance Sub Total		\$ 1,053	\$ 2,242	\$ 1,223	\$ 2,724	\$ 2,500
Account Object Description						
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ 751	\$ 205	\$ -
409	TRAVEL & EDUCATION	\$ 2,080	\$ 1,171	\$ 1,333	\$ 925	\$ 3,055
414	DUES & SUBSCRIPTIONS	\$ 7,186	\$ 4,554	\$ 5,046	\$ 5,150	\$ 4,385
421	PRINTING	\$ 329	\$ 113	\$ 420	\$ 405	\$ 400
429	DEMOLITION EXPENSE	\$ 52,191	\$ 23,010	\$ -	\$ -	\$ -
452	FILING FEES	\$ -	\$ -	\$ -	\$ 350	\$ 125
455	CERTIFICATION FEES	\$ -	\$ 110	\$ 161	\$ 390	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,042	\$ 1,576	\$ 1,368	\$ 3,073	\$ 1,680
482	CREDIT CARD PROCESSING FEES	\$ 16,355	\$ 12,246	\$ 3,258	\$ 12,000	\$ 6,000
559	CONTRACT/TEMPORARY LABOR	\$ 7,284	\$ -	\$ 1,611	\$ -	\$ -
Services Sub Total		\$ 86,467	\$ 42,779	\$ 13,949	\$ 22,498	\$ 15,645
Department Total		\$ 279,801	\$ 210,808	\$ 161,712	\$ 364,330	\$ 330,882



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed'15-16
Director of Equipment & Facility Services	0	0	1
Superintendent - Fleet	1	1	0
Lead Mechanic	0	1	1
Mechanic/Fleet Services	3	2	2
Total	4	4	4

Department Narrative

Fleet Services Division provides fleet service for safe and effective vehicles and equipment. The division is committed to the most responsible use of resources by managing the maintenance of vehicles and equipment. The goal is the reduction of equipment down time and decreased interruption of services, as well as fuel management and maintaining vehicle records.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Sound Infrastructure 				
Departmental Goals				
<ul style="list-style-type: none"> • Provide non-routine and emergency repairs • Increase service level for vehicles through preventative maintenance routines • Extend the life of our fleet and reduce down time • Continue training and education for our mechanics • Help increase job knowledge, productivity, and reduce repair costs • Provide drivers with professional and quality repair in a timely manner • Ensure safe, reliable vehicles and equipment through feedback from daily inspection form • Reduce departmental vehicle downtime through communication and coordination • Help reduce fuel consumption through education and service • Provide a comprehensive program of preventive maintenance 				
Workload Indicators	2013-2014 Actual	2014-2015 Actual		2015-2016 Target
Total Fleet Services Employees	4	4		4
Non-Emergency Vehicles	13	13		13
Light Trucks	56	56		56
Heavy Trucks	14	14		14
Small Equipment	50	50		50
Light Equipment	32	32		32
Heavy Equipment	15	15		15
Trailers	24	24		24
Emergency Vehicles	50	50		50
Fueling Station (Gas & Diesel)	1	1		1
Fueling Station (Propane)	1	1		1
Annual Fleet Work Orders	1,300	1,300		1,300
Gallons of Unleaded Fuel Consumed	93,000	93,000		93,000
Gallons of Diesel Fuel Consumed	37,000	37,000		37,000
Annual Oil Changes	400	400		400
Annual Repairs	900	900		900
Annual Road Trips for Service	600	600		600
Annual Drive-by Maintenance Checks	900	900		900
Performance Measurement	2013-2014 Actual	2014-2015 Actual		2015-2016 Target
Percentage of maintenance classified preventative	30%	30%		40%
Average downtime of vehicle repaired	2 days	2days		2days
Work orders processed within 24 hours	75%	75%		90%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	239,170	267,371	258,688	311,490
Supplies	6,871	7,926	32,494	15,034
Maintenance	2,345	3,174	3,956	4,000
Other Services	1,769	1,220	5,521	3,350
Capital Outlay	-	-	8,500	-
TOTAL	250,155	279,691	309,159	333,874

Vehicle Maintenance

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 10 FLEET SERVICES
Program 0 EQUIPMENT MAINTENANCE**

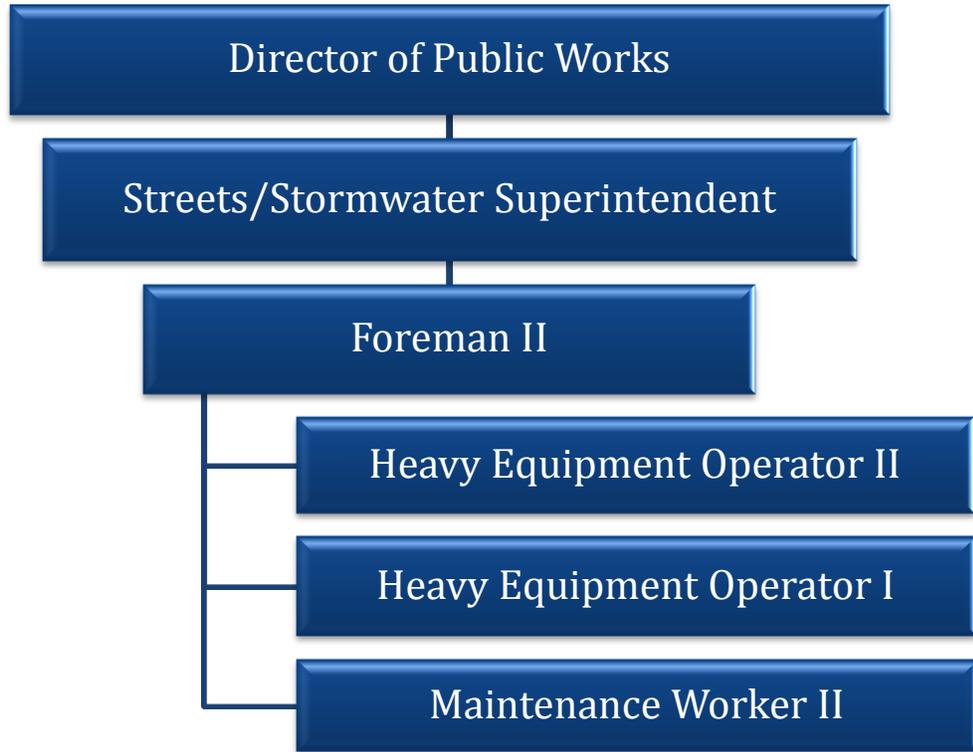
		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 157,384	\$ 164,298	\$ 143,758	\$ 182,842	\$ 225,255
103	SALARIES-OVERTIME	\$ -	\$ 1,202	\$ 1,053	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 2,589	\$ 1,613	\$ 469	\$ 1,892	\$ 688
105	GROUP HEALTH INSURANCE	\$ 26,626	\$ 24,707	\$ 16,582	\$ 26,609	\$ 26,958
106	TMRS	\$ 22,798	\$ 24,176	\$ 21,054	\$ 26,632	\$ 31,717
107	FICA	\$ 11,923	\$ 12,851	\$ 11,211	\$ 14,279	\$ 16,548
109	SALARIES-WELL PAY	\$ 995	\$ 1,025	\$ 150	\$ 919	\$ 1,155
110	DENTAL INSURANCE	\$ 997	\$ 722	\$ 1,144	\$ 1,752	\$ 1,743
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ 2,000	\$ -	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 4,162	\$ 191	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 218	\$ 161	\$ 71	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 3,398	\$ 4,148	\$ 2,137	\$ 2,123	\$ 986
131	EAP EXPENSE	\$ 99	\$ 104	\$ 76	\$ 130	\$ 130
Personnel Sub Total		\$ 227,026	\$ 239,170	\$ 199,897	\$ 258,688	\$ 311,490
Account Object	Description					
201	OFFICE SUPPLIES	\$ 1,994	\$ 2,351	\$ 30,502	\$ 1,000	\$ 250
202	UNIFORMS AND CLOTHING	\$ 2,223	\$ 380	\$ 1,754	\$ 1,160	\$ 900
203	MOTOR VEHICLE SUPPLIES	\$ 16	\$ -	\$ 1,029	\$ 687	\$ 667
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,318	\$ 946	\$ 3,241	\$ 1,300	\$ 7,500
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ 66	\$ 400	\$ -
206	CHEMICALS	\$ 1,146	\$ 796	\$ -	\$ 800	\$ 250
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ 15	\$ -	\$ 200	\$ 100
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 75	\$ 50
218	FUEL & OIL	\$ 2,824	\$ 2,384	\$ 746	\$ 2,500	\$ 1,355
231	SOFTWARE	\$ 240	\$ -	\$ -	\$ 24,372	\$ 3,962
Supplies Sub Total		\$ 9,761	\$ 6,871	\$ 37,337	\$ 32,494	\$ 15,034
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ 536	\$ 143	\$ 46	\$ -	\$ 300
302	MAINT-MOTOR VEHICLES	\$ 168	\$ 770	\$ 10	\$ 56	\$ 300
303	MAINT-EQUIP & MACHINERY	\$ 514	\$ 976	\$ 1,512	\$ 3,400	\$ 3,400
342	MAINT-DATA PROC EQUIPMENT	\$ 216	\$ 456	\$ 112	\$ 500	\$ -
351	MAINT-MISC	\$ 1,017	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 2,451	\$ 2,345	\$ 1,680	\$ 3,956	\$ 4,000
Account Object	Description					
407	SPECIAL SERVICES	\$ 216	\$ 150	\$ 15	\$ 1,000	\$ -
409	TRAVEL & EDUCATION	\$ -	\$ 280	\$ 2,589	\$ 1,000	\$ 1,150
411	ALARM SERVICES	\$ -	\$ -	\$ 484	\$ 456	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ 750	\$ (27)	\$ -	\$ 1,500	\$ 1,000
421	PRINTING	\$ 70	\$ -	\$ -	\$ 250	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,067	\$ 1,366	\$ 471	\$ 1,315	\$ 1,200
544	PEST CONTROL SERVICES	\$ 141	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 2,244	\$ 1,769	\$ 3,609	\$ 5,521	\$ 3,350
Account Object	Description					
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ 8,500	\$ -
Capital Sub Total		\$ -	\$ -	\$ -	\$ 8,500	\$ -
Department Total		\$ 241,482	\$ 250,155	\$ 242,523	\$ 309,159	\$ 333,874



TREE CITY USA

Streets

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Foreman II	1	1	1
Heavy Equipment Operator II	1	1	1
Heavy Equipment Operator I	1	1	1
Maintenance Worker II	0	0	1
Maintenance Worker I	1	1	0
Total	4	4	4

Department Narrative

The Streets Division strives to make all roadways and alleys safe. The Streets Division endeavors to excel in the preventative maintenance of all paved surfaces in the City of Lancaster.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Sound Infrastructure 				
Departmental Goals				
<ul style="list-style-type: none"> • Increase the maintenance of all paved surfaces through the identification of problem areas • Formulate programs to enhance and extend the life cycle of all Lancaster streets • Increase emergency preparedness and recovery abilities • Respond to emergency situations in both pavement failures, sign repairs and traffic and school outages • Continue training section employees in proper repair and maintenance of pavement surfaces • Reduce severe safety issues by preventative identification, scheduling, and repair of municipal roadways 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Current Miles of Streets and Alleys	262	262		262
Square Yards of Concrete Streets and Alleys Repaired	800	800		1,720
Tonnage of Asphalt Used on Street Repairs	4,514	4,361		4,500
Current Miles of Street and Alley Evaluations	25	22		25
Phone calls and CRM Requests Responded to within	100%	100%		100%
Snow and Ice Plan Implementation Date	November	November		November
Emergency Storm Response within 30 Minutes	90%	90%		90%
Emergency Pavement and Pothole Repair within 24hrs	90%	90%		90%
Procure Replacement Parts within 5 Days	85%	85%		90%
Weekly Street and Alley Evaluations	92%	92%		90%
Traffic Signal Response within 30 Minutes	90%	92%		95%
Traffic Signal Permanent Repair within 3 Days	85%	85%		90%
Sign Hazards Eliminated within 30 Minutes	90%	95%		95%
Sign Re-Order within 2 Days	95%	95%		95%
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Phone calls and CRM requests responded to within 24hrs	100%	100%		100%
Snow and Ice Plan Implementation	November	November		November
Emergency Pavement and Pothole Repair within 24hrs	95%	95%		95%
Procure Replacement Parts within 5 Days	90%	90%		90%
Weekly Street and Alley Evaluations	92%	92%		95%
Traffic Signal response within 30 minutes	95%	95%		95%
Traffic Signal Permanent Repair within 3 Days	90%	95%		95%
Sign Hazards Eliminated within 30 minutes	90	95%		95%
Sign Re-Order within 2 Days	95%	95%		95%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	180,215	198,062	205,164	207,670
Supplies	31,116	29,981	44,297	40,208
Maintenance	149,010	147,136	155,150	214,450
Services	(27,717)	3,694	8,224	3,150
TOTAL	332,623	378,872	412,836	465,478

Streets Operations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 12 STREETS
Program 0 STREETS**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 103,701	\$ 114,993	\$ 99,315	\$ 132,543	\$ 136,687
103	SALARIES-OVERTIME	\$ 1,745	\$ 4,890	\$ 5,819	\$ 6,000	\$ 6,000
104	SALARIES-LONGEVITY	\$ 609	\$ 723	\$ 630	\$ 1,108	\$ 936
105	GROUP HEALTH INSURANCE	\$ 20,313	\$ 25,966	\$ 17,838	\$ 27,870	\$ 27,532
106	TMRS	\$ 15,006	\$ 17,545	\$ 15,139	\$ 20,024	\$ 19,657
107	FICA	\$ 7,615	\$ 8,820	\$ 8,014	\$ 10,736	\$ 11,042
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 306	\$ 693	\$ 714
110	DENTAL INSURANCE	\$ 444	\$ 1,046	\$ 1,314	\$ 1,752	\$ 1,734
120	GROUP LIFE INSURANCE	\$ 102	\$ 106	\$ 131	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 4,562	\$ 6,026	\$ 2,899	\$ 3,798	\$ 2,728
131	EAP EXPENSE	\$ 92	\$ 99	\$ 81	\$ 130	\$ 130
Personnel Sub Total		\$ 154,190	\$ 180,215	\$ 151,487	\$ 205,164	\$ 207,670
Account Object Description						
201	OFFICE SUPPLIES	\$ 92	\$ 30	\$ -	\$ 500	\$ 500
202	UNIFORMS AND CLOTHING	\$ 1,011	\$ 834	\$ 655	\$ 1,346	\$ 908
203	MOTOR VEHICLE SUPPLIES	\$ 2,527	\$ 1,365	\$ 8	\$ 1,985	\$ 1,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 4,914	\$ 1,307	\$ 2,507	\$ 2,266	\$ 2,371
206	CHEMICALS	\$ 627	\$ 375	\$ 283	\$ 500	\$ 500
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 12	\$ 31	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 6	\$ 96	\$ -	\$ 100	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 100	\$ 50
218	FUEL & OIL	\$ 25,631	\$ 27,078	\$ 11,934	\$ 26,000	\$ 19,829
231	SOFTWARE	\$ -	\$ -	\$ 11,440	\$ 11,500	\$ 15,000
Supplies Sub Total		\$ 34,820	\$ 31,116	\$ 26,827	\$ 44,297	\$ 40,208
Account Object Description						
301	MAINT-BLDG & STRUCTURES	\$ -	\$ -	\$ -	\$ -	\$ 2,000
302	MAINT-MOTOR VEHICLES	\$ 3,967	\$ 6,912	\$ 6,238	\$ 6,000	\$ 6,000
303	MAINT-EQUIP & MACHINERY	\$ 6,121	\$ 8,893	\$ 13,082	\$ 16,500	\$ 10,500
304	MAINT-STREETS	\$ 96,825	\$ 88,296	\$ 94,053	\$ 94,000	\$ 100,000
305	MAINT-SIDEWALKS & ALLEYS	\$ 1,689	\$ 1,610	\$ 35	\$ 1,000	\$ 60,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ 1,765	\$ 208	\$ 1,550	\$ 2,650	\$ 1,200
319	MAINT-TRAFFIC SIGN SYSTEM	\$ 30,740	\$ 38,502	\$ 22,010	\$ 25,000	\$ 21,250
320	MAINT-STREET MARKINGS	\$ 9,641	\$ 4,588	\$ 5,970	\$ 10,000	\$ 13,500
Maintenance Sub Total		\$ 150,747	\$ 149,010	\$ 142,938	\$ 155,150	\$ 214,450
Account Object Description						
402	RENTAL OF EQUIPMENT	\$ 771	\$ 904	\$ 332	\$ 900	\$ 500
409	TRAVEL & EDUCATION	\$ 190	\$ -	\$ 175	\$ 500	\$ 500
410	UTILITIES - ELECTRICITY	\$ 411,122	\$ (34,389)	\$ -	\$ -	\$ -
413	SANITARY LANDFILL	\$ -	\$ -	\$ 440	\$ 1,000	\$ 500
414	DUES & SUBSCRIPTIONS	\$ 68	\$ 3,943	\$ 59	\$ 4,105	\$ -
421	PRINTING	\$ 590	\$ 682	\$ 355	\$ 405	\$ 450
462	CELLULAR TELEPHONE & PAGERS	\$ 849	\$ 1,143	\$ 720	\$ 1,315	\$ 1,200
Services Sub Total		\$ 413,590	\$ (27,717)	\$ 2,081	\$ 8,224	\$ 3,150
Department Total		\$ 753,348	\$ 332,623	\$ 323,333	\$ 412,836	\$ 465,478



Parks

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Park Operations Manager	1	1	1
Foreman II	1	1	1
Foreman I	1	1	1
Maintenance Worker II	6	7	7
Total	9	10	10

Department Narrative

The Parks Department is responsible for the administration, coordination, and implementation of numerous diverse projects and programs associated with the City of Lancaster's park land and rights-of-way. This includes: parks design and development, athletic field and public grounds maintenance, mowing and beautification, playground design, inspection and maintenance, pesticide application, park irrigation, seeding and fertilization, special events support, grant writing and grant administration.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Civic Engagement 				
Departmental Goals				
<ul style="list-style-type: none"> • Assist, coordinate and update Park, Recreation and Open Space five (5) year Master Plan • Coordinate and assist with installation of permanent restrooms at Bear Creek Nature Park • Establish the Operation and Maintenance cost for Park land maintained • Coordinate and assist with the assesment and completion of needs inventory for parks and golf course • Develop relocation plan of tree farm transplanting in various parks • Assist with the development and recommendation of the entrance beautification design 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Number of current parks	17	17		17
School facilities maintained in summer	7	7		7
Acreage of parks maintained	324	324		324
Acreage of athletic facilities maintained	42	42		42
Acreage of municipal facilities maintained	17	17		17
Acreage of large areas maintained	265	265		265
Acreage of Country View Golf Course maintained	214	214		214
Total number of Park Acres	862	862		862
Full-Time Employees	9	10		10
Total number of Park Acres	123	108		108
Rights of Way/Median Acreage	372	372		372
Special Events Requiring Park Staffing	8	8		8
Outdoor restrooms maintained	8	8		9
Monthly Safety meetings	12	12		12
Trail Miles Maintained	2.4	2.4		2.4
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Mow/Trim Parks	44%	46%		50%
Athletic Maintenance	19%	19%		20%
Litter Removal	16%	16		20%
Administration	8%	8%		10%
Special Events - set up/break down	6%	4%		8%
Playground Inspection/Maintenance	2%	2%		5%
Forestry	1%	1%		5%
Janitorial	1%	1%		5%
Chemical Application	1%	1%		5%
Construction	1%	1%		5%
Intra Department Support	1%	1%		5%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	461,084	504,772	490,536	523,022
Supplies	50,761	53,700	49,659	48,555
Maintenance	49,601	47,352	38,860	36,500
Other Services	25,255	24,172	18,261	22,560
Capital Outlay	31,221	-	-	-
TOTAL	617,923	629,995	597,316	630,637

Parks

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 13 PARKS AND RECREATION
Program 0 PARKS AND RECREATION**

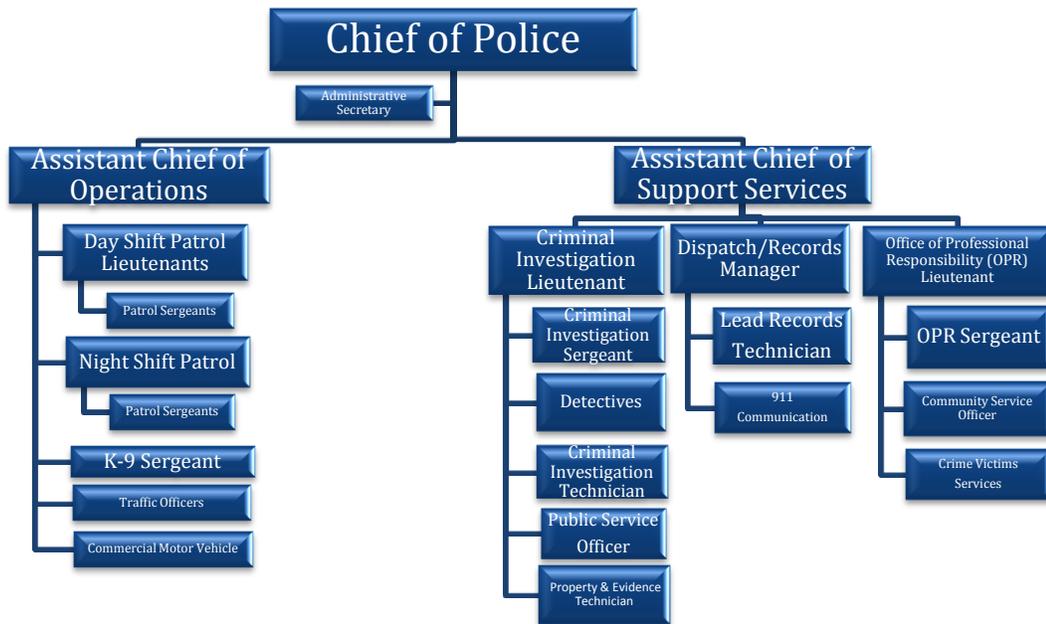
Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 284,172	\$ 303,654	\$ 263,793	\$ 339,027	\$ 358,787
102	SALARIES-PART TIME	\$ -	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 11,240	\$ 10,906	\$ 4,383	\$ 4,500	\$ 4,500
104	SALARIES-LONGEVITY	\$ 997	\$ 1,547	\$ 1,733	\$ 1,956	\$ 2,276
105	GROUP HEALTH INSURANCE	\$ 52,485	\$ 62,731	\$ 44,656	\$ 56,896	\$ 67,869
106	TMRS	\$ 42,621	\$ 46,162	\$ 39,011	\$ 49,610	\$ 50,097
107	FICA	\$ 22,290	\$ 23,442	\$ 20,331	\$ 26,599	\$ 28,142
109	SALARIES-WELL PAY	\$ 1,094	\$ 552	\$ -	\$ 1,721	\$ 1,821
110	DENTAL INSURANCE	\$ 2,493	\$ 3,588	\$ 3,296	\$ 3,942	\$ 4,362
118	CELL PHONE ALLOWANCE	\$ 381	\$ 481	\$ 326	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 160	\$ 162	\$ 212	\$ 1,071	\$ 1,122
130	WORKERS COMPENSATION	\$ 6,224	\$ 7,618	\$ 3,628	\$ 4,461	\$ 3,280
131	EAP EXPENSE	\$ 192	\$ 240	\$ 205	\$ 273	\$ 286
Personnel Sub Total		\$ 424,349	\$ 461,084	\$ 384,260	\$ 490,536	\$ 523,022
201	OFFICE SUPPLIES	\$ 1,121	\$ 653	\$ 86	\$ 500	\$ 500
202	UNIFORMS AND CLOTHING	\$ 1,919	\$ 1,695	\$ 3,966	\$ 4,002	\$ 2,580
203	MOTOR VEHICLE SUPPLIES	\$ 3,447	\$ 2,436	\$ 202	\$ 2,688	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 4,208	\$ 5,013	\$ 2,864	\$ 2,970	\$ 3,250
205	JANITORIAL & CLEANING SUPPLIES	\$ 1,612	\$ 2,606	\$ 2,842	\$ 3,000	\$ -
206	CHEMICALS	\$ 1,237	\$ 6,335	\$ 10,857	\$ 10,000	\$ 9,420
208	EDUCATION & REC SUPPLIES	\$ -	\$ -	\$ 4,412	\$ 5,000	\$ 5,000
209	BOTANICAL & AGR SUPPLIES	\$ 3,165	\$ 3,993	\$ 3,883	\$ 4,000	\$ 4,000
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 272	\$ 288	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 30	\$ -	\$ 6,057	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ -	\$ -
218	FUEL & OIL	\$ 27,251	\$ 27,756	\$ 12,427	\$ 17,000	\$ 21,805
226	SEED	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Services Sub Total		\$ 43,990	\$ 50,761	\$ 48,384	\$ 49,659	\$ 48,555
301	MAINT-BLDG & STRUCTURES	\$ 3,498	\$ 7,235	\$ 4,587	\$ 4,500	\$ 9,000
302	MAINT-MOTOR VEHICLES	\$ 4,795	\$ 4,152	\$ 15,078	\$ 5,060	\$ 5,500
303	MAINT-EQUIP & MACHINERY	\$ 15,771	\$ 16,299	\$ 5,774	\$ 11,800	\$ 4,000
315	MAINT-PARK EQUIPMENT/FIXTURES	\$ 16,569	\$ 21,915	\$ 17,267	\$ 17,500	\$ 18,000
345	MAINT-ATHLETIC FACILITY	\$ 100	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 40,734	\$ 49,601	\$ 42,706	\$ 38,860	\$ 36,500
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 5,218	\$ 3,951	\$ 2,436	\$ 4,050	\$ 1,000
409	TRAVEL & EDUCATION	\$ 1,579	\$ 1,537	\$ 2,283	\$ 2,610	\$ 2,660
410	UTILITIES - ELECTRICITY	\$ 41,576	\$ (2,709)	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ 174	\$ 175	\$ 300	\$ 670	\$ 900
416	OTHER/PROFESSIONAL SERVICES	\$ 9,727	\$ 11,791	\$ 8,341	\$ 8,225	\$ 18,000
421	PRINTING	\$ 590	\$ (414)	\$ 303	\$ 405	\$ -
436	IMPROVEMENTS BY CONTRACTORS	\$ 2,000	\$ -	\$ -	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 88	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,952	\$ 2,027	\$ 1,191	\$ 2,301	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 26,827	\$ 8,896	\$ 1,453	\$ -	\$ -
Services Sub Total		\$ 89,731	\$ 25,255	\$ 16,308	\$ 18,261	\$ 22,560
607	CAPITAL-PARK SYSTEM	\$ -	\$ 31,221	\$ -	\$ -	\$ -
Capital Sub Total		\$ -	\$ 31,221	\$ -	\$ -	\$ -
Department Total		\$ 598,804	\$ 617,923	\$ 491,658	\$ 597,316	\$ 630,637



Lancaster Police Department



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Chief of Police	1	1	1
Assistant Police Chief	2	2	2
Lieutenant	6	6	6
Sergeant	7	7	7
Police Officer	35	37.5	41
Office & Records Manager	1	0	0
CID Technician	1	1	1
Property & Evidence Technician	1	1	1
Lead Police Technician	0	1	1
Police Technicians	2	1	1
PT Police Technician (.5)	0	1	1
Public Service Officer	0	1	2
PT Public Service Officer (.5)	0	1	0.5
Administrative Secretary	0	1	1
Total	56	61.5	65.5

Department Narrative

The Police Department is tasked with providing law enforcement and crime prevention services for citizens and visitors to the City of Lancaster. This is done through frequent and random patrols throughout the city by police officers, traffic enforcement, criminal investigations and community outreach events. The department participates in many community outreach and crime prevention/education events such as National Night Out, Neighborhood watch meetings, business watch meetings and the Citizen's Public Safety Academy. The police department also investigates criminal activity within the city and prepares cases for prosecution with the Dallas County District Attorney's Office.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Civic Engagement • Professional & Committed City Workforce 				
Departmental Goals				
<ul style="list-style-type: none"> • Increase the Department's partnership with citizens, neighborhoods, schools, and other community groups • Increase awareness of crime prevention measures by creating community watch groups for businesses • Foster citizen interaction and education by hosting Public Safety Academy Programs • Encourage citizen participation through programs such as Citizens Public Safety Academy, Crime Victim's Assistance, and Volunteer Program • Enhance departmental efficiency by reducing officer downtime and developing user friendly reports • Enhance law enforcement accountability through strengthening patrol reporting, increasing traffic safety enforcement, enhancing the Reserve Police Officer Program. • Investigate cooperative agreements with other law enforcement agencies on items such as training, intelligence sharing, and grant opportunities 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
City Population / Square City Miles	36,390/33	37,360/33		37,860/33
Sworn Officers	54	53		54
Calls for Service	41,340	43,000		38,000
Citations / Violations	9095	9095		4713
Arrests	2,782	2,708		2,432
Accidents Reported	310	310		551
Part I Crimes	2,143	1,948		1,706
Public Safety Academies	1	1		1
Attendance at National Night Out Events	15	15		20
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Homeowner's Association Meeting Attendance	5	5		25
New Community Watch Groups Created	10	9		9
New Business Crime Watch Areas Created	2	2		2
Crime Victim Liaison Program	n/a	n/a		Ongoing
Partnership with UNT-Dallas Criminal Justice Program	Ongoing	n/a		Ongoing
Average Offense Report Completion Time	45 Minutes	45 Minutes		45 minutes
Average Arrest Report Completion Time	60 Minutes	60 Minutes		60minutes
Average Accident Report Completion Time	50 Minutes	50 Minutes		50 minutes
Average Emergency Response Time	4.51 Minutes	4.51 Minutes		4.41
Average Non-Emergency Response Time	9 Minutes	9 Minutes		7
Part I Crimes per 1000 Population	59	49		57
Sworn Officers per 1000 Population/per Square City Mile	1.8	1.3		1.5
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	4,818,455	5,238,074	5,157,332	5,350,218
Supplies	255,223	239,751	218,657	238,525
Maintenance	59,436	110,726	104,231	86,942
Services	509,762	524,999	453,659	429,770
TOTAL	5,642,877	6,113,550	5,933,880	6,105,455

Lancaster Police Department

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 1 **GENERAL FUND**
Department 14 **POLICE**
Program 0 **POLICE**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 3,084,719	\$ 3,017,272	\$ 2,542,719	\$ 3,490,431	\$ 3,608,715
102	SALARIES-PART TIME	\$ -	\$ 26,296	\$ 51,067	\$ 45,420	\$ 45,646
103	SALARIES-OVERTIME	\$ 330,427	\$ 370,943	\$ 325,911	\$ 215,400	\$ 215,400
104	SALARIES-LONGEVITY	\$ 22,502	\$ 19,747	\$ 16,661	\$ 20,582	\$ 20,284
105	GROUP HEALTH INSURANCE	\$ 373,091	\$ 409,833	\$ 347,244	\$ 391,726	\$ 487,977
106	TMRS	\$ 502,725	\$ 514,675	\$ 429,534	\$ 550,736	\$ 540,120
107	FICA	\$ 260,819	\$ 261,629	\$ 223,344	\$ 285,409	\$ 293,128
109	SALARIES-WELL PAY	\$ 34,832	\$ 33,729	\$ 35,354	\$ 18,882	\$ 19,406
110	DENTAL INSURANCE	\$ 9,353	\$ 11,110	\$ 16,457	\$ 24,738	\$ 25,350
113	SALARIES-CAR ALLOWANCE	\$ 128	\$ 4,815	\$ 3,857	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ 28,126	\$ 34,039	\$ 20,950	\$ 27,040	\$ 12,480
115	CERTIFICATION PAY	\$ 34,245	\$ 40,977	\$ 31,962	\$ 31,869	\$ 36,076
118	CELL PHONE ALLOWANCE	\$ 5,787	\$ 8,405	\$ 5,551	\$ 8,160	\$ 7,200
120	GROUP LIFE INSURANCE	\$ 3,509	\$ 3,111	\$ 3,685	\$ 6,172	\$ 6,478
121	UNIFORMS	\$ 5,000	\$ 5,000	\$ -	\$ 2,000	\$ 1,500
130	WORKERS COMPENSATION	\$ 50,909	\$ 58,405	\$ 28,259	\$ 37,193	\$ 28,806
131	EAP EXPENSE	\$ 1,370	\$ 1,385	\$ 1,181	\$ 1,574	\$ 1,652
Personnel Sub Total		\$ 4,747,542	\$ 4,821,370	\$ 4,083,834	\$ 5,157,332	\$ 5,350,218
Account Object	Description					
201	SUPPLIES	\$ 7,094	\$ 7,202	\$ 10,333	\$ 5,870	\$ 5,870
202	UNIFORMS AND CLOTHING	\$ 21,282	\$ 30,974	\$ 53,797	\$ 39,202	\$ 34,615
203	MOTOR VEHICLE SUPPLIES	\$ 22,438	\$ 9,532	\$ 451	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,071	\$ 3,797	\$ 1,163	\$ 435	\$ 1,000
205	JANITORIAL & CLEANING SUPPLIES	\$ 208	\$ -	\$ -	\$ -	\$ -
208	EDUCATION & REC SUPPLIES	\$ -	\$ 212	\$ 385	\$ 500	\$ 500
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 773	\$ 1,090	\$ 180	\$ 300	\$ 800
211	OTHER OPERATIONAL SUPPLIES	\$ 2,809	\$ 3,638	\$ 6,954	\$ 6,500	\$ 7,525
212	AMMUNITION	\$ 4,509	\$ 5,889	\$ 8,471	\$ 10,000	\$ 11,600
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,815	\$ 2,498	\$ 3,338	\$ 2,500	\$ 2,500
215	TRAINING SUPPLIES	\$ 2,278	\$ 350	\$ 606	\$ 1,350	\$ 735
218	FUEL & OIL	\$ 199,341	\$ 186,632	\$ 105,685	\$ 145,000	\$ 165,880
219	DATA PROCESSING SUPPLIES	\$ 7,657	\$ 3,428	\$ 4,539	\$ 4,000	\$ 4,000
220	INVESTIGATION SUPPLIES	\$ 3,630	\$ 1,656	\$ 3,980	\$ 3,000	\$ 3,500
Supplies Sub Total		\$ 276,905	\$ 256,898	\$ 199,882	\$ 218,657	\$ 238,525
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ 1,450	\$ 67	\$ 160	\$ -	\$ -
302	MAINT-MOTOR VEHICLES	\$ 69,074	\$ 47,822	\$ 43,746	\$ 54,000	\$ 50,000
303	MAINT-EQUIP & MACHINERY	\$ 1,221	\$ 11,546	\$ 50,515	\$ 50,000	\$ 36,692
314	MAINT-RADIO EQUIPMENT	\$ 1,420	\$ -	\$ -	\$ 231	\$ 250
346	MAINT-HEATING & COOLING SYSTEM	\$ 403	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 73,568	\$ 59,436	\$ 94,421	\$ 104,231	\$ 86,942
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 8,840	\$ 8,862	\$ 6,135	\$ 8,180	\$ -
407	SPECIAL SERVICES	\$ 63,778	\$ 49,132	\$ 65,556	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 27,258	\$ 45,838	\$ 32,537	\$ 30,000	\$ 35,175
414	DUES & SUBSCRIPTIONS	\$ 13,384	\$ 10,892	\$ 12,260	\$ 10,742	\$ 13,645
416	OTHER/PROFESSIONAL SERVICES	\$ 37,705	\$ 42,780	\$ 26,543	\$ 23,971	\$ 21,750
419	AWARDS	\$ 99	\$ 281	\$ 968	\$ 575	\$ 500
421	PRINTING	\$ 1,279	\$ 2,611	\$ 2,632	\$ 1,661	\$ 1,070
434	SPECIAL EVENTS	\$ 219	\$ 440	\$ 1,593	\$ 1,200	\$ 600
435	LABORATORY CHARGES	\$ 4,583	\$ 6,475	\$ 8,080	\$ 6,673	\$ 6,670
462	CELLULAR TELEPHONE & PAGERS	\$ 2,295	\$ 928	\$ 973	\$ 657	\$ 360
476	ACCT ANALYSIS FEES-JPM	\$ 1,366	\$ 1,523	\$ 899	\$ -	\$ -
544	PEST CONTROL SERVICES	\$ 182	\$ -	\$ -	\$ -	\$ -
557	CITY JAIL CONTRACT	\$ 270,884	\$ 340,000	\$ 262,500	\$ 370,000	\$ 350,000
559	CONTRACT/TEMPORARY LABOR	\$ 6,146	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 438,017	\$ 509,762	\$ 421,399	\$ 453,659	\$ 429,770
Department Total		\$ 5,536,032	\$ 5,647,467	\$ 4,799,536	\$ 5,933,880	\$ 6,105,455



TREE CITY USA

Fire

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	5
Captain	11	11	9
Fire Engineer	21	21	21
Fire Fighter	19	19	19
Fire Fighter (Safer Grant .38 fte)	0	0	2.28
Administrative Secretary	0	1	1
Total	56	57	59.28

Department Narrative

Fire Administration organizes and directs all functions of the Lancaster Fire Department. Activities include all communications, coordination of emergency services, and interaction with outside agencies. The Lancaster Fire Department responds to fires, rescues, vehicle accidents, hazardous material incidents and performs public fire safety education. The Department also provides Advanced Life Support Emergency Medical Services through its paramedic personnel. Emergency transportation to medical facilities is provided via Mobile Intensive Care Units.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safety and Vibrant Community 				
Departmental Goals:				
<ul style="list-style-type: none"> • Increase percentage firefighters on scene in 5 min. • Provide advanced care to patients suffering from strokes, heart attacks, trauma, or other medical problems. • Maintain response times as low as possible with increasing call volume and population growth. • Improve response capabilities for large scale disasters such as floods, tornados, terrorism, etc. • Maintain service level of one Mobile Intensive Care Unit (MICU) at each fire station. • Fire station personnel will visit their neighborhoods during the year. • Maintain the Fire Department comprehensive wellness-fitness program. 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	57	60		60
Responses (Average per year)	11,767	11,717		12,000
Simultaneous Incidents	1,738	1,978		1,900
Lives Saved	493	533		500
Life Extending Aid	1,378	1,192		1,400
Training Hours	11,884	9,575		10,000.00
Value Saved Exposed to Fire	25,605,960	24,530,000		26,000,000
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Percent of property saved from fire	76%	76%		95%
Paramedics trained	9	5		6
Minimum Apparatus staffing per unit	13	16		16
Response times with increased call volume	5.5	5.50 minutes		5.5
Percentage of 4 firefighters on scene in 5 minutes	36%	45%		50%
Percentage of 14 firefighters on scene in 9 minutes	47%	68%		70%
Increase ambulance billing revenue	10%	20%		10%
Dependency on mutual aid assistance	378	334		200
Public Fire Safety Education contacts	8,500	8,340		8,500
In the field CPR recesutations	20	25		25
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	5,101,127	5,695,820	5,415,335	5,587,013
Supplies	283,757	410,327	282,619	279,339
Maintenance	92,138	109,335	74,027	80,740
Services	217,561	221,829	228,077	203,040
TOTAL	5,694,583	6,437,311	6,000,058	6,150,132

Lancaster Fire Department

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 1 GENERAL FUND
Department 15 FIRE
Program 0

	2013	2014	2015	2015	2016
Account Object	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 3,278,802	\$ 3,393,738	\$ 2,709,623	\$ 3,565,670	\$ 3,724,640
103 SALARIES-OVERTIME	\$ 249,295	\$ 290,668	\$ 341,432	\$ 200,000	\$ 200,000
104 SALARIES-LONGEVITY	\$ 29,731	\$ 28,120	\$ 23,303	\$ 27,188	\$ 27,018
105 GROUP HEALTH INSURANCE	\$ 528,616	\$ 318,119	\$ 451,386	\$ 485,486	\$ 506,149
106 TMRS	\$ 531,686	\$ 568,227	\$ 461,664	\$ 570,134	\$ 565,157
107 FICA	\$ 273,410	\$ 285,868	\$ 238,485	\$ 296,604	\$ 307,025
108 SALARIES-PARAMEDIC	\$ 100,720	\$ 103,111	\$ 77,048	\$ 101,474	\$ 99,695
109 SALARIES-WELL PAY	\$ 12,147	\$ 8,660	\$ 7,181	\$ 19,553	\$ 20,320
110 DENTAL INSURANCE	\$ 11,786	\$ 13,879	\$ 18,489	\$ 24,528	\$ 24,975
112 SALARIES-OUT OF CLASS	\$ 8,876	\$ 11,524	\$ 20,189	\$ 13,000	\$ 13,000
114 SALARIES-ASSIGNMENT PAY	\$ 2,086	\$ 2,086	\$ 2,069	\$ 2,080	\$ 2,080
115 CERTIFICATION PAY	\$ 37,376	\$ 39,174	\$ 29,172	\$ 40,332	\$ 36,723
118 CELL PHONE ALLOWANCE	\$ 1,444	\$ 1,444	\$ 1,157	\$ 1,440	\$ 1,440
120 GROUP LIFE INSURANCE	\$ 3,816	\$ 3,421	\$ 4,052	\$ 6,120	\$ 6,348
125 SALARIES-FLSA OVERTIME	\$ 27,508	\$ 25,134	\$ 21,727	\$ 25,000	\$ 25,000
130 WORKERS COMPENSATION	\$ 48,099	\$ 5,828	\$ 26,468	\$ 34,166	\$ 24,823
131 EAP EXPENSE	\$ 1,475	\$ 1,509	\$ 1,182	\$ 1,560	\$ 1,620
149 TLFRA ANNUITY PAYMENT	\$ -	\$ 617	\$ 639	\$ 1,000	\$ 1,000
Personnel Sub Total	\$ 5,146,875	\$ 5,101,127	\$ 4,435,267	\$ 5,415,335	\$ 5,587,013
Account Object Description					
201 OFFICE SUPPLIES	\$ 3,302	\$ 4,255	\$ 5,767	\$ 6,000	\$ 3,000
202 UNIFORMS AND CLOTHING	\$ 47,192	\$ 52,418	\$ 59,486	\$ 58,830	\$ 52,460
203 MOTOR VEHICLE SUPPLIES	\$ 1,478	\$ 1,473	\$ 3,527	\$ 7,000	\$ 7,000
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 21,461	\$ 44,677	\$ 193,821	\$ 49,997	\$ 54,423
205 JANITORIAL & CLEANING SUPPLIES	\$ 7,022	\$ 7,436	\$ 6,898	\$ 7,200	\$ -
208 EDUCATION & REC SUPPLIES	\$ 33	\$ 1,386	\$ 2,302	\$ 2,000	\$ 2,000
210 FOOD-BEV-MEETINGS/FUNCTIONS	\$ 162	\$ 722	\$ 432	\$ 400	\$ 500
211 OTHER OPERATIONAL SUPPLIES	\$ 2,968	\$ 2,284	\$ 2,324	\$ 3,512	\$ 3,000
214 POSTAGE/SHIPPING/DELIVERY	\$ 493	\$ 1,037	\$ 868	\$ 500	\$ 350
216 MEDICAL SUPPLIES	\$ 79,065	\$ 84,746	\$ 86,142	\$ 71,380	\$ 70,430
218 FUEL & OIL	\$ 70,139	\$ 74,442	\$ 33,257	\$ 70,000	\$ 76,176
231 SOFTWARE	\$ -	\$ 8,880	\$ 10,049	\$ 10,000	\$ 10,000
Sub Total	\$ 233,314	\$ 283,757	\$ 404,874	\$ 286,819	\$ 279,339
Account Object Description					
301 MAINT-BLDG & STRUCTURES	\$ 4,825	\$ 200	\$ 4,695	\$ 4,000	\$ 4,000
302 MAINT-MOTOR VEHICLES	\$ 81,587	\$ 60,939	\$ 48,943	\$ 51,227	\$ 58,140
303 MAINT-EQUIP & MACHINERY	\$ 14,258	\$ 17,911	\$ 18,270	\$ 8,900	\$ 9,600
307 MAINT-INSTRUMENTS & APPARATUS	\$ 3,799	\$ 10,117	\$ 5,239	\$ 6,900	\$ 6,000
314 MAINT-RADIO EQUIPMENT	\$ 1,377	\$ 2,971	\$ 3,000	\$ 3,000	\$ 3,000
Sub Total	\$ 105,846	\$ 92,138	\$ 80,147	\$ 74,027	\$ 80,740
Account Object Description					
402 RENTAL OF EQUIPMENT	\$ 6,141	\$ 8,295	\$ 7,398	\$ 6,135	\$ -
407 SPECIAL SERVICES	\$ 5,700	\$ 4,789	\$ 5,550	\$ 5,725	\$ 6,500
409 TRAVEL & EDUCATION	\$ 30,810	\$ 27,570	\$ 19,616	\$ 25,000	\$ 19,715
414 DUES & SUBSCRIPTIONS	\$ 2,740	\$ 2,125	\$ 2,278	\$ 2,050	\$ 1,850
416 PROFESSIONAL SERVICES	\$ 9,689	\$ 24,864	\$ 13,389	\$ 28,000	\$ 28,000
418 MEDICAL EXPENSE	\$ 450	\$ 35	\$ -	\$ 1,000	\$ 500
419 AWARDS	\$ 311	\$ 770	\$ -	\$ -	\$ -
420 INTERNAL TRAINING	\$ -	\$ -	\$ 654	\$ 5,000	\$ 1,800
421 PRINTING	\$ 1,469	\$ 1,154	\$ 1,042	\$ 1,052	\$ -
426 VOLUNTEER FIREMENS PENSION	\$ 1,300	\$ 1,200	\$ -	\$ 1,000	\$ -
434 SPECIAL EVENTS	\$ 352	\$ 123	\$ 946	\$ 975	\$ 675
451 RADIO TIE-IN TO PARKLAND	\$ 19,582	\$ 16,841	\$ 14,491	\$ 21,800	\$ 17,200
453 E M S TRAINING	\$ 25,801	\$ 30,278	\$ 38,616	\$ 45,000	\$ 45,000
455 CERTIFICATION FEES	\$ 13,096	\$ 11,488	\$ 9,288	\$ 12,440	\$ 12,410
462 CELLULAR TELEPHONE & PAGERS	\$ 3,342	\$ 3,779	\$ 3,079	\$ 2,700	\$ 3,240
476 ACCT ANALYSIS FEES-JPM	\$ 6,341	\$ 6,965	\$ 5,498	\$ 6,000	\$ 6,000
544 PEST CONTROL SERVICES	\$ 182	\$ -	\$ -	\$ -	\$ -
554 AMBULANCE BILLING SERVICE FEE	\$ 40,696	\$ 59,834	\$ 56,224	\$ 40,000	\$ 40,000
558 EMPLOYEE PHYSICAL ASSESSMENT	\$ 12,340	\$ 17,450	\$ 10,740	\$ 20,000	\$ 20,150
Sub Total	\$ 180,343	\$ 217,561	\$ 188,807	\$ 223,877	\$ 203,040
Account Object Description					
609 CAPITAL-MACHINERY & EQUIPMENT	\$ 44,171	\$ -	\$ -	\$ -	\$ -
610 CAPITAL-MOTOR VEHICLES	\$ 628	\$ -	\$ 1,050,006	\$ -	\$ -
	\$ 44,799	\$ -	\$ 1,050,006	\$ -	\$ -
Department Total	\$ 5,711,177	\$ 5,694,583	\$ 6,159,101	\$ 6,000,058	\$ 6,150,132



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Fire Fighter (.62 fte)	6	6	3.72
Total	6	6	3.72

Department Narrative

The Staffing for Adequate Fire and Emergency Response (SAFER) Grant is a federally funded grant that provides the Fire Department with funding to help increase its staffing, training, and deployment capabilities in order to respond to emergencies whenever they may occur. The funding has a two year performance period for FY 14/15 and enhances the department's ability to comply with staffing, response and operational standards.



Safer Grant

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund 1 Department 15 Program 96	GENERAL FUND FIRE GRANT-SAFER GRANT AWARD
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Account Object	Description	2013	2014	2015	2015	
		Actual	Actual	YTD Actual	Budget	
					Proposed	
101	SALARIES-REGULAR	\$ -	\$ 93,555	\$ 213,204	\$ 288,554	\$ 187,736
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 47	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ -	\$ -	\$ 64	\$ 100	\$ 243
105	GROUP HEALTH INSURANCE	\$ -	\$ 8,504	\$ 18,020	\$ 39,714	\$ 18,245
106	TMRS	\$ -	\$ 13,778	\$ 31,713	\$ 41,911	\$ 26,215
107	FICA	\$ -	\$ 7,089	\$ 16,559	\$ 22,473	\$ 14,727
108	SALARIES-PARAMEDIC	\$ -	\$ 561	\$ 4,440	\$ -	\$ 3,567
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 1,459	\$ 957
110	DENTAL INSURANCE	\$ -	\$ 481	\$ 1,027	\$ 2,628	\$ 822
112	SALARIES-OUT OF CLASS	\$ -	\$ -	\$ 691	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ -	\$ -	\$ 3,630	\$ -
120	GROUP LIFE INSURANCE	\$ -	\$ -	\$ -	\$ 612	\$ 384
125	SALARIES-FLSA OVERTIME	\$ -	\$ 124	\$ 3,457	\$ -	\$ -
130	WORKERS COMPENSATION	\$ -	\$ 1,417	\$ 1,876	\$ 2,503	\$ 1,143
131	EAP EXPENSE	\$ -	\$ 56	\$ 126	\$ 156	\$ 96
Personnel Sub Total		\$ -	\$ 125,567	\$ 291,223	\$ 403,740	\$ 254,135
Department Total		\$ -	\$ 125,567	\$ 291,223	\$ 403,740	\$ 254,135



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

The Fire Chief is responsible for the coordination of the Emergency Management Plan in the City of Lancaster. The Emergency Operations Center is opened in response to potentially disastrous situations such as severe weather and hazardous materials incidents.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Departmental Goals:				
<ul style="list-style-type: none"> • Maintain emergency generators and early warning sirens • Maintaining a credible Emergency Operations Plan (EOP) • Maintain the City of Lancaster's Emergency Operations Center (EOC) • Coordinate with Regional partners in the response to disasters • Maintain response capabilities for large scale disasters such as floods, tornados and terrorism 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Siren activation testing	200	220		200
Severe Weather events monitored	60	73		60
Emergency Plan Annexe updates	4	0		12
Code Red maintenance	150	200		150
Generator Checks	60	60		60
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Siren activations	2	4		4
Emergency Operation Center (EOC) activations	30	33		30
Emergency Operation Plan (EOP) rating	Intermediate	Intermediate		Advanced
Generator Activations	5	5		5
City Disaster Training	4	4		4
Regional Disaster meetings	6	6		5
Disaster Drill	6	1		4
Code Red notifications	2	2		2
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Supplies	2,260	8,018	4,500	4,500
Maintenance	12,429	19,699	23,500	25,000
Services	24,254	24,636	33,500	31,500
TOTAL	38,943	52,354	61,500	61,000

Emergency Management

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 15 FIRE
Program 4 EMERGENCY MANAGEMENT**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 114	\$ -	\$ -	\$ 200	\$ -
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ 200	\$ 200
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ -	\$ 500	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 201	\$ 38	\$ 17	\$ 800	\$ 800
208	EDUCATION & REC SUPPLIES	\$ -	\$ -	\$ -	\$ 200	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 502	\$ -	\$ -	\$ 300	\$ -
215	TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ 300	\$ -
218	FUEL & OIL	\$ 1,932	\$ 2,222	\$ 8,082	\$ 2,000	\$ 3,000
Supplies Sub Total		\$ 2,749	\$ 2,260	\$ 8,099	\$ 4,500	\$ 4,500
Account Object Description						
301	MAINT-BLDG & STRUCTURES	\$ 4,163	\$ -	\$ -	\$ -	\$ -
302	MAINT-MOTOR VEHICLES	\$ 20	\$ 466	\$ -	\$ -	\$ 2,000
303	MAINT-EQUIP & MACHINERY	\$ 2,970	\$ -	\$ 4,054	\$ 2,000	\$ 2,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ -	\$ -	\$ 375	\$ 500	\$ -
314	MAINT-RADIO EQUIPMENT	\$ 523	\$ -	\$ 1,807	\$ 2,000	\$ 2,000
341	MAINT-EARLY WARNING SIRENS	\$ 10,775	\$ 11,964	\$ 13,838	\$ 19,000	\$ 19,000
342	MAINT-DATA PROC EQUIPMENT	\$ 18,451	\$ 12,429	\$ 20,074	\$ 23,500	\$ 25,000
Account Object Description						
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 1,726	\$ 2,000	\$ -
407	SPECIAL SERVICES	\$ 4,932	\$ -	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ -	\$ -	\$ -	\$ 500	\$ 500
414	DUES & SUBSCRIPTIONS	\$ 89	\$ -	\$ -	\$ -	\$ -
416	PROFESSIONAL SERVICES	\$ 18,000	\$ 24,254	\$ 23,000	\$ 31,000	\$ 31,000
481	GROUND LEASE FOR RADIO TOWER	\$ 2,880	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 25,901	\$ 24,254	\$ 24,726	\$ 33,500	\$ 31,500
Department Total		\$ 47,101	\$ 38,943	\$ 52,899	\$ 61,500	\$ 61,000



Non-Departmental

Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

The Non-Departmental Activity includes funds that are used jointly by all departments or the city as a whole. Items include city insurance, dues and subscriptions, special events and other similar items.



Non-Departmental

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 1 GENERAL FUND
Department 16 NON-DEPARTMENTAL
Program 0 NON-DEPARTMENTAL EXPENSES

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
130	WORKERS COMPENSATION	\$ -	\$ 3,183	\$ 3,000	\$ 4,000	\$ 4,000
Personnel Sub Total		\$ -	\$ 3,183	\$ 3,000	\$ 4,000	\$ 4,000
Account Object	Description					
201	OFFICE SUPPLIES	\$ -	\$ 4	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 17	\$ 6,947	\$ 1,352	\$ -	\$ -
Supplies Sub Total		\$ 17	\$ 6,951	\$ 1,352	\$ 300	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 199,477	\$ 247,020	\$ 209,512	\$ 83,769	\$ 83,769
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 34,653
403	CASUALTY INSURANCE	\$ 311,480	\$ 300,758	\$ 294,261	\$ 354,000	\$ 354,000
406	UNEMPLOYMENT INSURANCE	\$ 21,304	\$ 19,588	\$ 22,589	\$ 70,000	\$ 70,000
407	SPECIAL SERVICES	\$ -	\$ 3,500	\$ 8,611	\$ 7,000	\$ -
414	DUES & SUBSCRIPTIONS	\$ 26,777	\$ 35,296	\$ 36,976	\$ 43,672	\$ 38,893
416	OTHER/PROFESSIONAL SERVICES	\$ 40,224	\$ 14,388	\$ 7,380	\$ 17,000	\$ 9,000
434	SPECIAL EVENTS	\$ 28,054	\$ 22,181	\$ 15,996	\$ 24,600	\$ 31,200
445	TORNADO INS-CC TO DESIGNATE	\$ 290	\$ -	\$ -	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 1,064	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 4,334	\$ 966	\$ 13,437	\$ -	\$ -
463	ADMIN FEES-FLEX SPENDING PLAN	\$ 1,470	\$ 1,092	\$ 1,803	\$ 8,000	\$ 8,000
470	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
497	TUITION REIMBURSEMENT	\$ 3,095	\$ 4,038	\$ 4,656	\$ 7,000	\$ 7,000
535	HEALTH DEPARTMENT	\$ -	\$ -	\$ -	\$ 12,106	\$ -
536	HEALTH DEPT-FOOD PERMITS	\$ -	\$ -	\$ 17,775	\$ 12,106	\$ -
539	MISC. HEALTH BENEFIT	\$ 6,532	\$ 4,990	\$ 4,260	\$ 10,000	\$ 10,000
562	INCENTIVES-PROPERTY TAX REBATE	\$ 26,218	\$ 590,816	\$ 880,900	\$ 490,000	\$ 938,000
Services Sub Total		\$ 670,320	\$ 1,244,635	\$ 1,518,156	\$ 1,139,253	\$ 1,599,755
Department Total		\$ 670,336	\$ 1,256,366	\$ 1,522,509	\$ 1,143,553	\$ 1,603,755



Personnel Organization Chart

Director of Development Services

Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Director of Development Services	0	0	1
Total	0	0	1

Department Narrative

The Planning Division is the primary coordinating element working to integrate political, economic, and physical conditions in the community into a system for land use and development ensuring long-term sustainability. Planning strives to facilitate decision-making, minimize conflicts between developments, improve efficiency of available resources, forecast service needs, and ensure that development occurs in a rational and coordinated manner. Planning staff is able to accomplish its goals by providing clear technical assistance and professional advice to city officials, citizens and developers. Information is collected, analyzed and disseminated regarding residential and non-residential growth. Greater emphasis will also be devoted to long range planning efforts in estimating population trends, modeling development trends, and comparing competing development interests in order to create diverse remedies for problems that may arise.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Quality Development • Sound Infrastructure 				
Departmental Goals				
<ul style="list-style-type: none"> • Promote high quality commercial and residential growth through quality planning procedures and processes • Minimize conflict between developments • Provide clear technical assistance and professional advice to City Council, City Management, and Lancaster residents • Update codes, regulations, and ordinances for consistency to City Council objectives • Forecast service needs and improve efficiency of available resources 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full Time Employees	2	1		1
Lancaster Development Code Review Sessions	8	4 (Quarterly)		4
Historic Downtown Beautification Project	50%	100%		100%
Floating Zones (Design Review)	n/a	n/a		n/a
Total Plats Received and Reviewed	22	9		15
Total Zoning Requests Received and Processed	19	9		15
Total Site Plans Received and Reviewed	19	7		12
Zoning Board of Adjustment Cases	2	2		2
Historic Committee Landmark Cases	7	2		5
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Process Certifications of Occupancies within 3 Days	85%	100%		100%
Comment on Civil Plans with Planning Elements within 3 Days	85%	95%		100%
Comment on Building Plans with Planning Elements within 3 Days	85%	90%		100%
Process Administrative Permits within 3 Days	85%	90%		100%
Complete Site Plan and Plat Applications within 30 days	90%	90%		100%
Zoning Applications Completed with 45 days	85%	90%		100%
Annexation Requests Complying with Procedural Requirements	100%	100%		100%
Citizen Planning Inquiries Resolved Within 24 Hours	85%	90%		100%
Continuing Education Units Received	40 Units	60 Units		60 Units
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	83,331	75,410	93,207	144,710
Supplies	454	1,833	750	2,283
Maintenance	620	672	200	200
Services	87,692	34,321	93,516	64,098
TOTAL	172,097	112,235	187,673	211,291

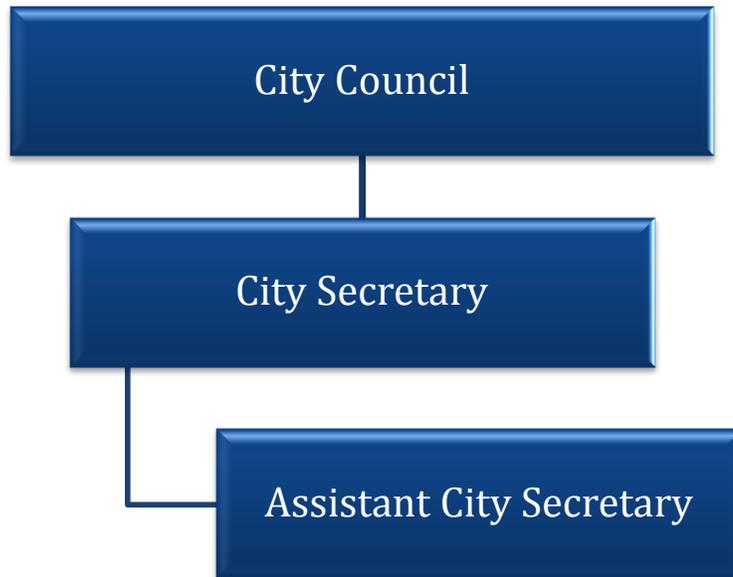
Planning

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund 1 Department 17 Program 0	GENERAL FUND PLANNING & DEVELOPMENT PLANNING & DEVELOPMENT
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	2013	2014	2015	2015	2016
Account Object Description	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 41,827	\$ 56,088	\$ 10,732	\$ 70,635	\$ 109,241
102 SALARIES-PART TIME	\$ -	\$ 6,560	\$ 32,597	\$ -	\$ -
103 SALARIES-OVERTIME	\$ -	\$ 153	\$ -	\$ -	\$ -
104 SALARIES-LONGEVITY	\$ 10	\$ 59	\$ 7	\$ 72	\$ 24
105 GROUP HEALTH INSURANCE	\$ 4,665	\$ 6,713	\$ 5,297	\$ 5,922	\$ 6,309
106 TMRS	\$ 5,947	\$ 8,189	\$ 6,465	\$ 10,139	\$ 15,612
107 FICA	\$ 3,190	\$ 4,775	\$ 3,371	\$ 5,436	\$ 7,502
109 SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 353	\$ 570
110 DENTAL INSURANCE	\$ 271	\$ 449	\$ 355	\$ 438	\$ 429
113 SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ 1,600	\$ -	\$ 4,800
118 CELL PHONE ALLOWANCE	\$ 49	\$ 174	\$ 86	\$ -	\$ -
120 GROUP LIFE INSURANCE	\$ 8	\$ -	\$ -	\$ 102	\$ 102
130 WORKERS COMPENSATION	\$ 76	\$ 136	\$ 54	\$ 84	\$ 95
131 EAP EXPENSE	\$ 17	\$ 35	\$ 27	\$ 26	\$ 26
Personnel Sub Total	\$ 56,060	\$ 83,331	\$ 60,590	\$ 93,207	\$ 144,710
Account Object Description					
201 OFFICE SUPPLIES	\$ -	\$ 260	\$ -	\$ -	\$ 500
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 305	\$ -	\$ -	\$ -	\$ -
210 FOOD-BEV-MEETINGS/FUNCTIONS	\$ 36	\$ -	\$ 887	\$ -	\$ 300
211 OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ 37	\$ -	\$ -
214 POSTAGE/SHIPPING/DELIVERY	\$ 452	\$ 89	\$ 164	\$ 500	\$ 500
218 FUEL & OIL	\$ 142	\$ 105	\$ 393	\$ 250	\$ 983
Supplies Sub Total	\$ 935	\$ 454	\$ 1,481	\$ 750	\$ 2,283
Account Object Description					
302 MAINT-MOTOR VEHICLES	\$ 38	\$ 620	\$ 583	\$ 200	\$ 200
Maintenance Sub Total	\$ 38	\$ 620	\$ 583	\$ 200	\$ 200
Account Object Description					
402 RENTAL OF EQUIPMENT	\$ 47	\$ -	\$ -	\$ -	\$ -
408 ADVERTISING	\$ 127	\$ 35	\$ 44	\$ 300	\$ 300
409 TRAVEL & EDUCATION	\$ 1,278	\$ 167	\$ 2,649	\$ 500	\$ 2,500
414 DUES & SUBSCRIPTIONS	\$ 3,012	\$ -	\$ 4,613	\$ 378	\$ 318
416 OTHER/PROFESSIONAL SERVICES	\$ 39,991	\$ 87,317	\$ 16,375	\$ 90,800	\$ 60,000
421 PRINTING	\$ 480	\$ -	\$ -	\$ 1,000	\$ 500
462 CELLULAR TELEPHONE & PAGERS	\$ 70	\$ 172	\$ -	\$ 538	\$ 480
544 PEST CONTROL SERVICES	\$ 372	\$ -	\$ -	\$ -	\$ -
Services Sub Total	\$ 45,378	\$ 87,692	\$ 23,681	\$ 93,516	\$ 64,098
Department Total	\$ 102,411	\$ 172,097	\$ 86,335	\$ 187,673	\$ 211,291



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Total	2	2	2

Department Narrative

The Office of the City Secretary maintains custody and filing for all proceedings of the City Council including Council legislation, minutes, contracts/agreements and other written and recorded documents pertaining to the operation of city government. The City Secretary prepares City Council agendas and gives notice of City Council meetings. The City Secretary serves as the City's Records Management Officer and is responsible for record requests in accordance with the Texas Public Information Act. The City Secretary coordinates and conducts all regular and special city elections. The City Secretary's office issues local alcohol beverage permits. The City Secretary's office coordinates board and commission appointments, and provides administrative assistance to the Mayor and Council.

Goals				
City Council Goals				
<ul style="list-style-type: none"> • Civic Engagement • Healthy, Sage & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Prepare Lancaster City Council meeting agendas and maintain an accurate account of such proceedings including Council minutes and codification of ordinances and resolutions as approved by the City Council • Conduct General Municipal Election • Process local permit applications for alcohol beverage permits in compliance with state laws and local ordinances • Scan and index Ordinances and Resolutions as adopted • Serve as a document and information resource for Council, citizens and staff 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
City Council Meetings	44	44		45
Population	36,390	36,361		36,700
Registered Voters	20,862	21,600		22,500
Ordinances Adopted	33	24		35
Resolutions Approved	109	103		110
Ordinances Codified	33	32		35
Proclamations Prepared	19	18		24
Open Records Requests Processed	252	245		280
Elections Held	1	1		1
Quantity of Records Eligible for Destruction (lbs.)	9,797	5,882		9,500
Agenda Packet Pages Produced (electronic)	5,925	2,769		4,050
Legal Notices Published	25	18		25
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Agenda Packets Prepared by Thursday Before Council	100%	100%		100%
Open Records Requests processed in accordance with state law	100%	100%		100%
Ordinances codified	100%	100%		100%
Citywide destruction of eligible records (lbs.)	9,797	5,882		9,500
"Local" Alcohol Beverage Permits issued	10	3		10
Ordinances and Resolutions indexed/scanned as adopted	100%	100%		100%
Council minutes prepared; ordinances and resolutions	100%	100%		100%
Line Item Details Totals	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	162,607	142,294	137,484	158,411
Supplies	849	3,235	1,120	1,680
Services	16,973	32,765	18,685	21,700
Total Expenditures	180,430	178,294	157,289	181,791

City Secretary's Office

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 18 CITY SECRETARY
Program 0 CITY SECRETARY**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 125,416	\$ 113,693	\$ 75,188	\$ 94,750	\$ 112,920
103	SALARIES-OVERTIME	\$ 59	\$ 561	\$ 174	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 552	\$ 414	\$ 238	\$ 256	\$ 288
105	GROUP HEALTH INSURANCE	\$ 7,580	\$ 14,822	\$ 11,927	\$ 13,198	\$ 12,618
106	TMRS	\$ 18,602	\$ 17,299	\$ 11,466	\$ 14,384	\$ 16,220
107	FICA	\$ 9,965	\$ 9,168	\$ 6,134	\$ 7,711	\$ 9,111
109	SALARIES-WELL PAY	\$ 346	\$ 405	\$ 727	\$ 501	\$ 591
110	DENTAL INSURANCE	\$ 863	\$ 917	\$ 595	\$ 876	\$ 876
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,915	\$ 3,857	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 179	\$ 91	\$ 68	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 237	\$ 261	\$ 96	\$ 124	\$ 103
131	EAP EXPENSE	\$ 54	\$ 62	\$ 41	\$ 78	\$ 78
Personnel Sub Total		\$ 168,668	\$ 162,607	\$ 110,512	\$ 137,484	\$ 158,411
Account Object	Description					
201	OFFICE SUPPLIES	\$ 160	\$ 695	\$ 3,017	\$ 1,000	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 100	\$ -	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 16	\$ 154	\$ 177	\$ 120	\$ 180
Supplies Sub Total		\$ 276	\$ 849	\$ 3,194	\$ 1,120	\$ 1,680
			\$ 276			
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 456	\$ 456	\$ 307	\$ 480	\$ 480
402	RENTAL OF EQUIPMENT	\$ 541	\$ -	\$ -	\$ -	\$ -
407	SPECIAL SERVICES	\$ 1,020	\$ 4,469	\$ 4,219	\$ 3,800	\$ 4,500
408	ADVERTISING	\$ 330	\$ 406	\$ 214	\$ 225	\$ 225
409	TRAVEL & EDUCATION	\$ 2,101	\$ 4,053	\$ 3,328	\$ 5,385	\$ 5,385
414	DUES & SUBSCRIPTIONS	\$ 280	\$ 76	\$ 28	\$ 465	\$ 485
416	OTHER/PROFESSIONAL SERVICES	\$ 5,487	\$ 5,988	\$ 4,990	\$ 5,988	\$ 9,700
421	PRINTING	\$ 127	\$ 325	\$ 634	\$ 1,250	\$ -
452	FILING FEES	\$ -	\$ -	\$ -	\$ 225	\$ 225
462	CELLULAR TELEPHONE & PAGERS	\$ 551	\$ 1,201	\$ 1,078	\$ 867	\$ 700
Sub Total		\$ 10,892	\$ 16,973	\$ 22,603	\$ 18,685	\$ 21,700
Department Total		\$ 179,836	\$ 180,430	\$ 136,308	\$ 157,289	\$ 181,791



TREE CITY USA

Finance

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Chief Accountant	0	1	1
Accountant	0.75	0.75	0.75
Account Payables Specialist	1	1	1
Total	3.75	4.75	4.75

Department Narrative

The Finance Department monitors revenues and expenses; maintains the financial records of the City as mandated by State statutes, the City charter and ordinances, and generally accepted accounting principles; manages financial resources to efficiently and effectively pay City vendors; prepares financial reports and analyses to assist management and Council in carrying out day-to-day operations and long-range planning; prepares historical information required for bond rating purposes; develops, administers, and monitors controls for public funds to ensure safety and liquidity and to maximize yield; manages banking relationships; and facilitates the implementations of automated financial systems needed for departments to perform their functions. These activities are necessary for the efficient and effective delivery of all other City Services.



Goals				
Council Goals:				
<ul style="list-style-type: none"> Financially Sound Government 				
Departmental Goals				
<ul style="list-style-type: none"> Provide financial information to all stakeholders in the form, frequency, and timeliness needed for management Utilize best practices to meet or exceed industry standards of Financial Management and Reporting Coordinate with the City Manager's Office in the preparation of the Annual Operating Budget; Capital Improvement Program (CIP) and Five-Year Financial Forecasts Develop and implement operational accounting policies and procedures. Pursue e-government solutions to improve efficiency and maintain the City's accounting system to meet the needs of all users. Coordinate the preparation of the Comprehensive Annual Financial Report (CAFR) with the external auditors Comply with regulatory agencies and bond covenants regarding financial management, accounting and Internal controls Certificate of Distribution for Investment Policy Comptroller's Leadership Circle Comprehensive Annual Financial Report Certificate of Achievement for Excellence in Financial Reporting 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	3	4		5
Checking Accounts	8	8		8
Journal Entries Made	6,050	6,200		6,550
Bank Statements Reconciled	48	96		96
Monthly Operations Reports - P.I.D.'s	8	12		12
Accounts Payable Checks Processed	3,851	4,528		4,500
Quarterly Financial & Investment Reporting	4	4		4
Financial Reporting	0	0		1
Debt Management Policy	0	1		1
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Bank Reconciliations Finished by Month End	75%	90%		100%
Monthly Closeouts within 10 Days of Month End	8	10		12
Vendors Paid within 30 Days	99%	95%		100%
Checks Available for Review every Tuesday	100%	95%		100%
Audit presentation to Council (Months after year end)	6 mos.	6 mos.		6 mos.
Periodic Inventories, Audits, and Reports	2	4		4
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	351,293	450,114	442,548	444,919
Supplies	7,563	12,609	5,300	8,850
Maintenance	-	109	-	-
Services	345,705	256,451	213,386	212,530
TOTAL	704,561	719,283	661,234	666,299

Finance

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

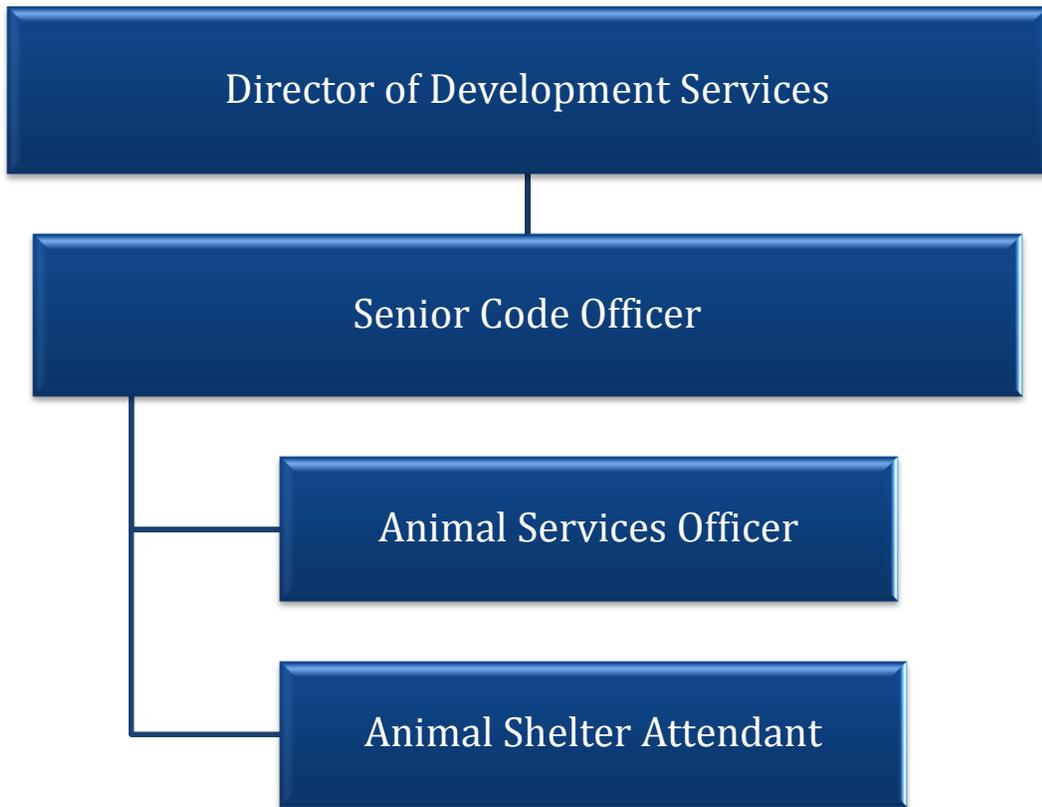
**Fund 1 GENERAL FUND
Department 19 FINANCE
Program 0 FINANCE**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 172,042	\$ 259,346	\$ 286,217	\$ 328,557	\$ 335,128
103	SALARIES-OVERTIME	\$ 1,021	\$ 6,059	\$ 4,329	\$ 600	\$ 600
104	SALARIES-LONGEVITY	\$ 438	\$ 48	\$ 127	\$ 141	\$ 381
105	GROUP HEALTH INSURANCE	\$ 21,710	\$ 24,890	\$ 22,808	\$ 30,997	\$ 28,081
106	TMRS	\$ 26,583	\$ 32,152	\$ 42,140	\$ 47,978	\$ 46,657
107	FICA	\$ 14,041	\$ 20,466	\$ 22,254	\$ 24,101	\$ 24,472
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 1,672	\$ 1,703
110	DENTAL INSURANCE	\$ 705	\$ 1,163	\$ 1,817	\$ 2,081	\$ 2,072
113	SALARIES-CAR ALLOWANCE	\$ 4,614	\$ 3,915	\$ 4,057	\$ 4,800	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ 9,465	\$ 1,985	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 461	\$ 576	\$ 251	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 184	\$ 15	\$ -	\$ 587	\$ 587
130	WORKERS COMPENSATION	\$ 340	\$ 575	\$ 353	\$ 404	\$ 288
131	EAP EXPENSE	\$ 77	\$ 104	\$ 112	\$ 150	\$ 150
Personnel Sub Total		\$ 251,680	\$ 351,293	\$ 384,466	\$ 442,548	\$ 444,919
Supplies						
Account Object	Description	2013	2014	2015	2015	2016
201	SUPPLIES	\$ 4,722	\$ 4,006	\$ 7,243	\$ 3,000	\$ 2,500
202	UNIFORMS AND CLOTHING	\$ 47	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 890	\$ -	\$ -	\$ -	\$ 1,000
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 23	\$ -	\$ 51	\$ -	\$ 150
214	POSTAGE/SHIPPING/DELIVERY	\$ 1,551	\$ 1,775	\$ 2,006	\$ 2,000	\$ 2,000
231	SOFTWARE	\$ -	\$ 1,782	\$ 3,617	\$ 300	\$ 3,200
Supplies Sub Total		\$ 7,233	\$ 7,563	\$ 12,918	\$ 5,300	\$ 8,850
Maintenance						
Account Object	Description	2013	2014	2015	2015	2016
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 109	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 109	\$ -	\$ -
Services						
Account Object	Description	2013	2014	2015	2015	2016
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ (36)	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 1,565	\$ 1,427	\$ 6,224	\$ 5,463	\$ 4,100
409	TRAVEL & EDUCATION	\$ 2,902	\$ 5,144	\$ 11,551	\$ 7,400	\$ 7,300
414	DUES & SUBSCRIPTIONS	\$ 889	\$ 946	\$ 2,193	\$ 1,255	\$ 940
416	OTHER/PROFESSIONAL SERVICES	\$ 17,035	\$ 112	\$ -	\$ -	\$ 5,000
420	INTERNAL TRAINING	\$ -	\$ -	\$ -	\$ -	\$ 1,000
421	PRINTING	\$ 545	\$ 497	\$ 204	\$ 1,876	\$ 250
437	CONTRACT AUDIT SERVICES	\$ 49,850	\$ 94,500	\$ 101,000	\$ 50,000	\$ 60,000
440	CONSULTANT AND ADVISORY FEES	\$ -	\$ -	\$ 15,500	\$ 15,000	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 13,789	\$ 22,602	\$ 25,716	\$ 20,000	\$ 24,000
444	TAX APPRAISAL	\$ 63,282	\$ 61,963	\$ 46,193	\$ 61,591	\$ 61,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ 765	\$ -	\$ 1,440
476	ACCT ANALYSIS FEES-JPM	\$ 28,016	\$ 19,577	\$ 17,453	\$ 30,800	\$ 22,500
537	DALLAS COUNTY TAX COLL SVCS	\$ 19,578	\$ 25,061	\$ 19,640	\$ 20,000	\$ 25,000
539	MISC. HEALTH BENEFIT	\$ 435	\$ -	\$ -	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 57,092	\$ 113,115	\$ -	\$ -	\$ -
Services Sub Total		\$ 254,978	\$ 345,705	\$ 246,405	\$ 213,386	\$ 212,530
Department Total		\$ 513,890	\$ 704,561	\$ 643,898	\$ 661,234	\$ 666,299



Animal Services

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Adopted '15-16
Animal Services Officer	2	2	2
Animal Shelter Attendant	1	1	1
Total	3	3	3

Department Narrative

The Animal Services Division works closely with residents to obtain and encourage continued compliance with the city and state laws. The main focus is on domestic animals, but officers are also trained to assist customers with birds, coyotes and other species, with the employment of two full-time Animal Services Officers (ASOs) and a full-time shelter attendant. Staff also conducts shot and adoption clinics bi-annually that assist in controlling the growing population of stray animals in the City.



Goals				
City Council Goal				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Civic Engagement 				
Departmental Goals				
<ul style="list-style-type: none"> • Create active education programs for the community on basic animal care and responsibility • Update all City ordinances related to Animal Services to be in conformance with new State laws • Respond to service calls in a timely manner • Attend Homeowner's Association meetings to inform residents of local ordinances related to Animal Services • Create programs to promote per adoptions • Increase fund raising programs for Shelter • Maintain all state required certifications (euthanasia, dart gun, etc...) 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	3	3		3
Adoptions	258	269		350
Redemptions	50	109		75
Euthanizations	700	121		200
Deceased Animal Pickup	148	3		10
Micro Chip Inserted	10	279		400
Animal Bite Investigations	8	4		5
Animals at Large	2,200	346		1,000
Aggressive Dogs	0	3		5
Livestock too close to residents	8	4		5
Traps issued	15	93		50
Snakes	20	2		5
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Animal Services requests answered within 8 hours	85%	85%		100%
Increase monthly adoptions	85%	85%		100%
Meet State Shelter Requirements	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	140,975	157,188	153,419	158,196
Supplies	12,965	7,725	14,393	9,773
Maintenance	1,792	673	2,112	1,112
Other Services	6,955	5,303	9,847	9,263
TOTAL	162,688	170,889	179,770	178,344

Animal Services

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund **1** **GENERAL FUND**
Department **24** **ANIMAL CONTROL**
Program **0** **ANIMAL CONTROL**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 73,343	\$ 43,731	\$ 32,450	\$ 102,197	\$ 104,239
102	SALARIES-PART TIME	\$ 6,244	\$ 42,319	\$ 44,910	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 5,443	\$ 6,408	\$ 5,563	\$ 2,400	\$ 2,400
104	SALARIES-LONGEVITY	\$ 558	\$ 580	\$ 523	\$ 660	\$ 772
105	GROUP HEALTH INSURANCE	\$ 24,307	\$ 25,795	\$ 19,098	\$ 21,364	\$ 23,867
106	TMRS	\$ 11,315	\$ 13,210	\$ 12,051	\$ 15,094	\$ 14,766
107	FICA	\$ 5,526	\$ 6,432	\$ 6,170	\$ 8,093	\$ 8,295
109	SALARIES-WELL PAY	\$ 441	\$ 454	\$ 477	\$ 524	\$ 536
110	DENTAL INSURANCE	\$ -	\$ 544	\$ 949	\$ 1,314	\$ 1,305
118	CELL PHONE ALLOWANCE	\$ -	\$ 214	\$ 386	\$ -	\$ 480
120	GROUP LIFE INSURANCE	\$ 104	\$ 64	\$ 75	\$ 408	\$ 408
130	WORKERS COMPENSATION	\$ 1,293	\$ 1,148	\$ 550	\$ 1,261	\$ 1,024
131	EAP EXPENSE	\$ 73	\$ 75	\$ 67	\$ 104	\$ 104
Personnel Sub Total		\$ 128,648	\$ 140,975	\$ 123,269	\$ 153,419	\$ 158,196
Account Object	Description					
201	OFFICE SUPPLIES	\$ 674	\$ -	\$ -	\$ -	\$ 500
202	UNIFORMS AND CLOTHING	\$ 571	\$ 678	\$ 56	\$ 975	\$ 550
203	MOTOR VEHICLE SUPPLIES	\$ 1,010	\$ 134	\$ -	\$ 800	\$ 700
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,243	\$ 1,438	\$ 46	\$ 923	\$ 480
205	JANITORIAL & CLEANING SUPPLIES	\$ 1,560	\$ 1,988	\$ 230	\$ -	\$ -
206	CHEMICALS	\$ 785	\$ 1,025	\$ 683	\$ 500	\$ 1,788
214	POSTAGE/SHIPPING/DELIVERY	\$ 133	\$ (128)	\$ -	\$ 25	\$ 25
216	MEDICAL SUPPLIES	\$ 77	\$ -	\$ -	\$ 150	\$ 150
218	FUEL & OIL	\$ 9,242	\$ 7,351	\$ 3,001	\$ 8,800	\$ 5,000
224	ANIMAL CARE SUPPLIES	\$ 881	\$ 481	\$ 2,315	\$ 2,220	\$ 580
Supplies Sub Total		\$ 16,174	\$ 12,965	\$ 6,331	\$ 14,393	\$ 9,773
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ -	\$ -	\$ -	\$ 1,000	\$ -
302	MAINT-MOTOR VEHICLES	\$ 1,232	\$ 1,792	\$ 443	\$ 1,112	\$ 1,112
Maintenance Sub Total		\$ 1,232	\$ 1,792	\$ 443	\$ 2,112	\$ 1,112
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 205	\$ -
409	TRAVEL & EDUCATION	\$ 238	\$ 966	\$ 57	\$ 1,420	\$ 1,200
414	DUES & SUBSCRIPTIONS	\$ 6,858	\$ 4,008	\$ 3,951	\$ 4,205	\$ 4,205
416	OTHER/PROFESSIONAL SERVICES	\$ 125	\$ -	\$ -	\$ -	\$ 278
418	MEDICAL EXPENSE	\$ -	\$ 50	\$ 869	\$ 750	\$ -
421	PRINTING	\$ 42	\$ 266	\$ 256	\$ 900	\$ 200
434	SPECIAL EVENTS	\$ -	\$ 123	\$ 182	\$ 250	\$ -
435	LABORATORY CHARGES	\$ 205	\$ -	\$ -	\$ 500	\$ 500
455	CERTIFICATION FEES	\$ 50	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,238	\$ 1,392	\$ 493	\$ 1,617	\$ 2,880
544	PEST CONTROL SERVICES	\$ 94	\$ 150	\$ -	\$ -	\$ -
Services Sub Total		\$ 8,849	\$ 6,955	\$ 5,808	\$ 9,847	\$ 9,263
Department Total		\$ 154,903	\$ 162,688	\$ 135,851	\$ 179,770	\$ 178,344



Purchasing

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Purchasing Agent	1	1	1
Total	1	1	1

Department Narrative

The Purchasing Division is responsible for handling all purchasing related activities including formal and informal bids, quotes, and requests for proposals and qualifications.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> Financially Sound City Government 				
Departmental Goals				
<ul style="list-style-type: none"> Provide assistance to departments within the City for procuring materials / services in the most efficient and economical way that adheres to all related Texas purchasing statutes and the internal purchasing policy Update purchasing policy and conduct training for all employees involved in the buying process. 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Bid Types Processed	74	68		80
ITQ-Invitation to Quote	38	40		44
ITB-Invitation to Bid	29	19		30
RFQ-Request for Qualifications	2	2		2
RFP-Request for Proposal	4	7		4
RFI-Request for Information	0	0		0
Requisitions Processed	1,198	1,123		1,200
Procurement Card Transactions	3,416	3,542		3,500
Purchase Orders Processed	1,128	1,103		1,200
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Vendor Inquiries Resolved Within 48 Hours	99%	100%		100%
Electronic Vendor Self Update	99%	100%		100%
Electronic Procurement System Operational	100%	100%		100%
Contract Management System Operational	100%	100%		100%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	91,467	79,308	90,882	82,546
Supplies	581	2,223	720	525
Services	20,655	21,980	26,323	25,425
TOTAL	112,703	103,511	117,925	108,496

Purchasing

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 1 **GENERAL FUND**
Department 29 **PURCHASING**
Program 0 **PURCHASING**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 63,407	\$ 67,110	\$ 44,714	\$ 67,292	\$ 58,415
104	SALARIES-LONGEVITY	\$ 396	\$ 490	\$ -	\$ 488	\$ 52
105	GROUP HEALTH INSURANCE	\$ 7,632	\$ 7,777	\$ 7,115	\$ 6,599	\$ 10,675
106	TMRS	\$ 9,116	\$ 9,907	\$ 6,392	\$ 9,788	\$ 8,002
107	FICA	\$ 4,761	\$ 5,044	\$ 3,199	\$ 5,248	\$ 4,495
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 339	\$ 292
110	DENTAL INSURANCE	\$ 432	\$ 429	\$ 353	\$ 438	\$ 438
118	CELL PHONE ALLOWANCE	\$ 481	\$ 447	\$ -	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 91	\$ 85	\$ -	\$ 102	\$ 102
130	WORKERS COMPENSATION	\$ 116	\$ 148	\$ 54	\$ 82	\$ 49
131	EAP EXPENSE	\$ 27	\$ 28	\$ 22	\$ 26	\$ 26
Personnel Sub Total		\$ 86,460	\$ 91,467	\$ 61,848	\$ 90,882	\$ 82,546
Account Object	Description					
201	OFFICE SUPPLIES	\$ 459	\$ 415	\$ 2,056	\$ 300	\$ 105
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 306	\$ -	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 38	\$ 20	\$ 20
214	POSTAGE/SHIPPING/DELIVERY	\$ 51	\$ 166	\$ 25	\$ 200	\$ 200
215	TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ 200	\$ 200
Supplies Sub Total		\$ 816	\$ 581	\$ 2,162	\$ 720	\$ 525
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 1,307	\$ 1,427	\$ 204	\$ 1,363	\$ -
407	SPECIAL SERVICES	\$ 600	\$ 600	\$ -	\$ 600	\$ 900
408	ADVERTISING	\$ 323	\$ 585	\$ 156	\$ 460	\$ 600
409	TRAVEL & EDUCATION	\$ 1,137	\$ 873	\$ 4,005	\$ 1,210	\$ -
414	DUES & SUBSCRIPTIONS	\$ 470	\$ 953	\$ 405	\$ 475	\$ 475
421	PRINTING	\$ 184	\$ 239	\$ 204	\$ 396	\$ -
434	SPECIAL EVENTS	\$ 92	\$ -	\$ -	\$ 325	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 14,919	\$ 15,420	\$ 16,557	\$ 21,000	\$ 22,250
462	CELLULAR TELEPHONE & PAGERS	\$ 472	\$ 559	\$ 1,038	\$ 493	\$ 1,200
Services Sub Total		\$ 19,504	\$ 20,655	\$ 22,569	\$ 26,323	\$ 25,425
Department Total		\$ 106,780	\$ 112,703	\$ 86,580	\$ 117,925	\$ 108,496



Human Resources

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Director of Human Resources	1	1	1
Human Resources Generalist	0	0	1
Human Resources Assistant	1	1	0
Human Resources Secretary	0	0	1
Total	2	2	3

Department Narrative

The Human Resources Department is responsible for the city safety program, property and liability management, payroll, recruitment oversight, training and policy development, and procedure advisement pertaining to personnel. In addition, the Human Resources Department manages the city's compensation and benefits plans; maintains positive employee relations; and monitors policies and procedures to ensure compliance with federal and state regulations.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> Professional & Committed City Workforce 				
Departmental Goals				
<ul style="list-style-type: none"> Recruit, attract and select the best employees for Lancaster Empower managers and employees throughout the city organization Have a market-based compensation system Job Description Updates Policy Procedure Manual Update 				
Workload Indicators	13-14	14-15 Actual		15-16 Target
Total Full-time City of Lancaster Employees	250	272		279.5
Applications Received and Processed	2526	3017		3000
Liability and Property Claims	16	35		25
pre-Hire Drug Screens and Background Checks	118	104		80
In-House Training Programs	17	17		20
Benefit Programs Managed	22	22		22
Workers Compensation Claims	30	16		25
Performance Measurement	13-14	14-15 Actual		15-16 Target
Turnover in Agency (Calendar year)	15%	18%		10%
Accurate Payroll Checks	100%	100%		100%
Evaluations Completed On-Time	95%	95%		100%
Job Postings within 24 Hours	100%	100%		100%
Claims Processed within 7 Days	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	205,632	236,008	195,982	259,640
Supplies	6,570	5,442	6,850	4,600
Other Services	126,857	163,767	153,154	175,215
TOTAL	339,058	405,217	355,986	439,455

Human Resources

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

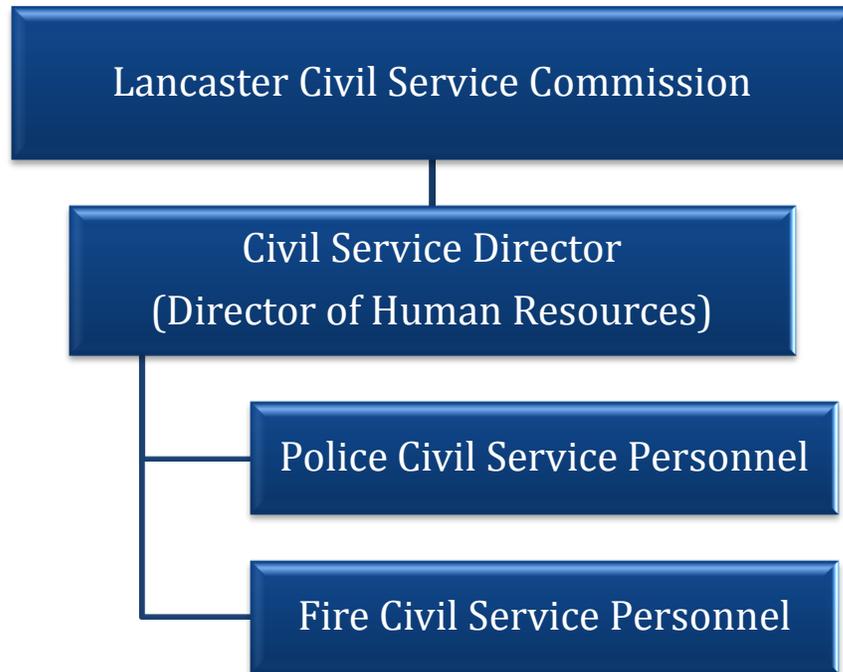
Fund **1 GENERAL FUND**
 Department **31 HUMAN RESOURCES/PERSONNEL**
 Program **0 HUMAN RESOURCES**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 133,685	\$ 145,530	\$ 128,432	\$ 143,073	\$ 190,909
102	SALARIES-PART TIME	\$ -	\$ 3,694	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 491	\$ 204	\$ 3	\$ 500	\$ -
104	SALARIES-LONGEVITY	\$ 624	\$ 621	\$ 564	\$ 712	\$ 832
105	GROUP HEALTH INSURANCE	\$ 15,272	\$ 17,368	\$ 14,604	\$ 13,198	\$ 19,723
106	TMRS	\$ 19,960	\$ 20,703	\$ 19,168	\$ 21,378	\$ 26,899
107	FICA	\$ 10,571	\$ 11,621	\$ 10,119	\$ 10,137	\$ 13,646
109	SALARIES-WELL PAY	\$ 1,170	\$ -	\$ 1,265	\$ 742	\$ 978
110	DENTAL INSURANCE	\$ 432	\$ 481	\$ 815	\$ 876	\$ 1,305
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,815	\$ 3,857	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 189	\$ 193	\$ 253	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 254	\$ 336	\$ 161	\$ 182	\$ 164
131	EAP EXPENSE	\$ 54	\$ 67	\$ 52	\$ 78	\$ 78
Personnel Sub Total		\$ 187,517	\$ 205,632	\$ 179,293	\$ 195,982	\$ 259,640
Supplies						
Account Object	Description					
201	OFFICE SUPPLIES	\$ 3,434	\$ 4,961	\$ 3,584	\$ 4,500	\$ 3,200
202	UNIFORMS AND CLOTHING	\$ 50	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 128	\$ -	\$ -	\$ -	\$ -
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 739	\$ 840	\$ 1,368	\$ 1,350	\$ 900
214	POSTAGE/SHIPPING/DELIVERY	\$ 618	\$ 768	\$ 324	\$ 1,000	\$ 500
215	TRAINING SUPPLIES	\$ 105	\$ -	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 5,074	\$ 6,570	\$ 5,276	\$ 6,850	\$ 4,600
Services						
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 1,408	\$ 1,104	\$ 613	\$ 1,023	\$ -
408	ADVERTISING	\$ 3,236	\$ 1,028	\$ 860	\$ 3,000	\$ 1,000
409	TRAVEL & EDUCATION	\$ 2,781	\$ 2,225	\$ 1,349	\$ 2,300	\$ 1,200
414	DUES & SUBSCRIPTIONS	\$ 1,159	\$ 1,037	\$ 1,096	\$ 1,150	\$ 1,175
416	OTHER/PROFESSIONAL SERVICES	\$ 19,299	\$ 26,874	\$ 21,029	\$ 24,315	\$ 21,500
418	MEDICAL EXPENSE	\$ 2,335	\$ 1,340	\$ 2,237	\$ 3,500	\$ 2,000
419	AWARDS	\$ 153	\$ 142	\$ 485	\$ 500	\$ 500
420	INTERNAL TRAINING	\$ 6,157	\$ 5,947	\$ 5,900	\$ 8,000	\$ 7,000
421	PRINTING	\$ 451	\$ 1,716	\$ 1,294	\$ 1,500	\$ -
440	CONSULTANT AND ADVISORY FEES	\$ 15,498	\$ 17,258	\$ 19,364	\$ 17,406	\$ 55,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 56,375	\$ 67,442	\$ 91,513	\$ 87,000	\$ 85,000
462	CELLULAR TELEPHONE & PAGERS	\$ 629	\$ 743	\$ 471	\$ 867	\$ 840
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ -	\$ 2,594	\$ 2,594	\$ -
Services Sub Total		\$ 109,481	\$ 126,857	\$ 148,805	\$ 153,154	\$ 175,215
Department Total		\$ 302,072	\$ 339,058	\$ 333,374	\$ 355,986	\$ 439,455



Civil Service

Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

The Lancaster Civil Service Commission was formed to set policy for the Lancaster Police and Fire Fighters within the Civil Service Rules and Regulations, City of Lancaster, and the Civil Service Statue Code of the Texas Local Government Code. It aids in the regulation of Civil Service Rules and Regulations; maintains a process for the Lancaster Police Officers and Fire Fighters to communicate their concerns and problems; and administers Police and Fire Fighter Civil Service entrance exams for employment and promotional exams for promotional purposes within each department.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> Professional & Committed City Workforce Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> Work with all Civil Servants and the respective Chiefs to build mutual respect and understanding within each department in an attempt to retain quality employees Schedule testing for all civil service new hires, vacant positions, or promotions Work with the Human Resources department to recruit and hire qualified employees Provide an avenue for Lancaster Civil Servants employed by the City of Lancaster to communicate areas for concern to the Lancaster Civil Service Commission Increase communication with the Civil Servants of the City of Lancaster through more open dialog Handle hearings and appeals of possible violations of the Civil Service Code that are brought to the Commission by Civil Servants Maintain a process whereby Lancaster Civil Servants can feel comfortable in trying to work out possible problems and concerns before violation of the Civil Service Code are affected 				
Workload Indicators	2013-2014	2014-2015 Actual		2015-2016 Target
Total Police Civil Service Personnel	53	56		56
Total Fire Civil Service Personnel	55	62		62
Civil Service Applications for Employment	500	500		500
Civil Service Applications for Promotion	20	20		20
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Number of Service Appeals	3	3		3
Number of Hearings	2	0		2
Number of Commission Meetings	1	1		1
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Supplies	550	26	500	300
Services	6,226	6,117	7,350	6,950
TOTAL	6,776	6,143	7,850	7,250

Civil Service

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 1 GENERAL FUND
Department 32 CIVIL SERVICE
Program 0

	2013	2014	2015	2015	2016
Account Object	Actual	Actual	YTD Actual	Budget	Proposed
210 FOOD-BEV-MEETINGS/FUNCTIONS	\$ 39	\$ -	\$ 26	\$ 300	\$ 100
214 POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 200	\$ 200
Supplies Sub Total	\$ 39	\$ 550	\$ 26	\$ 500	\$ 300
Account Object	Description				
408 ADVERTISING	\$ -	\$ -	\$ -	\$ 500	\$ 500
409 TRAVEL & EDUCATION	\$ 89	\$ 900	\$ 390	\$ 700	\$ 300
414 DUES & SUBSCRIPTIONS	\$ 85	\$ 151	\$ 98	\$ 150	\$ 150
440 CONSULTANT AND ADVISORY FEES	\$ 5,514	\$ 5,175	\$ 5,404	\$ 6,000	\$ 6,000
Sub Total	\$ 5,688	\$ 6,226	\$ 5,892	\$ 7,350	\$ 6,950
Department Total	\$ 5,728	\$ 6,776	\$ 5,918	\$ 7,850	\$ 7,250



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Dispatch & Records Manager	0	1	1
Lead 911 Dispatcher	4	3	3
911 Dispatcher	6	7	7
PT Dispatcher (.50)	1	1	1
PT Dispatcher (.25)	0.25	0	0
Total	11.25	12	12

Department Narrative

The Emergency Communications Department is responsible for answering (911 calls) and directing law enforcement, fire and EMS personnel to emergency calls from the citizens. Additionally, Emergency Communications provides assistance to police officers and fire fighters on the scenes of emergency situations. Other responsibilities of the department include answering non-emergency and after hours calls, for public works, and animal services.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Aim to provide the most effective and efficient communications program possible • Satisfy emergency and routine communications and informational needs for the City's Public Safety Departments • Increase departmental efficiency through the recruitment, selection, and training of qualified communication personnel • Establish and maintain a positive relationship with other departments, citizens, and public safety agencies • Maintain effective staffing by sustaining an operational vacancy rate at or below 10% • Promote employee development through education and succession planning 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Wireless 911 Calls	14,000	14,000		41,726
Total 911 Calls	35,450	35,450		48,227
Non-Emergency Calls	163,000	163,000		78,959
Total Police Calls For Service (CFS)	33,000	33,000		71,725
Police Priority 1 or 2 Calls For Service	1,900	1,900		4,845
Total Fire Calls For Service	7,250	7,250		6,600
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
911 Calls Answered within 6 Seconds	78%	78%		78%
911 Calls Answered within 10 Seconds	88%	88%		95%
Abandoned 911 Calls	1683	1665		6226
Average Time to Dispatch Police Priority 1 or 2 CFS	41 SEC	37 SEC		2.58SEC
Average Time to Dispatch Fire/EMS CFS	32 SEC	29 SEC		38SEC
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	669,808	636,885	683,148	692,406
Supplies	1,808	7,792	7,013	45,395
Maintenance	74,987	2,756	82,148	33,676
Services	31,627	32,095	46,646	30,595
TOTAL	778,229	679,528	818,955	802,072

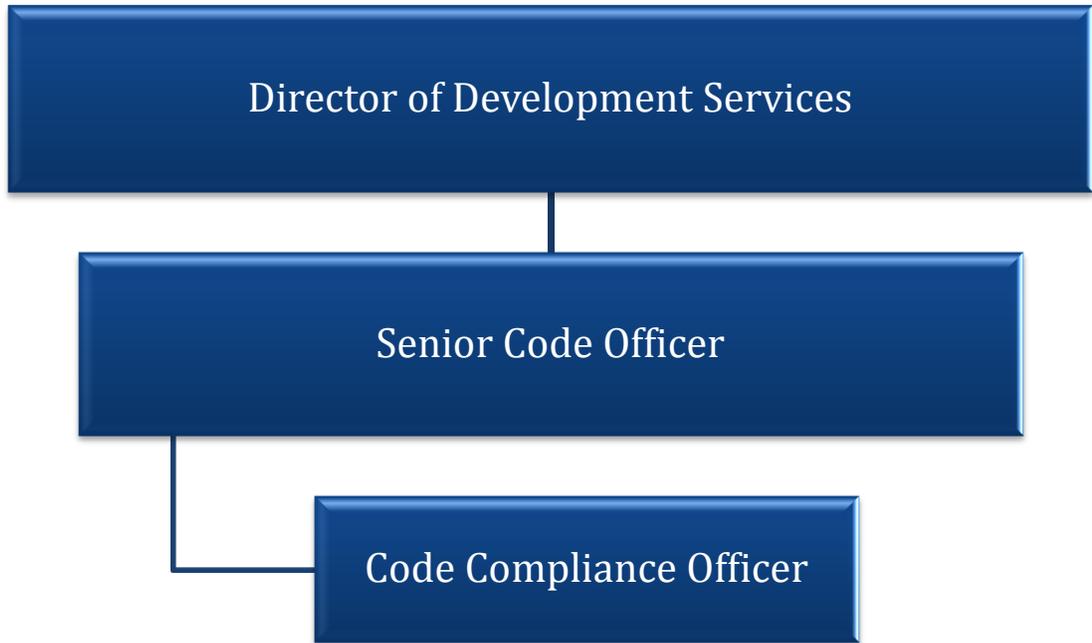
Emergency Communications

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund Department Program	1 34 0	GENERAL FUND EMERGENCY COMMUNICATIONS EMERGENCY COMMUNICATIONS
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	2013	2014	2015	2015	2016
Account Object Description	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 296,756	\$ 337,269	\$ 251,078	\$ 415,363	\$ 421,809
102 SALARIES-PART TIME	\$ 16,134	\$ 8,941	\$ 7,538	\$ 35,245	\$ 32,758
103 SALARIES-OVERTIME	\$ 135,341	\$ 133,261	\$ 95,625	\$ 25,000	\$ 25,000
104 SALARIES-LONGEVITY	\$ 1,533	\$ 1,245	\$ 1,043	\$ 1,416	\$ 1,312
105 GROUP HEALTH INSURANCE	\$ 68,705	\$ 80,135	\$ 62,935	\$ 96,261	\$ 103,920
106 TMRS	\$ 61,665	\$ 68,044	\$ 48,980	\$ 63,350	\$ 61,399
107 FICA	\$ 32,566	\$ 35,238	\$ 25,718	\$ 36,665	\$ 36,998
109 SALARIES-WELL PAY	\$ 1,190	\$ 1,640	\$ 1,520	\$ 2,203	\$ 2,235
110 DENTAL INSURANCE	\$ 1,970	\$ 1,957	\$ 2,257	\$ 4,809	\$ 4,362
118 CELL PHONE ALLOWANCE	\$ -	\$ 254	\$ 386	\$ 480	\$ 480
120 GROUP LIFE INSURANCE	\$ 410	\$ 259	\$ 271	\$ 1,224	\$ 1,224
130 WORKERS COMPENSATION	\$ 1,266	\$ 1,289	\$ 392	\$ 794	\$ 571
131 EAP EXPENSE	\$ 250	\$ 276	\$ 196	\$ 338	\$ 338
Personnel Sub Total	\$ 617,787	\$ 669,808	\$ 497,939	\$ 683,148	\$ 692,406
Account Object Description					
201 OFFICE SUPPLIES	\$ 54	\$ 461	\$ 3,668	\$ 2,935	\$ 2,885
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 200	\$ 805	\$ 2,935	\$ 2,960	\$ 39,090
234 PRINTING SUPPLIES	\$ 2,049	\$ 541	\$ 1,096	\$ 1,118	\$ 2,160
Supplies Sub Total	\$ 2,303	\$ 1,808	\$ 7,792	\$ 7,013	\$ 45,395
Account Object Description					
303 MAINT-EQUIP & MACHINERY	\$ 74,080	\$ 74,987	\$ 2,756	\$ 78,988	\$ 30,346
314 MAINT-RADIO EQUIPMENT	\$ 10,151	\$ -	\$ -	\$ 3,160	\$ 3,330
Services Sub Total	\$ 84,231	\$ 74,987	\$ 2,756	\$ 82,148	\$ 33,676
Account Object Description					
409 TRAVEL & EDUCATION	\$ -	\$ 783	\$ 4,020	\$ 8,040	\$ 2,500
414 DUES & SUBSCRIPTIONS	\$ -	\$ 21	\$ -	\$ 105	\$ 105
416 OTHER/PROFESSIONAL SERVICES	\$ 846	\$ 1,487	\$ 1,527	\$ 2,865	\$ 2,690
462 CELLULAR TELEPHONE & PAGERS	\$ 20,640	\$ 29,335	\$ 21,199	\$ 35,636	\$ 25,300
Services Sub Total	\$ 21,486	\$ 31,627	\$ 26,746	\$ 46,646	\$ 30,595
Department Total	\$ 725,808	\$ 778,229	\$ 535,234	\$ 818,955	\$ 802,072



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Senior Code Officer	0	1	1
Code Compliance Officer	3	3	3
Total	3	4	4

Department Narrative

The Code Compliance division seeks to achieve compliance with the property maintenance codes contained within the adopted International Property Maintenance Code (IPMC). IPMC outlines minimum standards on existing structures and properties in both residential and commercial properties within the City. Code Compliance seeks adherence of these standards which assist in eliminating the City of unhealthy and unsanitary living and working conditions. By their efforts they help maintain property values in the City.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Train staff to be more compassionate and compliance friendly • Evaluate and modify all ordinances concerning Code compliance to be consistent • Create program to make residents and/or business owners more aware of local regulations and educate them to achieve compliance • Provide weekend coverage of City ordinance violations • Continuous education of Homeowner Association's to become better equipped to handle violations • Enforce all in a consistent and professional manner • Review and evaluate current bulk trash ordinance to develop a more consistent way to address violations 				
Workload Indicators	13-14 Actual	14-15 Actual		15-16 Target
Full Time Employees	3	3		3
Weed and Grass Violations	2,380	1,911		2,500
Bulk Trash Violations	1,113	1,175		2,000
Junk/Inoperable Vehicles	149	196		250
Overhanging Limbs	436	617		700
Parking Violations	299	394		400
Sign Violations	4	8		50
Trash/Junk Violations	59	89		200
Fence Violations	283	391		400
Illegal Dumping	37	37		60
72 Hour Parking on Street	125	89		85
Inspections	9,832	8,698		9,000
Brush/Rubbish/Garbage Accumulation outside Storage	993	1,359		1,700
Performance Measurement	13-14 Actual	14-15 Actual		15-16 Target
Code violations addressed within 48 hours of report	85%	85%		85%
Emergency complaints addressed immediately upon receipt	90%	90%		90%
Management complaint addressed within one work day	95%	95%		95%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	147,953	194,047	208,184	217,381
Supplies	10,280	8,151	13,160	9,158
Maintenance	3,187	3,028	1,500	3,000
Services	60,859	99,172	107,848	106,895
TOTAL	222,280	304,399	330,692	336,434

Code Compliance

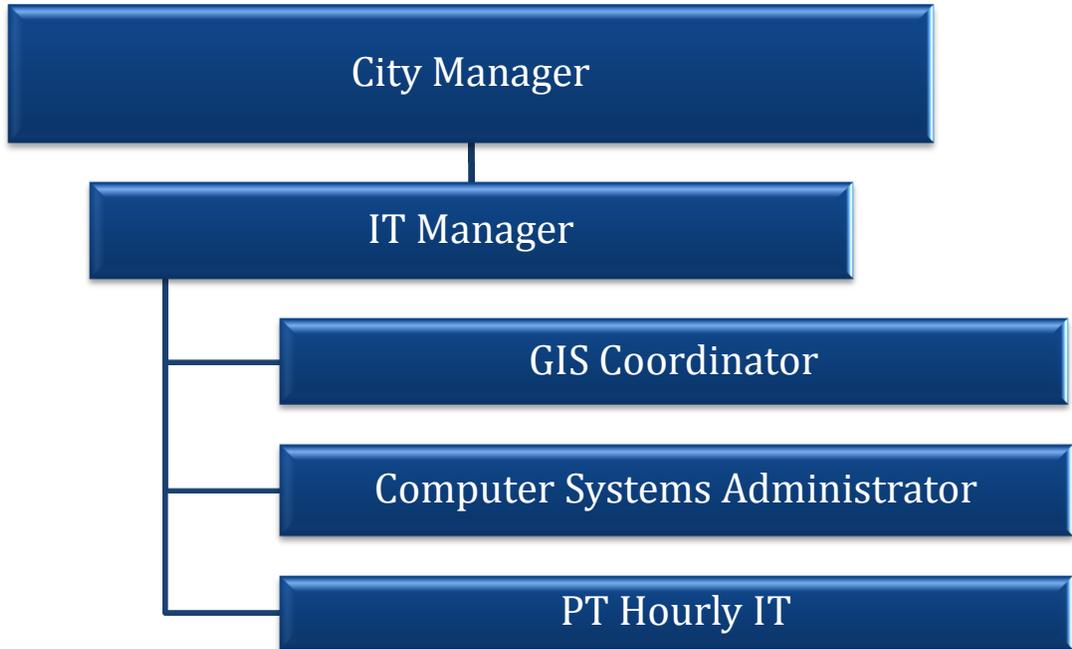
**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 35 CODE ENFORCEMENT
Program 0 NEIGHBORHOOD SERVICES**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 99,142	\$ 105,199	\$ 99,565	\$ 150,161	\$ 157,692
103	SALARIES-OVERTIME	\$ 571	\$ 1,440	\$ 5,645	\$ 400	\$ 400
104	SALARIES-LONGEVITY	\$ 641	\$ 726	\$ 767	\$ 860	\$ 496
105	GROUP HEALTH INSURANCE	\$ 13,444	\$ 15,482	\$ 12,428	\$ 18,443	\$ 20,649
106	TMRS	\$ 14,238	\$ 15,670	\$ 15,123	\$ 21,713	\$ 21,705
107	FICA	\$ 7,447	\$ 7,960	\$ 7,957	\$ 11,642	\$ 12,192
109	SALARIES-WELL PAY	\$ 140	\$ 289	\$ -	\$ 754	\$ 790
110	DENTAL INSURANCE	\$ 662	\$ 494	\$ 949	\$ 1,752	\$ 1,305
118	CELL PHONE ALLOWANCE	\$ 20	\$ -	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 115	\$ 103	\$ 135	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 414	\$ 510	\$ 283	\$ 1,819	\$ 1,512
131	EAP EXPENSE	\$ 75	\$ 82	\$ 75	\$ 130	\$ 130
Personnel Sub Total		\$ 136,910	\$ 147,953	\$ 142,927	\$ 208,184	\$ 217,381
Supplies						
Account Object	Description					
202	UNIFORMS AND CLOTHING	\$ 345	\$ 321	\$ 156	\$ 500	\$ 500
203	MOTOR VEHICLE SUPPLIES	\$ 117	\$ 569	\$ 401	\$ 800	\$ 800
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 440	\$ 1,239	\$ 16	\$ 860	\$ 400
214	POSTAGE/SHIPPING/DELIVERY	\$ 4,813	\$ 2,870	\$ 2,570	\$ 5,000	\$ 3,000
218	FUEL & OIL	\$ 5,452	\$ 5,281	\$ 1,405	\$ 6,000	\$ 3,933
Supplies Sub Total		\$ 11,167	\$ 10,280	\$ 4,548	\$ 13,160	\$ 9,158
Maintenance						
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ 779	\$ 3,187	\$ 2,476	\$ 1,500	\$ 3,000
Maintenance Sub Total		\$ 779	\$ 3,187	\$ 2,476	\$ 1,500	\$ 3,000
Services						
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 473	\$ 2,300	\$ 2,250
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ 380	\$ 205	\$ -
409	TRAVEL & EDUCATION	\$ 781	\$ 699	\$ 477	\$ 1,845	\$ 1,690
414	DUES & SUBSCRIPTIONS	\$ 7,297	\$ 4,016	\$ 4,220	\$ 4,740	\$ 4,625
421	PRINTING	\$ 822	\$ 430	\$ 293	\$ 2,000	\$ 1,000
423	CONTRACT MOWING	\$ 39,673	\$ 42,182	\$ 103,292	\$ 85,000	\$ 85,000
452	FILING FEES	\$ 18,192	\$ 11,203	\$ 5,954	\$ 10,000	\$ 10,000
455	CERTIFICATION FEES	\$ 567	\$ 161	\$ -	\$ 444	\$ 530
462	CELLULAR TELEPHONE & PAGERS	\$ 974	\$ 2,167	\$ 1,572	\$ 1,315	\$ 1,600
Services Sub Total		\$ 68,306	\$ 60,859	\$ 116,662	\$ 107,848	\$ 106,895
Department Total		\$ 217,161	\$ 222,280	\$ 266,613	\$ 330,692	\$ 336,434



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
IT Manager	0.75	0.75	0.75
GIS Coordinator	0.5	0.5	0.5
Computer Systems Administrator	2	2	2
PT Hourly IT (.50)	0.5	0.5	0.5
Total	3.75	3.75	3.75

Department Narrative

The Information Technology Division is essential to the effective implementation of technology solutions at all levels of City government. The information technology department is vital to the cost-effective and efficient operation of the various City departments and the delivery of services to the public. Information Technology assists in the technology plans of all city departments, including plans for the procurement and deployment of all technology projects.



Goals				
City Council Goal				
<ul style="list-style-type: none"> • Financially Sound City Government • Civic Engagement • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Maintain the city computer infrastructure ensuring the reliability and security of electronic resources. • Support the technology needed to conduct the administrative functions of the city • Enhance municipal operations by providing the technological resources necessary for insuring technically competent • Manage and maintain the life cycle of software to ensure performance and quality in municipal computer systems • Manage and maintain the life cycle of software to ensure performance and quality in municipal computer • Purchase citywide capital computer equipment 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Information Technology Staff	3.5	4.5		4.5
City Employees being Supported	260	258		273
City Desktop/Laptops Supported	216	322		322
City Servers Supported	34	34		32
Public Library Computer Replacement	66	55		0
City Server Replacement - Virtualized	5	10		8
CRM - Helpdesk Requests	446	589		612
City PC Replacements	53	60		20
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Supported End User per IT Personnel	78%	60%		91
Supported Computer System per IT Personnel	62%	74%		118
Average CRM - Help desk call per day	2%	2%		2
Technical Training Class per Staff Member	1	0.5		3
Percentage of Computers Replaced City Wide	24%	25%		10%
Max # of hours passed before responding to helpdesk request	6	4		4
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	263,222	308,353	292,570	304,594
Supplies	93,662	85,275	103,940	145,200
Maintenance	46,053	51,479	70,827	69,700
Other Services	29,590	31,347	35,314	16,915
TOTAL	432,527	492,124	502,651	536,409

Information Technology

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 1 GENERAL FUND
Department 37 INFORMATION TECHNOLOGY
Program 0 INFORMATION TECHNOLOGY

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 176,757	\$ 173,358	\$ 160,732	\$ 205,525	\$ 209,637
102	SALARIES-PART TIME	\$ 20,571	\$ 22,344	\$ 15,139	\$ 16,534	\$ 16,536
103	SALARIES-OVERTIME	\$ 1,819	\$ 1,178	\$ 1,618	\$ 2,400	\$ 1,800
104	SALARIES-LONGEVITY	\$ 588	\$ 694	\$ 686	\$ 821	\$ 977
105	GROUP HEALTH INSURANCE	\$ 16,326	\$ 22,524	\$ 20,897	\$ 14,171	\$ 22,272
106	TMRS	\$ 25,536	\$ 25,600	\$ 23,614	\$ 32,361	\$ 31,454
107	FICA	\$ 14,957	\$ 14,798	\$ 13,485	\$ 17,349	\$ 17,668
109	SALARIES-WELL PAY	\$ 569	\$ -	\$ 1,392	\$ 1,043	\$ 1,062
110	DENTAL INSURANCE	\$ 968	\$ 1,264	\$ 1,148	\$ 986	\$ 1,415
118	CELL PHONE ALLOWANCE	\$ 481	\$ 716	\$ 771	\$ 480	\$ 960
120	GROUP LIFE INSURANCE	\$ 209	\$ 215	\$ 282	\$ 485	\$ 485
130	WORKERS COMPENSATION	\$ 362	\$ 429	\$ 216	\$ 291	\$ 204
131	EAP EXPENSE	\$ 106	\$ 103	\$ 93	\$ 124	\$ 124
Personnel Sub Total		\$ 259,250	\$ 263,222	\$ 240,073	\$ 292,570	\$ 304,594
Account Object						
Description						
201	OFFICE SUPPLIES	\$ 2,139	\$ 1,422	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 200	\$ -	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 20	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 3,587	\$ 90	\$ 6,700	\$ 6,700	\$ 6,700
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ -	\$ -
231	SOFTWARE	\$ 18,191	\$ 24,554	\$ 29,565	\$ 30,240	\$ 39,300
240	CIRCUIT CONNECTIVITY	\$ 8,134	\$ 26,724	\$ 21,389	\$ 30,000	\$ 32,000
241	IT HARDWARE-NON COMPUTER	\$ 5,052	\$ 3,232	\$ 4,000	\$ 4,000	\$ 4,000
242	COMPUTERS/SERVERS	\$ 56,300	\$ 35,106	\$ 17,215	\$ 21,000	\$ 51,200
243	NETWORK EQUIPMENT	\$ 5,041	\$ 2,535	\$ -	\$ 12,000	\$ 12,000
Supplies Sub Total		\$ 98,645	\$ 93,662	\$ 78,889	\$ 103,940	\$ 145,200
Account Object						
Description						
342	MAINT-DATA PROC EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
370	MAINT-SOFTWARE	\$ 19,964	\$ 26,915	\$ 26,605	\$ 33,727	\$ 30,000
371	MAINT-HARDWARE	\$ 11,900	\$ 13,874	\$ 18,508	\$ 24,800	\$ 24,800
372	MAINT-NETWORK EQUIPMENT	\$ 6,851	\$ 5,264	\$ 6,104	\$ 12,300	\$ 14,900
		\$ 38,716	\$ 46,053	\$ 51,216	\$ 70,827	\$ 69,700
Account Object						
Description						
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 1,363	\$ 2,167	\$ 229	\$ 2,045	\$ -
409	TRAVEL & EDUCATION	\$ 8,397	\$ 4,587	\$ 6,590	\$ 7,650	\$ 2,000
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 169	\$ 195	\$ 195
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
421	PRINTING	\$ 109	\$ 333	\$ 122	\$ 357	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 27,082	\$ 21,290	\$ 10,979	\$ 24,200	\$ 14,000
462	CELLULAR TELEPHONE & PAGERS	\$ 1,520	\$ 1,212	\$ 449	\$ 867	\$ 720
Services Sub Total		\$ 38,471	\$ 29,590	\$ 18,537	\$ 35,314	\$ 16,915
Account Object						
Description						
618	CAPITAL-COMPUTER EQUIPMENT	\$ -	\$ -	\$ 15,670	\$ -	\$ -
Capital Sub Total		\$ -	\$ -	\$ 15,670	\$ -	\$ -
Department Total		\$ 435,082	\$ 432,527	\$ 404,385	\$ 502,651	\$ 536,409



TREE CITY USA

Fire Marshal

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Fire Marshal	1	1	1
Administrative Secretary	1	1	1
Total	2	2	2

Department Narrative

The Fire Marshal is responsible for the coordination of fire prevention activities in the City of Lancaster. Working closely with other personnel in the Fire Department and Development Services Division, the Fire Marshal organizes fire-related education, code compliance, life safety inspections, fire inspection and emergency preparedness efforts. The Fire Marshal conducts certificate of occupancy inspections. The Fire Marshal conducts yearly inspections on schools, daycares and other businesses that are required by the state to have a yearly fire inspection. The Fire Marshal conducts plan reviews of all new businesses. The Fire Marshal conducts fire investigations to determine the cause of fires and also works with the Insurance Companies to assist the home or business owner. The Fire Marshal investigates all Arson related fires and all related law enforcement activities related to arson fires.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Quality Development 				
Departmental Goals:				
<ul style="list-style-type: none"> • Continue our assessment of the hazards in the community. • Consult with prospective builders on fire code requirements and insurance requirements. • Review and issue permits for dangerous processes such as hazardous materials, fireworks, and new fuel tanks. • Investigate fires within the city not only to determine the cause of the fire, but also if a certain product is a fire hazard. • Educate youths and adults through fire prevention classes using printed material and the educational mobile fire house. • Serve on the Development Review Committee. 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	2	2		2
Review building plans and fire protection system plans	198	210		200
Conduct fire safety demonstrations/presentations	180	168		200
Conduct arson fire investigations/prosecutions	14	18		15
Conduct fire inspections	222	177		250
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
CO inspection within 8 days of request	100%	100%		100%
Increase in arson fire prosecution rate and fire	10%	10%		20%
State required inspection within 8 days of request	100%	100%		100%
Plan review within 8 days of submittal	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	180,715	209,846	171,401	178,738
Supplies	3,414	3,577	5,475	4,450
Maintenance	95	323	700	500
Other Services	2,044	2,749	5,000	3,900
TOTAL	186,268	216,494	182,576	187,588

Fire Marshal

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 38 FIRE MARSHAL
Program 0 FIRE MARSHAL**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 80,203	\$ 110,156	\$ 83,849	\$ 106,739	\$ 112,330
103	SALARIES-OVERTIME	\$ 21,939	\$ 15,112	\$ 20,741	\$ 10,000	\$ 10,000
104	SALARIES-LONGEVITY	\$ 627	\$ 290	\$ 24	\$ 1,096	\$ 1,192
105	GROUP HEALTH INSURANCE	\$ 10,727	\$ 22,155	\$ 17,657	\$ 19,543	\$ 22,309
106	TMRS	\$ 14,881	\$ 18,753	\$ 15,470	\$ 17,525	\$ 17,357
107	FICA	\$ 7,501	\$ 9,035	\$ 7,695	\$ 9,396	\$ 9,750
108	SALARIES-PARAMEDIC	\$ 1,264	\$ 2,107	\$ 1,639	\$ 2,101	\$ 2,101
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 904	\$ 606	\$ 628
110	DENTAL INSURANCE	\$ -	\$ 297	\$ 735	\$ 876	\$ 876
115	CERTIFICATION PAY	\$ 530	\$ 1,206	\$ 938	\$ 1,801	\$ 1,203
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ -	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 117	\$ 118	\$ 121	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 845	\$ 1,427	\$ 701	\$ 854	\$ 608
131	EAP EXPENSE	\$ 49	\$ 60	\$ 45	\$ 78	\$ 78
Personnel Sub Total		\$ 138,683	\$ 180,715	\$ 150,520	\$ 171,401	\$ 178,738
Supplies						
Account Object	Description					
201	OFFICE SUPPLIES	\$ 123	\$ 203	\$ 405	\$ 500	\$ 500
202	UNIFORMS AND CLOTHING	\$ 231	\$ 218	\$ 7	\$ 275	\$ 500
203	MOTOR VEHICLE SUPPLIES	\$ 478	\$ 376	\$ -	\$ 500	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 592	\$ 546	\$ 1,298	\$ 1,300	\$ 1,100
208	EDUCATION & REC SUPPLIES	\$ 380	\$ 992	\$ 650	\$ 1,000	\$ 1,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 45	\$ -	\$ 44	\$ 300	\$ 100
215	TRAINING SUPPLIES	\$ -	\$ 214	\$ 91	\$ 300	\$ -
218	FUEL & OIL	\$ 952	\$ 865	\$ 621	\$ 1,300	\$ 750
Supplies Sub Total		\$ 2,801	\$ 3,414	\$ 3,116	\$ 5,475	\$ 4,450
Maintenance						
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ 537	\$ 95	\$ -	\$ 500	\$ 500
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 180	\$ 200	\$ -
Maintenance Sub Total		\$ 537	\$ 95	\$ 180	\$ 700	\$ 500
Services						
Account Object	Description					
409	TRAVEL & EDUCATION	\$ 1,973	\$ 1,004	\$ 2,117	\$ 2,000	\$ 2,000
414	DUES & SUBSCRIPTIONS	\$ 495	\$ 500	\$ 597	\$ 1,000	\$ 400
416	OTHER/PROFESSIONAL SERVICES	\$ 589	\$ 540	\$ -	\$ 2,000	\$ 1,500
Services Sub Total		\$ 3,057	\$ 2,044	\$ 2,714	\$ 5,000	\$ 3,900
Department Total		\$ 145,078	\$ 186,268	\$ 156,529	\$ 182,576	\$ 187,588

WATER/WASTEWATER FUND

WATER AND WASTEWATER FUND

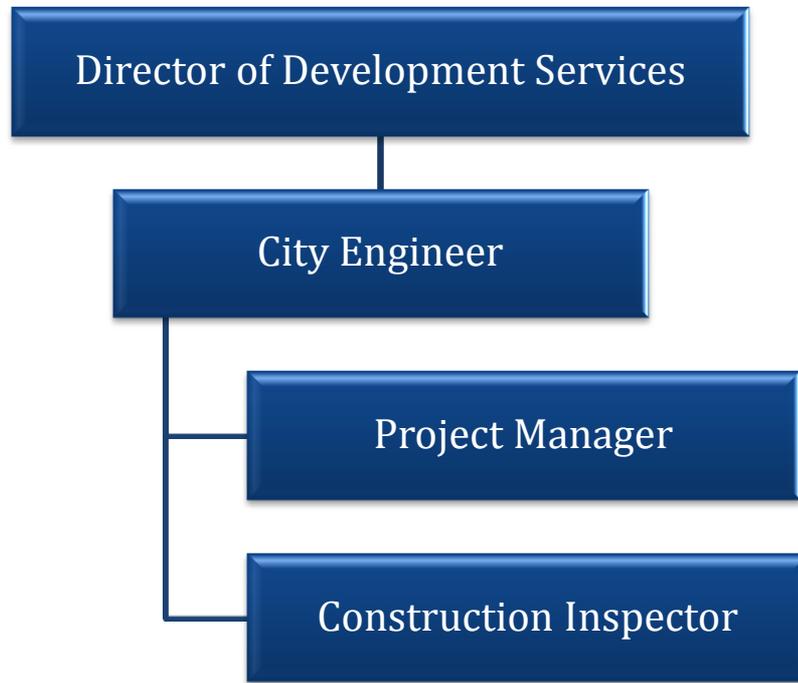
REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Water	6,572,813	6,618,577	5,733,504	6,778,798	6,778,798
	Wastewater	7,334,202	7,310,436	6,400,388	7,779,669	7,000,000
	Fees	663,788	491,015	803,552	168,750	160,750
	Impact Fees	271,185	415,727	433,526	80,000	180,000
	Other Revenue	188,730	181,087	271,850	118,000	155,000
	Interest	17,558	6,094	6,579	4,000	6,000
	Total	\$ 15,048,278	\$ 15,022,936	\$ 13,649,398	\$ 14,929,217	\$ 14,280,548

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
2	Public Works Administration	575,034	438,765	340,455	479,168	487,729
20	Utility Billing	581,486	475,024	362,720	551,470	559,794
21	Water Operations	521,736	655,225	663,103	873,420	806,619
22	Non-Departmental	44,246	1,936,261	29,205	12,177	17,697
27	Meter Reading	359,772	259,042	401,143	427,359	713,735
30	Wastewater Operations	553,028	590,949	641,034	738,684	751,617
42	Wholesale Costs	5,517,949	6,741,449	5,916,116	6,843,979	6,843,979
50	Debt Service	429,555	422,763	1,023,306	1,651,388	1,514,063
80	Transfers Out	1,424,236	1,466,963	1,100,222	1,466,963	1,474,308
	Total	\$ 10,007,041	\$ 12,986,441	\$ 10,477,304	\$ 13,044,608	\$ 13,169,541

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	5,041,236	2,036,495	3,172,094	1,884,609	1,111,007



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Assistant City Manager	0	0.25	0.25
Managing Director of Public Works & Development Services	0.33	0	0
Assistant Director of Public Works & Development Services	0.33	0	0
City Engineer	1	1	1
IT Manager	0.25	0.25	0.25
GIS Coordinator	0.25	0.25	0.25
Assistant to the City Manager	0.25	0.25	0.25
Project Manager	1	1	1
Construction Inspector	2	1	1
Office Manager	1	0	0
Community Relations Lead	0	0.25	0.25
Total	6.41	4.25	4.25

Department Narrative

The Engineering Division ensures a quality engineered infrastructure and safe environment for our customers through technical review of proposed developments and monitoring for conformance to city design standards. They provide construction inspections and information services for engineering issues in a professional and responsive manner.



Goals				
City Council Goal				
<ul style="list-style-type: none"> • Sound Infrastructure • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Enhance the local economy by improving city infrastructure through the design and construction of Capital Improvement Program (CIP) designated projects. • Provide a streamlined support and access to data through GIS for citizens, other departments, and the development community. • Oversee the master planning of the storm water program, thoroughfares, wastewater and water distribution • Serve as the City's regulatory authority to assure conformance to City Ordinance for the design and construction of private development projects through plan review, plan approval, construction inspection and final project • Serve as the City's Right of Way and Flood Plain manager • Review master plans annually and make recommendations to update when needed 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Construction Plans reviewed	15	15		15
Development Review Committee Meetings	45	45		45
Utility Coordination Committee Meetings	2	2		2
Right of Way Permits issued	350	250		112
GIS Data Inputs from residential and Commercial plats	8	8		8
Residential Developments constructed and accepted	1	1		1
Commercial Developments constructed and accepted	8	8		8
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Consultant and Contractor Pay Estimates within 1 week	100%	100%		100%
Expenditure Reports Reviewed Monthly	100%	100%		100
Revenue Reports Reviewed Monthly	100%	100%		100
Weekly Staff Meetings	50	50		50
Construction Plans completed within 7 Days	100%	100%		100%
Short Term GIS Projects completed	100%	100%		100
Long Term GIS Projects completed	50%	50%		50
Customer Infrastructure Requests completed in 48 hours	90%	90%		90
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	364,097	326,785	386,619	418,683
Supplies	4,419	4,726	8,261	3,567
Maintenance	20,525	59,077	35,226	35,200
Other Services	49,724	19,050	49,062	30,279
TOTAL	438,765	409,637	479,168	487,729

Engineering

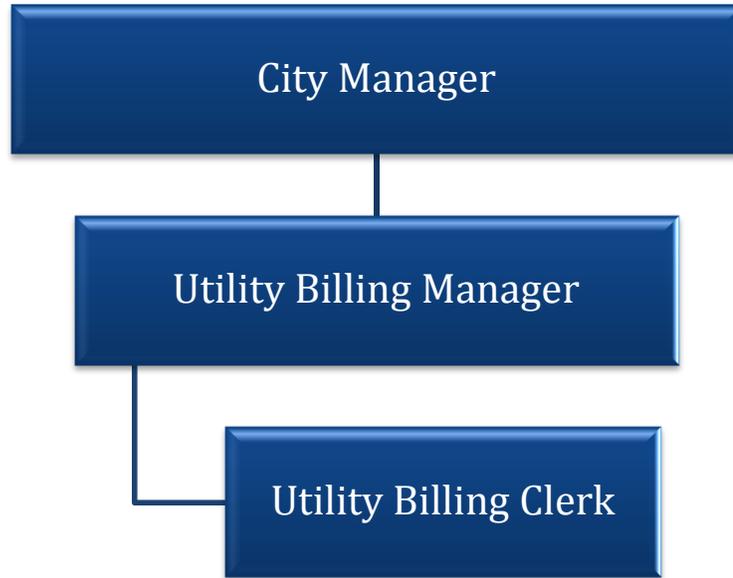
**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 5 WATER AND SEWER FUND
Department 2 UTILITY ADMINISTRATION
Program 0 ADMINISTRATION**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 355,573	\$ 253,708	\$ 193,354	\$ 297,669	\$ 308,201
103	SALARIES-OVERTIME	\$ 3,246	\$ 413	\$ 510	\$ 1,000	\$ 500
104	SALARIES-LONGEVITY	\$ 2,769	\$ 2,527	\$ 1,484	\$ 1,956	\$ 2,121
105	GROUP HEALTH INSURANCE	\$ 65,644	\$ 37,984	\$ 16,182	\$ 15,125	\$ 35,008
106	TMRS	\$ 51,894	\$ 38,289	\$ 27,346	\$ 43,297	\$ 42,835
107	FICA	\$ 26,224	\$ 18,841	\$ 14,395	\$ 22,644	\$ 23,453
109	SALARIES-WELL PAY	\$ 448	\$ 1,298	\$ -	\$ 1,499	\$ 1,555
110	DENTAL INSURANCE	\$ 1,061	\$ 1,068	\$ 988	\$ 988	\$ 1,855
113	SALARIES-CAR ALLOWANCE	\$ 1,560	\$ 684	\$ -	\$ 1,200	\$ 1,200
114	SALARIES-ASSIGNMENT PAY	\$ 1,964	\$ 4,496	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 193	\$ 581	\$ 386	\$ 120	\$ 960
120	GROUP LIFE INSURANCE	\$ 397	\$ 316	\$ 302	\$ 538	\$ 538
130	WORKERS COMPENSATION	\$ 4,164	\$ 3,791	\$ 2,038	\$ 444	\$ 318
131	EAP EXPENSE	\$ 130	\$ 102	\$ 59	\$ 139	\$ 139
Personnel Sub Total		\$ 515,268	\$ 364,097	\$ 257,044	\$ 386,619	\$ 418,683
Supplies						
Account Object	Description	2013	2014	2015	2015	2016
201	OFFICE SUPPLIES	\$ 1,510	\$ 2,129	\$ 2,273	\$ 2,300	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 125	\$ 208	\$ 360	\$ 361	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ECT	\$ 177	\$ 325	\$ -	\$ 300	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 85	\$ 389	\$ 28	\$ 175	\$ 280
214	POSTAGE/SHIPPING/DELIVERY	\$ 9	\$ 14	\$ 68	\$ 100	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 25	\$ 25
218	FUEL & OIL	\$ 1,296	\$ 1,346	\$ 911	\$ 5,000	\$ 1,212
Supplies Sub Total		\$ 3,203	\$ 4,419	\$ 3,640	\$ 8,261	\$ 3,567
Maintenance						
Account Object	Description	2013	2014	2015	2015	2016
301	MAINT-BLDG & STRUCTURES	\$ -	\$ 27	\$ 7	\$ 26	\$ -
302	MAINT-MOTOR VEHICLES	\$ 265	\$ 1,003	\$ 220	\$ 1,000	\$ 1,000
342	MAINT-DATA PROCESSING EQUIP	\$ 16,385	\$ 19,496	\$ 63,580	\$ 34,200	\$ 34,200
Maintenance Sub Total		\$ 16,650	\$ 20,525	\$ 63,807	\$ 35,226	\$ 35,200
Services						
Account Object	Description	2013	2014	2015	2015	2016
402	RENTAL OF EQUIPMENT	\$ 4,316	\$ 5,756	\$ 3,371	\$ 4,908	\$ -
409	TRAVEL & EDUCATION	\$ 2,959	\$ 78	\$ 634	\$ 2,200	\$ 1,500
410	UTILITIES - ELECTRICITY	\$ -	\$ -	\$ 3,525	\$ 600	\$ 5,800
414	DUES & SUBSCRIPTIONS	\$ 6,880	\$ 207	\$ 439	\$ 1,350	\$ 1,159
416	OTHER/PROFESSIONAL SERVICES	\$ 24,322	\$ 35,389	\$ 4,894	\$ 34,028	\$ 18,040
420	INTERNAL TRAINING	\$ -	\$ -	\$ -	\$ 100	\$ -
421	PRINTING	\$ 781	\$ 1,048	\$ 403	\$ 1,223	\$ -
431	SURVEY	\$ -	\$ -	\$ -	\$ 1,200	\$ -
438	TESTING	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,500
456	PENALTY SALES TAX	\$ -	\$ 5,721	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 655	\$ 876	\$ 719	\$ 986	\$ 1,080
543	JANITORIAL CONTRACT	\$ -	\$ 648	\$ 980	\$ -	\$ 1,200
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ 1,467	\$ -
Services Sub Total		\$ 39,914	\$ 49,724	\$ 15,964	\$ 49,062	\$ 30,279
Department Total		\$ 575,034	\$ 438,765	\$ 340,455	\$ 479,168	\$ 487,729



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Utility Billing Manager	1	1	1
Accountant	0.25	0.25	0.25
Community Relations Assistant	0.5	0	0
Administrative Secretary	0	0.25	0.25
Utility Billing Clerk	3	3	3
Total	4.75	4.5	4.5

Department Narrative

The Utility Billing Department generates and processes all billing for water, wastewater, refuse, and storm water accounts.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> Professional & Committed City Workforce 				
Departmental Goals				
<ul style="list-style-type: none"> Maximize sources of revenue through continuous monitoring and review of consumption and customer accounts Create a positive and friendly impression of the City of Lancaster for newcomers, visitors, and residents with friendly customer service Process all activities in the most economical and efficient manner Serve the City of Lancaster's utility customers through courteous service and knowledgeable staff. Respond to customer inquiries in a timely manner, and maintain the timely and accurate posting of payments to accounts Notify management and Council of potential problem areas and opportunities for improvement in all areas concerning the City of Lancaster Utilities' financial health 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Population		37,360		37,860
Water Customers	12,400	11,418		12,600
Wastewater Customers	12,100	11,009		12,300
Bills Processed Monthly	11,500	11,310		12,000
Service Orders Processed	400	2,564		
Bill Adjustments	55	83		
Cut-off of Services	500	500		
Returned Checks Processed (Year)	100	293		
Payments Processed (per Month)	1,500	3,426		
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Billing counter staffed with at least 2 employees at all	100%	100%		100%
Phone calls resolved within 24 hours	96%	97%		100%
Accurate Account Billings	98%	98%		100%
Accurate Posting of Payments	99%	100%		100%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	221,780	230,361	242,902	249,464
Supplies	5,169	5,807	7,000	6,795
Maintenance	618	-	3,000	840
Services	247,456	238,374	298,568	302,695
TOTAL	475,024	474,542	551,470	559,794

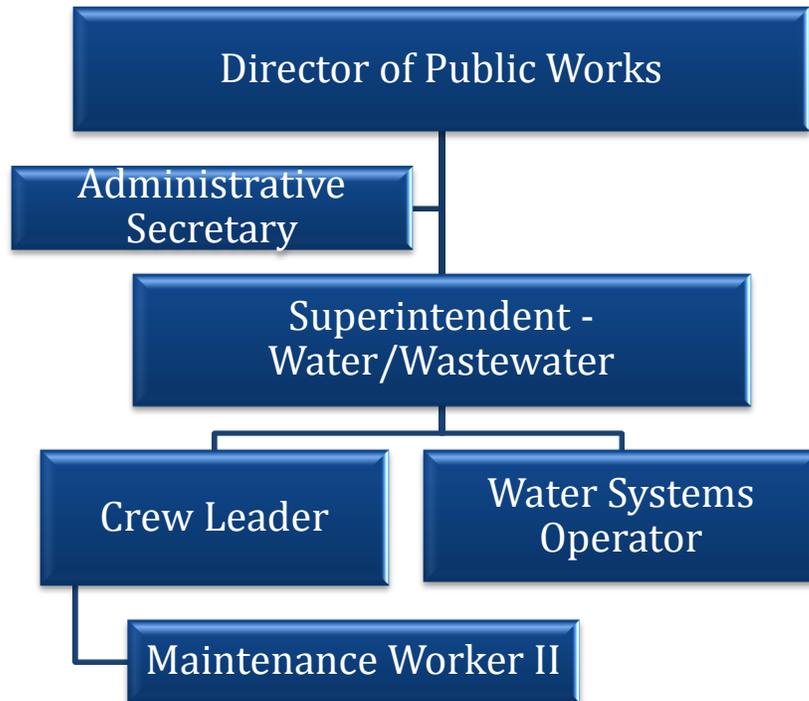
Utility Billing

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund Department Program	5 20 0	WATER AND SEWER FUND UTILITY BILLING UTILITY ADMINISTRATION
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	2013	2014	2015	2015	2016
Account Object	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 178,452	\$ 148,295	\$ 119,361	\$ 166,059	\$ 170,678
103 SALARIES-OVERTIME	\$ 3,570	\$ 2,187	\$ 1,346	\$ 5,000	\$ 2,000
104 SALARIES-LONGEVITY	\$ 628	\$ 569	\$ 649	\$ 755	\$ 971
105 GROUP HEALTH INSURANCE	\$ 28,731	\$ 34,105	\$ 24,174	\$ 29,459	\$ 34,997
106 TMRS	\$ 26,695	\$ 22,107	\$ 17,507	\$ 24,639	\$ 23,767
107 FICA	\$ 14,004	\$ 11,141	\$ 8,949	\$ 13,208	\$ 13,350
109 SALARIES-WELL PAY	\$ 232	\$ 869	\$ 1,133	\$ 854	\$ 864
110 DENTAL INSURANCE	\$ 1,772	\$ 1,972	\$ 1,462	\$ 1,972	\$ 1,972
114 SALARIES-ASSIGNMENT PAY	\$ 5,276	\$ -	\$ -	\$ -	\$ -
120 GROUP LIFE INSURANCE	\$ 128	\$ 90	\$ 118	\$ 562	\$ 562
130 WORKERS COMPENSATION	\$ 335	\$ 329	\$ 147	\$ 250	\$ 159
131 EAP EXPENSE	\$ 128	\$ 116	\$ 90	\$ 144	\$ 144
Personnel Sub Total	\$ 259,950	\$ 221,780	\$ 174,935	\$ 242,902	\$ 249,464
Account Object	Description				
201 OFFICE SUPPLIES	\$ 1,270	\$ 1,858	\$ 930	\$ 1,500	\$ 3,600
202 UNIFORMS AND CLOTHING	\$ 24	\$ -	\$ -	\$ -	\$ -
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 492	\$ 1,142	\$ -	\$ 200	\$ 745
211 OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ -	\$ 3,300	\$ -
214 POSTAGE/SHIPPING/DELIVERY	\$ 955	\$ 2,170	\$ 3,967	\$ 3,500	\$ 2,450
Supplies Sub Total	\$ 2,740	\$ 5,169	\$ 4,897	\$ 8,500	\$ 6,795
Account Object	Description				
318 MAINT-OFFICE EQUIPMENT	\$ 754	\$ 618	\$ -	\$ 1,500	\$ 840
Maintenance Sub Total	\$ 754	\$ 618	\$ -	\$ 1,500	\$ 840
Account Object	Description				
402 RENTAL OF EQUIPMENT	\$ 3,044	\$ 2,683	\$ 1,117	\$ 2,363	\$ 3,480
407 SPECIAL SERVICES	\$ 4,241	\$ 4,656	\$ 3,684	\$ 5,000	\$ 5,300
409 TRAVEL & EDUCATION	\$ 21	\$ 911	\$ -	\$ 730	\$ 2,385
410 UTILITIES - ELECTRICITY	\$ -	\$ -	\$ -	\$ 800	\$ -
416 OTHER/PROFESSIONAL SERVICES	\$ 95,927	\$ 81,990	\$ 82,531	\$ 114,400	\$ 116,400
421 PRINTING	\$ 55	\$ 835	\$ 204	\$ 446	\$ 630
437 AUDIT SERVICES	\$ -	\$ -	\$ -	\$ 15,200	\$ 40,000
442 COMPUTER PROFESSIONAL SERVICES	\$ 10,634	\$ 7,692	\$ 8,508	\$ 9,300	\$ 9,500
462 CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ 329	\$ -
482 CREDIT CARD PROCESSING FEES	\$ 198,195	\$ 148,689	\$ 86,843	\$ 150,000	\$ 125,000
559 CONTRACT/TEMPORARY LABOR	\$ 5,925	\$ -	\$ -	\$ -	\$ -
Services Sub Total	\$ 318,042	\$ 247,456	\$ 182,888	\$ 298,568	\$ 302,695
Department Total	\$ 581,486	\$ 475,024	\$ 362,720	\$ 551,470	\$ 559,794



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Director of Public Works	0	0.5	0.5
Superintendent - Water/Wastewater	1	1	1
Crew Leader	1	1	1
Water Systems Operator	1	1	1
Administrative Secretary	1	1	1
Maintenance Worker II	1	1	1
Total	5	5.5	5.5

Department Narrative

The Water Division works to maintain and operate the City's water distribution system in a manner that provides a safe working environment for the field personnel and continuous service to the customers of the City and maximizes the investment in the system through the use of properly trained, experienced, and certified employees and necessary equipment. The Division checks for leaks in the water mains and water lines on a regular basis. The Water Division works with all utility companies and contractors to locate all city services and review plans for construction to ensure proper size of water mains; proper number of fire hydrants; and proper numbers and locations for services and design.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Sound Infrastructure • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Maintain the physical integrity of utility infrastructure to maximize City investment • Provide safe water in adequate supply to meet citizens needs, in addition to water conservation materials and practices • Maintain responsiveness to new development needs and potential system expansion • Comply with rules and regulations as required by the TCEQ and the Clean Water Act • Expand employees knowledge through training, seminars, and certification programs • Reduce unaccounted for water through meter replacement, leak detection, and water line replacement • Protect the public safety and health through plan review, backflow cross connection inspections, and testing • Maintain, repair, and replace aging fire hydrants and valves to ensure optimum fire flows 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Water Main Replacement	380 feet	100 feet		500 feet
Weekly Safety Meetings	52	52		52
Valves Operated	143	50		200
Commercial Backflow Notifications	391	391		400
Water Main Breaks	50	61		50
Water Service Repair	169	84		50
Leak Detection Survey	127	85		200
Loss Time Accidents	0	0		0
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Phone Inquires Responded to within 24 Hours	90%	90%		92%
Damaged Fire Hydrants Repaired within 48 Hours	75%	75%		80%
Reduction in Unaccounted Water Loss	5%	5%		5%
Backflow Inventory Logged	100%	100%		100%
Weekly Safety Classes Held	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Budget	Estimate	Budget
Personnel	314,667	375,802	379,294	378,083
Supplies	26,642	45,167	53,652	38,189
Other Services	313,916	381,921	440,474	390,347
TOTAL	655,225	802,890	873,420	806,619

Water Operations

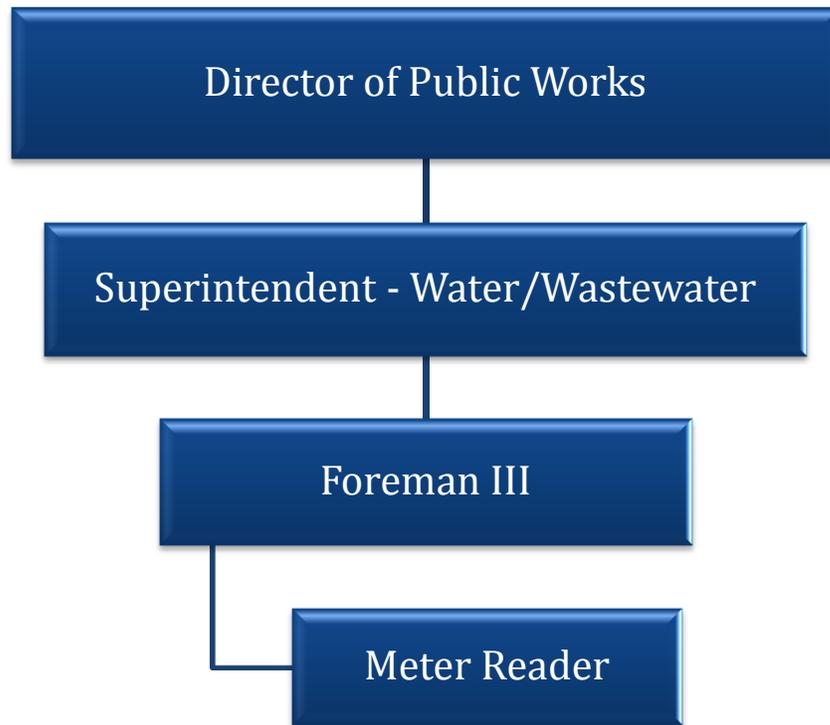
BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund 5 Department 21 Program 0	WATER AND SEWER FUND WATER WATER PRODUCTION/DISTRIBUTION
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Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 163,539	\$ 208,131	\$ 189,476	\$ 249,740	\$ 251,572
103	SALARIES-OVERTIME	\$ 12,823	\$ 11,141	\$ 9,531	\$ 17,000	\$ 17,000
104	SALARIES-LONGEVITY	\$ 624	\$ 583	\$ 569	\$ 788	\$ 928
105	GROUP HEALTH INSURANCE	\$ 32,991	\$ 36,658	\$ 30,030	\$ 41,418	\$ 41,075
106	TMRS	\$ 25,156	\$ 32,556	\$ 29,285	\$ 38,923	\$ 37,339
107	FICA	\$ 13,101	\$ 16,599	\$ 15,240	\$ 20,385	\$ 20,422
109	SALARIES-WELL PAY	\$ -	\$ 260	\$ 2,036	\$ 1,354	\$ 1,360
110	DENTAL INSURANCE	\$ 1,272	\$ 1,572	\$ 1,827	\$ 2,409	\$ 2,409
113	SALARIES-CAR ALLOWANCE	\$ -	\$ 1,371	\$ 1,929	\$ 800	\$ 800
115	CERTIFICATION PAY	\$ 2,500	\$ 2,129	\$ 1,405	\$ 3,108	\$ 2,510
120	GROUP LIFE INSURANCE	\$ 100	\$ 96	\$ 133	\$ 663	\$ 638
130	WORKERS COMPENSATION	\$ 3,079	\$ 3,465	\$ 1,528	\$ 2,537	\$ 1,867
131	EAP EXPENSE	\$ 107	\$ 104	\$ 92	\$ 169	\$ 163
Personnel Sub Total		\$ 255,291	\$ 314,667	\$ 283,079	\$ 379,294	\$ 378,083
Account Object	Description	2013	2014	2015	2015	2016
201	OFFICE SUPPLIES	\$ 66	\$ 21	\$ 1,450	\$ 1,500	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 2,776	\$ 593	\$ 2,455	\$ 2,250	\$ 2,300
203	MOTOR VEHICLE SUPPLIES	\$ 3,247	\$ 1,221	\$ 403	\$ 3,000	\$ 3,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 10,055	\$ 2,614	\$ 17,870	\$ 16,302	\$ 7,000
206	CHEMICALS	\$ 393	\$ 980	\$ 4,369	\$ 4,000	\$ 400
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 513	\$ 135	\$ 462	\$ 900	\$ 900
214	POSTAGE/SHIPPING/DELIVERY	\$ 78	\$ 1,181	\$ 1,229	\$ 1,500	\$ 1,500
216	MEDICAL SUPPLIES	\$ -	\$ 101	\$ -	\$ 200	\$ 200
218	FUEL & OIL	\$ 17,599	\$ 19,796	\$ 11,163	\$ 19,000	\$ 16,389
231	SOFTWARE	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Supplies Sub Total		\$ 34,727	\$ 26,642	\$ 44,401	\$ 53,652	\$ 38,189
Account Object	Description	2013	2014	2015	2015	2016
301	MAINT-BLDG & STRUCTURES	\$ 1,484	\$ 3,125	\$ 4,617	\$ 3,500	\$ -
302	MAINT-MOTOR VEHICLES	\$ 1,575	\$ 2,168	\$ 10,071	\$ 3,000	\$ 11,000
303	MAINT-EQUIP & MACHINERY	\$ 1,770	\$ 8,272	\$ 2,510	\$ 5,500	\$ 4,750
304	MAINTENANCE-STREETS	\$ 3,727	\$ 14,892	\$ 23,116	\$ 28,000	\$ 25,000
306	MAINT-WATER MAINS	\$ 11,905	\$ 30,626	\$ 38,809	\$ 40,000	\$ 45,200
309	MAINT-METERS & SETTINGS	\$ -	\$ -	\$ 50,027	\$ 2,000	\$ 2,000
310	MAINT-STORAGE & DISTRBTN PUMPS	\$ 6,173	\$ 22,081	\$ 22,345	\$ 30,000	\$ 25,000
314	MAINT-RADIO EQUIPMENT	\$ 1,610	\$ 744	\$ 2,200	\$ 2,200	\$ 2,200
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 1,214	\$ 47,000	\$ 2,500
321	MAINT-HYDRANTS	\$ 10,985	\$ 3,716	\$ 10,824	\$ 19,000	\$ 18,000
346	MAINT-HEATING & COOLING SYSTEM	\$ 3,587	\$ -	\$ -	\$ -	\$ -
351	MAINT-MISC	\$ -	\$ 2,704	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 42,815	\$ 88,327	\$ 165,732	\$ 180,200	\$ 135,650
Account Object	Description	2013	2014	2015	2015	2016
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
409	TRAVEL & EDUCATION	\$ 3,679	\$ 3,899	\$ 5,449	\$ 7,300	\$ 6,320
410	UTILITIES - ELECTRICITY	\$ 126,687	\$ 130,133	\$ 133,085	\$ 177,000	\$ 180,000
414	DUES & SUBSCRIPTIONS	\$ 34,734	\$ 37,304	\$ 5,574	\$ 41,005	\$ 41,037
416	OTHER/PROFESSIONAL SERVICES	\$ 15,134	\$ 40,730	\$ 14,720	\$ 18,000	\$ 17,028
421	PRINTING	\$ 453	\$ 55	\$ -	\$ 200	\$ 200
438	TESTING	\$ 2,455	\$ 2,247	\$ 1,688	\$ 5,000	\$ 5,500
446	ATTORNEY FEES	\$ 463	\$ 200	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,068	\$ 1,147	\$ 670	\$ 2,182	\$ 2,612
543	JANITORIAL CONTRACT	\$ 2,219	\$ 2,161	\$ 2,936	\$ 2,600	\$ -
544	PEST CONTROL SERVICES	\$ 315	\$ 385	\$ 455	\$ 420	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ 1,467	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ 1,696	\$ 7,327	\$ 5,315	\$ 3,100	\$ -
Services Sub Total		\$ 188,902	\$ 225,589	\$ 169,891	\$ 260,274	\$ 254,697
Department Total		\$ 521,736	\$ 655,225	\$ 663,103	\$ 873,420	\$ 806,619



Meter Reading

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Meter Technician	2	2	2
Total	2	2	2

Department Narrative

The Meter Reading Division is responsible for the reading, maintenance, and replacement of utility meters. The Meter Reading Function includes costs associated with the City's Meter Reading Technicians.



Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Sound Infrastructure • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Maximize sources of revenue through continuous monitoring and review of consumption and customer accounts • Create a positive impression of the City of Lancaster for new residents, visitors, and current residents with friendly customer service • Serve the City of Lancaster's utility customers through courteous service, knowledgeable staff, and excellence 				
Workload Indicators	13-14 Actual	14 - 15 Actual		2015-2016 Target
Water Accounts	10,946	11,419		12,948
Wastewater Accounts	10,565	11,038		12,000
Cut-off for Non-Payment	1,656	1,985		1,000
Water Meter Register Replacement	2,000	2,021		3,025
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Accurate Meter Readings	90%	95%		95%
Data Log		10		20
Check for Leaks		43		50
Meter Box Replacement		653		300
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	100,270	79,035	99,132	91,753
Supplies	13,830	26,924	18,320	12,484
Maintenance	144,095	159,394	305,050	604,499
Other Services	847	315	4,857	5,000
TOTAL	259,042	265,667	427,359	713,735

Meter Reading

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 5 **WATER AND SEWER FUND**
Department 27 **METER READING**
Program 0 **METER READING**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 55,978	\$ 55,270	\$ 42,390	\$ 58,194	\$ 57,862
103	SALARIES-OVERTIME	\$ 5,742	\$ 5,545	\$ 3,026	\$ 5,000	\$ 5,000
104	SALARIES-LONGEVITY	\$ 422	\$ 518	\$ 337	\$ 608	\$ 56
105	GROUP HEALTH INSURANCE	\$ 21,249	\$ 23,958	\$ 12,149	\$ 18,866	\$ 13,192
106	TMRS	\$ 8,828	\$ 8,943	\$ 6,548	\$ 9,149	\$ 8,611
107	FICA	\$ 4,015	\$ 3,897	\$ 3,100	\$ 4,905	\$ 4,838
109	SALARIES-WELL PAY	\$ 101	\$ 104	\$ -	\$ 316	\$ 315
110	DENTAL INSURANCE	\$ 432	\$ 480	\$ 505	\$ 876	\$ 876
120	GROUP LIFE INSURANCE	\$ 79	\$ 81	\$ 82	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 1,215	\$ 1,418	\$ 597	\$ 834	\$ 619
131	EAP EXPENSE	\$ 54	\$ 54	\$ 37	\$ 78	\$ 78
Personnel Sub Total		\$ 98,116	\$ 100,270	\$ 68,771	\$ 99,132	\$ 91,753
Account Object	Description					
201	SUPPLIES	\$ 90	\$ -	\$ -	\$ -	\$ -
202	UNIFORMS AND CLOTHING	\$ 433	\$ 1,405	\$ 1,460	\$ 770	\$ 2,100
203	MOTOR VEHICLE SUPPLIES	\$ 488	\$ 510	\$ 88	\$ 1,200	\$ 1,200
204	MINOR EQUIP AND METERS	\$ 318	\$ 213	\$ 17,806	\$ 350	\$ 500
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ -	\$ 2,400	\$ 1,500
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 100	\$ -
218	FUEL & OIL	\$ 12,484	\$ 11,702	\$ 6,110	\$ 13,500	\$ 7,184
Supplies Sub Total		\$ 13,813	\$ 13,830	\$ 25,464	\$ 18,320	\$ 12,484
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ 622	\$ 331	\$ 968	\$ 1,550	\$ 1,000
309	MAINT-METERS & SETTINGS	\$ 243,719	\$ 142,264	\$ 300,000	\$ 300,000	\$ 599,999
342	MAINT-DATA PROCESSING EQUIP	\$ 1,533	\$ 1,500	\$ 3,388	\$ 3,500	\$ 3,500
351	METER TESTING	\$ 400	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 246,273	\$ 144,095	\$ 304,356	\$ 305,050	\$ 604,499
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 186	\$ -	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 752	\$ 199	\$ 167	\$ 700	\$ 780
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 64	\$ 2,238	\$ 3,500	\$ 3,500
462	CELLULAR TELEPHONE & PAGERS	\$ 631	\$ 584	\$ 148	\$ 657	\$ 720
Services Sub Total		\$ 1,569	\$ 847	\$ 2,553	\$ 4,857	\$ 5,000
Department Total		\$ 359,772	\$ 259,042	\$ 401,143	\$ 427,359	\$ 713,735



Waste Water

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Foreman III	1	1	1
Crew Leader	4	4	4
Heavy Equipment Operator I	1	1	1
Maintenance Worker II	4	4	4
Total	10	10	10

Department Narrative

The Wastewater Division seeks to fulfill the requirements of the Clean Water Act that all cities must have in an ongoing pretreatment program. The program affects any industry that discharges processed wastewater into the sanitary system and whose process uses or produces toxic materials or causes that facility's sewage to be stronger than normal wastewater. The Wastewater Division is a program oriented operation, with the responsibilities of plan review, industrial pretreatment program, preventative cleaning, video inspection, point repair and inflow & infiltration reduction.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Sound Infrastructure • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Work to minimize inflow/infiltration and to continue inflow and infiltration studies, testing, and identification • Replace and repair aging mains in the sanitary sewer system (including sewer lift station upgrades) • Maintain the physical integrity of utility infrastructure to maximize City investment • Continue TCEQ Sanitary Sewer Overflow Outreach Initiative • Attend HOA and community meetings to educate citizens on the proper care of sewer lines 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Total Municipal Sewer Line	160 miles	160 miles		163 miles
Sewer Line Replacement	500 feet	300 feet		1000 feet
Sewer Line Cleaned	965,620 feet	921,625 feet		900,000 feet
Grease Trap Pump out Reports Collected	50	50		50
Weekly Safety Meetings	52	52		52
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Sewer Backups Resolved within 30 Minutes	100%	100%		100%
Phone Inquiries Responded to within 24 Hours	90%	90%		95%
Sewer System Cleaned Annually (700,000 Total Feet)	80%	100%		100%
Main Stoppages Re-Televised within 24 Hours	91%	91%		95%
Grease Traps Pump out Reports	100%	100%		100%
Weekly Safety Meetings Completed	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	461,394	536,031	458,108	485,280
Supplies	26,404	35,817	52,713	38,530
Maintenance	72,163	103,411	174,000	169,636
Services	30,988	38,338	53,863	58,172
Capital Outlay	-	68,375	-	-
TOTAL	590,949	781,972	738,684	751,617

Wastewater Operations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 5 WATER AND SEWER FUND
Department 30 WASTE WATER
Program 0 SEWER COLLECTION & TREATMENT**

Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 278,872	\$ 273,790	\$ 257,321	\$ 285,847	\$ 314,112
103	SALARIES-OVERTIME	\$ 32,350	\$ 37,752	\$ 32,474	\$ 20,000	\$ 20,000
104	SALARIES-LONGEVITY	\$ 1,193	\$ 1,442	\$ 1,550	\$ 1,728	\$ 2,048
105	GROUP HEALTH INSURANCE	\$ 54,297	\$ 64,860	\$ 59,421	\$ 59,391	\$ 63,313
106	TMRS	\$ 45,545	\$ 46,180	\$ 42,217	\$ 49,723	\$ 46,461
107	FICA	\$ 24,421	\$ 24,122	\$ 22,366	\$ 26,660	\$ 26,100
109	SALARIES-WELL PAY	\$ 528	\$ 950	\$ 874	\$ 1,726	\$ 1,688
110	DENTAL INSURANCE	\$ 3,381	\$ 3,422	\$ 3,432	\$ 4,380	\$ 4,380
114	SALARIES-ASSIGNMENT PAY	\$ 5,599	\$ -	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 2,510	\$ 3,265	\$ 2,809	\$ 3,670	\$ 3,318
120	GROUP LIFE INSURANCE	\$ 223	\$ 227	\$ 297	\$ 1,122	\$ 1,072
130	WORKERS COMPENSATION	\$ 4,379	\$ 5,147	\$ 2,683	\$ 3,575	\$ 2,514
131	EAP EXPENSE	\$ 243	\$ 236	\$ 221	\$ 286	\$ 274
Personnel Sub Total		\$ 453,541	\$ 461,394	\$ 425,665	\$ 458,108	\$ 485,280
Supplies						
Account Object	Description	2013	2014	2015	2015	2016
201	OFFICE SUPPLIES	\$ 203	\$ -	\$ -	\$ -	\$ 550
202	UNIFORMS AND CLOTHING	\$ 1,950	\$ 2,348	\$ 4,423	\$ 4,363	\$ 4,825
203	MOTOR VEHICLE SUPPLIES	\$ 1,621	\$ 1,641	\$ 357	\$ 4,000	\$ 2,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 3,655	\$ 3,742	\$ 16,284	\$ 18,200	\$ 11,930
206	CHEMICALS	\$ -	\$ -	\$ 380	\$ 2,000	\$ 3,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 418	\$ -	\$ -	\$ -	\$ -
216	MEDICAL SUPPLIES	\$ -	\$ 200	\$ -	\$ 150	\$ 200
218	FUEL & OIL	\$ 20,030	\$ 18,473	\$ 9,424	\$ 24,000	\$ 15,525
Supplies Sub Total		\$ 27,876	\$ 26,404	\$ 30,867	\$ 52,713	\$ 38,530
Maintenance						
Account Object	Description	2013	2014	2015	2015	2016
302	MAINT-MOTOR VEHICLES	\$ 10,389	\$ 5,675	\$ 4,042	\$ 7,000	\$ 6,000
303	MAINT-EQUIP & MACHINERY	\$ 4,168	\$ 6,975	\$ 8,741	\$ 8,000	\$ 6,000
304	MAINTENANCE-STREETS	\$ 725	\$ 13,923	\$ 4,429	\$ 27,000	\$ 28,000
308	MAINT-SANITARY SEWER MAIN	\$ 17,885	\$ 22,707	\$ 34,733	\$ 97,000	\$ 50,000
312	MAINT-LIFT STATION	\$ 22,941	\$ 22,883	\$ 29,708	\$ 35,000	\$ 40,000
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 39,636
Maintenance Sub Total		\$ 56,109	\$ 72,163	\$ 81,653	\$ 174,000	\$ 169,636
Other						
Account Object	Description	2013	2014	2015	2015	2016
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	\$ 1,198
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ 1,665	\$ 2,000	\$ 2,000
409	TRAVEL & EDUCATION	\$ 2,719	\$ 4,277	\$ 2,977	\$ 4,600	\$ 5,499
410	UTILITIES - ELECTRICITY	\$ 7,807	\$ 9,406	\$ 12,147	\$ 11,500	\$ 12,000
412	SEWAGE TREATMENT	\$ -	\$ 8,636	\$ 2,483	\$ 14,000	\$ 14,000
413	SANITARY LAND FILL	\$ 1,046	\$ 1,386	\$ 754	\$ 5,500	\$ 5,600
414	DUES & SUBSCRIPTIONS	\$ 2,119	\$ 3,978	\$ 4,941	\$ 5,305	\$ 5,355
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 10,000
421	PRINTING	\$ -	\$ (21)	\$ -	\$ -	\$ -
446	ATTORNEY FEES	\$ -	\$ 480	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,811	\$ 2,846	\$ 1,505	\$ 2,958	\$ 2,520
Sub Total		\$ 15,502	\$ 30,988	\$ 34,473	\$ 53,863	\$ 58,172
Capital						
Account Object	Description	2013	2014	2015	2015	2016
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 68,375	\$ -	\$ -
Capital Sub Total		\$ -	\$ -	\$ 68,375	\$ -	\$ -
Department Total		\$ 553,028	\$ 590,949	\$ 641,034	\$ 738,684	\$ 751,617



TREE CITY USA

Wholesale Costs

Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

The Utility Wholesale Department accounts for costs associated with the purchase of water and wastewater treatment from Dallas Water Utilities and the Trinity River Authority, respectively.



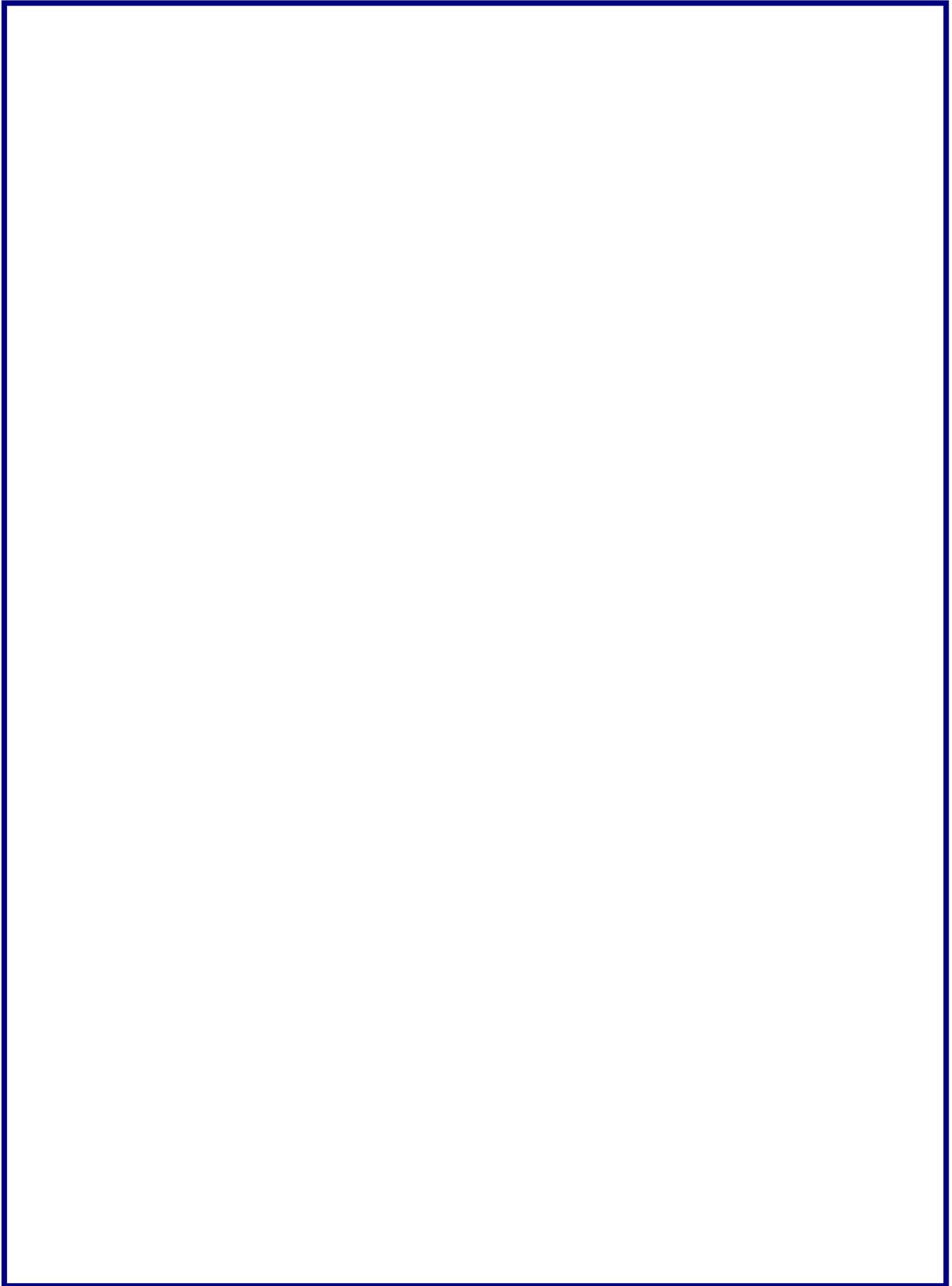
Wholesale Costs

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

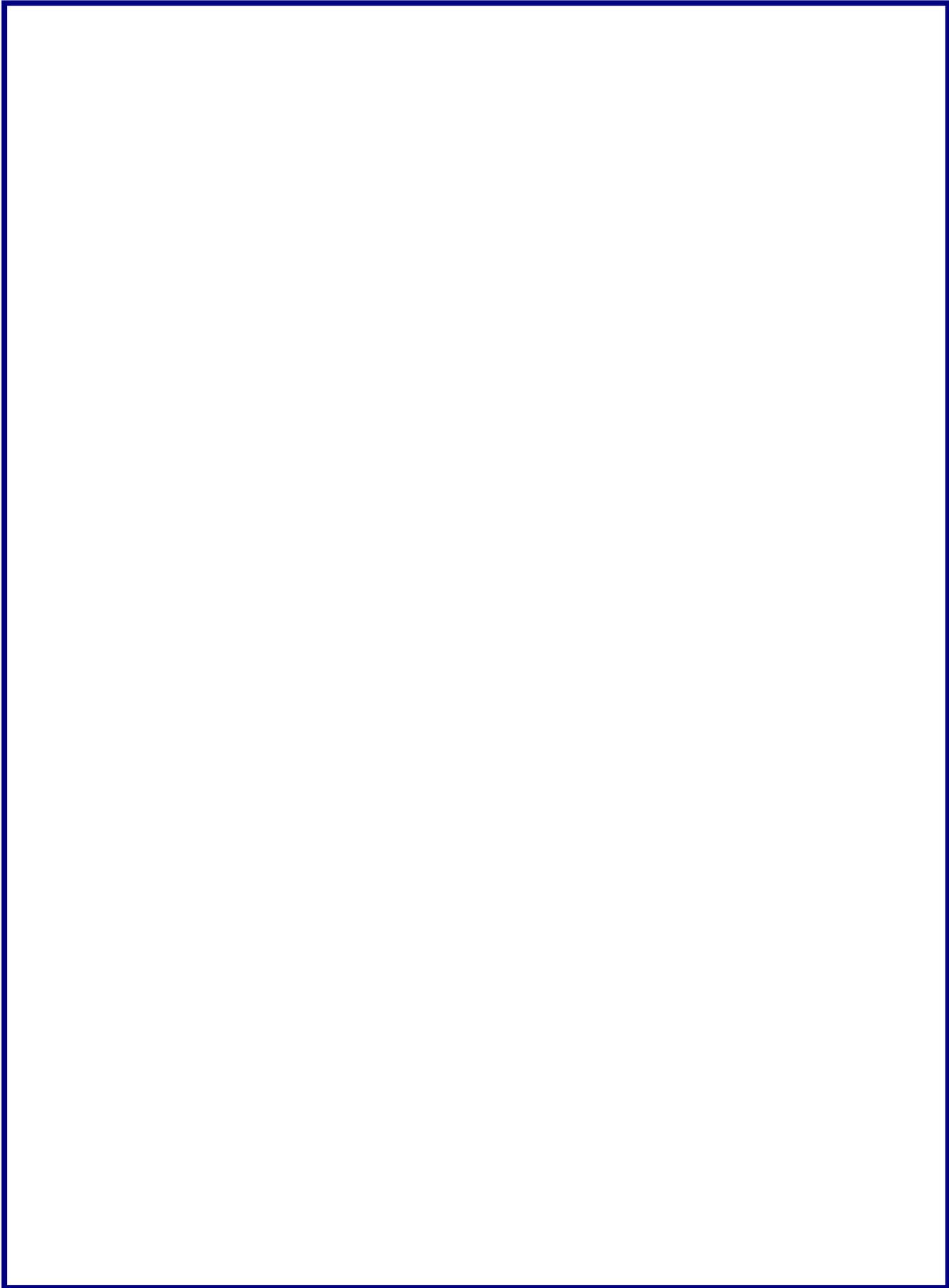
Fund 5
Department 42
Program 0

WATER AND SEWER FUND
WHOLESALE COSTS

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	411 WATER PURCHASES	\$ 1,993,147	\$ 2,481,301	\$ 1,739,521	\$ 2,700,000	\$ 2,700,000
	412 SEWAGE TREATMENT	\$ 3,524,802	\$ 4,260,148	\$ 4,176,596	\$ 4,143,979	\$ 4,143,979
	Maintenance Sub Total	\$ 5,517,949	\$ 6,741,449	\$ 5,916,116	\$ 6,843,979	\$ 6,843,979
	Department Total	\$ 5,517,949	\$ 6,741,449	\$ 5,916,116	\$ 6,843,979	\$ 6,843,979



SPECIAL REVENUE FUNDS



HOTEL/MOTEL TAX FUND

HOTEL/MOTEL TAX FUND

HOTEL TAX FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	HOTEL/MOTEL TAX	100,476	97,291	103,925	50,141	75,250
	RENTAL INCOME	15,600	12,350	-	-	-
	INTEREST	346	119	125	275	275
	Total	\$ 116,422	\$ 109,760	\$ 104,050	\$ 50,416	\$ 75,525

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
46	HOTEL/MOTEL	32,425	25,000	-	-	-
52	Visitor Center	14,827	18,812	34,863	50,358	50,739
	Total	\$ 47,252	\$ 43,812	\$ 34,863	\$ 50,358	\$ 50,739

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	69,170	65,948	69,187	58	24,786



TREE CITY USA



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
PT Visitors Center Attendant	0	1	1
Total	0	0	1

Department Narrative

In keeping the history of the City of Lancaster and the Interurban Building, the City of Lancaster State Auxiliary Museum was established to showcase the history of the State of Texas and educate patrons on the historical artifacts represented within the exhibit. This premier attraction serves as a unique resource for residents, educators and visitors of Texas alike.

Lancaster Visitors Center State Auxiliary Museum

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 14
Department 52
Program 0**

**HOTEL TAX FUND
Visitor Center**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Adopted
101	SALARIES-REGULAR	\$ -	\$ -	\$ 36	\$ -	\$ -
102	SALARIES-PART TIME	\$ -	\$ -	\$ 12,503	\$ 18,720	\$ 18,720
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 14	\$ -	\$ -
106	TMRS	\$ -	\$ -	\$ -	\$ -	\$ 2,550
107	FICA	\$ -	\$ -	\$ 960	\$ 1,432	\$ 1,432
120	GROUP LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ 102
130	WORKERS COMPENSATION	\$ -	\$ -	\$ 139	\$ 22	\$ 16
131	EAP EXPENSE	\$ -	\$ -	\$ 36	\$ 26	\$ 26
Personnel Sub Total		\$ -	\$ -	\$ 13,689	\$ 20,200	\$ 22,846
301	MAINT-BLDGS & STRUCTURES	\$ 102	\$ -	\$ 4,240	\$ 10,025	\$ -
Maintenance Sub Total		\$ 102	\$ -	\$ 4,240	\$ 10,025	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 1,446	\$ 5,234	\$ 3,585	\$ 2,160	\$ 4,200
408	ADVERTISING	\$ -	\$ -	\$ -	\$ 1,000	\$ 850
410	UTILITIES-ELECTRICITY	\$ 6,257	\$ 7,052	\$ 7,374	\$ 9,000	\$ 9,000
411	ALARM SERVICE	\$ 436	\$ 767	\$ -	\$ 660	\$ 1,020
414	DUES & SUBSCRIPTIONS	\$ -	\$ 315	\$ -	\$ -	\$ 190
416	OTHER/PROFESSIONAL SERVICES	\$ 3,043	\$ 545	\$ 315	\$ 1,290	\$ 4,920
543	JANITORIAL SERVICE	\$ 3,179	\$ 3,308	\$ 3,446	\$ 3,400	\$ 5,200
544	PEST CONTROL SERVICES	\$ 365	\$ -	\$ -	\$ 486	\$ 480
548	SPRINKLER SYSTEM CONTRACT	\$ -	\$ -	\$ 543	\$ 762	\$ 658
549	HVAC SERVICES CONTRACT	\$ -	\$ 1,146	\$ 1,146	\$ 1,375	\$ 1,375
554	PEST CONTROL	\$ -	\$ 446	\$ 527	\$ -	\$ -
Services Sub Total		\$ 14,726	\$ 18,812	\$ 16,935	\$ 20,133	\$ 27,893
Department Total		\$ 14,827	\$ 18,812	\$ 34,863	\$ 50,358	\$ 50,739

**4A LEDC
FUND**

SALES TAX 4A-ECONOMIC DEVELOPMENT

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	SALES TAXES	969,065	1,045,906	828,035	899,190	899,190
	OTHER REVENUE	-	(75,110)	-	-	-
	INTEREST	3,812	1,043	1,184	1,000	1,000
	Total	\$ 972,876	\$ 971,839	\$ 829,219	\$ 900,190	\$ 900,190

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 ECON DEV ADMINISTRATION	177,656	172,553	130,263	175,534	284,963
	50 4A DEBT SERVICE	443,406	456,100	353,538	455,500	455,000
	60 MARKETING AND ADVERTISING	6,370	13,429	3,566	13,400	38,000
	63 INCENTIVE PROGRAMS	10,000	2,506	-	200,000	175,000
	80 TRANSFERS OUT	54,835	54,835	41,126	54,835	56,480
	Total	\$ 692,267	\$ 699,423	\$ 528,493	\$ 899,269	\$ 1,009,443

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	280,609	272,415	300,726	921	(109,253)



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Adopted '15-16
Director of Economic Development	1	1	1
Administrative Secretary	0	0.25	0.25
Community Relations Assistant	0.5	0	0
Total	1.5	1.25	1.25

Department Narrative

The Department of Economic Development provides for the recruitment of new business ventures, the expansion of existing industry and the evaluation of requests for incentives from business ventures seeking to create, expand or relocate commercial operations to Lancaster. The department administers the Type A Economic Development sales tax as its primary source of funding. The Department's services are a community resource and are provided at no charge. Review and evaluation of incentives requests is overseen by a seven member board of directors. These Board reviews applications for Type A incentives and recommend projects for funding to the City Council for approval.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Quality Development • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Develop action oriented programs that create an interest in Lancaster by developers, commercial real estate brokers and companies looking to expand or relocate their operations creating an increased commercial tax base, new primary payroll jobs for Lancaster residents and growth in the community's daytime population. • Continue conducting quarterly the business retention and expansion program BREP • Continue marketing and recruitment activities directed at locating a hotel-convention center to Lancaster • Continue marketing the development advantages of the Campus District to commercial projects • Continue direct marketing to retail and restaurant operations soliciting their evaluation of Lancaster for future locations 				
Workload Indicators	13-14 Target	14-15 Actual		2015-2016 Target
Request For Proposals (RFP) for development projects	30	36		30
Meetings with DFW real estate brokers and developers	60	65		60
Retention visits with existing industry	4	4		4
Marketing initiatives with economic development allies and sales missions recruiting business development and investment	3	3		3
Direct marketing to retail and restaurant operations	65	70		75
Performance Measurement	13-14 Target	14-15 Actual		2015-2016 Target
Request For Proposals (RFP) for development projects	30	36		30
Meetings with DFW real estate brokers and developers	60	65		60
Retention visits with existing industry	4	4		4
Business trade show participation	3	3		3
Direct marketing to retail and restaurant operations	65	70		75
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	160,671	161,378	164,153	168,670
Supplies	1,736	1,669	1,500	1,300
Capital Outlay	10,146	5,391	9,881	114,993
TOTAL	172,553	168,438	175,534	284,963

LEDC Type 4A Administration

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 16 SALES TAX 4A-ECONOMIC DEVLPMNT
Department 2 ECON DEV ADMINISTRATION
Program 0 ECONOMIC DEV - ADMINISTRATION**

Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 115,675	\$ 117,426	\$ 91,929	\$ 123,363	\$ 127,124
103	SALARIES-OVERTIME	\$ 193	\$ 136	\$ 52	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 263	\$ 290	\$ 270	\$ 336	\$ 396
105	GROUP HEALTH INSURANCE	\$ 8,087	\$ 8,252	\$ 5,113	\$ 7,572	\$ 8,461
106	TMRS	\$ 17,323	\$ 18,037	\$ 13,934	\$ 18,426	\$ 18,110
107	FICA	\$ 9,099	\$ 9,426	\$ 7,085	\$ 8,154	\$ 8,300
109	SALARIES-WELL PAY	\$ 1,241	\$ 1,278	\$ 1,342	\$ 640	\$ 660
110	DENTAL INSURANCE	\$ 538	\$ 561	\$ 371	\$ 548	\$ 548
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,815	\$ 3,857	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 145	\$ 147	\$ 193	\$ 128	\$ 128
130	WORKERS COMPENSATION	\$ 221	\$ 270	\$ 117	\$ 153	\$ 110
131	EAP EXPENSE	\$ 34	\$ 33	\$ 23	\$ 33	\$ 33
Personnel Sub Total		\$ 157,632	\$ 160,671	\$ 124,286	\$ 164,153	\$ 168,670
201	OFFICE SUPPLIES	\$ 628	\$ 1,357	\$ 1,046	\$ 500	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ -	\$ -	\$ -
210	FOOD/BEVERAGES/ETC.-MEETINGS	\$ -	\$ 367	\$ 31	\$ 700	\$ 500
214	POSTAGE	\$ 8	\$ 12	\$ 62	\$ 300	\$ 300
Supplies Sub Total		\$ 636	\$ 1,736	\$ 1,139	\$ 1,500	\$ 1,300
401	COMMUNICATIONS	\$ 1,209	\$ 1,497	\$ 1,270	\$ 1,000	\$ 508
402	RENTAL OF EQUIPMENT	\$ 1,462	\$ 1,104	\$ 613	\$ 1,023	\$ 1,000
409	TRAVEL AND EDUCATION	\$ 4,633	\$ 1,853	\$ 842	\$ 2,200	\$ 2,000
410	UTILITIES-ELECTRICITY	\$ 205	\$ -	\$ -	\$ 650	\$ -
414	DUES AND SUBSCRIPTIONS	\$ 2,398	\$ 960	\$ 404	\$ 2,815	\$ 2,765
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 13	\$ -	\$ -	\$ 105,000
421	PRINTING	\$ 404	\$ 880	\$ 613	\$ 493	\$ -
446	ATTORNEY FEES	\$ 8,180	\$ 2,560	\$ 890	\$ 500	\$ 3,000
462	CELLULAR TELEPHONE & PAGERS	\$ 896	\$ 1,280	\$ 206	\$ 1,200	\$ 720
464	RENTAL OF OFFICE SPACE	\$ -	\$ -	\$ -	\$ -	\$ -
539	MISC. HEALTH BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 19,388	\$ 10,146	\$ 4,838	\$ 9,881	\$ 114,993
Department Total		\$ 177,656	\$ 172,553	\$ 130,263	\$ 175,534	\$ 284,963



Economic Development Incentives



Personnel Organization Chart

Director of Economic Development

Personnel Summary

There is no personnel for this program.

Department Narrative

This department accounts for costs associated with the incentive program of the Lancaster Economic Development Corporation - Type 4A (LEDC).

Goals				
<p>City Council Goals:</p> <ul style="list-style-type: none"> • Quality Development • Healthy, Safe & Vibrant Community <p>Departmental Goals</p> <ul style="list-style-type: none"> • Develop action oriented programs that create an interest in Lancaster by developers, commercial real estate brokers and companies looking to expand or relocate their operations creating an increased commercial tax base, new primary payroll jobs for Lancaster residents and growth in the community's daytime population. • Continue conducting quarterly the business retention and expansion program BREP • Continue marketing and recruitment activities directed at locating a hotel-convention center to Lancaster • Continue marketing the development advantages of the Campus District to commercial projects • Continue direct marketing to retail and restaurant operations soliciting their evaluation of Lancaster for future locations 				
Workload Indicators	13-14 Target	14-15 Actual		15-16 Target
Utilize funds for incentivizing new projects Utilize funds to incentivize commitments on existing projects	200,000			175,000
Performance Measurement	13-14 Target	14-15 Actual		15-16 Target
Utilize funds for incentivizing new projects Utilize funds to incentive commitments on existing projects	200,000			175,000
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
Incentive Programs	2,506	Actual	Budget	Budget
TOTAL	2,506	-	200,000	175,000

LEDC Type 4A - Incentives

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 16
Department 63
Program 0**

**SALES TAX 4A-ECONOMIC DEVLPMNT
INCENTIVE PROGRAMS**

	2013	2014	2015	2015	2016
Description	Actual	Actual	YTD Actual	Budget	Proposed
958 ENANAE-CMOP	\$ 10,000	\$ -	\$ -	\$ -	\$ -
977 INCENTIVE PROGRAMS	\$ -	\$ 2,506	\$ -	\$ 200,000	\$ 175,000
Sub Total	\$ 10,000	\$ 2,506	\$ -	\$ 200,000	\$ 175,000
Department Total	\$ 10,000	\$ 2,506	\$ -	\$ 200,000	\$ 175,000



Economic Development Marketing



Personnel Organization Chart

Director of Economic Development

Personnel Summary

There is no personnel for this program.

Department Narrative

This department accounts for costs associated with the marketing associated with the Lancaster Economic Development Department - Type 4A (LEDC) programs.

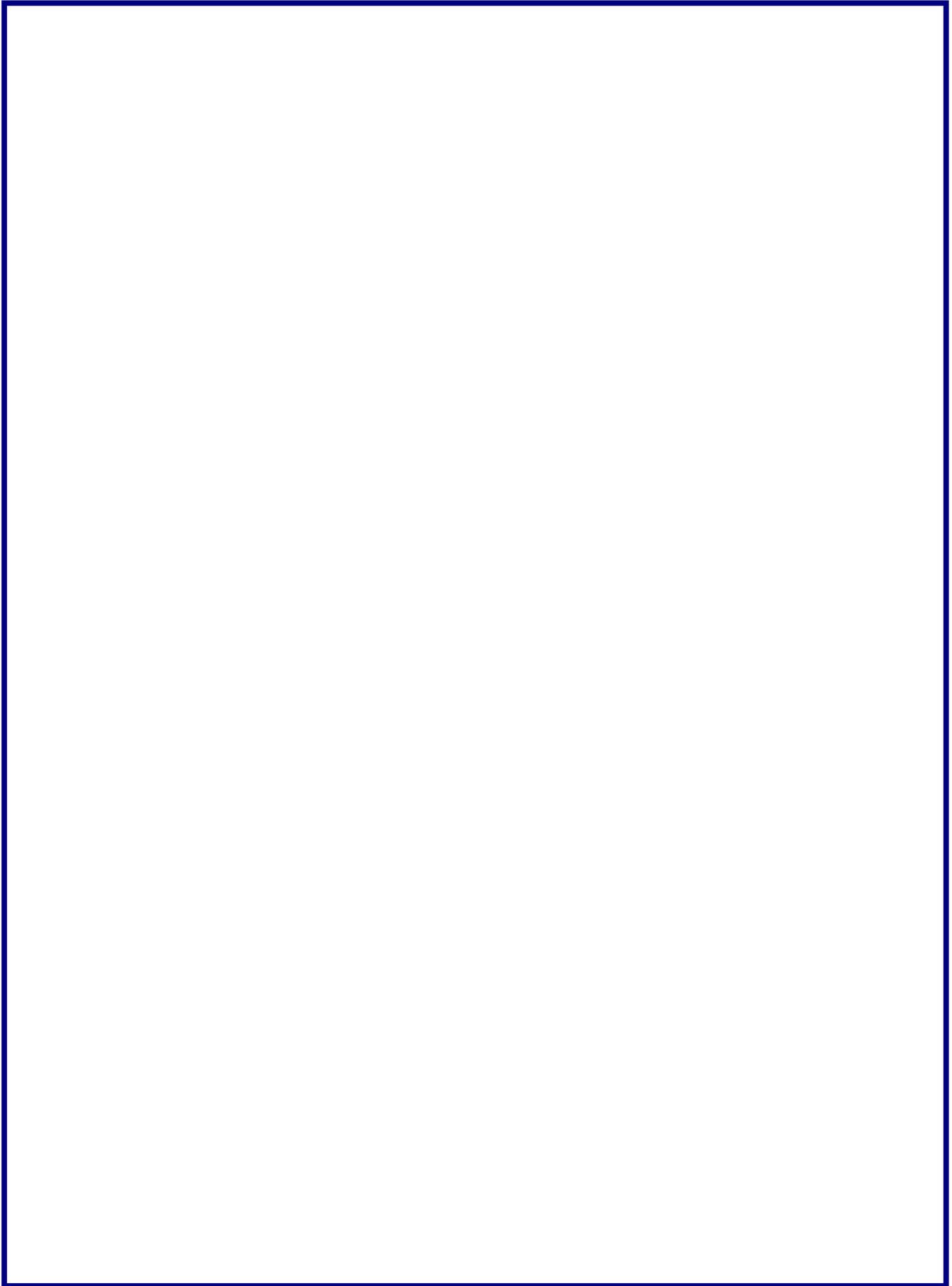
Goals				
City Council Goals:				
<ul style="list-style-type: none"> Quality Development Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> Develop action oriented programs that create an interest in Lancaster by developers, commercial real estate brokers and companies looking to expand or relocate their operations creating an increased commercial tax base, new primary payroll jobs for Lancaster residents and growth in the community's daytime population. Continue conducting quarterly the business retention and expansion program BREP Continue marketing and recruitment activities directed at locating a hotel-convention center to Lancaster Continue marketing the development advantages of the Campus District to commercial projects Continue direct marketing to retail and restaurant operations soliciting their evaluation of Lancaster for future locations 				
Workload Indicators	13-14 Target	14-15 Actual		15-16 Target
Request For Proposals (RFP) for development projects	30	36		30
Meetings with DFW real estate brokers and developers	60	65		60
Retention visits with existing industry	4	4		4
Marketing initiatives with economic development allies and sales missions recruiting business development and investment	3	3		3
Direct marketing to retail and restaurant operations	65	70		75
Performance Measurement	13-14 Target	14-15 Actual		15-16 Target
Request For Proposals (RFP) for development projects	30	36		30
Meetings with DFW real estate brokers and developers	60	65		60
Retention visits with existing industry	4	4		4
Business trade show participation	3	3		3
Direct marketing to retail and restaurant operations	65	70		75
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Services	-	-	400	500
Marketing	13,429	4,264	13,000	37,500
TOTAL	13,429	4,264	13,400	38,000

LEDC Type 4B - Marketing

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 16 SALES TAX 4A-ECONOMIC DEVLPMNT
Department 60 MARKETING AND ADVERTISING
Program 0

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	421 PRINTING	\$ -	\$ -	\$ -	\$ 400	\$ 500
	902 BUSINESS DEVELOPMENT	\$ 5,840	\$ 9,004	\$ 4,264	\$ 6,000	\$ 30,000
	903 AD PRODUCTION OR PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -
	909 PROMOTIONAL ITEMS	\$ -	\$ -	\$ -	\$ 500	\$ 500
	911 EVENT SPONSORSHIPS	\$ -	\$ 4,425	\$ -	\$ 3,500	\$ 3,000
	942 TRADE SHOWS	\$ 530	\$ -	\$ -	\$ 3,000	\$ 4,000
	Sub Total	\$ 6,370	\$ 13,429	\$ 4,264	\$ 13,400	\$ 38,000
Department Total		\$ 6,370	\$ 13,429	\$ 4,264	\$ 13,400	\$ 38,000



**4B LRDC
FUND**

SALES TAX 4B-CULTURAL/RECREATIONAL

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	0 SALES TAXES	1,938,130	2,079,288	1,656,071	1,800,000	1,800,000
	56 RECREATION	527,805	437,707	374,797	428,500	500,000
	54 LIFE CENTER	44,250	37,011	32,569	37,000	38,600
	7 LIBRARY	97,908	46,792	58,138	51,637	26,600
	0 OTHER	13,320	23,518	14,907	-	-
	0 TRANSFERS IN	270,000	49,779	150,000	200,000	-
	0 INTEREST	1,560	291	301	1,000	500
	Total	\$ 2,892,972	\$ 2,674,387	\$ 2,286,783	\$ 2,518,137	\$ 2,365,700

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 REC ADMINISTRATION	220,192	221,789	184,517	231,026	223,068
	7 LIBRARY	504,666	468,368	438,898	600,802	467,166
	13 PARKS AND RECREATION	311	291	-	-	-
	16 NON-DEPARTMENTAL	60,529	74,855	63,490	25,385	43,364
	50 4B DEBT SERVICE	1,723,792	736,450	598,450	732,300	733,000
	54 SENIOR LIFE CENTER	178,026	180,897	146,302	230,212	214,354
	56 RECREATION CENTER	777,725	995,425	910,594	1,209,810	1,032,642
	56 DAY CAMP	42,104	36,730	38,461	57,072	50,464
	57 COMMUNITY PARK	4,949	(2,354)	18,033	21,500	6,600
	80 TRANSFERS OUT	13,000	13,000	9,750	13,000	13,000
	Total	\$ 3,525,293	\$ 2,725,452	\$ 2,408,495	\$ 3,121,107	\$ 2,783,658

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	(632,322)	(51,065)	(121,712)	(602,970)	(417,958)



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Managing Director of Quality of Life & Cultural Services	0	1	1
Director of Parks, Recreation & Library Services	1	0	0
Administrative Secretary	1	1	1
Total	2	2	2

Department Narrative

The Parks and Recreation Administration program is responsible for all operations included in the Parks, Recreation and Library Services departments.

Goals				
City Council Goals				
<ul style="list-style-type: none"> • Healty, Safe & Vibrant Community • Civic Engagement 				
Departmental Goals				
<ul style="list-style-type: none"> • Monitor, coordinate, and operate all assigned departments, including Parks, Recreation, Library Services, Visitors Center & State Auxiliary Museum and Country View Golf Course Management Contract • Develop Grant Opportunities for Funding Leisure Programs, Activities and Facilities • Complete parks needs inventory and assesment • Update and complete assesment of Country View Golf Course • Maintain Recreation Center for City events such as meetings, conferences, and other municipal usage • Complete installation of permanent restrrom facilities at Bear Creek Nature Park • Monitor and seek ways to improve safety for citizens and employees in municipal parks and recreation facilities • Seek out cost effective methods of beautifying the City of Lancaster 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Funded projects completed by Fiscal Year End	100%	100%		100%
Tree City USA Designation	Retained	Retained		Retained
Recreation Revenues	\$527,000	\$507,000		\$527,000
Total Parks, Recreation, Library, Visitors Center staff	66	68		68
Total Department Buildings	5	6		6
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Funded Projects completed by FY end	100%	100%		100%
Tree City USA Designation	100%	100%		100%
% of Recreation Revenue Goal Obtained	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	196,919	209,336	201,346	210,138
Supplies	7,115	10,077	10,250	5,620
Services	17,755	12,757	19,430	7,310
TOTAL	221,789	232,170	231,026	223,068

Parks, Recreation Library Services Administration

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund 17 Department 2 Program 0	SALES TAX 4B-CULTURAL/RECRNL REC ADMINISTRATION ADMINISTRATION
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	2013	2014	2015	2015	2016
Account Object	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 135,563	\$ 140,440	\$ 116,095	\$ 148,693	\$ 156,010
103 SALARIES-OVERTIME	\$ 1,362	\$ 1,330	\$ 1,225	\$ 600	\$ 600
104 SALARIES-LONGEVITY	\$ 510	\$ 707	\$ 650	\$ 696	\$ 792
105 GROUP HEALTH INSURANCE	\$ 13,610	\$ 13,685	\$ 13,363	\$ 11,844	\$ 12,810
106 TMRS	\$ 20,352	\$ 21,651	\$ 17,647	\$ 22,196	\$ 22,199
107 FICA	\$ 10,936	\$ 11,328	\$ 9,152	\$ 10,297	\$ 10,721
109 SALARIES-WELL PAY	\$ 1,304	\$ 1,469	\$ 1,584	\$ 770	\$ 807
110 DENTAL INSURANCE	\$ 864	\$ 937	\$ 705	\$ 876	\$ 876
113 SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,815	\$ 3,857	\$ 4,800	\$ 4,800
120 GROUP LIFE INSURANCE	\$ 178	\$ 181	\$ 237	\$ 306	\$ 306
130 WORKERS COMPENSATION	\$ 259	\$ 322	\$ 148	\$ 190	\$ 139
131 EAP EXPENSE	\$ 54	\$ 54	\$ 44	\$ 78	\$ 78
Personnel Sub Total	\$ 189,806	\$ 196,919	\$ 164,707	\$ 201,346	\$ 210,138
Account Object	Description				
201 MISC OFFICE SUPPLIES	\$ 5,429	\$ 6,176	\$ 9,320	\$ 9,000	\$ 5,000
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 300	\$ -	\$ -	\$ -	\$ -
210 FOOD/BEVERAGES/ETC-MEETINGS	\$ 927	\$ 939	\$ 89	\$ 1,000	\$ 500
214 POSTAGE	\$ 59	\$ -	\$ 277	\$ 250	\$ 120
Supplies Sub Total	\$ 6,716	\$ 7,115	\$ 9,686	\$ 10,250	\$ 5,620
Account Object	Description				
402 RENTAL OF EQUIPMENT	\$ 6,722	\$ 4,431	\$ 3,068	\$ 4,090	\$ -
409 TRAVEL AND EDUCATION	\$ 5,306	\$ 4,782	\$ 2,881	\$ 4,500	\$ 2,000
414 DUES & SUBSCRIPTIONS	\$ 400	\$ 255	\$ 570	\$ 800	\$ 350
421 PRINTING	\$ 2,880	\$ 893	\$ 714	\$ 680	\$ -
462 CELLULAR TELEPHONE & PAGERS	\$ 1,272	\$ 368	\$ 488	\$ 1,360	\$ 960
482 CREDIT CARD PROCESSING FEES	\$ 7,091	\$ 7,025	\$ 2,405	\$ 8,000	\$ 4,000
Services Sub Total	\$ 23,671	\$ 17,755	\$ 10,125	\$ 19,430	\$ 7,310
Department Total	\$ 220,192	\$ 221,789	\$ 184,517	\$ 231,026	\$ 223,068



Veterans Memorial Library



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Library Manager	1	1	1
Assistant Library Manager	1	1	1
Library Assistant	0	1	1
Volunteer Coordinator	1	0	0
PT Library Reference Assistant (.5)	0.75	0	1.5
PT Library Aide Technical Services (.5)	4.5	4.5	1.5
PT Library Circulation Attendant (.5)	0	0	1.5
PT Library Circulation Attendant (.25)	0.25	0.25	0.25
Total	8.5	7.75	7.75

Department Narrative

Lancaster Veterans Memorial Library selects, acquires, organizes and provides access to information and ideas for the citizens of the City of Lancaster. The Library strives to meet the informational and recreational needs for library service to the greatest number of users and seeks to provide the highest quality information services and access to additional materials and funding by participating in cooperative arrangements and networking with other city and state institutions.

Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Civic Engagement 				
Departmental Goals				
<ul style="list-style-type: none"> • Keep abreast of new technological developments to enhance customer service • Maximize use of library resources • Expand and strengthen the library's print and non-print resources • Provide on-line access to subscription databases, indexes, and full-text magazines and newspaper articles not otherwise available to internet users • Select, acquire, and organize access to the most current information and ideas in the most effective setting for Lancaster citizens and local library users • Offer library sponsored events to support literacy and lifelong learning for all ages • Implement opportunities of cultural and educational programming, such as weekly preschool story times, ethnic appreciation special events, reading incentives, and special interest events such as genealogy, art, and finance finance • Provide outreach programs and in-house training for job seekers, foreign language learners, seniors, and those those citizens seeking technology skills 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Hours Open	2,810	2,810		2,810
Hours Staffed	3,299	3,258		3,200
Volunteer Hours	714	1,316		1,000
Patron Visits	97,467	81,753		98,000
New Youth Cards	574	587		700
New Adult Cards	1,577	1,467		1,700
New Nonresident Cards	106	58		120
Adult Books Circulation	17,946	14,905		19,000
Juvenile Books Circulation	22,311	21,370		24,000
Videos Circulation	13,569	12,312		15,000
Total Circulation	53,794	53,861		70,000
PC Reservation Usage	37,216	35,882		39,000
Reference Usage	139,572	148,676		144,000
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Host Best Southwest Book Fair	Completed	Completed		N/A
Replace worn information Technology Items	100%	100%		90%
Budgeted Expenditures Spent	99%	99%		99%
Implement BTOP Public Computer Center Grant	Completed	Completed		N/A
Implement E-Rate Discount	Completed	Completed		90%
Implement Praxair Grant	Completed	Completed		N/A
TSLAC Impact Grant	N/A	100		100%
TSLAC Copperative Video Grant	N/A	100		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	268,380	276,434	349,105	318,891
Supplies	84,214	110,819	114,767	68,300
Maintenance	15,164	20,106	27,000	17,800
Other Services	100,610	106,489	109,930	62,175
TOTAL	468,368	513,849	600,802	467,166

Lancaster Veterans Memorial Library

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 17 SALES TAX 4B-CULTURAL/RECRTNL
Department 7 LIBRARY
Program 0 LIBRARY

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 113,664	\$ 115,055	\$ 97,181	\$ 145,104	\$ 148,007
102	SALARIES-PART TIME	\$ 99,056	\$ 100,144	\$ 75,527	\$ 121,353	\$ 92,332
103	SALARIES-OVERTIME	\$ 63	\$ 272	\$ 220	\$ 100	\$ 100
104	SALARIES-LONGEVITY	\$ 546	\$ 537	\$ 513	\$ 760	\$ 596
105	GROUP HEALTH INSURANCE	\$ 15,184	\$ 16,554	\$ 12,187	\$ 19,676	\$ 22,524
106	TMRS	\$ 17,029	\$ 17,877	\$ 15,414	\$ 37,623	\$ 32,994
107	FICA	\$ 15,688	\$ 15,851	\$ 12,856	\$ 20,543	\$ 18,531
109	SALARIES-WELL PAY	\$ -	\$ 178	\$ 518	\$ 729	\$ 744
110	DENTAL INSURANCE	\$ 493	\$ 513	\$ 803	\$ 1,314	\$ 1,314
118	CELL PHONE ALLOWANCE	\$ 479	\$ 481	\$ 246	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 73	\$ 67	\$ 89	\$ 867	\$ 843
130	WORKERS COMPENSATION	\$ 483	\$ 530	\$ 209	\$ 328	\$ 210
131	EAP EXPENSE	\$ 326	\$ 319	\$ 234	\$ 228	\$ 216
Personnel Sub Total		\$ 263,084	\$ 268,380	\$ 215,995	\$ 349,105	\$ 318,891
Account Object	Description					
201	MISC OFFICE SUPPLIES	\$ 22,248	\$ 6,644	\$ 4,436	\$ 4,000	\$ 2,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 38,127	\$ 674	\$ 25,291	\$ 28,014	\$ 1,250
207	BOOKS, SUBSCRIPTIONS, ETC.	\$ 51,611	\$ 67,291	\$ 70,790	\$ 66,500	\$ 60,000
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 118	\$ -	\$ -	\$ 200	\$ 150
214	POSTAGE	\$ 210	\$ 411	\$ 359	\$ 500	\$ 400
219	COMPUTER SUPPLIES	\$ 1,139	\$ 3,546	\$ 10,929	\$ 11,403	\$ 1,000
231	SOFTWARE	\$ 2,621	\$ 5,649	\$ 4,680	\$ 4,900	\$ 3,500
Supplies Sub Total		\$ 116,075	\$ 84,214	\$ 116,485	\$ 115,517	\$ 68,300
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ 4,108	\$ 4,709	\$ 1,867	\$ 2,300	\$ 1,000
313	MAINT-FURN & FIXTURES	\$ -	\$ 3,267	\$ 573	\$ 1,500	\$ -
318	MAINT-OFFICE EQUIPMENT	\$ 5,353	\$ 6,469	\$ 3,900	\$ 3,900	\$ 4,800
342	MAINT. DATA PROCESSING EQUIP	\$ 38,271	\$ 718	\$ 10,378	\$ 12,000	\$ 12,000
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ -
Maintenance Sub Total		\$ 47,732	\$ 15,164	\$ 17,718	\$ 21,200	\$ 17,800
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 9,963	\$ 10,328	\$ 9,004	\$ 8,800	\$ 17,043
402	RENTAL OF EQUIPMENT	\$ 3,482	\$ 4,493	\$ 3,110	\$ 4,147	\$ -
407	SPECIAL SERVICES	\$ 1,713	\$ 3,654	\$ 4,422	\$ 4,000	\$ 3,700
408	ADVERTISING	\$ 500	\$ -	\$ 300	\$ 500	\$ -
409	TRAVEL AND EDUCATION	\$ 1,099	\$ 1,831	\$ 230	\$ 2,100	\$ 1,100
410	UTILITIES-ELECTRICITY	\$ 26,357	\$ 43,906	\$ 34,150	\$ 32,000	\$ 32,000
411	ALARM SERVICE	\$ -	\$ -	\$ 800	\$ 1,600	\$ 1,262
414	DUES & SUBSCRIPTIONS	\$ 125	\$ 295	\$ 300	\$ 530	\$ 550
416	OTHER/PROFESSIONAL SERVICES	\$ 4,520	\$ 2,630	\$ 17,082	\$ 23,820	\$ -
421	PRINTING	\$ 507	\$ 1,861	\$ 1,032	\$ 1,954	\$ 1,300
434	SPECIAL EVENTS	\$ 300	\$ 63	\$ 127	\$ 500	\$ 500
446	ATTORNEY FEES	\$ -	\$ -	\$ -	\$ -	\$ 500
482	CREDIT CARD PROCESSING FEES	\$ 481	\$ 360	\$ 895	\$ -	\$ -
498	UTILITIES-GAS	\$ 1,067	\$ 3,030	\$ 2,701	\$ 4,160	\$ 4,160
539	MISC HEALTH BENEFIT	\$ -	\$ -	\$ -	\$ 60	\$ 60
543	JANITORIAL CONTRACT	\$ 11,910	\$ 13,328	\$ 13,794	\$ 15,561	\$ -
544	PEST CONTROL SERVICES	\$ 837	\$ 638	\$ 754	\$ 696	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ 2,253	\$ 3,954	\$ -	\$ 2,253	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ 12,660	\$ 10,239	\$ -	\$ 12,300	\$ -
Department Total		\$ 504,666	\$ 468,368	\$ 438,898	\$ 600,802	\$ 467,166



Senior Life Center

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Senior Life Center Supervisor	1	1	1
Senior Van Driver	0	1	1
PT Senior Van Driver	0.75	0	0
Total	1.75	2	2

Department Narrative

The Senior Life Center is a full service facility serving adults ages 50 and older, in addition to being a rental facility for corporate meetings, weddings, and banquets.



Goals				
City Council Goal				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community • Civic Engagement 				
Departmental Goal				
<ul style="list-style-type: none"> • Provide a meal program for seniors that enables them to receive at least one nutritious meal daily • Provide transportation to enable seniors to participate more regularly in programming and special events • Continually increase the number and type of recreational programs offered • Increase the participation of seniors in the community 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	1	2		2
Annual Memberships Purchased	321	400		450
Special Events	7	10		12
Outings	20	32		35
Senior Program Participation	545	600		650
Recreation Programs Offered	15	25		30
Meals Served	7,660	9,100		9,100
% Budget Revenues Collected	117%	100%		100%
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Congregate Meal Program	8%	8%		15%
Recreational Programming	70%	70%		60%
Special Events	4%	4%		10%
Transportation	18%	18%		15%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	76,311	35,441	105,261	106,955
Supplies	45,977	62,835	18,170	63,459
Maintenance	1,337	6,330	2,774	1,590
Services	57,272	63,654	69,007	42,350
TOTAL	180,897	168,260	195,212	214,354

Lancaster Senior Life Center

BUDGET REPORT LINE ITEM DETAIL BY DEPARTMENT	Fund 17 Department 54 Program 0	SALES TAX 4B-CULTURAL/RECRTNL SENIOR LIFE CENTER SENIOR LIFE CENTER
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	2013	2014	2015	2015	2016
Account Object Description	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 40,036	\$ 41,692	\$ 6,239	\$ 73,243	\$ 74,708
102 SALARIES-PART TIME	\$ 16,467	\$ 14,346	\$ 15,471	\$ -	\$ -
103 SALARIES-OVERTIME	\$ 113	\$ -	\$ 1,355	\$ 500	\$ 500
104 SALARIES-LONGEVITY	\$ 37	\$ 86	\$ 17	\$ 152	\$ 84
105 GROUP LIFE INSURANCE	\$ 6,407	\$ 6,795	\$ 3,439	\$ 11,844	\$ 12,618
106 TMRS	\$ 8,109	\$ 6,612	\$ 3,370	\$ 10,665	\$ 10,371
107 FICA	\$ 4,348	\$ 4,318	\$ 1,827	\$ 5,718	\$ 5,825
109 SALARIES-WELL PAY	\$ -	\$ 160	\$ 504	\$ 372	\$ 379
110 DENTAL INSURANCE	\$ 432	\$ 468	\$ 229	\$ 876	\$ 876
118 CELL PHONE ALLOWANCE	\$ 481	\$ 481	\$ 306	\$ 480	\$ 480
120 GROUP LIFE INSURANCE	\$ -	\$ -	\$ -	\$ 306	\$ 306
130 WORKERS COMPENSATION	\$ 1,142	\$ 1,303	\$ 365	\$ 1,027	\$ 730
131 EAP EXPENSE	\$ 54	\$ 51	\$ 19	\$ 78	\$ 78
Personnel Sub Total	\$ 77,624	\$ 76,311	\$ 33,143	\$ 105,261	\$ 106,955
Account Object Description					
201 SUPPLIES	\$ -	\$ 423	\$ 0	\$ -	\$ -
202 CLOTHING-UNIFORMS	\$ -	\$ 190	\$ 270	\$ 270	\$ 217
203 MOTOR VEHICLE SUPPLIES	\$ 126	\$ -	\$ -	\$ -	\$ -
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 112	\$ 1,949	\$ 1,909	\$ 1,700	\$ -
205 JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ 302	\$ 350	\$ -
208 PROGRAM SUPPLIES	\$ 4,243	\$ 3,275	\$ 3,470	\$ 3,700	\$ 1,855
210 FOOD/BEVERAGES/ETC-MEETINGS	\$ 2,275	\$ 1,617	\$ 2,011	\$ 2,800	\$ 2,080
214 POSTAGE	\$ -	\$ -	\$ 30	\$ 100	\$ 100
216 MEDICAL SUPPLIES	\$ -	\$ -	\$ 254	\$ 250	\$ 250
218 FUEL & OIL	\$ 3,816	\$ 7,132	\$ 3,545	\$ 5,000	\$ 9,314
222 LUNCH PROGRAM EXPENSE	\$ -	\$ 33,708	\$ 39,805	\$ 35,000	\$ 45,643
234 LUNCH PROGRAM OTHER SUPPLIES	\$ 46,857	\$ (2,317)	\$ 5,763	\$ 4,000	\$ 4,000
Supplies Sub Total	\$ 57,429	\$ 45,977	\$ 57,358	\$ 53,170	\$ 63,459
Account Object Description					
301 MAINT-BLDG & STRUCTURES	\$ 1,431	\$ 521	\$ 235	\$ 1,774	\$ 90
302 MAINT-MOTOR VEHICLES	\$ 2,150	\$ 816	\$ 4,107	\$ 3,398	\$ 1,500
Maintenance Sub Total	\$ 3,581	\$ 1,337	\$ 4,341	\$ 5,172	\$ 1,590
Account Object Description					
401 TELEPHONE & COMMUNICATIONS	\$ 1,683	\$ 1,330	\$ 1,219	\$ 1,500	\$ 1,500
402 RENTAL OF EQUIPMENT	\$ 3,925	\$ 4,786	\$ 3,068	\$ 4,590	\$ -
408 ADVERTISING	\$ -	\$ 46	\$ 1,204	\$ 1,250	\$ 700
410 UTILITIES-ELECTRICITY	\$ 2,344	\$ 28,065	\$ 28,446	\$ 32,000	\$ 32,000
411 ALARM SERVICE	\$ -	\$ -	\$ 2,304	\$ 1,832	\$ 1,900
414 DUES & SUBSCRIPTIONS	\$ 365	\$ 75	\$ 90	\$ 125	\$ 150
416 OTHER/PROFESSIONAL SERVICES	\$ 7,650	\$ 5,205	\$ 1,374	\$ 7,802	\$ 3,500
421 PRINTING	\$ 790	\$ 347	\$ 653	\$ 189	\$ -
543 JANITORIAL CONTRACT	\$ 10,500	\$ 7,582	\$ 5,836	\$ 8,968	\$ -
544 PEST CONTROL SERVICES	\$ 581	\$ 501	\$ 592	\$ 546	\$ -
548 FIRE SYSTEM INSPECTION CONTRAC	\$ 2,000	\$ 4,138	\$ 965	\$ 1,150	\$ -
549 HVAC MAINTENANCE CONTRACT	\$ 3,993	\$ 3,214	\$ 3,214	\$ 3,857	\$ -
559 CONTRACT/TEMPORARY LABOR	\$ 5,561	\$ 1,984	\$ 2,495	\$ 2,800	\$ 2,600
Other Sub Total	\$ 39,392	\$ 57,272	\$ 51,459	\$ 66,609	\$ 42,350
Department Total	\$ 178,026	\$ 180,897	\$ 146,302	\$ 230,212	\$ 214,354



Recreation Center

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Assistant Director of QL&CS	0	1	1
Recreation Superintendent	1	1	1
Recreation Supervisor	3	2	2
Aquatics Supervisor	0	0	1
Aquatics Coordinator	1	1	0
Recreation Leader	1	1	1
Day Porter	0	0	1
PT Senior Lifeguard (.50)	2	2	2
PT Summer Lifeguard (.25)	1.25	1.25	1.25
PT Year-Round Lifeguard (.50)	5	5	5
PT Hourly Clerical (.50)	4	4	4
Total	18.25	18.25	19.25

Department Narrative

The Recreation Department is responsible for planning, organizing, and conducting a wide variety of recreation activities for the community. It assesses, collects, and accounts for fees created from these recreational activities. Additional responsibilities include the planning and management of the recreation center. The department strives to enrich the community and the lives of the Lancaster citizens and visitors through high quality leisure, recreational, and cultural activities in well managed facilities.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Civic Engagement • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Increase number and type of recreational program offerings • Increase number of Recreation Center annual memberships • Increase number of Fitness Atrium memberships • Increase participation in athletic programming • Plan, implement, coordinate and promote Citywide Special Event & Festivals 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Outdoor Facility Rentals	117	130		180
Indoor Facility Rentals	543	818		1400
Recreation ID Cards Purchased	5,638	2,395		4000
Fitness memberships Purchased	181	240		312
Open Swim Admissions	5026	768		6600
Full-Time Employees	6	6		6
Special Events	19	17		18
Adult Program Participants	1003	980		1000
Athletic Program Participants	923	655		728
Youth Program Participants	1020	1,150		1548
Aquatic Program Participants	2788	687		1,640
Recreation Programs Offered	42	42		84
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Recreation Program	50%	50%		48%
Fitness Center	1%	1%		1%
Aquatics	24%	24%		24%
Athletic	8%	8%		8%
Special Events	6%	6%		6%
Facility Reservation	11%	11%		13%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	512,380	569,931	679,434	684,114
Supplies	19,568	24,839	31,470	18,206
Maintenance	56,829	38,951	31,384	26,549
Other Services	406,648	468,252	467,522	303,773
TOTAL	995,425	1,101,972	1,209,810	1,032,642

Lancaster Recreation Center

BUDGET REPORT Department 17 SALES TAX 4B-CULTURAL/RECRNL
LINE ITEM DETAIL Department 56 RECREATION CENTER
BY DEPARTMENT Program 0 RECREATION

Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 213,657	\$ 207,179	\$ 156,741	\$ 285,583	\$ 330,389
102	SALARIES-PART TIME	\$ 146,062	\$ 178,773	\$ 171,225	\$ 252,310	\$ 197,600
103	SALARIES-OVERTIME	\$ 940	\$ 2,718	\$ 853	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 399	\$ 475	\$ 321	\$ 620	\$ 612
105	GROUP HEALTH INSURANCE	\$ 39,866	\$ 43,795	\$ 33,072	\$ 42,635	\$ 54,416
106	TMRS	\$ 32,786	\$ 37,556	\$ 33,151	\$ 44,962	\$ 48,910
107	FICA	\$ 27,767	\$ 29,282	\$ 25,177	\$ 41,484	\$ 40,745
109	SALARIES-WELL PAY	\$ 588	\$ 1,966	\$ 1,215	\$ 1,441	\$ 1,664
110	DENTAL INSURANCE	\$ 1,980	\$ 1,903	\$ 1,996	\$ 2,628	\$ 3,048
114	SALARIES - ASSIGNMENT PAY	\$ 5,293	\$ 768	\$ 9,325	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 1,444	\$ 1,174	\$ 1,117	\$ 1,440	\$ 1,440
120	GROUP LIFE INSURANCE	\$ 149	\$ 77	\$ 36	\$ 844	\$ 946
130	WORKERS COMPENSATION	\$ 5,558	\$ 6,149	\$ 2,845	\$ 3,971	\$ 2,863
131	EAP EXPENSE	\$ 601	\$ 566	\$ 434	\$ 516	\$ 481
Personnel Sub Total		\$ 477,090	\$ 512,380	\$ 437,509	\$ 679,434	\$ 684,114
Supplies						
Account Object	Description	2013	2014	2015	2015	2016
201	MISC OFFICE SUPPLIES	\$ 44	\$ -	\$ 58	\$ -	\$ -
202	CLOTHING-UNIFORMS	\$ 1,118	\$ 1,566	\$ 1,475	\$ 1,620	\$ 1,310
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 257	\$ 255	\$ 452	\$ 500	\$ 1,500
205	JANITORIAL & CLEANING SUPPLIES	\$ 444	\$ 297	\$ 534	\$ 500	\$ 1,100
206	CHEMICALS	\$ 6,311	\$ 7,719	\$ 6,086	\$ 6,500	\$ 6,435
208	RECREATIONAL SUPPLIES	\$ 7,329	\$ 5,420	\$ 13,431	\$ 11,900	\$ 5,460
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 134	\$ 93	\$ 401	\$ 150	\$ 150
214	POSTAGE	\$ 16	\$ -	\$ 15	\$ 100	\$ 100
216	MEDICAL SUPPLIES	\$ 156	\$ -	\$ 200	\$ 200	\$ 220
217	CONCESSIONS	\$ 1,145	\$ 190	\$ -	\$ 500	\$ -
218	FUEL & OIL	\$ 7,933	\$ 4,028	\$ 1,398	\$ 9,500	\$ 1,931
Supplies Sub Total		\$ 24,885	\$ 19,568	\$ 24,049	\$ 31,470	\$ 18,206
Maintenance						
Account Object	Description	2013	2014	2015	2015	2016
301	MAINT-BLDG & STRUCTURES	\$ 21,584	\$ 20,895	\$ 24,283	\$ 23,584	\$ 21,509
302	MAINT-MOTOR VEHICLES	\$ 1,142	\$ 161	\$ 4,572	\$ 1,500	\$ 1,000
345	MAINT-ATH FIELDS/POOL FACILITY	\$ 4,460	\$ 10,549	\$ 6,041	\$ 4,800	\$ 1,540
346	MAINT-HEATING & COOLING SYSTEM	\$ 304	\$ 25,225	\$ 10,851	\$ 11,000	\$ 2,000
363	MAINT-LOCKS & KEYS	\$ -	\$ -	\$ 542	\$ 500	\$ 500
Maintenance Sub Total		\$ 27,491	\$ 56,829	\$ 46,288	\$ 41,384	\$ 26,549
Other						
Account Object	Description	2013	2014	2015	2015	2016
401	TELEPHONE & COMMUNICATIONS	\$ 750	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 3,586	\$ 2,669	\$ 5,279	\$ 6,415	\$ 6,235
407	SPECIAL SERVICES	\$ -	\$ (1,363)	\$ -	\$ -	\$ -
408	ADVERTISING	\$ 2,844	\$ 3,276	\$ 4,566	\$ 5,400	\$ 5,400
409	TRAVEL AND EDUCATION	\$ 3,957	\$ 6,815	\$ 4,396	\$ 5,700	\$ 6,800
410	UTILITIES-ELECTRICITY	\$ 12,091	\$ 141,435	\$ 143,059	\$ 147,000	\$ 147,000
411	ALARM SERVICE	\$ -	\$ -	\$ 5,506	\$ 4,960	\$ 7,000
414	DUES & SUBSCRIPTIONS	\$ 1,051	\$ 652	\$ 290	\$ 1,175	\$ 1,175
416	OTHER/PROFESSIONAL SERVICES	\$ 17,614	\$ 26,691	\$ 14,361	\$ 12,961	\$ 10,400
421	PRINTING	\$ 2,504	\$ 5,809	\$ 1,023	\$ -	\$ -
434	SPECIAL EVENTS	\$ 48,520	\$ 40,931	\$ 31,909	\$ 34,824	\$ 34,400
442	COMPUTER PROFESSIONAL SERVICES	\$ 8,737	\$ 8,351	\$ 36,086	\$ 38,000	\$ 8,843
445	PEST CONTROL SERVICES	\$ -	\$ -	\$ 1,548	\$ 1,548	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 894	\$ 561	\$ 405	\$ 657	\$ 720
479	ACTIVITY/ATH SPECIAL EVENTS	\$ 24,612	\$ 25,911	\$ 13,788	\$ 20,000	\$ 10,200
498	UTILITIES-GAS	\$ -	\$ 21,460	\$ 19,554	\$ 39,668	\$ 42,600
543	JANITORIAL CONTRACT	\$ 47,260	\$ 59,090	\$ 42,128	\$ 59,592	\$ -
544	PEST CONTROL SERVICES	\$ 1,225	\$ 1,419	\$ 129	\$ -	\$ -
546	REFUNDS	\$ 3,568	\$ 310	\$ -	\$ -	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ 3,963	\$ 4,957	\$ 560	\$ 4,621	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ 11,160	\$ 24,703	\$ 38,311	\$ 27,001	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 53,923	\$ 32,969	\$ 39,849	\$ 48,000	\$ 23,000
Other Sub Total		\$ 248,259	\$ 406,648	\$ 402,747	\$ 457,522	\$ 303,773
Department Total		\$ 777,725	\$ 995,425	\$ 910,594	\$ 1,209,810	\$ 1,032,642



Youth Programs

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
PT Youth Program Leaders (.50)	2	2	2
Total	2	2	2

Department Narrative

The Recreation Department's Youth Day Camp fund is a full cost recovery program that provides after school enrichment and summer day camp programs for school age youth. Revenues for this fund are generated through participant registration which covers the cost of staff, supplies, transportation, field trips and nutritional snacks. This program is in alignment with the Recreation Department's mission to enrich the community and the lives of the Lancaster citizens and visitors through high quality leisure, recreational and cultural activities in well managed facilities.



Goals				
City Council Goals				
<ul style="list-style-type: none"> • Healthy, Safe & Vibrant Community 				
Departmental Goals				
<ul style="list-style-type: none"> • Increase number of youth registered in After School Program • Increase number of youth registered in Summer Day Camp • Increase number of youth participation in specialty recreation programs • Increase participation of youth in athletic programming • Plan, promote, coordinate and implement holiday special events for summer and afterschool participants 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Number of youth enrolled in After School	80	80		80
Number of youth enrolled in Summer Camp	80	80		80
Number of youth ID cards purchased	80	80		80
Number of Special Events offered in Afterschool	6	6		8
Number of Field Trips offered in Summer	8	8		8
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Full-Time Employees	32	32		32
Homework Assistance	30%	30%		30%
Snacks/ Lunch program	10%	10%		10%
Special Events	10%	10%		10%
Athletics	10%	10%		10%
Field Trips	10%	10%		10%
Recreation Programming	30%	30%		30%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	31,396	41,209	43,472	39,514
Supplies	603	1,082	1,100	700
Services	4,731	7,849	12,500	10,250
TOTAL	36,730	50,141	57,072	50,464

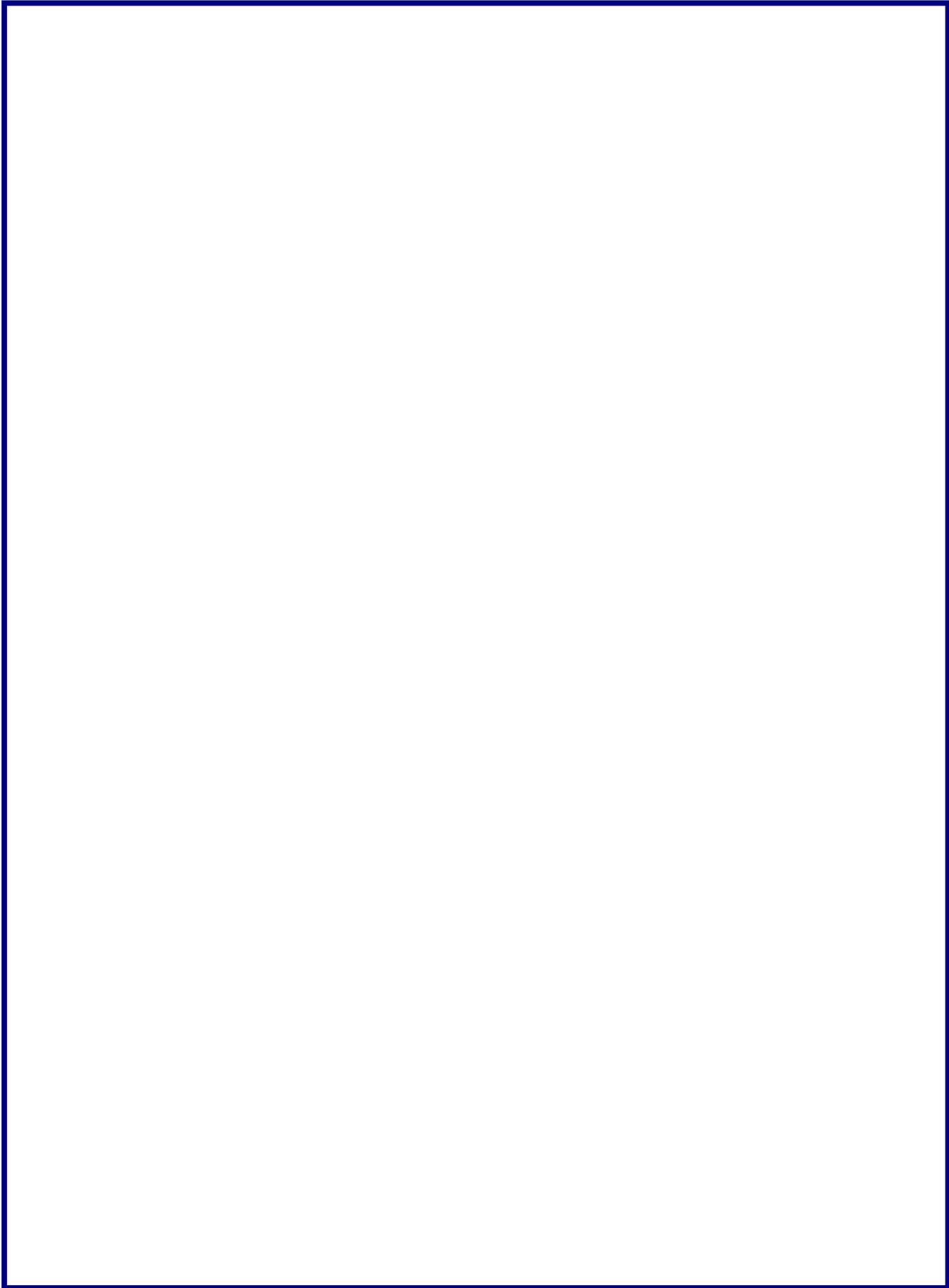
Youth Programs

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 17
Department 56
Program 1**

**SALES TAX 4B-CULTURAL/RECRTNL
RECREATION CENTER
SUMMER DAY CAMP**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ -	\$ (98)	\$ 394	\$ -	\$ -
Department Revenues Total		\$ -	\$ (98)	\$ 394	\$ -	\$ -
		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ -	\$ 98	\$ 394	\$ -	\$ -
102	SALARIES-PART TIME	\$ 32,376	\$ 28,361	\$ 28,831	\$ 39,926	\$ 36,400
103	SALARIES-OVERTIME	\$ -	\$ 93	\$ 240	\$ -	\$ -
107	FICA	\$ 2,477	\$ 2,184	\$ 2,254	\$ 3,051	\$ 2,785
130	WORKERS COMPENSATION	\$ 552	\$ 572	\$ 348	\$ 443	\$ 283
131	EAP EXPENSE	\$ 105	\$ 88	\$ 78	\$ 52	\$ 46
Personnel Sub Total		\$ 35,510	\$ 31,396	\$ 32,145	\$ 43,472	\$ 39,514
Account Object	Description	2013	2014	2015	2015	2016
201	SUPPLIES	\$ 31	\$ -	\$ -	\$ -	\$ -
208	RECREATIONAL SUPPLIES	\$ 1,220	\$ 494	\$ 1,082	\$ 1,000	\$ 500
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 62	\$ 5	\$ -	\$ -	\$ -
217	CONCESSIONS	\$ -	\$ 104	\$ -	\$ 100	\$ 200
Supplies Sub Total		\$ 1,312	\$ 603	\$ 1,082	\$ 1,100	\$ 700
Account Object	Description	2013	2014	2015	2015	2016
408	ADVERTISING	\$ 30	\$ 867	\$ 225	\$ 500	\$ 250
416	OTHER/PROFESSIONAL SERVICES	\$ 977	\$ -	\$ 2,249	\$ 2,500	\$ -
434	SPECIAL EVENTS	\$ 4,274	\$ 3,864	\$ 2,760	\$ 9,500	\$ 10,000
Other Sub Total		\$ 5,282	\$ 4,731	\$ 5,234	\$ 12,500	\$ 10,250
Department Expenses Total		\$ 42,104	\$ 36,730	\$ 38,461	\$ 57,072	\$ 50,464



STORMWATER FUND

STORM WATER DRAINAGE

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	0 Drainage Fee	1,334,894	1,462,856	1,242,493	1,400,000	1,460,000
	0 Other Revenue	802	274	418	-	-
	Total	\$ 1,335,696	\$ 1,463,130	\$ 1,242,910	\$ 1,400,000	\$ 1,460,000

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 ADMINISTRATION	2,696	-	1,500	-	-
	4 STORMWATER OPERATIONS	1,015,719	961,752	955,334	1,170,094	1,275,172
	22 NON-DEPARTMENTAL	10,925	98,755	11,428	4,569	4,569
	50 STORM WATER DEBT SERVICE	44,261	50,913	40,156	49,713	48,513
	80 TRANSFERS OUT	42,000	42,000	31,500	42,000	42,000
	Total	\$ 1,115,600	\$ 1,153,419	\$ 1,039,918	\$ 1,266,376	\$ 1,370,254

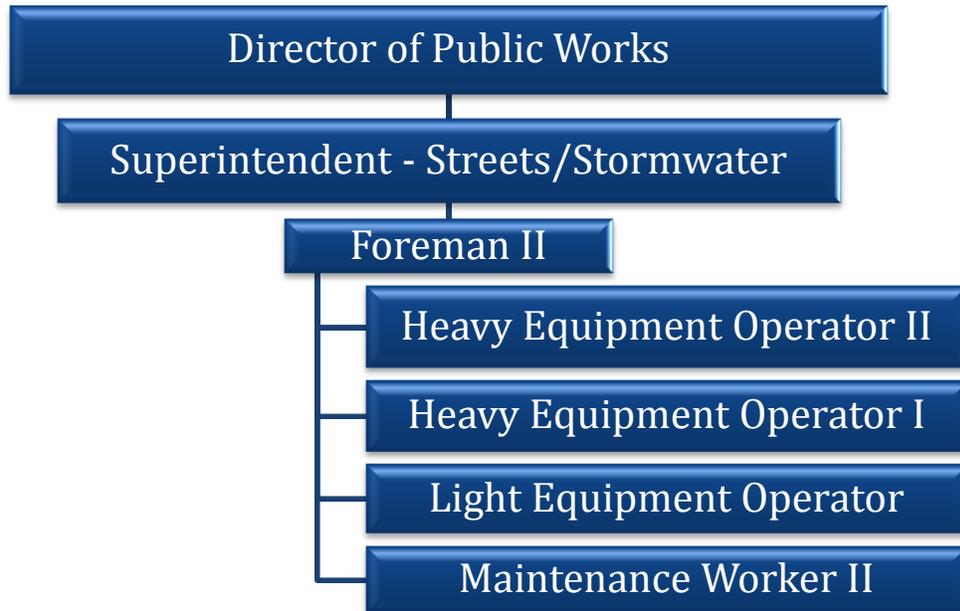
BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	220,095	309,711	202,992	133,624	89,746



TREE CITY USA

Stormwater

Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Managing Director of Development Services	0.33	0	0
Director of Public Works	0	0.5	0.5
Assistant Development Services Director	0.33	0	0
Superintendent - Streets/Stormwater	1	1	1
GIS Coordinator	0.25	0.25	0.25
Foreman II	1	1	1
Heavy Equip. Operator II	1	1	1
Heavy Equip. Operator I	2	2	2
Light Equip. Operator	3	3	3
Maintenance Worker II	0	0	4
Maintenance Worker I	4	4	0
Total	12.91	12.75	12.75

Department Narrative

The Stormwater Division strives to deliver support to the City of Lancaster through the maintenance and upgrade of the stormwater drainage systems. The stormwater division also seeks to ensure all drainage systems from roadside ditches, alleys, stormwater drainage inlets and main lines under roadway pavement, drainage easements and natural creeks flow unimpeded from the source to the Ten Mile Creek Basin and then finally to the Trinity River.



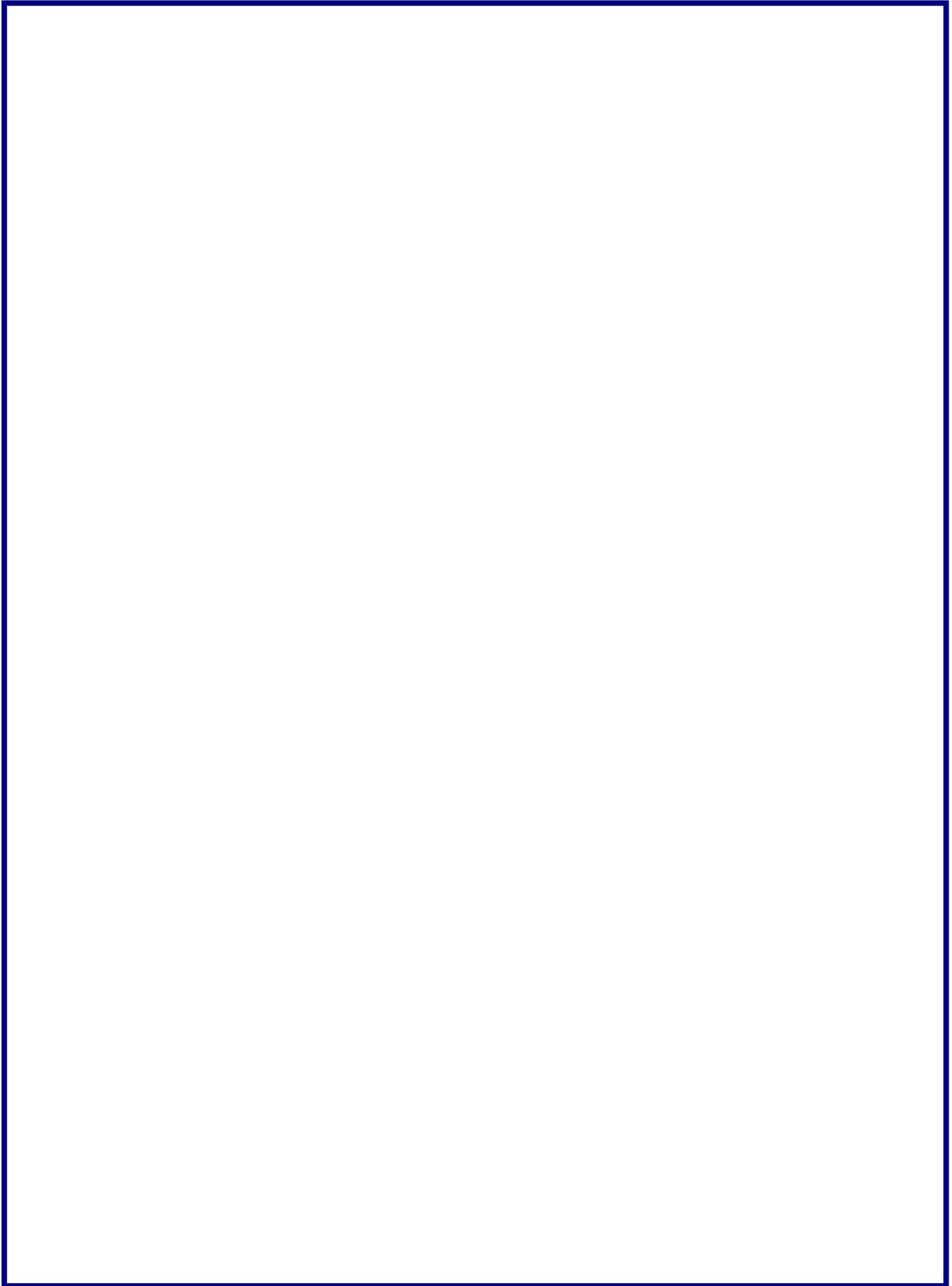
Goals				
City Council Goals				
<ul style="list-style-type: none"> • Sound Infrastructure • Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> • Identify drainage problem areas for more efficient maintenance • Monitor the condition of drainage systems, schedule maintenance, and perform routine clearing of debris to ensure appropriate flow of rainwater • Identify and correct erosion of embankments • Ensure contaminants are contained, and assist the Engineering Division in the compliance with State and Federal mandated storm-water pollution prevention requirements 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Creeks Within City Boundaries (Linear Feet)	267,423	267,423		267,423
Bridges and Adjacent 50 Foot Easements	62	62		62
Utility Crossing Support Structures Maintained	59	59		59
Open Channel Drainage Easements Maintained (Linear Ft)	491,552	491,552		491,552
Roadside Ditches Maintained (Linear Feet)	917,342	917,342		917,342
Stormwater Flumes Maintained	200	200		200
Catch Basins Maintained	4	4		4
Headwalls Maintained	40	40		40
Stormwater Mains, Laterals, and Inlets Maintained	600	600		600
Debris Removal (Storm and Flood Recovery)	1,500	2,000		2,200
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Phone calls and CRM Requests Responded to within 24	100%	100%		100%
Weekly Review of All Structures and Easements for Blockages	95%	95%		95%
Stormwater Operator Certifications Passed	100%	100%		100%
Budget Summary	2013-2014 Actual	2014-2015		2015-2016 Budget
		Actual	Budget	
Personnel	616,030	651,696	682,024	715,196
Supplies	24,571	19,688	31,356	33,866
Maintenance	20,357	12,108	34,027	42,147
Services	300,794	396,473	422,688	483,964
TOTAL	961,752	1,079,965	1,170,094	1,275,172

Stormwater

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 53 STORM WATER DRAINAGE
Department 4 STORMWATER OPERATIONS
Program 0 STORMWATER OPERATIONS**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 404,495	\$ 410,499	\$ 337,293	\$ 461,263	\$ 476,460
103	SALARIES-OVERTIME	\$ 5,452	\$ 9,678	\$ 9,703	\$ 10,000	\$ 11,000
104	SALARIES-LONGEVITY	\$ 3,754	\$ 3,307	\$ 2,980	\$ 3,211	\$ 3,951
105	HEALTH INSURANCE	\$ 75,431	\$ 73,615	\$ 67,788	\$ 82,180	\$ 100,822
106	TMRS	\$ 59,015	\$ 62,039	\$ 50,396	\$ 68,151	\$ 67,365
107	FICA	\$ 30,906	\$ 31,744	\$ 26,100	\$ 36,055	\$ 37,289
109	SALARIES-WELL PAY	\$ 793	\$ 576	\$ 616	\$ 2,362	\$ 2,443
110	DENTAL INSURANCE	\$ 3,697	\$ 4,104	\$ 3,738	\$ 5,585	\$ 5,567
113	SALARIES-CAR ALLOWANCE	\$ 1,608	\$ 2,076	\$ 1,929	\$ 800	\$ 800
120	LIFE INSURANCE	\$ 495	\$ 392	\$ 504	\$ 1,403	\$ 1,403
130	WORKERS COMPENSATION	\$ 14,517	\$ 17,687	\$ 8,248	\$ 10,656	\$ 7,738
131	EAP EXPENSE	\$ 290	\$ 312	\$ 257	\$ 358	\$ 358
Personnel Sub Total		\$ 600,453	\$ 616,030	\$ 509,552	\$ 682,024	\$ 715,196
Account Object Description						
201	OFFICE SUPPLIES	\$ 4,776	\$ (1)	\$ 61	\$ 700	\$ 700
202	UNIFORMS AND CLOTHING	\$ 1,820	\$ 2,187	\$ 2,221	\$ 4,284	\$ 4,928
203	MAINT-MOTOR VEHICLES	\$ -	\$ -	\$ 250	\$ 720	\$ 720
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,320	\$ 3,118	\$ 3,708	\$ 4,002	\$ 6,625
206	CHEMICALS	\$ 237	\$ 270	\$ 275	\$ 350	\$ 473
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 55	\$ 100	\$ 200
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 100	\$ 100
216	MEDICAL SUPPLIES	\$ -	\$ 61	\$ 68	\$ 100	\$ 300
218	FUEL AND OIL	\$ 21,340	\$ 18,935	\$ 9,764	\$ 21,000	\$ 19,820
Supplies Sub Total		\$ 30,493	\$ 24,571	\$ 16,401	\$ 31,356	\$ 33,866
Account Object Description						
301	MAINT-BLDGS & STRUCTURES	\$ -	\$ 27	\$ 849	\$ 1,527	\$ 2,747
302	MAINT-MOTOR VEHICLES	\$ 1,044	\$ 2,181	\$ 1,961	\$ 3,600	\$ 3,600
303	MAINT-EQUIP & MACHINERY	\$ 22,167	\$ 10,828	\$ 3,235	\$ 11,200	\$ 15,000
305	MAINT-DRAINAGE, BRIDGES, ETC	\$ 7,798	\$ 7,322	\$ 5,423	\$ 16,000	\$ 18,500
307	MAINT-INSTRUMENTS & APPARATUS	\$ -	\$ -	\$ -	\$ 500	\$ 550
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 120	\$ 1,200	\$ 1,200
Maintenance Sub Total		\$ 31,009	\$ 20,357	\$ 11,587	\$ 34,027	\$ 42,147
Account Object Description						
402	RENTAL OF EQUIPMENT	\$ 993	\$ 1,364	\$ 651	\$ 818	\$ 900
409	TRAVEL & EDUCATION	\$ 884	\$ 22	\$ 351	\$ 1,524	\$ 1,724
410	UTILITIES-ELECTRICITY	\$ 1,000	\$ 22	\$ 2,327	\$ 600	\$ 3,002
413	SANITARY LANDFILL	\$ -	\$ 2,075	\$ 1,980	\$ 5,000	\$ 5,500
414	MEMBERSHIP DUES & SUBSCRIPTION	\$ -	\$ 4,435	\$ 7,556	\$ 7,545	\$ 8,166
416	OTHER/PROFESSIONAL SERVICES	\$ 23,299	\$ 24,931	\$ 28,166	\$ 25,000	\$ 37,500
421	PRINTING	\$ 344	\$ 682	\$ 303	\$ 405	\$ -
446	CITY ATTORNEY FEES	\$ -	\$ 400	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 3,220	\$ 3,778	\$ 2,704	\$ 3,944	\$ 4,320
539	MISC. HEALTH BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ -
549	HVAC SERVICES CONTRACT	\$ -	\$ 105	\$ 117	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 7,500	\$ -	\$ -	\$ -
565	CONTRACT MOWING SERVICE	\$ 257,208	\$ 255,480	\$ 373,638	\$ 377,852	\$ 422,852
Services Sub Total		\$ 286,949	\$ 300,794	\$ 417,793	\$ 422,688	\$ 483,964
Account Object Description						
605	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 66,816	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 66,816	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 1,015,719	\$ 961,752	\$ 955,334	\$ 1,170,094	\$ 1,275,172



**E911
FUND**

E-911 FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	E911 INCOME	273,217	294,004	218,499	215,000	229,000
	INTEREST	521	174	178	984	984
	Total	\$ 273,738	\$ 294,178	\$ 231,698	\$ 215,984	\$ 229,984

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
47	9-1-1-E	55,913	486,727	127,846	126,681	216,973
	Total	\$ 55,913	\$ 486,727	\$ 127,846	\$ 126,681	\$ 216,973

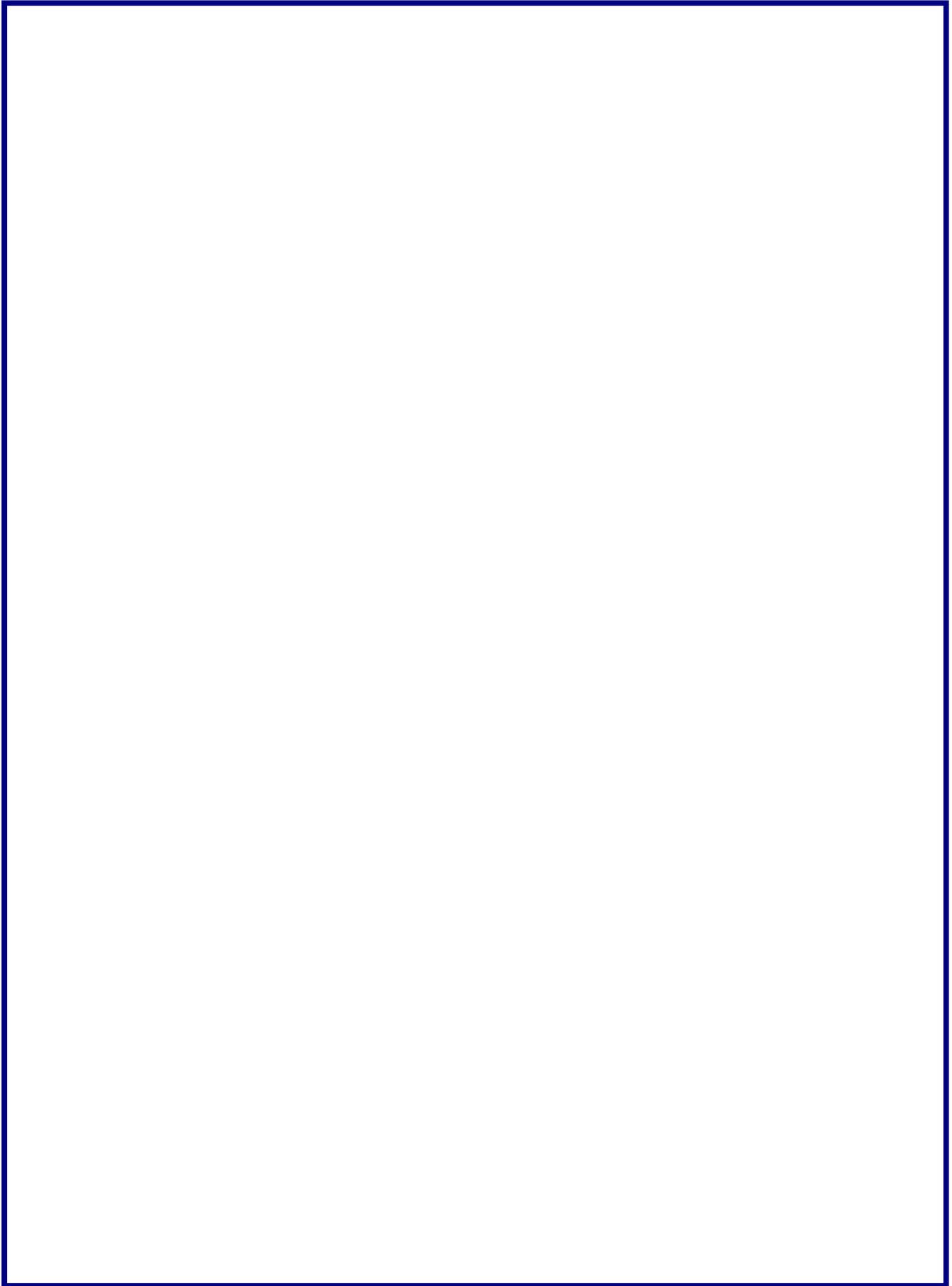
BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	217,825	(192,548)	103,852	89,303	13,011

E-911

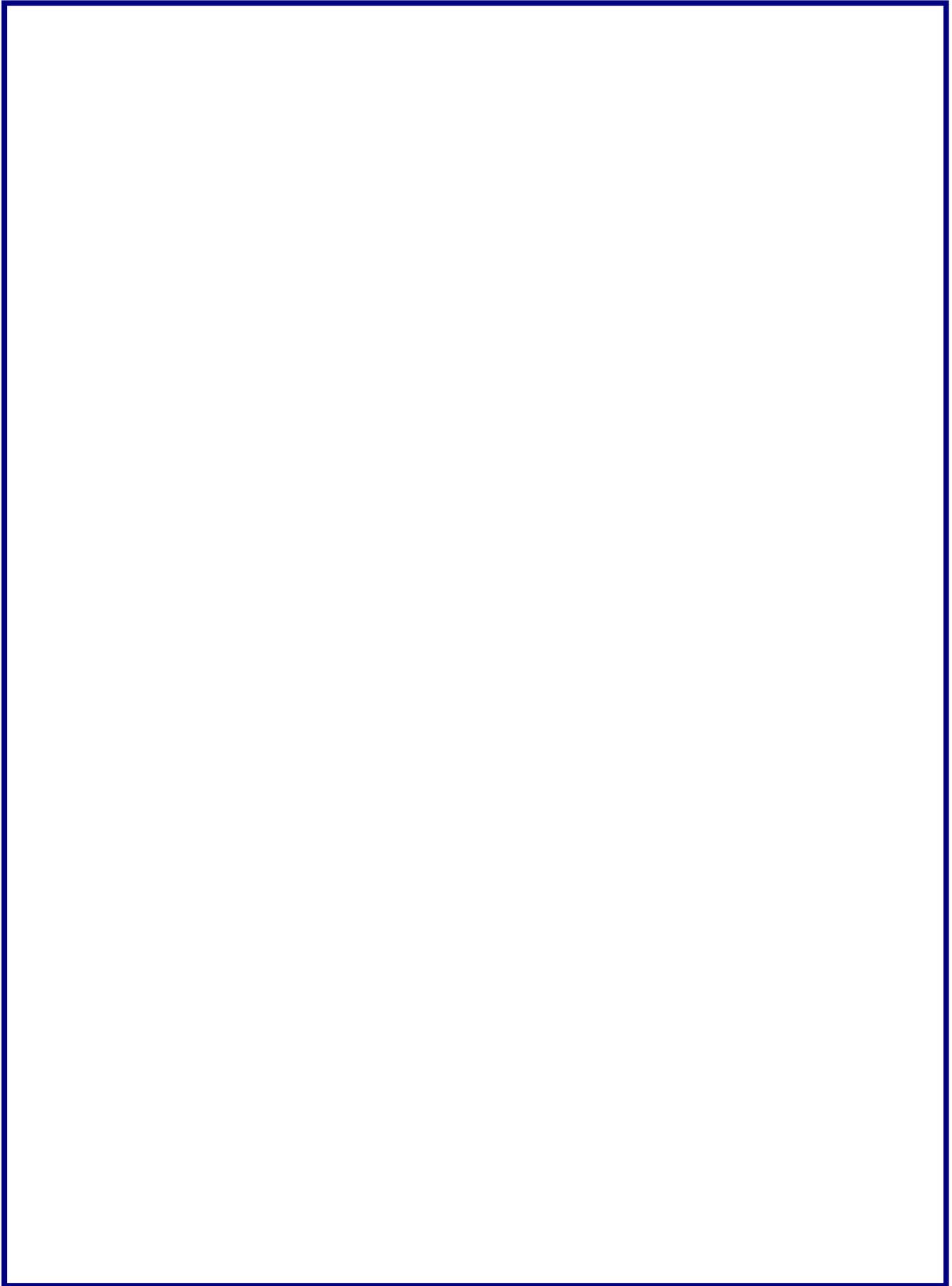
**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 21 **E-911 FUND**
Department 47 **9-1-1-E**
Program 0 **EXPENDITURES**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 1,960	\$ -	\$ 500	\$ 500
Supplies Sub Total		\$ -	\$ 1,960	\$ -	\$ 500	\$ 500
<hr/>						
Account Object	Description					
303	MAINT EQUIP & MACHINERY	\$ 29,359	\$ 30,536	\$ 101,475	\$ 30,536	\$ 125,253
Maintenance Sub Total		\$ 29,359	\$ 30,536	\$ 101,475	\$ 30,536	\$ 125,253
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Account Object	Description					
414	DUES & SUBSCRIPTIONS	\$ 195	\$ 195	\$ -	\$ -	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 2,025	\$ -
450	ADMINISTRATIVE FEES	\$ 1,081	\$ 1,081	\$ -	\$ 1,100	\$ 1,100
451	COST RECOVERY, WIRELESS 9-1-1	\$ 4,784	\$ 2,380	\$ 4,447	\$ 8,400	\$ 6,000
461	E911 SERVICE PAYMENT AT&T	\$ 20,494	\$ 11,627	\$ 21,923	\$ 84,120	\$ 84,120
Services Sub Total		\$ 26,554	\$ 15,283	\$ 26,370	\$ 95,645	\$ 91,220
<hr/>						
Account Object	Description					
615	CAPITAL-COMMON EQUIPMENT	\$ -	\$ 438,947	\$ -	\$ -	\$ -
Capital Sub Total		\$ -	\$ 438,947	\$ -	\$ -	\$ -
<hr/>						
Department Total		\$ 55,913	\$ 486,727	\$ 127,846	\$ 126,681	\$ 216,973



OTHER FUNDS



AIRPORT FUND

AIRPORT FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Airport Operations	206,013	195,480	147,373	205,000	207,000
	Net Fuel Sale	112,857	106,620	81,802	150,290	152,090
	Other Revenue	66,219	59,140	53,858	59,000	58,000
	Grant Revenue	42,624	98,140	-	50,000	50,000
	Total	\$ 427,713	\$ 459,379	\$ 283,033	\$ 464,290	\$ 467,090

EXPENDITURES		2013	2014	2015		2016
Departments No		Actual	Actual	Year to Date	Budget	Proposed
	0 Non-Departmental	1,428	85	-	-	-
	40 AIRPORT	411,809	438,507	308,125	384,366	385,421
	40 AIRPORT RAMP GRANT	-	1,922	57,694	100,000	100,000
	50 DEBT SERVICE	18,999	6,074	17,760	37,667	18,375
	Total	\$ 432,236	\$ 446,587	\$ 383,579	\$ 522,032	\$ 503,796

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	(4,523)	12,792	(100,546)	(57,742)	(36,706)



Personnel Organization Chart



Personnel Summary

Position	Adopted '13-14	Adopted '14-15	Proposed '15-16
Airport Manager	1	1	1
Operations Supervisor	1	1	1
Airport Operations Agent	1	1	1
Part-Time Operators	1	1.5	1.5
Total	4	4.5	4.5

Department Narrative

Lancaster Regional Airport provides operational service to southern Dallas County. Classified by the Federal Aviation Administration as a reliever airport, the airport provides 6,500 feet of asphalt runway capable of accommodating single engine aircraft as well as the large corporate jets in any weather. There are approximately 150 aircraft based at the airport. The airport provides Fixed Based Operator (FBO) services such as aircraft fueling, towing, parking and pilot supplies.

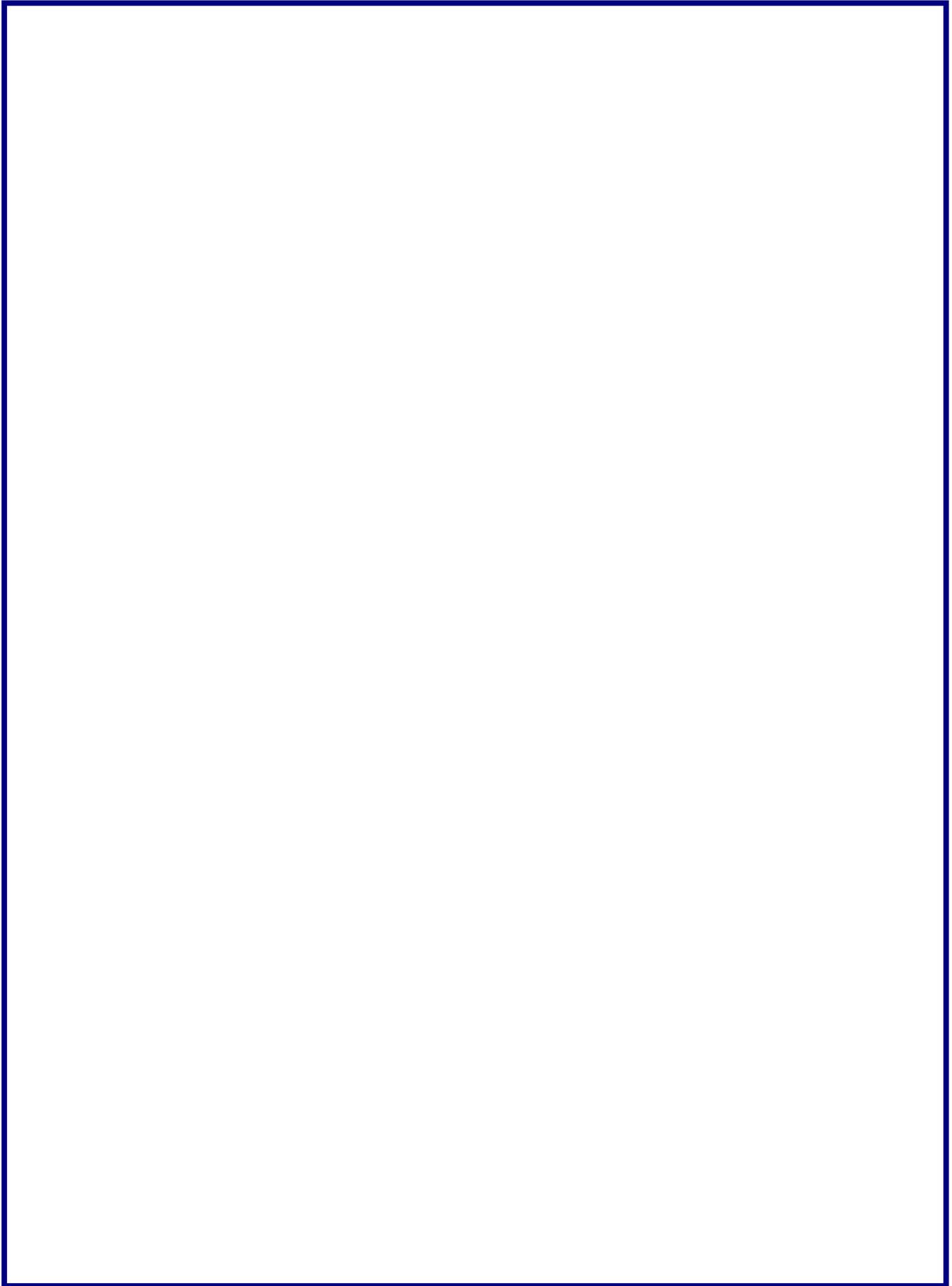
Goals				
City Council Goals:				
<ul style="list-style-type: none"> Quality Development 				
Departmental Goals				
<ul style="list-style-type: none"> Position Lancaster Regional Airport as a reputable fixed base operator Provide enhanced staff training on operations and customer service Self-service fuel facility and continue upgrades to airport fuel farm Expand/improve/reconstruct north and south parking lots, and terminal access road 				
Workload Indicators	13-14 Actual	14-15 Actual		2015-2016 Target
Airport Acreage	568	568		568
Runway Dimensions (in feet)	6,500 x 100	6,500 x 100		6,500 x 100
Taxiway Dimensions (in feet)	6,500 x 50	6,500 x 50		6,500 x 50
Underground Fuel Storage Tanks (10,000 gallon)	3	3		3
Full-Time Employees	2	3		3
Part-Time Employees	2	1		3
Aircraft Based from Lancaster Airport	190	190		190
Major Aviation Related Businesses	5	6		6
Aviation Museums	2	2		2
Number of Hangars (99 city owned)	177	178		178
Annual Operations (Take-offs and Landings)	58,000	58,000		58,000
Fuel Sales	125,000	130,000		133,285
Aboveground Self-Serve fuel Storage (1,000 gallon)	1	1		1
Aboveground Self-Serve fuel Storage (12,000 gallon)	0	0		0
Performance Measurement	13-14 Actual	14-15 Actual		2015-2016 Target
Increase in Gallons of Fuel Sold	5%	5%		5%
Increase in Annual Take-offs and Landings	5%	5%		5%
Budgeted Revenues Collected	100%	100%		100%
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Personnel	229,877	244,817	249,510	250,248
Supplies	17,726	22,094	24,050	17,903
Maintenance	14,499	8,773	4,775	6,857
Other Services	176,405	110,922	106,031	110,413
TOTAL	438,507	386,607	384,366	385,421

Lancaster Regional Airport

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund 9 AIRPORT FUND
Department 40 AIRPORT
Program 0 AIRPORT

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 112,633	\$ 113,940	\$ 93,002	\$ 157,323	\$ 147,539
102	SALARIES-PART TIME	\$ 51,497	\$ 50,586	\$ 48,597	\$ 26,624	\$ 38,034
103	SALARIES-OVERTIME	\$ 662	\$ 1,532	\$ 768	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 1,576	\$ 467	\$ 610	\$ 712	\$ 856
105	HEALTH INSURANCE	\$ 13,902	\$ 25,072	\$ 17,712	\$ 19,797	\$ 19,723
106	TMRS	\$ 16,111	\$ 20,298	\$ 16,502	\$ 26,595	\$ 25,628
107	FICA	\$ 12,703	\$ 12,817	\$ 11,034	\$ 14,257	\$ 14,395
109	SALARIES-WELL PAY	\$ 894	\$ 921	\$ 1,259	\$ 729	\$ 742
110	DENTAL INSURANCE	\$ 864	\$ 1,358	\$ 1,059	\$ 1,314	\$ 1,314
120	LIFE INSURANCE	\$ 161	\$ 163	\$ 214	\$ 561	\$ 561
130	WORKERS COMPENSATION	\$ 2,168	\$ 2,639	\$ 1,253	\$ 455	\$ 313
131	EAP EXPENSE	\$ 109	\$ 83	\$ 66	\$ 143	\$ 143
Personnel Sub Total		\$ 213,279	\$ 229,877	\$ 192,075	\$ 249,510	\$ 250,248
Supplies						
Account Object	Description	2013	2014	2015	2015	2016
201	OFFICE SUPPLIES	\$ 1,190	\$ 508	\$ 1,360	\$ 1,000	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 133	\$ 210	\$ 629	\$ 250	\$ 903
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,422	\$ 2,497	\$ 7,393	\$ 7,500	\$ 1,500
207	SIGNS	\$ -	\$ -	\$ 599	\$ 400	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 45	\$ -	\$ 11	\$ 100	\$ 100
211	OTHER OPERATIONAL SUPPLIES	\$ 2,187	\$ 2,694	\$ 1,312	\$ 1,500	\$ 1,500
214	POSTAGE/SHIPPING/DELIVERY	\$ 385	\$ 547	\$ 406	\$ 500	\$ 400
218	FUEL	\$ 3,140	\$ 3,502	\$ 2,367	\$ 3,000	\$ 3,200
221	AVIATION RESALE ITEMS	\$ 6,792	\$ 7,769	\$ 5,548	\$ 8,000	\$ 7,000
231	SOFTWARE	\$ -	\$ -	\$ 830	\$ 800	\$ 1,800
Supplies Sub Total		\$ 15,295	\$ 17,726	\$ 20,453	\$ 23,050	\$ 17,903
Maintenance						
Account Object	Description	2013	2014	2015	2015	2016
301	MAINT-BLDG & STRUCTURES	\$ 29,147	\$ 11,319	\$ 1,129	\$ 1,675	\$ 1,240
302	MAINT-MOTOR VEHICLES	\$ 2,254	\$ 770	\$ 2,503	\$ 2,000	\$ 1,000
303	MAINT-EQUIP & MACHINERY	\$ 1,856	\$ 2,410	\$ 2,306	\$ 2,307	\$ 2,300
346	MAINT-HEATING & COOLING	\$ -	\$ -	\$ -	\$ -	\$ 2,317
Maintenance Sub Total		\$ 33,257	\$ 14,499	\$ 5,938	\$ 5,982	\$ 6,857
Services						
Account Object	Description	2013	2014	2015	2015	2016
401	TELEPHONE & COMMUNICATIONS	\$ 6,043	\$ 7,485	\$ 6,350	\$ 2,538	\$ 6,732
402	RENTAL OF EQUIPMENT	\$ 18,755	\$ 21,346	\$ 21,525	\$ 21,846	\$ 21,348
407	SPECIAL SERVICES	\$ 3,038	\$ 714	\$ 607	\$ 624	\$ 672
408	ADVERTISING	\$ 419	\$ 595	\$ 427	\$ 419	\$ 715
409	TRAVEL & EDUCATION	\$ 706	\$ 1,850	\$ 1,240	\$ 1,393	\$ 800
410	UTILITIES - ELECTRICITY	\$ 27,604	\$ 35,339	\$ 31,404	\$ 37,100	\$ 35,000
411	ALARM SERVICE	\$ -	\$ -	\$ 360	\$ 360	\$ 360
414	DUES & SUBSCRIPTIONS	\$ 843	\$ 701	\$ 426	\$ 801	\$ 740
416	OTHER/PROFESSIONAL SERVICES	\$ 18	\$ 1,286	\$ -	\$ -	\$ 416
421	PRINTING	\$ 52	\$ 161	\$ 181	\$ 200	\$ 200
423	CONTRACT MOWING	\$ 14,600	\$ 20,019	\$ 15,603	\$ 20,000	\$ 20,000
434	SPECIAL EVENTS	\$ -	\$ 465	\$ -	\$ 600	\$ 600
436	IMPROVEMENTS BY CONTRACTORS	\$ 62,878	\$ -	\$ -	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 408	\$ 255	\$ 418	\$ 500	\$ 500
462	CELLULAR TELEPHONE & PAGERS	\$ 946	\$ 1,100	\$ 686	\$ 1,150	\$ 1,164
473	DEPRECIATION EXPENSE	\$ -	\$ 68,990	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 5,914	\$ 8,729	\$ 3,728	\$ 8,000	\$ 7,000
543	JANITORIAL CONTRACT	\$ 7,440	\$ 6,986	\$ 6,249	\$ 7,440	\$ 10,400
544	PEST CONTROL SERVICES	\$ 315	\$ 385	\$ 455	\$ 420	\$ 420
547	4A REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 3,346
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ 116	\$ -
549	HVAC CONTRACT MAINTENANCE	\$ -	\$ -	\$ -	\$ 2,316	\$ -
Services Sub Total		\$ 149,979	\$ 176,405	\$ 89,659	\$ 105,824	\$ 110,413
Department Total		\$ 411,809	\$ 438,507	\$ 308,125	\$ 384,366	\$ 385,421



GOLF COURSE FUND

GOLF COURSE FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	GOLF COURSE REVENUE	95,072	83,154	56,027	100,164	106,282
	Total	\$ 95,072	\$ 83,154	\$ 56,027	\$ 100,164	\$ 106,282

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
39	GOLF COURSE	26,014	86,605	3,804	36,877	57,526
50	DEBT SERVICE	56,000	56,000	42,000	56,000	56,000
80	TRANSFERS OUT	7,000	7,000	5,250	7,000	7,000
	Total	\$ 89,015	\$ 149,605	\$ 51,054	\$ 99,877	\$ 120,526

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	6,057	(66,450)	4,973	287	(14,244)



Country View Golf Course



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

The David Royer Golf Shop, Inc. management company is responsible for the daily operations of Country View Golf Course including: turf grass, management of the golf course and clubhouse, grounds, the computer controlled irrigation system and pump station, equipment maintenance, landscape maintenance, and tournament preparation.

Goals

City Council Goals:

- Quality Development
- Healthy, Safe & Vibrant Community

Departmental Goals

- Improve overall appearance of the golf course
 Make improvements to the course and cart paths
- Make improvements to the clubhouse interior
- Maintain course on a level greater than or equal to surrounding municipal courses
- Increase awareness of the course through effective marketing
- Make the golf course a pleasurable experience for the entire family
- Initiate first swing golf program for youth and beginner golfers

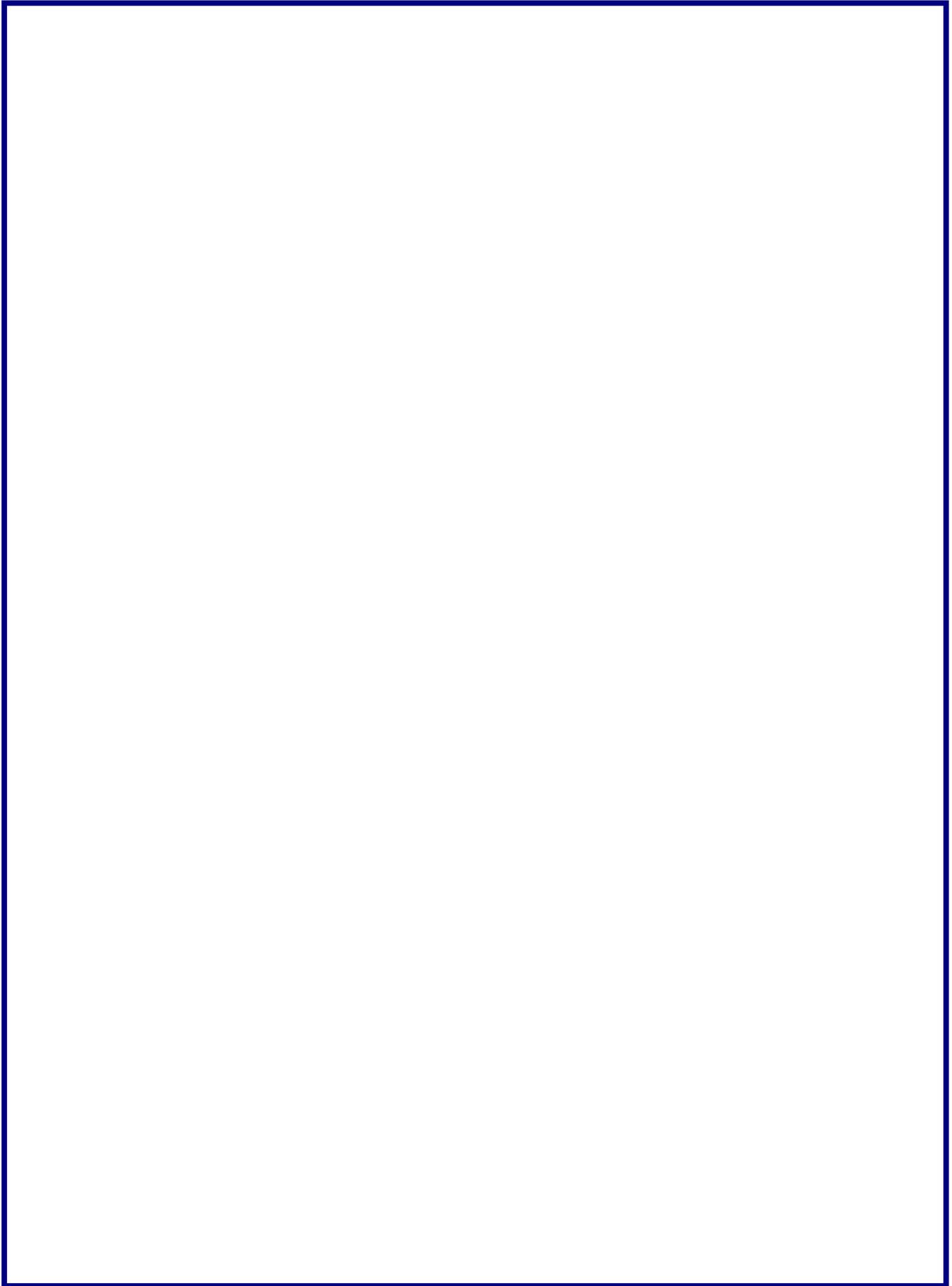
Budget Summary	2013-2014	2014-2015		2015-2016
	Actual	Actual	Budget	Budget
Maintenance	4,376	1,263	5,112	14,000
Other Services	82,228	3,291	31,765	43,526
TOTAL	86,605	4,554	36,877	57,526

Country View Golf Course

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 18 GOLF COURSE FUND
Department 39 GOLF COURSE
Program 0 GOLF COURSE**

Account Object	Description	2013	2014	2015	2015	2016
		Actual	Actual	YTD Actual	Budget	Proposed
301 MAINT-BLDG & STRUCTURES		\$ 3,782	\$ 3,876	\$ 1,263	\$ 5,112	\$ 8,000
343 MAINT-CART PATH & GROUNDS		\$ 396	\$ 500	\$ -	\$ -	\$ 6,000
Maintenance Sub Total		\$ 4,178	\$ 4,376	\$ 1,263	\$ 5,112	\$ 14,000
401 TELEPHONE & COMMUNICATIONS		\$ 352	\$ -	\$ -	\$ 4,080	\$ 3,516
410 UTILITIES - ELECTRICITY		\$ 4,476	\$ (1)	\$ -	\$ 18,500	\$ 31,200
411 ALARM SERVICE		\$ -	\$ -	\$ -	\$ 228	\$ 227
416 OTHER/PROFESSIONAL SERVICES		\$ 14,900	\$ (3,604)	\$ (3,306)	\$ 658	\$ -
543 JANITORIAL CONTRACT		\$ 1,650	\$ 5,910	\$ 3,508	\$ 5,000	\$ 5,200
544 PEST CONTROL SERVICES		\$ 459	\$ 446	\$ 527	\$ 486	\$ 486
548 FIRE SYSTEM INSPECTION CONTRACT		\$ -	\$ -	\$ 18	\$ 658	\$ 742
549 HVAC CONTRACT MAINTENANCE		\$ -	\$ 1,796	\$ 1,796	\$ 2,155	\$ 2,155
Services Sub Total		\$ 21,837	\$ 82,228	\$ 2,542	\$ 31,765	\$ 43,526
Department Total		\$ 26,014	\$ 86,605	\$ 3,804	\$ 36,877	\$ 57,526



SANITATION FUND

SANITATION FUND
TRASH & RECYCLING SERVICE FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Garbage Collection	2,098,274	2,231,290	1,903,284	1,732,011	1,924,833
	Other	112,931	-	-	546	546
	Interest	58	-	-	-	-
	Total	\$ 2,211,263	2,231,290	\$ 1,903,284	\$ 1,732,557	\$ 1,925,379

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 ADMINISTRATION	9,400	6,381	5,155	14,850	14,850
	11 REFUSE SERVICE	1,697,545	1,997,696	1,610,007	1,310,000	1,310,000
	12 STREET MAINTENANCE	184,683	190,949	197,957	200,000	200,000
	43 NON-DEPARTMENTAL	355	-	-	70,000	70,000
	80 TRANSFERS OUT	150,000	150,000	112,500	-	150,000
	Total	\$ 2,041,983	\$ 2,345,027	\$ 1,925,619	\$ 1,594,850	1,744,850

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	169,280	(113,736)	(22,335)	137,707	180,529



Personnel Organization Chart

City Manager

Personnel Summary

There is no personnel for this program.

Department Narrative

This department is responsible for the administration of the Sanitation Fund. Expenditures consist of costs associated with refuse collection, recycling and trash-off special events.

Sanitation



Sanitation

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 19 TRASH & RECYCLING SERVICE FUND
Department 2 ADMINISTRATION
Program 0 EXPENDITURES**

		2013	2014	2015	2015	2016
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	402 RENTAL OF EQUIPMENT	\$ 310	\$ 400	\$ 375	\$ -	\$ -
	414 DUES & SUBSCRIPTIONS	\$ (75)	\$ -	\$ -	\$ -	\$ -
	434 SPECIAL EVENTS	\$ 9,165	\$ 5,981	\$ 4,748	\$ 14,850	\$ 14,850
	Services Sub Total	\$ 9,400	\$ 6,381	\$ 5,123	\$ 14,850	\$ 14,850
	Department Total	\$ 9,400	\$ 6,381	\$ 5,155	\$ 14,850	\$ 14,850

DEBT SERVICE FUND

DEBT SERVICE FUND

REVENUES		2013	2014	2015		2016
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Property Taxes	3,860,593	3,886,785	4,291,264	4,086,165	4,686,765
	Interest	579	252	569	2,550	600
	Transfers In	284,150	1,248,550	212,813	283,750	283,750
	Total	\$ 4,145,322	\$ 5,135,587	\$ 4,504,646	\$ 4,372,465	\$ 4,971,115

EXPENDITURES		2013	2014	2015		2016
Department No		Actual	Actual	Year to Date	Budget	Proposed
	50 Debt Service	4,461,349	5,090,139	2,803,796	4,209,523	4,402,227
	Total	\$ 4,461,349	\$ 5,090,139	\$ 2,803,796	\$ 4,209,523	\$ 4,402,227

BALANCES		2013	2014	2015		2016
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	(316,027)	45,448	1,700,850	162,942	568,888

RESOLUTION NO. 2015-09-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER DEBT MANAGEMENT POLICY PROVIDING FOR PRUDENT FINANCIAL MANAGEMENT OF ALL DEBT FINANCING TO PROVIDE FOR NEEDED LAND, LONG-TERM CAPITAL ADDITIONS, AND INFRASTRUCTURE IMPROVEMENTS WHILE MINIMIZING THE IMPACT OF DEBT PAYMENTS ON CURRENT AND FUTURE REVENUES ; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lancaster Council of the City has reviewed the Debt Management Policy and found it to be acceptable; and

WHEREAS, the City of Lancaster Debt Management Policy provides for financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication regarding all debt service;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

SECTION 1. The City of Lancaster Debt Management Policy, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens is hereby in all things approved; and, the City Manager and staff shall implement and execute the procedures and policies adopted therein.

SECTION 2. This resolution shall take effect immediately from and after its passage, as the law and charter in such cases provide.

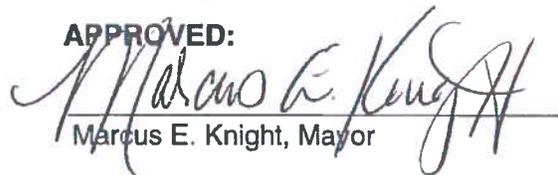
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



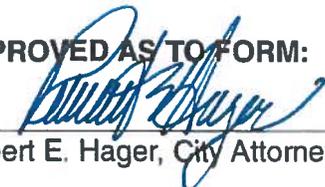
Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2014

Note 6: Long-term Liabilities

The following is a summary of changes in long-term liabilities:

	Balance September 30, 2013	Additions	Retirements	Balance September 30, 2014	Due Within One Year
Governmental Activities					
General obligation bonds	\$ 49,790,000	\$ -	\$ (1,475,000)	\$ 48,315,000	\$ 1,545,000
Certificates of obligation	21,580,000	-	(620,000)	20,960,000	695,000
Notes payable	5,690,060	-	(448,548)	5,241,512	875,452
Premiums on bond debt	1,399,885	-	(139,565)	1,260,320	-
Compensated absences	2,417,543	650,035	(628,942)	2,438,636	243,864
OPEB liability	121,734	8,990	-	130,724	-
Capital leases	385,543	-	(71,357)	314,186	118,837
Total governmental activities	<u>\$ 81,384,765</u>	<u>\$ 659,025</u>	<u>\$ (3,383,412)</u>	<u>\$ 78,660,378</u>	<u>\$ 3,478,153</u>
Business-type Activities					
General obligation bonds	\$ 4,030,000	\$ -	\$ (695,000)	\$ 3,335,000	\$ 730,000
Notes payable	37,998	-	(20,295)	17,703	17,703
Certificates of obligation	8,915,000	-	(525,000)	8,390,000	395,000
Premiums on bond debt	174,982	-	(28,416)	146,566	-
Compensated absences	63,383	50,092	(43,786)	69,689	7,331
Total business-type activities	<u>\$ 13,221,363</u>	<u>\$ 50,092</u>	<u>\$ (1,312,497)</u>	<u>\$ 11,958,958</u>	<u>\$ 1,150,034</u>
Discretely Presented					
Component units					
Notes payable to primary government	<u>\$ 10,560,000</u>	<u>\$ -</u>	<u>\$ (813,050)</u>	<u>9,746,950</u>	<u>\$ 595,000</u>
Total discretely presented component units	<u>\$ 10,560,000</u>	<u>\$ -</u>	<u>\$ (813,050)</u>	<u>\$ 9,746,950</u>	<u>\$ 595,000</u>

General long-term debt consists of capital leases, liabilities for accrued vacation leave, general obligation bonds and certificates of obligation, which are direct obligations, issued on the full faith and credit of the City. Principal and interest payments on the general obligation bonds and certificates of obligation are secured by ad valorem taxes levied on all taxable property within the City and surplus revenues of the Water and Sewer Fund and Airport Fund. A portion of the general obligation bonds has been issued on behalf of the Water and Sewer Fund. Although these bonds are secured by the full faith and credit of the City and have no specific claim against Water and Sewer Fund assets, debt service requirements are provided by the Water and Sewer Fund. Accordingly, this debt is reflected as an obligation of the Water and Sewer Fund.

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2014

General obligation bonds, revenue bonds, certificates of obligation, notes payable and capital leases outstanding at September 30, 2014, consist of the following:

	<u>Governmental Activities</u>	<u>Water and Sewer</u>	<u>Airport</u>	<u>Total Primary Government</u>
<u>General Obligation Bonds</u>				
\$24,300,000, 2007 General Obligation Refunding Bonds, due in annual installments through February 15, 2032, 4.00% – 5.00%	\$ 16,115,000	\$ 2,895,000	\$ 30,000	\$ 19,040,000
\$22,995,000, 2010 General Obligation Build America Bonds, due in annual installments through February 15, 2040, 1.82% – 6.53%	21,520,000	-	-	21,520,000
\$12,240,000, 2012 General Obligation Refunding Bonds, due in annual installments through February 15, 2024, 2.00% – 5.00%	<u>10,680,000</u>	<u>340,000</u>	<u>70,000</u>	<u>11,090,000</u>
	<u>\$ 48,315,000</u>	<u>\$ 3,235,000</u>	<u>\$ 100,000</u>	<u>\$ 51,650,000</u>
<u>Certificates of Obligation</u>				
\$14,565,000, 2007 Certificate of Obligation Bonds, due in annual installments through February 15, 2032, 4.00% – 4.375%	\$ 9,725,000	\$ 1,670,000	\$ -	\$ 11,395,000
\$12,000,000, 2010 Certificate of Obligation Build America Bonds, due in annual installments through February 15, 2040, 1.82% – 6.53%	11,235,000	-	-	11,235,000
\$7,585,000, 2011 Certificate of Obligation Bonds, due in annual installments through August 15, 2031, 2.00% – 3.50%	<u>-</u>	<u>6,720,000</u>	<u>-</u>	<u>6,720,000</u>
	<u>\$ 20,960,000</u>	<u>\$ 8,390,000</u>	<u>\$ -</u>	<u>\$ 29,350,000</u>

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2014

<u>Note Payable</u>	<u>Governmental Activities</u>	<u>Airport</u>	<u>Total Primary Government</u>	<u>Discretely Presented Component Units</u>
\$11,650,000 note payable, due in annual installments through February 15, 2024; 3.00% – 4.50%	\$ -	\$ -	\$ -	\$ 7,695,000
\$3,035,000 note payable, due in annual installments through February 15, 2027; 4.00% – 4.375%	-	-	-	2,051,950
\$116,441 note payable, due in monthly installments through July 1, 2015; 7.5%	-	17,703	17,703	-
\$5,690,000 note payable, due in annual installments beginning October 2013 through October 2022; 7.00%	<u>5,241,512</u>	<u>-</u>	<u>5,241,512</u>	<u>-</u>
	<u>\$ 5,241,512</u>	<u>\$ 17,703</u>	<u>\$ 5,259,215</u>	<u>\$ 9,746,950</u>

Capital Leases

\$500,000 Lease Purchase Agreement due in annual installments through January 1, 2012; 4.38%	\$ 23,662	\$ -	\$ 23,662	\$ -
\$265,987 Lease Purchase Agreement due in annual installments through September 30, 2015; 5.00%	131,737	-	131,737	-
\$366,345 Lease Purchase Agreement due in monthly installments through November 4, 2016; 2.15%	<u>158,787</u>	<u>-</u>	<u>158,787</u>	<u>-</u>
	<u>\$ 314,186</u>	<u>\$ -</u>	<u>\$ 314,186</u>	<u>\$ -</u>

Capital leases represent the remaining principal amounts payable under lease purchase agreements for the acquisition of equipment through the General and Water and Sewer Funds.

As of September 30, 2014, property and equipment under capital leases is carried at \$1,026,117, with \$725,815 in accumulated depreciation.

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2014

The annual requirements to amortize the long-term debt as of September 30, 2014, are as follows:

General Obligation Bonds						
Fiscal Year	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2015	\$ 1,545,000	\$ 2,449,263	\$ 3,994,263	\$ 730,000	\$ 144,750	\$ 874,750
2016	1,665,000	2,393,577	4,058,577	775,000	108,475	883,475
2017	1,795,000	2,325,528	4,120,528	770,000	70,025	840,025
2018	2,220,000	2,242,615	4,462,615	815,000	30,975	845,975
2019	2,380,000	2,148,593	4,528,593	35,000	10,300	45,300
2020 – 2024	13,755,000	8,905,102	22,660,102	210,000	23,400	233,400
2025 – 2029	9,205,000	6,054,992	15,259,992	-	-	-
2030 – 2034	8,610,000	3,399,467	12,009,467	-	-	-
2035 – 2039	5,820,000	1,413,311	7,233,311	-	-	-
2040	1,320,000	43,085	1,363,085	-	-	-
Total	\$ 48,315,000	\$ 31,375,533	\$ 79,690,533	\$ 3,335,000	\$ 387,925	\$ 3,722,925

Certificates of Obligation						
Fiscal Year	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2015	\$ 695,000	\$ 1,087,187	\$ 1,782,187	\$ 395,000	\$ 253,463	\$ 648,463
2016	715,000	1,059,630	1,774,630	405,000	243,463	648,463
2017	740,000	1,030,099	1,770,099	420,000	233,163	653,163
2018	770,000	998,318	1,768,318	430,000	222,563	652,563
2019	800,000	964,419	1,764,419	445,000	211,663	656,663
2020 – 2024	4,495,000	4,228,864	8,723,864	2,510,000	865,422	3,375,422
2025 – 2029	4,970,000	3,023,424	7,993,424	2,730,000	430,844	3,160,844
2030 – 2034	4,035,000	1,746,994	5,781,994	1,055,000	55,181.00	1,110,181.00
2035 – 2039	3,050,000	739,296	3,789,296	-	-	-
2040	690,000	22,522	712,522	-	-	-
Total	\$ 20,960,000	\$ 14,900,753	\$ 35,860,753	\$ 8,390,000	\$ 2,515,762	\$ 10,905,762

Note Payable						
Fiscal Year	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2015	\$ 875,452	\$ 338,630	\$ 1,214,082	\$ 17,703	\$ 97	\$ 17,800
2016	504,512	305,624	810,136	-	-	-
2017	539,828	270,308	810,136	-	-	-
2018	577,616	232,520	810,136	-	-	-
2019	618,049	192,087	810,136	-	-	-
2020 – 2022	2,126,055	304,355	2,430,410	-	-	-
Total	\$ 5,241,512	\$ 1,643,524	\$ 6,885,036	\$ 17,703	\$ 97	\$ 17,800

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2014

Note Payable			
Fiscal Year	Discretely Presented Component Units		
	Principal	Interest	Total
2015	\$ 595,000	\$ 365,050	\$ 960,050
2016	610,000	350,250	960,250
2017	625,000	330,250	955,250
2018	840,000	304,375	1,144,375
2019	880,000	273,400	1,153,400
2020 – 2024	5,050,000	696,772	5,746,772
2025 – 2027	1,146,950	43,203	1,190,153
Total	<u>\$ 9,746,950</u>	<u>\$ 2,363,300</u>	<u>\$ 12,110,250</u>

Capital Leases			
Fiscal Year	Governmental Activities		
	Principal	Interest	Total
2015	\$ 238,009	\$ 3,336	\$ 241,345
2016	76,177	1,166	77,343
Total	<u>\$ 314,186</u>	<u>\$ 4,502</u>	<u>\$ 318,688</u>

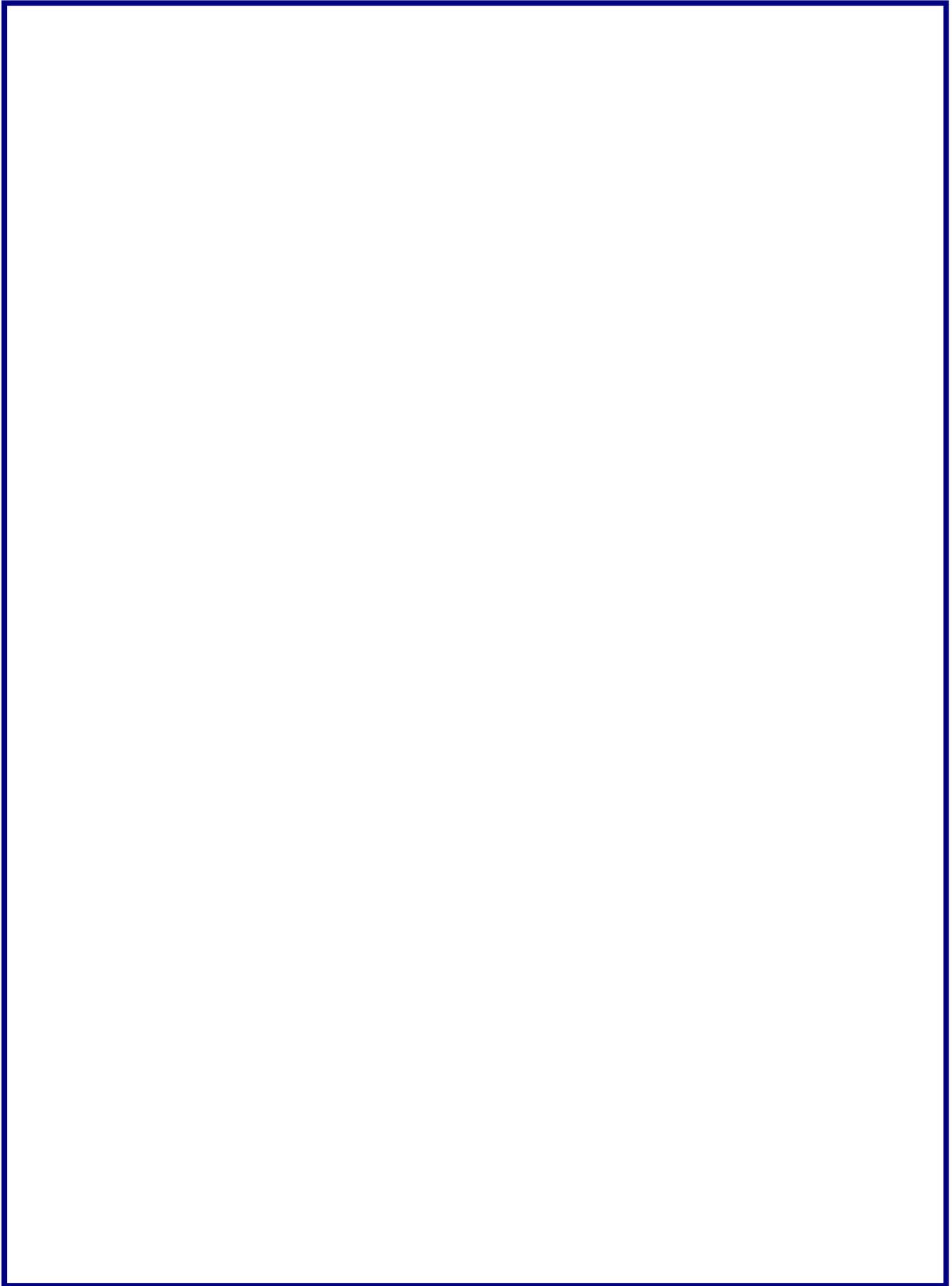
Note 7: Retirement Plan

Plan Description

The City provides pension benefits for all of its full-time employees through a nontraditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive financial report that includes financial statements and required supplementary information (RSI) for TMRS; the report also provides detailed explanations of the contributions, benefits and actuarial methods and assumptions used by the system. This report may be obtained by writing to Texas Municipal Retirement System (TMRS), P.O. Box 149153, Austin, Texas, 78714-9153 or by calling 800-924-8677; in addition, the report is available on TMRS' website at www.TMRS.com.

APPENDIX



RESOLUTIONS & ORDINANCES

ORDINANCE NO. 2015-09-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE IN ACCORDANCE WITH SAID BUDGET; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Lancaster has submitted to the City Council a proposed budget of the revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for fiscal year 2015-2016; and

WHEREAS, the City Council has received the City Manager's proposed budget, a copy of which proposed budget has been filed with the City Secretary of the City of Lancaster;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:

SECTION 1. That the Budget of the revenues and expenditures necessary for conducting the affairs of the City of Lancaster and providing a financial plan for the ensuing fiscal year beginning October 1, 2015 and ending September 30, 2016, as submitted by the City Manager, be and the same is hereby adopted as the Budget of the City of Lancaster for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

SECTION 2. That the appropriation for the fiscal year including the budgets of the Lancaster Economic Development Corporation (Type A) and Lancaster Recreational Development Corporation (Type B), which are hereby approved beginning October 1, 2015, and ending September 30, 2016, for the various funds and purposes of the City of Lancaster, which is attached hereto and incorporated herein as Exhibit A and is summarized as follows:

Fund	2015-2016 Budget Expenditures
General Fund	\$22,161,564
G.O. Debt Service	\$4,402,227
Water/Wastewater	\$13,169,541
Airport	\$503,796
Hotel/Motel	\$50,739
LEDC/4A	\$1,009,443
LRDC/4B	\$2,783,658
Golf Course	\$120,526
Sanitation	\$1,744,850
E911	\$216,973
Stormwater	\$1,370,254
Total	\$ 47,533,571

SECTION 3. Those expenditures during the fiscal year shall be made in accordance with the budget approved by this ordinance and made part hereof for all purposes unless otherwise authorized by a duly enacted ordinance of the City.

SECTION 4. That all notices and public hearings required by law have been duly completed.

SECTION 5. That all provisions of the ordinances of the City of Lancaster in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the City of Lancaster not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. That should any sentence, paragraph, subdivision, clause, phase or section of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional.

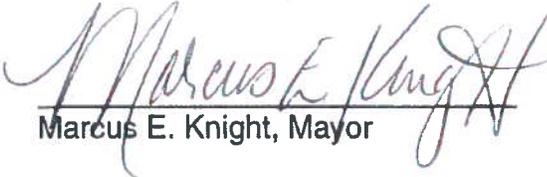
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

ORDINANCE NO. 2015-09-22

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS LEVYING AD VALOREM TAXES FOR FISCAL YEAR 2015/2016 AT \$0.8675 PER ONE HUNDRED DOLLARS ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS TO PROVIDE REVENUES FOR CURRENT MAINTENANCE AND OPERATIONAL EXPENSES AND INTEREST AND SINKING FUND REQUIREMENTS; PROVIDING DUE AND DELINQUENT DATES; PENALTIES AND INTEREST; PROVIDING A HOMESTEAD EXEMPTION AND DISABILITY EXEMPTION; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

RECITALS: On Monday, August 24, 2015 and August 31, 2015 City Council read the ordinance and conducted a public hearing to receive comment regarding the proposed ad valorem tax rate of \$0.8675 per one hundred dollars assessed valuation. 1 comment was received on August 24, 2015 and 0 comments were received on August 31, 2015. The public hearing and meetings were noticed in accordance with the Texas Open Meetings Act, Tax Code, Truth-In-Taxation and Lancaster Home Rule Charter.

SECTION 1. There be and is hereby levied for the fiscal year 2015/2016 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Lancaster, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of eighty-six and seventy-five one thousandths cents (\$0.8675) on each one hundred dollars (\$100.00) assessed value of taxable property, and shall be apportioned and distributed as follows: \$0.6012 for the purpose of paying maintenance and operation, and, defraying the expenses of current operations, and \$0.2663 for interest and sinking fund requirements of the municipal government of the City.

SECTION 2. THAT THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS AND INTEREST AND SINKING FUND REQUIREMENTS THAN LAST YEAR'S TAX RATE.

SECTION 3. THAT THE TAX REVENUE WILL INCREASE FROM PROPERTIES ON THE TAX ROLL IN THE PRECEDING TAX YEAR BY 8.72% (PERCENTAGE BY WHICH TAX RATE WILL BE HIGHER THAN EFFECTIVE TAX RATE CALCULATED UNDER CHAPTER 26, TAX CODE.)

SECTION 4. All ad valorem taxes shall become due and payable on October 1, 2015, and all ad valorem taxes for fiscal year 2014/2015 shall become delinquent after January 31, 2016. If any person fails to pay the ad valorem taxes on or before the 31st day of January 2016, the penalties and interest as set forth under Section 33.01 of the Texas State Property Tax Code shall apply.

SECTION 5. Taxes are payable to the Dallas County Tax Assessor-Collector, Records Building, Dallas, Texas, by contract dated November 12, 2001 and amended April 2014. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 6. The tax rolls as presented to the City Council, together with any supplement thereto, be and the same are hereby approved.

SECTION 7. All delinquent taxes shall accrue interest at the rate of one percent (1%) per month, in addition to the penalties provided for herein. All taxes that remain delinquent on July 1st of the year in which they become delinquent shall incur an additional penalty to defray costs of collection, of an amount not to exceed 20% of the amount of taxes, penalty and interest due.

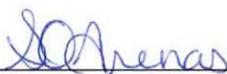
SECTION 8. In accordance with the Texas State Property Tax Code, and effective with the passage of the ordinance, there is hereby provided an exemption of \$30,000 on homestead property for those head-of-household persons who have attained the age of 65 years prior to January 1, 2016 and an exemption of \$30,000 on disability designations.

SECTION 9. This Ordinance shall become effective upon its adoption as the law in such cases provides.

SECTION 10. All recitals are incorporated herein by reference as if fully written.

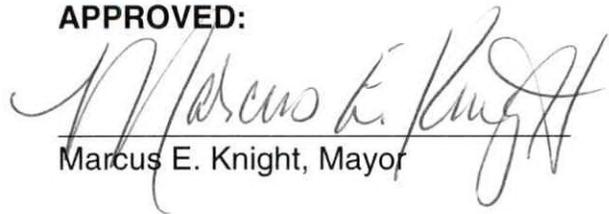
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



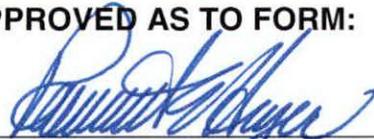
Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

ORDINANCE NO. 2015-09-20

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, ESTABLISHING CIVIL SERVICE CLASSIFICATION WITHIN THE POLICE AND FIRE DEPARTMENTS; PRESCRIBING THE NUMBER OF POSITIONS IN EACH CLASSIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 143 of the Texas Local Government Code, the City Council shall establish certain classifications and shall prescribe the number of positions in each of these classifications by ordinance; and

WHEREAS, the City Council has reviewed and approved a budget for the City for fiscal year beginning October 1, 2015 and ending December 31, 2015. With a revised classification schedule beginning January 1, 2016 ending September 30, 2016; and

WHEREAS, it serves the Fire Department's operational needs to reclassify two Captain positions to the Battalion Chief rank; those Battalion Chief positions will be filled through competitive examination in compliance with Chapter 143 of the Texas Local Government Code; when the Battalion Chief positions are filled, the two Captain positions will be abolished; and

WHEREAS, it is the express intent of the City Council that the total number of authorized positions within the Lancaster Fire & Police Department remain the same throughout the next fiscal year; and

WHEREAS, such budget contains a program of planned expenditures and for authorized positions within the police and fire departments, including programmed changes to the operations and human resources of those departments;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS;

SECTION 1. That City Council hereby establishes the classifications and the number of authorized positions within each classification in the Fire Department, which shall read as follows:

<u>Classification</u>	FIRE PREVENTION	FIRE SUPPRESSION
	Authorized <u>No. of Positions as of</u> <u>10/01/2015</u>	Authorized <u>No. of Positions as of</u> <u>10/01/2015</u>
Assistant Chief	0	1
Fire Marshal/Battalion Chief	1	3
Fire Captains	0	11
Fire Engineer	0	21
Fire Fighter**	0	25
<hr/>	<hr/>	<hr/>
Total	1	61

*** Six fire fighter positions funded through a two year grant period beginning May 2014.*

For the Fire Suppression schedule on January 1, 2016, at 12:01 a.m., two (2) Battalion Chief positions are being created. Those positions will be filled through competitive examination. The day following the date that the Battalion Chief rank is fully staffed at five, at 12:01 a.m., two captain positions are abolished so that there will exist only nine (9) Fire Captain positions.

At that time and date, the following strength of force for the Lancaster Fire Department is set forth as follows:

<u>Classification</u>	FIRE PREVENTION	FIRE SUPPRESSION
	Authorized	Authorized
	<u>No. of Positions as of</u> <u>01/01/2016</u>	<u>No. of Positions as of</u> <u>01/01/2016</u>
Assistant Chief	0	1
Fire Marshal/Battalion Chief	1	5
Fire Captains	0	9
Fire Engineer	0	21
Fire Fighter**	0	25
Total	1	61

*** Six fire fighter positions funded through a two year grant period beginning May 2014 and ending May 2016*

SECTION 2. That City Council hereby establishes the classifications and the number of authorized positions within each classification in the Police Department, which shall read as follows:

<u>Classification</u>	POLICE
	Authorized
	<u>No. of Positions as of</u> <u>10/1/2015</u>
Assistant Chief	2
Police Lieutenant	6
Police Sergeant	7
Police Officer*	41
Total	56

SECTION 3. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or un-enforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision, or regulation.

SECTION 4. Repealer: That all other ordinances, section, or parts of ordinances heretofore adopted by the City of Lancaster in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.

SECTION 5. This ordinance shall take effect on October 1, 2015.

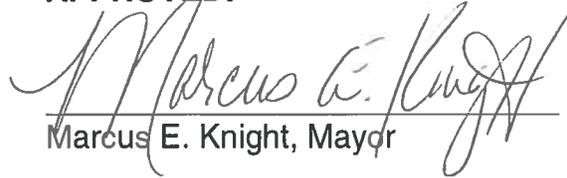
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

RESOLUTION NO. 2015-09-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, RATIFYING THE BUDGET FOR THE FISCAL YEAR 2015-2016 THAT RESULTS IN AN INCREASE OF REVENUES BY 8.72% FROM PROPERTY TAXES THAN THE PREVIOUS YEARS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, a public hearing was held, by and before the City Council of the City of Lancaster, the subject of which was the proposed budget for the City of Lancaster for Fiscal Year 2015-2016; and

WHEREAS, House Bill 3195, as adopted at the Regular Session of the 80th Legislature requires a separate vote on a budget that will require raising more revenue from property taxes than previous years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

SECTION 1. The City Council hereby ratifies, by a record vote, the adoption of a budget for Fiscal Year 2015-2016 which results in an increase of revenues from property taxes than the previous years.

SECTION 2. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provides.

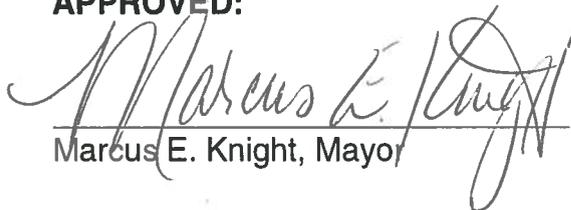
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on the 14th day of September, 2015.

ATTEST:



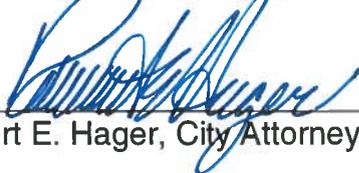
Sorangel O. Arenas, City Secretary

APPROVED:

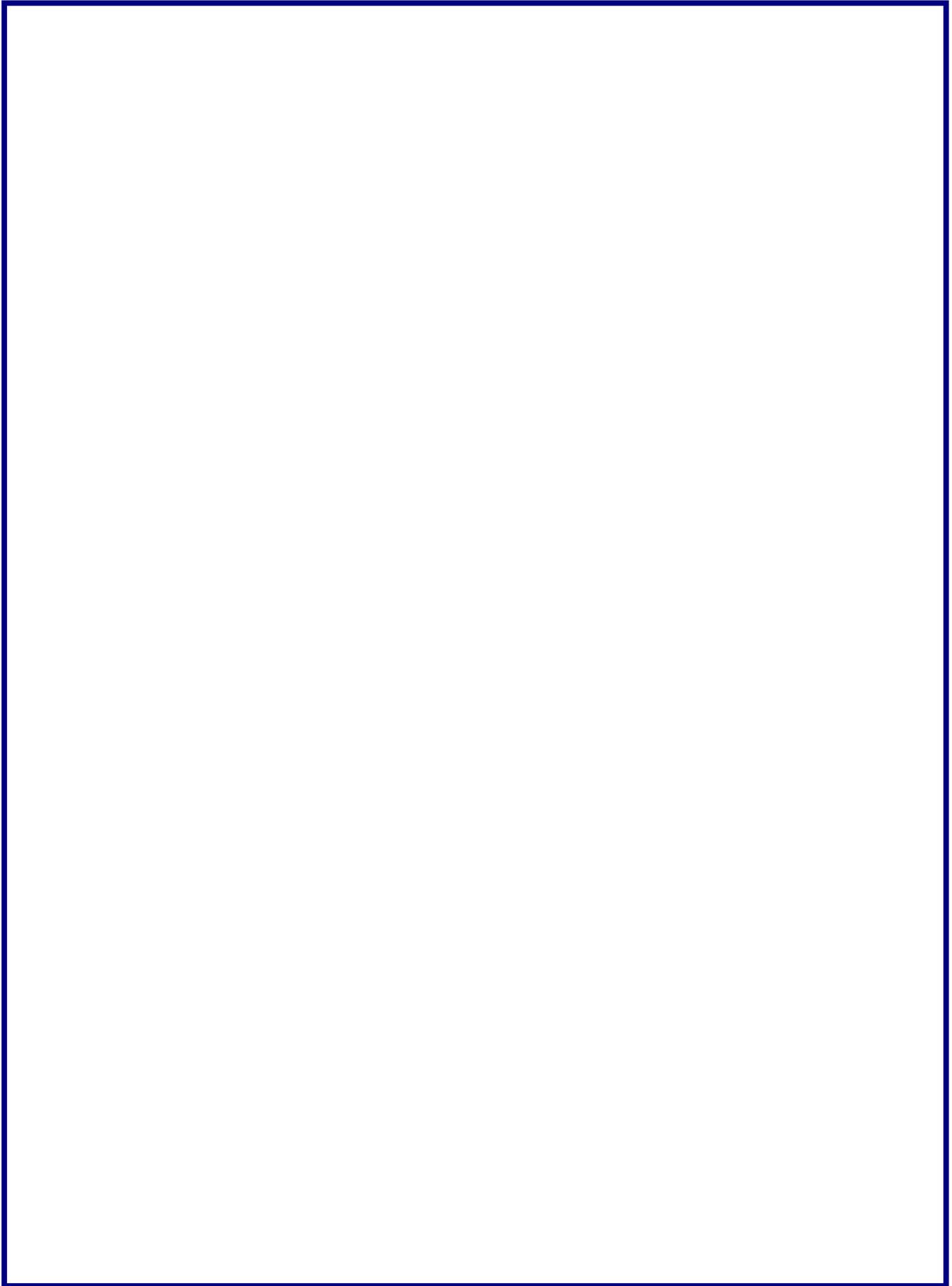


Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney



DEFINITIONS OF EXPENDITURE ACCOUNTS

City of Lancaster

Definitions of Expenditure Accounts

0100-0199 PERSONNEL SERVICES

0101 Salaries - Regular

Salaries and wages paid to employees filling council approved, permanent, full time positions

0102 Salaries - Part Time

Salaries and wages paid to part-time, seasonal, and hourly personnel

0103 Salaries - Overtime

Overtime wages paid which exceed a non-exempt employee's base compensation

0104 Salaries - Longevity

Length of service pay for permanent, full time employees.

0105 Group Health Insurance

City's participation in group hospitalization insurance plan

0106 TMRS

City's participation in retirement program for full-time employees

0107 FICA

City's portion of mandatory contribution of Federal Social Security at the total rate of 7.65% of yearly earnings

0108 Salaries - Paramedic

Additional pay for certified paramedics

0109 Salaries - Well Pay

Incentive pay for employees using less than a determined allotment of sick leave

0110 Dental Insurance

City's participation in dental insurance plan

0111 City Manager Benefits

Specified amount provided for city manager per contract

0112 Salaries - Out of Class Pay

Wages for employees temporarily assigned to work in higher position

0113 Car Allowance

Fixed monthly reimbursement to approved employees for use of personal vehicle on a regular basis for city business

0114 Salaries - Assignment Pay

Wages attributed to the performance of certain job functions as determined by the city

0115 Certification Pay

Incentive wages provided for employee held certifications

0120 Group Life Insurance

City participation in group life insurance plan

0130 Workers Compensation

Determined amount paid for workers compensation premiums

0200-0299 SUPPLIES

0201 Office Supplies

Supplies necessary for general office use (paper, pens, markers, staplers, etc...)

0202 Uniforms and Clothing

Apparel to be worn in the course of a job function. Includes uniforms, badges, footwear, protective clothing, etc...

0203 Motor Vehicle Supplies

Supplies and parts for the operation of motor vehicles including tires, batteries, filters, etc... Does not include fuel

0204 Minor Tools and Small Equipment

Small tools and small office equipment under \$500 that does not require capitalization

0205 Janitorial and Cleaning Supplies

Includes soaps, wax, mops, brooms, paper towels, etc...

0206 Chemicals

Chemicals used in department job functions

0207 Signs

Small signs that are subject to rapid depreciation such as plastic in-house signs

0208 Educational and Rec. Supplies

Supplies used for public recreational and educational activities. Does not include in-service training supplies

0209 Botanical and Agricultural Supplies

Bulbs, fertilizers, plants, seeds, etc. used for parks and public grounds

0210 Food/Bev. - Meetings/Functions

Food and beverage costs necessary to conduct city business such as luncheons, receptions, and special meetings

0211 Other Operational Supplies

Additional expendable supplies needed for the operation of city functions

0212 Ammunition

Ammunition used by public safety personnel

0213 Prisoner Support

Supplies used in the support of prisoners such as food, linens, etc....

0214 Postage and Delivery

Costs associated with the mailing and shipping of items

0215 Training Supplies

Books, publications, films, testing supplies, used for in-service training

0216 Medical Supplies

Supplies used in the treatment of patients such as medicines, bandages, etc... Included first aid products

0217 Swimming Pool Concession

Supplies purchased for resale in swimming pool concessions

0218 Fuel and Oil

Fuel and oil for city vehicles

0219 Data Processing Supplies

Costs associated with computer operations such as printer ink, disks, small programs, and other small supplies

0220 Investigation Supplies

Finger print kits, arson sniffer kits, film, and other items used for criminal investigation

0222 Course Supplies

Golf course supplies for maintenance

0223 Animal Food

Food for animals held at the animal shelter

0224 Animal Care Supplies

Medicines, disinfectants, gloves, etc... for animals at shelter

0225 Landscaping

Golf course purchase of trees, shrubs, for landscaping

0226 Seed

Seed for parks, landscaping, and golf greens

0228 Emergency Management Supplies

Supplies directly associated with the Emergency Management activity

0230 Civil Service Supplies

Supplies directly associated with the Civil Service activity

0300-0399 MAINTENANCE

0301 Building and Structures

Costs associated with the maintenance of city buildings and structures

0302 Motor Vehicles

Costs necessary for the maintenance of city vehicles

0303 Equipment and Machinery

Repair and maintenance for heavy equipment

0304 Streets

Repair and maintenance for city streets

0305 Sidewalks, Drainage, Bridges

Repair and maintenance for sidewalks, curbs, guttering , bridges, etc...

0306 Water Mains

Repair and maintenance of water mains

0307 Instruments and Apparatus

Repair and maintenance of instruments and apparatus

0308 Sanitary Sewer Mains

Repair and maintenance of existing sanitary sewer lines, manhole facilities, service connections

0309 Meters and Settings

Repair and maintenance of existing water metering devices

0310 Storage and Distribution Pumps

Repair and maintenance of existing underground, ground, and overhead water storage facilities

0311 Wells

Repair and maintenance of existing water wells

0312 Lift Stations

Repair of existing lift stations

0313 Furniture and Fixtures

Costs to maintain office furniture and fixtures

0314 Radio Equipment

Repair costs to radio equipment used for communications in various departments

0315 Park Equipment and Fixtures

Maintenance costs associated with city owned playgrounds, facilities, and public grounds

0316 Filtration Plants

Repair and replacement of swimming pool filtration system

0318 Office Equipment

Contracts and other costs related to the maintenance of office equipment (does not include computer equipment)

0319 Traffic Sign System

Repair and maintenance of existing signs and signals in the city

0320 Street Markings

Costs to maintain street markings throughout the city

0321 Hydrants

Costs to paint, maintain, and replace hydrants throughout the city

0322 Irrigation

Maintenance costs on sprinkler systems

0340 Refuse containers

Cost of maintenance to commercial refuse containers

0341 Early Warning Sirens

Maintenance of city's civil defense sirens

0342 Computer Maintenance

Maintenance and repair for city computers and network

0343 Cart and Path Repair

Repairs to golf course cart paths

0344 Library Book Repairs

Repair and maintenance of library book collection

0345 Athletic Field / Pool Facilities

Maintenance to athletic competition fields and swimming pool facilities

0346 Heating and Cooling Systems

Maintenance and repair of all climate control devices installed in city facilities

0350 Other Infrastructure Maintenance

Includes infrastructure repair and maintenance not relating to other specified categories

0351 Miscellaneous Maintenance

Includes non-infrastructure repair and maintenance not relating to specific categories

0363 Maintenance of Locks and Keys

Maintenance and repair of locks to city facilities to include re-keying

0400 - 0599 OTHER SERVICES

0401 Telephone and Communications

Costs related to telephone system and other communications services

0402 Rental of Equipment

Costs for lease or rental of machinery or equipment. Includes office machines

0403 Casualty Insurance

Premiums on insurance for property and equipment, liability insurance, and surety bonds

0404 Court Costs

Jury and witness fees for municipal court; court costs for cases in the special investigation fund

0405 District Attorney Fees

District Attorney fees for cases files for special investigation fund, or other funds as needed

0406 Unemployment Insurance

All costs for unemployment insurance

0407 Special Services

Costs for miscellaneous services to the city, does not include professional services

0408 Advertising

Cost for promotion of city and for publication of legal advertising, public notices, and recruiting expenses

0409 Travel and Education

All costs associated with attending out of house functions. Includes meetings, seminars, etc... and associated costs

0410 Utilities - Electricity

Cost of electricity for city buildings and property

0411 Water Purchases

Payments to Dallas Water Utilities for purchase of water

0412 Sewage Treatment

Payments to Trinity River Authority for operations, maintenance, and debt service of sewage treatment facilities

0413 Sanitary Landfill

Payments for landfill for city brush collections made by the street department

0414 Dues and Subscriptions

Costs for memberships in professional organizations and subscriptions

0415 Mileage Reimbursement

Reimbursement for accountable mileage reimbursement for approved travel

0416 Other/Professional Services

Fees paid for professional services not included in another services account

0417 Purchase of Property

All expenses related to the purchase of property for city use

0418 Medical Expense

Costs for physical examinations, medical treatment, and hospital expenses not covered by insurance

0419 Awards

Annual employee awards banquet, council gifts and awards, proclamations, resolutions, etc...

0420 Internal Training

Professional costs for internal training programs provided for employees and held within the city

0421 Printing

Costs for printing reports, forms, documents, binding, etc...

0423 Contract Mowing

Costs of contract mowing

0424 Election Expense

Expenses related to the holding of city elections

0425 Workers Compensation

To include expenditure for insurance relating to job related injuries

0426 Volunteer Firemen's Pension

Cost of volunteer firemen's pension plan

0427 Engineering

Engineering costs for construction

0428 Housing Assistance

HUD housing assistance payments through grant programs

0429 Demolition Expense

Includes all expenses for approved demolition to condemned buildings

0430 Other Cities (Special Investigation)

Payments made to other cities from special investigation fund

0431 Survey

Surveying expenses for construction

0432 Architect

Professional architectural design of city buildings

0433 Animal Disposal Fees

Includes fees for disposing of animals

0434 Special Events

Special events planned for public

0435 Laboratory Charges

Includes the cost of performing the required chemical analysis of the city's drinking water supply

0436 Improvements by Contractors

Cost of miscellaneous improvements by contractors

0437 Contract Audit Services

Professional service for outside, independent audit services

0438 Testing

Costs for testing for various jobs or required by federal or state laws and mandates

0439 Easement Acquisition

All costs involved with easement acquisition

0440 Consultant and Advisory Fees

Includes the cost of special studies, surveys, consulting fees, etc...

0441 Planning Consultant Fees

Accounts for the cost of outside planning services

0442 Computer Professional Services

Costs for professional computer programming, consulting fees, costs associated with maintain city network

0443 Municipal Court Professional Services

Costs for retaining municipal court judge, prosecutor, etc...

0444 Tax Appraisal Services

Costs associated with appraising the ad valorem tax

0445 Pest Control Services

Cost of pest control for city facilities

0446 City Attorney Fees

Used to account for payments made to contract city attorney

0447 Co-Pay Impact Fees - Water

Account used to pay escrow for waived water impact fees

0448 Co-Pay Impact Fees - Wastewater

Account used to pay escrow for waived wastewater impact fees

0449 Future Grants Anticipated

Amount approved by City Council for matching costs for future grants that are not requested but may become available

0450 Administrative Fees

Includes service charges, costs for checks for city bank accounts, etc...

0451 Radio Tie-In to Parkland

Cost for paramedic radio tie-in to Parkland Hospital

0452 Filing Fees

All legal filing fees

0453 EMS Training

Costs associated with the training of emergency medical service personnel

0455 Certification Fees

Fees required for certifications for specified personnel

0456 Newsletter

Costs of publishing city newsletter

0458 Fireworks Show

Fireworks purchased for annual fireworks display

0460 Settlements

Accounts for settlement agreements

0461 Emergency 911 System Lease

Cost of leasing 911 Emergency system for police, fire, and ambulance services

0464 Rental of Office Space

Cost for office space rental

0465 Periodical and Publications

Includes newspapers, magazines, etc... purchased for public use

0468 Lancaster Chamber of Commerce

Payments allocated to support the Chamber of Commerce

0469 Storage

Cost of record and furniture storage

0470 Bad Debt Expense

Costs of uncollectible returned checks and other bad debt such as unpaid water, sewer, and refuse bills

0471 Co-Insurance

Costs for damages not covered by insurance or deductible charges

0472 Civil Service Director

Professional services for appointed civil service director

0474 Note Payments - Lease/Purchase

Payments for council approved equipment purchased specifically for note payment

0475 DARE Program Expenses

Expenses for the Police Department DARE program

0477 Recreation (Classes) Expenses

Costs involved in conducting recreation classes offered by the city, including instructors, supplies

0478 Recreation (Athletic) Expenses

Costs associated with conducting athletic events

0479 Recreation (Special Events) Expenses

Costs involved in conducting special events

0480 Year-End Settlement

Year end settlement for HUD funds after audit

0482 Other Agencies

Includes payments due to other agencies for special investigation, etc...

0483 Bond Issuance Costs

Costs to the city for the issuance of bonds

0484 Depreciation Expense - Buildings

Annual depreciation on buildings and structures

0485 Depreciation Expense - Equipment

Annual depreciation expense on city equipment

0486 Depreciation Expense - Park Equipment

Annual depreciation expense on park equipment

0490 Year End Fixed Asset Transfer

Annual adjustment to record transfer of fixed assets from one fund to another

0491 Maps

Includes cost for having city maps printed

0492 Employee Market Adjustments

Budgeted amount to make adjustments as needed to salaries

0493 Moving Expenses

Costs associated with moving

0495 TRA Contract Bonds

Trinity River Authority Bonds

0496 Loss on Refunding

City's loss on refunding bonds (i.e. expenses)

0497 Tuition Reimbursement

Expense to reimburse employees for approved college tuition

0498 Utilities - Gas

Cost of gas for city facilities

0499 Depreciation Expense - Park Improvements

Annual depreciation expense for improvements made to parks

0500 Revenue Bonds - Principal Retirement

0501 Revenue Bonds - Interest Expense

0502 Tax Bonds - Principal Retirement

0503 Tax Bonds - Interest Expense

0504 Reserve Fund Additions

0505 Agent Fees

0506 Combined Tax/Revenue Bonds - Principal Retirement

0507 Combined Tax/Revenue Bonds - Interest Expense

0508 Equipment Lease/Purchase - Principal Retirement

0509 Equipment Lease/Purchase- Interest Expense

0522 Contribution to Refunding

0526 Travel and Education - City Council: Mayor

Approved amount for mayor's travel and education

0527 Travel and Education - City Council: District 1

Approved amount for District 1 Councilperson's travel and education

0528 Travel and Education - City Council: District 2

Approved amount for District 2 Councilperson's travel and education

0529 Travel and Education - City Council: District 3

Approved amount for District 3 Councilperson's travel and education

0530 Travel and Education - City Council: District 4

Approved amount for District 4 Councilperson's travel and education

0531 Travel and Education - City Council: District 5

Approved amount for District 5 Councilperson's travel and education

0532 Travel and Education - City Council: District 6

Approved amount for District 6 Councilperson's travel and education

0533 City Council Discretionary Funds

Budgeted amount approved by council to be used at their discretion throughout the year

0534 Outreach Program

Funds allocated by City Council to fund Lancaster Outreach Center

0535 Health Department

Funds allocated to pay Health Department for their program in the city

0537 Dallas County Tax Collection Services

Contracted amount to pay for tax collection services

0538 Upgrade City Lighting

Funds to upgrade needed lighting in various neighborhoods within the city

0540 Municipal Court - Prosecutor Services

Contract amount for city prosecutor services

0541 Municipal Court - Judge

Contract amount for judge in city court

0542 Communications for Data Service

Funds for contracted data links to other agencies

0543 Janitorial Contract

Janitorial services provided to city buildings and facilities

0545 Professional Staff Development Training

Professional services for staff development

0554 Ambulance Billing and Collection Services

Cost to fund outside agency to bill and collect ambulance service fees

0556 Project Manager

Project manager fees paid to manage various approved projects and programs

0557 City Jail Contract

Funds for contacting of city jail services

0558 Employee Physical Assessment

Funds used for the physical assessment of employees

0559 Contract or Temporary Labor

Costs for temporary employees contracted from agencies

0560 Jail/Judicial Services: Prisoners

Cost for Judicial Services for prisoners under city jail contract

0600 - 0699 CAPITAL OUTLAY

0601 Land

Cost of Land Purchased

0602 Buildings and Structures

Costs related to the purchase and improvement of city buildings, including additions, new systems, etc...

0603 Sanitary Sewer System

New or additions to sewer lines, manhole facilities, etc...

0604 Water Mains

New or additions to the city water distribution system

0606 Streets and Drainage

Cost of construction of streets , including curb, gutter, paving and bridges

0607 Park System

Capital playground equipment, swimming pools, tennis courts, etc...

0608 Furniture and Fixtures

Desks, tables, chairs, book cases, credenzas, etc...

0609 Machinery and Equipment

Pumps, rodding machines, lifts, car racks, mowers, fire equipment, major tools, etc...

0610 Motor Vehicles

Automobiles, trucks, tractors, trailers, etc...

0611 Books

Library books purchased

0612 Meters and Settings

New meters and settings to water system

0613 Fire Hydrants

New fire hydrants purchased

0614 Service Connections

Connections for new water service

0615 Radio Equipment

Purchase of mobile radio units, radar equipment, etc...

0616 Refuse Containers

New refuse containers used

0617 Office Equipment

Capitalized office equipment

0618 Data Processing / Computer Equipment

Purchase of computers, printers, modems, etc...

0619 Traffic Control Devices

Purchase of additional traffic signs , signals, and poles

0620 Software

Purchase of major capital computer software

0621 Signs

Purchase of miscellaneous signs

0622 Vehicle

Capitalized transferable accessories

0623 Films / Audio Visual

Films and audio visual items purchased by library

0624 Hand Held Meters

Purchase of new equipment for hand held meter reading

0625 Police Equipment

Capitalized miscellaneous equipment for police use

0626 Sewer Connections

New service connection for sewer

0627 Surplus - Auction Property

Adjustment for equipment retired from service and available for auction

0628 Emergency Preparedness Equipment

Capital purchase for Emergency Management activity

0629 Fire Equipment

Capitalized miscellaneous equipment for fire department use

0630 Safety Equipment - Water/Wastewater

Equipment purchased for water/wastewater employees

0633 Testing Equipment

Capitalized testing equipment such as vehicle and large equipment function testing items

0700-0799 TRANSFERS OUT

0701 Transfer to General Operating Fund

0702 Transfer to General Obligation Debt Service Fund

0705 Transfer to Water and Sewer Operating Fund

0707 Transfer to Water and Sewer Debt Service Fund

0708 Transfer to Wastewater Contingency Fund

0709 Transfer to Airport Operating Fund

0711 Transfer to Police Special Investigation Fund

0713 Transfer to Parks and Recreation Fund

0714 Transfer to Hotel/Motel Occupancy Fee Fund

0715 Transfer to Equipment Replacement Fund

0716 Transfer to 4A LEDC Fund

0717 Transfer to 4B LRDC Fund

0718 Transfer to Golf Course Operating Fund

0720 Transfer to HUD Housing Fund

0721 Transfer to Emergency 911 Fund

0722 Transfer to Airport Debt Service Fund

0723 Transfer to Golf Debt Service Fund

0724 Transfer to Bridge Debt Service Fund

0725 Transfer to Water and Sewer 1998 Bond Debt Service Fund

0726 Transfer to 4B LRDC Debt Service Fund

0731 Transfer to Human Relations Commission Fund

0732 Transfer to Grant/Code Enforcement Fund

0733 Transfer to Block Grant/Police Fund

0735 Transfer to Information Services Fund

0738 Transfer to PTR Excess Property Tax Reduction Fund

0739 Transfer to Street Reserve Fund

0740 Transfer to Streets Capital Improvement Fund

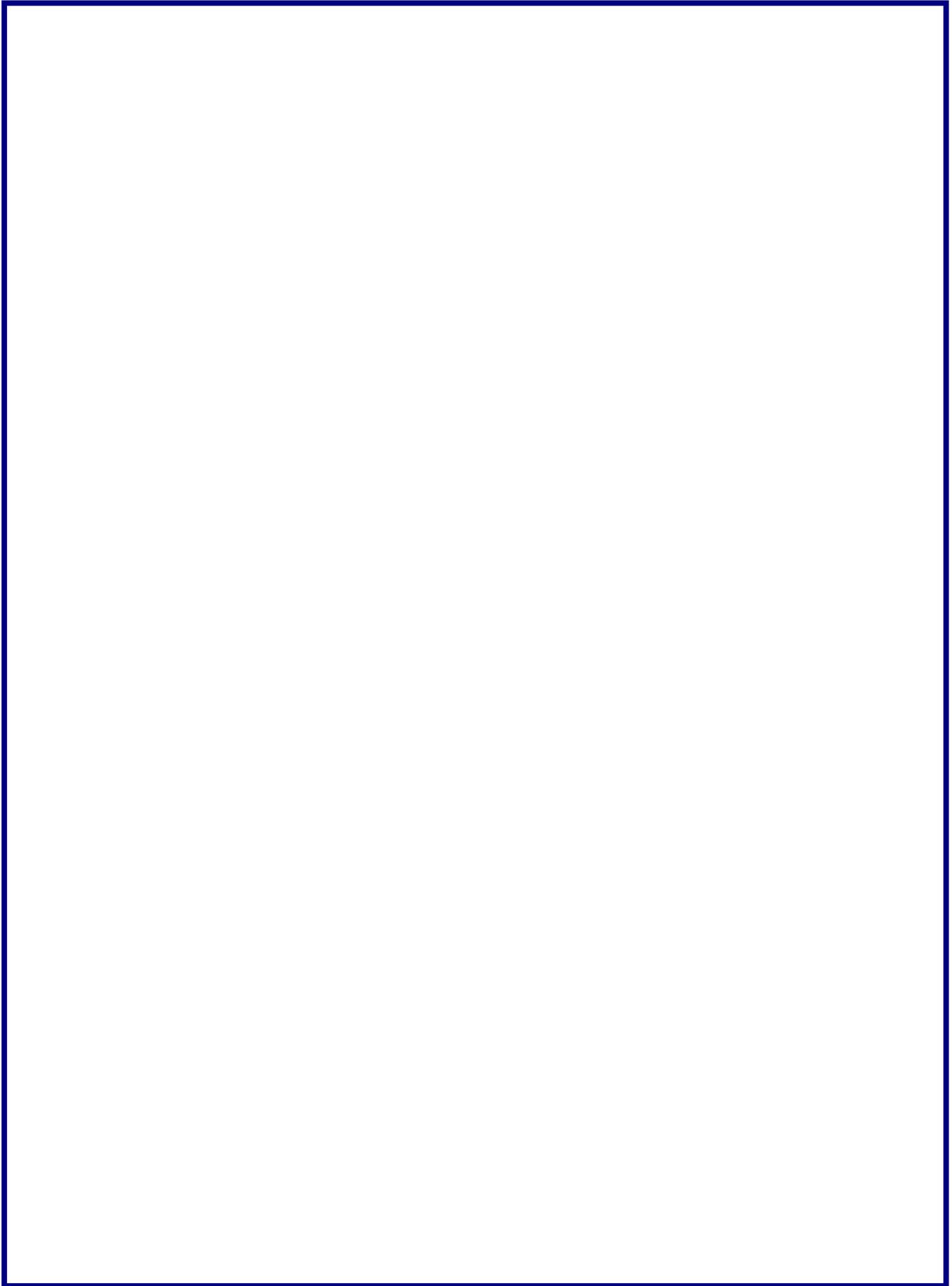
0741 Transfer to 4B Capital Improvements Fund

0743 Transfer to Citywide Capital Improvements Fund

0745 Transfer to Water and Sewer Construction Fund

0746 Transfer to 98 Bond Water and Sewer Construction Fund

0753 Transfer to Stormwater Drainage Fund



BUDGET GLOSSARY

City of Lancaster

Budget Glossary

Account Number (or Code): A ten or eleven digit number and individual account title assigned for accounting purposes.

Accounting System: The total set of records and procedures that are used to record, classify, and report information on an entity's financial status and operations.

Accrual Basis of Accounting: The method of accounting under which revenues are recorded when they are earned (regardless of when cash is received) and expenditures are recorded when goods and services are received (regardless if disbursements are actually made at that time).

Activity: A specific and distinguishable service performed by a department in order to accomplish a function for which it is responsible.

Activity and Athletic Fund: A fund created to account for financial resources to be used for community services. These include recreation classes, aquatics, and athletics.

ADA: Americans with Disabilities Act.

Adjusted Budget: Denotes adjustments to line item accounts within a fund/department. These are usually made throughout the year as needed to help managers and the control of expenditures within their budget.

Ad Valorem Tax: A tax computed from the assessed valuation of land and betterments within a taxing jurisdiction and subject to taxation on January 1.

Ad Valorem Tax Ordinance: The official enactment by the legislative body establishing the legal tax rate percentage applied to all taxable property.

Adopted Budget: Denotes City Council approved revenue and expenditure estimates for fiscal year indicated.

Airport Operating Fund: A fund established to account for the construction and operation of the airport. It is operated in a manner similar to private business enterprise where the intent is cost recovery.

Airport Debt Service Fund: Established to accumulate the resources for retirement of debt. Sources are transferred from the Airport Operating Fund.

Amended Budget: Denotes midyear revenue and expenditure estimate revisions from the adopted or adjusted budget of the fiscal year indicated.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and is limited to a one year period.

Arbitrage: The simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.

Assessed Valuation: A valuation set upon real estate or other property by the Dallas Central Appraisal District as a basis for levying taxes.

Assets: Resources owned or held by the City which have a monetary value.

Annual Financial Report: A financial report applicable to a single fiscal year.

Audit: A systematic examination of resource utilization concluding in a written report (CAFR). It is a test of management's internal accounting controls and is intended to:

- ascertain whether financial statements fairly present financial position and results of operations;
- test whether transactions have been legally performed;
- identify areas for possible improvements in accounting practices and procedures;
- ascertain whether transactions have been recorded accurately and consistently, and;
- ascertain the stewardship of officials responsible for governmental resources.

Automated Clearing House: ACH is an electronic network for financial transactions in the United States. It is the primary EFT system used.

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

Balanced Budget: A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues.

Basis of Accounting: A term used to refer to when revenues, expenditures, expenses, and transfers, and the related assets and liabilities, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Benefits: Payments to which employees may be entitled including vacation leave, sick leave, pension benefits, death benefits, and benefits due on termination of employment.

Bond: A written promise to pay a sum of money on a specific date(s) at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance.

Bond Covenant: A legally enforceable promise made by an issuer of bonds to the bondholder, normally contained in the bond resolution or indenture (e.g. pledged revenue).

Bond Indenture: A formal agreement, also called a deed or trust, between an issuer of bonds and the bondholder.

Bond Ordinance or Resolution: An ordinance or resolution authorizing a bond issue.

Bonded Debt: That portion of indebtedness represented by outstanding bonds.

Bridge Debt Service Fund: A general obligation debt service fund established to accumulate funds for retirement of certificates of obligation used for the construction of a bridge to promote future residential development. Proceeds are transferred from the General Obligation Debt Service Fund.

Budget: A financial plan of operations embodying an estimate of proposed means of financing it, for the period of one year. The "proposed budget" designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The "adopted budget" is the plan as modified and finally approved by that body. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

Budget Calendar: The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

Budget Document: The instrument used by the budget-making authority as the annual revenue expenditure plan for all funds.

Budget Message: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Budget Ordinance: The official enactment, by the City Council to legally authorize City Staff to obligate and expend resources.

Budgetary Control: The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and revenues.

CAFR: Comprehensive Annual Financial Report.

Capital Assets: Assets of significant value with a useful life of several years. Capital assets are also called fixed assets.

Capital Improvement Program: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Capital Outlay: Expenditures which result in the acquisition of or addition to fixed assets.

Cash Basis: The method of accounting under which revenues are recorded or recognized when received in cash, and expenditures are recorded or recognized when paid.

Certificate of Achievement for Excellence in Financial Reporting Program: A voluntary program administered by the GFOA to encourage governments to publish efficiently organized and easily readable financial reports and to provide technical assistance and peer recognition to the finance/budget officers preparing them.

Certificates of Obligation: Tax supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval by the City Council.

Chart of Accounts: A complete listing of all individual account titles and account numbers used by a governmental entity in its accounting system.

CIP: Construction In Process.

City Charter: The document of a home rule city similar to a constitution, which establishes the

city's government structure and provides for the distribution of powers and duties among the various branches of government.

City Council: The Mayor and six Council members collectively acting as the legislative and policy-making body of the city.

City Sales Tax: Revenue of a sales tax at the rate of 1% of total sales tax collected by the state.

City Sales Tax - PTR (Property Tax Reduction): Revenue of a sales tax at the rate of .25% to be used as a property tax reduction.

Combined Summary Statement: A summary of two or more funds that include a total of the funds presented.

Comprehensive Annual Financial Report (CAFR): The official annual report of a government that includes the general purpose financial statements (GPFS) and other financial information that provides more detail of the aggregated totals included in the GPFS. The CAFR also includes an extensive introductory section and detailed statistical section that covers ten years of trend data for a variety of indicators.

Contractual Services: The costs related to services performed for the city by individuals, business, or utilities.

Contributed Capital: The permanent fund capital of a proprietary fund. Contributed capital forms one of two classifications of equity found on the balance sheet of a proprietary fund. Contributed capital is created when a residual equity transfer is received by a proprietary fund, when a general fixed asset is transferred to a proprietary fund or when a grant is received that is externally restricted to capital acquisition or construction. Contributions restricted to capital acquisition and construction and fixed assets received from developers and customers, as well as amounts of tap fees in excess of related costs, also would be reported in this category.

Current Taxes: Taxes levied and due within one year.

Debt Limit: The maximum amount of outstanding gross or net debt legally permitted.

Debt Refunding: A common transaction in the government environment where debt is issued, usually at lower interest rates or more favorable terms, and the proceeds are used to "refund" outstanding debt. There are current refundings, where the old debt is repaid immediately, or advance refundings, where the proceeds of the new debt are placed into an escrow account and used to repay the bondholders of the old debt according to the payback terms.

Debt Service Funds: Funds established to account for the accumulation of resources for, and the payment of long-term debt principal and interest.

Deferred Compensation Plan: Plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes.

Deficit: The excess of an entity's liabilities over its assets, or the excess of expenditures or expenses over revenues during a single accounting period.

Delinquent Taxes: Taxes that remain unpaid on or after the date on which a penalty for non-payment is attached, i.e., tax statements are mailed out in October and become delinquent if unpaid by January 31.

Department: A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Disbursement: Payments for goods and services in the form of cash, check or electronic funds transfer.

Distinguished Budget Presentation Program: A voluntary program administered by the Government Finance Officers Association to

encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division: A major administrative organizational unit of the city which indicates overall management responsibility for one or more departments.

Effective Tax Rate: A comparison of the previous year's tax rate with a rate for the current year that will impose the same amount of taxes overall whether the values go up or down. Calculating an effective rate does not require the taxing unit to distinguish between maintenance and operation (General Operating Fund) and debt expense (G. O. Debt Service Fund).

Electronic Funds Transfer (EFT): EFT is a system of transferring electronically money from one bank account directly to another without any paper money changing hands.

Emergency 9-1-1 Fund: A fund established to account for financial resources to be used for emergency communications for Public Safety.

EMS: Emergency Medical Services.

EMT: Emergency Medical Technician.

Encumbrance: Obligation in the form of purchase orders, contracts of salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.

Enterprise Fund: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA: Environmental Protection Agency.

Equipment Replacement Fund: Established to account for funds designated for the replacement of the city's fleet.

Expenditures: A decrease in the net financial resources of the City due to the acquisition of goods and service.

FAA: Federal Aviation Administration.

FICA: Federal Insurance Contributions Act. (Income deductions for Social Security.) The two parts of this include: OASDI-Old Age, Survivors, Disability Insurance; and Medicare-Health Insurance.

Financial Advisor: In the context of bond issuances, a consultant who advises the issuer on any of a variety of matters relating to the issuance. The financial advisor is sometimes referred to as a fiscal consultant.

Financial Policies: Financial policies are used to enable the city to achieve a sound financial position. They are in writing and are updated as needed.

Financial Resources: Cash and other assets that, in the normal course of operation, will become cash.

Fiscal Year: A twelve month period to which the Annual Budget applies. The City of Lancaster has established October 1 to September 30 as its fiscal year.

Fixed Assets: Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include building, equipment, improvements other than buildings and land.

Fleet: Includes all city vehicles and off-road equipment.

FLSA: Fair Labor Standards Act.

Formal Bid: The formal bidding process is evidenced by strict controls and monitoring. Thresholds that determine whether a purchase or award of a contract requires formal bidding procedures are usually determined by state statute or local ordinance. The award of a contract or approval of a purchase that had to go through the formal bidding process usually requires direct approval of the entity's governing body.

Franchise Fees: A fee paid by public service utilities for use of public property in providing their services to the citizens of the community.

Fund: An accounting entity with a self-balancing set of accounts that recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. See Table of Contents where these are listed (with explanations) elsewhere in this document.

Fund Accounting: A governmental accounting system which is organized and operated on a fund basis.

Fund Balance: The excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

Fund Type: Categories into which all funds are classified in governmental accounting. These are: general, special revenue, debt service, capital projects, enterprise, internal service, trust and agency.

Funding: Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

FY: Fiscal Year.

GASB: Governmental Accounting Standards Board.

General Ledger: A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double entry bookkeeping, the debits and credits in a general ledger are equal.

General Long Term Debt: Long-term debt expected to be repaid from governmental funds.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP provide a standard by which to

measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

General Operating Fund: The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes police, fire protection, public works, parks and recreation, administrations, etc. Revenues include taxes, licenses and permits, etc.

General Obligation Debt Service Fund: The fund used to account for monies owed on interest and principal to holders of the city's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local governmental unit.

GIS: Geographic Information System.

Goals: Broad, general statements of each department's desired social or organizational outcomes. These usually do not change from year to year. (See Objectives)

G.O. Debt: General Obligation Debt.

Golf Course Operating Fund: A fund established to account for the construction and operation of the Golf Course. It will operate in a manner similar to private business enterprises where the intent is cost recovery.

Golf Course Debt Service Fund: The fund used to account for monies owed on interest and principal to holders of bonds for the Golf Course debt. The debt is supported by revenue provided through a transfer from the General Obligation Debt Service Fund utilizing revenue provided from real property which is assessed through the taxation power of the local governmental unit.

Governmental Accounting Standards Board (GASB): The authoritative accounting and financial reporting standard-setting body for governmental entities.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in

proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purpose for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and the liabilities of government fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

Grant: A contribution of assets (usually cash) by one governmental entity (or other organization) to another to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee. A Grant-Funded Program is a program requiring any amount of State and/or Federal funds.

Hotel/Motel Occupancy Fees Fund: A fund established to account for financial resources to be used for city promotions. A tax is levied upon the occupancy of any room or space furnished by any hotel. Revenue from this tax is used by the city for promotional functions, including the Chamber of Commerce, and special promotional events.

HUD Section 8 Housing (Housing and Urban Development): Program to provide housing assistance. It was enacted a part of the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. Lancaster's program started in 1974.

Informal Bid: The informal bidding process typically includes solicitation of informal bids from prospective vendors. The governing board is usually not involved in the approval process and

the parameters the bidders must work within are less stringent.

Infrastructure: The underlying permanent foundation or basic framework.

Interest Earnings: The earnings from available funds invested during the year in U.S. Treasury Bonds, Government Agencies, and Certificates of Deposits.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Control: A plan of organization for purchasing accounting, and other financial activities which, among others things, provides that:

- the duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed
- records and procedures are arranged appropriately to facilitate effective control.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one city department or cost center to other departments, on a cost-reimbursement basis. The Equipment (Fleet) Replacement Fund is an example of internal service funds.

Interfund Transfer: Amounts transferred from one fund to another. This is sometimes referred to as indirect costs or overhead, and are made to recognize and account for the fact that one fund incurs untraceable costs directly associated with another fund. The transfer ensures that each fund pays its fair share of the costs to operate that fund. Transfers can be classified as residual equity transfers or operating transfers. A transfer is the preferred method to cover these costs and those associated with operating these funds.

Investment: Securities, bonds, and real property (land or buildings) purchased and held for the

production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets.

Invoice: A bill provided by a vendor or contractor for goods or services rendered.

Materials and Supplies: Expendable materials and operating supplies necessary to conduct departmental activity.

LEDC (Lancaster Economic Development Corporation): A board created in August 1995. This board administers funds and projects for economic development in accordance with the 4-A Development Corporation Act of 1979, Article 5190.6.

4A-LEDC Fund: A fund used to account for administration, debt service and incentive programs for the LEDC.

LRDC (Lancaster Recreation Development Corporation): A board created in October 1995. This board administers funds and projects for developing and diversifying the recreational, educational, and cultural aspects of the city in accordance with the 4-B Development Corporation Act, Article 5190.6. Funding is received from .50% sales tax.

4B-LRDC (Lancaster Recreation Development Corporation) Fund: A fund used to account for administration, library, debt services, senior life center, recreation center and community park programs of the LRDC.

Levy: (1) Verb - to impose taxes, special assessments, or service charges for the support of government activities. (2) Noun - The total amount of taxes, special assessments, or service charges imposed by a government.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Line Items: See Account Numbers (Codes).

LISD: Lancaster Independent School District.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance. An average repayment schedule is 20 years.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Multi-Year Financial Plan: A financial overview with five years of projections for all operating funds is presented to city council in conjunction with budget workshops.

Municipal: Of or pertaining to a city or its government.

NCTCOG: North Central Texas Council of Governments.

Net Bonded Debt: Gross bonded debt less any cash or other assets, available and earmarked for its retirement and less all self-supporting debt (e.g., revenue bonds).

Note: A certificate pledging payment, issued by a government or bank.

Object Code: Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, supplies, etc.

Maintenance: All materials or contract expenditures covering repair and upkeep of city buildings, machinery and equipment, computer systems, and land.

Objectives: Specific statements of desired ends which can be measured. Objectives are targets used to obtain department goals.

Official Statement: A document prepared by local information on the proposed bond sale. The official statement includes information about the creditworthiness of the issuing government, as well as the amount and purpose of the bond issue and the planned means of the debt service repayment.

Operating Budget: The portion of the budget that pertains to daily operations that provide the basic government services. The use of annual operating budgets is required by State Law.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances. Ordinances and other legislation are not passed until the plans for and costs of endorsements are known.

Part-Time: Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

Per Capita Costs: The cost of service per person. Per capita costs are based on the population.

Performance Indicators: Financial ratios and non-financial information that identifies efforts, and gauges efficiencies and accomplishments of governments in providing services.

Performance Measures: Specific quantitative measures of work performed within an activity or program (e.g., total miles of street cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

Prompt Payment Act: Adopted in July, 1985 by the State, the Act requires the city to pay for goods and services within 30 days of receipt of invoice or the goods or services, whichever comes later. If this is not satisfied, the city may be charged interest on the unpaid balance at the rate of 1% per month.

Property Taxes: Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. GAAP uses are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Public Hearing: A formal meeting wherein the officials of the governing body hear the public's views and concerns about an action or proposal..

Purchase Order: A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Purchase Requisition: The initial purchase request document that, if approved, is the basis for the preparation of the official purchase order.

Personnel Services: The costs associated compensating employees for their labor (includes salaries and fringe benefits).

Rating Agencies: Independent rating services that evaluate the creditworthiness of government entities in the process of issuing bonded debt.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds,

Reimbursement: Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.

Replacement Cost: The cost of an asset which can render similar service, but which need not be of the same structural form as the property to be replaced.

Request for Proposals/Quotations (RFP/RFQ): Formal requests that government entities use in procuring professional services and purchasing major items of equipment or awarding construction contracts. The requests specify the government's requirements for the services requested and the parameters the bidders must consider in submitting their bids for the contract.

Reserve: An account used to indicate that a portion of a fund balance is restricted for specific purpose.

Resolution: A special or temporary order of a legislative body. An order of a legislative body requiring less legal formality than an ordinance or statute. (See Ordinance)

Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, interest income, etc.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific revenue source for some future period (typically a future fiscal year).

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economic method.

Rollback Tax Rate: This is made up of two separate components. The maintenance and operation portion of the rollback tax rate is the tax rate that is needed to raise eight percent more operating funds than the unit levied in the preceding year. The debt rate portion is the tax rate that is needed to pay the debt payments in the coming year. This part of the calculation does not depend on the prior year debt taxes at all - it simply considers what the unit will actually need for the coming year.

ROW: Rights-of-Way.

Single Audit: An audit performed in conjunction with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act requires governments to have one audit performed to meet the needs of all federal grantor agencies.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Investigation Fund: A fund established to account for financial resources to be used by the Police Department for special investigations.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes,

Stormwater Fund: A fund created to account for financial resources used for the operations, administration, and debt services for storm water drainage.

Street Improvements Capital Fund: A fund used to account for financial resources designated for street and drainage improvements and to assemble costs related to these improvements.

Supplemental Request: A request to budget an activity at a level above current service levels in order to achieve increased or additional objectives.

Tax Base: The total value of all real and personal property in the city as of January 1st of each year, as certified by the Appraisal Review Board. The tax base represents net value after all exemptions.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: A percentage applied to all taxable property to raise general revenue. It is derived by dividing the total tax levy by the taxable net property valuation.

TMRS: Texas Municipal Retirement System.

TNRCC: Texas Natural Resources Conservation Commission.

TRA: Trinity River Authority.

Trial Balance: A list of the balances of the accounts of a general ledger by debit and credit amounts.

TXDOT: Texas Department of Transportation.

User Charge: Charges or fees levied to recipients of a particular service (e.g., water, wastewater, waste collection).

W & S: Water and Sewer.

Water and Sewer Fund: A fund created to account for financial resources used for the operations and specific projects of a pump station, storage reservoir, elevated storage tank, waterline improvements, and debt service. It is operated in a manner similar to private business enterprises where the intent is cost recovery.

Working Capital: The amount of current assets which exceeds current liabilities.

Yield: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

INVESTMENT POLICY

RESOLUTION NO. 2015-09-70

A RESOLUTION APPROVING AND ADOPTING THE CITY OF LANCASTER INVESTMENT POLICY; PROVIDING THAT ALL FUNDS OF THE CITY BE MANAGED AND INVESTED IN A MANNER THAT SERVES TO SATISFY THE REQUIREMENTS OF THE LOCAL GOVERNMENT CODE CHAPTER 2256, "PUBLIC FUNDS INVESTMENT ACT"; MAKING VARIOUS PROVISIONS RELATED TO THE SUBJECT; PROVIDING THAT THE SAME SHALL BE IMPLEMENTED; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act" requires the city to adopt a written investment policy regarding the investment of its funds by rule, order, ordinance, or resolution; and

WHEREAS, the "Public Funds Investment Act" requires the treasurer; the chief financial officer, if not the treasurer, and the investment officer of the city to attend investment training; and

WHEREAS, the investment officers of the city have attended an investment training course as required by the "Public Funds Investment Act"; and

WHEREAS, the attached investment policy and incorporated strategy comply with the "Public Funds Investment Act", as amended, and authorize the investment of city funds in safe and prudent investments; and

WHEREAS, the City council must review and approve such Investment Policy at least once annually; and

WHEREAS, the City Council hereby affirms that the written investment policy will continue to protect City assets by identifying investment objectives, addressing the issues of investment risk versus rewards, and providing the framework for the establishment of controls, limitations and responsibilities of City employees in the performance of their fiduciary responsibilities;

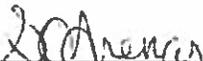
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

SECTION 1. The City of Lancaster has complied with the requirements of the "Public Funds Investment Act", and the Investment Policy, as amended, attached hereto and incorporated herein by reference as Exhibit "1," is hereby adopted as the investment policy of the City effective September 14, 2015;

SECTION 2. This resolution shall take effect immediately from and after its passage, as the law and charter in such cases provide.

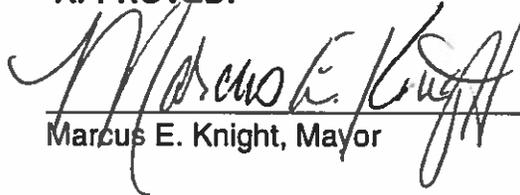
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 14th day of September, 2015.

ATTEST:



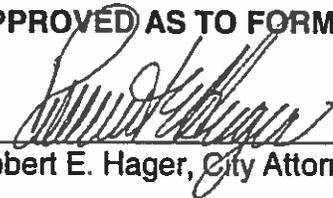
Sorangel O. Arenas, City Secretary

APPROVED:



Marcus E. Knight, Mayor

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

INVESTMENT POLICIES

Table of Contents

I. Purpose	1
II. Policy	1
III. Scope	1
IV. General Objectives and Strategy	
A. Safety	2
B. Public Trust	2
C. Liquidity	2
C. Diversification	2
D. Yield	2
V. Legal Limitations, Responsibilities and Authority	3
VI. Standards of Care	
A. Delegation of Authority	3
B. Prudence	3
C. Internal Controls	4
D. Ethics and Conflicts of Interest	4
E. Training	5
VII. Authorizations	
A. Authorized Investments	5
B. Competitive Bids	6
C. Delivery vs. Payment	6
D. Exemption for Existing Investments	6
E. Authorized Financial Dealers and Institutions	6
VIII. Diversification and Maturities	7
IX. Safekeeping and Collateralization	7
X. Performance Evaluation and Reporting	
A. Methods	8
B. Performance Standards	9
C. Marking to Market	9
XI. Depositories	9
XII. Adoption by Council	9
EXHIBITS	
A - Authorized Investment Officials	10
B - Statement of Ethics and Conflicts of Interest	11
C - Approved Broker/Dealers, Financial Institutions and Investment Pools	12
D - Certification by Business Organization	13

City of Lancaster, Texas Investment Policy

I. Purpose

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Lancaster, Texas, the Lancaster Economic Development Corporation, and the Lancaster Recreation Development Corporation (City) in order to achieve the objectives in order of priority; safety, public trust, liquidity, diversification, and yield for all investment activity. This policy ensures compliance with Chapter 2256, Public Funds Investment Act of the Government Code to define, adopt and annually review the investment policy of the City.

II. Policy Statement

It is the policy of the City of Lancaster that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act ("The Act"). The earnings from investment will be used in a manner that best serves the interest of the City.

III. Scope

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds shall be defined in the City's Annual Financial Report and any new funds created by the City unless specifically exempted by the City Council and this policy.

IV. Objective and Strategy

The City shall manage and invest with five primary objectives, listed in order of priority: safety, public trust, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements the maximum weighted average maturity of the overall portfolio may not exceed six months.

- A. **Safety**
Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

- B. **Public Trust**
All parties of the City's investment process shall seek to act responsibly as custodians of the public trust. Investment advisors and officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively and maintain a sound, sustainable city government.

- C. **Liquidity**
The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating and debt/bond requirements which might be reasonably anticipated.

- D. **Diversification**
Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding will be used on each sale and purchase.

- E. **Yield**
The City's investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. "Market rate of return" may be defined as the average yield of the current six month U.S. Treasury Bill.

Additional priorities are: (1) understanding of the suitability of the investment to the financial requirements of the city; and (2) marketability of the investment if the need arises to liquidate the investment before maturity.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

V. Legal Limitations, Responsibilities and Authority

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

VI. Standards of Care

A. Delegation of Investment Authority

The Chief Financial Officer, acting on behalf of the City is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Director of Finance is designated as the Chief Financial Officer for the City of Lancaster. The Chief Financial Officer is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in the investment management and procedures. All participants in the investment process shall seek to act as a prudent person as custodian of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this policy. The Procedures will include reference to safekeeping, require and include the "Bond Market Master Repurchase Agreements" (as applicable), wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is unavailable.

No officer or designee may engage in an investment transaction except as provided under the terms of this policy.

Authorization Resolution

A Trading Resolution shall be established authorizing the investment Officer to engage in investment transactions on behalf of the City. The persons authorized by the Resolution to transact business for the City must also be authorized to approve wire transfers used in the process of investing.

B. Prudence

The standard prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and the appropriate action is taken to control adverse market effects.

C. Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived and (b) the valuation of costs and benefits requires estimates and judgments by management. Therefore, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. Quarterly Investment Reports must be formally reviewed at least annually by the independent auditor and reported to the City Council.

A compliance audit of management controls on investments and adherence to the City's established investment policies will be conducted in conjunction with the City's annual audit by the independent auditor.

Cash Flow Forecasting

Cash Flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

D. Ethics and Conflicts of Interest

City employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall properly disclose to the City Manager and City Secretary any material financial interest in a financial institution that conducts business with the City.

An investment officer or City Council member of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a disclosure statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a state with the Texas Ethics commission and the City Council disclosing that relationship.

- E. **Training** - Investment officials must complete at least 10 hours of investment training within 12 months of taking office or assuming duties, and shall attend an investment training session not less than once in a two year period and receive not less than 10 hours of instruction relating to investment responsibilities. The City shall provide the training through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with Public Funds Investment Act (PFIA). Professional organizations and associations that may provide investment training included the Government Treasurer's Organization of Texas, the University of North Texas, the Government Finance Officers Association of Texas, or the Texas Municipal League.

VII. Authorizations

A. Authorized Investments

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMOs);
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with the bank, not to exceed one year to stated maturity;
- C. Repurchase agreement and reverse repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed

Bond Market Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer. Flex repurchase agreements used specifically for capital projects may extend beyond two years but only to match the expenditure plan of the projects;

- D. No-load, SEC registered money market funds, each approved specifically before use by the City;
- E. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act; and

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this policy has been amended and the amended version is approved by the City Council.

B. Competitive Bidding Requirement

All securities, including certificates of deposit, will be purchased or sold after three (3) offers/bids are taken to verify that the City is receiving fair market value/price for the investment.

C. Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis.

- D. Exemption for Existing Investments – Any investment currently held that does not meet the guidelines of this policy, but are authorized investments at the time of purchase, shall be exempted from the requirements of this policy and is not required to be liquidated. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.**

E. Authorized Financial Dealer and Institutions

All investments made by the City will be made through either the City's banking services bank or a primary dealer. The Investment Officer will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. The City Council must review, approve and adopt the Authorized List of Brokers on at least an annual basis.

Securities broker/dealers must meet certain criteria as determined by the Investment officer. The following criteria must be met by those firms on the list:

- Provision of an audited financial statement each year

- Proof of certification by the National Association of Securities Dealers (NASD) and provision of CRM number
- Proof of current registration with the State Securities Commission

Every broker/dealer and bank the City transacts business with will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

VIII. Diversification and Maturity Limitations

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Repurchase agreements	100%
Money Market funds	100%
For Bond funds	80%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent ownership of pool	not to exceed 20%
For bond funds	not authorized

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than five (5) years. The Investment Officer may not invest any portion of the portfolio for a period greater than ten (10) years.

IX. Safekeeping and Collateralization

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by an independent Third Party safekeeping agent.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

Collateralization

Collateralization is required on the time and demand deposits over the FDIC insurance coverage of \$250,000 and repurchase agreements.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third party safekeeping agent.

Securities pledged as collateral will be held in the City's name by an independent third party with whom the City has a current custodial agreement. The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relation to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least quarterly to assure that the market value of the pledged securities is adequate.

X. Performance Evaluation and Reporting

A. Methods – The Investment Officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner consistent with the requirements of Section 2256.023 (Internal Management Reports) of the PFIA, and that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Council.

An independent auditor shall formally review the quarterly reports prepared under this section at least annually, and that auditor shall report the results of the review to City Council.

B. Performance Standards – The investment portfolio shall be managed in accordance with the objectives specified in this policy (safety, liquidity, and yield). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. The investment officer shall determine whether market yields are being achieved by comparing the portfolio market yield to the three (3) month U.S. Treasury Bill, the six (6) month U.S. Treasury Bill and the two (2) year U.S. Treasury Note.

C. Marking to Market – The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. The market value of each investment shall be obtained from a source such as the Wall Street Journal, a reputable brokerage firm or security pricing service and reported on the investment reports.

XI. Depositories

The City will designate one banking institution through a competitive process as its central banking services provider at least every three years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to the City.

XII. Investment Policy Adoption by City Council

The City's Investment Policy shall be adopted annually by the City Council. The policy and strategies shall be reviewed on an annual basis prior to adoption. A written resolution approving the review and changes to the policy will be passed and recorded by the City Council.

EXHIBIT A

**City of Lancaster, Texas
Authorized Investment Officials**

Cynthia A. Pearson, Director of Finance

Baron Sauls, Assistant Finance Director

EXHIBIT B

**City of Lancaster, Texas
Statement of Ethics and Conflicts of Interest**

Investment officials for the City of Lancaster shall refrain from personal business relationships with business organizations that could conflict with the proper execution of the investment program, or which could impair their ability to make partial investment decisions. This would only apply to personal business relationships with business organizations that have been approved by City Council to conduct investment transactions with the City of Lancaster.

An investment official is considered to have a personal business relationship with a business organization if:

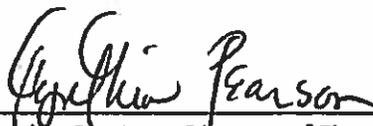
- (1) The investment official owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business.

- (2) Funds received by the investment official from the business organization exceed 10 percent of the investment official's gross income for the previous year.

- (3) The investment official has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment official.

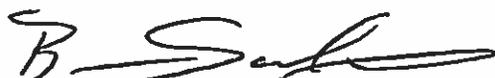
I do hereby certify that I do not have a personal business relationship with any business organization approved to conduct investment transactions with the City of Lancaster, nor am I related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the City of Lancaster as of the date of this statement.

City of Lancaster
Investment Officials



Cynthia Pearson, Director of Finance

9/17/15
Date



Baron Sauls, Assistant Finance Director

9/17/15
Date

EXHIBIT C

**City of Lancaster, Texas
Approved Broker/Dealers, Financial Institutions and Investment Pools**

Broker/Dealers

Coastal Securities

Duncan-Williams, Inc.

First Southwest Company

Public Depositories

JP Morgan Chase, NA (Primary)

Investment Pools

TexPool

LOGIC

Texas Class

CITY FACILITY INFORMATION

City of Lancaster

Facilities

P. O. Box 940 Lancaster, Texas 75146

Web Site: www.lancaster-tx.com

Request City Services: www.lancaster-tx.com

Municipal Center • 211 North Henry Street • Lancaster, TX 75146

Department	Office	Fax
Administration/City Manager	972-218-1300	972-275-0917
Community Relations	972-218-1301	972-275-0921
City Secretary	972-218-1311	972-275-0923
Finance	972-218-1322	972-275-0913
Utility Administration	972-218-1328	972-275-3695
Purchasing	972-218-1329	972-218-3621
Economic Development	972-218-1314	972-218-3684
Building Services	972-218-3707	

Development Service Center • 700 East Main Street • Lancaster, TX 75146

Department	Office	Fax
Animal Services	972-218-1210	972-227-7220
Code Compliance	972-218-1200	972-227-7220
Building Inspections	972-218-1200	972-227-7220
Streets/Stormwater	972-218-1200	972-227-7220
Parks	972-218-2306	972-218-3655
Planning	972-218-1200	972-227-7220
Engineering	972-218-1200	972-227-7220

Public Safety Building • 1650 North Dallas Avenue • Lancaster, TX 75134

Department	Office	Fax
Police	972-218-2700	972-218-8074
Fire Station #1	972-218-2600	972-218-9835
Information Technology	972-218-2740	972-218-3606

Fire Station #2 • 3132 North Houston School Road • Lancaster, TX 75134

Department	Office	Fax
Station #2	972-218-2644	972-224-7377

Fire Station #3 • 1960 West Beltline Road • Lancaster, TX 75134

Department	Office	Fax
Station #3	972-218-2660	972-218-1729

City Marshal • 220 West Main • Lancaster, TX 75146

Department	Office	Fax
City Marshal	972-218-1340	972-223-8554

Municipal Court • 220 West Main • Lancaster, TX 75146

Department	Office	Fax
Municipal Court	972-218-1334	972-223-4076

Recreation • 1700 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Recreation	972-218-3700	972-218-3648
Parks and Recreation Administration	972-218-3706	972-218-3648

Senior Life Center • 240 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Senior Life Center	972-218-3780	972-218-3694

Veterans Memorial Library • 1600 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Library	972-227-1080	972-227-5560

Fleet Services • 521 East Third Street • Lancaster, TX 75146

Department	Office	Fax
Fleet Services • 521 East Third Street • Lancaster, TX	972-275-1461	972-218-5639

James R. Williams Pump Station • 1999 North Jefferson • Lancaster, TX 75146

Department	Office	Fax
Public Works Administration	972-218-1752	972-227-8168
Water/Waste Water	972-218-2324	972-218-3644

**Lancaster Visitors Center and State Auxiliary Museum
• 103 North Dallas Avenue • Lancaster, TX 75146**

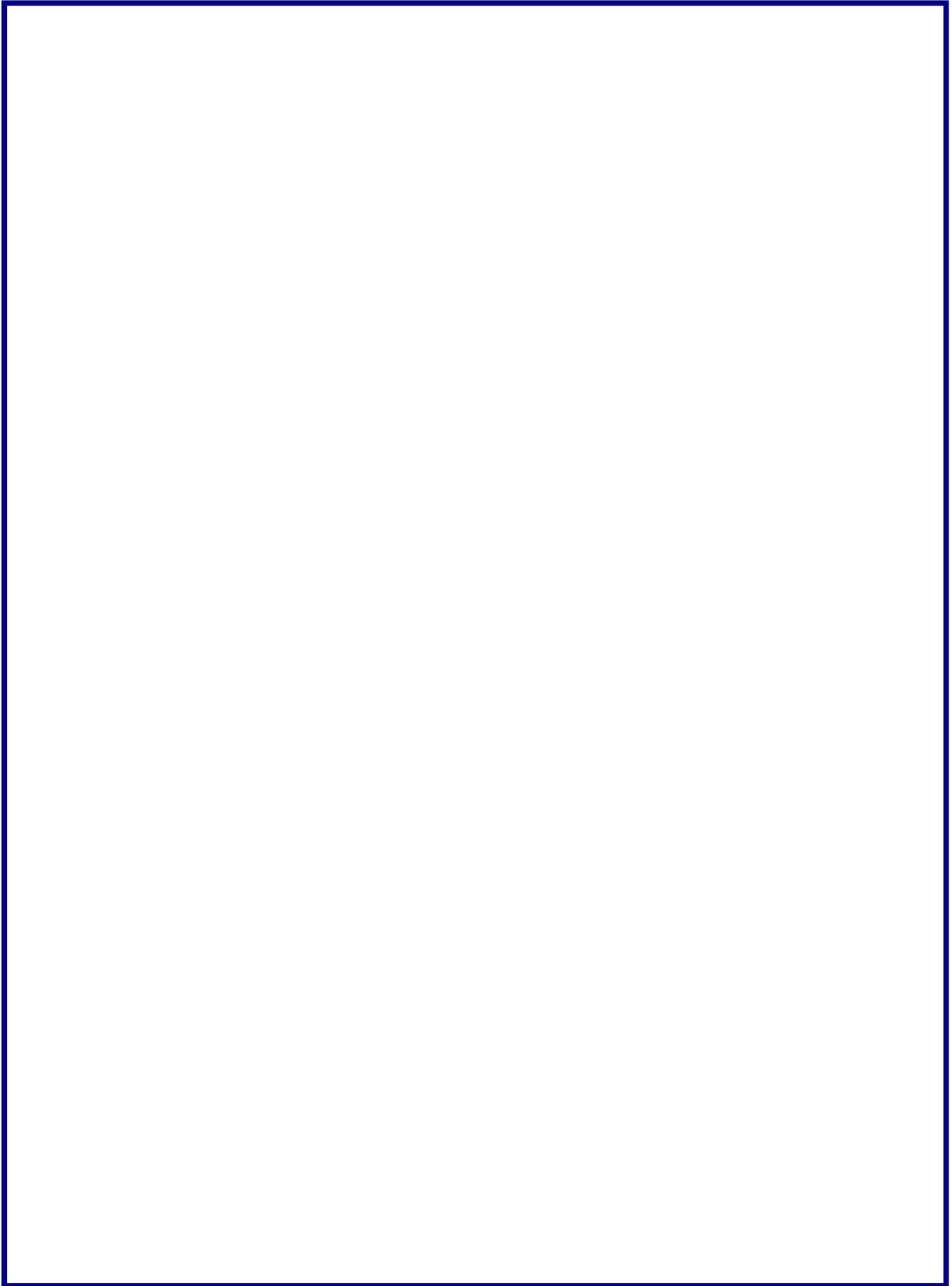
Department	Office	Fax
Visitors Center & State Auxiliary Museum	972-227-3791	972-218-3618

Country View Golf Course • 240 West Beltline Road • Lancaster, TX 75146

Department	Office	Fax
Golf Course	972-227-0995	972-227-7858

Lancaster Regional Airport • 730 Ferris Road • Lancaster, TX 75146

Department	Office	Fax
Airport	972-227-5721	972-275-0918



For additional information, please contact:

Opal Mauldin-Robertson, City Manager
972-218-1304 orobertson@lancaster-tx.com

Rona Stringfellow, Assistant City Manager
972-275-1722 rstringfellow@lancaster-tx.com

Fabrice Kabona, Assistant to the City Manager
972-218-1324 fkabona@lancaster-tx.com

