

CITY OF LANCASTER

2007-2008 Annual Budget





City of Lancaster, Texas

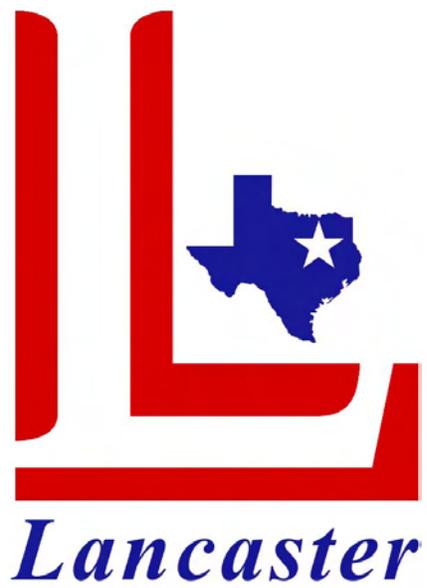
Annual Budget



For Fiscal Year

October 1, 2007 to September 30, 2008

As Presented To Mayor and City Council



City of Lancaster

Principal City Officials

City Council

Joe Tillotson.....	Mayor.....	Term Expires May 2008
Carol Strain-Burk	Mayor Pro Tem, District 1.....	Term Expires May 2010
C.R. “Dick” Headen...	Council Member, District 2	Term Expires May 2008
Susan Anderson.....	Council Member, District 3	Term Expires May 2010
James Daniels	Council Member, District 4	Term Expires May 2008
Clyde Hairston.....	Deputy Mayor Pro Tem, District 5.....	Term Expires May 2010
G. Gigi White	Council Member, District 6	Term Expires May 2008

City Executive Staff

Rickey Childers.....	City Manager
Opal Mauldin-Robertson.....	Assistant City Manager
Dolle Shane.....	City Secretary
Ed Brady.....	Director of Economic Development
Carl Wessels	Director of Finance
Dick Knopf.....	Fire Chief
Dori Lee.....	Director of Human Resources
Gary Sims	Director of Parks & Recreation
Rona Stringfellow.....	Director of Planning & Housing
Pat Stallings	Interim, Police Chief
Jim Smith.....	Director of Public Works





City Council Goals and Objectives



FIVE YEAR GOALS

Financially Sustainable City Government

Higher Quality Development:
Residential and Commercial

City – an Organization of Excellence

Enhanced City Infrastructure and Facilities

Greater Community Unity and Pride

The Preferred Place to Live:
Professionals and Families

Policy Agenda 2007-2008

TOP PRIORITY

- Road Reconstruction & Improvements: Funding
- Annexation Plan and Action
- Downtown Development Plan TIF (Tax Increment Financing) & PID (Public Improvement District)
- Airport Area Development Plan & Overlay (Lanport) Development
- City-School Strategy: Staff, Council, and Community

HIGH PRIORITY

- Financial & Investment Policies Refinement
- Financial Commitments Analysis & Funding
 - I-35 Overlay Plan & District
 - Allen Group Development
- Nokomis Road Bridge Stream Bank Protection: Funding
- Comprehensive City-Wide Litter Control Program

LANCASTER MISSION

LANCASTER CITY GOVERNMENT
is **FINANCIALLY SUSTAINABLE**
and provides
EFFICIENT, CUSTOMER-FRIENDLY SERVICES
Our citizens have **TRUST AND CONFIDENCE IN**
CITY GOVERNMENT AND LEADERS.

LANCASTER VISION 2022

LANCASTER IS A PROUD VIBRANT CITY.
We Celebrate Our Diversity and History,
Preserve Our Natural Beauty, and
are the Economic Hub of South DFW Metroplex.
Our Citizens Take Pride in Our City.

THE LANCASTER COMMUNITY
is the Best Place to Live
with Excellent Schools and
Educational Opportunities
and Attractive Corridors and Neighborhoods.
Our Citizens Enjoy Convenient Living.

MAJOR PROJECTS 2007-2008

- * Public Safety Building
- * Senior Center Building
- * Municipal Courts
- * I-20 Service Road: Construction
- * Dallas Avenue Utility Replacement (Beltline to Pleasant Run): Construction
- * Fire station 2: Renovation
- * Sewer Lift Station Upgrade: Construction
- * Visitor's Center: Construction
- * Community Park Improvements (Pavilion, Playground Equipment, Trails, Basketball Court)



City of Lancaster

2007-2008 Annual Budget



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City of Lancaster

Our Mission



LANCASTER CITY GOVERNMENT

Is *FINANCIALLY SUSTAINABLE* ⁽¹⁾

and provides

EFFICIENT, CUSTOMER-FRIENDLY SERVICES. ⁽²⁾

Our citizens have

TRUST AND CONFIDENCE IN

CITY GOVERNMENT AND LEADERS. ⁽³⁾







October 1, 2007

The Honorable Mayor Joe Tillotson and
Members of the City Council
211 N. Henry St.
Lancaster, TX. 75146

Dear Mayor Tillotson and Councilmembers:

It is with pleasure that I present to you the Fiscal Year 2007-2008 City of Lancaster Annual Operating Budget. With increasing commercial growth, this past year the City has experienced an overall 11.2% increase in the tax base. With this in mind, the proposed budget provides for an improvement in basic services, a modest expansion of services in several areas, and improvements in the City's competitive position in the employee market place. This budget continues to maintain healthy reserves well within the Council's established fund balance policy. Most importantly, this budget provides funding that follows the Council's goal of positioning the City for future growth. The proposed budget has been developed with the continuing goal of providing sustained financial stability with an additional goal of providing modest growth in services over the next several years.

This budget presents in financial terms the overall plan to accomplish the City's program of services and priorities during the fiscal year by incorporating the following objectives:

- Maintaining the approved tax rate,
- Maintaining and/or improving basic services levels,
- Addressing City Council goals,
- Improving our market position as it relates to employee compensation,
- Positioning the City to effectively address growth,
- Incremental implementation of the budget based on economic growth.

The total proposed budget for all funds for Fiscal Year 2007-2008 is \$56.7 million with total authorized staff of 287 full-time employees.

BUDGET HIGHLIGHTS

General Fund Revenues

While some areas of the Metroplex continue to experience a sluggish economy, Lancaster continues to grow. The City's total tax base rate increased by \$172 million of which 48% of this increase was attributed to the \$83 million in new construction. Based on the Certified Tax Roll, the City's tax base increased to \$1.7 billion. With this growth and with the growth anticipated next year, we have established a tax rate increase to \$0.7375 per \$100 of valuation.

The proposed revenue in the General Fund is \$21.1 million compared to \$19.6 million in the prior year. This represents an increase of \$1,448,072, or approximately 9%. This increase is largely made

up of an increase in property values, fines and fees, and an increase in license and permit revenues. Included in this increase is property tax revenue of \$1.2 million.

General Fund Expenditures

General Fund expenditures are proposed at \$22.67 million or an 11% increase over FY 2006- 2007. In keeping with the goal of ensuring sufficient reserves for all funds, the General Fund maintains the reserves at a level that is sufficient to support operations for at least 42 days, which is 12% of proposed expenditures.

Other Budget Highlights

Much of the focus in this budget is positioning the City for the growth that we expect to see over the next few years and improving the City's aging infrastructure. In order to accomplish these two things and maximize limited resources, an emphasis is being placed on street maintenance. This includes an increase in the maintenance and operation for repair and replacement. Funding for these plans will also be included in the November bond election. Additional funding has been allocated for additional public services personnel, including police officers, fire fighters, and additional support positions.

Water and Sewer Fund

Fiscal year 2008 water and sewer revenues are expected to increase by approximately \$424,200 or 4.6% from fiscal year 2007. This is a somewhat low estimate is based on a cool wet summer and lower water consumption than in previous years.

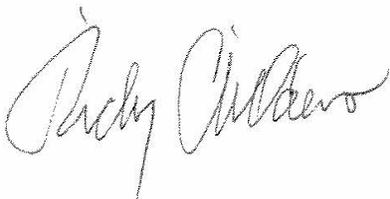
Expenses for fiscal year 2008 are budgeted at \$12.5 million or \$2.6 million above estimated fiscal year 2007. Increases include additional personnel for Utility Accounting, and nearly \$300,000 for capital improvements to the water mains. At \$11.7 million or 342 days, the proposed fiscal year 2008 budget maintains the Water and Sewer fund balance in a strong position at 94%.

Summary

The Executive Overview section that follows this memo provides additional details regarding other items included in the adopted budget.

The City of Lancaster continues to strive towards becoming an organization of excellence. That excellence is founded on the dedication, skills and talents of the City Council and staff. I would like to take this opportunity to thank the City Council and staff for the endless hours and hard work in compiling this budget. These efforts will result in a sound financial plan and program of work that will align the City with both its financial capabilities and positive opportunities.

Respectfully submitted,



Rickey C. Childers
City Manager



EXECUTIVE OVERVIEW

This Executive Overview has been prepared as a general overview to the FY 2007-2008 Budget for the City of Lancaster. It provides a brief review of the fiscal plans of the City Council and Administration for the fiscal year.

Annually the City Council meets at a Council retreat. With the assistance of a facilitator, the City Council reviews the progress of current projects and develops goals for the upcoming budget year. The City Manager uses these goals to provide guidance during the budget process. The City Manager shares Council goals with directors and managers to ensure that the goals are incorporated in the work plan for each department. These goals form the framework of the budget, and provide direction every fiscal year for each department.

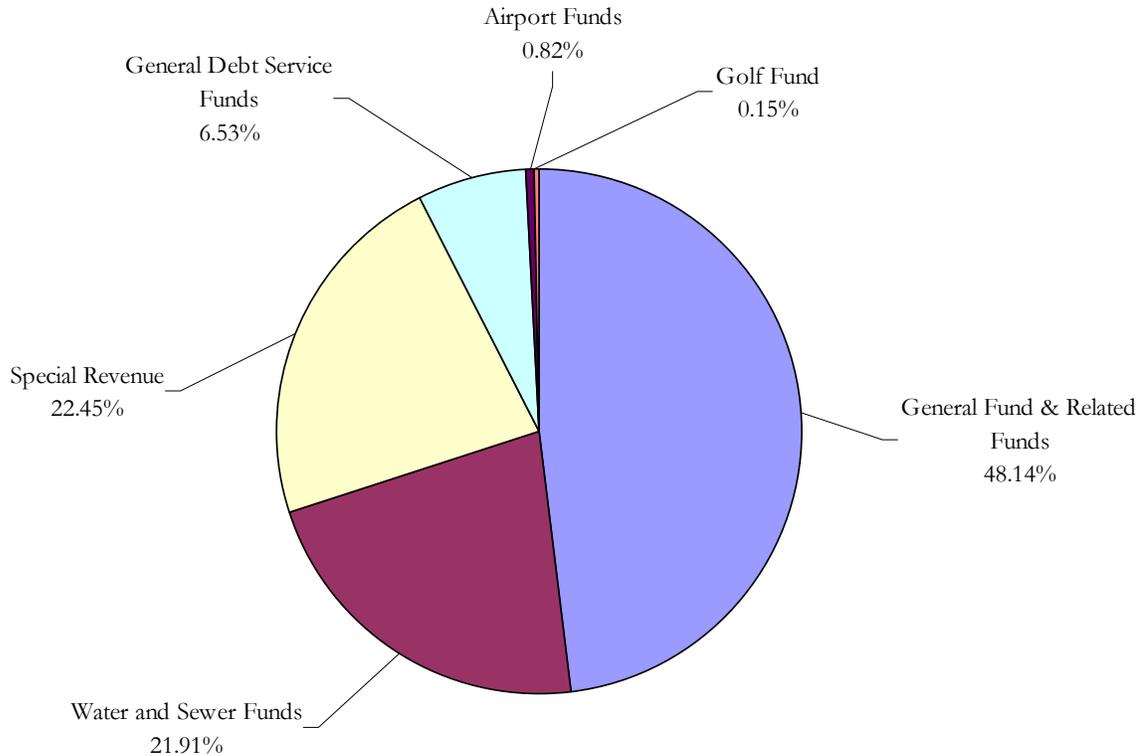
Department managers submit project proposals to help achieve Council goals. The progress of the goals is reviewed by the City Manager, and progress is updated and shared with City Council and residents.

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: Council goals incorporated in the 2007-2008 budget are as follows:

1. Financially Sustainable City Government
2. Higher Quality Development: Residential and Commercial
3. City –an Organization of Excellence
4. Enhanced City Infrastructure and Facilities
5. Greater Community Unity and Pride
6. Becoming the Preferred Place to Live: Professionals and Families

The Council goals have been expanded to reflect more detail and provide easy distribution throughout the community. The details related to these goals are discussed in more detail in this executive overview. We will continue to review these goals annually to ensure planned progress is consistent with Council ideas.

SUMMARY OF EXPENDITURES BY FUND



GENERAL FUND

The General Fund provides basic City services that are supported through tax revenues and user fees. The General Fund accounts for approximately 48% of total revenues of the City. Based on historical information and economic trends, the 2007-2008 adopted budget for the General Fund reflects a conservative revenue projection of \$21.1 million. Total budgeted General Fund revenue increased 9.3% compared to 2006-2007 budgeted revenues of \$19.6 million. The majority of this increase is related to a 9% increase in assessed values. A discussion of each of the primary sources of revenue in the General Fund is included in the following pages.

PROPERTY TAX

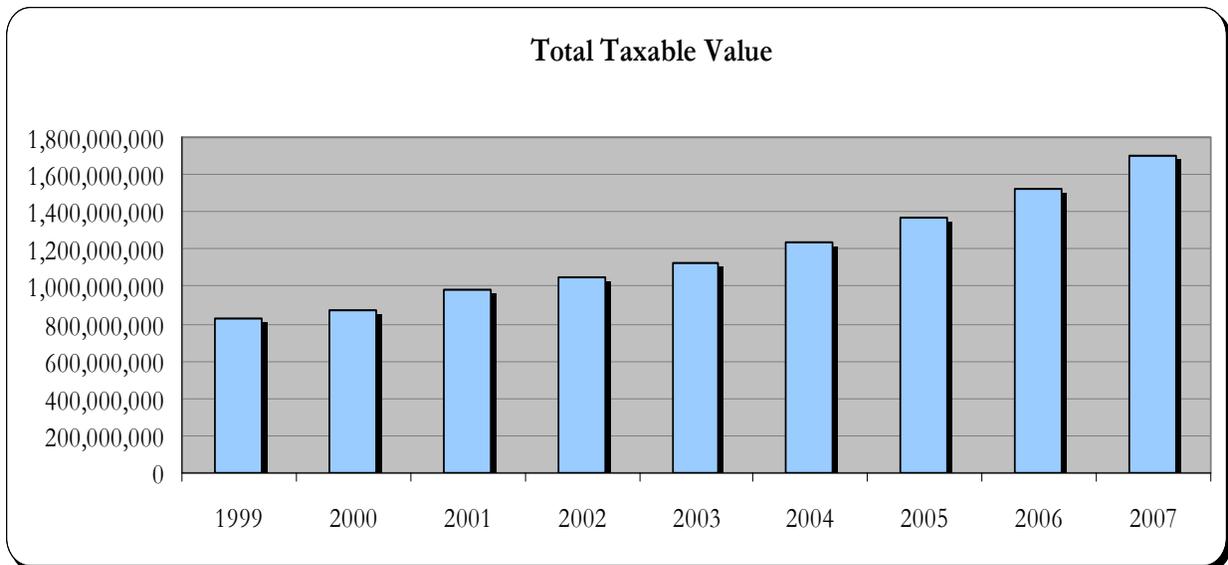
The General Fund's single largest source of revenue is the property tax. Except those with specific exemptions or abatements, property taxes are assessed to all property owners in Lancaster. General property tax revenues are derived from taxes levied based upon the assessed value of real property and 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, at .7375 per \$100 of assessed valuation, is well within the tax limit.

Property tax revenue is budgeted 8.95% higher than the previous budget. Current property tax revenue for 2007-2008 is budgeted at \$10.1 million. Over the past ten years, Lancaster's property tax based has increased from \$688 million in 1996 to the current base of \$1.7 billion. 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
- ❖ Library Facilities
- ❖ Neighborhood Services
- ❖ Public Streets Maintenance
- ❖ Animal Control Services
- ❖ Emergency Management Services



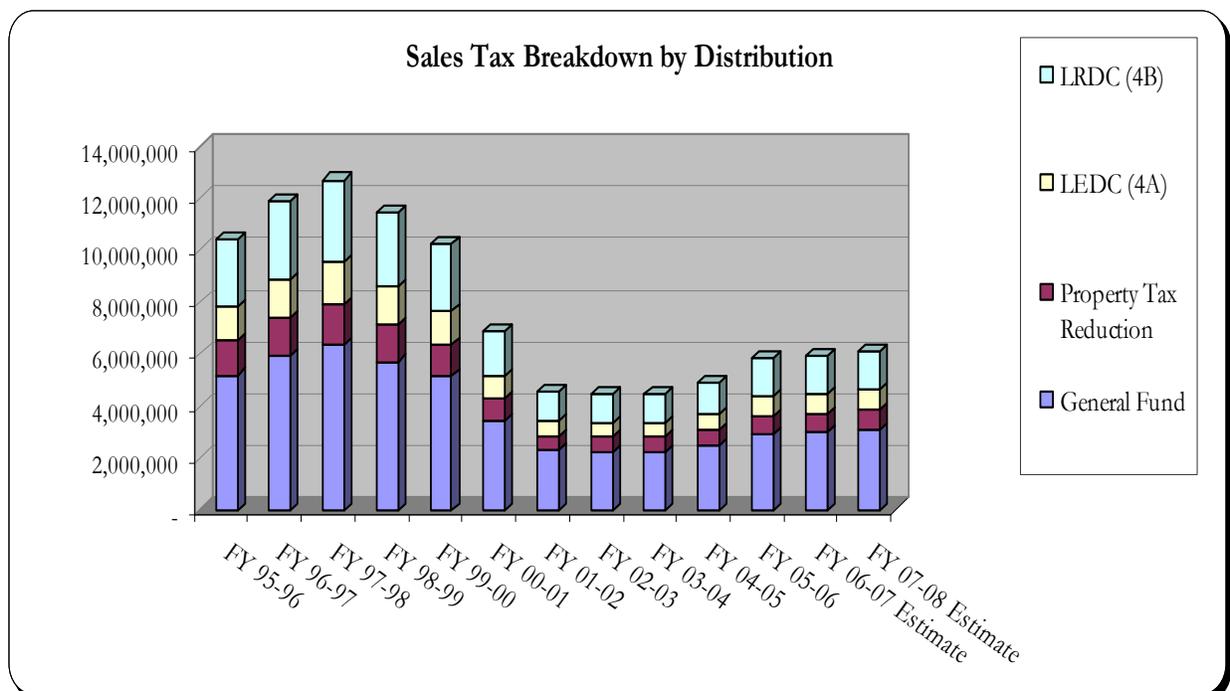
SALES TAX

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. The Economic Development Fund receives 0.25% of the tax and the Recreation Development Fund receives 0.50% of the tax. The State retains 6.25% of the tax.

SALES TAX DISTRIBUTION

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

General Fund Sales tax is budgeted at \$3 million which accounts for 18% of General Fund revenue. This budget conservatively reflects no increase in budgeted sales tax from the previous year. The following chart reflects the trend of actual sales tax collections. The decrease in sales tax revenue beginning in 1998 represents a redistribution of sales tax payments from a major sales tax payer due to a major restructuring of the taxpayers organization.



Franchise Fees

Franchise Fees are charged for the continued use of the public right-of-way. Franchise Fees account for 9.2% of General Fund revenue. The largest portion of franchise revenue is derived from electric franchise. Total Franchise Fees are projected at a conservative \$1.95 million. This is approximately an 11% increase over the previous fiscal year budget of \$1.76 million.

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/Sewer Fund
- * 4A Fund
- * Golf
- * Housing
- * Stormwater

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 7.6% of the General Fund budgeted revenue. The budget for transfers is \$1,594,981. The increase in transfers is directly related to the results of the cost allocation study and annual incremental increases.

Fines and Fees

Fines and Fees include revenue derived from various sources such as court fines, animal and street use fees, and other public safety fees including warrant, subpoena, and probation fees. Fines and fees account for 7.6% of General Fund revenue. Fines and Fees are budgeted at \$1.7 million.

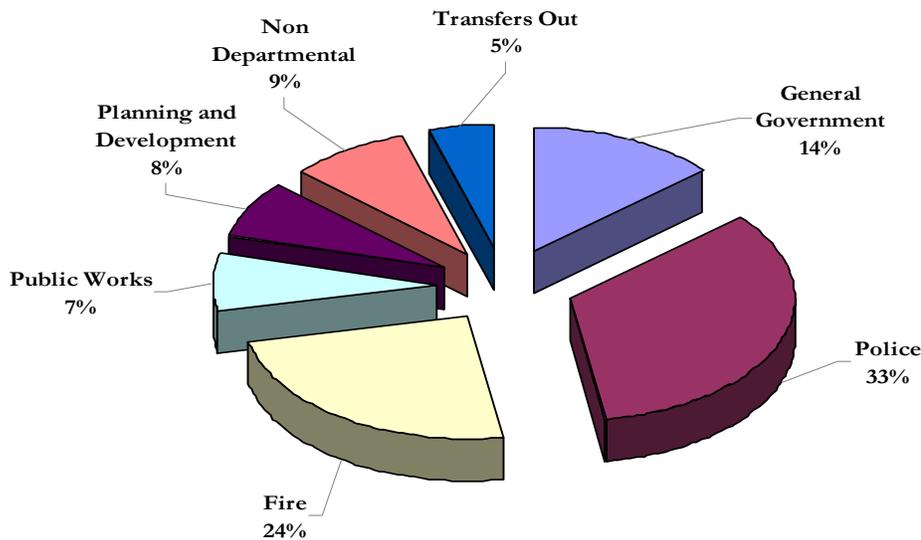
Interest and Other Revenue

Other revenue consists of various sources including ambulance service, interest earnings, refunds and recoveries of expenditures. The 2007-2008 budget for other revenue is \$241,600.

GENERAL FUND EXPENDITURES

The Adopted General Fund Budget for 2007-2008 is \$22,672,194. This is an increase of 11.2% over the 2006-2007 adopted budget. This adopted budget will allow the City to improve service delivery to our citizens. The following narrative section describes the changes in detail.

GENERAL FUND EXPENDITURES BY DEPARTMENT



Public Safety (Police and Fire)

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, Emergency Management, and Municipal Court. 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 58% of the General Fund budget. The total Public Safety budget increased 8% over the prior year budget from \$12.1 million to \$13.1 million. All the Public Safety departments continue to be active in promoting the safety of the community.

General Government

The general government function accounts for approximately 13.6% of General Fund expenditures. The General Government function includes the following departments:

- ❖ City Council
- ❖ Administration
- ❖ Legal
- ❖ City Secretary
- ❖ Finance
- ❖ Human Resources

These departments provide the administrative functions to ensure the City operates efficiently. The approved budget of \$3,084,927 is approximately 14% more than the prior budget of \$2,701,070.

Other Divisions

Other divisions include Development Services, Planning & Housing, Public Works, Non-Departmental and Transfers Out. These divisions make up approximately 28% of General Fund Expenditures.

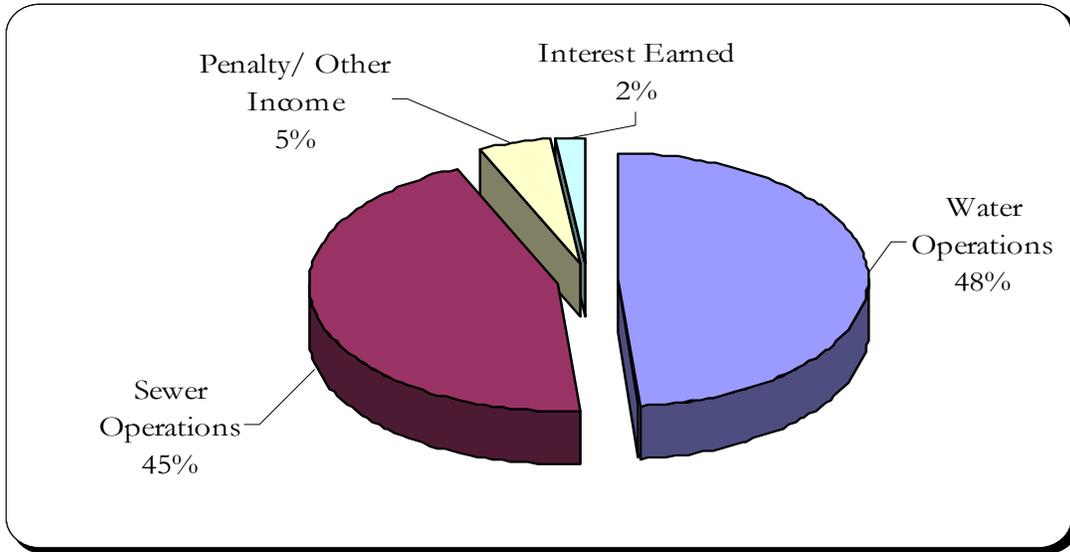
Fund Balance

The General Fund is estimated to end the 2007-2008 fiscal year with an estimated fund balance of \$2.6 million. This represents 12% of operating expenditures. With daily operating costs at \$62,000, this represents 42 days of General Fund Operating Reserve.

WATER AND SEWER FUND

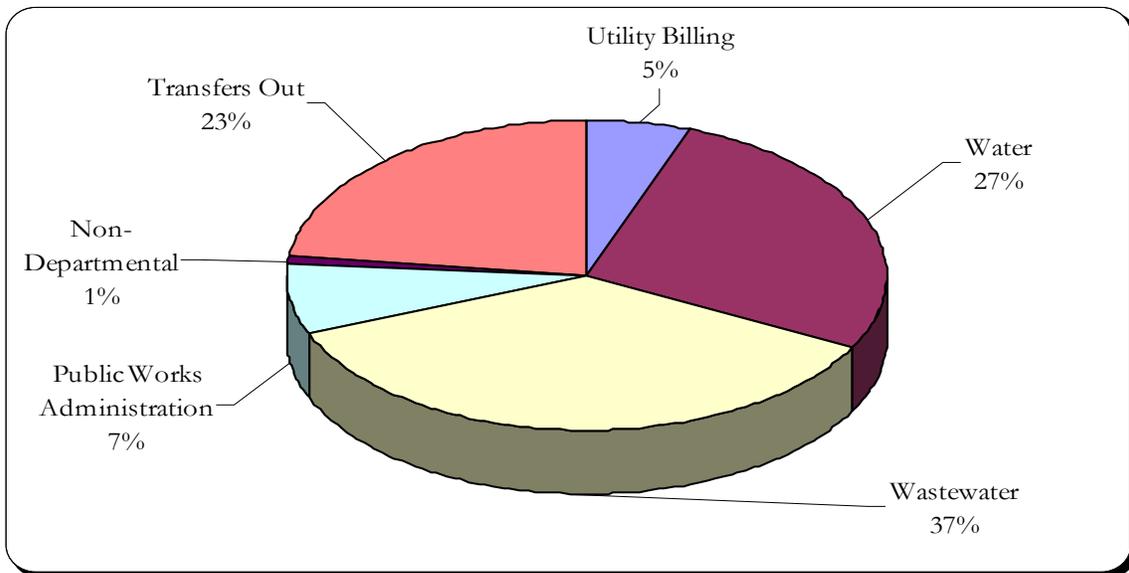
The municipal water system serves approximately 10,000 consumers with an average consumption of 3,700,000 gallons annually. There are also approximately 8,900 connections to the City's Sewer System. The Water and Sewer Operating Fund accounts for approximately 22% of the City's total revenues and 24.5% of the City's total expenditures. Water and sewer revenues and expenditures vary from year to year.

WATER AND SEWER REVENUE



Water and Sewer expenditures are projected to increase 7% from the previous budget mostly due to an increase in operating cost and Debt Service. Budgeted Expenditures are \$8.9 million compared to the prior year of \$8.3 million.

WATER AND SEWER EXPENDITURES



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.

	W&S Total Supported	Stormwater Total Supported	Airport Total Supported	4A EDC Total Supported	4B LRDC Total Supported	Tax Total Supported
Contract Revenue Refunding , Series 1997	220,736	-	-	-	-	-
General Obligation Bonds, Series 1998	424,545	-	-	-	-	-
General Obligation Refunding, Series 2002	16,417	-	3,418	-	906,373	97,870
Certificates of Obligation, Series 2003	-	-	-	-	-	238,788
G.O. Refunding & Improvement, Series 2007	395,675	-	10,850	-	-	1,341,288
Certificates of Obligation, Series 2007	317,834	47,926	-	227,004	-	524,297
Total Debt Service 2007-2008 Budget	1,375,207	47,926	14,268	227,004	906,373	2,202,243





CITY OF LANCASTER, TEXAS
2007-2008
BUDGET PREPARATION CALENDAR



FRI, MAY 25	DCAD PRELIMINARY TAX APPRAISAL ROLL RECEIVED
WED, JULY 25,	DCAD - CERTIFIED TAX APPRAISAL ROLL RECEIVED
MON, JULY 30,	DALLAS COUNTY - EFFECTIVE TAX RATE CALCULATION RECEIVED
MON, JULY 30,	BUDGET WORK SESSION, 7:00 P.M. – City Council Chambers
FRI, AUG 3,	PUBLICATION OF EFFECTIVE AND ROLLEBACK TAX RATES, STATEMENTS AND SCHEDULES AND SUBMISSION TO CITY COUNCIL
MON, AUG 6,	BUDGET WORK SESSION, 7:00 P.M. PUMP STATION – MEETING OF CITY COUNCIL TO DISCUSS TAX RATE INCREASE FROM .6717 TO .7375 AS APPROVED BY VOTERS. IF PROPOSED TAX RATE WILL EXCEED THE ROLLEBACK RATE OR THE EFFECTIVE TAX RATE (WHICHEVER IS LOWER), TAKE RECORD VOTE AND SCHEDULE PUBLIC HEARING FOR AUGUST 20.
FRI, AUG 10,	NOTICE OF PUBLIC HEARING ON TAX INCREASE (1 ST QUARTER PAGE NOTICE IN NEWSPAPER AND ON WEBSITE, IF AVAILABLE) PUBLISHED AT LEAST SEVEN DAYS BEFORE PUBLIC HEARING.
MON, AUG 13,	REGULAR COUNCIL MEETING, 7:00 P.M., COUNCIL CHAMBERS
MON, AUG 20,	BUDGET WORK SESSION, 7:00 P.M. PUMP STATION PUBLIC HEARING
FRI, AUG 24,	NOTICE OF SECOND PUBLIC HEARING - 72-HOUR NOTICE REQUIRED FOR SECOND PUBLIC HEARING
MON, AUG 27,	REGULAR COUNCIL MEETING @ 7:00 P.M. COUNCIL CHAMBERS SECOND PUBLIC HEARING SCHEDULE AND ANNOUNCE MEETING TO ADOPT TAX RATE 3-14 DAYS FROM THIS DATE (SEP 10, 2007).
FRI, AUG 31	NOTICE OF VOTE ON TAX RATE PUBLISHED BEFORE MEETING TO ADOPT TAX RATE IS THE SECOND QUARTER-PAGE NOTICE IN NEWSPAPER AND PUBLISHED ON WEB SITE (IF AVAILABLE, AT LEAST SEVEN DAYS BEFORE MEETING)
MON, SEP 10,	REGULAR COUNCIL MEETING, 7:00 P.M., COUNCIL CHAMBERS * ADOPT BUDGET BY ORDINANCE * ADOPT TAX RATE BY ORDINANCE * APPROVE PID - GLENDOVER ESTATES, TRIBUTE, AND ALL OTHER PIDS (TRIBUTE ORDINANCE REQUIRES REVISING IN ORDER TO COMPLY WITH DALLAS COUNTY COLLECTION PROCESS)
MON, OCT 1,	FIRST DAY OF FISCAL YEAR 2008





CITY OF LANCASTER COMMUNITY INFORMATION



HISTORICAL OVERVIEW

The first settlement made in the Lancaster community was in September 1844 by Roderick Rawlins. Mr. Rawlins and other members of his party had secured "headrights" from the Republic of Texas. A few years later, M. M. Miller, Sr., a son-in-law of Roderick Rawlins, established a trading post settlement about one mile north of Lancaster at Pleasant Run. It became a main trading center for south Dallas county.

In 1847, Mr. A Bledsoe arrived in the community and later purchased a tract of land where the present town of Lancaster is located. In the spring of 1852 Bledsoe laid out and surveyed the townsite of Lancaster, Texas. The site was plotted and planned after Lancaster, Kentucky, where Mr. A Bledsoe was born in 1801. Lancaster was first incorporated in 1853. This was the beginning of the present town of Lancaster which eventually absorbed Pleasant Run and other nearby settlements. A later incorporation was voted in 1882, to meet with changes in State Laws.

LOCATION

Located in the Southwest portion of Dallas County, the City of Lancaster is approximately 15 minutes south of Dallas and is well situated to access the Dallas/Ft. Worth Metroplex, one of the largest and most diverse in the nation. Lancaster has excellent freeway access, with Interstates 20, 35 and 45 adjacent to or in the community. The City's 29 square miles is bordered by I-35E to the west, Ellis County to the South, Dallas (Interstate 20) and Hutchins to the north. Lancaster is in close proximity to DART light rail service to downtown Dallas and other locations. Dallas Love Fields and Dallas/Ft. Worth International Airport are within a short driving distance.

The campuses of Cedar Valley College and Mountain View College of the Dallas County Community College District, the University of North Texas at Dallas, Dallas Baptist University and Northwood University are conveniently located to the area. The award-winning Lancaster Independent School District serves the public educational needs of the community at the elementary and secondary levels.

Through the years, Lancaster has been able to retain its own distinct identity while still being a valuable part of the Dallas-Fort Worth metroplex area. In 1988 Lancaster became a member of the Best Southwest Partnership, an organization including the Cities and Chambers of Commerce of Lancaster, Cedar Hill, DeSoto and Duncanville. The four Cities are all in close proximity to each other and they have cooperated 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.

ECONOMY AND QUALITY OF LIFE

Lancaster is much more than just another "Metroplex" bedroom community. Lancaster traces its economic roots to those of an agrarian market center. Later with the coming of the railroad Lancaster began to emerge as a significant regional transportation hub. Today, with its own Municipal Airport, freight rail service and other ground transportation related industries, Lancaster continues to grow and diversify its economic base. The light manufacturing, distribution and retail sectors all continue to grow along with the explosion in residential development.

Housing Costs -The average new housing costs in Lancaster range from the \$120,000-\$140,000's and up. The residential housing in the community consists of: single family 73%, multi-family 23% and other 4%. 2006 and 2007 have seen the continued growth in new home development.

Health Facilities - Since 1983, Medical Center at Lancaster has provided quality medical care. The 90-bed, for-profit hospital is a full-service medical/surgical facility offering 24-hour emergency room care, as well as surgical, inpatient and outpatient services. Approximately 270 medical personnel have a great deal of pride in their health care facility and the quality of services offered to patients. Everyone works together to make sure the very best services are offered and are easily accessible to patients and their families.

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.

Recreational Opportunities - The Lancaster Recreational Development (4B Sales Tax) Corporation (LRDC), in conjunction with the City's elected officials and senior management and Parks and Recreation Department, has sparked development of a \$17+ million leisure complex which includes a 170-acre Community Park, 60,000 square foot \$9.3 million Recreation Center and Indoor Water Park, and a 23,000 square foot \$4 million Library. The Community Park features a 6-acre pond with a fishing pier, walking trails, grassy amphitheater with a performance stage by the water, lighted youth football/soccer field, two picnic pavilions, a large multi-age level playground, sand volleyball courts, outdoor basketball courts and the Royce Clayton/Texas Rangers Youth Ballpark which is lighted, irrigated and has a covered grandstand for 500 spectators. The Ballpark was designed by the same architect who designed the Texas Rangers' Ballpark in Arlington.

The Recreation Center features an Indoor Water Park with a double loop water slide, lazy river, zero depth entry, vortex, 4-lane lap pool and 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, a multi-purpose classroom and 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.

In addition to this new leisure complex, the 4B sales tax revenue has funded over \$14 million in parks and recreation capital projects which include five (5) new playgrounds at the LISD elementary schools, three (3) additional new playgrounds at City Park and Cedardale Athletic Complex, two (2) new neighborhood parks (Dewberry and Rocky Crest), complete renovation of the outdoor City Park pool, renovation of the Activity Center, Cedar Valley Soccer Complex (10 fields), converted in-line hockey rink at Jaycee Park and new park signage.

Bear Creek Nature Park - The Parks and Recreation Department received a \$500,000 matching grant from the Texas Parks and Wildlife Department to purchase a 189-acre nature park site south of Country View Golf Course. This beautiful, pristine site will be developed into the Bear Creek Nature Park. Plans call for equestrian and walking trails with interpretive signage, three ponds, a fishing pier, campsites which will include facilities for overnight camping for horses, a leash-free dog park, a "ropes course," an accessible tree house with a bird-watching balcony, an outdoor education classroom, a large pavilion for picnics and outdoor education programs.

Cultural Opportunities - Lancaster has the charming Historic Town Square, Cedar Valley College and other amenities. In addition, a cultural advantage is the 15-minute drive to downtown Dallas for

the Symphony and other artistic and historic endeavors that Dallas affords residents and newcomers to Texas.

Lancaster Municipal Airport - The Airport recently completed major construction that was part of a \$1.5 million Capital Improvement Project jointly funded by the Aviation Division of TxDOT and local City-LEDC resources. The Airport's AWOS weather station became operational in late 2003. This is a great convenience to pilots and weather-watchers world-wide.

Colleges and Universities in the Area - 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 business to utilize.

The UNT-Dallas Campus (254 acres on Lancaster's northern doorstep) is in the process of master planning its campus layout. The first facility opened on January 16, 2007 in time for Spring 2007 enrollment.

Public Schools - The Lancaster Independent School District (LISD) educates over 4,700 students annually. The LISD operates on a \$32 million annual budget to provide numerous fundamental and extra-curricular educational opportunities for Lancaster children.

Public Library - The Lancaster Veterans Memorial Library is a 23,000 square foot facility, equipped with over 30 public Internet workstations, wireless access, and is defined as having one of the best genealogy collections in the region.





CITY OF LANCASTER TOP TEN TAX PAYERS FOR 2007

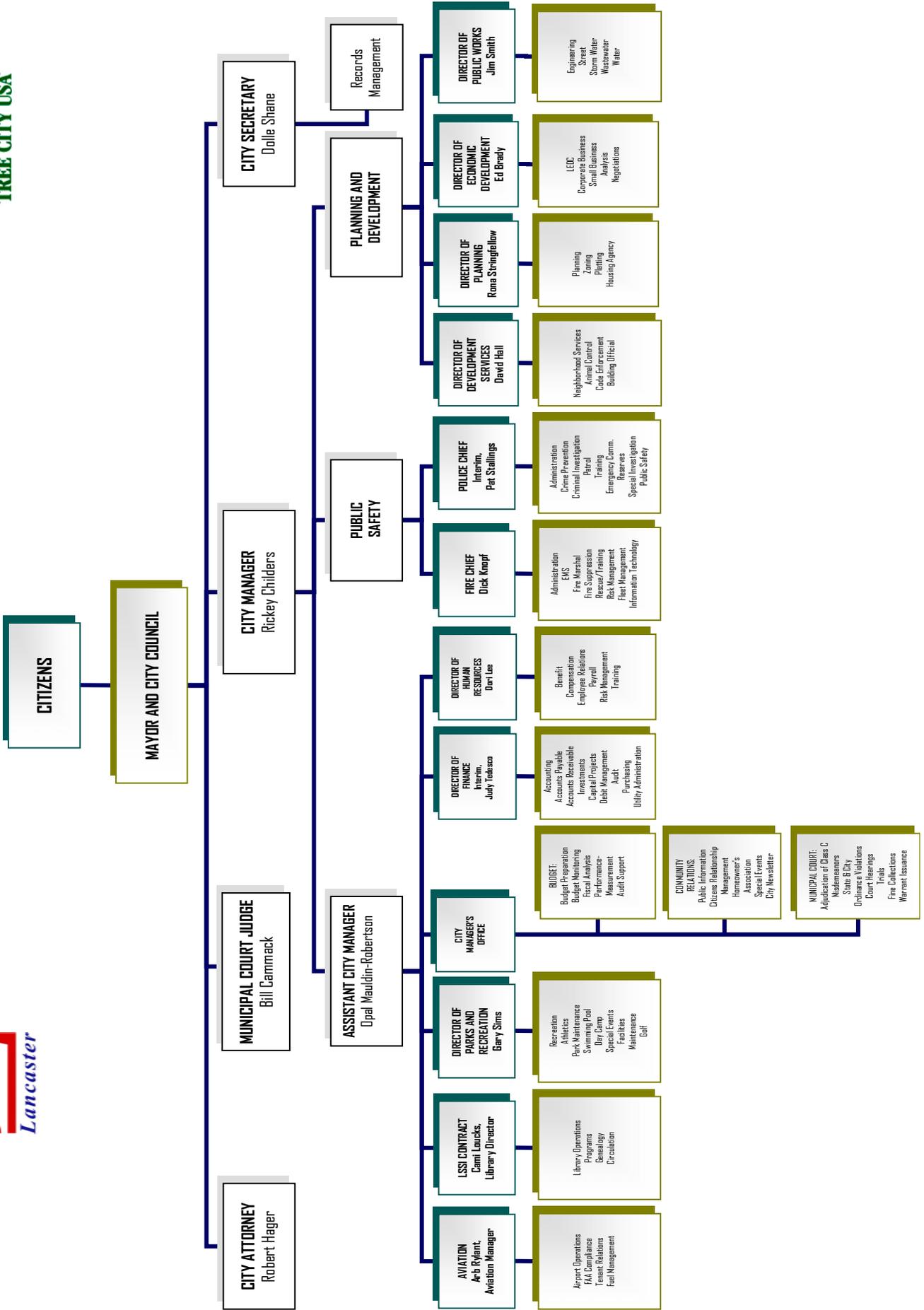
OWNER NAME	MARKET VALUE	TAXABLE VALUE
AT&T/Southwestern Bell/ Cingular	\$ 83,259,560	\$ 70,715,026
Texas Utilities	63,715,580	63,283,629
Wal-Mart Stores	22,166,270	22,166,270
Brenntag Southwest Inc.	21,472,860	21,472,860
Brascraft Manufacturing	26,385,800	19,312,491
Swift Transportation Inc	14,261,590	14,261,590
Home Depot	14,251,510	14,251,510
M&A Texas Lancaster Ltd.	13,910,600	13,910,600
Prologis & Argent Etal	13,055,710	13,055,710
Blue Grove Plaza	11,500,000	11,500,000
Pleasant Run Courtyard	11,500,000	11,500,000

PERSONNEL AND SALARY INFORMATION





City of Lancaster Organizational Chart





Annual

PAY GRADE	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
	51	\$23,442	\$25,809	\$28,176	\$30,541
52	\$24,794	\$27,329	\$29,867	\$32,400	\$34,938
53	\$26,225	\$28,943	\$31,662	\$34,380	\$37,099
54	\$27,739	\$30,653	\$33,567	\$36,481	\$39,393
55	\$29,357	\$32,477	\$35,599	\$38,719	\$41,841
56	\$31,029	\$34,374	\$37,719	\$41,061	\$44,406
57	\$32,839	\$36,421	\$40,005	\$43,586	\$47,170
58	\$34,726	\$38,559	\$42,395	\$46,228	\$50,061
59	\$36,745	\$40,851	\$44,955	\$49,063	\$53,169
60	\$38,871	\$43,268	\$47,665	\$52,062	\$56,460
11	\$34,773	\$38,644	\$42,513	\$46,384	\$50,255
12	\$38,239	\$42,546	\$46,856	\$51,166	\$55,474
13	\$42,330	\$47,154	\$51,979	\$56,803	\$61,628
14	\$47,197	\$52,641	\$58,084	\$63,525	\$68,969
15	\$52,953	\$59,132	\$65,312	\$71,490	\$77,669
16	\$59,821	\$66,878	\$73,936	\$80,993	\$88,053
17	\$68,035	\$76,153	\$84,273	\$92,394	\$100,514
18	\$77,881	\$87,279	\$96,674	\$106,072	\$115,467
19	\$88,752	\$99,097	\$109,445	\$119,791	\$130,137

Bi-weekly

PAY GRADE	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
	51	\$901.615	\$992.654	\$1,083.692	\$1,174.654
52	\$953.615	\$1,051.115	\$1,148.731	\$1,246.154	\$1,343.769
53	\$1,008.654	\$1,113.192	\$1,217.769	\$1,322.308	\$1,426.885
54	\$1,066.885	\$1,178.962	\$1,291.038	\$1,403.115	\$1,515.115
55	\$1,129.115	\$1,249.115	\$1,369.192	\$1,489.192	\$1,609.269
56	\$1,193.423	\$1,322.077	\$1,450.731	\$1,579.269	\$1,707.923
57	\$1,263.038	\$1,400.808	\$1,538.654	\$1,676.385	\$1,814.231
58	\$1,335.615	\$1,483.038	\$1,630.577	\$1,778.000	\$1,925.423
59	\$1,413.269	\$1,571.192	\$1,729.038	\$1,887.038	\$2,044.962
60	\$1,495.038	\$1,664.154	\$1,833.269	\$2,002.385	\$2,171.538
11	\$1,337.423	\$1,486.308	\$1,635.115	\$1,784.000	\$1,932.885
12	\$1,470.731	\$1,636.385	\$1,802.154	\$1,967.923	\$2,133.615
13	\$1,628.077	\$1,813.615	\$1,999.192	\$2,184.731	\$2,370.308
14	\$1,815.269	\$2,024.654	\$2,234.000	\$2,443.269	\$2,652.654
15	\$2,036.654	\$2,274.308	\$2,512.000	\$2,749.615	\$2,987.269
16	\$2,300.808	\$2,572.231	\$2,843.692	\$3,115.115	\$3,386.654
17	\$2,616.731	\$2,928.962	\$3,241.269	\$3,553.615	\$3,865.923
18	\$2,995.423	\$3,356.885	\$3,718.231	\$4,079.692	\$4,441.038
19	\$3,413.538	\$3,811.423	\$4,209.423	\$4,607.346	\$5,005.269

Hourly

PAY GRADE	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
	51	\$11.27	\$12.41	\$13.55	\$14.68
52	\$11.92	\$13.14	\$14.36	\$15.58	\$16.80
53	\$12.61	\$13.91	\$15.22	\$16.53	\$17.84
54	\$13.34	\$14.74	\$16.14	\$17.54	\$18.94
55	\$14.11	\$15.61	\$17.11	\$18.61	\$20.12
56	\$14.92	\$16.53	\$18.13	\$19.74	\$21.35
57	\$15.79	\$17.51	\$19.23	\$20.95	\$22.68
58	\$16.70	\$18.54	\$20.38	\$22.23	\$24.07
59	\$17.67	\$19.64	\$21.61	\$23.59	\$25.56
60	\$18.69	\$20.80	\$22.92	\$25.03	\$27.14
11	Exempt	Exempt	Exempt	Exempt	Exempt
12	Exempt	Exempt	Exempt	Exempt	Exempt
13	Exempt	Exempt	Exempt	Exempt	Exempt
14	Exempt	Exempt	Exempt	Exempt	Exempt
15	Exempt	Exempt	Exempt	Exempt	Exempt
16	Exempt	Exempt	Exempt	Exempt	Exempt
17	Exempt	Exempt	Exempt	Exempt	Exempt
18	Exempt	Exempt	Exempt	Exempt	Exempt
19	Exempt	Exempt	Exempt	Exempt	Exempt

City of Lancaster
2007-2008
Adopted Salary Structure Detail

Position Pay Grade			Salary Detail and Department			
Pay Code	Position Title	Adopted 07/08	Frequency:	Minimum	Midpoint	Maximum
Pay Grade 51			<i>hourly</i>	11.27	13.55	15.82
			<i>bi-weekly</i>	901.62	1,083.69	1,265.69
			<i>monthly</i>	1,953.50	2,348.00	2,742.33
			<i>annually</i>	23,442.00	28,176.00	32,908.00
5101	Maintenance Worker I	4				Parks and Recreation
5103	Maintenance Worker I	3				Street
5103	Maintenance Worker I	5				Stormwater
5111	Animal Shelter Attendant	1				Animal Shelter Attendant
5112	Recreation Leader	3				Parks and Recreation
5113	Lifeguard	1				Parks and Recreation
		17				
Pay Grade 52			<i>hourly</i>	11.92	14.36	16.80
			<i>bi-weekly</i>	953.62	1,148.73	1,343.77
			<i>monthly</i>	2,066.17	2,488.92	2,911.50
			<i>annually</i>	24,794.00	29,867.00	34,938.00
5201	Maintenance Worker II	2				Water
5201	Maintenance Worker II	5				Wastewater
5202	Maintenance Worker II	1				Parks and Recreation
5202	Maintenance Worker II	5				4B Parks and Recreation
		13				
Pay Grade 53			<i>hourly</i>	12.61	15.22	17.84
			<i>bi-weekly</i>	1,008.65	1,217.77	1,426.88
			<i>monthly</i>	2,185.42	2,638.50	3,091.58
			<i>annually</i>	26,225.00	31,662.00	37,099.00
5302	Light Equipment Operator	3				Stormwater
5303	Administrative Secretary	2				W/WW Management Services
5303	Administrative Secretary	1				4B Parks and Recreation
5303	Administrative Secretary	1				Fire Marshal
5303	Administrative Secretary	1				Finance
5303	Administrative Secretary	2				Housing
5310	Meter Technician	2				Utility Billing
5314	Horticulture Technician	1				Parks and Recreation
		13				
Pay Grade 54			<i>hourly</i>	13.34	16.14	18.94
			<i>bi-weekly</i>	1,066.88	1,291.04	1,515.12
			<i>monthly</i>	2,311.58	2,797.25	3,282.75
			<i>annually</i>	27,739.00	33,567.00	39,393.00
5402	Court Clerk	4				Court
5403	Heavy Equipment Operator	1				Wastewater
5404	Heavy Equipment Operator	1				Street
5404	Heavy Equipment Operator	2				Stormwater
5413	Building Maint. Worker	2				Building Services
5414	Police Technicians	3				Police
5415	Utility Billing Clerk	3				Utility Administration
		16				

City of Lancaster
2007-2008
Adopted Salary Structure Detail

Position Pay Grade			Salary Detail and Department			
Pay Code	Position Title	Adopted 07/08	Frequency:	Minimum	Midpoint	Maximum
Pay Grade 55			<i>hourly</i>	14.11	17.11	20.12
			<i>bi-weekly</i>	1,129.12	1,369.19	1,609.27
			<i>monthly</i>	2,446.42	2,966.58	3,486.75
			<i>annually</i>	29,357.00	35,599.00	41,841.00
5505	Housing Counselor I	4	Housing (reclassified 1 intake specialist)			
5507	Accounting Generalist	1	Finance			
5508	Community Relations Asst.	1	Office of the City Manager			
5515	Asst. City Secretary	1	City Secretary			
5516	Sr. Utility Billing Clerk	1	Utility Administration			
5517	Human Resources Assistant	1	Human Resources			
5518	Accounts Payable Specialist	1	Finance			
		10				
Pay Grade 56			<i>hourly</i>	14.92	18.13	21.35
			<i>bi-weekly</i>	1,193.42	1,450.73	1,707.92
			<i>monthly</i>	2,585.75	3,145.25	3,700.50
			<i>annually</i>	31,029.00	37,719.00	44,406.00
5602	911 Dispatchers	6	Emergency Communications			
5603	Mechanic/Fleet Services	3	Fleet Services			
5606	Planning Assistant	1	Planning			
5607	Permit Technician	1	Inspections			
		11				
Pay Grade 57			<i>hourly</i>	15.79	19.23	22.68
			<i>bi-weekly</i>	1,263.04	1,538.65	1,814.23
			<i>monthly</i>	2,736.58	3,333.75	3,930.83
			<i>annually</i>	32,839.00	40,005.00	47,170.00
5715	Foreman I - Parks	2	Parks and Recreation			
5715	Foreman I - Parks	1	4B Parks and Recreation			
5704	Neighborhood Services Officer	4	Neighborhood Services			
5719	Animal Control Officers	2	Neighborhood Services			
5707	Housing Inspector	2	Housing			
5710	Heavy Equipment Operator II	1	Street			
5711	Crewleader	1	Water			
5705	Water Systems Operator	1	Water			
5711	Crewleader	4	Wastewater			
5712	Heavy Equipment Operator II	1	Stormwater			
5714	Property & Evidence Technician	1	Police			
5716	CID Technician	1	Police			
5717	Lead Dispatcher	4	Emergency Communications			
5718	Signs & Signals Technician	1	Streets			
		26				
Pay Grade 58			<i>hourly</i>	16.70	20.38	24.07
			<i>bi-weekly</i>	1,335.62	1,630.58	1,925.42
			<i>monthly</i>	2,893.83	3,532.92	4,171.75
			<i>annually</i>	34,726.00	42,395.00	50,061.00

City of Lancaster
2007-2008
Adopted Salary Structure Detail

Position Pay Grade		Adopted 07/08	Salary Detail and Department			
Pay Code	Position Title		Frequency:	Minimum	Midpoint	Maximum
Pay Grade 59			<i>hourly</i>	17.67	21.61	25.56
			<i>bi-weekly</i>	1,413.27	1,729.04	2,044.96
			<i>monthly</i>	3,062.08	3,746.25	4,430.75
			<i>annually</i>	36,745.00	44,955.00	53,169.00
5902	Building Inspector	2				Inspections
5903	Construction Inspector	2				W/WW Management Services
5904	City Marshal	1				Police
5905	Foreman II	1				Street
5905	Foreman II	1				Stormwater
5905	Foreman II	1				Parks
5908	Executive Secretary	1				4A Economic Development
5909	Office Manager	1				Fire
5909	Office Manager	1				Police
5909	Office Manager	1				W/WW Management Services
5910	Sr. Neighborhood Svcs Officer	1				Neighborhood Services
		13				
Pay Grade 60			<i>hourly</i>	18.69	22.92	27.14
			<i>bi-weekly</i>	1,495.04	1,833.27	2,171.54
			<i>monthly</i>	3,239.25	3,972.08	4,705.00
			<i>annually</i>	38,871.00	47,665.00	56,460.00
6005	Foreman III	1				Water
6003	Foreman III	1				Wastewater
6004	CM Executive Assistant	1				Office of the City Manager
6006	Plans Examiner	1				Inspections
6007	Accountant	1				Finance
		5				
Pay Grade 11			<i>hourly</i>	16.72	20.44	24.16
			<i>bi-weekly</i>	1,337.42	1,635.12	1,932.88
			<i>monthly</i>	2,897.75	3,542.75	4,187.92
			<i>annually</i>	34,773.00	42,513.00	50,255.00
Pay Grade 12			<i>hourly</i>	18.38	22.53	26.67
			<i>bi-weekly</i>	1,470.73	1,802.15	2,133.62
			<i>monthly</i>	3,186.58	3,904.67	4,622.83
			<i>annually</i>	38,239.00	46,856.00	55,474.00
1204	Housing Counselor Supervisor	1				Housing
1205	Housing Inspector Supervisor	1				Housing
1206	Housing Operations Mgr.	1				Housing
1209	Aquatic Supervisor	1				Activity
1211	Recreation Supervisor	1				4B Parks & Recreation
1212	Records Supervisor	1				Police
1214	Banquet/Special Events Superv.	1				Police
1215	Athletic Supervisor	1				Parks & Recreation
1216	Senior Center Supervisor	1				Parks & Recreation
		9				
Pay Grade 13			<i>hourly</i>	20.35	24.99	29.63
			<i>bi-weekly</i>	1,628.08	1,999.19	2,370.31
			<i>monthly</i>	3,527.50	4,331.58	5,135.67
			<i>annually</i>	42,330.00	51,979.00	61,628.00
1302	Chief Inspector	1				Inspections
1305	Planner	1				Planning
1308	Naturalist	1				Parks & Recreation
1307	ED Analyst	1				4A Economic Development
		4				

City of Lancaster
2007-2008
Adopted Salary Structure Detail

Position Pay Grade		Adopted 07/08	Salary Detail and Department			
Pay Code	Position Title		Frequency:	Minimum	Midpoint	Maximum
Pay Grade 14			<i>hourly</i>	22.69	27.93	33.16
			<i>bi-weekly</i>	1,815.27	2,234.00	2,652.65
			<i>monthly</i>	3,933.08	4,840.33	5,747.42
			<i>annually</i>	47,197.00	58,084.00	68,969.00
1401	Court Administrator	1				Court
1404	Project Mgr.	1				W/WW Management Services
1405	Building & Contract Services Mgr.	1				Building Services
1406	Civil Engineer	1				W/WW Management Services
1407	Dispatch Supervisor	1				Emergency Communications
1408	Budget Analyst	1				Office of the City Manager
		6				
Pay Grade 15			<i>hourly</i>	25.46	31.40	37.34
			<i>bi-weekly</i>	2,036.65	2,512.00	2,987.27
			<i>monthly</i>	4,412.75	5,442.67	6,472.42
			<i>annually</i>	52,953.00	65,312.00	77,669.00
1502	Superintendent - Fleet	1				Fleet Services
1503	Superintendent - Streets/Drainage	1				Street
1505	Utility Billing Manager	1				Utility Administration
1508	Recreation Superintendent	1				Parks & Recreation
1509	Housing Director	1				Housing
1515	Purchasing Agent	1				Finance
1516	Chief Accountant	1				Finance
1517	Park Operations Manager	1				Parks & Recreation
1519	GIS Coordinator	1				W/WW Management Services
1520	Public Safety Info. Svcs. Officer	1				Information Technology
1521	Human Resources Coordinator	1				Human Resources
		11				
Pay Grade 16			<i>hourly</i>	28.76	35.55	42.33
			<i>bi-weekly</i>	2,300.81	2,843.69	3,386.65
			<i>monthly</i>	4,985.08	6,161.33	7,337.75
			<i>annually</i>	59,821.00	73,936.00	88,053.00
1601	Superintendent - W/WW	1				Water
1603	Building Official	1				Inspections
1604	Fire Marshall	1				Fire Marshall
1609	Assistant Director of Finance	1				Finance
1611	City Engineer	1				W/WW Management Services
1615	Airport Manager	1				Airport
		6				
Pay Grade 17			<i>hourly</i>	32.71	40.52	48.32
			<i>bi-weekly</i>	2,616.73	3,241.27	3,865.92
			<i>monthly</i>	5,669.58	7,022.75	8,376.17
			<i>annually</i>	68,035.00	84,273.00	100,514.00
Pay Grade 18			<i>hourly</i>	37.44	46.48	55.51
			<i>bi-weekly</i>	2,995.42	3,718.23	4,441.04
			<i>monthly</i>	6,490.08	8,056.17	9,622.25
			<i>annually</i>	77,881.00	96,674.00	115,467.00

City of Lancaster
2007-2008
Adopted Salary Structure Detail

Position Pay Grade		Adopted 07/08	Salary Detail and Department			
Pay Code	Position Title		Frequency:	Minimum	Midpoint	Maximum
Pay Grade 19			<i>hourly</i>	42.67	52.62	62.57
			<i>bi-weekly</i>	3,413.54	4,209.42	5,005.27
			<i>monthly</i>	7,396.00	9,120.42	10,844.75
			<i>annually</i>	88,752.00	109,445.00	130,137.00
Unclassified						
1999	City Manager	1		Office of the City Manager		
1901	Deputy City Manager	1		Office of the City Manager		
1805	Assistant City Manager	1		Office of the City Manager		
1801	Police Chief	1		Police		
1802	Fire Chief	1		Fire		
1803	Director of Public Works	1		W/WW Management Services		
1804	Director of Development Services	1		CD Administration		
1806	Director of Planning	1		Planning		
1702	Director of Human Resources	1		Human Resources		
1703	Director of Finance	1		Finance		
1704	Director of Economic Dev.	1		4A Economic Development		
1706	Director of Parks/Recreation	1		Parks and Recreation		
1998	City Secretary	1		City Secretary		
		13				
		173		Total Employees: Non-Civil Service		
	For civil service salary structure see detail on following page.	114		Civil Service Employees		
		287		Total: All Full-Time Employees		



City of Lancaster
2007-2008 Adopted Salary Structure Detail
 Civil Service Personnel
 October 1, 2007



Department	ADOPTED								
Pay Grade	07/08								
Code Position		Frequency:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police		<i>hourly</i>	20.54	21.45	22.40	23.20	24.03	24.89	25.79
Pay Grade: P1-CS		<i>bi-weekly</i>	1,643.115	1,715.615	1,791.692	1,855.769	1,922.318	1,991.423	2,063.346
		<i>monthly</i>	3,560.08	3,717.17	3,882.00	4,020.83	4,165.00	4,314.75	4,470.58
		<i>annually</i>	42,721.00	44,606.00	46,584.00	48,250.00	49,980.00	51,777.00	53,647.00
3001 Police Officer	47								
Police		<i>hourly</i>	28.74	29.64	30.55	31.45	32.35		
Pay Grade: P2-CS		<i>bi-weekly</i>	2,299.192	2,371.538	2,443.846	2,516.077	2,588.385		
		<i>monthly</i>	4,981.58	5,138.33	5,295.00	5,451.50	5,608.17		
		<i>annually</i>	59,779.00	61,660.00	63,540.00	65,418.00	67,298.00		
3101 Police Sergeant	7								
Police		<i>hourly</i>	34.07	35.15	36.23	37.30	38.38		
Pay Grade: P3-CS		<i>bi-weekly</i>	2,725.769	2,811.923	2,898.077	2,984.231	3,070.385		
		<i>monthly</i>	5,905.83	6,092.50	6,279.17	6,465.83	6,652.50		
		<i>annually</i>	70,870.00	73,110.00	75,350.00	77,590.00	79,830.00		
3201 Police Lieutenant	6								
Police		<i>hourly</i>	40.46	41.75	43.04	44.33	45.61		
Pay Grade: P4-CS		<i>bi-weekly</i>	3,237.038	3,340.000	3,443.038	3,546.000	3,649.038		
		<i>monthly</i>	7,013.58	7,236.67	7,459.92	7,683.00	7,906.25		
		<i>annually</i>	84,163.00	86,840.00	89,519.00	92,196.00	94,875.00		
3301 Assistant Chief	2								
TOTAL POLICE	62								
<hr/>									
Fire		<i>hourly</i>	20.13	21.03	21.96	22.75	23.57		
Pay Grade: F1-CS		<i>bi-weekly</i>	1,610.462	1,682.000	1,757.115	1,820.231	1,885.769		
		<i>monthly</i>	3,489.33	3,644.33	3,807.08	3,943.83	4,085.83		
		<i>annually</i>	41,872.00	43,732.00	45,685.00	47,326.00	49,030.00		
4001 Fire Fighter	17								
		<i>* hourly rate for 24-hour shift personnel only</i>							
Fire		<i>hourly</i>	26.01	26.54	27.08	27.61	28.14		
Pay Grade: F2-CS		<i>bi-weekly</i>	2,080.962	2,123.538	2,166.154	2,208.731	2,251.269		
		<i>monthly</i>	4,508.75	4,601.00	4,693.33	4,785.58	4,877.75		
		<i>annually</i>	54,105.00	55,212.00	56,320.00	57,427.00	58,533.00		
4101 Fire Engineer	21								
		<i>* hourly rate for 24-hour shift personnel only</i>							
Fire		<i>hourly</i>	29.46	30.29	31.12	31.95	32.78		
Pay Grade: F3-CS		<i>bi-weekly</i>	2,357.115	2,423.423	2,489.846	2,556.154	2,622.577		
		<i>monthly</i>	5,107.08	5,250.75	5,394.67	5,538.33	5,682.25		
		<i>annually</i>	61,285.00	63,009.00	64,736.00	66,460.00	68,187.00		
4201 Fire Captain	10								
		<i>* hourly rate for 24-hour shift personnel only</i>							
Fire		<i>hourly</i>	34.24	34.84	35.45	36.05	36.66		
Pay Grade: F4-CS		<i>bi-weekly</i>	2,738.885	2,787.346	2,835.923	2,884.385	2,932.962		
		<i>monthly</i>	5,934.25	6,039.25	6,144.50	6,249.50	6,354.75		
		<i>annually</i>	71,211.00	72,471.00	73,734.00	74,994.00	76,257.00		
4301 Battalion Chief	3								
		<i>* hourly rate for 24-hour shift personnel only</i>							
Fire		<i>hourly</i>	38.05	39.33	40.62	41.91	43.20		
Pay Grade: F5-CS		<i>bi-weekly</i>	3,043.692	3,146.731	3,249.692	3,352.731	3,455.692		
		<i>monthly</i>	6,594.67	6,817.92	7,041.00	7,264.25	7,487.33		
		<i>annually</i>	79,136.00	81,815.00	84,492.00	87,171.00	89,848.00		
4401 Asst. Chief	1								
TOTAL FIRE	52								
		<i>* hourly rate for 24-hour shift personnel only</i>							
	114	Total Public Safety - Civil Service Employees							

FUND INFORMATION





City of Lancaster Fund Structure



The City's financial structure is organized on the 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 on 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 (A)

- City Council (01)
- City Secretary (18)
- Office of the City Manager (02)
- Legal (05)
- Finance (19)
- Purchasing (29)
- Human Resources (31)

b.) Public Safety Division (B)

- Police (14)
- Emergency Communications (34)
- Municipal Court (08)
- Fire (15)
- Emergency Management (15-04)

- Fire Marshal (38)
- Civil Service (32)

c.) *Public Works Division (C)*

- Streets (12)

d.) *Planning and Development Division (D)*

- Development Services Administration (36)
- Planning (17)
- Building Inspections (09)
- Neighborhood Services (35)

e.) *Community Services Division (E)*

- Library (07)

f.) *Non-Departmental Division (F)*

- Fleet Services (10)
- Building Services (06)
- Non-Departmental (16)
- Transfers Out (80)

II. Police Special Investigation 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.

III. Parks & Recreation Fund (13)

The Parks & Recreation Fund accounts for all parks and recreation programs. This includes the operation of the recreation center, athletics, and parks and field maintenance. The fund revenue is provided by user fees, general fund transfers, and 4B transfers.

IV. Hotel/Motel Occupancy Fees Fund (14)

Revenue from hotel/motel occupancy taxes provides the resources used for city promotions. Expenditures include funding the Lancaster Chamber of Commerce and special events throughout the city.

V. Equipment Replacement Fund (15)

This fund was established to account for funds designated for the replacement of the city's vehicle and large equipment fleet. Resources include money from the sale of city property, and an annual pre-set transfer from all departments that have vehicles or large equipment.

VI. Emergency 911 Fund (21)

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

VII. Information Services Fund (35)

The Information Services Fund accounts for expenses required to operate and maintain the city's computer system and network. This includes contracted support services, fees, and products.

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.

I. 4A/LEDC Fund

The 4A Fund provides the support and resources for the operation of the Lancaster Economic Development Corporation (LEDC). Revenues are provided by .25 percent sales tax, and support the promotion and development of new and expanded business enterprises in the city.

II. 4B/LRDC Fund

The 4B Fund provides the support and resources for the operation of the Lancaster Recreational Development Corporation (LRDC). Revenues are provided by .5 percent sales tax, and support the promotion of recreational opportunities such as recreation center, parks, and their associated maintenance.

III. HUD Section 8 Housing Fund (20)

This fund is used to account for the HUD Housing assistance program administered by the City of Lancaster.

IV. 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.

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.

I. 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 a yearly basis.

II. Bridge Debt Service Fund (24)

This fund was established to account for and track costs associated with debt issued for the construction of a bridge to promote future residential development.

III. 4B Debt Service Fund (26)

This fund was established to account for and track costs associated with debt issued by the 4B Lancaster Recreational Development Corporation for the construction of the library and recreation center.

Capital Improvement Funds

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

I. Capital - Streets Improvements Fund (40)

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.

II. Capital – 4B Fund (41)

This fund accounts for 4B capital facilities and projects.

III. Capital – Citywide 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.

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 sewer system, regional airport operations, golf course, and their respective debt service funds are examples of proprietary funds.

Water and Sewer Funds

These funds account for water and sewer services provided to the residents of the city. All activities necessary to provide such services are accounted for as a proprietary fund.

I. Water and Sewer Operating Fund (05)

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 Sewer Non-Departmental (22)
- f.) Transfers Out (80)

II. Sewer Contingency Fund (08)

The Sewer Contingency Fund was established to dedicate reserve funds in the event that additional sewer treatment fees are billed by the Trinity River Authority.

III. Water and Sewer Debt Service Fund (07)

The Water and Sewer Debt Service fund is used to accumulate resources used to retire principal and interest on debt sold to fund major capital projects. Revenue is provided by an annual transfer from the Water and Sewer Operating Fund.

IV. Water and Sewer 1998 Bond Debt Service Fund (25)

Similar to the Water and Sewer Debt Service Fund (07), this fund accounts for scheduled debt payments. This fund was established to account specifically for costs associated with the 1998 bond used to construct a pump station, storage reservoir, elevated storage tank, and waterline improvements.

Airport Funds

I. Airport Operating Fund (09)

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

II. Airport Debt Service Fund (22)

The Airport Debt Service Fund was established to account for and retire debt associated with debt incurred by airport operations.

Golf Course Funds

I. Golf Course Operating Fund (18)

The Golf Course Operating Fund accounts for all revenues and expenditures associated with the Lancaster Municipal Golf Course.

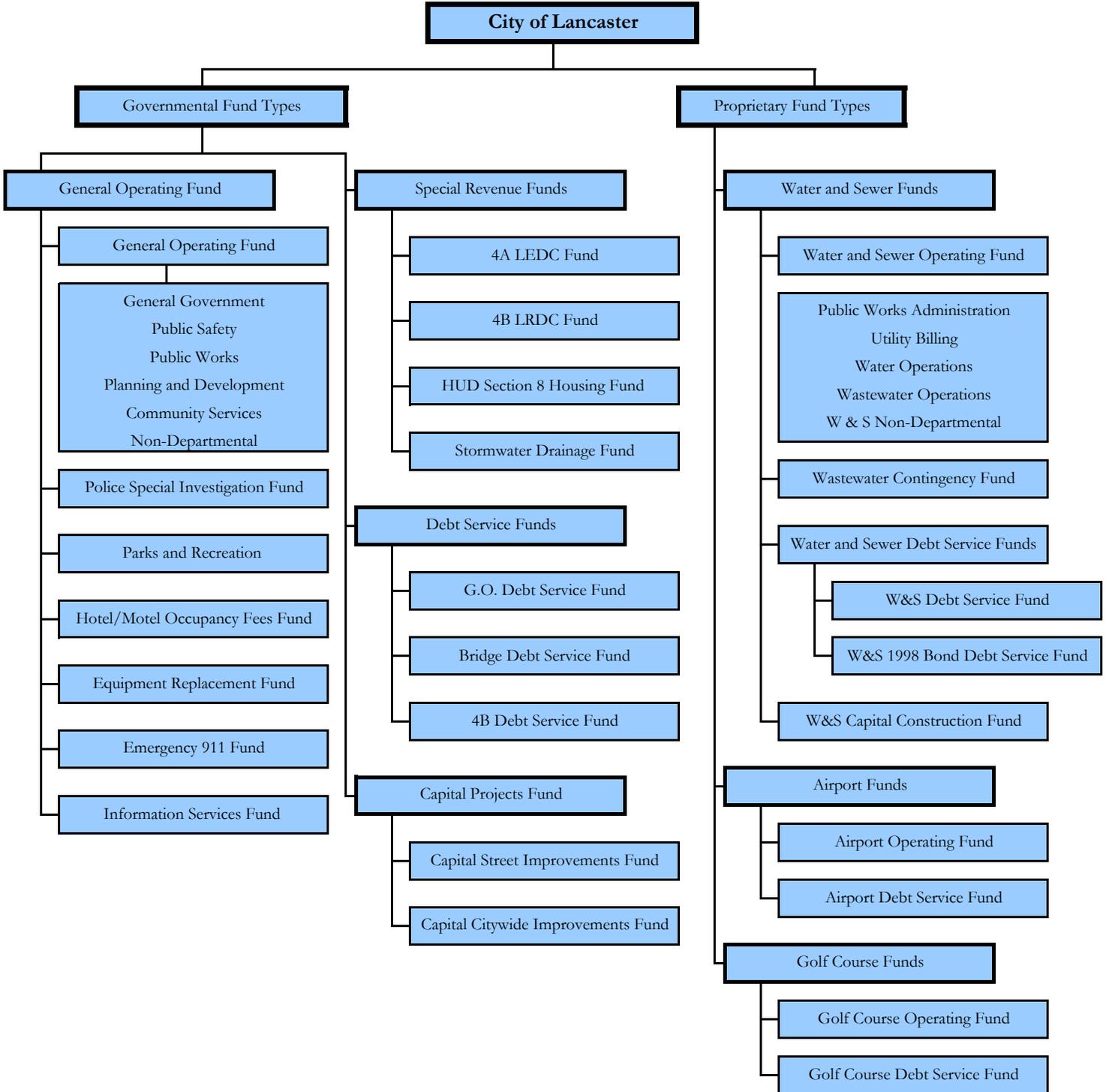
II. Golf Course Debt Service Fund (23)

The Golf Course Debt Service Fund was established to account for and retire debt associated with debt incurred by airport operations.



FUND STRUCTURE

City of Lancaster







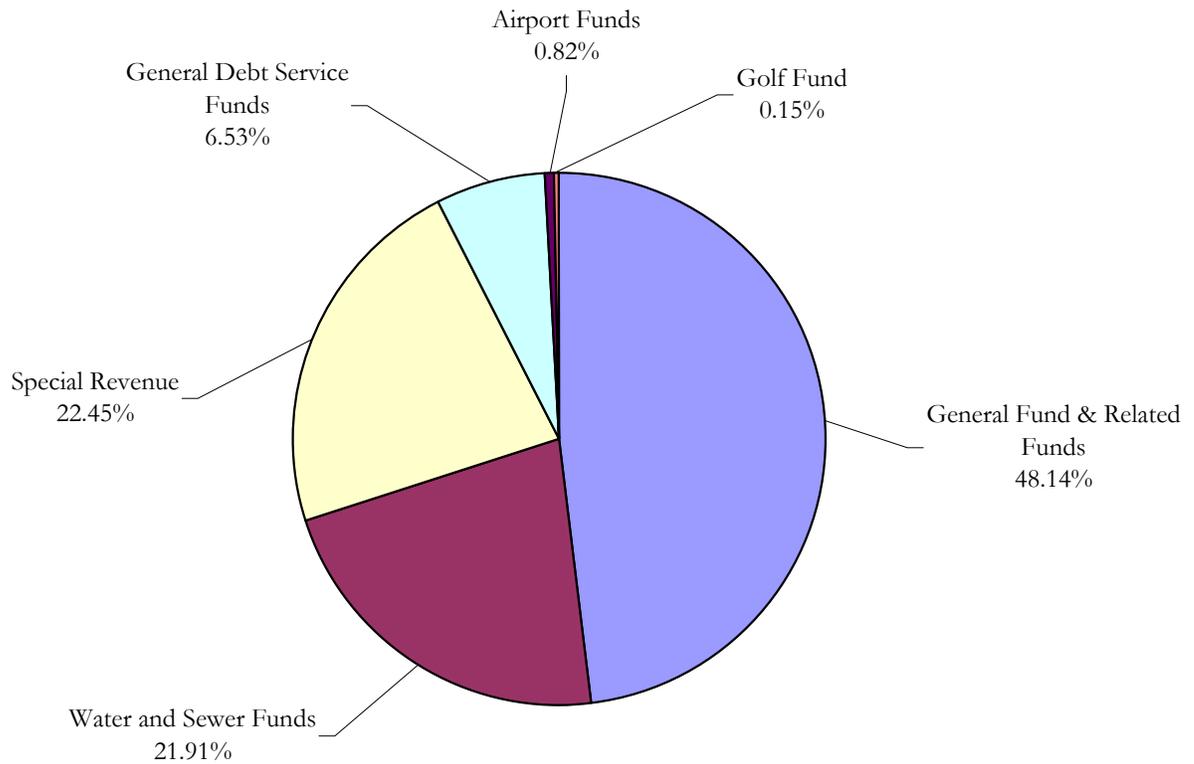
CITY OF LANCASTER
ADOPTED FY 2007-2008
Combined Fund Summary



Fund Type and Name	10/1/2007 Estimated Fund Balance	Total Receipts	Total Funds Available	Total Expenditures	9/30/2008 Estimated Fund Balance
<i>Government Type Funds</i>					
<u>General Operating</u>					
General Operating Fund (01)	4,166,281	21,076,560	25,242,841	22,672,194	2,570,647
Hotel / Motel Tax Fund (14)	18,984	43,000	61,984	50,000	11,984
Equipment Replacement Fund (15)	50,954	4,000	54,954	-	54,954
911Emergency Fund (21)	34,569	212,000	246,569	203,319	43,250
Parks and Recreation Fund (13)	(132,090)	2,759,000	2,626,910	2,547,435	79,475
IT Fund (35)	-	245,000	245,000	245,000	-
<i>subtotal</i>	4,138,698	24,339,560	28,478,258	25,717,948	2,760,310
<u>Special Revenue</u>					
4A LEDC Fund (16)	1,576,591	804,750	2,381,341	2,371,994	9,347
4B LRDC Fund (17)	676,424	1,599,500	2,275,924	2,022,400	253,524
HUD Section 8 Housing Fund (20)	1,357,824	7,975,000	9,332,824	7,635,625	1,697,199
Stormwater Drainage Fund (53)	929,941	972,471	1,902,412	1,269,191	633,221
<i>subtotal</i>	4,540,780	11,351,721	15,892,501	13,299,210	2,593,291
<u>Debt Services</u>					
G.O. Debt Service (02)	168,901	2,370,146	2,539,047	2,408,616	130,431
Bridge Debt Service (24)	10,974	26,044	37,018	25,694	11,324
4B Debt Service (26)	215,053	906,373	1,121,426	906,873	214,553
<i>subtotal</i>	394,928	3,302,563	3,697,491	3,341,183	356,308
Total Government Type Funds	9,074,406	38,993,844	48,068,250	42,358,341	5,709,909
<i>Proprietary (Enterprise) Type Funds</i>					
<u>Water and Sewer Funds</u>					
Water/Sewer Operating Fund (05)	14,550,698	9,698,700	24,249,398	12,513,550	11,735,848
Water/Sewer Debt Service Fund (07)	33,015	954,162	987,177	951,062	36,115
Water/Sewer 98 Bond Debt Service (25)	9,518	424,545	434,063	425,045	9,018
<i>subtotal</i>	14,593,231	11,077,407	25,670,638	13,889,657	11,780,981
<u>Airport Funds</u>					
Airport Operating Fund (09)	63,305	399,500	462,805	391,461	71,344
Airport Debt Service Fund (22)	2,367	15,268	17,635	14,468	3,167
<i>subtotal</i>	65,672	414,768	480,440	405,929	74,511
<u>Golf Course Funds</u>					
Golf Course Fund (18)	19,609	73,500	93,109	36,300	56,809
<i>subtotal</i>	19,609	73,500	93,109	36,300	56,809
Total Proprietary Funds	14,678,512	11,565,675	26,244,187	14,331,886	11,912,301
Total All City Funds	23,752,918	50,559,519	74,312,437	56,690,227	17,622,210

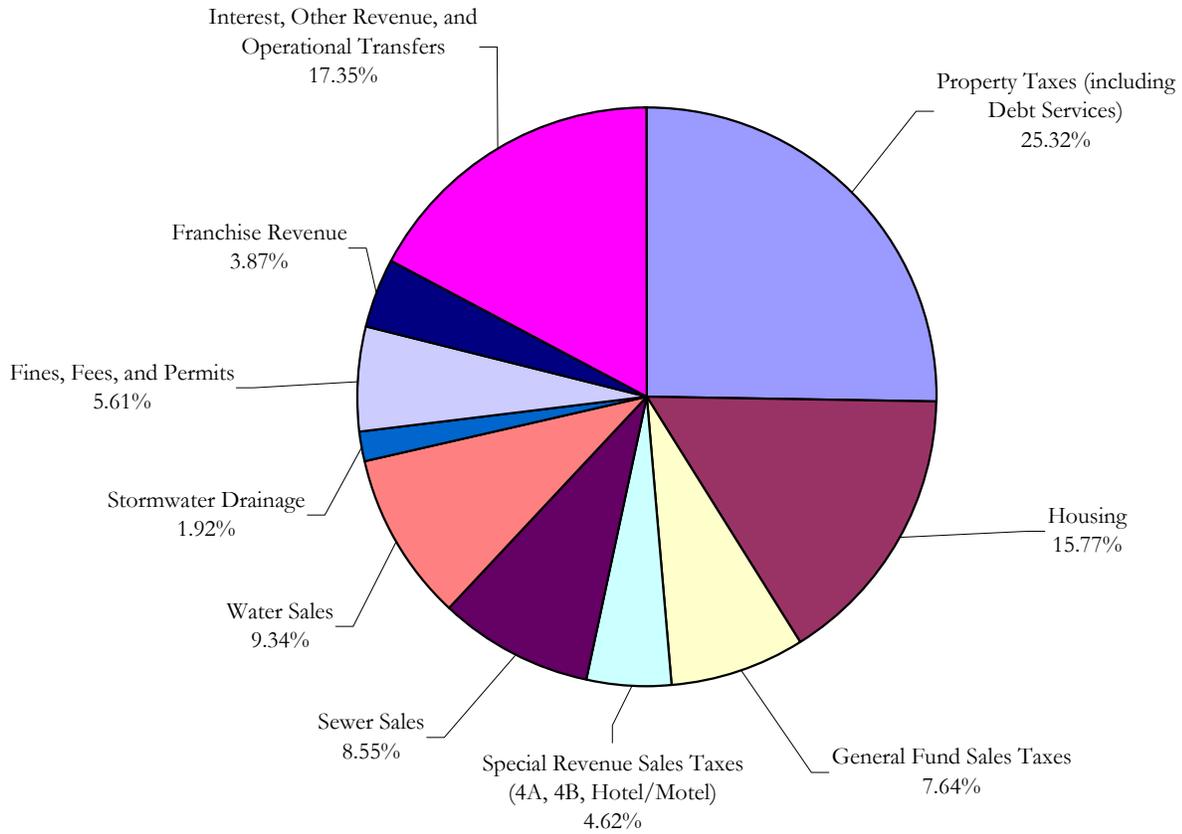
CITY OF LANCASTER
COMBINED REVENUES BY FUNDS TYPES
ALL FUNDS
FY 2007-2008

General Fund & Related Funds	48.14%	24,339,560
Water and Sewer Funds	21.91%	11,077,407
Special Revenue	22.45%	11,351,721
General Debt Service Funds	6.53%	3,302,563
Airport Funds	0.82%	414,768
Golf Fund	0.15%	73,500
	100.00%	50,559,519

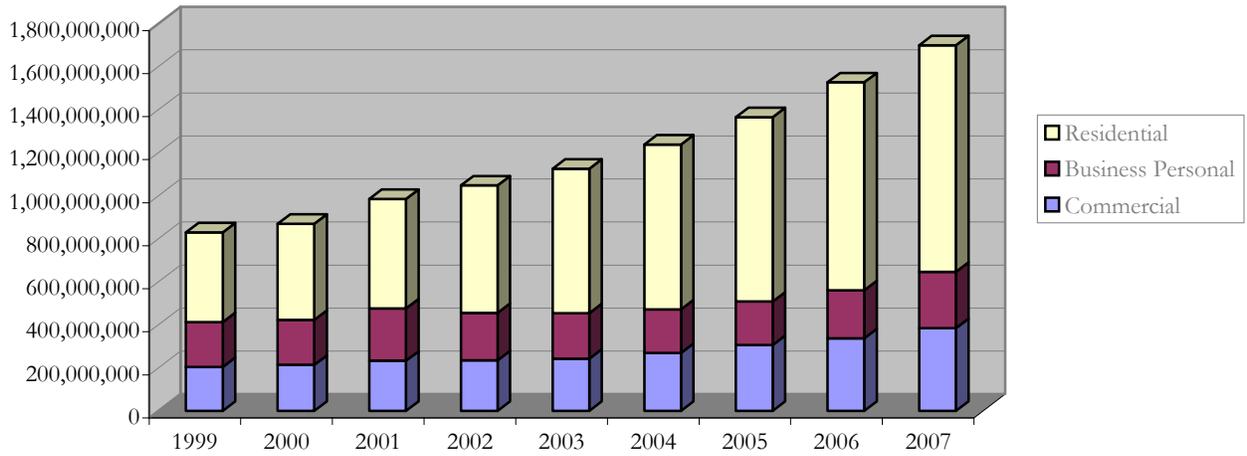


**CITY OF LANCASTER
COMBINED REVENUES BY SOURCE
ALL FUNDS
FY 2007-2008**

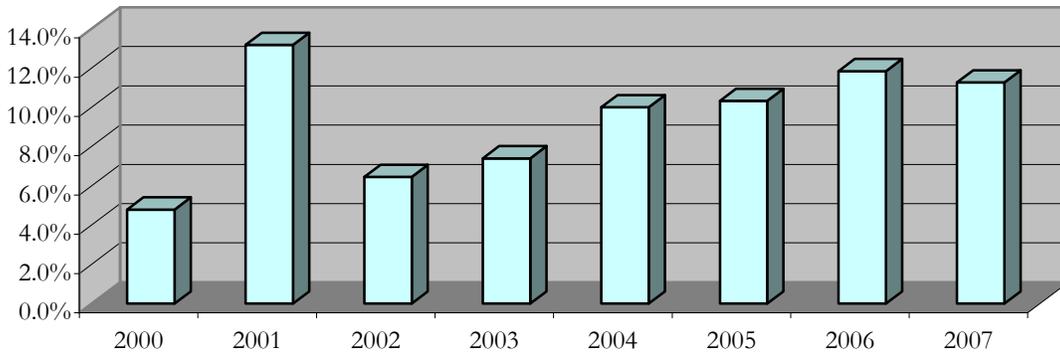
Property Taxes (including Debt Services)	25.32%	12,803,426
Housing	15.77%	7,975,000
General Fund Sales Taxes	7.64%	3,862,750
Special Revenue Sales Taxes (4A, 4B, Hotel/Motel)	4.62%	2,337,250
Sewer Sales	8.55%	4,325,000
Water Sales	9.34%	4,722,500
Stormwater Drainage	1.92%	972,471
Fines, Fees, and Permits	5.61%	2,835,630
Franchise Revenue	3.87%	1,955,000
Interest, Other Revenue, and Operational Transfers	17.35%	8,770,492
	100.00%	50,559,519



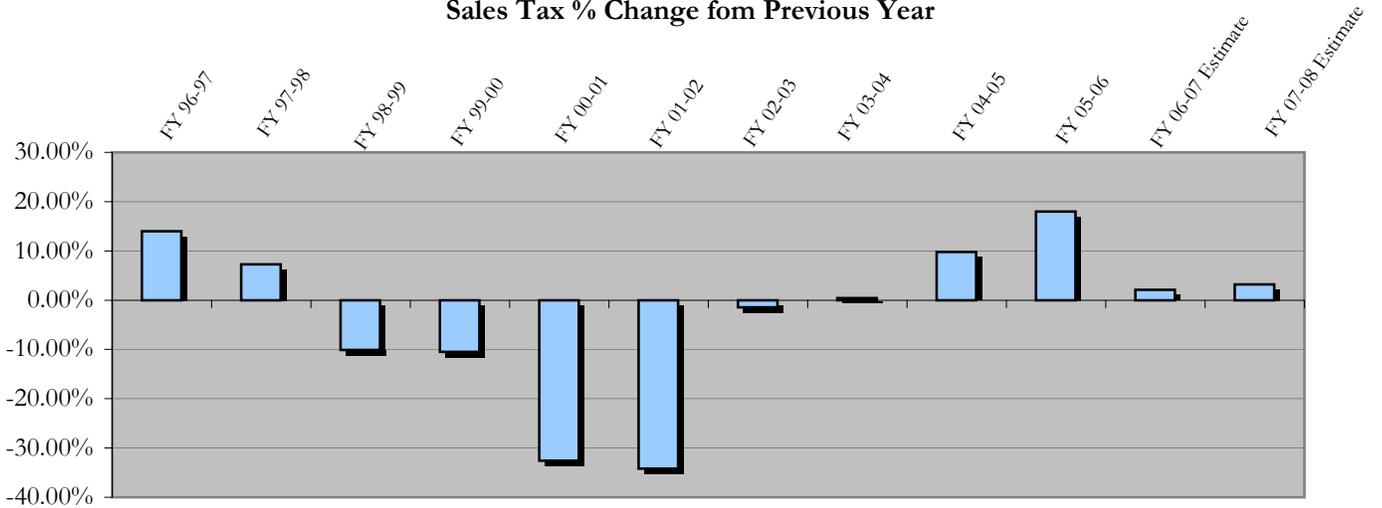
Total Certified Property Value Breakdown



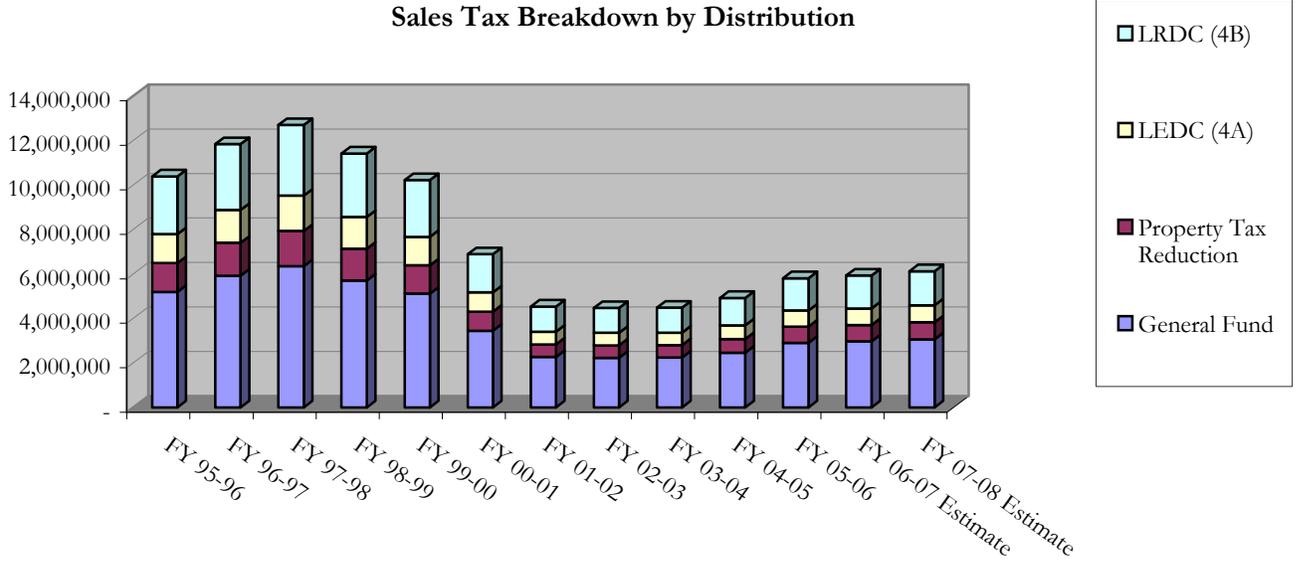
Property Value % Increase Over Previous Year



Sales Tax % Change fom Previous Year

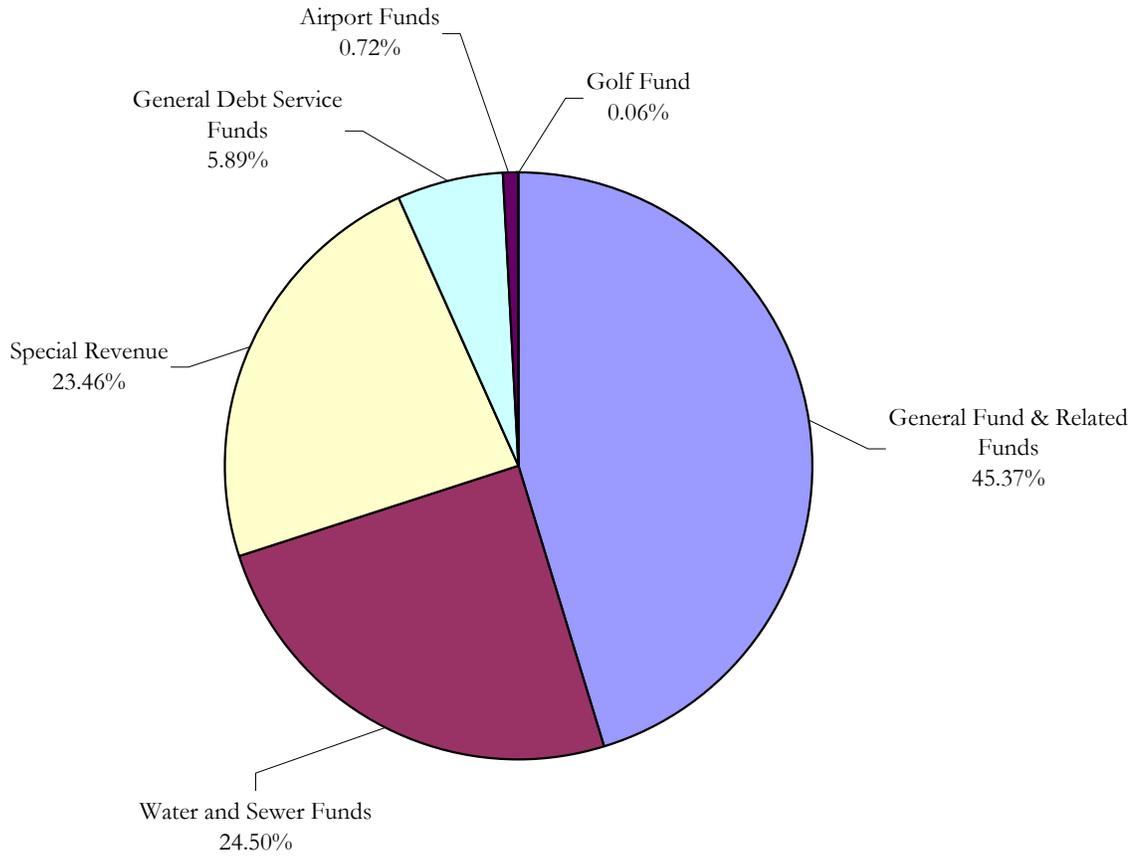


Sales Tax Breakdown by Distribution



**CITY OF LANCASTER
 COMBINED EXPENDITURES BY FUND TYPE
 ALL FUNDS
 FY 2007-2008**

General Fund & Related Funds	45.37%	25,717,948
Water and Sewer Funds	24.50%	13,889,657
Special Revenue	23.46%	13,299,210
General Debt Service Funds	5.89%	3,341,183
Airport Funds	0.72%	405,929
Golf Fund	0.06%	36,300
	100.00%	56,690,227





General Operating Fund FUND SUMMARY

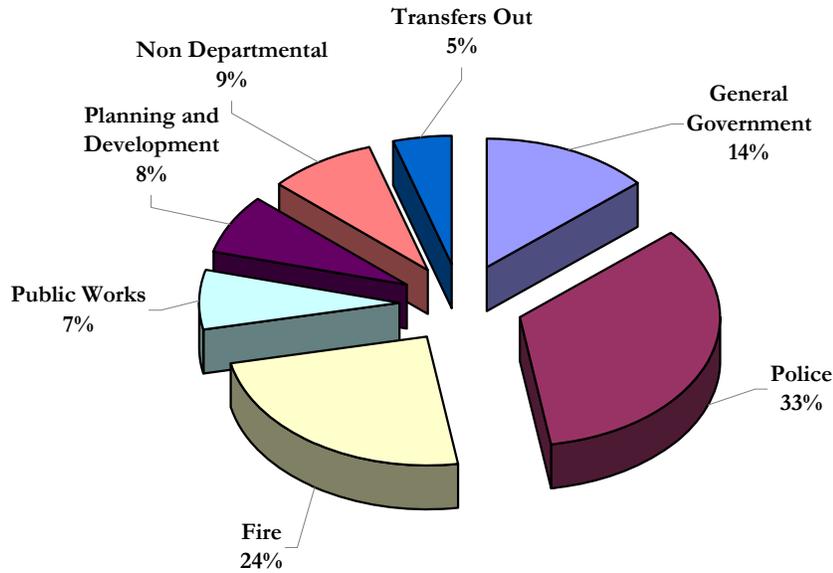


	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	6,307,397	5,380,000	5,380,000	4,166,281
Revenue:				
General Property Taxes	8,287,117	9,384,284	9,536,013	10,586,599
Sales Taxes	3,668,492	3,844,250	3,745,000	3,862,750
Charges for Services	385,186	416,500	416,500	416,500
Fines and Fees	1,552,973	1,657,925	1,532,225	1,697,530
Franchise Payments	1,555,113	1,736,000	1,563,287	1,955,000
Liscenses and Permits	1,035,029	863,650	758,020	721,600
Interest and Other Income	383,364	142,000	291,220	241,600
Transfers In	872,188	1,583,879	908,379	1,594,981
Total Revenue	17,739,462	19,628,488	18,750,644	21,076,560
<i>Total Amount Available</i>	24,046,859	25,008,488	24,130,644	25,242,841
General Government	1,921,604	2,701,070	2,803,271	3,084,927
Police	6,250,557	6,820,172	6,676,741	7,674,153
Fire	4,930,475	5,273,584	5,148,535	5,489,612
Public Works	1,028,159	1,116,858	1,141,294	1,669,045
Planning and Development	1,419,567	1,631,532	1,479,345	1,703,270
Non Departmental	2,441,497	1,942,107	1,820,177	1,984,187
Transfers Out	675,000	895,000	895,000	1,067,000
Total Disbursements	18,666,859	20,380,323	19,964,363	22,672,194
Estimated Balance	5,380,000	4,628,165	4,166,281	2,570,647



General Fund Summary of Expenditures

	05-06 Actual	06-07 Budget	06-07 Estimated	07-08 Budget
General Government	1,921,604	2,701,070	2,803,271	3,084,927
Police	6,250,557	6,820,172	6,676,741	7,674,153
Fire	4,930,475	5,273,584	5,148,535	5,489,612
Public Works	1,028,159	1,116,858	1,141,294	1,669,045
Planning and Development	1,419,567	1,631,532	1,479,345	1,703,270
Non Departmental	2,441,497	1,942,107	1,820,177	1,984,187
Transfers Out	675,000	895,000	895,000	1,067,000
	18,666,859	20,380,323	19,964,363	22,672,194





General Operating Fund FY 2007-2008



Summary of Receipts by Source

	ACTUAL	BUDGET	ESTIMATE	ADOPTED
	05/06	06/07	06/07	07/08
General Property Taxes				
5002 CURRENT TAXES	7,961,223	9,084,284	9,084,284	10,136,599
5004 PENALTY & INTEREST TAXES	132,712	100,000	151,729	150,000
5005 DELINQUENT TAXES	193,182	200,000	300,000	300,000
<i>subtotal</i>	8,287,117	9,384,284	9,536,013	10,586,599
Sales Taxes				
5101 CITY SALES TAX	2,903,011	3,045,000	2,965,000	3,059,000
5104 CITY SALES TAX-PTR(.25)	725,750	761,250	741,000	764,750
5102 MIXED DRINK TAX	14,102	13,000	14,000	14,000
5103 BINGO TAX	25,629	25,000	25,000	25,000
<i>subtotal</i>	3,668,492	3,844,250	3,745,000	3,862,750
Charges for Services				
5210 AMBULANCE SERVICE	373,578	400,000	400,000	400,000
5211 FIRE & EMS SERVICE TO COUNTY	9,069	15,000	15,000	15,000
5214 ANIMAL SHOTS-MED-OTHER SVCS	2,439	1,500	1,500	1,500
5227 REFUSE FEES	0	0	0	0
<i>subtotal</i>	385,086	416,500	416,500	416,500
Fines and Fees				
5302 MUNICIPAL COURT FINES	768,151	900,000	750,000	931,200
5303 ZONE/PLAT APP FEES, SUP-PD	155,940	123,000	150,000	150,000
5304 RE-INSPECTION FEES	1,220	1,500	4,500	2,000
5306 COPY/RESEARCH FEES	11,370	13,000	15,000	13,000
5308 SERVICE FEE	53,190	45,500	25,500	35,000
5310 FINES	10,966	9,200	9,200	9,000
5314 ANIMAL ADOPTION FEES	1,109	825	1,500	1,500
5315 ANIMAL IMPOUNDING FEES	5,775	4,900	7,000	6,000
5316 DEFENSIVE DRIVING FEE (COURT)	33,334	29,000	20,000	25,000
5317 COURT-PROBATION FEES	107,335	100,000	115,000	115,000
5318 FIRE PROTECTION SYSTEMS FEES	22,292	21,000	30,000	30,000
5319 ASPHALT PAVING FEES	0	1,000	1,500	1,000
5320 CERTIFICANT OF OCCUPANCY FEES	6,900	10,000	7,500	8,000
5321 CONTRACTORS FEES (INSPECTIONS)	48,420	40,000	43,000	43,000
5322 COURT FINES-ORD VIOLATIONS	61,154	60,000	59,000	60,000
5324 SUBPOENA FEES RECEIVED	80	0	80	80
5325 CORRECTIONAL MGMT & CRIM JUST	0	0	195	0
5328 JUVENILE COMMUNITY SERV FUND	1,300	2,000	250	750
5329 STATE TRAFFIC FEES	5,477	10,000	5,000	5,000
5330 WARRANT FEES-CITY SERVED	258,960	275,000	275,000	245,000
5352 TPF-TIME PAY FEE-NO RESTRICT	0	12,000	13,000	13,000
5354 MOTOR CARRIER WEIGHT VIOLATION	0	0	0	4,000
<i>subtotal</i>	1,552,973	1,657,925	1,532,225	1,697,530



General Operating Fund FY 2007-2008



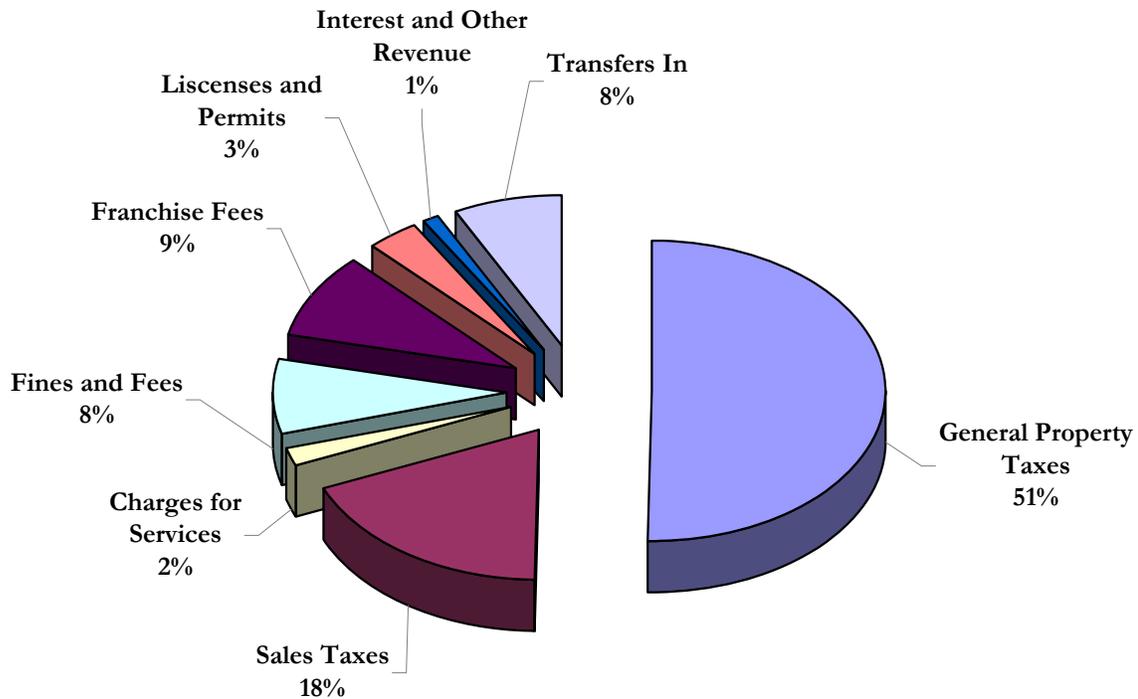
Summary of Receipts by Source

	ACTUAL 05/06	BUDGET 06/07	ESTIMATE 06/07	ADOPTED 07/08
Franchise Fees				
5335 FRANCHISE-ELECTRICITY	1,083,670	1,200,000	1,007,783	1,200,000
5336 FRANCHISE-GAS	164,069	200,000	204,000	200,000
5337 HB 1777/ROW - TELEPHONE	205,925	221,000	221,504	225,000
5339 FRANCHISE-CABLE	101,449	115,000	130,000	130,000
5350 FRANCHISE-AWIN/ALLIED WASTE	0	0	0	200,000
<i>subtotal</i>	1,555,113	1,736,000	1,563,287	1,955,000
Liscenses and Permits				
5401 BUILDING PERMITS/PLAN REVIEW	954,608	800,000	640,000	620,000
5402 ELECTRICAL PERMITS	5,593	4,500	12,500	6,000
5403 ELECTRICAL LICENSES	0	0	0	0
5404 PLUMBING PERMITS	10,769	7,000	7,000	7,000
5405 HEATING & AIR COND PERMITS	3,829	2,500	5,000	3,000
5406 FENCE PERMITS	7,754	5,000	9,000	7,000
5411 SIGN PERMITS	8,935	10,000	10,500	10,000
5412 FIRE & BURGLAR ALARM PERMITS	20,925	19,150	28,000	25,000
5413 HAND BILL/SOLICITOR PERMITS	4,672	0	6,920	7,000
5417 LIQUID WASTE HAULERS PERMIT	575	500	600	600
5418 REVENUE-FOOD PERMITS	13,075	13,500	35,500	33,000
5419 EXCAVATION PERMIT FEE	3,082	0	0	0
5420 VENDING MACHINE PERMITS	950	1,500	1,500	1,500
5424 MOWING/DEMOLTION	0	0	1,500	1,500
<i>subtotal</i>	1,034,767	863,650	758,020	721,600
Interest and Other Revenue				
5603 REFUNDS AND RECOVERIES	23,902	10,000	5,000	10,000
5604 SALE OF CITY PROPERTY	0	0	3,750	0
5605 REIMBURSEMENTS-INSURANCE	161,788	0	55,000	60,000
5606 REIMBURSEMENTS	1,298	0	6,600	0
5610 OTHER INCOME	96,395	57,000	140,000	95,000
5614 CASH OVER/UNDER	1,014	0	0	0
5623 RETURNED CHECK FEES	551	0	800	0
5624 CONTRIBUTIONS	45	0	0	0
5626 DONATIONS-POLICE DEPT.	0	0	4,470	0
5638 RECYCLING	355	0	600	1,000
5639 VENDING MACHINE COMMISSIONS	554	0	0	600
5667 MISC REVENUE	101	0	0	0
5701 INTEREST ON INVESTMENTS	97,361	75,000	75,000	75,000
<i>subtotal</i>	383,364	142,000	291,220	241,600
Transfers In				
5805 TRANS FR W & S OPER FUND	771,360	794,510	794,510	1,460,424
5816 TRANSFER FROM 4A - LEDC	10,248	10,560	10,560	15,000
5817 TRANS FR 4-B	0	685,500	10,000	15,000
5818 TRANS FR GOLF OPER FUND	3,100	3,193	3,193	3,353
5819 TRANS FR HUD	59,652	61,452	61,452	64,525
5853 TRANS FROM STORMWATER	27,828	28,664	28,664	36,680
<i>subtotal</i>	872,188	1,583,879	908,379	1,594,981
Total	17,739,100	19,628,488	18,750,644	21,076,560



General Fund Summary of Revenues

	05-06 Actual	06-07 Budget	06-07 Estimated	07-08 Budget
General Property Taxes	8,287,117	9,384,284	9,536,013	10,586,599
Sales Taxes	3,668,492	3,844,250	3,745,000	3,862,750
Charges for Services	385,086	416,500	416,500	416,500
Fines and Fees	1,552,973	1,657,925	1,532,225	1,697,530
Franchise Fees	1,555,113	1,736,000	1,563,287	1,955,000
Liscenses and Permits	1,034,767	863,650	758,020	721,600
Interest and Other Revenue	383,364	142,000	291,220	241,600
Transfers In	872,188	1,583,879	908,379	1,594,981
	17,739,100	19,628,488	18,750,644	21,076,560





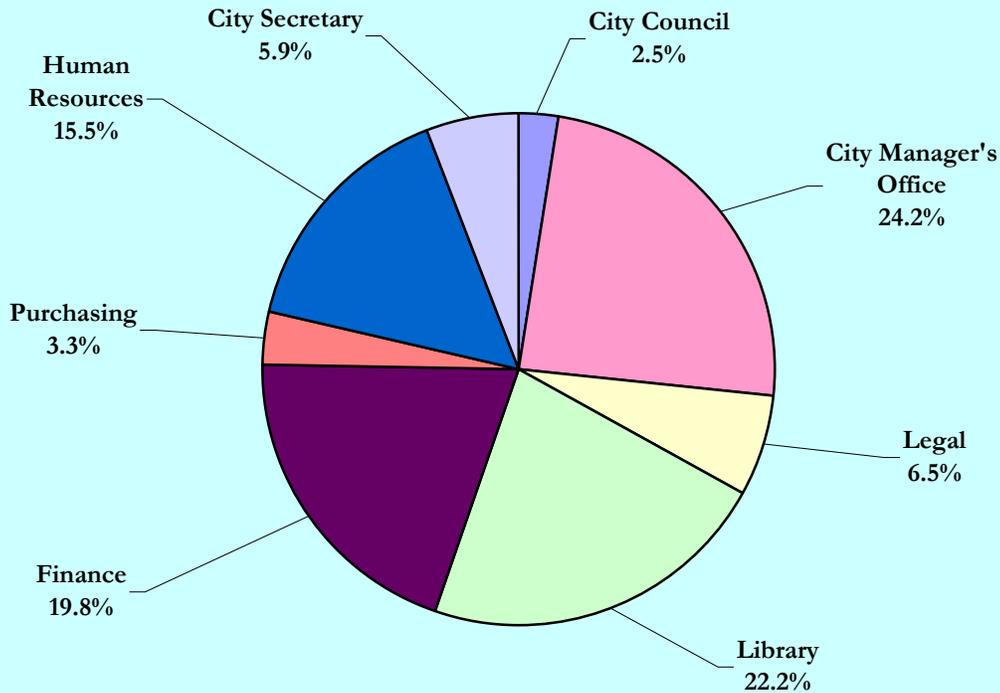
GENERAL OPERATING FUND

Summary of Expenditures by Division and Department

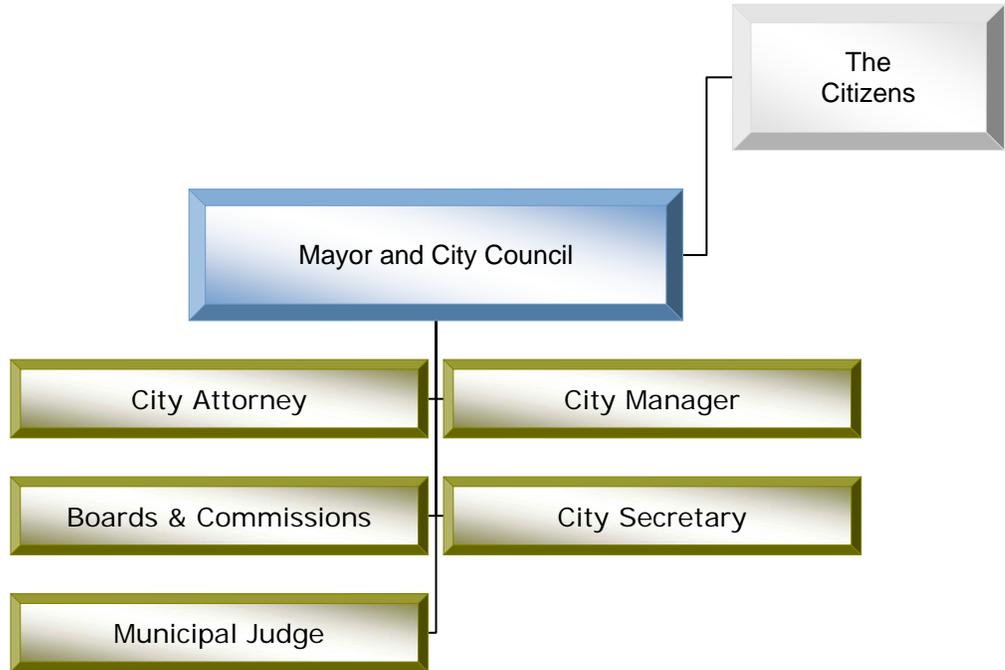
		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
City Council	01-01-00	45,460	57,413	56,210	76,135
City Manager's Office	01-02-00	618,824	619,126	714,016	747,322
Legal	01-05-00	165,989	150,000	174,555	200,000
Library	01-07-00	-	-	642,100	685,500
Finance	01-19-00	694,408	734,151	725,304	611,618
Purchasing	01-29-00	-	-	-	102,480
Human Resources	01-31-00	252,725	281,442	278,980	479,421
City Secretary	01-18-00	144,198	183,438	178,706	182,451
General Government		1,921,604	2,025,570	2,769,871	3,084,927
Fire	01-15-00	4,654,692	4,949,029	4,840,343	5,169,641
Fire Marshal	01-38-00	109,108	125,465	113,441	173,778
Emer. Mgmt..	01-15-04	166,675	199,090	190,336	146,193
Fire		4,930,475	5,273,584	5,144,120	5,489,612
Police	01-14-00	5,169,696	5,544,485	5,517,558	6,373,754
Municipal Court	01-08-00	371,032	454,803	413,974	439,889
Emer. Comm.	01-34-00	688,459	790,334	718,459	829,010
Civil Service	01-32-00	21,370	30,550	26,750	31,500
Police		6,250,557	6,820,172	6,676,741	7,674,153
Streets	01-12-00	1,028,159	1,116,858	1,138,625	1,669,045
Public Works		1,028,159	1,116,858	1,138,625	1,669,045
Planning	01-17-00	558,288	524,788	435,551	546,579
Development Services Admin.	01-36-00	177,858	155,783	153,472	200,114
Neighborhood Services	01-35-00	200,260	445,965	406,437	507,091
Building Inspections	01-09-00	483,161	504,996	433,752	449,486
Planning and Development		1,419,567	1,631,532	1,429,212	1,703,270
Fleet Services	01-10-00	196,024	250,133	239,815	254,850
Non- Departmental	01-16-00	1,274,337	700,245	628,800	594,053
Building Services	01-06-00	971,136	991,729	951,562	1,135,284
Non- Departmental		2,441,497	1,942,107	1,820,177	1,984,187
Transfers Out	01-80-00	675,000	895,000	895,000	1,067,000
Total		18,666,859	19,704,823	19,873,746	22,672,194

GENERAL GOVERNMENT DIVISION

		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
City Council	01-01-00	45,460	57,413	56,210	76,135
City Manager's Office	01-02-00	618,824	619,126	714,016	747,322
Legal	01-05-00	165,989	150,000	174,555	200,000
Library	01-07-00	-	-	642,100	685,500
Finance	01-19-00	694,408	734,151	725,304	611,618
Purchasing	01-29-00	-	-	-	102,480
Human Resources	01-31-00	252,725	281,442	278,980	479,421
City Secretary	01-18-00	144,198	183,438	178,706	182,451
General Government		1,921,604	2,025,570	2,769,871	3,084,927







City Council



Department Summary

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:

- Adoption of the annual tax rate, water and sewer rates, annual operating budget, and regulatory ordinances;
- Approval of contracts and agreements;
- 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 appoints the Municipal Judge, City Attorney and City Secretary. The Council also 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.

Departmental Goals

- **Council Goal 1: Financially Sustainable City Government**
 - * Revenues to support services and service levels
 - * New developments contributing to the City’s financial sustainability
 - * Expanding local economy
 - * New revenue sources
 - * More diverse tax base

- **Council Goal 2: Higher Quality Development: Residential and Commercial**
 - * Redevelopment: I-35 corridor
 - * Economic Expansion of the Airport
 - * Commercial development: I-20 corridor
 - * High development standards: trend analysis, policies, and decisions
 - * Preservation and enhancement of historic buildings, structures, and assets

- **Council Goal 3: City - an Organization of Excellence**
 - * Efficient and customer friendly services
 - * Recruitment and retention of quality employees
 - * Enhanced service efficiency

- **Council Goal 4: Enhanced City Infrastructure and Services**
 - * Improving quality of city streets
 - * Effective drainage system and storm-water management
 - * Water and sewer services that are citywide
 - * Development of a high performance city organization
 - * Upgrade and Expand City Facilities

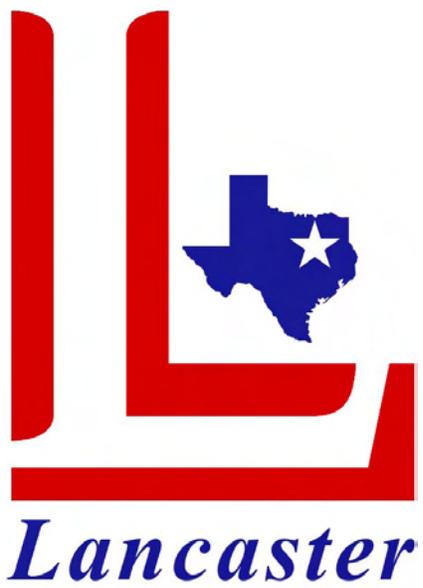
- **Council Goal 5: Greater Community Unity and Pride**
 - * All races welcome, celebrating cultural diversity
 - * Greater citizen understanding of city and community
 - * Citizens assuming civic responsibility contributing to a better Lancaster
 - * Positive city image and reputation
 - * City government: trusted by our citizens

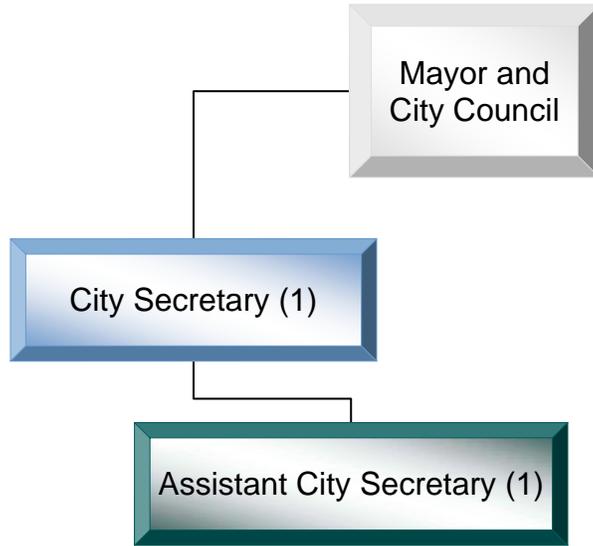
- **Council Goal 6: Becoming the Preferred Place to Live: Professionals and Families**
 - * Reputation and reality: quality schools
 - * Convenient living: access to all things
 - * Quality leisure and recreational choices—things to do in your spare time
 - * Lancaster—a model community

Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 5,396	\$ 4,850	\$ 5,700	\$ 5,450
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 40,064	\$ 52,563	\$ 50,510	\$ 70,685
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 45,460	\$ 57,413	\$ 56,210	\$ 76,135

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$0
0201 OFFICE SUPPLIES	\$1,480	\$1,500	\$2,100	\$2,000
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$39	\$250	\$0	\$150
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$1,934	\$1,100	\$1,300	\$1,300
0214 POSTAGE/SHIPPING/DELIVERY	\$1,943	\$2,000	\$2,300	\$2,000
0200-0299 SUPPLIES SUBTOTAL	\$5,396	\$4,850	\$5,700	\$5,450
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$2,134	\$2,400	\$2,300	\$2,340
0407 SPECIAL SERVICES	\$0	\$0	\$0	\$9,500
0409 TRAVEL & EDUCATION	\$121	\$0	\$0	\$0
0414 DUES & SUBSCRIPTIONS	\$4,229	\$6,663	\$6,660	\$6,670
0416 OTHER/PROFESSIONAL SERVICES	\$2,330	\$2,300	\$2,300	\$2,500
0419 AWARDS	\$0	\$300	\$0	\$300
0421 PRINTING	\$2,694	\$3,600	\$3,600	\$9,650
0424 ELECTION EXPENSE	\$8,647	\$12,800	\$11,700	\$18,225
0462 CELLULAR TELEPHONE & PAGERS	\$3,232	\$3,000	\$3,000	\$0
0526 TRAVEL & EDUC: CC-MAYOR	\$4,227	\$3,500	\$5,250	\$3,500
0527 TRAVEL & EDUC: CC-DISTRICT 1	\$2,564	\$3,000	\$3,000	\$3,000
0528 TRAVEL & EDUC: CC-DISTRICT 2	\$1,784	\$3,000	\$2,200	\$3,000
0529 TRAVEL & EDUC: CC-DISTRICT 3	\$1,783	\$3,000	\$2,000	\$3,000
0530 TRAVEL & EDUC: CC-DISTRICT 4	\$2,316	\$3,000	\$3,000	\$3,000
0531 TRAVEL & EDUC: CC-DISTRICT 5	\$2,159	\$3,000	\$3,000	\$3,000
0532 TRAVEL & EDUC: CC-DISTRICT 6	\$1,844	\$3,000	\$2,500	\$3,000
0400-0599 OTHER SERVICES SUBTOTAL	\$40,064	\$52,563	\$50,510	\$70,685
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
CITY COUNCIL TOTAL	\$45,460	\$57,413	\$56,210	\$76,135







City Secretary



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Total	2	2	2

Department Narrative
<p>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 coordinates board and commission appointments, provides administrative assistance to the Mayor and Council and prepares the annual budget for both the Office of the City Secretary and City Council.</p>

Departmental Goals					
<p>City Council Goals 3 & 5 (City - an Organization of Excellence; Greater Community Unity and Pride)</p> <ul style="list-style-type: none"> • Prepare Lancaster City Council meeting agendas and keep an account of such proceedings including enrolling all ordinances and resolutions as approved by the City Council • Prepare annual codification of City ordinances • Conduct Special Election to be held in November 2007 and General Municipal Election to be held in May 2008 • Initiate document imaging and indexing system • Conduct annual destruction of eligible city records • Serve as a document and information resource for Council, citizens, and staff 					
Workload Indicators			07-08 Estimate		
City Council Meetings			45		
Population			35,048		
Registered Voters			17,886		
Ordinances Adopted			57		
Resolutions Approved			130		
Ordinances Codified			50		
Proclamations Prepared			10		
Open Records Requests Processed			205		
Elections Held			2		
Quantity of Records Eligible for Destruction (lbs.)			6,000		
Agenda Packet Pages Produced			5,100		
Legal Notices Published			26		
Performance Measurement			07-08 Target		
Department Objective: Timely and Efficient Department Operations					
Performance Measure: Agenda Packets Prepared by Thursday Before Council Meeting			100%		
Performance Measure: Open Records Requests Processed in accordance with state law			100%		
Performance Measure: Applicable ordinances codified			100%		
Performance Measure: Citywide destruction of eligible records			100%		
Performance Measure: FY 2006 & 2007 Ordinances & Resolutions scanned			100%		
Department Objective: Conduct Municipal Elections					
Performance Measure: November 6, 2007 for District 6 unexpired term & Bond Prop.			100%		
Performance Measure: May 2008 General Municipal Election			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 131,632	\$ 145,585	\$ 142,231	\$ 151,331
Supplies		\$ 2,708	\$ 3,000	\$ 2,230	\$ 2,950
Maintenance		\$ -	\$ -	\$ -	\$ -
Other Services		\$ 9,858	\$ 34,853	\$ 34,245	\$ 28,170
Capital Outlay		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 144,198	\$ 183,438	\$ 178,706	\$ 182,451

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$98,962	\$106,724	\$103,525	\$113,349
0102 SALARIES-PART TIME	\$789	\$0	\$791	\$791
0103 SALARIES-OVERTIME	\$807	\$500	\$1,570	\$500
0104 SALARIES-LONGEVITY	\$100	\$268	\$186	\$284
0105 GROUP HEALTH INSURANCE	\$8,000	\$8,772	\$8,170	\$6,930
0106 TMRS	\$12,271	\$13,936	\$12,745	\$14,147
0107 FICA	\$7,486	\$8,574	\$8,205	\$8,675
0109 SALARIES-WELL PAY	\$0	\$800	\$992	\$700
0110 DENTAL INSURANCE	\$700	\$738	\$715	\$634
0113 SALARIES-CAR ALLOWANCE	\$2,400	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$50	\$48	\$62	\$68
0130 WORKERS COMPENSATION	\$67	\$425	\$470	\$453
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$131,632	\$145,585	\$142,231	\$151,331
0201 OFFICE SUPPLIES	\$2,023	\$2,200	\$1,500	\$2,200
0214 POSTAGE/SHIPPING/DELIVERY	\$685	\$800	\$730	\$750
0200-0299 SUPPLIES SUBTOTAL	\$2,708	\$3,000	\$2,230	\$2,950
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$2,134	\$2,500	\$2,000	\$2,340
0407 SPECIAL SERVICES	\$1,374	\$25,000	\$25,000	\$20,000
0408 ADVERTISING	\$1,821	\$2,000	\$2,500	\$850
0409 TRAVEL & EDUCATION	\$2,799	\$3,768	\$3,300	\$3,980
0414 DUES & SUBSCRIPTIONS	\$449	\$460	\$400	\$430
0416 OTHER/PROFESSIONAL SERVICES	\$228	\$0	\$0	\$0
0421 PRINTING	\$146	\$150	\$70	\$70
0452 FILING FEES	\$400	\$500	\$500	\$500
0462 CELLULAR TELEPHONE & PAGERS	\$507	\$475	\$475	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$9,858	\$34,853	\$34,245	\$28,170
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
CITY SECRETARY TOTAL	\$144,198	\$183,438	\$178,706	\$182,451



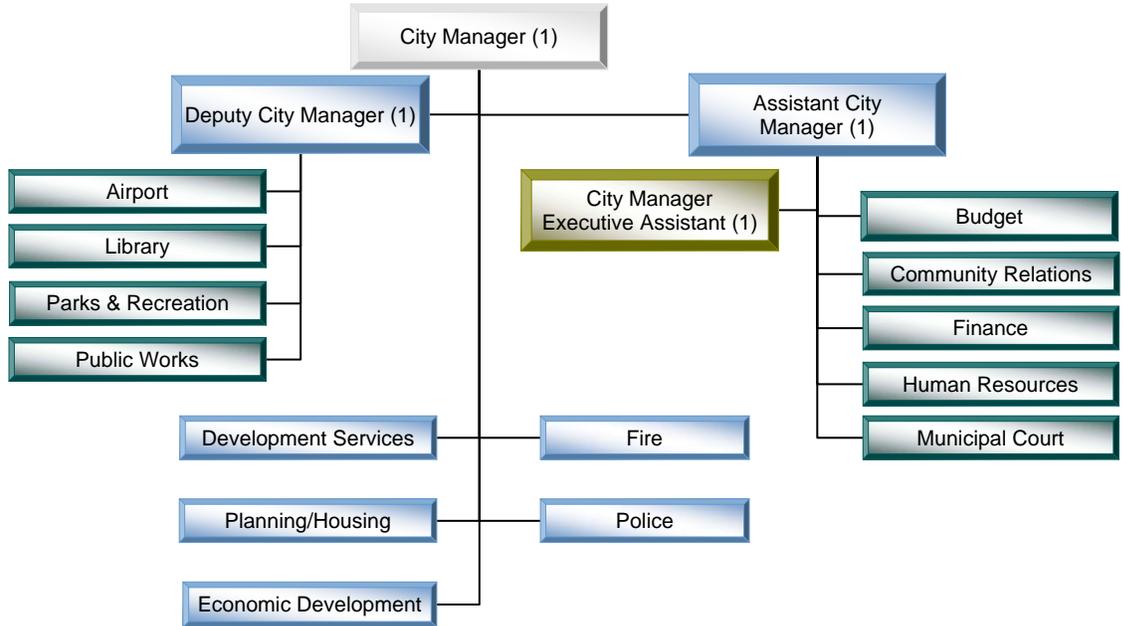


Programs/Activities:
 City Manager, Assistant City Manager,
 Public Information, Community Relations,
 Budget, Action Center

General Government Division (A)
 General Operating Fund (01)



Office of City Manager



Personnel Summary

Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
City Manager	1	1	1
Deputy City Manager	0	1	1
Assistant City Manager	1	1	1
Assistant to City Manager	1	0	0
Budget Analyst	0	0	1
CM Executive Assistant	1	1	1
Community Relations Assistant	1	1	1
Total	5	5	6

Department Narrative

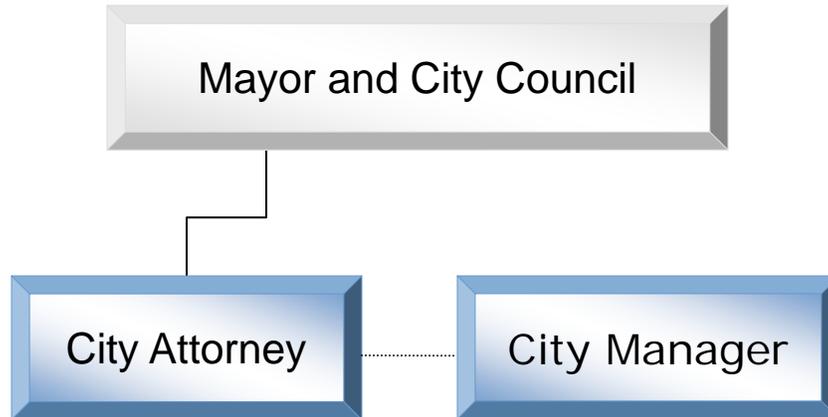
The City of Lancaster has a Council/Manager form of government where the City Council sets policy and the City Manager is charged with carrying out the policies and programs approved by the City Council and providing administrative leadership. The City Manager is responsible for the City's daily operations, 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 also directly oversees the community relations activity and all budget responsibilities.

Departmental Goals					
City Council Goals (Greater Community Unity and Pride; Becoming the Preferred Place to Live: Families and Professionals)					
<ul style="list-style-type: none"> • Direct and coordinate the successful implementation of High Performance Organization (HPO) activities and objectives • Increase accountability and efficiency of departments through regular 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 CRM program 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 and homeowners associations. • 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			07-08 Estimate		
Population			35,048		
City Council Meetings			45		
Leadership Action Team Meetings			12		
Executive Team Meetings			52		
Operating Budget Expenditures			22,672,194		
Total Municipal Budgeted Expenditures			56,690,227		
Total Municipal Debt Payments			4,773,021		
Monthly Budget Meetings			12		
Quarterly Performance Measurement Meetings			4		
Citizen Relationship Management Requests			3,000		
Performance Measurement			07-08 Target		
Department Objective: Effective performance of City Council policy			Completed and Satisfactory		
Performance Measure: Proposed budget presented to City Council before August					
Performance Measure: Weekly updates presented on-time					
Performance Measure: Responses to policy questions within 24 hours					
Department Objective: Efficient municipal operations			\$646.89 9.6% 3.2% 0.6091 100% 99%		
Performance Measure: Operating budget per capita					
Performance Measure: Debt service as percentage of General Fund Expenditures					
Performance Measure: CMO as percentage of General Fund Expenditures					
Performance Measure: Operations and Maintenance Tax Rate					
Performance Measure: Budgeted Revenues Collected					
Performance Measure: Budgeted Expenditures Spent					
Budget Summary		05-06	06-07	06-07	07-08
		Actual	Budget	Estimate	Budget
Personnel		\$ 516,977	\$ 550,046	\$ 621,329	\$ 697,102
Supplies		\$ 17,200	\$ 15,525	\$ 14,482	\$ 13,625
Maintenance		\$ 116	\$ -	\$ -	\$ -
Other Services		\$ 84,531	\$ 53,555	\$ 78,205	\$ 36,645
Capital Outlay		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 618,824	\$ 619,126	\$ 714,016	\$ 747,372

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$390,480	\$403,770	\$418,179	\$521,534
0102 SALARIES-PART TIME	\$3,424	\$4,000	\$46,706	\$18,560
0103 SALARIES-OVERTIME	\$1,033	\$550	\$700	\$0
0104 SALARIES-LONGEVITY	\$670	\$780	\$646	\$680
0105 GROUP HEALTH INSURANCE	\$33,059	\$38,956	\$36,281	\$28,571
0106 TMRS	\$48,795	\$55,499	\$58,414	\$64,335
0107 FICA	\$25,808	\$27,325	\$37,441	\$34,109
0109 SALARIES-WELL PAY	\$0	\$3,500	\$3,640	\$4,034
0110 DENTAL INSURANCE	\$1,401	\$1,845	\$1,075	\$870
0113 SALARIES-CAR ALLOWANCE	\$12,000	\$12,000	\$16,000	\$20,400
0120 GROUP LIFE INSURANCE	\$138	\$120	\$440	\$1,843
0130 WORKERS COMPENSATION	\$169	\$1,701	\$1,807	\$2,166
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$516,977	\$550,046	\$621,329	\$697,102
0201 OFFICE SUPPLIES	\$4,786	\$4,800	\$3,380	\$4,000
0202 CLOTHING AND UNIFORMS	\$194	\$225	\$227	\$225
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$3,514	\$1,500	\$1,375	\$0
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$1,174	\$1,000	\$1,000	\$1,000
0214 POSTAGE/SHIPPING/DELIVERY	\$7,532	\$8,000	\$8,500	\$8,400
0200-0299 SUPPLIES SUBTOTAL	\$17,200	\$15,525	\$14,482	\$13,625
0318 MAINT-OFFICE EQUIPMENT	\$116	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$116	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$2,463	\$2,500	\$2,350	\$2,350
0408 ADVERTISING	\$19	\$500	\$0	\$250
0409 TRAVEL & EDUCATION	\$11,636	\$16,515	\$12,000	\$11,725
0414 DUES & SUBSCRIPTIONS	\$4,868	\$4,540	\$3,990	\$4,820
0416 OTHER/PROFESSIONAL SERVICES	\$803	\$10,000	\$26,566	\$0
0421 PRINTING	\$12,204	\$17,500	\$13,500	\$17,500
0434 SPECIAL EVENTS	\$36,843	\$0	\$0	\$0
0442 COMPUTER PROFESSIONAL SVCS	\$927	\$0	\$0	\$0
0462 CELLULAR TELEPHONE & PAGERS	\$2,884	\$2,000	\$3,112	\$0
0493 MOVING EXPENSE	\$0	\$0	\$4,967	\$0
0559 CONTRACT/TEMPORARY LABOR	\$11,884	\$0	\$11,720	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$84,531	\$53,555	\$78,205	\$36,645
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL OFFICE OF CITY MANAGER	\$618,824	\$619,126	\$714,016	\$747,372







Legal



Department Summary
<p>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 and Trial Preparation and Litigation.</p> <p>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.</p>

Departmental Goals

City Council Goal 1

(Financially Sustainable City Government)

- Take action to legally recover lost revenue from motels within the City
- Assist with all contracts entered into by the City for services
- Serve as legal representation to ensure that City funds are protected against preventable claims and lawsuits
- Serve as an advisor with regards to new purchasing and personnel policies

City Council Goals 2 & 3

(Higher Quality Development: Residential and Commercial; City - an Organization of Excellence)

- Provide legal guidance on ETJ/Annexation Plans
- Advise City Council, City administration, and directors on legal issues concerning new ordinances and resolutions
- Provide orientation and training on basic legal issues for newly elected/appointed officials
- Work with City Council, administration, and public safety departments to ensure that racial profiling does not exist in the City of Lancaster
- Provide annual overview of new legislation and their potential effects to avoid future problems

Workload Indicators	07-08 Estimate
Not Applicable	
Performance Measurement	07-08 Target
Not Applicable	

Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 165,989	\$ 150,000	\$ 174,555	\$ 200,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 165,989	\$ 150,000	\$ 174,555	\$ 200,000

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$0
0200-0299 SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0446 CITY ATTORNEY FEES	\$156,435	\$150,000	\$165,000	\$190,000
0460 SETTLEMENT	\$9,554	\$0	\$9,555	\$10,000
0400-0599 OTHER SERVICES SUBTOTAL	\$165,989	\$150,000	\$174,555	\$200,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL LEGAL	\$165,989	\$150,000	\$174,555	\$200,000



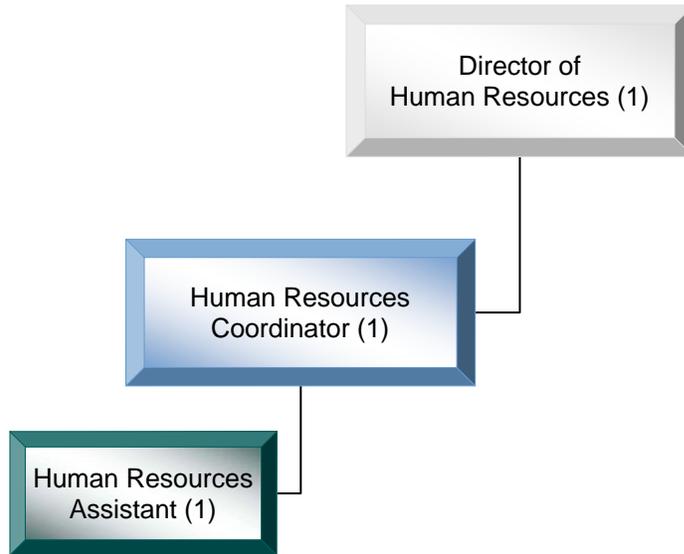


Programs/Activities:
 Personnel, Risk Management,
 Payroll and Benefits

General Government Division (A)
 General Operating Fund (01)



Human Resources



Personnel Summary				
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08	
Director of Human Resources	1	1	1	
Human Resource Coordinator	0	0	1	
Human Resource Generalist	1	1	0	
Human Resource Assistant	0	0	1	
Total	2	2	3	

Department Narrative
<p>The Human Resource Department of the City of Lancaster strives to provide superior service delivery to internal and external customers with the assistance of staff, the employee website, and the implementation of High Performance Organization (HPO) management concepts. The department provides fundamental services and programs in an effort to attract, maintain, and motivate a qualified work force. The department is also responsible for all aspects of payroll, and all safety related issues concerning the city and its employees.</p>

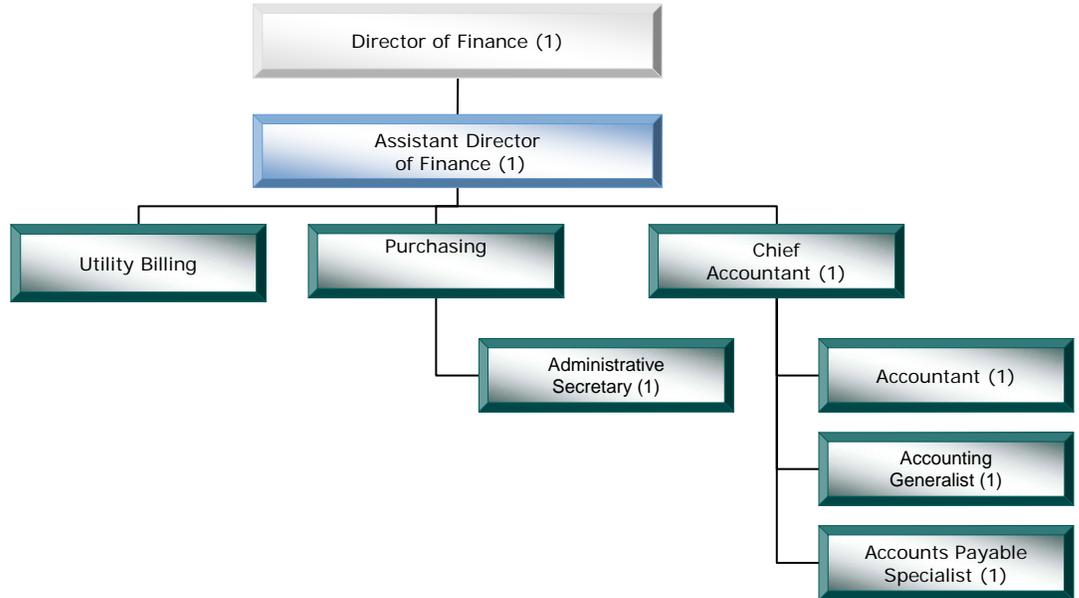
Departmental Goals					
<p>City Council Goal 3 (City - an Organization of Excellence)</p> <ul style="list-style-type: none"> • Continue in-house training programs using HR staff to keep employees trained in personnel related technologies • Implement a new turnover reporting process through HRIS system • Implement a customer service training program through assistance and guidance of the North Central Texas Council of Governments (NCTCOG) • Train and educate management and employees on the High Performing Organization process • Develop implementation of a market compensation plan and performance based evaluation system • Implement a talent-management data base which tracks training, education, and experience of all city employees 					
Workload Indicators			07-08 Estimate		
Total Full-time City of Lancaster Employees			287		
Applications Received and Processed			4,500		
Liability and Property Claims			35		
Pre-Hire Drug Screens and Background Checks			300		
In-House Training Programs			10		
Benefit Programs Managed			17		
Workers Compensation Claims			60		
Performance Measurement			07-08 Target		
Department Objective: Monitor and Analyze Turnover Performance Measure: Turnover in Agency			20%		
Department Objective: Ensure Payroll Accuracy Performance Measure: Accurate Payroll Checks			99%		
Department Objective: Ensure Timely Performance Evaluations Performance Measure: Evaluations Completed On-time			90%		
Department Objective: Ensure Timely Recruitment Process Performance Measure: Same Day Job Postings			100%		
Department Objective: Ensure Timely Risk Management Procedures Performance Measure: Claims Processed Within 7 Days			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 165,950	\$ 182,052	\$ 195,717	\$ 254,816
Supplies		\$ 13,940	\$ 9,330	\$ 9,758	\$ 11,525
Maintenance		\$ 943	\$ -	\$ -	\$ -
Other Services		\$ 71,892	\$ 90,060	\$ 73,505	\$ 211,080
Capital Outlay		\$ -	\$ -	\$ -	\$ 2,000
TOTAL		\$ 252,725	\$ 281,442	\$ 278,980	\$ 479,421

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$119,649	\$127,457	\$138,819	\$191,117
0102 SALARIES-PART TIME	\$747	\$6,084	\$10,568	\$0
0103 SALARIES-OVERTIME	\$4,011	\$2,000	\$2,700	\$0
0104 SALARIES-LONGEVITY	\$190	\$456	\$300	\$372
0105 GROUP HEALTH INSURANCE	\$11,575	\$11,449	\$10,500	\$19,874
0106 TMRS	\$15,420	\$17,360	\$15,880	\$23,255
0107 FICA	\$9,119	\$11,138	\$10,527	\$14,094
0109 SALARIES-WELL PAY	\$0	\$0	\$323	\$0
0110 DENTAL INSURANCE	\$302	\$738	\$350	\$481
0112 SALARIES-OUT OF CLASS	\$0	\$0	\$0	\$0
0113 SALARIES-CAR ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$50	\$48	\$55	\$77
0130 WORKERS COMPENSATION	\$87	\$522	\$895	\$746
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$165,950	\$182,052	\$195,717	\$254,816
0201 OFFICE SUPPLIES	\$7,084	\$5,500	\$6,300	\$6,500
0202 CLOTHING AND UNIFORMS	\$56	\$130	\$258	\$225
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$1,388	\$0	\$0	\$0
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$1,380	\$1,200	\$400	\$1,000
0214 POSTAGE/SHIPPING/DELIVERY	\$1,096	\$0	\$800	\$1,300
0215 TRAINING SUPPLIES	\$2,936	\$2,500	\$2,000	\$2,500
0200-0299 SUPPLIES SUBTOTAL	\$13,940	\$9,330	\$9,758	\$11,525
0318 MAINT-OFFICE EQUIPMENT	\$116	\$0	\$0	\$0
0342 MAINT-COMPUTER EQUIPMENT	\$827	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$943	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$2,553	\$3,000	\$3,000	\$3,000
0408 ADVERTISING	\$8,124	\$8,000	\$8,000	\$8,000
0409 TRAVEL & EDUCATION	\$3,769	\$5,965	\$4,085	\$3,705
0414 DUES & SUBSCRIPTIONS	\$1,173	\$1,515	\$995	\$1,515
0416 OTHER/PROFESSIONAL SERVICES	\$8,316	\$11,580	\$10,000	\$39,760
0418 MEDICAL EXPENSE	\$940	\$1,500	\$1,625	\$1,700
0419 AWARDS	\$2,315	\$3,000	\$400	\$5,600
0420 INTERNAL TRAINING	\$0	\$0	\$0	\$15,800
0421 PRINTING	\$7,727	\$3,400	\$4,300	\$5,500
0434 SPECIAL EVENTS	\$77	\$0	\$0	\$0
0440 CONSULTANT AND ADVISORY FEES	\$5,000	\$20,000	\$7,500	\$90,000
0442 COMPUTER PROFESSIONAL SVCS	\$30,834	\$31,200	\$31,200	\$36,500
0462 CELLULAR TELEPHONE & PAGERS	\$1,064	\$900	\$1,100	\$0
0559 CONTRACT/TEMPORARY LABOR	\$0	\$0	\$1,300	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$71,892	\$90,060	\$73,505	\$211,080
0608 CAPITAL-FURNITURE & FIXTURES	\$0	\$0	\$0	\$2,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$2,000
TOTAL HUMAN RESOURCES	\$252,725	\$281,442	\$278,980	\$479,421



Programs/Activities:
 Financial Administration, Accounting,
 Fixed Assets, Audit, Budget Support;

General Government Division (A)
 General Operating Fund (01)



Personnel Summary

Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Purchasing Agent	1	1	0
Chief Accountant	1	1	1
Accountant	0	0	1
Accounting Generalist	1	1	1
Administrative Secretary	0	0	1
Accounts Payable Specialist	1	1	1
Total	6	6	7

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.



Departmental Goals					
<p>City Council Goals 1 (Financially Sustainable City Government)</p> <ul style="list-style-type: none"> • Provide financial information to all users in the form, frequency, and the timeliness needed for management decisions • Coordinate the preparation of the Comprehensive Annual Financial Report (CAFR) with the external auditors • Coordinate with the City Manager’s Office in the preparation of the Annual Operating Budget and Five-Year Forecasts • Develop and implement city-wide accounting and purchasing procedures and policies • Implement on-line bill paying system • Provide assistance to City departments for securing materials/services in the most efficient and economical way adhering to all related Texas purchasing statues and internal purchasing policies • Safeguard the City’s fixed assets through periodic inventories and reports 					
Workload Indicators			07-08 Estimate		
Checking Accounts			15		
City Tax Accounts			4		
Journal Entries Made			3,500		
Bank Statements Reconciled			180		
Monthly Operations Reports			456		
Budget Adjustments			220		
Cash Management Worksheets			260		
Quarterly Operations Reports			152		
Accounts Payable Checks Processed			11,700		
Performance Measurement			07-08 Target		
Department Objective: Maintain Efficient and Timely Daily Activities					
Performance Measure: Bank check reconciliations completed by month end			100%		
Performance Measure: Monthly closeouts within 10 working days of month end			100%		
Performance Measure: Vendors paid within 30 days			100%		
Performance Measure: Checks available for review every monday			100%		
Department Objective: Long Term Financial Stability					
Performance Measure: Audit presented to City Council by March			Completed and Satisfactory		
Performance Measure: Account Code Manual completed for departments by year end			Completed and Satisfactory		
Performance Measure: Management reports within 15 working days of quarter end			100%		
Performance Measure: Budget reports to departments within 15 days of month end			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 411,005	\$ 469,719	\$ 416,212	\$ 417,865
Supplies		\$ 18,257	\$ 12,800	\$ 12,900	\$ 12,555
Maintenance		\$ 4,460	\$ 3,500	\$ 3,500	\$ 3,000
Other Services		\$ 260,686	\$ 248,132	\$ 292,692	\$ 178,198
Capital Outlay		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 694,408	\$ 734,151	\$ 725,304	\$ 611,618

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$308,200	\$336,717	\$307,000	\$309,613
0102 SALARIES-PART TIME	\$780	\$0	\$0	\$0
0103 SALARIES-OVERTIME	\$4,327	\$7,000	\$7,643	\$5,000
0104 SALARIES-LONGEVITY	\$698	\$1,380	\$736	\$788
0105 GROUP HEALTH INSURANCE	\$28,072	\$43,546	\$27,903	\$32,828
0106 TMRS	\$38,195	\$44,436	\$39,200	\$36,785
0107 FICA	\$23,803	\$26,327	\$23,515	\$22,840
0109 SALARIES-WELL PAY	\$0	\$1,800	\$2,157	\$2,200
0110 DENTAL INSURANCE	\$1,802	\$2,214	\$1,803	\$1,679
0113 SALARIES-CAR ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$137	\$144	\$145	\$130
0130 WORKERS COMPENSATION	\$191	\$1,355	\$1,310	\$1,202
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$411,005	\$469,719	\$416,212	\$417,865
0201 OFFICE SUPPLIES	\$5,506	\$6,000	\$5,800	\$6,462
0202 UNIFORMS & CLOTHING	\$0	\$0	\$0	\$113
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$9,754	\$3,800	\$3,800	\$0
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$158	\$0	\$300	\$150
0214 POSTAGE/SHIPPING/DELIVERY	\$2,428	\$3,000	\$3,000	\$5,830
0219 COMPUTER SUPPLIES	\$411	\$0	\$0	\$0
0200-0299 SUPPLIES SUBTOTAL	\$18,257	\$12,800	\$12,900	\$12,555
0318 MAINT-OFFICE EQUIPMENT	\$116	\$1,000	\$1,000	\$500
0342 MAINT-COMPUTER EQUIPMENT	\$4,344	\$2,500	\$2,500	\$2,500
0300-0399 MAINTENANCE SUBTOTAL	\$4,460	\$3,500	\$3,500	\$3,000
0402 RENTAL OF EQUIPMENT	\$5,257	\$5,700	\$5,200	\$2,880
0407 SPECIAL SERVICES	\$17,694	\$67,000	\$50,000	\$10,000
0408 ADVERTISING	\$1,240	\$3,000	\$2,000	\$2,200
0409 TRAVEL & EDUCATION	\$8,583	\$16,300	\$4,000	\$4,585
0414 DUES & SUBSCRIPTIONS	\$2,711	\$5,640	\$2,000	\$1,120
0416 OTHER/PROFESSIONAL SERVICES	\$8,786	\$0	\$0	\$0
0421 PRINTING	\$6,105	\$8,000	\$7,000	\$6,240
0437 CONTRACT AUDIT SERVICES	\$120,493	\$53,000	\$100,000	\$53,000
0442 COMPUTER PROFESSIONAL SVCS	\$25,276	\$25,000	\$30,000	\$25,000
0444 TAX APPRAISAL	\$40,556	\$42,461	\$42,461	\$48,173
0462 CELLULAR TELEPHONE & PAGERS	\$1,702	\$1,500	\$1,500	\$0
0537 DALLAS COUNTY TAX COLL SVCS	\$15,207	\$20,531	\$20,531	\$25,000
0559 CONTRACT/TEMPORARY LABOR	\$7,076	\$0	\$28,000	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$260,686	\$248,132	\$292,692	\$178,198
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL FINANCE	\$694,408	\$734,151	\$725,304	\$611,618

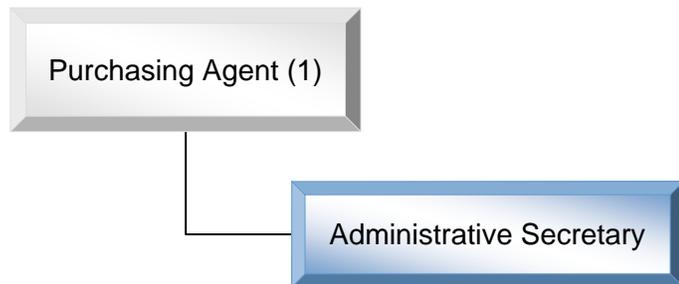


Programs/Activities:

Purchasing

General Government Division (A)

General Operating Fund (01)



Purchasing



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Purchasing Agent	0	0	1
Total	0	0	1

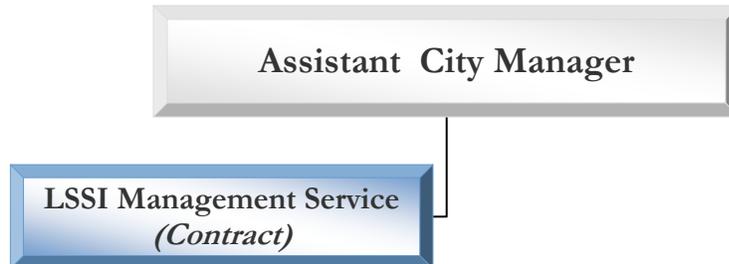
Department Narrative
<p>The Purchasing Division is responsible for handling all city wide transactions. This division was separated from the Finance Administration Division beginning the 2007-2008 Fiscal Year in an attempt to better track operations and costs associated with purchasing.</p>

Departmental Goals				
<p>City Council Goals 1 (Financially Sustainable City Government)</p> <ul style="list-style-type: none"> • Provide assistance to departments within the City for securing materials / services in the most efficient and economical way that adheres to all related Texas purchasing statutes and the internal purchasing policy • Complete training and implementation of new purchasing software/requisition system. • Complete update of vendor database 				
Workload Indicators			07-08 Estimate	
Bids Processed				20
Requisitions Processed				105
Procurement Card Transactions				4700
Procurement Card Dollars Spent				\$800,000
Quotes (Formal) Processed				15
Purchase Orders Processed				105
Purchase Order Dollars Spent				\$1,000,000
Construction Contracts Processed				7
Professional Service Contracts Processed				2
Other Annual Contracts Processed				13
Employee Training Hours				106
Performance Measurement			07-08 Target	
Department Objective: Maintain Efficient Departmental Operations			Completed 100%	
Performance Measure: Vendor Database Updated				
Performance Measure: Vendor inquiries resolved within 48 hours				
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ 78,815
Supplies	\$ -	\$ -	\$ -	\$ 2,665
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ -	\$ -	\$ -	\$ 21,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 102,480

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$0	\$0	\$0	\$62,222
0104 SALARIES-LONGEVITY	\$0	\$0	\$0	\$152
0105 GROUP HEALTH INSURANCE	\$0	\$0	\$0	\$3,789
0106 TMRS	\$0	\$0	\$0	\$7,401
0107 FICA	\$0	\$0	\$0	\$4,680
0109 SALARIES-WELL PAY	\$0	\$0	\$0	\$0
0110 DENTAL INSURANCE	\$0	\$0	\$0	\$317
0120 GROUP LIFE INSURANCE	\$0	\$0	\$0	\$17
0130 WORKERS COMPENSATION	\$0	\$0	\$0	\$237
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$78,815
0201 OFFICE SUPPLIES	\$0	\$0	\$0	\$1,390
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$0	\$0	\$0	\$675
0214 POSTAGE/SHIPPING/DELIVERY	\$0	\$0	\$0	\$600
0200-0299 SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$2,665
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$0	\$0	\$0	\$2,800
0407 SPECIAL SERVICES	\$0	\$0	\$0	\$4,000
0408 ADVERTISING	\$0	\$0	\$0	\$2,400
0409 TRAVEL & EDUCATION	\$0	\$0	\$0	\$4,326
0414 DUES & SUBSCRIPTIONS	\$0	\$0	\$0	\$3,864
0421 PRINTING	\$0	\$0	\$0	\$1,760
0434 SPECIAL EVENTS	\$0	\$0	\$0	\$1,850
0400-0599 OTHER SERVICES SUBTOTAL	\$0	\$0	\$0	\$21,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL PURCHASING	\$0	\$0	\$0	\$102,480







Department Summary

Lancaster Veterans Memorial Library is managed and operated by Library Systems & Services, LLC (LSSI). The library collects, classifies, organizes, and makes available the information the public wants and needs. The library encourages reading by providing materials and enrichment programs for all ages. It develops and maintains a collection of print and non-print materials for all ages. The library also provides references, research, and computer information databases and on-line service to the Internet in order to support the needs for formal education, independent learning, and business development.

The Library's technical services provide for the development of a collection of books and information in a variety of formats such as microfilm, magazines, audiocassettes, video cassettes, CD-ROM and on-line databases. Tasks include: selection, purchase, preparation for organizing, locating and checking out materials; weeding and repairing or replacing outdated or lost and damaged materials. Also, support and operation of automated or machine assisted operations such as the computer catalog, borrowers file, check out, and on-line ordering and information systems are tasks that are performed.

Public service activities include reader's advisory and reference service; check out of materials; interlibrary loans; programming for children and adults (i.e. preschool story hours, summer reading club, workshops on genealogy); support of community organizations; and events through consultation and application of library resources for agencies and community events (i.e. schools, nursing homes.) The library also has meeting room space for community activities and programs.

The library staff participates in continuing education and professional activities that satisfy state requirements for membership in the Northeast Texas Library System, which provides additional funding, materials and professional consultants to provide quality library services.



Library



Departmental Goals

City Council Goal 3 & 4

(City - An Organization of Excellence; Enhanced City Infrastructure and Facilities)

- 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 magazine 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

City Council Goal 5

(Greater Community Unity and Pride)

- 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

Workload Indicators	07-08 Estimate
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Not Applicable	
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Performance Measurement	07-08 Target
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Not Applicable	
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Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 2,642	\$ -	\$ 4,000	\$ 4,000
Other Services	\$ 633,861	\$ -	\$ 638,100	\$ 621,500
Capital Outlay	\$ -	\$ -	\$ -	\$ 60,000
TOTAL	\$ 636,503	\$ -	\$ 642,100	\$ 685,500

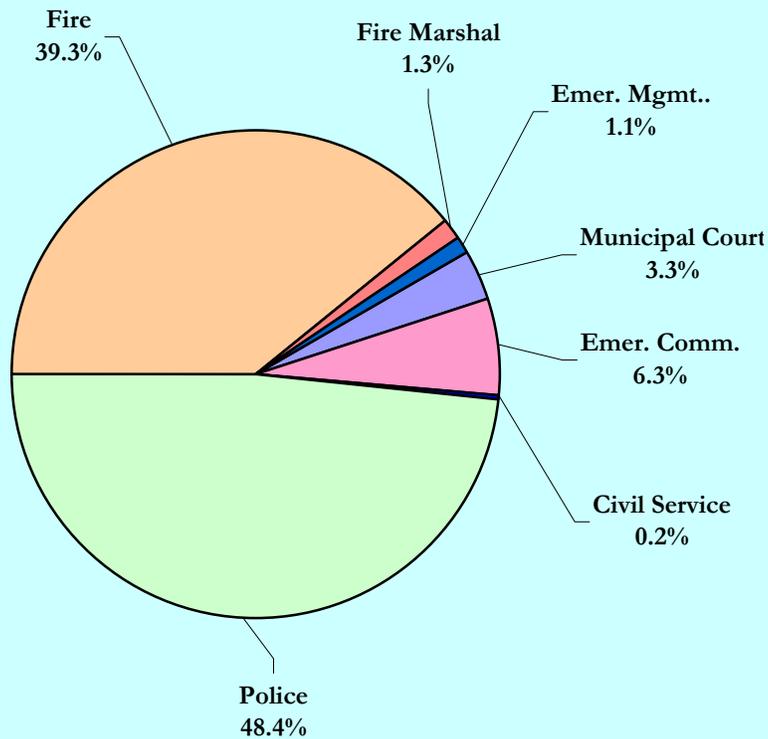
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$0
0200-0299 SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0
0301 MAINT-BLDG & STRUCTURES	\$2,642	\$0	\$4,000	\$4,000
0342 MAINT-COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$2,642	\$0	\$4,000	\$4,000
0401 TELEPHONE & COMMUNICATIONS	\$716	\$0	\$0	\$0
0410 UTILITIES - ELECTRICITY	\$60,889	\$0	\$61,000	\$61,000
0416 OTHER/PROFESSIONAL SERVICES	\$572,256	\$0	\$573,000	\$556,000
0498 UTILITIES - GAS	\$0	\$0	\$4,100	\$4,500
0400-0599 OTHER SERVICES SUBTOTAL	\$633,861	\$0	\$638,100	\$621,500
0611 CAPITAL-BOOKS	\$0	\$0	\$0	\$60,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$60,000
TOTAL 01-07-00	\$636,503	\$0	\$642,100	\$685,500





PUBLIC SAFETY DIVISION

		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
Municipal Court	01-08-00	371,032	454,803	413,974	439,889
Emer. Comm.	01-34-00	688,459	790,334	718,459	829,010
Civil Service	01-32-00	21,370	30,550	26,750	31,500
Police	01-14-00	5,169,696	5,544,485	5,517,558	6,373,754
Fire	01-15-00	4,654,692	4,949,029	4,840,343	5,169,641
Fire Marshal	01-38-00	109,108	125,465	113,441	173,778
Emer. Mgmt..	01-15-04	166,675	199,090	190,336	146,193
Public Safety		11,181,032	12,093,756	11,820,861	13,163,765



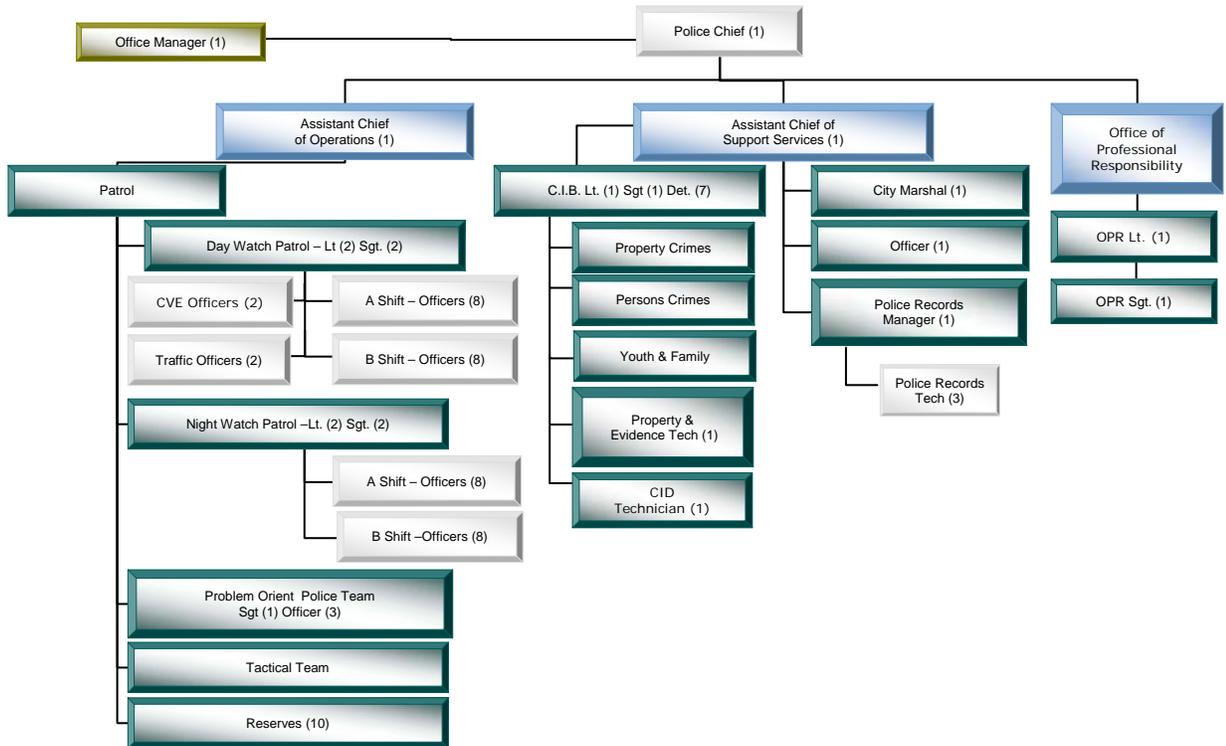


Programs/Activities:

Patrol Bureau, Criminal Investigation Bureau,
Field Training, Special Response Team, Property and Evidence,
Reserve Police Officer Program, Explorer Program,
Traffic Enforcement

Public Safety Division (B)

General Operating Fund (01)



Police



Personnel Summary			
	Adopted	Adopted	Adopted
Position	05-06	06-07	07-08
Police Chief	1	1	1
Assistant Police Chief	2	2	2
Lieutenant	4	6	6
Sergeant	7	7	7
Police Officer	43	43	47
Records Supervisor	1	1	1
Office Manager	1	1	1
City Marshal	1	1	1
CID Technician	1	1	1
Property & Evidence Technician	1	1	1
Police Technicians	3	3	3
Part-Time	1.5	1.5	1.5
Total	66.5	68.5	72.5

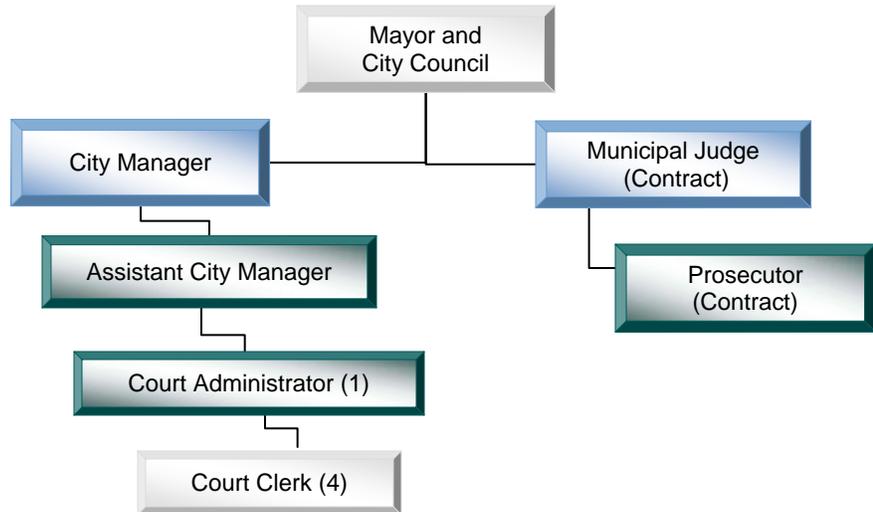
Departmental Goals					
<p>City Council Goals 5 & 6 (Greater Community Unity and Pride; Becoming the Preferred Place to Live: Families and Professionals)</p> <ul style="list-style-type: none"> • Increase the Department's partnership with citizens, neighborhoods, schools, and other community groups • Increase awareness of crime prevention measures by creating crime watch groups for businesses • Foster citizen interaction and education by hosting Public Safety Academy Programs • Encourage citizen participation through programs such as Citizens On Patrol • Enhance departmental efficiency by reducing officer downtime and developing user friendly reports • Enhance law enforcement accountability through strengthening beat reporting, increasing traffic safety enforcement, enhancing the Reserve Police Officer Program, and streamlining the Internal Affairs Investigation system • Investigate cooperative agreements with other law enforcement agencies on items such as training, intelligence sharing, and grant opportunities 					
Workload Indicators			07-08 Estimate		
City Population / Square City Miles			35,048 / 29.2		
Sworn Officers			63		
Calls for Service			34,333		
Citations / Violations			8,515 / 20,089		
Arrests			2,674		
Accidents Reported			1,202		
Part I Crimes			2,120		
Public Safety Academies / Citizen on Patrol Training Sessions			2 / 2		
Performance Measurement			07-08 Target		
Department Objective: Improve Departmental Partnerships					
Performance Measure: Crime Watch and Homeowner's Association Meetings			8		
Performance Measure: New Business Crime Watch Areas Created			3		
Performance Measure: Quarterly Customer Service Survey Analysis			100%		
Department Objective: Increase Police Accountability and Service to Community					
Performance Measure: Traffic and Commercial Vehicle Enforcement Officer Vacancies			0%		
Performance Measure: Reserve Police Officer Vacancies			0%		
Performance Measure: IA Pro Internal Affairs Software Implementation			Completed		
Department Objective: Increase Department Operational Efficiency					
Performance Measure: Average Offense Report Completion Time			45 minutes		
Performance Measure: Average Arrest Report Completion Time			40 minutes		
Performance Measure: Average Accident Report Completion Time			60 minutes		
Performance Measure: Average Emergency Response Time			6.29 minutes		
Performance Measure: Average Non-Emergency Response Time			9.32 minutes		
Performance Measure: Part I Crimes per 1000 Population			60		
Performance Measure: Sworn Officers per 1000 Population / per Square City Mile			1.85 / 2.15		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 4,486,055	\$ 4,736,130	\$ 4,809,031	\$ 5,524,403
Supplies		\$ 262,388	\$ 353,255	\$ 257,963	\$ 307,837
Maintenance		\$ 89,833	\$ 84,400	\$ 55,000	\$ 64,400
Other Services		\$ 323,506	\$ 311,600	\$ 336,464	\$ 309,148
Capital Outlay		\$ 7,914	\$ 59,100	\$ 59,100	\$ 167,966
TOTAL		\$ 5,169,696	\$ 5,544,485	\$ 5,517,558	\$ 6,373,754

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$3,047,891	\$3,073,124	\$3,113,270	\$3,784,794
0102 SALARIES-PART TIME	\$28,916	\$30,682	\$37,280	\$31,257
0103 SALARIES-OVERTIME	\$219,448	\$200,000	\$305,004	\$200,000
0104 SALARIES-LONGEVITY	\$18,610	\$21,484	\$20,494	\$21,848
0105 GROUP HEALTH INSURANCE	\$415,161	\$461,761	\$405,211	\$395,715
0106 TMRS	\$401,434	\$417,661	\$410,053	\$495,250
0107 FICA	\$250,255	\$261,654	\$260,775	\$295,006
0109 SALARIES-WELL PAY	\$0	\$25,000	\$28,749	\$24,255
0110 DENTAL INSURANCE	\$15,230	\$20,657	\$15,081	\$14,155
0112 SALARIES-OUT OF CLASS/FTO PAY	\$0	\$6,000	\$0	\$6,000
0114 SALARIES-ASSIGNMENT PAY	\$38,080	\$41,160	\$40,203	\$70,000
0115 CERTIFICATION PAY	\$27,210	\$22,281	\$27,835	\$37,280
0120 GROUP LIFE INSURANCE	\$1,662	\$1,612	\$1,133	\$1,225
0130 WORKERS COMPENSATION	\$22,158	\$153,054	\$143,943	\$147,618
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$4,486,055	\$4,736,130	\$4,809,031	\$5,524,403
0201 OFFICE SUPPLIES	\$10,145	\$9,475	\$7,600	\$7,959
0202 CLOTHING AND UNIFORMS	\$48,987	\$82,010	\$50,000	\$59,075
0203 MOTOR VEHICLE SUPPLIES	\$10,719	\$10,000	\$18,813	\$15,000
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$16,712	\$25,120	\$22,000	\$22,495
0205 JANITORIAL & CLEANING SUPPLIES	\$187	\$250	\$250	\$250
0211 OTHER OPERATIONAL SUPPLIES	\$2,536	\$10,000	\$8,500	\$9,308
0212 AMMUNITION	\$4,429	\$9,400	\$9,400	\$12,550
0214 POSTAGE/SHIPPING/DELIVERY	\$2,603	\$3,000	\$3,200	\$3,000
0215 TRAINING SUPPLIES	\$1,695	\$4,500	\$200	\$2,000
0218 FUEL & OIL	\$157,010	\$192,000	\$130,000	\$162,000
0219 COMPUTER SUPPLIES	\$4,206	\$5,000	\$5,500	\$5,000
0220 INVESTIGATION SUPPLIES	\$3,159	\$2,500	\$2,500	\$3,200
0231 PC SOFTWARE	\$0	\$0	\$0	\$6,000
0200-0299 SUPPLIES SUBTOTAL	\$262,388	\$353,255	\$257,963	\$307,837
0301 MAINT-BLDG & STRUCTURES	\$10,835	\$0	\$0	\$0
0302 MAINT-MOTOR VEHICLES	\$77,508	\$80,000	\$50,000	\$60,000
0303 MAINT-EQUIP & MACHINERY	\$486	\$4,400	\$5,000	\$4,400
0313 MAINT-FURN & FIXTURES	\$678	\$0	\$0	\$0
0318 MAINT-OFFICE EQUIPMENT	\$326	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$89,833	\$84,400	\$55,000	\$64,400
0401 TELEPHONE & COMMUNICATIONS	\$4,988	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$11,704	\$12,500	\$12,500	\$12,500
0409 TRAVEL & EDUCATION	\$38,252	\$45,000	\$35,000	\$36,225
0414 DUES & SUBSCRIPTIONS	\$12,740	\$6,099	\$6,200	\$8,307
0416 OTHER/PROFESSIONAL SERVICES	\$24,805	\$16,650	\$22,000	\$20,625
0418 MEDICAL EXPENSE	\$0	\$1,000	\$0	\$0
0419 AWARDS	\$321	\$0	\$650	\$0
0420 INTERNAL TRAINING	\$42	\$0	\$0	\$0
0421 PRINTING	\$3,494	\$3,500	\$3,500	\$3,500
0435 LABORATORY CHARGES	\$18,160	\$10,000	\$32,000	\$15,000
0462 CELLULAR TELEPHONE & PAGERS	\$13,982	\$14,000	\$15,788	\$0
0557 CITY JAIL CONTRACT	\$195,018	\$202,851	\$208,826	\$212,991
0400-0599 OTHER SERVICE SUBTOTAL	\$323,506	\$311,600	\$336,464	\$309,148
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$0	\$23,436
0615 CAPITAL-COMMUNICATION EQUIP	\$0	\$50,000	\$50,000	\$53,730
0618 CAPITAL-COMPUTER EQUIPMENT	\$0	\$0	\$0	\$90,800
0625 CAPITAL-POLICE EQUIPMENT	\$7,914	\$9,100	\$9,100	\$0
0500-0699 CAPITAL OUTLAY SUBTOTAL	\$7,914	\$59,100	\$59,100	\$167,966
TOTAL POLICE	\$5,169,696	\$5,544,485	\$5,517,558	\$6,373,754



Programs/Activities:
 Court Administration, City Marshal, Warrants,
 Court Judge, Prosecutor, Collections

Public Safety Division (B)
 General Operating Fund (01)



Municipal Court



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Court Administrator	1	1	1
Court Clerk	3	4	4
Total	4	5	5

Department Narrative
<p>The Lancaster Municipal Court, under laws of the State of Texas and the Code of Ordinances, provides service to all persons who have been issued citations, warnings, and warrants and/or needing information. The Court processes all court cases to include: citations, City Code violations, jury summons, court dockets, issues warrants, etc. It also provides assistance in all cases filed through the court system to include the City Judge, City Attorney, Lancaster Police Officers, Lancaster Independent School District (LISD) Police Officers, Code Compliance, attorneys of clients, and/or persons needing general information or information in reference to court, citations, warrants, payment plans, community services, and posting of bonds and appeals.</p> <p>The Lancaster Court System 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.</p>

Departmental Goals					
<p>City Council Goals 1 (Financially Sustainable City Government)</p> <ul style="list-style-type: none"> • Process issuance of warrants and minimize quantities in each batch in a timely manner • Implement on-line payment process • Relocation and furnishing of court to old library building • Continuing education and completion of current level certification for clerks • Update processes/complaints or offense information for legislative update • Streamline process by updating computer software, therefore reducing paper usage • Cross train new employees • Assist dispatch by pulling old warrants and entering them into Regional system 					
Workload Indicators			07-08 Estimate		
Cases Filed			14,330		
Bond Forfeitures			630		
Trials			9,650		
Jury Trials			13		
Warrants Issued			10,420		
Warrants Cleared			7,000		
Full-Time Employees			5		
Performance Measurement			07-08 Target		
Department Objective: Ensure Timely Reporting					
Performance Measure: Warrants Issued within 2 Days of Non-Compliance			100%		
Performance Measure: Cases Entered within 2 Days of Filing			100%		
Department Objective: Improve Court Efficiency					
Performance Measure: Average Age of Warrant			73 Days		
Performance Measure: Cases Disposed			55%		
Performance Measure: Cases Appealed			5%		
Performance Measure: Average Cost per Case Filed			\$211.85		
Department Objective: Improve Departmental Operations					
Performance Measure: Relocation to New Building			Completed by March 2008		
Performance Measure: Continuing Education Certificates Received			88 hours		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 182,844	\$ 253,695	\$ 211,754	\$ 248,297
Supplies		\$ 10,224	\$ 18,700	\$ 13,250	\$ 19,200
Maintenance		\$ 2,281	\$ 2,400	\$ 2,400	\$ 2,400
Other Services		\$ 175,683	\$ 180,008	\$ 186,570	\$ 169,992
Capital Outlay		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 371,032	\$ 454,803	\$ 413,974	\$ 439,889

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$125,692	\$172,743	\$144,170	\$175,057
0103 SALARIES-OVERTIME	\$1,915	\$1,500	\$3,500	\$4,500
0104 SALARIES-LONGEVITY	\$614	\$952	\$644	\$888
0105 GROUP HEALTH INSURANCE	\$28,767	\$41,178	\$32,200	\$30,559
0106 TMRS	\$15,408	\$21,936	\$17,400	\$20,876
0107 FICA	\$9,467	\$11,384	\$10,800	\$12,597
0109 SALARIES-WELL PAY	\$0	\$1,400	\$1,280	\$2,200
0110 DENTAL INSURANCE	\$792	\$1,624	\$1,025	\$865
0120 GROUP LIFE INSURANCE	\$98	\$122	\$100	\$85
0130 WORKERS COMPENSATION	\$91	\$856	\$635	\$670
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$182,844	\$253,695	\$211,754	\$248,297
0201 OFFICE SUPPLIES	\$4,352	\$5,000	\$4,500	\$5,000
0202 CLOTHING AND UNIFORMS	\$157	\$200	\$250	\$200
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$1,446	\$6,500	\$2,000	\$6,500
0214 POSTAGE/SHIPPING/DELIVERY	\$4,269	\$7,000	\$6,500	\$7,500
0200-0299 SUPPLIES SUBTOTAL	\$10,224	\$18,700	\$13,250	\$19,200
0342 MAINT-COMPUTER EQUIPMENT	\$2,281	\$2,400	\$2,400	\$2,400
0300-0399 MAINTENANCE SUBTOTAL	\$2,281	\$2,400	\$2,400	\$2,400
0402 RENTAL OF EQUIPMENT	\$1,160	\$2,000	\$1,500	\$2,000
0409 TRAVEL & EDUCATION	\$4,857	\$8,081	\$5,500	\$7,422
0414 DUES & SUBSCRIPTIONS	\$308	\$1,260	\$600	\$1,445
0416 OTHER/PROFESSIONAL SERVICES	\$13,429	\$13,000	\$14,500	\$11,200
0421 PRINTING	\$7,802	\$9,000	\$9,000	\$13,000
0442 COMPUTER PROFESSIONAL SVCS	\$4,240	\$5,000	\$4,250	\$4,250
0462 CELLULAR TELEPHONE & PAGERS	\$525	\$480	\$480	\$0
0464 RENTAL OF OFFICE SPACE	\$33,183	\$33,185	\$33,185	\$19,788
0540 COURT-PROSECUTOR SERVICES	\$28,690	\$38,012	\$31,300	\$39,163
0541 COURT-JUDGE SERVICES	\$50,245	\$57,790	\$54,230	\$59,524
0554 BILLING/COLLECTION SERVICE FEE	\$5,394	\$0	\$6,000	\$0
0557 CITY JAIL CONTRACT	\$12,156	\$12,200	\$12,200	\$12,200
0559 CONTRACT/TEMPORARY LABOR	\$13,694	\$0	\$13,825	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$175,683	\$180,008	\$186,570	\$169,992
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL MUNICIPAL COURT	\$371,032	\$454,803	\$413,974	\$439,889





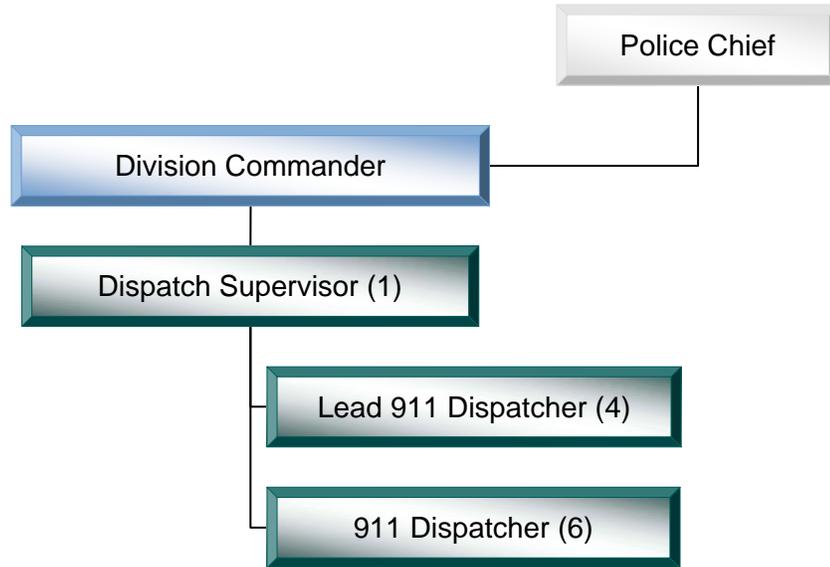


Emergency Communications



Programs/Activities:
E-911 Calls, Law Enforcement Direction,
Fire and EMS Resources,

Public Safety Division (B)
General Operating Fund (01)



Personnel Summary				
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08	
Dispatch Supervisor	1	1	1	
Lead 911 Dispatcher	0	4	4	
911 Dispatcher	10	6	6	
Warrant Clerk	0	0	1	
Part Time	2	2	2	
Total	13	13	14	

Department Narrative

The Emergency Communications Department is responsible for answering 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, and public works emergency calls such as water leaks and street hazards.

Departmental Goals					
<p>City Council Goals 3 & 4 (Enhanced City Infrastructure and Services; City - an Organization of Excellence)</p> <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 15% • Promote employee development through education and succession planning 					
Workload Indicators			07-08 Estimate		
Total Full Time Employees			14		
Wireless 911 Calls			17,455		
Total 911 Calls			24,936		
Non-Emergency Calls			136,290		
Total Police Calls For Service (CFS)			36,000		
Police Priority 1 or 2 Calls For Service			1795		
Total Fire Calls For Service			5192		
Fire Mutual Aid Responses			69		
Performance Measurement			07-08 Target		
Department Objective: Timely Response to Emergency Situations					
Performance Measure: 911 Calls Answered within 6 Seconds			75		
Performance Measure: 911 Calls Answered within 10 Seconds			85		
Performance Measure: Abandoned 911 Calls			1870		
Performance Measure: Average Time to Dispatch Police Priority 1 or 2 CFS			45 seconds		
Performance Measure: Average Time to Dispatch Fire/EMS CFS			35 seconds		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 560,689	\$ 601,399	\$ 609,259	\$ 675,970
Supplies		\$ 11,249	\$ 14,900	\$ 6,200	\$ 9,077
Maintenance		\$ 107,903	\$ 97,000	\$ 72,000	\$ 88,469
Other Services		\$ 8,618	\$ 77,035	\$ 31,000	\$ 49,494
Capital Outlay		\$ -	\$ -	\$ -	\$ 6,000
TOTAL		\$ 688,459	\$ 790,334	\$ 718,459	\$ 829,010

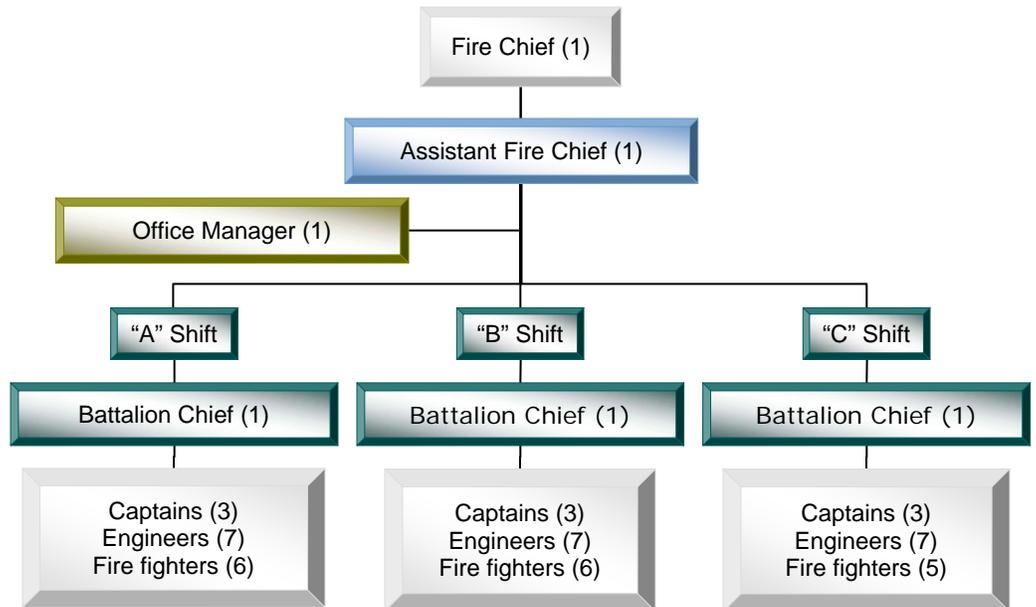
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$347,262	\$362,805	\$362,969	\$425,922
0102 SALARIES-PART TIME	\$5,449	\$10,850	\$8,097	\$14,135
0103 SALARIES-OVERTIME	\$60,083	\$58,000	\$76,330	\$70,000
0104 SALARIES-LONGEVITY	\$1,908	\$2,528	\$2,170	\$1,628
0105 GROUP HEALTH INSURANCE	\$61,748	\$72,527	\$65,411	\$64,424
0106 TMRS	\$48,872	\$53,227	\$52,388	\$57,208
0107 FICA	\$30,752	\$35,107	\$32,858	\$38,153
0110 DENTAL INSURANCE	\$2,270	\$4,176	\$2,647	\$2,282
0112 SALARIES-OUT OF CLASS	\$1,435	\$0	\$1,805	\$0
0120 GROUP LIFE INSURANCE	\$272	\$266	\$202	\$221
0130 WORKERS COMPENSATION	\$638	\$1,913	\$4,382	\$1,997
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$560,689	\$601,399	\$609,259	\$675,970
0201 OFFICE SUPPLIES	\$969	\$2,000	\$800	\$1,947
0202 CLOTHING AND UNIFORMS	\$1,467	\$3,500	\$2,000	\$2,625
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$8,634	\$9,000	\$3,000	\$4,105
0215 TRAINING SUPPLIES	\$179	\$400	\$400	\$400
0200-0299 SUPPLIES SUBTOTAL	\$11,249	\$14,900	\$6,200	\$9,077
0303 MAINT-EQUIP & MACHINERY	\$105,836	\$97,000	\$70,000	\$84,369
0314 MAINT-RADIO EQUIPMENT	\$1,007	\$0	\$2,000	\$4,100
0342 MAINT-COMPUTER EQUIPMENT	\$1,060	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$107,903	\$97,000	\$72,000	\$88,469
0401 TELEPHONE & COMMUNICATIONS	\$2,706	\$42,000	\$24,000	\$24,470
0409 TRAVEL & EDUCATION	\$4,885	\$29,609	\$4,500	\$18,714
0414 DUES & SUBSCRIPTIONS	\$0	\$426	\$0	\$1,210
0416 OTHER/PROFESSIONAL SERVICES	\$983	\$5,000	\$2,500	\$5,100
0442 COMPUTER PROFESSIONAL SVCS	\$44	\$0	\$0	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$8,618	\$77,035	\$31,000	\$49,494
0618 CAPITAL-COMPUTER EQUIPMENT	\$0	\$0	\$0	\$6,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$6,000
TOTAL EMERGENCY COMMUNICATIONS	\$688,459	\$790,334	\$718,459	\$829,010





Programs/Activities:
 Administration, Training, Fire
 Prevention, Fire Suppression,
 Emergency Medical Services,
 Fire Vehicle Equipment Maintenance,
 Emergency Management

Public Safety Division (B)
 General Operating Fund (01)



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Captain	9	9	9
Fire Engineer	21	21	21
Fire Fighter	12	15	17
Office Manager	0	0	1
Administrative Secretary	1	1	0
Part-Time	0.5	0.5	0.5
Total	48.5	51.5	53.5

Department Narrative

The Fire Department Administration plans, organizes, and directs all functions of the Lancaster Fire Department. Activities include internal and external communications, coordination of emergency services, interaction with outside agencies, and direct supervision to Shift Commanders. The Lancaster Fire Department provides Advanced Life Support emergency medical services through its paramedic personnel. Emergency transportation to medical facilities is provided via Mobile Intensive Care Unit ambulances.



Fire



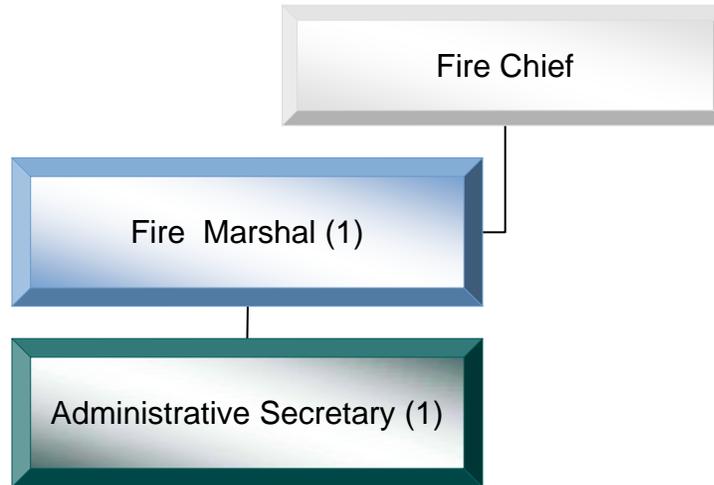
Departmental Goals					
<p>City Council Goals 5 & 6 (Greater Community Unity and Pride; Becoming the Preferred Place to Live: Families and Professionals)</p> <ul style="list-style-type: none"> • Continue our assessment of the hazards and capabilities of the Emergency Management Team while creating and maintaining a credible Emergency Operations Plan • Strive for excellence in customer service by improving all services, both emergency and non-emergency. • Maintain the Lancaster Fire Department as an organization that is responsive to its employees. • Continue to provide advanced care to patients suffering from strokes, heart attacks, trauma, or other medical problems. • Maintain response times with increasing call volume and population growth. • Improve response capabilities for large scale disasters such as floods, tornados, terrorism; • Maintain service level of one Mobile Intensive Care Unit (MICU) at each fire station. • Encourage fire station personnel to visit their neighborhoods during the year. • Maintain the Fire Department comprehensive wellness-fitness program. • Identify future station needs and locations 					
Workload Indicators			07-08 Estimate		
City Population / Square City Miles / Uniformed Personnel			35,048 / 29.2 / 53		
Calls for Service-Fire			1,927		
Calls for Service-Medical Emergencies			5,194		
Calls for Service-Non-Emergency Customer Service			1,258		
Number of Responses / Average per day			8,800 / 25		
Performance Measurement			07-08 Target		
Department Objective:	Protect Lives and Property				
Performance Measure:	Percent of property saved		85%		
Performance Measure:	Hire and train additional paramedics		4		
Performance Measure:	Increase apparatus staffing		7%		
Performance Measure:	Reduce hospital down-time		5%		
Department Objective:	Increase Department Operational Efficiency				
Performance Measure:	Maintain current response times with increased call volume		4.40 minutes		
Performance Measure:	Percentage of 4 firefighters on scene in 5 minutes		10%		
Performance Measure:	Percentage of 14 firefighters on scene in 9 minutes		60%		
Performance Measure:	Improvement in ambulance billing revenue via reporting		10%		
Performance Measure:	Public Safety Building construction completed		75%		
Performance Measure:	Fire Officers trained in NIMS 300 and 400		100%		
Performance Measure:	Expansion of the availability of computerized building plans		300%		
Performance Measure:	Increase of the number of building inspections for planning		300%		
Performance Measure:	Reduction of dependency on mutual aid assistance		10%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 4,191,810	\$ 4,457,776	\$ 4,341,285	\$ 4,671,508
Supplies		\$ 212,522	\$ 186,710	\$ 197,478	\$ 212,989
Maintenance		\$ 104,591	\$ 107,500	\$ 105,500	\$ 104,234
Other Services		\$ 145,769	\$ 182,843	\$ 181,080	\$ 150,698
Capital Outlay		\$ -	\$ 14,200	\$ 15,000	\$ 30,212
TOTAL		\$ 4,654,692	\$ 4,949,029	\$ 4,840,343	\$ 5,169,641

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$2,670,093	\$2,824,865	\$2,716,125	\$3,129,324
0102 SALARIES-PART TIME	\$3,885	\$3,000	\$2,500	\$5,000
0103 SALARIES-OVERTIME	\$251,046	\$216,000	\$270,315	\$200,400
0104 SALARIES-LONGEVITY	\$30,929	\$35,000	\$31,308	\$30,112
0105 GROUP HEALTH INSURANCE	\$366,125	\$395,420	\$351,529	\$325,280
0106 TMRS	\$382,051	\$392,766	\$379,000	\$400,476
0107 FICA	\$236,244	\$231,109	\$240,260	\$237,042
0108 SALARIES-PARAMEDIC	\$71,106	\$72,034	\$68,493	\$68,345
0109 SALARIES-WELL PAY	\$0	\$12,200	\$12,650	\$14,760
0110 DENTAL INSURANCE	\$10,687	\$13,312	\$11,360	\$9,914
0112 SALARIES-OUT OF CLASS	\$9,668	\$10,200	\$9,482	\$10,120
0113 SALARIES-CAR ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
0114 SALARIES-ASSIGNMENT PAY	\$0	\$0	\$0	\$0
0115 CERTIFICATION PAY	\$30,110	\$30,000	\$29,078	\$30,000
0120 GROUP LIFE INSURANCE	\$1,306	\$1,348	\$1,276	\$1,640
0125 SALARIES-FLSA OVERTIME	\$108,679	\$97,400	\$114,030	\$101,200
0130 WORKERS COMPENSATION	\$15,081	\$118,322	\$99,079	\$103,095
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$4,191,810	\$4,457,776	\$4,341,285	\$4,671,508
0201 OFFICE SUPPLIES	\$7,161	\$6,750	\$6,867	\$6,750
0202 CLOTHING AND UNIFORMS	\$31,048	\$37,810	\$37,361	\$34,890
0203 MOTOR VEHICLE SUPPLIES	\$55	\$0	\$0	\$0
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$42,487	\$30,000	\$35,000	\$57,820
0208 EDUCATION & REC SUPPLIES	\$0	\$8,500	\$8,000	\$8,500
0211 OTHER OPERATIONAL SUPPLIES	\$10,382	\$5,400	\$8,000	\$6,779
0214 POSTAGE/SHIPPING/DELIVERY	\$2,313	\$1,750	\$1,750	\$1,750
0215 TRAINING SUPPLIES	\$2,412	\$2,500	\$2,500	\$2,500
0216 MEDICAL SUPPLIES	\$72,298	\$50,000	\$55,000	\$50,000
0218 FUEL & OIL	\$44,366	\$44,000	\$43,000	\$44,000
0200-0299 SUPPLIES SUBTOTAL	\$212,522	\$186,710	\$197,478	\$212,989
0301 MAINT-BLDG & STRUCTURES	\$9,277	\$9,500	\$12,000	\$9,500
0302 MAINT-MOTOR VEHICLES	\$66,206	\$68,000	\$60,000	\$68,000
0303 MAINT-EQUIP & MACHINERY	\$9,611	\$9,000	\$13,000	\$11,184
0307 MAINT-INSTRUMENTS & APPARATUS	\$16,544	\$16,500	\$17,000	\$13,267
0314 MAINT-RADIO EQUIPMENT	\$2,490	\$3,000	\$3,000	\$2,283
0318 MAINT-OFFICE EQUIPMENT	\$463	\$1,500	\$500	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$104,591	\$107,500	\$105,500	\$104,234
0401 TELEPHONE & COMMUNICATIONS	\$3,221	\$0	\$1,000	\$0
0402 RENTAL OF EQUIPMENT	\$5,221	\$5,500	\$5,800	\$8,540
0407 SPECIAL SERVICES	\$2,434	\$2,500	\$18,000	\$1,250
0409 TRAVEL & EDUCATION	\$27,332	\$51,523	\$30,000	\$27,700
0414 DUES & SUBSCRIPTIONS	\$2,162	\$3,320	\$2,500	\$2,870
0418 MEDICAL EXPENSE	\$9	\$2,500	\$0	\$1,000
0420 INTERNAL TRAINING	\$3,674	\$4,000	\$5,250	\$4,000
0421 PRINTING	\$1,701	\$2,300	\$2,900	\$2,300
0426 VOLUNTEER FIREMENS PENSION	\$0	\$0	\$0	\$2,000
0451 RADIO TIE-IN TO PARKLAND	\$11,482	\$12,900	\$12,730	\$12,900
0453 E M S TRAINING	\$20,635	\$26,500	\$26,200	\$26,886
0455 CERTIFICATION FEES	\$2,537	\$3,200	\$3,200	\$3,426
0462 CELLULAR TELEPHONE & PAGERS	\$10,794	\$6,000	\$8,000	\$0
0554 AMBULANCE BILLING SERVICE FEE	\$41,412	\$44,600	\$54,000	\$44,600
0558 EMPLOYEE PHYSICAL ASSESSMENT	\$13,155	\$18,000	\$11,500	\$13,226
0400-0599 OTHER SERVICE SUBTOTAL	\$145,769	\$182,843	\$181,080	\$150,698
0609 CAPITAL-MACHINERY & EQUIPMENT	\$0	\$14,200	\$15,000	\$0
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$0	\$30,212
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$14,200	\$15,000	\$30,212
TOTAL FIRE	\$4,654,692	\$4,949,029	\$4,840,343	\$5,169,641



Programs/Activities:
 Fire Prevention, Fire Inspections, Investigations,
 Preventative Education

Public Safety Division (B)
 General Operating Fund (01)



Fire Marshal



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Fire Marshal	1	1	1
Administrative Secretary	0	0	1
Total	1	1	2

Department Narrative
<p>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 and development services division, the fire marshal organizes fire related education, code enforcement, life safety inspections, fire inspection, and emergency preparedness efforts.</p>

Departmental Goals				
<p>City Council Goal 5 (Greater Community Unity and Pride)</p> <ul style="list-style-type: none"> • Continue our assessment of the hazards and capabilities of the Emergency Management Team while creating and maintaining a credible Emergency Operations Plan; • Review and issue permits for dangerous processes such as hazardous materials, fireworks, and new fuel tanks; • Investigate all 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; 				
Workload Indicators			07-08 Estimate	
Review building plans and fire protection system plans			400	
Conduct fire safety demonstrations/presentations			130	
Conduct arson fire investigations/prosecutions			45	
Conduct fire inspections and provide a fire-safe environment			450	
Performance Measurement			07-08 Target	
Department Objective: Efficient Departmental Operations				
Performance Measure: Increase in fire safety presentations			20%	
Performance Measure: Increase in arson fire prosecution rate			20%	
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 95,790	\$ 108,363	\$ 100,416	\$ 150,375
Supplies	\$ 9,379	\$ 10,750	\$ 8,605	\$ 10,775
Maintenance	\$ 1,405	\$ 1,100	\$ 600	\$ 1,100
Other Services	\$ 2,534	\$ 5,252	\$ 3,920	\$ 4,752
Capital Outlay	\$ -	\$ -	\$ -	\$ 6,776
TOTAL	\$ 109,108	\$ 125,465	\$ 113,541	\$ 173,778

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$72,607	\$79,749	\$73,890	\$116,732
0104 SALARIES-LONGEVITY	\$1,276	\$1,460	\$1,236	\$1,416
0105 GROUP HEALTH INSURANCE	\$4,427	\$4,386	\$4,050	\$3,789
0106 TMRS	\$9,068	\$10,458	\$9,032	\$14,232
0107 FICA	\$5,822	\$6,415	\$6,415	\$9,176
0109 SALARIES-WELL PAY	\$0	\$850	\$868	\$0
0110 DENTAL INSURANCE	\$350	\$369	\$358	\$317
0115 CERTIFICATION PAY	\$1,794	\$1,801	\$1,733	\$1,801
0120 GROUP LIFE INSURANCE	\$21	\$24	\$28	\$34
0130 WORKERS COMPENSATION	\$425	\$2,851	\$2,806	\$2,878
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$95,790	\$108,363	\$100,416	\$150,375
0201 OFFICE SUPPLIES	\$835	\$700	\$755	\$725
0202 CLOTHING AND UNIFORMS	\$319	\$350	\$350	\$350
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$289	\$2,000	\$1,500	\$2,000
0208 EDUCATION & REC SUPPLIES	\$5,257	\$5,000	\$5,000	\$5,000
0214 POSTAGE/SHIPPING/DELIVERY	\$193	\$0	\$0	\$0
0218 FUEL & OIL	\$2,486	\$2,700	\$1,000	\$2,700
0200-0299 SUPPLIES SUBTOTAL	\$9,379	\$10,750	\$8,605	\$10,775
0302 MAINT-MOTOR VEHICLES	\$1,405	\$1,100	\$600	\$1,100
0300-0399 MAINTENANCE SUBTOTAL	\$1,405	\$1,100	\$600	\$1,100
0409 TRAVEL & EDUCATION	\$1,727	\$1,500	\$1,200	\$1,500
0414 DUES & SUBSCRIPTIONS	\$325	\$1,252	\$1,020	\$1,252
0416 OTHER/PROFESSIONAL SERVICES	\$45	\$2,000	\$1,400	\$2,000
0462 CELLULAR TELEPHONE & PAGERS	\$437	\$500	\$300	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$2,534	\$5,252	\$3,920	\$4,752
0610 CAPITAL-MOTOR VEHICLE	\$0	\$0	\$0	\$6,776
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$6,776
TOTAL FIRE MARSHAL	\$109,108	\$125,465	\$113,541	\$173,778



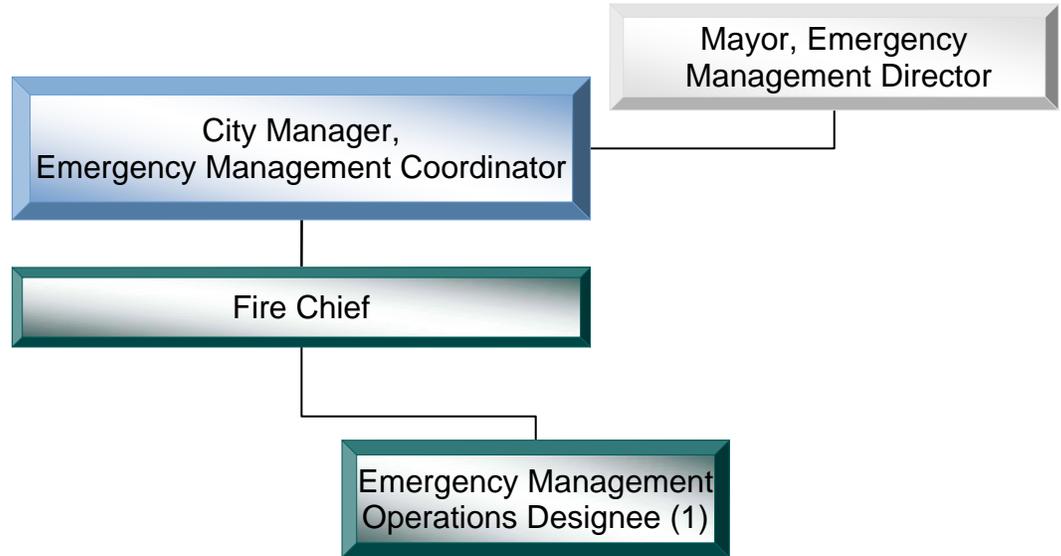


Programs/Activities:
 Emergency Preparedness, Emergency Response,
 Recovery Activities

Public Safety Division (B)
 General Operating Fund (01)



Emergency Management



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Emergency Management Designee	1	1	1
Office Manager	1	1	0
Total	2	2	1

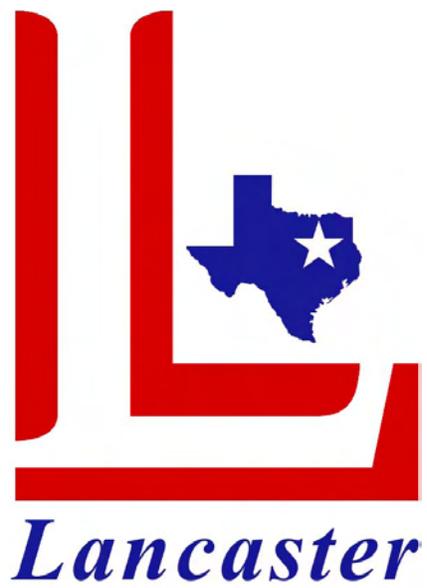
Department Narrative
<p>The Emergency Management activity is a top public safety priority for the City of Lancaster. The goal of the department is to protect the lives and property of citizens before disaster strikes through planning, training, and mitigation. The prompt and effective coordination of the city's response and recovery efforts provide an effective partnership with local, state, and federal agencies.</p>

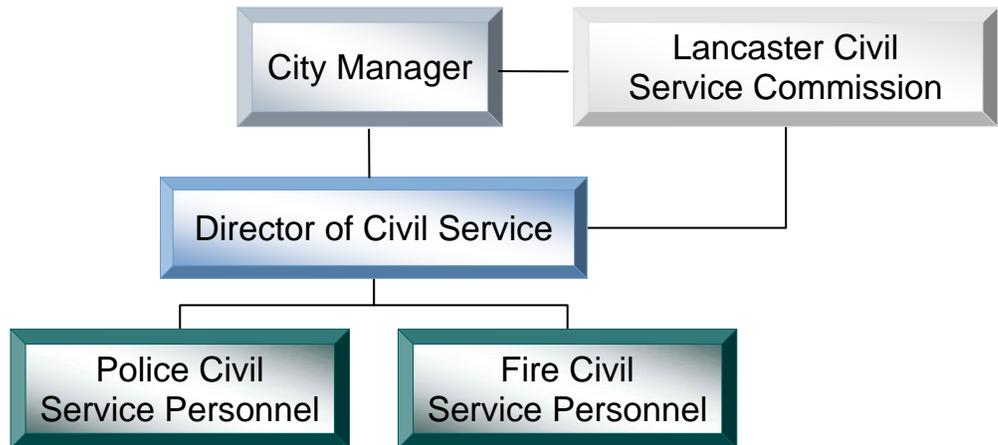


Departmental Goals				
<p>City Council Goal 3 (City - an Organization of Excellence)</p> <ul style="list-style-type: none"> • Continue our assessment of the hazards and capabilities of the Emergency Management Team while creating and maintaining a credible Emergency Operations Plan • Maintain the Code Red system; • Provide an organization that will enable the prompt and effective acquisition, distribution, and use of personnel and equipment in the event of an emergency; • Work to identify and analyze the technological, natural, and man-made hazards that could threaten the City; Develop and maintain a capability to disseminate, in a timely manner, official emergency public information for all hazards that threaten the city; • Assess local Emergency Operations Plans and capabilities through a program of regularly scheduled tests and exercise; Involve all appropriate departments of the City in hazards planning and in the development of emergency operational capabilities; • Attend training sessions, conferences, and educational programs related to emergency operations in an effort to protect our citizens, staff, and property; • Coordinate with other Best Southwest cities in regional emergency preparedness activities 				
Workload Indicators			07-08 Estimate	
City Emergency Operation drills			1	
Regional Emergency Operation drills			1	
Emergency Operation drill with Medical City at Lancaster			1	
Performance Measurement			07-08 Target	
Department Objective: Maintain Emergency Readiness				
Performance Measure: City Emergency Plan in compliance with State/Federal law			100%	
Performance Measure: Personnel trained in National Incident Management System			100%	
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 157,576	\$ 183,495	\$ 184,551	\$ 101,393
Supplies	\$ 5,452	\$ 3,500	\$ 2,785	\$ 3,500
Maintenance	\$ 400	\$ 9,000	\$ -	\$ 9,000
Other Services	\$ 3,247	\$ 3,095	\$ 3,000	\$ 32,300
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 166,675	\$ 199,090	\$ 190,336	\$ 146,193

Budget Details	05-06	06-07	06-07	07-08
	Actual	Budget	Estimate	Budget
0101 SALARIES-REGULAR	\$99,933	\$119,302	\$116,186	\$75,500
0102 SALARIES-PART TIME	\$0	\$0	\$0	\$0
0103 SALARIES-OVERTIME	\$13,297	\$10,000	\$17,150	\$0
0104 SALARIES-LONGEVITY	\$470	\$540	\$450	\$1,124
0105 GROUP HEALTH INSURANCE	\$18,297	\$20,373	\$17,800	\$3,789
0106 TMRS	\$13,935	\$15,008	\$15,900	\$9,255
0107 FICA	\$8,203	\$10,240	\$9,870	\$5,875
0108 SALARIES-PARAMEDIC	\$2,094	\$2,990	\$2,020	\$2,101
0109 SALARIES-WELL PAY	\$0	\$0	\$505	\$0
0110 DENTAL INSURANCE	\$302	\$738	\$415	\$317
0115 CERTIFICATION PAY	\$575	\$1,801	\$559	\$1,203
0120 GROUP LIFE INSURANCE	\$50	\$68	\$56	\$62
0130 WORKERS COMPENSATION	\$420	\$2,435	\$3,640	\$2,167
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$157,576	\$183,495	\$184,551	\$101,393
0201 OFFICE SUPPLIES	\$986	\$1,200	\$1,185	\$1,200
0202 CLOTHING AND UNIFORMS	\$162	\$0	\$0	\$0
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$163	\$500	\$500	\$500
0214 POSTAGE/SHIPPING/DELIVERY	\$310	\$0	\$0	\$0
0215 TRAINING SUPPLIES	\$2,217	\$0	\$0	\$0
0218 FUEL & OIL	\$1,614	\$1,800	\$1,100	\$1,800
0200-0299 SUPPLIES SUBTOTAL	\$5,452	\$3,500	\$2,785	\$3,500
0302 MAINT-MOTOR VEHICLES	\$37	\$0	\$0	\$0
0341 MAINT-EARLY WARNING SIRENS	\$363	\$9,000	\$0	\$9,000
0300-0399 MAINTENANCE SUBTOTAL	\$400	\$9,000	\$0	\$9,000
0407 SPECIAL SERVICES	\$0	\$0	\$0	\$30,000
0409 TRAVEL & EDUCATION	\$2,547	\$2,975	\$2,700	\$2,075
0414 DUES & SUBSCRIPTIONS	\$700	\$0	\$300	\$225
0462 CELLULAR TELEPHONE & PAGERS	\$0	\$120	\$0	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$3,247	\$3,095	\$3,000	\$32,300
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL EMERGENCY MANAGEMENT	\$166,675	\$199,090	\$190,336	\$146,193







Civil Service



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Civil Service Director	0.5	0.5	0.5
Total	0.5	0.5	0.5

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 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.

Note: This department was created October 1, 1996 to track Civil Service costs.

Departmental Goals				
<p>City Council Goal 5 (Greater Community Unity and Pride)</p> <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			07-08 Estimate	
Total Police Civil Service Personnel			62	
Total Fire Civil Service Personnel			52	
Civil Service Applications for Employment			375	
Civil Service Applications for Promotion			25	
Meetings with Civil Service Personnel			300	
Meetings with Public Safety Management			100	
Meetings with Human Resource Director			35	
Performance Measurement			07-08 Target	
Department Objective: Efficient Departmental Operations				
Performance Measure: Number of Service Appeals			3	
Performance Measure: Number of Hearings			4	
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 1,079	\$ 9,100	\$ 6,450	\$ 9,100
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 20,291	\$ 21,450	\$ 20,300	\$ 22,400
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 21,370	\$ 30,550	\$ 26,750	\$ 31,500

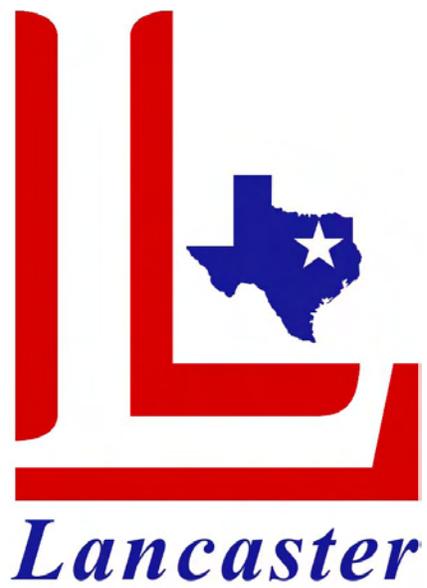
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$0
0214 POSTAGE/SHIPPING/DELIVERY	\$16	\$100	\$50	\$100
0219 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0
0230 CIVIL SERVICE SUPPLIES	\$1,063	\$9,000	\$6,400	\$9,000
0200-0299 SUPPLIES SUBTOTAL	\$1,079	\$9,100	\$6,450	\$9,100
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0401 TELEPHONE & COMMUNICATIONS	\$0	\$0	\$0	\$0
0407 SPECIAL SERVICES	\$0	\$0	\$0	\$0
0408 ADVERTISING	\$626	\$1,000	\$700	\$1,000
0409 TRAVEL & EDUCATION	\$62	\$150	\$0	\$400
0414 DUES & SUBSCRIPTIONS	\$104	\$100	\$100	\$200
0416 OTHER/PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0
0421 PRINTING	\$0	\$100	\$0	\$100
0446 CITY ATTORNEY FEES	\$0	\$0	\$0	\$0
0472 CIVIL SERVICE DIRECTOR	\$19,499	\$20,100	\$19,500	\$20,700
0400-0599 OTHER SERVICES SUBTOTAL	\$20,291	\$21,450	\$20,300	\$22,400
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL CIVIL SERVICE	\$21,370	\$30,550	\$26,750	\$31,500





PUBLIC WORKS DIVISION

		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
Streets	01-12-00	1,028,159	1,116,858	1,138,625	1,669,045
Public Works		1,028,159	1,116,858	1,138,625	1,669,045

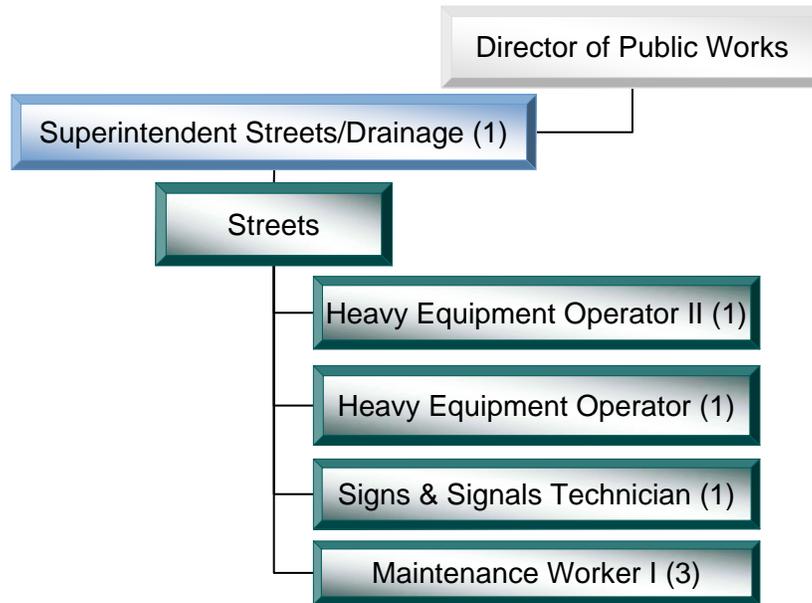


Programs/Activities:
 Street and Alley Pavement Maintenance,
 Traffic Signal School Flasher Sign Maintenance,
 Traffic Counts, Airport Apron Maintenance,
 Pot Hole Repair

Public Works Division (C)
 General Operating Fund (01)



Street Maintenance



Personnel Summary				
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08	
Superintendent - Streets/ Drainage	1	1	1	
Foreman II	1	1	1	
Signs & Signals Technician	1	1	1	
Heavy Equipment Operator II	1	1	1	
Heavy Equipment Operator I	1	1	1	
Maintenance Worker I	1	1	3	
Part-Time	1	1	1	
Total	7	7	9	

Department Narrative
<p>The Streets Division strives to make all roadways, alleys and sidewalks Safe through judicious use of limited resources and the scheduling of work based upon safety considerations and the impact to our citizens and public users.</p> <p>The Streets Section endeavors to excel in the maintenance, both preventative and reactive, of all paved surfaces in the City of Lancaster. These include all 310 miles of asphalt, concrete and gravel roadways, alleys and sidewalks within the boundaries of the City of Lancaster public rights of way.</p> <p>The Streets Section is accomplishing its mission, strategic plan, goals and objectives by using available resources in a manner that encompasses; training of employees, the use of new technologies, priority scheduling of repairs, judicious use of equipment and material, planning and programming projects too large for city staff for contract repair. Ensure the communication between the division staff and citizens is accurate, easily understandable and presented in a timely manner.</p>

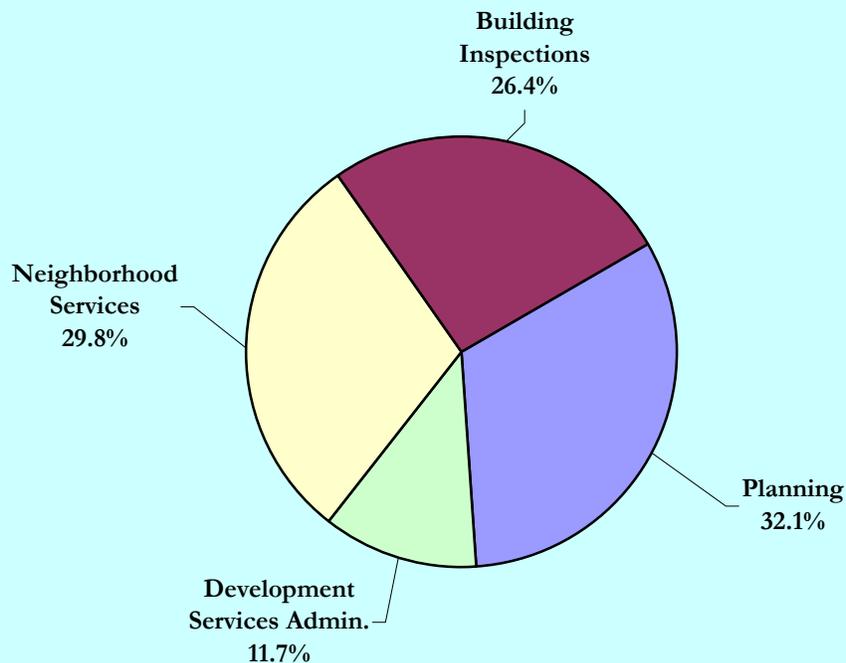
Departmental Goals					
<p>City Council Goals 4 (Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Increase the maintenance of all paved surfaces through the identification of problem areas • Formulate programs to enhance and extend the life cycle of all Lancaster streets • Increase emergency preparedness and recovery abilities • Respond to emergency situations in both pavement failures, sign repairs and traffic and school signal 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			07-08 Estimate		
Full Time Employees			300		
Current Miles of Streets and Alleys			5,927		
Square Feet of Sidewalks Repaired			43,488		
Square Feet of New Sidewalks Installed (Thoroughfares)			5,400		
Square Yards of Concrete Streets and Alleys Repaired			2,298		
Tonnage of Asphalt Used on Street Repairs			48		
Street and Alley Evaluations					
Performance Measurement			07-08 Target		
Department Objective: Responsiveness to Citizens					
Performance Measure: Phone calls and CRM Requests Responded to within 24 Hours			100%		
Department Objective: Efficient and Timely Department Operations					
Performance Measure: Snow and Ice Plan Implementation Date			November		
Performance Measure: Emergency Pavement and Pothole Repair within 24 Hours			80%		
Performance Measure: Procure Replacement Parts within 5 Days			85%		
Performance Measure: Weekly Street and Alley Evaluations			92%		
Department Objective: Effective Traffic Signal Maintenance					
Performance Measure: Traffic Signal Response within 30 Minutes			95%		
Performance Measure: Traffic Signal Permanent Repair within 3 Days			95%		
Department Objective: Effective Traffic Sign Maintenance					
Performance Measure: Sign Hazards Eliminated within 30 Minutes			95%		
Performance Measure: Sign Re-Order within 2 Days			95%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 265,945	\$ 324,883	\$ 359,175	\$ 406,550
Supplies		\$ 36,577	\$ 60,650	\$ 35,300	\$ 43,270
Maintenance		\$ 292,183	\$ 320,750	\$ 315,950	\$ 549,650
Other Services		\$ 433,454	\$ 410,575	\$ 416,200	\$ 547,575
Capital Outlay		\$ -	\$ -	\$ 12,000	\$ 122,000
TOTAL		\$ 1,028,159	\$ 1,116,858	\$ 1,138,625	\$ 1,669,045

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$175,282	\$201,972	\$227,231	\$279,097
0102 SALARIES-PART TIME	\$1,424	\$0	\$2,825	\$0
0103 SALARIES-OVERTIME	\$17,771	\$8,000	\$20,200	\$18,000
0104 SALARIES-LONGEVITY	\$1,958	\$2,652	\$1,985	\$1,624
0105 GROUP HEALTH INSURANCE	\$26,347	\$40,985	\$28,960	\$28,410
0106 TMRS	\$23,392	\$26,535	\$29,500	\$33,923
0107 FICA	\$14,675	\$16,304	\$18,825	\$18,888
0109 SALARIES-WELL PAY	\$0	\$700	\$700	\$700
0110 DENTAL INSURANCE	\$1,063	\$2,214	\$1,310	\$1,448
0120 GROUP LIFE INSURANCE	\$125	\$144	\$138	\$233
0130 WORKERS COMPENSATION	\$3,908	\$25,377	\$27,501	\$24,227
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$265,945	\$324,883	\$359,175	\$406,550
0201 OFFICE SUPPLIES	\$48	\$0	\$0	\$2,400
0202 CLOTHING AND UNIFORMS	\$1,287	\$2,500	\$2,000	\$3,500
0203 MOTOR VEHICLE SUPPLIES	\$514	\$3,350	\$2,000	\$2,500
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$8,644	\$6,100	\$6,000	\$6,370
0206 CHEMICALS	\$1,436	\$3,100	\$3,000	\$3,100
0214 POSTAGE/SHIPPING/DELIVERY	\$210	\$400	\$300	\$200
0216 MEDICAL SUPPLIES	\$203	\$1,200	\$1,000	\$1,200
0218 FUEL & OIL	\$24,235	\$36,000	\$20,000	\$23,000
0231 PC SOFTWARE	\$0	\$8,000	\$1,000	\$1,000
0200-0299 SUPPLIES SUBTOTAL	\$36,577	\$60,650	\$35,300	\$43,270
0301 MAINT-BLDG & STRUCTURES	\$2,810	\$4,000	\$3,800	\$4,000
0302 MAINT-MOTOR VEHICLES	\$5,726	\$2,000	\$6,000	\$7,400
0303 MAINT-EQUIP & MACHINERY	\$11,192	\$25,000	\$22,000	\$25,000
0304 MAINT-STREETS	\$172,645	\$186,000	\$186,000	\$406,000
0305 MAINT-SIDEWLKS,DRAINAGE,BRIDGES	\$18,118	\$22,000	\$22,000	\$22,000
0307 MAINT-INSTRUMENTS & APPARATUS	\$682	\$1,500	\$900	\$1,000
0314 MAINT-RADIO EQUIPMENT	\$0	\$0	\$0	\$0
0318 MAINT-OFFICE EQUIPMENT	\$94	\$250	\$250	\$250
0319 MAINT-TRAFFIC SIGN SYSTEM	\$61,305	\$57,000	\$56,000	\$64,000
0320 MAINT-STREET MARKINGS	\$19,611	\$23,000	\$19,000	\$20,000
0300-0399 MAINTENANCE SUBTOTAL	\$292,183	\$320,750	\$315,950	\$549,650
0402 RENTAL OF EQUIPMENT	\$7,164	\$4,500	\$4,500	\$5,000
0407 SPECIAL SERVICES	\$0	\$500	\$500	\$0
0409 TRAVEL & EDUCATION	\$2,567	\$2,075	\$2,000	\$2,075
0410 UTILITIES - ELECTRICITY	\$393,875	\$375,000	\$365,000	\$384,000
0413 SANITARY LANDFILL	\$8,025	\$10,000	\$10,000	\$15,000
0416 OTHER/PROFESSIONAL SERVICES	\$1,273	\$1,500	\$1,500	\$127,500
0421 PRINTING	\$1	\$0	\$0	\$0
0462 CELLULAR TELEPHONE & PAGERS	\$2,713	\$3,000	\$2,700	\$0
0559 CONTRACT/TEMPORARY LABOR	\$17,836	\$14,000	\$30,000	\$14,000
0400-0599 OTHER SERVICE SUBTOTAL	\$433,454	\$410,575	\$416,200	\$547,575
0602 CAPITAL-BLDGS & STRUCTURES	\$0	\$0	\$12,000	\$0
0606 STREETS AND DRAINAGE	\$0	\$0	\$0	\$42,000
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$0	\$80,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$12,000	\$122,000
TOTAL STREET MAINTENANCE	\$1,028,159	\$1,116,858	\$1,138,625	\$1,669,045

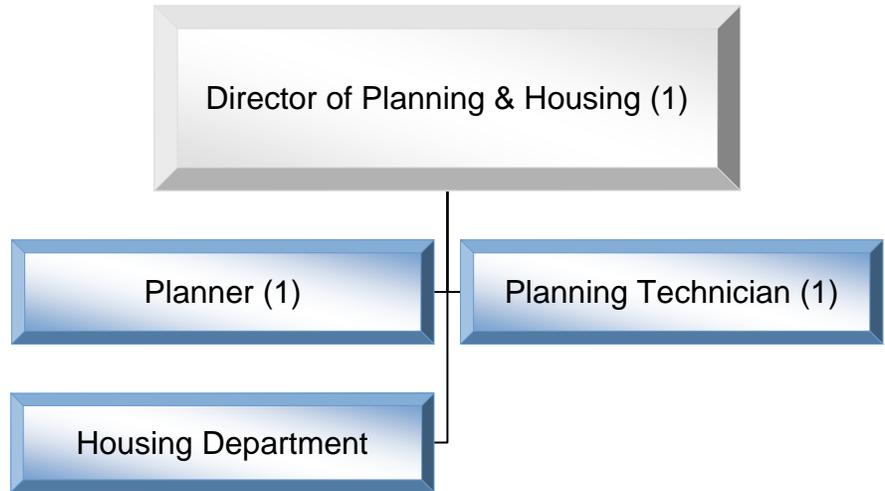


PLANNING AND DEVELOPMENT DIVISION

		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
Planning	01-17-00	558,288	524,788	435,551	546,579
Development Services Admin.	01-36-00	177,858	155,783	153,472	200,114
Neighborhood Services	01-35-00	200,260	445,965	406,437	507,091
Building Inspections	01-09-00	483,161	504,996	433,752	449,486
Planning and Development		1,419,567	1,631,532	1,429,212	1,703,270







Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Director of Planning	0	0	1
Senior Planner	1	1	0
Planner	1	1	1
Planning Technician	1	1	1
Total	3	3	3

Department Narrative
<p>The Planning Department 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 development does occur in a rational and coordinated manner. The current staff of three (3) 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.</p>



Planning



Departmental Goals				
<p>City Council Goals 2 & 6 (Higher Quality Development: Residential and Commercial; Becoming the Preferred Place to Live: Professionals and Families)</p> <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			07-08 Estimate	
Full Time Employees			3	
Lancaster Development Code Review Sessions			2	
Downtown Development Plan			Phase 1 complete	
Area Airport Development Plan			90% complete	
Historic Downtown Beautification Project			50% complete	
I-35 Overlay Plan & District			75% complete	
Total Plats Received and Reviewed			22	
Total Zoning Requests Received and Processed			32	
Zoning Board of Adjustment Cases			3	
Historic Committee Landmark Cases			5	
Performance Measurement			07-08 Target	
Department Objective: Ensure Timely Action on Planning Operations				
Performance Measure: Review Residential Site Plans, Certifications of Occupancies, and Permits within 5 days			100%	
Performance Measure: Review Commercial Site Plans, Proposals, and Plats within 10 days			100%	
Performance Measure: Zoning Requests Processed within 10 days			100%	
Performance Measure: Annexation Requests Complying with Procedural Requirements			100%	
Department Objective: Ensure Timely Response to Citizen Requests				
Performance Measure: Citizen Planning Inquiries Resolved within 24 Hours			100%	
Department Objective: Improve Departmental Operations and Efficiency				
Performance Measure: Continuing Education Certificates Received			60 units	
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 205,962	\$ 190,381	\$ 184,401	\$ 214,214
Supplies	\$ 4,283	\$ 5,700	\$ 3,850	\$ 6,200
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 348,043	\$ 328,707	\$ 247,300	\$ 326,165
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 558,288	\$ 524,788	\$ 435,551	\$ 546,579

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$152,233	\$134,344	\$135,000	\$165,353
0102 SALARIES-PART TIME	\$3,326	\$4,000	\$1,000	\$4,027
0103 SALARIES-OVERTIME	\$3,979	\$3,000	\$1,500	\$1,000
0104 SALARIES-LONGEVITY	\$144	\$444	\$230	\$376
0105 GROUP HEALTH INSURANCE	\$14,690	\$18,512	\$15,440	\$13,403
0106 TMRS	\$19,476	\$17,198	\$18,490	\$17,531
0107 FICA	\$11,003	\$10,869	\$10,435	\$10,627
0109 SALARIES-WELL PAY	\$0	\$300	\$501	\$300
0110 DENTAL INSURANCE	\$764	\$1,107	\$1,075	\$951
0113 SALARIES-CAR ALLOWANCE	\$200	\$0	\$0	\$0
0120 GROUP LIFE INSURANCE	\$65	\$72	\$68	\$85
0130 WORKERS COMPENSATION	\$82	\$535	\$662	\$561
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$205,962	\$190,381	\$184,401	\$214,214
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$1,749	\$2,000	\$450	\$2,000
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$200	\$700	\$400	\$700
0214 POSTAGE/SHIPPING/DELIVERY	\$2,334	\$3,000	\$3,000	\$3,500
0200-0299 SUPPLIES SUBTOTAL	\$4,283	\$5,700	\$3,850	\$6,200
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$0	\$0	\$0	\$0
0408 ADVERTISING	\$521	\$2,000	\$1,200	\$2,000
0409 TRAVEL & EDUCATION	\$12,855	\$21,515	\$15,300	\$6,562
0414 DUES & SUBSCRIPTIONS	\$3,169	\$6,692	\$8,600	\$3,386
0416 OTHER/PROFESSIONAL SERVICES	\$328,647	\$296,200	\$220,000	\$312,417
0421 PRINTING	\$582	\$1,200	\$1,200	\$1,800
0441 PLANNING CONSULTANT FEES	\$1,140	\$0	\$0	\$0
0462 CELLULAR TELEPHONE & PAGERS	\$1,129	\$1,100	\$1,000	\$0
0464 RENTAL OF OFFICE SPACE	\$0	\$0	\$0	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$348,043	\$328,707	\$247,300	\$326,165
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL PLANNING	\$558,288	\$524,788	\$435,551	\$546,579





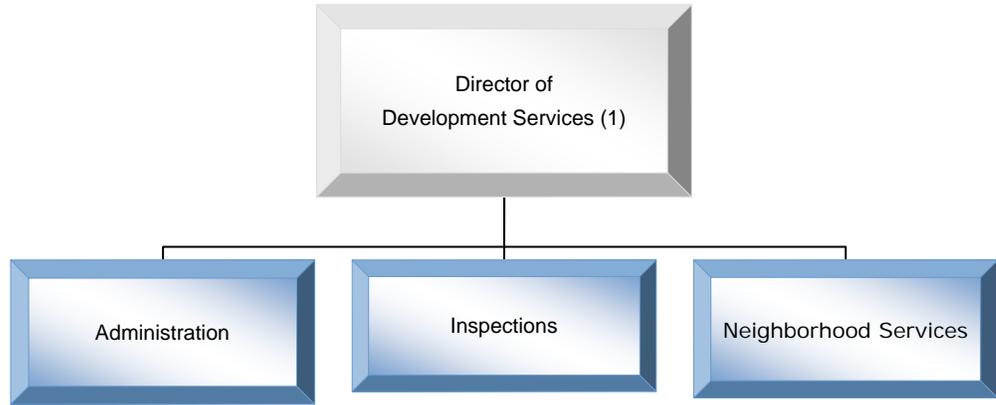


Development Services Administration



Programs/Activities:
Administration

Planning and Development Division (D)
General Operating Fund (01)



Personnel Summary				
	Adopted	Adopted	Adopted	
Position	05-06	06-07	07-08	
Director of Development Services	1	1	1	
Total	1	1	1	

Department Narrative	
<p>The Development Services Administration program is used to account for administrative and overhead costs incurred by the Neighborhood Services and Building Inspections Departments. Personnel costs include the Director of Development Services, who maintains the responsibility of administering the day to day responsibilities of the Development Services Departments.</p>	

Departmental Goals				
<p>City Council Goals 2 & 5 (Higher Quality Development: Residential and Commercial; Greater Community Unity and Pride)</p> <ul style="list-style-type: none"> • Provide quality management and service response from citizen requests • Improve organization and operations within Development Services Department. • Create a positive and friendly atmosphere for citizens interacting with the City of Lancaster • Serve the employees and citizens of Lancaster through: friendly and courteous interaction; knowledgeable staff, convenient hours; and responsive customer service • Manage the supply of resources and ensure all equipment is maintained in good working order so that the departments can complete their work in a timely manner • Facilitate interdepartmental move to new facility • Ensure operational procedures are current, relevant and promote efficiency 				
Workload Indicators			07-08 Estimate	
Full-Time Development Services Employees			15	
Total Development Services Operating Budget			\$1,156,691	
Performance Measurement			07-08 Target	
Department Objective: Maintain Division Accountability			Completed 99%	
Performance Measure: Implementation of MyGov to track performance				
Performance Measure: Budgeted Development Services Expenditures Spent				
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 141,360	\$ 125,442	\$ 126,360	\$ 125,678
Supplies	\$ 16,645	\$ 17,000	\$ 15,072	\$ 16,750
Maintenance	\$ 2,962	\$ 3,200	\$ 3,200	\$ 19,000
Other Services	\$ 16,891	\$ 10,141	\$ 8,840	\$ 38,686
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 177,858	\$ 155,783	\$ 153,472	\$ 200,114

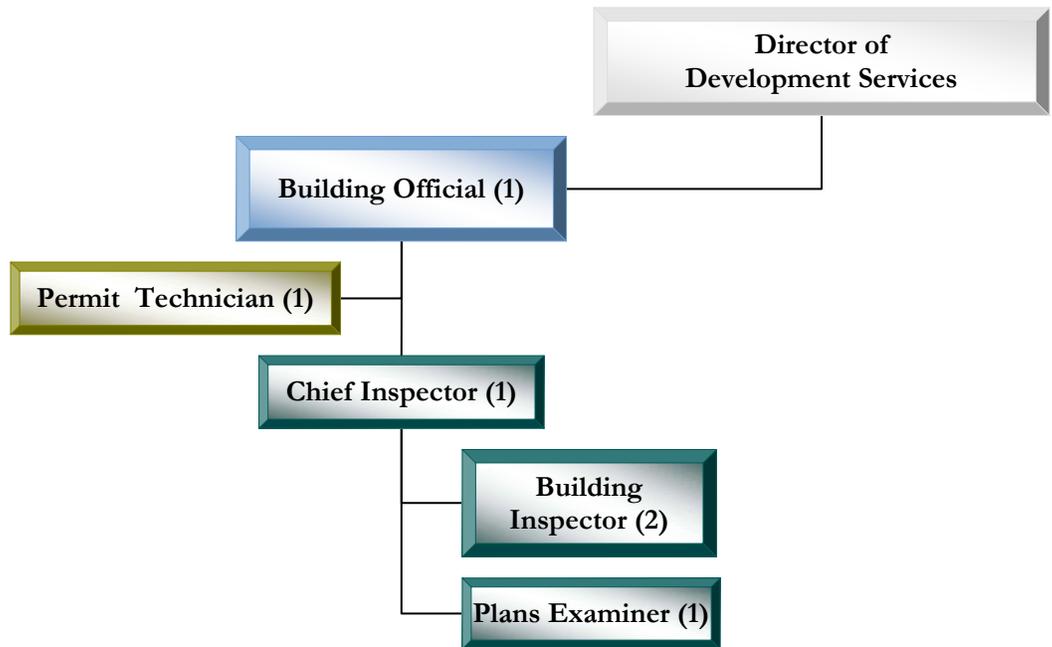
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$111,238	\$90,000	\$90,000	\$91,977
0104 SALARIES-LONGEVITY	\$358	\$120	\$342	\$124
0105 GROUP HEALTH INSURANCE	\$5,114	\$11,400	\$11,324	\$9,727
0106 TMRS	\$13,267	\$12,345	\$12,345	\$11,497
0107 FICA	\$8,618	\$5,945	\$6,600	\$7,091
0110 DENTAL INSURANCE	\$420	\$369	\$465	\$77
0113 AUTO ALLOWANCE	\$2,200	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$24	\$48	\$33	\$17
0130 WORKERS COMPENSATION	\$121	\$415	\$451	\$368
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$141,360	\$125,442	\$126,360	\$125,678
0201 OFFICE SUPPLIES	\$15,161	\$15,000	\$10,000	\$15,000
0202 UNIFORMS/CLOTHING	\$166	\$100	\$87	\$400
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$411	\$200	\$4,000	\$500
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$472	\$1,000	\$600	\$500
0214 POSTAGE/SHIPPING/DELIVERY	\$195	\$300	\$135	\$150
0215 TRAINING SUPPLIES	\$0	\$150	\$0	\$0
0216 MEDICAL SUPPLIES	\$242	\$250	\$250	\$200
0200-0299 SUPPLIES SUBTOTAL	\$16,647	\$17,000	\$15,072	\$16,750
0301 MAINT-BLDG & STRUCTURES	\$2,962	\$3,200	\$3,200	\$19,000
0300-0399 MAINTENANCE SUBTOTAL	\$2,962	\$3,200	\$3,200	\$19,000
0402 RENTAL OF EQUIPMENT	\$4,555	\$5,000	\$6,500	\$5,000
0409 TRAVEL & EDUCATION	\$2,979	\$2,541	\$700	\$340
0414 DUES & SUBSCRIPTIONS	\$0	\$0	\$0	\$5,580
0416 OTHER/PROFESSIONAL SERVICES	\$4,992	\$0	\$0	\$0
0420 INTERNAL TRAINING	\$744	\$1,500	\$0	\$800
0421 PRINTING	\$333	\$400	\$400	\$500
0462 CELLULAR TELEPHONE & PAGERS	\$1,820	\$700	\$1,240	\$0
0535 HEALTH DEPARTMENT	\$0	\$0	\$0	\$26,466
0559 CONTRACT/TEMPORARY LABOR	\$1,468	\$0	\$0	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$16,891	\$10,141	\$8,840	\$38,686
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL DEVELOPMENT SERVICES ADMINISTRATION	\$177,860	\$155,783	\$153,472	\$200,114







Building Inspections



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Building Official	1	1	1
Chief Inspector	1	1	1
Plans Examiner	0	1	1
Building Inspector	2	2	2
Permit Technician	1	1	1
Part-time	0.5	0.5	0.5
Total	5.5	6.5	6.5

Department Narrative
<p>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.</p> <p>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 also works closely with the Planning, Public Works, and the Fire Marshal's office to enhance the City's overall ability to better serve the citizens of Lancaster. Additionally, Building Inspections maintains an active demolition program designed to mitigate the spread of blight through the elimination of substandard vacant structures.</p>

Departmental Goals				
<p>City Council Goal 2 (High Quality Development: Residential and Commercial)</p> <ul style="list-style-type: none"> • Adopt the International Construction Code • Ensure new construction and alterations meet required safety standards in accordance with model codes and City of Lancaster ordinances • Assist in the update of the General Construction Design Manual • Preserve and enhance the City's historic buildings, structures, and assets • Implement web-based permit/code tracking and performance software <p>City Council Goal 4 & 6 (Enhanced City Infrastructure and Facilities; Becoming the Preferred Place to Live: Professionals and Families)</p> <ul style="list-style-type: none"> • Perform inspections on construction sites in a timely manner • Maintain the highest levels of safety and aesthetic appeal of buildings in the City • Refine the demolition program, and continue to address dilapidated structures within the City • Ensure staff is trained in the most current construction methodologies 				
Workload Indicators			07-08 Estimate	
Full Time Employees			6	
New Single-Family Homes Constructed			350	
Single-Family Remodels/Additions			80	
New Commercial Construction			12	
Commercial Remodels/Additions			35	
Certificates of Occupancy			95	
Demolitions			15	
Utility Verifications			120	
Temporary Use Permits			380	
Signs/Banners Permits			65	
Performance Measurement			07-08 Target	
Department Objective: Timely and Efficient Operations			100%	
Performance Measure: Inspections Performed within 24 Hours of Request				
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 318,393	\$ 389,346	\$ 334,815	\$ 368,226
Supplies	\$ 13,992	\$ 11,500	\$ 6,500	\$ 11,500
Maintenance	\$ 1,524	\$ 1,000	\$ 1,000	\$ 2,500
Other Services	\$ 149,252	\$ 103,150	\$ 91,437	\$ 67,260
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 483,161	\$ 504,996	\$ 433,752	\$ 449,486

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$232,759	\$274,850	\$245,700	\$279,682
0102 SALARIES-PART TIME	\$704	\$0	\$600	\$0
0103 SALARIES-OVERTIME	\$1,260	\$1,500	\$1,000	\$1,500
0104 SALARIES-LONGEVITY	\$248	\$676	\$320	\$504
0105 GROUP HEALTH INSURANCE	\$33,307	\$48,145	\$30,800	\$28,024
0106 TMRS	\$27,658	\$34,881	\$29,000	\$33,241
0107 FICA	\$17,792	\$21,149	\$18,610	\$20,944
0109 SALARIES-WELL PAY	\$0	\$3,000	\$450	\$500
0110 DENTAL INSURANCE	\$997	\$2,214	\$1,860	\$1,422
0113 CAR ALLOWANCE	\$1,000	\$0	\$0	\$0
0114 SALARIES-ASSIGNMENT PAY	\$1,293	\$0	\$0	\$0
0120 GROUP LIFE INSURANCE	\$164	\$144	\$150	\$102
0130 WORKERS COMPENSATION	\$1,211	\$2,787	\$6,325	\$2,307
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$318,393	\$389,346	\$334,815	\$368,226
0201 OFFICE SUPPLIES	\$210	\$0	\$0	\$0
0202 CLOTHING AND UNIFORMS	\$1,050	\$1,400	\$1,400	\$1,600
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$6,884	\$2,000	\$900	\$2,000
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$110	\$400	\$100	\$200
0214 POSTAGE/SHIPPING/DELIVERY	\$100	\$200	\$100	\$200
0215 TRAINING SUPPLIES	\$1,217	\$1,500	\$0	\$1,500
0218 FUEL & OIL	\$4,421	\$6,000	\$4,000	\$6,000
0200-0299 SUPPLIES SUBTOTAL	\$13,992	\$11,500	\$6,500	\$11,500
0301 MAINT-BLDG & STRUCTURES	\$949	\$0	\$0	\$0
0302 MAINT-MOTOR VEHICLES	\$575	\$1,000	\$1,000	\$2,500
0300-0399 MAINTENANCE SUBTOTAL	\$1,524	\$1,000	\$1,000	\$2,500
0407 SPECIAL SERVICES	\$69,184	\$10,000	\$1,800	\$0
0409 TRAVEL & EDUCATION	\$5,401	\$5,230	\$2,200	\$5,230
0414 DUES & SUBSCRIPTIONS	\$661	\$1,820	\$2,937	\$7,030
0416 OTHER/PROFESSIONAL SERVICES	\$1,729	\$0	\$0	\$500
0421 PRINTING	\$1,859	\$2,500	\$2,000	\$3,500
0429 DEMOLITION EXPENSE	\$67,509	\$80,000	\$80,000	\$50,000
0452 FILING FEES	\$848	\$800	\$200	\$1,000
0462 CELLULAR TELEPHONE & PAGERS	\$1,961	\$2,300	\$2,300	\$0
0546 REFUNDS	\$100	\$500	\$0	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$149,252	\$103,150	\$91,437	\$67,260
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL BUILDING INSPECTIONS	\$483,161	\$504,996	\$433,752	\$449,486







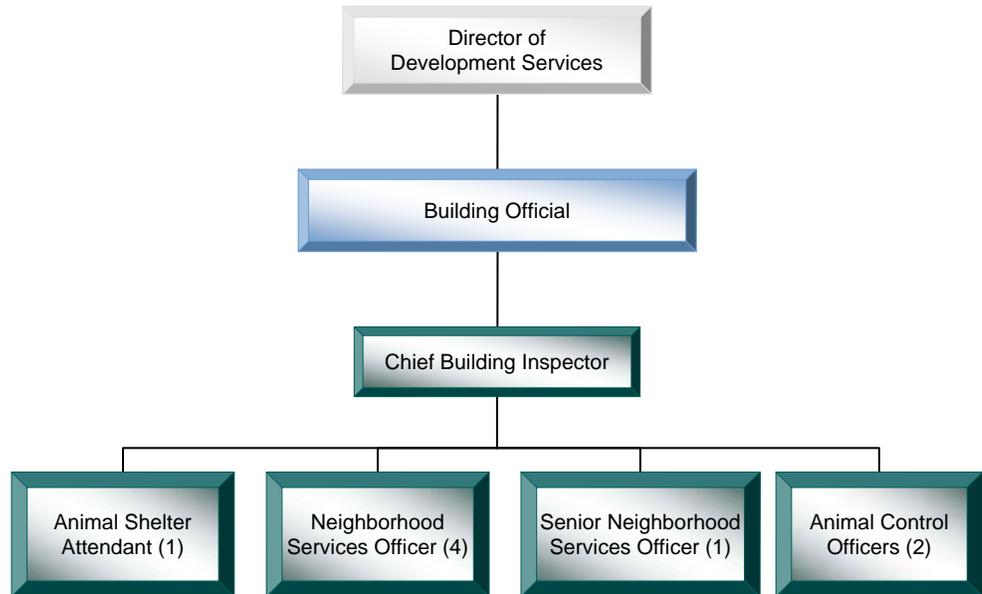
Neighborhood Services



Programs/Activities:
 Animal Care, Animal Capture, Adoption,
 Public Information, Citizen Protection,
 Code Compliance, Code Enforcement

Planning and Development Division (D)

General Operating Fund (01)



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Neighborhood Services Manager	1	0	0
Senior NS Officer	0	1	1
Neighborhood Services Officers	5	4	4
Animal Control Officers	0	0	2
Animal Shelter Attendant	0	1	1
Part Time	0.5	0.5	0.5
Total	6.5	6.5	8.5

Department Narrative
<p>Neighborhood Services, was just established in FY 2004 by combining Animal Control and Code Enforcement. This Division provides animal control services and code enforcement throughout the community by abating unhealthy and unsanitary conditions. It is responsible for the apprehension and housing of stray or loose animals, animal bite investigations, rabies observation, animal shelter maintenance, animal adoption programs and related issues, as well as, high grass, weeds, unsightly or unsanitary matter, junk and other health or sanitation related issues.</p> <p>Neighborhood Services effectuates the delivery of its services to the community by patrolling the quadrennial division of the city. These areas are patrolled on a daily basis for both property maintenance code compliance and animal control services.</p>

Departmental Goals

City Council Goal 5

(Greater Community Unity and Pride)

- Update ordinances so they are pertinent to the city and consistent with neighboring communities
- Create active education programs for the community on basic animal care and responsibility
- Provide relevant inter-departmental assistance ensuring compliance with applicable city ordinances
- Provide weekend coverage for ordinance violations and stray animals
- Enforce all city ordinances effectively and professionally
- Respond to calls for service in a timely manner
- Attend Homeowners Associations and other community meetings to promote a cleaner city
- Expand litter control initiatives by spearheading Clean-Up Days and events
- Promote pet adoption programs
- Expand neighborhood and commercial property maintenance inspections in order to maintain the city's housing stock and property values

Workload Indicators	07-08 Estimate
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Full Time Employees	8
Weed and Grass Violations	1,500
Bulk Trash Violations	1,800
Junk/Inoperable Vehicles	60
Overhanging Limbs	750
Parking Violations	40
Sign Violations	1,200
Trash/Junk Violations	450
Fence Violations	350

Performance Measurement	07-08 Target
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Department Objective: Timely and Efficient Operations	
Performance Measure: Code Violation Ticketed within 24 Hours of Report	100%
Performance Measure: Animal service requests processed within 24 hours	100%

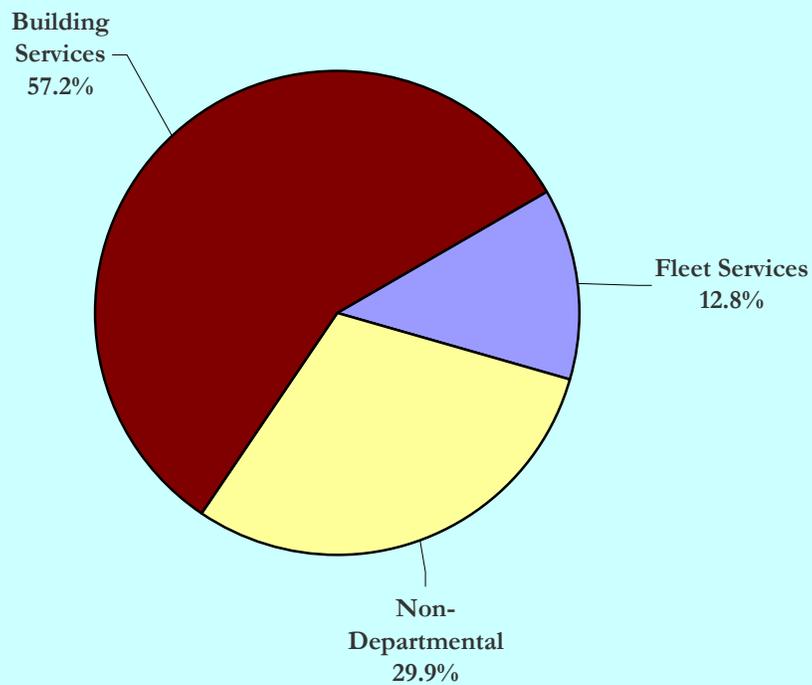
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 300,563	\$ 327,959	\$ 281,705	\$ 391,843
Supplies	\$ 29,146	\$ 41,100	\$ 27,900	\$ 32,838
Maintenance	\$ 9,115	\$ 14,000	\$ 20,242	\$ 8,700
Other Services	\$ 62,032	\$ 62,906	\$ 76,590	\$ 73,710
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 400,856	\$ 445,965	\$ 406,437	\$ 507,091

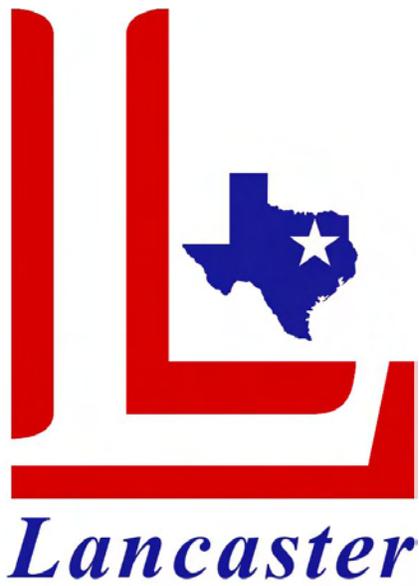
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$200,596	\$205,180	\$180,511	\$273,822
0102 SALARIES-PART TIME	\$9,048	\$16,567	\$9,437	\$10,000
0103 SALARIES-OVERTIME	\$7,803	\$6,500	\$6,591	\$6,500
0104 SALARIES-LONGEVITY	\$778	\$1,152	\$758	\$788
0105 GROUP HEALTH INSURANCE	\$38,486	\$48,145	\$36,833	\$29,862
0106 TMRS	\$25,143	\$25,877	\$24,241	\$34,866
0107 FICA	\$16,306	\$15,914	\$15,776	\$23,000
0109 SALARIES-WELL PAY	\$0	\$1,500	\$600	\$600
0110 DENTAL INSURANCE	\$1,660	\$2,214	\$1,601	\$2,022
0115 CERTIFICATION PAY	\$0	\$0	\$0	\$1,203
0120 GROUP LIFE INSURANCE	\$155	\$144	\$157	\$136
0130 WORKERS COMPENSATION	\$588	\$4,766	\$5,200	\$9,044
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$300,563	\$327,959	\$281,705	\$391,843
0202 CLOTHING AND UNIFORMS	\$1,535	\$2,000	\$1,050	\$2,150
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$2,618	\$10,000	\$6,200	\$6,000
0205 JANITORIAL & CLEANING SUPPLIES	\$1,674	\$1,600	\$800	\$1,000
0206 CHEMICALS	\$864	\$2,500	\$2,500	\$1,500
0211 OTHER OPERATIONAL SUPPLIES	\$2,885	\$0	\$0	\$0
0214 POSTAGE/SHIPPING/DELIVERY	\$3,544	\$6,500	\$5,100	\$4,500
0216 MEDICAL SUPPLIES	\$9	\$0	\$250	\$250
0218 FUEL & OIL	\$13,403	\$15,000	\$10,000	\$14,438
0223 ANIMAL FOOD	\$970	\$1,500	\$1,500	\$1,500
0224 ANIMAL CARE SUPPLIES	\$1,645	\$2,000	\$500	\$1,500
0200-0299 SUPPLIES SUBTOTAL	\$29,147	\$41,100	\$27,900	\$32,838
0301 MAINT-BLDG & STRUCTURES	\$4,478	\$10,000	\$16,242	\$3,000
0302 MAINT-MOTOR VEHICLES	\$4,637	\$4,000	\$4,000	\$5,700
0300-0399 MAINTENANCE SUBTOTAL	\$9,115	\$14,000	\$20,242	\$8,700
0409 TRAVEL & EDUCATION	\$4,606	\$5,411	\$2,700	\$5,130
0414 DUES & SUBSCRIPTIONS	\$1,051	\$5,795	\$4,290	\$5,780
0416 OTHER/PROFESSIONAL SERVICES	\$1,840	\$6,200	\$5,100	\$0
0421 PRINTING	\$1,835	\$4,000	\$4,000	\$4,000
0423 CONTRACT MOWING	\$43,009	\$30,000	\$50,000	\$50,000
0433 ANIMAL DISPOSAL FEES	\$698	\$1,000	\$1,000	\$1,300
0434 SPECIAL EVENTS	\$3,392	\$5,000	\$5,000	\$5,000
0435 LABORATORY CHARGES	\$208	\$500	\$500	\$500
0452 FILING FEES	\$1,232	\$2,000	\$1,000	\$2,000
0462 CELLULAR TELEPHONE & PAGERS	\$4,161	\$3,000	\$3,000	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$62,032	\$62,906	\$76,590	\$73,710
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL NEIGHBORHOOD SERVICES	\$400,857	\$445,965	\$406,437	\$507,091



NON-DEPARTMENTAL DIVISION

		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Adopted
Fleet Services	01-10-00	196,024	250,133	239,815	254,850
Non-Departmental	01-16-00	1,274,337	700,245	628,800	594,053
Building Services	01-06-00	971,136	991,729	951,562	1,135,284
Non-Departmental		2,441,497	1,942,107	1,820,177	1,984,187



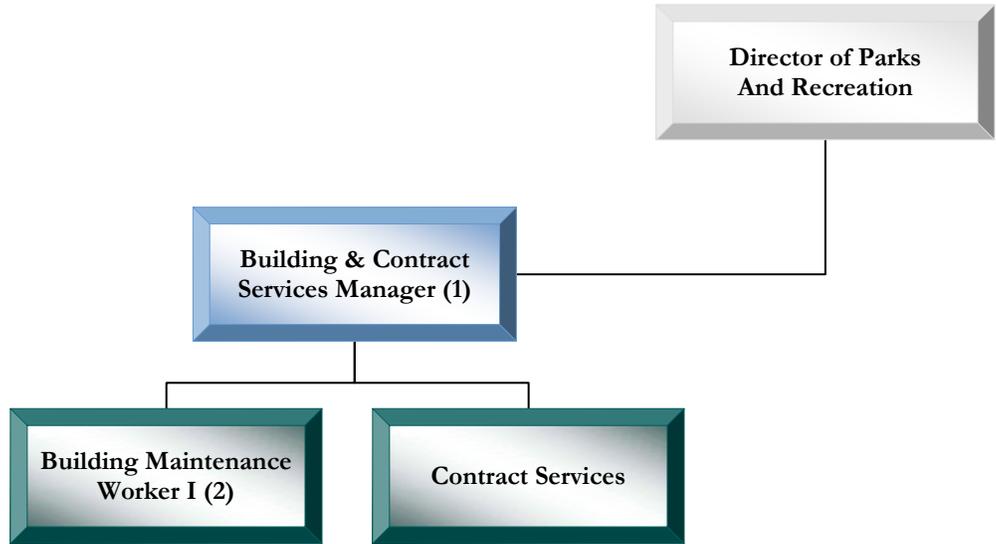


Programs/Activities:
 Building Maintenance, Contract Custodial
 Services, Utilities, Administrative Services
 Management

Non-Departmental Division (F)
 General Operating Fund 01



Building Services



Personnel Summary				
	Adopted	Adopted	Adopted	
Position	05-06	06-07	07-08	
Building and Contract Services Manager	1	1	1	
Building Maintenance Worker I	2	2	2	
Total	3	3	3	

Department Narrative	
<p>The Building Services Department is responsible for the repair and maintenance of all city buildings and facilities. The department also contracts with individual contractors when major repairs cannot be performed internally. Added services, such as new telephone lines or electrical meters are also handled by Building Services. Maintenance contracts such as air conditioning and janitorial services are managed and supervised by the department.</p>	

Departmental Goals

City Council Goals 1

(Financially Sustainable City Government)

- 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
- 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

City Council Goals 4

(Enhanced City Infrastructure and Facilities)

- Develop a preventive 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

Workload Indicators	07-08 Estimate
Number of Buildings	13
Number of Full-Time Employees	3
CRM (Citizen Relationship Management) Requests Per Year	272
Square Footage of Buildings for Maintenance	95,000
Square Footage of Buildings for Janitorial Services	118,000

Performance Measurement	07-08 Target
Department Objective: Ensure Efficient Operations of Municipal Buildings	
Performance Measure: Electrical Accounts Audited and Evaluated	100%
Performance Measure: Documented Minor Service Repairs	100%
Performance Measure: Funded Capital Projects Completed by Year End	100%
Performance Measure: Square Ft of Building Maintenance per Full-Time Employee	31,667
Department Objective: Ensure Timely Service Response	
Performance Measure: Routine Service Requests Completed within 48 Hours	85%
Performance Measure: Daily Inspection of Janitorial Maintenance	90%
Department Objective: Monitor Contract Services	
Performance Measure: Monthly Meetings with Contract Service Providers	85%
Performance Measure: HUB Vendors Included in Consideration for All Projects	100%

Budget Summary	05-06	06-07	06-07	07-08
	Actual	Budget	Estimate	Budget
Personnel	\$ 151,301	\$ 168,229	\$ 146,859	\$ 165,540
Supplies	\$ 6,791	\$ 6,300	\$ 4,063	\$ 6,400
Maintenance	\$ 162,228	\$ 125,000	\$ 101,315	\$ 149,200
Other Services	\$ 640,439	\$ 692,200	\$ 694,325	\$ 814,144
Capital Outlay	\$ 10,377	\$ -	\$ 5,000	\$ -
TOTAL	\$ 971,136	\$ 991,729	\$ 951,562	\$ 1,135,284

Budget Detail	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$106,686	\$116,428	\$105,000	\$121,653
0102 SALARIES-PART TIME	\$0	\$0	\$563	\$0
0103 SALARIES-OVERTIME	\$1,921	\$500	\$1,500	\$1,000
0104 SALARIES-LONGEVITY	\$210	\$364	\$336	\$480
0105 GROUP HEALTH INSURANCE	\$19,311	\$20,435	\$13,000	\$11,367
0106 TMRS	\$13,506	\$14,680	\$12,300	\$14,490
0107 FICA	\$7,923	\$9,011	\$8,000	\$9,381
0109 SALARIES-WELL PAY	\$0	\$500	\$0	\$500
0110 DENTAL INSURANCE	\$878	\$1,107	\$1,100	\$951
0120 GROUP LIFE INSURANCE	\$37	\$72	\$60	\$68
0130 WORKERS COMPENSATION	\$829	\$5,132	\$5,000	\$5,650
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$151,301	\$168,229	\$146,859	\$165,540
0201 OFFICE SUPPLIES	\$724	\$0	\$0	\$0
0202 CLOTHING AND UNIFORMS	\$1,091	\$500	\$563	\$500
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$2,168	\$1,700	\$956	\$1,700
0205 JANITORIAL & CLEANING SUPPLIES	\$233	\$500	\$200	\$500
0216 MEDICAL SUPPLIES	\$0	\$0	\$100	\$100
0218 FUEL & OIL	\$2,575	\$3,600	\$2,244	\$3,600
0200-0299 SUPPLIES SUBTOTAL	\$6,791	\$6,300	\$4,063	\$6,400
0301 MAINT-BLDG & STRUCTURES	\$57,687	\$67,000	\$49,700	\$89,000
0302 MAINT-MOTOR VEHICLES	\$655	\$1,000	\$650	\$1,000
0346 MAINT-HEATING & COOLING SYSTEM	\$102,578	\$55,500	\$46,765	\$56,700
0363 MAINT-LOCKS & KEYS	\$1,308	\$1,500	\$4,200	\$2,500
0300-0399 MAINTENANCE SUBTOTAL	\$162,228	\$125,000	\$101,315	\$149,200
0401 TELEPHONE & COMMUNICATIONS	\$135,126	\$111,000	\$118,400	\$135,000
0402 RENTAL OF EQUIPMENT	\$1,113	\$1,000	\$340	\$1,000
0407 SPECIAL SERVICES	\$937	\$2,500	\$930	\$0
0409 TRAVEL & EDUCATION	\$975	\$4,833	\$6,025	\$4,750
0410 UTILITIES - ELECTRICITY	\$374,992	\$370,000	\$370,600	\$440,000
0414 DUES & SUBSCRIPTIONS	\$15	\$412	\$20	\$518
0416 OTHER/PROFESSIONAL SERVICES	\$14	\$130,505	\$132,100	\$162,376
0421 PRINTING	\$599	\$500	\$10	\$500
0462 CELLULAR TELEPHONE & PAGERS	\$1,488	\$1,450	\$2,100	\$0
0498 UTILITIES - GAS	\$65,580	\$70,000	\$63,000	\$70,000
0543 JANITORIAL CONTRACT	\$51,578	\$0	\$0	\$0
0544 PEST CONTROL SERVICES	\$8,022	\$0	\$0	\$0
0559 CONTRACT/TEMPORARY LABOR	\$0	\$0	\$800	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$640,439	\$692,200	\$694,325	\$814,144
0602 CAPITAL-BLDGS & STRUCTURES	\$10,377	\$0	\$5,000	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$10,377	\$0	\$5,000	\$0
TOTAL BUILDING SERVICES	\$971,136	\$991,729	\$951,562	\$1,135,284

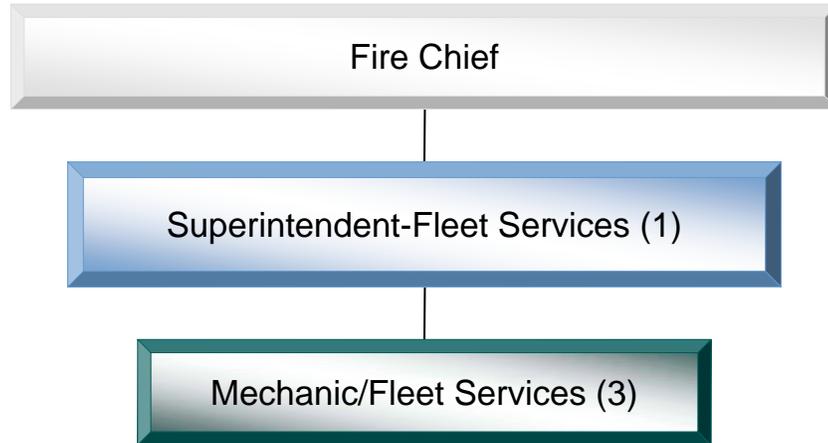




Programs/Activities:
 Preventive Maintenance, Vehicle and Equipment Repair,
 Welding and Fabrication, Fuel Management,
 Safety Equipment Installations, Bid Specifications

Non-Departmental Division (F)

General Operating Fund (01)



Fleet Services



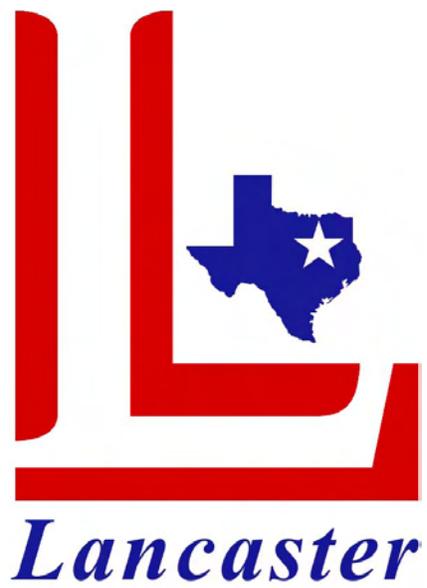
Personnel Summary				
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08	
Superintendent - Fleet Services	1	1	1	
Mechanic/Fleet Services	2	3	3	
Total	3	4	4	

Department Narrative
<p>Fleet Services is a team of professionals dedicated to enhancing service by providing city departments with safe and effective vehicles and equipment. The department is committed to the most responsible use of municipal dollars by managing the maintenance of this significant city resource. The department goal is the reduction of equipment downtime and interruptions of services. Other duties of the department include welding and fabrication, fuel management, and vehicle records.</p>

Departmental Goals					
<p>City Council Goal 4 (Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Provide a comprehensive program of preventive maintenance; • 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 					
Workload Indicators			07-08 Estimate		
Total Fleet Services Employees			4		
Non-Emergency Vehicles			10		
Light Trucks			51		
Heavy Trucks			14		
Small Equipment			50		
Light Equipment			34		
Heavy Equipment			14		
Trailers			15		
Emergency Vehicles			50		
Fueling Station (Gas & Diesel)			1		
Fueling Station (Propane)			1		
Annual Fleet Work Orders			2,300		
Gallons of Unleaded Fuel Consumed			100,000		
Gallons of Diesel Fuel Consumed			40,000		
Gallons of Propane Consumed			2,000		
Performance Measurement			07-08 Target		
Department Objective: Efficient Departmental Operations					
Performance Measure: Percentage of maintenance classified preventative			30%		
Performance Measure: Average downtime of vehicle repaired			2.5 days		
Performance Measure: Work orders processed within 24 hours			75%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 164,530	\$ 225,213	\$ 218,205	\$ 236,830
Supplies		\$ 6,669	\$ 7,920	\$ 6,545	\$ 8,020
Maintenance		\$ 13,452	\$ 11,100	\$ 10,275	\$ 7,100
Other Services		\$ 2,992	\$ 5,900	\$ 4,790	\$ 2,900
Capital Outlay		\$ 8,381	\$ -	\$ -	\$ -
TOTAL		\$ 196,024	\$ 250,133	\$ 239,815	\$ 254,850

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$123,667	\$174,122	\$159,000	\$173,702
0104 SALARIES-LONGEVITY	\$1,954	\$2,076	\$2,325	\$2,196
0105 GROUP HEALTH INSURANCE	\$13,300	\$13,158	\$18,000	\$16,976
0106 TMRS	\$15,054	\$16,878	\$18,450	\$20,869
0107 FICA	\$9,624	\$10,358	\$11,800	\$13,221
0109 SALARIES-WELL PAY	\$0	\$1,200	\$1,365	\$1,200
0110 DENTAL INSURANCE	\$850	\$1,107	\$1,000	\$788
0120 GROUP LIFE INSURANCE	\$81	\$72	\$83	\$68
0130 WORKERS COMPENSATION	\$0	\$6,242	\$6,182	\$7,810
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$164,530	\$225,213	\$218,205	\$236,830
0201 OFFICE SUPPLIES	\$469	\$525	\$100	\$525
0202 CLOTHING AND UNIFORMS	\$1,553	\$1,500	\$1,500	\$1,500
0203 MOTOR VEHICLE SUPPLIES	\$256	\$500	\$500	\$600
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$1,414	\$2,250	\$1,500	\$2,250
0206 CHEMICALS	\$730	\$630	\$630	\$630
0214 POSTAGE/SHIPPING/DELIVERY	\$8	\$40	\$40	\$40
0216 MEDICAL SUPPLIES	\$0	\$75	\$75	\$75
0218 FUEL & OIL	\$2,239	\$2,400	\$2,200	\$2,400
0200-0299 SUPPLIES SUBTOTAL	\$6,669	\$7,920	\$6,545	\$8,020
0301 MAINT-BLDG & STRUCTURES	\$3,757	\$2,000	\$2,800	\$2,000
0302 MAINT-MOTOR VEHICLES	\$9,078	\$7,000	\$6,500	\$2,500
0303 MAINT-EQUIP & MACHINERY	\$411	\$2,100	\$800	\$2,100
0342 MAINT-COMPUTER EQUIPMENT	\$206	\$0	\$175	\$500
0300-0399 MAINTENANCE SUBTOTAL	\$13,452	\$11,100	\$10,275	\$7,100
0407 SPECIAL SERVICES	\$450	\$800	\$465	\$800
0409 TRAVEL & EDUCATION	\$161	\$300	\$25	\$300
0416 OTHER/PROFESSIONAL SERVICES	\$760	\$3,000	\$3,000	\$1,500
0421 PRINTING	\$147	\$300	\$300	\$300
0462 CELLULAR TELEPHONE & PAGERS	\$1,474	\$1,500	\$1,000	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$2,992	\$5,900	\$4,790	\$2,900
0602 CAPITAL-BLDGS & STRUCTURES	\$8,381	\$0	\$0	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$8,381	\$0	\$0	\$0
TOTAL FLEET SERVICES	\$196,024	\$250,133	\$239,815	\$254,850





Non-Departmental Division (F)

General Operating Fund 01

Department Narrative

The Non-Departmental Activity includes funds that are used jointly by all departments or the city as a whole. Expenditures include cell phone charges, city insurance, dues and subscriptions, and other related items.

Budget Details	05-06	06-07	06-07	07-08
	Actual	Budget	Estimate	Budget
0106 TMRS	\$210	\$0	\$0	\$0
0107 FICA	\$858	\$0	\$0	\$0
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$1,068	\$0	\$0	\$0
0201 OFFICE SUPPLIES	\$2,267	\$3,000	\$3,000	\$2,000
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$2,629	\$2,500	\$2,500	\$3,684
0216 MEDICAL SUPPLIES	\$0	\$100	\$100	\$0
0219 COMPUTER SUPPLIES	\$0	\$97,000	\$0	\$0
0200-0299 SUPPLIES SUBTOTAL	\$4,896	\$102,600	\$5,600	\$5,684
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0401 TELEPHONE & COMMUNICATIONS	\$209,210	\$0	\$15,000	\$70,920
0402 RENTAL OF EQUIPMENT	\$419	\$500	\$500	\$300
0403 CASUALTY INSURANCE	\$256,090	\$277,000	\$257,000	\$257,000
0406 UNEMPLOYMENT INSURANCE	\$21,086	\$40,000	\$30,000	\$30,000
0407 SPECIAL SERVICES	\$34,386	\$0	\$500	\$0
0414 DUES & SUBSCRIPTIONS	\$18,389	\$38,945	\$39,000	\$58,897
0416 OTHER/PROFESSIONAL SERVICES	\$30,981	\$50,000	\$28,500	\$60,000
0421 PRINTING	\$5,427	\$0	\$600	\$0
0425 WORKERS COMPENSATION	\$373,166	\$0	\$0	\$0
0434 SPECIAL EVENTS	\$10,184	\$14,700	\$19,100	\$27,500
0440 CONSULTANT AND ADVISORY FEES	\$1,576	\$0	\$0	\$0
0442 COMPUTER PROFESSIONAL SVCS	\$206,764	\$103,000	\$160,000	\$0
0450 BANK ADMINISTRATIVE FEES	\$3,117	\$15,000	\$15,000	\$0
0462 CELLULAR TELEPHONE & PAGERS	\$0	\$0	\$0	\$77,752
0468 REFUSE SERVICES	\$1,755,357	\$0	\$0	\$0
0470 BAD DEBT EXPENSE	\$536	\$1,500	\$0	\$0
0471 INSURANCE CLAIMS/DAMAGE REPAIR	\$2,521	\$10,000	\$12,000	\$0
0497 TUITION REIMBURSEMENT	\$2,309	\$5,000	\$4,000	\$6,000
0535 HEALTH DEPARTMENT	\$23,330	\$25,000	\$25,000	\$0
0561 BSW CHAMBER ANNUAL DUES	\$12,500	\$15,000	\$15,000	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$2,967,348	\$595,645	\$621,200	\$588,369
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL NON-DEPARTMENTAL	\$2,973,312	\$698,245	\$626,800	\$594,053



Non-Departmental







Parks and Recreation FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	(33,191)	(96,514)	(96,514)	(132,090)
<u>Revenue:</u>				
Facility Rentals	128,428	157,000	186,000	210,000
Fees	175,000	156,000	110,000	125,000
Other Income	96,150	91,000	114,000	155,000
Day Camp Income	14,991	-	15,000	15,000
Transfers In	1,455,000	1,609,500	1,609,500	2,254,000
Total Revenue	1,869,569	2,013,500	2,034,500	2,759,000
<i>Total Amount Available</i>	1,869,569	1,916,986	1,937,986	2,626,910
Administration	446	197,997	192,536	251,893
Parks	919,552	850,759	870,731	1,010,825
Recreation	1,031,774	915,405	992,809	1,258,617
Prison Labor	14,311	15,000	14,000	15,000
Non-Departmental	-	-	-	11,100
Transfers Out	-	-	-	-
Total Disbursements	1,966,083	1,979,161	2,070,076	2,547,435
Estimated Balance	(96,514)	(62,175)	(132,090)	79,475





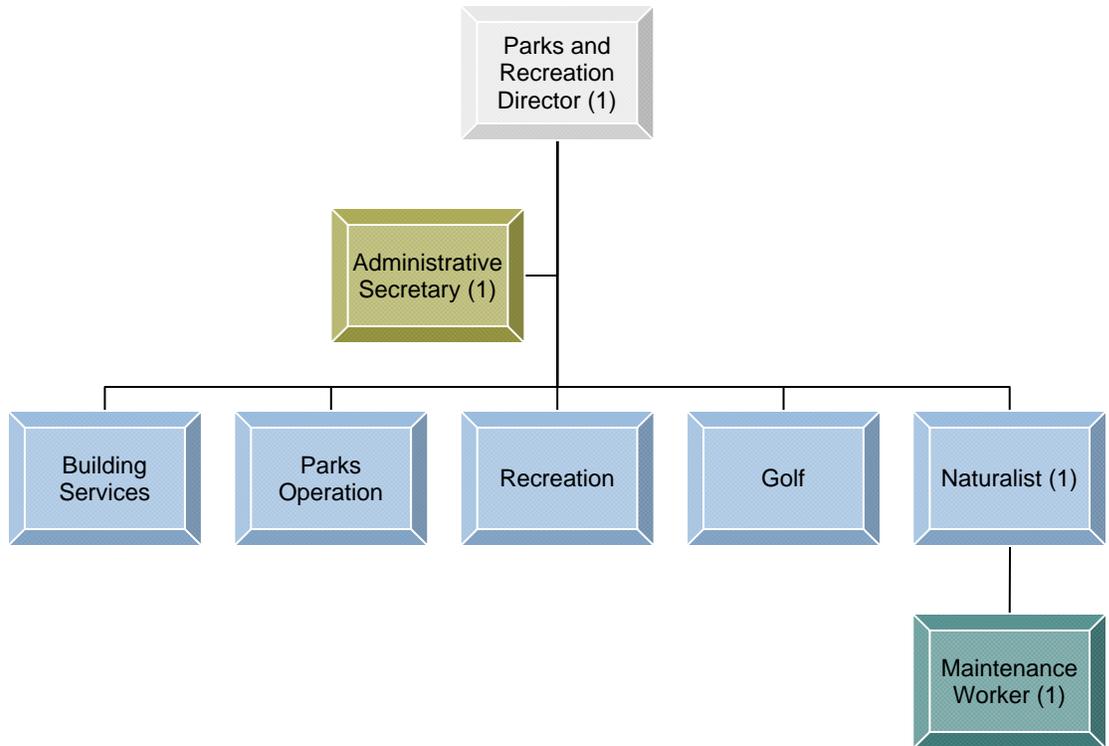
Parks & Recreation Administration



Programs/Activities:
 Park, Playground, and Ball field Maintenance,
 Athletics, Senior Citizens, Recreation, Aquatics,
 Special Events, Mowing Beautification, Recreation Board, Assist
 Park Board and 4B Recreational Development Board

Community Services Division (E)

Parks and Recreation Fund (13)



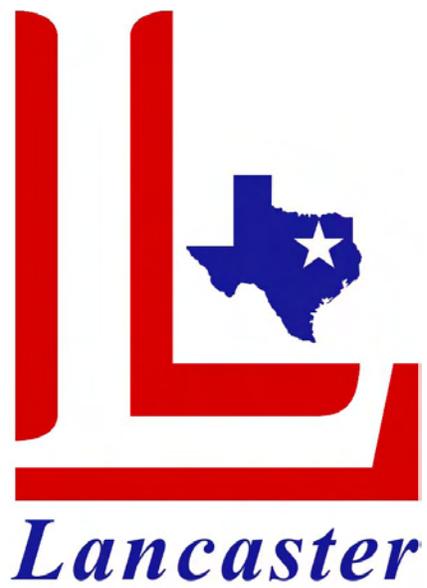
Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Director of P & R	0	1	1
Naturalist	0	0	1
Administrative Secretary	0	1	1
Maintenance Worker	0	0	1
Total	0	2	4

Department Narrative
<p>The Parks and Recreation Administration program is responsible for all operations included in the Parks and Recreation Fund in addition to the general fund activity of Building Services. This program has taken additional responsibilities for the new year, as Naturalist and Maintenance Worker positions were created to maintain and operate the Bear Creek Nature Park.</p>

Departmental Goals				
<p>City Council Goal 1 (Financially Sustainable City Government)</p> <ul style="list-style-type: none"> • Monitor, coordinate, and operate all assigned departments, including Parks, Recreation, and Building Services • Complete application for \$200,000 matching grant to construct new city park • Explore and develop strategies to reduce municipal utility costs <p>City Council Goal 3 (City - an Organization of Excellence)</p> <ul style="list-style-type: none"> • Recruit, hire, and train naturalist for operations of Bear Creek Nature Park • Monitor and seek out ways to improve safety for citizens and employees in the municipal parks and recreation center <p>City Council Goal 4 (Enhanced City Infrastructure & Facilities)</p> <ul style="list-style-type: none"> • Coordinate design and implementation of recreation center surveillance system to ensure customer safety • Plan, coordinate, and implement the operation of Lancaster's first full service Senior Center • Maintain Recreation center for City events such as meetings, conferences, and other municipal usage <p>City Council Goal 5 (Greater Community Unity & Pride)</p> <ul style="list-style-type: none"> • Lend project support, assistance, and marketing to citywide special events • Seek out cost effective methods of beautifying the City of Lancaster 				
Workload Indicators			07-08 Estimate	
Total Parks and Recreation Budgeted Expenditures			\$2,547,435	
Total Parks and Recreation Budgeted Revenues (excluding Transfers In)			\$505,000	
Total Parks and Recreation Employees / Building Services			58.5 / 3	
Total City Buildings			13	
Performance Measurement			07-08 Target	
Department Objective: Improve Parks and Recreation Operations			100%	
Performance Measure: Funded Projects Completed by Fiscal Year-End			Completed	
Performance Measure: Senior Center Building			Retained	
Performance Measure: Tree City USA Designation				
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ 160,697	\$ 161,344	\$ 219,103
Supplies	\$ 221	\$ 19,650	\$ 18,079	\$ 16,150
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ 225	\$ 17,650	\$ 13,113	\$ 16,640
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 446	\$ 197,997	\$ 192,536	\$ 251,893

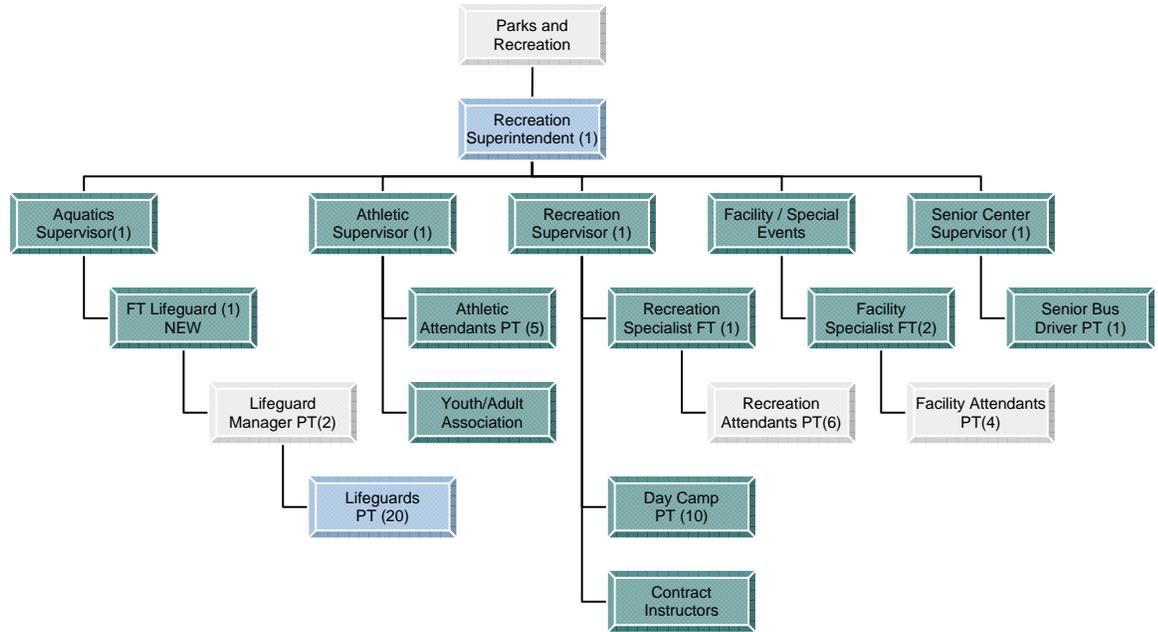
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$0	\$120,396	\$120,748	\$164,740
0104 SALARIES-LONGEVITY	\$0	\$328	\$278	\$380
0105 GROUP HEALTH INSURANCE	\$0	\$8,772	\$8,518	\$12,380
0106 TMRS	\$0	\$15,690	\$14,873	\$20,123
0107 FICA	\$0	\$9,448	\$9,525	\$10,197
0109 SALARIES-WELL PAY	\$0	\$0	\$1,420	\$1,500
0110 DENTAL INSURANCE	\$0	\$738	\$715	\$842
0113 SALARIES - CAR ALLOWANCE	\$0	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$0	\$48	\$43	\$45
0130 WORKERS COMPENSATION	\$0	\$477	\$424	\$4,096
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$160,697	\$161,344	\$219,103
0201 OFFICE SUPPLIES	\$0	\$11,000	\$10,500	\$10,000
0202 UNIFORMS AND CLOTHING	\$0	\$150	\$109	\$150
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$0	\$1,000	\$470	\$500
0210 FOOD & BEV - MEETINGS/FUNCTIONS	\$221	\$2,500	\$2,500	\$1,500
0214 POSTAGE/SHIPPING/DELIVERY	\$0	\$5,000	\$4,500	\$4,000
0200-0299 SUPPLIES SUBTOTAL	\$221	\$19,650	\$18,079	\$16,150
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0402 RENTAL OF EQUIPMENT	\$0	\$5,000	\$2,500	\$5,000
0409 TRAVEL & EDUCATION	\$35	\$2,960	\$2,205	\$2,645
0414 DUES & SUBSCRIPTIONS	\$0	\$390	\$258	\$195
0416 OTHER/PROFESSIONAL SERVICES	\$190	\$200	\$50	\$200
0421 PRINTING	\$0	\$8,600	\$7,600	\$8,600
0462 CELLULAR TELEPHONE & PAGERS	\$0	\$500	\$500	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$225	\$17,650	\$13,113	\$16,640
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL P & R ADMINISTRATION	\$446	\$197,997	\$192,536	\$251,893





Programs/Activities:
 Recreation Activities, Recreation Center, Special Events
 Facility Hall Coordination, Aquatics, Summer Camp,
 Senior Center

Community Services Division (E)
 Parks and Recreation Fund (13)



Recreation



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Recreation Superintendent	1	1	1
Aquatics Supervisor	1	1	1
Facility Hall / Special Events Coordinator	1	1	1
Athletics Supervisor	1	1	1
Recreation Supervisor	1	1	1
Senior Center Supervisor	0	0	1
Lifeguard	0	0	1
Recreation Leader	0	3	3
Part-Time	29.5	29.5	29.5
Total	34.5	37.5	39.5

Department Narrative
<p>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.</p>

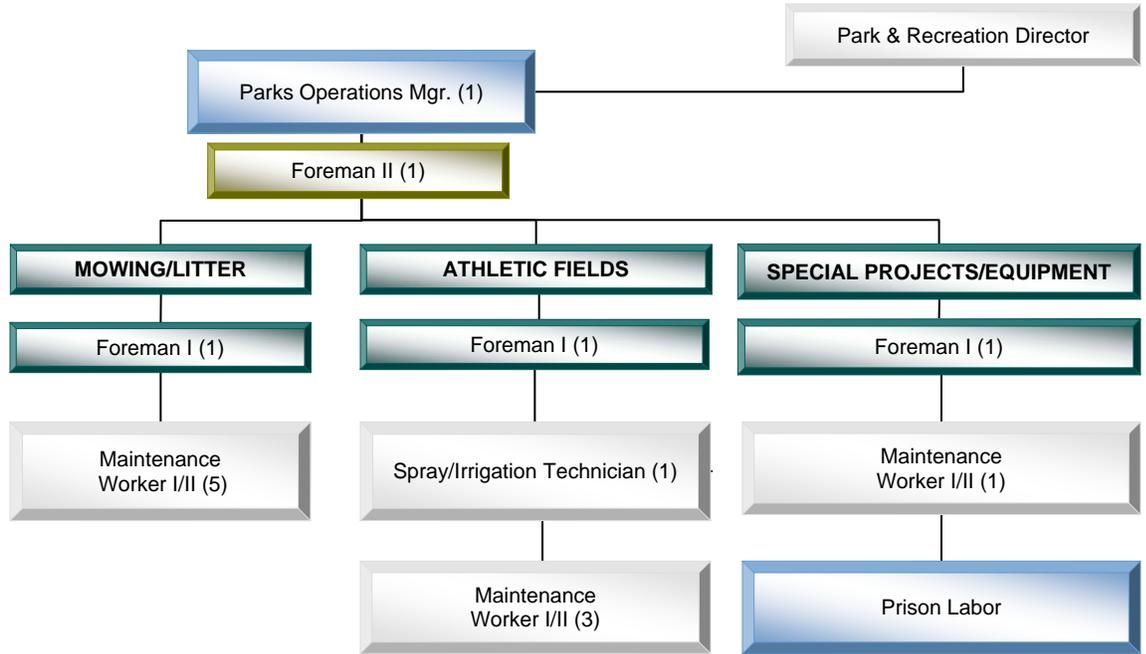
Departmental Goals					
<p>City Council Goals 3 & 4 (City - an Organization of Excellence; Enhanced City Infrastructure & Facilities)</p> <ul style="list-style-type: none"> • Staff and operate the Senior Center from June 2008 – September 2008 • Survey all Rental Patrons to determine rental satisfaction and areas needing improvements • Operate the Summer Day Camp with at least 75 campers per day, per week • Increase participation in youth baseball and basketball by 25%. <p>City Council Goals 5 (Greater Community Unity & Pride)</p> <ul style="list-style-type: none"> • Plan, develop and distribute by mail, three recreation brochures to each household in Lancaster • Plan, promote, coordinate, produce and implement the Bi-Annual Lancaster July 4th Fireworks and Concert and annual MLK Day Parade 					
Workload Indicators			07-08 Estimate		
Recreation Facilities			1		
Banquet Hall Rentals			410		
Participants in Athletic Leagues			400		
Participants in Swimming Lessons			600		
Participants in Summer Day Camp			130 per week		
Annual Memberships Purchased			760		
Special Events Coordinated			9		
Special Events Participation			5200		
Performance Measurement			07-08 Target		
Department Objective: Ensure Efficient Use of Municipal Resources					
Performance Measure: Budgeted Revenues Collected			105%		
Performance Measure: Funded Projects Completed By Fiscal Year End			100%		
Department Objective: Maintain High Standard of Safety and Satisfaction					
Performance Measure: Recreation Center Injuries (Serious in Nature)			0		
Performance Measure: Daily Recreation Center Equipment Inspection			100%		
Performance Measure: Front Desk Staffing			100%		
Performance Measure: Complaints Resolved Within 24 Hours			100%		
Department Objective: Improve Departmental Operations					
Performance Measure: Monthly Safety Meetings			12		
Performance Measure: Increase in Recreation League Participation			25%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 654,102	\$ 513,015	\$ 591,685	\$ 766,430
Supplies		\$ 36,637	\$ 31,160	\$ 31,449	\$ 36,560
Maintenance		\$ 39,305	\$ 88,150	\$ 82,930	\$ 53,000
Other Services		\$ 283,984	\$ 238,080	\$ 243,505	\$ 332,627
Capital Outlay		\$ 17,746	\$ 45,000	\$ 45,000	\$ 70,000
TOTAL		\$ 1,031,774	\$ 915,405	\$ 994,569	\$ 1,258,617

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$301,310	\$193,436	\$207,100	\$295,927
0102 SALARIES-PART TIME	\$232,091	\$204,499	\$258,260	\$301,563
0103 SALARIES-OVERTIME	\$1,273	\$2,000	\$1,003	\$3,000
0104 SALARIES-LONGEVITY	\$456	\$644	\$200	\$486
0105 GROUP HEALTH INSURANCE	\$32,596	\$38,841	\$38,841	\$50,012
0106 TMRS	\$36,469	\$27,339	\$30,227	\$38,398
0107 FICA	\$40,699	\$25,933	\$34,900	\$55,926
0109 SALARIES-WELL PAY	\$0	\$700	\$1,000	\$1,500
0110 DENTAL INSURANCE	\$1,670	\$1,845	\$1,674	\$2,137
0113 SALARIES-CAR ALLOWANCE	\$4,800	\$0	\$0	\$0
0120 GROUP LIFE INSURANCE	\$142	\$120	\$100	\$161
0130 WORKERS COMPENSATION	\$2,596	\$17,658	\$18,380	\$17,320
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$654,102	\$513,015	\$591,685	\$766,430
0201 OFFICE SUPPLIES	\$8,963	\$0	\$0	\$0
0202 CLOTHING AND UNIFORMS	\$1,857	\$4,100	\$3,810	\$4,100
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$8,823	\$7,000	\$9,639	\$10,300
0205 JANITORIAL & CLEANING SUPPLIES	\$398	\$500	\$240	\$1,400
0206 CHEMICALS	\$8,014	\$8,260	\$8,260	\$8,260
0208 EDUCATION & REC SUPPLIES	\$4,099	\$7,000	\$7,500	\$7,500
0214 POSTAGE/SHIPPING/DELIVERY	\$2,293	\$0	\$0	\$0
0216 MEDICAL SUPPLIES	\$359	\$0	\$0	\$0
0217 CONCESSIONS	\$1,831	\$0	\$0	\$2,000
0218 FUEL & OIL	\$0	\$4,300	\$2,000	\$3,000
0200-0299 SUPPLIES SUBTOTAL	\$36,637	\$31,160	\$31,449	\$36,560
0301 MAINT-BLDG & STRUCTURES	\$17,442	\$66,000	\$66,000	\$40,000
0318 MAINT-OFFICE EQUIPMENT	\$596	\$3,150	\$2,930	\$1,000
0342 MAINT-COMPUTER EQUIPMENT	\$1,150	\$0	\$0	\$0
0345 MAINT-ATH FIELDS/POOL FACILITY	\$19,738	\$19,000	\$14,000	\$12,000
0363 MAINT-LOCKS & KEYS	\$379	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$39,305	\$88,150	\$82,930	\$53,000
0401 TELEPHONE & COMMUNICATIONS	\$1,727	\$500	\$2,000	\$1,000
0402 RENTAL OF EQUIPMENT	\$7,989	\$4,000	\$3,000	\$3,000
0408 ADVERTISING	\$4,957	\$10,000	\$7,880	\$8,550
0409 TRAVEL & EDUCATION	\$7,010	\$5,465	\$5,760	\$8,390
0414 DUES & SUBSCRIPTIONS	\$967	\$1,430	\$830	\$1,648
0416 OTHER/PROFESSIONAL SERVICES	\$43,325	\$32,165	\$32,165	\$46,425
0421 PRINTING	\$14,468	\$16,020	\$16,020	\$19,100
0434 SPECIAL EVENTS	\$45,504	\$14,000	\$16,000	\$88,000
0442 COMPUTER PROFESSIONAL SVCS	\$1,928	\$4,000	\$3,486	\$5,000
0462 CELLULAR TELEPHONE & PAGERS	\$4,213	\$3,500	\$4,600	\$0
0479 ATHLETICS	\$45,724	\$48,000	\$45,500	\$49,450
0543 JANITORIAL CONTRACT	\$74,726	\$65,000	\$77,064	\$77,064
0546 REFUNDS	\$3,341	\$4,000	\$4,200	\$0
0559 CONTRACT/TEMPORARY LABOR	\$28,105	\$30,000	\$25,000	\$25,000
0400-0599 OTHER SERVICE SUBTOTAL	\$283,984	\$238,080	\$243,505	\$332,627
0608 CAPITAL-FURNITURE & FIXTURES	\$11,193	\$0	\$0	\$0
0609 CAPITAL-MACHINERY & EQUIPMENT	\$6,553	\$45,000	\$45,000	\$70,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$17,746	\$45,000	\$45,000	\$70,000
TOTAL RECREATION	\$1,031,774	\$915,405	\$994,569	\$1,258,617



Programs/Activities:
 Park, Playground, and Ball field Maintenance,
 Athletics, Senior Citizens, Recreation,
 Special Events, Mowing, Beautification,

Community Services Division (E)
 Parks and Recreation Fund (13)



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Parks Operations Manager	1	1	1
Foreman II	1	1	1
Foreman I	3	3	3
Horticulture Technician	1	1	1
Maintenance Worker II	6	6	6
Maintenance Worker I	3	3	3
Total	15	15	15

Department Narrative
<p>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, and grant writing and grant administration.</p>



Parks



Departmental Goals					
<p>City Council Goals 1 (Financially Sustainable City Government)</p> <ul style="list-style-type: none"> • Complete all funded projects within fiscal year utilizing HUB Vendors whenever possible • Complete General Park Maintenance Standards of Care to ensure efficient use of city resources <p>City Council Goals 2 & 4 (Higher Quality Development: Residential & Commercial; Enhanced City Infrastructure & Facilities)</p> <ul style="list-style-type: none"> • Inspect all contract mowing/maintenance to ensure guidelines are met • Complete all required Tree Ordinance Reviews, and maintain Rights of Way on municipal thoroughfares Prepare athletic facilities as needed based on Athletics Standards of Care/Operation per seasonal scheduling <p>City Council Goals 5 (Greater Community Unity & Pride)</p> <ul style="list-style-type: none"> • Provide logistical support for and actively market all City sponsored special events and activities 					
Workload Indicators			07-08 Estimate		
Number of Current Parks / Parks in Progress			15 / 4		
School Facilities Maintained in Summer			8		
Acreage of Parks			585		
Full-Time Employees			15		
Rights of Way / Median Acreage			230		
Special Events Requiring Park Staffing			9		
Performance Measurement			07-08 Target		
Department Objective: Ensure Efficient Use of Municipal Resources					
Performance Measure: Parks Acreage per Full-Time Employee			39		
Performance Measure: ROW / Median Acreage per Full-Time Employee			15.3		
Performance Measure: Funded Projects Completed By Fiscal Year End			100%		
Performance Measure: Parks As Percentage of Total Municipal Budget			1.8%		
Department Objective: Maintain Acreage According to Approved Guidelines					
Performance Measure: Rights of Way Inspections Daily			100%		
Performance Measure: Monthly Meetings with Contractors			100%		
Performance Measure: Athletic Fields Prepared Satisfactory or Better			100%		
Performance Measure: Playgrounds Inspected At Least Twice Per Year			100%		
Department Objective: Improve Departmental Operations through Safety and Education					
Performance Measure: Monthly Safety Meetings			12		
Performance Measure: Continuing Education for Parks Staff			12 classes		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 580,011	\$ 578,654	\$ 600,476	\$ 696,407
Supplies		\$ 79,454	\$ 87,950	\$ 77,500	\$ 77,788
Maintenance		\$ 105,835	\$ 86,050	\$ 89,950	\$ 77,700
Other Services		\$ 119,898	\$ 88,605	\$ 95,130	\$ 92,430
Capital Outlay		\$ 34,354	\$ 9,500	\$ 9,275	\$ 66,500
TOTAL		\$ 919,552	\$ 850,759	\$ 872,331	\$ 1,010,825

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$399,587	\$358,835	\$408,200	\$470,217
0103 SALARIES-OVERTIME	\$11,277	\$12,000	\$17,675	\$15,000
0104 SALARIES-LONGEVITY	\$2,220	\$3,856	\$1,388	\$1,800
0105 GROUP HEALTH INSURANCE	\$78,324	\$85,378	\$67,583	\$76,673
0106 TMRS	\$50,005	\$56,532	\$50,012	\$60,724
0107 FICA	\$31,071	\$34,598	\$32,063	\$37,820
0109 SALARIES-WELL PAY	\$0	\$2,500	\$842	\$1,200
0110 DENTAL INSURANCE	\$4,211	\$5,873	\$3,595	\$4,045
0120 GROUP LIFE INSURANCE	\$360	\$360	\$238	\$772
0130 WORKERS COMPENSATION	\$2,956	\$18,722	\$18,880	\$28,156
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$580,011	\$578,654	\$600,476	\$696,407
0201 OFFICE SUPPLIES	\$2,661	\$0	\$0	\$0
0202 CLOTHING AND UNIFORMS	\$4,990	\$5,500	\$6,200	\$4,068
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$5,192	\$6,000	\$5,800	\$6,720
0206 CHEMICALS	\$22,828	\$29,000	\$26,000	\$25,500
0209 BOTANICAL & AGR SUPPLIES	\$10,003	\$9,000	\$6,000	\$6,500
0211 OTHER OPERATIONAL SUPPLIES	\$136	\$0	\$0	\$0
0214 POSTAGE/SHIPPING/DELIVERY	\$712	\$0	\$0	\$0
0218 FUEL & OIL	\$32,932	\$38,450	\$33,500	\$35,000
0200-0299 SUPPLIES SUBTOTAL	\$79,454	\$87,950	\$77,500	\$77,788
0301 MAINT-BLDG & STRUCTURES	\$7,521	\$8,050	\$8,700	\$6,500
0302 MAINT-MOTOR VEHICLES	\$14,317	\$12,000	\$13,600	\$13,000
0303 MAINT-EQUIP & MACHINERY	\$16,623	\$14,000	\$16,650	\$11,700
0315 MAINT-PARKS	\$15,322	\$52,000	\$51,000	\$46,500
0322 MAINT-IRRIGATION	\$9,979	\$0	\$0	\$0
0345 MAINT-ATH FIELDS/POOL FACILITY	\$42,073	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$105,835	\$86,050	\$89,950	\$77,700
0402 RENTAL OF EQUIPMENT	\$6,850	\$6,000	\$6,500	\$8,300
0407 SPECIAL SERVICES	\$350	\$0	\$0	\$0
0409 TRAVEL & EDUCATION	\$3,352	\$3,925	\$3,800	\$3,600
0410 UTILITIES - ELECTRICITY	\$64,862	\$66,000	\$63,000	\$68,000
0414 DUES & SUBSCRIPTIONS	\$1,590	\$3,250	\$3,000	\$3,030
0416 OTHER/PROFESSIONAL SERVICES	\$2,556	\$1,000	\$830	\$4,500
0462 CELLULAR TELEPHONE & PAGERS	\$7,962	\$8,430	\$8,000	\$0
0559 CONTRACT/TEMPORARY LABOR	\$32,376	\$0	\$10,000	\$5,000
0400-0599 OTHER SERVICES SUBTOTAL	\$119,898	\$88,605	\$95,130	\$92,430
0607 CAPITAL-PARK SYSTEM	\$17,464	\$9,500	\$9,275	\$32,000
0608 CAPITAL-FURNITURE & FIXTURES	\$2,979	\$0	\$0	\$0
0610 CAPITAL-MOTOR VEHICLES	\$13,911	\$0	\$0	\$34,500
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$34,354	\$9,500	\$9,275	\$66,500
TOTAL PARKS	\$919,552	\$850,759	\$872,331	\$1,010,825





Water / Sewer Operating FUND SUMMARY



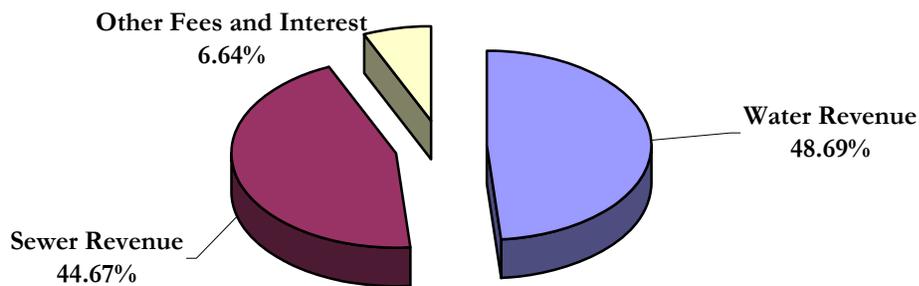
	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	14,527,237	15,549,000	15,549,000	14,550,698
<u>Revenue:</u>				
Water Operations	4,794,312	4,492,000	4,522,000	4,722,500
Sewer Operations	4,409,582	4,100,000	4,325,000	4,325,000
Penalty/ Other Income	567,231	457,500	440,800	471,200
Interest Earned	438,401	225,000	180,000	180,000
Total Revenue	10,209,526	9,274,500	9,467,800	9,698,700
<i>Total Amount Available</i>	23,714,828	24,823,500	25,016,800	24,249,398
Utility Billing	358,740	506,201	431,079	686,795
Water	299,142	2,974,259	2,856,633	3,425,839
Wastewater	3,672,610	4,147,642	4,707,054	4,500,851
Public Works Administration	485,737	747,240	642,345	900,982
Non-Departmental	1,469,693	116,600	116,209	124,660
Transfers Out	1,879,906	1,712,782	1,712,782	2,874,423
Total Disbursements	8,165,828	10,204,724	10,466,102	12,513,550
Estimated Balance	15,549,000	14,618,776	14,550,698	11,735,848

Water / Sewer Fund FY 2007-2008



Summary of Receipts by Source

ACCOUNT	Actual 05-06	Budget 06-07	Estimated 06-07	Adopted 07-08
5201 OPERATION REVENUE-WATER (W)	4,392,302	4,200,000	4,100,000	4,300,000
5202 OPERATION REVENUES-SEWER (S)	4,009,618	4,000,000	4,000,000	4,000,000
5203 WATER SALES	4,934	2,000	2,000	2,500
5308 SERVICE FEE	0	0	0	0
5321 CONTRACTORS FEES (INSPECTIONS)	130,980	100,000	70,000	100,000
5360 BACKFLOW CONNECTIONS & TESTING	0	0	0	700
5365 ENGINEERING REVIEW FEES	37,956	40,000	40,000	40,000
5501 RE-CONNECT FEES	3,625	5,000	5,000	5,000
5511 SEWER SERVICE (VIDEO INSPECTIONS)	0	0	0	7,500
5603 REFUNDS AND RECOVERIES	469	0	0	0
5610 OTHER INCOME	12,999	2,000	10,300	5,000
5613 DISCOUNT	632	500	500	0
5620 REVENUE FROM WATER IMPACT FEES	548,704	290,000	420,000	420,000
5621 REVENUE FROM WW IMPACT FEES	409,657	100,000	325,000	325,000
5623 RETURNED CHECK FEES	10,233	10,000	10,000	10,000
5633 PENALTY-WATER/WASTEWATER	303,718	300,000	300,000	300,000
5635 INSURANCE REFUNDS	25,274	0	0	0
5638 RECYCLING	0	0	5,000	3,000
5701 INTEREST ON INVESTMENTS	318,425	225,000	180,000	180,000
REVENUE SUBTOTAL	10,209,526	9,274,500	9,467,800	9,698,700



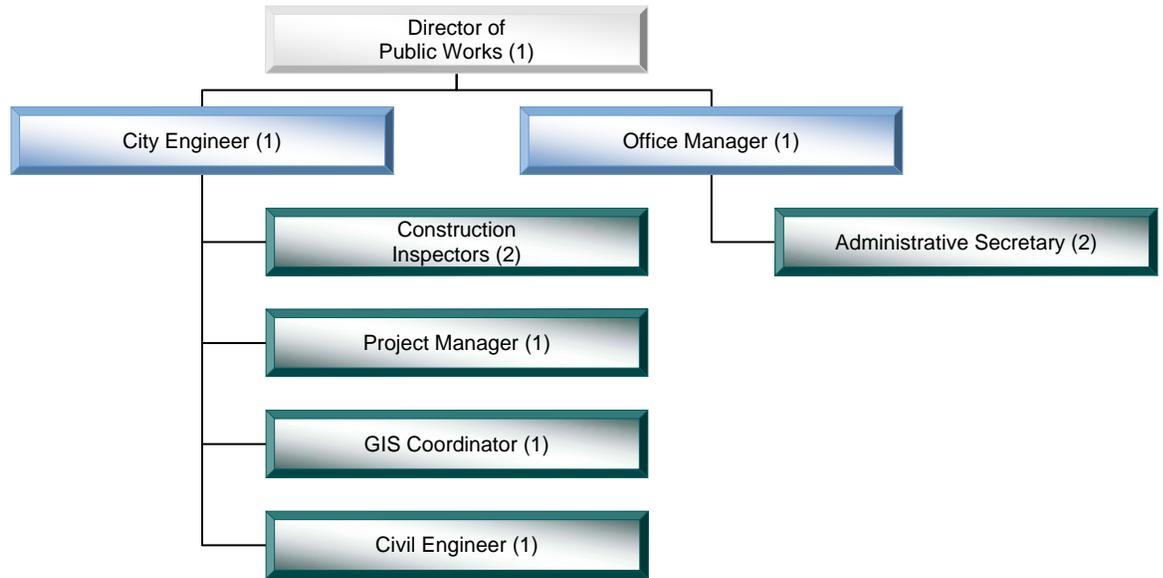


Public Works Admin./Engineering



Programs/Activities:
 Oversight of Water/Sewer Divisions, Street & Drainage Divisions, Public Infrastructure Street Capital Improvement Projects, Engineering Services, Construction Inspection

Public Works Division (C)
 Water and Sewer Operating Fund (05)



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Director of Public Works	1	1	1
City Engineer	1	1	1
GIS Coordinator	0	1	1
Project Manager	1	1	1
Civil Engineer	0	1	1
Construction Inspector	2	2	2
Office Manager	1	1	1
Administrative Secretary	2	2	2
Total	8	10	10

Department Narrative
<p>The Public Works Administration Department's primary purpose is to provide leadership and manage the administrative functions for several divisions including Water & Wastewater, Engineering, Street, and Stormwater Drainage. The Department ensures a quality engineered infrastructure and safe environment for our customers by providing technical review and monitoring for conformance to city design standards. The department also conducts construction inspections and information services for engineering issues in a professional and responsive manner. The design and construction of major infrastructure projects in accordance with the Capital Improvements Program is also a major responsibility of the Public Works Department.</p>

Departmental Goals					
<p>City Council Goals 2 & 4 (Higher Quality Development: Residential and Commercial; Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Enhance the local economy by improving city infrastructure through the design and construction of CIP designated projects • Provide a streamlined development review process with emphasis on protecting the City’s interests and long term users • Provide technical 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 systems • 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 acceptance • 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			07-08 Estimate		
Construction Plans Reviewed			11		
Development Review Committee Meetings			43		
Utility Coordination Committee Meetings			2		
Right of Way Permits Issued			189		
GIS Data Inputs from Residential and Commercial Plats			75		
Residential Developments Constructed and Accepted			2		
Commercial Developments Constructed and Accepted			3		
Utility Fund Budgeted Revenue			\$9,698,700		
Performance Measurement			07-08 Target		
Department Objective: Maintain Efficient Departmental Operations					
Performance Measure: Consulting and Contractor Pay Estimates within 1 Week			100%		
Performance Measure: Expenditure Reports Reviewed Monthly			100%		
Performance Measure: Revenue Reports Reviewer Monthly			100%		
Performance Measure: Weekly Staff Meetings			50		
Department Objective: Ensure Quality Building Development					
Performance Measure: Construction Plans Completed within 7 Days			100%		
Performance Measure: Short Term GIS Projects Completed			85%		
Performance Measure: Long Term GIS Projects Completed			75%		
Performance Measure: Customer Infrastructure Requests Completed in 48 Hours			90%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 433,901	\$ 656,235	\$ 598,384	\$ 771,792
Supplies		\$ 9,309	\$ 15,355	\$ 15,955	\$ 15,150
Maintenance		\$ 2,130	\$ 3,400	\$ 2,948	\$ 5,000
Other Services		\$ 40,397	\$ 72,250	\$ 25,058	\$ 109,040
Capital Outlay		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 485,737	\$ 747,240	\$ 642,345	\$ 900,982

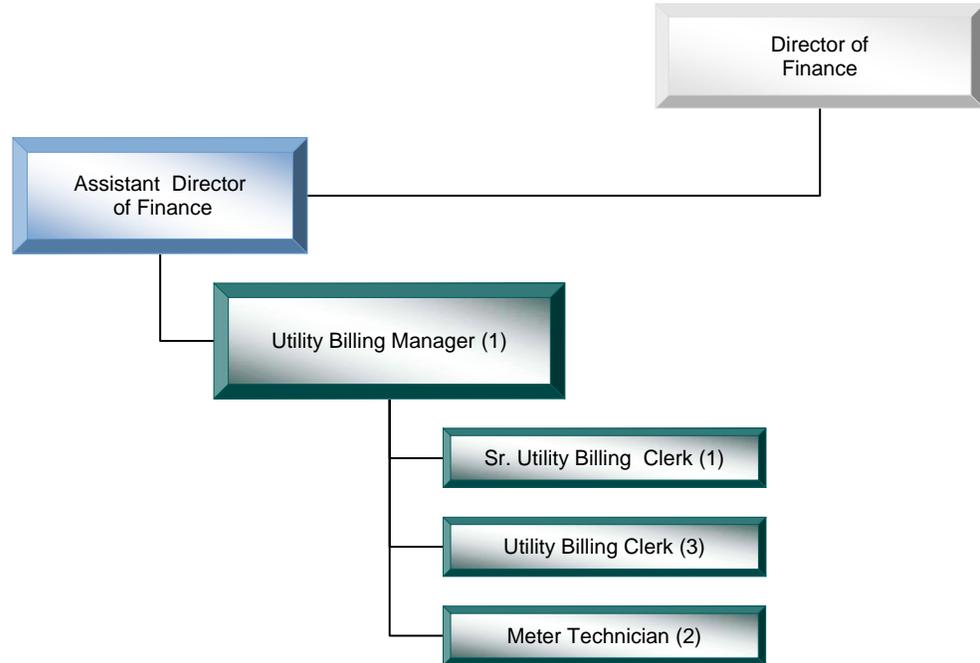
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES - REGULAR	\$290,777	\$476,474	\$460,000	\$569,638
0102 SALARIES - PART TIME	\$14,477	\$0	\$2,600	\$15,000
0103 SALARIES - OVERTIME	\$265	\$1,500	\$6,200	\$1,500
0104 SALARIES - LONGEVITY	\$326	\$1,852	\$310	\$1,796
0105 GROUP HEALTH INSURANCE	\$50,721	\$70,194	\$45,863	\$61,550
0106 TMRS	\$42,347	\$60,709	\$37,192	\$70,160
0107 FICA	\$26,502	\$32,745	\$22,502	\$42,165
0109 SALARIES - WELL PAY	\$0	\$800	\$1,450	\$550
0110 DENTAL INSURANCE	\$1,753	\$3,322	\$1,342	\$1,653
0113 SALARIES - CAR ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$143	\$192	\$125	\$204
0130 WORKERS COMPENSATION	\$1,790	\$3,647	\$16,000	\$2,776
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$433,901	\$656,235	\$598,384	\$771,792
0201 OFFICE SUPPLIES	\$5,676	\$5,000	\$5,000	\$6,000
0202 CLOTHING AND UNIFORMS	\$0	\$0	\$0	\$495
0204 MINOR EQUIP / FURN / FIXT / TOOLS	\$143	\$3,500	\$6,600	\$3,500
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$0	\$200	\$300	\$600
0214 POSTAGE / SHIPPING & DELIVERY	\$277	\$500	\$400	\$400
0216 MEDICAL SUPPLIES	\$103	\$155	\$155	\$155
0218 FUEL & OIL	\$3,110	\$6,000	\$3,500	\$4,000
0200-0299 SUPPLIES SUBTOTAL	\$9,309	\$15,355	\$15,955	\$15,150
0301 MAINT - BLDGS & STRUCTURES	\$1,335	\$1,900	\$1,900	\$3,500
0302 MAINT - MOTOR VEHICLES	\$411	\$1,000	\$548	\$1,000
0318 MAINT - OFFICE EQUIPMENT	\$384	\$500	\$500	\$500
0300-0399 MAINTENANCE SUBTOTAL	\$2,130	\$3,400	\$2,948	\$5,000
0402 RENTAL OF EQUIPMENT	\$3,382	\$4,000	\$4,000	\$4,000
0409 TRAVEL & EDUCATION	\$1,999	\$2,600	\$2,758	\$3,840
0414 DUES & SUBSCRIPTIONS	\$1,029	\$2,050	\$1,500	\$1,350
0416 PROFESSIONAL SERVICES	\$6,649	\$200	\$200	\$200
0420 INTERNAL TRAINING	\$26	\$500	\$400	\$500
0421 PRINTING	\$9	\$500	\$200	\$500
0427 ENGINEERING	\$10,617	\$40,000	\$0	\$40,000
0462 CELLULAR PHONES & PAGERS	\$3,378	\$2,400	\$2,000	\$2,400
0464 RENTAL OF OFFICE SPACE	\$0	\$0	\$0	\$41,250
0559 CONTRACT & TEMPORARY LABOR	\$13,308	\$20,000	\$14,000	\$15,000
0400-0599 OTHER SERVICES SUBTOTAL	\$40,397	\$72,250	\$25,058	\$109,040
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL PUBLIC WORKS ADMINISTRATION	\$485,737	\$747,240	\$642,345	\$900,982





Programs/Activities:
 Water/Sewer/Refuse Revenue Collection, Customer
 Account Maintenance, Miscellaneous Collections, Daily
 Mail Processing, Meter Reading Data Preparation and
 Processing, Customer Service Utility Administration

General Government Division (A)
 Water and Sewer Operating Fund (05)



Utility Billing



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Utility Billing Manager	1	1	1
Sr. Utility Billing Clerk	0	0	1
Utility Billing Clerk	0	0	3
Meter Technician	0	0	2
CSR- Cashier	2	2	0
Total	3	3	7

Department Narrative
<p>The Utility Billing Department is a central operation that performs the following tasks: Generates and processes all billing for water, sewer, and refuse accounts; adjusts accounts as needed prior to each billing; applies penalties to all past due accounts for each billing; prepares and mails cut-off notices for each cycle; loads and downloads meter reading information for each billing cycle; applies meter reading data to each account before each billing cycle; performs meter reading edits to ensure accuracy; posts daily utility payments to the appropriate customer accounts; makes daily utility water deposits as well as other city deposits to bank.</p>

Departmental Goals					
<p>City Council Goals 1 (Financially Sustainable City Government)</p> <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, knowledgeable staff, and convenient hours • 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			07-08 Estimate		
Water Customers			10,518		
Wastewater Customers			10,110		
Bills Processed Monthly			10,779		
Service Orders Processed			720		
Bill Adjustments			180		
Cut-off of Services			1,800		
Returned Checks Processed			720		
Meter Changes			240		
Payments Processed Monthly			10,000		
Requests for Service			600		
Performance Measurement			07-08 Target		
Department Objective: Ensure Departmental Efficiency					
Performance Measure: Satisfactory Monthly Meter Maintenance			100%		
Performance Measure: Accurate Meter Readings			100%		
Performance Measure: Utility Billing Expenditures out of Total Fund Allocation			5.5%		
Department Objective: Ensure Courteous and Effective Service					
Performance Measure: Billing counter staffed with at least 2 employees at all times			100%		
Performance Measure: Phone calls resolved within 24 hours			100%		
Department Objective: Timely and Accurate Financial Reporting					
Performance Measure: Accurate Account Billings			95%		
Performance Measure: Accurate Posting of Payments			90%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 149,882	\$ 178,907	\$ 156,879	\$ 417,681
Supplies		\$ 51,569	\$ 58,044	\$ 30,900	\$ 18,839
Maintenance		\$ 10,337	\$ 14,700	\$ 14,700	\$ 15,700
Other Services		\$ 139,377	\$ 246,550	\$ 228,600	\$ 203,575
Capital Outlay		\$ 7,575	\$ 8,000	\$ -	\$ 31,000
TOTAL		\$ 358,740	\$ 506,201	\$ 431,079	\$ 686,795

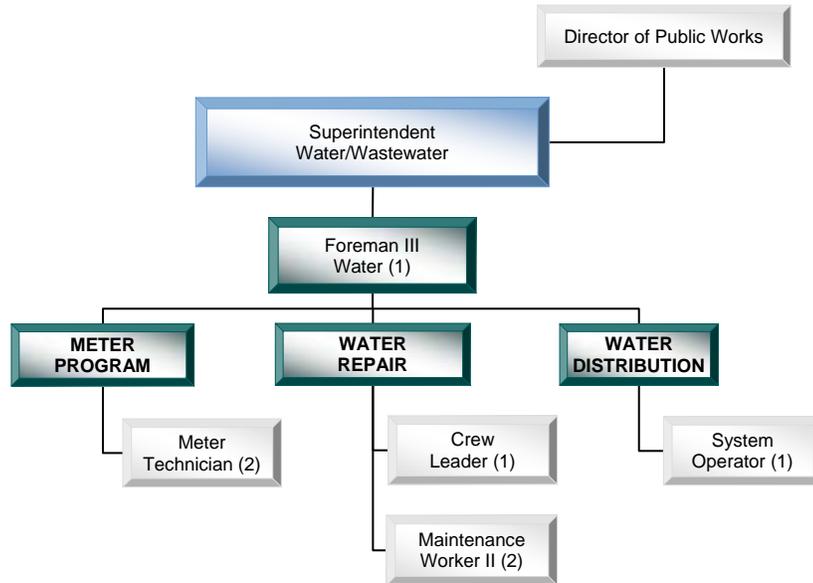
Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$104,008	\$112,223	\$112,000	\$283,805
0102 SALARIES-PART TIME	\$721	\$11,700	\$617	\$0
0103 SALARIES-OVERTIME	\$5,422	\$7,000	\$5,632	\$22,000
0104 SALARIES-LONGEVITY	\$732	\$960	\$694	\$436
0105 GROUP HEALTH INSURANCE	\$16,225	\$20,435	\$15,583	\$50,841
0106 TMRS	\$13,461	\$15,059	\$13,007	\$33,382
0107 FICA	\$8,305	\$9,242	\$8,003	\$20,810
0109 SALARIES-WELL PAY	\$0	\$650	\$0	\$550
0110 DENTAL INSURANCE	\$850	\$1,107	\$823	\$2,175
0120 GROUP LIFE INSURANCE	\$81	\$72	\$84	\$175
0130 WORKERS COMPENSATION	\$77	\$459	\$436	\$3,507
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$149,882	\$178,907	\$156,879	\$417,681
0201 OFFICE SUPPLIES	\$5,173	\$7,100	\$7,100	\$7,000
0202 UNIFORMS & CLOTHING	\$0	\$0	\$0	\$1,717
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$1,477	\$1,750	\$1,500	\$8,522
0211 OTHER OPERATIONAL SUPPLIES	\$566	\$2,694	\$800	\$0
0214 POSTAGE/SHIPPING/DELIVERY	\$43,044	\$45,000	\$20,000	\$600
0218 FUEL & OIL	\$0	\$0	\$0	\$1,000
0219 COMPUTER SUPPLIES	\$1,309	\$1,500	\$1,500	\$0
0200-0299 SUPPLIES SUBTOTAL	\$51,569	\$58,044	\$30,900	\$18,839
0302 MAINT-MOTOR VEHICLES	\$0	\$0	\$0	\$1,000
0318 MAINT-OFFICE EQUIPMENT	\$2,405	\$4,200	\$4,200	\$4,200
0342 MAINT-COMPUTER EQUIPMENT	\$7,932	\$10,500	\$10,500	\$10,500
0300-0399 MAINTENANCE SUBTOTAL	\$10,337	\$14,700	\$14,700	\$15,700
0402 RENTAL OF EQUIPMENT	\$4,703	\$8,000	\$6,000	\$6,000
0407 SPECIAL SERVICES	\$410	\$0	\$0	\$4,300
0409 TRAVEL & EDUCATION	\$135	\$1,750	\$200	\$4,125
0414 DUES & SUBSCRIPTIONS	\$226	\$400	\$400	\$150
0416 OTHER/PROFESSIONAL SERVICES	\$23,277	\$131,400	\$75,000	\$168,000
0421 PRINTING	\$7,903	\$9,000	\$8,000	\$5,000
0442 COMPUTER PROFESSIONAL SVCS	\$9,021	\$0	\$3,000	\$12,000
0462 CELLULAR TELEPHONE & PAGERS	\$1,041	\$1,000	\$1,000	\$1,500
0559 CONTRACT/TEMPORARY LABOR	\$92,661	\$95,000	\$135,000	\$2,500
0400-0599 OTHER SERVICE SUBTOTAL	\$139,377	\$246,550	\$228,600	\$203,575
0436 IMPROVEMENTS BY CONTRACTORS	\$0	\$0	\$0	\$15,000
0608 CAPITAL-FURNITURE & FIXTURES	\$0	\$0	\$0	\$16,000
0617 CAPITAL-OFFICE EQUIPMENT	\$7,575	\$8,000	\$0	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$7,575	\$8,000	\$0	\$31,000
TOTAL UTILITY BILLING	\$358,740	\$506,201	\$431,079	\$686,795





Programs/Activities:
 Water Production and Distribution, Water Quality,
 Inspections, Cross Connection Control,
 Customer Service, Installation, Maintenance, Repairs

Public Works Division (C)
 Water and Sewer Operating Fund (05)



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Superintendent - W/ WW	1	1	1
Foreman III	1	1	1
Crew Leader	0	1	1
Water Systems Operator	1	1	1
Meter Technician	2	2	0
Maintenance Worker II	2	2	2
Part-Time	0	0	0.5
Total	7	8	6.5

Department Narrative
<p>The Water Department 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 Department is responsible for the construction/replacement of water mains and service lines. It also checks for leaks in the water mains and water lines on a regular basis. The department uses a combined force of water and wastewater employees to maintain three water distribution stations and four lift stations. The Water Division works with all utility companies and contractors to locate all city services and review plans for construction to insure proper size of water mains; proper number of fire hydrants; and proper numbers and locations for services and design.</p>



Water



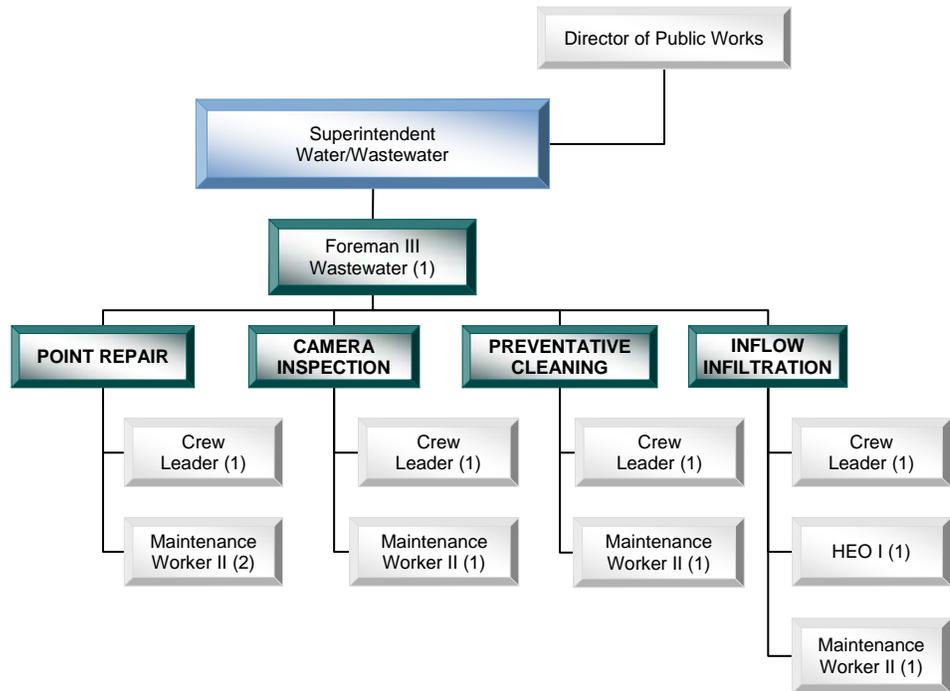
Departmental Goals					
<p>City Council Goals 1 & 2 (Financially Sound, Stable City Government; Enhanced City Infrastructure and Services)</p> <ul style="list-style-type: none"> • Maintain the physical integrity of utility infrastructure to maximize City investment • Provide safe water in adequate supply 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 • Provide the best possible information to engineers, contractors, builders, and other governmental agencies • 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			07-08 Estimate		
Full -Time Water Employees			6.5		
Water Main Replacement			3,000 feet		
Commercial Meter Changes			35		
Weekly Safety Meetings			52		
Valves Cleaned			500		
Weekly Safety Classes			52		
Performance Measurement			07-08 Target		
Department Objective: Customer Responsiveness					
Performance Measure: Phone Inquires Responded to within 24 Hours			90%		
Department Objective: Efficient Operations					
Performance Measure: Damaged Fire Hydrants Repaired within 24 Hours			75%		
Performance Measure: Reduction in Unaccounted Water Loss			5%		
Performance Measure: Backflow Inventory Logged			100%		
Department Objective: Safety of Citizens and Employees					
Performance Measure: Weekly Safety Classes Held			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 413,309	\$ 479,511	\$ 374,550	\$ 396,974
Supplies		\$ 50,299	\$ 69,150	\$ 63,550	\$ 68,100
Maintenance		\$ 77,001	\$ 145,200	\$ 145,800	\$ 160,100
Other Services		\$ 1,758,533	\$ 2,280,398	\$ 2,272,733	\$ 2,403,889
Capital Outlay		\$ -	\$ -	\$ -	\$ 396,776
TOTAL		\$ 2,299,142	\$ 2,974,259	\$ 2,856,633	\$ 3,425,839

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$277,113	\$303,490	\$227,055	\$261,514
0102 SALARIES-PART TIME	\$777	\$0	\$777	\$12,730
0103 SALARIES-OVERTIME	\$30,693	\$25,000	\$29,000	\$25,000
0104 SALARIES-LONGEVITY	\$2,162	\$2,216	\$2,106	\$580
0105 GROUP HEALTH INSURANCE	\$34,987	\$63,661	\$35,150	\$24,883
0106 TMRS	\$37,363	\$40,816	\$35,755	\$31,097
0107 FICA	\$23,556	\$25,110	\$22,502	\$20,864
0109 SALARIES-WELL PAY	\$0	\$1,500	\$1,215	\$1,500
0110 DENTAL INSURANCE	\$2,140	\$2,952	\$4,032	\$865
0114 SALARIES-ASSIGNMENT PAY	\$1,708	\$0	\$1,710	\$1,708
0115 CERTIFICATION PAY	\$0	\$0	\$0	\$4,300
0120 GROUP LIFE INSURANCE	\$194	\$192	\$372	\$119
0130 WORKERS COMPENSATION	\$2,616	\$14,574	\$14,876	\$11,814
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$413,309	\$479,511	\$374,550	\$396,974
0201 OFFICE SUPPLIES	\$327	\$1,000	\$1,000	\$1,000
0202 CLOTHING AND UNIFORMS	\$3,451	\$4,000	\$4,500	\$4,000
0203 MOTOR VEHICLE SUPPLIES	\$41	\$0	\$0	\$0
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$13,913	\$22,550	\$20,450	\$21,500
0206 CHEMICALS	\$3,307	\$3,500	\$3,500	\$3,500
0214 POSTAGE/SHIPPING/DELIVERY	\$3,431	\$5,600	\$5,600	\$5,600
0216 MEDICAL SUPPLIES	\$0	\$500	\$500	\$500
0218 FUEL & OIL	\$25,829	\$32,000	\$28,000	\$32,000
0200-0299 SUPPLIES SUBTOTAL	\$50,299	\$69,150	\$63,550	\$68,100
0301 MAINT-BLDG & STRUCTURES	\$7,027	\$3,000	\$5,000	\$3,000
0302 MAINT-MOTOR VEHICLES	\$11,049	\$8,500	\$8,000	\$8,500
0303 MAINT-EQUIP & MACHINERY	\$3,129	\$6,900	\$6,900	\$6,900
0304 MAINT.-STREETS-UTILITY CUTS	\$0	\$0	\$0	\$40,000
0306 MAINT-WATER MAINS	\$38,027	\$91,000	\$91,000	\$50,000
0307 MAINT-INSTRUMENTS & APPARATUS	\$2,381	\$0	\$600	\$2,400
0309 MAINT-METERS & SETTINGS	\$3,400	\$7,800	\$7,800	\$7,800
0310 MAINT-STORAGE & DISTRBTN PUMPS	\$11,383	\$18,000	\$18,000	\$33,000
0311 MAINT-WELLS	\$516	\$1,500	\$0	\$0
0321 MAINT-HYDRANTS	\$89	\$8,500	\$8,500	\$8,500
0300-0399 MAINTENANCE SUBTOTAL	\$77,001	\$145,200	\$145,800	\$160,100
0402 RENTAL OF EQUIPMENT	\$1,111	\$1,000	\$300	\$1,000
0408 ADVERTISING	\$0	\$0	\$140	\$0
0409 TRAVEL & EDUCATION	\$5,151	\$10,309	\$7,054	\$6,600
0410 UTILITIES - ELECTRICITY	\$182,572	\$200,000	\$200,000	\$200,000
0411 WATER PURCHASES	\$1,470,128	\$1,948,800	\$1,948,800	\$2,084,000
0414 DUES & SUBSCRIPTIONS	\$4,627	\$8,500	\$6,650	\$8,500
0416 OTHER/PROFESSIONAL SERVICES	\$2,681	\$30,000	\$20,000	\$20,000
0421 PRINTING	\$3,074	\$0	\$0	\$0
0438 TESTING	\$4,161	\$3,000	\$10,000	\$10,000
0462 CELLULAR TELEPHONE & PAGERS	\$6,292	\$5,000	\$6,000	\$0
0495 TRA CONTRACT BONDS	\$73,408	\$73,489	\$73,489	\$73,489
0498 UTILITIES - GAS	\$0	\$300	\$300	\$300
0559 CONTRACT/TEMPORARY LABOR	\$5,328	\$0	\$0	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$1,758,533	\$2,280,398	\$2,272,733	\$2,403,889
0604 CAPITAL-WATER MAINS	\$0	\$0	\$0	\$300,000
0609 CAPITAL-MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$90,000
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$0	\$6,776
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$396,776
TOTAL WATER	\$2,299,142	\$2,974,259	\$2,856,633	\$3,425,839



Programs/Activities:
Sewage Collection, Treatment, Pretreatment,
Inspection, Customer Service, Installation,
Maintenance, Repairs

Public Works Division (C)
Water and Sewer Operating Fund (05)



Personnel Summary

Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Foreman III	1	1	1
Crew Leader	3	4	4
Heavy Equipment Operator I	0	1	1
Maintenance Worker II	4	5	5
Total	8	11	11

Department Narrative

The Wastewater Department is responsible for providing uninterrupted, cost-effective wastewater collection services for all residential and commercial customers of Lancaster and the operation and maintenance of the city's lift stations. Combinations of water and wastewater employees are used to maintain four lift stations, repair and replacement of sanitary sewer mains, manholes, and services.

To fulfill the requirements of the Clean Water Act, all cities must have 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 Department 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 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.

The division also provides representation to the Development Review Committee, Safety Team, TRA advisory committee for both Ten Mile and Red Oak Creek. Staff responds to approximately 280 stoppage calls last year. It follows up to these calls with internal video inspections and identifies needed point repairs to prevent Sanitary Sewer stoppages. The Inflow and Infiltration takes a proactive approach to prevent sanitary sewer overflows by reducing point sources, public education and infrastructure replacement.



Wastewater



Departmental Goals					
<p>City Council Goals 1 & 4 (Financially Sound, Stable City Government; Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Work to minimize inflow/infiltration and to continue inflow and infiltration studies, testing, and identification • Provide the best possible information to engineers, contractors, and builders requesting wastewater information • Work with other City departments to insure that all parties are making proper repairs and installations to the sewer system • 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 to HOA and community meetings to educate citizens on the proper care of sewer lines 					
Workload Indicators			07-08 Estimate		
Full-Time Wastewater Employees			11		
Total Municipal Sewer Line			700,000 feet		
Sewer Line Replacement			5,000 feet		
Sewer Line Cleaned			560,000 feet		
Grease Trap Inspections Monthly			50		
Weekly Safety Meetings			52		
Performance Measurement			07-08 Target		
Department Objective: Customer Responsiveness					
Performance Measure: Sewer Backups Resolved within 30 Minutes			100%		
Performance Measure: Phone Inquires Responded to within 24 Hours			90%		
Department Objective: Efficient Operations					
Performance Measure: Sewer System Cleaned Annually (700,000 Total Feet)			80%		
Performance Measure: Main Stoppages Re-Televised within 24 Hours			91%		
Performance Measure: Grease Traps Inspected on Monthly Basis			100%		
Department Objective: Safety of Citizens and Employees					
Performance Measure: Weekly Safety Meetings Completed			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 263,883	\$ 395,262	\$ 378,159	\$ 517,971
Supplies		\$ 22,428	\$ 29,935	\$ 28,020	\$ 30,435
Maintenance		\$ 158,275	\$ 219,500	\$ 219,500	\$ 209,500
Other Services		\$ 3,228,024	\$ 3,402,945	\$ 4,001,245	\$ 3,422,945
Capital Outlay		\$ -	\$ 100,000	\$ 79,000	\$ 320,000
TOTAL		\$ 3,672,610	\$ 4,147,642	\$ 4,705,924	\$ 4,500,851

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$160,406	\$231,888	\$236,000	\$369,021
0103 SALARIES-OVERTIME	\$29,738	\$17,500	\$24,870	\$7,500
0104 SALARIES-LONGEVITY	\$50	\$1,024	\$154	\$500
0105 GROUP HEALTH INSURANCE	\$33,979	\$66,551	\$47,150	\$40,039
0106 TMRS	\$22,527	\$39,158	\$30,720	\$43,845
0107 FICA	\$14,017	\$19,305	\$19,543	\$27,890
0109 SALARIES-WELL PAY	\$0	\$3,455	\$435	\$3,455
0110 DENTAL INSURANCE	\$1,623	\$4,062	\$2,536	\$2,613
0115 CERTIFICATION PAY	\$0	\$0	\$0	\$4,300
0120 GROUP LIFE INSURANCE	\$132	\$292	\$140	\$204
0130 WORKERS COMPENSATION	\$1,411	\$12,027	\$16,611	\$18,604
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$263,883	\$395,262	\$378,159	\$517,971
0201 OFFICE SUPPLIES	\$36	\$300	\$800	\$800
0202 CLOTHING AND UNIFORMS	\$4,302	\$4,000	\$3,900	\$4,000
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$5,029	\$6,635	\$8,800	\$6,635
0206 CHEMICALS	\$10	\$2,000	\$500	\$2,000
0214 POSTAGE/SHIPPING/DELIVERY	\$2	\$0	\$20	\$0
0218 FUEL & OIL	\$13,049	\$17,000	\$14,000	\$17,000
0200-0299 SUPPLIES SUBTOTAL	\$22,428	\$29,935	\$28,020	\$30,435
0302 MAINT-MOTOR VEHICLES	\$4,961	\$5,000	\$5,000	\$5,000
0303 MAINT-EQUIP & MACHINERY	\$15,469	\$10,000	\$10,000	\$10,000
0304 MAINT.-STREETS-UTILITY CUTS	\$0	\$0	\$0	\$40,000
0308 MAINT-SANITARY SEWER SYS	\$135,638	\$200,000	\$200,000	\$150,000
0312 MAINT-LIFT STATION	\$2,207	\$4,500	\$4,500	\$4,500
0300-0399 MAINTENANCE SUBTOTAL	\$158,275	\$219,500	\$219,500	\$209,500
0402 RENTAL OF EQUIPMENT	\$0	\$1,000	\$0	\$1,000
0407 SPECIAL SERVICES	\$19	\$0	\$0	\$0
0408 ADVERTISING	\$0	\$1,000	\$1,000	\$1,000
0409 TRAVEL & EDUCATION	\$2,169	\$7,740	\$7,740	\$11,740
0410 UTILITIES - ELECTRICITY	\$9,838	\$10,000	\$10,000	\$10,000
0412 SEWAGE TREATMENT	\$3,062,568	\$3,200,000	\$3,800,000	\$3,200,000
0413 SANITARY LANDFILL	\$0	\$10,000	\$10,000	\$10,000
0414 DUES & SUBSCRIPTIONS	\$0	\$0	\$300	\$0
0416 OTHER/PROFESSIONAL SERVICES	\$407	\$20,000	\$19,000	\$0
0427 ENGINEERING	\$0	\$0	\$0	\$40,000
0462 CELLULAR TELEPHONE & PAGERS	\$2,936	\$4,000	\$4,000	\$0
0495 TRA CONTRACT BONDS	\$149,199	\$149,205	\$149,205	\$149,205
0559 CONTRACT/TEMPORARY LABOR	\$888	\$0	\$0	\$0
0400-0599 OTHER SERVICE SUBTOTAL	\$3,228,024	\$3,402,945	\$4,001,245	\$3,422,945
0603 CAPITAL-SANITARY SEWER SYSTEM	\$0	\$0	\$0	\$300,000
0609 CAPITAL-MACHINERY & EQUIPMENT	\$0	\$100,000	\$79,000	\$0
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$0	\$20,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$100,000	\$79,000	\$320,000
TOTAL WASTEWATER	\$3,672,610	\$4,147,642	\$4,705,924	\$4,500,851



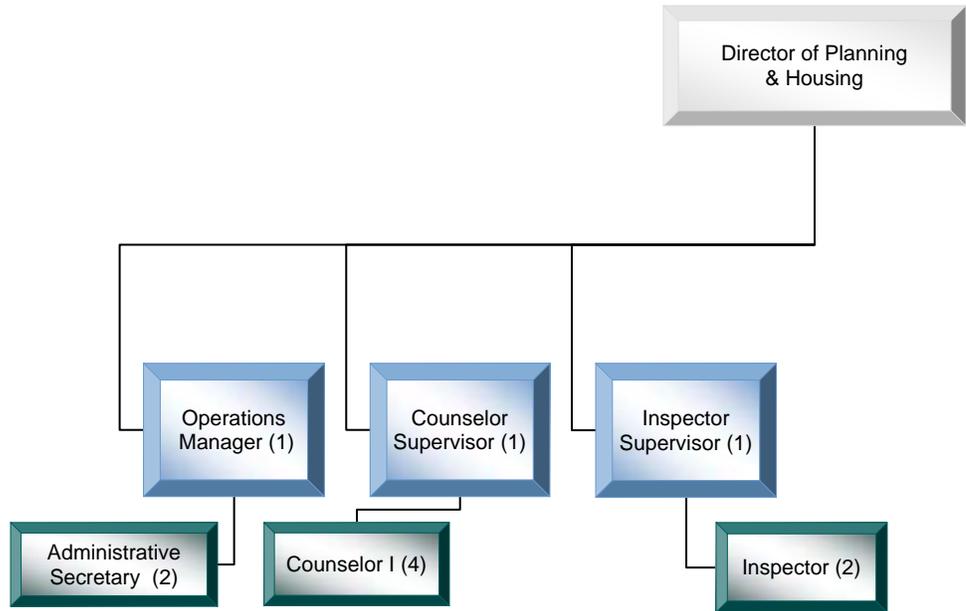


Housing FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	685,384	1,179,042	1,179,042	1,357,824
<u>Revenue:</u>				
HUD Revenue	8,212,264	7,975,000	7,975,000	7,975,000
Total Revenue	8,212,264	7,975,000	7,975,000	7,975,000
<i>Total Amount Available</i>	8,897,648	9,154,042	9,154,042	9,332,824
Housing Operations	7,658,945	7,923,848	7,734,766	7,571,100
Transfer to General Fund	59,661	61,452	61,452	64,525
Total Disbursements	7,718,606	7,985,300	7,796,218	7,635,625
Estimated Balance	1,179,042	1,168,742	1,357,824	1,697,199





Personnel Summary

Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Housing Director	1	1	1
Housing Counselor Supervisor	1	1	1
Housing Inspection Supervisor	1	1	1
Operations Manager	1	1	1
Housing Inspector	2	2	2
Housing Counselor I	3	3	4
Intake Specialist	1	1	0
Administrative Secretary	0	0	2
Receptionist	1	1	0
Housing Clerk	1	1	0
Part Time	0.5	0.5	0.5
Total	12.5	12.5	12.5

Department Narrative

The Lancaster Housing Agency is a federally funded Section 8 Program and overseen by the Director of Planning. Enacted as a part of the Housing and Community Development Act of 1974, the Section 8 Program came to the City through the Department of Housing and Urban Development (HUD), which re-codified the U. S. Housing Act of 1939. The Lancaster Housing Agency is committed to providing adequate affordable housing in a suitable living environment to low and moderate income individuals and families without discrimination. A current staff of twelve (12) serves the needs of over 1000+ families, including rent and utility payments to landlords in Dallas County areas including the program's home city, the City of Lancaster. The Agency receives over 6 million dollars annually in federal funding.



Housing



Departmental Goals					
<p>City Council Goals 3 & 4 (City - An Organization of Excellence; Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Successfully administer the Disaster Housing Assistance Program by providing case management to FEMA disaster victims to promote self sufficiency • Maintain HUD Section Eight Management Assessment Program (SEMAP) certification as Housing Choice Voucher (HCV) High Performer • Upgrade the TenMast software package to enhance case management, inspections, and financial management • Continue current partnerships with Dallas County Home Loan Counseling and Habitat for Humanity • Maximize number of low income households served through Housing Choice Voucher program funding • Participate in housing coalitions including the North Texas Housing Finance Corporation and the Texas Association of Local Housing Finance Corporations • Investigate affordable options for senior housing, non-profit status, grant monies, and automatic payment options to promote efficiency and enhance operations within the Housing Department 					
Workload Indicators			07-08 Estimate		
Total Full-time City of Lancaster Housing Employees			12		
Housing Applications Received and Processed			1000		
Vouchers Served			1098		
Dollar Amount of Vouchers			7.5 million		
Disaster Housing Assistance Program (DHAP)			106 vouchers/\$68,000		
Performance Measurement			07-08 Target		
Department Objective: HUD High Performer SEMAP Rating			100%		
Performance Measure: 100% SEMAP Score					
Performance Measure: HCV High Performer Certification			Yes		
Department Objective: HUD Public Information Center (PIC) Score Rating			95%		
Performance Measure: 95% or Better PIC Score					
Department Objective: Case Management to DHAP Families			106		
Performance Measure: Assigned Families					
Department Objective: Ensure Timely HUD Reporting			On Time		
Performance Measure: Annual Plan and Audit Presented to HUD					
Department Objective: Successful Fraud Recovery			100%		
Performance Measure: Fraud Cases Recovered by Attorney General					
Department Objective: Enhance Departmental Operations			Complete		
Performance Measure: Housing Reorganization / Reclassification					
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 350,363	\$ 623,878	\$ 564,329	\$ 659,745
Supplies		\$ 27,340	\$ 19,500	\$ 29,500	\$ 19,000
Maintenance		\$ 5,329	\$ 3,000	\$ 3,500	\$ 2,000
Other Services		\$ 7,275,913	\$ 7,277,500	\$ 7,052,437	\$ 6,890,355
Capital Outlay		\$ -	\$ -	\$ 85,000	\$ -
TOTAL		\$ 7,658,945	\$ 7,923,878	\$ 7,734,766	\$ 7,571,100

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$269,513	\$451,845	\$409,165	\$473,510
0102 SALARIES-PART TIME	\$0	\$0	\$0	\$28,500
0103 SALARIES-OVERTIME	\$0	\$0	\$0	\$0
0104 SALARIES-LONGEVITY	\$0	\$2,436	\$1,992	\$2,584
0105 GROUP HEALTH INSURANCE	\$27,230	\$62,053	\$53,726	\$48,856
0106 TMRS	\$33,864	\$58,089	\$52,779	\$57,052
0107 FICA	\$14,989	\$35,680	\$32,376	\$37,530
0109 SALARIES-WELL PAY	\$0	\$2,486	\$2,486	\$2,486
0110 DENTAL INSURANCE	\$1,117	\$4,428	\$4,032	\$2,287
0113 SALARIES-CAR ALLOWANCE	\$2,800	\$4,800	\$4,800	\$4,800
0120 GROUP LIFE INSURANCE	\$850	\$288	\$372	\$204
0130 WORKERS COMPENSATION	\$0	\$1,773	\$2,601	\$1,936
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$350,363	\$623,878	\$564,329	\$659,745
0201 OFFICE SUPPLIES	\$18,108	\$9,000	\$9,000	\$7,000
0202 CLOTHING & UNIFORMS	\$0	\$0	\$0	\$1,000
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$0	\$0	\$10,000	\$0
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$0	\$0	\$0	\$500
0214 POSTAGE/SHIPPING/DELIVERY	\$7,833	\$7,500	\$7,500	\$7,500
0218 FUEL & OIL	\$1,399	\$3,000	\$3,000	\$3,000
0200-0299 SUPPLIES SUBTOTAL	\$27,340	\$19,500	\$29,500	\$19,000
0301 MAINT-BLDG & STRUCTURES	\$5,329	\$2,500	\$2,500	\$2,000
0302 MAINT-MOTOR VEHICLES	\$0	\$500	\$500	\$0
0363 MAINT-LOCKS & KEYS	\$0	\$0	\$500	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$5,329	\$3,000	\$3,500	\$2,000
0401 TELEPHONE & COMMUNICATIONS	\$6,062	\$7,500	\$5,500	\$1,500
0402 RENTAL OF EQUIPMENT	\$3,829	\$4,000	\$4,000	\$5,780
0403 CASUALTY INSURANCE	\$279	\$1,000	\$1,000	\$1,000
0407 SPECIAL SERVICES	\$0	\$0	\$1,000	\$0
0408 ADVERTISING	\$0	\$500	\$500	\$250
0409 TRAVEL & EDUCATION	\$11,203	\$10,480	\$10,480	\$6,460
0410 UTILITIES - ELECTRICITY	\$14,108	\$6,600	\$8,000	\$10,000
0414 DUES & SUBSCRIPTIONS	\$3,110	\$3,427	\$1,000	\$1,773
0416 OTHER/PROFESSIONAL SERVICES	\$44,009	\$6,000	\$9,000	\$9,000
0421 PRINTING	\$4,590	\$2,000	\$2,000	\$2,000
0428 HUD HOUSING ASSISTANCE	\$6,470,174	\$6,868,245	\$6,949,457	\$6,699,492
0442 COMPUTER PROFESSIONAL SVCS	\$384	\$0	\$0	\$0
0450 ADMINISTRATIVE FEES	\$631,160	\$318,748	\$0	\$63,000
0462 CELLULAR TELEPHONE & PAGERS	\$3,698	\$3,000	\$3,500	\$2,700
0464 RENTAL OF OFFICE SPACE	\$42,140	\$35,000	\$52,000	\$72,000
0498 UTILITIES - OTHER	\$680	\$1,000	\$1,000	\$10,000
0543 JANITORIAL CONTRACT	\$4,394	\$10,000	\$4,000	\$5,400
0559 CONTRACT/TEMPORARY LABOR	\$36,093	\$0	\$0	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$7,275,913	\$7,277,500	\$7,052,437	\$6,890,355
0610 CAPITAL-MOTOR VEHICLES	\$0	\$0	\$48,000	\$0
0620 CAPITAL-SOFTWARE	\$0	\$0	\$37,000	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$85,000	\$0
TOTAL HOUSING	\$7,658,945	\$7,923,878	\$7,734,766	\$7,571,100

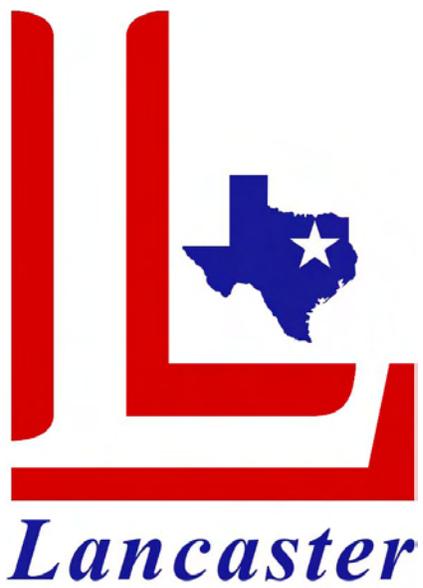




Hotel / Motel Fund FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	32,093	49,084	49,084	18,984
<u>Revenue:</u>				
Interest Revenue	5,550	3,900	3,900	2,500
Spanish Trails Inn	30,746	29,000	29,000	2,500
Royal Inn	10,000	15,000	15,000	14,000
Great Western Inn	10,000	9,000	9,000	9,000
Super 8 Motel	9,480	15,000	15,000	15,000
Total Revenue	65,776	71,900	71,900	43,000
<i>Total Amount Available</i>	97,869	120,984	120,984	61,984
Other Professional Services	12,785	-	-	-
Chamber/ Visitors Bureau	36,000	45,000	45,000	45,000
Historic Preservation	-	-	-	5,000
Music Fest	-	5,000	5,000	-
July 4th Celebrations	-	52,000	52,000	-
Total Disbursements	48,785	102,000	102,000	50,000
Estimated Balance	49,084	18,984	18,984	11,984





4A Economic Development FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	2,364,342	2,632,132	2,632,132	1,576,591
<u>Revenue:</u>				
Sales Tax .25	725,750	761,250	761,250	764,750
Interest	52,106	45,000	30,000	40,000
Total Revenue	777,856	806,250	791,250	804,750
<i>Total Amount Available</i>	3,142,198	3,438,382	3,423,382	2,381,341
Administration	235,673	333,932	273,001	309,650
Marketing	39,277	70,893	58,230	73,025
Projects	235,116	1,009,512	1,505,000	1,745,000
Debt Service	-	-	-	227,004
Transfers Out	-	10,560	10,560	11,088
Total Disbursements	510,066	1,424,897	1,846,791	2,365,767
Estimated Balance	2,632,132	2,013,485	1,576,591	15,574

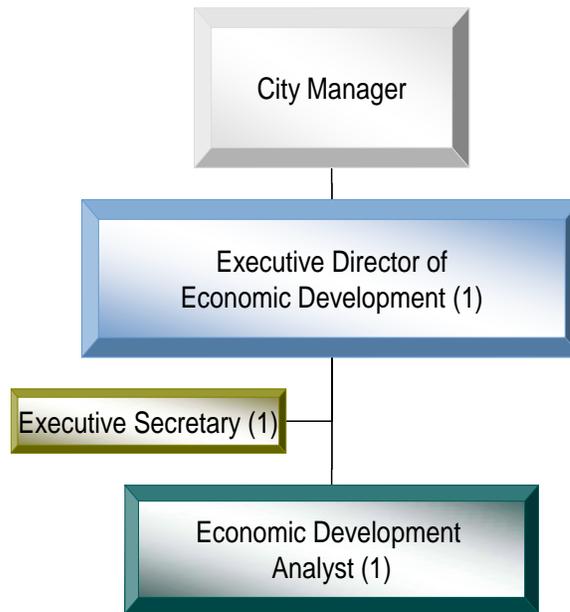


Programs/Activities:
 Business Retention, Expansion and
 Recruitment, Project Administration,
 Community Marketing

General Government Division (A)
 4A Lancaster Economic Development Fund (16)



Economic Development



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Director of Economic Development	1	1	1
Economic Development Analyst	0	1	1
Marketing Manager	1	0	0
Executive Secretary	1	1	1
Total	3	3	3

Department Narrative

The Department of Economic Development is Lancaster’s lead organization for the coordination of economic assistance and incentive arrangements for the business community seeking to expand, establish, or relocate operations to Lancaster. The department administers the “4A” Economic Development sales tax as its primary source of funding. LEDC’s services are a community resource and are provided at no charge.

Administration of “4A” projects and incentives is overseen by an eight-person board of directors which includes five voting members and three ex-officio members. These individuals oversee the investment and expenditure of the quarter-cent sales tax revenue. Some of our recent success stories include ProLogis Business Park 20/25, Southpointe Business Park, Seefried Properties, Colorado Masonry Supply, Chase Bank, and Rental One. In Fiscal Year 2006-2007, the LEDC partnered with the City on a variety of infrastructure enhancement initiatives by contributing in excess of \$1,500,000.

Departmental Goals				
<p>City Council Goal 6 (Higher Quality Development: Residential and Commercial; The Preferred Place to Live: Professionals and Families)</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 • Market the City to the 20 top retailers as identified in the Buxton Study • Implement programs targeting existing industry retention • Use the Restaurant Enhancement and Assistance Program (REAP) to attract restaurants to the community • Monitor the recapture performance requirements associated with incentives granted • Assist in the development and implementation of a "seamless" City process associated with development projects in Lancaster • Create collateral materials necessary to showcase all development opportunities in Lancaster • Systematically update department pages on the City's web site 				
Workload Indicators			07-08 Estimate	
Responses to Request For Proposals (RFP for development projects)			30	
Meetings with DFW real estate brokers and developers			25	
Retention visits with existing industry			20	
Regional and local marketing initiatives with economic development allies			3	
Design and production of department collateral materials			3	
Systematic updating of department web pages			50	
Meetings with walk-in inquiries about development projects			25	
Phone inquiries about development projects and community information			200	
Local business, education and civic organization's meetings attended			20	
Performance Measurement			07-08 Target	
Department Objective: Promote Lancaster Economic Development				
Performance Measure: Meetings with DFW real estate brokers and developers			25	
Performance Measure: Retention visits with existing industry			20	
Performance Measure: Regional and local marketing initiatives with development allies			3	
Performance Measure: Design and production of department collateral materials			3	
Performance Measure: Systematic updating of department web page			Weekly	
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ 170,019	\$ 242,332	\$ 159,076	\$ 221,983
Supplies	\$ 7,219	\$ 11,700	\$ 8,000	\$ 11,000
Maintenance	\$ 3,219	\$ 3,500	\$ 3,000	\$ 3,000
Other Services	\$ 55,216	\$ 76,400	\$ 102,925	\$ 73,667
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 235,673	\$ 333,932	\$ 273,001	\$ 309,650

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$125,863	\$170,317	\$121,424	\$170,728
0104 SALARIES-LONGEVITY	\$606	\$768	\$80	\$64
0105 GROUP HEALTH INSURANCE	\$10,085	\$22,820	\$9,665	\$9,614
0106 TMRS	\$15,920	\$23,735	\$15,282	\$21,027
0107 FICA	\$10,154	\$14,587	\$8,840	\$13,138
0109 SALARIES-WELL PAY	\$0	\$1,500	\$328	\$1,500
0110 DENTAL INSURANCE	\$664	\$1,107	\$660	\$394
0113 SALARIES-CAR ALLOWANCE	\$6,600	\$6,600	\$2,200	\$4,800
0120 GROUP LIFE INSURANCE	\$44	\$48	\$55	\$51
0130 WORKERS COMPENSATION	\$83	\$850	\$542	\$667
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$170,019	\$242,332	\$159,076	\$221,983
0201 OFFICE SUPPLIES	\$6,638	\$10,200	\$4,500	\$4,500
0210 FOOD/BEVERAGE/MEETINGS/FUNCTIONS	\$0	\$0	\$0	\$3,000
0214 POSTAGE/SHIPPING/DELIVERY	\$581	\$1,500	\$3,500	\$3,500
0200-0299 SUPPLIES SUBTOTAL	\$7,219	\$11,700	\$8,000	\$11,000
0301 MAINT-BLDG & STRUCTURES	\$3,219	\$3,500	\$3,000	\$3,000
0300-0399 MAINTENANCE SUBTOTAL	\$3,219	\$3,500	\$3,000	\$3,000
0401 TELEPHONE & COMMUNICATIONS	\$3,219	\$3,500	\$3,500	\$4,100
0402 RENTAL OF EQUIPMENT	\$3,142	\$4,000	\$3,000	\$3,200
0409 TRAVEL & EDUCATION	\$4,908	\$7,300	\$7,000	\$7,015
0410 UTILITIES - ELECTRICITY	\$3,063	\$2,500	\$3,320	\$3,500
0414 DUES & SUBSCRIPTIONS	\$2,123	\$3,600	\$3,553	\$3,940
0416 OTHER/PROFESSIONAL SERVICES	\$95	\$0	\$0	\$0
0440 CONSULTANT AND ADVISORY FEES	\$21,905	\$35,000	\$63,973	\$30,000
0446 ATTORNEY FEES	\$553	\$3,000	\$3,000	\$5,000
0462 CELLULAR TELEPHONE & PAGERS	\$833	\$1,500	\$179	\$1,512
0464 RENTAL OF OFFICE SPACE	\$15,000	\$16,000	\$15,000	\$12,500
0559 CONTRACT LABOR	\$375	\$0	\$400	\$2,900
0400-0599 OTHER SERVICES SUBTOTAL	\$55,216	\$76,400	\$102,925	\$73,667
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL ECONOMIC DEVELOPMENT ADMINISTRATION	\$235,673	\$333,932	\$273,001	\$309,650







4B Cultural / Recreational Development FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	285,218	228,770	228,770	676,424
<u>Revenue:</u>				
Sales Tax .50	1,451,499	1,522,500	1,500,000	1,529,500
Interest	63,707	60,000	70,000	70,000
Total Revenue	1,515,206	1,582,500	1,570,000	1,599,500
<i>Total Amount Available</i>	1,900,424	1,811,270	1,798,770	2,275,924
Library Operations	636,654	-	-	-
Transfers to Parks	1,035,000	714,500	714,500	1,311,900
Transfer to General Operating	-	10,000	10,000	10,500
Transfer to 4B Debt Service	-	397,846	397,846	700,000
Total Disbursements	1,671,654	1,122,346	1,122,346	2,022,400
Estimated Balance	228,770	688,924	676,424	253,524





Stormwater FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	589,658	798,821	798,821	929,941
<u>Revenue:</u>				
Stormwater Drainage	830,424	810,000	840,026	972,471
Total Revenue	830,424	810,000	840,026	972,471
<i>Total Amount Available</i>	1,420,082	1,608,821	1,638,847	1,902,412
Stormwater Administration	621,261	776,459	708,906	1,261,771
Stormwater Non-Departmental				7,420
Transfers Out	-	-	-	-
Total Disbursements	621,261	776,459	708,906	1,269,191
Estimated Balance	798,821	832,362	929,941	633,221

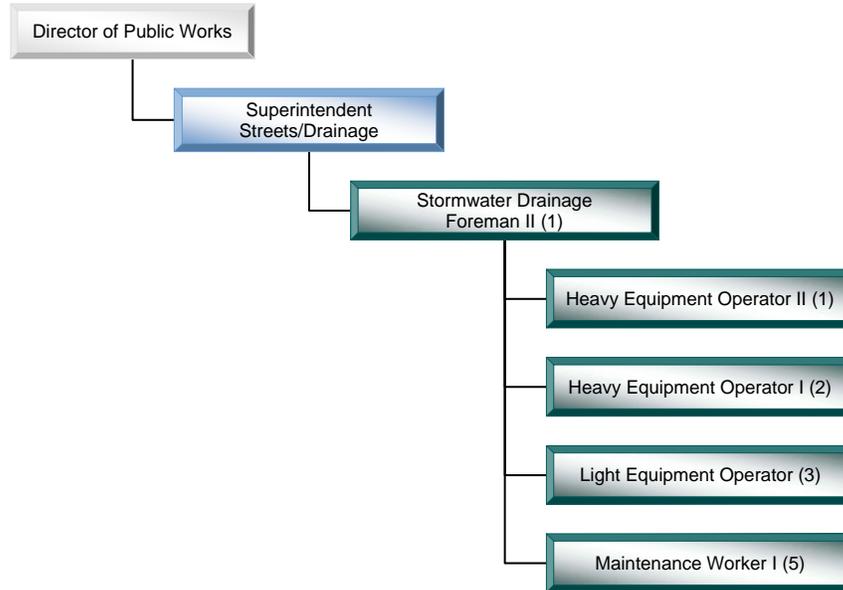


Programs/Activities:
 Drainage Channel Improvements & Erosion Control,
 Drainage Inlet Maintenance, ROW Clean up, Mowing,
 Spraying, Tree Trimming, MS4 Permit Implementation

Public Works Division (C)
 Storm Water Drainage Operating Fund (53)



Storm Water Drainage



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Foreman II	0	1	1
Heavy Equipment Operator II	1	1	1
Heavy Equipment Operator I	1	1	2
Light Equipment Operator	3	3	3
Maintenance Worker I	3	4	5
Total	8	10	12

Department Narrative
<p>The Stormwater Division strives to deliver outstanding support to the City of Lancaster through the application of personnel, equipment, and resources to maintain and upgrade the Stormwater drainage systems within the boundaries of the City of Lancaster. The department acts 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.</p> <p>The Stormwater Division, is accomplishing its mission, strategic plan, goals and objectives by using resources in a manner that fosters the training of employees, the use of new technologies, priority scheduling of repairs, judicious use of equipment and material, and the planning and programming of projects too large for city staff for contract repair. Other responsibilities include the communication between the division staff and citizens is accurate, easily understandable and presented in a timely manner.</p>

Departmental Goals					
<p>City Council Goals 2 & 4 (Higher Quality Development: Residential and Commercial; Enhanced City Infrastructure and Facilities)</p> <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 blockages 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 • Estimate workload demand based on ground saturation level and expected rainfall • Provide residents and commercial operators with cleaner, more aesthetically appealing urban waterways 					
Workload Indicators			07-08 Estimate		
Full Time Employees			12		
Creeks Within City Boundaries (Linear Feet)			155,925		
Bridges and Adjacent 50 Foot Easements			62		
Open Channel Drainage Easements Maintained (Linear Feet)			491,552		
Roadside Ditches Maintained (Linear Feet)			917,342		
Stormwater Flumes Maintained			200		
Catch Basins Maintained			4		
Headwalls Maintained			36		
Stormwater Mains, Laterals, and Inlets Maintained			42		
Debris Removal (Cubic Yards)			1,324		
Performance Measurement			07-08 Target		
Department Objective: Responsiveness to Citizens					
Performance Measure: Phone calls and CRM Requests Responded to within 24 Hours			100%		
Department Objective: Efficient and Timely Department Operations					
Performance Measure: Weekly Review of All Structures and Easements for Blockages			95%		
Performance Measure: Debris Removal Per Full-Time Employee (Cubic Yard)			110.3		
Performance Measure: Linear Feet of Maintenance Per Full-Time Employee			130,401		
Department Objective: Ensure Citizen and Employee Safety					
Performance Measure: Random Operator Evaluations Passed			100%		
Performance Measure: Employees Sufficiently Trained for Specific Job Duties			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ 301,829	\$ 443,094	\$ 305,656	\$ 521,341
Supplies		\$ 27,069	\$ 30,015	\$ 35,950	\$ 40,750
Maintenance		\$ 23,701	\$ 52,500	\$ 48,500	\$ 58,900
Other Services		\$ 266,907	\$ 250,850	\$ 318,800	\$ 350,780
Capital Outlay		\$ 1,755	\$ -	\$ -	\$ 290,000
TOTAL		\$ 621,261	\$ 776,459	\$ 708,906	\$ 1,261,771

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$187,417	\$284,529	\$183,000	\$339,266
0103 SALARIES-OVERTIME	\$26,923	\$24,500	\$25,000	\$33,600
0104 SALARIES-LONGEVITY	\$2,210	\$3,148	\$2,126	\$972
0105 GROUP HEALTH INSURANCE	\$37,549	\$52,885	\$35,629	\$54,480
0106 TMRS	\$25,827	\$35,151	\$24,728	\$39,497
0107 FICA	\$16,402	\$18,075	\$15,692	\$22,273
0110 DENTAL INSURANCE	\$1,907	\$3,226	\$1,843	\$2,292
0120 GROUP LIFE INSURANCE	\$187	\$374	\$189	\$280
0130 WORKERS COMPENSATION	\$3,407	\$21,206	\$17,449	\$28,681
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$301,829	\$443,094	\$305,656	\$521,341
0201 OFFICE SUPPLIES	\$149	\$500	\$2,600	\$2,700
0202 CLOTHING AND UNIFORMS	\$5,753	\$4,300	\$7,500	\$4,450
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$5,912	\$5,415	\$5,400	\$5,500
0206 CHEMICALS	\$610	\$1,500	\$2,000	\$1,500
0214 POSTAGE/SHIPPING/DELIVERY	\$0	\$0	\$0	\$0
0216 MEDICAL SUPPLIES	\$109	\$300	\$450	\$300
0218 FUEL & OIL	\$14,536	\$18,000	\$18,000	\$26,300
0200-0299 SUPPLIES SUBTOTAL	\$27,069	\$30,015	\$35,950	\$40,750
0302 MAINT-MOTOR VEHICLES	\$992	\$2,500	\$2,500	\$7,900
0303 MAINT-EQUIP & MACHINERY	\$7,346	\$20,000	\$20,000	\$20,000
0305 MAINT-DRAINAGE & BRIDGES	\$14,399	\$30,000	\$25,000	\$30,000
0307 MAINT-INSTRUMENTS & APPARATUS	\$964	\$0	\$1,000	\$0
0318 OFFICE EQUIPMENT	\$0	\$0	\$0	\$1,000
0300-0399 MAINTENANCE SUBTOTAL	\$23,701	\$52,500	\$48,500	\$58,900
0401 TELEPHONE & COMMUNICATIONS	\$0	\$0	\$0	\$1,500
0402 RENTAL OF EQUIPMENT	\$0	\$0	\$3,000	\$6,000
0407 SPECIAL SERVICES-PHASE II MGMT	\$100	\$0	\$100	\$10,000
0409 TRAVEL & EDUCATION	\$1,255	\$6,200	\$1,500	\$6,010
0413 SANITARY LANDFILL	\$0	\$0	\$5,000	\$10,000
0416 OTHER/PROFESSIONAL SERVICES	\$114,654	\$89,800	\$95,000	\$101,270
0462 CELLULAR TELEPHONE & PAGERS	\$4,431	\$4,850	\$4,200	\$0
0559 CONTRACT OR TEMPORARY LABOR	\$0	\$0	\$4,000	\$10,000
0565 CONTRACT MOWING	\$146,467	\$150,000	\$206,000	\$206,000
0400-0599 OTHER SERVICE SUBTOTAL	\$266,907	\$250,850	\$318,800	\$350,780
0609 CAPITAL-MACHINERY & EQUIPMENT	\$1,755	\$0	\$0	\$0
0610 CAPITAL OUTLAY- MOTOR VEHICLES	\$0	\$0	\$0	\$290,000
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$1,755	\$0	\$0	\$290,000
TOTAL STORMWATER	\$621,261	\$776,459	\$708,906	\$1,261,771

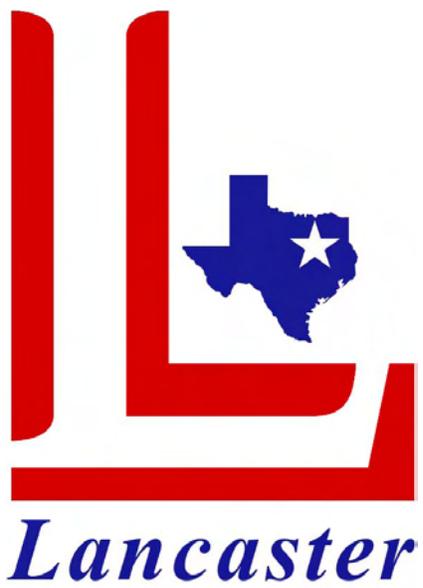




Golf Course Operating FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	(66,448)	(23,691)	(23,691)	13,316
<u>Revenue:</u>				
Interest Earnings	3,778	3,500	3,500	3,500
Golf Course Contract Revenue	73,279	70,000	70,000	70,000
Total Revenue	77,057	73,500	73,500	73,500
<i>Total Amount Available</i>	10,609	49,809	49,809	86,816
Golf Course Operations	31,200	70,307	33,300	36,300
Transfers Out	3,100	3,193	3,193	3,418
Total Disbursements	34,300	73,500	36,493	39,718
Estimated Balance	(23,691)	(23,691)	13,316	47,098



Programs/Activities:
 Clubhouse Maintenance,
 Golf Course Maintenance

Golf Division
 Golf Course Operating Fund (18)



Department Narrative
<p>The David Royer Golf Shop, Inc. management company is responsible for the daily operations of the golf club and 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.</p>
Department Goals
<p><i>City Council Goal 6</i> (Becoming the Preferred Place to Live: Professionals and Families)</p> <ul style="list-style-type: none"> • Improve overall appearance of the golf course; • Make improvements to the course and it's bridges; • Renovate the clubhouse; • 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.



Golf Course



Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$0
0200-0299 SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0
0301 MAINT-BLDG & STRUCTURES	\$2,523	\$13,807	\$12,000	\$10,000
0322 MAINT-IRRIGATION	\$6,279	\$0	\$0	\$10,000
0343 MAINT-CART PATH & GROUNDS	\$0	\$0	\$0	\$10,000
0300-0399 MAINTENANCE SUBTOTAL	\$8,802	\$13,807	\$12,000	\$30,000
0403 CASUALTY INSURANCE	\$0	\$6,500	\$6,300	\$6,300
0410 UTILITIES - ELECTRICITY	-\$6,177	\$0	\$0	\$0
0416 OTHER/PROFESSIONAL SERVICES	\$12,274	\$10,000	\$15,000	\$0
0400-0599 OTHER SERVICES SUBTOTAL	\$11,994	\$16,500	\$21,300	\$6,300
0602 CAPITAL-BLDGS & STRUCTURES	\$0	\$40,000	\$0	\$0
0607 CAPITAL-PARK SYSTEM	\$10,404	\$0	\$0	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$10,404	\$40,000	\$0	\$0
TOTAL GOLF	\$31,200	\$70,307	\$33,300	\$36,300





911 Emergency Fund FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	219,398	249,148	249,148	34,569
<u>Revenue:</u>				
9-1-1 Income	209,121	215,000	215,000	200,000
Interest	23,566	15,000	12,000	12,000
Total Revenue	232,687	230,000	227,000	212,000
<i>Total Amount Available</i>	452,085	479,148	476,148	246,569
9-1-1 System Lease	44,142	-	34,000	40,000
Miscellaneous	-	30,000	-	
Maintenance	5,476	15,000	-	10,000
Transfer to G.O. Debt for HTE	53,319	53,319	53,319	53,319
Transfer to G.O. Debt for 911 Equip.	100,000	100,000	100,000	100,000
Transfer to Capital Budget - 911 Projects	-	254,260	254,260	
Total Disbursements	202,937	452,579	441,579	203,319
Estimated Balance	249,148	26,569	34,569	43,250





Airport FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	90,270	133,409	133,409	63,305
<u>Revenue:</u>				
Airport Revenue	160,790	156,530	211,282	399,500
Total Revenue	160,790	156,530	211,282	399,500
<i>Total Amount Available</i>	251,060	289,939	344,691	462,805
Airport Operations	117,651	211,013	262,064	377,193
Debt Transfers	-	19,322	19,322	14,268
Total Disbursements	117,651	230,335	281,386	391,461
Estimated Balance	133,409	59,604	63,305	71,344



Airport Fund

FY 2007-2008



Summary of Receipts by Source

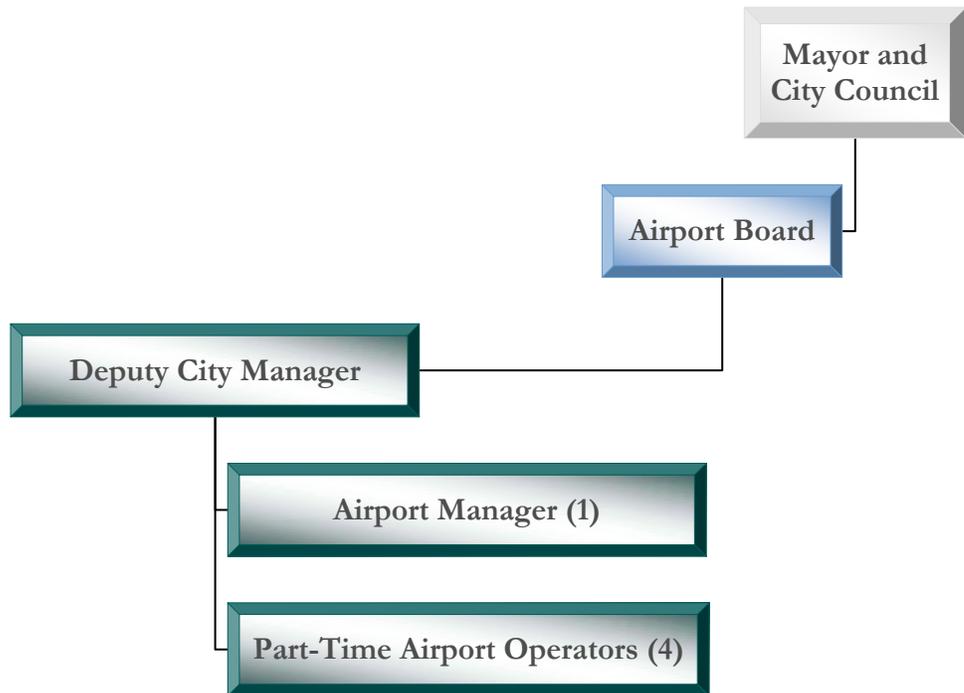
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
	05/06	06/07	06/07	07/08
5605 AIRPORT RENTAL	-	-	7,032	23,500
5606 CITY SHARE OF HANGAR RENTALS	86,697	80,030	80,030	202,000
5607 AIRPORT FUEL FLOW FEE	8,965	9,400	40,000	80,000
5608 SALES PERCENTAGE	777	600	550	-
5609 AIRPORT WATER	-	-	-	-
5610 OTHER INCOME	901	-	1,500	4,000
5611 REIMBURSEMENTS - INSURANCE	6,970	-	6,970	-
5613 DISCOUNT	-	-	-	-
5614 CASH OVER/UNDER	-	-	-	-
5618 GROUND LEASE-AIRPORT PROPERTY	50,635	35,000	41,000	40,000
5701 INTEREST ON INVESTMENTS	5,845	1,500	4,200	-
5703 INTEREST ON TEXPOOL FUNDS	-	-	-	-
5930 AIRPORT GRANT PROCEEDS	-	30,000	30,000	50,000
9103 BOND PROCEEDS	-	-	-	-
9104 GRANT PROCEEDS	-	-	-	-
REVENUE SUBTOTAL	160,790	156,530	211,282	399,500

Programs/Activities:
Maintenance and Operations, Fuel Sales,
Grant Administration

Airport Operations
Airport Operating Fund (09)



Airport Operations



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Airport Manager	0	1	1
Part-time	0	0	3
Total	0	1	4

Department Narrative
<p>Located on approximately 306 acres in the southeast region of the city, Lancaster Municipal Airport provides operational service to south Dallas County. Classified by the Federal Aviation Administration as a reliever airport, the airport provides 5,000 feet of asphalt runway capable of accommodating single engine aircraft as well as the largest corporate jet. There are approximately 220 aircraft based at the airport. The Airport Manager is responsible for the day-to-day operations of the airport, and related activities such as hanger rentals and fuel sales.</p>

Departmental Goals					
<p>City Council Goal 4 (Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Facilitate ramp opportunities for emergency aviation businesses • Position Lancaster Airport as a reputable fixed base operator • Improve airport operations by repairing T-Hangar roofs and providing staff training on operations and customer service • Pursue self-service fuel facility designation, and continue upgrades to airport fuel farm • Pursue airport tenant noise awareness and reporting program • Develop a comprehensive foreign object debris (FOD) program • Expand/improve/reconstruct north and south parking lots, and terminal access road • Prepare for 2009 extension and overlay of Runway 13-31 project • Investigate and obtain additional Texas Department of Transportation grant money 					
Workload Indicators			07-08 Estimate		
Airport Acreage			5,000ft x 100ft		
Runway Dimensions			5,000ft x 50ft		
Taxiway Dimensions			3		
Underground Fuel Storage Tanks (10,000 Gallon)			1		
Full-Time Employees			4		
Part-Time Employees			220		
Aircraft Based from Lancaster Airport			5		
Major Aviation Related Businesses			2		
Aviation Museums			175 (99 City Owned)		
Number of Hangars			65,100		
Annual Operations (Take-offs and Landings)			135,000 Gallons		
Fuel Sales					
Performance Measurement			07-08 Target		
Department Objective: Increase Fuel Sales					
Performance Measure: Increase in Gallons of Fuel Sold			5%		
Department Objective: Increase Operations					
Performance Measure: Increase in Annual Take-offs and Landings			5%		
Department Objective: Maintain Efficient Operations					
Performance Measure: Budgeted Revenues Collected			100%		
Budget Summary		05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel		\$ -	\$ 86,363	\$ 110,338	\$ 178,143
Supplies		\$ 302	\$ 3,900	\$ 4,080	\$ 4,200
Maintenance		\$ 70,529	\$ 55,000	\$ 70,980	\$ 81,720
Other Services		\$ 46,820	\$ 56,550	\$ 64,782	\$ 113,130
Capital Outlay		\$ -	\$ 9,200	\$ -	\$ -
TOTAL		\$ 117,651	\$ 211,013	\$ 250,180	\$ 377,193

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$0	\$63,238	\$43,000	\$66,878
0102 SALARIES-PART TIME	\$0	\$0	\$48,125	\$77,602
0103 SALARIES-OVERTIME	\$0	\$0	\$2,862	\$0
0104 SALARIES-LONGEVITY	\$0	\$0	\$0	\$90
0105 GROUP HEALTH INSURANCE	\$0	\$10,260	\$0	\$0
0106 TMRS	\$0	\$7,434	\$5,575	\$17,154
0107 FICA	\$0	\$4,838	\$7,129	\$11,058
0109 SALARIES-WELL PAY	\$0	\$0	\$0	\$32
0110 DENTAL INSURANCE	\$0	\$327	\$225	\$317
0120 GROUP LIFE INSURANCE	\$0	\$26	\$0	\$66
0130 WORKERS COMPENSATION	\$0	\$240	\$3,422	\$4,946
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$86,363	\$110,338	\$178,143
0201 OFFICE SUPPLIES	\$162	\$750	\$215	\$800
0204 MINOR EQUIP/FURN/FIX/TOOLS	\$0	\$2,300	\$3,500	\$1,500
0210 FOOD/BEV-MEETINGS/FUNCTIONS	\$101	\$600	\$70	\$600
0211 OTHER OPERATIONAL SUPPLIES	\$0	\$0	\$250	\$500
0214 POSTAGE/SHIPPING/DELIVERY	\$39	\$250	\$45	\$800
0200-0299 SUPPLIES SUBTOTAL	\$302	\$3,900	\$4,080	\$4,200
0301 MAINT-BLDG & STRUCTURES	\$70,279	\$55,000	\$67,430	\$75,000
0302 MAINT-MOTOR VEHICLES	\$0	\$0	\$0	\$1,500
0303 MAINT-EQUIP & MACHINERY	\$250	\$0	\$200	\$300
0304 MAINT-STREETS	\$0	\$0	\$2,500	\$3,000
0346 MAINT-HVAC	\$0	\$0	\$850	\$1,920
0300-0399 MAINTENANCE SUBTOTAL	\$70,529	\$55,000	\$70,980	\$81,720
0401 TELEPHONE & COMMUNICATIONS	\$102	\$600	\$2,000	\$1,800
0402 RENTAL OF EQUIPMENT	\$0	\$0	\$10,400	\$27,500
0403 CASUALTY INSURANCE	\$0	\$4,000	\$4,000	\$4,000
0407 SPECIAL SERVICES	\$10,414	\$7,000	\$6,500	\$11,000
0408 ADVERTISING	\$3,793	\$7,500	\$7,400	\$2,500
0409 TRAVEL & EDUCATION	\$2,232	\$2,500	\$3,500	\$6,110
0410 UTILITIES - ELECTRICITY	\$10,140	\$11,000	\$10,365	\$36,000
0414 DUES & SUBSCRIPTIONS	\$344	\$350	\$350	\$900
0421 PRINTING	\$0	\$1,000	\$190	\$300
0423 CONTRACT MOWING	\$19,795	\$22,000	\$19,000	\$22,000
0462 CELLULAR TELEPHONE & PAGERS	\$0	\$600	\$1,080	\$1,020
0400-0599 OTHER SERVICES SUBTOTAL	\$46,820	\$56,550	\$64,785	\$113,130
0602 CAPITAL-BLDGS & STRUCTURES	\$0	\$9,200	\$0	\$0
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$9,200	\$0	\$0
TOTAL AIRPORT OPERATIONS	\$117,651	\$211,013	\$250,183	\$377,193







Information Services FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>				
<u>Revenue:</u>				
Transfer from Water and Sewer	-	-	-	60,000
Transfer from General Fund	-	-	-	185,000
Total Revenue	-	-	-	245,000
<i>Total Amount Available</i>	-	-	-	245,000
Information Services				245,000
Total Disbursements	-	-	-	245,000
Estimated Balance	-	-	-	-

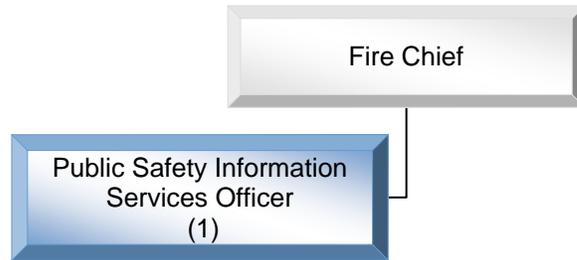


Programs/Activities:
 Public Safety Information,
 Network Contracts, IT Administration

General Government Division (A)
 Information Services Fund (35)



Information Services



Personnel Summary			
Position	Adopted 05-06	Adopted 06-07	Adopted 07-08
Public Safety Information Services Officer	0	0	1
Total	0	0	1

Department Narrative
<p>The Information Service activity is a newly created program developed to maintain the technological infrastructure needed to operate municipal departments. The city currently maintains a contractual agreement with the Lancaster Independent School District for the oversight of the municipality's network and associated costs. Oversight of this fund is provided by the fire chief with the help of the Public Safety Information Services Officer. This department is also responsible for all capital computer purchases.</p>

Departmental Goals				
<p>City Council Goal 4 (Enhanced City Infrastructure and Facilities)</p> <ul style="list-style-type: none"> • Administer IT contract with school district • 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 employees • Manage and maintain the life cycle of software to ensure performance and quality in municipal computer systems 				
Workload Indicators			07-08 Estimate	
Not Applicable				
Performance Measurement			07-08 Target	
Not Applicable				
Budget Summary	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
Personnel	\$ -	\$ -	\$ -	\$ 71,727
Supplies	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -
Other Services	\$ -	\$ -	\$ -	\$ 173,273
Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 245,000

Budget Details	05-06 Actual	06-07 Budget	06-07 Estimate	07-08 Budget
0101 SALARIES-REGULAR	\$0	\$0	\$0	\$56,100
0104 SALARIES-LONGEVITY	\$0	\$0	\$0	\$504
0105 GROUP HEALTH INSURANCE	\$0	\$0	\$0	\$4,258
0106 TMRS	\$0	\$0	\$0	\$6,403
0107 FICA	\$0	\$0	\$0	\$3,398
0109 SALARIES-WELL PAY	\$0	\$0	\$0	\$500
0110 DENTAL INSURANCE	\$0	\$0	\$0	\$357
0130 WORKERS COMPENSATION	\$0	\$0	\$0	\$207
0100-0199 PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$71,727
0200-0299 SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0
0300-0399 MAINTENANCE SUBTOTAL	\$0	\$0	\$0	\$0
0442 COMPUTER PROFESSIONAL SVCS	\$0	\$0	\$0	\$173,273
0400-0599 OTHER SERVICES SUBTOTAL	\$0	\$0	\$0	\$173,273
0600-0699 CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0
TOTAL INFORMATION SERVICES	\$0	\$0	\$0	\$245,000





**DEBT
SCHEDULES**



TOTAL DEBT, ALL SERIES

FYE	Principal	Interest	Total	W&S Total	4A LEDC Total	4B LRDC Total	Airport Total	Stormwater Total	Tax Total
9/30/2008	1,480,000	3,293,020	4,773,020	1,375,207	227,004	906,373	14,268	47,926	2,202,243
9/30/2009	1,855,000	2,417,398	4,272,398	1,315,415	226,550	906,958	17,218	51,013	1,755,244
9/30/2010	2,030,000	2,336,806	4,366,806	1,302,644	227,250	906,350	16,818	50,013	1,863,732
9/30/2011	2,175,000	2,247,684	4,422,684	1,308,223	227,750	909,299	16,418	49,013	1,911,982
9/30/2012	2,095,000	2,156,775	4,251,775	1,082,723	228,050	906,140	16,018	48,013	1,970,832
9/30/2013	2,255,000	2,064,311	4,319,311	1,086,423	228,150	916,645	15,618	47,013	2,025,463
9/30/2014	2,410,000	1,964,530	4,374,530	1,085,748	228,050	920,310	15,168	50,913	2,074,342
9/30/2015	2,445,000	1,860,140	4,305,140	938,448	227,750	917,398	19,543	49,713	2,152,289
9/30/2016	2,720,000	1,748,105	4,468,105	1,039,723	227,250	917,685	18,793	48,513	2,216,142
9/30/2017	2,890,000	1,625,715	4,515,715	1,017,720	226,550	916,179	11,644	47,313	2,296,310
9/30/2018	3,075,000	1,498,724	4,573,724	1,015,594	230,550	918,031	11,702	46,113	2,351,734
9/30/2019	2,475,000	1,381,656	3,856,656	219,901	229,250	927,706	11,323	49,813	2,418,663
9/30/2020	2,625,000	1,271,504	3,896,504	220,456	227,647	925,139	11,345	48,391	2,463,526
9/30/2021	2,780,000	1,152,178	3,932,178	220,111	225,738	925,170	11,337	46,947	2,502,874
9/30/2022	2,930,000	1,023,875	3,953,875	219,856	228,406	928,325	11,309	50,375	2,515,605
9/30/2023	3,075,000	888,763	3,963,763	225,848	230,544	925,188	11,676	48,675	2,521,833
9/30/2024	2,950,000	753,200	3,703,200	224,151	227,363	925,363	11,595	46,975	2,267,754
9/30/2025	1,765,000	647,113	2,412,113	167,281	228,734	-	-	50,141	1,965,956
9/30/2026	1,845,000	564,965	2,409,965	165,609	229,547	-	-	48,172	1,966,637
9/30/2027	1,930,000	478,140	2,408,140	168,609	229,922	-	-	51,094	1,958,515
9/30/2028	1,565,000	394,625	1,959,625	-	-	-	-	-	1,959,625
9/30/2029	1,645,000	314,375	1,959,375	-	-	-	-	-	1,959,375
9/30/2030	1,730,000	230,000	1,960,000	-	-	-	-	-	1,960,000
9/30/2031	1,820,000	141,250	1,961,250	-	-	-	-	-	1,961,250
9/30/2032	1,915,000	47,875	1,962,875	-	-	-	-	-	1,962,875
TOTAL	56,480,000	32,502,725	88,982,725	14,399,692	4,562,054	15,598,256	241,792	976,132	53,204,798



Contract Revenue Refunding Bonds, Series 1997

FYE	Principal	Interest	Total	W&S Total Supported	Tax Total Supported
9/30/2008	\$ 185,000	\$ 35,736	\$ 220,736	\$ 220,736	\$ -
9/30/2009	200,000	26,493	226,493	226,493	-
9/30/2010	215,000	16,321	231,321	231,321	-
9/30/2011	220,000	5,500	225,500	225,500	-
TOTAL	\$ 820,000	\$ 84,050	\$ 904,050	\$ 904,050	\$ -

General Obligation Bonds, Series 1998

FYE	Principal	Interest	Total	W&S Total Supported	Tax Total Supported
9/30/2008	\$ 415,000	\$ 9,545	\$ 424,545	\$ 424,545	\$ -
TOTAL	\$ 415,000	\$ 9,545	\$ 424,545	\$ 424,545	\$ -



General Obligation Refunding Bonds, Series 2002

FYE	Principal	Interest	Total	W&S Total Supported	4B LRDC Total Supported	Airport Total Supported	Tax Total Supported
9/30/2008	\$ 465,000	\$ 559,078	\$ 1,024,078	\$ 16,417	\$ 906,373	\$ 3,418	\$ 97,870
9/30/2009	480,000	544,663	1,024,663	16,417	906,958	3,418	97,870
9/30/2010	495,000	529,055	1,024,055	16,417	906,350	3,418	97,870
9/30/2011	515,000	512,004	1,027,004	16,417	909,299	3,418	97,870
9/30/2012	530,000	493,845	1,023,845	16,417	906,140	3,418	97,870
9/30/2013	560,000	474,350	1,034,350	16,417	916,645	3,418	97,870
9/30/2014	585,000	453,015	1,038,015	16,417	920,310	3,418	97,870
9/30/2015	605,000	430,103	1,035,103	16,417	917,398	3,418	97,870
9/30/2016	750,000	402,930	1,152,930	16,417	917,685	3,418	215,410
9/30/2017	930,000	368,258	1,298,258	56,089	916,179	11,644	314,346
9/30/2018	975,000	328,241	1,303,241	56,113	918,031	11,702	317,395
9/30/2019	1,020,000	285,338	1,305,338	54,295	927,706	11,323	312,013
9/30/2020	1,065,000	239,456	1,304,456	54,625	925,139	11,345	313,347
9/30/2021	1,110,000	190,230	1,300,230	54,333	925,170	11,337	309,389
9/30/2022	1,165,000	138,488	1,303,488	54,418	928,325	11,309	309,436
9/30/2023	1,225,000	84,713	1,309,713	56,148	925,188	11,676	316,701
9/30/2024	1,270,000	28,575	1,298,575	55,507	925,363	11,595	306,110
TOTAL	\$ 13,745,000	\$ 6,062,339	\$ 19,807,339	\$ 589,278	\$ 15,598,256	\$ 122,692	\$ 3,497,112



Certificate of Obligations, Series 2003

FYE	Principal	Interest	Total	Tax Total Supported
9/30/2008	\$ 125,000	\$ 113,788	\$ 238,788	\$ 238,788
9/30/2009	130,000	109,325	239,325	239,325
9/30/2010	135,000	104,688	239,688	239,688
9/30/2011	140,000	99,350	239,350	239,350
9/30/2012	150,000	93,188	243,188	243,188
9/30/2013	155,000	86,706	241,706	241,706
9/30/2014	160,000	80,373	240,373	240,373
9/30/2015	170,000	73,933	243,933	243,933
9/30/2016	175,000	67,033	242,033	242,033
9/30/2017	180,000	59,753	239,753	239,753
9/30/2018	190,000	51,983	241,983	241,983
9/30/2019	200,000	43,643	243,643	243,643
9/30/2020	205,000	34,834	239,834	239,834
9/30/2021	215,000	25,538	240,538	240,538
9/30/2022	225,000	15,638	240,638	240,638
9/30/2023	235,000	5,288	240,288	240,288
TOTAL	\$ 2,790,000	\$ 1,065,055	\$ 3,855,055	\$ 3,855,055



General Obligation Refunding and Improvement Bonds, Series 2007

FYE	Principal	Interest	Total	W&S Total Supported	Airport Total Supported	Tax Total Supported
9/30/2008	\$ 115,000	\$ 1,632,813	\$ 1,747,813	\$ 395,675	\$ 10,850	\$ 1,341,288
9/30/2009	645,000	1,103,870	1,748,870	754,600	13,800	980,470
9/30/2010	760,000	1,072,258	1,832,258	745,000	13,400	1,073,858
9/30/2011	860,000	1,035,808	1,895,808	754,600	13,000	1,128,208
9/30/2012	910,000	995,983	1,905,983	753,200	12,600	1,140,183
9/30/2013	990,000	953,233	1,943,233	755,900	12,200	1,175,133
9/30/2014	1,075,000	906,770	1,981,770	754,625	11,750	1,215,395
9/30/2015	1,155,000	856,595	2,011,595	754,125	16,125	1,241,345
9/30/2016	1,265,000	802,145	2,067,145	854,500	15,375	1,197,270
9/30/2017	1,225,000	746,120	1,971,120	792,125	-	1,178,995
9/30/2018	1,335,000	691,190	2,026,190	794,375	-	1,231,815
9/30/2019	650,000	650,010	1,300,010	-	-	1,300,010
9/30/2020	725,000	620,791	1,345,791	-	-	1,345,791
9/30/2021	800,000	587,785	1,387,785	-	-	1,387,785
9/30/2022	850,000	551,060	1,401,060	-	-	1,401,060
9/30/2023	890,000	511,910	1,401,910	-	-	1,401,910
9/30/2024	930,000	470,960	1,400,960	-	-	1,400,960
9/30/2025	975,000	428,098	1,403,098	-	-	1,403,098
9/30/2026	1,020,000	382,700	1,402,700	-	-	1,402,700
9/30/2027	1,065,000	334,745	1,399,745	-	-	1,399,745
9/30/2028	1,120,000	282,250	1,402,250	-	-	1,402,250
9/30/2029	1,175,000	224,875	1,399,875	-	-	1,399,875
9/30/2030	1,240,000	164,500	1,404,500	-	-	1,404,500
9/30/2031	1,300,000	101,000	1,401,000	-	-	1,401,000
9/30/2032	1,370,000	34,250	1,404,250	-	-	1,404,250
TOTAL	\$ 24,445,000	\$ 16,141,717	\$ 40,586,717	\$ 8,108,725	\$ 119,100	\$ 32,358,892



Certificates of Obligation, Series 2007

FYE	Principal	Interest	Total	W&S Total Supported	4A LEDC Total Supported	Stormwater Total Supported	Tax Total Supported
9/30/2008	\$ 175,000	\$ 942,061	\$ 1,117,061	\$ 317,834	\$ 227,004	\$ 47,926	\$ 524,297
9/30/2009	400,000	633,048	1,033,048	317,906	226,550	51,013	437,579
9/30/2010	425,000	614,485	1,039,485	309,906	227,250	50,013	452,316
9/30/2011	440,000	595,023	1,035,023	311,706	227,750	49,013	446,554
9/30/2012	505,000	573,760	1,078,760	313,106	228,050	48,013	489,591
9/30/2013	550,000	550,023	1,100,023	314,106	228,150	47,013	510,754
9/30/2014	590,000	524,373	1,114,373	314,706	228,050	50,913	520,704
9/30/2015	515,000	499,510	1,014,510	167,906	227,750	49,713	569,141
9/30/2016	530,000	475,998	1,005,998	168,806	227,250	48,513	561,429
9/30/2017	555,000	451,585	1,006,585	169,506	226,550	47,313	563,216
9/30/2018	575,000	427,310	1,002,310	165,106	230,550	46,113	560,541
9/30/2019	605,000	402,666	1,007,666	165,606	229,250	49,813	562,997
9/30/2020	630,000	376,423	1,006,423	165,831	227,647	48,391	564,554
9/30/2021	655,000	348,625	1,003,625	165,778	225,738	46,947	565,162
9/30/2022	690,000	318,690	1,008,690	165,438	228,406	50,375	564,471
9/30/2023	725,000	286,853	1,011,853	169,700	230,544	48,675	562,934
9/30/2024	750,000	253,665	1,003,665	168,644	227,363	46,975	560,684
9/30/2025	790,000	219,015	1,009,015	167,281	228,734	50,141	562,859
9/30/2026	825,000	182,265	1,007,265	165,609	229,547	48,172	563,937
9/30/2027	865,000	143,395	1,008,395	168,609	229,922	51,094	558,770
9/30/2028	445,000	112,375	557,375	-	-	-	557,375
9/30/2029	470,000	89,500	559,500	-	-	-	559,500
9/30/2030	490,000	65,500	555,500	-	-	-	555,500
9/30/2031	520,000	40,250	560,250	-	-	-	560,250
9/30/2032	545,000	13,625	558,625	-	-	-	558,625
TOTAL	\$ 14,265,000	\$ 9,140,020	\$ 23,405,020	\$ 4,373,093	\$ 4,562,054	\$ 976,132	\$ 13,493,740



DEBT SERVICE FUND SUMMARIES





G.O. Debt Service FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	352,741	134,901	134,901	168,901
<u>Revenue:</u>				
General Tax Revenue	945,796	972,794	1,052,794	2,216,827
Transfer from E-911 Fund	153,319	153,319	153,319	153,319
Total Revenue	1,099,115	1,126,113	1,206,113	2,370,146
<i>Total Amount Available</i>	1,451,856	1,261,014	1,341,014	2,539,047
Debt Retirement	864,389	625,463	625,463	2,176,699
Transfer to 4B Debt Service	432,053	520,620	520,620	206,373
Transfer to Bridge Service	20,513	26,030	26,030	25,544
Total Disbursements	1,316,955	1,172,113	1,172,113	2,408,616
Estimated Balance	134,901	88,901	168,901	130,431



Bridge Debt Service FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	4,123	10,671	10,674	10,974
<u>Revenue:</u>				
Interest Earnings	700	-	600	500
Transfers In from G.O. Debt Service	20,513	26,030	26,030	25,544
Total Revenue	21,213	26,030	26,630	26,044
<i>Total Amount Available</i>	25,336	36,701	37,304	37,018
Debt Retirement	14,515	26,180	26,180	25,544
Administrative Fees	150	150	150	150
Total Disbursements	14,665	26,330	26,330	25,694
Estimated Balance	10,671	10,371	10,974	11,324



4B Debt Service FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	(18,920)	204,760	204,760	215,053
<u>Revenue:</u>				
Transfer from G.O. Debt Services	-	520,620	520,620	206,373
Transfer from 4B Operating	432,053	397,846	397,846	700,000
Other Income and Interest	7,707	-	2,500	-
Total Revenue	439,760	918,466	920,966	906,373
<i>Total Amount Available</i>	420,840	1,123,226	1,125,726	1,121,426
Debt Retirement	216,028	910,173	910,173	906,373
Administrative Fees	52	300	500	500
Total Disbursements	216,080	910,473	910,673	906,873
Estimated Balance	204,760	212,753	215,053	214,553



Water and Sewer 1998 Bond Debt Service FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	3,931	10,858	10,858	9,518
<u>Revenue:</u>				
Transfer from W/S Operating	721,550	-	717,079	424,545
Other Income and Interest	8,195	-	-	
Total Revenue	729,745	-	717,079	424,545
<i>Total Amount Available</i>	733,676	10,858	727,937	434,063
Debt Retirement	722,184	717,719	717,719	424,545
Administrative Fees	634	700	700	500
Total Disbursements	722,818	718,419	718,419	425,045
Estimated Balance	10,858	(707,561)	9,518	9,018



Water and Sewer Debt Service FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>		29,325	29,325	33,015
<u>Revenue:</u>				
Transfer from W/S Operating	386,996	201,253	201,253	950,662
Other Income and Interest	20,701	1,500	4,000	3,500
Total Revenue	407,697	202,753	205,253	954,162
Total Amount Available	407,697	232,078	234,578	987,177
Debt Retirement	159,167	201,253	201,253	950,662
Administrative Fees	825	300	310	400
Total Disbursements	159,992	201,553	201,563	951,062
Estimated Balance		30,525	33,015	36,115



Airport Debt FUND SUMMARY



	ACTUAL 05-06	ADOPTED 06-07	ESTIMATED 06-07	ADOPTED 07-08
<i>Estimated Balance 10/1</i>	14,077	1,567	1,567	2,367
<u>Revenue:</u>				
Interest Earnings	1,051	1,000	1,000	1,000
Transfers In from Airport Operating	-	19,322	19,322	14,268
Total Revenue	1,051	20,322	20,322	15,268
Total Amount Available	15,128	21,889	21,889	17,635
Debt Retirement	13,361	19,322	19,322	14,268
Administrative Fees	200	200	200	200
Total Disbursements	13,561	19,522	19,522	14,468
Estimated Balance	1,567	2,367	2,367	3,167

ORDINANCE NO. 2007-09-45

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2007 AND ENDING SEPTEMBER 30, 2008; 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 of conducting the affairs of the City and providing a complete financial plan for FY 2007-2008; 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, 2007, and ending September 30, 2008, 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, 2007, and ending September 30, 2008.

SECTION 2. That the appropriation for the fiscal year beginning October 1, 2007, and ending September 30, 2008, 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:

	<u>FY2007</u>
4A LEDC	\$2,371,994
4B LRDC DEBT SERVICE	\$906,873
4B LRDC FUND	\$2,022,400
911 EMERGENCY FUND	\$203,319
AIRPORT DEBT	\$14,468
AIRPORT OPERATING	\$391,461
BRIDGE DEBT SERVICE FUND	\$25,694
GENERAL FUND	\$22,672,194
GENERAL OBLG. DEBT SERVICE	\$2408,616
GOLF OPERATING	\$36,300
HOTEL MOTEL	\$50,000
HUD	\$7,635,625
IT FUND	\$245,000
PARKS FUND	\$2,547,435
STORM WATER FUND	\$1,269,191
WATER & SEWER 98 BOND DEBT	\$425,045
WATER & SEWER DEBT SERVICE	\$951,062
WATER & SEWER OPERATIONS	\$12,513,550
TOTAL	<u>\$56,690,227</u>

SECTION 3. That 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.

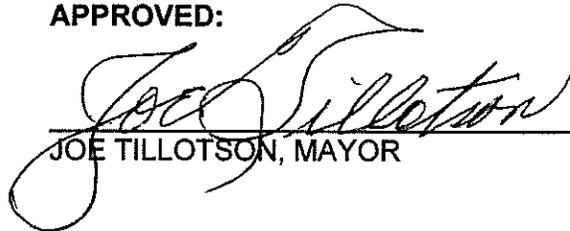
SECTION 4. That all notices and public hearings required by law have been duly completed.

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 24th day of September 2007.

APPROVED:



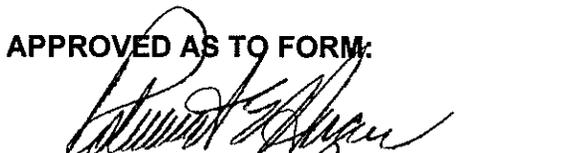
JOE TILLOTSON, MAYOR

ATTEST:



DOLLE K. SHANE, CITY SECRETARY

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

ORDINANCE NO. 2007-09-46

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS LEVYING AD VALOREM TAXES FOR FISCAL YEAR 2007/2008 AT \$0.7375 PER ONE HUNDRED DOLLARS ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS TO PROVIDE REVENUES FOR CURRENT 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:

SECTION 1. There be and is hereby levied for the fiscal year 2007/2008 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 seventy-three and seventy-five one hundredths cents (\$0.7375) on each one hundred dollars (\$100.00) assessed value of taxable property, and shall be apportioned and distributed as follows: **\$0.609100 for the purpose of defraying the current expenses, and \$0.1284 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 RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS AND INTEREST AND SINKING FUND REQUIREMENTS ON A \$100,000 HOME BY APPROXIMATELY \$5.48 PER MONTH OVER 2006.

SECTION 4. All ad valorem taxes shall become due and payable on October 1, 2007, and all ad valorem taxes for fiscal year 2007/2008 shall become delinquent after January 31, 2008. If any person fails to pay the ad valorem taxes on or before the 31st day of January 2008, 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. 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, 2007 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.

DULY PASSED by the City Council of the City of Lancaster, Texas, on the first reading on the 27th of August, 2007

DULY PASSED by the City Council of the City of Lancaster, Texas, on the second and final reading on the 24th day of September, 2007.

APPROVED:



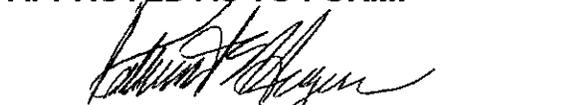
JOE TILLOTSON, MAYOR

ATTEST:



DOLLE K. SHANE, CITY SECRETARY

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

RESOLUTION NO. 2007-09-109

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, RATIFYING THE BUDGET FOR THE FISCAL YEAR 2007-2008 THAT WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN 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 2007-2008; and

WHEREAS, House Bill 395, 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.

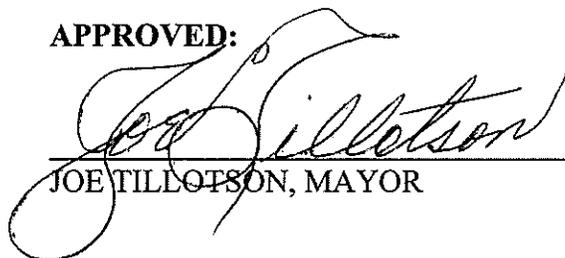
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

Section 1. The City Council hereby approves a record vote for the adoption of a budget for Fiscal Year 2007-2008 which will raise more revenue from property taxes than previous years.

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

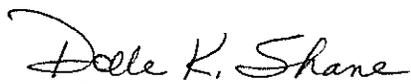
DULY PASSED by the City Council of the City of Lancaster, Texas, on the 24th day of September, 2007.

APPROVED:



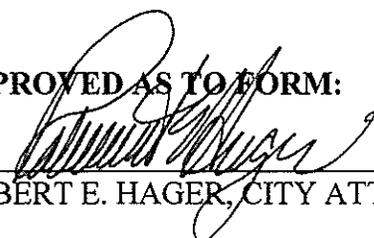
JOE TILLOTSON, MAYOR

ATTEST:

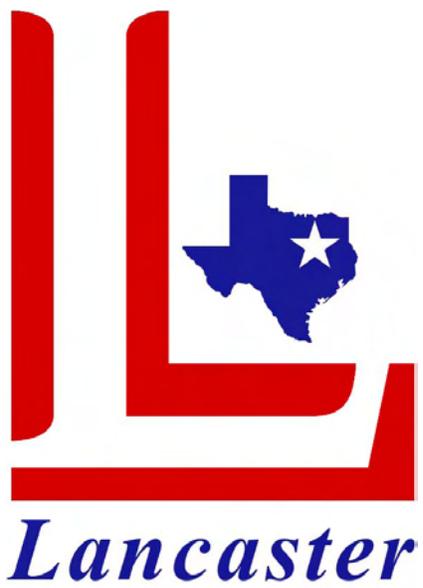


DOLLE SHANE, CITY SECRETARY

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY



ORDINANCE NO. 2007-09-42

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; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 143 of the Texas Local Government Code, the City Council shall establish certain classification 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, 2007 and ending September 30, 2008; 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, which shall read as follows:

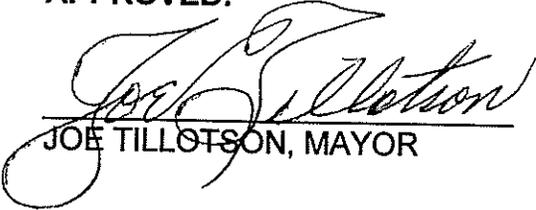
<u>Classification</u>	FIRE Authorized <u>No./Positions</u>
Assistant Chief	1
Battalion Chief	3
Fire Captains	10
Fire Engineer	21
Fire Fighter	17
<hr/>	<hr/>
Total	52

<u>Classification</u>	POLICE Authorized <u>No./Positions</u>
Assistant Chief	2
Police Lieutenant	6
Police Sergeant	7
Police Officer	47
<hr/>	<hr/>
Total	62

SECTION 2. This ordinance shall take effect on October 1, 2007.

DULY PASSED by the City Council of the City of Lancaster, Texas, on this the 24th day of September 2007.

APPROVED:



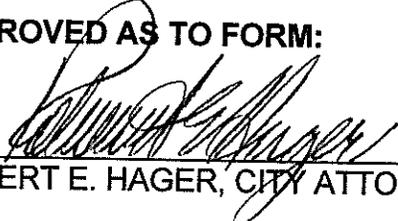
JOE TILLOTSON, MAYOR

ATTEST:



DOLLE K. SHANE, CITY SECRETARY

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

RESOLUTION NO. 2007-09-99

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER INVESTMENT POLICY STANDARDS PROVIDING THAT ALL FUNDS OF THE CITY BE MANAGED AND INVESTED FOR SAFETY, LIQUIDITY, DIVERSIFICATION AND YIELD AND THAT INVESTMENTS BE CHOSEN IN A MANNER WHICH PROMOTES DIVERSITY BY MARKET SECTOR, CREDIT AND MATURITY; PROVIDING THAT THIS POLICY SERVE TO SATISFY THE REQUIREMENTS OF CHAPTER 2256 "PUBLIC FUNDS INVESTMENT ACT"; 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 an investment policy 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 City of Lancaster approves of the investment training course sponsored by the Texas Municipal League; and

WHEREAS, the treasurer; the chief financial officer, if not the treasurer; and the investment officer of the city have attended an investment training course sponsored by the Texas Municipal League 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;

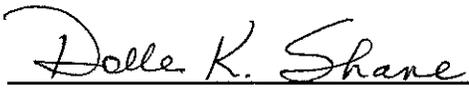
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

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 "A," is hereby adopted as the investment policy of the City effective September 24, 2007.

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

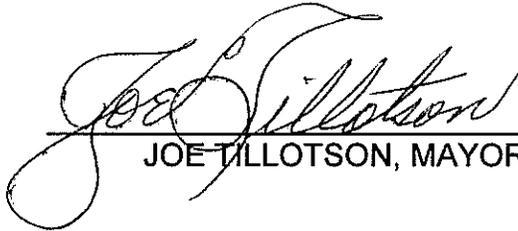
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 24th day of September 2007.

ATTEST:



DOLLE K. SHANE, CITY SECRETARY

APPROVED:



JOE TILLOTSON, MAYOR

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

Investment Policy
City of Lancaster, Texas
Adopted: September 24, 2007

Introduction

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Lancaster 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.

I. 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.

II. 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.

III. 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.

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.

IV. 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 Act is attached as Exhibit A. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits and is attached as Exhibit B. All investments will be made in accordance with these statutes.

V. 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.

VI. 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.

VII. Internal Controls

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

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.

VIII. 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.

IX. 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.

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.

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.

X. 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 Committee 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.

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 with whom the City transacts business 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.

XI. 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 one (1) year. Unless matched to a specific requirement, the Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

XII. 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 either the City, an independent third party financial institution, or the City’s designated banking services depository.

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 on the time and demand deposits over the FDIC insurance coverage of \$100,000, 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.

XIII. Performance Evaluation and Reporting

The Investment Officer shall submit monthly to the City Manager and quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

XIV. 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.

XV. 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.

APPROVED:

JOE TILLOTSON
MAYOR

ATTEST:

DOLLE K. SHANE
CITY SECRETARY

APPROVED AS TO FORM:

ROBERT E. HAGER
CITY ATTORNEY





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





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.

Agency Funds: A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

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.

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 cash or by check.

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).

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.

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

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.

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, and 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.

GAAP: Generally Accepted Accounting Principles.

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 protections, 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 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.

HRC (Human Relations Commission): Established to plan city-wide special events that promotes community relations. A fund (HRC) was created to account for resources and promotions.

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.

Information Services Fund: Created to support a computer system analyst and computer related purchases for the city. This is an internal fund.

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 and the Information (Computer Related) Services Fund are examples 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 used in the normal

Invoice: A bill provided by a vendor or contractor for products or services rendered.

Materials and Supplies: operating supplies departmental activity. Expendable materials and 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. Funding is received from .25% sales tax.

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.

LRDC Construction Fund: This fund will account for resources designated for the construction of a new Library, City Park Facility, and Activity Center.

LRDC Debt Service Fund: A fund created to accumulate funds to be used for the retirement of principal and interest on bonds to be issued in the 99-00 fiscal year.

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. The 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: The portions or open meetings held to present evidence and provide information on both sides of an issue.

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. With Thi

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: Right-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 allows or 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,

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.

Wastewater Contingency Fund: A budgetary reserve set aside for TRA wastewater treatment costs during the fiscal year.

Water and Sewer 98 Bond Construction Fund: A fund created to account for financial resources used for the specific projects of a pump station, storage reservoir, elevated storage tank, and waterline improvements.

Working Capital: The amount of current assets which exceeds current liabilities.

Water and Sewer 98 Bond Debt Service Fund: A fund created to accumulate resources for and payment of bonds issued in 1998. Revenue sources are proceeds from water and sewer customer user charges, and are transferred from the Water and Sewer Operating Fund where they are collected.

Water and Sewer Construction Fund: A fund created to account for financial resources used for the construction of water and sewer improvements.

Water and Sewer Debt Service Fund: A fund created to accumulate resources for and payment of bonds

issued. Revenue sources are proceeds from water and sewer customer user charges, and are transferred from the Water and Sewer Operating Fund where they are collected.

Water and Sewer Operating Fund: A fund established to account for operations of the water and sewer system. It is operated in a manner similar to private business enterprises where the intent is cost recovery.

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.





City of Lancaster

Facilities

P.O. Box 940 • Lancaster, Texas 75146

972-218-1300



Web Site: www.lancaster-tx.com

Request City Services: www.city-crm.com/lancaster/

Municipal Center: 211 N. Henry • Lancaster, TX 75146

Administration / City Manager: 972-218-1300 (fax 972-218-1399)

Community Relations: 972-218-1301

Human Resources / Personnel: 972-218-1312 (fax 972-218-2797)

City Secretary: 972-218-1310 (fax 972-218-1399)

Finance Department: 972-218-1321 (fax 972-218-3613)

Utility Administration: 972-218-1328 (fax 972-218-3613)

Purchasing Department: 972-218-1329 (fax 972-218-3621)

Community Development Service Center: 700 E. Main St. • Lancaster, TX 75146

Development Services Administration, Streets, Stormwater, Water, Wastewater,
and Animal Control: 972-218-1200 (fax 972-218-1294)

Inspections / Code Enforcement

Planning & Development: 972-218-1218 (fax 972-218-1466)

Public Safety Facility: 1501 N. Dallas Ave. • Lancaster, TX 75146

Police Department: 972-218-2700 (fax 972-218-8074)

Fire Department: 972-218-2600 (fax 972-218-9835)

Additional Public Safety Facilities

Fire Station #1: 1501 N. Dallas Ave • 972-218-2600

Fire Station #2: 3132 N. Houston School Rd. • 972-218-2644

Fire Station #3: 1960 W. Beltline Rd. • 972-218-2660

Municipal Court 3250 W. Pleasant Run Rd. Suite 175 • Lancaster, TX 75146

972-218-1334 (fax: 972-223-4076)

Parks and Recreation

Recreation Center: 1700 Veteran Memorial Parkway • Lancaster, TX 75146

Parks Department: 972-218-3714 (fax 972-218-3789)

Recreation Department: 972-218-3701 (fax 972-218-3795)

Building and Administrative Services: 972-218-3709

J.R. Williams Pump Station: 1999 N. Jefferson • Lancaster, TX 75146

972-218-2324 (fax 972-218-2325)

Other Recreational Facilities

Cedardale Softball Complex: 1801 Cedardale Road, 972-218-3701

Creative Playground: 1990 W. Beltline Rd, 972-218-3701

Veterans Memorial Library: 1600 Veterans Memorial Parkway • Lancaster, TX 75146
972-227-1080 (fax 972-218-3679)

Equipment Maintenance Center: 521 E. Third St • Lancaster, TX 75146
972-275-1461 (fax 972-275-1462)

Country View Golf Course: 240 W. Beltline Rd. • Lancaster, TX 75146
972-227-0995 (fax 972-227-7858)

Municipal Airport: 730 Ferris Rd • Lancaster, TX 75146
972-227-5721 (fax 972-218-2787)

4A Economic Development / LEDC: 103 Historic Town Square / P.O. Box 399
Lancaster, TX 75146
972-218-7036 Toll Free: 800-401-3485 (fax 972-218-7057)

H.U.D. Offices: 700 E. Main St. • Lancaster, TX 75146
972-218-1230 (fax 972-218-1262)

Visitors Center / Interurban Building
2726 Cedardale • Lancaster, TX 75146

Region's Bank Building
1425 North Dallas Avenue • Lancaster, TX 75146

Future Home of:
Human Resources
Planning
Housing
Engineering
Public Works Administration



For additional information, please contact:

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