

2012/2013 PROGRESS



HEALTHY, SAFE & VIBRANT

NEIGHBORHOODS

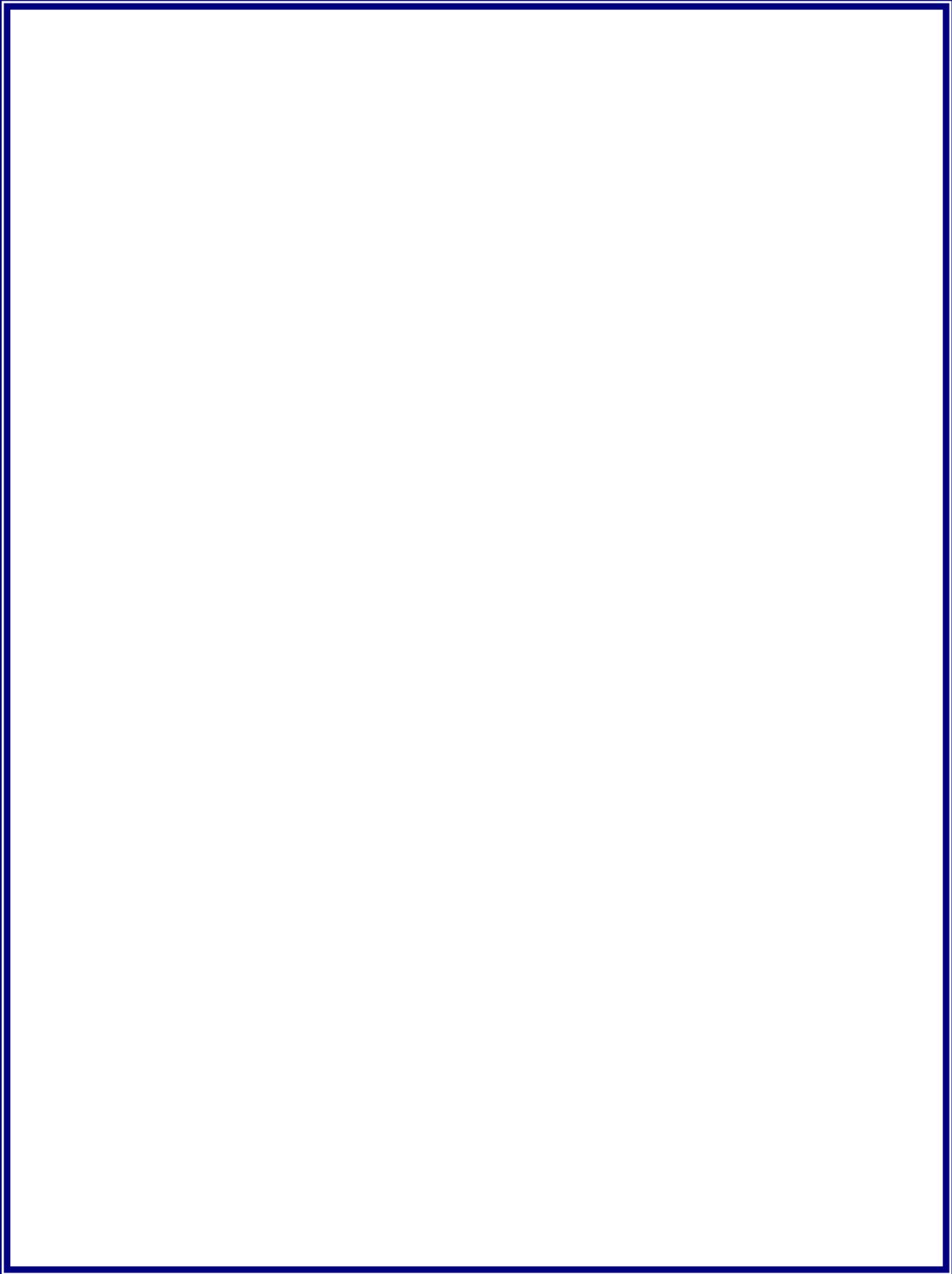


QUALITY DEVELOPMENT

Civic Engagement

Lancaster

a n n u a l b u d g e t



City of Lancaster, Texas

Annual Budget



For Fiscal Year

October 1, 2012 to September 30, 2013

As Presented to Mayor and City Council

City of Lancaster

2012-2013 Annual Budget

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FY 2012-2013

City Council Goals & Objectives

Vision

Lancaster is a proud, vibrant city. We celebrate our diversity and history, preserve our natural beauty, and are the economic hub of the 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.

Mission

Lancaster city government is financially sustainable and provides efficient customer-friendly services. Our citizens have trust and confidence in city government and leaders.

Financially Sound City Government

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

- ▶ Revise and Amend Storm Water Ordinance
- ▶ Amend Financial Policies to maintain a minimum 12% fund balance and designate any excess to the Capital Improvement Projects (CIP) and Equipment Replacement Funds.

Civic Engagement

The city provides opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, civic leadership academy, and City-wide celebrations.

Healthy, Safe & Vibrant Neighborhoods

Lancaster is a safe place where neighbors know each other. The community unites at citywide events that keep neighborhoods strong. Compassionate code enforcement maintains our residential neighborhoods, and all residents have access to parks near where they live.

- ▶ Expand Police visibility and involvement in the community through community watch programs, and teen/youth activities and education.
- ▶ Support Lancaster neighborhoods in the creation of Public Improvement Districts (PID's) throughout the City to strengthen and connect neighborhoods.

Professional & Committed City Workforce

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

Sound Infrastructure

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

- ▶ FCC Compliance with Narrowband Requirements
- ▶ Street Maintenance Program
- ▶ Plan for new Fleet Maintenance Facility

Quality Development

The City has well-maintained streets and well-planned preventative maintenance programs for infrastructure and assets.

- ▶ Update the Comprehensive Plan
- ▶ Recruit Quality Commercial, Industrial and Retail Jobs
- ▶ Target marketing program to commercial, industrial and retail brokerage community
- ▶ Continue to implement the Airport Master Plan

City of Lancaster

Principal City Officials

City Council

Marcus E. Knight	Mayor.....	Term Expires May 2015
Walter Weaver	Council Member, District 1	Term Expires May 2013
Stanley Jaglowski	Council Member, District 2	Term Expires May 2014
Marco Mejia.....	Mayor Pro Tem, District 3.....	Term Expires May 2013
James Daniels	Dep. Mayor Pro Tem, District 4...	Term Expires May 2014
LaShonjia Harris	Council Member, District 5	Term Expires May 2013
Nina Morris.....	Council Member, District 6	Term Expires May 2014

City Executive Staff

Opal Mauldin Robertson.....	City Manager
Dolle Downe	City Secretary
Rona Stringfellow-Govan	Managing Director of Development Services & Public Works
Ed Brady	Director of Economic Development
Sheree Haynes	Director of Finance
Thomas Griffith	Fire Chief
Dori Lee	Director of Human Resources
Sean Johnson	Director of Parks, Recreation & Library
Larry Flatt.....	Police Chief

City of Lancaster

Our Mission



LANCASTER CITY GOVERNMENT

Is ***FINANCIALLY SUSTAINABLE***

And provides

EFFICIENT, CUSTOMER-FRIENDLY SERVICES.

Our citizens have

TRUST AND CONFIDENCE IN

CITY GOVERNMENT AND LEADERS.





City of Lancaster
OFFICE OF THE CITY MANAGER

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



October 1, 2012

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

Mayor Knight and Members of Council:

It is with great pleasure that I present the Fiscal Year 2012-2013 City of Lancaster Annual Operating Budget. The adopted budget is submitted with the goal of providing quality, innovative services that set the standard for professionalism and excellence.

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

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

The total proposed budget for all funds for Fiscal Year 2012-2013 is \$51,867,747 with total authorized staff of 265 (FTE) employees.

BUDGET HIGHLIGHTS

General Fund Revenues

The City's total tax base decreased by 2.78%, or approximately \$41.2 million. Based on the Certified Tax Roll received from the Dallas Central Appraisal District, the City's tax base is just under \$1.5 billion. From the current tax rate of \$0.8675 per \$100 of assessed valuation, the maintenance and operations apportionment of the tax rate is \$0.6012 and the interest and sinking fund requirements of the tax rate is \$0.2663. These rates did not change from the prior fiscal year.

The budgeted revenue in the General Fund is \$18.8 million compared to the estimated \$19.5 million in the prior fiscal year. This represents a decrease of approximately \$709,000, or 3.6%. In the upcoming budget year, we estimated a slight increase in sales tax revenue of 3% or \$135,000.

General Fund Expenditures

General Fund expenditures are budgeted at \$19.6 million a .9% increase from the FY 2011-2012 budget.

Other Budget Highlights

The focus of this budget is financial responsibility that proactively addresses current economic restraints. As a Municipal government we are implementing strategies that maintain the quality of services delivered to our community, in a lean fiscal environment. With this in mind, this budget was prepared to address service needs while preparing an approach for long-term operational sustainability.

Water and Wastewater Fund

Expenses for fiscal year 2012-2013 are budgeted at \$12.8 million or \$110,000 less than the budgeted fiscal year 2011-2012.

Summary

The Executive summary portion of this document will provide a more detailed overview of items included in the adopted budget.

The City of Lancaster continues toward a goal of excellence based in the productivity, resourcefulness, integrity and dedication of City Council and staff. It is my honor to present this budget as the product of diligent work with confidence that this sound financial plan parallels the positive future of our organization and our city.

Respectfully submitted,



Opal Mauldin Robertson
City Manager

EXECUTIVE SUMMARY

EXECUTIVE OVERVIEW

This Executive Overview has been prepared as a general overview to the FY 2012-2013 Budget for the City of Lancaster. It provides a brief review of the fiscal plans of the City Council and Administration.

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

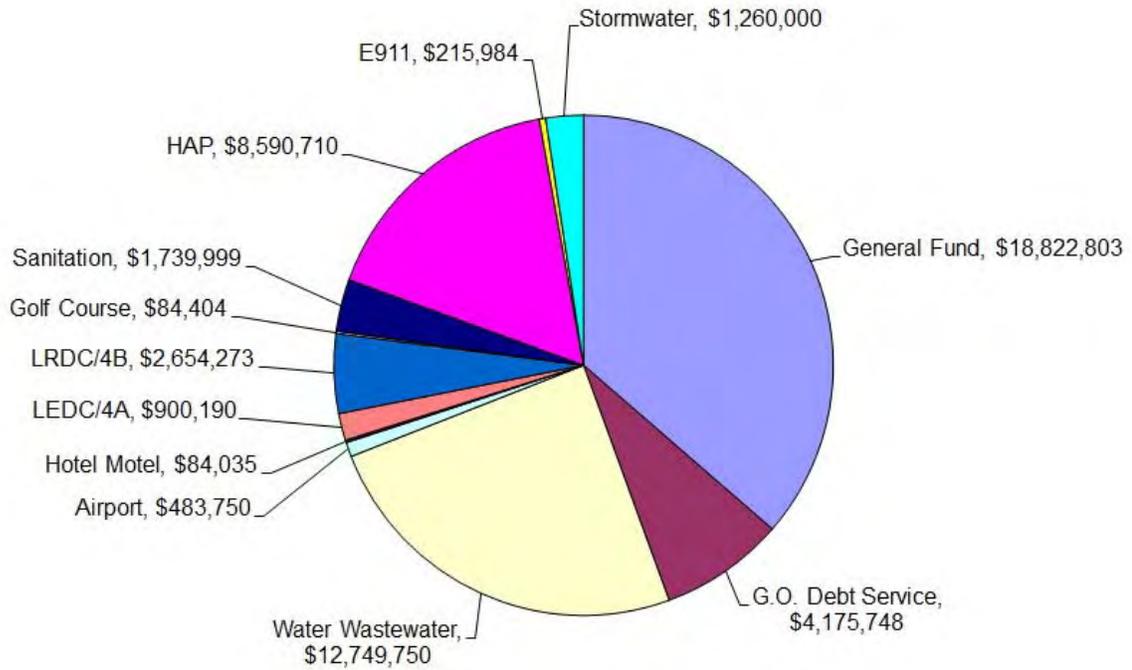
The City Council has adopted six goals aimed at guiding Lancaster's future growth and development as well as focusing on the efforts of the City organization. The goals incorporated in the 2012/2013 budget are as follows:

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

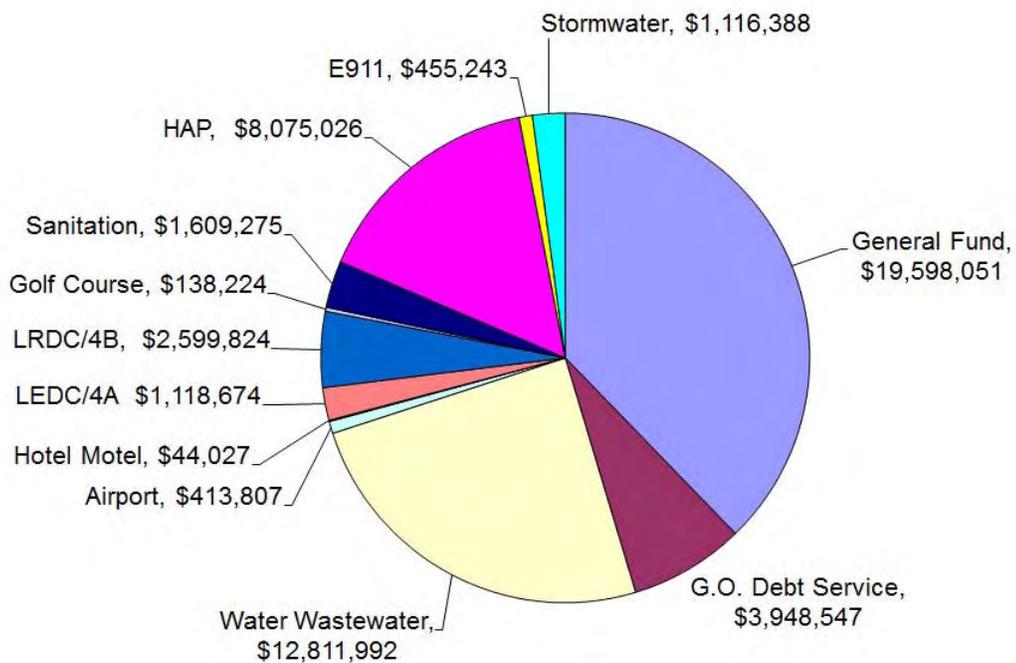
Detailed definitions of each of the listed goals are discussed comprehensively within the executive summary. The City Council Goals & Objectives are evaluated annually to ensure planned progress and consistency with the Lancaster City Council Vision and Mission.

EXECUTIVE OVERVIEW

SUMMARY OF REVENUES BY FUND



SUMMARY OF EXPENDITURES BY FUND



EXECUTIVE OVERVIEW

GENERAL FUND

The General Fund provides basic City services that are supported through tax revenues and user fees. The General Fund accounts for approximately 36% of total revenues of the City. Based on historical information and economic trends, the FY2012-2013 adopted budget for the General Fund reflects a revenue projection of \$18.8 million. Total budgeted General Fund revenue decreased by approximately 3.8% compared to 2011-2012 revenues of approximately \$19.5 million. A discussion of each of the primary sources of revenue in the General Fund is included in the following pages.

PROPERTY TAX

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

Property tax revenue budgeted this year has decreased approximately 3.8% compared to 2011-2012. Current property tax revenue for 2012-2013 is budgeted at \$8.6 million, a decrease of approximately \$359,065. Over the past ten years, Lancaster's property tax base has increased from \$984 million in 2001 to the current base of approximately \$1.5 billion. The benefits to the City derived from the property tax revenue are listed below:

SERVICES PROVIDED TO CITIZENS

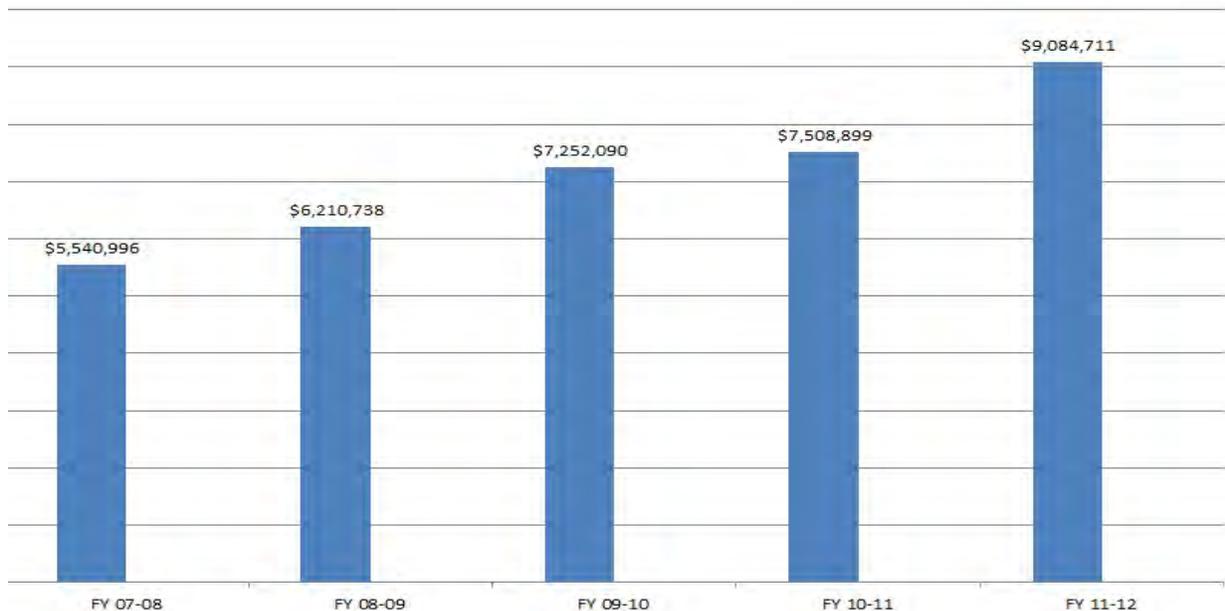
- ❖ 24 Hour Police Protection
- ❖ 24 Hour Fire Protection
- ❖ Park Facilities
- ❖ Neighborhood Services/Code Compliance
- ❖ Public Streets Maintenance
- ❖ Animal Control Services
- ❖ Emergency Management Services

EXECUTIVE OVERVIEW

SALES TAX

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

General Fund Sales tax is budgeted at \$4.6 million which accounts for 25% of General Fund revenue. The following chart reflects the trend of actual sales tax collections for the city as a whole. In the later half of the decade, we have seen growth in this area of our revenue base.



Franchise Fees

Franchise Fees are charged for the continued use of the public rights-of-way. Franchise Fees account for 10% of General Fund revenue. The largest portion of franchise revenue is derived from electric franchise. Total Franchise Fees are projected at \$1.8 million. This is roughly equal to the expected receipts from the previous year.

Inter Fund Transfers

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

Water/Wastewater Fund
LEDC Fund
Golf
Housing

Stormwater
LRDC
Airport
Sanitation

EXECUTIVE OVERVIEW

The City periodically brings in a consulting firm to perform a Cost Allocation Study to assist in determining the administrative cost of the General Fund to provide service to the other funds. The transfers are based on data from the study. Transfers make up approximately 8% of the General Fund budgeted revenue. The budget for transfers is \$1,648,903.

Fines and Forfeitures

Fines and Forfeitures include revenue derived from various sources such as court fines, animal fees, and other public safety fees including warrant, subpoena, and probation fees. Fines and forfeitures account for approximately 3.3% of General Fund revenue. Fines and Fees are budgeted at \$609,500.

Charges for Service, Interest, and Other Revenue

Other revenue consists of various sources including ambulance service, interest earnings, refunds and recoveries of expenditures. The 2012-2013 budget for other revenue is \$1.3 million.

GENERAL FUND EXPENDITURES

The Adopted General Fund Budget for 2012-2013 is \$18,822,803. This is a decrease of 3.8% from the 2011-2012 adopted budget. The following narrative section describes the changes in detail.

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 and Emergency Management. The Police Department's mission is to protect the lives and property of Lancaster citizens through the enforcement of state and local laws. The City's Fire Department protects the lives and property of Lancaster citizens by providing fire suppression, emergency medical assistance, and education programs.

Public Safety accounts for 66% of the General Fund budget. The total Public Safety budget increased from the prior year's budget of \$12.47 million to \$12.72 million. This represents a 2% increase from the 2011-2012 budget. 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 12% of General Fund expenditures. The General Government function includes the following departments:

City Council
City Manager's Office
Legal
City Secretary

Finance
Purchasing
Human Resources
Information Technology

EXECUTIVE OVERVIEW

These departments provide the administrative functions to ensure the City operates efficiently. Due to the slowdown in the national economy and its effects on the City of Lancaster's revenue stream, it was necessary to maintain the cost of city administrative functions. The approved budget for these divisions is \$2.2 million.

Other Divisions

Other departments include Public Works, Community Services, Community Development and Non-Departmental. These divisions make up approximately 24% of General Fund Expenditures.

Fund Balance

The General Fund is estimated to end the 2012-2013 fiscal year with an estimated fund balance of \$3.63 million. This represents approximately 18.50% of operating expenditures.

WATER AND WASTEWATER (SEWER) FUND

The municipal water system serves approximately 11,112 connections with an average consumption of 81,402 gallons annually. There are roughly 11,081 connections to the City's Sewer System. The Water and Wastewater Fund accounts for approximately 25% of the City's total revenues and 25% of the City's total expenditures. Water and Wastewater revenues and expenditures vary from year to year.

Fiscal year 2012-2013 water and wastewater revenues are expected to decrease by approximately \$1.2 million or almost 9% from year end estimates for fiscal year 2011-2012. Budgeted Expenditures are \$12.9 million this fiscal year compared to the prior year of \$12.8 million.

DEBT OVERVIEW

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

COMMUNITY INFORMATION

City of Lancaster

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

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

Historical Overview

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

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

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

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

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

Community Information

Housing – The average new housing costs in the City of Lancaster range from the 120,000-140,000's and up. The residential housing in the community consist of: single family 75%, multi family 24% and other 1%. The median household income is 57,542. The average family size is 3.47. Source: North Central Council of Governments, U.S. 2010 Census and Dallas Central Appraisal District.

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

There are a number of senior care facilities in the area to meet the needs of a diverse and active aging population. Within close proximity are Methodist Charlton Medical Center, Baylor Medical Center, and Methodist Dallas Medical Center.

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

The Community Park features a 6 acre pond with a fishing pier, walking trails, grassy amphitheater with a performance stage by the water, lighted youth football and soccer fields, two picnic pavilions, a large multi-age level playground, and the Royce Clayton/Texas Rangers Youth Ballpark which is lighted, irrigated and has a covered grandstand for 500 spectators. The same architect who designed the Texas Rangers' Ballpark in Arlington designed the Ballpark.

The Recreation Center features an Indoor Water Park with a double loop water slide, lazy river, zero depth entry, vortex, 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 Community Park, Lancaster is home to five (5) playgrounds at the Lancaster Independent School District elementary schools, three (3) additional playgrounds at City Park and Cedardale Athletic Complex, six (6) neighborhood parks (Meadow Creek, Dewberry, Rocky Crest, Verona, Stanford, and Kids Square).

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

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



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

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

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



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

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

Lancaster Convention and Visitors Center

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

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



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

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

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



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

more accommodating for visiting aviators.

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

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

Mayor & City Council

						
Mayor Marcus E. Knight	District 1 Walter Weaver	District 2 Stanley Jaglowski	District 3 Mayor Pro Tem Marco Mejia	District 4 Deputy Mayor Pro Tem James Daniels	District 5 La Shonjia Harris	District 6 Nina Morris

2012-2013 Goals and Objectives

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

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

Financially Sound City Government

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

- ▶ Revise and Amend Storm Water Ordinance
- ▶ Amend Financial Policies to maintain a minimum 12% fund balance and designate any excess to the Capital Improvement Projects (CIP) and Equipment Replacement Funds.

Civic Engagement

The city provides opportunities for involvement through special events, boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, civic leadership academy, and City-wide celebrations.

Healthy, Safe and Vibrant Neighborhoods

Lancaster is a safe place where neighbors know each other. The community unites at citywide events that keep neighborhoods strong. Compassionate code enforcement maintains our residential neighborhoods, and all residents have access to parks near where they live.

- ▶ Expand Police visibility and involvement in the community through community watch programs, and teen/youth activities and education.
- ▶ Support Lancaster neighborhoods in the creation of Public Improvement Districts (PID's) throughout the City to strengthen and connect neighborhoods.

Professional and Committed City Workforce

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

Sound Infrastructure

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

- ▶ FCC Compliance with Narrowband Requirements
- ▶ Street Maintenance Program
- ▶ Plan for new Fleet Maintenance Facility

Quality Development

The City has well-maintained streets and well-planned preventative maintenance programs for infrastructure and assets.

- ▶ Update the Comprehensive Plan
- ▶ Recruit Quality Commercial, Industrial and Retail Jobs
- ▶ Target marketing program to commercial, industrial and retail brokerage community
- ▶ Continue to implement the Airport Master Plan

Executive Leadership Team



Left to right: Back row: Ed Brady, Larry Flatt, Sean Johnson, Thomas Griffith;
Left to right: Front row: Dori Lee, Dolle Downe, Opal Mauldin Robertson, Rona Stringfellow-Govan

City Manager, **Opal Mauldin Robertson**, is committed to providing quality, innovative services that set a standard for professionalism and excellence.

Director of Economic Development, **Ed Brady**, seeks to assist developers with favorable site-selection for new and existing businesses designed to create a growing tax base for the community.

City Secretary **Dolle Downe**, is responsible for administering municipal elections, directing the publication of legal notices and maintaining official documents of the city.

Police Chief, **Larry Flatt**, works collaboratively with the members of our community to foster a safe environment and enhance the quality of life for all of our citizens, through police protection and emergency communications.

Managing Director of Public Works and Development Services, **Rona Stringfellow Govan**, oversees the development services divisions, which includes planning, inspections, code compliance and animal services as well as four public works divisions which include stormwater, engineering, streets, waste water and water and ensures the safe operational function of each division.

Fire Chief, **Thomas Griffith**, is driven by the mission to Protect the Public, Be Polite, and ultimately Go Home Safe.

Director of Finance, **Sheree Haynes**, has the responsibility of documenting revenues, expenditures, accounts receivable/payable, purchasing and utility billing for adherence to the approved budget.

Director of Parks, Recreation and Library Services, **Sean Johnson**, ensures residents have well-maintained, quality parks, as well as affordable recreational and library opportunities.

Director of Human Resources, **Dori Lee**, manages procedures pertaining to personnel, developing and managing recruitment, training, risk management and policy development.

City Excellence

Is it right for the community?

Is it right for the department?

Is it ethical and legal?

Is it consistent with our values and policies?

Is it something I am to be accountable for?

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

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



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



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



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



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



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

FINANCIAL POLICY

RESOLUTION NO. 2012-09-71

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

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

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

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

Section 1. The City of Lancaster Financial Policy, attached hereto and incorporated herein by reference as Exhibit "A", having been reviewed by the City Council of the City of Lancaster, Texas, and found to be acceptable and in the best interest of the City and its citizens is hereby in all things approved.

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 10th day of September, 2012.

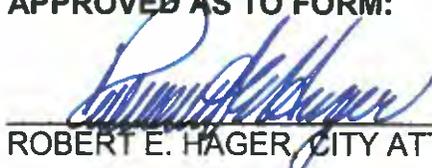
ATTEST:


DOLLE K. DOWNE, CITY SECRETARY

APPROVED:


MARCUS E. KNIGHT, MAYOR

APPROVED AS TO FORM:


ROBERT E. HAGER, CITY ATTORNEY

City of Lancaster, Texas

Financial Policy Statement

I. Purpose

The City of Lancaster is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication. The broad purpose of the Financial Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

The financial policy statements provide guidelines for the Finance Director in their role as Chief Financial Officer for the City.

Policy scope generally spans, among other issues, general goals, accounting, auditing, financial reporting, internal controls, operating and capital budgeting, fund balance or operating position concepts, revenue management, cash and investment management, expenditure control, debt management, and planning concepts, in order to:

- (a) Present fairly and with full disclosure the financial position and results of financial operations of the City in conformity to U.S. generally accepted accounting principles (GAAP); and
- (b) Determine and demonstrate compliance with finance-related legal and contractual issues in accordance with provisions of the City Charter, the Texas Local Government Code and other pertinent legal documents and mandates; and
- (c) Demonstrate good fiscal administration of the City's funds and promote accountability to its citizens; and

- (d) Provide precedents for future policy-makers and financial managers on common financial goals and strategies.

These fiscal policies will be reviewed and refined annually as part of the budget preparation process to reflect current laws as well as significant changes in the City which will impact the prevailing policy.

The budgeted funds for the City of Lancaster include:

- (a) General Fund: Accounts that are for all financial resources excluding those required to be accounted for in another fund, include basic governmental services such as police, fire, and public works.
- (b) Special Revenue Fund: Accounts that are for specific resources that are legally restricted for a specified purpose.
- (c) Debt Service Fund: Account used for the payment of general long-term debt principal and interest requirements.
- (d) Capital Projects Fund: Account used for the acquisition or construction of major capital facilities other than those financed by enterprise activities.
- (e) Enterprise Fund: This account includes the City's "business like" activities such as Water Waste Water, Golf, Airport and Sanitation Funds.

II. General

The City will follow a five-year review and optional rotation of external (independent) auditors. The auditors must demonstrate that they have the experience and adequate staffing to handle the City's audit in a timely

manner. The audited financial statements should be prepared within 120 days of the close of the fiscal year.

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

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

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

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

III. Staffing and Training

Staffing levels shall be adequate for the fiscal departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the internal controls are jeopardized or personnel turnover rates are unacceptable.

The City shall support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff shall be held accountable for

communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences and related educational efforts.

IV. Revenues

The City shall strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

A certainty of the revenue source increases the reliability of the revenue system. The City shall try to establish certain revenue sources as well as consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

The revenue system of the City shall strive to maintain equity in its structure. That is, the City shall seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, or customers.

The benefits of a revenue shall exceed the cost of producing the revenue.

The City shall require that there be a balance in the revenue system. That is, the revenue base shall have the characteristic of neutrality as it applies to cost of service, willingness to pay and ability to pay issues.

The City shall use due caution in the analysis of any tax incentives that are used to encourage development.

Quarterly reports shall be prepared to compare actual revenues to budgeted and to determine the variances and decide actions to take thereon.

A desirable balance between elastic and inelastic revenue sources shall be attempted. Any changes in revenue structure shall result in the examination of this change.

Any potential grants shall be examined for matching requirements so that the source and availability of these funds may be determined before grant application is made. These revenue sources should be used only for capital improvements that are consistent with the Capital Improvements Plan whose operating and maintenance costs have been included in the operating budget.

One-time revenues shall not be used for on-going operations. Non-recurring revenues shall be used only for non-recurring expenditures. Care shall be taken not to use these revenues for budget balancing purposes.

The cumulative increase of revenue from the levy of property tax will not exceed the preceding fiscal year:

- Excluding taxable value gained through annexation or consolidation;

- Excluding the taxable value gained through new construction;

- Excluding increases mandated by the voters for debt service;

- Excluding 3% of the effective tax rate.

For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset by a fee.

The fees based on user charges shall be reviewed annually to ensure continuing coverage of the cost of services. The City shall revise user fees with review of the City Council to adjust for the costs of inflation and additional recovery increments.

The City shall review and adopt utility rates annually that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.

A method is established whereby the General Fund can impose a charge to the Utility Fund(s) for general and administrative services performed on the Enterprise Fund's behalf. The process shall be documented and disclosed to the City's auditors for review.

Interest earned from investment of available funds, whether pooled or not, shall be distributed to the funds from which monies were provided to be invested.

All revenue collections will be consolidated under Finance and be audited annually.

V. Expenditures

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

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

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

VI. Operating Budget

Current operating revenue will be sufficient to support current operating expenditures. Debt or bond financing will not be used to finance current expenditures. Annually recurring revenue will not be less than annually

recurring operating budget expenditures (operating budget minus capital outlay) or Council may authorize the City Manager to utilize unrestricted fund balance to make up the difference.

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

VII. Operating Position

Current expenditures shall be paid with current revenues. Deferrals, short-term loans, or one-time sources shall be avoided as budget balancing techniques. Reserves may be used for unanticipated emergencies or designated by Council.

The City will maintain an unallocated fund balance of an amount equal to a minimum of twelve (12) percent of the general operating budget. Any excess above the minimum will be designated to the Capital Improvement Program and the Equipment Replacement Program. These designations will be reviewed annually and authorized by the Council. The minimum twelve (12) percent unallocated fund balance will be used to avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment-grade bond rating. The unallocated fund balance of other funds should be maintained as follows:

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

Periodic review of cash flow position shall be performed to determine performance of cash management and investment policies. A detailed policy structure shall be followed with respect to Cash/Treasury Management. The

underlying theme shall be that idle cash shall be invested with the goals and objectives as identified in the City's Investment Policy.

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

VIII. Debt

Long Term Debt shall not be used for operating purposes. The life of the bonds shall not exceed the useful life of the projects.

When appropriate, self-supporting revenue bonds shall be issued before general obligation bonds.

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

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

Interest earnings on bond proceeds shall be credited to the appropriate bond/capital fund.

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

The bonds shall have a provision which allows them to be recalled after the tenth year of issue.

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

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

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

IX. Capital Infrastructure and Equipment Replacement

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

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

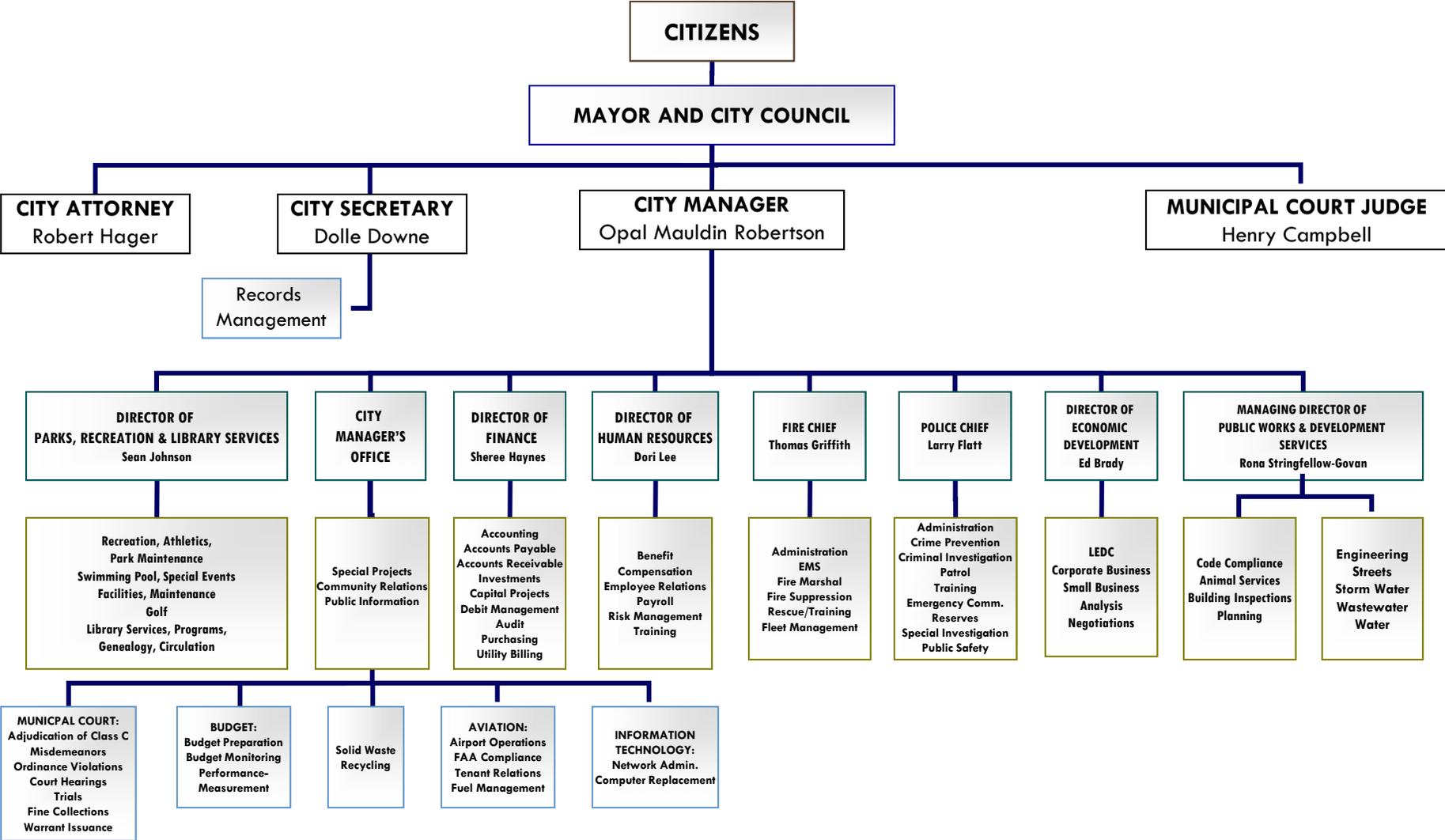
Assets shall be maintained to protect the government's investment and minimize the future replacement and maintenance costs.

The annual operating budget shall provide for adequate maintenance and issuance of all capital plant and equipment.

PERSONNEL AND SALARY INFORMATION

FY 2012-2013 Organizational Chart

City of Lancaster



PERSONNEL SCHEDULE

Adopted 10/1/2012

City Manager's Office 01-02	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	City Manager	N/A	1	1	1
	Assistant City Manager	N/A	1	0	1
	Assistant to the City Manager	15-E	0	1	0.75
	Budget Analyst	14-E	0.75	0	0
	CM Executive Assistant	60-N	1	1	1
	Community Relations Assist.	55-N	0.5	0.5	0.5
Total			4.25	3.5	4.25

Building Services 01-06	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Building & Contract Svs. Mgr	14-E	1	0	0
	Building Maint. Worker I	54-N	1	1	1
	Total			2	1

Municipal Court 01-08	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Court Administrator	14-E	1	1	0
	City Marshal	60-N	0	1	1
	Lead Court Clerk	55-N	0	0	1
	Court Clerk	54-N	2	2	2
	Deputy City Marshal	01-N	0	0	0.5
	Part-time court clerk	01-N	0.5	0.5	0.5
Total			3.5	4.5	5

Building Inspections 01-09	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Asst. Development Services Director	17-E	0	0	0
	Building Official	16-E	1	1	1
	Asst. Building Official	13-E	1	1	0
	Building Inspector	59-N	1	1	1
	Permit Technician	56-N	1	1	1
Total			4	4	3

Fleet Services 01-10	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Superintendent—Fleet	15-E	1	1	1
	Mechanic/Fleet Services	56-N	3	3	3
Total			4	4	4

PERSONNEL SCHEDULE

Adopted 10/1/2012

Streets 01-12	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Foreman II	59-N	1	0	0
	Signs & Signals Technician	57-N	1	1	1
	Heavy Equipment Operator II	57-N	1	1	1
	Heavy Equipment Operator I	54-N	1	1	1
	Maintenance Worker I	51-N	2	2	2
Total			6	5	5

Parks 01-13	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Park Operations Manager	15-E	1	1	1
	Foreman II	59-N	0	0	1
	Foreman I	57-N	2	2	1
	Maintenance Worker II	52-N	4	5	5
Total			7	8	8

Police 01-14	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Police Chief	N/A	1	1	1
	Assistant Police Chief	P4-CS	2	2	2
	Lieutenant	P3-CS	6	6	6
	Sergeant	P2-CS	7	7	7
	Police Officer	P1-CS	36	35	35
	Office & Records Manager	12-E	0	0	1
	Records Supervisor	12-E	1	1	0
	Office Manager	59-N	1	1	0
	CID Technician	57-N	1	1	1
	Property & Evidence Tech.	57-N	1	1	1
	Police Technicians	54-N	1	1	2
	PT Hourly-Police (value .5)	01-N	0.5	0	0
Total			57.5	56	56

Victims Grant 01-14-10	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Victims Assistance Coordinator (Value .25)	01-N	0.25	0	0
	Hourly Clerk (Value .25)	01-N	0.25	0	0
Total			0.5	0	0

COPS Grant 01-14-11	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Police Officer	P1-CS	3	3	3
Total			3	3	3

PERSONNEL SCHEDULE

Adopted 10/1/2012

Fire 01-15	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Fire Chief	N/A	1	1	1
	Asst. Fire Chief	F5-CS	1	1	1
	Battalion Chief	F4-CS	3	3	3
	Captain	F3-CS	10	10	11
	Fire Engineer	F2-CS	22	22	21
	Fire Fighter	F1-CS	19	19	19
	Office Manager	59-N	1	0	0
	PT Clerical (value .5)	01-N	0	0	0
Total			57	56	56

Planning & Development 01-17	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Senior Planner	15-E	1	1	1
	Total			1	1

City Secretary 01-18	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	City Secretary	N/A	1	1	1
	Assistant City Secretary	55-N	1	1	1
	Total			2	2

Finance 01-19	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Director of Finance	N/A	1	1	1
	Asst. Director of Finance	16-E	1	1	1
	Chief Accountant	15-E	1	0	0
	Accountant	60-N	0	0	0.75
	Account Payables Specialist	55-N	1	1	1
Total			4	3	3.75

Animal Services 01-24	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Animal Services Officer	57-N	2	2	2
	PT Animal Shelter Attendant (value .5)	01-N	0.5	0.5	0.5
	Total			2.5	2.5

Purchasing 01-29	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Purchasing Agent	15-E	1	1	1
	Total			1	1

PERSONNEL SCHEDULE

Adopted 10/1/2012

Human Resources 01-31	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Director of Human Resources	N/A	1	1	1
	Human Resources Supervisor	15-E	1	0	0
	Human Resources Assistant	55-N	0	1	1
	Total		2	2	2

Emergency Communications 01-34	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Lead 911 Dispatcher	57-N	4	4	4
	911 Dispatchers	56-N	6	6	6
	PT Dispatcher (value .5)	01-N	1	1	1
	PT Dispatcher (value .25)	01-N	0.25	0.25	0.25
Total		11.25	11.25	11.25	

Code Compliance 01-35	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Code Compliance Officer	57-N	4	3	3
	Total		4	3	3

Development Services 01-36	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Managing Director of Dev. Svcs & PW	N/A	0	0	0.33
	Director of Development Services	N/A	0.5	0.5	0
	Asst. Development Services Director	17-E	0	0	0.33
	Office Manager	59-N	0.5	0	0
Total		1	0.5	0.66	

Information Technology 01-37	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	IT Manager	16-E	0.75	0.75	0.75
	GIS Coordinator	15-E	0	0	0.5
	Computer Systems Admin.	60-N	2	2	2
	PT Hourly IT (value .5)	01-N	0.5	0.5	0.5
Total		3.25	3.25	3.75	

Fire Marshal 01-38	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Fire Marshal	16-E	0.25	0	1
	Administrative Secretary	53-N	1	1	1
Total		1.25	1	2	

GENERAL FUND TOTAL		182	175.5	178.16
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PERSONNEL SCHEDULE

Adopted 10/1/2012

PW - Administration Engineering 05-02	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Director of Public Works	N/A	1	1	0
	Managing Director of Dev. Svc & PW	N/A	0	0	0.33
	Asst. Development Services Director	17-E	0	0	0.33
	City Engineer	16-E	1	1	1
	IT Manager	16-E	0.25	0.25	0.25
	GIS Coordinator	15-E	1	1	0.25
	Assistant to the City Manager	15-E	0.25	0.25	0.25
	Project Manager	14-E	2	1	1
	Construction Inspector	59-N	2	2	2
Office Manager	59-N	1	1	1	
Total			8.5	7.5	6.41
Utility Billing 05-20	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Utility Billing Manager	15-E	1	1	1
	Accountant	60-N	0	0	0.25
	Accounting Generalist	55-N	1	1	0
	Sr. Utility Billing Clerk	55-N	1	1	1
	Community Relations Assistant	55-N	0.25	0.25	0.25
	Utility Billing Clerk	54-N	2	2	2
Total			5.25	5.25	4.5
Water 05-21	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Superintendent-W/WW	16-E	1	1	1
	Crew Leader	57-N	1	1	1
	Water Systems Operator	57-N	1	1	1
	Admin Secretary	53-N	1	1	1
	Maintenance Worker II	52-N	1	1	1
Total			5	5	5
Meter Readers 05-27	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Meter Technician	53-N	2	2	2
Total			2	2	2
Waste Water 05-30	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Foreman III	60-N	1	1	1
	Crew Leader	57-N	4	4	4
	Heavy Equipment Operator I	54-N	1	1	1
	Maintenance Worker II	52-N	4	4	4
	Total			10	10
WATER FUND TOTAL			30.75	29.75	27.91

PERSONNEL SCHEDULE

Adopted 10/1/2012

Airport 09-40	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Airport Manager	16-E	1	1	1
	Airport Operations Supervisor	57-N	1	1	1
	PT Airport Labor (value .5)	01-N	1.5	1.5	1.5
Total			3.5	3.5	3.5

LEDC 16-02	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Director of Economic Development	N/A	1	1	1
	Community Relations Assist.	55-N	0.25	0.25	0.25
	Executive Secretary	59-N	1	0	0
Total			2.25	1.25	1.25

PERSONNEL SCHEDULE

Adopted 10/1/2012

P&R Administration 17-02	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Director of Parks & Recreation	N/A	1	1	1
	Informal Education Coordinator	12-E	1	0	0
	Administrative Secretary	53-N	1	1	1
Total			3	2	2

Library 17-07	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Library Director	N/A	1	1	0
	Library Manager	15-E	0	0	1
	Assistant Library Manager	13-E	1	1	1
	Volunteer Coordinator	53-N	0	0	1
	PT Library Assistant (.75 value)	01-N	0	0.75	0.75
	PT Library Attendant (.5 value)	01-N	6.5	4.5	4
	PT Library Clerk (.25 value)	01-N	0	0.75	0.75
Total			8.5	8	8.5

Senior Life Center 17-54	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Senior Center Supervisor	12-E	1	1	1
	Recreation Leader	51-N	1	0	0
	PT Senior Van Driver (value .75)	01-N	0.75	0.75	0.75
Total			2.75	1.75	1.75

Recreation 17-56	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Recreation Superintendent	15-E	1	1	1
	Recreation Supervisor	12-E	2	2	2
	Senior Center Supervisor	12-E	1	0	0
	Information Education Coordinator	12-E	0	1	1
	Aquatics Coordinator	51-N	1	1	1
	Recreation Leader	51-N	0	1	1
	PT Senior Lifeguard (value .50)	01-N	2	2	2
	PT Summer Lifeguard (value .25)	01-N	1.25	1.25	1.25
	PT Year-round Lifeguards (value .5)	01-N	5	5	5
	PT Hourly Clerical (value .5)	01-N	4	4	4
Total			17.25	18.25	18.25

Youth Program 17-56-01	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	PT Youth Program Leaders (value .50)	01-N	0	2	2
	Total			0	2
RECREATION FUND			31.5	32	32.5

PERSONNEL SCHEDULE

Adopted 10/1/2012

Housing 20-25	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Managing Director of Dev. Srvc & PW	N/A	0	0	0
	Director of Development Services	N/A	0.5	0.5	0
	Housing Manager	15-E	1	1	1
	Housing Compliance Supervisor	12-E	0	1	0.3
	Housing Counselor Sup.	12-E	1	0	0
	Housing Inspector Sup.	12-E	1	0	0
	Office Manager	59-N	0.5	0	0
	Housing Inspector	57-N	2	2	1.3
	Housing Choice Voucher Specliaist	57-N	0	3	0.9
	Housing Counselor I	55-N	3	0	0
	Administrative Secretary	53-N	2	1	0.3
	PT Clerical (value .5)	01-N	0.5	0	0
Total			11.5	8.5	3.8

Storm Water 53-04	Position	Pay Grade	Adopted 10/11	Adopted 11/12	Adopted 12/13
	Managing Director of Dev. Srvc & PW	N/A	0	0	0.33
	Superintendent-Streets/Drain.	15-E	1	0	1
	Asst. Development Services Director	17-E	0	0	0.33
	GIS Coordinator	15-E	0	0	0.25
	Foreman III	60-N	0	1	1
	Foreman II	59-N	1	0	0
	Heavy Equipment Operator II	57-N	1	1	1
	Heavy Equipment Operator I	54-N	2	2	2
	Light Equipment Operator	53-N	3	3	3
	Maintenance Worker I	51-N	4	4	4
	Total			12	11

GRAND TOTAL	273.5	261.5	260.03
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City of Lancaster
2012/2013 Adopted General Government Pay Plan
Effective 10/01/2012



Annual

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$23,442	\$24,625	\$25,809	\$26,990	\$28,176	\$29,357	\$30,541	\$31,724	\$32,908
52	\$24,794	\$26,062	\$27,329	\$28,598	\$29,867	\$31,133	\$32,400	\$33,669	\$34,938
53	\$26,225	\$27,583	\$28,943	\$30,301	\$31,662	\$33,022	\$34,380	\$35,739	\$37,099
54	\$27,739	\$29,197	\$30,653	\$32,109	\$33,567	\$35,023	\$36,481	\$37,937	\$39,393
55	\$29,357	\$30,917	\$32,477	\$34,037	\$35,599	\$37,159	\$38,719	\$40,279	\$41,841
56	\$31,029	\$32,702	\$34,374	\$36,046	\$37,719	\$39,391	\$41,061	\$42,734	\$44,406
57	\$32,839	\$34,630	\$36,421	\$38,214	\$40,005	\$41,796	\$43,586	\$45,377	\$47,170
58	\$34,726	\$37,014	\$38,559	\$40,477	\$42,395	\$44,310	\$46,228	\$48,146	\$50,061
59	\$36,745	\$38,798	\$40,851	\$42,904	\$44,955	\$47,010	\$49,063	\$51,116	\$53,169
60	\$38,871	\$41,070	\$43,268	\$45,467	\$47,665	\$49,864	\$52,062	\$54,261	\$56,460
11	\$34,773	\$36,708	\$38,644	\$40,579	\$42,513	\$44,450	\$46,384	\$48,318	\$50,255
12	\$38,239	\$40,394	\$42,546	\$44,701	\$46,856	\$49,011	\$51,166	\$53,319	\$55,474
13	\$42,330	\$44,743	\$47,154	\$49,566	\$51,979	\$54,392	\$56,803	\$59,216	\$61,628
14	\$47,197	\$49,918	\$52,641	\$55,361	\$58,084	\$60,805	\$63,525	\$66,248	\$68,969
15	\$52,953	\$56,041	\$59,132	\$62,221	\$65,312	\$68,401	\$71,490	\$74,578	\$77,669
16	\$59,821	\$63,348	\$66,878	\$70,408	\$73,936	\$77,465	\$80,993	\$84,523	\$88,053
17	\$68,035	\$72,095	\$76,153	\$80,123	\$84,273	\$88,333	\$92,394	\$96,452	\$100,514
18	\$77,881	\$82,580	\$87,279	\$91,978	\$96,674	\$101,373	\$106,072	\$110,768	\$115,467
19	\$88,752	\$93,927	\$99,097	\$104,272	\$109,445	\$114,618	\$119,791	\$124,964	\$130,137

Bi-weekly

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$901.615	\$947.115	\$992.654	\$1,038.077	\$1,083.692	\$1,129.115	\$1,174.654	\$1,220.154	\$1,265.692
52	\$953.615	\$1,002.385	\$1,051.115	\$1,099.923	\$1,148.731	\$1,197.423	\$1,246.154	\$1,294.962	\$1,343.769
53	\$1,008.654	\$1,060.885	\$1,113.192	\$1,165.423	\$1,217.769	\$1,270.077	\$1,322.308	\$1,374.577	\$1,426.885
54	\$1,066.885	\$1,122.962	\$1,178.962	\$1,234.962	\$1,291.038	\$1,347.038	\$1,403.115	\$1,459.115	\$1,515.115
55	\$1,129.115	\$1,189.115	\$1,249.115	\$1,309.115	\$1,369.192	\$1,429.192	\$1,489.192	\$1,549.192	\$1,609.269
56	\$1,193.423	\$1,257.769	\$1,322.077	\$1,386.385	\$1,450.731	\$1,515.038	\$1,579.269	\$1,643.615	\$1,707.923
57	\$1,263.038	\$1,331.923	\$1,400.808	\$1,469.769	\$1,538.654	\$1,607.538	\$1,676.385	\$1,745.269	\$1,814.231
58	\$1,335.615	\$1,423.615	\$1,483.038	\$1,556.808	\$1,630.577	\$1,704.231	\$1,778.000	\$1,851.769	\$1,925.423
59	\$1,413.269	\$1,492.231	\$1,571.192	\$1,650.154	\$1,729.038	\$1,808.077	\$1,887.038	\$1,966.000	\$2,044.962
60	\$1,495.038	\$1,579.615	\$1,664.154	\$1,748.731	\$1,833.269	\$1,917.846	\$2,002.385	\$2,086.962	\$2,171.538
11	\$1,337.423	\$1,411.846	\$1,486.308	\$1,560.731	\$1,635.115	\$1,709.615	\$1,784.000	\$1,858.385	\$1,932.885
12	\$1,470.731	\$1,553.615	\$1,636.385	\$1,719.269	\$1,802.154	\$1,885.038	\$1,967.923	\$2,050.731	\$2,133.615
13	\$1,628.077	\$1,720.885	\$1,813.615	\$1,906.385	\$1,999.192	\$2,092.000	\$2,184.731	\$2,277.538	\$2,370.308
14	\$1,815.269	\$1,919.923	\$2,024.654	\$2,129.269	\$2,234.000	\$2,338.654	\$2,443.269	\$2,548.000	\$2,652.654
15	\$2,036.654	\$2,155.423	\$2,274.308	\$2,393.115	\$2,512.000	\$2,630.808	\$2,749.615	\$2,868.385	\$2,987.269
16	\$2,300.808	\$2,436.462	\$2,572.231	\$2,708.000	\$2,843.692	\$2,979.423	\$3,115.115	\$3,250.885	\$3,386.654
17	\$2,616.731	\$2,772.885	\$2,928.962	\$3,081.654	\$3,241.269	\$3,397.423	\$3,553.615	\$3,709.692	\$3,865.923
18	\$2,995.423	\$3,176.154	\$3,356.885	\$3,537.615	\$3,718.231	\$3,898.962	\$4,079.692	\$4,260.308	\$4,441.038
19	\$3,413.538	\$3,612.577	\$3,811.423	\$4,010.462	\$4,209.423	\$4,408.385	\$4,607.346	\$4,806.308	\$5,005.269

Hourly

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	<i>Minimum</i>		<i>1st Quartile</i>		<i>Midpoint</i>		<i>3rd Quartile</i>		<i>Maximum</i>
51	\$11.27	\$11.84	\$12.41	\$12.98	\$13.55	\$14.11	\$14.68	\$15.25	\$15.82
52	\$11.92	\$12.53	\$13.14	\$13.75	\$14.36	\$14.97	\$15.58	\$16.19	\$16.80
53	\$12.61	\$13.26	\$13.91	\$14.57	\$15.22	\$15.88	\$16.53	\$17.18	\$17.84
54	\$13.34	\$14.04	\$14.74	\$15.44	\$16.14	\$16.84	\$17.54	\$18.24	\$18.94
55	\$14.11	\$14.86	\$15.61	\$16.36	\$17.11	\$17.86	\$18.61	\$19.36	\$20.12
56	\$14.92	\$15.72	\$16.53	\$17.33	\$18.13	\$18.94	\$19.74	\$20.55	\$21.35
57	\$15.79	\$16.65	\$17.51	\$18.37	\$19.23	\$20.09	\$20.95	\$21.82	\$22.68
58	\$16.70	\$17.80	\$18.54	\$19.46	\$20.38	\$21.30	\$22.23	\$23.15	\$24.07
59	\$17.67	\$18.65	\$19.64	\$20.63	\$21.61	\$22.60	\$23.59	\$24.58	\$25.56
60	\$18.69	\$19.75	\$20.80	\$21.86	\$22.92	\$23.97	\$25.03	\$26.09	\$27.14
11	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
12	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
13	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
14	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
15	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
16	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
17	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
18	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
19	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt



City of Lancaster
2012-2013 Adopted Salary Structure Detail
 Civil Service Personnel
 October 1, 2012



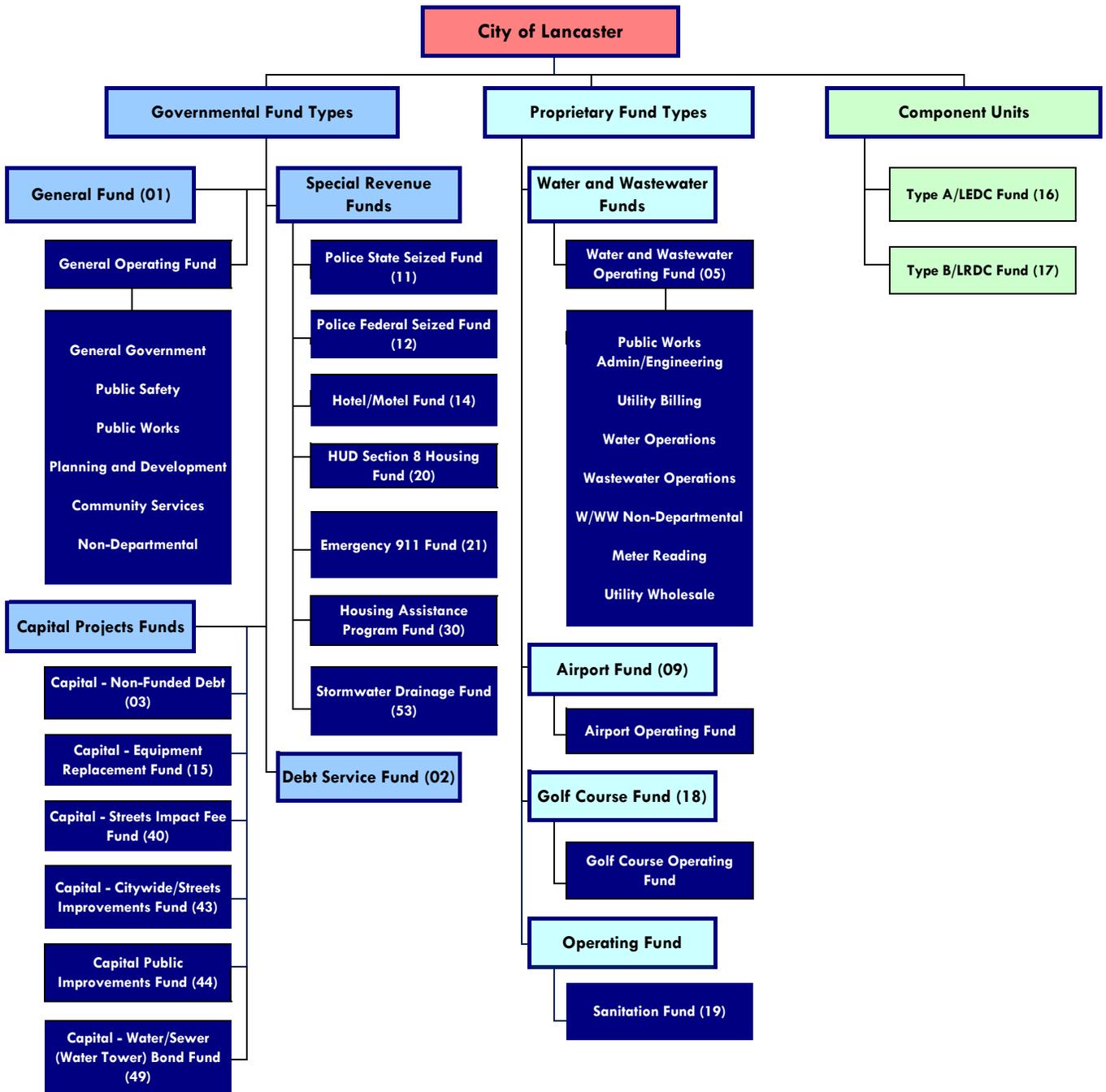
Department	ADOPTED								
Pay Grade	11/12								
Code Position		Frequency:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police		<i>hourly</i>	20.54	21.45	22.40	23.20	24.03	24.89	25.79
Pay Grade: P1-CS		<i>bi-weekly</i>	1,643.115	1,715.615	1,791.692	1,855.769	1,922.318	1,991.423	2,063.346
		<i>monthly</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*	38								
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	53								
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	19								
		<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	11								
		<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 Fire Suppression	3								
4301 Fire Marshal Fire Prevention	1								
		<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	56								
		<i>* hourly rate for 24-hour shift personnel only</i>							
	109	Total Public Safety - Civil Service Employees							

*Three officer positions funded through a four year grant effective 10/1/2009.

FUND STRUCTURE

FUND STRUCTURE

City of Lancaster



City of Lancaster

Fund Structure

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

Governmental Fund Types

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

General Funds

I. General Operating Fund (01)

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

A. General Government Division

- City Council
- City Secretary
- Office of the City Manager
- Legal
- Finance
- Purchasing
- Human Resources

B. Public Safety Division

- Police
- Emergency Communications
- Municipal Court
- Fire
- Emergency Management
- Fire Marshal
- Civil Service

C. Public Works Division

- Streets

D. Planning and Development Division

- Development Services Administration
- Planning
- Building Inspections
- Code Compliance
- Animal Services

E. Community Services Division

- Parks Operations

F. Non-Departmental Division

- Fleet Services
- Building Services
- Non-Departmental
- Transfers

II. Special Revenue Funds

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

A. Police Seized Fund (11)

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

B. Hotel/Motel Occupancy Fees Fund (14)

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

C. HUD Section 8 Housing Fund (20)

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

D. Emergency 911 Fund (21)

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

E. Housing Assistance Program Fund (30) – No Activity. Fund Balance is \$27.20.

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

F. Stormwater Drainage Fund (53)

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

III. Debt Service Funds

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

A. General Obligation Debt Service Fund (02)

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

IV. Capital Improvement Funds

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

A. Capital – Non Funded Debt (03)

B. Capital – Equipment Replacement Fund (15)

C. Capital - Streets Impact Fee Fund (40)

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

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

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

E. Capital – Public Improvements Fund (44)

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

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

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

Proprietary (Enterprise) Type Funds

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

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

I. Water and Wastewater Fund Operating Fund (05)

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

A. Public Works Administration / Engineering (02)

B. Utility Billing Administration (20)

C. Water Operations (21)

D. Wastewater Operations (30)

E. Water and Wastewater Non-Departmental (22)

F. Meter Reading (27)

G. Utility Wholesale Costs (42)

H. Water/Wastewater Debt Service (50)

I. Transfers (80)

II. Airport Operating Fund (09)

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

III. Golf Course Operating Fund (18)

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

IV. Sanitation Operating Fund (19)

Component Units

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

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

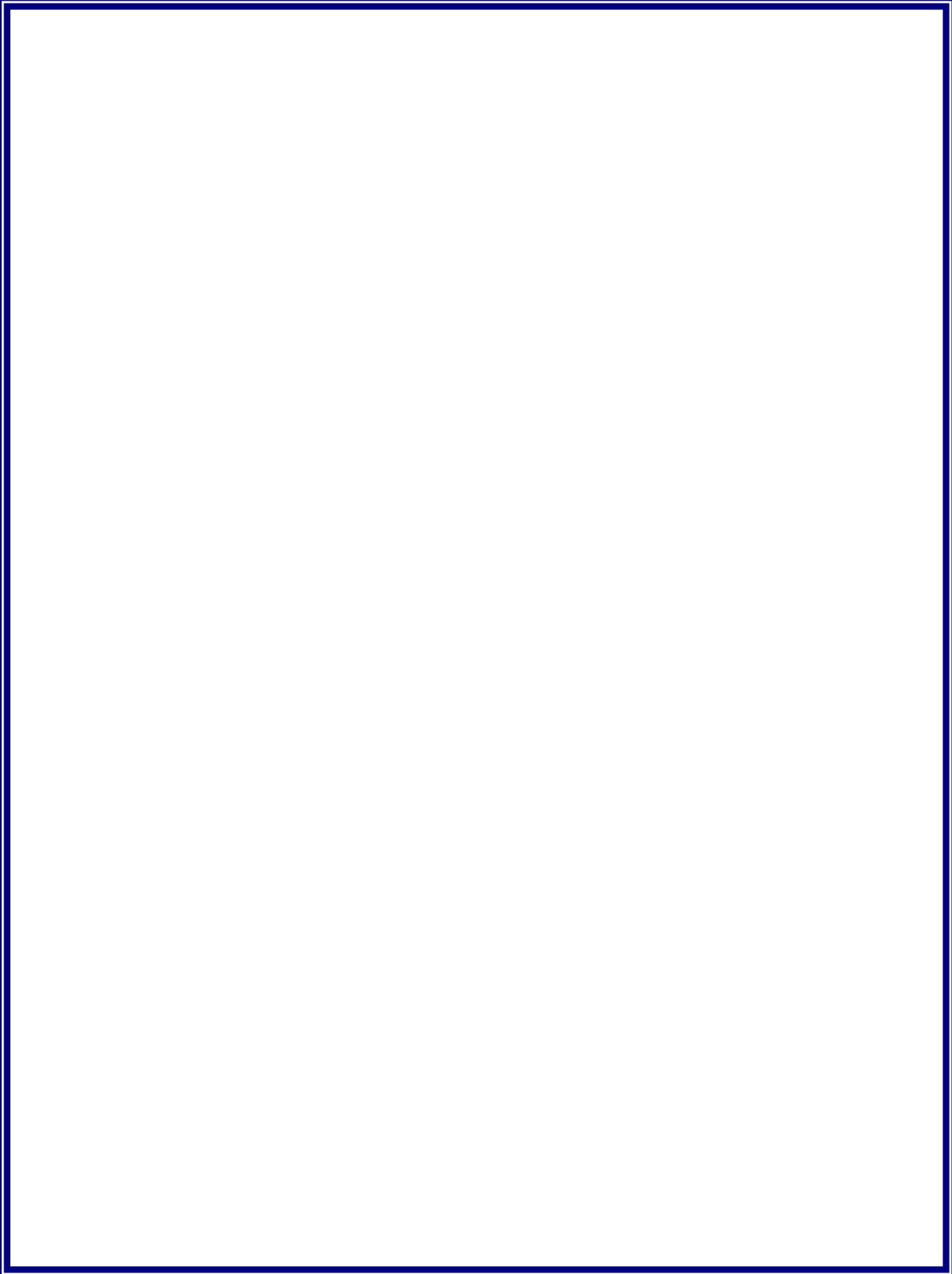
II. Type B/Lancaster Recreational Development Corporation Fund (17)

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

CITY-WIDE OPERATING FUND TOTALS

TOTAL REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Fund Number	Fund			YE Estimate	Budget	
	1 General Fund	21,052,996	20,735,533	19,869,298	19,531,988	18,822,803
	2 G.O. Debt Service	3,701,576	4,255,302	3,942,445	4,005,537	4,175,748
	5 WaterWastewater	11,703,987	11,946,161	14,203,996	13,971,763	12,749,750
	9 Airport	701,432	351,632	803,373	380,127	483,750
	14 HotelMotel	88,506	85,989	87,220	77,137	84,035
	16 LEDC/4A	909,484	948,166	1,034,100	874,000	900,190
	17 LRDC/4B	2,292,815	3,075,579	3,224,031	2,732,769	2,654,273
	18 Golf Course	72,743	84,744	95,009	78,164	84,404
	19 Sanitation	1,886,125	2,153,085	2,123,168	1,739,999	1,739,999
	20 HAP	8,814,631	8,842,183	8,408,012	8,392,270	8,590,710
	21 E911	305,193	313,794	270,373	256,984	215,984
	30 DHAP	1,726	-	-	-	-
	53 Stormwater	1,379,011	1,985,912	1,294,612	1,260,000	1,260,000
Total		\$ 52,910,226	\$ 54,778,081	\$ 55,355,637	\$ 53,300,738	\$ 51,761,646

TOTAL EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Fund Number	Fund			YE Estimate	Budget	
	1 General Fund	21,203,289	19,938,429	19,061,641	19,417,737	19,598,051
	2 G.O. Debt Service	3,206,482	5,145,540	4,073,367	4,066,241	3,948,547
	5 WaterWastewater	12,608,369	10,945,825	10,425,998	12,922,146	12,811,992
	9 Airport	528,068	466,192	454,995	396,582	413,807
	14 HotelMotel	93,499	54,387	56,842	54,619	44,027
	16 LEDC/4A	521,632	553,851	807,751	904,117	1,118,674
	17 LRDC/4B	2,713,966	2,661,660	2,429,128	2,607,667	2,599,824
	18 Golf Course	93,966	90,003	41,018	47,550	138,224
	19 Sanitation	1,856,423	2,224,802	2,349,108	1,562,433	1,609,275
	20 HAP	8,588,582	8,704,796	8,503,038	8,272,738	8,075,026
	21 E911	640,181	103,033	112,283	142,727	455,243
	30 DHAP	151,588	-	-	-	-
	53 Stormwater	1,356,505	1,787,989	888,421	955,527	1,116,388
Total		\$ 53,562,550	\$ 52,676,506	\$ 49,203,590	\$ 51,350,084	\$ 51,929,078



GENERAL FUND

GENERAL FUND

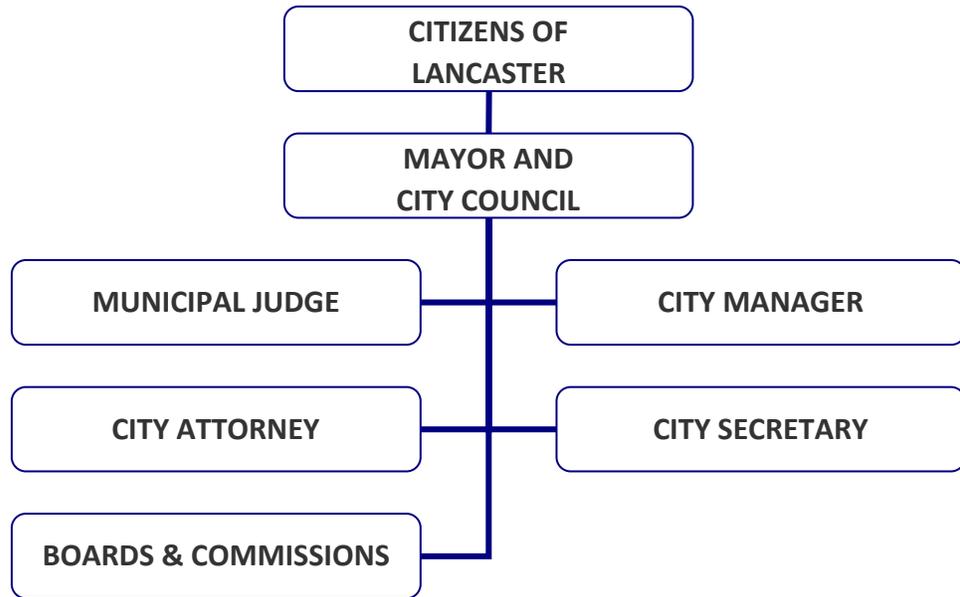
REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Department No	Revenue Source			YE Estimate	Budget	
	PROPERTY TAX	9,706,144	10,152,163	8,974,593	9,048,294	8,689,229
	SALES TAX	4,532,556	4,693,061	5,158,809	4,500,000	4,635,000
	FRANCHISE TAX	1,722,967	1,690,292	1,544,651	1,890,628	1,792,467
	OTHER TAXES	37,893	40,625	36,367	40,000	30,000
	LICENSES AND PERMITS	618,563	571,119	707,872	571,934	447,214
	INTERGOVERNMENTAL	204,679	350,154	139,691	212,000	213,000
	CHARGES FOR SERVICES	634,834	648,479	731,703	650,339	601,340
	FINES AND FORFEITURES	721,503	729,583	703,727	702,089	686,500
	INTEREST	7,073	5,021	4,714	6,000	4,000
	MISCELLANEOUS	318,548	256,569	229,931	227,848	60,150
	OPERATING TRANSFERS IN GRANT & Other Income	2,548,236	1,598,236	1,603,071	1,598,236	1,648,903
		-	231	34,170	84,620	15,000
Total		\$ 21,052,996	\$ 20,735,533	\$ 19,869,298	\$ 19,531,988	\$ 18,822,803

EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Department No				YE Estimate	Budget	
1	City Council	59,874	87,118	46,703	68,935	70,242
2	City Manager's Office	626,932	686,786	554,515	562,886	499,462
5	Legal	149,172	116,885	151,670	150,000	150,000
6	Building Services	1,037,407	877,596	1,037,775	892,891	706,347
8	Municipal Court	359,029	454,184	442,385	440,887	455,517
9	Building Inspections	310,122	278,994	345,392	345,754	273,206
10	Fleet Maintenance	50,931	261,000	256,700	245,540	262,903
12	Streets Operations	2,119,957	785,285	655,944	813,684	737,975
13	Parks	746,297	537,853	535,099	546,173	592,998
13	Parks-Prison Labor	3,898	1,546	6,701	6,000	6,360
14	Police	5,946,511	5,589,531	5,552,300	5,539,068	5,499,979
14	Police-COPS Grant	-	103,389	112,952	171,417	163,958
14	Police-FBI Hwy Interdiction Grant	-	-	-	-	15,000
15	Fire	5,840,457	5,679,488	5,473,923	5,360,589	5,606,190
15	Emergency Management	208,570	43,304	35,192	62,980	47,580
16	Non-Departmental	745,467	845,427	628,787	730,717	974,187
17	Planning	129,201	92,263	82,978	80,146	82,460
18	City Secretary	173,505	173,555	178,518	178,754	190,076
19	Finance	762,198	538,880	481,677	500,997	547,733
24	Animal Services	132,096	148,015	138,261	142,542	152,729
29	Purchasing	112,920	108,637	111,740	109,059	113,522
31	Human Resources	318,630	326,071	326,655	328,541	310,872
32	Civil Service	6,117	5,563	6,130	5,850	7,850
34	Emergency Communications	333,873	675,752	677,027	814,040	772,003
35	Code Compliance	281,881	264,535	254,498	281,981	273,013
36	Development Services	153,686	179,802	114,532	133,023	131,352
37	Information Technology	434,419	379,813	343,487	382,300	528,016
38	Fire Marshal	159,494	96,914	59,976	72,983	156,520
80	Transfers Out	-	600,000	450,000	450,000	270,000
Total		\$ 21,203,289	\$ 19,938,429	\$ 19,061,641	\$ 19,417,737	\$ 19,598,051

BALANCES		2010 Actual	2011 Actual	2012		2013 Budget
				Year End Est	Budget	
	Net Gain (Loss)	(150,293)	797,104	807,657	114,251	(775,248)
	Beginning Balance	3,746,130	3,595,837	4,392,941	4,363,895	4,478,147
	Ending Balance	3,595,837	4,392,941	5,200,598	4,478,147	3,588,647
Ending Balance as % of Expenditures		16.96%	22.03%	27.28%	23.06%	18.31%



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 wastewater 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 also appoints the Municipal Judge, City Attorney and City Secretary. The Council makes appointments to a number of standing boards, commissions, committees and ad hoc committees as it deems necessary or as State law mandates. Members of such boards, commissions and committees serve in an advisory capacity to City Council or carry out the functions of government as provided by law.

Departmental Goals				
<u>Financially Sound City Government</u>				
<ul style="list-style-type: none"> ● Adopt a balanced budget for FY 2012-2013 by September 30, 2012 that maintains basic service levels and minimizes the impact on City taxpayers and ratepayers. ● Amend financial policies to maintain a minimum 12% fund balance and designate any excess to the Capital Improvements Projects (CIP) and Equipment Replacement funds. 				
<u>Civic Engagement</u>				
<ul style="list-style-type: none"> ● Write and release positive press releases weekly. ● Meet with LISD trustees periodically to discuss areas of mutual concern. 				
<u>Healthy, Safe and Vibrant Neighborhoods</u>				
<ul style="list-style-type: none"> ● Expand Police visibility and involvement in the community through community watch programs, teen/youth activities and education. ● Support neighborhoods in the creation of Public Improvement Districts (PID's) throughout the City to strengthen and connect neighborhoods. 				
<u>Professional and Committed City Workforce</u>				
<ul style="list-style-type: none"> ● Lancaster city government is an employer of choice with competitive pay that attracts an engaged, responsive, customer oriented, innovative, and effective workforce. 				
<u>Sound Infrastructure</u>				
<ul style="list-style-type: none"> ● FCC Compliance with narrowband requirements. ● Street Maintenance Program. ● Plan for new Fleet Maintenance Facility. 				
<u>Quality Development</u>				
<ul style="list-style-type: none"> ● Update the Comprehensive Plan. ● Update and amend the storm water ordinance. ● Recruit quality commercial, industrial and retail jobs. ● Target marketing program to commercial, industrial and retail brokerage community. ● Continue to implement Airport Master Plan. 				
Line Item Detail Totals	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	-	-	-	-
Supplies	2,372	10,555	2,825	2,250
Maintenance	-	-	-	-
Services	84,747	36,148	66,110	67,992
Capital Outlay	-	-	-	-
Total Expenditures	87,118	46,703	68,935	70,242

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 1 CITY COUNCIL
Program 0 ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
201	OFFICE SUPPLIES	\$ 1,862	\$ 1,206	\$ 762	\$ 1,300	\$ 1,300
202	UNIFORMS AND CLOTHING	\$ 388	\$ 201	\$ 72	\$ 75	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ 200	\$ 100	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 1,075	\$ 804	\$ 522	\$ 650	\$ 850
214	POSTAGE/SHIPPING/DELIVERY	\$ 165	\$ 161	\$ 7	\$ 100	\$ 100
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ 8,992	\$ 600	\$ -
Supplies Sub Total		\$ 3,490	\$ 2,372	\$ 10,555	\$ 2,225	\$ 2,250
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 1,031	\$ -	\$ 3,240
402	RENTAL OF EQUIPMENT	\$ 3,806	\$ 2,703	\$ 2,463	\$ 2,750	\$ 2,172
407	SPECIAL SERVICES	\$ 9,995	\$ 10,342	\$ 10,000	\$ 11,000	\$ 12,000
409	TRAVEL & EDUCATION	\$ 484	\$ -	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ 743	\$ 790	\$ 415	\$ 5,170	\$ 1,090
416	OTHER/PROFESSIONAL SERVICES	\$ 19,804	\$ 26,269	\$ 12,612	\$ 21,500	\$ 22,375
419	AWARDS	\$ 186	\$ -	\$ 62	\$ 100	\$ 100
421	PRINTING	\$ 2,609	\$ 734	\$ 412	\$ 2,590	\$ 1,475
424	ELECTION EXPENSE	\$ 10,066	\$ 32,611	\$ 5,143	\$ 12,600	\$ 12,500
434	SPECIAL EVENTS	\$ -	\$ -	\$ 60	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ (28)	\$ -	\$ -	\$ -	\$ 2,040
526	TRAVEL & EDUC: CC-MAYOR	\$ 1,720	\$ 3,027	\$ 2,087	\$ 2,000	\$ 2,000
527	TRAVEL & EDUC: CC-DISTRICT 1	\$ 1,090	\$ 20	\$ -	\$ 1,500	\$ 1,500
528	TRAVEL & EDUC: CC-DISTRICT 2	\$ 703	\$ 3,227	\$ 447	\$ 1,500	\$ 1,500
529	TRAVEL & EDUC: CC-DISTRICT 3	\$ 557	\$ -	\$ 31	\$ 900	\$ 1,500
530	TRAVEL & EDUC: CC-DISTRICT 4	\$ 373	\$ 1,002	\$ 154	\$ 1,500	\$ 1,500
531	TRAVEL & EDUC: CC-DISTRICT 5	\$ 2,158	\$ 1,652	\$ 830	\$ 1,500	\$ 1,500
532	TRAVEL & EDUC: CC-DISTRICT 6	\$ 2,118	\$ 2,370	\$ 402	\$ 1,500	\$ 1,500
Services Sub Total		\$ 56,384	\$ 84,747	\$ 36,148	\$ 66,710	\$ 67,992
Department Total		\$ 59,874	\$ 87,118	\$ 46,703	\$ 68,935	\$ 70,242

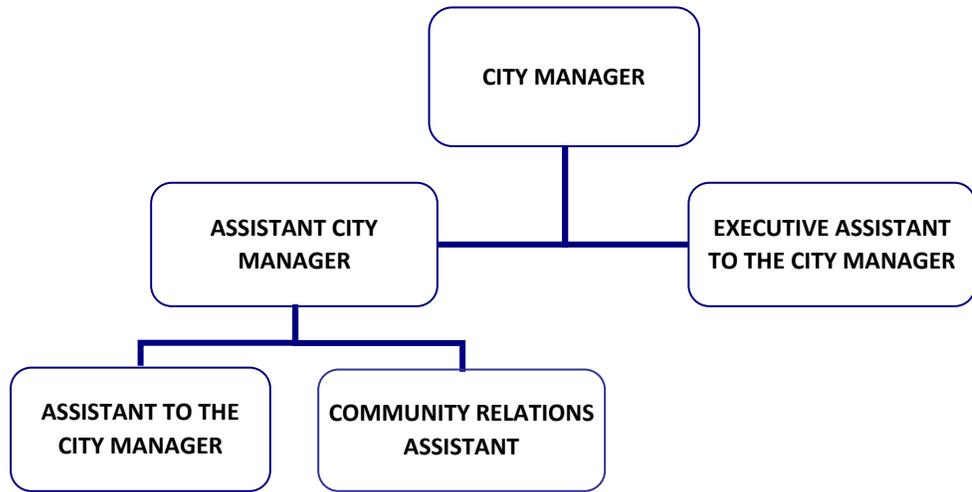


City Manager's Office



Programs / Activities:
 City Management, Community Relations
 Public Information, Budget

General Government Division
 General Fund



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
City Manager	1	1	1
Assistant City Manager	1	0	1
Assistant to the CM	0	1	0.75
Budget Analyst	0.75	0	0
CM Executive Assistant	1	1	1
Community Relations Assistant	0.5	0.5	0.5
Total	4.25	3.5	4.25

Department Narrative

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

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Adopt a balance budget for 2012-2013 by September 30, 2012 that maintains basic service levels and minimizes the impact on City taxpayers and ratepayers • Direct staff to monitor budget and scrutinize expenses to yield savings to be put toward funding of the City reserves • Direct staff to write and release positive press releases weekly • Develop schedule of regular meetings with LISD to discuss issues of mutual concern • Support Lancaster neighborhoods in the creation of Public Improvement Districts (PID's) throughout the City to strengthen and connect neighborhoods • Create presentation/display boards or information kiosks for placement in high-traffic local businesses to provide civic information • Direct and coordinate the successful implementation of High Performance Organization (HPO) activities and objectives • Increase accountability and efficiency of departments through quarterly budget and performance measurement analysis • Implement a new strategic planning, budgeting, and performance measuring procedure that answers the needs and priorities of the citizens, the city council, and the administration • Use the WebQA system to improve communication between city staff and residents thus placing Lancaster on the cutting edge of e-government technology • Coordinate community relations activities including special events • Address the funding and implementation of capital improvement projects deemed beneficial to the City • Support historical preservation, beautification, and conservation initiatives through leadership and community outreach • Represent the City of Lancaster to federal and state legislative agencies, the Chamber of Commerce, school district, Economic Development Corporation, and business leaders throughout the community 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Population	36,361	36,390		36,700
City Council Meetings	45	45		45
Executive Team Meetings	50	50		50
General Fund Expenditures	\$20,161,881	\$19,061,641		\$19,598,051
Total Municipal Budgeted Expenditures	\$51,898,546	\$51,350,084		\$51,929,078
City Sponsored Special Events	14	14		14
Citizen Relationship Management Requests	1,515	1,600		1,600
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Proposed budget presented to City Council on or before August 1	Completed	Completed		Completed
Weekly updates presented on-time	100%	100%		100%
Responses to policy questions within 24 hours	100%	100%		100%
General Fund budget per capita	\$560.05	\$523.82		\$534.01
CMO as percentage of General Fund Expenditures	3.10%	2.90%		2.50%
Operations and Maintenance Tax Rate (per \$100 assessed value)	\$0.65020	\$0.60120		\$0.60120
Total Tax Rate	\$0.86750	\$0.86750		\$0.86750
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	475,704	425,911	379,393	459,174
Supplies	12,673	9,315	12,080	12,752
Maintenance	191	-	-	-
Services	198,218	119,288	171,413	27,536
Capital Outlay	-	-	-	-
TOTAL	686,786	554,515	562,886	499,462

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 2 ADMINISTRATION
Program 0 ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 396,802	\$ 335,972	\$ 291,617	\$ 276,057	\$ 312,593
102	SALARIES-PART TIME	\$ -	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 3,696	\$ 2,490	\$ 5,556	\$ 700	\$ 700
104	SALARIES-LONGEVITY	\$ 850	\$ 904	\$ 968	\$ 980	\$ 1,116
105	GROUP HEALTH INSURANCE	\$ 27,535	\$ 26,529	\$ 26,518	\$ 20,010	\$ 38,532
106	TMRS	\$ 71,554	\$ 64,893	\$ 57,034	\$ 52,378	\$ 59,756
107	FICA	\$ 35,274	\$ 26,116	\$ 21,149	\$ 18,137	\$ 21,749
109	SALARIES-WELL PAY	\$ 1,431	\$ 921	\$ 1,077	\$ 1,000	\$ 1,736
110	DENTAL INSURANCE	\$ 912	\$ 1,575	\$ 2,057	\$ 1,454	\$ 2,613
111	CITY MANAGER BENEFITS	\$ -	\$ 6,436	\$ 11,256	\$ -	\$ 9,300
113	SALARIES-CAR ALLOWANCE	\$ 15,614	\$ 8,757	\$ 7,242	\$ 7,200	\$ 9,600
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 411	\$ 480	\$ 240
120	GROUP LIFE INSURANCE	\$ 34	\$ 64	\$ 333	\$ 357	\$ 485
130	WORKERS COMPENSATION	\$ 1,035	\$ 1,045	\$ 582	\$ 549	\$ 630
131	EAP EXPENSE	\$ -	\$ 2	\$ 110	\$ 91	\$ 124
Personnel Sub Total		\$ 554,736	\$ 475,704	\$ 425,911	\$ 379,393	\$ 459,174
201	OFFICE SUPPLIES	\$ 4,184	\$ 2,741	\$ 1,802	\$ 1,500	\$ 1,767
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ -	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 670	\$ 400	\$ 200	\$ -
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 773	\$ 830	\$ 383	\$ 605	\$ 900
214	POSTAGE/SHIPPING/DELIVERY	\$ 10,113	\$ 8,432	\$ 6,731	\$ 9,975	\$ 9,585
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ -	\$ 1,800	\$ -
Supplies Sub Total		\$ 15,070	\$ 12,673	\$ 9,315	\$ 14,080	\$ 12,752
302	MAINT-MOTOR VEHICLES	\$ -	\$ 191	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ 191	\$ -	\$ -	\$ -
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ 289	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 4,278	\$ 2,967	\$ 2,463	\$ 2,703	\$ 2,172
407	SPECIAL SERVICES	\$ 1,715	\$ 133,359	\$ 70,761	\$ 122,618	\$ 202
408	ADVERTISING	\$ 455	\$ 789	\$ 555	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 14,190	\$ 12,746	\$ 7,648	\$ 7,935	\$ 5,500
414	DUES & SUBSCRIPTIONS	\$ 4,311	\$ 2,304	\$ 4,140	\$ 2,477	\$ 2,580
416	OTHER/PROFESSIONAL SERVICES	\$ 205	\$ 5,031	\$ -	\$ -	\$ -
421	PRINTING	\$ 13,504	\$ 19,041	\$ 18,180	\$ 16,934	\$ 15,882
442	COMPUTER PROFESSIONAL SERVICES	\$ 6,084	\$ 7,042	\$ 12,233	\$ 14,000	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ (7)	\$ -	\$ -	\$ -	\$ 1,200
559	CONTRACT/TEMPORARY LABOR	\$ 12,391	\$ 13,589	\$ 3,308	\$ 2,746	\$ -
Services Sub Total		\$ 57,126	\$ 198,218	\$ 119,288	\$ 169,413	\$ 27,536
Department Total		\$ 626,932	\$ 686,786	\$ 554,515	\$ 562,886	\$ 499,462

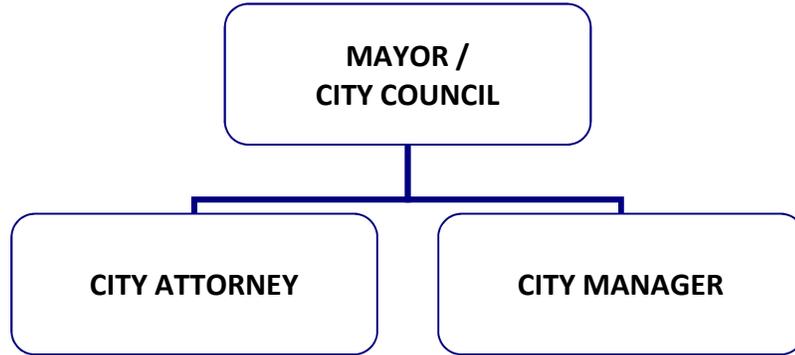


Legal



Programs / Activities:
Legal Council

General Government Division
General Fund



Personnel Summary
Legal - City Attorney - Contract No city personnel designated in 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, 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>

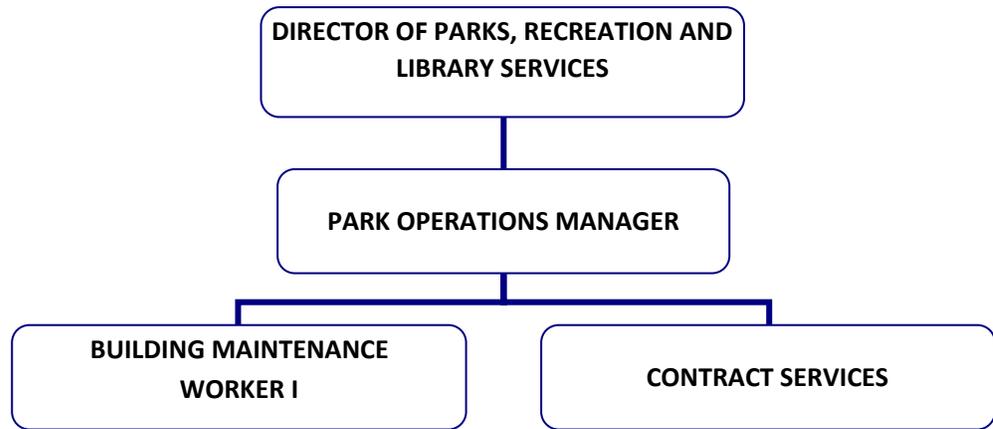
LINE ITEM DETAIL BUDGET REPORT						
<i>City of Lancaster</i>		Fund	1	GENERAL FUND		
<i>2012/2013</i>		Department	5	LEGAL-GENERAL		
<i>Annual Budget</i>		Program	0	LEGAL-GENERAL		
Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 3,580	\$ 5,370	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 149,172	\$ 113,305	\$ 146,300	\$ 150,000	\$ 150,000
460	SETTLEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 149,172	\$ 116,885	\$ 151,670	\$ 150,000	\$ 150,000
Department Total		\$ 149,172	\$ 116,885	\$ 151,670	\$ 150,000	\$ 150,000



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

General Government Division
 General Fund

Building Services



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Adopted 12-13
Building & Contract Svs. Mgr	1	0	0
Building Maint. Worker I	1	1	1
Total	2	1	1

Department Narrative

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



Departmental Goals				
City Council Goals				
<ul style="list-style-type: none"> • Reduce maintenance costs of heating and air conditioning equipment systems by performing routine maintenance of filters, motors, coils, etc. through a yearly HVAC contract • Secure the lowest cost and the most reliable and dependable contractors, when maintenance of city facilities requires out-sourcing expertise • Establish Operation and Maintenance cost for Municipal Buildings and Facilities. • Monitor and review all charges for materials and labor cost to ensure compliance with contracts • Evaluate all annual contracts to ensure most efficient use of city funds and resources • Develop a preventative maintenance schedule for all municipal buildings to include inspection of ceilings, lighting, plumbing, electrical, structural, and exteriors. • Provide prompt response to request for repairs and maintenance issues • Maintain safe, clean facilities for our citizens and employees • Plan, develop and implement a scheduled replacement program for replacement of equipment and fixtures • Develop and implement a 5% energy consumption reduction plan for all city buildings 				
Workload Indicators	2010-2011 Actual	2011-2012		2012-2013 Target
Number of Buildings	20	20		20
Number of Full-Time Employees	3	2		1
Web QA Requests Per Year	430	430		430
Square Footage of Buildings (Maintenance)	210,126	210,126		210,126
Square Footage of Buildings (Janitorial Services)	146,840	146,840		146,840
Performance Measurement	2010-2011 Actual	2011-2012		2012-2013 Target
Electrical Accounts Audited and Evaluated	85%	100%		100%
Documented Minor Service Repairs	100%	100%		100%
Sq. Ft of Building Maintenance per Full-Time Employee	105,063	210,126		210,126
Routine Service Requests Completed within 48 Hours	100%	100%		100%
Inspection of Janitorial Maintenance	100%	100%		100%
Monthly Meetings with Contract Service Providers	85%	100%		100%
HUB Vendors Included in Consideration for All Projects	100%	100%		100%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		YE Estimate	Budget	
Personnel	118,129	43,016	45,936	46,220
Supplies	6,087	4,469	3,750	5,005
Maintenance	54,815	79,271	46,049	47,551
Services	698,566	900,207	789,656	607,571
Capital Outlay	-	10,812	7,500	-
TOTAL	877,896	1,037,775	892,891	706,347

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 110,126	\$ 81,740	\$ 27,889	\$ 29,739	\$ 28,739
103	SALARIES-OVERTIME	\$ 1,144	\$ 924	\$ 1,502	\$ 2,000	\$ 2,000
104	SALARIES-LONGEVITY	\$ 704	\$ 604	\$ 281	\$ 276	\$ 324
105	GROUP HEALTH INSURANCE	\$ 13,796	\$ 14,335	\$ 5,881	\$ 5,806	\$ 6,824
106	TMRS	\$ 14,598	\$ 11,839	\$ 4,111	\$ 4,168	\$ 4,419
107	FICA	\$ 8,212	\$ 6,148	\$ 2,269	\$ 2,296	\$ 2,388
109	SALARIES-WELL PAY	\$ -	\$ 320	\$ -	\$ 400	\$ 149
110	DENTAL INSURANCE	\$ 889	\$ 949	\$ 432	\$ 429	\$ 515
120	GROUP LIFE INSURANCE	\$ 33	\$ 30	\$ 41	\$ 204	\$ 204
130	WORKERS COMPENSATION	\$ 2,842	\$ 1,240	\$ 586	\$ 566	\$ 606
131	EAP EXPENSE	\$ -	\$ 0	\$ 25	\$ 52	\$ 52
Personnel Sub Total		\$ 152,344	\$ 118,129	\$ 43,016	\$ 45,936	\$ 46,220
201	OFFICE SUPPLIES	\$ 835	\$ -	\$ -	\$ -	\$ -
202	UNIFORMS AND CLOTHING	\$ 439	\$ 130	\$ -	\$ -	\$ 389
203	MOTOR VEHICLE SUPPLIES	\$ 207	\$ -	\$ 471	\$ -	\$ 940
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 791	\$ 2,267	\$ 1,470	\$ 500	\$ 1,016
205	JANITORIAL & CLEANING SUPPLIES	\$ 142	\$ 464	\$ 569	\$ 250	\$ 260
218	FUEL & OIL	\$ 3,529	\$ 3,226	\$ 1,959	\$ 3,000	\$ 2,400
Supplies Sub Total		\$ 5,943	\$ 6,087	\$ 4,469	\$ 3,750	\$ 5,005
301	MAINT-BLDG & STRUCTURES	\$ 132,316	\$ 41,089	\$ 67,110	\$ 38,549	\$ 38,660
302	MAINT-MOTOR VEHICLES	\$ 2,231	\$ 398	\$ 791	\$ 500	\$ 391
346	MAINT-HEATING & COOLING SYSTEM	\$ 84,899	\$ 7,737	\$ 9,747	\$ 6,000	\$ 6,000
363	MAINT-LOCKS & KEYS	\$ 2,682	\$ 5,591	\$ 1,623	\$ 1,000	\$ 2,500
Maintenance Sub Total		\$ 222,127	\$ 54,815	\$ 79,271	\$ 46,049	\$ 47,551
401	TELEPHONE & COMMUNICATIONS	\$ 119,724	\$ 106,826	\$ 115,382	\$ 120,000	\$ -
402	RENTAL OF EQUIPMENT	\$ -	\$ 140	\$ 641	\$ 405	\$ 1,300
409	TRAVEL & EDUCATION	\$ 456	\$ 172	\$ 100	\$ 500	\$ 322
410	UTILITIES - ELECTRICITY	\$ 374,852	\$ 423,493	\$ 409,079	\$ 395,000	\$ 395,000
414	DUES & SUBSCRIPTIONS	\$ 421	\$ 160	\$ -	\$ 450	\$ 111
416	OTHER/PROFESSIONAL SERVICES	\$ 115,034	\$ 83,381	\$ 224,794	\$ 207,851	\$ 60,655
436	IMPROVEMENTS BY CONTRACTORS	\$ -	\$ -	\$ 120,549	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 720
498	UTILITIES - GAS	\$ 36,732	\$ 33,454	\$ 29,661	\$ 65,450	\$ 65,450
543	JANITORIAL CONTRACT	\$ -	\$ 28,183	\$ -	\$ -	\$ 35,044
544	PEST CONTROL SERVICES	\$ -	\$ 6,749	\$ -	\$ -	\$ 5,520
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ -	\$ 6,415
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 16,009	\$ -	\$ -	\$ 37,034
559	CONTRACT/TEMPORARY LABOR	\$ 9,776	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 656,994	\$ 698,566	\$ 900,207	\$ 789,656	\$ 607,571
602	CAPITAL-BUILDING & STRUCTURE	\$ -	\$ -	\$ 3,517	\$ -	\$ -
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 7,295	\$ 7,500	\$ -
631	CAPITAL-ADA COMPL-BLDG/STR	\$ -	\$ -	\$ 10,812	\$ 7,500	\$ -
Department Total		\$ 1,037,407	\$ 877,596	\$ 1,037,775	\$ 892,891	\$ 706,347

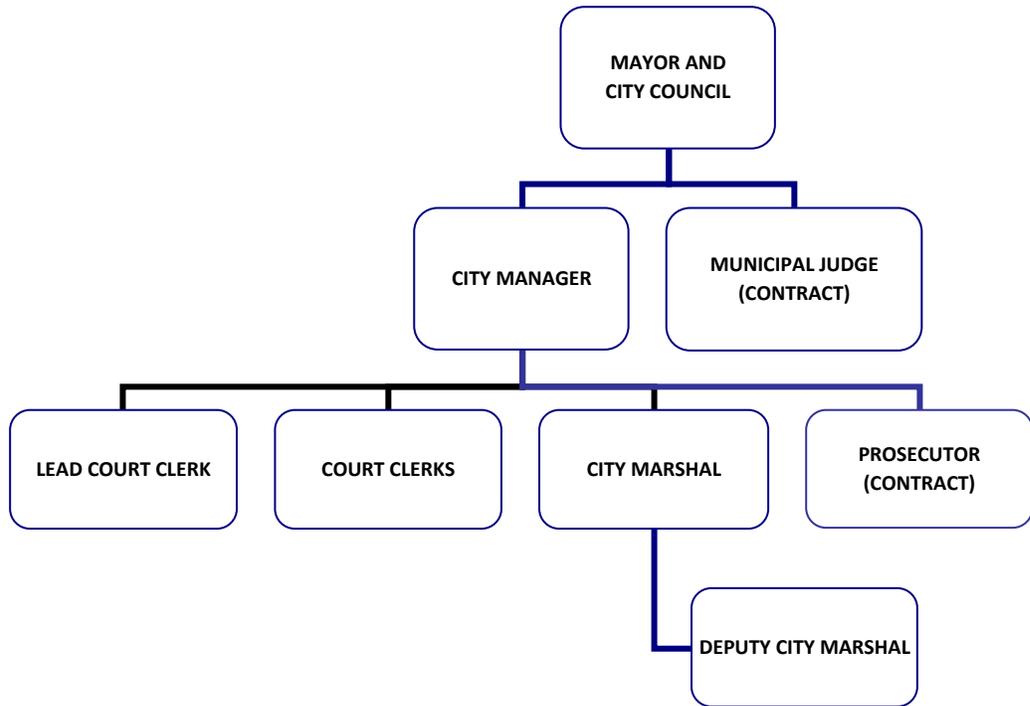


Municipal Court



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

Public Safety Division
 General Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Court Administrator	1	1	0	
City Marshal	0	1	1	
Deputy City Marshal	0	0	0.5	
Lead Court Clerk	0	0	1	
Court Clerk	2	2	2	
PT Clerk	0.5	0.5	0	
Total	3.5	4.5	4.5	

Department Narrative
<p>The Lancaster Municipal Court of Record, under laws of the State of Texas and the Lancaster Code of Ordinances, provides service to all persons who have been issued citations, warnings, warrants, and/or needing information. The Court processes all court cases to include: citations, City code violations, jury summons, court dockets, and warrants.</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				
City Council Goals				
<ul style="list-style-type: none"> • Retrenchment strategy for court date(s) in a timely manner • Implementing Scofflaw • Continuing education and completion of current level certification for clerks/all clerks cross train • Update processes/complaints or offense information for legislative update 2011 <ul style="list-style-type: none"> • Modify Code Court Process 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Cases Filed	14,000	12,800		16,000
Bond Forfeitures	900	700		1,000
Trials	10,000	9,750		11,000
Jury Trials	10	10		20
Warrants Issued	11,000	8,077		12,000
Warrants Cleared	8,500	9,435		10,000
Full-Time Employees	3	3		3
Part-Time Employee	2	1		1
City Marshal	2	1		1
Deputy	n/a	1		1
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Warrants Issued within 2 Days of Non-Compliance	100%	100%		100%
Cases Entered within 2 Days of Filing	100%	100%		100%
Average Age of Warrant	30 Days	30 Days		30 Days
Cases Disposed	70%	78%		80%
Cases Appealed	0%	0%		0%
Continuing Education Certificates Received	98 hours	98 hours		98 hours
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	287,643	270,853	298,674	290,354
Supplies	8,950	13,377	10,900	9,550
Maintenance	5,106	6,783	5,967	6,700
Services	152,486	151,372	125,346	148,913
Capital Outlay	-	-	-	-
TOTAL	454,184	442,385	440,887	455,517

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 92,971	\$ 169,066	\$ 157,601	\$ 166,419	\$ 183,440
102	SALARIES-PART TIME	\$ 12,697	\$ 13,110	\$ 14,137	\$ 25,360	\$ 13,874
103	SALARIES-OVERTIME	\$ 3,723	\$ 392	\$ 384	\$ 450	\$ 450
104	SALARIES-LONGEVITY	\$ 614	\$ 1,944	\$ 2,251	\$ 2,132	\$ 2,324
105	GROUP HEALTH INSURANCE	\$ 20,619	\$ 34,847	\$ 30,945	\$ 34,088	\$ 43,736
106	TMRS	\$ 15,548	\$ 27,394	\$ 25,376	\$ 27,954	\$ 24,198
107	FICA	\$ 9,562	\$ 15,233	\$ 14,361	\$ 15,913	\$ 14,926
109	SALARIES-WELL PAY	\$ 938	\$ 1,342	\$ 1,342	\$ 1,400	\$ 819
110	DENTAL INSURANCE	\$ 608	\$ 1,388	\$ 1,296	\$ 1,287	\$ 1,545
114	SALARIES-ASSIGNMENT PAY	\$ 19,510	\$ 19,510	\$ 19,349	\$ 19,458	\$ -
115	CERTIFICATION PAY	\$ 25	\$ 1,875	\$ 1,810	\$ 1,801	\$ 2,406
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 271	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 18	\$ 60	\$ 217	\$ 440	\$ 561
130	WORKERS COMPENSATION	\$ 588	\$ 1,481	\$ 1,376	\$ 1,367	\$ 1,439
131	EAP EXPENSE	\$ -	\$ 2	\$ 137	\$ 125	\$ 156
Personnel Sub Total		\$ 177,421	\$ 287,643	\$ 270,853	\$ 298,674	\$ 290,354
201	OFFICE SUPPLIES	\$ 1,354	\$ 2,132	\$ 2,091	\$ 3,000	\$ 5,000
202	UNIFORMS AND CLOTHING	\$ -	\$ 1,447	\$ 2,241	\$ 2,500	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 4,094	\$ 314	\$ 45	\$ 200	\$ 250
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 18	\$ -	\$ -	\$ -	\$ 100
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,527	\$ 1,913	\$ 2,226	\$ 2,000	\$ 1,000
218	FUEL & OIL	\$ -	\$ 3,143	\$ 2,955	\$ 3,200	\$ 3,200
Supplies Sub Total		\$ 7,992	\$ 8,950	\$ 13,377	\$ 10,900	\$ 9,550
301	MAINT-BLDG & STRUCTURES	\$ -	\$ 161	\$ 985	\$ -	\$ 200
302	MAINT-MOTOR VEHICLES	\$ 397	\$ 493	\$ 832	\$ 1,000	\$ 1,000
318	MAINT-OFFICE EQUIPMENT	\$ 935	\$ -	\$ -	\$ -	\$ -
370	MAINT-SOFTWARE	\$ -	\$ 4,452	\$ 4,967	\$ 4,967	\$ 5,500
Maintenance Sub Total		\$ 1,332	\$ 5,106	\$ 6,783	\$ 5,967	\$ 6,700
401	TELEPHONE & COMMUNICATIONS	\$ 7	\$ 481	\$ 211	\$ 1,000	\$ -
402	RENTAL OF EQUIPMENT	\$ 1,506	\$ 3,225	\$ 2,786	\$ 3,300	\$ 3,500
409	TRAVEL & EDUCATION	\$ 3,569	\$ 3,669	\$ 2,861	\$ 2,250	\$ 2,250
414	DUES & SUBSCRIPTIONS	\$ 1,233	\$ 948	\$ 575	\$ 533	\$ 1,000
416	OTHER/PROFESSIONAL SERVICES	\$ 360	\$ 939	\$ 1,986	\$ 2,000	\$ 2,000
421	PRINTING	\$ 3,252	\$ 4,111	\$ 5,775	\$ 4,800	\$ 5,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 4,452	\$ 166	\$ 489	\$ 500	\$ 5,000
443	COURT BAILIFF SERVICES	\$ 2,845	\$ -	\$ -	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 13,240	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 175	\$ -	\$ 269	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 7,760	\$ 9,581	\$ 14,806	\$ -	\$ 15,000
540	COURT-PROSECUTOR SERVICES	\$ 17,122	\$ 55,742	\$ 47,163	\$ 39,163	\$ 39,163
541	COURT-JUDGE SERVICES	\$ 74,655	\$ 60,824	\$ 59,899	\$ 59,000	\$ 61,000
557	CITY JAIL CONTRACT	\$ 12,800	\$ 12,800	\$ 12,800	\$ 12,800	\$ 15,000
559	CONTRACT/TEMPORARY LABOR	\$ 768	\$ -	\$ 1,752	\$ -	\$ -
Services Sub Total		\$ 143,744	\$ 152,486	\$ 151,372	\$ 125,346	\$ 148,913
610	CAPITAL-MOTOR VEHICLES	\$ 28,540	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 28,540	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 359,029	\$ 454,184	\$ 442,385	\$ 440,887	\$ 455,517

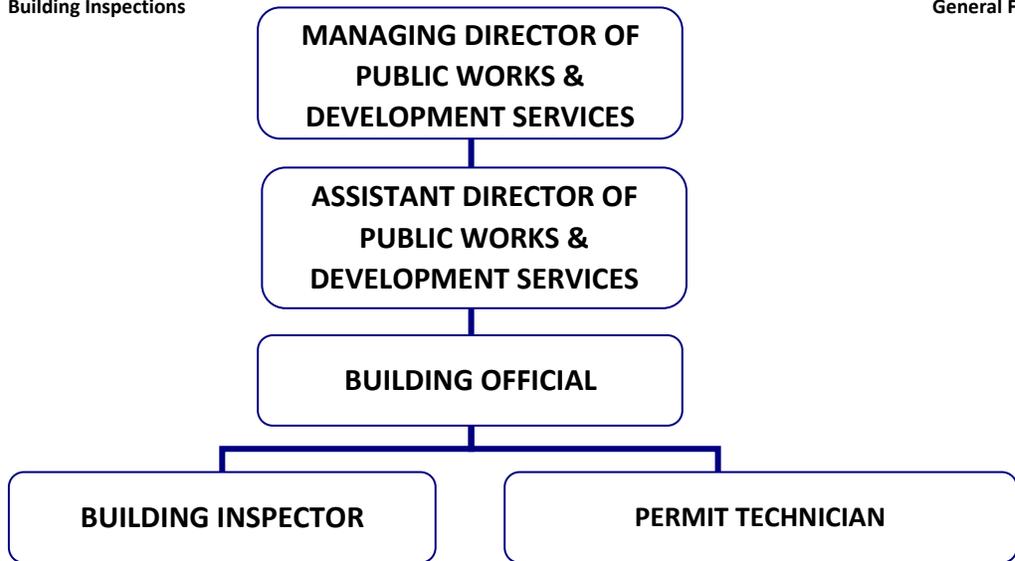


Building Inspections



Programs / Activities:
Building Inspections

Development Services Division
General Fund



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Building Official	1	1	1
Asst. Building Official	1	1	0
Building Inspector	1	1	1
Permit Technician	1	1	1
Total	4	4	3

Department Narrative
<p>The Building Inspections Division is established for the purpose of providing standards to safeguard life, health, safety, property and the public welfare by regulating and controlling the design, construction, quality of materials, occupancy, use, location and maintenance of all buildings and structures constructed within the City of Lancaster.</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, Engineering, Streets/Stormwater, Water/Wastewater, and Fire Department to enhance the City's overall ability to better serve its citizens.</p> <p>Additionally, the Building Inspections Division maintains an active apartment inspection program and Hotel/Motel inspection program.</p>

Departmental Goals				
City Council Goal:				
Create a public awareness program to inform the development community as well as citizens on permit requirements				
<ul style="list-style-type: none"> • requirements • Enforce all ordinances consistently • Continue demolition program • Continue to enhance apartment inspection program • Enforce obsolete and abandoned signage • Create and implement a public swimming pool inspection program • Enhance food inspection program 				
Workload Indicators	10-11 Actual	11-12 Actual	2012-2013 Target	
Full Time Employees	4	3	3	
Single Family Permits Issued	50	60	75	
Commercial Permits Issued	6	6	9	
Home Add On	79	100	250	
Commercial Add On	40	40	60	
Electrical Permits Issued	127	175	200	
Plumbing Permits Issued	152	200	250	
Fence Permits Issued	167	350	250	
Mechanical Permits Issued	61	80	100	
Contractor Registrations	373	400	600	
Plans Reviewed	1,604	1,800	1,300	
Inspections Made	3,426	3,500	3,500	
Demolition Permits	30	50	55	
Garage Sale Permits	361	400	450	
Signs permits	70	100	100	
Utility Verifications	35	50	20	
Certificate of Occupancies	74	100	90	
Back Flow Tests	253	250	120	
Food Inspections	53	60	100	
Performance Measurement	10-11 Actual	11-12 Actual	2012-2013 Target	
Requested inspections performed within 8 hours	100%	100%	100%	
Complaints addressed within 8 hours	95%	95%	95%	
Same day telephone call return from residents and contractors	95%	95%	95%	
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	224,863	280,999	275,761	217,108
Supplies	5,154	5,507	7,500	6,550
Maintenance	1,762	501	2,500	2,500
Services	47,215	58,377	59,993	47,048
Capital Outlay	-	-	-	-
TOTAL	278,994	345,384	345,754	273,206

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 186,306	\$ 163,727	\$ 209,521	\$ 204,852	\$ 141,182
103	SALARIES-OVERTIME	\$ 79	\$ -	\$ 430	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 788	\$ 710	\$ 839	\$ 748	\$ 540
105	GROUP HEALTH INSURANCE	\$ 18,253	\$ 21,181	\$ 21,326	\$ 22,111	\$ 40,695
106	TMRS	\$ 24,493	\$ 23,438	\$ 29,406	\$ 28,551	\$ 20,160
107	FICA	\$ 14,107	\$ 12,521	\$ 16,047	\$ 15,595	\$ 10,894
109	SALARIES-WELL PAY	\$ 768	\$ 812	\$ 1,534	\$ 900	\$ 691
110	DENTAL INSURANCE	\$ 968	\$ 1,463	\$ 1,243	\$ 1,716	\$ 2,060
120	GROUP LIFE INSURANCE	\$ 22	\$ 45	\$ 232	\$ 408	\$ 306
130	WORKERS COMPENSATION	\$ 1,793	\$ 964	\$ 348	\$ 776	\$ 502
131	EAP EXPENSE	\$ -	\$ 1	\$ 74	\$ 104	\$ 78
Personnel Sub Total		\$ 247,576	\$ 224,863	\$ 280,999	\$ 275,761	\$ 217,108
201	OFFICE SUPPLIES	\$ 1,850	\$ 1,430	\$ 1,396	\$ 1,500	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 503	\$ -	\$ -	\$ -	\$ 750
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 103	\$ 386	\$ 334	\$ 500	\$ 500
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 39	\$ -	\$ -	\$ -	\$ 100
214	POSTAGE/SHIPPING/DELIVERY	\$ 604	\$ 178	\$ 126	\$ 500	\$ 200
215	TRAINING SUPPLIES	\$ 1,953	\$ 99	\$ 477	\$ 2,000	\$ 500
218	FUEL & OIL	\$ 2,761	\$ 3,062	\$ 3,175	\$ 3,000	\$ 3,000
Supplies Sub Total		\$ 7,814	\$ 5,154	\$ 5,507	\$ 7,500	\$ 6,550
302	MAINT-MOTOR VEHICLES	\$ 2,864	\$ 1,762	\$ 509	\$ 2,500	\$ 2,500
Maintenance Sub Total		\$ 2,864	\$ 1,762	\$ 509	\$ 2,500	\$ 2,500
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ 359	\$ -	\$ -
408	ADVERTISING	\$ 23	\$ -	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 1,693	\$ 1,247	\$ 1,459	\$ 2,893	\$ 2,893
414	DUES & SUBSCRIPTIONS	\$ 4,824	\$ 5,135	\$ 4,940	\$ 4,800	\$ 4,975
421	PRINTING	\$ 716	\$ 1,278	\$ 466	\$ 1,000	\$ 1,000
429	DEMOLITION EXPENSE	\$ 41,806	\$ 30,600	\$ 9,448	\$ 48,000	\$ 32,000
452	FILING FEES	\$ -	\$ -	\$ -	\$ 500	\$ 500
455	CERTIFICATION FEES	\$ 590	\$ 295	\$ 330	\$ 600	\$ 600
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 2,880
482	CREDIT CARD PROCESSING FEES	\$ 2,217	\$ 2,736	\$ 11,037	\$ 2,200	\$ 2,200
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 5,924	\$ 30,338	\$ -	\$ -
Services Sub Total		\$ 51,868	\$ 47,215	\$ 58,377	\$ 59,993	\$ 47,048
Department Total		\$ 310,122	\$ 278,994	\$ 345,392	\$ 345,754	\$ 273,206

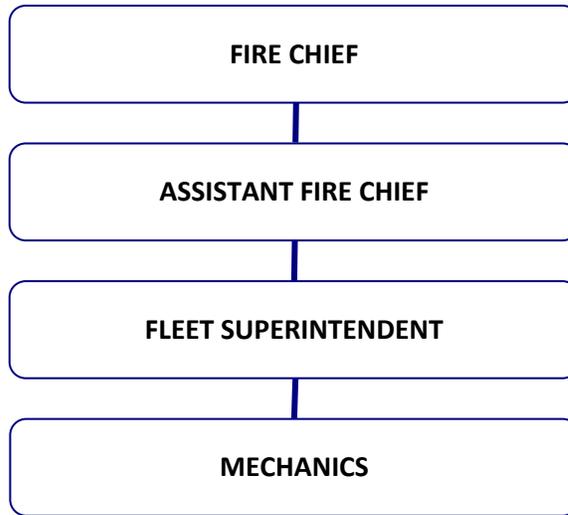


Fleet Operations



Programs / Activities:
Fleet Operations

Public Safety Division
General Fund



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Superintendent	1	1	1
Mechanics	3	3	3
Total	4	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 resources by managing the maintenance of vehicles and equipment. The Department's goal is the reduction of equipment down time and decreased interruption of services. Other duties of the Department include welding and fabrication, fuel management and vehicle records.</p>

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Develop a city-wide vehicle replacement schedule by June 2012 • Provide non-routine and emergency repairs • Increase service level for vehicles through preventative maintenance routines • Extend the life of our fleet and reduce down time • Continue training and education for our mechanics • Help increase job knowledge, productivity, and reduce repair costs • Provide drivers with professional and quality repair in a timely manner • Ensure safe, reliable vehicles and equipment through feedback from daily inspection form • Reduce departmental vehicle downtime through communication and coordination • Help reduce fuel consumption through education and service • Provide a comprehensive program of preventive maintenance 				
Workload Indicators	10-11 Actual	11-12 Actual		12-13 Target
Total Fleet Services Employees	4	4		4
Non-Emergency Vehicles	13	13		13
Light Trucks	56	56		56
Heavy Trucks	14	14		14
Small Equipment	50	50		50
Light Equipment	32	32		32
Heavy Equipment	15	15		15
Trailers	24	24		24
Emergency Vehicles	50	50		50
Fueling Station (Gas & Diesel)	1	1		1
Fueling Station (Propane)	1	1		1
Annual Fleet Work Orders	1,300	1,325		1,300
Gallons of Unleaded Fuel Consumed	93,000	92,000		92,000
Gallons of Diesel Fuel Consumed	37,000	35,000		35,000
Annual Oil Changes	400	400		400
Annual Repairs	900	925		925
Annual Road Trips for Service	600	600		600
Annual Drive-by Maintenance Checks	900	900		900
Propane Consumed		650		650
Performance Measurement	10-11 Actual	11-12 Actual		12-13 Target
Percentage of maintenance classified preventative	30%	30%		35%
Average downtime of vehicle repaired	2 days	1.5		2
Work orders processed within 24 hours	75%	75%		75%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Budget	Estimate	Budget
Personnel	241,373	245,304	235,100	245,113
Supplies	13,874	6,396	5,800	7,350
Maintenance	4,379	3,787	3,300	5,400
Other Services	1,374	1,213	1,340	5,040
Capital Outlay	-	-	-	-
TOTAL	261,000	256,700	245,540	262,903

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 164,631	\$ 167,465	\$ 167,880	\$ 167,015	\$ 171,015
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 643	\$ -	\$ 1,000
104	SALARIES-LONGEVITY	\$ 1,508	\$ 1,620	\$ 1,933	\$ 1,864	\$ 2,056
105	GROUP HEALTH INSURANCE	\$ 19,283	\$ 29,300	\$ 31,040	\$ 23,224	\$ 26,400
106	TMRS	\$ 21,888	\$ 24,173	\$ 23,899	\$ 23,450	\$ 24,761
107	FICA	\$ 12,770	\$ 12,986	\$ 12,666	\$ 12,854	\$ 13,313
109	SALARIES-WELL PAY	\$ 1,530	\$ 1,398	\$ 1,927	\$ 1,400	\$ 840
110	DENTAL INSURANCE	\$ 992	\$ 1,469	\$ 1,342	\$ 1,287	\$ 1,545
120	GROUP LIFE INSURANCE	\$ 27	\$ 60	\$ 247	\$ 408	\$ 510
130	WORKERS COMPENSATION	\$ 4,598	\$ 2,900	\$ 3,627	\$ 3,494	\$ 3,543
131	EAP EXPENSE	\$ -	\$ 2	\$ 101	\$ 104	\$ 130
Personnel Sub Total		\$ 227,228	\$ 241,373	\$ 245,304	\$ 235,100	\$ 245,113
201	OFFICE SUPPLIES	\$ 20,400	\$ 6,576	\$ 392	\$ 525	\$ 500
202	UNIFORMS AND CLOTHING	\$ 2,143	\$ 1,579	\$ 1,306	\$ 500	\$ 1,000
203	MOTOR VEHICLE SUPPLIES	\$ 876	\$ 415	\$ 484	\$ 600	\$ 750
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,271	\$ 1,595	\$ 761	\$ 1,000	\$ 1,000
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 250
206	CHEMICALS	\$ 841	\$ 768	\$ 774	\$ 650	\$ 800
214	POSTAGE/SHIPPING/DELIVERY	\$ 168	\$ 33	\$ 5	\$ 50	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ 143	\$ -	\$ 75	\$ 100
218	FUEL & OIL	\$ 2,412	\$ 2,765	\$ 2,674	\$ 2,400	\$ 2,400
219	DATA PROCESSING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
231	SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 500
Supplies Sub Total		\$ 28,111	\$ 13,874	\$ 6,396	\$ 5,800	\$ 7,350
301	MAINT-BLDG & STRUCTURES	\$ 1,548	\$ 856	\$ 614	\$ 1,000	\$ 1,000
302	MAINT-MOTOR VEHICLES	\$ 1,672	\$ 199	\$ 864	\$ 500	\$ 1,000
303	MAINT-EQUIP & MACHINERY	\$ 3,771	\$ 3,133	\$ 1,805	\$ 1,500	\$ 2,400
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,000
342	MAINT-DATA PROC EQUIPMENT	\$ 175	\$ 191	\$ 504	\$ 300	\$ -
Maintenance Sub Total		\$ 7,166	\$ 4,379	\$ 3,787	\$ 3,300	\$ 5,400
407	SPECIAL SERVICES	\$ 336	\$ -	\$ 280	\$ 400	\$ 500
409	TRAVEL & EDUCATION	\$ -	\$ -	\$ 163	\$ 440	\$ 1,000
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ 100
416	OTHER/PROFESSIONAL SERVICES	\$ 912	\$ 1,374	\$ 770	\$ 500	\$ 2,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 1,440
Services Sub Total		\$ 1,248	\$ 1,374	\$ 1,213	\$ 1,340	\$ 5,040
602	CAPITAL-BUILDING & STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
710	INTERNAL SERVICE RIEMBURSEMENT	\$ (212,822)	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ (212,822)	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 50,931	\$ 261,000	\$ 256,700	\$ 245,540	\$ 262,903

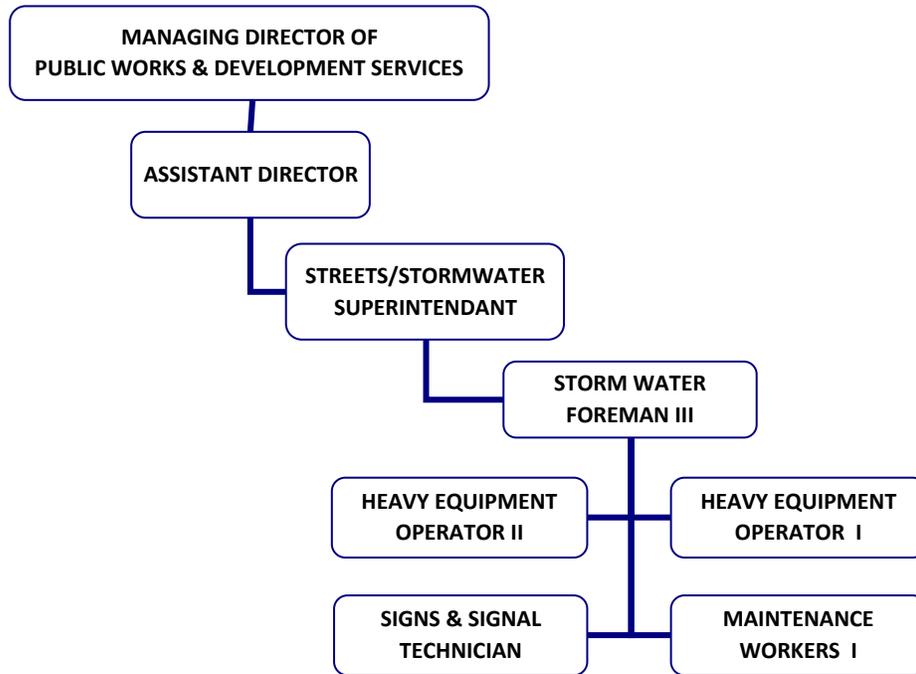


Street Maintenance



Programs / Activities:
 Street and Alley Pavement Maintenance,
 Signs and Signals,

Public Works Division
 General Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Foreman II	1	0	0	
Signs & Signals Technician	1	1	1	
Heavy Equipment Operator II	1	1	1	
Heavy Equipment Operator I	1	1	1	
Maintenance Worker I	2	2	2	
Total	6	5	5	

Department Narrative
<p>The Streets Division strives to make all roadways and alleys safe. The Streets Division endeavors to excel in the preventative and reactive maintenance of all paved surfaces in the City of Lancaster. These include 310 miles of asphalt, concrete and gravel roadways and alleys within the boundaries of the City of Lancaster public rights-of-way.</p>

Departmental Goals				
City Council Goals				
<ul style="list-style-type: none"> • Increase the maintenance of all paved surfaces through the identification of problem areas • Formulate programs to enhance and extend the life cycle of all Lancaster streets • Increase emergency preparedness and recovery abilities • Respond to emergency situations in both pavement failures, sign repairs and traffic and school 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	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Full Time Employees	4	4		4
Current Miles of Streets and Alleys	262	262		267
Square Yards of Concrete Streets and Alleys Repaired	900	800		400
Tonnage of Asphalt Used on Street Repairs	1,500	1,000		1,000
Current Miles of Street and Alley Evaluations	25	25		30
Performance Measurement	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Phone calls and CRM Requests Responded to within 24	100%	100%		98%
Snow and Ice Plan Implementation Date	November	November		November
Emergency Pavement and Pothole Repair within 24 Hours	95%	95%		95%
Procure Replacement Parts within 5 Days	90%	90%		90%
Weekly Street and Alley Evaluations	92%	90%		95%
Traffic Signal Response within 30 Minutes	95%	95%		95%
Traffic Signal Permanent Repair within 3 Days	98%	98%		98%
Sign Hazards Eliminated within 30 Minutes	95%	95%		95%
Sign Re-Order within 2 Days	95%	95%		95%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	Budget
Personnel	209,396	156,753	245,003	247,884
Supplies	26,802	27,055	26,381	32,471
Maintenance	170,033	137,830	170,300	154,350
Other Services	379,055	334,306	372,000	303,270
Capital Outlay	-	-	-	-
TOTAL	785,285	655,944	813,684	737,975

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 12 STREETS
Program 0 STREETS

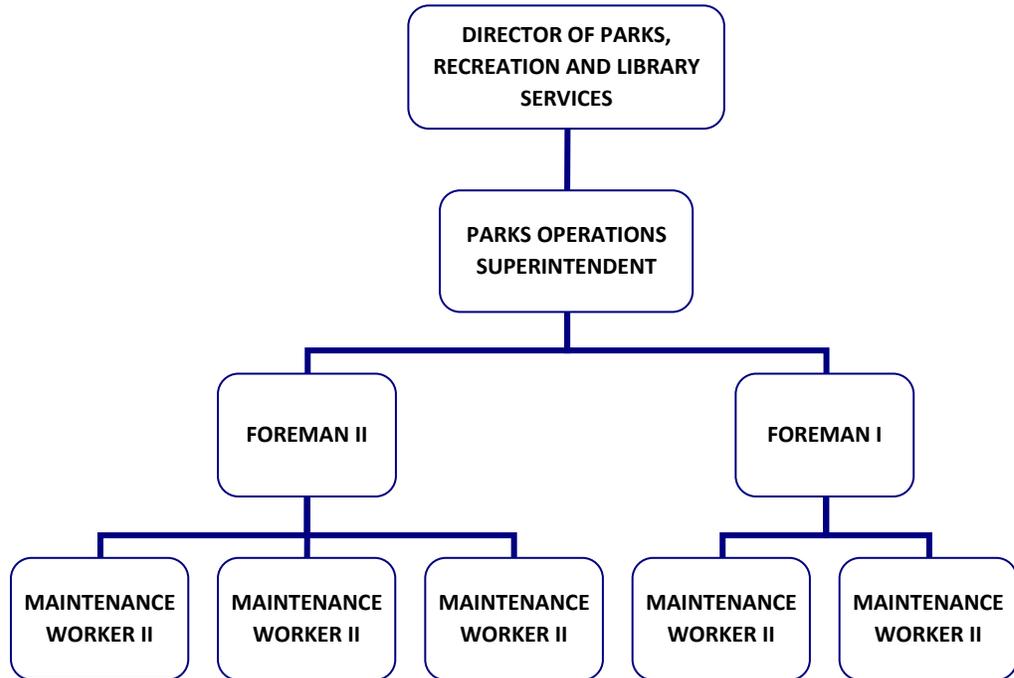
Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 173,682	\$ 129,270	\$ 97,521	\$ 150,458	\$ 149,458
103	SALARIES-OVERTIME	\$ 4,163	\$ 3,212	\$ 2,636	\$ 6,000	\$ 6,000
104	SALARIES-LONGEVITY	\$ 853	\$ 805	\$ 843	\$ 732	\$ 876
105	GROUP HEALTH INSURANCE	\$ 33,714	\$ 43,079	\$ 29,932	\$ 47,915	\$ 49,253
106	TMRS	\$ 23,376	\$ 18,742	\$ 13,991	\$ 20,994	\$ 22,239
107	FICA	\$ 12,697	\$ 9,324	\$ 6,844	\$ 10,255	\$ 10,531
109	SALARIES-WELL PAY	\$ 494	\$ 333	\$ -	\$ 340	\$ 752
110	DENTAL INSURANCE	\$ 1,037	\$ 1,059	\$ 436	\$ 1,287	\$ 1,545
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ -	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 36	\$ 54	\$ 140	\$ 612	\$ 612
130	WORKERS COMPENSATION	\$ 8,559	\$ 3,516	\$ 4,331	\$ 6,254	\$ 6,462
131	EAP EXPENSE	\$ -	\$ 1	\$ 79	\$ 156	\$ 156
Personnel Sub Total		\$ 258,610	\$ 209,396	\$ 156,753	\$ 245,003	\$ 247,884
201	OFFICE SUPPLIES	\$ 584	\$ 189	\$ 134	\$ 300	\$ 200
202	UNIFORMS AND CLOTHING	\$ 691	\$ 937	\$ 1,000	\$ 1,000	\$ 1,060
203	MOTOR VEHICLE SUPPLIES	\$ 751	\$ 1,184	\$ 2,286	\$ 2,500	\$ 1,985
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,218	\$ 329	\$ 1,160	\$ 1,200	\$ 5,226
206	CHEMICALS	\$ 340	\$ 79	\$ -	\$ 100	\$ 800
207	SIGNS	\$ -	\$ 75	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ -	\$ -	\$ 100
214	POSTAGE/SHIPPING/DELIVERY	\$ 88	\$ 8	\$ -	\$ 50	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 100	\$ 50
218	FUEL & OIL	\$ 21,211	\$ 24,001	\$ 22,475	\$ 22,231	\$ 23,000
Supplies Sub Total		\$ 24,884	\$ 26,802	\$ 27,055	\$ 27,481	\$ 32,471
301	MAINT-BLDG & STRUCTURES	\$ 967	\$ 1,304	\$ 45	\$ 1,000	\$ 1,000
302	MAINT-MOTOR VEHICLES	\$ 11,812	\$ 4,849	\$ 5,831	\$ 6,000	\$ 7,000
303	MAINT-EQUIP & MACHINERY	\$ 16,551	\$ 3,838	\$ 4,049	\$ 10,000	\$ 10,000
304	MAINT-STREETS	\$ 1,241,673	\$ 94,086	\$ 94,575	\$ 105,000	\$ 100,000
305	MAINT-SIDEWALKS & ALLEYS	\$ 4,808	\$ 305	\$ 6,258	\$ 6,500	\$ 2,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ 46	\$ -	\$ -	\$ 300	\$ 2,650
319	MAINT-TRAFFIC SIGN SYSTEM	\$ 36,900	\$ 42,016	\$ 21,113	\$ 30,000	\$ 21,700
320	MAINT-STREET MARKINGS	\$ 8,556	\$ 23,635	\$ 5,959	\$ 10,000	\$ 10,000
Maintenance Sub Total		\$ 1,321,313	\$ 170,033	\$ 137,830	\$ 168,800	\$ 154,350
402	RENTAL OF EQUIPMENT	\$ 1,316	\$ 1,497	\$ 483	\$ 1,000	\$ 1,000
409	TRAVEL & EDUCATION	\$ 103	\$ 122	\$ -	\$ -	\$ 400
410	UTILITIES - ELECTRICITY	\$ 336,110	\$ 377,364	\$ 333,456	\$ 370,000	\$ 300,000
413	SANITARY LANDFILL	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ 150
421	PRINTING	\$ 26	\$ 72	\$ 367	\$ 400	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 720
Services Sub Total		\$ 337,554	\$ 379,055	\$ 334,306	\$ 372,400	\$ 303,270
605	IMPROVEMENTS OTHER THAN BLDGS	\$ 133,062	\$ -	\$ -	\$ -	\$ -
609	CAPITAL-MACHINERY & EQUIPMENT	\$ 44,534	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 177,596	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 2,119,957	\$ 785,285	\$ 655,944	\$ 813,684	\$ 737,975



Programs / Activities:
 Parks, Playgrounds, Athletics,
 Field Maintenance

Community Services Division
 General Fund

Parks Operations



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Park Operations Manager	1	1	1	
Foreman II	0	0	1	
Foreman I	2	2	1	
Maintenance Worker II	4	5	5	
Total	7	8	8	

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, grant writing and grant administration.</p>	



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Assist, coordinate and update Park, Recreation and Open Space five (5) year Master Plan • Assist, coordinate and update Hike and Bike Trail System Master Plan • Establish the Operation and Maintenance cost for Park land maintained • Coordinate and assist with the development of a staff proposal for implementation of recreation tourism • Management and oversight of the Interlocal Facility Usage Agreement between the City and LISD • Assist with the development and recommendation of the entrance beautification design 				
Workload Indicators	2010-2011 Actual	2011-2012		2012-2013 Target
Number of current parks	17	17		17
School facilities maintained in summer	7	7		7
Acreage of parks maintained	324	324		324
Acreage of athletic facilities maintained	42	42		42
Acreage of municipal facilities maintained	17	17		17
Acreage of large areas maintained	265	265		265
Acreage of Country View Golf Course maintained	214	214		214
Total number of Park Acres	862	862		862
Full-Time Employees	7	7		7
Total acreage per full time employee	123	123		123
Rights of Way/Median Acreage	372	372		372
Special Events Requiring Park Staffing	8	8		10
Outdoor restrooms maintained	8	8		8
Monthly Safety meetings	12	12		12
Trail Miles Maintained	2.4	2.4		2.4
Performance Measurement	2010-2011 Actual	2011-2012		2012-2013 Target
Mow/Trim Parks	44%	44%		44%
Athletic Maintenance	19%	19%		19%
Litter Removal	16%	16%		16%
Administration	8%	8%		8%
Special Events - set up/break down	6%	6%		6%
Playground Inspection/Maintenance	2%	2%		2%
Forestry	1%	1%		1%
Janitorial	1%	1%		1%
Chemical Application	1%	1%		1%
Construction	1%	1%		1%
Intra Department Support	1%	1%		1%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		YE Estimate	Budget	
Personnel	371,342	385,720	428,845	458,933
Supplies	38,077	47,318	29,000	34,933
Maintenance	47,687	47,915	40,000	39,588
Services	80,748	54,079	48,328	59,544
Capital Outlay	-	-	-	-
TOTAL	537,853	535,033	546,173	592,998

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



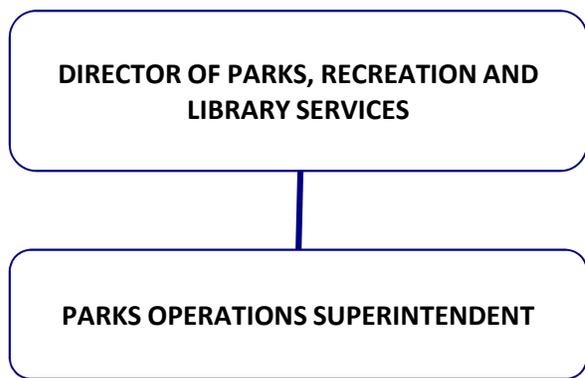
Fund 1 GENERAL FUND
Department 13 PARKS AND RECREATION
Program 0 PARKS AND RECREATION

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 387,260	\$ 245,311	\$ 260,047	\$ 282,948	\$ 298,564
102	SALARIES-PART TIME	\$ -	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 4,747	\$ 5,941	\$ 10,148	\$ 6,000	\$ 4,500
104	SALARIES-LONGEVITY	\$ 2,462	\$ 1,698	\$ 1,613	\$ 1,824	\$ 1,588
105	GROUP HEALTH INSURANCE	\$ 71,548	\$ 56,492	\$ 47,233	\$ 66,156	\$ 75,224
106	TMRS	\$ 51,725	\$ 36,060	\$ 37,822	\$ 39,611	\$ 43,404
107	FICA	\$ 29,448	\$ 18,693	\$ 20,395	\$ 20,431	\$ 21,601
109	SALARIES-WELL PAY	\$ -	\$ 1,231	\$ 825	\$ 1,300	\$ 1,479
110	DENTAL INSURANCE	\$ 3,413	\$ 2,273	\$ 2,193	\$ 2,252	\$ 3,605
114	SALARIES-ASSIGNMENT PAY	\$ 1,644	\$ -	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 271	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 143	\$ 99	\$ 290	\$ 918	\$ 918
130	WORKERS COMPENSATION	\$ 8,896	\$ 3,542	\$ 4,727	\$ 6,691	\$ 7,336
131	EAP EXPENSE	\$ -	\$ 3	\$ 156	\$ 234	\$ 234
Personnel Sub Total		\$ 561,287	\$ 371,342	\$ 385,720	\$ 428,845	\$ 458,933
201	OFFICE SUPPLIES	\$ 5,612	\$ 2,534	\$ 1,022	\$ 1,000	\$ 500
202	UNIFORMS AND CLOTHING	\$ 2,811	\$ 3,155	\$ 2,637	\$ 1,000	\$ 2,007
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ 3,724	\$ -	\$ 1,625
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 4,728	\$ 6,177	\$ 5,211	\$ 5,000	\$ 5,001
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ 964	\$ 1,751	\$ 1,000	\$ 1,800
206	CHEMICALS	\$ 10,439	\$ 2,982	\$ 3,961	\$ 4,000	\$ 5,000
209	BOTANICAL & AGR SUPPLIES	\$ 3,821	\$ 1,952	\$ 6,728	\$ 2,000	\$ 4,000
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 600	\$ 944	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 6,536	\$ -	\$ -	\$ -	\$ -
215	TRAINING SUPPLIES	\$ 28	\$ -	\$ -	\$ -	\$ -
218	FUEL & OIL	\$ 23,521	\$ 19,369	\$ 22,259	\$ 15,000	\$ 15,000
Services Sub Total		\$ 58,095	\$ 38,077	\$ 47,318	\$ 29,000	\$ 34,933
301	MAINT-BLDG & STRUCTURES	\$ 4,530	\$ 4,716	\$ 7,378	\$ 4,500	\$ 4,500
302	MAINT-MOTOR VEHICLES	\$ 18,638	\$ 6,113	\$ 5,733	\$ 4,500	\$ 2,738
303	MAINT-EQUIP & MACHINERY	\$ 23,060	\$ 18,432	\$ 18,904	\$ 16,000	\$ 16,000
315	MAINT-PARK EQUIPMENT/FIXTURES	\$ 17,236	\$ 18,398	\$ 15,901	\$ 15,000	\$ 16,350
322	IRRIGATION	\$ 5	\$ -	\$ -	\$ -	\$ -
345	MAINT-ATHLETIC FACILITY	\$ 1,152	\$ -	\$ -	\$ -	\$ -
363	MAINT-LOCKS & KEYS	\$ -	\$ 27	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 64,620	\$ 47,687	\$ 47,915	\$ 40,000	\$ 39,588
401	TELEPHONE & COMMUNICATIONS	\$ 7	\$ 461	\$ 211	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 7,848	\$ 4,535	\$ 4,412	\$ 5,828	\$ 4,966
409	TRAVEL & EDUCATION	\$ 4,493	\$ 494	\$ 959	\$ 2,000	\$ 1,999
410	UTILITIES - ELECTRICITY	\$ 24,895	\$ 45,822	\$ 28,921	\$ 40,000	\$ 40,000
414	DUES & SUBSCRIPTIONS	\$ 254	\$ 240	\$ 328	\$ 500	\$ 415
416	OTHER/PROFESSIONAL SERVICES	\$ 439	\$ -	\$ 538	\$ -	\$ 9,405
421	PRINTING	\$ -	\$ 72	\$ 205	\$ -	\$ -
436	IMPROVEMENTS BY CONTRACTORS	\$ -	\$ 565	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ (9)	\$ 83	\$ -	\$ -	\$ 2,760
559	CONTRACT/TEMPORARY LABOR	\$ 1,668	\$ 28,475	\$ 18,505	\$ -	\$ -
Services Sub Total		\$ 39,594	\$ 80,748	\$ 54,079	\$ 48,328	\$ 59,544
601	CAPITAL-LAND	\$ 22,700	\$ -	\$ -	\$ -	\$ -
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 22,700	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 746,297	\$ 537,853	\$ 535,033	\$ 546,173	\$ 592,998



Programs / Activities:
Parks, Playgrounds, Athletics,
Field Maintenance

Community Services Division
General Fund



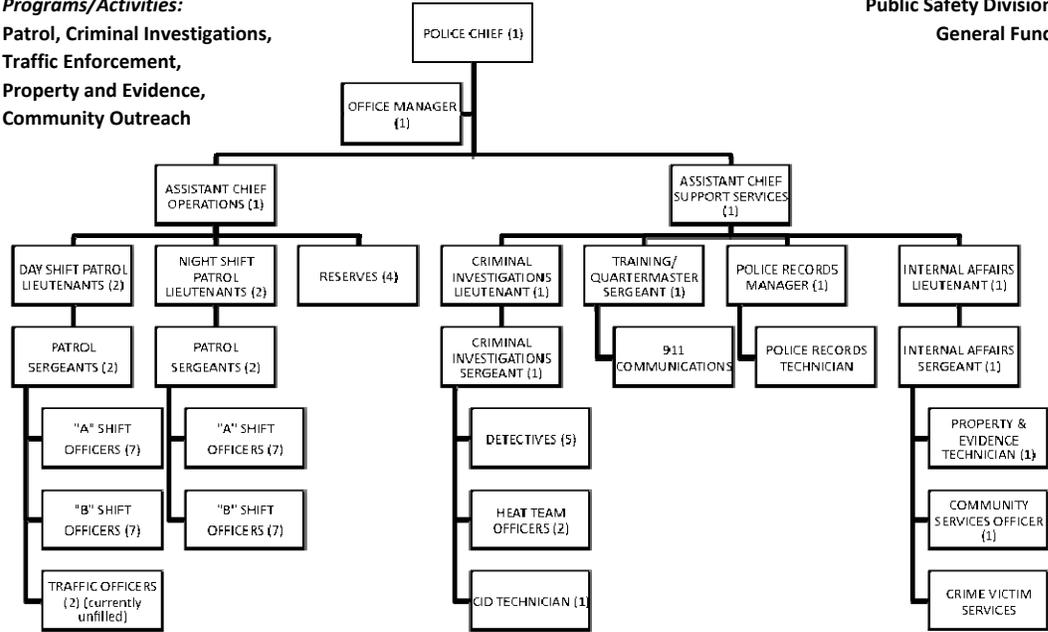
Personnel Summary
Parks - Prison Labor No city personnel in this budget line item
Department Narrative
<p>The Parks Prison Labor Program is a joint partnership agreement with The Texas Department of Corrections (Hutchins State Jail Region II Trustee) and The City of Lancaster. In an effort to assist the state with re-entry/ transitioning initiatives into society, trustees (non-violent, sex or drug offenders) from this facility volunteer and assist Park operations with special projects such as ROW clean ups, forestry, painting projects and planting of seasonal color beds (horticulture). Funds appropriated by the city are used for daily lunch, safety equipment (i.e. hard hats, eye protection, ear protection, safety vests, etc.), as well as funding for transportation, cell phone and an on-site portable restroom.</p>

LINE ITEM DETAIL BUDGET REPORT						
<i>City of Lancaster</i>	Fund	1	GENERAL FUND			
<i>2012/2013</i>	Department	13	PARKS AND RECREATION			
<i>Annual Budget</i>	Program	55	PRISON LABOR			
Description	2010 Actual	2011 Actual	2012		2013	
			YE Estimate	Budget	Budget	
211 OTHER OPERATIONAL SUPPLIES	\$ 3,898	\$ 1,546	\$ 6,701	\$ 6,000	\$ 6,000	
Supplies Sub Total	\$ 3,898	\$ 1,546	\$ 6,701	\$ 6,000	\$ 6,000	
Description						
462 CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 360	
Services Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 360	
Department Total	\$ 3,898	\$ 1,546	\$ 6,701	\$ 6,000	\$ 6,360	



Programs/Activities:
 Patrol, Criminal Investigations,
 Traffic Enforcement,
 Property and Evidence,
 Community Outreach

Public Safety Division
 General Fund



Police

Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Revised 12-13
Police Chief	1	1	1
Assistant Police Chief	2	2	2
Lieutenant	6	6	6
Sergeant	7	7	7
Police Officer	36	35	35
Office & Records Manager	0	0	1
Records Supervisor	1	1	0
Office Manager	1	1	0
CID Technician	1	1	1
Property & Evidence	1	1	1
Police Records Technician	1	1	2
Part-Time	0.5	0	0
Total	57.5	56	56

Department Narrative

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

The police department also investigates criminal activity within the city and prepares cases for prosecution with the Dallas County District Attorney's Office.



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Increase the Department's partnership with citizens, neighborhoods, schools, and other community groups • Increase awareness of crime prevention measures by creating community watch groups for businesses • Foster citizen interaction and education by hosting Public Safety Academy Programs • Encourage citizen participation through programs such as Citizens Public Safety Academy, Crime Victim's Assistance, and Volunteer Program • Enhance departmental efficiency by reducing officer downtime and developing user friendly reports • Enhance law enforcement accountability through strengthening patrol reporting, increasing traffic safety enforcement, enhancing the Reserve Police Officer Program. • Investigate cooperative agreements with other law enforcement agencies on items such as training, intelligence sharing, and grant opportunities 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
City Population / Square City Miles	36,000/30	36,390/33		36,700/33
Sworn Officers	54	53		53
Calls for Service	41,340	43,000		43,000
Citations / Violations	9095/14000	9095/14,000		9095/14,000
Arrests	2,782	2,708		2,708
Accidents Reported	310	310		310
Part I Crimes	2,143	1,948		1,948
Public Safety Academies	1	1		1
Attendance at National Night Out Events	15	15		15
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Homeowner's Association Meeting Attendance	5	5		5
New Community Watch Groups Created	10	9		10
New Business Crime Watch Areas Created	2	2		2
Crime Victim Liaison Program	n/a	n/a		n/a
Partnership with UNT-Dallas Criminal Justice Program	Ongoing	n/a		n/a
Average Offense Report Completion Time	45 Minutes	45 Minutes		45 minutes
Average Arrest Report Completion Time	60 Minutes	60 Minutes		60 minutes
Average Accident Report Completion Time	50 Minutes	50 Minutes		50 minutes
Average Emergency Response Time	4.51 Minutes	4.51 Minutes		4.51 minutes
Average Non-Emergency Response Time	9 Minutes	9 Minutes		9 minutes
Part I Crimes per 1000 Population	59	59		59
Sworn Officers per 1000 Population/per Square City Mile	1.5/ 1.8	1.5/ 1.6		1.5/1.6
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Budget	Estimate	Budget
Personnel	4,759,418	4,754,592	4,942,593	4,807,954
Supplies	250,865	284,252	172,765	211,425
Maintenance	52,267	66,369	53,420	59,000
Services	478,499	423,519	370,290	421,600
Capital Outlay	48,482	23,568	-	-
TOTAL	5,589,531	5,552,300	5,539,068	5,499,979

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

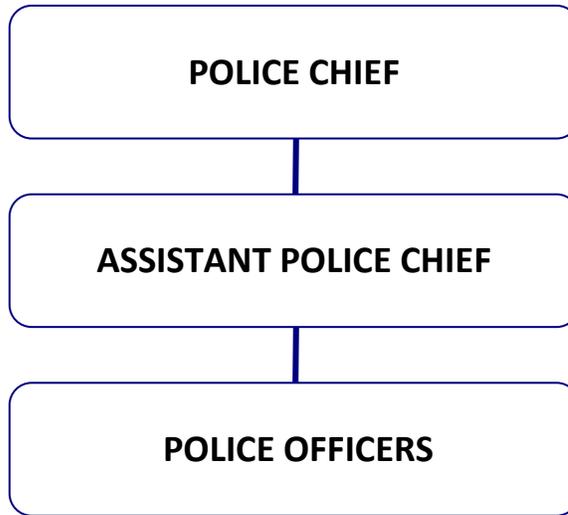


Fund 1 GENERAL FUND
Department 14 POLICE
Program 0 POLICE

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 3,325,323	\$ 3,084,234	\$ 3,115,083	\$ 3,316,492	\$ 3,137,697
102	SALARIES-PART TIME	\$ 33,326	\$ 31,221	\$ 94	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 228,620	\$ 201,591	\$ 305,256	\$ 215,400	\$ 215,400
104	SALARIES-LONGEVITY	\$ 22,393	\$ 21,066	\$ 22,216	\$ 22,656	\$ 22,252
105	GROUP HEALTH INSURANCE	\$ 420,555	\$ 531,907	\$ 396,635	\$ 458,547	\$ 535,789
106	TMRS	\$ 480,651	\$ 483,444	\$ 491,837	\$ 477,949	\$ 491,437
107	FICA	\$ 270,808	\$ 261,409	\$ 254,730	\$ 230,236	\$ 238,505
109	SALARIES-WELL PAY	\$ 30,001	\$ 32,106	\$ 28,712	\$ 32,106	\$ 16,898
110	DENTAL INSURANCE	\$ 10,026	\$ 10,727	\$ 10,121	\$ 9,009	\$ 11,244
112	SALARIES-OUT OF CLASS/FTO PAY	\$ -	\$ -	\$ -	\$ -	\$ -
113	SALARIES-CAR ALLOWANCE	\$ -	\$ 1,400	\$ -	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ 35,057	\$ 29,779	\$ 31,538	\$ 29,120	\$ 35,360
115	CERTIFICATION PAY	\$ 33,705	\$ 32,567	\$ 35,768	\$ 33,086	\$ 35,485
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 4,665	\$ 3,440	\$ 5,280
120	GROUP LIFE INSURANCE	\$ 677	\$ 879	\$ 4,001	\$ 5,814	\$ 5,662
121	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ 5,000
130	WORKERS COMPENSATION	\$ 69,832	\$ 37,063	\$ 52,652	\$ 48,743	\$ 50,501
131	EAP EXPENSE	\$ -	\$ 25	\$ 1,284	\$ 1,495	\$ 1,444
Personnel Sub Total		\$ 4,960,972	\$ 4,759,418	\$ 4,754,592	\$ 4,884,093	\$ 4,807,954
201	SUPPLIES	\$ 13,966	\$ 6,266	\$ 4,990	\$ 5,700	\$ 5,700
202	UNIFORMS AND CLOTHING	\$ 30,685	\$ 14,237	\$ 16,610	\$ 17,500	\$ 13,500
203	MOTOR VEHICLE SUPPLIES	\$ 9,152	\$ 16,088	\$ 15,754	\$ -	\$ 12,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 108,124	\$ 3,907	\$ 25,204	\$ 3,450	\$ 3,450
205	JANITORIAL & CLEANING SUPPLIES	\$ 47	\$ 193	\$ -	\$ -	\$ -
206	CHEMICALS	\$ 272	\$ -	\$ -	\$ -	\$ -
208	EDUCATION & REC SUPPLIES	\$ 180	\$ 709	\$ -	\$ 500	\$ 500
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 2,095	\$ 1,208	\$ 419	\$ 850	\$ 850
211	OTHER OPERATIONAL SUPPLIES	\$ 6,686	\$ 3,174	\$ 5,661	\$ 7,425	\$ 7,425
212	AMMUNITION	\$ 22,862	\$ 5,085	\$ -	\$ 7,500	\$ 5,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,670	\$ 2,723	\$ 1,770	\$ 1,920	\$ 1,000
215	TRAINING SUPPLIES	\$ 3,332	\$ 4,797	\$ 2,804	\$ 3,500	\$ 2,000
218	FUEL & OIL	\$ 136,229	\$ 185,652	\$ 200,708	\$ 125,000	\$ 150,000
219	DATA PROCESSING SUPPLIES	\$ 6,017	\$ 5,229	\$ 5,253	\$ 5,000	\$ 5,000
220	INVESTIGATION SUPPLIES	\$ 2,634	\$ 1,596	\$ 5,078	\$ 5,420	\$ 4,500
Supplies Sub Total		\$ 344,951	\$ 250,865	\$ 284,252	\$ 183,765	\$ 211,425
301	MAINT-BLDG & STRUCTURES	\$ 1,888	\$ 4,100	\$ 2,220	\$ 1,500	\$ 1,500
302	MAINT-MOTOR VEHICLES	\$ 132,812	\$ 43,130	\$ 61,991	\$ 75,000	\$ 55,000
303	MAINT-EQUIP & MACHINERY	\$ 1,413	\$ 735	\$ 1,803	\$ 2,420	\$ 2,500
314	MAINT-RADIO EQUIPMENT	\$ 207	\$ 3,749	\$ -	\$ 2,500	\$ -
342	MAINT-DATA PROCESSING EQUIP	\$ -	\$ 117	\$ 355	\$ 1,500	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 436	\$ -	\$ -	\$ -
363	MAINT-LOCKS & KEYS	\$ 137	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 136,457	\$ 52,267	\$ 66,369	\$ 82,920	\$ 59,000
401	TELEPHONE & COMMUNICATIONS	\$ 4,780	\$ 3,620	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 12,199	\$ 9,762	\$ 8,949	\$ 9,000	\$ 9,800
407	SPECIAL SERVICES	\$ 64,815	\$ 50,123	\$ 49,763	\$ 43,000	\$ 43,000
409	TRAVEL & EDUCATION	\$ 29,695	\$ 30,678	\$ 36,961	\$ 27,100	\$ 29,800
414	DUES & SUBSCRIPTIONS	\$ 11,765	\$ 11,842	\$ 14,829	\$ 12,590	\$ 11,500
416	OTHER/PROFESSIONAL SERVICES	\$ 17,131	\$ 94,947	\$ 31,763	\$ 26,600	\$ 44,800
419	AWARDS	\$ 1,119	\$ 712	\$ -	\$ 500	\$ 500
421	PRINTING	\$ 2,944	\$ 3,862	\$ 589	\$ 2,500	\$ 1,500
434	SPECIAL EVENTS	\$ 640	\$ 563	\$ 344	\$ 1,000	\$ 500
435	LABORATORY CHARGES	\$ 26,390	\$ 6,795	\$ 4,181	\$ 5,000	\$ 5,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 82	\$ -	\$ -	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 41,523	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 650	\$ 751	\$ 1,942	\$ -	\$ 4,200
476	ACCT ANALYSIS FEES-JPM	\$ 7,126	\$ 5,013	\$ 1,594	\$ -	\$ -
557	CITY JAIL CONTRACT	\$ 242,682	\$ 240,850	\$ 263,734	\$ 261,000	\$ 271,000
559	CONTRACT/TEMPORARY LABOR	\$ 17,188	\$ 18,982	\$ 8,871	\$ -	\$ -
Services Sub Total		\$ 480,729	\$ 478,499	\$ 423,519	\$ 388,290	\$ 421,600
609	CAPITAL-MACHINERY & EQUIPMENT	\$ 21,690	\$ 10,380	\$ 6,068	\$ -	\$ -
610	CAPITAL-MOTOR VEHICLES	\$ -	\$ (12,325)	\$ -	\$ -	\$ -
617	CAPITAL-OFFICE EQUIPMENT	\$ -	\$ 50,428	\$ 17,500	\$ -	\$ -
618	CAPITAL-COMPUTER EQUIPMENT	\$ 1,712	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 23,402	\$ 48,482	\$ 23,568	\$ -	\$ -
Department Total		\$ 5,946,511	\$ 5,589,531	\$ 5,552,300	\$ 5,539,068	\$ 5,499,979



COPS Grant



Personnel Summary			
Position	Adopted 10-11	Proposed 11-12	Proposed 12-13
Officers	3	3	2
Total	3	3	2

Department Narrative
<p>The COPS Grant is a federally funded grant that provides the Police Department with funding for 3 police officers (salary and benefits). The funding is for a 3 year time period per officer and enhances the department’s ability to staff patrol shifts and engage in community oriented policing activities that otherwise would not be possible with the grant assistance.</p>



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Increase the Department's partnership with citizens, neighborhoods, schools, and other community groups • Increase awareness of crime prevention measures by creating community watch groups for businesses • Foster citizen interaction and education by hosting Public Safety Academy Programs • Encourage citizen participation through programs such as Citizens Public Safety Academy, Crime Victim's Assistance, and Volunteer Program • Enhance departmental efficiency by reducing officer downtime and developing user friendly reports • Enhance law enforcement accountability through strengthening patrol reporting, increasing traffic safety enforcement, enhancing the Reserve Police Officer Program. • Investigate cooperative agreements with other law enforcement agencies on items such as training, intelligence sharing, and grant opportunities 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
City Population / Square City Miles	36,000/30	36,390/33		36,700/33
Sworn Officers	54	53		53
Calls for Service	41,340	43,000		43,000
Citations / Violations	9095/14000	9095/14,000		9095/14,000
Arrests	2,782	2,708		2,708
Accidents Reported	310	310		310
Part I Crimes	2,143	1,948		1,948
Public Safety Academies	1	1		1
Attendance at National Night Out Events	15	15		15
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Homeowner's Association Meeting Attendance	5	5		5
New Community Watch Groups Created	10	9		10
New Business Crime Watch Areas Created	2	2		2
Crime Victim Liaison Program	n/a	n/a		n/a
Partnership with UNT-Dallas Criminal Justice Program	Ongoing	n/a		n/a
Average Offense Report Completion Time	45 Minutes	45 Minutes		45 minutes
Average Arrest Report Completion Time	60 Minutes	60 Minutes		60 minutes
Average Accident Report Completion Time	50 Minutes	50 Minutes		50 minutes
Average Emergency Response Time	4.51 Minutes	4.51 Minutes		4.51 minutes
Average Non-Emergency Response Time	9 Minutes	9 Minutes		9 minutes
Part I Crimes per 1000 Population	59	59		59
Sworn Officers per 1000 Population/per Square City	1.5/ 1.8	1.5/ 1.6		1.5/1.6
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	103,389	112,952	171,417	163,958
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL	103,389	112,952	171,417	163,958

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 14 POLICE
Program 11 COPS GRANT 2009RKWX0820

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ -	\$ 69,273	\$ 75,550	\$ 132,026	\$ 120,233
102	SALARIES-PART TIME	\$ -	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ -	\$ 2,059	\$ 6,245	\$ 2,200	\$ -
104	SALARIES-LONGEVITY	\$ -	\$ 1	\$ 58	\$ 76	\$ 76
105	GROUP HEALTH INSURANCE	\$ -	\$ 16,739	\$ 12,360	\$ 5,806	\$ 13,648
106	TMRS	\$ -	\$ 10,192	\$ 11,363	\$ 18,343	\$ 17,115
107	FICA	\$ -	\$ 4,783	\$ 5,997	\$ 10,105	\$ 9,249
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ -	\$ 588
110	DENTAL INSURANCE	\$ -	\$ 209	\$ 426	\$ 429	\$ 858
112	SALARIES-OUT OF CLASS	\$ -	\$ -	\$ -	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ -	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ -	\$ -	\$ -	\$ -
116	SALARIES-EDUCATION PAY	\$ -	\$ -	\$ -	\$ -	\$ -
117	SALARIES-SECOND LANGUAGE	\$ -	\$ -	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ -	\$ 26	\$ 102	\$ 306	\$ 281
130	WORKERS COMPENSATION	\$ -	\$ 106	\$ 811	\$ 2,048	\$ 1,838
131	EAP EXPENSE	\$ -	\$ 1	\$ 39	\$ 78	\$ 72
Personnel Sub Total		\$ -	\$ 103,389	\$ 112,952	\$ 171,417	\$ 163,958
5930	GRANT INCOME - COPS GRANT	\$ -	\$ (70,689)	\$ (110,600)	\$ (425,000)	\$ (213,000)
Grant Income Subtotal		\$ -	\$ 103,389	\$ 112,952	\$ 171,417	\$ (213,000)
Department Total		\$ -	\$ 103,389	\$ 112,952	\$ 171,417	\$ (49,219)

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



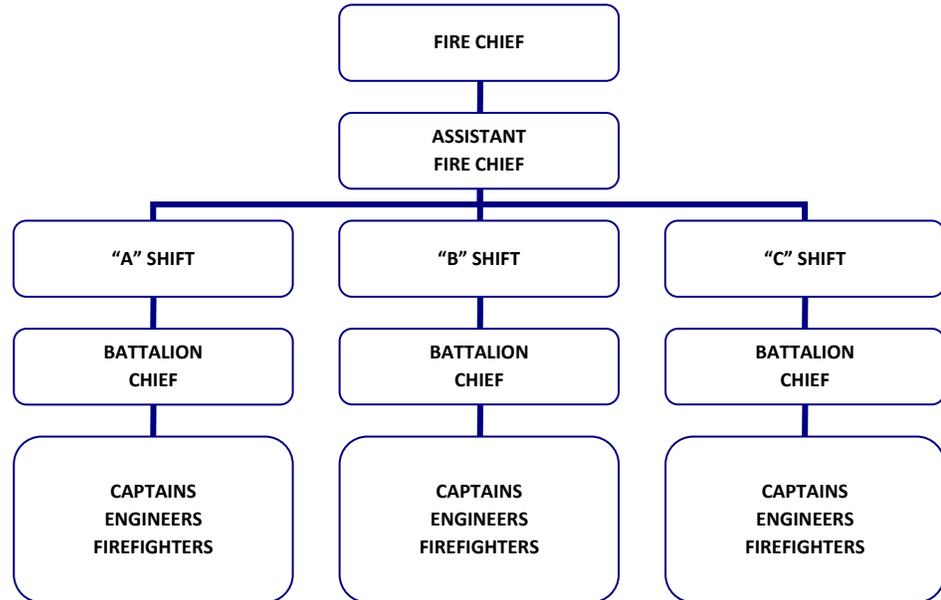
Fund 1 GENERAL FUND
Department 14 POLICE
Program 23 FBI-HIGHWAY INTERDICTION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
103	SALARIES-OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ 9,000
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ -	\$ -	\$ -	\$ 1,920
Personnel Sub Total		\$ -	\$ -	\$ -	\$ -	\$ 10,920
<hr/>						
409	TRAVEL & EDUCATION	\$ -	\$ -	\$ -	\$ -	\$ 4,080
Department Total		\$ -	\$ -	\$ -	\$ -	\$ 15,000



Programs / Activities:
 Administration, Training, Prevention,
 Suppression, Emergency Medical Services

Public Safety Division
 General Fund



Fire

Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Fire Chief	1	1	1	
Asst. Fire Chief	1	1	1	
Battalion Chief	3	3	3	
Captain	9	9	11	
Fire Engineer	21	21	21	
Fire Fighter	19	19	19	
Office Manager	1	0	0	
EMS Captain	1	1	0	
Emergency Mgmt. Engineer	1	1	0	
Total	57	56	56	

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



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Healthy, Safe and Vibrant Neighborhoods • Improve staffing on fire trucks above an average of two personnel • Keep all three ambulances in-service as much as possible. Staff 75% of time. • Staff ambulances 20% of the time with two paramedics. • Provide advanced care to patients suffering from strokes, heart attacks, trauma, or other medical problems. • Maintain response times as low as possible with increasing call volume and population growth. • Improve response capabilities for large scale disasters such as floods, tornados, terrorism, etc. • Maintain service level of one Mobile Intensive Care Unit (MICU) at each fire station. • Encourage fire station personnel to visit their neighborhoods during the year. • Maintain the Fire Department comprehensive wellness-fitness program. • Follow equipment replacement plan as possible. 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
City Population	36,000	36,390		36,390
Calls for Service "Responses"	9,741	9,500		9,800
Stations	3	3		3
Uniformed Personnel	53	57		57
Responses (Average per day)	27.00	26.00		26.00
Units staffed	7	7		7
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Percent of property saved from fire	97%	90%		90%
Paramedics trained	2	7		4
Apparatus staffing per unit	2	2.25		2.5
Response times with increased call volume	4.59 minutes	5.50 minutes		5.30 minutes
Percentage of 4 firefighters on scene in 5 minutes	9%	10%		10%
Percentage of 14 firefighters on scene in 9 minutes	54%	20%		10%
Increase ambulance billing revenue	3%	10%		10%
Dependency on mutual aid assistance	210	300		350
Public Fire Safety Education contacts	1,323	8,500		5,000
In the field CPR recesutations	6	20		20
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	5,155,231	4,962,267	4,909,841	5,089,912
Supplies	257,765	234,082	223,562	259,268
Maintenance	105,934	87,976	78,270	83,300
Services	154,559	167,498	138,145	173,710
Capital Outlay	6,000	22,100	10,771	-
TOTAL	5,679,488	5,473,923	5,360,589	5,606,190

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 15 FIRE
Program 0

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 3,439,638	\$ 3,293,568	\$ 3,168,758	\$ 3,278,997	\$ 3,306,457
103	SALARIES-OVERTIME	\$ 76,621	\$ 164,251	\$ 216,631	\$ 137,920	\$ 140,000
104	SALARIES-LONGEVITY	\$ 32,146	\$ 28,641	\$ 29,802	\$ 28,688	\$ 30,948
105	GROUP HEALTH INSURANCE	\$ 502,455	\$ 658,167	\$ 555,102	\$ 510,944	\$ 573,421
106	TMRS	\$ 488,487	\$ 518,773	\$ 497,862	\$ 477,118	\$ 514,877
107	FICA	\$ 271,953	\$ 265,905	\$ 256,735	\$ 242,174	\$ 257,614
108	SALARIES-PARAMEDIC	\$ 95,462	\$ 91,825	\$ 95,268	\$ 87,676	\$ 99,999
109	SALARIES-WELL PAY	\$ 14,630	\$ 11,346	\$ 6,923	\$ 12,000	\$ 17,664
110	DENTAL INSURANCE	\$ 12,005	\$ 11,827	\$ 10,380	\$ 9,009	\$ 12,531
112	SALARIES-OUT OF CLASS	\$ 15,604	\$ 12,128	\$ 9,862	\$ 10,000	\$ 13,000
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 1,928	\$ -	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ -	\$ 2,086	\$ 2,080	\$ 2,080
115	CERTIFICATION PAY	\$ 36,789	\$ 34,148	\$ 36,157	\$ 38,517	\$ 38,524
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 394	\$ -	\$ 1,440
120	GROUP LIFE INSURANCE	\$ 637	\$ 875	\$ 4,287	\$ 5,814	\$ 6,018
125	SALARIES-FLSA OVERTIME	\$ 22,353	\$ 22,176	\$ 24,777	\$ 23,000	\$ 25,000
130	WORKERS COMPENSATION	\$ 70,333	\$ 39,327	\$ 45,884	\$ 44,422	\$ 47,805
131	EAP EXPENSE	\$ -	\$ 24	\$ 1,360	\$ 1,482	\$ 1,534
149	TLFFRA ANNUITY PAYMENT	\$ 650	\$ 325	\$ -	\$ -	\$ 1,000
Personnel Sub Total		\$ 5,084,576	\$ 5,155,231	\$ 4,962,267	\$ 4,909,841	\$ 5,089,912
201	OFFICE SUPPLIES	\$ 5,112	\$ 5,918	\$ 4,946	\$ 3,000	\$ 5,000
202	UNIFORMS AND CLOTHING	\$ 63,169	\$ 42,827	\$ 46,692	\$ 47,000	\$ 46,170
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ 1,758	\$ -	\$ -	\$ 4,128
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 75,994	\$ 61,180	\$ 29,322	\$ 45,829	\$ 50,000
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ 63	\$ -	\$ -	\$ 3,000
206	CHEMICALS	\$ -	\$ 39	\$ -	\$ -	\$ -
208	EDUCATION & REC SUPPLIES	\$ 859	\$ 3,360	\$ 3,098	\$ 3,500	\$ 3,800
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 109	\$ 283	\$ 74	\$ -	\$ 250
211	OTHER OPERATIONAL SUPPLIES	\$ 11,036	\$ 7,404	\$ 6,312	\$ 6,700	\$ 3,480
214	POSTAGE/SHIPPING/DELIVERY	\$ 1,117	\$ 797	\$ 611	\$ 750	\$ 1,000
216	MEDICAL SUPPLIES	\$ 86,643	\$ 71,185	\$ 78,200	\$ 56,783	\$ 73,440
218	FUEL & OIL	\$ 49,413	\$ 62,952	\$ 64,826	\$ 60,000	\$ 65,000
231	SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Supplies Sub Total		\$ 293,453	\$ 257,765	\$ 234,082	\$ 223,562	\$ 259,268
301	MAINT-BLDG & STRUCTURES	\$ 32,793	\$ 28,450	\$ 8,478	\$ 4,000	\$ 4,000
302	MAINT-MOTOR VEHICLES	\$ 166,002	\$ 61,604	\$ 64,915	\$ 55,000	\$ 50,000
303	MAINT-EQUIP & MACHINERY	\$ 288	\$ 6,556	\$ 5,088	\$ 5,000	\$ 16,600
307	MAINT-INSTRUMENTS & APPARATUS	\$ 13,913	\$ 6,649	\$ 6,021	\$ 10,250	\$ 9,000
313	MAINT-FURN & FIXTURES	\$ -	\$ -	\$ -	\$ -	\$ 700
314	MAINT-RADIO EQUIPMENT	\$ 1,548	\$ 2,239	\$ 2,455	\$ 3,000	\$ 3,000
342	MAINT-DATA PROCESSING EQUIP	\$ -	\$ -	\$ 1,020	\$ 1,020	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 436	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 214,544	\$ 105,934	\$ 87,976	\$ 78,270	\$ 83,300
401	TELEPHONE & COMMUNICATIONS	\$ 629	\$ 1,043	\$ 503	\$ 1,200	\$ -
402	RENTAL OF EQUIPMENT	\$ 6,868	\$ 5,300	\$ 5,219	\$ 5,215	\$ -
407	SPECIAL SERVICES	\$ 5,265	\$ 2,333	\$ 5,336	\$ 2,000	\$ 7,500
409	TRAVEL & EDUCATION	\$ 19,383	\$ 23,940	\$ 28,042	\$ 24,000	\$ 29,700
414	DUES & SUBSCRIPTIONS	\$ 1,248	\$ 2,872	\$ 1,469	\$ 1,000	\$ 2,850
415	TRANS TO VEHICLE REPL FUND	\$ -	\$ 247	\$ -	\$ -	\$ -
416	PROFESSIONAL SERVICES	\$ 5,228	\$ 3,840	\$ 600	\$ -	\$ 8,000
418	MEDICAL EXPENSE	\$ -	\$ -	\$ 170	\$ 1,000	\$ 1,000
419	AWARDS	\$ -	\$ -	\$ -	\$ -	\$ 500
420	INTERNAL TRAINING	\$ -	\$ -	\$ -	\$ -	\$ 500
421	PRINTING	\$ 870	\$ 1,911	\$ 121	\$ 1,200	\$ 1,570
426	VOLUNTEER FIREMENS PENSION	\$ 975	\$ 650	\$ 650	\$ 2,000	\$ 1,000
434	SPECIAL EVENTS	\$ 2,555	\$ 5,665	\$ 66	\$ 1,000	\$ 1,225
442	COMPUTER PROFESSIONAL SERVICES	\$ 82	\$ -	\$ -	\$ -	\$ -
445	TORNADO EXPENSES	\$ -	\$ -	\$ 51	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 372	\$ 420	\$ -	\$ -	\$ -
451	RADIO TIE-IN TO PARKLAND	\$ 14,280	\$ 15,914	\$ 18,169	\$ 19,000	\$ 22,000
453	E M S TRAINING	\$ 29,469	\$ 27,020	\$ 27,252	\$ 30,000	\$ 30,000
455	CERTIFICATION FEES	\$ 4,258	\$ 5,005	\$ 7,327	\$ 10,280	\$ 11,725
462	CELLULAR TELEPHONE & PAGERS	\$ 8,779	\$ 5,946	\$ 183	\$ -	\$ 3,240
476	ACCT ANALYSIS FEES-JPM	\$ 2,117	\$ 5,404	\$ 6,061	\$ -	\$ 6,000
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ 180	\$ -	\$ -
554	AMBULANCE BILLING SERVICE FEE	\$ 42,222	\$ 35,199	\$ 54,185	\$ 28,000	\$ 28,000
558	EMPLOYEE PHYSICAL ASSESSMENT	\$ 11,580	\$ 11,850	\$ 11,915	\$ 12,250	\$ 18,900
Services Sub Total		\$ 156,180	\$ 154,559	\$ 167,498	\$ 138,145	\$ 173,710
609	CAPITAL-MACHINERY & EQUIPMENT	\$ 6,704	\$ -	\$ 12,197	\$ 10,771	\$ -
610	CAPITAL-MOTOR VEHICLES	\$ 85,000	\$ 6,000	\$ -	\$ -	\$ -
618	CAPITAL-COMPUTER EQUIPMENT	\$ -	\$ -	\$ 3,286	\$ -	\$ -
622	CAPITAL-VEHICLE ACCESSORIES	\$ -	\$ -	\$ 6,617	\$ -	\$ -
Capitla Sub Total		\$ 91,704	\$ 6,000	\$ 22,100	\$ 10,771	\$ -
Department Total		\$ 5,840,457	\$ 5,679,488	\$ 5,473,923	\$ 5,360,589	\$ 5,606,190

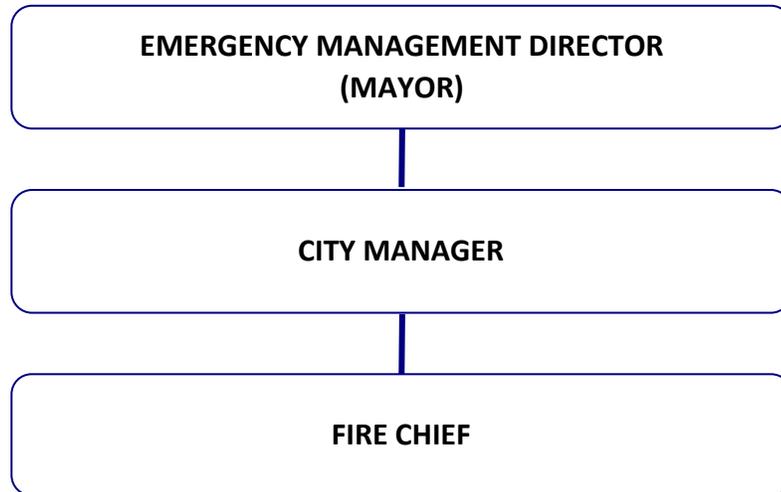


Emergency Management



Programs / Activities:
Emergency Management Plan Development
Preparation and Response to Disasters

Public Safety Division
General Fund



Department Narrative

The Fire Chief is responsible for the coordination of the Emergency Management Plan in the City of Lancaster. The Emergency Management Plan includes mutual aid agreements, emergency contact information, list of resources and other important information and documents needed during a disaster. The Emergency Operations Center is opened in response to potentially disastrous situations such as severe weather and hazardous materials incidents. The Emergency Management Coordinator trains and prepares City of Lancaster staff to respond if a disaster should strike in Lancaster. The EMC also coordinates with outside agencies to respond on the request of the City of Lancaster.

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Maintain emergency generators and early warning sirens • Maintaining a credible Emergency Operations Plan (EOP) • Maintain the City of Lancaster's Emergency Operations Center (EOC) • Coordinate with Regional partners in the response to disasters • Maintain response capabilities for large scale disasters such as floods, tornados and terrorism 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Siren activation testing	198	200		200
Severe Weather events monitored	44	52		50
Emergency Plan Annexe updates	4	12		10
Code Red maintenance	153	150		150
Generator Checks	60	60		60
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Siren activations	4	6		6
Emergency Operation Center (EOC) activations	32	30		30
Emergency Operation Plan (EOP) rating	Intermediate	Advanced		Advanced
Generator Activations	4	5		5
City Disaster Training	3	4		5
Regional Disaster meetings	4	6		5
Disaster Drill	4	6		5
Code Red notifications	1	2		2
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	254	-	-	-
Supplies	2,275	2,300	3,000	3,300
Maintenance	12,590	5,083	11,500	21,700
Services	28,185	27,810	48,480	22,580
Capital Outlay	-	-	-	-
TOTAL	43,304	35,192	62,980	47,580

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 15 FIRE
Program 4 EMERGENCY MANAGEMENT

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 123,046	\$ -	\$ -	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 1,156	\$ -	\$ -	\$ -	\$ -
105	GROUP HEALTH INSURANCE	\$ 8,735	\$ 105	\$ -	\$ -	\$ -
106	TMRS	\$ 16,868	\$ 16	\$ -	\$ -	\$ -
107	FICA	\$ 9,470	\$ 9	\$ -	\$ -	\$ -
108	SALARIES-PARAMEDIC	\$ 3,613	\$ 89	\$ -	\$ -	\$ -
109	SALARIES-WELL PAY	\$ 225	\$ -	\$ -	\$ -	\$ -
110	DENTAL INSURANCE	\$ 404	\$ 5	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 1,206	\$ 30	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 28	\$ 0	\$ -	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 2,527	\$ 1	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 167,278	\$ 254	\$ -	\$ -	\$ -
201	OFFICE SUPPLIES	\$ 392	\$ 752	\$ 436	\$ 500	\$ 200
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ -	\$ -
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ 428	\$ -	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 367	\$ -	\$ 164	\$ 500	\$ -
208	EDUCATION & REC SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 300
214	POSTAGE/SHIPPING/DELIVERY	\$ 9	\$ -	\$ -	\$ -	\$ -
215	TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 300
218	FUEL & OIL	\$ 1,212	\$ 1,522	\$ 1,272	\$ 2,000	\$ 2,000
Supplies Sub Total		\$ 1,980	\$ 2,275	\$ 2,300	\$ 3,000	\$ 3,300
301	MAINT-BLDG & STRUCTURES	\$ -	\$ -	\$ -	\$ -	\$ 500
302	MAINT-MOTOR VEHICLES	\$ -	\$ 38	\$ 16	\$ -	\$ -
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ -	\$ -	\$ 8,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ -	\$ -	\$ -	\$ -	\$ 200
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ 250	\$ 500	\$ 2,000
341	MAINT-EARLY WARNING SIRENS	\$ 7,895	\$ 12,552	\$ 4,817	\$ 11,000	\$ 11,000
Supplies Sub Total		\$ 7,895	\$ 12,590	\$ 5,083	\$ 11,500	\$ 21,700
407	SPECIAL SERVICES	\$ 17,522	\$ 17,185	\$ 19,440	\$ 33,980	\$ -
409	TRAVEL & EDUCATION	\$ -	\$ -	\$ -	\$ 500	\$ 800
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 1,000	\$ -	\$ -
416	PROFESSIONAL SERVICES	\$ 11,000	\$ 11,000	\$ 4,490	\$ 11,000	\$ 18,000
421	PRINTING	\$ 15	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 780
481	GROUND LEASE FOR RADIO TOWER	\$ 2,880	\$ -	\$ 2,880	\$ 3,000	\$ 3,000
Services Sub Total		\$ 31,417	\$ 28,185	\$ 27,810	\$ 48,480	\$ 22,580
Department Total		\$ 208,570	\$ 43,304	\$ 35,192	\$ 62,980	\$ 47,580



CITY MANAGER

Non-Departmental

Personnel Summary
<p>Non-Departmental No personnel for this budget line item</p>
Department Narrative
<p>The Non-Departmental Activity includes funds that are used jointly by all departments or the city as a whole. Items include cell phone charges, city insurance, dues and subscriptions, special events and other similar items.</p>



LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
199	PAYROLL ADJUSTMENT	\$ (326)	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ (326)	\$ -	\$ 307	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ 190	\$ 1,042	\$ -	\$ -
Supplies Sub Total		\$ -	\$ 190	\$ 1,042	\$ -	\$ -
301	MAINT-BLDG & STRUCTURES	\$ 16,000	\$ 14,379	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 16,000	\$ 14,379	\$ -	\$ -	\$ -
401	TELEPHONE & COMMUNICATIONS	\$ 34,696	\$ 30,398	\$ 30,319	\$ 33,000	\$ 83,769
403	CASUALTY INSURANCE	\$ 357,827	\$ 354,872	\$ 359,459	\$ 380,000	\$ 380,000
406	UNEMPLOYMENT INSURANCE	\$ 138,861	\$ 115,781	\$ 48,719	\$ 160,000	\$ 160,000
407	SPECIAL SERVICES	\$ -	\$ 13,935	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ 47,149	\$ 26,750	\$ 32,998	\$ 63,017	\$ 48,148
416	OTHER/PROFESSIONAL SERVICES	\$ 10,599	\$ 5,101	\$ 14,790	\$ 13,000	\$ 13,375
421	PRINTING	\$ -	\$ 80	\$ -	\$ -	\$ -
422	DO NOT USE	\$ -	\$ 90	\$ -	\$ -	\$ -
434	SPECIAL EVENTS	\$ 25,406	\$ 11,116	\$ 10,904	\$ 24,000	\$ 28,758
442	COMPUTER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 4,000
445	TORNADO INS-CC TO DESIGNATE	\$ -	\$ -	\$ 71,598	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 41,079	\$ 38,152	\$ 30,652	\$ 30,000	\$ -
463	ADMIN FEES-FLEX SPENDING PLAN	\$ 5,890	\$ 4,435	\$ 3,507	\$ 8,000	\$ 8,000
470	BAD DEBT EXPENSE	\$ -	\$ 79,622	\$ -	\$ -	\$ -
497	TUITION REIMBURSEMENT	\$ 10,501	\$ 6,070	\$ 5,825	\$ 10,700	\$ 7,000
507	LEASE PAYMENTS	\$ 54,254	\$ 138,654	\$ 14,685	\$ -	\$ -
539	MISC. HEALTH BENEFIT	\$ 3,532	\$ 5,802	\$ 3,291	\$ 9,000	\$ 9,500
562	INCENTIVES-PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	\$ 231,638
Services Sub Total		\$ 729,794	\$ 830,858	\$ 626,746	\$ 730,717	\$ 974,187
Department Total		\$ 745,467	\$ 845,427	\$ 628,095	\$ 730,717	\$ 974,187

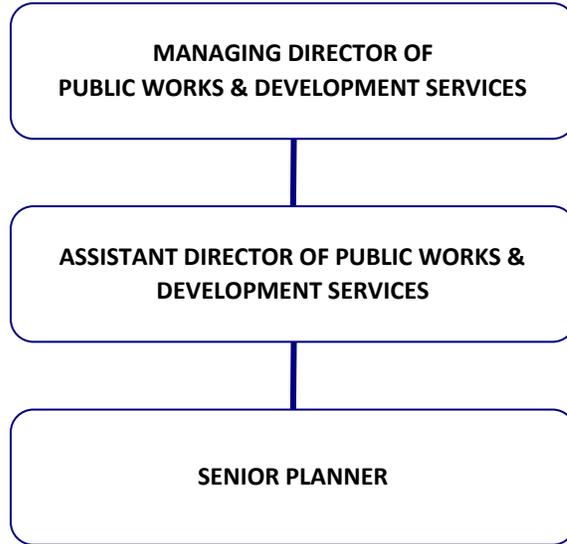


Planning



Programs / Activities:
 Planning, Development, Platting and
 Zoning, Boards and Commissions

Development Services Division
 General Fund



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Senior Planner	1	1	1
Total	1	1	1

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

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> Promote high quality commercial and residential growth through quality planning procedures and processes Minimize conflict between developments Provide clear technical assistance and professional advice to City Council, City Management, and Lancaster residents Update codes, regulations, and ordinances for consistency with City Council objectives Forecast service needs and improve efficiency of available resources 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Full Time Employees	2	1		1
Lancaster Development Code Review Sessions	8	4 (Quarterly)		4 (Quarterly)
Total Plats Received and Reviewed	22	9		10
Total Zoning Requests Received and Processed	19	9		-
Total Site Plans Received and Reviewed	19	7		-
Zoning Board of Adjustment Cases	2	2		-
Historic Committee Landmark Cases	7	2		-
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Process Certifications of Occupancies within 3 Days	85%	100%		95%
Comment on Civil Plans with Planning Elements within 3 Days	85%	95%		95%
Comment on Building Plans with Planning Elements within 3 Days	85%	90%		95%
Complete Site Plan and Plat Applications within 30 days	90%	90%		95%
Zoning Applications Completed with 45 days	85%	90%		95%
Annexation Requests Complying with Procedural Requirements	100%	100%		100%
Citizen Planning Inquiries Resolved Within 24 Hours	85%	90%		90%
Continuing Education Units Received	40 Units	60 Units		45 Units
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	75,791	76,548	74,646	78,110
Supplies	1,598	1,667	2,200	850
Maintenance	217	-	-	200
Services	14,657	4,763	3,300	3,300
Capital Outlay	-	-	-	-
TOTAL	92,263	82,978	80,146	82,460

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

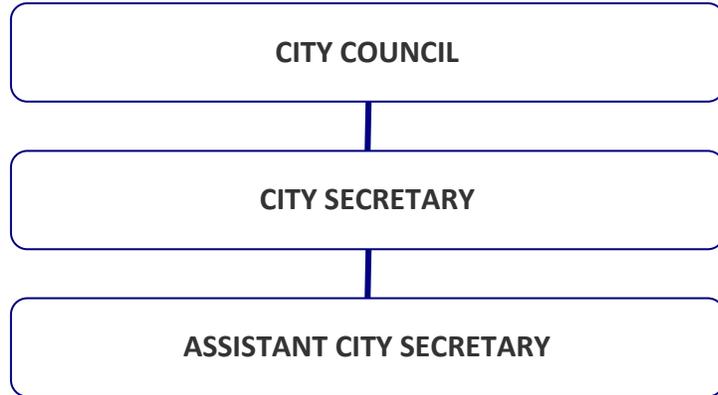


Fund 1 GENERAL FUND
Department 17 PLANNING & DEVELOPMENT
Program 0 PLANNING & DEVELOPMENT

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 52,675	\$ 57,241	\$ 56,343	\$ 56,041	\$ 57,041
103	SALARIES-OVERTIME	\$ 373	\$ -	\$ -	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 112	\$ 15	\$ 63	\$ 60	\$ 108
105	GROUP HEALTH INSURANCE	\$ 14,057	\$ 5,438	\$ 6,272	\$ 5,806	\$ 6,824
106	TMRS	\$ 6,953	\$ 8,113	\$ 7,944	\$ 7,790	\$ 8,198
107	FICA	\$ 3,706	\$ 4,397	\$ 4,383	\$ 4,291	\$ 4,431
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 647	\$ -	\$ 283
110	DENTAL INSURANCE	\$ 199	\$ 487	\$ 432	\$ 429	\$ 515
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 251	\$ -	\$ 480
120	GROUP LIFE INSURANCE	\$ -	\$ 14	\$ 83	\$ 102	\$ 102
130	WORKERS COMPENSATION	\$ 123	\$ 86	\$ 103	\$ 101	\$ 102
131	EAP EXPENSE	\$ -	\$ 0	\$ 25	\$ 26	\$ 26
Personnel Sub Total		\$ 78,198	\$ 75,791	\$ 76,548	\$ 74,646	\$ 78,110
201	OFFICE SUPPLIES	\$ 1,778	\$ 924	\$ 334	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 333	\$ 266	\$ -	\$ 300	\$ 300
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 49	\$ 140	\$ 124	\$ 200	\$ 150
214	POSTAGE/SHIPPING/DELIVERY	\$ 1,391	\$ 84	\$ 884	\$ 1,500	\$ 200
218	FUEL & OIL	\$ 67	\$ 184	\$ 325	\$ 200	\$ 200
Supplies Sub Total		\$ 3,617	\$ 1,598	\$ 1,667	\$ 2,200	\$ 850
302	MAINT-MOTOR VEHICLES	\$ 326	\$ 217	\$ -	\$ -	\$ 200
Maintenance Sub Total		\$ 326	\$ 217	\$ -	\$ -	\$ 200
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ -	\$ 300	\$ -	\$ -	\$ 1,150
408	ADVERTISING	\$ 560	\$ 582	\$ 153	\$ 300	\$ 150
409	TRAVEL & EDUCATION	\$ 3,108	\$ 7,617	\$ 1,478	\$ 1,500	\$ 100
414	DUES & SUBSCRIPTIONS	\$ 175	\$ 732	\$ 1,903	\$ 500	\$ 500
416	OTHER/PROFESSIONAL SERVICES	\$ 39,995	\$ 3,388	\$ 979	\$ -	\$ 1,000
421	PRINTING	\$ 3,222	\$ 2,037	\$ 251	\$ 1,000	\$ 400
Services Sub Total		\$ 47,059	\$ 14,657	\$ 4,763	\$ 3,300	\$ 3,300
Department Total		\$ 129,201	\$ 92,263	\$ 82,978	\$ 80,146	\$ 82,460



City Secretary



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
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 issues local alcohol beverage permits. 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				
City Secretary Office Goals:				
<ul style="list-style-type: none"> • Prepare Lancaster City Council meeting agendas and maintain an accurate account of such proceedings including Council minutes and enrollment of ordinances and resolutions as approved by the City Council • Conduct General Municipal Election to be held in May 2013 • • Process local permit applications for alcohol beverage permits in compliance with state laws and local ordinances • Scan and index Ordinances and Resolutions as adopted • Serve as a document and information resource for Council, citizens and staff 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
City Council Meetings	45	44		45
Population	36,200	36,390		36,700
Registered Voters	20,125	20,862		20,990
Ordinances Adopted	52	33		35
Resolutions Approved	97	109		110
Ordinances Codified	52	33		35
Proclamations Prepared	12	19		20
Open Records Requests Processed	289	252		280
Elections Held	2	1		1
Quantity of Records Eligible for Destruction (lbs.)	n/a	9,797		9,500
Agenda Packet Pages Produced (electronic)	6,050	5,925		6,050
Legal Notices Published	28	25		25
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Agenda Packets Prepared by Thursday Before Council	100%	100%		100%
Open Records Requests processed in accordance with state law	100%	100%		100%
Ordinances codified	100%	100%		100%
Citywide destruction of eligible records (lbs.)	n/a	9,797		9,500
"Local" Alcohol Beverage Permits issued	16	10		12
Ordinances and Resolutions indexed/scanned as adopted	100%	100%		100%
Council minutes prepared; ordinances and resolutions	100%	100%		100%
Line Item Details Totals	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	165,407	170,525	169,504	174,958
Supplies	870	283	1,125	1,100
Maintenance	-	-	-	-
Services	7,279	7,710	8,125	14,018
Capital Outlay	-	-	-	-
Total Expenditures	173,555	178,518	178,754	190,076

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



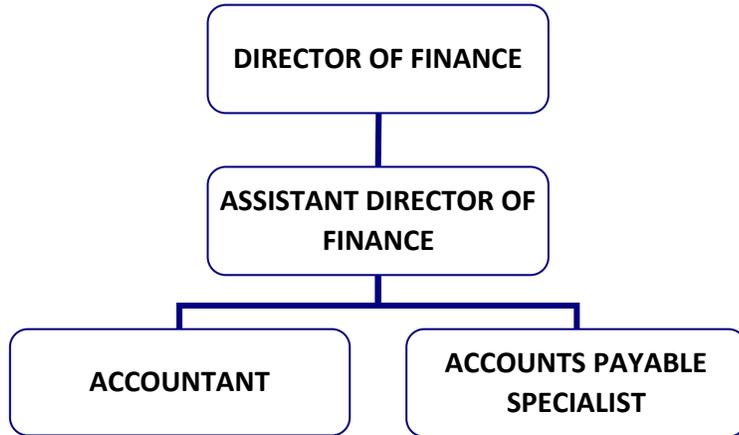
Fund 1 GENERAL FUND
Department 18 CITY SECRETARY
Program 0 CITY SECRETARY

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 122,205	\$ 120,667	\$ 124,736	\$ 124,537	\$ 125,037
103	SALARIES-OVERTIME	\$ 66	\$ -	\$ 375	\$ -	\$ 500
104	SALARIES-LONGEVITY	\$ 400	\$ 347	\$ 457	\$ 452	\$ 548
105	GROUP HEALTH INSURANCE	\$ 8,831	\$ 11,412	\$ 10,811	\$ 10,499	\$ 13,200
106	TMRS	\$ 16,767	\$ 17,841	\$ 18,120	\$ 18,022	\$ 18,620
107	FICA	\$ 9,612	\$ 9,462	\$ 9,523	\$ 9,719	\$ 9,954
109	SALARIES-WELL PAY	\$ 1,019	\$ -	\$ 346	\$ -	\$ 647
110	DENTAL INSURANCE	\$ 649	\$ 841	\$ 864	\$ 858	\$ 1,030
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,614	\$ 4,828	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 12	\$ 33	\$ 180	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 832	\$ 189	\$ 236	\$ 233	\$ 238
131	EAP EXPENSE	\$ -	\$ 1	\$ 50	\$ 78	\$ 78
Personnel Sub Total		\$ 165,208	\$ 165,407	\$ 170,525	\$ 169,504	\$ 174,958
201	OFFICE SUPPLIES	\$ 1,455	\$ 728	\$ 136	\$ 1,000	\$ 975
214	POSTAGE/SHIPPING/DELIVERY	\$ 228	\$ 142	\$ 148	\$ 125	\$ 125
Supplies Sub Total		\$ 1,683	\$ 870	\$ 283	\$ 1,125	\$ 1,100
			\$ 1,683			
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 274	\$ -	\$ 540
402	RENTAL OF EQUIPMENT	\$ 3,702	\$ 2,703	\$ 2,463	\$ 2,750	\$ 2,172
407	SPECIAL SERVICES	\$ 986	\$ 936	\$ 1,073	\$ 1,725	\$ 1,725
408	ADVERTISING	\$ 314	\$ 118	\$ 612	\$ 175	\$ 225
409	TRAVEL & EDUCATION	\$ 866	\$ 2,794	\$ 2,229	\$ 2,850	\$ 3,240
414	DUES & SUBSCRIPTIONS	\$ 290	\$ 160	\$ 309	\$ 300	\$ 390
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 399	\$ -	\$ 4,788
421	PRINTING	\$ 398	\$ 568	\$ 351	\$ 150	\$ 275
452	FILING FEES	\$ 58	\$ -	\$ -	\$ 175	\$ 75
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 588
Sub Total		\$ 6,614	\$ 7,279	\$ 7,710	\$ 8,125	\$ 14,018
Department Total		\$ 173,505	\$ 173,555	\$ 178,518	\$ 178,754	\$ 190,076



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

General Government Division
 General Fund



Finance

Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Director of Finance	1	1	1	
Asst. Director of Finance	1	1	1	
Chief Accountant	1	0	0	
Accountant	0	0	0.75	
Accounts Payable Specialist	1	1	1	
Total	4	3	3.75	

Department Narrative
<p>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.</p>



Departmental Goals				
<ul style="list-style-type: none"> • Provide financial information to all users in the form, frequency, and the timeliness needed for management • 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 • 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 • Maintain the City's accounting system to meet the needs of all users. 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Checking Accounts	8	8		8
Journal Entries Made	8,292	5,653		5,653
Bank Statements Reconciled	96%	100%		100%
Monthly Operations Reports - P.I.D.'s	12	12		12
Accounts Payable Checks Processed	4,760	4,377		4,200
Void Checks (a measurement for accuracy)	180	129		75
Quarterly Financial & Investment Reporting	0	4		4
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Bank Reconciliations Finished by Month End	95%	90%		100%
Monthly Closeouts within 15 Days of Month End	11	10		12
Vendors Paid within 30 Days	99%	99%		100%
Checks Available for Review every Tuesday	100%	99%		100%
Audit presentation to Council (Months after year end)	11 mos.	6 mos.		5 mos.
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	284,501	292,942	288,803	343,685
Supplies	8,808	5,609	6,536	7,805
Maintenance	-	-	-	-
Services	245,570	183,126	205,658	196,243
Capital Outlay	-	-	-	-
TOTAL	538,880	481,677	500,997	547,733

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

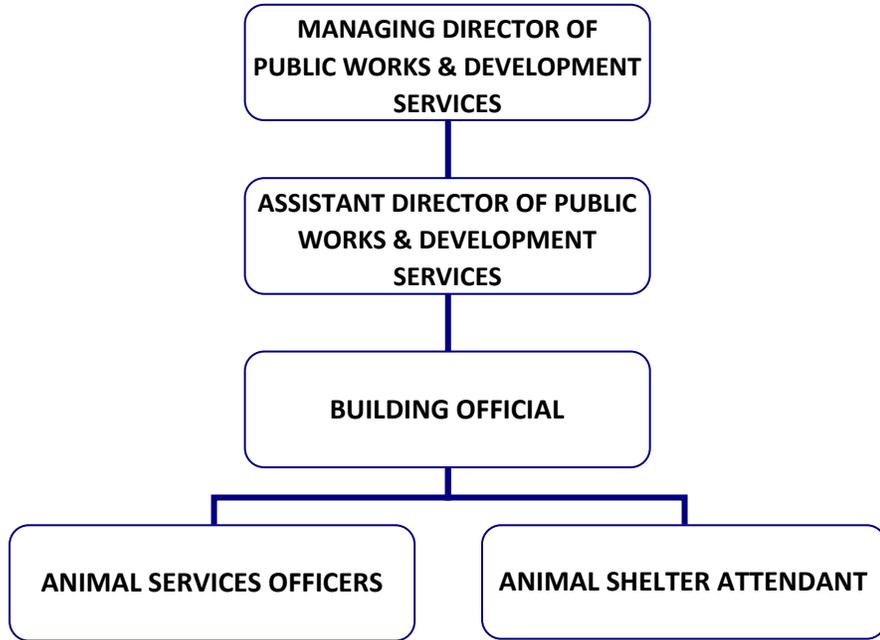


Fund 1 GENERAL FUND
Department 19 FINANCE
Program 0 FINANCE

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 301,072	\$ 197,370	\$ 211,960	\$ 210,685	\$ 249,184
103	SALARIES-OVERTIME	\$ 292	\$ 190	\$ 611	\$ 582	\$ 600
104	SALARIES-LONGEVITY	\$ 669	\$ 460	\$ 463	\$ 404	\$ 560
105	GROUP HEALTH INSURANCE	\$ 27,067	\$ 35,263	\$ 26,170	\$ 24,326	\$ 30,054
106	TMRS	\$ 40,227	\$ 28,963	\$ 30,258	\$ 30,472	\$ 36,365
107	FICA	\$ 22,544	\$ 14,878	\$ 16,536	\$ 15,546	\$ 18,280
109	SALARIES-WELL PAY	\$ 899	\$ 412	\$ -	\$ -	\$ 1,262
110	DENTAL INSURANCE	\$ 1,068	\$ 638	\$ 864	\$ 858	\$ 1,030
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 1,014	\$ 4,828	\$ 4,800	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 4,959	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 483	\$ 352	\$ 480
120	GROUP LIFE INSURANCE	\$ 12	\$ 46	\$ 300	\$ 306	\$ 485
130	WORKERS COMPENSATION	\$ 726	\$ 307	\$ 394	\$ 394	\$ 461
131	EAP EXPENSE	\$ -	\$ 1	\$ 75	\$ 78	\$ 124
Personnel Sub Total		\$ 399,389	\$ 284,501	\$ 292,942	\$ 288,803	\$ 343,685
Account Object	Description	2010	2011	2012	2013	
201	SUPPLIES	\$ 5,634	\$ 5,710	\$ 2,819	\$ 3,500	\$ 4,900
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ -	\$ 180
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,385	\$ 1,277	\$ -	\$ -	\$ 625
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 168	\$ 22	\$ 195	\$ 195	\$ 100
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,275	\$ 1,799	\$ 1,755	\$ 2,000	\$ 2,000
231	SOFTWARE	\$ 324	\$ -	\$ -	\$ -	\$ -
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ 841	\$ 841	\$ -
Supplies Sub Total		\$ 9,785	\$ 8,808	\$ 5,609	\$ 6,536	\$ 7,805
Account Object	Description	2010	2011	2012	2013	
401	TELEPHONE & COMMUNICATIONS	\$ 481	\$ 101	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 2,385	\$ 2,800	\$ 2,038	\$ 2,388	\$ 2,388
407	SPECIAL SERVICES	\$ 298	\$ 15,126	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 5,844	\$ 5,779	\$ 3,740	\$ 3,500	\$ 4,600
414	DUES & SUBSCRIPTIONS	\$ 1,499	\$ 1,004	\$ 704	\$ 805	\$ 1,295
416	OTHER/PROFESSIONAL SERVICES	\$ 4,780	\$ 1,040	\$ -	\$ -	\$ 12,000
421	PRINTING	\$ 2,221	\$ 1,080	\$ 1,724	\$ 1,391	\$ 1,960
437	CONTRACT AUDIT SERVICES	\$ 198,743	\$ 89,735	\$ 53,200	\$ 53,200	\$ 37,500
440	CONSULTANT AND ADVISORY FEES	\$ -	\$ 1,604	\$ -	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 27,299	\$ 18,893	\$ 16,366	\$ 20,000	\$ 25,000
444	TAX APPRAISAL	\$ 62,601	\$ 59,728	\$ 61,892	\$ 61,575	\$ 63,000
476	ACCT ANALYSIS FEES-JPM	\$ 26,666	\$ 27,472	\$ 27,967	\$ 26,535	\$ 27,500
493	MOVING EXPENSE	\$ -	\$ 1,000	\$ -	\$ -	\$ -
537	DALLAS COUNTY TAX COLL SVCS	\$ 20,207	\$ 20,207	\$ (52)	\$ 23,000	\$ 21,000
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ -	\$ 15,548	\$ 13,264	\$ -
Services Sub Total		\$ 353,024	\$ 245,570	\$ 183,126	\$ 205,658	\$ 196,243
Department Total		\$ 762,198	\$ 538,880	\$ 481,677	\$ 500,997	\$ 547,733



Animal Services



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Animal Services Officer	2	2	2
PT Animal Shelter Attend.(.50)	0.5	0.5	0.5
Total	2.5	2.5	2.5

Department Narrative
<p>The Animal Services Division provides assistance to citizens in managing the population of animals within the city limits. This includes the employment of two fulltime Animal Control Officers (ACO) and a part time shelter attendant. The Lancaster Animal shelter, through limited operational hours provide programs to assist citizens with identification of household pets (micro-chipping), referrals for veterinary services, shelter for lost and stray animals, and meeting state requirements for care and control of animals (both domestic and feral) that may pose a threat to citizens. ACO's patrol daily and provide assistance with traps and collaborate with local, county, state and federal authorities on any matters related to animal management within the City of Lancaster. Animal Shelter staff conducts shot and adoption clinics bi-annually that assist in controlling the growing population of stray animals in the City.</p>

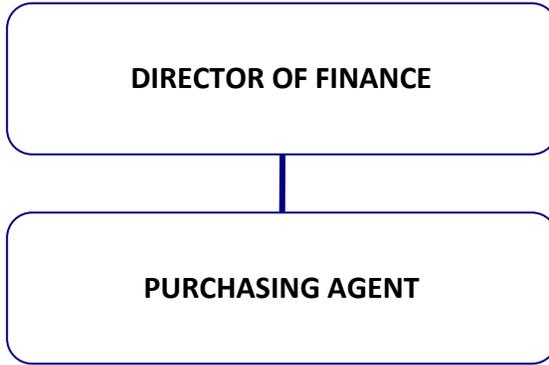
LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 75,588	\$ 73,279	\$ 71,449	\$ 71,053	\$ 73,053
102	SALARIES-PART TIME	\$ 200	\$ 8,856	\$ 4,534	\$ 10,400	\$ 10,400
103	SALARIES-OVERTIME	\$ 1,584	\$ 1,847	\$ 4,628	\$ 2,400	\$ 2,400
104	SALARIES-LONGEVITY	\$ 371	\$ 408	\$ 563	\$ 456	\$ 552
105	GROUP HEALTH INSURANCE	\$ 17,078	\$ 25,697	\$ 22,717	\$ 22,476	\$ 24,473
106	TMRS	\$ 9,685	\$ 10,840	\$ 10,621	\$ 9,930	\$ 10,810
107	FICA	\$ 5,341	\$ 5,864	\$ 5,273	\$ 5,289	\$ 5,561
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ -	\$ 367
110	DENTAL INSURANCE	\$ 357	\$ 412	\$ -	\$ 429	\$ 515
120	GROUP LIFE INSURANCE	\$ 19	\$ 32	\$ 105	\$ 204	\$ 306
130	WORKERS COMPENSATION	\$ 616	\$ 290	\$ 1,248	\$ 1,309	\$ 1,360
131	EAP EXPENSE	\$ -	\$ 1	\$ 62	\$ 65	\$ 91
Personnel Sub Total		\$ 110,839	\$ 127,526	\$ 121,200	\$ 124,011	\$ 129,888
202	UNIFORMS AND CLOTHING	\$ 265	\$ -	\$ 56	\$ 500	\$ 250
203	MOTOR VEHICLE SUPPLIES	\$ 398	\$ 332	\$ 451	\$ 350	\$ 350
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,800	\$ 2,430	\$ 209	\$ 2,500	\$ 2,500
205	JANITORIAL & CLEANING SUPPLIES	\$ 958	\$ 1,859	\$ 1,376	\$ 600	\$ 1,290
206	CHEMICALS	\$ 1,272	\$ 1,430	\$ 649	\$ 1,200	\$ 1,500
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ 15	\$ 25	\$ 25
216	MEDICAL SUPPLIES	\$ 79	\$ 163	\$ 155	\$ 150	\$ 150
218	FUEL & OIL	\$ 5,170	\$ 7,645	\$ 8,627	\$ 5,000	\$ 6,000
223	ANIMAL FOOD	\$ -	\$ -	\$ -	\$ 400	\$ 400
224	ANIMAL CARE SUPPLIES	\$ 132	\$ 254	\$ 537	\$ 600	\$ 600
Supplies Sub Total		\$ 11,073	\$ 14,113	\$ 12,075	\$ 11,325	\$ 13,065
302	MAINT-MOTOR VEHICLES	\$ 4,082	\$ 1,053	\$ 303	\$ 1,200	\$ 1,000
Maintenance Sub Total		\$ 4,082	\$ 1,053	\$ 303	\$ 1,200	\$ 1,000
409	TRAVEL & EDUCATION	\$ 600	\$ 138	\$ 14	\$ 500	\$ 500
414	DUES & SUBSCRIPTIONS	\$ 4,500	\$ 4,875	\$ 4,532	\$ 4,500	\$ 4,600
416	OTHER/PROFESSIONAL SERVICES	\$ 150	\$ 75	\$ -	\$ 250	\$ 750
421	PRINTING	\$ 747	\$ 235	\$ 138	\$ 400	\$ 400
435	LABORATORY CHARGES	\$ -	\$ -	\$ -	\$ 250	\$ 500
455	CERTIFICATION FEES	\$ 106	\$ -	\$ -	\$ 106	\$ 106
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 1,920
Services Sub Total		\$ 6,103	\$ 5,323	\$ 4,683	\$ 6,006	\$ 8,776
Department Total		\$ 132,096	\$ 148,015	\$ 138,261	\$ 142,542	\$ 152,729



Purchasing

Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Purchasing Agent	1	1	1
Total	1	1	1

Department Narrative
<p>The Purchasing Division is responsible for handling all purchasing related activities including formal and informal bids, quotes, and requests for proposals and qualifications.</p>



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Provide assistance to departments within the City for procuring materials / services in the most efficient and economical way that adheres to all related Texas purchasing statutes and the internal purchasing policy • Update purchasing policy and conduct training for all employees involved in the buying process. 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Bid Types Processed	74	81		80
ITQ-Invitation to Quote	38	19		20
ITB-Invitation to Bid	29	44		40
RFQ-Request for Qualifications	2	7		2
RFP-Request for Proposal	4	7		2
RFI-Request for Information	0	1		0
Requisitions Processed	1,198	2,602		2,600
Procurement Card Transactions	3,416	3,256		3,200
Purchase Orders Processed	1,128	1,355		1,300
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Vendor Inquiries Resolved Within 48 Hours	99%	100%		100%
Electronic Vendor Self Update	99%	100%		100%
Electronic Procurement System Operational	100%	100%		100%
Contract Management System Operational	100%	100%		100%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Budget	Estimate	Budget
Personnel	85,161	84,693	83,731	85,885
Supplies	1,052	1,747	1,220	1,420
Maintenance	-	-	-	-
Services	22,424	25,301	24,108	26,217
Capital Outlay	-	-	-	-
TOTAL	108,637	111,740	109,059	113,522

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 29 PURCHASING
Program 0 PURCHASING

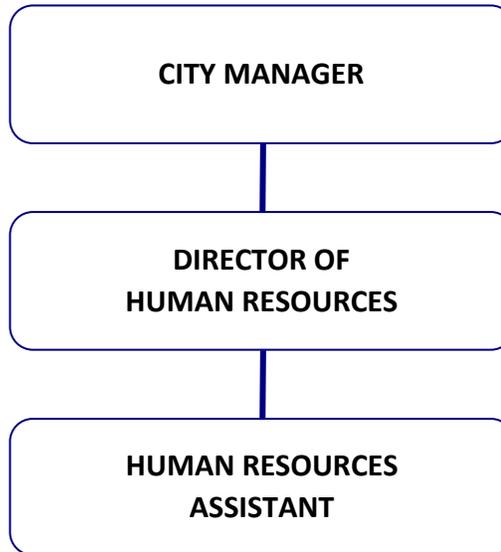
Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 62,389	\$ 62,389	\$ 62,556	\$ 62,221	\$ 63,221
104	SALARIES-LONGEVITY	\$ 253	\$ 288	\$ 349	\$ 344	\$ 392
105	GROUP HEALTH INSURANCE	\$ 5,080	\$ 7,369	\$ 6,278	\$ 5,806	\$ 6,824
106	TMRS	\$ 8,239	\$ 9,052	\$ 8,888	\$ 8,754	\$ 9,118
107	FICA	\$ 4,682	\$ 4,746	\$ 4,756	\$ 4,676	\$ 4,780
109	SALARIES-WELL PAY	\$ -	\$ 718	\$ 718	\$ 780	\$ 314
110	DENTAL INSURANCE	\$ 328	\$ 487	\$ 432	\$ 429	\$ 515
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 483	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 12	\$ 17	\$ 91	\$ 102	\$ 102
130	WORKERS COMPENSATION	\$ 149	\$ 96	\$ 116	\$ 113	\$ 113
131	EAP EXPENSE	\$ -	\$ 0	\$ 25	\$ 26	\$ 26
Personnel Sub Total		\$ 81,132	\$ 85,161	\$ 84,693	\$ 83,731	\$ 85,885
201	OFFICE SUPPLIES	\$ 830	\$ 775	\$ 297	\$ 600	\$ 600
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 639	\$ -	\$ 1,307	\$ -	\$ 400
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 33	\$ -	\$ 20	\$ 20
214	POSTAGE/SHIPPING/DELIVERY	\$ 402	\$ 244	\$ 142	\$ 400	\$ 400
215	TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ 200	\$ -
Supplies Sub Total		\$ 1,871	\$ 1,052	\$ 1,747	\$ 1,220	\$ 1,420
401	TELEPHONE & COMMUNICATIONS	\$ 481	\$ 461	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 2,526	\$ 2,385	\$ 1,987	\$ 2,388	\$ 2,400
407	SPECIAL SERVICES	\$ 10,162	\$ 2,460	\$ 6,441	\$ 4,000	\$ 250
408	ADVERTISING	\$ 366	\$ 383	\$ 226	\$ 700	\$ 460
409	TRAVEL & EDUCATION	\$ 2,148	\$ 2,413	\$ 1,478	\$ 2,000	\$ 1,246
414	DUES & SUBSCRIPTIONS	\$ 495	\$ 621	\$ 612	\$ 620	\$ 620
421	PRINTING	\$ 927	\$ 301	\$ 254	\$ 700	\$ 700
434	SPECIAL EVENTS	\$ 150	\$ 356	\$ 88	\$ 200	\$ 275
442	COMPUTER PROFESSIONAL SERVICES	\$ 12,662	\$ 13,044	\$ 14,214	\$ 13,500	\$ 19,750
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 516
Services Sub Total		\$ 29,917	\$ 22,424	\$ 25,301	\$ 24,108	\$ 26,217
Department Total		\$ 112,920	\$ 108,637	\$ 111,740	\$ 109,059	\$ 113,522



Programs / Activities:
 Personnel, Risk Management,
 Payroll, Benefit Administration

General Government Division
 General Fund

Human Resources



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Director of Human Resources	1	1	1	
Human Resource Supervisor	1	0	0	
Human Resources Assistant	0	1	1	
TOTAL	2	2	2	

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



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> Recruit, attract and select the best employees for Lancaster Empower managers and employees throughout the city organization Have a market-based compensation system Job Description Updates Policy Procedure Manual Update 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Total Full-time City of Lancaster Employees	254	243		268.25
Applications Received and Processed	2187	2500		3000
Liability and Property Claims	40	30		25
pre-Hire Drug Screens and Background Checks	56	40		40
In-House Training Programs	11	11		11
Benefit Programs Managed	17	17		18
Workers Compensation Claims	26	30		25
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Turnover in Agency (Calendar year)	18%	18%		10%
Accurate Payroll Checks	100%	100%		100%
Evaluations Completed On-Time	95%	95%		100%
Job Postings within 24 Hours	100%	100%		100%
Claims Processed within 7 Days	100%	100%		100%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	182,712	183,162	178,827	183,755
Supplies	6,261	6,565	7,400	8,050
Maintenance	13	-	-	-
Other Services	137,085	136,928	142,314	119,067
Capital Outlay	-	-	-	-
TOTAL	326,071	326,655	328,541	310,872

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

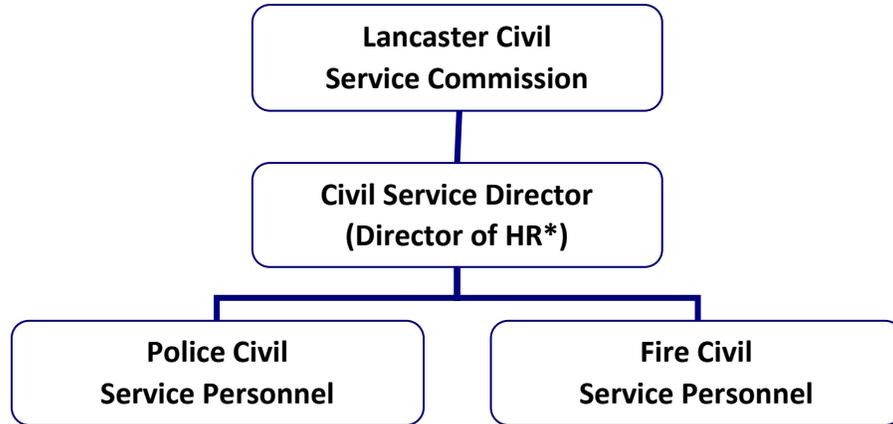


Fund 1 GENERAL FUND
Department 31 HUMAN RESOURCES/PERSONNEL
Program 0 HUMAN RESOURCES

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 146,344	\$ 135,298	\$ 133,002	\$ 132,290	\$ 133,290
102	SALARIES-PART TIME	\$ 2,259	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 643	\$ -	\$ 1,318	\$ -	\$ 500
104	SALARIES-LONGEVITY	\$ 380	\$ 374	\$ 429	\$ 424	\$ 520
105	GROUP HEALTH INSURANCE	\$ 6,782	\$ 10,278	\$ 12,565	\$ 11,612	\$ 13,200
106	TMRS	\$ 20,156	\$ 19,987	\$ 19,397	\$ 19,095	\$ 19,790
107	FICA	\$ 11,192	\$ 10,379	\$ 10,316	\$ 9,674	\$ 9,813
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 390	\$ -	\$ 689
110	DENTAL INSURANCE	\$ 295	\$ 192	\$ 432	\$ 429	\$ 515
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,614	\$ 4,828	\$ 4,800	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 927	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 28	\$ 32	\$ 190	\$ 204	\$ 306
130	WORKERS COMPENSATION	\$ 1,183	\$ 629	\$ 246	\$ 247	\$ 254
131	EAP EXPENSE	\$ -	\$ 1	\$ 50	\$ 52	\$ 78
Personnel Sub Total		\$ 194,077	\$ 182,712	\$ 183,162	\$ 178,827	\$ 183,755
201	OFFICE SUPPLIES	\$ 5,577	\$ 4,489	\$ 4,322	\$ 6,000	\$ 6,000
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 265	\$ 651	\$ 1,159	\$ 1,350	\$ 1,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 689	\$ 939	\$ 1,084	\$ 500	\$ 500
215	TRAINING SUPPLIES	\$ -	\$ 182	\$ -	\$ 550	\$ 550
Supplies Sub Total		\$ 6,531	\$ 6,261	\$ 6,565	\$ 8,400	\$ 8,050
318	MAINT-OFFICE EQUIPMENT	\$ 727	\$ -	\$ -	\$ -	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 13	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 727	\$ 13	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 2,415	\$ 2,494	\$ 2,162	\$ 2,700	\$ 2,172
408	ADVERTISING	\$ 1,023	\$ -	\$ 1,345	\$ 2,000	\$ 3,000
409	TRAVEL & EDUCATION	\$ 131	\$ 2,314	\$ 807	\$ 3,550	\$ 3,550
410	UTILITIES - ELECTRICITY	\$ 3,685	\$ 3,360	\$ 3,701	\$ 2,400	\$ -
414	DUES & SUBSCRIPTIONS	\$ 1,090	\$ 986	\$ 1,384	\$ 1,384	\$ 1,055
416	OTHER/PROFESSIONAL SERVICES	\$ 19,479	\$ 20,454	\$ 26,728	\$ 17,620	\$ 22,100
418	MEDICAL EXPENSE	\$ 860	\$ 1,800	\$ 1,800	\$ 2,500	\$ 3,500
419	AWARDS	\$ 361	\$ 1,386	\$ 943	\$ 500	\$ 500
420	INTERNAL TRAINING	\$ 3,880	\$ 7,583	\$ -	\$ 6,891	\$ 7,800
421	PRINTING	\$ 1,723	\$ 2,687	\$ 2,149	\$ 2,550	\$ 2,550
440	CONSULTANT AND ADVISORY FEES	\$ 6,000	\$ 8,345	\$ 12,933	\$ 15,000	\$ 15,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 44,666	\$ 58,897	\$ 62,648	\$ 57,500	\$ 57,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 840
464	RENTAL OF OFFICE SPACE	\$ 19,572	\$ 19,898	\$ 20,329	\$ 26,719	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 504	\$ -	\$ -	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 78	\$ -	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 12,411	\$ 6,299	\$ -	\$ -	\$ -
Sub Total		\$ 117,295	\$ 137,085	\$ 136,928	\$ 141,314	\$ 119,067
Department Total		\$ 318,630	\$ 326,071	\$ 326,655	\$ 328,541	\$ 310,872



Civil Service



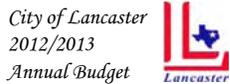
Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Civil Service Director*	0	0	0	
Total	0	0	0	

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



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Work with all Civil Servants and the respective Chiefs to build mutual respect and understanding within each department in an attempt to retain quality employees • Schedule testing for all civil service new hires, vacant positions, or promotions • Work with the Human Resources department to recruit and hire qualified employees • Provide an avenue for Lancaster Civil Servants employed by the City of Lancaster to communicate areas for concern to the Lancaster Civil Service Commission • Increase communication with the Civil Servants of the City of Lancaster through more open dialog • Handle hearings and appeals of possible violations of the Civil Service Code that are brought to the Commission by Civil Servants • Maintain a process whereby Lancaster Civil Servants can feel comfortable in trying to work out possible problems and concerns before violation of the Civil Service Code are affected 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Total Police Civil Service Personnel	52	53		54
Total Fire Civil Service Personnel	55	55		56
Civil Service Applications for Employment	500	500		500
Civil Service Applications for Promotion	15	20		20
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Number of Service Appeals	3	3		3
Number of Hearings	2	2		2
Number of Commission Meetings	1	2		1
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	-	-	-	-
Supplies	5,263	5,104	4,500	500
Maintenance	-	-	-	-
Services	300	1,025	1,350	7,350
Capital Outlay	-	-	-	-
TOTAL	5,563	6,130	5,850	7,850

LINE ITEM DETAIL BUDGET REPORT



Fund 1 GENERAL FUND
 Department 32 CIVIL SERVICE
 Program 0

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 72	\$ -	\$ 300
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 200	\$ 200
230	CIVIL SERVICE SUPPLIES	\$ 5,997	\$ 5,263	\$ 5,033	\$ 4,300	\$ -
Supplies Sub Total		\$ 5,997	\$ 5,263	\$ 5,104	\$ 4,500	\$ 500
408	ADVERTISING	\$ 120	\$ -	\$ 930	\$ 500	\$ 500
409	TRAVEL & EDUCATION	\$ -	\$ 300	\$ -	\$ 700	\$ 700
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 58	\$ 150	\$ 150
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 38	\$ -	\$ -
440	CONSULTANT AND ADVISORY FEES	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Sub Total		\$ 120	\$ 300	\$ 1,025	\$ 1,350	\$ 7,350
Department Total		\$ 6,117	\$ 5,563	\$ 6,130	\$ 5,850	\$ 7,850

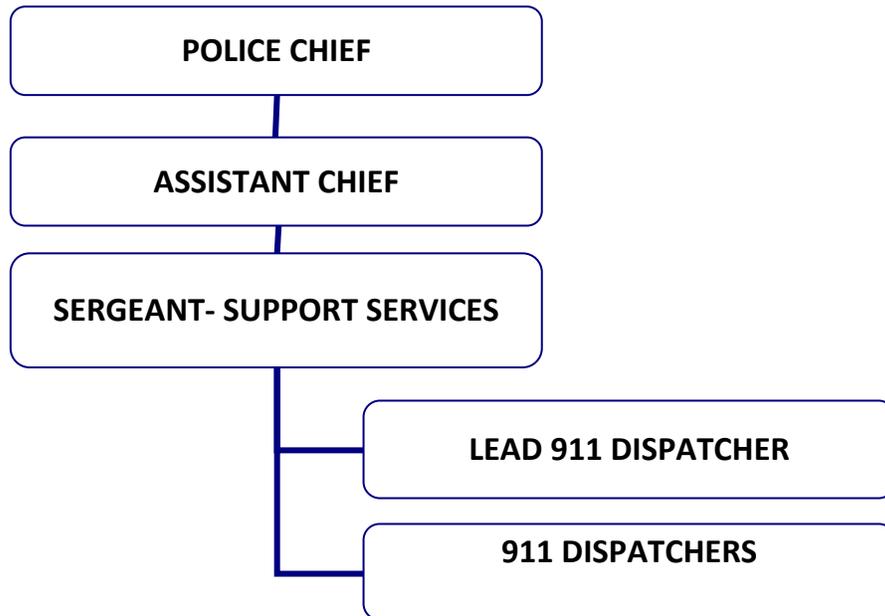


Emergency Communications



Programs / Activities:
 E911 Calls, Law Enforcement Direction
 Fire and EMS Resources

Public Safety Division
 General Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Lead 911 Dispatcher	4	4	4	
911 Dispatchers	6	6	6	
Part Time Dispatchers (value .5)	1	1	1	
Part Time Dispatchers (value .25)	0.25	0.25	0.25	
Total	11.25	11.25	11.25	

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

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Aim to provide the most effective and efficient communications program possible • Satisfy emergency and routine communications and informational needs for the City's Public Safety Departments • Increase departmental efficiency through the recruitment, selection, and training of qualified communication personnel • Establish and maintain a positive relationship with other departments, citizens, and public safety agencies • Maintain effective staffing by sustaining an operational vacancy rate at or below 10% • Promote employee development through education and succession planning 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Wireless 911 Calls	14,000	14,000		14,000
Total 911 Calls	35,450	35,450		35,450
Non-Emergency Calls	163,000	163,000		163,000
Total Police Calls For Service (CFS)	33,000	33,000		33,000
Police Priority 1 or 2 Calls For Service	1,900	1,900		1,900
Total Fire Calls For Service	7,250	7,250		7,250
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
911 Calls Answered within 6 Seconds	78%	78%		78%
911 Calls Answered within 10 Seconds	88%	88%		88%
Abandoned 911 Calls	1683	1665		1665
Average Time to Dispatch Police Priority 1 or 2 CFS	41 SEC	37 SEC		37 SEC
Average Time to Dispatch Fire/EMS CFS	32 SEC	29 SEC		29 SEC
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	631,193	575,047	702,649	662,708
Supplies	8,170	1,079	1,900	1,900
Maintenance	5,650	74,528	78,000	77,000
Services	32,094	26,373	31,491	30,395
Capital Outlay	(1,355)	-	-	-
TOTAL	675,752	677,027	814,040	772,003

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 1 GENERAL FUND
Department 34 EMERGENCY COMMUNICATIONS
Program 0 EMERGENCY COMMUNICATIONS

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 105,552	\$ 362,940	\$ 322,310	\$ 422,388	\$ 362,388
102	SALARIES-PART TIME	\$ 1,716	\$ 22,802	\$ 14,809	\$ 38,793	\$ 38,793
103	SALARIES-OVERTIME	\$ 31,294	\$ 54,547	\$ 80,803	\$ 70,000	\$ 70,000
104	SALARIES-LONGEVITY	\$ 477	\$ 1,322	\$ 1,749	\$ 1,912	\$ 1,848
105	GROUP HEALTH INSURANCE	\$ 19,983	\$ 94,814	\$ 62,324	\$ 74,348	\$ 85,054
106	TMRS	\$ 18,041	\$ 56,855	\$ 56,341	\$ 58,920	\$ 61,770
107	FICA	\$ 10,157	\$ 31,684	\$ 30,221	\$ 29,641	\$ 34,430
109	SALARIES-WELL PAY	\$ 1,011	\$ 1,839	\$ 1,609	\$ 1,800	\$ 2,112
110	DENTAL INSURANCE	\$ 460	\$ 3,194	\$ 2,929	\$ 2,574	\$ 3,090
120	GROUP LIFE INSURANCE	\$ 15	\$ 166	\$ 463	\$ 1,122	\$ 1,122
130	WORKERS COMPENSATION	\$ 998	\$ 1,025	\$ 1,225	\$ 832	\$ 1,782
131	EAP EXPENSE	\$ -	\$ 6	\$ 266	\$ 319	\$ 319
Personnel Sub Total		\$ 189,705	\$ 631,193	\$ 575,047	\$ 702,649	\$ 662,708
201	OFFICE SUPPLIES	\$ 414	\$ 445	\$ 266	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,399	\$ 4,975	\$ -	\$ -	\$ -
215	TRAINING SUPPLIES	\$ 225	\$ -	\$ -	\$ -	\$ -
234	PRINTING SUPPLIES	\$ 974	\$ 2,750	\$ 814	\$ 1,900	\$ 1,900
Supplies Sub Total		\$ 3,012	\$ 8,170	\$ 1,079	\$ 1,900	\$ 1,900
303	MAINT-EQUIP & MACHINERY	\$ 97,689	\$ 3,748	\$ 74,040	\$ 75,000	\$ 75,000
314	MAINT-RADIO EQUIPMENT	\$ 200	\$ 1,902	\$ 488	\$ 3,000	\$ 2,000
Supplies Sub Total		\$ 97,889	\$ 5,650	\$ 74,528	\$ 78,000	\$ 77,000
401	TELEPHONE & COMMUNICATIONS	\$ 24,087	\$ 13,168	\$ -	\$ 19,000	\$ -
409	TRAVEL & EDUCATION	\$ 87	\$ 436	\$ -	\$ -	\$ 1,500
414	DUES & SUBSCRIPTIONS	\$ 718	\$ 931	\$ -	\$ 1,666	\$ 1,000
416	PROFESSIONAL SERVICES	\$ 2,006	\$ 616	\$ 1,377	\$ 37,120	\$ 2,025
442	COMPUTER PROFESSIONAL SERVICES	\$ 108	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 525	\$ 16,943	\$ 24,997	\$ 10,300	\$ 25,870
Services Sub Total		\$ 27,531	\$ 32,094	\$ 26,373	\$ 31,491	\$ 30,395
620	CAPITAL-LG SYSTEM SOFTWARE	\$ 15,736	\$ (1,355)	\$ -	\$ -	\$ -
Capital Sub Total		\$ 15,736	\$ (1,355)	\$ -	\$ -	\$ -
Department Total		\$ 333,873	\$ 675,752	\$ 677,027	\$ 814,040	\$ 772,003

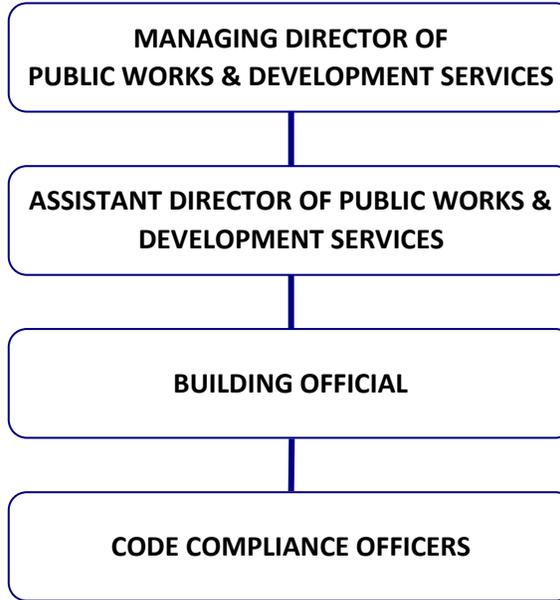


Code Compliance



Programs / Activities:
Code Compliance

Development Services Division
General Fund



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Code Compliance Officer	4	3	3
Total	4	3	3

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

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Continue training on enhanced customer service in the field • Evaluate and modify all ordinances concerning Code compliance to be consistent • Create program to make residents and/or business owners more aware of local regulations and educate them to achieve compliance • Provide weekend coverage. • Continuous education of Homeowner Association's and Public Improvement Districts to become better equipped to handle violations • Improve community image through increased enforcement efforts with residential and commercial properties utilizing the International Property Maintenance .Code 				
Workload Indicators	10-11 Actual	11-12 Actual		12-13 Target
Full Time Employees	4	3		4
Weed and Grass Violations	2,366	2,000		3,500
Bulk Trash Violations	950	900		1,000
Junk/Inoperable Vehicles	241	200		400
Overhanging Limbs	324	300		150
Parking Violations	755	800		1,000
Sign Violations	1,430	1,000		1,000
Trash/Junk Violations	534	600		1,100
Fence Violations	355	300		400
Illegal Dumping	167	100		200
72 Hour Parking on Street	129	100		200
Inspections	13,146	10,000		13,000
Brush/Rubbish/Garbage Accumulation outside Storage	751	600		700
Performance Measurement	10-11 Actual	11-12 Actual		12-13 Target
Code violations addressed within 48 hours of report	85%	85%		90%
Emergency complaints addressed immediately upon receipt	90%	90%		90%
Management complaint addressed within one work day	95%	95%		95%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	Budget
Personnel	168,144	150,130	171,281	157,798
Supplies	11,725	11,239	14,500	12,605
Maintenance	1,684	858	3,000	2,000
Services	82,983	92,271	93,200	100,610
Capital Outlay	-	-	-	-
TOTAL	264,536	254,498	281,981	273,013

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 128,868	\$ 114,356	\$ 106,381	\$ 115,118	\$ 108,681
103	SALARIES-OVERTIME	\$ 50	\$ 48	\$ 833	\$ 10,000	\$ 400
104	SALARIES-LONGEVITY	\$ 260	\$ 294	\$ 425	\$ 416	\$ 560
105	GROUP HEALTH INSURANCE	\$ 17,807	\$ 24,767	\$ 17,666	\$ 17,418	\$ 20,024
106	TMRS	\$ 16,865	\$ 16,230	\$ 14,916	\$ 16,042	\$ 15,596
107	FICA	\$ 9,704	\$ 8,525	\$ 7,964	\$ 8,634	\$ 8,223
109	SALARIES-WELL PAY	\$ 140	\$ 140	\$ -	\$ 140	\$ 530
110	DENTAL INSURANCE	\$ 1,030	\$ 1,655	\$ 1,296	\$ 1,287	\$ 1,545
120	GROUP LIFE INSURANCE	\$ 27	\$ 48	\$ 156	\$ 408	\$ 408
130	WORKERS COMPENSATION	\$ 5,034	\$ 2,081	\$ 418	\$ 1,714	\$ 1,727
131	EAP EXPENSE	\$ -	\$ 1	\$ 75	\$ 104	\$ 104
Personnel Sub Total		\$ 179,785	\$ 168,144	\$ 150,130	\$ 171,281	\$ 157,798
202	UNIFORMS AND CLOTHING	\$ 489	\$ -	\$ -	\$ 200	\$ 500
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ 831	\$ 329	\$ 500	\$ 800
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 322	\$ 260	\$ 444	\$ 500	\$ 505
214	POSTAGE/SHIPPING/DELIVERY	\$ 5,529	\$ 4,097	\$ 4,227	\$ 6,500	\$ 4,000
218	FUEL & OIL	\$ 5,111	\$ 6,536	\$ 6,239	\$ 6,800	\$ 6,800
Supplies Sub Total		\$ 11,452	\$ 11,725	\$ 11,239	\$ 14,500	\$ 12,605
302	MAINT-MOTOR VEHICLES	\$ 8,282	\$ 1,684	\$ 858	\$ 3,000	\$ 2,000
Maintenance Sub Total		\$ 8,282	\$ 1,684	\$ 858	\$ 3,000	\$ 2,000
402	RENTAL OF EQUIPMENT	\$ -	\$ 18	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 110	\$ 8	\$ 372	\$ 500	\$ 500
414	DUES & SUBSCRIPTIONS	\$ 4,848	\$ 5,284	\$ 5,042	\$ 5,200	\$ 5,200
421	PRINTING	\$ 2,861	\$ 1,785	\$ 1,341	\$ 2,000	\$ 2,000
423	CONTRACT MOWING	\$ 72,164	\$ 56,958	\$ 72,876	\$ 80,000	\$ 80,000
452	FILING FEES	\$ 2,064	\$ 18,624	\$ 12,640	\$ 5,000	\$ 8,000
455	CERTIFICATION FEES	\$ 315	\$ 306	\$ -	\$ 500	\$ 1,070
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 3,840
Services Sub Total		\$ 82,362	\$ 82,983	\$ 92,271	\$ 93,200	\$ 100,610
Department Total		\$ 281,881	\$ 264,535	\$ 254,498	\$ 281,981	\$ 273,013

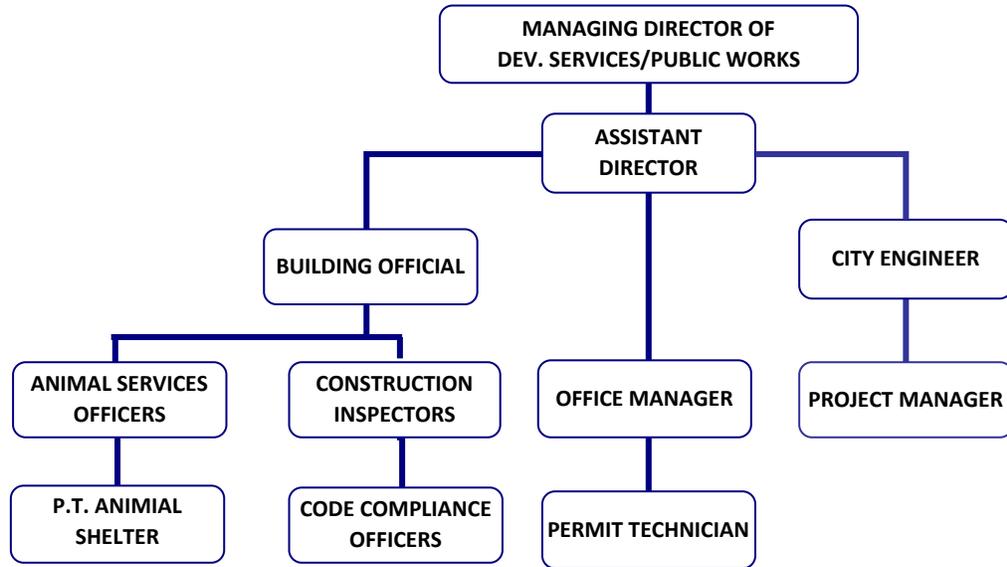


Development Svcs./Public Works Admin.



Programs / Activities:
Administration

Development Services Division
General Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Managing Director of Development Svcs./Public Works	0.5	0.5	0.33	
Assistant Director of Development Svcs./Public Works	0.5	0	0.33	
Office Manager	0.5	0	0	
Total	1.5	0.5	0.66	

Department Narrative	
<p>The Public Works and Development Services Administration program is used to account for administrative and overhead costs incurred by the Code Compliance, Animal Services, Building Inspections, Engineering, Streets/Stormwater, Planning Divisions and Water/Waste Water. Personnel costs include the Managing Director of Development Services and Public Works, who maintains the responsibility of administering the day to day responsibilities of the Development Services and Public Works Divisions. The Department also ensures a quality engineered infrastructure and safe environment for our customers through technical review of proposed developments and monitoring for conformance to city design standards. They provide construction inspections and information services for engineering issues in a professional and responsive manner.</p>	

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Improve organization transparency and operations within Department • Create a positive and friendly atmosphere for citizens interacting with the City of Lancaster • Enhance the local economy by improving infrastructure the design and construction of CIP designated projects • Provide a streamlined development review process with emphasis on protecting the city interests and long term users 				
Workload Indicators	2010-2011 Actual	2011-2012		2012-2013 Target
Construction Plans Reviewed	30	30		30
Development Review Committee Meetings	60	75		60
Utility Coordination Committee Meetings	2	3		15
Rights-of-Way Permits Issued	350	200		200
Residential Developments Constructed and Accepted	0	0		0
Commercial Developments Constructed and Accepted	10	10		10
Manage CIP projects	8	5		3
Performance Measurement	2010-2011 Actual	2011-2012		2012-2013 Target
Civil Review completed within 7-days	100%	100%		98%
Construction inspections within 72 hours	99%	99%		99%
Customer Infrastructure Requests Completed in 48 hours	85%	90%		95%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	91,418	73,549	86,836	98,228
Supplies	3,653	1,933	312	1,750
Maintenance	9	-	-	-
Services	84,722	39,050	17,238	31,374
Capital Outlay	-	-	-	-
TOTAL	179,802	114,532	104,386	131,352

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

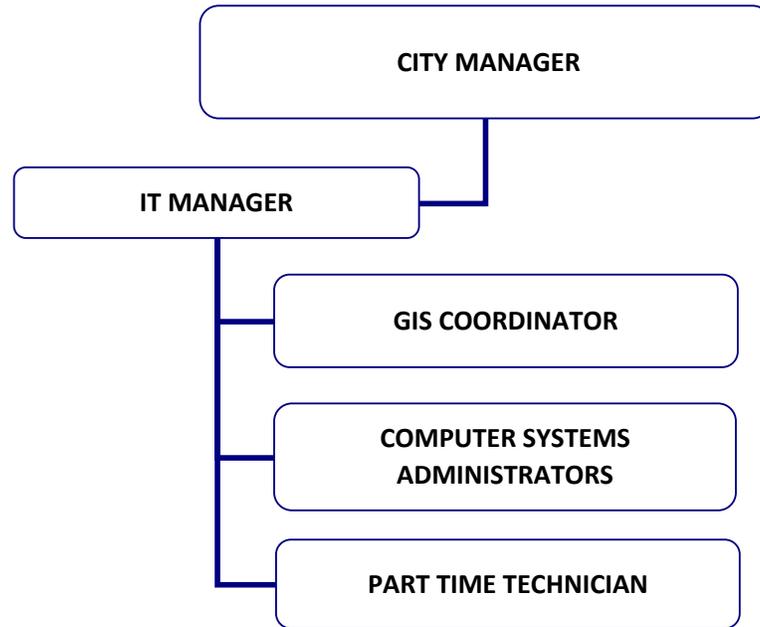


Fund 1 GENERAL FUND
Department 36 DEVELOPMENT SERVICES
Program 0 SUPPORT SERVICES

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 80,434	\$ 65,352	\$ 50,916	\$ 48,288	\$ 63,581
103	SALARIES-OVERTIME	\$ 98	\$ 45	\$ -	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 459	\$ 491	\$ 339	\$ 336	\$ 864
105	GROUP HEALTH INSURANCE	\$ 8,739	\$ 4,863	\$ 5,122	\$ 3,701	\$ 17,287
106	TMRS	\$ 11,226	\$ 10,060	\$ 7,822	\$ 7,085	\$ 9,244
107	FICA	\$ 6,141	\$ 5,112	\$ 3,959	\$ 3,668	\$ 4,617
109	SALARIES-WELL PAY	\$ 628	\$ 471	\$ 371	\$ 500	\$ 319
110	DENTAL INSURANCE	\$ 212	\$ 254	\$ -	\$ 215	\$ 515
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,614	\$ 4,828	\$ 2,400	\$ 1,600
120	GROUP LIFE INSURANCE	\$ 17	\$ 15	\$ 76	\$ 51	\$ 68
130	WORKERS COMPENSATION	\$ 278	\$ 140	\$ 102	\$ 92	\$ 115
131	EAP EXPENSE	\$ -	\$ 0	\$ 14	\$ 13	\$ 18
Personnel Sub Total		\$ 113,046	\$ 91,418	\$ 73,549	\$ 66,349	\$ 98,228
201	OFFICE SUPPLIES	\$ 3,408	\$ 3,595	\$ 1,755	\$ 2,000	\$ 1,000
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 36	\$ 58	\$ 91	\$ -	\$ 250
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ 87	\$ 100	\$ 500
Supplies Sub Total		\$ 3,444	\$ 3,653	\$ 1,933	\$ 2,100	\$ 1,750
342	MAINT-DATA PROC EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 9	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ 9	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 6,423	\$ 5,140	\$ 3,535	\$ 4,300	\$ -
408	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 500
409	TRAVEL & EDUCATION	\$ 3,165	\$ 974	\$ 2,820	\$ 2,975	\$ 2,000
410	UTILITIES - ELECTRICITY	\$ 2,457	\$ 2,240	\$ 3,701	\$ 3,500	\$ -
414	DUES & SUBSCRIPTIONS	\$ 1,572	\$ 1,017	\$ 712	\$ 849	\$ 738
416	OTHER/PROFESSIONAL SERVICES	\$ 377	\$ 272	\$ 729	\$ -	\$ 1,000
421	PRINTING	\$ 65	\$ 208	\$ 747	\$ 200	\$ 200
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 936
464	RENTAL OF OFFICE SPACE	\$ 13,048	\$ 13,265	\$ 13,552	\$ 26,750	\$ -
535	HEALTH DEPARTMENT	\$ 10,088	\$ 61,060	\$ 13,145	\$ 26,000	\$ 26,000
543	JANITORIAL CONTRACT	\$ -	\$ 96	\$ 48	\$ -	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 52	\$ 61	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 397	\$ -	\$ -	\$ -
Sub Total		\$ 37,196	\$ 84,722	\$ 39,050	\$ 64,574	\$ 31,374
Department Total		\$ 153,686	\$ 179,802	\$ 114,532	\$ 133,023	\$ 131,352



Information Services



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
IT Manager	0.75	0.75	0.75
GIS Coordinator	0	0	0.5
Computer Systems Admin.	2	2	2
PT Technician (.50)	0.5	0.5	0.5
Total	3.25	3.25	3.75

Department Narrative
<p>The Information Technology department as with other city departments is essential to the effective implementation of technology solutions at all levels of City government. The information technology department is vital to the cost-effective and efficient operation of the various City departments and the delivery of services to the public. Information Technology assists in the technology plans of all city departments, including their plans for the procurement and deployment of all technology projects.</p>



Departmental Goals				
City Council Goal				
<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 • Purchase citywide capital computer equipment 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Information Technology Staff	3.5	4.5		4.5
City Employees being Supported	274	274		260
City Desktop/Laptops Supported	216	300		275
City Servers Supported	34	34		32
Public Library Computer Replacement	66 (Possible Grant)	55		0
City Server Replacement	5	5		5
CRM - Helpdesk Requests	446	1100		832
City PC Replacements	53	0		50
Replace T1 Internet Circuit with higher speed Opteman Circuit	n/a	n/a		n/a
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Supported End User per IT Personnel	78	60		58
Supported Computer System per IT Personnel	62	74		78
Average CRM - Help desk call per day	1.9	4.2		3.5
Technical Training Class per Staff Member	1	0.5		3
Percentage of Computers Replaced City Wide	24%	0%		25%
Max # of hours passed before responding to helpdesk request	6	4		4
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	244,555	246,441	243,119	304,267
Supplies	50,663	13,108	50,464	139,317
Maintenance	41,717	28,328	37,922	47,717
Other Services	42,878	33,661	50,795	36,715
Capital Outlay	-	21,950	-	-
TOTAL	379,813	343,487	382,300	528,016

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

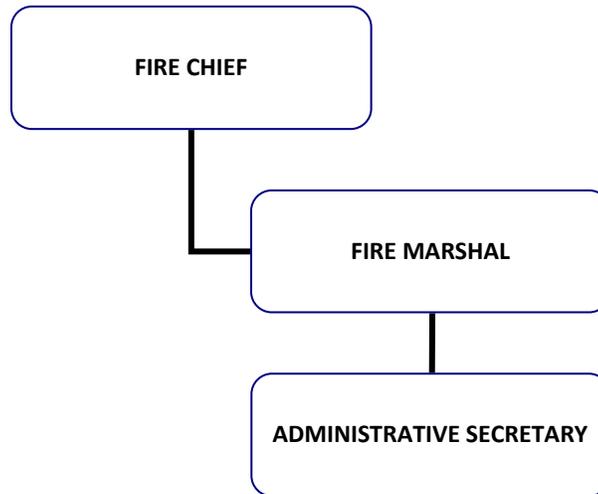
Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 127,858	\$ 168,616	\$ 169,799	\$ 168,372	\$ 204,278
102	SALARIES-PART TIME	\$ 5,656	\$ 8,084	\$ 15,245	\$ 14,560	\$ 14,560
103	SALARIES-OVERTIME	\$ 473	\$ 2,575	\$ 3,382	\$ 1,500	\$ 2,400
104	SALARIES-LONGEVITY	\$ 257	\$ 391	\$ 734	\$ 456	\$ 868
105	GROUP HEALTH INSURANCE	\$ 13,094	\$ 25,226	\$ 16,517	\$ 18,809	\$ 30,487
106	TMRS	\$ 17,003	\$ 24,507	\$ 24,235	\$ 23,444	\$ 29,661
107	FICA	\$ 9,920	\$ 13,281	\$ 14,128	\$ 13,802	\$ 16,934
109	SALARIES-WELL PAY	\$ 216	\$ 217	\$ -	\$ 250	\$ 1,022
110	DENTAL INSURANCE	\$ 659	\$ 1,340	\$ 1,188	\$ 1,180	\$ 2,060
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 531	\$ -	\$ 960
120	GROUP LIFE INSURANCE	\$ 30	\$ 47	\$ 246	\$ 332	\$ 485
130	WORKERS COMPENSATION	\$ 315	\$ 270	\$ 341	\$ 329	\$ 428
131	EAP EXPENSE	\$ -	\$ 2	\$ 94	\$ 85	\$ 124
Personnel Sub Total		\$ 175,481	\$ 244,555	\$ 246,441	\$ 243,119	\$ 304,267
201	OFFICE SUPPLIES	\$ 1,777	\$ 3,615	\$ 251	\$ 2,500	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 50	\$ 4,772	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 43	\$ -	\$ 120	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 4,604	\$ 1,325	\$ 33	\$ 4,150	\$ 6,700
214	POSTAGE/SHIPPING/DELIVERY	\$ 35	\$ -	\$ 19	\$ -	\$ -
231	SOFTWARE	\$ 14,217	\$ 15,707	\$ 2,615	\$ 14,950	\$ 49,301
240	CIRCUIT CONNECTIVITY	\$ 19,392	\$ 9,032	\$ 6,372	\$ 14,648	\$ 15,100
241	IT HARDWARE-NON COMPUTER	\$ 25,745	\$ 4,922	\$ 3,698	\$ 5,100	\$ 5,100
242	COMPUTERS/SERVERS	\$ 55,995	\$ 2,355	\$ -	\$ -	\$ 54,000
243	NETWORK EQUIPMENT	\$ 2,279	\$ 8,935	\$ -	\$ -	\$ 9,116
Supplies Sub Total		\$ 124,136	\$ 50,663	\$ 13,108	\$ 41,348	\$ 139,317
342	MAINT-DATA PROC EQUIPMENT	\$ 581	\$ -	\$ -	\$ 1,765	\$ 1,965
370	MAINT-SOFTWARE	\$ 18,062	\$ 26,010	\$ 10,053	\$ 25,857	\$ 25,952
371	MAINT-HARDWARE	\$ 6,684	\$ 8,740	\$ 11,308	\$ 3,050	\$ 11,900
372	MAINT-NETWORK EQUIPMENT	\$ -	\$ 6,967	\$ 6,967	\$ 7,250	\$ 7,900
Maintenance Sub Total		\$ 25,326	\$ 41,717	\$ 28,328	\$ 37,922	\$ 47,717
401	TELEPHONE & COMMUNICATIONS	\$ 5,586	\$ 923	\$ 423	\$ -	\$ -
407	SPECIAL SERVICES	\$ 43	\$ -	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 120	\$ 2,037	\$ 3,336	\$ 2,600	\$ 9,800
414	DUES & SUBSCRIPTIONS	\$ 75	\$ -	\$ 100	\$ 195	\$ 195
416	OTHER/PROFESSIONAL SERVICES	\$ 52,863	\$ -	\$ 1,489	\$ -	\$ -
421	PRINTING	\$ 48	\$ 21	\$ -	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 50,350	\$ 39,806	\$ 28,313	\$ 35,133	\$ 26,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ 91	\$ -	\$ -	\$ 720
539	MISC. HEALTH BENEFIT	\$ 33	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 109,117	\$ 42,878	\$ 33,661	\$ 37,928	\$ 36,715
602	CAPITAL-BLDG & STRUCTURE	\$ 359	\$ -	\$ -	\$ -	\$ -
618	CAPITAL-COMPUTER EQUIPMENT	\$ -	\$ -	\$ 21,950	\$ 21,983	\$ -
Capital Sub Total		\$ 359	\$ -	\$ 21,950	\$ 21,983	\$ -
Department Total		\$ 434,419	\$ 379,813	\$ 343,487	\$ 382,300	\$ 528,016



Fire Marshal

Programs / Activities:
 Fire Prevention, Fire Investigation, Inspections, Education

Public Safety Division
General Fund



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Fire Marshal	0.25	0	1
Administrative Secretary	1	1	1
Total	1.25	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 Department and Development Services Division, the Fire Marshal organizes fire-related education, code compliance, life safety inspections, fire inspection and emergency preparedness efforts. The Fire Marshal conducts certificate of occupancy inspections to assist businesses in opening. The Fire Marshal conducts yearly inspections on schools, daycares and other businesses that are required by the state to have a yearly fire inspection. The Fire Marshal conducts plan reviews of all new businesses. The Fire Marshal conducts fire investigations to determine the cause of fires and also works with the Insurance Companies to assist the home or business owner. The Fire Marshal investigates all Arson related fires and all related law enforcement activities related to arson fires.</p>



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Continue our assessment of the hazards in the community. • Consult with prospective builders on fire code requirements and insurance requirements. • Review and issue permits for dangerous processes such as hazardous materials, fireworks, and new fuel tanks. • Investigate fires within the city not only to determine the cause of the fire, but also if a certain product is a fire hazard. • Educate youths and adults through fire prevention classes using printed material and the educational mobile fire house. • Serve on the Development Review Committee. 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Review building plans and fire protection system plans	193	200		250
Conduct fire safety demonstrations/presentations	204	0		20
Conduct arson fire investigations/prosecutions	3	4		20
Conduct fire inspections	210	200		250
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
CO inspection within 8 days of request	100%	75%		95%
Increase in arson fire prosecution rate and fire	10%	0%		20%
State required inspection within 8 days of request	100%	75%		95%
Plan review within 8 days of submittal	100%	75%		95%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	95,780	56,408	62,634	149,149
Supplies	969	1,088	2,900	3,650
Maintenance	40	126	-	800
Other Services	125	2,088	7,449	2,921
Capital Outlay	-	-	-	-
TOTAL	96,914	59,710	72,983	156,520

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 117,046	\$ 73,366	\$ 36,453	\$ 35,739	\$ 101,881
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 7,548	\$ 15,000	\$ 10,000
104	SALARIES-LONGEVITY	\$ 1,618	\$ 779	\$ 581	\$ 576	\$ 624
105	GROUP HEALTH INSURANCE	\$ 5,135	\$ 2,966	\$ 1,192	\$ -	\$ 6,824
106	TMRS	\$ 15,860	\$ 10,605	\$ 6,225	\$ 5,043	\$ 16,247
107	FICA	\$ 9,299	\$ 5,790	\$ 3,340	\$ 2,779	\$ 8,780
109	SALARIES-WELL PAY	\$ 935	\$ 1,072	\$ 412	\$ 1,100	\$ 555
110	DENTAL INSURANCE	\$ 328	\$ 194	\$ -	\$ 403	\$ 515
115	CERTIFICATION PAY	\$ 1,955	\$ 498	\$ -	\$ 1,801	\$ 1,801
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 420	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 24	\$ 19	\$ 58	\$ 102	\$ 281
130	WORKERS COMPENSATION	\$ 1,743	\$ 490	\$ 152	\$ 65	\$ 1,089
131	EAP EXPENSE	\$ -	\$ 0	\$ 27	\$ 26	\$ 72
Payroll Sub Total		\$ 153,943	\$ 95,780	\$ 56,408	\$ 63,114	\$ 149,149
201	OFFICE SUPPLIES	\$ -	\$ -	\$ 13	\$ 100	\$ 300
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ -	\$ -	\$ 250
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 200
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 661	\$ -	\$ -	\$ 300	\$ 500
208	EDUCATION & REC SUPPLIES	\$ 421	\$ -	\$ 97	\$ 500	\$ 500
214	POSTAGE/SHIPPING/DELIVERY	\$ 8	\$ -	\$ -	\$ -	\$ 300
215	TRAINING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 450
218	FUEL & OIL	\$ 1,471	\$ 969	\$ 978	\$ 2,000	\$ 1,150
Supplies Sub Total		\$ 2,561	\$ 969	\$ 1,088	\$ 2,900	\$ 3,650
302	MAINT-MOTOR VEHICLES	\$ 520	\$ 40	\$ 126	\$ -	\$ 500
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ -	\$ -	\$ 300
Maintenance Sub Total		\$ 520	\$ 40	\$ 126	\$ -	\$ 800
409	TRAVEL & EDUCATION	\$ 1,332	\$ 70	\$ 260	\$ 717	\$ 1,300
414	DUES & SUBSCRIPTIONS	\$ 1,137	\$ 55	\$ 170	\$ 1,252	\$ 400
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 1,658	\$ 5,000	\$ 1,000
421	PRINTING	\$ -	\$ -	\$ -	\$ -	\$ 200
539	MISC. HEALTH BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ 21
Services Sub Total		\$ 2,469	\$ 125	\$ 2,088	\$ 6,969	\$ 2,921
Department Total		\$ 159,494	\$ 96,914	\$ 59,709	\$ 72,983	\$ 156,520

WATER/WASTEWATER FUND

WATER AND WASTE WATER FUND

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
	Water	5,099,428	5,207,963	6,413,579	6,485,731	5,500,000
	Wastewater	5,424,205	5,452,388	7,029,217	6,897,295	6,700,000
	Fees	201,160	426,929	304,045	180,307	164,750
	Impact Fees	107,631	101,481	97,133	93,463	80,000
	Other Revenue	855,957	742,630	350,003	295,485	293,000
	Interest	15,607	14,770	10,018	19,482	12,000
	Total	\$ 11,703,987	\$ 11,946,161	\$ 14,203,996	\$ 13,971,763	\$ 12,749,750

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
	2 Public Works Administration	742,982	747,351	534,999	782,131	620,906
	20 Utility Billing	435,510	493,166	511,431	467,225	456,743
	21 Water Operations	586,405	668,402	596,680	805,516	713,778
	22 Non-Departmental	1,522,562	1,599,063	79,262	178,240	184,677
	27 Meter Reading	369,731	138,472	155,523	178,481	170,342
	30 Wastewater Operations	446,449	503,103	386,353	645,773	648,067
	36 OPERATION MANAGEMENT SERVICES	192	-	-	-	-
	42 Wholesale Costs	5,718,055	4,996,473	5,943,444	6,308,448	6,736,959
	50 Debt Service	412,248	375,559	794,070	2,132,096	1,813,557
	80 Transfers Out	2,374,236	1,424,236	1,424,236	1,424,236	1,466,963
	Total	\$ 12,608,369	\$ 10,945,825	\$ 10,425,998	\$ 12,922,146	\$ 12,811,992

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	(904,383)	1,000,336	3,777,998	1,049,617	(62,242)
	Beginning Balance	10,989,149	4,800,628	5,800,964	5,800,964	6,850,581
	Prior Year Audit Adj.	(5,284,138)	-	-	-	-
	Ending Balance	4,800,628	5,800,964	9,578,962	6,850,581	6,788,339
	Ending Balance as % of Expenditures	38.07%	53.00%	91.88%	53.01%	52.98%

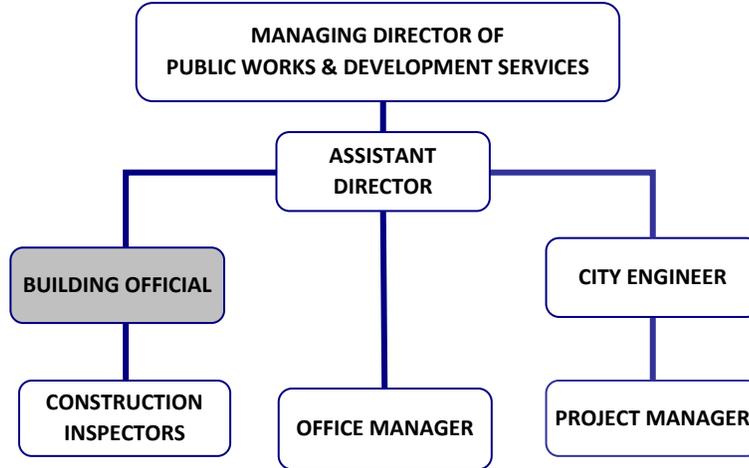


Water Administration



Programs / Activities:
Administration

Public Works Division
Water/Wastewater Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Director of Public Works	1	1	0	
Managing Director of Dev. Srvc & PW	0	0	0.33	
Asst. Director of Dev. Srvc & PW	0	0	0.33	
City Engineer	1	1	1	
IT Manager	0.25	0.25	0.25	
GIS Coordinator	1	1	0.25	
Assistant to the City Manager	0.25	0.25	0.25	
Project Manager	2	1	1	
Construction Inspectors	2	2	2	
Office Manager	1	1	1	
Total	8.5	7.5	6.41	

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, Streets and Storm water Drainage. The Department ensures a quality engineered infrastructure and safe environment for our customers through technical review of proposed developments and monitoring for conformance to city design</p>

Departmental Goals				
City Council Goals				
<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 Rights of Way and Flood Plain Manager • Review master plans and make recommendations to update when needed 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Construction Plans Reviewed	15	15		20
Development Review Committee Meetings	45	45		45
Utility Coordination Committee Meetings	2	2		5
Right of Way Permits Issued	500	350		400
GIS Data Inputs from Residential and Commercial Plats	8	8		10
Residential Developments Constructed and Accepted	1	1		2
Commercial Developments Constructed and Accepted	8	8		8
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Construction Plans Completed within 7 Days	100%	100%		95%
Customer Infrastructure Requests Completed in 48 Hours	90%	90%		95%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	675,396	489,216	634,821	535,997
Supplies	6,221	2,333	6,500	2,945
Maintenance	14,241	23,055	35,800	37,800
Services	51,493	20,395	105,010	44,164
Capital Outlay	-	-	-	-
TOTAL	747,351	534,999	782,131	620,906

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

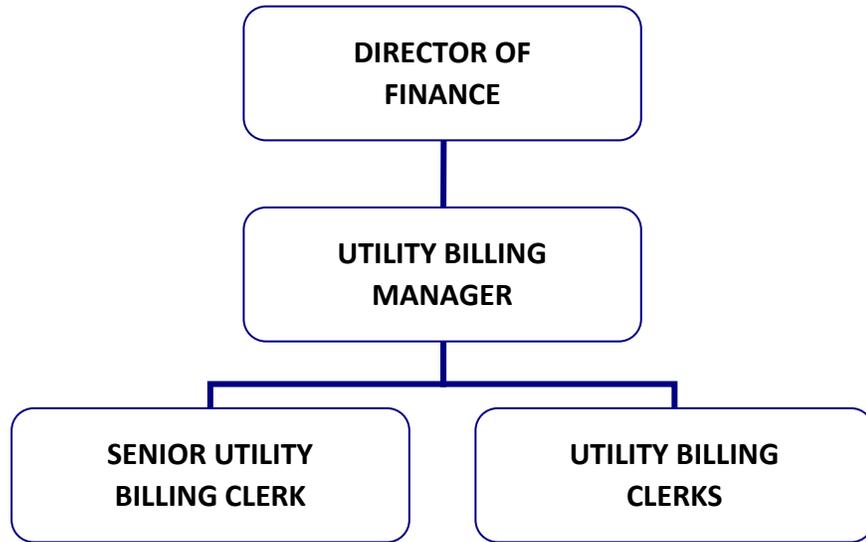


Fund 5 WATER AND SEWER FUND
Department 2 UTILITY ADMINISTRATION
Program 0 ADMINISTRATION

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 506,203	\$ 479,277	\$ 367,958	\$ 471,738	\$ 379,341
103	SALARIES-OVERTIME	\$ 2,069	\$ 327	\$ 1,753	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 2,174	\$ 2,148	\$ 2,290	\$ 2,340	\$ 3,372
105	GROUP HEALTH INSURANCE	\$ 44,884	\$ 74,210	\$ 38,115	\$ 51,447	\$ 61,770
106	TMRS	\$ 60,562	\$ 70,244	\$ 47,755	\$ 66,564	\$ 54,659
107	FICA	\$ 37,287	\$ 35,652	\$ 25,116	\$ 32,081	\$ 27,527
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ -	\$ 1,873
110	DENTAL INSURANCE	\$ 1,445	\$ 2,469	\$ 1,143	\$ 2,252	\$ 3,004
113	SALARIES-CAR ALLOWANCE	\$ 2,342	\$ 5,086	\$ 114	\$ 4,800	\$ 1,600
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ -	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 64	\$ 120	\$ 419	\$ 842	\$ 758
130	WORKERS COMPENSATION	\$ 10,307	\$ 5,860	\$ 4,425	\$ 1,062	\$ 898
131	EAP EXPENSE	\$ -	\$ 2	\$ 128	\$ 215	\$ 195
Personnel Sub Total		\$ 667,337	\$ 675,396	\$ 489,216	\$ 634,821	\$ 535,997
201	OFFICE SUPPLIES	\$ 895	\$ 353	\$ 1,127	\$ 1,700	\$ 2,000
202	UNIFORMS AND CLOTHING	\$ 112	\$ 108	\$ 40	\$ 150	\$ 195
203	MOTOR VEHICLE SUPPLIES	\$ 489	\$ 237	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ECT	\$ 121	\$ 100	\$ 134	\$ 250	\$ 250
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 54	\$ 74	\$ 416	\$ 300	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 350	\$ 4	\$ 13	\$ 300	\$ -
218	FUEL & OIL	\$ 5,197	\$ 5,346	\$ 603	\$ 3,800	\$ 500
Supplies Sub Total		\$ 7,217	\$ 6,221	\$ 2,333	\$ 6,500	\$ 2,945
301	MAINT-BLDG & STRUCTURES	\$ -	\$ 125	\$ 52	\$ -	\$ -
302	MAINT-MOTOR VEHICLES	\$ 2,863	\$ 1,068	\$ 632	\$ 1,200	\$ 500
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 400	\$ -
342	MAINT-DATA PROCESSING EQUIP	\$ 9,700	\$ 13,026	\$ 22,371	\$ 34,200	\$ 37,300
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 22	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 12,563	\$ 14,241	\$ 23,055	\$ 35,800	\$ 37,800
401	TELEPHONE & COMMUNICATIONS	\$ 254	\$ 160	\$ -	\$ 640	\$ -
402	RENTAL OF EQUIPMENT	\$ 3,173	\$ 2,229	\$ 826	\$ 2,957	\$ 1,437
409	TRAVEL & EDUCATION	\$ 1,693	\$ 1,502	\$ 4,929	\$ 2,160	\$ 2,225
410	UTILITIES - ELECTRICITY	\$ 6,142	\$ 5,600	\$ -	\$ 4,837	\$ -
414	DUES & SUBSCRIPTIONS	\$ 1,052	\$ 1,360	\$ 1,836	\$ 1,350	\$ 1,855
416	OTHER/PROFESSIONAL SERVICES	\$ 5,479	\$ 681	\$ 9,142	\$ 50,716	\$ 25,000
420	INTERNAL TRAINING	\$ -	\$ 130	\$ 40	\$ 200	\$ 200
421	PRINTING	\$ 943	\$ 640	\$ 271	\$ 900	\$ 900
427	ENGINEERING	\$ 7,165	\$ 4,925	\$ -	\$ 10,000	\$ 10,000
462	CELLULAR TELEPHONE & PAGERS	\$ (0)	\$ -	\$ -	\$ -	\$ 1,080
464	RENTAL OFFICE SPACE	\$ 29,964	\$ 33,163	\$ 2,874	\$ 31,250	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 840	\$ -	\$ -	\$ -
544	PEST CONTROL SERVICES	\$ -	\$ 131	\$ 315	\$ -	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ -	\$ 1,467
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 131	\$ 164	\$ -	\$ -
Services Sub Total		\$ 55,865	\$ 51,493	\$ 20,395	\$ 105,010	\$ 44,164
Department Total		\$ 742,982	\$ 747,351	\$ 534,999	\$ 782,131	\$ 620,906



Utility Billing



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Utility Billing Manager	1	1	1
Accountant	0	0	0.25
Sr. Utility Billing Clerk	1	1	1
Utility Billing Clerk	2	2	2
Accounting Generalist	1	1	0
Community Relations Asst.	0.25	0.25	0.25
Total	5.25	5.25	4.5

Department Narrative
<p>The Utility Billing Department generates and processes all billing for water, wastewater, refuse, and storm water accounts; applies penalties to all past due accounts for each billing; 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; collects and processes water and wastewater impact fees, water and wastewater tap fees, water meter installation fees, and deposits for water accounts; collection of payment plans for water and wastewater impact and tap fees.</p>



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Maximize sources of revenue through continuous monitoring and review of consumption and customer accounts • Create a positive and friendly impression of the City of Lancaster for newcomers, visitors, and residents with friendly customer service • Process all activities in the most economical and efficient manner • Serve the City of Lancaster's utility customers through courteous service, 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	10-11 Actual	11-12 Actual		2012-2013 Target
Population		36,390		36,700
Water Customers	12,326	10,946		11,000
Wastewater Customers	12,084	10,565		11,000
Bills Processed Monthly	11,234	11,144		11,500
Service Orders Processed	800	17,160		15,000
Bill Adjustments	100	1,139		200
Cut-off of Services	1,000	1,656		1,000
Returned Checks Processed (Year)	236	302		200
Payments Processed (per Month)	2,500	22,792		22,000
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Billing counter staffed with at least 2 employees at all	100%	100%		100%
Phone calls resolved within 24 hours	96%	95%		100%
Accurate Account Billings	98%	90%		100%
Accurate Posting of Payments	99%	98%		100%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	258,143	226,467	253,827	246,761
Supplies	4,888	5,418	2,670	4,450
Maintenance	1,590	708	1,000	2,687
Services	228,545	278,839	209,728	202,845
Capital Outlay	-	-	-	-
TOTAL	493,166	511,431	467,225	456,743

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 5 WATER AND SEWER FUND
Department 20 UTILITY BILLING
Program 0 UTILITY ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 146,509	\$ 175,766	\$ 160,561	\$ 173,615	\$ 165,053
102	SALARIES-PART TIME	\$ 6,322	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 9,984	\$ 10,026	\$ 7,982	\$ 10,000	\$ 5,000
104	SALARIES-LONGEVITY	\$ 480	\$ 769	\$ 726	\$ 964	\$ 820
105	GROUP HEALTH INSURANCE	\$ 20,569	\$ 28,006	\$ 18,268	\$ 22,759	\$ 33,672
106	TMRS	\$ 20,540	\$ 26,459	\$ 23,501	\$ 24,861	\$ 24,305
107	FICA	\$ 12,260	\$ 14,287	\$ 12,843	\$ 13,474	\$ 12,916
109	SALARIES-WELL PAY	\$ 407	\$ 125	\$ 125	\$ 130	\$ 829
110	DENTAL INSURANCE	\$ 1,216	\$ 2,355	\$ 1,850	\$ 2,102	\$ 3,090
120	GROUP LIFE INSURANCE	\$ 20	\$ 71	\$ 199	\$ 462	\$ 562
130	WORKERS COMPENSATION	\$ 379	\$ 276	\$ 300	\$ 322	\$ 370
131	EAP EXPENSE	\$ -	\$ 2	\$ 111	\$ 130	\$ 144
Personnel Sub Total		\$ 218,685	\$ 258,143	\$ 226,467	\$ 248,819	\$ 246,761
201	OFFICE SUPPLIES	\$ 3,632	\$ 2,542	\$ 2,108	\$ 1,900	\$ 1,475
202	UNIFORMS AND CLOTHING	\$ 265	\$ 296	\$ 25	\$ -	\$ 30
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 3,358	\$ -	\$ 1	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 14	\$ 23	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,381	\$ 2,027	\$ 3,074	\$ 2,610	\$ 2,945
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ 210	\$ 211	\$ -
Supplies Sub Total		\$ 9,649	\$ 4,888	\$ 5,418	\$ 4,721	\$ 4,450
302	MAINT-MOTOR VEHICLES	\$ 12	\$ -	\$ -	\$ -	\$ -
303	MAINT-EQUIP & MACHINERY	\$ -	\$ 131	\$ -	\$ -	\$ -
318	MAINT-OFFICE EQUIPMENT	\$ 882	\$ 1,460	\$ 708	\$ 1,000	\$ 2,687
Maintenance Sub Total		\$ 894	\$ 1,590	\$ 708	\$ 1,000	\$ 2,687
402	RENTAL OF EQUIPMENT	\$ 2,811	\$ 3,984	\$ 4,138	\$ 2,388	\$ 2,385
407	SPECIAL SERVICES	\$ 5,065	\$ 5,473	\$ 5,390	\$ 4,940	\$ 4,980
409	TRAVEL & EDUCATION	\$ 835	\$ 369	\$ 694	\$ 900	\$ 500
414	DUES & SUBSCRIPTIONS	\$ -	\$ 277	\$ -	\$ -	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ 92,779	\$ 83,111	\$ 97,206	\$ 87,899	\$ 85,900
421	PRINTING	\$ 19	\$ 752	\$ 785	\$ 750	\$ 125
437	AUDIT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 12,200
442	COMPUTER PROFESSIONAL SERVICES	\$ 9,336	\$ 9,474	\$ 9,112	\$ 10,800	\$ 6,755
482	CREDIT CARD PROCESSING FEES	\$ 95,437	\$ 116,048	\$ 156,506	\$ 100,000	\$ 90,000
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 9,057	\$ 5,007	\$ 5,008	\$ -
Services Sub Total		\$ 206,282	\$ 228,545	\$ 278,839	\$ 212,685	\$ 202,845
Department Total		\$ 435,510	\$ 493,166	\$ 511,431	\$ 467,225	\$ 456,743

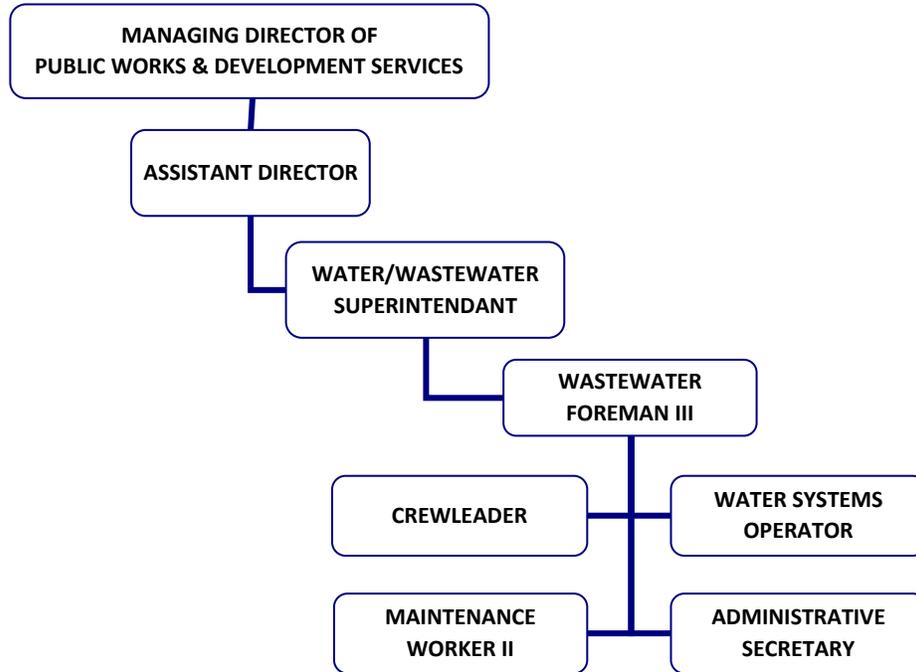


Water Operations



Programs / Activities:
 Water Production and Distribution, Water Quality,
 Inspections, Maintenance and Repair

Public Works Division
 Water/Wastewater Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Superintendent-W/WW	1	1	1	
Crew Leader	1	1	1	
Water Systems Operator	1	1	1	
Maintenance Worker II	1	1	1	
Administrative Secretary	1	1	1	
Total	5	5	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>	

Departmental Goals				
City Council Goals				
<ul style="list-style-type: none"> • Maintain the physical integrity of utility infrastructure to maximize City investment • Provide safe water in adequate supply to meet citizens needs, in addition to water conservation materials and practices • Maintain responsiveness to new development needs and potential system expansion • Comply with rules and regulations as required by the TCEQ and the Clean Water Act • Expand employees knowledge through training, seminars, and certification programs • 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	10-11 Actual	11-12 Actual		2012-2013 Target
Full -Time Water Employees	4	4		7
Water Main Replacement	3,000 feet	3,000 feet		3000
Commercial Meter Changes	35	35		10
Weekly Safety Meetings	52	52		52
Valves Operated	1500	1500		2000
Weekly Safety Classes	52	52		52
Commercial Backflow Notifications	391	391		391
Water Main Break Replacement	10	10		10
Loss Time Accidents	0	0		0
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Phone Inquiries Responded to within 24 Hours	90%	90%		95%
Damaged Fire Hydrants Repaired within 48 Hours	75%	75%		85%
Reduction in Unaccounted Water Loss	5%	5%		10%
Backflow Inventory Logged	100%	100%		90%
Weekly Safety Classes Held	100%	100%		100%
Leak Detection Survey	25%	25%		50%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Budget	Estimate	Budget
Personnel	246,172	263,115	288,553	291,968
Supplies	47,235	21,216	27,214	35,740
Maintenance	124,732	99,620	200,661	161,855
Services	250,263	212,729	289,088	224,215
Capital Outlay	-	-	-	-
TOTAL	668,402	596,680	805,516	713,778

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

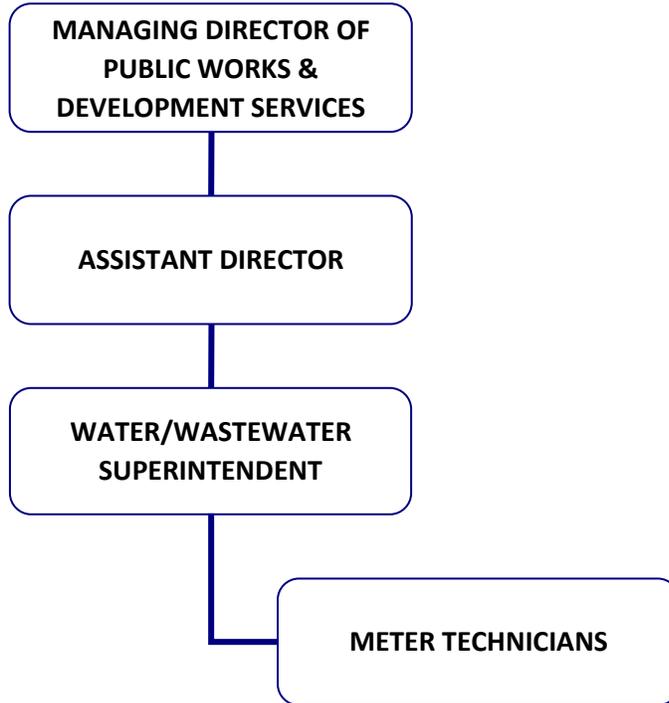


Fund 5 WATER AND SEWER FUND
Department 21 WATER
Program 0 WATER PRODUCTION/DISTRIBUTION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 162,710	\$ 158,114	\$ 169,274	\$ 195,105	\$ 185,045
103	SALARIES-OVERTIME	\$ 12,365	\$ 12,504	\$ 16,165	\$ 12,000	\$ 17,000
104	SALARIES-LONGEVITY	\$ 831	\$ 854	\$ 811	\$ 1,016	\$ 624
105	GROUP HEALTH INSURANCE	\$ 23,628	\$ 29,860	\$ 24,869	\$ 29,030	\$ 33,224
106	TMRS	\$ 23,286	\$ 24,745	\$ 26,645	\$ 27,505	\$ 29,272
107	FICA	\$ 13,400	\$ 13,275	\$ 14,622	\$ 15,152	\$ 15,819
109	SALARIES-WELL PAY	\$ 379	\$ 474	\$ 794	\$ 500	\$ 1,000
110	DENTAL INSURANCE	\$ 1,079	\$ 1,622	\$ 1,596	\$ 2,145	\$ 2,575
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ 2,800	\$ -	\$ -
115	CERTIFICATION PAY	\$ 2,206	\$ 2,519	\$ 2,489	\$ 1,950	\$ 3,108
120	GROUP LIFE INSURANCE	\$ 54	\$ 62	\$ 191	\$ 612	\$ 612
130	WORKERS COMPENSATION	\$ 3,892	\$ 2,142	\$ 2,758	\$ 3,382	\$ 3,533
131	EAP EXPENSE	\$ -	\$ 2	\$ 101	\$ 156	\$ 156
Personnel Sub Total		\$ 243,831	\$ 246,172	\$ 263,115	\$ 288,553	\$ 291,968
201	OFFICE SUPPLIES	\$ 1,049	\$ 518	\$ 538	\$ 500	\$ -
202	UNIFORMS AND CLOTHING	\$ 785	\$ 270	\$ 1,080	\$ 3,800	\$ 875
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ 1,600	\$ 1,371	\$ 382	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 4,279	\$ 6,992	\$ 2,312	\$ 5,000	\$ 5,000
206	CHEMICALS	\$ 1,104	\$ 19,522	\$ 760	\$ 5,000	\$ 10,000
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 18	\$ -	\$ 530	\$ 700	\$ 515
214	POSTAGE/SHIPPING/DELIVERY	\$ 4,488	\$ 2,116	\$ 1,334	\$ 3,260	\$ 3,200
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 350
218	FUEL & OIL	\$ 14,067	\$ 16,218	\$ 13,291	\$ 12,454	\$ 15,800
Supplies Sub Total		\$ 25,790	\$ 47,235	\$ 21,216	\$ 31,096	\$ 35,740
301	MAINT-BLDG & STRUCTURES	\$ 11,238	\$ 10,255	\$ 9,520	\$ 8,400	\$ 1,500
302	MAINT-MOTOR VEHICLES	\$ 7,794	\$ 638	\$ 4,020	\$ 10,000	\$ 7,000
303	MAINT-EQUIP & MACHINERY	\$ 4,769	\$ 3,689	\$ 7,789	\$ 3,125	\$ 5,155
304	MAINTENANCE-STREETS	\$ 21,398	\$ 56,740	\$ 2,708	\$ 11,093	\$ 32,000
306	MAINT-WATER MAINS	\$ 25,129	\$ 25,826	\$ 24,380	\$ 30,061	\$ 60,500
309	MAINT-METERS & SETTINGS	\$ -	\$ 1,897	\$ 814	\$ 2,500	\$ -
310	MAINT-STORAGE & DISTRBTN PUMPS	\$ 36,939	\$ 23,424	\$ 44,916	\$ 80,500	\$ 40,000
311	MAINT-WELLS	\$ -	\$ -	\$ -	\$ 2,500	\$ -
314	MAINT-RADIO EQUIPMENT	\$ -	\$ 1,551	\$ 1,637	\$ 2,400	\$ 1,700
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 262	\$ 200	\$ -
321	MAINT-HYDRANTS	\$ 536	\$ 713	\$ 3,575	\$ 11,000	\$ 14,000
Maintenance Sub Total		\$ 107,804	\$ 124,732	\$ 99,620	\$ 161,779	\$ 161,855
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ 2,560	\$ -
402	RENTAL OF EQUIPMENT	\$ 87	\$ 882	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 4,546	\$ 1,622	\$ 2,442	\$ 3,300	\$ 3,450
410	UTILITIES - ELECTRICITY	\$ 126,007	\$ 150,946	\$ 132,376	\$ 175,000	\$ 160,000
414	DUES & SUBSCRIPTIONS	\$ 26,342	\$ 26,876	\$ 33,283	\$ 38,000	\$ 37,414
416	OTHER/PROFESSIONAL SERVICES	\$ 1,516	\$ 228	\$ 20,180	\$ 24,928	\$ 8,235
421	PRINTING	\$ -	\$ 1,525	\$ -	\$ -	\$ 3,800
429	DEMOLITION EXPENSE	\$ -	\$ 46,345	\$ -	\$ 70,000	\$ -
438	TESTING	\$ 5,386	\$ 2,512	\$ 3,333	\$ 5,000	\$ 5,000
446	ATTORNEY FEES	\$ 10,856	\$ 18,727	\$ 21,116	\$ 5,000	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 87	\$ -	\$ -	\$ -	\$ 1,800
498	UTILITIES - GAS	\$ -	\$ -	\$ -	\$ 300	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ -	\$ -	\$ -	\$ 2,280
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 540
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 600	\$ -	\$ -	\$ 1,696
559	CONTRACT/TEMPORARY LABOR	\$ 34,152	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 208,979	\$ 250,263	\$ 212,729	\$ 324,088	\$ 224,215
Department Total		\$ 586,405	\$ 668,402	\$ 596,680	\$ 805,516	\$ 713,778



Meter Reading



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Meter Technician	2	2	2	
Total	2	2	2	

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



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Maximize sources of revenue through continuous monitoring and review of consumption and customer accounts • Create a positive impression of the City of Lancaster for new residents, visitors, and current residents with friendly customer service • Serve the City of Lancaster's utility customers through courteous service, knowledgeable staff, and convenient hours 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Population		36,390		36,700
Water Customers	12,326	10,946		11,000
Wastewater Customers	12,084	10,565		11,000
Cut-off of Services	800	1,656		1,000
Meter Changes	75	100		200
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Satisfactory Monthly Meter Maintenance	100%	100%		100%
Accurate Meter Readings	95%	90%		95%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Estimate	Budget	Budget
Personnel	92,053	113,349	109,731	94,542
Supplies	10,360	13,976	9,500	6,700
Maintenance	9,309	26,781	48,300	67,600
Other Services	9,858	249	950	1,500
Capital Outlay	16,892	1,168	10,000	-
TOTAL	138,472	155,523	178,481	170,342

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 57,723	\$ 43,853	\$ 54,388	\$ 63,808	\$ 55,808
103	SALARIES-OVERTIME	\$ 28,044	\$ 17,063	\$ 19,374	\$ 20,000	\$ 5,000
104	SALARIES-LONGEVITY	\$ 376	\$ 247	\$ 326	\$ 320	\$ 416
105	GROUP HEALTH INSURANCE	\$ 13,402	\$ 16,423	\$ 22,752	\$ 16,455	\$ 17,287
106	TMRS	\$ 10,723	\$ 8,710	\$ 10,278	\$ 8,905	\$ 8,708
107	FICA	\$ 6,247	\$ 4,346	\$ 4,724	\$ 5,586	\$ 4,416
109	SALARIES-WELL PAY	\$ -	\$ 303	\$ -	\$ 300	\$ 294
110	DENTAL INSURANCE	\$ 411	\$ 145	\$ 10	\$ 858	\$ 1,030
120	GROUP LIFE INSURANCE	\$ 12	\$ 23	\$ 80	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 2,188	\$ 938	\$ 1,367	\$ 1,115	\$ 1,199
131	EAP EXPENSE	\$ -	\$ 1	\$ 50	\$ 78	\$ 78
Personnel Sub Total		\$ 119,127	\$ 92,053	\$ 113,349	\$ 117,731	\$ 94,542
201	SUPPLIES	\$ 202	\$ -	\$ -	\$ -	\$ -
202	UNIFORMS AND CLOTHING	\$ 679	\$ 486	\$ 50	\$ 200	\$ 500
203	MOTOR VEHICLE SUPPLIES	\$ 95	\$ -	\$ 451	\$ -	\$ -
204	MINOR EQUIP AND METERS	\$ 929	\$ 861	\$ 280	\$ 300	\$ 200
218	FUEL & OIL	\$ 9,189	\$ 9,013	\$ 13,194	\$ 11,000	\$ 6,000
Supplies Sub Total		\$ 11,093	\$ 10,360	\$ 13,976	\$ 11,500	\$ 6,700
302	MAINT-MOTOR VEHICLES	\$ 8,973	\$ 271	\$ 1,310	\$ 2,500	\$ 1,100
303	MAINT-EQUIP & MACHINERY	\$ 41	\$ (41)	\$ -	\$ -	\$ -
309	MAINT-METERS & SETTINGS	\$ 228,827	\$ 7,579	\$ 20,017	\$ 35,600	\$ 62,500
342	MAINT-DATA PROCESSING EQUIP	\$ 1,200	\$ 1,500	\$ -	\$ 1,700	\$ 2,000
351	METER TESTING	\$ -	\$ -	\$ 5,455	\$ 4,200	\$ 2,000
Maintenance Sub Total		\$ 239,041	\$ 9,309	\$ 26,781	\$ 44,000	\$ 67,600
409	TRAVEL & EDUCATION	\$ 470	\$ -	\$ 249	\$ 250	\$ 780
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 7,994	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 720
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 1,864	\$ -	\$ -	\$ -
Services Sub Total		\$ 470	\$ 9,858	\$ 249	\$ 250	\$ 1,500
618	CAPITAL-COMPUTER EQUIPMENT	\$ -	\$ 16,892	\$ 1,168	\$ 5,000	\$ -
Capital Sub Total		\$ -	\$ 16,892	\$ 1,168	\$ 5,000	\$ -
Department Total		\$ 369,731	\$ 138,472	\$ 155,523	\$ 178,481	\$ 170,342

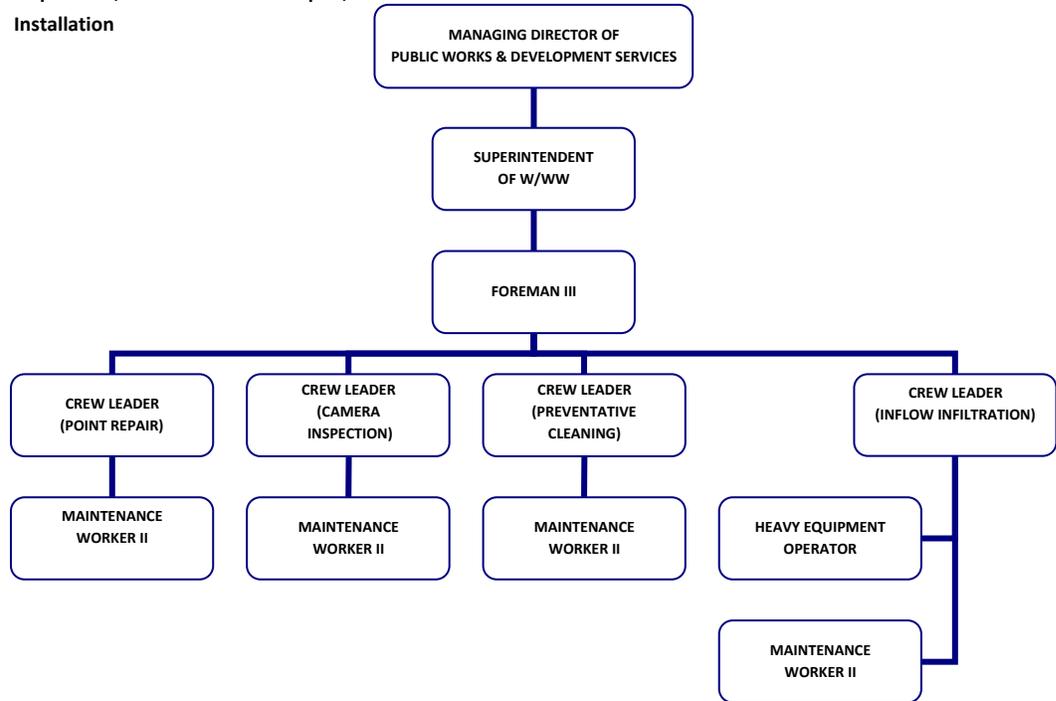


Wastewater Operations



Programs / Activities:
 Sewage Collection, Treatment, Pre-treatment
 Inspections, Maintenance and Repair,
 Installation

Public Works Division
 Water/Wastewater Fund



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Adopted 12-13
Foreman III	1	1	1
Crew Leader	4	4	4
Heavy Equipment Operator I	1	1	1
Maintenance Worker II	4	4	4
Total	10	10	10

Department Narrative

The waste water division seeks to fulfill the requirements of the Clean Water Act that all cities must have in an ongoing pretreatment program. The program affects any industry that discharges processed wastewater into the sanitary system and whose process uses or produces toxic materials or causes that facility's sewage to be stronger than normal wastewater. The Division 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.

Departmental Goals				
City Council Goals				
<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 HOA and community meetings to educate citizens on the proper care of sewer lines 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Full-Time Wastewater Employees	10	8		10
Total Municipal Sewer Line	700,000 feet	871,200 feet		875,000 feet
Sewer Line Replacement	5,000 feet	600 feet		2,000 feet
Sewer Line Cleaned	560,000 feet	871,200 feet		700,000 feet
Grease Trap Inspections Monthly	50	50		50
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Sewer Backups Resolved within 30 Minutes	100%	100%		95%
Phone Inquiries Responded to within 24 Hours	90%	90%		90%
Sewer System Cleaned Annually (700,000 Total Feet)	80%	100%		95%
Main Stoppages Re-Televised within 24 Hours	91%	91%		95%
Grease Traps Inspected on Monthly Basis	100%	100%		100%
Weekly Safety Meetings Completed	100%	100%		100%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	437,454	317,497	488,573	502,329
Supplies	22,977	20,013	24,700	25,150
Maintenance	28,946	28,590	108,812	94,428
Services	13,726	14,182	13,688	26,160
Capital Outlay	-	6,072	10,000	-
TOTAL	503,103	386,353	645,773	648,067

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 230,160	\$ 262,358	\$ 196,184	\$ 309,900	\$ 310,201
103	SALARIES-OVERTIME	\$ 18,790	\$ 23,314	\$ 20,900	\$ 22,000	\$ 20,000
104	SALARIES-LONGEVITY	\$ 930	\$ 981	\$ 995	\$ 1,028	\$ 1,112
105	GROUP HEALTH INSURANCE	\$ 47,454	\$ 77,334	\$ 38,726	\$ 74,102	\$ 81,963
106	TMRS	\$ 32,962	\$ 41,108	\$ 31,085	\$ 43,392	\$ 47,565
107	FICA	\$ 18,852	\$ 21,499	\$ 17,162	\$ 22,905	\$ 24,473
109	SALARIES-WELL PAY	\$ 1,417	\$ 1,280	\$ 1,351	\$ 1,800	\$ 1,617
110	DENTAL INSURANCE	\$ 2,409	\$ 3,271	\$ 2,658	\$ 4,290	\$ 5,150
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 396	\$ 3,720	\$ -	\$ -
115	CERTIFICATION PAY	\$ 1,127	\$ 1,615	\$ 1,217	\$ 1,550	\$ 3,065
120	GROUP LIFE INSURANCE	\$ 74	\$ 126	\$ 247	\$ 1,122	\$ 1,122
130	WORKERS COMPENSATION	\$ 6,283	\$ 4,171	\$ 3,093	\$ 6,198	\$ 5,775
131	EAP EXPENSE	\$ -	\$ 3	\$ 157	\$ 286	\$ 286
Personnel Sub Total		\$ 360,457	\$ 437,454	\$ 317,497	\$ 488,573	\$ 502,329
201	OFFICE SUPPLIES	\$ 145	\$ 111	\$ 394	\$ 500	\$ -
202	UNIFORMS AND CLOTHING	\$ 2,176	\$ 1,934	\$ 1,343	\$ 2,500	\$ 1,950
203	MOTOR VEHICLE SUPPLIES	\$ 349	\$ 3,975	\$ 1,878	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 791	\$ 1,426	\$ 2,451	\$ 8,000	\$ 3,000
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ 7	\$ -	\$ -
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ 143	\$ 500	\$ 200
218	FUEL & OIL	\$ 12,578	\$ 15,530	\$ 13,797	\$ 20,000	\$ 20,000
Supplies Sub Total		\$ 16,039	\$ 22,977	\$ 20,013	\$ 31,500	\$ 25,150
302	MAINT-MOTOR VEHICLES	\$ 10,758	\$ 721	\$ 1,506	\$ 8,500	\$ 3,000
303	MAINT-EQUIP & MACHINERY	\$ 9,103	\$ 6,326	\$ 9,117	\$ 15,000	\$ 5,500
304	MAINTENANCE-STREETS	\$ -	\$ 554	\$ 344	\$ 2,344	\$ 30,928
306	DO NOT USE	\$ -	\$ 192	\$ -	\$ -	\$ -
308	MAINT-SANITARY SEWER MAIN	\$ 27,667	\$ 17,058	\$ 4,086	\$ 54,105	\$ 40,000
312	MAINT-LIFT STATION	\$ 3,737	\$ 4,094	\$ 13,537	\$ 16,312	\$ 15,000
Maintenance Sub Total		\$ 51,265	\$ 28,946	\$ 28,590	\$ 96,261	\$ 94,428
402	RENTAL OF EQUIPMENT	\$ -	\$ 87	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 3,236	\$ 2,062	\$ 1,701	\$ 3,440	\$ 4,100
410	UTILITIES - ELECTRICITY	\$ 14,647	\$ 11,252	\$ 10,590	\$ 13,500	\$ 12,000
413	SANITARY LAND FILL	\$ 360	\$ -	\$ -	\$ 2,000	\$ 5,000
414	DUES & SUBSCRIPTIONS	\$ 444	\$ 324	\$ 168	\$ 448	\$ 2,340
421	PRINTING	\$ -	\$ -	\$ 42	\$ 51	\$ 200
446	ATTORNEY FEES	\$ -	\$ -	\$ 1,680	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 2,520
Services Sub Total		\$ 18,687	\$ 13,726	\$ 14,182	\$ 19,439	\$ 26,160
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 6,072	\$ 10,000	\$ -
Capital Sub Total		\$ -	\$ -	\$ 6,072	\$ 10,000	\$ -
Department Total		\$ 446,449	\$ 503,103	\$ 386,353	\$ 645,773	\$ 648,067

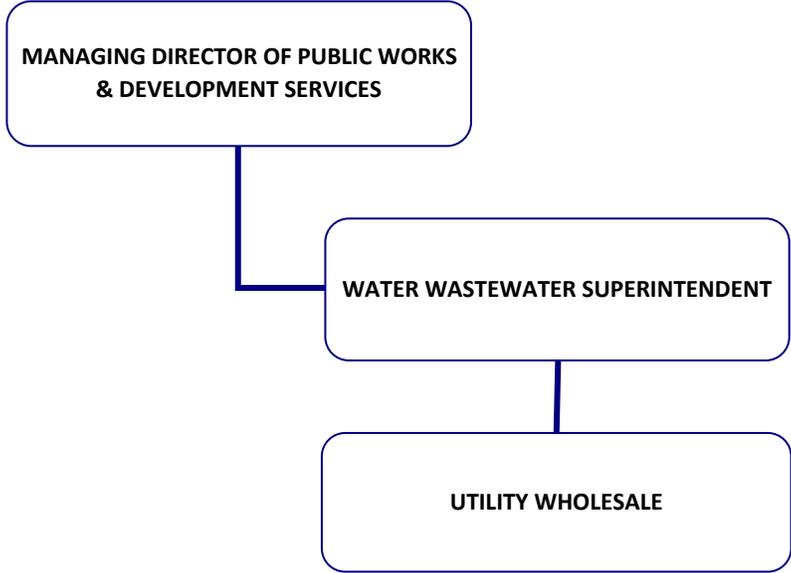


Utility Wholesale



Programs / Activities:
Administration

General Government Division
General Fund



Personnel Summary
Utility Wholesale No personnel for this budget item
Department Narrative
<p>The Utility Wholesale Department accounts for costs associated with the purchase of water and sewer treatment from Dallas Water Utilities and the Trinity River Authority.</p>

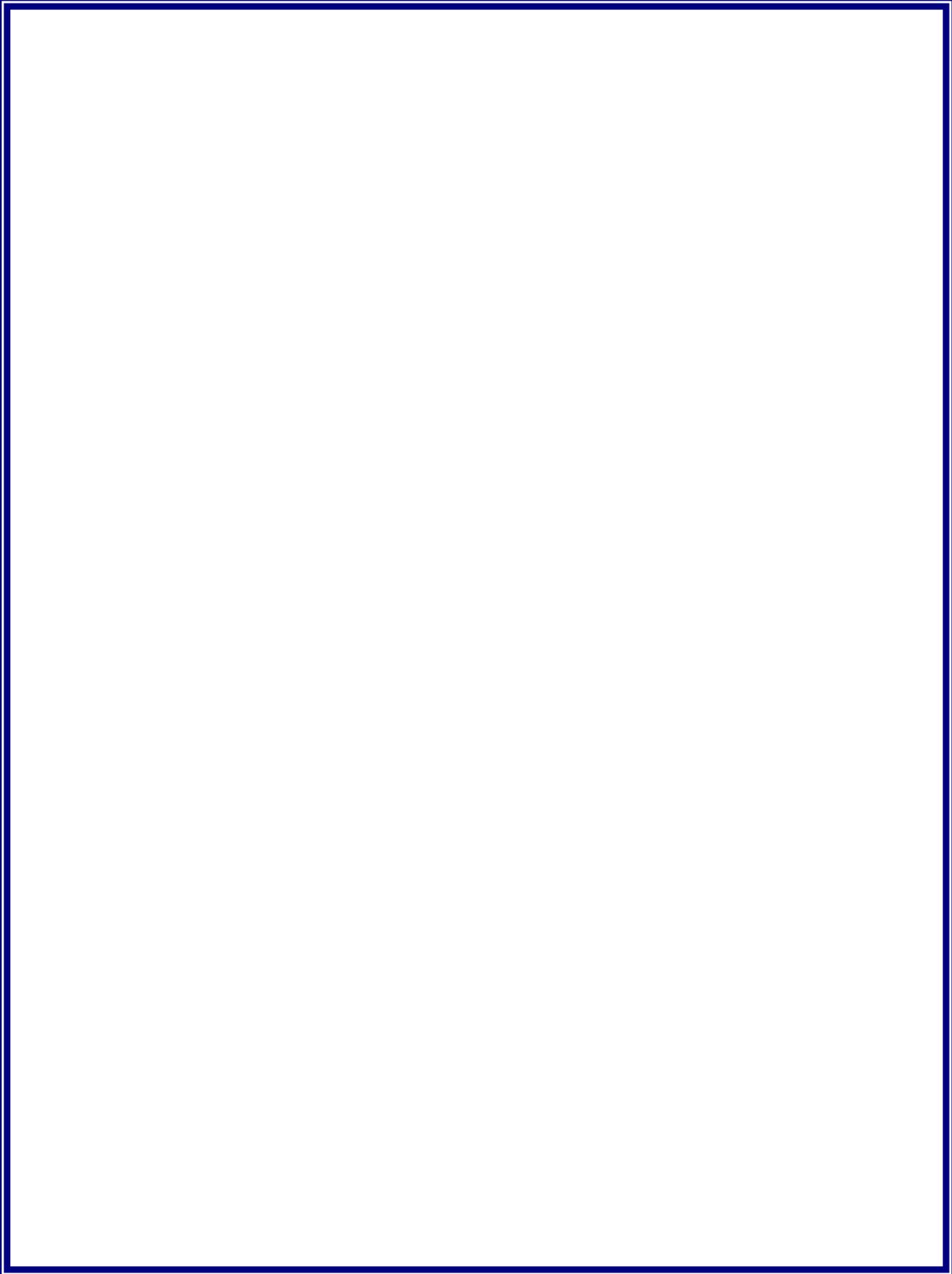
LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 5 WATER AND SEWER FUND
Department 42 WHOLESAL COSTS
Program 0

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
411	WATER PURCHASES	\$ 2,197,353	\$ 1,797,499	\$ 2,374,153	\$ 2,376,660	\$ 2,592,980
412	SEWAGE TREATMENT	\$ 3,520,703	\$ 3,198,974	\$ 3,569,292	\$ 3,931,788	\$ 4,143,979
Maintenance Sub Total		\$ 5,718,055	\$ 4,996,473	\$ 5,943,444	\$ 6,308,448	\$ 6,736,959
Department Total		\$ 5,718,055	\$ 4,996,473	\$ 5,943,444	\$ 6,308,448	\$ 6,736,959



SPECIAL REVENUE FUNDS

**HOTEL/MOTEL TAX
FUND**

HOTEL/MOTEL TAX FUND

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
	HOTEL/MOTEL TAX	78,641	70,111	71,416	61,262	68,160
	RENTAL INCOME	9,190	15,600	15,600	15,600	15,600
	MISCELLANEOUS	400	-	-	-	-
	INTEREST	276	278	204	275	275
Total		\$ 88,506	\$ 85,989	\$ 87,220	\$ 77,137	\$ 84,035

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
46	HOTEL/MOTEL	43,035	37,866	43,815	40,000	30,000
52	Visitor Center	50,464	16,521	13,027	14,619	14,027
Total		\$ 93,499	\$ 54,387	\$ 56,842	\$ 54,619	\$ 44,027

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	(4,992)	31,602	30,379	22,518	40,007
	Beginning Balance	225,535	220,543	252,145	252,145	274,663
	Ending Balance	220,543	252,145	282,523	274,663	314,670
Ending Balance as % of Expenditures		235.88%	463.62%	497.04%	502.87%	714.72%



Visitors Center & State Auxiliary Museum



Programs / Activities:
Administration

General Government Division
Hotel/Motel Tax Fund

CITY MANAGER

Personnel Summary
<p>Visitors Center & State Auxiliary Museum Operated by Chamber of Commerce Personnel</p>
Department Summary
<p>In keeping the history of the City of Lancaster and the Interurban Building, the City of Lancaster State Auxiliary Museum was established May 28, 2007 by House Resolution Number 2954 introduced by State Representative helen Giddings to showcase the history of the City of Lancaster and the State of Texas and educate patrons on the historical artifacts represented within the exhibit. This premier attraction serves as a unique resource for residents, educators and visitors of Texas alike.</p>

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 14 HOTEL TAX FUND
Department 52 Visitor Center
Program 0

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
201	SUPPLIES	\$ 1,064	\$ -	\$ 5	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 22,485	\$ 3,301	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ 12	\$ -	\$ -
Supplies Sub Total		\$ 23,549	\$ 3,301	\$ 17	\$ -	\$ -
301	MAINT-BLDGS& sTRUCTURES	\$ 15,222	\$ 636	\$ 40	\$ 1,000	\$ -
363	MAINT-LOCKS & KEYS	\$ 70	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 15,292	\$ 636	\$ 40	\$ 1,000	\$ -
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 153	\$ -	\$ -
410	UTILITIES-ELECTRICITY	\$ 5,207	\$ 8,074	\$ 6,593	\$ 8,880	\$ 7,809
411	ALARM SERVICE	\$ 1,169	\$ -	\$ 554	\$ 516	\$ 600
416	OTHER/PROFESSIONAL SERVICES	\$ 2,666	\$ 2,605	\$ 3,020	\$ 1,043	\$ 1,789
434	SPECIAL EVENTS	\$ 650	\$ -	\$ -	\$ -	\$ -
460	SETTLEMENT	\$ 1,931	\$ -	\$ -	\$ -	\$ -
543	JANITORIAL SERVICE	\$ -	\$ 1,855	\$ 2,650	\$ 3,180	\$ 3,180
544	PEST CONTROL SERVICES	\$ -	\$ 50	\$ -	\$ -	\$ 650
Services Sub Total		\$ 11,623	\$ 12,584	\$ 12,970	\$ 13,619	\$ 14,027
Department Total		\$ 50,464	\$ 16,521	\$ 13,027	\$ 14,619	\$ 14,027

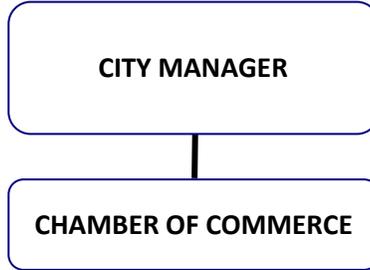


Convention & Visitors Bureau



Programs / Activities:
Administration

General Government Division
Hotel/Motel Tax Fund



Personnel Summary
Convention & Visitors Bureau Operated by Chamber of Commerce Personnel
Department Narrative
This department accounts for costs associated with the operations of the Lancaster Convention & Visitors Bureau. This service is contracted with the Lancaster Chamber of Commerce.

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 14 HOTEL TAX FUND
Department 46 HOTEL/MOTEL
Program 0 TOURISM PROMOTION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
410	UTILITIES-ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ -	\$ 150	\$ -	\$ -	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
468	LANCASTER CHAMBER OF COMMERCE	\$ 43,035	\$ 37,716	\$ 43,815	\$ 40,000	\$ 30,000
Services Sub Total		\$ 43,035	\$ 37,866	\$ 43,815	\$ 40,000	\$ 30,000
Department Total		\$ 43,035	\$ 37,866	\$ 43,815	\$ 40,000	\$ 30,000

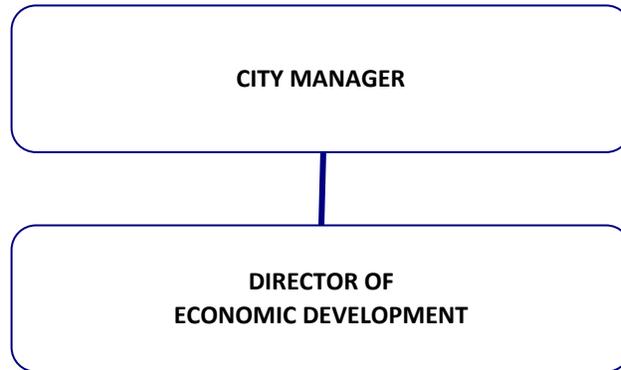
**4A LEDC
FUND**

SALES TAX 4A-ECONOMIC DEVELOPMENT

REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Department No	Revenue Source			Year to Date	Budget	
	SALES TAXES	906,511	944,875	1,031,762	873,000	899,190
	INTEREST	2,973	3,290	2,338	1,000	1,000
	BOND PROCEEDS	-	-	-	-	-
Total		\$ 909,484	\$ 948,166	\$ 1,034,100	\$ 874,000	\$ 900,190

EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Department No				Year to Date	Budget	
	2 ECON DEV ADMINISTRATION	226,215	185,392	179,031	188,382	176,617
	50 4A DEBT SERVICE	227,350	241,844	229,326	455,800	456,300
	60 MARKETING AND ADVERTISING	8,066	8,282	5,829	35,100	23,100
	63 INCENTIVE PROGRAMS	10,000	68,333	338,730	170,000	407,822
	80 TRANSFERS OUT	50,000	50,000	54,835	54,835	54,835
Total		\$ 521,632	\$ 553,851	\$ 807,751	\$ 904,117	\$ 1,118,674

BALANCES		2010 Actual	2011 Actual	2012		2013 Budget
				Year to Date	Budget	
	Net Gain (Loss)	387,852	394,315	226,349	(30,117)	(218,484)
	Beginning Balance	2,083,875	2,477,535	2,871,850	2,871,850	2,841,733
	Prior Period Audit Adjustment	5,808	-	-	-	-
	Ending Balance	2,477,535	2,871,850	3,098,198	2,841,733	2,623,249
Ending Balance as % of Expenditures		474.96%	518.52%	383.56%	314.31%	234.50%



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Director	1	1	1
Community Relations Assist.	0.25	0.25	0.25
Executive Secretary	1	0	0
Total	2.25	1.25	1.25

Department Narrative

The Department of Economic Development is Lancaster’s lead organization for economic development including the recruitment of new business ventures, the expansion of existing industry and the evaluation of requests for incentives from business ventures seeking to create, expand or relocate commercial operations to Lancaster. The department administers the Type A Economic Development sales tax as its primary source of funding. The Department's services are a community resource and are provided at no charge.

Review and evaluation of incentives requests is overseen by an seven-person board of directors which includes five voting members and two ex-officio members. These individuals review applications for Type A incentives and recommend projects for funding to the City Council for approval.

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> Recruit quality commercial, industrial and retail jobs Target marketing program to commercial, industrial and retail broker 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Request For Proposals (RFP) for development projects	30	38		30
Meetings with DFW real estate brokers and developers	60	72		60
Retention visits with existing industry	4	4		4
Marketing initiatives with economic development allies	1	1		3
International sales missions recruiting business development and investment	1	1		2
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Request For Proposals (RFP) for development projects	30	38		30
Meetings with DFW real estate brokers and developers	60	72		60
Retention visits with existing industry	4	4		4
Regional and local marketing initiatives with development allies	1	1		2
Economic Development Trade Show Participation	2	3		3
International sales missions recruiting business development and investment	1	1		2
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	171,071	148,072	156,259	154,110
Supplies	1,030	714	3,800	3,800
Maintenance	-	-	-	-
Other Services	13,291	30,245	28,323	18,707
Capital Outlay	-	-	-	-
TOTAL	185,392	179,031	188,382	176,617

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 149,488	\$ 123,103	\$ 110,762	\$ 117,971	\$ 115,490
103	SALARIES-OVERTIME	\$ -	\$ 61	\$ 49	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 264	\$ 208	\$ 223	\$ 220	\$ 260
105	HEALTH INSURANCE	\$ 13,378	\$ 13,458	\$ 5,970	\$ 5,806	\$ 6,824
106	TMRS	\$ 20,345	\$ 18,253	\$ 15,865	\$ 17,078	\$ 17,151
107	FICA	\$ 11,254	\$ 9,384	\$ 8,325	\$ 8,273	\$ 8,095
109	SALARIES-WELL PAY	\$ 1,398	\$ 1,241	\$ 1,241	\$ 1,300	\$ 601
110	DENTAL INSURANCE	\$ 412	\$ 535	\$ 433	\$ 429	\$ 515
113	CAR ALLOWANCE	\$ 4,814	\$ 4,614	\$ 4,828	\$ 4,800	\$ 4,800
120	LIFE INSURANCE	\$ 12	\$ 20	\$ 145	\$ 128	\$ 128
130	WORKERS COMPENSATION	\$ 367	\$ 194	\$ 207	\$ 221	\$ 213
131	EAP EXPENSE	\$ -	\$ 0	\$ 25	\$ 33	\$ 33
Personnel Sub Total		\$ 201,733	\$ 171,071	\$ 148,072	\$ 156,259	\$ 154,110
201	OFFICE SUPPLIES	\$ 1,441	\$ 585	\$ 407	\$ 2,000	\$ 2,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,028	\$ -	\$ 299	\$ -	\$ -
210	FOOD/BEVERAGES/ETC.-MEETINGS	\$ 887	\$ 404	\$ -	\$ 1,500	\$ 1,500
214	POSTAGE	\$ 72	\$ 40	\$ 7	\$ 300	\$ 300
Supplies Sub Total		\$ 3,427	\$ 1,030	\$ 714	\$ 3,800	\$ 3,800
401	COMMUNICATIONS	\$ -	\$ -	\$ -	\$ 960	\$ 508
402	RENTAL OF EQUIPMENT	\$ 3,629	\$ 2,703	\$ 2,432	\$ 4,500	\$ 2,172
409	TRAVEL AND EDUCATION	\$ 1,285	\$ 600	\$ 1,736	\$ 2,000	\$ 2,000
410	UTILITIES-ELECTRICITY	\$ -	\$ -	\$ -	\$ 352	\$ 352
414	DUES AND SUBSCRIPTIONS	\$ 2,788	\$ 1,028	\$ 1,329	\$ 2,925	\$ 2,640
416	OTHER/PROFESSIONAL SERVICES	\$ 5,919	\$ 6,819	\$ 74	\$ 6,551	\$ -
421	PRINTING	\$ 75	\$ 751	\$ 360	\$ -	\$ -
437	AUDIT SERVICES	\$ 5,500	\$ -	\$ -	\$ -	\$ -
446	ATTORNEY FEES	\$ 920	\$ 120	\$ 240	\$ 5,000	\$ 5,000
462	CELLULAR TELEPHONE & PAGERS	\$ 901	\$ 1,175	\$ 1,567	\$ 1,200	\$ 1,200
464	RENTAL OF OFFICE SPACE	\$ -	\$ -	\$ 22,505	\$ 4,835	\$ 4,835
539	MISC. HEALTH BENEFIT	\$ 38	\$ 31	\$ 2	\$ -	\$ -
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 65	\$ -	\$ -	\$ -
Sub Total		\$ 21,055	\$ 13,291	\$ 30,245	\$ 28,323	\$ 18,707
Department Total		\$ 226,215	\$ 185,392	\$ 179,031	\$ 188,382	\$ 176,617

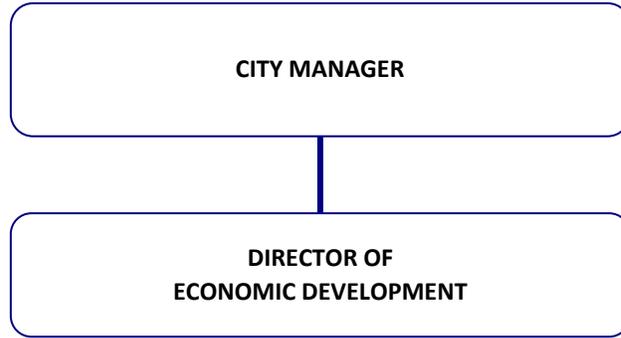


Econ. Dev. Marketing



Programs / Activities:
Marketing

General Government Division
4A LEDC Fund



Personnel Summary
<p>Economic Development Administration Personnel No additional staff for Marketing</p>
Department Narrative
<p>This department accounts for costs associated with the marketing associated with the Lancaster Economic Development Department programs.</p>

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> Recruit quality commercial, industrial and retail jobs Target marketing program to commercial, industrial and retail brokerage community 				
Workload Indicators	10-11 Actual	11-12 Actual		12-13 Target
Request For Proposals (RFP) for development projects	42	38		30
Meetings with DFW real estate brokers and developers	74	72		60
Retention visits with existing industry	4	4		4
Marketing initiatives with economic development allies	1	1		2
International sales missions recruiting business development and investment	1	1		2
Performance Measurement	10-11 Actual	11-12 Actual		12-13 Target
Request For Proposals (RFP) for development projects	42	33		30
Meetings with DFW real estate brokers and developers	74	72		60
Retention visits with existing industry	4	4		4
Regional - local marketing initiatives with development allies	1	1		2
Economic Development Trade Show Participation	4	3		3
International sales missions recruiting business development and investment	1	1		2
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Budget	Estimate	Budget
Personnel	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services	-	-	2,100	2,100
Marketing	8,282	5,829	33,000	21,000
TOTAL	8,282	5,829	35,100	23,100

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 16 SALES TAX 4A-ECONOMIC DEVLPMNT
Department 60 ECON DEV ADMINISTRATION
Program 0 ECONOMIC DEV - ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
421	PRINTING	\$ -	\$ -	\$ -	\$ 2,100	\$ 2,100
Maintenance Sub Total		\$ -	\$ -	\$ -	\$ 2,100	\$ 2,100
902	BUSINESS DEVELOPMENT	\$ 4,518	\$ 6,761	\$ 3,219	\$ 19,000	\$ 10,000
903	AD PRODUCTION OR PRINTING	\$ -	\$ -	\$ 1,195	\$ -	\$ -
907	AERIAL PHOTO REPRINTS	\$ -	\$ -	\$ -	\$ -	\$ -
908	DIRECT MAIL-POSTCARDS	\$ -	\$ -	\$ -	\$ -	\$ -
909	PROMOTIONAL ITEMS	\$ -	\$ 122	\$ -	\$ 2,000	\$ 2,000
911	EVENT SPONSORSHIPS	\$ 3,100	\$ 1,400	\$ 1,415	\$ 6,000	\$ 6,000
942	TRADE SHOWS	\$ 448	\$ -	\$ -	\$ 6,000	\$ 3,000
Sub Total		\$ 8,066	\$ 8,282	\$ 5,829	\$ 33,000	\$ 21,000
Department Total		\$ 8,066	\$ 8,282	\$ 5,829	\$ 35,100	\$ 23,100

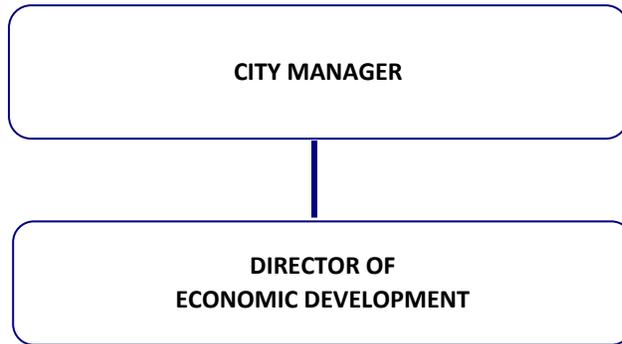


Econ. Dev. Incentives



Programs / Activities:
Incentives

General Government Division
4A LEDC Fund



Personnel Summary
<p>Economic Development Administration Personnel No additional staff for Incentives</p>
Department Narrative
<p>This department accounts for costs associated with the incentive program of the Lancaster Economic Development Corporation.</p>

Departmental Goals				
<p>City Council Goals:</p> <ul style="list-style-type: none"> Recruit quality commercial, industrial and retail jobs Target marketing program to commercial, industrial and retail brokerage community 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Utilize funds for incentivizing new projects during fiscal year Utilize funds for incentive committments on existing projects	0 93000	0 10000		170000 175000
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Utilize funds for incentivizing new projects during fiscal year Utilize funds for incnetive committments on existing projects	0 93000	0 10000		170000 175000
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Budget	Estimate	
Personnel	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Other Services	-	-	-	-
Incentives	68,333	338,730	170,000	407,822
TOTAL	68,333	338,730	170,000	407,822

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 16 SALES TAX 4A-ECONOMIC DEVLPMNT
Department 63 ECON DEV ADMINISTRATION
Program 0 ECONOMIC DEV - ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
957	INCENTIVES-INFRASTRUCTURE	\$ 10,000	\$ 68,333	\$ 328,730	\$ 170,000	\$ -
958	ENANAE-CMOP	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
977	INCENTIVE PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ 397,822
Sub Total		\$ 10,000	\$ 68,333	\$ 338,730	\$ 170,000	\$ 407,822
Department Total		\$ 10,000	\$ 68,333	\$ 338,730	\$ 170,000	\$ 407,822

**4B LRDC
FUND**

SALES TAX 4B-CULTURAL/RECREATIONAL

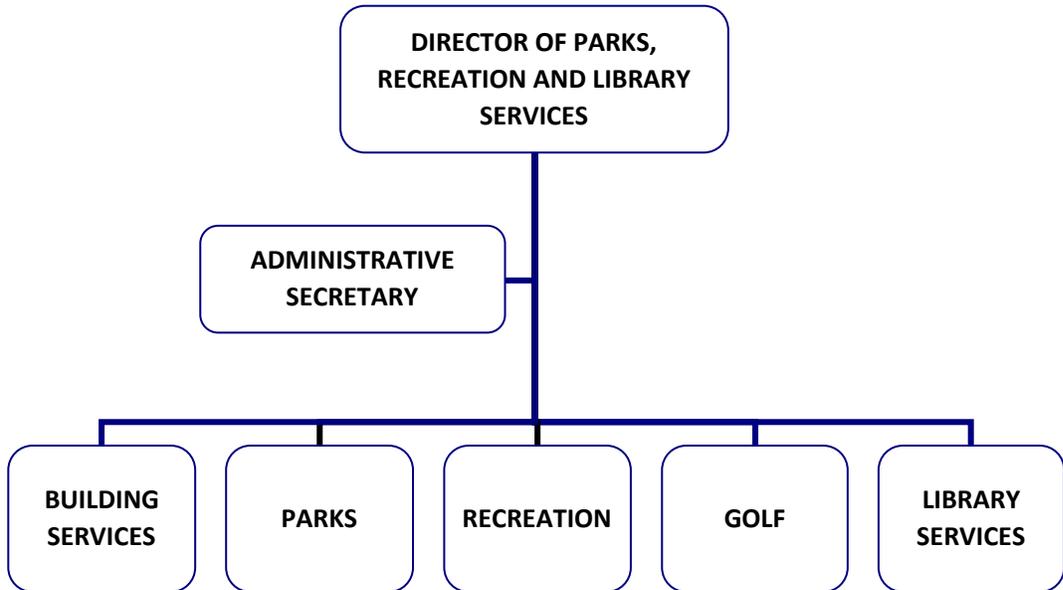
REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Department No	Revenue Source			Year to Date	Budget	
	0 SALES TAXES	1,814,922	1,877,225	2,063,524	1,746,000	1,800,000
	56 RECREATION	410,491	467,183	510,225	512,000	527,000
	56 DAY CAMP	-	16,708	81,883	15,000	45,000
	54 LIFE CENTER	13,734	13,832	(6,637)	7,769	10,623
	7 LIBRARY	53,169	63,508	27,201	-	650
	7 BTOP	-	36,840	97,291	-	-
	0 TRANSFERS IN	-	600,000	450,000	450,000	270,000
	0 INTEREST	7	-	549	2,000	1,000
Total		\$ 2,292,815	\$ 3,075,579	\$ 3,224,031	\$ 2,732,769	\$ 2,654,273

EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Department No				Year to Date	Budget	
	2 REC ADMINISTRATION	220,795	195,522	213,423	200,934	225,097
	4 DAY CAMP	-	-	-	-	-
	7 LIBRARY	475,514	494,130	421,060	519,759	523,513
	7 BTOP	-	79,934	91,395	-	-
	13 PARKS AND RECREATION	334	884	237	-	-
	16 NON-DEPARTMENTAL	-	0	-	-	25,385
	50 4B DEBT SERVICE	906,616	958,852	722,708	906,140	730,400
	54 SENIOR LIFE CENTER	142,170	97,106	98,985	125,336	135,675
	56 DAY CAMP	-	12,749	41,106	36,448	42,186
	56 RECREATION CENTER	907,601	794,030	811,617	791,050	889,569
	57 COMMUNITY PARK	47,937	15,394	15,598	15,000	15,000
	80 TRANSFERS OUT	13,000	13,000	13,000	13,000	13,000
Total		\$ 2,713,966	\$ 2,661,660	\$ 2,429,128	\$ 2,607,667	\$ 2,599,824

BALANCES		2010 Actual	2011 Actual	2012		2013 Budget
				Year to Date	Budget	
	Net Gain (Loss)	(421,151)	413,919	794,903	125,102	54,449
	Beginning Balance	94,864	(314,670)	99,249	99,249	224,351
	Prior Period Audit Adjustment	11,617	-	-	-	-
	Ending Balance	(314,670)	99,249	894,152	224,351	278,800
Ending Balance as % of Expenditures		-11.59%	3.73%	36.81%	8.60%	10.72%



Recreation Administration



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Director of P&R	1	1	1	
Informal Education Coordinator	1	0	0	
Administrative Secretary	1	1	1	
Total	3	2	2	

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.</p>

Departmental Goals				
City Council Goals				
<ul style="list-style-type: none"> • Monitor, coordinate, and operate all assigned departments, including Parks, Recreation, Building Services, and Country View Golf Course Management Contract • Develop Grant Opportunities for Funding Leisure Programs, Activities and Facilities • Develop Strategies to reduce energy consumption and expenses for all municipal facilities • Develop a 5 Year Master Plan for Country View Golf Course • Maintain Recreation Center for City events such as meetings, conferences, and other municipal usage • Develop RFP and secure Management opportunity for the operations at Bear Creek Nature Park • Monitor and seek out ways to improve safety for citizens and employees in the municipal parks and recreation center Recertification of Lancaster as a Tree City USA City • Seek out cost effective methods of beautifying the City of Lancaster 				
Workload Indicators	10-11 Actual	11-12 Actual		2012-2013 Target
Funded projects completed by Fiscal Year End Tree City USA Designation Recreation Revenues Total Parks and Recreation Employees/Building Services Total City Buildings	100% Retained \$48,300 61/3 16	100% Retained \$527,000 56/1 20		100% Retained \$527,000 56 20
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Funded Projects completed by FY end Tree City USA Designation % of Recreation Revenue Goal Obtained	100% 100% 100%	100% 100% 100%		100% 100% 100%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	YE Estimate	Budget	Budget
Personnel	167,346	176,672	169,944	188,307
Supplies	9,680	10,285	10,581	10,480
Services	18,497	26,466	20,409	26,310
TOTAL	195,523	213,423	200,934	225,097



LINE ITEM DETAIL BUDGET REPORT

Fund 17 SALES TAX 4B-CULTURAL/RECRITNL
Department 2 REC ADMINISTRATION
Program 0 ADMINISTRATION

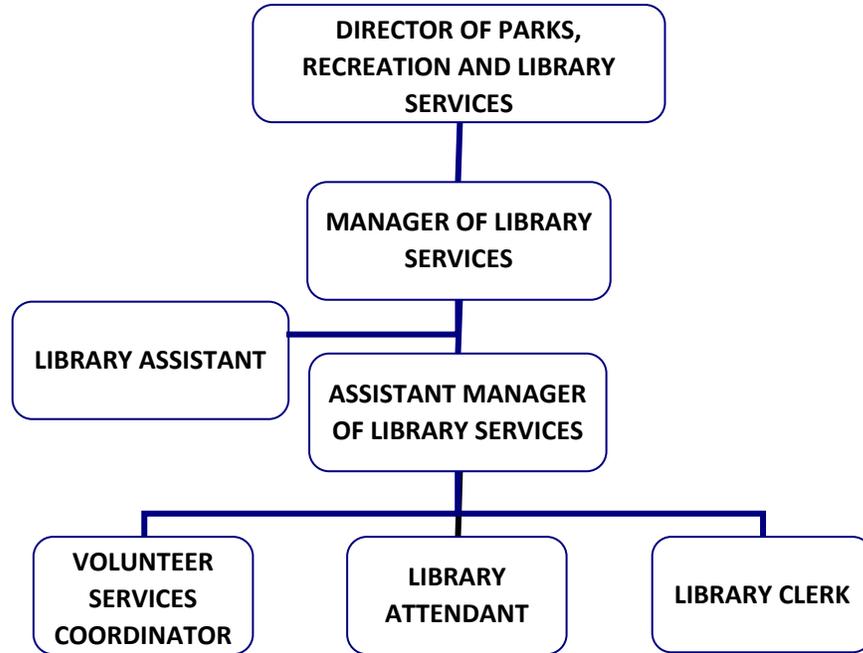
Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 134,189	\$ 120,348	\$ 126,821	\$ 122,163	\$ 135,162
103	SALARIES-OVERTIME	\$ 230	\$ 515	\$ 783	\$ 560	\$ 600
104	SALARIES-LONGEVITY	\$ 387	\$ 299	\$ 415	\$ 408	\$ 504
105	GROUP HEALTH INSURANCE	\$ 11,407	\$ 12,729	\$ 11,829	\$ 11,612	\$ 13,200
106	TMRS	\$ 18,036	\$ 17,890	\$ 18,648	\$ 17,686	\$ 20,069
107	FICA	\$ 10,551	\$ 9,643	\$ 10,293	\$ 9,671	\$ 9,992
109	SALARIES-WELL PAY	\$ 1,160	\$ 244	\$ 1,166	\$ 250	\$ 698
110	DENTAL INSURANCE	\$ 517	\$ 776	\$ 864	\$ 858	\$ 1,030
113	SALARIES-CAR ALLOWANCE	\$ 2,814	\$ 4,614	\$ 4,828	\$ 4,800	\$ 4,800
114	SALARIES - ASSIGNMENT PAY	\$ -	\$ -	\$ 554	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 38	\$ 96	\$ 178	\$ 204	\$ 306
130	WORKERS COMPENSATION	\$ 1,145	\$ 192	\$ 242	\$ 1,680	\$ 1,868
131	EAP EXPENSE	\$ -	\$ 1	\$ 50	\$ 52	\$ 78
Personnel Sub Total		\$ 180,473	\$ 167,346	\$ 176,672	\$ 169,944	\$ 188,307
201	MISC OFFICE SUPPLIES	\$ 9,455	\$ 9,372	\$ 10,870	\$ 9,101	\$ 9,000
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 79	\$ 251	\$ (679)	\$ 480	\$ 980
214	POSTAGE	\$ 1,303	\$ 57	\$ 95	\$ 1,000	\$ 500
Supplies Sub Total		\$ 10,838	\$ 9,680	\$ 10,285	\$ 10,581	\$ 10,480
402	RENTAL OF EQUIPMENT	\$ 8,889	\$ 7,241	\$ 9,738	\$ 10,000	\$ 9,000
409	TRAVEL AND EDUCATION	\$ 650	\$ 1,974	\$ 3,601	\$ 3,600	\$ 6,000
414	DUES & SUBSCRIPTIONS	\$ 126	\$ -	\$ 673	\$ 673	\$ 510
416	OTHER/PROFESSIONAL SERVICES	\$ 2,491	\$ -	\$ -	\$ -	\$ -
421	PRINTING	\$ 135	\$ 21	\$ 611	\$ 536	\$ 500
437	AUDIT SERVICES	\$ 11,000	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ (0)	\$ 224	\$ 600	\$ 600	\$ 1,800
482	CREDIT CARD PROCESSING FEES	\$ 5,220	\$ 8,212	\$ 11,175	\$ 5,000	\$ 8,500
539	MISC HEALTH BENEFIT	\$ 940	\$ 825	\$ 70	\$ -	\$ -
Services Sub Total		\$ 29,484	\$ 18,497	\$ 26,466	\$ 20,409	\$ 26,310
Department Total		\$ 220,795	\$ 195,522	\$ 213,423	\$ 200,934	\$ 225,097



Programs / Activities:
 Library Administration, Circulation,
 Genealogy, Special Programs

Community Services Division
 LRDC 4B Fund

Library



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Adopted 12-13
Library Director	1	1	0
Library Manager	0	0	1
Assistant Library Manager	1	1	1
Volunteer Coordinator	0	0	1
Library Assistant (.75)	0	0.75	0.75
Library Attendant (.50)	6.5	4.5	4
Library Clerk (.25)	0	0.75	0.75
Total	8.5	8	8.5

Department Narrative

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



Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Host Best Southwest Book Fair • Expend all BTOP funds by July 31, 2013 • Implement Computer Training Program for Senior Citizens • Implement Job & Career Training Program • Implement Youth Technology Program • Implement city-wide volunteer program • Implement eBook collection • Provide wi-fi connection to the Internet 				
Workload Indicators	2010-2011 Actual	11-12 Actual		2011-2012 Target
Hours Open	2,500	2,500		2,800
Hours Staffed	3,000	3,000		2,400
Volunteer Hours	1,000	1,000		800
Patron Visits	90,000	90,000		90,000
New Youth Cards	1,000	1,000		1,000
New Adult Cards	1,500	1,500		1,500
New Nonresident Cards	100	100		100
Adult Books Circulation	29,000	29,000		25,000
Juvenile Books Circulation	28,000	28,000		25,000
Videos Circulation	16,000	16,000		12,000
Total Circulation	80,000	80,000		80,000
PC Reservation Usage	50,000	50,000		30,000
Reference Usage	75,000	75,000		40,000
Performance Measurement	2010-2011 Actual	2011-2012 Actual		2011-2012 Target
Host Best Southwest Book Fair	Completed	Completed		Completed
Replace worn Information Technology Items	50%	50%		100%
Budgeted Expenditures Spent	80%	80%		99%
Implement BTOP Public Computer Center Grant	Completed	Completed		Completed
Implement E-Rate Grant	Completed	Completed		Completed
Implement Praxair Grant	Completed	Completed		Completed
Budget Summary	2010-2011 Actual	2011-2012		2011-2012 Budget
		Estimate	Budget	
Personnel	277,378	239,318	315,199	309,495
Supplies	79,064	69,227	73,800	77,700
Maintenance	48,418	10,376	47,400	34,000
Other Services	89,270	102,139	74,732	102,318
Capital Outlay	-	-	8,628	-
TOTAL	494,130	421,060	519,759	523,513

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

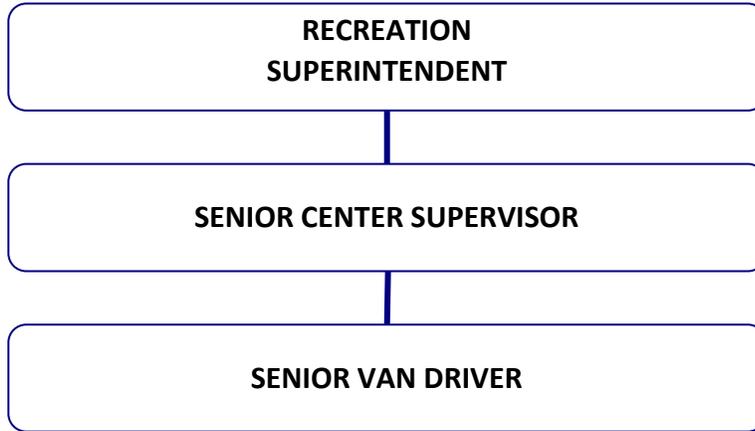


Fund 17 SALES TAX 4B-CULTURAL/RECRNTL
Department 7 LIBRARY
Program 0 LIBRARY

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 130,361	\$ 130,900	\$ 100,080	\$ 132,153	\$ 138,229
102	SALARIES-PART TIME	\$ 87,587	\$ 87,157	\$ 94,208	\$ 123,324	\$ 106,860
103	SALARIES-OVERTIME	\$ 46	\$ 72	\$ 76	\$ 100	\$ 100
104	SALARIES-LONGEVITY	\$ 689	\$ 850	\$ 701	\$ 872	\$ 432
105	GROUP HEALTH INSURANCE	\$ 7,643	\$ 12,078	\$ 7,495	\$ 9,386	\$ 18,595
106	TMRS	\$ 22,488	\$ 22,790	\$ 16,238	\$ 22,073	\$ 22,372
107	FICA	\$ 16,705	\$ 16,621	\$ 14,909	\$ 19,745	\$ 18,719
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 654	\$ -	\$ 680
110	DENTAL INSURANCE	\$ 655	\$ 776	\$ 685	\$ 858	\$ 1,459
113	SALARIES-CAR ALLOWANCE	\$ 4,814	\$ 4,614	\$ 3,314	\$ 4,800	\$ -
114	SALARIES - ASSIGNMENT PAY	\$ -	\$ -	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 120	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 34	\$ 82	\$ 136	\$ 740	\$ 893
130	WORKERS COMPENSATION	\$ 2,271	\$ 1,433	\$ 407	\$ 458	\$ 427
131	EAP EXPENSE	\$ -	\$ 6	\$ 295	\$ 210	\$ 249
Personnel Sub Total		\$ 273,293	\$ 277,378	\$ 239,318	\$ 315,199	\$ 309,495
201	MISC OFFICE SUPPLIES	\$ 10,936	\$ 8,570	\$ 9,269	\$ 7,300	\$ 7,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,363	\$ 20,679	\$ 660	\$ 1,800	\$ 1,800
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 200
207	BOOKS, SUBSCRIPTIONS, ETC.	\$ 73,626	\$ 49,056	\$ 56,846	\$ 60,000	\$ 60,000
208	RECREATIONAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 18	\$ -	\$ -	\$ 200	\$ 200
211	OTHER OPERATIONAL SUPPLIES	\$ 58	\$ -	\$ -	\$ -	\$ -
214	POSTAGE	\$ 1,160	\$ 264	\$ 305	\$ 500	\$ 500
219	COMPUTER SUPPLIES	\$ 7,204	\$ 145	\$ 2,148	\$ 4,000	\$ 4,000
231	SOFTWARE	\$ -	\$ 349	\$ -	\$ -	\$ 4,000
Supplies Sub Total		\$ 94,366	\$ 79,064	\$ 69,227	\$ 73,800	\$ 77,700
301	MAINT-BLDG & STRUCTURES	\$ 11,201	\$ 3,968	\$ 4,122	\$ 8,400	\$ 5,000
313	MAINT-FURN & FIXTURES	\$ -	\$ -	\$ 71	\$ 6,000	\$ 2,000
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 65	\$ -	\$ 7,000
342	MAINT. DATA PROCESSING EQUIP	\$ 5,039	\$ 41,648	\$ 6,119	\$ 33,000	\$ 20,000
344	MAINT-LIBRARY BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 2,803	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 16,240	\$ 48,418	\$ 10,376	\$ 47,400	\$ 34,000
401	TELEPHONE & COMMUNICATIONS	\$ 4,180	\$ 10,857	\$ 27,996	\$ 4,800	\$ 13,000
402	RENTAL OF EQUIPMENT	\$ 4,586	\$ 3,859	\$ 3,970	\$ 4,200	\$ 4,200
407	SPECIAL SERVICES	\$ 2,349	\$ 2,408	\$ 2,215	\$ 2,950	\$ 3,425
408	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 500
409	TRAVEL AND EDUCATION	\$ 1,705	\$ 2,193	\$ 1,862	\$ 2,000	\$ 2,000
410	UTILITIES-ELECTRICITY	\$ 36,979	\$ 42,547	\$ 38,661	\$ 42,000	\$ 38,000
414	DUES & SUBSCRIPTIONS	\$ 572	\$ 934	\$ 370	\$ 782	\$ 800
416	OTHER/PROFESSIONAL SERVICES	\$ 14,462	\$ 9,291	\$ 19,694	\$ 10,000	\$ 4,800
421	PRINTING	\$ 1,312	\$ -	\$ 1,047	\$ 2,500	\$ 2,000
434	SPECIAL EVENTS	\$ 1,106	\$ -	\$ 293	\$ 1,000	\$ 1,000
441	PLANNING CONSULTANT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 1,604	\$ -	\$ -	\$ -	\$ -
446	ATTORNEY FEES	\$ -	\$ -	\$ -	\$ -	\$ 500
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ -
465	PERIODICALS & PUBLICATIONS	\$ -	\$ 2,585	\$ 2,585	\$ -	\$ -
481	DETAIL OF EXP IN FUND 13	\$ -	\$ -	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 228	\$ 282	\$ 394	\$ -	\$ -
498	UTILITIES-GAS	\$ 2,501	\$ 4,673	\$ 2,120	\$ 4,500	\$ 3,200
539	MISC HEALTH BENEFIT	\$ 226	\$ 209	\$ 16	\$ -	\$ 60
543	JANITORIAL CONTRACT	\$ -	\$ 7,417	\$ -	\$ -	\$ 12,660
544	PEST CONTROL SERVICES	\$ -	\$ 665	\$ 915	\$ -	\$ 1,260
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ -	\$ 2,253
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 1,350	\$ -	\$ -	\$ 12,660
Service Sub Total		\$ 71,812	\$ 89,270	\$ 102,138	\$ 74,732	\$ 102,318
611	CAPITAL-BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -
612	CAPITAL-BOOKS FROM DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
618	CAPITAL-COMPUTER EQUIPMENT	\$ 19,802	\$ -	\$ -	\$ 8,628	\$ -
623	CAPITAL-FILMS/AUDIO/VISUAL	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ 19,802	\$ -	\$ -	\$ 8,628	\$ -
Department Total		\$ 475,514	\$ 494,130	\$ 421,060	\$ 519,759	\$ 523,513



Life Center



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13
Senior Center Supervisor	1	1	1
Center Van Driver	0.75	0.75	0.75
Recreation Leader	1	0	0
Total	2.75	1.75	1.75

Department Narrative
<p>The Life Center is a full service facility serving adults aged 50 and older, in addition to being a rental facility for corporate meetings, weddings, and banquets.</p>



Departmental Goals				
City Council Goal				
<ul style="list-style-type: none"> • Provide a meal program for seniors that enables them to receive at least one nutritious meal daily • Provide transportation to enable seniors to participate more regularly in programming and special events • Continually increase the number and type of recreational programs offered • Increase the participation of seniors in the community 				
Workload Indicators	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Annual Memberships Purchased	321	297		400
Special Events	7	10		8
Outings	20	7		8
Senior Program Participation	545	414		600
Recreation Programs Offered	15	47		50
Meals Served	7660	7835		7,600
% Budget Revenues Collected	117%	100%		100%
Performance Measurement	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Congregate Meal Program	8%	8%		8%
Recreational Programming	70%	70%		70%
Special Events	4%	4%		4%
Transportation	18%	18%		18%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Target
		YE Estimate	Budget	
Personnel	43,489	65,826	72,992	79,425
Supplies	6,489	8,254	12,230	11,400
Maintenance	21,139	5,386	6,400	2,000
Services	25,988	19,519	29,714	42,850
Capital Outlay	-	-	4,000	-
TOTAL	97,105	98,985	125,336	135,675

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 17 SALES TAX 4B-CULTURAL/RECRNTL
Department 54 SENIOR LIFE CENTER
Program 0 SENIOR LIFE CENTER

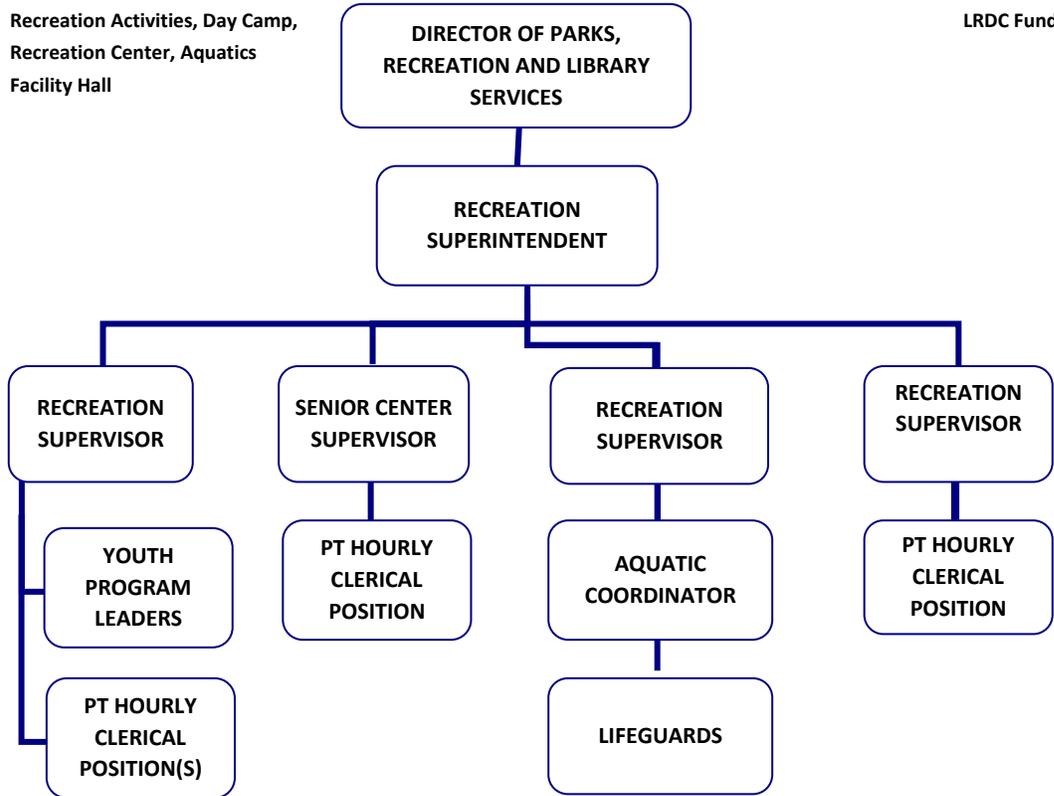
Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 18,930	\$ 17,784	\$ 30,622	\$ 38,239	\$ 41,394
102	SALARIES-PART TIME	\$ 14,599	\$ 11,270	\$ 16,825	\$ 15,600	\$ 15,600
103	SALARIES-OVERTIME	\$ -	\$ 694	\$ 829	\$ -	\$ 500
104	SALARIES-LONGEVITY	\$ 47	\$ 1	\$ 4	\$ 140	\$ 36
105	GROUP LIFE INSURANCE	\$ 5,018	\$ 7,301	\$ 5,870	\$ 5,806	\$ 6,824
106	TMRS	\$ 3,384	\$ 3,510	\$ 6,302	\$ 7,582	\$ 8,170
107	FICA	\$ 2,569	\$ 2,276	\$ 3,706	\$ 4,130	\$ 4,453
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ -	\$ 207
110	DENTAL INSURANCE	\$ 328	\$ 203	\$ 432	\$ 429	\$ 515
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 171	\$ -	\$ 480
120	GROUP LIFE INSURANCE	\$ 17	\$ 35	\$ 24	\$ 102	\$ 204
130	WORKERS COMPENSATION	\$ 757	\$ 414	\$ 988	\$ 918	\$ 970
131	EAP EXPENSE	\$ -	\$ 1	\$ 53	\$ 46	\$ 72
Personnel Sub Total		\$ 45,647	\$ 43,489	\$ 65,826	\$ 72,992	\$ 79,425
201	SUPPLIES	\$ 484	\$ -	\$ -	\$ -	\$ -
202	CLOTHING-UNIFORMS	\$ 62	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 3,084	\$ 113	\$ 1,312	\$ 2,000	\$ 2,000
205	JANITORIAL & CLEANING SUPPLIES	\$ 90	\$ -	\$ -	\$ 300	\$ 300
206	CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ -
208	PROGRAM SUPPLIES	\$ 6,197	\$ 4,284	\$ 4,236	\$ 3,500	\$ 3,500
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 725	\$ 228	\$ 899	\$ 2,000	\$ 2,000
214	POSTAGE	\$ -	\$ -	\$ -	\$ 200	\$ 100
216	MEDICAL SUPPLIES	\$ 223	\$ -	\$ 159	\$ 730	\$ 500
217	CONCESSIONS	\$ 1,761	\$ 840	\$ -	\$ -	\$ -
218	FUEL & OIL	\$ -	\$ 10	\$ -	\$ 500	\$ 500
234	LUNCH PROGRAM OTHER SUPPLIES	\$ 1,734	\$ 1,014	\$ 1,647	\$ 3,000	\$ 2,500
Supplies Sub Total		\$ 14,360	\$ 6,489	\$ 8,254	\$ 12,230	\$ 11,400
301	MAINT-BLDG & STRUCTURES	\$ 669	\$ 2,282	\$ 791	\$ 2,400	\$ 2,000
302	MAINT-MOTOR VEHICLES	\$ 5,641	\$ 18,563	\$ 4,595	\$ 4,000	\$ -
346	MAINT-HEATING & COOLING SYSTEM	\$ 6,376	\$ 294	\$ -	\$ -	\$ -
351	MAINTENANCE (ALL)	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 12,686	\$ 21,139	\$ 5,386	\$ 6,400	\$ 2,000
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ 862	\$ 1,920	\$ 1,500
402	RENTAL OF EQUIPMENT	\$ 8,974	\$ 5,345	\$ 8,311	\$ 7,700	\$ 6,000
408	ADVERTISING	\$ 410	\$ 736	\$ 823	\$ 1,000	\$ 1,200
414	DUES & SUBSCRIPTIONS	\$ -	\$ 350	\$ 170	\$ 250	\$ 250
416	OTHER/PROFESSIONAL SERVICES	\$ 15,343	\$ 9,884	\$ 4,869	\$ 14,974	\$ 9,000
421	PRINTING	\$ -	\$ -	\$ 296	\$ 300	\$ 200
434	SPECIAL EVENTS	\$ 181	\$ -	\$ -	\$ -	\$ -
460	SETTLEMENT	\$ 32,000	\$ -	\$ -	\$ -	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 6,097	\$ -	\$ -	\$ 10,500
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 700
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ -	\$ 2,000
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 1,762	\$ 2,643	\$ 1,770	\$ 4,000
559	CONTRACT/TEMPORARY LABOR	\$ 12,569	\$ 1,814	\$ 1,546	\$ 1,800	\$ 7,500
Service Sub Total		\$ 69,476	\$ 25,988	\$ 19,519	\$ 29,714	\$ 42,850
609	CAPITAL-MACH & EQUIP	\$ -	\$ -	\$ -	\$ 4,000	\$ -
Capital Sub Total		\$ -	\$ -	\$ -	\$ 4,000	\$ -
Department Total		\$ 142,170	\$ 97,106	\$ 98,985	\$ 125,336	\$ 135,675



Programs / Activities:
 Recreation Activities, Day Camp,
 Recreation Center, Aquatics
 Facility Hall

Community Services Division
 LRDC Fund

Recreation



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Recreation Superintendent	1	1	1	
Recreation Supervisor	2	2	2	
Senior Center Supervisor	1	0	0	
Informal Education	0	1	1	
Aquatics Coordinator	1	1	1	
Recreation Leader	0	1	1	
PT Sr. Lifeguards (.50)	2	2	2	
PT Summer Lifeguards (.25)	1.25	1.25	1.25	
PT Year-round Lifeguards (.25)	5	5	5	
PT Hourly Clerical (.50)	4	4	4	
Total	17.25	18.25	18.25	

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				
City Council Goal				
<ul style="list-style-type: none"> • Increase number and type of recreational program offerings • Increase number of Recreation Center annual memberships • Increase number of Fitness Atrium memberships • Increase participation in athletic programming • Plan, promote, coordinate, produce and implement the BSW Juneteenth Celebration, July 4th Celebration and annual Christmas in Old Town Lancaster 				
Workload Indicators	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Outdoor Facility Rentals	137	76		150
Indoor Facility Rentals	969	570		1,000
Recreation ID Cards Purchased	3,420	4,101		4,000
Fitness memberships Purchased	207	129		250
Open Swim Admissions	5493	6031		6,000
Special Events	10	11		10
Adult Program Participants	612	4,875		1,500
Athletic Program Participants	600	667		1,500
Aquatic Program Participants	1,455	2167		1,500
Youth program Participants	1,415	3550		1,600
Recreation programs Offered	42	72		65
% of Budget Revenues Collected	109%	100%		100%
Performance Measurement	2010-2011 Actual	2011-2012 Actual		2012-2013 Target
Recreation programming	50%	50%		50%
Fitness Center	1%	1%		1%
Aquatics	24	24		24%
Athletics	8%	6%		6%
Special Events	6%	5%		5%
Facility Reservation	11%	11%		11%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		YE Estimate	Budget	
Personnel	494,467	487,579	540,162	554,853
Supplies	23,389	22,972	20,640	25,550
Maintenance	46,793	35,583	31,000	33,400
Services	229,381	265,483	199,248	275,766
Other	-	-	-	-
TOTAL	794,030	811,617	791,050	889,569

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget

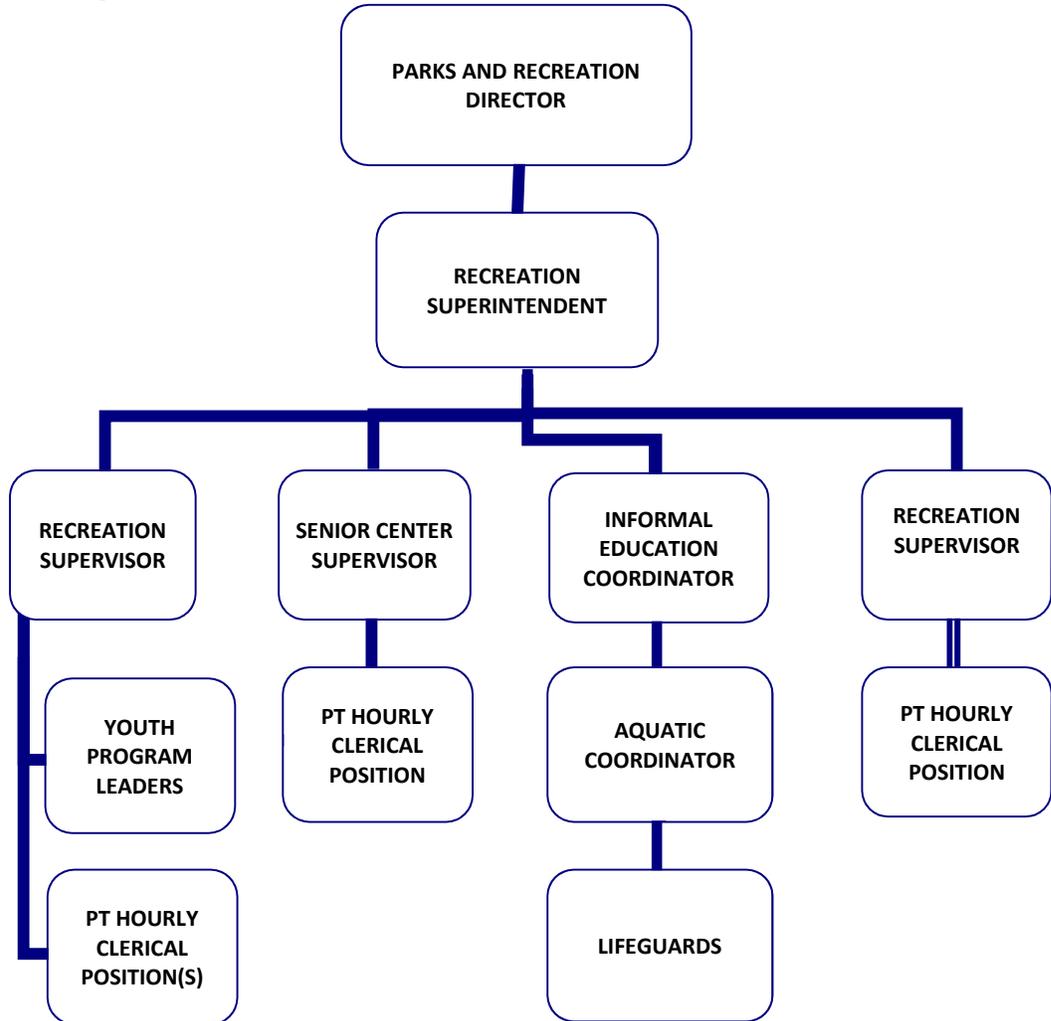


Fund 17 SALES TAX 4B-CULTURAL/RECRNTL
Department 56 RECREATION CENTER
Program 0 RECREATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 212,055	\$ 209,980	\$ 223,697	\$ 231,060	\$ 235,774
102	SALARIES-PART TIME	\$ 264,855	\$ 166,040	\$ 157,019	\$ 197,556	\$ 197,023
103	SALARIES-OVERTIME	\$ 973	\$ 1,762	\$ 1,568	\$ 2,200	\$ 1,000
104	SALARIES-LONGEVITY	\$ 686	\$ 478	\$ 237	\$ 376	\$ 460
105	GROUP HEALTH INSURANCE	\$ 42,308	\$ 49,189	\$ 33,266	\$ 37,679	\$ 42,492
106	TMRS	\$ 35,458	\$ 31,970	\$ 31,396	\$ 32,138	\$ 33,951
107	FICA	\$ 36,647	\$ 28,555	\$ 29,390	\$ 30,415	\$ 32,976
109	SALARIES-WELL PAY	\$ 1,048	\$ 466	\$ 294	\$ 500	\$ 1,161
110	DENTAL INSURANCE	\$ 1,187	\$ 1,111	\$ 2,222	\$ 2,145	\$ 2,575
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 814	\$ -	\$ 1,440
120	GROUP LIFE INSURANCE	\$ 61	\$ 159	\$ 206	\$ 844	\$ 844
130	WORKERS COMPENSATION	\$ 9,971	\$ 4,747	\$ 5,685	\$ 4,746	\$ 4,654
131	EAP EXPENSE	\$ -	\$ 12	\$ 528	\$ 503	\$ 503
Personnel Sub Total		\$ 616,956	\$ 494,467	\$ 487,579	\$ 540,162	\$ 554,853
201	MISC OFFICE SUPPLIES	\$ 381	\$ 86	\$ -	\$ -	\$ -
202	CLOTHING-UNIFORMS	\$ 2,244	\$ 1,622	\$ 453	\$ 1,500	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 911	\$ 740	\$ 280	\$ 300	\$ 300
205	JANITORIAL & CLEANING SUPPLIES	\$ 1,030	\$ 460	\$ 445	\$ 500	\$ 500
206	CHEMICALS	\$ 4,476	\$ 3,565	\$ 4,431	\$ 6,000	\$ 8,000
208	RECREATIONAL SUPPLIES	\$ 4,473	\$ 7,548	\$ 7,204	\$ 5,000	\$ 5,000
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 25	\$ 147	\$ 450	\$ 347	\$ 150
214	POSTAGE	\$ 62	\$ -	\$ 97	\$ -	\$ -
216	MEDICAL SUPPLIES	\$ 406	\$ 139	\$ -	\$ 100	\$ 100
217	CONCESSIONS	\$ 1,978	\$ 509	\$ 213	\$ 893	\$ 1,000
218	FUEL & OIL	\$ 5,473	\$ 8,575	\$ 9,400	\$ 6,000	\$ 9,000
Supplies Sub Total		\$ 21,460	\$ 23,389	\$ 22,972	\$ 20,640	\$ 25,550
301	MAINT-BLDG & STRUCTURES	\$ 19,707	\$ 21,563	\$ 28,365	\$ 20,000	\$ 20,000
302	MAINT-MOTOR VEHICLES	\$ 4,999	\$ 3,371	\$ 100	\$ 5,000	\$ 5,000
345	MAINT-ATH FIELDS/POOL FACILITY	\$ 3,906	\$ 7,812	\$ 6,923	\$ 6,000	\$ 6,000
346	MAINT-HEATING & COOLING SYSTEM	\$ 5,780	\$ 14,047	\$ 195	\$ -	\$ 2,400
Maintenance Sub Total		\$ 34,392	\$ 46,793	\$ 35,583	\$ 31,000	\$ 33,400
401	TELEPHONE & COMMUNICATIONS	\$ 1,637	\$ 1,384	\$ 744	\$ 1,440	\$ -
402	RENTAL OF EQUIPMENT	\$ 4,655	\$ 9,395	\$ 4,365	\$ 3,800	\$ 6,000
408	ADVERTISING	\$ 2,038	\$ 3,000	\$ 2,290	\$ 7,000	\$ 7,000
409	TRAVEL AND EDUCATION	\$ 4,937	\$ 1,527	\$ 1,987	\$ 1,525	\$ 6,000
414	DUES & SUBSCRIPTIONS	\$ 1,524	\$ 534	\$ 813	\$ 784	\$ 1,500
416	OTHER/PROFESSIONAL SERVICES	\$ 37,376	\$ 12,636	\$ 28,830	\$ 9,000	\$ 18,099
421	PRINTING	\$ 789	\$ 649	\$ 951	\$ 1,000	\$ 1,200
434	SPECIAL EVENTS	\$ 34,100	\$ 48,024	\$ 50,513	\$ 35,600	\$ 44,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 310	\$ 8,595	\$ 8,754	\$ 8,550	\$ 8,000
445	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,140
462	CELLULAR TELEPHONE & PAGERS	\$ 3,488	\$ 2,679	\$ 1,924	\$ 1,700	\$ 720
479	ACTIVITY/ATH SPECIAL EVENTS	\$ 39,147	\$ 37,744	\$ 30,542	\$ 33,925	\$ 40,000
498	UTILITIES-GAS	\$ 1,289	\$ -	\$ -	\$ -	\$ -
543	JANITORIAL CONTRACT	\$ 63,296	\$ 53,837	\$ 62,575	\$ 64,924	\$ 53,844
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,140
546	REFUNDS	\$ -	\$ -	\$ 6,026	\$ -	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ -	\$ -	\$ -	\$ -	\$ 3,963
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ -	\$ -	\$ -	\$ 11,160
559	CONTRACT/TEMPORARY LABOR	\$ 40,208	\$ 49,376	\$ 65,168	\$ 30,000	\$ 72,000
Services Sub Total		\$ 234,794	\$ 229,380	\$ 265,483	\$ 199,248	\$ 275,766
Department Total		\$ 907,601	\$ 794,030	\$ 811,617	\$ 791,050	\$ 889,569



Youth Programs



Personnel Summary			
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13
Youth Program Leaders	0	0	2
Total	0	0	2
Department Narrative			
<p>The Recreation Department's Youth Day Camp fund is a full cost recovery program that provides after school enrichment and summer day camp programs for school age youth. Revenues for this fund are generated through participant registration which covers the cost of staff, supplies, transportation, field trips and nutritional snacks. This program is in alignment with the Recreation Departments mission to enrich the community and the lives of the Lancaster citizens and visitors through high quality leisure, recreational and cultural activities in well managed facilities.</p>			



LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 17 SALES TAX 4B-CULTURAL/RECRTNL
Department 56 RECREATION CENTER
Program 1 SUMMER DAY CAMP

Description	2010 Actual	2011 Actual	2012		2013 Budget
			YE Estimate	Budget	
5333 FEES DAY CAMP	\$ -	\$ 16,708	\$ 81,883	\$ 15,000	\$ 45,000
Total Revenues	\$ -	\$ 16,708	\$ 81,883	\$ 15,000	\$ 45,000

Account Object	Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Budget	2013 Proposed
102	SALARIES-PART TIME	\$ -	\$ 7,820	\$ 29,627	\$ 33,280	\$ 33,280
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 264	\$ -	\$ -
107	FICA	\$ -	\$ 598	\$ 2,267	\$ 2,548	\$ 2,548
130	WORKERS COMPENSATION	\$ -	\$ 109	\$ 463	\$ 568	\$ 556
131	EAP EXPENSE	\$ -	\$ 1	\$ 82	\$ 52	\$ 52
Personnel Sub Total		\$ -	\$ 8,529	\$ 32,704	\$ 36,448	\$ 36,436
201	SUPPLIES	\$ -	\$ 9	\$ -	\$ -	\$ -
208	RECREATIONAL SUPPLIES	\$ -	\$ 854	\$ 4,401	\$ -	\$ 750
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ -	\$ 11	\$ -	\$ -	\$ 100
Supplies Sub Total		\$ -	\$ 874	\$ 4,401	\$ -	\$ 850
408	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 900
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 446	\$ -	\$ -	\$ -
434	SPECIAL EVENTS	\$ -	\$ 2,900	\$ 4,002	\$ -	\$ 4,000
Other Sub Total		\$ -	\$ 3,346	\$ 4,002	\$ -	\$ 4,900
Total Expenses		\$ -	\$ 12,749	\$ 41,106	\$ 36,448	\$ 42,186
Net Gain (Loss)		\$ -	\$ 3,959	\$ 40,777	\$ (21,448)	\$ 2,814

STORMWATER FUND

STORM WATER DRAINAGE

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
0	Drainage Fee	1,079,539	1,261,640	1,258,425	1,260,000	1,260,000
0	Other Revenue	(27)	421	335	-	-
4	Grant Income	299,500	723,851	35,852	-	-
Total		\$ 1,379,011	\$ 1,985,912	\$ 1,294,612	\$ 1,260,000	\$ 1,260,000

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
2	ADMINISTRATION	3,355	73,678	102	-	-
4	STORMWATER OPERATIONS	1,073,855	1,620,297	797,931	865,514	1,022,806
22	NON-DEPARTMENTAL	187,257	-	-	-	4,569
50	STORM WATER DEBT SERVICE	50,038	52,014	48,388	48,013	47,013
80	TRANSFERS OUT	42,000	42,000	42,000	42,000	42,000
Total		\$ 1,356,505	\$ 1,787,989	\$ 888,421	\$ 955,527	\$ 1,116,388

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	22,506	197,923	406,191	304,473	143,612
	Beginning Balance	244,525	267,031	464,953	464,953	769,426
	Ending Balance	267,031	464,953	871,145	769,426	913,039
Ending Balance as % of Expenditures		19.69%	26.00%	98.06%	80.52%	81.79%

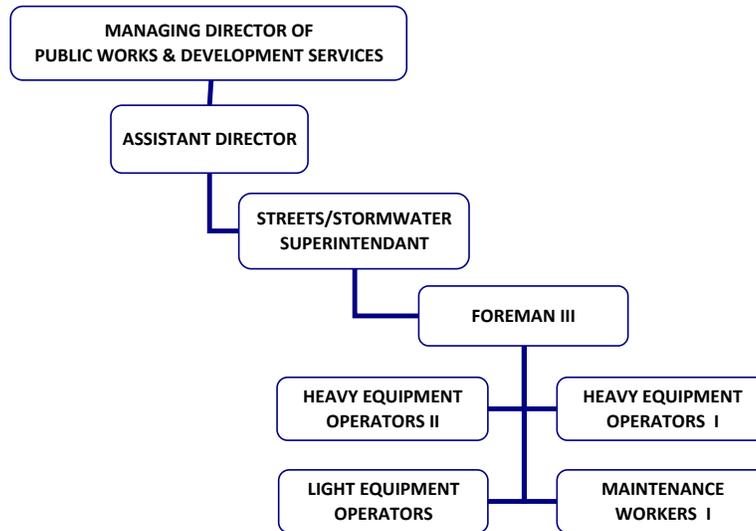


Stormwater Operations



Programs / Activities:
 Drainage Improvements and Erosion Control,
 Inlet Maintenance, Rights of Way Cleanup

Public Works Division
 Stormwater Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Adopted 12-13	
Managing Director of Dev. Svc. & PW	0	0	0.33	
Assistant Director of Dev. Svc. & PW	0	0	0.33	
Superintendent-Streets/Drain.	1	0	1	
GIS Coordinator	0	0	0.25	
Foreman III	0	1	1	
Foreman II	1	0	0	
Heavy Equipment Operator II	1	1	1	
Heavy Equipment Operator I	2	2	2	
Light Equipment Operator	3	3	3	
Maintenance Worker I	4	4	4	
Total	12	11	12.91	

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

Departmental Goals				
City Council Goals				
<ul style="list-style-type: none"> • Identify drainage problem areas for more efficient maintenance • Monitor the condition of drainage systems, schedule maintenance, and perform routine clearing of debris 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	10-11 Actual	11-12 Actual		2012-2013 Target
Full Time Employees	11	11		11
Creeks Within City Boundaries (Linear Feet)	267,423	267,423		267,423
Bridges and Adjacent 50 Foot Easements	62	62		62
Utility Crossing Support Structures Maintained	59	59		63
Open Channel Drainage Easements Maintained (Linear Feet)	491,552	491,552		491,904
Roadside Ditches Maintained (Linear Feet)	917,342	917,342		917,760
Stormwater Flumes Maintained	200	200		212
Catch Basins Maintained	4	4		4
Headwalls Maintained	40	40		44
Stormwater Mains, Laterals, and Inlets Maintained	600	600		600
Debris Removal (Storm and Flood Recovery) - (Cubic)	1,500	2,000		2,000
Performance Measurement	10-11 Actual	11-12 Actual		2012-2013 Target
Phone calls and CRM Requests Responded to within 24	100%	100%		100%
Weekly Review of All Structures and Easements for	95%	95%		95%
Random Operator Evaluations Passed	100%	100%		100%
Employees Sufficiently Trained for Specific Job Duties	100%	100%		100%
Emergency blockages addressed within 24 hours	-	-		90%
Budget Summary	2010-2011 Actual	2011-2012		2012-2013 Budget
		Estimate	Budget	
Personnel	469,430	412,379	494,627	712,315
Supplies	22,017	18,780	27,600	21,575
Maintenance	15,263	27,685	53,937	44,600
Other Services	236,376	339,087	289,350	244,316
Capital Outlay	877,211	-	-	-
TOTAL	1,620,297	797,931	865,514	1,022,806

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 293,202	\$ 306,718	\$ 268,361	\$ 323,115	\$ 468,227
103	SALARIES-OVERTIME	\$ 11,112	\$ 7,635	\$ 9,521	\$ 10,000	\$ 10,000
104	SALARIES-LONGEVITY	\$ 1,621	\$ 1,997	\$ 2,560	\$ 2,268	\$ 4,376
105	HEALTH INSURANCE	\$ 45,190	\$ 70,343	\$ 54,778	\$ 71,887	\$ 98,853
106	TMRS	\$ 40,102	\$ 44,965	\$ 38,937	\$ 45,183	\$ 68,724
107	FICA	\$ 23,364	\$ 24,069	\$ 21,327	\$ 23,990	\$ 35,649
109	SALARIES-WELL PAY	\$ 1,396	\$ 668	\$ 726	\$ 670	\$ 2,330
110	DENTAL INSURANCE	\$ 2,618	\$ 3,729	\$ 2,766	\$ 3,861	\$ 5,665
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ 1,600
120	LIFE INSURANCE	\$ 118	\$ 151	\$ 376	\$ 1,122	\$ 1,420
130	WORKERS COMPENSATION	\$ 17,772	\$ 9,152	\$ 12,815	\$ 12,245	\$ 15,108
131	EAP EXPENSE	\$ -	\$ 4	\$ 212	\$ 286	\$ 363
Personnel Sub Total		\$ 436,496	\$ 469,430	\$ 412,379	\$ 494,627	\$ 712,315
201	OFFICE SUPPLIES	\$ 2,790	\$ 1,108	\$ 532	\$ 2,000	\$ 2,000
202	UNIFORMS AND CLOTHING	\$ 1,281	\$ 1,473	\$ 1,130	\$ 1,000	\$ 1,400
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,614	\$ 1,752	\$ 1,421	\$ 1,500	\$ 2,475
206	CHEMICALS	\$ 110	\$ 39	\$ 239	\$ 500	\$ 300
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 45	\$ 219	\$ 72	\$ 200	\$ 200
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ 5	\$ -	\$ 200	\$ 100
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 200	\$ 100
218	FUEL AND OIL	\$ 13,182	\$ 17,420	\$ 15,386	\$ 22,000	\$ 15,000
Supplies Sub Total		\$ 19,022	\$ 22,017	\$ 18,780	\$ 27,600	\$ 21,575
301	MAINT-BLDGS & STRUCTURES	\$ 627	\$ 39	\$ -	\$ 170	\$ -
302	MAINT-MOTOR VEHICLES	\$ 4,038	\$ 2,610	\$ 1,313	\$ 5,000	\$ 3,000
303	MAINT-EQUIP & MACHINERY	\$ 14,129	\$ 5,724	\$ 3,755	\$ 11,000	\$ 6,000
305	MAINT-DRAINAGE, BRIDGES, ETC	\$ 35,193	\$ 6,387	\$ 22,617	\$ 37,000	\$ 35,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ -	\$ 498	\$ -	\$ 500	\$ 500
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ 5	\$ -	\$ 250	\$ 100
Maintenance Sub Total		\$ 53,986	\$ 15,263	\$ 27,685	\$ 53,920	\$ 44,600
401	TELEPHONE AND COMMUNICATIONS	\$ -	\$ 28	\$ -	\$ 1,160	\$ -
402	RENTAL OF EQUIPMENT	\$ 1,449	\$ 1,084	\$ 994	\$ 1,700	\$ 1,628
408	ADVERTISING	\$ 110	\$ -	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 40	\$ 110	\$ 198	\$ 1,000	\$ 1,250
410	UTILITIES-ELECTRICITY	\$ -	\$ -	\$ -	\$ 1,942	\$ 1,000
413	SANITARY LANDFILL	\$ 510	\$ 22	\$ -	\$ 7,000	\$ 5,000
416	OTHER/PROFESSIONAL SERVICES	\$ 122,654	\$ 138,638	\$ 116,538	\$ 68,000	\$ 25,500
434	SPECIAL EVENTS	\$ 113	\$ -	\$ -	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ -	\$ -	\$ 1,840	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 2,218	\$ 2,618	\$ 2,452	\$ 2,210	\$ 3,600
493	MOVING EXPENSE	\$ 10,500	\$ -	\$ -	\$ -	\$ -
511	PROPERTY TAXES PAID	\$ -	\$ 10,725	\$ 5,482	\$ -	\$ -
539	MISC. HEALTH BENEFIT	\$ 198	\$ 209	\$ 17	\$ 17	\$ -
565	CONTRACT MOWING SERVICE	\$ 110,785	\$ 82,944	\$ 211,566	\$ 206,338	\$ 206,338
Services Sub Total		\$ 248,578	\$ 236,376	\$ 339,087	\$ 289,367	\$ 244,316
601	LAND	\$ 315,774	\$ 877,211	\$ -	\$ -	\$ -
Capital Sub Total		\$ 315,774	\$ 877,211	\$ -	\$ -	\$ -
Department Total		\$ 1,073,855	\$ 1,620,297	\$ 797,931	\$ 865,514	\$ 1,022,806

**E911
FUND**

E-911 FUND

REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Department No	Revenue Source			Year to Date	Budget	
	E911 INCOME	305,005	313,746	270,183	256,000	215,000
	INTEREST	188	48	190	984	984
	Total	\$ 305,193	\$ 313,794	\$ 270,373	\$ 256,984	\$ 215,984

EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Department No				Year to Date	Budget	
	47 9-1-1-E	640,181	103,033	112,283	142,727	455,243
	Total	\$ 640,181	\$ 103,033	\$ 112,283	\$ 142,727	\$ 455,243

BALANCES		2010 Actual	2011 Actual	2012		2013 Budget
				Year to Date	Budget	
	Net Gain (Loss)	(334,987)	210,762	158,090	114,257	(239,259)
	Beginning Balance	364,815	29,828	240,589	240,589	354,846
	Ending Balance	29,828	240,589	398,679	354,846	115,587
	Ending Balance as % of Expenditures	4.66%	233.51%	355.07%	248.62%	25.39%

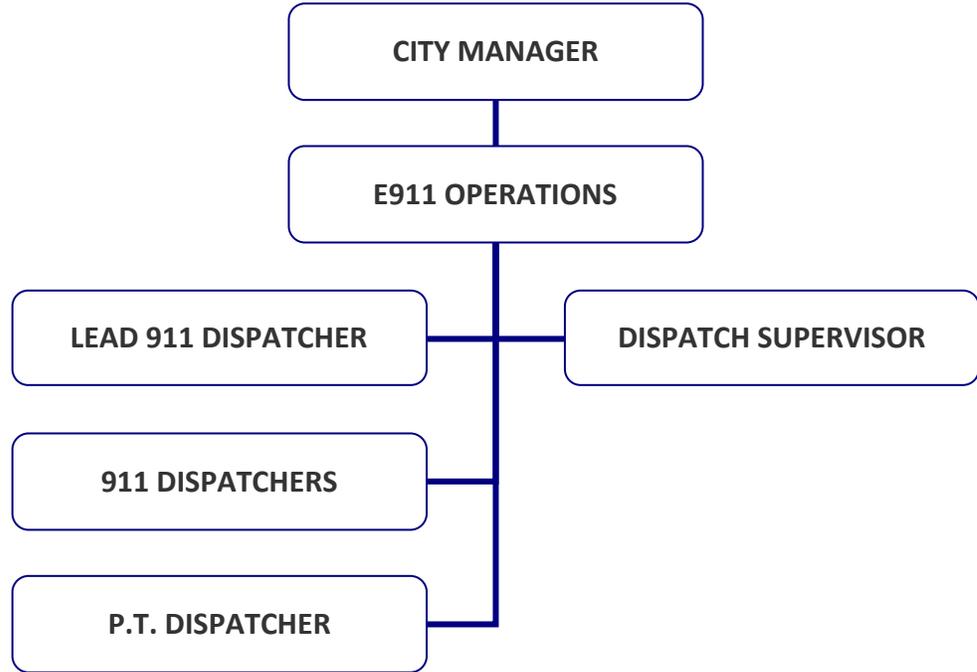


E911 Operations



Programs / Activities:

Public Safety Division
E911 Fund



Personnel Summary
<p>No personnel designated in this fund. Dispatchers are funded through the Emergency Communications Fund.</p>
Department Narrative
<p>The E911 department accounts for costs associated with the use of Emergency 911 funds. These include maintenance and purchases of emergency communication systems, equipments and personnel.</p>

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
101	SALARIES-REGULAR	\$ 248,137	\$ -	\$ -	\$ -	\$ -
102	SALARIES-PART TIME	\$ 23,104	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 51,116	\$ -	\$ -	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ 636	\$ -	\$ -	\$ -	\$ -
105	GROUP LIFE INSURANCE	\$ 43,116	\$ -	\$ -	\$ -	\$ -
106	TMRS	\$ 38,892	\$ -	\$ -	\$ -	\$ -
107	FICA	\$ 23,373	\$ -	\$ -	\$ -	\$ -
109	SALARIES-WELL PAY	\$ 545	\$ -	\$ -	\$ -	\$ -
110	DENTAL INSURANC	\$ 1,244	\$ -	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 91	\$ -	\$ -	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 726	\$ (726)	\$ -	\$ -	\$ -
Payroll Sub Total		\$ 430,980	\$ (726)	\$ -	\$ -	\$ -
201	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 591	\$ -	\$ 500	\$ 2,925
Supplies Sub Total		\$ -	\$ 591	\$ -	\$ 5,300	\$ 7,725
303	MAINT EQUIP & MACHINERY	\$ -	\$ -	\$ 29,073	\$ 30,536	\$ 28,807
323	MAINT-911 EQUIPMENT	\$ -	\$ 3,807	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ 3,807	\$ 29,073	\$ 30,536	\$ 28,807
409	TRAVEL AND EDUCATION	\$ -	\$ -	\$ 167	\$ 4,000	\$ -
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 195	\$ 1,666	\$ 1,666
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 2,025	\$ 2,025
450	ADMINISTRATIVE FEES	\$ -	\$ 1,081	\$ 1,128	\$ 1,100	\$ 1,100
451	COST RECOVERY, WIRELESS 9-1-1	\$ 6,115	\$ 4,252	\$ 4,568	\$ 8,400	\$ 4,800
461	E911 SERVICE PAYMENT AT&T	\$ 68,867	\$ 83,227	\$ 84,352	\$ 63,700	\$ 84,120
Services Sub Total		\$ 74,982	\$ 88,560	\$ 90,409	\$ 80,891	\$ 93,711
615	CAPITAL-COMMON EQUIPMENT	\$ 26,495	\$ -	\$ -	\$ -	\$ 325,000
620	CAPITAL - SOFTWARE	\$ 107,724	\$ 10,800	\$ (7,200)	\$ 26,000	\$ -
Capital Sub Total		\$ 134,219	\$ 10,800	\$ (7,200)	\$ 26,000	\$ 325,000
Department Total		\$ 640,181	\$ 103,033	\$ 112,283	\$ 142,727	\$ 455,243

HAP HOUSING FUND

LANCASTER HOUSING AGENCY-HUD

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
0	ADMINISTRATIVE REVENUE	871,533	826,402	754,618	892,270	604,710
25	ADMINISTRATIVE REVENUE	-	33,300	-	-	-
71	HAP PAYMENT REVENUE	7,943,098	7,982,481	7,653,394	7,500,000	7,986,000
Total		\$ 8,814,631	\$ 8,842,183	\$ 8,408,012	\$ 8,392,270	\$ 8,590,710

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
25	HOUSING ADMINISTRATION	805,338	737,659	709,959	710,738	513,026
71	HOUSING ASSISTANCE PAYMENTS	7,721,244	7,905,136	7,731,079	7,500,000	7,500,000
80	TRANSFERS OUT	62,000	62,000	62,000	62,000	62,000
Total		\$ 8,588,582	\$ 8,704,796	\$ 8,503,038	\$ 8,272,738	\$ 8,075,026

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	226,049	137,387	(95,026)	119,532	515,684
	Beginning Balance	734,243	960,292	1,097,679	1,097,679	1,217,211
	Ending Balance	960,292	1,097,679	1,002,653	1,217,211	1,732,896
Ending Balance as % of Expenditures		11.18%	12.61%	11.79%	14.71%	21.46%

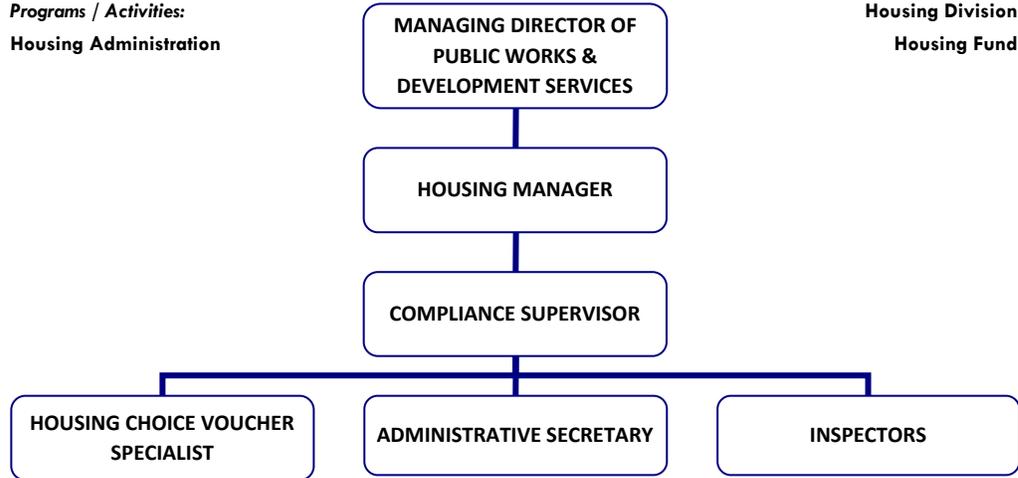


HAP Housing Admin.



Programs / Activities:
Housing Administration

Housing Division
Housing Fund



Personnel Summary

Position	Adopted 10-11	Adopted 11-12	Proposed 12-13
Development Services Director	0.5	0.5	0
Office Manager	0.5	0	0
Housing Manager	1	1	1
Housing Compliance Supervisor	0	1	0.3
Housing Counselor Supervisor	1	0	0
Housing Inspector Supervisor	1	0	0
Housing Inspector	2	2	1.3
Housing Choice Voucher	0	3	0.9
Housing Counselor I	3	0	0
Administrative Secretary	2	1	0.3
PT Housing	0.5	0	0
Total	11.5	8.5	3.8

Department Narrative

The Lancaster Housing Agency operates the federally funded Section 8 Housing Choice Voucher Program (HCVP) and is administered by the Housing Division of the Public Works and Development Services Department. Enacted as a part of the Housing and Community Development Act of 1974, the HCVP came to the City through the Department of Housing and Urban Development (HUD), which re-codified the U. S. Housing Act of 1937. 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 eight (8) serves the needs of over 1100+ families, including rent and utility payments to landlords in Dallas County areas. The Agency receives over \$7.4 million annually to provide rental subsidy payments to landlords, mortgage subsidy payments under the Homeownership component, utility reimbursement payments to certain eligible families and program administrative costs, including staff salaries and benefits.

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
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Fund 20 LANCASTER HOUSING AGENCY-HUD
Department 25 HOUSING ADMINISTRATION
Program 0 EXPENDITURES

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 354,972	\$ 359,618	\$ 327,643	\$ 349,031	\$ 152,855
102	SALARIES-PART TIME	\$ 11,613	\$ 2,013	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 4,637	\$ 3,270	\$ 7,010	\$ 5,300	\$ -
104	SALARIES-LONGEVITY	\$ 19,884	\$ 1,713	\$ 19,966	\$ 2,696	\$ 2,024
105	GROUP HEALTH INSURANCE	\$ 38,532	\$ 55,904	\$ 54,211	\$ 57,433	\$ 58,272
106	TMRS	\$ 47,957	\$ 52,092	\$ 47,050	\$ 50,339	\$ 22,189
107	FICA	\$ 27,670	\$ 26,875	\$ 24,598	\$ 24,392	\$ 10,838
109	SALARIES-WELL PAY	\$ 262	\$ 975	\$ 1,660	\$ 1,000	\$ 751
110	DENTAL INSURANCE	\$ 1,633	\$ 2,151	\$ 1,951	\$ 2,360	\$ 2,575
113	CAR ALLOWANCE	\$ -	\$ -	\$ -	\$ 7,200	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ 5,346	\$ 886	\$ -	\$ 3,582	\$ -
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 717	\$ 1,377	\$ 1,440
120	GROUP LIFE INSURANCE	\$ 106	\$ 141	\$ 424	\$ 867	\$ 390
130	WORKERS COMPENSATION	\$ 1,452	\$ 2,079	\$ 1,516	\$ 652	\$ 275
131	EAP EXPENSE	\$ -	\$ 3	\$ 174	\$ 221	\$ 100
Personnel Sub Total		\$ 514,063	\$ 507,721	\$ 486,920	\$ 506,450	\$ 251,709
201	OFFICE SUPPLIES	\$ 7,669	\$ 7,401	\$ 4,364	\$ 5,700	\$ 6,000
202	UNIFORMS	\$ -	\$ 220	\$ 336	\$ 350	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 3,345	\$ 1,437	\$ 82	\$ 1,668	\$ 4,200
210	MISC SUPPLIES	\$ 81	\$ 610	\$ 156	\$ 1,000	\$ 1,000
214	POSTAGE/SHIPPING/DELIVERY	\$ 11,640	\$ 7,858	\$ 5,902	\$ 12,000	\$ 7,500
218	FUEL/OIL	\$ 2,526	\$ 1,836	\$ 1,784	\$ 3,000	\$ 3,000
Supplies Sub Total		\$ 25,261	\$ 19,361	\$ 12,624	\$ 23,718	\$ 22,200
301	MAINT-BUILDING & STRUCTURE	\$ 2,637	\$ 240	\$ -	\$ -	\$ -
302	MAINT-MOTOR VEHICLES	\$ 1,721	\$ 63	\$ 237	\$ 900	\$ 900
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ 294	\$ 850	\$ 500
346	MAINT-HEATING & COOLING SYSTEM	\$ -	\$ 44	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 4,359	\$ 346	\$ 531	\$ 1,750	\$ 1,400
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ 429	\$ 558	\$ 423	\$ 3,554
402	RENTAL OF EQUIPMENT	\$ 7,244	\$ 5,744	\$ 7,469	\$ 9,000	\$ 9,000
407	SPECIAL SERVICES	\$ -	\$ 115	\$ 11	\$ 1,200	\$ 2,400
408	ADVERTISING	\$ 427	\$ 36	\$ -	\$ 50	\$ 350
409	TRAVEL & EDUCATION	\$ 17,751	\$ 18,504	\$ 8,358	\$ 15,000	\$ 17,800
410	UTILITIES - ELECTRICITY	\$ 12,284	\$ 11,201	\$ 14,494	\$ 10,000	\$ 29,000
414	DUES & SUBSCRIPTIONS	\$ 13,637	\$ 13,072	\$ 4,559	\$ 5,000	\$ 3,700
415	MILEAGE REIMBURSEMENT	\$ 116	\$ 94	\$ -	\$ 1,200	\$ 1,200
416	OTHER/PROFESSIONAL SERVICES	\$ 12,710	\$ 11,183	\$ 5,963	\$ 7,000	\$ 7,000
421	PRINTING	\$ 1,583	\$ 4,973	\$ 2,342	\$ 3,000	\$ 3,000
428	H.U.D. HOUSING ASSISTANCE	\$ 285	\$ 5,241	\$ 2,391	\$ 1,932	\$ -
437	CONTRACT AUDIT SERVICES	\$ 17,000	\$ 15,000	\$ 18,000	\$ 15,000	\$ 12,500
442	COMPUTER PROFESSIONAL SVCS	\$ -	\$ -	\$ 11,175	\$ 12,000	\$ 12,000
445	PEST CONTROL SERVICES	\$ -	\$ -	\$ 646	\$ 600	\$ 900
446	CITY ATTORNEY FEES	\$ 400	\$ 12,068	\$ 8,447	\$ 8,247	\$ 500
450	ADMINISTRATIVE FEES	\$ 2,091	\$ -	\$ -	\$ -	\$ -
460	SETTLEMENT	\$ 11,108	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,279	\$ 1,986	\$ 2,825	\$ 3,200	\$ 1,932
464	RENTAL OF OFFICE SPACE	\$ 65,240	\$ 66,325	\$ 98,995	\$ 60,000	\$ 102,000
476	ACCT ANALYSIS JPM CHASE	\$ 1,901	\$ 5,100	\$ 5,342	\$ 7,400	\$ 6,000
493	MOVING EXPENSE	\$ 1,327	\$ -	\$ -	\$ -	\$ -
539	MISC HEALTH BENEFIT	\$ 172	\$ 177	\$ 16	\$ 16	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 1,920	\$ 3,552	\$ 3,072	\$ 3,456
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 900
549	HVAC MAINTENANCE CONTRACT	\$ -	\$ 262	\$ 523	\$ 480	\$ 525
559	CONTRACT LABOR	\$ 16,303	\$ 34,222	\$ 14,218	\$ 15,000	\$ 20,000
Services Sub Total		\$ 182,861	\$ 207,650	\$ 209,884	\$ 178,820	\$ 237,717
610	CAPITAL-MOTOR VEHICLES	\$ 70,486	\$ -	\$ -	\$ -	\$ -
618	CAPITAL-DATA PROC EQUIPMENT	\$ 8,308	\$ 2,580	\$ -	\$ -	\$ -
Capital Sub Total		\$ 78,794	\$ 2,580	\$ -	\$ -	\$ -
Department Total		\$ 805,338	\$ 737,659	\$ 709,959	\$ 710,738	\$ 513,026

DHAP FUND

LANCASTER HOUSING AGENCY-DHAP

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
0	Administrative Revenue	1,726	-	-	-	-
71	HAP Payment Revenue	-	-	-	-	-
Total		\$ 1,726	\$ -	\$ -	\$ -	\$ -

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
25	DHAP ADMINISTRATION	94,091	-	-	-	-
71	DHAP HOUSING ASSISTANCE PMTS	57,497	-	-	-	-
80	TRANSFERS OUT	-	-	-	-	-
Total		\$151,588	\$ -	\$ -	\$ -	\$ -

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	(149,862)	-	-	-	-
	Beginning Balance	282,425				
	Ending Balance	132,563				
Ending Balance as % of Expenditures		87.45%				

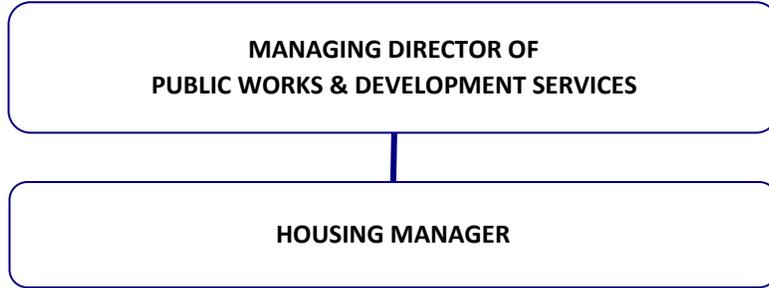


Housing Assistance Payments



Programs / Activities:
Administration

General Government Division
Housing Fund



Personnel Summary
Housing Administration Personnel No additional staff for Assistance Payments
Department Narrative
<p>This department accounts for costs associated with the payments of HUD Housing Assistance Payments.</p>

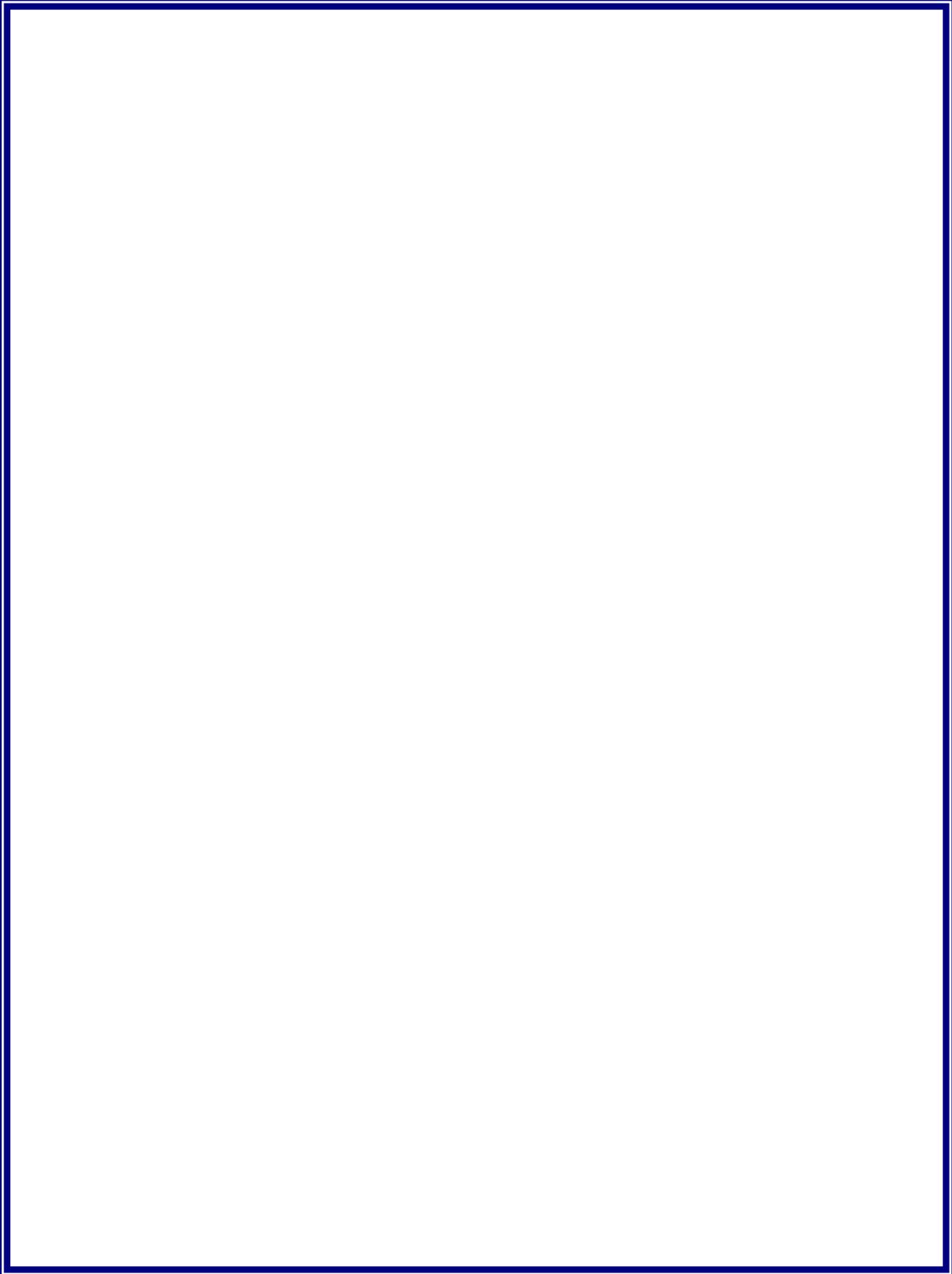
LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
 2012/2013
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Fund 20 LANCASTER HOUSING AGENCY-HUD
 Department 71 HOUSING ASSISTANCE PAYMENTS
 Program 0

Account Object	Description	2010	2011	2012		2013
		Actual	Actual	YE Estimate	Budget	Budget
428	H.U.D. HOUSING ASSISTANCE	\$ 7,721,244	\$ 7,905,136	\$ 7,731,079	\$ 7,500,000	\$ 7,500,000
Services Sub Total		\$ 7,721,244	\$ 7,905,136	\$ 7,731,079	\$ 7,500,000	\$ 7,500,000
Total Expenses		\$ 7,721,244	\$ 7,905,136	\$ 7,731,079	\$ 7,500,000	\$ 7,500,000



OTHER FUNDS

AIRPORT FUND

AIRPORT FUND

REVENUES		2010 Actual	2011 Actual	2012		2013 Budget
Department No	Revenue Source			YE Estimate	Budget	
	Airport Operations	219,775	228,227	237,682	228,281	230,000
	Net Fuel Sale	47,750	30,871	206,664	100,710	150,000
	Other Revenue	51,308	42,445	59,027	51,136	53,750
	Grant Revenue	382,600	50,089	-	-	50,000
Total		\$ 701,432	\$ 351,632	\$ 803,373	\$ 380,127	\$ 483,750

EXPENDITURES		2010 Actual	2011 Actual	2012		2013 Budget
Departments No				YE Estimate	Budget	
	0 Non-Departmental	66	304	395	-	-
	40 AIRPORT	504,202	452,416	444,919	360,436	376,359
	50 DEBT SERVICE	23,800	13,472	9,682	36,146	37,448
	80 TRANSFERS OUT	-	-	-	-	-
Total		\$ 528,068	\$ 466,192	\$ 454,995	\$ 396,582	\$ 413,807

BALANCES		2010 Actual	2011 Actual	2012		2013 Budget
				Year to Date	Budget	
	Net Gain (Loss)	173,365	(114,559)	348,378	(16,455)	69,943
	Beginning Balance	(300,450)	(2,998,528)	(3,113,087)	(3,113,087)	(3,129,542)
	Prior Period Audit Adjustment	(2,871,443)	-	-	-	-
	Ending Balance	(2,998,528)	(3,113,087)	(2,764,710)	(3,129,542)	(3,059,599)
Ending Balance as % of Expenditures		-567.83%	-667.77%	-607.64%	-789.13%	-739.38%

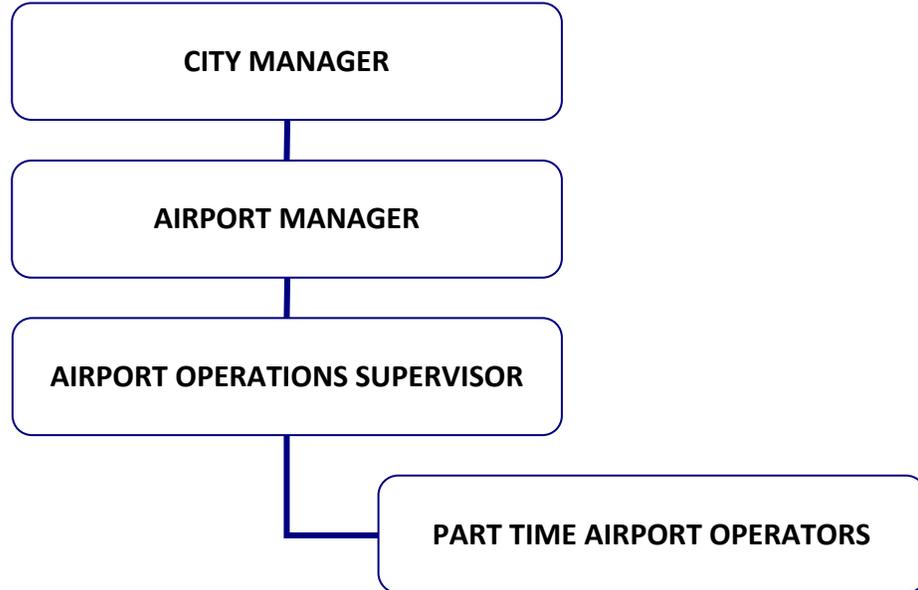


Airport Operations



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

Airport Division
 Airport Fund



Personnel Summary				
Position	Adopted 10-11	Adopted 11-12	Proposed 12-13	
Airport Manager	1	1	1	
Operations Supervisor	1	1	1	
Part-Time Operators	1.5	1.5	1.5	
Total	3.5	3.5	3.5	

Department Narrative
<p>Located on approximately 568 acres in the southeast region of the city, Lancaster Regional Airport provides operational service to South Dallas County. Classified by the Federal Aviation Administration as a reliever airport, the airport provides 6,500 feet of asphalt runway capable of accommodating single engine aircraft as well as the large corporate jets in any weather. There are approximately 150 aircraft home based at the airport. The airport provides Fixed Based Operator (FBO) services such as aircraft fueling, towing, parking and pilot supplies.</p>

Departmental Goals				
City Council Goals:				
<ul style="list-style-type: none"> • Position Lancaster Regional Airport as a reputable fixed base operator • Provide enhanced staff training on operations and customer service • Self-service fuel facility and continue upgrades to airport fuel farm • Expand/improve/reconstruct north and south parking lots, and terminal access road 				
Workload Indicators	10-11 Actual	11-12 Actual		12-13 Target
Airport Acreage	544	568		568
Runway Dimensions (in feet)	6,500 x 100	6,500 x 100		6,500 x 100
Taxiway Dimensions (in feet)	6,500 x 50	6,500 x 50		6,500 x 50
Underground Fuel Storage Tanks (10,000 Gallon)	3	3		3
Full-Time Employees	2	2		2
Part-Time Employees	3	3		3
Aircraft Based from Lancaster Airport	180	190		190
Major Aviation Related Businesses	5	5		6
Aviation Museums	2	2		2
Number of Hangars (99 city owned)	176	176		177
Annual Operations (Take-offs and Landings)	58,000	58,000		58,000
Fuel Sales	100,000	125,000		130,000
Performance Measurement	10-11 Actual	11-12 Actual		12-13 Target
Increase in Gallons of Fuel Sold	5%	5%		5%
Increase in Annual Take-offs and Landings	5%	5%		5%
Budgeted Revenues Collected	100%	100%		100%
Budget Summary	2010-2011	2011-2012		2012-2013
	Actual	Estimate	Budget	Budget
Personnel	212,708	211,099	187,586	191,228
Supplies	19,980	18,667	17,650	18,940
Maintenance	5,476	24,994	52,500	53,000
Other Services	214,251	102,389	102,700	113,191
Capital Outlay	-	87,770	-	-
TOTAL	452,416	444,919	360,436	376,359

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 9 AIRPORT FUND
Department 40 AIRPORT
Program 0 AIRPORT

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 85,579	\$ 112,533	\$ 110,898	\$ 110,304	\$ 112,304
102	SALARIES-PART TIME	\$ 79,280	\$ 54,602	\$ 51,609	\$ 34,134	\$ 34,134
103	SALARIES-OVERTIME	\$ 1,668	\$ 2,294	\$ 1,870	\$ 3,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 5,853	\$ (2,287)	\$ 1,657	\$ 220	\$ 316
105	HEALTH INSURANCE	\$ 10,354	\$ 14,680	\$ 12,543	\$ 11,612	\$ 13,200
106	TMRS	\$ 18,390	\$ 15,746	\$ 15,659	\$ 15,347	\$ 16,163
107	FICA	\$ 12,774	\$ 12,976	\$ 12,660	\$ 11,065	\$ 11,345
109	SALARIES-WELL PAY	\$ 257	\$ -	\$ 894	\$ -	\$ 556
110	DENTAL INSURANCE	\$ 674	\$ 1,006	\$ 864	\$ 858	\$ 1,030
120	LIFE INSURANCE	\$ 9	\$ 29	\$ 161	\$ 357	\$ 459
130	WORKERS COMPENSATION	\$ 1,880	\$ 1,126	\$ 2,161	\$ 598	\$ 604
131	EAP EXPENSE	\$ -	\$ 2	\$ 123	\$ 91	\$ 117
Personnel Sub Total		\$ 216,717	\$ 212,708	\$ 211,099	\$ 187,586	\$ 191,228
201	OFFICE SUPPLIES	\$ 3,224	\$ 1,332	\$ 1,566	\$ 1,000	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 654	\$ 704	\$ -	\$ 250	\$ 250
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 999	\$ 3,508	\$ 3,163	\$ 3,500	\$ 3,500
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 315	\$ 80	\$ -	\$ 100	\$ 100
211	OTHER OPERATIONAL SUPPLIES	\$ 1,117	\$ 2,166	\$ 2,071	\$ 2,000	\$ 2,500
214	POSTAGE/SHIPPING/DELIVERY	\$ 605	\$ 504	\$ 501	\$ 300	\$ 400
218	FUEL	\$ 1,401	\$ 2,470	\$ 4,859	\$ 2,000	\$ 2,500
221	AVIATION RESALE ITEMS	\$ 8,085	\$ 8,779	\$ 6,507	\$ 8,500	\$ 6,000
231	SOFTWARE	\$ -	\$ 436	\$ -	\$ -	\$ -
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ -	\$ -	\$ 2,190
Supplies Sub Total		\$ 16,400	\$ 19,980	\$ 18,667	\$ 17,650	\$ 18,940
301	MAINT-BLDG & STRUCTURES	\$ 102,241	\$ 75	\$ 16,517	\$ 50,000	\$ 50,000
302	MAINT-MOTOR VEHICLES	\$ 3,888	\$ 4,848	\$ 1,085	\$ 2,000	\$ 2,000
303	MAINT-EQUIP & MACHINERY	\$ 243	\$ 500	\$ 7,392	\$ 500	\$ 1,000
304	MAINT-STREETS	\$ -	\$ 54	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 106,372	\$ 5,476	\$ 24,994	\$ 52,500	\$ 53,000
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ 195	\$ -	\$ 300	\$ 2,538
402	RENTAL OF EQUIPMENT	\$ 29,726	\$ 24,907	\$ 22,255	\$ 26,000	\$ 24,710
407	SPECIAL SERVICES	\$ 11,951	\$ 10,059	\$ 2,849	\$ 10,000	\$ 4,610
408	ADVERTISING	\$ 1,670	\$ 759	\$ 670	\$ 600	\$ 919
409	TRAVEL & EDUCATION	\$ 10,199	\$ 826	\$ 2,947	\$ 2,000	\$ 4,150
410	UTILITIES - ELECTRICITY	\$ 32,169	\$ 31,682	\$ 32,622	\$ 32,000	\$ 32,000
414	DUES & SUBSCRIPTIONS	\$ 950	\$ 350	\$ 787	\$ 500	\$ 787
416	OTHER/PROFESSIONAL SERVICES	\$ 6,788	\$ 254	\$ 746	\$ 400	\$ 116
421	PRINTING	\$ 21	\$ 614	\$ 8	\$ 600	\$ -
423	CONTRACT MOWING	\$ 31,256	\$ 22,341	\$ 17,870	\$ 20,000	\$ 20,000
434	SPECIAL EVENTS	\$ 109	\$ 1,741	\$ 510	\$ 1,000	\$ 1,000
436	IMPROVEMENTS BY CONTRACTORS	\$ -	\$ 63,952	\$ -	\$ -	\$ -
437	AUDIT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 3,000
442	COMPUTER PROFESSIONAL SERV	\$ -	\$ -	\$ 88	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ 16,840	\$ 1,600	\$ 2,330	\$ 2,000	\$ 1,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ 626	\$ 1,300	\$ 1,300	\$ 1,236
473	DEPRECIATION EXPENSE	\$ 22,930	\$ 40,419	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ -	\$ 6,383	\$ 9,751	\$ -	\$ 9,000
539	MISC. HEALTH BENEFIT	\$ 104	\$ 104	\$ 9	\$ -	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 7,440	\$ 7,646	\$ 6,000	\$ 7,440
544	PEST CONTROL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 684
Service Sub Total		\$ 164,713	\$ 214,251	\$ 102,389	\$ 102,700	\$ 113,191
602	CAPITAL-BLDGS & STRUCTURES	\$ -	\$ -	\$ 57,657	\$ -	\$ -
605	IMPROVEMENTS OTHER THAN BLDS	\$ -	\$ -	\$ 30,113	\$ -	\$ -
Capital Sub Total		\$ -	\$ -	\$ 87,770	\$ -	\$ -
Department Total		\$ 504,202	\$ 452,416	\$ 444,919	\$ 360,436	\$ 376,359

GOLF COURSE FUND

GOLF COURSE FUND

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
	GOLF COURSE REVENUE	72,743	84,744	95,009	78,164	84,404
	Total	\$ 72,743	\$ 84,744	\$ 95,009	\$ 78,164	\$ 84,404

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
39	GOLF COURSE	86,966	83,003	34,018	40,550	75,224
50	DEBT SERVICE	-	-	-	-	56,000
80	TRANSFERS OUT	7,000	7,000	7,000	7,000	7,000
	Total	\$ 93,966	\$ 90,003	\$ 41,018	\$ 47,550	\$ 138,224

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	(21,223)	(5,260)	53,991	30,614	(53,820)
	Beginning Balance	37,204	64,427	59,167	59,167	89,781
	Prior Period Audit Adjustments	48,446	-	-	-	-
	Ending Balance	64,427	59,167	113,158	89,781	35,961
10/13/2011(10 am)	Ending Balance as % of Expenditures	68.56%	65.74%	275.87%	188.81%	26.02%



Country View Golf Course



Programs / Activities:
Golf Course, Operations, Maintenance

Golf Course Division
Golf Course Fund



Department Narrative
<p>The David Royer Golf Shop, Inc. management company is responsible for the daily operations of Country View Golf Course including: turf grass, management of the golf course and clubhouse, grounds, the computer-controlled irrigation system and pump station, equipment maintenance, landscape maintenance, and tournament preparation.</p>
Departmental Goals
<p>City Council Goals</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

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



Fund 18 GOLF COURSE
Department 39 GOLF COURSE
Program 0 ADMINISTRATION

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
301	MAINT-BLDG & STRUCTURES	\$ (108,370)	\$ 9,615	\$ 8,586	\$ 13,700	\$ 13,700
303	MAINT-EQUIP & MACHINERY	\$ 117,778	\$ -	\$ -	\$ -	\$ -
313	MAINT-FURN & FIXTURES	\$ -	\$ -	\$ -	\$ -	\$ -
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
322	MAINT-IRRIGATION	\$ 1,718	\$ -	\$ -	\$ -	\$ -
342	MAINT-DATA PROCESSING EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -
343	MAINT-CART PATH & GROUNDS	\$ 7,390	\$ -	\$ 22,154	\$ 23,000	\$ 23,000
346	MAINT-HEATING & COOLING SYSTEM	\$ 295	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 18,811	\$ 9,615	\$ 30,740	\$ 36,700	\$ 36,700
401	OFFICE SUPPLIES	\$ 61	\$ (609)	\$ 670	\$ -	\$ -
410	UTILITIES - ELECTRICITY	\$ 985	\$ (1,073)	\$ 1,653	\$ -	\$ 30,000
412	UTILITIES - WATER	\$ -	\$ (3,217)	\$ -	\$ -	\$ -
415	TRANS TO VEHICLE REPL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ 275	\$ (1,211)	\$ (1,610)	\$ 152,958	\$ 4,738
446	CITY ATTORNEY FEES	\$ -	\$ -	\$ 640	\$ -	\$ -
473	DEPRECIATION EXPENSE	\$ 66,834	\$ 78,949	\$ -	\$ -	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ 550	\$ 1,925	\$ 550	\$ 3,300
544	PEST CONTROL	\$ -	\$ -	\$ -	\$ -	\$ 486
Services Sub Total		\$ 68,155	\$ 73,389	\$ 3,278	\$ 3,850	\$ 38,524
Department Total		\$ 86,966	\$ 83,003	\$ 34,018	\$ 40,550	\$ 75,224

SANITATION FUND

SANITATION FUND

TRASH & RECYCLING SERVICE FUND

REVENUES		2010	2011	2012		2013
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
	Garbage Collection	1,884,439	2,150,375	2,122,285	1,736,158	1,736,158
	Other	1,523	2,576	853	3,841	3,841
	Interest	163	135	29	-	-
	Total	\$ 1,886,125	\$ 2,153,085	\$ 2,123,167	\$ 1,739,999	\$ 1,739,999

EXPENDITURES		2010	2011	2012		2013
Department No		Actual	Actual	Year to Date	Budget	Budget
	2 ADMINISTRATION	68,557	39,453	40,706	42,433	29,275
	11 REFUSE SERVICE	1,717,361	1,886,197	1,767,493	1,250,000	1,310,000
	12 STREET MAINTENANCE	-	195,229	216,170	200,000	200,000
	43 NON-DEPARTMENTAL	70,504	103,923	324,739	70,000	70,000
	Total	\$ 1,856,423	\$ 2,224,802	\$ 2,349,108	\$ 1,562,433	\$ 1,609,275

BALANCES		2010	2011	2012		2013
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	29,702	(71,717)	(225,941)	177,566	130,724
	Beginning Balance	87,980	117,682	45,965	45,965	223,531
	Ending Balance	117,682	45,965	(179,976)	223,531	354,255
	Ending Balance as % of Expenditures	6.34%	2.07%	-7.66%	14.31%	22.01%



Sanitation Administration



CITY MANAGER

Personnel Summary

Position	Adopted	Adopted	Proposed
	10-Sep	11-Oct	12-Nov
Recycling and Solid Waste Coordinator	1	0	0
Total	1	0	0

Department Narrative

This department is responsible for the administration of the Sanitation Fund. Expenditures consist of cost associated with annual trash-off and special events.

LINE ITEM DETAIL BUDGET REPORT

City of Lancaster
2012/2013
Annual Budget



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

Account Object	Description	2010 Actual	2011 Actual	2012		2013 Budget
				YE Estimate	Budget	
101	SALARIES-REGULAR	\$ 42,192	\$ 977	\$ -	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ (59)	\$ -	\$ -	\$ -	\$ -
105	GROUP HEALTH INSURANCE	\$ 5,018	\$ 161	\$ -	\$ -	\$ -
106	TMRS	\$ 5,514	\$ 129	\$ -	\$ -	\$ -
107	FICA	\$ 3,160	\$ 75	\$ -	\$ -	\$ -
110	DENTAL INSURANCE	\$ 316	\$ (11)	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 12	\$ -	\$ -	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 99	\$ 1	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 56,251	\$ 1,332	\$ -	\$ -	\$ -
201	OFFICE SUPPLIES	\$ 49	\$ -	\$ -	\$ -	\$ -
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 18	\$ -	\$ -	\$ -	\$ -
218	FUEL & OIL	\$ 258	\$ 120	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 326	\$ 120	\$ 844	\$ -	\$ -
302	MAINT-MOTOR VEHICLES	\$ 1,234	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 1,234	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ -	\$ 4,720	\$ 6,702	\$ -	\$ 9,275
409	TRAVEL & EDUCATION	\$ 382	\$ 73	\$ -	\$ -	\$ -
414	DUES & SUBSCRIPTIONS	\$ 300	\$ 225	\$ -	\$ -	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 20,000	\$ -	\$ -	\$ -
434	SPECIAL EVENTS	\$ 9,789	\$ 12,963	\$ 30,157	\$ 42,433	\$ 20,000
462	CELLULAR TELEPHONE & PAGERS	\$ 274	\$ 20	\$ -	\$ -	\$ -
Services Sub Total		\$ 10,746	\$ 38,001	\$ 36,859	\$ 42,433	\$ 29,275
Department Total		\$ 68,557	\$ 39,453	\$ 37,703	\$ 42,433	\$ 29,275

DEBT SERVICE FUND

DEBT SERVICE FUND

REVENUES		2010	2011	2012		2013
				Year to Date	Budget	
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Budget
	Property Taxes	2,555,547	3,364,709	3,940,589	4,002,951	3,889,048
	Interest	2,061	1,477	1,856	2,550	2,550
	Transfers In	1,133,866	889,116	-	-	284,150
	Other Revenue	10,102	-	-	36	-
	Bond Proceeds	-	-	-	-	-
Total		\$ 3,701,576	\$ 4,255,302	\$ 3,942,445	\$ 4,005,537	\$ 4,175,748

EXPENDITURES		2010	2011	2012		2013
				Year to Date	Budget	
Department No		Actual	Actual	Year to Date	Budget	Budget
	50 Debt Service	3,206,482	5,145,540	4,073,367	4,066,241	3,948,547
	80 Transfers Out	-	-	-	-	-
Total		\$ 3,206,482	\$ 5,145,540	\$ 4,073,367	\$ 4,066,241	\$ 3,948,547

BALANCES		2010	2011	2012		2013
				Year to Date	Budget	
		Actual	Actual	Year to Date	Budget	Budget
	Net Gain (Loss)	495,094	(890,237)	(130,922)	(60,704)	227,201
	Beginning Balance	586,712	1,081,805	191,568	191,568	130,864
	Ending Balance	1,081,805	191,568	60,646	130,864	358,066
Ending Balance as % of Expenditures		33.74%	3.72%	1.49%	3.22%	9.07%

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2011

Note 6: Long-term Liabilities

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

	Balance September 30, 2010	Additions	Retirements	Balance September 30, 2011	Due Within One-Year
Governmental Activities					
General obligation bonds	\$ 52,441,531	\$ -	\$ (825,000)	\$ 51,616,531	\$ 1,345,000
Certificates of obligation	25,345,000	-	(380,000)	24,965,000	695,000
Premiums on bond debt	291,946	-	(30,519)	261,427	-
Deferred loss on refunding	(767,813)	-	55,664	(712,149)	-
Compensated absences	2,733,874	-	(162,121)	2,571,753	845,122
OPEB liability	23,320	23,771	-	47,091	-
Capital leases	498,961	-	(229,986)	268,975	150,534
Total governmental activities	<u>80,566,819</u>	<u>23,771</u>	<u>(1,571,962)</u>	<u>79,018,628</u>	<u>3,035,656</u>
Business-type Activities					
General obligation bonds	\$ 5,648,471	\$ -	\$ (535,000)	\$ 5,113,471	\$ 555,000
Notes payable	152,560	-	(80,008)	72,552	18,588
Certificates of obligation	2,570,000	-	(210,000)	2,360,000	220,000
Premiums on bond debt	210,270	-	(26,006)	184,264	-
Deferred loss on refunding	(75,891)	-	8,838	(67,053)	-
Revenue bonds	450,000	-	(80,000)	370,000	85,000
Compensated absences	65,364	-	(14,542)	50,822	13,275
Capital leases	447,600	-	(447,600)	-	-
Total business-type activities	<u>\$ 9,468,374</u>	<u>\$ -</u>	<u>\$ (1,384,318)</u>	<u>\$ 8,084,056</u>	<u>\$ 891,863</u>
Discretely Presented					
Component units					
Notes payable to primary government	<u>\$ 12,405,000</u>	<u>\$ -</u>	<u>\$ (630,000)</u>	<u>11,775,000</u>	<u>\$ 650,000</u>
Total discretely presented component units	<u>\$ 12,405,000</u>	<u>\$ -</u>	<u>\$ (630,000)</u>	<u>\$ 11,775,000</u>	<u>\$ 650,000</u>

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

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2011

General obligation bonds, revenue bonds, certificates of obligation, notes payable and capital leases outstanding at September 30, 2011, consist of the following:

	Governmental Activities	Water and Sewer	Airport	Total Primary Government
<u>General Obligation Bonds</u>				
\$14,200,000 2002 General Obligation Refunding Bonds, due in annual installments through February 15, 2024, 3.00% – 4.50%	\$ 11,341,531	\$ 371,191	\$ 77,280	\$ 11,790,002
\$24,300,000 2007 General Obligation Refunding Bonds, due in annual installments through February 15, 2032, 4.00% – 5.00%	17,280,000	4,605,000	60,000	21,945,000
\$22,995,000 2010 General Obligation Build America Bonds, due in annual installments through February 15, 2032, 1.82% – 6.53%	<u>22,995,000</u>	<u>-</u>	<u>-</u>	<u>22,995,000</u>
	<u>\$ 51,616,531</u>	<u>\$ 4,976,191</u>	<u>\$ 137,280</u>	<u>\$ 56,730,002</u>
<u>Revenue Bonds</u>				
\$2,905,000 1995 Waterworks and Sewer System Revenue Refunding and Improvement Bonds, due in annual installments through September 1, 2015, 3.90% – 5.60%	<u>\$ -</u>	<u>\$ 370,000</u>	<u>\$ -</u>	<u>\$ 370,000</u>
<u>Certificates of Obligation</u>				
\$3,210,000 2003 Certificate of Obligation Bonds, due in annual installments through February 15, 2023, 3.25% – 4.50%	\$ 2,260,000	\$ -	\$ -	\$ 2,260,000
\$14,565,000 2007 Certificate of Obligation Bonds, due in annual installments through February 15, 2032, 4.00% – 4.375%	10,705,000	2,360,000	-	13,065,000
\$12,000,000 2010 Certificate of Obligation Build America Bonds, due in annual installments through February 15, 2032, 1.82% – 6.53%	<u>12,000,000</u>	<u>-</u>	<u>-</u>	<u>12,000,000</u>
	<u>\$ 24,965,000</u>	<u>\$ 2,360,000</u>	<u>\$ -</u>	<u>\$ 27,325,000</u>

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2011

	Governmental Activities	Water and Sewer	Airport	Total Primary Government	Discretely Presented Component Units
<u>Note Payable</u>					
\$11,530,000 note payable, due in annual installments on February 15, 3.00% – 4.50%	\$ -	\$ -	\$ -	\$ -	\$ 9,120,000
\$3,035,000 note payable, due in annual installments through February 15, 2032; 4.00% – 4.375%	-	-	-	-	2,655,000
\$116,441 note payable, due in monthly installments through July 1, 2015; 7.5%	-	-	72,552	72,552	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 72,552</u>	<u>\$ 72,552</u>	<u>\$ 11,775,000</u>
<u>Capital Leases</u>					
\$500,000 Lease Purchase Agreement due in annual installments through January 1, 2012; 4.38%	\$ 76,575	\$ -	\$ -	\$ 76,575	\$ -
\$260,128 Lease Purchase Agreement due in annual installments through January 1, 2012; 4.38%	6,405	-	-	6,405	-
\$265,987 Lease Purchase Agreement due in annual installments through September 30, 2015; 5.00%	185,995	-	-	185,995	-
	<u>\$ 268,975</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 268,975</u>	<u>\$ -</u>

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

As of September 30, 2011, property and equipment under capital leases is carried at \$1,386,705, with \$235,267 in accumulated depreciation.

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2011

The annual requirements to amortize the long-term debt as of September 30, 2011, are as follows:

General Obligation Bonds						
Fiscal Year	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2012	\$ 1,345,000	\$ 2,596,907	\$ 3,941,907	\$ 555,000	\$ 230,635	\$ 785,635
2013	1,440,000	2,552,652	3,992,652	580,000	207,935	787,935
2014	1,530,000	2,498,418	4,028,418	605,000	181,210	786,210
2015	1,610,000	2,435,031	4,045,031	640,000	150,085	790,085
2016	1,745,000	2,364,272	4,109,272	775,000	114,710	889,710
2017 – 2021	10,899,200	10,477,473	21,376,673	1,770,800	148,506	1,919,306
2022 – 2026	11,522,331	7,675,776	19,198,107	187,671	12,984	200,655
2027 – 2031	10,080,000	5,007,857	15,087,857	-	-	-
2032 – 2036	6,485,000	2,515,020	9,000,020	-	-	-
2037 – 2040	4,960,000	664,876	5,624,876	-	-	-
Total	\$ 51,616,531	\$ 38,788,284	\$ 90,404,815	\$ 5,113,471	\$ 1,046,063	\$ 6,159,534

Certificates of Obligation						
Fiscal Year	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2012	\$ 695,000	\$ 1,243,736	\$ 1,938,736	\$ 220,000	\$ 93,106	\$ 313,106
2013	735,000	1,219,485	1,954,485	230,000	84,106	314,106
2014	780,000	1,192,183	1,972,183	240,000	74,706	314,706
2015	865,000	1,161,120	2,026,120	100,000	67,906	167,906
2016	890,000	1,126,663	2,016,663	105,000	63,806	168,806
2017 – 2021	4,985,000	5,027,115	10,012,115	580,000	251,828	831,828
2022 – 2026	5,345,000	3,799,576	9,144,576	720,000	146,841	866,841
2027 – 2031	4,840,000	2,503,277	7,343,277	165,000	3,609	168,609
2032 – 2036	3,235,000	1,313,192	4,548,192	-	-	-
2037 – 2040	2,595,000	347,453	2,942,453	-	-	-
Total	\$ 24,965,000	\$ 18,933,798	\$ 43,898,798	\$ 2,360,000	\$ 785,909	\$ 3,145,909

Note Payable						
Fiscal Year	Business-type Activities			Component Unit		
	Principal	Interest	Total	Principal	Interest	Total
2012	\$ 18,588	\$ 3,660	\$ 22,248	\$ 650,000	\$ 484,190	\$ 1,134,190
2013	19,734	2,514	22,248	685,000	459,795	1,144,795
2014	20,951	1,297	22,248	715,000	433,360	1,148,360
2015	13,279	97	13,376	740,000	405,147	1,145,147
2016	-	-	-	770,000	374,935	1,144,935
2017 – 2021	-	-	-	4,405,000	1,346,959	5,751,959
2022 – 2026	-	-	-	3,585,000	338,469	3,923,469
2027 – 2030	-	-	-	225,000	4,922	229,922
Total	\$ 72,552	\$ 7,568	\$ 80,120	\$ 11,775,000	\$ 3,847,777	\$ 15,622,777

City of Lancaster, Texas
Notes to Basic Financial Statements
September 30, 2011

Revenue Bonds			
Fiscal Year	Business-type Activities		
	Principal	Interest	Total
2012	\$ 85,000	\$ 20,455	\$ 105,455
2013	90,000	15,823	105,823
2014	95,000	10,872	105,872
2015	100,000	5,600	105,600
Total	<u>\$ 370,000</u>	<u>\$ 52,750</u>	<u>\$ 422,750</u>

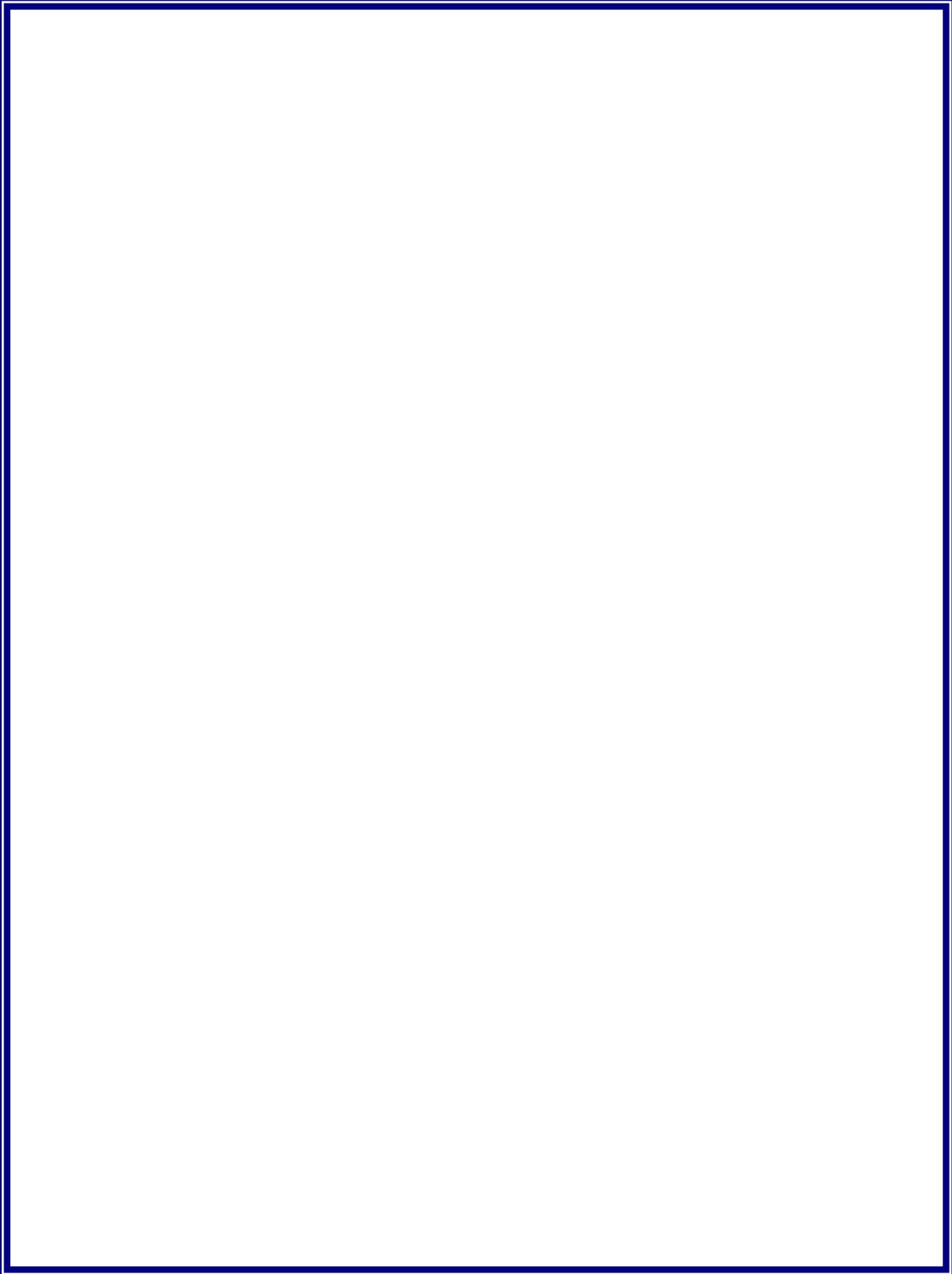
Capital Leases			
Fiscal Year	Governmental Activities		
	Principal	Interest	Total
2012	\$ 150,534	\$ 5,864	\$ 156,398
2013	43,730	549	44,279
2014	43,912	367	44,279
2015	30,799	184	30,983
2016 – 2020	-	-	-
Total	<u>\$ 268,975</u>	<u>\$ 6,964</u>	<u>\$ 275,939</u>

Note 7: Retirement Plan

Plan Description

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

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



APPENDIX

ORDINANCES & RESOLUTIONS

ORDINANCE NO. 2012-09-28

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE IN ACCORDANCE WITH SAID BUDGET; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Lancaster has submitted to the City Council a proposed budget of the revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for fiscal year 2012-2013; 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, 2012 and ending September 30, 2013, 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, 2012 and ending September 30, 2013.

SECTION 2. That the appropriation for the fiscal year including the budgets of the Lancaster Economic Development Corporation (Type A) and Lancaster Recreational Development Corporation (Type B), which are hereby approved beginning October 1, 2012, and ending September 30, 2013, 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:

	2012-2013 Budget
Fund	Expenditures
General	\$19,537,345
G.O. Debt Service	\$3,948,547
Water/Wastewater	\$12,811,992
Airport	\$413,807
Hotel Motel Tax	\$44,027
LEDC (Type A)	\$1,118,674
LRDC (Type B)	\$2,599,199
Golf Course	\$138,224
Sanitation	\$1,609,275
Housing	\$8,075,026
E911	\$455,243
Stormwater	<u>\$1,116,388</u>
Total	\$51,867,747

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.

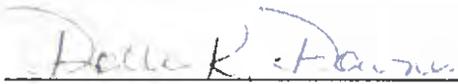
SECTION 4. That all notices and public hearings required by law have been duly completed.

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.

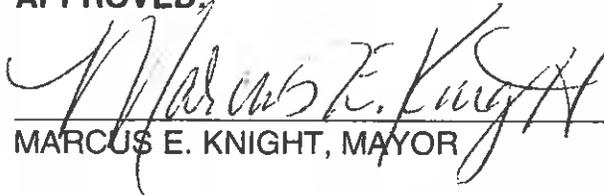
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 10th day of September 2012.

ATTEST:



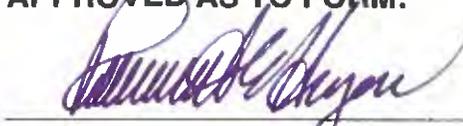
DOLLE K. DOWNE, CITY SECRETARY

APPROVED:



MARCUS E. KNIGHT, MAYOR

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

RESOLUTION NO. 2012-09-75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, RATIFYING THE BUDGET FOR THE FISCAL YEAR 2012-2013 THAT RESULTS IN A DECREASE OF REVENUES FROM PROPERTY TAXES THAN THE PREVIOUS YEARS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, a public hearing was held, by and before the City Council of the City of Lancaster, Texas the subject of which was the proposed budget for the City of Lancaster, Texas for Fiscal Year 2012-2013; and

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

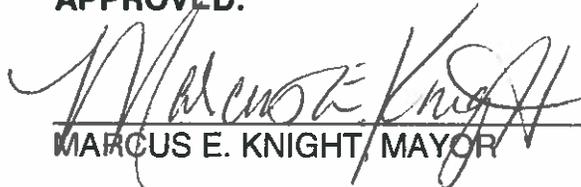
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS THAT:

Section 1. The City Council hereby ratifies, by a record vote, the adoption of a budget for Fiscal Year 2012-2013 which results in a decrease of revenues from property taxes than the previous years.

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

DULY PASSED by the City Council of the City of Lancaster, Texas, on the 10th day of September 2012.

APPROVED:



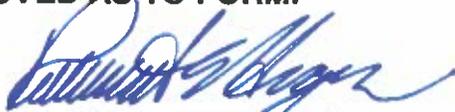
MARCUS E. KNIGHT, MAYOR

ATTEST:



DOLLE K. DOWNE, CITY SECRETARY

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

ORDINANCE NO. 2012-09-29

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS LEVYING AD VALOREM TAXES FOR FISCAL YEAR 2012/2013 AT \$0.8675 PER ONE HUNDRED DOLLARS ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS TO PROVIDE REVENUES FOR CURRENT MAINTENANCE AND OPERATION 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 2012/2013 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Lancaster, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of eighty-six and seventy-five one thousandths cents (\$0.8675) on each one hundred dollars (\$100.00) assessed value of taxable property, and shall be apportioned and distributed as follows: **\$0.6012 for the purpose of paying maintenance and operations, and defraying the expenses of current operations, and \$0.2663 for interest and sinking fund requirements of the municipal government of the City.**

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

SECTION 3. THAT THE TAX REVENUE WILL DECREASE FROM PROPERTIES ON THE TAX ROLL IN THE PRECEDING TAX YEAR BY 3.68% (PERCENTAGE BY WHICH TAX RATE WILL BE LOWER THAN EFFECTIVE TAX RATE CALCULATED UNDER CHAPTER 26, TAX CODE.)

SECTION 4. All ad valorem taxes shall become due and payable on October 1, 2012, and all ad valorem taxes for fiscal year 2012/2013 shall become delinquent after January 31, 2013. If any person fails to pay the ad valorem taxes on or before the 31st day of January 2013, 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.

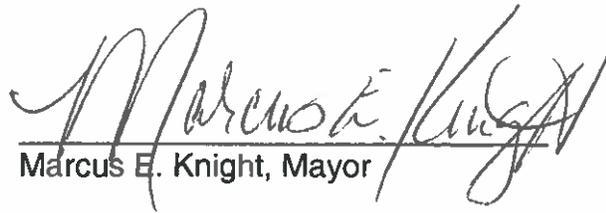
SECTION 7. All delinquent taxes shall accrue interest at the rate of one percent (1%) per month, in addition to the penalties provided for herein. All taxes that remain delinquent on July 1st of the year in which they become delinquent shall incur an additional penalty to defray costs of collection, 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, 2012 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 this the 10th day of September 2012.

APPROVED:



Marcus E. Knight, Mayor

ATTEST:



Dolle K. Downe, City Secretary

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

ORDINANCE NO. 2012-09-30

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

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

WHEREAS, the City Council has reviewed and approved a budget for the City for fiscal year beginning October 1, 2012 and ending September 30, 2013; and

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

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

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

<u>Classification</u>	FIRE PREVENTION	FIRE SUPPRESSION
	Authorized <u>No. of Positions as of 2/1/2013</u>	Authorized <u>No. of Positions as of 10/1/2012</u>
Assistant Chief	0	1
Fire Marshal/Battalion Chief	1	3
Fire Captains	0	11
Fire Engineer	0	21
Fire Fighter	0	19
<hr/> Total	<hr/> 1	<hr/> 55

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

<u>Classification</u>	POLICE Authorized <u>No. of Positions as of</u> <u>10/1/2012</u>
Assistant Chief	2
Police Lieutenant	6
Police Sergeant	7
Police Officer*	38
<hr/> Total	<hr/> 53

*Three officer positions funded through a three year grant effective 10/1/2009.
A grant extension has been provided through 2015.

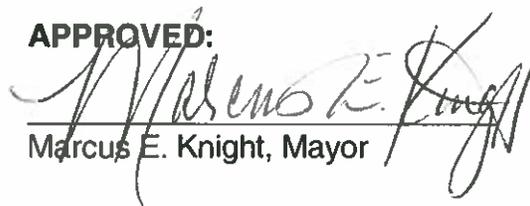
SECTION 3 Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or un-enforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council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

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

SECTION 5. This ordinance shall take effect on October 1, 2012.

DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 10th day of September 2012.

APPROVED:



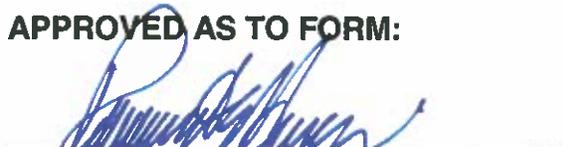
Marcus E. Knight, Mayor

ATTEST:



Dolle K. Downe, City Secretary

APPROVED AS TO FORM:



Robert E. Hager, City Attorney

DEFINITIONS OF EXPENDITURE ACCOUNTS

City of Lancaster

Definitions of Expenditure Accounts

0100-0199 PERSONNEL SERVICES

0101 Salaries - Regular

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

0102 Salaries - Part Time

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

0103 Salaries - Overtime

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

0104 Salaries - Longevity

Length of service pay for permanent, full time employees.

0105 Group Health Insurance

City's participation in group hospitalization insurance plan

0106 TMRS

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

0107 FICA

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

0108 Salaries - Paramedic

Additional pay for certified paramedics

0109 Salaries - Well Pay

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

0110 Dental Insurance

City's participation in dental insurance plan

0111 City Manager Benefits

Specified amount provided for city manager per contract

0112 Salaries - Out of Class Pay

Wages for employees temporarily assigned to work in higher position

0113 Car Allowance

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

0114 Salaries - Assignment Pay

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

0115 Certification Pay

Incentive wages provided for employee held certifications

0120 Group Life Insurance

City participation in group life insurance plan

0130 Workers Compensation

Determined amount paid for workers compensation premiums

0200-0299 SUPPLIES

0201 Office Supplies

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

0202 Uniforms and Clothing

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

0203 Motor Vehicle Supplies

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

0204 Minor Tools and Small Equipment

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

0205 Janitorial and Cleaning Supplies

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

0206 Chemicals

Chemicals used in department job functions

0207 Signs

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

0208 Educational and Rec. Supplies

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

0209 Botanical and Agricultural Supplies

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

0210 Food/Bev. - Meetings/Functions

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

0211 Other Operational Supplies

Additional expendable supplies needed for the operation of city functions

0212 Ammunition

Ammunition used by public safety personnel

0213 Prisoner Support

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

0214 Postage and Delivery

Costs associated with the mailing and shipping of items

0215 Training Supplies

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

0216 Medical Supplies

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

0217 Swimming Pool Concession

Supplies purchased for resale in swimming pool concessions

0218 Fuel and Oil

Fuel and oil for city vehicles

0219 Data Processing Supplies

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

0220 Investigation Supplies

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

0222 Course Supplies

Golf course supplies for maintenance

0223 Animal Food

Food for animals held at the animal shelter

0224 Animal Care Supplies

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

0225 Landscaping

Golf course purchase of trees, shrubs, for landscaping

0226 Seed

Seed for parks, landscaping, and golf greens

0228 Emergency Management Supplies

Supplies directly associated with the Emergency Management activity

0230 Civil Service Supplies

Supplies directly associated with the Civil Service activity

0300-0399 MAINTENANCE

0301 Building and Structures

Costs associated with the maintenance of city buildings and structures

0302 Motor Vehicles

Costs necessary for the maintenance of city vehicles

0303 Equipment and Machinery

Repair and maintenance for heavy equipment

0304 Streets

Repair and maintenance for city streets

0305 Sidewalks, Drainage, Bridges

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

0306 Water Mains

Repair and maintenance of water mains

0307 Instruments and Apparatus

Repair and maintenance of instruments and apparatus

0308 Sanitary Sewer Mains

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

0309 Meters and Settings

Repair and maintenance of existing water metering devices

0310 Storage and Distribution Pumps

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

0311 Wells

Repair and maintenance of existing water wells

0312 Lift Stations

Repair of existing lift stations

0313 Furniture and Fixtures

Costs to maintain office furniture and fixtures

0314 Radio Equipment

Repair costs to radio equipment used for communications in various departments

0315 Park Equipment and Fixtures

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

0316 Filtration Plants

Repair and replacement of swimming pool filtration system

0318 Office Equipment

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

0319 Traffic Sign System

Repair and maintenance of existing signs and signals in the city

0320 Street Markings

Costs to maintain street markings throughout the city

0321 Hydrants

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

0322 Irrigation

Maintenance costs on sprinkler systems

0340 Refuse containers

Cost of maintenance to commercial refuse containers

0341 Early Warning Sirens

Maintenance of city's civil defense sirens

0342 Computer Maintenance

Maintenance and repair for city computers and network

0343 Cart and Path Repair

Repairs to golf course cart paths

0344 Library Book Repairs

Repair and maintenance of library book collection

0345 Athletic Field / Pool Facilities

Maintenance to athletic competition fields and swimming pool facilities

0346 Heating and Cooling Systems

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

0350 Other Infrastructure Maintenance

Includes infrastructure repair and maintenance not relating to other specified categories

0351 Miscellaneous Maintenance

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

0363 Maintenance of Locks and Keys

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

0400 - 0599 OTHER SERVICES

0401 Telephone and Communications

Costs related to telephone system and other communications services

0402 Rental of Equipment

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

0403 Casualty Insurance

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

0404 Court Costs

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

0405 District Attorney Fees

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

0406 Unemployment Insurance

All costs for unemployment insurance

0407 Special Services

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

0408 Advertising

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

0409 Travel and Education

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

0410 Utilities - Electricity

Cost of electricity for city buildings and property

0411 Water Purchases

Payments to Dallas Water Utilities for purchase of water

0412 Sewage Treatment

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

0413 Sanitary Landfill

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

0414 Dues and Subscriptions

Costs for memberships in professional organizations and subscriptions

0415 Mileage Reimbursement

Reimbursement for accountable mileage reimbursement for approved travel

0416 Other/Professional Services

Fees paid for professional services not included in another services account

0417 Purchase of Property

All expenses related to the purchase of property for city use

0418 Medical Expense

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

0419 Awards

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

0420 Internal Training

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

0421 Printing

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

0423 Contract Mowing

Costs of contract mowing

0424 Election Expense

Expenses related to the holding of city elections

0425 Workers Compensation

To include expenditure for insurance relating to job related injuries

0426 Volunteer Firemen's Pension

Cost of volunteer firemen's pension plan

0427 Engineering

Engineering costs for construction

0428 Housing Assistance

HUD housing assistance payments through grant programs

0429 Demolition Expense

Includes all expenses for approved demolition to condemned buildings

0430 Other Cities (Special Investigation)

Payments made to other cities from special investigation fund

0431 Survey

Surveying expenses for construction

0432 Architect

Professional architectural design of city buildings

0433 Animal Disposal Fees

Includes fees for disposing of animals

0434 Special Events

Special events planned for public

0435 Laboratory Charges

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

0436 Improvements by Contractors

Cost of miscellaneous improvements by contractors

0437 Contract Audit Services

Professional service for outside, independent audit services

0438 Testing

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

0439 Easement Acquisition

All costs involved with easement acquisition

0440 Consultant and Advisory Fees

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

0441 Planning Consultant Fees

Accounts for the cost of outside planning services

0442 Computer Professional Services

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

0443 Municipal Court Professional Services

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

0444 Tax Appraisal Services

Costs associated with appraising the ad valorem tax

0445 Pest Control Services

Cost of pest control for city facilities

0446 City Attorney Fees

Used to account for payments made to contract city attorney

0447 Co-Pay Impact Fees - Water

Account used to pay escrow for waived water impact fees

0448 Co-Pay Impact Fees - Wastewater

Account used to pay escrow for waived wastewater impact fees

0449 Future Grants Anticipated

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

0450 Administrative Fees

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

0451 Radio Tie-In to Parkland

Cost for paramedic radio tie-in to Parkland Hospital

0452 Filing Fees

All legal filing fees

0453 EMS Training

Costs associated with the training of emergency medical service personnel

0455 Certification Fees

Fees required for certifications for specified personnel

0456 Newsletter

Costs of publishing city newsletter

0458 Fireworks Show

Fireworks purchased for annual fireworks display

0460 Settlements

Accounts for settlement agreements

0461 Emergency 911 System Lease

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

0464 Rental of Office Space

Cost for office space rental

0465 Periodical and Publications

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

0468 Lancaster Chamber of Commerce

Payments allocated to support the Chamber of Commerce

0469 Storage

Cost of record and furniture storage

0470 Bad Debt Expense

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

0471 Co-Insurance

Costs for damages not covered by insurance or deductible charges

0472 Civil Service Director

Professional services for appointed civil service director

0474 Note Payments - Lease/Purchase

Payments for council approved equipment purchased specifically for note payment

0475 DARE Program Expenses

Expenses for the Police Department DARE program

0477 Recreation (Classes) Expenses

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

0478 Recreation (Athletic) Expenses

Costs associated with conducting athletic events

0479 Recreation (Special Events) Expenses

Costs involved in conducting special events

0480 Year-End Settlement

Year end settlement for HUD funds after audit

0482 Other Agencies

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

0483 Bond Issuance Costs

Costs to the city for the issuance of bonds

0484 Depreciation Expense - Buildings

Annual depreciation on buildings and structures

0485 Depreciation Expense - Equipment

Annual depreciation expense on city equipment

0486 Depreciation Expense - Park Equipment

Annual depreciation expense on park equipment

0490 Year End Fixed Asset Transfer

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

0491 Maps

Includes cost for having city maps printed

0492 Employee Market Adjustments

Budgeted amount to make adjustments as needed to salaries

0493 Moving Expenses

Costs associated with moving

0495 TRA Contract Bonds

Trinity River Authority Bonds

0496 Loss on Refunding

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

0497 Tuition Reimbursement

Expense to reimburse employees for approved college tuition

0498 Utilities - Gas

Cost of gas for city facilities

0499 Depreciation Expense - Park Improvements

Annual depreciation expense for improvements made to parks

0500 Revenue Bonds - Principal Retirement

0501 Revenue Bonds - Interest Expense

0502 Tax Bonds - Principal Retirement

0503 Tax Bonds - Interest Expense

0504 Reserve Fund Additions

0505 Agent Fees

0506 Combined Tax/Revenue Bonds - Principal Retirement

0507 Combined Tax/Revenue Bonds - Interest Expense

0508 Equipment Lease/Purchase - Principal Retirement

0509 Equipment Lease/Purchase- Interest Expense

0522 Contribution to Refunding

0526 Travel and Education - City Council: Mayor

Approved amount for mayor's travel and education

0527 Travel and Education - City Council: District 1

Approved amount for District 1 Councilperson's travel and education

0528 Travel and Education - City Council: District 2

Approved amount for District 2 Councilperson's travel and education

0529 Travel and Education - City Council: District 3

Approved amount for District 3 Councilperson's travel and education

0530 Travel and Education - City Council: District 4

Approved amount for District 4 Councilperson's travel and education

0531 Travel and Education - City Council: District 5

Approved amount for District 5 Councilperson's travel and education

0532 Travel and Education - City Council: District 6

Approved amount for District 6 Councilperson's travel and education

0533 City Council Discretionary Funds

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

0534 Outreach Program

Funds allocated by City Council to fund Lancaster Outreach Center

0535 Health Department

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

0537 Dallas County Tax Collection Services

Contracted amount to pay for tax collection services

0538 Upgrade City Lighting

Funds to upgrade needed lighting in various neighborhoods within the city

0540 Municipal Court - Prosecutor Services

Contract amount for city prosecutor services

0541 Municipal Court - Judge

Contract amount for judge in city court

0542 Communications for Data Service

Funds for contracted data links to other agencies

0543 Janitorial Contract

Janitorial services provided to city buildings and facilities

0545 Professional Staff Development Training

Professional services for staff development

0554 Ambulance Billing and Collection Services

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

0556 Project Manager

Project manager fees paid to manage various approved projects and programs

0557 City Jail Contract

Funds for contacting of city jail services

0558 Employee Physical Assessment

Funds used for the physical assessment of employees

0559 Contract or Temporary Labor

Costs for temporary employees contracted from agencies

0560 Jail/Judicial Services: Prisoners

Cost for Judicial Services for prisoners under city jail contract

0600 - 0699 CAPITAL OUTLAY

0601 Land

Cost of Land Purchased

0602 Buildings and Structures

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

0603 Sanitary Sewer System

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

0604 Water Mains

New or additions to the city water distribution system

0606 Streets and Drainage

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

0607 Park System

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

0608 Furniture and Fixtures

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

0609 Machinery and Equipment

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

0610 Motor Vehicles

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

0611 Books

Library books purchased

0612 Meters and Settings

New meters and settings to water system

0613 Fire Hydrants

New fire hydrants purchased

0614 Service Connections

Connections for new water service

0615 Radio Equipment

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

0616 Refuse Containers

New refuse containers used

0617 Office Equipment

Capitalized office equipment

0618 Data Processing / Computer Equipment

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

0619 Traffic Control Devices

Purchase of additional traffic signs , signals, and poles

0620 Software

Purchase of major capital computer software

0621 Signs

Purchase of miscellaneous signs

0622 Vehicle

Capitalized transferable accessories

0623 Films / Audio Visual

Films and audio visual items purchased by library

0624 Hand Held Meters

Purchase of new equipment for hand held meter reading

0625 Police Equipment

Capitalized miscellaneous equipment for police use

0626 Sewer Connections

New service connection for sewer

0627 Surplus - Auction Property

Adjustment for equipment retired from service and available for auction

0628 Emergency Preparedness Equipment

Capital purchase for Emergency Management activity

0629 Fire Equipment

Capitalized miscellaneous equipment for fire department use

0630 Safety Equipment - Water/Wastewater

Equipment purchased for water/wastewater employees

0633 Testing Equipment

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

0700-0799 TRANSFERS OUT

0701 Transfer to General Operating Fund

0702 Transfer to General Obligation Debt Service Fund

0705 Transfer to Water and Sewer Operating Fund

0707 Transfer to Water and Sewer Debt Service Fund

0708 Transfer to Wastewater Contingency Fund

0709 Transfer to Airport Operating Fund

0711 Transfer to Police Special Investigation Fund

0713 Transfer to Parks and Recreation Fund

0714 Transfer to Hotel/Motel Occupancy Fee Fund

0715 Transfer to Equipment Replacement Fund

0716 Transfer to 4A LEDC Fund

0717 Transfer to 4B LRDC Fund

0718 Transfer to Golf Course Operating Fund

0720 Transfer to HUD Housing Fund

0721 Transfer to Emergency 911 Fund

0722 Transfer to Airport Debt Service Fund

0723 Transfer to Golf Debt Service Fund

0724 Transfer to Bridge Debt Service Fund

0725 Transfer to Water and Sewer 1998 Bond Debt Service Fund

0726 Transfer to 4B LRDC Debt Service Fund

0731 Transfer to Human Relations Commission Fund

0732 Transfer to Grant/Code Enforcement Fund

0733 Transfer to Block Grant/Police Fund

0735 Transfer to Information Services Fund

0738 Transfer to PTR Excess Property Tax Reduction Fund

0739 Transfer to Street Reserve Fund

0740 Transfer to Streets Capital Improvement Fund

0741 Transfer to 4B Capital Improvements Fund

0743 Transfer to Citywide Capital Improvements Fund

0745 Transfer to Water and Sewer Construction Fund

0746 Transfer to 98 Bond Water and Sewer Construction Fund

0753 Transfer to Stormwater Drainage Fund

BUDGET GLOSSARY

City of Lancaster

Budget Glossary

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

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

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

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

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

ADA: Americans with Disabilities Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAFR: Comprehensive Annual Financial Report.

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

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

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

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

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

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

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

CIP: Construction In Process.

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

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

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

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

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

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

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

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

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

Current Taxes: Taxes levied and due within one year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EMS: Emergency Medical Services.

EMT: Emergency Medical Technician.

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

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

EPA: Environmental Protection Agency.

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

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

FAA: Federal Aviation Administration.

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

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

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

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

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

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

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

FLSA: Fair Labor Standards Act.

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

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

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

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

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

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

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

FY: Fiscal Year.

GASB: Governmental Accounting Standards Board.

General Ledger: A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double entry bookkeeping, the debits and credits in a general ledger are equal.

General Long Term Debt: Long-term debt expected to be repaid from governmental funds.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP provide a standard by which to

measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

General Operating Fund: The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes police, fire protection, public works, parks and recreation, administrations, etc. Revenues include taxes, licenses and permits, etc.

General Obligation Debt Service Fund: The fund used to account for monies owed on interest and principal to holders of the city's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local governmental unit.

GIS: Geographic Information System.

Goals: Broad, general statements of each department's desired social or organizational outcomes. These usually do not change from year to year. (See Objectives)

G.O. Debt: General Obligation Debt.

Golf Course Operating Fund: A fund established to account for the construction and operation of the Golf Course. It will operate in a manner similar to private business enterprises where the intent is cost recovery.

Golf Course Debt Service Fund: The fund used to account for monies owed on interest and principal to holders of bonds for the Golf Course debt. The debt is supported by revenue provided through a transfer from the General Obligation Debt Service Fund utilizing revenue provided from real property which is assessed through the taxation power of the local governmental unit.

Governmental Accounting Standards Board (GASB): The authoritative accounting and financial reporting standard-setting body for governmental entities.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in

proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purpose for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and the liabilities of government fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

Grant: A contribution of assets (usually cash) by one governmental entity (or other organization) to another to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee. A Grant-Funded Program is a program requiring any amount of State and/or Federal funds.

Hotel/Motel Occupancy Fees Fund: A fund established to account for financial resources to be used for city promotions. A tax is levied upon the occupancy of any room or space furnished by any hotel. Revenue from this tax is used by the city for promotional functions, including the Chamber of Commerce, and special promotional events.

HUD Section 8 Housing (Housing and Urban Development): Program to provide housing assistance. It was enacted a part of the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. Lancaster's program started in 1974.

Informal Bid: The informal bidding process typically includes solicitation of informal bids from prospective vendors. The governing board is usually not involved in the approval process and

the parameters the bidders must work within are less stringent.

Infrastructure: The underlying permanent foundation or basic framework.

Interest Earnings: The earnings from available funds invested during the year in U.S. Treasury Bonds, Government Agencies, and Certificates of Deposits.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Control: A plan of organization for purchasing accounting, and other financial activities which, among others things, provides that:

- the duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed
- records and procedures are arranged appropriately to facilitate effective control.

Internal Service Fund: A fund used to account for the financing of goods or services provided by one city department or cost center to other departments, on a cost-reimbursement basis. The Equipment (Fleet) Replacement Fund is an example of internal service funds.

Interfund Transfer: Amounts transferred from one fund to another. This is sometimes referred to as indirect costs or overhead, and are made to recognize and account for the fact that one fund incurs untraceable costs directly associated with another fund. The transfer ensures that each fund pays its fair share of the costs to operate that fund. Transfers can be classified as residual equity transfers or operating transfers. A transfer is the preferred method to cover these costs and those associated with operating these funds.

Investment: Securities, bonds, and real property (land or buildings) purchased and held for the

production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets.

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

Materials and Supplies: Expendable materials and operating supplies necessary to conduct departmental activity.

LEDC (Lancaster Economic Development Corporation): A board created in August 1995. This board administers funds and projects for economic development in accordance with the 4-A Development Corporation Act of 1979, Article 5190.6.

4A-LEDC Fund: A fund used to account for administration, debt service and incentive programs for the LEDC.

LRDC (Lancaster Recreation Development Corporation): A board created in October 1995. This board administers funds and projects for developing and diversifying the recreational, educational, and cultural aspects of the city in accordance with the 4-B Development Corporation Act, Article 5190.6. Funding is received from .50% sales tax.

4B-LRDC (Lancaster Recreation Development Corporation) Fund: A fund used to account for administration, library, debt services, senior life center, recreation center and community park programs of the LRDC.

Levy: (1) Verb - to impose taxes, special assessments, or service charges for the support of government activities. (2) Noun - The total amount of taxes, special assessments, or service charges imposed by a government.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Line Items: See Account Numbers (Codes).

LISD: Lancaster Independent School District.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance. An average repayment schedule is 20 years.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Multi-Year Financial Plan: A financial overview with five years of projections for all operating funds is presented to city council in conjunction with budget workshops.

Municipal: Of or pertaining to a city or its government.

NCTCOG: North Central Texas Council of Governments.

Net Bonded Debt: Gross bonded debt less any cash or other assets, available and earmarked for its retirement and less all self-supporting debt (e.g., revenue bonds).

Note: A certificate pledging payment, issued by a government or bank.

Object Code: Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, supplies, etc.

Maintenance: All materials or contract expenditures covering repair and upkeep of city buildings, machinery and equipment, computer systems, and land.

Objectives: Specific statements of desired ends which can be measured. Objectives are targets used to obtain department goals.

Official Statement: A document prepared by local information on the proposed bond sale. The official statement includes information about the creditworthiness of the issuing government, as well as the amount and purpose of the bond issue and the planned means of the debt service repayment.

Operating Budget: The portion of the budget that pertains to daily operations that provide the basic government services. The use of annual operating budgets is required by State Law.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances. Ordinances and other legislation are not passed until the plans for and costs of endorsements are known.

Part-Time: Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

Per Capita Costs: The cost of service per person. Per capita costs are based on the population.

Performance Indicators: Financial ratios and non-financial information that identifies efforts, and gauges efficiencies and accomplishments of governments in providing services.

Performance Measures: Specific quantitative measures of work performed within an activity or program (e.g., total miles of street cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

Prompt Payment Act: Adopted in July, 1985 by the State, the Act requires the city to pay for goods and services within 30 days of receipt of invoice or the goods or services, whichever comes later. If this is not satisfied, the city may be charged interest on the unpaid balance at the rate of 1% per month.

Property Taxes: Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. GAAP uses are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Public Hearing: A formal meeting wherein the officials of the governing body hear the public's views and concerns about an action or proposal..

Purchase Order: A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Purchase Requisition: The initial purchase request document that, if approved, is the basis for the preparation of the official purchase order.

Personnel Services: The costs associated compensating employees for their labor (includes salaries and fringe benefits).

Rating Agencies: Independent rating services that evaluate the creditworthiness of government entities in the process of issuing bonded debt.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds,

Reimbursement: Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.

Replacement Cost: The cost of an asset which can render similar service, but which need not be of the same structural form as the property to be replaced.

Request for Proposals/Quotations (RFP/RFQ): Formal requests that government entities use in procuring professional services and purchasing major items of equipment or awarding construction contracts. The requests specify the government's requirements for the services requested and the parameters the bidders must consider in submitting their bids for the contract.

Reserve: An account used to indicate that a portion of a fund balance is restricted for specific purpose.

Resolution: A special or temporary order of a legislative body. An order of a legislative body requiring less legal formality than an ordinance or statute. (See Ordinance)

Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue: Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, interest income, etc.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific revenue source for some future period (typically a future fiscal year).

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economic method.

Rollback Tax Rate: This is made up of two separate components. The maintenance and operation portion of the rollback tax rate is the tax rate that is needed to raise eight percent more operating funds than the unit levied in the preceding year. The debt rate portion is the tax rate that is needed to pay the debt payments in the coming year. This part of the calculation does not depend on the prior year debt taxes at all - it simply considers what the unit will actually need for the coming year.

ROW: Rights-of-Way.

Single Audit: An audit performed in conjunction with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act requires governments to have one audit performed to meet the needs of all federal grantor agencies.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Investigation Fund: A fund established to account for financial resources to be used by the Police Department for special investigations.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes,

Stormwater Fund: A fund created to account for financial resources used for the operations, administration, and debt services for storm water drainage.

Street Improvements Capital Fund: A fund used to account for financial resources designated for street and drainage improvements and to assemble costs related to these improvements.

Supplemental Request: A request to budget an activity at a level above current service levels in order to achieve increased or additional objectives.

Tax Base: The total value of all real and personal property in the city as of January 1st of each year, as certified by the Appraisal Review Board. The tax base represents net value after all exemptions.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: A percentage applied to all taxable property to raise general revenue. It is derived by dividing the total tax levy by the taxable net property valuation.

TMRS: Texas Municipal Retirement System.

TNRCC: Texas Natural Resources Conservation Commission.

TRA: Trinity River Authority.

Trial Balance: A list of the balances of the accounts of a general ledger by debit and credit amounts.

TXDOT: Texas Department of Transportation.

User Charge: Charges or fees levied to recipients of a particular service (e.g., water, wastewater, waste collection).

W & S: Water and Sewer.

Water and Sewer Fund: A fund created to account for financial resources used for the operations and specific projects of a pump station, storage reservoir, elevated storage tank, waterline improvements, and debt service. It is operated in a manner similar to private business enterprises where the intent is cost recovery.

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

Yield: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

INVESTMENT POLICY

RESOLUTION NO. 2012-09-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ADOPTING THE CITY OF LANCASTER INVESTMENT POLICY; 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 SERVES 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 treasurer; the chief financial officer, if not the treasurer; and the investment officer of the city have attended an investment training course as required by the "Public Funds Investment Act"; and

WHEREAS, the attached investment policy and incorporated strategy comply with the "Public Funds Investment Act", as amended, and authorize the investment of city funds in safe and prudent investments;

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 10, 2012.

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 10th day of September, 2012.

ATTEST:



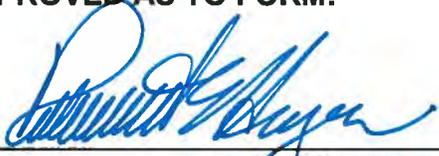
DOLLE K. DOWNE, CITY SECRETARY

APPROVED:



MARCUS E. KNIGHT, MAYOR

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY

City of Lancaster, Texas Investment Policy

For consideration by the City Council on September 10, 2012

Introduction

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Lancaster, Texas, the Lancaster Economic Development Corporation, and the Lancaster Recreation Development Corporation (City) in order to achieve the objectives in order of priority; safety, public trust, liquidity, diversification, and yield for all investment activity. This policy ensures compliance with Chapter 2256, Public Funds Investment Act of the Government Code to define, adopt and annually review the investment policy of the City.

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 Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

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.

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.

VI. 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.

VII. 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.

VIII. 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.

IX. Authorized Financial Dealer and Institutions

All investments made by the City will be made through either the City's banking services bank or a primary dealer. The Investment Officer will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding.

Securities broker/dealers must meet certain criteria as determined by the Investment officer. The following criteria must be met by those firms on the list:

- Provision of an audited financial statement each year
- Proof of certification by the National Association of Securities Dealers (NASD) and provision of CRM number
- Proof of current registration with the State Securities Commission

Every broker/dealer and bank the City transacts business with will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

X. Diversification and Maturity Limitations

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Repurchase agreements	100%
Money Market funds	100%
For Bond funds	80%
Local Government Investment Pools	
Liquidity Pools	100%

Maximum percent ownership of pool	not to exceed 20%
For bond funds	not authorized

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Investment officer may not invest more than 20% of the portfolio for a period greater than five (5) years. The Investment Officer may not invest any portion of the portfolio for a period greater than ten (10) years.

XI. 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 is required 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.

XII. Performance Evaluation and Reporting

The Investment Officer shall submit quarterly reports to the City Manager and 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.

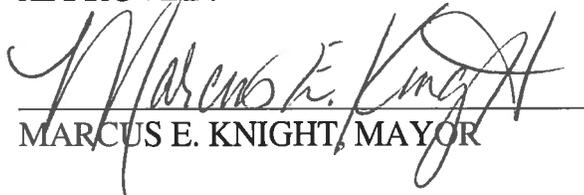
XIII. Depositories

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.

XIV. 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.

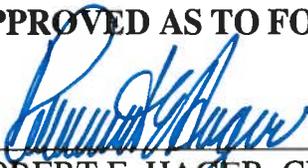
APPROVED:


MARCUS E. KNIGHT, MAYOR

ATTEST:


DOLLE K. DOWNE, CITY SECRETARY

APPROVED AS TO FORM:


ROBERT E. HAGER, CITY ATTORNEY

CITY FACILITY INFORMATION

City of Lancaster

Facilities

P. O. Box 940 Lancaster, Texas 75146

Web Site: www.lancaster-tx.com

Request City Services: www.lancaster-tx.com

Municipal Center • 211 North Henry Street • Lancaster, TX 75146

Department	Office	Fax
Administration/City Manager	972-218-1300	972-275-0917
Community Relations	972-218-1301	972-275-0921
City Secretary	972-218-1311	972-275-0923
Finance	972-218-1333	972-218-3613
Utility Administration	972-218-1328	972-218-3623
Purchasing	972-218-1329	972-218-3621
Economic Development	972-218-1314	972-218-3684

Community Development Service Center • 700 East Main Street • Lancaster, TX 75146

Department	Office	Fax
Animal Services	972-218-1200	972-218-1294
Code Compliance	972-218-1200	972-218-1294
Building Inspections	972-218-1200	972-218-1294
Streets/Stormwater	972-218-1200	972-218-1294
Parks	972-218-2304	972-218-3655
Building Services	972-218-3709	
Engineering	972-275-1710	972-275-1810

Public Safety Building • 1650 North Dallas Avenue • Lancaster, TX 75134

Department	Office	Fax
Police	972-218-2700	972-218-8074
Fire Station #1	972-218-2600	972-218-9835
Information Technology	972-218-2740	972-218-3606

Fire Station #2 • 3132 North Houston School Road • Lancaster, TX 75134

Department	Office	Fax
Station #2	972-218-2644	

Fire Station #3 • 1960 West Beltline Road • Lancaster, TX 75134

Department	Office	Fax
Station #3	972-218-2660	

Municipal Court • 220 West Main • Lancaster, TX 75146

Department	Office	Fax
Municipal Court	972-218-1334	972-223-4076

Recreation • 1700 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Recreation	972-218-3701	972-218-3795
Parks and Recreation Administration	972-218-3706	

Senior Life Center • 240 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Senior Life Center	972-218-3780	972-218-3694

Veterans Memorial Library • 1600 Veterans Memorial Parkway • Lancaster, TX 75146

Department	Office	Fax
Library	972-227-1080	972-218-3679

Vehicle Maintenance • 521 East Third Street • Lancaster, TX 75146

Department	Office	Fax
Vehicle Maintenance	972-275-1461	972-218-5639

James R. Williams Pump Station • 1999 North Jefferson • Lancaster, TX 75146

Department	Office	Fax
Public Works Administration	972-275-1700	972-275-1810
Water/Waste Water	972-218-2324	972-218-3644

**Lancaster Visitors Center and State Auxiliary Museum
• 103 North Dallas Avenue • Lancaster, TX 75146**

Department	Office	Fax
Auxiliary Museum	972-227-2579	972-227-9555
Chamber of Commerce	972-227-2579	972-227-9555

Country View Golf Course • 240 West Beltline Road • Lancaster, TX 75146

Department	Office	Fax
Golf Course	972-227-0995	972-227-7858

Lancaster Regional Airport • 730 Ferris Road • Lancaster, TX 75146

Department	Office	Fax
Airport	972-227-5721	972-275-0918

