

FY 2020-2021

Adopted Budget

2015-2025 the Decade of Renaissance



CITY-WIDE OPERATING FUND TOTALS

Fund Summary as of: 8/23/2020

TOTAL REVENUES		2018	2019	2020		2021
Fund Number	Fund	Actual	Actual	Year to Date	Budget	Proposed
	1 General Fund	29,649,178	30,865,401	27,944,317	31,206,246	30,844,725
	2 G.O. Debt Service	7,600,008	7,210,375	7,500,074	7,632,626	7,001,061
	4 Street Maintenance	-	-	751,084	765,122	808,835
	5 WaterWastewater	17,394,697	18,584,218	15,377,300	17,598,657	17,886,297
	9 Airport	414,390	436,754	366,526	565,700	507,000
	14 HotelMotel	149,662	211,829	189,660	183,429	144,661
	16 LEDC/4A	2,634,623	1,533,843	922,390	1,476,902	1,139,078
	17 LRDC/4B	3,508,775	3,447,063	1,927,303	3,670,906	2,839,583
	18 Golf Course	420,420	528,776	415,297	646,977	629,741
	19 Sanitation	2,568,625	2,728,817	2,248,323	2,512,355	2,589,310
	21 E911	292,509	298,120	307,447	239,985	257,400
	53 Stormwater	1,783,439	1,858,415	1,626,327	1,642,000	1,595,682
Total		\$ 66,416,326	\$ 67,703,611	\$ 59,576,047	\$ 68,140,906	\$ 66,243,373
TOTAL EXPENDITURES		2018	2019	2020		2021
Fund Number	Fund	Actual	Actual	Year to Date	Budget	Proposed
	1 General Fund	25,560,465	27,652,507	23,304,675	31,421,288	30,851,444
	2 G.O. Debt Service	7,400,441	5,885,786	5,452,242	5,591,820	5,045,505
	4 Street Maintenance	-	-	-	944,000	808,835
	5 WaterWastewater	16,086,124	15,665,328	16,934,269	17,183,734	17,260,379
	9 Airport	483,447	526,669	369,784	498,857	484,516
	14 HotelMotel	41,040	56,720	18,638	40,750	41,584
	16 LEDC/4A	1,027,098	1,236,801	632,023	1,465,916	895,924
	17 LRDC/4B	3,216,755	3,481,574	2,813,995	3,729,699	3,397,073
	18 Golf Course	1,068,617	1,100,143	792,443	802,628	967,337
	19 Sanitation	1,655,851	1,720,872	1,643,623	2,041,738	2,043,734
	21 E911	186,641	221,917	192,325	287,227	295,290
	53 Stormwater	1,195,801	1,284,386	1,445,792	2,067,511	1,646,706
Total		\$ 57,922,281	\$ 58,832,705	\$ 53,599,807	\$ 66,075,168	\$ 63,738,326
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
Net Gain (Loss)		8,494,045	8,870,905	5,976,240	2,065,738	2,505,047
Beginning Balance		9,167,699	17,661,744	26,532,650	32,508,889	32,508,889
Ending Balance		17,661,744	26,532,650	32,508,889	34,574,627	35,013,936
Fund Balance (audited)		27,844,362	23,006,965			
Ending Balance as % of Expenditures		30.49%	45.10%	60.65%	52.33%	54.93%

GENERAL FUND

Fund Summary as of: 8/23/2020

REVENUES		2018	2019	2020	2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget
	PROPERTY TAX	13,955,213	15,655,163	17,338,373	17,670,906
	SALES TAX	7,160,171	6,869,083	4,234,112	6,200,000
	FRANCHISE TAX	2,107,990	2,086,698	1,460,080	1,723,467
	OTHER TAXES	26,955	34,537	12,185	19,504
	LICENSES AND PERMITS	1,642,384	1,332,616	873,408	1,339,300
	INTERGOVERNMENTAL	13,750	21,688	10,000	7,500
	CHARGES FOR SERVICES	1,393,271	1,336,295	1,073,097	920,078
	FINES AND FORFEITURES	971,722	966,881	755,236	865,864
	INTEREST	164,520	282,573	124,794	129,000
	MISCELLANEOUS	116,026	137,744	91,677	41,884
	OPERATING TRANSFERS IN	2,019,814	2,070,824	1,907,285	2,288,742
	GRANT & Other Income	77,362	71,298	64,070	-
	Total	\$ 29,649,178	\$ 30,865,401	\$ 27,944,317	\$ 31,206,246
EXPENDITURES		2018	2019	2020	2021
Department No		Actual	Actual	Year to Date	Budget
	1 City Council	103,400	106,214	82,965	145,073
	2 City Manager's Office	747,974	855,309	766,123	928,095
	5 Legal	342,082	301,296	174,392	250,000
	6 Building Services	1,111,839	1,117,194	1,133,667	1,110,881
	8 Municipal Court	448,333	472,845	371,582	454,424
	9 Building Inspections	337,781	331,309	247,832	293,653
	10 Vehicle Maintenance	625,256	658,496	536,414	637,891
	12 Streets Operations	430,949	457,115	556,419	1,220,841
	13 Parks	631,711	609,612	522,085	775,476
	14 Police	6,550,440	7,561,827	6,173,205	7,523,508
	15 Fire	7,461,062	7,815,671	6,578,378	7,576,900
	16 Non-Departmental	2,174,484	2,156,839	1,695,991	4,408,345
	17 Planning	373,256	700,078	615,398	932,840
	18 City Secretary	379,003	410,192	226,673	265,706
	19 Finance	654,775	677,932	586,573	768,965
	20 Emergency Management	72,362	112,432	71,158	112,676
	24 Animal Services	206,239	158,098	155,139	230,590
	29 Purchasing	110,680	112,391	96,723	123,177
	31 Human Resources	567,610	569,058	507,922	614,480
	32 Civil Service	6,244	9,673	6,189	7,550
	34 Emergency Communications	879,401	907,341	726,466	1,073,800
	35 Code Compliance	394,705	417,995	413,608	547,158
	37 Information Technology	515,042	553,244	534,993	638,682
	38 Fire Marshal	188,740	251,392	157,535	229,483
	39 City Marshal	177,707	183,135	148,463	200,309
	40 Records	-	293	108,660	174,659
	52 Vending Machine	1,578	1,992	75	-
	55 Public Relations	67,812	143,537	110,047	176,125
	Total	25,560,465	27,652,507	23,304,676	31,421,288
BALANCES		2018	2019	2020	2021
		Actual	Actual	Year to Date	Budget
	Net Gain (Loss)	4,088,713	3,212,894	4,639,641	(215,042)
	Beginning Balance	6,102,121	10,190,833	13,403,727	13,403,727
	Ending Balance	10,190,833	13,403,727	18,043,368	13,188,685
	Fund Balance (audited)	6,974,910	9,067,940		
	Ending Balance as % of Expenditures	39.87%	48.47%	77.42%	41.97%

PERSONNEL AND SALARY INFORMATION



CITY OF LANCASTER

SHINING STAR OF TEXAS

Proposed 10/01/2020

City of Lancaster Personnel Schedule

City Manager's Office 01-02	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	City Manager	1999	NON	1	1	1
	Deputy City Manager	1901	NON	0.75	0.75	0.75
	Assistant City Manager	1805	NON	1	1	1
	Assistant to the City Manager	1522	15-E	0.75	0.75	0.75
	Admin. & Comm. Relations Supervisor	1416	14-E	0.75	0.75	0.75
	CM Executive Assistant	6004	60-N	1	1	1
	Administrative Secretary	5522	55-N	0.5	0.5	0.5
TOTAL				5.75	5.75	5.75
Building Services 01-06	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Building Maint. Worker II	5608	56-N	2	2	2
	TOTAL				2	2
Municipal Court 01-08	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Court Administrator	1401	14-E	1	1	1
	Court Clerk	5402	54-N	3	3	3
TOTAL				4	4	4
Building Inspections 01-09	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Chief Building Official	1715	17-E	1	0	0
	Building Official	1603	16-E	1	1	1
	Building Inspector	5902	59-N	2	2	2
TOTAL				4	3	3
Fleet Services 01-10	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Equipment & Facility Services	1810	NON	1	1	1
	Lead Mechanic	5806	58-N	0	1	1
	Lead Mechanic	5723	57-N	1	0	0
	Mechanic/Fleet Services	5603	56-N	2	2	2
TOTAL				4	4	4



CITY OF LANCASTER

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City of Lancaster Personnel Schedule

Streets 01-12	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Foreman II	5905	59-N	1	1	1
	Heavy Equipment Operator II	5710	57-N	1	1	1
	Heavy Equipment Operator I	5404	54-N	1	1	1
	Maintenance Worker II	5212	52-N	1	1	1
TOTAL				4	4	4

Parks 01-13	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Park Operations Manager	1517	15-E	1	1	1
	Foreman II	5913	59-N	1	1	1
	Foreman I	5715	57-N	1	1	1
	Maintenance Worker II	5202	52-N	7	9	9
TOTAL				10	12	12

Police 01-14	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Police Chief	1801	NON	1	1	1
	Assistant Police Chief	3301	P4-CS	2	2	2
	Lieutenant	3201	P3-CS	6	6	6
	Sergeant	3101	P2-CS	7	7	7
	Police Officer	3001	P1-CS	50	50	50
	CID Technician	5716	57-N	1	1	1
	Property & Evidence Tech.	5714	57-N	1	1	1
	Public Service Officer	5316	53-N	3	3	3
	PT Public Service Officer (fte .5)	0059	01-N	0.5	0.5	0.5
	Administrative Secretary	5522	55-N	1	1	1
TOTAL				72.5	72.5	72.5

Fire 01-15	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Fire Chief	1802	NON	1	1	1
	Asst. Fire Chief	4401	F5-CS	1	1	1
	Battalion Chief	4301	F4-CS	5	5	5
	Captain	4201	F3-CS	10	10	10
	Fire Engineer	4101	F2-CS	21	21	21
	Fire Fighter	4001	F1-CS	28	28	28
	Administrative Secretary	5522	55-N	1	1	1
TOTAL				67	67	67



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City of Lancaster Personnel Schedule

Planning & Development 01-17	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Development Services	1804	NON	1	1	1
	Sr. Planner	1614	16-E	1	1	1
	Planner	1518	15-E	1	1	1
	Development Coordinator	5912	59-N	1	1	0
	Planning Technician	5606	56-N	1	1	1
	Permit Technician	5606	56-N	2	2	2
	Administrative Secretary	5522	55-N	0	0	1
TOTAL				7	7	7

City Secretary 01-18	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	City Secretary	1998	NON	1	1	1
	Deputy City Secretary	5916	59-N	1	1	1
	Records Supervisor	5915	59-N	1	0	0
	Administrative Secretary	5522	55-N	1	1	1
	Records Technician	5417	54-N	1	0	0
	PT Records Technician (fte .5)	0067	01-N	1	0	0
	TOTAL				6	3

Finance 01-19	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Finance	1703	NON	1	1	1
	Asst. Director of Finance	1712	17-E	1	1	1
	Chief Accountant	1516	15-E	1	1	1
	Accountant	6007	60-N	0.75	0.75	0.75
	Account Payables Specialist	5518	55-N	1	1	1
TOTAL				4.75	4.75	4.75

Animal Services 01-24	Position	Job Code	Pay Grade	Adopted 18/19	Revised 19/20	Proposed 20/21
	Lead Animal Services Officer	5807	58-N	0	1	1
	Animal Services Officer	5719	57-N	2	1	1
	Animal Shelter Attendant	5111	51-N	0	1	1
	PT On Call Animal Control	0065	01-N	0.5	0.5	0.5
	PT Animal Shelter Attendant (.5)	0064	01-N	1	0.5	0.5
TOTAL				3.5	4	4



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City of Lancaster Personnel Schedule

Purchasing 01-29	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Purchasing Agent	1515	15-E	1	1
TOTAL				1	1	1

Human Resources 01-31	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Director of Human Resources	1702	NON	1	1
	Assistant Director of Human Resources	1716	17-E	0	1	1
	Benefits & Risk Manager	1417	14-E	1	0	0
	Human Resources Generalist	1309	13-E	1	1	1
	Administrative Secretary	5522	55-N	1	1	1
TOTAL				4	4	4

Emergency Communications 01-34	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Dispatch & Emergency Mgr Superintendent	1617	16-E	1	1
	Dispatch Manager	1415	14-E	1	1	1
	Lead 911 Dispatcher	5808	58-N	0	4	4
	Lead 911 Dispatcher	5717	57-N	4	0	0
	911 Dispatchers	5602	56-N	8	8	8
	PT - 911 Dispatchers	0012	01-N	1	1	1
TOTAL				15	15	15

Code Compliance 01-35	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Senior Code Officer	5910	59-N	1	1
	Environmental Code Compliance Officer	5809	58-N	0	1	1
	Code Compliance Officer	5704	57-N	4	5	5
	Maintenance Worker II - Code	5213	52-N	1	1	1
TOTAL				6	8	8

Information Technology 01-37	Position	Job Code	Pay Grade	Adopted 18/19	Revised 19/20	Proposed 20/21
		IT Manager	1616	16-E	0.75	0.75
	GIS Coordinator	1519	15-E	0.5	0.25	0.25
	Computer Systems Admin.	6008	60-N	2	2	2
	IT Technician	5609	56-N	0	1	1
	PT Hourly IT (fte .5)	0051	01-N	0.5	0	0
TOTAL				3.75	4	4



CITY OF LANCASTER

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City of Lancaster Personnel Schedule

Fire Marshal 01-38	Position	Job Code	Pay Grade	Amended 18/19	Adopted 19/20	Proposed 20/21
	Fire Marshal	4301	F4-CS	4	0	0
	Fire Marshal	1604	16-E	1	1	1
	Fire Inspector	4201	F3-CS	4	0	0
	Administrative Secretary	5522	55-N	1	1	1
TOTAL				2	2	2
City Marshal 01-39	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	City Marshal	6009	60-N	1	1	1
	Warrant Officer	5317	53-N	1	1	1
	PT Deputy City Marshal (fte .5)	0031	01-N	0.5	0.5	0.5
TOTAL				2.5	2.5	2.5
Records 01-40	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Records Supervisor	5915	59-N	0	1	1
	Records Technician	5417	54-N	0	2	2
TOTAL				0	3	3
Public Relations 01-55	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Communication & Public Relations Coordinator	1529	15-E	1	1	1
TOTAL				1	1	1
GENERAL FUND TOTAL				229.75	233.5	233.5



CITY OF LANCASTER

SHINING STAR OF TEXAS

Proposed 10/01/2020

City of Lancaster Personnel Schedule

Department 05-02	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Deputy City Manager	1901	NON	0.25	0.25
	City Engineer	1707	17-E	1	1	1
	IT Manager	1616	16-E	0.25	0.25	0.25
	GIS Coordinator	1519	15-E	0.25	0.5	0.5
	Assistant to the City Manager	1522	15-E	0.25	0.25	0.25
	Admin. & Comm. Relations Supervisor	1416	14-E	0.25	0.25	0.25
	Project Manager	1404	14-E	1	1	1
	Construction Inspector	5903	59-N	2	2	2
	TOTAL			5.25	5.5	5.5

Department 05-20	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Utility Billing Manager	1505	15-E	1	1
	Accountant	6007	60-N	0.25	0.25	0.25
	Administrative Secretary	5522	55-N	0.25	0.25	0.25
	Utility Billing Clerk	5415	54-N	3	3	3
	TOTAL			4.5	4.5	4.5

Department 05-21	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Director of Public Works	1803	NON	0.5	0.5
	Superintendent-W/WW	1601	16-E	1	1	1
	Crew Leader	5711	57-N	1	1	1
	Water Systems Operator	5705	57-N	1	1	1
	Administrative Secretary	5522	55-N	1	1	1
	Maintenance Worker II	5201	52-N	2	2	2
	TOTAL			6.5	6.5	6.5

Department 05-27	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Meter Technician	5310	53-N	2	2
	TOTAL			2	2	2

Department 05-30	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
		Foreman III	6003	60-N	1	1
	Crew Leader	5721	57-N	4	4	4
	Heavy Equipment Operator I	5403	54-N	1	1	1
	Maintenance Worker II	5208	52-N	4	4	4
	TOTAL			10	10	10
WATER FUND TOTAL				28.25	28.5	28.5



CITY OF LANCASTER

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Proposed 10/01/2020

City of Lancaster Personnel Schedule

	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
Airport 09-40	Airport Manager	1615	16-E	1	1	1
	Airport Operations Supervisor	5720	57-N	0	1	1
	Airport Operations Agent	5114	51-N	2	1	1
	PT Airport Labor (fte .5)	0030	01-N	2	1.5	1.5
	AIRPORT FUND TOTAL				5	4.5
Visitors Center 14-52	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	PT Visitors Center Attendant (fte .5)	0058	01-N	1	0	0
VISITOR'S CENTER TOTAL				1	0	0
LEDC 16-02	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Economic Development	1704	NON	1	1	1
	Research & Business Dev. Mgr	1530	15--E	1	1	1
	Administrative Secretary	5522	55-N	0.25	0.25	0.25
LEDC FUND TOTAL				2.25	2.25	2.25



CITY OF LANCASTER

SHINING STAR OF TEXAS

Proposed 10/01/2020

City of Lancaster Personnel Schedule

P&R Administration 17-02	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Parks and Recreation	1809	NON	1	1	1
	Administrative Secretary	5522	55-N	1	1	1
	TOTAL			2	2	2
Library 17-07	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Library Manager	1524	15-E	1	1	1
	Assistant Library Manager	1410	14-E	1	1	1
	Library Assistant	5211	52-N	1	1	1
	PT Library Reference Assistant (fte .5)	0062	01-N	1.5	1.5	1.5
	PT Library Aide Technical Services (fte .5)	0061	01-N	1.5	1.5	1.5
	PT Library Circulation Attendant (fte .5)	0060	01-N	1.5	1.5	1.5
	PT Library Circulation Attendant (fte .25)	0060	01-N	0.25	0.25	0.25
TOTAL			7.75	7.75	7.75	
Senior Life Center 17-54	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Senior Center Supervisor	1315	13-E	1	1	1
	Senior Van Driver	5210	52-N	1	1	1
	Senior Life Attendant	5117	51-N	1	1	1
TOTAL			3	3	3	
Recreation 17-56	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Assistant Director of Parks and Recreation	1713	17-E	1	1	1
	Recreation Superintendent	1508	15-E	1	1	1
	Recreation Supervisor	1316	13-E	2	2	2
	Aquatics Supervisor	1317	13-E	1	1	1
	Recreation Leader	5112	51-N	1	3	3
	Day Porter	5115	51-N	1	1	1
	PT Senior Lifeguard (fte .50)	0007	01-N	2	2	2
	PT Summer Lifeguard (fte .25)	0053	01-N	1.25	1.25	1.25
	PT Year-Round Lifeguards (fte .5)	0008	01-N	5	5	5
PT Recreation Attendant (fte .5)	0027	01-N	3.5	3.5	3.5	
TOTAL			18.75	20.75	20.75	
Youth Program 17-56-01	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	PT Youth Program Leaders (fte .50)	0011	01-N	2	2	2
TOTAL			2	2	2	
RECREATION FUND TOTAL				33.5	35.5	35.5



CITY OF LANCASTER
SHINING STAR OF TEXAS

Proposed 10/01/2020

City of Lancaster Personnel Schedule

Storm Water 53-04	Position	Job Code	Pay Grade	Adopted 18/19	Adopted 19/20	Proposed 20/21
	Director of Public Works	1803	NON	0.5	0.5	0.5
Superintendent-Streets/Drain.	1503	15-E	1	1	1	
GIS Coordinator	1519	15-E	0.25	0.25	0.25	
Foreman II	5905	59-N	1	1	1	
Heavy Equipment Operator II	5712	57-N	1	1	1	
Heavy Equipment Operator I	5403	54-N	2	2	2	
Light Equipment Operator	5302	53-N	3	3	3	
Maintenance Worker II	5212	52-N	4	4	4	
STORMWATER TOTAL				12.75	12.75	12.75
GRAND TOTAL				312.5	317	317



City of Lancaster
2020/2021 Part Time Position Pay Plan
 Proposed 10/01/2020



Position Title	Position Code	Hourly Rate
Airport		
Airport Operations Agent	0030	\$13.72
Administrative		
IT Technician	0051	\$17.90
Records Technician	0056	\$16.23
Substitute Administrative Support	0063	\$15.36
Labor		
Substitute Labor Support	0068	\$15.36
Public Safety		
Public Service Officer	0059	\$14.62
Deputy Marshal	0031	\$22.59
Dispatcher	0012	\$18.16
Library		
Library Circulation Attendant	0060	\$10.13
Library Aide Technical Services	0061	\$11.82
Library Aide Reference Assistant	0062	\$14.50
Parks and Recreation		
Recreation Attendant	0027	\$10.13
Senior Lifeguard	0007	\$11.25
Year-Round Lifeguard	0008	\$10.41
Summer Lifeguard	0053	\$10.41
Youth Program Leaders	0011	\$11.25
Animal Control		
Animal Shelter Attendant	0064	\$13.99
On Call Animal Control	0065	\$19.60



City of Lancaster
2020-2021 Salary Structure Detail
 Police Civil Service Personnel
 Proposed 10/1/2020



Department Pay Grade Code Position	Proposed 20/21																																																										
Police Pay Grade: P1-CS 3001 Police Officer	50	<table border="1"> <tr><td colspan="2">Step 1</td></tr> <tr><td>Non Certified</td><td></td></tr> <tr><td>25.24</td><td></td></tr> <tr><td>2,019.12</td><td></td></tr> <tr><td>4,374.76</td><td></td></tr> <tr><td>52,497.12</td><td></td></tr> </table> <table border="1"> <tr> <td>Frequency:</td> <td></td> <td>Certified</td> <td>Step 2</td> <td>Step 3</td> <td>Step 4</td> <td>Step 5</td> <td>Step 6</td> <td>Step 7</td> </tr> <tr> <td>hourly</td> <td></td> <td>26.77</td> <td>27.91</td> <td>29.10</td> <td>30.11</td> <td>31.15</td> <td>32.23</td> <td>33.36</td> </tr> <tr> <td>bi-weekly</td> <td></td> <td>2,141.88</td> <td>2,232.73</td> <td>2,328.11</td> <td>2,408.43</td> <td>2,491.80</td> <td>2,578.42</td> <td>2,668.56</td> </tr> <tr> <td>monthly</td> <td></td> <td>4,640.75</td> <td>4,837.58</td> <td>5,044.25</td> <td>5,218.26</td> <td>5,398.87</td> <td>5,586.58</td> <td>5,781.89</td> </tr> <tr> <td>annually</td> <td></td> <td>55,688.95</td> <td>58,050.94</td> <td>60,530.98</td> <td>62,619.18</td> <td>64,786.46</td> <td>67,038.94</td> <td>69,382.68</td> </tr> </table>	Step 1		Non Certified		25.24		2,019.12		4,374.76		52,497.12		Frequency:		Certified	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	hourly		26.77	27.91	29.10	30.11	31.15	32.23	33.36	bi-weekly		2,141.88	2,232.73	2,328.11	2,408.43	2,491.80	2,578.42	2,668.56	monthly		4,640.75	4,837.58	5,044.25	5,218.26	5,398.87	5,586.58	5,781.89	annually		55,688.95	58,050.94	60,530.98	62,619.18	64,786.46	67,038.94	69,382.68
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City of Lancaster
2020-2021 Salary Structure Detail
Fire Civil Service Personnel
Proposed 10/1/2020



Department Pay Grade Code Position	Proposed 20/21																																					
Pay Grade: F1-CS 4001 Fire Fighter	28	<table border="1"> <tr><th>Step 1</th></tr> <tr><td>Non Certified</td></tr> <tr><td>24.74</td></tr> <tr><td>18.67</td></tr> <tr><td>1,978.97</td></tr> <tr><td>4,287.77</td></tr> <tr><td>51,453.22</td></tr> </table>	Step 1	Non Certified	24.74	18.67	1,978.97	4,287.77	51,453.22																													
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Fire Pay Grade: F2-CS 4101 Fire Engineer	21	<table border="1"> <tr> <th>Frequency:</th> <th>Entry</th> <th>Step 1</th> <th>Step 2</th> <th>Step 3</th> <th>Step 4</th> </tr> <tr> <td>hourly</td> <td>33.61</td> <td>34.28</td> <td>34.95</td> <td>35.61</td> <td>36.28</td> </tr> <tr> <td>* hourly</td> <td>25.37</td> <td>25.87</td> <td>26.38</td> <td>26.88</td> <td>27.38</td> </tr> <tr> <td>bi-weekly</td> <td>2,689.02</td> <td>2,742.37</td> <td>2,795.82</td> <td>2,849.18</td> <td>2,902.49</td> </tr> <tr> <td>monthly</td> <td>5,826.21</td> <td>5,941.81</td> <td>6,057.62</td> <td>6,173.22</td> <td>6,288.73</td> </tr> <tr> <td>annually</td> <td>69,914.46</td> <td>71,301.72</td> <td>72,691.42</td> <td>74,078.68</td> <td>75,464.72</td> </tr> </table>	Frequency:	Entry	Step 1	Step 2	Step 3	Step 4	hourly	33.61	34.28	34.95	35.61	36.28	* hourly	25.37	25.87	26.38	26.88	27.38	bi-weekly	2,689.02	2,742.37	2,795.82	2,849.18	2,902.49	monthly	5,826.21	5,941.81	6,057.62	6,173.22	6,288.73	annually	69,914.46	71,301.72	72,691.42	74,078.68	75,464.72
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GENERAL FUND

City Council



Organization Chart



Department Narrative

The City of Lancaster operates under a Home Rule City Charter. Regular City Council meetings are held on the second and fourth Monday of each month, with other meetings called as needed under the guidelines of the Texas Open Meetings Act. The City Council is made up of six single-member districts and a Mayor elected at-large. All members serve three-year staggered terms. The scope of the City Council's policy-making duties include: 1) Adoption of the annual tax rate, water and wastewater rates, annual operating budget, and regulatory ordinances; 2) Approval of contracts and agreements; and 3) Review and approval of the Council's rules of procedures. 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.

City Council

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 1,512	\$ 1,314	\$ 1,298	\$ 1,821	\$ 1,200
202	UNIFORMS AND CLOTHING	\$ 344	\$ 985	\$ 180	\$ 1,120	\$ 915
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 6,312	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 633	\$ 4,304	\$ 7,374	\$ 9,010	\$ 8,650
214	POSTAGE/SHIPPING/DELIVERY	\$ 126	\$ 173	\$ 65	\$ 125	\$ 125
Sub Total		\$ 2,615	\$ 13,088	\$ 8,918	\$ 12,076	\$ 10,890
Account Object		Description				
401	TELEPHONE & COMMUNICATIONS	\$ 2,880	\$ 2,660	\$ 2,140	\$ 4,682	\$ 2,160
407	SPECIAL SERVICES	\$ 17,832	\$ 20,914	\$ 29,584	\$ 34,000	\$ 21,500
414	DUES & SUBSCRIPTIONS	\$ 440	\$ 1,440	\$ 5,199	\$ 3,185	\$ 5,685
416	OTHER/PROFESSIONAL SERVICES	\$ 25,204	\$ 20,830	\$ 23,265	\$ 38,655	\$ 48,323
419	AWARDS	\$ 120	\$ -	\$ -	\$ 150	\$ 150
421	PRINTING	\$ 745	\$ 189	\$ -	\$ 225	\$ 225
424	ELECTION EXPENSE	\$ 30,311	\$ 22,392	\$ -	\$ 20,000	\$ 20,000
462	CELLULAR TELEPHONE & PAGERS	\$ 2,800	\$ 2,525	\$ 2,122	\$ 3,600	\$ 3,600
526	TRAVEL & EDUC: CC-MAYOR	\$ 2,733	\$ 5,805	\$ 3,069	\$ 4,500	\$ 5,000
527	TRAVEL & EDUC: CC-DISTRICT 1	\$ 3,278	\$ 3,476	\$ 2,108	\$ 4,000	\$ 4,500
528	TRAVEL & EDUC: CC-DISTRICT 2	\$ 3,814	\$ 2,979	\$ 1,560	\$ 4,000	\$ 4,500
529	TRAVEL & EDUC: CC-DISTRICT 3	\$ 1,296	\$ -	\$ -	\$ 4,000	\$ 4,500
530	TRAVEL & EDUC: CC-DISTRICT 4	\$ 2,480	\$ 3,450	\$ 1,831	\$ 4,000	\$ 4,500
531	TRAVEL & EDUC: CC-DISTRICT 5	\$ 3,360	\$ 3,058	\$ 1,182	\$ 4,000	\$ 4,500
532	TRAVEL & EDUC: CC-DISTRICT 6	\$ 3,493	\$ 3,407	\$ 1,986	\$ 4,000	\$ 4,500
Sub Total		\$ 100,785	\$ 93,126	\$ 74,047	\$ 132,997	\$ 133,643
Department Total		\$ 103,400	\$ 106,214	\$ 82,965	\$ 145,073	\$ 144,533

City Manager's Office



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
City Manager	1	1	1
Deputy City Manager	0.75	0.75	0.75
Assistant City Manager	1	1	1
Assistant to the City Manager	0.75	0.75	0.75
Administrative & Community Relations Supervisor	0.75	0.75	0.75
CM Executive Assistant	1	1	1
Administrative Secretary	0.5	0.5	0.5
Total	5.75	5.75	5.75

Department Narrative

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

City Manager's Office

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

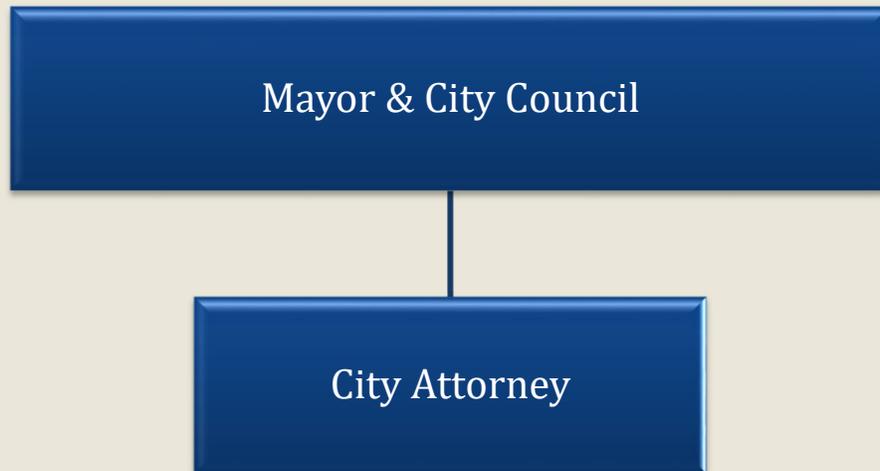
**Fund 1 GENERAL FUND
Department 2 ADMINISTRATION
Program 0 ADMINISTRATION**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 446,378	\$ 557,691	\$ 511,140	\$ 617,415	\$ 625,823
102	SALARIES-PART TIME	\$ 5,662	\$ -	\$ 8,494	\$ 8,457	\$ -
103	SALARIES-OVERTIME	\$ 11,909	\$ 6,314	\$ 2,208	\$ 2,198	\$ 700
104	SALARIES-LONGEVITY	\$ 2,460	\$ 3,154	\$ 2,212	\$ 2,452	\$ 2,161
105	GROUP HEALTH INSURANCE	\$ 40,321	\$ 49,082	\$ 35,339	\$ 46,922	\$ 49,564
106	TMRS	\$ 64,613	\$ 79,976	\$ 72,653	\$ 93,381	\$ 95,172
107	FICA	\$ 32,021	\$ 39,086	\$ 37,049	\$ 37,152	\$ 37,276
109	SALARIES-WELL PAY	\$ 3,153	\$ 6,056	\$ 5,767	\$ 5,767	\$ 4,728
110	DENTAL INSURANCE	\$ 1,453	\$ 1,610	\$ 1,662	\$ 2,301	\$ 2,646
111	CITY MANAGER BENEFITS	\$ 44,835	\$ 48,190	\$ 39,697	\$ 44,187	\$ 45,538
113	SALARIES-CAR ALLOWANCE	\$ 12,000	\$ 17,098	\$ 11,400	\$ 15,600	\$ 15,600
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ -	\$ 3,351	\$ 3,632	\$ -
118	CELL PHONE ALLOWANCE	\$ 520	\$ 523	\$ 420	\$ 840	\$ 480
119	RETIREMENT - ICMA	\$ -	\$ -	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 396	\$ 460	\$ 420	\$ 690	\$ 690
130	WORKERS COMPENSATION	\$ 417	\$ 693	\$ 682	\$ 875	\$ 677
131	EAP EXPENSE	\$ 127	\$ 136	\$ 136	\$ 182	\$ 182
Personnel Sub Total		\$ 666,265	\$ 810,067	\$ 732,630	\$ 882,051	\$ 881,237
Account Object Description						
201	OFFICE SUPPLIES	\$ 3,908	\$ 2,952	\$ 1,657	\$ 2,566	\$ 2,627
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 70	\$ 46	\$ 92	\$ 320	\$ 248
214	POSTAGE/SHIPPING/DELIVERY	\$ 8,413	\$ 3,035	\$ 849	\$ 498	\$ 650
231	SOFTWARE	\$ -	\$ 1,189	\$ -	\$ 1,780	\$ 2,037
Supplies Sub Total		\$ 12,391	\$ 7,221	\$ 2,598	\$ 5,164	\$ 5,562
Account Object Description						
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ -	\$ 41
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ -	\$ 41
Account Object Description						
401	TELEPHONE & COMMUNICATIONS	\$ 518	\$ -	\$ -	\$ -	\$ -
408	ADVERTISING	\$ 313	\$ 359	\$ -	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 24,598	\$ 26,366	\$ 23,280	\$ 28,029	\$ 20,752
414	DUES & SUBSCRIPTIONS	\$ 7,743	\$ 8,459	\$ 6,284	\$ 10,525	\$ 6,142
416	OTHER/PROFESSIONAL SERVICES	\$ 44	\$ 1,398	\$ 95	\$ -	\$ -
421	PRINTING	\$ 17,924	\$ 144	\$ 59	\$ 166	\$ 224
462	CELLULAR TELEPHONE & PAGERS	\$ 1,640	\$ 1,295	\$ 1,137	\$ 2,160	\$ 1,440
559	CONTRACT/TEMPORARY LABOR	\$ 16,539	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 69,318	\$ 38,021	\$ 30,855	\$ 40,880	\$ 28,558
Department Total		\$ 747,974	\$ 855,309	\$ 766,123	\$ 928,095	\$ 915,398

Legal



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

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

Legal

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 1
 Department 5
 Program 0

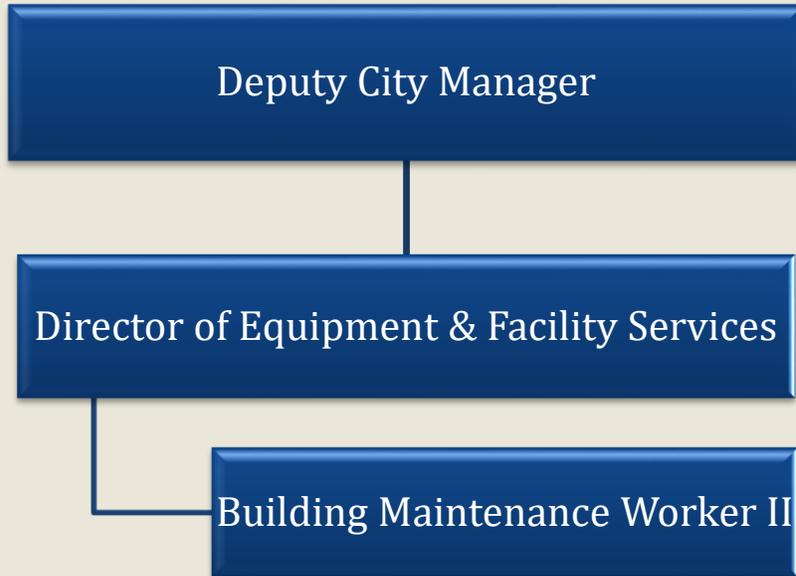
GENERAL FUND
 LEGAL-GENERAL
 LEGAL-GENERAL

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
416	OTHER/PROFESSIONAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ 28,570
446	CITY ATTORNEY FEES	\$ 342,082	\$ 301,296	\$ 174,392	\$ 250,000	\$ 250,000
Services Sub Total		\$ 342,082	\$ 301,296	\$ 174,392	\$ 250,000	\$ 278,570
Department Total		\$ 342,082	\$ 301,296	\$ 174,392	\$ 250,000	\$ 278,570

Equipment & Facility Services-Building Services



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Building Maintenance Worker II	2	2	2
Total	2	2	2

Department Narrative

The Equipment & Facility 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, security monitoring systems, and electricity usage.

Building Services

BUDGET REPORT	Fund	1	GENERAL FUND
LINE ITEM DETAIL	Department	6	BUILDING & ADMINISTRATIVE SVCS
BY DEPARTMENT	Program	0	BUILDING SERVICES

	2018	2019	2020	2020	2021
Account Object	Actual	Actual	YTD Actual	Budget	Proposed
101 SALARIES-REGULAR	\$ 70,882	\$ 78,740	\$ 68,219	\$ 80,656	\$ 82,269
103 SALARIES-OVERTIME	\$ 1,313	\$ 202	\$ 185	\$ 700	\$ 700
104 SALARIES-LONGEVITY	\$ 34	\$ 85	\$ 144	\$ 180	\$ 276
105 GROUP HEALTH INSURANCE	\$ 13,338	\$ 8,123	\$ 5,685	\$ 7,239	\$ 7,220
106 TMRS	\$ 9,880	\$ 10,697	\$ 9,323	\$ 11,144	\$ 11,692
107 FICA	\$ 5,517	\$ 6,044	\$ 5,221	\$ 6,281	\$ 6,413
109 SALARIES-WELL PAY	\$ -	\$ -	\$ 151	\$ 570	\$ 581
110 DENTAL INSURANCE	\$ 654	\$ 368	\$ 329	\$ 429	\$ 494
120 GROUP LIFE INSURANCE	\$ 84	\$ 93	\$ 82	\$ 306	\$ 306
130 WORKERS COMPENSATION	\$ 685	\$ 1,089	\$ 1,065	\$ 1,267	\$ 1,109
131 EAP EXPENSE	\$ 51	\$ 54	\$ 45	\$ 81	\$ 81
Personnel Sub Total	\$ 102,438	\$ 105,493	\$ 90,448	\$ 108,853	\$ 111,141
Account Object	Description				
201 OFFICE SUPPLIES	\$ (7)	\$ 71	\$ 26	\$ 300	\$ 100
202 UNIFORMS AND CLOTHING	\$ 469	\$ 445	\$ 368	\$ 578	\$ 578
203 MOTOR VEHICLE SUPPLIES	\$ -	\$ -	\$ -	\$ 250	\$ 250
204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,774	\$ 48	\$ 62	\$ 700	\$ 700
205 JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ (114)	\$ -	\$ -
218 FUEL & OIL	\$ 1,337	\$ 1,532	\$ 1,056	\$ 1,500	\$ 1,367
Sub Total	\$ 4,574	\$ 2,097	\$ 1,398	\$ 3,328	\$ 2,995
Account Object	Description				
301 MAINT-BLDG & STRUCTURES	\$ 97,040	\$ 135,667	\$ 138,211	\$ 134,289	\$ 139,835
302 MAINT-MOTOR VEHICLES	\$ 793	\$ -	\$ -	\$ -	\$ -
313 MAINT-FURN & FIXTURES	\$ -	\$ -	\$ -	\$ 500	\$ 500
346 MAINT-HEATING & COOLING SYSTEM	\$ 2,758	\$ 1,259	\$ -	\$ 8,000	\$ 8,000
363 MAINT-LOCKS & KEYS	\$ -	\$ -	\$ -	\$ 2,200	\$ 2,700
Maintenance Sub Total	\$ 100,591	\$ 136,926	\$ 138,211	\$ 144,989	\$ 151,035
Account Object	Description				
402 RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
407 SPECIAL SERVICES	\$ 3,522	\$ -	\$ -	\$ -	\$ -
410 UTILITIES - ELECTRICITY	\$ 574,523	\$ 510,106	\$ 419,275	\$ 478,362	\$ 478,362
411 ALARM SERVICE	\$ -	\$ 254	\$ -	\$ 4,347	\$ 24,075
416 OTHER/PROFESSIONAL SERVICES	\$ 38,329	\$ 100,934	\$ 111,376	\$ 122,272	\$ 97,300
421 PRINTING	\$ 42	\$ -	\$ -	\$ -	\$ -
462 CELLULAR TELEPHONE & PAGERS	\$ 585	\$ 530	\$ 532	\$ 420	\$ 720
498 UTILITIES - GAS	\$ 30,389	\$ 20,226	\$ 44,988	\$ 26,672	\$ 26,672
543 JANITORIAL CONTRACT	\$ 151,670	\$ 129,918	\$ 187,684	\$ 123,936	\$ 132,154
544 PEST CONTROL SERVICES	\$ 5,027	\$ 4,896	\$ 8,456	\$ 9,908	\$ 10,986
548 FIRE SYS INSPECTION CONTRACT	\$ 30,890	\$ 34,030	\$ 25,769	\$ 23,987	\$ 30,397
549 HVAC MAINTENANCE CONTRACT	\$ 69,260	\$ 63,729	\$ 105,528	\$ 62,807	\$ 66,306
Sub Total	\$ 904,237	\$ 864,622	\$ 903,609	\$ 853,711	\$ 867,972
Account Object	Description				
608 CAPITAL-FURNITURE & FIXTURES	\$ -	\$ 8,055	\$ -	\$ -	\$ -
Capital Sub Total	\$ -	\$ 8,055	\$ -	\$ -	\$ -
Department Total	\$ 1,111,839	\$ 1,117,194	\$ 1,133,667	\$ 1,110,881	\$ 1,133,143

Municipal Court of Record



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Court Administrator	1	1	1
Court Clerk	3	3	3
Total	4	4	4

Department Narrative

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

Municipal Court

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 178,991	\$ 185,381	\$ 159,524	\$ 189,905	\$ 150,371
103	SALARIES-OVERTIME	\$ 75	\$ 144	\$ 350	\$ 400	\$ 400
104	SALARIES-LONGEVITY	\$ 2,648	\$ 2,354	\$ 1,996	\$ 2,540	\$ 1,756
105	GROUP HEALTH INSURANCE	\$ 34,789	\$ 40,759	\$ 29,521	\$ 37,629	\$ 26,921
106	TMRS	\$ 25,002	\$ 25,548	\$ 22,078	\$ 26,354	\$ 21,541
107	FICA	\$ 13,085	\$ 13,442	\$ 11,729	\$ 14,854	\$ 11,813
109	SALARIES-WELL PAY	\$ 462	\$ 738	\$ 490	\$ 1,333	\$ 1,062
110	DENTAL INSURANCE	\$ 1,461	\$ 1,470	\$ 1,265	\$ 1,752	\$ 1,512
115	CERTIFICATION PAY	\$ -	\$ -	\$ 323	\$ -	\$ 840
118	CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 219	\$ 226	\$ 184	\$ 510	\$ 408
130	WORKERS COMPENSATION	\$ 148	\$ 209	\$ 210	\$ 250	\$ 155
131	EAP EXPENSE	\$ 108	\$ 109	\$ 90	\$ 135	\$ 108
Personnel Sub Total		\$ 257,508	\$ 270,501	\$ 227,763	\$ 275,662	\$ 216,887
Account Object Description						
201	OFFICE SUPPLIES	\$ 1,719	\$ 1,563	\$ 1,968	\$ 2,000	\$ 1,500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,238	\$ 1,745	\$ 2,399	\$ 7,003	\$ 8,675
214	POSTAGE/SHIPPING/DELIVERY	\$ 6,853	\$ 7,090	\$ 6,436	\$ 5,000	\$ 7,000
231	SOFTWARE	\$ 6,201	\$ 5,386	\$ 5,386	\$ 7,930	\$ 7,930
Supplies Sub Total		\$ 16,011	\$ 15,784	\$ 16,189	\$ 21,933	\$ 25,105
Account Object Description						
407	SPECIAL SERVICES	\$ 147	\$ 260	\$ 206	\$ 500	\$ 300
409	TRAVEL & EDUCATION	\$ 2,479	\$ 3,482	\$ 1,216	\$ 3,725	\$ 2,200
414	DUES & SUBSCRIPTIONS	\$ 160	\$ 298	\$ 110	\$ 310	\$ 220
416	OTHER/PROFESSIONAL SERVICES	\$ 5,126	\$ 1,652	\$ 847	\$ 2,142	\$ 3,912
421	PRINTING	\$ 1,149	\$ 2,937	\$ 3,013	\$ 3,740	\$ 1,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 10,738	\$ 8,747	\$ 6,128	\$ 8,412	\$ 7,560
482	CREDIT CARD PROCESSING FEES	\$ 9,534	\$ 11,337	\$ 8,073	\$ 9,000	\$ 9,000
540	COURT-PROSECUTOR SERVICES	\$ 85,256	\$ 91,211	\$ 49,124	\$ 68,000	\$ 70,000
541	COURT-JUDGE SERVICES	\$ 60,226	\$ 59,524	\$ 51,240	\$ 61,000	\$ 61,400
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 1,996	\$ -	\$ -	\$ -
Services Sub Total		\$ 174,814	\$ 181,443	\$ 119,956	\$ 156,829	\$ 155,592
Account Object Description						
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 7,675	\$ -	\$ -
620	CAPITAL-LG SYSTEM SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Sub Total		\$ -	\$ 5,118	\$ 7,675	\$ -	\$ -
Department Total		\$ 448,333	\$ 472,845	\$ 371,582	\$ 454,424	\$ 397,584

Building Inspections



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Chief Building Official	1	0	0
Building Official	1	1	1
Building Inspector	2	2	2
Total	4	3	3

Department Narrative

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

Building Inspections

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	101 SALARIES-REGULAR	\$ 217,733	\$ 212,651	\$ 139,240	\$ 193,667	\$ 197,541
	102 SALARIES-PART TIME	\$ 1,075	\$ -	\$ -	\$ -	\$ -
	103 SALARIES-OVERTIME	\$ 558	\$ 16	\$ 50	\$ -	\$ -
	104 SALARIES-LONGEVITY	\$ 94	\$ 110	\$ 64	\$ 92	\$ 212
	105 GROUP HEALTH INSURANCE	\$ 26,467	\$ 21,859	\$ 13,090	\$ 25,142	\$ 20,933
	106 TMRS	\$ 31,657	\$ 29,475	\$ 18,915	\$ 26,482	\$ 27,778
	107 FICA	\$ 17,171	\$ 16,033	\$ 10,311	\$ 14,640	\$ 14,823
	109 SALARIES-WELL PAY	\$ 337	\$ 1,195	\$ -	\$ 1,356	\$ 1,383
	110 DENTAL INSURANCE	\$ 1,050	\$ 872	\$ 805	\$ 1,314	\$ 1,512
	113 SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 3,000	\$ -	\$ -	\$ -
	114 SALARIES-ASSIGNMENT PAY	\$ 6,853	\$ -	\$ -	\$ -	\$ -
	118 CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ -	\$ -
	120 GROUP LIFE INSURANCE	\$ 222	\$ 194	\$ 126	\$ 306	\$ 306
	130 WORKERS COMPENSATION	\$ 414	\$ 518	\$ 404	\$ 557	\$ 416
	131 EAP EXPENSE	\$ 82	\$ 68	\$ 54	\$ 81	\$ 81
	175 CDBG REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 309,034	\$ 286,112	\$ 183,059	\$ 263,637	\$ 264,985
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	201 OFFICE SUPPLIES	\$ 687	\$ 121	\$ 181	\$ 600	\$ 200
	202 UNIFORMS AND CLOTHING	\$ -	\$ -	\$ 372	\$ 1,015	\$ 600
	204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 55	\$ 55	\$ 150	\$ 825
	211 OTHER OPERATIONAL SUPPLIES	\$ 2,750	\$ 3,333	\$ -	\$ 350	\$ -
	214 POSTAGE/SHIPPING/DELIVERY	\$ 585	\$ 192	\$ 513	\$ 450	\$ 450
	218 FUEL & OIL	\$ 3,965	\$ 4,121	\$ 2,648	\$ 4,980	\$ 3,472
	231 SOFTWARE	\$ -	\$ -	\$ 120	\$ 720	\$ -
Supplies Sub Total		\$ 7,987	\$ 7,823	\$ 3,890	\$ 8,265	\$ 5,547
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	401 TELEPHONE & COMMUNICATIONS	\$ 1,200	\$ 695	\$ 1,081	\$ 1,440	\$ 1,440
	409 TRAVEL & EDUCATION	\$ 2,226	\$ 900	\$ 265	\$ 2,360	\$ 1,951
	414 DUES & SUBSCRIPTIONS	\$ 7,518	\$ 9,222	\$ 10,963	\$ 9,961	\$ 9,641
	416 OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 10,600	\$ 400	\$ 500
	421 PRINTING	\$ -	\$ -	\$ 350	\$ 250	\$ 250
	462 CELLULAR TELEPHONE & PAGERS	\$ 922	\$ 710	\$ 412	\$ 840	\$ 420
	482 CREDIT CARD PROCESSING FEES	\$ 8,895	\$ 14,245	\$ 16,286	\$ 6,500	\$ 8,000
	559 CONTRACT/TEMPORARY LABOR	\$ -	\$ 11,603	\$ 20,925	\$ -	\$ -
Services Sub Total		\$ 20,761	\$ 37,375	\$ 60,883	\$ 21,751	\$ 22,202
Department Total		\$ 337,781	\$ 331,309	\$ 247,832	\$ 293,653	\$ 292,734

Equipment & Facility Services-Fleet



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Equipment & Facility Services	1	1	1
Lead Mechanic	1	1	1
Mechanic/Fleet Services	2	2	2
Total	4	4	4

Department Narrative

The Equipment & Facility Services Department is committed to the most responsible use of resources by managing the maintenance of vehicles and equipment, for safety and effectiveness. The goal is the reduction of equipment down time and decreased interruption of services, as well as fuel management and maintaining vehicle records.

Vehicle Maintenance

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 241,265	\$ 235,026	\$ 185,611	\$ 250,298	\$ 255,303
103	SALARIES-OVERTIME	\$ 1,578	\$ 886	\$ 469	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 336	\$ 440	\$ 488	\$ 588	\$ 620
105	GROUP HEALTH INSURANCE	\$ 36,135	\$ 35,286	\$ 17,778	\$ 42,873	\$ 33,534
106	TMRS	\$ 34,136	\$ 33,032	\$ 26,058	\$ 35,197	\$ 36,880
107	FICA	\$ 18,734	\$ 18,169	\$ 14,545	\$ 17,687	\$ 17,920
109	SALARIES-WELL PAY	\$ 1,337	\$ 1,377	\$ 1,419	\$ 1,799	\$ 1,833
110	DENTAL INSURANCE	\$ 1,431	\$ 1,296	\$ 1,035	\$ 1,743	\$ 2,006
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,828	\$ 4,000	\$ 4,800	\$ 4,800
115	CERTIFICATION PAY	\$ -	\$ 604	\$ -	\$ 840	\$ 840
120	GROUP LIFE INSURANCE	\$ 271	\$ 251	\$ 189	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 3,049	\$ 4,720	\$ 4,229	\$ 1,947	\$ 1,689
131	EAP EXPENSE	\$ 107	\$ 101	\$ 72	\$ 135	\$ 135
Personnel Sub Total		\$ 343,179	\$ 336,017	\$ 255,893	\$ 359,417	\$ 357,070
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 1,007	\$ 8	\$ 528	\$ 300	\$ 200
202	UNIFORMS AND CLOTHING	\$ 1,150	\$ 1,136	\$ 686	\$ 1,062	\$ 1,062
203	MOTOR VEHICLE SUPPLIES	\$ 86	\$ 8,108	\$ 115	\$ 59,717	\$ 53,117
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 836	\$ 819	\$ 1,034	\$ 1,500	\$ 4,278
206	CHEMICALS	\$ -	\$ -	\$ -	\$ 50	\$ 50
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 50	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 25	\$ 1,620
218	FUEL & OIL	\$ 1,006	\$ 651	\$ 406	\$ 800	\$ 750
231	SOFTWARE	\$ -	\$ 4,102	\$ 584	\$ 3,000	\$ 1,500
Supplies Sub Total		\$ 4,084	\$ 14,824	\$ 3,352	\$ 66,504	\$ 62,627
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
301	MAINT-BLDG & STRUCTURES	\$ 32	\$ 166	\$ 240	\$ 500	\$ -
302	MAINT-MOTOR VEHICLES	\$ 272,337	\$ 301,918	\$ 248,071	\$ 205,950	\$ 200,600
303	MAINT-EQUIP & MACHINERY	\$ (2)	\$ 478	\$ 5,744	\$ 500	\$ 500
Maintenance Sub Total		\$ 272,367	\$ 302,562	\$ 254,055	\$ 206,950	\$ 201,100
Services						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 725	\$ 571	\$ 374	\$ 450	\$ 480
407	SPECIAL SERVICES	\$ 1,659	\$ 80	\$ 55	\$ 250	\$ 250
409	TRAVEL & EDUCATION	\$ 820	\$ 1,581	\$ 778	\$ 1,100	\$ 1,100
416	OTHER/PROFESSIONAL SERVICES	\$ 1,840	\$ 2,320	\$ -	\$ 2,500	\$ 2,500
421	PRINTING	\$ 42	\$ -	\$ -	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 540	\$ 540	\$ 552	\$ 720	\$ 720
Services Sub Total		\$ 5,626	\$ 5,092	\$ 1,759	\$ 5,020	\$ 5,050
Capital						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 21,354	\$ -	\$ -
Capital Sub Total		\$ -	\$ -	\$ 21,354	\$ -	\$ -
Department Total		\$ 625,256	\$ 658,496	\$ 536,414	\$ 637,891	\$ 625,847

Streets



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Foreman II	1	1	1
Heavy Equipment Operator II	1	1	1
Heavy Equipment Operator I	1	1	1
Maintenance Worker II	1	1	1
Total	4	4	4

Department Narrative

The Streets Division strives to make all roadways and alleys safe, by endeavoring to excel in the preventative maintenance and routine repair of all paved surfaces in the City of Lancaster.

Streets Operations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 140,245	\$ 150,840	\$ 129,265	\$ 154,571	\$ 157,662
103	SALARIES-OVERTIME	\$ 4,323	\$ 3,826	\$ 3,280	\$ 6,000	\$ 6,000
104	SALARIES-LONGEVITY	\$ 892	\$ 1,252	\$ 1,072	\$ 1,228	\$ 1,420
105	GROUP HEALTH INSURANCE	\$ 39,336	\$ 34,322	\$ 26,650	\$ 32,336	\$ 34,092
106	TMRS	\$ 19,953	\$ 21,211	\$ 18,235	\$ 22,170	\$ 23,246
107	FICA	\$ 10,502	\$ 11,630	\$ 9,977	\$ 12,497	\$ 12,748
109	SALARIES-WELL PAY	\$ 382	\$ 393	\$ 405	\$ 1,128	\$ 1,149
110	DENTAL INSURANCE	\$ 1,431	\$ 1,470	\$ 1,314	\$ 1,752	\$ 2,016
115	CERTIFICATION PAY	\$ 254	\$ 388	\$ 355	\$ 420	\$ 420
120	GROUP LIFE INSURANCE	\$ 173	\$ 184	\$ 157	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 2,630	\$ 4,083	\$ 3,373	\$ 4,021	\$ 3,000
131	EAP EXPENSE	\$ 106	\$ 109	\$ 90	\$ 135	\$ 135
Personnel Sub Total		\$ 220,227	\$ 229,711	\$ 194,175	\$ 236,768	\$ 242,398
Supplies						
Account Object	Description	2018	2019	2020	2020	2021
201	OFFICE SUPPLIES	\$ 210	\$ 343	\$ 352	\$ 350	\$ 350
202	UNIFORMS AND CLOTHING	\$ 2,040	\$ 2,531	\$ 2,881	\$ 2,778	\$ 2,681
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 1,718	\$ 1,608	\$ 4,002	\$ 4,156	\$ -
206	CHEMICALS	\$ -	\$ 95	\$ 95	\$ 812	\$ 250
207	SIGNS	\$ -	\$ -	\$ 24,548	\$ 104,527	\$ 105,000
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 103	\$ 142	\$ 250	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 50	\$ -
216	MEDICAL SUPPLIES	\$ 77	\$ 50	\$ -	\$ 108	\$ -
218	FUEL & OIL	\$ 12,363	\$ 14,518	\$ 13,315	\$ 9,732	\$ 13,494
231	SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 16,740
Supplies Sub Total		\$ 16,408	\$ 19,248	\$ 45,335	\$ 122,763	\$ 138,515
Maintenance						
Account Object	Description	2018	2019	2020	2020	2021
302	MAINT-MOTOR VEHICLES	\$ -	\$ -	\$ 657	\$ -	\$ -
304	MAINT-STREETS	\$ 150,938	\$ 156,294	\$ 215,443	\$ 500,000	\$ 500,000
305	MAINT-SIDEWALKS & ALLEYS	\$ 14,131	\$ 13,822	\$ 5,948	\$ 43,344	\$ 50,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ 815	\$ 216	\$ 74	\$ 500	\$ 500
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
319	MAINT-TRAFFIC SIGN SYSTEM	\$ 18,836	\$ 24,803	\$ 20,481	\$ 28,000	\$ 81,362
320	MAINT-STREET MARKINGS	\$ 6,330	\$ 10,511	\$ 72,306	\$ 150,000	\$ 94,886
351	MAINT-MISC	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 191,050	\$ 205,645	\$ 314,909	\$ 721,844	\$ 726,748
Services						
Account Object	Description	2018	2019	2020	2020	2021
402	RENTAL OF EQUIPMENT	\$ 189	\$ 757	\$ -	\$ 2,500	\$ 1,500
409	TRAVEL & EDUCATION	\$ 730	\$ 655	\$ 1,287	\$ 1,281	\$ 1,580
413	SANITARY LANDFILL	\$ 413	\$ 350	\$ 390	\$ 500	\$ 500
421	PRINTING	\$ -	\$ 39	\$ 242	\$ 325	\$ 325
462	CELLULAR TELEPHONE & PAGERS	\$ 1,932	\$ 710	\$ 82	\$ 1,860	\$ 720
Services Sub Total		\$ 3,264	\$ 2,511	\$ 2,001	\$ 6,466	\$ 4,625
Capital						
Account Object	Description	2018	2019	2020	2020	2021
606	STREETS & DRAINAGE	\$ -	\$ -	\$ -	\$ 133,000	\$ 176,000
Capital Sub Total		\$ -	\$ -	\$ -	\$ 133,000	\$ 176,000
Department Total		\$ 430,949	\$ 457,115	\$ 556,419	\$ 1,220,841	\$ 1,288,286

Parks



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Park Operations Manager	1	1	1
Foreman II	1	1	1
Foreman I	1	1	1
Maintenance Worker II	7	9	9
Total	10	12	12

Department Narrative

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

Parks

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

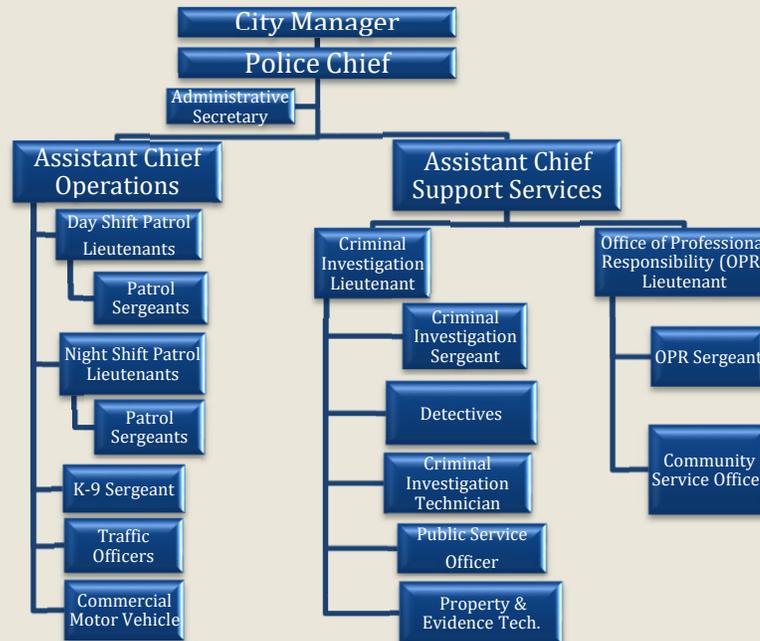
**Fund 1 GENERAL FUND
Department 13 PARKS AND RECREATION
Program 0 PARKS AND RECREATION**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 361,050	\$ 352,498	\$ 315,366	\$ 457,303	\$ 451,377
103	SALARIES-OVERTIME	\$ 9,630	\$ 14,095	\$ 7,688	\$ 4,500	\$ 4,500
104	SALARIES-LONGEVITY	\$ 2,328	\$ 2,823	\$ 2,782	\$ 3,236	\$ 3,328
105	GROUP HEALTH INSURANCE	\$ 87,282	\$ 70,547	\$ 63,097	\$ 94,425	\$ 97,735
106	TMRS	\$ 51,127	\$ 50,221	\$ 44,340	\$ 63,623	\$ 64,567
107	FICA	\$ 26,764	\$ 27,341	\$ 24,116	\$ 35,861	\$ 35,410
109	SALARIES-WELL PAY	\$ -	\$ 469	\$ 281	\$ 3,239	\$ 3,195
110	DENTAL INSURANCE	\$ 3,546	\$ 3,186	\$ 3,204	\$ 5,220	\$ 6,018
118	CELL PHONE ALLOWANCE	\$ 520	\$ 380	\$ -	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 440	\$ 421	\$ 359	\$ 1,326	\$ 1,275
130	WORKERS COMPENSATION	\$ 2,695	\$ 3,832	\$ 3,629	\$ 5,843	\$ 4,425
131	EAP EXPENSE	\$ 266	\$ 251	\$ 225	\$ 351	\$ 338
Personnel Sub Total		\$ 545,647	\$ 526,064	\$ 465,085	\$ 675,407	\$ 672,648
Account Object	Description					
201	OFFICE SUPPLIES	\$ -	\$ 231	\$ 1,616	\$ 500	\$ 558
202	UNIFORMS AND CLOTHING	\$ 2,294	\$ 3,355	\$ 4,032	\$ 4,199	\$ 5,166
203	MOTOR VEHICLE SUPPLIES	\$ 99	\$ -	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,739	\$ 3,307	\$ 3,758	\$ 3,706	\$ 300
205	JANITORIAL & CLEANING SUPPLIES	\$ 3,960	\$ 4,544	\$ 4,614	\$ 5,500	\$ 5,000
206	CHEMICALS	\$ 3,807	\$ 7,240	\$ 2,632	\$ 9,539	\$ 8,000
208	EDUCATION & REC SUPPLIES	\$ 6,240	\$ 5,473	\$ 4,767	\$ 7,961	\$ 6,593
209	BOTANICAL & AGR SUPPLIES	\$ 3,662	\$ 5,335	\$ 2,146	\$ 8,555	\$ 7,716
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 198	\$ 1,080	\$ 243	\$ 510	\$ 300
218	FUEL & OIL	\$ 16,080	\$ 12,984	\$ 12,368	\$ 17,000	\$ 12,460
226	SEED	\$ -	\$ 503	\$ -	\$ 1,000	\$ 600
Services Sub Total		\$ 39,079	\$ 44,050	\$ 36,176	\$ 58,470	\$ 46,692
Account Object	Description					
303	MAINT-EQUIP & MACHINERY	\$ 628	\$ -	\$ -	\$ -	\$ -
315	MAINT-PARK EQUIPMENT/FIXTURES	\$ 12,673	\$ 18,752	\$ 12,280	\$ 7,250	\$ 4,000
345	MAINT-ATHLETIC FACILITY	\$ 5,500	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 18,801	\$ 18,752	\$ 12,280	\$ 7,250	\$ 4,000
Account Object	Description					
402	RENTAL OF EQUIPMENT	\$ 913	\$ 1,694	\$ 820	\$ 3,157	\$ 3,200
409	TRAVEL & EDUCATION	\$ 1,186	\$ 2,571	\$ 1,577	\$ 3,518	\$ 1,714
414	DUES & SUBSCRIPTIONS	\$ 230	\$ 597	\$ 205	\$ 1,575	\$ 712
416	OTHER/PROFESSIONAL SERVICES	\$ 22,902	\$ 14,499	\$ 4,705	\$ 24,840	\$ 20,840
462	CELLULAR TELEPHONE & PAGERS	\$ 2,952	\$ 1,385	\$ 1,237	\$ 1,260	\$ -
Services Sub Total		\$ 28,183	\$ 20,745	\$ 8,544	\$ 34,350	\$ 26,466
Department Total		\$ 631,711	\$ 609,612	\$ 522,085	\$ 775,476	\$ 749,806

Police Department



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Police Chief	1	1	1
Assistant Police Chief	2	2	2
Lieutenant	6	6	6
Sergeant	7	7	7
Police Officer	50	50	50
CID Technician	1	1	1
Property & Evidence Tech.	1	1	1
Public Service Officer	3	3	3
PT Public Service Officer (fte.5)	0.5	0.5	0.5
Administrative Secretary	1	1	1
Total	72.5	72.5	72.5

Department Narrative

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

Fire



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Battalion Chief	5	5	5
Captain	10	10	10
Fire Engineer	21	21	21
Fire Fighter	28	28	28
Administrative Secretary	1	1	1
Total	67	67	67

Department Narrative

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

Fire Department

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 15 FIRE
Program 0**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 4,145,125	\$ 4,406,968	\$ 3,890,049	\$ 4,569,265	\$ 4,829,365
102	SALARIES-PART TIME	\$ -	\$ 8,915	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 553,470	\$ 767,259	\$ 460,941	\$ 225,000	\$ 225,000
104	SALARIES-LONGEVITY	\$ 25,716	\$ 25,636	\$ 20,336	\$ 24,472	\$ 24,680
105	GROUP HEALTH INSURANCE	\$ 754,682	\$ 693,260	\$ 517,642	\$ 747,818	\$ 690,231
106	TMRS	\$ 674,475	\$ 728,133	\$ 614,680	\$ 682,332	\$ 735,945
107	FICA	\$ 356,943	\$ 394,498	\$ 331,464	\$ 370,990	\$ 388,617
108	SALARIES-PARAMEDIC	\$ 113,230	\$ 95,566	\$ 75,781	\$ 117,969	\$ 105,959
109	SALARIES-WELL PAY	\$ 14,615	\$ 14,024	\$ 19,219	\$ 34,688	\$ 36,413
110	DENTAL INSURANCE	\$ 21,064	\$ 19,832	\$ 20,685	\$ 28,416	\$ 33,214
112	SALARIES-OUT OF CLASS	\$ 25,677	\$ 25,480	\$ 30,152	\$ 13,000	\$ 13,000
113	SALARIES-CAR ALLOWANCE	\$ 1,020	\$ -	\$ -	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 429	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 39,534	\$ 38,904	\$ 32,205	\$ 43,635	\$ 41,592
118	CELL PHONE ALLOWANCE	\$ 530	\$ 457	\$ 40	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 4,820	\$ 4,760	\$ 4,423	\$ 6,963	\$ 7,038
125	SALARIES-FLSA OVERTIME	\$ 7,812	\$ -	\$ -	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 27,031	\$ 45,383	\$ 58,252	\$ 65,313	\$ 61,525
131	EAP EXPENSE	\$ 1,566	\$ 1,533	\$ 1,388	\$ 1,842	\$ 1,863
149	TLFFRA ANNUITY PAYMENT	\$ 1,225	\$ 900	\$ 450	\$ 1,226	\$ 1,116
Personnel Sub Total		\$ 6,768,536	\$ 7,271,934	\$ 6,077,707	\$ 6,933,409	\$ 7,195,558
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 3,835	\$ 3,987	\$ 2,721	\$ 2,800	\$ 3,500
202	UNIFORMS AND CLOTHING	\$ 70,328	\$ 80,188	\$ 90,060	\$ 98,999	\$ 87,991
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 78,898	\$ 64,074	\$ 56,048	\$ 57,248	\$ 40,778
205	JANITORIAL & CLEANING SUPPLIES	\$ 6,216	\$ 5,804	\$ 5,231	\$ 6,279	\$ 5,674
208	EDUCATION & REC SUPPLIES	\$ 2,406	\$ 559	\$ 518	\$ 2,825	\$ 2,825
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 580	\$ 356	\$ 287	\$ 288	\$ 250
211	OTHER OPERATIONAL SUPPLIES	\$ 3,245	\$ 2,344	\$ 2,645	\$ 3,084	\$ 3,090
214	POSTAGE/SHIPPING/DELIVERY	\$ 519	\$ 303	\$ 187	\$ 725	\$ 500
215	TRAINING SUPPLIES	\$ 846	\$ 400	\$ 147	\$ 784	\$ 650
216	MEDICAL SUPPLIES	\$ 84,738	\$ 83,749	\$ 84,083	\$ 92,941	\$ 85,331
218	FUEL & OIL	\$ 49,259	\$ 48,898	\$ 43,818	\$ 54,612	\$ 51,192
231	SOFTWARE	\$ 10,348	\$ 10,271	\$ 10,272	\$ 11,325	\$ 9,498
Supplies Sub Total		\$ 311,218	\$ 300,933	\$ 296,018	\$ 331,911	\$ 291,279
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
303	MAINT-EQUIP & MACHINERY	\$ 5,075	\$ -	\$ -	\$ 825	\$ -
313	MAINT-FURN & FIXTURES	\$ 16,246	\$ 1,131	\$ -	\$ 5,745	\$ 2,400
Maintenance Sub Total		\$ 21,321	\$ 1,131	\$ -	\$ 6,570	\$ 2,400
Services						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
407	SPECIAL SERVICES	\$ 4,903	\$ 8,565	\$ 4,790	\$ 6,675	\$ 6,675
408	ADVERTISING	\$ -	\$ -	\$ 790	\$ -	\$ -
409	TRAVEL & EDUCATION	\$ 32,885	\$ 37,778	\$ 12,499	\$ 41,700	\$ 46,076
414	DUES & SUBSCRIPTIONS	\$ 3,102	\$ 2,958	\$ 2,439	\$ 5,022	\$ 5,457
416	PROFESSIONAL SERVICES	\$ 34,286	\$ 24,419	\$ 68,298	\$ 43,858	\$ 106,172
418	MEDICAL EXPENSE	\$ 20	\$ -	\$ -	\$ 540	\$ 1,279
419	AWARDS	\$ -	\$ -	\$ 864	\$ 1,100	\$ 600
420	INTERNAL TRAINING	\$ 1,050	\$ -	\$ -	\$ -	\$ -
434	SPECIAL EVENTS	\$ 482	\$ 187	\$ 132	\$ 937	\$ 225
451	RADIO TIE-IN TO PARKLAND	\$ 21,766	\$ 21,909	\$ 23,441	\$ 23,442	\$ 23,628
453	EM S TRAINING	\$ 55,127	\$ 44,284	\$ 35,770	\$ 85,851	\$ 75,890
455	CERTIFICATION FEES	\$ 10,674	\$ 7,591	\$ 9,546	\$ 13,005	\$ 12,492
462	CELLULAR TELEPHONE & PAGERS	\$ 4,924	\$ 3,530	\$ 4,169	\$ 4,280	\$ 3,780
470	BAD DEBT EXPENSE	\$ 1,129	\$ 2,886	\$ -	\$ -	\$ -
476	ACCT ANALYSIS FEES-JPM	\$ 6,211	\$ 5,860	\$ 4,265	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 454	\$ 594	\$ 214	\$ -	\$ -
554	AMBULANCE BILLING SERVICE FEE	\$ 76,487	\$ 40,915	\$ 32,247	\$ 58,500	\$ 58,500
558	EMPLOYEE PHYSICAL ASSESSMENT	\$ 22,620	\$ 24,990	\$ -	\$ 20,100	\$ 20,100
559	CONTRACT/TEMPORARY LABOR	\$ 73,832	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 349,952	\$ 226,465	\$ 199,464	\$ 305,010	\$ 360,874
Capital						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
609	CAPITAL-MACHINERY & EQUIPMENT	\$ 10,036	\$ 15,208	\$ 5,189	\$ -	\$ -
Capital Total		\$ 10,036	\$ 15,208	\$ 5,189	\$ -	\$ -
Department Total						
Department Total		\$ 7,461,062	\$ 7,815,671	\$ 6,578,378	\$ 7,576,900	\$ 7,850,111

Non-Departmental



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

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

Non-Departmental

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1
Department 16
Program 0**

**GENERAL FUND
NON-DEPARTMENTAL
NON-DEPARTMENTAL EXPENSES**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	130 WORKERS COMPENSATION	\$ 2,684	\$ 2,684	\$ 1,307	\$ 4,334	\$ 4,334
	Personnel Sub Total	\$ 2,684	\$ 2,684	\$ 1,307	\$ 4,334	\$ 4,334
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	204 MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ 887	\$ 1,800	\$ -
	211 OTHER OPERATIONAL SUPPLIES	\$ 18,744	\$ -	\$ -	\$ -	\$ -
	Supplies Sub Total	\$ 18,744	\$ -	\$ 887	\$ 1,800	\$ -
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	401 TELEPHONE & COMMUNICATIONS	\$ 172,324	\$ 121,602	\$ 135,343	\$ 206,352	\$ 224,522
	402 RENTAL OF EQUIPMENT	\$ 22,331	\$ 26,297	\$ 17,290	\$ 23,463	\$ 24,164
	403 CASUALTY INSURANCE	\$ 362,834	\$ 370,607	\$ 368,530	\$ 395,860	\$ 406,300
	406 UNEMPLOYMENT INSURANCE	\$ 18,520	\$ 31,962	\$ 10,727	\$ 60,000	\$ 70,000
	414 DUES & SUBSCRIPTIONS	\$ 43,373	\$ 44,631	\$ 45,014	\$ 63,775	\$ 88,347
	416 OTHER/PROFESSIONAL SERVICES	\$ 24,027	\$ 47,158	\$ 38,791	\$ 31,289	\$ 38,791
	420 INTERNAL TRAINING	\$ 43,946	\$ 37,935	\$ 22,811	\$ 40,000	\$ 30,000
	421 PRINTING	\$ 29,400	\$ 31,151	\$ 18,699	\$ 13,263	\$ 35,900
	434 SPECIAL EVENTS	\$ 34,415	\$ 26,798	\$ 805	\$ -	\$ -
	462 CELLULAR TELEPHONE & PAGERS	\$ 1,546	\$ 1,804	\$ 280	\$ -	\$ -
	463 ADMIN FEES-FLEX SPENDING PLAN	\$ 1,759	\$ 1,480	\$ 1,098	\$ 2,000	\$ 2,000
	497 TUITION REIMBURSEMENT	\$ 7,513	\$ 4,115	\$ 3,819	\$ 7,000	\$ 7,000
	535 HEALTH DEPARTMENT	\$ -	\$ -	\$ 22,035	\$ 21,030	\$ 12,106
	536 HEALTH DEPT-FOOD PERMITS	\$ 46,605	\$ 12,106	\$ 4,035	\$ 1,010	\$ 22,766
	539 MISC. HEALTH BENEFIT	\$ 6,885	\$ 7,002	\$ 4,775	\$ 10,000	\$ 10,000
	562 INCENTIVES-PROPERTY TAX REBATE	\$ 1,337,577	\$ 1,389,510	\$ 993,481	\$ 3,527,169	\$ 2,492,251
	978 INCENT-PROPERTY TAX REBATE	\$ -	\$ -	\$ 6,264	\$ -	\$ -
	Services Sub Total	\$ 2,153,056	\$ 2,154,155	\$ 1,693,797	\$ 4,402,211	\$ 3,464,148
	Department Total	\$ 2,174,484	\$ 2,156,839	\$ 1,695,991	\$ 4,408,345	\$ 3,468,482

Planning



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Development Services	1	1	1
Senior Planner	1	1	1
Planner	1	1	1
Development Coordinator	1	1	0
Planning Technician	1	1	1
Permit Technicians	2	2	2
Administrative Secretary	0	0	1
Total	7	7	7

Department Narrative

The Planning Division is the primary coordinating element working to integrate political, economic, and physical conditions of 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 is also being 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.

Planning

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 248,490	\$ 400,737	\$ 282,671	\$ 435,235	\$ 427,529
103	SALARIES-OVERTIME	\$ 2,775	\$ 2,166	\$ 505	\$ 516	\$ -
104	SALARIES-LONGEVITY	\$ 210	\$ 508	\$ 576	\$ 820	\$ 896
105	GROUP HEALTH INSURANCE	\$ 53,608	\$ 52,971	\$ 37,454	\$ 53,482	\$ 65,254
106	TMRS	\$ 34,469	\$ 55,274	\$ 38,944	\$ 60,377	\$ 60,911
107	FICA	\$ 17,637	\$ 29,916	\$ 20,872	\$ 32,080	\$ 31,621
109	SALARIES-WELL PAY	\$ -	\$ 293	\$ 616	\$ 3,087	\$ 3,028
110	DENTAL INSURANCE	\$ 1,583	\$ 2,469	\$ 1,692	\$ 3,057	\$ 3,518
113	SALARIES-CAR ALLOWANCE	\$ -	\$ 4,028	\$ 2,000	\$ 4,800	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ 151	\$ -	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ 383	\$ 355	\$ 420	\$ 420
118	CELL PHONE ALLOWANCE	\$ -	\$ 333	\$ 160	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 288	\$ 444	\$ 295	\$ 714	\$ 714
130	WORKERS COMPENSATION	\$ 202	\$ 453	\$ 358	\$ 559	\$ 430
131	EAP EXPENSE	\$ 125	\$ 186	\$ 121	\$ 189	\$ 189
Personnel Sub Total		\$ 359,537	\$ 550,162	\$ 386,620	\$ 595,816	\$ 599,310
Account Object Description						
201	OFFICE SUPPLIES	\$ 2,771	\$ 6,065	\$ 3,270	\$ 3,000	\$ 2,000
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ -	\$ 80	\$ -	\$ 500	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 705	\$ 743	\$ 249	\$ 800	\$ 800
Supplies Sub Total		\$ 3,476	\$ 6,888	\$ 3,519	\$ 4,300	\$ 2,800
Account Object Description						
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ -	\$ -
Account Object Description						
408	ADVERTISING	\$ 3,209	\$ 3,033	\$ 1,687	\$ 3,700	\$ 2,500
409	TRAVEL & EDUCATION	\$ 2,278	\$ 7,981	\$ 450	\$ 3,344	\$ 4,633
414	DUES & SUBSCRIPTIONS	\$ 924	\$ 1,258	\$ 1,138	\$ 3,082	\$ 1,096
416	OTHER/PROFESSIONAL SERVICES	\$ 456	\$ 130,714	\$ 220,170	\$ 320,235	\$ 325,000
421	PRINTING	\$ -	\$ 42	\$ -	\$ 590	\$ 1,000
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ -	\$ -	\$ -	\$ 720
559	CONTRACT/TEMPORARY LABOR	\$ 3,376	\$ -	\$ 1,772	\$ 1,773	\$ -
Services Sub Total		\$ 10,243	\$ 143,028	\$ 225,218	\$ 332,724	\$ 334,949
Department Total		\$ 373,256	\$ 700,078	\$ 615,398	\$ 932,840	\$ 937,059

City Secretary



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
City Secretary	1	1	1
Deputy City Secretary	1	1	1
Records Supervisor	1	0	0
Administrative Secretary	1	1	1
Records Technician	1	0	0
PT Records Technician (.5)	1	0	0
Total	6	3	3

Department Narrative

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

City Secretary's Office

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 224,669	\$ 234,446	\$ 149,014	\$ 167,638	\$ 161,013
102	SALARIES-PART TIME	\$ 22,118	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 1,700	\$ 3,403	\$ 822	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 758	\$ 700	\$ 582	\$ 828	\$ 552
105	GROUP HEALTH INSURANCE	\$ 38,524	\$ 41,671	\$ 15,967	\$ 21,525	\$ 19,065
106	TMRS	\$ 32,283	\$ 33,385	\$ 21,021	\$ 23,862	\$ 23,557
107	FICA	\$ 19,382	\$ 18,476	\$ 11,590	\$ 13,450	\$ 12,919
109	SALARIES-WELL PAY	\$ 1,802	\$ 1,878	\$ -	\$ 1,217	\$ 1,171
110	DENTAL INSURANCE	\$ 1,654	\$ 1,725	\$ 706	\$ 1,314	\$ 1,008
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,828	\$ 4,000	\$ 4,800	\$ 4,800
114	SALARIES-ASSIGNMENT PAY	\$ 1,861	\$ 786	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ 600	\$ 533	\$ 840	\$ 840
120	GROUP LIFE INSURANCE	\$ 270	\$ 279	\$ 166	\$ 408	\$ 383
130	WORKERS COMPENSATION	\$ 206	\$ 271	\$ 199	\$ 227	\$ 171
131	EAP EXPENSE	\$ 167	\$ 130	\$ 70	\$ 108	\$ 101
Personnel Sub Total		\$ 350,193	\$ 342,578	\$ 204,670	\$ 236,717	\$ 226,080
Supplies						
Account Object	Description					
201	OFFICE SUPPLIES	\$ 2,508	\$ 5,784	\$ 1,351	\$ 2,000	\$ 2,000
202	UNIFORMS AND CLOTHING	\$ -	\$ 75	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ -	\$ 700	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 188	\$ 126	\$ 11	\$ 200	\$ 200
Supplies Sub Total		\$ 2,696	\$ 5,984	\$ 1,363	\$ 2,900	\$ 2,200
Maintenance						
Account Object	Description					
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ -	\$ -
Other						
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 525	\$ 420	\$ 380	\$ 480	\$ -
407	SPECIAL SERVICES	\$ 1,862	\$ (100)	\$ 2,682	\$ 4,500	\$ 4,500
408	ADVERTISING	\$ 1,787	\$ -	\$ -	\$ 500	\$ 500
409	TRAVEL & EDUCATION	\$ 3,560	\$ 5,939	\$ 5,194	\$ 7,433	\$ 6,753
414	DUES & SUBSCRIPTIONS	\$ 813	\$ 701	\$ 153	\$ 1,111	\$ 983
416	OTHER/PROFESSIONAL SERVICES	\$ 9,800	\$ 10,600	\$ 10,760	\$ 10,520	\$ 10,520
452	FILING FEES	\$ 1,564	\$ 513	\$ 928	\$ 825	\$ 825
462	CELLULAR TELEPHONE & PAGERS	\$ 540	\$ 515	\$ 502	\$ 720	\$ 720
559	CONTRACT/TEMPORARY LABOR	\$ 5,664	\$ 43,042	\$ -	\$ -	\$ -
Sub Total		\$ 26,114	\$ 61,630	\$ 20,600	\$ 26,089	\$ 24,801
Department Total		\$ 379,003	\$ 410,192	\$ 226,673	\$ 265,706	\$ 253,081

Finance



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Chief Accountant	1	1	1
Accountant	0.75	0.75	0.75
Account Payables Specialist	1	1	1
Total	4.75	4.75	4.75

Department Narrative

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

Finance

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 310,012	\$ 319,656	\$ 233,536	\$ 362,997	\$ 348,493
103	SALARIES-OVERTIME	\$ 1,357	\$ 341	\$ 721	\$ 600	\$ 600
104	SALARIES-LONGEVITY	\$ 762	\$ 1,016	\$ 580	\$ 1,097	\$ 653
105	GROUP HEALTH INSURANCE	\$ 36,095	\$ 36,897	\$ 24,084	\$ 44,288	\$ 35,862
106	TMRS	\$ 43,513	\$ 44,068	\$ 32,583	\$ 50,498	\$ 50,212
107	FICA	\$ 23,449	\$ 23,749	\$ 17,711	\$ 26,257	\$ 25,179
109	SALARIES-WELL PAY	\$ 1,347	\$ 1,387	\$ 994	\$ 2,579	\$ 2,497
110	DENTAL INSURANCE	\$ 1,553	\$ 1,529	\$ 1,152	\$ 2,072	\$ 2,384
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 3,400	\$ 3,600	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 341	\$ 357	\$ 225	\$ 587	\$ 562
130	WORKERS COMPENSATION	\$ 259	\$ 359	\$ 303	\$ 476	\$ 360
131	EAP EXPENSE	\$ 118	\$ 118	\$ 83	\$ 155	\$ 148
Personnel Sub Total		\$ 423,604	\$ 432,876	\$ 315,569	\$ 496,406	\$ 471,750
Supplies						
201	SUPPLIES	\$ 4,584	\$ 4,249	\$ 3,361	\$ 4,000	\$ 2,000
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ -	\$ 38	\$ -	\$ 150	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,061	\$ 1,597	\$ 2,195	\$ 2,000	\$ 3,300
231	SOFTWARE	\$ 2,148	\$ 4,493	\$ 1,238	\$ 3,325	\$ 3,630
Supplies Sub Total		\$ 8,793	\$ 10,376	\$ 6,794	\$ 9,475	\$ 8,930
Maintenance						
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ -	\$ -
Services						
402	RENTAL OF EQUIPMENT	\$ 3,705	\$ 4,041	\$ 4,041	\$ 5,000	\$ 5,000
409	TRAVEL & EDUCATION	\$ 8,004	\$ 8,035	\$ 1,138	\$ 8,900	\$ 4,500
414	DUES & SUBSCRIPTIONS	\$ 1,112	\$ 755	\$ 1,005	\$ 1,458	\$ 725
421	PRINTING	\$ (13)	\$ -	\$ -	\$ -	\$ -
437	CONTRACT AUDIT SERVICES	\$ 56,205	\$ 54,600	\$ 48,857	\$ 60,000	\$ 61,800
440	CONSULTANT AND ADVISORY FEES	\$ 4,000	\$ 15,439	\$ 7,861	\$ 10,878	\$ 13,438
442	COMPUTER PROFESSIONAL SERVICES	\$ 29,834	\$ 30,710	\$ 22,219	\$ 37,669	\$ 39,873
444	TAX APPRAISAL	\$ 78,214	\$ 85,608	\$ 88,459	\$ 88,459	\$ 102,695
462	CELLULAR TELEPHONE & PAGERS	\$ 1,035	\$ 680	\$ 222	\$ 720	\$ -
476	ACCT ANALYSIS FEES-JPM	\$ 21,617	\$ 12,329	\$ 18,554	\$ 24,000	\$ 24,000
537	DALLAS COUNTY TAX COLL SVCS	\$ 18,665	\$ 19,151	\$ 19,386	\$ 26,000	\$ 26,500
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ 3,332	\$ 52,426	\$ -	\$ -
Services Sub Total		\$ 222,378	\$ 234,680	\$ 264,169	\$ 263,084	\$ 278,531
Department Total		\$ 654,775	\$ 677,932	\$ 586,573	\$ 768,965	\$ 759,211

Emergency Management



Personnel Organization Chart



Emergency Management Director (Mayor)

City Manager

Emergency Communications &
Emergency Management
Superintendent

Personnel Summary

There is no personnel summary for this program.

Department Narrative

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

Emergency Management

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 20 EMERGENCY MANAGEMENT
Program 0**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ 200	\$ 205	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 51	\$ 189	\$ -	\$ 125	\$ 250
218	FUEL & OIL	\$ 160	\$ 1,396	\$ 240	\$ 500	\$ 500
Supplies Sub Total		\$ 211	\$ 1,585	\$ 440	\$ 830	\$ 750
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
314	MAINT-RADIO EQUIPMENT	\$ 5,645	\$ -	\$ -	\$ 1,500	\$ 1,500
341	MAINT-EARLY WARNING SIRENS	\$ 10,775	\$ 11,338	\$ 10,775	\$ 10,775	\$ 11,099
Maintenance Sub Total		\$ 16,420	\$ 11,338	\$ 10,775	\$ 12,275	\$ 12,599
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
409	TRAVEL & EDUCATION	\$ 873	\$ 1,712	\$ 288	\$ 350	\$ -
416	PROFESSIONAL SERVICES	\$ 54,859	\$ 45,358	\$ 56,026	\$ 56,987	\$ 58,823
Services Sub Total		\$ 55,731	\$ 47,070	\$ 56,314	\$ 57,337	\$ 58,823
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ 52,439	\$ 3,629	\$ 3,630	\$ -
628	CAPITAL-EMERGNCY MGMT EQUIP	\$ -	\$ -	\$ -	\$ 38,604	\$ -
Capital Sub Total		\$ -	\$ 52,439	\$ 3,629	\$ 42,234	\$ -
Department Total		\$ 72,362	\$ 112,432	\$ 71,158	\$ 112,676	\$ 72,172

Animal Services



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Lead Animal Services Officer	0	1	1
Animal Services Officer	2	1	1
Animal Shelter Attendant	0	1	1
PT On Call Animal Control	0.5	0.5	0.5
PT Animal Shelter Attendant (.5)	1	0.5	0.5
Total	3.5	4	4

Department Narrative

The Animal Services Division works closely with residents to obtain and encourage continued compliance with the city and state laws. The main focus is on domestic animals, but officers are also trained to assist customers with birds, coyotes and other species, with the employment of full-time and part-time Animal Services Officers (ASOs). Staff also organizes low cost veterinarian services and adoption events periodically that assist in controlling the growing population of stray animals in the city.

Animal Services

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 79,861	\$ 63,387	\$ 64,405	\$ 85,515	\$ 117,489
102	SALARIES-PART TIME	\$ 58,121	\$ 36,467	\$ 17,517	\$ 36,740	\$ 34,957
103	SALARIES-OVERTIME	\$ 3,569	\$ 7,383	\$ 1,549	\$ 2,400	\$ 2,400
104	SALARIES-LONGEVITY	\$ 296	\$ 128	\$ 40	\$ 116	\$ 216
105	GROUP HEALTH INSURANCE	\$ 19,081	\$ 14,507	\$ 13,860	\$ 19,387	\$ 22,548
106	TMRS	\$ 11,402	\$ 9,497	\$ 8,936	\$ 19,929	\$ 21,746
107	FICA	\$ 10,354	\$ 8,082	\$ 6,359	\$ 11,234	\$ 11,928
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 320	\$ 616	\$ 840
110	DENTAL INSURANCE	\$ 654	\$ 536	\$ 772	\$ 876	\$ 1,502
118	CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 94	\$ 74	\$ 87	\$ 510	\$ 510
130	WORKERS COMPENSATION	\$ 413	\$ 331	\$ -	\$ 2,558	\$ 2,327
131	EAP EXPENSE	\$ 133	\$ 81	\$ 96	\$ 137	\$ 136
Personnel Sub Total		\$ 184,499	\$ 140,592	\$ 113,941	\$ 180,018	\$ 216,599
Account Object	Description					
201	OFFICE SUPPLIES	\$ 887	\$ 544	\$ 460	\$ 600	\$ 1,000
202	UNIFORMS AND CLOTHING	\$ 774	\$ 443	\$ 356	\$ 356	\$ 957
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,917	\$ 1,649	\$ 3,891	\$ 5,255	\$ 2,722
205	JANITORIAL & CLEANING SUPPLIES	\$ 1,049	\$ 537	\$ 315	\$ 946	\$ 1,011
206	CHEMICALS	\$ -	\$ 66	\$ -	\$ 600	\$ 958
214	POSTAGE/SHIPPING/DELIVERY	\$ 185	\$ 177	\$ 129	\$ 300	\$ 300
216	MEDICAL SUPPLIES	\$ 69	\$ 99	\$ 359	\$ 359	\$ -
218	FUEL & OIL	\$ 2,150	\$ 1,306	\$ 1,096	\$ 2,124	\$ 1,896
223	ANIMAL FOOD	\$ -	\$ 1,133	\$ 559	\$ 3,000	\$ 3,000
224	ANIMAL CARE SUPPLIES	\$ 3,362	\$ 2,173	\$ 1,435	\$ 2,500	\$ 2,500
231	SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 11,392	\$ 8,126	\$ 8,601	\$ 16,040	\$ 14,344
Account Object	Description					
409	TRAVEL & EDUCATION	\$ 350	\$ 765	\$ 331	\$ 872	\$ 1,430
414	DUES & SUBSCRIPTIONS	\$ 4,058	\$ 2,524	\$ 2,989	\$ 2,616	\$ 8,081
416	OTHER/PROFESSIONAL SERVICES	\$ 330	\$ 268	\$ 145	\$ 800	\$ -
418	MEDICAL EXPENSE	\$ 4,762	\$ 5,186	\$ 5,261	\$ 6,010	\$ 6,058
421	PRINTING	\$ -	\$ 21	\$ 21	\$ 900	\$ 300
435	LABORATORY CHARGES	\$ -	\$ 20	\$ -	\$ 500	\$ 500
455	CERTIFICATION FEES	\$ -	\$ -	\$ -	\$ 130	\$ 200
462	CELLULAR TELEPHONE & PAGERS	\$ 849	\$ 595	\$ 1,322	\$ 1,260	\$ 1,860
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ -	\$ 22,529	\$ 21,444	\$ -
Services Sub Total		\$ 10,348	\$ 9,379	\$ 32,598	\$ 34,532	\$ 18,429
Department Total		\$ 206,239	\$ 158,098	\$ 155,139	\$ 230,590	\$ 249,372

Purchasing



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Purchasing Agent	1	1	1
Total	1	1	1

Department Narrative

The Purchasing Division is responsible for handling all purchasing related activities including formal and informal bids, quotes, and requests for proposals and qualifications. Additionally, responsible for maintaining contract records and their expiration date.

Purchasing

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 1
Department 29
Program 0

GENERAL FUND
PURCHASING
PURCHASING

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 63,175	\$ 65,430	\$ 56,703	\$ 67,026	\$ 68,368
104	SALARIES-LONGEVITY	\$ 150	\$ 249	\$ 200	\$ 244	\$ 292
105	GROUP HEALTH INSURANCE	\$ 11,974	\$ 11,070	\$ 9,967	\$ 11,003	\$ 11,890
106	TMRS	\$ 8,734	\$ 8,929	\$ 7,722	\$ 9,194	\$ 9,644
107	FICA	\$ 4,882	\$ 5,032	\$ 4,103	\$ 5,182	\$ 5,290
109	SALARIES-WELL PAY	\$ 486	\$ -	\$ -	\$ 469	\$ 479
110	DENTAL INSURANCE	\$ 365	\$ 369	\$ 329	\$ 438	\$ 504
120	GROUP LIFE INSURANCE	\$ 77	\$ 80	\$ 68	\$ 102	\$ 102
130	WORKERS COMPENSATION	\$ 52	\$ 73	\$ 74	\$ 85	\$ 68
131	EAP EXPENSE	\$ 27	\$ 27	\$ 23	\$ 27	\$ 27
Personnel Sub Total		\$ 89,921	\$ 91,259	\$ 79,189	\$ 93,770	\$ 96,664
Account Object	Description					
201	OFFICE SUPPLIES	\$ 610	\$ 363	\$ 1,351	\$ 860	\$ 560
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 30	\$ -	\$ 30	\$ 25
214	POSTAGE/SHIPPING/DELIVERY	\$ 13	\$ -	\$ -	\$ 100	\$ 50
215	TRAINING SUPPLIES	\$ 21	\$ -	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 644	\$ 393	\$ 1,351	\$ 990	\$ 635
Account Object	Description					
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ -	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 480	\$ 434	\$ 40	\$ -	\$ -
407	SPECIAL SERVICES	\$ -	\$ -	\$ 405	\$ 405	\$ 405
408	ADVERTISING	\$ 1,089	\$ 1,888	\$ 323	\$ 1,200	\$ 1,112
409	TRAVEL & EDUCATION	\$ 1,963	\$ 2,689	\$ 200	\$ 647	\$ 1,042
414	DUES & SUBSCRIPTIONS	\$ 575	\$ 370	\$ 175	\$ 319	\$ 319
434	SPECIAL EVENTS	\$ 205	\$ 179	\$ -	\$ 270	\$ 270
442	COMPUTER PROFESSIONAL SERVICES	\$ 15,218	\$ 15,000	\$ 15,000	\$ 25,576	\$ 25,576
462	CELLULAR TELEPHONE & PAGERS	\$ 585	\$ 180	\$ -	\$ -	\$ -
Services Sub Total		\$ 20,114	\$ 20,739	\$ 16,142	\$ 28,417	\$ 28,724
Department Total		\$ 110,680	\$ 112,391	\$ 96,723	\$ 123,177	\$ 126,023

Human Resources



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Human Resources	1	1	1
Assistant Director of Human Resources	0	1	1
Benefits & Risk Manager	1	0	0
Human Resources Generalist	1	1	1
Administrative Secretary	1	1	1
Total	4	4	4

Department Narrative

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

Human Resources

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 250,568	\$ 272,326	\$ 253,587	\$ 304,689	\$ 310,783
102	SALARIES-PART TIME	\$ 7,578	\$ (202)	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 379	\$ 245	\$ 116	\$ 200	\$ -
104	SALARIES-LONGEVITY	\$ 1,282	\$ 925	\$ 758	\$ 948	\$ 1,140
105	GROUP HEALTH INSURANCE	\$ 43,407	\$ 37,215	\$ 29,109	\$ 37,964	\$ 36,551
106	TMRS	\$ 35,096	\$ 37,454	\$ 35,281	\$ 42,486	\$ 44,546
107	FICA	\$ 19,091	\$ 20,403	\$ 18,859	\$ 21,580	\$ 21,905
109	SALARIES-WELL PAY	\$ -	\$ -	\$ 1,174	\$ 1,470	\$ 2,212
110	DENTAL INSURANCE	\$ 1,385	\$ 1,394	\$ 1,282	\$ 1,743	\$ 2,006
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,828	\$ 4,000	\$ 4,800	\$ 4,800
115	CERTIFICATION PAY	\$ -	\$ 277	\$ 323	\$ 420	\$ 420
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 80	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 275	\$ 283	\$ 277	\$ 408	\$ 408
130	WORKERS COMPENSATION	\$ 214	\$ 302	\$ 338	\$ 394	\$ 314
131	EAP EXPENSE	\$ 109	\$ 106	\$ 88	\$ 108	\$ 108
Personnel Sub Total		\$ 364,185	\$ 375,554	\$ 345,271	\$ 417,210	\$ 425,193
Account Object Description						
201	OFFICE SUPPLIES	\$ 3,521	\$ 5,067	\$ 2,066	\$ 3,500	\$ 3,500
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ 1,165	\$ 1,272	\$ 184	\$ 1,100	\$ 900
214	POSTAGE/SHIPPING/DELIVERY	\$ 1,471	\$ 1,074	\$ 1,301	\$ 1,301	\$ 750
Supplies Sub Total		\$ 6,158	\$ 7,413	\$ 3,550	\$ 5,901	\$ 5,150
Account Object Description						
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ 41	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ 41	\$ -
Account Object Description						
408	ADVERTISING	\$ 2,125	\$ 2,081	\$ (114)	\$ 500	\$ 1,500
409	TRAVEL & EDUCATION	\$ 7,542	\$ 6,172	\$ 3,532	\$ 4,000	\$ 6,500
414	DUES & SUBSCRIPTIONS	\$ 2,080	\$ 2,017	\$ 983	\$ 1,200	\$ 3,035
416	OTHER/PROFESSIONAL SERVICES	\$ 28,526	\$ 24,701	\$ 14,660	\$ 20,400	\$ 25,000
418	MEDICAL EXPENSE	\$ -	\$ 1,999	\$ -	\$ 1,500	\$ 1,500
419	AWARDS	\$ 697	\$ 874	\$ 790	\$ 1,000	\$ 1,000
420	INTERNAL TRAINING	\$ 8,195	\$ 9,689	\$ 8,600	\$ 8,600	\$ 8,000
421	PRINTING	\$ -	\$ 927	\$ 150	\$ 1,000	\$ 1,000
440	CONSULTANT AND ADVISORY FEES	\$ 22,582	\$ 14,240	\$ 30,150	\$ 35,000	\$ 35,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 124,935	\$ 122,882	\$ 99,806	\$ 117,408	\$ 118,500
462	CELLULAR TELEPHONE & PAGERS	\$ 585	\$ 510	\$ 502	\$ 720	\$ 720
Services Sub Total		\$ 197,267	\$ 186,091	\$ 159,060	\$ 191,328	\$ 201,755
Department Total		\$ 567,610	\$ 569,058	\$ 507,922	\$ 614,480	\$ 632,098

Civil Service



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

Civil Service was established in the City of Lancaster in May 1995. The State and Local Government Code Chapter 143 provides Civil Service Rules and Regulations for the Lancaster Police Officers and Fire Fighters. The Civil Service Commission 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 provides procedures for Police and Fire Fighter Civil Service entrance exams for employment and promotional exams for promotional purposes within each department.

Civil Service

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 1 GENERAL FUND
Department 32 CIVIL SERVICE
Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,570	\$ -	\$ -	\$ -	\$ -
210	FOOD-BEV-MEETINGS/FUNCTIONS	\$ -	\$ -	\$ 49	\$ 400	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 55	\$ -	\$ -	\$ 200	\$ 50
Sub Total		\$ 2,625	\$ -	\$ 49	\$ 600	\$ 50
Account Object Description						
408	ADVERTISING	\$ 429	\$ -	\$ -	\$ 500	\$ 250
409	TRAVEL & EDUCATION	\$ 557	\$ 999	\$ -	\$ 250	\$ 700
414	DUES & SUBSCRIPTIONS	\$ 198	\$ 99	\$ 90	\$ 150	\$ 150
440	CONSULTANT AND ADVISORY FEES	\$ 2,436	\$ 8,575	\$ 6,050	\$ 6,050	\$ 6,000
Sub Total		\$ 3,619	\$ 9,673	\$ 6,140	\$ 6,950	\$ 7,100
Department Total		\$ 6,244	\$ 9,673	\$ 6,189	\$ 7,550	\$ 7,150

Emergency Communications



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Emergency Communications & Emergency Management Superintendent	1	1	1
Dispatch Manager	1	1	1
Lead 911 Dispatcher	4	4	4
911 Dispatcher	8	8	8
PT Dispatcher (.50)	1	1	1
Total	15	15	15

Department Narrative

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

Emergency Communications

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund
Department
Program**

**1
34
0**

**GENERAL FUND
EMERGENCY COMMUNICATIONS
EMERGENCY COMMUNICATIONS**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 438,267	\$ 458,544	\$ 406,285	\$ 672,484	\$ 624,021
102	SALARIES-PART TIME	\$ -	\$ 7,811	\$ 7,285	\$ 38,370	\$ 37,762
103	SALARIES-OVERTIME	\$ 173,168	\$ 150,176	\$ 89,354	\$ 25,000	\$ 25,000
104	SALARIES-LONGEVITY	\$ 1,388	\$ 1,468	\$ 1,524	\$ 1,872	\$ 2,212
105	GROUP HEALTH INSURANCE	\$ 77,393	\$ 95,202	\$ 71,896	\$ 125,393	\$ 120,918
106	TMRS	\$ 85,952	\$ 83,810	\$ 67,932	\$ 95,647	\$ 91,543
107	FICA	\$ 46,174	\$ 45,636	\$ 37,174	\$ 56,846	\$ 53,095
109	SALARIES-WELL PAY	\$ 3,903	\$ 4,147	\$ 3,130	\$ 4,889	\$ 4,545
110	DENTAL INSURANCE	\$ 3,759	\$ 3,618	\$ 3,483	\$ 6,087	\$ 7,016
112	SALARIES-OUT OF CLASS	\$ -	\$ -	\$ -	\$ -	\$ -
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
114	SALARIES-ASSIGNMENT PAY	\$ 12,392	\$ 8,922	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ -	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 232	\$ -	\$ -	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 499	\$ 517	\$ 483	\$ 1,530	\$ 1,479
130	WORKERS COMPENSATION	\$ 501	\$ 695	\$ 644	\$ 1,214	\$ 925
131	EAP EXPENSE	\$ 266	\$ 279	\$ 229	\$ 446	\$ 420
Salaries Sub Total		\$ 843,895	\$ 860,825	\$ 689,420	\$ 1,030,258	\$ 969,416
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 1,828	\$ 2,897	\$ 3,223	\$ 3,500	\$ 3,000
202	UNIFORMS AND CLOTHING	\$ 758	\$ 1,270	\$ 252	\$ 1,500	\$ 840
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,293	\$ 2,600	\$ 1,248	\$ 3,318	\$ 3,498
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 135	\$ 232	\$ 267	\$ 300	\$ 250
Supplies Sub Total		\$ 5,014	\$ 6,998	\$ 4,990	\$ 8,618	\$ 7,588
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 2,200
318	MAINT-OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ -	\$ -	\$ 2,200
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
409	TRAVEL & EDUCATION	\$ 1,050	\$ 8,295	\$ 1,189	\$ 4,000	\$ 5,500
414	DUES & SUBSCRIPTIONS	\$ 105	\$ 1,108	\$ 877	\$ 1,345	\$ 1,400
416	OTHER/PROFESSIONAL SERVICES	\$ 2,239	\$ 2,420	\$ 3,345	\$ 2,359	\$ 2,359
462	CELLULAR TELEPHONE & PAGERS	\$ 27,099	\$ 27,694	\$ 26,646	\$ 27,220	\$ 25,320
Services Sub Total		\$ 30,492	\$ 39,517	\$ 32,057	\$ 34,924	\$ 34,579
Department Total		\$ 879,401	\$ 907,341	\$ 726,466	\$ 1,073,800	\$ 1,013,783

Code Compliance



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Senior Code Officer	1	1	1
Environmental Code Compliance Officer	0	1	1
Code Compliance Officer	4	5	5
Maintenance Worker II	1	1	1
Total	6	8	8

Department Narrative

The Code Compliance division seeks to achieve compliance with the property maintenance codes contained within the adopted International Property Maintenance Code (IPMC) and the Lancaster Code of Ordinances. 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.

Code Compliance

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund
Department
Program**

**1
35
0**

**GENERAL FUND
CODE ENFORCEMENT
NEIGHBORHOOD SERVICES**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 224,522	\$ 229,749	\$ 246,636	\$ 333,656	\$ 341,566
102	SALARIES-PART TIME	\$ 6,893	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 1,388	\$ 3,150	\$ 2,180	\$ 2,169	\$ 400
104	SALARIES-LONGEVITY	\$ 180	\$ 321	\$ 476	\$ 572	\$ 788
105	GROUP HEALTH INSURANCE	\$ 33,471	\$ 42,533	\$ 46,103	\$ 56,205	\$ 69,032
106	TMRS	\$ 30,871	\$ 31,661	\$ 33,979	\$ 45,735	\$ 48,203
107	FICA	\$ 17,495	\$ 17,566	\$ 18,515	\$ 25,778	\$ 26,435
109	SALARIES-WELL PAY	\$ 452	\$ 310	\$ 507	\$ 2,339	\$ 2,398
110	DENTAL INSURANCE	\$ 1,872	\$ 1,964	\$ 2,202	\$ 3,459	\$ 3,982
115	CERTIFICATION PAY	\$ -	\$ 164	\$ 355	\$ -	\$ 420
120	GROUP LIFE INSURANCE	\$ 255	\$ 270	\$ 281	\$ 918	\$ 918
130	WORKERS COMPENSATION	\$ 503	\$ 580	\$ 719	\$ 5,486	\$ 4,701
131	EAP EXPENSE	\$ 157	\$ 151	\$ 156	\$ 243	\$ 243
Personnel Sub Total		\$ 318,059	\$ 328,419	\$ 352,109	\$ 476,560	\$ 499,086
Account Object	Description					
201	OFFICE SUPPLIES	\$ 1,292	\$ 1,147	\$ 763	\$ 1,000	\$ 1,000
202	UNIFORMS AND CLOTHING	\$ 2,610	\$ 2,401	\$ 2,085	\$ 2,085	\$ 2,047
203	MOTOR VEHICLE SUPPLIES	\$ -	\$ 187	\$ -	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 2,659	\$ 840	\$ 1,365	\$ 2,044	\$ 1,992
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 163	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 1,563	\$ 2,811	\$ 3,174	\$ 2,450	\$ 1,500
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	\$ 192	\$ -
218	FUEL & OIL	\$ 6,106	\$ 4,506	\$ 3,698	\$ 7,584	\$ 4,728
Supplies Sub Total		\$ 14,230	\$ 12,056	\$ 11,086	\$ 15,355	\$ 11,267
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 413	\$ 1,588	\$ 1,397	\$ 2,400	\$ 2,400
408	ADVERTISING	\$ -	\$ -	\$ -	\$ 345	\$ -
409	TRAVEL & EDUCATION	\$ 2,061	\$ 1,260	\$ 1,345	\$ 1,348	\$ 1,846
414	DUES & SUBSCRIPTIONS	\$ 6,237	\$ 4,154	\$ 5,027	\$ 5,027	\$ 6,553
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 7,000	\$ -	\$ -	\$ -
418	MEDICAL EXPENSE	\$ 1,330	\$ -	\$ -	\$ -	\$ -
421	PRINTING	\$ -	\$ 150	\$ 537	\$ 2,480	\$ 1,020
423	CONTRACT MOWING	\$ 26,984	\$ 54,154	\$ 37,971	\$ 34,048	\$ 64,643
434	SPECIAL EVENTS	\$ -	\$ 46	\$ -	\$ -	\$ -
452	FILING FEES	\$ 21,710	\$ 6,875	\$ 2,072	\$ 6,450	\$ 6,000
455	CERTIFICATION FEES	\$ 100	\$ -	\$ 61	\$ 250	\$ 1,100
462	CELLULAR TELEPHONE & PAGERS	\$ 3,581	\$ 2,293	\$ 2,002	\$ 2,895	\$ 2,400
Services Sub Total		\$ 62,416	\$ 77,519	\$ 50,413	\$ 55,243	\$ 85,962
Department Total		\$ 394,705	\$ 417,995	\$ 413,608	\$ 547,158	\$ 596,315

Information Technology



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
IT Manager	0.75	0.75	0.75
GIS Coordinator	0.5	0.25	0.25
Computer Systems Administrator	2	2	2
IT Technician	0	1	1
PT Hourly IT (.50)	0.5	0	0
Total	3.75	4	4

Department Narrative

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

Information Technology

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 228,556	\$ 236,611	\$ 209,695	\$ 220,838	\$ 265,310
102	SALARIES-PART TIME	\$ 15,453	\$ 10,948	\$ 5,099	\$ 18,251	\$ -
103	SALARIES-OVERTIME	\$ 1,116	\$ 1,828	\$ 1,866	\$ 1,800	\$ 1,800
104	SALARIES-LONGEVITY	\$ 1,642	\$ 1,895	\$ 2,134	\$ 1,450	\$ 2,054
105	GROUP HEALTH INSURANCE	\$ 31,322	\$ 38,897	\$ 28,008	\$ 35,487	\$ 38,972
106	TMRS	\$ 31,931	\$ 32,847	\$ 29,229	\$ 33,168	\$ 37,874
107	FICA	\$ 18,447	\$ 18,265	\$ 16,024	\$ 18,671	\$ 20,658
109	SALARIES-WELL PAY	\$ 1,018	\$ 1,048	\$ 1,080	\$ 1,563	\$ 1,874
110	DENTAL INSURANCE	\$ 1,189	\$ 1,188	\$ 1,234	\$ 1,315	\$ 2,016
118	CELL PHONE ALLOWANCE	\$ 1,040	\$ 563	\$ 580	\$ 480	\$ 480
120	GROUP LIFE INSURANCE	\$ 277	\$ 286	\$ 239	\$ 460	\$ 511
130	WORKERS COMPENSATION	\$ 202	\$ 281	\$ 287	\$ 327	\$ 283
131	EAP EXPENSE	\$ 115	\$ 106	\$ 91	\$ 122	\$ 135
Personnel Sub Total		\$ 332,307	\$ 344,764	\$ 295,565	\$ 333,932	\$ 371,967
Account Object	Description					
201	OFFICE SUPPLIES	\$ 159	\$ 277	\$ 154	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 788	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 3,649	\$ 3,485	\$ 2,289	\$ 3,250	\$ 4,250
231	SOFTWARE	\$ 36,631	\$ 42,132	\$ 40,098	\$ 40,100	\$ 49,800
240	CIRCUIT CONNECTIVITY	\$ 33,386	\$ 24,261	\$ 21,548	\$ 45,900	\$ 40,480
241	IT HARDWARE-NON COMPUTER	\$ 3,512	\$ 4,132	\$ 3,564	\$ 4,400	\$ 11,700
242	COMPUTERS/SERVERS	\$ 20,764	\$ 24,228	\$ 21,000	\$ 21,000	\$ 31,700
243	NETWORK EQUIPMENT	\$ -	\$ 6,800	\$ 11,299	\$ 11,300	\$ 4,745
Supplies Sub Total		\$ 98,100	\$ 106,104	\$ 99,952	\$ 125,950	\$ 142,675
Account Object	Description					
370	MAINT-SOFTWARE	\$ 25,495	\$ 26,359	\$ 57,759	\$ 57,800	\$ 35,800
371	MAINT-HARDWARE	\$ 5,035	\$ 20,184	\$ 50,241	\$ 50,600	\$ 38,100
372	MAINT-NETWORK EQUIPMENT	\$ 3,264	\$ 12,301	\$ 5,600	\$ 5,600	\$ 16,500
Maintenance Sub Total		\$ 33,794	\$ 58,844	\$ 113,600	\$ 114,000	\$ 90,400
Account Object	Description					
409	TRAVEL & EDUCATION	\$ 3,474	\$ 7,233	\$ 187	\$ 10,400	\$ 11,000
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 175	\$ 460	\$ 400
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ 93	\$ -	\$ -
442	COMPUTER PROFESSIONAL SERVICES	\$ 13,805	\$ 13,863	\$ 13,800	\$ 13,800	\$ 20,600
462	CELLULAR TELEPHONE & PAGERS	\$ 540	\$ 530	\$ 512	\$ 1,140	\$ 720
Services Sub Total		\$ 17,819	\$ 21,625	\$ 14,767	\$ 25,800	\$ 32,720
Account Object	Description					
618	CAPITAL-COMPUTER EQUIPMENT	\$ 33,022	\$ 21,907	\$ 11,109	\$ 39,000	\$ 23,000
Capital Sub Total		\$ 33,022	\$ 21,907	\$ 11,109	\$ 39,000	\$ 23,000
Department Total		\$ 515,042	\$ 553,244	\$ 534,993	\$ 638,682	\$ 660,762

Fire Marshal



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Fire Marshal	1	1	1
Administrative Secretary	1	1	1
Total	2	2	2

Department Narrative

The Fire Marshal is an essential element in our Community Risk Reduction efforts. Some of the Fire Marshal's key functions include: managing fire prevention and education programs including safety inspections and school and community fire prevention education; approving building plans and ensuring that buildings meet the fire code; participates in certificate of occupancy process; investigates fire causes, determines if arson and files charges in such cases; works with outside agencies to collaborate and ensure best practices in fire codes and investigation practices.

Fire Marshal

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 120,890	\$ 179,474	\$ 116,051	\$ 137,180	\$ 139,924
103	SALARIES-OVERTIME	\$ 4,835	\$ 306	\$ 111	\$ 10,000	\$ 10,000
104	SALARIES-LONGEVITY	\$ 428	\$ 510	\$ 70	\$ 84	\$ 184
105	GROUP HEALTH INSURANCE	\$ 19,486	\$ 15,479	\$ 9,032	\$ 22,690	\$ 11,566
106	TMRS	\$ 17,874	\$ 25,037	\$ 15,863	\$ 20,649	\$ 21,144
107	FICA	\$ 9,663	\$ 13,904	\$ 8,760	\$ 11,145	\$ 11,188
109	SALARIES-WELL PAY	\$ 665	\$ 1,122	\$ 301	\$ 1,057	\$ 1,052
110	DENTAL INSURANCE	\$ 723	\$ 479	\$ 657	\$ 876	\$ 1,008
114	SALARIES-ASSIGNMENT PAY	\$ 2,080	\$ 1,680	\$ -	\$ 2,080	\$ -
115	CERTIFICATION PAY	\$ 1,203	\$ 1,356	\$ 355	\$ 1,260	\$ 420
118	CELL PHONE ALLOWANCE	\$ 520	\$ 400	\$ -	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 144	\$ 75	\$ 139	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 580	\$ 281	\$ 285	\$ 1,515	\$ 1,335
131	EAP EXPENSE	\$ 53	\$ 37	\$ 45	\$ 81	\$ 81
Personnel Sub Total		\$ 179,145	\$ 240,141	\$ 151,668	\$ 209,403	\$ 198,208
Account Object	Description					
201	OFFICE SUPPLIES	\$ 411	\$ 64	\$ 80	\$ 700	\$ 446
202	UNIFORMS AND CLOTHING	\$ -	\$ 787	\$ 543	\$ 1,000	\$ 988
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 700	\$ 571	\$ 1,479	\$ 1,600	\$ 1,840
208	EDUCATION & REC SUPPLIES	\$ 791	\$ 1,771	\$ 109	\$ 1,500	\$ 987
214	POSTAGE/SHIPPING/DELIVERY	\$ 29	\$ 78	\$ 50	\$ 300	\$ 112
215	TRAINING SUPPLIES	\$ 117	\$ 1,372	\$ -	\$ 500	\$ -
218	FUEL & OIL	\$ 2,860	\$ 1,618	\$ 2,185	\$ 2,800	\$ 2,960
231	SOFTWARE	\$ 300	\$ -	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 5,209	\$ 6,262	\$ 4,446	\$ 8,400	\$ 7,333
Account Object	Description					
302	MAINT-MOTOR VEHICLES	\$ -	\$ -	\$ 14	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 14	\$ -	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ -	\$ -	\$ -	\$ 960	\$ -
409	TRAVEL & EDUCATION	\$ 3,175	\$ 1,454	\$ 1,330	\$ 8,050	\$ 6,145
414	DUES & SUBSCRIPTIONS	\$ 486	\$ 290	\$ 77	\$ 950	\$ 812
416	OTHER/PROFESSIONAL SERVICES	\$ 725	\$ 3,102	\$ -	\$ 1,000	\$ 1,116
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ 143	\$ -	\$ 720	\$ 720
Services Sub Total		\$ 4,386	\$ 4,989	\$ 1,407	\$ 11,680	\$ 8,793
Department Total		\$ 188,740	\$ 251,392	\$ 157,535	\$ 229,483	\$ 214,334

City Marshal



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
City Marshal	1	1	1
Warrant Officer	1	1	1
PT Deputy City Marshal (.5)	0.5	0.5	0.5
Total	2.5	2.5	2.5

Department Narrative

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

City Marshal

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 1
Department 39
Program 0

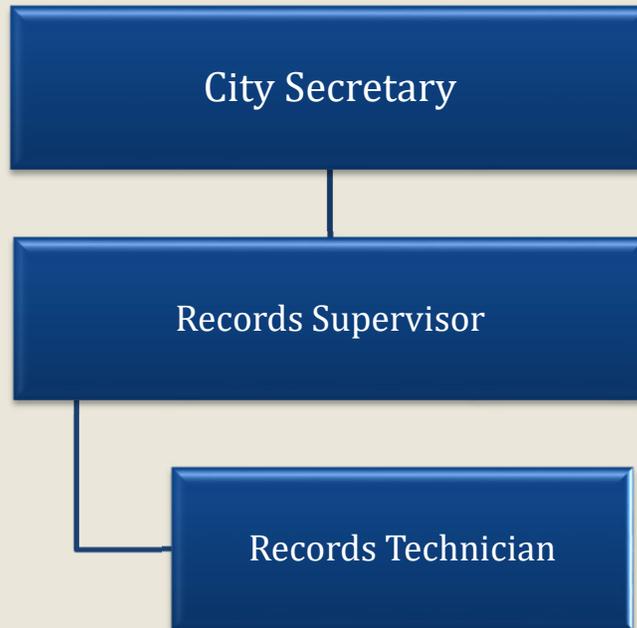
GENERAL FUND
CITY MARSHAL
CITY MARSHAL

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 105,747	\$ 109,479	\$ 94,464	\$ 112,195	\$ 114,437
102	SALARIES-PART TIME	\$ 16,759	\$ 19,352	\$ 9,536	\$ 23,026	\$ 23,487
103	SALARIES-OVERTIME	\$ 619	\$ 432	\$ 1,180	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 332	\$ 533	\$ 430	\$ 520	\$ 616
105	GROUP HEALTH INSURANCE	\$ 15,097	\$ 14,410	\$ 11,823	\$ 14,704	\$ 15,042
106	TMRS	\$ 14,861	\$ 15,196	\$ 13,327	\$ 18,762	\$ 19,675
107	FICA	\$ 9,449	\$ 10,013	\$ 8,170	\$ 10,574	\$ 10,790
109	SALARIES-WELL PAY	\$ 971	\$ 769	\$ 1,295	\$ 796	\$ 812
110	DENTAL INSURANCE	\$ 731	\$ 720	\$ 657	\$ 876	\$ 1,008
118	CELL PHONE ALLOWANCE	\$ 1,400	\$ 1,568	\$ 1,180	\$ 1,440	\$ 1,440
120	GROUP LIFE INSURANCE	\$ 129	\$ 132	\$ 113	\$ 357	\$ 357
130	WORKERS COMPENSATION	\$ 912	\$ 1,764	\$ 1,319	\$ 1,683	\$ 1,473
131	EAP EXPENSE	\$ 80	\$ 82	\$ 63	\$ 95	\$ 95
Personnel Sub Total		\$ 167,085	\$ 174,451	\$ 143,557	\$ 185,528	\$ 189,732
Account Object	Description					
201	SUPPLIES	\$ 747	\$ 1,415	\$ 575	\$ 950	\$ 500
202	UNIFORMS AND CLOTHING	\$ 405	\$ 512	\$ 561	\$ 681	\$ 567
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 382	\$ 262	\$ 818	\$ 450	\$ 300
214	POSTAGE/SHIPPING/DELIVERY	\$ 268	\$ -	\$ -	\$ 50	\$ 50
218	FUEL & OIL	\$ 6,227	\$ 4,542	\$ 2,338	\$ 7,000	\$ 3,196
Supplies Sub Total		\$ 8,030	\$ 6,731	\$ 4,293	\$ 9,131	\$ 4,613
Account Object	Description					
409	TRAVEL & EDUCATION	\$ 1,729	\$ 1,269	\$ -	\$ 2,100	\$ 2,100
414	DUES & SUBSCRIPTIONS	\$ 452	\$ 527	\$ 450	\$ 725	\$ 725
416	OTHER/PROFESSIONAL SERVICES	\$ -	\$ 68	\$ 64	\$ 2,500	\$ -
421	PRINTING	\$ 98	\$ 90	\$ 99	\$ 325	\$ 100
462	CELLULAR TELEPHONE & PAGERS	\$ 312	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 2,591	\$ 1,953	\$ 613	\$ 5,650	\$ 2,925
Department Total		\$ 177,707	\$ 183,135	\$ 148,463	\$ 200,309	\$ 197,270

Records



Personnel Organization Chart



Personnel Summary

Position	'Adopted '18-19	Adopted '19-20	Proposed '20-21
Records Supervisor	0	1	1
Records Technician	0	2	2
Total	0	3	3

Department Narrative

Under the direction of the City Secretary, the Records Division is responsible for oversight of processing requests for records processed in accordance with the Texas Public Information Act.

Records

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 40 RECORDS
Program 0 RECORDS**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ -	\$ 170	\$ 74,539	\$ 116,733	\$ 119,065
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 220	\$ -	\$ -
104	SALARIES-LONGEVITY	\$ -	\$ -	\$ 78	\$ 204	\$ 348
105	GROUP HEALTH INSURANCE	\$ -	\$ 82	\$ 15,684	\$ 26,626	\$ 27,237
106	TMRS	\$ -	\$ 23	\$ 10,026	\$ 15,983	\$ 16,773
107	FICA	\$ -	\$ 13	\$ 5,496	\$ 9,009	\$ 9,200
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 818	\$ 834
110	DENTAL INSURANCE	\$ -	\$ 5	\$ 756	\$ 1,305	\$ 1,502
120	GROUP LIFE INSURANCE	\$ -	\$ -	\$ 86	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ -	\$ 0	\$ 96	\$ 149	\$ 119
131	EAP EXPENSE	\$ -	\$ 0	\$ 52	\$ 81	\$ 81
Personnel Sub Total		\$ -	\$ 293	\$ 107,033	\$ 171,214	\$ 175,465
Account Object Description						
201	SUPPLIES	\$ -	\$ -	\$ 336	\$ -	\$ 500
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ 60	\$ -	\$ -
231	SOFTWARE	\$ -	\$ -	\$ 90	\$ 700	\$ 700
Supplies Sub Total		\$ -	\$ -	\$ 486	\$ 700	\$ 1,200
Account Object Description						
407	SPECIAL SERVICES	\$ -	\$ -	\$ 270	\$ 393	\$ -
409	TRAVEL & EDUCATION	\$ -	\$ -	\$ 980	\$ 2,080	\$ 1,394
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 272	\$ 272
482	CREDIT CARD PROCESSING FEES	\$ -	\$ -	\$ (109)	\$ -	\$ 150
Sub Total		\$ -	\$ -	\$ 1,142	\$ 2,745	\$ 1,816
Department Total						
Department Total		\$ -	\$ 293	\$ 108,660	\$ 174,659	\$ 178,481

City Manager's Office-Public Relations



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Communication & Public Relations Coordinator	1	1	1
Total	1	1	1

Department Narrative

The Public Relations department is directly responsible for community relations, public information and community events.

City Manager's Office - Public Relations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 1 GENERAL FUND
Department 55 PUBLIC RELATIONS
Program 0 PUBLIC RELATIONS**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 51,026	\$ 65,430	\$ 37,399	\$ 67,026	\$ -
104	SALARIES-LONGEVITY	\$ -	\$ 42	\$ 10	\$ 100	\$ -
105	GROUP HEALTH INSURANCE	\$ 5,707	\$ 8,115	\$ 2,279	\$ 7,239	\$ -
106	TMRS	\$ 6,944	\$ 8,862	\$ 5,072	\$ 9,232	\$ -
107	FICA	\$ 3,724	\$ 4,764	\$ 2,758	\$ 5,203	\$ -
109	SALARIES-WELL PAY	\$ -	\$ -	\$ -	\$ 472	\$ -
110	DENTAL INSURANCE	\$ 289	\$ 368	\$ 148	\$ 429	\$ -
115	CERTIFICATION PAY	\$ -	\$ -	\$ -	\$ 420	\$ -
118	CELL PHONE ALLOWANCE	\$ -	\$ 50	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 61	\$ 80	\$ 27	\$ 102	\$ -
130	WORKERS COMPENSATION	\$ 40	\$ 73	\$ 44	\$ 86	\$ -
131	EAP EXPENSE	\$ 21	\$ 27	\$ 12	\$ 27	\$ -
Personnel Sub Total		\$ 67,812	\$ 87,810	\$ 47,749	\$ 90,336	\$ -
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 38	\$ -	\$ 38	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ 10,442	\$ 9,835	\$ 13,312	\$ 13,312
231	SOFTWARE	\$ -	\$ 240	\$ -	\$ -	\$ -
Supplies Sub Total		\$ -	\$ 10,719	\$ 9,835	\$ 13,350	\$ 13,312
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
408	ADVERTISING	\$ -	\$ -	\$ 487	\$ 10,438	\$ -
409	TRAVEL & EDUCATION	\$ -	\$ 2,625	\$ 122	\$ 425	\$ -
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 195	\$ 94
421	PRINTING	\$ -	\$ 20,888	\$ 16,679	\$ 23,002	\$ 23,028
434	SPECIAL EVENTS	\$ -	\$ 21,244	\$ 34,623	\$ 37,659	\$ 27,639
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ 250	\$ 551	\$ 720	\$ 720
Services Sub Total		\$ -	\$ 45,007	\$ 52,463	\$ 72,439	\$ 51,481
Department Total		\$ 67,812	\$ 143,537	\$ 110,047	\$ 176,125	\$ 64,793

**WATER/WASTEWATER
FUND**

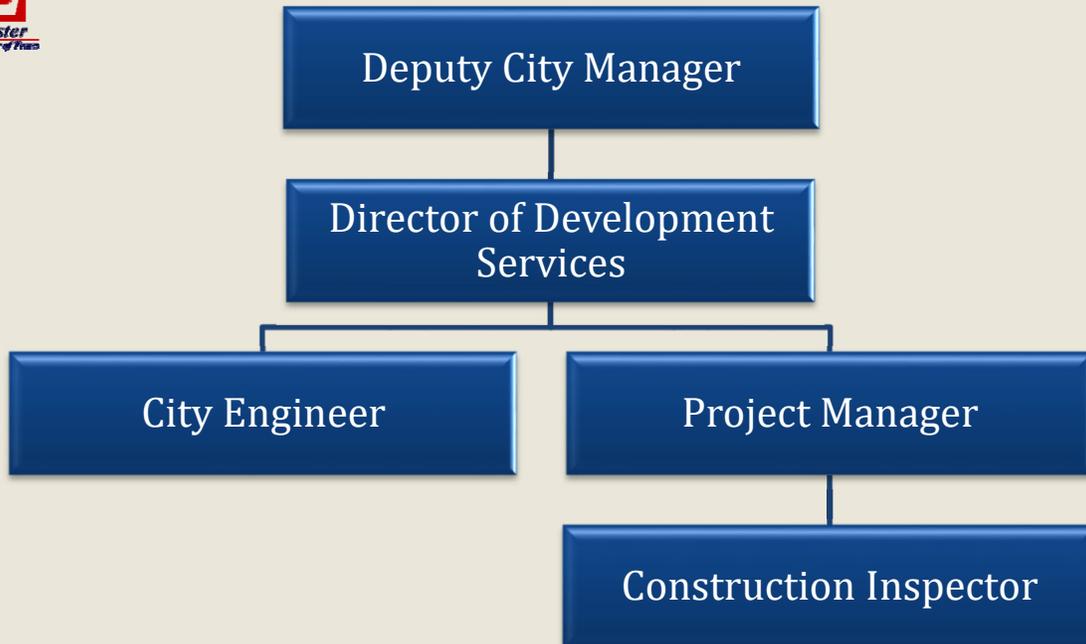
WATER AND WASTEWATER FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Water	7,869,870	7,728,507	6,759,866	7,552,718	8,307,555
	Wastewater	7,895,572	8,166,171	6,892,946	7,955,781	8,878,652
	Fees	716,907	1,027,467	964,077	719,538	271,010
	Impact Fees	42,423	542,988	284,638	311,000	200,880
	Other Revenue	413,746	336,225	156,699	293,000	5,000
	Interest	456,179	782,860	319,074	766,620	223,200
	Total	\$ 17,394,697	\$ 18,584,218	\$ 15,377,300	\$ 17,598,657	\$ 17,886,297
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 Public Works Administration	1,782,508	1,785,113	520,391	676,773	679,489
	20 Utility Billing	569,372	598,422	503,591	631,373	628,638
	21 Water Operations	781,826	1,457,616	3,160,037	1,942,614	1,391,081
	22 Non-Departmental	249,316	199,111	42,637	82,211	61,886
	27 Meter Reading	658,553	255,219	351,904	363,372	627,643
	30 Wastewater Operations	756,604	77,430	2,215,377	2,594,075	1,783,260
	42 Wholesale Costs	9,160,276	9,060,765	8,087,430	8,566,515	9,763,202
	50 Debt Service	231,690	694,506	687,156	687,907	689,556
	80 Transfers Out	1,895,977	1,537,146	1,365,745	1,638,894	1,635,624
	Total	\$ 16,086,124	\$ 15,665,328	\$ 16,934,269	\$ 17,183,734	\$ 17,260,379
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	1,308,573	2,918,889	(1,556,969)	414,923	625,918
	Beginning Balance	10,060,787	10,620,482	14,206,974	14,206,974	12,650,005
	Ending Balance	11,369,359	13,539,371	12,650,005	14,621,896	13,275,923
	Fund Balance (audited)	24,203,389	27,459,393			
	Ending Balance as % of Expenditures	70.68%	86.43%	74.70%	85.09%	76.92%

Public Works-Administration/Engineering



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Deputy City Manager	0.25	0.25	0.25
City Engineer	1	1	1
IT Manager	0.25	0.25	0.25
GIS Coordinator	0.25	0.5	0.5
Assistant to the City Manager	0.25	0.25	0.25
Administrative & Community Relations Supervisor	0.25	0.25	0.25
Project Manager	1	1	1
Construction Inspector	2	2	2
Total	5.25	5.5	5.5

Department Narrative

The Engineering Division ensures quality engineered infrastructure and a 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.

Engineering

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund
Department
Program**

**5
2
0**

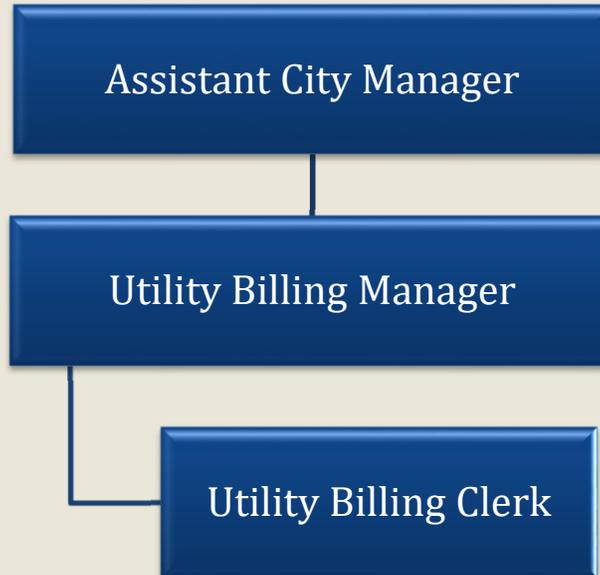
**WATER AND SEWER FUND
UTILITY ADMINISTRATION
ADMINISTRATION**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 361,130	\$ 382,338	\$ 349,907	\$ 431,098	\$ 438,836
103	SALARIES-OVERTIME	\$ 24,118	\$ 14,792	\$ 1,998	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 2,052	\$ 2,201	\$ 2,030	\$ 3,113	\$ 3,184
105	GROUP HEALTH INSURANCE	\$ 50,231	\$ 49,188	\$ 48,894	\$ 58,967	\$ 66,404
106	TMRS	\$ 53,320	\$ 54,378	\$ 48,307	\$ 59,657	\$ 62,392
107	FICA	\$ 28,330	\$ 29,113	\$ 24,969	\$ 31,868	\$ 32,482
109	SALARIES-WELL PAY	\$ 1,103	\$ 1,803	\$ 1,628	\$ 3,036	\$ 3,088
110	DENTAL INSURANCE	\$ 1,653	\$ 1,543	\$ 1,409	\$ 2,402	\$ 2,268
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200
118	CELL PHONE ALLOWANCE	\$ 1,040	\$ 577	\$ 420	\$ 600	\$ 480
120	GROUP LIFE INSURANCE	\$ 412	\$ 418	\$ 393	\$ 665	\$ 665
130	WORKERS COMPENSATION	\$ 1,713	\$ 1,785	\$ 2,113	\$ 732	\$ 570
131	EAP EXPENSE	\$ 127	\$ 121	\$ 120	\$ 177	\$ 177
133	PENSION EXPENSE	\$ 11,590	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 536,819	\$ 538,256	\$ 482,188	\$ 594,015	\$ 612,246
Account Object	Description					
201	OFFICE SUPPLIES	\$ 1,335	\$ 761	\$ 1,056	\$ 1,008	\$ 1,008
202	UNIFORMS AND CLOTHING	\$ 1,942	\$ 1,725	\$ 1,337	\$ 1,940	\$ 1,940
204	MINOR EQUIP/FURN/FIX/TOOLS/ECT	\$ 814	\$ -	\$ 855	\$ 1,520	\$ 900
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 388	\$ 403	\$ 104	\$ 375	\$ 250
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ 5	\$ 12	\$ 100	\$ 50
216	MEDICAL SUPPLIES	\$ -	\$ 130	\$ -	\$ 150	\$ -
218	FUEL & OIL	\$ 1,192	\$ -	\$ 357	\$ 2,500	\$ 2,500
Supplies Sub Total		\$ 5,670	\$ 3,025	\$ 3,720	\$ 7,593	\$ 6,648
Account Object	Description					
342	MAINT-DATA PROCESSING EQUIP	\$ 23,904	\$ 19,229	\$ 26,656	\$ 34,200	\$ 34,200
Maintenance Sub Total		\$ 23,904	\$ 19,229	\$ 26,656	\$ 34,200	\$ 34,200
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 874	\$ 3,419	\$ 684	\$ 1,440	\$ 1,920
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 800	\$ 800
409	TRAVEL & EDUCATION	\$ 2,298	\$ 2,743	\$ 622	\$ 3,475	\$ 3,325
410	UTILITIES - ELECTRICITY	\$ 5,549	\$ 4,950	\$ 3,612	\$ 4,462	\$ 4,260
414	DUES & SUBSCRIPTIONS	\$ 539	\$ 528	\$ 428	\$ 486	\$ 436
416	OTHER/PROFESSIONAL SERVICES	\$ 9,498	\$ 21,330	\$ (262)	\$ 19,548	\$ 10,000
421	PRINTING	\$ 787	\$ 701	\$ 345	\$ -	\$ -
427	ENGINEERING	\$ 6,500	\$ -	\$ -	\$ 5,000	\$ 2,500
431	SURVEY	\$ -	\$ -	\$ -	\$ 1,800	\$ -
438	TESTING	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 990	\$ 1,014	\$ 1,065	\$ 1,014	\$ 1,014
462	CELLULAR TELEPHONE & PAGERS	\$ 965	\$ 626	\$ 1,332	\$ 1,440	\$ 1,140
473	DEPRECIATION EXPENSE	\$ 1,188,114	\$ 1,189,290	\$ -	\$ -	\$ -
Services Sub Total		\$ 1,216,114	\$ 1,224,603	\$ 7,827	\$ 40,965	\$ 26,395
Department Total		\$ 1,782,508	\$ 1,785,113	\$ 520,391	\$ 676,773	\$ 679,489

Utility Billing



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Utility Billing Manager	1	1	1
Accountant	0.25	0.25	0.25
Administrative Secretary	0.25	0.25	0.25
Utility Billing Clerk	3	3	3
Total	4.5	4.5	4.5

Department Narrative

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

Utility Billing

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 184,447	\$ 192,117	\$ 165,286	\$ 196,825	\$ 191,805
102	SALARIES-PART TIME	\$ 2,615	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 5,025	\$ 2,744	\$ 1,659	\$ 2,000	\$ 2,000
104	SALARIES-LONGEVITY	\$ 1,412	\$ 1,280	\$ 1,298	\$ 1,574	\$ 1,790
105	GROUP HEALTH INSURANCE	\$ 37,662	\$ 36,924	\$ 28,171	\$ 35,087	\$ 37,066
106	TMRS	\$ 26,455	\$ 26,757	\$ 22,974	\$ 27,501	\$ 27,699
107	FICA	\$ 14,450	\$ 14,582	\$ 12,477	\$ 15,501	\$ 15,190
109	SALARIES-WELL PAY	\$ 1,250	\$ 656	\$ 405	\$ 1,398	\$ 1,369
110	DENTAL INSURANCE	\$ 1,552	\$ 1,562	\$ 1,346	\$ 1,862	\$ 2,142
114	SALARIES-ASSIGNMENT PAY	\$ 650	\$ -	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ -	\$ 554	\$ 646	\$ 840	\$ 1,290
118	CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 226	\$ 235	\$ 197	\$ 562	\$ 537
130	WORKERS COMPENSATION	\$ 157	\$ 219	\$ 218	\$ 278	\$ 214
131	EAP EXPENSE	\$ 122	\$ 123	\$ 99	\$ 149	\$ 142
Personnel Sub Total		\$ 276,542	\$ 277,871	\$ 234,776	\$ 283,577	\$ 281,244
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 1,080	\$ 1,375	\$ 1,001	\$ 1,500	\$ 1,000
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 559	\$ 1,140	\$ -	\$ -	\$ -
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ -	\$ 75	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 2,257	\$ 2,378	\$ 512	\$ 2,500	\$ 2,300
Supplies Sub Total		\$ 3,897	\$ 4,969	\$ 1,512	\$ 4,000	\$ 3,300
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
318	MAINT-OFFICE EQUIPMENT	\$ 1,072	\$ 3,200	\$ 823	\$ 805	\$ 837
Maintenance Sub Total		\$ 1,072	\$ 3,200	\$ 823	\$ 805	\$ 837
Services						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 413	\$ -	\$ -	\$ -	\$ -
402	RENTAL OF EQUIPMENT	\$ 3,489	\$ 3,489	\$ 3,627	\$ 3,661	\$ 3,627
407	SPECIAL SERVICES	\$ 4,598	\$ 5,225	\$ 4,234	\$ 5,500	\$ 5,800
416	OTHER/PROFESSIONAL SERVICES	\$ 113,185	\$ 128,182	\$ 105,369	\$ 160,000	\$ 160,000
421	PRINTING	\$ 503	\$ 1,004	\$ -	\$ 830	\$ 830
437	AUDIT SERVICES	\$ 36,800	\$ 36,400	\$ 32,643	\$ 40,000	\$ 40,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 4,505	\$ 4,735	\$ 5,393	\$ 10,000	\$ 10,000
462	CELLULAR TELEPHONE & PAGERS	\$ 312	\$ -	\$ -	\$ -	\$ -
473	DEPRECIATION EXPENSE	\$ 447	\$ 985	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 119,818	\$ 132,362	\$ 115,215	\$ 123,000	\$ 123,000
559	CONTRACT/TEMPORARY LABOR	\$ 3,791	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 287,862	\$ 312,382	\$ 266,480	\$ 342,991	\$ 343,257
Department Total		\$ 569,372	\$ 598,422	\$ 503,591	\$ 631,373	\$ 628,638

Water



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Public Works	0.5	0.5	0.5
Superintendent - Water/Wastewater	1	1	1
Crew Leader	1	1	1
Water Systems Operator	1	1	1
Administrative Secretary	1	1	1
Maintenance Worker II	2	2	2
Total	6.5	6.5	6.5

Department Narrative

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

Water Operations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 266,317	\$ 257,076	\$ 263,240	\$ 328,663	\$ 335,237
102	SALARIES-PART TIME	\$ -	\$ -	\$ 2,892	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 23,857	\$ 36,084	\$ 24,461	\$ 17,000	\$ 17,000
104	SALARIES-LONGEVITY	\$ 2,032	\$ 1,299	\$ 1,044	\$ 1,182	\$ 1,414
105	GROUP HEALTH INSURANCE	\$ 50,052	\$ 44,810	\$ 46,049	\$ 51,252	\$ 61,587
106	TMRS	\$ 41,821	\$ 42,519	\$ 40,596	\$ 48,377	\$ 50,675
107	FICA	\$ 22,282	\$ 23,017	\$ 22,159	\$ 26,144	\$ 26,589
109	SALARIES-WELL PAY	\$ 3,087	\$ 1,824	\$ 2,372	\$ 2,470	\$ 2,515
110	DENTAL INSURANCE	\$ 1,744	\$ 1,524	\$ 1,652	\$ 2,400	\$ 2,762
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,708	\$ 4,000	\$ 2,400	\$ 2,400
114	SALARIES-ASSIGNMENT PAY	\$ 2,711	\$ 9,336	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 2,862	\$ 3,647	\$ 4,011	\$ 4,723	\$ 4,723
120	GROUP LIFE INSURANCE	\$ 303	\$ 283	\$ 289	\$ 765	\$ 765
130	WORKERS COMPENSATION	\$ 2,003	\$ 2,132	\$ 3,135	\$ 3,664	\$ 2,901
131	EAP EXPENSE	\$ 142	\$ 136	\$ 139	\$ 203	\$ 203
Personnel Sub Total		\$ 424,013	\$ 428,394	\$ 416,039	\$ 489,243	\$ 508,771
Account Object Description						
201	OFFICE SUPPLIES	\$ 1,944	\$ 1,811	\$ 1,487	\$ 1,500	\$ 1,500
202	UNIFORMS AND CLOTHING	\$ 2,274	\$ 1,582	\$ 2,868	\$ 2,918	\$ 2,964
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 10,161	\$ 15,818	\$ 19,367	\$ 21,976	\$ 17,400
206	CHEMICALS	\$ 576	\$ -	\$ -	\$ 600	\$ 600
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 662	\$ 669	\$ (59)	\$ 900	\$ 600
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ 1,575	\$ -	\$ -	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ 79	\$ 1,228	\$ 63	\$ 1,200	\$ 1,200
216	MEDICAL SUPPLIES	\$ 325	\$ 460	\$ 100	\$ 100	\$ -
218	FUEL & OIL	\$ 14,105	\$ 13,209	\$ 11,019	\$ 10,104	\$ 12,599
231	SOFTWARE	\$ 42,652	\$ -	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 72,777	\$ 36,351	\$ 34,844	\$ 39,298	\$ 36,863
Account Object Description						
304	MAINTENANCE-STREETS	\$ 20,309	\$ 38,972	\$ 42,431	\$ 30,000	\$ 35,000
306	MAINT-WATER MAINS	\$ 45,433	\$ 42,695	\$ 32,957	\$ 50,000	\$ 50,000
307	MAINT-INSTRUMENTS & APPARATUS	\$ 1,052	\$ 1,178	\$ -	\$ 1,000	\$ 1,000
310	MAINT-STORAGE & DISTRBTN PUMPS	\$ 5,638	\$ 78,089	\$ 52,078	\$ 85,000	\$ 75,000
314	MAINT-RADIO EQUIPMENT	\$ 492	\$ 1,950	\$ 2,771	\$ 2,200	\$ 2,200
321	MAINT-HYDRANTS	\$ 14,364	\$ 14,596	\$ 47,575	\$ 20,000	\$ 50,000
Maintenance Sub Total		\$ 87,288	\$ 177,480	\$ 177,811	\$ 188,200	\$ 213,200
Account Object Description						
401	TELEPHONE & COMMUNICATIONS	\$ 197	\$ 912	\$ 1,026	\$ 480	\$ -
402	RENTAL OF EQUIPMENT	\$ -	\$ 4,856	\$ 2,181	\$ 2,000	\$ 2,500
409	TRAVEL & EDUCATION	\$ 5,692	\$ 3,258	\$ 4,174	\$ 6,936	\$ 6,936
410	UTILITIES - ELECTRICITY	\$ 100,264	\$ 105,917	\$ 89,551	\$ 11,540	\$ 70,000
414	DUES & SUBSCRIPTIONS	\$ 37,668	\$ 39,717	\$ 39,677	\$ 45,203	\$ 45,202
416	OTHER/PROFESSIONAL SERVICES	\$ 26,334	\$ 58,112	\$ 53,582	\$ 58,452	\$ 43,452
421	PRINTING	\$ 21	\$ 2,494	\$ 1,357	\$ 100	\$ 250
438	TESTING	\$ 4,197	\$ 943	\$ 3,315	\$ 5,600	\$ 5,600
462	CELLULAR TELEPHONE & PAGERS	\$ 1,850	\$ 1,124	\$ 1,487	\$ 2,160	\$ 1,860
473	DEPRECIATION EXPENSE	\$ 21,524	\$ 28,805	\$ -	\$ -	\$ -
Services Sub Total		\$ 197,748	\$ 246,138	\$ 196,349	\$ 132,471	\$ 175,800
Account Object Description						
604	CAPITAL-WATER MAINS	\$ -	\$ 569,253	\$ 1,995,550	\$ 1,093,402	\$ 456,447
637	CAPITAL - WATER TANKS	\$ -	\$ -	\$ 339,444	\$ -	\$ -
Capital Sub Total		\$ -	\$ 569,253	\$ 2,334,994	\$ 1,093,402	\$ 456,447
Department Total		\$ 781,826	\$ 1,457,616	\$ 3,160,037	\$ 1,942,614	\$ 1,391,081

Water - Non-Departmental

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 5 WATER AND SEWER FUND
Department 22 NON-DEPARTMENTAL
Program 0 NON-DEPARTMENTAL EXPENSES

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
104	SALARIES-LONGEVITY	\$ 33,815	\$ (19,920)	\$ -	\$ -	\$ -
135	OPEB EXPENSE	\$ 7,317	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 41,132	\$ (19,920)	\$ -	\$ -	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 20,735	\$ 18,377	\$ 19,980	\$ 34,257	\$ 24,000
402	RENTAL OF EQUIPMENT	\$ 3,423	\$ -	\$ 1,391	\$ 3,251	\$ 3,250
416	OTHER/PROFESSIONAL SERVICES	\$ 39,359	\$ -	\$ -	\$ 3,836	\$ 3,836
420	INTERNAL TRAINING	\$ 35,596	\$ 36,108	\$ 20,980	\$ 40,000	\$ 30,000
421	PRINTING	\$ 252	\$ -	\$ 286	\$ 867	\$ 800
470	BAD DEBT EXPENSE	\$ 108,819	\$ 164,547	\$ -	\$ -	\$ -
Services Sub Total		\$ 208,184	\$ 219,031	\$ 42,637	\$ 82,211	\$ 61,886
Department Total		\$ 249,316	\$ 199,111	\$ 42,637	\$ 82,211	\$ 61,886

Meter Reading



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Meter Technician	2	2	2
Total	2	2	2

Department Narrative

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

Meter Reading

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 5
Department 27
Program 0**

**WATER AND SEWER FUND
METER READING
METER READING**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 62,566	\$ 58,611	\$ 47,918	\$ 66,390	\$ 67,716
103	SALARIES-OVERTIME	\$ 10,960	\$ 6,831	\$ 4,737	\$ 5,000	\$ 5,000
104	SALARIES-LONGEVITY	\$ 62	\$ 117	\$ 120	\$ 208	\$ 192
105	GROUP HEALTH INSURANCE	\$ 18,589	\$ 14,880	\$ 13,655	\$ 14,478	\$ 23,744
106	TMRS	\$ 10,151	\$ 8,966	\$ 7,177	\$ 9,843	\$ 10,300
107	FICA	\$ 5,511	\$ 5,062	\$ 3,707	\$ 5,547	\$ 5,649
109	SALARIES-WELL PAY	\$ -	\$ 372	\$ -	\$ 502	\$ 512
110	DENTAL INSURANCE	\$ 731	\$ 659	\$ 493	\$ 876	\$ 1,008
115	CERTIFICATION PAY	\$ -	\$ 277	\$ 129	\$ 420	\$ 420
120	GROUP LIFE INSURANCE	\$ 77	\$ 72	\$ 51	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 712	\$ 650	\$ 736	\$ 1,028	\$ 814
131	EAP EXPENSE	\$ 54	\$ 49	\$ 37	\$ 81	\$ 81
Personnel Sub Total		\$ 109,413	\$ 96,546	\$ 78,759	\$ 104,679	\$ 115,742
Supplies						
Account Object	Description					
202	UNIFORMS AND CLOTHING	\$ 1,188	\$ 1,187	\$ 1,243	\$ 1,315	\$ 1,488
204	MINOR EQUIP AND METERS	\$ 101	\$ 1,248	\$ 248	\$ 2,008	\$ 250
211	OTHER OPERATIONAL SUPPLIES	\$ 1,192	\$ 92	\$ 220	\$ 600	\$ 150
218	FUEL & OIL	\$ 6,856	\$ 6,506	\$ 3,645	\$ 7,260	\$ 5,913
Supplies Sub Total		\$ 9,336	\$ 9,033	\$ 5,356	\$ 11,183	\$ 7,801
Equipment						
Account Object	Description					
309	MAINT-METERS & SETTINGS	\$ 532,207	\$ 145,804	\$ 267,789	\$ 246,470	\$ 500,000
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 3,300
342	MAINT-DATA PROCESSING EQUIP	\$ 6,750	\$ 3,250	\$ -	\$ -	\$ -
Supplies Sub Total		\$ 538,957	\$ 149,054	\$ 267,789	\$ 246,470	\$ 503,300
Services						
Account Object	Description					
409	TRAVEL & EDUCATION	\$ -	\$ 472	\$ -	\$ 1,040	\$ 800
462	CELLULAR TELEPHONE & PAGERS	\$ 847	\$ 115	\$ -	\$ -	\$ -
Services Sub Total		\$ 847	\$ 587	\$ -	\$ 1,040	\$ 800
Department Total		\$ 658,553	\$ 255,219	\$ 351,904	\$ 363,372	\$ 627,643

Waste Water



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Foreman III	1	1	1
Crew Leader	4	4	4
Heavy Equipment Operator I	1	1	1
Maintenance Worker II	4	4	4
Total	10	10	10

Department Narrative

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

Wastewater Operations

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

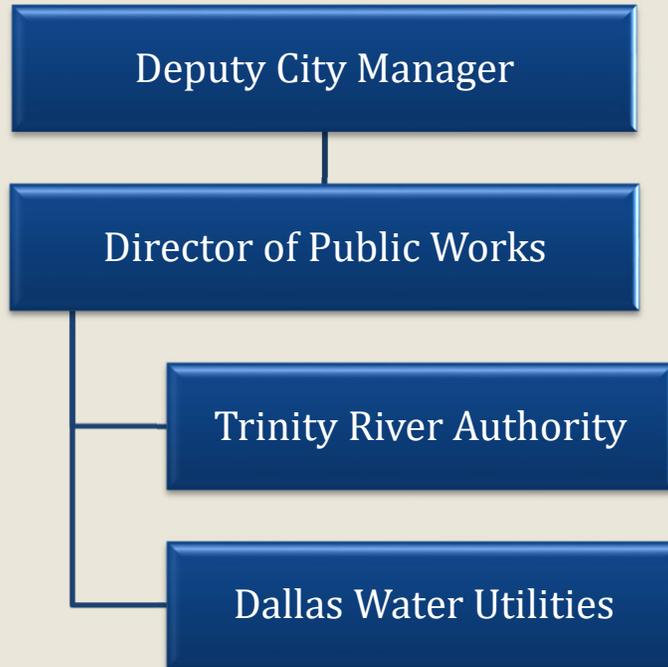
**Fund 5 WATER AND SEWER FUND
Department 30 WASTE WATER
Program 0 SEWER COLLECTION & TREATMENT**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 322,926	\$ 337,986	\$ 285,965	\$ 376,112	\$ 367,631
103	SALARIES-OVERTIME	\$ 46,544	\$ 50,212	\$ 39,734	\$ 20,000	\$ 20,000
104	SALARIES-LONGEVITY	\$ 1,864	\$ 2,104	\$ 1,956	\$ 2,292	\$ 2,568
105	GROUP HEALTH INSURANCE	\$ 83,383	\$ 82,671	\$ 59,831	\$ 79,801	\$ 78,961
106	TMRS	\$ 51,460	\$ 56,320	\$ 45,224	\$ 54,992	\$ 55,552
107	FICA	\$ 27,729	\$ 30,674	\$ 24,547	\$ 30,996	\$ 30,466
109	SALARIES-WELL PAY	\$ 870	\$ 1,523	\$ 1,686	\$ 2,802	\$ 2,751
110	DENTAL INSURANCE	\$ 3,226	\$ 2,914	\$ 2,842	\$ 3,942	\$ 4,536
114	SALARIES-ASSIGNMENT PAY	\$ -	\$ 19,216	\$ -	\$ -	\$ -
115	CERTIFICATION PAY	\$ 3,901	\$ 4,994	\$ 3,935	\$ 3,975	\$ 5,300
120	GROUP LIFE INSURANCE	\$ 369	\$ 401	\$ 337	\$ 1,122	\$ 1,071
130	WORKERS COMPENSATION	\$ 2,481	\$ 3,775	\$ 3,867	\$ 4,460	\$ 3,914
131	EAP EXPENSE	\$ 246	\$ 249	\$ 198	\$ 297	\$ 284
Personnel Sub Total		\$ 545,000	\$ 593,038	\$ 470,122	\$ 580,791	\$ 573,034
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 429	\$ 550	\$ 240	\$ 550	\$ 250
202	UNIFORMS AND CLOTHING	\$ 2,843	\$ 4,073	\$ 5,544	\$ 5,863	\$ 6,510
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 16,874	\$ 9,949	\$ 16,799	\$ 20,810	\$ 11,887
206	CHEMICALS	\$ 2,638	\$ 4,393	\$ 5,313	\$ 5,000	\$ 5,000
216	MEDICAL SUPPLIES	\$ 190	\$ 294	\$ 150	\$ 150	\$ -
218	FUEL & OIL	\$ 14,830	\$ 12,170	\$ 7,114	\$ 15,624	\$ 9,652
Supplies Sub Total		\$ 37,804	\$ 31,429	\$ 35,159	\$ 47,997	\$ 33,299
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
304	MAINTENANCE-STREETS	\$ 9,934	\$ 24,976	\$ 37,779	\$ 25,000	\$ 20,000
308	MAINT-SANITARY SEWER MAIN	\$ 26,821	\$ 52,010	\$ 43,614	\$ 60,000	\$ 60,000
312	MAINT-LIFT STATION	\$ 46,696	\$ 8,949	\$ 29,465	\$ 30,000	\$ 30,000
314	MAINT-RADIO EQUIPMENT	\$ 3,619	\$ 5,990	\$ 6,732	\$ 7,998	\$ 7,998
Maintenance Sub Total		\$ 87,070	\$ 91,924	\$ 117,589	\$ 122,998	\$ 117,998
Other						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 1,755	\$ -	\$ -	\$ 120	\$ 5,700
402	RENTAL OF EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000	\$ 550
409	TRAVEL & EDUCATION	\$ 975	\$ 1,912	\$ 1,876	\$ 7,263	\$ 7,599
410	UTILITIES - ELECTRICITY	\$ 9,161	\$ 10,086	\$ 5,414	\$ 10,836	\$ 10,000
412	SEWAGE TREATMENT	\$ 9,036	\$ 8,979	\$ 6,000	\$ 10,000	\$ 10,000
413	SANITARY LAND FILL	\$ 598	\$ -	\$ 120	\$ 3,000	\$ 1,500
414	DUES & SUBSCRIPTIONS	\$ 3,384	\$ 5,876	\$ 6,181	\$ 7,010	\$ 7,020
416	OTHER/PROFESSIONAL SERVICES	\$ 8,726	\$ 42,222	\$ 22,127	\$ 12,000	\$ 15,000
462	CELLULAR TELEPHONE & PAGERS	\$ 3,976	\$ 2,331	\$ 1,252	\$ 1,560	\$ 1,560
473	DEPRECIATION EXPENSE	\$ 49,121	\$ 52,217	\$ -	\$ -	\$ -
Sub Total		\$ 86,731	\$ 123,623	\$ 42,970	\$ 52,789	\$ 58,929
Capital						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
603	CAPITAL-SANITARY SEWER SYSTEM	\$ -	\$ 1,660,220	\$ 1,549,537	\$ 1,789,500	\$ 1,000,000
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ 24,250	\$ -	\$ -	\$ -
699	CAPITAL EXP MOVED TO ASSET	\$ -	\$ (2,447,054)	\$ -	\$ -	\$ -
Capital Sub Total		\$ -	\$ (762,584)	\$ 1,549,537	\$ 1,789,500	\$ 1,000,000
Department Total		\$ 756,604	\$ 77,430	\$ 2,215,377	\$ 2,594,075	\$ 1,783,260

Utility Wholesale Costs



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

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

Wholesale Costs

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 5
 Department 42
 Program 0

WATER AND SEWER FUND
 WHOLESAL COSTS

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
411	WATER PURCHASES	\$ 3,198,015	\$ 2,892,184	\$ 2,302,777	\$ 2,436,471	\$ 3,594,620
412	SEWAGE TREATMENT	\$ 5,962,261	\$ 6,168,581	\$ 5,784,653	\$ 6,130,044	\$ 6,168,582
Maintenance Sub Total		\$ 9,160,276	\$ 9,060,765	\$ 8,087,430	\$ 8,566,515	\$ 9,763,202
Department Total		\$ 9,160,276	\$ 9,060,765	\$ 8,087,430	\$ 8,566,515	\$ 9,763,202

SPECIAL REVENUE FUNDS

**HOTEL/MOTEL TAX
FUND**

HOTEL/MOTEL TAX FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	HOTEL/MOTEL TAX	138,739	192,326	174,426	165,000	134,000
	MISCELLANEOUS	140	-	6,142	-	-
	INTEREST	10,783	19,503	9,092	18,429	10,661
	Total	\$ 149,662	\$ 211,829	\$ 189,660	\$ 183,429	\$ 144,661
EXPENDITURES						
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
52	VISITOR CENTER	41,040	56,720	18,638	40,750	22,230
80	TRANSFERS OUT	-	-	-	-	19,354
	Total	\$ 41,040	\$ 56,720	\$ 18,638	\$ 40,750	\$ 41,584
BALANCES						
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	108,622	155,109	171,022	142,679	103,077
	Beginning Balance	-	-	-	-	171,022
	Ending Balance	108,622	155,109	171,022	142,679	274,099
	Fund Balance (audited)	621,137	717,922			
	Ending Balance as % of Expenditures	264.67%	273.46%	917.59%	350.13%	659.14%

Visitors Center & State Auxiliary Museum



Personnel Organization Chart



Assistant to the City Manager

Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
PT Visitors Center Attendant	1	0	0
Total	1	0	0

Department Narrative

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

Visitors Center and State Auxiliary Museum

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 14 **HOTEL TAX FUND**
Department 52 **Visitor Center**
Program 0 **VISITORS CENTER**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Adopted
102	SALARIES-PART TIME	\$ 17,665	\$ -	\$ -	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 232	\$ -	\$ -	\$ -	\$ -
107	FICA	\$ 1,369	\$ -	\$ -	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 11	\$ -	\$ -	\$ -	\$ -
131	EAP EXPENSE	\$ 36	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 19,312	\$ -	\$ -	\$ -	\$ -
Account Object Description						
201	SUPPLIES	\$ 32	\$ -	\$ -	\$ 1,000	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ -	\$ 775	\$ 600
Supplies Sub Total		\$ 32	\$ -	\$ -	\$ 1,775	\$ 600
Account Object Description						
301	MAINT-BLDGS & STRUCTURES	\$ 239	\$ 28,111	\$ 301	\$ 9,445	\$ -
363	MAINT-LOCKS & KEYS	\$ -	\$ -	\$ -	\$ 500	\$ -
Maintenance Sub Total		\$ 239	\$ 28,111	\$ 301	\$ 9,945	\$ -
Account Object Description						
401	TELEPHONE & COMMUNICATIONS	\$ 5,730	\$ 7,617	\$ 5,849	\$ 9,480	\$ 9,480
408	ADVERTISING	\$ 2,372	\$ 6,990	\$ -	\$ 5,000	\$ 5,000
410	UTILITIES-ELECTRICITY	\$ 6,065	\$ 6,151	\$ 4,904	\$ 5,708	\$ 5,708
411	ALARM SERVICE	\$ 655	\$ 330	\$ -	\$ 1,020	\$ -
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 1,192	\$ 1,192
416	OTHER/PROFESSIONAL SERVICES	\$ 336	\$ 299	\$ 411	\$ -	\$ -
434	SPECIAL EVENTS	\$ 1,997	\$ -	\$ -	\$ -	\$ -
543	JANITORIAL SERVICE	\$ 3,060	\$ 6,981	\$ 4,109	\$ 4,500	\$ -
548	SPRINKLER SYSTEM CONTRACT	\$ -	\$ -	\$ -	\$ 690	\$ -
549	HVAC SERVICES CONTRACT	\$ 955	\$ -	\$ 2,130	\$ 1,440	\$ -
554	PEST CONTROL	\$ 286	\$ 242	\$ 934	\$ -	\$ 250
Services Sub Total		\$ 21,457	\$ 28,610	\$ 18,337	\$ 29,030	\$ 21,630
Department Total		\$ 41,040	\$ 56,720	\$ 18,638	\$ 40,750	\$ 22,230

4A LEDC FUND

SALES TAX 4A - ECONOMIC DEVELOPMENT FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	SALES TAXES	1,432,034	1,373,817	846,822	1,323,571	1,085,328
	INTEREST	73,751	141,276	59,943	134,581	35,000
	TRANSFERS IN	1,128,838	18,750	15,625	18,750	18,750
	Total	\$ 2,634,623	\$ 1,533,843	\$ 922,390	\$ 1,476,902	\$ 1,139,078
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 ECON DEV ADMINISTRATION	325,996	299,697	295,506	390,312	386,718
	50 4A DEBT SERVICE	227,750	227,750	212,350	212,350	210,425
	60 MARKETING AND ADVERTISING	41,872	93,063	45,687	74,970	100,587
	63 INCENTIVE PROGRAMS	375,000	559,811	30,000	730,109	139,437
	80 TRANSFERS OUT	56,480	56,480	48,479	58,175	58,757
	Total	\$ 1,027,098	\$ 1,236,801	\$ 632,023	\$ 1,465,916	\$ 895,924
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	1,607,525	297,042	290,367	10,986	243,154
	Beginning Balance	5,064,311	6,669,074	6,966,116	6,966,116	7,256,483
	Ending Balance	6,671,836	6,966,116	7,256,483	6,977,102	7,499,638
	Fund Balance (audited)	4,661,576	5,061,547			
	Ending Balance as % of Expenditures	649.58%	563.24%	1148.14%	475.95%	837.08%

Economic Development Administration



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Economic Development	1	1	1
Research & Business Dev. Manager	0	1	1
Marketing Manager	1	0	0
Administrative Secretary	0.25	0.25	0.25
Total	2.25	2.25	2.25

Department Narrative

The Department of Economic Development provides for the recruitment of new business ventures, the expansion and retention 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 incentive requests is overseen by a five member board of directors. The Board reviews applications for Type A incentives and recommend projects for funding to the City Council for approval.

LEDC Type 4A - Administration

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 157,756	\$ 177,189	\$ 166,790	\$ 197,170	\$ 201,115
103	SALARIES-OVERTIME	\$ 9,156	\$ 1,463	\$ 304	\$ -	\$ 5,000
104	SALARIES-LONGEVITY	\$ 42	\$ 91	\$ 114	\$ 207	\$ 315
105	GROUP HEALTH INSURANCE	\$ 16,687	\$ 19,196	\$ 18,498	\$ 19,579	\$ 23,722
106	TMRS	\$ 23,561	\$ 24,951	\$ 23,421	\$ 27,632	\$ 28,968
107	FICA	\$ 12,765	\$ 13,568	\$ 12,570	\$ 13,653	\$ 13,814
109	SALARIES-WELL PAY	\$ -	\$ 446	\$ 1,377	\$ 1,413	\$ 1,442
110	DENTAL INSURANCE	\$ 582	\$ 587	\$ 657	\$ 876	\$ 1,008
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,828	\$ 4,000	\$ 4,800	\$ 4,800
118	CELL PHONE ALLOWANCE	\$ -	\$ -	\$ 556	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 167	\$ 174	\$ 179	\$ 230	\$ 230
130	WORKERS COMPENSATION	\$ 137	\$ 202	\$ 224	\$ 257	\$ 205
131	EAP EXPENSE	\$ 53	\$ 54	\$ 51	\$ 61	\$ 61
Personnel Sub Total		\$ 225,708	\$ 242,748	\$ 228,742	\$ 265,878	\$ 280,680
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 1,072	\$ 2,770	\$ 934	\$ 1,650	\$ 500
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ -	\$ -	\$ -
210	FOOD/BEVERAGES/ETC.-MEETINGS	\$ 5,882	\$ 575	\$ 26,044	\$ 47,000	\$ 21,500
214	POSTAGE	\$ 503	\$ 153	\$ 1	\$ 300	\$ 300
Supplies Sub Total		\$ 7,456	\$ 3,498	\$ 26,979	\$ 48,950	\$ 22,300
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
303	MAINT-EQUIP & MACHINERY	\$ -	\$ -	\$ 41	\$ 41	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 41	\$ 41	\$ -
Other						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	COMMUNICATIONS	\$ 902	\$ 737	\$ 860	\$ 1,168	\$ 1,303
402	RENTAL OF EQUIPMENT	\$ 1,580	\$ 3,139	\$ 4,259	\$ 7,800	\$ 1,339
409	TRAVEL AND EDUCATION	\$ 11,400	\$ 5,579	\$ 7,332	\$ 18,759	\$ 14,225
414	DUES AND SUBSCRIPTIONS	\$ 5,434	\$ 9,585	\$ 1,470	\$ 2,989	\$ 15,158
416	OTHER/PROFESSIONAL SERVICES	\$ 65,144	\$ 27,560	\$ 16,036	\$ 29,000	\$ 13,323
421	PRINTING	\$ 373	\$ 2,519	\$ 1,456	\$ 2,100	\$ 670
446	ATTORNEY FEES	\$ 7,595	\$ 3,842	\$ 7,799	\$ 12,907	\$ 37,000
462	CELLULAR TELEPHONE & PAGERS	\$ 405	\$ 490	\$ 532	\$ 720	\$ 720
Sub Total		\$ 92,832	\$ 53,452	\$ 39,745	\$ 75,443	\$ 83,738
Department Total		\$ 325,996	\$ 299,697	\$ 295,506	\$ 390,312	\$ 386,718

Economic Development Marketing



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Research & Business Dev. Manager	0	1	1
Marketing Manager	1	0	0
Total	1	1	1

Department Narrative

This department accounts for the research and marketing activities associated with the Lancaster Economic Development – Type 4A (LEDC) programs. Data is analyzed to help determine the strength of the market for a variety of business investments and shared with developers. Information is disseminated by the department through various means including in-person meetings, email, at trade shows, and telecommunication engagement. Due to the wide array of data required for economic development purposes, the department serves as a resource to multiple City departments that require specific information from time-to-time.

LEDC Type 4A - Marketing

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 16
Department 60
Program 0**

**SALES TAX 4A-ECONOMIC DEVLPMNT
MARKETING AND ADVERTISING**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
416	OTHER/PROFESSIONAL SERVICES	\$ 27,438	\$ 54,148	\$ 20,696	\$ 32,275	\$ 1,895
902	BUSINESS DEVELOPMENT	\$ 36	\$ -	\$ -	\$ -	\$ -
909	PROMOTIONAL ITEMS	\$ 10,485	\$ 31,230	\$ 16,949	\$ 25,095	\$ 64,245
911	EVENT SPONSORSHIPS	\$ 657	\$ 1,985	\$ 2,575	\$ 6,350	\$ 2,250
942	TRADE SHOWS	\$ 3,256	\$ 5,700	\$ 5,467	\$ 11,250	\$ 32,197
Sub Total		\$ 41,872	\$ 93,063	\$ 45,687	\$ 74,970	\$ 100,587
Department Total		\$ 41,872	\$ 93,063	\$ 45,687	\$ 74,970	\$ 100,587

Economic Development Incentives



Personnel Organization Chart



There is no personnel organizational chart for this program.

Personnel Summary

There is no personnel for this program.

Department Narrative

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

LEDC Type 4A - Incentives

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 16
 Department 63
 Program 0

SALES TAX 4A-ECONOMIC DEVLPMNT
 INCENTIVE PROGRAMS

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	977 INCENTIVE PROGRAMS	\$ 375,000	\$ 559,811	\$ 30,000	\$ 730,109	\$ 139,437
	Sub Total	\$ 375,000	\$ 559,811	\$ 30,000	\$ 730,109	\$ 139,437
	Department Total	\$ 375,000	\$ 559,811	\$ 30,000	\$ 730,109	\$ 139,437

**4B LRDC
FUND**

SALES TAX 4B - CULTURAL RECREATIONAL FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	0 SALES TAXES	2,864,069	2,747,633	1,693,645	3,000,000	2,455,200
	56 RECREATION	488,123	483,037	132,236	489,084	255,000
	54 LIFE CENTER	75,716	132,606	68,752	100,736	122,383
	7 LIBRARY	41,550	32,458	13,162	34,892	-
	0 OTHER	15,775	662	11	500	-
	0 INTEREST	23,542	50,667	19,497	45,695	7,000
	Total	\$ 3,508,775	\$ 3,447,063	\$ 1,927,303	\$ 3,670,906	\$ 2,839,583
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 REC ADMINISTRATION	276,495	254,235	225,080	257,363	248,506
	7 LIBRARY	466,405	445,084	382,879	537,796	504,718
	16 NON-DEPARTMENTAL	58,171	51,306	49,907	77,557	62,000
	50 4B DEBT SERVICE	-	924,150	921,000	921,000	922,500
	54 SENIOR LIFE CENTER	242,596	264,083	211,597	299,714	261,009
	56 RECREATION CENTER	1,009,207	1,016,126	710,685	1,212,055	1,037,283
	56 DAY CAMP	52,535	48,874	19,551	61,681	-
	57 COMMUNITY PARK	31,547	9,229	6,345	18,192	-
	80 TRANSFERS OUT	1,079,799	468,488	286,950	344,340	361,057
	Total	\$ 3,216,755	\$ 3,481,574	\$ 2,813,995	\$ 3,729,699	\$ 3,397,073
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	292,020	(34,511)	(886,691)	(58,792)	(557,490)
	Beginning Balance	1,249,947	1,416,066	2,341,683	2,341,683	1,454,992
	Ending Balance	1,541,966	1,381,555	1,454,992	2,282,891	897,502
	Fund Balance (audited)	840,442	1,249,947			
	Ending Balance as % of Expenditures	47.94%	39.68%	51.71%	61.21%	26.42%

Parks & Recreation Administration



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Parks and Recreation	1	1	1
Administrative Secretary	1	1	1
Total	2	2	2

Department Narrative

The Parks and Recreation Administration program is responsible for all operations included in the Parks, Recreation and Senior Life Center divisions.

Parks and Recreation Administration

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

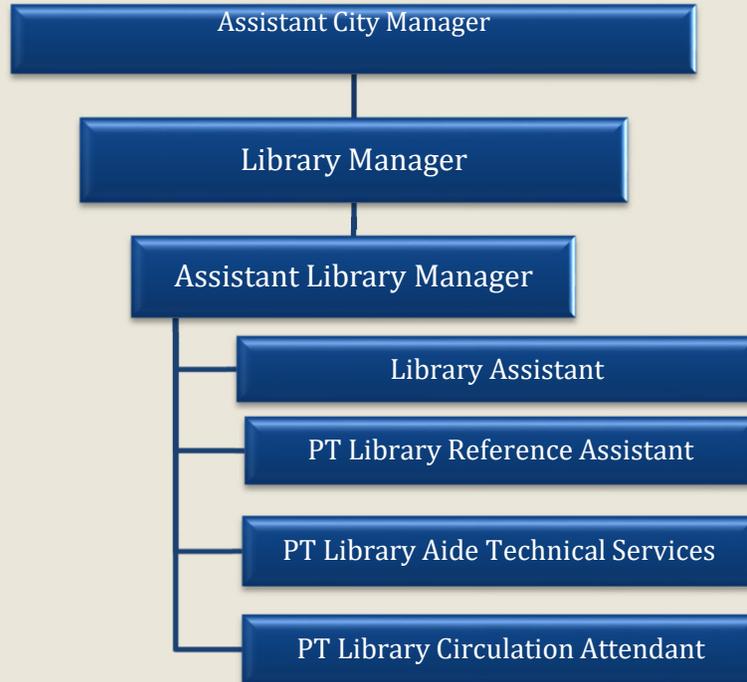
Fund 17 SALES TAX 4B-CULTURAL/RECRTNL
Department 2 REC ADMINISTRATION
Program 0 ADMINISTRATION

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 162,599	\$ 168,401	\$ 152,396	\$ 172,499	\$ 175,950
102	SALARIES-PART TIME	\$ 6,399	\$ -	\$ 3,573	\$ -	\$ -
103	SALARIES-OVERTIME	\$ 1,113	\$ 1,118	\$ 937	\$ 600	\$ 600
104	SALARIES-LONGEVITY	\$ 374	\$ 475	\$ 510	\$ 564	\$ 548
105	GROUP HEALTH INSURANCE	\$ 13,361	\$ 12,918	\$ 10,874	\$ 12,216	\$ 13,803
106	TMRS	\$ 23,312	\$ 23,927	\$ 21,256	\$ 24,391	\$ 25,550
107	FICA	\$ 12,631	\$ 13,204	\$ 12,032	\$ 11,057	\$ 11,154
109	SALARIES-WELL PAY	\$ 1,429	\$ 1,932	\$ 1,990	\$ 1,245	\$ 1,270
110	DENTAL INSURANCE	\$ 731	\$ 735	\$ 657	\$ 876	\$ 1,008
113	SALARIES-CAR ALLOWANCE	\$ 4,800	\$ 4,828	\$ 4,000	\$ 4,800	\$ 4,800
120	GROUP LIFE INSURANCE	\$ 167	\$ 169	\$ 146	\$ 306	\$ 306
130	WORKERS COMPENSATION	\$ 138	\$ 196	\$ 366	\$ 232	\$ 186
131	EAP EXPENSE	\$ 54	\$ 54	\$ 49	\$ 81	\$ 81
Personnel Sub Total		\$ 227,107	\$ 227,957	\$ 208,786	\$ 228,867	\$ 235,256
Account Object	Description					
201	MISC OFFICE SUPPLIES	\$ 6,577	\$ 4,057	\$ 2,991	\$ 4,334	\$ 4,470
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 650	\$ 610	\$ -	\$ 500	\$ 150
214	POSTAGE	\$ 131	\$ 122	\$ 32	\$ 200	\$ 150
Supplies Sub Total		\$ 7,358	\$ 4,789	\$ 3,024	\$ 5,034	\$ 4,770
Account Object	Description					
409	TRAVEL AND EDUCATION	\$ 3,956	\$ 815	\$ -	\$ 3,200	\$ 400
414	DUES & SUBSCRIPTIONS	\$ 395	\$ 100	\$ -	\$ 542	\$ 640
416	OTHER/PROFESSIONAL SERVICES	\$ 32,611	\$ 13,169	\$ 9,029	\$ 12,000	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 1,167	\$ 990	\$ 835	\$ 720	\$ 1,440
482	CREDIT CARD PROCESSING FEES	\$ 3,900	\$ 6,415	\$ 3,407	\$ 7,000	\$ 6,000
Service Sub-Total		\$ 42,029	\$ 21,489	\$ 13,271	\$ 23,462	\$ 8,480
Department Total		\$ 276,495	\$ 254,235	\$ 225,080	\$ 257,363	\$ 248,506

Veterans Memorial Library



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Library Manager	1	1	1
Assistant Library Manager	1	1	1
Library Assistant	1	1	1
PT Library Reference Assistant (.5)	1.5	1.5	1.5
PT Library Aide Technical Services (.5)	1.5	1.5	1.5
PT Library Circulation Attendant (.5)	1.5	1.5	1.5
PT Library Circulation Attendant (.25)	0.25	0.25	0.25
Total	7.75	7.75	7.75

Department Narrative

Lancaster Veterans Memorial Library selects, acquires, organizes and provides access to information and ideas for the citizens 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.

Veterans Memorial Library

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 140,977	\$ 165,159	\$ 137,338	\$ 169,412	\$ 172,802
102	SALARIES-PART TIME	\$ 106,833	\$ 93,389	\$ 78,200	\$ 120,936	\$ 113,773
103	SALARIES-OVERTIME	\$ 175	\$ 223	\$ 68	\$ 100	\$ 100
104	SALARIES-LONGEVITY	\$ 528	\$ 270	\$ 174	\$ 408	\$ 320
105	GROUP HEALTH INSURANCE	\$ 11,555	\$ 14,748	\$ 13,272	\$ 14,478	\$ 19,791
106	TMRS	\$ 19,528	\$ 22,471	\$ 18,936	\$ 39,636	\$ 40,200
107	FICA	\$ 18,893	\$ 19,644	\$ 16,252	\$ 22,340	\$ 22,046
109	SALARIES-WELL PAY	\$ 341	\$ 234	\$ 1,955	\$ 1,187	\$ 1,210
110	DENTAL INSURANCE	\$ 578	\$ 720	\$ 854	\$ 876	\$ 1,512
115	CERTIFICATION PAY	\$ -	\$ 194	\$ 48	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ -	\$ -
120	GROUP LIFE INSURANCE	\$ 162	\$ 194	\$ 158	\$ 893	\$ 868
130	WORKERS COMPENSATION	\$ 131	\$ 130	\$ 70	\$ 434	\$ 360
131	EAP EXPENSE	\$ 334	\$ 308	\$ 232	\$ 241	\$ 234
Salaries Sub Total		\$ 300,555	\$ 317,803	\$ 267,558	\$ 370,941	\$ 373,216
Account Object	Description					
201	MISC OFFICE SUPPLIES	\$ 7,288	\$ 8,143	\$ 3,848	\$ 7,150	\$ 6,507
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 400	\$ -	\$ 1,817	\$ 600
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ -	\$ 271	\$ -
207	BOOKS, SUBSCRIPTIONS, ETC.	\$ 57,862	\$ 48,868	\$ 59,147	\$ 65,000	\$ 54,101
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 42	\$ 425	\$ 117	\$ 300	\$ 150
214	POSTAGE	\$ 109	\$ 156	\$ 137	\$ 200	\$ 200
219	COMPUTER SUPPLIES	\$ 322	\$ -	\$ 373	\$ 300	\$ -
231	SOFTWARE	\$ 3,648	\$ 4,799	\$ 2,030	\$ 3,349	\$ 2,448
Supplies Sub Total		\$ 69,270	\$ 62,790	\$ 65,652	\$ 78,386	\$ 64,006
Account Object	Description					
313	MAINT-FURN & FIXTURES	\$ 7,748	\$ 6,841	\$ -	\$ 581	\$ 200
318	MAINT-OFFICE EQUIPMENT	\$ 13,420	\$ 12,731	\$ 5,203	\$ 16,979	\$ 22,812
342	MAINT. DATA PROCESSING EQUIP	\$ 9,819	\$ -	\$ 25,153	\$ 13,477	\$ 8,000
Maintenance Sub Total		\$ 30,988	\$ 19,572	\$ 30,356	\$ 31,036	\$ 31,012
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 19,940	\$ 9,136	\$ 6,267	\$ 18,000	\$ 7,797
407	SPECIAL SERVICES	\$ 3,729	\$ 2,880	\$ 1,270	\$ 5,800	\$ 2,500
409	TRAVEL AND EDUCATION	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,315
410	UTILITIES-ELECTRICITY	\$ 26,781	\$ 20,998	\$ 10,455	\$ 24,652	\$ 20,000
411	ALARM SERVICE	\$ 1,756	\$ 1,637	\$ 670	\$ 1,378	\$ 1,272
414	DUES & SUBSCRIPTIONS	\$ 325	\$ 164	\$ 633	\$ 610	\$ 400
416	OTHER/PROFESSIONAL SERVICES	\$ 9,650	\$ -	\$ -	\$ -	\$ -
421	PRINTING	\$ -	\$ 1,023	\$ -	\$ 1,192	\$ -
473	DEPRECIATION EXPENSE	\$ -	\$ 5,668	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 364	\$ 392	\$ 17	\$ 400	\$ -
498	UTILITIES-GAS	\$ 2,189	\$ 3,021	\$ -	\$ 3,400	\$ 3,200
548	FIRE SYSTEM INSPECTION CONTRAC	\$ 858	\$ -	\$ -	\$ -	\$ -
Services Sub Total		\$ 65,592	\$ 44,919	\$ 19,312	\$ 57,432	\$ 36,484
Total		\$ 466,405	\$ 445,084	\$ 382,879	\$ 537,796	\$ 504,718

**RECREATION
NON-DEPARTMENTAL**

Recreation Center - Non-Departmental

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 17 SALES TAX 4B-CULTURAL/RECRTNL
 Department 16 NON-DEPARTMENTAL
 Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 45,077	\$ 36,849	\$ 37,009	\$ 64,000	\$ 46,000
402	RENTAL OF EQUIPMENT	\$ 6,317	\$ 5,232	\$ 4,483	\$ 9,557	\$ 8,000
421	PRINTING	\$ 6,777	\$ 9,224	\$ 8,416	\$ 4,000	\$ 8,000
Other Sub Total		\$ 58,171	\$ 51,306	\$ 49,907	\$ 77,557	\$ 62,000
Department Total		\$ 58,171	\$ 51,306	\$ 49,907	\$ 77,557	\$ 62,000

Senior Life Center



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Senior Life Center Supervisor	1	1	1
Senior Van Driver	1	1	1
Senior Life Attendant	1	1	1
Total	3	3	3

Department Narrative

The Senior Life Center is a full service facility serving adults age 50 and older, in addition to being a rental facility for corporate meetings, weddings, and banquets. The Senior Life Center also features an Arts and Crafts Room, Fitness Room, Game Room, Pool Table, Shuffle Board Table, and many other activities. Transportation is provided to and from the Senior Life Center for Lancaster residents only.

Senior Life Center

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 83,080	\$ 110,240	\$ 85,690	\$ 117,842	\$ 106,538
103	SALARIES-OVERTIME	\$ 4,804	\$ 1,640	\$ 769	\$ 500	\$ 500
104	SALARIES-LONGEVITY	\$ 242	\$ 195	\$ 200	\$ 524	\$ 596
105	GROUP LIFE INSURANCE	\$ 15,181	\$ 9,353	\$ 11,904	\$ 14,286	\$ 19,449
106	TMRS	\$ 12,356	\$ 15,188	\$ 11,838	\$ 16,311	\$ 15,119
107	FICA	\$ 6,831	\$ 8,480	\$ 6,364	\$ 9,195	\$ 8,292
109	SALARIES-WELL PAY	\$ 376	\$ -	\$ 257	\$ 832	\$ 750
110	DENTAL INSURANCE	\$ 731	\$ 629	\$ 542	\$ 876	\$ 1,008
114	SALARIES - ASSIGNMENT PAY	\$ 3,658	\$ -	\$ -	\$ -	\$ -
118	CELL PHONE ALLOWANCE	\$ 520	\$ 120	\$ -	\$ 480	\$ -
120	GROUP LIFE INSURANCE	\$ 101	\$ 119	\$ 104	\$ 408	\$ 383
130	WORKERS COMPENSATION	\$ 477	\$ 666	\$ 552	\$ 772	\$ 653
131	EAP EXPENSE	\$ 54	\$ 76	\$ 62	\$ 108	\$ 101
Personnel Sub Total		\$ 128,411	\$ 146,705	\$ 118,282	\$ 162,134	\$ 153,389
Account Object	Description					
202	CLOTHING-UNIFORMS	\$ 224	\$ -	\$ -	\$ 221	\$ 200
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 411	\$ -	\$ -	\$ 567	\$ -
205	JANITORIAL & CLEANING SUPPLIES	\$ 355	\$ 203	\$ 249	\$ 352	\$ 350
208	PROGRAM SUPPLIES	\$ 3,044	\$ 1,996	\$ 2,588	\$ 2,000	\$ 500
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 3,727	\$ 5,222	\$ 3,158	\$ 5,400	\$ 2,800
214	POSTAGE	\$ -	\$ 69	\$ -	\$ 55	\$ 55
216	MEDICAL SUPPLIES	\$ 172	\$ -	\$ -	\$ 250	\$ -
218	FUEL & OIL	\$ 8,290	\$ 7,260	\$ 2,786	\$ 9,192	\$ 3,892
222	LUNCH PROGRAM EXPENSE	\$ 66,977	\$ 65,791	\$ 66,193	\$ 80,000	\$ 70,000
234	LUNCH PROGRAM OTHER SUPPLIES	\$ 2,937	\$ 4,847	\$ 2,402	\$ 4,500	\$ 4,500
Supplies Sub Total		\$ 86,138	\$ 85,388	\$ 77,376	\$ 102,537	\$ 82,297
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ 137	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 137	\$ -	\$ -	\$ -	\$ -
Account Object	Description					
401	TELEPHONE & COMMUNICATIONS	\$ 1,075	\$ 985	\$ 627	\$ 1,080	\$ 1,080
402	RENTAL OF EQUIPMENT	\$ 440	\$ -	\$ -	\$ 500	\$ -
408	ADVERTISING	\$ 1,628	\$ 2,428	\$ 528	\$ 3,223	\$ 2,223
410	UTILITIES-ELECTRICITY	\$ 19,190	\$ 16,368	\$ 18,944	\$ 22,720	\$ 20,000
411	ALARM SERVICE	\$ 2,326	\$ 1,726	\$ 1,973	\$ 2,500	\$ -
414	DUES & SUBSCRIPTIONS	\$ 60	\$ 55	\$ 489	\$ 100	\$ 100
416	OTHER/PROFESSIONAL SERVICES	\$ 4,798	\$ 1,091	\$ 1	\$ 1,900	\$ 600
462	CELLULAR TELEPHONE & PAGERS	\$ -	\$ 280	\$ 412	\$ 420	\$ 420
473	DEPRECIATION EXPENSE	\$ -	\$ 8,781	\$ -	\$ -	\$ -
546	REFUNDS	\$ (4,230)	\$ (800)	\$ (8,410)	\$ -	\$ -
548	FIRE SYSTEM INSPECTION CONTRAC	\$ (0)	\$ -	\$ -	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 2,624	\$ 1,075	\$ 1,375	\$ 2,600	\$ 900
Sub Total		\$ 27,910	\$ 31,989	\$ 15,939	\$ 35,043	\$ 25,323
Department Total		\$ 242,596	\$ 264,083	\$ 211,597	\$ 299,714	\$ 261,009

Recreation Center



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Assistant Director of Parks and Recreation	1	1	1
Recreation Superintendent	1	1	1
Recreation Supervisor	2	2	2
Aquatics Supervisor	1	1	1
Recreation Leader	1	3	3
Day Porter	1	1	1
PT Senior Lifeguard (.50)	2	2	2
PT Summer Lifeguard (.25)	1.25	1.25	1.25
PT Year-Round Lifeguard (.50)	5	5	5
PT Recreation Attendant (.50)	3.5	3.5	3.5
Total	18.75	20.75	20.75

Department Narrative

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

Recreation Center

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

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

Account Object	Description	2018	2019	2020	2020	2021
		Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 330,372	\$ 341,736	\$ 287,654	\$ 432,178	\$ 379,619
102	SALARIES-PART TIME	\$ 196,078	\$ 167,386	\$ 118,535	\$ 233,098	\$ 197,767
103	SALARIES-OVERTIME	\$ 2,915	\$ 9,648	\$ 3,240	\$ 1,000	\$ 1,000
104	SALARIES-LONGEVITY	\$ 700	\$ 752	\$ 732	\$ 1,000	\$ 1,260
105	GROUP HEALTH INSURANCE	\$ 46,969	\$ 56,994	\$ 40,019	\$ 69,520	\$ 61,221
106	TMRS	\$ 45,675	\$ 47,355	\$ 40,502	\$ 62,236	\$ 55,664
107	FICA	\$ 40,481	\$ 39,288	\$ 31,656	\$ 51,387	\$ 44,600
109	SALARIES-WELL PAY	\$ 809	\$ 600	\$ 2,471	\$ 3,042	\$ 2,673
110	DENTAL INSURANCE	\$ 2,192	\$ 2,303	\$ 2,236	\$ 3,897	\$ 3,992
118	CELL PHONE ALLOWANCE	\$ 520	\$ 886	\$ 720	\$ 1,440	\$ 960
120	GROUP LIFE INSURANCE	\$ 382	\$ 395	\$ 339	\$ 1,065	\$ 983
130	WORKERS COMPENSATION	\$ 3,644	\$ 5,104	\$ 4,392	\$ 6,091	\$ 3,794
131	EAP EXPENSE	\$ 673	\$ 573	\$ 523	\$ 559	\$ 494
Personnel Sub Total		\$ 671,410	\$ 673,020	\$ 533,019	\$ 866,513	\$ 754,027
Account Object	Description					
201	MISC OFFICE SUPPLIES	\$ (1,118)	\$ (197)	\$ 1,218	\$ -	\$ -
202	CLOTHING-UNIFORMS	\$ 951	\$ 1,083	\$ 1,204	\$ 1,954	\$ 1,973
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ 1,035	\$ 3,365	\$ 9,334	\$ -
205	JANITORIAL & CLEANING SUPPLIES	\$ 6,921	\$ 4,725	\$ 4,212	\$ 4,800	\$ 4,800
206	CHEMICALS	\$ 12,592	\$ 12,131	\$ 6,351	\$ 12,500	\$ 12,500
208	RECREATIONAL SUPPLIES	\$ 3,613	\$ 6,176	\$ 4,311	\$ 7,737	\$ 3,173
209	BOT & AGR SUPPLIES	\$ -	\$ 74	\$ 101	\$ -	\$ -
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ 99	\$ 186	\$ 40	\$ 150	\$ -
214	POSTAGE	\$ -	\$ 27	\$ 7	\$ 50	\$ 50
216	MEDICAL SUPPLIES	\$ 351	\$ 408	\$ 210	\$ 288	\$ -
218	FUEL & OIL	\$ 2,479	\$ 2,059	\$ 1,873	\$ 2,808	\$ 2,500
219	COMPUTER SUPPLIES	\$ -	\$ 1,216	\$ 223	\$ -	\$ -
Supplies Sub Total		\$ 25,888	\$ 28,924	\$ 23,113	\$ 39,621	\$ 24,996
Account Object	Description					
301	MAINT-BLDG & STRUCTURES	\$ 49	\$ -	\$ -	\$ -	\$ -
345	MAINT-ATH FIELDS/POOL FACILITY	\$ 13,990	\$ 3,694	\$ -	\$ -	\$ 2,500
363	MAINT-LOCKS & KEYS	\$ 112	\$ -	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 14,151	\$ 3,694	\$ -	\$ -	\$ 2,500
Account Object	Description					
408	ADVERTISING	\$ 6,184	\$ 3,496	\$ 560	\$ 5,400	\$ 5,400
409	TRAVEL AND EDUCATION	\$ 5,202	\$ 7,794	\$ 7,951	\$ 16,440	\$ 1,550
410	UTILITIES-ELECTRICITY	\$ 108,706	\$ 96,964	\$ 53,597	\$ 104,000	\$ 104,000
411	ALARM SERVICE	\$ 4,665	\$ 6,958	\$ 4,223	\$ 4,500	\$ -
414	DUES & SUBSCRIPTIONS	\$ 837	\$ 37	\$ 250	\$ 800	\$ 800
416	OTHER/PROFESSIONAL SERVICES	\$ 11,657	\$ 8,110	\$ 3,133	\$ 5,250	\$ 5,251
434	SPECIAL EVENTS	\$ 58,185	\$ 31,829	\$ 54,432	\$ 60,000	\$ 41,000
442	COMPUTER PROFESSIONAL SERVICES	\$ 18,871	\$ 12,319	\$ 4,385	\$ 11,999	\$ 11,999
462	CELLULAR TELEPHONE & PAGERS	\$ 1,132	\$ 710	\$ 711	\$ 1,560	\$ 1,140
473	DEPRECIATION EXPENSE	\$ -	\$ 80,716	\$ -	\$ -	\$ -
479	ACTIVITY/ATH SPECIAL EVENTS	\$ 8,491	\$ 8,886	\$ 8,282	\$ 9,000	\$ 7,000
498	UTILITIES-GAS	\$ 19,348	\$ 14,367	\$ -	\$ 21,672	\$ 22,320
548	FIRE SYSTEM INSPECTION CONTRACT	\$ 0	\$ -	\$ -	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 54,480	\$ 38,302	\$ 17,028	\$ 65,300	\$ 55,300
Other Sub Total		\$ 297,759	\$ 310,488	\$ 154,553	\$ 305,921	\$ 255,760
Department Total		\$ 1,009,207	\$ 1,016,126	\$ 710,685	\$ 1,212,055	\$ 1,037,283

Youth Programs



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
PT Youth Program Leaders (.50)	2	2	0
Total	2	2	0

Department Narrative

The Recreation Department's Youth Day Camp is a full cost recovery program that provides after school enrichment and summer day camp programs for school age youth. Revenues for this 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 City Council strategic goal of a Healthy, Safe and Engaged community.

Recreation Center - Summer Day Camp

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ -	\$ -	\$ 1,571	\$ -	\$ -
102	SALARIES-PART TIME	\$ 35,636	\$ 33,117	\$ 13,508	\$ 45,888	\$ -
103	SALARIES-OVERTIME	\$ 98	\$ -	\$ 119	\$ -	\$ -
105	GROUP HEALTH INSURANCE	\$ -	\$ -	\$ 2	\$ -	\$ -
106	TMRS	\$ -	\$ -	\$ 230	\$ -	\$ -
107	FICA	\$ 2,734	\$ 2,533	\$ 1,163	\$ 3,508	\$ -
120	GROUP LIFE INSURANCE	\$ -	\$ -	\$ 3	\$ -	\$ -
130	WORKERS COMPENSATION	\$ 251	\$ 342	\$ 170	\$ 512	\$ -
131	EAP EXPENSE	\$ 86	\$ 83	\$ 35	\$ 56	\$ -
Personnel Sub Total		\$ 38,803	\$ 36,075	\$ 16,801	\$ 49,964	\$ -
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
208	RECREATIONAL SUPPLIES	\$ 1,588	\$ 1,440	\$ -	\$ 1,500	\$ -
210	FOOD/BEVERAGES/ETC-MEETINGS	\$ -	\$ -	\$ 42	\$ -	\$ -
217	CONCESSIONS	\$ 128	\$ 38	\$ -	\$ 217	\$ -
Supplies Sub Total		\$ 1,716	\$ 1,478	\$ 42	\$ 1,717	\$ -
Services						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
434	SPECIAL EVENTS	\$ 11,288	\$ 11,321	\$ 308	\$ 10,000	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ 728	\$ -	\$ 2,400	\$ -	\$ -
Services Sub Total		\$ 12,016	\$ 11,321	\$ 2,708	\$ 10,000	\$ -
Department Total		\$ 52,535	\$ 48,874	\$ 19,551	\$ 61,681	\$ -

Community Park

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 17
 Department 57
 Program 0

SALES TAX 4B-CULTURAL/RECRTNL
 COMMUNITY PARK
 COMMUNITY PARK

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
209 BOT & AGR SUPPLIES		\$ -	\$ 625	\$ -	\$ 542	\$ -
226 SEED		\$ 584	\$ -	\$ -	\$ 650	\$ -
Supplies Sub Total		\$ 584	\$ 625	\$ -	\$ 1,192	\$ -
Account Object Description						
301 MAINT-BLDG & STRUCTURES		\$ 20,652	\$ -	\$ -	\$ -	\$ -
345 MAINT-ATH FIELDS/POOL FACILITY		\$ 4,310	\$ 2,086	\$ 1,760	\$ 11,000	\$ -
Maintenance Sub Total		\$ 24,962	\$ 2,086	\$ 1,760	\$ 11,000	\$ -
Account Object Description						
416 OTHER/PROFESSIONAL SERVICES		\$ 6,000	\$ 3,550	\$ 4,585	\$ 6,000	\$ -
473 DEPRECIATION EXPENSE		\$ -	\$ 2,968	\$ -	\$ -	\$ -
Sub Total		\$ 6,000	\$ 6,518	\$ 4,585	\$ 6,000	\$ -
Department Total						
		\$ 31,547	\$ 9,229	\$ 6,345	\$ 18,192	\$ -

STORMWATER FUND

STORM WATER FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	0 Drainage Fee	1,734,547	1,783,188	1,572,642	1,600,000	1,580,000
	0 Other Revenue	48,892	75,227	53,685	42,000	15,682
	Total	\$ 1,783,439	\$ 1,858,415	\$ 1,626,327	\$ 1,642,000	\$ 1,595,682
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	4 STORMWATER OPERATIONS	1,045,487	1,172,121	1,344,764	1,951,637	1,535,951
	22 NON-DEPARTMENTAL	40,918	(1,482)	6,662	11,264	10,395
	50 STORM WATER DEBT SERVICE	44,850	49,200	43,150	43,150	41,750
	80 TRANSFERS OUT	64,547	64,547	51,217	61,460	58,610
	Total	\$ 1,195,801	\$ 1,284,386	\$ 1,445,792	\$ 2,067,511	\$ 1,646,706
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	587,638	574,029	180,534	(425,511)	(51,024)
	Beginning Balance	2,497,565	3,085,203	3,659,232	3,659,232	3,839,766
	Ending Balance	3,085,203	3,659,232	3,839,766	3,233,721	3,788,742
	Fund Balance	2,067,582	2,497,565			
10/13/2011(10 am)	Ending Balance as % of Expenditures	258.00%	284.90%	265.58%	156.41%	230.08%

Stormwater



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Director of Public Works	0.5	0.5	0.5
Superintendent - Streets/Stormwater	1	1	1
GIS Coordinator	0.25	0.25	0.25
Foreman II	1	1	1
Heavy Equip. Operator II	1	1	1
Heavy Equip. Operator I	2	2	2
Light Equip. Operator	3	3	3
Maintenance Worker II	4	4	4
Total	12.75	12.75	12.75

Department Narrative

The Stormwater Division strives to deliver support to the maintenance and upgrade of the stormwater drainage systems. The stormwater division will 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.

Storm Water

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 446,639	\$ 467,474	\$ 426,762	\$ 548,540	\$ 559,509
103	SALARIES-OVERTIME	\$ 9,325	\$ 9,817	\$ 8,350	\$ 11,000	\$ 11,000
104	SALARIES-LONGEVITY	\$ 3,346	\$ 3,594	\$ 3,014	\$ 3,989	\$ 4,493
105	HEALTH INSURANCE	\$ 87,859	\$ 94,094	\$ 77,729	\$ 104,172	\$ 110,283
106	TMRS	\$ 63,547	\$ 65,797	\$ 59,838	\$ 78,112	\$ 81,890
107	FICA	\$ 34,300	\$ 35,570	\$ 32,320	\$ 42,904	\$ 43,710
109	SALARIES-WELL PAY	\$ 1,576	\$ 873	\$ 1,686	\$ 3,975	\$ 4,050
110	DENTAL INSURANCE	\$ 3,721	\$ 3,989	\$ 3,704	\$ 5,585	\$ 6,426
113	SALARIES-CAR ALLOWANCE	\$ -	\$ -	\$ -	\$ 2,400	\$ 2,400
114	SALARIES-ASSIGNMENT PAY	\$ 2,126	\$ 2,764	\$ -	\$ 2,764	\$ 2,764
115	CERTIFICATION PAY	\$ -	\$ 1,402	\$ 1,066	\$ 2,853	\$ 2,853
120	LIFE INSURANCE	\$ 498	\$ 648	\$ 483	\$ 1,403	\$ 1,403
130	WORKERS COMPENSATION	\$ 6,852	\$ 11,192	\$ 9,476	\$ 11,759	\$ 8,795
131	EAP EXPENSE	\$ 283	\$ 300	\$ 258	\$ 372	\$ 372
Personnel Sub Total		\$ 660,073	\$ 697,514	\$ 624,684	\$ 819,828	\$ 839,948
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 204	\$ 831	\$ 767	\$ 700	\$ 700
202	UNIFORMS AND CLOTHING	\$ 2,372	\$ 3,246	\$ 3,124	\$ 3,279	\$ 3,025
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 520	\$ 1,899	\$ 3,958	\$ 3,997	\$ -
206	CHEMICALS	\$ -	\$ 218	\$ 267	\$ 388	\$ 388
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 80	\$ -	\$ 344	\$ 278	\$ -
214	POSTAGE/SHIPPING/DELIVERY	\$ -	\$ -	\$ -	\$ 50	\$ -
216	MEDICAL SUPPLIES	\$ 147	\$ 150	\$ 122	\$ 150	\$ -
218	FUEL AND OIL	\$ 10,681	\$ 8,484	\$ 8,078	\$ 11,916	\$ 9,466
Supplies Sub Total		\$ 14,005	\$ 14,828	\$ 16,659	\$ 20,758	\$ 13,579
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
305	MAINT-DRAINAGE, BRIDGES, ETC	\$ 267	\$ -	\$ 1,412	\$ 10,836	\$ 10,836
307	MAINT-INSTRUMENTS & APPARATUS	\$ 307	\$ 312	\$ 145	\$ 500	\$ 500
Maintenance Sub Total		\$ 573	\$ 312	\$ 1,557	\$ 11,336	\$ 11,336
Services						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
402	RENTAL OF EQUIPMENT	\$ 441	\$ 794	\$ 331	\$ 2,500	\$ -
409	TRAVEL & EDUCATION	\$ 1,379	\$ 1,240	\$ 2,838	\$ 2,980	\$ 3,400
410	UTILITIES-ELECTRICITY	\$ 5,638	\$ 4,950	\$ 4,051	\$ 3,500	\$ 3,906
413	SANITARY LANDFILL	\$ 5,096	\$ 7,539	\$ 20,870	\$ 5,500	\$ 5,500
414	MEMBERSHIP DUES & SUBSCRIPTION	\$ 4,156	\$ 5,684	\$ 6,729	\$ 6,205	\$ 6,195
416	OTHER/PROFESSIONAL SERVICES	\$ 9,899	\$ 4,688	\$ 465,365	\$ 477,470	\$ 50,227
421	PRINTING	\$ 252	\$ 392	\$ 228	\$ -	\$ -
462	CELLULAR TELEPHONE & PAGERS	\$ 6,536	\$ 2,956	\$ 2,123	\$ 1,560	\$ 1,860
565	CONTRACT MOWING SERVICE	\$ 293,855	\$ 348,178	\$ 197,048	\$ 600,000	\$ 600,000
Services Sub Total		\$ 327,251	\$ 376,422	\$ 699,584	\$ 1,099,715	\$ 671,088
Capital						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
601	LAND	\$ -	\$ 48,222	\$ -	\$ -	\$ -
602	CAPITAL-BLDG & STRUCTURE	\$ 43,584	\$ 34,823	\$ 2,280	\$ -	\$ -
Capital Sub Total		\$ 43,584	\$ 83,045	\$ 2,280	\$ -	\$ -
Department Total		\$ 1,045,487	\$ 1,172,121	\$ 1,344,764	\$ 1,951,637	\$ 1,535,951

Storm Water Non-Departmental

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 53 STORM WATER DRAINAGE
Department 22 NON-DEPARTMENTAL
Program 0 NON-PROGRAM**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 8,114	\$ 6,574	\$ 6,662	\$ 11,264	\$ 10,395
470	BAD DEBT EXPENSE	\$ 32,804	\$ (8,056)	\$ -	\$ -	\$ -
Services Sub Total		\$ 40,918	\$ (1,482)	\$ 6,662	\$ 11,264	\$ 10,395
Department Total		\$ 40,918	\$ (1,482)	\$ 6,662	\$ 11,264	\$ 10,395

**E911
FUND**

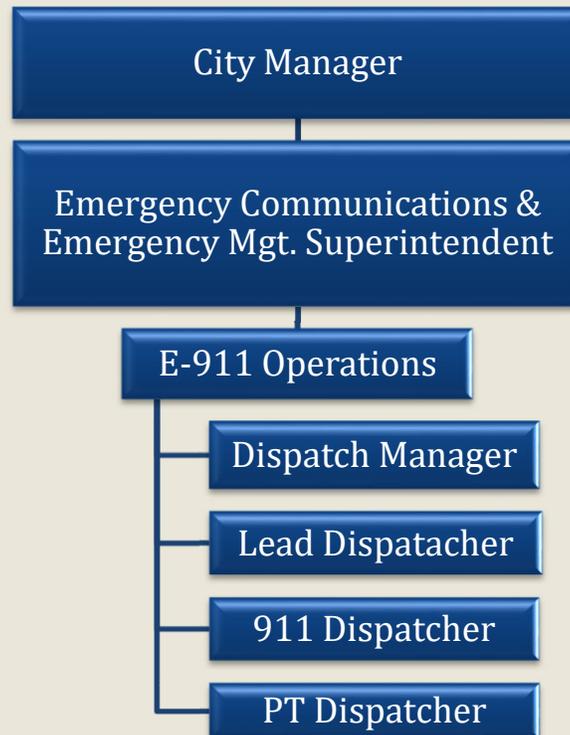
E-911 FUND

REVENUES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
Department No	Revenue Source					
	E911 INCOME	278,558	274,010	297,508	217,000	247,040
	INTEREST	13,952	24,109	9,939	22,985	5,000
	Total	\$ 292,509	\$ 298,120	\$ 307,447	\$ 239,985	\$ 252,040
EXPENDITURES						
		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
Department No						
	47 9-1-1-E	186,641	221,917	192,325	287,227	295,290
	Total	\$ 186,641	\$ 221,917	\$ 192,325	\$ 287,227	\$ 295,290
BALANCES						
		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	105,868	76,203	115,122	(47,242)	(43,250)
	Beginning Balance	945,176	1,051,044	1,127,246	1,127,246	1,242,368
	Ending Balance	1,051,044	1,127,246	1,242,368	1,080,004	1,199,118
	Fund Balance (audited)	777,087	945,176			
	Ending Balance as % of Expenditures	563.14%	507.96%	645.97%	376.01%	406.08%

E-911



Personnel Organization Chart



Personnel Summary

There is no personnel summary for this program.

Department Narrative

The E-911 department accounts for costs associated with the use of Emergency 911 funds. These include maintenance and capital purchases of emergency communication systems and equipment.

E-911

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
231	PC SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 40,800
Supplies Sub Total		\$ -	\$ -	\$ -	\$ -	\$ 40,800
Account Object Description						
303	MAINT EQUIP & MACHINERY	\$ 122,194	\$ 150,191	\$ 126,750	\$ 199,383	\$ 136,875
314	MAINT-RADIO EQUIPMENT	\$ -	\$ -	\$ 3,729	\$ 2,000	\$ 2,500
371	MAINT-HARDWARE	\$ 13,740	\$ 14,412	\$ 15,444	\$ 15,444	\$ 2,200
Maintenance Sub Total		\$ 135,934	\$ 164,603	\$ 145,923	\$ 216,827	\$ 141,575
Account Object Description						
414	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 700	\$ -
416	OTHER/PROFESSIONAL SERVICES	\$ 2,795	\$ 2,232	\$ 1,707	\$ 2,200	\$ 2,300
450	ADMINISTRATIVE FEES	\$ 1,081	\$ 1,081	\$ 1,081	\$ 1,100	\$ 1,100
451	COST RECOVERY, WIRELESS 9-1-1	\$ -	\$ -	\$ -	\$ 8,400	\$ 6,000
461	E911 SERVICE PAYMENT AT&T	\$ 46,830	\$ 54,001	\$ 43,614	\$ 58,000	\$ 60,000
Services Sub Total		\$ 50,707	\$ 57,315	\$ 46,402	\$ 70,400	\$ 69,400
Account Object Description						
615	CAPITAL-COMMON EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 43,515
Capital Sub Total		\$ -	\$ -	\$ -	\$ -	\$ 43,515
Department Total		\$ 186,641	\$ 221,917	\$ 192,325	\$ 287,227	\$ 295,290

OTHER FUNDS

**STREET
MAINTENANCE
FUND**

STREET MAINTENANCE FUND

REVENUES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
Department No	Revenue Source					
	PROPERTY TAX	-	-	746,857	765,122	804,615
	INTEREST	-	-	4,227	-	4,220
	Total	\$ -	\$ -	\$ 751,084	\$ 765,122	\$ 808,835
EXPENDITURES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
Department No						
	12 STREET	-	-	-	944,000	808,835
	Total	\$ -	\$ -	\$ -	\$ 944,000	\$ 808,835
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	-	-	7,084	(178,878)	-
	Beginning Balance	-	-	-	200,000	7,084
	Ending Balance	-	-	7,084	21,122	7,084
	Ending Balance as % of Expenditures				2.24%	0.88%

Street Maintenance



Personnel Organization Chart

City Manager

Personnel Summary

There is no personnel for this program.

Department Narrative

This department is responsible for the administration of the Street Maintenance Fund. Expenditures consist of costs associated with the maintenance of the City's roadway infrastructure system.

STREET MAINTENANCE

BUDGET REPORT	Fund	4	STREET MAINTENANCE
LINE ITEM DETAIL	Department	12	STREET
BY DEPARTMENT	Program	0	STREET

		2018	2019	2020	2020	2021
#N/A	Description	Actual	Actual	YTD Actual	Budget	Proposed
	606 CAPITAL-STREET & DRAINAGE	\$ -	\$ -	\$ -	\$ 944,000	\$ 808,835
	Capital Sub Total	\$ -	\$ -	\$ -	\$ 944,000	\$ 808,835
	Department Total	\$ -	\$ -	\$ -	\$ 944,000	\$ 808,835

AIRPORT FUND

AIRPORT FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Airport Operations	237,075	239,140	214,912	330,000	325,000
	Net Fuel Sale	97,446	128,735	91,333	122,000	95,000
	Other Revenue	70,510	60,608	60,281	63,700	62,000
	Grant Revenue	9,359	8,272	-	50,000	25,000
	Total	\$ 414,390	\$ 436,754	\$ 366,526	\$ 565,700	\$ 507,000
EXPENDITURES		2018	2019	2020		2021
Departments No		Actual	Actual	Year to Date	Budget	Proposed
	40 AIRPORT	439,561	450,434	285,130	392,684	379,599
	40 AIRPORT RAMP GRANT	18,356	26,423	36,667	51,000	50,000
	50 DEBT SERVICE	1,867	7,400	12,050	12,050	11,550
	80 TRANSFERS OUT	23,663	42,413	35,936	43,123	43,367
	Total	\$ 483,447	\$ 526,669	\$ 369,784	\$ 498,857	\$ 484,516
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	(69,057)	(89,915)	(3,257)	66,843	22,484
	Beginning Balance	1,084,752	251,718	218,831	218,831	215,573
	Ending Balance	1,015,694	161,803	215,573	285,674	238,057
	Fund Balance (audited)	(979,790)	(1,697,057)			
	Ending Balance as % of Expenditures	210.09%	30.72%	58.30%	57.27%	49.13%

Lancaster Regional Airport



Personnel Organization Chart



Personnel Summary

Position	Adopted '18-19	Adopted '19-20	Proposed '20-21
Airport Manager	1	1	1
Airport Operations Supervisor	0	1	1
Airport Operations Agent	2	1	1
PT Airport Labor	2	1.5	1.5
Total	5	4.5	4.5

Department Narrative

Lancaster Regional Airport provides services to general aviation aircraft owners and operators. Classified by the Federal Aviation Administration as a reliever airport, the airport provides 6,500 feet of asphalt runway capable of accommodating large corporate jets in inclement weather. There are approximately 150 aircraft based at the airport. The airport provides Fixed Based Operator (FBO) services such as aircraft fueling, towing, parking, and supplies.

Regional Airport

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund 9 AIRPORT FUND
 Department 40 AIRPORT
 Program 0 AIRPORT

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ 129,179	\$ 140,485	\$ 128,670	\$ 155,884	\$ 159,002
102	SALARIES-PART TIME	\$ 29,659	\$ 37,718	\$ 25,707	\$ 42,218	\$ 42,814
103	SALARIES-OVERTIME	\$ 227	\$ 342	\$ 551	\$ 1,000	\$ -
104	SALARIES-LONGEVITY	\$ 6,176	\$ 3,248	\$ 572	\$ 1,124	\$ 1,036
105	HEALTH INSURANCE	\$ 24,682	\$ 27,105	\$ 17,713	\$ 23,486	\$ 23,744
106	TMRS	\$ 18,483	\$ 19,195	\$ 17,577	\$ 27,324	\$ 28,452
107	FICA	\$ 12,045	\$ 13,103	\$ 11,429	\$ 15,402	\$ 15,605
109	SALARIES-WELL PAY	\$ -	\$ 222	\$ -	\$ 1,099	\$ 1,113
110	DENTAL INSURANCE	\$ 700	\$ 687	\$ 608	\$ 876	\$ 1,008
114	SALARIES ASSIGNMENT PAY	\$ 7,285	\$ -	\$ -	\$ -	\$ -
120	LIFE INSURANCE	\$ 155	\$ 169	\$ 152	\$ 561	\$ 459
130	WORKERS COMPENSATION	\$ 938	\$ 1,514	\$ 2,060	\$ 1,083	\$ 672
131	EAP EXPENSE	\$ 131	\$ 131	\$ 112	\$ 150	\$ 123
133	PENSION EXPENSE	\$ 1,575	\$ -	\$ -	\$ -	\$ -
135	OPEB EXPENSE	\$ 1,046	\$ -	\$ -	\$ -	\$ -
Personnel Sub Total		\$ 232,280	\$ 243,918	\$ 205,151	\$ 270,207	\$ 274,028
Supplies						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
201	OFFICE SUPPLIES	\$ 452	\$ 149	\$ 449	\$ 350	\$ 600
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ 352	\$ 350	\$ 350
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ 425	\$ 120	\$ 485	\$ 1,485	\$ 350
210	FOOD/BEV-MEETINGS/FUNCTIONS	\$ 40	\$ -	\$ -	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ 890	\$ -	\$ -	\$ -	\$ 1,200
214	POSTAGE/SHIPPING/DELIVERY	\$ 486	\$ 361	\$ 351	\$ 350	\$ 350
218	FUEL	\$ 576	\$ 2,286	\$ 330	\$ 700	\$ 400
221	AVIATION RESALE ITEMS	\$ 7,618	\$ 6,751	\$ 7,900	\$ 10,247	\$ 10,000
231	SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 500
Supplies Sub Total		\$ 10,487	\$ 9,667	\$ 9,867	\$ 13,482	\$ 13,750
Maintenance						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
301	MAINT-BLDG & STRUCTURES	\$ 17,770	\$ 28,011	\$ 35,944	\$ 67,675	\$ 52,700
302	MAINT-MOTOR VEHICLES	\$ 834	\$ 1,082	\$ -	\$ 1,000	\$ 1,000
303	MAINT-EQUIP & MACHINERY	\$ 2,941	\$ 3,193	\$ 1,023	\$ 3,300	\$ 2,600
Maintenance Sub Total		\$ 21,544	\$ 32,286	\$ 36,967	\$ 71,975	\$ 56,300
Service						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
401	TELEPHONE & COMMUNICATIONS	\$ 4,508	\$ 3,685	\$ 15,856	\$ 14,885	\$ 14,400
402	RENTAL OF EQUIPMENT	\$ 19,200	\$ 19,531	\$ 17,605	\$ 20,940	\$ 19,200
407	SPECIAL SERVICES	\$ 533	\$ 874	\$ 181	\$ 700	\$ 700
408	ADVERTISING	\$ 779	\$ 794	\$ 848	\$ 848	\$ 1,350
409	TRAVEL & EDUCATION	\$ 231	\$ 295	\$ -	\$ 400	\$ 400
410	UTILITIES - ELECTRICITY	\$ 28,409	\$ 24,716	\$ 18,856	\$ 25,560	\$ 25,000
411	ALARM SERVICE	\$ 360	\$ 360	\$ 270	\$ 720	\$ 3,780
414	DUES & SUBSCRIPTIONS	\$ 568	\$ 275	\$ 568	\$ 843	\$ 845
416	OTHER/PROFESSIONAL SERVICES	\$ 388	\$ 791	\$ 130	\$ 550	\$ 880
462	CELLULAR TELEPHONE & PAGERS	\$ 1,030	\$ 811	\$ 865	\$ 1,248	\$ 1,560
473	DEPRECIATION EXPENSE	\$ 120,959	\$ 120,959	\$ -	\$ -	\$ -
482	CREDIT CARD PROCESSING FEES	\$ 8,685	\$ 9,125	\$ 6,830	\$ 7,950	\$ 7,950
543	JANITORIAL CONTRACT	\$ 7,680	\$ 8,492	\$ 7,201	\$ 7,800	\$ 7,800
544	PEST CONTROL SERVICES	\$ 276	\$ 276	\$ 3	\$ 276	\$ 276
547	4A REIMBURSEMENT	\$ -	\$ -	\$ 600	\$ 300	\$ 300
548	FIRE SYSTEM INSPECTION CONTRACT	\$ -	\$ -	\$ -	\$ -	\$ 1,080
Service Sub-Total		\$ 193,606	\$ 190,985	\$ 69,813	\$ 83,020	\$ 85,521
Capital						
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
602	CAPITAL-BLDGS & STRUCTURES	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Capital Sub total		\$ -	\$ -	\$ -	\$ 5,000	\$ -
Department Total		\$ 457,917	\$ 476,856	\$ 321,798	\$ 443,684	\$ 429,599

GOLF COURSE FUND

GOLF COURSE FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	GOLF COURSE REVENUE	420,420	528,776	415,297	646,977	629,741
	Total	\$ 420,420	\$ 528,776	\$ 415,297	\$ 646,977	\$ 629,741
EXPENDITURES						
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
39	GOLF COURSE	1,038,283	1,093,143	786,609	795,628	960,337
50	DEBT SERVICE	23,333	-	-	-	-
80	TRANSFERS OUT	7,000	7,000	5,833	7,000	7,000
	Total	\$ 1,068,617	\$ 1,100,143	\$ 792,443	\$ 802,628	\$ 967,337
BALANCES						
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	(648,196)	(571,367)	(377,146)	(155,651)	(337,596)
	Beginning Balance	(341,824)	(990,020)	(1,561,387)	(1,561,387)	(1,938,533)
	Ending Balance	(990,020)	(1,561,387)	(1,938,533)	(1,717,038)	(2,276,129)
	Fund Balance (audited)	182,538	191,980			
	Ending Balance as % of Expenditures	-92.65%	-141.93%	-244.63%	-213.93%	-235.30%

Country View Golf Course



Personnel Organization Chart



Personnel Summary

There is no personnel for this program.

Department Narrative

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

SANITATION FUND

SANITATION FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Garbage Collection	2,549,198	2,640,708	2,221,821	2,467,463	2,559,310
	Interest	19,426	47,738	26,502	44,892	30,000
	NCTCOG Grants	-	40,371	-	-	-
	Total	\$ 2,568,625	2,728,817	\$ 2,248,323	\$ 2,512,355	\$ 2,589,310
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	2 ADMINISTRATION	12,862	11,450	7,551	15,050	15,501
	11 REFUSE SERVICE	1,461,287	1,505,237	1,167,412	1,587,188	1,587,188
	12 STREET MAINTENANCE	20,972	26,564	339,910	250,000	250,000
	43 NON-DEPARTMENTAL	10,731	27,621	-	35,000	35,000
	80 TRANSFERS OUT	150,000	150,000	128,750	154,500	156,045
	Total	\$ 1,655,851	\$ 1,720,872	\$ 1,643,623	\$ 2,041,738	2,043,734
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	912,773	1,007,945	604,701	470,617	545,576
	Beginning Balance	1,239,752	2,152,525	3,160,470	3,160,470	3,765,171
	Ending Balance	2,152,525	3,160,470	3,765,171	3,631,088	4,310,747
	Fund Balance (audited)	118,785	888,382			
	Ending Balance as % of Expenditures	130.00%	183.66%	229.08%	177.84%	210.93%

Sanitation



Personnel Organization Chart



Assistant City Manager

Personnel Summary

There is no personnel for this program.

Department Narrative

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

Sanitation

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

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

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
434	SPECIAL EVENTS	\$ 12,862	\$ 11,450	\$ 7,551	\$ 15,050	\$ 15,501
	Services Sub Total	\$ 12,862	\$ 11,450	\$ 7,551	\$ 15,050	\$ 15,501
	Department Total	\$ 12,862	\$ 11,450	\$ 7,551	\$ 15,050	\$ 15,501

Sanitation - Refuse Service

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 19 TRASH & RECYCLING SERVICE FUND
 Department 11 REFUSE SERVICE
 Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
468	REFUSE SERVICES	\$ 1,442,896	\$ 1,482,966	\$ 1,167,412	\$ 1,587,188	\$ 1,587,188
470	BAD DEBT EXPENSE	\$ 18,391	\$ 22,271	\$ -	\$ -	\$ -
Services Sub Total		\$ 1,461,287	\$ 1,505,237	\$ 1,167,412	\$ 1,587,188	\$ 1,587,188
Department Total		\$ 1,461,287	\$ 1,505,237	\$ 1,167,412	\$ 1,587,188	\$ 1,587,188

Sanitation - Street Maintenance

BUDGET REPORT Fund 19 TRASH & RECYCLING SERVICE FUND
LINE ITEM DETAIL Department 12 STREET MAINTENANCE
BY DEPARTMENT Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
304 MAINT-STREETS		\$ -	\$ -	\$ 339,910	\$ 250,000	\$ 250,000
473 DEPRCIATION EXPENSE		\$ 20,972	\$ 26,564	\$ -	\$ -	\$ -
Maintenance Sub Total		\$ 20,972	\$ 26,564	\$ 339,910	\$ 250,000	\$ 250,000
Department Total		\$ 20,972	\$ 26,564	\$ 339,910	\$ 250,000	\$ 250,000

Sanitation - Non Departmental

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 19 TRASH & RECYCLING SERVICE FUND
Department 43 NON-DEPARTMENTAL
Program 0**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
449	GRANT EXPENSE	\$ -	\$ 11,445	\$ -	\$ -	\$ -
468	REFUSE SERVICES	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
469	STORM DEBRIS PICKUP	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
473	DEPR. EXP. MACH. & EQUIP	\$ 10,731	\$ 16,176	\$ -	\$ -	\$ -
Services Sub Total		\$ 10,731	\$ 27,621	\$ -	\$ 35,000	\$ 35,000
<hr/>						
Account Object	Description					
610	CAPITAL-MOTOR VEHICLES	\$ -	\$ 37,531	\$ -	\$ -	\$ -
Capital Sub Total		\$ -	\$ 37,531	\$ -	\$ -	\$ -
<hr/>						
Department Total		\$ 10,731	\$ 65,152	\$ -	\$ 35,000	\$ 35,000

**DEBT SERVICE
FUND**

DEBT SERVICE FUND

REVENUES		2018	2019	2020		2021
Department No	Revenue Source	Actual	Actual	Year to Date	Budget	Proposed
	Property Taxes	6,161,854	6,921,500	7,461,812	7,607,074	6,993,807
	Interest	42,696	61,124	38,262	25,552	7,254
	Transfers In	1,395,458	227,750	-	-	-
	Total	\$ 7,600,008	\$ 7,210,375	\$ 7,500,074	\$ 7,632,626	\$ 7,001,061
EXPENDITURES		2018	2019	2020		2021
Department No		Actual	Actual	Year to Date	Budget	Proposed
	50 Debt Service	6,271,603	5,885,786	5,452,242	5,591,820	5,045,505
	80 Transfers Out	1,128,838	-	-	-	-
	Total	\$ 7,400,441	\$ 5,885,786	\$ 5,452,242	\$ 5,591,820	\$ 5,045,505
BALANCES		2018	2019	2020		2021
		Actual	Actual	Year to Date	Budget	Proposed
	Net Gain (Loss)	199,567	1,324,588	2,047,831	2,040,806	1,955,556
	Beginning Balance	1,749,892	1,949,459	3,274,047	3,274,047	5,321,879
	Ending Balance	1,949,459	3,274,047	5,321,879	5,314,854	7,277,435
	Ending Balance as % of Expenditures	26.34%	55.63%	97.61%	95.05%	144.24%

Debt Service

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 2 DEBT SERVICE FUND
Department 50 DEBT SERVICE
Program 0 DEBT SERVICE**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	416 OTHER/PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 3,793	\$ -
	502 PRINCIPAL RETIREMENT-BOND/CO'S	\$ 2,978,170	\$ 2,795,000	\$ 2,685,000	\$ 2,685,000	\$ 2,710,000
	503 INTEREST EXPENSE-BOND/CO'S	\$ 3,725,454	\$ 3,391,870	\$ 2,845,759	\$ 3,263,865	\$ 2,333,255
	504 BAB-REFUNDABLE INTEREST CREDIT	\$ (610,214)	\$ (599,221)	\$ (297,071)	\$ (582,393)	\$ -
	505 PAYING AGENT FEES	\$ 3,000	\$ 3,750	\$ -	\$ 3,000	\$ 2,250
	508 PRINCIPAL-EQUIP LEASE/PURCHASE	\$ -	\$ -	\$ 90,000	\$ -	\$ -
	509 INTEREST-EQUIP LEASE/PURCHASE	\$ -	\$ -	\$ 9,360	\$ -	\$ -
	512 PRINCIPAL CHASE LEASE 2014	\$ 159,144	\$ 258,522	\$ 99,507	\$ 189,507	\$ -
	513 INTEREST CHASE LEASE 2014	\$ 16,049	\$ 35,866	\$ 19,688	\$ 29,048	\$ -
Services Sub Total		\$ 6,271,603	\$ 5,885,786	\$ 5,452,242	\$ 5,591,820	\$ 5,045,505
Department Total		\$ 6,271,603	\$ 5,885,786	\$ 5,452,242	\$ 5,591,820	\$ 5,045,505

Water and Sewer - Debt Service

BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT

Fund
Department
Program

5
50
0

WATER AND SEWER FUND
WATER & SEWER DEBT SERVICE
WATER PRODUCTION & DISTRIBUTION

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
502	PRINCIPAL RETIREMENT ON BONDS	\$ -	\$ 475,000	\$ 480,000	\$ 480,000	\$ 495,000
503	PRIN & INT BOND PAYMENTS	\$ 235,106	\$ 217,506	\$ 205,906	\$ 205,907	\$ 192,556
505	PAYING AGENT FEES	\$ 2,750	\$ 2,000	\$ 1,250	\$ 2,000	\$ 2,000
525	AMORTIZATION EXPENSE	\$ (6,166)	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 231,690	\$ 694,506	\$ 687,156	\$ 687,907	\$ 689,556
Department Total		\$ 231,690	\$ 694,506	\$ 687,156	\$ 687,907	\$ 689,556

Regional Airport

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

**Fund 9 AIRPORT FUND
Department 50 DEBT SERVICE
Program 0**

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
502	PRINCIPAL ON BONDS	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
503	PRIN & INT BOND PAYMENTS	\$ 2,650	\$ 2,400	\$ 2,050	\$ 2,050	\$ 1,550
525	AMORTIZATION EXPENSE	\$ (783)	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 1,867	\$ 7,400	\$ 12,050	\$ 12,050	\$ 11,550
Total		\$ 1,867	\$ 7,400	\$ 12,050	\$ 12,050	\$ 11,550

LEDC Type 4A - Debt Service

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 16 SALES TAX 4A-ECONOMIC DEVLPMNT
 Department 50 4A DEBT SERVICE
 Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
502	PRINCIPAL RETIREMENT	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 155,000
503	INTEREST ON BONDS	\$ -	\$ -	\$ 62,350	\$ 62,350	\$ 55,425
Services Sub Total		\$ -	\$ -	\$ 212,350	\$ 212,350	\$ 210,425
Account Object	Description					
702	TRANS TO PRIMARY GOV DSF	\$ 227,750	\$ 227,750	\$ -	\$ -	\$ -
Transfer Sub Total		\$ 227,750	\$ 227,750	\$ -	\$ -	\$ -
Department Total		\$ 227,750	\$ 227,750	\$ 212,350	\$ 212,350	\$ 210,425

Parks, Recreation, Library - Debt Services

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 17
 Department 50
 Program 0

SALES TAX 4B-CULTURAL/RECRTNL
 4B DEBT SERVICE

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
502	PRINCIPAL ON BONDS	\$ -	\$ 720,000	\$ 750,000	\$ 750,000	\$ 790,000
503	INTEREST ON BONDS	\$ -	\$ 204,150	\$ 171,000	\$ 171,000	\$ 132,500
Services Sub Total		\$ -	\$ 924,150	\$ 921,000	\$ 921,000	\$ 922,500
Department Total		\$ -	\$ 924,150	\$ 921,000	\$ 921,000	\$ 922,500

Country View Golf Course - Debt Service

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 18
 Department 50
 Program 0

GOLF COURSE FUND
 GOLF DEBT SERVICE

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
	702 TRANS TO G.O. DEBT SVC FUND	\$ 23,333	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 23,333	\$ -	\$ -	\$ -	\$ -
Department Total		\$ 23,333	\$ -	\$ -	\$ -	\$ -

Storm Water - Debt Service

BUDGET REPORT
 LINE ITEM DETAIL
 BY DEPARTMENT

Fund 53 STORM WATER DRAINAGE
 Department 50 STORM WATER DEBT SERVICE
 Program 0

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
502	PRINCIPAL ON BONDS	\$ 30,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000
503	INTEREST ON BONDS	\$ 14,850	\$ 14,200	\$ 13,150	\$ 13,150	\$ 11,750
Services Sub Total		\$ 44,850	\$ 49,200	\$ 43,150	\$ 43,150	\$ 41,750
Department Total		\$ 44,850	\$ 49,200	\$ 43,150	\$ 43,150	\$ 41,750

COVID

COVID 19 Funds

**BUDGET REPORT
LINE ITEM DETAIL
BY DEPARTMENT**

Fund All
Department All
Program 99

		2018	2019	2020	2020	2021
Account Object	Description	Actual	Actual	YTD Actual	Budget	Proposed
101	SALARIES-REGULAR	\$ -	\$ -	\$ 49,074	\$ -	\$ -
102	SALARIES-PART TIME	\$ -	\$ -	\$ 7,085	\$ -	\$ -
103	SALARIES-OVERTIME	\$ -	\$ -	\$ 27,343	\$ -	\$ -
Personnel Sub Total		\$ -	\$ -	\$ 83,502	\$ -	\$ -
Account Object Description						
201	OFFICE SUPPLIES	\$ -	\$ -	\$ 66	\$ -	\$ -
202	UNIFORMS AND CLOTHING	\$ -	\$ -	\$ 1,052	\$ -	\$ -
204	MINOR EQUIP/FURN/FIX/TOOLS/ETC	\$ -	\$ -	\$ 19	\$ -	\$ -
205	JANITORIAL & CLEANING SUPPLIES	\$ -	\$ -	\$ 10,448	\$ -	\$ -
211	OTHER OPERATIONAL SUPPLIES	\$ -	\$ -	\$ 1,525	\$ -	\$ -
216	MEDICAL SUPPLIES	\$ -	\$ -	\$ 3,743	\$ -	\$ -
231	SOFTWARE	\$ -	\$ -	\$ 1,037	\$ -	\$ -
242	COMPUTERS/SERVERS	\$ -	\$ -	\$ 45,539	\$ -	\$ -
Supplies Sub Total		\$ -	\$ -	\$ 63,429	\$ -	\$ -
Account Object Description						
301	MAINT-BLDG & STRUCTURES	\$ -	\$ -	\$ 5,265	\$ -	\$ -
Maintenance Sub Total		\$ -	\$ -	\$ 5,265	\$ -	\$ -
Account Object Description						
416	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 21,967	\$ -	\$ -
434	SPECIAL EVENTS	\$ -	\$ -	\$ 184	\$ -	\$ -
446	CITY ATTORNEY FEES	\$ -	\$ -	\$ 13,771	\$ -	\$ -
543	JANITORIAL CONTRACT	\$ -	\$ -	\$ 13,839	\$ -	\$ -
546	REFUNDS	\$ -	\$ -	\$ 500	\$ -	\$ -
559	CONTRACT/TEMPORARY LABOR	\$ -	\$ -	\$ 20,350	\$ -	\$ -
Services Sub Total		\$ -	\$ -	\$ 70,611	\$ -	\$ -
Account Object Description						
609	CAPITAL-MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 31,500	\$ -	\$ -
Capital Total		\$ -	\$ -	\$ 31,500	\$ -	\$ -
Department Total		\$ -	\$ -	\$ 254,307	\$ -	\$ -