

## **GENERAL FUND**

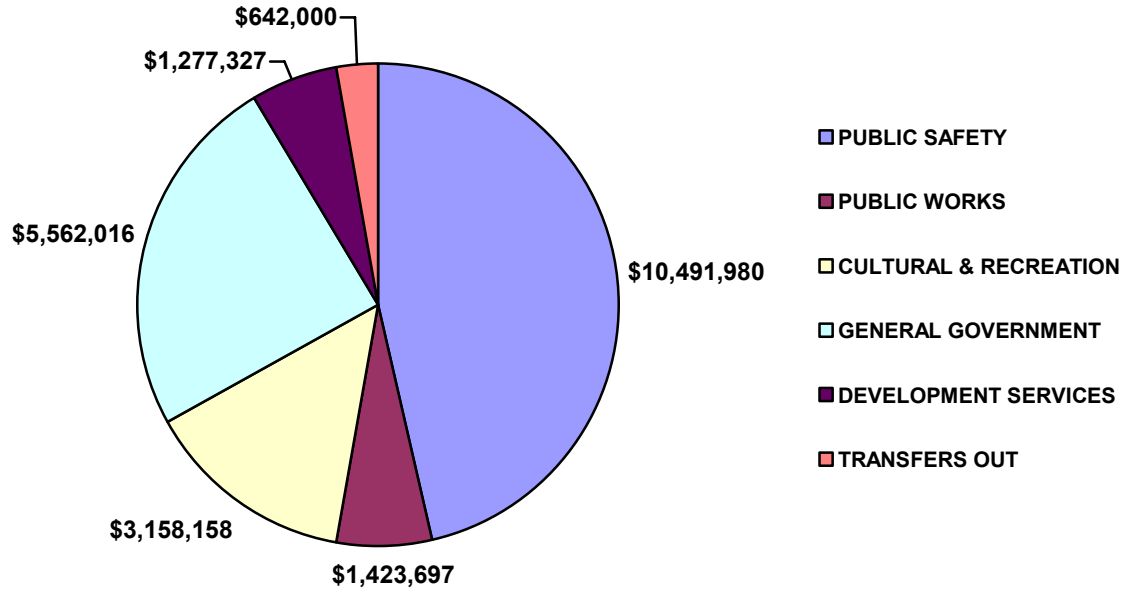
The General Fund is the operating fund of the City. The General Fund receives and accounts for all general tax revenues and other receipts that are not restricted by law or contractual agreement to some other designated fund. The General Fund includes a greater variety and amount of revenues, and finances a wider range of governmental activities than any other fund. The primary revenue sources for the General Fund are Ad Valorem taxes, general sales taxes, utility franchise fees, license and permit fees, parks and recreation fees, service charges, fines, intergovernmental funds, and miscellaneous general revenues. The tax rate allocation for the maintenance and operation of the General Fund is \$10,388,434, which is 70.91% of the 2008 Tax Rate (\$.69).

The General Fund accounts for general purpose expenditures for most major government functions. Operations in the General Fund provide basic services such as Administration, Human Resources, Finance, Municipal Court, Parks and Recreation, Aquatic Park, Building Inspections, Fire, Police, Library and Public Works. Included for each operational area is an organizational chart, program description, goals and objectives, position classification schedule, expenditure summary, performance indicators and measurements, and detail line item appropriated expenditure accounts.

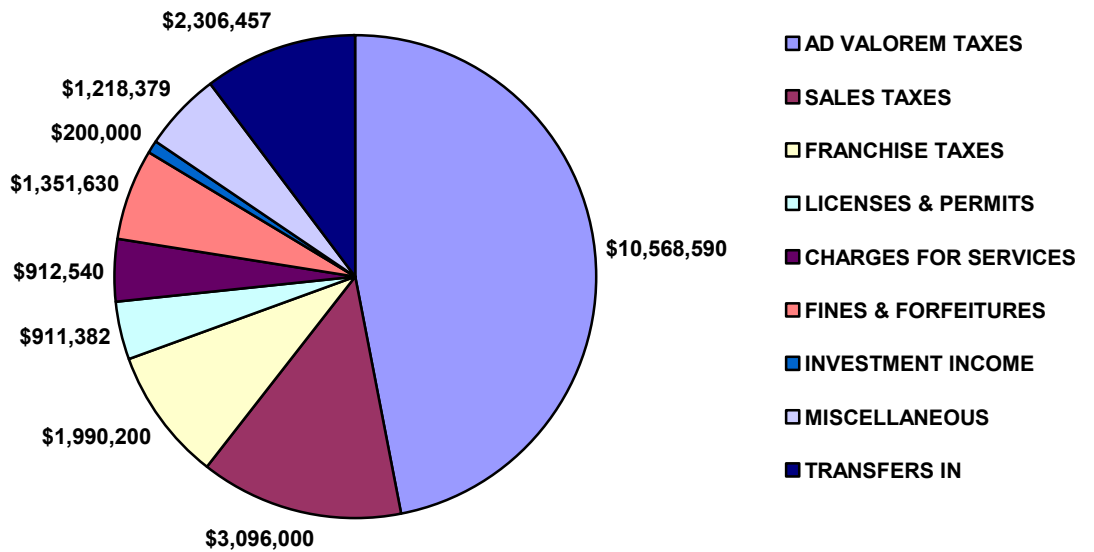
**GENERAL FUND**  
Revenue & Expenditure Projections  
For Revised 07 - 08 & 08 - 09 Budget Years  
(High Level Summary)

	2004-2005 Actual	2005 - 2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
<b>TAXES:</b>						
Ad Valorem Taxes	8,448,472	8,589,075	9,345,066	9,830,103	10,064,500	10,568,590
City Sales Taxes	2,399,776	2,731,402	2,880,852	2,870,000	2,996,000	3,096,000
Franchise Taxes:	1,700,995	2,285,149	1,920,666	1,975,000	1,941,000	1,990,200
Total Taxes	12,549,243	13,605,626	14,146,584	14,675,103	15,001,500	15,654,790
<b>LICENSES &amp; PERMITS:</b>	330,363	581,586	805,226	633,025	1,400,328	911,382
<b>CHARGES FOR SERVICES:</b>						
Parks & Recreation	340,991	371,433	338,636	405,455	369,260	383,440
Aquatic Park	153,279	158,494	157,101	169,125	171,100	169,500
Fire & Ambulance	257,895	265,416	319,824	275,000	275,000	302,500
Library	58,644	57,465	57,159	57,100	57,100	57,100
Total Charges for Services	810,809	852,808	872,720	906,680	872,460	912,540
<b>FINES &amp; FORFEITURES:</b>	917,887	1,106,067	1,160,854	1,351,050	1,189,890	1,351,630
<b>OTHER REVENUES:</b>						
Investment Income	153,619	326,482	359,275	350,000	350,000	200,000
Grant Revenues	149,034	209,436	181,579	30,756	35,478	36,400
Other Revenues	364,591	432,158	309,315	643,288	359,216	1,181,979
Total Other Revenues	667,244	968,076	850,169	1,024,044	744,694	1,418,379
<b>TOTAL REVENUES</b>	15,275,546	17,114,163	17,835,553	18,589,902	19,208,872	20,248,721
TRANSFERS IN:	1,358,569	1,387,478	1,583,200	2,275,648	2,275,648	2,306,457
Reserved for Encumbrances	-	-	-	-	-	-
<b>TOTAL REVENUES/ TRANSFERS IN</b>	16,634,115	18,501,641	19,418,753	20,865,550	21,484,520	22,555,178
<b>EXPENDITURES:</b>						
General Government & Transfers Out	3,838,346	4,250,915	5,568,603	6,703,098	6,223,453	7,331,650
Public Safety	7,685,971	8,288,504	9,120,491	9,464,630	10,278,274	10,491,980
Cultural & Recreation	2,672,633	2,763,138	2,901,408	3,080,092	3,180,842	3,158,158
Public Works	2,007,071	1,958,486	1,427,684	1,617,730	1,662,566	1,573,390
Change in Encumbrance	(106,937)	125,691	(63,423)	-	-	-
<b>TOTAL EXPENDITURES</b>	16,097,084	17,386,734	18,954,763	20,865,550	21,345,135	22,555,178
<b>EXCESS (DEFICIENCY)</b>	537,031	1,114,907	463,990	-	139,385	-
BEGINNING FUND BALANCE	3,754,590	4,291,621	5,406,528	5,870,518	5,870,518	6,009,903
Surplus Used	-	-	-	(347,588)	-	(498,929)
Designated for Hidden Cove Park	(404,000)	(398,000)	(392,000)	(392,000)	(392,000)	(392,000)
<b>ENDING FUND BALANCE</b>	3,887,621	5,008,528	5,478,518	5,130,930	5,617,903	5,118,974
Working Days in Fund Balance	88	105	105	90	96	83

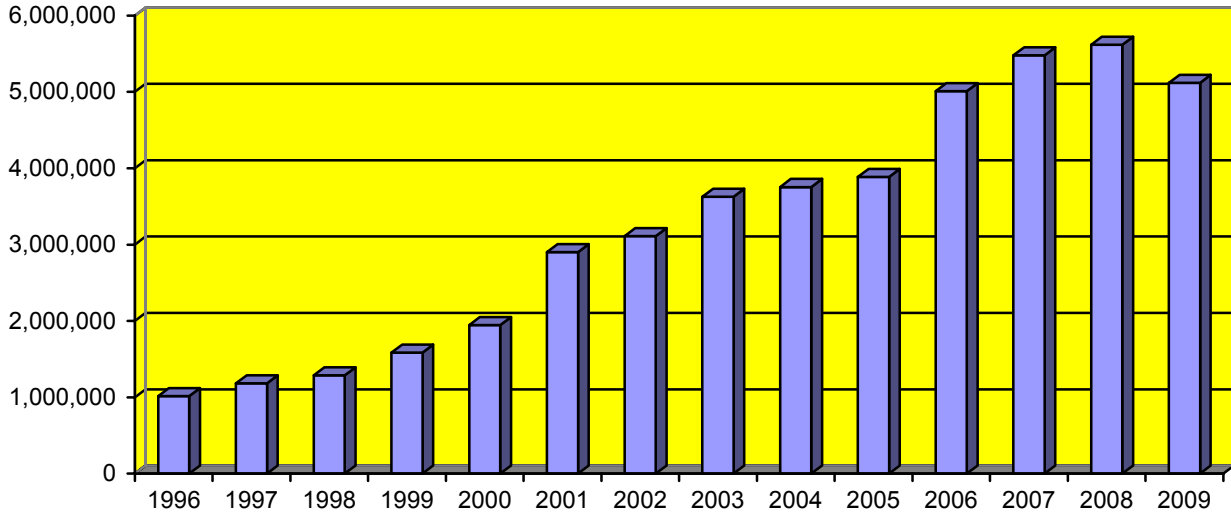
## SUMMARY OF GENERAL FUND EXPENDITURES BY FUNCTION 2008-2009 BUDGET



## SUMMARY OF GENERAL FUND REVENUES 2008-2009 BUDGET



## General Fund - Fund Balance



Fiscal Year	General Fund	Working Days in Fund Balance	Value of Each Day
1996	1,015,401	59	17,210
1997	1,184,278	62	19,101
1998	1,289,803	61	21,144
1999	1,586,722	65	24,411
2000	1,947,195	72	27,044
2001	2,900,630	96	30,215
2002	3,109,553	90	34,551
2003	3,627,216	95	38,181
2004	3,754,622	88	42,666
2005	3,887,621	88	44,102
2006	5,008,528	105	47,635
2007	5,478,517	105	51,931
2008	5,617,902	96	58,480
2009	5,118,974	83	61,795

The City adopted the Financial Management Policies in 2002 which set the working days in fund balance of the major operating funds at 60 days. The City conscientiously meets the requirement by conservatively budgeting revenues and putting strong controls on expenditures. It is management's decision to draw down fund balance to avoid tax rate increases. In fact, ad valorem tax rate has steadily declined over the past few years.

**GENERAL FUND**  
**Revenue & Expenditure Projections**  
**For Revised 2007-2008 & 2008-2009 Budget Years**

	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
<b>TAXES</b>						
Ad Valorem Taxes:						
Current Property Taxes	8,200,997	8,387,360	9,168,931	9,638,103	9,750,000	10,335,090
Rendition Penalty Revenue	-	1,993	2,236	2,000	3,500	3,500
Ag. Roll Back Taxes	62,814	15,227	2,291	10,000	71,000	10,000
Delinquent Property Tax.	96,141	104,584	83,149	100,000	140,000	140,000
Penalties & Interest	88,520	79,911	88,459	80,000	100,000	80,000
<b>Total</b>	<b>8,448,472</b>	<b>8,589,075</b>	<b>9,345,066</b>	<b>9,830,103</b>	<b>10,064,500</b>	<b>10,568,590</b>
City Sales Taxes:						
Sales Taxes	2,334,077	2,659,116	2,788,944	2,800,000	2,900,000	2,996,000
Mixed Beverage Tax	65,699	72,286	91,908	70,000	96,000	100,000
<b>Total</b>	<b>2,399,776</b>	<b>2,731,402</b>	<b>2,880,852</b>	<b>2,870,000</b>	<b>2,996,000</b>	<b>3,096,000</b>
Franchise Taxes:						
TXU Electric	677,808	1,159,921	805,594	755,000	755,000	778,100
CoServ Electric	300,396	381,270	321,472	400,000	400,000	400,000
Natural Gas	112,998	111,786	149,365	140,000	140,000	142,800
Telephone	276,743	273,264	301,495	290,000	290,000	295,800
Cable Television	159,018	175,255	157,774	175,000	175,000	178,500
Video Service	-	-	-	-	8,000	10,000
Sanitation-Residential	102,848	108,339	117,672	130,000	118,000	125,000
Sanitation-Commercial	71,184	75,314	67,294	85,000	55,000	60,000
<b>Total</b>	<b>1,700,995</b>	<b>2,285,149</b>	<b>1,920,666</b>	<b>1,975,000</b>	<b>1,941,000</b>	<b>1,990,200</b>
<b>TOTAL TAXES</b>	<b>12,549,243</b>	<b>13,605,626</b>	<b>14,146,584</b>	<b>14,675,103</b>	<b>15,001,500</b>	<b>15,654,790</b>
<b>LICENSES &amp; PERMITS:</b>						
Building Permits-New Homes	20,917	68,736	240,880	235,000	351,000	157,500
Building Permits-Other	85,008	2,511	55	-	294,000	230,000
Commercial Permits	118,693	271,063	278,277	115,000	488,000	270,000
Certificates Of Occupancy	5,090	5,870	2,697	3,000	3,000	3,000
Zoning Fees	12,686	14,461	11,185	8,500	11,000	8,500
Building Plan Reviews	32,641	21,832	58,626	60,000	70,000	60,000
Fire Department Fees	-	-	-	-	-	8,200
Solicitors Permits	390	250	180	200	200	200
Health Permits	32,815	60,528	57,965	56,000	70,663	70,000
Platting Fees	16,002	69,964	38,322	30,000	35,000	25,000
Alcohol Permits	6,121	4,916	5,687	6,365	6,365	6,482
Rental Registration	-	25,200	46,571	60,000	40,000	31,000
Code Enforcement Fees	-	36,255	64,781	55,000	30,000	40,000
Floodplain Development Permits	-	-	-	1,300	300	500
Grading Permit	-	-	-	2,660	800	1,000
<b>TOTAL LICENSES /PER.</b>	<b>330,363</b>	<b>581,586</b>	<b>805,226</b>	<b>633,025</b>	<b>1,400,328</b>	<b>911,382</b>
<b>CHARGES FOR SERVICES:</b>						
Parks & Recreation:						
Recreation Program Revenue	147,627	161,642	173,225	165,000	175,000	195,000
Athletic Sponsorships	-	1,020	-	1,000	-	-
Athletic Program Revenue	85,271	74,864	71,823	112,000	89,500	89,045
Tournament Revenue	-	-	-	-	4,760	-
Pass & Facility Revenue	108,093	133,907	93,588	127,455	100,000	99,395
<b>Total</b>	<b>340,991</b>	<b>371,433</b>	<b>338,636</b>	<b>405,455</b>	<b>369,260</b>	<b>383,440</b>
Aquatic Park:						
Swimming Lessons	65,844	64,174	65,814	71,500	71,500	71,500
Season Passes	5,436	7,992	7,830	7,000	7,000	7,000
Swimming Team	4,151	4,856	3,064	5,000	9,600	8,500
Entrance Fees	40,491	44,158	43,783	45,000	44,000	44,000
Concession Sales	1,375	200	1,190	1,375	2,500	1,500
Private Party Fees	25,219	24,406	23,193	29,000	25,000	25,500
Aerobic Classes	10,763	12,708	12,227	10,250	11,500	11,500
<b>Total</b>	<b>153,279</b>	<b>158,494</b>	<b>157,101</b>	<b>169,125</b>	<b>171,100</b>	<b>169,500</b>

**GENERAL FUND**  
**Revenue & Expenditure Projections**  
**For Revised 2007-2008 & 2008-2009 Budget Years**

	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
<b>Fire &amp; Ambulance:</b>						
Ambulance Calls	224,291	230,502	269,526	235,000	235,000	261,500
Liens On Services	6,008	7,674	18,331	10,000	10,000	11,000
County Ambulance Funds	17,596	17,240	21,967	20,000	20,000	20,000
County Fire Funds	10,000	10,000	10,000	10,000	10,000	10,000
<b>Total</b>	<b>257,895</b>	<b>265,416</b>	<b>319,824</b>	<b>275,000</b>	<b>275,000</b>	<b>302,500</b>
<b>Library:</b>						
County Library Funds	58,644	57,465	57,159	57,100	57,100	57,100
<b>Total</b>	<b>58,644</b>	<b>57,465</b>	<b>57,159</b>	<b>57,100</b>	<b>57,100</b>	<b>57,100</b>
<b>TOTAL CHARGES-SERV.</b>	<b>810,809</b>	<b>852,808</b>	<b>872,720</b>	<b>906,680</b>	<b>872,460</b>	<b>912,540</b>
<b>FINES &amp; FORFEITURES:</b>						
Municipal Court Fines	914,263	1,079,571	1,121,147	1,310,000	1,150,000	1,310,000
Library Fees	3,624	3,868	6,200	5,800	5,500	7,240
Animal Control Fees	-	22,628	33,507	35,250	34,390	34,390
<b>TOTAL FINES &amp; FORF.</b>	<b>917,887</b>	<b>1,106,067</b>	<b>1,160,854</b>	<b>1,351,050</b>	<b>1,189,890</b>	<b>1,351,630</b>
<b>INVESTMENT INCOME:</b>						
Interest Income	153,619	326,482	359,275	350,000	350,000	200,000
<b>TOTAL INVESTMENT</b>	<b>153,619</b>	<b>326,482</b>	<b>359,275</b>	<b>350,000</b>	<b>350,000</b>	<b>200,000</b>
<b>GRANT REVENUES:</b>						
Federal Fire Grants	117,327	174,335	150,052	-	-	-
Federal Police Grant	-	-	3,676	-	-	-
State Grants	4,593	7,987	737	-	4,722	4,722
LISD Grant	27,114	27,114	27,114	30,756	30,756	31,678
<b>TOTAL GRANT REV.</b>	<b>149,034</b>	<b>209,436</b>	<b>181,579</b>	<b>30,756</b>	<b>35,478</b>	<b>36,400</b>
<b>OTHER REVENUES:</b>						
Tower Rental Fees	102,696	110,016	104,237	110,000	144,000	144,750
Miscellaneous:	109,312	19,595	39,602	11,500	38,000	11,000
Police Reports	4,105	4,605	4,479	4,200	5,216	5,300
Alarm Fees	37,350	34,600	39,720	38,000	40,000	40,000
Marine Quest - HCP	-	-	-	-	-	-
Administrative Fees - Austin Ranch	-	93,881	-	-	-	-
Horizon - Rentals	111,128	115,915	121,277	132,000	132,000	132,000
Matthews Southwest - The Tribute	-	-	-	-	-	350,000
Child Safety Funds	-	53,546	-	-	-	-
Prior Year Surplus	-	-	-	347,588	-	498,929
<b>TOTAL OTHER REV.</b>	<b>364,591</b>	<b>432,158</b>	<b>309,315</b>	<b>643,288</b>	<b>359,216</b>	<b>1,181,979</b>
<b>TOTAL REVENUES</b>	<b>15,275,546</b>	<b>17,114,163</b>	<b>17,835,553</b>	<b>18,589,902</b>	<b>19,208,872</b>	<b>20,248,721</b>
<b>TRANSFERS IN:</b>						
Transfer - CDC	-	-	20,000	180,648	180,648	213,148
Transfer - EDC	-	-	-	-	-	150,000
Transfer - Storm Water Util F	33,569	34,000	94,000	94,000	94,000	83,609
Transfer - Hotel/Motel Tax	-	9,200	9,200	11,000	11,000	19,700
Transfer - Utility Fund	1,325,000	1,245,000	1,375,000	1,555,000	1,555,000	1,755,000
Transfer - Lake Parks	-	30,000	35,000	35,000	35,000	35,000
Transfer - Special Event	-	15,000	-	-	-	-
Transfer - Five Star Complex (Irrigation)	-	-	-	-	-	-
Transfer - Fund Close-outs	-	4,278	-	-	-	-
Transfer - SIB Loan	-	-	-	350,000	350,000	-
Transfer - HCP	-	50,000	50,000	50,000	50,000	50,000
<b>Total Transfers</b>	<b>1,358,569</b>	<b>1,387,478</b>	<b>1,583,200</b>	<b>2,275,648</b>	<b>2,275,648</b>	<b>2,306,457</b>
Reserved for Encumbrances	-	-	-	-	-	-
<b>TOTAL REVENUES/TRANSF.</b>	<b>16,634,115</b>	<b>18,501,641</b>	<b>19,418,753</b>	<b>20,865,550</b>	<b>21,484,520</b>	<b>22,555,178</b>

**GENERAL FUND**  
**Revenue & Expenditure Projections**  
**For Revised 2007-2008 & 2008-2009 Budget Years**

	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
<b>EXPENDITURES:</b>						
Non-Departmental	1,527,959	1,918,135	1,818,183	3,363,028	2,090,966	3,371,147
General Administration	312,761	321,652	344,337	354,107	361,155	364,251
City Council	21,825	15,577	21,296	21,840	16,473	21,340
Development Services	337,672	319,623	945,599	1,029,085	1,105,932	1,127,634
City Secretary	294,952	229,923	212,312	224,380	231,004	234,416
Human Resources	209,205	207,074	294,587	289,356	341,874	324,221
Finance	503,073	488,023	544,619	539,237	555,372	521,480
Information Technology	290,680	391,178	583,602	639,065	684,293	725,161
Municipal Court	248,386	259,674	304,180	316,646	347,768	351,705
Parks & Recreation	1,666,636	1,729,579	1,773,676	1,937,120	1,967,495	1,917,602
Aquatic Park	323,037	321,308	358,102	348,580	360,331	355,858
Inspections	545,287	510,265	-	-	-	-
Fire	2,965,975	3,388,707	3,598,960	3,871,257	4,232,226	4,229,374
Police	4,471,610	4,640,123	5,217,351	5,276,727	5,698,280	5,910,901
Library	682,960	712,251	769,630	794,392	853,016	884,698
Engineering	169,401	195,411	206,560	213,790	214,353	149,693
Public Works	1,292,383	1,252,810	1,221,124	1,403,940	1,448,213	1,423,697
Volunteer Center	60	-	-	-	-	-
Reserved - Changes in encumbrances	(106,937)	125,691	(63,423)	-	-	-
TOTAL EXPENDITURES	15,756,925	17,027,004	18,150,695	20,622,550	20,508,751	21,913,178
<b>TRANSFER OUT:</b>						
Transfer - Land Fund	-	-	-	-	-	-
Transfer - Storm Water Util Fund	50,000	115,183	-	-	250,000	-
Transfer - Environmental Fund	39,000	39,000	44,000	44,000	44,000	44,000
Transfer - Special Events Fund	10,000	10,000	23,000	13,000	13,000	13,000
Transfer - Telecommunications	-	-	-	-	-	-
Transfer - Hidden Cove Park	27,500	-	-	-	-	-
Transfer - General Debt Service	100,000	126,870	100,000	100,000	100,000	100,000
Transfer - Court Security	69,643	-	-	-	-	-
Transfer - Community Center	-	40,000	86,000	86,000	86,000	85,000
Transfer - Utility Fund	-	15,091	-	-	-	-
Transfer - Court Technology	44,016	-	-	-	-	-
Transfer - CDC Park Improvement	-	13,586	-	-	-	-
Transfer - General Fund 2007 Cert of Oblig	-	-	176,068	-	-	-
Transfer - Capital Project Fund	-	-	-	-	330,674	400,000
Transfer - HOT Fund (Mobile Stage)	-	-	-	-	12,710	-
Transfer - Community Development Fund	-	-	375,000	-	-	-
TOTAL TRANSFER OUT	340,159	359,730	804,068	243,000	836,384	642,000
TOTAL EXPEND. & TRANSF.	16,097,084	17,386,734	18,954,763	20,865,550	21,345,135	22,555,178
<b>EXCESS (DEFICIENCY)</b>	537,031	1,114,907	463,990	-	139,385	-
BEGINNING FUND BALANCE	3,754,590	4,291,621	5,406,528	5,870,518	5,870,518	6,009,903
Surplus Used	-	-	-	(347,588)	-	(498,929)
Designated for Hidden Cove Park	(404,000)	(398,000)	(392,000)	(392,000)	(392,000)	(392,000)
<b>ENDING FUND BALANCE</b>	3,887,621	5,008,528	5,478,518	5,130,930	5,617,903	5,118,974
Working Days in Fund Bal.	88	105	105	90	96	83



**CITY OF THE COLONY**  
**2008-2009**  
**ANNUAL BUDGET**

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

**DALE A. CHEATHAM**  
*City Manager*

**COST CENTER: 35 - Non-Departmental**

**Fund: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel	\$ 24,479	\$ 28,400	\$ 1,077,543
Contractual Services	1,426,838	1,703,960	1,840,350
Supplies	11,136	13,050	12,450
Maintenance	1,776	5,526	20,526
Capital	229,173	235,530	-
Sundry charges	124,781	104,500	420,278
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,818,183</b>	<b>\$ 2,090,966</b>	<b>\$ 3,371,147</b>

**COST CENTER: 35 - Non-Departmental**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6104	New Personnel	\$ -	\$ -	\$ 134,000
6105	Market Adjustments	-	-	409,500
6109	Merit Increases	-	-	515,000
6113	Unemployment	7,243	12,000	5,000
6127	Dues and Memberships	17,236	16,400	14,043
6210	Professional Services	9,500	-	-
6211	Legal Services	112,338	155,000	123,420
6213	Contractual Services	82,908	20,000	17,944
6214	Janitorial Services	81,984	88,645	88,645
6235	Printing Services	-	-	-
6236	Advertising and Notices	11,643	11,200	12,000
6241	Electricity	591,595	685,290	847,000
6243	Natural Gas Service	33,448	56,793	62,472

**COST CENTER: 35 - Non-Departmental**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6244	Telephone Service	58,358	71,260	71,256
6246	Water Service	181,272	254,112	254,111
6250	Liability Insurance	45,290	70,000	70,000
6251	Property Insurance	28,736	32,000	33,902
6252	Worker's Compensation	150,765	220,000	220,000
6275	Equipment Rental	38,566	39,600	39,600
6290	Interest Expense	435	60	-
6310	Office Supplies	340	150	150
6311	Copier Supplies	1,027	2,200	1,600
6320	Postage	17	-	-
6336	Employee Recognition	1,005	5,000	5,000
6340	Fuel & Lubricants	132	100	100
6360	Medical Supplies	-	100	100
6389	Miscellaneous Building Supplies	3,247	3,500	3,500
6390	Miscellaneous Supplies	5,369	2,000	2,000
6410	Building Maintenance	-	3,750	3,750
6430	Office Equipment Maintenance	-	-	15,000
6441	Fleet Services	1,776	1,776	1,776
6640	Capital Outlay - Buildings	-	137,750	-
6670	Capital Outlay - Streets	2,653	-	-
6690	Capital Outlay - Other Equipment	226,519	97,780	-
6820	Property Damage Claims	14,184	2,500	2,500
6821	Bodily Injury Claims	19,363	1,000	1,000

**COST CENTER: 35 - Non-Departmental**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6822	Civil Claims	1,234	1,000	1,000
6841	Tax Rebate - The Tribute	-	-	287,747
6842	Sales Tax Rebate	90,000	100,000	128,031
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,818,183</b>	<b>\$ 2,090,966</b>	<b>\$ 3,371,147</b>

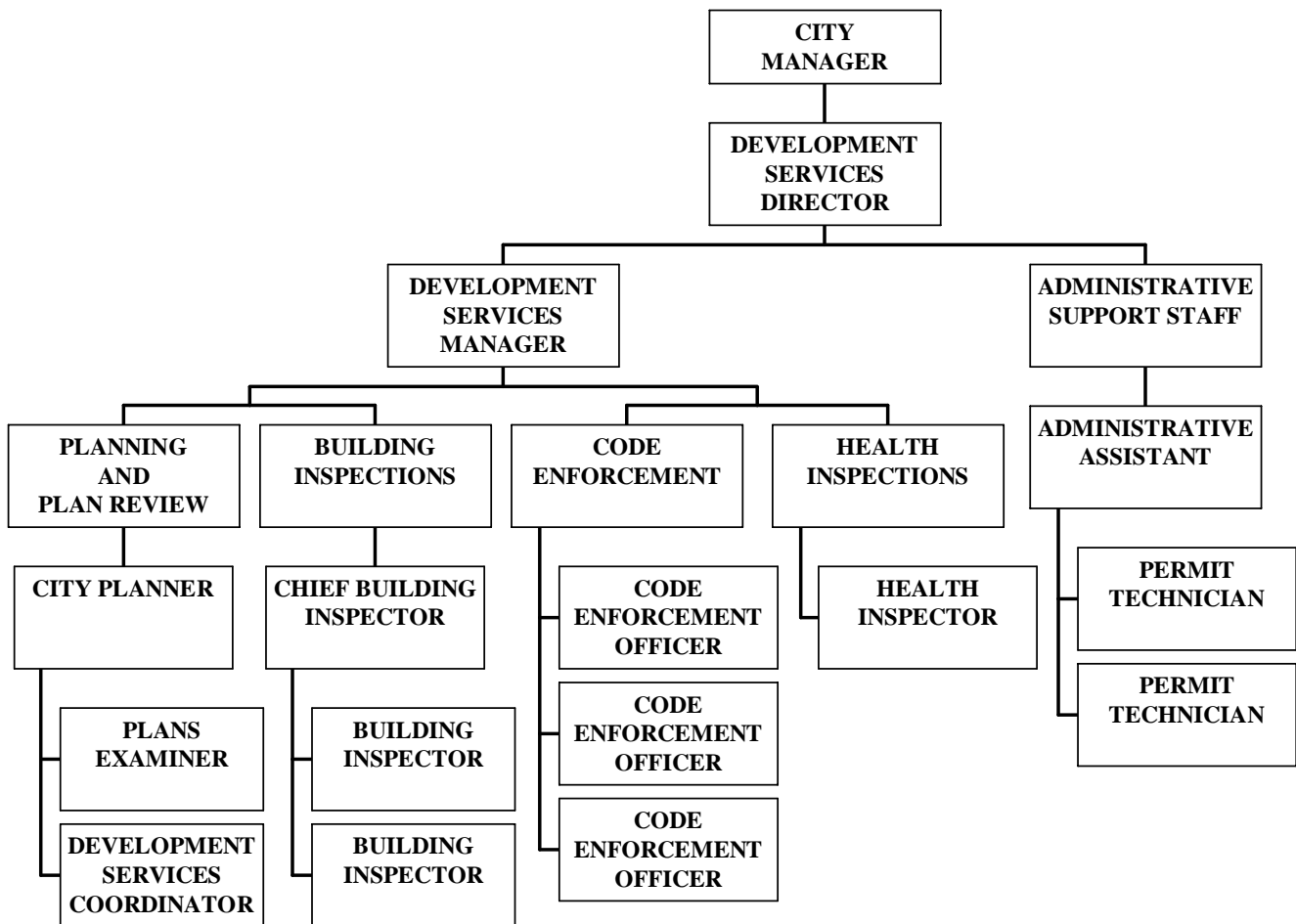
**CITY OF THE COLONY  
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***DEVELOPMENT SERVICES***

***DONNA BATEMAN***  
*Director of Development Services*

***IRIS BROWDER***  
*Development Services Manager*

# DEVELOPMENT SERVICES ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Development Services Department consists of Planning & Development, Building Inspections, Health Inspections and Code Enforcement. The department provides services to the community on a daily basis. Its primary function is to actively promote quality growth and development in the City while ensuring existing development maintains the minimum standards.

Planning & Development is primarily responsible for assisting property owners through the development process, ensuring the zoning and subdivision regulations are met as well as planning for the city's future growth.

Building Inspections provides a range of services including building plan review, inspection, and support services to builders, developers, and the public.

Health Inspections provides a safe and healthy environment for residents and visitors by raising awareness about environmental health issues through routine inspections of various establishments, complaint investigations, education, testing and enforcement activities.

Code Enforcement works to assist residents with improving their neighborhoods. Staff responds to and investigates complaints of various violations and works with the property owner to obtain voluntary compliance or will work with Municipal Court to gain compliance through legal means.

**GOALS AND OBJECTIVES**

**Planning & Development**

**Goal:** Update the City's Zoning Ordinance and Subdivision Regulations in an effort to enhance current development trends and obtain the highest possible quality of life within the city.

Objective: Strengthen community identity.

Objective: Encourage quality development with better building and site design standards.

Objective: Conserve and strengthen natural features.

Objective: Ensure compatibility with neighboring areas, visual harmony with surroundings, and sensitivity to environment in areas such as water, wastewater, air and noise.

**Goal:** Promote development and revitalization along the city's entrances (FM 423 & SH 121).

Objective: Encourage the upgrading and conversion of vacant buildings.

Objective: Continue to implement the Corridor Master Plan.

Objective: Adopt the revised Gateway District Regulations and Design Guidelines.

Objective: Encourage public and private participation to improve the streetscape.

**Goal:** Educate the public about the department, current projects, and the development process.

Objective: Expand the information provided through the department's website and newsletters.

Objective: Continue the creation of brochures regarding the process and make available on website.

Objective: Continue to create various methods that will allow the public to obtain help from the internet.

**GOALS AND OBJECTIVES**

**Building Inspections**

**Goal:** Continue to strictly enforce minimum building standards.

Objective: Pursue adoption of 2006 International Building Codes.

Objective: Identify issues, concerns, and corrections early in the plan review process.

Objective: Reduce the number of vacant building nuisances.

**Goal:** Identify 100% of rental properties within the city.

Objective: Complete registration of all residential rental properties.

Objective: Complete Inspections of no less than 50% of registered properties.

Objective: Perform Inspections at convenient times for renters and owners.

**Goal:** Increase the number of building permits obtained.

Objective: Identify and reduce the amount of illegal work carried on in the city.

Objective: Increase the convenience of obtaining permits by providing an on-line permitting system.

Objective: Increase the citizen education of building permit requirements.

**Health Inspections**

**Goal:** Provide a safe and healthy environment for residents and visitors.

Objective: Increase citizen education regarding cross contamination of food.

Objective: Continue to perform a minimum of three inspections per year of all food establishments.

Objective: Respond to 100% of citizen complaints within one business day.

**Code Enforcement**

**Goal:** Increase public awareness of code violations

Objective: Expand the information provided through the department's website and newsletters.

Objective: Continue to create brochures listing common violations and make available on website.

Objective: Continue to create various methods that will allow the public to obtain help from the internet.

**COST CENTER: 10 - Development Services****Fund: 100-General**

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
<b>Planning &amp; Development</b>			
Development Services Director	1	1	1
City Planner	1	1	1
Development Services Coordinator	1	1	1
Administrative Assistant	1	1	1
<b>Building Inspections</b>			
Chief Building Inspector	1	1	1
Permit Technician	1	1	1
Building Inspectors	2	2	2
Plans Examiner	1	1	1
<b>Health Inspections</b>			
Health Inspector	1	1	1
<b>Code Enforcement</b>			
Development Services Manager	1	1	1
Permit Technician	1	1	1
Code Enforcement Officers	2	3	3
<b>DEPARTMENT TOTAL</b>	<b>14</b>	<b>15</b>	<b>15</b>

**COST CENTER: 10 - Development Services**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 835,226	\$ 896,494	\$ 974,182
Contractual Services	59,885	147,929	82,948
Supplies	38,718	44,979	46,674
Maintenance	11,770	16,530	23,830
<b>DEPARTMENT TOTAL</b>	<b>\$ 945,599</b>	<b>\$ 1,105,932</b>	<b>\$ 1,127,634</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
<u>Planning &amp; Development</u>			
Projects			
Zoning / Specific Use Permits	11	10	10
Plats	24	20	20
Site Plans	18	20	20
Special Projects	20	8	8
Variances	5	3	3
<u>Building Inspections</u>			
Permits			
New Homes	171	250	250
Multi-Family (units)	0	0	300
Commercial	48	3	3
Other	3,416	3,000	3,000
Permit fees collected	\$ 1,078,524	\$ 786,000	\$ 800,000
Contractor Registrations	561	600	600
Commercial Certificate of Occupancies	106	80	80
Number of Inspections Performed	5,136	4,800	4,800
Rental Registrations	1,553	1,750	1,750
<u>Health Inspections</u>			
Health Inspections	693	600	600
Complaints Received	26	15	15
Registered Food Safety Managers	148	150	150
Registered Food Handlers	668	675	675
<u>Code Enforcement</u>			
Notice for Violations	6,558	9,000	11,000
Citations Issued	144	150	150

**COST CENTER: 10 - Development Services      FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 623,339	\$ 648,782	\$ 707,172
6111	Salaries, Overtime	349	2,500	1,500
6112	Part-Time, Temporary	2,540	-	-
6114	Hospitalization Insurance	63,839	71,129	83,700
6115	Social Security Taxes	47,025	49,135	56,980
6117	Retirement Contributions	80,206	92,720	91,810
6118	Uniforms	1,146	2,000	2,000
6120	Private Auto Allowance	3,600	3,600	3,588
6125	Education & Training	7,750	16,375	16,375
6126	Travel Expenses	2,057	6,200	7,200
6127	Dues & Membership	3,374	4,053	3,857
6210	Professional Services	218	50,000	5,000
6213	Contractual Services	50,346	76,500	55,000
6235	Printing Services	2,849	16,000	18,330
6244	Telephone Services	3,725	2,670	2,670
6275	Equipment Rental	2,746	2,759	1,948
6310	Office Supplies	4,933	4,417	4,250
6311	Copier Supplies	6,131	3,600	3,600
6312	Computer Supplies	4,773	6,089	5,959
6313	Janitorial Supplies	-	300	-
6320	Postage	8,114	13,572	13,500
6322	Small Tools	1,312	2,245	1,865
6323	Small Equipment	701	706	-
6330	Books & Periodicals	4,875	4,700	3,700

**COST CENTER: 10 - Development Services      FUND: 100 - General**

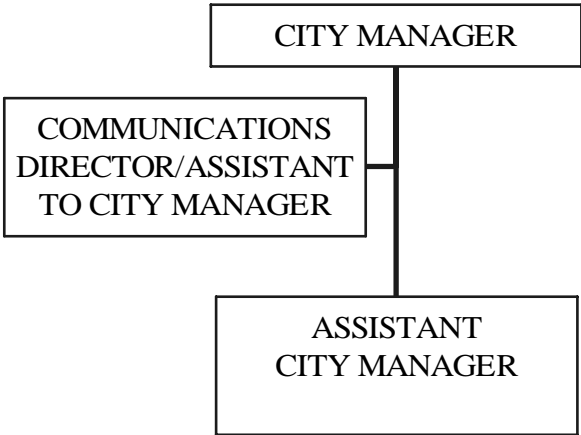
<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6331	Public Education Material	-	650	650
6335	Awards	-	200	150
6340	Fuel and Lubricants	6,748	4,500	9,000
6390	Miscellaneous Supplies	1,132	4,000	4,000
6410	Building Maintenance	-	200	-
6430	Office Equipment - Maintenance	6,398	10,000	18,000
6440	Vehicle Maintenance	45	1,000	500
6441	Fleet Services	5,328	5,330	5,330
<b>DEPARTMENT TOTAL</b>		<b>\$ 945,599</b>	<b>\$ 1,105,932</b>	<b>\$ 1,127,634</b>

**CITY OF THE COLONY  
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***GENERAL ADMINISTRATION***

**DALE A. CHEATHAM**  
*City Manager*

# GENERAL ADMINISTRATION ORGANIZATIONAL CHART 2008-2009 BUDGET



**COST CENTER: 11 - General Administration**

**FUND: 100 - General**

**PROGRAM DESCRIPTION**

General Administration consists mainly of the functions and activities of the City Manager and the Assistant City Manager. These positions provide professional management of all City functions and the implementation of City Council policies in compliance with the duties set out by the City Charter.

**GOALS AND OBJECTIVES**

**Goal:** Provide professional management and leadership in all city activities.

**Objective:** Respond to citizen's requests within 24 hours.

**Objective:** Enhance communications and provide administrative support to the Mayor and the City Council.

**Objective:** Manage City in fiscally responsible manner.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
City Manager	1	1	1
Assistant City Manager ***	1	1	1
Communications Director/Assistant to City Manager	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

\*\*\* Position is funded in the Utility Fund

**COST CENTER: 11- General Administration****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 338,865	\$ 356,405	\$ 358,916
Contractual Services	3,324	2,050	2,385
Supplies	2,148	2,700	2,950
<b>DEPARTMENT TOTAL</b>	<b>\$ 344,337</b>	<b>\$ 361,155</b>	<b>\$ 364,251</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Respond to citizens request for assistance within 24 hours	100%	100%	100%
Publish City newsletter	4	4	4

**COST CENTER: 11 - General Administration****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 258,798	\$ 269,840	\$ 269,396
6114	Hospitalization Insurance	18,147	18,665	18,624
6115	Social Security Taxes	12,794	13,600	15,540
6117	Retirement Contributions	34,880	35,800	35,500
6120	Private Auto Allowance	6,063	6,000	6,006
6125	Education & Training	1,609	2,500	2,850
6126	Travel Expenses	4,256	6,000	7,000
6127	Dues and Memberships	2,318	4,000	4,000
6213	Contractual Services	-	-	-
6235	Printing Services	31	100	125
6236	Advertising and Notices	-	-	250
6244	Telephone Service	3,288	1,900	1,900
6275	Equipment Rental	5	50	110
6310	Office Supplies	248	200	250
6311	Copier Supplies	461	400	400
6312	Computer Supplies	224	300	300
6320	Postage	57	100	300
6330	Books and Periodicals	418	700	700
6390	Miscellaneous Supplies	740	1,000	1,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 344,337</b>	<b>\$ 361,155</b>	<b>\$ 364,251</b>

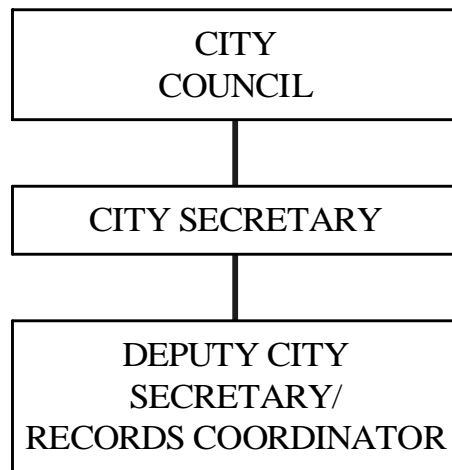


**CITY OF THE COLONY  
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***CITY SECRETARY***

**CHRISTIE WILSON**  
*City Secretary*

# CITY SECRETARY ORGANIZATIONAL CHART 2008-2009 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>The office of the City Secretary is responsible for a broad range of administrative and clerical duties, including but not limited to, recording and maintaining the minutes of the proceedings of all City Council meetings. The City Secretary also directs the Records Management Program for the City and maintains ordinances, resolutions, and all other official records of the City of The Colony. All municipal elections are conducted by the office of the City Secretary. The City Secretary attends all council meetings, staff meetings, and various other committee meetings. Hundreds of documents are indexed for efficient access and research of legislative and governmental history.</p>

<b>GOALS AND OBJECTIVES</b>	
<b>Goal:</b>	Maintain the professional requirements of the Office of the City Secretary and pursue specialized certifications.
Objective:	Continue professional development through Certification and Recertification programs of Texas Municipal Clerks Association.
Objective:	Pursue specialized training in records management to obtain Records Manager Certification.
<b>Goal:</b>	Publish and implement revised Records Management Manual and Disaster Recovery for Records.
Objective:	Revise 2000 Edition of Records Management Manual and provide training to city records liaison personnel. Complete Disaster Recovery Manual & review annually for needed updates.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
City Secretary	1	1	1
Deputy City Secretary/Records Coordinator	1	1	1
Records Manager	0	0	0
Administrative Services Coordinator	0	0	0
<b>DEPARTMENT TOTAL</b>	2	2	2

**COST CENTER: 20 - City Secretary****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 166,920	\$ 176,240	\$ 179,683
Contractual Services	36,862	40,099	35,898
Supplies	7,121	6,150	7,320
Maintenance	1,409	1,515	1,515
Sundry Charges	-	7,000	10,000
<b>DEPARTMENT TOTAL</b>	<b>\$ 212,312</b>	<b>\$ 231,004</b>	<b>\$ 234,416</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Elections conducted	0	1	2
City Council meetings			
Regular	23	24	24
Special/Work	11	12	12
Pages of City Council meeting minutes	156	148	148
Transcribed council minutes - within 5 days	100%	100%	100%
Ordinances adopted	50	28	28
Resolutions adopted	113	128	128
Process ordinances and resolutions - within 6 days	100%	100%	100%
Documents filed with Denton County	435	456	456
Documents destroyed per schedule (in pounds)	8,342	2,300	2,300
Requests for public records	164	200	200
Response to requests for public records pursuant to State law	100%	100%	100%
Documents published	68	64	64

**COST CENTER: 20 - City Secretary**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 121,762	\$ 127,427	\$ 127,548
6111	Salaries, Overtime	1,357	2,000	2,500
6112	Part-time, Temporary	42	3,000	4,000
6114	Hospitalization Insurance	10,162	10,609	11,160
6115	Social Security Taxes	9,341	9,929	10,720
6117	Retirement Contributions	15,823	16,780	16,760
6118	Uniforms	35	125	125
6125	Education & Training	2,420	2,500	2,500
6126	Travel Expenses	5,638	3,500	4,000
6127	Dues & Memberships	340	370	370
6213	Contractual Services	18,449	15,000	17,750
6235	Printing Services	31	50	100
6236	Advertising & Notices	18,319	25,000	18,000
6244	Telephone Expenses	3	-	-
6275	Equipment Rental	61	49	48
6310	Office Supplies	420	300	500
6311	Copier Supplies	1,280	1,000	1,000
6312	Computer Supplies	140	400	400
6320	Postage	415	500	500
6330	Books & Periodicals	337	450	420
6335	Awards	3,707	3,000	4,000
6390	Miscellaneous Supplies	821	500	500
6430	Office Equipment - Maintenance	1,409	1,515	1,515
6830	Election Expense	-	7,000	10,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 212,312</b>	<b>\$ 231,004</b>	<b>\$ 234,416</b>



***CITY OF THE COLONY  
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***CITY COUNCIL***

***CITY COUNCIL MEMBERS***

**COST CENTER: 23-City Council**

**FUND: 100 - General**

<b>PROGRAM DESCRIPTION</b>
<p>The City Council is the governing body of the City. The City of The Colony is a Home Rule city with a Council/Manager form of government. The City Council is the legislative branch of the City government. The primary duty of the City Council is policy making, which includes identifying needs of the residents, formulating programs to meet the changing requirements of our community and measuring the effectiveness of ongoing municipal services.</p>

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel	\$ 6,208	\$ 8,478	\$ 13,030
Contractual Services	727	800	800
Supplies	4,361	2,195	2,510
Sundry charges	10,000	5,000	5,000
<b>DEPARTMENT TOTAL</b>	<b>\$ 21,296</b>	<b>\$ 16,473</b>	<b>\$ 21,340</b>

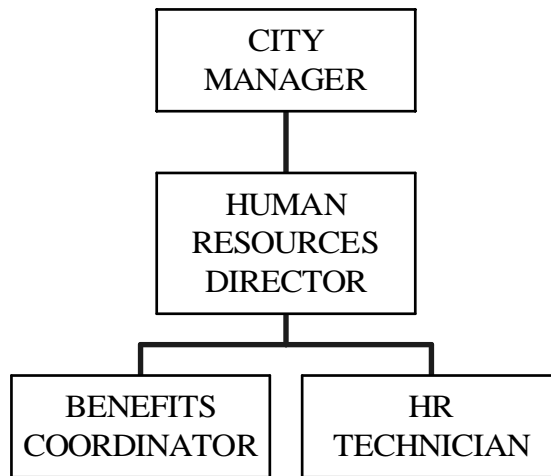
<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6112	Salaries, Part-Time	\$ 2,235	\$ 3,925	\$ 3,600
6115	Social Security Taxes	171	253	290
6118	Uniforms	46	300	490
6125	Education & Training	1,190	2,000	2,650
6126	Travel Expenses	2,566	2,000	6,000
6127	Dues & Memberships	-	-	-
6235	Printing Services	31	200	200
6244	Telephone Service	696	600	600
6330	Books & Periodicals	-	195	195
6390	Miscellaneous Supplies	4,361	2,000	2,315
6845	General Government	10,000	5,000	5,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 21,296</b>	<b>\$ 16,473</b>	<b>\$ 21,340</b>

***CITY OF THE COLONY  
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***HUMAN RESOURCES***

***MARGARET BURKETT***  
*Human Resources Director*

# HUMAN RESOURCES ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Human Resources Department is a staff support function providing services in the area of recruitment, employment screening, benefits, classification, compensation, training, employee relations, counseling, and policy development. Services are provided internally to both supervisors and employees as well as externally to applicants. The department serves in the role of monitoring compliance with state and federal laws and City policies with regard to Human Resources related issues.

**GOALS AND OBJECTIVES**

**Goal:** Provide the highest quality of human resource support to other City functions.

**Objective:** Provide effective and timely recruitment, advertising, screening, and referral of qualified applicants for open positions.

**Objective:** Provide and maintain a compensation system that fairly and equitably compensates employees for performing established duties and responsibilities.

**Objective:** Administer a competitive and cost effective benefits program.

**Objective:** Monitor the employee compensation and evaluation program.

**Objective:** Continue updating job descriptions, and ensuring accuracy to existing positions as well as complying with legal requirements.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Human Resources Director	1	1	1
Benefits Coordinator	1	1	1
HR Technician	0	1	1
<b>DEPARTMENT TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>

**COST CENTER: 25 - Human Resources****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 219,949	\$ 240,574	\$ 242,421
Contractual Services	66,459	93,150	72,650
Supplies	7,134	6,750	6,750
Maintenance	1,045	1,400	2,400
<b>DEPARTMENT TOTAL</b>	<b>\$ 294,587</b>	<b>\$ 341,874</b>	<b>\$ 324,221</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Employee orientations	51	55	50
New positions	17	16	3.5
Announce and advertise vacant positions within 7 days of notice	95%	95%	95%
Fill open positions - within 90 days of vacancy	75%	75%	75%
Employee resignations	30	31	30
Employee terminations	4	7	5
Training sessions (in house)	8	10	10
Retirements processed	3	4	2
Positions compared annually to the salary survey	100%	100%	100%
Job descriptions reviewed annually as vacancies occur.	100%	100%	100%

**COST CENTER: 25 - Human Resources**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 160,987	\$ 171,031	\$ 170,776
6111	Salaries, Overtime	-	200	200
6112	Salaries, Part-time Temporary	-	2,000	1,000
6114	Hospitalization Insurance	14,126	15,796	16,740
6115	Social Security Taxes	11,552	12,712	13,760
6117	Retirement Contributions	20,751	22,230	22,040
6118	Uniforms	63	-	-
6119	Medical Expenses	5,662	6,000	7,000
6125	Education & Training	5,858	9,000	9,000
6126	Travel Expenses	85	600	900
6127	Dues & Memberships	865	1,005	1,005
6213	Contractual Services	1,654	1,400	900
6235	Printing Services	1,240	1,300	1,300
6236	Advertising & Notices	62,848	90,000	70,000
6244	Telephone Services	4	-	-
6275	Equipment Rental	713	450	450
6310	Office Supplies	885	900	900
6311	Copier Supplies	211	200	200
6312	Computer Supplies	473	150	150
6320	Postage	366	600	600
6330	Books & Periodicals	1,751	1,500	1,500
6335	Awards	1,219	1,500	1,500
6390	Miscellaneous Supplies	2,230	1,900	1,900
6430	Office Equipment - Maintenance	1,044	1,400	2,400
<b>DEPARTMENT TOTAL</b>		<b>\$ 294,587</b>	<b>\$ 341,874</b>	<b>\$ 324,221</b>



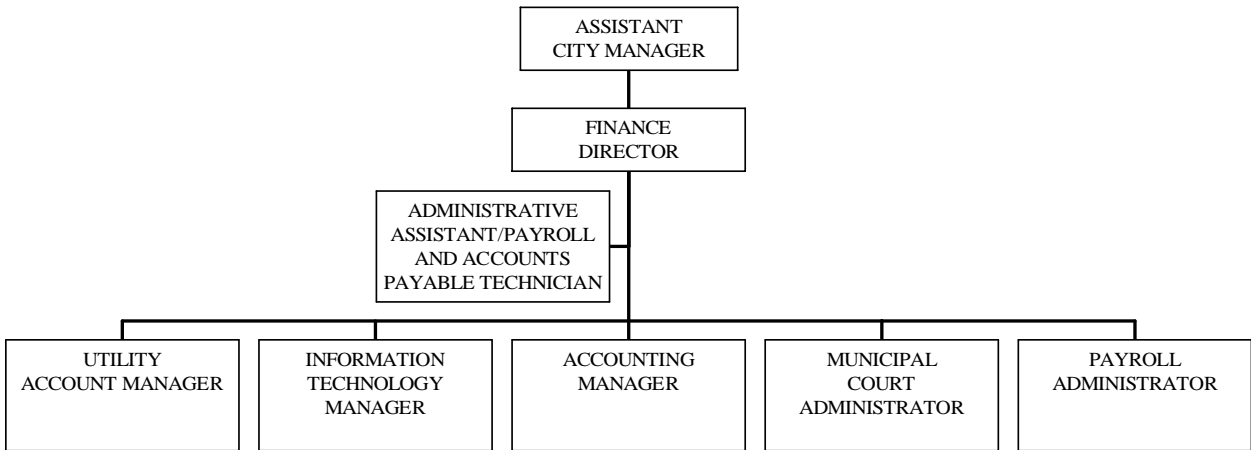
**CITY OF THE COLONY  
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***FINANCE***

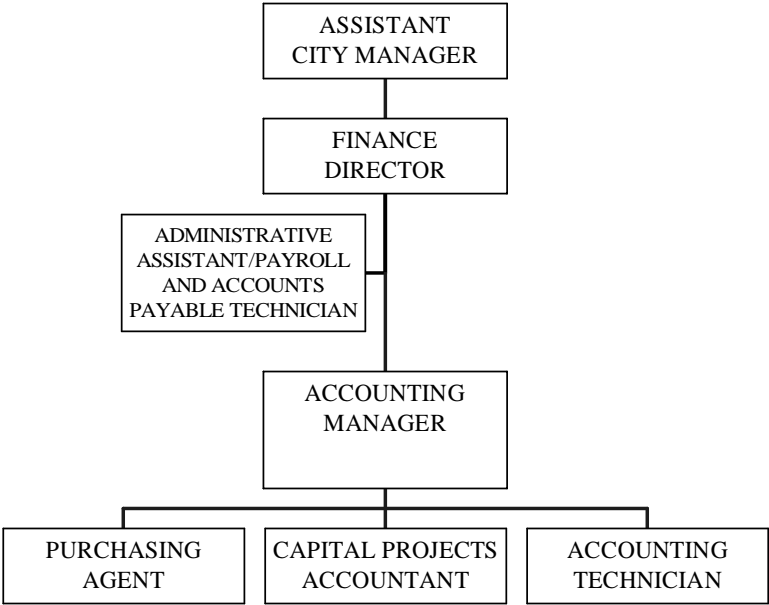
**REBECCA KOO**  
*Finance Director*

**GWEN MANSFIELD**  
*Accounting Manager*

# FINANCE DIRECTOR ORGANIZATIONAL CHART 2008-2009 BUDGET



# FINANCE ORGANIZATIONAL CHART 2008-2009 BUDGET



**COST CENTER: 30 - Finance**

**FUND: 100 - General**

**PROGRAM DESCRIPTION**

The Finance Department is responsible for all fiscal transactions, the preparation of all financial reports, and the development of the City's annual operating budget. This department is also responsible for cash management, revenue collection, debt management, payment disbursements, coordinating all City purchases, and the investment of the City funds. An audit of all financial transactions is prepared annually by an external auditor to ensure the proper and ethical accounting of public funds.

**GOALS AND OBJECTIVES**

**Goal:** Improve the year-end reporting process.

**Objective:** Design and prepare the 2008-2009 Annual Operating Budget according to the guidelines set forth by the Government Finance Officers Association in their Distinguished Budget Award Program.

**Objective:** Complete the 2007-2008 audit process by January 31, 2009.

**Objective:** Produce and print the Comprehensive Annual Financial Report by March 31, 2009.

**Goal:** Strengthen the quality and timeliness of financial reporting.

**Objective:** Monitor and report the financial and budgetary status of all revenues and expenditures each month.

**Objective:** Monitor and report the financial and budgetary status of all capital projects each month.

**Goal:** Implement savings through the bid process and negotiations.

**Objective:** Coordinate purchasing efforts through interlocal on-line cooperation.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Director of Finance	1	1	1
Administrative Assistant	1	1	1
Accounting Manager	1	1	1
Capital Projects Accountant	1	1	1
Accounting Technician	1	1	1
Purchasing Agent	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>

**COST CENTER: 30 - Finance****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 433,906	\$ 454,945	\$ 441,836
Contractual Services	88,421	76,635	56,304
Supplies	8,935	10,592	10,337
Maintenance	13,357	13,200	13,003
<b>DEPARTMENT TOTAL</b>	<b>\$ 544,619</b>	<b>\$ 555,372</b>	<b>\$ 521,480</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENT</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Distinguished budget award	1	1	1
Certificate of achievement in financial reporting	1	1	1
Complete all financial reports accurately and according to deadlines	98%	99%	99%
Wire transfers	290	305	305
Percentage of wire transfers processed on or before deadlines	100%	100%	100%
Purchase orders issued	371	412	450
Percentage complete requisitions - within 7 days after approval by Council	96%	96%	98%
Percentage of bank accounts collateralized 100%	100%	100%	100%
Percentage of debt service payments to paying agents according to schedule	100%	100%	100%

**COST CENTER: 30 - Finance****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 326,496	\$ 342,065	\$ 328,786
6114	Hospitalization Insurance	26,097	28,009	28,458
6115	Social Security Taxes	23,496	24,572	25,723
6117	Retirement Contributions	42,512	44,855	42,853
6118	Uniforms	345	244	-
6120	Private Auto Allowance	3,600	3,600	3,600
6125	Education & Training	2,705	3,900	2,445
6126	Travel Expenses	5,573	4,000	6,221
6127	Dues & Memberships	3,083	3,700	3,750
6210	Professional Services	44,875	20,625	10,750
6212	Audit Services	24,060	41,500	30,000
6213	Contractual Services	10,965	600	250
6217	Temporary Services	305	-	-
6235	Printing Services	4,271	10,000	11,184
6244	Telephone Service	747	450	480
6275	Equipment Rental	3,197	3,460	3,640
6310	Office Supplies	1,948	2,423	2,321
6311	Copier Supplies	2,797	2,300	2,360
6312	Computer Supplies	396	600	1,107
6320	Postage	2,666	4,320	3,600
6330	Books & Periodicals	275	549	549
6340	Fuel and Lubricants	15	-	-
6390	Miscellaneous Supplies	838	400	400
6430	Office Equipment - Maintenance	13,357	13,200	13,003
<b>DEPARTMENT TOTAL</b>		<b>\$ 544,619</b>	<b>\$ 555,372</b>	<b>\$ 521,480</b>

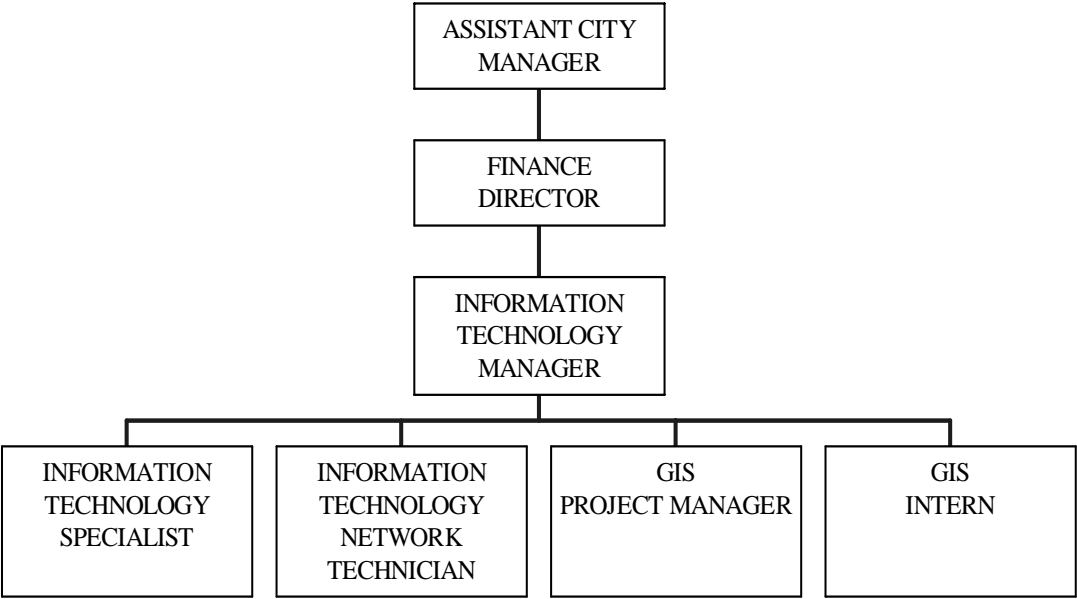
**CITY OF THE COLONY**  
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***INFORMATION TECHNOLOGY***

**REBECCA KOO**  
*Finance Director*

**BRUCE MAKER**  
*Information Technology Manager*

# INFORMATION TECHNOLOGY ORGANIZATIONAL CHART 2008-2009 BUDGET



<b>PROGRAM DESCRIPTION</b>
The Information Technology Department will provide the highest quality technology-based services in the most cost-effective manner, and to facilitate the City's mission as it applies to our citizens, city departments, and local community.

<b>GOALS AND OBJECTIVES</b>
<b>Goal:</b> Provide the leadership necessary to effectively strategize and tactically plan the best possible use of technology.
<b>Goal:</b> Provide policy and guidelines for the security and use of City computers and data.
<b>Goal:</b> Develop and maintain highly efficient, reliable, secure and innovative information systems in support of the City's many objectives.
<b>Objective:</b> Research, approve, and involve in hardware and software purchases by complying with the established City purchasing procedures.
<b>Objective:</b> Ensure virus detection software is operating at all times at each workstation, the data servers and the mail server.
<b>Objective:</b> Archive data as per the Records Retention policy for the purpose of data recovery.
<b>Objective:</b> Assign usernames for each employee as well as oversee passwords set by each employee.
<b>Objective:</b> Protect City interests by accounting for all application licenses, maintenance contracts, documentation, security policies and data integrity.
<b>Objective:</b> Work with vendors to access the City's network for periodic maintenance.
<b>Objective:</b> Upgrade and/or install all GIS software including ArcGIS server/SDE, ArcInfo, and ArcIMS.
<b>Objective:</b> Download 2008 aerial photos and digital two-foot contours from NCTCOG.
<b>Objective:</b> Maintain Phase II Storm Water Drainage projects within the GIS system.
<b>Objective:</b> Create policies and procedures for all aspects of Information Technology environment.
<b>Objective:</b> Perform Active Directory Domain migration and consolidation.
<b>Objective:</b> Perform server consolidations to lower overall costs.
<b>Objective:</b> Review possibilities for Wireless Mesh city wide.
<b>Objective:</b> Install Blade Center for PD, Court, and Parks and Recreation.
<b>Objective:</b> Reconfigure the WAN for optimal performance.
<b>Objective:</b> Ensure backup solution is working and policies are in place to maintain archived data.
<b>Objective:</b> Provide the City with Internet content filtering.
<b>Objective:</b> Maintain the media server with one years worth of archived videos and provide live streaming videos of Council Meetings.
<b>Objective:</b> Work with City Secretary's office to ensure electronic records retention is in compliance with regulations.
<b>Objective:</b> Provide fast and reliable access to all information systems.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Information Technology Manager	1	1	1
Information Technology Specialist	1	1	1
Information Technology Network Tech	1	1	1
GIS Project Manager	1	1	1
GIS Intern	0	1	1
<b>DEPARTMENT TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

**COST CENTER: 31 - Information Technology**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 369,501	\$ 372,474	\$ 391,480
Contractual Services	41,427	66,039	46,103
Supplies	24,011	35,210	31,100
Maintenance	95,453	92,953	165,000
Non-Capital	6,159	-	-
Capital Outlay	291	26,337	-
Capital Project Misc	46,760	91,280	91,478
<b>DEPARTMENT TOTAL</b>	<b>\$ 583,602</b>	<b>\$ 684,293</b>	<b>\$ 725,161</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Work orders received	900	1,404	1,700
Work orders completed	900	1,384	1,645
New computer workstation installations	10	35	10
New/Upgrade software installed	200	300	200
New printers installed	10	10	10
New employee phone set-up / Existing phone Changes	250	50	50
Workstations set-up for new employees Within 2-5 days prior to start date, if notified	99%	99%	99%
Website updated Within 8 business hours of request submitted	99%	99%	99%
Non-emergency work request completed Within 24 business hours of request submitted	99%	95%	90%
Emergency work request completed Within 4 business hours of request submitted	100%	99%	99%

**COST CENTER: 31 - Information  
Technology**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 273,716	\$ 269,949	\$ 285,270
6111	Salaries, Overtime	5,454	6,000	6,000
6112	Part Time, Temporary	-	5,000	5,000
6114	Hospitalization Insurance	20,353	20,396	22,320
6115	Social Security Taxes	20,484	20,840	23,700
6117	Retirement Expense	36,296	37,870	37,540
6118	Uniforms	575	700	250
6120	Private Auto Allowance	3,600	429	-
6125	Education & Training	7,180	7,500	7,500
6126	Travel Expenses	1,430	3,200	3,200
6127	Dues & Memberships	415	590	700
6210	Professional Services	1,546	16,000	10,000
6213	Contractual Services	23,245	22,242	7,000
6235	Printing Services	62	4,500	3,000
6244	Telephone Service	16,062	23,297	26,103
6275	Equipment Rental	511	-	-
6310	Office Supplies	1,435	800	800
6311	Copier Supplies	350	210	150
6312	Computer Supplies	1,934	2,700	3,000
6316	Computer Supplies - Hardware	8,214	14,000	9,000
6317	Computer Supplies - Software	10,923	14,000	14,000
6320	Postage	34	100	150
6322	Small Tools	247	500	500
6330	Books & Periodicals	-	1,500	1,500

**COST CENTER: 31 - Information  
Technology**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6390	Miscellaneous Supplies	873	1,400	2,000
6430	Office Equipment - Maintenance	32,455	25,037	15,000
6452	Maintenance - Software	62,998	67,916	150,000
6551	Non-Capital Computer Hardware	6,159	-	-
6651	Computer Hardware - Capt Outlay	291	-	-
6690	Capital Outlay - Other Equipment	-	26,337	-
6751	Leasing - Computer Equipment	46,760	91,280	91,478
<b>DEPARTMENT TOTAL</b>		<b>\$ 583,602</b>	<b>\$ 684,293</b>	<b>\$ 725,161</b>

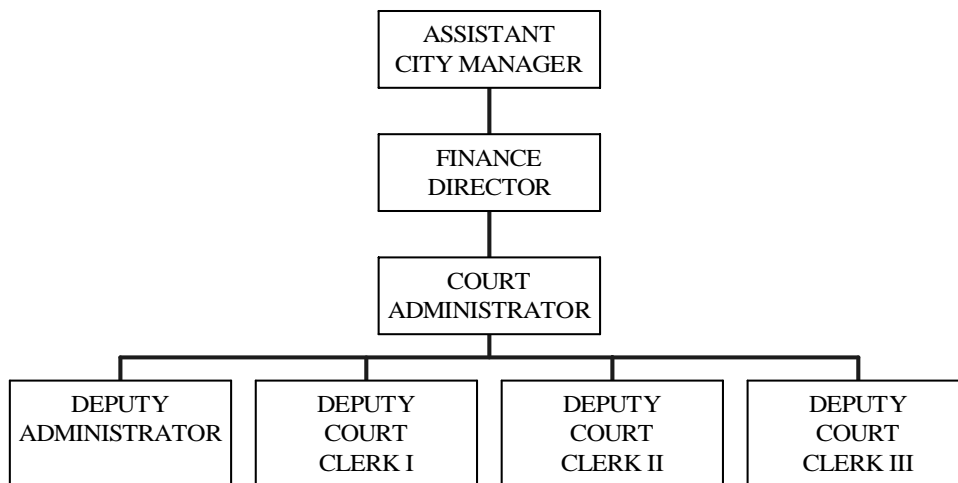
**CITY OF THE COLONY  
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***MUNICIPAL COURT***

**REBECCA KOO**  
*Finance Director*

**PATTI RISTAGNO**  
*Court Administrator*

# MUNICIPAL COURT ORGANIZATIONAL CHART 2008-2009 BUDGET



**COST CENTER: 40 - Municipal Court**

**FUND: 100 - General**

**PROGRAM DESCRIPTION**

The Municipal Court is responsible for the prompt, accurate processing of misdemeanor charges and collections of fines. The Court prepares warrants for unpaid fines and maintains an efficient docket of cases for adjudication. The Colony Municipal Court is dedicated and committed to promoting the highest standards in customer service upholding the integrity of the court and building public trust and confidence.

**GOALS AND OBJECTIVES**

**Goal:** Ensure efficient and effective operation of the court.

**Objective:** Provide the best customer service for citizens of The Colony.

**Objective:** Work closely with the IT and Police Department to get bids and complete the security project for the Police and Court Building. Funds are to be taken from the Court Security Fund.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Court Administrator	1	1	1
Deputy Administrator	1	1	1
Deputy Clerk I	1	1	1
Deputy Clerk II	1	1	1
Deputy Clerk III	0	1	1
Part-time Deputy Clerk	1	0	0
<b>DEPARTMENT TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

**COST CENTER: 40 - Municipal Court****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 217,794	\$ 255,018	\$ 256,105
Contractual Services	79,036	83,200	85,650
Supplies	6,382	8,200	8,600
Maintenance	968	1,350	1,350
<b>DEPARTMENT TOTAL</b>	<b>\$ 304,180</b>	<b>\$ 347,768</b>	<b>\$ 351,705</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Pre-trial cases	2,031	2,200	2,300
Bench trial cases	602	650	675
Jury trial cases	1	7	12
Request for records processed within 2 days	99%	99%	99%
Warrants issued	2,108	2,500	2,500
Citations issued / Traffic / State	13,126	14,500	15,000
Citations processed within 1 day of date issued	97%	98%	98%
Citations issued/City ordinance	693	850	850
Cases appealed to Denton County	68	55	65
Deferred cases granted by judge (Goal 15-20%)	19%	18%	18%
Class C cases filed by Citizens	12	25	20

**COST CENTER: 40 - Municipal Court****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 153,731	\$ 180,269	\$ 184,510
6111	Salaries, Overtime	971	1,500	1,800
6112	Part-time, Temporary	9,764	7,081	-
6114	Hospitalization Insurance	19,522	25,642	27,900
6115	Social Security Taxes	12,310	14,056	14,900
6117	Retirement Contributions	19,858	24,220	24,020
6125	Education & Training	453	550	650
6126	Travel Expenses	1,185	1,500	2,125
6127	Dues & Memberships	-	200	200
6210	Professional Services	36,000	40,050	39,600
6211	Legal Services	30,610	25,000	27,500
6213	Contractual Services	330	1,600	1,000
6215	Jury Fees	36	1,100	1,000
6219	Credit Card Fees	9,621	11,800	12,900
6235	Printing Services	1,979	2,700	2,700
6244	Telephone Service	122	150	150
6275	Equipment Rental	337	800	800
6310	Office Supplies	2,086	2,850	2,850
6311	Copier Supplies	624	700	800
6312	Computer Supplies	1,154	1,250	1,250
6320	Postage	2,450	2,800	3,000
6330	Books & Periodicals	-	200	200
6390	Miscellaneous Supplies	69	400	500
6430	Office Equipment - Maint	968	1,350	1,350
<b>DEPARTMENT TOTAL</b>		<b>\$ 304,180</b>	<b>\$ 347,768</b>	<b>\$ 351,705</b>



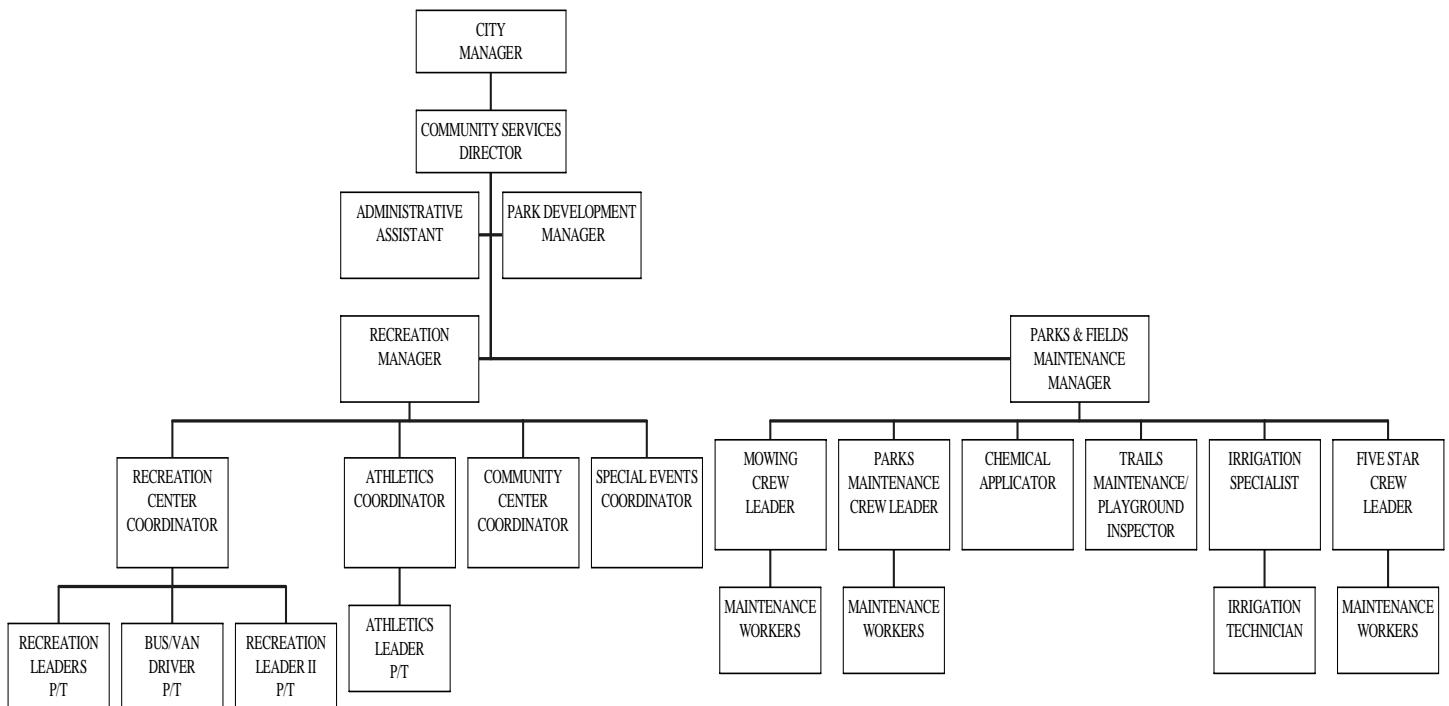
**CITY OF THE COLONY**  
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***PARKS AND RECREATION***

***PAM NELSON***  
*Community Services Director*

***Keith Helms***  
*Park Development Manager*

# PARKS & RECREATION ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Parks and Recreation Department is responsible for the maintenance and operation of all City parks, athletic fields, recreational facilities and programs in the City. The Community Center, Lake Parks, Aquatic Park, and Special Events are also administered by this department.

**GOALS AND OBJECTIVES**

**Administration**

**Goal:** Ensure the availability of a wide range of leisure and recreational opportunities for our citizens that improve the quality of life in our community.

Objective: Recruit and develop a high quality staff.

Objective: Develop and implement programs and activities that are unique and desired.

Objective: Resolve concerns of citizens and customers in a timely manner.

Objective: Host special events that are desired by the community and increase tourism to The Colony.

**Recreation**

**Goal:** Provide high quality programs that meet a wide variety of interests which will benefit our citizens.

Objective: Continue to develop and maintain a variety of unique and desired programs.

Objective: Advertise programs using various formats.

Objective: Provide accurate information regarding all programs via telephone, in-person, City website, etc.

Objective: Recruit quality instructors.

**Goal:** Provide high quality, friendly and safe leisure facilities to the citizens of The Colony.

Objective: Provide staff with training that promotes excellent customer service.

Objective: Use various forms of advertising to notify patrons of upcoming events and activities including an email database, cable TV, newspapers, bulletin boards, direct mailings, etc.

Objective: Perform consistent walkthroughs of facilities to ensure that proper maintenance needs are met.

**GOALS AND OBJECTIVES (Continued)**

**Athletics**

**Goal:** Provide high quality athletic programs for youth and adults that cover a broad range of interests.

Objective: Continue to develop and maintain a variety of unique and desired athletic programs.

Objective: Recruit and hire quality officiating crews to ensure fair and equitable competitions.

Objective: Improve communication and working relationship with youth sport associations.

Objective: Provide accurate information regarding programs via telephone, in-person, City website, etc.

**Goal:** Provide, promote, and schedule safe, affordable, high quality athletic facilities for the community and north Texas region.

Objective: Recruit quality youth and adult athletic events from regional, state and national organizations. Communicate with local associations to ensure that schedules are known and fields are properly prepared.

Objective: Partner with maintenance department to evaluate calendar and determine ideal scheduling to ensure health and longevity of the fields.

Objective: Relay complaints and concerns by facility users to maintenance department to ensure speedy resolution.

Objective: Communicate with internal departments the approved usage calendar to ensure that all users are adhering to maintenance guidelines.

**Maintenance**

**Goal:** Provide a safer and more pleasing environment for all youth and adult sports organizations and park users.

Objective: Promote employee certification in playground safety, chemical applications, and irrigation in a way that those certifications can best serve the needs of the department.

**Goal:** Improve the quality of the parks and open spaces through creative construction and maintenance.

Objective: Research and identify new concepts and ideas related to the construction and maintenance of parks and greenbelt areas.

**COST CENTER: 50 - Parks and Recreation**

**FUND: 100 - General**

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Community Services Director	1	1	1
Recreation Manager	1	1	1
Administrative Assistant	1	1	1
Parks & Fields Maintenance Manager	1	1	1
Parks Maintenance Crew Leader	1	1	1
Five Star Crew Leader	1	1	1
Mowing Crew Leader	1	1	1
Trails Maintenance/Playground Inspector	0	1	1
Irrigation Specialist	1	1	1
Irrigation Technician	1	1	1
Chemical Applicator	1	1	1
Maintenance Workers	6	6	6
Athletics Coordinator	1	1	1
Recreation Coordinator	1	1	1
Recreation Leaders - Part-Time	2	2	2
Customer Service Rep. Recreation Leader II - P/T	2	2	2
Bus/Van Driver - Part-Time	1	1	1
Athletics Leader - Part-Time	0	1	1
Kids Kamp Assisant Director - Part-Time	0	0	1
<b>DEPARTMENT TOTAL</b>	<b>23</b>	<b>25</b>	<b>26</b>

50% of the Irrigation Specialist and Trails Maintenance/Playground Inspector are funded in the CDC Fund.

**COST CENTER: 50 - Parks and Recreation**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 1,143,736	\$ 1,243,245	\$ 1,229,359
Contractual Services	312,513	368,350	362,990
Supplies	149,493	172,774	146,054
Maintenance	159,291	173,069	169,199
Non-Capital	8,643	5,000	10,000
Capital Outlay	-	5,057	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,773,676</b>	<b>\$ 1,967,495</b>	<b>\$ 1,917,602</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
<b><u>Administration</u></b>			
Participants for all recreation programs, activities and events	45,220	50,000	50,000
Citizen/Customer concerns responded to within 1 day	90%	90%	90%
Staff training hours	724	700	725
Number of special events hosted	10	13	13
<b><u>Recreation</u></b>			
Program participants per month	350	375	375
Amount of program revenue collected	\$171,000	\$165,000	\$160,000
Amount of facility and pass revenue collected	\$41,000	\$40,000	\$45,000
Passes sold	1,636	1,500	1,750
Facility passes scanned per month	N/A	1,150	1,250
<b><u>Athletics</u></b>			
number of field rental hours	5,240	5,200	5,200
number of games played	3,450	3,450	3,500
Athletic tournament participants	7,600	7,800	8,000
Athletic league participants	5,120	5,000	5,000

**COST CENTER: 50 - Parks and Recreation****FUND: 100 - General**

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS (continued)</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
<b><u>Park Maintenance</u></b>			
Baseball fields prepped for games per year (Five Star)	560	560	560
Sports field aeration cycles completed (Five Star)	8	8	8
Sports field mowing cycles completed (Five Star)	90	90	90
Sports field mowing cycles completed	38	38	14
Playground inspections completed per year	156	156	156
Litter control cycles completed 2 times a week	50	50	50
Greenbelt acres mowing cycles completed per year	17	17	17
Irrigation system inspections completed per year	224	224	224
Irrigated acres per man	109	109	113
Fire ant control yearly applications planned	4	4	4
Fire ant control applications completed as scheduled	100%	100%	100%
Mosquito control applications planned per year	8	8	0
Weed control applications planned per year	0	0	6

**COST CENTER: 50 - Parks and Recreation      FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 739,544	\$ 783,657	\$ 762,851
6111	Salaries, Overtime	30,988	34,000	37,887
6112	Part-Time, Temporary	83,783	102,330	105,000
6114	Hospitalization Insurance	89,110	100,967	105,462
6115	Social Security Taxes	64,885	69,285	72,750
6117	Retirement Contributions	102,652	107,363	103,680
6118	Uniforms	9,022	10,198	10,634
6119	Medical Expense	55	95	190
6120	Private Auto Allowance	3,600	3,600	3,600
6125	Education & Training	7,144	10,990	10,000
6126	Travel Expenses	8,664	12,315	10,000
6127	Dues & Memberships	4,288	8,445	7,305
6210	Professional Services	406	3,500	3,500
6213	Contractual Services	269,437	320,000	315,000
6214	Janitorial Services	167	1,500	600
6219	Credit Card Fees	9,990	9,000	10,000
6235	Printing Services	12,184	13,000	13,000
6236	Advertising & Notices	1,540	250	250
6244	Telephone Service	7,790	9,710	9,250
6275	Equipment Rental	10,999	11,390	11,390
6310	Office Supplies	2,251	2,750	2,750
6311	Copier Supplies	3,477	4,800	3,665
6312	Computer Supplies	8,366	6,115	5,325

**COST CENTER: 50 - Parks and Recreation      FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6313	Janitorial Supplies	3,123	3,080	3,000
6315	Program Supplies	7,385	9,055	8,000
6316	Sponsorship Supplies	1,200	-	-
6320	Postage	8,028	9,650	9,000
6322	Small Tools	1,251	2,000	2,000
6323	Small Equipment	871	2,000	2,000
6330	Books & Periodicals	116	510	250
6335	Awards	12,794	18,000	17,000
6340	Fuel & Lubricants	17,105	20,500	20,500
6345	Chemicals	79,318	87,964	67,764
6346	Compressed Gases	30	100	100
6360	Medical Supplies	399	450	450
6390	Miscellaneous Supplies	3,779	5,800	4,250
6410	Building Maintenance	1,880	4,700	3,000
6425	Traffic and Street Maintenance	1,979	750	750
6430	Office Equipment - Maintenance	5,759	6,300	6,500
6440	Vehicle Maintenance	204	500	500
6441	Fleet Services	62,682	62,604	62,604
6450	Park Maintenance	63,420	69,845	69,845
6460	Irrigation Maintenance	18,265	18,500	19,000
6470	Other Equipment Maintenance	5,103	9,870	7,000
6590	Non-Capital Other Equipment	8,643	5,000	10,000
6690	Capital - Other Equipment	-	5,057	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,773,676</b>	<b>\$ 1,967,495</b>	<b>\$ 1,917,602</b>



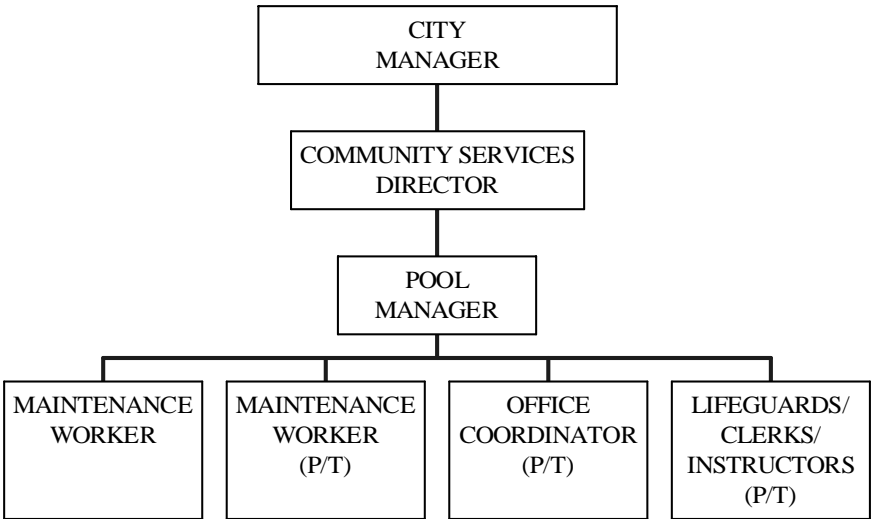
**CITY OF THE COLONY**  
**2008-2009**  
**ANNUAL BUDGET**

***AQUATIC PARK***

**PAM NELSON**  
*Community Services Director*

**ELISE KNOX**  
*Aquatic Park Manager*

# AQUATIC PARK ORGANIZATIONAL CHART 2008-2009 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>The Aquatic Park consists of one indoor competitive training pool, two outdoor leisure lagoons, and a children's splash park. The unusual three-acre park includes sand volleyball, shade structures, and two pavilions. Recipient of an international award for innovative staff training programs, this department is responsible for providing a safe, yet exciting water recreation environment. Diverse activities include kayaking, leisure swim, adult exercise classes, scuba, six competitive swim teams, creative special events, and swim classes for all ages.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Provide high quality water safety education to satisfied guests of all ages and needs.</p> <p>Objective: Deliver a wider variety of learning opportunities for children, teens, and adults.                      Objective: Improve satisfaction level from citizen's surveys.                      Objective: Expand participation in programs.</p> <p><b>Goal:</b> Continue to provide the highest standards in pool water cleanliness and facility quality.</p> <p>Objective: Complete all audits within allowed time frame.                      Objective: Monitor facility audits on safety and water conditions.                      Objective: Evaluate level of customer satisfaction by using surveys.                      Objective: Expand outer areas of park by improving landscaping and adding features.</p> <p><b>Goal:</b> Attain or improve annual expected income projections.</p> <p>Objective: Expand attendance for Public Swim.                      Objective: Enhance revenues by increasing the frequency of rentals.                      Objective: Increase the size of all swim teams.                      Objective: Create a publicity drive that will broaden our reach into outer communities and organizations.</p>

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Pool Manager	1	1	1
Maintenance Worker	1	1	1
Part-Time Maintenance Worker	1	1	1
Part-Time Office Coordinator	1	1	1
Part-Time Regular Lifeguard	0	1	1
Part-Time Lifeguards/Clerks/Instructors	6	6	6
Part-Time Lifeguards	20	20	20
<b>DEPARTMENT TOTAL</b>	<b>30</b>	<b>31</b>	<b>31</b>

**COST CENTER: 51- Aquatic Park**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 280,101	\$ 285,411	\$ 284,470
Contractual Services	27,406	21,375	17,843
Supplies	19,072	22,985	22,985
Maintenance	18,023	30,560	30,560
Capital Outlay	13,500	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 358,102</b>	<b>\$ 360,331</b>	<b>\$ 355,858</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Number of Public "Learn to Swim" Classes	123	129	130
Surveys completed for activities and programs	425	663	600
Customer service surveys rated good or excellent	98%	99%	99%
Instructors skill survey that are good or excellent	99%	98%	99%
Facility appearance survey rated good or excellent	98%	99%	98%
Facility and Equipment audits	48	48	48
Facility and Equipment rated at good or excellent	96%	95%	95%
Water balance audits	4,372	4,500	4,500
Water Balance audits rated good or excellent	99%	99%	99%
New maintenance projects for park improvement	24	24	24
New maintenance projects completed on schedule	96%	97%	98%
Daily entries for Public "LTS" Classes	7,480	6,117	7,000
Daily entries for Private Swim Lessons	627	948	900
Daily entries for Lifeguarding, CPR	280	160	200
Guests in Summer Public Swim, Lap & Splash	21,302	14,920	20,000
Summer Public Swim guests at non-resident fee	89%	89%	89%
Daily entries on TCAP swim clubs (team)	0	1,560	1,600
Daily entries on independent swim teams	10,288	2,389	3,500
Guest entries at Private Party Rentals	5,742	6,250	6,250
Daily entries through outside swim instructors	0	275	300
Daily entries for outside sponsors & programs (kayak, SCUBA, therapists, personal trainers)	1,045	675	1,000
Daily entries in Group Aerobic Programs	4,466	4,077	4,000

**COST CENTER: 51 - Aquatic Park****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 81,382	\$ 82,860	\$ 84,166
6111	Salaries, Overtime	1,920	1,500	1,500
6112	Part-Time Temporary	154,490	155,535	151,945
6114	Hospitalization Insurance	9,729	10,457	11,160
6115	Social Security Taxes	17,915	18,454	19,014
6117	Retirement Contributions	10,701	11,140	11,040
6118	Uniforms	2,181	3,000	3,000
6125	Education & Training	1,173	825	1,025
6126	Travel Expenses	539	1,550	1,550
6127	Dues & Memberships	70	90	70
6213	Contractual Services	16,285	10,000	6,923
6214	Janitorial Services	6,967	6,620	6,620
6235	Printing Services	2,826	2,570	2,570
6236	Advertising and Notices	-	50	50
6244	Telephone Service	1,291	1,955	1,500
6275	Equipment Rental	37	180	180
6310	Office Supplies	542	825	825
6311	Copier Supplies	785	500	500
6312	Computer Supplies	728	610	610
6313	Janitorial Supplies	1,894	3,385	3,385
6315	Program Supplies	1,807	3,345	3,345
6320	Postage	262	150	150
6322	Small Tools	951	1,120	1,120
6323	Small Equipment	465	1,745	1,745

**COST CENTER: 51 - Aquatic Park****FUND: 100 - General**

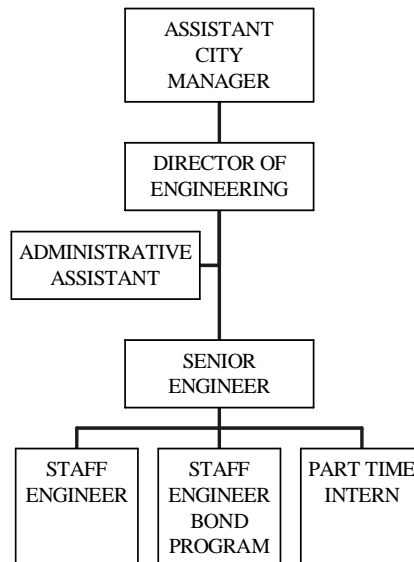
<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6330	Books & Periodicals	89	165	165
6340	Fuel & Lubricants	55	150	150
6345	Chemicals	10,226	8,660	8,660
6360	Medical Supplies	406	520	520
6390	Miscellaneous Supplies	862	1,810	1,810
6410	Building Maintenance	3,894	2,035	2,035
6425	Sign Maintenance	-	2,000	2,000
6430	Office Equipment - Maint.	649	250	250
6441	Fleet Services	1,332	1,330	1,330
6445	Radio Maintenance	25	100	100
6450	Park Maintenance	4,491	10,850	10,850
6470	Other Equipment - Maint	7,633	13,995	13,995
6690	Other Equipment - Capital	13,500	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 358,102</b>	<b>\$ 360,331</b>	<b>\$ 355,858</b>

***CITY OF THE COLONY  
2008-2009  
ANNUAL BUDGET***

***ENGINEERING***

***DIRECTOR OF ENGINEERING  
Gordon Scruggs***

# ENGINEERING DEPARTMENT ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Engineering Department plans and coordinates engineering services for the City, including design and construction of land development and capital improvement projects, construction inspections, infrastructure improvement, floodplain administration, impact fee administration, and long range planning. Reviews construction plans for conformance with City codes and ordinances. Prepares items for City Council, boards, commissions, and attends these meetings for presentations and technical support.

**GOALS AND OBJECTIVES**

**Goal:** Review and approve engineering designs, plans, plats and site plans, and other engineering support services.

**Objective:** Review plats, site plans, and engineering plans for conformance with the City's Engineering design standards and other applicable regulations.

**Objective:** Serve as the City's Floodplain Administrator.

**Objective:** Initiate drainage studies, street paving/drainage designs, and other technical support services.

**Objective:** Initiate continuous updates of the City's water and wastewater maps.

**Objective:** Coordinate preparation and review of plans for Austin Ranch water and wastewater improvements, FM 423, FM 423 Utility Relocation, Tribute Development Projects, Austin Ranch Development Projects, development projects along the FM 423 and Hwy 121 Corridors, Carrollton waterline, small city sponsored projects (Police Facility Expansion, Austin Ranch Fire Station and new Public Works Building) and Denton County funded thoroughfares.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Director of Engineering *	1	1	1
Senior Engineer **	1	1	1
Staff Engineer	1	1	1
Staff Engineer - Bond Program ***	1	1	1
Administrative Assistant ****	1	1	1
Part-time Engineering Intern *****	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>

\* 25% paid by Storm Water Utility Fund, 25% by Capital Projects Administration Fund and 50% by Utility Fund

\*\* 50% of this position is funded by the Capital Projects Administration and 50% is funded by the Storm Water Utility Fund

\*\*\* Paid out of Capital Projects Fund

\*\*\*\* 90% of this position is funded by the Capital Projects Administration Fund and 10% by the Storm Water Utility Fund

\*\*\*\*\* 40% of this position is funded by General Fund and 60% by the Storm Water Utility Fund

**COST CENTER: 69 - Engineering Department****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 159,898	\$ 168,871	\$ 103,911
Contractual Services	39,492	41,120	41,110
Supplies	3,806	4,290	4,600
Maintenance	3,364	72	72
<b>DEPARTMENT TOTAL</b>	<b>\$ 206,560</b>	<b>\$ 214,353</b>	<b>\$ 149,693</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Land Development			
Review commercial plans within 3 weeks	95%	95%	95%
Review site plans and plats	40	40	40
Review single-family engineering plans	10	10	10
Review multi-family engineering plans	2	2	2
Review commercial engineering plans	50	50	50
Capital Improvements			
Review City capital plans within 3 weeks	95%	95%	95%
Water Distribution	20	20	20
Paving and drainage	6	6	6
Wastewater Collection and Treatment	20	20	20
Floodplain Permits			
Review plans within 3 weeks	6 95%	6 95%	6 95%

**COST CENTER: 69 - Engineering Department****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 117,560	\$ 121,705	\$ 71,110
6112	Salaries Part-Time	3,312	6,225	6,225
6114	Hospitalization Insurance	7,726	7,917	5,580
6115	Social Security Taxes	8,481	9,314	6,280
6117	Retirement Contributions	15,555	16,220	9,320
6120	Private Auto Allowance	3,000	2,990	1,196
6125	Education & Training	2,003	1,800	1,800
6126	Travel Expenses	398	400	400
6127	Dues & Memberships	1,863	2,300	2,000
6210	Professional Services	37,835	40,000	40,000
6213	Contractual Services	280	150	150
6235	Printing Services	242	200	200
6236	Advertising and Legal Notices	425	-	-
6244	Telephone Service	458	600	600
6275	Equipment Rental	253	170	160
6310	Office Supplies	749	1,500	1,500
6311	Copier Supplies	367	650	600
6312	Computer Supplies	238	300	100
6320	Postage	1,521	1,400	1,400
6330	Books & Periodicals	230	200	200
6390	Miscellaneous Supplies	701	240	800
6410	Building Maintenance	-	72	72
6430	Office Equipment - Maintenance	3,364	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 206,561</b>	<b>\$ 214,353</b>	<b>\$ 149,693</b>

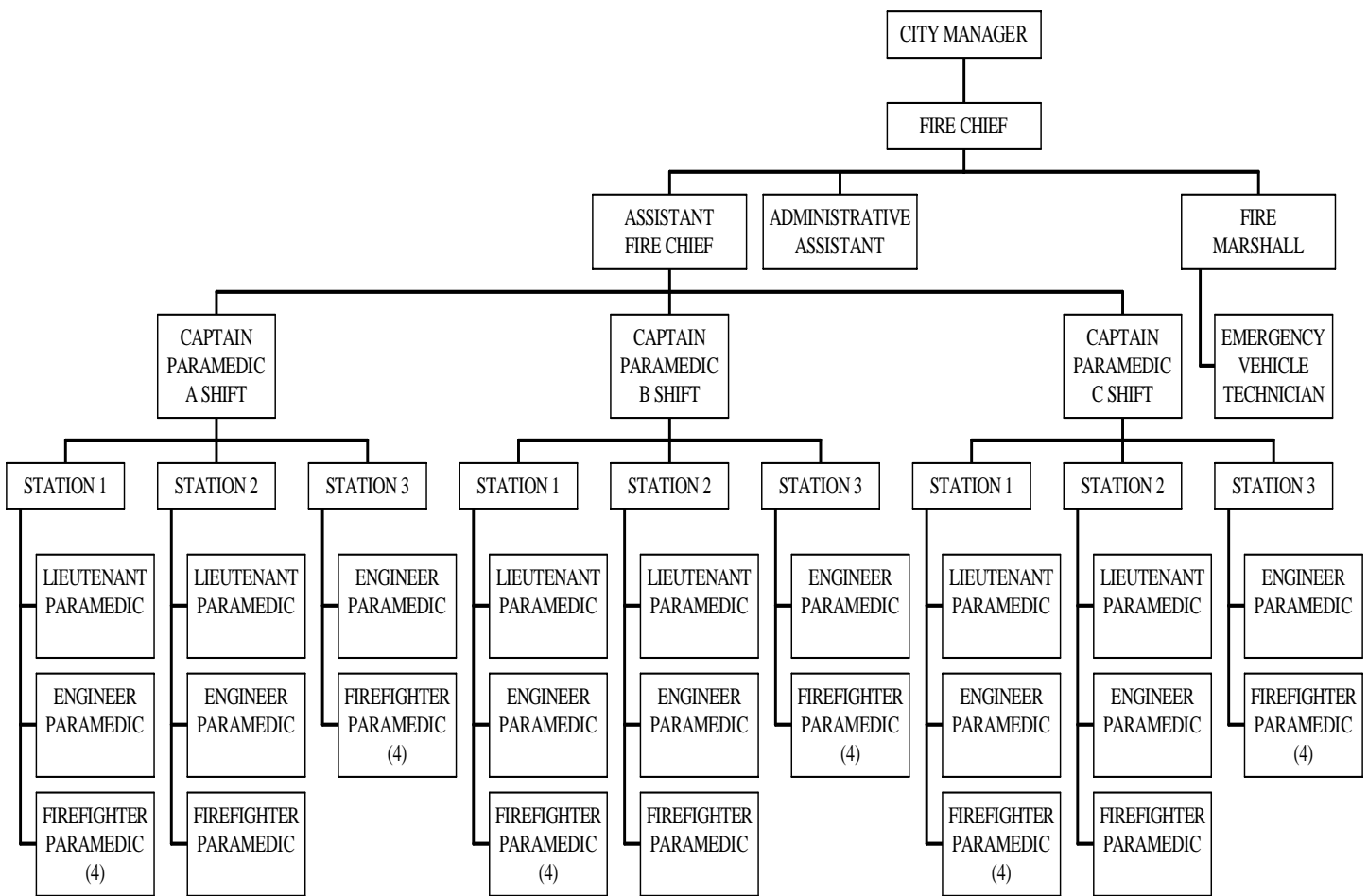


**CITY OF THE COLONY  
2008-2009  
ANNUAL BUDGET**

***FIRE DEPARTMENT***

***Van Weese***  
***Acting Fire Chief***

# FIRE DEPARTMENT ORGANIZATIONAL CHART 2008-2009 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>The Colony Fire Department is responsible for safeguarding its citizens from a multitude of possible hazardous situations. The department provides responses to all fire and emergency medical service related emergencies. Responsibilities include fire prevention, public education, basic hazardous materials and rescue responses. Superior customer service is our highest priority.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Provide a safe occupational environment for <b>all</b> fire personnel to accomplish their assigned tasks during non-emergency and emergency incidents.</p> <p>Objective: Continue basic and advanced training for firefighter/paramedics and staff.                      Objective: Provide the very best protective equipment available for each individual.                      Objective: Continue a comprehensive maintenance program for all apparatus, equipment and facilities.                      Objective: Attend safety seminars/classes that promote firefighter safety and survival and strategy and tactics.                      Objective: Conduct four live fire burn training sessions at Collin County College.                      Objective: Continue training in supervision and operations for recently promoted Lieutenants and Engineers.</p> <p><b>Goal:</b> Deliver the very best customer service possible for our citizens.</p> <p>Objective: Improve the Citizen's Fire Academy to enhance the understanding of the fire department's function and purpose.                      Objective: Improve our annual fire inspections program to include all commercial occupants.                      Objective: Continue activities recommended by the International Standardization Organization that will assist the city in improving its Public Protection Classification.                      Objective: Attend customer service training as venues are discovered.                      Objective: Continue the revision of the department's five year plan for stations and personnel for service enhancement.</p>

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Fire Chief	1	1	1
Assistant Chief	1	1	1
Fire Marshall	1	1	1
Captains	3	3	3
Lieutenants	3	6	6
Firefighters/Paramedics/Engineers	6	9	9
Firefighters/Paramedics	24	27	27
Administrative Assistant	1	1	1
Emergency Vehicle Technician*	0	1	1
<b>DEPARTMENT TOTALS</b>	40	50	50

\* This position is paid out of the Fleet Services Fund.

**COST CENTER: 70 - Fire Department**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 3,268,131	\$ 3,913,659	\$ 3,933,768
Contractual Services	55,025	72,928	66,522
Supplies	90,384	103,130	104,900
Maintenance	136,664	142,509	124,184
Non-Capital	4,673	-	-
Capital Outlay	28,545	-	-
Sundry Charges	15,538	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 3,598,960</b>	<b>\$ 4,232,226</b>	<b>\$ 4,229,374</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Fire service calls	410	600	600
Fires responded to in under 5 minutes	278	450	450
Response to fire emergencies 5 minutes or less	68%	75%	75%
Commercial fire inspections	198	250	300
Follow-up Commercial fire inspections completed (30 days or less)	90%	96%	95%
Fire property loss	\$168,050	\$250,000	\$300,000
Arson fires investigated	5	15	10
EMS responses	1,581	1,600	1,700
EMS calls responded to in under 4 minutes	1,069	1,280	1,360
Respond to EMS emergencies in 4 minutes or less	68%	80%	80%
Mutual aid			
Given to other entities	28	35	35
Received from other entities	36	50	50
Training hours (EMS & Fire)	7,879	8,000	8,500
Contact hours for public education	400	500	600

**COST CENTER: 70 - Fire Department****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6108	Step Increases	\$ -	\$ -	\$ 48,000
6110	Salaries	2,359,364	2,673,215	2,750,146
6111	Salaries, Overtime	117,506	290,000	155,496
6114	Hospitalization Insurance	204,150	251,314	273,420
6115	Social Security Taxes	180,239	218,260	231,736
6117	Retirement Contributions	318,266	382,852	374,545
6118	Uniforms	66,178	66,795	71,025
6119	Medical Expenses	3,265	2,250	2,200
6125	Education & Training	12,907	12,500	12,500
6126	Travel Expenses	2,644	9,300	9,300
6127	Dues & Memberships	3,613	7,173	5,400
6210	Professional Services	25,646	27,350	27,300
6213	Contractual Services	11,744	23,340	15,000
6235	Printing Services	1,412	2,500	2,500
6244	Telephone Service	12,694	16,000	17,900
6275	Equipment Rental	3,528	3,738	3,822
6310	Office Supplies	2,689	3,000	3,000
6311	Copier Supplies	989	1,176	1,500
6312	Computer Supplies	2,488	3,100	3,100
6313	Janitorial Supplies	4,851	7,150	7,500
6315	Program Supplies	1,857	1,943	1,900
6320	Postage	868	1,000	1,000

**COST CENTER: 70 - Fire Department**

**FUND: 100 - General**

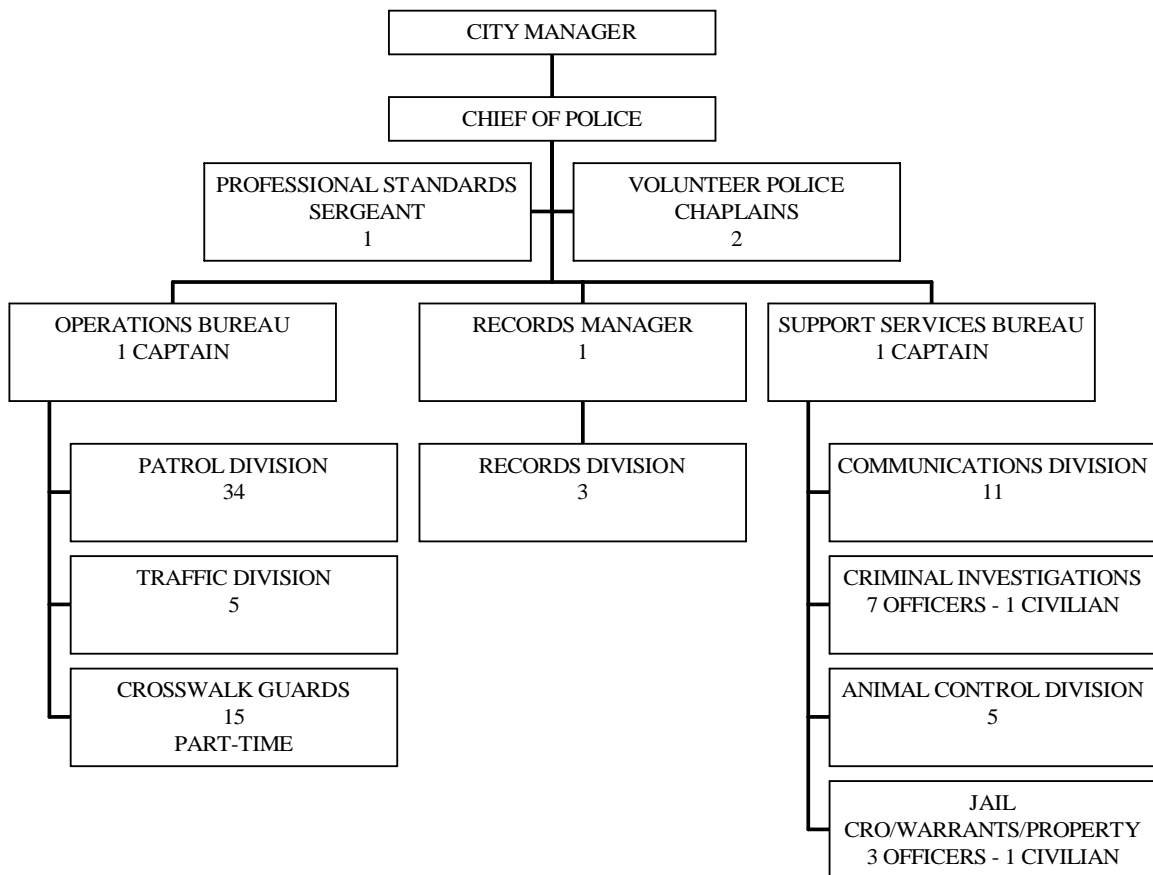
<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6322	Small Tools	2,683	2,500	3,000
6330	Books & Periodicals	4,892	8,500	7,000
6331	Public Education Materials	11,557	12,500	12,500
6340	Fuel & Lubricants	8,204	8,700	9,600
6345	Chemicals	598	900	900
6346	Compressed Gases	2,605	2,310	2,800
6360	Medical Supplies	33,969	35,871	35,800
6390	Miscellaneous Supplies	11,247	13,500	14,300
6393	Investigative Supplies	492	580	600
6394	Tactical Supplies	395	400	400
6410	Building Maintenance	11,293	6,500	6,200
6430	Office Equipment - Maintenance	72	475	400
6440	Vehicle Maintenance	16,101	15,900	-
6441	Fleet Services	90,084	90,084	90,084
6445	Radio Maintenance	9,824	14,050	12,000
6470	Other Equipment	9,290	15,500	15,500
6590	Non-Capital - Other Equipment	4,673	-	-
6690	Capital Outlay - Other Equipment	28,545	-	-
6828	State Grant - Rope Rescue	15,538	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 3,598,960</b>	<b>\$ 4,232,226</b>	<b>\$ 4,229,374</b>

**CITY OF THE COLONY  
2008-2009  
ANNUAL BUDGET**

***POLICE DEPARTMENT***

**JOSEPH T. CLARK**  
*Police Chief*

# POLICE DEPARTMENT ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Colony Police Department's mission statement is: **Our citizens' safety, security, and well being, are our highest priority.** All programs are focused on this mission. The Colony Police Department strives to be a recognized leader in the professional delivery of police services by focusing on total quality in all performances. Basic service functions of the department are the enforcement of all state laws and municipal ordinances, providing animal control services, improvement of traffic safety within the City by investigation, enforcement, and educational activities, youth drug awareness activities, and crime prevention programs.

**GOALS AND OBJECTIVES**

**Goal:** Provide professional police services.

Objective: Maintain a sufficient number of trained staff, adequately equipped and supplied, to provide basic police services to the community while actively enforcing laws and ordinances.

Objective: Increased training to help insure a professional staff capable of exceeding citizen's expectations.

Objective: Continuing improvement/replacement of equipment and uniforms.

**Goal:** Protect our citizens against the criminal actions of others and enhance their sense of security, safety and well being.

Objective: Reduction in per capita UCR crime rate.

Objective: Increased recovery of property.

Objective: Increased UCR case clearance rate.

Objective: Improvement in citizen surveys.

Objective: Expand usage of bicycle patrol operations between the hours of 15:30 and 19:00, after school in target areas and within Austin Ranch.

**Goal:** Improve traffic safety and our citizen's sense of safety and security.

Objective: Reduction in vehicle accidents.

Objective: Expanded traffic division and enforcement activities.

**Goal:** Provide public education to prevent crime, substance abuse, increase school safety and improve public perception and partnerships with The Colony Police.

Objective: Continue/expand Citizen Police Academy.

Objective: Continue Alcohol and Substance Awareness Program in Elementary Schools.

Objective: Continue School Resource Officer program in The Colony High School.

Objective: Continue supporting National Night Out and Neighborhood Crime Watch activities.

Objective: Increase bicycle patrol activities to increase officer-citizen contacts.

**Goal:** Expand narcotic/vice investigations within the city.

Objective: Increased number of search warrants.

Objective: Increased street value of drugs seized.

Objective: Increased undercover operations related to all substance abuse by adding an investigator.

**COST CENTER: 75 - Police Department****FUND: 100 - General**

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Chief	1	1	1
Captains	2	2	2
Lieutenants	5	5	5
Sergeants	5	6	6
Patrol Officers	24	26	26
Traffic Officers	3	4	4
CID Investigators	5	5	5
Community Resource/A.S.A.P. Officer	1	1	1
School Resource Officer	1	1	1
Communications Supervisor	1	1	1
Communication Officers/Dispatchers	10	10	11
Records Coordinators	3	3	3
Records Supervisor	1	1	1
Criminal Investigation Secretary	1	1	1
Community Service Officers/Property Tech./Jailers	1	1	3
School Crossing Guards	15	15	15
Warrants Officer/Bailiff	1	2	2
Animal Control Manager	1	1	1
Animal Control Officers	3	3	3
Animal Control Receptionist	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>85</b>	<b>90</b>	<b>93</b>

**COST CENTER: 75 - Police Department****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 4,730,328	\$ 5,274,045	\$ 5,395,850
Contractual Services	45,612	45,011	43,601
Supplies	159,282	180,680	192,740
Maintenance	185,607	192,332	272,660
Non-Capital	2,094	3,212	3,050
Capital	2,898	-	-
Sundry Charges	91,530	3,000	3,000
<b>DEPARTMENT TOTAL</b>	<b>\$ 5,217,351</b>	<b>\$ 5,698,280</b>	<b>\$ 5,910,901</b>

**COST CENTER: 75 - Police Department****FUND: 100 - General**

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Citations issued	13,451	14,000	14,000
Property recovery rate	52%	52%	50%
Property accidents	602	650	650
Accident reports submitted daily to Texas Department of Public Safety within 10 days	100%	100%	100%
Criminal Justice Information Systems reports submitted daily to the Texas Department of Public Safety within 5 days	100%	100%	100%
Driving While Intoxicated /Administrative License Revocation reports submitted daily to Texas Department of Public Safety within 10 days	100%	100%	100%
Uniform Crime Reporting reports submitted monthly to Texas Department of Public Safety within 10 days	100%	100%	100%
Alarm Calls	1,239	1,200	1,200
Drugs seized	\$106,606	\$106,000	\$106,000
Warnings issued	7,570	8,000	8,500
Uniform Crime Reporting index/100,000 persons	1,929	2,000	2,100
Cases filed	651	700	725
Investigations completed in less than 45 days	98%	98%	98%
Internal Affairs investigations completed in less than 30 days	100%	100%	100%
Uniform Crime Reporting Case clearance rate	22%	22%	22%
Arrests and detentions	1,589	1,600	1,700
Calls for service	18,531	18,600	19,000
Emergency calls - average minutes to dispatch	2.2	2.2	2.2
Emergency calls -average minutes dispatch to arrival	3.4	3.4	3.4
House watch requests	1,815	1,820	1,850
Total Cases/Offenses assigned	1,886	1,900	1,950

**COST CENTER: 75 - Police Department****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6108	Step Increases	\$ -	\$ -	\$ 12,000
6110	Salaries	3,424,091	3,818,842	3,853,198
6111	Salaries, Overtime	93,397	103,000	114,812
6112	Part-Time, Temporary	90,861	89,100	91,000
6114	Hospitalization Insurance	334,423	384,910	418,500
6115	Social Security Taxes	269,075	296,673	325,020
6117	Retirement Contributions	454,205	517,034	514,224
6118	Uniforms	17,368	18,206	18,216
6119	Medical Expenses	1,856	4,720	4,720
6120	Private Car Allowance	15,120	15,100	15,106
6121	Clothing Allowance	6,150	6,150	6,150
6125	Education & Training	16,019	12,050	14,050
6126	Travel Expenses	5,105	5,000	6,000
6127	Dues & Memberships	2,660	3,260	2,854
6210	Professional Services	729	3,400	3,400
6213	Contractual Services	14,291	10,510	9,000
6235	Printing Services	5,484	5,500	5,600
6236	Advertising & Legal Notices	128	300	300
6244	Telephone Service	15,718	14,790	14,790
6275	Equipment Rental	9,262	10,511	10,511
6310	Office Supplies	5,344	5,750	5,750

**COST CENTER: 75 - Police Department****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6311	Copier Supplies	4,803	6,000	4,900
6312	Computer Supplies	3,977	4,500	4,500
6313	Janitorial Supplies	1,063	2,100	2,040
6320	Postage	4,759	5,000	5,000
6322	Small Tools	589	350	400
6330	Books & Periodicals	802	2,000	1,020
6331	Public Education Material	3,352	4,000	4,300
6335	Awards	421	600	600
6340	Fuel & Lubricants	106,038	125,000	135,000
6345	Compressed Gases	-	180	180
6350	Animal Supplies	4,390	4,000	6,000
6360	Medical Supplies	1,329	1,400	1,400
6390	Miscellaneous Supplies	10,375	8,600	8,600
6391	Inmate Food	948	900	900
6392	Jail Supplies	2,641	1,500	1,500
6393	Investigative Supplies	3,279	2,200	2,200
6394	Tactical Supplies	5,172	6,600	8,450
6410	Building Maintenance	1,149	3,200	3,200
6430	Office Equipment - Maintenance	1,208	2,000	2,000
6440	Vehicle Maintenance	653	1,000	886
6441	Fleet Services	153,132	153,132	153,132
6445	Radio Maintenance	23,590	23,000	23,000
6470	Other Equipment - Maintenance	5,874	10,000	90,442

**COST CENTER: 75 - Police Department**

**FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6550	Non-Capital Office Equipment	-	1,522	1,200
6551	Non-Capital Computer Hardware	2,094	-	-
6590	Non-Capital Other Equipment	-	1,690	1,850
6650	Office Equipment - Capital	2,897	-	-
6828	State Grant Expenses	88,780	-	-
6835	Special Investigations	2,750	3,000	3,000
<b>DEPARTMENT TOTAL</b>		<b>\$ 5,217,351</b>	<b>\$ 5,698,280</b>	<b>\$ 5,910,901</b>

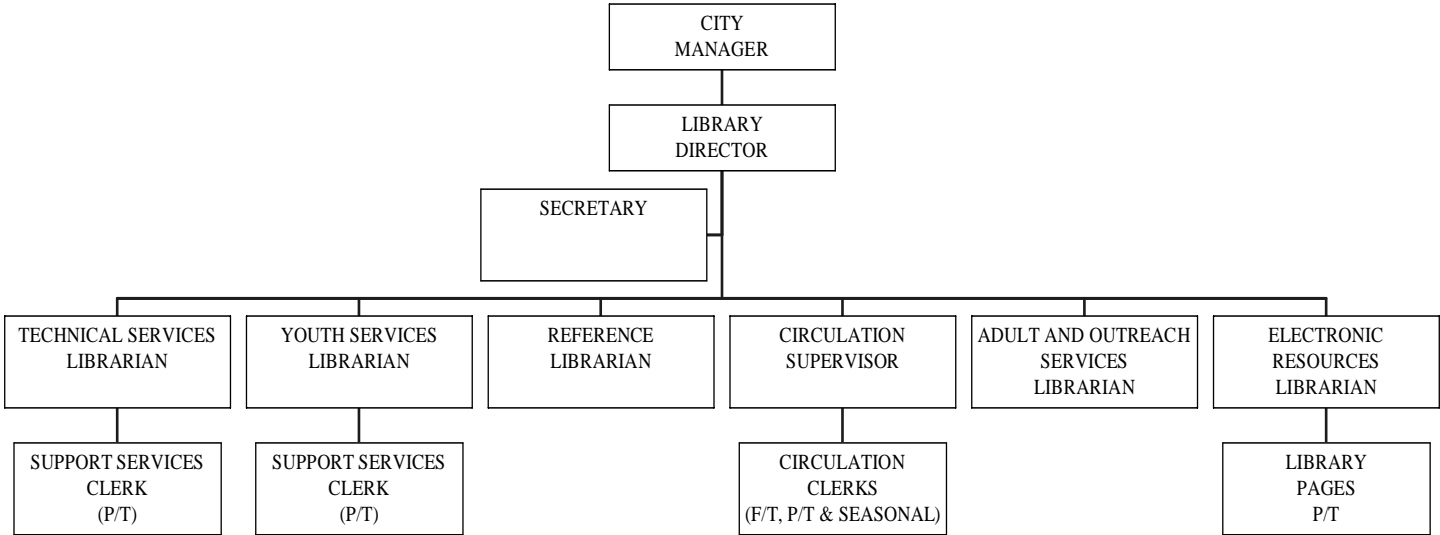


**CITY OF THE COLONY**  
**2008-2009**  
**ANNUAL BUDGET**

***LIBRARY***

**JOAN SVEINSSON**  
*Library Director*

# LIBRARY ORGANIZATIONAL CHART 2008-2009 BUDGET



**PROGRAM DESCRIPTION**

The Colony Public Library is dedicated to improving its patrons' quality of life by facilitating their search for informational, educational, and recreational resources and materials. The Library strives to select, organize and provide access to a wide variety of the best materials, to be responsive to the needs of the public and to cultivate the maximum use of the Library's resources and services. The Library's collection consists of over 90,000 items, which include popular materials in various formats, reference materials, electronic resources, and research tools. The Library's 15,000 sq.ft. facility has two group study rooms, space devoted to quiet study, a story time corner, 21 public access Internet workstations, and 6 online catalog stations.

**GOALS AND OBJECTIVES**

**Goal:** Improve quality, quantity, and efficiency of services to patrons.

- Objective: Provide highly skilled staff to meet changing needs of the community by enhancing staff skills through online and in-house training and through support of attendance at regional and area professional meetings.
- Objective: Provide staff training in Spanish phrases needed for communicating with customers regarding library services and resources.
- Objective: Provide high quality reference services and be a reliable source for background materials and in-depth information by decreasing reliance on support staff for staffing the reference desk, providing training regarding new reference and electronic resources, and surveying selected areas of the non-fiction and print reference collections annually.
- Objective: Improve the efficiency of providing a wide variety of reading, viewing, and listening materials for personal enrichment and enjoyment by increasing the use of standing order programs for standard materials, increasing the ratio of items purchased pre-processed.
- Objective: Broaden staff knowledge of new features of the integrated library automation product; implement features that provide improved customer service.
- Objective: Continue to seek grant funding for improvement of library services.
- Objective: Increase Library support and resources by increasing fund-raising efforts for collection development and revitalizing the Adopt-A-Book program.
- Objective: Continue improvements to current facility to improve customer satisfaction with the environment and ambience of the Library.

**Goal:** Improve the resources available to meet expressed patron needs.

- Objective: Provide a high level of electronic information access to people of all ages by promoting the availability of the wireless access point, continuing to evaluate the feasibility of replacing selected print resources with electronic resources, and maintaining participation in the TExShare database program; improve management, statistical evaluation, and marketing of electronic resources.
- Objective: Continue participation in and promotion of the online live homework help program.
- Objective: Conduct a thorough evaluation of the Juvenile Fiction collection to identify items for withdrawal or replacement and to improve the currentcy of the collection.
- Objective: Increase service to the 9.4% of service population whose primary language is Spanish by increasing the Spanish Collection from the current 0.25 items per Spanish-Speaking capita in 2005 to 0.65 items over a 7-year period: goal for FY 08-09: 0.48 items per capita.

**COST CENTER: 80 - Library**

**FUND: 100 - General**

**GOALS AND OBJECTIVES (continued)**

- Objective: Improve quality of the reference collection through thorough evaluation, removing print and microform items which are outdated and have been superseded by electronic resources.
- Objective: Continue cataloging of local history collection; continue to seek donations of items relevant to the local history of The Colony area.
- Objective: Continue to update and expand all areas and formats of the adult and juvenile collections.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Library Director	1	1	1
Reference Librarian	1	1	1
Youth Services Librarian	1	1	1
Technical Services Librarian	1	1	1
Adult & Outreach Services Librarian	1	1	1
Electronic Resources Librarian	0	1	1
Circulation Supervisor	1	1	1
Circulation Clerks	2	2	2
Part-time Circulation Clerks	2	2	2
Part-time Library Pages	2	2	2
Part-time Support Services Clerk	1	1	1
Full time Support Services Clerk	1	1	1
Secretary	1	1	1
Seasonal Circulation Clerk (Summer)	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>16</b>	<b>17</b>	<b>17</b>

**COST CENTER: 80 - Library**

**FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 645,336	\$ 715,336	\$ 735,248
Contractual Services	21,968	17,880	19,150
Supplies	97,795	107,850	118,220
Maintenance	4,531	11,950	12,080
<b>DEPARTMENT TOTAL</b>	<b>\$ 769,630</b>	<b>\$ 853,016</b>	<b>\$ 884,698</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Patron visits	132,610	125,000	130,000
Patron visits per capita*	3.10	2.82	2.70
Circulation (Items loaned)	138,386	138,400	139,000
Circulation per capita*	3.23	3.12	2.89
Turnover rate of circulating collection	1.90	2.01	2.02
Total volumes**	97,727	93,000	90,000
Volumes per capita*	2.3	2.1	1.9
Reference transactions	7,941	8,200	8,400
Reference transactions per capita*	0.19	0.18	0.17
Electronic resources training	1,231	1,890	2,000
Catalog website hits	28,323	29,160	30,340
Public access computers: patron use sessions	36,595	32,500	32,500
Public access computers: avg. use per hour	17.0	15.0	15.0
Spanish collection: item per Spanish-speaking population	0.33	0.42	0.48
Summer reading club enrollment	793	764	800
<p>* Service population assigned by Texas State Library (includes part of Denton County population): FY 06-07: 42,842; FY 07-08: 44,361; FY 08-09: 48,089</p> <p>**Anticipate large amount of outdated microformat items to be removed from the collections (see Goals).</p>			

**COST CENTER: 80 - Library****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 453,344	\$ 502,449	\$ 511,578
6111	Salaries, Overtime	1,270	2,080	3,000
6112	Part-Time, Temporary	43,560	42,060	42,740
6114	Hospitalization Insurance	48,646	56,261	61,380
6115	Social Security Taxes	35,336	40,156	44,590
6117	Retirement Contributions	58,449	67,000	66,330
6125	Education & Training	700	1,280	610
6126	Travel Expenses	3,000	2,840	3,810
6127	Dues & Memberships	1,031	1,210	1,210
6210	Professional Services	2	-	-
6213	Contractual Services	12,028	6,470	6,320
6214	Janitorial Services	-	-	-
6216	Bindery Services	350	370	550
6235	Printing Services	4,135	5,580	6,970
6244	Telephone Service	2,048	2,030	2,030
6275	Equipment Rental	3,406	3,430	3,280
6310	Office Supplies	714	790	870
6311	Copier Supplies	704	640	830
6312	Computer Supplies	5,823	4,950	4,340
6313	Janitorial Supplies	45	50	50
6315	Program Supplies	431	400	500
6320	Postage	3,067	3,660	3,390
6330	Books & Periodicals	78,248	87,070	100,000

**COST CENTER: 80 - Library****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6331	Public Education Materials	-	-	40
6335	Awards	1,264	1,250	1,350
6355	Library Supplies	6,580	8,170	6,000
6390	Miscellaneous Supplies	918	870	850
6410	Building Maintenance	3,450	3,270	3,000
6430	Office Equipment - Maintenance	121	220	240
6452	Maintenance - Software	-	7,100	7,410
6470	Other Equipment - Maintenance	960	1,360	1,430
<b>DEPARTMENT TOTAL</b>		<b>\$ 769,630</b>	<b>\$ 853,016</b>	<b>\$ 884,698</b>



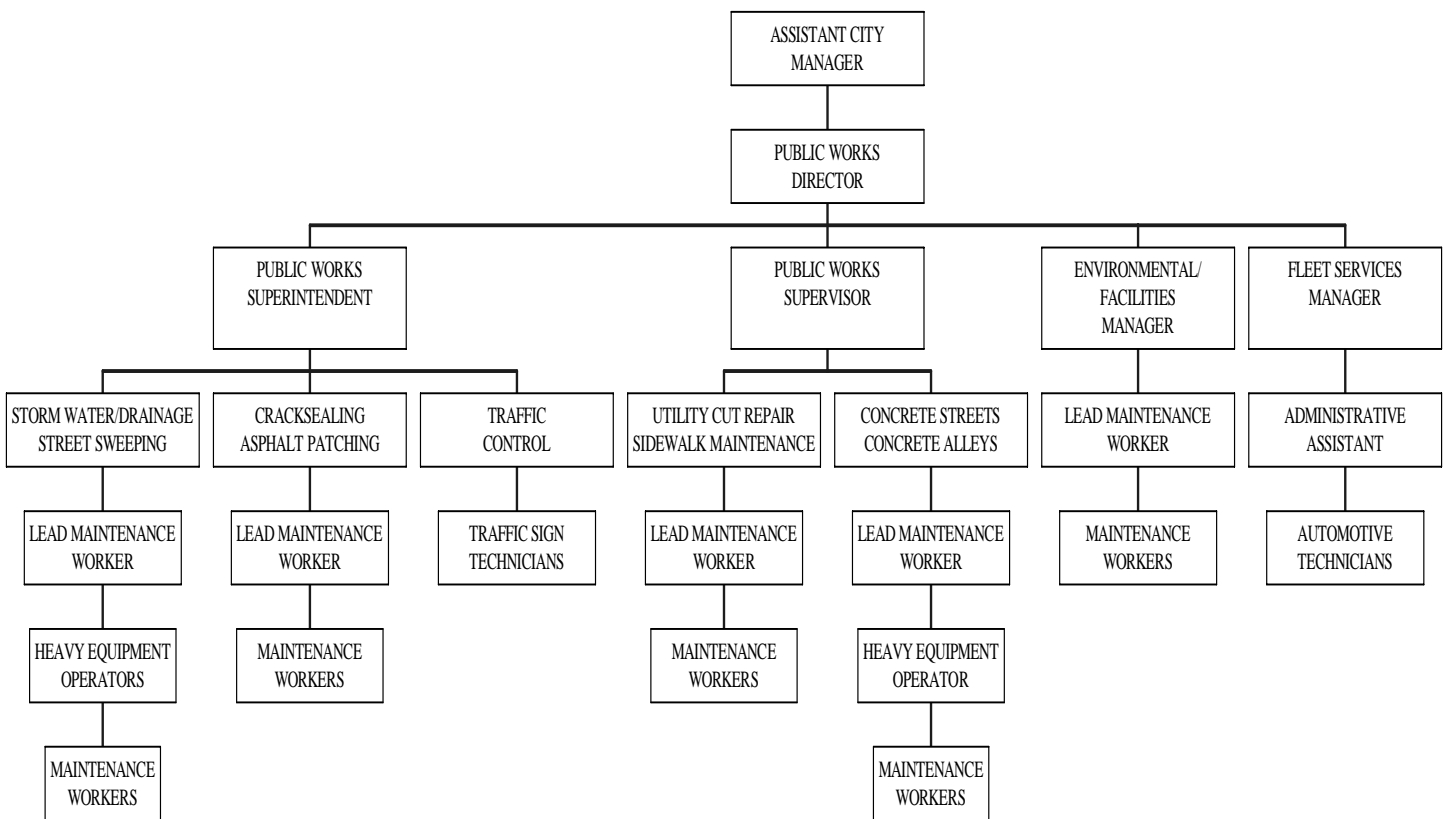
**CITY OF THE COLONY**  
**2008-2009**  
**ANNUAL BUDGET**

***PUBLIC WORKS***

**STEVE EUBANKS**  
*Public Works Director*

**DAVID DRAKE**  
*Public Works Superintendent*

# PUBLIC WORKS ORGANIZATIONAL CHART 2008-2009 BUDGET



**COST CENTER: 90 - Public Works**

**FUND: 100 - General**

**PROGRAM DESCRIPTION**

The Public Works Department is responsible for the maintenance of many infrastructure improvements throughout the City. These services include the maintenance and repair of streets, alleys, sidewalks, street and traffic signs, traffic signals, and structural elements within drainage ways.

**GOALS AND OBJECTIVES**

**Goal:** Respond to the City's street, alley, sidewalk, traffic, and drainage maintenance needs.

Objective: Emphasize the maintenance and repair of streets, alleys, and sidewalks within the City.

Objective: Support the City's Water and Wastewater Utilities Department by making timely surface repairs for underground utility excavations.

Objective: Support safe and efficient traffic flow along City Streets and school zones.

Objective: Eliminate potential surface hazards and subgrade erosion by patching or removal and replacement of pavement.

Objective: Clear the City's drainage channels and drainage systems to provide unrestricted flow.

Objective: Repair and minimize soil erosion within unimproved drainage ways.

Objective: Implement Best Management Practices to support the Texas Commission for Environmental Quality Municipal Storm Sewer System stormwater permit.

<b>PERSONNEL DETAIL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Superintendent	1	1	1
Supervisor	1	1	1
Lead Maintenance Worker *	5	5	5
Maintenance Worker **	10	10	10
Sign Technician	2	2	2
Heavy Equipment Operator	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>20</b>	<b>20</b>	<b>20</b>

\* 1 Lead Maintenance position is funded by the Utility Fund.

\*\* 2 Maintenance positions are funded by the Utility Fund.

**COST CENTER: 90 - Public Works****FUND: 100 - General**

<b>EXPENDITURE SUMMARY</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Personnel Services	\$ 733,956	\$ 821,426	\$ 801,703
Contractual Services	76,327	104,555	85,300
Supplies	37,148	47,600	67,800
Maintenance	373,693	469,894	468,894
Non-Capital	-	4,738	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,221,124</b>	<b>\$ 1,448,213</b>	<b>\$ 1,423,697</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
Street repairs from Utility excavations within 30 days	80%	80%	80%
Street and traffic signs replacement or installed	500	400	500
Streets repaired, (Square feet)	400	600	17,500
Alleys repaired (Square feet)	2,500	5,000	28,500
Sidewalks replaced (Square feet)	7,500	10,000	12,500
Drainage channels cleared (linear feet)	10,000	15,000	20,000
Pounds of crack seal material applied	2,500	5,000	N/A

**COST CENTER: 90 - Public Works****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6110	Salaries	\$ 518,204	\$ 572,301	\$ 554,628
6111	Salaries, Overtime	11,276	15,000	15,000
6114	Hospitalization Insurance	77,158	89,383	90,675
6115	Social Security Taxes	39,180	43,582	45,570
6117	Retirement Contributions	67,911	77,260	73,430
6118	Uniforms	14,187	17,500	16,000
6125	Education & Training	5,424	5,400	5,400
6126	Travel Expenses	196	500	500
6127	Dues & Memberships	420	500	500
6210	Professional Services	400	1,000	1,000
6213	Contractual Services	51,242	79,255	70,000
6235	Printing Services	31	300	300
6244	Telephone Service	4,262	4,000	4,000
6275	Equipment Rental	20,392	20,000	10,000
6310	Office Supplies	467	800	600
6311	Copier Supplies	398	300	300
6312	Computer Supplies	-	400	400
6313	Janitorial Supplies	73	300	300
6320	Postage	116	100	100
6322	Small Tools	4,051	5,500	5,500
6323	Small Equipment	-	200	200
6330	Books & Periodicals	-	300	300

**COST CENTER: 90 - Public Works****FUND: 100 - General**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 PROJECTED</b>	<b>2008-2009 BUDGET</b>
6340	Fuel & Lubricants	27,540	34,000	54,400
6345	Chemicals	-	-	-
6346	Compressed Gases	21	200	200
6360	Medical Supplies	1,108	2,500	2,500
6390	Miscellaneous Supplies	3,374	3,000	3,000
6410	Building Maintenance	871	1,250	1,250
6420	Street Maintenance	191,850	255,000	260,000
6423	Right-of-Way Maintenance	18,704	25,000	20,000
6425	Traffic & Sign Maintenance	14,910	38,000	38,000
6430	Office Equipment-Maintenance	-	400	400
6440	Vehicle Maintenance	163	1,000	1,000
6441	Fleet Service	144,744	144,744	144,744
6445	Radio Maintenance	185	2,500	1,500
6470	Other Equipment Maintenance	2,266	2,000	2,000
6590	Non-Capital Other Equipment	-	4,738	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,221,124</b>	<b>\$ 1,448,213</b>	<b>\$ 1,423,697</b>