

## UTILITY FUND

The Utility Fund accounts for all costs in providing water and wastewater services to residential and commercial utility customers. All activities necessary to provide such services are accounted for in this fund including, administration, operations, maintenance, financing, customer billing, account collection and related debt service. The operations of the Utility Fund are financed and operated in a manner similar to private business enterprises where expenses (including depreciation) of providing services are recovered primarily through user charges.

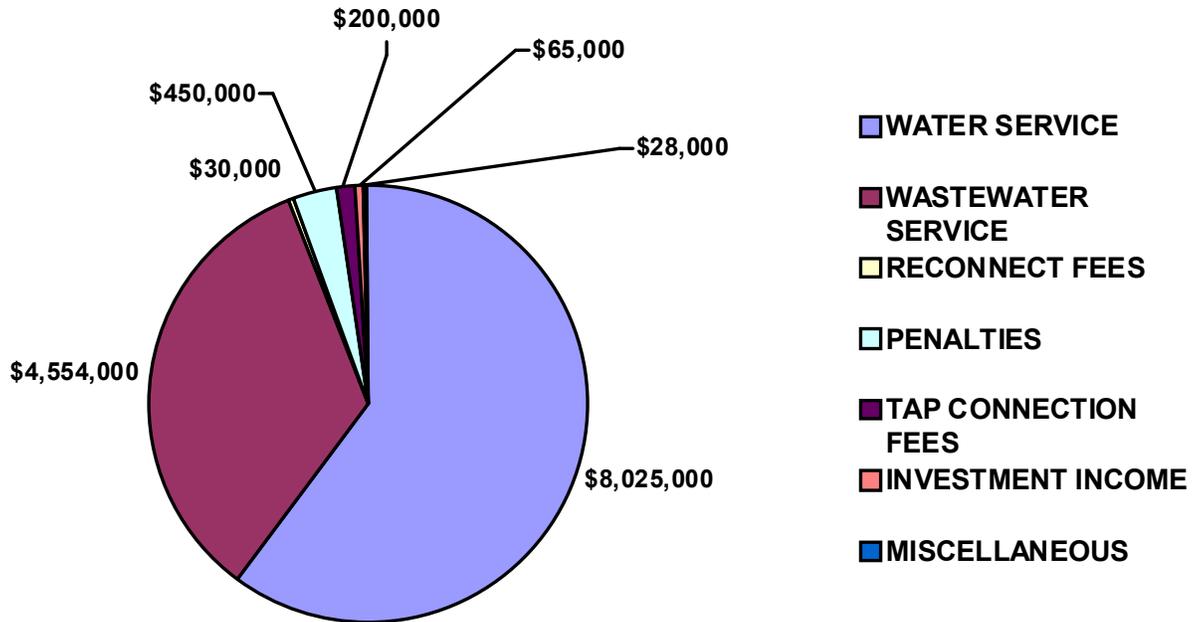
An annual cash transfer from the Utility Fund to the General Fund is made each year for reimbursement of payment in lieu of property taxes, franchise fees and administrative overhead costs incurred. Administrative services, such as operations management, personnel functions, financial management, purchasing and payroll are included in this overhead charge.

Water and wastewater capital improvements have been financed through tax and revenue bonds. Current outstanding long-term debt in the amount of \$46,170,860 is amortized by an annual portion of the operational user fees. Capital improvements for the Utility Fund are funded through debt issues.

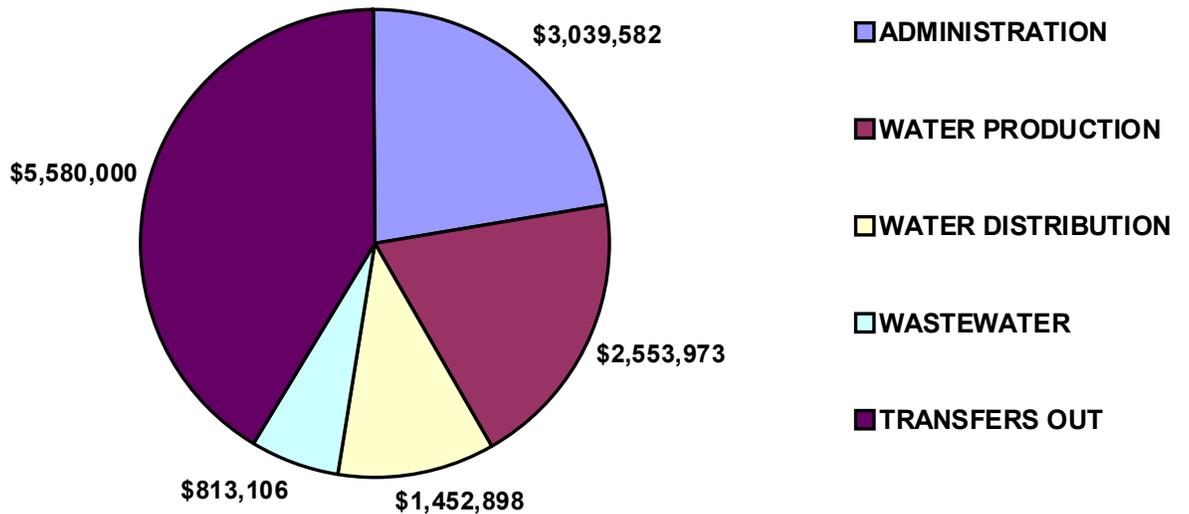
**UTILITY FUND**  
**Revenue & Expense Projections**  
**For Revised 2008-2009 & 2009-2010 Budget Years**

	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Budget	2008-2009 Revised	2009-2010 Budget
<b>CHARGES FOR SERVICES:</b>						
Water Service	7,256,333	6,181,970	7,477,099	7,714,000	7,800,000	8,025,000
Wastewater Service	3,594,068	3,997,214	4,207,012	4,504,260	4,500,000	4,554,000
Reconnect Fees	27,435	22,880	27,010	30,000	25,000	30,000
Penalties	455,278	443,323	460,733	400,000	450,000	450,000
Tap Connection Fees	15,228	18,055	198,264	180,000	180,000	200,000
Investment Income	86,635	194,309	152,586	90,000	60,000	65,000
Miscellaneous	30,956	29,194	39,947	38,000	26,900	28,000
<b>TOTAL REVENUES</b>	<b>11,465,933</b>	<b>10,886,945</b>	<b>12,562,651</b>	<b>12,956,260</b>	<b>13,041,900</b>	<b>13,352,000</b>
<b>TRANSFERS IN:</b>						
Transfer - General Fund	15,091	-	-	-	-	-
<b>TOTAL TRANSFERS IN</b>	<b>15,091</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES/TRANSFERS</b>	<b>11,481,024</b>	<b>10,886,945</b>	<b>12,562,651</b>	<b>12,956,260</b>	<b>13,041,900</b>	<b>13,352,000</b>
<b>EXPENSES:</b>						
Non-Departmental	816,078	1,014,701	1,433,589	1,537,361	1,303,598	1,162,502
Water Production	2,209,786	2,110,158	2,335,521	2,672,173	2,523,368	2,553,973
Water Distribution	1,229,087	1,198,475	1,313,863	1,466,028	1,415,331	1,452,898
Wastewater	752,603	674,557	835,519	1,059,312	1,119,874	813,106
Utility Administration	726,214	745,118	840,486	923,704	920,847	949,294
Payroll Administration	110,385	102,207	103,374	112,964	105,541	106,121
Public Works Administration	284,228	291,919	317,139	342,762	345,623	358,655
Facilities Maintenance	125,913	260,878	292,783	410,215	419,380	463,010
<b>TOTAL EXPENSES</b>	<b>6,254,294</b>	<b>6,398,013</b>	<b>7,472,274</b>	<b>8,524,519</b>	<b>8,153,562</b>	<b>7,859,559</b>
<b>TRANSFERS OUT:</b>						
Transfer - General Fund	1,245,000	1,375,000	1,555,000	1,755,000	1,919,000	2,255,000
Transfer - D. S. Utility Tax	2,434,761	2,246,185	1,601,050	1,600,000	1,600,000	2,200,000
Transfer - D. S. Revenue bonds	-	100,000	1,350,000	1,350,000	1,350,000	1,025,000
Transfer - Special Projects	100,000	100,000	100,000	100,000	100,000	100,000
Transfer - 2004 Revenue bonds	-	-	-	-	-	-
Transfer - Fleet Replacement	-	-	-	-	-	-
Transfer - General Debt Service	-	-	27,300	-	-	-
Transfer - Engineering Inspections	-	-	-	-	-	-
Transfer - 85 Cert Obligation	-	-	-	-	-	-
Transfer - Capital Projects	-	207,095	-	-	-	-
Transfer - General Fund Reserve	-	-	-	-	-	-
<b>TOTAL TRANSFERS OUT</b>	<b>3,779,761</b>	<b>4,028,280</b>	<b>4,633,350</b>	<b>4,805,000</b>	<b>4,969,000</b>	<b>5,580,000</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>10,034,055</b>	<b>10,426,293</b>	<b>12,105,624</b>	<b>13,329,519</b>	<b>13,122,562</b>	<b>13,439,559</b>
<b>EXCESS (DEFICIENCY)</b>	<b>1,446,969</b>	<b>460,652</b>	<b>457,027</b>	<b>(373,259)</b>	<b>(80,662)</b>	<b>(87,559)</b>
<b>BEGINNING FUND BALANCE</b>	<b>1,621,498</b>	<b>3,068,467</b>	<b>3,529,119</b>	<b>3,986,146</b>	<b>3,986,146</b>	<b>3,905,484</b>
<b>RESERVE FOR NTMWD</b>	<b>(408,790)</b>	<b>(408,790)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>2,659,677</b>	<b>3,120,329</b>	<b>3,986,146</b>	<b>3,612,887</b>	<b>3,905,484</b>	<b>3,817,925</b>
Working Days in Fund Bal.	97	109	120	99	109	104

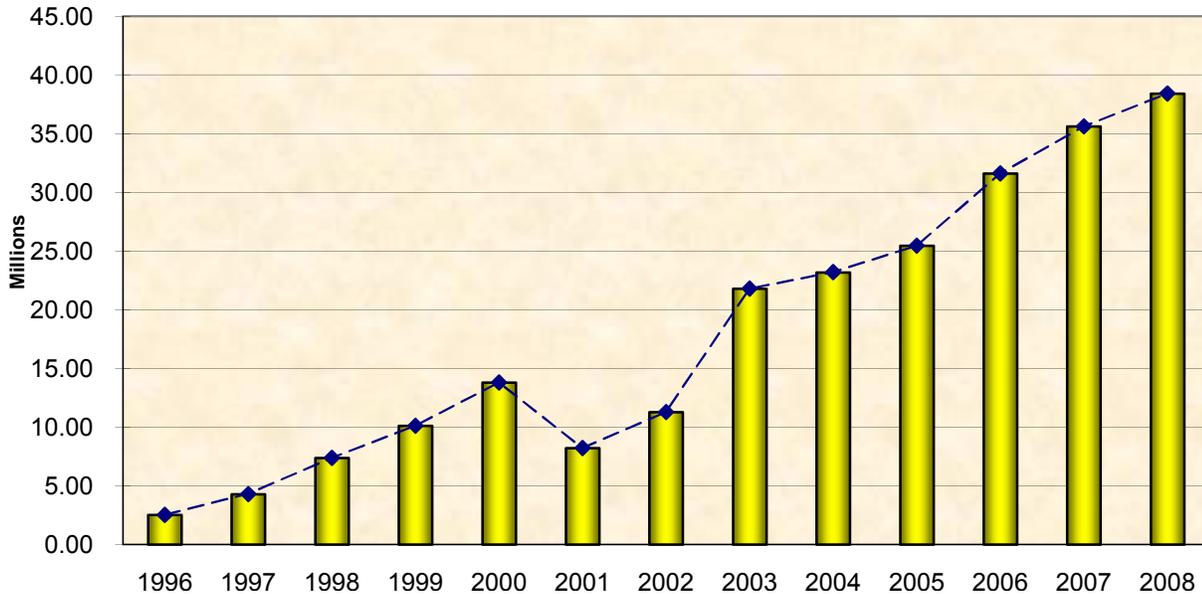
## SUMMARY OF UTILITY FUND REVENUES 2009-2010 BUDGET



## SUMMARY OF UTILITY FUND EXPENSES 2009-2010 BUDGET



## Utility Fund - Retained Earnings

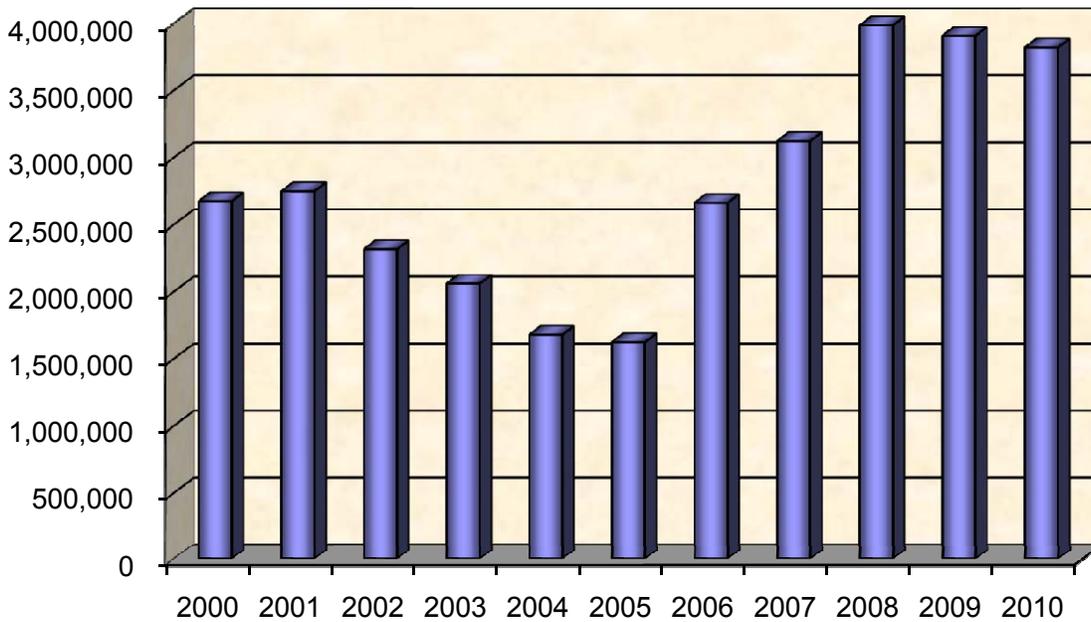


Fiscal Year	Retained Earnings	% Increase (Decrease)
1996	2,519,880	151%
1997	4,299,481	71%
1998	7,380,888	72%
1999	10,114,517	37%
2000	13,798,665	36%
2001 *	8,224,922	-40%
2002	11,282,063	37%
2003 **	21,802,894	93%
2004	23,198,359	6%
2005	25,460,675	10%
2006	31,616,185	24%
2007	35,616,688	13%
2008	38,422,433	8%

\* The City had not accrued interest on capital appreciation bonds payable in the Utility Fund. A change was made to beginning retained earnings in the amount of \$7,638,552 to correct this error.

\*\* This increase due to the implementation of GASB34 - this is now reported as Net Assets, End of Year.

### Utility Fund - Fund Balance



Fiscal Year	Utility Fund Fund Balance	Working Days in Fund Balance	Value of Each Day
2000	2,672,223	154	17,352
2001	2,746,815	140	19,620
2002	2,315,249	106	21,842
2003	2,058,103	91	22,617
2004	1,676,782	73	22,970
2005	1,621,498	64	25,308
2006	2,659,677	97	27,491 *
2007	3,120,329	109	28,565 *
2008	3,986,146	120	33,166
2009	3,905,484	109	35,952
2010	3,817,925	104	36,821

The City adopted the Financial Management Policies in 2002 which set the working days in fund balance of major operating funds at 60 days. The City conscientiously meets the requirement by conservatively budgeting revenues and putting strong controls on expenditures. Expenses for providing safe drinking water and disposal of sewage have outpaced revenues leading to rate increases in the past four years at an annual rate of less than 10%. There is no rate adjustments for fiscal year 2009-10.

\* After fund balance reserved for North Texas Municipal Water District lawsuit.



**CITY OF THE COLONY  
2009-2010  
ANNUAL BUDGET**

***NON-DEPARTMENTAL  
UTILITY FUND***

**ANTONIO JOHNSTON**  
*City Manager*

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

**FUND: 200 - Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 14,549	\$ 15,000	\$ 15,000
Contractual Services	1,007,163	1,218,548	1,077,452
Supplies	(357)	1,150	1,150
Maintenance	1,535	68,900	68,900
Non-Capital	3,250	-	-
Capital Outlay	408,790	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,434,930</b>	<b>\$ 1,303,598</b>	<b>\$ 1,162,502</b>

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6113	Unemployment Compensation	\$ 23	\$ -	\$ -
6116	Payroll Tax Penalties	7,476	-	-
6125	Education and Training	7,050	15,000	15,000
6210	Professional Services	7,691	7,596	7,596
6211	Legal Services	15,835	80,000	75,000
6213	Contractual Services	4,384	1,000	1,000
6213-0001	Contractual Services - Austin Ranch	150,000	300,000	150,000
6214	Janitorial Services	4,627	9,300	8,904
6241	Electric Services	709,420	700,000	700,000
6244	Telephone Service	10,056	7,152	7,152

**COST CENTER: 35 - Non-Departmental****FUND: 200 - Utility**

<b>EXPENDITURE SUMMARY</b>		<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6250	Liability Insurance	12,305	15,000	18,500
6251	Property Insurance	31,126	32,800	35,300
6252	Worker's Compensation	61,719	65,700	74,000
6313	Janitorial Supplies	(357)	500	500
6360	Medical Supplies	-	150	150
6390	Miscellaneous Supplies	-	500	500
6410	Building Maintenance	1,535	24,650	24,650
6430	Maintenance Office Equipment	-	3,000	3,000
6440	Fleet Services	-	41,250	41,250
6590	Non-Capital Other Equipment	3,250	-	-
6705	Contingency	408,790	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,434,930</b>	<b>\$ 1,303,598</b>	<b>\$ 1,162,502</b>



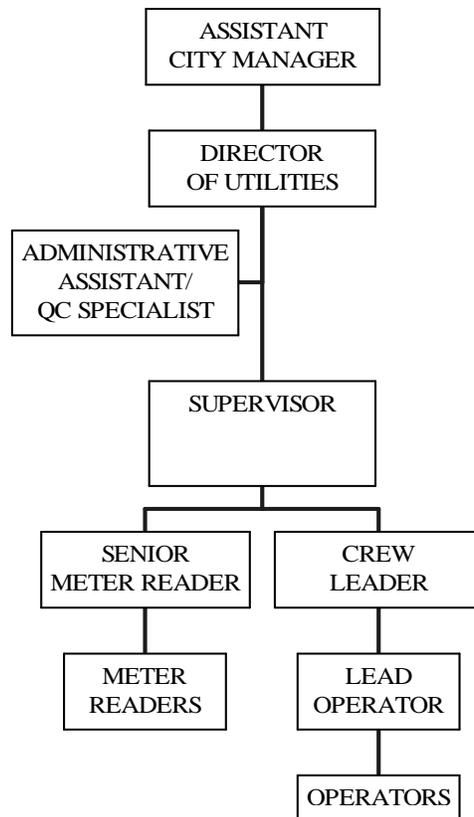
**CITY OF THE COLONY  
2009-2010  
ANNUAL BUDGET**

***WATER DISTRIBUTION***

**TOD MAURINA**  
*Director of Utilities*

**LEO LAVENDER**  
*Water Distribution Supervisor*

# WATER DISTRIBUTION ORGANIZATIONAL CHART 2009-2010 BUDGET



**PROGRAM DESCRIPTION**

The Water Distribution Department is responsible for providing a safe, potable water supply for personal use, sanitation, recreation and safety purposes for the citizens of the City. Functions of the Water Distribution Department include maintenance of water and sewer lines, water meter readings, and customer field service calls.

**GOALS AND OBJECTIVES**

**Goal:** Reduce major water leaks and improve communications with customers.

**Objective:** Make repairs on water and sewer lines as soon as possible without interrupting service where feasible.

**Objective:** Continue a water line replacement program.

**Objective:** Continue replacing malfunctioning water meters for better customer service.

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Director of Utilities	1	1	1
Supervisor	1	1	1
Crew Leader	1	1	1
Lead Operator	1	1	1
Operators	7	7	7
Senior Meter Reader	1	1	1
Meter Readers	5	5	4
Administrative Assistant/QC Specialist	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>18</b>	<b>18</b>	<b>17</b>

**COST CENTER: 61 - Water Distribution**

**FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 1,025,685	\$ 1,073,611	\$ 1,106,378
Contractual Services	9,061	21,500	21,500
Supplies	82,001	75,350	79,850
Maintenance	191,152	242,670	245,170
Capital Outlay	5,964	2,200	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,313,863</b>	<b>\$ 1,415,331</b>	<b>\$ 1,452,898</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Employees cross-trained	80%	80%	90%
Meters read accurately - 12,000 per month	99%	99%	99%
New water meters set	198	900	900
Water meters replaced	696	1,100	1,100
Water lines replaced (linear feet)	400	400	400
Water taps	1	1	1
Water meter boxes replaced	68	900	900
Evaluate problem within 10 minutes upon reports of water leaks by customers. (12 water leaks per month)	95%	95%	95%
Major water break repairs	50	60	75
Minor water break repairs	113	180	200
Fire hydrants repaired	36	50	60
Evaluate problem within 15 minutes upon response reports of sewage back-ups (13 monthly)	95%	95%	95%
Sewer manholes repaired or replaced	6	4	15
Sewer stoppage responses	142	59	250
Sewer lines repaired or replaced	27	30	30

**COST CENTER: 61 - Water Distribution****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 688,492	\$ 721,940	\$ 732,758
6111	Salaries, Overtime	62,189	60,000	60,000
6112	Part-time, Temporary	3,794	1,188	0
6114	Hospitalization Insurance	100,179	105,095	114,000
6115	Social Security Taxes	55,843	58,089	63,420
6117	Retirement Contributions	96,376	100,899	109,800
6118	Uniforms	12,570	14,000	16,000
6119	Medical Expenses	-	1,530	1,530
6125	Education & Training	5,264	8,000	6,000
6126	Travel Expenses	693	1,820	1,820
6127	Dues & Memberships	285	1,050	1,050
6210	Professional Services	-	5,000	5,000
6213	Contractual Services	3,340	10,000	10,000
6235	Printing Services	265	500	500
6244	Telephone Service	3,697	3,500	3,500
6275	Equipment Rental	1,759	2,500	2,500
6310	Office Supplies	1,271	2,000	2,000
6311	Copier Supplies	304	700	700
6312	Computer Supplies	128	400	400
6313	Janitorial Supplies	197	500	500
6320	Postage	816	1,000	1,000
6322	Small Tools	9,888	8,000	8,000
6330	Books & Periodicals	-	800	800

**COST CENTER: 61 - Water Distribution****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6340	Fuel & Lubricants	40,064	25,500	30,000
6344	Repair Materials	23,090	30,000	30,000
6345	Chemicals	1,035	1,500	1,500
6346	Compressed Gases	80	100	100
6360	Medical Supplies	140	350	350
6390	Miscellaneous Supplies	4,987	4,500	4,500
6410	Building Maintenance	606	1,200	1,200
6411	Facility Maintenance	1,322	1,200	1,700
6430	Office Equipment - Maintenance	-	300	2,300
6440	Vehicle Maintenance	203	1,000	1,000
6441	Fleet Services	186,216	232,770	232,770
6445	Radio Maintenance	111	2,200	2,200
6470	Other Equipment - Maintenance	2,695	4,000	4,000
6640	Capital Outlay - Buildings	5,964	-	-
6690	Capital Outlay - Other Equipment	-	2,200	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 1,313,863</b>	<b>\$ 1,415,331</b>	<b>\$ 1,452,898</b>

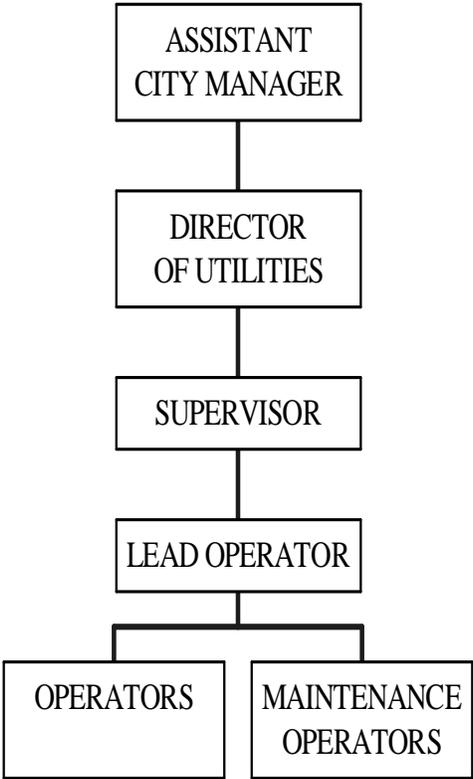
**CITY OF THE COLONY**  
**2009-2010**  
**ANNUAL BUDGET**

**WASTEWATER**

**TOD MAURINA**  
*Director of Utilities*

**JASON FULCO**  
*Wastewater Supervisor*

# WASTEWATER ORGANIZATIONAL CHART 2009-2010 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>The Wastewater Department is responsible for the treatment of raw sewage into disposable effluent and solid materials in a manner complying with all regulatory parameters required by the Texas Commission on Environmental Quality (T.C.E.Q.), and the U.S. Environmental Protection Agency. Functions of the department include operations, monitoring and maintenance of the wastewater treatment plant, and associated lift stations within the City.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Maintain compliant and efficient operation of wastewater treatment plant systems.</p>
<p><b>Goal:</b> Plan for future plant expansions to accommodate growth of the City.</p>
<p><b>Goal:</b> Continue planning future plant upgrades for better operation and cost efficiency.</p>
<p><b>Goal:</b> Oversee construction upgrades and expansion of wastewater treatment plant.</p>
<p><b>Goal:</b> Plan for future EPA and TCEQ regulatory compliance issues.</p>

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Supervisor	1	1	1
Lead Operator	1	1	1
Operators	2	2	2
Maintenance Operators	2	2	1
<b>DEPARTMENT TOTAL</b>	6	6	5

**COST CENTER: 62 - Wastewater**

**FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 284,063	\$ 273,349	\$ 278,731
Contractual Services	400,146	568,100	364,100
Supplies	70,228	78,150	73,450
Maintenance	80,082	101,425	96,825
Non - Capital	1,000	1,850	-
Capital	-	97,000	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 835,519</b>	<b>\$ 1,119,874</b>	<b>\$ 813,106</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Treatment at operating plant capacity of 3.39 MGD	74%	70%	78%
Carbonaceous BOD removed from reclaimed water	98%	98%	98%
Bacteriological sampling	6/wk	6/wk	6/wk
Total Million Gallons sewage treatment	900	1000	1009
Treatment cost per Million Gallons	\$550	\$878	\$976
Suspended solids removed from reclaimed water	99.5%	99.5%	99.5%
Total amount of sludge removed (tons)	700	890	950
Lift stations inspected	56/wk	56/wk	56/wk
Gallons of effluent used for irrigation - MG	200	200	200

**COST CENTER: 62 - Wastewater**

**FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 183,107	\$ 188,913	\$ 189,866
6111	Salaries, Overtime	24,440	8,000	8,000
6114	Hospitalization Insurance	26,587	27,261	28,500
6115	Social Security Taxes	15,325	14,575	15,830
6117	Retirement Contributions	26,617	25,415	27,400
6118	Uniforms	2,890	2,800	2,800
6119	Medical Expense	205	250	200
6125	Education & Training	3,248	4,235	4,235
6126	Travel Expenses	1,422	1,500	1,500
6127	Dues & Memberships	222	400	400
6210	Professional Services	36,278	10,000	20,000
6211	Legal Fees	-	500	8,500
6213	Contractual Services	165,980	284,900	212,900
6213-0001	Contractual Services - Austin Ranch	192,767	248,000	100,000
6218	Permit Fees	200	20,000	18,000
6235	Printing Services	-	100	-
6244	Telephone Service	3,513	3,600	3,600
6275	Equipment Rental	1,408	1,000	1,100
6310	Office Supplies	1,542	700	400
6311	Copier Supplies	30	200	400
6312	Computer Supplies	35	250	750
6313	Janitorial Supplies	386	800	500
6314	Lab Supplies	6,733	10,000	10,000

**COST CENTER: 62 - Wastewater**

**FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6320	Postage	26	200	300
6322	Small Tools	2,007	2,000	2,000
6323	Small Equipment	525	1,000	500
6330	Books & Periodicals	-	200	400
6340	Fuel & Lubricants	6,238	8,200	8,200
6344	Repair Materials	7,634	3,000	1,000
6345	Chemicals	38,502	46,000	45,800
6346	Compressed Gases	30	-	-
6360	Medical Supplies	11	600	200
6390	Miscellaneous Supplies	6,529	5,000	3,000
6410	Building Maintenance	1,206	1,500	1,750
6411	Facility Maintenance	782	1,125	1,125
6412	Ultra Violet Maintenance	17,992	12,000	15,000
6430	Office Equipment - Maintenance	-	250	2,250
6440	Vehicle Maintenance	133	350	3,500
6441	Fleet Services	20,160	25,200	25,200
6470	Other Equipment - Maintenance	39,809	61,000	48,000
6551	Non-Capital Computer Hardware	-	1,850	-
6567	Non-Capital Drainage	1,000	-	-
6667	Capital Outlay Drainage	-	83,000	-
6690	Capital Outlay - Other Equipment	-	14,000	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 835,519</b>	<b>\$ 1,119,874</b>	<b>\$ 813,106</b>

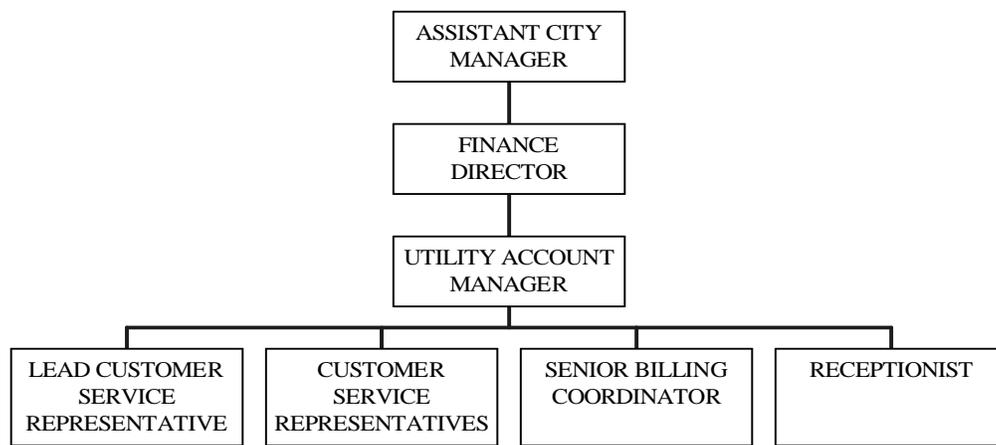
**CITY OF THE COLONY  
2009-2010  
ANNUAL BUDGET**

***UTILITY ADMINISTRATION***

**REBECCA KOO**  
*Finance Director*

**JOY MORRISON**  
*Utility Account Manager*

# UTILITY ADMINISTRATION ORGANIZATIONAL CHART 2009-2010 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>Utility Administration is mainly responsible for the accurate and efficient billing of customer utility accounts and customer service operations. Duties of the utility customer service personnel include establishing new accounts, providing customer assistance and information regarding utility accounts, and the mailing and collection of residential and commercial bills for water, sewer, sanitation, state revolving fund loan, recycling, EMS, drainage fees, and sales tax. Additional duties include the collection of various Inspection Department fees, Library fees, Fire Department fees, and the collection of delinquent utility accounts.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Increase customer satisfaction and maximize use of customer information.</p> <p><b>Objective:</b> To increase online availability to more information and forms to our utility customers. Utilize the monthly letter billing to provide more information to customers.</p> <p><b>Objective:</b> Continue employee training and striving for excellence in customer service.</p> <p><b>Objective:</b> Continue to monitor, enforce and make sure the City is in compliance with the Red Flag Federal Law.</p> <p><b>Objective:</b> Update all temporary applications and continue researching charge-off accounts to further reduce expenses.</p> <p><b>Objective:</b> Complete the install and monthly billing in the Galaxy System.</p>

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Utility Account Manager	1	1	1
Lead Customer Service Representative	1	1	1
Customer Service Representatives	3	3	3
Senior Billing Coordinator	1	1	1
Receptionist	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

**COST CENTER: 63 - Utility Administration**

**FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 489,046	\$ 505,826	\$ 539,626
Contractual Services	273,449	318,999	321,565
Supplies	61,306	77,391	69,501
Maintenance	16,685	18,631	18,602
<b>DEPARTMENT TOTAL</b>	<b>\$ 840,486</b>	<b>\$ 920,847</b>	<b>\$ 949,294</b>

<b>PERFORMANCE INDICATORS AND MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Water accounts billed annually			
Residential	127,481	129,555	130,000
Commercial	7,620	9,186	9,180
Wastewater accounts billed annually			
Residential	126,402	128,234	127,500
Commercial	5,463	5,645	5,700
New utility accounts	2,224	2,313	2,400
Utility accounts transferred	161	144	150
Delinquent bills processed	32,300	31,600	32,000
Work orders processed per CSR	3,403	3,450	3,500
Work order processing accuracy rate	99%	99%	99%
Gallons of water billed (in 1,000's)	1,566,006	1,506,252	1,500,000
Move-out final notices mailed	1,753	1,773	1,800
Delinquent account collection rate	99%	99%	99%
Bad debt charge off rate on discontinued accounts	11%	12%	13%
Percent of utility payments by bank draft	6%	6%	7%
Percentage of online payments	12%	13%	14%

**COST CENTER: 63 - Utility Administration****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 358,483	\$ 352,369	\$ 382,560
6111	Salaries, Overtime	1,187	5,000	4,000
6112	Part-time, Temporary	4,712	20,000	6,000
6114	Hospitalization Insurance	42,587	39,252	45,600
6115	Social Security Taxes	24,090	25,815	29,716
6117	Retirement Contributions	46,890	46,830	54,340
6120	Private Auto Allowance	4,837	4,810	4,810
6125	Education & Training	3,170	5,050	3,525
6126	Travel Expense	2,690	6,000	8,560
6127	Dues & Memberships	400	700	515
6210	Professional Services	1,084	1,300	2,800
6212	Audit Services	26,888	42,750	32,500
6213	Contractual Services	21,528	32,000	36,655
6219	Credit Card Fees	53,743	54,000	54,000
6220	Tax Assessment Services	129,027	125,000	131,000
6222	Tax Collection Services	8,795	10,550	11,605
6235	Printing Services	5,397	3,355	3,475
6244	Telephone Service	210	955	955
6275	Equipment Rental	7,094	9,089	8,575
6280	Uncollectable Accounts	19,682	40,000	40,000

**COST CENTER: 63 - Utility Administration****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6310	Office Supplies	3,311	3,640	2,840
6311	Copier Supplies	1,798	1,610	1,710
6312	Computer Supplies	823	3,305	2,915
6320	Postage	53,633	63,838	58,838
6323	Small Equipment	1,050	3,050	1,900
6330	Books & Periodicals	249	473	273
6331	Public Education Materials	-	500	250
6340	Fuel and Lubricants	59	110	110
6390	Miscellaneous Supplies	384	865	665
6410	Building Maintenance	-	500	-
6430	Office Equipment - Maintenance	12,470	13,916	14,387
6470	Other Equipment - Maintenance	4,215	4,215	4,215
<b>DEPARTMENT TOTAL</b>		<b>\$ 840,486</b>	<b>\$ 920,847</b>	<b>\$ 949,294</b>

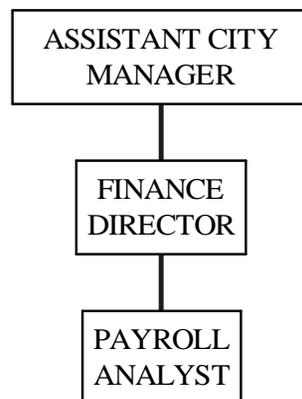
**CITY OF THE COLONY  
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***PAYROLL ADMINISTRATION***

**REBECCA KOO**  
*Finance Director*

**MARY LANGFORD**  
*Payroll Analyst*

# PAYROLL ADMINISTRATION ORGANIZATIONAL CHART 2009-2010 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>Payroll Administration is primarily responsible for the timely and accurate payment of all City of The Colony employees and the administration of the Incode and Ceridian software's. Duties of the Payroll/Systems Analyst include maintaining all employee payroll records, payroll processing, timely and accurate payment and reporting of all payroll related taxes, and processing all Federal and State payroll related reports. The Payroll/Systems Analyst administers the Incode and Ceridian systems which include maintaining, upgrading, and troubleshooting the software.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Improve and expand payroll services.</p> <p><b>Objective:</b> Continue employee training to maintain certification and stay abreast of new payroll laws.</p> <p><b>Objective:</b> Continue to offer follow-up training on the Ceridian Time and Attendance System.</p> <p><b>Objective:</b> Increase participation in the direct deposit program to 90%.</p> <p><b>Objective:</b> Cross-train Finance Administrative Assistant/Payroll and Accounts Payable Technician as payroll system back-up.</p>

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Payroll Analyst	1	1	1
<b>DEPARTMENT TOTAL</b>	1	1	1

**COST CENTER: 64 - Payroll Administration****FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 81,381	\$ 81,397	\$ 84,248
Contractual Services	5,624	6,407	1,407
Supplies	3,239	2,515	2,865
Maintenance	13,130	13,302	17,601
Non-Capital	-	1,920	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 103,374</b>	<b>\$ 105,541</b>	<b>\$ 106,121</b>

<b>PERFORMANCE INDICATORS AND MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Participation in payroll direct deposit.	90%	90%	90%
Percentage of payroll checks produced accurately and on time.	90%	90%	90%

**COST CENTER: 64 - Payroll Administration**

**FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 56,319	\$ 58,301	\$ 58,328
6111	Salaries, Overtime	-	-	-
6114	Hospitalization Insurance	5,194	820	756
6115	Social Security Taxes	4,050	4,285	4,670
6117	Retirement Contributions	7,234	7,532	8,080
6125	Education & Training	4,680	5,419	5,419
6126	Travel Expense	3,674	4,830	6,750
6127	Dues & Memberships	230	210	245
6210	Professional Services	-	1,200	500
6213	Contractual Services	3,900	4,300	-
6235	Printing Services	1,686	885	885
6275	Equipment Rental	38	22	22
6310	Office Supplies	996	700	700
6311	Copier Supplies	273	600	600
6312	Computer Supplies	382	450	450
6316	Computer Supplies - Hardware	481	-	-
6320	Postage	179	160	160
6330	Books & Periodicals	705	430	780
6390	Miscellaneous Supplies	223	175	175
6430	Office Equipment - Maintenance	13,130	13,302	17,601
6551	Non-Capital Computer Hardware	-	1,920	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 103,374</b>	<b>\$ 105,541</b>	<b>\$ 106,121</b>



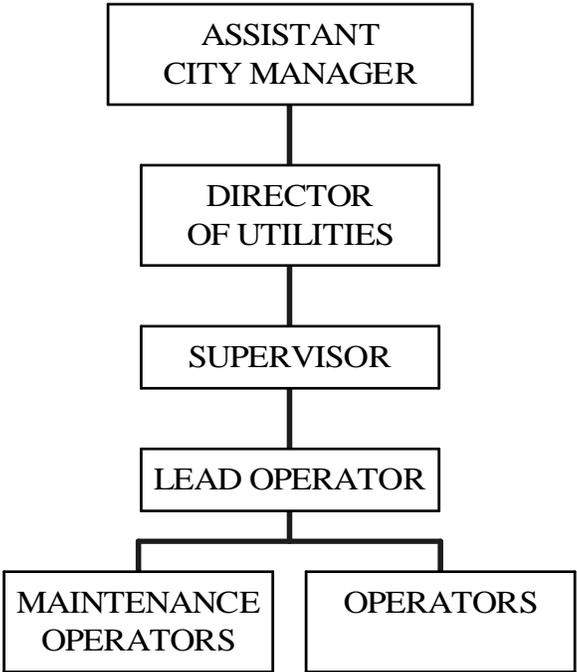
**CITY OF THE COLONY  
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ANNUAL BUDGET**

***WATER PRODUCTION***

***TOD MAURINA***  
*Director of Utilities*

***JIMMY ARTHUR***  
*Water Production Supervisor*

# WATER PRODUCTION ORGANIZATIONAL CHART 2009-2010 BUDGET



<b>PROGRAM DESCRIPTION</b>
<p>The Water Production Department is responsible for providing a safe, potable water supply for personal use, sanitation, recreational and fire protection uses for the citizens of the City. Functions of the department include water quality monitoring, operation of the water pump station, maintenance and operations of all City owned well sites.</p>

<b>GOALS AND OBJECTIVES</b>	
<b>Goal:</b>	Increase the life expectancy and operating efficiency of the City's water assets.
Objective:	Continue upgrading the SCADA system that operates all the City's well sites and the Office Creek Pump Station. Utilization of newer technology will result in better planning and better maintenance programs.
Objective:	Continue inspecting and providing preventative maintenance to all water storage facilities.
<b>Goal:</b>	Increase the level of customer satisfaction.
Objective:	Dispatch and respond to after hours, weekend, and holiday emergency calls.
Objective:	Address all concerns and questions in a professional manner that citizens may have about water quality and water conservation.

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Supervisor	1	1	1
Lead Operator	1	1	1
Operators	3	3	3
Maintenance Operators	3	3	3
<b>DEPARTMENT TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

**COST CENTER: 66 - Water Production****FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 449,805	\$ 482,656	\$ 491,503
Contractual Services	84,582	80,682	63,340
Supplies	1,647,165	1,824,500	1,846,200
Maintenance	150,892	135,530	152,930
Non-Capital	3,077	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 2,335,521</b>	<b>\$ 2,523,368</b>	<b>\$ 2,553,973</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENT</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Compliance with State & Federal regulations	100%	100%	100%
Water related request - responded within 1 day	100%	100%	100%
Water samples	575	600	750
Water tested daily for quality control	100%	100%	100%
Distribution system chlorine residual samples	1,500	1,500	1,500
Water storage tank chlorine residual samples	3,000	3,000	4,015

**COST CENTER: 66 - Water Production****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 312,357	\$ 336,925	\$ 329,852
6111	Salaries, Overtime	17,430	20,000	24,000
6114	Hospitalization Insurance	41,006	43,757	45,600
6115	Social Security Taxes	23,985	26,524	28,311
6117	Retirement Contributions	42,298	46,050	49,010
6118	Uniforms	6,312	6,700	7,230
6125	Education & Training	5,238	1,200	5,600
6126	Travel Expenses	276	500	800
6127	Dues & Memberships	904	1,000	1,100
6210	Professional Services	35,554	37,500	32,000
6211	Legal Services	-	-	2,000
6213	Contractual Services	38,903	33,778	19,730
6235	Printing Services	3,256	3,800	4,250
6244	Telephone Service	3,058	2,700	2,700
6275	Equipment Rental	3,810	2,904	2,660
6310	Office Supplies	844	900	1,000
6311	Copier Supplies	233	100	200
6312	Computer Supplies	431	1,000	1,000
6313	Janitorial Supplies	899	1,000	1,000
6320	Postage	397	400	500
6322	Small Tools	4,386	5,200	5,000
6323	Small Equipment	5,597	6,000	5,000
6330	Books & Periodicals	572	500	500
6331	Public Information Material	51	500	500

**COST CENTER: 66 - Water Production**

**FUND: 200 - Utility**

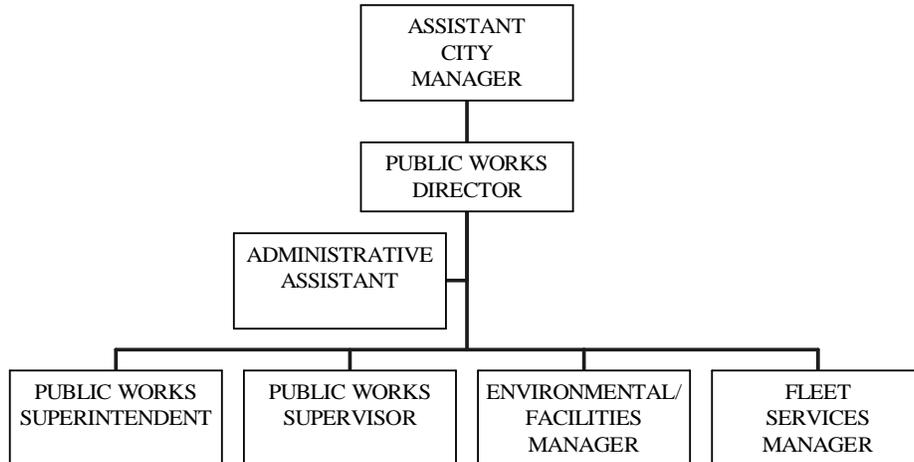
<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6340	Fuel & Lubricants	12,161	11,500	10,000
6345	Chemicals	24,699	19,700	25,700
6346	Compressed Gases	316	400	500
6360	Medical Supplies	91	300	300
6370	Dallas Water Purchases	1,472,007	1,650,000	1,650,000
6371	Plano Water Purchases	119,601	121,000	139,000
6390	Miscellaneous Supplies	4,880	6,000	6,000
6410	Building Maintenance	6,068	6,000	6,000
6411	Facility Maintenance	1,072	3,750	3,750
6430	Office Equipment - Maintenance	35	-	2,000
6440	Vehicle Maintenance	117	300	300
6441	Fleet Services	16,824	21,030	21,030
6445	Radio Maintenance	500	800	1,000
6460	Irrigation Maintenance	265	800	1,000
6470	Other Equipment - Maintenance	126,011	102,850	117,850
6590	Non-Capital Other Equipment	3,077	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 2,335,521</b>	<b>\$ 2,523,368</b>	<b>\$ 2,553,973</b>

**CITY OF THE COLONY  
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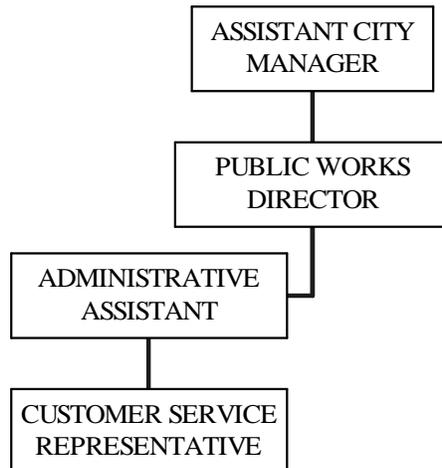
***PUBLIC WORKS  
ADMINISTRATION***

**STEVE EUBANKS**  
*Public Works Director*

# PUBLIC WORKS DIRECTOR ORGANIZATIONAL CHART 2009-2010 BUDGET



# PUBLIC WORKS ADMINISTRATION ORGANIZATIONAL CHART 2009-2010 BUDGET



**PROGRAM DESCRIPTION**

Public Works Administration provides guidance and managerial support for all Public Works' operations and operates the Departments' Customer Service Center to handle requests and concerns from residents received by phone, email, or web site inquiry. The Public Works department is responsible for maintenance of streets and alleys, sidewalks, storm water drainage ways, and traffic signage and signal control. The Department also manages residential solid waste collection provided by private contractors and provides internal support for the City's vehicle maintenance and facility maintenance needs.

**GOALS AND OBJECTIVES**

**Goal:** Provide direction for all Public Works Department activities to ensure that resources are utilized in an efficient and effective manner to deliver quality services to the residents and visitors of The Colony.

**Objective:** Conduct thorough reviews of all Department activities and establish efficient production goals, whenever possible.

**Objective:** Evaluate alternative service delivery approaches and systems to improve the efficiency of allocated resources.

**Objective:** Support Engineering and Utilities Departments to improve City project service delivery.

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Public Works Director	1	1	1
Administrative Assistant	1	1	1
Customer Service Representative*	1	1	1
<b>DEPARTMENT TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

\* The Customer Service Representative is funded by the Bond fund.

**COST CENTER: 67 - Public Works  
Administration**

**FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 266,931	\$ 291,853	\$ 293,905
Contractual Services	43,133	47,900	42,700
Supplies	4,182	4,820	5,000
Maintenance	1,166	1,050	17,050
Capital Outlay	1,727	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 317,139</b>	<b>\$ 345,623</b>	<b>\$ 358,655</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Respond to incoming calls with results within 2 days	90%	90%	90%
Respond to incoming calls with results within 1 week	100%	100%	100%
Work orders for Public Works - completed that year	200	200	200
Staff meetings	12	12	12
Process payment authorizations for Public Works Administration and Capital Projects within 3 days	100%	100%	100%

**COST CENTER: 67 - Public Works  
Administration**

**FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 204,196	\$ 204,988	\$ 204,793
6111	Salaries, Overtime	107	500	500
6112	Part-Time, Temporary	1,818	18,500	18,500
6114	Hospitalization Insurance	11,758	13,899	14,250
6115	Social Security Taxes	14,706	17,300	17,300
6117	Retirement Contributions	27,017	27,272	29,180
6118	Uniforms	387	500	500
6120	Private Auto Allowance	5,441	5,394	5,382
6125	Education & Training	439	1,500	1,500
6126	Travel Expenses	426	1,000	1,000
6127	Dues & Memberships	635	1,000	1,000
6210	Professional Services	29,853	24,000	19,000
6213	Contractual Services	11,082	20,000	20,000
6235	Printing Services	107	500	300
6244	Telephone Service	424	1,300	1,300
6275	Equipment Rental	1,667	2,100	2,100
6310	Office Supplies	1,139	1,300	1,300
6311	Copier Supplies	1,011	800	800
6312	Computer Supplies	36	300	300
6320	Postage	72	120	300
6330	Books & Periodicals	88	500	500
6335	Awards	-	500	500

**COST CENTER: 67 - Public Works  
Administration**

**FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6360	Medical Supplies	90	100	100
6390	Miscellaneous Supplies	1,747	1,200	1,200
6410	Building Maintenance	-	550	550
6425	Traffic and Street Signs	979	200	200
6430	Office Equipment Maintenance	187	75	75
6431	Maintenance - IT Services	-	-	6,000
6445	Radio Maintenance	-	225	225
6452	Maintenance - Software Apps	-	-	10,000
6652	Capital Outlay - Software	1,727	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 317,139</b>	<b>\$ 345,623</b>	<b>\$ 358,655</b>



**CITY OF THE COLONY  
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***FACILITIES MAINTENANCE***

**STEVE EUBANKS**  
*Public Services Director*

**TERRY GILMAN**  
*Environmental/Facilities Manager*

# FACILITIES MAINTENANCE ORGANIZATIONAL CHART 2009-2010 BUDGET



**PROGRAM DESCRIPTION**

The Facility Maintenance/Right-Of-Way Department is responsible for the daily operational maintenance of City facilities ensuring safe, efficient, and economical operation of all electrical, plumbing, HVAC and building systems and support equipment. Additionally, the Department is responsible for all right-of-way repairs, median trash receptacles, and fence and flag maintenance at City facilities. This Department's objective is to provide user departments with the necessary support required to better accomplish their mission in providing services to the citizens of The Colony.

**GOALS AND OBJECTIVES**

**Goal:** Provide necessary support to all city departments and facilities allowing them to better accomplish their mission.

Objective: Reduce maintenance requests through routine building inspections and surveys.

Objective: Continue expansion of preventative maintenance schedules.

Objective: Create a preventative maintenance schedule database to eliminate unnecessary loss of time due to equipment failure.

Objective: Complete repairs to city right-of-ways as necessary, maintain fence and flags in working order.

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Facility Maintenance Supervisor	1	1	1
Facility Maintenance Workers	2	2	2
<b>DEPARTMENT TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

**COST CENTER: 68 - Facilities Maintenance****FUND: 200- Utility**

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 143,731	\$ 169,996	\$ 175,026
Contractual Services	26,275	22,000	25,000
Supplies	10,163	11,834	12,434
Maintenance	112,614	206,150	250,550
Capital Outlay	-	9,400	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 292,783</b>	<b>\$ 419,380</b>	<b>\$ 463,010</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Facilities maintained (sq. ft.)	76,000	84,000	84,000
Work requests submitted verbally	50	50	50
Work requests submitted through Help Desk System	577	600	600
Special projects	20	25	25
Complete emergency request - same day	100%	100%	100%

**COST CENTER: 68 - Facilities Maintenance****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	\$ 101,000	\$ 120,049	\$ 120,725
6111	Salaries, Overtime	6,273	5,000	5,000
6114	Hospitalization Insurance	13,592	14,035	17,100
6115	Social Security Taxes	8,095	9,338	10,061
6117	Retirement Contributions	13,770	16,169	17,410
6118	Uniforms	881	2,100	2,325
6125	Education & Training	-	2,900	2,000
6126	Travel Expenses	-	205	205
6127	Dues & Memberships	120	200	200
6210	Professional Services	1,983	5,000	5,000
6213	Contractual Services	22,807	15,000	15,000
6244	Telephone Services	1,175	1,500	1,500
6275	Equipment Rental	310	500	3,500
6310	Office Supplies	580	500	500
6311	Copier Supplies	-	34	34
6312	Computer Supplies	1,443	500	500
6313	Janitorial Supplies	97	500	500
6322	Small Tools	61	3,000	2,500
6330	Books & Periodicals	-	200	200
6340	Fuel & Lubricants	3,825	2,000	3,000
6360	Medical Supplies	-	100	100
6390	Miscellaneous Supplies	4,156	5,000	5,100

**COST CENTER: 68 - Facilities Maintenance****FUND: 200 - Utility**

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6410	Building Maintenance	100,793	190,600	225,000
6423	Right of Way Maintenance	-	-	10,000
6440	Vehicle Maintenance	22	-	-
6441	Fleet Services	11,800	14,750	14,750
6445	Radio Maintenance	-	500	500
6470	Maintenance - Other Equipment	-	300	300
6640	Capital Outlay - Building	-	9,400	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 292,783</b>	<b>\$ 419,380</b>	<b>\$ 463,010</b>