

BUDGET09

CITY OF PALESTINE

ANNUAL BUDGET **FISCAL YEAR ENDING 2009**

MAYOR

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MEMBERS OF COUNCIL

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DALE BROWN; CITY MANAGER

ROBERT T. PENNINGTON; FINANCE DIRECTOR

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City of Palestine

R. Dale Brown
City Manager

Robert T. Pennington
Finance Director

September 15, 2008

Honorable Mayor and City Council
City of Palestine
504 North Queen Street
Palestine, Texas 75801

Dear Mayor and City Council:

The Finance Department and City Manager's Office are pleased to submit the Annual Budget for the City of Palestine, Texas in accordance with Texas Statute and the City Charter. This budget is for the fiscal year beginning October 1, 2008 and ending September 30, 2009. The budget is published to provide the City Council, City staff, our citizens, and other interested parties with detailed information concerning the financial condition and activities of the City government.

The adoption of the budget is the single most important action taken by the City Council each year. The budget establishes the fiscal plan to address various challenges and opportunities presented throughout the year. The foundation of this budget is the council and staff's commitment to a pattern of conservative spending. Expenditures for next year have been closely scrutinized to be certain that the city allocates its resources wisely. City departments have performed admirably by continuing to provide quality service amid increasing costs.

The city's budget is developed through a modified zero base budget process wherein expenditures are presented in a Base Budget and Supplemental Requests format. The base budget represents current service levels and funding balances. Supplemental requests are made for any program enhancement or addition that results in significant funding increases. Approvals of supplemental requests were held to a minimum this year due to the limited funding available.

The process for developing the budget this year was particularly challenging. You are familiar with the reasons, but for the readers of this document, I would like to review the dynamics that impacted this budget's formation.

In June, the City Council met with staff for the purpose of charting the course of the City over the next five years. Discussion was directed towards department activities and goals, comprehensive planning and the capital improvements program. Council provided staff with their vision for the future of the City and specific policy guidance for developing the budget. This guidance provided a "big picture", and in some instances details intended to direct staff in its mission to best meet the needs of the community. Council

and staff reviewed financial plans for the city's operational funds along with other important topics such as: improvements to the south water plane, ongoing sanitary sewer upgrades and repair of city street infrastructure.

The Council emphasized its expectation of responsible financial management, comprehensive planning, and the importance of working with other governmental units. They concurred that while the fundamental services (i.e., water, sewer, streets, and public safety) should be given top priority, quality of life issues are to be treated with importance. By the end of the day staff and council came together to develop mutual goals for the future direction of the city.

One of the ongoing struggles to balance this year's budget is the retiring of the large debt service in wastewater that is part of the Environmental Protection Agency's requirements to rehabilitate a sizable percentage of our wastewater collection system. Unfortunately, the City largely ignored its infrastructure problems for many years, especially in the sanitary sewerage collection system, forcing the improvements, and the related debt, to be undertaken within a compressed time period.

One important issue resolved in this fiscal year is inter-fund dependence. In past years, Substantial enterprise fund contributions were used to generate revenue for the general fund in order to avoid property tax increases. This had led to substantial drops in the fund balances of the enterprise funds. The general fund is now strong enough to carry its own financial responsibilities.

As is the case with other cities, our citizens view our property tax rate as the price for government. Much can be said for holding the line on the property tax rate, especially when the nation is dealing with the high cost of energy. The adopted rate is held at 63.9¢ per \$100 of assessed property. It is the commitment of this Council to provide services with the lowest burden to the taxpayer wallet, as well as recognizing the fiscal responsibility of setting an attainable level of city services the taxpayer expects from the community.

Development of the budget this year again shows how much value the Council adds to the process. Our dialog of openness to address challenges together in unconventional ways demands the best from this office and the management staff. On behalf of the entire organization, I would like to offer our thanks and gratitude.

Respectfully submitted,

R. Dale Brown
City Manager

**CITY OF PALESTINE
FOR FISCAL YEAR 2008-09**

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INTRODUCTION TO THE BUDGET

**City of Palestine
Annual Budget 2008-09**

INTRODUCTION TO THE BUDGET

The City of Palestine's budget document represents a definitive policy statement, establishing levels of service and determining the allocation of municipal resources required by the City Charter. The Budget serves as an operational tool and planning guide, where the City's current policies and future plans are provided. The budget text provides the following:

Identification of revenue sources and accounts to provide for services delivered during the upcoming fiscal year.
Approved expenditures necessary to deliver the services provided by the respective departments.

A basis for financial recording and control of the approved expenditures supported by the revenue.

In addition, the budget document serves as the policy document of the City indicating those items that the City Council feels are important. It serves as a guide to departments in spending, establishing priorities, focusing attention or direction, and establishing goals. It is a document for citizens to utilize to better understand the operations of their city. It serves as a tool for continuous dialogue throughout the year between Council and city staff so that the needs, expectations, operations and direction of the city are understood and accomplished.

Organizational Structure/Supervisory Responsibility

The organizational structure is highlighted in the Personnel Allocation section. A detail of personnel allocations and an overview of employees by classification are presented. The organization chart is presented in the Personnel Allocation section. The City Council, made up of the Mayor and Council Members is the legislative governing body. Working directly

under the Council is the City Manager, City Attorney, and City Judge. The City Manager is responsible for all operations of the City. There are eight major departments: Administrative Services, General Services, Finance Services, Police Services, Fire Services, Public Works Services, Utility Services and Development Services.

The budget summary provides a general overview of the activities of all funds, clearly demonstrating transactions between funds. The budget and the accounts of the City are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity. Each fund can be generally thought of as a small business. The operations of each fund are maintained using a set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenditures. City resources are budgeted to the individual funds by activity and are controlled within the individual fund. The various funds are grouped into generic fund types.

Currently Palestine allocates its monies between more than 30 funds. The most important, that is, the largest and most active funds are: General Fund, Tourism Fund, Water Fund, Wastewater Fund and several Capital Improvements Funds. The budget is segmented by department and division to enhance its usability as an operations guide. As an operations guide, the budget provides each department valuable information for guidance in day to day operations.

The Statistical Section provides historical financial information and other pertinent facts which assist the reader in gaining an understanding of the characteristics of the City which affect its present financial status and its future outlook.

management, expenditure control, asset management, debt management, and planning concepts, in order to:

- Present fairly and with full disclosure the financial position and results of the financial operations of the City in conformity to Generally Accepted Accounting Principles (GAAP), and
- Demonstrate compliance with finance related legal and contractual issues in accordance with provisions of state law.

The City Council annually reviews and approves the Fiscal and Budgetary Policy Statements as part of the budget process.

- A. **FUND STRUCTURE.** Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The

SUMMARY OF FISCAL AND BUDGETARY POLICIES

I. STATEMENT OF PURPOSE

The Fiscal and Budgetary Policy Statements identify and present an overview of policies dictated by state law, the City Charter, City ordinances and administrative policies. The aim is to achieve a long-term, stable and positive financial condition that encompasses integrity, planning, accountability and full disclosure. These policies provide guidelines to the administration and finance staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Council. The scope of these policies span accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment

“operating budget” is the City’s annual financial operating plan.

1. A separate budget shall be prepared for each fund.
 2. All budgets shall be adopted on a basis consistent with Generally Accepted Accounting Principles as promulgated by the Governmental Accounting Standards Board. Revenues are budgeted when they become measurable and available. Expenditures will be charged against the budget when they are measurable, a fund liability is incurred, and that liability will be liquidated with current resources.
 3. The budget shall be adopted at the lowest level of control which is by division within an individual fund (i.e., the expenditures may not exceed the total for any division within a fund without the City Council’s approval). Department Heads may not exceed budget allocations at the object code level in controllable accounts without amendment to the budget as outlined in Section IV, parts B and D.
 4. A line item budget format shall be used for accuracy and accountability.
 5. The budget shall be sufficiently detailed to identify all available funds. The format will include estimated beginning funds, source of funds, use of funds, and estimated remaining funds at budget year end. An actual prior year, estimated current year and proposed budget shall be presented.
 6. A summary showing the net budget totals will be shown, as well as gross budget totals, in order to prevent the “double counting” of revenues and expenditures. Net budget totals are derived by subtracting inter-fund transfer amounts from the gross budget totals.
 7. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare monthly financial reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.
 8. Proprietary operations shall be totally self-sufficient.
 9. Proprietary fund budgets shall reimburse the General Fund for a proportionate share of administrative costs. Documentation to support the transfer shall be presented to City Council during the budget process.
10. All appropriations lapse at year end. Any encumbered appropriations at year end may be appropriated by the governing body in the subsequent year. However, the appropriation authority for major capital projects and items purchased through the formal purchase order system (i.e., the encumbered portions) carries forward automatically to the subsequent year.
- B. **PREPARATION.** The budget is prepared by the City Manager and Director of Finance with the cooperation of all city departments. The budget is presented to the City Council at least four weeks prior to the fiscal year end, and is adopted by the City Council at least three days prior to the new fiscal year.
1. **Proposed Budget.** The City Charter requires that the City Manager submit a proposed budget to City Council at least 45 days prior to the end of the fiscal year that presents a complete financial plan for the ensuing year.
 - a) The budget shall include four basic segments for review and evaluation: (1) base budget (same level of service) for operations and maintenance costs, (2) supplemental decision packages for capital and other (non-capital) costs, and (3) capital improvements and (4) revenues. In the base budget, the City Manager may elect to include decision package items with a cost of up to \$1,000.00.
 - b) The budget review process shall include City Council participation in the development of each of the four segments of the proposed budget.
 - c) The budget process shall allow sufficient time for the City Council to address policy and fiscal issues.
 - d) A copy of the proposed budget shall be filed with the City Secretary at least 30 days prior to adoption of the tax levy and budget.
 2. **Adoption.** Upon the presentation of a proposed budget document to the City Council, the City Council shall call and publicize a public hearing. The City Council shall subsequently adopt by Ordinance such budget, as it may have been amended, as the City’s Annual Budget, effective for the fiscal year beginning October 1.
- C. **BALANCED BUDGET.** The operating budget shall be balanced using a combination of current revenues and available funds. Current year operating expenses

shall be funded with current year generated revenues. Proprietary Funds with outstanding revenue bonds shall not rely on funds available from the prior year to balance the budget. No budget shall be adopted unless the total of estimated revenues, income, and funds available is equal to or in excess of such budget.

- D. PLANNING. The budget process shall be coordinated so that the City Council has sufficient time to consider major policy issues to be incorporated into the budget.
- E. REPORTING. Periodic financial reports shall be prepared to enable the department heads to manage their budgets and to enable monitoring and control of the budget. A quarterly budget review shall be presented to City Council in sufficient detail to allow decision making.

III. REVENUE MANAGEMENT

- A. CHARACTERISTICS OF THE REVENUE SYSTEM. The City strives for the following optimum characteristics in its revenue system:

1. Simplicity and Certainty. The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue base shall materialize according to budgets and plans.
2. Equity. The City shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities, and customers.
3. Conservative Estimates. Revenues are to be estimated realistically. Revenues of volatile nature shall be budgeted conservatively.
4. Centralizing Reporting. Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
5. Review of Fees and Charges. The City shall review all fees and charges annually in order to keep pace with the cost of providing that service.
6. Aggressive Collection Policy. The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The delinquent tax attorney shall be encouraged to

collect delinquent property taxes using an established tax suit policy and sale of real and personal property to satisfy non-payment of property taxes.

- B. NON-RECURRING REVENUES. One time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues will be used only for one-time expenditures such as capital needs.
- C. PROPERTY TAX REVENUES. All real and business personal property located within the City shall be valued at 100% of the fair market value based on the appraisal supplied by the Anderson County Appraisal District. Reappraisal and reassessment is as provided by the appraisal district. A 98% collection rate shall serve each year as a goal for tax collections and the budgeted revenue projection. Property tax rates shall be maintained at a rate adequate to fund an acceptable and basic service level. Based upon taxable values, rates will be adjusted to fund this service level.
- D. INTEREST INCOME. Interest earned from investment of available monies, whether pooled or not, shall be distributed to the funds in accordance with the equity balance of the fund from which monies were provided to be invested.
- E. USER-BASED FEES AND SERVICE CHARGES. For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset wholly or partially by a fee where possible. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs of services.
- F. UTILITY RATES. The City shall review and adopt utility rates annually to generate revenues required to cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital. This policy does not preclude drawing down cash balances to finance current operations.
- G. COST REIMBURSEMENTS TO THE GENERAL FUND. Proprietary funds shall reimburse the General Fund for a proportionate share of administrative costs. Documentation to support the transfer shall be presented to City Council as part of the budget process.
- H. INTERGOVERNMENTAL REVENUES/GRANTS. Grant revenues shall be spent for the purpose intended. The City shall review grant match requirements and not rely on grants for the basic operating budget.

- I. REVENUE MONITORING. Revenues actually received are to be regularly compared to budgeted revenues and reported to the City Council quarterly.
 - J. REVENUE PROJECTIONS. The City shall project revenues for the next five years and will update this projection annually. Each existing and potential revenue source shall be re-examined annually.
 - K. APPROPRIATIONS. The responsibility for budgetary control lies with the Department Head. Department Heads may not approve expenditures that exceed monies available at the object code level. Capital expenditures are approved by the City Council on a per item basis; cost savings may not be spent for any purpose other than their specifically intended approved purpose. Personnel allocations may not be changed without the approval of City Council.
 - L. AMENDMENTS TO THE BUDGET. The City Council may transfer any unencumbered appropriated balance or portion thereof from any office, department, or agency to another at any time.
 - M. CENTRAL CONTROL. No salary or capital budgetary savings in any department shall be spent without the prior authorization of the City Council.
 - N. CITY MANAGER'S AUTHORITY TO AMEND BUDGET. The City Manager may, without prior City Council approval, authorize transfers of less than \$5,000.00 between budget line items with the exception that:
 - a) regular personnel allocations may not be changed;
 - b) salary and benefit savings due to vacancies may not be transferred; and
 - c) savings from City Council approved capital purchases may not be spent for other than their intended purpose.

All such transfers shall be reported to City Council on a quarterly basis for review by the City Council as part of the regular budget review.
 - O. PURCHASING. All purchases shall be made in accordance with the purchasing procedures manual of the City that clearly defines levels of authority and spending limits.
 - P. PROMPT PAYMENT. All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of state law. Proper procedures shall be established that
 - mandatory project
 - efficiency improvement
- enables the City to take advantage of all purchase discounts, when possible, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.
- Q. REPORTING. The Finance Department shall prepare monthly reports showing actual expenditures compared to the approved budget.
- #### IV. CAPITAL BUDGET AND PROGRAM
- A. PREPARATION. The city shall budget for capital improvements by fund. Capital budgets are to be prepared annually in conjunction with the operating budget on a fiscal year basis. This will ensure that capital and operating needs are balanced against each other.
 - B. CONTROL. All capital project expenditures must be appropriated in the appropriate capital budget. A funding source and resource availability shall be presented to the City Council at the time a project is presented for funding.
 - C. PROGRAM PLANNING. The City shall make capital improvements in accordance with an adopted capital improvements program. Capital budgets shall be evolved from the Capital Improvements Program. The City shall develop a multi-year plan for capital improvements and update it annually. The planning time frame for the capital improvements project plan will normally be five years.
 - D. FINANCING PROGRAMS. Alternative financing sources will be explored before debt is issued. When debt is issued, it shall be used to acquire major assets with expected lives which equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, which are usually paid from the direct proceeds.
 - E. REPORTING. Periodic financial reports shall be prepared to enable the city staff to manage the capital budgets and to enable the Finance Department to monitor and control the capital budgets as authorized by the City Council. Summary capital project status reports shall be presented to the City Council periodically.
 - F. EVALUATION CRITERIA. Evaluation criteria for selecting which capital assets and projects to include for funding shall include the following:
 - policy area project
 - project's expected useful life

- availability of state/federal grants
- prior commitments
- maintenance project
- project provides a new service extent of usage

G. **PROJECT LENGTH BUDGET.** A budget for a capital project shall be a project length budget. At the end of the fiscal year, the unspent budget of an approved capital project shall automatically carry forward to the subsequent fiscal year.

V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. **ACCOUNTING.** The Finance Director is responsible for establishing the Chart of Accounts and for recording financial transactions.

B. AUDITING.

1. Qualifications of the Auditor. In conformance with the City's Charter, the City shall be audited annually by outside independent accountants ("auditor"). The auditor must be a CPA firm of regional reputation and must demonstrate that it has staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be licensed by the State of Texas.
2. Responsibility of Auditor to City Council. The auditor is retained by and is accountable directly to the City Council. The auditor shall communicate directly with the City Council as necessary to fulfill its legal and professional responsibilities, or if city staff is unresponsive to auditor recommendations.
3. Selection of Auditor. The City shall request proposals for audit services at least once every three years. The City shall select the auditor by June 30 of each year.
4. Contract with Auditor. The agreement between the independent auditor and the City shall be in form of a written contract. A time schedule for completing of the audit shall be included.
5. Scope of Audit. All general purpose statements, combining statements and individual fund and account group statements and schedules shall be subject to full scope audit. The auditor shall prepare and review the management letter with the City Council.

C. FINANCIAL REPORTING.

- effect of project on operation and maintenance costs
- elimination of hazards

1. External Reporting. As a part of the audit, the auditor shall prepare a written Comprehensive Annual Financial Report (CAFR) to be presented to the City Council within 120 calendar days of the City's fiscal year end. The CAFR shall be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and shall be presented annually to the Government Finance Officer's Association (GFOA) for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting.
2. Availability of Reports. The comprehensive annual financial report shall be made available to the elected officials, bond rating agencies, creditors and citizens.
3. Internal Reporting. The Finance Department shall prepare internal financial reports, sufficient to plan, monitor, and control the City's financial affairs.

VI. INVESTMENTS AND CASH MANAGEMENT

- A. **DEPOSITING OF FUNDS.** The Finance Director shall promptly deposit all City funds with the Bank Depository Agreement and the City Council approved Investment Policies. Investments and reporting shall strictly adhere to the City Council approved Investment Policies.
- B. **DEPOSITORY BANK.** A depository bank shall be selected by the City Council for a three year period. A request for proposal shall be used as the means of selecting a depository bank. The depository bank shall specifically outline safekeeping requirements.

VII. INVESTMENT POLICY.

- A. All funds shall be invested in accordance with the approved Investment Policy which must be approved annually.
- B. **QUARTERLY REPORT.** A quarterly report on investments shall be prepared and provided to City Council.

VIII. ASSET MANAGEMENT

- A. **FIXED ASSETS AND INVENTORY.** A fixed asset of the City is defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings, etc. The cost or value of any such acquisition must be \$5000.00 or more with an expected useful life greater than three years.
- B. **OPERATIONAL PROCEDURES MANUAL.** Records shall be purged that do not meet this criteria and operational procedures shall be in accordance with a fixed asset records procedure manual approved by the City Manager.
- C. **SAFEGUARDING OF ASSETS.** The City's fixed assets will be reasonably safeguarded and properly accounted for. Responsibility for the safeguarding of the City's fixed assets lies with the Department Head in whose department the fixed asset is assigned.
- D. **MAINTENANCE OF RECORDS.** The Finance Department shall maintain the permanent records of the City's fixed assets including description, cost, department of responsibility, date of acquisition and depreciation where applicable.
- E. **ANNUAL INVENTORY.** An annual inventory of assets shall be performed by each department using guidelines established by the Finance Department. Such inventory shall be performed by the Department Head or the department head's designated agent in the presence of a designated person from the division. The Department Head shall be sent a detailed listing annually and shall be responsible for a complete review of assigned fixed assets. A signed inventory list shall be returned to the Finance Department.

IX. DEBT MANAGEMENT

- A. **DEBT ISSUANCE.** The City shall issue debt only as specifically approved by the City Council and expenditure of such monies shall be in strict accordance with the designated purpose.
- B. **ISSUANCE OF LONG-TERM DEBT.** The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves. Every effort will be made to limit the payback period of the debt to the estimated useful life of the capital projects or improvements. The City will use long-term debt financing when it can be determined that

future citizens will receive a benefit from the improvement.

- C. **PAYMENT OF DEBT.** When the City utilizes long-term debt financing it will ensure that the debt is financed soundly by: conservatively projecting the revenue sources that will be used to pay the debt; and financing the improvement over a period not greater than the useful life of the improvement.

- D. **BOND RATING AGENCIES.** The City will maintain good communications with bond rating agencies and will try to improve or maintain its current bond rating level.

E. TYPES OF DEBT

1. General Obligation Bonds (G.O.'s). The city has the power to borrow money on the credit of the city and to issue general obligation bonds for permanent public improvements or for any other public purpose not prohibited by the construction and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds of the city previously issued. All such bonds shall be issued in conformity with the laws of the State of Texas. General Obligation Bonds shall be used only to fund capital assets of the general government, and not used to fund operating needs of the City. General Obligation Bonds are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a bond issue shall not exceed the useful life of the asset(s) funded by the bond issue. General Obligation Bonds must be authorized by a vote of the citizens of the City of Palestine.

2. Revenue Bonds (R.B.'s). The City has the power to borrow money for the purpose of constructing, purchasing, improving, extending or repairing public utilities, recreational facilities or any other self liquidating municipal function not prohibited by the construction or laws of the State of Texas, and to issue revenue bonds to evidence the obligation created thereby. Such bonds shall be a charge upon and payable solely from the properties, or interest therein, pledged, or the income there from, or both, and should never be a debt of the city. All such bonds shall be issued in conformity with the laws of the State of Texas. Revenue bonds shall be issued as determined by City Council to

provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the bond issue.

3. Certificates of Obligation (C.O.'s). Certificates of Obligation may be used in order to fund capital requirements. Debt service for C.O.'s may be either from general revenues or backed by a specific revenue stream or streams or by a combination of both. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue.
4. Method of Sale. The City shall use a competitive bidding process in the sale of bonds and certificates of obligation unless otherwise specifically agreed upon by City Council.
5. Financial Advisor. The City shall maintain a contract for services from a financial advisor to oversee all aspect of bond issues.

- F. ANALYSIS OF FINANCING ALTERNATIVES. Staff shall explore alternatives to the issuance of debt for capital acquisitions and construction projects.
- G. DISCLOSURE. Full disclosure of operations shall be made to the bond rating agencies and other users of financial information. The city staff, with the assistance of financial advisors and bond counsel, shall prepare the necessary materials for presentation to the rating agencies, and shall aid in the production of Offering Statements.
- H. DEBT STRUCTURING. The repayment schedule shall approximate a level debt service unless operational matters dictate otherwise.

X. RESERVES/UNALLOCATED FUND BALANCE/WORKING CAPITAL

- A. OPERATING RESERVES/FUND BALANCES. The City shall establish a fund balance reserve in each fund to pay expenditures caused by unforeseen emergencies for shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. Whenever possible, the fund reserve will be maintained at an amount equal to three months expenditures of the annual budget for each fund.

- B. CAPITAL AND DEBT SERVICE FUNDS. Monies in the Capital Projects Funds shall be expended in accordance with an approved budget. Interest income will be used to offset construction costs. Reserves in the Debt Service Fund shall be maintained as required by outstanding bond indentures. Reduction of reserves shall be done only with City Council approval after conferring with the City's financial advisor and in accordance with bond indentures.
- C. Debt Coverage Ratios shall be maintained as specified by the bond covenants.

XI. INTERNAL CONTROLS

- A. WRITTEN PROCEDURES. Whenever possible, written procedures shall be established and maintained by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures shall embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. DEPARTMENT HEAD RESPONSIBILITIES. Each Department Head is responsible to ensure that good internal controls are followed throughout his or her Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

XII. RISK MANAGEMENT

- A. RESPONSIBILITY. The Personnel Director is responsible for the general risk management function of the City.
- B. Periodic reports shall be submitted to Council for review and approval.

BUDGET RELATED ORDINANCES

**City of Palestine
Annual Budget 2008-09**

TAX ORDINANCE

AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES BY THE CITY OF PALESTINE, TEXAS, FOR THE YEAR 2008; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, Section 26.05 of the Texas Property Code provides that by September 1, or as soon thereafter as practicable, the governing body of each taxing unit shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components, one of which will impose the amount of taxes needed to pay the unit's debt service and the other of which will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year, each of the components must be approved separately; and

WHEREAS, the proposed tax rate for the current year of the City of Palestine, Texas, consists of two such components, a rate of \$0.594432 to fund maintenance and operation expenditures, and \$0.044568 for debt service; and

WHEREAS, public hearings were held at a meeting of said City Council on August 25, 2008 and September 2, 2008, at which hearings all citizens and taxpayers of the City had the right to be heard and those who requested to be heard were heard; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of Palestine, Texas, at a meeting of the City Council held on this 15th day of September, 2008, said City Council has approved separately the rate of each of the components; and

WHEREAS, having thus separately approved the rate for each of such components, it is necessary and appropriate for the City

Council to now formally adopt a 2008 tax rate ordinance for the City of Palestine, Texas:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALESTINE:

1. The facts and recitals set forth in the preamble to this Ordinance are hereby found to be true and correct.
2. There is hereby levied by the City of Palestine, Texas, for the tax year 2008 an ad valorem tax of sixty-three and 9/10 cents (\$0.63900) on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Palestine, Texas, which taxes shall be apportioned to the following purposes:
 - (a) For the maintenance and support of the general government (General Fund), on each \$100 valuation of property: \$0.594432
 - (b) For the purpose of paying the accruing interest on, and to provide a sinking fund for the payment of, the bonded indebtedness of the City of Palestine, Texas: \$0.044568
3. All ad valorem taxes levied hereby shall be due and payable on or before January 31, 2009. All ad valorem taxes due the City of Palestine, Texas, for the year 2008 not paid before January 31, 2009 shall bear penalty and interest as prescribed by the Texas Property Tax Code.
4. All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Palestine, Texas, at a regular meeting held on this the 15th day of September, 2008.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALESTINE, TEXAS, TO RATIFY THE PROPERTY TAX INCREASE AS

REFLECTED IN THE 2008/2009 CITY OF PALESTINE BUDGET.

WHEREAS, the City Council of the City of Palestine, Texas, has adopted a budget for Fiscal Year 2008/2009 that will require raising more revenue from property taxes than in the previous year; and

WHEREAS, the City Council of the City of Palestine have determined that the needs of the citizens of the City of Palestine require the services provided under that budget; and

WHEREAS, Section 102.007(c) of the Local Government Code, as amended in the Regular Session of the 80th Legislature of the State of

BUDGET ORDINANCE

AN ORDINANCE APPROVING AND ADOPTING THE BUDGET OF THE CITY OF PALESTINE, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2008; MAKING APPROPRIATIONS AS REFLECTED IN SAID BUDGET; AND MAKING FINDINGS RELATING TO THE BUDGET.

WHEREAS, on the 12th day of August, 2008, the City Manager filed with the City Secretary a proposed budget of the City of Palestine for the fiscal year 2008-2009; and

WHEREAS, pursuant to notice required by law, a public hearing on the budget was held at the regular meeting place of the City Council at City Hall, 504 N. Queen St., Palestine, Texas, on the 2nd day of September, 2008, at which hearing all citizens and taxpayers of the City had the right to be heard and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the proposed budget and has made such changes therein as in the City Council's judgment are warranted, are permitted by law, and are in the best interest of the citizens and taxpayers of the City of Palestine:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALESTINE:

1. The facts and recitals set forth in the preamble to this Ordinance are hereby found to be true and correct.

Texas, requires a separate vote of the governing body to ratify the property tax increase reflected in the budget:

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

SECTION 1. That the property tax increase reflected in the 2008/2009 City of Palestine Budget, adopted on this date by the City of Palestine, Texas, is hereby ratified.

PASSED and APPROVED by the City Council of the City of Palestine, Texas, at the meeting held on this the 15th day of September, 2008.

2. In accordance with the statutes of the State of Texas and the Charter of the City of Palestine, the City Council hereby approves and adopts the budget attached hereto and incorporated herein as Exhibit A. The City Secretary is hereby directed to keep such budget on file in her office as a public record, post the budget on the City's website, and to file a copy with the County Clerk of Anderson County.
3. In support of said budget and by virtue of its adoption, there are hereby appropriated out of available cash funds and out of the general and special revenues of the City of Palestine the amounts set forth in said budget for the purposes stated therein.
4. The City Manager is authorized to transfer unencumbered balances, or portions thereof, from one budget account to another budget account within the same office, department, division, or agency.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Palestine, Texas, at a regular meeting held on this the 15th day of September, 2008.

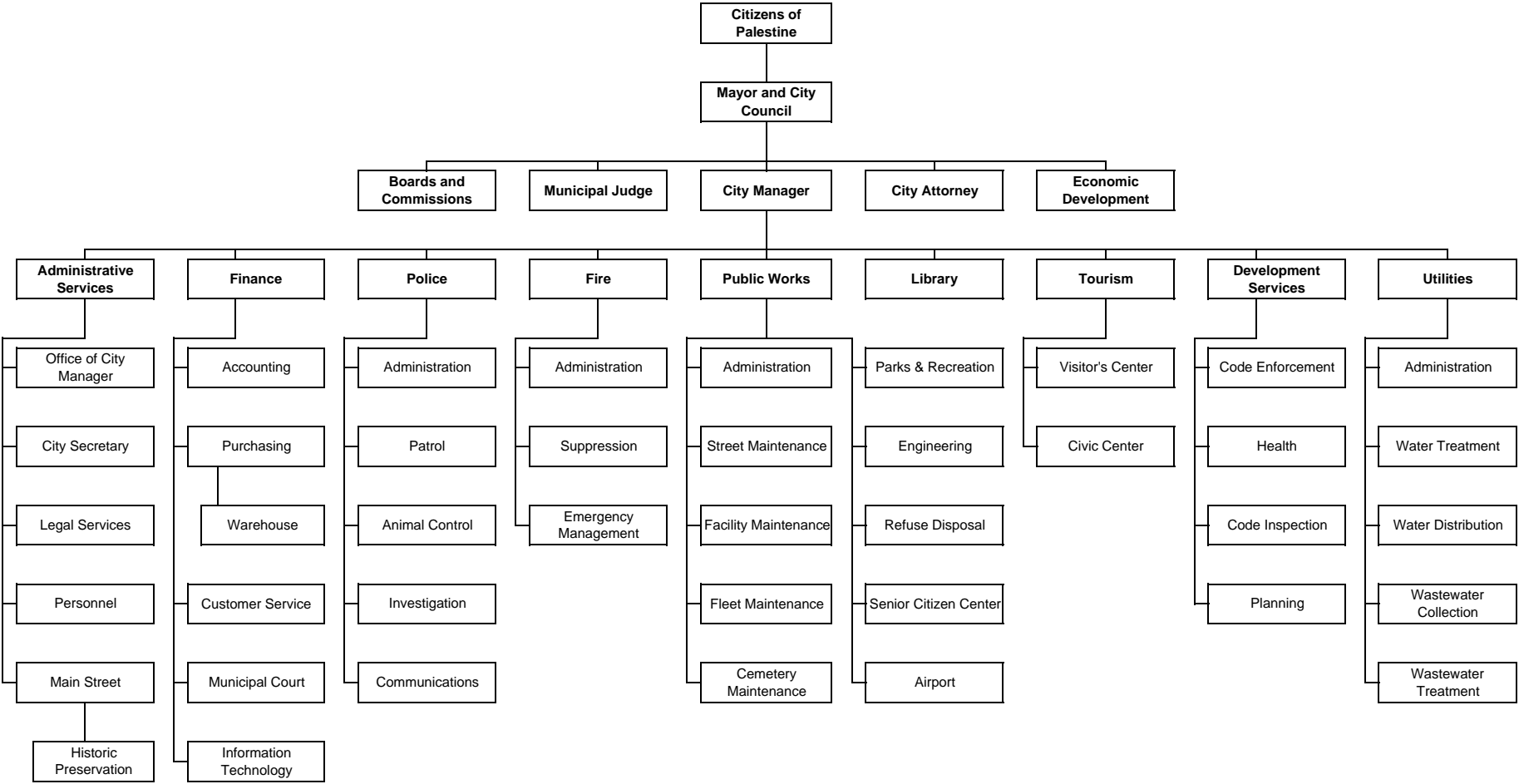
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PERSONNEL ALLOCATION

**City of Palestine
Annual Budget 2008-09**

CITY OF PALESTINE ORGANIZATIONAL CHART

Fiscal Year Ending 2009



Personnel Allocation

Position	FYE 06	FYE 07	FYE 08	FYE 09
City Manager	1.0	1.0	1.0	1.0
Administrative Assistant	2.0	1.0	1.0	1.0
City Secretary	1.0	1.0	1.0	1.0
Human Resource Manager	1.0	1.0	1.0	1.0
Main Street Manager	1.0	1.0	1.0	1.0
Total Administration:	6.0	5.0	5.0	5.0
Finance Director	1.0	1.0	1.0	1.0
Accountant I	0.0	1.0	1.0	1.0
Accounting Clerk I	1.0	0.0	0.0	0.0
Accounting Clerk II	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	0.0	0.0	0.0
Assistant Finance Director	1.0	1.0	1.0	0.0
Senior Accountant	0.0	0.0	0.0	1.0
Purchasing Agent	1.0	1.0	1.0	1.0
Warehouse Specialist	1.0	1.0	1.0	1.0
City Marshall	1.0	1.0	1.0	1.0
Court Administrator	1.0	0.0	0.0	1.0
Court Judge	0.0	0.0	0.0	0.5
Court Prosecutor	0.0	0.0	0.0	0.5
Court Clerk I	1.0	1.0	1.0	1.0
Court Clerk II	1.0	1.0	1.0	1.0
Court/Customer Service Administrator	0.0	1.0	1.0	0.0
Court Bailiff	0.0	0.0	0.0	0.5
Customer Service Coordinator	0.0	1.0	1.0	0.0
Customer Service Manager	1.0	0.0	0.0	0.0
Customer Service Supervisor	0.0	1.0	1.0	1.0
Meter Reader	2.0	2.0	2.0	2.0
Casher Clerk I	2.0	1.0	1.0	1.0
Casher Clerk I (part-time)	0.0	0.5	0.5	0.5
Cashier Clerk II	0.0	1.0	1.0	1.0
Utility Billing Clerk	1.0	0.0	0.0	0.0
Total Finance:	17.0	16.5	16.5	17.0
Police Chief	1.0	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	2.0	2.0
Animal Control Officer	0.0	0.0	0.0	2.0
Assistant Police Chief	1.0	1.0	0.0	0.0
Dispatch Supervisor	0.0	1.0	1.0	1.0
Dispatcher	5.0	4.0	4.0	4.0
Dispatcher (part-time)	0.0	0.0	1.0	1.0
Police Corporal	5.0	5.0	4.0	4.0
Police Lieutenant	1.0	1.0	2.0	2.0
Police Officer	22.0	22.0	22.0	22.0
Police Record Clerk	1.0	1.0	1.0	1.0
Police Sergeant	7.0	7.0	7.0	7.0
Property Room Technician	0.0	0.0	1.0	1.0
Property Room Technician (part-time)	0.5	0.5	0.5	0.5
Total Police:	45.5	45.5	46.5	48.5

Personnel Allocation

Position	FYE 06	FYE 07	FYE 08	FYE 09
Fire Chief	1.0	1.0	1.0	1.0
Emergency Manager	1.0	1.0	1.0	1.0
Fire Battalion Chief	3.0	3.0	3.0	3.0
Fire Captain	3.0	3.0	3.0	3.0
Fire Driver	6.0	6.0	6.0	6.0
Fire Lieutenant	3.0	3.0	3.0	3.0
Fire Marshall	1.0	1.0	1.0	1.0
Firefighter	21.0	21.0	21.0	21.0
Total Fire:	39.0	39.0	39.0	39.0
Public Works Director	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Airport Attendant (part-time)	0.0	0.0	0.5	0.5
Airport Services Supervisor	0.0	0.0	1.0	1.0
Crew Leader	2.0	2.0	2.0	2.0
Custodian	1.0	1.0	1.0	1.0
Engineering Technician I	1.0	1.0	1.0	1.0
Engineering Technician II	1.0	1.0	1.0	1.0
Equipment Operator	2.0	2.0	2.0	2.0
Fleet Maintenance Supervisor	1.0	1.0	1.0	1.0
Heavy Equipment Operator	2.0	2.0	2.0	2.0
Park Maintenance (seasonal part-time)	5.0	5.0	5.0	5.0
Parks Maintenance Worker	4.0	4.0	4.0	4.0
Parks Supervisor	1.0	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0	1.0
Street Maintenance (seasonal part-time)	0.0	0.0	0.5	0.5
Streets Supervisor	1.0	1.0	1.0	1.0
Traffic Sign Specialist	1.0	1.0	1.0	1.0
Truck Driver	3.0	2.0	3.0	3.0
Vehicle Service Specialist	2.0	2.0	2.0	2.0
Total Public Works:	30.0	29.0	32.0	32.0
Utilities Director	1.0	1.0	1.0	1.0
Crew Leader	2.0	2.0	2.0	2.0
Equipment Operator	2.0	2.0	2.0	2.0
Heavy Equipment Operator	1.0	1.0	1.0	1.0
Lab Technician / IPT	1.0	1.0	1.0	1.0
Utility Construction Supervisor	1.0	1.0	1.0	1.0
Utility Construction Worker	3.0	3.0	3.0	3.0
Utility Plant Operator	8.0	8.0	8.0	8.0
Utility Specialist	2.0	2.0	2.0	2.0
Wastewater Plant Supervisor	1.0	1.0	1.0	1.0
Water Plant Supervisor	1.0	1.0	1.0	1.0
Total Utilities:	23.0	23.0	23.0	23.0
Library Director	1.0	1.0	1.0	1.0
Custodian	1.0	1.0	1.0	1.0
Librarian Aide (part-time)	0.0	0.0	0.5	0.5
Librarian I	3.0	2.0	2.0	2.0
Librarian II	2.0	3.0	3.0	3.0
Library Assistant	4.0	4.0	4.0	4.0
Sr. Library Assistant	2.0	2.0	2.0	2.0
Total Library:	13.0	13.0	13.5	13.5

Personnel Allocation

Position	FYE 06	FYE 07	FYE 08	FYE 09
Tourism Director	1.0	1.0	1.0	1.0
Custodian	0.5	1.0	1.0	1.0
Events Coordinator	1.0	1.0	1.0	1.0
Visitor Center Greeter (part-time)	0.0	0.5	0.5	1.0
Total Tourism:	2.5	3.5	3.5	4.0
Development Services Director	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Customer Service Coordinator	0.0	0.0	0.0	1.0
Animal Control Officer	1.0	1.0	1.0	0.0
Animal Control Officer (part-time)	0.0	0.0	0.5	0.0
Inspector/Code Officer	4.0	4.0	4.0	4.0
Total Development Services:	7.0	7.0	7.5	7.0
Total City:	183.0	181.5	186.5	189.0

Personnel Allocation By Fund

FUND	FYE 06	FYE 07	FYE 08	FYE 09
General	147.5	145.5	149.0	151.5
Tourism	2.5	3.5	3.5	4.0
Airport	0.0	0.0	1.5	1.5
Court Security	0.0	0.0	0.0	0.5
Central Warehouse	1.0	1.0	1.0	1.0
Water	20.5	21.0	19.5	18.5
Wastewater	10.5	10.5	10.0	10.0
Sanitation	1.0	0.0	2.0	2.0
Total City:	183.0	181.5	186.5	189.0

**CITY OF PALESTINE
EMPLOYEE GRADE/STEP SCHEDULE
OCTOBER 1, 2008**

DESCRIPTION	GRADE	STEP																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
PART TIME	10	6.00	6.55	7.00	7.25	8.00	9.50	11.67	12.20																
MAINTENANCE	11	9.13	9.27	9.41	9.55	9.69	9.84	9.98	10.13	10.28	10.44	10.60	10.75	10.92	11.08	11.25	11.41	11.59	11.76	11.94	12.12	12.30	12.48	12.67	12.86
	12	10.74	10.90	11.06	11.23	11.40	11.57	11.74	11.92	12.10	12.28	12.46	12.65	12.84	13.03	13.23	13.43	13.63	13.83	14.04	14.25	14.47	14.68	14.90	15.13
	13	12.61	12.80	12.99	13.19	13.38	13.58	13.79	14.00	14.21	14.42	14.63	14.85	15.08	15.30	15.53	15.77	16.00	16.24	16.49	16.73	16.98	17.24	17.50	17.76
	14	15.14	15.36	15.59	15.83	16.06	16.31	16.55	16.80	17.05	17.31	17.57	17.83	18.10	18.37	18.64	18.92	19.21	19.50	19.79	20.08	20.39	20.69	21.00	21.32
SUPPORT	21	10.42	10.58	10.73	10.90	11.06	11.23	11.39	11.56	11.74	11.91	12.09	12.27	12.46	12.65	12.83	13.03	13.22	13.42	13.62	13.83	14.03	14.24	14.46	14.68
	22	11.43	11.60	11.78	11.95	12.13	12.31	12.50	12.69	12.88	13.07	13.26	13.46	13.67	13.87	14.08	14.29	14.50	14.72	14.94	15.17	15.39	15.63	15.86	16.10
	23	15.14	15.36	15.59	15.83	16.06	16.31	16.55	16.80	17.05	17.31	17.57	17.83	18.10	18.37	18.64	18.92	19.21	19.50	19.79	20.08	20.39	20.69	21.00	21.32
	24	21.33	21.65	21.97	22.30	22.64	22.98	23.32	23.67	24.03	24.39	24.75	25.12	25.50	25.88	26.27	26.67	27.07	27.47	27.88	28.30	28.73	29.16	29.60	30.04
PROFESSIONAL/TECHNICAL	31	10.73	10.89	11.05	11.21	11.38	11.55	11.73	11.90	12.08	12.26	12.45	12.63	12.82	13.02	13.21	13.41	13.61	13.81	14.02	14.23	14.45	14.66	14.88	15.10
	32	15.11	15.34	15.57	15.80	16.04	16.28	16.53	16.77	17.03	17.28	17.54	17.80	18.07	18.34	18.62	18.90	19.18	19.47	19.76	20.06	20.36	20.66	20.97	21.29
	33	18.21	18.48	18.76	19.04	19.33	19.62	19.91	20.21	20.51	20.82	21.13	21.45	21.77	22.10	22.43	22.77	23.11	23.45	23.81	24.16	24.53	24.89	25.27	25.65
	34	21.30	21.62	21.94	22.27	22.60	22.94	23.29	23.64	23.99	24.35	24.71	25.09	25.46	25.84	26.23	26.62	27.02	27.43	27.84	28.26	28.68	29.11	29.55	29.99
FIRE																									
FIRE RECRUIT	41	8.05																							
PROBATIONARY FIREFIGHTER	42	10.00																							
FIREFIGHTER	43	11.08	11.63	11.63	12.22	12.22	12.82	12.82	13.46																
DRIVER	44	12.07	12.07	12.68	12.68	13.32	13.32	13.99	13.99	14.67															
LIEUTENANT	45	13.59	13.59	14.27	14.27	14.98	14.98	15.73	15.73	16.51															
CAPTAIN	46	15.26	15.26	16.04	16.04	16.84	16.84	17.67	17.67	18.56															
BATTALION CHIEF/TRAINING	47	17.17	17.17	18.03	18.03	18.93	18.93	19.90	19.90	20.87															
FIRE MARSHAL	48	22.75	22.75	22.89	22.89	25.08	25.08	26.36	26.36	27.65															
POLICE																									
CADET	50	14.50																							
PROBATIONARY OFFICER	51	15.54																							
PATROL OFFICER	52	16.29	17.10	17.10	17.96	17.96	18.86	18.86	19.80																
CORPORAL	53	19.72	19.72	20.71	21.74																				
SERGEANT	54	21.35	21.35	22.42	22.42	22.42	22.42	23.54																	
LIEUTENANT	55	24.63	24.63	25.86	25.86	27.15	27.15	28.51																	
ASSISTANT POLICE CHIEF	56	28.32	29.12	29.95	30.80	31.68	32.58																		
SUPERVISORY	61	10.73	10.89	11.05	11.21	11.38	11.55	11.73	11.90	12.08	12.26	12.45	12.63	12.82	13.02	13.21	13.41	13.61	13.81	14.02	14.23	14.45	14.66	14.88	15.10
	62	15.11	15.34	15.57	15.80	16.04	16.28	16.53	16.77	17.03	17.28	17.54	17.80	18.07	18.34	18.62	18.90	19.18	19.47	19.76	20.06	20.36	20.66	20.97	21.29
	63	21.30	21.62	21.94	22.27	22.60	22.94	23.29	23.64	23.99	24.35	24.71	25.09	25.46	25.84	26.23	26.62	27.02	27.43	27.84	28.26	28.68	29.11	29.55	29.99
	64	30.01	30.46	30.91	31.38	31.85	32.33	32.81	33.30	33.80	34.31	34.83	35.35	35.88	36.42	36.96	37.52	38.08	38.65	39.23	39.82	40.42	41.02	41.64	42.26
ADMINISTRATIVE																									
CITY SECRETARY	7101	OPEN																							
TOURISM DIRECTOR	7201	OPEN																							
DEVELOPMENT DIRECTOR	7301	OPEN																							
UTILITIES DIRECTOR	7401	OPEN																							
LIBRARY DIRECTOR	7501	OPEN																							
FIRE CHIEF	7601	OPEN																							
FINANCE DIRECTOR	7701	OPEN																							
PUBLIC WORKS DIRECTOR	7801	OPEN																							
POLICE CHIEF	7901	OPEN																							
PROSECUTOR	7950	OPEN																							
MUNICIPAL JUDGE 1	7955	OPEN																							
MUNICIPAL JUDGE 2	7960	OPEN																							
POLICE CHIEF	7901	OPEN																							
EXECUTIVE																									
CITY MANAGER	8001	OPEN																							

**CITY OF PALESTINE
2008-09 ANNUAL BUDGET
CERTIFICATION PAY SCHEDULE**

Incentive Level	Certification by Type	Monthly Incentive
Level One:	Fire Department EMT Basic	\$ 25.00
Level Two:	Water Treatment/Distribution (C-Certificate) Waste Water Treatment or Class II Collection (C-Certificate)	\$ 40.00
Level Three:	Police Dispatcher Basic Certification Fire Department EMT - Intermediate Court Clerk Certification Police Department Basic Peace Officer License	\$ 50.00
Level Four:	Water Treatment or Distribution (B-Certificate) Waste Water Treatment or Class III Collection (B-Certificate)	\$ 60.00
Level Five:	Police Dispatcher Intermediate Certification	\$ 75.00
Level Six:	Police Department Forensic Hypnotist Police Department Criminal Investigation Division Fire Department Intermediate License Fire Department Paramedic License Police Department Advanced Dispatcher Certification Water Treatment Plant (A-Certification) Waste Water Treatment Plant (A-Certification) Code Enforcement License Building Inspection Plan Review Texas State Certification of Food Management	\$ 100.00
Level Seven:	Police Officer Intermediate License	\$ 150.00
Level Eight:	Firefighter Advanced Certification	\$ 175.00
Level Nine:	Police Department Narcotics Polygraph Examiner	\$ 200.00
Level Ten:	Fire Department Master Certification Police Department Advanced Peace Officer	\$ 250.00
Level Eleven:	Police Department Master Peace Officer License	\$ 350.00

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BUDGET SUMMARY

**City of Palestine
Annual Budget 2008-09**

BUDGET SUMMARY

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
010-GENERAL FUND			
BEGINNING FUND BALANCE	\$ 1,971,788	\$ 3,131,821	\$ 3,131,841
TOTAL REVENUE:	12,426,885	12,739,556	13,097,738
TOTAL FUNDS AVAILABLE:	14,398,673	15,871,377	16,229,579
TOTAL GENERAL FUND EXPENSES:	11,266,852	12,739,536	13,124,009
PROJECTED ENDING FUND BALANCE	3,131,821	3,131,841	3,105,570
310-DEBT SERVICE			
BEGINNING FUND BALANCE	\$ 70,985	\$ 84,854	\$ 95,572
TOTAL REVENUE:	261,016	259,481	398,808
TOTAL FUNDS AVAILABLE:	332,001	344,335	494,380
TOTAL FUND EXPENSES:	247,147	248,763	388,808
PROJECTED ENDING FUND BALANCE	84,854	95,572	105,572
150-TOURISM			
BEGINNING FUND BALANCE	\$ 133,474	\$ 158,633	\$ 183,198
TOTAL REVENUE:	450,281	423,832	451,200
TOTAL FUNDS AVAILABLE:	583,755	852,465	634,398
TOTAL TOURISM FUND EXPENSES:	425,120	399,267	526,127
PROJECTED ENDING FUND BALANCE	158,633	183,198	108,271
240-AIRPORT			
BEGINNING FUND BALANCE	\$ 10,419	\$ (50,971)	\$ (24,238)
TOTAL REVENUE:	231,152	472,310	505,000
TOTAL FUNDS AVAILABLE:	241,570	421,338	480,762
TOTAL AIRPORT FUND EXPENSES:	292,542	445,576	477,575
PROJECTED ENDING FUND BALANCE	(50,971)	(24,238)	3,187
600-WATER FUND			
BEGINNING CASH BALANCE	\$	\$ 162,467	\$ 125,104
TOTAL REVENUE:	3,143,574	3,206,773	3,246,709
TOTAL FUNDS AVAILABLE:	3,143,574	3,369,240	3,371,813
TOTAL FUND EXPENSES	3,170,233	3,244,136	2,813,548
PROJECTED ENDING CASH BALANCE		125,104	558,265
610-WASTEWATER FUND			
BEGINNING CASH BALANCE	\$	\$ 103,419	\$ 503,259
TOTAL REVENUE:	4,186,645	3,502,610	3,501,900
TOTAL FUNDS AVAILABLE:	4,186,645	3,606,029	4,005,159
TOTAL FUND EXPENSES	3,517,880	3,102,770	3,001,797
PROJECTED ENDING CASH BALANCE		503,259	1,003,362
620-SANITATION FUND			
BEGINNING FUND BALANCE	\$	\$ 22,305	\$ 59,476
TOTAL REVENUE:	1,484,072	1,565,047	1,666,207
TOTAL FUNDS AVAILABLE:	1,484,072	1,587,352	1,725,683
TOTAL FUND EXPENSES:	1,422,322	1,527,876	1,688,797
PROJECTED ENDING FUND BALANCE		59,476	36,886

GENERAL FUND

**City of Palestine
Annual Budget 2008-09**

GENERAL FUND

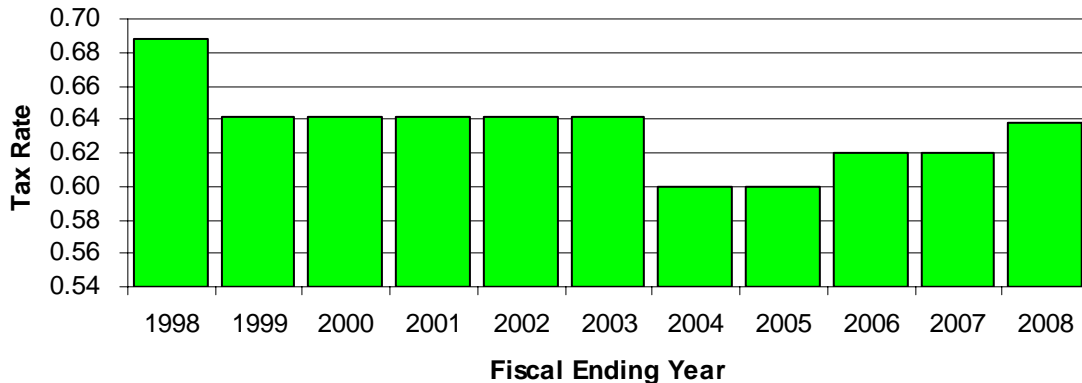
The General Fund is the general operating fund for the City of Palestine and is used to account for all current financial resources not required by law or administrative action to be accounted for in other designated funds. This fund accounts for revenue and expenditures that are related to general government services, including fire and police protection, public works, parks, library, community services, code enforcement, tax and fee collection, finance and administration.

GENERAL FUND REVENUE

Revenues are primarily from property, sales and franchise taxes, fines, fees, grants and earnings on investments. General Fund Revenue is the major source of revenue collection for the City, and it is critical to maintain healthy revenue streams during the course of the operating year. Staff members monitor proposed legislative changes that affect the City's revenue. Property tax is the main source of city revenue and is an ad valorem tax that an owner pays on the value of the property being taxed. The Anderson County Appraisal District performs an independent appraisal of the monetary value for property within the City jurisdiction. A very important benefit of a tax on property is that the revenue always equals the tax levy, unlike income or sales taxes, which can result in shortfalls producing budget deficits. The City Budgeted ad valorem taxes at a rate of \$0.639 per \$100.

Property Taxes

Property Tax History



The City's property tax is levied each October 1 on the certified assessed value as of January 1 for all real and personal property. The appraisal of property is the responsibility of the Anderson County Appraisal District. Appraisals may be challenged through various appeals and, if necessary, legal action. The City is permitted by the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt.

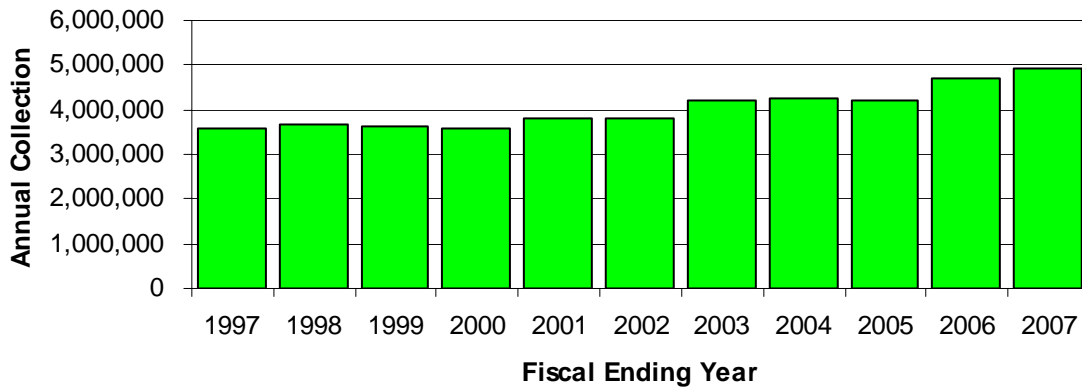
Sales Tax

Texas cities have the option of imposing an additional local sales tax for a combined total of state and local taxes of 8.25%. Sales tax is levied on the sale, lease, or rental of all taxable goods and services within the Palestine city limits. Purchasers of these goods and services pay the tax. Certain foods and drugs as well as governmental purchases are exempted from the sales tax. Sales tax is collected by businesses at the time of the sale and then paid periodically to the Texas

Comptroller of Public Accounts. The Comptroller then remits that portion due to the locality where the business is located.

State law limits the collection of local sales and use tax to no more than 2 percent. The City of Palestine collects 1.25 percent of the total 2 percent local sales tax allowed by Law as revenue for city operation. Sales tax collections are volatile since they are directly related to the status of the local economy.

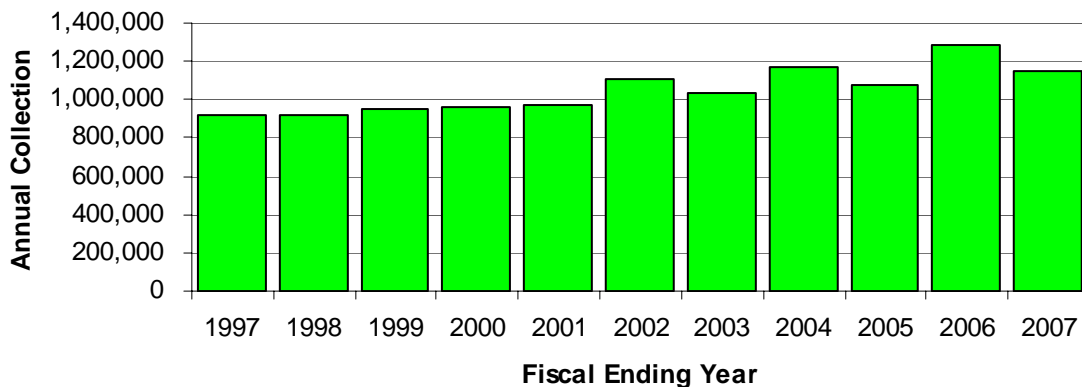
Sales Tax History



Franchise Fees

The City of Palestine maintains non-exclusive franchise agreements with utility systems, which use the City right-of-ways to provide their services. The utilities compensate the City for this privileged use through franchise taxes passed on to users. Their fees are generally based upon a percentage of their gross receipts generated by customers within the City limits. The deregulation of the telecommunication industry established a base fee, which can increase subject to a growth factor.

Franchise Tax History



Other Revenue Sources

There are other sources of revenue which include Licenses and Fees, Permits and Municipal Court Fines. Permits are fees charged for plan review to insure compliance with building codes and the actual inspection to insure compliance. Other fees include charges for services such as

recreational use of the swimming pool and fees for police reports. Municipal Court Fines are levied primarily for violations of local ordinances and traffic offenses. Also, income from interest on investments is accounted for in general fund revenues.

Transfers

Routine transfers into the General fund are budgeted for overhead reimbursement. Staff is limiting the amount of transfer revenue, especially from the enterprise funds. Limiting these transfers will allow the enterprise funds to pay additional debt required for utility capital improvements. The Following is a detail of transfers to the General fund:

Transfers to General Fund

Water Fund		
CO Bond 2008 Reimbursement		143,823
INCODE Maintenance		3,400
Total From Water Fund:	010-4-1942	147,223
Wastewater Fund		
INCODE Maintenance		3,400
Total From Sewer Fund	010-4-1943	3,400
Sanitation Fund		
INCODE Maintenance		1,700
Total From Sanitation Fund	010-4-1945	1,700
Court Technology		
INCODE Maintenance		4,300
Cemetery Fund		
INCODE Maintenance		600
Total From Other Funds	010-4-1955	4,900
Total Transfers to General Fund:		157,223

**GENERAL FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 1,971,788	\$ 3,131,821	\$ 3,131,841
PROPERTY TAX			
010-4-1001 AD VALOREM TAXES	\$ 4,259,397	\$ 4,890,000	\$ 5,123,000
010-4-1002 DELINQUENT TAX REVENUE	207,728	135,000	135,000
010-4-1003 PENALTY & INTEREST TAXES	30,847	76,635	80,000
010-4-1004 TAX ATTORNEY FEES	44,633	50,000	50,000
010-4-1010 CITY SALES TAX	4,921,491	4,026,480	4,271,692
010-4-1011 MIXED DRINK	32,255	24,000	32,000
010-4-1012 CITY SALES TAX - PTR	-	1,006,620	1,067,923
010-4-1040 CASH OVER/SHORT	(131)	-	-
TOTAL PROPERTY TAX	\$ 9,496,220	\$ 10,208,734	\$ 10,759,615
FRANCHISE TAX			
010-4-1101 ELECTRICAL FRANCHISE	742,561	707,322	740,000
010-4-1102 GAS FRANCHISE	157,779	160,000	160,000
010-4-1103 TELEPHONE FRANCHISE	103,839	100,000	100,000
010-4-1104 CABLE TV FRANCHISE	108,189	100,000	100,000
010-4-1105 SANITATION FRANCHISE	33,143	32,000	32,000
TOTAL FRANCHISE TAX	\$ 1,145,511	\$ 1,099,322	\$ 1,132,000
LICENSES AND FEES			
010-4-1202 DOG LICENSE FEE	\$ 40	\$ -	\$ -
010-4-1203 ZONING, SUBDIV, BOA FEES	7,313	6,421	6,500
010-4-1204 FIRE-RE INSPECTION FEES	135	115	-
010-4-1205 ANIMAL SHELTER FEES	1,345	1,500	2,000
010-4-1206 SERVICE FEES	13,353	11,957	14,000
TOTAL LICENSES AND FEES	\$ 22,186	\$ 19,993	\$ 22,500
PERMITS			
010-4-1301 BUILDING PERMIT FEE	\$ 57,686	\$ 50,000	\$ 60,000
010-4-1302 ELECTRICAL PERMIT FEE	10,886	6,000	8,500
010-4-1303 PLUMBING PERMIT FEE	11,614	6,000	8,000
010-4-1304 DAIRY, HEALTH & LIQUOR FEE	11,378	22,000	22,000
010-4-1305 ALARM PERMIT	-	11,125	12,000
010-4-1306 MECHANICAL PERMIT FEE	7,285	6,000	6,000
010-4-1307 FIRE - OPERATION PERMIT	510	500	500
010-4-1308 FIRE - CONSTRUCTION PERMIT	240	500	500
010-4-1310 OTHER PERMITS	411	1,000	300
TOTAL PERMITS	\$ 100,010	\$ 103,124	\$ 117,800
FINES AND WARRANTS			
010-4-1401 MUNICIPAL COURT FINES	\$ 400,191	\$ 400,000	\$ 420,000
010-4-1403 LIBRARY FINES	18,312	21,000	23,000
010-4-1404 WARRANT SERVICE FEES	630	1,500	1,000
010-4-1405 M. C. OMNI FEE	(1,355)	-	-
010-4-1406 COLLECTION FEES	9,306	22,000	22,000
010-4-1407 M.C. FEES FOR STATE	-	-	-
TOTAL FINES AND WARRANTS	\$ 427,084	\$ 444,501	\$ 466,000

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
LEASES AND RENTALS			
010-4-1601 AIRPORT RENTAL FEE	70	-	-
010-4-1602 CINGULAR RENTAL FEE	6,000	6,000	6,000
010-4-1605 OTHER RENTAL & LEASE	30	100	100
TOTAL LEASES AND RENTALS	6,100	6,100	6,100
CHARGES FOR SERVICE			
010-4-1704 TAX CERTIFICATES	\$ 163	\$ 500	\$ -
010-4-1706 SALE OF EQUIPMENT	555	2,000	2,000
010-4-1707 SALE OF MATERIALS & SUPPLIES	-	2,000	2,000
010-4-1725 ATHLETIC FEES	1,425	3,500	3,500
010-4-1726 POOL GATE ADMISSION FEE	-	2,000	2,500
010-4-1727 OTHER CHARGES FOR SERVICE	2,830	2,500	3,000
TOTAL CHARGES FOR SERVICE	\$ 4,973	\$ 12,500	\$ 13,000
OTHER AGENCIES			
010-4-1804 STATE & FEDERAL GRANTS	\$ 28,975	\$ 50,000	\$ 60,000
010-4-1806 COUNTY - LIBRARY	18,750	75,000	75,000
010-4-1822 UNCLAIMED PROPERTY	26,841	-	-
TOTAL OTHER AGENCIES	\$ 74,566	\$ 125,000	\$ 135,000
OTHER INCOME			
010-4-1901 INTEREST ON INVESTMENTS	226,362	180,438	200,000
010-4-1902 INSURANCE RECOVERIES	44,261	25,000	30,000
010-4-1905 OTHER REVENUE INCOME	41,387	51,376	50,000
010-4-1909 HISTORICAL PLAQUES	105	-	-
010-4-1910 LOAN PAYMENTS-INTEREST	621	-	-
010-4-1912 DONATIONS	131	1,885	1,000
010-4-1916 LOT CLEANUP REIMBURSEMENT	1,754	2,500	2,500
010-4-1917 DEMOLITION REMBURSEMENT	4,600	-	-
010-4-1918 LIBRARY REVENUE	5,263	5,000	5,000
010-4-1920 OTHER--CAPPS SETTLEMENT	32,278	-	-
010-4-1922 MAIN STREET DONATIONS	301	115	-
010-4-1942 TRANSFER FROM WATER	332,055	205,826	147,223
010-4-1943 TRANSFER FROM WASTEWATER	364,438	240,611	3,400
010-4-1945 TRANSFER FROM SANITATION	1,700	2,631	1,700
010-4-1955 TRANSFER FROM OTHER FUNDS	94,980	4,900	4,900
TOTAL OTHER INCOME	\$ 1,150,235	\$ 720,283	\$ 445,723
TOTAL REVENUE	\$ 12,426,885	\$ 12,739,556	\$ 13,097,738
TOTAL FUNDS AVAILABLE	\$ 14,398,673	\$ 15,871,377	\$ 16,229,579

ADMINISTRATIVE SERVICES

Administrative Services contains six budgetary departments: City Council, City Manager, City Secretary, Legal, Personnel, and Main Street. The City manager is charged with the direct supervision of these budgetary departments. The following is a summary of these departments:

City Council

Palestine, a community incorporated in 1871, has a population of 17,598. The City of Palestine is primarily responsible for maintaining a safe, pleasant environment within the community by providing effective governance and the efficient delivery of public services. The City of Palestine is a home-rule city operating under the City Charter originally adopted in 1871, with the present changes adopted in August, 1983. The City is operated by a Council-Manager form of government with a Mayor, six Council members and a City Manager. The Council members are elected from six single-member districts, with the Mayor elected at large. The City Council meets in regular sessions at 5:30 p.m. on the 2nd and 4th Monday of each month.

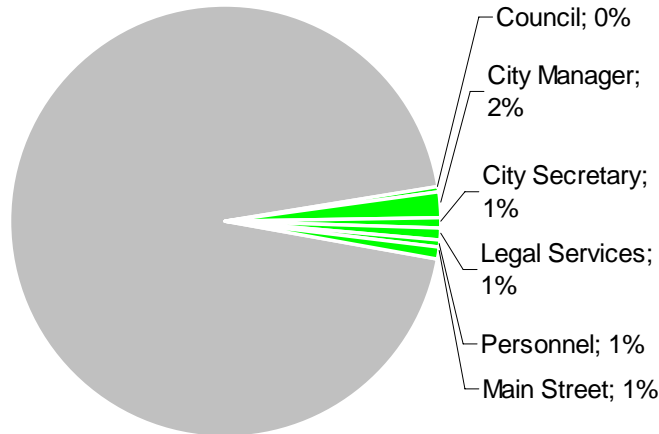
City Manager

The City Manager is the Chief Executive Officer of the City. It is his/her duty, under the City Charter, to execute and implement policies as established by the City Council. He/she is responsible for the overall coordination of the City's governmental activities, for the efficient operation of the City, for management leadership to the staff and organization, and to communicate organizational goals and values to the public.

City Secretary

The City Secretary's Office is responsible for a broad range of administrative and clerical support for city departments and the public. The City Secretary attends all meetings of the City Council, prepares and maintains

Administration Expenditures Related to the General Fund



minutes, ordinances, resolutions, contracts, deeds, easements, and other official documents. Alcoholic beverage, itinerant vendor, peddler, and handbill permits are also issued by this office. As Legal Registrar of Vital Statistics, the City Secretary's Office records and furnishes certificates of all deaths and births within the corporate city limits. Cemetery lots are sold and burial records are maintained by this office. As Election Administrator, the City Secretary is responsible for all city elections. The City Secretary's Office acts as a public information center to visitors upon entering City Hall and through the operation of the city telephone system. Records requested under the Public Information Act are coordinated by the City Secretary.

Legal

Under a contract basis, the City Attorney provides the City Council and staff legal guidance and assistance, drafts ordinances and resolutions, and represents the City in all legal matters. He/she also is the Chief Legal Advisor for the City Council, all City departments, boards, and commissions and is responsible for the preparation and prosecution of all cases in Municipal Court, securing rights-of-way and any other legal activities as may be required.

Personnel

The Personnel Department is responsible for administering and enforcing the personnel ordinances and policies of the

City and applicable federal and state laws and regulations.

The personnel function includes everything that affects municipal employees. It covers a wide variety of activities, including recruiting job applicants; keeping records of all personnel actions, such as promotions or demotions, and transfers.

Main Street - Historic Preservation

Palestine was designated as a provisional Texas Main Street city in 2006 by the Texas

Historical Commission. The premise of the Main Street program is that economic revitalization can take place within the context of historic preservation. By following an approach that focuses on organization, promotion, design, and economic restructuring, the program promotes and encourages community involvement, historic preservation, business recruitment and retention, tourism, and the general revitalization of the downtown area.

Budget Changes for FYE 2009

- Council is maintaining a travel and training limit of \$2,000 per member and is itemized by council position within the budget. The Total travel and training line item for Council is \$14,000.
- Items within the Community Service Division were related to rental agreements and maintenance of city facilities. These appropriations were reallocated to the Facility Maintenance Division.
- Increase cost in ordinance codification was funded due to the frequency of information needing to be codified. An additional \$5,000 was added to the current budget to cover additional codifications.
- Appropriations for historic preservation were reallocated to the Main Street Division in the 2008 budget. Funding for historic preservation programs continue under the Main Street Division, including CLG Funding.
- Consulting services under the City Manager Division is reduced as planning assistance for the zoning ordinance re-write is completed under the prior fiscal year.

**ADMINISTRATIVE SERVICES
SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS**

Account No.	Line Item Request	Program Cost
010-5-120-3026	Codification	5,000
		\$ 5,000

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
City Manager	1.0	1.0	1.0
City Secretary	1.0	1.0	1.0
Human Resource Manager	1.0	1.0	1.0
Main Street Manager	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Total Department:	5.0	5.0	5.0

CITY COUNCIL

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-100-1010 SALARIES	\$ 6,000	\$ 6,000	\$ 6,000
010-5-100-1033 CAR ALLOWANCE	6,600	6,600	6,600
010-5-100-1040 SOCIAL SECURITY	963	965	964
010-5-100-1061 WORKER'S COMPENSATION	17	218	217
TOTAL PERSONNEL	\$ 13,581	\$ 13,783	\$ 13,781
SUPPLIES AND MATERIALS			
010-5-100-2010 OFFICE SUPPLIES	\$ 90	\$ -	\$ 50
010-5-100-2020 POSTAGE	-	-	50
TOTAL SUPPLIES AND MATERIALS	\$ 90	\$ -	\$ 100
SERVICES			
010-5-100-3040 COMMUNICATIONS	\$ 317	\$ -	\$ -
010-5-100-3080 MEMBERSHIP / SUBSCRIPTION	3,956	5,998	6,000
010-5-100-3082 TRAVEL AND TRAINING	13,383	16,001	-
010-5-100-3082.POSITION 1 TRAVEL	-	-	2,000
010-5-100-3082.POSITION 2 TRAVEL	-	-	2,000
010-5-100-3082.POSITION 3 TRAVEL	-	-	2,000
010-5-100-3082.POSITION 4 TRAVEL	-	-	2,000
010-5-100-3082.POSITION 5 TRAVEL	-	-	2,000
010-5-100-3082.POSITION 6 TRAVEL	-	-	2,000
010-5-100-3082.MAYOR POSITION TRAVEL	-	-	2,000
010-5-100-3110 ADVERTISING	-	438	1,500
TOTAL SERVICES	\$ 17,655	\$ 22,437	\$ 21,500
SUNDRY			
010-5-100-5070 ADVERTISING AND PROMOTION	\$ 65	\$ 62	\$ -
010-5-100-5200 FOOD	-	1,602	2,500
TOTAL SUNDRY	65	1,665	2,500
TOTAL CITY COUNCIL	\$ 31,391	\$ 37,884	\$ 37,881

CITY MANAGER

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-110-1010 SALARIES	\$ 145,320	\$ 139,680	\$ 142,142
010-5-110-1015 DIFFERED COMPENSATION	8,085	8,086	8,085
010-5-110-1030 LONGEVITY	603	288	432
010-5-110-1031 INCENTIVE	525	375	1,300
010-5-110-1033 CAR ALLOWANCE	6,500	6,000	6,000
010-5-110-1040 SOCIAL SECURITY	10,579	11,786	12,084
010-5-110-1050 HEALTH INSURANCE	23,837	21,180	26,452
010-5-110-1060 UNEMPLOYMENT INSURANCE	3,407	3,544	3,633
010-5-110-1061 WORKER'S COMPENSATION	428	602	618
010-5-110-1070 RETIREMENT	20,319	20,613	22,904
TOTAL PERSONNEL	\$ 219,602	\$ 212,153	\$ 223,650
SUPPLIES AND MATERIALS			
010-5-110-2010 OFFICE SUPPLIES	\$ 7,326	\$ 1,404	\$ 6,000
010-5-110-2020 POSTAGE	229	774	300
TOTAL SUPPLIES AND MATERIALS	\$ 7,555	\$ 2,179	\$ 6,300
SERVICES			
010-5-110-3031 CONSULTANT SERVICES	\$ -	\$ 8,100	\$ -
010-5-110-3040 COMMUNICATIONS	5,057	3,633	6,000
010-5-110-3080 MEMBERSHIP / SUBSCRIPTION	4,499	2,654	3,700
010-5-110-3082 TRAVEL AND TRAINING	4,993	3,584	4,200
TOTAL SERVICES	\$ 14,549	\$ 17,971	\$ 13,900
SUNDRY			
010-5-110-5200 FOOD	\$ -	\$ 501	\$ 500
TOTAL SUNDRY	\$ -	\$ 501	\$ 500
TOTAL CITY MANAGER	\$ 241,706	\$ 232,803	\$ 244,350

CITY SECRETARY

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-120-1010 SALARIES	\$ 67,837	\$ 44,678	\$ 46,010
010-5-120-1030 LONGEVITY	861	288	360
010-5-120-1031 INCENTIVE	175	375	1,300
010-5-120-1040 SOCIAL SECURITY	5,097	3,440	3,647
010-5-120-1050 HEALTH INSURANCE	9,213	5,340	8,292
010-5-120-1060 UNEMPLOYMENT INSURANCE	1,524	1,034	1,096
010-5-120-1061 WORKER'S COMPENSATION	197	176	186
010-5-120-1070 RETIREMENT	9,069	6,017	6,912
TOTAL PERSONNEL	\$ 93,972	\$ 61,347	\$ 67,803
SUPPLIES AND MATERIALS			
010-5-120-2010 OFFICE SUPPLIES	\$ 1,998	\$ 2,001	\$ 2,000
010-5-120-2020 POSTAGE	357	400	650
010-5-120-2060 PUBLICATIONS	-	48	1,600
010-5-120-2084 ELECTION EQUIPMENT	8,034	-	3,700
TOTAL SUPPLIES AND MATERIALS	\$ 10,389	\$ 2,449	\$ 7,950
SERVICES			
010-5-120-3026 CODIFICATION	\$ 5,818	\$ 9,908	\$ 10,000
010-5-120-3027 RECORDS MANAGEMENT	7,094	6,501	3,200
010-5-120-3040 COMMUNICATIONS	3,468	5,501	5,500
010-5-120-3080 MEMBERSHIP / SUBSCRIPTION	-	43	-
010-5-120-3082 TRAVEL AND TRAINING	3,596	3,601	3,600
010-5-120-3110 ADVERTISING	7,019	4,001	4,000
010-5-120-3220 INSURANCE AND BONDS	-	100	100
TOTAL SERVICES	\$ 26,995	\$ 29,654	\$ 26,400
TOTAL CITY SECRETARY	\$ 131,357	\$ 93,450	\$ 102,153

LEGAL SERVICES

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
010-5-130-3010 LEGAL SERVICES	\$ 135,266	\$ 100,001	\$ 100,000
010-5-130-3011 LITIGATION	-	-	10,000
TOTAL SERVICES	\$ 135,266	\$ 100,001	\$ 110,000
TOTAL LEGAL	\$ 135,266	\$ 100,001	\$ 110,000

PERSONNEL

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-140-1010 SALARIES	\$ 32,639	\$ 35,045	\$ 40,568
010-5-140-1030 LONGEVITY	63	144	216
010-5-140-1031 INCENTIVES	-	-	1,000
010-5-140-1040 SOCIAL SECURITY	2,450	2,692	3,197
010-5-140-1050 HEALTH INSURANCE	5,688	5,341	6,086
010-5-140-1060 UNEMPLOYMENT INSURANCE	706	810	961
010-5-140-1061 WORKER'S COMPENSATION	93	139	164
010-5-140-1070 RETIREMENT	4,273	4,709	6,058
010-5-140-1090 EMPLOYEE APPRECIATION	5,503	5,287	5,000
TOTAL PERSONNEL	\$ 51,414	\$ 54,166	\$ 63,250
SUPPLIES AND MATERIALS			
010-5-140-2010 OFFICE SUPPLIES	\$ 318	\$ 180	\$ 700
010-5-140-2020 POSTAGE	173	401	400
TOTAL SUPPLIES AND MATERIALS	\$ 491	\$ 581	\$ 1,100
SERVICES			
010-5-140-3030 PROFESSIONAL SERVICES	\$ -	\$ (58)	\$ -
010-5-140-3032 SPECIAL STUDIES	2,527	2,400	2,400
010-5-140-3035 MEDICAL/DOCTOR-HOSPITAL	7,049	4,007	5,000
010-5-140-3040 COMMUNICATIONS	1,671	1,500	1,500
010-5-140-3080 MEMBERSHIP / SUBSCRIPTION	2,265	2,694	2,700
010-5-140-3082 TRAVEL AND TRAINING	2,240	1,500	2,500
010-5-140-3110 ADVERTISING	4,083	3,800	3,800
010-5-140-3112 PRINTING SERVICES	265	1,500	1,500
010-5-140-3330 CONTRACT SERVICES	61	500	500
TOTAL SERVICES	\$ 20,160	\$ 17,845	\$ 19,900
MAINTENANCE & REPAIR			
010-5-140-4120 EQUIPMENT & MACHINERY	\$ 70	\$ -	\$ 100
TOTAL MAINTENANCE & REPAIR	\$ 70	\$ -	\$ 100
TOTAL PERSONNEL	\$ 72,135	\$ 72,592	\$ 84,350

COMMUNITY SERVICES

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
010-5-150-3320 RENTAL OF REAL ESTATE	\$ 10,313	\$ -	\$ -
010-5-150-3512 REAGAN HIGH BLDG.	13,852	-	-
TOTAL SERVICES	\$ 24,165	\$ -	\$ -
TOTAL COMMUNITY SERVICES	\$ 24,165	\$ -	\$ -

MAIN STREET

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-160-1010 SALARIES	\$ 37,289	\$ 54,964	\$ 57,054
010-5-160-1030 LONGEVITY	-	24	144
010-5-160-1040 SOCIAL SECURITY	2,777	4,205	4,376
010-5-160-1050 HEALTH INSURANCE	4,048	9,960	6,086
010-5-160-1060 UNEMPLOYMENT INSURANCE	788	1,264	1,316
010-5-160-1061 WORKER'S COMPENSATION	107	215	224
010-5-160-1070 RETIREMENT	4,849	7,354	8,294
TOTAL PERSONNEL	\$ 49,858	\$ 77,986	\$ 77,494
SUPPLIES AND MATERIALS			
010-5-160-2010 OFFICE SUPPLIES	\$ 2,163	\$ 2,500	\$ 2,500
010-5-160-2020 POSTAGE	311	5,569	1,900
010-5-160-2080 SMALL TOOLS AND EQUIPMENT	322	681	100
TOTAL SUPPLIES AND MATERIALS	\$ 2,797	\$ 8,750	\$ 4,500
SERVICES			
010-5-160-3031 CONSULTANT SERVICES	\$ -	\$ 17,800	\$ 8,700
010-5-160-3040 COMMUNICATIONS	3,150	2,227	1,200
010-5-160-3080 MEMBERSHIP / SUBSCRIPTION	1,087	1,664	1,400
010-5-160-3082 TRAVEL AND TRAINING	3,376	8,000	8,000
010-5-160-3110 ADVERTISING	125	2,500	2,500
010-5-160-3112 PRINTING SERVICES	-	2,000	2,000
010-5-160-3330 CONTRACT SERVICES	-	-	-
TOTAL SERVICES	\$ 7,738	\$ 34,192	\$ 23,800
MAINTENANCE & REPAIR			
010-5-160-4120 EQUIPMENT & MACHINERY	\$ 1,186	\$ -	\$ -
TOTAL MAINTENANCE & REPAIR	\$ 1,186	\$ -	\$ -
MAINTENANCE - EQUIPMENT			
010-5-160-4510 EQUIPMENT MAINTENANCE	\$ -	\$ 1,000	\$ -
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 1,000	\$ -
TOTAL MAIN STREET	\$ 61,578	\$ 121,928	\$ 105,794

FINANCE

Finance contains six budgetary departments: Accounting, Purchasing, Warehouse, Municipal Court, Customer Service, and Management Information Systems. The Finance Department also handles the Internal Service department, but this unit has a limited function and is not considered a conventional staffed department. The City Finance Director is charged with the direct supervision of these budgetary departments. The following is a summary of these departments:

Accounting

The Accounting Department is responsible for coordinating and maintaining comprehensive management of the City's financial activities to ensure proper use and investment of City funds. The department also provides financial information to management and the various departments of the City through the additional functions of accounts payable, payroll, and financial reporting. Accounting is responsible for preparation of the City's annual operating budget and comprehensive annual financial report.

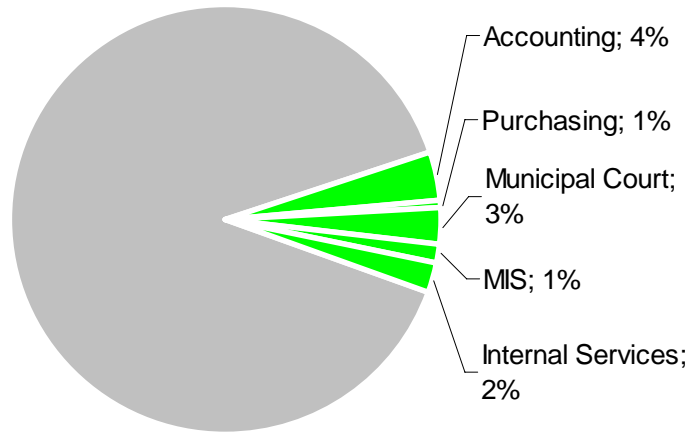
Purchasing

The Purchasing Department is a centralized purchasing office that provides an efficient, economical and effective method of acquiring goods and services to meet the needs of City departments, while insuring a fair and competitive bidding process with equal opportunity for all interested vendors. The Department supervises the bidding process, and ensures that various departments follow the Purchasing Guidelines approved by the City Council. The Purchasing Agent is also responsible for the central warehouse, auctions of surplus materials, vehicle registration, and performs special projects for finance and the City Manager.

Warehouse

This fund is to provide storage and inventory control of supplies the City uses on a continual basis. The funds for payment of these supplies are budgeted in the individual

Financial Expenditures Related to the General Fund



departments and are charged against the department on a monthly basis as supplies are used.

Customer Service

This department records bills and collects for water/wastewater services rendered by the City thereby providing adequate operating funds. Deposits, payments, delinquent notices, customer inquiries, drafts and transfers of services and adjustments are the responsibility of the customer service representatives.

Municipal Court

The City of Palestine Municipal Court's primary function is to process all Class "C" Criminal charges filed by the Police Division, Fire Marshals and Code Enforcement Officers. These include charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code and Palestine Code of Ordinances.

Management Information Systems

This department is responsible for all information processing requirements for all City departments. This includes maintenance of hardware and software as well as supporting computer users with training and technical assistance. This department supports all mid-range and PC computer equipment in use by City departments.

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Finance Director	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	0.0
Senior Accountant	0.0	0.0	1.0
Accountant I	1.0	1.0	1.0
Accounting Clerk II	1.0	1.0	1.0
Purchasing Agent	1.0	1.0	1.0
Warehouse Specialist	1.0	1.0	1.0
Court/Customer Service Administrator	1.0	1.0	0.0
Court Administrator	0.0	0.0	1.0
Court Judge	0.0	0.0	0.5
Prosecutor	0.0	0.0	0.5
Court Bailiff	0.0	0.0	0.5
Court Clerk II	1.0	1.0	1.0
Court Clerk I	1.0	1.0	1.0
City Marshall	1.0	1.0	1.0
Customer Service Supervisor	1.0	1.0	1.0
Customer Service Coordinator	1.0	1.0	0.0
Cashier Clerk II	1.0	1.0	1.0
Casher Clerk I	1.0	1.0	1.0
Casher Clerk I (part-time)	0.5	0.5	0.5
Meter Reader	2.0	2.0	2.0
Total Department:	16.5	16.5	17.0

Budget Changes for FYE 2009

- The Assistant Finance Director retired in fiscal year ending 2008 and the Accounting department has reorganized this position as a Senior Accountant.
- Transfer of the Customer Service Coordinator to Development Services. In an effort to provide better logistical support, the Customer Service Coordinator position was transferred from Customer Service division of the Water Fund to directly assist Code Enforcement. This position will continue as the main receptionist for City Hall.
- Once considered contract labor, the Court Judge, Prosecutor and Court Bailiff are regarded as employees, as required by the Internal Revenue Service.
- An Increase of \$5,000 is provided as a transfer from the General Fund to the Airport Fund. The Airport Fund obtains the majority of revenue from aviation fuel sales; however additional funding is needed to cover operating cost.

Transfers from General Fund

Equipment Replacement		
INCODE Lease Payment	010-5-260-9510	38,913
MS Exchange (GE Lease)	010-5-260-9510	7,416
Email Server (2006)	010-5-260-9510	3,612
Airport		
Operational Support	010-5-270-9012	25,000
Total From General Fund:		<u>74,941</u>

ACCOUNTING

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-210-1010 SALARIES	\$ 172,062	\$ 196,456	\$ 190,161
010-5-210-1012 TEMPORARY EMPLOYMENT	-	2,219	-
010-5-210-1020 OVERTIME	1,174	281	1,000
010-5-210-1030 LONGEVITY	3,540	3,528	1,872
010-5-210-1040 SOCIAL SECURITY	12,925	15,490	14,882
010-5-210-1050 HEALTH INSURANCE	25,043	23,304	40,842
010-5-210-1060 UNEMPLOYMENT INSURANCE	3,831	4,657	4,474
010-5-210-1061 WORKER'S COMPENSATION	502	792	761
010-5-210-1070 RETIREMENT	22,695	27,092	28,207
TOTAL PERSONNEL	\$ 241,773	\$ 273,820	\$ 282,199
SUPPLIES AND MATERIALS			
010-5-210-2010 OFFICE SUPPLIES	\$ 4,000	\$ 3,500	\$ 4,000
010-5-210-2020 POSTAGE	2,392	2,600	2,600
TOTAL SUPPLIES AND MATERIALS	\$ 6,392	\$ 6,100	\$ 6,600
SERVICES			
010-5-210-3020 AUDITS, CONTRACTS, SPECIAL	\$ 68,478	\$ 88,032	\$ 60,000
010-5-210-3021 APPRASIAL DISTRICT	84,365	84,500	85,000
010-5-210-3030 PROFESSIONAL SERVICES	43,378	39,563	20,000
010-5-210-3031 CONSULTANT SERVICES	-	3,727	-
010-5-210-3040 COMMUNICATIONS	3,707	2,204	5,000
010-5-210-3050 UTILITIES - ELECTRIC	-	4,361	-
010-5-210-3080 MEMBERSHIP / SUBSCRIPTION	495	369	1,000
010-5-210-3082 TRAVEL AND TRAINING	4,023	2,154	6,000
010-5-210-3110 ADVERTISING	-	1,000	1,000
010-5-210-3112 PRINTING SERVICES	154	400	900
010-5-210-3210 FINANCIAL SERVICE CHARGE	16,820	10,000	10,000
TOTAL SERVICES	\$ 221,420	\$ 236,310	\$ 188,900
MAINTENANCE - EQUIPMENT			
010-5-210-4510 EQUIPMENT MAINTENANCE	\$ 95	\$ 125	\$ 200
TOTAL MAINTENANCE - EQUIPMENT	95	125	200
TOTAL ACCOUNTING	\$ 469,680	\$ 516,354	\$ 477,899

PURCHASING

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-230-1010 SALARIES	\$ 38,850	\$ 41,445	\$ 43,053
010-5-230-1030 LONGEVITY	1,875	1,872	1,944
010-5-230-1040 SOCIAL SECURITY	3,084	3,314	3,442
010-5-230-1050 HEALTH INSURANCE	5,822	5,340	6,086
010-5-230-1060 UNEMPLOYMENT INSURANCE	890	996	1,035
010-5-230-1061 WORKER'S COMPENSATION	131	169	176
010-5-230-1070 RETIREMENT	5,382	5,796	6,525
TOTAL PERSONNEL	\$ 56,034	\$ 58,933	\$ 62,261
SUPPLIES AND MATERIALS			
010-5-230-2010 OFFICE SUPPLIES	\$ 455	\$ 801	\$ 800
010-5-230-2020 POSTAGE	253	350	350
TOTAL SUPPLIES AND MATERIALS	\$ 708	\$ 1,151	\$ 1,150
SERVICES			
010-5-230-3040 COMMUNICATIONS	\$ 1,747	\$ 1,701	\$ 1,700
010-5-230-3050 UTILITIES - ELECTRIC	-	475	475
010-5-230-3080 MEMBERSHIP / SUBSCRIPTION	590	940	940
010-5-230-3082 TRAVEL AND TRAINING	1,265	1,500	1,500
010-5-230-3110 ADVERTISING	380	950	1,000
TOTAL SERVICES	\$ 3,981	\$ 5,566	\$ 5,615
MAINTENANCE & REPAIR			
010-5-230-4120 EQUIPMENT & MACHINERY	\$ 95	\$ 100	\$ 100
TOTAL MAINTENANCE & REPAIR	\$ 95	\$ 100	\$ 100
TOTAL PURCHASING	\$ 60,819	\$ 65,750	\$ 69,126

MUNICIPAL COURT

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-250-1010 SALARIES	\$ 127,242	\$ 140,189	\$ 202,072
010-5-250-1020 OVERTIME	1,460	2,863	500
010-5-250-1030 LONGEVITY	3,036	3,168	3,384
010-5-250-1031 INCENTIVE	1,300	3,600	-
010-5-250-1040 SOCIAL SECURITY	9,813	11,005	15,756
010-5-250-1050 HEALTH INSURANCE	25,893	21,360	26,550
010-5-250-1060 UNEMPLOYMENT INSURANCE	2,866	3,309	4,737
010-5-250-1061 WORKER'S COMPENSATION	1,394	1,955	4,405
010-5-250-1070 RETIREMENT	17,364	19,248	21,799
TOTAL PERSONNEL	\$ 190,369	\$ 206,698	\$ 279,203
SUPPLIES AND MATERIALS			
010-5-250-2010 OFFICE SUPPLIES	\$ 1,356	\$ 1,701	\$ 1,700
010-5-250-2020 POSTAGE	1,422	1,501	1,500
010-5-250-2040 UNIFORMS AND APPAREL	433	751	750
010-5-250-2060 PUBLICATIONS	-	400	400
010-5-250-2070 GASOLINE AND OIL	1,577	1,500	2,000
TOTAL SUPPLIES AND MATERIALS	\$ 4,789	\$ 5,852	\$ 6,350
SERVICES			
010-5-250-3015 MUNICIPAL COURT JUDGE	\$ 40,620	\$ 40,620	\$ -
010-5-250-3016 JURY EXPENSE	1,854	1,500	1,500
010-5-250-3017 MUNICIPAL PROSECUTORS	17,400	12,000	-
010-5-250-3040 COMMUNICATIONS	2,370	3,001	3,500
010-5-250-3082 TRAVEL AND TRAINING	3,476	5,250	5,000
010-5-250-3110 ADVERTISING	-	250	250
010-5-250-3112 PRINTING SERVICES	1,514	1,500	1,500
010-5-250-3220 INSURANCE AND BONDS	71	80	80
010-5-250-3330 CONTRACT SERVICES	48,036	56,575	56,575
TOTAL SERVICES	\$ 115,341	\$ 120,776	\$ 68,405
MAINTENANCE & REPAIR			
010-5-250-4110 MOTOR VEHICLES	\$ 526	\$ 800	\$ 1,000
010-5-250-4120 EQUIPMENT & MACHINERY	490	1,000	1,000
TOTAL MAINTENANCE & REPAIR	\$ 1,016	\$ 1,801	\$ 2,000
MAINTENANCE - EQUIPMENT			
010-5-250-4520 SOFTWARE MAINTENANCE	\$ 47	\$ 700	\$ 700
TOTAL MAINTENANCE - EQUIPMENT	\$ 47	\$ 700	\$ 700
EQUIPMENT			
010-5-250-8010 OFFICE EQUIPMENT	\$ 468	\$ -	\$ -
TOTAL EQUIPMENT	\$ 468	\$ -	\$ -
TOTAL MUNICIPAL COURT	\$ 312,029	\$ 335,826	\$ 356,658

MANAGEMENT INFORMATION SYSTEMS (MIS)

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SUPPLIES AND MATERIALS			
010-5-260-2010 OFFICE SUPPLIES	\$ 14,415	\$ 5,865	\$ 5,000
010-5-260-2020 POSTAGE	7	500	1,000
TOTAL SUPPLIES AND MATERIALS	\$ 14,422	\$ 6,365	\$ 6,000
SERVICES			
010-5-260-3040 COMMUNICATIONS	\$ 869	\$ 2,000	\$ 2,000
010-5-260-3042 INTERNET SERVICES	2,599	5,000	5,000
010-5-260-3082 TRAVEL AND TRAINING	-	-	-
010-5-260-3310 EQUIPMENT LEASE	-	18,261	-
010-5-260-3330 CONTRACT SERVICES	54,358	52,000	52,000
TOTAL SERVICES	\$ 57,825	\$ 77,262	\$ 59,000
MAINTENANCE & REPAIR			
010-5-260-4120 EQUIPMENT & MACHINERY	\$ 32,863	\$ 11,243	\$ 25,000
TOTAL MAINTENANCE & REPAIR	\$ 32,863	\$ 11,243	\$ 25,000
MAINTENANCE - EQUIPMENT			
010-5-260-4520 SOFTWARE MAINTENANCE	\$ 63,035	\$ 49,483	\$ 32,440
TOTAL MAINTENANCE - EQUIPMENT	\$ 63,035	\$ 49,483	\$ 32,440
EQUIPMENT			
010-5-260-8015 COMPUTER EQUIPMENT	\$ 18,582	\$ 20,000	\$ 20,000
TOTAL EQUIPMENT	\$ 18,582	\$ 20,000	\$ 20,000
INTERFUND ACTIVITY			
010-5-260-9510 EQUIP. PURCHASE CONTRIBUTION	\$ 46,320	\$ 49,941	\$ 49,941
TOTAL INTERFUND ACTIVITY	\$ 46,320	\$ 49,941	\$ 49,941
TOTAL MIS	\$ 233,047	\$ 214,294	\$ 192,381

INTERNAL SERVICES

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SUPPLIES AND MATERIALS			
010-5-270-2020 POSTAGE	\$ -	\$ 4,000	\$ 2,000
010-5-270-2200 OTHER	-	20,000	-
TOTAL SUPPLIES AND MATERIALS	\$ -	\$ 24,000	\$ 2,000
SERVICES			
010-5-270-3020 AUDITS, CONTRACTS, SPECIAL	\$ -	\$ -	\$ -
010-5-270-3200 OTHER	27,895	17,704	28,000
010-5-270-3210 FINANCIAL SERVICE CHARGE	-	1,200	-
010-5-270-3211 INVESTMENT SERVICE CHARGE	2,769	2,167	5,000
010-5-270-3220 INSURANCE AND BONDS	117,179	152,519	170,000
010-5-270-3310 EQUIPMENT RENTAL / LEASE	6,684	1,730	-
TOTAL SERVICES	\$ 154,527	\$ 175,321	\$ 203,000
CAPITAL OUTLAY			
010-5-270-7452 CAPGEMINI BLDG. CASH	\$ 60,000	\$ 60,000	\$ 60,000
TOTAL CAPITAL OUTLAY	\$ 60,000	\$ 60,000	\$ 60,000
INTERFUND ACTIVITY			
010-5-270-9012 TRSF TO AIRPORT FUND	\$ 129,377	\$ 20,000	\$ 25,000
010-5-270-9075 TRSF TO OTHER FUNDS	13,000	145,833	-
TOTAL INTERFUND ACTIVITY	\$ 142,377	\$ 165,833	\$ 25,000
TOTAL INTERNAL SERVICES	\$ 356,904	\$ 425,154	\$ 290,000

PUBLIC SAFETY

Public Safety contains seven budgetary departments: Police Administration, Police Patrol, Police Criminal Investigation (CID), Communications, Fire Administration, Fire Suppression and Emergency Management. The following is a summary of these departments:

Police Administration

Police Administration provides overall leadership and direction and is responsible for the promulgation of policies and procedures that govern the operations and personnel activities of the entire department.

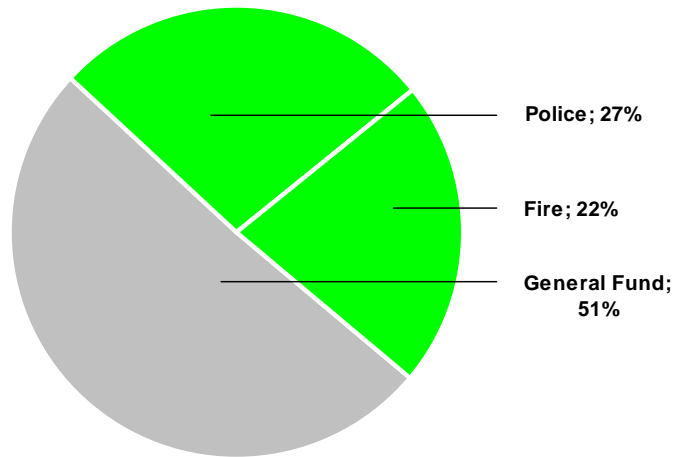
Police Patrol

The Patrol Division is comprised of patrol officers assigned to four, eight-hour shifts. The division is commanded by the Assistant Chief of Police with each of the four shifts under the direct supervision of a Sergeant. The responsibilities of the Patrol Division include but are not limited to responding to calls for service, enforcement of criminal and traffic laws and the apprehension of criminal offenders. The Patrol Division is the direct link to the citizens of Palestine. Each officer has the responsibility of engaging in problem-solving techniques that are tailored to the needs of our community.

Police CID

The Detective Division is charged with conducting investigations resulting from criminal offenses reported within the city. In an average year the division receives just fewer than 4,000 cases, approximately 2,800 are sufficient for continued investigation. The division consists of five investigators and a supervisor. The division provides training in promising innovative approaches and technology. The division is the link between the department and the Prosecutor's office, preparing and presenting cases for prosecution. The division provides support services to other city agencies as well as other law enforcement agencies.

Public Safety Expenditures Related to the General Fund



Animal Control

This department enhances the quality of life in Palestine through appropriate responses and enforcement of laws and ordinances regarding animals within the city limits.

Communications

Communications is responsible for communications within the City Police and between the police and the public as well as other forces. The Communication department is considered the first responders for city wide emergencies.

Fire Administration

The purpose of this program is to save lives and protect the property of citizens through fire protection efforts and general education of the public. Suppression, inspections, investigations, and answering complaints for the prevention and correction of fire hazards are included in this program.

Fire Suppression

The purpose of this program is to save lives and protect the property of citizens through fire protection efforts and general education of the public. Suppression, inspection, investigations, and answering complaints for the prevention and correction of fire hazards are included in this program. Fire Suppression is considered the heart of the fire department operation with the majority of fire department positions and specialized equipment being funded from this division.

Emergency Management

The purpose of the training division of the Fire Department is to provide continuing education for the firefighters so they will be better prepared to meet the challenges of serving our citizens, and to maintain a current firefighter certification essential to the "Texas Commission on Fire Protection."

Our Emergency Management department keeps the "Palestine Emergency Operations Plan" updated as required by FEMA. We conduct annual response exercises (drills) with a strong emphasis on hazardous materials transported and stored within the city limits.

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Police Chief	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	2.0
Animal Control Officer	0.0	0.0	2.0
Assistant Police Chief	1.0	0.0	0.0
Dispatch Supervisor	1.0	1.0	1.0
Dispatcher	4.0	4.0	4.0
Dispatcher (part-time)	0.0	1.0	1.0
Police Corporal	5.0	4.0	4.0
Police Lieutenant	1.0	2.0	2.0
Police Officer	22.0	22.0	22.0
Police Record Clerk	1.0	1.0	1.0
Police Sergeant	7.0	7.0	7.0
Property Room Technician	0.0	1.0	1.0
Property Room Technician (part-time)	0.5	0.5	0.5
Total Police:	45.5	46.5	48.5
Fire Chief	1.0	1.0	1.0
Emergency Manager	1.0	1.0	1.0
Fire Battalion Chief	3.0	3.0	3.0
Fire Captain	3.0	3.0	3.0
Fire Driver	6.0	6.0	6.0
Fire Lieutenant	3.0	3.0	3.0
Fire Marshall	1.0	1.0	1.0
Firefighter	21.0	21.0	21.0
Total Fire:	39.0	39.0	39.0

Budget Changes for FYE 2009

- The animal control division (840) is transferred to the police department budget and operation as division (340). The police department will allocate two full-time animal control officers and will directly assist in suppressing the use and abuse of animals for criminal purposes.
- The Fire department will replace two ten year old Crown Victoria emergency response vehicles for two light trucks for improved functional use for the Fire Chief and Emergency Manager. The vehicles will be funded through a five year lease purchase.
- The police will add three Tahoe's to the patrol fleet. The larger vehicle will better accommodate the necessary equipment used for patrol activities. The Tahoe ground clearance and heavy duty frame should allow an additional year of service. The vehicles will be funded through a five year lease purchase.
- The Emergency Manager will operate from Communications, headquartered in the police department building, in an effort to provide better efficiency during an emergency.
- The fire department will replace existing bunker gear as required by safety regulations.
- Firefighter pay is adjusted subsequent to a market salary analysis.

POLICE ADMINISTRATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-310-1010 SALARIES	\$ 251,586	\$ 229,682	\$ 243,624
010-5-310-1020 OVERTIME	17,713	5,634	-
010-5-310-1030 LONGEVITY	4,854	2,088	3,168
010-5-310-1031 INCENTIVE	16,096	13,560	9,438
010-5-310-1034 UNIFORM ALLOWANCE	1,625	2,221	7,750
010-5-310-1038 CAR ALLOWANCE	2,600	-	-
010-5-310-1040 SOCIAL SECURITY	21,264	18,905	20,194
010-5-310-1050 HEALTH INSURANCE	52,314	46,164	35,172
010-5-310-1060 UNEMPLOYMENT INSURANCE	6,569	5,684	6,072
010-5-310-1061 WORKER'S COMPENSATION	8,890	9,502	10,106
010-5-310-1070 RETIREMENT	38,899	33,066	38,277
TOTAL PERSONNEL	\$ 422,409	\$ 366,506	\$ 373,801
SUPPLIES AND MATERIALS			
010-5-310-2010 OFFICE SUPPLIES	\$ 169	\$ 956	\$ 1,400
010-5-310-2020 POSTAGE	238	450	450
010-5-310-2030 JANITORIAL SUPPLIES	60	65	65
010-5-310-2040 UNIFORMS AND APPAREL	456	1,600	-
010-5-310-2063 SPECIAL ACTIVITIES	1,981	2,000	2,500
010-5-310-2070 GASOLINE AND OIL	5,629	3,200	4,000
010-5-310-2080 SMALL TOOLS AND EQUIPMENT	137	325	325
TOTAL SUPPLIES AND MATERIALS	\$ 8,669	\$ 8,595	\$ 8,740
SERVICES			
010-5-310-3030 PROFESSIONAL SERVICES	\$ 44,614	\$ 24,203	\$ 2,800
010-5-310-3040 COMMUNICATIONS	3,951	5,000	5,000
010-5-310-3080 MEMBERSHIPS / SUBSCRIPTION	350	1,000	1,000
010-5-310-3082 TRAVEL AND TRAINING	2,708	5,000	5,000
010-5-310-3112 PRINTING SERVICES	130	570	570
010-5-310-3220 INSURANCE AND BONDS	-	71	71
TOTAL SERVICES	\$ 51,752	\$ 35,844	\$ 14,441
MAINTENANCE & REPAIR			
010-5-310-4110 MOTOR VEHICLES	\$ 1,420	\$ 2,500	\$ 2,500
010-5-310-4120 EQUIPMENT & MACHINERY	1,923	1,500	1,500
TOTAL MAINTENANCE & REPAIR	\$ 3,343	\$ 4,000	\$ 4,000
MAINTENANCE - EQUIPMENT			
010-5-310-4510 EQUIPMENT MAINTENANCE	\$ 378	\$ 2,608	\$ 1,000
010-5-310-4520 SOFTWARE MAINTENANCE	43,533	2,800	2,800
010-5-310-4540 AUTO REPAIR OUTSIDE LABOR	-	150	150
TOTAL MAINTENANCE - EQUIPMENT	\$ 43,911	\$ 5,558	\$ 3,950
TOTAL POLICE ADMINISTRATION	\$ 530,085	\$ 420,503	\$ 404,932

POLICE PATROL

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-320-1010 SALARIES	\$ 861,116	\$ 1,045,587	\$ 1,020,095
010-5-320-1020 OVERTIME	127,288	120,073	70,000
010-5-320-1030 LONGEVITY	12,735	17,496	7,488
010-5-320-1031 INCENTIVE	48,145	59,172	37,102
010-5-320-1032 SHIFT PAY	12,300	6,000	20,800
010-5-320-1034 UNIFORM ALLOWANCE	50	1,200	-
010-5-320-1040 SOCIAL SECURITY	86,423	91,758	88,395
010-5-320-1050 HEALTH INSURANCE	252,081	303,008	291,836
010-5-320-1060 UNEMPLOYMENT INSURANCE	25,894	27,587	26,576
010-5-320-1061 WORKER'S COMPENSATION	36,523	52,841	50,319
010-5-320-1070 RETIREMENT	156,957	160,487	167,545
TOTAL PERSONNEL	\$ 1,619,511	\$ 1,885,208	\$ 1,780,156
SUPPLIES AND MATERIALS			
010-5-320-2010 OFFICE SUPPLIES	\$ 1,906	\$ 2,343	\$ 900
010-5-320-2020 POSTAGE	238	250	250
010-5-320-2030 JANITORIAL SUPPLIES	93	100	100
010-5-320-2040 UNIFORMS AND APPAREL	15,189	20,250	20,250
010-5-320-2063 SPECIAL ACTIVITIES	791	1,260	1,200
010-5-320-2070 GASOLINE AND OIL	59,602	55,122	66,100
010-5-320-2080 SMALL TOOLS AND EQUIPMENT	25,023	25,430	25,428
010-5-320-2083 ARSENAL	5,147	7,800	6,000
TOTAL SUPPLIES AND MATERIALS	\$ 107,988	\$ 112,556	\$ 120,228
SERVICES			
010-5-320-3030 PROFESSIONAL SERVICES	\$ 485	\$ 602	\$ 600
010-5-320-3035 MEDICAL/DOCTOR-HOSPITAL	214	2,000	2,000
010-5-320-3040 COMMUNICATIONS	10,167	3,424	3,000
010-5-320-3080 MEMBERSHIPS/SUBSCRIPT	1,309	(1,739)	1,380
010-5-320-3082 TRAVEL AND TRAINING	13,938	16,334	16,350
010-5-320-3112 PRINTING SERVICES	223	2,352	2,351
010-5-320-3220 INSURANCE AND BONDS	213	355	355
010-5-320-3310 EQUIPMENT RENTAL / LEASE	2,472	3,700	3,700
TOTAL SERVICES	\$ 29,021	\$ 27,029	\$ 29,736
MAINTENANCE & REPAIR			
010-5-320-4110 MOTOR VEHICLES	\$ 31,807	\$ 25,862	\$ 30,000
010-5-320-4120 EQUIPMENT & MACHINERY	19,656	19,590	19,609
TOTAL MAINTENANCE & REPAIR	\$ 51,463	\$ 45,452	\$ 49,609
MAINTENANCE - EQUIPMENT			
010-5-320-4510 EQUIPMENT MAINTENANCE	\$ 3,000	\$ 3,000	\$ 3,000
010-5-320-4540 AUTO REPAIR OUTSIDE LABOR	2,269	2,650	2,650
TOTAL MAINTENANCE - EQUIPMENT	\$ 5,269	\$ 5,650	\$ 5,650
INTERFUND ACTIVITY			
010-5-320-9511 EQUIPMENT USER FEE	\$ 8,400	\$ 9,096	\$ 40,296
TOTAL INTERFUND ACTIVITY	\$ 8,400	\$ 9,096	\$ 40,296
TOTAL POLICE PATROL	\$ 1,821,652	\$ 2,084,991	\$ 2,025,675

POLICE INVESTIGATION (CID)

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-330-1010 SALARIES	\$ 332,700	\$ 335,334	\$ 341,549
010-5-330-1020 OVERTIME	17,413	25,000	25,000
010-5-330-1030 LONGEVITY	8,124	6,768	8,208
010-5-330-1031 INCENTIVE	41,717	27,892	35,646
010-5-330-1032 SHIFT PAY	350	1,200	-
010-5-330-1034 UNIFORM ALLOWANCE	3,525	2,400	3,900
010-5-330-1040 SOCIAL SECURITY	29,425	30,492	31,694
010-5-330-1050 HEALTH INSURANCE	64,514	61,848	67,392
010-5-330-1060 UNEMPLOYMENT INSURANCE	8,727	9,168	9,529
010-5-330-1061 WORKER'S COMPENSATION	11,796	16,051	16,616
010-5-330-1070 RETIREMENT	50,523	47,600	53,302
TOTAL PERSONNEL	\$ 568,815	\$ 563,752	\$ 592,836
SUPPLIES AND MATERIALS			
010-5-330-2010 OFFICE SUPPLIES	\$ 244	\$ 727	\$ 1,300
010-5-330-2020 POSTAGE	482	1,200	1,400
010-5-330-2030 JANITORIAL SUPPLIES	61	60	60
010-5-330-2040 UNIFORMS AND APPAREL	1,064	1,000	1,700
010-5-330-2050 MEDICAL SUPPLIES	-	30	50
010-5-330-2062 POLICE INFORMANT	-	2,000	2,000
010-5-330-2070 GASOLINE AND OIL	12,500	14,200	15,000
010-5-330-2080 SMALL TOOLS AND EQUIPMENT	363	500	800
TOTAL SUPPLIES AND MATERIALS	\$ 14,714	\$ 19,717	\$ 22,310
SERVICES			
010-5-330-3030 PROFESSIONAL SERVICES	\$ 10,786	\$ 16,000	\$ 16,000
010-5-330-3035 MEDICAL/DOCTOR-HOSPITAL	-	387	387
010-5-330-3040 COMMUNICATIONS	7,919	5,500	5,500
010-5-330-3080 MEMBERSHIP / SUBSCRIPTION	215	341	341
010-5-330-3082 TRAVEL AND TRAINING	4,369	10,755	10,500
010-5-330-3112 PRINTING SERVICES	338	550	550
010-5-330-3220 INSURANCE AND BONDS	-	575	675
010-5-330-3310 EQUIPMENT RENTAL / LEASE	2,440	3,090	3,090
TOTAL SERVICES	\$ 26,067	\$ 37,198	\$ 37,043
MAINTENANCE & REPAIR			
010-5-330-4110 MOTOR VEHICLES	\$ 744	\$ 6,628	\$ 4,500
010-5-330-4120 EQUIPMENT & MACHINERY	6,125	7,887	8,700
TOTAL MAINTENANCE & REPAIR	\$ 6,869	\$ 14,515	\$ 13,200
MAINTENANCE - EQUIPMENT			
010-5-330-4510 EQUIPMENT MAINTENANCE	\$ 1,637	\$ 2,000	\$ 2,000
TOTAL MAINTENANCE - EQUIPMENT	\$ 1,637	\$ 2,000	\$ 2,000
TOTAL POLICE CID	\$ 618,102	\$ 637,181	\$ 667,389

ANIMAL CONTROL

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-340-1010 SALARIES	\$ 25,487	\$ 27,230	\$ 50,859
010-5-340-1020 OVERTIME	4,030	3,000	3,000
010-5-340-1030 LONGEVITY	1,566	1,584	1,656
010-5-340-1031 INCENTIVE	2,237	2,040	5,290
010-5-340-1040 SOCIAL SECURITY	2,422	2,590	4,652
010-5-340-1050 HEALTH INSURANCE	6,227	10,428	12,172
010-5-340-1060 UNEMPLOYMENT INSURANCE	722	779	1,399
010-5-340-1061 WORKER'S COMPENSATION	636	613	1,699
010-5-340-1070 RETIREMENT	4,364	4,530	8,817
TOTAL PERSONNEL	\$ 47,690	\$ 52,794	\$ 89,544
SUPPLIES AND MATERIALS			
010-5-340-2010 OFFICE SUPPLIES	\$ 86	\$ 101	\$ 100
010-5-340-2020 POSTAGE	7	11	100
010-5-340-2040 UNIFORMS AND APPAREL	562	1,741	600
010-5-340-2050 MEDICAL SUPPLIES	18	-	100
010-5-340-2051 ANIMAL MEDICAL SUPPLIES	2,901	2,500	5,440
010-5-340-2070 GASOLINE AND OIL	3,247	6,887	3,500
010-5-340-2080 SMALL TOOLS AND EQUIPMENT	1,246	2,444	1,500
010-5-340-2200 SPECIAL SUPPLIES	-	44	-
TOTAL SUPPLIES AND MATERIALS	\$ 8,067	\$ 13,727	\$ 11,340
SERVICES			
010-5-340-3040 COMMUNICATIONS	\$ 3,300	\$ 3,001	\$ 3,500
010-5-340-3050 UTILITIES - ELECTRIC	24,237	19,000	25,000
010-5-340-3051 UTILITIES - CITY	869	2,000	2,000
010-5-340-3080 MEMBERSHIP / SUBSCRIPTION	25	100	150
010-5-340-3082 TRAVEL AND TRAINING	1,223	1,001	2,200
010-5-340-3112 PRINTING SERVICES	-	601	600
010-5-340-3330 CONTRACT SERVICES	22,917	25,000	25,000
TOTAL SERVICES	\$ 52,570	\$ 50,703	\$ 58,450
MAINTENANCE & REPAIR			
010-5-340-4110 MOTOR VEHICLES	\$ 311	\$ 502	\$ 1,000
010-5-340-4120 EQUIPMENT & MACHINERY	192	280	4,410
TOTAL MAINTENANCE & REPAIR	\$ 503	\$ 782	\$ 5,410
SUNDRY			
010-5-340-5200 FOOD	\$ 50	\$ 540	\$ 540
TOTAL SUNDRY	\$ 50	\$ 540	\$ 540
TOTAL ANIMAL CONTROL	\$ 108,881	\$ 118,546	\$ 165,284

COMMUNICATIONS

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-350-1010 SALARIES	\$ 2,875	\$ 146,284	\$ 151,909
010-5-350-1020 OVERTIME	-	6,954	1,000
010-5-350-1030 LONGEVITY	-	864	648
010-5-350-1031 INCENTIVES	-	1,800	4,375
010-5-350-1032 SHIFT PAY	-	2,400	2,600
010-5-350-1040 SOCIAL SECURITY	-	11,578	12,204
010-5-350-1050 HEALTH INSURANCE	-	34,320	39,051
010-5-350-1060 UNEMPLOYMENT INSURANCE	-	3,481	3,669
010-5-350-1061 WORKER'S COMPENSATION	-	1,336	1,462
010-5-350-1070 RETIREMENT	-	17,708	20,031
TOTAL PERSONNEL	\$ 2,875	\$ 226,724	\$ 236,949
SUPPLIES AND MATERIALS			
010-5-350-2010 OFFICE SUPPLIES	-	800	1,000
010-5-350-2020 POSTAGE	-	100	100
010-5-350-2040 UNIFORMS AND APPAREL	77	1,200	-
010-5-350-2080 SMALL TOOLS AND EQUIPMENT	-	2,139	2,500
TOTAL SUPPLIES AND MATERIALS	\$ 77	\$ 4,240	\$ 3,600
SERVICES			
010-5-350-3040 COMMUNICATIONS	\$ 147	\$ 15,779	\$ 20,000
010-5-350-3080 MEMBERSHIPS/SUBSCRIPTION	-	420	500
010-5-350-3082 TRAVEL AND TRAINING	-	8,500	8,500
TOTAL SERVICES	\$ 147	\$ 24,698	\$ 29,000
MAINTENANCE - EQUIPMENT			
010-5-350-4510 EQUIPMENT MAINTENANCE	-	-	2,100
010-5-350-4520 SOFTWARE MAINTENANCE	-	18,000	25,000
010-5-350-4560 RADIO EQUIPMENT	-	2,096	20,000
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 20,096	\$ 47,100
EQUIPMENT			
010-5-350-8030 COMMUNICATION EQUIPME	-	10,125	-
TOTAL EQUIPMENT	\$ -	\$ 10,125	\$ -
TOTAL COMMUNICATIONS	\$ 3,098	\$ 285,882	\$ 316,649

FIRE ADMINISTRATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-410-1010 SALARIES	\$ 116,835	\$ 123,718	\$ 131,560
010-5-410-1030 LONGEVITY	3,561	4,392	4,536
010-5-410-1031 INCENTIVE	11,161	10,824	10,824
010-5-410-1040 SOCIAL SECURITY	9,363	10,628	11,240
010-5-410-1050 HEALTH INSURANCE	27,491	25,920	29,415
010-5-410-1051 DENTAL	-	1,455	-
010-5-410-1060 UNEMPLOYMENT INSURANCE	2,839	1,740	3,379
010-5-410-1061 WORKER'S COMPENSATION	3,169	4,405	4,658
010-5-410-1070 RETIREMENT	17,187	18,589	21,303
TOTAL PERSONNEL	\$ 191,607	\$ 201,671	\$ 216,915
SUPPLIES AND MATERIALS			
010-5-410-2010 OFFICE SUPPLIES	\$ 2,224	\$ 5,156	\$ 3,000
010-5-410-2020 POSTAGE	67	221	200
010-5-410-2030 JANITORIAL SUPPLIES	151	169	150
010-5-410-2040 UNIFORMS AND APPAREL	203	1,000	600
010-5-410-2070 GASOLINE AND OIL	3,401	8,400	5,000
TOTAL SUPPLIES AND MATERIALS	\$ 6,045	\$ 14,947	\$ 8,950
SERVICES			
010-5-410-3035 MEDICAL/DOCTOR-HOSPITAL	\$ -	\$ 300	\$ 300
010-5-410-3040 COMMUNICATIONS	6,287	10,022	6,500
010-5-410-3050 UTILITIES - ELECTRIC	5,685	9,998	6,500
010-5-410-3051 UTILITIES - CITY	52	1,000	1,000
010-5-410-3080 MEMBERSHIP / SUBSCRIPTION	150	-	-
010-5-410-3082 TRAVEL AND TRAINING	(58)	4,501	2,700
TOTAL SERVICES	\$ 12,116	\$ 25,821	\$ 17,000
MAINTENANCE & REPAIR			
010-5-410-4010 BUILDINGS, STRUCTURES	\$ 756	\$ 2,393	\$ 1,200
010-5-410-4110 MOTOR VEHICLES	658	1,992	1,250
010-5-410-4120 EQUIPMENT & MACHINERY	3,042	4,307	4,000
TOTAL MAINTENANCE & REPAIR	\$ 4,456	\$ 8,693	\$ 6,450
MAINTENANCE - EQUIPMENT			
010-5-410-4560 RADIO/RADAR EQUIPMENT	\$ -	\$ 500	\$ 500
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 500	\$ 500
TOTAL FIRE ADMINISTRATION	\$ 214,224	\$ 251,632	\$ 249,815

FIRE SUPPRESSION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-420-1010 SALARIES	\$ 1,322,274	\$ 1,354,743	\$ 1,435,667
010-5-420-1020 OVERTIME	22,618	25,000	25,000
010-5-420-1030 LONGEVITY	28,920	30,024	32,688
010-5-420-1031 INCENTIVE	71,257	72,406	74,398
010-5-420-1040 SOCIAL SECURITY	105,376	111,334	119,627
010-5-420-1050 HEALTH INSURANCE	333,171	305,292	377,922
010-5-420-1060 UNEMPLOYMENT INSURANCE	31,313	33,473	35,967
010-5-420-1061 WORKER'S COMPENSATION	35,006	46,142	49,579
010-5-420-1070 RETIREMENT	192,145	194,725	226,745
TOTAL PERSONNEL	\$ 2,142,080	\$ 2,173,137	\$ 2,377,593
SUPPLIES AND MATERIALS			
010-5-420-2010 OFFICE SUPPLIES	\$ 1,071	\$ 1,091	\$ 700
010-5-420-2020 POSTAGE	218	252	250
010-5-420-2030 JANITORIAL SUPPLIES	3,386	5,827	3,500
010-5-420-2031 CHEMICALS	830	228	1,200
010-5-420-2040 UNIFORMS AND APPAREL	7,669	16,331	8,500
010-5-420-2070 GASOLINE AND OIL	14,851	26,903	17,000
TOTAL SUPPLIES AND MATERIALS	\$ 28,026	\$ 50,631	\$ 31,150
SERVICES			
010-5-420-3035 MEDICAL/DOCTOR-HOSPITAL	\$ -	\$ 1,070	\$ 1,000
010-5-420-3040 COMMUNICATIONS	4,302	6,653	4,500
010-5-420-3050 UTILITIES - ELECTRIC	28,721	50,990	29,500
010-5-420-3051 UTILITIES - CITY	344	2,828	2,500
010-5-420-3070 UNIFORM SERVICES	415	334	200
010-5-420-3082 TRAVEL AND TRAINING	3,522	6,556	6,900
TOTAL SERVICES	\$ 37,303	\$ 68,432	\$ 44,600
MAINTENANCE & REPAIR			
010-5-420-4010 BUILDINGS, STRUCTURES	\$ 2,151	\$ 4,981	\$ 4,000
010-5-420-4110 MOTOR VEHICLES	26,563	10,307	12,000
010-5-420-4120 EQUIPMENT & MACHINERY	20,302	57,904	37,000
TOTAL MAINTENANCE & REPAIR	\$ 49,017	\$ 73,193	\$ 53,000
MAINTENANCE - EQUIPMENT			
010-5-420-4540 AUTO REPAIR OUTSIDE LABOR	\$ 40	\$ -	\$ -
010-5-420-4560 RADIO/RADAR EQUIPMENT	635	1,200	1,400
TOTAL MAINTENANCE - EQUIPMENT	\$ 675	\$ 1,200	\$ 1,400
EQUIPMENT			
010-5-420-8030 COMMUNICATION EQUIPME	\$ 10,000	\$ -	\$ -
TOTAL EQUIPMENT	\$ 10,000	\$ -	\$ -
INTERFUND ACTIVITY			
010-5-420-9510 EQUIPMENT PURCHASE CO	\$ 70,000	\$ -	\$ -
010-5-420-9511 EQUIPMENT USER FEE	-	67,917	10,000
TOTAL INTERFUND ACTIVITY	\$ 70,000	\$ 67,917	\$ 10,000
TOTAL FIRE SUPPRESSION	\$ 2,337,100	\$ 2,434,510	\$ 2,517,743

EMERGENCY MANAGEMENT

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-430-1010 SALARIES	\$ 57,393	\$ 58,248	\$ 59,912
010-5-430-1030 LONGEVITY	1,950	1,800	1,800
010-5-430-1031 INCENTIVE	3,913	6,012	6,012
010-5-430-1040 SOCIAL SECURITY	4,526	5,054	5,181
010-5-430-1050 HEALTH INSURANCE	12,119	11,329	8,292
010-5-430-1060 UNEMPLOYMENT INSURANCE	1,369	1,519	1,557
010-5-430-1061 WORKER'S COMPENSATION	1,526	2,094	2,147
010-5-430-1070 RETIREMENT	8,273	8,839	9,820
TOTAL PERSONNEL	\$ 91,068	\$ 94,895	\$ 94,721
SUPPLIES AND MATERIALS			
010-5-430-2010 OFFICE SUPPLIES	\$ 447	\$ 749	\$ 800
010-5-430-2020 POSTAGE	15	100	100
010-5-430-2030 JANITORIAL SUPPLIES	-	75	75
010-5-430-2040 UNIFORMS AND APPAREL	-	250	275
010-5-430-2070 GASOLINE AND OIL	711	2,114	1,500
TOTAL SUPPLIES AND MATERIALS	\$ 1,173	\$ 3,288	\$ 2,750
SERVICES			
010-5-430-3035 MEDICAL/DOCTOR-HOSPITAL	\$ -	\$ 150	\$ 150
010-5-430-3040 COMMUNICATIONS	559	1,279	1,000
010-5-430-3082 TRAVEL AND TRAINING	191	1,509	750
TOTAL SERVICES	\$ 750	\$ 2,938	\$ 1,900
MAINTENANCE & REPAIR			
010-5-430-4110 MOTOR VEHICLES	\$ 466	\$ 2,161	\$ 1,200
010-5-430-4120 EQUIPMENT & MACHINERY	88	718	700
TOTAL MAINTENANCE & REPAIR	\$ 553	\$ 2,879	\$ 1,900
MAINTENANCE - EQUIPMENT			
010-5-430-4560 RADIO/RADAR EQUIPMENT	\$ -	\$ 250	\$ 300
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 250	\$ 300
TOTAL FIRE TRAINING/EMG MGT	\$ 93,544	\$ 104,250	\$ 101,571

PUBLIC WORKS

Public Works contains several budgetary departments as well as separate funds for airport and sanitation. The public works department is responsible for maintaining 14 dedicated parks within the community that total to nearly 105 acres and the department also maintains a community forest of 900 acres. The City has an impressive aquatic center that is jointly maintained by the local YMCA and public works. The city has 8 baseball diamonds that are open to the community and supports a local youth baseball league. The city has a lighted soccer field and 6 tennis courts that receive extensive play year-round. The City's sport facilities are the primary and best amenities in the county region. There are several pavilions throughout the park system that also can be reserved for parties and get extensive use. The public works department maintains an extensive street system that is utilized by the entire county region for transportation needs relating to business or pleasure destinations located within the City of Palestine. The major budgetary divisions include: Street Department, Parks and Cemeteries, Traffic Department, Facility Maintenance, Fleet Maintenance, Engineering Airport and Refuse Disposal. The following is a summary of these departments:

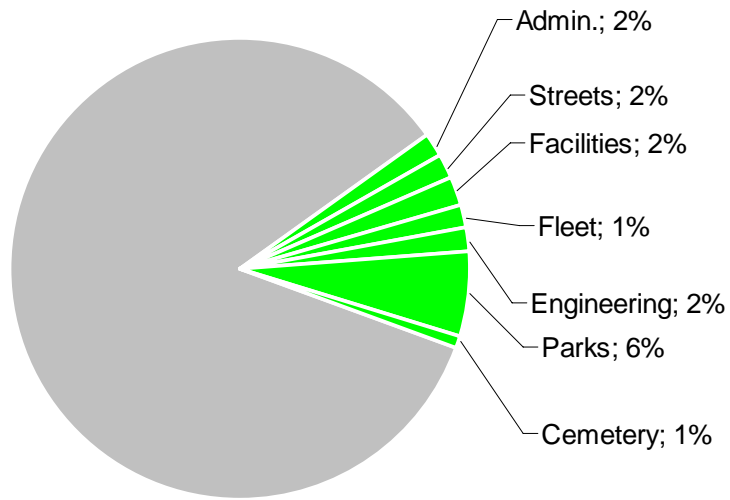
Public Works Administration

The Public Works Administration Department is responsible for the management of the Public Works Department. This division includes the City Engineer who is the department director and administrative assistant.

Street Maintenance

The Street Maintenance Department provides maintenance for 178 miles of streets, roads and drainage facilities inside the city limits. Maintenance ranges from street sweeping, patching, rebuilding minor

Public Works Expenditures Related to the General Fund



streets, curbing and guttering, and maintenance of storm sewer systems.

Facility Maintenance

This program maintains the City's Public buildings and grounds to assure attractive, safe, workable conditions. This division also covers the cost for facilities that are an extension of city services such as the museum and the Howard House.

Fleet Maintenance

Fleet maintenance provides maintenance of all vehicles used by City personnel. Equipment maintained are light trucks, grass mowers, police cars, dump trucks and backhoes, and other large and small equipment required to maintain city facilities. A majority of city equipment is maintained by this public work's division.

Engineering

The Engineering Department provides support services to all city departments and citizens and maintains the records of the City's water and wastewater distribution system. The department is responsible for the management of GIS/CAD related functions and minor engineering needs. Major engineering is contracted out on a project by project basis.

Parks and Cemetery

This department ensures adequate, safe, well-maintained terrain of over 1,023 acres of parkland, which includes athletic fields and playgrounds to enhance the quality of life for all citizens. The landscaping, maintenance of the playground equipment,

shelters, tables and restrooms and the general upkeep of all of these facilities are the responsibility of this department. The parks crew also maintains five city owned cemeteries: New Addition, East Hill, Old Town, Middle and Memorial.

**ADMINISTRATIVE SERVICES
SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS**

Account No.	Line Item Request	Program Cost
	<u>Gasoline Increase</u>	40,200
010-5-520-2070	Streets	27,000
010-5-540-2070	Fleet	1,000
010-5-610-2070	Parks	6,000
010-5-620-2070	Cemetery	6,200
	<u>Utility Increase</u>	17,000
010-5-520-3050	Streets	13,500
010-5-610-3050	Parks	3,500
010-5-530-2030	Janitorial Supply Increase	4,000
	<u>Motor Vehicle/Equipment Repair</u>	7,000
010-5-520-4110	Streets	2,000
010-5-610-4110	Parks	5,000
010-5-540-8010	Fleet Diagnostic Computer	4,000
		\$ 72,200

Transfers from General Fund

Equipment Replacement		
CAT 924G (Small Loader)	010-5-520-9510	32,220
CAT 938G II (Lg Loader)	010-5-520-9510	17,784
2008 F350 Crew Cab	010-5-610-9510	5,681
Grasshopper 1 (573)	010-5-610-9511	2,028
Grasshopper 2 (574)	010-5-610-9511	2,028
Total From General Fund:		\$ 59,741

PUBLIC WORKS ADMINISTRATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-510-1010 SALARIES	\$ 102,672	\$ 108,481	\$ 118,786
010-5-510-1020 OVERTIME	92	500	500
010-5-510-1030 LONGEVITY	276	432	576
010-5-510-1033 CAR ALLOWANCE	5,200	4,800	5,200
010-5-510-1040 SOCIAL SECURITY	7,881	8,737	9,567
010-5-510-1050 HEALTH INSURANCE	16,863	15,768	17,842
010-5-510-1060 UNEMPLOYMENT INSURANCE	2,338	2,627	2,876
010-5-510-1061 WORKER'S COMPENSATION	6,803	8,427	9,205
010-5-510-1070 RETIREMENT	14,143	15,282	18,134
TOTAL PERSONNEL	\$ 156,267	\$ 165,054	\$ 182,686
SUPPLIES AND MATERIALS			
010-5-510-2010 OFFICE SUPPLIES	\$ 3,428	\$ 2,700	\$ 4,000
010-5-510-2020 POSTAGE	241	400	500
TOTAL SUPPLIES AND MATERIALS	\$ 3,669	\$ 3,100	\$ 4,500
SERVICES			
010-5-510-3040 COMMUNICATIONS	\$ 2,871	\$ 2,751	\$ 2,750
010-5-510-3080 MEMBERSHIPS / CERTIFICATION	594	600	600
010-5-510-3082 TRAVEL AND TRAINING	1,369	2,375	3,000
010-5-510-3330 CONTRACT SERVICES	-	-	6,000
TOTAL SERVICES	\$ 4,834	\$ 5,726	\$ 12,350
MAINTENANCE & REPAIR			
010-5-510-4010 BUILDINGS, STRUCTURES	\$ -	\$ 47	\$ -
TOTAL MAINTENANCE & REPAIR	\$ -	\$ 47	\$ -
TOTAL PUBLIC WORKS ADMIN	\$ 164,770	\$ 173,928	\$ 199,536

STREET MAINTENANCE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-520-1010 SALARIES	\$ 226,288	\$ 243,449	\$ 250,721
010-5-520-1020 OVERTIME	8,245	11,622	10,000
010-5-520-1030 LONGEVITY	8,964	9,216	6,120
010-5-520-1031 INCENTIVE	150	800	1,300
010-5-520-1040 SOCIAL SECURITY	17,410	20,017	20,513
010-5-520-1050 HEALTH INSURANCE	71,746	73,224	71,601
010-5-520-1060 UNEMPLOYMENT INSURANCE	5,263	6,018	6,167
010-5-520-1061 WORKER'S COMPENSATION	20,356	23,654	22,604
010-5-520-1070 RETIREMENT	31,804	35,011	37,787
TOTAL PERSONNEL	\$ 390,227	\$ 423,013	\$ 426,813
SUPPLIES AND MATERIALS			
010-5-520-2010 OFFICE SUPPLIES	\$ 58	\$ -	\$ -
010-5-520-2030 JANITORIAL SUPPLIES	475	861	860
010-5-520-2031 CHEMICALS	2,026	6,200	7,000
010-5-520-2040 UNIFORMS AND APPAREL	3,620	4,600	5,000
010-5-520-2061 SAFETY MATERIALS	4,527	5,236	2,600
010-5-520-2070 GASOLINE AND OIL	25,854	46,389	50,000
010-5-520-2080 SMALL TOOLS AND EQUIPMENT	4,017	7,250	8,000
TOTAL SUPPLIES AND MATERIALS	\$ 40,577	\$ 70,536	\$ 73,460
SERVICES			
010-5-520-3040 COMMUNICATIONS	\$ 4,612	\$ 4,201	\$ 4,200
010-5-520-3050 UTILITIES - ELECTRIC	410,752	450,000	463,500
010-5-520-3051 UTILITIES - CITY	-	6,200	7,000
010-5-520-3082 TRAVEL AND TRAINING	3,910	4,000	4,500
010-5-520-3310 EQUIPMENT RENTAL / LEASE	4,523	4,000	4,000
010-5-520-3330 CONTRACT SERVICES	5,525	50,650	5,000
010-5-520-3331 CHIP SEAL OUTSOURCE	-	-	75,000
010-5-520-3332 CRACK SEAL OUTSOURCE	-	-	35,000
TOTAL SERVICES	\$ 429,322	\$ 519,052	\$ 598,200
MAINTENANCE & REPAIR			
010-5-520-4010 BUILDINGS, STRUCTURES	\$ 176	\$ 501	\$ 500
010-5-520-4020 STREET MAINTENANCE	105,449	149,999	170,000
010-5-520-4021 STREET SIGNS	43,316	44,000	40,000
010-5-520-4110 MOTOR VEHICLES	20,714	16,501	18,500
010-5-520-4120 EQUIPMENT & MACHINERY	4,007	3,500	4,000
TOTAL MAINTENANCE & REPAIR	\$ 173,661	\$ 214,501	\$ 233,000
MAINTENANCE - EQUIPMENT			
010-5-520-4510 EQUIPMENT MAINTENANCE	\$ 683	\$ -	\$ 500
010-5-520-4550 ORNAMENTAL STREET LIGHT	5,050	9,001	4,000
TOTAL MAINTENANCE - EQUIPMENT	\$ 5,733	\$ 9,001	\$ 4,500
EQUIPMENT			
010-5-520-8010 OFFICE EQUIPMENT	\$ -	\$ 11,225	\$ 600
TOTAL EQUIPMENT	-	11,225	600

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
INTERFUND ACTIVITY			
010-5-520-9510 EQUIP. PURCHASE CONTRIBUTION	\$ 18,397	\$ -	\$ -
010-5-520-9511 EQUIPMENT USER FEE	<u>-</u>	<u>67,788</u>	<u>50,004</u>
TOTAL INTERFUND ACTIVITY	\$ 18,397	\$ 67,788	\$ 50,004
TOTAL STREET MAINTENANCE	<u>\$ 1,057,917</u>	<u>\$ 1,315,115</u>	<u>\$ 1,386,577</u>

FACILITY MAINTENANCE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
010-GENERAL FUND			
FACILITY MAINTENANCE			
PERSONNEL			
010-5-530-1010 SALARIES	\$ 15,146	\$ 16,793	\$ 20,733
010-5-530-1020 OVERTIME	216	1,001	1,000
010-5-530-1030 LONGEVITY	33	144	216
010-5-530-1040 SOCIAL SECURITY	1,148	1,372	1,679
010-5-530-1050 HEALTH INSURANCE	4,266	5,340	6,086
010-5-530-1060 UNEMPLOYMENT INSURANCE	278	413	505
010-5-530-1061 WORKER'S COMPENSATION	538	858	1,050
010-5-530-1070 RETIREMENT	1,374	2,400	3,183
TOTAL PERSONNEL	\$ 23,000	\$ 28,320	\$ 34,452
SUPPLIES AND MATERIALS			
010-5-530-2030 JANITORIAL SUPPLIES	7,662	7,804	8,050
010-5-530-2040 UNIFORMS AND APPAREL	457	501	500
010-5-530-2060 PUBLICATIONS	821	5	-
TOTAL SUPPLIES AND MATERIALS	\$ 8,940	\$ 8,310	\$ 8,550
SERVICES			
010-5-530-3030 PROFESSIONAL SERVICES	\$ 6,272	\$ 10,001	\$ 10,000
010-5-530-3040 COMMUNICATIONS	929	1,378	-
010-5-530-3050 UTILITIES - ELECTRIC	65,666	60,000	60,000
010-5-530-3320 RENTAL OF REAL ESTATE	(413)	10,000	11,000
010-5-530-3512 REAGAN HIGH BLDG.	-	14,264	15,000
010-5-530-3513 SENIOR CENTER	200	22,744	23,000
TOTAL SERVICES	\$ 72,653	\$ 118,387	\$ 119,000
MAINTENANCE & REPAIR			
010-5-530-4010 BUILDINGS, STRUCTURES	\$ 62,615	\$ 108,608	\$ 86,700
TOTAL MAINTENANCE & REPAIR	\$ 62,615	\$ 108,608	\$ 86,700
TOTAL FACILITY MAINTENANCE	\$ 167,207	\$ 263,624	\$ 248,702

FLEET MAINTENANCE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-540-1010 SALARIES	\$ 76,382	\$ 82,261	\$ 85,054
010-5-540-1020 OVERTIME	557	2,101	2,100
010-5-540-1030 LONGEVITY	2,577	2,736	2,952
010-5-540-1031 INCENTIVE	-	-	5,200
010-5-540-1035 TOOL ALLOWANCE	2,600	2,400	2,400
010-5-540-1040 SOCIAL SECURITY	5,776	6,847	7,474
010-5-540-1050 HEALTH INSURANCE	27,183	27,528	29,086
010-5-540-1060 UNEMPLOYMENT INSURANCE	1,776	2,058	2,248
010-5-540-1061 WORKER'S COMPENSATION	2,350	3,461	3,779
010-5-540-1070 RETIREMENT	10,737	11,975	14,167
TOTAL PERSONNEL	\$ 129,937	\$ 141,366	\$ 154,460
SUPPLIES AND MATERIALS			
010-5-540-2010 OFFICE SUPPLIES	\$ -	\$ 79	\$ -
010-5-540-2030 JANITORIAL SUPPLIES	118	500	600
010-5-540-2040 UNIFORMS AND APPAREL	1,895	1,870	1,870
010-5-540-2070 GASOLINE AND OIL	3,087	7,201	8,200
010-5-540-2080 SMALL TOOLS AND EQUIPMENT	2,418	4,000	4,500
010-5-540-2081 MINOR SHOP SUPPLIES	8,932	5,000	5,000
TOTAL SUPPLIES AND MATERIALS	\$ 16,449	\$ 18,651	\$ 20,170
SERVICES			
010-5-540-3040 COMMUNICATIONS	\$ 1,405	\$ 2,360	\$ 2,360
010-5-540-3082 TRAVEL AND TRAINING	-	399	-
TOTAL SERVICES	\$ 1,405	\$ 2,759	\$ 2,360
MAINTENANCE & REPAIR			
010-5-540-4010 BUILDINGS, STRUCTURES	\$ 931	\$ 1,000	\$ 1,000
010-5-540-4110 MOTOR VEHICLES	2,965	3,850	6,000
010-5-540-4120 EQUIPMENT & MACHINERY	1,027	3,000	3,000
TOTAL MAINTENANCE & REPAIR	\$ 4,924	\$ 7,850	\$ 10,000
MAINTENANCE - EQUIPMENT			
010-5-540-4510 EQUIPMENT MAINTENANCE	\$ 134	\$ -	\$ -
010-5-540-4520 SOFTWARE MAINTENANCE	2,344	5,128	2,400
TOTAL MAINTENANCE - EQUIPMENT	\$ 2,478	\$ 5,128	\$ 2,400
EQUIPMENT			
010-5-540-8010 OFFICE EQUIPMENT	\$ -	\$ 500	\$ 4,500
010-5-540-8020 MACHINERY	1,191	1,200	1,200
TOTAL EQUIPMENT	\$ 1,191	\$ 1,700	\$ 5,700
TOTAL FLEET MAINTENANCE	\$ 156,385	\$ 177,454	\$ 195,090

ENGINEERING

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-560-1010 SALARIES	\$ 2,257	\$ 117,228	\$ 123,012
010-5-560-1020 OVERTIME	-	201	-
010-5-560-1030 LONGEVITY	-	1,224	1,440
010-5-560-1040 SOCIAL SECURITY	-	9,062	9,521
010-5-560-1050 HEALTH INSURANCE	-	31,260	29,086
010-5-560-1060 UNEMPLOYMENT INSURANCE	-	2,724	2,862
010-5-560-1061 WORKERS COMPENSATION	-	1,056	846
010-5-560-1070 RETIREMENT	-	15,849	18,046
TOTAL PERSONNEL	\$ 2,257	\$ 178,603	\$ 184,813
SUPPLIES AND MATERIALS			
010-5-560-2010 OFFICE SUPPLIES	\$ -	\$ 2,501	\$ 3,200
010-5-560-2020 POSTAGE	-	200	500
010-5-560-2070 GASOLINE AND OIL	-	3,001	2,800
010-5-560-2080 SMALL TOOLS AND EQUIPMENT	-	1,501	2,000
TOTAL SUPPLIES AND MATERIALS	\$ -	\$ 7,203	\$ 8,500
SERVICES			
010-5-560-3020 AUDITS, CONTRACTS, ST	\$ -	\$ -	\$ -
010-5-560-3030 PROFESSIONAL SERVICES	-	14,528	20,000
010-5-560-3040 COMMUNICATIONS	16	4,161	4,160
010-5-560-3080 MEMBERSHIP / SUBSCRIPTION	-	450	450
010-5-560-3082 TRAVEL AND TRAINING	-	2,380	3,600
010-5-560-3310 EQUIPMENT RENTAL/LEAS	-	6,000	6,000
010-5-560-3330 CONTRACT SERVICES	-	1,000	5,000
TOTAL SERVICES	\$ 16	\$ 28,519	\$ 39,210
MAINTENANCE & REPAIR			
010-5-560-4110 MOTOR VEHICLES	\$ -	\$ 6	\$ 1,500
010-5-560-4120 EQUIPMENT & MACHINERY	-	-	1,500
TOTAL MAINTENANCE & REPAIR	\$ -	\$ 6	\$ 3,000
MAINTENANCE - EQUIPMENT			
010-5-560-4510 FIXTURE/EQUIPMENT MAI	\$ -	\$ -	\$ 1,000
010-5-560-4520 SOFTWARE MAINTENANCE	-	4,500	4,500
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 4,500	\$ 5,500
EQUIPMENT			
010-5-560-8010 FURNITURE AND EQUIPMENT	\$ -	\$ 1,000	\$ 1,000
010-5-560-8015 COMPUTER EQUIPMENT	-	2,500	2,500
TOTAL EQUIPMENT	\$ -	\$ 3,500	\$ 3,500
TOTAL ENGINEERING	\$ 2,273	\$ 222,331	\$ 244,523

PARKS

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-610-1010 SALARIES	\$ 174,435	\$ 187,477	\$ 224,041
010-5-610-1020 OVERTIME	11,168	9,517	10,000
010-5-610-1030 LONGEVITY	5,955	5,472	4,824
010-5-610-1040 SOCIAL SECURITY	14,168	15,225	17,972
010-5-610-1050 HEALTH INSURANCE	40,829	37,128	50,807
010-5-610-1060 UNEMPLOYMENT INSURANCE	4,140	4,557	5,404
010-5-610-1061 WORKER'S COMPENSATION	5,919	9,865	11,627
010-5-610-1070 RETIREMENT	21,168	21,619	27,505
TOTAL PERSONNEL	\$ 277,781	\$ 290,859	\$ 352,180
SUPPLIES AND MATERIALS			
010-5-610-2010 OFFICE SUPPLIES	\$ -	\$ 73	\$ -
010-5-610-2020 POSTAGE	7	23	-
010-5-610-2030 JANITORIAL SUPPLIES	2,973	2,501	3,000
010-5-610-2031 CHEMICALS	592	8,000	8,000
010-5-610-2040 UNIFORMS AND APPAREL	2,713	2,500	2,500
010-5-610-2063 SPECIAL ACTIVITIES	21,784	24,000	24,000
010-5-610-2070 GASOLINE AND OIL	17,888	14,001	20,000
010-5-610-2080 SMALL TOOLS AND EQUIPMENT	5,884	6,001	6,000
TOTAL SUPPLIES AND MATERIALS	\$ 51,841	\$ 57,099	\$ 63,500
SERVICES			
010-5-610-3040 COMMUNICATIONS	\$ 5,848	\$ 4,501	\$ 4,500
010-5-610-3050 UTILITIES - ELECTRIC	103,057	100,501	104,000
010-5-610-3051 UTILITIES - CITY	4,007	28,969	23,000
010-5-610-3082 TRAVEL AND TRAINING	2,843	1,051	4,000
010-5-610-3310 EQUIPMENT RENTAL / LEASE	650	1,000	1,000
010-5-610-3330 CONTRACT SERVICES	2,979	1,445	1,000
010-5-610-3331 BENNETT POOL/YMCA SER	41,662	67,001	73,000
TOTAL SERVICES	\$ 161,047	\$ 204,467	\$ 210,500
MAINTENANCE & REPAIR			
010-5-610-4010 BUILDINGS, STRUCTURES	\$ 42,564	\$ 57,001	\$ 57,000
010-5-610-4030 PARK MAINTENANCE	-	341	-
010-5-610-4031 POOL MAINTENANCE	-	821	-
010-5-610-4110 MOTOR VEHICLES	18,263	11,100	16,100
010-5-610-4120 EQUIPMENT & MACHINERY	5,120	15,000	15,000
TOTAL MAINTENANCE & REPAIR	\$ 65,947	\$ 84,263	\$ 88,100
SUNDRY			
010-5-610-5200 FOOD	\$ 18,675	\$ 29,161	\$ 29,000
TOTAL SUNDRY	\$ 18,675	\$ 29,161	\$ 29,000
INTERFUND ACTIVITY			
010-5-610-9511 EQUIPMENT USER FEE	\$ 7,700	\$ 9,738	\$ 9,737
TOTAL INTERFUND ACTIVITY	\$ 7,700	\$ 9,738	\$ 9,737
TOTAL PARKS	\$ 582,991	\$ 675,587	\$ 753,017

CEMETERY

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-620-1010 SALARIES	\$ 38,583	\$ 50,296	\$ 61,042
010-5-620-1020 OVERTIME	1,152	1,628	1,628
010-5-620-1030 LONGEVITY	-	1,008	1,080
010-5-620-1040 SOCIAL SECURITY	3,001	4,049	4,877
010-5-620-1050 HEALTH INSURANCE	4,065	5,340	6,086
010-5-620-1060 UNEMPLOYMENT INSURANCE	853	1,217	1,466
010-5-620-1061 WORKER'S COMPENSATION	1,950	3,203	3,853
010-5-620-1070 RETIREMENT	2,554	3,743	4,871
TOTAL PERSONNEL	\$ 52,158	\$ 70,484	\$ 84,903
SUPPLIES AND MATERIALS			
010-5-620-2031 CHEMICALS	\$ -	\$ 1,500	\$ 1,500
010-5-620-2040 UNIFORMS AND APPAREL	-	521	520
010-5-620-2070 GASOLINE AND OIL	4,773	4,284	9,300
010-5-620-2080 SMALL TOOLS AND EQUIPMENT	908	1,500	2,000
TOTAL SUPPLIES AND MATERIALS	\$ 5,681	\$ 7,805	\$ 13,320
SERVICES			
010-5-620-3082 TRAVEL AND TRAINING	\$ -	\$ 300	\$ 500
010-5-620-3310 EQUIPMENT RENTAL / LEASE	-	300	500
TOTAL SERVICES	\$ -	\$ 600	\$ 1,000
MAINTENANCE & REPAIR			
010-5-620-4010 BUILDINGS, STRUCTURES	\$ 1,470	\$ 1,500	\$ 2,000
010-5-620-4110 MOTOR VEHICLES	13	3,500	4,000
010-5-620-4120 EQUIPMENT & MACHINERY	4,635	2,000	2,500
TOTAL MAINTENANCE & REPAIR	\$ 6,118	\$ 7,000	\$ 8,500
TOTAL CEMETERY	\$ 63,958	\$ 85,890	\$ 107,723

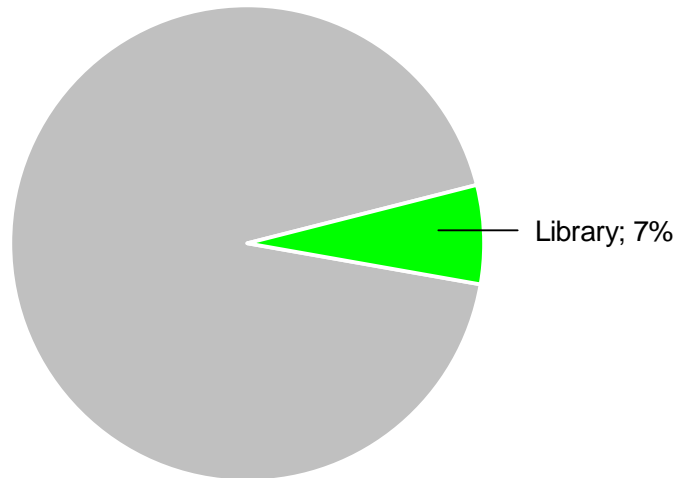
SENIOR CITIZEN CENTER

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
010-5-630-3050 UTILITIES - ELECTRIC	\$ 16,547	\$ -	\$ -
010-5-630-3051 UTILITIES - CITY	218	-	-
010-5-630-3330 CONTRACT SERVICES	2,100	-	-
TOTAL SERVICES	\$ 18,865	\$ -	\$ -
MAINTENANCE & REPAIR			
010-5-630-4010 BUILDINGS, STRUCTURES	\$ 846	\$ -	\$ -
TOTAL MAINTENANCE & REPAIR	\$ 846	\$ -	\$ -
TOTAL SENIOR CITIZENS CENTER	\$ 19,711	\$ -	\$ -

LIBRARY

The Palestine Library has an extensive community history that began in 1882. The First Library was located on Avenue A and in 1910 a library began to grow with an organized library association and funding from the City of Palestine. The Carnegie Foundation gave \$15,000 for a new library building dedicated in 1914. The Library remained at this location for 71 years. The Carnegie building is one of the very few Carnegie buildings remaining in Texas. The Palestine School Board agreed to give the Alamo School building and land to the City of Palestine for a library in 1983. The current library opened for business on 1986. The Palestine Public Library provides library service for Palestine/Anderson County residents. The Library enables residents to have access to ideas, information, experiences, and materials that support and enrich the lives of all members of the community. The Library creates an environment for all residents to

Library Expenditures Related to the General Fund



learn, to explore, to enjoy, to create, and to be inspired. Library staff acquires and maintain an up-to-date collection of fiction, non-fiction, historical, and reference materials in a variety of formats including but not limited to books, magazines, newspapers, audio materials, CDs, DVDs, and databases.

Budget Changes for FYE 2009

- Self-checkout is part of the library's long-term goal of RFID (radio frequency identification). Our current checkout procedures are labor intensive and are a major bottleneck. Self-checkout will speed patrons through the checkout process and save an additional staff member that is needed due to increased use of the library. The RFID Program has been funded to complete Phase I. It was the intention to fund phase II; however, Phase II is on hold until fiscal year ending 2010.

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Library Director	1.0	1.0	1.0
Librarian I	2.0	2.0	2.0
Librarian II	3.0	3.0	3.0
Library Assistant	4.0	4.0	4.0
Sr. Library Assistant	2.0	2.0	2.0
Custodian	1.0	1.0	1.0
Librarian Aide (part-time)	0.0	0.5	0.5
Total Department:	13.0	13.5	13.5

LIBRARY

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-710-1010 SALARIES	\$ 313,902	\$ 351,710	\$ 409,241
010-5-710-1030 LONGEVITY	2,595	3,727	4,248
010-5-710-1031 INCENTIVE	650	501	1,300
010-5-710-1040 SOCIAL SECURITY	23,257	27,229	31,731
010-5-710-1050 HEALTH INSURANCE	74,109	68,086	121,480
010-5-710-1060 UNEMPLOYMENT INSURANCE	6,850	8,158	9,540
010-5-710-1061 WORKER'S COMPENSATION	1,452	3,015	3,820
010-5-710-1070 RETIREMENT	40,844	47,216	59,051
TOTAL PERSONNEL	\$ 463,659	\$ 509,642	\$ 640,411
SUPPLIES AND MATERIALS			
010-5-710-2010 OFFICE SUPPLIES	\$ 19,332	\$ 17,000	\$ 18,000
010-5-710-2020 POSTAGE	2,771	4,992	6,500
010-5-710-2030 JANITORIAL SUPPLIES	2,584	2,437	2,800
010-5-710-2040 UNIFORMS AND APPAREL	749	300	725
010-5-710-2060 PUBLICATIONS - STAFF	363	300	400
010-5-710-2065 LOAN STAR GT 442-0737	5,241	-	-
010-5-710-2070 GASOLINE AND OIL	417	770	800
TOTAL SUPPLIES AND MATERIALS	\$ 31,457	\$ 25,799	\$ 29,225
SERVICES			
010-5-710-3040 COMMUNICATIONS	\$ 11,826	\$ 12,000	\$ 13,320
010-5-710-3050 UTILITIES - ELECTRIC	50,633	56,901	44,300
010-5-710-3051 UTILITIES - CITY	281	-	4,000
010-5-710-3080 MEMBERSHIP / SUBSCRIPTION	11,126	3,647	9,700
010-5-710-3081 TUITION REIMBURSEMENT	1,400	700	4,200
010-5-710-3082 TRAVEL AND TRAINING	6,265	5,078	8,400
010-5-710-3110 ADVERTISING	2,136	1,700	2,000
010-5-710-3112 PRINTING SERVICES	1,369	2,300	2,600
010-5-710-3310 EQUIPMENT RENTAL / LEASE	3,447	5,223	6,000
010-5-710-3330 CONTRACT SERVICES	10,545	25,176	13,875
TOTAL SERVICES	\$ 99,028	\$ 112,724	\$ 108,395
MAINTENANCE & REPAIR			
010-5-710-4010 BUILDINGS, STRUCTURES	\$ 5,305	\$ 9,700	\$ 7,100
010-5-710-4120 EQUIPMENT & MACHINERY	3,693	3,000	3,800
TOTAL MAINTENANCE & REPAIR	\$ 8,998	\$ 12,700	\$ 10,900
MAINTENANCE - EQUIPMENT			
010-5-710-4520 SOFTWARE MAINTENANCE	\$ 18,672	\$ 26,326	\$ 27,090
TOTAL MAINTENANCE - EQUIPMENT	\$ 18,672	\$ 26,326	\$ 27,090
EQUIPMENT			
010-5-710-8010 OFFICE EQUIPMENT	\$ -	\$ 19,000	\$ -
010-5-710-8012 LOAN STAR GRANT	-	11,142	-
010-5-710-8050 LIBRARY BOOKS - CAPITAL	64,458	64,900	65,900
TOTAL EQUIPMENT	\$ 64,458	\$ 95,042	\$ 65,900
TOTAL LIBRARY	\$ 686,273	\$ 782,234	\$ 881,921

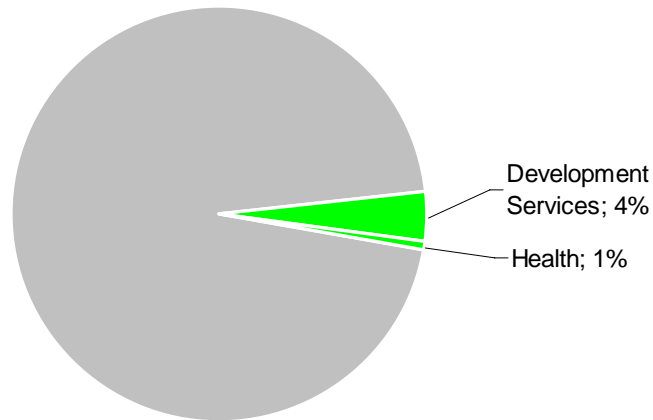
DEVELOPMENT SERVICES

The Building Inspection Department reviews major codes and makes recommendations to the respective boards which oversee them; administers the permitting procedures, record-keeping, legal issues, zoning applications, demolition program; and enforces the codes and responds to related complaints and protects historically significant structures. It also enforces illegal dumping activities, weeded lots, substandard structures and enforcing various other codes/ordinances in the City of Palestine. The Department is also responsible for health and animal control.

Health

This program provides for the enhancement of the quality of life within the City of Palestine through the enforcement of ordinances regulating the Health Codes inside the city limits by conducting routine inspections and investigating food services and sales facilities to decrease the threat of food-borne illnesses.

Development Services Expenditures



Animal Control

This division no longer functions as part of the Development Service division but is now a function of the Police Department.

Historic Preservation

This division no longer functions as part of the Development Service division but is now a function of the Main Street Program.

DEVELOPMENT SERVICES SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
010-5-810-2070	Gasoline Increase	1,200
		\$ 1,200

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Development Services Director	1.0	1.0	1.0
Inspector/Code Officer	4.0	4.0	4.0
Administrative Assistant	1.0	1.0	2.0
Animal Control Officer	1.0	1.0	0.0
Animal Control Officer (part-time)	0.0	0.5	0.0
Total Department:	7.0	7.5	7.0

DEVELOPMENT SERVICES

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-810-1010 SALARIES	\$ 129,265	\$ 215,164	\$ 252,342
010-5-810-1020 OVERTIME	-	5,000	5,000
010-5-810-1030 LONGEVITY	1,899	3,960	4,536
010-5-810-1031 INCENTIVE	-	100	8,450
010-5-810-1040 SOCIAL SECURITY	9,312	17,146	20,680
010-5-810-1050 HEALTH INSURANCE	28,846	46,440	55,732
010-5-810-1060 UNEMPLOYMENT INSURANCE	2,800	5,155	6,218
010-5-810-1061 WORKER'S COMPENSATION	880	2,430	2,731
010-5-810-1070 RETIREMENT	\$ 16,923	\$ 29,988	\$ 39,198
TOTAL PERSONNEL	\$ 189,924	\$ 325,384	\$ 394,887
SUPPLIES AND MATERIALS			
010-5-810-2010 OFFICE SUPPLIES	\$ 1,351	\$ 2,700	\$ 3,700
010-5-810-2020 POSTAGE	4,772	12,939	10,500
010-5-810-2040 UNIFORMS AND APPAREL	-	1,200	1,500
010-5-810-2070 GASOLINE AND OIL	2,165	5,001	7,400
010-5-810-2080 SMALL TOOLS AND EQUIPMENT	-	300	1,300
TOTAL SUPPLIES AND MATERIALS	\$ 8,288	\$ 22,140	\$ 24,400
SERVICES			
010-5-810-3040 COMMUNICATIONS	\$ 4,129	\$ 6,001	\$ 6,000
010-5-810-3080 MEMBERSHIP / SUBSCRIPTION	130	536	1,000
010-5-810-3082 TRAVEL AND TRAINING	4,281	10,701	12,500
010-5-810-3112 PRINTING SERVICES	75	700	700
010-5-810-3330 CONTRACT SERVICES	78,177	41,386	55,000
TOTAL SERVICES	\$ 86,793	\$ 59,323	\$ 75,200
MAINTENANCE & REPAIR			
010-5-810-4110 MOTOR VEHICLES	\$ 308	\$ 2,200	\$ 2,200
010-5-810-4120 EQUIPMENT & MACHINERY	-	2,800	2,800
TOTAL MAINTENANCE & REPAIR	\$ 308	\$ 5,000	\$ 5,000
TOTAL CODE ENFORCEMENT	\$ 285,312	\$ 411,847	\$ 499,487

CODE ENFORCEMENT

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-820-1010 SALARIES	\$ 70,202	\$ -	\$ -
010-5-820-1020 OVERTIME	1,389	-	-
010-5-820-1030 LONGEVITY	1,698	-	-
010-5-820-1031 INCENTIVE	700	-	-
010-5-820-1040 SOCIAL SECURITY	5,525	-	-
010-5-820-1050 HEALTH INSURANCE	13,481	-	-
010-5-820-1060 UNEMPLOYMENT INSURANCE	1,626	-	-
010-5-820-1061 WORKER'S COMPENSATION	607	-	-
010-5-820-1070 RETIREMENT	9,872	-	-
TOTAL PERSONNEL	\$ 105,100	\$ -	\$ -
SUPPLIES AND MATERIALS			
010-5-820-2010 OFFICE SUPPLIES	\$ 1,244	\$ -	\$ -
010-5-820-2020 POSTAGE	-	-	-
010-5-820-2040 UNIFORMS AND APPAREL	513	-	-
010-5-820-2070 GASOLINE AND OIL	3,393	-	-
010-5-820-2080 SMALL TOOLS AND EQUIPMENT	11	-	-
TOTAL SUPPLIES AND MATERIALS	\$ 5,162	\$ -	\$ -
SERVICES			
010-5-820-3040 COMMUNICATIONS	\$ 1,465	\$ -	\$ -
010-5-820-3082 TRAVEL AND TRAINING	2,063	-	-
010-5-820-3330 CONTRACT SERVICES	14,190	-	-
TOTAL SERVICES	\$ 17,718	\$ -	\$ -
MAINTENANCE & REPAIR			
010-5-820-4110 MOTOR VEHICLES	\$ 369	\$ -	\$ -
010-5-820-4120 EQUIPMENT & MACHINERY	594	-	-
TOTAL MAINTENANCE & REPAIR	\$ 963	\$ -	\$ -
TOTAL CODE ENFORCEMENT/LITTER	\$ 128,942	\$ -	\$ -

HEALTH

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
010-5-830-1010 SALARIES	\$ 37,919	\$ 42,477	\$ 43,757
010-5-830-1020 OVERTIME	2,143	2,500	2,500
010-5-830-1030 LONGEVITY	1,752	1,728	1,800
010-5-830-1031 INCENTIVE	1,725	1,200	1,950
010-5-830-1040 SOCIAL SECURITY	3,197	3,665	3,826
010-5-830-1050 HEALTH INSURANCE	5,810	5,340	6,086
010-5-830-1060 UNEMPLOYMENT INSURANCE	934	1,102	1,150
010-5-830-1061 WORKER'S COMPENSATION	418	798	833
010-5-830-1070 RETIREMENT	5,691	6,410	7,251
TOTAL PERSONNEL	\$ 59,590	\$ 65,220	\$ 69,153
SUPPLIES AND MATERIALS			
010-5-830-2010 OFFICE SUPPLIES	\$ 389	\$ 980	\$ 980
010-5-830-2020 POSTAGE	1,000	851	1,000
010-5-830-2031 CHEMICALS	2,699	-	3,000
010-5-830-2040 UNIFORMS AND APPAREL	200	200	200
010-5-830-2070 GASOLINE AND OIL	337	1,600	1,600
010-5-830-2080 SMALL TOOLS AND EQUIPMENT	-	501	500
010-5-830-2200 OTHER SUPPLIES	35	17	-
TOTAL SUPPLIES AND MATERIALS	\$ 4,660	\$ 4,149	\$ 7,280
SERVICES			
010-5-830-3030 PROFESSIONAL SERVICES	\$ 1,200	\$ 1,200	\$ 1,200
010-5-830-3040 COMMUNICATIONS	3,048	2,801	3,050
010-5-830-3080 MEMBERSHIP / SUBSCRIPTION	80	-	1,180
010-5-830-3082 TRAVEL AND TRAINING	2,960	3,851	4,650
010-5-830-3112 PRINTING SERVICES	59	120	570
TOTAL SERVICES	\$ 7,347	\$ 7,972	\$ 10,650
MAINTENANCE & REPAIR			
010-5-830-4110 MOTOR VEHICLES	\$ -	\$ 451	\$ 450
010-5-830-4120 EQUIPMENT & MACHINERY	95	100	100
TOTAL MAINTENANCE & REPAIR	\$ 95	\$ 551	\$ 550
SUNDRY			
010-5-830-5200 FOOD	\$ 67	\$ 101	\$ 150
TOTAL SUNDRY	\$ 67	\$ 101	\$ 150
TOTAL HEALTH	\$ 71,758	\$ 77,992	\$ 87,783

HISTORIC PRESERVATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SUPPLIES AND MATERIALS			
010-5-850-2020 POSTAGE	\$ 2,164	\$ -	\$ -
TOTAL SUPPLIES AND MATERIALS	\$ 2,164	\$ -	\$ -
SERVICES			
010-5-850-3020 AUDITS, CONTRACTS, SPECIAL	\$ 14,823	\$ -	\$ -
010-5-850-3080 MEMBERSHIP / SUBSCRIPTION	130	-	-
010-5-850-3082 TRAVEL AND TRAINING	4,821	-	-
010-5-850-3112 PRINTING SERVICES	656	-	-
TOTAL SERVICES	\$ 20,430	\$ -	\$ -
TOTAL HISTORIC PRESERVATION	\$ 22,594	\$ -	\$ -
TOTAL FUND EXPENSES	\$ 11,266,852	\$ 12,739,536	\$ 13,124,009
REVENUE OVER/(UNDER) EXPENDITURES	\$ 1,160,033	\$ 20	\$ (26,271)
PROJECTED ENDING FUND BALANCE	\$ 3,131,821	\$ 3,131,841	\$ 3,105,570

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DEBT SERVICE FUND

**City of Palestine
Annual Budget 2008-09**

Debt Service Fund

Fund Description

The debt service funds, also known as interest and sinking funds, are established by ordinances authorizing the issuance of bonds and providing for the payment of bond principal and interest as they come due. For general obligation debt, an ad valorem (property) tax rate and tax levy is required to be calculated and levied to meet the required amount that satisfies annual debt service requirements. General obligation bonds of the City carry an "Aa3" rating from Moody's Investor's Service and an AA from Standard & Poor's Ratings Service.

Fund Narrative

On April 24, 2006, the City issued \$2,000,000 of General Obligation bonds that included the annual general obligation debt added approximately \$250,000 for the next 10 years for these projects that otherwise could not be funded in one year's time. Use of the new bond proceeds will be accounted for in the Capital Improvement - 2006 Series (Fund 671). The City again issued additional Certificates of Obligation in January of 2008 relating to relocation of water lines. Debt of this nature would traditionally be supported as a revenue bond; however, the large ratio of debt on existing wastewater projects requires that the 2008 series be supported by the general debt service fund.

To the right is the remaining debt from the 2006 Series and the 2008 Series that details the City's debt position as of the beginning of fiscal year 2007-2008:

Certificates of Obligation - 2006 Series

	Principal	Interest	Fiscal Total
2009	180,000	64,985	244,985
2010	190,000	57,400	247,400
2011	195,000	49,508	244,508
2012	205,000	41,308	246,308
2013	215,000	32,698	247,698
2014	220,000	23,780	243,780
2015	230,000	14,555	244,555
2016	240,000	4,920	244,920
Total:	1,675,000	289,154	

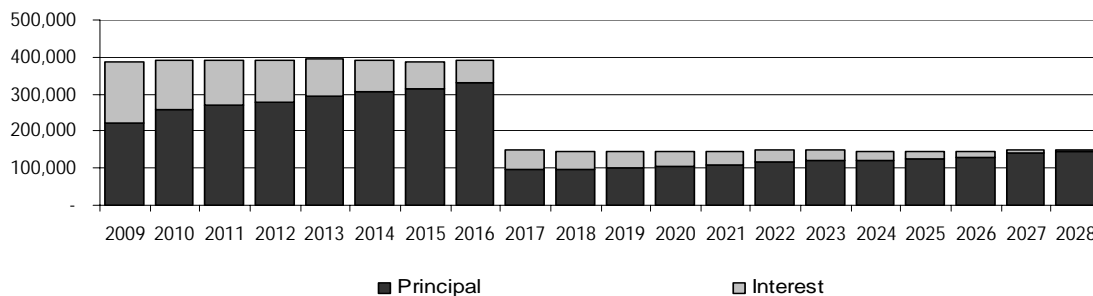
Certificates of Obligation - 2008 Series

	Principal	Interest	Fiscal Total
2009	40,000	103,823	143,823
2010	70,000	74,574	144,574
2011	75,000	71,765	146,765
2012	75,000	68,859	143,859
2013	80,000	65,857	145,857
2014	85,000	62,661	147,661
2015	85,000	59,368	144,368
2016	90,000	55,979	145,979
2017	95,000	52,395	147,395
2018	95,000	48,714	143,714
beyond	1,210,000	249,494	
Total:	2,000,000	913,489	

CURRENT REQUIREMENTS - FYE 2009

	PRINCIPAL	INTEREST	TOTAL	DEBT BALANCE
2006 Certificates of Obligation	180,000	64,985	244,985	1,675,000
2008 Certificates of Obligation	40,000	103,823	143,823	2,000,000
Total:	220,000	168,808	388,808	3,675,000

FUTURE DEBT REQUIREMENTS



**DEBT SERVICE
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 70,985	\$ 84,854	\$ 95,572
PROPERTY TAX			
310-4-1001 AD VALOREM TAXES	\$ 236,121	\$ 242,335	\$ 388,808
310-4-1002 DELINQUENT TAX REVENUE	9,790	6,837	5,000
310-4-1003 PENALTY & INTEREST TAXES	4,870	3,741	5,000
310-4-1005 MISCELLANEOUS REVENUE	780	11	-
TOTAL PROPERTY TAX	\$ 251,561	\$ 252,924	\$ 398,808
OTHER INCOME			
310-4-1901 INTEREST ON INVESTMENTS	\$ 9,455	\$ 6,557	\$ -
TOTAL OTHER INCOME	\$ 9,455	\$ 6,557	\$ -
TOTAL REVENUE:	\$ 261,016	\$ 259,481	\$ 398,808
TOTAL FUNDS AVAILABLE:	\$ 332,001	\$ 344,335	\$ 494,380

**DEBT SERVICE
EXPENDITURES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SUNDRY			
310-5-284-5140 PRINCIPAL/DEBT SERVICE	\$ 150,000	\$ 175,000	\$ 180,000
310-5-284-5141 PRINCIPAL/DEBT SERVICE	-	-	40,000
310-5-284-5150 INTEREST/DEBT SERVICE	97,147	72,263	64,985
310-5-284-5151 INTEREST/DEBT SERVICE	-	-	103,823
310-5-284-5160 MAINTENANCE FEE/DEBIT	-	1,500	-
TOTAL SUNDRY	\$ 247,147	\$ 248,763	\$ 388,808
TOTAL SERIES	\$ 247,147	\$ 248,763	\$ 388,808
TOTAL FUND EXPENSES:	\$ 247,147	\$ 248,763	\$ 388,808
REVENUE OVER/(UNDER) EXPENDITURES	\$ 13,869	\$ 10,718	\$ 10,000
PROJECTED ENDING FUND BALANCE	\$ 84,854	\$ 95,572	\$ 105,572

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SPECIAL REVENUE FUNDS

**City of Palestine
Annual Budget 2008-09**

TOURISM FUND

The Tourism Fund accounts for the use of Hotel/Motel Occupancy tax revenue generated by the City's hotels and which is restricted by State legislation to directly enhancing and promoting tourism and the convention and hotel industry. Also, the visitor center and civic center is operated out of this fund with additional revenue from the operation of the civic center. The department is to provide quality and innovative services to increase tourism and leisure to the City of Palestine.

TOURISM FUND SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
1000 series	<u>Salary Market Adjustment</u>	7,059
1010	Salaries	5,654
1040	Social Security	433
1060	Unemployment	130
1061	Workers Comp	22
1070	Retirement	820
	<u>Visitor Center Greeter - Part-time</u>	8,615
150-5-750-1010	Salaries	7,540
150-5-750-1040	Social Security	577
150-5-750-1060	Unemployment	173
150-5-750-1061	Workers Comp	325
	<u>Tourism Data Management System</u>	1,893
150-5-750-8015	Software	1,495
150-5-750-4520	Annual Maintenance	398
150-5-750-3110	Advertising Increase	5,000
150-5-750-8015	Desktop Computer	1,700
150-5-751-4010	Ceiling Tile Replacement	5,625
150-5-751-8010	Sprinkler System	53,150
150-5-751-8010	Civic Center HVAC Replacement	8,200
150-5-751-4510	Multipurpose Event Stages (3)	4,200
150-5-751-4510	Multipurpose Tables	4,582
150-5-751-4510	Multipurpose Chairs	7,992
		\$ 108,016

Budget Changes for FYE 2009

- A salary adjustment was provided for positions previously under the market rate for compensation of employee responsibilities.
- Additional funding for a second part-time Visitor Center Greeter. The visitor center is open to weekend traveling guest and staffing is essential to keeping the center functional to its purpose.
- The civic center will install a Sprinkler System to meet current fire safety standards.

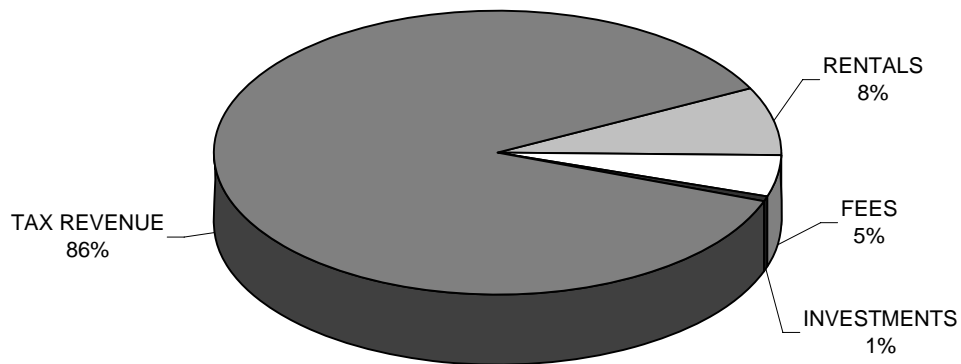
Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Tourism Director	1.0	1.0	1.0
Events Coordinator	1.0	1.0	1.0
Visitor Center Greeter (part-time)	0.5	0.5	1.0
Custodian	1.0	1.0	1.0
Total Department:	3.5	3.5	4.0

**TOURISM FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 133,474	\$ 158,633	\$ 183,198
FUND INCOME			
150-4-1901 INTEREST ON INVESTMENTS	2,263	3,190	3,000
150-4-1921 OCCUPANCY TAX	366,603	370,000	392,000
150-4-1930 CIVIC AUDITORIUM RENTAL	25,347	31,519	35,000
150-4-1931 SECURITY GUARD FEES	12,200	14,837	17,000
150-4-1932 SOUND TECH FEES	1,535	3,457	2,500
150-4-1940 FESTIVALS	38,745	-	-
150-4-1955 TRANSFER FROM OTHER FUNDS	969	-	-
150-4-1970 OTHER CHARGES	2,619	829	1,700
TOTAL FUND INCOME	\$ 450,281	\$ 423,832	\$ 451,200
TOTAL REVENUE:	\$ 450,281	\$ 423,832	\$ 451,200
TOTAL FUNDS AVAILABLE:	\$ 583,755	\$ 582,465	\$ 634,398

Sources of Tourism Revenue



**TOURISM FUND
VISITOR'S CENTER**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
150-5-750-1010 SALARIES AND WAGES	\$ 73,519	\$ 77,427	\$ 70,869
150-5-750-1012 TEMPORARY EMPLOYMENT	2,707	-	-
150-5-750-1020 OVERTIME	-	477	-
150-5-750-1030 LONGEVITY	366	576	288
150-5-750-1033 CAR ALLOWANCE	-	-	5,200
150-5-750-1040 SOCIAL SECURITY	5,312	5,967	5,841
150-5-750-1050 HEALTH INSURANCE	16,891	15,768	6,086
150-5-750-1060 UNEMPLOYMENT INSURANCE	1,584	1,794	1,756
150-5-750-1061 WORKER'S COMPENSATION	208	305	890
150-5-750-1070 RETIREMENT	9,583	10,437	8,885
TOTAL PERSONNEL	\$ 110,170	\$ 112,751	\$ 99,815
SUPPLIES AND MATERIALS			
150-5-750-2010 OFFICE SUPPLIES	\$ 2,656	\$ 5,001	\$ 4,750
150-5-750-2020 POSTAGE	6,761	6,500	7,500
150-5-750-2030 JANITORIAL SUPPLIES	150	600	600
150-5-750-2070 GASOLINE AND OIL	550	1,999	-
150-5-750-2210 PROMOTIONAL ITEMS	644	558	-
TOTAL SUPPLIES AND MATERIALS	\$ 10,760	\$ 14,658	\$ 12,850
SERVICES			
150-5-750-3030 PROFESSIONAL SERVICES	\$ 12,164	\$ 12,000	\$ 12,000
150-5-750-3040 COMMUNICATIONS	5,729	9,099	9,100
150-5-750-3050 UTILITIES - ELECTRIC	517	1,001	1,000
150-5-750-3051 UTILITIES - CITY	143	-	-
150-5-750-3060 JANITORIAL SERVICES	16	-	-
150-5-750-3082 TRAVEL AND TRAINING	9,106	10,000	11,000
150-5-750-3110 ADVERTISING	31,508	31,000	37,000
150-5-750-3112 PRINTING SERVICES	16,696	24,500	24,500
150-5-750-3310 EQUIPMENT RENTAL / LEASE	3,178	3,500	3,500
150-5-750-3330 CONTRACT SERVICES	1,122	1,300	1,300
150-5-750-3340 SALES AND PROMOTIONS	10,701	9,599	10,600
150-5-750-3350 FESTIVALS	26,657	-	-
150-5-750-3360 TRADE SHOWS	2,275	3,000	4,000
TOTAL SERVICES	\$ 119,811	\$ 104,999	\$ 114,000
MAINTENANCE & REPAIR			
150-5-750-4010 BUILDINGS & GROUNDS	\$ 906	\$ 1,500	\$ 1,500
150-5-750-4110 MOTOR VEHICLES	807	799	-
TOTAL MAINTENANCE & REPAIR	\$ 1,714	\$ 2,299	\$ 1,500
MAINTENANCE - EQUIPMENT			
150-5-750-4520 SOFTWARE MAINTENANCE	\$ -	\$ -	\$ 398
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ -	\$ 398
SUNDRY			
150-5-750-5050 ART/CULTURAL PROJECTS	\$ 15,000	\$ 15,000	\$ 18,000
TOTAL SUNDRY	\$ 15,000	\$ 15,000	\$ 18,000

**TOURISM FUND
VISITOR'S CENTER**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
EQUIPMENT			
150-5-750-8015 COMPUTER EQUIPMENT	\$ -	\$ -	\$ 3,195
TOTAL EQUIPMENT	\$ -	\$ -	\$ 3,195
INTERFUND ACTIVITY			
150-5-750-9074 TRSF TO TXDOT ENHANCEMENT	\$ 36,220	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 36,220	\$ -	\$ -
TOTAL TOURISM	\$ 293,676	\$ 249,706	\$ 249,758

**TOURISM FUND
CIVIC CENTER**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
150-5-751-1010 SALARIES AND WAGES	\$ 9,919	\$ 18,954	\$ 52,475
150-5-751-1012 TEMPORARY EMPLOYMENT	4,095	-	-
150-5-751-1020 OVERTIME	-	2,406	-
150-5-751-1030 LONGEVITY	-	72	576
150-5-751-1031 INCENTIVES	-	-	1,000
150-5-751-1040 SOCIAL SECURITY	772	1,456	4,135
150-5-751-1050 HEALTH INSURANCE	3,081	10,428	17,842
150-5-751-1060 UNEMPLOYMENT INSURANCE	216	438	1,243
150-5-751-1061 WORKER'S COMPENSATION	389	494	211
150-5-751-1070 RETIREMENT	1,348	2,546	7,838
TOTAL PERSONNEL	\$ 19,820	\$ 36,793	\$ 85,320
SUPPLIES AND MATERIALS			
150-5-751-2010 OFFICE SUPPLIES	\$ 670	\$ 1,000	\$ 2,000
150-5-751-2020 POSTAGE	1,503	1,250	1,250
150-5-751-2030 JANITORIAL SUPPLIES	2,564	2,700	3,000
150-5-751-2220 SPECIAL EVENT MATERIALS	1,020	751	1,000
TOTAL SUPPLIES AND MATERIALS	\$ 5,758	\$ 5,701	\$ 7,250
SERVICES			
150-5-751-3040 COMMUNICATIONS	\$ 2,946	\$ 2,506	\$ 2,500
150-5-751-3050 UTILITIES - ELECTRIC	42,227	49,901	50,000
150-5-751-3060 JANITORIAL SERVICES	760	-	-
150-5-751-3080 MEMBERSHIPS / CERTIFICATES	100	950	1,150
150-5-751-3210 FINANCIAL SERVICE CHARGES	1,511	1,400	1,400
150-5-751-3211 INVESTMENT SERVICE CHARGES	33	51	50
150-5-751-3310 EQUIPMENT RENTAL / LEASE	1,503	1,500	1,500
150-5-751-3330 CONTRACT SERVICES	751	1,750	1,750
150-5-751-3370 SECURITY GUARDS	19,770	20,809	21,500
150-5-751-3371 SOUND & LIGHT TECHNICIAN	4,639	5,000	5,000
TOTAL SERVICES	\$ 74,240	\$ 83,866	\$ 84,850
MAINTENANCE & REPAIR			
150-5-751-4010 BUILDINGS & GROUNDS	\$ 31,447	\$ 23,200	\$ 20,825
TOTAL MAINTENANCE & REPAIR	\$ 31,447	\$ 23,200	\$ 20,825
MAINTENANCE - EQUIPMENT			
150-5-751-4510 FIXTURE / EQUIPMENT MA	\$ 120	\$ -	\$ 16,774
TOTAL MAINTENANCE - EQUIPMENT	\$ 120	\$ -	\$ 16,774
SUNDRY			
150-5-751-5070 ADVERTISING AND PROMOTIONS	\$ 60	\$ -	\$ -
TOTAL SUNDRY	\$ 60	\$ -	\$ -
EQUIPMENT			
150-5-751-8010 CAPITAL EQUIPMENT	\$ -	\$ -	\$ 53,150
150-5-751-8015 COMPUTER EQUIPMENT	-	-	8,200
TOTAL EQUIPMENT	\$ -	\$ -	\$ 61,350

**TOURISM FUND
CIVIC CENTER**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
TOTAL CIVIC CENTER	\$ 131,444	\$ 149,560	\$ 276,369
TOTAL FUND EXPENSES	\$ 425,120	\$ 399,267	\$ 526,127
REVENUE OVER/(UNDER) EXPENDITURES	\$ 25,160	\$ 24,565	\$ (74,927)
PROJECTED ENDING FUND BALANCE	\$ 158,633	\$ 183,198	\$ 108,271

AIRPORT FUND

The City of Palestine owns a general aviation airport (PSN), four nautical miles northwest of downtown. The Airport has two operational runways and is located on 524 acres at an elevation of 423 feet. The airport is used broadly by businesses who wish to conduct business located in the Palestine-Anderson County area. Also, the airport serves as an excellent stop for longer flights that require an extended runway for refueling. The airport's operations are financed by the City of Palestine as an enterprise fund, where service costs are financed through user charges. The airport has 36 based planes with one jet and two multi-engine aircraft. The airport services 30 planes per day with 34% as transitory general aviation.

Runway Information:

- Airport runway 18/36 is an asphalt surface approximately 5,000 feet in length, running north-south.
- Airport runway 09/27 is an asphalt surface approximately 4,000 feet in length, running east-west.

Flight Services Include:

- Aviation Fuel
- Aircraft Parking
- Passenger Terminal And Lounge
- Flight Training Aircraft Rental
- Pilot Supplies
- Pilots Lounge
- Public Telephone
- Computerized Weather
- Internet Access

AIRPORT FUND SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
240-5-110-2011	Airport Merchandise	8,000
240-5-110-8010	Security Cameras	10,000
		\$ 18,000

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Airport Services Supervisor	0.0	1.0	1.0
Airport Attendant (part-time)	0.0	0.5	0.5
Total Department:	0.0	1.5	1.5

**AIRPORT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 10,419	\$ (50,971)	\$ (24,238)
LEASES AND RENTALS			
240-4-1601 AIRPORT RENTAL FEES	\$ 13,116	\$ 16,000	\$ 18,500
240-4-1602 LAND LEASE FEES	2,000	2,500	2,500
TOTAL LEASES AND RENTALS	\$ 15,116	\$ 18,500	\$ 21,000
OTHER AGENCIES			
240-4-1804 STATE & FEDERAL GRANTS	\$ 8,300	\$ 2,810	\$ 8,000
TOTAL OTHER AGENCIES	\$ 8,300	\$ 2,810	\$ 8,000
OTHER INCOME			
240-4-1901 INTEREST ON INVESTMENTS	\$ 907	\$ 1,000	\$ 1,000
240-4-1905 MERCHANDISE SALES	375	3,000	10,000
240-4-1907 CALL OUT FEE	800	-	-
240-4-1919 SALE OF FUEL	76,277	427,000	440,000
240-4-1941 TRANSFER FROM GENERAL FUND	129,377	20,000	25,000
TOTAL OTHER INCOME	\$ 207,736	\$ 451,000	\$ 476,000
 TOTAL REVENUE	 \$ 231,152	 \$ 472,310	 \$ 505,000
 TOTAL FUNDS AVAILABLE	 \$ 241,570	 \$ 421,338	 \$ 480,762

AIRPORT OPERATIONS

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
240-5-110-1010 SALARIES AND WAGES	\$ 9,140	\$ 31,076	\$ 33,707
240-5-110-1020 OVERTIME	-	200	-
240-5-110-1030 LONGEVITY	-	144	144
240-5-110-1040 SOCIAL SECURITY	655	2,388	2,590
240-5-110-1050 HEALTH INSURANCE	1,896	5,340	6,086
240-5-110-1060 UNEMPLOYMENT INSURANCE	175	718	779
240-5-110-1061 WORKER'S COMPENSATION	25	212	504
240-5-110-1070 RETIREMENT	1,145	4,177	3,815
TOTAL PERSONNEL	\$ 13,036	\$ 44,255	\$ 47,625
SUPPLIES AND MATERIALS			
240-5-110-2010 OFFICE SUPPLIES	\$ 1,301	\$ 5,039	\$ 350
240-5-110-2011 COST OF SALES	-	-	8,000
240-5-110-2020 POSTAGE	5	150	500
240-5-110-2030 JANITORIAL SUPPLIES	133	122	500
240-5-110-2031 CHEMICALS	-	3,000	1,500
240-5-110-2040 UNIFORMS AND APPAREL	-	37	250
240-5-110-2070 GASOLINE AND OIL	3	1,500	1,000
240-5-110-2072 AVIATION/JET FUEL	90,902	320,000	320,000
240-5-110-2099 CONCESSIONS	400	715	-
TOTAL SUPPLIES AND MATERIALS	\$ 92,744	\$ 330,564	\$ 332,100
SERVICES			
240-5-110-3030 PROFESSIONAL SERVICES	\$ 233	\$ 1,000	\$ 1,000
240-5-110-3040 COMMUNICATIONS	4,837	7,700	7,800
240-5-110-3050 UTILITIES - ELECTRIC	11,323	14,000	14,000
240-5-110-3051 UTILITIES - CITY	45	500	500
240-5-110-3082 TRAVEL AND TRAINING	100	2,000	1,000
240-5-110-3200 RETAIL ITEMS	20	-	-
240-5-110-3211 INVESTMENT SERVICE CHARGE	11	50	-
240-5-110-3330 CONTRACT SERVICES	4,065	3,000	-
TOTAL SERVICES	\$ 20,634	\$ 28,250	\$ 24,300
MAINTENANCE & REPAIR			
240-5-110-4010 BUILDINGS & STRUCTURES	\$ 13,224	\$ 20,560	\$ 6,000
240-5-110-4110 MOTOR VEHICLES	-	2,000	2,000
240-5-110-4120 EQUIPMENT & MACHINERY	19,811	5,021	3,000
240-5-110-4310 SEWER SYSTEM MAINTENANCE	-	2,000	2,000
TOTAL MAINTENANCE & REPAIR	\$ 33,035	\$ 29,581	\$ 13,000
MAINTENANCE - EQUIPMENT			
240-5-110-4510 EQUIPMENT MAINTENANCE	\$ -	\$ 2,593	\$ 3,000
TOTAL MAINTENANCE - EQUIPMENT	\$ -	\$ 2,593	\$ 3,000
EQUIPMENT			
240-5-110-8010 OPERATION EQUIPMENT	\$ 150	\$ 2,407	\$ 10,000
240-5-110-8020 MACHINERY	9,133	-	-
240-5-110-8021 FUEL STORAGE TANKS	36,363	-	-
240-5-110-8053 DEHART HANGER	41,770	-	-
240-5-110-8054 DEHART AVIATION CAPITAL	45,677	-	-
TOTAL EQUIPMENT	\$ 133,093	\$ 2,407	\$ 10,000

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
INTERFUND ACTIVITY			
240-5-110-9510 EQUIP. PURCHASE CONTRIBUTION	\$ -	\$ 7,926	\$ 47,550
TOTAL INTERFUND ACTIVITY	\$ -	\$ 7,926	\$ 47,550
TOTAL AIRPORT OPERATIONS	\$ 292,542	\$ 445,576	\$ 477,575
TOTAL FUND EXPENSES	\$ 292,542	\$ 445,576	\$ 477,575
REVENUE OVER/(UNDER) EXPENDITURES	\$ (61,390)	\$ 26,734	\$ 27,425
PROJECTED ENDING FUND BALANCE	\$ (50,971)	\$ (24,238)	\$ 3,187

**MUNICIPAL COURT - BLDG SECURITY FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 15,678	\$ 12,907	\$ 12,794
FINES AND WARRANTS			
250-4-1409 COURT SECURITY FEES	\$ 7,688	\$ 9,000	\$ 8,000
TOTAL FINES AND WARRANTS	\$ 7,688	\$ 9,000	\$ 8,000
TOTAL REVENUE:	<u>\$ 7,688</u>	<u>\$ 9,000</u>	<u>\$ 8,000</u>
TOTAL FUNDS AVAILABLE:	\$ 23,366	\$ 21,907	\$ 20,794

**MUNICIPAL COURT - BLDG SECURITY FUND
BUILDING SECURITY**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
260-5-110-1010 SALARIES	\$ -	\$ 1,875	\$ 7,500
260-5-110-1031 INCENTIVES	-	325	1,300
260-5-110-1040 SOCIAL SECURITY	-	168	673
260-5-110-1060 UNEMPLOYMENT INSURANCE	-	51	202
260-5-110-1061 WORKER'S COMPENSATION	-	95	379
TOTAL PERSONNEL	\$ -	\$ 2,514	\$ 10,054
SUPPLIES AND MATERIALS			
250-5-110-2083 ARSENAL	\$ -	\$ 100	\$ 100
TOTAL SUPPLIES AND MATERIALS	\$ -	\$ 100	\$ 100
SERVICES			
250-5-110-3040 COMMUNICATIONS	\$ 686	\$ -	\$ -
250-5-110-3082 TRAVEL AND TRAINING	1,478	1,500	1,500
250-5-110-3330 CONTRACT SERVICES	8,295	5,000	1,500
TOTAL SERVICES	\$ 10,459	\$ 6,500	\$ 3,000
TOTAL SECURITY	<u>\$ 10,459</u>	<u>\$ 9,114</u>	<u>\$ 13,154</u>
TOTAL FUND EXPENSES:	<u>\$ 10,459</u>	<u>\$ 9,114</u>	<u>\$ 13,154</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ (2,771)	\$ (114)	\$ (5,154)
PROJECTED ENDING FUND BALANCE	\$ 12,907	\$ 12,794	\$ 7,640

**MUNICIPAL COURT - TECHNOLOGY FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 18,558	\$ 18,060	\$ 16,360
FINES AND WARRANTS			
260-4-1410 COURT TECHNOLOGY FEES	\$ 10,246	\$ 9,000	\$ 10,000
TOTAL FINES AND WARRANTS	\$ 10,246	\$ 9,000	\$ 10,000
TOTAL REVENUE:	<u>\$ 10,246</u>	<u>\$ 9,000</u>	<u>\$ 10,000</u>
TOTAL FUNDS AVAILABLE:	\$ 28,804	\$ 27,060	\$ 26,360

**MUNICIPAL COURT - TECHNOLOGY FUND
COURT TECHNOLOGY**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
EQUIPMENT			
260-5-110-8050 COMPUTER EQUIPMENT	\$ 125	\$ -	\$ -
TOTAL EQUIPMENT	\$ 125	\$ -	\$ -
INTERFUND ACTIVITY			
260-5-110-9010 TRSF TO GENERAL FUND	\$ 4,250	\$ 4,300	\$ 4,300
260-5-110-9510 EQUIP. PURCHASE CONTRIBUTION	6,369	6,400	6,400
TOTAL INTERFUND ACTIVITY	\$ 10,619	\$ 10,700	\$ 10,700
TOTAL COURT TECHNOLOGY	<u>\$ 10,744</u>	<u>\$ 10,700</u>	<u>\$ 10,700</u>
TOTAL FUND EXPENSES:	<u>\$ 10,744</u>	<u>\$ 10,700</u>	<u>\$ 10,700</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ (498)	\$ (1,700)	\$ (700)
PROJECTED ENDING FUND BALANCE	\$ 18,060	\$ 16,360	\$ 15,660

**PERPETUAL CEMETERY
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
400-PERPETUAL CEMETERY REVENUES			
BEGINNING FUND BALANCE	\$ 125,482	\$ 138,113	\$ 151,113
CHARGES FOR SERVICE			
400-4-1708 CEMETERY LOT SALES	\$ 5,500	\$ 8,800	\$ 5,000
TOTAL CHARGES FOR SERVICE	\$ 5,500	\$ 8,800	\$ 5,000
OTHER INCOME			
400-4-1901 INTEREST ON INVESTMENTS	\$ 10,988	\$ 8,000	\$ 8,000
TOTAL OTHER INCOME	\$ 10,988	\$ 8,000	\$ 8,000
TOTAL REVENUE:	<u>\$ 16,488</u>	<u>\$ 16,800</u>	<u>\$ 13,000</u>
TOTAL FUNDS AVAILABLE:	\$ 141,970	\$ 154,913	\$ 164,113

**PERPETUAL CEMETERY
CEMETERY SERVICES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
400-5-110-3030 PROFESSIONAL SERVICES	\$ 1,080	\$ -	\$ -
400-5-110-3211 INVESTMENT SERVICE CHARGE	186	500	500
TOTAL SERVICES	\$ 1,266	\$ 500	\$ 500
CAPITAL OUTLAY			
400-5-110-7451 CEMETERY SUPPLIES	\$ 1,338	\$ 2,000	\$ 2,000
TOTAL CAPITAL OUTLAY	\$ 1,338	\$ 2,000	\$ 2,000
INTERFUND ACTIVITY			
400-5-110-9010 TRSF TO GENERAL FUND	\$ 563	\$ 600	\$ 600
400-5-110-9510 EQUIP. PURCHASE CONTRIBUTION	690	700	700
TOTAL INTERFUND ACTIVITY	\$ 1,253	\$ 1,300	\$ 1,300
TOTAL CEMETERY SERVICES	<u>\$ 3,857</u>	<u>\$ 3,800</u>	<u>\$ 3,800</u>
TOTAL FUND EXPENSES:	<u>\$ 3,857</u>	<u>\$ 3,800</u>	<u>\$ 3,800</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ 12,631	\$ 13,000	\$ 9,200
PROJECTED ENDING FUND BALANCE	\$ 138,113	\$ 151,113	\$ 160,313

060-LIBRARY MEMORIAL FUND	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ 12,749	\$ 14,401	\$ 10,401
REVENUES			
060-4-1912 CONTRIBUTIONS	\$ 1,930	\$ 6,000	\$ 6,000
TOTAL REVENUE	\$ 1,930	\$ 6,000	\$ 6,000
TOTAL FUNDS AVAILABLE	\$ 14,679	\$ 20,401	\$ 16,401
EXPENSES			
060-5-110-7451 MEMORIAL FUND EXPENSE	\$ 278	\$ 10,000	\$ 10,000
TOTAL FUND EXPENSES	\$ 278	\$ 10,000	\$ 10,000
PROJECTED ENDING FUND BALANCE	\$ 14,401	\$ 10,401	\$ 6,401

061-GATES "PAC HUG" GRANT	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ -	\$ 2,500	\$ -
REVENUES			
061-4-1804 STATE & FEDERAL GRANTS	\$ 6,250	\$ -	\$ -
TOTAL REVENUE	\$ 6,250	\$ -	\$ -
TOTAL FUNDS AVAILABLE	\$ 6,250	\$ 2,500	\$ -
EXPENSES			
061-5-110-8050 GRANT EQUIPMENT	\$ 3,750	\$ 2,500	\$ -
TOTAL FUND EXPENSES	\$ 3,750	\$ 2,500	\$ -
PROJECTED ENDING FUND BALANCE	\$ 2,500	\$ -	\$ -

130-TOBACCO GRANT 2007-08	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ -	\$ 4,000	\$ -
REVENUES			
130-4-1805 ENTITLEMENT FUNDS	\$ 4,000	\$ -	\$ -
TOTAL REVENUE	\$ 4,000	\$ -	\$ -
TOTAL FUNDS AVAILABLE	\$ 4,000	\$ 4,000	\$ -
EXPENSES			
130-5-110-2062 POLICE INFORMANT	\$ -	\$ 4,000	\$ -
TOTAL FUND EXPENSES	\$ -	\$ 4,000	\$ -
PROJECTED ENDING FUND BALANCE	\$ 4,000	\$ -	\$ -

360-PD-CONFISCATED MONEY	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ 16,920	\$ 18,230	\$ 19,405
REVENUES			
360-4-1901 INTEREST ON INVESTMENTS	\$ 1,340	\$ 1,200	\$ 1,200
TOTAL REVENUE	\$ 1,340	\$ 1,200	\$ 1,200
TOTAL FUNDS AVAILABLE	\$ 18,260	\$ 19,430	\$ 20,605
EXPENSES			
360-5-110-3211 INVESTMENT SERVICE CHARGE	\$ 30	\$ 25	\$ 25
360-5-110-8050 EQUIPMENT	-	-	20,000
TOTAL FUND EXPENSES	\$ 30	\$ 25	\$ 20,025
PROJECTED ENDING FUND BALANCE	\$ 18,230	\$ 19,405	\$ 580

370-FEDERAL FORFEITURE	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ 24,392	\$ 106,937	\$ 57,771
REVENUES			
370-4-1901 INTEREST ON INVESTMENTS	\$ 3,432	\$ 1,824	\$ 1,000
370-4-1910 FORFEITURES	87,672	14,010	5,000
TOTAL REVENUE	\$ 91,104	\$ 15,834	\$ 6,000
TOTAL FUNDS AVAILABLE	\$ 115,496	\$ 122,771	\$ 63,771
EXPENSES			
370-5-110-8020 VEHICLES	\$ -	\$ 55,000	\$ 35,000
370-5-110-8050 EQUIPMENT & MACHINERY	8,559	10,000	20,000
TOTAL FUND EXPENSES	\$ 8,559	\$ 65,000	\$ 55,000
PROJECTED ENDING FUND BALANCE	\$ 106,937	\$ 57,771	\$ 8,771

410-REVOLVING LOAN FUND	ACTUAL FYE 07	ESTIMATED FYE 08	BUDGET FYE 09
BEGINNING FUND BALANCE	\$ 475,741	\$ 497,106	\$ 396,706
REVENUES			
410-4-1901 INTEREST ON INVESTMENTS	\$ 21,656	\$ 20,000	\$ 20,000
TOTAL REVENUE	\$ 21,656	\$ 20,000	\$ 20,000
TOTAL FUNDS AVAILABLE	\$ 497,397	\$ 517,106	\$ 416,706
EXPENSES			
410-5-110-3211 INVESTMENT SERVICE CHARGE	\$ 291	\$ 400	\$ 400
410-5-110-3442 ECONOMIC DEVELOPMENT USE	-	120,000	320,000
TOTAL FUND EXPENSES	\$ 291	\$ 120,400	\$ 320,400
PROJECTED ENDING FUND BALANCE	\$ 497,106	\$ 396,706	\$ 96,306

INTERNAL SERVICE FUNDS

**City of Palestine
Annual Budget 2008-09**

**CENTRAL WAREHOUSE FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 165,120	\$ 142,996	\$ 357,085
CHARGES FOR SERVICE			
500-4-1750 OPERATION FEES	\$ 46,295	\$ 40,000	\$ 50,000
TOTAL CHARGES FOR SERVICE	\$ 46,295	\$ 40,000	\$ 50,000
OTHER INCOME			
500-4-1915 GENERAL FUND SALES	\$ 185,559	\$ 145,000	\$ 200,000
500-4-1955 TRANSFER FROM OTHER FUNDS	395	-	-
500-4-1975 CIVIC CENTER/TOURISM FND SALES	3,244	3,500	3,500
500-4-1976 SANITATION SALES	26,613	27,000	28,000
500-4-1977 WASTEWATER FUND SALES	29,012	25,000	33,000
500-4-1979 WATER FUND SALES	63,778	49,998	70,000
500-4-1984 AIRPORT SALES	-	458	-
TOTAL OTHER INCOME	\$ 308,601	\$ 250,956	\$ 334,500
TOTAL REVENUE	\$ 354,896	\$ 290,956	\$ 384,500
TOTAL FUNDS AVAILABLE	520,016	433,952	741,585

CENTRAL WAREHOUSE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
500-5-110-1010 SALARIES AND WAGES	\$ 28,597	\$ 31,450	\$ 37,541
500-5-110-1030 LONGEVITY	1,530	1,512	1,584
500-5-110-1040 SOCIAL SECURITY	2,262	2,522	2,993
500-5-110-1050 HEALTH INSURANCE	5,688	5,340	6,086
500-5-110-1060 UNEMPLOYMENT INSURANCE	653	758	900
500-5-110-1061 WORKER'S COMPENSATION	86	129	153
500-5-110-1070 RETIREMENT	3,955	4,410	5,628
TOTAL PERSONNEL	\$ 42,771	\$ 46,121	\$ 54,885
SUPPLIES AND MATERIALS			
500-5-110-2010 OFFICE SUPPLIES	\$ 307	\$ 700	\$ 700
TOTAL SUPPLIES AND MATERIALS	\$ 307	\$ 700	\$ 700
SERVICES			
500-5-110-3040 COMMUNICATIONS	\$ 2,032	\$ 2,300	\$ 2,500
500-5-110-3050 UTILITIES - ELECTRIC	18,846	22,500	22,500
500-5-110-3051 UTILITIES - CITY	-	3,925	3,925
500-5-110-3082 TRAVEL AND TRAINING	207	500	500
500-5-110-3112 PRINTING SERVICES	65	350	150
500-5-110-3310 EQUIPMENT RENTAL / LEASE	751	1,501	1,500
TOTAL SERVICES	\$ 21,901	\$ 31,076	\$ 31,075

CENTRAL WAREHOUSE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
CAPITAL OUTLAY			
500-5-110-7050 INVENTORY PURCHASES	\$ 311,946	\$ (1,180)	\$ 300,000
TOTAL CAPITAL OUTLAY	\$ 311,946	\$ (1,180)	\$ 300,000
EQUIPMENT			
500-5-110-8010 FURNITURE & OFFICE EQUIP.	\$ 95	\$ 150	\$ 150
TOTAL EQUIPMENT	\$ 95	\$ 150	\$ 150
TOTAL SERVICE FUND	\$ 377,020	\$ 76,867	\$ 386,810
TOTAL FUND EXPENSES	\$ 377,020	\$ 76,867	\$ 386,810
REVENUE OVER/(UNDER) EXPENDITURES	\$ (22,124)	\$ 214,089	\$ (2,310)
PROJECTED ENDING FUND BALANCE	\$ 142,996	\$ 357,085	\$ 354,775

**HEALTH INSURANCE FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 4,212	\$ (188,366)	\$ 82,974
OTHER INCOME			
530-4-1901 INTEREST ON INVESTMENTS	\$ 8,513	\$ 2,951	\$ 3,000
530-4-1955 TRANSFER FROM OTHER FUNDS	-	13,752	-
530-4-1960 STOP LOSS RECOVERIES	216,422	50,863	-
530-4-1980 EMPLOYEE/EMPLOYER CONTRIB.	1,707,391	1,468,980	1,638,377
TOTAL OTHER INCOME	\$ 1,932,326	\$ 1,536,546	\$ 1,641,377
TOTAL REVENUE	\$ 1,932,326	\$ 1,536,546	\$ 1,641,377
TOTAL FUNDS AVAILABLE	\$ 1,936,538	\$ 1,348,180	\$ 1,724,351

HEALTH INSURANCE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
530-5-110-3030 PROFESSIONAL SERVICES	\$ 35,000	\$ 27,563	\$ 35,000
530-5-110-3211 INVESTMENT SERVICE CHARGE	5	-	-
TOTAL SERVICES	\$ 35,005	\$ 27,563	\$ 35,000
INTERFUND ACTIVITY			
530-5-110-9601 MEDICAL/LIFE INS PREMIUM	\$ 2,089,899	\$ 1,237,645	\$ 1,603,377
TOTAL INTERFUND ACTIVITY	\$ 2,089,899	\$ 1,237,645	\$ 1,603,377
TOTAL SERVICE FUND	\$ 2,124,904	\$ 1,265,208	\$ 1,638,377
TOTAL FUND EXPENSES	\$ 2,124,904	\$ 1,265,208	\$ 1,638,377
REVENUE OVER/(UNDER) EXPENDITURES	\$ (192,578)	\$ 271,338	\$ 3,000
PROJECTED ENDING FUND BALANCE	\$ (188,366)	\$ 82,972	\$ 85,974

**EQUIPMENT REPLACEMENT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 1,609,050	\$ 1,705,479	\$ 1,723,641
CHARGES FOR SERVICE			
540-4-1706 SALE OF EQUIPMENT	\$ 172,000	\$ 22,950	\$ 20,000
TOTAL CHARGES FOR SERVICE	\$ 172,000	\$ 22,950	\$ 20,000
OTHER INCOME			
540-4-1901 INTEREST ON INVESTMENTS	\$ 33,170	\$ 23,295	\$ 20,000
540-4-1902 INSURANCE RECOVERIES	-	17,329	-
540-4-1990 GENERAL - EQUIP. PURCHASE	134,717	-	-
540-4-1991 WATER - EQUIP. PURCHASE	52,775	-	-
540-4-1992 WASTEWATER - EQUIP. PURCHASE	30,077	-	-
540-4-1993 SAN. FUND - EQUIP PURCHASE	2,642	-	-
540-4-1995 EQUIP. PURCHASE (OTHER)	7,059	-	-
540-4-1996 GF - EQUIPMENT USER FEE	16,100	204,479	159,978
540-4-1997 WF - EQUIPMENT USER FEE	7,000	16,401	21,409
540-4-1998 WW- EQUIPMENT USER FEE	3,000	61,985	50,120
540-4-1999 EQUIP. USER FEE (OTHER FUNDS)	-	97,350	97,350
TOTAL OTHER INCOME	\$ 286,540	\$ 420,839	\$ 348,857
 TOTAL REVENUE	 \$ 458,540	 \$ 443,789	 \$ 368,857
 TOTAL FUNDS AVAILABLE	 \$ 2,067,590	 \$ 2,149,268	 \$ 2,092,498

EQUIPMENT REPLACEMENT

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
540-5-110-3211 INVESTMENT SERVICE CHARGE	\$ 976	\$ 970	\$ 1,200
TOTAL SERVICES	\$ 976	\$ 970	\$ 1,200
SUNDRY			
540-5-110-5410 INTEREST EXPENSE - COM	\$ 7,741	\$ -	\$ -
540-5-110-5411 INTEREST EXPENSE-FIRE	4,633	-	-
540-5-110-5412 INTEREST EXPENSE-VAC TRUCK	1,122	-	-
540-5-110-5413 INTEREST EXPENSE-REGIONS	1,018	-	-
540-5-110-5599 DEPRECIATION EXPENSE	250,849	-	-
TOTAL SUNDRY	\$ 265,363	\$ -	\$ -
INTERFUND ACTIVITY			
540-5-110-9496 LOSS/SALE OF FIXED ASS	\$ 12,986	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 12,986	\$ -	\$ -
SERVICES			
540-5-520-3310 EQUIPMENT RENTAL / LEASE	\$ 57,368	\$ -	\$ -
540-5-540-8043 EQUIPMENT LEASE - PURCHASE	625	424,657	328,857
540-5-580-3310 EQUIPMENT RENTAL / LEASE	24,792	-	-
TOTAL SERVICES	\$ 82,785	\$ 424,657	\$ 328,857
TOTAL SERVICE FUND	\$ 362,110	\$ 425,627	\$ 330,057
TOTAL FUND EXPENSES	\$ 362,110	\$ 425,627	\$ 330,057
REVENUE OVER/(UNDER) EXPENDITURES	\$ 96,430	\$ 18,162	\$ 38,800
PROJECTED ENDING FUND BALANCE	\$ 1,705,480	\$ 1,723,641	\$ 1,762,441

**WORKERS COMPENSATION FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
560-WORKERS COMPENSATION REVENUES			
BEGINNING FUND BALANCE	\$ 128,368	\$ 222,754	\$ 195,565
OTHER INCOME			
560-4-1901 INTEREST ON INVESTMENTS	\$ 11,590	\$ 15,000	\$ 15,379
560-4-1903 INSURANCE PREMIUMS	128,271	-	-
560-4-1941 TRANSFER FROM GENERAL FUND	142,024	87,773	208,092
560-4-1942 TRANSFER FROM WATER FUND	16,425	9,773	30,408
560-4-1943 TRANSFER FROM WASTEWATER FUND	11,897	5,564	16,395
560-4-1944 TRSF FROM CIVIC CTR/TOURISM	571	608	776
560-4-1980 EMPLOYEE/EMPLOYER CONT.	-	36,372	-
560-4-1981 TRANSFER FROM WAREHOUSE	86	84	137
560-4-1982 TRSF FROM AIRPORT FUND	25	43	-
560-4-1983 TRANSFER FROM SANITATION FUND	-	94	5,880
TOTAL OTHER INCOME	\$ 310,889	\$ 155,311	\$ 277,067
TOTAL REVENUE	\$ 310,889	\$ 155,311	\$ 277,067
TOTAL FUNDS AVAILABLE	\$ 439,257	\$ 378,065	\$ 472,632

WORKERS COMPENSATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
560-WORKERS COMPENSATION ADMINISTRATION			
SERVICES			
560-5-110-3220 INSURANCE PREMIUMS-TML	\$ 120,246	\$ 180,000	\$ 180,000
TOTAL SERVICES	\$ 120,246	\$ 180,000	\$ 180,000
CAPITAL OUTLAY			
560-5-110-7442 ADMINISTRATIVE EXPENSE	\$ 600	\$ 2,500	\$ 2,500
TOTAL CAPITAL OUTLAY	\$ 600	\$ 2,500	\$ 2,500
INTERFUND ACTIVITY			
560-5-110-9075 TRANSFER TO OTHER FUND	\$ 95,657	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 95,657	\$ -	\$ -
TOTAL SERVICE FUND	\$ 216,503	\$ 182,500	\$ 182,500
TOTAL FUND EXPENSES	\$ 216,503	\$ 182,500	\$ 182,500
REVENUE OVER/(UNDER) EXPENDITURES	\$ 94,386	\$ (27,189)	\$ 94,567
PROJECTED ENDING FUND BALANCE	\$ 222,754	\$ 195,565	\$ 290,132

**UNEMPLOYMENT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
561-UNEMPLOYMENT FUND REVENUES			
BEGINNING FUND BALANCE	\$ -	\$ 142,989	\$ 215,599
OTHER INCOME			
561-4-1901 INTEREST ON INVESTMENTS	\$ (5,769)	\$ -	\$ -
561-4-1941 TRANSFER FROM GENERAL FUND	125,905	77,437	145,563
561-4-1942 TRANSFER FROM WATER FUND	13,072	7,261	13,848
561-4-1943 TRANSFER FROM WASTEWATER FUND	8,654	4,078	8,177
561-4-1944 TRSF FROM CIVIC CTR/TOURIS	1,884	1,315	2,826
561-4-1980 EMPLOYEE/EMPLOYER CONT.	-	-	-
561-4-1981 TRANSFER FROM WAREHOUSE	682	435	807
561-4-1982 TRSF FROM AIRPORT FUND	175	345	1,009
561-4-1983 TRANSFER FROM SANITATION FUND	-	38	1,569
TOTAL OTHER INCOME	\$ 144,603	\$ 90,909	\$ 173,799
TOTAL REVENUE	\$ 144,603	\$ 90,909	\$ 173,799
TOTAL FUNDS AVAILABLE	\$ 144,603	\$ 233,898	\$ 389,398

UNEMPLOYMENT FUND

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
561-UNEMPLOYMENT FUND ADMINISTRATION			
INTERFUND ACTIVITY			
561-5-110-9075 TRANSFER TO OTHER FUND	\$ -	\$ 13,752	\$ -
561-5-110-9604 CLAIMS/UNEMPLOYMENT INS.	1,614	4,547	50,000
TOTAL INTERFUND ACTIVITY	\$ 1,614	\$ 18,299	\$ 50,000
TOTAL SERVICE FUND	\$ 1,614	\$ 18,299	\$ 50,000
TOTAL FUND EXPENSES	\$ 1,614	\$ 18,299	\$ 50,000
REVENUE OVER/(UNDER) EXPENDITURES	\$ 142,989	\$ 72,610	\$ 123,799
PROJECTED ENDING FUND BALANCE	\$ 142,989	\$ 215,599	\$ 339,398

ENTERPRISE FUNDS

**City of Palestine
Annual Budget 2008-09**

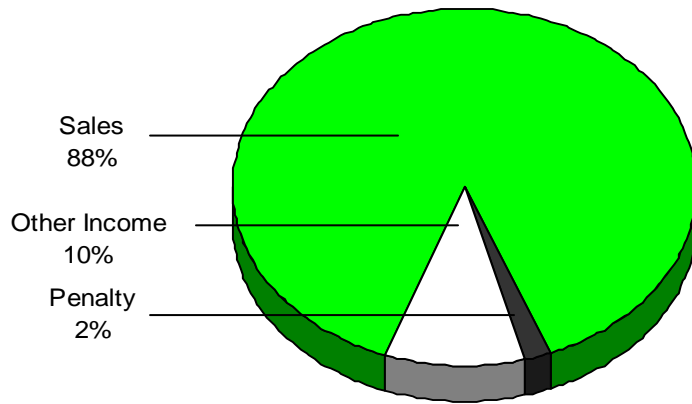
WATER FUND

The Water Fund is a business enterprise fund that is not supported with any tax revenues. In fact, the Water Fund is only supported with the revenues achieved through the sale of water to its customers. There are miscellaneous revenues like the cost of connecting new customers through utility taps or penalties for delinquent payments.

Water Fund Revenue

Revenues are primarily from sale of water and are accounted for by the water that flows past individual customer meter. Charges for service can include raw water sales and bulk (treated) water. The city charges for services related to service connections and penalties due to late payments.

PROJECTED WATER FUND REVENUES



Transfers to Water Fund

Wastewater Fund		
Customer Service		\$ 125,000
Total from W astewater:	600-4-1943	<u>125,000</u>
Sanitation Fund		
Customer Service		\$ 125,000
Total from Sanitation:	600-4-1945	<u>125,000</u>
Total Transfers to Water Fund:		<u><u>\$ 250,000</u></u>

**WATER FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING CASH BALANCE	\$ 162,467	\$ 162,467	\$ 125,104
CHARGES FOR SERVICE			
600-4-1707 SALE OF MATERIALS & SUPPLIES	\$ -	\$ 2,995	\$ -
600-4-1709 WATER METERED SALES	2,147,542	2,823,309	2,823,309
600-4-1716 BULK WATER SALES	198	400	400
600-4-1718 WATER TAPS	17,490	15,000	15,000
600-4-1722 SERVICE FEES (TURN-ON)	28,923	25,000	25,000
600-4-1727 OTHER	4,708	8,050	8,000
600-4-1733 PENALTY WATER BILLING	39,102	60,000	60,000
TOTAL CHARGES FOR SERVICE	\$ 2,237,964	\$ 2,934,754	\$ 2,931,709
OTHER AGENCIES			
600-4-1813 REIMBURSEMENT FROM UNRWA	\$ 45,101	\$ 58,368	\$ 15,000
TOTAL OTHER AGENCIES	\$ 45,101	\$ 58,368	\$ 15,000
OTHER INCOME			
600-4-1901 INTEREST ON INVESTMENTS	\$ 852	\$ 50,000	\$ 50,000
600-4-1905 MISCELLANEOUS REVENUE	(36,984)	251	-
600-4-1943 TRANSFER FROM WASTEWATER FUND	218,867	130,800	125,000
600-4-1945 TRANSFER FROM SANITATION	67,000	32,700	125,000
600-4-1946 TRANSFER FROM DEBT SERVICE	370,769	-	-
600-4-1951 TRANSFER FROM CIP FUNDS	232,873	-	-
600-4-1955 TRANSFER FROM OTHER FUNDS	7,131	-	-
TOTAL OTHER INCOME	\$ 860,509	\$ 213,751	\$ 300,000
TOTAL REVENUE	\$ 3,143,574	\$ 3,206,773	\$ 3,246,709
TOTAL FUNDS AVAILABLE	\$ 3,306,041	\$ 3,369,240	\$ 3,371,813

WATER UTILITIES

Utility Administration

The Utility Department is an operation covering two major city enterprise funds. The Utility Administration is budgeted within the water fund and administers two operating divisions within the water fund: the Water Treatment and Distribution Division. The Administration also manages Wastewater Treatment and Collection Division within the wastewater fund. The department is responsible for administrative, regulatory, and budgetary support to these areas.

Water Treatment

It is the purpose of the water treatment service to provide a high quality potable water supply to meet state and federal standards for residential, commercial, reserve and fire demand. The City of Palestine has rights to twenty-five (25) million gallons of water a day from Lake Palestine. Two ground water wells are also available for emergency use. The

Water Treatment Plant is capable of treating ten (10) million gallons of water a day. An average of three (3) million gallons of water is treated daily. Peak demand for treatment is approximately 6.5 million gallons daily during the month of August. The treatment facility is operational twenty-four (24) hours a day, state approved with all operators' state certified.

Water Distribution

This program is responsible for the operation, maintenance and construction of all water lines and appurtenances with the City's water system including the maintenance of over 250 miles of water lines, and over 705 fire hydrants. The City maintains seven ground/elevated water storage tanks, which when full; contain 4,350,000 gallons of treated water. Up to 10 million gallons per day of treated water can be distributed throughout the city's distribution system.

WATER FUND SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
1000 series	<u>Salary Market Adjustment</u>	6,139
1010	Salaries	4,713
1040	Social Security	360
1060	Unemployment	108
1061	Workers Comp	275
1070	Retirement	683
	<u>Gasoline Increase</u>	10,000
600-5-570-2070	Water Treatment	4,000
600-5-571-2070	Water Distribution	6,000
600-5-570-3050	Utility Increase	6,000
600-5-571-4450	Water Line Repair	10,000
600-5-571-9510	Tapping Machine (User Fee)	5,000
600-5-570-2031	Chemicals	13,000
		\$ 50,139

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Utilities Director	0.5	1.0	1.0
Water Plant Supervisor	1.0	1.0	1.0
Utility Plant Operator	6.0	6.0	6.0
Utility Specialist	1.0	1.0	1.0
Equipment Operator	2.0	2.0	2.0
Total Department:	10.5	11.0	11.0

*Customer Service department employment is funded in the water fund; The personnel allocation for customer service can be found under general fund finance.

Transfers from the Water Fund

General Fund		
CO Bond 2008 Reimbursement		\$ 143,823
INCODE Maintenance		3,400
Total to General Fund:	600-5-110-9010	147,223
Equipment Replacement		
INCODE Lease	600-5-110-9510	\$ 5,300
User Fee - Truck (Unit #9)	600-5-570-9511	4,000
User Fee - Grasshopper 3 (572)	600-5-570-9511	2,028
User Fee - 2008 Ford 350	600-5-570-9511	5,081
Total to Equipment Replacement:		16,409
Utility Debt Service		
Debt Payment Transfer	600-5-110-9070	\$ 461,197
Total to Utility Debt Service:		461,197
Total Transfers from Water Fund:		\$ 624,829

WATER INTERNAL SERVICE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
600-5-110-3030 PROFESSIONAL SERVICES	\$ 4	\$ -	\$ -
600-5-110-3210 FINANCIAL SERVICE CHARGES	4,964	7,956	5,000
600-5-110-3211 INVESTMENT SERVICE CHARGES	1,327	3,673	3,000
600-5-110-3220 INSURANCE AND BONDS	20,160	22,000	22,000
600-5-110-3410 WAREHOUSE SERVICES	9,567	10,092	10,000
TOTAL SERVICES	\$ 36,022	\$ 43,721	\$ 40,000
SUNDRY			
600-5-110-5030 BAD DEBT EXPENSE	\$ 152	\$ 10,000	\$ 10,000
600-5-110-5400 BAD DEBT EXPENSE	(816)	-	-
600-5-110-5432 INTEREST EXPENSE-03A NM	28,318	-	-
600-5-110-5434 INTEREST EXPENSE-03A RP	(13,552)	-	-
600-5-110-5599 DEPRECIATION EXPENSE	364,478	-	-
TOTAL SUNDRY	\$ 378,581	\$ 10,000	\$ 10,000
INTERFUND ACTIVITY			
600-5-110-9010 TRSF TO GENERAL FUND	\$ 335,455	\$ 205,826	\$ 147,223
600-5-110-9031 TRSF TO EQUIPMENT REPLACEMENT	-	5,300	-
600-5-110-9070 TRSF UTILITY DEBT SERVICE	455,713	708,733	461,197
600-5-110-9510 EQUIP. PURCHASE CONTRIBUTION	5,285	-	5,300
600-5-110-9698 TRSF TO WTR CIP	-	250,000	-
TOTAL INTERFUND ACTIVITY	\$ 796,453	\$ 1,169,859	\$ 613,720
TOTAL ADMINISTRATION	\$ 1,211,056	\$ 1,223,580	\$ 663,720

WATER ADMINISTRATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
600-5-111-1010 SALARIES AND WAGES	\$ 27,506	\$ 60,174	\$ 65,718
600-5-111-1030 LONGEVITY	348	720	792
600-5-111-1033 CAR ALLOWANCE	-	-	5,200
600-5-111-1040 SOCIAL SECURITY	2,156	4,658	5,486
600-5-111-1050 HEALTH INSURANCE	2,844	5,340	6,086
600-5-111-1060 UNEMPLOYMENT INSURANCE	624	1,401	1,649
600-5-111-1061 WORKER'S COMPENSATION	1,073	3,551	4,181
600-5-111-1070 RETIREMENT	3,774	8,148	10,398
TOTAL PERSONNEL	\$ 38,325	\$ 83,992	\$ 99,510
SUPPLIES AND MATERIALS			
600-5-111-2010 OFFICE SUPPLIES	\$ 120	\$ 401	\$ 400
600-5-111-2020 POSTAGE	86	2,871	2,870
600-5-111-2030 JANITORIAL SUPPLIES	-	500	500
600-5-111-2070 GASOLINE AND OIL	337	1,000	-
TOTAL SUPPLIES AND MATERIALS	\$ 543	\$ 4,772	\$ 3,770
SERVICES			
600-5-111-3040 COMMUNICATIONS	\$ 1,447	\$ 1,876	\$ 1,500
600-5-111-3082 TRAVEL AND TRAINING	1,656	2,601	2,600
600-5-111-3112 PRINTING SERVICES	48	1,500	1,500
TOTAL SERVICES	\$ 3,151	\$ 5,977	\$ 5,600
MAINTENANCE & REPAIR			
600-5-111-4110 MOTOR VEHICLES	\$ 209	\$ 1,000	\$ -
TOTAL MAINTENANCE & REPAIR	\$ 209	\$ 1,000	\$ -
TOTAL OPERATIONAL SERVICES	\$ 42,228	\$ 95,741	\$ 108,880

CUSTOMER SERVICE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
600-5-240-1010 SALARIES AND WAGES	\$ 132,563	\$ 147,383	\$ 136,700
600-5-240-1020 OVERTIME	2,929	5,000	5,000
600-5-240-1030 LONGEVITY	879	1,224	1,368
600-5-240-1031 INCENTIVE	650	1,200	1,300
600-5-240-1040 SOCIAL SECURITY	10,190	11,843	11,044
600-5-240-1050 HEALTH INSURANCE	31,598	37,128	30,430
600-5-240-1060 UNEMPLOYMENT INSURANCE	2,959	3,561	3,320
600-5-240-1061 WORKER'S COMPENSATION	1,558	3,744	3,720
600-5-240-1070 RETIREMENT	16,875	20,713	20,933
TOTAL PERSONNEL	\$ 200,201	\$ 231,796	\$ 213,815
SUPPLIES AND MATERIALS			
600-5-240-2010 OFFICE SUPPLIES	\$ 13,844	\$ 16,001	\$ 17,000
600-5-240-2020 POSTAGE	37,829	40,451	41,450
600-5-240-2031 CHEMICALS	33	101	100
600-5-240-2040 UNIFORMS AND APPAREL	410	850	900
600-5-240-2070 GASOLINE AND OIL	3,985	4,500	5,500
600-5-240-2080 SMALL TOOLS AND EQUIPMENT	1,039	1,100	1,100
TOTAL SUPPLIES AND MATERIALS	\$ 57,140	\$ 63,003	\$ 66,050
SERVICES			
600-5-240-3030 PROFESSIONAL SERVICES	\$ 2,891	\$ 2,201	\$ 2,200
600-5-240-3040 COMMUNICATIONS	5,592	6,000	5,000
600-5-240-3050 UTILITIES - ELECTRIC	2,056	3,501	3,000
600-5-240-3082 TRAVEL AND TRAINING	3,091	3,500	5,000
600-5-240-3112 PRINTING SERVICES	424	1,500	1,500
600-5-240-3220 INSURANCE AND BONDS	72	-	80
600-5-240-3310 EQUIPMENT RENTAL / LEASE	3,768	6,000	6,000
TOTAL SERVICES	\$ 17,893	\$ 22,702	\$ 22,780
MAINTENANCE & REPAIR			
600-5-240-4110 MOTOR VEHICLES	\$ 776	\$ 2,001	\$ 2,000
600-5-240-4120 EQUIPMENT	9,958	5,000	5,000
600-5-240-4220 WATER METERS	-	-	75,000
TOTAL MAINTENANCE & REPAIR	\$ 10,735	\$ 7,001	\$ 82,000
MAINTENANCE - EQUIPMENT			
600-5-240-4520 SOFTWARE MAINTENANCE	\$ 2,492	\$ 1,300	\$ 1,300
TOTAL MAINTENANCE - EQUIPMENT	\$ 2,492	\$ 1,300	\$ 1,300
TOTAL CUSTOMER SERVICE	\$ 288,461	\$ 325,802	\$ 385,945

ENGINEERING

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
600-5-560-1010 SALARIES AND WAGES	\$ 88,748	\$ -	\$ -
600-5-560-1030 LONGEVITY	987	-	-
600-5-560-1040 SOCIAL SECURITY	6,389	-	-
600-5-560-1050 HEALTH INSURANCE	20,749	-	-
600-5-560-1060 UNEMPLOYMENT INSURANCE	1,898	-	-
600-5-560-1061 WORKER'S COMPENSATION	1,655	-	-
600-5-560-1070 RETIREMENT	11,608	-	-
TOTAL PERSONNEL	\$ 132,034	\$ -	\$ -
SUPPLIES AND MATERIALS			
600-5-560-2010 OFFICE SUPPLIES	\$ 1,315	\$ -	\$ -
600-5-560-2020 POSTAGE	59	-	-
600-5-560-2070 GASOLINE AND OIL	1,530	-	-
600-5-560-2080 SMALL TOOLS AND EQUIPMENT	300	-	-
TOTAL SUPPLIES AND MATERIALS	\$ 3,205	\$ -	\$ -
SERVICES			
600-5-560-3030 PROFESSIONAL SERVICES	\$ 24,443	\$ -	\$ -
600-5-560-3040 COMMUNICATIONS	3,505	-	-
600-5-560-3082 TRAVEL AND TRAINING	3,828	-	-
600-5-560-3330 CONTRACT SERVICES	132	-	-
TOTAL SERVICES	\$ 31,908	\$ -	\$ -
MAINTENANCE & REPAIR			
600-5-560-4110 MOTOR VEHICLES	\$ 1,712	\$ -	\$ -
600-5-560-4120 EQUIPMENT & MACHINERY	894	-	-
TOTAL MAINTENANCE & REPAIR	\$ 2,606	\$ -	\$ -
MAINTENANCE - EQUIPMENT			
600-5-560-4510 EQUIPMENT MAINTENANCE	\$ 894	\$ -	\$ -
600-5-560-4520 SOFTWARE MAINTENANCE	5,276	-	-
TOTAL MAINTENANCE - EQUIPMENT	\$ 6,170	\$ -	\$ -
EQUIPMENT			
600-5-560-8010 FURNITURE & OFFICE EQUIPMENT	\$ 784	\$ -	\$ -
600-5-560-8015 COMPUTER EQUIPMENT	1,161	-	-
TOTAL EQUIPMENT	\$ 1,945	\$ -	\$ -
TOTAL ENGINEERING	\$ 177,867	\$ -	\$ -

WATER TREATMENT

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
600-5-570-1010 SALARIES AND WAGES	\$ 214,925	\$ 227,518	\$ 217,492
600-5-570-1020 OVERTIME	44,643	36,120	18,400
600-5-570-1030 LONGEVITY	6,591	7,272	5,328
600-5-570-1031 INCENTIVE	9,090	6,200	10,750
600-5-570-1040 SOCIAL SECURITY	19,925	19,843	19,276
600-5-570-1050 HEALTH INSURANCE	44,587	44,664	68,137
600-5-570-1060 UNEMPLOYMENT INSURANCE	5,763	5,966	5,796
600-5-570-1061 WORKER'S COMPENSATION	9,912	15,125	14,692
600-5-570-1070 RETIREMENT	34,936	34,706	36,536
TOTAL PERSONNEL	\$ 390,372	\$ 397,414	\$ 396,407
SUPPLIES AND MATERIALS			
600-5-570-2010 OFFICE SUPPLIES	\$ 1,015	\$ 1,840	\$ 2,050
600-5-570-2020 POSTAGE	-	500	-
600-5-570-2030 JANITORIAL SUPPLIES	1,717	1,763	1,800
600-5-570-2031 CHEMICALS	246,981	257,279	268,000
600-5-570-2040 UNIFORMS AND APPAREL	2,565	3,185	2,100
600-5-570-2061 SAFETY MATERIALS	1,026	1,000	1,000
600-5-570-2070 GASOLINE AND OIL	8,363	8,956	10,000
600-5-570-2080 SMALL TOOLS AND EQUIPMENT	4,745	2,601	2,000
TOTAL SUPPLIES AND MATERIALS	\$ 266,412	\$ 277,124	\$ 286,950
SERVICES			
600-5-570-3032 SPECIAL STUDIES	\$ 12,471	\$ 13,769	\$ 10,000
600-5-570-3040 COMMUNICATIONS	7,986	7,579	7,500
600-5-570-3050 UTILITIES - ELECTRIC	285,619	355,343	356,500
600-5-570-3082 TRAVEL AND TRAINING	2,949	2,920	2,500
600-5-570-3310 EQUIPMENT RENTAL / LEASE	940	1,562	2,000
600-5-570-3341 PLANT TOURS	-	4,000	4,000
600-5-570-3420 RIVER AUTHORITY FEES	195,313	156,656	152,656
600-5-570-3430 TCEQ PERMITTING	5,927	5,434	-
TOTAL SERVICES	\$ 511,204	\$ 547,263	\$ 535,156
MAINTENANCE & REPAIR			
600-5-570-4010 BUILDINGS AND STRUCTURES	\$ 922	\$ 1,000	\$ 1,000
600-5-570-4110 MOTOR VEHICLES	2,283	5,001	5,000
600-5-570-4120 EQUIPMENT & MACHINERY	31,466	52,774	32,000
600-5-570-4212 WATER TANK INSPECTION	2,400	3,000	3,000
600-5-570-4220 WATER METERS	-	19	-
TOTAL MAINTENANCE & REPAIR	\$ 37,071	\$ 61,795	\$ 41,000
CAPITAL OUTLAY			
600-5-570-7040 WATER & SEWER SYSTEMS	\$ 455	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 455	\$ -	\$ -

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
INTERFUND ACTIVITY			
600-5-570-9510 EQUIP. PURCHASE CONTRIBUTION	\$ -	\$ 2,333	\$ -
600-5-570-9511 EQUIPMENT USER FEE	<u>3,000</u>	<u>1,178</u>	<u>11,109</u>
TOTAL INTERFUND ACTIVITY	\$ 3,000	\$ 3,512	\$ 11,109
TOTAL WATER TREATMENT	<u>\$ 1,208,514</u>	<u>\$ 1,287,107</u>	<u>\$ 1,270,622</u>

WATER DISTRIBUTION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
600-5-571-1010 SALARIES AND WAGES	\$ 42,519	\$ 47,593	\$ 113,878
600-5-571-1020 OVERTIME	12,133	15,001	15,000
600-5-571-1030 LONGEVITY	567	576	360
600-5-571-1031 INCENTIVE	2,325	1,500	4,750
600-5-571-1040 SOCIAL SECURITY	4,437	4,947	10,250
600-5-571-1050 HEALTH INSURANCE	10,771	23,388	26,550
600-5-571-1060 UNEMPLOYMENT INSURANCE	1,306	1,487	3,082
600-5-571-1061 WORKER'S COMPENSATION	2,200	3,771	7,812
600-5-571-1070 RETIREMENT	7,918	8,653	19,428
TOTAL PERSONNEL	\$ 84,177	\$ 106,916	\$ 201,110
SUPPLIES AND MATERIALS			
600-5-571-2010 OFFICE SUPPLIES	\$ 95	\$ 435	\$ 1,000
600-5-571-2020 POSTAGE	-	3	-
600-5-571-2030 JANITORIAL SUPPLIES	495	701	1,000
600-5-571-2040 UNIFORMS AND APPAREL	752	900	1,500
600-5-571-2070 GASOLINE AND OIL	9,468	11,614	14,200
600-5-571-2080 SMALL TOOLS AND EQUIPMENT	3,135	5,000	5,000
TOTAL SUPPLIES AND MATERIALS	\$ 13,946	\$ 18,653	\$ 22,700
SERVICES			
600-5-571-3040 COMMUNICATIONS	1,098	2,001	3,000
600-5-571-3050 UTILITIES - ELECTRIC	616	10,000	10,000
600-5-571-3082 TRAVEL AND TRAINING	50	-	-
600-5-571-3310 EQUIPMENT RENTAL / LEASE	89	1,501	1,500
TOTAL SERVICES	\$ 1,853	\$ 13,502	\$ 14,500
MAINTENANCE & REPAIR			
600-5-571-4010 BUILDINGS & STRUCTURES	\$ 1,884	\$ 3,501	\$ 3,500
600-5-571-4110 MOTOR VEHICLES	6,540	6,001	6,000
600-5-571-4120 EQUIPMENT & MACHINERY	14,585	5,500	5,500
600-5-571-4210 WATER SYSTEM MAINTENANCE	617	-	-
600-5-571-4220 WATER METERS	231	36,378	-
600-5-571-4450 WATER LINE REPAIR	66,785	53,883	58,500
TOTAL MAINTENANCE & REPAIR	\$ 90,641	\$ 105,263	\$ 73,500
CAPITAL OUTLAY			
600-5-571-7040 WATER & SEWER SYSTEMS	\$ -	\$ 15,001	\$ 15,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 15,001	\$ 15,000
INTERFUND ACTIVITY			
600-5-571-9510 EQUIP. PURCHASE CONTRIBUTION	\$ 47,490	\$ 47,491	\$ 52,490
600-5-571-9511 EQUIPMENT USER FEE	4,000	5,082	5,081
TOTAL INTERFUND ACTIVITY	\$ 51,490	\$ 52,572	\$ 57,571
TOTAL WATER DISTRIBUTION	\$ 242,107	\$ 311,907	\$ 384,381

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
TOTAL FUND EXPENSES	\$ 3,170,233	\$ 3,244,136	\$ 2,813,548
REVENUE OVER/(UNDER) EXPENDITURES	\$ (26,660)	\$ (37,363)	\$ 433,161
PROJECTED ENDING CASH BALANCE	\$ 135,807	\$ 125,104	\$ 558,265

WASTEWATER FUND

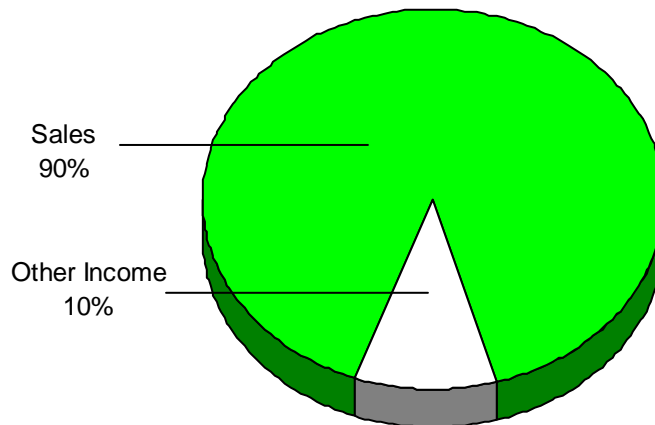
Wastewater Revenue

The Wastewater Fund is a business enterprise fund that is not supported with any tax revenues. The monthly wastewater rates or wastewater charges to be paid by the users of the city sanitary sewer system are computed on the number of gallons of water metered to the consumer. Rates for residential wastewater service will be calculated upon monthly water usage. Average monthly water usage shall be established for each user as the arithmetical average of the amount of water for which bills were issued during the pervious winter period. The winter period shall be between December 1 and March 31. If a user was not a customer for the entire pervious winter period, the average monthly water usage will be the average monthly water usage for all residential users in the same billing cycle. Averages will be recalculated May 1 of every year.

Surcharge

A temporary surcharge is included to the monthly customer billing for wastewater services in an amount designed to recover the projected increased debt service and operating costs for the EPA-mandated improvement project not otherwise covered by other revenues. Residential users of the wastewater system pay a monthly surcharge of \$7.81 on the base 3,000 gallons and \$1.20 per 1,000 gallons for all gallons used over the base 3,000 gallons. Commercial users of the wastewater system pay a surcharge of \$4.92 on the base 3,000 gallons and \$1.23 per 1,000 gallons for all gallons used over the base 3,000 gallons. The surcharge will end at the time the utility debt is paid off or as other revenues of the wastewater fund are sufficient to cover operating expenses and all debt service.

PROJECTED WASTEWATER FUND REVENUES



**WASTEWATER FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING CASH BALANCE	\$ 103,419	\$ 103,419	\$ 503,259
CHARGES FOR SERVICE			
610-4-1711 SEWER SERVICE CHARGES	\$ 2,264,419	\$ 2,163,000	\$ 2,163,000
610-4-1717 SEWER SUR CHARGE	821,763	1,266,900	1,266,900
610-4-1719 SEWER TAPS	1,750	5,000	5,000
610-4-1727 OTHER SERVICES	31,063	22,000	22,000
TOTAL CHARGES FOR SERVICE	\$ 3,118,995	\$ 3,456,900	\$ 3,456,900
OTHER INCOME			
610-4-1901 INTEREST ON INVESTMENTS	\$ 36,159	\$ 45,000	\$ 45,000
610-4-1905 BOND PROCEEDS	6,741	710	-
610-4-1946 TRANSFER FROM DEBT SERVICE	604,689	-	-
610-4-1951 TRANSFER FROM CIP FUNDS	399,957	-	-
610-4-1955 TRANSFER FROM OTHER FUNDS	20,103	-	-
TOTAL OTHER INCOME	\$ 1,067,650	\$ 45,710	\$ 45,000
TOTAL REVENUE	\$ 4,186,645	\$ 3,502,610	\$ 3,501,900
TOTAL FUNDS AVAILABLE	\$ 4,290,064	\$ 3,606,029	\$ 4,005,159

WASTEWATER UTILITIES

Utility Administration

The Utility Administration is budgeted within the water fund and administers two operating divisions within the water fund: the Water Treatment and Distribution Division. The Administration also manages Wastewater Treatment and Collection Division within the wastewater fund. The department is responsible for administrative, regulatory, and budgetary support to these areas.

each day which is an average of approximately two (2) million gallons of treated effluent are discharged daily. This department also maintains twenty six (27) lift stations at various locations throughout the City. The Environmental Protection Agency requires that the City have a Pretreatment Program to protect the collection system, treatment facilities, and plant operating staff. Wastewater personnel conduct all activities related to this program.

Wastewater Treatment

The purpose of the Wastewater Department is to treat and dispose of all wastewater discharged into the City's sanitary sewerage system. The treatment facilities are capable of processing 4.7 million gallons of sewage

Wastewater Collection

This program is responsible for the collection and transmittal of all residential, commercial and industrial wastewater to the treatment facilities for final processing. There are more than 142 miles of collection and out-fall lines.

WASTEWATER FUND SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
1000 series	<u>Salary Market Adjustment</u>	6,523
1010	Salaries	5,009
1040	Social Security	383
1060	Unemployment	115
1061	Workers Comp	291
1070	Retirement	725
610-5-581-3065	Sanitary Sludge Collection	26,362
610-5-581-3082	Travel and Training	1,500
610-5-580-2070	Gasoline and Oil	8,000
610-5-580-3082	Travel and Training	2,500
610-5-580-3050	Utilities- Electric	5,000
		\$ 49,885

Personnel Allocation

Position	FYE 07	FYE 08	FYE 09
Utilities Director *	0.5	0.0	0.0
Wastewater Plant Supervisor	1.0	1.0	1.0
Lab Technician / IPT	1.0	1.0	1.0
Utility Plant Operator	2.0	2.0	2.0
Utility Specialist	1.0	1.0	1.0
Utility Construction Supervisor	1.0	1.0	1.0
Utility Construction Worker	3.0	3.0	3.0
Crew Leader	2.0	2.0	2.0
Heavy Equipment Operator	1.0	1.0	1.0
Total Department:	12.5	12.0	12.0

*Utilities Director is funded entirely in the water fund the personnel allocation for this position can be found in the water fund .

Transfers from the Wastewater Fund

General Fund		
INCODE Maintenance		\$ 3,400
Total to General Fund:	610-5-110-9010	3,400
Water Fund		
Customer Service		\$ 125,000
Total to Water Fund:		125,000
Equipment Replacement		
INCODE Lease	610-5-580-9511	\$ 5,300
Deere Backhoe Lease	610-5-580-9511	24,792
Vibratory Compactor	610-5-580-9511	6,000
User Fee - Truck (Unit #8)	610-5-581-9511	4,000
User Fee - Truck (Unit #803)	610-5-581-9511	4,000
User Fee - Truck (Unit #801)	610-5-581-9511	4,000
User Fee - Grasshopper 4 (575)	610-5-581-9511	2,028
Total to Equipment Replacement:		50,120
Utility Debt Service		
Debt Payment Transfer	615-4-1943	\$ 1,295,896
Total to Utility Debt Service:		1,295,896

WASTEWATER INTERNAL SERVICE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
610-5-110-3210 FINANCIAL SERVICE CHARGES	4,890	6,456	5,000
610-5-110-3211 INVESTMENT SERVICE CHA	2,080	5,122	3,000
610-5-110-3220 INSURANCE AND BONDS	12,000	12,000	15,000
610-5-110-3410 WAREHOUSE SERVICES	4,352	7,426	12,000
TOTAL SERVICES	\$ 23,322	\$ 31,004	\$ 35,000
SUNDRY			
610-5-110-5400 BAD DEBT EXPENSE	\$ 33,704	\$ 35,000	\$ 35,000
610-5-110-5410 INTEREST EXPENSE	(40,535)	-	-
610-5-110-5599 DEPRECIATION EXPENSE	526,715	-	-
TOTAL SUNDRY	\$ 519,883	\$ 35,000	\$ 35,000
INTERFUND ACTIVITY			
610-5-110-9010 TRSF TO GENERAL FUND	\$ 367,838	\$ 240,611	\$ 3,400
610-5-110-9031 TRSF TO EQUIP. REPLACEMENT	-	5,300	-
610-5-110-9050 TRANSFER TO WATER FUND	218,867	130,800	125,000
610-5-110-9070 TRSF UTILITY DEBT SERV	998,915	992,885	1,295,896
610-5-110-9510 EQUIP. PURCHASE CONTRIBUTION	5,285	-	-
610-5-110-9698 TRANSFER TO WTR-CIP	-	204,167	-
TOTAL INTERFUND ACTIVITY	\$ 1,590,905	\$ 1,573,762	\$ 1,424,296
TOTAL INTERNAL SERVICE	\$ 2,134,110	\$ 1,639,766	\$ 1,494,296

WASTEWATER ADMINISTRATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
610-5-111-1010 SALARIES AND WAGES	\$ 26,336	\$ -	\$ -
610-5-111-1030 LONGEVITY	348	-	-
610-5-111-1040 SOCIAL SECURITY	2,156	-	-
610-5-111-1050 HEALTH INSURANCE	2,844	-	-
610-5-111-1060 UNEMPLOYMENT INSURANCE	624	-	-
610-5-111-1061 WORKER'S COMPENSATION	1,073	-	-
610-5-111-1070 RETIREMENT	<u>3,774</u>	<u>-</u>	<u>-</u>
TOTAL PERSONNEL	\$ 37,154	\$ -	\$ -
SUPPLIES AND MATERIALS			
610-5-111-2010 OFFICE SUPPLIES	\$ 54	\$ -	\$ -
610-5-111-2020 POSTAGE	34	-	-
610-5-111-2030 JANITORIAL SUPPLIES	6	-	-
610-5-111-2070 GASOLINE AND OIL	<u>300</u>	<u>-</u>	<u>-</u>
TOTAL SUPPLIES AND MATERIALS	\$ 394	\$ -	\$ -
SERVICES			
610-5-111-3040 COMMUNICATIONS	\$ 25	\$ -	\$ -
610-5-111-3082 TRAVEL AND TRAINING	<u>744</u>	<u>-</u>	<u>-</u>
TOTAL SERVICES	\$ 769	\$ -	\$ -
MAINTENANCE & REPAIR			
610-5-111-4110 MOTOR VEHICLES	<u>\$ 48</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL MAINTENANCE & REPAIR	\$ 48	\$ -	\$ -
TOTAL OPERATIONAL SERVICES	\$ 38,365	\$ -	\$ -

WASTEWATER COLLECTION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
610-5-580-1010 SALARIES AND WAGES	\$ 142,045	\$ 178,422	\$ 123,958
610-5-580-1020 OVERTIME	40,682	45,000	45,000
610-5-580-1030 LONGEVITY	1,602	1,944	1,152
610-5-580-1031 INCENTIVE	7,105	6,000	7,950
610-5-580-1040 SOCIAL SECURITY	13,817	17,700	13,619
610-5-580-1050 HEALTH INSURANCE	49,108	44,412	32,636
610-5-580-1060 UNEMPLOYMENT INSURANCE	4,113	5,321	4,095
610-5-580-1061 WORKER'S COMPENSATION	6,860	13,022	9,847
610-5-580-1070 RETIREMENT	24,989	30,957	25,816
TOTAL PERSONNEL	\$ 290,320	\$ 342,779	\$ 264,073
SUPPLIES AND MATERIALS			
610-5-580-2030 JANITORIAL SUPPLIES	\$ 118	\$ 301	\$ 300
610-5-580-2031 CHEMICALS	1,002	6,401	6,400
610-5-580-2040 UNIFORMS AND APPAREL	2,973	3,421	1,500
610-5-580-2070 GASOLINE AND OIL	11,101	12,885	18,700
610-5-580-2080 SMALL TOOLS AND EQUIPMENT	1,213	2,001	2,000
TOTAL SUPPLIES AND MATERIALS	\$ 16,408	\$ 25,007	\$ 28,900
SERVICES			
610-5-580-3040 COMMUNICATIONS	\$ 3,624	\$ 3,006	\$ 3,500
610-5-580-3050 UTILITIES - ELECTRIC	66,075	75,501	80,500
610-5-580-3082 TRAVEL AND TRAINING	884	3,208	4,000
610-5-580-3220 INSURANCE AND BONDS	-	-	-
610-5-580-3310 EQUIPMENT RENTAL / LEASE	6,370	5,000	5,000
TOTAL SERVICES	\$ 76,952	\$ 86,714	\$ 93,000
MAINTENANCE & REPAIR			
610-5-580-4110 MOTOR VEHICLES	\$ 8,324	\$ 6,001	\$ 6,000
610-5-580-4120 EQUIPMENT & MACHINERY	3,418	5,004	2,500
610-5-580-4310 SEWER LINE MAINTENANCE	59,107	50,000	50,000
610-5-580-4312 LIFT STATION MAINTENANCE	43,159	40,000	60,000
TOTAL MAINTENANCE & REPAIR	\$ 114,008	\$ 101,005	\$ 118,500
LEASE PURCHASE			
610-5-580-6510 LEASE PURCHASE CONTRIBUTION	\$ 37	\$ 24,000	\$ 24,000
TOTAL LEASE PURCHASE	\$ 37	\$ 24,000	\$ 24,000
CAPITAL OUTLAY			
610-5-580-7040 WATER & SEWER SYSTEMS	\$ 399	\$ 1,000	\$ 1,000
TOTAL CAPITAL OUTLAY	\$ 399	\$ 1,000	\$ 1,000

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
INTERFUND ACTIVITY			
610-5-580-9510 EQUIP. PURCHASE CONTRIBUTION	\$ 24,792	\$ 36,665	\$ -
610-5-580-9511 EQUIPMENT USER FEE	<u>-</u>	<u>-</u>	<u>36,092</u>
TOTAL INTERFUND ACTIVITY	\$ 24,792	\$ 36,665	\$ 36,092
TOTAL WASTEWATER COLLECTION	<u>\$ 522,917</u>	<u>\$ 617,170</u>	<u>\$ 565,565</u>

WASTEWATER TREATMENT

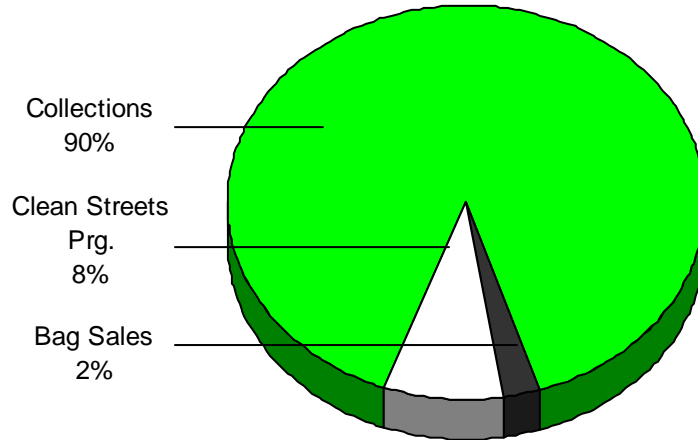
	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
610-5-581-1010 SALARIES AND WAGES	\$ 135,166	\$ 140,457	\$ 148,909
610-5-581-1020 OVERTIME	25,953	22,615	20,000
610-5-581-1030 LONGEVITY	1,251	1,656	1,944
610-5-581-1031 INCENTIVE	6,660	4,650	6,625
610-5-581-1040 SOCIAL SECURITY	12,142	12,585	13,577
610-5-581-1050 HEALTH INSURANCE	41,201	28,644	49,879
610-5-581-1060 UNEMPLOYMENT INSURANCE	3,598	3,784	4,082
610-5-581-1061 WORKER'S COMPENSATION	3,965	6,069	6,547
610-5-581-1070 RETIREMENT	21,766	22,012	25,734
TOTAL PERSONNEL	\$ 251,703	\$ 242,472	\$ 277,297
SUPPLIES AND MATERIALS			
610-5-581-2010 OFFICE SUPPLIES	\$ 2,459	\$ 1,001	\$ 1,000
610-5-581-2020 POSTAGE	69	19	-
610-5-581-2030 JANITORIAL SUPPLIES	1,132	851	850
610-5-581-2031 CHEMICALS	64,094	50,001	50,000
610-5-581-2040 UNIFORMS AND APPAREL	2,089	1,601	600
610-5-581-2050 MEDICAL SUPPLIES	-	150	150
610-5-581-2070 GASOLINE AND OIL	13,872	11,300	12,000
610-5-581-2080 SMALL TOOLS AND EQUIPMENT	986	2,500	3,000
TOTAL SUPPLIES AND MATERIALS	\$ 84,701	\$ 67,423	\$ 67,600
SERVICES			
610-5-581-3032 SPECIAL STUDIES	\$ 11,895	\$ 16,000	\$ 16,000
610-5-581-3040 COMMUNICATIONS	5,287	4,337	5,000
610-5-581-3050 UTILITIES - ELECTRIC	186,736	218,001	218,000
610-5-581-3051 UTILITIES - CITY	11,054	15,000	15,000
610-5-581-3065 SANITARY SLUDGE COLLECTION	117,654	147,149	173,511
610-5-581-3082 TRAVEL AND TRAINING	2,269	3,224	4,000
610-5-581-3310 EQUIPMENT RENTAL / LEASE	2,594	1,000	1,000
610-5-581-3430 TCEQ PERMITTING	26,018	27,000	27,000
TOTAL SERVICES	\$ 363,507	\$ 431,712	\$ 459,511
MAINTENANCE & REPAIR			
610-5-581-4010 BUILDINGS & STRUCTURES	\$ 2,186	\$ 1,501	\$ 1,500
610-5-581-4110 MOTOR VEHICLES	10,709	5,001	2,000
610-5-581-4120 EQUIPMENT & MACHINERY	45,049	55,705	60,000
610-5-581-4311 SEWER PLANT MAINTENANCE	61,632	40,001	60,000
TOTAL MAINTENANCE & REPAIR	\$ 119,577	\$ 102,208	\$ 123,500
INTERFUND ACTIVITY			
610-5-581-9510 EQUIP. PURCHASE CONTRIBUTION	\$ -	\$ -	\$ -
610-5-581-9511 EQUIPMENT USER FEE	3,000	2,020	14,028
TOTAL INTERFUND ACTIVITY	\$ 3,000	\$ 2,020	\$ 14,028
TOTAL WASTEWATER TREATMENT	\$ 822,488	\$ 845,834	\$ 941,936

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
TOTAL FUND EXPENSES	<u>\$ 3,517,880</u>	<u>\$ 3,102,770</u>	<u>\$ 3,001,797</u>
REVENUE OVER/(UNDER) EXPENDITURES		\$ 399,841	\$ 500,103
PROJECTED ENDING CASH BALANCE		\$ 503,259	\$ 1,003,362

SANITATION FUND

The City contracts with Olympic Waste Services for solid waste collection. The sanitation fees are billed with the water bills. After the fees have been collected, the contractor is paid in accordance with the contract. This fund also supports the operation of the city compost site as well as street sweeping activities. In 2007 Council adopted a street sanitation fee to provide funding to support maintenance and cleaning of city streets.

PROJECTED SANITATION FUND REVENUES



SANITATION FUND SUMMARY OF SELECTED SUPPLEMENTAL DECISIONS

Account No.	Line Item Request	Program Cost
REVENUE:		
620-4-1715	Collection Cost Increase - 3%	38,000
620-4-1721	Retail Bag Increase - 3%	1,250
		\$ 39,250
EXPENDITURES:		
1000 series	<u>Salary Market Adjustment</u>	25
1010	Salaries	19
1040	Social Security	1
1060	Unemployment	0
1061	Workers Comp	2
1070	Retirement	3
620-5-550-2070	Gasoline Increase	2,000
620-5-550-2130	Retail Garbage Bag Supply	1,000
620-5-550-4110	Sweeper Replacement Parts	1,000
		\$ 4,025

**SANITATION FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING CASH BALANCE	\$ 22,305	\$ 22,305	\$ 59,476
CHARGES FOR SERVICE			
620-4-1715 SANITATION COLLECTION CHAR	\$ 1,450,050	\$ 1,391,000	\$ 1,489,237
620-4-1721 COLLECTION BAG SALES	30,157	36,120	38,970
620-4-1722 CLEAN STREETS PROGRAM	-	134,927	135,000
620-4-1727 OTHER CHARGES	1,472	-	-
TOTAL CHARGES FOR SERVICE	\$ 1,481,679	\$ 1,562,047	\$ 1,663,207
OTHER INCOME			
620-4-1901 INTEREST ON INVESTMENTS	\$ 2,393	\$ 3,000	\$ 3,000
TOTAL OTHER INCOME	2,393	3,000	3,000
 TOTAL REVENUE	 \$ 1,484,072	 \$ 1,565,047	 \$ 1,666,207
 TOTAL FUNDS AVAILABLE	 \$ 1,506,377	 \$ 1,587,352	 \$ 1,725,683

SANITATION INTERNAL SERVICE

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
620-5-110-3410 WAREHOUSE SERVICES	\$ 3,992	\$ 2,031	\$ 4,000
TOTAL SERVICES	\$ 3,992	\$ 2,031	\$ 4,000
SUNDRY			
620-5-110-5400 BAD DEBT EXPENSE	\$ 14,562	\$ 14,000	\$ 15,000
TOTAL SUNDRY	\$ 14,562	\$ 14,000	\$ 15,000
INTERFUND ACTIVITY			
620-5-110-9010 TRSF TO GENERAL FUND	\$ 1,700	\$ 2,631	\$ 1,700
620-5-110-9031 TRSF TO EQUIPMENT REPL	-	2,700	-
620-5-110-9050 TRANSFER TO WATER FUND	67,000	32,700	125,000
620-5-110-9510 CONTRIBUTION FUND	2,642	-	-
TOTAL INTERFUND ACTIVITY	\$ 71,342	\$ 38,031	\$ 126,700
TOTAL ADMINISTRATION	\$ 89,896	\$ 54,062	\$ 145,700

SANITATION OPERATION

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
PERSONNEL			
620-5-550-1010 SALARIES AND WAGES	\$ -	\$ 58,642	\$ 55,812
620-5-550-1020 OVERTIME	-	8,500	8,500
620-5-550-1030 LONGEVITY	-	500	3,888
620-5-550-1040 SOCIAL SECURITY	-	4,493	5,217
620-5-550-1050 HEALTH INSURANCE	-	25,920	17,842
620-5-550-1060 UNEMPLOYMENT INSURANCE	-	1,351	1,568
620-5-550-1061 WORKER'S COMPENSATION	-	1,457	5,881
620-5-550-1070 RETIREMENT	-	7,860	9,889
TOTAL PERSONNEL	\$ -	\$ 108,723	\$ 108,597
SUPPLIES AND MATERIALS			
620-5-550-2027 DOWNTOWN RECEPTACLES	\$ 1,900	\$ -	\$ 3,000
620-5-550-2070 GASOLINE AND OIL	-	400	2,800
620-5-550-2130 GARBAGE BAGS	26,613	34,501	35,500
TOTAL SUPPLIES AND MATERIALS	\$ 28,513	\$ 34,901	\$ 41,300
SERVICES			
620-5-550-3063 RESIDENTIAL COLLECTION	\$ 582,410	\$ 594,104	\$ 612,500
620-5-550-3064 COMMERCIAL COLLECTION	716,502	689,586	710,500
620-5-550-3065 CITY WIDE CLEAN-UP COLLECTION	-	-	20,000
620-5-550-3330 CONTRACT SERVICES	5,000	6,000	6,000
TOTAL SERVICES	\$ 1,303,912	\$ 1,289,690	\$ 1,349,000
MAINTENANCE & REPAIR			
620-5-550-4110 MOTOR VEHICLES	\$ -	\$ 500	\$ 1,500
TOTAL MAINTENANCE & REPAIR	\$ -	\$ 500	\$ 1,500
INTERFUND ACTIVITY			
620-5-550-9510 EQUIP. PURCHASE CONTRIBUTION	\$ -	\$ 40,000	\$ -
620-5-550-9511 EQUIPMENT USER FEE	-	-	42,700
TOTAL INTERFUND ACTIVITY	\$ -	\$ 40,000	\$ 42,700
TOTAL REFUSE DISPOSAL	\$ 1,332,426	\$ 1,473,814	\$ 1,543,097
TOTAL FUND EXPENSES	\$ 1,422,322	\$ 1,527,876	\$ 1,688,797
REVENUE OVER/(UNDER) EXPENDITURES	\$ 61,750	\$ 37,170	\$ (22,590)
PROJECTED ENDING CASH BALANCE	\$ 84,055	\$ 59,476	\$ 36,886

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UTILITY DEBT SERVICE

**City of Palestine
Annual Budget 2008-09**

UTILITY DEBT SERVICE FUND

Fund Description

The utility debt service fund is established to provide adequate funding for the payment of bond principal and interest in the enterprise funds as they come due. The City is required to maintain sufficient cash that satisfies annual utility debt service requirements. The City is insured to carry an "Aa3" rating from Moody's Investor's Service and an AA from Standard & Poor's Ratings Service.

Clean Water is an obvious importance in every community and the Clean Water Act is the directive of surface water quality for all communities within the United States. The statute exists in an effort to reduce discharges into natural waterways and finance municipal wastewater treatment and distribution systems. The original efforts of the Clean Water Act focused on regulating discharges from facilities such as municipal sewage plants. Starting in the 1980s, EPA efforts to address polluted runoff increased significantly. Unfortunately, the City of Palestine did not address the EPA's concern during this time period and has received stronger mandates requiring specific action and instituting capital projects to improve the current sanitary sewer system. These mandated improvements necessitate an extensive amount of debt in order to meet timelines determined by the State and Federal agencies that are responsible for enforcing this act.

The City has completed the first phase of the mandated improvements and is progressing through the second phase during the current fiscal year. Additional debt will be needed to meet the mandate requirement which calls for prudent financial leverage for several future years.

The following schedules detail the obligated revenue bond debt:

Bond Schedule No. 1 Revenue Bond Series 95-A

	Principal	Interest	Fiscal Total
2009	355,000	125,335	480,335
2010	370,000	110,247	480,247
2011	385,000	94,153	479,153
2012	405,000	77,213	482,213
2013	420,000	59,190	479,190
2014	440,000	40,500	480,500
2015	460,000	20,700	480,700
Total:	2,835,000	527,338	

Bond Schedule No. 2 Revenue Bond - Series 1999

	Principal	Interest	Fiscal Total
2009	70,000	52,613	122,613
2010	75,000	49,113	124,113
2011	80,000	45,362	125,362
2012	80,000	41,283	121,283
2013	85,000	37,203	122,203
2014	90,000	32,782	122,782
2015	95,000	28,102	123,102
2016	100,000	23,067	123,067
2017	105,000	17,767	122,767
2018	110,000	12,150	122,150
2019	115,000	6,210	121,210
Total:	1,005,000	345,652	

Bond Schedule No. 3 Revenue Bond - 2002 (Meter Change-Out)

	Principal	Interest	Fiscal Total
2009	169,895	26,969	196,864
2010	177,293	19,571	196,864
2011	185,013	11,851	196,864
2012	176,664	3,794	180,458
Total:	708,865	62,185	

Bond Schedule No. 4 Revenue Bond 2003-A (Refunding Portion)

	Principal	Interest	Fiscal Total
2009	350,000	58,519	408,519
2010	275,000	50,206	325,206
2011	280,000	42,988	322,988
2012	295,000	34,938	329,938
2013	300,000	26,088	326,088
2014	245,000	16,713	261,713
2015	250,000	8,750	258,750
Total:	1,995,000	238,202	

Utility Debt Service Fund

Bond Schedule No. 5, 7 and 8 is debt related to the EPA requirements for wastewater improvements. Additional debt relating to 2008 water line relocation and improvements are funded in the general debt service.

Bond Schedule No. 5 Revenue Bond - Series 2003 (SSES 1)

	Principal	Interest	Fiscal Total
2009	10,000	96,685	106,685
2010	150,000	96,535	246,535
2011	345,000	93,835	438,835
2012	345,000	86,935	431,935
2013	355,000	79,518	434,518
2014	155,000	71,530	226,530
2015	160,000	67,810	227,810
2016	240,000	63,810	303,810
2017	245,000	57,570	302,570
2018	250,000	50,955	300,955
2019	260,000	43,955	303,955
2020	390,000	36,415	426,415
2021	400,000	24,910	424,910
2022	410,000	12,710	422,710
Total:	3,715,000	883,173	

Bond Schedule No. 6 Revenue Bond 2003-A (New Money Portion)

	Principal	Interest	Fiscal Total
2009	50,000	33,148	83,148
2010	50,000	31,960	81,960
2011	50,000	30,648	80,648
2012	55,000	29,210	84,210
2013	55,000	27,560	82,560
2014	55,000	25,841	80,841
2015	60,000	24,053	84,053
2016	60,000	21,954	81,954
2017	65,000	19,794	84,794
2018	65,000	17,438	82,438
2019	70,000	15,000	85,000
2020	70,000	12,287	82,287
2021	75,000	9,487	84,487
2022	75,000	6,393	81,393
2023	80,000	3,300	83,300
Total:	935,000	308,073	

Bond Schedule No. 7 Revenue Bond - Series 2006 (SSES 2A)

	Principal	Interest	Fiscal Total
2009	40,000	20,785	60,785
2010	40,000	19,885	59,885
2011	40,000	18,985	58,985
2012	40,000	18,065	58,065
2013	40,000	17,125	57,125
2014	40,000	16,165	56,165
2015	45,000	15,165	60,165
2016	45,000	14,018	59,018
2017	45,000	12,848	57,848
2018	45,000	11,655	56,655
2019	50,000	10,440	60,440
2020	50,000	9,065	59,065
2021	50,000	7,665	57,665
2022	50,000	6,265	56,265
2023	55,000	4,840	59,840
2024	55,000	3,245	58,245
2025	55,000	1,623	56,623
Total:	785,000	207,838	

Bond Schedule No. 8 Revenue Bond - Series 2007 (SSES 2B)

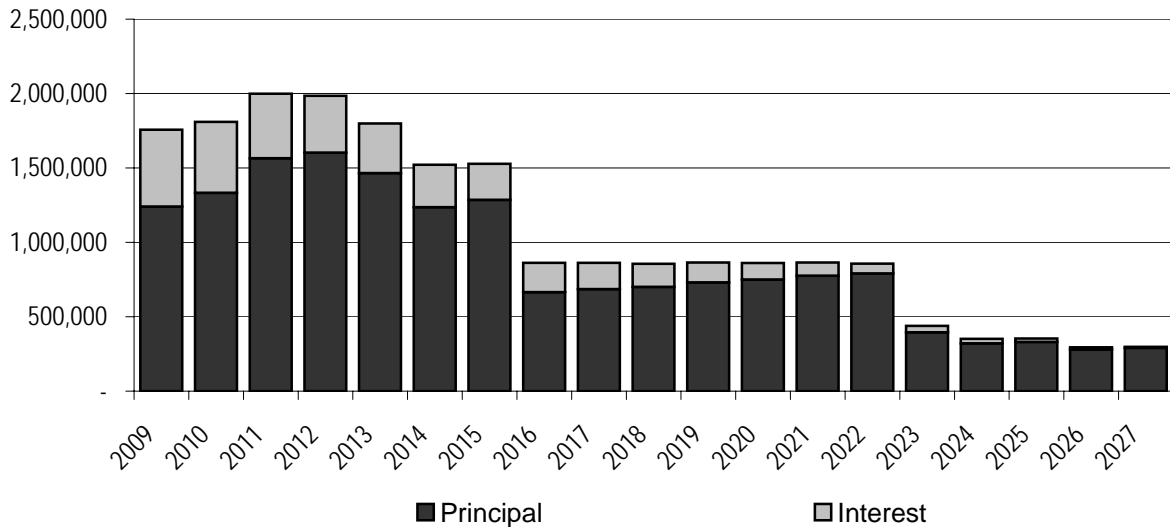
	Principal	Interest	Fiscal Total
2009	195,000	103,146	298,146
2010	195,000	99,440	294,440
2011	200,000	95,636	295,636
2012	205,000	91,638	296,638
2013	210,000	87,538	297,538
2014	210,000	83,126	293,126
2015	215,000	78,716	293,716
2016	220,000	74,094	294,094
2017	225,000	69,254	294,254
2018	230,000	64,192	294,192
2019	235,000	58,902	293,902
2020	240,000	53,380	293,380
2021	250,000	47,620	297,620
2022	255,000	41,620	296,620
2023	260,000	35,374	295,374
2024	265,000	28,874	293,874
2025	275,000	22,116	297,116
2026	280,000	14,966	294,966
2027	290,000	7,686	297,686
Total:	4,455,000	1,157,318	

Utility Debt Service Fund

Current Requirements

		Principal	Interest	Fiscal Total
Bond Schedule No. 1	Revenue Bond Series 95-A	355,000	125,335	480,335
Bond Schedule No. 2	Revenue Bond - Series 1999	70,000	52,613	122,613
Bond Schedule No. 3	Revenue Bond - 2002 (Meter Change-Out)	169,895	26,969	196,864
Bond Schedule No. 4	Revenue Bond 2003-A (Refunding Portion)	350,000	58,519	408,519
Bond Schedule No. 5	Revenue Bond - Series 2003 (SSES 1)	10,000	96,685	106,685
Bond Schedule No. 6	Revenue Bond 2003-A (New Money Portion)	50,000	33,148	83,148
Bond Schedule No. 7	Revenue Bond - Series 2006 (SSES 2A)	40,000	20,785	60,785
Bond Schedule No. 8	Revenue Bond - Series 2007 (SSES 2B)	195,000	103,146	298,146
	Total:	1,239,895	517,200	1,757,095
	Water Fund Related	395,748	65,449	461,197
	Wastewater Fund Related	844,148	451,751	1,295,898
	Total:	1,239,895	517,200	1,757,095

FUTURE DEBT REQUIREMENTS



**UTILITY DEBT SERVICE FUND
REVENUE**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2007-2009
CASH BALANCE	-	505,990	329,453
REVENUE PLEDGE			
615-4-1901 INTEREST ON INVESTMENTS	\$ 26,820	\$ 25,165	\$ 25,000
615-4-1942 TRANSFER FROM WATER FUND	455,713	603,228	461,197
615-4-1943 TRANSFER FROM WASTEWATER	998,915	1,133,590	1,295,896
TOTAL REVENUE PLEDGE	\$ 1,481,448	\$ 1,761,983	\$ 1,782,093
TOTAL REVENUE:	\$ 1,481,448	\$ 1,761,983	\$ 1,782,093
TOTAL FUNDS AVAILABLE:	\$ 1,481,448	\$ 2,267,973	\$ 2,111,546

UTILITY DEBT SERVICE REQUIREMENTS

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2007-2009
DEBT SERVICE			
615-5-110-5140 PRINCIPAL/DEBT SERVICE	\$ 370,769	\$ 110,000	\$ -
615-5-110-5150 INTEREST EXPENSE	604,689	81,276	-
WATER METER CHANGEOUT			
615-5-280-5140 PRINCIPAL/DEBT SERVICE	\$ -	\$ 81,403	\$ 84,948
615-5-280-5150 INTEREST EXPENSE	-	17,030	13,485
WATER 2003-A (REFUNDING PORTION)			
615-5-281-5140 PRINCIPAL/DEBT SERVICE	-	301,920	310,800
615-5-281-5150 INTEREST EXPENSE	-	58,381	51,968
WASTEWATER SERIES 95-A			
615-5-282-5140 PRINCIPAL/DEBT SERVICE	-	340,000	355,000
615-5-282-5150 INTEREST EXPENSE	-	139,445	125,335
WASTEWATER SERIES 1999			
615-5-283-5140 PRINCIPAL/DEBT SERVICE	-	65,000	70,000
615-5-283-5150 INTEREST EXPENSE	-	57,000	52,613
WASTEWATER METER CHANGEOUT			
615-5-284-5140 PRINCIPAL/DEBT SERVICE	-	81,403	84,948
615-5-284-5150 INTEREST EXPENSE	-	17,030	13,485
WASTEWATER 2003-A (NEW MONEY PORTION)			
615-5-285-5140 PRINCIPAL/DEBT SERVICE	-	50,000	50,000
615-5-285-5150 INTEREST EXPENSE	-	34,210	33,148
WASTEWATER 2003-A (REFUNDING PORTION)			
615-5-286-5140 PRINCIPAL/DEBT SERVICE	-	38,080	39,200
615-5-286-5150 INTEREST EXPENSE	-	7,363	6,554

UTILITY DEBT SERVICE REQUIREMENTS

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2007-2009
WASTEWATER SERIES 2003 (SSES 1)			
615-5-287-5140 PRINCIPAL/DEBT SERVICE	-	10,000	10,000
615-5-287-5150 INTEREST EXPENSE	-	96,800	96,685
WASTEWATER SERIES 2006 (SSES 2A)			
615-5-288-5140 PRINCIPAL/DEBT SERVICE	-	35,000	40,000
615-5-288-5150 INTEREST EXPENSE	-	21,555	20,785
WASTEWATER SERIES 2007 (SSES 2B)			
615-5-289-5140 PRINCIPAL/DEBT SERVICE	-	210,000	195,000
615-5-289-5150 INTEREST EXPENSE	-	85,624	103,146
TOTAL SUNDRY	\$ 975,458	\$ 1,938,520	\$ 1,757,100
TOTAL FUND EXPENSES:	\$ 975,458	\$ 1,938,520	\$ 1,757,100
 REVENUE OVER/(UNDER) EXPENDITURES	 \$ 505,990	 \$ (176,537)	 \$ 24,993
 PROJECTED ENDING FUND BALANCE	 \$ 505,990	 \$ 329,453	 \$ 354,446

CAPITAL IMPROVEMENT FUNDS

**City of Palestine
Annual Budget 2008-09**

**CAPITAL IMPROVEMENT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 379,700	\$ 372,127	\$ 272,698
OTHER INCOME			
670-4-1901 INTEREST ON INVESTMENTS	\$ 17,370	\$ 23,188	\$ 20,000
670-4-1905 BOND PROCEEDS	-	-	-
670-4-1941 TRANSFER FROM GENERAL FUND	-	250,000	-
670-4-1955 TRANSFER FROM OTHER FUNDS	-	-	-
TOTAL OTHER INCOME	\$ 17,370	\$ 273,188	\$ 20,000
TOTAL REVENUE	\$ 17,370	\$ 273,188	\$ 20,000
TOTAL FUNDS AVAILABLE	\$ 397,070	\$ 645,315	\$ 292,698

**CAPITAL IMPROVEMENT FUND
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
670-5-110-3211 INVESTMENT SERVICE CHARGE	\$ 943	\$ 1,237	\$ 1,500
TOTAL SERVICES	\$ 943	\$ 1,237	\$ 1,500
CAPITAL OUTLAY			
670-5-110-7440.005 CARNEGIE IMPROVEMENTS	\$ -	\$ -	\$ 45,000
670-5-110-7440.055 ROOF REPAIRS	-	200,000	-
670-5-110-7440.072 REAGAN PARK	-	-	160,000
670-5-110-7440.077 RUSK SCHOOL	-	147,380	32,620
670-5-110-7440.082 ECON DEVELOPMENT	24,000	24,000	52,000
TOTAL CAPITAL OUTLAY	\$ 24,000	\$ 371,380	\$ 289,620
TOTAL CAPITAL PROJECTS	\$ 24,943	\$ 372,617	\$ 291,120
TOTAL FUND EXPENSES	\$ 24,943	\$ 372,617	\$ 291,120
REVENUE OVER/(UNDER) EXPENDITURES	\$ (7,573)	\$ (99,429)	\$ (271,120)
PROJECTED ENDING FUND BALANCE	\$ 372,127	\$ 272,698	\$ 1,578

**CAPITAL IMPROVEMENT FUND 671
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 1,688,802	\$ 1,067,720	\$ 58,130
OTHER INCOME			
671-4-1901 INTEREST ON INVESTMENTS	\$ 65,474	\$ 23,805	\$ -
671-4-1904 STATE & FEDERAL GRANTS	<u>125,241</u>	<u>-</u>	<u>-</u>
TOTAL OTHER INCOME	\$ 190,715	\$ 23,805	\$ -
TOTAL REVENUE	<u>\$ 190,715</u>	<u>\$ 23,805</u>	<u>\$ -</u>
TOTAL FUNDS AVAILABLE	\$ 1,879,517	\$ 1,091,525	\$ 58,130

**CAPITAL IMPROVEMENT FUND 671
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
671-5-110-3211 INVESTMENT SERVICE CHARGE	\$ -	\$ 500	\$ 500
TOTAL SERVICES	\$ -	\$ 500	\$ 500
CAPITAL OUTLAY			
671-5-110-7440.043 ATHLETIC LIGHTS-BENNET	\$ 100,066	\$ 45,258	\$ -
671-5-110-7440.055 ROOF REPAIRS	196,144	-	-
671-5-110-7440.068 CITY LAKE E.A.P. PLAN	-	16,000	-
671-5-110-7440.072 DOWNTOWN MASTER PLAN	-	-	50,000
671-5-110-7440.073 HVAC STUDY	12,000	28,000	-
671-5-110-7440.074 SPRING ST. GREEN SPACE	20,000	18,285	-
671-5-110-7440.077 RUSK SCHOOL	20,163	118,834	-
671-5-110-7440.083 AIRPORT IMPROVEMENTS	149,129	157,172	-
671-5-110-7440.511 STREET IMPROVEMENTS	290,779	595,577	-
671-5-110-7440.603 MAGNOLIA DRAINAGE	<u>23,516</u>	<u>53,769</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	\$ 811,797	\$ 1,032,895	\$ 50,000
TOTAL CAPITAL PROJECTS	<u>\$ 811,797</u>	<u>\$ 1,033,395</u>	<u>\$ 50,500</u>
TOTAL FUND EXPENSES	<u>\$ 811,797</u>	<u>\$ 1,033,395</u>	<u>\$ 50,500</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ (621,082)	\$ (1,009,590)	\$ (50,500)
PROJECTED ENDING FUND BALANCE	\$ 1,067,720	\$ 58,130	\$ 7,630

**WATER CAPITAL IMPROVEMENT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 693,221	\$ 542,917	\$ 481,709
OTHER INCOME			
680-4-1901 INTEREST ON INVESTMENTS	\$ 48,867	\$ 5,000	\$ 5,000
680-4-1942 TRANSFER FROM WATER FUND	-	250,000	-
TOTAL OTHER INCOME	\$ 48,867	\$ 255,000	\$ 5,000
TOTAL REVENUE	\$ 48,867	\$ 255,000	\$ 5,000
TOTAL FUNDS AVAILABLE	\$ 742,088	\$ 797,917	\$ 486,709

**WATER CAPITAL IMPROVEMENT FUND
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
680-5-110-3210 FINANCIAL SERVICE CHAR	\$ -	\$ -	\$ -
680-5-110-3211 INVESTMENT SERVICE CHA	257	500	500
TOTAL SERVICES	\$ 257	\$ 500	\$ 500
CAPITAL OUTLAY			
680-5-110-7440.010 HAMLET ELEVATED TOWER	\$ -	\$ -	\$ 200,000
680-5-110-7440.026 SLUDGE REMOVAL	-	261,000	-
680-5-110-7440.028 FILTER MEDIA	-	50,000	50,000
680-5-110-7440.033 MASTER WATER PLAN	-	4,708	-
680-5-110-7440.034 SCADA SYSTEM	-	-	150,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 315,708	\$ 400,000
INTERFUND ACTIVITY			
680-5-110-9499 TRANSFER CIP TO WATER	\$ 198,914	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 198,914	\$ -	\$ -
TOTAL CAPITAL PROJECTS	\$ 199,171	\$ 316,208	\$ 400,500
TOTAL FUND EXPENSES	\$ 199,171	\$ 316,208	\$ 400,500
REVENUE OVER/(UNDER) EXPENDITURES	\$ (150,304)	\$ (61,208)	\$ (395,500)
PROJECTED ENDING FUND BALANCE	\$ 542,917	\$ 481,709	\$ 86,209

**WATER CAPITAL IMPROVEMENT FUND 681
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 1,721,511
OTHER INCOME			
681-4-1901 INTEREST ON INVESTMENTS	\$ -	\$ 15,000	\$ 9,000
681-4-1905 BOND PROCEEDS	-	<u>2,000,000</u>	<u>-</u>
TOTAL OTHER INCOME	\$ -	\$ 2,015,000	\$ 9,000
TOTAL REVENUE	<u>\$ -</u>	<u>\$ 2,015,000</u>	<u>\$ 9,000</u>
TOTAL FUNDS AVAILABLE	\$ -	\$ 2,015,000	\$ 1,730,511

**WATER CAPITAL IMPROVEMENT FUND 681
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
681-5-110-3210 FINANCIAL SERVICE CHARGE	\$ -	\$ 18,000	\$ 5,000
681-5-110-3211 INVESTMENT SERVICE CHARGE	-	2,201	2,500
681-5-110-3023 FINANCIAL ADVISORS	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
TOTAL SERVICES	\$ -	\$ 22,701	\$ 10,000
CAPITAL OUTLAY			
681-5-110-7440.018 WATER LINE REPLACEMENT	-	10,788	700,000
681-5-110-7440.019 RAW WATER PUMP	-	75,000	-
681-5-110-7440.035 RELOCATE - US 79 WEST	-	130,000	800,000
681-5-110-7440.036 RELOCATE - LOOP 256	<u>-</u>	<u>55,000</u>	<u>195,000</u>
TOTAL CAPITAL OUTLAY	\$ -	\$ 270,788	\$ 1,695,000
TOTAL CAPITAL PROJECTS	<u>\$ -</u>	<u>\$ 293,489</u>	<u>\$ 1,705,000</u>
TOTAL FUND EXPENSES	<u>\$ -</u>	<u>\$ 293,489</u>	<u>\$ 1,705,000</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ (293,489)	\$ (1,705,000)
PROJECTED ENDING FUND BALANCE	\$ -	\$ 1,721,511	\$ 25,511

**WASTEWATER CAPITAL IMPROVEMENT FUND
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 52,272	\$ 53,393	\$ 140,379
OTHER INCOME			
690-4-1901 INTEREST ON INVESTMENTS	\$ 1,145	\$ 4,019	\$ 5,000
690-4-1943 TRANS. FROM WASTEWATER FUND	-	350,000	-
TOTAL OTHER INCOME	\$ 1,145	\$ 354,019	\$ 5,000
TOTAL REVENUE	\$ 1,145	\$ 354,019	\$ 5,000
TOTAL FUNDS AVAILABLE	\$ 53,417	\$ 407,412	\$ 145,379

**WASTEWATER CAPITAL IMPROVEMENT FUND
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
690-5-110-3211 INVESTMENT SERVICE CHA	\$ 24	\$ 19	\$ 500
TOTAL SERVICES	\$ 24	\$ 19	\$ 500
CAPITAL OUTLAY			
690-5-110-7440.007 SEWER LINE REPLACEMENT	\$ -	\$ 152,634	\$ -
690-5-110-7440.008 EASEMENTS ACQUISITION	-	93,380	-
690-5-110-7440.009 HOSPITAL LIFT STATION	-	21,000	-
690-5-110-7440.010 PARK AVENUE SEWER LINE	-	-	140,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 267,014	\$ 140,000
TOTAL CAPITAL PROJECTS	\$ 24	\$ 267,033	\$ 140,500
TOTAL FUND EXPENSES	\$ 24	\$ 267,033	\$ 140,500
REVENUE OVER/(UNDER) EXPENDITURES	\$ 1,121	\$ 86,986	\$ (135,500)
PROJECTED ENDING FUND BALANCE	\$ 53,393	\$ 140,379	\$ 4,879

**SSES PHASE I
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ 206,461	\$ 10,348	\$ -
OTHER INCOME			
770-4-1901 INTEREST ON INVESTMENTS	\$ 18,313	\$ -	\$ -
TOTAL OTHER INCOME	\$ 18,313	\$ -	\$ -
TOTAL REVENUE	<u>\$ 18,313</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL FUNDS AVAILABLE	\$ 224,774	\$ 10,348	\$ -

**SSES PHASE I
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
CAPITAL OUTLAY			
770-5-110-7440.SANITARY SEWER FAC MASTER	\$ -	\$ 10,348	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 10,348	\$ -
INTERFUND ACTIVITY			
770-5-110-9499 TRANS.CIP TO WASTEWATER	\$ 214,426	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 214,426	\$ -	\$ -
TOTAL CAPITAL PROJECTS	<u>\$ 214,426</u>	<u>\$ 10,348</u>	<u>\$ -</u>
TOTAL FUND EXPENSES	<u>\$ 214,426</u>	<u>\$ 10,348</u>	<u>\$ -</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ (196,113)	\$ (19,028)	\$ -
PROJECTED ENDING FUND BALANCE	\$ 10,348	\$ -	\$ -

**SSES PHASE II
REVENUES**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
BEGINNING FUND BALANCE	\$ -	\$ 4,468,726	\$ 3,402,553
OTHER INCOME			
771-4-1901 INTEREST ON INVESTMENTS	\$ 30,069	\$ 32,994	\$ 10,000
771-4-1905 OTHER RESOURCES	3,317	-	-
771-4-1943 TRANS. FROM WASTEWATER FUND	4,487,728	-	-
TOTAL OTHER INCOME	\$ 4,521,114	\$ 32,994	\$ 10,000
TOTAL REVENUE	\$ 4,521,114	\$ 32,994	\$ 10,000
TOTAL FUNDS AVAILABLE	\$ 4,521,114	\$ 4,501,720	\$ 3,412,553

**SSES PHASE II
CAPITAL PROJECTS**

	ACTUAL 2006-2007	ESTIMATED 2007-2008	BUDGET 2008-2009
SERVICES			
771-5-110-3023 FINANCIAL ADVISORS	\$ -	\$ 15,000	\$ -
771-5-110-3024 BOND COUNSEL	-	15,000	-
771-5-110-3210 FINANCIAL SERVICE CHARGE	4,665	-	-
771-5-110-3211 INVESTMENT SERVICE CHARGE	-	2,000	2,000
771-5-110-3221 BOND INSURANCE	-	2,000	2,000
771-5-110-3222 TWDB ORIGINATION FEE	-	2,000	-
TOTAL SERVICES	\$ 4,665	\$ 36,000	\$ 4,000
CAPITAL OUTLAY			
771-5-110-7441 CITY ENGINEERING EXPENSE	\$ -	\$ 822,033	\$ -
771-5-110-7448 GENERAL CONTRACTOR	-	241,134	3,400,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 1,063,167	\$ 3,400,000
INTERFUND ACTIVITY			
771-5-110-9499 TRANSFER CIP FUNDS	\$ 47,723	\$ -	\$ -
TOTAL INTERFUND ACTIVITY	\$ 47,723	\$ -	\$ -
TOTAL CAPITAL PROJECTS	\$ 52,388	\$ 1,099,167	\$ 3,404,000
TOTAL FUND EXPENSES	\$ 52,388	\$ 1,099,167	\$ 3,404,000
REVENUE OVER/(UNDER) EXPENDITURES	\$ 4,468,726	\$ (1,066,173)	\$ (3,394,000)
PROJECTED ENDING FUND BALANCE	\$ 4,468,726	\$ 3,402,553	\$ 8,553

SUPPLEMENTAL & TRANSFER DETAIL

**City of Palestine
Annual Budget 2008-09**

**SUPPLEMENTAL DECISION PACKAGE
SUMMARY OF ADOPTED DECISIONS BY FUND**

Account Number	Program	Requesting Division	Adopted
<u>GENERAL FUND (10)</u>			
1000 series	<u>Salary Market Adjustment</u>	Various	86,335
1010	Salaries		67,601
1040	Social Security		5,171
1060	Unemployment		1,555
1061	Workers Comp		2,206
1070	Retirement		9,802
	<u>Gasoline Increase</u>	Various	53,300
010-5-410-2070	Fire Administration		1,900
010-5-320-2070	Police Patrol		10,000
010-5-520-2070	Streets		27,000
010-5-540-2070	Fleet		1,000
010-5-610-2070	Parks		6,000
010-5-620-2070	Cemetery		6,200
010-5-810-2070	Code Enforcement		1,200
	<u>Utility Increase</u>	Various	22,000
010-5-520-3050	Streets		13,500
010-5-610-3050	Parks		3,500
010-5-840-3050	Animal Control		5,000
010-5-420-4120	<u>Bunker Gear Replacement</u>	Fire	7,000
010-5-530-2030	<u>Janitorial Supply Increase</u>	Public Works	4,000
	<u>Motor Vehicle/Equipment Repair</u>	Various	17,123
010-5-320-4110	Police Patrol		10,123
010-5-520-4110	Streets		2,000
010-5-610-4110	Parks		5,000
010-5-420-9510	<u>Fire Dept. Light Trucks (2)</u>	Fire	10,000
010-5-540-8010	<u>Fleet Diagnostic Computer</u>	Public Works	4,000
010-5-120-3026	<u>Codification</u>	City Sec.	5,000
	<u>Radio Replacement/Upgrade</u>	Police	15,000
010-5-350-4560	Antenna Lease		3,600
010-5-350-4560	Radios		10,000
010-5-350-4560	Maintenance Increase		1,400
	<u>Patrol Vehicles and Equipment (3)</u>	Police	31,200
010-5-320-9511	Vehicle		19,100
010-5-320-9511	Equipment		4,700
010-5-320-9511	Radio		1,000
010-5-320-9511	Camara & Data System		6,400
			\$ 254,958

**SUPPLEMENTAL DECISION PACKAGE
SUMMARY OF ADOPTED DECISIONS BY FUND**

Account Number	Program	Requesting Division	Adopted
<u>TOURISM FUND (150)</u>			
1000 series	<u>Salary Market Adjustment</u>	Various	7,059
1010	Salaries		5,654
1040	Social Security		433
1060	Unemployment		130
1061	Workers Comp		22
1070	Retirement		820
	<u>Visitor Center Greeter - Part-time</u>	Tourism	8,615
150-5-750-1010	Salaries		7,540
150-5-750-1040	Social Security		577
150-5-750-1060	Unemployment		173
150-5-750-1061	Workers Comp		325
	<u>Tourism Data Management System</u>	Tourism	1,893
150-5-750-8015	Software		1,495
150-5-750-4520	Annual Maintenance		398
150-5-750-3110	Advertising Increase	Tourism	5,000
150-5-750-8015	Desktop Computer	Tourism	1,700
150-5-751-4010	Ceiling Tile Replacement	Tourism	5,625
150-5-751-8010	Sprinkler System	Tourism	53,150
150-5-751-8010	Civic Center HVAC Replacement	Tourism	8,200
150-5-751-4510	Multipurpose Event Stages (3)	Tourism	4,200
150-5-751-4510	Multipurpose Tables	Tourism	4,582
150-5-751-4510	Multipurpose Chairs	Tourism	7,992
			\$ 108,016
<u>AIRPORT FUND (240)</u>			
240-5-110-2011	Airport Merchandise	Airport	8,000
240-5-110-8010	Security Cameras	Airport	10,000
			\$ 18,000
<u>WATER FUND (600)</u>			
1000 series	<u>Salary Market Adjustment</u>	Various	6,139
1010	Salaries		4,713
1040	Social Security		360
1060	Unemployment		108
1061	Workers Comp		275
1070	Retirement		683
	<u>Gasoline Increase</u>	Utilities	10,000
600-5-570-2070	Water Treatment		4,000
600-5-571-2070	Water Distribution		6,000
600-5-570-3050	Utility Increase	Utilities	6,000
600-5-571-4450	Water Line Repair	Utilities	10,000
600-5-571-9510	Tapping Machine (User Fee)	Utilities	5,000
600-5-570-2031	Chemicals	Utilities	13,000
			\$ 50,139

**SUPPLEMENTAL DECISION PACKAGE
SUMMARY OF ADOPTED DECISIONS BY FUND**

Account Number	Program	Requesting Division	Adopted
<u>WASTEWATER FUND (610)</u>			
1000 series	<u>Salary Market Adjustment</u>	Various	6,523
1010	Salaries	5,009	
1040	Social Security	383	
1060	Unemployment	115	
1061	Workers Comp	291	
1070	Retirement	725	
610-5-581-3065	Sanitary Sludge Collection	Utilities	26,362
610-5-581-3082	Travel and Training	Utilities	1,500
610-5-580-2070	Gasoline and Oil	Utilities	8,000
610-5-580-3082	Travel and Training	Utilities	2,500
610-5-580-3050	Utilities- Electric	Utilities	5,000
			\$ 49,885
<u>SANITATION FUND (620)</u>			
1000 series	<u>Salary Market Adjustment</u>	Various	25
1010	Salaries	19	
1040	Social Security	1	
1060	Unemployment	0	
1061	Workers Comp	2	
1070	Retirement	3	
620-5-550-2070	Gasoline Increase	Public Works	2,000
620-5-550-2130	Retail Garbage Bag Supply	Public Works	1,000
620-5-550-4110	Sweeper Replacement Parts	Public Works	1,000
			\$ 4,025

**CITY OF PALESTINE
INTERFUND TRANSFER REQUIREMENTS
ANNUAL BUDGET 2008-09**

GENERAL FUND

<u>Transfers to General Fund</u>		<u>From</u>	<u>To</u>		
Water Fund					
CO Bond 2008 Reimbursement		Water	General	\$	143,823
INCODE Maintenance		Water	General		3,400
Total From Water Fund:	010-4-1942				<u>147,223</u>
Wastewater Fund					
INCODE Maintenance		Wastewater	General	\$	3,400
Total From Sewer Fund	010-4-1943				<u>3,400</u>
Sanitation Fund					
INCODE Maintenance		Sanitation	General	\$	1,700
Total From Sanitation Fund	010-4-1945				<u>1,700</u>
Court Technology					
INCODE Maintenance		Court Tech	General	\$	4,300
Cemetery Fund					
INCODE Maintenance		Cemetery	General		600
Total From Other Funds	010-4-1955				<u>4,900</u>
Total Transfers to General Fund:				\$	<u>157,223</u>

<u>Transfers From General Fund</u>		<u>From</u>	<u>To</u>		
Airport					
Operational Support	010-5-270-9012	General	Airport	\$	25,000
Total To Airport Fund					<u>25,000</u>
Equipment Replacement					
INCODE Lease Payment	010-5-260-9510	General	Equipment	\$	38,913
MS Exchange (GE Lease)	010-5-260-9510	General	Equipment		7,416
Email Server (2006)	010-5-260-9510	General	Equipment		3,612
2008 Crown Victoria (102635)	010-5-320-9510	General	Equipment		4,548
2008 Crown Victoria (102636)	010-5-320-9510	General	Equipment		4,548
Lease - CAT 924G (Small Loader)	010-5-520-9510	General	Equipment		32,220
Lease - CAT 938G II (Lg Loader)	010-5-520-9510	General	Equipment		17,784
User Fee - 2008 F350 Crew Cab	010-5-610-9510	General	Equipment		5,681
User Fee - Grasshopper 1 (573)	010-5-610-9511	General	Equipment		2,028
User Fee - Grasshopper 2 (574)	010-5-610-9511	General	Equipment		2,028
Total Transfers to Equipment Fund:					<u>118,778</u>
Total Transfers From General Fund:				\$	<u>143,778</u>

AIRPORT FUND

<u>Transfers to Airport Fund</u>		<u>From</u>	<u>To</u>		
General Fund					
Operational Support	240-4-1941	General	Airport	\$	25,000
Total Transfers to Airport Fund:					<u>25,000</u>

**CITY OF PALESTINE
INTERFUND TRANSFER REQUIREMENTS
ANNUAL BUDGET 2008-09**

<u>Transfers From Airport Fund</u>		<u>From</u>	<u>To</u>		
Equipment Replacement					
Lease - Airport Fuel Tanks	240-5-110-9510	Airport	Equipment	\$	47,550
Total Transfers from Airport Fund:					47,550

EQUIPMENT REPLACEMENT FUND

Transfers to Equipment Fund

General Fund					
INCODE Lease Payment		General	Equipment	\$	38,913
MS Exchange (GE Lease)		General	Equipment		7,416
Email Server (2006)		General	Equipment		3,612
2008 Crown Victoria (102635)		General	Equipment		4,548
2008 Crown Victoria (102636)		General	Equipment		4,548
Lease - CAT 924G (Small Loader)		General	Equipment		32,220
Lease - CAT 938G II (Lg Loader)		General	Equipment		17,784
User Fee - 2008 F350 Crew Cab		General	Equipment		5,681
User Fee - Grasshopper 1 (573)		General	Equipment		2,028
User Fee - Grasshopper 2 (574)		General	Equipment		2,028
Total From General Fund:	540-4-1996				118,778

Water Fund

INCODE Lease		Water	Equipment	\$	5,300
User Fee - Truck (Unit #9)		Water	Equipment		4,000
User Fee - Grasshopper 3 (572)		Water	Equipment		2,028
User Fee - 2008 Ford 350		Water	Equipment		5,081
Total From Water Fund:	540-4-1997				16,409

Wastewater Fund

INCODE Lease		Wastewater	Equipment	\$	5,300
User Fee - Truck (Unit #8)		Wastewater	Equipment		4,000
User Fee - Truck (Unit #803)		Wastewater	Equipment		4,000
User Fee - Truck (Unit #801)		Wastewater	Equipment		4,000
Vibratory Compactor		Wastewater	Equipment		6,000
Deere Backhoe Lease		Wastewater	Equipment		24,792
User Fee - Grasshopper 4 (575)		Wastewater	Equipment		2,028
Total From Wastewater Fund:	540-4-1998				50,120

Sanitation Fund

INCODE Lease	620-5-550-9011	Sanitation	Equipment	\$	2,700
Street Sweeper	620-5-550-9011	Sanitation	Equipment		40,000

Cemetery

INCODE Lease		Cemetery	Equipment		700
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Court Technology

INCODE Lease		Court Tech	Equipment		6,400
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Airport Fund

Lease - Airport Fuel Tanks		Airport	Equipment	\$	47,550
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Total From Other Funds:	540-4-1999				97,350
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Total Transfers to Equipment Fund:				\$	282,657
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**CITY OF PALESTINE
INTERFUND TRANSFER REQUIREMENTS
ANNUAL BUDGET 2008-09**

WATER FUND

<u>Transfers to Water Fund</u>		<u>From</u>	<u>To</u>	
Wastewater Fund				
	Customer Service	Wastewater	Water	\$ 125,000
Total from Wastewater:	600-4-1943			125,000
Sanitation Fund				
	Customer Service	Sanitation	Water	\$ 125,000
Total from Sanitation:	600-4-1945			125,000
Total Transfers to Water Fund:				\$ 250,000

<u>Transfers From Water Fund</u>		<u>From</u>	<u>To</u>	
General Fund				
	CO Bond 2008 Reimbursement	Water	General	\$ 143,823
	INCODE Maintenance	Water	General	3,400
Total to General Fund:	600-5-110-9010			147,223
Equipment Replacement				
	INCODE Lease	600-5-110-9510	Water	\$ 5,300
	User Fee - Truck (Unit #9)	600-5-570-9511	Water	4,000
	User Fee - Grasshopper 3 (572)	600-5-570-9511	Water	2,028
	User Fee - 2008 Ford 350	600-5-570-9511	Water	5,081
Total to Equipment Replacement:				16,409
Utility Debt Service				
	Debt Payment Transfer	600-5-110-9070	Water	\$ 461,197
Total to Utility Debt Service:				461,197
Total Transfers from Water Fund:				\$ 624,829

WASTEWATER FUND

<u>Transfers From Wastewater Fund</u>		<u>From</u>	<u>To</u>	
General Fund				
	INCODE Maintenance	Wastewater	General	\$ 3,400
Total to General Fund:	610-5-110-9010			3,400
Water Fund				
	Customer Service	610-5-110-9050	Wastewater	\$ 125,000
Total to Water Fund:				125,000
Equipment Replacement				
	INCODE Lease	610-5-580-9511	Wastewater	\$ 5,300
	Deere Backhoe Lease	610-5-580-9511	Wastewater	24,792
	Vibratory Compactor	610-5-580-9511	Wastewater	6,000
	User Fee - Truck (Unit #8)	610-5-581-9511	Wastewater	4,000
	User Fee - Truck (Unit #803)	610-5-581-9511	Wastewater	4,000
	User Fee - Truck (Unit #801)	610-5-581-9511	Wastewater	4,000
	User Fee - Grasshopper 4 (575)	610-5-581-9511	Wastewater	2,028
Total to Equipment Replacement:				50,120

**CITY OF PALESTINE
INTERFUND TRANSFER REQUIREMENTS
ANNUAL BUDGET 2008-09**

Utility Debt Service					
Debt Payment Transfer	615-4-1943	Wastewater	Rev Debt Serv	\$	1,295,896
Total to Utility Debt Service:					<u>1,295,896</u>
Total Transfers from Wastewater Fund:				\$	<u>1,474,416</u>

UTILITY DEBT SERVICE FUND

<u>Transfers To Utility Debt Service Fund</u>		<u>From</u>	<u>To</u>		
Water Fund					
Debt Payment Transfer	615-4-1942	Water	Rev Debt Serv	\$	461,197
Wastewater Fund					
Debt Payment Transfer	615-4-1943	Wastewater	Rev Debt Serv		<u>1,295,896</u>
Total to Utility Debt Service:				\$	<u>1,757,093</u>

SANITATION FUND

<u>Transfers from Sanitation Fund</u>		<u>From</u>	<u>To</u>		
General Fund					
Street Sweeper	620-5-550-9011	Sanitation	Equipment	\$	40,000
INCODE Maintenance	620-5-110-9010	Sanitation	General		<u>1,700</u>
Total to General Fund:					<u>41,700</u>
Water Fund					
Customer Service		Sanitation	Water	\$	<u>125,000</u>
Total to Water Fund:	620-5-110-9050				<u>125,000</u>
Water Fund					
INCODE Lease	620-5-550-9011	Sanitation	Equipment	\$	<u>2,700</u>
Total to Equipment:					<u>2,700</u>

OTHER FUNDS

<u>Transfers from Other Funds</u>		<u>From</u>	<u>To</u>		
INCODE Maintenance	260-5-110-9010	Court Tech	General	\$	4,300
INCODE Lease	260-5-110-9510	Court Tech	Equipment		6,400
INCODE Maintenance	400-5-110-9010	Cemetery	General		600
INCODE Lease	400-5-110-9510	Cemetery	Equipment		<u>700</u>
Total:					<u>12,000</u>

BUDGET GLOSSARY

**City of Palestine
Annual Budget 2008-09**

GLOSSARY

ACCOUNTING PROCEDURES. All procedures which discover, record, classify, and summarize financial information to produce financial reports and to provide internal control.

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

ALLOCATION. A part of a lump-sum appropriation which is designated for expenditure by specific organization units and/or for special purposes, activities, or objects.

AMOUNT AVAILABLE IN DEBT SERVICE FUNDS. An "other debit" account in the General Long-Term Debt Account Group which designates the amount of assets available in Debt Service Funds for the retirement of general obligation debt.

ANNUAL BUDGET. A budget applicable to a single fiscal year.

APPRAISAL. (1) The act of appraising, (2) The estimated value resulting from such action.

APPRAISE. To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESS. To value property officially for the purpose of taxation.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT. (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

ASSETS. Resources owned or held by a government which have monetary value.

BOND. A written promise to pay a specified sum of money, called the face value or principal amount, at a

specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See ANNUAL BUDGET, CAPITAL BUDGET, and CAPITAL PROGRAM.

BUDGET DOCUMENT. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to past year's actual revenues, expenditures, and other data used in making the estimates.

BUDGET MESSAGE. A discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

BUDGETARY COMPARISONS. Governmental GAAP financial reports must include comparisons of approved budgeted amounts with actual results of operations. Such reports should be subjected to an independent audit, so that all parties involved in the annual operating budget/legal appropriation process are provided with assurances that the government monies are spent in accordance with the mutually agreed-upon budgetary plan.

CAPITAL BUDGET. A plan of proposed capital outlays and the means of financing them.

CAPITAL OUTLAYS. Expenditures which result in the acquisition of or addition to fixed assets.

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

CAPITAL PROJECTS FUND. A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

CASH. An asset account reflecting currency, coin, checks, postal and express money orders, and banker's drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits. All cash must be accounted for as a part of the fund to which it belongs. Any restrictions or limitations as to its availability must be indicated in the records and statements. It is not necessary, however, to have a separate bank account for each fund unless required by law.

CASH BASIS. A basis of accounting under which transactions are recognized only when cash changes funds.

COVERAGE. The ratio of net revenue available for debt services to the average annual debt service requirements of an issue of revenue bonds. See NET REVENUE AVAILABLE FOR DEBT SERVICE.

CURRENT. A term which, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used up or converted into cash within one year.

CURRENT TAXES. Taxes levied and becoming due within one year.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, notes, and floating debt.

DEBT LIMIT. The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Formerly called a SINKING FUND.

DEBT SERVICE FUND REQUIREMENT. The amounts of revenue which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full on schedule.

DELINQUENT TAXES. Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DEPRECIATION. (1) Expiration in the service life of fixed assets, other than wasting assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, an obsolescence. (2) The portion of the cost of a fixed asset other than a wasting asset which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

ENCUMBRANCES. Commitments related to unperformed (executor) contracts for goods or services.

ENTERPRISE FUND. A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise Funds are those for water, gas, and electric utilities; swimming pools; airports; parking garages; and solid waste collection and disposal.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays. The unmodified use of the term expenditures in this text is intended to mean budgetary expenditure.

EXPENSES. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL PERIOD. Any period at the end of which government determines its financial position and the results of its operations.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE. A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FULL FAITH AND CREDIT. A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

FUND. A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE. The fund equity of governmental funds and Trust Funds.

FUND TYPE. In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GENERAL FUND. The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL LONG-TERM DEBT. Long-term debt (other than special assessment bonds) expected to be repaid from governmental funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP). Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by

which to measure financial operations. The primary authoritative statement on the application of GAAP to state and local governments is NCGA Statement 1. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of governmental GAAP financial reports are different from, and much broader than, the objectives of business enterprise GAAP financial reports.

GENERAL OBLIGATION BONDS. Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERAL REVENUE. The revenues of a government other than those derived from and retained in an enterprise. If a portion of the net income in an Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amounts transferred constitute general revenue of the government.

GOVERNMENTAL ACCOUNTING. The composite activity of analyzing, recording summarizing, reporting, and interpreting the financial transactions of governments.

GRANTS. Contributions of gifts of cash or other assets from another government to be used or expanded for a specified purpose, activity, or facility.

GROSS BONDED DEBT. The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

IMPROVEMENTS. Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers. Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterment's," but the term "improvements" is preferred.

INCOME. A term used in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

INTERNAL CONTROL. A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper

authorizations by designated officials for all actions to be taken.

INTERNAL SERVICE FUND. A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

LEVY. (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

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

MACHINERY AND EQUIPMENT. Tangible property of a more or less permanent nature, other than land or buildings and improvements thereon. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

MUNICIPAL. In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or village as opposed to other local governments.

NET BONDED DEBT. Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NET REVENUES AVAILABLE FOR DEBT SERVICE. Proprietary fund gross operating revenues less operating and maintenance expenses but exclusive of depreciation and bond interest. "Net revenue available for debt service" as thus defined is used to compute "coverage" on revenue bond issues. See **COVERAGE**. Under the laws of some states and the provisions of some revenue bond indentures, "net revenues available for debt service" for computation of revenue bond coverage must be computed on a cash basis rather than in conformity with GAAP.

OBJECT. As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies.

OBJECT TOTAL. Expenditures classification according to the types of items purchased or services obtained; for example, personal services, materials, supplies, and equipment.

OBLIGATIONS. Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound management and should be adopted by every government.

ORDINANCE. A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances. See **RESOLUTION**.

OUTLAYS. Synonymous with **EXPENDITURES**.

PRIOR YEAR'S TAX LEVIES. Taxes levied for fiscal periods preceding the current one.

PROPRIETARY ACCOUNTS. Those accounts which show actual financial position and results of operations, such as actual asset liabilities, fund equity balances, revenues, expenditures, and expenses as distinguished from budgetary accounts.

REIMBURSEMENTS. (1) Repayments of amounts remitted on behalf of another party. (2) Interfund transactions which constitute reimbursements of a fund for expenditures or expenses initially made from it which are properly applicable to another fund-e.g., an expenditure properly chargeable to a Special Revenue Fund was initially made from the General Fund, which is subsequently reimbursed. They are recorded as expenditures or expenses (as appropriate) in the reimbursing fund and as reductions of the expenditure or expense in the fund that is reimbursed.

RESERVE. (1) An account used to earmark a portion of a fund balance to indicate that it is not appropriate for

expenditure; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

RESOLUTION. A special or temporary order of a legislative body; and order of a legislative body requiring less legal formality than an ordinance or statute. See **ORDINANCE**.

RETAINED EARNINGS. An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

REVENUE BONDS. Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

REVENUES. (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers-in are classified separately from revenues.

STATISTICAL TABLES. Financial presentations included in the Statistical Section of the CAFR which provide detailed data on the physical, economic, social, and political characteristics of the reporting government. They are intended to provide CAFR users with a broader

and more complete understanding of the government and its financial affairs than is possible from the basic financial statements and supporting schedules included in the Financial Section. Statistical tables usually cover more than two fiscal years and often present data from outside the accounting records. In contrast to Financial Section Information, therefore, Statistical Section data are not usually susceptible to independent audit.

SELF-SUPPORTING or LIQUIDATING DEBT. Debt obligations whose principal and interest are payable solely from the earnings of the enterprise for the construction or improvement of which they were originally issued.

TAX LEVY ORDINANCE. An ordinance by means of which taxes are levied.

TAX RATE. The amount of tax stated in terms of a unit of the tax base; for example, 25 cents per \$100 of assessed valuation of taxable property.

TAXES. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

UNALLOTTED BALANCE OF APPROPRIATION. An appropriation balance available for allotment.