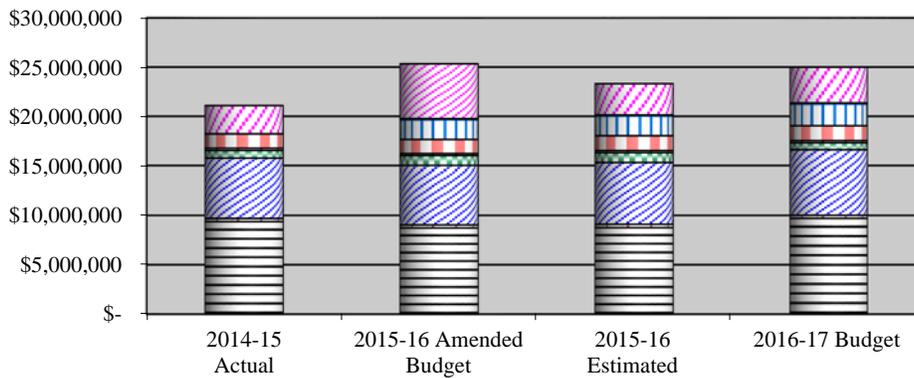


## GENERAL FUND REVENUE SUMMARY

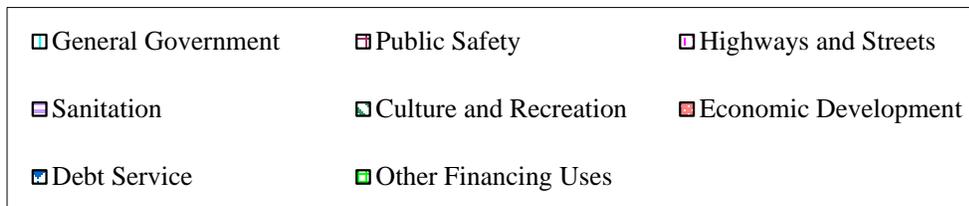
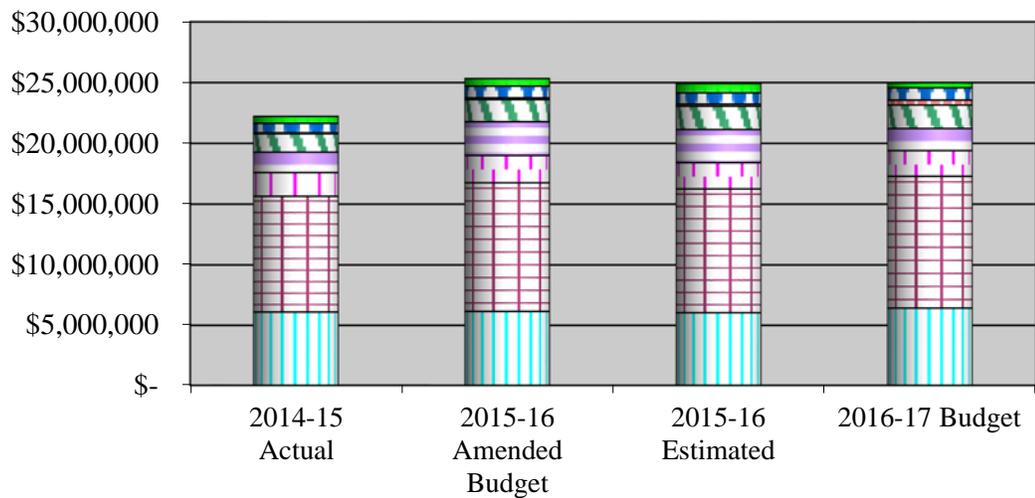
Sources	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Ad Valorem Taxes	\$ 9,362,764	\$ 8,723,700	\$ 8,749,582	\$ 9,694,600
Other Taxes	316,532	308,800	346,515	314,150
Unrestricted Intergovernmental	6,061,070	5,978,320	6,200,447	6,594,804
Restricted Intergovernmental	791,276	996,821	1,007,662	699,075
Permits and Fees	225,193	206,900	209,228	220,400
Sales and Services	1,438,304	1,430,576	1,510,720	1,509,110
Administrative Charges	-	2,059,535	2,059,535	2,271,273
Interest	17,815	20,090	24,177	26,767
Miscellaneous	15,361	33,550	23,135	22,950
Other Financing Sources	2,861,514	5,567,904	3,177,666	3,638,173
<b>Total</b>	<b>\$ 21,089,829</b>	<b>\$ 25,326,196</b>	<b>\$ 23,308,667</b>	<b>\$ 24,991,302</b>



Ad Valorem Taxes	Other Taxes	Unrestricted Intergovernmental
Restricted Intergovernmental	Permits and Fees	Sales and Services
Administrative Charges	Interest	Miscellaneous
Other Financing Sources		

**GENERAL FUND  
EXPENDITURE SUMMARY**

Functions	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
General Government	\$ 6,105,906	\$ 6,159,756	\$ 6,048,948	\$ 6,428,421
Public Safety	9,540,075	10,597,021	10,201,908	10,863,740
Highways and Streets	1,950,655	2,245,247	2,161,337	2,107,512
Sanitation	1,675,820	2,771,218	2,722,259	1,820,563
Culture and Recreation	1,518,090	1,824,698	1,922,793	1,933,192
Economic Development	79,717	142,018	165,018	402,912
Debt Service	777,467	965,354	925,661	1,011,378
Other Financing Uses	568,584	620,884	769,984	423,584
<b>Total</b>	<b>\$ 22,216,314</b>	<b>\$ 25,326,196</b>	<b>\$ 24,917,908</b>	<b>\$ 24,991,302</b>



## **GOVERNING BOARD DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the Governing Board Department is for City Council to work within state and federal laws to provide effective and efficient municipal services desired by our citizens in order to assure a balanced quality of life, protection for our citizens and planned economic growth.

### **Departmental Functions:**

- Legislative body for the City of Lexington government
- Adopts balanced annual budget
- Secures public safety through police, fire and code enforcement
- Authorizes City services like maintaining streets and sidewalks, operating water and wastewater systems; providing the Civic Center and parks and recreation programs designed to improve the City's quality of life; collects, disposes and recycles solid waste; operates electric and natural gas distribution systems
- Supports economic development activities of attracting and maintaining business, industry and jobs by investing in infrastructure and incentives
- Appoints advisory boards and commissions that assist in developing and carrying out City government policies, programs and new initiatives
- Appoints the City Manager as Chief Administrative Officer

### **2016-17 Objectives:**

- To provide open, effective, and regular communication with citizens, customers, employees and partners
- To improve the financial strength and integrity of city government
- To shift from government solving problems to community solving problems by stimulating more citizen involvement, empowering boards, commissions and staff to do more and develop partnerships
- To operate city utilities and other enterprises in a business-like manner, provide efficient and effective service, and generate contributions to the General Fund for the overall operations and services of the City
- To improve the quality of life for our citizens through promotion and support of effective and efficient public schools, affordable housing, clean and safe neighborhoods and wholesome recreation opportunities
- To promote and support a strong, diversified economy

**GOVERNING BOARD DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of City Council members (including Mayor)	9	9	9
Monthly salary - Mayor	\$750	\$750	\$750
Monthly salary - Council	\$500	\$500	\$500
# of meetings/month	2	2	2
Tax rate	0.600	0.600	0.600
% General Fund expenditures funded by ad valorem taxes	47%	45%	46%
Assessed valuation	\$1.50 Billion	\$1.57 Billion	\$1.54 Billion

**Budget Summary:**

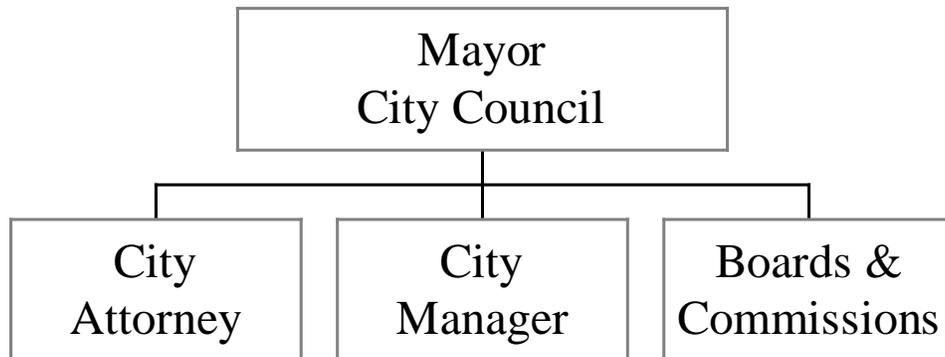
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 156,974	\$ 172,681	\$ 169,635	\$ 143,777
Operations	18,382	45,779	34,163	28,945
Total	\$ 175,356	\$ 218,460	\$ 203,798	\$ 172,722

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Board Members	9	9	9	9

**Capital Outlay:** None.



# City of Lexington Governing Board



## **CITY ADMINISTRATION DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the City Administration Department is to provide general administration of city government by coordinating departmental services, implementing policies adopted by City Council and responding to citizens, boards and commissions to develop partnerships, promote a strong economy and build an excellent quality of life.

### **Departmental Functions:**

- City Manager is appointed by City Council and serves as Chief Administrative Officer, responsible for administration of all departments
- City Manager serves as Budget Officer – prepares annual budget for adoption by City Council and administers budget, including capital improvement program
- Enforcement of City, Federal and State laws
- Appointment and discharge of personnel
- Preparation of City Council and Utilities Commission agendas and minutes of meetings
- Advise City Council of financial condition of the City
- Inform City Council on employment and operational matters
- Recommend policies, programs, ordinances, etc. to deliver efficient government services and improve the quality of life in the City, while simultaneously maintaining the City's financial integrity

### **2016-17 Objectives:**

- To properly administer programs and policies approved by City Council
- To respond to citizen and City Council concerns promptly
- To promote customer service excellence
- To prepare and administer annual budget and leverage long range financial forecasting
- To communicate effectively with citizens, customers, employees and partner agencies
- To facilitate and implement City Council's strategic goals
- To market the community with national and regional publicity
- To improve productivity, operational effectiveness, competitiveness and control costs
- To create private/public and intergovernmental partnerships
- To promote and invest in recreational opportunities and improve the quality of life for citizens
- To pursue economic development opportunities and ensure fiscal responsibility
- To monitor utilities and golf business enterprises – quarterly collaborative interdepartmental team meetings and bi-annual utility business plan updates
- To pursue new technology innovations that will improve organizational efficiency and effectiveness
- To incorporate 2020 Renaissance Plan – a strategic plan for a greater Lexington

**CITY ADMINISTRATION DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of employees in department	5	5	5
Population	18,628	18,655	18,730
Total original city budget	\$95.4 Million	\$98.4 Million	\$103.9 Million
Available fund balance as % of expenditures	33%	25%	24%

**Budget Summary:**

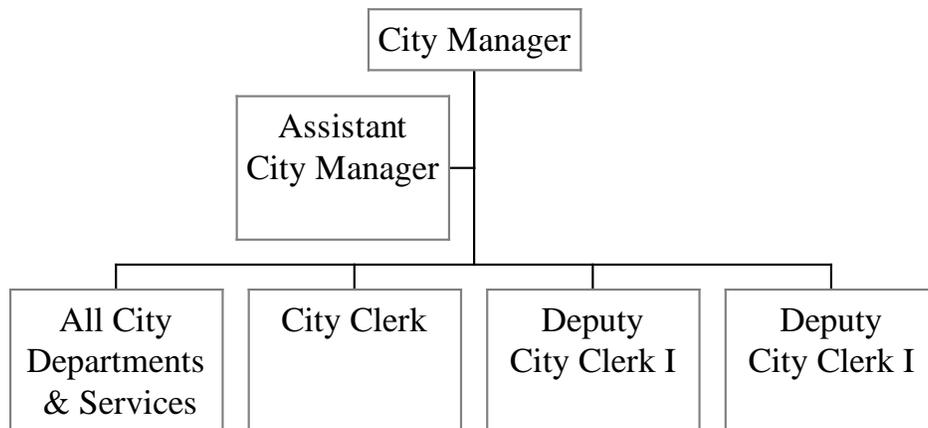
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 509,757	\$ 550,321	\$ 542,887	\$ 549,222
Operations	66,482	99,398	85,125	45,827
Total	\$ 576,239	\$ 649,719	\$ 628,012	\$ 595,049

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	5	5	5	5

**Capital Outlay:** None.



# City of Lexington City Administration



**GENERAL ADMINISTRATION DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the General Administration Department is to account for administrative overhead costs, which are shared by all General Government departments/functions.

**2016-17 Objectives:**

- To update internal service department cost allocations annually based on services provided to other City departments
- To account for health and life insurance for general government retirees
- To evaluate funding support for local agencies that improve the quality of life of the citizens of Lexington
- To continue effective partnership with Davidson County in the collection of City taxes

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
Grants to agencies budget	\$292,500	\$308,500	\$236,750
Contingency budget	\$0	\$0	\$0
Property tax collection fees - real property	\$5.66 per bill	\$5.76 per bill	\$5.88 per bill
# of tax bills	10,045	10,109	10,150
Property tax collection fees - motor vehicles	1.50%	1.50%	1.50%
General Government expenditures	\$5,380,192	\$5,916,401	\$6,105,906
Public Safety expenditures	\$8,872,028	\$10,016,757	\$9,540,075
Hwy & Street expenditures	\$2,269,741	\$2,271,827	\$1,950,655
Sanitation expenditures	\$1,722,243	\$1,894,698	\$1,675,820
Culture & Recreation expenditures	\$1,471,410	\$1,499,633	\$1,518,090
Economic and Physical Development expenditures	\$124,954	\$226,830	\$79,717
Debt Service expenditures	\$693,971	\$728,170	\$777,467
Other Financing Uses	\$223,571	\$456,674	\$568,584

**GENERAL ADMINISTRATION DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 760,744	\$ 538,699	\$ 538,699	\$ 678,516
Operations	2,267,020	2,319,108	2,331,960	2,400,806
Total	\$ 3,027,764	\$ 2,857,807	\$ 2,870,659	\$ 3,079,322

**Capital Outlay:** None.

**GRANTS TO AGENCIES  
FOR FISCAL YEAR 2016-2017**

<b>AGENCIES</b>	<b>AMOUNT BUDGETED FY 15-16</b>	<b>AMOUNT REQUESTED FY 16-17</b>	<b>AMOUNT BUDGETED FY 16-17</b>
<b>Partner Agencies</b>			
Davidson County Economic Development Commission (*)	\$ 41,000	\$ 45,000	\$ 41,000
Davidson County Transportation Fund	-	26,900	26,900
Edward C. Smith Civic Center of Lexington	50,000	50,000	50,000
Lexington Appearance Commission	5,000	5,000	5,000
Lexington City Government Youth Council (City Council)	1,035	1,035	1,035
Lexington Housing Community Development Corporation	50,000	75,000	50,000
Lexington Human Relations Commission	4,000	5,000	4,000
Neighborhood Revitalization Funds (City Council)	7,965	7,965	7,965
Uptown Lexington (*)	30,000	60,000	50,000
<b>TOTAL</b>	<b>\$ 189,000</b>	<b>\$ 275,900</b>	<b>\$ 235,900</b>

Note: Detailed information related to each grant request is available for review upon request.

**CITY MANAGER'S COMMENTS:**

(\*) Economic development initiatives.

**FINANCE DEPARTMENT  
GENERAL FUND**

**Statement of Department’s Purpose:**

The purpose of the Finance Department is to administer and provide fiscally responsible control for the City’s financial affairs in accordance with all applicable federal, state and city regulations.

**Departmental Functions:**

Accounts payable, accounts receivable, budget development and management, capital asset administration, cash and investments management, Comprehensive Annual Financial Report (CAFR) preparation, cost accounting, debt management, five-year financial planning, grants financial management, internal audit, payroll and purchasing.

**2016-17 Objectives:**

- Provide excellent customer service and administrative support to internal and external customers
- Provide timely financial and economic information to support Management and City Council in managing the FY 2016-17 budget through the post-recession period
- Assist in City’s 10-year Strategic Planning Process
- Implement technology upgrades to enhance effectiveness of city-wide intranet use and to enhance efficiencies in CAFR reporting
- Assess potential for enhanced use of new and/or existing technology in performing core functions and implement ideas that enhance efficiency and effectiveness

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	10	10	9
CAFR on website	Yes	Yes	Yes
Budget on website	Yes	Yes	Yes
Who compiles CAFR?	Finance	Finance	Finance
# AP checks processed/year	4,176	3,820	3,675
% of JEs processed without error/year	99.4%	99.4%	99.8%
Rate of return on investments	0.25%	0.22%	0.21%
# of purchase orders/year	735	635	767
# of property auctions using GovDeals	35	28	26
\$ value of property auctions using GovDeals	\$45,185	\$21,268	\$88,895
Purchasing Card Rebate	\$21,917	\$30,129	\$33,451
Receive CAFR award	Yes	Yes	Yes
Receive budget award	No	No	No

**FINANCE DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

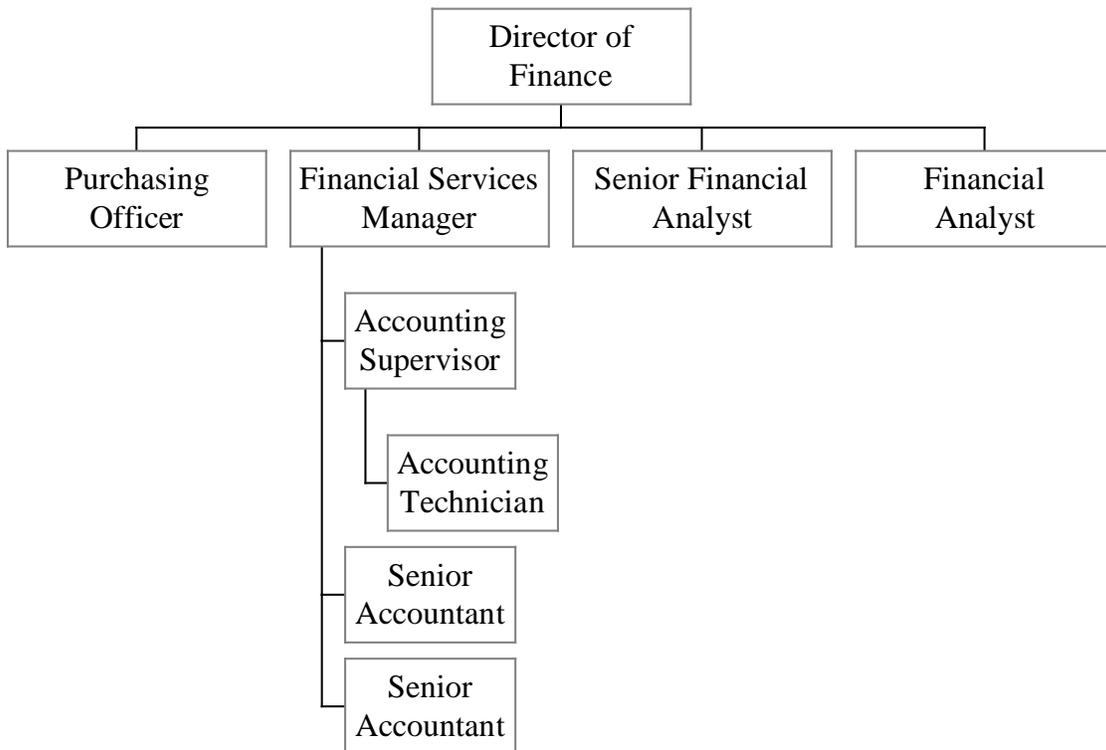
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 676,213	\$ 714,138	\$ 703,217	\$ 765,017
Operations	30,281	36,977	31,229	52,114
Total	\$ 706,494	\$ 751,115	\$ 734,446	\$ 817,131

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	10	9	9	9

**Capital Outlay:** None.



# City of Lexington Finance



**LEGAL DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Legal Department is to protect the interests of the City of Lexington by serving as legal advisor to the Mayor and City Council, City Manager, boards, commissions and staff.

**2016-17 Objectives:**

- To represent the City of Lexington in all aspects of litigation and legal affairs, including prosecution and defense of lawsuits for and against the City
- To prepare or assist in preparing agreements and other necessary legal documents
- To advise Mayor, City Council and staff in the development of regulations and in the execution of City policies and operations

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
Staff attorney	No	No	No
# of legal advisors	1	1	1
City attorney expenditures	\$32,602	\$42,422	\$33,099
Benefits provided	No	No	No

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Operations	\$ 33,099	\$ 40,500	\$ 39,000	\$ 40,500
Total	\$ 33,099	\$ 40,500	\$ 39,000	\$ 40,500

**Capital Outlay:** None.

**HUMAN RESOURCES DEPARTMENT  
GENERAL FUND**

**Statement of Department’s Purpose:**

The purpose of the Human Resources Department is to comply with federal, state and city employment laws and policies, hire and retain qualified employees and administer benefits; to be a strategic anticipator when partnered with management, departments and employees working to achieve results for the whole organization; and strive to bring Human Resources, Risk Management, Safety and Wellness perspectives and information to the entire organization while thinking in terms of human capital, fiscal responsibilities and solutions that respond to business needs.

**Departmental Functions:**

Recruiting, compensation, classification, benefits administration, employment actions administration, employee relations, retention, engagement, performance appraisals administration and education, consultation services, employee and supervisor education and compliance with federal, state and city employment laws and policies to include Equal Employment Opportunity (EEO), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA) and Genetic Information Nondiscrimination Act (GINA).

**2016-17 Objectives:**

- Assist departments to recruit, train and retain a quality workforce
- Publish position classification descriptions on the City’s website
- Ensure compliance with federal employment laws including FLSA proposed overtime rule changes
- Continue revisions to Personnel Policies
- Coordinate a group health plan to comply with healthcare reform transitions as mandated
- Continue leading a comprehensive review and adjustment of organization’s strategy and philosophy of a competitive total rewards employment package that is attractive to a diverse professional workforce
- Support a work environment which fosters diversity, inclusion and employee engagement
- Reduce administrative burdens where feasible

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	1.75	2.75	2.75
# of full time City employees	336	338	334
# of full time equivalent (FTE) employees	342	348	346
FTE City employees per HR + benefit employee	124	93	92
Voluntary turnover	6.00%	4.55%	8.18%
Involuntary turnover	9.10%	1.82%	1.52%
Retirement	2.12%	5.16%	3.64%
Turnover rate	8.51%	11.53%	13.33%

**HUMAN RESOURCES DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

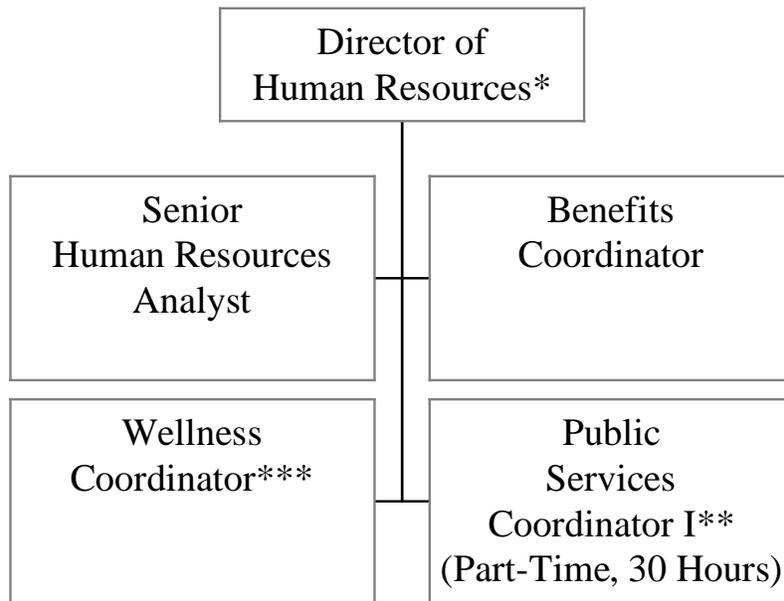
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 319,561	\$ 283,540	\$ 278,685	\$ 329,107
Operations	71,837	100,970	92,607	97,267
Total	\$ 391,398	\$ 384,510	\$ 371,292	\$ 426,374

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	4	3	3	3

**Capital Outlay:** None.



# City of Lexington Human Resources



\*Director of Human Resources funded in Human Resources but provides leadership over the departments of Human Resources, Group Insurance and Risk Management.

\*\*Time is split evenly between Human Resources and Risk Management.

\*\*\*Wellness Coordinator funded in Group Insurance.

## **INFORMATION TECHNOLOGIES DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the Information Technologies Department is to provide key support for enhanced delivery of city services, via electronic and business commerce with reliable information on demand.

### **Departmental Functions:**

Perform daily routine maintenance, support, administration and training for computer hardware including personal computers (PCs), servers, printers, copiers, network switches, the citywide Internet Protocol (IP) phone system; as well as software applications and suites used throughout the City including Microsoft Office, Cayenta Customer Information System (CIS), Geographic Information System (GIS), MUNIS financial system, Sungard OSSI police records management system, etc. Coordinate the creation of customized reports as requested by departments. Provide maintenance and continuous development of the City's website and intranet. Assist the Technology Steering Committee (TSC) and departments in evaluating, budgeting and acquiring technology related hardware and software to enhance productivity and efficiency.

### **2016-17 Objectives:**

- Provide excellent customer service and administrative support to internal and external customers
- Conduct assessment and ultimately enhance network security and reliability
- Increase technological training opportunities for all city departments
- Resurrect active participation and improve communication of the TSC
- Evaluate, improve and implement disaster recovery plans and methods
- Enhance and streamline electronic storage and archiving capabilities
- Continue to explore virtual desktop technology use as a long term efficiency measure
- Promote city-wide intranet to improve communication and efficiency for all city departments
- Enhance reliability, efficiency and security for the entire network infrastructure

**INFORMATION TECHNOLOGIES DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of full-time employees on staff	5	5	5
# of servers supported	36	36	36
# of PCs and laptops supported	246	248	256
# of servers supported per employee	7	7	7
# of PCs/laptops supported per employee	49	50	51
# of patrol cars with computers/printers	66	63	62
Routine PC/laptop replacement schedule	PC/Laptops	Laptops	Laptops
Disaster recovery plan in place	Yes	Yes	Yes
Average # of website hits/month	18,503	23,722	28,647
Provide website/e-commerce support	Yes	Yes	Yes
Provide police support	Yes	Yes	Yes
Provide telephone support (IP, cell)	Yes	Yes	Yes
Provide 24/7 on call support	Yes	Yes	Yes

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 336,042	\$ 377,715	\$ 358,306	\$ 395,426
Operations	357,496	436,407	421,478	445,331
Capital Outlay	203,132	95,448	85,000	39,948
Total	\$ 896,670	\$ 909,570	\$ 864,784	\$ 880,705

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	5	5	5	5

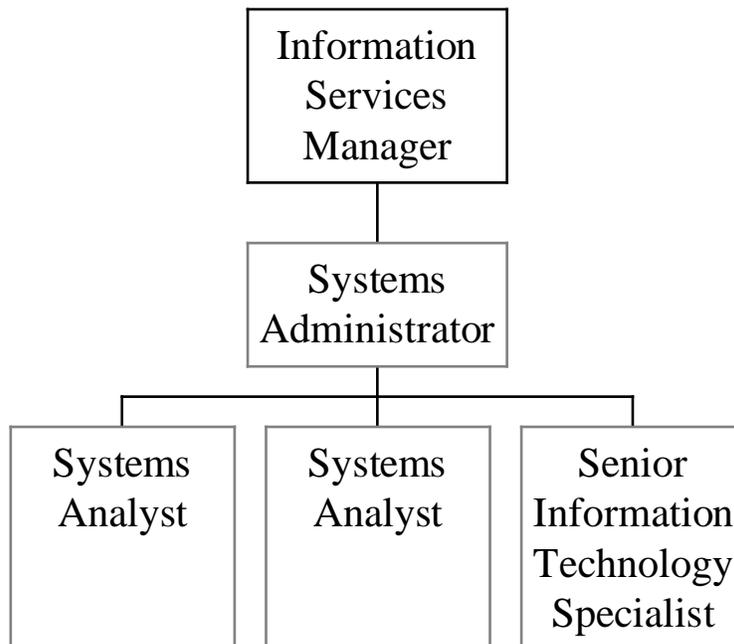
**INFORMATION TECHNOLOGIES DEPARTMENT  
GENERAL FUND**

**Capital Outlay:**

<u>Item</u>	<u>New/Replacement</u>	<u>2016-17 Budget</u>
Avamar Data Backup Upgrade	R	\$ 39,948
Total		<u>\$ 39,948</u>



# City of Lexington Information Technologies



**PUBLIC BUILDINGS DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Public Buildings Department is to provide maintenance for all city facilities and custodial services for fourteen facilities.

**Departmental Functions:**

Maintenance, repair and daily custodial service of all city owned buildings and all building systems including electrical, plumbing, heating and air conditioning (HVAC), as well as the condition of exterior walls, roofing and floors.

**2016-17 Objectives:**

- Maintain Lexington Home Brands
- Help with new Electric Complex
- Oversee installation of carpet and Vinyl Composition floor tile at Utilities Complex

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of building maintenance employees	1	1	1
# of custodians	1FT/5PT	1FT/5PT	1FT/5PT
In-house or contracted custodians	In-house	In-house	In-house
# of employee-occupied buildings	14	14	14

**PUBLIC BUILDINGS DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

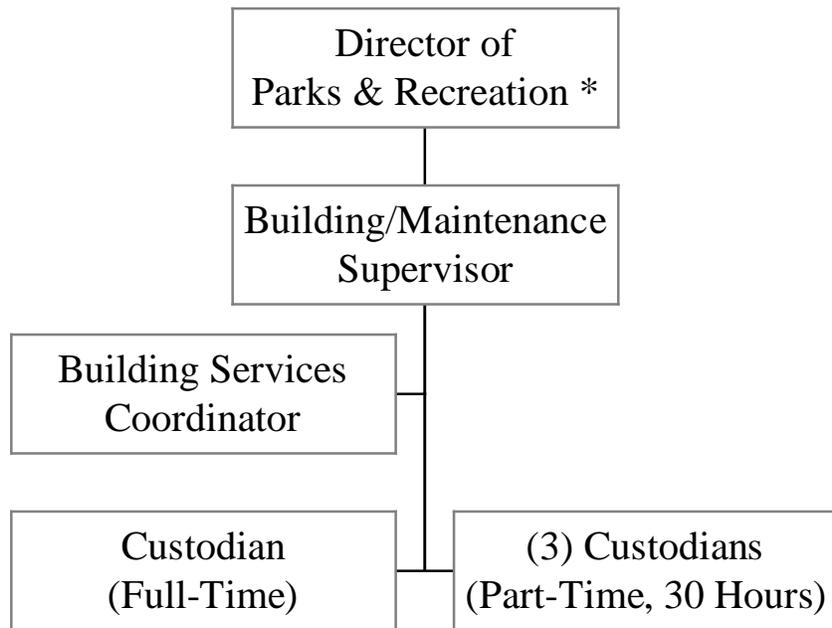
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 237,084	\$ 258,669	\$ 256,938	\$ 293,653
Operations	61,802	89,406	80,019	122,965
Total	\$ 298,886	\$ 348,075	\$ 336,957	\$ 416,618

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	2	2	3	3

**Capital Outlay:** None.



# City of Lexington Public Buildings



\*Director of Parks & Recreation funded in Parks & Recreation Department but provides leadership over the departments of Public Buildings, Public Grounds, and Parks & Recreation.

## **POLICE DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the Lexington Police Department is to serve the public by furthering a partnership with the community to prevent crime, thereby protecting life and property and resolving problems.

### **Departmental Functions:**

Emergency 911 response, person and property crime investigations, traffic enforcement, crash reconstruction, mental commitments, animal and neighborhood complaints, highway and drug interdiction, State and Federal prosecutions, parades and special events, foot patrols, DWI enforcement, speed enforcement, Community Watch, traffic direction, warrant service, escorts, crime scene processing, canine searches and tracking.

### **2016-17 Objectives:**

- Provide the most ethical, fair, efficient, cost effective and objective service to the citizens of Lexington
- Enhance the involvement of community members in the identification and solution of community problems
- Seek input from citizens about matters that impact the quality of life in their neighborhoods and strive to improve them
- Use community-based alternatives aimed at problem solving in conjunction with enforcement actions to combat criminal activity and behavior
- Work collaboratively with other city departments through community policing, community-oriented government and provide extraordinary customer service
- Increase officer productivity and efficiency by providing education and specialized training in-house at the Police Training Facility in the areas of criminal investigation, crime scene processing, customer service and other related topics to insure well rounded and professional law enforcement personnel
- Provide training to officers on crime prevention techniques and partner with the community to help reduce preventable crime

**POLICE DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of sworn officers	65	64	63
# of civilian personnel (full time)	10	10	10
Population per sworn officer	287	296	301
# of calls for service/year	53,312	47,125	46,531
# of calls per officer/year	820	736	738
# of traffic citations issued/year	2,866	1,604	1,101
# of K-9s	3	3	3
# of neighborhood watch meetings/year	122	122	122

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 4,585,404	\$ 4,850,532	\$ 4,708,118	\$ 5,233,184
Operations	582,297	806,362	770,543	769,464
Capital Outlay	98,902	202,220	201,522	179,220
Total	\$ 5,266,603	\$ 5,859,114	\$ 5,680,183	\$ 6,181,868

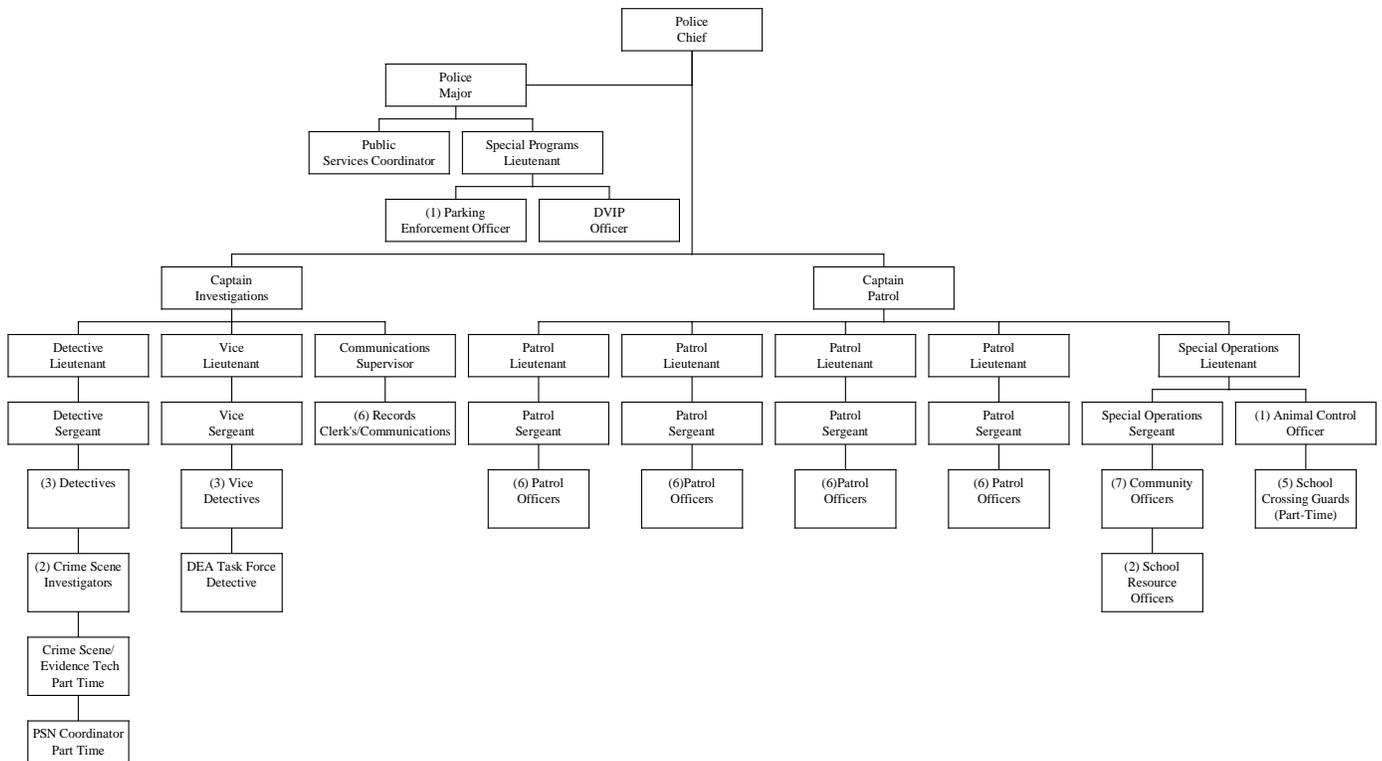
Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	73	71	72	72

**Capital Outlay:**

Item	New/Replacement	2016-17 Budget
(6) Police Vehicles	R	<u>\$ 179,220</u>
Total		<u>\$ 179,220</u>



# City of Lexington Police



**FIRE DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Lexington Fire Department is to prevent and reduce the level of human suffering and economic losses in the community resulting from fires, accidents and natural disasters.

**Departmental Functions:**

Provide fire suppression operations, evacuations, extrication operations, removal of fire hazards, chemical spill operations, public education on fire safety, fire prevention inspections, readiness training in rescue, hazardous materials, DHS natural disasters safety and wellness and physical fitness.

**2016-17 Objectives:**

- Manage risk, improve operational safety
- Improve employee health and wellness
- Improve readiness for natural disasters
- Assure continued dependability and serviceability of department fleet
- Implement service delivery per NFPA 1710 and OSHA 1910.134
- Prepare for rating inspection per NC Department of Insurance

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of firefighters	42	45	45
# of admin personnel	6	6	6
# of certified fire inspectors	32	39	40
# of calls for service/year	1,013	1,182	1,185
# of stations	3	3	3
Date newest station placed into service	2011	2011	2011
PPC insurance rating	3	3	3
\$ value of fire loss	\$608,900	\$477,520	\$721,930
# of public education programs/year	167	63	95

**FIRE DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

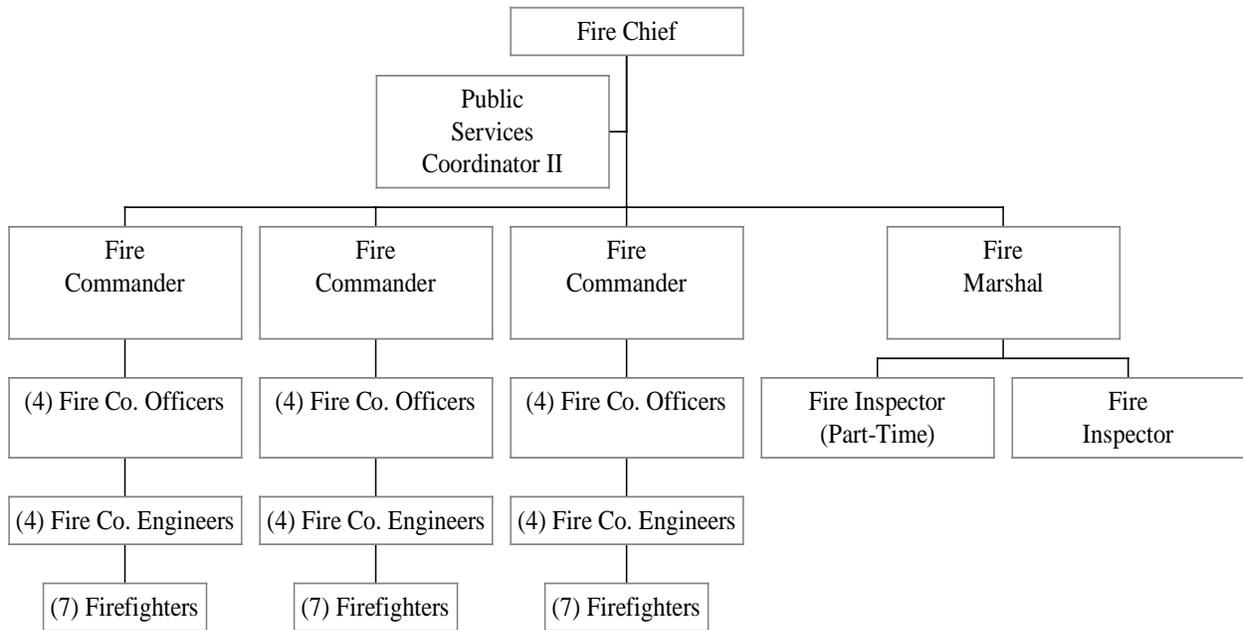
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 2,986,739	\$ 3,263,530	\$ 3,125,566	\$ 3,432,329
Operations	384,926	472,684	452,179	454,253
Capital Outlay	132,678	96,440	96,440	-
Total	\$ 3,504,343	\$ 3,832,654	\$ 3,674,185	\$ 3,886,582

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	51	51	52	52

**Capital Outlay:** None.



# City of Lexington Fire



## **BUSINESS AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

- ❑ Protect and improve the community through enforcement of the Land Development Ordinance, State Building Code, Minimum Housing Code and Nuisance Ordinances.
- ❑ Improve economic development and quality of life by recruiting new businesses and supporting existing business for sustainable growth.
- ❑ Guide proper and directed growth through long-range and short-range planning.
- ❑ Initiate, seek funding for and implement redevelopment and neighborhood revitalization plans and projects.
- ❑ Increase effectiveness by working with partner agencies and interested citizens.
- ❑ Provide data, reference and educational information on various planning and community issues.

### **Departmental Functions:**

Code enforcement, permitting, community development, business development, grant applications and administration, complaint administration, long range/short range neighborhood and community-wide planning, special redevelopment and community improvement projects, staff support, mapping, census and demographic resource.

### **2016-17 Objectives:**

#### **Code Enforcement**

- Fully utilize GIS module of BluePrince software/Combine complaint system/building permits/land use cases
- Continue to move toward Paperless – digital filing for retention of land use, blight and construction records
- Begin implementation of Uptown Commercial Maintenance Code
- Administer Enforcement and Permitting programs
- Administer Lien Program
- Administer Blight Removal Program
- Liaison to Davidson County Homebuilders
- Liaison to Davidson County Electrical Contractors
- Continuing Education/Training

#### **Planning**

- Update City's Land Use Plan
- Build planning data/GIS infrastructure
- Staff the Planning Board/Board of Adjustment/Historic Preservation
- Begin update of Land Use Plan
- Maintain the Land Use Ordinance/Map

- Oversee issuance of minor and major zoning permit for development/guide developers

#### **Community and Economic Development**

- Depot District redevelopment and passenger rail station
- Implement Business Development Program (recruit, facilitate start-ups and development, entrepreneur development, location marketing, business incentive grant program)
- Partner with Davidson County EDC to assist with industrial projects
- Liaison to Uptown Lexington, Inc./Assist in facilitating Uptown Redevelopment projects
- Staff Appearance Commission
- Apply for various Community and Economic Development grants
- Liaison to LHCDC/Homeownership Center
- Liaison to Local Food Program Initiative

**BUSINESS AND COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	9	9	9
# of minimum housing inspections/year	2,600	2,494	2,644
# of building inspections/year	1,318	1,446	1,670
# of housing units	8,510	8,938	8,938
% of rental housing units	50.20%	57.20%	57.90%
# of nuisance complaints/year	2,405	1,823	2,038
\$ value of new residential construction	23.7 Million	3.3 Million	4.5 Million
\$ value of new commercial construction	\$4.8 Million	7.9 Million	16.5 Million

**Budget Summary:**

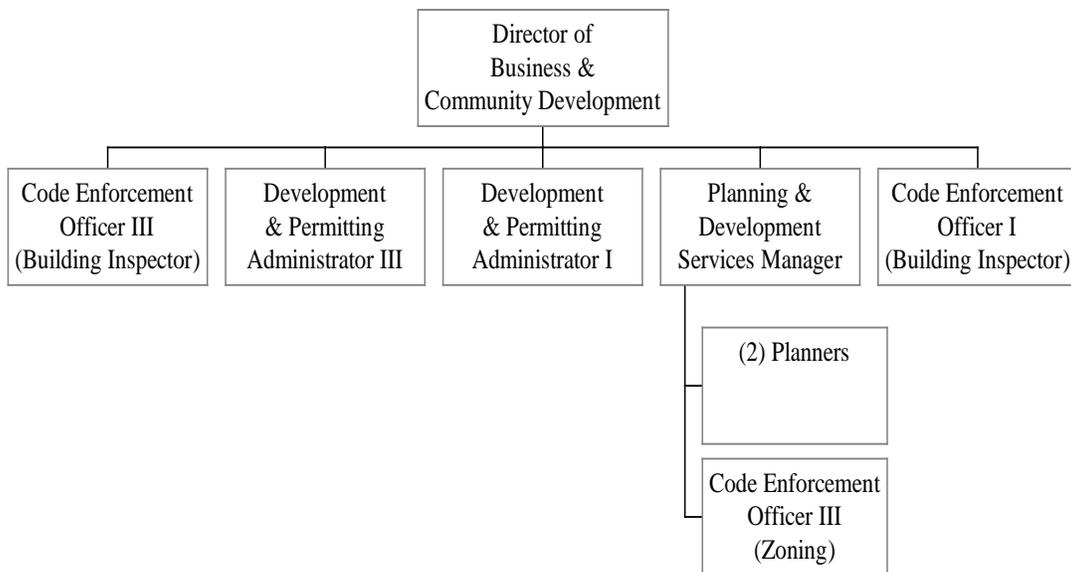
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 599,122	\$ 736,641	\$ 691,941	\$ 631,117
Operations	170,007	168,612	155,599	164,173
Total	\$ 769,129	\$ 905,253	\$ 847,540	\$ 795,290

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	9	9	9	8
Board Members	9	9	9	9

**Capital Outlay:** None.



# City of Lexington Business and Community Development



Note: For fiscal year 2016-17, 1 position not funded.

**PUBLIC SERVICES ADMINISTRATION DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The Public Services Administration Department provides administrative and customer service support to government public services including Fleet Management, Public Works, Recycling and Waste Collection, Streets and Water Resources.

**Departmental Functions:**

Answer incoming phone inquiries regarding customer service requests and complaints, evaluate and disseminate calls/requests to appropriate departments for resolution, create work orders, maintain various databases, manage department purchasing and payroll functions including public service employee certifications, assist with development and monitoring of annual budgets including purchasing card receipts, arrange for water/wastewater taps, arrange for commercial recycling and waste collections accounts, arrange all travel and training requests, maintain and update website communications, coordinate special events, maintain GIS functions, maintain motor pool fleet and fuel operations, support utility customer service and other administrative functions as required.

**2016-17 Objectives:**

- Provide exceptional customer service support for external customers
- Provide administrative support services to Public Services departments (internal customers)
- Analyze and monitor budgets and expenditures for cost savings
- Update and maintain Public Services website communication
- Comprehensive review of Recycling and Waste Collection customer service policies
- Comprehensive review of Fleet Management internal services
- Comprehensive review of Street services purchasing procedures
- Provide maps and GIS products to support other City departments
- Maintain and enhance digital deeds and right-of-ways linked to GIS
- Provide administrative support for special events

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 152,517	\$ 264,261	\$ 240,841	\$ 234,697
Operations	88,558	25,882	22,960	22,800
Total	\$ 241,075	\$ 290,143	\$ 263,801	\$ 257,497

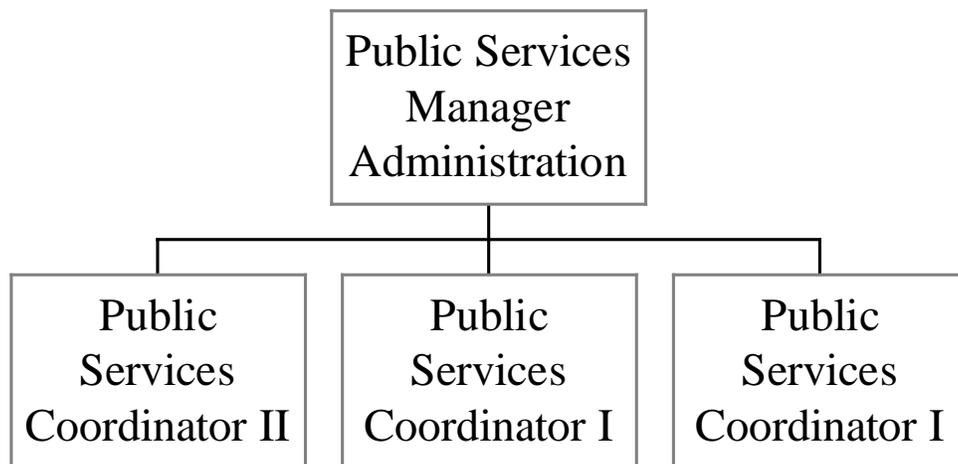
**PUBLIC SERVICES ADMINISTRATION DEPARTMENT  
GENERAL FUND**

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	2	4	4	4

**Capital Outlay:** None.



# City of Lexington Public Services Administration



## **STREET DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the Street Department is to provide maintenance of the city streets, signs, pavement markings, sidewalks, curb and gutter and storm drainage pipes and structures, to provide ice and snow control on streets located within the City limits and to maintain the appearance and pleasing aesthetics within the corporate City limits of Lexington.

### **Departmental Functions:**

- Patch potholes and utility cuts
- Maintain sidewalks, curb and gutter; install new sidewalks where needed
- Maintain highway road signs and street signs
- Maintain pavement markings, arrows, crosswalks, stop bars, double yellow lines and parking spaces
- Maintain existing and install new storm drainage structures and maintain ditches and drainage areas
- Sweep city streets and other city properties
- Set up traffic control for construction and city events
- Perform ice and snow control on city streets, applying brine, plowing and salting
- Keep roadways and streets clear of hazards, tree limbs and debris
- Keep right of ways and other public areas and structures within the City limits maintained to promote pleasing aesthetics

### **2016-17 Objectives:**

- Effectively manage personnel and equipment to provide the highest level of customer service and best value for the expenditure
- Maintain an effective preventive maintenance program and minimize lifetime costs of roadways and related structures
- Continue aggressive pavement maintenance program with resurfacing and surface treatments to minimize pavement deterioration
- Continue sidewalk replacement and repair program, targeting uptown and surrounding areas
- Maintain an effective sign survey and replacement program
- Maintain sweeping program and steadily increase efficiency in the route cycle
- Target badly deteriorated curb and gutter areas and start replacement by in-house services
- Target areas of needed repair and maintenance noted on the street pothole survey
- Remain current and knowledgeable of eligible, efficient and effective uses for Powell Bill funds
- Effectively target unsightly debris, undergrowth, weeds, grass, graffiti and other nuisances to promote a cleaner, safer and pleasing City

**STREET DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	15	15	15
Street miles	125.3	125.3	125.3
Miles per employee	8	8	8
Tons of asphalt used for pot holes	860	740	561
Feet of sidewalk replaced/repared per year	990	384	527

**Budget Summary:**

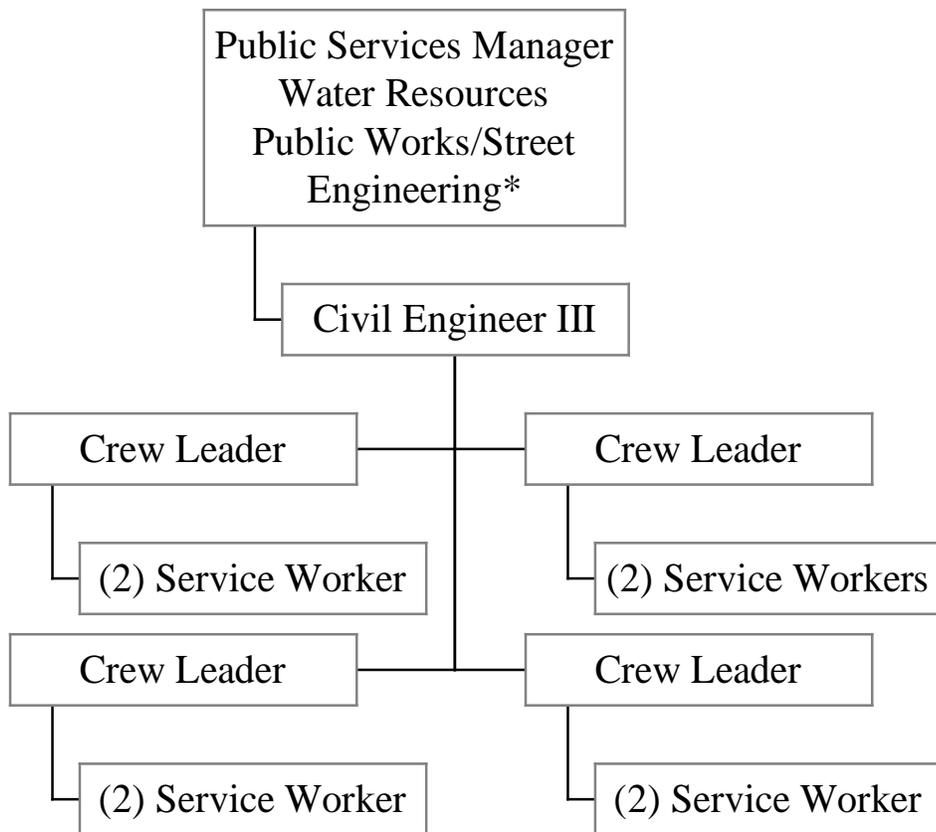
Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 739,459	\$ 713,288	\$ 663,878	\$ 783,987
Operations	970,121	997,441	988,771	1,066,028
Capital Outlay	-	244,375	244,887	-
Total	\$ 1,709,580	\$ 1,955,104	\$ 1,897,536	\$ 1,850,015

Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	15	13	13	13

**Capital Outlay:** None.



# City of Lexington Street



\*Public Services Manager funded in Water & Wastewater Administration but provides leadership over the departments of Water Plant, Wastewater Plant, Public Works Maintenance & Construction, and Street.

## **RECYCLING AND WASTE COLLECTION DEPARTMENT GENERAL FUND**

### **Statement of Department's Purpose:**

The purpose of the Recycling and Waste Collection Department is to help maintain a high standard of health and cleanliness by managing timely collection and disposal of the solid waste and recycling generated by the citizens of Lexington and to accomplish this goal in a cost effective manner with a high level of customer satisfaction.

### **Departmental Functions:**

- Weekly collection and disposal of garbage and recycling for 8,300 households
- Weekly collection and disposal of garbage and recycling for city departments
- Weekly collection and disposal of garbage and recycling for approximately 255 commercial rollout customers
- Weekly collection and disposal of recycling for approximately 100 commercial recycling rollout customers
- Weekly collection and disposal of yard waste, limbs, grass, trimmings, etc. for 8,300 households
- Weekly collection and disposal of recyclable items including electronics, metal, white goods and tires as requested (for residential locations)
- Bi-weekly collection and disposal of residential recycling rollouts for approximately 6,150 households (Tuesday, Thursday and Friday collection route)
- Cleanup for special Uptown Lexington events (BBQ Festival, National Night Out, Christmas Open House, etc.)

### **2016-17 Objectives:**

- Provide monthly activity-based cost reports to administration
- Provide support and participation in the Public Services Mission – City wide cleanup campaign
- Continue customer education efforts regarding waste collection and recycling services and additional recycling mandates – utilize website opportunities
- Comprehensive review of City Waste Collection Code
- Expand the commercial and residential rollout recycling programs

**RECYCLING AND WASTE COLLECTION DEPARTMENT  
GENERAL FUND**

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	18	18	17
# of residences	8,500	8,500	8,500
Tons of garbage collected/year (residential)	6,590	7,036	6,884
Tons of recycling/year (residential)	580	568	634
% of customers who recycle	30%	30%	40%
Monthly rate charged for residential collection	\$9	\$9	\$12
Tipping fees per ton	\$36	\$36	\$36
Ratio of revenues to expenditures	1 to 2.13	1 to 2.03	1 to 1.42

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 767,531	\$ 709,255	\$ 665,533	\$ 744,910
Operations	908,289	918,832	921,249	925,653
Capital Outlay	-	1,143,131	1,135,477	150,000
Total	\$ 1,675,820	\$ 2,771,218	\$ 2,722,259	\$ 1,820,563

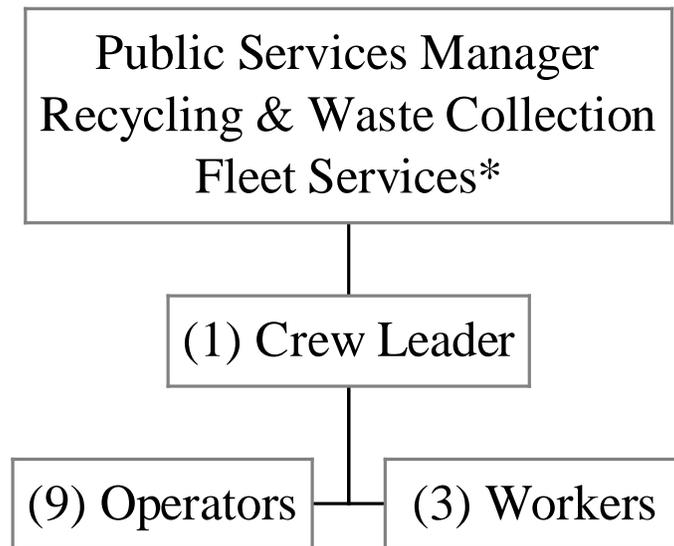
Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	17	15	14	14

**Capital Outlay:**

Item	New/Replacement	2016-17 Budget
(2) Rear Loader Trash Bodies	R	\$ 150,000
Total		<u>\$ 150,000</u>



# City of Lexington Recycling & Waste Collection



\*Public Services Manager funded 50% in Recycling & Waste Collection and 50% in Fleet Management. Manager provides leadership over the departments of Recycling & Waste Collection and Fleet Management.

**PARKS & RECREATION DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Parks and Recreation Department is to promote community pride and wellness through diverse, intentional and relevant leisure opportunities.

**Departmental Functions:**

Operate 24 public park properties, including 15 tennis courts, 7 ball fields, 5 multipurpose fields, 16 basketball courts, 1 volleyball court, over 2 miles of surfaced trail, 1 aquatic facility; and provide a year round program of recreational activities for youth and adults including 2 city-wide festivals.

**2016-17 Objectives:**

- Increase awareness of parks and recreation in Lexington
- Expand recreational opportunities for residents of Lexington
- Complete renovation of Washington Park for 2016 summer opening
- Renovate Holt-Moffitt Field House and playing field
- Establish a systematic playground replacement plan to address outdated equipment
- Hold successful Multicultural and 4<sup>th</sup> of July festivals
- Partner with YMCA for aquatics program and youth basketball

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees (FT)	6	6	6
Expenditures per capita	\$41	\$38	\$40
# of sports registrants/year	905	1,185	1,072
# of program participants/yr	1,135	523	948
# of ballfield/shelter rentals	357	342	394
# pool admissions	4,609	3,295	9,322
# of youth recreation centers	0	0	0
# of pools	2	2	1
# of parks	20	20	20

**PARKS & RECREATION DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 429,258	\$ 532,375	\$ 503,345	\$ 521,064
Operations	326,231	406,748	397,928	360,888
Capital Outlay	-	30,000	205,000	150,000
Total	\$ 755,489	\$ 969,123	\$ 1,106,273	\$ 1,031,952

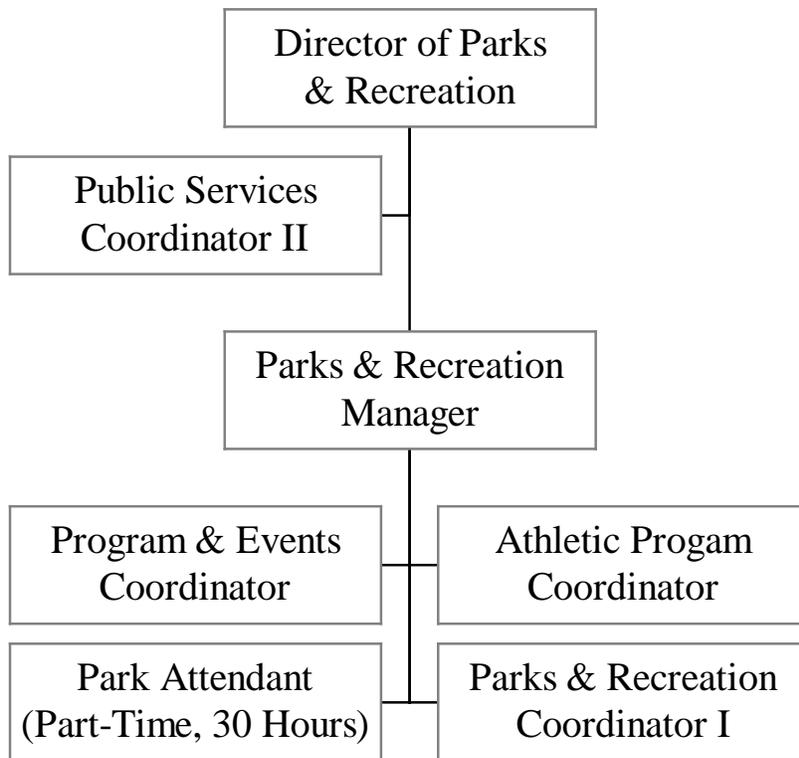
Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	6	6	6	6

**Capital Outlay:**

Item	New/Replacement	2016-17 Budget
Departmental Software	R	\$ 20,000
Bingham Tennis Center Courts	R	100,000
Systematic Playground Replacement	R	<u>30,000</u>
Total		<u><u>\$ 150,000</u></u>



# City of Lexington Parks & Recreation



**PUBLIC GROUNDS DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Public Grounds Department is to provide extraordinary customer service in the maintenance of various city facilities.

**Departmental Functions:**

Maintenance and mowing of all City public grounds including cemeteries, parks, playgrounds, right-of-ways and landscaping throughout the City.

**2016-17 Objectives:**

- Provide cemetery services in an efficient and courteous manner
- Provide support to the Parks and Recreation Department in the development of Holt-Moffitt Field, Washington Park Pool and future skate park
- Improve the playground equipment at various city parks by painting and making repairs as needed
- Continue to improve the turf on all sports fields with use of lime and fertilizer

**Performance Measure Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
# of dept. employees	12	12	12
# of cemeteries	4	4	4
# of burials/year	79	71	63
# of acres maintained	480	480	480
Miles of right-of-way maintained	218	218	218
Acres maintained per employee	40	40	40
Annual maintenance cost/acre	\$1,601	\$1,847	\$1,766

**PUBLIC GROUNDS DEPARTMENT  
GENERAL FUND**

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ 587,378	\$ 641,249	\$ 609,011	\$ 682,376
Operations	168,673	206,826	200,309	210,364
Capital Outlay	6,550	7,500	7,200	8,500
Total	\$ 762,601	\$ 855,575	\$ 816,520	\$ 901,240

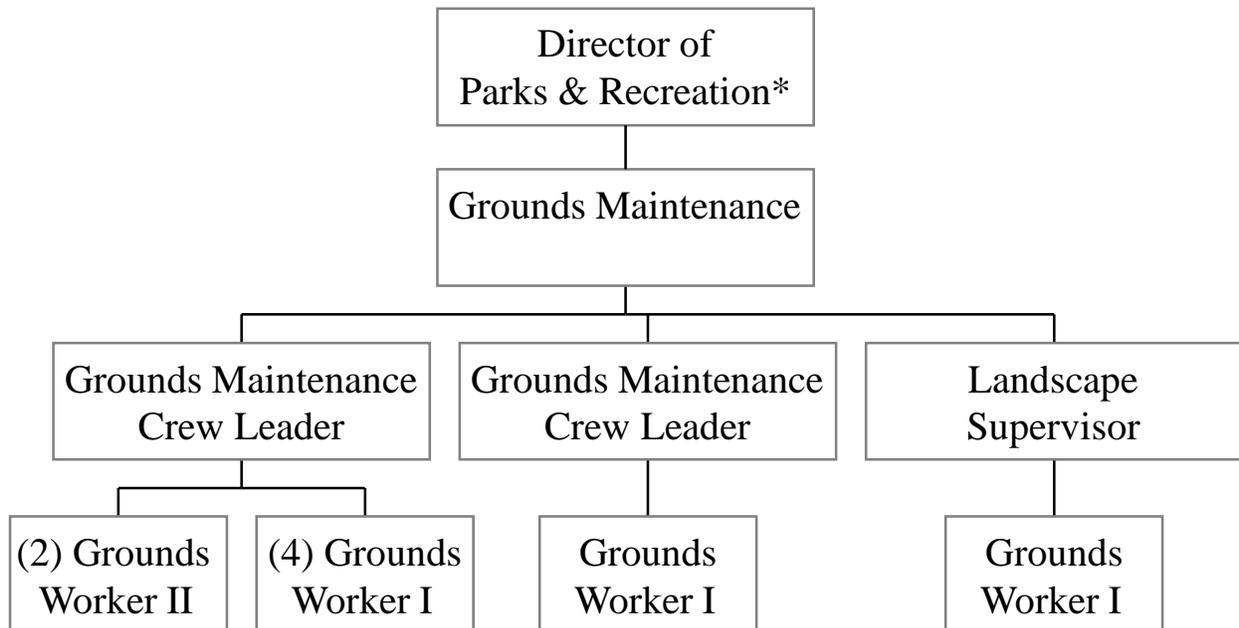
Personnel Positions	2014-15 Authorized	2015-16 Authorized	2016-17 Authorized	2016-17 Funded
Full Time	12	12	12	12

**Capital Outlay:**

Item	New/Replacement	2016-17 Budget
Zero Turn Mower	R	\$ 8,500
Total		<u>\$ 8,500</u>



# City of Lexington Public Grounds



\*Director of Parks & Recreation is funded in Parks and Recreation Department but provides leadership over the departments of Public Buildings, Public Grounds, and Parks and Recreation.

**ECONOMIC DEVELOPMENT DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Economic Development Department is to account for grant incentive payments made to businesses in order to promote continued economic development and growth within the City of Lexington, to diversify and increase the tax base and create or maintain jobs.

**2016-17 Objectives:**

- To monitor and enhance economic development and growth within the City of Lexington
- To monitor and fulfill City Council approved economic development grant contract obligations
- To explore new opportunities and provide incentives that will promote economic development
- To incorporate the business development initiative led by the Office of Business and Community Development

**Performance Measures Summary:**

Indicators	FY 12-13	FY 13-14	FY 14-15
Economic Development Expenditures	\$124,954	\$226,830	\$79,717

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Personnel	\$ -	\$ -	\$ -	\$ 68,291
Operations	79,717	142,018	165,018	334,621
Total	\$ 79,717	\$ 142,018	\$ 165,018	\$ 402,912

**Capital Outlay:** None.

**DEBT SERVICE DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Debt Service Department is to account for installment purchase principal and interest payments as well as bond principal and interest payments related to capital improvement projects and equipment and vehicle purchases made by General Fund departments.

**Performance Measures Summary:**

Measures	FY 12-13	FY 13-14	FY 14-15
Net bonded GO debt to assessed valuation (%)**	0.250%	0.180%	0.130%
Net bonded GO debt per capita**	\$195	\$153	\$111
S&P rating	AA-	AA-	AA-
Moody's rating	A1	A1	A1
Fitch rating	N/A	N/A	N/A
NC Municipal Council rating	87	87	87

\*\* Includes bonds authorized and unissued (excludes all enterprise fund debt)

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Debt Service	\$ 777,467	\$ 965,354	\$ 925,661	\$ 1,011,378
Total	\$ 777,467	\$ 965,354	\$ 925,661	\$ 1,011,378

**Schedule of New General Fund Installment Finance and Bonded Debt:**

**Installment Finance:**

Item	Purchase Price	Years Financed	Interest Rate	Debt Service Payment*
Skate Park Construction	\$ 750,000	15	4.00%	\$ -
Total	<u>\$ 750,000</u>			<u>\$ -</u>

\*Debt Service Payments to begin in fiscal year 2017-18.

**OTHER FINANCING USES DEPARTMENT  
GENERAL FUND**

**Statement of Department's Purpose:**

The purpose of the Other Financing Uses Department is to account for all transfers from the General Fund to other funds within the City budget.

**Budget Summary:**

Expenditure Summary	2014-15 Actual	2015-16 Amended Budget	2015-16 Estimated	2016-17 Budget
Transfer to Public Safety	\$ -	\$ 5,000	\$ 5,000	\$ -
Transfer to General Capital Projects Fund	305,000	446,400	446,400	105,000
Transfer to Golf Fund	263,584	169,484	318,584	318,584
<b>Total</b>	<b>\$ 568,584</b>	<b>\$ 620,884</b>	<b>\$ 769,984</b>	<b>\$ 423,584</b>