



UNCANVILLE *Texas*



FY 2016 BUDGET



THE CITY OF DUNCANVILLE, TEXAS COUNCIL MEMBERS AND CITY MANAGER

FISCAL YEAR
October 1, 2015 – September 30, 2016

David Green, Mayor

Dennis Schwartz, Councilmember, District 1

Steven Rutherford, Councilmember, District 2

Leslie Thomas, Councilmember, District 3

Ron Dotson, Councilmember, District 4

Johnette Jameson, Councilmember, District 5

Patrick Harvey, Mayor Pro-Tem and Councilmember At-Large

Kevin Hugman, City Manager

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DUNCANVILLE

The Perfect Blend of Family, Community and Business.

City of Duncanville
P. O. Box 380280
Duncanville, TX 75138-0280
www.duncanville.com

July 31, 2015

Honorable Mayor and City Council
203 E. Wheatland Road
Duncanville, Texas 75138

Dear Mayor and Members of the City Council:

In accordance with the Texas Local Government Code and the Charter of the City of Duncanville, the proposed annual budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016, is submitted for your consideration. The budget, as filed with the City Secretary, presents in summary form the revenues and expenditures for each of the funds. The FY 2016 Proposed Budget is structurally balanced and supports sound fiscal and operational policies. It is aligned with the City Council's "capstones" for Duncanville's future vision, and the organizational goals adopted by City Council in the FY 2015 Workplan and carried forward into FY 2016 planning.

City Council "Capstones" for Duncanville's Future Vision

1. Most engaged citizens in America
2. Best housing values in Texas
3. Be the basketball capital of Texas
4. Be the "edutainment" capital of Texas

City of Duncanville Organizational Goals

- Achieve and sustain a healthy relationship between the organization's stakeholders.
- Foster a value-based environment where employees are supported and encouraged to develop.
- Own and project a credible organizational image that embodies professionalism through compassion, inclusivity and pride.
- Maximize city and community resources to improve quality of life in a sustainable manner.
- Create ambassadors by owning our customers' experiences and exceeding their expectations.



City of Champions

BUDGET PREPARATION PROCESS

The City budget process formally begins typically in February/March when department directors and their budget representatives meet with the City Manager and the Finance department. This year, because of the transition of city managers in early March, those meetings began in early April. At that time, staff discussed the current financial outlook, budget goals and any new or unusual items that may have budget impacts.

Departments formulate their budgets based on current service level provisions and must justify their line item budget expenditures on program goals and objectives. New programs, personnel or equipment are submitted through supplemental budget requests and all supplemental requests are prioritized based on an evaluation of need and value-added benefit. Many supplemental requests, although valid, are simply not able to be funded due to resource availability.

After departments complete their budget expenditure requests and projected revenues are entered, the Finance Department compiles the preliminary budget. This includes projected end of current fiscal year expenditures, next fiscal year (proposed) budget requests, and projected five year budget expenditures. The City Manager, Assistant City Manager, Finance Director and Assistant Finance Director then conferred with each department and division in a series of meetings to review the preliminary budget requests on a line item detail basis. It is important to note that during these discussions, numerous adjustments are made in expenditures, both additions and reductions, as staff reviews the most cost-effective way to achieve the desired level of service delivery.

I would also like to note that a second series of meetings was held in early July with each department to again review significant budget categories for trends and potential cost savings. Through this process, staff evaluated and eliminated a number of budget items that were determined low priority, redundant or not cost-effective. This process achieved more than \$100,000 in additional budget reductions in the current year and next fiscal year.

A preliminary budget workshop was conducted with the City Council on June 25 to discuss major revenue and expenditure trends and significant issues of fiscal and budget importance. The City Council was provided information on current revenues and expenditures and expected end of year fund balances for each fund, including the status of the Utility Fund following major rate changes enacted by City Council in January 2015. All of the funds, with the exception of the Utility Fund and Fieldhouse Fund, were predicted to have desirable or satisfactory ending fund balances at the end of the current fiscal year. In addition, City Council was briefed on the results of the compensation study and other employee-related benefit issues. Options for various uses of the debt service that would be retired in 2015 were also discussed. The City

Council's inputs on those topics of discussion were given consideration in the formulation of this proposed budget.

A more detailed explanation of the budget process, including an explanation of budget monitoring throughout the fiscal year, is included later within this budget document.

BUDGET GOALS

The proposed FY 2016 budget has been developed with a clear set of goals that guided staff throughout this process. Those goals are:

1. *Support the City Council's strategic priorities and ensure continuing and cost-effective, quality service delivery.*

The proposed budget is what will define the business of City staff for the next fiscal year and therefore, it is extremely important to align the available resources with the priorities established by City Council.

2. *Utilize sound financial principles.*

The proposed budget has been constructed within the context of multi-year financial planning, analysis of the economic environment and trends, and adherence to recommended financial practices and principles such as fund reserve balances and cost accounting methods.

3. *Maintain expenditures within expected revenues.*

The proposed FY 2016 budget is structurally balanced; meaning expenditures are held below expected, ongoing revenues and fund balance reserves are not used to fund ongoing operations. The proposed budget does not anticipate a tax rate increase and maintaining or lowering the tax rate is a priority consideration when developing the budget. Multi-year financial planning allows decisions to be made with consideration to long term effects – positively or negatively.

This year was challenging in that projected revenues for FY 2015, notably sales tax collections, did not materialize, resulting in less revenue than originally budgeted (excluding EON Reality loan amount). Fund reserves have been adequate to cover this deficit and the proposed FY 2016 budget shows a small net gain in revenues over expenditures.

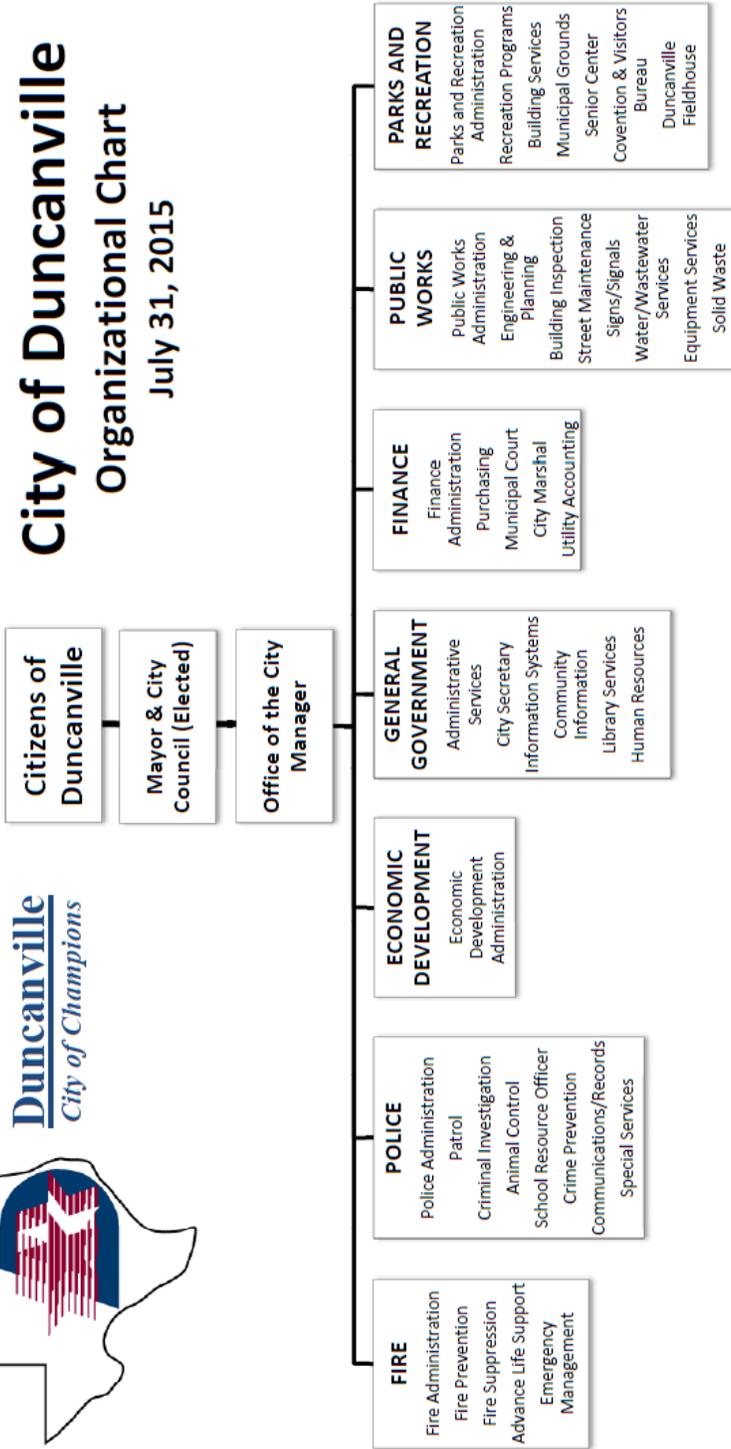


Duncanville
City of Champions

City of Duncanville

Organizational Chart

July 31, 2015



DUNCANVILLE

The Perfect Blend of Family, Community & Business



FINANCIAL INFORMATION AND FUND SUMMARIES

The City’s budget is comprised of several funds to account for the revenues and expenditures that support the City’s operations. Some funds are supported by tax revenues (EXAMPLE: the General Fund), while other funds are supported by user fees that cover the cost of providing the service (EXAMPLE: the Utility Fund). Certain funds are also restricted in their use (EXAMPLE: the Duncanville Community and Economic Development Corporation Fund; Hotel Occupancy Tax Fund) while other funds provide more flexibility in their allowed uses.

Total Expenditure (All Funds) Budget Overview

The total proposed City budget for all funds for the 2015-2016 fiscal year is \$55,250,289. Figure 1 below shows the breakdown of the various categories and operating funds that make up the total budget. As indicated in Figure 1, the General Fund (the main operating and maintenance fund for most city services with the exception of utility services) and the Utility Fund (the operating and maintenance fund to provide all utility services) represent 79.1% of all City expenditures.

Figure 1 – Total Expenditures by Fund

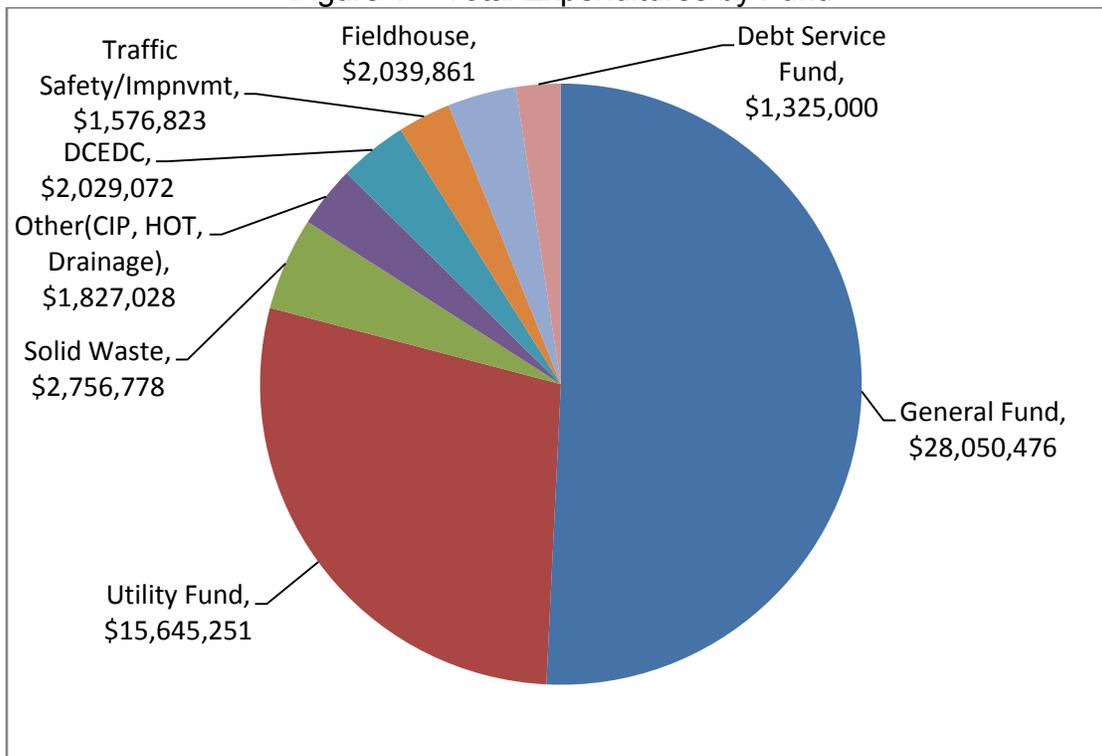
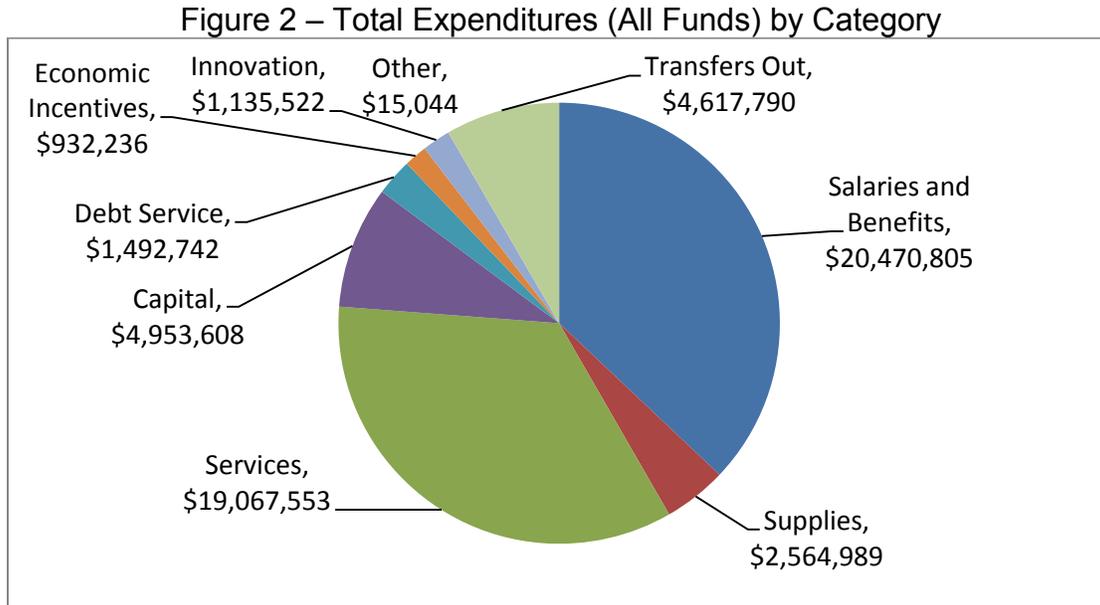


Figure 2 shows that 37.1% of all City expenditures are for labor costs associated with the delivery of services.

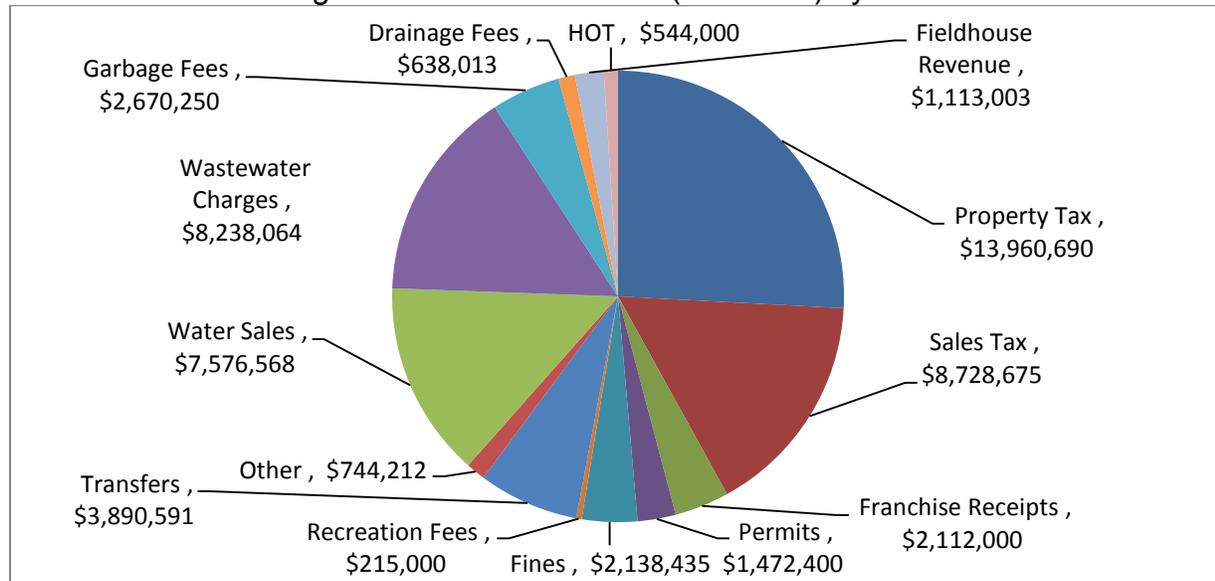


Total Revenue (All Funds) Budget Overview

Total 2015-2016 revenues for all funds, not including fund balance appropriations, is \$54,041,901. It is important to note that approximately 35.4% of all City revenue is derived from service charges such as water sales, sewer charges, refuse collection charges, etc. Also 45.9% of all revenue is derived from taxes and franchises such as ad valorem property taxes, sales tax and payments from Oncor Electric, Atmos Gas and cable and telephone service providers.

Figure 3 shows all revenue sources by source.

Figure 3 – Total Revenues (All Funds) by Source



INDIVIDUAL FUND SUMMARIES

Following is a brief explanation of each fund, a summary of revenues and expenditures for each fund, and key highlights of each.

GENERAL FUND:

The General Fund is the City's principle operating fund, which is primarily supported by property and sales taxes, and permits and fees. Miscellaneous other revenue that is not restricted in its use, are also typically allocated to the General Fund. This fund supports core city services such as police, fire, engineering, planning, parks, recreation, library, finance and administrative operations. Transfers from other funds are allocations for the management, finance and administrative support to those funds.

Tax Rate. The proposed budget for FY 2016 incorporates a tax rate of \$0.758447 per \$100 valuation, the third year at this level. This tax rate is typically split between general fund operations and debt service.

As discussed with City Council in the preliminary budget workshop in June, the final payment on the 2002 General Obligation Refunding Bonds will be made in August 2015. The \$1,325,000 in debt service payments represents \$0.075 of the property tax rate. Based on the City Council's input at the preliminary budget workshop, this debt service amount will be transferred in FY 2016 to one-time capital improvement and other single cost projects as part of Innovation Fund initiatives including parks, trails and

sidewalks. These proposed expenditures will be discussed in more detail along with a discussion of proposed General Fund expenditures. It is anticipated that during the course of FY 2016, the City Council will discuss the merits of a new bond issuance for city improvements, utilizing the existing available debt service.

Taxable Value. Figure 4 illustrates the change in assessed and taxable values over the past eight years. Figure 5 illustrates the City taxes paid by a citizen over these same years.

Figure 4

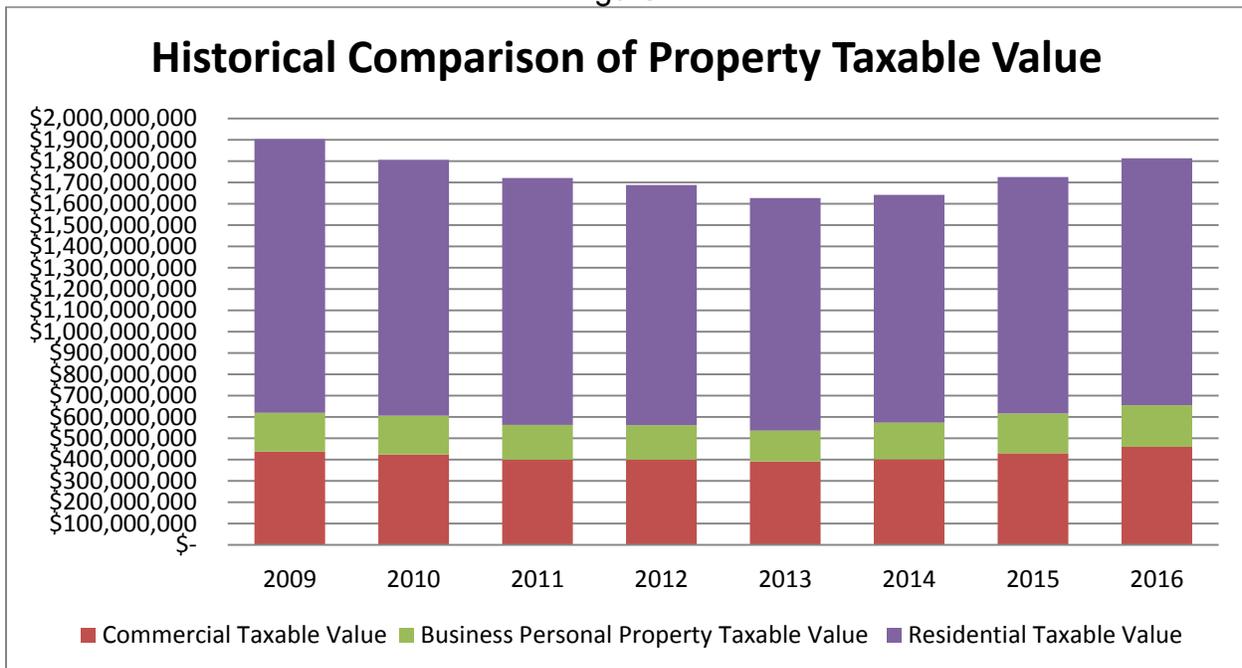


Figure 5

History of Average Taxable Values									
	2008	2009	2010	2011	2012	2013	2014	2015	2016
Average Taxable Home Values	\$113,513	\$105,292	\$101,870	\$99,384	\$96,269	\$94,099	\$97,669	\$97,585	\$102,668
City Paid Taxes	\$790	\$733	\$709	\$733	\$710	\$694	\$741	\$740	\$779
Source: Dallas County Appraisal District									

State law requires a taxing entity to calculate two rates after receiving its certified appraisal roll – the effective tax rate and the rollback tax rate. The *effective tax rate* is the rate that will generate the same amount of property tax dollars this year as in the previous year, excluding new construction and annexations. The *rollback tax rate* is the highest tax rate the taxing entity can set before taxpayers can petition for tax rollback

procedures. There are certain requirements that must be followed by the City, depending on what the ultimate tax rate chosen is and its comparison to the effective tax rate. These requirements comply with state truth-in-taxation laws and protect the public's right-to-know concerning tax rate decisions. As shown in Figure 6, the proposed tax rate is above the effective tax rate for 2015, but well below the rollback tax rate.

Figure 6

Tax Rate Comparison			
Fiscal Year	Tax Rate	Effective Tax Rate	Rollback Rate
2015	\$0.758447	\$0.722816	\$0.786267
2016	\$0.758447	\$0.718796	\$0.790517

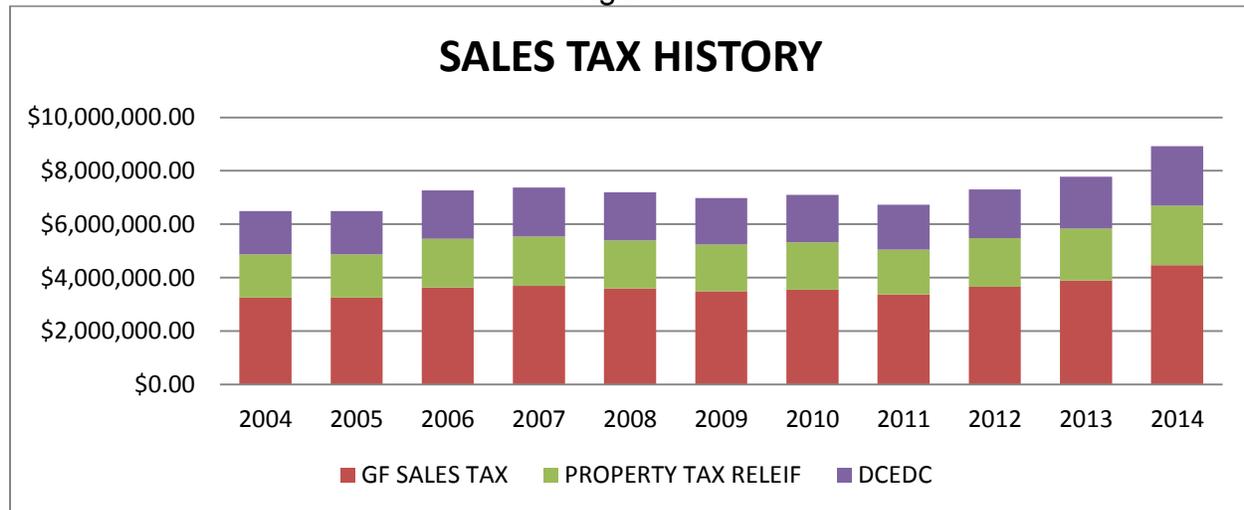
Revenue Highlights. The proposed FY 2016 Annual Budget projects \$28,057,347 in General Fund revenues, or an increase of \$1,423,745 (+5.3%) over the FY 2015 Adopted Budget. Of this increase, \$1,325,000 is the transfer of unused debt service revenue that will be allocated for one-time projects, capital expenses and loan repayments. Excluding this amount, the City realized \$98,745 in new revenue over FY 2015 Adopted Budget. The reasons for this small increase were due to: (1) budgeted increases in sales tax revenue in 2015 that did not materialize, resulting in a net loss of \$594,012; and (2) actual fine revenues were less than budgeted in 2015, resulting in a loss of \$50,000. These losses were absorbed by increases in other revenue categories, most notably in property taxes due to increased valuations, and by increases in franchise fee revenues. Projecting for FY 2016, we have purposely been very conservative in sales tax revenue projections and other revenues as discussed further below.

Property taxes (ad valorem tax) are the single largest source of revenue for the General Fund. The proposed budget estimates \$12,629,690 in property tax dollars for FY 2016, an increase of \$581,067 (+4.8%) over the FY 2015 Adopted Budget. This increase is attributable to increased property values and new construction valued at \$12,691,539.

Sales tax collections are the second highest source of revenue for the General Fund. The FY 2015 Adopted Budget anticipated an increase in sales tax collection of 6.7% over the previous year. However, sales tax collections through July 2015 have been below budget; therefore the proposed budget for FY 2016 anticipates \$6,546,506 in sales tax dollars. This is the same amount as projected through the end of FY 2015 based on actual receipts to date, and represents a decrease in sales tax collections of

\$594,012 (-8.3%) compared to the FY 2015 Adopted Budget. Figure 7 illustrates the sales tax history by category since 2004.

Figure 7



Franchise fees are revenues received from various utility companies who utilize the City's rights of way for delivery of their services. Revenues from franchise fees are projected to be \$2,112,000 or an increase of \$70,500 (+3.5%) over the FY 2015 Adopted Budget. The largest payments are received from electric and natural gas utilities and are based on a percentage of gross receipts from each provider. Consumption of electricity and natural gas are very dependent on weather temperatures, therefore revenue can fluctuate year to year based on average temperatures. Cable franchise fees are based on a percentage of gross receipts as well and tend to be more stable. Telephone franchise fees are based on the number of customers or access lines.

Permits and fees are those charges for municipal services typically related to development activity, emergency medical services, and 911 service fees. The proposed FY 2016 budget anticipates revenues of \$1,472,400, a decrease of \$13,000 (-0.8%), primarily due to a decrease in budgeted emergency medical services fees to more closely reflect actual revenues in this category.

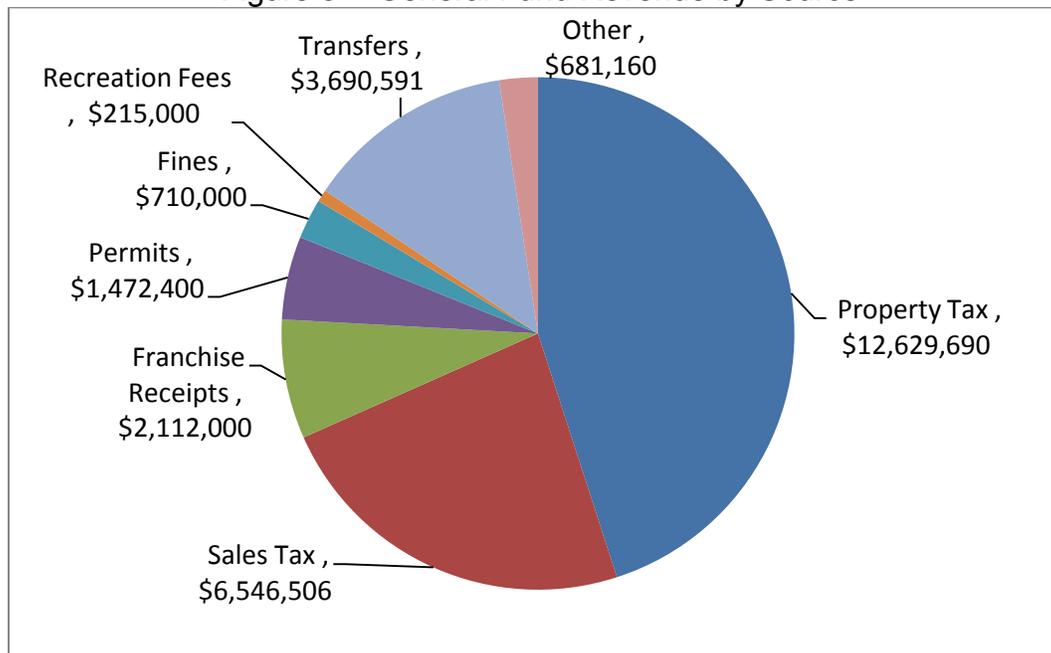
Fines include Municipal Court fines and fees assessed for various code violations, overdue library books and false alarms. Revenues in this category are projected at \$710,000, a decrease of \$52,000 (-6.8%) compared to the FY 2015 Adopted Budget. This is primarily due to a reduction in municipal court fines due to fewer traffic citations over the past 12 months – a result of staffing shortages in the traffic enforcement area.

Interest on Investments is projected to remain steady at \$19,000 and recreation fees are projected to increase slightly from \$214,400 to \$215,000 in FY 2016.

Other revenue includes reimbursements from Duncanville ISD for school crossing guards, alcoholic beverage tax receipts, insurance reimbursements, auction proceeds, cellular company payments for tower leases, etc. This category also includes the annual lease payments of \$150,000 from EON Reality. Revenues in this category are projected at \$662,160 for FY 2016, or an increase of \$157,506 (+31.2%) over the FY 2015 Adopted Budget. This is primarily due to the EON Reality lease payments.

The General Fund also realizes \$3,690,591 in revenue that will be transferred in from the Utility Fund, Solid Waste Fund, Duncanville Community and Economic Development Corporation, Hotel-Motel Fund, and Transportation Improvement and Safety Fund, to cover indirect costs borne by the General Fund. These costs include management, legal, finance and human resources administrative support costs. This revenue is shown "below the line" meaning it is not shown as a revenue line item, but is available for operating expenses. This category also includes \$1,325,000 in retired debt service that will be reallocated in FY 2016 to the Innovation Fund and other projects.

Figure 8 -- General Fund Revenue by Source



Expenditure Highlights. The proposed FY 2016 Annual budget projects \$28,050,476 in General Fund expenditures, an increase of \$1,545,099 (+5.8%) over FY 2015 Adopted Budget. Of this increase however, \$1,135,000 is transferred from the unused

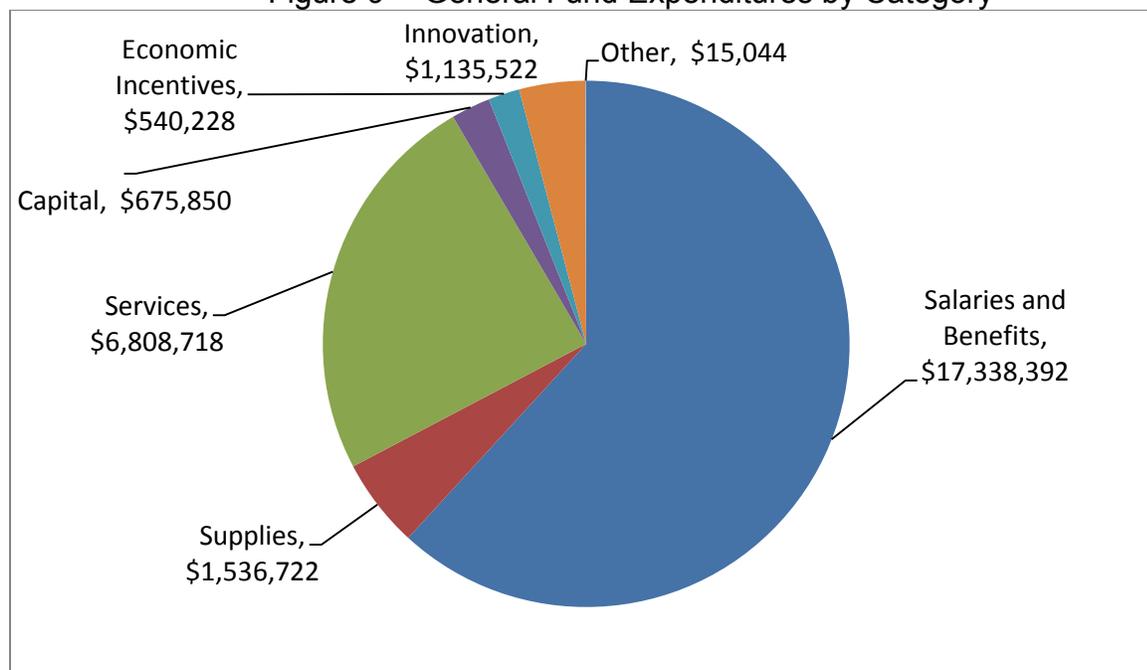
debt service and will be allocated for Innovation Fund projects including parks and streets/trails capital improvements.

Total operating expenses for FY 2016 are proposed at \$26,359,726 or an increase of \$162,549 (+0.6%) over FY 2015 Adopted Budget operating expenses. Other adjustments to expenditures are budgeted at \$1,690,750 and are discussed later.

The following are the major highlights of the General Fund proposed expenditures:

- Personnel Expenses. Since the City of Duncanville is a service organization, the majority of its expenses in the General Fund, as shown in Figure 9 below, are related to labor costs, or the costs necessary to provide the personnel to deliver the services expected by the community. The proposed FY 2016 General Fund budget dedicates \$17,338,392 or 61.8% of total spending on personnel related expenses.

Figure 9 -- General Fund Expenditures by Category



Compensation and Classification. This current year, the City undertook a compensation study to thoroughly review the existing job classification structure and to evaluate the external market competitiveness for those job classifications. The City last undertook such an effort in 2006, almost ten years ago. An employee compensation strategy must be balanced between paying enough to attract and retain skilled workers, while not overpaying in the market which

results in unnecessary spending. Therefore, the City's goal for employee pay and benefits is to remain near the market average when compared to our peer cities and competitors. However, as can be seen from Figure 10 below, budgetary decisions over the past several years have resulted in a less-than-competitive structure for city employees.

Figure 10 -- Compensation Increases

Fiscal Year	Compensation	Notes
2009	3%	Included furloughs of some employees.
2010	0%	Included furloughs of some employees.
2011	0%	
2012	3%	
2013	0%	
2014	0%	One time Lump Sum Payment
2015	3%	General employees: actual pay brought to within 10% of market per actual average salaries. Starting pay adjustments were also made if starting pay range was below the market average; 3% across the board. Fire: 15% adjustment to starting pay; Police: 7% adjustment to starting pay.

The compensation study completed this year found that 58% of the city's positions were below the market average at the Minimum and Midpoint salaries for a given job classification. Overall, pay range Midpoints were 1.4% below market average for a given job classification and 2.8% below market average for Minimum pay. Several options for addressing employee compensation were evaluated, each with a different degree of financial burden. While the efforts in FY 2015 addressed the most serious compensation concerns of starting pay, especially in police and fire, budget restrictions did not allow for movement of tenured employees within the ranges. This has the negative effect of causing compression within a pay range, meaning a tenured employee can be making nearly the same pay as a newly hired employee. While every job classification also has a Maximum pay amount, for experience and retention reasons, it is not desirable to compress tenured employees with newly hired employees near the same pay levels.

For this reason, the goal of the proposed FY 2016 budget includes compensation adjustments to address tenured employees, while also adopting a bring-to-minimum pay strategy. The cost of implementing this strategy is \$313,682 in the General Fund. In addition to bringing all job classifications to market average for Minimum starting pay, general employees will also see pay adjustments based on their tenure in that job. The average increase for general employees is 3.29%. Recently hired employees (with the exception of those brought to minimum pay levels) and executive staff will not see any increase.

Fire and Police employees will see an increase of 2.5% and will also receive their annual step increases of 3-4% if not at the maximum pay step. Minimum pay for the Police Officer rank and Firefighter and Driver ranks will be brought to market average with this adjustment.

Administrative Assistant – City Secretary Office. Goal 5, Objective 5.2 of the City Council’s Organization Workplan for FY 2015 is to “develop a plan to create a City Hall concierge including staffing costs and operating processes” to “provide a high level of vibrant, personalized customer service to the public who contact City Hall.” With some signage changes in the City Hall lobby and the addition of this position in the proposed FY 2016 General Fund budget, service to walk-in customers as well as those who call City Hall, will be greatly enhanced. In addition, this position will assist the City Secretary by providing administrative support and back-up for records management, public information requests, and other administrative functions that the City Secretary must currently handle by herself.

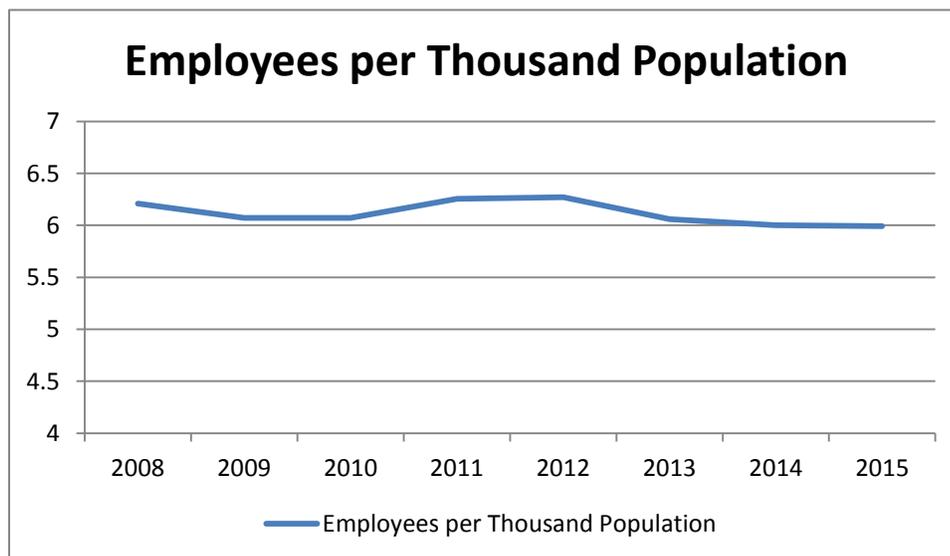
The proposed FY 2016 budget allocates \$44,749 for this position, which includes pay and benefits.

Maintenance Worker – Building Maintenance. Currently, the Building Maintenance division consists of one supervisor, one technician, and two full time custodians and four part-time custodians to provide janitorial services. The two maintenance positions are responsible for 26 City facilities consisting of more than 168,000 square feet. The addition of general maintenance requirements for the Fieldhouse and old library (leased by EON Reality) have added to the work load, reducing the effectiveness of this division and consequently, the care and upkeep of the City’s public facility infrastructure. The addition of one maintenance worker will allow for increased preventative maintenance and more timely corrective maintenance activity to reduce costs in the future and better maintain our public facilities.

The proposed FY 2016 General Fund budget allocates \$39,002 for this position, which includes pay and benefits.

One indicator of staffing generally used is number of employees per thousand population. While this can vary across cities depending on the services offered, it is nonetheless a useful reference point. Also, historical staffing can also provide some useful data. As shown in Figure 11, current staffing in the City of Duncanville is below historic levels. While we will continue to strive to be efficient, there are some areas in which staffing is deficient. These additional positions will help address those areas.

Figure 11



Transfer to Innovations Fund. Due to the retirement of the 2002 General Obligation Refunding Bonds in 2015 as previously mentioned, the proposed FY 2016 General Fund budget includes a transfer of \$1,135,522 to the Innovations Fund and parks and trails/sidewalks capital improvements. Those expenditures will be discussed in detail in a later section.

Economic Incentive Grants. The proposed FY 2016 General Fund budget also includes \$300,000 in economic incentive grant payments to Deford Lumber. The performance agreement with Deford, approved in 2014, stipulates that the City will pay up to \$300,000 annually in monthly payments of \$25,000 if the company generates certain minimum local sales tax amounts, and agrees to remain in the city of Duncanville for at least 12 months. If the company relocates operations

outside of Duncanville, they agree to designate the city as the site for sales tax sourcing purposes.

Loan Payment. A loan repayment amount of \$240,228 is included in the proposed FY 2016 General Fund budget. This is the repayment amount in 2016 for the loan proceeds attributed to the EON Reality incentive of \$1,500,000. The loan will be repaid over seven years and is partially offset by the lease payments to the City of \$150,000 annually over ten years.

Fund Balance. The City of Duncanville Financial Policies, Section IX(B) “Operating Reserves” requires the General Fund to maintain the equivalent of 16.67% in working capital expenses in reserve (60 days minimum expenditures).

The proposed FY 2016 General Fund budget reflects an undesignated ending fund balance of \$5,375,050 or 74 days of operations. This is above the minimum requirements established by the City’s Financial Policies and in keeping with the City Council’s direction and input at the preliminary budget workshop conducted in June.

Maintaining a fund balance above the minimum requirements is a prudent and fiscally sound strategy that ensures a sufficient reserve level in the event of an unanticipated economic downturn or other emergency. At the same time, we are able to maximize the use of the taxpayer’s dollars in providing desired services by not unduly restricting significantly higher levels of reserves.

DEBT SERVICE FUND:

This fund receives the portion of ad valorem taxes that pay the annual debt service on long term tax supported debt. Bonds are typically issued for capital improvement projects, including public works infrastructure, parks, and facilities.

The debt service fund anticipates total revenues of \$1,331,000, most of which is ad valorem taxes, delinquent taxes, and penalties and interest on delinquent taxes. As discussed previously, with the retirement of the 2002 General Obligation Refunding Bonds, the debt service fund will transfer \$1,325,000 to the General Fund in the FY 2016 Proposed Budget, leaving a fund balance of \$16,037. This is an adequate reserve since there are no debt service payments necessary.

Of the \$1,325,000 transferred to the General Fund from Debt Service, a small portion will be used towards the General Fund expenses including loan repayments. \$1,135,522 is proposed for the following Innovation Fund projects:

Innovation Fund -- General.

\$329,900

- City newsletter to be mailed to all residents quarterly to increase communications with citizens. (\$40,000)
 - *This project addresses City Council Organizational Workplan “Bold Step” Initiative 1. “Develop a forward-thinking FY 2020 Communications Plan.*
- Recreation Software – new software for class registration, scheduling and payment. Software cost is estimated at \$104,000 but will utilize \$60,000 from Parks special revenue funds. (\$44,000)
 - *This is the result of City Council Organizational Workplan Item 4.43 “evaluate recreation software programs for replacement of CLASS software which is being discontinued.”*
- IT server room air conditioning unit and control software. Current units are reaching end of life and maintaining air temperatures in server room is critical to city operations. (\$50,000)
 - *Addresses City Council Organizational Workplan Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner.*
- Carpet replacement in City Hall and Library to replace old, faded and torn carpets. New carpet will be more efficient to replace in sections. (\$174,000)
 - *Addresses City Council Organizational Workplan Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner.*
- Fire Department Personal Protective Equipment (PPE) dryers to better dry wet firefighting gear. This will lengthen life of equipment by preventing mildew and other degradation due to inadequate drying. (\$21,200)
 - *Addresses City Council Organizational Workplan Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner.*

Innovation Fund – Parks Capital Improvements

\$430,000

Addresses City Council Capstone 2: Best housing values in Texas; and Organizational Workplan Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner.

- Replace aging playground equipment at Lakeside Park, Harrington Park and Willow Run Parks with newer, safer playground equipment. (\$350,000)
- Lions Park erosion control project to include stream bank protection around existing bridges and walls and repair to creek areas affected by erosion. Partially funded by Drainage Fund. (\$80,000)

Innovation Fund – Trail / Sidewalk Improvements

\$375,622

Addresses City Council Capstone 2: Best housing values in Texas; and Organizational Workplan Goal 4: Maximize city and community resources to improve quality of life in a sustainable manner.

- Bicycle trail extension through Lakeside Park to connect Center Street with Hill City Drive trail. (\$80,000)
- North Main Street trail – construction of 12-foot wide trail within BNSF right-of-way from West Davis Street to Camp Wisdom Road. (\$200,000)
- Sidewalk improvements for Duncanville High School and/or other Duncanville ISD schools to improve safety and mobility of students accessing school sites. (\$50,000)
- Center Street or alternative connector trail between Lakeside Park and North Main Street. (\$45,622)

UTILITY FUND – WATER AND WASTEWATER:

Revenue Highlights. In January 2015, the City Council enacted a multi-year rate increase structure for water and sewer in order to address significant fund balance deficits in the Utility Fund. The proposed FY 2016 Utility Fund budget shows total revenues of \$16,114,509, an increase of \$1,135,762 (+7.6%) over the FY 2015 Adopted Budget.

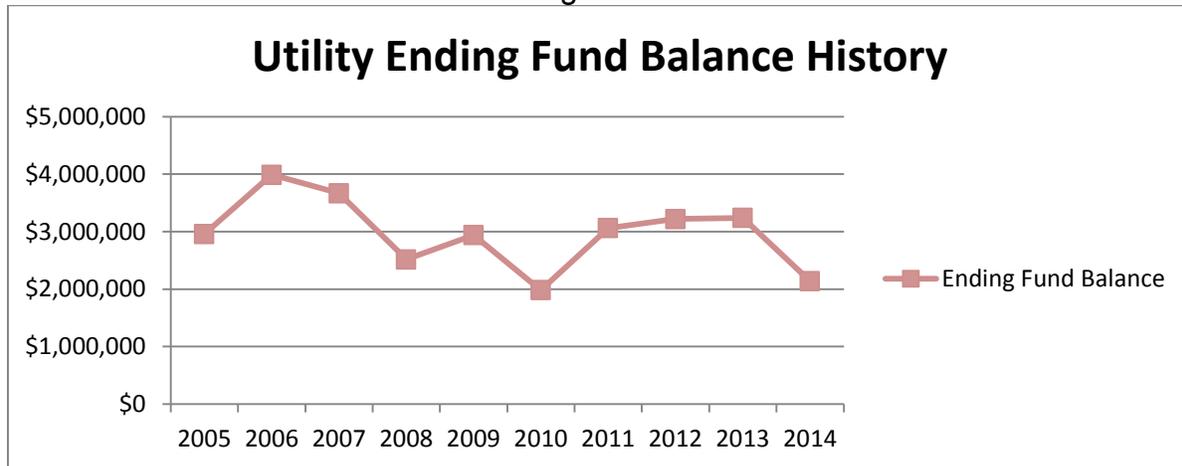
Expenditure Highlights. Expenditures are budgeted at \$15,645,251, a decrease of \$900,559 (-5.4%) from the FY 2015 Adopted Budget.

The proposed FY 2016 Utility Fund budget includes a transfer of \$2,356,001 for capital improvements including continued water and wastewater line replacement to upgrade aging infrastructure. Projects are listed in the Capital Improvements Plan (CIP) section.

Fund Balance. As presented at the preliminary budget workshop in June, projections indicated that Utility Fund balance was recovering faster than initially projected and we are pleased to note that projected FY 2016 ending fund balance will achieve the goals of the City's Financial Policies. The expected FY 2016 ending fund balance of \$1,999,866 or 67 days operating reserves, is above the minimum 60 days' operating reserves required by the City of Duncanville's Financial Policies.

Multi-year projections indicate this fund balance will continue to grow. A thorough review of future Utility Fund capital improvement projects during FY 2016 and continued monitoring of the Utility Fund will lead to further discussion with City Council regarding the rate structure in effect and whether modifications can or should be made to it.

Figure 12



UTILITY FUND – SOLID WASTE:

Revenue Highlights. The Solid Waste Fund includes revenues paid by residents and commercial businesses within the city for trash and solid waste pickup. The City contracts with Republic Waste Services to provide this service. Total revenues are projected at \$2,670,250 in the proposed FY 2016 budget, an increase of \$20,382 (+0.7%) over the FY 2015 Adopted Budget. Most revenue is received from residential garbage collection fees.

Expenditure Highlights. Expenditures are budgeted at \$2,756,778, essentially remaining constant from FY 2015 Adopted Budget (decrease of \$3,605).

Fund Balance. This fund continues to run at a deficit however, the projected ending fund balance remains healthy at \$660,545, or 87 days operating reserves. No changes in rates are proposed at this time.

DUNCANVILLE COMMUNITY & ECONOMIC DEVELOPMENT CORPORATION:

In 1995, two propositions were passed by Duncanville voters. Proposition No.1 was approved for an additional one-half of one percent sales and use tax to be used to reduce the property tax rate. Proposition No.2 was for approved for an additional one-half of one percent sales and use tax to be used for parks and parks facilities, municipal buildings, (for example library facilities) including maintenance and operating costs of such facilities, and for the promotion and expansion of manufacturing and industrial facilities, and other economic development purposes. Following approval of these propositions, the DCEDC Board was formed to oversee the use of the 4B sales tax funds.

Revenue Highlights. The proposed FY 2016 DCEDC budget projects \$2,184,669 in total revenue, a decrease of \$198,504 (-8.3%) from the FY 2015 Adopted Budget. This is due to sales tax receipts remaining relatively flat compared to 2014; therefore the budget anticipates a 0% increase in sales tax over projected ending FY 2015 sales tax collection amounts.

Expenditure Highlights. Expenditures are budgeted at \$2,029,072 for FY 2016, a decrease of \$38,644 (-1.9%) from FY 2015 Adopted Budget. Of this amount, \$348,857 is allocated to ongoing expenses of the DCEDC such as personnel salaries and benefits, marketing, and maintenance on DCEDC owned properties. Funding of \$392,008 is allocated for economic development incentive agreements previously approved and for signage, landscaping and paint incentive grant programs. Quality of life expenditures of \$144,231 are budgeted for beautification projects throughout the city. Previously the DCEDC also funded library book replacement costs but those expenditures have been transferred to the General Fund in FY 2016.

Debt service paid by the DCEDC is allocated at \$1,143,976 for FY 2016 to repay long term debt attributed to the Fieldhouse and for 2006 debt issued to finance various park improvements and public infrastructure improvements for the Shops at Waterview.

Fund Balance. The ending fund balance in the proposed FY 2016 DCEDC budget is projected to be \$505,647, an increase of \$110,328 (+27.9%) over the FY 2015 Adopted Budget.

HOTEL-MOTEL TAX FUND:

Hotel occupancy taxes are authorized under the Texas Tax Code, Chapter 351, which also restricts these funds to uses specifically authorized under this chapter. This fund was created therefore, to account for the tax revenue generated by hotel and motel room rentals within the city of Duncanville.

Revenue Highlights. The proposed FY 2016 Hotel-Motel Fund budget anticipates total revenues of \$544,800, an increase of \$11,400 (+2.1%) over the FY 2015 Adopted Budget.

Expenditure Highlights. Proposed total expenditures are \$647,333, an increase of \$35,380 (+5.8%) over the FY 2015 Adopted Budget. The final incentive payment to the Hilton Garden Inn Convention Center will be made in September 2015, which will allow reallocation of approximately \$250,000 in funding. The proposed budget allocates \$200,000 towards sports tourism to fund incentives and eligible expenses related to generating more hotel occupancy through sports tourism.

Other expenditure highlights include:

• Fourth of July fireworks	\$50,000
• Wayfinding signage master plan	\$50,000
• Sandra Meadows tournament	\$35,000
• Great American Sports tournaments (GASO)	\$15,000
• Duncanville Chamber of Commerce (Visitor Center)	\$82,093
• Duncanville Community Theatre	\$26,000
• International Museum of Cultures	\$26,539

Fund Balance. The proposed FY 2016 Hotel-Motel Fund budget projects an ending fund balance of \$53,378 which will carry forward for future initiatives to promote tourism in the city of Duncanville.

TRANSPORTATION IMPROVEMENT AND SAFETY FUND:

Revenue Highlights. The City of Duncanville began participating in the Scofflaw program in FY 2014, which generated significant additional revenues in FY 2014 and in the current year. However, as the backlog of outstanding warrants decreases, it is anticipated revenues from outstanding warrants will also decrease. Therefore, the proposed FY 2016 budget anticipates total revenues from regular traffic enforcement fines, scofflaw traffic fines, and other miscellaneous income, of \$1,151,125, a decrease of \$1,250,000 (-52.1%) from the FY 2015 Adopted Budget.

Expenditure Highlights. Expenditures from this fund are utilized for traffic enforcement and traffic safety related costs. Total expenditures proposed from this fund are \$1,576,823, a decrease of \$889,067 (-36.1%) from the FY 2015 Adopted Budget. Highlights of proposed expenditures include:

• Redflex lease payments	\$550,000
• Transfer to State of Texas	\$203,003
• Conversion of loop detectors to video detection	\$151,700
• City wide Bicycle Master Plan	\$150,000

Fund Balance. The projected ending fund balance is \$77,391 in the proposed FY 2016 budget.

DRAINAGE FUND:

The City collects stormwater drainage fees from residential, multifamily and commercial utility customers to offset the costs of maintaining and constructing stormwater drainage systems within the city.

Revenue Highlights. The proposed FY 2016 budget anticipates total revenues of \$648,048, the same amount as in the FY 2015 Adopted Budget.

Expenditure Highlights. Expenditures proposed in the FY 2016 budget total \$647,443 and include eligible costs for Public Works engineering and administration related to stormwater management, and \$310,000 for erosion control projects and capital improvement projects (discussed further in the CIP portion).

Fund Balance. An ending fund balance of \$104,599 is projected in the proposed FY 2016 budget.

DUNCANVILLE SPORTS FACILITY (FIELDHOUSE):

PROS Consulting was retained by the City in January 2015 to perform a study on the operations of the Duncanville Fieldhouse and create a Business Plan that assists the City Council and staff in making strategic decisions that are achievable, as well as set realistic expectations based on real data and thoughtful information. A kick-off meeting with the Council and consultant was held on February 19, 2015 outlining the process and deliverables for the business plan. This also allowed the Council the opportunity to provide any initial input prior to the study. The results of the study and the consultant's recommendations were presented to City Council at the July 21, 2015 regular meeting. At this time, no decision has been reached for future operations of the Fieldhouse, therefore the proposed FY 2016 budget has been based on a continuance of operations as currently exist.

Revenue Highlights. Total revenue is projected at \$1,113,003 in FY 2016, a decrease of \$32,560 from FY 2015 Adopted Budget, however the FY 2015 budget also included \$308,200 in transfer funding from the General Fund to address facility improvements. There is no fund transfer anticipated for FY 2016, therefore earned revenues are expected to increase over FY 2015.

Expenditure Highlights. Total proposed expenditures are budgeted at \$2,039,861, which primarily consists of personnel costs and debt service payments. Debt service is offset by a transfer from the DCEDC.

Fund Balance. The ending fund balance is projected at (\$1,191,131). Building depreciation allowed by generally accepted accounting standards typically covers this deficit. The recommendations of PROS Consulting will be reviewed for opportunities to increase revenues while decreasing costs over the course of FY 2016.

FLEET AND EQUIPMENT REPLACEMENT FUND:

The City of Duncanville maintains a fleet and equipment replacement fund designed to even out expenses for the City's fleet from year to year, and provide a logical method for funding and replacing vehicles when optimal. Each department with vehicles is "charged" an amount annually to accrue funds for the planned replacement of that vehicle. Years in service and maintenance history are then used to determine if the vehicle should be replaced on schedule or can be extended.

This fund is budgeted at \$1,088,551 in revenues (departmental transfers in) and \$780,371 in expenditures for planned replacements of vehicles in FY 2016. The ending fund balance is projected to be \$2,499,588 in the proposed FY 2016 budget.

COMPREHENSIVE SELF INSURANCE FUND:

The City of Duncanville is partially self-funded for liability and workers' compensation claims. No significant claims have been experienced in FY 2015 to date. The proposed FY 2016 budget anticipates \$522,383 in total revenue as transfers in from the various other operating funds from which claims might arise. Total expenses projected in FY 2016 are \$455,509, leaving a fund balance of \$588,938 for FY 2016, an increase of \$72,437 (+14.0%) from the FY 2015 Adopted Budget ending fund balance.

MEDICAL SELF INSURANCE FUND:

The City of Duncanville is partially self-funded for medical coverage of employees and retirees and dependents. The City has experienced favorable claims history in recent years, and combined with prudent financial management, has resulted in a healthy fund reserve. This has allowed the City to absorb relatively small fluctuations in premium costs this coming year (also attributable to the favorable claims history of plan participants) with no significant budget impacts and no additional costs to employees.

The ending fund balance projected in the FY 2016 Proposed Budget will be \$1,335,137. There are no changes anticipated in employee-paid health premiums for FY 2016.

CAPITAL IMPROVEMENT PLAN (CIP):

The City uses a Capital Improvements Plan (CIP) process to plan major capital improvement needs on a multi-year schedule. Each year as part of the budget process, capital projects identified for completion in that year are budgeted within the appropriate fund and as resources are available. Projects can be funded through the Innovations Fund, Utility Fund, General Fund, Drainage Fund, or other fund sources as eligible.

Highlights of the FY 2016 CIP, and the source of funds, are:

- Roma waterline, wastewater line replacement (**Utility**) \$765,000
- West Redbird waterline replacement (**Utility**) \$250,000
- Wastewater line replacement, pipe bursting (**Utility**) \$1,200,000
- Traffic signal improvements (**General Fund**) \$200,000
(Redbird and Duncanville Road)
- Forest Hills alley reconstructions (**Solid Waste Fund**) \$195,000
- Blueridge Drive alley drainage (**Drainage Fund**) \$250,000

CONCLUSION

The proposed FY 2015-2016 budget provides a clear and viable work plan for the upcoming fiscal year operation. Funds are provided for projects and programs that maintain critical services and enhance the overall quality of life for the city's residents and visitors.

I would like to extend my thanks and appreciation to Finance Director Richard Summerlin, Assistant Finance Director Tia Pettis and the entire Finance department staff for their work and dedication in producing this proposed budget. I also want to thank the entire executive staff, especially Assistant City Manager Charles Smith, for their diligence and review in crafting a proposed budget that is financially prudent and conservative, while also striving to improve the quality of services to our citizens. All of our city employees deserve recognition and thanks for their hard work and dedication to the citizens of Duncanville.

The staff looks forward to working with the Mayor and City Council as we address the challenges of the coming year and together, work to build a vibrant and inclusive community.

Respectfully submitted,



Kevin Hugman
City Manager

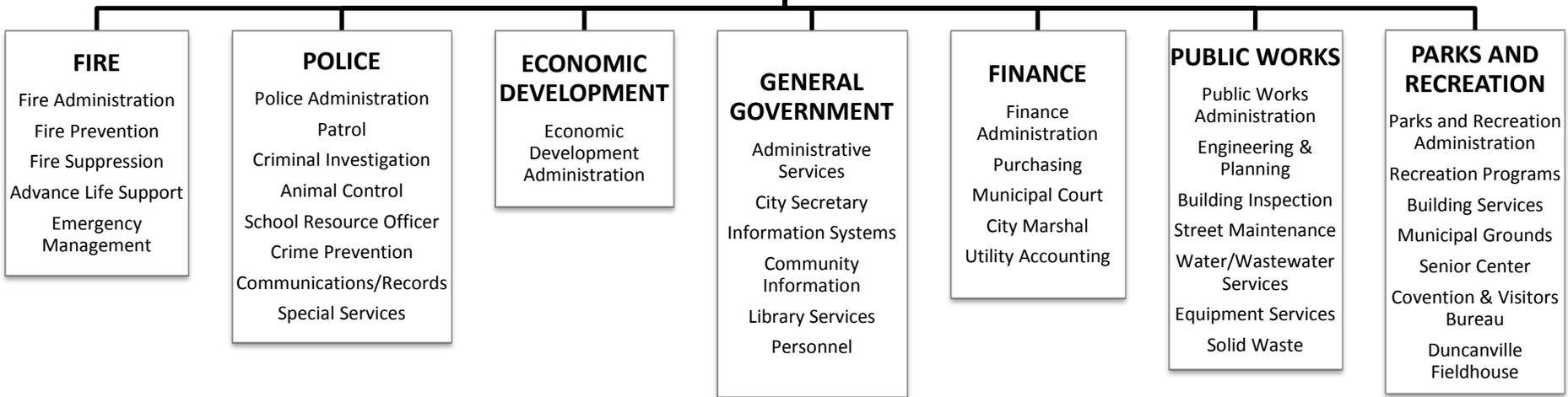
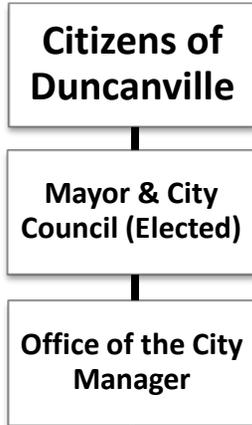


Duncanville
City of Champions

City of Duncanville

Organizational Chart

October 1, 2015

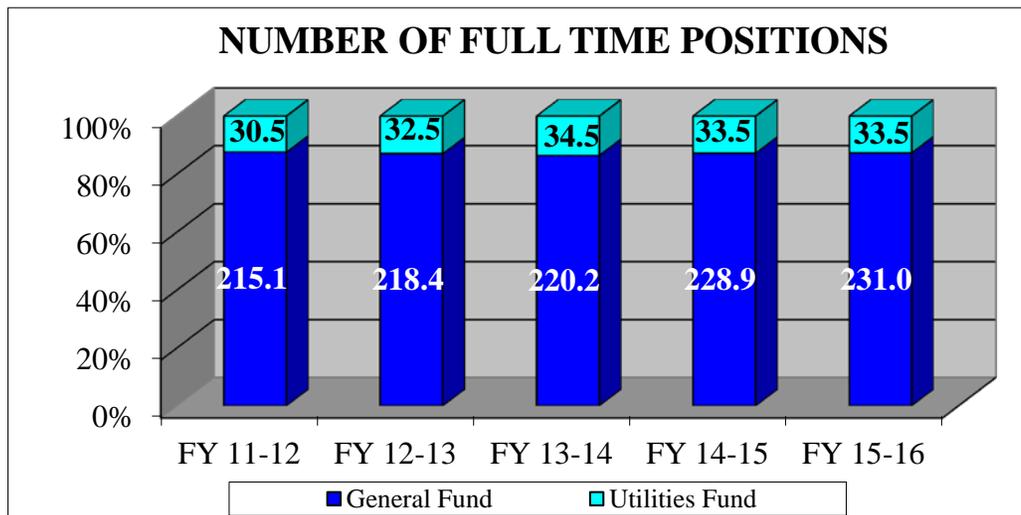


**CITY OF DUNCANVILLE
2015-16 BUDGET
PERSONNEL SCHEDULE**

COST CENTERS	2011-12		2012-13		2013-14		2014-15 REVISED		2015-16 BUDGET		
	FE	FT	FE	FT	FE	FT	FE	FT	FE		
GENERAL FUND											
GENERAL GOVERNMENT											
City Manager	-	2.00	-	1.00	-	2.00	-	2.00	-	2.00	-
City Secretary	-	1.00	-	1.00	-	1.00	-	1.00	-	2.00	-
Personnel	-	1.00	0.50	1.00	0.50	2.00	-	2.00	-	2.00	-
Information Systems	-	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Community Information Office	-	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
Library Services	3.00	9.00	3.00	9.00	3.00	9.00	3.00	9.00	3.00	9.00	3.00
TOTAL GENERAL GOVERNMENT	3.00	16.00	3.50	15.00	3.50	17.00	3.00	17.00	3.00	18.00	3.00
FINANCE											
Finance Administration	-	5.00	-	6.00	-	6.00	-	6.00	-	6.00	-
Municipal Court	-	5.00	-	5.00	-	5.00	-	5.00	-	5.00	-
Purchasing	-	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
City Marshal	-	2.00	-	2.00	-	2.00	0.07	2.00	0.25	2.00	-
TOTAL FINANCE	-	13.00	-	14.00	-	14.00	0.07	14.00	0.25	14.00	-
PARKS AND RECREATION											
Parks and Recreation Administration	-	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Recreation Programming	6.20	2.00	4.52	2.00	5.33	2.00	5.20	2.00	7.55	2.00	7.50
Athletic Programming	-	2.00	-	2.00	-	2.00	-	3.00	-	3.00	-
Horticulture	-	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Park Grounds Maintenance	-	7.00	-	7.00	-	7.00	-	7.00	-	7.00	-
Building Services	1.50	4.00	1.50	4.00	1.50	4.00	1.50	4.00	2.00	5.00	2.00
Senior Center	1.90	1.00	1.86	1.00	1.96	1.00	1.85	1.00	1.73	1.00	1.80
TOTAL PARKS AND RECREATION	9.60	21.00	7.88	21.00	8.79	21.00	8.55	22.00	11.28	23.00	11.30
POLICE											
Police Administration	-	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Patrol	-	38.00	-	40.00	-	42.00	-	45.00	-	45.00	-
Special Services	-	4.00	-	4.00	-	4.00	-	2.00	-	2.00	-
School Resources	-	4.00	-	4.00	-	-	-	-	-	-	-
Criminal Investigation	-	12.00	-	12.00	-	12.00	-	12.00	-	12.00	-
Animal Control	-	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
School Guards	2.50	-	3.00	-	3.31	-	3.26	-	3.00	-	3.25
Crime Prevention	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50
Records	-	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Detention Services	-	5.00	-	5.00	-	5.00	-	5.00	-	5.00	-
TOTAL POLICE	3.00	73.00	3.50	75.00	3.81	73.00	3.76	74.00	3.50	74.00	3.75
PUBLIC WORKS											
Engineering / Planning	-	1.50	-	1.50	-	1.50	-	3.50	-	3.50	-
Building Inspection	-	6.00	-	6.00	-	6.00	-	6.02	-	6.10	-
Streets	-	11.50	-	11.00	-	12.00	-	12.00	-	12.00	-
Signs & Signals	-	3.00	-	3.00	-	3.00	-	4.00	-	4.00	-
Equipment Services	-	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
TOTAL PUBLIC WORKS	-	26.00	-	25.50	-	26.50	-	29.52	-	29.60	-
FIRE											
Fire Administration	-	3.00	-	2.00	0.50	3.00	-	3.00	-	3.00	-
Fire Prevention	-	1.00	-	1.00	-	2.00	-	2.00	-	2.00	-
Fire Suppression	-	35.00	-	36.00	-	36.00	-	36.00	-	36.00	-
Advanced Life Support	-	12.00	-	12.00	-	12.00	-	13.00	-	13.00	-
Emergency Regional Administrator	0.25	-	0.25	-	0.33	-	0.33	-	0.33	-	0.33
TOTAL FIRE	0.25	51.00	0.25	51.00	0.83	53.00	0.33	54.00	0.33	54.00	0.33
TOTAL GENERAL FUND	15.85	200.00	15.13	201.50	16.93	204.50	15.71	210.52	18.36	212.60	18.38

**CITY OF DUNCANVILLE
2015-16 BUDGET
PERSONNEL SCHEDULE**

COST CENTERS	2011-12		2012-13		2013-14		2014-15 REVISED		2015-16 BUDGET		
	FE	FT	FE	FT	FE	FT	FE	FT	FE	FT	FE
UTILITIES											
Utilities Administration	-	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Water Services	-	9.00	-	9.00	-	9.00	-	9.00	-	9.00	-
Wastewater Services	-	8.50	-	10.50	-	12.50	-	11.50	-	11.50	-
Utility Accounting	-	10.00	-	10.00	-	10.00	-	10.00	-	10.00	-
TOTAL UTILITIES	-	30.50	-	32.50	-	34.50	-	33.50	-	33.50	-
ECONOMIC DEVELOPMENT											
Economic Development	-	1.20	-	1.00	-	1.00	-	2.00	-	2.00	-
TOTAL ECONOMIC DEVELOPMENT	-	1.20	-	1.00	-	1.00	-	2.00	-	2.00	-
GRANT											
Community Development Block Grant	-	1.00	-	1.00	-	1.00	-	0.98	-	0.90	-
Voca Grant	0.70	1.00	0.12	1.00	0.16	1.00	0.13	1.00	0.12	1.00	0.12
TOTAL GRANT FUND	0.70	2.00	0.12	2.00	0.16	2.00	0.13	1.98	0.12	1.90	0.12
DRAINAGE											
Drainage Administration	-	3.50	-	4.00	-	4.00	-	4.00	-	4.00	-
TOTAL DRAINAGE FUND	-	3.50	-	4.00	-	4.00	-	4.00	-	4.00	-
SOLID WASTE											
Solid Waste	-	2.00	-	2.00	-	2.00	-	4.00	-	4.00	-
TOTAL SOLID WASTE FUND	-	2.00	-	2.00	-	2.00	-	4.00	-	4.00	-
TRAFFIC ADMINISTRATION											
Traffic Administration	-	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
TOTAL TRAFFIC ADMINISTRATION	-	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
FIELDHOUSE											
		2.80	7.47	1.00	10.14	1.00	10.53	1.00	9.78	1.00	10.00
TOTAL FIELDHOUSE		2.80	7.47	1.00	10.14	1.00	10.53	1.00	9.78	1.00	10.00
TOTAL ALL FUNDS	17.1	243.0	22.7	245.0	27.2	250.0	26.4	258.0	28.3	260.0	28.5



* FE = 'Full Time Equivalent'

FINANCIAL POLICIES

CITY OF DUNCANVILLE

FINANCIAL POLICIES

I. PURPOSE STATEMENT

These policies are developed by the City Manager to guide the Finance Director and staff in financial matters. The overriding goal of the Financial Management Policies is to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the Finance Director in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

II. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. ACCOUNTING – The City's Assistant Finance Director is responsible for establishing the chart of accounts, and for properly recording financial transactions.

B. EXTERNAL AUDITING – The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate significant experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards, and be knowledgeable in the Government Finance Officers Association Certificate of Achievement Program. The auditor's report on the City's financial statements will be completed within three months of the City's fiscal year end, and the auditor's management letter will be presented to the City staff within four months after the City's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors will jointly review the management letter with the City Council within 30 days of its receipt by the staff.

C. AUDITORS RESPONSIBLE TO THE CITY COUNCIL – Auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

- D. **AUDITOR ROTATION** – The City will require auditor rotation, and will circulate requests for proposal for audit services at least every five years.
- E. **EXTERNAL FINANCIAL REPORTS** – The City will prepare and publish a comprehensive annual financial report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles, and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting.
- F. **INTERNAL FINANCIAL REPORTING** – The Finance Department will prepare internal financial reports sufficient for management to plan, monitor, and control the City's financial affairs.

III. INTERNAL CONTROLS

- A. **WRITTEN PROCEDURES** – The Finance Director through the Assistant Finance Director is responsible for developing city-wide guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager.

The Finance Department will assist Department Managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

- B. **DEPARTMENT MANAGERS RESPONSIBILITY** – Each Department Manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent auditor control recommendations are addressed.

IV. OPERATING BUDGET

- A. **PREPARATION** – The City's operating budget is the City's annual financial operating plan. It is comprised of the General Fund, the Hotel Tax Fund, the Economic Development Fund, the Debt Service and the Water and Sewer and Solid Waste Fund, but excluding capital project funds. The budget is prepared by the Finance Department with the cooperation of all City departments, and is submitted to the City Manager who makes any necessary changes and transmits the document to the City Council. The budget must be presented to the City Council no later than July 31st of each year, and should be enacted by the City Council at least ten (10) days prior to the beginning of the next fiscal year.
- B. **BALANCED BUDGET** – The operating budget will be balanced, with current revenues, greater than or equal to current expenditures.

- C. **PLANNING** – The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so that proper decision analysis can be made.
- D. **REPORTING** – Monthly financial reports will be prepared to enable the Department Managers to manage their budgets and to enable the Finance Department to monitor and control the budget as authorized by the City Manager.
- E. **PERFORMANCE MEASURES AND PRODUCTIVITY INDICATORS** – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budget process.

V. CAPITAL BUDGET AND PROGRAM

- A. **PREPARATION** – The City's capital budget will include all capital project funds and all capital resources. The budget will be prepared annually and presented to the City Council with the operating budget.
- B. **CONTROL** – All capital project expenditures must be appropriated in the capital budget. The Finance Department must certify the availability of such appropriations or the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.
- C. **PROGRAM PLANNING** – The capital budget will include capital improvements program plans for future years. The planning time frame should normally be at least five years. The replacement and maintenance for capital items should also be projected for the next five years. Future maintenance and operations will be at full cost, so that these costs can be considered in the operating budget.
- D. **ALTERNATE RESOURCES** – Where applicable, assessments, pro-rata charges, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.
- E. **DEBT FINANCING** – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will 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, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.
- F. **REPORTING** – Monthly financial reports will be prepared to enable the Department Managers to manage their capital budgets and to enable the Finance Department to monitor the capital budget as authorized by the City Manager.

VI. REVENUE MANAGEMENT

- A. **SIMPLICITY** – The City will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.
- B. **CERTAINTY** – An understanding of the revenue source increases the reliability of the revenue system. The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
- C. **EQUITY** – The City will strive to maintain equity in the revenue system structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers.
- D. **ADMINISTRATION** – The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed periodically for cost effectiveness as a part of the indirect cost of service analysis.
- E. **REVENUE ADEQUACY** – The City will require that there be a balance in the revenue system. That is, the revenue base will have the characteristics of fairness and willingness to pay, and ability to pay.
- F. **NON-RECURRING REVENUES** – One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.
- G. **PROPERTY TAXES** – Property shall be assessed at 100% of the fair market value as appraised by Dallas Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 98% collection rate will serve as a goal for tax collections, with a delinquency rate of 2.0% or less.
- H. **USER-BASED FEES** – For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.
- I. **ENTERPRISE FUND INTERFUND CHARGES** – Enterprise funds will pay the General Fund for direct services rendered. The Utilities Fund will pay the General Fund a 2.3% Franchise fee for use of right-of-way. The charges will be reviewed periodically through a cost of service analysis.
- J. **UTILITY RATES** - The City will review and adopt utility rates annually that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.

- K. INTEREST INCOME** – Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.
- L. REVENUE MONITORING** – Revenues actually received will be compared to budgeted revenues and variances will be investigated on a monthly basis.
- M. WATER AND SEWER ADJUSTMENTS DUE TO LEAKS** – Adjustments for individual customer request basis. When a customer requests such an adjustment, they must provide the utility department with a plumber’s statement or receipts, showing the repairs have been made and the date said repairs were done.

All water adjustments are done for the highest month only; any other “residual” usage will be the customer’s responsibility. With the repair statement submitted, consumption for the periods in question are looked at. The highest month is taken for adjustment. Consumption for the same time last year is looked at. That amount is taken out of the “consumption to be adjusted” and then divided in half. The concluded amount is adjusted as a dollar figure adjustment only. This is to retain the customer’s actual consumption history.

Sewer adjustment (During Winter Average) due to repair on water service: With the repair statement submitted, consumption for the periods in question are looked at. Consumption for the same time last year is looked at and that amount is taken out of the current consumption. All history on consumption for the winter period is adjusted as a consumption adjustment only. This is to properly bill the sewer service based on consumption history for water. (*If the adjustment has to be made after the first billing has already been printed, a dollar adjustment must also be done.*)

VII. EXPENDITURE CONTROL

- A. APPROPRIATIONS** – The level of budgetary control is the departmental level budget in the General Fund, and the fund level in all other funds. When budget adjustments (i.e., amendments) among departments and/or funds are necessary these must be approved by the City Council. Budget appropriation amendments at lower levels of control (i.e., budget adjustments within departmental accounts) shall be approved by the City Manager. Operating budget account deficiencies shall be corrected by budget adjustment on a periodic basis.
- B. CONTINGENCY RESERVE – Deleted on 9/3/2002**
- C. PURCHASING** – All purchases shall be made in accordance with current State of Texas Statutes regulating municipal purchasing and in accordance with the City’s purchasing policies as defined in the Purchasing Manual. Purchases and contracts

above the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) must comply with the procedures prescribed by current State of Texas Statutes regulating municipal purchasing. and as outlined in the Purchasing Manual. Recommendations on purchases and contracts over the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) will be presented to the City Council for their approval. Lease Purchase agreements will only be used to finance capital items with a purchase price of \$5,000 or more and a useful life of at least three years.

D. PROFESSIONAL SERVICES – Professional services will generally be processed through a request for proposal process, except for smaller contracts. Professional services contracts over the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) will be presented to the City Council for their approval.

E. PROMPT PAYMENT– All payment terms shall be Net 30, and payments shall be made on approved invoices in accordance with the Texas Prompt Payment Act. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City's investable cash, where such delay does not violate the agreed upon payment terms.

F. ECONOMIC DEVELOPMENT EXPENDITURE – The City Manager's authority to purchase from any City Fund or Economic Development Fund is limited to purchase orders or contracts for budgeted items involving expenditures as set by state law or less. The Duncanville City Council must approve any expenditure greater than the amount authorized by state law.

G. CHANGE ORDERS –

(a.) If changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.

(b.) The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.

(c.) If a change order involves a decrease or an increase of less than the amount stated in the Local Government Code Subchapter B, Section 252.048 (c), the Council grants the City Manager or his designated agent's general authority to approve the change orders.

(d.) The original contract price may not be increased under this section by more than 25 percent. (If the change order of 25% is greater than the amount stated in the Local Government Code Subchapter B, Section 252.021 (a), Council approval

would be necessary.) The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

VIII ASSET MANAGEMENT

- A. INVESTMENTS** – The City’s investment practices will be conducted in accordance with the City Council approved Investment Policies.
- B. CASH MANAGEMENT** – The City’s cash flow will be managed to maximize the cash available to invest.
- C. INVESTMENT PERFORMANCE** – At the end of each fiscal year and after the annual audit is received, a report on investment performance will be provided by the Finance Director to the City Manager for presentation to the City Council.
- D. FIXED ASSETS AND INVENTORY** – These assets will be reasonably safeguarded and properly accounted for, and prudently insured. The fixed asset inventory will be updated at least quarterly.

IX FINANCIAL CONDITION AND RESERVE

- A. NO OPERATING DEFICITS** – Current expenditures will be paid with current revenues. Deferrals, short-term loans, or one time sources will be avoided as budget balancing techniques.
- B. OPERATING RESERVES** – The General Fund, Enterprise Fund working capital and 4B Sales Tax Fund balances should be at least 16.67% of the budgeted expenditures. This percentage is the equivalent of 60 days’ expenditures. Capital and Asset Forfeiture expenditures are not included as expenditures in this calculation.
- C. RISK MANAGEMENT PROGRAM** - The City will aggressively pursue every opportunity to provide for the public’s and City employee’s safety and to manage its risks.
- D. LOSS FINANCING** – All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will not be used for any purpose other than for financing losses. Every effort will be made to build and maintain a loss fund reserve equal to one year’s expected claims.

X DEBT MANAGEMENT

- A. LONG-TERM DEBT** – Long-term debt will not be used for operating purposes, and the life of the bonds will not exceed the useful life of the projects financed.

- B. SELF-SUPPORTING DEBT** – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. RATINGS** – Full disclosure of operations will be made to the bond rating agencies. The City staff, with the assistance of financial advisors and bond counsels, will prepare the necessary materials for and presentation to the rating agencies.
- D. WATER AND WASTEWATER BOND COVERAGE RATIOS** – The City is required by bond covenants to maintain two coverage ratios: 1.25 times average annual debt service, and 1.1 times highest annual debt service.
- E. TAX REVENUE RATIO** – The Debt Service current fiscal year debt requirements shall not exceed 33 1/3% of the total revenue received from property tax and sales tax relief.
- F. TOTAL DEBT BURDEN** – The debt per capita should be within norms based on a survey of comparable cities with debt per capita not exceeding \$1,000; debt as a percent of the total taxable ad valorem base should not exceed 2.5% unless extraordinary circumstances exist.
- G. FEDERAL REQUIREMENTS** – The City will maintain procedures to comply with arbitrage rebate and other federal requirements. The City will attempt, within legal bounds, to adopt strategies which will minimize the arbitrage rebate of interest earnings on unspent bond proceeds it must pay to the federal government.
- H. DEBT SERVICES RESERVES – Deleted on 9/3/2002**
- I. DEBT STRUCTURING** – The City will issue bonds with an average life of 15 years or less. The structure should approximate level debt service unless operational matters dictate otherwise.
- J. COMPETITIVE BIDDING** – The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
- K. BOND ISSUANCE ADVISORY FEES AND COSTS** – The City will be actively involved in the selection of all financial advisors, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of bonds.

XI ANNUAL REVIEW OF POLICIES

- A.** These policies will be reviewed administratively by the Finance Director and the City Manager at least annually, prior to preparation of the operating budget and will be presented to the City Council for approval of any significant changes.

APPROVED BY CITY COUNCIL:

JUNE 1, 1992

REVISED:

JUNE 6, 1994

SEPTEMBER 5, 1995

AUGUST 20, 1996

APRIL 1, 1997

SEPTEMBER 1, 1998

AUGUST 31, 2000

SEPTEMBER 3, 2002

SEPTEMBER 2, 2003

BUDGET OVERVIEW

CITY OF DUNCANVILLE

BUDGET PROCESS OVERVIEW

The City budget is developed utilizing the modified zero-base budget method whereby departments justify line item activity budgets based on program goals and objectives for the coming year. The municipal operation is currently structured with 7 departments and 132 organizations/cost centers, which capture costs at the program level.

Budgets are prepared on a modified accrual accounting basis for the General and Debt Service Funds in accordance with generally accepted accounting principals. The Water and Sewer Fund budget and Fieldhouse budget is prepared on an accrual basis, except for capital outlays, which are budgeted expenses, and depreciation expense, which is not budgeted. Budgets for the Capital Project Funds are normally established on a project basis.

The City Charter names the City Manager or an appointed designee with responsibility for preparing and submitting the budget to the City Council prior to August 1 of each year. The City's Financial Policies outline the responsibility of budget preparation, planning, monitoring, and analysis. These policies were developed to guide the Finance Director and staff in all financial matters. With regard to the operating budget, the policies address the following areas:

Preparation - the budget is prepared with the cooperation of all City departments and is submitted to the City Manager who makes any necessary changes and transmits the document to the City Council.

Planning - the budget process is coordinated so as to identify major policy issues for City Council consideration in advance of the budget approval date so that proper decision analysis can be made. The vehicle to identify these issues is the five-year financial plan.

Monitoring & Reporting - monthly financial reports are prepared to enable the Department Managers to manage their budgets and to enable the Finance Department to monitor and control the budget.

Analysis - where appropriate, performance measures and productivity indicators are used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budget process.

The City prepares a multi-year financial plan for all major funds each year. These plans detail the five-year outlook for revenues and expenditures and project the financial position of the City for each year. This information is prepared early in the year and is used to set the stage for the upcoming budget year.

The City's formal budget process begins in February/March with meetings between each department and the City Manager and the Finance Department. The purpose of these meetings is to outline the budget environment and begin reviewing departmental budgets for any new or unusual items. Discussions include any changes in how each department functions or needs to function.

The annual budget is developed with goals and objectives in mind which ultimately translate into line item detail. Baseline revenue projections are prepared and discussed with departments. Preliminary property tax roll information is available in April/May and the projected final numbers are calculated. The final property tax revenue numbers are not available until the City receives the certified tax roll from Dallas County Appraisal District in late July. If the projected final numbers differ significantly from the certified tax roll information, adjustments may be necessary for expenditures.

The following steps generally outline the budget development process:

- Department goals and objectives for the coming year are discussed with the City Manager. Program enhancements and/or reductions are discussed as well.
- Baseline budgets detailing line item expenditures by organization and a departmental summary are submitted. The baseline budgets assume no new personnel, programs, or additional equipment. Inflationary adjustments are made to line items where appropriate and justified based on economic and other trend information. The line item activity budgets are submitted to Finance via MBudget (our budgeting software). These budgets detail current-year adopted and next-year (proposed) budgets. The departments are asked to complete a thorough review of current-year expenditures in conjunction with the proposed budget to ensure any anticipated increases are documented in either or both revised current-year and proposed budgets. Proposed budgets are supported with line item detail explaining the components, number of units, and unit cost where available.
- The City Manager, Assistant City Manager, Finance Director, and Personnel Administrator review revised and proposed budgets for accuracy in estimates and rationale. Current year and proposed revenue and expenditure summaries are prepared detailing the net result and change in fund balance along with five year projections.
- A series of meetings are then held with the department directors. The purpose of these meetings is to review current year expenditures, detail line item expenditures for each organization and to discuss program enhancement and reduction memos. Further direction is given to department directors to develop detailed enhancement and reduction packages for City Manager consideration. Concurrent with this step,

the Finance Department continues to update property tax and other revenue estimates.

- The City Manager prepares and submits all major fund budgets along with the five-year capital improvement program budgets. These budgets outline revised year-end revenues and expenditures, proposed revenues and expenditures, changes in fund balance, and available surplus funds. The proposed budget is presented to City Council for further consideration and direction. A work session is held to discuss the budget, the effective and proposed tax rate, utility and other rate or fee changes.
- The City Council holds a public hearing on the budget prior to final adoption. If the proposed rate exceeds the lower of the effective or rollback rate, two public hearings on the tax rate are required. The City Council adopts the budget appropriations ordinance, which includes the general, utility, interest & sinking(debt service) funds, internal service funds, the Fieldhouse fund, the Traffic Safety and Improvement fund, and the DCEDC fund; the ad valorem tax rate ordinance; and the water and sewer rate and other fee ordinances by a majority vote of all members of the Council. These ordinances must be adopted ten days prior to the beginning of the next fiscal year which begins October 1. The budget can be amended during the fiscal year through Council action.

**City of Duncanville
Comprehensive Calendar & Work Plan
2015-2016 Budget**

	Responsible Party	Action	Deadline	Time	Personnel
1	McClain	Budget Rollover	Friday, March 20, 2015	5:00 PM	R. Summerlin, J. Otey
2	Finance	Budget Procedures Manual Distribution and Kickoff	Monday, April 06, 2015	10:00AM	R. Summerlin, K. Hugman, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
3	Finance	General Debt Service Fund	Tuesday, April 14, 2015	2:00 PM	K. Hugman, R. Summerlin, C. Smith
4	Finance	Comprehensive Self-Insurance Fund	Tuesday, April 14, 2015	2:15 PM	K. Hugman, R. Summerlin, J. Otey, C. Smith
5	Finance	Medical Self-Insurance Fund	Tuesday, April 14, 2015	2:30 PM	K. Hugman, R. Summerlin, J. Otey, C. Smith
6	Finance	General Fund Revenues	Tuesday, April 14, 2015	2:45 AM	K. Hugman, R. Summerlin, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
7	Parks/Rec	Park Construction Five Year Plan	Thursday, April 16, 2015	3:30 PM	K. Hugman, R. Summerlin, B. Stevenson, T. Hamilton, C. Smith
8	Parks/Rec	Building Improvement Five Year Plan	Thursday, April 16, 2015	3:30 PM	K. Hugman, R. Summerlin, B. Stevenson, D. Souter, C. Smith
9	Departments	Submit Automation Enancement (Computer needs) to IT	Friday, April 17, 2015	5:00 PM	All City Departments, T. Beekman
	Dept./CMO	City Manager's Office Departmental Budget Review			
10	PBW/Finance	Fleet & Equipment Replacement Fund	Tuesday, April 21, 2015	3:00 PM	K. Hugman, R. Summerlin, M. Hasler, A. Low, B. Morton, R. Brown, S. Rhode, J. Roote, J. Stottlemire, B. Uddin, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
11		Automation Enhancement (Computer needs)	Wednesday, April 22, 2015	10:30 AM	K. Hugman, R. Summerlin, T. Beekman, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
12	PBW	Drainage Construction Five Year Plan	Friday, April 24, 2015	10:00 AM	K. Hugman, R. Summerlin, M. Hasler, D. McKinney, C. Smith
13	PBW	Street Construction Five Year	Friday, April 24, 2015	10:30 AM	K. Hugman, R. Summerlin, M. Hasler, J. Brown, C. Smith
14	PBW	Water & Wastewater Improvements Five Year	Friday, April 24, 2015	11:00 AM	K. Hugman, R. Summerlin, M. Hasler, D. McKinney, C. Smith
15	Departments	Submit Revised Budget for 2014-15, and Proposed Objectives and Activity Measures, and 2015-16 Baseline Budget.	Friday, April 24, 2015	5.00 PM	All City Budget Personnel
	Dept./CMO	City Manager's Office Departmental Budget Review			
16	CMO,DCEDC	Keep Duncanville Beautiful	Tuesday, April 28, 2015	1:30 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, T. Hamilton, C. Smith
17	CMO,DCEDC	Convention and Visitors Bureau	Tuesday, April 28, 2015	2:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, V. Williams, C. Smith
18	CMO,DCEDC	Marketing	Tuesday, April 28, 2015	3:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, G. Contreras, M. Jones, C. Smith
19	CMO,DCEDC	Economic Development	Tuesday, April 28, 2015	3:30 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, G. Contreras, M. Jones, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
20	Fire	Fire	Wednesday, April 29, 2015	1:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, S. Rhode, J. Roote, L. Freeman, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
21	DPD	Police	Thursday, April 30, 2015	10:00 AM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, R. Brown, B. Heard, C. Smith
22	DPD	Police and Asset Forfeiture Funds	Thursday, April 30, 2015	2:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, R. Brown, B. Heard, C. Smith

**City of Duncanville
Comprehensive Calendar & Work Plan
2015-2016 Budget**

	Responsible Party	Action	Deadline	Time	Personnel
	Dept./CMO	City Manager's Office Departmental Budget Review			
23	PBW	Public Works / Utilities (Admin., Engineering, and Streets)	Friday, May 01, 2015	10:00 AM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, M. Hasler, M. Brownlee, J. Brown, C. Smith
24	PBW	Public Works / Utilities (Water/WW, Solid Waste, Signs and Signals, Equipment Services, Drainage)	Friday, May 01, 2015	1:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, M. Hasler, M. Brownlee, D. McKinney, A. Low, J. Borchardt, J. Smith, C. Caldwell, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
25	Parks/Rec	Parks and Recreation	Wednesday, May 06, 2015	9:00 AM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, B. Stevenson, T. Hamilton, V. Williams, C. Smith, R. Madyun
26	Parks/Rec	BKF	Wednesday, May 06, 2015	1:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, B. Stevenson, L. Bryce, C. Smith
	Dept./CMO	City Manager's Office Departmental Budget Review			
27	Gen Gov	General Government-City Secretary, Library, Information Systems, PIO, Personnel	Thursday, May 07, 2015	2:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, M. Jones, D. Quinn, T. Beekman, C. Garabay, J. Otey, C. Smith
28	Finance	Finance (UB, MC, Purchasing, Marshalls, Admin)	Friday, May 08, 2015	9:00 AM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, J. Stottlemire, V. Salmeron, J. Calvillio, B. Morten, C. Smith
29	Building Insp and Code Enforcement	Joint Meeting with Building Inspection and Code Enforcement-Shared Cost Center	Friday, May 08, 2015	2:00 PM	K. Hugman, R. Summerlin, T. Pettis, M. Singh, B. Uddin, C. Smith, G. Contreras, T. Greco
30	Departments	Submit Master Fee Schedule Changes	Friday, May 08, 2015	5:00 PM	Dept./CMO
31	Council / Staff	Preliminary Budget Workshop	TBD (Sometime in May)	TBD	K. Hugman, C. Smith, Executive Team, Council
32	DCEDC/CMO	Submit 2014-15 Revised Budget and 2015-16 Baseline Budget to Community & Economic Development Corporation Board. At least ninety (90) days prior to October 1st, the Board shall prepare & adopt a proposed budget of expected revenues & proposed expenditures for the ensuing fiscal year.	Thursday, May 14, 2015	7:00 PM	C. Smith, G. Contreras, M. Jones, R. Summerlin
33	DCEDC	Community & Economic Development Corporation Board consider approval of 2014-15 Revised Budget and 2015-16 Baseline Budget. Must be approved 90 days prior to year end.	Thursday, June 11, 2015	7:00 PM	C. Smith, G. Contreras, M. Jones, R. Summerlin
34	Departments	All Departments submit edited (final) as directed 2014-15 revised and 2015-16 proposed budgets with program	Friday, June 19, 2015	5:00 PM	Department Heads
35	Hotel / Motel	Submission of 2015-16 Budget Requests for Hotel / Motel Funds (Duncanville Community Theatre, International Museum of Cultures, Chamber of Commerce & any other requests received).	Friday, June 19, 2015	5:00 PM	DCT, CVB, IMC
36	Finance	Certified Tax Roll Available	Friday, July 24, 2015	5:00 PM	DCAD
37	Finance	Rate Calculations From Dallas County Tax Office	Wednesday, July 29, 2015	5:00 PM	Dallas County Tax Office
38	Council/Staff	Budget Workshop/Retreat	Thursday, July 30, 2015	7:00 PM	K. Hugman, C. Smith, Executive Team, Council
39	Finance / CMO	Deliver 2015-16 Proposed Budget & 2014-15 Revised Budget to City Secretary For Record of Filing	Friday, July 31, 2015	10:00 PM	R. Summerlin, M. Jones
40	Finance	Publication of effective and rollback tax rates; statement and schedules;	Tuesday, August 04, 2015	5:00 PM	R. Summerlin, M. Jones
41	Council/Staff	Budget Workshop (If needed or to take vote on a tax rate increase)	Tuesday, August 11, 2015	6:00 PM	K. Hugman, C. Smith, Executive Team, Council

**City of Duncanville
Comprehensive Calendar & Work Plan
2015-2016 Budget**

	Responsible Party	Action	Deadline	Time	Personnel
42	Finance	"Notice of Public Hearing on Tax Increase" (1st quarter-page notice in newspaper and on TV and Website, if available) published at least seven days before 1st public hearing)	Friday, August 07, 2015	5:00 PM	R. Summerlin, M. Jones
43	Council	Public Hearing on Proposed 2015-16 Budget (Regular Meeting)	Tuesday, August 18, 2015	7:00 PM	K. Hugman, C. Smith, Executive Team, Council
44	Finance	"Notice of Public Hearing on Tax Increase" (Second quarter-page notice in newspaper and on TV and Website, if available) published at least seven days before 2nd public hearing) Notice of public hearing on the tax rate adoption	Friday, August 21, 2015	5:00 PM	R. Summerlin, M. Jones
45	Council	2nd Public Hearing on Proposed 2015-16 Budget (Regular Meeting) If needed (tax increase)	Tuesday, September 01, 2015	7:00 PM	K. Hugman, C. Smith, Executive Team, Council
46	Finance	"Notice of Vote on Tax Rate" (quarter-page notice in newspaper before meeting and on TV and Website, if available,) at least seven days before meeting to adopt tax rate.	Friday, September 04, 2015	5:00 PM	R. Summerlin, M. Jones
	Council	Consider Approval of Budget (Regular Meeting)	Tuesday, September 15, 2015		
		Adopt 2015-16 Tax Rate	Tuesday, September 15, 2015		
		Approval of 2014-15 revised, and 2015-16 proposed General, Utility, Debt Service, Economic Development and other major fund budgets	Tuesday, September 15, 2015		
		Approval of 2015-16 Utility Rates & Other Fee Changes	Tuesday, September 15, 2015		
47		Approval of 2015-16 Hotel & Motel Tax Budget and related grants	Tuesday, September 15, 2015	7:00 PM	K. Hugman, C. Smith, Executive Team, Council
48	Finance	Adopted Budget Finalized and Sent For Printing	Friday, October 30, 2015	5:00 PM	R. Summerlin

FUND RELATIONSHIPS & STRUCTURE

The City's financial structure is organized on the fund or account group basis, each of which is considered to be a separate accounting entity. City resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The following funds are maintained by the City and included in the budget document.

GOVERNMENTAL FUND TYPES

General Fund – accounts for the ordinary operations of the City, which are financed from taxes and other general revenues. It is used to account for all financial resources except those required to be accounted for in another fund by law or contractual agreement.

Special Revenue Fund – accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Hotel Fund accounts for tax revenues received from local hotels and for expenditures made within the guidelines of the Texas Hotel Occupancy Tax Act. This fund also includes additional ½ cent sales tax revenue to be used for Community and Economic Development purposes, as approved by voters in a special election held January 1995.

Debt Service Fund – accounts for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs. The revenue source is principally ad valorem taxes levied by the City.

Capital Projects Funds – account for resources designated to construct or acquire capital facilities and improvements (other than those financed by the Proprietary Fund Types). Resources are derived principally from sales of general obligation bonds.

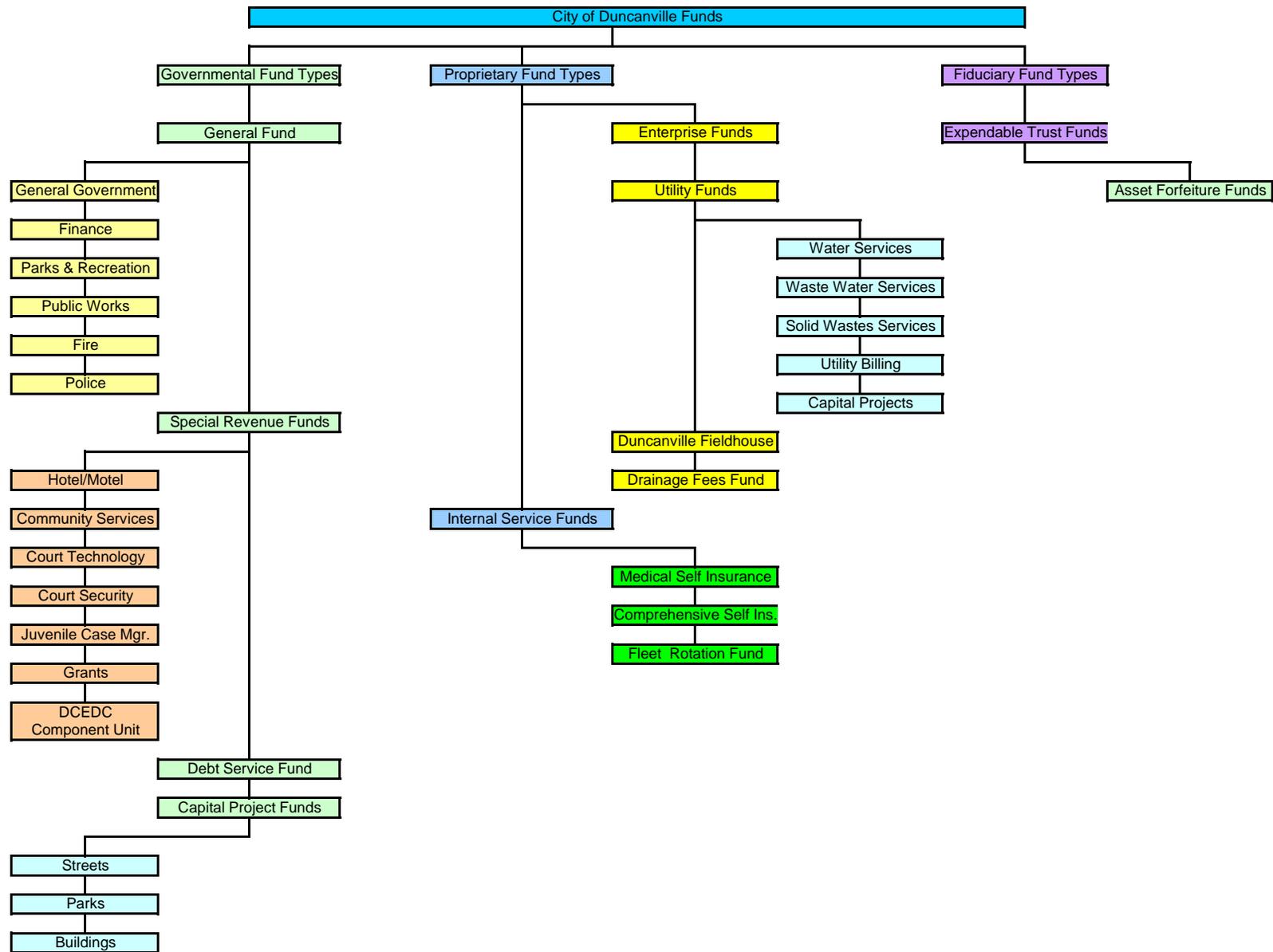
PROPRIETARY FUND TYPES

Enterprise Fund – accounts for the operations that provide water, wastewater and solid waste services to the public on a continuing basis. All or most of the costs involved are financed by user charges. This fund also includes a Drainage Utility Fund to account for major stormwater drainage improvement throughout the City. The Drainage Utility was created in order to reduce flooding, reduce creek erosion, and comply with EPA mandates regarding stormwater management.

Internal Service Funds – account for the City's self-insurance programs with the related costs being recovered from the various departments of the City on a cost-reimbursement basis. This fund also includes a Capital Replacement Fund to account for acquisition, maintenance, and support of computer, hardware, software and motor vehicles. The fund operations are financed by charges to user departments.

FIDUCIARY FUND TYPES

Expendable Trust Fund – accounts for awards of monies by the courts to the Police Department. The administration of this fund is legally restricted to the police, and the resources are to be used for police activity.



**GENERAL
FUND**

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL FUND SUMMARY

PROPOSED

8/3/15 11:50 AM

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
	BASE REVENUES									
1	Property Taxes	\$ 11,419,808	\$ 12,048,623	\$ 12,123,623	\$ 12,629,690	\$ 13,036,291	\$ 13,454,946	\$ 13,811,008	\$ 14,254,844	\$ 14,711,826
2	Sales Taxes	6,690,750	7,140,518	6,546,506	6,546,506	6,546,506	6,546,506	6,546,506	6,546,506	6,546,506
3	Franchise Receipts	2,201,667	2,041,500	2,112,000	2,112,000	2,133,120	2,154,451	2,175,996	2,197,756	2,219,733
4	Permits & Fees	1,493,931	1,485,400	1,499,100	1,472,400	1,487,124	1,501,995	1,517,015	1,532,185	1,547,507
5	Fines	720,089	762,000	712,000	710,000	732,100	739,421	746,815	754,283	761,826
6	Interest on Investments	20,005	19,000	19,000	19,000	19,190	19,382	19,576	19,771	19,969
7	Recreation Fees	231,591	214,400	215,130	215,000	217,150	219,322	221,515	223,730	225,967
8	Other Revenue	774,435	504,654	704,935	662,160	661,991	664,850	667,737	670,653	673,599
9	Transfers (Utility Fund)	1,406,901	1,541,211	1,541,211	1,556,314	1,630,590	1,878,482	2,049,126	2,250,301	1,858,425
10	Transfers (Solid Waste Fund)	126,308	129,719	129,719	135,986	138,734	141,247	143,808	146,418	146,687
11	Transfers 4B	54,348	66,267	66,267	66,115	66,326	66,540	66,755	66,973	67,192
12	Transfer from Hotel-Motel	18,623	22,380	22,380	40,860	40,875	40,875	40,875	40,875	40,875
13	Transfer from Transp. I & S Fund	107,800	184,800	184,800	88,550	80,850	73,150	65,450	57,750	50,050
14	Transfer in Pilot Franchise Tax	414,163	473,129	473,129	477,766	500,567	576,666	629,051	690,809	570,509
15	Transfer from Juv. Case Manager Fund	106,529	-	-	-	-	-	-	-	-
16	Transfer in from Debt Service Fund	-	-	50,000	1,325,000	-	-	-	-	-
17	Loan Proceeds	-	-	1,483,374	-	-	-	-	-	-
18	TOTAL REVENUES	\$ 25,786,948	\$ 26,633,602	\$ 27,883,174	\$ 28,057,347	\$ 27,291,414	\$ 28,077,832	\$ 28,701,233	\$ 29,452,855	\$ 29,440,672
19										
20	BASE EXPENDITURES									
21	General Gov./Non-Departmental	\$ 2,753,798	\$ 2,734,903	\$ 2,932,753	\$ 2,828,372	\$ 2,770,769	\$ 2,812,331	\$ 2,854,515	\$ 2,897,333	\$ 2,940,793
22	Finance	1,240,903	1,341,357	1,241,227	1,292,591	1,288,684	1,308,014	1,327,634	1,347,549	1,367,762
23	Parks and Recreation	2,953,777	3,232,835	3,317,620	3,438,768	3,441,532	3,493,155	3,545,552	3,598,736	3,652,717
24	Police	7,723,802	8,241,088	8,117,984	8,023,012	8,069,899	8,190,947	8,313,812	8,438,519	8,565,097
25	Public Works	3,957,807	4,616,848	4,359,701	4,712,298	4,978,521	5,053,199	5,128,997	5,205,932	5,284,021
26	Fire	5,798,744	6,030,146	5,960,084	6,064,685	6,073,086	6,164,182	6,256,645	6,350,495	6,445,752
27	Total for Operating Expenses	\$ 24,428,832	\$ 26,197,177	\$ 25,929,369	\$ 26,359,726	\$ 26,622,491	\$ 27,021,828	\$ 27,427,156	\$ 27,838,563	\$ 28,256,142
28	Transfer to the Innovations Fund	2,385,187	-	-	1,135,522	-	-	-	-	-
29		-	-	-	-	-	-	-	-	-
30	Transfer to Grant Fund	14,966	-	55,000	15,000	95,000	15,000	95,000	15,000	95,000
31	Transfer to Fieldhouse (Flooring and Signage)	-	308,200	308,200	-	-	-	-	-	-
32	Economic Incentive Grants	-	-	1,683,374	300,000	300,000	300,000	300,000	100,000	-
33	Loan Payment	-	-	222,211	240,228	240,228	240,228	240,228	240,228	240,228
34	Total for Adjustments	\$ 2,400,153	\$ 308,200	\$ 2,268,785	\$ 1,690,750	\$ 635,228	\$ 555,228	\$ 635,228	\$ 355,228	\$ 335,228
35										
36	TOTAL EXPENDITURES	\$ 26,828,984	\$ 26,505,377	\$ 28,198,154	\$ 28,050,476	\$ 27,257,719	\$ 27,577,056	\$ 28,062,384	\$ 28,193,791	\$ 28,591,370
37										
38	NET REVENUES	\$ (1,042,036)	\$ 128,225	\$ (314,980)	\$ 6,871	\$ 33,695	\$ 500,776	\$ 638,849	\$ 1,259,064	\$ 849,302
39										
40	FUND BALANCE									
41	BEGINNING FUND BALANCE	\$ 6,725,195	\$ 5,120,024	\$ 5,683,159	\$ 5,368,179	\$ 5,375,050	\$ 5,408,744	\$ 5,909,520	\$ 6,548,369	\$ 7,807,433
42										
43	ENDING FUND BALANCE	\$ 5,683,159	\$ 5,248,248	\$ 5,368,179	\$ 5,375,050	\$ 5,408,744	\$ 5,909,520	\$ 6,548,369	\$ 7,807,433	\$ 8,656,735
44	Days of Operations	85	73	76	74	74	80	87	102	112
45										
46	Designated Operating Reserve	\$ 4,015,698	\$ 5,382,982	\$ 5,327,953	\$ 5,055,290	\$ 5,105,683	\$ 5,182,268	\$ 5,260,002	\$ 5,338,903	\$ 5,418,986
47										
48	Number of Days Operating Reserve Calculated On	60 Day	75 Day	75 Day	70 Day					
49										
50	Amount Above or (Below) Operating Reserve Target	\$ 1,667,460	\$ (134,733)	\$ 40,226	\$ 319,760	\$ 303,061	\$ 727,252	\$ 1,288,366	\$ 2,468,530	\$ 3,237,749

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL FUND REVENUE DETAIL
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PROPOSED

	GENERAL FUND REVENUES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	Ad Valorem Taxes									
2	Current Taxes - O & M	\$ 11,105,947	\$ 11,818,623	\$ 11,818,623	\$ 12,324,690	\$ 12,731,291	\$ 13,149,946	\$ 13,581,008	\$ 14,024,844	\$ 14,481,826
3	Prior Years	190,615	130,000	190,000	190,000	190,000	190,000	130,000	130,000	130,000
4	Penalties & Interest	123,246	100,000	115,000	115,000	115,000	115,000	100,000	100,000	100,000
5	Total Property Taxes	\$ 11,419,808	\$ 12,048,623	\$ 12,123,623	\$ 12,629,690	\$ 13,036,291	\$ 13,454,946	\$ 13,811,008	\$ 14,254,844	\$ 14,711,826
6										
7	State Sales Tax City Portion	\$ 4,460,500	\$ 4,760,346	\$ 4,364,337	\$ 4,364,337	\$ 4,364,337	\$ 4,364,337	\$ 4,364,337	\$ 4,364,337	\$ 4,364,337
8	Property Tax Relief	2,230,250	2,380,173	2,182,169	2,182,169	2,182,169	2,182,169	2,182,169	2,182,169	2,182,169
9	Total Sales Taxes	\$ 6,690,750	\$ 7,140,518	\$ 6,546,506						
10										
11	Electric	\$ 1,190,834	\$ 1,160,000	\$ 1,140,000	\$ 1,140,000	\$ 1,151,400	\$ 1,162,914	\$ 1,174,543	\$ 1,186,289	\$ 1,198,151
12	Natural Gas	395,588	300,000	360,000	330,000	333,300	336,633	339,999	343,399	346,833
13	Telephone	217,252	210,000	210,000	202,000	204,020	206,060	208,121	210,202	212,304
14	Cable Television	127,829	121,500	112,000	130,000	131,300	132,613	133,939	135,279	136,631
15	Telephone Video Services	270,164	250,000	290,000	310,000	313,100	316,231	319,393	322,587	325,813
16	Total Franchise Receipts	\$ 2,201,667	\$ 2,041,500	\$ 2,112,000	\$ 2,112,000	\$ 2,133,120	\$ 2,154,451	\$ 2,175,996	\$ 2,197,756	\$ 2,219,733
17										
18	Building Permits	\$ 212,340	\$ 151,500	\$ 231,500	\$ 151,500	\$ 153,015	\$ 154,545	\$ 156,091	\$ 157,652	\$ 159,228
19	Electrical Permits	13,351	12,000	15,300	13,000	13,130	13,261	13,394	13,528	13,663
20	Solicitor Licenses	500	400	800	400	404	408	412	416	420
21	911 Service Fees	282,468	273,000	285,000	290,000	292,900	295,829	298,787	301,775	304,793
22	Emergency Medical Services	744,165	832,000	750,000	800,000	808,000	816,080	824,241	832,483	840,808
23	Sign Permits	19,675	17,000	18,000	18,000	18,180	18,362	18,545	18,731	18,918
24	Wrecker & Storage Fees	27,346	16,000	16,000	16,000	16,160	16,322	16,485	16,650	16,816
25	Health Food Inspection Fees	77,035	67,000	67,000	68,000	68,680	69,367	70,060	70,761	71,469
26	Plumbing Permits	30,113	33,000	30,000	30,000	30,300	30,603	30,909	31,218	31,530
27	Zoning and Special Use Permits	6,802	8,500	8,500	8,500	8,585	8,671	8,758	8,845	8,934
28	Alarm Permits	76,945	72,000	74,000	74,000	74,740	75,487	76,242	77,005	77,775
29	Pool Inspection Fee	3,191	3,000	3,000	3,000	3,030	3,060	3,091	3,122	3,153
30	Total Permits & Fees	\$ 1,493,931	\$ 1,485,400	\$ 1,499,100	\$ 1,472,400	\$ 1,487,124	\$ 1,501,995	\$ 1,517,015	\$ 1,532,185	\$ 1,547,507
31										
32	Municipal Court Fines	\$ 496,491	\$ 550,000	\$ 500,000	\$ 500,000	\$ 520,000	\$ 525,200	\$ 530,452	\$ 535,757	\$ 541,114
33	Court Related Fees	178,220	170,000	170,000	170,000	171,700	173,417	175,151	176,903	178,672
34	School Crossing Fees	4,740	6,000	2,000	2,000	2,020	2,040	2,061	2,081	2,102
35	Library	22,726	21,000	22,000	22,000	22,220	22,442	22,667	22,893	23,122
36	False Alarm Fines	17,913	15,000	18,000	16,000	16,160	16,322	16,485	16,650	16,816
37	Total Fines	\$ 720,089	\$ 762,000	\$ 712,000	\$ 710,000	\$ 732,100	\$ 739,421	\$ 746,815	\$ 754,283	\$ 761,826
38										
39	Pooled Investments Texpool Interest	\$ 3,263	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,020	\$ 2,040	\$ 2,061	\$ 2,081	\$ 2,102
40	Certificates of Deposit Interest	15,930	17,000	14,000	14,000	14,140	14,281	14,424	14,568	14,714
41	Loan Interest Revenue	812	-	-	-	-	-	-	-	-
42	Money Market Interest		-	3,000	3,000	3,030	3,060	3,091	3,122	3,153
43	Total Interest on Investments	\$ 20,005	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,190	\$ 19,382	\$ 19,576	\$ 19,771	\$ 19,969
44										
45	Recreation Fees	\$ 231,591	\$ 214,400	\$ 215,130	\$ 215,000	\$ 217,150	\$ 219,322	\$ 221,515	\$ 223,730	\$ 225,967
46	Total Recreation Fees	\$ 231,591	\$ 214,400	\$ 215,130	\$ 215,000	\$ 217,150	\$ 219,322	\$ 221,515	\$ 223,730	\$ 225,967

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL FUND REVENUE DETAIL
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PROPOSED

	GENERAL FUND REVENUES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
47										
48	Other Revenue									
49	Alcoholic Beverage Tax	\$ 69,427	\$ 70,194	\$ 74,000	\$ 75,000	\$ 75,750	\$ 76,508	\$ 77,273	\$ 78,045	\$ 78,826
50	D.I.S.D. Police Officers	160,511	-	-	-	-	-	-	-	-
51	D.I.S.D. School Crossing Guards	16,432	38,000	46,000	37,000	37,370	37,744	38,121	38,502	38,887
52	Reimbursement for EMS Planner	40,576	46,000	38,000	41,000	41,410	41,824	42,242	42,665	43,091
53	Sale of Fixed Assets	10,019	500	500	500	505	510	515	520	526
54	Sale of Materials	1,901	800	800	800	808	816	824	832	841
55	Insurance Recovery	9,991	4,000	92,000	8,000	8,080	8,161	8,242	8,325	8,408
56	Collection of Bad Debt	6,563	2,000	4,000	4,000	1,000	1,000	1,000	1,000	1,000
57	Outstanding Check Write Off	91	100	100	100	100	100	100	100	100
58	Mineral Royalty (Joe Pool)		-	-	-	-	-	-	-	-
59	Miscellaneous	49,482	65,000	40,000	40,000	40,400	40,804	41,212	41,624	42,040
60	Copies	8,783	7,500	8,000	8,000	8,080	8,161	8,242	8,325	8,408
61	Police Accident Reports	4,771	5,000	4,700	4,700	4,747	4,794	4,842	4,891	4,940
62	Pay Phone Commissions	453	300	300	300	303	306	309	312	315
63	Auction Proceeds	13,902	10,000	13,000	13,000	13,130	13,261	13,394	13,528	13,663
64	Animal Permits	70	60	60	60	61	61	62	62	63
65	Return Check Fees	210	200	200	200	202	204	206	208	210
66	Scrap Metal Sales	-	1,000	500	500	505	510	515	520	526
67	City Services Reimbursement	47,260	30,000	48,900	40,000	40,400	40,804	41,212	41,624	42,040
68	Workers Comp Reimbursement	16,043	10,000	14,000	14,000	14,140	14,281	14,424	14,568	14,714
69	Rental of Tower	251,099	214,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
70	Lease Income (from EON as FY15)	56,000	-	87,500	150,000	150,000	150,000	150,000	150,000	150,000
71	Gas Well oil Revenue	10,852	-	7,275	-	-	-	-	-	-
72	Total Other Revenue	\$ 774,435	\$ 504,654	\$ 704,935	\$ 662,160	\$ 661,991	\$ 664,850	\$ 667,737	\$ 670,653	\$ 673,599
73										
74	Total Revenues Before Other Financing Sources	\$ 23,552,276	\$ 24,216,095	\$ 23,932,294	\$ 24,366,756	\$ 24,833,472	\$ 25,300,872	\$ 25,706,168	\$ 26,199,729	\$ 26,706,934
75										
76	Transfer from Utility Fund	\$ 1,406,901	\$ 1,541,211	\$ 1,541,211	\$ 1,556,314	\$ 1,630,590	\$ 1,878,482	\$ 2,049,126	\$ 2,250,301	\$ 1,858,425
77	Transfer from Solid Waste	126,308	129,719	129,719	135,986	138,734	141,247	143,808	146,418	146,687
78	Economic Development (4-B Sales Tax)	54,348	66,267	66,267	66,115	66,326	66,540	66,755	66,973	67,192
79	Transfer from Hotel-Motel	18,623	22,380	22,380	40,860	40,875	40,875	40,875	40,875	40,875
80	Transfer in Pilot Franchise Tax	414,163	473,129	473,129	477,766	500,567	576,666	629,051	690,809	570,509
81	Transfer from Transportation I & S Fund	107,800	184,800	184,800	88,550	80,850	73,150	65,450	57,750	50,050
82	Transfer from Juvenile Case Manager Fund	106,529	-	-	-	-	-	-	-	-
83	Transfer from Debt Service	-	-	50,000	1,325,000	-	-	-	-	-
84	Loan Proceeds	-	-	1,483,374	-	-	-	-	-	-
85	Total Other Financing Sources	\$ 2,234,672	\$ 2,417,506	\$ 3,950,880	\$ 3,690,591	\$ 2,457,942	\$ 2,776,960	\$ 2,995,065	\$ 3,253,126	\$ 2,733,738
86										
87	GENERAL FUND REVENUE TOTAL	\$ 25,786,948	\$ 26,633,602	\$ 27,883,174	\$ 28,057,347	\$ 27,291,414	\$ 28,077,832	\$ 28,701,233	\$ 29,452,855	\$ 29,440,672

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL FUND
 EXPENDITURE DETAIL
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PROPOSED

	GENERAL FUND EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	GENERAL GOVERNMENT									
2	Mayor & Council	\$ 71,055	\$ 73,268	\$ 100,952	\$ 110,688	\$ 109,088	\$ 110,724	\$ 112,385	\$ 114,071	\$ 115,782
3	City Manager	355,280	444,156	397,151	402,263	394,263	400,177	406,180	412,272	418,456
4	City Secretary	135,982	150,787	128,149	201,039	200,569	203,578	206,631	209,731	212,877
5	Personnel	156,657	219,100	239,966	245,218	240,818	244,430	248,097	251,818	255,595
6	Information Systems	689,082	655,905	661,477	586,821	562,238	570,672	579,232	587,920	596,739
7	Community Information Office	84,665	89,934	85,832	98,441	89,441	90,783	92,144	93,527	94,929
8	Library Services	690,000	743,121	730,638	811,632	807,332	819,442	831,734	844,210	856,873
9	Non-Departmental	571,077	358,632	588,588	372,270	367,020	372,525	378,113	383,785	389,542
10	TOTAL GENERAL GOVERNMENT	\$ 2,753,798	\$ 2,734,903	\$ 2,932,753	\$ 2,828,372	\$ 2,770,769	\$ 2,812,331	\$ 2,854,515	\$ 2,897,333	\$ 2,940,793
11										
12	FINANCE									
13	Finance Administration	\$ 608,327	\$ 606,904	\$ 609,466	\$ 623,798	\$ 619,719	\$ 629,015	\$ 638,450	\$ 648,027	\$ 657,747
14	Municipal Court	348,809	412,269	369,633	392,389	392,389	398,275	404,249	410,313	416,467
15	Purchasing	96,621	116,977	111,233	118,233	118,233	120,006	121,807	123,634	125,488
16	Teen Court	-	-	-	-	-	-	-	-	-
17	City Marshal's Office	187,146	205,207	150,895	158,171	158,343	160,718	163,129	165,576	168,059
18	TOTAL FINANCE	\$ 1,240,903	\$ 1,341,357	\$ 1,241,227	\$ 1,292,591	\$ 1,288,684	\$ 1,308,014	\$ 1,327,634	\$ 1,347,549	\$ 1,367,762
19										
20	PARKS AND RECREATION									
21	Parks and Recreation Admin	\$ 218,796	\$ 225,331	\$ 230,046	\$ 224,353	\$ 226,788	\$ 230,190	\$ 233,643	\$ 237,147	\$ 240,705
22	Recreation Programming	279,213	316,551	335,291	308,971	318,321	323,096	327,942	332,861	337,854
23	Athletic Programming	302,505	358,144	366,053	374,136	371,648	377,223	382,881	388,624	394,454
24	Horticulture	175,243	179,746	171,549	176,753	176,753	179,404	182,095	184,827	187,599
25	Park Grounds Maintenance	1,111,842	1,201,681	1,192,560	1,268,479	1,281,847	1,301,075	1,320,591	1,340,400	1,360,506
26	Building Services	714,622	766,459	842,548	897,531	878,688	891,868	905,246	918,825	932,607
27	Senior Center	151,556	184,923	179,573	188,545	187,487	190,299	193,154	196,051	198,992
28	TOTAL PARKS & RECREATION	\$ 2,953,777	\$ 3,232,835	\$ 3,317,620	\$ 3,438,768	\$ 3,441,532	\$ 3,493,155	\$ 3,545,552	\$ 3,598,736	\$ 3,652,717
29										
30	POLICE									
31	Police Administration	\$ 542,243	\$ 565,664	\$ 540,400	\$ 511,007	\$ 509,007	\$ 516,642	\$ 524,392	\$ 532,258	\$ 540,241
32	Patrol	3,427,336	3,958,113	3,941,564	3,945,996	3,992,757	4,052,648	4,113,438	4,175,140	4,237,767
33	Criminal Investigation	1,176,346	1,158,099	1,172,788	1,160,407	1,161,501	1,178,924	1,196,607	1,214,556	1,232,775
34	Special Services	456,778	478,236	405,910	294,783	287,667	291,982	296,362	300,807	305,319
35	School Resource Officers	191,005	-	-	-	-	-	-	-	-
36	Animal Control	304,052	351,335	348,335	367,660	372,571	378,160	383,832	389,589	395,433
37	School Guards	79,705	80,720	87,220	87,300	80,820	82,032	83,263	84,512	85,779
38	Crime Prevention	126,441	119,794	130,371	121,412	121,469	123,291	125,140	127,018	128,923
39	Communications / Records	1,193,996	1,201,947	1,227,105	1,220,676	1,230,336	1,248,791	1,267,523	1,286,536	1,305,834
40	Detention Services	225,900	327,180	264,291	313,771	313,771	318,478	323,255	328,104	333,025
41	TOTAL POLICE	\$ 7,723,802	\$ 8,241,088	\$ 8,117,984	\$ 8,023,012	\$ 8,069,899	\$ 8,190,947	\$ 8,313,812	\$ 8,438,519	\$ 8,565,097
42										

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL FUND
 EXPENDITURE DETAIL
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PROPOSED

	GENERAL FUND EXPENDITURES	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
43	PUBLIC WORKS									
44	Engineering / Planning	\$ 252,331	\$ 337,420	\$ 345,418	\$ 428,664	\$ 431,281	\$ 437,750	\$ 444,316	\$ 450,981	\$ 457,746
45	Building Inspection	498,504	661,841	604,568	618,267	615,445	624,677	634,047	643,558	653,211
46	Streets	1,740,803	1,955,752	1,880,183	1,966,100	2,163,220	2,195,668	2,228,603	2,262,032	2,295,963
47	Signs & Signals	517,642	662,392	612,244	692,175	725,206	736,084	747,125	758,332	769,707
48	Equipment Services	948,528	999,443	917,288	1,007,092	1,043,369	1,059,020	1,074,905	1,091,028	1,107,394
49	TOTAL PUBLIC WORKS	\$ 3,957,807	\$ 4,616,848	\$ 4,359,701	\$ 4,712,298	\$ 4,978,521	\$ 5,053,199	\$ 5,128,997	\$ 5,205,932	\$ 5,284,021
50										
51	FIRE									
52	Fire Administration	\$ 686,380	\$ 505,801	\$ 524,721	\$ 525,541	\$ 520,848	\$ 528,661	\$ 536,591	\$ 544,639	\$ 552,809
53	Fire Prevention	204,660	220,595	221,933	224,799	227,834	231,252	234,720	238,241	241,815
54	Fire Suppression	3,613,618	3,749,047	3,706,232	3,705,630	3,717,447	3,773,209	3,829,807	3,887,254	3,945,563
55	Advanced Life Support	1,221,681	1,478,359	1,446,671	1,505,124	1,503,546	1,526,099	1,548,991	1,572,226	1,595,809
56	Emergency Management Administrator	72,404	76,344	60,527	103,591	103,411	104,962	106,537	108,135	109,757
57	TOTAL FIRE	\$ 5,798,744	\$ 6,030,146	\$ 5,960,084	\$ 6,064,685	\$ 6,073,086	\$ 6,164,182	\$ 6,256,645	\$ 6,350,495	\$ 6,445,752
58										
59	Total Amendments To Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	Transfer To Innovations Fund	2,385,187	-	-	1,135,522	-	-	-	-	-
61	Amount Available for perpetual spend				-	-	-	-	-	-
62	Transfer To Grant Fund	14,966	-	55,000	15,000	95,000	15,000	95,000	15,000	95,000
63	Transfer to Fieldhouse	-	308,200	308,200	-	-	-	-	-	-
64	Economic Incentive Grants	-	-	1,683,374	300,000	300,000	300,000	300,000	100,000	-
65	Loan Payment	-	-	222,211	240,228	240,228	240,228	240,228	240,228	240,228
66	TOTAL GENERAL FUND EXPEND.	\$ 26,828,984	\$ 26,505,377	\$ 28,198,154	\$ 28,050,476	\$ 27,257,719	\$ 27,577,056	\$ 28,062,384	\$ 28,193,791	\$ 28,591,370

**DEBT SERVICE
FUND**

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 GENERAL DEBT SERVICE FUND
 8/3/15 11:50 AM

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
	REVENUES									
1	Ad Valorem Taxes	\$ 1,080,715	\$ 1,075,689	\$ 1,133,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
2	Delinquent Taxes	24,953	18,000	20,000	18,000	20,000	20,000	20,000	20,000	20,000
3	Penalties and Interest	17,577	11,000	12,000	11,000	12,000	12,000	12,000	12,000	12,000
4	Interest Earnings Debt Service	3,822	5,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5	Miscellaneous	1,036	-	-	-	-	-	-	-	-
6	Drainage Fund Transfer	200,000	200,000	200,000	-	-	-	-	-	-
7	TOTAL REVENUES	\$ 1,328,103	\$ 1,309,689	\$ 1,367,000	\$ 1,331,000	\$ 1,334,000				
8										
9	EXPENDITURES									
10	Principal Retirement	\$ 801,545	\$ 758,589	\$ 758,589	\$ -	\$ 758,589	\$ 758,589	\$ 758,589	\$ 758,589	\$ 758,589
11	Interest on Debt	523,455	566,411	566,411	-	566,411	566,411	566,411	566,411	566,411
12	Paying Agent Fees / Bonds Issuance Costs	377	400	400	-	400	400	400	400	400
13	Transfer to the General Fund			50,000	1,325,000	-	-	-	-	-
14	TOTAL EXPENDITURES	\$ 1,325,377	\$ 1,325,400	\$ 1,375,400	\$ 1,325,000	\$ 1,325,400				
15										
16	NET REVENUES	\$ 2,726	\$ (15,711)	\$ (8,400)	\$ 6,000	\$ 8,600				
17										
18	FUND BALANCE									
19	BEGINNING BALANCE	\$ 15,711	\$ 15,711	\$ 18,437	\$ 10,037	\$ 16,037	\$ 24,637	\$ 33,237	\$ 41,837	\$ 50,437
20										
21	ENDING BALANCE	\$ 18,437	\$ -	\$ 10,037	\$ 16,037	\$ 24,637	\$ 33,237	\$ 41,837	\$ 50,437	\$ 59,037
22										
23	Average Annual Debt Service Requirements	\$ 1,393,292	\$ 1,325,000	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24										
25	Percentage of Debt Service	1.3%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

ENTERPRISE FUND

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 UTILITY FUND
 WATER & WASTEWATER SERVICES

PROPOSED

8/3/15 12:07 PM

Water Rate	10.00%	10.00%	16.80%	15.00%	6.10%	8.20%	0.00%	0.00%
Sewer Rate	20.00%	20.00%	20.00%	20.00%	5.00%	5.00%	0.00%	0.00%
General Expense Rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
TRA Expense Rate	14.55%	14.55%	9.85%	11.60%	14.10%	10.40%	6.70%	7.00%

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Residential Water Sales	\$ 4,317,332	\$ 4,836,598	\$ 4,200,000	\$ 4,905,600	\$ 5,641,440	\$ 5,985,568	\$ 6,476,384	\$ 6,476,384	\$ 6,476,384
3	Multi-Family Water Sales	703,656	934,788	727,354	\$ 849,549	\$ 976,982	\$ 1,036,578	\$ 1,121,577	\$ 1,121,577	\$ 1,121,577
4	Commercial Water Sales	1,087,163	847,630	1,062,000	\$ 1,240,416	\$ 1,426,478	\$ 1,513,494	\$ 1,637,600	\$ 1,637,600	\$ 1,637,600
5	Water Sales Other	189	-	508	-	-	-	-	-	-
6	Water Sales Irrigation	407,478	405,567	300,000	\$ 350,400	\$ 402,960	\$ 427,541	\$ 462,599	\$ 462,599	\$ 462,599
7	Water Taps	10,365	5,500	12,000	10,000	10,000	10,000	10,000	10,000	10,000
8	Schools Water Sales	157,641	244,667	188,872	\$ 220,602	\$ 253,693	\$ 269,168	\$ 291,240	\$ 291,240	\$ 291,240
9	City Water Sales	183,656	162,827	32,661	-	-	-	-	-	-
10	TOTAL WATER REVENUES	\$ 6,867,480	\$ 7,437,577	\$ 6,523,395	\$ 7,576,568	\$ 8,711,553	\$ 9,242,348	\$ 9,999,400	\$ 9,999,400	\$ 9,999,400
11										
12	Residential Sewer Service	4,007,231	\$ 4,898,567	\$ 4,799,076	\$ 5,758,891	\$ 6,910,669	\$ 7,256,203	\$ 7,619,013	\$ 7,619,013	\$ 7,619,013
13	Multi - Family Sewer Service	1,009,577	1,011,768	1,076,806	\$ 1,292,167	\$ 1,550,601	\$ 1,628,131	\$ 1,709,537	\$ 1,709,537	\$ 1,709,537
14	Commercial Sewer Service	745,726	1,045,400	859,138	\$ 1,030,966	\$ 1,237,159	\$ 1,299,017	\$ 1,363,967	\$ 1,363,967	\$ 1,363,967
15	Sewer Taps	4,405	6,716	3,640	3,640	3,600	3,600	3,600	3,600	3,600
16	Schools Sewer Sales	70,384	189,514	127,000	\$ 152,400	\$ 182,880	\$ 192,024	\$ 201,625	\$ 201,625	\$ 201,625
17	City Sewer Sales	8,444	130,714	1,449	-	-	-	-	-	-
18	TOTAL SEWER REVENUES	\$ 5,845,767	\$ 7,282,679	\$ 6,867,109	\$ 8,238,064	\$ 9,884,909	\$ 10,378,974	\$ 10,897,743	\$ 10,897,743	\$ 10,897,743
19										
20	Interest on Investments	\$ 8,343	\$ 6,500	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
21	Refunds from Trinity River Authority	529,073	-	692,680	-	-	-	-	-	-
22	Service Charges	125,235	132,310	132,310	132,310	133,633	134,969	136,319	137,682	139,059
23	Miscellaneous Income	11,260	7,865	8,185	8,267	8,350	8,433	8,517	8,603	8,689
24	Cash Over And Short	(288)	-	(280)	-	-	-	-	-	-
25	Return Check Fees	3,815	6,173	3,800	3,800	3,800	3,800	3,800	3,800	3,800
26	Scrap Metal Sales	14,175	7,809	4,182	3,500	3,500	3,500	3,500	3,500	3,500
27	Sur-chgs. paid by violators	24,495	-	21,738	-	-	-	-	-	-
28	Penalties	171,175	97,834	145,000	145,000	146,450	147,915	149,394	150,888	152,396
29	TOTAL OTHER REVENUE	\$ 896,383	\$ 258,491	\$ 1,014,615	\$299,877	\$302,733	\$305,617	\$308,530	\$311,472	\$314,444
30										
31	TOTAL REVENUES	\$ 13,609,630	\$ 14,978,747	\$ 14,405,119	\$ 16,114,509	\$ 18,899,195	\$ 19,926,939	\$ 21,205,674	\$ 21,208,616	\$ 21,211,588
32										

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 UTILITY FUND
 WATER & WASTEWATER SERVICES

PROPOSED

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Water Rate	10.00%	10.00%	16.80%	15.00%	6.10%	8.20%	0.00%	0.00%
Sewer Rate	20.00%	20.00%	20.00%	20.00%	5.00%	5.00%	0.00%	0.00%
General Expens	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
TRA Expense R	14.55%	14.55%	9.85%	11.60%	14.10%	10.40%	6.70%	7.00%

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
33	EXPENDITURES									
34	Utility Accounting	\$ 1,094,747	\$ 1,015,338	\$ 989,544	\$ 1,055,205	\$ 1,024,261	\$ 1,034,504	\$ 1,044,849	\$ 1,055,297	\$ 1,065,850
35	Utility Administration	313,226	360,639	345,782	351,670	351,464	354,979	358,528	362,114	365,735
36	Water Services	3,981,996	4,566,812	4,165,648	4,445,339	4,667,606	4,900,986	5,146,036	5,403,337	5,673,504
37	Wastewater Services	4,731,134	6,542,500	5,411,241	5,054,505	5,488,602	6,050,552	6,465,039	6,732,065	7,011,047
38	Non-Departmental (Meter Audit)		-	39,000	-	-	-	-	-	-
39	TOTAL OPERATING EXPEND.	\$ 10,121,103	\$ 12,485,289	\$ 10,951,215	\$ 10,906,719	\$ 11,531,933	\$ 12,341,020	\$ 13,014,452	\$ 13,552,813	\$ 14,116,136
40										
41	Principal Retirement	\$ 320,000	\$ 325,000	\$ 325,000	\$ 330,000	\$ 340,000	\$ 345,000	\$ 345,000	\$ 110,000	\$ -
42	Interest on Debt	26,195	22,331	22,331	17,851	13,269	8,584	3,864	725	-
43	Paying Agent Fees	-	600	600	600	600	600	600	600	-
44	Transfer to General Fund	1,406,901	1,541,211	1,541,211	1,556,314	1,630,590	1,878,482	2,049,126	2,250,301	1,858,425
45	Transfer to CIP	2,422,600	1,698,250	1,698,250	2,356,001	2,493,000	4,247,360	5,326,169	6,625,000	2,460,000
46	Transfer Out Pilot Franchise Tax	414,163	473,129	473,129	477,766	500,567	576,666	629,051	690,809	570,509
47	TOTAL NON-OPER. EXPEND.	\$ 4,589,859	\$ 4,060,521	\$ 4,060,521	\$ 4,738,532	\$ 4,978,026	\$ 7,056,692	\$ 8,353,810	\$ 9,677,435	\$ 4,888,934
48										
49	TOTAL FUND EXPENDITURES	\$ 14,710,962	\$ 16,545,810	\$ 15,011,736	\$ 15,645,251	\$ 16,509,959	\$ 19,397,712	\$ 21,368,262	\$ 23,230,248	\$ 19,005,070
50										
51	FUND BALANCE SUMMARY									
52	Beginning Fund Balance	\$ 3,238,557	\$ 639,869	\$ 2,137,225	\$ 1,530,608	\$ 1,999,866	\$ 4,389,102	\$ 4,918,329	\$ 4,755,740	\$ 2,734,108
53	Change in Fund Balance	(1,101,332)	(1,567,063)	(606,617)	469,258	2,389,236	529,227	(162,588)	(2,021,632)	2,206,517
54	Ending Fund Balance	\$ 2,137,225	\$ (927,194)	\$ 1,530,608	\$ 1,999,866	\$ 4,389,102	\$ 4,918,329	\$ 4,755,740	\$ 2,734,108	\$ 4,940,626
55										
56	Operating Reserve	1,663,743	2,052,376	1,800,200	1,792,885	1,895,660	2,028,661	2,139,362	2,227,860	2,320,461
57	Fund Balance Over Reserve	\$ 473,482	\$ (2,979,570)	\$ (269,592)	\$ 206,981	\$ 2,493,441	\$ 2,889,668	\$ 2,616,378	\$ 506,248	\$ 2,620,165
58										
59	Days Operating Expenditures	77	(27)	51	67	139	145	133	74	128

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 UTILITY FUND CIP
 FIVE - YEAR PLAN FOR THE
 FISCAL YEAR 2016-21 BUDGETS
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PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2019-21 BUDGET
1	REVENUES									
2	Transfer from Utility Fund	\$ 2,422,600	\$ 1,698,250	\$ 1,698,250	\$ 2,356,001	\$ 2,493,000	\$ 4,247,360	\$ 5,326,169	\$ 6,625,000	\$ 2,460,000
3	Interest on Logic/ Federated Investments	229	260	260	280	280	280	280	280	280
4	Total Revenue	\$ 2,422,829	\$ 1,698,510	\$ 1,698,510	\$ 2,356,281	\$ 2,493,280	\$ 4,247,640	\$ 5,326,449	\$ 6,625,280	\$ 2,460,280
5										
6	EXPENSES									
7	Water Line Replacement **	\$ 75,724	\$ 1,418,000	\$ 585,000	\$ 900,000	\$ 612,000	\$ 959,000	\$ 2,280,369	\$ 3,560,000	\$ 465,000
8	Water Tank Rehab	566,855	-	1,016,801	-	105,000	805,000	675,000	630,000	700,000
9	Wastewater Line Replacement	21,552	553,250	403,675	439,000	507,000	1,212,360	1,097,800	1,160,000	20,000
10	Wastewater Line Replacement(Pipe Burst)	227,905	-	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
11	Cured-In-Place Pipe (C.I.P.P.)	-	-	65,000	67,000	69,000	71,000	73,000	75,000	75,000
12	Total Expenses	\$ 892,036	\$ 1,971,250	\$ 3,270,476	\$ 2,606,000	\$ 2,493,000	\$ 4,247,360	\$ 5,326,169	\$ 6,625,000	\$ 2,460,000
13										
14	Net Income	\$ 1,530,793	\$ (272,740)	\$ (1,571,966)	\$ (249,719)	\$ 280				
15										
16	FUND BALANCE									
17										
18	BEGINNING BALANCE	\$ 393,929	\$ 394,178	\$ 1,924,722	\$ 352,756	\$ 103,037	\$ 103,317	\$ 103,597	\$ 103,877	\$ 104,157
19										
20	ENDING BALANCE	\$ 1,924,722	\$ 121,438	\$ 352,756	\$ 103,037	\$ 103,317	\$ 103,597	\$ 103,877	\$ 104,157	\$ 104,437

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 UTILITY FUND
 SOLID WASTE SERVICES
 8/3/15 12:21 PM

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Garbage Collection Fees (Residential)	\$ 2,008,626	\$ 2,000,000	\$ 2,118,818	\$ 2,118,000	\$ 2,118,000	\$ 2,118,000	\$ 2,118,000	\$ 2,118,000	\$ 2,118,000
3	Landfill Fees (Commercial)	333,304	315,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
4	Commercial Collection (Franchise Receipts)	163,480	164,800	165,000	165,000	165,000	165,000	165,000	165,000	165,000
5	Commercial Collection	51,246	48,000	57,000	57,000	57,000	57,000	57,000	57,000	57,000
6	Interest on Investments	142	250	250	250	250	250	250	250	250
7	Rate Increase	-	121,818	-	-	128,172	-	128,172	-	128,172
8	TOTAL REVENUE	\$ 2,556,798	\$ 2,649,868	\$ 2,671,068	\$ 2,670,250	\$ 2,798,422	\$ 2,670,250	\$ 2,798,422	\$ 2,670,250	\$ 2,798,422
9										
10	EXPENDITURES									
11	Solid Waste Budget	\$ 188,361	\$ 290,804	\$ 304,445	\$ 323,160	\$ 326,392	\$ 329,656	\$ 332,952	\$ 336,282	\$ 339,644
12	Garbage Collection Contract (Republic)	1,371,451	1,425,650	1,402,000	1,434,351	1,463,038	1,492,299	1,522,145	1,552,588	1,552,588
13	Landfill	701,150	707,000	642,300	663,000	676,260	689,785	703,581	717,653	717,653
14	TOTAL OPERATING EXPENSE	\$ 2,260,962	\$ 2,423,454	\$ 2,348,745	\$ 2,420,511	\$ 2,465,690	\$ 2,511,739	\$ 2,558,678	\$ 2,606,522	\$ 2,609,885
15										
16	Transfer to CIP (Alley Repairs)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
17	Transfer to General Fund	126,308	129,719	129,719	135,986	138,734	141,247	143,808	146,418	146,687
18	TOTAL EXPENDITURES	\$ 2,587,270	\$ 2,753,173	\$ 2,678,464	\$ 2,756,497	\$ 2,804,424	\$ 2,852,986	\$ 2,902,486	\$ 2,952,940	\$ 2,956,572
19										
20	FUND BALANCE SUMMARY									
21	Beginning Balance	\$ 784,941	\$ 708,027	\$ 754,469	\$ 747,073	\$ 660,826	\$ 654,824	\$ 472,088	\$ 368,024	\$ 85,334
22	Change in Fund Balance	(30,472)	(103,305)	(7,396)	(86,247)	(6,002)	(182,736)	(104,064)	(282,690)	(158,150)
23	Ending Fund Balance	\$ 754,469	\$ 604,722	\$ 747,073	\$ 660,826	\$ 654,824	\$ 472,088	\$ 368,024	\$ 85,334	\$ (72,815)
24										
25	Operating Reserve Requirement	\$ 371,665	\$ 398,376	\$ 386,095	\$ 397,892	\$ 405,319	\$ 412,889	\$ 420,605	\$ 428,469	\$ 429,022
26	Fund Balance Over Reserve	\$ 382,804	\$ 206,346	\$ 360,978	\$ 262,934	\$ 249,505	\$ 59,199	\$ (52,581)	\$ (343,135)	\$ (501,838)
	Days of Fund Balance	106	80	102	88	85	60	46	11	(9)

CITY OF DUNCANVILLE
 CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 DUNCANVILLE SPORTS FACILITY

PROPOSED

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	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Marketing	750	11,000	6,000	10,000	10,100	10,201	10,303	10,406	10,510
3	Food Court/Café	85,324	92,700	92,700	92,700	93,627	94,563	95,509	96,464	97,429
4	General Store	144,037	128,000	133,000	134,000	135,340	136,693	138,060	139,441	140,835
5	Basketball	343,038	315,500	308,500	359,000	362,590	366,216	369,878	373,577	377,313
6	Volleyball	63,188	90,000	103,100	114,500	115,645	116,801	117,969	119,149	120,341
7	Futsal	2,875	5,650	2,000	4,500	4,545	4,590	4,636	4,683	4,730
8	Cheer and Dance	12,446	14,000	10,500	11,000	11,110	11,221	11,333	11,447	11,561
9	Baseball	-	1,483	-	1,483	1,498	1,513	1,528	1,543	1,559
10	Martial Arts	36,234	28,000	47,500	50,500	51,005	51,515	52,030	52,551	53,076
11	Birthday Parties	-	1,100	-	-	-	-	-	-	-
12	Camps and Misc Activities	17,166	12,000	210,000	200,000	202,000	204,020	206,060	208,121	210,202
13	Facilities Rental	21,180	15,500	25,000	28,000	28,280	28,563	28,848	29,137	29,428
14	Fitness	14,819	13,000	17,000	17,000	17,170	17,342	17,515	17,690	17,867
15	Strength and Conditioning	2,325	18,000	1,000	1,000	1,010	1,020	1,030	1,041	1,051
16	Aerobics	28,209	27,600	22,000	22,000	22,220	22,442	22,667	22,893	23,122
17	Non Organization (Cash Over/Short)	67	-	-	-	-	-	-	-	-
18	Digital Sign Revenue	65,873	63,650	66,000	67,320	68,666	70,040	71,441	72,869	74,327
19	Interest Revenue Allocation	-	180	-	-	-	-	-	-	-
20	Transfer from General Fund	-	308,200	308,200	-	-	-	-	-	-
21	Total Revenue	\$ 837,532	\$ 1,145,563	\$ 1,352,500	\$ 1,113,003	\$ 1,124,806	\$ 1,136,741	\$ 1,148,809	\$ 1,161,011	\$ 1,173,350
22										
23	EXPENSES									
24	Administrative (Includes options selected by council totaling \$308,200 for FY15)	\$ 737,637	\$ 1,061,068	\$ 1,072,267	\$ 917,370	\$ 926,544	\$ 935,809	\$ 945,167	\$ 954,619	\$ 964,165
25	Marketing	11,500	32,879	18,809	49,784	50,282	50,785	51,293	51,805	52,323
26	Food Court/Café	91,603	78,423	78,625	78,625	81,000	81,810	82,628	83,454	84,289
27	General Store	84,118	75,000	85,000	85,000	85,850	86,709	87,576	88,451	89,336
28	Basketball	61,879	143,574	55,454	98,554	99,540	100,535	101,540	102,556	103,581
29	Volleyball	2,011	51,867	16,524	27,842	28,120	28,402	28,686	28,972	29,262
30	Futsal	-	1,900	117	1,400	1,414	1,428	1,442	1,457	1,471
31	Cheer and Dance	-	5,000	2,600	10,700	10,807	10,915	11,024	11,134	11,246
32	Baseball	374	500	-	500	505	510	515	520	526
33	Martial Arts	15,196	15,000	29,800	29,800	30,098	30,399	30,703	31,010	31,320
34	Camps and Misc Activities	9,230	6,300	73,000	78,000	78,780	79,568	80,363	81,167	81,979
35	Facilities Rentals	-	8,154	10,400	11,100	11,211	11,323	11,436	11,551	11,666
36	Fitness	728	5,600	5,600	4,200	4,242	4,284	4,327	4,371	4,414
37	Strength and Conditioning	3,000	3,500	3,500	3,500	3,535	3,570	3,606	3,642	3,679
38	Aerobics	16,533	22,000	12,000	12,000	12,120	12,241	12,364	12,487	12,612
39	Capital (Lawsuit Settlement)	-	-	-	-	-	-	-	-	-
40	Debt Service - Principal	395,000	405,000	405,000	415,000	425,000	440,000	455,000	455,000	455,000
41	Debt Service - Interest	233,184	225,284	225,284	216,171	203,721	188,846	172,347	172,347	172,347
42	Debt Service - Paying Agent Fees	1,129	315	315	315	315	315	315	315	315
43	Total Expenses	\$ 1,663,121	\$ 2,141,364	\$ 2,094,295	\$ 2,039,861	\$ 2,053,084	\$ 2,067,449	\$ 2,080,333	\$ 2,094,860	\$ 2,109,532
44										
45	Net Income(Loss) Before Transfer from DCEDC	\$ (825,589)	\$ (995,801)	\$ (741,795)	\$ (926,858)	\$ (928,277)	\$ (930,708)	\$ (931,524)	\$ (933,848)	\$ (936,181)
46										
47	Transfer from DCEDC for Debt Service Only	628,184	630,284	630,284	631,171	628,721	628,846	627,347	627,347	627,347
48										
49	Net Income (Loss)	\$ (197,405)	\$ (365,517)	\$ (111,511)	\$ (295,687)	\$ (299,556)	\$ (301,862)	\$ (304,177)	\$ (306,501)	\$ (308,834)
50										
51	FUND BALANCE									
52	BEGINNING BALANCE	\$ (586,528)	\$ (968,300)	\$ (783,933)	\$ (895,444)	\$ (1,191,131)	\$ (1,490,687)	\$ (1,792,549)	\$ (2,096,726)	\$ (2,403,228)
53										
54	ENDING BALANCE	\$ (783,933)	\$ (1,333,817)	\$ (895,444)	\$ (1,191,131)	\$ (1,490,687)	\$ (1,792,549)	\$ (2,096,726)	\$ (2,403,228)	\$ (2,712,062)

**SPECIAL REVENUE
FUND**

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 HOTEL-MOTEL TAX FUND
 8/3/2015 11:50

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 ADOPTED	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
	REVENUES									
1	Haven Hotel (Old Ramada)	\$ -	\$ -	\$ 6,250	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
2	Motel 6	67,810	60,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
3	Holiday Inn Express	101,110	\$ 80,000	\$ 91,000	91,000	91,000	91,000	91,000	91,000	91,000
4	Hilton Garden Inn	259,078	235,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
5	Best Western	111,200	105,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000
6	Alla's Bed and Breakfast	2,993	2,600	4,000	4,000	4,000	4,000	4,000	4,000	4,000
7	Hotel-Motel Taxes	\$ 542,191	\$ 482,600	\$ 525,250	\$ 544,000	\$ 544,000	\$ 544,000	\$ 544,000	\$ 544,000	\$ 544,000
8	Gate Fees/Sponsorship for Fireworks	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Interest on Investments	814	800	800	800	1,000	1,000	1,000	1,000	1,000
10	Donation for Senior Center Sound System	3,428	-	-	-	-	-	-	-	-
11	TOTAL REVENUES	\$ 546,433	\$ 533,400	\$ 526,050	\$ 544,800	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000
	EXPENDITURES									
12	CVB Cost Center									
13-1	Easter Egg Hunt	\$ 200	\$ 1,275	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
13-2	Summer Concert Series	2,950	3,213	12,150	12,150	12,150	12,150	12,150	12,150	12,150
13-3	Best Southwest Juneteenth Celebr.	23,192	5,000	2,000	2,000	2,000	25,000	2,000	2,000	2,000
13-4	July 4th Celebr.	26,043	19,573	21,000	21,000	21,000	21,000	21,000	21,000	21,000
13-5	Festival Duncanville	6,844	7,176	11,000	11,000	11,000	11,000	11,000	11,000	11,000
13-6	Boo Bash	-	1,923	2,085	2,085	2,085	2,085	2,085	2,085	2,085
13-7	Christmas Parade and Tree Lighting	17,000	26,359	29,100	28,900	28,900	28,900	28,900	28,900	28,900
13-8	Five Star Camp Sponsorship	546	3,060	3,060	3,000	3,000	3,000	3,000	3,000	3,000
13-9	Mariachis Festival	750	-	-	-	-	-	-	-	-
13-10	Father Daughter Dance	725	-	-	-	-	-	-	-	-
13-11	Other Event Sponsorships	-	510	500	500	500	500	500	500	500
13-12	Advertising	20,817	19,775	18,885	18,885	18,885	18,885	18,885	18,885	18,885
13-13	CVB Collateral Materials	-	1,020	1,000	1,000	1,000	1,000	1,000	1,000	1,000
13-14	Miscellaneous Operational Expenses	13,290	20,604	6,982	9,681	7,000	7,000	7,000	7,000	7,000
13-15	Workers Comp and Liability Insurance	3,990	4,389	3,990	3,990	3,990	3,990	3,990	3,990	3,990
13-16	Multi- Cultural Board Activities	-	6,150	6,150	6,150	6,150	6,150	6,150	6,150	6,150
13-17	Fireworks	-	50,000	-	50,000	-	-	-	-	-
14	Sandra Meadows Tournament (Lions Club)	20,000	25,000	25,000	35,000	-	-	-	-	-
15	Great American Sports (GASO)	-	-	-	15,000	-	-	-	-	-
16	Duncanville Chamber of Commerce (Visitor Center)	-	25,923	25,923	82,093	-	-	-	-	-
17	Promoting the Arts Applicant Pool * State Law limits Promotion of the Arts to 15% of gross HOT									
17-1	Senior Center Sound System Replacement (Estimate of \$33,000 less amount collected via fundraiser of \$3,400)	10,248	-	-	-	-	-	-	-	-
17-2	Duncanville Community Theatre	12,000	12,000	12,000	26,000	-	-	-	-	-
17-3	Community Theatre Loan Payment to General Fund (Last pymt 09-2015)	21,621	21,621	21,621	-	-	-	-	-	-
17-4	International Museum of Cultures	25,000	25,000	25,000	26,539	-	-	-	-	-
18	Electronic Sign at Main and Wheatland	-	75,000	75,000	-	-	-	-	-	-
19	Convention Center (Last pymt 09-2015)	260,078	235,000	250,000	-	-	-	-	-	-
20	Sports Tourism	-	-	-	200,000	250,000	250,000	250,000	250,000	250,000
21	Way-Finding Project and Signage	-	-	-	50,000	150,000	100,000	-	-	-
22	Transfer to General Fund	18,623	22,380	22,380	40,860	40,875	40,875	40,875	40,875	40,875
23	TOTAL EXPENDITURES	\$ 483,917	\$ 611,953	\$ 576,326	\$ 647,333	\$ 560,035	\$ 533,035	\$ 410,035	\$ 410,035	\$ 410,035
24										
25	NET REVENUES	\$ 62,516	\$ (78,553)	\$ (50,276)	\$ (102,533)	\$ (15,035)	\$ 11,965	\$ 134,965	\$ 134,965	\$ 134,965
26										
27	BEGINNING BALANCE	\$ 143,671	\$ 197,234	\$ 206,187	\$ 155,911	\$ 53,378	\$ 38,343	\$ 50,308	\$ 185,273	\$ 320,238
28										
29	ENDING BALANCE	\$ 206,187	\$ 118,681	\$ 155,911	\$ 53,378	\$ 38,343	\$ 50,308	\$ 185,273	\$ 320,238	\$ 455,203
30	# Days Fund Balance	156	71	99	30	25	34	165	285	405
31										
32	Promotion of the Arts Limit 15%	\$ 81,329	\$ 72,390	\$ 78,788	\$ 81,600	\$ 81,600	\$ 81,600	\$ 81,600	\$ 81,600	\$ 81,600
32-1	Less:									
32-2	DCT operating grant	(12,000)	(12,000)	(12,000)	(26,000)	-	-	-	-	-
32-3	DCT Loan Repayment	(21,621)	(21,621)	(21,621)	-	-	-	-	-	-
32-4	IMC operating grant	(25,000)	(25,000)	(25,000)	(26,539)	-	-	-	-	-
32-5	Senior Center Sound Replacement grant	(10,248)	-	-	-	-	-	-	-	-
32-6										
32-7	Available Funds For Promotion of the Arts	\$ 12,460	\$ 13,769	\$ 20,167	\$ 29,061	\$ 81,600	\$ 81,600	\$ 81,600	\$ 81,600	\$ 81,600

CITY OF DUNCANVILLE
 FISCAL YEAR 2014-15 REVISED BUDGET AND 2015-16 PROPOSED BUDGET
 DUNCANVILLE COMMUNITY & ECONOMIC
 DEVELOPMENT CORPORATION BOARD
 8/3/15 11:50 AM

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 Actual	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	4-B Sales Tax	\$ 2,230,250	\$ 2,380,173	\$ 2,182,169	\$ 2,182,169	\$ 2,182,169	\$ 2,182,169	\$ 2,182,169	\$ 2,182,169	\$ 2,182,169
3	Interest Income	2,017	3,000	2,500	2,500	2,525	2,550	2,576	2,602	2,628
4	Total Revenue	\$ 2,232,267	\$ 2,383,173	\$ 2,184,669	\$ 2,184,669	\$ 2,184,694	\$ 2,184,719	\$ 2,184,745	\$ 2,184,771	\$ 2,184,797
5	EXPENSES									
6	Annual Recurring Expenses									
7	Economic Development	\$ 115,108	\$ 237,762	\$ 110,396	\$ 229,326	\$ 231,619	\$ 233,935	\$ 236,275	\$ 238,638	\$ 241,024
8	KDB	8,308	9,472	9,841	9,841	9,939	10,039	10,139	10,241	10,343
9	Marketing	0	36,325	11,075	42,375	42,799	43,227	43,659	44,096	44,537
10	Main Station Railroad Flats Water and Mowing Costs	387	8,000	500	500	-	-	-	-	-
11	Main Station Railroad Flats Property Taxes 29 lots	-	696	700	700	-	-	-	-	-
12	Transfer to General Fund	54,348	66,267	66,267	66,115	66,326	66,540	66,755	66,973	67,192
13	Total	\$ 178,151	\$ 358,522	\$ 198,779	\$ 348,857	\$ 350,683	\$ 353,741	\$ 356,828	\$ 359,947	\$ 363,095
15	Economic Development Projects									
16	Sign / Paint / Landscape Program	\$ 10,550	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
17	Hilton Garden Inn (2015 Tax paid in 2016 is final year)	61,933	62,170	62,170	64,035	-	-	-	-	-
18	Costco Sales Tax Rebate (Last payment August 2016)	170,379	188,809	188,809	194,473	-	-	-	-	-
19	Main and Center Street Development	31,443	-	-	-	-	-	-	-	-
20	Dallas Heart & Vascular Consultants (wall project) 50% to be paid Phase I with remaining 50% paid Phase II	28,500	-	-	28,500	-	-	-	-	-
21	Main Station Railroad Flats Land Acquisition (29 Lots)	220,347	-	-	-	-	-	-	-	-
22	W B Service Company	37,038	42,000	42,000	45,000	48,000	27,962	-	-	-
23	Marshal Arts Fire Alarm	4,625	-	-	-	-	-	-	-	-
24	EON - Building improvements	-	-	160,682	-	-	-	-	-	-
25	Total Economic Development Projects	\$ 564,815	\$ 352,979	\$ 513,661	\$ 392,008	\$ 108,000	\$ 87,962	\$ 60,000	\$ 60,000	\$ 60,000
26	Quality of Life Projects									
27	Library Books	\$ 29,582	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Library Enhancements (Computer replacement or additions)	14,817	15,000	15,000	-	-	-	-	-	-
29	Beautification	140,075	147,026	134,607	144,231	147,116	148,587	150,073	151,573	153,089
30	Total for Quality of Life Projects	\$ 184,474	\$ 212,026	\$ 199,607	\$ 144,231	\$ 147,116	\$ 148,587	\$ 150,073	\$ 151,573	\$ 153,089
31										
32	Contribution to BKF Debt Series 2010 (See Note #2)	\$ 628,184	\$ 630,284	\$ 630,284	\$ 631,171	\$ 628,721	\$ 628,846	\$ 627,346	\$ 627,346	\$ 627,346
33	Debt Service (Series 2006) Last pymt Feb. 2021	513,705	513,205	513,205	512,105	515,305	512,805	514,605	514,605	514,605
34	Paying Agent Fees	-	700	700	700	700	700	700	700	700
35	Total Debt Service	\$ 1,141,889	\$ 1,144,189	\$ 1,144,189	\$ 1,143,976	\$ 1,144,726	\$ 1,142,351	\$ 1,142,651	\$ 1,142,651	\$ 1,142,651
36										
37	Interest on General Fund Loan	812	-	-	-	-	-	-	-	-
38	Total Expenses	\$ 2,070,141	\$ 2,067,716	\$ 2,056,236	\$ 2,029,072	\$ 1,750,525	\$ 1,732,641	\$ 1,709,552	\$ 1,714,171	\$ 1,718,836
39										
40	Net Income	\$ 162,126	\$ 315,457	\$ 128,433	\$ 155,597	\$ 434,169	\$ 452,078	\$ 475,193	\$ 470,599	\$ 465,961
41										
42	FUND BALANCE									
43	BEGINNING BALANCE	\$ 59,491	\$ 79,862	\$ 221,617	\$ 350,050	\$ 505,647	\$ 939,816	\$ 1,391,895	\$ 1,867,088	\$ 2,337,687
44										
45	ENDING BALANCE	\$ 221,617	\$ 395,319	\$ 350,050	\$ 505,647	\$ 939,816	\$ 1,391,895	\$ 1,867,088	\$ 2,337,687	\$ 2,803,648

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 DRAINAGE FUND
 FIVE YEAR PLAN FOR THE FISCAL
 YEARS 2016 THRU 2021
 8/3/15 12:12 PM

PROPOSED

SOURCES & USES OF FUNDS		2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Residential	\$ 473,379	\$ 471,900	\$ 471,900	\$ 471,900	\$ 471,900	\$ 471,900	\$ 471,900	\$ 471,900	\$ 471,900
3	Multi Family	40,162	39,633	39,633	39,633	39,633	39,633	39,633	39,633	39,633
4	Commercial	129,732	126,480	126,480	126,480	126,480	126,480	126,480	126,480	126,480
5	Total for Drainage Charges	\$ 643,273	\$ 638,013	\$ 638,013	\$ 638,013	\$ 638,013	\$ 638,013	\$ 638,013	\$ 638,013	\$ 638,013
6	City Services Reimbursement by Property Owner (Bagwall)		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
7	Interest on Investments		35	35	35	35	35	35	35	35
8	TOTAL REVENUES	\$ 643,273	\$ 648,048	\$ 648,048	\$ 648,048	\$ 648,048	\$ 648,048	\$ 648,048	\$ 648,048	\$ 648,048
9	EXPENDITURES									
10	Drainage Admin, Operations, Phase II	\$ 258,883	\$ 352,388	\$ 337,174	\$ 337,443	\$ 340,817	\$ 344,226	\$ 347,668	\$ 351,145	\$ 354,656
11	Erosion Control	140,489	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
12	Capital Projects		158,000	158,000	250,000	50,000	360,000	350,000	263,000	263,000
13	Debt Service	200,000	200,000	200,000	-	-	-	-	-	-
14	Office Supplies		-	-	-	-	-	-	-	-
15.0	Contractual Services		-	-	-	-	-	-	-	-
15.1	Lakeside Park Drainage Improvements		-	-	-	-	-	-	-	-
15.2	Harrington Park		-	-	-	-	-	-	-	-
15.3	The Greene North Basin		-	-	-	-	-	-	-	-
15.4	Austin Stone Townhomes Bagwall		-	-	-	-	-	-	-	-
15.5	Cambridge		-	-	-	-	-	-	-	-
15.6	Kensington Armor Ext		-	-	-	-	-	-	-	-
15.6	Green Tree Ct		-	-	-	-	-	-	-	-
16	Transfer to Main Street Project		-	-	-	-	-	-	-	-
17	TOTAL EXPENDITURES	\$ 599,372	\$ 770,388	\$ 755,174	\$ 647,443	\$ 450,817	\$ 764,226	\$ 757,668	\$ 674,145	\$ 677,656
18										
19	NET REVENUES	\$ 43,901	\$ (122,340)	\$ (107,126)	\$ 605	\$ 197,231	\$ (116,178)	\$ (109,620)	\$ (26,097)	\$ (29,608)
20										
21	BEGINNING BALANCE	\$ 167,219	\$ 169,084	\$ 211,120	\$ 103,994	\$ 104,599	\$ 301,829	\$ 185,652	\$ 76,032	\$ 49,935
22										
23	ENDING BALANCE	\$ 211,120	\$ 46,744	\$ 103,994	\$ 104,599	\$ 301,829	\$ 185,652	\$ 76,032	\$ 49,935	\$ 20,327

CITY OF DUNCANVILLE
FISCAL YEAR 2015-16 BUDGET
Transportation Improvement & Safety Fund
8/3/15 12:03 PM

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Regular Traffic Enforcement Fines	\$ 847,840	\$ 800,000	\$ 720,000	\$ 650,000	\$ 600,000	\$ 550,000	\$ 500,000	\$ 450,000	\$ 400,000
3	Scofflaw Traffic Enforcement Fines	\$ 789,840	\$ 1,600,000	\$ 1,100,000	\$ 500,000	\$ 450,000	\$ 400,000	\$ 350,000	\$ 300,000	\$ 250,000
4	Interest Income	956	1,125	950	1,125	1,125	1,125	1,125	1,125	1,125
5	Misc. Income (Bid Bond Forfeiture)			11,296						
6	TOTAL REVENUES	\$ 1,638,636	\$ 2,401,125	\$ 1,832,246	\$ 1,151,125	\$ 1,051,125	\$ 951,125	\$ 851,125	\$ 751,125	\$ 651,125
7	EXPENDITURES									
8	Salaries	\$ 45,740	\$ 52,430	\$ 52,430	\$ 52,430	\$ 52,954	\$ 53,484	\$ 53,484	\$ 54,019	\$ 54,559
9	Office Supplies	458	400	610	410	420	430	440	450	450
10	Computer Hardware	3,667	210	210	210	210	210	210	210	210
11	Legal and Professional (Primrose)	20,695	65,000	25,000	20,000	15,000	10,000	10,000	10,000	10,000
12	Redflex Lease (Contractual Svs)	511,882	486,876	550,000	550,000	550,000	550,000	550,000	550,000	550,000
13	Cell Phones	893	-	900	900	900	900	900	900	900
14	Street and Signal Maintenance	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
15	Admin Expenses (Scofflaw Holds to Redflex Payment)	430,568	30,500	50,000	7,620	6,096	4,572	3,048	3,048	3,048
16	Transfer to General Fund	107,800	184,800	184,800	88,550	80,850	73,150	65,450	57,750	50,050
17	Transfer to State of Texas (50% net)	247,812	777,955	471,648	203,003	159,847	116,690	71,297	24,874	-
18	Street Signage Changeout (Compliance with new laws regarding size and reflectivity)	-	150,000	-	200,000	50,000	50,000	50,000	-	-
19	Flashing Yellow Arrow Conversion	-	71,428	71,428	-	-	-	-	-	-
20	Partial Video Detection Conversion	-	151,291	-	151,700	151,800	-	-	-	-
21	Downtown Main Street Sidewalk project	-	80,000	-	50,000	-	-	-	-	-
22	Opticom	-	40,000	40,000	-	-	-	-	-	-
23	Emergency Trailer	30,797	-	-	-	-	-	-	-	-
24	City Wide Bike Plan and Construction of trails	-	150,000	-	150,000	-	-	-	-	-
25	Sidewalk improvements -schools high use routes	-	200,000	220,739	50,000	-	-	-	-	-
26	Centracs Annual Maint. Agreement	-	-	8,034	9,000	-	-	-	-	-
27	Emergency Vehicle Preem. Server	-	-	-	18,000	-	-	-	-	-
28	TOTAL EXPENDITURES	\$ 1,400,312	\$ 2,465,890	\$ 1,700,799	\$ 1,576,823	\$ 1,093,078	\$ 884,435	\$ 829,828	\$ 726,251	\$ 694,217
29										
30	NET REVENUES	\$ 238,324	\$ (64,765)	\$ 131,447	\$ (425,698)	\$ (41,953)	\$ 66,690	\$ 21,297	\$ 24,874	\$ (43,092)
31										
32	BEGINNING BALANCE	\$ 133,317	\$ 284,170	\$ 371,641	\$ 503,088	\$ 77,391	\$ 35,438	\$ 102,127	\$ 123,424	\$ 148,298
32										
33	ENDING BALANCE	\$ 371,641	\$ 219,405	\$ 503,088	\$ 77,391	\$ 35,438	\$ 102,127	\$ 123,424	\$ 148,298	\$ 105,206

**INTERNAL SERVICE
FUND**

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 COMPREHENSIVE SELF INSURANCE FUND
 (LIABILITY AND WORKERS COMP)

PROPOSED

8/3/15 11:50 AM

	SOURCES & USES OF FUNDS	2013-2014 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	General Fund Contributions	\$ 422,900	\$ 422,500	\$ 422,500	\$ 422,500	\$ 419,676	\$ 419,676	\$ 419,676	\$ 419,676	\$ 419,676
3	Utility Fund Contributions	59,318	59,318	59,318	59,318	59,304	59,304	59,304	59,304	59,304
4	Hotel Tax Fund Contributions	3,990	3,990	3,990	3,990	3,984	3,984	3,984	3,984	3,984
5	E.D.C. Fund Contributions	16,625	16,625	16,625	16,625	16,620	16,620	16,620	16,620	16,620
6	Solid Waste Fund Contribution	6,650	6,650	6,650	6,650	6,648	6,648	6,648	6,648	6,648
7	Drainage Fund Contribution	5,320	5,320	5,320	5,320	5,316	5,316	5,316	5,316	5,316
8	Field House Fund Contribution	7,980	7,980	7,980	7,980	7,980	7,980	7,980	7,980	7,980
9	Premiums	\$ 522,783	\$ 522,383	\$ 522,383	\$ 522,383	\$ 519,528	\$ 519,528	\$ 519,528	\$ 519,528	\$ 519,528
10	Other- Claims Adjustment	-	-	-	-	-	-	-	-	-
11	10 % TML Return WC and Liab (one time)	-	-	-	-	-	-	-	-	-
12	Miscellaneous Revenue	-	-	-	-	-	-	-	-	-
13	Pooled Interest Income	2,270	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
14	Total Revenue	\$ 525,053	\$ 523,583	\$ 523,583	\$ 523,583	\$ 520,728				
15	EXPENSES									
16	Administrative and Insurance Premiums	\$ 165,392	\$ 196,715	\$ 221,087	\$ 225,509	\$ 230,019	\$ 234,620	\$ 239,312	\$ 244,098	\$ 248,980
17	Workers Compensation Claims	140,019	107,100	107,100	120,000	122,400	124,848	127,345	129,892	132,490
18	Liability Claims	101,994	182,070	102,000	110,000	112,200	114,444	116,733	119,068	121,449
19	Miscellaneous Expense	(585)								
20	Total Expenses	\$ 406,821	\$ 485,885	\$ 430,187	\$ 455,509	\$ 464,619	\$ 473,912	\$ 483,390	\$ 493,058	\$ 502,919
21										
22	Net Income	\$ 118,232	\$ 37,698	\$ 93,396	\$ 68,074	\$ 56,109	\$ 46,816	\$ 37,338	\$ 27,670	\$ 17,809
23										
24	FUND BALANCE									
25										
26	BEGINNING BALANCE	\$ 309,236	\$ 478,803	\$ 427,469	\$ 520,864	\$ 588,938	\$ 645,047	\$ 691,863	\$ 729,201	\$ 756,871
27										
28	ENDING BALANCE	\$ 427,469	\$ 516,501	\$ 520,864	\$ 588,938	\$ 645,047	\$ 691,863	\$ 729,201	\$ 756,871	\$ 774,680
29	Days of Fund Balance	384	388	442	472	507	533	551	560	562

CITY OF DUNCANVILLE
FISCAL YEAR 2015-16 BUDGET
MEDICAL SELF INSURANCE FUND
8/3/15 11:50 AM

PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Premiums									
3	Employer Health Premiums	\$ 2,213,250	\$ 1,989,000	\$ 2,025,542	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
4	Dependent Health Premiums	367,461	378,240	388,405	390,000	390,000	390,000	390,000	390,000	390,000
5	COBRA Premiums	3,163	-	22,265	-	-	-	-	-	-
6	Retirees Premiums	267,504	279,552	267,456	293,530	308,206	323,616	339,797	356,787	374,626
7	Additional IPS Contribution	-	135,000	-	-	-	-	-	-	-
8	Interest Income	1,282	1,800	1,200	1,200	1,200	1,200	1,200	1,200	1,200
9	Miscellaneous	18,716	10,000	30,000	-	-	-	-	-	-
10	Stop / Loss Reimbursement	-	-	64,000	-	-	-	-	-	-
11	Total Revenue	\$ 2,871,376	\$ 2,793,592	\$2,798,868	\$ 2,684,730	\$ 2,699,406	\$ 2,714,816	\$ 2,730,997	\$ 2,747,987	\$ 2,765,826
12										
13	EXPENSES									
14	Contractual Services	\$ 35,322	\$ 35,000	\$ 52,000	\$ 52,000	\$ 53,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000
15	Employee Health	1,030,354	1,400,000	990,000	1,089,000	1,089,000	1,078,110	1,067,329	1,056,656	1,046,089
16	Employee Prescriptions	327,379	364,000	315,000	346,500	346,500	343,035	339,605	336,209	332,847
17	Retiree Health Claims	183,159	320,000	450,000	495,000	509,850	525,146	540,900	557,127	573,841
18	Retiree Prescription Claims	90,345	130,000	87,887	140,000	140,000	138,600	137,214	135,842	134,483
19	Admin / Re-Ins Expenses	360,915	420,000	411,853	430,000	440,000	450,000	460,000	470,000	470,000
20	IPS Calculated Expense (Gap Ins)	-	135,000	167,000	167,000	167,000	167,000	167,000	167,000	167,000
21	Miscellaneous	2,437	-	6,261	-	-	-	-	-	-
22	Total Expenses	\$ 2,029,911	\$ 2,804,000	\$ 2,480,001	\$ 2,719,500	\$ 2,745,350	\$ 2,755,891	\$ 2,766,047	\$ 2,776,833	\$ 2,778,260
23										
24	Net Income	\$ 841,465	\$ (10,408)	\$ 318,867	\$ (34,770)	\$ (45,944)	\$ (41,074)	\$ (35,050)	\$ (28,846)	\$ (12,433)
25										
26	FUND BALANCE									
27										
28	BEGINNING BALANCE	\$ 209,576	\$561,168	\$1,051,041	\$1,369,908	\$1,335,137	\$1,289,194	\$1,248,119	\$1,213,069	\$1,184,223
29										
30	ENDING BALANCE	\$1,051,041	\$550,760	\$1,369,908	\$1,335,137	\$1,289,194	\$1,248,119	\$1,213,069	\$1,184,223	\$1,171,790
	Days of Operations/Claims	189	72	202	179	171	165	160	156	154

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 FLEET & EQUIPMENT REPLACEMENT FUND
 FIVE - YEAR PLAN
 FOR THE FISCAL YEARS 2016 THRU 2021 BUDGETS
 8/3/15 11:56 AM

PROPOSED

SOURCES & USES		2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1										
2	Interest Income	\$ 918	\$ 1,600	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
3	US Securities Interest		-		-	-	-	-	-	-
4	Sales of Fixed Assets		-		-	-	-	-	-	-
5	Insurance Recovery	-	-	16,204	-	-	-	-	-	-
6	General Fund Contributions	697,591	878,490	878,490	883,409	1,006,804	1,085,369	1,142,267	1,194,526	1,191,006
7	Utility Fund Contributions	118,073	180,336	180,336	185,990	207,495	195,575	221,316	268,586	261,059
8	Solid Waste Fund Contributions	8,435	17,951	17,951	17,951	17,951	17,951	17,951	20,189	20,189
9	Total Revenue	\$ 825,017	\$ 1,078,377	\$ 1,094,181	\$ 1,088,551	\$ 1,233,450	\$ 1,300,095	\$ 1,382,734	\$ 1,484,501	\$ 1,473,454
10										
11	EXPENSES									
12	Vehicles and Equipment	\$ 797,941	\$ 991,014	\$ 991,014	\$ 780,371	\$ 2,630,910	\$ 1,478,345	\$ 1,148,133	\$ 474,199	\$ 1,305,929
13										
14	Total Expenses	\$ 797,941	\$ 991,014	\$ 991,014	\$ 780,371	\$ 2,630,910	\$ 1,478,345	\$ 1,148,133	\$ 474,199	\$ 1,305,929
15										
16	Net Income	\$ 27,076	\$ 87,363	\$ 103,167	\$ 308,179	\$ (1,397,460)	\$ (178,250)	\$ 234,601	\$ 1,010,302	\$ 167,525
17										
18	FUND BALANCE									
19										
20	BEGINNING BALANCE	\$ 2,061,166	\$ 1,817,659	\$ 2,088,242	\$ 2,191,409	\$ 2,499,588	\$ 1,102,128	\$ 923,879	\$ 1,158,480	\$ 2,168,782
21										
22	ENDING BALANCE	\$ 2,088,242	\$ 1,905,022	\$ 2,191,409	\$ 2,499,588	\$ 1,102,128	\$ 923,879	\$ 1,158,480	\$ 2,168,782	\$ 2,336,307

**FIDUCIARY
FUND**

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 Asset Forfeiture Funds
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PROPOSED

	SOURCES & USES	2013-14	2014-15	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
	OF FUNDS	ACTUAL	BUDGET	REVISED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	REVENUES									
1	Abandoned Asset Forfeiture	\$ 6,617	\$ 1,377	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
2	State Asset Forfeiture	13,103	38,052	11,775	25,000	12,000	12,000	12,000	12,000	12,000
3	Federal Asset Forfeiture	7,170	221,195	-	-	90,000	50,000	30,000	70,000	70,000
4	TOTAL REVENUES	\$ 26,890	\$ 260,624	\$ 13,075	\$ 26,300	\$ 103,300	\$ 63,300	\$ 43,300	\$ 83,300	\$ 83,300
5	EXPENDITURES									
6	Abandoned Asset Forfeiture	\$ 5,521	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	State Asset Forfeiture	\$ 30,070	\$ 25,000	\$ 25,792	\$ 29,092	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
8	Federal Asset Forfeiture	138,271	204,278	77,915	63,160	63,160	63,160	63,160	63,160	63,160
9	TOTAL EXPENDITURES	\$ 173,862	\$ 229,278	\$ 105,707	\$ 92,252	\$ 88,160	\$ 88,160	\$ 88,160	\$ 88,160	\$ 88,160
10										
11	NET REVENUES	\$ (146,972)	\$ 31,346	\$ (92,632)	\$ (65,952)	\$ 15,140	\$ (24,860)	\$ (44,860)	\$ (4,860)	\$ (4,860)
12										
13	BEGINNING BALANCE	\$ 372,925	\$ 227,806	\$ 225,953	\$ 133,321	\$ 67,369	\$ 82,509	\$ 57,649	\$ 12,789	\$ 7,929
14										
15	ENDING BALANCE	\$ 225,953	\$ 259,152	\$ 133,321	\$ 67,369	\$ 82,509	\$ 57,649	\$ 12,789	\$ 7,929	\$ 3,069

CAPITAL PROJECTS

CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 CIP ALLEY RECONSTRUCTION
 FIVE - YEAR PLAN
 FOR THE FISCAL YEARS 2016 THRU 2020 BUDGETS
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PROPOSED

SOURCES & USES OF FUNDS		2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET
1	REVENUES								
2	Transfer from Solid Waste	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
3	Interest Income		-	-	-	-	-	-	-
4	Transfer In From General Fund		-	-	-	-	-	-	-
5	TOTAL REVENUES	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
6	EXPENDITURES								
7	Alley Reconstruction (South of Camp Wisdom)	-	-	-	-	-	-	-	-
8	Forest Hills Addition #17 (Hill Terrace/Cliffwood)		-	-	-	-	-	-	-
9	Fairmeadows #11 (Calder/Blue Berry)		-	-	-	-	-	-	-
10	Fairmeadows #11 (Davis Circle)	130,231	-	-	-	-	-	-	-
11	Redbird 4 Addition (Rolling Ridge/Middale)		210,000	210,000	-	-	-	-	-
12	Forest Hills(Madrid/Granada) (Madrid/San Juan)		-	-	195,000	-	-	-	-
13	Redbird 4 and Camp Wisdom Roll Ridge		-	-	-	-	-	-	-
14	Forest Hills(Hill Terrace/Forest)		-	-	-	250,000	-	-	-
15	Forest Hills(Center/Alexander)		-	-	-	-	180,000	-	-
16	Forest Hills No.4,8,&11 (Granada/flamingo)		-	-	-	-	-	35,000	-
17	Forest Hills(E. Cherry/ E. Center))		-	-	-	-	-	130,000	-
18	Fair Meadows South (Wishing Star/ Carter)		-	-	-	-	-	-	185,000
19	TOTAL EXPENDITURES	\$ 130,231	\$ 210,000	\$ 210,000	\$ 195,000	\$ 250,000	\$ 180,000	\$ 165,000	\$ 185,000
20									
21	NET REVENUES	\$ 69,769	\$ (10,000)	\$ (10,000)	\$ 5,000	\$ (50,000)	\$ 20,000	\$ 35,000	\$ 15,000
22									
23	BEGINNING BALANCE	\$ 45,663	\$ 85,663	\$ 115,432	\$ 105,432	\$ 110,432	\$ 60,432	\$ 80,432	\$ 115,432
24									
25	ENDING BALANCE	\$ 115,432	\$ 75,663	\$ 105,432	\$ 110,432	\$ 60,432	\$ 80,432	\$ 115,432	\$ 130,432

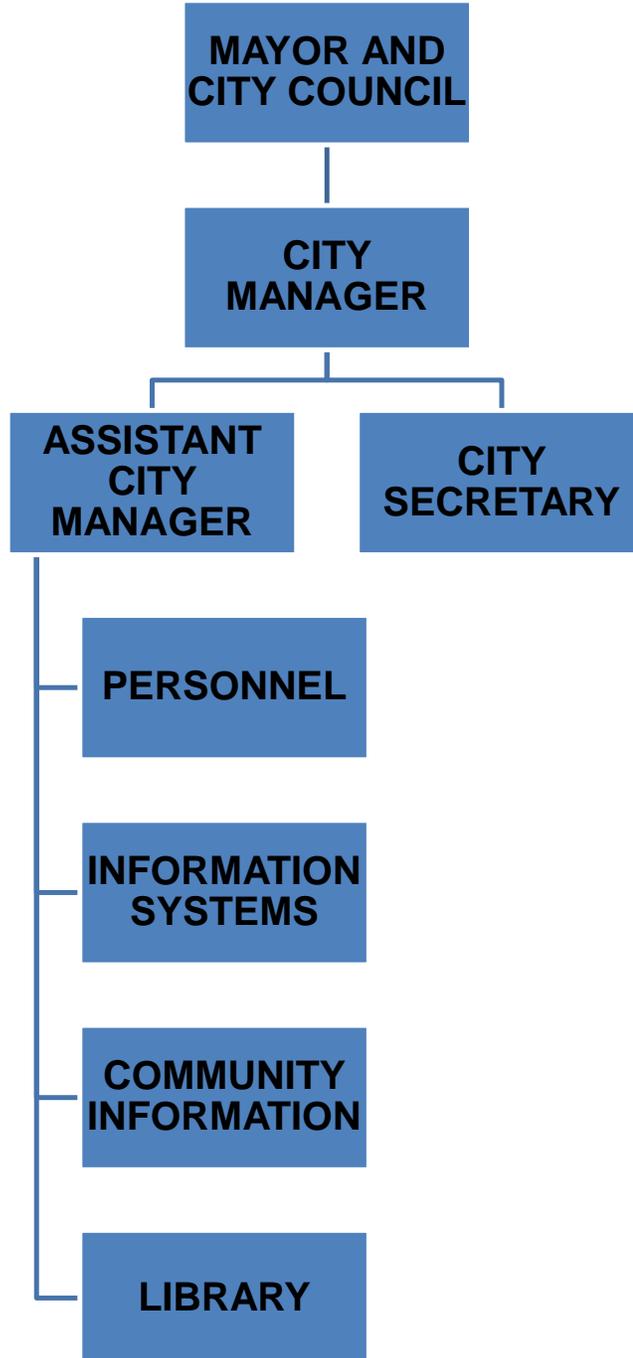
CITY OF DUNCANVILLE
 FISCAL YEAR 2015-16 BUDGET
 STREET CIP
 FIVE - YEAR PLAN
 FOR THE FISCAL YEARS 2016 THRU 2021 BUDGETS
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PROPOSED

	SOURCES & USES OF FUNDS	2013-14 ACTUAL	2014-15 BUDGET	2014-15 REVISED	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
1	REVENUES									
2	Pooled Investments Texpool Interest	\$ 688	\$ 800	\$ 800	\$ 850	\$ 900	\$ 950	\$ 950	\$ 950	\$ 950
3	NCTCOG Grant (Main Street)	-	-	-	-	-	-	-	-	-
4	Transfer from Drainage Fund (Main Street)	-	-	-	-	-	-	-	-	-
5	Transfer from Utility Fund (Main Street)	-	-	-	-	-	-	-	-	-
6	Transfer from Transportation I & S Fund	-	-	-	-	-	-	-	-	-
7	TOTAL REVENUES	\$ 688	\$ 800	\$ 800	\$ 850	\$ 900	\$ 950	\$ 950	\$ 950	\$ 950
8	EXPENDITURES									
9	Town Home Project (Infrastructure)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Town Home Loan Expenditures	-	-	-	-	-	-	-	-	-
11	Traffic Signal NTCCOG Grant Projects	-	-	-	-	-	-	-	-	-
13	Wintergreen Rd & Main Intersection Improvements- Phase I	-	-	-	-	-	-	-	-	-
14	Wintergreen Imp. S. Main to Cockrell Hill - Phase II	-	-	-	-	-	-	-	2,000,000	2,000,000
15	Wintergreen Imp. S. Cockrell Hill to E City Limit	-	-	-	-	-	-	1,250,000	-	-
16	N. Main Street Impr. - Camp Wisdom to IH-20 - 5th Call Dallas County	-	-	-	-	2,700,000	-	-	-	-
17	Main Street Revit. Phase 1 & 2 Eng	-	-	-	-	-	-	78,891	-	-
18	Main Street Revit Phase 1 Construction	-	-	-	-	-	-	-	-	-
19	Main Street Revit Phase 2 Construction	-	-	-	-	-	-	5,000,000	-	-
20	SB Right Turn Lane - Main at HWY 67	-	-	-	-	-	-	-	-	-
21	NB Left Turn Lane Ext. - Cedar Ridge	-	-	-	-	-	-	-	-	-
22	Traffic Signal at Redbird & Duncanville Rd	-	-	-	200,000	-	-	-	-	-
23	Traffic Signal at Main & Silvercreek	-	-	-	-	-	-	-	-	-
24	Intersection Wintergreen & Main	-	-	-	45,000	-	-	-	-	-
25	BNSF Railway Signal Preemption Impr.	-	-	-	-	-	-	-	-	-
26	Street Assessment & Condition Study	-	80,000	80,000	-	-	-	-	-	-
27	Lakeside Park Trail (Dallas Cty 6th call)	-	-	-	-	171,000	-	-	-	-
28	Master Trail/Bike/SWStudy & Street Assessment	-	-	-	-	45,000	-	-	-	-
29	Bad Debt Expense on Townhome Loan	5,687	-	-	-	-	-	-	-	-
30	TOTAL EXPENDITURES	\$ 5,687	\$ 80,000	\$ 80,000	\$ 245,000	\$ 2,916,000	\$ -	\$ 6,328,891	\$ 2,000,000	\$ 2,000,000
31										
32	NET REVENUES	\$ (4,999)	\$ (79,200)	\$ (79,200)	\$ (244,150)	\$ (2,915,100)	\$ 950	\$ (6,327,941)	\$ (1,999,050)	\$ (1,999,050)
33										
34	BEGINNING BALANCE	\$ 400,534	\$ 351,284	\$ 395,535	\$ 316,335	\$ 72,185	\$ (2,842,915)	\$ (2,841,965)	\$ (9,169,906)	\$ (11,168,956)
35										
36	ENDING BALANCE	\$ 395,535	\$ 272,084	\$ 316,335	\$ 72,185	\$ (2,842,915)	\$ (2,841,965)	\$ (9,169,906)	\$ (11,168,956)	\$ (13,168,006)

**CITY OF DUNCANVILLE
GENERAL GOVERNMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

GENERAL GOVERNMENT

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
CITY MANAGER	2.0	2.0	2.0	2.0	2.0
CITY SECRETARY	1.0	1.0	1.0	2.0	2.0
PERSONNEL	2.0	2.0	2.0	2.0	2.0
INFORMATION SYSTEMS	2.0	2.0	2.0	2.0	2.0
COMMUNITY INFORMATION OFFICE	1.0	1.0	1.0	1.0	1.0
PUBLIC LIBRARY	11.5	12.0	11.7	11.8	11.8
TOTAL	19.5	20.0	19.7	20.8	20.8
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
MAYOR AND COUNCIL	71,055	73,268	100,952	110,688	109,088
CITY MANAGER	355,280	444,156	397,151	402,263	394,263
CITY SECRETARY	135,982	150,787	128,149	201,039	200,569
PERSONNEL	156,657	219,100	239,966	245,218	240,818
INFORMATION SYSTEMS	689,082	655,905	661,477	586,821	562,238
COMMUNITY INFORMATION OFFICE	84,645	89,934	85,832	98,441	89,441
PUBLIC LIBRARY	690,000	743,121	730,638	811,632	807,332
NON-DEPARTMENTAL	567,627	358,632	588,588	372,270	367,020
TOTAL	\$2,750,328	\$2,734,903	\$2,932,753	\$2,828,372	\$2,770,769

DIVISION SUMMARY

DEPARTMENT: GENERAL GOVERNMENT	DIVISION: MAYOR AND COUNCIL
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PROGRAM DESCRIPTION

The City of Duncanville operates under a Council-Manager form of government. The City Council consists of seven members: a Mayor, councilmember elected at large and five councilmembers elected from single member districts. The City Council appoints the City Manager, the City Attorney, the Municipal Court Judges, and all Board and Commission members. The City Council sets policy and establishes all ordinances.

GOALS AND OBJECTIVES

City Council Mission Statement: Build a vibrant inclusive community driven by a commitment to democratic principle and service above self.

Council "Capstones" for Duncanville's Future Vision:

1. Most engaged citizens in America
2. Best housing values in Texas
3. Be the basketball capital of Texas
4. Be the "edutainment" capital of Texas

Council 5-Bold Steps:

1. Develop a "forward-thinking" FY 2020 Communication plan
2. Engage 6% of the population (2340) in conversations
3. Preserve the character of the 1940's and 1950's neighborhoods to ensure sustainable housing values for all citizens
4. Develop a marketing plan to brand Duncanville as the "City of Champions," including a national sports brand partnership
5. Develop a virtual reality park, including an I-Dome

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SUPPLIES	3,718	4,760	6,572	7,220	5,620
SERVICES	67,337	68,508	94,381	103,468	103,468
TOTAL	\$71,055	\$73,268	\$100,952	\$110,688	\$109,088

DIVISION SUMMARY

DEPARTMENT:

GENERAL GOVERNMENT

DIVISION:

CITY MANAGER

PROGRAM DESCRIPTION

The City Manager's Office is responsible for administering programs and policies established by the City Council. The office has the responsibility of directing and coordinating the operations of the City departments, as well as informing and advising the Council on City issues, including present conditions and future requirements. All City departments are under the administrative control of the City Manager. This activity is administered by a City Manager appointed by the City Council.

GOALS AND OBJECTIVES

Maintain employee competitive position in the marketplace.
 Retain and attract viable businesses.
 Enhance employee training program.
 Improve all public safety.
 Improve emergency operations plan.
 Develop long-term funding strategies for Parks, Drainage and Public Works CIP.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ASSISTANT CITY MANAGER	1.0	1.0	1.0	1.0	1.0
CITY MANAGER	1.0	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0	2.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	168,720	380,975	294,153	377,711	377,711
SUPPLIES	2,014	600	3,780	800	800
SERVICES	184,546	62,581	99,217	23,752	15,752
CAPITAL	0	0	0	0	0
TOTAL	\$355,280	\$444,156	\$397,151	\$402,263	\$394,263

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

GENERAL GOVERNMENT

CITY SECRETARY

PROGRAM DESCRIPTION

The City Secretary is responsible for recording, publishing, indexing, and maintaining City Council minutes, ordinances, resolutions and other legal documents of the City of Duncanville; preparing agenda packets for City Council meetings; administering elections; and providing support to the City Council and the City Manager's office. As the Records Management Officer, the City Secretary is responsible for updating the City's Records Management policy manual as needed, implementing record retention schedules, coordinating annual destruction of records, and maintaining "controlled" off-site storage. This office is also responsible for updating the City's Code of Ordinances on a semi-annual basis, assisting with the City's monthly publication known as the "Champion", as well as coordinating and/or assisting with numerous special events such as receptions, groundbreaking ceremonies, and the Employee Holiday Celebration. In addition, the City Secretary supplies secretarial and administrative support to the Mayor/City Council, City Manager, and Assistant City Manager as needed.

GOALS AND OBJECTIVES

Administer all City elections in full compliance with the City Charter and the Texas Election Code.
 Administer the Records Management Policy and Procedures in accordance with State law.
 Provide accurate information in a timely manner to the public, City Council and staff.
 Accurately prepare Council minutes within two (2) working days and record/index legislative history within five (5) working days of final action.
 Update the Code of Ordinances on a semi-annual basis.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ADMINISTRATIVE ASSISTANT	0.0	0.0	0.0	1.0	1.0
CITY SECRETARY/ASSISTANT TO THE CITY MANAGER	0.0	0.0	1.0	1.0	1.0
CITY SECRETARY	1.0	1.0	0.0	0.0	0.0
TOTAL	1.0	1.0	1.0	2.0	2.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
GENERAL GOVERNMENT	CITY SECRETARY				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	26,831	103,562	87,191	144,236	144,236
SUPPLIES	30,210	26,307	6,968	27,000	26,530
SERVICES	78,940	20,918	33,990	29,803	29,803
CAPITAL	0	0	0	0	0
TOTAL	\$135,982	\$150,787	\$128,149	\$201,039	\$200,569

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Council Meetings	36	43	40	40
Ordinances Adopted	29	30	20	20
Resolutions Approved	22	25	25	25
Elections Held	1	1	1	3
Public Hearing Notifications Published	16	20	15	15
Ordinances Published	18	25	15	15
Ordinances Codified	0	20	25	20
Proclamations Prepared	51	45	100	45
Open Records Requests Processed	61	50	50	50
Animal Permits Issued	8	10	8	8
Preparation of Agenda Packets for City Council Meetings	24	31	21	24

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Quantity of Records Deemed Eligible for Destruction and Destroyed	0	6,300	10,272	6,000
Percent of Council Minutes Prepared in 2 Working Days	75	90	85	90
Percent of Legislative History Recorded/Indexed in 5 Working Days	95	100	95	95
Percent of Citizens Requests Resolved in 3 Working Days of Initial Requests	99	100	99	100

DIVISION SUMMARY

DEPARTMENT: GENERAL GOVERNMENT	DIVISION: PERSONNEL
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PROGRAM DESCRIPTION

The Human Resources Department provides services to all City departments in areas of recruitment, employee orientation, payroll, records maintenance, benefits administration, job classifications, information dissemination and Civil Service administration. In addition, this activity is responsible for various employee relations programs which include: training, workers compensation, group health, dental and life insurance, retirement, and unemployment compensation. Operations are administered by a Human Resources Manager and a one Full-Time Human Resources Generalist. Policy is determined by the City Manager.

GOALS AND OBJECTIVES

Continue to evaluate programs to benefit health insurance cost and coverage to the city and employees.
 Update employee handbook and policy manuals.
 Revise Performance Evaluations and Performance Management
 Implement a New Manager/Supervisor Training Program

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
HUMAN RESOURCES MANAGER	1.0	1.0	1.0	1.0	1.0
HUMAN RESOURCE GENERALIST	1.0	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0	2.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	120,325	165,834	180,165	186,193	186,193
SUPPLIES	1,454	11,140	10,370	12,930	8,430
SERVICES	34,879	42,126	49,431	46,096	46,196
CAPITAL	0	0	0	0	0
TOTAL	\$156,657	\$219,100	\$239,966	\$245,218	\$240,818

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
GENERAL GOVERNMENT	PERSONNEL			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Full-Time & Full Time Equivalent Employees (budgeted)	276.4	289.2	286.3	286.5
Employee Turnover Rate	30%	20.75%	17.46%	20%
Employee Turnover	83	60	50	60
Applications Received	2,481	1,500	1,900	1,800
Workers Compensation Claims	26	15	25	25
Sick Leave Used per 1,000 Hours Worked	26.37	28.00	32.25	30.00
Job Postings	42	30	35	30
Property/ Liability Claims Filed	22	N/A	20	20
New Hires processed	96	NA	70	60

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Cost Per Employee for Personnel Services	\$566.78	\$450.00	\$830.48	\$844.14
Percent Minority/Female Applicants - Disclosed	80%	85%	70%	88%
# of Workers' Comp Claims per 100 FTEs	10.63	6.00	11.45	11.00
# of worker hours lost per claim	52.74	20	64	55
# of worker hours lost to injury per FTE	4.96	2.00	5.59	5.00

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

GENERAL GOVERNMENT

INFORMATION SYSTEMS

PROGRAM DESCRIPTION

The City of Duncanville's Department of Information Technology is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost effective manner to all clients of City government. This environment must be managed in a way that ensures high levels of reliability and usefulness, while providing open access to information. The Information Technology Department will make available an appropriate information technology environment that provides each City employee and citizen the access, resources, and support that the City establishes as necessary to meet its mission.

GOALS AND OBJECTIVES

The Information Technology Department's goal is to provide continuous access to the Internet, support for in-use and new software, instruction in the use of information technology, and fostering a relationship of trust and dependability among all City departments and citizens alike. Pursuing those goals and meeting our objectives will place the City of Duncanville and the Information Technology department as a front runner in the use of advanced technologies allowing us to meet the demands for technological growth and the ever changing needs of the City and community as a whole.

Aligning IT with organization goals - Information Technology has become a vital component in every department's service delivery methods. As strategic plans are developed for each facet of City government, Information Technology will play a key role in ensuring the advancement of overall organizational goals. The adoption of new technology will be driven by this organizational need and the necessity to provide public service that is dramatically more effective.

Deliver appropriate technology - City government needs to exploit new technologies to improve service. Aligning IT with organizational goals will ensure that projects are performed to promote service. Appropriate technology allows us to develop, enhance, and manage the City's enterprise networks to provide high speed, transparent, and highly functional connectivity among all information resources.

Simplify technical working environment - The industry-wide technical environment is growing in breadth and complexity every day. Serving a diverse organization with multiple objectives can easily lead to the creation of separate islands of information technology. Standardization of the technical environment is essential in providing appropriate solutions and support allowing for improvement of processes to increase efficiencies, effectiveness, and customer satisfaction.

Increase useful service levels - Information Technology's role in the City government is to serve as internal consultants providing high-quality responsive service. The very nature of technology being a core component of each department's mission demands superior service and reliability. Attention will be given to the effective use of customer service methodologies to promote the effective use of technology.

Communication - Improve communication between the Information Technology department and others allowing the promotion of new uses for information technology within the City and to provide leadership for effective strategic and tactical planning in the use of technology.

Data collection - Information Technology will facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access. The department must maintain suitable protection of personal and other confidential information.

Technology life-cycle management - The Information Technology department will establish guidelines for the life-cycle management of all information technology resources adding the benefits of improved management of hardware assets through better knowledge of inventory, cost savings from standardizing equipment and controlling when, what, and how technology is purchased, and reductions in the technical support costs for troubleshooting and maintenance.

DIVISION SUMMARY

DEPARTMENT:		DIVISION:				
GENERAL GOVERNMENT		INFORMATION SYSTEMS				
PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
IT SPECIALIST	0.0	0.0	1.0	1.0	1.0	
IT TECHNICIAN	1.0	1.0	0.0	0.0	0.0	
IT MANAGER	1.0	1.0	1.0	1.0	1.0	
TOTAL	2.0	2.0	2.0	2.0	2.0	
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
SALARIES AND BENEFITS	116,994	175,401	152,022	169,176	169,176	
SUPPLIES	298,837	299,104	318,273	165,361	123,658	
SERVICES	223,126	180,400	191,182	252,284	269,404	
CAPITAL	50,125	1,000	-	-	-	
TOTAL	689,082	655,905	661,477	586,821	562,238	

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Number of User Accounts Supported	278	278	299	299	
Number of Network Printers	40	40	41	41	
Number of Servers	33	33	33	37	
Backups Peformed	2,340	2,340	2,340	2,600	
Number of Workstations & Notebooks	255	255	268	268	
Number of ITsupport Requests	2,940	2,940	2,418	2,330	

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Percentage of Critical Updates Applied Within 24 Hours of Release	94	94	99	99	
Ratio of Workstations/Notebooks to Total Jurisdiction Employees	.83	.83	.91	.91	
Percentage of ITsupport requests completed Within 24 Hours	80	80	80	80	

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

GENERAL GOVERNMENT

COMMUNITY INFORMATION OFFICE

PROGRAM DESCRIPTION

The Community Information Office serves as a strategic partner to all departments within the City with the primary purpose of communicating the City's message to its citizens and the public in general. To accomplish this, the Department utilizes multiple communication tools including website postings, print publications, email marketing, video production, and print/broadcast media.

The Department is staffed with a Public Information Officer (PIO) who is responsible for developing and executing the following tasks: production and execution of the City's newsletter, the Champion, updates to the City Website, periodic email blast correspondence, promotion of City events and announcements, and serves as the Staff Liaison for the Duncanville Community Multicultural Commission. In addition, the PIO plays an essential role in Emergency Operations, responsible for providing the public with accurate, timely, and consistent information in an emergency.

The PIO is also responsible for maintaining ongoing, active relationships with the news media by being accessible and providing prompt and good quality information through the dissemination of news releases, posting content to electronic channels and acting as an on-call media liaison and/or spokesperson for all City departments including Fire and Police Departments. Furthermore, the PIO may serve as a speaker at public and civic organization meetings and at neighborhood associations meetings.

Under the direction of the City Manager, the PIO assists with the development of marketing materials for the City and its programs. The PIO is responsible for the broadcasting of City Council meetings and programming of the cable government access channel. In the absence of the Information Systems Technician, the PIO records and broadcasts City Council meetings on Duncanville Government TV. Lastly, the PIO assists other departments and public officials in preparing and executing public presentations and programs. Translation of official notices and other marketing materials are also managed under the Community Information Office.

GOALS AND OBJECTIVES

- Timely and effective posting of City information on the City Website; monitor other department's pages to assure information is current and effectively communicated.
- Design and produce quality publications and materials that effectively communicate Duncanville's message.
- Ensure the timely production of the City newsletter; seeks innovative ideas to enhance the reader's experience.
- Disseminate information and news releases to the media and public in a timely manner.
- Respond to media inquiries in a timely manner, providing precise information.
- Foster media relationships with all media representatives.
- Enhance Duncanville Government TV programming by working with all City departments to develop PSAs and educational programs.
- Implement initiatives and programs of the Duncanville Community Multicultural Commission.
- Distribute/develop email blasts, as needed, to promote City news and programs.
- Increase newsletter subscription numbers.
- Be prepared to effectively carry out emergency response communication efforts.
- Seek innovative ideas to increase Duncanville Government TV Programming.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PUBLIC INFORMATION OFFICER	1.0	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0	1.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
GENERAL GOVERNMENT	COMMUNITY INFORMATION OFFICE				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	82,051	83,659	78,797	78,776	78,776
SUPPLIES	292	1,350	320	200	200
SERVICES	2,301	4,925	6,715	19,465	10,465
CAPITAL	0	0	0	0	0
TOTAL	\$84,645	\$89,934	\$85,832	\$98,441	\$89,441

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Population	38,850	39,250	38,524	38,530
News Releases. As of FY 14, this is no longer used as a performance measure. Instead, a monthly report including information sent, coverage and direct feedback from media will be produced.	50	200	62	65
Speeches/Presentations/Articles	2	2	2	4
Duncanville Community Multicultural Commission Agendas/Meetings/Minutes and Programs.	2	12	12	12
Email Blasts (Subscription as of 4/6/2011: 282 voluntarily signed up; Total Distribution: 624.	15	24	24	24
Content Posted to Social Networking Sites (nixle and Neighborsgo)	20	20	20	20
CHAMPION Advertisements and Marketing Materials Designed (Economic Development/CRC/CVB)	12 7	12 5	12 2	12 2
Coordinate storm drain marking efforts as part of the Storm Water Management Plan (secure volunteers, coordinate schedules, etc.)This program is coordinated through the Utility Water Department in FY 14-15.	1	1	0	0
State of the City Address	1	1	1	1
Record and Broadcast City Council Meetings	n/a	n/a	22	22
Monthly Media Relations Tracking Report: monthly contacts and direct feed back from media representatives.	n/a	n/a	n/a	12
PSAs and Educational pieces for Duncanville Government TV Programming.	n/a	n/a	n/a	12
EOC Training.	n/a	n/a	n/a	4
Increase newsletter subscriptions.	n/a	n/a	n/a	30%

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
GENERAL GOVERNMENT	COMMUNITY INFORMATION OFFICE

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Electronic CHAMPIONS delivered to homes prior to the first of each month	92%	100%	100%	100%
Add requested information to Cable Channel 26 within 24 hours	90%	100%	90%	100%
Write, review and release News Releases within 24 hours of request	100%	100%	100%	100%
Prepare and distribute Duncanville Community Multicultural Commission agendas in preparation of meetings	100%	100%	100%	100%
Prepare email blasts at least twice per month	100%	100%	100%	100%
Record and imbed audio in annual State of the City Presentation by deadline	100%	100%	100%	100%

DIVISION SUMMARY

DEPARTMENT:

GENERAL GOVERNMENT

DIVISION:

PUBLIC LIBRARY

PROGRAM DESCRIPTION

The Library exists to enrich the lives of citizens and foster a sense of community in the City. It achieves this end by offering a wide range of services and programs for all ages, providing a community space for study and collaboration, and curating a broad collection of material and digital information resources.

GOALS AND OBJECTIVES

Expand adult programming by 50%

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
LIBRARY DIRECTOR	1.0	1.0	1.0	1.0	1.0
LIBRARIAN	4.0	4.0	4.0	4.0	4.0
CLERK	4.0	4.0	4.0	4.0	4.0
PAGE	2.5	3.0	2.7	2.8	2.8
TOTAL	11.5	12.0	11.7	11.8	11.8

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	544,634	572,296	566,007	592,817	592,817
SUPPLIES	8,630	16,256	12,099	16,615	13,715
SERVICES	57,014	79,774	77,737	77,000	75,800
CAPITAL	79,723	74,795	74,795	125,200	125,000
TOTAL	\$690,000	\$743,121	\$730,638	\$811,632	\$807,332

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Items in collection	107,117	108,211	108,041	108,000
Registered borrowers	15,153	19,495	15,986	18,000
Programs offered	346	491	400	450
In-person visits	115,580	145,000	121,887	120,000
Reference inquiries (adult and children)	19,966	34,993	20,420	21,000
Items circulated (checkouts and renewals)	130,296	170,848	140,692	142,000
Computer sessions	28,461	42,000	27,660	30,000

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

GENERAL GOVERNMENT

NON-DEPARTMENTAL

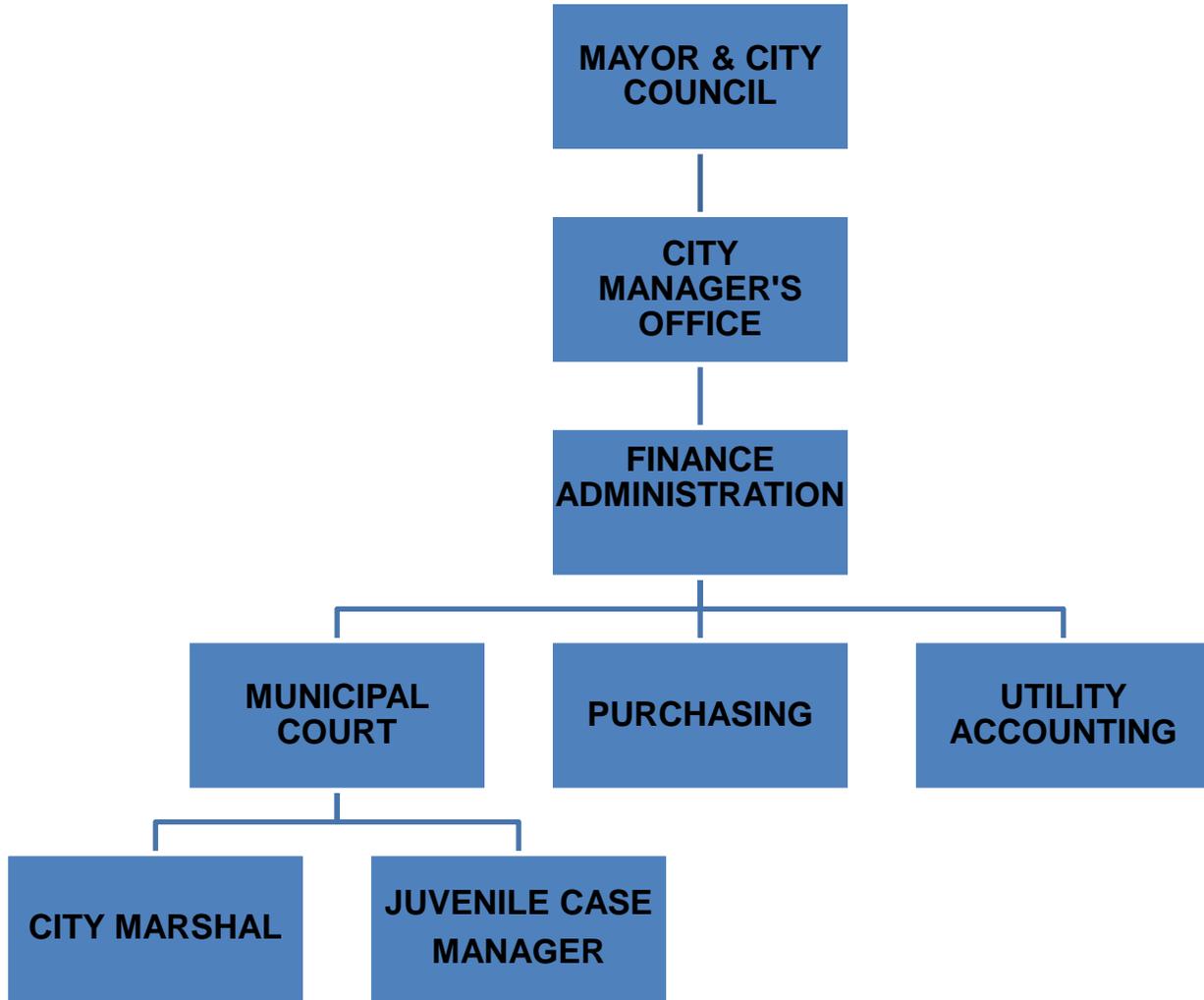
PROGRAM DESCRIPTION

The Non-Departmental cost center accounts for expenses that are not directly related to any department in the General Fund. This includes expenses such as postage, audit and attorney fees.

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	9,799	25,000	25,000	25,000	25,000
SUPPLIES	38,606	36,041	40,617	41,972	35,972
SERVICES	513,702	297,591	514,790	305,298	306,048
CAPITAL	0	0	5,700	0	0
OTHER EXPENSE	5,520	0	2,481	0	0
TOTAL	\$567,627	\$358,632	\$588,588	\$372,270	\$367,020

**CITY OF DUNCANVILLE
FINANCE DEPARTMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

FINANCE

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FINANCE ADMINISTRATION	6.0	6.0	6.0	6.0	6.0
MUNICIPAL COURT	5.0	5.0	4.5	4.5	4.5
PURCHASING	1.0	1.0	1.0	1.0	1.0
CITY MARSHAL	2.1	2.3	2.3	2.3	2.3
TOTAL GENERAL FUND	14.1	14.3	13.8	13.8	13.8
UTILITY BILLING- UTILITY FUND	10.0	10.0	10.0	10.0	10.0
GRAND TOTAL FINANCE	24.1	24.3	23.8	23.8	23.8
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FINANCE ADMINISTRATION	608,327	606,904	609,466	623,798	619,719
MUNICIPAL COURT	348,809	412,269	369,633	392,389	392,389
PURCHASING	96,621	116,707	111,233	118,233	118,233
CITY MARSHAL	187,146	205,207	150,895	158,171	158,343
TOTAL GENERAL FUND	\$1,240,903	\$1,341,087	\$1,241,227	\$1,292,591	\$1,288,684
UTILITY BILLING- UTILITY FUND	1,094,747	1,015,338	989,544	1,055,205	1,024,261
GRAND TOTAL FINANCE	\$2,335,650	\$2,356,425	\$2,230,771	\$2,347,796	\$2,312,945

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
FINANCE	FINANCE ADMINISTRATION

PROGRAM DESCRIPTION

The Finance Administration Department oversees all of the fiscal activities of the City. The department is responsible for maintaining a governmental accounting and budgeting system that provides full disclosure of accurate financial information to both external users and internal management. The department's core functions include accounts payable, accounts receivable, budgeting and financial reporting which includes preparation of the CAFR (Comprehensive Annual Financial Report). Other direct responsibilities include investments & cash management, debt issuance, financial policies and long range planning, administration of the City's insurance programs, budget development and coordination, annual audit preparation, rate and user fee review, banking and other special projects.

GOALS AND OBJECTIVES

Receive the Certificate of Achievement in Financial Reporting for the Comprehensive Annual Financial Report.
 Receive the Texas Comptroller Gold Leadership Circle Award for financial transparency.
 Maintain current service levels while further automating processes.
 Main, monitor, and safeguard City's assets.
 Continue staff, professional and technical development.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ACCOUNTANT	2.0	2.0	2.0	2.0	2.0
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	1.0	1.0
FINANCE DIRECTOR	1.0	1.0	1.0	1.0	1.0
ASSISTANT FINANCE DIRECTOR	1.0	1.0	1.0	1.0	1.0
ACCOUNTING TECHNICIAN	1.0	1.0	1.0	1.0	1.0
TOTAL	6.0	6.0	6.0	6.0	6.0

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
FINANCE		FINANCE ADMINISTRATION			
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	470,033	487,772	492,825	494,842	494,842
SUPPLIES	11,138	13,215	13,150	14,279	13,971
SERVICES	107,718	105,917	103,491	114,677	110,906
CAPITAL	19,438	0	0	0	0
TOTAL	\$608,327	\$606,904	\$609,466	\$623,798	\$619,719

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Tax Accounts	14,397	14,450	14,400	14,420
Investment Activity Report	4	4	4	4
Monthly Financial Report (Quarterly reports were provided prior to December 2013)	10	12	12	12
Accounts Payable Checks Processed	5,451	5,500	5,500	5,500
Journal entries made for accounting, budgeting and cash deposits and withdrawals	2,618	2,700	2,700	2,700
Active number of grants for all departments	8	10	10	10
Total City interest earnings	\$41,756	\$45,000	\$45,000	\$47,000

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Check Writing Targets Met	100%	100%	100%	100%
Current Year Collection Rate	98%	99%	99%	99%
Percent of bank deposits made same business day	99%	100%	99%	100%
Receive a clean audit opinion, which ensures tax dollars are being spent appropriately	YES	YES	YES	YES
Quarterly Investment, Monthly Financials and DCEDC Reports complete within 30 working days ensuring timely reporting	100%	100%	100%	100%
Receive the Texas Comptroller Gold Leadership Circle Award for financial transparency	NO	YES	YES	YES
Receive the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report	YES	YES	YES	YES
Number of auditor comments for prior fiscal year	0	0	0	0

DIVISION SUMMARY

DEPARTMENT: FINANCE	DIVISION: MUNICIPAL COURT
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PROGRAM DESCRIPTION

To process and adjudicate Class C misdemeanor and Code of Ordinance cases accurately and efficiently. Provide court proceedings to ensure the rights of all individuals. Assist the public in a courteous and fair manner, all while providing the highest standards of quality service. The Court Clerk's Office is responsible for all administrative and clerical duties of the court, including: importing citations into the Municipal Court System on a daily basis, processing Driving Safety Course, Deferred Disposition and Payment Plans.

Municipal Court Class C misdemeanors include Transportation Code, Education Code, Penal Code, Health and Safety Code, Alcoholic Beverage Code and all Ordinances within the territorial limits City of Duncanville.

The Judge of the Municipal Court is responsible for all judicial functions of the court and performs various magisterial functions for the police department for issuance of search warrants, emergency protective orders, adult arraignments, and issuance of Class B and Class A misdemeanor and felony warrants.

GOALS AND OBJECTIVES

- Provide defendants with timely resolution of cases while maintaining public trust.
- Provide unbiased quality customer service and accurate information in an efficient and professional manner.
- Prepare warrants on outstanding violations within the Duncanville Municipal Court.
- Attend yearly training conferences and webinars to maintain certification levels I and II and keep current with Legislative Updates, Case Law Statutes, Attorney General Opinions and duties of the clerks.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
DEPUTY COURT CLERK	1.0	1.0	1.0	1.0	1.0
COURT ADMINSTRATOR	1.0	1.0	1.0	1.0	1.0
CLERK	3.0	3.0	2.5	2.5	2.5
TOTAL	5.0	5.0	4.5	4.5	4.5

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
FINANCE		MUNICIPAL COURT			
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	239,786	253,236	229,399	241,812	241,812
SUPPLIES	7,191	5,857	9,564	4,707	4,707
SERVICES	101,832	153,176	130,670	145,870	145,870
TOTAL	\$348,809	\$412,269	\$369,633	\$392,389	\$392,389

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Amount to Collections	\$68,989	\$60,000	\$100,691	\$100,700
Warrants Disposed	6,935	10,000	7300	8,000
Cases Dismissed - Deferred Disposition	1,450	900	700	900
Cash Escrow Deposits - Other Cities	\$49,025	\$60,000	\$43,604	\$60,000
Cases Filed	8684	12000	8,500	9,000
Amount to State	\$439,178	\$400,000	\$321,396	\$400,000
Cases Dismissed - Driving Safety Course	208	300	180	225
Cases Dismissed - State Recommendation Approved by Judge	65	100	200	200
Cases Dismiss - Compliance (Inspection, Registration, Driver's License)	546	600	258	300
Number of Cases - Fines Paid or Bond Forfeiture	7,996	4,800	6,797	7,000
Trials / Appearance before the Judge	2,065	2,000	2,134	2,300
Cash Escrow Deposits - Duncanville	\$103,302	\$90,000	\$46,373	\$75,000
Jury Trials	16	15	13	15
County / Felony Complaints	686	700	450	450
Warrants Issued	9,010	8,000	6300	7,000
Cases Dismissed - Proof of Valid Insurance	402	250	150	200
Total Value of Cases - Revenue Collected	\$1,504,096	\$1,500,000	\$1,186,043	\$1,200,000
Balance to City Revenue	\$995,929	\$1,040,000	\$710,237	\$900,000
Value of Cases Dismissed / Closed (No Revenue Collected)	\$930,226	\$1,000,000	\$93,856	\$200,000

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Revenue Per Case Filed	\$122	\$125	\$168	\$150
Average Costs Per Case Filed	\$41	\$38	\$48	\$38
Average Revenue to City Per Case Filed	\$81	\$87	\$83	\$87
Percent of Cases Disposed	99%	70%	80%	80%
Percent of Warrants Cleared	77%	125%	81%	85%
Percent of Trials and Appearances	17%	17%	18%	17%
Percent of Closed Cases with Revenue	62%	60%	64%	60%
Percent of Closed Cases - No Revenue	38%	40%	9%	20%

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

FINANCE

PURCHASING

PROGRAM DESCRIPTION

The Purchasing Division develops policies, programs and procedures for the acquisition of goods and services in accordance with municipal and statutory law. The Purchasing Division coordinates the purchase of like items between the various City departments in an effort to take advantage of volume pricing and to comply with state statutes. This activity also prepares and tabulates bids; solicits and receives quotes; processes requisitions, purchase orders, and request for bids; establishes annual contracts, administers Citywide PCard and Travel card programs, manages the citywide property foreclosure acquisition and disposition process and manages the Duncanville Urban Land Bank Authority. Purchasing activities of departments are monitored to assure compliance with State laws and City policies. The Purchasing Manager oversees the various purchasing activities and establishes procedures to facilitate good purchasing practices and manages to achieve the most efficient disposal and sale of Citywide Surplus Property.

GOALS AND OBJECTIVES

Coordinate and process the purchase of goods, materials and services necessary for City operations in an efficient and economical manner.

Maintain the participation in co-op contracts with other entities.

Maintain and support the City's "paperless" electronic requisitioning system.

Maintain and support the City's "paperless" electronic Purchase Order issuance system.

Implement and manage the Duncanville Urban Land Bank Authority.

Provide purchasing education training to new employees within 90 days of employment.

Continue purchasing education training program.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PURCHASING MANAGER	1.0	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0	1.0

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
FINANCE		PURCHASING			
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	95,698	96,260	95,306	98,925	98,925
SUPPLIES	535	112	722	53	53
SERVICES	387	20,335	15,205	19,255	19,255
CAPITAL	0	0	0	0	0
TOTAL	\$96,621	\$116,707	\$111,233	\$118,233	\$118,233

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Written & Faxed Quotations Requests Processed (\$2,000 to \$4,999)	3	4	4	4
Specs Drafted and Quotes Received (\$5,000 to \$25,000)	13	10	15	13
Specs Drafted and Bids Received (\$25,000 +)	20	15	24	20
Purchase Orders Processed	71	74	116	71
Blanket Purchase Orders Processed	104	110	108	104
Change Orders Processed	8	10	5	5
Internet online informal bids/quotations	3	10	5	5

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Dollar Value per Purchase Order Issued	\$16,393	\$26,264	\$42,000	\$17,000
Average State Contract Purchase Order	\$68,779	\$19,000	\$77,000	\$27,000
Average Annual Contract	\$45,624	\$53,000	\$49,000	\$49,000
Average Cooperative Purchase	\$39,970	\$39,000	\$48,447	\$39,000
Requisition to Purchase Order Processed (\$3,000 to \$25,000)	86	70	90	86
Requisition to Bid Processed (\$25,000 +)	20	15	24	20
State Contract Purchases	19	25	20	19
Annual Contracts	81	65	70	70
Cooperative Purchases	67	52	75	67
Number of Employees Receiving Purchasing Education Training	0	7	39	10
Number of Received Protests Against Total Number of Formal Bids and Proposals Received	0%	<10%	<10%	<10%

DIVISION SUMMARY

DEPARTMENT: FINANCE	DIVISION: CITY MARSHAL
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PROGRAM DESCRIPTION

The City Marshals have the responsibility to execute misdemeanor warrants, serve legal processes and perform duties as Court Bailiff's of the Duncanville Municipal Court. Also, the Marshals are responsible for researching and locating individuals with outstanding warrants and having knowledge of criminal and traffic law and procedures. Other duties include providing security for the Municipal Court and City Hall facility, oversee and maintain the building's CCTV system as well as the employee access badging system. The Marshals transport the daily City bank deposits to the bank and warrant retrieval from the SWRCC office in Desoto.

GOALS AND OBJECTIVES

Research, budget and implement a license plate recognition system.
 Update City Security Systems by incorporating all individual badging and security systems into one centralized system.
 Create a Marshal activity system that would provide the city with current and real-time statistics related to City Marshal's activities and functions.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PT SKIP TRACER	0.1	0.3	0.3	0.3	0.3
MARSHAL	2.0	2.0	2.0	2.0	2.0
TOTAL	2.1	2.3	2.3	2.3	2.3

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
FINANCE	CITY MARSHAL

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	123,889	138,824	133,962	142,560	142,560
SUPPLIES	14,702	34,690	10,240	9,090	9,090
SERVICES	13,556	31,693	6,693	6,521	6,693
CAPITAL	35,000	0	0	0	0
TOTAL	\$187,146	\$205,207	\$150,895	\$158,171	\$158,343

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Total Number of Warrants Served	6,899	8,000	7,200	7,200
Court Processes Served	40	200	180	20
Court Dockets (Bailiff)	68	60	60	110
Warrants Cleared - Dismissed	38	50	45	50
Number of Phone Calls to Defendants	4,033	12,000	2,500	4,500
Total State Costs, Fees and Local Funds Collected	\$653,610	\$650,000	\$600,000	\$650,000
Total Local Funds Collected	\$444,720	\$440,000	\$396,000	\$440,000
Total State Costs and Fees	\$208,890	\$210,000	\$204,000	\$210,000
Warrants Cleared - Fines Paid	3,056	3,900	3,500	3,500
Warrants Cleared - Time Served	2,236	2,250	2,000	2,000
Number of Letters mailed to Defendants	6,221	8,750	6,675	7,000
Warrants Cleared - Bonds Posted	1,569	1,800	1,620	1,700

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Revenue Per Warrant Served	\$94.74	\$81.25	\$83.33	\$90.28
Average City Revenue per Warrant Served	\$64.46	\$55.00	\$55.00	\$61.11
Percent of Warrants Cleared by Payment	67%	71%	71%	72%
Percent of Warrants Cleared Time Served	32%	28%	28%	28%
Percent of Warrants Cleared - Dismissed	1%	1%	1%	1%

DIVISION SUMMARY

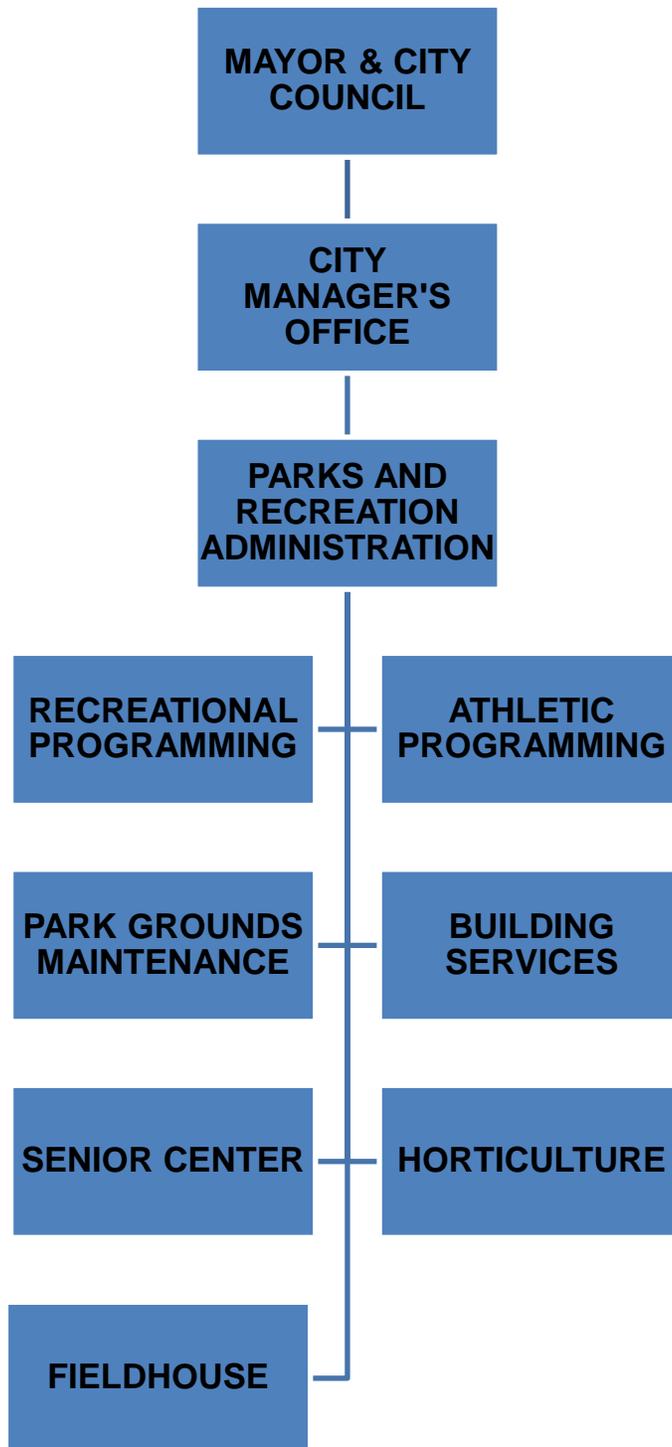
DEPARTMENT:	DIVISION:				
UTILITIES	UTILITY BILLING				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	553,787	546,808	537,635	543,463	543,463
SUPPLIES	128,200	173,527	127,293	173,695	171,195
SERVICES	404,107	287,003	316,616	330,047	301,603
CAPITAL	8,653	8,000	8,000	8,000	8,000
TOTAL	\$1,094,747	\$1,015,338	\$989,544	\$1,055,205	\$1,024,261

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Bills Processed	144,080	160,000	160,000	160,000
Service cut-off for non payment	5,888	6,200	6,200	3,700
Telephone contacts (Approximation based on a week	28,000	28,000	28,000	32,000
Meter Change-outs	351	1,000	600	1,000
Delinquency letters processed	41,811	40,000	40,000	43,000
Online Payments processed FY15 19,932 YTD	29,310	33,500	32,012	30,000
Lockbox payments processed FY15 15,270 YTD	29,177	41,000	26,569	29,000
Bank Draft files processed FY15 4,175 YTD	6,030	6,000	7,113	7,000
E-Billing Customers	568	650	675	805
Recurring Credit Cards as of 4/23/15 started 4/1/15				128

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Requested departmental end of month / year reporting (ongoing)	100%	100%	100%	100%
Utility statements mailed within 1 day of target date	100%	100%	100%	100%
Bank Drafts successfully completed on target date	100%	100%	100%	100%
Percentage of bank deposits prepared and delivered for same day business	100%	100%	100%	100%
Percent of projected monthly meter maintenance met 10% YTD	40%	100%	90%	70%
Percentage of Online payments and Electronic ACH files posted same day	100%	100%	100%	100%

**CITY OF DUNCANVILLE
PARKS AND RECREATION DEPARTMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

PARKS AND RECREATION

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PARKS AND RECREATION ADMINISTRATION	1.0	1.0	2.0	2.0	2.0
RECREATIONAL PROGRAMMING	9.0	6.5	9.6	9.5	9.5
ATHLETIC PROGRAMMING	3.0	3.0	3.0	3.0	3.0
HORTICULTURE	3.0	3.0	3.0	3.0	3.0
PARKS AND GROUNDS MAINTENANCE	7.5	7.7	7.7	8.0	8.0
BUILDING MAINTENANCE	6.0	6.0	6.0	7.0	7.0
SENIOR CENTER	3.5	5.0	3.5	3.6	3.6
TOTAL	33.0	32.2	34.7	36.1	36.1
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PARKS AND RECREATION ADMINISTRATION	218,796	225,331	230,046	224,353	226,788
RECREATIONAL PROGRAMMING	279,213	316,551	335,291	308,971	318,321
ATHLETIC PROGRAMMING	302,505	358,144	366,053	374,136	371,648
HORTICULTURE	175,243	179,746	171,549	176,753	176,753
PARKS AND GROUNDS MAINTENANCE	1,111,842	1,201,681	1,192,560	1,268,479	1,281,847
BUILDING MAINTENANCE	714,622	766,459	842,548	897,531	878,688
SENIOR CENTER	151,556	184,923	179,573	188,545	187,487
TOTAL	\$2,953,777	\$3,232,835	\$3,317,620	\$3,438,768	\$3,441,532

DIVISION SUMMARY

DEPARTMENT:

PARKS AND RECREATION

DIVISION:

PARKS AND RECREATION ADMINISTRATION

PROGRAM DESCRIPTION

The Parks and Recreation Administration activity is responsible for the administration and general supervision of Parks and Grounds Maintenance, Athletic Programming, Horticulture, Recreation Programming, Building Services, Senior Center, Duncanville Fieldhouse, and Special Events / CVB / Keep Duncanville Beautiful. This includes responsibility for planning, directing, coordination and evaluating all activities in addition to overseeing the Park Advisory Board and Keep Duncanville Beautiful Board.

GOALS AND OBJECTIVES

Maintain departmental budgets within approved allocations.
 Plan and coordinate departmental capital projects and other projects approved in the budget.
 Assist with departmental sponsored or co-sponsored special events.
 Represent the department at City Council, Park Board, 4B Board and other meetings as required.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PARKS AND RECREATION DIRECTOR	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	0.0	0.0	1.0	1.0	1.0
TOTAL	1.0	1.0	2.0	2.0	2.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
PARKS AND RECREATION	PARKS AND RECREATION ADMINISTRATION				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	171,061	175,906	178,168	176,918	176,918
SUPPLIES	608	820	820	1,085	1,285
SERVICES	47,127	48,605	51,058	46,350	48,585
CAPITAL	0	0	0	0	0
TOTAL	\$218,796	\$225,331	\$230,046	\$224,353	\$226,788

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Parks	17	17	17	17
Recreation Center	1	1	1	1
Buildings Maintained	26	27	27	27
Full Time Employees	22	22	22	22
Community / Economic Development Projects	0	0	1	0
Park Bond Projects	0	0	0	0
Park Board Meetings	6	8	8	12
City Council Meetings Attended	22	24	22	24

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Percentage of Budgeted Recreation Fee Revenues Collected	100%	100%	100%	100%
Percentage of Parks and Recreation Budget for Administration	7.92%	8.83%	7.75%	7.94%
Parks FTEs per 1000 population	.36	.37	.36	.36
Recreation FTEs per 1000 population	.08	.05	.05	.05
Acreage of parkland per 1,000 population	6.31	6.31	6.31	6.31

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

PARKS AND RECREATION

RECREATIONAL PROGRAMMING

PROGRAM DESCRIPTION

Recreation Programming provides classes, programs, and special events for the community and citizens of Duncanville and surrounding areas. These programs take place at the Recreation Center, Senior Center, parks, and other facilities such as the Duncanville Fieldhouse. The Recreation Center provides programs and services for all age groups and contains a teen room, fitness area, game room, aerobics room, kitchen, two gymnasiums, walking track, conference room, and three (3) meeting rooms. Programs are promoted through brochures, fliers, Duncanville Champion, cable TV, public speaking, City webpage, and newspapers. All room/pavilion rentals and program registrations are taken through the Recreation Center. This division serves as the liaison with all adult/youth sport associations, which include: fee collection, and facility schedules.

GOALS AND OBJECTIVES

Establish 5 new recreation classes/programs for children, 5 new classes/programs for adults, and 2 new classes/programs for special populations.
 Develop an email group for all members, and staff that we can send weekly or monthly updates on the Recreation Center.
 Increase memberships, including daily passes, by 5%.
 Continue and update positive training module for all staff to improve customer services at the Recreation Center.
 Continue to advertise new and existing classes/programs through the Program Guide that will be completed in the winter, summer, and fall.
 Continue to monitor customer satisfaction of programs and facilities through surveys and evaluation forms.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
RECREATION CENTER PART-TIME ATTENDANTS	7.0	4.5	7.6	7.5	7.5
RECREATION SUPERINTENDENT	1.0	1.0	1.0	1.0	1.0
RECREATION SPECIALIST	1.0	1.0	1.0	1.0	1.0
TOTAL	9.0	6.5	9.6	9.5	9.5

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
PARKS AND RECREATION	RECREATIONAL PROGRAMMING				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	254,080	277,154	290,910	278,511	278,511
SUPPLIES	8,293	16,040	19,416	20,328	18,328
SERVICES	16,840	23,357	24,965	10,132	21,482
CAPITAL	0	0	0	0	0
TOTAL	\$279,213	\$316,551	\$335,291	\$308,971	\$318,321

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Recreation Center Operating Hours (Annually)	4,394	4239	4239	4,827
Total Square Feet of Recreation/Community Facilities	38,000	38,000	38,000	38,000
Recreation & Citywide Special Events	18	20	20	20
Number of Memberships Sold (Recreation Center)	795	825	825	850
Facility Rentals	1,026	1,050	1,050	1,050
Average Daily Visitor Count - Recreation Center/Senior Center (All Visitors)	367	400	400	425
New Programs Offered	8	5	5	5

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Recreation Classes/Programs Offered	33	20	20	20
Summer Camp/After School Program Registrants	85	150	150	150
Scanned Membership Cards Entering Recreation Center/Senior Center	49,693	50,000	50,000	50,000
Number of Day Pass Admissions	2,932	3000	3,000	3,150
PT Staff Meetings/Trainings	8	20	20	20
FT Staff Attendance at Trainings/Conferences	6	8	6	6
Percentage for Youth Classes/Programs Offered (18 and under)	39%	45%	45%	45%
Percentage of Adult Classes/Programs Offered (18 - 49)	34%	40%	35%	35%
Percentage of Senior Classes/Programs Offered (50+)	27%	15%	20%	20%

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

PARKS AND RECREATION

ATHLETIC PROGRAMMING

PROGRAM DESCRIPTION

The Athletic Programming Activity, supervised by the Parks Services Manager, is responsible for selecting, training, assigning, supervising, and evaluating Athletic maintenance staff. This activity prepares athletic fields based on schedules of facilities (practices, games, and tournaments), inspects fields for safety and playability, approves rental of facilities, coordinates facility use with youth associations and the Duncanville Independent School District, purchases supplies, and oversees light repairs with the assistance of the Recreation Superintendent. Athletic maintenance staff also assist with Special Events.

GOALS AND OBJECTIVES

Provide the highest level of athletic field maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, professional Athletic maintenance staff.

Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.

Develop a "Can Do" attitude with staff on providing support for special events and special requests.

Provide the citizens and guests of Duncanville with safe, quality athletic facilities.

Work with youth sport associations in coordinating fields for practices, games, and tournaments.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SKILLED MAINTENANCE	2.0	2.0	2.0	2.0	2.0
FIELD SUPERVISOR	1.0	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0	3.0

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
PARKS AND RECREATION		ATHLETIC PROGRAMMING			
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	125,964	170,943	167,936	169,927	169,927
SUPPLIES	40,468	61,402	63,143	63,143	63,143
SERVICES	136,074	121,299	130,474	136,566	134,078
CAPITAL	0	4,500	4,500	4,500	4,500
TOTAL	\$302,505	\$358,144	\$366,053	\$374,136	\$371,648

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Number of Athletic Fields Maintained	29	29	29	30
Number of Football Fields Maintained	1	1	1	2
Number of Tennis Courts Maintained	22	22	22	22
Number of Basketball Courts Maintained	1	1	1	1
Number of Participants in Leagues	2,465	2,500	2,600	2,700
Number of Athletic Field Preps	850	850	875	925
Number of Athletic Complexes Maintained	4	4	4	4
Number of Baseball Fields Maintained	9	9	9	9
Number of Soccer Fields Maintained	15	15	15	15
Number of Softball Fields Maintained	5	5	5	5

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Percentage of Operational Cost Recovered through Fees	21%	10	11%	15%

DIVISION SUMMARY

DEPARTMENT:
PARKS AND RECREATION

DIVISION:
HORTICULTURE

PROGRAM DESCRIPTION

The Horticulturist is responsible for the design, planting and maintenance of all planter beds and landscaping located in parks, medians, City-owned property and water lots for the benefit and enjoyment of the public. Landscaped medians and other areas are designed and maintained for the ultimate "curb appeal" possible and to provide a positive impression of the City. The department cares for annuals, perennials, shrubs and trees which includes maintaining a proper bed and soil environment for optimal growing conditions. The Horticulturist assists the Parks Services Manager with city-wide improvements such as landscaping design and installation for 4B funded projects and other capital improvement projects.

GOALS AND OBJECTIVES

Provide the highest level of horticultural maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, professional horticultural maintenance staff.
 Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.
 Develop a "Can Do" attitude with staff on providing support for special events and special requests.
 Increase the amount of perennials planted per bed while minimizing plant replacements through proper pesticide applications and irrigation schedules.
 Plant and maintain seasonal color beds for maximum curb appeal.
 Inspect all city planter beds weekly.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
HORTICULTURIST	1.0	1.0	1.0	1.0	1.0
CREW LEADER	1.0	1.0	1.0	1.0	1.0
MAINTENANCE WORKER	1.0	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0	3.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
PARKS AND RECREATION	HORTICULTURE				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	156,907	161,110	152,913	158,117	158,117
SUPPLIES	16,055	13,601	13,601	13,601	13,601
SERVICES	1,853	2,535	2,535	2,535	2,535
CAPITAL	428	2,500	2,500	2,500	2,500
TOTAL	\$175,243	\$179,746	\$171,549	\$176,753	\$176,753

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Square Footage of Shrub and Annual Beds includes IH20 and Main Street	204,162	204,162	208,216	208,216
City Entry Sign Planter Beds Maintained includes IH20	9	11	11	11
New Trees Planted	63	46	50	50

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Perennials, as percent of all city planter beds	70%	70%	75%	78%
Seasonal bed changes achieved	2	2	2	2

DIVISION SUMMARY

DEPARTMENT:

PARKS AND RECREATION

DIVISION:

PARKS AND GROUNDS MAINTENANCE

PROGRAM DESCRIPTION

The Parks and Grounds Maintenance Activity is responsible for the upkeep of the City's parks and open spaces in a safe, clean and aesthetically pleasing condition for the maximum use and enjoyment of the public. Landscaped medians and other areas are maintained for the best "curb appeal" to give a favorable impression of the City. Property under the department's activity includes park land, City-owned lots, roadway medians and right of ways, municipal building grounds and water utility lots. The department inspects and maintains playgrounds including Kidsville for maximum safety, maintains turf, sprays for insects and weeds, performs litter control, repairs irrigation, cares for trees and shrubs and performs numerous other park and landscape maintenance duties. Parks staff also assists with Special Events. The division also assists with community improvement projects such as 4B funded mowing, landscaping and capital projects.

GOALS AND OBJECTIVES

Provide the highest level of park maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, professional Parks maintenance staff.

Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.

Develop a "Can Do" attitude with staff on providing support for special events and special requests.

Enhance level of customer service to citizens through personal interaction and follow through that provides quicker responses and providing accurate information in a timely fashion.

Apply pesticides and fertilizers for maximum effectiveness with minimal damage.

Supervise contract mowing & arboriological services for compliance and scheduled frequencies.

Enhance park amenities through scheduled routine inspections & repairs.

Inspect playgrounds biweekly or monthly depending on use patterns and make necessary repairs.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SKILLED MAINTENANCE	1.0	1.0	1.0	1.0	1.0
PARKS MANAGER	0.0	0.0	1.0	1.0	1.0
PARKS SERVICES MANAGER	1.0	1.0	0.0	0.0	0.0
SKILLED MAINTENANCE	1.0	1.0	1.0	1.0	1.0
IRRIGATOR	1.0	1.0	1.0	1.0	1.0
SEASONAL MAINTENANCE	0.5	0.7	0.7	1.0	1.0
FIELD SUPERVISOR	1.0	1.0	0.0	0.0	0.0
PARKS SUPERINTENDENT	0.0	0.0	1.0	1.0	1.0
SPRAY TECHNICIAN	1.0	1.0	1.0	1.0	1.0
IRRIGATION TECHNICIAN	1.0	1.0	1.0	1.0	1.0
TOTAL	7.5	7.7	7.7	8.0	8.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
PARKS AND RECREATION	PARKS AND GROUNDS MAINTENANCE				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	437,555	454,289	396,584	469,996	469,996
SUPPLIES	59,604	82,482	99,759	94,090	94,090
SERVICES	585,893	615,335	646,545	654,718	668,086
CAPITAL	28,790	49,575	49,672	49,675	49,675
TOTAL	\$1,111,842	\$1,201,681	\$1,192,560	\$1,268,479	\$1,281,847

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Median Acres	24	24	24	24
ROW Acres	159	159	159	159
Number of Playgrounds	12	13	13	13
Irrigated Acres	94	96	98	99
Special Event Set-Ups	9	10	10	10
Amphitheater / Concert Preparations	4	4	4	4
Miles of Walking Trail	5.48	5.48	5.48	5.48
Park Acres	244	244	244	244
Acreage of park land per 1,000 population	6.20	6.20	6.16	6.12
Number of Developed Park Acres	228	228	228	228

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Playground inspections conducted	N/A	N/A	94	198
Vandal Repair Jobs	39	30	40	50
Average response time to citizen reported issues	N/A	24 hrs.	24 hrs.	24 hrs.

DIVISION SUMMARY

DEPARTMENT:

PARKS AND RECREATION

DIVISION:

BUILDING MAINTENANCE

PROGRAM DESCRIPTION

The Building Maintenance Activity is responsible for the day-to-day maintenance and upkeep of all City buildings. A staff of 4 full time and 3 part time employees provide building maintenance, custodial cleaning, air conditioner repairs and preventative maintenance, electrical repairs, flooring and furniture repairs, mail deliveries, meeting set-ups, mechanical repair, plumbing repairs, environmental and energy management, inspection and repair of all roofing problems, making repairs using City personnel whenever possible. This division also assists in records destruction and maintenance of all park buildings.

GOALS AND OBJECTIVES

Complete daily custodial tasks on all City buildings assigned.
 Complete projects within an allocated budget and time schedule.
 Maintain City compliance with mandated State and Federal regulations.
 Maintain inspections of all fire systems and equipment.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
BUILDING MAINTENANCE WORKER	0.0	0.0	0.0	1.0	1.0
CUSTODIAN	2.0	2.0	2.0	2.0	2.0
BUILDING MAINTENANCE TECHNICIAN	1.0	1.0	1.0	1.0	1.0
BUILDING MAINT SUPERVISOR	1.0	1.0	1.0	1.0	1.0
PART-TIME CUSTODIAN	2.0	2.0	2.0	2.0	2.0
TOTAL	6.0	6.0	6.0	7.0	7.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	248,668	263,003	264,289	314,977	314,977
SUPPLIES	35,970	32,645	33,299	34,897	34,897
SERVICES	397,686	435,332	512,471	505,722	488,379
CAPITAL	32,298	35,479	32,489	41,935	40,435
TOTAL	\$714,622	\$766,459	\$842,548	\$897,531	\$878,688

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
PARKS AND RECREATION	BUILDING MAINTENANCE			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Number of Buildings to Perform Custodial Maintenance	4	4.5	4.5	4
Square Footage of Buildings for Custodial Care	117,364	121,364	121,364	135,940
Number of Buildings to Provide Building Maintenance	26	27	27	29
Square Footage of Buildings to Maintain Added EON Building at 8,400 sq. ft. Added Restroom at Red Bird Park 200 sq. ft.	168,281	263,281	263,281	271,881
Hours of Custodial Work	7,120	7,200	7,200	8260
Hours of Building Maintenance	3,920	4,000	3,960	4002
Hours of Meeting Preparation	128	150	150	150
Hours of Mail Delivery	260	260	260	260
Square Footage of Custodial Services per Employee	48,080	49,080	49,080	49,080
Major Projects Completed	18	16	12	12
Minor Projects Completed	3,130	3,100	3,150	3,140
Emergency Call Ins	11	8	8	16
Required Equipment Inspections Added 4 inspections for the EON Building	48	54	54	54
Square Footage of Building Maintenance per Employee	84,140	131,640	131,640	131,640

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Cost of Electrical Service per Square Foot	1.52	1.6	1.02	1.1
Cost of all Utilities per Square Foot	1.22	1.85	1.16	1.20
Heating Degree Days	2,576	2,600	2,300	2,600
Cooling Degree Days	3,072	3,100	3,200	3,100
HVAC Preventive Maintenance Inspections per year	32	34	34	38
Percentage of Time Daily Custodial Task Completed as Assigned	100%	100%	100%	100%
Percentage of Projects / Budget Completion Goal Met	100%	100%	100%	100%
Preventive Maintenance Inspections Conducted	48	50	50	54
Repair requests per 100,000 sq. feet maintained	1,880	1,187	1,206	1190
Response time: non - emergency repairs	1 day	1 day	1 day	1 day

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

PARKS AND RECREATION

SENIOR CENTER

PROGRAM DESCRIPTION

Hopkins Senior Activity Center's Mission Statement is: "Providing opportunities for older adults to continue being active and vital participants in their community". The senior center uses the Wellness Model of providing opportunities that support intellectual, physical, spiritual, financial, leisure and social well-being. A variety of classes and activities are scheduled to meet these needs. Special events are planned for each month, and trips to local sites of interest are enjoyed twice each month. Community resources are invited to come in and present programs of interest to older adults. And, we serve a nutritious lunch each day in partnership with the Dallas Area Agency on Aging. The senior center is also available for rentals.

GOALS AND OBJECTIVES

Increase senior citizen participation to an average of 100 participants per day.
 Recruit, train and monitor senior center volunteers.
 Conduct 12 special events a year.
 Assist with city-wide special events.
 Staff and supervise senior center weekend rentals.
 Add 4 new activities to existing program.
 Manage reporting requirement for DAAA nutrition program.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SENIOR CENTER ASSISTANT	0.8	1.0	0.8	0.8	0.8
PART-TIME CENTER ATTENDENTS	1.8	3.0	1.7	1.8	1.8
SR CENTER SUPERVISOR	1.0	1.0	1.0	1.0	1.0
TOTAL	3.5	5.0	3.5	3.6	3.6

DIVISION SUMMARY

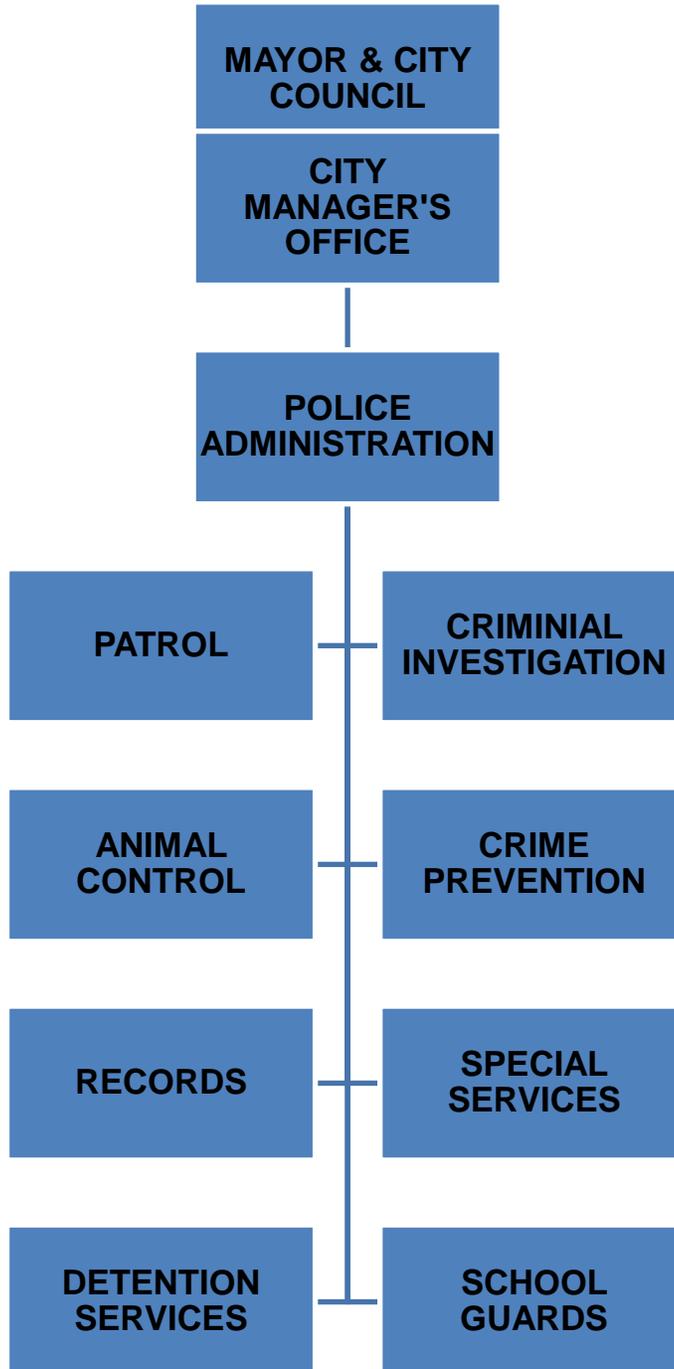
DEPARTMENT:	DIVISION:				
PARKS AND RECREATION	SENIOR CENTER				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	108,647	143,112	137,164	140,187	140,187
SUPPLIES	6,367	6,910	7,496	9,369	8,119
SERVICES	36,543	34,901	34,913	38,989	39,181
CAPITAL	0	0	0	0	0
TOTAL	\$151,557	\$184,923	\$179,573	\$188,545	\$187,487

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Senior Center Program Operational Hours	1,774	1,774	1,774	1,774
Available Hours for Rental	3,744	3,744	3,744	3,744
Senior Center Total Registrants	276	350	262	300
Senior Center Activities Offered	43	44	40	40
Senior Center Special Events	8	8	12	12
Senior Citizen Average Daily Attendance	90	107	91	100
New participants enrolled	108	150	116	120
Senior Field Trips	34	34	30	30
Senior Center Rental Hours	430	550	564	570
Assistance Provided to City-wide Special Events	4	4	2	2
Dallas Area Agency on Aging reports submitted	12	12	13	13

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Percentage of Available Rental Hours Booked	15%	15%	17%	18%
Average Daily Attendance of Senior Lunch Program	75	85	71	80
Average Daily Attendance of Non-lunch Participants	21	22	20	20
Senior Volunteer Hours Completed	8,643	8,000	6,035	7,000
Registered Volunteers	106	110	61	75
Cost per Senior Citizen Registrant per day	5.84	5.34	6.14	6.14

**CITY OF DUNCANVILLE
POLICE DEPARTMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

POLICE

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SPECIAL SERVICES	4.0	4.0	2.0	2.0	2.0
POLICE ADMINISTRATION	3.0	3.0	3.0	3.0	3.0
PATROL	42.0	42.0	45.0	45.0	45.0
CRIMINAL INVESTIGATION	12.0	12.0	12.0	12.0	12.0
ANIMAL CONTROL	2.0	2.0	2.0	2.0	2.0
SCHOOL GUARDS	3.3	3.5	3.0	3.3	3.3
CRIME PREVENTION	1.5	1.5	1.5	1.5	1.5
RECORDS	4.0	4.0	4.0	4.0	4.0
DETENTION SERVICES	5.0	5.0	5.0	5.0	5.0
TOTAL	76.8	77.0	77.5	77.8	77.8
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SPECIAL SERVICES	456,778	478,236	405,910	294,783	287,667
SCHOOL RESOURCE OFFICERS	191,005	0	0	0	0
POLICE ADMINISTRATION	542,243	565,664	540,400	511,007	509,007
PATROL	3,427,336	3,958,113	3,941,564	3,945,996	3,992,757
CRIMINAL INVESTIGATION	1,176,346	1,158,099	1,172,788	1,160,407	1,161,501
ANIMAL CONTROL	304,052	351,335	348,335	367,660	372,571
SCHOOL GUARDS	79,705	80,720	87,220	87,300	80,820
CRIME PREVENTION	126,441	119,794	130,371	121,412	121,469
RECORDS	1,193,996	1,201,947	1,227,105	1,220,676	1,230,336
DETENTION SERVICES	225,900	327,180	264,291	313,771	313,771
TOTAL	\$7,723,802	\$8,241,088	\$8,117,984	\$8,023,012	\$8,069,899

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
POLICE	SPECIAL SERVICES

PROGRAM DESCRIPTION

The Special Services Activity encompasses Training/Personnel, Internal Affairs, and Special Events planning. The sergeant assigned to Special Services is responsible for part-time work coordination and special events coordination, as well as other special assignments at the direction of the Chief. This activity is responsible for administering civil service exams, conducting background investigations on applicants, ensuring compliance with state-mandated training for sworn personnel, and recruitment strategies. The Special Services Sergeant also investigates administrative complaints against police department employees.

GOALS AND OBJECTIVES

Have 100% of newly hired officers graduate from the academy.
 Have 100% of sworn personnel complete annual state-mandated training.
 Have 100% of academy graduates complete field training.
 Administer at least one civil service exam.
 Process and prepare for hire three officer candidates.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SERGEANT	1.0	1.0	1.0	1.0	1.0
OFFICER	3.0	3.0	1.0	1.0	1.0
TOTAL	4.0	4.0	2.0	2.0	2.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	361,970	363,016	283,683	180,792	180,792
SUPPLIES	47,248	65,370	61,287	63,576	55,960
SERVICES	47,560	49,350	60,540	49,915	50,415
CAPITAL	0	500	400	500	500
TOTAL	\$456,778	\$478,236	\$405,910	\$294,783	\$287,667

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Sworn Officers	62	61	61	61
Civilian Employees	16	16	16	16
Applications Processed	814	800	800	800
Background Investigations	165	150	320	150
Probationary Reviews	520	1,000	1600	1000
Special Events Planned	5	20	4	4

DIVISION SUMMARY

DEPARTMENT:

POLICE

DIVISION:

SCHOOL RESOURCE OFFICERS

PROGRAM DESCRIPTION

Program ended effective June 2014. DISD contracted with Dallas County Schools PD for law enforcement services.

GOALS AND OBJECTIVES

Not applicable. School Resource Officers program ended June 2014.

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	188,731	0	0	0	0
SUPPLIES	334	0	0	0	0
SERVICES	1,940	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	\$191,005	\$0	\$0	\$0	\$0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
POLICE	POLICE ADMINISTRATION

PROGRAM DESCRIPTION

The Police Administration Activity is responsible for the general supervision of police operations. Tasks include supervision of all personnel, development of long range planning, analysis of all department subsystems, formulating policies and procedures, analysis of crime and accident patterns, service needs and personnel development, liaison with police departments in contiguous areas to coordinate regional planning, development of fiscal planning capability, analysis of demographic characteristics of the community in order to provide future service needs, and periodic review of department policies and procedures. Police Administration is also responsible for working with other city departments and the community to foster a positive image and perception of the City of Duncanville.

GOALS AND OBJECTIVES

Achieve "Recognized" status from the Texas Police Chiefs Association Foundation Law Enforcement Best Practices Recognition Program.
 Hire five officers.
 Have at least one sergeant attend and complete the School of Executive Leadership at the Institute for Law Enforcement Administration (ILEA).
 Have at least one Lieutenant attend the Management College at the Institute for Law Enforcement Administration.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ASSISTANT POLICE CHIEF	1.0	1.0	1.0	1.0	1.0
CHIEF OF POLICE	1.0	1.0	1.0	1.0	1.0
EXECUTIVE SECRETARY	1.0	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0	3.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	389,601	347,364	344,235	342,079	342,079
SUPPLIES	14,381	46,435	40,253	15,350	14,350
SERVICES	138,261	171,865	155,912	153,578	152,578
TOTAL	\$542,243	\$565,664	\$540,400	\$511,007	\$509,007

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Population	39,605	39,880	39,220	39,220
Sworn Officers	62	61	61	61
Civilian Employees	16	16	16	16
School Crossing Guards	15	15	15	15
Management Reports	26	30	26	26
Number of Square Miles Covered	11.2	11.2	11.2	11.2
Population density per square mile	3,536	3,561	3,502	3,502
Personnel Evaluations	78	78	77	77
Internal Affairs Complaints Against Sworn Personnel	14	26	20	20

DIVISION SUMMARY

DEPARTMENT:	DIVISION:
POLICE	PATROL

PROGRAM DESCRIPTION

The Patrol Division provides service 24 hours a day, seven days a week, 365 days a year as first responders to requests for police service. Its mission is the prevention of crime, protection of life and property, preservation of peace, order and safety, the enforcement of laws and ordinances, enhancing the quality of life for the community, providing excellence in customer service, and the execution of warrants. The Patrol Division philosophy and organizational strategy allows the division and the community to work closely together in new ways to solve crimes and problems that affect the community. A primary focus of the Patrol Division is to develop internal and external partnerships encouraging innovative problem solving. The Patrol Division methodology incorporates traditional and non-traditional enforcement, employee empowerment, community participation, and partnership building.

GOALS AND OBJECTIVES

Have 100% patrol officers recertified in defensive tactics.
 Train personnel and deploy body worn cameras throughout Patrol Division.
 Transition 8 new recruits through Field training Program.
 Use specially trained Patrol officers to aid Narcotics in combatting street level drug related offenses.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
OFFICER	35.0	35.0	38.0	38.0	38.0
SERGEANT	4.0	4.0	4.0	4.0	4.0
LIEUTENANT	3.0	3.0	3.0	3.0	3.0
TOTAL	42.0	42.0	45.0	45.0	45.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	3,211,141	3,685,583	3,685,015	3,684,564	3,684,564
SUPPLIES	54,670	65,062	56,895	58,790	51,940
SERVICES	154,621	197,468	190,429	196,442	251,453
CAPITAL	6,903	10,000	9,225	6,200	4,800
TOTAL	\$3,427,336	\$3,958,113	\$3,941,564	\$3,945,996	\$3,992,757

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Population	39,605	39,880	39,220	39,220
Total Miles of Streets and Alleys to Patrol	215	215	215	215
Calls for Service (dispatched calls only, not self initiated)	48016	45690	46829	47,000
Injury Accidents	148	135	145	150
Traffic Stops	7840	9100	7200	8000
Self-Initiated Patrol Incidents(including traffic stops)	17705	18768	17,884	18500
Juvenile Arrests	94	109	60	60
Adult Arrests (RMS-Includes Protective Custody)	1326	1589	1,361	1400
Number of Top Priority Calls	196	18	204	210
UCR Part 1 Crimes Reported	1,958	1854	1576	1550
Arrests for UCR Part 1 Crimes	127	188	100	100
DWI/DUI Arrests	62	68	51	65

DIVISION SUMMARY

DEPARTMENT:

POLICE

DIVISION:

CRIMINAL INVESTIGATION

PROGRAM DESCRIPTION

The Criminal Investigation Activity is responsible for the investigation of all criminal activity occurring in the City. Detectives follow-up on offense reports generated by the Patrol Division to detect and arrest offenders based upon subsequent investigation. This activity is responsible for filing the appropriate paperwork with the County DA. Detectives are responsible for the prosecution of criminal cases, recovery of stolen property, youth related crimes, runaways, missing persons, family violence, vice and narcotics activity, and monitoring of registered sex offenders. Investigators gather and disseminate intelligence information, process crime scenes, compare latent prints and collect evidence. Investigators benefit from other investigative agencies' efforts and intelligence to similarly assist these units as mentioned above. Investigators also serve a special role in crime prevention programs, such as the Citizens Police Academy.

GOALS AND OBJECTIVES

Complete barcoding/scanning on all items held in the property room.
 Train all CID personnel in the use of the Dallas County Incident Management Digital Multimedia Evidence (DCIM DME) system.
 Send every detective to at least one training class in their area of specialization.
 Conduct at least one sex offender compliance operation.
 Contact all complainants within 48 hours after receiving the offense report.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
OFFICER	8.0	8.0	8.0	8.0	8.0
LIEUTENANT	1.0	1.0	1.0	1.0	1.0
PROPERTY EVIDENCE TECHNICIAN	1.0	1.0	1.0	1.0	1.0
SERGEANT	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	1.0	1.0
TOTAL	12.0	12.0	12.0	12.0	12.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
POLICE	CRIMINAL INVESTIGATION				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	1,109,099	1,090,189	1,093,779	1,071,823	1,071,823
SUPPLIES	7,693	8,475	8,594	10,140	10,140
SERVICES	59,554	59,435	70,415	78,444	79,538
CAPITAL	0	0	0	0	0
TOTAL	\$1,176,346	\$1,158,099	\$1,172,788	\$1,160,407	\$1,161,501

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Population	39605	39,880	39,220	39,220
Cases Worked	634	500	730	735
Court Appearance Hours	465	370	620	620
CPS Referrals	256	285	285	285
Cases Filed With The DA (CID cases only)	267	270	250	260
Juvenile Cases	22	40	40	40
Sex Offender Registrations	75	83	115	115
UCR Part I Offenses Reported	1958	1854	1576	1550

DIVISION SUMMARY

DEPARTMENT: POLICE	DIVISION: SCHOOL GUARDS
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PROGRAM DESCRIPTION

School crossing guard personnel are responsible for safely crossing elementary and secondary students going to and from school while crossing selected hazardous traffic roadways.

GOALS AND OBJECTIVES

Maintain zero children struck in controlled crossings.
 Maintain crossing guard training for 100% of school crossing guards.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
CROSSING GUARD	3.3	3.5	3.0	3.3	3.3
TOTAL	3.3	3.5	3.0	3.3	3.3

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	72,968	73,980	73,980	73,980	73,980
SUPPLIES	238	240	240	320	340
SERVICES	6,500	6,500	13,000	13,000	6,500
CAPITAL	0	0	0	0	0
TOTAL	\$79,705	\$80,720	\$87,220	\$87,300	\$80,820

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Controlled Crossings	13	13	13	13
Schools Serviced	7	7	7	7
Schools Days (x2 shifts)	464	450	464	464

DIVISION SUMMARY

DEPARTMENT:

POLICE

DIVISION:

CRIME PREVENTION

PROGRAM DESCRIPTION

The Crime Prevention Activity is responsible for educating the general citizenry in the cause of public safety, and for encouraging positive police and citizen relations. Public safety is encouraged through conducting crime prevention surveys and organizing crime prevention activities such as Neighborhood Crimewatch, Citizens on Patrol and National Night Out. Community Relations are fostered through such programs as Citizens Police Academy, Santa Cop, and Special Olympics.

This activity is visible throughout the community conducting lectures and presentations for various civic organizations and groups. This activity also develops and coordinates volunteers for service to the City.

GOALS AND OBJECTIVES

- Increase Nextdoor Program participation by 5%.
- Provide monthly crime prevention articles for Champion newsletter.
- Provide monthly crime prevention information to citizens via monitor in police lobby.
- Provide crime prevention tips and trends on social media.
- Educate senior citizens on how to avoid becoming a victim.
- Increase the number of direct alarm monitoring customers by 5%.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
OFFICER	1.0	1.0	1.0	1.0	1.0
PD VOL. COORDINATOR	0.5	0.5	0.5	0.5	0.5
TOTAL	1.5	1.5	1.5	1.5	1.5

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	115,550	110,160	120,964	112,274	112,274
SUPPLIES	7,603	6,960	6,565	5,910	5,910
SERVICES	3,288	2,674	2,842	3,228	3,285
CAPITAL	0	0	0	0	0
TOTAL	\$126,441	\$119,794	\$130,371	\$121,412	\$121,469

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
POLICE		CRIME PREVENTION			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
CP/CR Meetings	278	200	200	200	
CPA Students Graduating	63	24	30	30	
COP/CPA Class Sessions	27	28	30	30	
Crime Prevention Surveys	57	60	50	50	
Media Releases	190	100	125	125	
Neighborhood Crime Watch meetings	36	22	40	45	
Citizens on Patrol Miles Covered	15664	10000	16000	16000	
City Population	39,605	39,880	39,220	39,220	
Volunteer Hours	3980	N/A	4000	4000	
COP Hours	4310	N/A	4500	4500	

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Number of unique crime warnings or prevention fliers distributed during reporting period.	75	30	75	75	
Number of residents actually participating in nextdoor.com program.	N/A	N/A	1400	1450	

DIVISION SUMMARY

DEPARTMENT: POLICE	DIVISION: DETENTION SERVICES
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PROGRAM DESCRIPTION

The Detention Services Activity is comprised of civilian Public Service Officers (PSOs). Their primary function is the operation of the holding facility 24 hours a day, 365 days a year. PSOs are responsible for booking, releasing, feeding and maintaining the safety of detainees. Additionally, PSOs accept payment of bond fees and assist the judges with arraignments. They are also responsible for acquiring jail supplies and cleaning jail bedding.

GOALS AND OBJECTIVES

Maintain zero detainee suicides.
Hire and train relief PSO.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
PUBLIC SERVICE OFFICER	5.0	5.0	5.0	5.0	5.0
TOTAL	5.0	5.0	5.0	5.0	5.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	201,472	239,008	189,955	236,685	236,685
SUPPLIES	12,490	16,000	14,500	15,750	15,750
SERVICES	11,938	72,172	59,836	61,336	61,336
CAPITAL	0	0	0	0	0
TOTAL	\$225,900	\$327,180	\$264,291	\$313,771	\$313,771

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City Population	39,605	39,880	39,220	39,220
Adult Arrests Booked Into Duncanville Holding Facility (JMS)	1,286	1435	1361	1400
Calls for Service	15	5	9	10
Sworn Officers	62	61	61	61

**CITY OF DUNCANVILLE
PUBLIC WORKS**

ORGANIZATION CHART

**MAYOR & CITY
COUNCIL**

**CITY
MANAGER'S
OFFICE**

**ENGINEERING /
PLANNING**

**BUILDING
INSPECTION**

**STREETS
MAINTENANCE**

**SIGNS AND
SIGNALS**

**EQUIPMENT
SERVICES**

CITY OF DUNCANVILLE

Public Works

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ENGINEERING AND PLANNING	2.5	2.5	3.5	3.5	3.5
BUILDING INSPECTIONS	6.0	6.0	6.0	6.1	6.1
STREET MAINTENANCE	12.0	12.0	12.0	12.0	12.0
SIGNS AND SIGNALIZATION	4.0	4.0	4.0	4.0	4.0
EQUIPMENT SERVICES	4.0	4.0	4.0	4.0	4.0
TOTAL	28.5	28.5	29.5	29.6	29.6
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ENGINEERING AND PLANNING	252,331	337,420	345,418	428,664	431,281
BUILDING INSPECTIONS	498,504	661,841	604,568	618,267	615,445
STREET MAINTENANCE	1,740,803	1,955,752	1,880,183	1,966,100	2,163,220
SIGNS AND SIGNALIZATION	517,642	662,392	612,244	692,175	725,206
EQUIPMENT SERVICES	948,528	999,443	917,288	1,007,092	1,043,369
TOTAL	\$3,957,808	\$4,616,848	\$4,359,701	\$4,712,298	\$4,978,521

DIVISION SUMMARY

DEPARTMENT:

Public Works

DIVISION:

ENGINEERING AND PLANNING

PROGRAM DESCRIPTION

The Engineering and Planning Activity is responsible for the review of all engineering plans, subdivision plats, site plans, review and coordination of private development and the processing of change of zoning applications. Preparation of plans and specifications for capital improvements projects, inspection of all construction work, updating all city maps, administration of the Flood Insurance Rate Program, and consultation with developers, engineers and citizens are the responsibility of this activity. Other duties assigned to this activity include Planning & Zoning Commission meetings. Operations are administered by a Director and Assistant Director. Technical support is provided by a City Planner, Engineer and Engineering Technician. The Planner position will play a key role in the development of the citywide Comprehensive Plan.

GOALS AND OBJECTIVES

Start fifteen (15) capital improvement projects and manage fourteen (14) capital improvement projects.
 Implement FY 15 CDBG Program.
 Review three (3) existing Ordinances and review for changes by 09/2016.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
CITY PLANNER	1.0	1.0	1.0	1.0	1.0
ASSISTANT PUBLIC WORKS DIRECTOR	0.5	0.5	0.5	0.5	0.5
PUBLIC WORKS DIRECTOR	0.5	0.5	0.5	0.5	0.5
ENGINEERING TECHNICIAN	0.5	0.5	0.5	0.5	0.5
CONSTRUCTION INSPECTOR	0.0	0.0	1.0	1.0	1.0
TOTAL	2.5	2.5	3.5	3.5	3.5

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	155,137	262,338	233,348	353,759	353,759
SUPPLIES	1,211	5,664	8,805	4,204	3,403
SERVICES	95,982	69,419	100,755	70,701	74,118
CAPITAL	0	0	2,510	0	0
TOTAL	\$252,331	\$337,420	\$345,418	\$428,664	\$431,281

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
PUBLIC WORKS		ENGINEERING AND PLANNING			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Capital Improvement Projects Constructed	4	5	9	11	
Capital Improvement Projects Designed	1	5	7	14	
Planning and Zoning Commission Public Hearings	15	28	20	22	
Zoning Applications Processed (Property Owner Initiated)	14	20	14	16	
Ordinance Reviews/Public Hearings	1	6	2	4	
Number of Private Development Plans Reviewed	1	1	17	17	
Development Review Committee Meetings	18	18	15	18	
Utility Coordination Committee Meetings	4	4	2	4	
Number of Plat/Replat Public Hearings	9	4	6	8	

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Response Time to Review Plat/Replat (Calendar Days)	14	21	14	14
Average Response Time to Review Development Plans (Calendar Days)	7	14	7	7
Average Response Time to Review CIP Plans (Working Days)	21	10	10	10
Percentage of Capital Projects Completed (Construction)	100	100	100	100
Percentage of Capital Projects Completed (Design)	100	100	100	100

DIVISION SUMMARY

DEPARTMENT:

Public Works

DIVISION:

BUILDING INSPECTIONS

PROGRAM DESCRIPTION

The Permit and Inspection Services Department consists of three basic units: Building Inspection, Code Enforcement and Health Inspection.

BUILDING INSPECTION reviews permit applications for building construction to ensure compliance with structural, electrical, plumbing, mechanical and zoning requirements. Other duties include issuance of moving, building demolition and garage sale permits, as well as Certificates of Occupancy.

The **CODE ENFORCEMENT** unit is charged with education on and enforcement of the City's nuisance, sign, apartment complex and substandard building regulations. This unit also writes and prepares new and revised ordinances for council consideration.

The **HEALTH INSPECTOR'S** duties include inspections of restaurants, grocery stores, special events where food is served, schools, day care centers and public & semi-public swimming pools plus enforcement of the smoking ordinance. All Department personnel are required to prepare for and appear in Municipal and County court.

GOALS AND OBJECTIVES

BUILDING INSPECTION:

Make requested building inspections within twenty-four (24) hours (one business day). Review building permit applications and issue permits within two weeks (for residential projects) or three weeks (for commercial projects).

CODE ENFORCEMENT:

Respond to complaints within twenty-four (24) hours and take enforcement action on violations within 48 hours. Perform apartment complex inspections annually.

HEALTH INSPECTION:

Complete all food establishment inspections according to the state risk assessment guidelines.

Identify and require permits for all public and semi-public swimming pools.

Identify and require permits for all child day care facilities.

Respond to food-related complaints within twenty-four (24) hours.

Respond to mosquito-related complaints within twenty-four (24) hours.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
BUILDING OFFICIAL	1.0	1.0	1.0	1.0	1.0
SR. CODE ENFORCEMENT OFFICER	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	1.0	1.0
SENIOR BUILDING INSPECTOR	1.0	1.0	1.0	1.0	1.0
CODE ENFORCEMENT OFFICER	1.0	1.0	1.0	1.1	1.1
HEALTH INSPECTOR	1.0	1.0	1.0	1.0	1.0
TOTAL	6.0	6.0	6.0	6.1	6.1

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
PUBLIC WORKS	BUILDING INSPECTIONS				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	366,972	461,646	443,623	474,069	474,069
SUPPLIES	5,297	7,161	19,560	10,461	8,666
SERVICES	126,234	193,034	141,385	133,737	132,710
CAPITAL	0	0	0	0	0
TOTAL	\$498,504	\$661,841	\$604,568	\$618,267	\$615,445

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
NUMBER of SINGLE-FAMILY & DUPLEX UNITS	11,210	11,262	11,240	11,255
NUMBER of TOWNHOME UNITS	303	303	303	303
NUMBER of RESIDENTIAL VACANT LOTS	407	397	387	367
NUMBER of PUBLIC SCHOOL KITCHENS	18	18	18	18
NUMBER of DAYCARE FACILITIES	13	13	13	13
NUMBER of FOOD ESTABLISHMENTS (excludes school kitchens & daycares)	183	176	176	180
NUMBER of APARTMENT UNITS	2,535	2,535	2,535	2,535
SINGLE-FAMILY PERMITS (Excluding SFD New)	649	700	700	700
SINGLE-FAMILY DWELLING PERMITS (SFD New)	18	25	25	25
MULTI-FAMILY PERMITS (Excluding New)	0	0	0	0
MULTI-FAMILY PERMITS (New Units)	0	0	0	0
TOWNHOME PERMITS (New)	0	0	0	0
NEW CODE VIOLATIONS (1st Notices)	5,168	3,000	3,000	3,000
CITATIONS ISSUED	401	450	250	250
CERTIFICATES of OCCUPANCY ISSUED	157	200	200	200
FOOD SERVICE INSPECTIONS/VISITS	939	1,000	900	900
FOOD SERVICE REINSPECTIONS	20	20	20	20
FOOD SERVICE COMPLAINTS	75	90	70	70
POOL INSPECTIONS/VISITS/MOSQUITOES	148	125	125	125
BUILDING INSPECTIONS (By City Staff or Bureau Veritas)	3,213	3,500	2,500	2,500

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

PUBLIC WORKS

BUILDING INSPECTIONS

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
% Building Inspections Made Within 24 Hours	100	100	100	100
% of Permits Issued Within 5 Working Days	100	100	100	100
% of Response to Complaints Within 24 Hours	95	95	95	95
% of Action Taken on Complaints Within 48 Hours	95	95	95	95
Rates of voluntary compliance on code violations as a percentage of all cases resolved	95.9%	90%	98%	90%
Rates of forced compliance as a percentage of all founded cases resolved (i.e. abated by City)	4.1%	10%	2%	10%
Expenditures per capita	\$12.13	\$14.47	\$13.40	\$14.47
Average number of calendar days from first inspection	45.6	21	11.4	25

DIVISION SUMMARY

DEPARTMENT:

Public Works

DIVISION:

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Activity is responsible for the maintenance and repair of city streets, alleys, and drainage. This activity is also responsible for providing commercial utility cut inspections, curb cuts, ice control of bridges and signalized intersections, barricading of high water areas, and cleaning of thoroughfares, drainage structures, and inlets.

GOALS AND OBJECTIVES

Initiate a work order within 48 hours of service request. Schedule pothole repair within 72 hours of discovery or notification. Schedule street repair within 72 hours of failure notification. Remove obstructions from headwalls, inlets, and other storm water facilities following every rain to ensure unrestricted flow of water. Seal cracks in streets scheduled for overlay. Sweep identified thoroughfares by contract six times per year. Installation of barrier-free ramps with associated projects and upon request.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
MAINTENANCE	5.0	5.0	5.0	5.0	5.0
SKILLED MAINTENANCE	2.0	2.0	2.0	2.0	2.0
ADMINISTRATIVE ASSISTANT	0.5	0.5	0.5	0.5	0.5
STREET SUPERINTENDENT	1.0	1.0	1.0	1.0	1.0
FIELD SUPERVISOR	1.0	1.0	1.0	1.0	1.0
CREW LEADER	2.0	2.0	2.5	2.5	2.5
STREETS INSPECTOR/COORDINATOR	0.5	0.5	0.0	0.0	0.0
TOTAL	12.0	12.0	12.0	12.0	12.0
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	605,236	640,147	569,562	634,626	634,626
SUPPLIES	132,258	151,139	151,139	161,654	167,182
SERVICES	1,003,185	1,164,266	1,159,282	1,169,610	1,361,192
CAPITAL	123	200	200	210	220
TOTAL	\$1,740,803	\$1,955,752	\$1,880,183	\$1,966,100	\$2,163,220

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
PUBLIC WORKS	STREET MAINTENANCE			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Miles of Asphalt Streets	72.38	72.38	72.38	72.38
Miles of Concrete Streets	50.75	50.75	50.75	50.75
Miles of Seal Coat Streets	32.92	32.92	32.92	32.92
Miles of Asphalt Alleys	3.16	2.71	2.91	2.91
Miles of Concrete Alleys	32.93	33.90	33.20	33.90
Miles of Street Drainage w/o Gutters	29.44	29.44	29.44	29.44
Number of Bridges	17	17	17	17
Utility Cuts Repaired	228	106	322	320
Square Feet of Sidewalk Repaired	2147	4747	5000	7500
Cubic Yards of Concrete Used	983.82	225.55	500	750
Tons of Asphalt Used	970.65	714.75	1350	1,400
Headwalls & Culverts Cleaned	137	72	136	140
Asphalt Overlay Square Yards	34,716	40,000	39,000	40,000
Lane Miles of Concrete Streets	155.40	155.40	155.40	155.40
Lane Miles of Asphalt / Seal Coat Streets	241.81	241.81	241.81	241.81
Number of Inlets	1,816	1,820	2,445	2,445
CDBG Street Overlay Square Yards	6,502	7,460	0	7,460

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Annual Cost of Street Sweeping (per curb mile)	\$19.00	\$19.00	\$21.25	\$21.25
Percent of Work Orders Initiated Within 48 hrs of Request	100%	100%	100%	100%
Percent of Pothole Repair Scheduled Within 72 hrs.	100%	100%	100%	100%
Percent of Street Base Failure Repairs Scheduled for Repair Within 72 hrs. of Request.	100 %	100%	100 %	100 %
Percent of Time Headwalls Cleaned After Rain.	100%	100%	100%	100%
Street Sweeping Curb Miles	112.37	112.37	112.37	112.37
Annual Cost Sidewalk Repair (per sq ft)	\$7.28	\$8.97	\$9.75	\$9.75
Annual Cost of Crack Seal-Routed (per linear ft)	\$.73	\$1.25	\$1.25	\$1.25
Annual Cost of Crack Seal-Squeegee (per linear ft)	\$.35	\$.40	\$.40	\$.40
Crack Seal Linear Feet	206,750	157,500	207,500	207,500
Street sweeping expenditures per linear mile swept	\$148.14	\$166.43	\$170.70	\$170.70
Street sweeping expenditures per capita	\$0.43	\$0.54	\$0.55	\$0.55
Annual Cost of Overlay (per ton)	\$61.55	\$65.00	\$65.00	\$65.00

DIVISION SUMMARY

DEPARTMENT:

Public Works

DIVISION:

SIGNS AND SIGNALIZATION

PROGRAM DESCRIPTION

The Signs and Signals department is responsible for the traffic operations within the city. This includes the installation and maintenance of regulatory and non-regulatory signs, signalized intersections, school zone flashers, thermoplastic roadway striping, raised pavement markings, traffic counts, and the making of signs. Visibility on streets is improved through installation of state-of-the-art pavement markings, traffic buttons, and/or reflective markers.

GOALS AND OBJECTIVES

- Operate and maintain an advanced traffic management system.
- Replace regulatory signs within 24 hours of deficiency notification.
- Replace non-regulatory signs within 48 hours of deficiency notification.
- Install 164,709 linear feet of street striping by contract per year.
- Respond to school zone light malfunctions within 24 hours of notification.
- Respond to traffic signal malfunctions within 1 hour of notification.
- Renew deteriorated thermoplastic stop bars and crosswalks per five-year plan.
- Install raised pavement markers as needed and as identified per five-year plan.
- Make a continuing effort to install state-of-the-art traffic control equipment as new technology becomes available.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SIGNAL TECHNICIAN	3.0	3.0	3.0	3.0	3.0
SIGNS AND SIGNAL SUPERVISOR	1.0	1.0	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0	4.0	4.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	187,109	236,241	209,648	240,261	240,261
SUPPLIES	141,440	158,050	140,155	163,374	159,366
SERVICES	159,737	211,881	207,421	233,520	267,348
CAPITAL	29,356	56,220	55,020	55,020	58,231
TOTAL	\$517,642	\$662,392	\$612,244	\$692,175	\$725,206

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
PUBLIC WORKS	SIGNS AND SIGNALIZATION			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Regulatory & Non-Regulatory Signs	10,006	10,016	10,036	10,059
Street Name Locations	1,966	1,966	1,966	1,966
Feet of Thermoplastic	32,528	32,528	32,528	32,528
Controllers	34	34	34	34
Signalized Intersections	36	36	36	36
School Zone & Other Flashing Lights	73	74	74	74
Lane Miles of Streets w/ Traffic Buttons	143.30	143.30	143.30	143.30
Linear Feet of Paint Striping Applied	164,709	164,709	164,709	164,709
Number of Signals that Required Maintenance	98	56	59	68
Number of Signs Requiring Maintenance	452	218	235	455
Traffic Buttons Installed	5,284	4,673	4,790	4,790
Times Streets were Striped	1	0	1	1
Street Signs Replacement	295	234	264	522
LED Replacement	52	27	39	35
Cost per 100 C-R Traffic Buttons Installed	\$297	\$340	\$340	\$340
IT/IP Addressable pieces of equipment	240	240	279	279

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Man-Hours to Maintain Signals (Field)	1.50	1.50	1.50	1.50
Average Man-Hours to Make up New Sign & Install	2.0	2.0	2.0	2.0
Cost per Linear Foot Street Striped	\$.078	\$.085	\$.0837	\$.108
Cost per Street Name Blade	\$34.96	\$34.88	\$35.92	\$36.83
Average Time to Renew a Stop Bar	1 hr.	1 hr.	1 hr.	1 hr.
Cost per Green LED Change Out	\$121	\$118	\$121	\$124

DIVISION SUMMARY

DEPARTMENT:

Public Works

DIVISION:

EQUIPMENT SERVICES

PROGRAM DESCRIPTION

The Equipment Services Activity is responsible for the maintenance and repair of City-owned vehicles and equipment. This function is performed by scheduling and conducting routine preventive maintenance and repairs as required on City vehicles and equipment. Other responsibilities include the fueling station, wrecker/auto pound operation, developing specifications on vehicles/equipment, providing guidelines and recommendations on the Fleet Replacement Fund, coordinating vehicle and equipment auctions, and performing routine inspections on City generators.

GOALS AND OBJECTIVES

Schedule and perform routine preventative maintenance on vehicles and equipment (including generators).
 Repair vehicles and equipment in a timely, safe, cost-effective manner.
 Maintain equipment to appropriate standards such as yearly state inspections for all vehicles, DOT inspections for heavy trucks, and NFPA standards for fire equipment.
 Maintain fueling station to meet TCEQ requirements.
 Utilize fleet software program as a recordkeeping and decision-making tool.
 Develop specifications, order new vehicles and equipment, and make-ready for service.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
MECHANIC	2.0	2.0	2.0	2.0	2.0
EQUIPMENT SUPERINTENDENT	1.0	1.0	1.0	1.0	1.0
FIELD SUPERVISOR	1.0	1.0	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0	4.0	4.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	260,358	257,115	263,982	275,875	275,875
SUPPLIES	316,401	339,003	245,166	302,588	312,607
SERVICES	68,622	78,325	78,140	98,629	104,789
CAPITAL	303,148	325,000	330,000	330,000	350,098
TOTAL	\$948,528	\$999,443	\$917,288	\$1,007,092	\$1,043,369

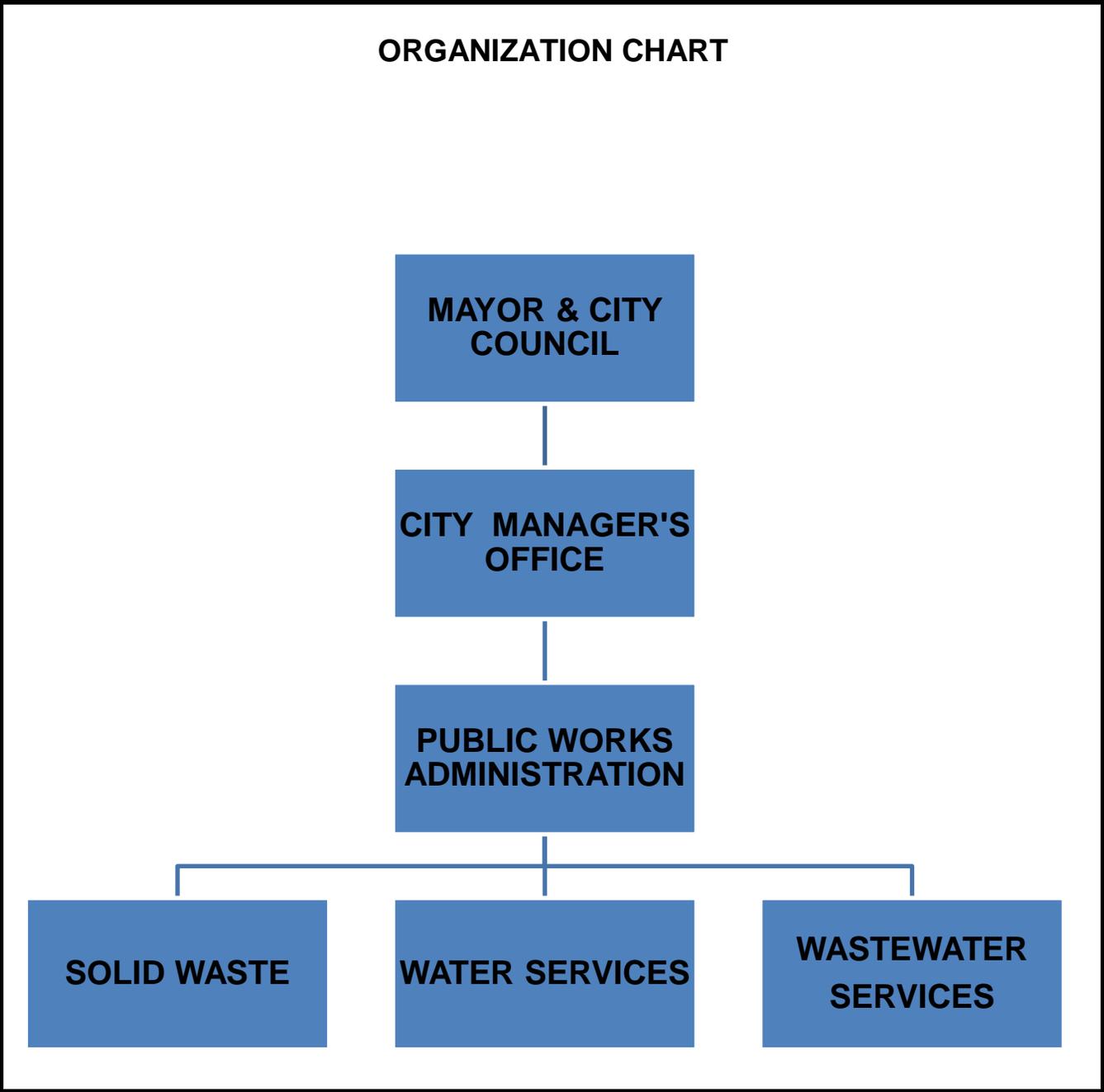
DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
PUBLIC WORKS	EQUIPMENT SERVICES			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Police Vehicles	21	21	21	21
Fire Apparatus	4	4	4	4
EMS Vehicles	4	4	4	4
Buses	2	2	2	2
Light Vehicles I and II	51	52	53	53
Medium Duty Vehicles	24	26	27	27
Heavy Duty Vehicles	7	9	9	9
Heavy Equipment	9	10	10	10
Fueling Station Pumps	4	4	4	4
Fueling Station Tanks	2	2	2	2
Generators	6	6	7	7
Vehicles/Equipment Repaired	770	1,000	775	800
Preventive Maintenance Scheduled and Performed	720	833	825	825
Service Calls	19	25	25	25
Generator Inspections	24	24	25	28
New Install Vehicles/Equipment	7	4	3	6
Number of Vehicles Safety and Emission Tested	102	111	111	111
Stage II Test Performed	1	1	1	1
Fuel Station Daily Inspections	264	264	264	264
Tank Tests Performed	12	12	12	12
Gallons of Unleaded Fuel Consumed	67,845	75,000	70,000	70,600
Gallons of Diesel Fuel Consumed	41,175	45,000	45,830	48,300

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average fleet maintenance expenditure per vehicle: all vehicles and heavy equipment	7,775	7,808	7,003	7,674

**CITY OF DUNCANVILLE
UTILITIES DEPARTMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

UTILITIES

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
UTILITIES ADMINISTRATION	3.0	3.0	3.0	3.0	3.0
WATER SERVICES	9.0	9.0	9.0	9.0	9.0
WASTEWATER SERVICES	12.5	12.5	11.5	11.5	11.5
SOLID WASTE	4.0	4.0	4.0	4.0	4.0
TOTAL	28.5	28.5	27.5	27.5	27.5
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
UTILITIES ADMINISTRATION	313,226	360,639	345,782	351,670	351,464
WATER SERVICES	3,981,996	4,566,812	4,165,648	4,445,339	4,667,606
WASTEWATER SERVICES	4,731,134	6,542,500	5,411,241	5,054,505	5,488,602
SOLID WASTE	2,260,962	2,423,454	2,348,745	2,420,511	2,465,690
TOTAL	\$11,287,318	\$13,893,405	\$12,271,416	\$12,272,025	\$12,973,362

DIVISION SUMMARY

DEPARTMENT:
UTILITIES

DIVISION:
UTILITIES ADMINISTRATION

PROGRAM DESCRIPTION

The Public Works Administration Activity is responsible for the administration and general management of the day-to-day operational activities associated with Water and Wastewater Services, Engineering and Planning, Street and Drainage Operations, Fleet Operations, and Building Inspections and Code Enforcement. The Director coordinates the development of infrastructure improvements and prepares long-range plans for capital improvements. The Director serves as a staff liaison to the Texas Department of Transportation, North Central Texas Council of Governments, Dallas County, area cities, and the Trinity River Authority and City of Dallas Water Utilities to coordinate the City's participation in Regional Water and Wastewater programs.

GOALS AND OBJECTIVES

Maintain water Rate of Flow controller setting at 9.5 MGD.
 Improve the efficiency of the sanitary sewer system by identifying and repairing high infiltration areas utilizing I&I studies and wastewater flow monitoring.
 Continue aggressive sanitary sewer cleaning, increasing the flow within the City's wastewater system.
 Identify and reduce the amount of unbilled water by replacing old leaking mains.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ENGINEERING TECHNICIAN	0.5	0.5	0.5	0.5	0.5
PUBLIC WORKS DIRECTOR	0.5	0.5	0.5	0.5	0.5
EXECUTIVE SECRETARY	1.0	1.0	1.0	1.0	1.0
GRADUATE ENGINEER	0.5	0.5	0.5	0.5	0.5
ASSISTANT PUBLIC WORKS DIRECTOR	0.5	0.5	0.5	0.5	0.5
TOTAL	3.0	3.0	3.0	3.0	3.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
UTILITIES	UTILITIES ADMINISTRATION				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	214,739	280,104	240,036	279,642	279,642
SUPPLIES	14,068	18,720	18,426	11,804	11,979
SERVICES	84,419	61,816	87,220	60,224	59,843
CAPITAL	0	0	100	0	0
TOTAL	\$313,226	\$360,639	\$345,782	\$351,670	\$351,464

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Service Area in Square Miles	11.2	11.2	11.2	11.2
Population	39,372	38,610	39,220	39,220
Dwelling Units	14,023	14,023	14,032	14,044
Full Time Positions	53	53	55	60
Total Ground Storage Capacity in MG	14.5	14.5	14.5	14.5
Total Pumping Capacity in GPM	28,500	28,500	28,500	28,500
Total Elevated Storage Capacity in MG	3	3	3	3
Development Review Committee Meetings	18	18	16	18
Utility Coordination Committee Meetings	4	4	2	4
Inches of Rainfall (Oct - Sep)	16.26	40.07	20.00	20.00
Days Rainfall Occurred	59	65	54	52
Feet of Sanitary Sewer Lines Televised by City Crews	8,275	8,000	8,210	8,300
Feet of Storm Sewer Lines Televised by City Crews	760	0	500	500

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Administration Cost as Percent of Total Water/Wastewater Budget	3.6%	3.9%	3.6%	4.0%
Per Capita Cost of Water/Wastewater Operations	\$211	\$239	\$274	\$278
Unit Cost per MGD Based on Rate of Flow Controller Per Month	\$202,785.00	\$208,688.00	\$208,941.00	\$223,308
Rate of Flow Controller Setting in MGD	12.0	11.0	9.5	9.5
Number of Sanitary Sewer Overflows	3	4	6	6

DIVISION SUMMARY

DEPARTMENT: UTILITIES	DIVISION: WATER SERVICES
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PROGRAM DESCRIPTION

Water Services for the City of Duncanville is responsible for providing up to (9 MGD) of treated surface water from the City of Dallas. Our mission is to provide this quality service with the least disruption to our community. The water shall be potable and at a adequate pressure for fire protection. Water Services is also responsible for the operation and maintenance of more than 189.5 miles of water mains; 14,729 water service lines and meters; more than 87.035 miles of service lines; 1,408 fire hydrants; 3 pump stations (28,500 GPM capacity); 4 ground storage tanks (14.5 MG); and 3 elevated storage tanks (3.0 MG). Operational functions also include water quality, service lines, meter installations and cross connection/backflow program.

GOALS AND OBJECTIVES

Continue a proactive Leak, Locate and Repair Program by locating leaks using the leak detector to systematically identify and repair leaking water lines.

Continue the Valve Exercise Program by exercising valves to insure they operate properly and allow isolation of areas when repairs are needed.

Replace all 1 1/2" and larger meters more than 10 years old, for increased flow measurement accuracy.

Identify areas where additional fire hydrants and valves are needed.

Continue a Uni-directional Flushing program (UDF) to improve water quality, and increased disinfection residuals.

Continue color coding fire hydrants (based on line size) and marking curbs/streets to identify valves and manholes.

Initiate boosting the chloramines by injecting chlorine and ammonia at selected pump stations to provided additional water quality.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
CREW LEADER	3.0	3.0	3.0	3.0	3.0
CROSS CONNECTION/SOLID WASTE COORDINATOR	1.0	1.0	1.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	0.5	0.5	0.5	0.5	0.5
WATER/WASTEWATER SUPERINTENDENT	0.5	0.5	0.5	0.5	0.5
SKILLED MAINTENANCE	1.0	1.0	1.0	1.0	1.0
MAINTENANCE	2.0	2.0	2.0	2.0	2.0
FIELD SUPERVISOR	1.0	1.0	1.0	1.0	1.0
TOTAL	9.0	9.0	9.0	9.0	9.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	487,473	545,895	496,311	530,906	530,906
SUPPLIES	208,478	283,167	270,441	286,542	292,148
SERVICES	3,228,391	3,644,906	3,306,051	3,535,047	3748910
CAPITAL	57,654	92,845	92,845	92,845	95,643
TOTAL	\$3,981,996	\$4,566,812	\$4,165,648	\$4,445,339	\$4,667,607

DIVISION SUMMARY

DEPARTMENT:		DIVISION:		
UTILITIES		WATER SERVICES		
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Number of Residential Customers Served	14,718	14,720	14,729	14,735
Miles of Water Mains	189.48	189.50	197.52	190.0
Number of Pump Stations	3	3	3	3
Number of Water Storage Tanks; Ground and Elevated	7	7	7	7
Number of Fire Hydrants	1,386	1,392	2,479	1,428
Miles of Service Lines	87.033	87.035	75.045	87.066
Samples Collected for TCEQ Compliance (Bac-T)	552	552	552	552
Meters for New Connections Installed	5	5	7	5
Water Main Breaks	14	15	31	15
Water Service Leaks	27	25	15	20
Average Daily Pumping (MGD)	5.4	5.75	6.25	5.75
Peak Daily Consumption (MG)	8.3	8.0	9	8.0
Total Pumpage - (x1000)	1,746,987	1,745,900	1,800,000	1,746,000
Gallons Per Capita Per Day (GPCPD) or gallons per person	125	125	121	121

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Average Labor Cost per Fire Hydrant Installed; Labor, Tools, Parts	\$3,643.33	\$3,755.00	\$3,755.00	\$3,867.65
Average Labor Cost to Repair a Water Main Break	\$1,501.19	\$1,568.23	\$1,568.23	\$1,615.27
Average Cost per Minor Leak	\$288.4	\$280.00	\$305.00	\$314.00
Average Labor Cost per Valve Exercised	\$43.00	\$44.29	\$44.29	\$45.58
Average Cost per Sample Collected	\$11.20	\$11.20	\$12.35	\$12.35
Percent of Unaccounted for Water Loss from Water Main Breaks, Meter Inaccuracies	11%	6%	4%	4%
Number of Feet of New Water Main Installed from Private Development and City Forces	2,500	2,500	2,900	2,500
Number of Leaks Located with Detector	13	20	0	10
Number of Valves Exercised	509	675	800	1,000
Number of 1.5" - 4" Meters Replaced	33	35	40	35
Water Tanks Cleaned	0	2	2	3
Number of Feet of Water Main Replacement	0	0	0	2,920

DIVISION SUMMARY

DEPARTMENT:
UTILITIES

DIVISION:
WASTEWATER SERVICES

PROGRAM DESCRIPTION

The Wastewater Services for the City of Duncanville is responsible for providing 24 hours per day of continuous and uninterrupted wastewater collection services for the City's domestic and industrial customers that are connected to the sanitary sewer collection system. The collection system consists of more than 153.67 miles of sewer main collection lines; 1,747 manholes; 10,153 customers.. Operational functions include total wastewater collection system maintenance and repairs for the collection systems main lines, lateral extensions (line between the main and customer tie-in) and one sewer lift station .

GOALS AND OBJECTIVES

Continuation of the Infiltration/Inflow (I&I) Program by locating infiltration and inflow problems in sanitary sewer lines.
 Rehabilitate identified manholes throughout the City to reduce inflow and infiltration in manholes.
 Identification of problems in the collection system by televising the sanitary sewer lines.
 Perform main line and lateral point repairs as identified by proactive inspection, televising and responding to reported problems.
 Mechanically clean the sewer mains to prevent grease and root restrictions and reduce sanitary sewer overflows (SSO).
 Replace lateral lines from tap to connection and install City side clean outs at identified problem locations.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
MAINTENANCE	4.0	4.0	4.0	4.0	4.0
CREW LEADER	5.0	5.0	5.0	5.0	5.0
WATER/WASTEWATER SUPERINTENDENT	0.5	0.5	0.5	0.5	0.5
FIELD SUPERVISOR	2.0	2.0	2.0	2.0	2.0
UTILITIES INSPECTOR/COORDINATOR	1.0	1.0	0.0	0.0	0.0
TOTAL	12.5	12.5	11.5	11.5	11.5

DIVISION SUMMARY

DEPARTMENT: UTILITIES	DIVISION: SOLID WASTE
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PROGRAM DESCRIPTION

The Solid Waste Activity is responsible for the planning, organizing, and general supervision of sanitation collection and disposal, recycling, brush collection operations, annual cleanups, e-waste, and household hazardous waste collections. This activity also manages complaints regarding the various operations in solid waste services. This budget also funds a metro litter crew whose main responsibility is to make a significant impact on litter control in the streets, medians, right of ways, parks, facility grounds, outdoor restrooms and the grassy areas of Highway 67 and Interstate 20. In January of 2015, an additional Litter Crew was added which enable the current litter crew to focus on medians and ROW's throughout the City of Duncanville, reaching areas currently under served while expanding frequencies of litter pick up in current high volume areas. The additional litter crew allows for greater focus to be placed on maintaining the cleanliness of parks and its amenities such as restrooms, ball fields, playgrounds, etc.

GOALS AND OBJECTIVES

Provide garbage collection and disposal services to Duncanville residents and businesses.
 Provide brush collection service and deliver to a mulching facility for Duncanville residents to reduce cost and the waste stream to the landfill.
 Provide recycling collection with a goal of reducing the waste stream to the landfill by five (5) percent.
 Participate with Dallas County to provide residents a proper means to dispose of Household Hazardous Waste (HHW).
 Provide 2 annual cleanup days to Duncanville residents.
 Provide residents with 2 electronic (e-waste) collection event.
 Provide the appearance of a vibrant, environmentally healthy and economically viable community

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
LITTER MAINTENANCE	4.0	4.0	4.0	4.0	4.0
TOTAL	4.0	4.0	4.0	4.0	4.0

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	92,927	173,835	162,759	180,784	180,784
SUPPLIES	10,182	26,508	20,571	27,774	28,589
SERVICES	2,157,812	2,220,611	2,162,915	2,209,453	2,253,742
CAPITAL	40	2,500	2,500	2,500	2,575
TOTAL	\$2,260,961	\$2,423,454	\$2,348,745	\$2,420,511	\$2,465,690

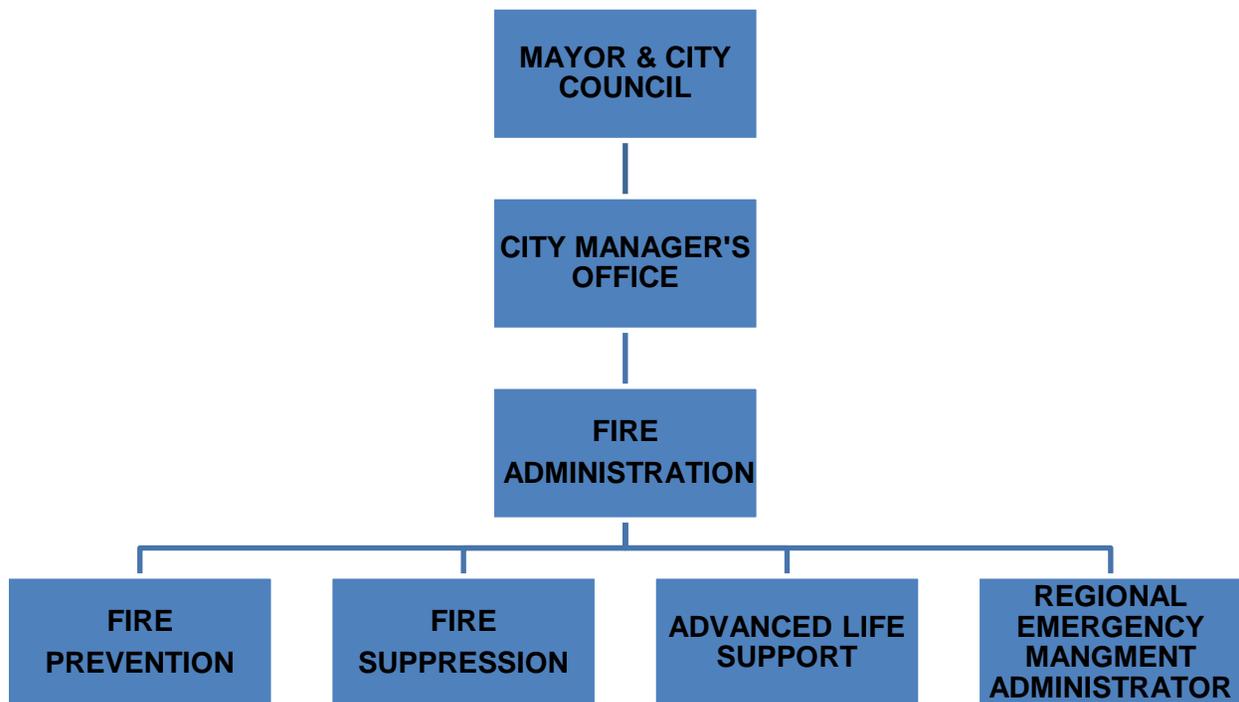
DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
UTILITIES	SOLID WASTE			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Households Served by Residential Trucks	10,683	10,693	10,696	10,696
# of Residential Curbside Customers	8,693	8,703	8,705	8,705
# of Residential Alley Customers	1,990	1,990	1,991	1,991
Commercial Customers Served by Residential Trucks	175	181	181	181
Refuse Customers Served by Commercial Trucks	574	560	576	579
# of Annual Clean-ups	1	1	1	1
# of HHW Collections	3	3	3	3
Total Tons Generated	24,823	24,200	26,140	26,450
Tons of Material Recycled	1,504	1,400	1,453	1,450
Tons of Solid Waste To Landfill	23,319	22,800	24,687	25,000
Refuse Inquiries	399	400	289	350
Yards of Brush Chipped for Duncanville Residents	150	100	125	100
Yards of Brush Disposed Residential and City	29,060	29,000	18,740	20,000

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Cost per Yard for Loose Loads	\$5.60	\$5.77	\$5.60	\$5.74
Cost per Ton for Compacted Loads	\$15.77	\$16.09	\$15.77	\$16.16
% of Waste Stream Reduction Due to Recycling	6.0%	5.7%	5.6%	5.5%
Households Participating in HHW Disposal at Dallas County Home Chemical Collection Center	47	35	42	48
% of Households Participating in HHW Disposal	7.3%	6.1%	5.9%	6.5%
Avg tons of refuse collection per account: all types	2.3	2.3	2.4	2.5
Avg tons of recycling material collected per account	0.14	0.13	0.14	0.14
O & M expenses for refuse collection per ton of refuse collected	\$53.61	\$55.73	\$51.61	\$52.26
O & M expenses for recycling svcs per account	\$2.54	\$2.57	\$2.57	\$2.63
O & M expenses for recycling svcs per ton of recyclable material collected	\$216.50	\$235.55	\$227.02	\$232.80
Households Participating in HHW Disposal Event held in Duncanville	505	470	499	500
Cubic Yards of Brush Waste Reduction Due to Recycling (Mulching and Chipping)	16,470	17,500	13,440	15,000
Households Participating in HHW Disposal Events held in Other Cities	234	150	100	200

**CITY OF DUNCANVILLE
FIRE DEPARTMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

FIRE

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FIRE ADMINISTRATION	2.5	2.5	3.0	3.0	3.0
FIRE PREVENTION	2.0	2.0	2.0	2.0	2.0
FIRE SUPPRESSION	36.0	36.0	36.0	36.0	36.0
ADVANCED LIFE SUPPORT	13.0	13.0	13.0	13.0	13.0
EMERGENCY MANAGEMENT ADMINISTRATOR	1.0	1.0	1.0	1.0	1.0
TOTAL	54.5	54.5	55.0	55.0	55.0
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FIRE ADMINISTRATION	686,380	505,801	524,721	525,541	520,848
FIRE PREVENTION	204,660	220,595	221,933	224,799	227,834
FIRE SUPPRESSION	3,613,618	3,749,047	3,706,232	3,705,630	3,717,447
ADVANCED LIFE SUPPORT	1,221,681	1,478,359	1,446,671	1,505,124	1,503,546
EMERGENCY MANAGEMENT ADMINISTRATOR	72,404	76,344	60,527	103,591	103,411
TOTAL	\$5,798,743	\$6,030,146	\$5,960,084	\$6,064,685	\$6,073,086

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

FIRE

FIRE ADMINISTRATION

PROGRAM DESCRIPTION

The Duncanville Fire Department's primary mission is to protect the lives and property of the citizens of Duncanville, businesses and visitors. The Fire Department is a professional organization continually seeking opportunities to serve and engage our community with excellent customer service. This is accomplished through the delivery of excellent patient care by emergency medical services, fire suppression operations and fire prevention through inspections and public education. Fire Administration is responsible for the general supervision of all departmental activities by providing direction and leadership. Responsibilities include planning, budgeting, coordinating, directing and evaluating for effectiveness within the Duncanville Fire Department. Fire Administration consists of the Fire Chief, Assistant Fire Chief, and an Executive Secretary.

GOALS AND OBJECTIVES

Manage all emergency services to ensure the safety of all citizens and firefighters.
 Provide accounting and budgeting support by maintaining appropriate financial controls and management.
 Review and maintain Automatic Assistance Agreements with Dallas, Cedar Hill and Desoto.
 Review Dallas County Mutual Aid Plans with Dallas Fire Department and the Best Southwest communities.
 Ensure compliance with Texas Commission on Fire Protection and the Department of State Health Services requirements and guidelines by reviewing all certifications and policies.
 Analyze all Standard Operating Guidelines and Policy Guidelines to ensure they are current.
 Analyze departmental operations for policy development and evaluation.
 Work closely with Human Resources to ensure appropriate Civil Service testing and hiring procedures are in place.
 Maintain ISO 2 rating
 Ensure effective communication flow within the organization through the chain of command.
 Assess fees for service with Best Southwest cities of Cedar Hill and DeSoto.
 Ensure appropriate cost savings and effective revenue practices are in place.
 Emergency Management:
 Ensure all City employees are trained to the proper level in accordance with NIMS.
 Provide training to all members of the EOC team.
 Reinforce existing CERT programs in the City to assist during major disasters/emergencies

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ASSISTANT FIRE CHIEF	1.0	1.0	1.0	1.0	1.0
EXECUTIVE SECRETARY	0.5	0.5	1.0	1.0	1.0
FIRE CHIEF	1.0	1.0	1.0	1.0	1.0
TOTAL	2.5	2.5	3.0	3.0	3.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
FIRE	FIRE ADMINISTRATION				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	318,617	337,098	337,259	337,297	337,297
SUPPLIES	10,572	6,204	7,041	6,764	6,774
SERVICES	139,343	161,849	176,722	175,530	176,127
CAPITAL	217,849	650	3,700	5,950	650
TOTAL	\$686,380	\$505,801	\$524,721	\$525,541	\$520,848

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Attend Regional Planning Meetings (Regional Fire Chief meetings monthly, North Central Regional Advisory Committee meeting monthly, Dallas County Fire Chief Association meetings monthly, Ellis Dallas Unified Cooperative Team(EDUCT))	48	48	48	48
Review Banner accounting software for Department Budget Monthly	12	12	12	12
Maintain compliance with Texas Commission on Fire Protection and Texas Department of State Health Services guidelines.	2	2	2	2
Maintain current Standard Operating Guidelines and Policy Guidelines.	2	2	2	2
Conduct annual Civil Service testing for eligibility list for hiring requirements.	1	1	1	1
Analysis to maintain ISO rating of 2	1	1	1	1
Review Mutual Aid and Automatic Aid agreements annually	10	10	10	10
Compare fees annually with Best Southwest Cities of Cedar Hill and DeSoto	1	1	1	1

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
FIRE	FIRE ADMINISTRATION			
EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Conduct monthly tests (weather permitting) of Duncanvilles outdoor warning siren system	12	12	12	12
Total Fire Department Cost to each citizen per year.	148.21	152.65	153.06	154.39
Total Fire Department Cost to each citizen per day.	.41	.42	.42	.42
Total Fire Department Cost to each single-family dwelling per year.	496.03	515.45	517.49	521.06
Total Fire Department Cost to each single-family dwelling per day.	1.36	1.41	1.42	1.43
Total Administration Cost to each citizen per year.	17.69	12.91	13.38	13.25
Total Administration Cost to each citizen per day.	.05	.04	.04	.04
Total Administration Cost to each single-family dwelling per year.	59.21	43.60	45.19	44.73
Total Administration Cost to each single-family dwelling per day.	.16	.12	.12	.12
Duncanville Fire Department Strategic Plan created/updated.	NA	NA	NA	1
Enhance the readiness of the Emergency Operations Center (EOC)	NA	NA	NA	1
Provide for training of Emergency Operations Center Staff	NA	NA	NA	1
Conduct Emergency Operations Center exercises to ensure readiness of the EOC staff.	NA	NA	NA	4

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

FIRE

FIRE PREVENTION

PROGRAM DESCRIPTION

The Fire Prevention Division has a key role in protecting the safety of the citizens, businesses and visitors of Duncanville. The Fire Prevention Office is staffed by one full time Battalion Chief/Fire Marshal and one full time civilian Fire Inspector. Two additional investigation personnel are available on shift if needed. Shift personnel are assigned districts to conduct safety surveys which the Fire Marshal supervises. The Fire Prevention Division is responsible for a variety of enforcement, inspection, mitigation of hazards, investigation, and public education efforts focused on life safety and minimizing property loss due to fire and other emergencies. Additionally, Fire Prevention actively participates with City of Duncanville departments, private companies and governmental agencies to ensure fire and life safety issues are addressed in new construction and building remodels. The Fire Prevention Division is a central figure in coordinating resources to provide safety during special events. The Fire Marshal is the primary liason for information requests from citizens and contractors regarding fire code issues. The Fire Marshal assists in emergency management, storm watch and Emergency Operations Center activities and serves as the Fire Department Public Information Officer. The Fire Marshal is responsible for gathering and submitting incident data to the State of Texas Fire Marshal and DPS. Our Fire Inspector plays an integral role in conducting a multitude of inspections including Certificate of Occupancy, non-compliant shift survey re-inspections, as well as numerous high hazard and complex yearly business inspections. The Inspector also provides limited fire education when available at the direction of the Fire Marshal.

GOALS AND OBJECTIVES

- Maintain three (3) Peace Officer/Arson Investigator certifications.
- Maintain two (2) Inspector certifications.
- Maintain one (1) Paramedic certification.
- Attend training conferences, seminars and forums to stay informed of current trends and requirements in investigations and code enforcement
- Respond quickly and appropriately to citizen complaints regarding fire hazards and/or code issues. Notify and involve other city services as needed.
- Provide enhanced Fire Safety education targeting high risk populations.
- Review plans submitted for construction or demolition and respond with intitial answer within one (1) week.
- Coordinate and supervise the Duncanville Fire Department Company Survey Program.
- Maintain accurate documentation and records for all fire inspections and surveys as required by the Code of Ordinances.
- Continue using electronic data hardware (Ipads) to perform surveys and inspections to provide better service to businesses.
- Submit fire incident data (TXFIRS) to the State Fire Marshal's Office by the 5th of every month..
- Submit arson fire data (UCR Report) to Duncanville Police and Texas DPS monthly as required.
- Use available methods and resources to provide the best possible public education program, assisting shift personnel with scheduling, guidance and supervision.
- Investigate fires suspicious in nature or at the request of fire command and respond automatically on all 2nd alarm or higher fires.
- Enforce the City of Duncanville Code of Ordinances and support Duncanville Code Services during the CO process and submit suspected violations to Building Official and supporting staff.
- Enforce the International Fire Code 2009 Edition and adopted NCTCOG amendments.
- Attend required training, seminars and conferences to stay informed on current fire code and life safety issues to maintain a high level of readiness to respond to issues.
- Perform acceptance testing on all new fire protection systems as needed.
- Inspect or survey all business occupancies annually or more frequently as needed.
- Attend and witness as many DISD fire drills, within the City of Duncanville, as possible.
- Provide training for shift personnel on fire hazards, surveys and reporting.
- Hire full time public educator.

DIVISION SUMMARY

DEPARTMENT:		DIVISION:				
FIRE		FIRE PREVENTION				
PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
FIRE INSPECTOR	1.0	1.0	1.0	1.0	1.0	
BATTALION CHIEF	1.0	1.0	1.0	1.0	1.0	
TOTAL	2.0	2.0	2.0	2.0	2.0	
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
SALARIES AND BENEFITS	176,715	191,129	193,431	191,726	191,726	
SUPPLIES	8,272	5,324	5,114	8,642	10,563	
SERVICES	19,602	23,992	23,388	24,281	25,395	
CAPITAL	72	150	0	150	150	
TOTAL	\$204,660	\$220,595	\$221,933	\$224,799	\$227,834	

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Commercially zoned properties with improved structures	701	715	827	830
Dwelling Units - Single Family	11,593	11,600	11,600	11,621
Dwelling Units - Multi Family	2,430	2,440	2,440	2,423
Commercial Day Care Centers	14	13	14	14
Duncanville Independent School District Buildings and Private Schools	27	29	25	27
Coordinate Fire Prevention Week Activities with shift personnel and Fire Inspector	13	13	14	34
Automatic Extinguishing Systems (Sprinkler, Cooking, Spray Booths)	258	240	235	240
Commercial Fire Alarm Systems	238	293	204	210
Business occupancies. Includes all known and inspected occupancies	NA	1,515	1,580	1,600
5 witnessed DISD fire drills per campus within the City of Duncanville	28	70	40	70
14 campus's with a required 9 fire drills, per state law				
Fire investigations	34	NA	30	40
Training- Fire Marshal Conference, Arson Seminar and forums	90hrs	NA	110hrs	110hrs
Paramedic continuing education (4 HOURS PER MONTH, 11 MONTHS)	44hrs	NA	44hrs	44hrs
Fire Inspector continuing education (2 full time inspectors)	20hrs	NA	40hrs	40hrs
TCOLE required continuing education (classroom and annual weapons qualifying) (3 peace officers)	NA	NA	72hrs	72hrs
Residential population			39,220	39,220
Duncanville ISD enrollment within city limits	NA	NA	10,460	10,460

DIVISION SUMMARY

DEPARTMENT:	DIVISION:			
FIRE	FIRE PREVENTION			
EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Inspect Commercial and Industrial Structures	701	715	827	830
Day Care Inspections- changed to semi annual for 2014/15	14	13	28	28
Inspect all Extinguishing Systems and Fire Alarm Systems	496	533	436	445
Inspect all DISD buildings and private schools	27	29	25	27
Monitor Public School Fire Drills at each campus	28	70	40	70
Residential Arson Incidents	3	4	3	3
Total Arson Incidents	9	12	12	12
Survey and/or inspect all business occupancies and maintain data	1407	NA	1,580	1,600
Public Education events- festivals, by invitation, day cares, public & private schools, target audiences	NA	NA	30	30
Investigate all 2nd alarm or higher fires, suspected arson or at the request of command	34	NA	30	30
Training- Fire Marshal Conference, Arson Seminar and forums	90 hrs	NA	110hrs	110hrs
Paramedic continuing education	44hrs	NA	44hrs	44hrs
Fire Inspector continuing education	20hrs	NA	40hrs	40hrs
TCOLE required continuing education (3) peace officers	NA	NA	72hrs	72hrs
Total Fire Prevention Cost for each citizen per year.	5.27	5.63	5.62	5.85
Total Fire Prevention Cost for each single-family dwelling per year.	17.65	19.02	18.97	19.75
Total Fire Prevention Cost for each single-family dwelling per day.	.05	.05	.05	.05
Special event inspections (Duncanswitch and other Festivals or events)	NA	NA	18	25
Fire prevention training to shift personnel (annually), reporting, surveys, fire hazards	NA	NA	12	24
Development meetings and plan review, (hours estimated)	NA	NA	150	150

DIVISION SUMMARY

DEPARTMENT:

FIRE

DIVISION:

FIRE SUPPRESSION

PROGRAM DESCRIPTION

Fire Suppression is responsible for providing emergency response to fires, vehicle accidents, rescue and hazardous material incidents and other emergencies. Additionally, through automatic assistance and mutual aid, provide services to the residents and visitors of Duncanville, Desoto, Cedar Hill and Dallas. Fire Suppression provides support activities for Emergency Medical, Fire Prevention, Duncanville Police and Duncanville Public Works. Support activities for the Regional Emergency Management program.

GOALS AND OBJECTIVES

Respond to all emergency calls with a high level of efficiency and preparedness.
 Manage all emergency services to ensure the safety of all citizens and firefighters
 Conduct a proactive business fire survey program of all commercial structures to enhance public safety and code compliance as established by the Fire Marshal.
 Conduct interlocal training with Dallas and the Best Southwest cities for operational effectiveness and standardization.
 Maintain or exceed continuing education requirements for each level of certification for the Texas Commission on Fire Protection.
 Meet minimum Texas Fire Commission requirements for protective clothing and self contained breathing apparatus maintenance and inspection.
 Conduct annual proficiency test and emergency driving course for each firefighter.
 Achieve response time below the NFPA 1710 recommended 9 minute response time for a full assignment.
 Flow each hydrant annually and provide maintenance data to public works

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FIREFIGHTER	21.0	21.0	21.0	21.0	21.0
FIRE EQUIPMENT OPERATOR	6.0	6.0	6.0	6.0	6.0
CAPTAIN	6.0	6.0	6.0	6.0	6.0
BATTALION CHIEF	2.0	2.0	2.0	2.0	2.0
BATALLION CHIEF	1.0	1.0	1.0	1.0	1.0
TOTAL	36.0	36.0	36.0	36.0	36.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
FIRE	FIRE SUPPRESSION				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	3,139,690	3,288,492	3,250,820	3,264,031	3,264,031
SUPPLIES	174,985	77,660	77,488	74,170	69,665
SERVICES	277,011	324,335	320,999	317,369	333,691
CAPITAL	21,933	58,560	56,925	50,060	50,060
TOTAL	\$3,613,618	\$3,749,047	\$3,706,232	\$3,705,630	\$3,717,447

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Duncanville Population	39,372	39,626	39200	39220
Square Miles Served	11.2	11.2	11.2	11.2
Number of Duncanville Fire Stations	2	2	2	2
Dwelling Units Multi-Family	2,430	2,440	2423	2423
Dwelling Units Single Family	11,593	11,600	11,600	11621
Business Occupancies	NA	1515	1580	1,600
Total Fire Hydrants	1,373	1,393	1,399	1,420
Texas Commissioned Firefighters	50	51	52	52
Peripheral Population: Cedar Hill, DeSoto, Dallas Zip Codes 75236 & 75249 (City-data.com)	125,536	115,000	125,600	125,700
Peripheral Fire Stations: (3-DeSoto, 4-Cedar Hill, Dallas Station 12, 40 & 49)	9	9	10	10
Peripheral Square Miles - Cedar Hill, DeSoto and Dallas (zip codes 75236 and 75249)	74.8	74.8	74.8	74.8

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
FIRE		FIRE SUPPRESSION			
EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Fire Equipment (Quint272, E271, Reserve E277, Reserve E278, Brush272, BC270, U271, U272)	8	8	9	9	
Duncanville Structure Fires Confined to Room of Origin or Structure of Origin	28	40	30	30	
Total False Alarms and Good Intent Calls	873	930	850	850	
Percent of Calls with Response Time of 9 Min or Less for "Full Alarm Assignment" from Call to Arrival on Scene	83%	83%	82%	84%	
Percent of Calls with Response Time of 5 Min or Less From Dispatch to Arrival on Scene (Duncanville)	33%	33%	74%	75%	
Maintain Requirement for certification with Texas Commission on Fire Protection	50	51	51	52	
Duncanville Structure Fire Incidents	28	45	45	40	
Duncanville Residential Structure Fires	19	NA	34	25	
Strive to have fire apparatus en route within 80 seconds of being dispatched on 90% of calls. This will be	NA	NA	1	1	

DIVISION SUMMARY

DEPARTMENT:

FIRE

DIVISION:

ADVANCED LIFE SUPPORT

PROGRAM DESCRIPTION

Emergency Medical Services provides Advanced Life Support emergency medical assistance to residents and visitors of Duncanville, and through Automatic and Mutual Aid agreements to the communities of DeSoto, Cedar Hill and adjacent areas of Dallas. Emergency Medical Services personnel provide support activities for Fire Operations. This program also ensures that the required certifications, training, and continuing education hours are maintained to meet Texas Department of State Health Services standards.

This program also ensures we are in compliance with all standards and laws pertaining to HIPAA, TDSHS, DEA, DPS, Medicaid, Medicare and the Affordable Care Act of 2012.

GOALS AND OBJECTIVES

Maintain TDSHS Provider License

Maintain TDSHS Continuing Education for Paramedic Certifications/Licensure.

Maintain TDSHS Continuing Education for EMT Certifications.

Maintain National Registered Paramedic Certifications

Provide quality assurance review for each Paramedic.

Bring our average door-to-balloon (D2B) time for a ST elevation myocardial infarction (STEMI) below 30 minutes to Charlton Methodist Hospital. (D2B time defined as hospital threshold to Catheterization)

Maintain response time below national average of 6 minutes.

Provide NEMSIS compliant software for electronic billing service through a third party billing contractor.

Provide quality assurance review for patient reports

Maintain HIPAA requirements pertaining to patient's personal protected information by maintaining a HIPAA representative and complying with all HIPAA regulations.

Maintain requirements set forth by the DEA, DPS, TDSHS pertaining to all narcotic storage, distribution, and proper destruction as well as documentation.

Maintain a designated "Administrator of Record" for the Duncanville Fire Department as required by TDSHS.

Attend training conferences, seminars and forums to stay informed of current trends and requirements in paramedicine, community paramedic programs, and injury prevention.

Respond quickly and appropriately to citizen complaints regarding billing, transport, or care provided issues. Notify and involve other city services as needed.

Provide enhanced health and injury education targeting high risk populations and frequent callers.

Use available methods and resources to provide the best possible public education program, assisting shift personnel with scheduling, guidance and supervision.

Maintain accurate documentation and records for all continuing education, complaints, certifications and customer service surveys.

Facilitate and assure that the Duncanville Fire Departments reports are submitted to the State Trauma Registry.

Use available methods and resources to provide the best possible education programs, assisting shift personnel with updated EMS guidelines, patient care report trending, scheduling, guidance and supervision.

Respond quickly to emergency incidents that my guidance, knowledge, contacts, or manpower may be of use.

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
FIRE	ADVANCED LIFE SUPPORT				
PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
FIREFIGHTER	12.0	12.0	12.0	12.0	12.0
DIVISION CHIEF - EMS	1.0	1.0	1.0	1.0	1.0
TOTAL	13.0	13.0	13.0	13.0	13.0
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	864,302	1,079,336	1,069,376	1,127,840	1,127,840
SUPPLIES	72,905	87,572	92,067	86,574	85,449
SERVICES	280,674	306,451	281,086	286,760	286,307
CAPITAL	3,800	5,000	4,143	3,950	3,950
TOTAL	\$1,221,681	\$1,478,359	\$1,446,671	\$1,505,124	\$1,503,546

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Business Occupancies	N/A	1,515	1,580	1,600
Dwelling Units Multi-Family	2,430	2,440	2,440	2,423
Dwelling Units Single Family	11,593	11,600	11,600	11,621
Peripheral Population: Cedar Hill, DeSoto, Dallas (Zip Code 75236 & 75249)	125,536	115,000	125,600	125,700
Peripheral Square Miles: Cedar Hill, DeSoto, Dallas (Zip Code 75236 & 75249)	74.8	74.8	74.8	74.8
Peripheral Stations: Cedar Hill (4), DeSoto (3), Dallas, (2)	9	9	9	9
Duncanville Population	38,800	39,170	39,220	39,220
Square Miles Served	11.2	11.2	11.2	11.2
Staffing for 2 Fire Stations: MICU at Station 271 - 2 paramedics	4	4	4	4
Attend North Central Texas Trauma Regional Advisory Council Meetings (NCTTRAC)	4	4	6	6
Attend UT Southwestern EMS MEdical Directors and BioTel Council Meetings	6	6	6	6
Adherence to Drug Enforcement Agency Compliance (DEA)	12	12	12	12
Conduct 10 random run reviews each month for Quality Assurance	NA	NA	NA	12

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

FIRE

ADVANCED LIFE SUPPORT

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Continuing Education Classes Held (12-Live on-site/12-EMT computer base)	24	24	24	24
Licensed and Certified Paramedics	43	45	45	49
Certified Emergency Medical Technician	7	4	3	2
Number of National Registered Paramedics	23	26	28	32
Total EMS Calls	4,520	4,500	4,812	4,900
Total Transports	2,373	2,200	2,350	2,500
Monthly Drug Enforcement Agency Compliance (DEA)	12	12	12	12
Annual Drug Enforcement Agency Audit (DEA)	1	1	1	1
Conduct monthly run reviews	NA	NA	12	12
Strive for S-T Elevation Myocardial Infarction (STEMI) average Door to Balloon times of 60 minutes (The AHA	NA	NA	3	5
Strive to have our MICUs en route within 60 seconds of their dispatch time on 90% of all calls. This will be	NA	NA	1	1

DIVISION SUMMARY

DEPARTMENT:

FIRE

DIVISION:

EMERGENCY MANAGEMENT ADMINISTRATOR

PROGRAM DESCRIPTION

The Southwest Regional Emergency Management program is comprised of the following jurisdictions; Cedar Hill, DeSoto, and Duncanville. The Regional Emergency Management Administrator assist with developing and implementing a comprehensive emergency management program that addresses the four aspects of emergency management; effectively mitigate against, prepare for, response to, and recover from emergencies and disasters. The Regional Emergency Management Administrator is responsible for the various emergency management activities and serves as the liaison on emergency management issues for three jurisdictions. Additional responsibilities include coordination with the National Incident Management System (NIMS) implementation program, Texas Division of Emergency Management, and the North Central Texas Council of Governments. Program Administrator is also responsible for researching grant funding and application processes for the participating cities.

GOALS AND OBJECTIVES

Meet Federal, State and Local guidelines pertaining to emergency management preparedness, mitigation, recovery and response. Conduct multiagency, multidiscipline exercises to include Drill, Workshop, Tabletop, Functional and Full-Scale to meet State requirements.

Coordinate training activities with North Central Texas Council of Governments, Texas Division of Emergency Management, participating cities and other agencies to ensure effective emergency management programs and efficient response to catastrophic incidents.

Enhance citizen preparedness and participation through the KnowWhat2Do public education campaign and Citizen Corps Program (CCP)

Improve partnership with Cedar Hill, DeSoto and Duncanville School District.

Coordinate and promote public awareness and public education for disaster preparedness (KnowWhat2Do)

Maintain jurisdictions Advance Level of Planning Preparedness with respect to specific criteria covering emergency planning, training and exercise activities.

Update jurisdictions emergency plans to meet the current state preparedness standards.

PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
EMERGENCY MANAGEMENT ADMINISTRATOR	1.0	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0	1.0

DIVISION SUMMARY

DEPARTMENT:	DIVISION:				
FIRE	EMERGENCY MANAGEMENT ADMINISTRATOR				
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	65,139	67,344	51,416	94,806	94,806
SUPPLIES	3,551	3,550	3,550	3,730	3,550
SERVICES	3,714	5,450	5,561	5,055	5,055
CAPITAL	0	0	0	0	0
TOTAL	\$72,404	\$76,344	\$60,527	\$103,591	\$103,411

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
In-City Population DeSoto	51,102	51,230	51,230	51,320
In-City Population Cedar Hill	45,260	45,260	45,360	45,410
Maintain and update Emergency Operations Plans for Duncanville, DeSoto, and Cedar Hill	4	3	3	3
Attend Duncanville, DeSoto, and Cedar Hill, community events and present disaster preparedness public education Program KnowWhat2Do. (Juneteenth Celebration, Fire Station Open House, Fall Festival, Taste of Duncanville, Best Southwest 4th July Celebration, National Night Out, Regional Preparedness Fairs)	3	3	5	5
Attend Regional Emergency Management Planning Meetings: Regional Emergency Management (REM) Regional Emergency Preparedness Advisory Committee (REPAC) Dallas County Emergency Managers Meeting Emergency Preparedness Planning Council (EPPC) Partners in Preparedness Dallas County Health and Human Services Regional Public Education Meeting (KnowWhat2DO) Dallas County Local Emergency Planning Committee (LEPC)	64	60	72	72

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

FIRE

EMERGENCY MANAGEMENT ADMINISTRATOR

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Continue to assess EOC functions and responsibilities through coordination, communications and exercise with Regional Emergency Management Coordinators for the cities of Cedar Hill, DeSoto, Duncanville)	3	3	3	3
In-City Population Duncanville	39,372	39,626	39,629	39,880
Coordinate local NIMS Training implementation activities with Cedar Hill, Duncanville and DeSoto. Provide the state with a report of measuring NIMS Preparedness Compliance Assessment System Tool (PrepCAST) implementation based on the appropriate fiscal year metrics.	4	4	3	3
Participate on Emergency Management Subcommittee: Exercise and Training Subcommittee Regional Sheltering Subcommittee Public Education (KnoWhat 2 Do) Subcommittee (Co-Chair)	9	26	36	36
Maintain City of Desoto Emergency Management Performance Grant (EMPG)	1	1	1	1
Emergency Management program population for Cedar Hill, DeSoto and Duncanville.	135,734	136,116	136,219	136,520
Coordinate with mitigation partners for maintenance of Hazard Mitigation Action Plan (HazMAP) and obtain FEMA approval for HazMAP five year update.	4	3	3	3
Assist emergency management coordinators in the developing and conducting emergency preparedness drills and exercises.	3	7	6	6

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

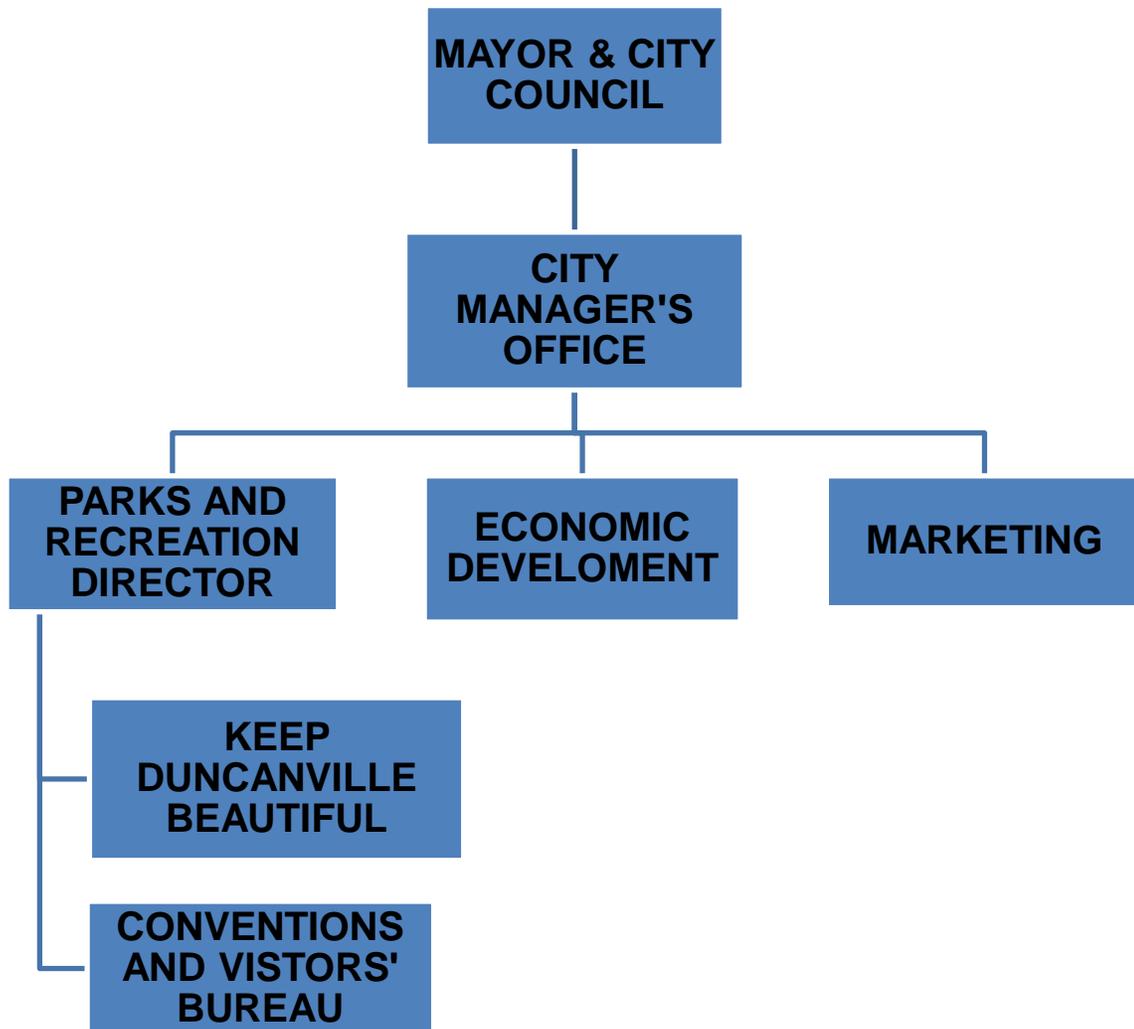
FIRE

EMERGENCY MANAGEMENT ADMINISTRATOR

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Participate in Emergency Preparedness Public Awareness Programs like KnoWhat2Do, Ready or Not, American Red Cross and other disaster public education campaigns. Provide disaster material at no cost to citizens during community events.	3	3	5	5
Attend stakeholder and emergency management meetings to collaborate with a wide range of existing local regional, state, and federal partners. Regional Emergency Management (REM) Regional Emergency Preparedness Advisory Committee (REPAC) Dallas County Emergency Managers Emergency Preparedness Planning Council (EPPC) Regional Public Education Meeting	64	60	60	60
Assist with the management of Federal and State grants. State Homeland Security Grant Program, Emergency Management Performance Grant, Hazard Mitigation Grant Program)	2	2	2	2
Develop a method and schedule for updating the HazMAP plan on a 5 year cycle. Cedar Hill DeSoto and Duncanville have FEMA-approved Hazard Mitigation Action Plans.	4	3	3	3
Exercise and evaluate the emergency operations plan to improve capabilities, operational readiness and preparedness. Submit a After Action Report for each exercise.	3	7	6	6
Integrate NIMS/ICS into preparedness, response and recovery system for major emergencies, incidents and disasters.	1	1	1	1
Total Emergency Management Administrator Cost for each citizen per year.	.64	.65	.65	.65
Total Emergency Management Administrator Cost for each citizen per day.	< \$0.01	< \$0.01	< \$0.01	< \$0.01
Total Emergency Management Administrator Cost for each single-family dwelling per year.	2.08	2.19	2.20	2.18
Total Emergency Management Administrator Cost for each single-family dwelling per day.	< \$0.01	< \$0.01	< \$0.01	< \$0.01

**CITY OF DUNCANVILLE
ECONOMIC DEVELOPMENT**

ORGANIZATION CHART



CITY OF DUNCANVILLE

ECONOMIC DEVELOPMENT

<i>PERSONNEL SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ECONOMIC DEVELOPMENT	2.0	2.0	2.0	2.0	2.0
BEAUTIFICATION	0.5	1.0	0.5	1.3	1.3
TOTAL	2.5	3.0	2.5	3.3	3.3
<i>EXPENDITURE SUMMARY</i>	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
ECONOMIC DEVELOPMENT	115,108	237,762	110,396	229,326	231,619
KEEP DUNCANVILLE BEAUTIFUL	8,308	9,472	9,841	9,841	9,939
MARKETING	0	36,325	11,075	42,375	42,799
BEAUTIFICATION	140,075	147,026	134,607	144,231	147,116
TOTAL	\$263,491	\$430,585	\$265,919	\$425,773	\$431,473

DIVISION SUMMARY

DEPARTMENT:

ECONOMIC DEVELOPMENT

DIVISION:

ECONOMIC DEVELOPMENT

PROGRAM DESCRIPTION

The Duncanville Community and Economic Development Corporation (DCEDC) was formed in 1995 and is funded by a 1/2 cent sales tax approved by the citizens of Duncanville. Since its inception, the DCEDC has attracted new and expanding businesses to Duncanville adding in excess of \$125,000,000 value to the property tax rolls. As a Type B Corporation governed by the State of Texas Development Corporation Act of 1979, the DCEDC has the ability to finance new and expanded business enterprises in Duncanville through acquisition of land; machinery and equipment; construction costs; planning and professional services related to the project; financial transactions and reserve funds; necessary infrastructure, manufacturing and research and development, military base realignment, job training classes, public transportation, administrative and other necessary expenditures, as well as community development and enhancement i.e. parks, museums, sports facilities and affordable housing.

The DCEDC Board of Directors oversees the DCEDC and allocates funds as a part of Duncanville's comprehensive economic development plan. The Director of Economic Development promotes the City and its advantages to new business prospects, encourages business retention and expansion, and serves as Staff Liaison to the Board of Directors. In addition, the Director works with the DCEDC Board, City Manager and/or Assistant City Manager, and Finance Director to formulate an annual budget and recommends programs for economic and community development funding.

GOALS AND OBJECTIVES

On March 1, 2015 a new DCEDC Board of Directors was appointed by City Council including members from professional affiliations and disciplines as provided for in the revised By-Laws. During FY 2015 an Economic Development Director as well as an ED Technician will be added to Staff to lead and direct the DCEDC Board in an aggressive approach in utilizing the available funds to:

- * Encourage community and economic opportunity that enhances competitiveness and increases property values, sales tax revenues, job opportunities, and quality of life.
- * Promote economic development goals, projects and programs to target markets.
- * Attract/retain viable businesses and provide assistance to ensure their continued success.
- * Encourage redevelopment of main business corridors within the City and increase Curb Appeal.

DIVISION SUMMARY

DEPARTMENT:		DIVISION:				
ECONOMIC DEVELOPMENT		ECONOMIC DEVELOPMENT				
PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
ECONOMIC DEVELOPMENT DIRECTOR	1.0	1.0	1.0	1.0	1.0	
ECONOMIC DEVELOPMENT TECHNICIAN	0.0	0.0	1.0	1.0	1.0	
ADMINISTRATIVE SECRETARY	1.0	1.0	0.0	0.0	0.0	
TOTAL	2.0	2.0	2.0	2.0	2.0	
EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING	
SALARIES AND BENEFITS	74,662	61,280	73,749	185,383	185,383	
SUPPLIES	1,452	1,951	5,427	2,377	2,127	
SERVICES	38,994	174,531	31,220	41,566	44,109	
CAPITAL	0	0	0	0	0	
TOTAL	\$115,108	\$237,762	\$110,396	\$229,326	\$231,619	

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
City population (NCTCOG Jan 1, 2015 Population estimates 39,220)	38850	39250	39,220	39,250
DCEDC meetings (Held monthly on 2nd Thursday plus possible Special Meetings.)	12	12	13	15
EDC information/incentive packets distributed (Note: Information packets are very outdated -- need to be updated and reprinted) Following includes Design Incentive Grant Packets:	646	500	25	25
DCEDC or City owned parcels (2 Pad Sites - Fieldhouse; Bob Ladd Property; Venice & Wheatland; Main Station Railroad Flats-29 lots received in settlement)	3	4	5	5
Active major DCEDC projects (As of 4-24-15: Main Station Limited Partnership; Hilton Garden Inn; Costco; Fieldhouse; W&B Service Company; MD Multi-Services; Cedar Park SC; City of Duncanville-DeFords; City of Duncanville-EON. HGI and Costco to be completed in December 2015)	3	2	9	7
Direct Mail / Advertising Campaigns	1	1	0	1

DIVISION SUMMARY

DEPARTMENT:		DIVISION:		
ECONOMIC DEVELOPMENT		ECONOMIC DEVELOPMENT		
EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Percent of site searches completed within two business days	100%	100%	100%	100%
Percent of information packets mailed within 24 hours of request (hard copy and/or e-mail)	100%	100%	100%	100%
Total dollars reinvested into the community through DCEDC projects (2014-15: EON-\$150,000; DeFord's - \$900,000; No DIG's approved as of 4-24-15 for 2014-15.)(2015-16 Proposed - Depending on incentive opportunities.)	\$2,215,198	\$1,898,889	\$1,200,000	\$1,500,000

DIVISION SUMMARY

DEPARTMENT:

DIVISION:

ECONOMIC DEVELOPMENT

KEEP DUNCANVILLE BEAUTIFUL

PROGRAM DESCRIPTION

The Keep Duncanville Beautiful activity is responsible for developing and implementing a comprehensive program that protects the environment and beautifies the community. City staff works with the Keep Duncanville Beautiful Board, a nine-member board appointed by the City Council, to implement numerous programs and events, such as the commercial property of the quarter recognition program, residential property of the quarter, annual Toy Recycling Drive, annual Second Grade Coloring Contest, annual Fall Garden Workshop, an annual community clean-up day, and tree plantings throughout the community. With the assistance of Duncanville's very own Mother Nature and Recycle Man, lesson plans are delivered to students at local elementary, intermediate and middle schools.

GOALS AND OBJECTIVES

- Increase knowledge and understanding of Keep Texas Beautiful.
- Empower Duncanville residents and businesses through education to take responsibility for enhancing their community environment.
- Increase public awareness on the importance of recycling, litter prevention, and damage caused by graffiti.
- Reduce the amount of solid waste created by Duncanville residents.
- Encourage compliance with City Ordinances through the Did You Know campaign.

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	0	0	0	0	0
SUPPLIES	4,051	4,747	5,116	5,116	5,116
SERVICES	4,257	4,725	4,725	4,725	4,823
CAPITAL	0	0	0	0	0
TOTAL	\$8,308	\$9,472	\$9,841	\$9,841	\$9,939

DIVISION SUMMARY

DEPARTMENT:		DIVISION:			
ECONOMIC DEVELOPMENT		KEEP DUNCANVILLE BEAUTIFUL			
ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	
Elementary, Intermediate and Middle Schools Served	15	15	15	15	
Businesses Served	995	990	878	900	
KDB Board Meetings	12	11	11	11	
KDB Events	10	10	10	10	
Property of The Month - Awarded quarterly to commercial	4	4	4	4	
Curb Appeal Award - One residential property per district per quarter	4	20	20	20	
Mother Nature & Recycle Man Appearances	42	40	40	40	
Lesson Plan Presentations	24	24	36	36	
Population served	39,372	39,626	39,629	39,880	

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Amount of Litter Collected at Annual Cleanups - City's Annual Don't Mess With Texas Trash-Off Event and Household Hazardous Waste Events Managed by Solid Waste Department	140,948 lbs.	145,000 lbs.	160,000 lbs.	170,000 lbs.
Percent of Waste Stream Reduction Due to Recycling/Brush Programs - Program managed by Solid Waste Department	6.0	5.7	5.6	5.5

DIVISION SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT	DIVISION: MARKETING
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PROGRAM DESCRIPTION

The Marketing activity is responsible for marketing available properties to potential and desired developers, promoting available incentive programs, promoting DCEDC projects, creating publicity opportunities, and implementing a targeted media campaign to attract desired businesses to Duncanville. In order to accomplish this the marketing materials will be rebranded, designed and printed.

GOALS AND OBJECTIVES

Continue to maintain a positive climate of support for development through communicating economic development goals and programs as well as communicating to the business community, as well as current and future residents, about the DCEDC's successes and what Duncanville's what it has to offer.
 Promote DCEDC projects.
 Continue to promote the Main Street Vision.
 Rebrand, design, and print new marketing materials for the DCEDC and City to attract new businesses and residents.

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	0	0	0	0	0
SUPPLIES	0	1,075	740	4,375	1,150
SERVICES	0	35,250	10,335	38,000	41649
CAPITAL	0	0	0	0	0
TOTAL	\$0	\$36,325	\$11,075	\$42,375	\$42,799

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Population	38850	39250	38628	38750
Number of Properties in 3D Districts	79	79	79	79
Number of Properties in Main Street Corridor	179	179	179	179
Promotional Events/Tradeshows	2	2	0	1

EFFICIENCY / EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Number of new projects in 3D Districts	1	1	1	1
Number of Main Street property improvements	1	1	3	2

DIVISION SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT	DIVISION: BEAUTIFICATION
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PROGRAM DESCRIPTION

The City of Duncanville recognizes the importance of landscaping and beautification in creating a desirable, vibrant, and economically viable community. The Duncanville Community & Economic Development Corporation supports City beautification efforts by funding of beautification of City entries and business districts as well as maintaining the I-20 corridor.

GOALS AND OBJECTIVES

Beautify and maintain city entries and business districts.
Maintain I-20 corridor.

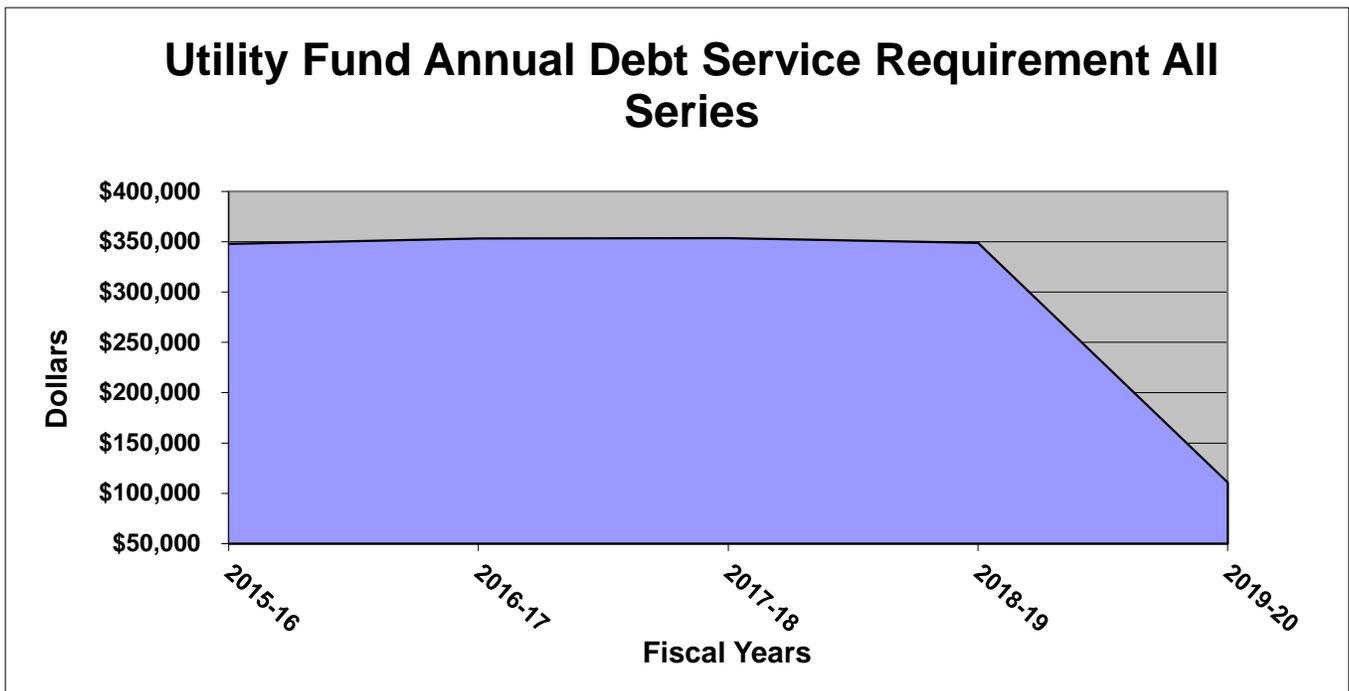
PERSONNEL SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SEASONAL MAINTENANCE	0.5	1.0	0.5	1.3	1.3
TOTAL	0.5	1.0	0.5	1.3	1.3

EXPENDITURE SUMMARY	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET	FY 2017 PLANNING
SALARIES AND BENEFITS	13,299	43,626	17,207	38,551	38,551
SUPPLIES	5,649	6,000	6,000	6,000	6,000
MAINTENANCE	67,668	39,000	53,000	41,280	44,165
CAPITAL	53,459	58,400	58,400	58,400	58,400
TOTAL	\$140,075	\$147,026	\$134,607	\$144,231	\$147,116

ACTIVITY DEMAND / WORKLOAD	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2016 BUDGET
Number of seasonal bed changes achieved	2	2	2	2
Number of city entry sign planter beds including I-20 beds maintained	9	11	11	11

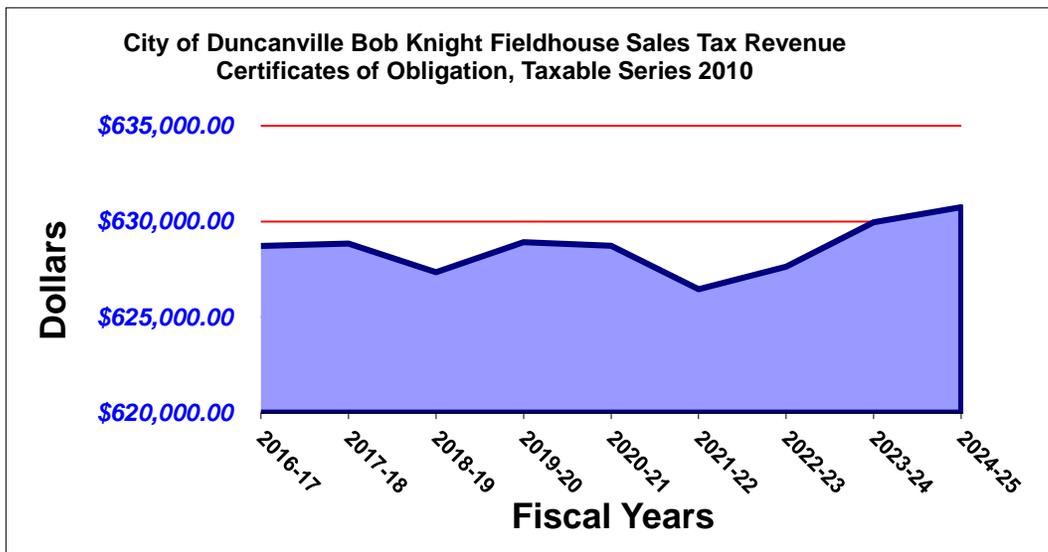
CITY OF DUNCANVILLE				
UTILITY FUND				
DEBT SERVICE SUMMARY				
2015-16 BUDGET				
SERIES	OUTSTANDING October 1, 2015	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
G.O. Refunding 2013	\$ 1,470,000.00	\$ 330,000.00	\$ 17,851.10	\$ 347,851.10
TOTAL	\$ 1,470,000.00	\$ 330,000.00	\$ 17,851.10	\$ 347,851.10

SCHEDULE OF REQUIREMENTS				
2015-16 BUDGET				
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013				
Regions Bank- Duncanville GO Rfdg S13				
MATURITY	PRINCIPAL	INTEREST	TOTAL	FISCAL YEAR
15-Feb-16	330,000.00	10,054.07	340,054.07	
15-Aug-16	-	7,797.03	7,797.03	\$ 347,851.10
15-Feb-17	340,000.00	7,797.03	347,797.03	
15-Aug-17	-	5,471.60	5,471.60	\$ 353,268.63
15-Feb-18	345,000.00	5,471.60	350,471.60	
15-Aug-18	-	3,111.97	3,111.97	\$ 353,583.57
15-Feb-19	345,000.00	3,111.97	348,111.97	
15-Aug-19	-	752.35	752.35	\$ 348,864.32
15-Feb-20	110,000.00	752.35	110,752.35	
15-Aug-20	-	-	-	\$ 110,752.35
TOTAL	\$ 1,470,000.00	\$ 44,319.97	\$ 1,514,319.97	



CITY OF DUNCANVILLE BOB KNIGHT FIELDHOUSE FUND DEBT SERVICE SUMMARY 2015-16 BUDGET				
SERIES	OUTSTANDING October 1, 2015	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
Tax & Water /Sewer Revenue CO, Series 2010	\$ 4,930,000.00	\$ 415,000.00	\$ 216,171.26	\$ 631,171.26
TOTAL	\$ 4,930,000.00	\$ 415,000.00	\$ 216,171.26	\$ 631,171.26

TAX & WATERWORKS & SEWER SYSTEM (LIMITED PLEDGE) SCHEDULE OF REQUIREMENTS 2015-16 BUDGET REVENUE CERTIFICATES OF OBLIGATION, TAXABLE SERIES 2010 Regions Corporate Trust - Bond Issue 3855				
MATURITY	PRINCIPAL	INTEREST	TOTAL	FISCAL YEAR
15-Feb-16	-	108,085.63	108,085.63	
15-Aug-16	415,000.00	108,085.63	523,085.63	\$ 631,171.26
15-Feb-17	-	101,860.63	101,860.63	
15-Aug-17	425,000.00	101,860.63	526,860.63	\$ 628,721.26
15-Feb-18	-	94,423.13	94,423.13	
15-Aug-18	440,000.00	94,423.13	534,423.13	\$ 628,846.26
15-Feb-19	-	86,173.13	86,173.13	
15-Aug-19	455,000.00	86,173.13	541,173.13	\$ 627,346.26
15-Feb-20	-	76,959.38	76,959.38	
15-Aug-20	475,000.00	76,959.38	551,959.38	\$ 628,918.76
15-Feb-21	-	66,865.63	66,865.63	
15-Aug-21	495,000.00	66,865.63	561,865.63	\$ 628,731.26
15-Feb-22	-	55,728.13	55,728.13	
15-Aug-22	515,000.00	55,728.13	570,728.13	\$ 626,456.26
15-Feb-23	-	43,818.75	43,818.75	
15-Aug-23	540,000.00	43,818.75	583,818.75	\$ 627,637.50
15-Feb-24	-	29,981.25	29,981.25	
15-Aug-24	570,000.00	29,981.25	599,981.25	\$ 629,962.50
15-Feb-25	-	15,375.00	15,375.00	
15-Aug-25	600,000.00	15,375.00	615,375.00	\$ 630,750.00
TOTAL	\$ 4,930,000.00	\$ 1,358,541.32	\$ 6,288,541.32	



DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION				
SALES TAX REVENUE BONDS				
DEBT SERVICE SUMMARY				
2015-16 BUDGET				
SERIES	OUTSTANDING October 1, 2015	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
4-B Series 2006	2,730,000.00	410,000.00	102,105.00	512,105.00
TOTAL	\$ 2,730,000.00	\$ 410,000.00	\$ 102,105.00	\$ 512,105.00

Tax and Waterworks and Sewer System (Limited Pledge Revenue				
SCHEDULE OF REQUIREMENTS				
2015-16 BUDGET				
Certificaties of Obligation, Series 2006				
Regions Corporate Trust - Bond Issue 991				
MATURITY	PRINCIPAL	INTEREST	TOTAL	FISCAL YEAR
15-Feb-16	410,000.00	55,152.50	465,152.50	
15-Aug-16		46,952.50	46,952.50	\$ 512,105.00
15-Feb-17	430,000.00	46,952.50	476,952.50	
15-Aug-17		38,352.50	38,352.50	\$ 515,305.00
15-Feb-18	445,000.00	38,352.50	483,352.50	
15-Aug-18		29,452.50	29,452.50	\$ 512,805.00
15-Feb-19	465,000.00	29,452.50	494,452.50	
15-Aug-19		20,152.50	20,152.50	\$ 514,605.00
15-Feb-20	480,000.00	20,152.50	500,152.50	
15-Aug-20		10,312.50	10,312.50	\$ 510,465.00
15-Feb-21	500,000.00	10,312.50	510,312.50	
15-Aug-21	-	-	-	\$ 510,312.50
TOTAL	\$ 2,730,000.00	\$ 345,597.50	\$ 3,075,597.50	

