# C I T Y  O F  D U N C A N V I L L E

## ANNUAL BUDGET

## 2006-2007

# THE CITY OF DUNCANVILLE, TEXAS

**FISCAL YEAR**
**October 1, 2006 – September 30, 2007**

***David Green, Mayor***
***Ken Weaver, Mayor Pro Tem***
***Dorothy Burton, Councilmember***
***Scott Cannon III, Councilmember***
***Anthony T. Skinner, Councilmember***
***Johnette Jameson, Councilmember***
***Deborah Hodge, Councilmember***

***Kent Cagle, City Manager***

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**CITY OF DUNCANVILLE**
**2006-07 ANNUAL BUDGET**
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# City of Duncanville

**Kent Cagle**
*City Manager*

**DATE:** August 15, 2006

**TO:** Mayor & City Council

**FROM:** Kent Cagle, City Manager

**SUBJ:** Proposed Budget - Fiscal Year 2006-2007

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I am pleased to submit the proposed budget for the 2006-07 Fiscal Year in accordance with the City Charter. It represents the expected revenues and planned expenditures for October 1, 2006 through September 30, 2007. This budget represents the staff's initial proposal of June 14th plus minor changes to expenditures and the final revenue estimate since we have now received the final tax roll and one additional month of sales tax revenues.

## General Fund

This is the budget year that we have been anticipating for many years. With Costco set to open next month and with other new businesses already opened or announced, our sales tax revenues are projected to finally eclipse their peak year of 1999-2000. Our revised sales tax estimate for 2005-06 is 15% greater than the original budget and our projections for next year are 12% over our 2005-06 revision. The property tax base is also demonstrating robust growth with a 5.2% increase over last year. Even more encouraging is that while new construction was very strong, reappraisals showed renewed vigor. We also know that current construction plans will produce continued growth for the next two to three years and help avoid our historic reliance on increases to the existing base. Total General Fund revenues are projected to increase by $2,263,153 or 11%, even with a two cent decrease in the property tax rate. While this revenue growth is very encouraging, we cannot count on such increases in the future and I caution you not to get carried away with adding new services.

This budget adds back many of the personnel cuts or service level reductions that were made in 2003-2004. Pay plan adjustments include the market adjustments recommended in the Water's Consulting Report and up to a 3% merit increase for non-civil service employees. In addition to the Water's recommendations I am suggesting an additional

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2% increase for all police officers and firefighters that are at the top of the range and an additional 1% increase for police sergeants and fire equipment operators at the bottom of the range. The total cost of the compensation plan is $690,216. This places the majority of our positions at the market average of our twenty city survey and enables us to be competitive in the marketplace for new employees. Achieving the market average is a significant improvement over our past position and I am thankful for the City Council's support of the Water's Compensation Study and the ensuing recommendations. I am sure that it will take considerable future resources to remain at the market average in the future, but I believe it is an investment that will pay off in the form of a well trained and motivated workforce.

This will be the 14th year in a row without a property tax rate increase and the 4th rate decrease in the past 15 years. Approximately $25 million in new construction was added to the tax role this year and it appears we will have even a larger increase next year as evidenced by the new construction already in progress. The $25 million in new construction is the largest increase in over 10 years. However, we need to be aware of the fact that added value from new construction will not continue indefinitely. Each new project brings us one step nearer to buildout and the reality of a very flat property tax revenue stream.

Last year I told you that we had a number of traffic signal, building and park maintenance needs and that we would probably require a debt issue to address these needs. I am pleased to tell you this year that since we have already issued a C.O. for park maintenance issues and we addressed building maintenance problems with excess fund balance we only need to solve the traffic signal issue and we have a plan for that. As you know, our red light camera enforcement program has just begun and we have created a new Transportation Improvement and Safety fund to manage the revenues and expenses for this program. As long as the state stays out of the red light business we will have a source of funding to improve all of our signals and make needed street improvements. This should eliminate the need for any debt issue funded by the general fund for any maintenance need other than parks. The parks issue will depend on how aggressively you want to proceed with the parks master plan.

## Utility Funds

### Water/Wastewater

The Water/Wastewater Fund is in solid financial condition after last year's rate increase and what has been, up to this point a very hot and dry year. For seven years in a row we have had decreased water usage, but this year will break that trend. We changed our rate structure in 2002 to reduce the cost of water on those that use less than 10,000 gallons and to increase the cost on those that use more than 10,000 and 20,000 gallons. This is the first hot and dry period that we have experienced since changing the rate structure and so far, the structure is working as planned. We have not approached our 12.5 million gallon maximum daily take from Dallas Water Utilities and unless we literally have no more rain this year it is highly unlikely that we will take our maximum from DWU on any day.

We continue to have the ability to fund our water and sewer line replacement program and I am pleased to report that our utility fund is in a strong position both from a fiscally and infrastructure maintenance standpoint.

## Solid Waste

The Solid Waste Fund is performing as expected. Our collection contract with Duncan Disposal and our landfill contract with Waste Management both have annual escalation clauses based on the local Consumer Price Index. No rate increase is recommended for this year, but we will end the 06-07 Fiscal Year with an almost zero fund balance and a definite need for a rate increase in 07-08.

In addition to collection and disposal services, the monthly solid waste rate continues to fund two city employees to provide litter control throughout Duncanville and funds our participation in the Dallas County Household Hazardous Waste Disposal Program. Without a doubt, our streets, rights-of-way and parks are cleaner due to the litter control program.

## Drainage Utility Fund

The Drainage Utility Fee generates about $420,000 in revenue each year. Roughly half of that revenue is dedicated to debt service and the remainder is dedicated to small drainage projects on public property and small private projects where the cost is split with property owners. This will be the fifth year that we are required to fund the Phase II drainage program. Public Information and water testing are estimated to cost $50,000. As you know, there are still over $30 million in identified drainage and erosion control projects in the city and the funds generated by this fee will not begin to address those problems. In addition to the already identified $30 million in needs I have included the Bentle Branch report which recommends $1.4 million in improvements to address flooding and erosion problems on that creek.

## Duncanville Community & Economic Development Corporation (4B Fund)

The sales tax revenue increase enjoyed by the General Fund benefits the 4B Fund as well, but the Economic Development Corporation is a victim of its own success. Due to several large projects the 4B fund will be low on cash reserves from FY 06 through FY 08 but it should recover nicely after that. I don't believe anyone longs for the days when we had large cash balances and no projects. Revenues consist of the ½ cent sales tax, lease income from the StarCenter and interest on investments.

The Board was once again prepared to recommend funding $100,000 for additional library books to help fill the shelves in the library, but the library staff felt they only had the ability to process an additional $50,000 in new books for FY 06-07. However, the Board has indicated their desire to continue the program in future years until the Library is fully stocked.

## Hotel / Motel Tax Receipts

Hotel/Motel receipts continue to remain strong with the addition of the Hilton Garden Inn, the Holiday Inn Express and projected revenues from the planned Best Western. We have budgeted a full year of revenue from the Hilton Garden Inn for 2006-07.

## Summary

I must take this opportunity to express my appreciation to all that have worked so hard to prepare this balanced budget. Specifically, Frank Trando and the entire Finance Department and Personnel Director Gregg Weaver spent countless hours preparing this detailed document. The Department Directors are also to be commended on a fine job. As usual, I did not need to make major changes to the budgets that were submitted and that is due to the Directors' ability to understand our financial situation and act accordingly. I am especially proud that we have emerged from a difficult financial period with a strong and capable organization that is prepared to meet new challenges created by our recent growth.

As you have come to expect, the City will end Fiscal Year 2005-06 in a robust position. The City Council and City Staff have taken the appropriate measures to ensure our financial stability. If the proposed budget performs as expected, we should end Fiscal Year 2006-07 in the same fashion. We are well on our way to a complete recovery from the devastating losses of all of our large retailers in the space of a two year period. The beer and wine market continues to provide strong revenues while spurring land sales and small retail construction. We can look forward to several more years of residential construction throughout the city and commercial construction along Highway 67. After that, our focus must turn to redevelopment if we expect to increase property tax revenues more than simple market increases.

With this budget we will address many of our critical concerns such as employee compensation, health insurance, parks staffing and traffic safety. I am more optimistic about Duncanville's future that at any other time in my ten year tenure. The manner in which we address our new found economic prosperity will shape Duncanville's future for years to come. This budget focuses on both the human capital and infrastructure needed to make Duncanville truly the perfect blend of family, community and business.

# CITYWIDE ORGANIZATION

# ORGANIZATIONAL STRUCTURE

Duncanville
*City of Champions*

# City of Duncanville
## Organizational Chart
## October 1, 2006

**Citizens of Duncanville**

**Mayor & City Council (Elected)**

**Office of the City Manager**

**Fire**
Fire Administration
Fire Prevention
Fire Suppression
Advanced Life Support
Emergency Management

**Police**
Police Administration
Patrol
Criminal Investigation
Animal Control
School Resource Officer
Crime Prevention
Communications/Records
Special Services

**Economic Development**
Economic Development Administration

**General Government**
Administrative Services
City Secretary
Personnel
Information Systems
Community Information

**Finance**
Finance Administration
Purchasing
Municipal Court
Teen Court
Utility Accounting
City Marshal

**Public Works**
Public Works Administration
Engineering & Planning
Building Inspection
Street Maintenance
Wastewater Services
Water Services
Equipment Services
Solid Waste

**Community Services**
Community Services Administration
Recreation Programs
Library Services
Building Services
Municipal Grounds
Senior Center
Convention & Visitors Bureau

**The Perfect Blend of Family, Community & Business**

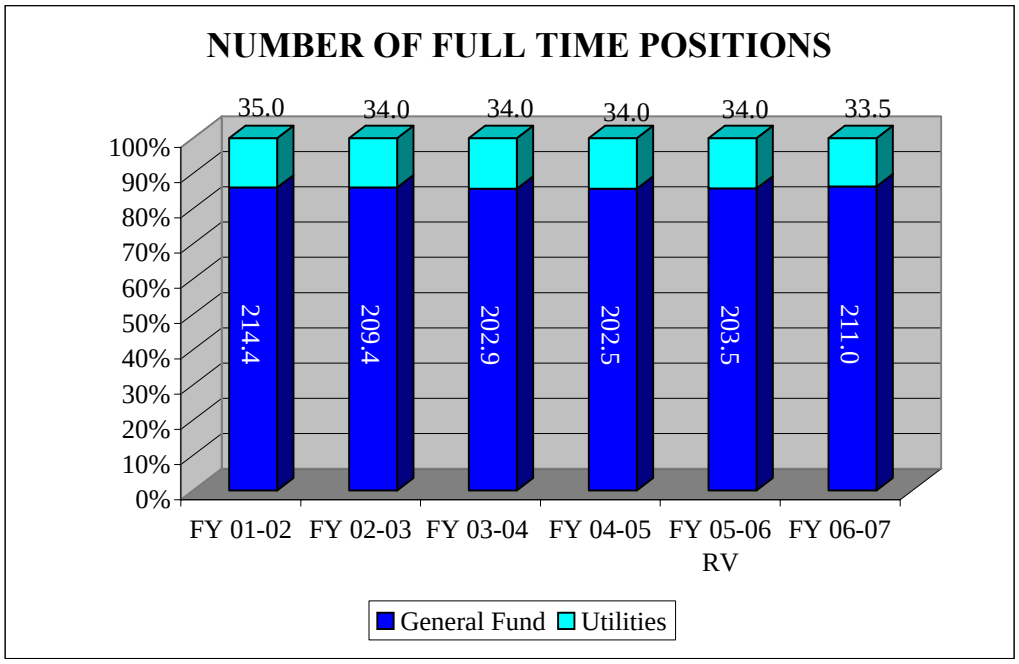
# CITY OF DUNCANVILLE
## 2006-07 BUDGET
## PERSONNEL SCHEDULE

| SOURCES OF FUNDS | 2001-02 FT | 2001-02 PT | 2002-03 FT | 2002-03 PT | 2003-04 FT | 2003-04 PT | 2004-05 FT | 2004-05 PT | 2005-06 RV FT | 2005-06 RV PT | 2006-07 FT | 2006-07 PT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | | | | | |
| **GENERAL GOVERNMENT** | | | | | | | | | | | | |
| Mayor & Council | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| City Manager | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| City Secretary | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 |
| Personnel | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| Information Systems | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 2.0 | 0.0 |
| Community Information Office | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 |
| **TOTAL GENERAL GOVERNMENT** | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 | 0.0 | 7.0 | 0.0 | 8.0 | 0.0 |
| **FINANCE** | | | | | | | | | | | | |
| Finance Administration | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 |
| Municipal Court | 5.0 | 1.0 | 5.0 | 1.0 | 5.0 | 1.0 | 5.0 | 1.0 | 5.0 | 1.0 | 5.0 | 2.0 |
| Purchasing | 2.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 |
| Teen Court | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 |
| City Marshal | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| **TOTAL FINANCE** | 13.0 | 1.0 | 12.0 | 1.0 | 12.0 | 1.0 | 12.0 | 1.0 | 14.0 | 1.0 | 14.0 | 2.0 |
| **COMMUNITY SERVICES** | | | | | | | | | | | | |
| Community Services Admin | 2.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.5 | 1.0 | 0.5 | 1.0 | 0.5 |
| Recreation Programming | 3.0 | 6.1 | 3.0 | 6.6 | 3.0 | 6.3 | 3.0 | 6.6 | 3.0 | 6.6 | 3.0 | 6.7 |
| Aquatics | 0.0 | 2.6 | 0.0 | 0.0 | 0.0 | 0.0 | | | | | | |
| Athletic Programming | 3.0 | 0.0 | 3.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| Park Grounds Maintenance | 9.0 | 0.0 | 9.0 | 0.0 | 8.0 | 0.0 | 6.0 | 0.0 | 6.0 | 0.0 | 8.0 | 0.0 |
| Library Services | 9.0 | 3.0 | 9.0 | 3.0 | 9.0 | 3.0 | 9.0 | 3.0 | 9.0 | 3.0 | 9.0 | 3.0 |
| Building Services | 7.0 | 0.5 | 6.0 | 1.5 | 4.0 | 1.5 | 4.0 | 1.5 | 4.0 | 1.5 | 4.0 | 1.5 |
| Senior Center | 1.0 | 1.7 | 1.0 | 1.7 | 1.0 | 1.7 | 1.0 | 1.7 | 1.0 | 1.7 | 1.0 | 2.0 |
| Horticulture | | | | | | | 2.0 | 0.0 | 2.0 | 0.0 | 3.0 | 0.0 |
| **TOTAL COMMUNITY SERVICES** | 34.0 | 13.9 | 32.0 | 12.8 | 28.0 | 12.5 | 28.0 | 13.3 | 28.0 | 13.3 | 31.0 | 13.7 |
| **POLICE** | | | | | | | | | | | | |
| Police Administration | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 |
| Patrol | 47.0 | 0.0 | 47.0 | 0.0 | 47.0 | 0.0 | 47.0 | 0.0 | 47.0 | 0.0 | 48.0 | 0.0 |
| Special Services | 4.0 | 0.0 | 4.0 | 0.0 | 3.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| School Resources | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 6.0 | 0.0 |
| Criminal Investigation | 12.0 | 0.0 | 11.0 | 0.0 | 10.0 | 0.5 | 10.0 | 0.5 | 10.0 | 0.5 | 10.0 | 0.5 |
| Animal Control | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| School Guards | 0.0 | 2.9 | 0.0 | 2.9 | 0.0 | 2.5 | 0.0 | 2.5 | 0.0 | 2.5 | 0.0 | 2.5 |
| Crime Prevention | 1.0 | 0.5 | 1.0 | 0.5 | 1.0 | 0.5 | 1.0 | 0.5 | 1.0 | 0.5 | 1.0 | 0.5 |
| Records | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 |
| **TOTAL POLICE** | 77.0 | 3.4 | 76.0 | 3.4 | 74.0 | 3.5 | 73.0 | 3.5 | 73.0 | 3.5 | 75.0 | 3.5 |
| **PUBLIC WORKS** | | | | | | | | | | | | |
| Engineering / Planning | 2.5 | 0.0 | 2.5 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.5 | 0.0 |
| Building Inspection | 6.4 | 0.0 | 6.4 | 0.0 | 6.4 | 0.0 | 7.0 | 0.0 | 6.0 | 0.0 | 6.0 | 0.0 |
| Streets | 15.5 | 0.0 | 15.5 | 0.0 | 15.5 | 0.0 | 15.5 | 0.0 | 14.5 | 0.0 | 14.5 | 0.0 |
| Signs & Signals | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 |
| Equipment Services | 5.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 | 4.0 | 0.0 |
| **TOTAL PUBLIC WORKS** | 31.4 | 0.0 | 30.4 | 0.0 | 29.9 | 0.0 | 30.5 | 0.0 | 29.5 | 0.0 | 30.0 | 0.0 |
| **FIRE** | | | | | | | | | | | | |
| Fire Administration | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 3.0 | 0.0 | 4.0 | 0.0 |
| Fire Prevention | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 | 1.0 | 0.0 |
| Fire Suppression | 36.0 | 0.0 | 36.0 | 0.0 | 36.0 | 0.0 | 36.0 | 0.0 | 36.0 | 0.0 | 36.0 | 0.0 |
| Advanced Life Support | 12.0 | 0.0 | 12.0 | 0.0 | 12.0 | 0.0 | 12.0 | 0.0 | 12.0 | 0.0 | 12.0 | 0.0 |
| **TOTAL FIRE** | 52.0 | 0.0 | 52.0 | 0.0 | 52.0 | 0.0 | 52.0 | 0.0 | 52.0 | 0.0 | 53.0 | 0.0 |
| | | | | | | | | | | | | |
| **TOTAL GENERAL FUND** | **214.4** | **18.3** | **209.4** | **17.2** | **202.9** | **17.0** | **202.5** | **17.8** | **203.5** | **17.8** | **211.0** | **19.2** |

**CITY OF DUNCANVILLE**
**2006-07 BUDGET**
**PERSONNEL SCHEDULE**

| SOURCES OF FUNDS | 2001-02 FT | 2001-02 PT | 2002-03 FT | 2002-03 PT | 2003-04 FT | 2003-04 PT | 2004-05 FT | 2004-05 PT | 2005-06 RV FT | 2005-06 RV PT | 2006-07 FT | 2006-07 PT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| **UTILITIES** | | | | | | | | | | | | |
| Utilities Administration | 2.5 | 0.0 | 2.5 | 0.0 | 2.5 | 0.0 | 2.5 | 0.0 | 2.5 | 0.0 | 3.0 | 0.0 |
| Solid Waste Services | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 | 2.0 | 0.0 |
| Water Services | 9.5 | 0.0 | 9.0 | 0.0 | 9.0 | 0.0 | 9.0 | 0.0 | 9.0 | 0.0 | 9.0 | 0.0 |
| Wastewater Services | 11.0 | 0.0 | 10.5 | 0.0 | 10.5 | 0.0 | 10.5 | 0.0 | 10.5 | 0.0 | 9.5 | 0.0 |
| Utility Accounting | 10.0 | 0.0 | 10.0 | 0.0 | 10.0 | 0.0 | 10.0 | 0.0 | 10.0 | 0.0 | 10.0 | 0.0 |
| **TOTAL UTILITIES** | **35.0** | **0.0** | **34.0** | **0.0** | **34.0** | **0.0** | **34.0** | **0.0** | **34.0** | **0.0** | **33.5** | **0.0** |
| | | | | | | | | | | | | |
| **CITY TOTAL** | **249.4** | **18.3** | **243.4** | **17.2** | **236.9** | **17.0** | **236.5** | **17.8** | **237.5** | **17.8** | **244.5** | **19.2** |

*NOTE: The Economic Development, Main Street, and Convention and Visitors Bureau positions are funded through special revenue. Therefore, they are not included in the General and Utility Fund illustration.*



Duncanville

*City of Champions*

# BUDGET SUMMARY

# 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 or 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, Section252.021 (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, Section252.048 (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 seven departments and forty activities, 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 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 the General and Utility 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 each spring with the City Manager's budget "kick off'. The purpose of this meeting is to outline the budget environment for the coming year, review the budget calendar and work plan, and provide instructions, training and data for specific line items.

The number crunching aspect of the process is completely automated with information shared between departments and Finance on computer. The annual budget is developed at the line item level and is driven by these numbers. Baseline revenue projections are prepared but final numbers are not available until the City receives the certified tax roll from Dallas County Appraisal District. This information is not available until late July therefore the City must proceed with developing the expenditure budgets and may need to make further modifications when this information becomes known.

The following steps generally outline the budget development process:

- Department goals and objectives for the coming year are submitted and reviewed by the City Manager's Office. The City Manager meets with each department director to discuss his or her goals and provide direction.

- The departments prepare memos outlining ideas for program enhancements and/or reductions, which address the financial and operational impact. These memos are reviewed by the City Manager's Office and additional information may be requested at this time.

- Baseline budgets detailing line item expenditures by activity and a departmental summary are submitted. The baseline budgets assume no new personnel, programs, or additional equipment. Modest inflationary adjustments to line items where appropriate and justified are based on changes in current programs and activities. The line item activity budgets are submitted to Finance. These budgets detail two years expenditure history, current year adopted and revised budgets, and proposed budgets. The departments are asked to complete a thorough review of revised year-end expenditures in conjunction with the baseline budget. Proposed budgets are supported with fine item detail explaining the components, number of units, and unit cost where available.

- The Finance Committee, consisting of the Assistant City Manager, Finance Director, Personnel Administrator and City Secretary, review baseline budget requests. The Finance Department reviews the department's projected current year expenditure estimates and makes adjustments where appropriate. The Finance Department revises current year revenue estimates and projects revenues for the following year. Current year and proposed revenue and expenditure summaries are prepared detailing the net result and change in fund balance.

- 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 activity and to discuss program enhancement and reduction memos. Further direction is

given to department directors to develop detailed enhancement and reduction packages for City Council consideration. Concurrent with this step, the Finance Department continues to update property tax and other revenue estimates. Property tax revenue is updated continually based on the Dallas County Appraisal District preliminary tax roll and through the final certified tax roll submitted in late July.

- The City Manager prepares and submits the general, utility, and debt service fund budgets along with the five-year capital improvement program. 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. Several work sessions are held to discuss impending budget issues, the effective and proposed tax rate, utility and other rate or fee changes, program enhancements and/or reductions, and the five-year capital improvement program.

- The City Council holds a public hearing on the budget prior to final adoption. Additional hearings are held on the tax rate if the proposed tax rate is 3% above the effective tax rate. The City Council adopts the budget appropriations ordinance, which includes the general, utility, interest & sinking funds; 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. This action is usually taken in early September, and must be adopted ten days prior to the beginning of the next fiscal year. The City's fiscal year begins October 1. The budget can be amended during the fiscal year through Council action.

# City of Duncanville
# Comprehensive Calendar & Work Plan
# 2006-2007 Budget

| Responsible Party | Action | Deadline | Time |
|---|---|---|---|
| Finance | Budget Procedures Manual completion | Friday, March 24, 2006 | 3:00 PM |
| Departments | Budget Kickoff Meeting | Thursday, March 30, 2006 | 8:30 AM |
| Dept./CMO | City Manager's Office Departmental Budget Review | | |
| | General Debt Service Fund | Thursday, April 06, 2006 | 1:00 PM |
| | Comprehensive Self-Insurance Fund | Thursday, April 06, 2006 | 1:00 PM |
| | Medical Self-Insurance Fund | Thursday, April 06, 2006 | 1:00 PM |
| | Proposed Salaries | Friday, April 07, 2006 | 10:30 AM |
| | Drainage Construction Five Year Plan | Wednesday, April 19, 2006 | 10:00 AM |
| | Street Construction Five Year | Wednesday, April 19, 2006 | 10:00 AM |
| | Water & Wastewater Improvements Five Year | Wednesday, April 19, 2006 | 10:00 AM |
| | Fleet & Equipment Replacement Fund | Thursday, April 20, 2006 | 1:00 PM |
| | Park Construction Five Year Plan | Thursday, April 20, 2006 | 2:00 PM |
| | Automation Enhancement (Computer needs) | Friday, April 21, 2006 | 10:00 AM |
| Departments | Revised Budget for 2005-06 | Wednesday, April 26, 2006 | 4:00 PM |
| Departments | Submit Proposed Objectives and Activity Measures, and 2006-07 Baseline Budget. Program Enhancements Form, **Master Fees Schedule Review** & other required memos. | Tuesday, May 02, 2006 | 2:00 PM |
| ***Council / Staff*** | ***City Council Orientation for New Members; Department Presentations*** | ***TBA*** | ***TBA*** |
| Dept./CMO | City Manager's Office Departmental Budget Review | | |
| | Business Office | Wednesday, May 03, 2006 | 10:00 AM |
| | Marketing | Wednesday, May 03, 2006 | 10:30 AM |
| | Convention and Visitors Bureau | Wednesday, May 03, 2006 | 11:00 AM |
| | Economic Development | Wednesday, May 03, 2006 | 11:30 AM |
| Finance / CMO | Submit 2005-06 Revised Budget and 2006-07 Baseline Budget to Community & Economic | Wednesday, May 10, 2006 | 6:30 PM |
| | Community Services | Wednesday, May 10, 2006 | 8:30 AM |

# City of Duncanville
# Comprehensive Calendar & Work Plan
# 2006-2007 Budget

| Responsible Party | Action | Deadline | Time |
|---|---|---|---|
| Dept./CMO | City Manager's Office Departmental Budget Review | | |
| | Fire | Monday, May 15, 2006 | 8:30 AM |
| | Public Works / Utilities | Wednesday, May 17, 2006 | 1:00 PM |
| | Public Works / Utilities | Friday, May 19, 2006 | 1:00 PM |
| | Police | Monday, May 22, 2006 | 10:00 AM |
| | Asset Forfeiture Fund | Monday, May 22, 2006 | |
| | Finance | Wednesday, May 24, 2006 | 1:00 PM |
| | General Government | | |
| | Mayor and Council | Tuesday, May 23, 2006 | 1:00 PM |
| | City Manager | Tuesday, May 23, 2006 | 1:30 PM |
| | City Secretary | Tuesday, May 23, 2006 | 2:00 PM |
| | Personnel | Tuesday, May 23, 2006 | 2:30 PM |
| | Information Systems | Tuesday, May 23, 2006 | 3:00 PM |
| | Community Information | Tuesday, May 23, 2006 | 3:30 PM |
| | Non-Departmental | Tuesday, May 23, 2006 | 4:00 PM |
| ***Council / Staff*** | ***Workshops (Departmental Goals & Objectives)*** *(Food provided 6:00-6:30; Workshop begins 6:30)* | Wednesday, June 14, 2006 | 9:00 AM |
| Finance / CMO | Consider approval of 2005-06 Revised Budget and 2006-07 Baseline Budget to Community & Economic Development Corporation Board. | Wednesday, June 14, 2006 | 6:30 PM |
| Departments | Submit edited as directed 2006-07 Baseline Budgets with Program Measurements. | Friday, June 16, 2006 | 2:00 PM |
| Hotel / Motel | Submission of 2006-07 Budget Requests for Duncanville Community Theatre. | Friday, July 14, 2006 | 3:00 PM |
| Finance | Certified Tax Roll Available - Calculate Effective Tax Rate | Tuesday, July 25, 2006 | 5:00 PM |
| Finance / CMO | Deliver 2006-07 Proposed Budget & 2005-06 Revised Budget to City Secretary | Monday, July 31, 2006 | 5:00 PM |

**City of Duncanville**
**Comprehensive Calendar & Work Plan**
**2006-2007 Budget**

| Responsible Party | Action | Deadline | Time |
|---|---|---|---|
| ***Council / Staff*** | ***Budget Submittal / Overview Workshop to discuss tax rate; if proposed tax rate will exceed the rollback rate or 103 percent of the effective tax rate (whichever is lower, take record vote and schedule public hearing.*** *(Food will be provided.)* | Thursday, August 03, 2006 | 12:00 Noon |
| ***Council / Staff*** | ***Budget Submittal / Overview Workshop to discuss tax rate; if proposed tax rate will exceed the rollback rate or 103 percent of the effective tax rate (whichever is lower, take record vote and schedule public hearing.*** *(Food will be provided.)* | Friday, August 04, 2006 | 10:00 AM |
| ***Council / Staff*** | ***Budget Submittal / Overview Workshop to discuss tax rate; if proposed tax rate will exceed the rollback rate or 103 percent of the effective tax rate (whichever is lower, take record vote and schedule public hearing. ( if needed)*** *(Food will be provided.)* | Saturday, August 05, 2006 | 10:00 AM |
| Finance | Publication of effective and rollback tax rates; statement and schedules; | Tuesday, August 08, 2006 | |
| 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 | Tuesday, August 08, 2006 | |
| ***Council*** | ***Public Hearing on Proposed 2006-07 Budget (Regular Meeting)*** | Tuesday, August 15, 2006 | 7:00 PM |
| Finance | "Notice of Vote on Tax Rate" (2nd quarter-page notice in newspaper before meeting and on TV and Website, if available,) at least seven days before meeting published before meeting to adopt tax rate. | Tuesday, August 22, 2006 | |
| ***Council*** | ***Consider Approval of Budget (Regular Meeting)***<br>**** 2005-06 General, Utility, Economic Development, and Interest & Sinking Funds***<br>**** 2005-06 Tax Rate***<br>****2005-06 Utility Rates & Other Fee Changes***<br>****2005-06 Hotel & Motel Tax Receipts*** | **Special Called Meeting**<br>Tuesday, August 29, 2006 | 7:30 AM |
| Finance | Adopted Budget Finalized and Document Printed | Wednesday, October 18, 2006 | 5:00 PM |

# FUND SUMMARIES

## 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

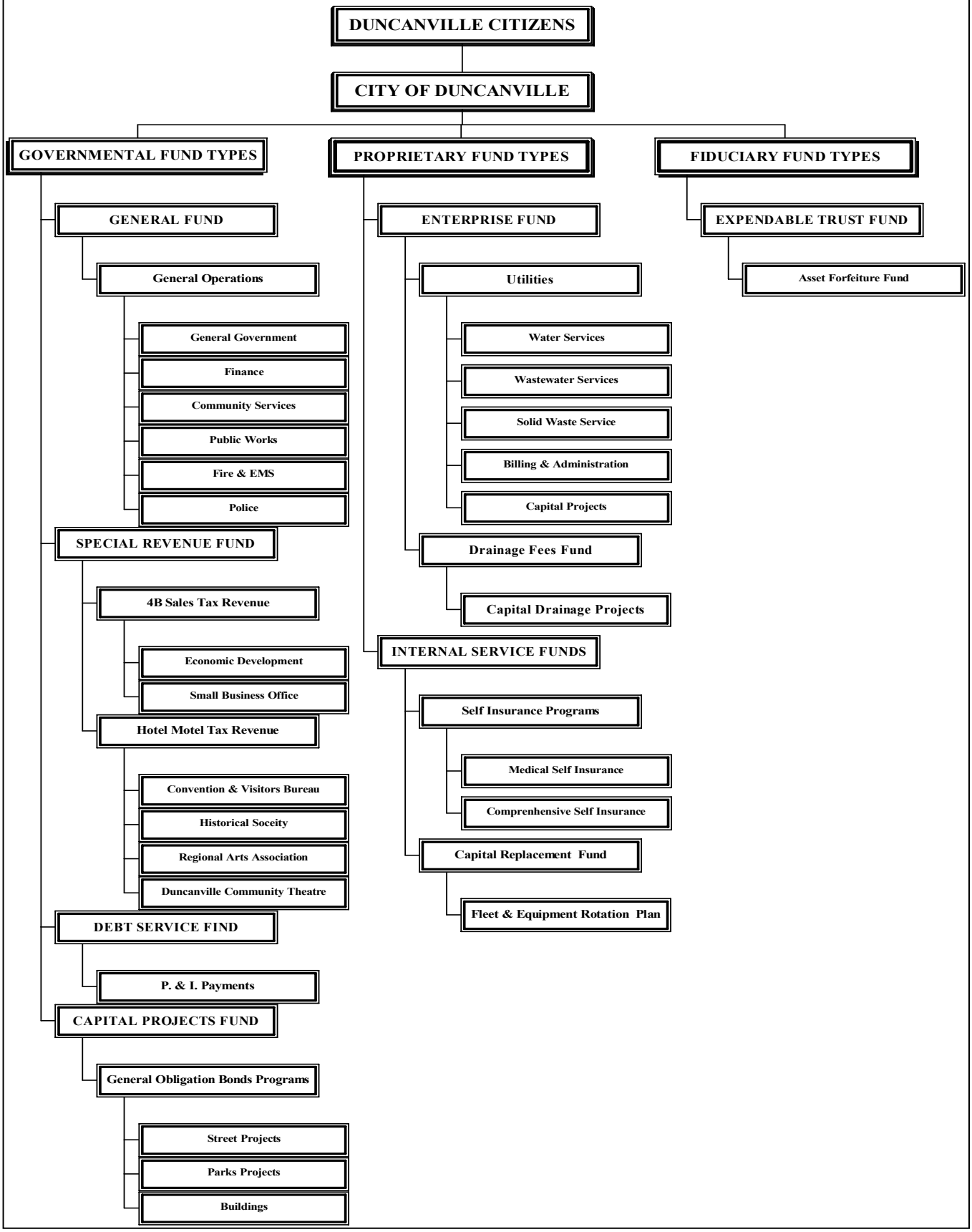
**Enterprise Fund** – accounts for the operations that provide water, wastewater and solid waste services to the public on a continuing basis. All or most of the costs involved are financed by user charges. This fund also includes a Drainage Utility Fund to account for major stormwater drainage improvement 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 Departments. The administration of this fund is legally restricted to the police, and the resources are to be used for police activity.

## FUND RELATIONSHIPS & STRUCTURE



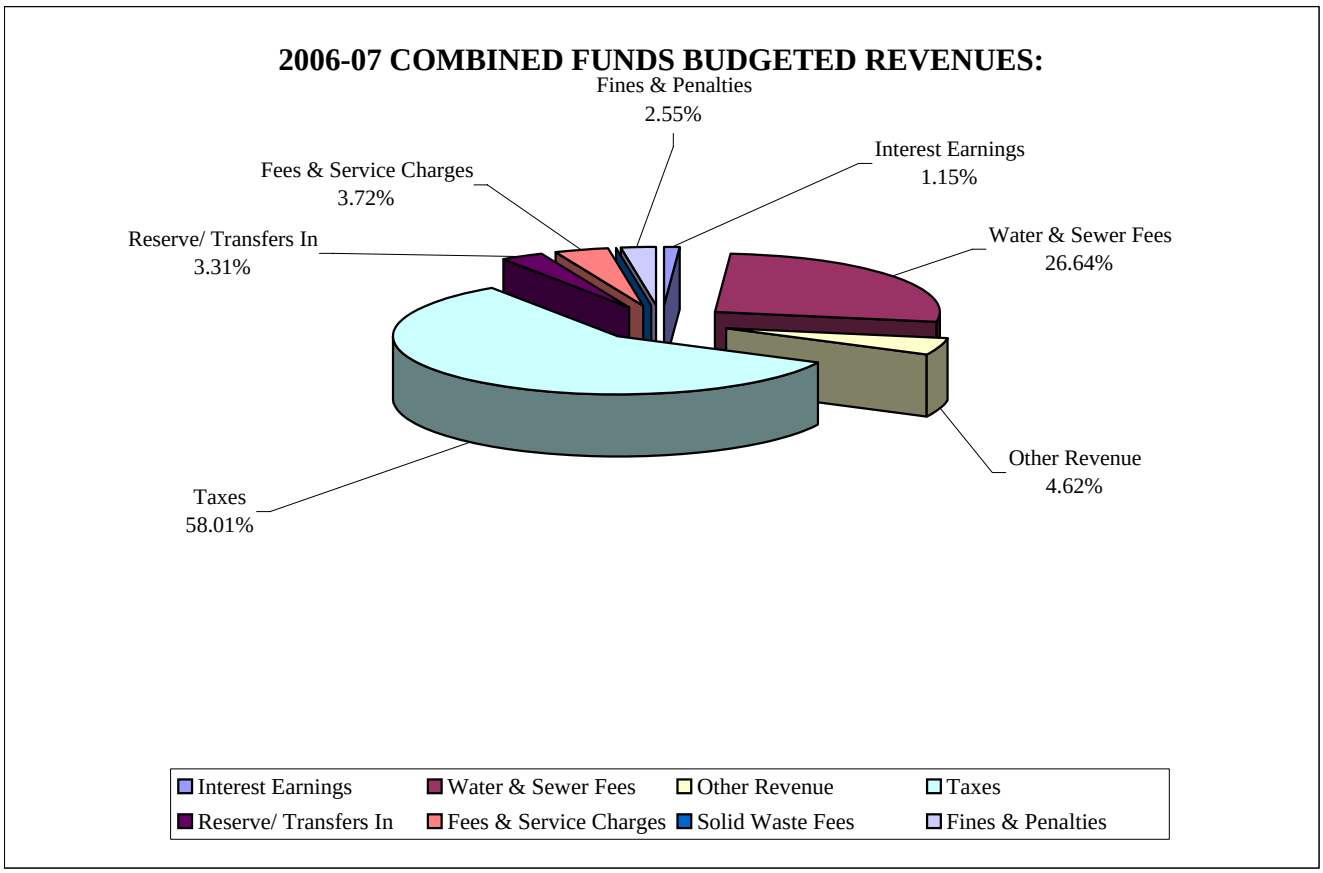
# COMBINED FUNDS

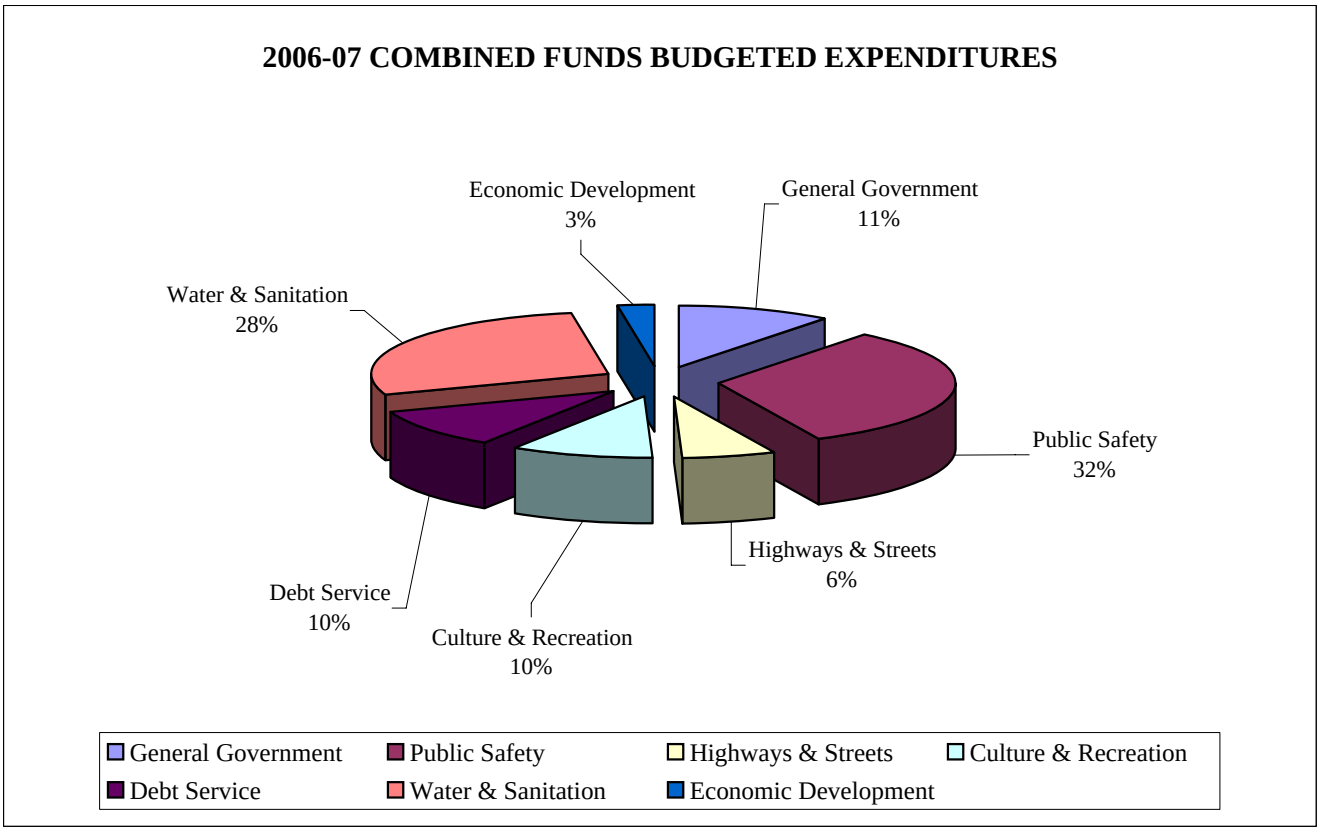
# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# COMBINED FUND SUMMARY

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **BEGINNING BALANCES** | | | | |
| **Operating Funds:** | | | | |
| General Fund | $ 4,688,655 | $ 4,088,035 | $ 5,038,972 | $ 4,294,972 |
| Special Revenue (Hotel Taxes) | 81,774 | 195,591 | 214,451 | 150,830 |
| Special Revenue (Economic Development) | 1,697,984 | 85,930 | 1,673,035 | 397,657 |
| Utility Fund | 1,888,791 | 2,149,731 | 2,959,891 | 3,202,486 |
| **TOTAL OPERATING FUNDS** | **$ 8,357,204** | **$ 6,519,287** | **$ 9,886,349** | **$ 8,045,945** |
| **Debt Services Funds:** | | | | |
| General Obligation | $ 755,775 | $ 342,461 | $ 296,625 | $ 207,125 |
| **TOTAL DEBT SERVICE FUNDS** | **$ 755,775** | **$ 342,461** | **$ 296,625** | **$ 207,125** |
| **TOTAL BEGINNING BALANCES** | **$ 9,112,979** | **$ 6,861,748** | **$ 10,182,974** | **$ 8,253,070** |
| **REVENUES & TRANSFERS IN** | | | | |
| **Operating Funds:** | | | | |
| General Fund | $ 20,288,759 | $ 20,864,682 | $ 22,162,867 | $ 23,127,835 |
| Special Revenue (Hotel Taxes) | 281,738 | 447,600 | 496,000 | 503,000 |
| Special Revenue (Economic Development) | 2,447,852 | 2,440,971 | 2,826,302 | 2,934,901 |
| Utility Fund | 9,945,675 | 10,501,178 | 12,081,705 | 10,862,379 |
| **TOTAL OPERATING FUNDS** | **$ 32,964,024** | **$ 34,254,431** | **$ 37,566,873** | **$ 37,428,115** |
| **Debt Services Funds:** | | | | |
| General Obligation | $ 2,532,146 | $ 2,668,072 | $ 2,678,572 | $ 2,681,870 |
| **TOTAL DEBT SERVICE FUNDS** | **$ 2,532,146** | **$ 2,668,072** | **$ 2,678,572** | **$ 2,681,870** |
| TOTAL REVENUE & TRANSFER IN | $ 35,496,170 | $ 36,922,503 | $ 40,245,445 | $ 40,109,985 |
| Less: Interfund Transfers | 1,299,893 | 1,315,729 | 1,371,417 | 1,325,770 |
| **NET BUDGET REVENUE** | **$ 34,196,277** | **$ 35,606,774** | **$ 38,874,028** | **$ 38,784,215** |
| **TOTAL AVAILABLE FUNDS** | **$ 43,309,256** | **$ 42,468,522** | **$ 49,057,002** | **$ 47,037,286** |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# COMBINED FUND SUMMARY

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **APPROPRIATIONS & TRANSFERS OUT** | | | | |
| Operations: | | | | |
| General Fund | $ 19,044,139 | $ 21,397,951 | $ 22,906,866 | $ 23,622,886 |
| Special Revenue (Hotel Taxes) | 179,185 | 475,102 | 559,621 | 565,376 |
| Special Revenue (Economic Development) | 2,950,403 | 2,506,436 | 4,101,679 | 2,704,546 |
| Utility Fund | 10,051,894 | 11,152,716 | 11,839,110 | 11,436,185 |
| **TOTAL OPERATIONS** | **$ 32,225,621** | **$ 35,532,205** | **$ 39,407,276** | **$ 38,328,993** |
| **Debt Services:** | | | | |
| G. O. Debt | $ 2,770,461 | $ 2,768,072 | $ 2,768,072 | $ 2,792,314 |
| Utility Debt | 273,486 | - | 274,668 | 375,611 |
| **TOTAL DEBT SERVICE FUNDS** | **$ 3,043,947** | **$ 2,768,072** | **$ 3,042,740** | **$ 3,167,925** |
| **TOTAL APPROPRIATIONS & TRANSFERS OUT** | $ 35,269,568 | $ 38,300,277 | $ 42,450,016 | $ 41,496,918 |
| Less Interfund Transfers | 1,299,893 | 1,315,729 | 1,371,417 | 1,325,770 |
| **NET BUDGET APPROPRIATIONS** | **$ 33,969,675** | **$ 36,984,548** | **$ 41,078,599** | **$ 40,171,148** |
| **ENDING BALANCES** | | | | |
| **Operating Funds:** | | | | |
| General Fund | $ 5,933,275 | $ 3,554,766 | $ 4,294,972 | $ 3,799,921 |
| Special Revenue (Hotel Taxes) | 184,327 | 168,089 | 150,830 | 88,454 |
| Special Revenue (Economic Development) | 1,195,433 | 20,465 | 397,657 | 628,013 |
| Utility Fund | 1,782,572 | 1,498,193 | 3,202,486 | 2,628,680 |
| **TOTAL OPERATING FUNDS** | **$ 9,095,607** | **$ 5,241,513** | **$ 8,045,945** | **$ 7,145,068** |
| **Debt Service Funds:** | | | | |
| G. O.. Debt | $ 517,460 | $ 242,461 | $ 207,125 | $ 96,681 |
| **TOTAL DEBT SERVICE FUNDS** | **$ 517,460** | **$ 242,461** | **$ 207,125** | **$ 96,681** |
| **TOTAL ENDING BALANCES** | **$ 9,613,067** | **$ 5,483,974** | **$ 8,253,070** | **$ 7,241,749** |
| **TOTAL APPROPRIATIONS & ENDING BALANCES** | **$ 44,882,635** | **$ 43,784,251** | **$ 50,703,087** | **$ 48,738,667** |


2006-07 COMBINED FUNDS BUDGETED REVENUES:
Fines & Penalties
2.55%
Interest Earnings
1.15%
Fees & Service Charges
3.72%
Reserve/ Transfers In
3.31%
Water & Sewer Fees
26.64%
Other Revenue
4.62%
Taxes
58.01%
Interest Earnings
Water & Sewer Fees
Other Revenue
Taxes
Reserve/ Transfers In
Fees & Service Charges
Solid Waste Fees
Fines & Penalties


2006-07 COMBINED FUNDS BUDGETED EXPENDITURES
Economic Development
3%
General Government
11%
Water & Sanitation
28%
Public Safety
32%
Highways & Streets
6%
Debt Service
10%
Culture & Recreation
10%
General Government
Public Safety
Highways & Streets
Culture & Recreation
Debt Service
Water & Sanitation
Economic Development

Duncanville

*City of Champions*

# GENERAL
# FUND

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL FUND SUMMARY

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **BASE REVENUES** | | | | |
| Property Taxes | $ 9,435,323 | $ 9,770,436 | $ 9,807,904 | $ 10,046,059 |
| Sales Taxes | 4,868,004 | 4,813,965 | 5,520,023 | 6,168,313 |
| Franchise Receipts | 1,938,736 | 1,876,538 | 2,175,961 | 2,100,961 |
| Permits & Fees | 1,240,087 | 1,393,470 | 1,423,295 | 1,492,636 |
| Fines | 706,833 | 942,895 | 922,955 | 988,617 |
| Interest on Investments | 215,657 | 160,000 | 279,000 | 280,000 |
| Recreation Fees | 179,180 | 202,244 | 179,000 | 180,000 |
| Other Revenue | 683,832 | 596,259 | 690,166 | 750,767 |
| Transfers (Utility Fund) | 616,089 | 671,429 | 697,034 | 681,628 |
| Transfers (Solid Waste Fund) | 93,301 | 102,666 | 102,666 | 102,666 |
| Economic Development (4-B Sales Tax) | 69,768 | 66,256 | 66,256 | 67,664 |
| Transfer from Hotel-Motel | 16,982 | 18,690 | 18,200 | 18,690 |
| Transfer in Pilot Franchise Tax | 225,951 | 249,834 | 249,834 | 249,834 |
| Transfer out Grant Fund | - | - | 30,573 | - |
| Transfer from Grant Fund | 52,782 | - | - | - |
| **TOTAL REVENUES** | **$ 20,342,525** | **$ 20,864,682** | **$ 22,162,867** | **$ 23,127,835** |
| | | | | |
| **BASE EXPENDITURES** | | | | |
| General Government/Non-Departmental | $ 1,373,346 | $ 1,619,998 | $ 1,957,536 | $ 1,974,005 |
| Finance | 1,006,480 | 1,238,363 | 1,219,875 | 1,279,163 |
| Community Services | 3,770,938 | 3,189,410 | 4,221,424 | 3,545,909 |
| Police | 6,758,239 | 7,065,879 | 7,002,735 | 7,750,566 |
| Public Works | 3,640,205 | 3,669,499 | 3,901,436 | 4,148,402 |
| Fire | 4,536,541 | 4,614,802 | 4,601,860 | 4,924,841 |
| **Total for Operating Expenses** | **$ 21,085,749** | **$ 21,397,951** | **$ 22,904,866** | **$ 23,622,886** |
| Transfers to ( Grant Fund) | $ 1,079 | $ - | $ - | $ - |
| Transfers to (Drainage Fund) | 150,000 | - | - | - |
| **Total for Transfers** | **$ 151,079** | **$ -** | **$ -** | **$ -** |
| **TOTAL EXPENDITURES** | **$ 21,236,828** | **$ 21,397,951** | **$ 22,904,866** | **$ 23,622,886** |
| **NET REVENUES** | **$ (894,303)** | **$ (533,269)** | **$ (742,000)** | **$ (495,051)** |
| **FUND BALANCE** | | | | |
| BEGINNING FUND BALANCE | $ 5,933,275 | $ 4,088,035 | $ 5,038,972 | $ 4,296,972 |
| ENDING FUND BALANCE | $ 5,038,972 | $ 3,554,766 | $ 4,296,972 | $ 3,801,921 |
| DESIGNATED OPERATING RSV | $ 3,466,151 | $ 3,517,471 | $ 3,732,307 | $ 3,780,541 |
| AVAIL FUND BALANCE | $ 1,572,821 | $ 37,295 | $ 564,665 | $ 21,380 |
| Days of Operations | 87 | 61 | 69 | 60 |

The City's policy is to maintain surplus and unencumbered funds equal to 60 days expenditures.

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL FUND REVENUE DETAIL

| GENERAL FUND REVENUES | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| Ad Valorem Taxes | | | | |
| Current Taxes - O & M | $ 9,140,455 | $ 9,519,904 | $ 9,519,904 | $ 9,758,059 |
| Prior Years | 181,721 | 145,000 | 175,000 | 175,000 |
| Penalties & Interest | 113,147 | 105,532 | 113,000 | 113,000 |
| **Total Property Taxes** | **$ 9,435,323** | **$ 9,770,436** | **$ 9,807,904** | **$ 10,046,059** |
| | | | | |
| State Sales Tax City Portion | $ 3,245,336 | $ 3,209,310 | $ 3,680,015 | $ 4,112,209 |
| Property Tax Relief | 1,622,668 | 1,604,655 | 1,840,008 | 2,056,104 |
| **Total Sales Taxes** | **$ 4,868,004** | **$ 4,813,965** | **$ 5,520,023** | **$ 6,168,313** |
| | | | | |
| **Franchise Receipts** | | | | |
| TU Electric | $ 1,139,936 | $ 1,150,000 | $ 1,250,000 | $ 1,175,000 |
| Lone Star Gas | 256,962 | 234,000 | 320,281 | 320,281 |
| SWB | 331,780 | 355,513 | 332,000 | 332,000 |
| Cable Television | 136,724 | 137,025 | 136,000 | 136,000 |
| Utility Companies Court Settlements | 73,334 | - | 137,680 | 137,680 |
| **Total Franchise Receipts** | **$ 1,938,736** | **$ 1,876,538** | **$ 2,175,961** | **$ 2,100,961** |
| | | | | |
| **Permits & Fees** | | | | |
| Building Permits | $ 244,285 | $ 462,770 | $ 373,733 | $ 387,379 |
| Electrical Permits | 9,888 | 9,500 | 9,500 | 9,500 |
| Solicitor Licenses | 400 | 50 | 200 | 50 |
| 911 Service Fees | 277,322 | 275,000 | 275,000 | 275,000 |
| Emergency Medical Services | 548,788 | 458,668 | 577,165 | 617,225 |
| Sign Permits | 19,215 | 12,000 | 19,215 | 19,000 |
| Wrecker & Storage Fees | (1,046) | 20,000 | 20,000 | 20,000 |
| Health Food Inspection Fees | 55,093 | 58,482 | 58,482 | 58,482 |
| Plumbing Permits | 22,202 | 9,000 | 20,000 | 18,000 |
| Zoning and special use permits | 7,692 | 10,000 | 20,000 | 10,000 |
| Alarm Permits | 56,248 | 78,000 | 50,000 | 78,000 |
| **Total Permits & Fees** | **$ 1,240,087** | **$ 1,393,470** | **$ 1,423,295** | **$ 1,492,636** |
| | | | | |
| **Fines** | | | | |
| Municipal Court Fines | $ 505,827 | $ 469,905 | $ 492,654 | $ 505,827 |
| Court Related Fees | 173,215 | 190,400 | 173,215 | 190,400 |
| School Crossing Fees | 419 | 350 | 350 | 350 |
| Teen Court Fees | 1,430 | 2,000 | 2,000 | 2,000 |
| Warrants Revenues | - | 255,450 | 220,146 | 255,450 |
| Library | 22,104 | 20,590 | 20,590 | 20,590 |
| False Alarm Fines | 3,838 | 4,200 | 14,000 | 14,000 |
| **Total Fines** | **$ 706,833** | **$ 942,895** | **$ 922,955** | **$ 988,617** |
| | | | | |
| Pooled Investments Texpool Interest | $ 166,411 | $ 125,000 | $ 199,800 | $ 200,000 |
| U. S. Government Securities Interest | 49,246 | 35,000 | 79,200 | 80,000 |
| **Total Interest on Investments** | **$ 215,657** | **$ 160,000** | **$ 279,000** | **$ 280,000** |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL FUND REVENUE DETAIL

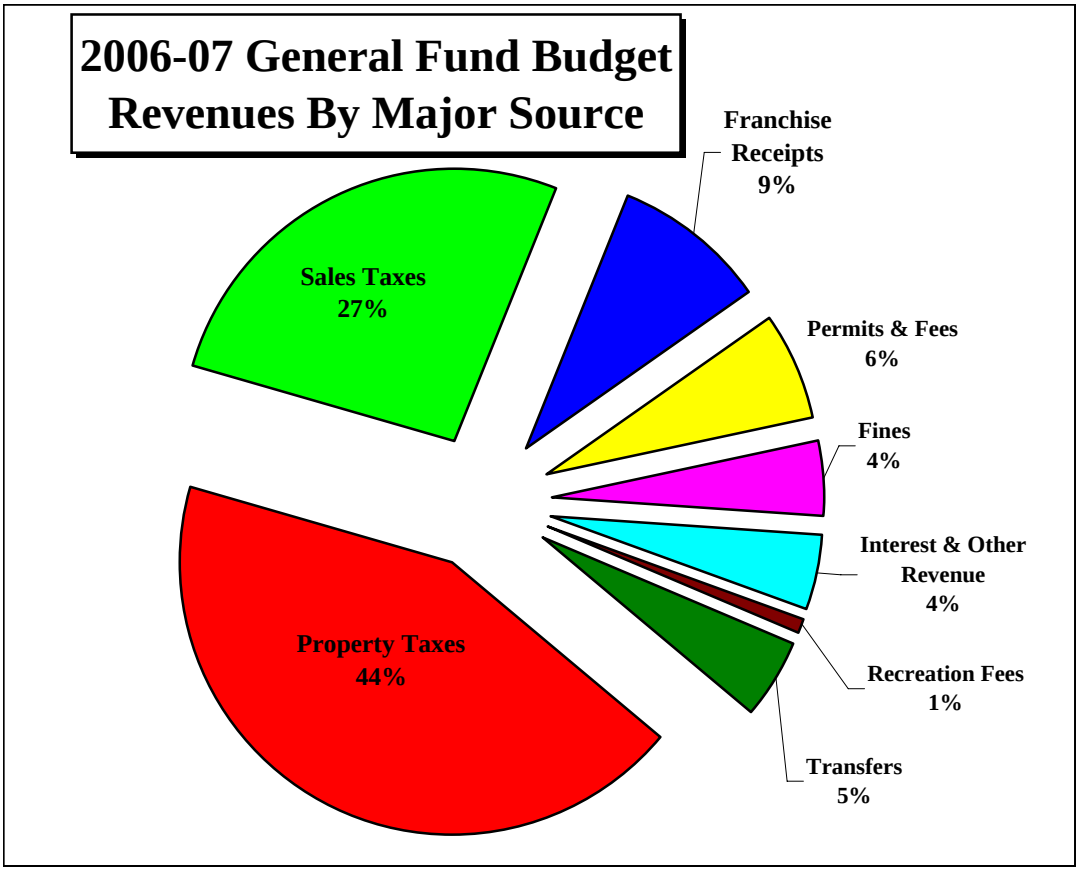
| GENERAL FUND REVENUES | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **Recreation Fees** | | | | |
| Recreation Fees | $ 179,180 | $ 202,244 | $ 179,000 | $ 180,000 |
| **Total Recreation Fees** | **$ 179,180** | **$ 202,244** | **$ 179,000** | **$ 180,000** |
| **Other Revenue** | | | | |
| Alcoholic Beverage Tax | $ 67,849 | $ 55,519 | $ 55,519 | $ 55,519 |
| D.I.S.D. Police Officers | 204,768 | 250,000 | 250,000 | 309,092 |
| D.I.S.D. School Crossing Guards | 75,719 | 28,000 | 28,000 | 28,000 |
| Grant Revenue | 8,532 | 7,000 | 7,000 | 7,000 |
| Federal Grants | 469 | - | 468 | 470 |
| Sale of Fixed Assets | 3,724 | - | 33,032 | 35,000 |
| Sale of Materials | 1,932 | 750 | 832 | 1,000 |
| Insurance Recovery | 15,178 | - | 12,280 | - |
| Miscellaneous | 12,911 | 15,000 | 15,000 | 15,000 |
| Cash over and Short | 454 | - | (609) | - |
| Copies | 5,735 | 4,800 | 5,300 | 5,300 |
| Police Accident Reports | 5,401 | 7,000 | 5,500 | 5,500 |
| Pay Phone Commissions | 5,885 | 7,600 | 7,000 | 7,600 |
| Auction Proceeds | 44,159 | 26,627 | 39,528 | 40,000 |
| Animal Permits | 40 | 80 | 80 | 80 |
| Return Check Fees | 210 | 350 | 450 | 450 |
| Police Evidence Proceeds | - | 1,000 | 3,000 | 1,500 |
| Scrap Metal Sales | - | - | 110 | - |
| City Services Reimbursement | 106,618 | 56,267 | 56,267 | 56,267 |
| Workers Comp Reimbursement | 45,255 | - | 27,755 | - |
| Rental of Tower | 60,169 | 52,781 | 60,169 | 60,169 |
| Lease Income (from DISD) | 13,643 | 13,643 | 13,643 | 13,643 |
| Loan Payment | - | - | - | 109,177 |
| Other Contributions | 5,181 | 69,842 | 69,842 | - |
| **Total Other Revenue** | **$ 683,832** | **$ 596,259** | **$ 690,166** | **$ 750,767** |
| **Total before Transfers** | **$ 19,267,652** | **$ 19,755,807** | **$ 20,998,304** | **$ 22,007,353** |
| **Transfers** | | | | |
| Transfer from Utility Fund | $ 616,089 | $ 671,429 | $ 697,034 | $ 681,628 |
| Transfer from Solid Waste | 93,301 | 102,666 | 102,666 | 102,666 |
| Economic Development (4-B Sales Tax) | 69,768 | 66,256 | 66,256 | 67,664 |
| Transfer from Hotel-Motel | 16,982 | 18,690 | 18,200 | 18,690 |
| Transfer in Pilot Franchise Tax | 225,951 | 249,834 | 249,834 | 249,834 |
| Transfer out Grant Fund | - | - | 30,573 | - |
| Transfer from Grant Fund | 52,782 | - | - | - |
| **Total Transfers** | **$ 1,074,873** | **$ 1,108,875** | **$ 1,164,563** | **$ 1,120,482** |
| **GENERAL FUND TOTAL** | **$ 20,342,525** | **$ 20,864,682** | **$ 22,162,867** | **$ 23,127,835** |

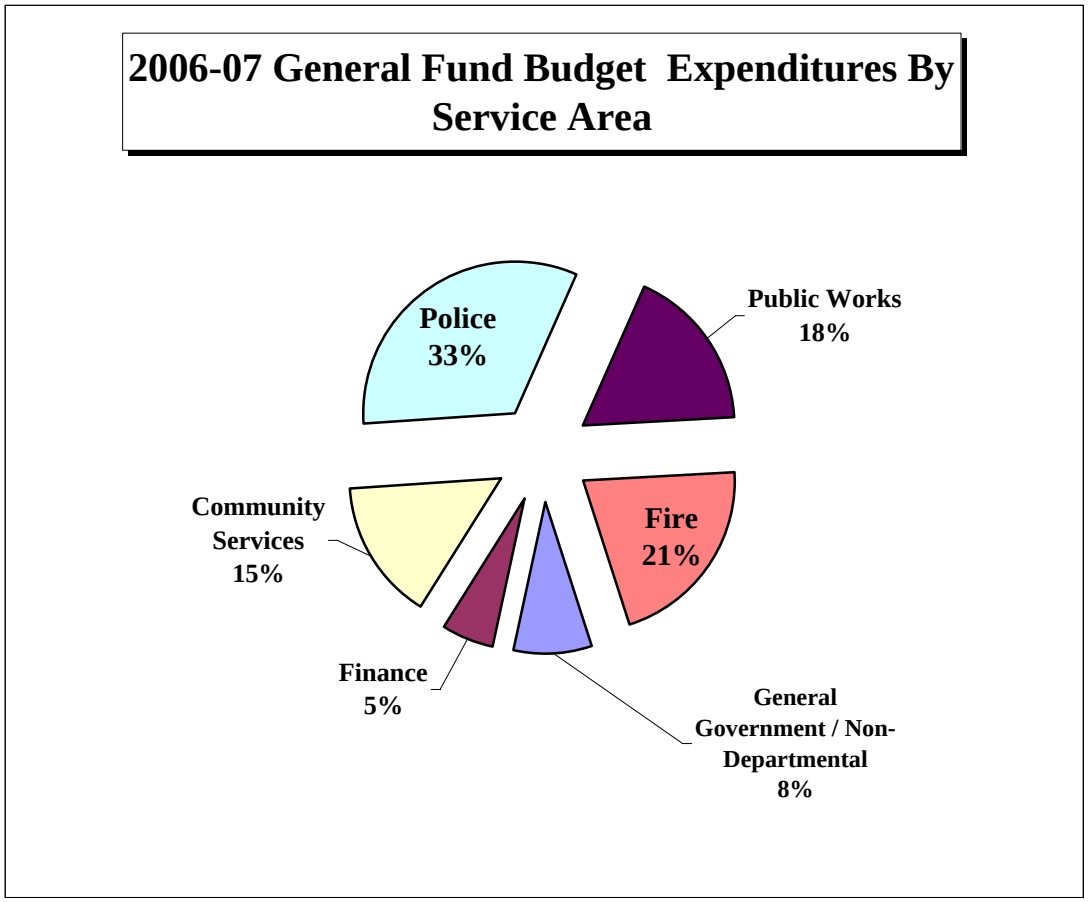
# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL FUND EXPENDITURE DETAIL

| GENERAL FUND | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **GENERAL GOVERNMENT** | | | | |
| Mayor & Council | $ 193,468 | $ 186,724 | $ 201,141 | $ 222,300 |
| City Manager | 257,371 | 272,818 | 281,859 | 362,012 |
| City Secretary | 139,201 | 148,363 | 148,831 | 128,626 |
| Personnel | 214,210 | 238,347 | 311,776 | 262,419 |
| Information Systems | 221,300 | 243,514 | 246,557 | 334,787 |
| Community Information Office | 90,541 | 91,295 | 94,134 | 91,768 |
| Non-Departmental | 257,255 | 438,937 | 673,238 | 572,093 |
| **TOTAL GENL GOVT** | **$ 1,373,346** | **$ 1,619,998** | **$ 1,957,536** | **$ 1,974,005** |
| | | | | |
| **FINANCE** | | | | |
| Finance Administration | $ 480,804 | $ 547,402 | $ 548,047 | $ 566,921 |
| Municipal Court | 388,291 | 385,470 | 394,820 | 428,630 |
| Purchasing | 86,220 | 89,804 | 89,761 | 93,267 |
| Teen Court | 51,165 | 55,237 | 54,893 | 58,038 |
| City Marshal's Office | - | 160,450 | 132,354 | 132,307 |
| **TOTAL FINANCE** | **$ 1,006,480** | **$ 1,238,363** | **$ 1,219,875** | **$ 1,279,163** |
| | | | | |
| **COMMUNITY SERVICES** | | | | |
| Community Services Admin | $ 202,177 | $ 186,065 | $ 181,516 | $ 190,418 |
| Recreation Programming | 306,098 | 338,571 | 312,407 | 346,540 |
| Athletic Programming | 197,235 | 209,845 | 218,466 | 226,380 |
| Park Grounds Maintenance | 1,569,781 | 803,871 | 941,485 | 1,044,411 |
| Library Services | 643,166 | 648,014 | 656,111 | 714,218 |
| Building Services | 593,306 | 610,690 | 1,515,578 | 601,826 |
| Senior Center | 105,026 | 110,246 | 112,803 | 132,446 |
| Horticulture | 153,813 | 282,108 | 283,058 | 289,670 |
| **TOTAL COMM. SRVCS** | **$ 3,770,602** | **$ 3,189,410** | **$ 4,221,424** | **$ 3,545,909** |
| | | | | |
| **POLICE** | | | | |
| Police Administration | $ 495,844 | $ 462,873 | $ 488,292 | $ 487,775 |
| Patrol | 3,455,491 | 3,687,958 | 3,554,615 | 3,856,380 |
| Criminal Investigation | 793,353 | 846,016 | 850,820 | 884,477 |
| Special Services | 313,453 | 314,276 | 311,106 | 340,959 |
| School Resource Officers | 409,156 | 378,809 | 409,764 | 512,643 |
| Animal Control | 233,408 | 229,243 | 231,337 | 241,156 |
| School Guards | 50,826 | 68,410 | 67,417 | 68,042 |
| Crime Prevention | 105,519 | 103,698 | 112,078 | 111,764 |
| Communications / Records | 901,189 | 974,596 | 977,306 | 1,247,370 |
| **TOTAL POLICE** | **$ 6,758,239** | **$ 7,065,879** | **$ 7,002,735** | **$ 7,750,566** |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL FUND EXPENDITURE DETAIL

| GENERAL FUND | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **PUBLIC WORKS** | | | | |
| Engineering / Planning | $ 273,437.00 | $ 276,123 | $ 267,757 | $ 329,586 |
| Building Inspection | 524,287 | 587,191 | 616,244 | 597,608 |
| Streets | 1,582,121.00 | 1,648,225 | 1,688,502 | 1,763,881 |
| Signs & Signals | 593,255.00 | 416,458 | 507,249 | 540,525 |
| Equipment Services | 667,405.00 | 741,502 | 821,684 | 916,802 |
| **TOTAL PUBLIC WORKS** | **$ 3,640,505** | **$ 3,669,499** | **$ 3,901,436** | **$ 4,148,402** |
| **FIRE** | | | | |
| Fire Administration | $ 400,088 | $ 424,318 | $ 392,384 | $ 472,101 |
| Fire Prevention | 116,136 | 109,103 | 111,544 | 126,218 |
| Fire Suppression | 3,029,747 | 3,056,910 | 3,077,498 | 3,181,106 |
| Advanced Life Support | 990,570 | 1,024,471 | 1,020,434 | 1,145,416 |
| **TOTAL FIRE** | **$ 4,536,541** | **$ 4,614,802** | **$ 4,601,860** | **$ 4,924,841** |
| Transfers to ( Grant Fund) | $ 1,079 | $ - | $ - | $ - |
| Transfers to (Drainage Fund) | 150,000 | - | - | - |
| **TOTAL GENERAL FUND** | **$ 21,235,713** | **$ 21,397,951** | **$ 22,904,866** | **$ 23,622,886** |


2006-07 General Fund Budget
Revenues By Major Source
Franchise Receipts 9%
Sales Taxes 27%
Permits & Fees 6%
Fines 4%
Interest & Other Revenue 4%
Property Taxes 44%
Recreation Fees 1%
Transfers 5%

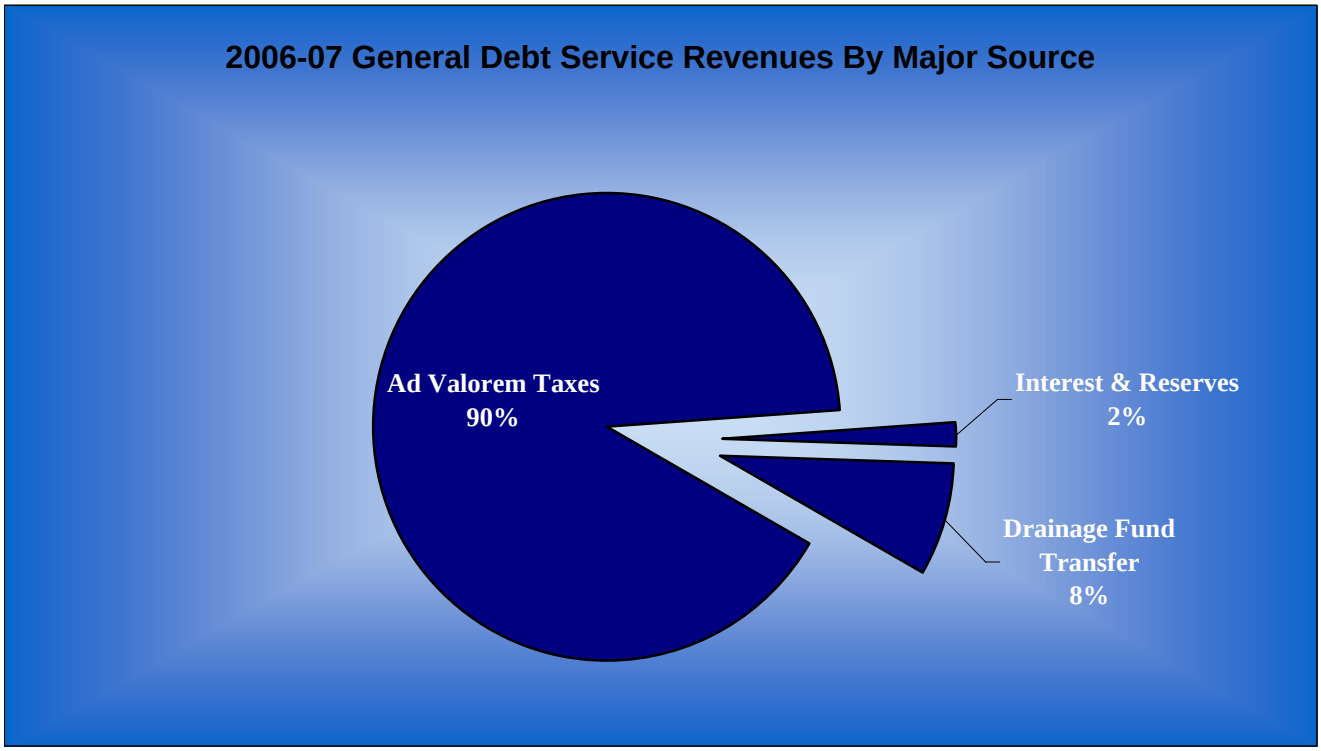

2006-07 General Fund Budget Expenditures By Service Area
Police 33%
Public Works 18%
Community Services 15%
Fire 21%
Finance 5%
General Government / Non-Departmental 8%

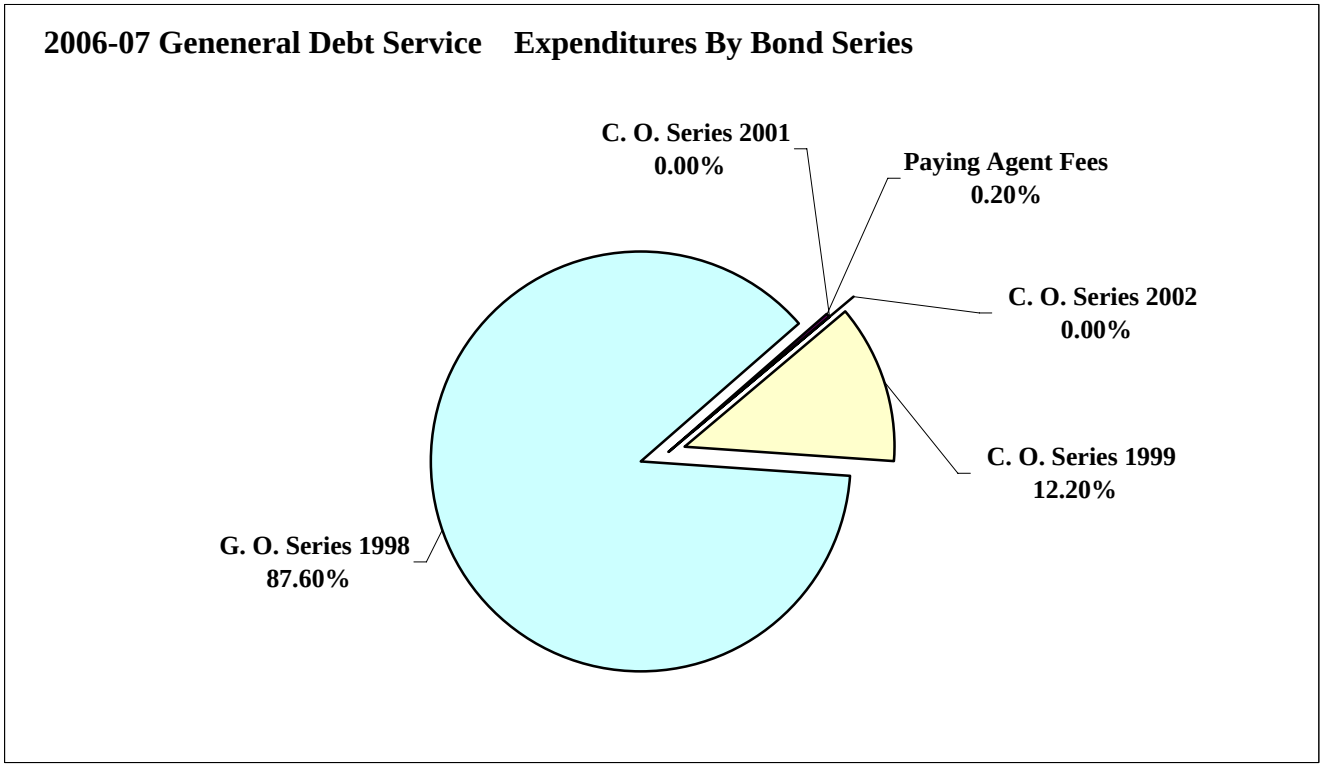
# DEBT SERVICE FUND

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL DEBT SERVICE FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Ad Valorem Taxes | $ 2,244,008 | $ 2,341,218 | $ 2,341,218 | $ 2,346,082 |
| Delinquent Taxes | 48,139 | 65,000 | 50,000 | 50,000 |
| Penalties and Interest | 29,583 | 35,000 | 35,000 | 35,000 |
| Interest Earnings Debt Service | 29,250 | 20,000 | 45,500 | 45,500 |
| Drainage Fund Transfer | 208,018 | 206,854 | 206,854 | 205,288 |
| **TOTAL REVENUES** | $ 2,558,998 | $ 2,668,072 | $ 2,678,572 | $ 2,681,870 |
| | | | | |
| **EXPENDITURES** | | | | |
| Principal Retirement | $ 2,255,000 | $ 2,320,000 | $ 2,320,000 | $ 2,445,000 |
| Interest on Debt | 509,260 | 443,072 | 443,072 | 342,314 |
| Paying Agent Fees / Bonds Issuance costs | 15,573 | 5,000 | 5,000 | 5,000 |
| **TOTAL EXPENDITURES** | $ 2,779,833 | $ 2,768,072 | $ 2,768,072 | $ 2,792,314 |
| **NET REVENUES** | $ (220,835) | $ (100,000) | $ (89,500) | $ (110,444) |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 517,460 | $ 342,461 | $ 296,625 | $ 207,125 |
| ENDING BALANCE | $ 296,625 | $ 242,461 | $ 207,125 | $ 96,681 |
| Average Annual Debt Service Requirements | $ 2,077,912 | $ 1,921,291 | $ 1,921,291 | $ 1,921,291 |
| Percentage of Debt Service | 14.3% | 12.6% | 10.8% | 5.0% |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# GENERAL DEBT SERVICE FUND



# ENTERPRISE FUND

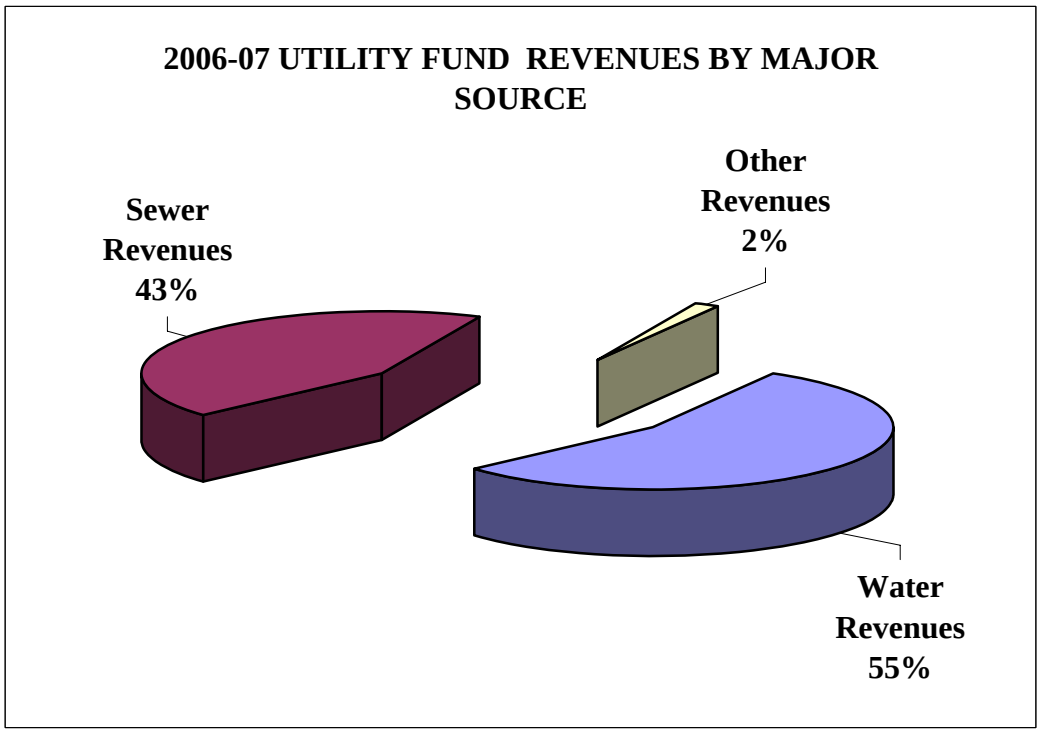
# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# UTILITY FUND
# WATER & WASTEWATER SERVICES

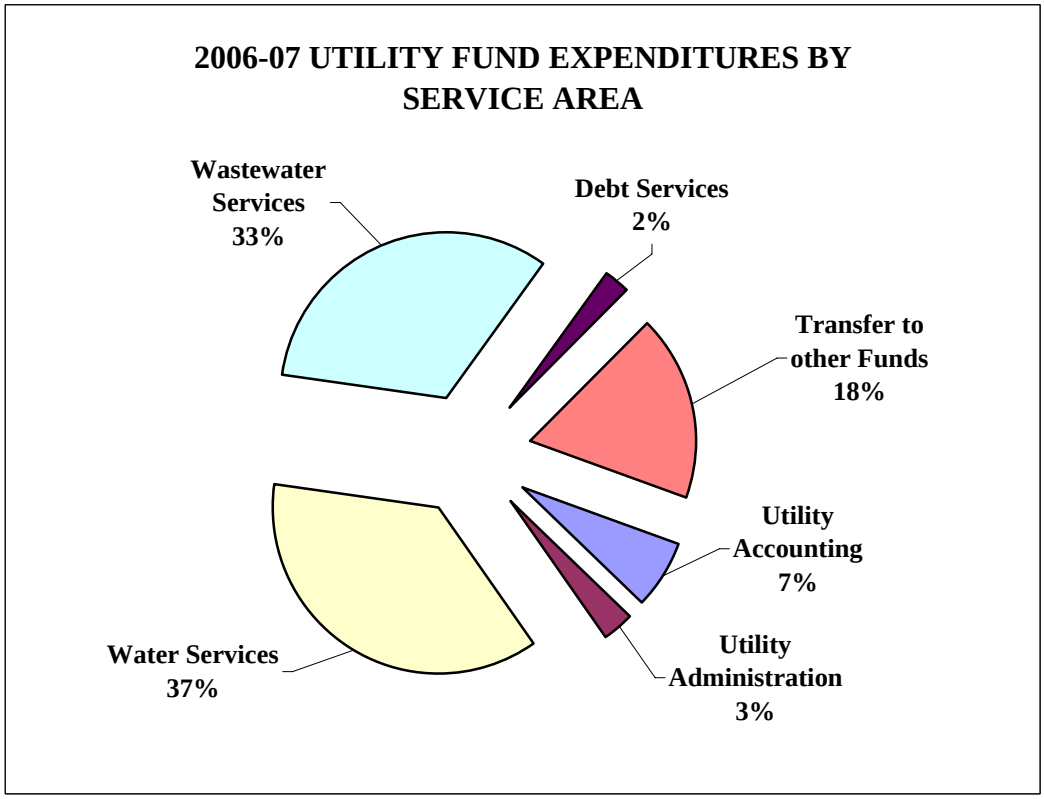
| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Residential Water Sales | $ 3,972,373 | $ 3,709,512 | $ 4,527,436 | $ 3,841,806 |
| Multi-Family Water Sales | 622,193 | 656,722 | 641,849 | 651,242 |
| Commercial Water Sales | 799,705 | 742,481 | 865,548 | 780,724 |
| Water Sales Irrigation | 334,912 | 231,568 | 421,018 | 237,464 |
| Water Taps | 27,298 | 20,000 | 41,500 | 25,500 |
| Schools Water Sales | 234,239 | 173,917 | 288,196 | 222,132 |
| City Water Sales | 148,200 | 109,767 | 208,812 | 211,934 |
| **TOTAL WATER** | **$ 6,138,920** | **$ 5,643,967** | **$ 6,994,359** | **$ 5,970,802** |
| | | | | |
| Residential Sewer Service | $ 2,881,477 | $ 2,999,630 | $ 2,980,859 | $ 3,213,546 |
| Multi - Family Sewer Service | 694,306 | 761,877 | 774,720 | 705,886 |
| Commercial Sewer Service | 636,209 | 743,698 | 706,865 | 670,538 |
| Sewer Taps | 19,942 | 13,000 | 22,441 | 15,156 |
| Schools Sewer Sales | 97,473 | 109,058 | 107,200 | 102,763 |
| City Sewer Sales | 7,499 | 10,278 | 6,564 | 7,499 |
| **TOTAL SEWER** | **$ 4,336,906** | **$ 4,637,541** | **$ 4,598,649** | **$ 4,715,388** |
| | | | | |
| Interest on Investments | $ 25,047 | $ 23,850 | $ 81,990 | $ 80,000 |
| Sale of Fixed Assets | (4,485) | 2,500 | 4,751 | 2,500 |
| Refunds from TRA | 14,546 | - | 186,465 | - |
| Service Charges | 60,160 | 117,320 | 135,500 | 13,550 |
| Collection of bad debts | 23 | 1,000 | 50 | 50 |
| Miscellaneous Income | 8,205 | 1,000 | 1,000 | 1,000 |
| Cash Over And Short | (1,109) | - | (489) | - |
| Auction Proceeds | 245 | - | - | - |
| Return Check Fees | 2,535 | 11,000 | 7,205 | 7,500 |
| Scrap Metal Sales | 6,589 | 3,000 | 6,589 | 6,589 |
| City Services Reimbursement | 4,831 | - | 636 | - |
| Penalties | 62,375 | 60,000 | 65,000 | 65,000 |
| **TOTAL OTHER REVENUE** | **$ 178,962** | **$ 219,670** | **$ 488,697** | **$ 176,189** |
| | | | | |
| **TOTAL REVENUES** | **$ 10,654,788** | **$ 10,501,178** | **$ 12,081,705** | **$ 10,862,379** |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# UTILITY FUND
# WATER & WASTEWATER SERVICES

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **EXPENDITURES** | | | | |
| Utility Accounting | $ 656,738 | $ 727,227 | $ 757,969 | $ 759,964 |
| Utility Administration | 255,637 | 270,292 | 360,115 | 345,886 |
| Water Services | 3,759,118 | 4,141,341 | 4,589,390 | 4,226,848 |
| Wastewater Services | 3,516,337 | 3,813,520 | 3,586,319 | 3,755,687 |
| Non-Departmental | 22,870 | - | - | - |
| **TOTAL OPERATING EXP** | **$ 8,210,702** | **$ 8,952,380** | **$ 9,293,793** | **$ 9,088,385** |
| | | | | |
| Principal Retirement | $ 120,000 | $ 125,000 | $ 120,000 | $ 130,000 |
| Interest on Debt | 162,496 | 150,687 | 154,668 | 146,543 |
| Paying Agent Fees | 323 | 600 | 600 | 600 |
| Bond Issue Costs | 16,909 | - | - | - |
| Transfer to General Fund | 616,089 | 671,428 | 697,034 | 681,628 |
| Transfer to CIP | 125,000 | 1,011,094 | 1,295,136 | 1,139,195 |
| Transfer Out Pilot Franchise Tax | 225,951 | 241,527 | 277,879 | 249,834 |
| **TOTAL FUND EXPEND** | **$ 9,477,470** | **$ 11,152,716** | **$ 11,839,110** | **$ 11,436,185** |
| | | | | |
| **FUND BALANCE SUMMARY** | | | | |
| Beginning Fund Balance | $ 1,782,572 | $ 2,149,731 | $ 2,959,891 | $ 3,202,486 |
| Change in Fund Balance | 1,177,318 | (651,538) | 242,595 | (573,806) |
| Ending Fund Balance | 2,959,891 | 1,498,193 | 3,202,486 | 2,628,680 |
| Operating Reserve | 1,349,704 | 1,471,624 | 1,527,747 | 1,493,981 |
| Fund Balance Over Reserve | $ 1,610,186 | $ 26,569 | $ 1,674,739 | $ 1,134,699 |

*The City's policy is to maintain surplus and unencumbered funds equal to 60 days expenditures.*


2006-07 UTILITY FUND REVENUES BY MAJOR SOURCE
Sewer Revenues 43%
Other Revenues 2%
Water Revenues 55%


2006-07 UTILITY FUND EXPENDITURES BY SERVICE AREA
Wastewater Services 33%
Debt Services 2%
Transfer to other Funds 18%
Utility Accounting 7%
Utility Administration 3%
Water Services 37%

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
## Utility Fund CIP

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Transfer from Utility Fund | $ 125,000 | $ 961,094 | $ 1,295,136 | $ 1,139,195 |
| Transfer from Grant Fund | 87,606 | - | - | - |
| Interest on Logic/ Federated Investments | 10,566 | 12,500 | 21,481 | 12,500 |
| U.S. Government Securities Interest | 17,690 | 12,500 | 21,531 | 17,500 |
| City Services Reimbursement | - | 100,000 | 50,000 | - |
| **Total Revenue** | $ 240,862 | $ 1,086,094 | $ 1,388,148 | $ 1,169,195 |
| **EXPENSES** | | | | |
| Water Line Replacement | $ 582,633 | $ 1,027,715 | $ 984,372 | $ 1,340,813 |
| Wastewater Line Replacement | 32,811 | 315,763 | 25,000 | 592,763 |
| Cured-In-Place Pipe (C.I.P.P.) | - | 350,000 | 350,000 | 404,052 |
| **Total Expenses** | $ 615,444 | $ 1,693,478 | $ 1,359,372 | $ 2,337,628 |
| Net Income | $ (374,582) | $ (607,384) | $ 28,776 | $ (1,168,433) |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 1,531,752 | $ 622,385 | $ 1,157,170 | $ 1,185,946 |
| ENDING BALANCE | $ 1,157,170 | $ 15,001 | $ 1,185,946 | $ 17,513 |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# UTILITY FUND
# SOLID WASTE SERVICES

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| ***REVENUES*** | | | | |
| Garbage Collection Fees (Residential) | $ 1,414,247 | $ 1,412,113 | $ 1,412,113 | $ 1,412,113 |
| Landfill Fees (Commercial) | 336,551 | 318,657 | 318,657 | 318,657 |
| Commercial Collection (Franchise Receipts) | 152,087 | 139,076 | 139,076 | 139,076 |
| Commercial Collection | 43,852 | 43,562 | 43,562 | 43,562 |
| Interest on Investments | 272 | 500 | 500 | 500 |
| **TOTAL REVENUE** | **$ 1,947,009** | **$ 1,913,908** | **$ 1,913,908** | **$ 1,913,908** |
| | | | | |
| ***EXPENDITURES*** | | | | |
| Solid Waste Budget | $ 113,934 | $ 130,413 | $ 32,087 | $ 139,026 |
| Garbage Collection Contract (Duncan) | 1,130,243 | 1,137,593 | 1,157,163 | 1,199,235 |
| Landfill | 557,959 | 576,000 | 612,452 | 630,240 |
| **TOTAL OPERATING EXPENSE** | **$ 1,802,136** | **$ 1,844,006** | **$ 1,801,702** | **$ 1,968,501** |
| | | | | |
| Transfer to CIP (Alley Repairs) | $ 44,326 | $ 44,756 | $ 44,668 | $ 44,756 |
| Transfer to General Fund | 93,301 | 95,719 | 91,734 | 102,666 |
| **TOTAL EXPENDITURES** | **$ 1,939,763** | **$ 1,984,481** | **$ 1,938,104** | **$ 2,115,923** |
| | | | | |
| **FUND BALANCE SUMMARY** | | | | |
| Beginning Balance | $ 317,098 | $ 297,362 | $ 324,344 | $ 300,148 |
| Change in Fund Balance | 7,246 | (70,573) | (24,196) | (202,015) |
| Ending Balance | $ 324,344 | $ 226,789 | $ 300,148 | $ 98,133 |
| Operating Reserve Requirement | 18,729 | 21,438 | 5,275 | 22,854 |
| Fund Balance Over Reserve | $ 305,615 | $ 205,351 | $ 294,874 | $ 75,279 |

*The City policy is to maintain an operating reserve equal to 60 days expenditures.*

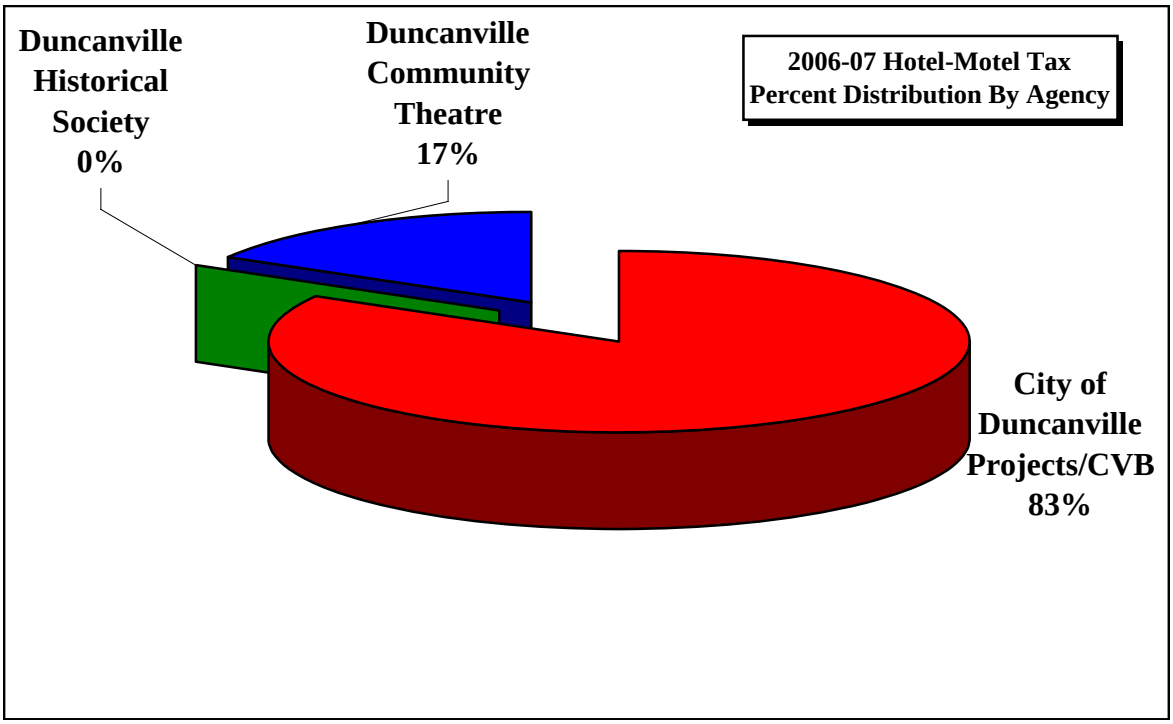
Duncanville

*City of Champions*

# SPECIAL REVENUE FUND

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# HOTEL-MOTEL TAX FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| ***REVENUES*** | | | | |
| Hotel-Motel Taxes | $ 252,500 | $ 447,000 | $ 483,000 | $ 500,000 |
| Interest on Investments | 2,629 | 600 | 3,000 | 3,000 |
| Miscellaneous | 625 | - | 10,000 | - |
| **TOTAL REVENUES** | $ 255,754 | $ 447,600 | $ 496,000 | $ 503,000 |
| ***EXPENDITURES*** | | | | |
| City of Duncanville Projects/CVB | $ 172,599 | $ 216,181 | $ 232,101 | $ 238,829 |
| Duncanville Community Theatre | 32,335 | 33,320 | 33,320 | 25,097 |
| Community Theatre Loan Payment to General Fund | - | - | - | 46,760 |
| Community Theatre Grant | - | - | 40,000 | - |
| Historical House Restoration/Operation | 3,714 | 8,269 | - | - |
| Convention Center | - | 200,000 | 236,000 | 236,000 |
| Transfer to General Fund | 16,982 | 17,332 | 18,200 | 18,690 |
| **TOTAL EXPENDITURES** | $ 225,630 | $ 475,102 | $ 559,621 | $ 565,376 |
| | | | | |
| **NET REVENUES** | $ 30,124 | $ (27,502) | $ (63,621) | $ (62,376) |
| **BEGINNING BALANCE** | $ 184,327 | $ 195,591 | $ 214,451 | $ 150,830 |
| **Avail Fund Balance** | 214,451 | 168,089 | 150,830 | 88,454 |
| **ENDING BALANCE** | $ 214,451 | $ 168,089 | $ 150,830 | $ 88,454 |




PERCENT OF TOTAL

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# DUNCANVILLE COMMUNITY & ECONOMIC DEVELOPMENT CORPORATION BOARD

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| 4-B Sales Tax | $ 1,622,668 | $ 1,604,655 | $ 1,840,008 | $ 2,056,104 |
| Interest Income | 27,509 | 20,316 | 50,294 | 50,797 |
| Sale of Fixed Assets | - | - | 120,000 | - |
| Lease Income (Stars) | 816,000 | 816,000 | 816,000 | 828,000 |
| Miscellaneous Revenue | (202) | - | - | - |
| **Total Revenue** | $ 2,965,975 | $ 2,440,971 | $ 2,826,302 | $ 2,934,901 |
| **EXPENSES** | | | | |
| **Annual Recurring Expenses / Eco. Development** | | | | |
| Economic Development | $ 191,143 | $ 198,500 | $ 201,714 | $ 217,841 |
| Keep Duncanville Beautiful | 10,209 | 15,409 | 9,731 | 12,636 |
| Marketing | 73,116 | 70,350 | 78,375 | 72,550 |
| Transfer to General Fund | 69,768 | 66,256 | 66,736 | 67,664 |
| **Total** | $ 344,236 | $ 350,515 | $ 356,556 | $ 370,691 |
| **Economic Development Projects** | | | | |
| Loan / Paint / Landscape Program | $ 18,238 | $ 30,000 | $ 30,000 | $ 50,000 |
| Texwood Incentives | - | - | 26,966 | - |
| Texwood Tax Abatement Incentives | - | 78,000 | 156,000 | 78,000 |
| Pappas | 400,000 | 467,168 | 467,168 | 45,000 |
| 2nd Century Development | - | 100,000 | - | 100,000 |
| DeFords Millwork Expansion | 26,799 | 30,000 | 40,309 | 56,640 |
| Costco | - | - | 1,400,000 | 300,000 |
| Main and Center Street Development | 88,893 | - | - | - |
| Eubanks Property Expense | 264 | - | - | - |
| Main Street Landscaping | 33,632 | - | 32,868 | - |
| Underground Utilities surrounding Hilton Garden | 122,057 | - | - | - |
| **Total for Economic Development Projects** | $ 689,883 | $ 705,168 | $ 2,153,311 | $ 629,640 |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# DUNCANVILLE COMMUNITY & ECONOMIC DEVELOPMENT CORPORATION BOARD

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **Quality of Life Projects** | | | | |
| Library Books | 100,000 | 100,000 | 100,000 | 50,000 |
| Security Cameras | - | - | 69,736 | - |
| Stars Center Landscape | - | - | 26,797 | 13,505 |
| **Total for Quality of Life Projects** | $ 100,000 | $ 100,000 | $ 196,533 | $ 63,505 |
| Debt Service (Stars) | $ 815,205 | $ 809,830 | $ 809,830 | $ 803,705 |
| Debt Service (Community Center) | 535,303 | 540,173 | 540,173 | 548,973 |
| Debt Service (Series 2006) | - | - | 44,526 | 178,105 |
| Paying Agent Fees | 3,746 | 750 | 750 | 750 |
| Loan Payment | - | - | - | 109,177 |
| **Total Expenses** | $ 2,488,373 | $ 2,506,436 | $ 4,101,679 | $ 2,704,546 |
| Net Income | 477,602 | (65,465) | (1,275,378) | 230,355 |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 1,195,433 | $ 85,930 | $ 1,673,035 | $ 397,657 |
| ENDING BALANCE | $ 1,673,035 | $ 20,465 | $ 397,657 | $ 628,013 |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# DRAINAGE FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| ***REVENUES*** | | | | |
| Residential | $ 328,537 | $ 328,895 | $ 328,895 | $ 328,537 |
| Multi Family | 18,222 | 18,502 | 18,222 | 18,222 |
| Commercial | 64,720 | 64,117 | 64,669 | 64,720 |
| Total for Drainage Charges | $ 411,479 | $ 411,514 | $ 411,786 | $ 411,479 |
| City Services Reimbursement | $ - | $ - | $ 24,494 | $ 75,000 |
| Interest on Investments | 2,455 | 1,500 | 1,500 | 1,500 |
| Transfer From General Fund | 150,000 | - | - | - |
| **TOTAL REVENUES** | $ 563,934 | $ 413,014 | $ 437,780 | $ 487,979 |
| ***EXPENDITURES*** | | | | |
| Drainage Administration | $ 46,818 | $ 58,893 | $ 59,442 | $ 65,843 |
| Phase II NPDES | 3,130 | 50,000 | 10,000 | 50,000 |
| Erosion Control - Bag wall | 389,874 | 75,000 | 79,601 | 200,000 |
| Elsmere Drainage | - | - | 34,975 | - |
| Bentle Branch Erosion | - | - | 6,390 | - |
| Capital Projects | - | 90,000 | - | - |
| Debt Service | 208,018 | 206,854 | 206,854 | 205,288 |
| **TOTAL EXPENDITURES** | $ 647,840 | $ 480,747 | $ 397,262 | $ 521,131 |
| | | | | |
| **NET REVENUES** | $ (83,906) | $ (67,733) | $ 40,518 | $ (33,152) |
| **BEGINNING BALANCE** | $ 308,496 | $ 76,312 | $ 224,590 | $ 265,108 |
| **ENDING BALANCE** | $ 224,590 | $ 8,579 | $ 265,108 | $ 231,956 |

# INTERNAL SERVICE FUND

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# COMPREHENSIVE SELF INSURANCE FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Premiums | $ 356,509 | $ 447,147 | $ 432,761 | $ 382,257 |
| Other | 8,371 | - | - | - |
| Pooled Interest Income | 2,046 | 1,100 | 7,060 | 7,060 |
| **Total Revenue** | $ 366,926 | $ 448,247 | $ 439,821 | $ 389,317 |
| **EXPENSES** | | | | |
| Administrative and Insurance Premiums | $ 233,568 | $ 240,535 | $ 240,535 | $ 225,285 |
| Workers Compensation Claims | 1,301 | 173,140 | 161,622 | 139,387 |
| Liability Claims | 17,977 | 25,873 | 30,604 | 17,585 |
| **Total Expenses** | $ 252,846 | $ 439,548 | $ 432,761 | $ 382,257 |
| Net Income | $ 114,080 | $ 8,699 | $ 7,060 | $ 7,060 |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 45,866 | $ 40,126 | $ 159,946 | $ 167,006 |
| ENDING BALANCE | $ 159,946 | $ 48,825 | $ 167,006 | $ 174,066 |
| DESIGNATED RESERVE | $ 205,148 | $ 99,506 | $ 77,005 | $ 87,077 |

The recommended Fund Balance level is equal to three year's average loss fund amount.

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# MEDICAL SELF INSURANCE FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Premiums | | | | |
| Employer Health Premiums | $ 1,296,967 | $ 1,336,502 | $ 1,362,391 | $ 1,540,394 |
| Employer Dental Premiums | 39,732 | 63,055 | 58,939 | 68,658 |
| Dependent Health Premiums | 308,784 | 326,274 | 319,045 | 319,045 |
| Dependent Dental Premiums | 67,704 | 50,046 | 50,046 | 50,046 |
| Retirees Premiums | 159,804 | 160,269 | 183,041 | 195,000 |
| Interest Income | 11,262 | 5,000 | 18,421 | 18,500 |
| Stop / Loss Reimbursement | 155,979 | - | 23,577 | - |
| Proceeds of Liquidation Distribution | 23,826 | - | - | - |
| **Total Revenue** | $ 2,064,058 | $ 1,941,146 | $ 2,015,460 | $ 2,191,643 |
| **EXPENSES** | | | | |
| Claims paid: | | | | |
| Employee Health / Dental | $ 272,080 | $ 1,113,699 | $ 352,346 | $ 450,000 |
| Employee Prescriptions | 219,497 | 276,705 | 263,529 | 276,705 |
| Dependent Health / Dental | 652,160 | - | 529,908 | 530,000 |
| Retiree Health Claims | 64,721 | - | 64,500 | 65,500 |
| Retiree Prescription Claims | 66,891 | - | 79,074 | 79,000 |
| Retiree Dependent Claims | 53,500 | - | 73,905 | 75,000 |
| Dental Insurance Premiums | 111,960 | 113,373 | 112,177 | 113,373 |
| Admin / Re-Ins Expenses | 454,219 | 481,943 | 492,546 | 569,393 |
| **Total Expenses** | $ 1,895,028 | $ 1,985,720 | $ 1,967,985 | $ 2,158,971 |
| Net Income | $ 169,030 | $ (44,574) | $ 47,475 | $ 32,672 |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 184,565 | $ 320,695 | $ 353,595 | $ 401,070 |
| ENDING BALANCE | $ 353,595 | $ 276,121 | $ 401,070 | $ 433,742 |

# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
# FLEET & EQUIPMENT REPLACEMENT FUND

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| **REVENUES** | | | | |
| Interest Income | $ 11,411 | $ 9,000 | $ 22,693 | $ 20,000 |
| US Securities Interest | 24,128 | 25,911 | 43,500 | 42,000 |
| Sales of Fixed Assets | 38,486 | 50,000 | 50,000 | 50,000 |
| Gain / Loss pm Sale of Fixed Assets | 37,581 | - | - | - |
| Insurance Recovery | - | - | 10,800 | - |
| General Fund Contributions | 387,913 | 509,736 | 429,888 | 486,924 |
| Utility Fund Contributions | 88,918 | 109,747 | 94,822 | 116,749 |
| Sold Waste Fund Contributions | 1,937 | 2,428 | 2,428 | 3,195 |
| **Total Revenue** | $ 590,374 | $ 706,822 | $ 654,131 | $ 718,868 |
| **EXPENSES** | | | | |
| Other Equipment | $ 152,923 | $ 20,000 | $ 44,039 | $ 14,437 |
| Motor Vehicles | 409,369 | 460,212 | 441,354 | 1,301,772 |
| **Total Expenses** | $ 562,292 | $ 480,212 | $ 485,393 | $ 1,316,209 |
| Net Income | $ 28,082 | $ 226,610 | $ 168,738 | $ (597,341) |
| **FUND BALANCE** | | | | |
| BEGINNING BALANCE | $ 1,452,443 | $ 1,396,445 | $ 1,480,525 | $ 1,649,263 |
| ENDING BALANCE | $ 1,480,525 | $ 1,623,055 | $ 1,649,263 | $ 1,051,922 |

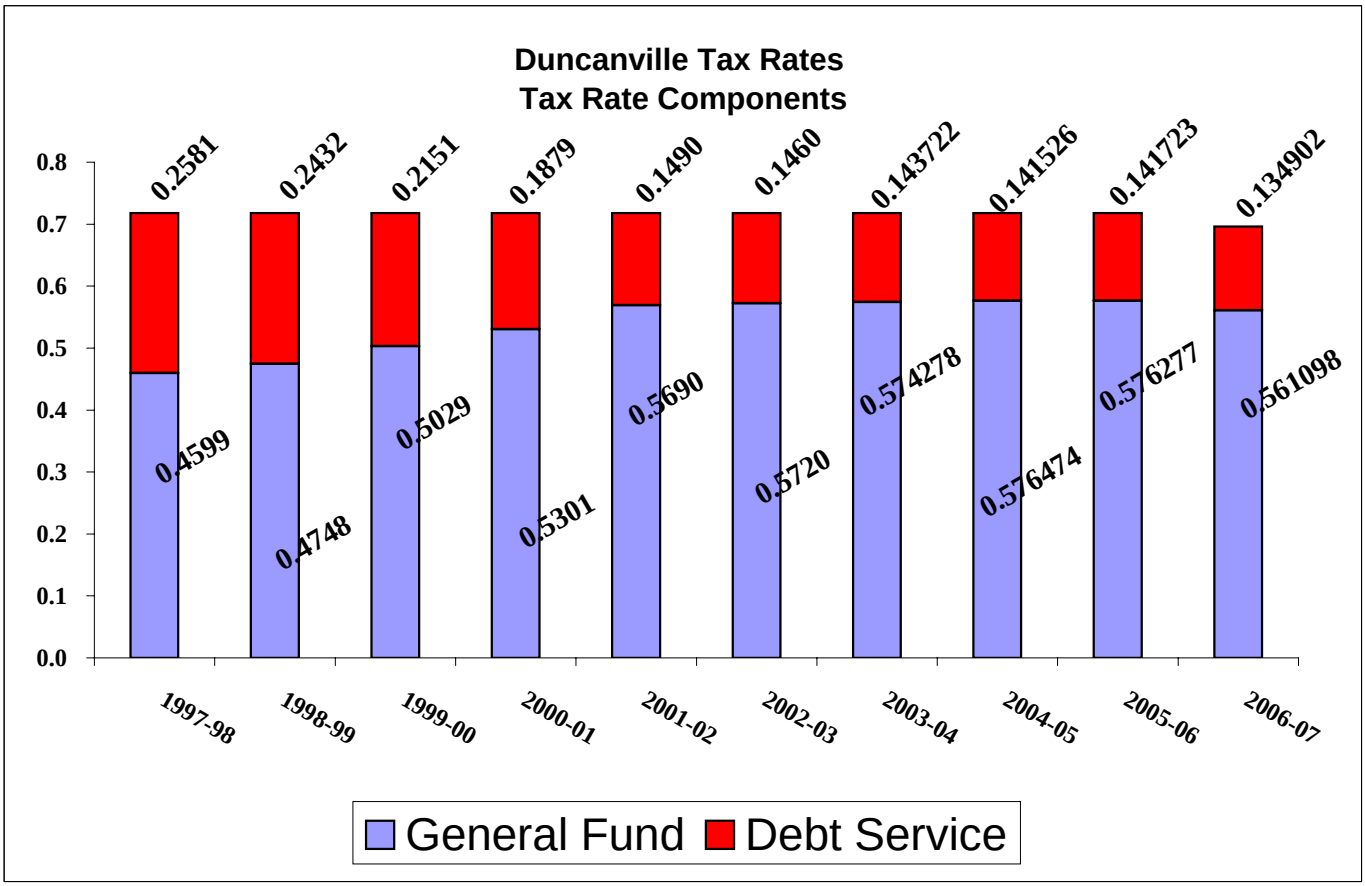
# CITY OF DUNCANVILLE
# FISCAL YEAR 2006-07 BUDGET
## Transportation Improvement & Safety Fund

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET |
|---|---|---|---|---|
| ***REVENUES*** | | | | |
| Traffic Enforcement Fees | $ - | $ - | $ 129,568 | $ 1,761,792 |
| Interest Income | - | - | - | 3,235 |
| **TOTAL REVENUES** | $ - | $ - | $ 129,568 | $ 1,765,027 |
| ***EXPENDITURES*** | | | | |
| Redflex Fee | $ - | $ - | $ 48,700 | $ 292,200 |
| City Wide Signal Improvements | - | - | - | 177,856 |
| Replace obsolete spread spectrum transceivers | - | - | - | 57,000 |
| New School Zone signs as required by TMUTCD | - | - | - | 18,690 |
| City-wide thermoplastic pavement markings | - | - | - | 72,931 |
| City-wide raised pavement markings "Buttons" | - | - | - | 82,724 |
| Wintergreen (Main to Cockrell Hill) | - | - | - | 150,000 |
| Madison/Meyers Development | - | - | - | 173,000 |
| **TOTAL EXPENDITURES** | $ - | $ - | $ 48,700 | $ 1,024,401 |
| | | | | |
| **NET REVENUES** | $ - | $ - | $ 80,868 | $ 740,626 |
| **BEGINNING BALANCE** | $ - | $ - | $ - | $ 80,868 |
| **ENDING BALANCE** | $ - | $ - | $ 80,868 | $ 821,494 |

# STATISTICAL ANALYSIS

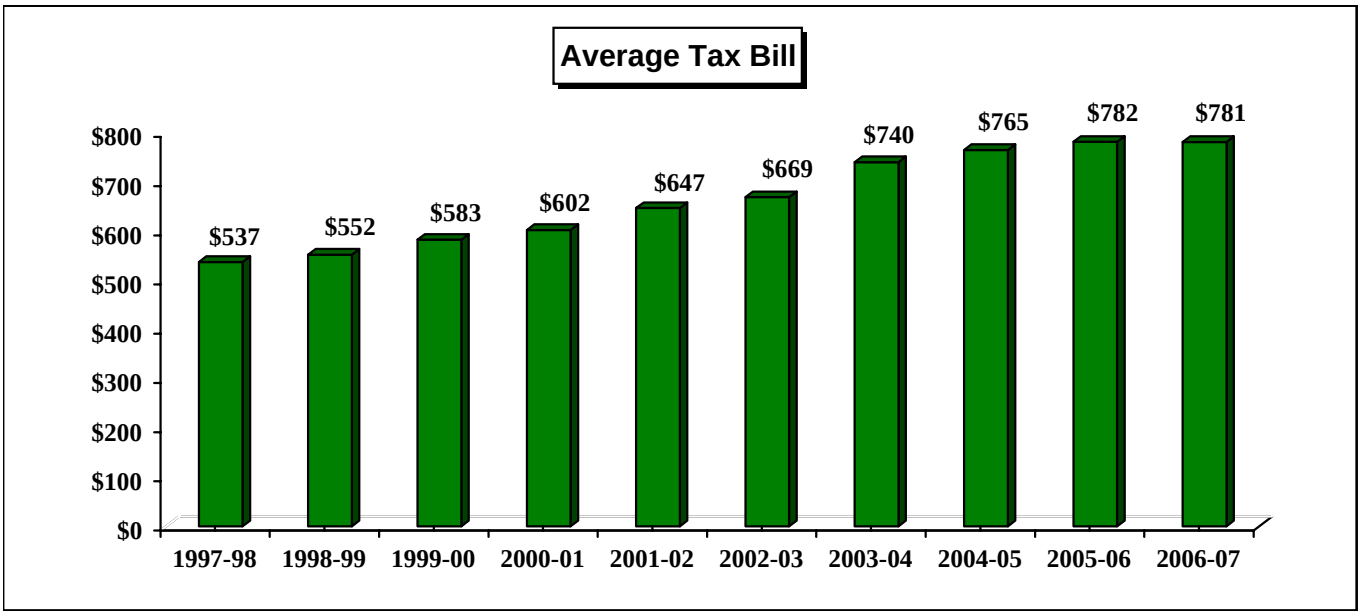
# CITY OF DUNCANVILLE
# FY 2006-07 ADOPTED BUDGET
# AD VALOREM TAX COLLECTION & DISTRIBUTION

| AD VALOREM TAX COLLECTIONS | 2005-06 ADOPTED | 2006-07 BUDGET |
|---|---|---|
| **Market Value** | | |
| **Commercial** | $ 392,678,460 | $ 443,079,030 |
| **BPP** | 157,676,550 | 133,742,100 |
| **Residential** | 1,277,126,120 | 1,321,639,790 |
| **Total Market Value** | $ 1,827,481,130 | $ 1,898,460,920 |
| **Less Exemptions:** | | |
| **Capped Loss** | $ 3,282,078 | $ 5,829,814 |
| **Over - 65** | 56,652,288 | 58,179,264 |
| **Disabled Persons** | 5,146,990 | 5,582,590 |
| **Disabled Veterans** | 2,693,500 | 2,615,500 |
| **Totally Exempt** | 75,262,860 | 81,100,720 |
| **Agricultural 1D1** | 2,024,276 | 1,801,935 |
| **Pollution Control** | 8,992 | 7,868 |
| **Under 500** | 18,640 | 17,130 |
| **Total Exemptions** | $ 145,089,624 | $ 155,134,821 |
| **Taxable Value** | 1,682,391,506 | 1,743,326,099 |
| **Taxable Value Under protest** | 1,570,688 | 29,457,545 |
| | | |
| ASSESSED VALUATION (100%) | $ 1,683,962,194 | $ 1,772,783,644 |
| TAX RATE (PER $100) | 0.7180 | 0.6960 |
| ESTIMATED REVENUE GENERATED | 12,090,849 | 12,338,574 |
| COLLECTION RATE | 98.1% | 98.1% |
| ESTIMATED CURRENT TAX COLLECTIONS | 11,861,122 | 12,104,141 |
| **TOTAL ESTIMATED REVENUE** | $ 11,861,122 | $ 12,104,141 |
| | | |
| **PROPOSED DISTRIBUTION:** | | |
| GENERAL FUND | $ 9,519,904 | $ 9,758,059 |
| DEBT SERVICE FUND | 2,341,218 | 2,346,082 |
| **TOTAL** | $ 11,861,122 | $ 12,104,141 |
| | | |
| **TAX RATE:** | | |
| GENERAL FUND | $ 0.576277 | $ 0.561098 |
| G. O. INTEREST & SINKING FUND | 0.141723 | 0.134902 |
| **TOTAL** | $ 0.718000 | $ 0.696000 |
| | | |
| **PERCENT DISTRIBUTION:** | | |
| GENERAL FUND | 80.26% | 80.62% |
| G. O. INTEREST & SINKING FUND | 19.74% | 19.38% |
| **TOTAL** | 100.00% | 100.00% |




| Fiscal Year | 1997-98 | 1998-99 | 1999-00 | 2000-01 | 2001-02 |
|---|---|---|---|---|---|
| General Fund | 0.459900 | 0.474786 | 0.502945 | 0.530150 | 0.569000 |
| Debt Service | 0.258100 | 0.243214 | 0.215055 | 0.187850 | 0.149000 |
| Total Tax Rate | 0.718000 | 0.718000 | 0.718000 | 0.718000 | 0.718000 |

| Fiscal Year | 2002-03 | 2003-04 | 2004-05 | 2005-06 | 2006-07 |
|---|---|---|---|---|---|
| General Fund | 0.572000 | 0.574278 | 0.576474 | 0.576277 | 0.561098 |
| Debt Service | 0.146000 | 0.143722 | 0.141526 | 0.141723 | 0.134902 |
| Total Tax Rate | 0.718000 | 0.718000 | 0.718000 | 0.718000 | 0.696000 |




## Single Family Residential Property

| Fiscal Year | Market Value | Taxable Value | Number of Houses | Average Value Per House | |
|---|---|---|---|---|---|
| | | | | Market | Taxable |
| 1997-98 | 826,704,710 | 776,647,500 | 10,376 | 79,675 | 74,850 |
| 1998-99 | 852,836,780 | 800,846,643 | 10,413 | 81,901 | 76,908 |
| 1999-00 | 907,254,940 | 849,323,200 | 10,468 | 86,669 | 81,135 |
| 2000-01 | 939,387,130 | 882,348,929 | 10,520 | 89,295 | 83,873 |
| 2001-02 | 1,017,468,620 | 951,483,818 | 10,561 | 96,342 | 90,094 |
| 2002-03 | 1,057,362,310 | 987,801,094 | 10,602 | 99,732 | 93,171 |
| 2003-04 | 1,166,529,760 | 1,094,828,428 | 10,618 | 109,863 | 103,111 |
| 2004-05 | 1,201,940,380 | 1,132,610,013 | 10,632 | 113,049 | 106,528 |
| 2005-06 | 1,228,670,220 | 1,160,975,726 | 10,666 | 115,195 | 108,848 |
| 2006-07 | 1,268,324,380 | 1,196,162,845 | 10,659 | 118,991 | 112,221 |

| Fiscal Year | Tax Rate | Average Tax Bill | Percent Change |
|---|---|---|---|
| 1997-98 | 0.7180 | $537 | 1.70% |
| 1998-99 | 0.7180 | $552 | 2.75% |
| 1999-00 | 0.7180 | $583 | 5.50% |
| 2000-01 | 0.7180 | $602 | 3.37% |
| 2001-02 | 0.7180 | $647 | 7.4% |
| 2002-03 | 0.7180 | $669 | 3.4% |
| 2003-04 | 0.7180 | $740 | 10.7% |
| 2004-05 | 0.7180 | $765 | 3.3% |
| 2005-06 | 0.7180 | $782 | 2.2% |
| 2006-07 | 0.6960 | $781 | -0.1% |

Duncanville

*City of Champions*

# FINANCIAL TREND INDICATORS

## Financial Trend Indicators Report
City of Duncanville, Texas

# Summary

The Financial Trends Indicator Report was prepared following guidelines established under the *ICMA's Financial Trend Monitoring System.* Of the 36 indicators identified in this system, 18 were selected for this report based on their relevance to the City of Duncanville's operations and organizational structure.

The following table summarizes the indicators presented in the report as well as the determination of whether the indicator, as of September 30, 2006 showed a favorable, mixed or warning trend.

| Indicator # | Indicator Description | Favorable | Mixed | Warning |
|---|---|---|---|---|
| 1 | Revenues per Capita | X | | |
| 4 | Elastic Tax Revenues | | X | |
| 6 | Property Tax Revenues | X | | |
| 7 | Uncollected Property Taxes | X | | |
| 8 | User Charge Coverage | | | X |
| 9 | Revenue Shortfalls | X | | |
| 10 | Expenditures per Capita | | | X |
| 11 | Employees per Capita | X | | |
| 12 | Fixed Costs | X | | |
| 13 | Fringe Benefits | | | X |
| 14 | Operating Deficits | | X | |
| 15 | Enterprise Losses | | X | |
| 16 | Fund Balances | X | | |
| 17 | Liquidity | X | | |
| 18 | Current Liabilities | X | | |
| 19 | Long Term Debt | X | | |
| 20 | Debt Service | X | | |
| 22 | Unfunded Pension Liability | | | X |

# METHODOLOGY

## Model Used

The Financial Trend Indicators Report was based on the Financial Trend Monitoring System developed by the International City/County Management Association (ICMA), and has been prepared consistent with their guidelines. The financial trend indicators presented were selected from the ICMA suggested indicators based on their relevance to the City of Duncanville's operations and organizational structure.

The analysis of these trends identified them as either a warning trend, a favorable trend, or a mixed trend. Favorable trends are indicators that are within the standards for favorable trends as established by the ICMA. Indicators identified as warning trends were further analyzed to determine, if possible, specific causes of the trend. These warning trends also require the attention of management. Mixed trends are those where the seven year trend showed either a favorable trend, but current trends of less than four years, or measurement against credit industry benchmarks, contradicted the seven year trend.

## Financial Information Used.

Consistent with the ICMA Financial Trend Monitoring System, this report includes financial information on General Government Fund Types within the City – General Fund, Debt Service Fund and Enterprise Fund. Capital Improvement Funds, although a General Government Fund Type, are excluded because the year to year variability of capital improvement activity can distort the trend analysis. Since only General Government Fund Types have been included in the analysis. Internal Service Funds, and Fiduciary Funds have been excluded.

Those indicators involving Long-term Debt and Current Maturities of Long-term Debt do include financial information from the Long Term Debt Account Group.

## Fiscal Years Presented

All fiscal years presented are based on fiscal years ending September 30$^{th}$.

## Inflation Adjustment

For those indicators where financial information is presented in actual dollars or is compared to non-financial information, the prior year financial amounts have been restated in current year constant dollars to remove the effects of inflation. Current year constant dollars were calculated by taking the ratio of the current year Consumer Price Index (CPI) divided by each prior years CPI.

## Source of Data

The special sources of data used in each indicator are noted in the analysis of the indicators. In general the financial data used obtained from the city's Budget Report and Comprehensive Annual Financial Report (CAFR) for each of the fiscal years presented. Non-financial data was obtained from the following sources.

- Bureau of the Census. *Population Distribution and Population Estimates Branches* http://www.census.gov/population
- Bureau of Labor Statistics. *Consumer Price Index-All Urban Consumers,* http://stats.bls.gov/top20.html

# Indicator Detail
# Revenue Indicators
# INDICATOR 1
# Revenues per Capita

**Description**

Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore that the level of per capita revenues would remain at least constant in real terms.

If per capita revenues are decreasing, the government may be unable to maintain existing service levels unless it finds new revenue sources or ways to save money. This reasoning assumes that the cost of services is directly related to population size.

**Trend Rating**
**Favorable**

Due to the opening of new retail outlets, our net operating revenues should reflect increases in future fiscal year budgets in both actual and constant dollars.

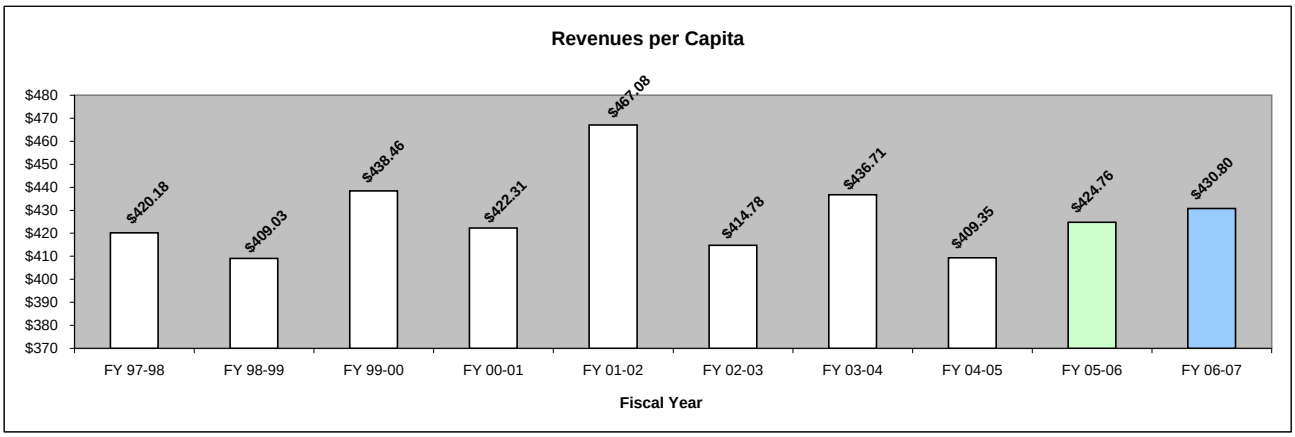
| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Net operating revenues and transfers* | 18,794,696 | 19,055,315 | 21,422,352 | 21,302,625 | 23,617,276 | 21,486,819 | 22,820,905 | 22,901,523 | 24,830,939 | 25,809,705 |
| Consumer price index** | 124.6 | 128.9 | 134.6 | 139.4 | 139.7 | 142.7 | 144.9 | 152.3 | 154.6 | 154.6 |
| Net operating revenues & transfers (constant dollars) | 15,084,416 | 14,786,352 | 15,915,948 | 15,286,606 | 16,908,442 | 15,052,913 | 15,747,313 | 15,033,292 | 16,061,745 | 16,694,854 |
| Current population | 35,900 | 36,150 | 36,300 | 36,198 | 36,200 | 36,291 | 36,059 | 36,725 | 37,814 | 38,753 |
| **Net operating revenurs & transfers per capita (constant dollars)** | **$420.18** | **$409.03** | **$438.46** | **$422.31** | **$467.08** | **$414.78** | **$436.71** | **$409.35** | **$424.76** | **$430.80** |

* Operating revenues and transfers: general fund and debt service fund revenues plus operating transfers in from other funds.

** Base Period: 1989 =100

**Formula:**

$$\frac{\text{Net operating revenues \& transfers (constant dollars)}}{\text{Population}}$$



# INDICATOR 4
## Elastic Tax Revenues

**Description**

The yields of elastic revenue are highly responsive to changes in the economic bases and inflation. As the economic base expands or inflation goes up, elastic revenues rises in proportional or greater amounts and visa versa. A good example is sales tax revenue, which increases during good economic periods with the increase in retail business and declines in poor times, even though the tax rate stays the same.

Yields from inelastic revenue sources, such as user fees, or user charges, are relatively unresponsive to changes in economic conditions and require that government officials change fees or charges to obtain a change in revenue.

**Trend Rating**

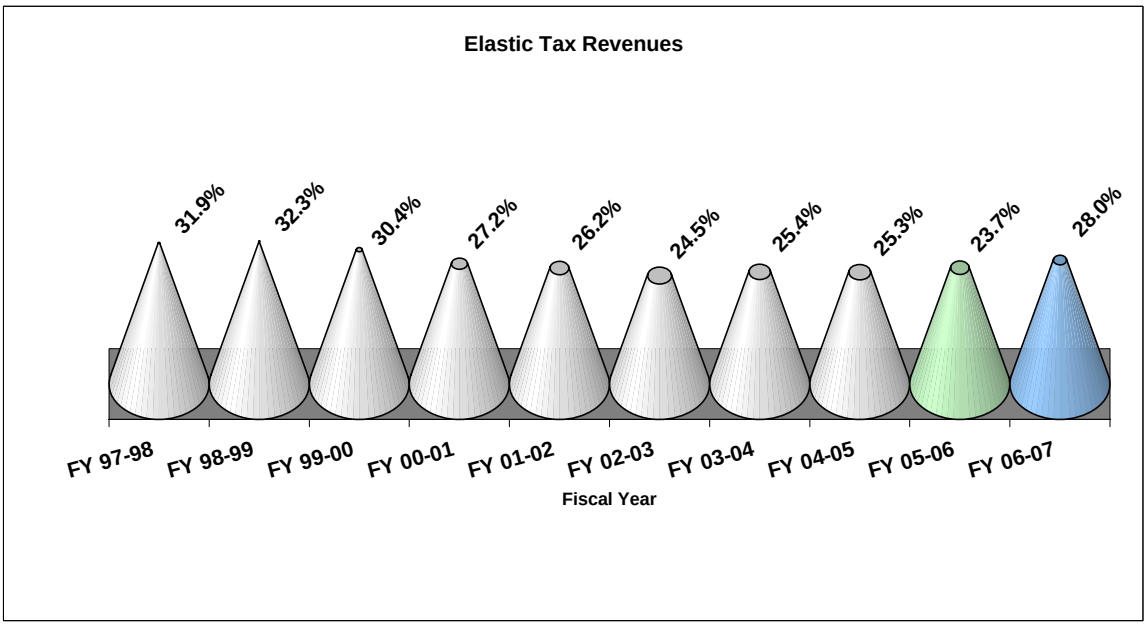
**Mixed**

Increasing sales tax revenue due to inceasing favorable economic environment factors, i.e. beer & wine sale election, new large retail businesses.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Elastic Operating Revenues | 4,874,144 | 5,050,304 | 5,210,094 | 4,944,933 | 5,027,906 | 4,749,336 | 4,866,493 | 4,868,004 | 5,520,023 | 6,168,313 |
| Net operating revenues *(General Fund)* | 15,277,567 | 15,635,527 | 17,158,923 | 18,190,165 | 19,168,882 | 19,375,883 | 19,192,656 | 19,267,652 | 20,998,304 | 22,007,353 |
| Elastic revenues as a percentage of net operating revenue | **31.9%** | **32.3%** | **30.4%** | **27.2%** | **26.2%** | **24.5%** | **25.4%** | **25.3%** | **26.3%** | **28.0%** |

**Formula:**

$$\frac{\text{Elastic Operating Revenues}}{\text{Net operating revenues}}$$



# INDICATOR 6
## Property Tax Revenue (constant dollars)

**Description**

Property Tax Revenues should be considered separately from other revenues because most local governments rely heavily on them. A decline or a diminished growth rate in property taxes can have number of causes. First, it may reflect an overall decline in property values resulting from the aging of buildings, a decline in local economic health, or a decline in total number of households, which can depress the housing market. Second, it may result from unwilling default on property taxes by property owners. Third, it may result from inefficient assessment or appraisal.

**Trend Rating**

**Favorable**

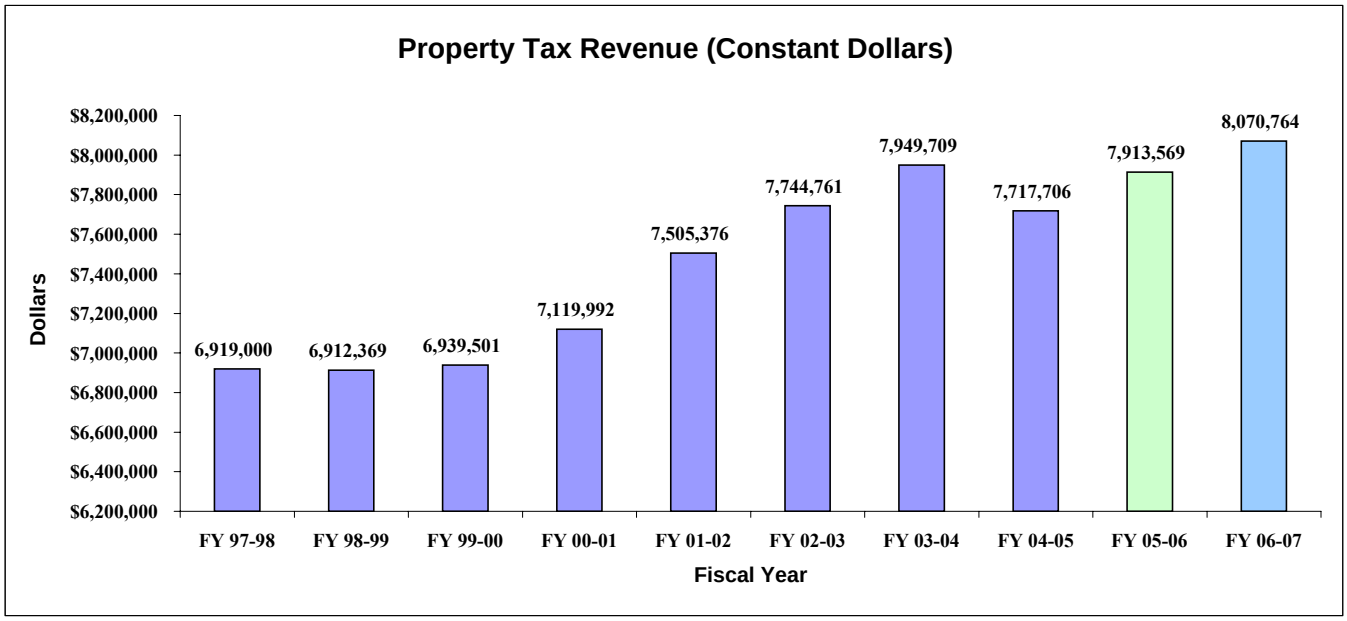
Property tax revenue in actual and constant dollars continue to increase through the measured years.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Property Tax Revenue | 8,620,851 | 8,908,037 | 9,340,345 | 9,922,053 | 10,483,315 | 11,055,022 | 11,520,667 | 11,757,053 | 12,234,122 | 12,477,141 |
| Consumer price index* | 124.6 | 128.9 | 134.6 | 139.4 | 139.7 | 142.7 | 144.9 | 152.3 | 154.6 | 154.6 |
| Property Tax Revenue (constant dollars) | 6,919,000 | 6,912,369 | 6,939,501 | 7,119,992 | 7,505,376 | 7,744,761 | 7,949,709 | 7,717,706 | 7,913,569 | 8,070,764 |

* Base Period: 1989 =100

**Formula:**

$$\frac{\text{Property Tax Revenue}}{\text{Consumer Price Index}}$$



# INDICATOR 7
## Uncollected Property Tax

**Description**

Every year, a percentage of property owners is unable to pay property taxes. If this percentage increases over time, it may indicate overall decline in the local government's economic health. Additionally, as uncollected property taxes rise, liquidity is decreased, and there is less cash on hand to pay bills or to invest.

**Benchmarks**

According to credit industry benchmarks, uncollected property taxes of more than 5 to 8 percent would constitute a negative factor. Additionally, an increase in the rate of delinquency for two consecutive years would constitute a negative factor.

**Trend Rating**

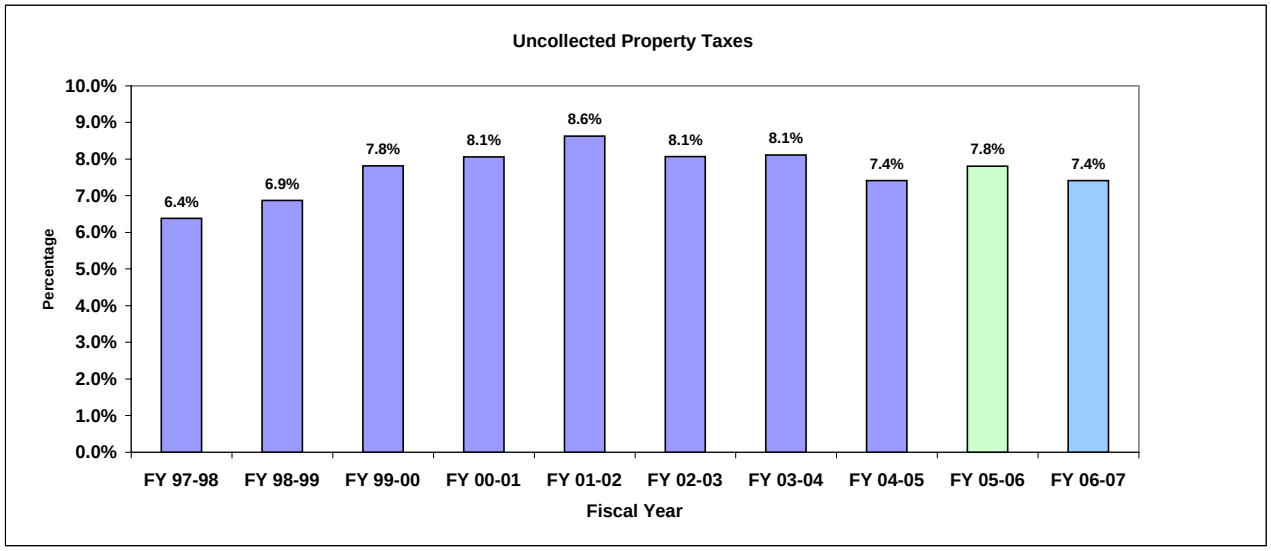
**Favorable**

Even though the property tax levy has increased over the measured periods, the uncollected property taxes has also increased. The percentage of uncollected property tax to the net tax levy has been decreasing since FY01-02. The inability to collect property tax is always concern to a city because the property tax revenue is the major source of income for the City.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Uncollected Property Taxes | 533,217 | 592,326 | 692,223 | 751,813 | 836,994 | 826,807 | 889,991 | 841,793 | 915,046 | 915,046 |
| Net Property Tax Levy | 8,346,620 | 8,617,473 | 8,852,329 | 9,326,022 | 9,702,634 | 10,240,569 | 10,968,827 | 11,352,972 | 11,717,214 | 12,338,574 |
| **Uncollected Property Taxes as a percentage of net Property Tax Levy.** | **6.4%** | **6.9%** | **7.8%** | **8.1%** | **8.6%** | **8.1%** | **8.1%** | **7.4%** | **7.8%** | **7.4%** |

**Formula:**

$$\frac{\text{Uncollected Property Taxes}}{\text{Net Property Tax Levy}}$$



# INDICATOR 8
## Recreation User Charge Coverage

**Description**

The term *user charge coverage* refers to whether fees and charges cover the entire cost of providing a service. This indicator focuses only on general fund programs (such as recreation services). If the user charges cover all of the costs, the coverage is 100 percent. If the charges only cover half the costs, the coverage is 50 percent. As coverage declines, the burden on other revenues to support the services increases. Because the typical municipal accounting system does not employ cost-accounting techniques, it is easy for inflation and other factors to erode user charge coverage without being noticed.

Revenues from user charges as a a percentage of total expenditures for related Services: Recreation Center Services

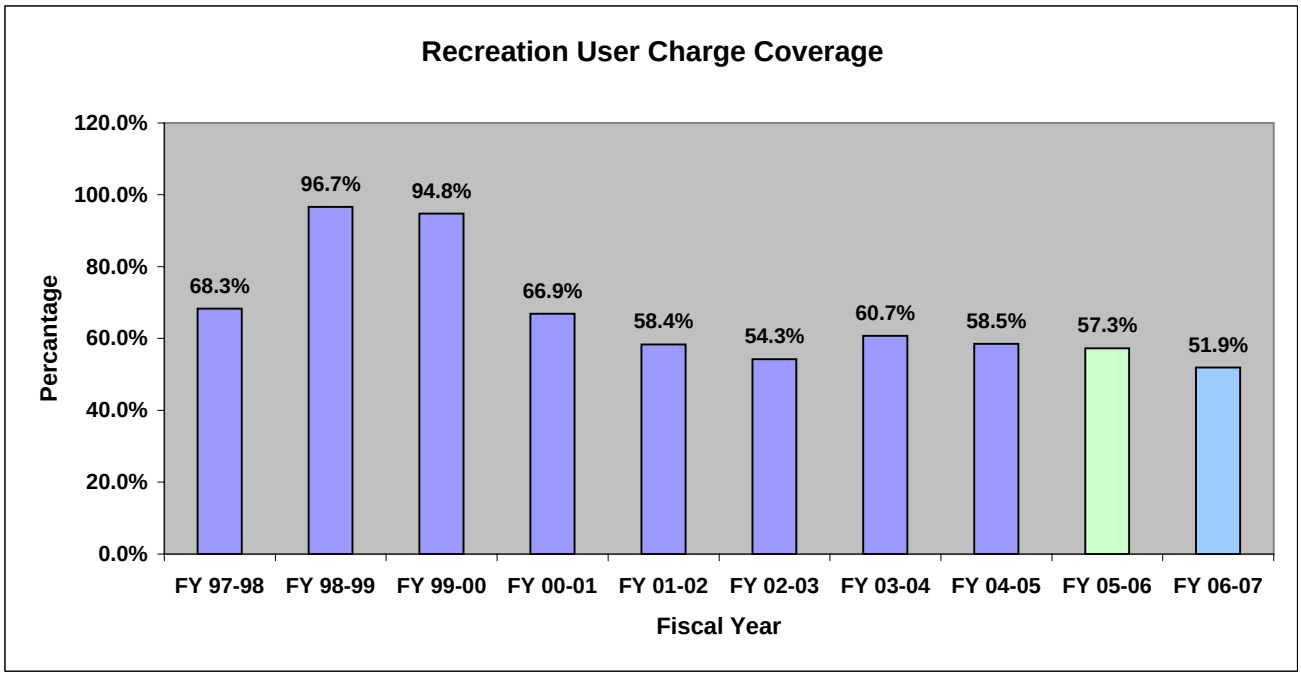
**Trend Rating**
**Warning**

The increasing expenditures to maintain this activity, and the inability to charge fees to cover 100% of these expenditures are evident. The burden of these costs must be looked at it's benefit to the community at the expense of the residents of the city.

| | Actuals | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Revenues from user charges | 76,400 | 80,058 | 120,778 | 187,048 | 166,692 | 167,658 | 178,262 | 179,180 | 179,000 | 180,000 |
| Expenditures for services for which there is a fee or user charge | 111,825 | 82,791 | 127,426 | 279,633 | 285,580 | 308,811 | 293,592 | 306,098 | 312,407 | 346,540 |
| **Revenues from User Charges as a percentage of total expenditures for related services** | **68.3%** | **96.7%** | **94.8%** | **66.9%** | **58.4%** | **54.3%** | **60.7%** | **58.5%** | **57.3%** | **51.9%** |

**Formula:**

$$\frac{\text{Revenues from user charges}}{\text{Expenditures for related services}}$$



# INDICATOR 9
## Revenue ShortFall

**Description**

This indicator examines the differences between revenue estimates and revenues actually received the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. Discrepancies may also indicate that high revenue estimates are being made to accommodate political pressures.

**Trend Rating**
**Favorable**

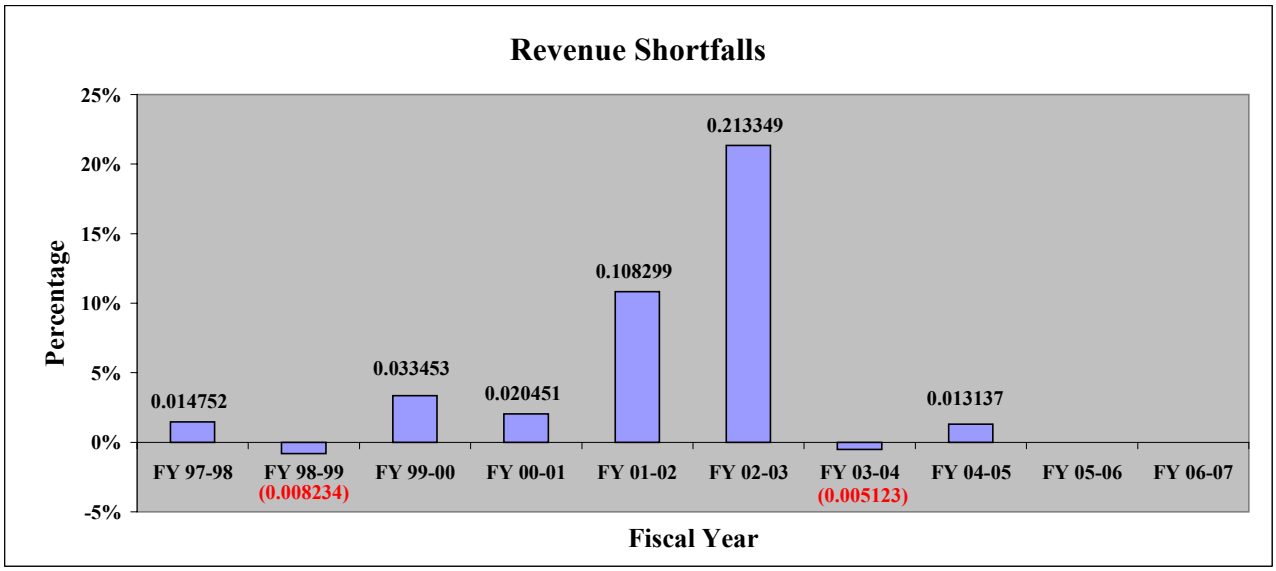
Actual net operating revenue exceeds budgeted net operating revenue in six of the eight measured years.

| | Actuals | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Actual Net Operating Revenue | 18,794,696 | 19,055,315 | 21,422,352 | 21,302,625 | 23,617,276 | 27,314,304 | 22,820,905 | 22,901,523 | | |
| Budgeted Net Operating Revenue | 18,517,428 | 19,212,225 | 20,705,720 | 20,866,961 | 21,059,549 | 21,486,819 | 22,937,818 | 22,600,655 | | |
| Revenue Shortfalls | 277,268 | (156,910) | 716,632 | 435,664 | 2,557,727 | 5,827,485 | (116,913) | 300,868 | | |
| **Revenue Short Falls as a percentage of actual net operating revenues** | **1.475%** | **-0.823%** | **3.345%** | **2.045%** | **10.830%** | **21.335%** | **-0.512%** | **1.314%** | **(A)** | **(A)** |

(A) The information is not available at this time.

**Formula:**

$$\frac{\text{Revenue Shortfalls}}{\text{Net Operating Revenue}}$$



# Expenditure Indicators
## INDICATOR 10
## Expenditures per Capita

**Description:**

Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially if spending is increasing faster than the residents' collective personal income. From a different perspective, if the increase in spending is greater than can be accounted for by inflation or the addition of new services, it may indicate declining productivity--that is, that the government is spending more real dollars to support the same level of services.

**Trend Rating**
**Warning**

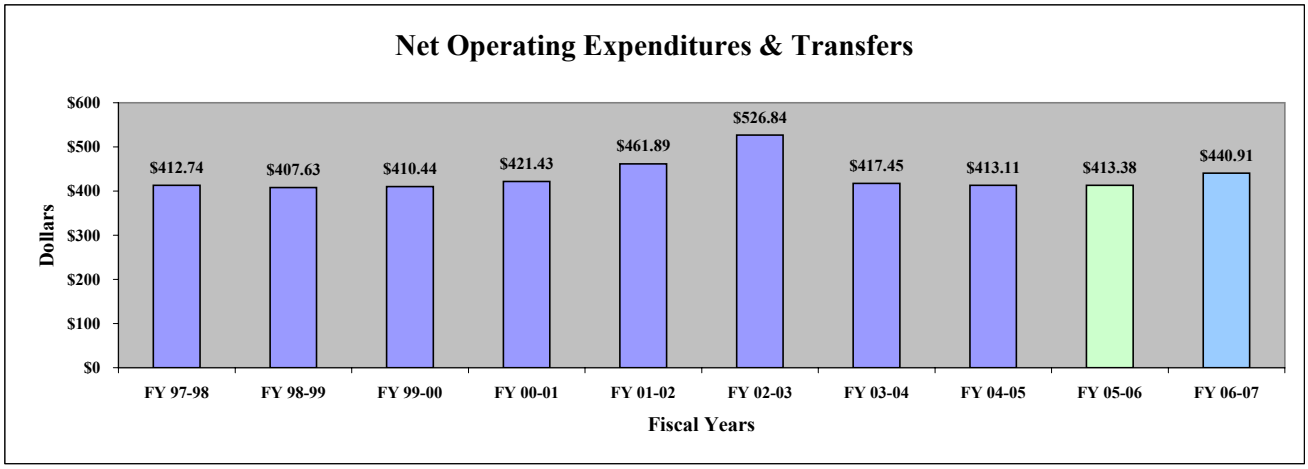
Mixed net operating expenditures per capita in constant dollars over the measured periods should be a warning but is projected to be favorable for FY06-07.

| | Actuals | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Net operating expenditures and transfers* | 18,461,970 | 18,990,318 | 20,053,699 | 21,258,373 | 23,354,716 | 27,291,614 | 21,814,599 | 23,111,786 | 24,165,956 | 26,415,200 |
| Consumer price index* | 124.6 | 128.9 | 134.6 | 139.4 | 139.7 | 142.7 | 144.9 | 152.3 | 154.6 | 154.6 |
| Constant dollar expenditures | 14,817,374 | 14,735,916 | 14,899,093 | 15,254,851 | 16,720,466 | 19,119,549 | 15,052,923 | 15,171,315 | 15,631,604 | 17,086,514 |
| Estimated population | 35,900 | 36,150 | 36,300 | 36,198 | 36,200 | 36,291 | 36,059 | 36,725 | 37,814 | 38,753 |
| Estimated households | 13,219 | 13,278 | 13,278 | 13,307 | 13,310 | 13,384 | 13,428 | 13,668 | 14,012 | 14,103 |
| **Per capita expenditures (constant dollars)** | **$ 412.74** | **$ 407.63** | **$ 410.44** | **$ 421.43** | **$ 461.89** | **$ 526.84** | **$ 417.45** | **$ 413.11** | **$ 413.38** | **$ 440.91** |
| **Per household expenditures (constant dollars)** | **$ 1,120.91** | **$ 1,109.80** | **$ 1,122.09** | **$ 1,146.38** | **$ 1,256.23** | **$ 1,428.54** | **$ 1,121.01** | **$ 1,109.99** | **$ 1,115.59** | **$ 1,211.55** |

*Base Period: 1989=100

**Formula:**

$$\frac{\text{Net operating expenditures \& transfers (constant dollars)}}{\text{Population}}$$



# INDICATOR 11
## Employees per Capita

**Description:**

Because personnel costs are a major portion of a local government's operating budget, plotting changes in the number of employees per capita is a good way to measure changes in expenditures. An increase in employees per capita might indicate that expenditures are rising faster than revenues, that the government is becoming more labor intensive, or that personnel productivity is declining.

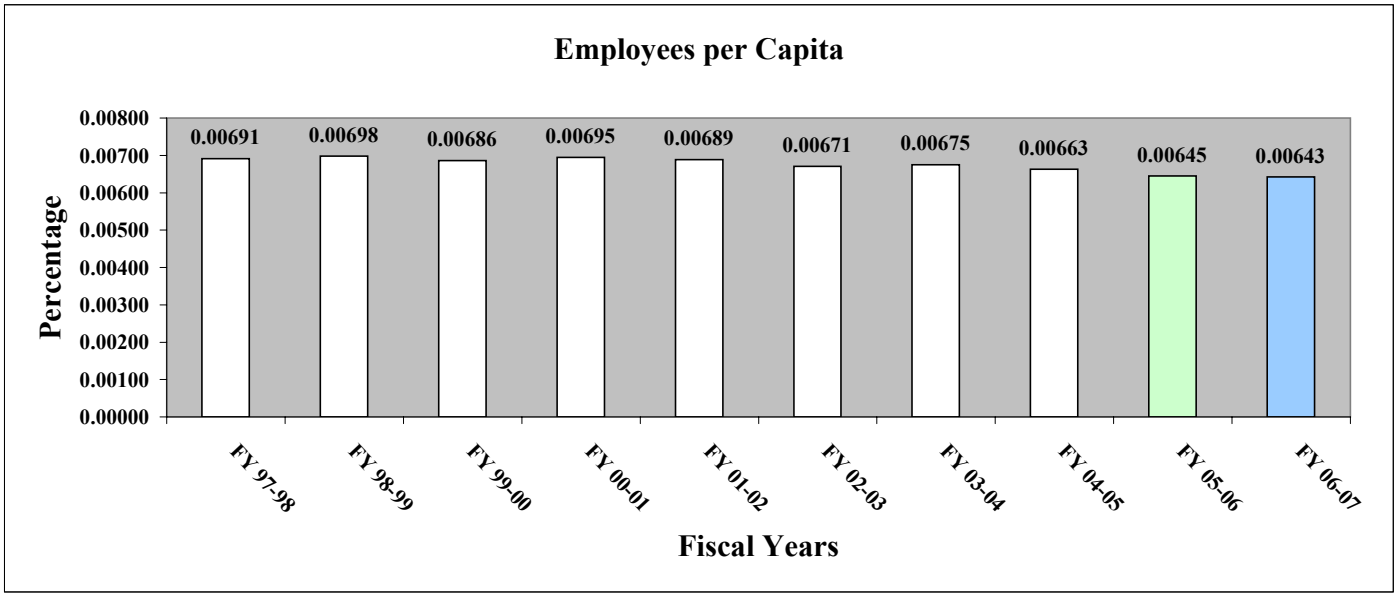
**Trend Rating**
**Favorable**

Constant number of employees per capita over the measured actual periods and budgeted periods. The increase in employees in FY06-07 is a replacement of employees that were cut from the budget in FY 02-03.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Number of Municipal Employees | 248.0 | 252.5 | 249.0 | 251.5 | 249.4 | 243.4 | 243.4 | 243.4 | 244.0 | 249.0 |
| Current population | 35,900 | 36,150 | 36,300 | 36,198 | 36,200 | 36,291 | 36,059 | 36,725 | 37,814 | 38,753 |
| **Number of Municipal Employees per capita** | **0.00691** | **0.00698** | **0.00686** | **0.00695** | **0.00689** | **0.00671** | **0.00675** | **0.00663** | **0.00645** | **0.00643** |

**Formula:**

$$\frac{\text{Number of municipal employees}}{\text{Population}}$$



# INDICATOR 12
## Fixed Costs

**Description:**

The operating expenditures of every government are composed in part of mandatory and fixed expenditures over which officials have little short-run control. These include expenditures to which the government is legally committed (such as debt service and pension benefits) as well as expenditures imposed by higher levels of government. The higher the level of fixed expenditures, the less freedom local officials have to adjust spending in response to economic change. Fixed Costs become especially important during periods of financial retrenchment, since mandatory expenditures such as debt service are usually unaffected by a reduction in service levels.

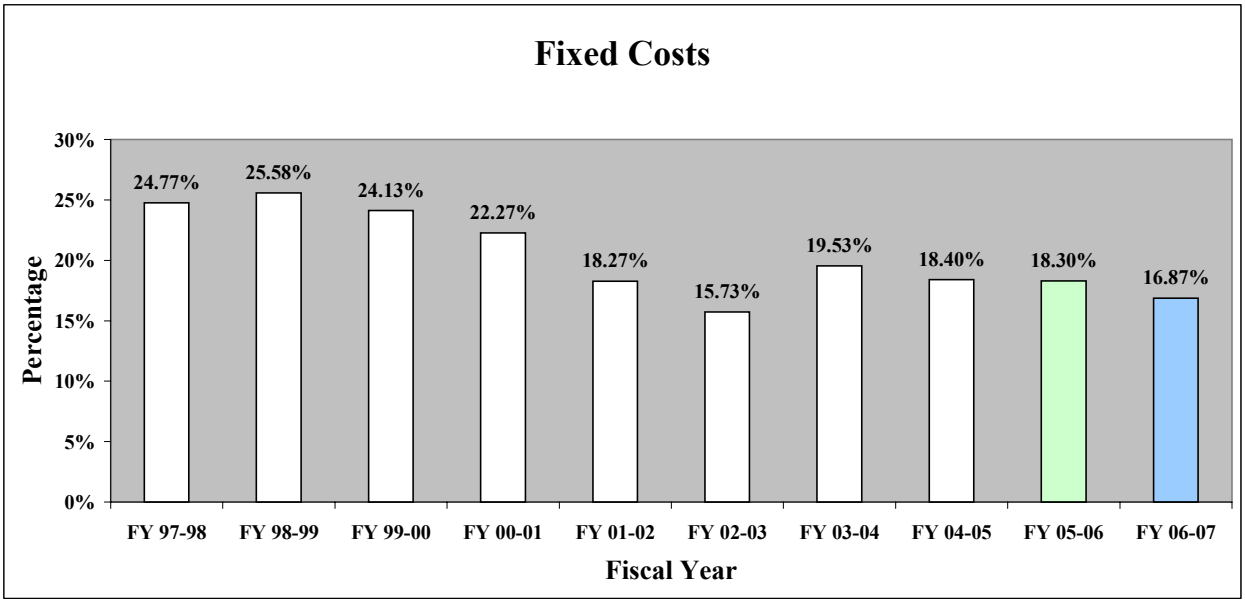
**Trend Rating**
**Favorable**

Fixed costs as a percentage of net operating expenditures decreased over more current years and the future period is favorable.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Fixed Costs | 4,572,550 | 4,857,022 | 4,839,072 | 4,735,264 | 4,267,560 | 4,291,926 | 4,261,099 | 4,252,205 | 4,421,691 | 4,456,361 |
| Net operating Expenditures ( General Fund & Debt Service) | 18,461,970 | 18,990,318 | 20,053,699 | 21,258,373 | 23,354,716 | 27,291,614 | 21,814,599 | 23,111,786 | 24,165,956 | 26,415,200 |
| **Fixed Costs as a percentage of net operating Expenditures** | **24.77%** | **25.58%** | **24.13%** | **22.27%** | **18.27%** | **15.73%** | **19.53%** | **18.40%** | **18.30%** | **16.87%** |

**Formula:**

$$\frac{\text{Fixed Costs}}{\text{Net operating Expenditures}}$$



# Indicator 13
# Fringe Benefits

**Description:**

The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, automobile allowances, disability insurance, and educational and incentive pay. Benefits represent a significant share of operating costs, often amounting to more than 30 percent of employee compensation.

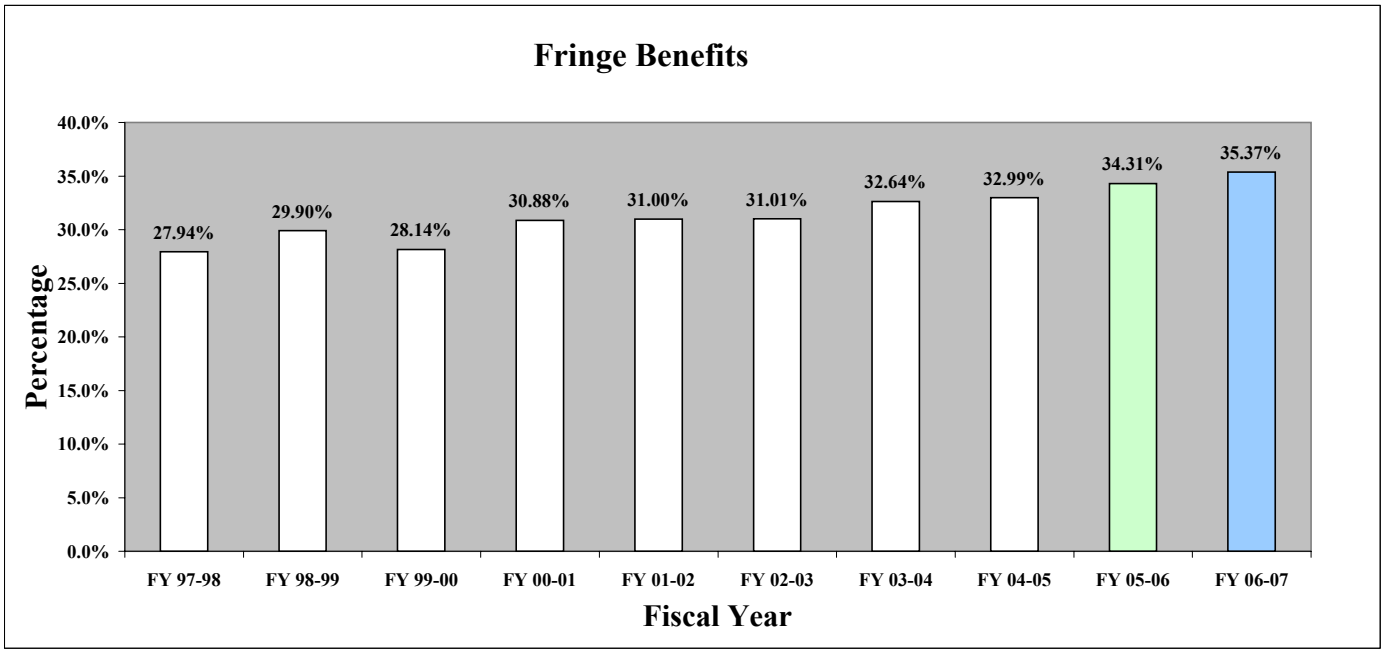
**Trend Rating**
**Warning**

Fringe benefit expenditures as a percentage of salaries and wages have increased to greater than 30% from fiscal years 2001 and is to exceed the 30% in futue budgeted periods.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Expenditures for fringe benefits | 2,343,717 | 2,524,755 | 2,530,235 | 2,906,924 | 3,052,547 | 3,178,091 | 3,329,981 | 3,506,256 | 3,734,361 | 4,140,286 |
| Salaries and wages | 8,387,275 | 8,442,671 | 8,990,490 | 9,414,741 | 9,847,935 | 10,248,783 | 10,202,264 | 10,629,802 | 10,884,531 | 11,705,882 |
| **Fringe Benefits Expenditures as a percentage of salaries and wages** | **27.94%** | **29.90%** | **28.14%** | **30.88%** | **31.00%** | **31.01%** | **32.64%** | **32.99%** | **34.31%** | **35.37%** |

**Formula:**

$$\frac{\text{Fringe Benefits Expenditures}}{\text{Salaries and wages}}$$



# Operating Position Indicators
## INDICATOR 14
## Operating Deficits

**Description:**

An operating deficit occurs when current expenditures exceed current revenues. This may not mean that the budget will be out of balance ("budget deficit"), because reserves ("fund balances") from prior years can be used to cover the difference. It does mean, however, that during the current year, the government is spending more than it is receiving. This may be caused by an emergency (such as a natural catastrophe) requiring a large immediate expenditure. Or the spending pattern may be part of a policy to use accumulated surplus fund balances. An operating deficit in any one year may not be cause for concern, but frequent and increasing deficits can indicate the current revenues are not supporting current expenditures and that serious problems may lie ahead.

**Credit industry benchmarks:**

A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably more attention and would probably be considered negative factors.

(1) - Two consecutive years of operating fund deficits
(2) - A current operating fund deficit greater than that of the previous year
(3) - An operating fund deficit in two or more of the last five years
(4) - An abnormally large deficit--more than 5 to 10 percent--in any one year.

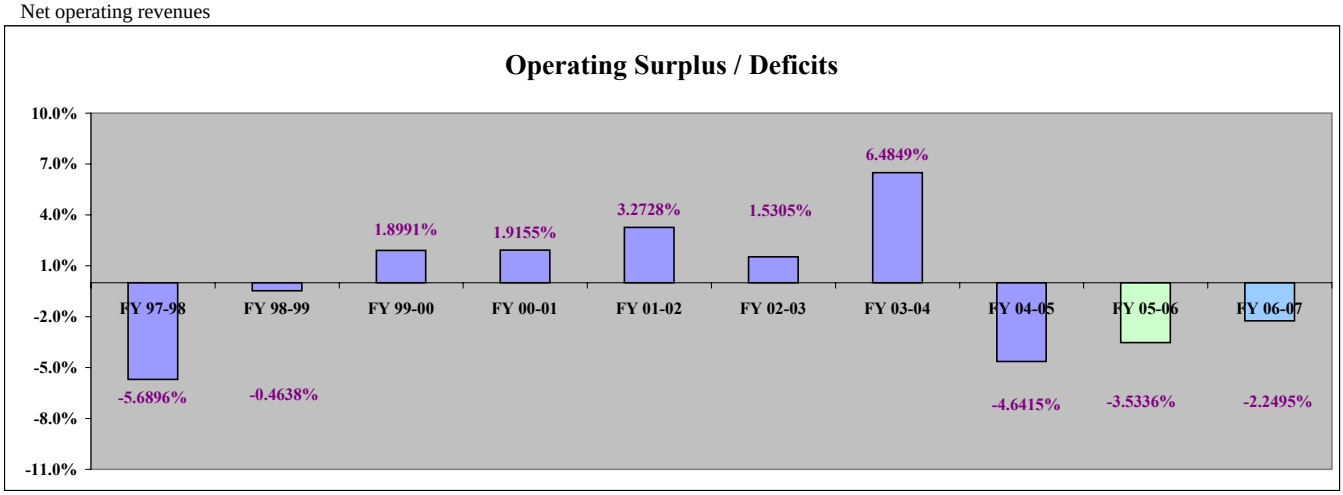
**Trend Rating**
**Mixed**

Though we have three of the four credit industry benchmarks, this is can very misleading due to the reason for the negative balances. In the past year and the future budgeted years, it has been our policy to fund several one-time expenditures with accumulated surplus fund balance rather than incurring debt.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| General fund operating deficits/surplus* | (869,234) | (72,521) | 325,872 | 348,432 | 627,361 | 296,542 | 1,244,620 | (894,303) | (742,000) | (495,051) |
| Operating revenues and transfers | 15,277,567 | 15,635,527 | 17,158,923 | 18,190,165 | 19,168,882 | 19,375,883 | 19,192,656 | 19,267,652 | 20,998,304 | 22,007,353 |
| **General fund operating deficits/surplus as a percentage of operating revenues & transfers** | **-5.68961%** | **-0.4638%** | **1.8991%** | **1.9155%** | **3.2728%** | **1.5305%** | **6.4849%** | **-4.6415%** | **-3.5336%** | **-2.2495%** |

**Formula:**

$$\frac{\text{General fund operating deficits/surplus}}{\text{Net operating revenues}}$$



# INDICATOR 15
## Enterprise Profit or Losses

**Description:**

Enterprise losses are a special and highly visible type of operating deficit because enterprise fund programs are expected to function as if they are commercially operated public entities. This means that the costs of providing good and services to the public are to be recovered through user charges. In addition, enterprise operations usually need to issue revenue bonds to finance capital improvement projects and the interest rates and covenants associated with the issuance of bonds can be significantly affected by the operating position of the enterprise.

**Trend Rating**
**Mixed**

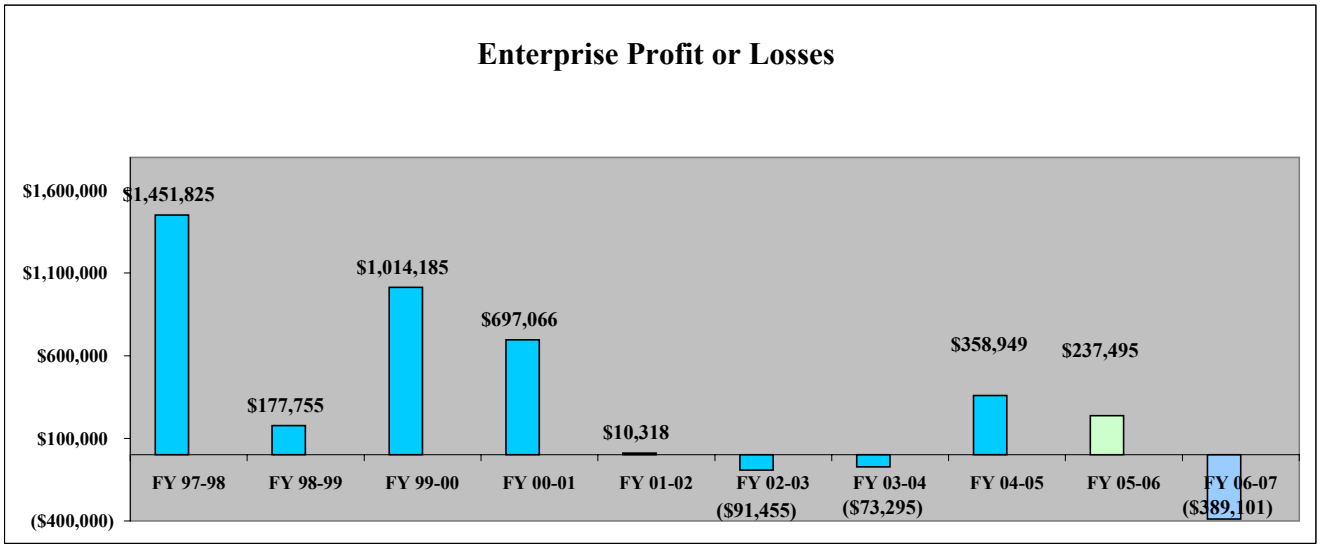
The profit ranges form $-389,101 to $1,451,825. The budgeted negative figures represent a planned reduction in order to pay for needed utility projects out accumulated surplus fund balanceof this fund.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Enterprise Operating Results (net profit or loss) | 1,808,927 | 229,074 | 1,365,060 | 971,395 | 14,412 | (130,545) | (106,219) | 546,818 | 367,159 | (601,538) |
| Constant Dollars* | 124.6 | 128.9 | 134.6 | 139.4 | 139.7 | 142.7 | 144.9 | 152.3 | 154.6 | 154.6 |
| **Enterprise Operating Results (net profit or loss) In Constant Dollars** | **$1,451,825** | **$177,755** | **$1,014,185** | **$697,066** | **$10,318** | **($91,455)** | **($73,295)** | **$358,949** | **$237,495** | **($389,101)** |

* Base Period: 1989=100

**Formula:**
Enterprise profits or losses in Constant Dollars

(A) The information is not available at this time



# INDICATOR 16
## Fund Balances

**Description**

Positive fund balances can also be thought of as reserves, although the "fund balance' entry on a local government's annual report is not always synonymous with "available for appropriation." The report may show reservations on the fund balances, such as "Reserves for Prior Year's Encumbrances." The size of a local government's fund balance can affect its ability to withstand financial emergencies. it can also affect its ability to accumulate funds for capital purchases with having to borrow. In states that allow it, jurisdictions usually try to operate each year at a small surplus to maintain positive fund balances and thus maintain adequate reserves. Regardless, an unplanned decline in fund balances may mean that the government will be unable to meet a future need.

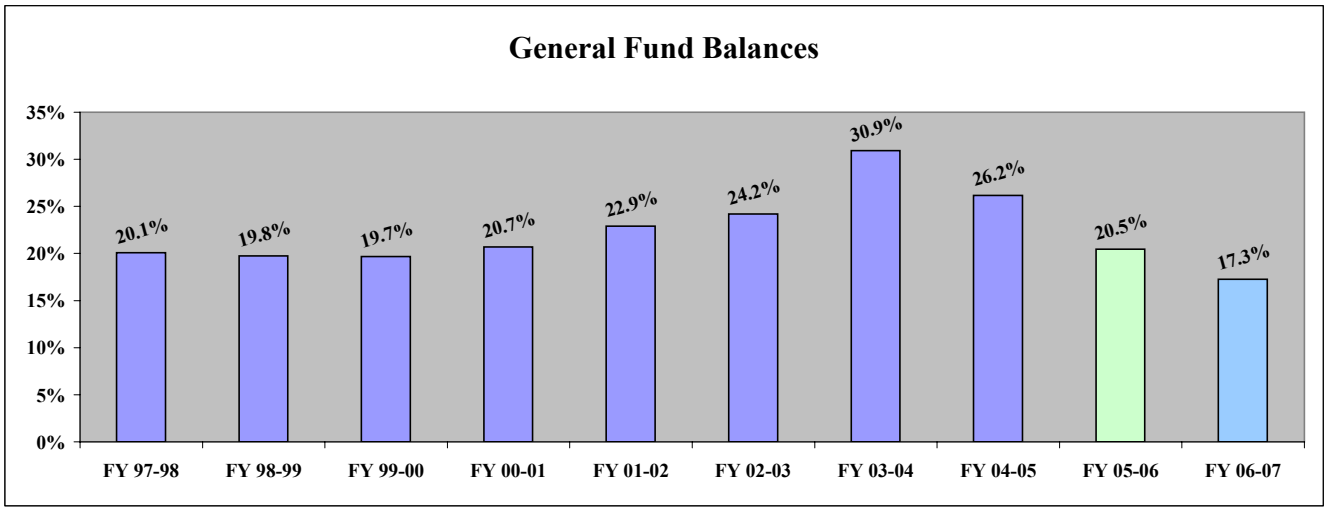
**Trend Rating**
**Favorable**

The percentage has decrease form 30.9% to 26.2% and is budgeted to drop to 20.5% in FY06 and 17.3% in FY07. It is our policy to aqccumulate funds for major fleet replacements such as fire engines, ambulances and police cars in a separate special fund specifically for this purpose rather than unreserved General Fund balance.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Unreserved General Fund balance | 3,065,860 | 3,088,913 | 3,377,193 | 3,764,752 | 4,392,113 | 4,688,655 | 5,933,275 | 5,038,972 | 4,296,972 | 3,801,921 |
| Operating revenues and transfers | 15,277,567 | 15,635,527 | 17,158,923 | 18,190,165 | 19,168,882 | 19,375,883 | 19,192,656 | 19,267,652 | 20,998,304 | 22,007,353 |
| **Unreserved fund balances as a percentage of operating revenues & transfers** | **20.1%** | **19.8%** | **19.7%** | **20.7%** | **22.9%** | **24.2%** | **30.9%** | **26.2%** | **20.5%** | **17.3%** |

**Formula:**

$$\frac{\text{Unreserved fund balances}}{\text{Net operating revenues}}$$



# INDICATOR 17
## Liquidity

**Description**

A good measure of a local government's short run financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as other assets that can be easily converted to cash, determines a government's ability to pay its short-term obligations. This is also known as liquidity, and the immediate effect of insufficient liquidity is insolvency-the inability to pay bills. Low or declining liquidity can indicate that a government has overextended itself in the long run. A cash shortage may be the first sign.

**Trend Rating**
**Favorable**

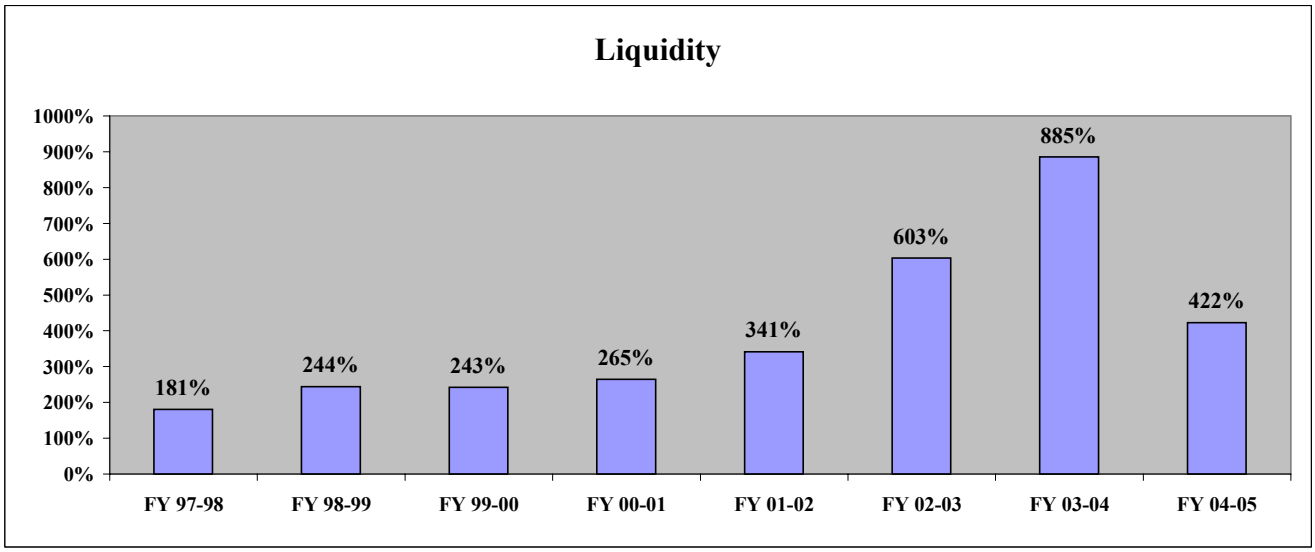
The percentage of cash and short term investments vs. current liabilities holds around 181% to 885%.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Cash & Short Term Investments | 1,674,566 | 1,433,142 | 1,747,280 | 1,916,584 | 2,822,969 | 3,192,862 | 4,459,076 | 3,137,424 | | |
| Current Liabilities | 926,500 | 586,503 | 720,188 | 723,970 | 827,856 | 529,384 | 503,696 | 742,752 | | |
| **Cash and Short term Investments as a percentage of Current Liabilities** | **181%** | **244%** | **243%** | **265%** | **341%** | **603%** | **885%** | **422%** | **(A)** | **(A)** |

**Formula:**

$$\frac{\text{Cash and Short Term Investments}}{\text{Current Liabilities}}$$

(A) The information is not available at this time



# Debt Indicators
# INDICATOR 18
# Current Liabilities

**Description**

Current liabilities are defined as the sum of all liabilities due at the end of the fiscal year, including short-term debt, all accounts payable, accrued liabilities and other current liabilities.

**Credit Industry Benchmarks**

The credit industry considers the following situations negative factors: (1) Short-term debt outstanding at the end of the year exceeding 5 percent of operating revenues( including tax anticipation notes but excluding bond anticipation notes) and (2) a two-year trend of increasing short-term debt outstanding at the end of the fiscal year ( including tax anticipation notes).

**Trend Rating**

**Favorable**

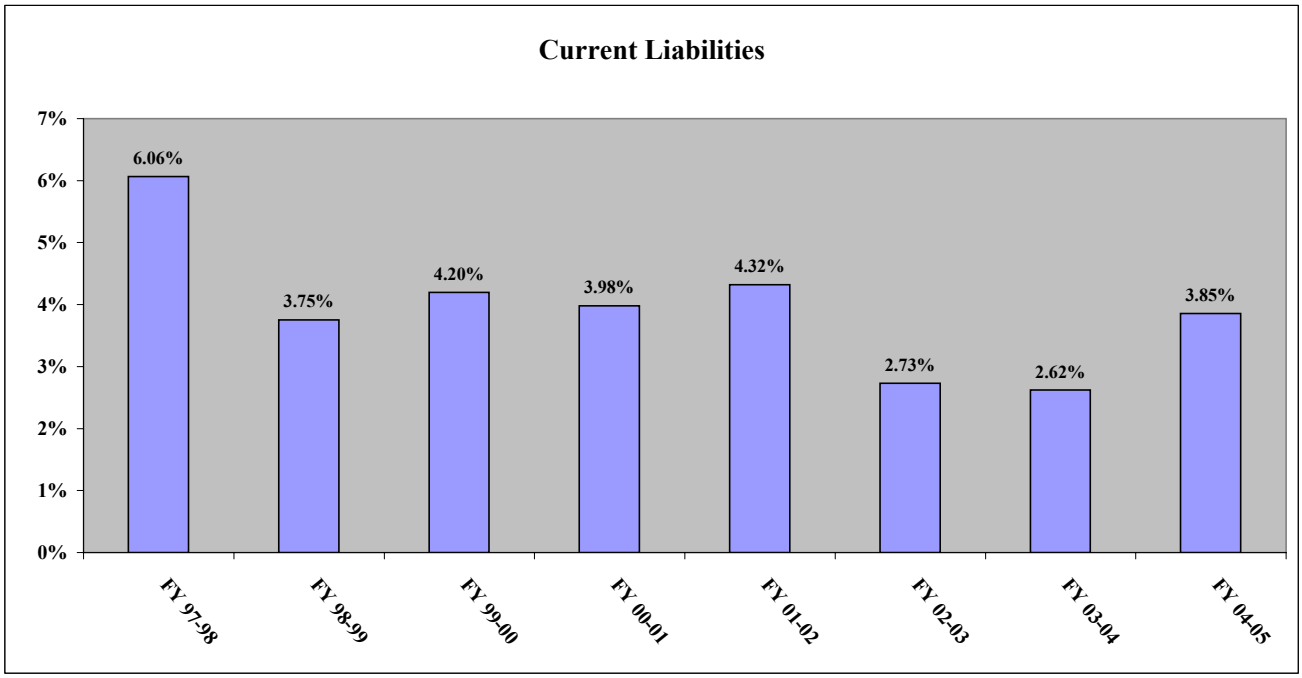
The percentage and dollar amount of current liabilities for all curent fiscal years have decreased.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Current liabilities | 926,500 | 586,503 | 720,188 | 723,970 | 827,856 | 529,384 | 503,696 | 742,752 | | |
| Operating revenues and transfers | 15,277,567 | 15,635,527 | 17,158,923 | 18,190,165 | 19,168,882 | 19,375,883 | 19,192,656 | 19,267,652 | | |
| **Current liabilities as a percentage of operating revenues and transfers** | **6.06%** | **3.75%** | **4.20%** | **3.98%** | **4.32%** | **2.73%** | **2.62%** | **3.85%** | **(A)** | **(A)** |

**Formula:**

$$\frac{\text{Current liabilities}}{\text{Net operating revenues and transfers}}$$

**(A) The information is not available at is time.**



# INDICATOR 19
## Long Term Debt

**Description**

An increase in net direct bonded as a percentage of assessed valuation can mean that the government's ability to repay is diminishing-assuming that the government depends on the property tax to pay its debts.

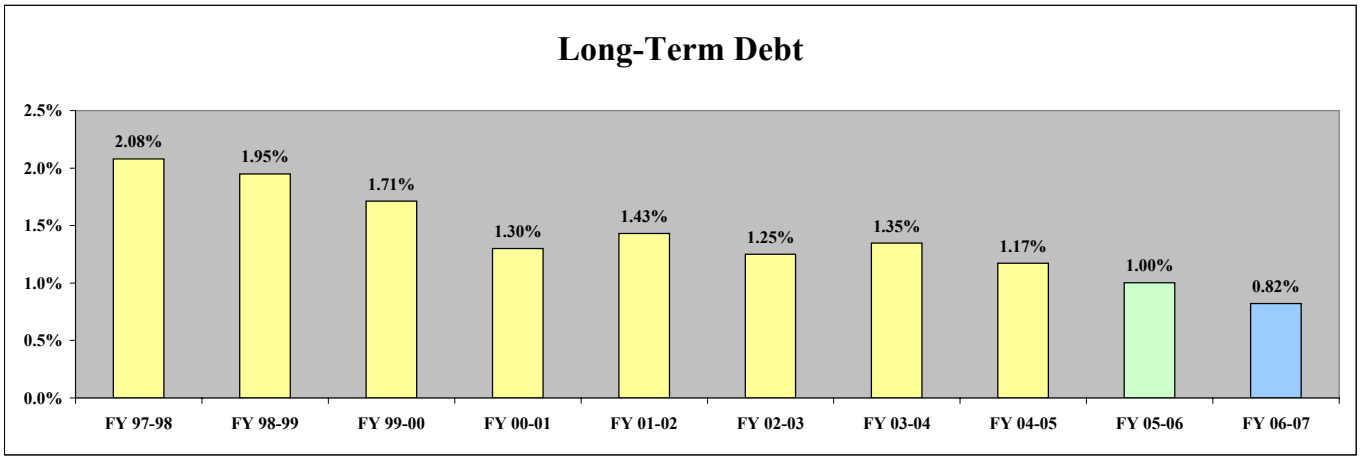
**Trend Rating**
**Favorable**

The net direct bonded long-term debt percentage has decreased over the future fiscal years.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Assessed Valuation | 1,200,204,910 | 1,232,914,844 | 1,298,897,262 | 1,351,347,664 | 1,426,262,857 | 1,527,691,815 | 1,581,193,811 | 1,632,306,845 | 1,683,962,194 | 1,772,783,644 |
| Net Direct Bonded Long-Term Debt | 24,950,914 | 24,035,914 | 22,252,779 | 17,578,842 | 20,423,270 | 19,094,605 | 21,306,519 | 19,121,519 | 16,866,519 | 14,546,519 |
| **Net Direct Bonded Long-Term Debt as a percentage of Assessed Valuation** | **2.08%** | **1.95%** | **1.71%** | **1.30%** | **1.43%** | **1.25%** | **1.35%** | **1.17%** | **1.00%** | **0.82%** |

**Formula:**

$$\frac{\text{Net Direct bonded long-term debt}}{\text{Assessed valuation}}$$



# INDICATOR 20
## Debt Service

**Description**

Debt Service is defined here as the amount of principal and interest that a local government must pay each year on net direct bonded long-term debt plus the interest it must pay on direct short term debt. Increasing debt service reduces expenditure flexibility by adding to the government's obligations. Debt service can be a major part of a governments fixed costs, and its increase may indicate excessive debt and fiscal strain.

**Credit Industry Benchmarks:**

Debt service on net direct debt exceeding 20% of operating revenues is considered a potential problem. Ten percent is considered acceptable.

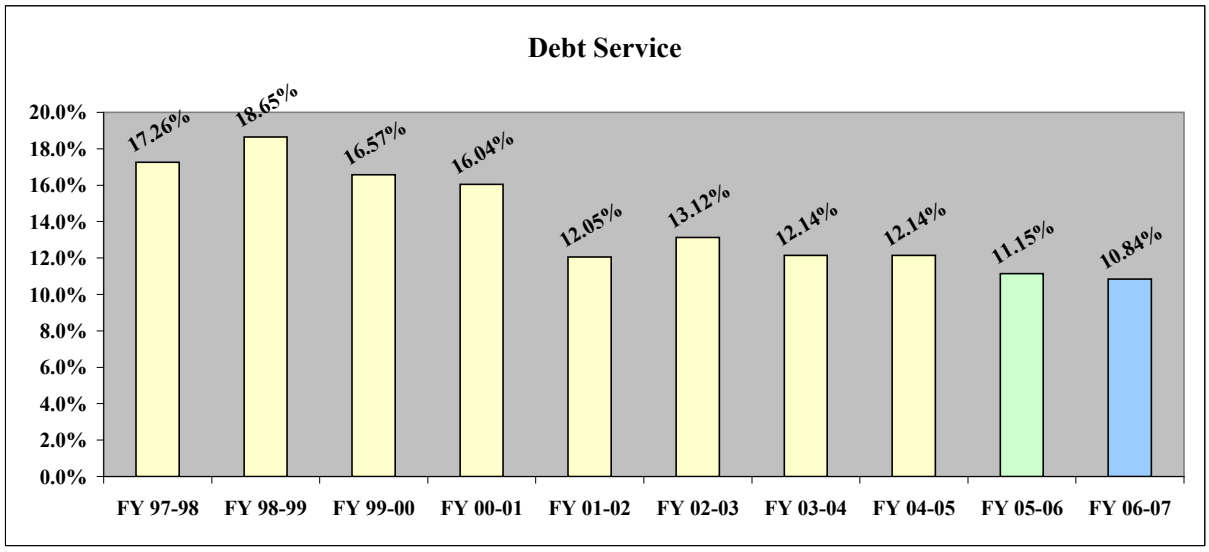
**Trend Rating**
**Favorable**

The percentage of debt service to net operating revenue is mixed but is expected to decrease through budgeted periods.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Net Direct Debt Service | 3,243,504 | 3,553,847 | 3,550,360 | 3,416,639 | 2,845,686 | 2,819,555 | 2,770,460 | 2,779,833 | 2,768,072 | 2,797,314 |
| Net Operating Revenues | 18,794,696 | 19,055,315 | 21,422,352 | 21,302,625 | 23,617,276 | 21,486,819 | 22,820,905 | 22,901,523 | 24,830,939 | 25,809,705 |
| **Net direct debt service as a percentage of net operating revenues** | **17.26%** | **18.65%** | **16.57%** | **16.04%** | **12.05%** | **13.12%** | **12.14%** | **12.14%** | **11.15%** | **10.84%** |

**Formula:**

$$\frac{\text{Net direct debt service}}{\text{Net operating revenues}}$$



# Capital Plant Indicators
## INDICATOR 22
## UNFUNDED PENSION LIABILITY

**Description**

Pension Plans can represent a significant expenditure obligation for local governments. Basically, there are two ways to fund pension plans: either when benefits need to be paid ("pay as you go"), or as benefits are accrued, in which case the money is invested in a reserve against the time when benefits will have to be paid ("full funding"). Under the pressure of balancing the annual budget, some government choose the pay-as-you-go approach. Either approach can work on a short time basis. Deferral, however, can create a problem in a future year that is more serious than the problem being avoided in the current year-if the dollars are not available in the future year to meet the pension obligations. Growth in unfunded liability for vested benefits places an increasing burden on the tax base.

**Trend Rating**
**Warning**

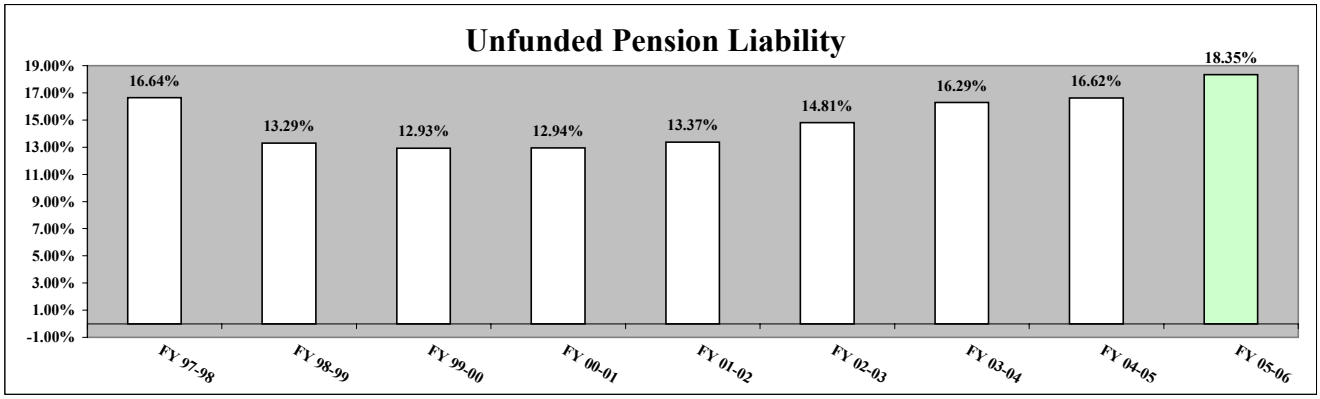
Increasing unfunded pension liability as a percentage of assessed valuation in budgeted period after decreasing in current past years.

| | Actual | | | | | | | | Budgeted | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fiscal year:** | **FY 97-98** | **FY 98-99** | **FY 99-00** | **FY 00-01** | **FY 01-02** | **FY 02-03** | **FY 03-04** | **FY 04-05** | **FY 05-06** | **FY 06-07** |
| Unfunded Pension Plan Liability (vested benefits) | 5,435,993 | 4,573,140 | 4,799,036 | 5,358,318 | 6,138,167 | 6,968,236 | 8,561,961 | 8,861,192 | 10,029,112 | |
| Assessed Valuation | 32,673,964 | 34,408,577 | 37,109,400 | 41,424,862 | 45,922,967 | 47,065,054 | 52,574,878 | 53,317,211 | 54,654,964 | |
| **Unfunded Pension Plan Liability (vested benefits) as a percentage of assessed valuation** | **16.64%** | **13.29%** | **12.93%** | **12.94%** | **13.37%** | **14.81%** | **16.29%** | **16.62%** | **18.35%** | **(A)** |

**Formula:**

$$\frac{\text{Unfunded pension Liability}}{\text{Assessed Valuation}}$$

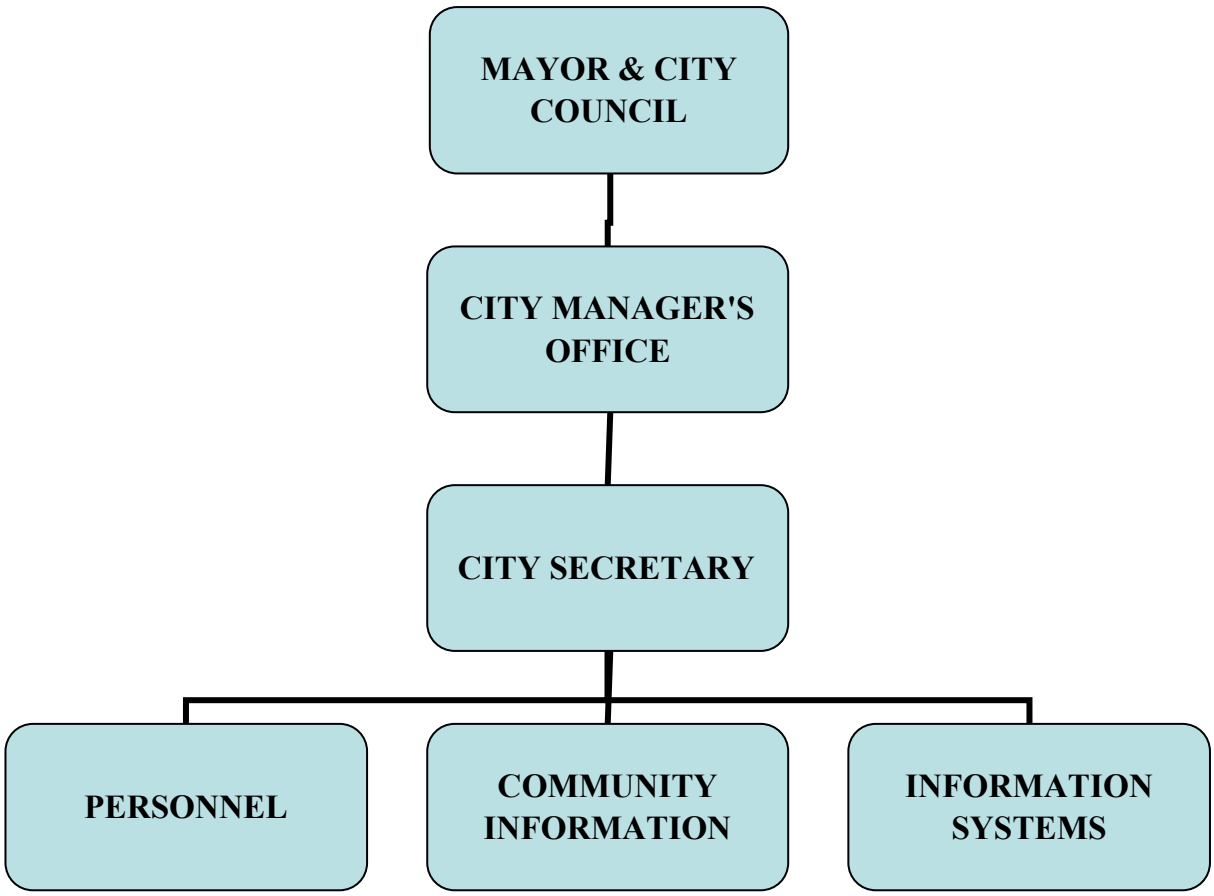
(A) The information is not available at this time



# GENERAL GOVERNMENT

# CITY OF DUNCANVILLE
# GENERAL GOVERNMENT DEPARTMENT

## ORGANIZATIONAL CHART




| GENERAL GOVERNMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| MAYOR & CITY COUNCIL | $ 193,468 | $ 186,724 | $ 201,141 | $ 222,300 |
| CITY MANAGER'S OFFICE | 257,371 | 272,818 | 281,859 | 362,012 |
| CITY SECRETARY | 139,201 | 148,363 | 148,831 | 128,626 |
| PERSONNEL | 214,210 | 238,347 | 311,776 | 262,419 |
| INFORMATION SYSTEMS | 221,300 | 243,514 | 246,557 | 334,787 |
| COMMUNITY INFORMATION | 90,541 | 91,295 | 94,134 | 91,768 |
| NON-DEPARTMENTAL | 257,255 | 438,937 | 673,238 | 572,093 |
| TOTAL | $ 1,373,346 | $ 1,619,998 | $ 1,957,536 | $ 1,974,005 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| GENERAL GOVERNMENT | MAYOR & COUNCIL |

## PROGRAM DESCRIPTION

The City of Duncanville operates under a Council-Manager form of government. The City Council consists of seven members: a Mayor and 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 & Commission members. The City Council sets policy & establishes all Ordinances.

## GOALS & OBJECTIVES

Enhance the quality of life and economic growth in Duncanville.
Create and/or enforce a reason to be in Duncanville as a business, resident or employee.
Address infrastructure needs.
Address long term financial needs.
Enhance the image & perception of Duncanville.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Mayor | 1.0 | 1.0 | 1.0 | 1.0 |
| Mayor Pro Tem | 1.0 | 1.0 | 1.0 | 1.0 |
| Councilmember | 5.0 | 5.0 | 5.0 | 5.0 |
| TOTAL | 7.0 | 7.0 | 7.0 | 7.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ - | $ - | $ - | $ - |
| SUPPLIES | 4,082 | 5,560 | 4,847 | 10,460 |
| OTHER SERVICES | 189,386 | 181,164 | 196,294 | 211,840 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 193,468 | $ 186,724 | $ 201,141 | $ 222,300 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: MAYOR & COUNCIL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Total Net Revenues Budgeted | 34,196,277 | 35,606,774 | 38,874,028 | 38,784,215 |
| Total Net Expenditures | 33,969,675 | 36,984,548 | 41,078,599 | 40,171,148 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Not Applicable | | | | |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Not Applicable | | | | |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Not Applicable | | | | |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| GENERAL GOVERNMENT | CITY MANAGER'S OFFICE |

## PROGRAM DESCRIPTION

The City Manager's Office is responsible for administering programs & policies established by the City Council. The office has the responsibility for 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. The Secretary provides clerical support for this office.

## GOALS & OBJECTIVES

Maintain employee competitive position in marketplace.
Retain & attract viable business.
Enhance employee training program..
Improve traffic safety.
Develop long-term funding strategies for Parks, Drainage & Public Works CIP.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| City Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant City Manager | - | - | - | 1.0 |
| Executive Secretary | 1.0 | 1.0 | 1.0 | - |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 246,731 | $ 263,712 | $ 269,682 | $ 349,098 |
| SUPPLIES | 35 | 120 | 144 | 120 |
| OTHER SERVICES | 10,605 | 8,986 | 12,033 | 12,794 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 257,371 | $ 272,818 | $ 281,859 | $ 362,012 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: CITY MANAGER'S OFFICE | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Total General Fund Budget | $ 21,236,828 | $ 21,397,951 | $ 22,904,866 | $ 23,622,886 |
| Full-time Employees - General Fund | 202.5 | 203.5 | 203.5 | 211.0 |
| General Obligation Debt Service | $ 2,779,833 | $ 2,768,072 | $ 2,768,072 | $ 2,792,314 |
| Total Utility Fund Budget | $ 9,444,140 | $ 11,152,716 | $ 11,839,110 | $ 11,436,185 |
| Full-time Employees - Utility Fund | 34.0 | 34.0 | 34.0 | 33.5 |
| Total Cost of City Services | $ 33,460,801 | $ 35,318,739 | $ 37,512,048 | $ 37,851,385 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| City Council Meetings, Regular, Special & Workshops | 42 | 40 | 45 | 40 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per capita cost of General Fund Services | $ 578.27 | $ 580.35 | $ 605.72 | $ 609.58 |
| Per capita cost of Utility Fund Services | $ 257.16 | $ 302.48 | $ 313.09 | $ 295.10 |
| Per capita cost of General Obligation Debt Service | $ 75.69 | $ 75.07 | $ 73.20 | $ 72.05 |
| Per capita cost of all City Services | $ 911.12 | $ 957.90 | $ 992.01 | $ 976.73 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percent of Budgeted General Fund Revenues Collected | 112.7% | 100.0% | 100.0% | 100.0% |
| Percent of Budgeted Utility Fund Revenues Collected | 88.0% | 100.0% | 100.0% | 100.0% |
| Debt Service as a Percent of General Fund Expenditures | 13.1% | 12.9% | 12.1% | 11.8% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| 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; administering municipal elections; providing support to the City Council and the City Manager's office; overseeing the personnel, community information, and information services activities; and assisting with the administration of economic development activities. 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 an 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. All work is administered and carried out by the City Secretary/Director of Administrative Services with the support of the Executive Secretary shared with the City Manager's office.

## GOALS & 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 an annual basis.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| City Secretary/Director of Administrative Services | 1.0 | 1.0 | 1.0 | - |
| City Secretary | - | - | - | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 117,265 | $ 120,744 | $ 120,608 | $ 77,976 |
| SUPPLIES | 4,921 | 4,750 | 5,766 | 25,740 |
| OTHER SERVICES | 17,015 | 22,869 | 22,457 | 24,910 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 139,201 | $ 148,363 | $ 148,831 | $ 128,626 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: CITY SECRETARY | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Council Meetings | 46 | 40 | 40 | 42 |
| Ordinances Adopted | 36 | 40 | 52 | 44 |
| Resolutions Approved | 27 | 20 | 25 | 25 |
| Elections Held | 2 | 1 | 1 | 2 |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Public Hearing Notifications Published | 22 | 25 | 22 | 22 |
| Ordinances Published | 14 | 30 | 21 | 24 |
| Ordinances Codified | 20 | 25 | 21 | 24 |
| Proclamations Prepared | 41 | 35 | 38 | 36 |
| Open Records Requests Processed | 33 | 50 | 40 | 45 |
| Animal Permits Issued | 7 | 8 | 7 | 7 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per capita cost of City Secretary services | $ 3.79 | $ 4.02 | $ 3.94 | $ 3.84 |
| Percent of Council minutes prepared in 2 working days | 100% | 100% | 99% | 100% |
| Percent of legislative history recorded & indexed in 5 working days | 100% | 100% | 100% | 100% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Quantity of records deemed eligible for destruction & destroyed | 6,270 | 6,300 | 6,600 | 6,600 |
| Percent of citizen requests resolved in 3 working days of initial request | 99% | 100% | 99% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| GENERAL GOVERNMENT | PERSONNEL |

## PROGRAM DESCRIPTION

The Personnel Services Activity provides services to all City departments in areas of recruitment, employee orientation, payroll, records maintenance, benefits monitoring, job classifications and information dissemination. 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 Personnel Director and Personnel Technician. Policy is administered by the City Manager.

## GOALS & OBJECTIVES

Monitor salary benefit expenses on a quarterly basis.
Implement employee wellness program to positively impact employee health issues.
Update the City Employee Handbook.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Personnel Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Personnel Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 175,524 | $ 181,027 | $ 180,858 | $ 193,666 |
| SUPPLIES | 1,326 | 2,054 | 1,305 | 4,146 |
| OTHER SERVICES | 37,360 | 55,266 | 129,613 | 64,607 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 214,210 | $ 238,347 | $ 311,776 | $ 262,419 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: PERSONNEL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Full-Time Employees (budgeted) | 242 | 244 | 244 | 244 |
| Job Classifications | 70 | 71 | 71 | 75 |
| Employee Turnover Rate | 7.85% | 8.20% | 11.48% | 7.38% |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Employee Turnover | 19 | 20 | 28 | 18 |
| Applications Received | 1,321 | 1,600 | 1,400 | 1,400 |
| Workers Compensation Claims | 36 | 40 | 48 | 40 |
| Payroll Related Transactions | 1,275 | 1,300 | 1,410 | 1,400 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Cost Per Employee for Personnel Services | $ 885.17 | $ 976.83 | $ 1,277.77 | $ 1,075.49 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Percent Minority/Female Applicants | 37% | 40% | 39% | 40% |
| Training Hours Provided | 96 | 120 | 210 | 120 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| GENERAL GOVERNMENT | INFORMATION SYSTEMS |

## PROGRAM DESCRIPTION

Information systems is responsible for the installation, maintenance and security of the City's local and wide area networks (LAN & WAN), computer hardware, software applications and databases of electronic records. This department handles backup and recovery of all software programs, databases and all network user's files. The Network Administrator provides technical support for all workstations and peripheral devices and maintains the NT/2000/XP/UNIX network. Provide leadership and technical direction in the implementation and administration of Data Network and Internet Systems. These systems seek to provide barrier-free access to information assets that are both internal and external to the City of Duncanville so that citizens and City employees are able to access information in a secure, convenient, timely, and efficient manner. Provide strategic planning, superior vision, technical direction and leadership as it pertains to computer, geographical telecommunication systems throughout the City, resulting in high-quality delivery of services to our citizens, and City staff.

## GOALS & OBJECTIVES

Provide technical support for workstations and network
Provide on-going maintenance of workstations, servers, and network infrastructure
Identify and propose software and hardware changes/upgrades which will increase user and network efficiency
Insure system and data integrity through the implementation of the City's security and back-up/recovery plans
Implement wireless access points in Library and Council Chambers

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Network Administrator | 1.0 | 1.0 | 1.0 | 1.0 |
| IT Analyst | - | - | - | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 94,703 | $ 97,885 | $ 97,680 | $ 157,613 |
| SUPPLIES | 40,772 | 39,251 | 35,292 | 34,545 |
| OTHER SERVICES | 85,825 | 106,378 | 113,585 | 142,629 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 221,300 | $ 243,514 | $ 246,557 | $ 334,787 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: INFORMATION SYSTEMS | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of User Accounts Supported | 244 | 244 | 239 | 239 |
| Number of Software Applications (UNIX Server) | 2 | 2 | 2 | 2 |
| Number of Software Applications (MS Servers) | 15 | 15 | 17 | 17 |
| Number of General Software Applications (Workstations) | 29 | 29 | 30 | 30 |
| Number of User Specific Software Applications (Workstations) | - | - | 53 | 53 |
| Number of Workstations | 204 | 205 | 246 | 246 |
| Number of Peripheral Devices (Printers, Routers, and Switches) | 77 | 77 | 85 | 85 |
| Number of Servers | 17 | 17 | 25 | 25 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Backups Performed | 650 | 1,040 | 780 | 520 |
| Training Classes | - | 1 | 1 | 1 |
| Application Software Install/Upgrades | 24 | 20 | 20 | 6 |
| Operating System Install/Upgrades | 24 | 31 | 31 | 1 |
| PC Install/Upgrades | 22 | 33 | 33 | 45 |
| Peripheral Devices Install/Upgrades | N/A | 43 | 43 | 19 |
| Server Install/Upgrades | N/A | 6 | 6 | 3 |
| Tech Calls Received by Email | 1,116 | 1,228 | 1,119 | 1,119 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Percentage of tech calls resolved within 24 hours | 70% | 60% | 60% | 60% |
| Percentage of tech calls resolved within 72 hours | 80% | 70% | 70% | 70% |
| Percentage of network service interruptions resolved within 4 hours | 100% | 100% | 100% | 100% |
| Percentage of critical updates applied within 30 days of release by by vendor | 25% | 25% | 100% | 100% |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Percentage of Normal Business Hours System Functional | 97% | 97% | 97% | 97% |
| Percentage of Normal Business Hours Network Functional | 99% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| GENERAL GOVERNMENT | COMMUNITY INFORMATION OFFICE |

## PROGRAM DESCRIPTION

The Community Information Office is charged with maintaining community accessibility to City government and City staff by way of public information devices and programs. The CIO maintains the City's website and radio station; develops Public Service Announcements; and edits and produces the DUNCANVILLE CHAMPION. The CIO is also responsible for maintaining ongoing and active relationships with the news media, providing news releases and acting as on-call media liaison for all City departments. The CIO assists with and coordinates the marketing of the City and the Economic Development programs. The CIO is responsible for the broadcasting of City Council meetings and is responsible for the programming of the cable government access channel. Lastly, the CIO assists other departments and officials in preparing and executing public presentations, programs and correspondence.

## GOALS & OBJECTIVES

Disseminate information to the media and public in a timely manner.
Design and produce quality publications and materials that communicate Duncanville's brand image - A Perfect Blend of Family, Community and Business.
Implement fresh web site graphic representation while managing the City's extensive web site content.
Enhance Channel 26 programming by working with police, fire and other city departments.
Develop streaming media programming beyond normal city council meetings.
Develop form mailer for web site to expand application and survey capabilities.
Work with purchasing to develop an interactive intranet for employee training.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Community Information Administrator | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 79,918 | $ 82,560 | $ 82,506 | $ 85,908 |
| SUPPLIES | 7,738 | 5,500 | 9,290 | 1,300 |
| OTHER SERVICES | 2,885 | 3,235 | 2,338 | 4,560 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 90,541 | $ 91,295 | $ 94,134 | $ 91,768 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: COMMUNITY INFORMATION OFFICE | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| School Population | 11,316 | 11,624 | 12,146 | 12,500 |
| Media Outlets | 110 | 110 | 111 | 111 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| News Releases | 175 | 300 | 136 | 250 |
| Speeches / Presentations Prepared | 2 | 3 | 4 | 2 |
| Radio Broadcasts | 52 | 52 | 40 | 52 |
| Various Applications Received Via Website | 201 | 250 | 400 | 500 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Electronic Champions delivered to homes prior to the first of each month | 100% | 100% | 100% | 100% |
| Uploading of departmental updates to the website within 24 hours | 100% | 100% | 100% | 100% |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| 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.

**GOALS & OBJECTIVES**

Not Applicable

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Not Applicable | | | | |
| TOTAL | 0.0 | 0.0 | 0.0 | 0.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 13,306 | $ 6,000 | $ 6,000 | $ - |
| SUPPLIES | 45,849 | 53,080 | 58,470 | 58,192 |
| OTHER SERVICES | 195,688 | 368,931 | 608,768 | 513,901 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | 2,412 | 10,926 | - | - |
| TOTAL | $ 257,255 | $ 438,937 | $ 673,238 | $ 572,093 |

# ACTIVITY SUMMARY

| DEPARTMENT: GENERAL GOVERNMENT | ACTIVITY: NON-DEPARTMENTAL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not Applicable | | | | |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not Applicable | | | | |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not Applicable | | | | |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not Applicable | | | | |

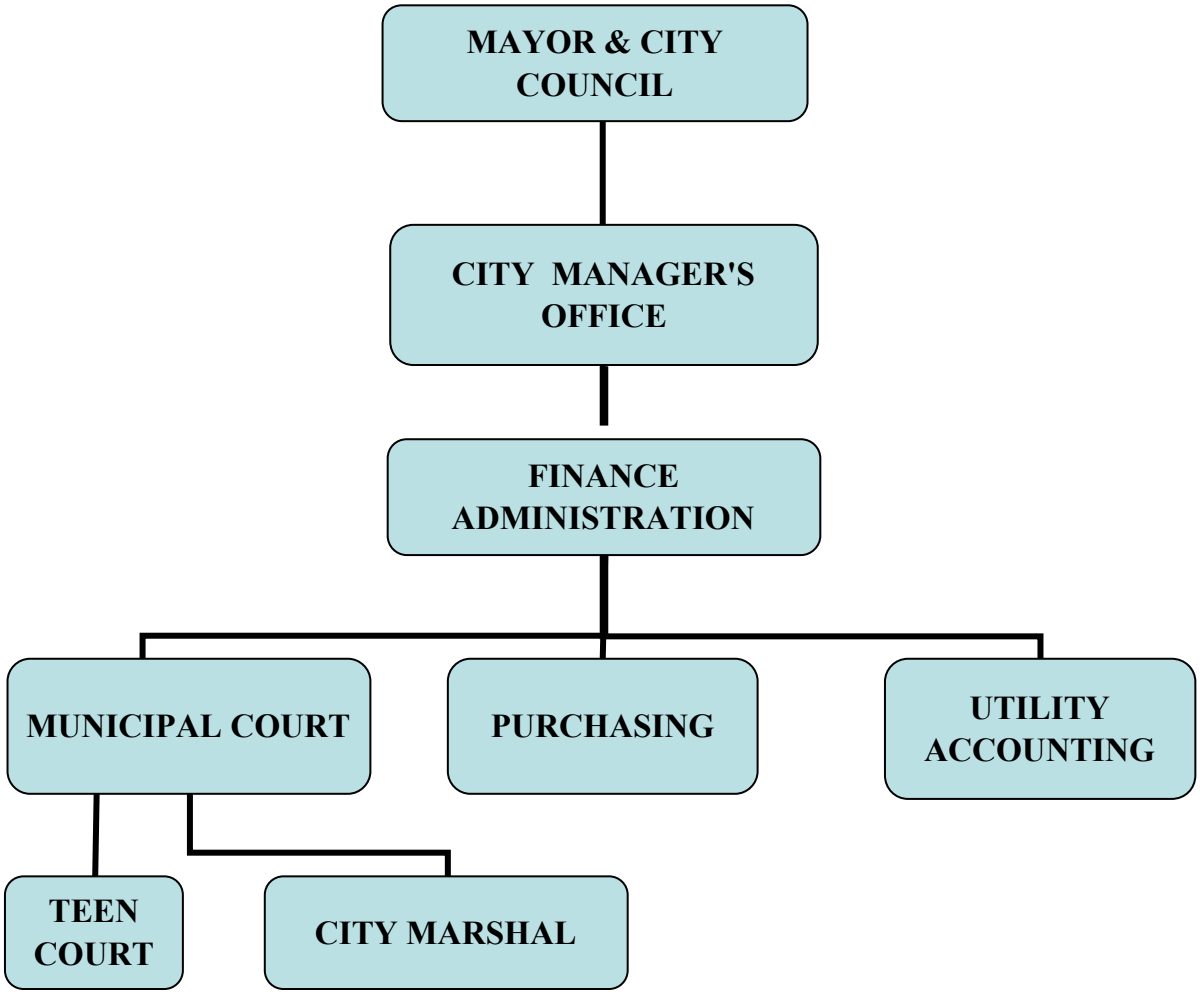
Duncanville

*City of Champions*

# FINANCE

# CITY OF DUNCANVILLE
# FINANCE DEPARTMENT

## ORGANIZATION CHART




| FINANCE | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| FINANCE ADMINISTRATION | $ 480,804 | $ 547,402 | $ 548,047 | $ 566,921 |
| MUNICIPAL COURT | 388,291 | 385,470 | 394,820 | 428,630 |
| PURCHASING | 86,220 | 89,804 | 89,761 | 93,267 |
| TEEN COURT | 51,165 | 55,237 | 54,893 | 58,038 |
| CITY MARSHAL | - | 160,450 | 132,354 | 132,307 |
| SUBTOTAL GENERAL FUND | $ 1,006,480 | $ 1,238,363 | $ 1,219,875 | $ 1,279,163 |
| UTILITY ACCOUNTING | 656,738 | 727,227 | 757,969 | 759,964 |
| TOTAL | $ 1,663,218 | $ 1,965,590 | $ 1,977,844 | $ 2,039,127 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | FINANCE ADMINISTRATION |

## PROGRAM DESCRIPTION

The Finance Administration Activity is responsible for the general supervision and management of the Accounting/Tax, Municipal Court, City Marshal, Purchasing, and Utility Accounting activities. Accounting operates a governmental accounting and budgeting system that provides financial information to both external users and internal management and is responsible for functions such as accounts payable, accounts receivable, capital budget reporting 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 & OBJECTIVES

Completion of annual audit and presentation to Council by second Council meeting in February.
Produce Comprehensive Annual Financial Report that meets GFOA award program within 150 days of fiscal year end.
Optimize investment earnings with safety and liquidity.
Provide financial information to all users in the form, frequency, and timeliness needed for management decisions.
Maintain, monitor, and safeguard the City's assets.
Maintain a process of payment frequency that will allow for early payment discounts to be taken when offered by vendors.
Continue staff, professional and technical development.
Implement infrastructure asset capitalization by FY 2007.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Finance Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant Finance Director | 1.0 | 1.0 | 1.0 | 1.0 |
| Accountant | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| Accounting Technician | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 5.0 | 5.0 | 5.0 | 5.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 390,561 | $ 405,878 | $ 405,887 | $ 429,687 |
| SUPPLIES | 6,392 | 6,614 | 8,310 | 5,422 |
| OTHER SERVICES | 83,851 | 134,910 | 133,850 | 131,812 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 480,804 | $ 547,402 | $ 548,047 | $ 566,921 |

# ACTIVITY SUMMARY

| DEPARTMENT: FINANCE | ACTIVITY: FINANCE ADMINISTRATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Total Net Revenues Budgeted | $ 32,129,526 | $ 33,686,873 | $ 32,482,938 | $ 33,686,873 |
| Total Operations Expenditures Budgeted | $ 32,211,822 | $ 35,508,891 | $ 33,928,216 | $ 35,508,891 |
| General Obligation Debt Service | $ 3,038,927 | $ 2,763,071 | $ 2,763,071 | $ 2,797,314 |
| Checking Accounts | 4 | 4 | 4 | 4 |
| City Tax Accounts | 14,300 | 14,432 | 14,400 | 14,432 |
| City Delinquent Tax Accounts | 1,850 | 1,775 | 1,790 | 1,775 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Annual Investment Activity Report | 4 | 4 | 4 | 4 |
| Quarterly operations report | 4 | 4 | 4 | 4 |
| Capital Construction Fund Status Report | 12 | 12 | 12 | 12 |
| Annual Audit Preparation | 1 | 1 | 1 | 1 |
| Accounts Payable Checks Processed | 5,492 | 6,500 | 6,100 | 6,300 |
| Timely Preparation of Daily Bank Deposits | 1,200 | 1,200 | 1,200 | 1,200 |
| Bank Statements Reconciled | 48 | 48 | 48 | 48 |
| Journal Entries Made | 1,970 | 2,150 | 2,100 | 2,150 |
| Cash Management Worksheets | 251 | 251 | 251 | 251 |
| Fixed Assets Capitalized | 95 | 125 | 125 | 125 |
| GFOA Certificate of Achievement award for CAFR | 1 | 1 | 1 | 1 |
| Official Statements | - | - | 1 | - |
| Positive pay files transmitted to bank for Accounts Payable/Payroll | 130 | 130 | 130 | 130 |
| Budget Adjustments | 170 | 250 | 200 | 220 |
| Appraisal and property tax collection costs | $ 72,661 | $ 75,304 | $ 74,032 | $ 78,000 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Operating fund interest earnings | $ 304,942 | $ 140,000 | $ 350,000 | $ 380,000 |
| Appraisal and tax collection costs per current tax account | $ 5.08 | $ 5.07 | $ 5.14 | $ 5.22 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Closing Date Targets Met | 100% | 100% | 100% | 100% |
| Check Writing Targets Met | 100% | 100% | 100% | 100% |
| Current Year Collection Rate | 98% | 98% | 98% | 98% |
| Percent of Bank Deposits Made for Same Day Business | 100% | 100% | 100% | 100% |
| Early payment discounts taken | 100% | 100% | 100% | 100% |
| Vendors paid within 30 days (Percent) | 100% | 100% | 100% | 100% |
| Audit presented to Council by second meeting in February | 1 | 1 | 1 | 1 |
| CAFR send to GFOA for certificate within 150 days of year end | 1 | 1 | 1 | 1 |
| Quarterly Management & Monthly CIP reports within 15 working days | 75% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | MUNICIPAL COURT |

## PROGRAM DESCRIPTION

The Municipal Court of Record is the judicial branch of municipal government and has jurisdiction in Class C misdemeanor cases arising under the criminal laws of the State and cases under the ordinances of the City. The Judge of the Municipal Court is responsible for all judicial functions of the court and performs various magisterial functions for the police department and code enforcement. The Court Clerk's Office is responsible for all administrative and clerical activities of the court.

## GOALS & OBJECTIVES

Provide Defendants with the timely resolution of cases while maintaining public trust.
Provide unbiased quality customer service and accurate information in an efficient and professional manner.
Increase number of cases disposed to 80%

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Court Administrator | 1.0 | 1.0 | 1.0 | 1.0 |
| Deputy Court Administrator | 1.0 | 1.0 | 1.0 | 1.0 |
| Clerk | 3.0 | 3.0 | 3.0 | 3.0 |
| Part-time Assistant Clerk | 1.0 | 1.0 | 2.0 | 2.0 |
| TOTAL | 6.0 | 6.0 | 7.0 | 7.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 216,810 | $ 226,632 | $ 226,887 | $ 256,267 |
| SUPPLIES | 5,816 | 7,425 | 8,569 | 16,591 |
| OTHER SERVICES | 165,665 | 151,413 | 159,364 | 155,772 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 388,291 | $ 385,470 | $ 394,820 | $ 428,630 |

# ACTIVITY SUMMARY

| DEPARTMENT: FINANCE | ACTIVITY: MUNICIPAL COURT | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Cases Filed | 9,748 | 15,000 | 12,500 | 15,000 |
| Cash Escrow Deposits Other Cities | $ 44,623 | $ 60,000 | $ 100,000 | $ 100,000 |
| Cash Escrow Deposits Duncanville | $ 180,776 | $ 175,000 | $ 150,000 | $ 150,000 |
| County/Felony Complaints | 733 | 850 | 800 | 800 |
| Magistrate Warnings | 474 | 700 | 600 | 600 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Fines Paid & Bond Forfeitures | 4,276 | 6,000 | 4,500 | 6,000 |
| Dismissals- Insurance | 529 | 750 | 750 | 1,000 |
| Dismissals- Deferred Disposition | 744 | 1,500 | 600 | 800 |
| Dismissals- Driving Safety Course | 129 | 500 | 200 | 250 |
| Dismissals- Other | 1,871 | 1,500 | 800 | 1,000 |
| Dismissals- Compliance | 371 | 750 | 500 | 650 |
| Trials & Appearance by Judge | 2,637 | 4,000 | 2,500 | 2,000 |
| Jury Trials | 9 | 12 | 25 | 20 |
| Appeals | 370 | 12 | 250 | - |
| Warrants Cleared | 6,627 | 7,500 | 6,000 | 8,000 |
| Warrants Issued | 8,213 | 10,000 | 5,000 | 6,500 |
| Total Funds Collected | $ 979,274 | $ 1,500,000 | $ 1,250,000 | $ 1,750,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Costs Per Case Filed | $ 39.83 | $ 25.77 | $ 31.59 | $ 28.58 |
| Average Revenue Per Case Filed | $ 100.46 | $ 100.00 | $ 100.00 | $ 116.67 |
| Average Net to City | $ 60.63 | $ 74.23 | $ 68.41 | $ 88.09 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percent of Cases Disposed | 81% | 73% | 59% | 65% |
| Percent of Warrants Cleared | 81% | 75% | 120% | 81% |
| Percent of Trials and Appearances | 27% | 27% | 20% | 13% |
| Percent of Appeals | 4% | 0% | 2% | 0% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | PURCHASING |

## PROGRAM DESCRIPTION

The Purchasing Activity develops policies, programs and procedures for the acquisition of goods and services in accordance with municipal and statutory law. The Purchasing staff coordinates the purchase of like items between the various City departments in an effort to take advantage of volume pricing. This activity also prepares and tabulates bids; solicits and receives quotes; processes requisitions, purchase orders, and request for bids; establishes annual contracts, and administers Citywide PCard and Travel card programs. 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.

## GOALS & OBJECTIVES

Coordinate and process the purchase of goods, materials and services necessary for City operations in an efficient and economical manner.
Consolidate department purchases to obtain volume discounts through annual contracts.
Utilize DemandStar for 95% of quotations and 100% of Bid Notices.
Increase the participation in co-op contracts with other entities.
Provide purchasing education training to new employees within 30 days of employment.
Continue purchasing education training program.
Test, train, and roll-out departmental level electronic requisitioning.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Purchasing Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 85,030 | $ 88,038 | $ 88,042 | $ 91,715 |
| SUPPLIES | 821 | 893 | 946 | 679 |
| OTHER SERVICES | 369 | 873 | 773 | 873 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 86,220 | $ 89,804 | $ 89,761 | $ 93,267 |

# ACTIVITY SUMMARY

**DEPARTMENT:** FINANCE
**ACTIVITY:** PURCHASING

| ACTIVITY DEMAND | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Amount of Total City Budget Subject to Purchasing | $9,378,084 | $6,917,049 | $7,118,935 | $6,917,049 |
| General Fund Capital Improvement Program | $2,223,982 | $2,666,175 | $1,272,060 | $2,666,175 |
| Utility Capital Improvement Program | $1,188,257 | $1,228,650 | $862,403 | $1,228,650 |

| ACTIVITY WORKLOAD | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Telephone Quotations Solicited | 57 | 65 | 20 | 20 |
| Written & Faxed Quotations Requests Processed ($2,000 to $4,999) | 65 | 40 | 58 | 58 |
| Specs Drafted and Quotes Received ($5,000 to $25,000) | 43 | 20 | 30 | 30 |
| Specs Drafted and Bids Received ($25,000 +) | 16 | 12 | 12 | 12 |
| Purchase Orders Processed | 181 | 137 | 120 | 120 |
| Blanket Purchase Orders Processed | 80 | 45 | 157 | 45 |
| Change Orders Processed | 31 | 20 | 20 | 20 |
| Quotations using DemandStar | 1 | 10 | 10 | 10 |

| EFFICIENCY MEASURES | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Cost per Purchase Order Processed | $ 9 | $ 9 | $ 9 | $ 9 |
| Average Dollar Value per Purchase Order Issued | $ 3,332 | $ 8,000 | $ 8,000 | $ 8,000 |
| Average State Contract Purchase Order | $ 12,069 | $ 10,000 | $ 12,000 | $ 12,000 |
| Average Annual Contract | $ 36,654 | $ 40,000 | $ 40,000 | $ 40,000 |
| Average Cooperative Purchase | $ 50,122 | $ 30,000 | $ 68,000 | $ 68,000 |

| EFFECTIVENESS MEASURES | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Requisition to Purchase Order Processed ($1,000 to $3,000) | 63 | 15 | 25 | 15 |
| Requisition to Purchase Order Processed ($3000 to $25,000) | 140 | 110 | 110 | 110 |
| Requisition to Bid Process ($25,000 +) | 16 | 12 | 12 | 12 |
| State Contract Purchases | 26 | 20 | 10 | 10 |
| Annual Contracts | 44 | 40 | 40 | 40 |
| Cooperative Purchases | 42 | 40 | 40 | 40 |
| Number of Employees Receiving Purchasing Education Training | 20 | 140 | 140 | 140 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | TEEN COURT |

## PROGRAM DESCRIPTION

Teen Court gives teen volunteers (those who choose to be attorneys, clerks, bailiffs and jurors) the opportunity to experience the legal system firsthand on a continuing basis and possibly influence career choices. Teen Court gives interested teens the opportunity to receive recognition and find a new level of success in an activity that is not based on academics, but on character traits of responsibility, dependability, honesty, and cooperation.. 'Teen Court helps erase a first mistake. Teen Court is a privilege, not a right. Teens sometimes wish they could "do over" again and erase their mistake. It is a Reset button for life. Community Service through Teen Court provides a way to re-pay the community for a first mistake. Teens choose to be bitter or better--Teen Court can make them better. Teen Court is a voluntary program which assists teenage offenders in assuming responsibility for their behavior through involvement in the judicial process and work in the community. By bringing the teens before a jury of their peers, which sentences them to constructive service in an agency of their choice, this program seeks to deter teens from future unlawful practices, while providing direct experience in the judiciary system and an understanding of their roles in society. Additionally, the community reciprocally benefits from these youths' involvement in their programs. Each individual's self-worth will be maintained by respectful treatment and confidentiality.

## GOALS & OBJECTIVES

Hold juvenile offenders responsible for their behavior and help them stay out of trouble.

Establish positive relationships between the community and its youth, increasepositive attitudes toward others when paired with opportunities for civic experience to increase civic behaviors.

Educate the participants about the judicial system.

Develop skills in areas of problem solving abilities (critical & strategic thinking) and an understanding of the concept of actions having consequences. Critical thinking the development of cohesive & logical reasoning paterns. Strategic thinking-the ability to think about an issue in the past, present and future and evaluate the information critically, cohesively and creatively.

Promote feelings of self esteem, motivation for self improvement, and development of healthy attitudes toward authority.

Provide a vehicle for students interested in careers in law enforcement, law and legal services, such as court reporting to participate in the legal process.

Provide teenage defendants with a positive experience in the judicial system.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Teen Court Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 47,594 | $ 49,764 | $ 49,529 | $ 52,193 |
| SUPPLIES | 1,888 | 3,067 | 3,038 | 3,091 |
| OTHER SERVICES | 1,683 | 2,406 | 2,326 | 2,754 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 51,165 | $ 55,237 | $ 54,893 | $ 58,038 |

# ACTIVITY SUMMARY

| DEPARTMENT: FINANCE | ACTIVITY: TEEN COURT | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Teen Court Defendants | 129 | 111 | 99 | 100 |
| Teen Court Board Meetings | 5 | 5 | 5 | 5 |
| Training for Volunteers | 3 | 3 | 3 | 3 |
| Teen Bar Assn. Meeting | 4 | 4 | 4 | 4 |
| Juvenile Cases handled by Municipal Court | 507 | 500 | 492 | 500 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Total Teen Defendants | 109 | 111 | 99 | 100 |
| Teen Court Jury Trials | 102 | 100 | 84 | 100 |
| Under 13 Program Visitors | 7 | 11 | 15 | 11 |
| Teen Court Cases | 169 | 138 | 117 | 120 |
| Cases Dismissed / Completed | 134 | 100 | 90 | 95 |
| Remanded to Municipal Court | 42 | 11 | 27 | 30 |
| Community Service Hours Sentenced | 4,488 | 4,000 | 4,000 | 4,000 |
| Community Service Hours Completed | 3,645 | 3,500 | 3,500 | 3,500 |
| Community Service Sites | 43 | 41 | 41 | 41 |
| Number of Teen Volunteers | 331 | 381 | 330 | 330 |
| Number of Adult Volunteers | 23 | 24 | 23 | 23 |
| Volunteer Hours | 3,561 | 4,000 | 3,500 | 3,500 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Benefit to Community from defendants | $ 65,756 | $ 63,910 | $ 61,425 | $ 64,890 |
| Volunteer Benefit to Community | $ 64,240 | $ 73,040 | $ 61,425 | $ 64,890 |
| Volunteer Hourly Rate (Per US Bureau of Labor Statistics) | $ 18.04 | $ 18.26 | $ 17.55 | $ 18.54 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Teen Court (defendant's) Completion's | 75% | 90% | 92% | 90% |
| Percentage of Teens receiving Teen Court over other Alternatives | 25% | 15% | 20% | 20% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | CITY MARSHAL |

## PROGRAM DESCRIPTION

The City Marshals have the responsibility to execute misdemeanor warrants, serve legal process and perform duties as Bailiff of the Duncanville Municipal Court.

## GOALS & OBJECTIVES

Develop a Policy & Procedure Manual for the City Marshal's Office.
Develop a Job Description and Expectations for Officers.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| City Marshal | - | 2.0 | 2.0 | 2.0 |
| TOTAL | 0.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ - | $ 110,912 | $ 83,014 | $ 123,192 |
| SUPPLIES | - | 7,542 | 12,008 | 5,705 |
| OTHER SERVICES | - | 11,196 | 7,042 | 3,410 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | 30,800 | 30,290 | - |
| TOTAL | $ - | $ 160,450 | $ 132,354 | $ 132,307 |

# ACTIVITY SUMMARY

| DEPARTMENT: FINANCE | ACTIVITY: CITY MARSHAL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Warrants Served | - | 1,000 | 2,000 | 2,000 |
| Court Processes Served | - | 2,000 | 2,500 | 2,500 |
| Court Dockets (Bailiff) | - | 60 | 60 | 60 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Letters Mailed | - | 9,000 | 3,000 | 6,000 |
| Phone Calls | - | 6,000 | 12,000 | 14,000 |
| Door Tags | - | 5,000 | 500 | 500 |
| Fines Paid | - | 650 | 950 | 950 |
| Bonds Posted | - | 250 | 800 | 800 |
| Time Served | - | 100 | 250 | 250 |
| Total State & Local Funds Collected | - | $ 234,000 | 250,000 | $ 360,000 |
| Total Local Fines Collected | - | $ 180,000 | 175,000 | $ 252,000 |
| Total State Costs Collected | - | $ 54,000 | 75,000 | $ 108,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Cost per Warrant Served | - | $ 54 | $ 38 | $ 54 |
| Average Revenue per Warrant Served | - | $ 234 | $ 125 | $ 180 |
| Average Net to City per Warrant Served | - | $ 180 | $ 88 | $ 126 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percent of Warrants Cleared by Payment | - | 90% | 87.50% | 87.50% |
| Percent of Warrants Cleared by Jail Credit | - | 10% | 12.50% | 12.50% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FINANCE | UTILITY ACCOUNTING |

## PROGRAM DESCRIPTION

The Utility Accounting Activity performs the various tasks required to successfully prepare and process weekly utility bills and collect related water, wastewater, sanitation, and drainage fees. This activity is responsible for timely meter readings of all city water meters as well as proper registration of these meters; processing service orders to connect and disconnect utility customers; processing and collecting payments for returned checks, bad debts, deposits, and other daily transactions; assisting internal and external customers with timely reports and other customer service requests, as well as managing all utility billing / collections related databases and software. It is also the responsibility of this department to communicate as well as educate customers in the performance of water conservation and safety.

## GOALS & OBJECTIVES

Insure that customers are dealt with in a timely and professional manner that is in a reflection of the city.
Recover revenues that may otherwise be lost through a more stringent collections program (ongoing).
Insure maintenance change-out program remains fully functional and objectives are met on a timely basis.
Continue to establish departmental procedures and training criteria for end users of the utility databases, hardware, equipment, network software, as well as the department's CIS software.
Continue to support other departments within the city as needed.
Apply Banner CIS upgrades as required by our maintenance contract.
Formulate and test Banner CIS customer web access software for customer viewing of accounts via the internet.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Utility Accounting Manager | 1.0 | 1.0 | 1.0 | 1.0 |
| Utility Billing Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| Clerk | 3.0 | 3.0 | 3.0 | 3.0 |
| Utility Billing Field Operations Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Crew Leader | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker | 1.0 | 1.0 | 1.0 | 1.0 |
| Meter Reader | 2.0 | 2.0 | 2.0 | 2.0 |
| TOTAL | 10.0 | 10.0 | 10.0 | 10.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 500,363 | $ 515,794 | $ 516,222 | $ 536,182 |
| SUPPLIES | 62,496 | 90,943 | 91,404 | 73,088 |
| OTHER SERVICES | 69,260 | 90,530 | 120,383 | 116,381 |
| MAINTENANCE | 4,234 | 4,000 | 4,000 | 4,000 |
| CAPITAL | 20,385 | 25,960 | 25,960 | 30,313 |
| TOTAL | $ 656,738 | $ 727,227 | $ 757,969 | $ 759,964 |

# ACTIVITY SUMMARY

| DEPARTMENT: FINANCE | ACTIVITY: UTILITY ACCOUNTING | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Water Customers (Annual Average) | 12,004 | 12,300 | 12,105 | 12,200 |
| Number of Sewer Customers (Annual Average) | 10,803 | 11,100 | 10,865 | 11,000 |
| Number of Garbage Customers (Annual Average): | | | | |
| Residential (Curbside) | 8,685 | 8,950 | 8,664 | 8,700 |
| Residential (Alley) | 2,006 | 2,020 | 2,005 | 2,025 |
| Commercial | 175 | 185 | 172 | 185 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Bills Processed | 154,235 | 165,600 | 152,000 | 160,000 |
| Service Orders Processed | 9,451 | 9,800 | 9,672 | 9,900 |
| Corrected bills | 72 | 90 | 80 | 80 |
| Services cut off for Non-Pay | 5,937 | 6,600 | 5,500 | 5,600 |
| Returned Checks Processed | 269 | 375 | 325 | 330 |
| Re-reads Processed: | | | | |
| Customer Requested | 475 | 700 | 275 | 300 |
| City Requested | 153 | 200 | 175 | 250 |
| Telephone Contacts | 38,978 | 40,000 | 39,190 | 40,000 |
| Meter Change-Outs | 1,000 | 916 | 1,000 | 1,000 |
| Delinquency Letters Processed | 37,856 | 48,500 | 40,000 | 42,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost (per service(s) provided) on Account | #REF! | #REF! | #REF! | #REF! |
| Cost per Bill Processed | $ 3.43 | $ 4.30 | $ 4.69 | $ 4.06 |
| Cost per Cut off for Non-Pay | $ 20.12 | $ 24.20 | $ 30.43 | $ 24.91 |
| Cost per Reread | $ 151.08 | $ 141.38 | $ 283.45 | $ 138.99 |
| Cost per Returned Check | $ 32.19 | $ 29.02 | $ 33.51 | $ 28.95 |
| Cost per Meter Changeout | $ 66.03 | $ 94.08 | $ 90.19 | $ 97.30 |
| Cost per Delinquent Letter Processed | $ 1.36 | $ 1.39 | $ 1.76 | $ 1.45 |

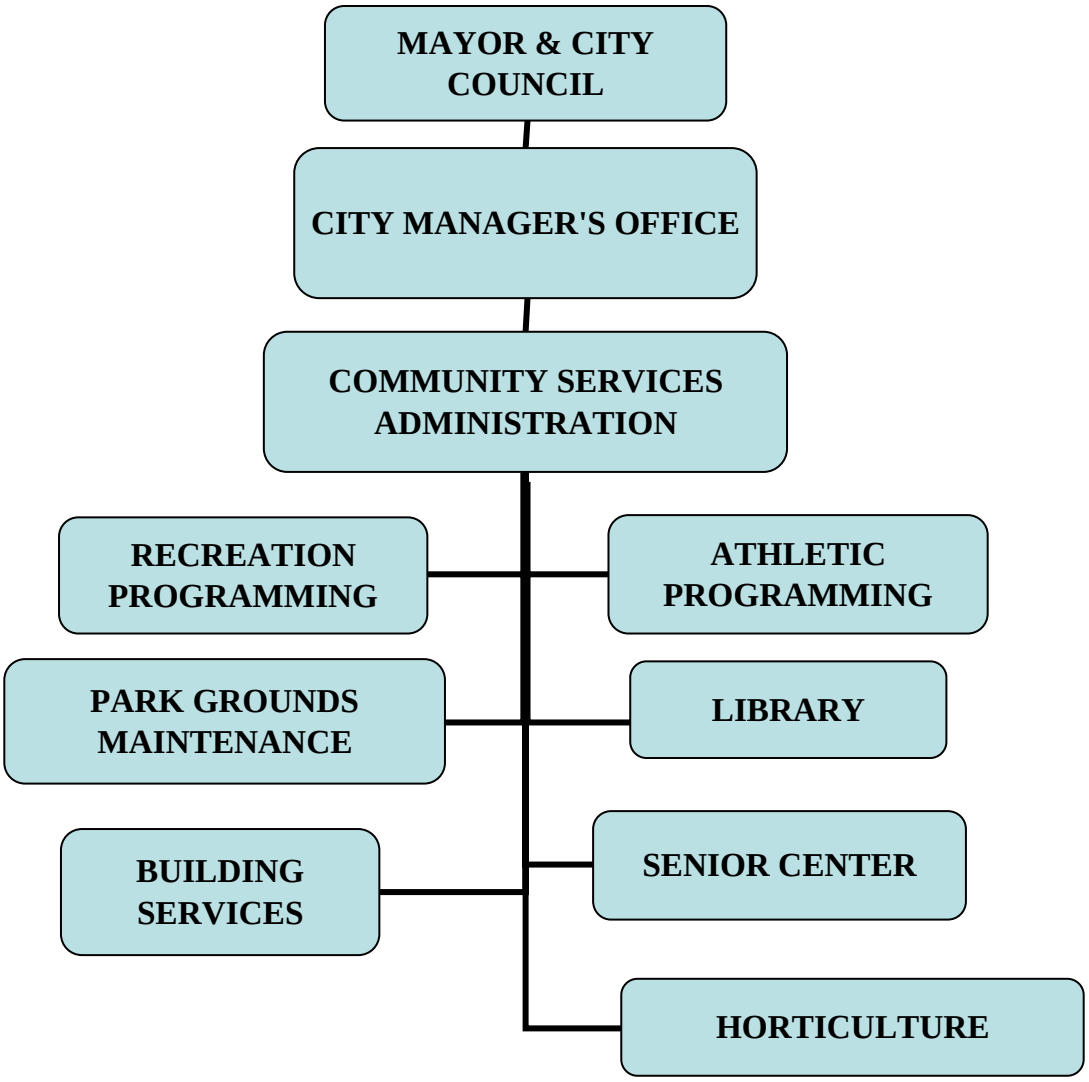
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Requested Departmental End of Month / Year Reporting (ongoing) | 100% | 100% | 100% | 100% |
| Utility Statements Mailed Within 1 day of target date | 99% | 100% | 99% | 100% |
| Bank Drafts Successfully Completed On Target Date | 100% | 100% | 100% | 100% |
| Percentage of Service Orders Worked Within a 24 Hour Period | 99% | 100% | 100% | 100% |
| Percentage of Bank Deposits Prepared & Delivered for Same Day Business | 100% | 100% | 100% | 100% |
| Percentage of projected monthly meter maintenance met. | 100% | 100% | 100% | 100% |

Duncanville

*City of Champions*

# COMMUNITY SERVICES

## ORGANIZATION CHART




| COMMUNITY SERVICES DEPARTMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| COMMUNITY SERVICES ADMIN | $ 202,177 | $ 186,065 | $ 183,516 | $ 190,418 |
| RECREATION PROGRAMMING | 306,098 | 338,571 | 312,407 | 346,540 |
| ATHLETIC PROGRAMMING | 197,235 | 209,845 | 218,466 | 226,380 |
| PARKS GROUNDS MAINTENANCE | 1,569,781 | 803,871 | 941,485 | 1,044,411 |
| LIBRARY | 643,166 | 648,014 | 656,111 | 714,218 |
| BUILDING SERVICES | 593,306 | 610,690 | 1,515,578 | 601,826 |
| SENIOR CENTER | 105,026 | 110,246 | 112,803 | 132,446 |
| HORTICULTURE | 153,813 | 282,108 | 283,058 | 289,670 |
| TOTAL | $ 3,770,602 | $ 3,189,410 | $ 4,223,424 | $ 3,545,909 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | ADMINISTRATION |

## PROGRAM DESCRIPTION

The Community Services Administration Activity is responsible for the administration and general supervision of Parks and Grounds Maintenance, Athletic Programming, Recreation Programming, Building Services, Senior Center, Library Services, and Special Events/CVB. This includes responsibility for planning, directing, coordinating, and evaluating all activities, in addition to overseeing the Park Advisory Board, Library Advisory Board, and Keep Duncanville Beautiful Board. Building operations are administered by the Director of Community Services.

## GOALS & OBJECTIVES

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

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Director of Community Services | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Secretary | 0.5 | 0.5 | 0.5 | 0.5 |
| TOTAL | 1.5 | 1.5 | 1.5 | 1.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 151,550 | $ 156,084 | $ 155,949 | $ 165,421 |
| SUPPLIES | (178) | 6,382 | 6,364 | 270 |
| OTHER SERVICES | 50,805 | 23,599 | 21,203 | 24,727 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 202,177 | $ 186,065 | $ 183,516 | $ 190,418 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: ADMINISTRATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Parks | 14 | 14 | 15 | 16 |
| Library / Recreation Center | 1 | 1 | 1 | 1 |
| Buildings Maintained | 27 | 28 | 28 | 28 |
| Full-Time Employees | 28 | 28 | 28 | 28 |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Weekly Business Meetings | 20 | 14 | 16 | 18 |
| Community Projects / City-Wide Special Events | 16 | 8 | 29 | 30 |
| Community / Economic Development Projects | 2 | 1 | 2 | 1 |
| Certificates of Obligation Projects | 3 | 4 | 3 | 4 |
| Park Bond Projects | - | - | - | - |
| Park Board Meetings Attended | 11 | 12 | 12 | 12 |
| Library Board Meetings Attended | 3 | 6 | 5 | 6 |
| City Council Meetings Attended | 21 | 26 | 22 | 26 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Community Services Budget for Administration | 5.30% | 6.00% | 5.80% | 5.60% |
| Per Capita cost for Community Services, less capital improvements | $ 80.74 | $ 78.05 | $ 103.95 | $ 82.02 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Budgeted Recreation Fee Revenues Collected | 90% | 100% | 90% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | RECREATION PROGRAMMING |

## PROGRAM DESCRIPTION

Recreation Programming provides classes, programs & 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 StarCenter. The Recreation Center provides programs and services for all age groups and consists of: a teen room, fitness area, game room, aerobics room, kitchen, two gymnasiums, walking track, programming room, conference room and 3 meeting rooms. Programs are promoted through brochures, flyers, Duncanville Champion, cable TV, radio, public speaking, webpage, and newspaper. All room/pavilion rentals and program registrations are taken through the Center. This division serves as the liaison with all adult/youth sports associations, which includes: facility use coordination, gym attendant scheduling, fee collection and facility schedules.

## GOALS & OBJECTIVES

Establish 10 new programs/events.
Provide an alternate event on Saturday evenings for youth.
Establish a positive training module for all staff that will continue improve customer services at the Rec Center.
Increase the awareness of programs through community awareness and involvement.
Increase events for members as a part of a retention plan to keep existing members.
Increase the amount of events that we offer at the Recreation Center for both members and non members.
Continue to improve the after school/summer programs for center.
Continue to monitor customer satisfaction of programs and facilities through surveys, response boxes, and evaluations.
Establish a quarterly brochure/booklet for the Recreation Center to be sent out through the mail.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Recreation Superintendent | 1.0 | 1.0 | 1.0 | 1.0 |
| Center Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation Specialist | 1.0 | 1.0 | 1.0 | 1.0 |
| After School Supv./Coordinators - 900 hours | 0.4 | 0.4 | 0.4 | 0.4 |
| Intern - 500 hours | 0.2 | 0.2 | 0.2 | 0.2 |
| Building Attendants - 6,222 hours | 2.0 | 2.0 | 2.0 | 2.2 |
| Front Desk Attendants-6,708 hours | 3.3 | 3.3 | 3.3 | 3.3 |
| Special Events Worker - 0 hours | 0.1 | 0.1 | 0.0 | 0.0 |
| Elementary Basketball Gym Attendants - 500 hours | 0.1 | 0.4 | 0.2 | 0.4 |
| Building Attendants - after operational hours | 0.2 | 0.2 | 0.2 | 0.2 |
| | 9.3 | 9.6 | 9.3 | 9.7 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 274,200 | $ 289,808 | $ 271,310 | $ 310,883 |
| SUPPLIES | 10,201 | 28,351 | 20,527 | 12,357 |
| OTHER SERVICES | 21,697 | 20,412 | 20,570 | 23,300 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 306,098 | $ 338,571 | $ 312,407 | $ 346,540 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: RECREATION PROGRAMMING | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Community Center Yearly Operating Hours | 4,446 | 4,446 | 4,446 | 4,446 |
| Number of Non-City Facilities Utilized | 1 | 4 | 4 | 4 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Recreation & City Wide Special Events | 16 | 10 | 29 | 35 |
| Number of DYBA Gym Attendant Hours Scheduled | 222 | 925 | 252 | 500 |
| Recreation Class and Program Participation Hours | 13,648 | 20,000 | 18,518 | 22,000 |
| Number of Annual Passes Sold | 1,314 | 2,500 | 1,475 | 1,500 |
| Number of Fitness Passes Sold | 1,581 | 1,800 | 1,650 | 1,700 |
| Facility Rentals | 621 | 300 | 658 | 700 |
| Number of "Teen" Recreation Center Members | 106 | 315 | 125 | 150 |
| Number of Center Newsletters Published | 9 | 12 | 6 | 3 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Classes Held | 95% | 98% | 97% | 98% |
| Budget per Capita | $ 8.15 | $ 8.85 | $ 8.81 | $ 8.83 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Recreation Classes Offered | 51 | 70 | 58 | 70 |
| Summer Playground Registrants/After School Program | 179 | 220 | 250 | 275 |
| Scanned Membership Uses of Center | 69,466 | 75,000 | 73,000 | 76,000 |
| Publicity Contacts Through Brochures, Flyers, Newsletters, in person, Radio, Newspaper, & Cable | 30,000 | 27,000 | 32,000 | 60,000 |
| Percent of Positive Customer Service Responses Received through Surveys-Class/Program Evaluations-Suggestion Boxes | 90% | 85% | 90% | 90% |
| FT Staff Attendance at Trainings Each Year | 8 | 14 | 8 | 12 |
| Number of Special Event Participants | 9,313 | 5,000 | 12,500 | 13,500 |
| Percentage of Time Building Att., front desk, Gym Att. On-Site, On Time. | 95% | 100% | 97% | 100% |
| Number of Teen Programs Offered | 20 | 20 | 20 | 28 |
| Number of New Programs Offered | 11 | 12 | 16 | 20 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | ATHLETIC PROGRAMMING |

## PROGRAM DESCRIPTION

The Athletic Programming Activity, supervised by the Parks Superintendent, is responsible for selecting, training, assigning, supervising, and evaluating Athletic maintenance employees. This activity also prepares athletic fields based on schedules of facilities for practice, games and tournaments, inspects fields for playability, approves rental of facilities, coordinates facility use with youth associations and school district, purchases supplies, and oversees light repairs, with the assistance of the Recreation Superintendent. Athletic staff also assists with special events.

## GOALS & OBJECTIVES

Work with youth sport associations in coordinating fields for practice, league play, and tournaments.
Provide the public with quality and safe athletic facilities.
Respond to Athletic Field and Tennis Court service requests within 48 hours (excluding light bulb replacement).

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 97,179 | $ 97,880 | $ 98,040 | $ 106,044 |
| SUPPLIES | 30,808 | 24,872 | 24,679 | 29,206 |
| OTHER SERVICES | 69,248 | 87,093 | 95,747 | 91,130 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 197,235 | $ 209,845 | $ 218,466 | $ 226,380 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: ATHLETIC PROGRAMMING | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Soccer Teams/Youth/Spring/Fall | 132 | 140 | 136 | 140 |
| Basketball Teams /Youth | 12 | 20 | 6 | 10 |
| Baseball Teams/Spring/Fall | 63 | 45 | 65 | 65 |
| Softball Teams/Youth | 7 | 10 | 10 | 11 |
| Baseball Fields Maintained | 9 | 9 | 9 | 9 |
| Soccer Facilities Maintained | 16 | 16 | 16 | 16 |
| Tennis Courts Maintained | 24 | 24 | 24 | 24 |
| Softball Facilities Maintained | 5 | 5 | 5 | 5 |
| Total Facilities Maintained | 54 | 54 | 54 | 54 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Athletic Facilities Prepared | 8 | 835 | 825 | 835 |
| Light Poles Serviced | 118 | 110 | 110 | 110 |
| Number of Participants in Leagues | 1,996 | 2,950 | 2,010 | 2,100 |
| Athletic Facilities Maintained per Maintenance Personnel | 27 | 27 | 27 | 27 |
| Athletic Fields Top Dressed | 10 | 10 | 10 | 10 |
| Tennis Courts Painted | - | - | - | - |
| Irrigated Athletic Fields | 30 | 30 | 30 | 30 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost Per Athletic Participant | $ 98.82 | $ 71.13 | $ 108.69 | $ 107.80 |
| Percentage of Electricity Cost Recovered by Light Fees | 25% | 21% | 25% | 26% |
| Percentage of Operational Cost Recovered through Fees | 6% | 7% | 6% | 6% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of time ball fields are acceptably prepared | 100% | 100% | 100% | 100% |
| Athletic Facilities used for major tournaments impacting CVB | 2 | 2 | 2 | 2 |
| Percentage of time service requests responded to in 48 hrs. | 100% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | PARK 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, 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 & OBJECTIVES

Apply herbicides for maximum effectiveness with minimal damage.
Assist with Special Events.
Supervise contract mowing for compliance and scheduled frequencies.
Inspect playgrounds and parks weekly and make necessary repairs within 48 hours.
Respond to vandalism in parks within 48 hours upon notification.
Pick up Park, Medians and Right of Way litter to allow for best appearance of the City.
Assist with capital improvement projects.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Superintendent | 1.0 | 1.0 | 1.0 | 1.0 |
| Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Skilled Maintenance Worker | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker | 1.0 | 1.0 | 1.0 | 2.0 |
| Spray Tech | 1.0 | 1.0 | 1.0 | 1.0 |
| Irrigation Tech | 1.0 | 1.0 | 1.0 | 2.0 |
| TOTAL | 6.0 | 6.0 | 6.0 | 8.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 276,462 | $ 306,600 | $ 296,526 | $ 422,547 |
| SUPPLIES | 47,973 | 82,416 | 82,444 | 71,255 |
| OTHER SERVICES | 506,381 | 379,195 | 527,069 | 515,349 |
| MAINTENANCE | 32,451 | 35,660 | 35,446 | 35,260 |
| CAPITAL | 706,514 | - | - | - |
| TOTAL | $ 1,569,781 | $ 803,871 | $ 941,485 | $ 1,044,411 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: PARK GROUNDS MAINTENANCE | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Park Acres | 228 | 237 | 231 | 237 |
| Municipal Ground Acres | 96 | 96 | 96 | 96 |
| Median Acres | 22 | 22 | 22 | 22 |
| ROW Acres | 35 | 35 | 37 | 37 |
| Water Lot Acres | 7 | 7 | 7 | 7 |
| Playgrounds | 10 | 12 | 12 | 12 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Park & Ground Acres Mowed by Contractor | 243 | 252 | 246 | 252 |
| Playground Inspections & Repair Jobs | 83 | 65 | 80 | 75 |
| Irrigated Acres | 76 | 88 | 84 | 84 |
| Special Event Set-Ups | 71 | 80 | 48 | 55 |
| Amphitheater / Concert Preparations | 9 | 11 | 9 | 11 |
| Special Event Request For Service Man Hours | 625 | 675 | 550 | 510 |
| Park Acres Maintained Per Park Personnel | 46 | 47 | 46 | 47 |
| Litter Control Man Hours | 4,300 | 4,300 | 4,300 | 4,300 |
| Irrigation Repairs and Installations Man hours | 1,300 | 1,430 | 2,270 | 2,000 |
| Median/Row Acres Maintained Per Park Personnel | 8 | 8 | 8 | 8 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Contract Mowing Cost Per Acre (Class A, B, C, D Turf; Various Frequencies) | $ 631 | $ 733 | $ 688 | $ 787 |
| Cost to irrigate park turf and landscape areas (per acre) | $ 1,685 | $ 1,191 | $ 2,314 | $ 2,410 |
| Labor Cost to Maintain Playgrounds | $ 5,780 | $ 8,000 | $ 4,500 | $ 4,700 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Contract Mowing Deadlines Met | 100% | 100% | 100% | 100% |
| Percentage of Weekly Playground Inspection Goal Met | 98% | 90% | 95% | 90% |
| Number of ROW/Median Weed Spraying Jobs | 64 | 55 | 50 | 55 |
| Capital Improvement Projects | - | - | 10 | - |
| Play Structures Replaced or Added | - | - | 4 | - |
| Vandal Repair Jobs | 62 | 80 | 60 | 65 |
| Percentage of Vandalism Responses Within 48 hrs. Upon Notification | 100% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | LIBRARY |

## PROGRAM DESCRIPTION

The Duncanville Public Library provides a collection of print and non-print materials for loan or inhouse use 56 hours a week. Staff orders, prepares, and maintains the inventory for use by the public, and is prepared to assist patrons. Five dedicated computers offer online library catalog information (OPACs), while 14 computers have internet access and word processing programs for use by the public. Remote access to the OPACs is available to all home and business computers. There is a Technology Librarian to assist patrons with specialized technology-related requests, and book-inspired programs are provided free to all. The Library sponsors Genealogy, Literacy, and a Friends of the Library group. The Library serves as a test proctoring site for residents and non-residents who work within city limits. It also participates in the statewide Texshare library card program, serves as a host to the Best Southwest BookFest, and offers community-wide reading programs.

## GOALS & OBJECTIVES

Offer 58 new items per week.
Provide 3 volumes per capita.
Offer bi-monthly Spanish storytimes using volunteers.
Participate in the Texshare Library Card program.
Update Library's Long Range and Technology Plans.
Participate in Best Southwest library activities.
Offer Duncanville READS community programs for all ages.
Create Library vision statement with Library Board.
Market Library services by creating special pamplet with grant

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Librarian | 1.0 | 1.0 | 1.0 | 1.0 |
| Public Services Librarian | 1.0 | 1.0 | 1.0 | 1.0 |
| Children's Librarian | 1.0 | 1.0 | 1.0 | 1.0 |
| Technical Services Librarian | 1.0 | 1.0 | 1.0 | 1.0 |
| Cataloger | 1.0 | 1.0 | 1.0 | 1.0 |
| Clerk | 4.0 | 4.0 | 4.0 | 4.0 |
| Page (FTE) | 3.0 | 3.0 | 3.0 | 3.0 |
| TOTAL | 12.0 | 12.0 | 12.0 | 12.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 509,648 | $ 525,643 | $ 525,707 | $ 590,090 |
| SUPPLIES | 33,179 | 10,808 | 22,730 | 12,546 |
| OTHER SERVICES | 27,410 | 34,768 | 30,879 | 34,787 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | 72,929 | 76,795 | 76,795 | 76,795 |
| TOTAL | $ 643,166 | $ 648,014 | $ 656,111 | $ 714,218 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: LIBRARY | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Materials in Collection | 89,814 | 85,667 | 95,972 | 96,276 |
| City Population Served | 36,725 | 36,871 | 37,814 | 38,753 |
| Non-Residents Served (Library & Computer users) | 1,143 | 213 | 708 | 750 |
| Borrowers Registered | 21,708 | 22,951 | 24,086 | 23,314 |
| Weekly Hours of Operation | 56 | 56 | 56 | 56 |
| Adult/Youth Service Assistance | 31,013 | 25,449 | 31,852 | 32,500 |
| Library Materials Used In-House | 67,965 | 65,000 | 69,644 | 71,315 |
| Active Library Card Users FY | 10,448 | N/A | 10,800 | 11,100 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Library Materials Circulated | 165,262 | 173,036 | 169,040 | 171,500 |
| Number of Books Purchased | 8,325 | 4,307 | 6,465 | 3,004 |
| Items Catalogued (Not Processed by Vendor) | 1,628 | 1,426 | 974 | 751 |
| Number of Library Visits | 138,398 | 124,340 | 129,820 | 131,000 |
| Programs Offered | 382 | 420 | 391 | 400 |
| Number of Computer Users | 33,191 | 34,568 | 29,368 | 32,500 |
| Sections of Inventory conducted | - | 1 | 1 | 1 |
| Number of subscriptions for patrons | 148 | 148 | 176 | 176 |
| Number of Community-wide Reading programs offered | 1 | 1 | 8 | 10 |
| Number of pamphlets created from grant | - | - | - | 10,000 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Overdues End of FY/Their Value | 450/$9,270 | 500/$8,830 | 500/$12,780 | 500/$12,780 |
| Book Budget per Capita | $ 4.67 | $ 2.09 | $ 4.49 | $ 1.98 |
| Cost per Item to Circulate | $ 2.07 | $ 1.43 | $ 2.04 | $ 1.55 |
| Average Cost per Book | $ 20.60 | $ 17.66 | $ 25.56 | $ 25.56 |
| Average cost per pamphlet | $ - | $ - | $ - | $ 0.30 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Average Number of items purchased per week | 160 | 83 | 124 | 58 |
| Duncanville Volumes per Capita | 2.44 | 2.32 | 2.54 | 2.48 |
| Volumes per Capita / National Standard | 4 | 4 | 4 | 4 |
| Number of Spanish language storytimes offered | 12 | 26 | 24 | 24 |
| Number of Residents receiving Texshare card privileges | 191 | 235 | 168 | 200 |
| Number of non-residents receiving Duncanville/Texshare cards | 88 | 57 | 94 | 136 |
| % of Registered Borrowers who are Active Library Card Users | 48.1% | N/A | 44.84% | 47.61% |
| Duncanville Library Participation in BSW BookFest activities | 1 | 1 | 1 | 1 |
| Expense per Capita | $ 14.27 | $ 14.83 | $ 19.43 | $ 16.82 |
| Collection Turnover (Books checked out per year) | 1.84 | 2.02 | 1.76 | 1.78 |
| Circulation per Capita | 4.50 | 4.69 | 4.47 | 4.43 |
| Materials Expense per Capita | $ 4.67 | $ 2.09 | $ 4.37 | $ 1.98 |
| Technology / Long Range Plan updated | 1 | - | 1 | 1 |
| Number of Policies revised with Library Board | 1 | 2 | 28 | 5 |
| Number of pamphlets distributed (from grant) | - | - | - | 10,000 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | BUILDING SERVICES |

## PROGRAM DESCRIPTION

The Building Services 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 & OBJECTIVES

Complete daily custodial tasks on all City buildings as 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 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker | 2.0 | 2.0 | 2.0 | 2.0 |
| Skilled Maintenance Worker | 1.0 | 1.0 | 1.0 | 1.0 |
| Part-Time Custodian | 1.5 | 1.5 | 1.5 | 1.5 |
| TOTAL | 5.5 | 5.5 | 5.5 | 5.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 211,723 | $ 214,697 | $ 212,901 | $ 214,473 |
| SUPPLIES | 20,566 | 33,985 | 33,937 | 29,314 |
| OTHER SERVICES | 311,552 | 313,688 | 1,147,550 | 325,779 |
| MAINTENANCE | 23,604 | 30,320 | 27,933 | 32,260 |
| CAPITAL | 25,861 | 18,000 | 93,257 | - |
| TOTAL | $ 593,306 | $ 610,690 | $ 1,515,578 | $ 601,826 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: BUILDING SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Buildings to Perform Custodial Maintenance | 4 | 4 | 4 | 4 |
| Square Footage of Buildings for Custodial Care | 112,864 | 117,364 | 117,364 | 117,364 |
| Number of Buildings to Provide Building Maintenance | 27 | 28 | 26 | 26 |
| Square Footage of Buildings to Maintain | 163,697 | 166,181 | 163,781 | 163,781 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Hours of Custodial Work | 6,849 | 6,205 | 6,838 | 6,820 |
| Hours of Building Maintenance | 3,701 | 3,579 | 4,013 | 3,875 |
| Hours of Meeting Preparation | 128 | 138 | 126 | 128 |
| Hours of Mail Delivery | 252 | 251 | 253 | 252 |
| Square footage of custodial services per employee (FT & FTE) | 33,533 | 33,533 | 33,533 | 33,533 |
| Square footage of building maintenance per employee | 83,091 | 83,091 | 81,891 | 81,891 |
| Major projects completed | 14 | 10 | 7 | 4 |
| Minor projects completed | 2,857 | 3,250 | 2,870 | 3,140 |
| Emergency call-in evenings / week-ends | 5 | 8 | 5 | 5 |
| Required equipment inspections by contractors | 39 | 42 | 44 | 43 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost of Electrical Service per Square Foot | $ 1.72 | $ 1.59 | $ 1.87 | $ 2.06 |
| Cost of all Utilities per Square Foot | $ 1.89 | $ 1.73 | $ 2.01 | $ 2.19 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| HVAC Preventive Maintenance Inspections per Year | 4 | 4 | 4 | 4 |
| Percentage of Time Daily Custodial Tasks Completed as Assigned | 98% | 100% | 100% | 100% |
| Percent project/budget completion goal met. | 99% | 100% | 98% | 100% |
| Preventative Maintenance Inspections Conducted | 39 | 42 | 44 | 43 |
| Citations issued for State/Federal Regulation violations | - | - | - | - |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | SENIOR CENTER |

## PROGRAM DESCRIPTION

The Senior Center is responsible for daily programs which include recreational classes, special events, guest speakers, social services, field trips, reference/referral assistance for senior citizens, transportation and a nutrition site through the Area Agency on Aging. Senior Center promotions are through the monthly newsletter the "Golden Gazette", program highlights in the "Champion", and speaking to local groups. The Senior Center is also available for rentals.

## GOALS & OBJECTIVES

Increase senior citizen participation to 112 participants per day.
Recruit, train, and monitor senior center volunteers.
Conduct 24 special events a year at the Senior Center.
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 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Activities Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Center Assistants | 0.6 | 0.6 | 1.0 | 1.0 |
| Senior Van Driver | 0.7 | 0.7 | 0.7 | 0.7 |
| Building Attendants | - | 0.4 | 0.2 | 0.3 |
| TOTAL | 2.3 | 2.7 | 2.9 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 81,377 | $ 82,434 | $ 83,331 | $ 97,749 |
| SUPPLIES | 2,296 | 2,517 | 2,458 | 4,661 |
| OTHER SERVICES | 21,353 | 25,295 | 27,014 | 30,036 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 105,026 | $ 110,246 | $ 112,803 | $ 132,446 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: SENIOR CENTER | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Senior Center Program Operational Hours | 1,774 | 1,774 | 1,774 | 1,774 |
| Available Hours for Rental | 2,080 | 4,080 | 3,744 | 3,744 |
| Population | 36,725 | 36,871 | 37,814 | 38,753 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Senior Citizen Total Registrants | 371 | 400 | 444 | 450 |
| Senior Center Activities Offered | 30 | 30 | 32 | 34 |
| Senior Center Rentals | 13 | 104 | 105 | 120 |
| Senior Special Events | 22 | 24 | 24 | 24 |
| Senior Citizen Average Daily Attendance | 103 | 110 | 111 | 112 |
| New participants enrolled | 201 | N/A | 240 | 245 |
| Senior Field Trips | 36 | 32 | 30 | 30 |
| Senior Center Rental Hours | 39 | 765 | 362 | 480 |
| Assistance provided to City-Wide Special Events | 4 | 4 | 4 | 4 |
| Dallas Area Agency Monthly Reports Submitted | 12 | 12 | 12 | 12 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost per Senior Citizen Registrant per day | $ 4.05 | $ 4.00 | $ 3.97 | $ 3.93 |
| Percentage of Available Rental Hours Booked | 0% | 19% | 10% | 12% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Daily Attendance of Senior Luncheon Program | 91 | 96 | 95 | 96 |
| Average Daily Attendance of Non-Lunch Participants | 12 | 14 | 16 | 16 |
| Senior Volunteer Hours Completed | 5,272 | 6,000 | 5,423 | 6,000 |
| Registered volunteers | 87 | 95 | 88 | 95 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| COMMUNITY SERVICES | 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 Superintendent with city-wide improvements such as landscaping design and installation for 4B funded projects, and other capital improvement projects.

## GOALS & OBJECTIVES

Increase by 2% the amount of perennials planted per bed.
Minimize plant replacements through proper herbicide/organic applications and irrigation schedules.
Plant and maintain seasonal color beds for maximum exposure.
Inspect all city planter beds weekly.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Horticulturist | 1.0 | 1.0 | 1.0 | 1.0 |
| Skilled Maintenance Worker | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker | | | | 1.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 101,939 | $ 113,036 | $ 113,273 | $ 158,979 |
| SUPPLIES | 7,019 | 119,517 | 94,937 | 23,312 |
| OTHER SERVICES | 23,542 | 23,555 | 35,955 | 40,879 |
| MAINTENANCE | 21,313 | 26,000 | 29,893 | 26,500 |
| CAPITAL | - | - | 9,000 | 40,000 |
| TOTAL | $ 153,813 | $ 282,108 | $ 283,058 | $ 289,670 |

# ACTIVITY SUMMARY

| DEPARTMENT: COMMUNITY SERVICES | ACTIVITY: HORTICULTURE | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Square footage of shrub and annual beds. | 82,700 | 82,700 | 97,905 | 144,153 |
| City trees and shrubs maintained outside planter beds | 750 | 800 | 948 | 1,108 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Public garden areas maintained | 4 | 4 | 4 | 4 |
| City entry sign planter beds maintained | 5 | 5 | 6 | 7 |
| Landscape maintenance man-hours | 4,238 | 4,238 | 1,503 | 4,845 |
| Landscape planting / installation man hours | 1,814 | 1,814 | 4,572 | 1,210 |
| Landscape design man hours | 480 | 520 | 480 | 520 |
| New trees planted | 42 | 50 | 42 | 50 |
| Tree Ordinance Inspections | 50 | 50 | 20 | 20 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Perennials, as percent of all city planter beds | 65% | 67% | 65% | 67% |
| Percentage of plants replaced due to insects, disease, or weather, irrigation malfunctions. | 2% | 2% | 2% | 2% |
| Labor cost per sq. ft. to provide landscaping in parks, medians, entry signs, and city property. | $ 1.48 | $ 1.48 | $ 1.25 | $ 0.85 |

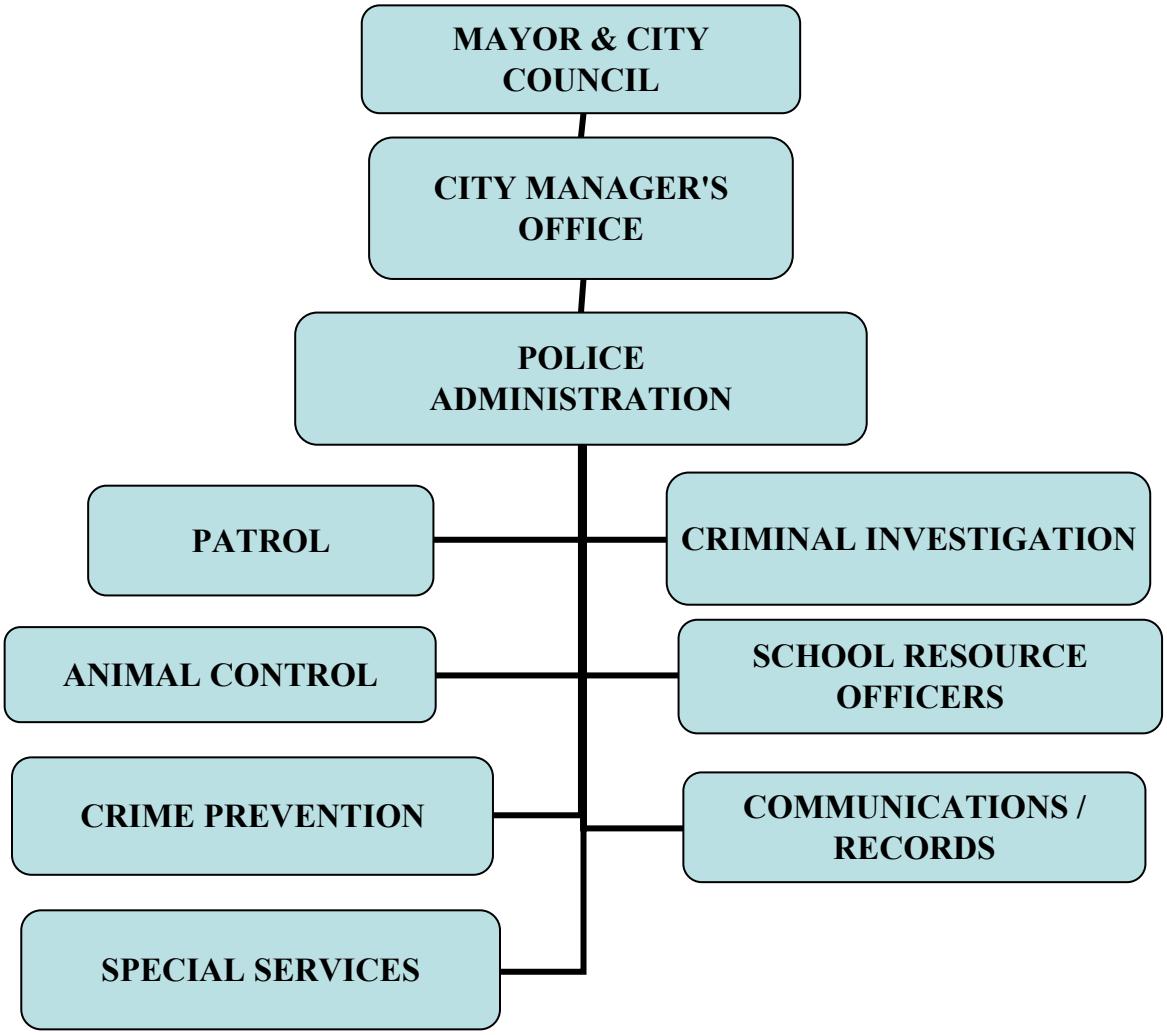
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Seasonal bed changes achieved | 3 | 4 | 3 | 3 |
| Percentage of weekly planter bed inspections achieved. | 100% | 100% | 100% | 100% |

Duncanville

*City of Champions*

# POLICE

## ORGANIZATIONAL CHART




| POLICE DEPARTMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| POLICE ADMINISTRATION | $ 495,844 | $ 462,873 | $ 488,292 | $ 487,775 |
| PATROL | 3,455,491 | 3,687,958 | 3,554,615 | 3,856,380 |
| INVESTIGATIONS | 793,353 | 846,016 | 850,820 | 884,477 |
| SPECIAL SERVICES | 313,453 | 314,276 | 311,106 | 340,959 |
| SCHOOL RESOURCE OFFICERS | 409,156 | 378,809 | 409,764 | 512,643 |
| ANIMAL CONTROL | 233,408 | 229,243 | 231,337 | 241,156 |
| SCHOOL GUARDS | 50,826 | 68,410 | 67,417 | 68,042 |
| CRIME PREVENTION | 105,519 | 103,698 | 112,078 | 111,764 |
| COMMUNICATIONS/ RECORDS | 901,189 | 974,596 | 977,306 | 1,247,370 |
| TOTAL | $ 6,758,239 | $ 7,065,879 | $ 7,002,735 | $ 7,750,566 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | ADMINISTRATION |

## PROGRAM DESCRIPTION

The Police Administration Activity is responsible for the general supervision of police operations. Such tasks include staff supervision of all planning activities; development of long range planning capabilities; analysis of all department subsystems, policies, and procedures; analysis of crime and accident patterns, service needs and personnel development; development of contingency plans for operational activities, natural disasters and other personnel development; liaison with police departments in contiguous areas to coordinate regional planning; development of fiscal planning capability for future support of police services; analysis of the changing demographic characteristics of the community in order to provide for future services according to changing needs; periodic review of department policies and procedures. Police administration is also responsible for working with employees, other city departments and the community to improve the image and perception of Duncanville.

## GOALS & OBJECTIVES

Maintain a rate of not more than 50 Part I offenses per 1,000 population.
Acquire, install, train, and fully implement digital mobile video systems.
Send one Lieutenant to FBI National Academy.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Chief of Police | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant Chief of Police | 1.0 | 1.0 | 1.0 | 1.0 |
| Executive Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 3.0 | 3.0 | 3.0 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 314,249 | $ 324,929 | $ 377,261 | $ 351,074 |
| SUPPLIES | 82,478 | 30,374 | 30,037 | 37,022 |
| OTHER SERVICES | 99,117 | 107,570 | 80,994 | 99,679 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 495,844 | $ 462,873 | $ 488,292 | $ 487,775 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: ADMINISTRATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Sworn Officers | 62 | 62 | 62 | 62 |
| Civilian Employees | 14 | 13 | 13 | 13 |
| School Crossing Guards | 15 | 15 | 15 | 15 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Management Reports | 26 | 26 | 26 | 26 |
| Personnel Evaluations | 148 | 150 | 144 | 150 |
| Internal Affairs complaints sustained | 2 | 5 | 6 | 8 |
| False Alarm Invoices | 236 | N/A | N/A | N/A |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per Capita Cost of Police Service | $ 184.02 | $ 191.64 | $ 185.19 | $ 200.00 |
| Percentage of Police Budget Allocated to Administration | 7.3% | 6.6% | 6.3% | 6.3% |
| Per Capita Cost for Police Administration | $ 13.50 | $ 12.55 | $ 12.91 | $ 12.59 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Part 1 Offenses per 1,000 Population | 43.73 | 47.46 | 42.31 | 42.58 |
| Injury Accidents per 1,000 Population | 5.77 | 5.42 | 5.02 | 5.29 |
| Sworn Officers per 1,000 Population | 1.69 | 1.68 | 1.64 | 1.60 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | PATROL |

## PROGRAM DESCRIPTION

The division provides services 24 hours a day, seven days a week, 365 days a year as a first responder to requests for police services. Its mission is enhancing the quality of life for the community, providing excellence in customer service, the prevention of crime, protection of life and property, preservation of peace, order, safety, the enforcement of laws, ordinances, and the service of warrants. The 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 environment. A primary focus of the division is to develop internal and external partnerships encouraging innovative problem solving. The division methodology incorporates traditional and non-traditional enforcement, employee empowerment, community participation, and partnership building.

## GOALS & OBJECTIVES

Reduce beer thefts by 5% through the use of aggressive directed patrols of affected businesses as determined by crime analysis.
Train personnel and fully implement mobile field reporting.
Reduce residential burglaries by 15% utilizing crime analysis to direct COP's, vehicular patrol, and uniformed bicycle patrol.
Upgrade primary MVS systems to digital, with wireless uploading of files directly to a server.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Lieutenant | 4.0 | 4.0 | 4.0 | 3.0 |
| Sergeants | 4.0 | 4.0 | 4.0 | 5.0 |
| Patrol Officers | 35.0 | 35.0 | 35.0 | 36.0 |
| Public Service Officers | 4.0 | 4.0 | 4.0 | 4.0 |
| TOTAL | 47.0 | 47.0 | 47.0 | 48.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 3,222,607 | $ 3,424,676 | $ 3,284,185 | $ 3,376,813 |
| SUPPLIES | 44,591 | 58,905 | 75,925 | 78,190 |
| OTHER SERVICES | 178,277 | 184,527 | 181,701 | 245,077 |
| MAINTENANCE | 1,686 | 2,350 | 2,887 | 2,750 |
| CAPITAL | 8,330 | 17,500 | 9,917 | 153,550 |
| TOTAL | $ 3,455,491 | $ 3,687,958 | $ 3,554,615 | $ 3,856,380 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: PATROL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Calls Answered | 36,496 | 46,800 | 43,000 | 44,000 |
| Total Miles of Streets and Alleys to Patrol | 197 | 215 | 215 | 215 |
| Dwelling Units | 13,668 | 13,728 | 14,012 | 14,103 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Arrests | 2,058 | 2,500 | 2,300 | 2,320 |
| Cases Filed in City Court | 8,472 | 8,000 | 11,000 | 11,500 |
| Accidents Investigated | 1,263 | 910 | 1,214 | 1,255 |
| Vacation House Checks | 247 | 625 | 360 | 350 |
| Police Reports | 8,943 | 7,300 | 9,100 | 9,190 |
| Alarms Answered | 3,817 | 3,900 | 3,650 | 3,600 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per capita cost for patrol service | $ 94.09 | $ 100.02 | $ 94.00 | $ 99.51 |
| Cost per day for patrol activity | $ 9,467 | $ 10,104 | $ 9,739 | $ 10,565 |
| Percentage of police budget allocated to patrol | 59.0% | 56.4% | 57.5% | 59.0% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Injury accidents per 1,000 population | 5.77 | 5.42 | 5.02 | 5.29 |
| Index crimes per 1,000 population | 43.73 | 47.46 | 42.31 | 42.58 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | CRIMINAL INVESTIGATION |

## PROGRAM DESCRIPTION

The Criminal Investigation Activity is responsible for the investigation of all criminal activity perpetrated in the City. Specifically: criminal complaints; detection and arrest of offenders based upon subsequent investigation; prosecution of criminal cases; recovery of stolen property; youth related crimes, runaways, and missing persons; family violence; vice and narcotic activity; and monitoring of registered sex offenders. Investigators gather and disseminate intelligence information, process crime scenes by obtaining photographs, latent prints and collecting evidence. Investigators benefit from other investigative agencies efforts and intelligence to similarly assist these units as mentioned above. Investigators serve a special role in crime prevention programs such as Police Explorers, and the Citizens Police Academy. Finally, this activity participates in an ongoing effort to improve quality of life by detecting and strategically addressing crime infested locations, and then responding with deployment activities.

## GOALS & OBJECTIVES

Implement an on-line auction service to dispose of property and evidence.
Conduct bi-annual compliance checks at beer & wine sales locations.
Conduct bi-annual registered sex offender compliance operations.
Train Patrol supervisors and officers to conduct tobacco compliance checks.
Conduct an annual 8-liner/gambling device compliance check.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Lieutenant | 1.0 | 1.0 | 1.0 | 1.0 |
| Sergeant | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Officers | 6.0 | 6.0 | 6.0 | 6.0 |
| Evidence Technician | 0.5 | 0.5 | - | - |
| Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| Clerk | 0.5 | 1.0 | - | - |
| Clerk/Evidence Technician | - | - | 1.0 | 1.0 |
| TOTAL | 10.0 | 10.5 | 10.0 | 10.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 750,693 | $ 800,508 | $ 802,810 | $ 845,018 |
| SUPPLIES | 5,154 | 7,851 | 7,540 | 7,891 |
| OTHER SERVICES | 37,506 | 37,657 | 40,470 | 31,568 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 793,353 | $ 846,016 | $ 850,820 | $ 884,477 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: CRIMINAL INVESTIGATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Part 1 Offenses | 1,606 | 1,750 | 1,600 | 1,650 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cases Assigned | 866 | 1,020 | 818 | 850 |
| Court Appearance (Hours) | 251 | 210 | 381 | 450 |
| Criminal Cases Filed With DA (CID cases only) | 264 | 270 | 264 | 285 |
| Family Violence Cases | 165 | 250 | N/A | N/A |
| Juvenile Cases | 112 | 200 | 138 | 150 |
| Security Escorts | 253 | 253 | N/A | N/A |
| CPS referrals | N/A | N/A | 165 | 175 |
| Sex offender registrations | N/A | N/A | 74 | 85 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per Capita Cost for CID Activity | $ 21.60 | $ 22.95 | $ 22.50 | $ 22.82 |
| Cost per Case Investigated | $ 916.11 | $ 829.43 | $ 1,040.12 | $ 1,040.56 |
| Percentage of Police Budget Allocated to CID | 13.5% | 12.9% | 13.8% | 13.5% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Offenses Cleared | 771 | 850 | 860 | 725 |
| Part 1 Offenses per 1,000 Population | 43.73 | 47.46 | 42.31 | 42.58 |
| CID Clearance Rate (Assigned Cases) | 89% | 83% | 105% | 85% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | SPECIAL SERVICES |

## PROGRAM DESCRIPTION

The Special Services Activity is responsible for the immediate supervision of line employees assigned to Training/Personnel, Traffic, and School Resource Officers. The Special Services Lieutenant is also responsible for legal research, departmental scheduling, part time work coordination, special events, and recruiting strategies.

## GOALS & OBJECTIVES

Produce a quarterly training bulletin on a topical subject.
Conduct yearly in-house training program for all sworn personnel.
Ensure state mandated training is completed by 100% of sworn personnel.
Develop and implement a recruiting strategy utilizing a stand alone website.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Lieutenant | - | - | 1.0 | 1.0 |
| Officers | 2.0 | 2.0 | 1.0 | 1.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 240,373 | $ 241,267 | $ 217,375 | $ 251,491 |
| SUPPLIES | 31,881 | 35,906 | 37,297 | 42,226 |
| OTHER SERVICES | 40,366 | 35,903 | 54,484 | 45,292 |
| MAINTENANCE | 833 | 1,200 | 1,950 | 1,950 |
| CAPITAL | - | - | - | - |
| TOTAL | $ 313,453 | $ 314,276 | $ 311,106 | $ 340,959 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: SPECIAL SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Sworn Officers | 62 | 62 | 62 | 62 |
| Civilian Employees | 14 | 13 | 13 | 13 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Applications Processed | 504 | 570 | 600 | 500 |
| Background Investigations | 109 | 170 | 150 | 100 |
| Firearms Training hours | 1,040 | 250 | 1,250 | 1,500 |
| Probationary Review (Academy and FTO DOR) | 638 | 590 | 1,000 | 1,250 |
| Special events planned | N/A | 20 | 45 | 45 |
| Recruiting effort/website maintenance hours | N/A | 40 | 150 | 240 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per Capita Cost for Special Services Activity | $ 8.77 | $ 8.66 | $ 8.61 | $ 9.40 |
| Percentage of Police Budget Allocated to Special Services | 5.3% | 4.8% | 5.0% | 5.2% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Officers Meeting all Mandated Training Qualifications | 98% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | SCHOOL RESOURCE OFFICERS |

## PROGRAM DESCRIPTION

School Resource Officers are responsible for the security of schools, school events, students, and staff. They also serve as the laison between the police department and the school district. Additionally, they are responsible for follow up investigation of offenses occurring on campus when assigned, or involving DISD students, as well as serving as informal mentors and providing a positive role model. Further, SRO's are active on foot patrol as well as mobile perimeter patrol securing the staff, students, and facilities from unathorized persons. Finally, no less than one SRO coordinates the Crime Stoppers program for all officers in an effort to proactively provide campus safety.

## GOALS & OBJECTIVES

Maintain zero significant violent incidents in assigned schools.
Increase identification of gang members through field interviews.
Staff all DISD events with SRO's, reducing the need for supplemental PD personnel.
Reduce report errors to less than 10% on first submission.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Police Officer | 5.0 | 5.0 | 5.0 | 6.0 |
| TOTAL | 5.0 | 5.0 | 5.0 | 6.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 404,875 | $ 372,140 | $ 402,391 | $ 451,226 |
| SUPPLIES | 1,659 | 3,476 | 3,164 | 10,812 |
| OTHER SERVICES | 2,607 | 2,993 | 4,009 | 8,355 |
| MAINTENANCE | 15 | 200 | 200 | 250 |
| CAPITAL | - | - | - | 42,000 |
| TOTAL | $ 409,156 | $ 378,809 | $ 409,764 | $ 512,643 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: SCHOOL RESOURCE OFFICERS | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| School District Population | 11,938 | 12,400 | 12,201 | 12,653 |
| Number of School Days | 236 | 236 | 236 | 236 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Citations Issued | 287 | 325 | 200 | 200 |
| Offense Follow Ups | 89 | 110 | 75 | 75 |
| School Activities Worked | 1,206 | 1,000 | 1,200 | 1,100 |
| Parent Conferences | 981 | 850 | 1,000 | 950 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per Capita Cost for School Resource Officers | $ 34.27 | $ 32.55 | $ 33.58 | $ 41.34 |
| Percentage of Police Budget Allocated to SRO Activity | 6.4% | 5.4% | 6.1% | 7.3% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Crimes Against Persons at Assigned Campuses | 148 | 90 | 110 | 110 |
| Number of Property Offenses at Assigned Schools | 108 | 110 | 100 | 110 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | ANIMAL CONTROL |

## PROGRAM DESCRIPTION

The Animal Control Activity is responsible for impounding animals at large; quarantining animals which have bitten people; and disposing of dead animals for the Regional Animal Shelter. This operation is staffed 7 days a week, and is available 24 hours a day on an emergency callout basis.

## GOALS & OBJECTIVES

Maintain zero confirmed cases of rabies in the City.
Send one ACO to TACA conference.
Ensure both ACO's complete basic school.
Formulate written SOP for Animal Control.
Provide radio training to facilitate transition to police radio channel.
Utilize BSW training for basic computer training.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Animal Control Supervisor | 1.0 | 1.0 | - | - |
| Animal Control Officer | 1.0 | 1.0 | 2.0 | 2.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 90,253 | $ 83,485 | $ 83,802 | $ 89,798 |
| SUPPLIES | 1,856 | 1,375 | 1,518 | 1,582 |
| OTHER SERVICES | 141,299 | 144,383 | 146,017 | 149,776 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 233,408 | $ 229,243 | $ 231,337 | $ 241,156 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: ANIMAL CONTROL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City population | 36,725 | 36,871 | 37,814 | 38,753 |
| Domestic Animal Population | 18,363 | 18,436 | 18,907 | 19,377 |
| Miles of Streets and Alleys to Patrol | 197 | 215 | 215 | 215 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Calls for Service | 2,882 | 3,200 | 2,900 | 3,000 |
| Court Citations | 9 | 60 | 45 | 60 |
| Animals Impounded | 737 | 903 | 750 | 900 |
| Dead Animals | 741 | 828 | 700 | 750 |
| Animals Quarantined | 26 | 49 | 30 | 45 |
| Number of Animal Traps Provided | 103 | 135 | 160 | 250 |
| Warning Citations | 73 | 220 | 110 | 150 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per Capita Cost of Animal Control | $ 6.36 | $ 6.32 | $ 6.12 | $ 6.54 |
| Cost per Call for Service | $ 80.99 | $ 71.84 | $ 79.77 | $ 75.36 |
| Percentage of Police Budget Allocated to Animal Control | 3.7% | 3.2% | 3.4% | 3.4% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Confirmed Cases of Rabies | 0 | 0 | 0 | 0 |
| Number of Dog Bites | 10 | 28 | 10 | 15 |
| Welfare Investigations | N/A | 60 | 55 | 65 |
| Animals captured in loaned traps | N/A | 34 | N/A | 200 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | SCHOOL GUARDS |

## PROGRAM DESCRIPTION

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

## GOALS & OBJECTIVES

Maintain zero children struck in controlled crossings.
Maintain crossing training for all school guards.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| School Guards | 2.5 | 2.5 | 2.5 | 2.5 |
| TOTAL | 2.5 | 2.5 | 2.5 | 2.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 50,826 | $ 56,490 | $ 55,697 | $ 55,694 |
| SUPPLIES | - | 200 | - | 180 |
| OTHER SERVICES | - | 11,720 | 11,720 | 12,168 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 50,826 | $ 68,410 | $ 67,417 | $ 68,042 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: SCHOOL GUARDS | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Controlled crossings | 15 | 13 | 13 | 13 |
| Schools serviced | 7 | 7 | 7 | 7 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| School days X 2 shifts | 472 | 472 | 472 | 472 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Daily Cost to guard all crossings | $ 215.36 | $ 289.87 | $ 285.67 | $ 288.31 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Injuries to school children in guarded crossings | 0 | 0 | 0 | 0 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | CRIME PREVENTION |

## PROGRAM DESCRIPTION

The Crime Prevention Activity is responsible for encouraging police-citizen partnership in the cause of public safety and community relations. This is accomplished through organizing neighborhood crime watch programs and crime prevention activities with the business community and citizenry. The activity also conducts lectures and presentations for various groups, organizations and clubs. This activity also develops and coordinates volunteers for service to the city.

## GOALS & OBJECTIVES

Prepare and disseminate 20 press releases on departmental/employee accomplishments.
Increase number of active COP's by 20%.
Increase number of Citizens On Patrol equipment baskets to a total of 6.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Police Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| Volunteer Coordinator | 0.5 | 0.5 | 0.5 | 0.5 |
| TOTAL | 1.5 | 1.5 | 1.5 | 1.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 95,762 | $ 92,951 | $ 101,770 | $ 97,763 |
| SUPPLIES | 4,369 | 6,647 | 6,882 | 6,558 |
| OTHER SERVICES | 5,388 | 4,100 | 3,426 | 7,443 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 105,519 | $ 103,698 | $ 112,078 | $ 111,764 |

# ACTIVITY SUMMARY

| DEPARTMENT: POLICE | ACTIVITY: CRIME PREVENTION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| School Population | 11,938 | 12,400 | 12,201 | 12,653 |
| Dwelling Units | 13,668 | 13,728 | 14,012 | 14,103 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Lectures and presentations | 65 | 65 | 55 | 65 |
| Neighborhood Watch programs | 7 | 10 | 10 | 10 |
| H.E.A.T. registrations/VIN etching | 9 | 15 | 15 | 20 |
| Crime Prevention surveys | 10 | 20 | 20 | 20 |
| CP/CR meetings | - | - | 100 | 120 |
| Media releases | 36 | 35 | 40 | 50 |
| Citizens on Patrol miles covered | 8,456 | 7,500 | 9,000 | 9,000 |
| CPA/COP class sessions | 22 | 22 | 22 | 22 |
| CPA Students Graduating | 31 | 32 | 30 | 32 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Per capita cost for community relations | $ 2.87 | $ 2.86 | $ 2.96 | $ 3.03 |
| Percentage of police budget allocated to community relations | 1.7% | 1.5% | 1.7% | 1.6% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Volunteer hours | 2,160 | 3,500 | 3,000 | 3,500 |
| COP volunteer hours | 3,544 | 4,500 | 4,000 | 4,000 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| POLICE | COMMUNICATIONS / RECORDS |

## PROGRAM DESCRIPTION

The Records activity is responsible for the assembly, classification, management and dissemination of reports, documents and electronic data reflecting the official activity of the police department. It serves as the official memory of the police department providing readily available information for documentation, investigation, prosecution, statistical analysis, and public record. The activity performs data entry into integrated data bases which serve the various divisions of the department. Based on the data entered into automated systems, the activity also produces various reports required or desired by federal, state and local officials and the general public. Document and data security, document and data retention and destruction, validation of NCIC entries, Public Information Act compliance and response to subpoenas for department documents are within the responsibility for this activity. In addition, the unit greets the public, accepts and balances monies paid to satisfy required fees, and assists the Animal Control Division. This activity also includes funding for Duncanville's share of the Southwest Regional Communication Center.

## GOALS & OBJECTIVES

Records Coordinator facilitate data conversion for new RMS system.
Continue to process and respond to Public Information Act requests within two days.
Send new Clerk to Public Information Act and UCR training.
Work with SWRCC to update map layering.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Records Coordinator | 1.0 | 1.0 | 1.0 | 1.0 |
| Clerk | 2.0 | 2.0 | 2.0 | 2.0 |
| TOTAL | 3.0 | 3.0 | 3.0 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 142,920 | $ 145,944 | $ 140,336 | $ 336,779 |
| SUPPLIES | 2,763 | 2,268 | 5,177 | 4,561 |
| OTHER SERVICES | 755,506 | 825,634 | 831,293 | 905,280 |
| MAINTENANCE | - | 750 | 500 | 750 |
| CAPITAL | - | - | - | - |
| TOTAL | $ 901,189 | $ 974,596 | $ 977,306 | $ 1,247,370 |

# ACTIVITY SUMMARY

**DEPARTMENT:** POLICE

**ACTIVITY:** COMMUNICATIONS / RECORDS

| ACTIVITY DEMAND | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Part 1 Offenses | 1,606 | 1,750 | 1,550 | 1,600 |

| ACTIVITY WORKLOAD | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Incident Reports Processed | 6,363 | 7,150 | 6,300 | 6,350 |
| Accident Reports Processed | 522 | 610 | 500 | 520 |
| Arrest Reports Processed | 2,058 | 2,500 | 2,300 | 2,320 |
| Reports Released | 1,380 | 1,650 | 1,700 | 1,600 |
| Alarm Permits Issued | 1,415 | 1,500 | 672 | 650 |

| EFFICIENCY MEASURES | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Per Capita Cost of Records Division | $ 24.54 | $ 26.43 | $ 25.85 | $ 32.19 |
| Percentage of Police Budget Allocated to Records | 15.4% | 14.9% | 15.8% | 19.1% |

| EFFECTIVENESS MEASURES | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Time to Process and Respond to Public Information Act Requests (Days) | 2 | 2 | 2 | 2 |
| Percentage of Management Reports Processed by 15th of each month | 95% | 98% | 90% | 95% |

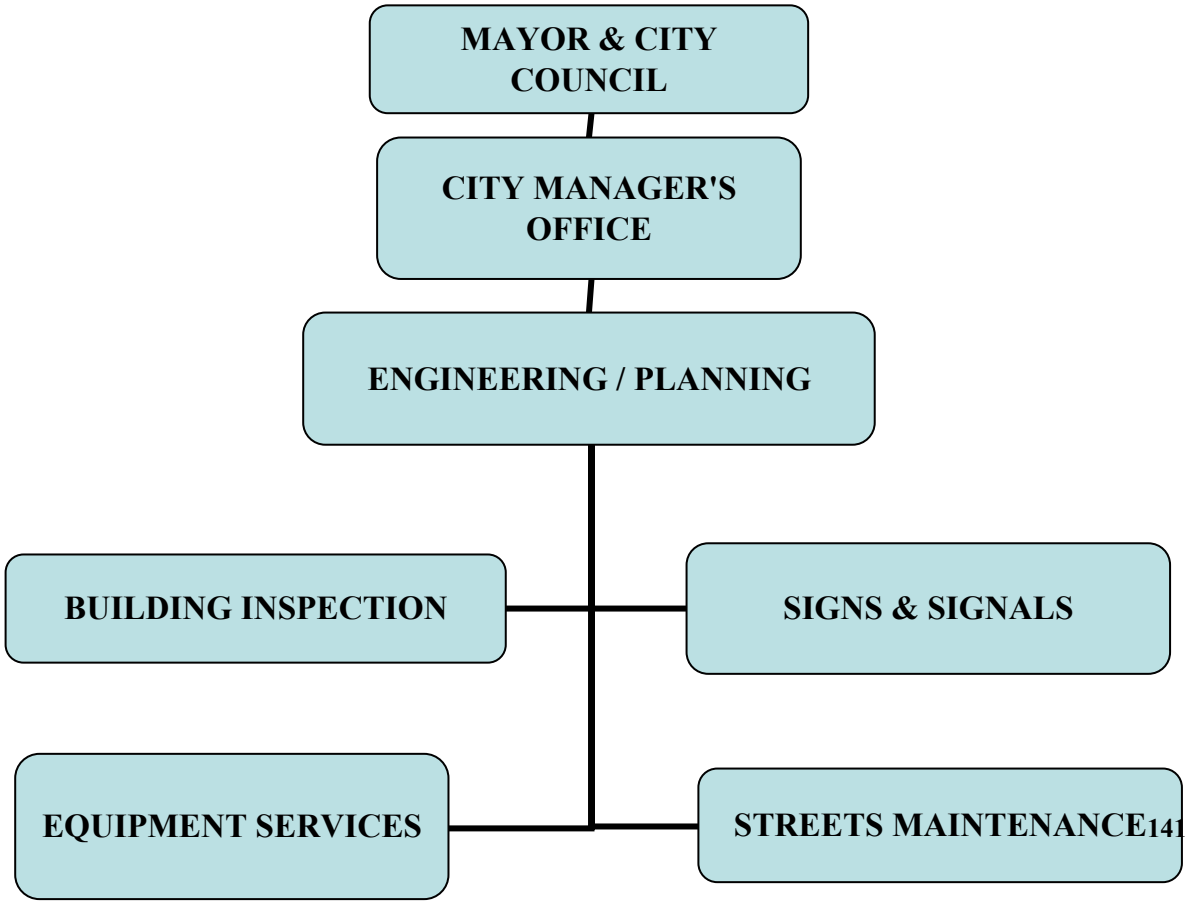
Duncanville

*City of Champions*

# PUBLIC WORKS

**CITY OF DUNCANVILLE**
**PUBLIC WORKS DEPARTMANT**

## ORGANIZATIONAL CHART




| PUBLIC WORKS DEPARTMANT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| ENGINEERING & PLANNING | $ 273,437 | $ 276,123 | $ 267,757 | $ 329,586 |
| BUILDING INSPECTIONS | 524,287 | 587,191 | 616,244 | 597,608 |
| STREET MAINTENANCE | 1,582,121 | 1,648,225 | 1,688,502 | 1,763,881 |
| SIGNS & SIGNALS | 593,255 | 416,458 | 507,249 | 540,525 |
| EQUIPMENT SERVICES | 667,405 | 741,502 | 821,684 | 916,802 |
| TOTAL | $ 3,640,505 | $ 3,669,499 | $ 3,901,436 | $ 4,148,402 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| PUBLIC WORKS | ENGINEERING / PLANNING |

## PROGRAM DESCRIPTION

The Public Works Administration Activity is responsible for the review of all engineering plans, subdivision plats, site plans and the processing of change of zoning applications. Preparation of plans and specifications for capital improvement projects, inspection of all construction work, updating all city maps, and consultation with developers, engineers and citizens are the responsibility of this activity. Operations are administered by a Director and Assistant Director. Technical support is provided by a City Engineer and an Engineering Technician.

## GOALS & OBJECTIVES

Plan the design for twelve capital improvement projects, and to manage and provide inspection for fourteen capital improvement projects during FY 06/07.

Implement FY 06/07 CDBG Program, Call for County Projects, Call for NCTCOG Call for projects .

Review two (2) existing Articles and review for changes by 09/2007.

Work with Consultant for Main Street Planning Study and conduct appropriate public meetings and public hearings.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Director of Public Works | 0.5 | 0.5 | 0.5 | 0.5 |
| Assistant Director of Public Works | 1.0 | 1.0 | 1.0 | 1.0 |
| Engineering Technician | 0.5 | 0.5 | 0.5 | 0.5 |
| Construct Inspector | - | - | - | 0.5 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 224,918 | $ 227,345 | $ 226,245 | $ 274,554 |
| SUPPLIES | 11,605 | 1,398 | 1,297 | 1,419 |
| OTHER SERVICES | 36,914 | 47,380 | 40,215 | 53,613 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 273,437 | $ 276,123 | $ 267,757 | $ 329,586 |

# ACTIVITY SUMMARY

| DEPARTMENT: PUBLIC WORKS | ACTIVITY: ENGINEERING / PLANNING | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Capital Improvement Projects Designed | 12 | 12 | 14 | 12 |
| Capital Improvement Projects Managed | 13 | 14 | 16 | 14 |
| Planning & Zoning Commission Public Hearings | 36 | 20 | 22 | 20 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Capital Improvement Projects Designed/ Started | 13 | 14 | 16 | 14 |
| Zoning Applications Processed (Property Owner Initiated) | 14 | 10 | 9 | 10 |
| City Initiated Zoning Public Hearings | 1 | 1 | 1 | 1 |
| Plat/Replat Applications Processed | 22 | 15 | 10 | 10 |
| Site Plans Processed | 8 | 6 | 8 | 6 |
| Ordinance Reviews/Public Hearings | 11 | 6 | 3 | 5 |
| Subdivision Plans Reviewed | 4 | 4 | 5 | 2 |
| Development Review Committee Meetings | 18 | 22 | 19 | 20 |
| Utility Coordination Committee Meetings | 5 | 4 | 4 | 4 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Cost Processing Zoning Applications | $ 950 | $ 950 | $ 950 | $ 950 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percentage of Capital Projects Completed (Construction) | 100% | 100% | 100% | 100% |
| Percentage of Capital Projects Completed (Design) | 100% | 100% | 100% | 100% |
| Time to Generate GIS Produced Drawing | .4/hr | .4/hr | .4/hr | .4/hr |
| Response Time on Information Searches | 5 min | 5 min | 5 min | 5 min |
| Reviewing Subdivision Plats & C.I.P. Plans within Five Working Days | 98% | 98% | 98% | 98% |
| Respond to Citizen Complaints Within 24 hours | 100% | 100% | 100% | 100% |
| Percentage of Zoning Changes Processed in 21 Days (including advertising) | 100% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| PUBLIC WORKS | BUILDING INSPECTION |

## PROGRAM DESCRIPTION

The Building Inspections Activity reviews permit applications for building construction to ensure compliance with structural, electrical, plumbing, mechanical and zoning requirements. Other Building Inspection activities are to review sign permit applications and inspect for compliance; issue moving, building demolition and garage sale permits; investigate complaints and take enforcement action on violations of the substandard building code, sign and zoning regulations. This activity also writes and prepares new ordinances for council consideration and reviews existing ordinances for suggested changes; conducts compliance inspections for code enforcement, inspects buildings and issues certificates of occupancy; enforces the smoking, junked vehicle, and nuisance ordinances. Building Inspection personnel prepare for and appear in municipal and county court. Other activities of the Building Inspection department are apartment complex inspections and health inspections. The Health Inspector's duties include inspections of restaurants, grocery stores, special events where food is served, schools, day cares and public & semi-public swimming pools.

## GOALS & OBJECTIVES

Cause the removal of 200 junked vehicles in FY 06-07.
Make called inspections within twenty-four (24) hours. Perform apartment complex inspections annually.
Review all building permit applications and issue permits within four (4) working days. (Except large commercial)
Respond to complaints within twenty-four (24) hours and take enforcement action on violations within 48 hours.
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 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Building Official | 1.0 | 1.0 | 1.0 | 1.0 |
| Building Inspector | 1.0 | 1.0 | 1.0 | 1.0 |
| Sr. Code Enforcement Officer | 1.0 | 1.0 | 1.0 | 1.0 |
| Code Enforcement Inspector | 1.4 | 1.0 | 1.0 | 1.0 |
| CDBG Code Enforcement Inspector | 0.6 | - | - | - |
| Administrative Assistant | 1.0 | 1.0 | 1.0 | 1.0 |
| Registered Sanitarian | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 7.0 | 6.0 | 6.0 | 6.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 384,819 | $ 400,181 | $ 376,427 | $ 411,281 |
| SUPPLIES | 12,094 | 13,242 | 12,026 | 12,391 |
| OTHER SERVICES | 125,503 | 173,468 | 227,491 | 173,636 |
| MAINTENANCE | - | 300 | 300 | 300 |
| CAPITAL | 1,871 | - | - | - |
| TOTAL | $ 524,287 | $ 587,191 | $ 616,244 | $ 597,608 |

# ACTIVITY SUMMARY

| DEPARTMENT: PUBLIC WORKS | ACTIVITY: BUILDING INSPECTION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Single-Family & Duplex Units | 11,060 | 11,223 | 11,152 | 11,266 |
| Number of Townhomes | 263 | 283 | 283 | 283 |
| Number of Residential Vacant Lots | 515 | 451 | 359 | 260 |
| Number of Public School Kitchens | 11 | 12 | 14 | 14 |
| Number of Daycare Facilities | 17 | 17 | 16 | 16 |
| Number of Food Establishments | 133 | 134 | 138 | 138 |
| Number of Apartment Units | 2,608 | 2,611 | 2,804 | 2,804 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Single Family Permits (excluding new) | 263 | 264 | 258 | 264 |
| Single Family Housing Permits (new) | 42 | 168 | 86 | 99 |
| Multi-Family Permits (excluding new) | - | 15 | - | - |
| Multi-Family Permits (New Units) | 150 | 246 | 240 | - |
| Townhome Permits (New) | 20 | 20 | - | - |
| Notices of Violations (1st + 2nd Notices) | 4,931 | 5,600 | 4,394 | 5,194 |
| Code Violations Identified (excluding Junked Vehicles RN1-JVs) | 3,738 | 3,300 | 2,548 | 3,300 |
| Junked Vehicles Inspected | 1,165 | - | 1,340 | 1,500 |
| Junked Vehicles Indentified/Removed (City Towed) | 514 | - | 89 | 95 |
| Junked Vehicles Identified/Removed (Owner Removed) | - | - | 302 | 350 |
| Junk Vehicles Complied | 651 | - | 949 | 1,055 |
| Citations Issued | 824 | 889 | 650 | 700 |
| Certificates of Occupancy Issued | 200 | 230 | 184 | 230 |
| Food Service Inspections | 476 | 536 | 552 | 550 |
| Temporary Food Vendors | 19 | 15 | 14 | 21 |
| Food Service Reinspections | 10 | 11 | 4 | 7 |
| Food Service Complaints | 18 | 18 | 13 | 15 |
| Pool Inspections | 75 | 81 | 81 | 81 |
| Building Inspections (Performed by City Staff) | 2,701 | - | 2,633 | 2,700 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Average Cost per Inspection for Inspection Services (There were 2,701 Building Inspections in FY 04-05) | $ 33 | $ 38 | $ 34 | $ 38 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Percent of Junked Vehicles Removed (% of Goal) | 100% | 100% | 195% | 100% |
| Percent of Building Inspections made within twenty-four (24) hours | 98% | 98% | 98% | 98% |
| Percent of Permits Issued within Four (4) Working Days | 85% | 90% | 80% | 90% |
| Percent of Response to Complaints within twenty-four (24) hours | 95% | 95% | 95% | 95% |
| Percent of Action Taken on Complaints within 48 hours | 98% | 95% | 95% | 95% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| PUBLIC WORKS | STREETS 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 thoroughfares, drainage structures, and inlets.

## GOALS & 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 insure unrestricted flow of water.
Seal cracks in streets scheduled for overlay.
Sweep identified thoroughfares by contract six times per year.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Street Superintendent | 1.0 | 1.0 | 1.0 | 1.0 |
| Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Crew Leaders | 3.0 | 3.0 | 3.0 | 3.0 |
| Maintenance Worker | 7.0 | 7.0 | 6.0 | 6.0 |
| Skilled Maintenance Worker | 3.0 | 3.0 | 3.0 | 3.0 |
| Administrative Secretary | 0.5 | 0.5 | 0.5 | 0.5 |
| TOTAL | 15.5 | 15.5 | 14.5 | 14.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 725,282 | $ 712,479 | $ 727,146 | $ 779,759 |
| SUPPLIES | 140,029 | 127,258 | 146,842 | 196,467 |
| OTHER SERVICES | 716,810 | 808,088 | 803,114 | 787,255 |
| MAINTENANCE | - | 400 | 400 | 400 |
| CAPITAL | - | - | 11,000 | - |
| TOTAL | $ 1,582,121 | $ 1,648,225 | $ 1,688,502 | $ 1,763,881 |

# ACTIVITY SUMMARY

| DEPARTMENT: PUBLIC WORKS | ACTIVITY: STREETS MAINTENANCE | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Miles of Asphalt Streets | 73.23 | 72.87 | 72.30 | 72.30 |
| Miles of Concrete Streets | 49.83 | 50.19 | 51.63 | 51.63 |
| Miles of Seal Coat Streets | 32.92 | 32.92 | 32.92 | 32.92 |
| Miles of Asphalt Alleys | 7.64 | 7.28 | 6.91 | 6.91 |
| Miles of Concrete Alleys | 32.64 | 33.00 | 33.73 | 33.73 |
| Miles of Street Drainage w/o Gutters | 30.17 | 30.17 | 29.44 | 29.44 |
| Number of Bridges | 15 | 15 | 15 | 15 |
| Number of Inlets | 1,215 | 1,217 | 1,253 | 1,253 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Headwalls & Culverts Cleaned | 106 | 130 | 120 | 120 |
| Utility Cuts Repaired | 142 | 140 | 140 | 140 |
| Square Feet of Sidewalk Repaired | 7,358 | 7,500 | 7,500 | 7,500 |
| Asphalt Overlay Square Yards | 79,945 | 80,000 | 80,000 | 80,000 |
| Cubic Yards of Concrete Used | 704 | 700 | 700 | 700 |
| Tons of Asphalt Used | 630 | 600 | 700 | 600 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Annual Cost of Overlay (per sq yd) | $ 2.99 | $ 3.25 | $ 3.56 | $ 3.56 |
| Annual Cost of Crack Seal (per linear ft) | $ - | $ 0.36 | $ 0.52 | $ 0.52 |
| Annual Cost of Sidewalk Repair (per sq ft) | $ 6.88 | $ 6.75 | $ 6.75 | $ 6.75 |
| Annual Cost of Street Sweeping (per curb mile) | $ 17.08 | $ 17.08 | $ 15.00 | $ 15.00 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| 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% |
| Crack Seal Linear Feet | - | 137,500 | 130,000 | 130,000 |
| Street Sweeping Curb Miles | 102.85 | 102.50 | 110.37 | 110.37 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| PUBLIC WORKS | SIGNS & SIGNALS |

## PROGRAM DESCRIPTION

The Signs and Signals Activity is responsible for the installation and maintenance of regulatory and non-regulatory signs, traffic signals, school flashing lights, street striping, crosswalks, stop bars, parking lots, traffic counts, lane marking buttons and facings of all signs. Visibility on streets is improved through installation of state-of-the-art pavement markings, traffic buttons and/or reflective markers.

## GOALS & OBJECTIVES

Replace regulatory signs within 24 hours of deficiency notification.
Replace non-regulatory signs within 72 hours of deficiency notification.
Install 240,000 linear feet of street striping by contract.
Respond to school zone light malfunctions within 30 minutes after notification.
Renew deteriorated thermoplastic stop bars and crosswalks per five year plan.
Install raised pavement markers as need is identified by traffic engineer.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Signs & Signals Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Signal Technician | 1.0 | 1.0 | 2.0 | 2.0 |
| | 2.0 | 2.0 | 3.0 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 145,177 | $ 143,410 | $ 161,028 | $ 170,096 |
| SUPPLIES | 196,712 | 160,515 | 146,056 | 164,696 |
| OTHER SERVICES | 206,034 | 109,033 | 172,355 | 192,733 |
| MAINTENANCE | 2,700 | 3,500 | 3,500 | 3,500 |
| CAPITAL | 42,632 | - | 24,310 | 9,500 |
| TOTAL | $ 593,255 | $ 416,458 | $ 507,249 | $ 540,525 |

# ACTIVITY SUMMARY

| DEPARTMENT: PUBLIC WORKS | ACTIVITY: SIGNS & SIGNALS | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Regulatory & Non-regulatory Signs | 4,337 | 4,442 | 4,442 | 9,850 |
| Street Signs | 1,926 | 1,960 | 1,960 | 1,966 |
| Crosswalks | 131 | 133 | 133 | 165 |
| Stop Bars | 172 | 176 | 176 | 180 |
| Controllers | 34 | 34 | 34 | 34 |
| Signalized Intersections | 36 | 36 | 36 | 36 |
| School Flashing Lights | 65 | 73 | 73 | 73 |
| Lane Miles Streets to be Striped | 46.76 | 46.76 | 46.76 | 150.08 |
| Lane Miles of Streets w/ Traffic Buttons | 120.43 | 120.79 | 120.79 | 167.44 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Linear Feet of Paint Striping Applied | 111,602 | 240,000 | 240,000 | 240,000 |
| Number of Bulbs Replaced | 482 | 150 | 150 | 170 |
| Number of Signals/Controllers Repaired | 130 | 150 | 125 | 150 |
| Number of School Zone Flashers | 68 | 50 | 140 | 140 |
| Number of Stop Bars Renewed | 6 | 30 | 30 | 30 |
| Number of Crosswalks Renewed | - | 20 | 20 | 20 |
| Number of Signs Maintained | 308 | 400 | 400 | 623 |
| Traffic Counts | 15 | 30 | 44 | 50 |
| Traffic Buttons Installed | - | 5,000 | 3,500 | 5,000 |
| Times Streets are Striped | 1 | 2 | 2 | 2 |
| Street Sign Replacement | 47 | 550 | 550 | 550 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Cost per Bulb Change out | $ 39.03 | $ 40.00 | $ 40.00 | $ 42.36 |
| Cost per Signal Maintenance (Field) | $ 46.50 | $ 45.00 | $ 45.00 | $ 46.25 |
| Cost per School Flashing Light Replacement | $ 1,961.75 | $ 1,960.00 | $ 1,960.00 | $ 2,950.00 |
| Cost per Lane Mile Street Striped (Paint) | $ 118.80 | $ 118.80 | $ 118.80 | $ 172.26 |
| Cost per Crosswalk | $ 715.42 | $ 715.00 | $ 715.00 | $ 864.54 |
| Cost per Sign Name Plate | $ 76.32 | $ 76.50 | $ 76.50 | $ 150.00 |
| Cost per 100 Traffic Buttons Installed | $ - | $ 200.00 | $ 200.00 | $ 450.00 |
| Cost per 100 Left Turn Buttons Installed | $ - | $ 200.00 | $ 200.00 | $ 450.00 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Average Man-hours to Maintain Signals (Field) | 1.25 | 1.50 | 1.50 | 1.50 |
| Average Man-hours to Make Up New Sign & Install | 1.00 | 1.50 | 1.50 | 1.00 |
| Average Times Stop Bars are Renewed | 0.75 | 0.75 | 0.75 | 0.75 |
| Linear Feet of Contract Striping | 111,602 | 240,000 | 240,000 | 240,000 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| PUBLIC WORKS | 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 & 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 & recommendations on the Fleet replacement fund, coordinating vehicle & equipment auctions and performing routine inspections on city generators.

## GOALS & OBJECTIVES

Schedule & perform routine preventative maintenance on vehicles & equipment (including generators).
Repair vehicles & 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.
Upgrade and utilize fleet software program as a recordkeeping & decision making tool.
Develop specifications, order new vehicles & equipment, and make-ready for service.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Equipment Services/Solid Waste Supervisor | 1.0 | 1.0 | 1.0 | 1.0 |
| Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Mechanic | 2.0 | 2.0 | 2.0 | 2.0 |
| TOTAL | 4.0 | 4.0 | 4.0 | 4.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 224,947 | $ 235,880 | $ 226,068 | $ 251,628 |
| SUPPLIES | 194,944 | 216,791 | 277,251 | 347,388 |
| OTHER SERVICES | 26,765 | 55,831 | 82,093 | 72,286 |
| MAINTENANCE | 211,826 | 208,000 | 211,272 | 220,500 |
| CAPITAL | 8,923 | 25,000 | 25,000 | 25,000 |
| TOTAL | $ 667,405 | $ 741,502 | $ 821,684 | $ 916,802 |

# ACTIVITY SUMMARY

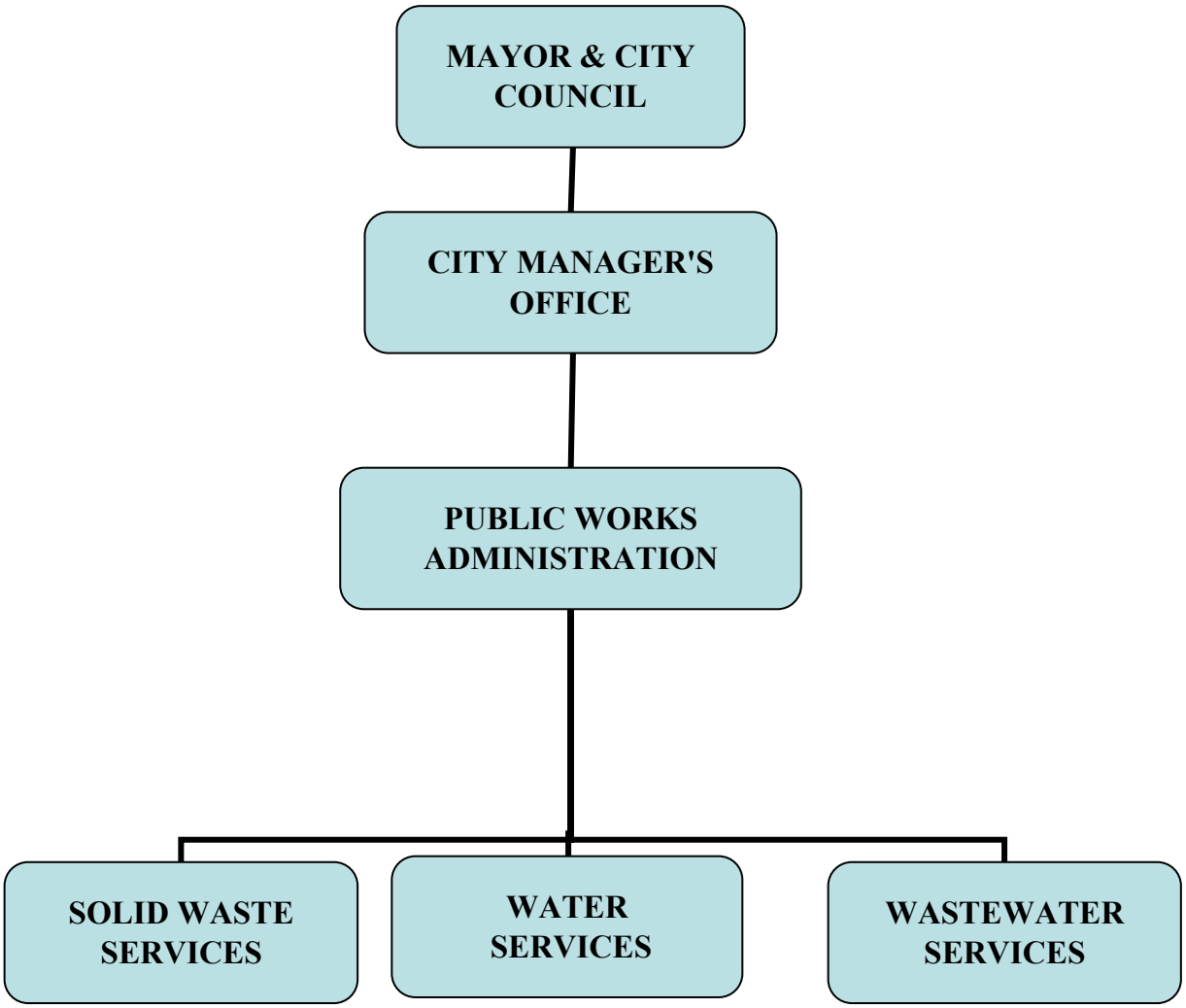
| DEPARTMENT: PUBLIC WORKS | ACTIVITY: EQUIPMENT SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Non-Emergency Vehicles | 18 | 19 | 18 | 21 |
| Light Trucks | 50 | 54 | 52 | 55 |
| Heavy Trucks | 9 | 8 | 9 | 9 |
| Heavy Equipment | 9 | 9 | 9 | 9 |
| Light Equipment | 26 | 30 | 28 | 30 |
| Emergency Vehicles | 29 | 29 | 29 | 31 |
| Fueling Station Pumps | 4 | 4 | 4 | 4 |
| Fueling Station Tanks | 2 | 2 | 2 | 2 |
| Generators | 5 | 5 | 5 | 5 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Vehicles/Equipment Repaired | 1,196 | 1,200 | 1,400 | 1,500 |
| Preventive Maintenance Scheduled & Performed | 601 | 620 | 624 | 650 |
| Service Calls | 17 | 24 | 45 | 48 |
| Man-Hours of Specialized Training | 40 | 80 | 150 | 200 |
| Vehicles Transferred | 5 | 6 | 5 | 6 |
| Man-Hours Entering Computer Data | 100 | 100 | 100 | 100 |
| New Install Vehicles/Equipment | 15 | 16 | 15 | 16 |
| Number of Vehicles Safety & Emission Tested | 78 | 93 | 90 | 93 |
| Gallons of Unleaded Fuel Consumed | 77,188 | 77,000 | 78,000 | 78,000 |
| Gallons of Diesel Fuel Consumed | 29,496 | 29,000 | 31,000 | 34,000 |
| Tank Tests Performed | 52 | 52 | 52 | 52 |
| Stage II Test Performed | 1 | 1 | 1 | 1 |
| Daily Inspections of Fuel Station | 260 | 264 | 264 | 264 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Average Cost of Unleaded Fuel | $ 1.82 | $ 2.15 | $ 2.95 | $ 3.50 |
| Average Cost of Diesel Fuel | $ 1.91 | $ 2.25 | $ 2.50 | $ 3.00 |
| Average Cost per Hour to Enter Computer Data | $ 16.00 | $ 16.70 | $ 14.16 | $ 14.60 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Average Downtime per Vehicle Repaired | 1 day | 1 day | 1 day | 1 day |
| Average Downtime per Equipment Repaired | 2 days | 2 days | 2 days | 2 days |
| Average Downtime per Emergency Equipment Repaired | 3 days | 3 days | 3 days | 3 days |
| Number of Emergency Equipment Inoperative Over 48 Hours | 10 | 8 | 10 | 8 |
| Number of DOT Tire Inspections | 13 | 13 | 13 | 13 |
| Number of Computer Entries | 1,196 | 1,200 | 1,400 | 1,500 |

Duncanville

*City of Champions*

# UTILITIES

## ORGANIZATIONAL CHART




| UTILITIES DEPARTMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| ADMINISTRATION | 255,637 | 270,292 | 360,115 | 345,886 |
| WATER SERVICE | 3,759,118 | 4,141,341 | 4,589,390 | 4,226,848 |
| WASTEWATER SERVICE | 3,516,337 | 3,813,520 | 3,586,319 | 3,755,687 |
| NON-DEPARTMENTAL | 22,870 | - | - | - |
| TOTAL | $ 7,553,964 | $ 8,225,153 | $ 8,535,824 | $ 8,328,421 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| 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, 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 Trinity River Authority and the City of Dallas Water Utilities to coordinate the city's participation in regional water and wastewater systems. The Director works with the North Central Texas Council of Governments representing the City in public works-related programs and projects.

## GOALS & OBJECTIVES

Maintain water Rate of Flow controller setting at 12.0 MGD, eliminating additional cost for water purchased from the City of Dallas.

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 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Director of Public Works | 0.5 | 0.5 | 0.5 | 0.5 |
| Executive Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| City Engineer | 0.5 | 0.5 | 0.5 | 0.5 |
| Engineering Technician | 0.5 | 0.5 | 0.5 | 0.5 |
| Construct Inspector | - | - | - | 0.5 |
| TOTAL | 2.5 | 2.5 | 2.5 | 3.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 205,492 | $ 214,682 | $ 267,571 | $ 260,091 |
| SUPPLIES | 9,398 | 18,689 | 12,859 | 13,485 |
| OTHER SERVICES | 40,747 | 36,921 | 79,685 | 72,310 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 255,637 | $ 270,292 | $ 360,115 | $ 345,886 |

# ACTIVITY SUMMARY

| DEPARTMENT: UTILITIES | ACTIVITY: ADMINISTRATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Service Area in Square Miles | 11.2 | 11.2 | 11.2 | 11.2 |
| Population | 35,750 | 36,871 | 36,150 | 36,871 |
| Dwelling Units | 13,428 | 13,728 | 13,652 | 13,728 |
| Full Time Employees | 51 | 51 | 51 | 51 |
| Total Ground Storage Capacity in MG | 14.5 | 14.5 | 14.5 | 14.5 |
| Total Pumping Capacity in GPM | 28,250 | 28,250 | 28,250 | 28,250 |
| Total Elevated Storage Capacity in MG | 3 | 3 | 3 | 3 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Development Review Committee Meetings | 18 | 22 | 19 | 22 |
| Utility Coordination Committee Meetings | 5 | 4 | 4 | 4 |
| Inches of Rainfall (Oct - Sept) | 41 | 42 | 42 | 40 |
| Days Rainfall Occurred | 65 | 70 | 70 | 60 |
| Feet of Sanitary Sewer Lines Televised by City Crews | 19,641 | 20,000 | 15,271 | 18,000 |
| Feet of Storm Sewer Lines Televised by City Crews | 2,500 | 2,500 | 1,100 | 1,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Administration Cost as Percent of Total Water/Wastewater Budget | 2.6% | 2.5% | 2.3% | 2.5% |
| Per Capita Cost of Water/Wastewater Operations | $ 230 | $ 235 | $ 235 | $ 235 |
| Unit Cost per MGD Based on Rate of Flow Controller | $ 124,000 | $ 142,000 | $ 141,000 | $ 142,000 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Rate of Flow Controller Setting in MGD | 12.5 | 12.5 | 12.0 | 12.0 |
| Leaks Identified by Wastewater I and I Analysis | 153 | 60 | 50 | 45 |
| Number of Sanitary Sewer Overflows | 7 | 3 | 14 | 5 |
| Feet of Sanitary Sewer Line Cleaned by Bucket Method | 7,163 | 13,500 | 10,762 | 12,500 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| UTILITIES | WATER SERVICES |

## PROGRAM DESCRIPTION

The Water Services Activity is responsible for providing potable water service to Duncanville citizens on a 24 hour, 7 day a week basis. This activity is also responsible for the operation and maintenance of more than 186.97 miles of water mains; 11,120 service lines and meters; more than 86.92 miles of service lines; 1,335 fire hydrants; 3 pump stations (28,250 GPM capacity); 4 ground storage tanks (14.5 MG); and 3 elevated storage tanks (3.0 MG). Operational functions also include service line and meter installations.

## GOALS & OBJECTIVES

Initiate 2006-07 Phase of the Leak, Locate and Repair Program by locating 30 leaks using the leak detector to systematically locate, identify and repair leaking water lines.

Initiate 2006-07 Phase of the Valve Exercise Program by exercising 350 valves to insure valves operate properly to allow shutdown of smaller areas when repairs are needed.

Test and or replace all large meters more than 10 years old, thereby increasing flow measurement accuracy.

Rehabilitate the Summit Pump Station 8.0MG Ground Storage Tank to maintain structural integrity.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Superintendent | 0.5 | 0.5 | 0.5 | 0.5 |
| Administrative Secretary | 0.5 | 0.5 | 0.5 | 0.5 |
| Water Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Inspector | 1.0 | 1.0 | 1.0 | 1.0 |
| Crew Leader | 3.0 | 3.0 | 3.0 | 3.0 |
| Maintenance | 3.0 | 3.0 | 3.0 | 3.0 |
| TOTAL | 9.0 | 9.0 | 9.0 | 9.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 504,054 | $ 498,395 | $ 520,511 | $ 527,880 |
| SUPPLIES | 94,677 | 171,694 | 175,968 | 103,464 |
| OTHER SERVICES | 3,084,867 | 3,394,577 | 3,802,336 | 3,480,829 |
| MAINTENANCE | 50,157 | 43,015 | 57,318 | 48,015 |
| CAPITAL | 25,365 | 33,660 | 33,257 | 66,660 |
| TOTAL | $ 3,759,118 | $ 4,141,341 | $ 4,589,390 | $ 4,226,848 |

# ACTIVITY SUMMARY

| DEPARTMENT: UTILITIES | ACTIVITY: WATER SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Residential Customers Served | 10,971 | 11,109 | 11,109 | 11,120 |
| Miles of Water Mains | 186.92 | 186.97 | 186.97 | 186.97 |
| Number of Pump Stations | 3 | 3 | 3 | 3 |
| Number of Storage Tanks | 7 | 7 | 7 | 7 |
| Number of Fire Hydrants | 1,296 | 1,300 | 1,318 | 1,335 |
| Miles of Service Lines | 86.90 | 86.92 | 86.92 | 86.92 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Samples Collected | 5,107 | 4,450 | 4,071 | 4,100 |
| New Services Installed | 15 | 15 | 10 | 15 |
| Meters Installed | 92 | 100 | 100 | 100 |
| Major Leaks | 36 | 40 | 40 | 40 |
| Minor Leaks | 24 | 30 | 30 | 30 |
| Average Daily Consumption (MGD) | 5.3 | 5.9 | 6.0 | 6.0 |
| Peak Daily Consumption (MGD) | 9.6 | 12.5 | 12.5 | 12.0 |
| Rate of Flow Controller Setting | 12.5 | 12.5 | 12.0 | 12.0 |
| Total Pumpage (x1000) | 1,949,561 | 2,150,000 | 2,100,000 | 2,150,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Labor Cost per Fire Hydrant Installed | $ 410.08 | $ 420.39 | $ 414.18 | $ 420.39 |
| Average Labor Cost per Major Leak Repaired | $ 425.63 | $ 436.34 | $ 429.89 | $ 436.34 |
| Average Labor Cost per Minor Leak Repaired | $ 256.84 | $ 263.30 | $ 259.41 | $ 263.30 |
| Average Labor Cost per Valve Exercised | $ 37.18 | $ 38.31 | $ 37.74 | $ 38.31 |
| Average Labor Cost per Sample Collected | $ 6.50 | $ 6.90 | $ 6.70 | $ 6.90 |
| Percent of Unaccounted -For Water | 11% | 10% | 10% | 10% |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Number of Feet of Substandard Water Lines Replaced | 2,894 | 4,000 | 6,077 | 3,000 |
| Number of Feet of New Water Lines Installed | - | 5,000 | 4,600 | 5,000 |
| Number of Leaks Located with Detector | 23 | 25 | 25 | 25 |
| Number of Valves Exercised | 716 | 350 | 400 | 350 |
| Number of Large Meters Tested/Replaced | 39 | 40 | 45 | 40 |
| Number of Water Tanks Rehabilitated | - | 1 | - | 1 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| UTILITIES | WASTEWATER SERVICES |

## PROGRAM DESCRIPTION

The Wastewater Services Activity is responsible for providing wastewater collection of domestic and industrial on a continuous 24 hour, 7 day a week basis. The collection system consists of more than 152.65 miles of main collection lines; 1,720 manholes; 10,100 customers; and more than 76 miles of service lines. Operational functions include collection system maintenance for one sewer lift station, main line and service extensions.

## GOALS & OBJECTIVES

Begin 2006-07 Phase of the Infiltration/Inflow Program by locating leaks and inflow problems in sanitary sewer lines.
Chemically root treat approximately 20,000 feet of targeted collector lines in the East, Central and West Basins by March, 2007.
Rehabilitate 30 manholes throughout the City to reduce infiltration in manholes.
Identify I and I problems in the sanitary sewer system by televising 20,000 feet of sanitary sewer lines.

Perform 35 point repairs as identified by the I/I study to reduce infiltration/inflow into the sewer system.
Mechanically clean approximately 12,500 ft. of sewer line to remove flow restrictions by June, 2007.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Superintendent | 0.5 | 0.5 | 0.5 | 0.5 |
| Wastewater Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| I & I Foreman | 1.0 | 1.0 | 1.0 | 1.0 |
| Crew Leader | 4.0 | 4.0 | 4.0 | 4.0 |
| Maintenance | 4.0 | 4.0 | 4.0 | 3.0 |
| | 10.5 | 10.5 | 10.5 | 9.5 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 447,227 | $ 511,016 | $ 449,026 | $ 569,212 |
| SUPPLIES | 54,457 | 64,077 | 68,184 | 73,672 |
| OTHER SERVICES | 2,967,827 | 3,193,977 | 3,028,147 | 3,066,303 |
| MAINTENANCE | 18,926 | 23,450 | 22,557 | 23,000 |
| CAPITAL | 27,900 | 21,000 | 18,405 | 23,500 |
| TOTAL | $ 3,516,337 | $ 3,813,520 | $ 3,586,319 | $ 3,755,687 |

# ACTIVITY SUMMARY

| DEPARTMENT: UTILITIES | ACTIVITY: WASTEWATER SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Customers Served | 9,938 | 10,089 | 10,089 | 10,100 |
| Miles of Sanitary Sewer Lines | 152.35 | 152.65 | 152.65 | 152.65 |
| Miles of Sanitary Sewer Laterals | 76.86 | 76.92 | 76.90 | 76.92 |
| Number of Manholes | 1,698 | 1,690 | 1,710 | 1,720 |
| Number of Lift Stations | 1 | 1 | 1 | 1 |
| Septic Tanks tied on | 5 | 5 | 5 | 5 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Number of Manholes Cleaned | 80 | 120 | 100 | 120 |
| New Services Installed | 1 | 10 | 10 | 10 |
| Miles of Sewer Mains Cleaned | 8.73 | 15.00 | 10.00 | 10.00 |
| Main Line Stoppages | 16 | 25 | 30 | 30 |
| Service Line Stoppages | 344 | 250 | 300 | 300 |
| Mains Repaired | 8 | 35 | 15 | 15 |
| Services Repaired | 38 | 65 | 50 | 65 |
| TRA Flow (x1000) | 62,962,000 | 1,600,000 | 63,000,000 | 63,000,000 |
| Dallas Flow (x1000) | 104,143 | 110,000 | 110,000 | 110,000 |
| Total Flow (x1000) | 63,066,143 | 1,710,000 | 63,110,000 | 63,110,000 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Average Labor Cost per Main Line Repair | $ 405.58 | $ 415.78 | $ 409.64 | $ 415.78 |
| Average Labor Cost per Service Line Repair | $ 290.59 | $ 297.90 | $ 293.50 | $ 297.90 |
| Average Labor Cost per Service Line Stoppage | $ 56.21 | $ 58.19 | $ 57.05 | $ 58.19 |
| Average Labor Cost per Mile of Sewer Main Cleaned | $ 487.72 | $ 499.99 | $ 492.60 | $ 499.99 |
| Average Labor Cost per New Service Installed | $ 521.63 | $ 534.75 | $ 526.85 | $ 534.75 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Number of Leaks Identified by I and I Analyses | 100 | 60 | 60 | 60 |
| Number of Feet of Main Line Chemically Root Treated | 26,030 | 24,000 | 24,380 | 24,000 |
| Number of Manholes Rehabilitated | 33 | 50 | 32 | 30 |
| Number of Feet of Sewer Line Televised by Dept. Crews | 15,266 | 20,000 | 18,000 | 20,000 |
| Number of Feet of Sewer Line Rehabilitated | - | - | - | - |
| Number of Feet of New Sewer Line Installed | - | - | 5,746 | - |
| Number of Point Repairs Made by Dept. Forces | 8 | 35 | 20 | 25 |
| Number of Feet of Sewer Line Mechanically Cleaned | 7,163 | 12,500 | 10,762 | 12,500 |
| Number of Feet of Sewer Line Replaced | - | - | - | - |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| UTILITIES | NON-DEPARTMENTAL |

## PROGRAM DESCRIPTION

The Non-Departmental cost center accounts for expenses that are not directly related to any department in the Utilities Fund.

## GOALS & OBJECTIVES

Not applicable

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Not applicable | | | | |
| TOTAL | 0.0 | | 0.0 | 0.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ - | $ - | $ - | $ - |
| SUPPLIES | - | - | - | - |
| OTHER SERVICES | 22,870 | - | - | - |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 22,870 | $ - | $ - | $ - |

# ACTIVITY SUMMARY

| DEPARTMENT: UTILITIES | ACTIVITY: NON-DEPARTMENTAL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not applicable | | | | |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not applicable | | | | |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not applicable | | | | |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Not applicable | | | | |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| UTILITIES | SOLID WASTE SERVICES |

## PROGRAM DESCRIPTION

The Solid Waste Activity is responsible for planning, organizing and the general supervision of sanitation collection & disposal, recycling, brush chipping operation, annual clean-ups, e-waste and household hazardous waste collections. This activity also manages complaints regarding the various operations in solid waste services.

## GOALS & OBJECTIVES

Provide garbage collection & disposal services to Duncanville residents and businesses.
Coordinate the City's Brush Chipping program with a goal of reducing the waste stream by 14 percent.
Coordinate the City's Recycling program with a goal of reducing the waste stream by 7 percent.
Participate in the Dallas County Household Hazardous Network and provide Duncanville residents a proper method of disposing of HHW, thereby removing household hazardous waste from 1 percent of Duncanville households.
Conduct an annual centralized cleanup campaign for Duncanville residents.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Maintenance Worker | 2.0 | 2.0 | 2.0 | 2.0 |
| TOTAL | 2.0 | 2.0 | 2.0 | 2.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 71,678 | $ 74,131 | $ 77,065 | $ 79,492 |
| SUPPLIES | 149 | 2,012 | 2,187 | 2,248 |
| OTHER SERVICES | 1,729,153 | 1,812,749 | 1,823,017 | 1,885,211 |
| MAINTENANCE | 61 | 1,800 | 1,550 | 1,550 |
| CAPITAL | - | - | - | - |
| TOTAL | $ 1,801,041 | $ 1,890,692 | $ 1,903,819 | $ 1,968,501 |

# ACTIVITY SUMMARY

| DEPARTMENT: UTILITIES | ACTIVITY: SOLID WASTE SERVICES | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Households Served by Residential Trucks | 10,693 | 10,920 | 10,792 | 10,920 |
| Commercial Customers Served by Residential Trucks | 173 | 178 | 178 | 180 |
| Refuse Customers Served by Commercial Trucks | 478 | 500 | 489 | 500 |
| Miles of Paved Alleys for Refuse Collection | 17 | 17 | 17 | 17 |
| Number of annual Clean-ups | 1 | 1 | 1 | 1 |
| Number HHW collections | 2 | 1 | 1 | 1 |
| Number of E-Waste collections | 0 | 0 | 1 | 1 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Total Yards Generated | 162,257 | 173,460 | 178,174 | 186,260 |
| Yards of Material Recycled | 13,520 | 12,200 | 12,000 | 13,500 |
| Yards of Bulky Brush | 25,480 | 36,000 | 36,000 | 37,500 |
| Yards of Chipped Brush | 3,640 | 5,143 | 5,143 | 5,357 |
| Yards of CFC Appliances | 244 | 260 | 260 | 260 |
| Yards of Solid Waste Delivered to the Landfill | 123,013 | 125,000 | 129,914 | 135,000 |
| Refuse Inquiries | 2,432 | 2,640 | 2,400 | 2,500 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost per Yard for Landfill Operations | $ 4.57 | $ 4.86 | $ 4.73 | $ 5.01 |
| Cost per Ton for Landfill Operations | $ 13.71 | $ 14.57 | $ 14.19 | $ 15.03 |

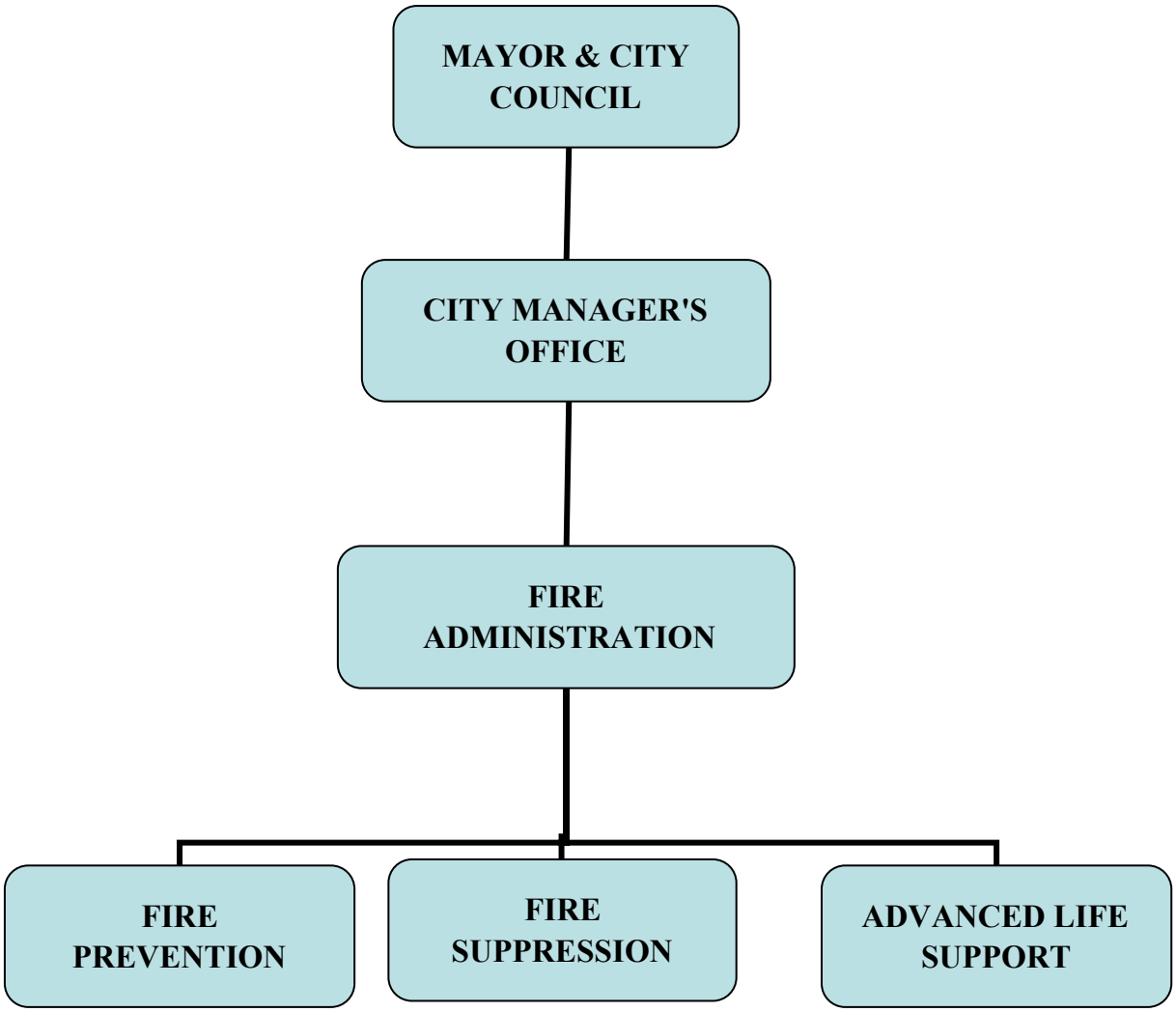
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Percent of Waste Stream Reduction Due to Brush Removal | 15.70% | 20.75% | 20.20% | 20.13% |
| Percent of Waste Stream Reduction Due to Recycling | 8.33% | 7.03% | 6.73% | 7.25% |
| Households Participating in HHW Disposal | 172 | 200 | 225 | 220 |
| Percent of Households Participating in HHW Disposal | 1.61% | 1.83% | 2.08% | 2.01% |

Duncanville

*City of Champions*

# FIRE

## ORGANIZATIONAL CHART




| FIRE DEPARTMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| FIRE ADMINISTRATION | $ 400,088 | $ 424,318 | $ 392,384 | $ 472,101 |
| FIRE PREVENTION | 116,136 | 109,103 | 111,544 | 126,218 |
| FIRE SUPPRESSION | 3,029,747 | 3,056,910 | 3,077,498 | 3,181,106 |
| ADVANCED LIFE SUPPORT | 990,570 | 1,024,471 | 1,020,434 | 1,145,416 |
| TOTAL | $ 4,536,541 | $ 4,614,802 | $ 4,601,860 | $ 4,924,841 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FIRE | ADMINISTRATION |

## PROGRAM DESCRIPTION

The Fire Administration Activity is responsible for the administration and general supervision of all Fire, EMS and EOC operations. This responsibility includes planning, developing, directing, coordinating and evaluating activities assigned to protect the life and property of Duncanville citizens while safeguarding the environment and the community's economic base. These functions are administrated by a Fire Chief and Assistant Fire Chief. The Assistant Fire Chief is responsible for direct supervision over budget, special projects, risk management and advanced life support. Clerical and secretarial support is provided by one administrative secretary. The Fire Chief also holds the appointed title of Emergency Management Coordinator for the City of Duncanville. The Emergency Preparedness program efforts are accomplished by coordinating and managing emergency plans and annexes to meet and conform with federal, state, county and local laws for the City of Duncanville.

## GOALS & OBJECTIVES

Maintain current and efficient Departmental Rules and Regulations and Standard Operating Guidelines
Maintain current and efficient EMS Standard Operating Guidelines
Maintain current Civil Service eligibility list for entry level, Fire Equipment Operator, Fire Captain and Battalion Fire Chief.
Provide efficient EMS billing data the EMS billing contractor and review EMS billing contract and purchasing agreements.
Update testing material for Fire Equipment Operator, Captain & Battalion Chief promotional exams.
Review annually Emergency Management Procedures with City Manager, Mayor and Directors.
Maintain current Emergency Operations Plan and Annexes to meet all federal, state and local laws.
Maintain and test Community Alert Warning System.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Fire Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant Fire Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| Emergency Manager | - | - | - | 1.0 |
| TOTAL | 3.0 | 3.0 | 3.0 | 4.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 273,955 | $ 282,434 | $ 285,202 | $ 331,222 |
| SUPPLIES | 10,230 | 4,010 | 5,416 | 7,221 |
| OTHER SERVICES | 107,451 | 93,768 | 95,107 | 119,577 |
| MAINTENANCE | 7,368 | 1,760 | 6,659 | 1,760 |
| CAPITAL | 1,084 | 42,346 | - | 12,321 |
| TOTAL | $ 400,088 | $ 424,318 | $ 392,384 | $ 472,101 |

# ACTIVITY SUMMARY

| DEPARTMENT: FIRE | ACTIVITY: ADMINISTRATION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| In City Population | 36,752 | 36,871 | 37,814 | 38,753 |
| Periphery Population (2000 census) | 19,534 | 19,534 | 19,534 | 20,000 |
| Total Fire Department Personnel | 52 | 52 | 52 | 52 |
| Test Community Warning Alert System monthly | 12 | 12 | 12 | 12 |
| Single Family Dwellings | 11,060 | 11,140 | 11,144 | 11,235 |
| Multi Family Dwellings | 2,608 | 2,588 | 2,868 | 2,868 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Personnel Status Review | 104 | 104 | 104 | 104 |
| Activity Evaluations | 12 | 12 | 12 | 12 |
| Supervisor Workshops | 2 | 2 | 2 | 2 |
| Review Monthly Emergency Medical Billing Reports | 12 | 12 | 12 | 12 |
| Attend LEPC meetings | 4 | 4 | 4 | 12 |
| Regional Dispatch, EMS & Fire Suppression Activities | 10 | 12 | 12 | 12 |
| Annual Health and Safety Fair | 1 | 1 | 1 | 1 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Administrative Cost as Percent of Budget (General Accounts) | 9% | 10% | 9% | 10% |
| Obtain ISO rating of 2 | 3 | 3 | 3 | 2 |
| Review Job Description for Each Civil Service Position | 5 | 5 | 5 | 5 |
| Update test material for all three promotional exams | 3 | 3 | 3 | 3 |
| Update Emergency Management Plans & Annexes | 1 | 1 | 1 | 1 |
| Service Community Alert Warning System | 16 | 16 | 16 | 16 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Improve ISO rating | 3 | 3 | 3 | 2 |
| Review EMS Quality Assurance Reports | 12 | 12 | 12 | 12 |
| Update Standard Operating Procedures | 45 | 45 | 45 | 45 |
| Update all Section of Rules and Regulation | 9 | 9 | 9 | 9 |
| Hold Annual Health Fair | 1 | 1 | 1 | 1 |
| Conduct Maintenance on Community Alert Warning System | 16 | 16 | 16 | 16 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FIRE | FIRE PREVENTION |

## PROGRAM DESCRIPTION

The Fire Prevention Activity is responsible for providing service to the citizens of Duncanville, enhancement of life, safety and the preservation of the economic base of Duncanville. Responsibilities include investigation for fire cause detection, for fire safety hazards, fire prevention education awareness, preparation and filing of arson cases, enforcement of fire ordinances, fire codes and laws of the city and state. Additional responsibilities include the reporting of all fire reports to the Texas Commission on Fire Protection and assisting the state with local reporting of Tier Two information. Coordinate Emergency Operations under the supervision of the Emergency Management Coordinator for the City of Duncanville. Continue the K-9 Accelerant Detection Program with continuing education and actual experience at fire scenes. The K-9 dog and handler/trainer are a part of the City of Duncanville's automatic assistance program with Dallas/Ellis County Fire and Arson Investigators Interlocal Agreement.

## GOALS & OBJECTIVES

Fire Marshal/Arson Investigator will maintain a Peace Officer Certification.
Insure that all Fire Inspectors & Fire/Arson Investigators maintain their required Certifications.
Oversee the Citizens Fire Academy.
Assist in the efficient and timely operations of the Community Alert Warning Sirens.
Maintain K-9 and Handler Certifications.
Maintain a timely review of all plans submitted.
Maintain record of all fire inspections.
Deliver all fire reports to the State Fire Marshal as required.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Battalion Fire Chief | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 88,752 | $ 91,681 | $ 92,949 | $ 106,177 |
| SUPPLIES | 5,618 | 5,335 | 5,964 | 9,027 |
| OTHER SERVICES | 21,766 | 12,087 | 12,631 | 11,014 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 116,136 | $ 109,103 | $ 111,544 | $ 126,218 |

# ACTIVITY SUMMARY

| DEPARTMENT: FIRE | ACTIVITY: FIRE PREVENTION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Mercantile Structures | 1,339 | 1,339 | 1,342 | 1,355 |
| Industrial Structures | 110 | 110 | 111 | 111 |
| Dwelling units Single Family | 11,060 | 11,140 | 11,144 | 11,235 |
| Dwelling units Multi family | 2,608 | 2,588 | 2,868 | 2,868 |
| Day Care Centers | 17 | 17 | 18 | 18 |
| Conduct Annual NFPA Fire Prevention activities | 13 | 13 | 13 | 13 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Industrial Inspections | 110 | 110 | 111 | 111 |
| Mercantile Inspections | 1,339 | 1,355 | 1,342 | 1,355 |
| School Inspections (DISD plus 3 private) | 24 | 27 | 28 | 28 |
| Automatic Extinguishing Systems (Sprinkler & Cooking) | 159 | 159 | 168 | 173 |
| Fire Alarm Systems Inspected | 134 | 134 | 136 | 136 |
| Administer Citizens Fire Academy Classes (12 weeks of training) | 3 | 2 | 2 | 2 |
| Annual NFPA Fire Prevention Activities | 13 | 13 | 13 | 13 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Inspect Mercantile Structures Annually | 1,339 | 1,339 | 1,342 | 1,342 |
| Inspect All Extinguishing Systems and Fire Alarm Systems | 293 | 293 | 304 | 309 |
| Monitor Public School Fire Drills in Each Facility | 21 | 30 | 30 | 30 |
| Day Care Inspections | 17 | 17 | 18 | 18 |
| Administer Citizens Fire Academy Class (12 weeks of training) | 3 | 2 | 2 | 2 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Fire Prevention Cost as Percent of Budget | 3% | 2% | 3% | 3% |
| Maintain ISO Rating | 3 | 3 | 3 | 2 |
| Percent of Inspection Objectives Met | 100% | 100% | 100% | 100% |
| Administer Citizens Fire Academy Class (12 weeks of training) | 100% | 100% | 100% | 100% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FIRE | FIRE SUPPRESSION |

## PROGRAM DESCRIPTION

The Fire Suppression Activity of the Duncanville Fire Department is responsible for providing Duncanville Citizens fire protection 24 hours a day, 7 days a week. Fire suppression consists of 36 firefighters and 7 pieces of equipment which are assigned to two fire stations. Fire suppression activities include fire fighting, fire inspection, fire prevention, pre-fire planning, fire hydrant inspection and flow testing. The Duncanville firefighters maintain a high level of suppression and fire prevention skills through in-service training. Management, supervision and tactical control are administered through three Battalion Fire Chiefs and six Fire Captains.

## GOALS & OBJECTIVES

Conduct fire inspections of all mercantile and industrial structures for life safety and code compliance.
Conduct interlocal training for operational effectiveness and standardization.
Conduct 12 pre-fire planning exercises.
Test each fire hydrant annually.
Maintain or exceed continuing education requirements for the Texas Commission on Fire Protection.
Maintain personal protective equipment to satisfy the Texas Commission on Fire Protection.
Conduct annual proficiency test and emergency driving course for each firefighter.
Maintain response time below the NFPA 1710 recommended 8 minute response time.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Battalion Fire Chief | 3.0 | 3.0 | 3.0 | 3.0 |
| Fire Captains | 6.0 | 6.0 | 6.0 | 6.0 |
| Fire Equipment Operators | 6.0 | 6.0 | 6.0 | 6.0 |
| Firefighters | 21.0 | 21.0 | 21.0 | 21.0 |
| TOTAL | 36.0 | 36.0 | 36.0 | 36.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 2,883,503 | $ 2,842,450 | $ 2,856,241 | $ 2,915,824 |
| SUPPLIES | 45,460 | 45,340 | 54,443 | 48,428 |
| OTHER SERVICES | 91,045 | 163,860 | 159,636 | 185,294 |
| MAINTENANCE | 9,739 | 5,260 | 7,178 | 7,660 |
| CAPITAL | - | - | - | 23,900 |
| TOTAL | $ 3,029,747 | $ 3,056,910 | $ 3,077,498 | $ 3,181,106 |

# ACTIVITY SUMMARY

| DEPARTMENT: FIRE | ACTIVITY: FIRE SUPPRESSION | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Industrial Inspections | 110 | 110 | 111 | 111 |
| Mercantile Inspections | 1,339 | 1,355 | 1,342 | 1,355 |
| Total Calls for Service | 2,834 | 2,450 | 3,300 | 3,300 |
| Total Pre-Fire Plans Reviewed | 12 | 12 | 12 | 12 |
| Fire Hydrant Inspection | 1,296 | 1,300 | 1,318 | 1,325 |
| Public Education Classes | 50 | 50 | 50 | 50 |
| Hold Bi-Annual Meetings with Dallas Fire Department | 2 | 2 | 2 | 2 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Industrial Inspections | 110 | 110 | 111 | 111 |
| Mercantile Inspections | 1,339 | 1,355 | 1,342 | 1,355 |
| Total Calls for Service | 2,834 | 2,450 | 3,300 | 3,300 |
| Total Pre-Fire Plans Reviewed | 12 | 12 | 12 | 12 |
| Fire Hydrant Inspection | 1,296 | 1,300 | 1,318 | 1,325 |
| Public Education Classes | 50 | 50 | 50 | 50 |
| Hold Bi-Annual Meetings with Dallas Fire Department | 2 | 2 | 2 | 2 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Number of Engines Tested for ISO Rating | 4 | 4 | 3 | 4 |
| Training Hours for Commission Requirements 20 per Firefighter | 1,020 | 1,020 | 1,020 | 1,020 |
| Maintain Certification with Fire Commission | 51 | 51 | 51 | 51 |
| Bi-Annual Meetings with Dallas Fire Department | 2 | 2 | 2 | 2 |
| Cooperative Training with Cedar Hill, DeSoto & Lancaster | 7 | 7 | 7 | 7 |
| Average response time (Dispatch to Arrival) | 5:36 | 5:34 | 6:04 | 6:04 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Fire Suppression as Percentage of Budget (General Accounts only) | 66% | 66% | 66% | 69% |
| Hours Trained for Commission Requirements | 1,020 | 1,020 | 1,020 | 1,020 |
| Maintain Certification with Fire Commission | 51 | 51 | 51 | 51 |
| ISO Rating | 3 | 3 | 3 | 2 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| FIRE | ADVANCED LIFE SUPPORT |

## PROGRAM DESCRIPTION

The Advanced Life Support Activity is responsible for providing emergency services to Duncanville citizens 24 hours a day, seven days a week. Quality care is provided through the use of Advanced Life Support techniques which include drugs and fluids by intravenous definitive care, therapy for cardiac care, advanced respiratory procedures and other medical and trauma related emergencies. Current operations maintain a 24 paramedic rotation staffing required for three modular type MICU's (Mobile Intensive Care Units) from two fire stations. This same care is also provided for periphery population to the cities of Dallas, Cedar Hill and DeSoto through automatic assistance agreements.

## GOALS & OBJECTIVES

Maintain TDH Continued Education for Paramedic and EMT Certifications.
Provide quality assurance review for each Paramedic.
Maintain response time below National average of 6 minutes, Response time for 2005 5:45 minutes.
Supply EMS Billing contractor data for collection within 7 days.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Firefighter-Paramedics | 12.0 | 12.0 | 12.0 | 12.0 |
| TOTAL | 12.0 | 12.0 | 12.0 | 12.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 797,546 | $ 841,968 | $ 834,330 | $ 866,470 |
| SUPPLIES | 57,222 | 57,880 | 57,970 | 84,822 |
| OTHER SERVICES | 134,242 | 123,083 | 126,496 | 151,642 |
| MAINTENANCE | 1,560 | 1,540 | 1,638 | 1,290 |
| CAPITAL | - | - | - | 41,192 |
| TOTAL | $ 990,570 | $ 1,024,471 | $ 1,020,434 | $ 1,145,416 |

# ACTIVITY SUMMARY

| DEPARTMENT: FIRE | ACTIVITY: ADVANCED LIFE SUPPORT | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Area Served Sq. Miles in City | 11.2 | 11.2 | 11.2 | 11.2 |
| Area Served Auto Assist with Dallas | 16 | 16 | 16 | 16 |
| In City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Periphery Population (Automatic assist with Dallas) | 19,534 | 19,534 | 19,534 | 20,000 |
| Single Family Dwellings | 11,060 | 11,140 | 11,144 | 11,235 |
| Multi Family Units | 2,608 | 2,588 | 2,868 | 2,868 |
| Industrial Structures | 110 | 110 | 111 | 111 |
| Mercantile Structures | 1,339 | 1,355 | 1,342 | 1,355 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Total EMS Calls | 3,683 | 3,375 | 3,600 | 3,600 |
| Total Transports | 1,882 | 1,560 | 1,860 | 1,875 |
| Total EMS Dallas Assist Calls | 687 | 650 | 780 | 800 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| EMS Quality Assurance Reviewed (Quarterly) | 4 | 4 | 4 | 4 |
| Continuing Education Classes Held (6-Live/12 Computer/12-EMT) | 30 | 30 | 30 | 30 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Advanced Life Support Cost as Percent of Budget | 23% | 23% | 23% | 25% |
| Average Response Time in Minutes | 5:45 | 5:00 | 5:45 | 6:00 |
| Certified Paramedics | 38 | 41 | 36 | 38 |
| Certified Emergency Medical Technician | 10 | 9 | 14 | 12 |

Duncanville

*City of Champions*

# ECONOMIC DEVELOPMENT

## ORGANIZATION CHART

| ECONOMIC DEVELOPMENT | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| ECONOMIC DEVELOPMENT | $ 191,143 | $ 198,500 | $ 201,714 | $ 217,841 |
| KEEP DUNCANVILLE BEAUTIFUL | 10,209 | 15,409 | 9,731 | 12,636 |
| MARKETING | 73,116 | 70,350 | 78,375 | 72,550 |
| TOTAL | $ 274,469 | $ 284,259 | $ 289,820 | $ 303,027 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| ECONOMIC DEVELOPMENT | ECONOMIC DEVELOPMENT |

## PROGRAM DESCRIPTION

The City has sales tax funding available for community and economic development purposes. The Director of Economic Development acts as the chief marketing officer for the City by promoting the City and its advantages to new business prospects and encouraging business retention and expansion. The Director works with the 4B Board, City Manager and Finance Director to formulate an annual budget and recommend programs for economic and community development funding.

## GOALS & OBJECTIVES

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.
Partner with developers to facilitate the development of vacant land in Duncanville.
Attract/retain viable businesses and provide assistance to ensure their continued success.
Encourage redevelopment and refurnishment of main corridors within the City, including the Main Street corridor through the implementation of the Main Street Vision.
Provide assistance to facilitate the construction of Costco and the Villages of Duncanville.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Director of Economic Development (contractual) | - | - | - | - |
| Administrative Secretary | 1.0 | 1.0 | 1.0 | 1.0 |
| TOTAL | 1.0 | 1.0 | 1.0 | 1.0 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 48,278 | $ 50,240 | $ 50,089 | $ 51,827 |
| SUPPLIES | 3,780 | 4,581 | 5,436 | 3,773 |
| OTHER SERVICES | 139,085 | 143,679 | 146,189 | 162,241 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 191,143 | $ 198,500 | $ 201,714 | $ 217,841 |

# ACTIVITY SUMMARY

| DEPARTMENT: ECONOMIC DEVELOPMENT | ACTIVITY: ECONOMIC DEVELOPMENT | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| 4B or City Owned Vacant Parcels | 4 | 4 | 3 | 1 |
| Active Major 4B Projects | 4 | 5 | 4 | 3 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Council Meetings | 22 | 22 | 22 | 22 |
| Economic Development Board Meetings | 14 | 12 | 15 | 12 |
| EDC Information / Incentive Packets Distributed | 600 | 500 | 725 | 650 |
| Site Searches for Expanding/Prospective Businesses | 10 | 10 | 24 | 20 |
| Number of Design Grants Awarded | 4 | 10 | 5 | 10 |
| Ground Breakings and Openings | 4 | 4 | 3 | 3 |
| Direct Mail Campaigns | 1 | 2 | 1 | 2 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Percent of Site Searches Completed within two Business Days | 100% | 100% | 100% | 100% |
| Percent of Information Packets Mailed within 24 hours of Request | 100% | 100% | 100% | 100% |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Total New Jobs Created/Retained through 4B Projects | 87 | 160 | 200 | 225 |
| Total Dollars Reinvested into the Community through 4B Projects | $ 15,040,000 | $ 35,000,000 | $ 16,800,000 | $ 36,700,000 |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| 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 month recognition program, 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 & 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.
Reduce the amount of solid waste created by Duncanville residents.
Encourage compliance with City Ordinances through the Did You Know campaign.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Special Events Coordinator | 0.5 | - | - | - |
| TOTAL | 0.5 | - | - | - |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 1,841 | $ - | $ - | $ - |
| SUPPLIES | 4,318 | 6,456 | 5,402 | 6,046 |
| OTHER SERVICES | 4,050 | 8,953 | 4,329 | 6,590 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 10,209 | $ 15,409 | $ 9,731 | $ 12,636 |

# ACTIVITY SUMMARY

| DEPARTMENT: ECONOMIC DEVELOPMENT | ACTIVITY: KEEP DUNCANVILLE BEAUTIFUL | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Population served | 36,725 | 36,871 | 37,814 | 38,753 |
| Elementary, intermediate and middle schools served | 14 | 14 | 14 | 14 |
| Businesses served | 995 | 995 | 990 | 996 |

| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| KDB Board Meetings | 13 | 12 | 11 | 11 |
| KDB Events | 8 | 9 | 10 | 10 |
| Property of the Month Designations | 7 | 12 | 12 | 12 |
| Mother Nature & Recyle Man Appearances | 32 | 30 | 42 | 40 |
| Lesson Plan Presentations | 28 | 24 | 24 | 24 |

| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Cost Per Business | $ 10.26 | $ 15.49 | $ 9.83 | $ 12.69 |
| Cost Per Resident | $ 0.28 | $ 0.42 | $ 0.26 | $ 0.33 |

| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
|---|---|---|---|---|
| Amount of litter collected at annual cleanup | 44,320 lbs. | 45,000 lbs. | 53,640 lbs. | 54,000 lbs. |
| Percent of waste stream reduction due to recycling/brush programs | 25.70% | 26.00% | 27.00% | 27.50% |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| ECONOMIC DEVELOPMENT | MARKETING |

## PROGRAM DESCRIPTION

The Marketing Activity is responsible for marketing available properties to potential and desired developers, promoting available incentive programs, promoting 4B projects, creating publicity opportunites, and implementing a targeted media campaign to attract desired businesses to Duncanville.

## GOALS & OBJECTIVES

Continue to maintain a positive climate of support for development through communicating economic developing goals and programs.
Promote 4B projects.
Evaluate and update strategic marketing plan.
Continue to promote the Main Street Vision.
Continue to promote the new Duncanville brand image -- A Perfect Blend of Family, Community and Business.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Not Applicable | | | | |
| TOTAL | - | - | - | - |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ - | $ - | $ - | $ - |
| SUPPLIES | 1,151 | 9,850 | 2,125 | 8,550 |
| OTHER SERVICES | 71,965 | 60,500 | 76,250 | 64,000 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 73,116 | $ 70,350 | $ 78,375 | $ 72,550 |

# ACTIVITY SUMMARY

| DEPARTMENT: ECONOMIC DEVELOPMENT | ACTIVITY: MARKETING | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| City Population | 36,725 | 36,871 | 37,814 | 38,753 |
| Number of Business Properties in 3D districts | 68 | 71 | 77 | 78 |
| Number of Business Properties on Main Street Corridor | 172 | 178 | 176 | 179 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Print Advertising | 11 | 11 | 8 | 8 |
| Press Releases / Editorial Coverage | 25 | 20 | 6 | 12 |
| Direct Mail pieces ( community-wide) | 1 | 2 | 1 | 2 |
| Direct Mail pieces (invitations) | 5 | 3 | 1 | 2 |
| Promotional Event Signs / Tradeshows | 6 | 5 | 6 | 6 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Cost Per Capita | $ 1.99 | $ 2.95 | $ 2.07 | $ 1.87 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of New Projects in 3D Districts | 1 | 3 | 0 | 1 |
| Total Dollars Reinvested into Community through 3D Projects | $15.1 million | $3.5 million | $0 | $3.5 million |

# ACTIVITY SUMMARY

| DEPARTMENT: | ACTIVITY: |
|---|---|
| ECONOMIC DEVELOPMENT | CONVENTION & VISITORS BUREAU |

## PROGRAM DESCRIPTION

The Convention & Visitors Bureau activity is responsible for promoting the City of Duncanville tourism attractions and special events in an effort to attract visitors through the use of hotel/motel occupancy tax. Marketing efforts include the promotion of Duncanville hotels and motels to increase the number of "heads in beds".

## GOALS & OBJECTIVES

Promote Duncanville tourism opportunities.
Distribute marketing materials to visitors and travel information centers throughout the State of Texas.
Attract visitors to the City through the coordination and promotion of special events including the City's Stars, Stripes and Sports Festival, Cinco de Mayo Festival, Summer concert series, and Christmas parade and tree lighting ceremony.
Attract visitors to the City by assisting organizations with the promotion of their special events.
Promote Duncanville to FAM tours to increase family reunion business.

| PERSONNEL SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| Special Events Coordinator | 0.5 | 1.0 | 1.0 | 1.0 |
| Special Event Intern | 0.3 | 0.3 | 0.3 | 0.3 |
| TOTAL | 0.8 | 1.3 | 1.3 | 1.3 |

| EXPENDITURE SUMMARY | FY 2004-05 ACTUAL | FY 2005-06 ADOPTED | FY 2005-06 REVISED | FY 2006-07 BUDGET |
|---|---|---|---|---|
| SALARIES & BENEFITS | $ 61,134 | $ 60,716 | $ 65,047 | $ 72,987 |
| SUPPLIES | 23,047 | 29,230 | 23,348 | 28,422 |
| OTHER SERVICES | 88,419 | 126,235 | 143,706 | 137,420 |
| MAINTENANCE | - | - | - | - |
| CAPITAL | - | - | - | - |
| TOTAL | $ 172,599 | $ 216,181 | $ 232,101 | $ 238,829 |

# ACTIVITY SUMMARY

| DEPARTMENT: ECONOMIC DEVELOPMENT | ACTIVITY: CONVENTION & VISITORS BUREAU | | | |
|---|---|---|---|---|
| **ACTIVITY DEMAND** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number Hotel & Motel Rooms | 579 | 579 | 579 | 649 |
| Number Points of Interest- Best Southwest | 9 | 10 | 10 | 10 |
| Number of Texas Travel Centers | 12 | 12 | 12 | 12 |
| **ACTIVITY WORKLOAD** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Department Coordinated Special Events | 2 | 15 | 10 | 15 |
| Tourism Write-ups in Publications | 7 | 5 | 2 | 4 |
| Other Special Events/Tournaments/Conferences in Duncanville | 5 | 25 | 15 | 20 |
| Tourism Advertisement Venues | 10 | 5 | 5 | 5 |
| Visitor Packets Requested and Mailed | 50 | 75 | 150 | 250 |
| **EFFICIENCY MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Dollar amount in hotel rooms $79.00 per night spent | $ 3,950.00 | $ 31,600.00 | $ 47,874.00 | $ 71,100.00 |
| Financial impact per visitor avg $74.18 per night | $ 3,709.00 | $ 29,672.00 | $ 44,953.08 | $ 66,762.00 |
| **EFFECTIVENESS MEASURES** | **FY 2004-05 ACTUAL** | **FY 2005-06 ADOPTED** | **FY 2005-06 REVISED** | **FY 2006-07 BUDGET** |
| Number of Attendees at Special Events (estimated) | 8,000 | 10,000 | 21,550 | 25,000 |
| Number of Brochures Mailed to Travel Centers | 750 | 1,000 | 1,200 | 1,000 |

Duncanville

*City of Champions*

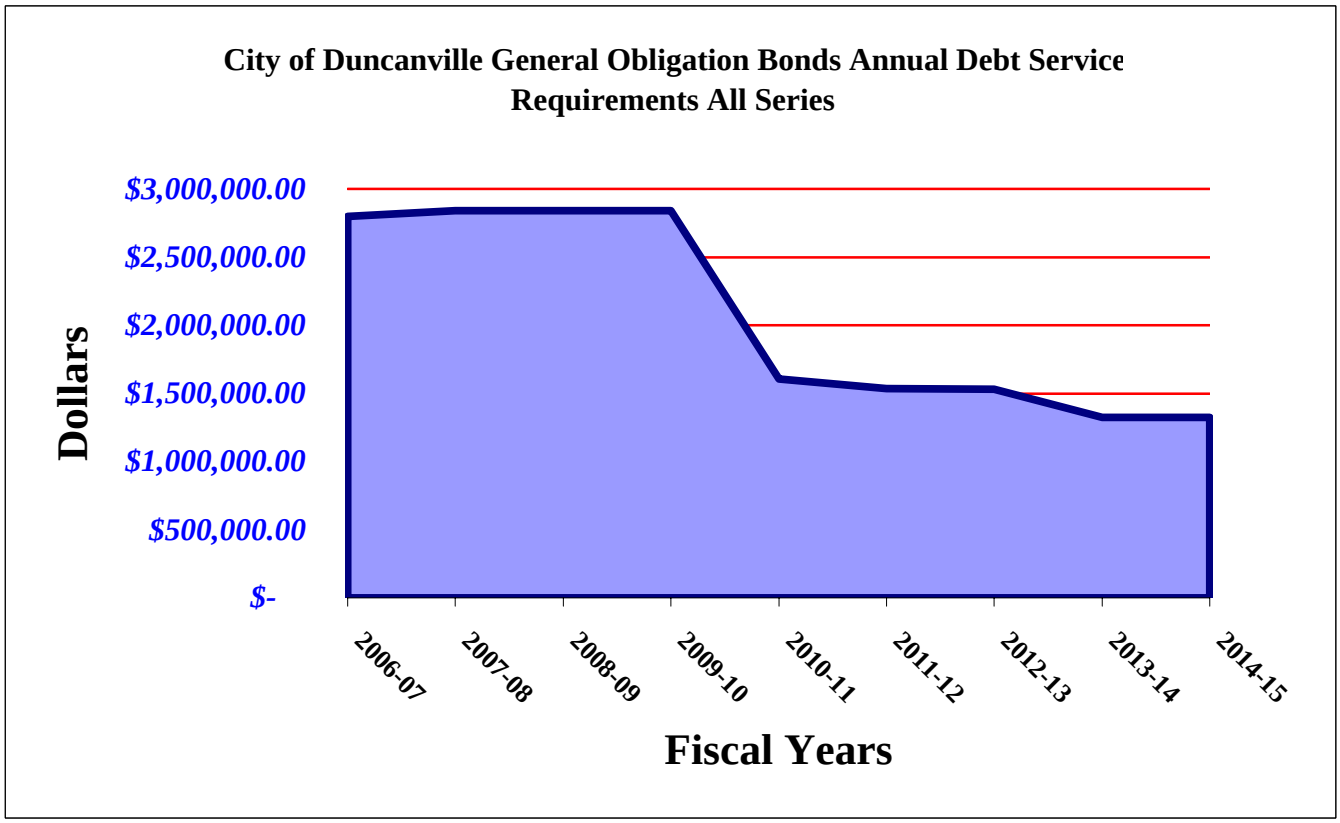
# DEBT SERVICE

# CITY OF DUNCANVILLE
# GENERAL OBLIGATION BONDS
# DEBT SERVICE SUMMARY
# 2006-07 BUDGET

| SERIES | OUTSTANDING 01-Oct-06 | CURRENT REQUIREMENTS PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|---|
| C. O. Series 2002 | $ 4,246,914.50 | $ - | $ - | $ - |
| C. O. Series 2001 | 1,979,604.75 | - | - | - |
| C. O. Series 1999 | 1,450,000.00 | 300,000.00 | 61,450.00 | 361,450.00 |
| G. O. Series 1998 | 6,870,000.00 | 2,155,000.00 | 280,863.75 | 2,435,863.75 |
| **TOTAL** | **$ 14,546,519.25** | **$ 2,455,000.00** | **$ 342,313.75** | **$ 2,797,313.75** |
| Less Drainage Fund Contribution | | | | 205,287.50 |
| | | | | **$ 2,592,026.25** |

## CITY OF DUNCANVILLE
## GENERAL OBLIGATION BONDS
## ANNUAL DEBT SERVICE REQUIREMENTS
## ALL SERIES

| FISCAL YEAR | PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|
| 2006-07 | $ 2,455,000.00 | $ 342,313.75 | $ 2,797,313.75 |
| 2007-08 | 2,595,000.00 | 245,162.50 | 2,840,162.50 |
| 2008-09 | 2,311,273.05 | 530,314.45 | 2,841,587.50 |
| 2009-10 | 2,325,871.70 | 514,822.05 | 2,840,693.75 |
| 2010-11 | 1,170,144.50 | 433,380.50 | 1,603,525.00 |
| 2011-12 | 1,085,622.00 | 448,878.00 | 1,534,500.00 |
| 2012-13 | 1,043,473.50 | 486,401.50 | 1,529,875.00 |
| 2013-14 | 801,545.50 | 523,454.50 | 1,325,000.00 |
| 2014-15 | 758,589.00 | 566,411.00 | 1,325,000.00 |
| **TOTAL** | **$ 14,546,519.25** | **$ 4,091,138.25** | **$ 18,637,657.50** |
| **Average annual debt service requirements** | | | **$ 1,331,261.25** |



## GENERAL OBLIGATION BONDS
## SCHEDULE OF REQUIREMENTS
## REFUNDING / CO SERIES 2002

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ - | $ - | $ - | |
| 15-Aug-07 | - | - | - | **$ -** |
| 15-Feb-08 | - | - | - | |
| 15-Aug-08 | - | - | - | **$ -** |
| 15-Feb-09 | - | - | - | |
| 15-Aug-09 | - | - | - | **$ -** |
| 15-Feb-10 | - | - | - | |
| 15-Aug-10 | - | - | - | **$ -** |
| 15-Feb-11 | - | - | - | |
| 15-Aug-11 | 942,684.50 | 382,315.50 | 1,325,000.00 | **$ 1,325,000.00** |
| 15-Feb-12 | - | - | - | |
| 15-Aug-12 | 895,622.00 | 434,378.00 | 1,330,000.00 | **$ 1,330,000.00** |
| 15-Feb-13 | - | - | - | |
| 15-Aug-13 | 848,473.50 | 481,526.50 | 1,330,000.00 | **$ 1,330,000.00** |
| 15-Feb-14 | - | - | - | |
| 15-Aug-14 | 801,545.50 | 523,454.50 | 1,325,000.00 | **$ 1,325,000.00** |
| 15-Feb-15 | - | - | - | |
| 15-Aug-15 | 758,589.00 | 566,411.00 | 1,325,000.00 | **$ 1,325,000.00** |
| TOTAL | **$ 4,246,914.50** | **$ 2,388,085.50** | **$ 6,635,000.00** | |

## GENERAL OBLIGATION BONDS
## SCHEDULE OF REQUIREMENTS
## REFUNDING SERIES 2001

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ - | $ - | $ - | |
| 15-Aug-07 | - | - | - | **$ -** |
| 15-Feb-08 | - | - | - | |
| 15-Aug-08 | - | - | - | **$ -** |
| 15-Feb-09 | - | - | - | |
| 15-Aug-09 | 991,273.05 | 403,726.95 | 1,395,000.00 | **$ 1,395,000.00** |
| 15-Feb-10 | - | - | - | |
| 15-Aug-10 | 940,871.70 | 454,128.30 | 1,395,000.00 | **$ 1,395,000.00** |
| 15-Feb-11 | - | - | - | |
| 15-Aug-11 | 47,460.00 | 27,540.00 | 75,000.00 | **$ 75,000.00** |
| TOTAL | **$ 1,979,604.75** | **$ 885,395.25** | **$ 2,865,000.00** | |

## CITY OF DUNCANVILLE
## CERTIFICATES OF OBLIGATION
## SCHEDULE OF REQUIREMENTS
## SERIES 1999

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ - | $ 30,725.00 | $ 30,725.00 | |
| 15-Aug-07 | 300,000.00 | 30,725.00 | 330,725.00 | **$ 361,450.00** |
| 15-Feb-08 | - | 24,725.00 | 24,725.00 | |
| 15-Aug-08 | 1,150,000.00 | 24,725.00 | 1,174,725.00 | **$ 1,199,450.00** |
| TOTAL | **$ 1,450,000.00** | **$ 110,900.00** | **$ 1,560,900.00** | |

## GENERAL OBLIGATION BONDS
## SCHEDULE OF REQUIREMENTS
## SERIES 1998

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ 2,155,000.00 | $ 164,945.00 | $ 2,319,945.00 | |
| 15-Aug-07 | - | 115,918.75 | 115,918.75 | **$ 2,435,863.75** |
| 15-Feb-08 | 1,445,000.00 | 115,918.75 | 1,560,918.75 | |
| 15-Aug-08 | - | 79,793.75 | 79,793.75 | **$ 1,640,712.50** |
| 15-Feb-09 | 1,320,000.00 | 79,793.75 | 1,399,793.75 | |
| 15-Aug-09 | - | 46,793.75 | 46,793.75 | **$ 1,446,587.50** |
| 15-Feb-10 | 1,385,000.00 | 46,793.75 | 1,431,793.75 | |
| 15-Aug-10 | - | 13,900.00 | 13,900.00 | **$ 1,445,693.75** |
| 15-Feb-11 | 180,000.00 | 13,900.00 | 193,900.00 | |
| 15-Aug-11 | - | 9,625.00 | 9,625.00 | **$ 203,525.00** |
| 15-Feb-12 | 190,000.00 | 9,625.00 | 199,625.00 | |
| 15-Aug-12 | - | 4,875.00 | 4,875.00 | **$ 204,500.00** |
| 15-Feb-13 | 195,000.00 | 4,875.00 | 199,875.00 | **$ 199,875.00** |
| TOTAL | **$ 6,870,000.00** | **$ 706,757.50** | **$ 7,576,757.50** | |

## CITY OF DUNCANVILLE
## UTILITY FUND
## DEBT SERVICE SUMMARY
## 2006-07 BUDGET

| SERIES | OUTSTANDING 01-Oct-06 | CURRENT REQUIREMENTS PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|---|
| Tax & Water Series 2002 | $ 3,740,000.00 | $ 130,000.00 | $ 146,542.50 | $ 276,542.50 |
| **TOTAL** | **$ 3,740,000.00** | **$ 130,000.00** | **$ 146,542.50** | **$ 276,542.50** |

## TAX & WATERWORKS & SEWER SYSTEM SURPLUS
## SCHEDULE OF REQUIREMENTS
## REVENUE REFUNDING BONDS, SERIES 2002

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ 130,000.00 | $ 74,327.50 | $ 204,327.50 | |
| 15-Aug-07 | - | 72,215.00 | 72,215.00 | **$ 276,542.50** |
| 15-Feb-08 | 235,000.00 | 72,215.00 | 307,215.00 | |
| 15-Aug-08 | | 68,396.25 | 68,396.25 | **$ 375,611.25** |
| 15-Feb-09 | 240,000.00 | 68,396.25 | 308,396.25 | |
| 15-Aug-09 | - | 64,496.25 | 64,496.25 | **$ 372,892.50** |
| 15-Feb-10 | 250,000.00 | 64,496.25 | 314,496.25 | |
| 15-Aug-10 | - | 60,121.25 | 60,121.25 | **$ 374,617.50** |
| 15-Feb-11 | 260,000.00 | 60,121.25 | 320,121.25 | |
| 15-Aug-11 | - | 55,311.25 | 55,311.25 | **$ 375,432.50** |
| 15-Feb-12 | 270,000.00 | 55,311.25 | 325,311.25 | |
| 15-Aug-12 | - | 50,181.25 | 50,181.25 | **$ 375,492.50** |
| 15-Feb-13 | 280,000.00 | 50,181.25 | 330,181.25 | |
| 15-Aug-13 | - | 44,721.25 | 44,721.25 | **$ 374,902.50** |
| 15-Feb-14 | 290,000.00 | 44,721.25 | 334,721.25 | |
| 15-Aug-14 | - | 38,740.00 | 38,740.00 | **$ 373,461.25** |
| 15-Feb-15 | 305,000.00 | 38,740.00 | 343,740.00 | |
| 15-Aug-15 | - | 32,449.38 | 32,449.38 | **$ 376,189.38** |
| 15-Feb-16 | 315,000.00 | 32,449.38 | 347,449.38 | |
| 15-Aug-16 | - | 25,952.50 | 25,952.50 | **$ 373,401.88** |
| 15-Feb-17 | 330,000.00 | 25,952.50 | 355,952.50 | |
| 15-Aug-17 | - | 18,733.75 | 18,733.75 | **$ 374,686.25** |
| 15-Feb-18 | 345,000.00 | 18,733.75 | 363,733.75 | |
| 15-Aug-18 | - | 11,057.50 | 11,057.50 | **$ 374,791.25** |
| 15-Feb-19 | 360,000.00 | 11,057.50 | 371,057.50 | |
| 15-Aug-19 | - | 2,957.50 | 2,957.50 | **$ 374,015.00** |
| 15-Feb-20 | 130,000.00 | 2,957.50 | 132,957.50 | |
| 15-Aug-20 | - | - | - | **$ 132,957.50** |
| TOTAL | **$ 3,740,000.00** | **$ 1,164,993.76** | **$ 4,904,993.76** | |

# DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION
## SALES TAX REVENUE BONDS
## DEBT SERVICE SUMMARY
## 2006-07 BUDGET

| SERIES | OUTSTANDING 01-Oct-06 | CURRENT REQUIREMENTS PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|---|
| 4-B Series 1998 | $ 3,375,000.00 | $ 385,000.00 | $ 163,972.50 | $ 548,972.50 |
| 4-B Taxable Series 2000 | 7,130,000.00 | 225,000.00 | 578,705.00 | 803,705.00 |
| 4-B Series 2006 | $ 4,425,000.00 | - | 178,105.00 | 178,105.00 |
| **TOTAL** | **$ 14,930,000.00** | **$ 610,000.00** | **$ 920,782.50** | **$ 1,530,782.50** |

### DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION
### ANNUAL DEBT SERVICE REQUIREMENTS
### ALL SERIES

| FISCAL YEAR | PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|
| 2006-07 | $ 610,000.00 | $ 742,677.50 | $ 1,352,677.50 |
| 2007-08 | 655,000.00 | 707,900.00 | 1,362,900.00 |
| 2008-09 | 680,000.00 | 673,915.00 | 1,353,915.00 |
| 2009-10 | 705,000.00 | 638,175.00 | 1,343,175.00 |
| 2010-11 | 735,000.00 | 600,630.00 | 1,335,630.00 |
| 2011-12 | 715,000.00 | 560,980.00 | 1,275,980.00 |
| 2012-13 | 295,000.00 | 522,330.00 | 817,330.00 |
| 2013-14 | 320,000.00 | 499,025.00 | 819,025.00 |
| 2014-15 | 345,000.00 | 473,745.00 | 818,745.00 |
| 2015-16 | 375,000.00 | 446,490.00 | 821,490.00 |
| 2016-17 | 405,000.00 | 415,740.00 | 820,740.00 |
| 2017-18 | 435,000.00 | 382,530.00 | 817,530.00 |
| 2018-19 | 470,000.00 | 346,860.00 | 816,860.00 |
| 2019-20 | 510,000.00 | 308,320.00 | 818,320.00 |
| 2020-21 | 550,000.00 | 266,500.00 | 816,500.00 |
| 2021-22 | 600,000.00 | 221,400.00 | 821,400.00 |
| 2022-23 | 645,000.00 | 172,200.00 | 817,200.00 |
| 2023-24 | 700,000.00 | 119,310.00 | 819,310.00 |
| 2024-25 | 755,000.00 | 61,910.00 | 816,910.00 |
| **TOTAL** | **$ 10,505,000.00** | **$ 8,160,637.50** | **$ 18,665,637.50** |
| **Average annual debt service requirements** | | | **$ 850,865.84** |

## Duncanville Community and Economic Development Corporation
## Sales Tax Revenue Bonds
## Series 1998

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ - | $ 81,986.25 | $ 81,986.25 | |
| 15-Aug-07 | 385,000.00 | 81,986.25 | 466,986.25 | **$ 548,972.50** |
| 15-Feb-08 | | 73,035.00 | 73,035.00 | |
| 15-Aug-08 | 555,000.00 | 73,035.00 | 628,035.00 | **$ 701,070.00** |
| 15-Feb-09 | | 59,992.50 | 59,992.50 | |
| 15-Aug-09 | 580,000.00 | 59,992.50 | 639,992.50 | **$ 699,985.00** |
| 15-Feb-10 | | 46,072.50 | 46,072.50 | |
| 15-Aug-10 | 605,000.00 | 46,072.50 | 651,072.50 | **$ 697,145.00** |
| 15-Feb-11 | | 31,250.00 | 31,250.00 | |
| 15-Aug-11 | 635,000.00 | 31,250.00 | 666,250.00 | **$ 697,500.00** |
| 15-Feb-12 | | 15,375.00 | 15,375.00 | |
| 15-Aug-12 | 615,000.00 | 15,375.00 | 630,375.00 | **$ 645,750.00** |
| TOTAL | **$ 3,375,000.00** | **$ 615,422.50** | **$ 3,990,422.50** | |

## Duncanville Community and Economic Development Corporation
## Revenue and Junior Lien Sales Tax Bonds
## Taxable Series 2000

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Feb-07 | $ - | $ 289,352.50 | $ 289,352.50 | |
| 15-Aug-07 | 225,000.00 | 289,352.50 | 514,352.50 | **$ 803,705.00** |
| 15-Feb-08 | | 280,915.00 | 280,915.00 | |
| 15-Aug-08 | 100,000.00 | 280,915.00 | 380,915.00 | **$ 661,830.00** |
| 15-Feb-09 | | 276,965.00 | 276,965.00 | |
| 15-Aug-09 | 100,000.00 | 276,965.00 | 376,965.00 | **$ 653,930.00** |
| 15-Feb-10 | | 273,015.00 | 273,015.00 | |
| 15-Aug-10 | 100,000.00 | 273,015.00 | 373,015.00 | **$ 646,030.00** |
| 15-Feb-11 | | 269,065.00 | 269,065.00 | |
| 15-Aug-11 | 100,000.00 | 269,065.00 | 369,065.00 | **$ 638,130.00** |
| 15-Feb-12 | | 265,115.00 | 265,115.00 | |
| 15-Aug-12 | 100,000.00 | 265,115.00 | 365,115.00 | **$ 630,230.00** |
| 15-Feb-13 | | 261,165.00 | 261,165.00 | |
| 15-Aug-13 | 295,000.00 | 261,165.00 | 556,165.00 | **$ 817,330.00** |
| 15-Feb-14 | | 249,512.50 | 249,512.50 | |
| 15-Aug-14 | 320,000.00 | 249,512.50 | 569,512.50 | **$ 819,025.00** |
| 15-Feb-15 | | 236,872.50 | 236,872.50 | |
| 15-Aug-15 | 345,000.00 | 236,872.50 | 581,872.50 | **$ 818,745.00** |
| 15-Feb-16 | | 223,245.00 | 223,245.00 | |
| 15-Aug-16 | 375,000.00 | 223,245.00 | 598,245.00 | **$ 821,490.00** |
| 15-Feb-17 | | 207,870.00 | 207,870.00 | |
| 15-Aug-17 | 405,000.00 | 207,870.00 | 612,870.00 | **$ 820,740.00** |
| 15-Feb-18 | | 191,265.00 | 191,265.00 | |
| 15-Aug-18 | 435,000.00 | 191,265.00 | 626,265.00 | **$ 817,530.00** |
| 15-Feb-19 | | 173,430.00 | 173,430.00 | |
| 15-Aug-19 | 470,000.00 | 173,430.00 | 643,430.00 | **$ 816,860.00** |
| 15-Feb-20 | | 154,160.00 | 154,160.00 | |
| 15-Aug-20 | 510,000.00 | 154,160.00 | 664,160.00 | **$ 818,320.00** |
| 15-Feb-21 | | 133,250.00 | 133,250.00 | |
| 15-Aug-21 | 550,000.00 | 133,250.00 | 683,250.00 | **$ 816,500.00** |
| 15-Feb-22 | | 110,700.00 | 110,700.00 | |
| 15-Aug-22 | 600,000.00 | 110,700.00 | 710,700.00 | **$ 821,400.00** |
| 15-Feb-23 | | 86,100.00 | 86,100.00 | |
| 15-Aug-23 | 645,000.00 | 86,100.00 | 731,100.00 | **$ 817,200.00** |
| 15-Feb-24 | | 59,655.00 | 59,655.00 | |
| 15-Aug-24 | 700,000.00 | 59,655.00 | 759,655.00 | **$ 819,310.00** |
| 15-Feb-25 | | 30,955.00 | 30,955.00 | |
| 15-Aug-25 | 755,000.00 | 30,955.00 | 785,955.00 | **$ 816,910.00** |
| TOTAL | **$ 7,130,000.00** | **$ 7,545,215.00** | **$ 14,675,215.00** | |

## Duncanville Community and Economic Development Corporation
## Tax and Waterworks and Sewer System (Limited Pledge Revenue)
## Certificaties of Obligation, Series 2006

| MATURITY | PRINCIPAL | INTEREST | TOTAL | FISCAL YEAR |
|---|---|---|---|---|
| 15-Aug-06 | $ - | $ 44,526.25 | 44,526.25 | **$ 44,526.25** |
| 15-Feb-07 | - | 89,052.50 | 89,052.50 | |
| 15-Aug-07 | | 89,052.50 | 89,052.50 | **$ 178,105.00** |
| 15-Feb-08 | - | 89,052.50 | 89,052.50 | |
| 15-Aug-08 | | 89,052.50 | 89,052.50 | **$ 178,105.00** |
| 15-Feb-09 | - | 89,052.50 | 89,052.50 | |
| 15-Aug-09 | | 89,052.50 | 89,052.50 | **$ 178,105.00** |
| 15-Feb-10 | - | 89,052.50 | 89,052.50 | |
| 15-Aug-10 | | 89,052.50 | 89,052.50 | **$ 178,105.00** |
| 15-Feb-11 | 270,000.00 | 89,052.50 | 359,052.50 | |
| 15-Aug-11 | | 83,652.50 | 83,652.50 | **$ 442,705.00** |
| 15-Feb-12 | 285,000.00 | 83,652.50 | 368,652.50 | |
| 15-Aug-12 | | 77,952.50 | 77,952.50 | **$ 446,605.00** |
| 15-Feb-13 | 365,000.00 | 77,952.50 | 442,952.50 | |
| 15-Aug-13 | | 70,652.50 | 70,652.50 | **$ 513,605.00** |
| 15-Feb-14 | 380,000.00 | 70,652.50 | 450,652.50 | |
| 15-Aug-14 | | 63,052.50 | 63,052.50 | **$ 513,705.00** |
| 15-Feb-15 | 395,000.00 | 63,052.50 | 458,052.50 | |
| 15-Aug-15 | | 55,152.50 | 55,152.50 | **$ 513,205.00** |
| 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 | **$ 4,425,000.00** | **$ 1,837,368.75** | **$ 6,262,368.75** | |

Duncanville

*City of Champions*

# CAPITAL PROJECTS

# STREET & DRAINAGE

# CITY OF DUNCANVILLE
# STREET CIP
# FIVE - YEAR PLAN
# FOR THE FISCAL YEAR 2007-12 BUDGET

| SOURCES & USES OF FUNDS | 2005-06 REVISED | 2006-07 BUDGET | 2007-08 BUDGET | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET |
|---|---|---|---|---|---|---|---|
| ***REVENUES*** | | | | | | | |
| Pooled Investments Texpool Interest | $ 38,982 | $ 29,783 | $ 25,386 | $ - | $ - | $ - | $ - |
| U. S. Government Securities Interest | 38,141 | 29,783 | - | - | - | - | - |
| NCCOG Grant Funds | - | - | 564,000 | - | - | - | - |
| **TOTAL REVENUES** | $ 77,123 | $ 59,566 | $ 589,386 | $ - | $ - | $ - | $ - |
| *EXPENDITURES* | | | | | | | |
| South Main Street | $ 340,682 | $ 350,682 | $ - | $ - | $ - | $ - | $ - |
| Wintergreen Road (Hwy 67 to S. Main Street) | 221,923 | 241,923 | - | - | - | - | - |
| Railroad Crossing Improvements | 192,563 | - | - | - | - | - | - |
| IH 20 Continuous Service Roads | 92,187 | - | - | - | - | - | - |
| Cherry / Merrill / Center | - | 141,000 | 564,000 | - | - | - | - |
| Wintergreen Road (Hwy 67 to S. Main Street) Landscaping | 20,000 | 60,000 | - | - | - | - | - |
| Cockrell Hill & I 20 Intersection Improvement | - | 32,000 | - | | | | |
| Traffic Signal at Post Office | - | - | 70,000 | - | - | - | - |
| Traffic Signal at Cockrell Hill & Sun Valley | - | - | 120,000 | - | - | - | - |
| Traffic Signal at Danieldale & Green Tree | - | - | 120,000 | - | - | - | - |
| Traffic Signal at Redbird & Duncanville Rd | - | - | 120,000 | - | - | - | - |
| **TOTAL EXPENDITURES** | $ 867,355 | $ 825,605 | $ 994,000 | $ - | $ - | $ - | $ - |
| | | | | | | | |
| **NET REVENUES** | $ (790,232) | $ (766,039) | $ (404,614) | $ - | $ - | $ - | $ - |
| **BEGINNING BALANCE** | $ 1,961,564 | $ 1,171,332 | $ 405,293 | $ 679 | $ 679 | $ 679 | $ 679 |
| **ENDING BALANCE** | $ 1,171,332 | $ 405,293 | $ 679 | $ 679 | $ 679 | $ 679 | $ 679 |

# CITY OF DUNCANVILLE
## DRAINAGE FUND
## FIVE - YEAR PLAN
## FOR THE FISCAL YEARS 2007-12 BUDGES

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET | 2007-08 BUDGET | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| ***REVENUES*** | | | | | | | | | |
| Residential | $ 328,537 | $ 328,895 | $ 328,895 | $ 328,537 | $ 328,537 | $ 328,537 | $ 328,537 | $ 328,537 | $ 328,537 |
| Multi Family | 18,222 | 18,502 | 18,222 | 18,222 | 18,222 | 18,222 | 18,222 | 18,222 | 18,222 |
| Commercial | 64,720 | 64,117 | 64,669 | 64,720 | 64,720 | 64,720 | 64,720 | 64,720 | 64,720 |
| Total for Drainage Charges | $ 411,479 | $ 411,514 | $ 411,786 | $ 411,479 | $ 411,479 | $ 411,479 | $ 411,479 | $ 411,479 | $ 411,479 |
| City Services Reimbursement | $ - | $ - | $ 24,494 | $ 75,000 | $ 25,000 | $ 25,000 | $ 25,000 | $ 25,000 | $ 25,000 |
| Interest on Investments | 2,455 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Transfer From General Fund | 150,000 | - | - | - | - | - | - | - | - |
| **TOTAL REVENUES** | $ 563,934 | $ 413,014 | $ 437,780 | $ 487,979 | $ 437,979 | $ 437,979 | $ 437,979 | $ 437,979 | $ 437,979 |
| ***EXPENDITURES*** | | | | | | | | | |
| Drainage Administration | $ 46,818 | $ 58,893 | $ 59,442 | $ 65,843 | $ 66,501 | $ 67,166 | $ 67,838 | $ 68,516 | $ 69,202 |
| City Employee's Compensation packages | - | - | - | - | - | - | - | - | - |
| Phase II NPDES | 3,130 | 50,000 | 10,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Erosion Control - Bag wall | 389,874 | 75,000 | 79,601 | 200,000 | 100,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| Elsmere Drainage | - | - | 34,975 | - | - | - | - | - | - |
| Bentle Branch Erosion | - | - | 6,390 | - | - | - | - | - | - |
| Capital Projects | - | 90,000 | - | - | - | - | - | - | 375,000 |
| Debt Service | 208,018 | 206,854 | 206,854 | 205,288 | 203,000 | 205,000 | 201,838 | 203,525 | 204,500 |
| **TOTAL EXPENDITURES** | $ 647,840 | $ 480,747 | $ 397,262 | $ 521,131 | $ 419,501 | $ 412,166 | $ 409,676 | $ 412,041 | $ 788,702 |
| | | | | | | | | | |
| **NET REVENUES** | $ (83,906) | $ (67,733) | $ 40,518 | $ (33,152) | $ 18,478 | $ 25,813 | $ 28,303 | $ 25,938 | $ (350,723) |
| **BEGINNING BALANCE** | $ 308,496 | $ 76,312 | $ 224,590 | $ 265,108 | $ 231,956 | $ 250,434 | $ 276,246 | $ 304,549 | $ 330,487 |
| **ENDING BALANCE** | $ 224,590 | $ 8,579 | $ 265,108 | $ 231,956 | $ 250,434 | $ 276,246 | $ 304,549 | $ 330,487 | $ (20,236) |

# CITY OF DUNCANVILLE
# CIP ALLEY RECONSTRUCTION
# FIVE - YEAR PLAN
# FOR THE FISCAL YEAR 2007 - 12

| SOURCES & USES OF FUNDS | 2005-06 REVISED | 2006-07 BUDGET | 2007-08 BUDGET | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET |
|---|---|---|---|---|---|---|---|
| ***REVENUES*** | | | | | | | |
| Transfer from Solid Waste | $ 44,756 | $ 44,756 | $ 44,756 | $ 44,756 | $ 44,756 | $ 44,756 | $ 44,756 |
| Interest Income | 5,652 | 5,652 | 3,000 | 1,500 | 1,500 | 1,500 | 1,500 |
| Reimbursement for TX DOT | 78,338 | - | - | - | - | - | - |
| **TOTAL REVENUES** | $ 128,746 | $ 50,408 | $ 47,756 | $ 46,256 | $ 46,256 | $ 46,256 | $ 46,256 |
| ***EXPENDITURES*** | | | | | | | |
| Dannybrook Addition | $ 5,243 | $ - | $ - | $ - | $ - | $ - | $ - |
| Fairmeadows South | 14,580 | - | - | - | - | - | - |
| Clark Road | 390 | - | - | - | - | - | - |
| Forest Hills Addition # 1 | - | 20,000 | 170,000 | - | - | - | - |
| Redbird 4 Addition | - | - | 22,000 | 180,000 | - | - | - |
| Forest Hills Addition # 2 | - | - | - | - | - | 25,000 | 200,000 |
| **TOTAL EXPENDITURES** | $ 20,213 | $ 20,000 | $ 192,000 | $ 180,000 | $ - | $ 25,000 | $ 200,000 |
| | | | | | | | |
| **NET REVENUES** | $ 108,533 | $ 30,408 | $ (144,244) | $ (133,744) | $ 46,256 | $ 21,256 | $ (153,744) |
| **BEGINNING BALANCE** | $ 166,388 | $ 274,921 | $ 305,329 | $ 161,085 | $ 27,341 | $ 73,597 | $ 94,853 |
| **ENDING BALANCE** | $ 274,921 | $ 305,329 | $ 161,085 | $ 27,341 | $ 73,597 | $ 94,853 | $ (58,891) |

Duncanville

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# WATER & WASTEWATER

# CITY OF DUNCANVILLE
## Utility Fund CIP
## FIVE - YEAR PLAN
## FOR THE FISCAL YEAR 2007-12 BUDGETS

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET | 2007-08 BUDGET | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| Transfer from Utility Fund | $ 125,000 | $ 961,094 | $ 1,295,136 | $ 1,139,195 | $ 938,662 | $ 1,847,649 | $ 1,327,900 | $ 1,049,450 | $ 998,500 |
| Transfer from Grant Fund | 87,606 | - | - | - | - | - | - | - | - |
| Interest on Logic/ Federated Investments | 10,566 | 12,500 | 21,481 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| U.S. Government Securities Interest | 17,690 | 12,500 | 21,531 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 | 17,500 |
| City Services Reimbursement | - | 100,000 | 50,000 | - | - | - | - | - | - |
| **Total Revenue** | $ 240,862 | $ 1,086,094 | $ 1,388,148 | $ 1,169,195 | $ 968,662 | $ 1,877,649 | $ 1,357,900 | $ 1,079,450 | $ 1,028,500 |
| **EXPENSES** | | | | | | | | | |
| Water Line Replacement | $ 582,633 | $ 1,027,715 | $ 984,372 | $ 1,340,813 | $ 591,050 | $ 1,200,713 | $ 991,870 | $ 1,049,450 | $ 435,000 |
| Wastewater Line Replacement | 32,811 | 315,763 | 25,000 | 592,763 | 20,000 | 646,936 | 336,030 | - | 563,500 |
| Cured-In-Place Pipe (C.I.P.P.) | - | 350,000 | 350,000 | 404,052 | 327,612 | - | - | - | - |
| **Total Expenses** | $ 615,444 | $ 1,693,478 | $ 1,359,372 | $ 2,337,628 | $ 938,662 | $ 1,847,649 | $ 1,327,900 | $ 1,049,450 | $ 998,500 |
| Net Income | $ (374,582) | $ (607,384) | $ 28,776 | $ (1,168,433) | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 |
| **FUND BALANCE** | | | | | | | | | |
| BEGINNING BALANCE | $ 1,531,752 | $ 622,385 | $ 1,157,170 | $ 1,185,946 | $ 17,513 | $ 47,513 | $ 77,513 | $ 107,513 | $ 137,513 |
| ENDING BALANCE | $ 1,157,170 | $ 15,001 | $ 1,185,946 | $ 17,513 | $ 47,513 | $ 77,513 | $ 107,513 | $ 137,513 | $ 167,513 |

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# PARK BONDS

# CITY OF DUNCANVILLE
## COMMUNITY SERVICES DEPARTMENT PARK BONDS
## FIVE - YEAR PLAN
## FOR THE FY 2007-12 BUDGETS

| SOURCES & USES OF FUNDS | FY 2004-05 ACTUAL | FY 2005-06 ADOPED | FY 2005-06 REVISED | FY 2006-07 | FY 2007-08 | FY 2008-09 | FY 2009-10 | FY 2010-11 | FY 2011-12 |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| Proceeds from Bonds | $ - | $ - | $ 4,300,000 | $ - | $ - | $ - | $ - | $ - | $ - |
| Interest Income | - | - | 23,469 | 93,876 | - | - | - | - | - |
| US Securities Interest | - | - | 12,218 | 48,872 | - | - | - | - | - |
| **TOTAL REVENUES** | **$ -** | **$ -** | **$ 4,335,687** | **$ 142,748** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |
| **EXPENSES** | | | | | | | | | |
| Total for Old Park Bond Projects | $ 177,759 | $ - | $ - | $ 193,077 | $ - | $ - | $ - | $ - | $ - |
| Total for Alexander Park: | - | - | - | 5,000 | - | - | - | 57,750 | - |
| Total for Armstrong Park: | - | - | - | 5,000 | 197,500 | 470,000 | 400,000 | - | - |
| Total for Chris Paris Park: | - | - | - | 20,000 | 5,000 | - | 219,000 | - | - |
| Total for Harrington Park: | - | - | - | 2,385,000 | - | 580,000 | 353,250 | - | - |
| Total for Harrington / Silvercreek Park: | - | - | - | - | 1,055,000 | - | - | - | - |
| Total for Lakeside Park: | - | - | - | 10,000 | 530,000 | - | 858,250 | 50,000 | - |
| Total for Lions Park: | - | - | - | 10,000 | - | - | - | 1,000,000 | - |
| Total for Little Shenandoah Park: | - | - | - | - | 5,000 | - | - | - | - |
| Total for Nichols Park: | - | - | - | 5,000 | - | - | - | - | - |
| Total for Oriole Park: | - | - | - | - | 8,000 | - | - | - | - |
| Total for Penn Springs Park: | - | - | - | 5,000 | - | - | - | - | - |
| Total for Pyburn Park: | - | - | - | 535,000 | - | 191,400 | - | - | - |
| Total for Quail Run Park: | - | - | - | - | - | - | - | 414,600 | - |
| Total for Recreation Center Park: | - | - | - | 5,000 | - | - | - | - | - |
| Total for Rotary Park: | - | - | - | 10,000 | - | - | - | - | - |
| Total for Villages of Duncanville | - | - | - | 1,300,000 | - | - | - | - | - |
| Total for Willow Run Park: | - | - | - | 5,000 | 60,000 | - | - | - | - |
| Total for all Park | $ 177,759 | $ - | $ - | $ 4,493,077 | $ 1,860,500 | $ 1,241,400 | $ 1,830,500 | $ 1,522,350 | $ - |
| | | | | | | | | | |
| **NET REVENUES** | $ (177,759) | $ - | $ 4,335,687 | $ (4,350,329) | $ (1,860,500) | $ (1,241,400) | $ (1,830,500) | $ (1,522,350) | $ - |
| | | | | | | | | | |
| **FUND BALANCE** | | | | | | | | | |
| BEGINNING BALANCE | $ 370,836 | $ - | $ 193,077 | $ 4,528,764 | $ 178,435 | $ (1,682,065) | $ (2,923,465) | $ (4,753,965) | $ (6,276,315) |
| ENDING BALANCE | $ 193,077 | $ - | $ 4,528,764 | $ 178,435 | $ (1,682,065) | $ (2,923,465) | $ (4,753,965) | $ (6,276,315) | $ (6,276,315) |

Duncanville

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# FLEET ROTATION

# CITY OF DUNCANVILLE
## FLEET & EQUIPMENT REPLACEMENT FUND
## FIVE - YEAR PLAN
## FOR THE FISCAL YEAR 2007-12 BUDGETS

| SOURCES & USES OF FUNDS | 2004-05 ACTUAL | 2005-06 ADOPTED | 2005-06 REVISED | 2006-07 BUDGET | 2007-08 BUDGET | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | |
| Interest Income | $ 11,411 | $ 9,000 | $ 22,693 | $ 20,000 | $ 15,000 | $ 9,000 | $ 9,000 | $ 9,000 | $ 12,000 |
| US Securities Interest | 24,128 | 25,911 | 43,500 | 42,000 | 25,576 | 4,580 | 5,104 | 7,942 | 35,813 |
| Sales of Fixed Assets | 38,486 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Gain / Loss pm Sale of Fixed Assets | 37,581 | - | - | - | - | - | - | - | - |
| Insurance Recovery | - | - | 10,800 | - | - | - | - | - | - |
| General Fund Contributions | 387,913 | 509,736 | 429,888 | 486,924 | 587,773 | 645,763 | 651,639 | 666,584 | 664,932 |
| Utility Fund Contributions | 88,918 | 109,747 | 94,822 | 116,749 | 131,107 | 134,563 | 138,824 | 138,824 | 141,173 |
| Sold Waste Fund Contributions | 1,937 | 2,428 | 2,428 | 3,195 | 3,195 | 3,195 | 3,195 | 3,195 | 3,195 |
| **Total Revenue** | $ 590,374 | $ 706,822 | $ 654,131 | $ 718,868 | $ 812,651 | $ 847,101 | $ 857,762 | $ 875,545 | $ 907,113 |
| **EXPENSES** | | | | | | | | | |
| Other Equipment | $ 152,923 | $ 20,000 | $ 44,039 | $ 14,437 | $ 205,050 | $ - | $ - | $ 44,974 | $ 263,051 |
| Motor Vehicles | 409,369 | 460,212 | 441,354 | 1,301,772 | 1,299,767 | 369,986 | 927,183 | 553,645 | 633,080 |
| **Total Expenses** | $ 562,292 | $ 480,212 | $ 485,393 | $ 1,316,209 | $ 1,504,817 | $ 369,986 | $ 927,183 | $ 598,619 | $ 896,131 |
| Net Income | $ 28,082 | $ 226,610 | $ 168,738 | $ (597,341) | $ (692,166) | $ 477,115 | $ (69,421) | $ 276,926 | $ 10,982 |
| **FUND BALANCE** | | | | | | | | | |
| BEGINNING BALANCE | $ 1,452,443 | $ 1,396,445 | $ 1,480,525 | $ 1,649,263 | $ 1,051,922 | $ 359,756 | $ 836,871 | $ 767,450 | $ 1,044,376 |
| ENDING BALANCE | $ 1,480,525 | $ 1,623,055 | $ 1,649,263 | $ 1,051,922 | $ 359,756 | $ 836,871 | $ 767,450 | $ 1,044,376 | $ 1,055,358 |

Duncanville

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# APPENDIX

## CITY CHARTER PROVISIONS

## ARTICLE IV
## BUDGET

### Sec. 4.01 FISCAL YEAR

The fiscal year of the City of Duncanville shall begin on October 1 of each calendar year and will end on September 30 of the following calendar year. The fiscal year will also be established as the accounting and budget year.

### Sec. 4.02 PREPARATION AND SUBMISSION OF BUDGET

The City Manager, and/or persons or person as the City Council shall appoint, prior to August 1 of each year, shall prepare and submit the budget, covering the next fiscal year, to the Council, which shall contain the following information. In preparing this budget, each employee, officer, board and department shall assist the City Manager by furnishing all necessary information.

(1) The City Manager's budget message shall outline the proposed financial policies for the next fiscal year with explanations of any changes from previous years in expenditures and any major changes of policy and a complete statement regarding the financial condition of the City.

(2) An estimate of all revenue from taxes and other sources, including the present tax structure rates and property evaluations for the ensuing year.

(3) A carefully itemized list of proposed expenses by office, department, agency, employee and project for the budget year, as compared to actual expenses of the last ended fiscal year, and the present year to date.

(4) A description of all outstanding bond indebtedness, showing amount, purchaser, date of issue, rate of interest, and maturity date, as well as any other indebtedness which the City has incurred and which has not been paid.

(5) A statement proposing any capital expenditures deemed necessary for undertaking during the next budget year and recommended provision for financing.

(6) A list of capital projects which should be undertaken within the five (5) next succeeding years.

Sec. 4.03 **BUDGET A PUBLIC RECORD**

The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be opened to public inspection by anyone interested.

Sec. 4.04 **PUBLIC HEARING ON BUDGET**

At the Council meeting at which time the budget is submitted, the Council shall name the date and place of a public hearing and shall cause to be published in the official newspaper of the City the time and place, which will be not less than five (5) days nor more than fifteen (15) days after date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving their reasons for wishing to increase or decrease any items of expense.

Sec. 4.05 **PROCEEDING ON ADOPTION OF BUDGET**

After public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council.

Sec. 4.06 **BUDGET, APPROPRIATION AND AMOUNT TO BE RAISED BY TAXATION**

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the Council shall constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred to any item required for the same general purpose.

Sec. 4.07 **UNALLOCATED RESERVE FUND**

The City Manager may recommend for action by the Council an unallocated reserve fund to be used for unexpected items of expense which were not contained as original items of expenditure.

Sec. 4.08 **AMENDING THE BUDGET**

Under extreme emergency conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the Council may, by a majority vote of the full membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

Sec. 4.09 **CERTIFICATION; COPIES MADE AVAILABLE**

A copy of the budget, as finally adopted, shall be filed with the City Secretary, the County Clerk of Dallas County, and the Duncanville Public Library. The final budget shall be printed, mimeographed or otherwise reproduced, and sufficient copies shall be made available for the use of all offices, agencies, interested persons, and civic organizations (Ord. No. 1186; adopted 12-19-88, approved at election 1-21-89).

Sec 4.10 **DEFECT SHALL NOT INVALIDATE THE TAX LEVY**

Errors or defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not nullify the tax levy of the tax rate.

# BUDGET ORDINANCE

**ORDINANCE NO. 1998**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2006, THROUGH SEPTEMBER 30, 2007; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS,** the City Manager of the City of Duncanville, Texas has heretofore on the 28th day of July, 2006, filed with the City Secretary a proposed general budget for the City covering the fiscal year aforesaid; and

**WHEREAS,** the governing body of the City has this date concluded its public hearing on said budget.

**NOW, THEREFORE,** BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS:

**SECTION 1.** That said budget be attached to this ordinance as Exhibit "A" and made part hereof for all purposes.

**SECTION 2**. That said budget attached hereto as Exhibit "A" be, and the same is hereby amended as follows:

**SECTION 3.** That subject to the above-mentioned amendments, if any, said budget attached hereto as Exhibit "A" be, and the same is hereby, approved and adopted by the City Council as the official budget for the City for the fiscal year aforesaid.

**SECTION 4.** That expenditures during the fiscal year shall be made in accordance with the budget approved by this ordinance, unless otherwise authorized by a duly enacted ordinance of the City.

**SECTION 5.** That specific authority is given to the City Manager to make the following adjustments:

1. Transfer of budgeted appropriations from one account classification to another account classification within the same department.

2. Transfer of appropriations from designated appropriations to any individual department or activity.

# BUDGET ORDINANCE

**SECTION 6.** That the necessity for making and approving a budget for the fiscal year as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage as the law in such cases provides.

**DULY PASSED** by the City Council of the City of Duncanville, Texas, on this the 19th day of **September, 2006.**

APPROVED:

**David Green**
MAYOR

ATTEST:

**Jeanne Fralicks**
CITY SECRETARY

**ORDINANCE NO. __1999__**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, LEVYING AD VALOREM TAXES FOR THE YEAR 2006 AT A RATE OF $0.696 PER ONE HUNDRED DOLLARS ($100.00) ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY AS OF JANUARY 1, 2006, TO PROVIDE REVENUES FOR CURRENT EXPENSES AND INTEREST AND SINKING FUND REQUIREMENTS; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; AND DECLARING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS:**

**SECTION 1.** That there be and is hereby levied for the year 2006 on all taxable property, real, personal and mixed, situated within the limits of the City of Duncanville, Texas and not exempt by the Constitution of the State and valid State laws, a tax of $0.696 on each One Hundred Dollars ($100.00) assessed value of taxable property, and shall be appropriated and distributed as follows:

(a) For the purpose of defraying the current expenses of the municipal government of the City, a tax of $0.561098 on each One Hundred Dollars ($100.00) assessed value of all taxable property.

(b) For the purpose of creating a sinking fund to pay the interest and principal on all outstanding bonds of the City, not otherwise provided for, a tax of $0.134902 on each One Hundred Dollars ($100.00) assessed value of all taxable property, within the City which shall be applied to the payment of such interest and maturates of all outstanding bonds.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**SECTION 2.** That all ad valorem taxes for the year shall become due and payable on October 1, 2006 and all ad valorem taxes for said year shall become delinquent if not paid before February 1, 2007. There shall be no discount for payment of taxes prior to said January 31, 2007. A delinquent tax shall incur a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent plus one percent (1%) for each additional month or portion of a month the tax remains unpaid prior to July 1, 2007. Provided, however, a tax delinquent on July 1, 2007, shall incur a total penalty of

twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at a rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes that remain delinquent on July 1, 2006, shall incur an additional penalty of twenty percent (20%) of the amount of taxes, penalty, and interest due in order to defray costs of collection pursuant to section 6.30 of the Property Tax Code.

**SECTION 3**. Taxes are payable in Duncanville, Texas, at the office of the Dallas County Tax Assessor Collector. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

**SECTION 4**. That the tax rolls, as presented to the City Council, together with any supplement thereto, be and the same are hereby approved.

**SECTION 5.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

**DULY PASSED** by the City Council of the City of Duncanville, Texas, on the **19th** day of **September, 2006**.

APPROVED:

**David Green**
MAYOR

ATTEST:

**Jeanne Fralicks**
CITY SECRETARY

APPROVED AS TO FORM:

**David Berman**
CITY ATTORNEY

# HISTORY OF DUNCANVILLE

The origin of Duncanville can be traced as far back as 1840, with the community beginning as a small settlement. It was not until some forty years later, with the construction of the Chicago, Texas and Mexican Central Railroad connecting Dallas and Cleburne that Duncanville began to emerge as a town. The coming of the railroad to Duncanville changed the community.

The railroad line connecting Dallas to Cleburne was to be completed not later than April 15, 1881. With time running short to complete the railroad on time, a shortened method of railroad construction was adopted at an open field owned by James R. Home and GIL Finley. Doing this allowed the railroad to arrive in Cleburne two hours ahead of the deadline and a switching station was later built in the open field. It was called Duncan switch.

In 1881, Charles Nance arrived by train at Duncan Switch to visit his sister, Mrs. William Home. Finding the area much to his liking and envisioning a bright future for this part of Dallas County, Mr. Nance made the decision to stay in this area. He formed a partnership with Chris Home, for fifty dollars purchased a lot from GIL Finely, and built the first building, Nance Brothers, at Duncan Switch.

In August of 188 1, Nance forwarded a petition to the Post Office Department in Washington, D.C. to establish a post office. Residents at that time were receiving their mail at post offices in Cedar Hill, Wheatland, or Jim Town. His application was returned with a notation to choose a different name because there was already a post office in Jasper County, Texas with the name of Duncan. There had been individuals in the community who had refused to sign Nance's original petition and many others who were hard to convince, so he simply added "ville" to Duncan, so it now read Duncanville. The petition was returned to Washington and, in early October 1881, he received the order to open the new post office under the name Duncanville. With Mr. Nance as the first postmaster, the post office opened in the general store and the first mail bags were received October 1, 1882.

The growth and development of Duncanville occurred along the railroad tracks. In 1883, a large two-room depot was constructed immediately adjacent to the railroad tracks. Over time, businesses began emerging along the east side of the tracks. The first businesses to be established were the cotton gin, two general stores, and a doctor's office. In 1884, a fire destroyed most of the buildings which had been constructed. The one building believed to have survived the fire was the depot.

As is still demonstrated today, residents of the community did not quit. The town was rebuilt. Increasing numbers of families and businesses located to Duncanville. In 1887, construction began for what is now the First United Methodist Church. A single-story schoolhouse also was built to which a second story was added in 1892. A single-room structure was built separate from the school to serve as a music room. This 19th century music room still stands today in the Duncanville Historical Park. In 1893, the First Christian Church, Duncanville's second church, initiated services. By the turn of the century, Duncanville had two cotton gins, two general stores, two churches, a school with a separate music room, a livery stable, and a doctor.

The two-story schoolhouse was dismantled in 1914 to be replaced by a two-story brick structure. In 1928, this new structure burned to the ground just prior to the opening of school. During the 1928-1929 school year classes were divided between Duncanville's two churches until a new school could be built. The building now known as Central Elementary School opened its doors in the fall of 1929.

Growth continued in Duncanville through the 1930s and 1940s, but it was not until after **World War II that Duncanville's** farms began to be sold and subdivided for the construction of single-family homes. The community incorporated and became an official city on August 2, 1947. Growth continued at a slow rate during the 1950s with most of the new residents coming through their connection with the command site for North American Air Defense, as well as a NHCE missile launch site. By 1959, the population of Duncanville was 3,000 and the city had one elementary school, one junior high school, and one high school.

Land continued to be subdivided and houses were built at away areas from the immediate “downtown” area. Businesses were moving to the people and away from downtown or Main Street. By 1964, the population of Duncanville was up to 10,000.

The population continued to increase as more residents moved to Duncanville. By 1970, the population was 14,105. Access to the city became much easier with the construction of a new interstate highway (Interstate 20) and state highway (Highway 67). More farms were **sold and the land was subdivided into smaller** lots for single family homes. Smaller, local grocery stores gave way to regional or national supermarkets. Local restaurants gave way to chains and fast-food businesses.

By the 1980s, growth in Duncanville began to stabilize. Duncanville's population in 1980 was 27,781. By 2000, the population had reached 36,081. The community has become known throughout the metroplex, and indeed through the state of Texas, as the "City of Champions."

# CITY OF DUNCANVILLE
# CHART OF ACCOUNTS
# EXPENSE CODES

## SALARIES

600101 SUPERVISION SALARIES – Includes salaries of department heads and City management, as well as functional supervisors.

600102 CLERICAL SALARIES – Office salaries for all employees performing various duties of a clerical nature. Examples are secretaries, clerk typists, and accounting clerks.

600103 OPERATIONAL SALARIES – Those salaries primarily involved in the performance of the general objectives of the department that can be distinguished from those of a pure clerical nature. Examples are police officers, accountants, fire fighters, and other professional and para-professional positions. One exception is those cases where the primary duties are those of a maintenance nature. These positions fall into the next category, 600104.

600104 MAINTENANCE SALARIES – Includes salaries for those positions involved in a repair or maintenance function such as employees in the Street and Building Maintenance departments.

600105 EXTRA HELP – Salaries for those employees hired on a part-time basis such as school guards and summer employees. Also includes temporary full-time seasonal employees.

600106 LONGEVITY – Those salaries attributable to the City's longevity pay policy.

600107 LUMP SUM VACATION – Employees shall be paid for unused vacation leave upon termination.

600108 LUMP SUM SICK – Civil Service employees shall be paid for unused sick leave upon termination.

600110 T.M.R.S. – The amount necessary for the City's matching contribution to the Texas Municipal Retirement System.

600111 F.I.C.A. – The amount necessary for the City's matching contribution to the federal social security program.

600112 GROUP INSURANCE – This amount represents the City's portion of the employees group life insurance, hospitalization insurance, and dental insurance.

600114 OTHER PAYROLL – Any other charge of a salary nature that is not previously classified such as car allowance and unemployment taxes.

600115 SALARY ADJUSTMENTS – Includes fund budget for adjustment to the City pay plan.

600116 FLSA OVERTIME – Salaries attributable to Fair Labor Standards Act Section 207 (K) paying overtime to firefighters.

600117 REGULAR OVERTIME – Salaries attributable to the City's overtime policy.

600118 CERTIFICATE PAY – Certificate pay for police officers, firefighters, water, etc.

600119 CELLULAR PHONE ALLOWANCE – Monthly allowance for all employees who are required to have cell phones.

## SUPPLIES

700220 OFFICE SUPPLIES – Includes all supplies necessary for use in the operation of the office such as printing, stationery, binding supplies, file folders, etc.

700221 CLOTHING – Includes such articles as uniforms, jackets, badges and clothing allowance for non-uniformed employees.

700222 VEHICLE SUPPLIES – Items necessary for the operation of the City's fleet of motor equipment, such as gasoline, lubricating oil, grease, etc.

700223 RECREATION SUPPLIES – Includes those items necessary for various recreation programs such as baseballs, tennis balls, and other athletic supplies.

700224 MINOR TOOLS – Includes those tools and instruments which are subject to loss and rapid depreciation such as axes, braces, crowbars, stakes, fire hose, handcuffs, jacks, screwdrivers, wrenches, and all items of a like nature that individually cost less than $200.

700225 JANITORIAL SUPPLIES – Includes cleansing preparations, waxes, scouring powders, disinfectants and other like materials necessary to the cleaning of City buildings.

700226 CHEMICALS AND MEDICAL SUPPLIES – Includes those chemicals necessary to the operation of the City's swimming pools. Also includes those items such as bandages, gauze and other supplies necessary for minor first aid as well as drugs and medicines necessary for the City's ambulance and paramedic program.

700227 DIRECT MATERIALS – Those materials associated directly to a municipal operation such as street sign materials and paving materials.

# CITY OF DUNCANVILLE
# CHART OF ACCOUNTS
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700230 MISCELLANEOUS SUPPLIES – Includes those items that do not fit conveniently into the other supply categories. Some examples are linens, dry goods, food for animals, and engineering supplies.

700231 ELECTION EXPENSES – Includes those items necessary to conduct City elections such as ballots, personnel at polls, legal expenses, and county programmer costs.

700232 COMPUTER HARDWARE – Includes items such as CPU, hard drives, monitors, keyboards, mouse, modems, printers and upgrades of memory or other PC related hardware.

700233 COMPUTER SOFTWARE – Includes purchases of operating systems such as Windows, application software such as Microsoft Word, and utility programs such as virus protection software etc.

700234 COMPUTER SUPPLIES – Includes purchases of diskettes, diskette storage boxes, printer ribbons, computer paper, and monitor stands.

700235 POSTAGE – Includes charges for postage, Federal Express, certified mail, overnight mail, or independent courier service.

700236 MISCELLANEOUS TOOLS – Small tools and equipment falling below the capitalization requirement of $1,000 and cost more than $200.

## SERVICES

700440 TELEPHONE-TELEGRAPH – Includes all telephone services, telegrams, and other related items such as line charges for computers.

700441 DUES & SUBSCRIPTIONS – All membership dues and subscriptions to newspapers, magazines, and trade journals.

700442 TRAVEL & TRANSPORTATION – To cover registration fees for conferences, schools and seminars. Also includes transportation and lodging expenses associated with those activities such as meals, tips, cab fares, etc. Reimbursement for personal auto mileage is also included in this category.

700443 RENTALS – Includes City lease cars, rental of equipment and computers, pagers, and associated costs such as equipment operators.

700444 LEGAL & PROFESSIONAL – Special services provided by attorneys, consultants, engineers, and other professional services such as performances of the year-end audit.

700445 ADVERTISING – Those costs related to newspaper advertising for job openings, bid notices and other public notices.

700446 INSURANCE – Includes premiums for insurance on property and equipment, liability insurance and surety bonds.

700447 JUDGMENTS & DAMAGES – To cover claims and judgments against the City that are not covered by insurance.

700448 UTILITIES – The cost of electricity to City properties.

700449 SANITATION SERVICES – The costs incurred for refuse collection at various City buildings.

700450 CONTRACTUAL SERVICES – Those services needed to supplement normal City operations such as contractual street repair and building demolition. Also included are long-term contractual obligations such as payments to D.I.S.D. to retire debt for new gymnasiums, and any other long-term obligations of the City.

700451 SERVICE CONTRACTS – Contracts with outside vendors to maintain City equipment in good working condition. These usually relate to office equipment such as typewriters, calculators, copiers, etc.

700455 WORKERS COMPENSATION CLAIMS – Those costs to reimburse the self-insurance fund based on each department's actual claims.

700456 LIABILITY – Those costs to reimburse the self-insurance fund based on each department's actual claims.

700457 DALLAS WATER PURCHASES – Cost to purchase water from the City of Dallas.

700458 LANDFILL TRANSPORT – The cost attributable to solid waste disposal.

700459 T.R.A. EXPENSE – The cost of waste water treatment, O & M costs, and debt paid to Trinity River Authority.

700460 FLEET REPLACEMENT EXPENSE – The contribution that each operating department/activity makes to the Fleet Replacement Fund.

700461 CELLULAR PHONES – Wireless communication phones and related equipment.

700465 GAS – The cost of natural gas to City Properties

# CITY OF DUNCANVILLE
# CHART OF ACCOUNTS
# EXPENSE CODES

700466 WATER - The cost of water for City properties

## MAINTENANCE

700660 BUILDING MAINTENANCE – Service or materials used for the maintenance and repairs of buildings such as window caulking, roof repairs, painting, etc.

700661 GROUNDS MAINTENANCE – Service or materials used for the beautification of City lands, such as tree trimming, fertilizing, mowing, etc. These may be done by City forces or outside sources.

700662 EQUIPMENT MAINTENANCE – Service or materials used for the maintenance and repair of City equipment other than road vehicles, including tractor, dozers, and attachments.

700663 VEHICLE MAINTENANCE – Those repair and maintenance costs necessary to keep the City's fleet (road vehicles) in operation. Includes tune-ups, tires, batteries, body repairs and engine overhauls.

700664 RADIO MAINTENANCE – Costs for repair and maintenance of all municipal radios: hand-held radios, base stations, mobile radios, pagers, etc.

## CAPITAL OUTLAY

700880 LAND – This account is used for the purchase of land.

700881 LAND IMPROVEMENTS – Landscaping, and other improvements that are of a capital nature such as the construction of a fence.

700882 BUILDINGS & IMPROVEMENTS – Those costs incurred in either the purchase or construction of buildings. Also included are those capital costs of major improvements to buildings.

700883 OFFICE FURNITURE & EQUIPMENT – This account is used for the purchase of office furniture and equipment which meet the criteria for capitalization. Some examples are personal computers, printers, sofas, shelving, and any other item valued at $1,000 or more.

700884 OTHER EQUIPMENT – Major pieces of equipment that cost at least $1,000. Some examples are air conditioning units, air compressors, jack hammers, equipment trailers, garage equipment, and other construction equipment.

700885 MOTOR VEHICLES – Includes passenger cars, station wagons, police cars, motorcycles, pickups, trucks, tractors, graders, and other land equipment.

700886 RADIOS – Includes the cost of base station equipment, mobile radios, and other units that cost $1,000 or more.

700887 BOOKS – Includes the purchase of library books and legal volumes.

700888 BRIDGES – Those costs incurred in the capital construction of bridges.

700889 STREETS & ALLEYS – Those costs incurred in the capital construction of streets and alleys.

700890 SIDEWALKS, CURBS, & GUTTERS – Those costs incurred in the capital construction of sidewalks, curbs and gutters.

700891 STORM SEWERS – Those costs included in the capital construction of storm sewers.

700892 SIGNAL SYSTEMS & TRAFFIC LIGHTS – Those costs incurred in the installation of traffic lights.

700893 DISTRIBUTION LINES – Those costs incurred in the capital construction of water and sanitary sewer mains.

700894 METERS & SETTINGS – Includes the purchase of water meter and other related costs.

700895 SERVICE CONNECTIONS – Those costs related to the establishment of water service.

700896 FIRE HYDRANTS – Those costs included in the purchase and installation of fire hydrants.

Duncanville

*City of Champions*