







# CITY OF DUNCANVILLE 2020-21 PROPOSED BUDGET TABLE OF CONTENTS

## CITY OVERVIEW

Distinguished Budget Presentation Award.....	7
City Profile and Community History .....	8
Council .....	12
District Map .....	13
Mission Statement and Core Values .....	14
Organizational Chart .....	15
Personnel Summary .....	16

<u>City Manager’s Letter</u> .....	19
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## BUDGET OVEVIEW

Budget Snapshot .....	24
Budget Overview.....	26

## FINANCIAL SUMMARIES

Fund Balance Summary.....	49
Combined Fund Summary by Fund Type.....	51
Consolidated Summary All Appropriated Funds .....	52

## GENERAL FUND

General Fund Summary .....	54
Revenue Detail.....	55
Expenditure Detail .....	58
Budgeted FTEs.....	60

## GENERAL FUND DIVISION SUMMARIES

### **GENERAL GOVERNMENT**

City Administration .....	62
Human Resources .....	64
Information Systems.....	66
Community Information Office .....	68
Library Services .....	70

### **FINANCE DEPARTMENT**

Finance Administration .....	72
Municipal Court .....	74
Purchasing.....	76

City Marshal ..... 78

**PARKS AND RECREATION**

Parks and Recreation Administration ..... 80  
Recreation Programming ..... 82  
Special Events ..... 84  
Athletic Programming ..... 86  
Horticulture ..... 88  
Parks & Grounds Maintenance ..... 90  
Building Maintenance ..... 92  
Senior Center ..... 94

**POLICE**

Police Administration ..... 96  
Patrol ..... 98  
Criminal Investigation ..... 100  
Animal Control ..... 102  
School Guards ..... 104  
Crime Prevention ..... 106  
Records ..... 108  
Detention Services ..... 110  
Special Services ..... 112

**PUBLIC WORKS**

Engineering/Planning ..... 114  
Building Inspections ..... 116  
Street Maintenance ..... 118  
Traffic Operations ..... 120  
Planning ..... 122  
Code Services ..... 124  
Equipment Services ..... 126

**FIRE**

Fire Administration ..... 128  
Fire Prevention ..... 130  
Fire Suppression ..... 132  
Advanced Life Support ..... 134  
Regional Emergency Management Operations ..... 136

**UTILITY ENTERPRISE FUNDS**

Utility Fund Summary ..... 140  
Utility Fund Budgeted FTEs ..... 142  
Utility Administration Narrative ..... 144  
Water Services Narrative ..... 146  
Wastewater Narrative ..... 148  
Utility Billing/Accounting Narrative ..... 150

Drainage Fund Summary.....	154
Drainage Identified CIP FY21-26.....	155
Drainage Administration Narrative .....	156
Solid Waste Fund Summary .....	160
Solid Waste Narrative .....	162
Litter Control Narrative.....	164
<b><u>SPECIAL USE FUNDS</u></b>	
Hotel/Motel Summary .....	168
CVB Narrative.....	170
Economic Development Summary .....	174
Economic Development Narrative .....	176
Keep Duncanville Beautiful Narrative .....	178
Beautification Narrative .....	180
Fieldhouse Summary.....	184
Fieldhouse Narrative .....	186
TIF – Tax Incremental Financing Fund .....	190
Asset Forfeiture.....	192
<b><u>INTERNAL SERVICE FUNDS</u></b>	
Fleet Replacement .....	194
IT Replacement .....	195
Medical Insurance.....	196
Comprehensive Self-Insurance.....	197
<b><u>DEBT SERVICE</u></b>	
Fund Summary.....	200
General Obligation Bonds Payment Schedule .....	201
Fieldhouse Debt .....	203
DCEDC Debt .....	204
<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>	
Street CIP .....	206
Alley CIP .....	207
Utilities CIP .....	208
Bond Recap and Projects .....	211
CIP Identified Projects FY21-25 .....	218
<b><u>APPENDICES</u></b>	
Glossary of Terms.....	226
Budget Process.....	230
FY 21 Budget Calendar .....	233
Financial Policy.....	236
Master Fees .....	248
Fast Facts about Duncanville.....	266



# Duncanville

*City of Champions*

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Duncanville  
Texas**

For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morill*

Executive Director

# CITY OVERVIEW



Duncanville is located in the southwest corner of Dallas County, an easy 15-minute commute to downtown Dallas, just off Interstate 20. Located less than 5 minutes from Interstate 35, Duncanville is approximately 100 miles south of the Texas/Oklahoma border and approximately 200 miles north of Austin. Duncanville is a forward looking and family friendly city with a strong sense of community, a high quality of life, and a healthy business community. Known as ‘The City of Champions’, Duncanville prides itself on its outstanding athletic programs, entrepreneurial spirit and hard-working citizenry. In November of 2018, the citizens passed a bond election. It demonstrates the support of the City by its residents.

The City is proud to be a diverse community. Its population is approximately 40,948. The 2019 demographic breakdown is 35% of Hispanic Origin, 50.3% White alone, 30% Black alone, and 19.6% all other. Thirty eight percent (38%) of the population is between the ages of 25-54 with 33.7% below the age of 25 and 28.3% above the age of 55. The median age is 36.6.

The City is well known for its sports tradition and beautiful parks. Keep Duncanville Beautiful is a Gold Star affiliate by Keep Texas Beautiful, a Tree City USA Community, and a Certified Scenic City. Duncanville ISD is well known in the state and country for its basketball and football programs. The Duncanville Fieldhouse hosts major events such as GASO (Great American Shootout) tournament that brings in basketball teams from all over the country and collegiate scouts. Additionally, the Sandra Meadows Classic hosted in December brings in girls’ teams from all over the country for a weeklong tournament.

## City of Duncanville Fast Facts:

Form of Government  
Council-Manager

Land Area  
11.22 square miles

Date of Incorporation  
August 2, 1947

Average Unemployment Rate  
6.4%

Average Home Value  
2019 - \$160,911

Number of Households  
2019 – 13,753

Parks  
17

Acres of Park Land  
240

Library  
1

Streets  
154 miles paved  
36 miles alley  
17 bridges

Utilities  
197.52 + miles of water mains  
154.95 + miles of sewer mains

Duncanville ISD  
18 schools  
12,460 students enrolled

# CITY OVERVIEW

## COMMUNITY HISTORY

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 Finley, and built the first building, Nance Brothers, at Duncan Switch.

In August of 1881, 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.



## CITY OVERVIEW

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.

## CITY OVERVIEW

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 1990, the population had reached 35,748. Today, the population estimate is 38,456. The school district attracts some of the finest athletes in the area and as a result Duncanville has become known throughout the metroplex and the state of Texas, as the "City of Champions."

## CITY OVERVIEW

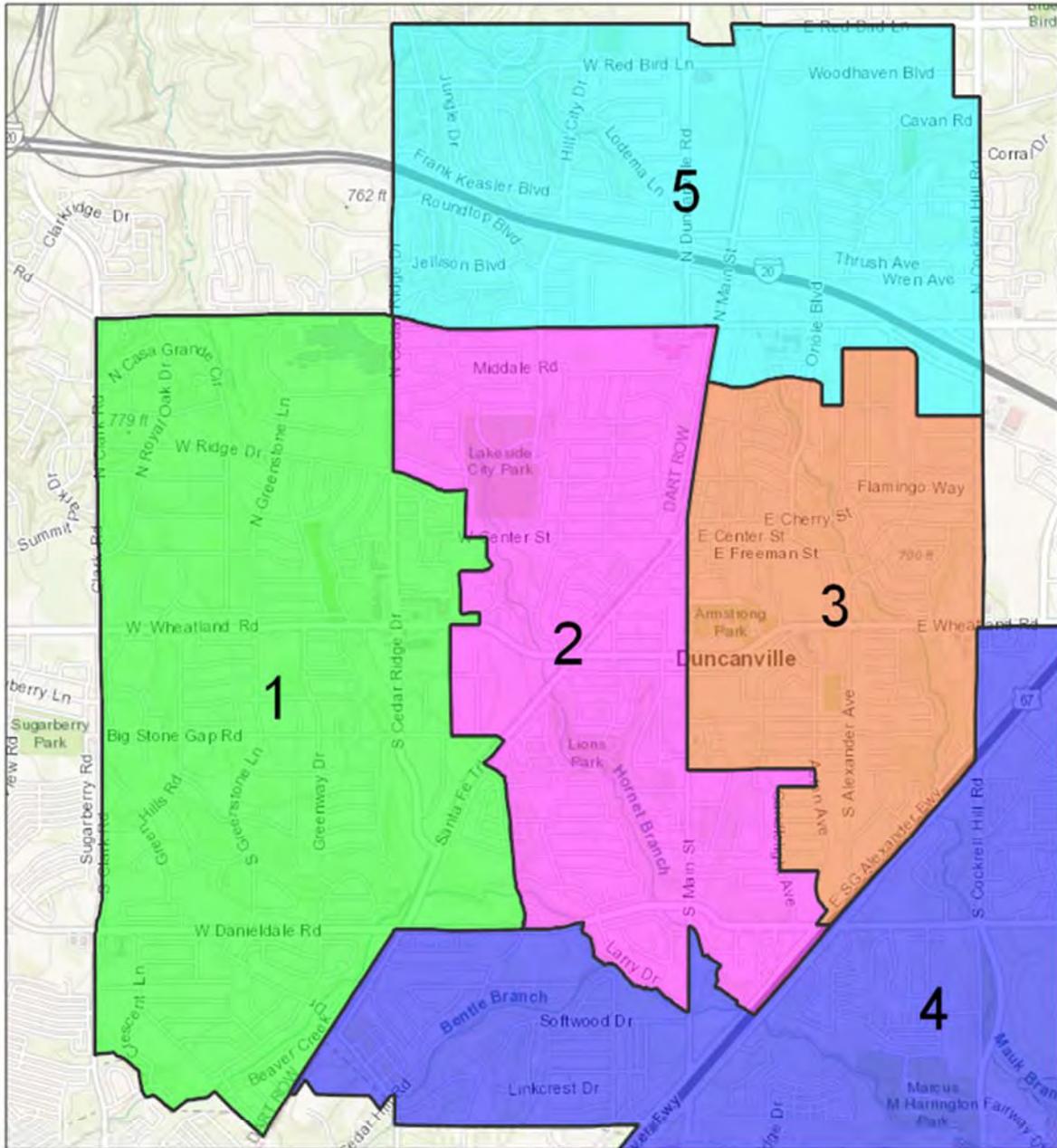
### CITY COUNCIL



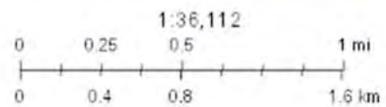
Pictured from left to right. Mark Cooks – D4; Johnette Jameson – D5; Don McBurnett – D2 and Mayor Pro Tem; Barry L Gordon – Mayor; Monte Anderson – D3; Joe Veracruz – D1; Patrick Harvey – At-Large.

# CITY OVERVIEW

## CITY COUNCIL DISTRICT MAP



May 3, 2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBasis, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

# CITY OVERVIEW

## COUNCIL MISSION STATEMENT



Build a vibrant, inclusive community driven by a commitment to democratic principles and service above self.

## ORGANIZATIONAL MISSION STATEMENT

Build a vibrant, inclusive organization, driven by a commitment to value added customer service.

## CORE VALUES

Our values are the 'lenses' through which our actions must be viewed and carried out; through consistent **HABITS**. **HONESTY:** I will always be truthful. **ACCOUNTABILITY:** I am solely responsible for my actions. **BE FAIR:** I will treat everyone with respect and without bias. **INTEGRITY:** I will always do what is honorable and what is right. **TRANSPARENCY:** I will be open and honest in my communications, genuine in my decisions and interactions with people, and be a reflection of a trustworthy organization. **SERVICE ABOVE SELF:** I am here to provide a service to others without expectation of reward or self-gratification.

HONESTY



ACCOUNTABILITY



BE FAIR (FAIRNESS)



INTEGRITY



TRANSPARENCY

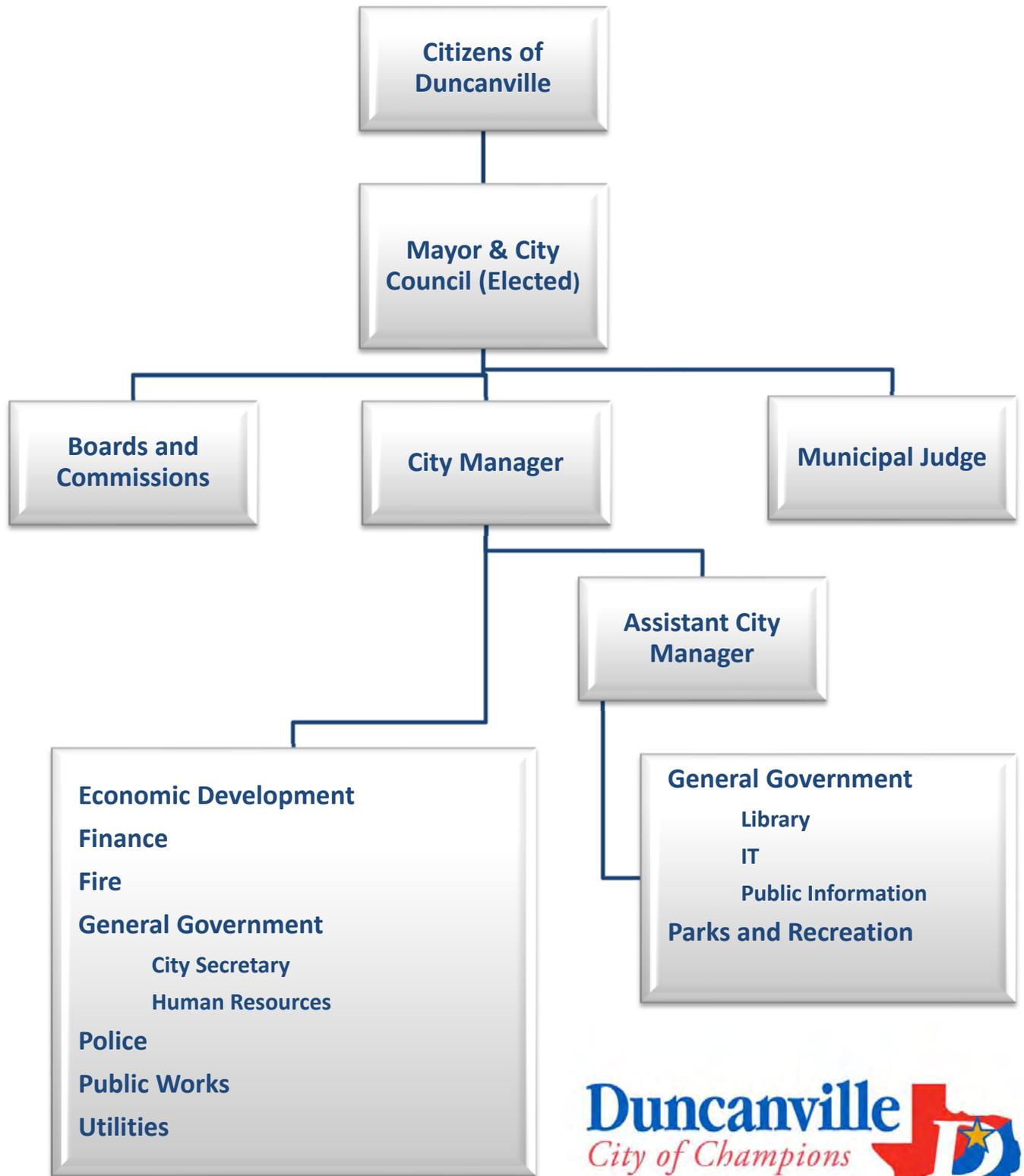


SERVICE ABOVE SELF



# City of Duncanville Organizational Chart

October 1, 2020



**CITY OF DUNCANVILLE  
2020-21 BUDGET  
PERSONNEL SCHEDULE**

COST CENTERS	2016-17		2017-18		2018-19		2019-20 REVISED		2020-21 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
<b>GENERAL FUND</b>										
<b>GENERAL GOVERNMENT</b>										
Mayor & Council	-	-	-	-	-	-	-	-	-	-
City Manager	2.00	-	2.00	-	4.00	-	4.00	-	4.00	-
City Secretary	2.00	-	2.00	-	-	-	-	-	-	-
Human Resources	2.00	-	2.00	-	2.00	0.64	2.00	0.64	2.00	0.50
Information Systems	3.00	-	3.00	-	3.00	-	4.00	-	4.00	-
Community Information Office	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
Library Services	9.00	3.00	9.00	3.00	9.00	3.00	9.00	3.00	9.00	3.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>19.00</b>	<b>3.00</b>	<b>19.00</b>	<b>3.00</b>	<b>19.00</b>	<b>3.64</b>	<b>20.00</b>	<b>3.64</b>	<b>20.00</b>	<b>3.50</b>
<b>FINANCE</b>										
Finance Administration	6.00	-	6.00	-	7.00	-	7.00	-	7.00	-
Municipal Court	4.50	-	4.50	-	4.50	-	4.50	-	4.50	-
Purchasing	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
City Marshal	2.00	-	2.00	-	1.00	-	1.00	-	1.00	0.50
<b>TOTAL FINANCE</b>	<b>13.50</b>	<b>-</b>	<b>13.50</b>	<b>-</b>	<b>13.50</b>	<b>-</b>	<b>13.50</b>	<b>-</b>	<b>13.50</b>	<b>0.50</b>
<b>PARKS AND RECREATION</b>										
Parks and Recreation Administration	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Recreation Programming	2.00	6.88	2.00	8.00	2.00	7.91	2.00	7.00	2.00	7.75
Athletic Programming	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Horticulture	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Park Grounds Maintenance	7.00	-	7.00	0.60	7.00	0.70	7.00	1.30	7.00	1.30
Building Services	5.00	2.00	5.00	2.00	5.00	1.05	5.00	2.00	5.00	2.00
Senior Center	1.70	1.36	2.00	1.70	1.60	2.18	1.60	2.00	2.00	2.00
<b>TOTAL PARKS AND RECREATION</b>	<b>23.70</b>	<b>10.24</b>	<b>24.00</b>	<b>12.30</b>	<b>23.60</b>	<b>11.84</b>	<b>23.60</b>	<b>12.30</b>	<b>24.00</b>	<b>13.05</b>
<b>POLICE</b>										
Police Administration	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Patrol	45.00	-	45.00	-	45.00	-	45.00	-	44.00	-
Special Services	2.00	-	2.00	-	2.00	-	2.00	-	3.00	-
Criminal Investigation	12.00	-	12.00	-	12.00	-	13.00	-	13.00	-
Animal Control	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
School Guards	-	3.14	-	3.30	-	3.17	-	2.50	-	3.50
Crime Prevention	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50
Records	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Detention Services	5.00	-	5.00	-	5.00	-	5.00	-	-	-
<b>TOTAL POLICE</b>	<b>74.00</b>	<b>3.64</b>	<b>74.00</b>	<b>3.80</b>	<b>74.00</b>	<b>3.67</b>	<b>75.00</b>	<b>3.00</b>	<b>70.00</b>	<b>4.00</b>
<b>PUBLIC WORKS</b>										
Public Works Administration	5.00	-	5.00	-	3.00	-	3.00	-	3.00	-
Planning	-	-	-	-	2.00	-	2.00	-	2.00	-
Building Inspection	7.00	-	8.00	-	6.00	-	6.00	-	6.00	-
Code Enforcement	-	-	-	-	3.00	-	3.00	-	3.00	-
Streets	12.00	-	16.00	-	16.50	-	16.50	-	16.50	-
Traffic Operations	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Equipment Services	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
<b>TOTAL PUBLIC WORKS</b>	<b>32.00</b>	<b>-</b>	<b>37.00</b>	<b>-</b>	<b>38.50</b>	<b>-</b>	<b>38.50</b>	<b>-</b>	<b>38.50</b>	<b>-</b>
<b>FIRE</b>										
Fire Administration	3.00	-	3.00	-	3.00	-	3.00	-	3.00	-
Fire Prevention	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Fire Suppression	36.00	-	36.00	-	36.00	-	36.00	-	36.00	-
Advanced Life Support	13.00	-	13.00	-	13.00	-	13.00	-	13.00	-
Emergency Regional Administrator	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
<b>TOTAL FIRE</b>	<b>55.00</b>	<b>-</b>	<b>55.00</b>	<b>-</b>	<b>55.00</b>	<b>-</b>	<b>55.00</b>	<b>-</b>	<b>55.00</b>	<b>-</b>
<b>TOTAL GENERAL FUND</b>	<b>217.20</b>	<b>16.88</b>	<b>222.50</b>	<b>19.10</b>	<b>223.60</b>	<b>19.15</b>	<b>225.60</b>	<b>18.94</b>	<b>221.00</b>	<b>21.05</b>

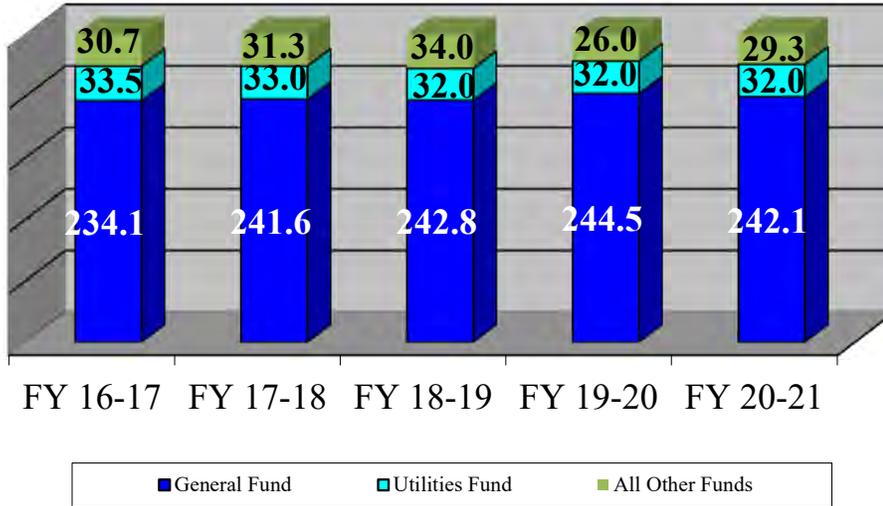
**CITY OF DUNCANVILLE  
2020-21 BUDGET  
PERSONNEL SCHEDULE**

COST CENTERS	2016-17		2017-18		2018-19		2019-20 REVISED		2020-21 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
<b>UTILITIES</b>										
Utilities Administration	3.00	-	2.50	-	2.50	-	2.50	-	2.50	-
Water Services	9.00	-	9.00	-	8.00	-	8.00	-	10.00	-
Wastewater Services	11.50	-	11.50	-	11.50	-	11.50	-	9.50	-
Utility Accounting	10.00	-	10.00	-	10.00	-	10.00	-	10.00	-
<b>TOTAL UTILITIES</b>	<b>33.50</b>	<b>-</b>	<b>33.00</b>	<b>-</b>	<b>32.00</b>	<b>-</b>	<b>32.00</b>	<b>-</b>	<b>32.00</b>	<b>-</b>
<b>HOTEL/MOTEL</b>										
Conventions and Visitor's Bureau	-	-	0.30	-	0.30	-	0.30	-	0.30	-
<b>TOTAL HOTEL/MOTEL</b>	<b>-</b>	<b>-</b>	<b>0.30</b>	<b>-</b>	<b>0.30</b>	<b>-</b>	<b>0.30</b>	<b>-</b>	<b>0.30</b>	<b>-</b>
<b>ECONOMIC DEVELOPMENT</b>										
Economic Development	2.00	-	1.70	1.10	1.70	0.89	1.70	0.62	1.70	2.30
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>2.00</b>	<b>-</b>	<b>1.70</b>	<b>1.10</b>	<b>1.70</b>	<b>0.89</b>	<b>1.70</b>	<b>0.62</b>	<b>1.70</b>	<b>2.30</b>
<b>GRANT</b>										
Community Development Block Grant	1.00	-	1.00	-	1.00	-	1.00	-	1.00	-
Voca Grant	1.00	0.10	1.00	0.10	1.00	0.05	-	-	-	-
Senior Meals	0.30	1.18	0.30	1.32	0.40	0.26	0.40	-	-	-
<b>TOTAL GRANT FUND</b>	<b>2.00</b>	<b>0.10</b>	<b>2.00</b>	<b>0.10</b>	<b>2.40</b>	<b>0.31</b>	<b>1.40</b>	<b>-</b>	<b>1.00</b>	<b>-</b>
<b>DRAINAGE</b>										
Drainage Administration	4.00	-	4.00	-	3.50	-	3.50	-	3.50	-
<b>TOTAL DRAINAGE FUND</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>3.50</b>	<b>-</b>
<b>SOLID WASTE</b>										
Solid Waste	4.00	-	4.00	-	5.00	-	5.00	-	5.00	-
<b>TOTAL SOLID WASTE FUND</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>-</b>	<b>5.00</b>	<b>-</b>	<b>5.00</b>	<b>-</b>	<b>5.00</b>	<b>-</b>
<b>TRAFFIC ADMINISTRATION</b>										
Traffic Administration	1.00	-	1.00	-	1.00	-	-	-	-	-
<b>TOTAL TRAFFIC ADMINISTRATION</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>JUVENILE CASE MANAGER</b>										
Juvenile Case Manager	0.5	-	0.5	-	0.5	-	0.5	-	0.5	-
<b>TOTAL JUVENILE CASE MANAGER</b>	<b>0.5</b>	<b>-</b>	<b>0.5</b>	<b>-</b>	<b>0.5</b>	<b>-</b>	<b>0.5</b>	<b>-</b>	<b>0.5</b>	<b>-</b>
<b>TOTAL FIELDHOUSE</b>	<b>2.00</b>	<b>15.10</b>	<b>5.00</b>	<b>12.70</b>	<b>5.00</b>	<b>13.35</b>	<b>4.00</b>	<b>9.00</b>	<b>3.00</b>	<b>12.00</b>

**CITY OF DUNCANVILLE  
2020-21 BUDGET  
PERSONNEL SCHEDULE**

COST CENTERS	2016-17		2017-18		2018-19		2019-20 REVISED		2020-21 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
<b>TOTAL ALL FUNDS</b>	266.2	32.1	274.0	33.0	275.0	33.7	274.0	28.6	268.0	35.4

**NUMBER OF FTE POSITIONS**



# CITY MANAGER'S MESSAGE

July 28, 2020

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



Dear Mayor and Members of the City Council:

In accordance with the Texas Local Government Code and the Charter of the City of Duncanville, the proposed annual budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, is submitted for your consideration. The budget, as filed with the City Secretary, presents in summary form the revenues and expenditures for each of the City's funds. The Fiscal Year 2021 (FY 2021) Proposed Budget is structurally balanced and reflects sound fiscal and operational policies. It is aligned with the City Council's "Strategic Priorities", formerly known as "Capstones", updated by resolution 2019-099 on October 15, 2019.

## CITY COUNCIL "STRATEGIC PRIORITIES" FOR DUNCANVILLE'S FUTURE VISION

1. EMPHASIZE HIGH QUALITY OF LIFE
2. REIMAGINE MAIN STREET AND CITY CENTER AREA
3. PROMOTE INNOVATIVE IDEAS FOR DEVELOPMENT AND RE-DEVELOPMENT
4. DEVELOP MULTI-MODAL TRANSPORTATION STRATEGY
5. ADVANCE MARKETING STRATEGY OF THE CITY

## CITY OF DUNCANVILLE ORGANIZATIONAL GOALS

**Internal:** Foster a value-based environment where employees are supported and encouraged to develop in order to achieve and sustain a healthy relationship between the organization's stakeholders.

**External:** Maximize city and community resources to improve quality of life in a sustainable manner.

**Leadership:** Project a credible organizational image, embodying professionalism, compassion, inclusivity and pride. Own our customers' experiences and exceed their expectations.

# CITY MANAGER'S MESSAGE

## **BUDGET GOALS**

The proposed FY 2021 budget has been developed with a clear set of goals that guided City staff throughout this process. Those goals are:

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

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

2. *Utilize sound financial principles.*

The proposed budget has been constructed within the context of multi-year financial planning, analysis of the economic environment and trends, and adherence to recommended governmental financial practices and principles such as fund reserve balances and Generally Accepted Accounting Principles (GAAP).

3. *Maintain expenditures within expected revenues.*

The proposed FY 2021 budget is structurally balanced; meaning ongoing operating expenditures are held below expected, ongoing revenues and fund balance reserves are not used to fund ongoing operations. The Government Financial Officers Association (GFOA) best practices recommend general fund unrestricted fund balance be maintained at a minimum of two (2) months operating expenditures (60 days or 16.4%). This budget maintains a 75-day fund balance or 20.5%.

## **FY 2020 BUDGET ACCOMPLISHMENTS**

The COVID-19 pandemic has forced us to rethink how we, as a Municipality, conduct business. Fortunately, with the assistance of technology we were able to continue with staff and City Council meetings, while adhering to "Shelter In Place" and "Stay At Home" mandates. Additionally, not knowing what the full impact of COVID-19 to our revenues and expenses would be, approximately \$1.17 million in expenditures were cut from the General Fund. The expenditures eliminated came from: savings in salaries and benefits with hiring freezes and program closures (Senior Center, Recreation Center, seasonal park staff); travel and training opportunities cancelled or postponed; cancelled special events such as the 4<sup>th</sup> of July Parade and Fireworks; and other miscellaneous reductions.

Highlights of the FY20 budget can be summed up as follows:

- Tax Rate Reduction – second consecutive year

# CITY MANAGER'S MESSAGE

- No Water and Sewer Rate increase
- Continuation of \$697,857 (All Funds) approved employee compensation increase
- Continued cash funding of Capital Improvement Projects and One-Time Projects; for example, Roof Replacements, Center St. & Center Ridge Apartments Water and Sewer improvements, Security Camera installations, Pipebursting Program
- Sales Tax revenue was estimated to be reduced by 25% due to COVID-19 impact; however actual trend shows less of a decrease and therefore FY 2020 revised budget was adjusted to reflect a 15% decrease for remainder of year
- Cares Act funding is anticipated to cover other costs incurred by the City in our response to COVID-19
- \$250,000 in Business Retention Grants administered by DCEDC as result of COVID-19 impacts

## **FY 2021 BUDGET PRIORITIES AND ISSUES**

Fiscal sustainability is a proactive, continual effort and a long-term objective. It is achieved through long-term planning and strategies; as well as being adaptable in the short-term during the ebb and flow of economic and legislative changes.

### **PRIORITIES**

**COMPLETION OF PROJECTS** - The main objective for FY 2021 budget is to continue the momentum started in FY 2019 with the bond election and approval of \$21.6 million in projects. The focus of staff for the upcoming year will be on current projects and carryovers from the previous year. This budget includes \$1,633,000 funding to be added to the prior year \$350,000 funding for P-25 compliant radio systems and hardware for police and fire (total funding of \$1,983,000). **NOTE OF REVISION 09-15-2020:** Budget, as adopted on 09-15-2020, revised to reduce funding to \$838,003 for P-25 complaint radio system (total of \$1,188,003).

### **CHALLENGES**

**PUBLIC HEALTH CRISIS** - We will continue to navigate the uncertainty of the COVID-19 pandemic, make adjustments to programs and business operations in order to adhere to the guidelines and mandates to keep our citizens and stakeholders safe.

**SALES TAX** – Beginning in FY 2019, the City started seeing a decline in Sales Tax revenue after seven (7) years of increasing receipts. In FY 2020 the trend continued with a decrease of 3.4% compared to FY 2019. While some recovery is anticipated in FY 2021, the sales tax revenue budgeted is flat compared to FY 2020.

## CITY MANAGER'S MESSAGE

PROPERTY TAX CAPS (SB 2) – FY 2021 will be the first year for implementation of Senate Bill 2, also known as the Texas Property Tax Reform and Transparency Act of 2019. Like many municipalities across the state, the impact of this bill effects the largest source of revenue for the City. This will be an ongoing challenge because it will impact the long-term ability of the City to meet inflationary increases in costs of goods and services and increases in employee compensation driven by labor demands. While the City primarily competes with surrounding cities for labor, other cities who benefit from a larger sales tax base have an advantage over Duncanville even with the new property tax cap. FY 2021 budget includes the 3.5 % property tax cap.

### **FY 2021 “STRATEGIC PRIORITIES” HIGHLIGHTS**

**EMPHASIZE HIGH QUALITY OF LIFE** – This budget includes no proposed increase to water, sewer, and garbage collection fees, but continues to allocate \$5,000,000 for implementation of Automated Metering Infrastructure (AMI); and provides continued funding for capital improvements in water and wastewater infrastructure.

**REIMAGINE MAIN STREET AND CITY CENTER AREA** – This budget continues carryover funding for Main Street Preliminary Engineering design; and continues funding for beautification and litter pick up.

**PROMOTE INNOVATIVE IDEAS FOR DEVELOPMENT AND RE-DEVELOPMENT** – The budget includes continued funding for economic development initiatives such as \$150,000 for new commercial Demolition/Rebuild Program; part-time intern to assist with creation and administration of a commercial property database; continues Hotel Occupancy Tax grants to various arts and cultural activity organizations, and major high school-level sporting events held in Duncanville that attract visitors from throughout the region as well as nationally.

**DEVELOP MULTI-MODAL TRANSPORTATION STRATEGY** – The FY 2021 Proposed Budget maintains the approximate same level of funding for street maintenance as FY20, and design projects relating to Wintergreen Road (Dallas County partnership) and US-67 Green Ribbon project (TxDOT partnership).

**ADVANCE MARKETING STRATEGY** –The Proposed FY 2021 Budget continues funding for creation of New Resident Guide; educational initiatives and research into communication options to continue to effectively engage citizens. Monthly newsletters inserted in utility bills (and found online) are also available at City facilities, and residents are encouraged to sign up for weekly email news, follow various City social media pages and attend Town Hall meetings to keep up with trending topics in Duncanville. Additionally, the budget continues to fund for best practice initiatives such as the distinguished GFOA recognitions for the City's Popular Annual Financial Report (PAFR), Budget, and Comprehensive Annual Financial Report (CAFR).

## CITY MANAGER'S MESSAGE

### CONCLUSION

I would like to extend my thanks and appreciation to Finance Director Richard Summerlin, Assistant Finance Director Tia Pettis, Budget Analyst Jennifer Otey and the entire Finance Department staff for their work and dedication in producing this proposed budget. For the FY2020 budget, staff received the City's first GFOA Distinguished Budget Presentation Award. Congratulations for this well-deserved recognition.

I also want to thank the executive staff for their diligence in crafting a proposed budget that is financially prudent and conservative, while also striving to improve the quality of services to our citizens. All our City employees deserve recognition and thanks for their hard work and dedication to the citizens of Duncanville.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Frederiksen', with a long horizontal stroke extending to the right.

Paul Frederiksen  
Interim City Manager

# BUDGET SNAPSHOT

## FY 2021 ADOPTED BUDGET HIGHLIGHTS

- An adopted tax rate reduction of \$0.026595, reducing the ad valorem property tax rate from \$0.743447 to \$0.716852.
- Allocation of \$5,000,000 for implementation of Automated Metering Infrastructure (AMI) in the Utility Fund.
- A compensation adjustment for all full-time and part-time employees of 2% mid-year (April 1, 2021), to remain competitive in a very tight job market.
- No rate increase for Water, Sewer, and Stormwater.
- Increase of 1.5% to garbage rates.
- Funding of \$10,795,867 in Capital Improvement Projects related to water and wastewater line replacement, water and wastewater project construction design, Pipebursting, alley replacement, drainage improvements and street construction design projects.
- Funding reserve of \$838,003 for P-25 Compliant Public Safety Radios.

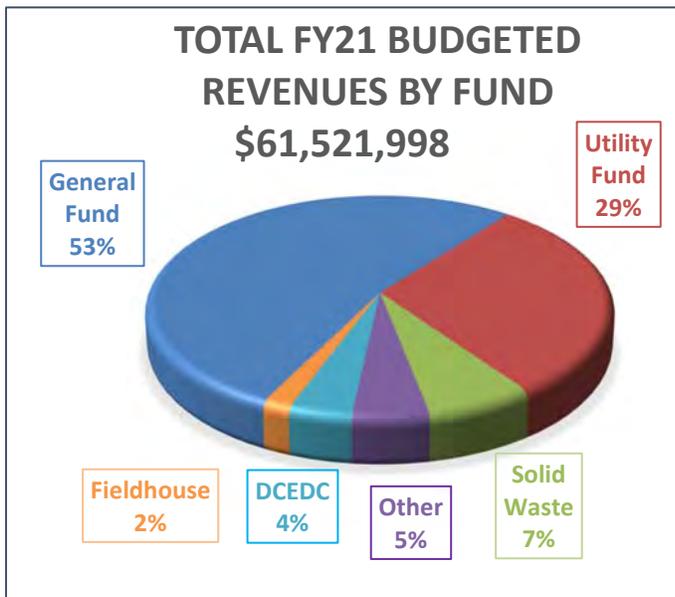
SERVICE OR FEE	2019-20	2020-21	ANNUAL DOLLAR CHANGE	TYPICAL RATEPAYER DEFINED AS:
Water Services	\$ 438.72	\$ 438.72	\$ 0.00	Single-family, Residential customer usage of 7,000 gallons
Sewer Services	\$ 921.48	\$ 921.48	\$ 0.00	Single-family, Residential customer usage of 7,000 gallons
Garbage Collection	\$ 287.88	\$ 292.32	\$ 4.44	Single-family curbside service
Drainage Fee	\$ 42.00	\$ 42.00	\$ 0.00	Per single-family residence
<b>TOTAL UTILITY</b>	<b>\$ 1,690.08</b>	<b>\$ 1,694.52</b>	<b>\$ 4.44</b>	
Property Tax (City portion)	\$ 1,121.64	\$ 1,176.32	\$ 54.68	2019 SFR \$150,870 2020 SFR \$164,095 City Avg Taxable Value
<b>TOTAL YEARLY IMPACT</b>	<b>\$ 2,811.72</b>	<b>\$ 2,870.84</b>	<b>\$ 59.12</b>	

NOTE: Change in cost monthly is \$4.93 for city portion of taxes and utilities.

# BUDGET SNAPSHOT

## FY 2021 ADOPTED OPERATING BUDGET

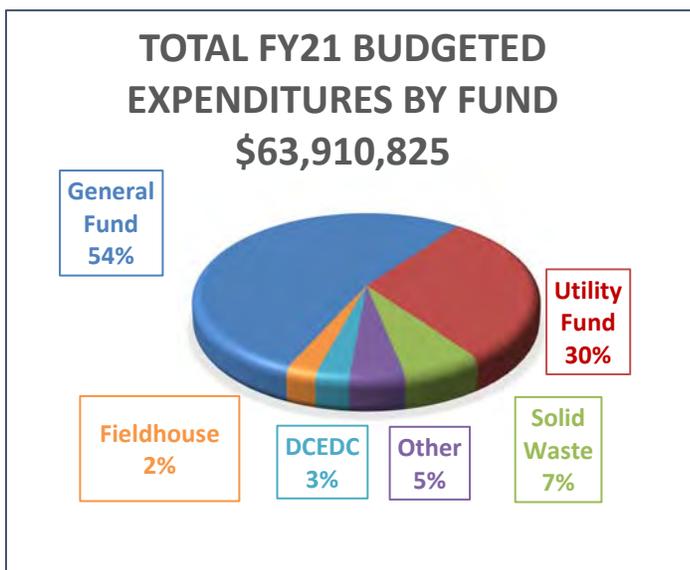
### Revenues



	Amount	Percentage of Total
General Fund	32,619,360	53%
Utilities Fund	18,222,700	29%
Solid Waste	4,174,000	7%
ED Fund	2,458,231	4%
Fieldhouse	1,085,390	2%
All other Funds	2,962,317	5%
<b>Total</b>	<b>\$ 61,521,998</b>	<b>100%</b>

\* CIP, Internal Service Funds, TIF, and Asset Forfeiture are not included in these totals. Fieldhouse has been adjusted to remove the Transfer-In from ED fund for debt payment.

### Expenditures



	Amount	Percentage of Total
General Fund	34,266,140	53%
Utilities Fund	19,206,894	30%
Solid Waste	4,387,569	7%
ED Fund	1,857,644	3%
Fieldhouse	1,153,619	2%
All other Funds	3,038,959	5%
<b>Total</b>	<b>\$ 63,910,825</b>	<b>100%</b>

\* CIP, Internal Service Funds, TIF, and Asset Forfeiture are not included in these totals. Fieldhouse has been adjusted to remove the debt payment expense; accounted for in ED Fund.

# BUDGET OVERVIEW

## BUDGET PREPARATION PROCESS

The City budget process formally begins in February when department directors and their budget representatives begin reviewing the status of their current year budgets and developing the next year budget. Then in April/May the departments meet with the City Manager and the Finance Department to discuss the current financial outlook, budget goals and new or unusual items that may have budget impacts.

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

After the departments complete budget expenditure requests and projected revenues are entered, the Finance Department compiles the preliminary budget. This includes projected end of current fiscal year expenditures, next year budget requests and projected five-year budget expenditures. The City Manager, Assistant City Manager, Finance Director, Assistant Finance Director, and the Budget Analyst then meet with each department and division to review the preliminary budget requests by line item detail. During these discussions, numerous adjustments are made in expenditures, both additions and reductions, as staff reviews the most cost-effective way to achieve the desired level of service delivery. Additional meetings are held as necessary with individual departments to further discuss ongoing budget needs, cost-benefit of supplemental requests, and further review budget items that may be low priority, redundant or not cost effective.

In March 2020 COVID-19 hit which impacted the typical budget process. Departments conducted budget reviews with the City Manager online. Furthermore, the City Manager asked departments for immediate cuts and froze unfilled positions as part of their FY 2020 budgets considering the fiscal concerns surrounding COVID-19. Additionally, the City was not able to have a Budget Town Hall. The Budget Town Hall has been a great tool to obtain citizens' input on what they would like to see more of, the same amount of, and less of in the budget.

A preliminary budget workshop was conducted with the City Council on June 8-9, 2020 to discuss major revenue and expenditure trends and significant issues of fiscal and budgetary importance. The City Council was provided information on current revenues and expenditures and expected end of year fund balances for each fund. All funds, including explanations of fund balances, are discussed in further detail within this letter.

City Council was also briefed on FY 2021 proposed budget plans, including the impact of SB2, continued impacts of COVID-19, upcoming P25 Public Safety Radio System update, bond projects update, dissolving the Medical Insurance Fund, and proposal to move to Tri-City Jail arrangement. The City Council's input and direction on these topics of discussion were utilized in the formulation of this budget.

# BUDGET OVERVIEW

## BUDGET CALENDAR AND PLANNING PROCESS



### Planning (January – February)

- February - Budget Kickoff

### Departmental Budgets (March – May)

- March – Internal Service Funds
- April – Citizen Input Town Hall (N/A in 2020); CIP and Departmental Budgets review
- May – Remaining departments and big picture review

### City Manager's Proposed Budget (June – July)

- June – Preliminary Budget Workshop with City Council; departments submit final budgets based on City Council input; Hotel/Motel funds – budget requests submissions; DCEDC budget approval
- July – Certified Tax Estimate Roll available (Due to Covid-19 related delays, Certified Tax Roll from DCAD was not received until August 20, 2020); City Manager submits proposed budget by July 31 per City Charter

### City Council's Budget (August – September)

- August – Tax Rate Proposed; Budget Workshop
- September – Tax Rate and Proposed Budget Public Hearings; Budget and Tax Rate Adoptions

### Adopted Budget (October – September)

- October – Fiscal Year begins
- Budget Amendments are approved by City Manager and Council throughout the year as necessary

# BUDGET OVERVIEW

## FUND STRUCTURE AND RELATIONSHIP

The City of Duncanville's budget consists of various funds. Each fund represents a specific function and maintains individual objectives and restrictions. City resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how 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 ad valorem 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. An example would be the Hotel Occupancy Tax (HOT) Fund which records tax revenues received from local hotels and expenditures made within the guidelines of the Texas Hotel Occupancy Tax Act.

**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 allocated specifically for debt service.

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

### 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. Additionally, the Duncanville Fieldhouse is an enterprise operation.

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

### COMPONENT UNITS

**DCEDC** – Duncanville Community Economic Development Corporation was incorporated on April 28, 1995 under the Development Corporation Act of 1979. Revenue comes from ½ cent sales tax

# BUDGET OVERVIEW

and expenses are exclusive to promotion and expansion of manufacturing and industrial facilities; and other economic development purposes. Other purposes include construction, renovation and operation of municipal buildings and the acquisition and improvement of parks. This fund is listed as a component unit in the City's Annual Financial Report. A component unit is legally separate from the City. The DCEDC operates under a seven member Board of Directors, all appointed by the City Council.

Governmental Funds	Proprietary Funds	Component Unit
<ul style="list-style-type: none"> <li>• <b>General Fund</b> <ul style="list-style-type: none"> <li>• General Gov't</li> <li>• Finance</li> <li>• Parks/Rec</li> <li>• Public Works</li> <li>• Fire</li> <li>• Police</li> </ul> </li> <li>• <b>Special Revenue</b> <ul style="list-style-type: none"> <li>• Hotel/Motel</li> <li>• Court Security *</li> <li>• Juvenile Case Manager *</li> <li>• Grants *</li> <li>• TIF- Tax Incremental Financing</li> <li>• Asset Forfeiture</li> </ul> </li> <li>• <b>Debt Service</b></li> <li>• <b>Capital Improvement Projects</b> <ul style="list-style-type: none"> <li>• Bond</li> <li>• Streets</li> <li>• Parks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Enterprise Funds</b> <ul style="list-style-type: none"> <li>• Utility Fund                             <ul style="list-style-type: none"> <li>• Water Services</li> <li>• Wastewater</li> <li>• Utility Billing</li> <li>• CIP</li> </ul> </li> <li>• Drainage</li> <li>• Solid Waste                             <ul style="list-style-type: none"> <li>• Alley CIP</li> </ul> </li> <li>• Fieldhouse</li> </ul> </li> <li>• <b>Internal Service</b> <ul style="list-style-type: none"> <li>• Comprehensive Self Insurance (W/C and Liability)</li> <li>• Fleet Replacement</li> <li>• IT Replacement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Economic Development (DCEDC)</b></li> </ul>

\* Court Security and Juvenile Case Manager funds receive revenue from Municipal Court fines. Expenses are specific to these court-related programs. Grants receive funds from grant sources and can only be used for specific programs, as defined by the grant. These funds are not appropriated and therefore not included in this budget document.

# BUDGET OVERVIEW

## GENERAL FUND

The General Fund is the City’s principle operating fund, which is primarily supported by property and sales taxes, and permits and fees. This fund supports core city services such as police, fire, engineering, streets, planning, parks, recreation, library, finance and administrative operations. Transfers from other funds are allocations to the General Fund for the management, finance and administrative support to those funds. Appropriate transfer amounts are calculated based on time and effort expended by General Fund employees for work directly associated with other funds.

The City of Duncanville Financial Policies, Section IX(B) “Operating Reserves” requires the General Fund to maintain 60 days minimum operating expenditures (the equivalent of 16.4%) in operating reserve expenses. These reserves are for unanticipated expenditures such as natural disasters or emergencies, large legal liabilities or important one-time expenditures. The budget goal is to maintain 75 days Fund Balance (equivalent to 20.5% in operating reserve expenses). This goal is in keeping with Government Financial Officers Association (GFOA) recommendations to maintain a 15-25% undesignated fund reserve.

### GENERAL FUND BALANCE

	<i>2018-19 Actual</i>	<i>2019-20 Budget</i>	<i>2019-20 Revised</i>	<i>2020-21 Budget</i>
<i>Beginning Balance</i>	\$9,204,811	\$7,603,995	\$10,097,354	\$8,377,965
<i>Ending Balance</i>	\$10,097,354	\$6,638,771	\$8,377,965	\$6,731,185
<i>Days of Operation</i>	123	75	96	75
<i>Amount above or (Below) Operating 75 Day Reserve</i>	\$3,938,387	(\$7,933)	\$1,826,403	\$729

### FY20 Revised Budget Highlights

The budget document typically focuses on the projected revenues and expenses for the upcoming fiscal year. However, due to the unexpected impact of COVID-19, sales tax trend, and internal service fund dissolution, it is important to highlight the changes that have occurred to the FY20 budget. Due to FY 2019 ending fund balance being higher than budgeted, coupled with reductions in expenses in FY 2020, the City is in a secure financial position moving into FY 2021.

- Operating Revenue - decreased by -\$838,439 (-2.5%) over FY20 adopted
  - Sales tax trend lower than originally budgeted

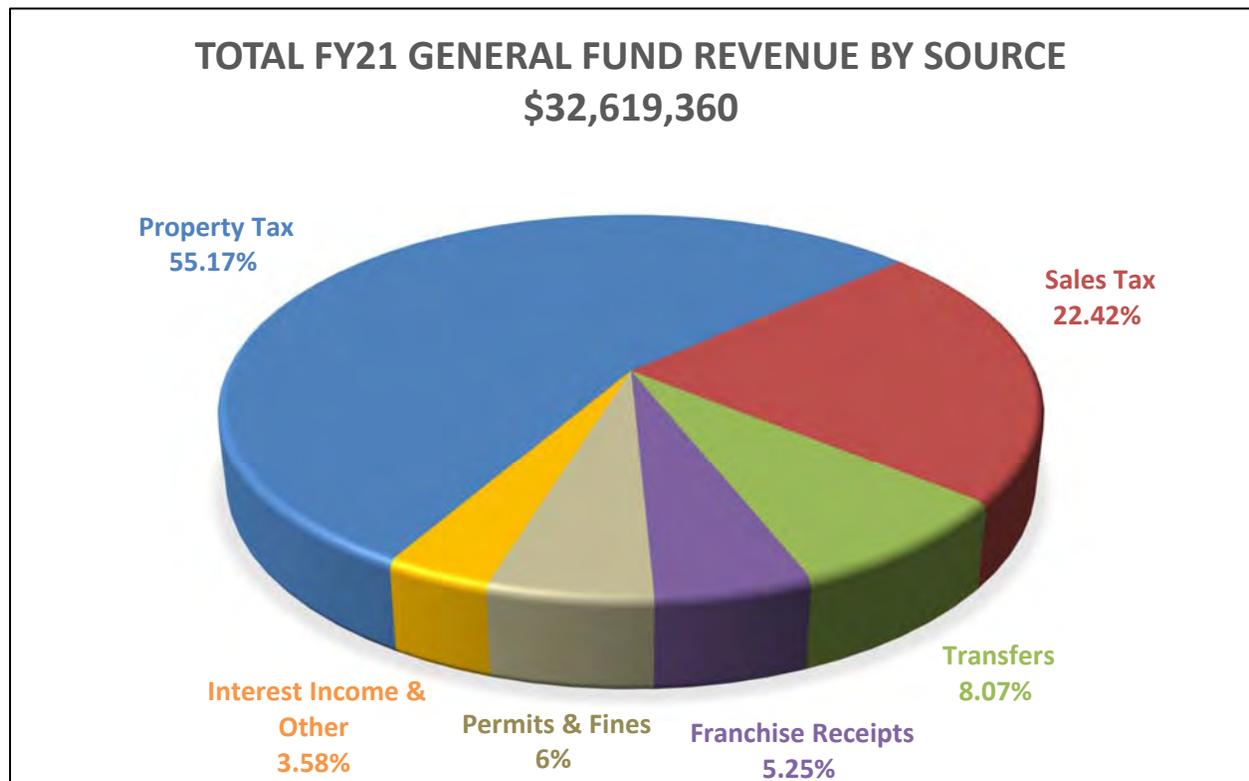
# BUDGET OVERVIEW

- Interest on investments - lower market rates
- Loss of lease income
- Recreation Fees reduced due to COVID-19 closures
- Operating Expenses - decreased by -\$463,022 (-1.4%) over FY20 adopted
  - Impacts of COVID-19 closures such as cancelled travel and training due to COVID-19 closures; cancelled special events such as 4<sup>th</sup> of July parade and fireworks; hiring freeze on several non-essential positions; part-time hours reduced during April and May because of facility closures.
- Transfers - increased by +\$378,748 (+24.8%) over FY20 adopted
  - The increase is due to coverage of COVID-19 sick leave and response time (projected \$170,000)
  - The medical insurance fund (Internal Service Fund) is being dissolved. The City moved to a fully insured arrangement for Employer Sponsored Health Insurance in 2018. Operating a separate fund is no longer necessary. The General Fund will transfer \$167,510 to the fund in order to close it out
  - Transfer to Street CIP of \$72,790 to fund current project obligations

## FY21 Adopted Budget

### Revenue Highlights

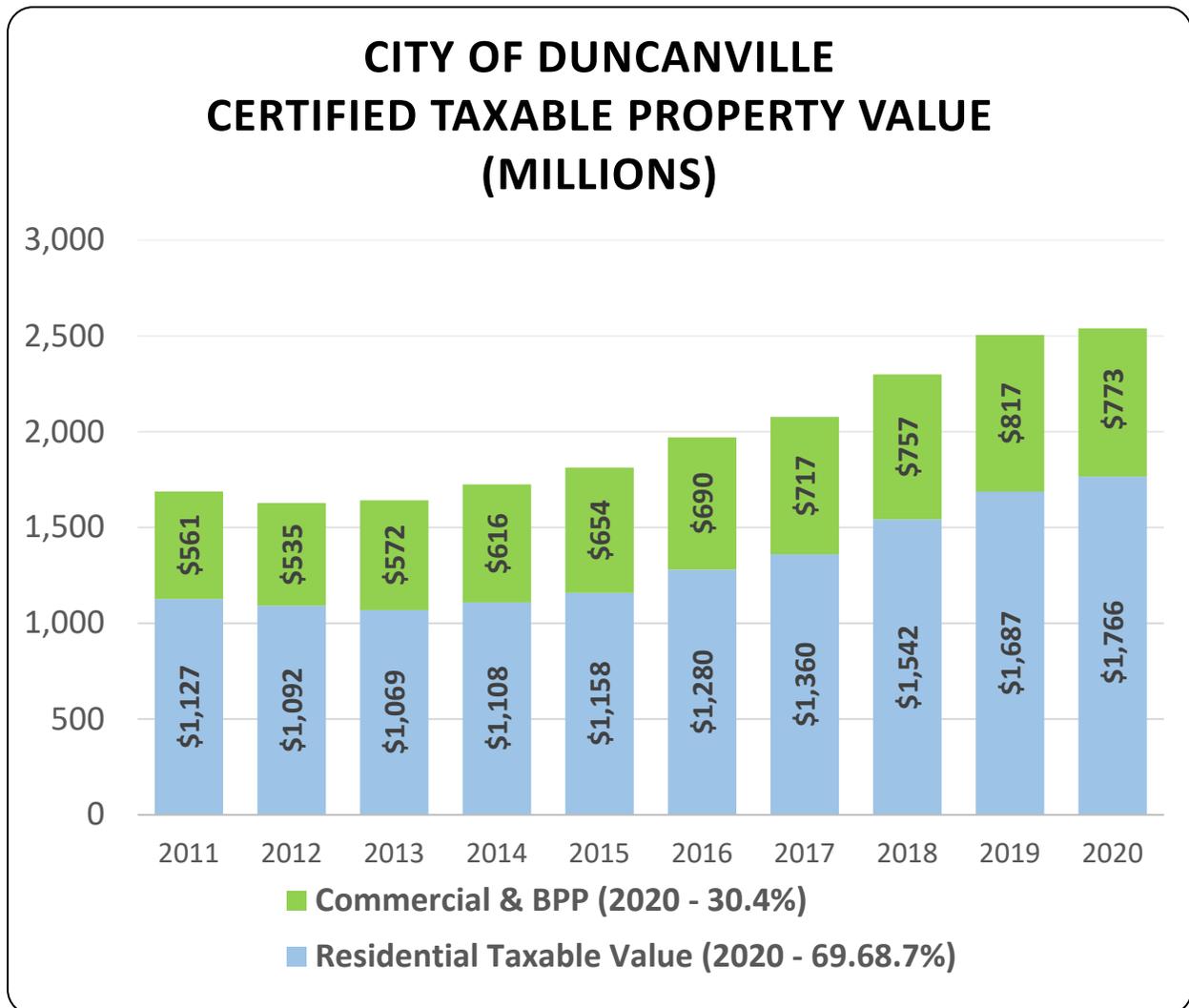
The adopted FY 2021 Annual Budget projects \$32,619,360 in General Fund Operating Revenues, a decrease of -\$286,998 (-0.87%) over the FY 2020 Adopted Budget.



# BUDGET OVERVIEW

## Property Taxes

Otherwise known as ad valorem taxes, property taxes are the single largest source of revenue for the General Fund. The adopted budget estimates \$17,997,398 for FY 2021, an increase of \$466,878 (+2.7%) over the FY 2020 Adopted Budget. This increase is capped at 3.5% over 2019 values per the Texas Property Tax Reform and Transparency Act. The 2.7% budgeted increase includes delinquent tax collection from prior years. The chart below is a 10-year history of certified taxable property values. The City received the Certified Tax Roll from Dallas County Appraisal District on August 20, 2020.



# BUDGET OVERVIEW

The adopted budget for FY 2021 incorporates a tax rate of \$0.716852 per \$100 valuation. This is a reduction of \$0.026595 (-3.6%). This is the third consecutive year for a rate reduction.

Tax Rate Comparison			
Fiscal Year	Tax Rate	No-New-Revenue Rate Formerly Effective Tax Rate	Voter-Approval Rate Formerly Rollback Tax Rate
2016	\$0.758447	\$0.718796	\$0.790517
2017	\$0.758447	\$0.704578	\$0.763848
2018	\$0.758447	\$0.717895	\$0.780079
2019	\$0.748448	\$0.689904	\$0.748940
2020	\$0.743447	\$0.686452	\$0.751442
2021	\$0.716852	\$0.698962	\$0.721852

State law requires a taxing entity to calculate two rates after receiving its certified tax appraisal roll – the No-New Revenue Rate, formerly effective tax rate and the Voter-Approval Rate, formerly rollback rate. The *No New Revenue Rate* is the rate that will generate the same amount of property tax dollars this year as in the previous year, excluding new construction and annexations. The *Voter-Approval Rate* is the highest tax rate a taxing entity can set before triggering an automatic rollback election. Certain requirements must be followed by the City, depending on the ultimate tax rate chosen and its comparison to the No-New-Revenue Rate. These requirements comply with state truth-in-taxation laws and protect the public’s right-to-know concerning tax rate decisions.

The chart below illustrates the City taxes paid on the average taxable value for Duncanville over the past five years.

History of Average Taxable Values					
	2016	2017	2018	2019	2020
Average Taxable Home Values	\$112,645	\$121,190	\$135,948	\$150,870	\$164,095
City Paid Taxes	\$854	\$919	\$1,017	\$1,122	\$1,176
Daily Cost for Services	\$2.34	\$2.52	\$2.79	\$3.07	\$3.22

Source: Dallas County Appraisal District

## Sales Tax

Sales tax collections are the second highest source of revenue for the General Fund. The adopted budget estimates \$7,314,692, a decrease of \$566,831 (-7.2%) from the FY 2020 Adopted Budget. The decrease in sales tax is primarily due to a top sales tax producing business moving a portion of their business out of the city and the effects of COVID-19 on the local economy.

# BUDGET OVERVIEW

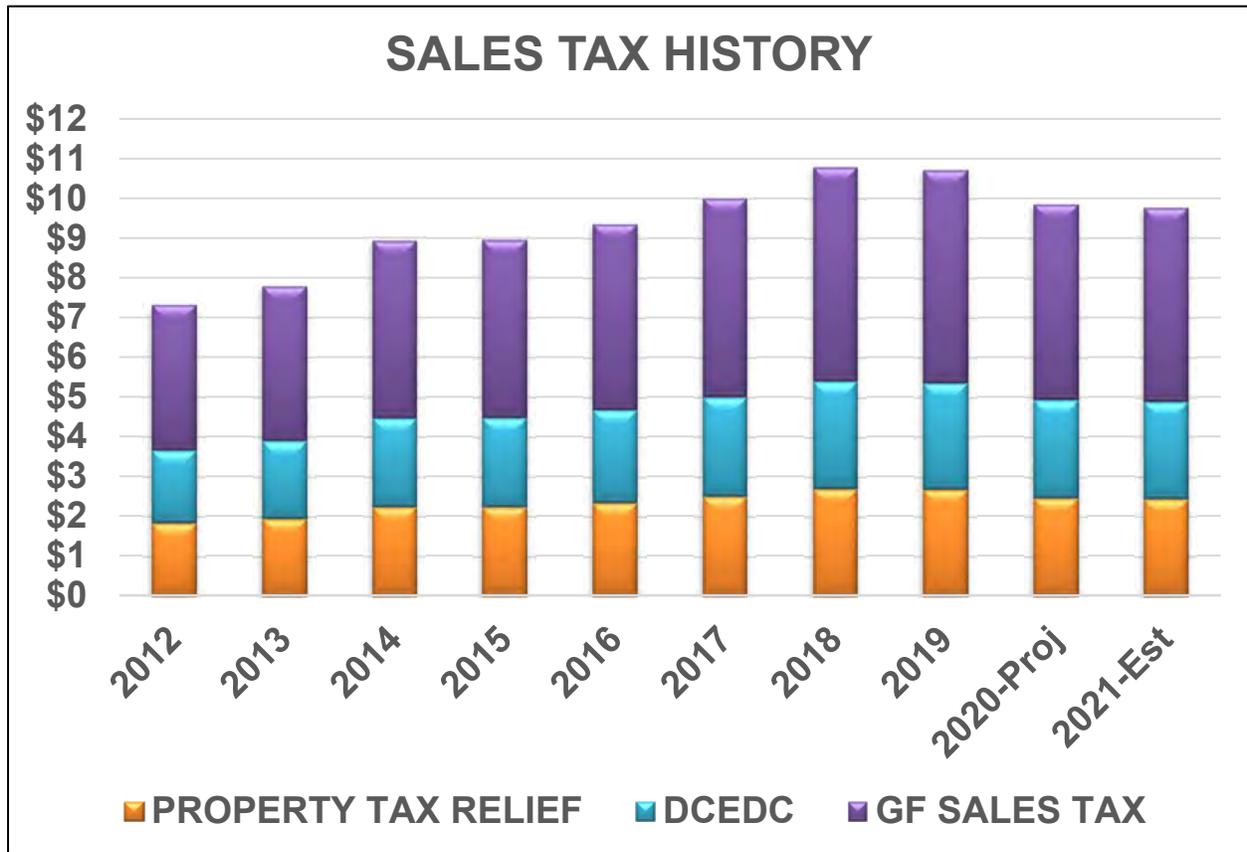


Chart Note: Estimates are based on historical actuals and current trends.

## Franchise Fees

Franchise fees are revenues received from various utility companies who utilize the City's right-of-way for delivery of their services. Revenues from franchise fees are projected to be \$1,713,000 or a decrease of \$127,000 (-6.9%) from the FY 2020 Adopted Budget. Telephone Video Services franchise fees were not projected in the FY20 Adopted budget due to Senate Bill 1152 passed in 2019. However, the city received a final payment for 1<sup>st</sup> Quarter FY2020. Electric Franchise fees and Natural Gas Franchise fees are projected to decrease by \$117,000 in total. Electric and gas franchise fees are based on gross receipts of providers and are dependent on weather and temperatures. This revenue can fluctuate from year to year. Cable franchise fees are based on a percentage of gross receipts as well and tend to be more stable.

## Other Revenue Highlights

- Permits and fees – fees charged for EMS, development, and other municipal services. Anticipated revenue is \$1,237,500 an increase of \$84,500 (7.0%) from the 2020 Adopted Budget. This increase is primarily due to a projected increase of building permits and EMS collection.

# BUDGET OVERVIEW

- Fines - includes Municipal Court fines, code violations, overdue library books and false alarms. Anticipated revenue is \$557,000, an increase of \$49,000 (9.7%) compared to the FY 2020 Adopted Budget. This increase is largely attributed to an increase in municipal and court related fines based on pre-COVID-19 trending and subject to change pending post COVID-19 activity.
- Interest on Investments - is projected to decrease \$25,000 (-7.9%). This decrease is due to falling interest rates as the Federal Open Market Committee responded to the pandemic. Rates are predicted to remain low well into FY2021.
- Recreation fees - are projected to decrease \$45,000 (-14.5%). The decrease is due to decline in memberships and program participation related to COVID-19.
- Other Revenue – includes reimbursements from other agencies such as School Crossing Guards from Dallas County and Duncanville ISD, Regional Emergency Management reimbursement from the Best Southwest Cities, and other miscellaneous sources. Other revenue is projected to decrease by \$140,510. This is primarily due to the loss of lease income for the old library building (EON).

## Expenditure Highlights

The Adopted FY 2021 Budget projects \$34,266,140 in total General Fund expenditures, an increase of \$394,558 (+1.2%) from the FY 2020 Adopted Budget.

Total operating expenses for FY 2021 are proposed at \$32,754,890 or an increase of \$407,598 (+1.3%) from FY 2020 Adopted Budget operating expenses. Reasons for this change are discussed in greater detail later. Other adjustments to expenditures are budgeted at \$1,511,250 and are also described further in this section.

## Salary and Benefit Expenses

The City of Duncanville is a service organization, and therefore the majority of expenses in the General Fund are related to labor costs, the costs necessary to provide the personnel to deliver the services expected by the community. The adopted FY 2021 General Fund budget dedicates \$21,304,177 (65% of total operational expenses) on salary and benefits.

### FY21 Personnel Expense Highlights:

- 2% Mid-Year increase – all Full Time and Part Time employees  
General Fund increase = \$188,229; All Funds = \$236,210
- Medical Insurance – second consecutive year rate pass – no increase \*
- Reduced 5 positions due to closure of city operated jail – move to Tri-City Jail arrangement with City of DeSoto

# BUDGET OVERVIEW

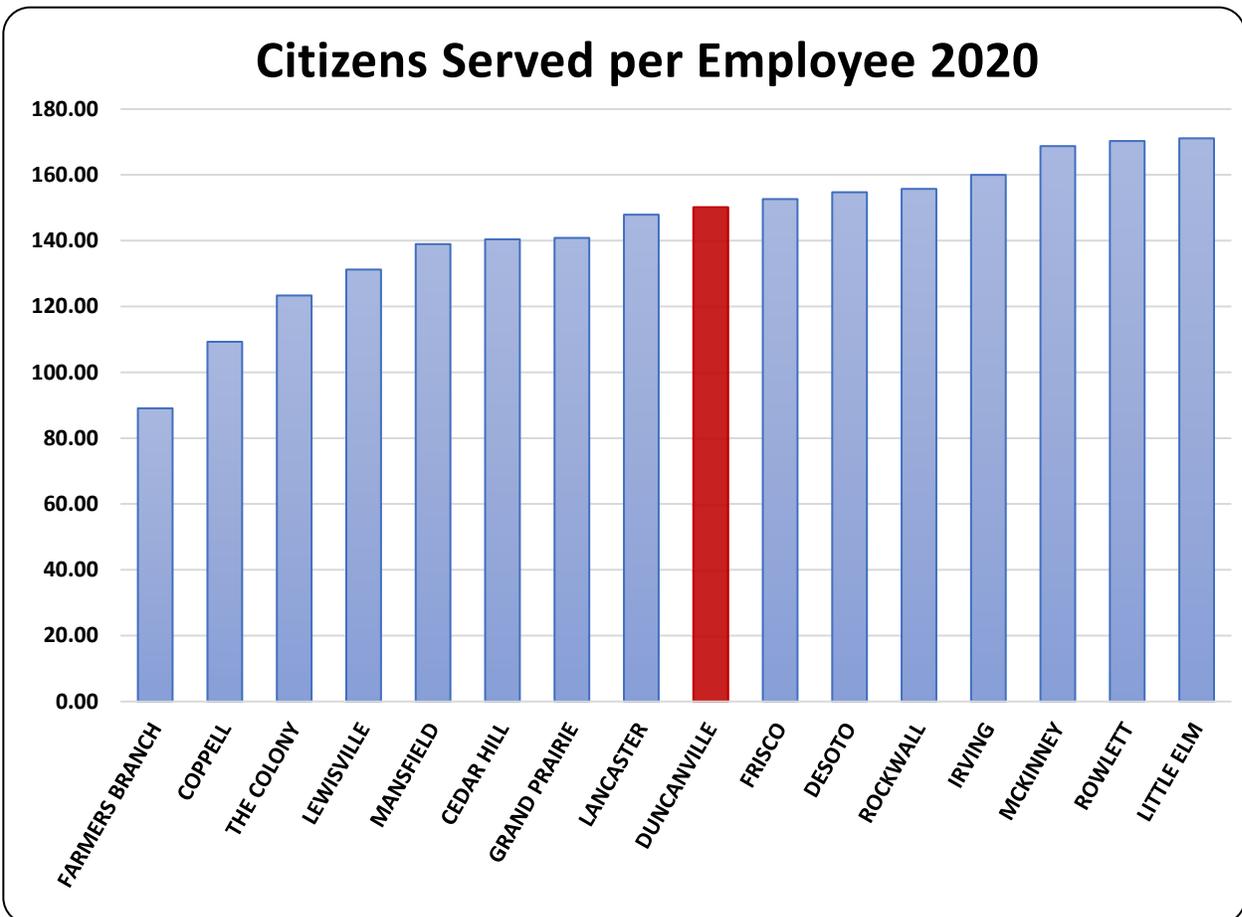
- No new positions

\* The preliminary budget presented in the June 2020 workshop included a projected 19% increase in medical insurance. Due to several factors including a bid process conducted by our insurance consultants, COVID-19 reducing or eliminating elective procedures and the diligence of our HR Department, a 0% increase was negotiated.

One statistical gauge to demonstrate adequate staffing levels is the Citizens Served per Employee chart (as seen below). Staffing levels remain consistently in the middle as compared to our 15 comparison DFW area cities. The city has been able to add 15 Full-Time positions (All Funds) within the last five fiscal years in order to meet the increased demand of external and internal services, unfunded state and federal mandates, and regulatory compliance.

Per the chart, Duncanville serves 150.19 citizens per employee. The overall average is 144.02; and 148.29 in the Best Southwest.

Another gauge to demonstrate the City's efforts to stay competitive in the ever-changing DFW marketplace is our commitment to annually reviewing our compensation plan in comparison to the Best Southwest Cities (Cedar Hill, DeSoto, Lancaster); as well as other Council approved comparison cities in the DFW area. It is the continued goal of the City to be within 95% of the average market based on salary data from these 15 comparison cities. The below table details the adjustments made in the last six fiscal years.



# BUDGET OVERVIEW

Fiscal Year	Compensation	Notes
2015	3%	General employees: actual pay brought to within 10% of market per actual average salaries. Starting pay adjustments were also made if starting pay range was below the market average; 3% across the board. Fire: 15% adjustment to starting pay; Police: 7% adjustment to starting pay.
2016	3% Avg.	Compensation Study performed in FY 14-15 and as a result 91 general positions received a market adjustment. The average increase was 3.3%. Police and Fire Civil Service received a pay plan adjustment of 2.50%.
2017	3%	General Employees: 3% increase given; 23 positions adjusted for compression and reclassification. Police/Fire: upper ranks steps adjusted to be within 90-95% of the market average. Average increase came to 3.91%.
2018	2%	Did not change Minimum/Maximum of pay ranges.
2019	3% / 5%	Did not change Minimum/Maximum of pay ranges. General employees: 3% increase given; 5% increase given for Police/Fire civil service employees.
2020	3% / 4% / 5%	4% Police and 5% Fire Step Pay plan adjustments. 3% General Employees

## Other General Fund Expenditure Highlights

- Transfer of \$ 838,003 funding toward P-25 Compliant Public Safety radios. Capital investment and one-time costs needed to upgrade public safety communication to have interoperability and compatibility on a regional level. Compliance is required in order to receive most federal and state grants.
- Transfer of \$ 265,000 to Street CIP to cover projects; Wintergreen Road Phase 1 (Dallas County project) and US-67 Green Ribbon funding (reimbursable by TxDOT).
- Loan Payment of \$240,228. This is for repayment amount for the proceeds attributed to EON Reality incentive. The last payment will be made in FY 2022.
- Move to Tri-City Jail partnership with City of DeSoto - \$270,000 contractual first year agreement. City operated jail expenses FY20 Adopted Budget = \$319,737. Net reduction to General Fund = **(\$49,737)**. Additional savings, not captured here, will be realized

# BUDGET OVERVIEW

through probable reduction in Magistrate hours (budgeted in Municipal Court) and Police Overtime hours.

- Tri-City Animal Shelter increase of 17% over FY20 Adopted Budget. FY21 Expense = \$334,931.
- SWRCC (Southwest Regional Communications Center) – partnership with City of DeSoto for Dispatch. Increase of 10.6% over FY 20 Adopted Budget. FY21 Expense = \$966,433.

## UTILITY FUND

The Utility Fund is an enterprise fund and 100% supported by water and wastewater fees charged to consumers.

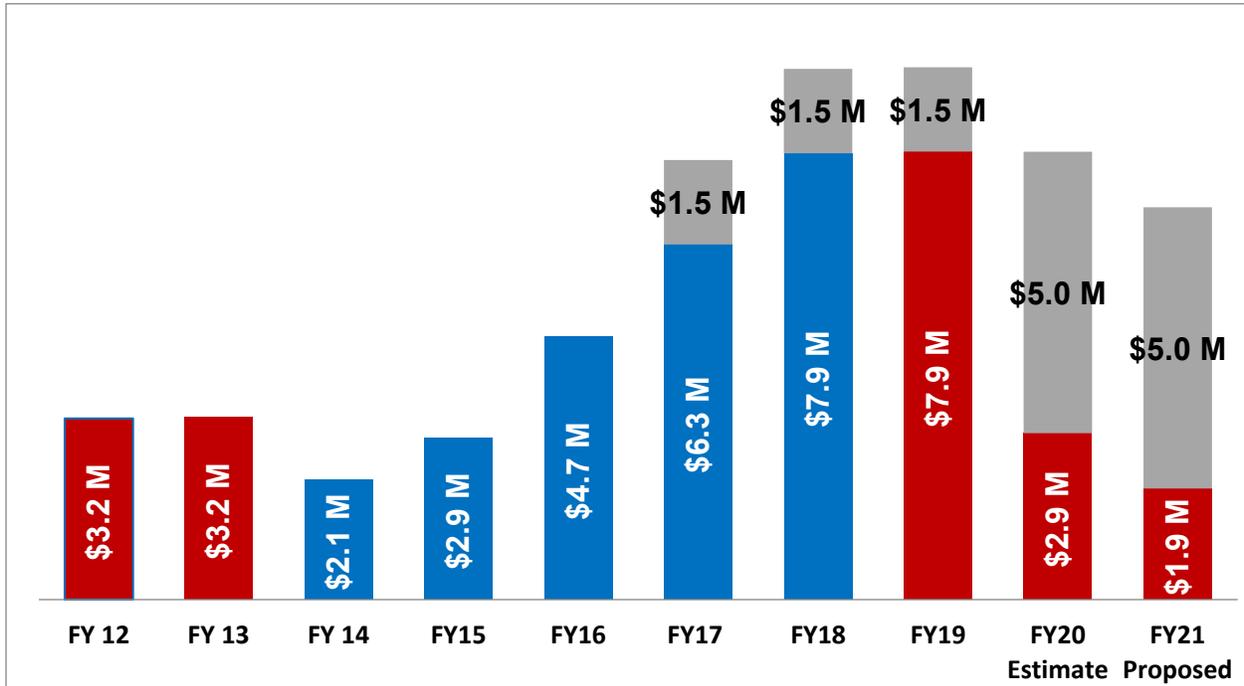
Ending fund balance remains above the targeted fund reserve of 60 days. Funds (\$5 million) continue to be reserved from the fund balance for the Automated Metering Infrastructure (AMI) project.

### UTILITY FUND BALANCE

	<i>2018-19 Actual</i>	<i>2019-20 Budget</i>	<i>2019-20 Revised</i>	<i>2020-21 Budget</i>
<i>Beginning Balance</i>	\$9,429,759	\$8,237,364	\$9,459,746	\$7,956,236
<i>Ending Balance</i>	\$9,459,746	\$6,459,930	\$7,956,236	\$6,972,043
<i>Days of Operation</i>	187	122	146	132
<i>Amount above or (Below) Operating 60 Day Reserve</i>	\$6,426,521	\$3,271,787	\$4,681,536	\$3,814,745

# BUDGET OVERVIEW

The chart below details the ending fund balance history and AMI reserve. The columns shaded in blue are years with rate increases.



## REVENUE HIGHLIGHTS

For the third consecutive year, staff recommends no rate increases for water or wastewater, absorbing the cost increases from Dallas Water Utilities and Trinity River Authority due to a sufficient fund balance.

## EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$19,206,894 a decrease of \$187,640 (-0.01%) from the FY 2020 Adopted Budget. The decrease is due to a debt obligation ended in FY 2020.

The adopted FY 2021 Utility Fund budget includes a transfer of \$5,000,000 to the Water and Wastewater CIP Fund for capital improvements including continued water and wastewater line replacement to upgrade aging infrastructure. Projects are listed in the Capital Improvements Plan (CIP) section.



# BUDGET OVERVIEW

## SOLID WASTE FUND

The Solid Waste Fund includes revenues paid by residents and commercial businesses within the city for trash and solid waste pickup.

### SOLID WASTE FUND BALANCE

	2018-19 Actual	2019-20 Budget	2019-20 Revised	2020-21 Budget
<i>Beginning Balance</i>	\$591,988	\$515,372	\$663,456	\$640,128
<i>Ending Balance</i>	\$663,456	\$292,253	\$640,128	\$426,559
<i>Net Change</i>	71,468	(\$223,119)	(\$23,328)	(\$213,569)

### REVENUE HIGHLIGHTS

Total revenues are projected at \$4,174,000 in the proposed FY 2021 budget, an increase of \$328,066 (+8.5%) from the FY 2020 Adopted Budget. Revenues are received from residential and commercial garbage collection fees. No rate increase proposed, however a 1.5% increase adopted due to increase in Republic contract.

### EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$4,387,569, an increase of \$318,516 (+7.3%) from the FY 2020 Adopted Budget. The primary increase is based on a 3% rate increase assumption on residential collection.



# BUDGET OVERVIEW

## DRAINAGE FUND

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

### DRAINAGE FUND BALANCE

	2018-19 Actual	2019-20 Budget	2019-20 Revised	2020-21 Budget
<i>Beginning Balance</i>	\$980,818	\$844,765	\$1,057,202	\$782,450
<i>Ending Balance</i>	\$1,057,202	\$463,063	\$782,450	\$746,846
<i>Net Change</i>	\$76,384	(\$381,702)	(\$274,752)	(\$35,604)



### REVENUE HIGHLIGHTS

The adopted FY 2021 budget anticipates total revenues of \$779,000, an increase of \$32,000 (+4.3%) over the Adopted FY 2020 Budget. This increase captures the full phased-in increases to commercial properties impacted by the Stormwater Utility Fee as implemented beginning in July 2019.

### EXPENDITURE HIGHLIGHTS

Expenditures proposed in the FY 2021 budget total \$814,604. This includes eligible costs for Public Works engineering and administration related to stormwater management, and \$451,932 for erosion control projects and capital improvement projects.

## ECONOMIC DEVELOPMENT FUND

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

# BUDGET OVERVIEW

## ECONOMIC DEVELOPMENT FUND BALANCE

	2018-19 Actual	2019-20 Budget	2019-20 Revised	2020-21 Budget
<i>Beginning Balance</i>	\$1,855,208	\$2,550,462	\$2,985,979	\$3,298,370
<i>Ending Balance</i>	\$2,985,979	\$3,419,996	\$3,298,370	\$3,898,958
<i>Net Change</i>	\$1,130,771	\$869,534	\$312,392	\$600,587

### REVENUE HIGHLIGHTS

The adopted FY 2021 DCEDC budget projects \$2,458,231 in total revenue, a decrease of \$184,943 (-7.0%) from the FY 2020 Adopted Budget. Sales tax receipts have continued to decrease primarily due to a top sales tax producing business moving a portion of their business from Duncanville.

### EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$1,857,644 for FY 2021, an increase of \$84,004 (+4.7%) from FY 2020 Adopted Budget. Included in the total expenditure amount, \$335,378 is allocated to ongoing expenses of the DCEDC such as personnel salaries and benefits and marketing. This amount also includes an Intern position (\$12,000). Funding of \$153,777 is allocated for Keep Duncanville Beautiful, Beautification, and Sustainable Beautification projects throughout the city to enhance the economic attractiveness of Duncanville. Additionally, included in the proposed FY 2021 budget is continued funding for incentive programs, such as commercial properties who demolish and rebuild distressed properties and design and façade grants. Total budget for grants is \$250,000.

Debt service paid by the DCEDC is allocated at \$1,026,146 for FY 2021 to repay long term debt attributed for 2006 debt issued to finance various park improvements and public infrastructure improvements for the Shops at Waterview, and to cover Fieldhouse debt.



## HOTEL-MOTEL TAX FUND

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

# BUDGET OVERVIEW

## HOTEL-MOTEL FUND BALANCE

	2018-19 Actual	2019-20 Budget	2019-20 Revised	2020-21 Budget
<i>Beginning Balance</i>	\$1,405,334	\$1,487,020	\$1,908,138	\$1,994,169
<i>Ending Balance</i>	\$1,908,138	\$1,707,090	\$1,994,169	\$2,009,206
<i>Net Change</i>	\$502,804	\$220,070	\$86,032	\$15,037

## REVENUE HIGHLIGHTS

The adopted FY 2021 Hotel-Motel Fund budget anticipates total revenues of \$755,160, a decrease of -\$152,940 (-16.8%) over the FY 2020 Adopted Budget. The decrease is due to projected, continued impact of COVID-19 on tourism to the area.

## EXPENDITURE HIGHLIGHTS

FY 2021 adopted total expenditures are \$740,123, an increase of \$52,093 (+7.6%) over the FY 2020 Adopted Budget. The increase is primarily due to adding \$45,000 for Hampton Inn and Suites incentive rebate. The budget continues to include \$100,000 for a Major Event Planner contract in efforts to attract more events to Duncanville. Below is a list of some of the applications received for FY 2021 Hotel-Motel grants and incentives. Note that the amounts listed are based on applications received and have not yet been approved by City Council; therefore, these amounts are subject to change.

## Other Expense Highlights

- Multi-cultural Fusion Fest  
\$10,000
- Sandra Meadows Tournament  
\$42,000
- Great American Sports Tournaments (GASO) \$45,000
- Duncanville Chamber of Commerce (Visitor Center) \$33,445
- Duncanville Community Theatre  
\$30,000
- Duncanville Football Classic (ALW)  
\$45,000



# BUDGET OVERVIEW

## FIELDHOUSE

### FIELDHOUSE FUND BALANCE

	2018-19 Actual	2019-20 Budget	2019-20 Revised	2020-21 Budget
<i>Beginning Balance</i>	\$ (1,192,531)	\$ (1,102,293)	\$ (1,172,642)	\$ (1,540,422)
<i>Ending Balance</i>	\$ (1,172,642)	\$ (1,099,499)	\$ (1,540,422)	\$ (1,608,652)
<i>Net Change</i>	\$ 19,889	\$ 2,794	\$ (367,780)	\$ (68,230)

### REVENUE HIGHLIGHTS

Total revenue is projected at \$1,085,390, not including the transfer in from DCEDC for debt payment, in FY 2021, a decrease of \$302,081 (-21.8%) from FY 2020 Adopted Budget. The Fieldhouse has experienced a 55% loss in revenues in the FY20 Revised Budget due to the impacts of COVID-19, building closures, cancellation of the its largest revenue generator tournament, GASO (Great American Shoot Out) in April 2020; cancellation of Summer Camp program. The projected FY21 budget reflects continued impact of COVID-19 with a decrease in food and beverage sales, sponsorships, and court rentals.

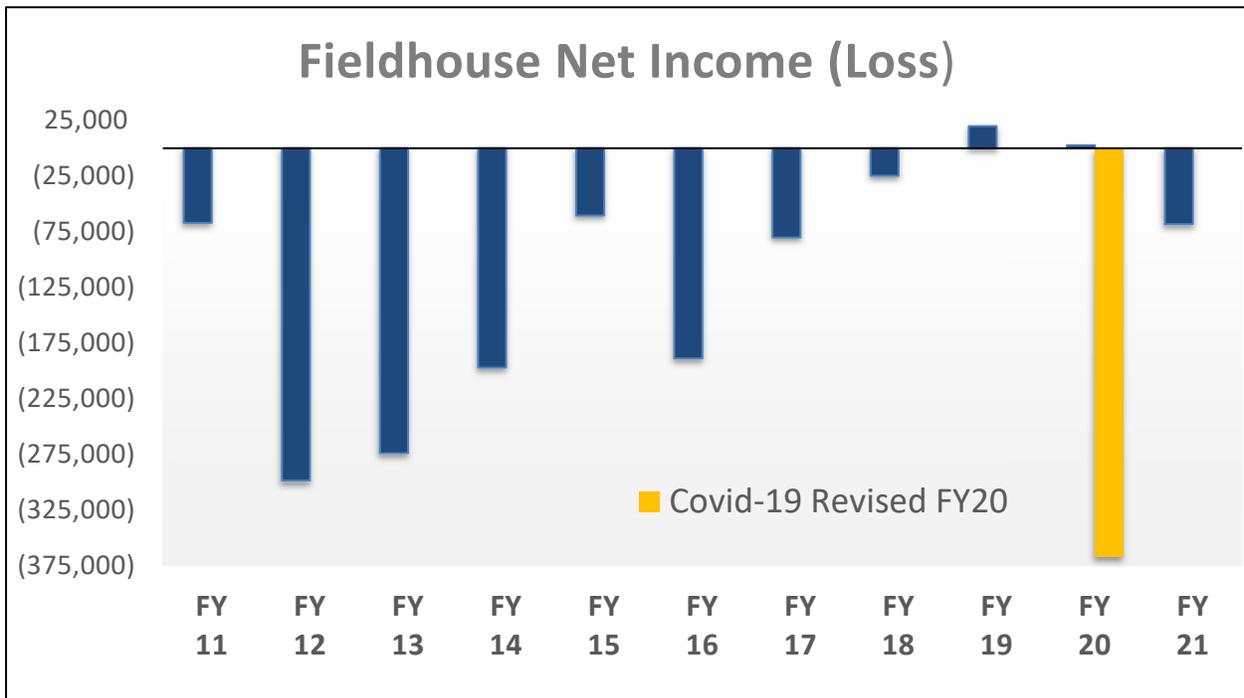
### EXPENDITURE HIGHLIGHTS

Total adopted expenditures are budgeted at \$1,153,619 (operational expenses without debt service), a decrease of \$231,058 (-16.7%) over FY20 adopted budget. The decreases include reductions in food and beverage cost, in conjunction with less in sales; reductions in administration are due to delay in hiring of the vacant Marketing Specialist position and removal of vacant Building Technician position. All other expenses remain steady. The Fieldhouse will continue to revise its projections in the new year as COVID-19 guidelines are released. Debt service expense is offset by a transfer to revenue from the DCEDC. The Fieldhouse debt is scheduled to be retired in February 2025.



# BUDGET OVERVIEW

The following chart depicts the net income (loss) over the last ten years since the City has operated the Fieldhouse. The purpose of the chart is to demonstrate, despite the unexpected and continual impact of COVID-19, the Fieldhouse has been trending up closing the gap in net income (loss).



## INTERNAL SERVICE FUNDS

Internal Service Funds are funds set aside for specified expenditures. They are a cost saving way to fund items such as Equipment and Fleet replacement and IT Equipment replacement from regular contributions from the various cost centers and funds. Additionally, contributions are made to fund Medical, Liability and Worker’s Comp insurance premiums when due.

Ending Fund Balance	FY19 Actual	FY20 Adopted	FY20 Revised	FY21 Proposed	Net Change to Ending Fund Balance
<b>Fleet Replacement</b>	\$2,224,783	\$ 2,120,353	\$ 1,794,543	\$ 1,218,138	\$ (902,215)
<b>IT Replacement</b>	\$ 186,903	\$ 154,044	\$ 117,369	\$ 4,929	\$ (149,115)
<b>Comprehensive Self-Ins</b>	\$ 711,437	\$ 691,412	\$ 588,097	\$ 355,961	\$ (335,451)

# BUDGET OVERVIEW

## Fleet Replacement Highlights

Due to the health of the fund, reduced contributions (40%) from the various cost centers and funds were implemented for the second year in a row. Contribution amounts are formulated based on the timing and the projected future value of the replacement vehicle or equipment. Replacements consist of eight vehicles, including a new Fire Engine, which is replaced every 10 years. Seven Police Patrol vehicles due for replacement have been pushed out one more year. Total projected cost for FY 2021 replacements is \$1,173,463.



## IT Replacement Highlights

Rate of contributions increased from 30% funding in FY20 to 80% funding in FY21. Contributions are received from the various cost centers for the replacement value of computer equipment. There are approximately 30 items due for replacement. Total projected cost is \$240,200, including \$150,000 of virtual environment and server replacements.

## Comprehensive Self Insurance

Liability and Worker's Comp claims are paid from the Comprehensive Self Insurance Fund. Contributions are made from the various cost centers and funds. Contributions have been reduced by 3% due to the health of the fund. Projected expenses are \$706,341. This is an increase of 172,045 (+32%) due to increase in premiums and projected worker's compensation claims.

## Medical Insurance

The Medical Insurance Fund has been dissolved in the FY 20 Revised Budget. This is due to no longer needing a separate fund since the City is now fully insured.

# BUDGET OVERVIEW

## DEBT SERVICE FUND

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

The debt service fund anticipates total revenues of \$1,428,157 in FY 2021, which includes ad valorem taxes, delinquent taxes, and penalties and interest on delinquent taxes. In November of 2018, the citizens approved General Obligation Bonds in the amount of \$21,600,000. FY 2021 will include a total payment of \$ 1,483,632. Payments will continue until 2039.

Bond Type	Project Description	Total Projected Cost	Project Spent as of 07-28-2020	Status
Streets	Danieldale Road CIP	\$3,100,000	\$212,575	
Streets	Main St @ Camp Wisdom	\$1,500,000	\$0	
Streets	South Cedar Ridge	\$2,000,000	\$0	
Parks	City-wide Trails Phase 1-3	\$1,500,000	\$0	
Parks	Rotary Park Parking Lot	\$50,000	\$17,405	Complete
Parks	Pavilions at Lakeside & Harrington	\$800,000	\$296,038	Lakeside Complete
Parks	Armstrong Park Kidsville & Splashpad	\$2,250,000	\$201,398	
Parks	Harrington Park Improvements	\$2,000,000	\$0	
Facilities	Construct Fire Station	\$6,000,000	\$232,137	
Facilities	Renovate Service Center	\$2,400,000	\$190,000	
<b>TOTAL</b>		<b>\$21,600,000</b>	<b>\$1,149,553</b>	



# BUDGET OVERVIEW

## CAPITAL IMPROVEMENT PROJECTS

Alley, Drainage, and Utilities CIP are funded by consumer fees. Street CIP has no identified revenue stream to fund projects. A Capital Improvement Project list and anticipated cost will be further detailed in the Capital Improvement Project Funds section.

Ending Fund Balances	FY19 Actual	FY20 Adopted	FY20 Revised	FY21 Proposed
<b>Alley CIP</b>	\$245,908	\$46,679	\$373,353	\$144,853
<b>Drainage CIP</b>	\$1,057,202	\$463,063	\$782,450	\$746,846
<b>Street CIP</b>	\$68,574	(\$1,015)	\$68,574	\$68,574
<b>Utilities CIP</b>	\$7,546,036	\$2,692,487	\$5,936,006	\$1,237,971

### Alley CIP

Projected expenses include the construction of one alley and one design - \$378,500.

### Drainage CIP

Projected expenses include carryover of previous year projects such as Stormwater Pipe replacement, Bagwall program, and alley construction - \$451,932.

### Street CIP

Projected expenses include three (3) design projects and one (1) construction project in partnership with Dallas County - \$265,000. Funding will be transferred from General Fund balance.

### Utilities CIP

Projected expenses include Pipebursting program, seven (7) construction and four (4) design projects - \$9,700,435

# FINANCIAL SUMMARIES

Fund Balance Summary All Appropriated Funds			FY 2020-21					
Fund	Type	Fund Title	Beginning Fund Balance 10/01/2020	Total Revenues	Total Expenditures	Net Inc/(Dec)	Ending Fund Balance 09/30/2021	% Change in Fund Balance
1	Gov	General Fund	\$8,377,965	\$32,619,360	\$34,266,140	(\$1,646,780)	\$6,731,185	-19.7%
2	Gov	Debt Service	1,327,409	1,428,157	1,484,232	(56,075)	1,271,334	-4.2%
3	Prop	Utility Fund	7,956,236	18,222,700	19,206,893	(984,193)	6,972,043	-12.4%
4	Prop	Drainage Fund	782,450	779,000	814,604	(35,604)	746,846	-4.6%
5	Prop	Solid Waste	640,128	4,174,000	4,387,569	(213,569)	426,559	-33.4%
6	Prop	Fieldhouse	(1,540,423)	1,623,190	1,691,419	(68,229)	(1,608,652)	-4.4%
7	Gov	Hotel/Motel	1,994,169	755,160	740,123	15,037	2,009,206	0.8%
8	CU	Economic Development	3,298,370	2,458,231	1,857,643	600,588	3,898,958	18.2%
9	Gov	TIF	255,565	73,019	2,750	70,269	325,834	27.5%
10	Gov	Asset Forfeiture	215,027	36,800	128,011	(91,211)	123,816	-42.4%
11	Prop	Fleet Replacement	1,794,543	597,058	1,173,463	(576,405)	1,218,138	-32.1%
12	Prop	IT Replacement	117,369	127,760	240,200	(112,440)	4,929	-95.8%
13	Prop	Liability/Workers Comp	588,097	474,205	706,341	(232,136)	355,961	-39.5%
14	Gov	Street CIP	68,574	265,000	265,000	0	68,574	0.0%
15	Prop	Alley CIP	373,353	150,000	378,500	(228,500)	144,853	-61.2%
16	Prop	Utilities CIP	5,936,006	5,002,400	9,700,435	(4,698,035)	1,237,971	-79.1%
<b>Total Budgeted Funds</b>			<b>32,184,838</b>	<b>68,786,040</b>	<b>77,043,323</b>	<b>(8,257,283)</b>	<b>23,927,555</b>	<b>-26%</b>
Less Internal Transfers				(8,657,218)	(8,657,218)			
<b>Total Net Budgeted Funds</b>			<b>\$32,184,838</b>	<b>\$60,128,822</b>	<b>\$68,386,105</b>	<b>(\$8,257,283)</b>	<b>\$23,927,555</b>	

The budget is approved by the favorable passage of two ordinances: The tax rate ordinance for ad valorem tax and the budget ordinance. Section 4.06 of the City Charter states: "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."

# FINANCIAL SUMMARIES

## CHANGES IN FUND BALANCE

**General Fund** – It is a requirement per City Financial policies to keep at least 60 days operating expenditures in reserve. FY 2021 ending fund balance is 75 days. The change in fund balance expenses include \$838,000 in reserve for continued funding for P-25 Compliant Public Safety Radios. The fund balance can fluctuate from year to year based on actual outcome of revenues, expenses, and interfund transfer needs.

**Utility, Drainage, Solid Waste Funds** – Primary drivers of decreased fund balances are due to increased contractual expenses for service. Services such as TRA (Trinity River Authority) for sewer treatment and Republic Services for garbage collection.

**Economic Development** – Sales Tax revenue has decreased in FY21, but expenses fluctuate from year to year based on programs and incentives awarded. This fluctuation results in more revenue than expenses and therefore an increased fund balance.

**TIF** – Currently this fund is growing its fund balance with the transfer in from the General Fund. This would explain the increase in fund balance.

**CIPs and Internal Service Funds** – CIP fund balance is affected by the timing of capital projects. It is not unusual for the fund balance to fluctuate from year to year. Internal Service Funds, such as Fleet and IT Replacement can fluctuate from year to year as well due to the timing of purchases.

# FINANCIAL SUMMARIES

COMBINED BUDGET SUMMARY BY FUND TYPE FY 2020-21	GOVERNMENTAL FUNDS				PROPRIETARY FUNDS		OTHER	All Funds
	General	Debt Service	Capital Projects	Special Use Funds	Enterprise Funds	Internal Service Fund	Component Unit (DCEDC)	
<b>Beginning Fund Balance</b>	<b>\$8,377,965</b>	<b>\$1,327,409</b>	<b>\$68,574</b>	<b>\$2,464,761</b>	<b>\$14,147,750</b>	<b>\$2,500,009</b>	<b>\$3,298,370</b>	<b>\$32,184,838</b>
<b>REVENUES</b>								
Property Tax	\$17,997,398	\$1,410,157						\$19,407,555
Sales Tax	7,314,692						2,438,231	9,752,923
Franchise Fees	1,713,000							1,713,000
Permits and Fees	1,237,500				130,000			1,367,500
Charges for Services					23,473,200			23,473,200
Fines	557,000				165,000			722,000
Interest Income	290,000	18,000		2,400	128,400	21,000	20,000	479,800
Contributions and Premiums						1,178,023		1,178,023
Other Revenue	878,370			789,560	366,890			2,034,820
Transfers In	2,631,400		265,000	73,019	5,687,800			8,657,219
<b>Total Revenues</b>	<b>\$32,619,360</b>	<b>\$1,428,157</b>	<b>\$265,000</b>	<b>\$864,979</b>	<b>\$29,951,290</b>	<b>\$1,199,023</b>	<b>\$2,458,231</b>	<b>\$68,786,040</b>
<b>EXPENDITURES</b>								
General Government & Finance	\$5,228,329				\$1,091,798			\$6,320,127
Police	9,694,511			128,011				9,822,522
Fire	7,072,886							7,072,886
Parks and Recreation	3,884,641				1,402,307		153,777	5,440,725
Public Works & Utilities	6,874,523		265,000		25,514,495			32,654,018
Economic Development				686,235			585,478	1,271,713
Premiums & Claims						706,341		706,341
IT and Fleet Replacements						1,413,663		1,413,663
Grants and Incentives	240,228							240,228
Debt Payments		1,484,232			538,300		488,346	2,510,878
Transfers Out	433,019			56,638	7,632,520		630,042	8,752,219
Fund Balance Reservation	838,003							838,003
<b>Total Expenditures</b>	<b>\$34,266,140</b>	<b>\$1,484,232</b>	<b>\$265,000</b>	<b>\$870,884</b>	<b>\$36,179,420</b>	<b>\$2,120,004</b>	<b>\$1,857,643</b>	<b>\$77,043,323</b>
Net Change	(1,646,780)	(56,075)	0	(5,905)	(6,228,130)	(920,981)	600,588	(8,257,283)
<b>Ending Fund Balance</b>	<b>\$6,731,185</b>	<b>\$1,271,334</b>	<b>\$68,574</b>	<b>\$2,458,856</b>	<b>\$7,919,620</b>	<b>\$1,579,028</b>	<b>\$3,898,958</b>	<b>\$23,927,555</b>

# FINANCIAL SUMMARIES

CONSOLIDATED SUMMARY	ALL APPROPRIATED FUNDS			
	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 ADOPTED BUDGET
<b>Beginning Fund Balance</b>	<b>\$32,516,565</b>	<b>\$32,092,276</b>	<b>\$38,632,050</b>	<b>\$32,184,838</b>
REVENUES by Source				
Property Tax	\$17,321,567	\$18,940,677	\$18,940,677	\$19,407,555
Sales Tax	10,709,699	10,508,697	9,852,924	9,752,924
Wastewater Service Charges	9,827,083	9,183,600	9,525,600	9,551,600
Water Service Charges	8,406,799	8,308,500	8,439,500	8,545,500
Other fees & service charges	4,945,472	3,167,350	2,973,142	3,137,850
Solid Waste service chargers	3,199,130	3,839,934	4,077,973	4,168,000
Franchise Tax	1,949,561	1,840,000	1,751,000	1,713,000
Sports Facility service charges	1,343,371	1,387,471	765,152	1,085,390
Interest Income	993,358	532,100	484,000	479,800
Other taxes	882,262	980,600	650,482	821,760
Other revenues	941,153	270,330	629,132	287,420
Internal Services Contributions	5,439,138	4,781,118	4,781,118	1,178,023
<b>Total Revenues</b>	<b>\$65,958,594</b>	<b>\$63,740,377</b>	<b>\$62,870,700</b>	<b>\$60,128,822</b>
Interfund Transfers	8,447,535	8,801,285	8,995,453	8,657,218
<b>TOTAL RESOURCES</b>	<b>\$74,406,129</b>	<b>\$72,541,662</b>	<b>\$71,866,153</b>	<b>\$68,786,040</b>
EXPENDITURES by Activity				
Water and Sewer	\$12,033,985	\$20,037,689	\$17,374,089	\$20,140,561
Police	9,018,444	9,615,624	9,628,038	9,822,322
Public Works	9,111,654	9,798,390	10,634,798	9,890,837
Fire	6,842,706	7,009,246	6,931,788	7,072,886
Parks and Recreation	3,758,845	4,144,965	3,588,621	4,038,418
General Government	7,980,050	8,001,706	8,087,122	4,655,325
Solid Waste	2,799,716	3,668,356	3,751,414	4,045,272
Finance	3,281,393	2,692,371	2,757,634	2,611,540
Sports Facility	1,325,207	1,381,537	1,126,102	1,153,120
EDC	638,053	1,156,689	1,421,631	1,271,714
Special Purposes	300,000	100,000	100,000	0
Debt and Interest	1,615,980	2,855,585	2,855,585	2,751,107
<b>Total Operational Expenses</b>	<b>\$58,706,033</b>	<b>\$70,462,158</b>	<b>\$68,256,822</b>	<b>\$67,453,102</b>
Interfund Transfers	9,583,972	9,590,987	9,971,947	9,590,221
<b>TOTAL EXPENDITURES</b>	<b>\$68,290,005</b>	<b>\$80,053,145</b>	<b>\$78,228,769</b>	<b>\$77,043,323</b>
Net Change	6,116,124	(7,511,483)	(6,362,616)	(8,257,283)
<b>Ending Fund Balance</b>	<b>\$38,632,050</b>	<b>\$24,580,595</b>	<b>\$32,271,441</b>	<b>\$23,927,555</b>

## GENERAL FUND



The General Fund is the general operating fund of the City. It provides for a broad spectrum of programs and critical services such as police, fire, parks and recreation, public works and administrative services. The General Fund receives its majority of funding from property and sales tax.

- Fund Summary
- Statement of Revenues & Expenditures
- General Fund Department Narratives

# GENERAL FUND

General Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$9,204,811</b>	<b>\$7,603,995</b>	<b>\$10,097,354</b>	<b>\$8,377,965</b>
RESOURCES				
Property Tax (Ad Valorem)	\$15,967,241	\$17,530,520	\$17,530,520	\$17,997,398
Sales Tax	8,032,275	7,881,523	7,389,692	7,314,692
Franchise Receipts	1,949,561	1,840,000	1,751,000	1,713,000
Permits & Fees	1,521,631	1,153,000	1,189,500	1,237,500
Fines	630,232	508,000	516,000	557,000
Interest on Investments	554,234	315,000	260,000	290,000
Recreation Fees	282,638	311,000	210,113	266,000
Other Revenue	1,070,704	752,880	606,659	612,370
Transfers In to General Fund	2,622,659	2,614,435	2,614,435	2,631,400
<b>TOTAL REVENUES</b>	<b>\$32,631,175</b>	<b>\$32,906,358</b>	<b>\$32,067,919</b>	<b>\$32,619,360</b>
Use of Fund Balance Reserves				
<b>TOTAL RESOURCES</b>	<b>\$32,631,175</b>	<b>\$32,906,358</b>	<b>\$32,067,919</b>	<b>\$32,619,360</b>
EXPENDITURES				
General Government/Non-Department	\$ 3,154,440	\$ 3,405,180	\$ 3,414,106	\$ 3,708,587
Finance	1,401,162	1,505,201	1,465,265	1,519,742
Parks and Recreation	3,646,900	3,991,413	3,480,425	3,884,641
Police	8,862,650	9,505,974	9,412,163	9,694,511
Public Works	6,065,783	6,930,279	7,180,523	6,874,523
Fire	6,842,706	7,009,246	6,931,788	7,072,886
<b>TOTAL OPERATING EXPENSES</b>	<b>\$29,973,641</b>	<b>\$32,347,292</b>	<b>\$31,884,270</b>	<b>\$32,754,890</b>
Transfers Out of General Fund	1,224,763	834,062	1,212,810	433,019
Grants and Loan	540,228	340,228	340,228	240,228
Fund Reservation		350,000	350,000	838,003
<b>TOTAL EXPENDITURES</b>	<b>\$31,738,632</b>	<b>\$33,871,582</b>	<b>\$33,787,308</b>	<b>\$34,266,140</b>
<b>ENDING FUND BALANCE</b>	<b>\$10,097,354</b>	<b>\$6,638,771</b>	<b>\$8,377,965</b>	<b>\$6,731,185</b>
Days of Operations	123	75	96	75
Designated Operating Reserve	\$6,158,967	\$6,646,704	\$6,551,562	\$6,730,457
Target Number of Days in Reserve	75 Days	75 Days	75 Days	75 Days
Amount Above or (Below) Reserve	\$3,938,387	(\$7,933)	\$1,826,403	\$729

# GENERAL FUND

General Fund Revenue	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>Ad Valorem Taxes</b>				
Current Tax - O&M	\$15,669,667	\$17,270,520	\$17,270,520	\$17,717,398
Prior Years	148,632	140,000	140,000	140,000
Penalties & Interest	148,942	120,000	120,000	140,000
<b>TOTAL</b>	<b>\$15,967,241</b>	<b>\$17,530,520</b>	<b>\$17,530,520</b>	<b>\$17,997,398</b>
<b>Sales Tax</b>				
State Sales Tax City Portion	\$5,354,850	\$5,254,349	\$4,926,462	\$4,876,462
Property Tax Relief	2,677,425	2,627,174	2,463,230	2,438,230
<b>TOTAL</b>	<b>\$8,032,275</b>	<b>\$7,881,523</b>	<b>\$7,389,692</b>	<b>\$7,314,692</b>
<b>Franchise Receipts</b>				
Electric	\$1,164,986	\$1,200,000	\$1,100,000	\$1,100,000
Natural Gas	313,542	330,000	313,000	313,000
Telephone	181,697	180,000	177,000	175,000
Cable Television	155,445	130,000	130,000	125,000
Telephone Video Services	133,891	0	31,000	0
<b>TOTAL</b>	<b>\$1,949,561</b>	<b>\$1,840,000</b>	<b>\$1,751,000</b>	<b>\$1,713,000</b>
<b>Permits and Fees</b>				
Building Permits	\$ 254,568	\$ 200,000	\$ 210,000	\$ 250,000
Electrical Permits	13,303	12,000	11,000	13,000
Solicitor Licenses	1,601	2,000	500	1,500
Emergency Medical Services	784,792	700,000	750,000	750,000
Sign Permits	12,515	11,000	12,000	12,000
Wrecker & Storage Fees	0	3,000	3,000	3,000
Health Food Inspection Fees	46,623	64,500	46,000	46,000
Plumbing Permits	42,967	34,000	40,000	40,000
Zoning and Special Use Permits	13,335	8,500	8,500	8,500
Alarm Permits	65,499	60,000	60,000	60,000
Pool Inspection Fee	3,000	3,000	3,000	3,000
Texas Ambulance Supplemental Payment Program	175,363	0	0	0
Small Cell Nodes	0	0	500	500
Rental Property Registration Fees	108,065	55,000	45,000	50,000
<b>TOTAL</b>	<b>\$1,521,631</b>	<b>\$1,153,000</b>	<b>\$1,189,500</b>	<b>\$1,237,500</b>

# GENERAL FUND

General Fund Revenue	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>Fines</b>				
Municipal Court Fines	\$454,463	\$360,000	\$380,000	\$400,000
Court Related Fees	140,364	110,000	110,000	130,000
School Crossing Fees	3,020	3,000	3,000	3,000
Library	14,994	20,000	8,000	9,000
False Alarm Fines	17,391	15,000	15,000	15,000
<b>TOTAL</b>	<b>\$630,232</b>	<b>\$508,000</b>	<b>\$516,000</b>	<b>\$557,000</b>
<b>Interest on Investments</b>				
Pooled Investments Logic & Texpool Interest	\$138,657	\$75,000	\$50,000	\$55,000
Certificates of Deposit Interest	180,613	80,000	90,000	100,000
Money Market Interest	234,964	160,000	120,000	135,000
<b>TOTAL</b>	<b>\$554,234</b>	<b>\$315,000</b>	<b>\$260,000</b>	<b>\$290,000</b>
Recreation Fees	\$268,953	\$306,000	\$201,613	\$256,000
Senior Center User Fee	13,685	5,000	8,500	10,000
<b>TOTAL</b>	<b>\$282,638</b>	<b>\$311,000</b>	<b>\$210,113</b>	<b>\$266,000</b>
<b>Other Revenue</b>				
Alcoholic Beverage Tax	\$73,889	\$76,000	\$55,000	\$69,000
Crossing Guards - DISD	39,584	41,000	30,000	35,000
Crossing Guards - Dallas County	36,921	30,000	32,000	36,000
Reimbursement for EMS Planner	96,532	100,000	96,000	104,490
Sale of Fixed Assets	22,681	0	0	0
Sale of Materials	2,384	1,000	1,000	1,000
Gain / Loss on Sale of Fixed Assets	0	0	0	0
Insurance Recovery	0	0	0	0
Collection of Bad Debt	3,307	2,000	2,000	2,000
Outstanding Check Write Off	15,534	100	100	100
Miscellaneous	99,130	58,000	65,000	65,000
Cash over and Short	611	0	0	0
Copies	21,372	18,000	18,000	18,000
Police Accident Reports	4,773	4,500	4,500	4,500
Auction Proceeds	8,113	5,000	5,000	5,000
Animal Permits	50	50	50	50
Return Check Fees	301	230	230	230
Scrap Metal Sales	0	0	0	0
City Services Reimbursement	202,101	58,000	68,600	58,000

## GENERAL FUND

General Fund Revenue	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
Workers Comp Reimbursement	84,820	15,000	20,000	20,000
Rental of Tower	197,681	194,000	194,000	194,000
Lease Income (from EON as FY15)	142,880	150,000	12,500	0
Gas Well Revenue	18,040	0	2,679	0
<b>TOTAL</b>	<b>\$1,070,704</b>	<b>\$752,880</b>	<b>\$606,659</b>	<b>\$612,370</b>
<b>Transfers In to General Fund</b>				
Transfer from Utility Fund	\$1,714,710	\$1,761,710	\$1,761,710	\$1,761,710
Transfer from Solid Waste	148,600	192,297	192,297	192,297
Economic Development (4-B Sales Tax)	72,803	75,613	75,613	92,242
Transfer from Hotel-Motel	53,134	56,302	56,302	56,638
Transfer in Pilot Franchise Tax	514,412	528,513	528,513	528,513
Transfer from Transportation I & S Fund	119,000	0	0	0
<b>TOTAL</b>	<b>\$2,622,659</b>	<b>\$2,614,435</b>	<b>\$2,614,435</b>	<b>\$2,631,400</b>
<b>TOTAL REVENUE</b>	<b>\$32,631,175</b>	<b>\$32,906,358</b>	<b>\$32,067,919</b>	<b>\$32,619,360</b>

# GENERAL FUND

General Fund Expenses	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>General Government</b>				
Mayor & Council	\$ 110,167	\$ 136,759	\$ 134,859	\$ 140,897
City Manager	672,029	703,334	744,588	705,922
Human Resources	304,805	336,315	316,999	348,242
Information Systems	699,683	790,621	814,031	820,205
Public Information Office	131,119	187,338	171,328	168,533
Library Services	981,807	941,561	943,049	934,996
Non-Departmental	254,830	309,252	289,252	589,792
<b>TOTAL</b>	<b>\$3,154,440</b>	<b>\$3,405,180</b>	<b>\$3,414,106</b>	<b>\$3,708,587</b>
<b>Finance</b>				
Finance Administration	\$ 721,436	\$ 778,218	\$ 773,323	\$ 792,642
Municipal Court	472,616	502,610	493,092	482,262
Purchasing	93,169	101,913	109,582	113,731
City Marshal's Office	113,941	122,460	89,268	131,107
<b>TOTAL</b>	<b>\$1,401,162</b>	<b>\$1,505,201</b>	<b>\$1,465,265</b>	<b>\$1,519,742</b>
<b>Parks and Recreation</b>				
Parks and Recreation Admin	\$ 259,472	\$ 273,435	\$ 273,814	\$ 254,663
Recreation Programming	376,064	395,876	379,870	401,710
Special Events	159,382	198,780	69,188	208,183
Athletic Programming	410,257	443,575	380,575	425,373
Horticulture	167,927	177,565	174,565	176,298
Park Grounds Maintenance	1,235,170	1,370,696	1,171,193	1,327,185
Building Services	845,952	890,663	856,794	881,280
Senior Center	192,676	240,823	174,426	209,949
<b>TOTAL</b>	<b>\$3,646,900</b>	<b>\$3,991,413</b>	<b>\$3,480,425</b>	<b>\$3,884,641</b>
<b>Police</b>				
Police Administration	\$ 538,817	\$ 554,675	\$ 549,301	\$ 552,907
Patrol	4,343,720	4,889,288	4,826,063	4,832,383
Criminal Investigation	1,416,553	1,479,462	1,441,466	1,492,834
Special Services	441,165	380,341	371,061	511,954
Animal Control	418,869	435,033	460,351	477,758
School Guards	79,569	84,550	64,000	85,211
Crime Prevention	152,511	151,235	148,210	151,748
Communications / Records	1,162,862	1,211,653	1,232,049	1,319,716
Detention Services	308,584	319,737	319,662	270,000
<b>TOTAL</b>	<b>\$8,862,650</b>	<b>\$9,505,974</b>	<b>\$9,412,163</b>	<b>\$9,694,511</b>

# GENERAL FUND

General Fund Expenses	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>Public Works</b>				
Engineering	\$ 392,535	\$ 403,059	\$ 420,435	\$ 387,903
Building Inspection	591,448	480,172	572,502	507,481
Streets	3,024,312	3,550,038	3,602,414	3,543,590
Traffic Operations	623,537	870,772	1,030,652	926,743
Planning	177,873	219,433	198,099	159,359
Code Services	230,789	270,566	288,181	266,308
Equipment Services	1,025,289	1,136,239	1,068,240	1,083,139
<b>TOTAL</b>	<b>\$6,065,783</b>	<b>\$6,930,279</b>	<b>\$7,180,523</b>	<b>\$6,874,523</b>
<b>Fire</b>				
Fire Administration	\$ 611,205	\$ 633,825	\$ 628,486	\$ 649,945
Fire Prevention	290,107	244,277	293,341	254,258
Fire Suppression	4,268,594	4,294,259	4,215,509	4,330,457
Advanced Life Support	1,542,286	1,700,743	1,658,310	1,697,817
Emergency Management Administrator	130,514	136,142	136,142	140,409
<b>TOTAL</b>	<b>\$6,842,706</b>	<b>\$7,009,246</b>	<b>\$6,931,788</b>	<b>\$7,072,886</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$29,973,641</b>	<b>\$32,347,292</b>	<b>\$31,884,270</b>	<b>\$32,754,890</b>
<b>Transfers and Other</b>				
Transfer to Medical Insurance	\$ 0	\$ 340,400	\$ 340,400	\$ 0
Transfer to Medical for Fund Dissolution	0	0	167,510	0
Transfer to Emergency (COVID-19)	0	0	170,000	0
Transfer to One Time Projects	1,113,895	425,662	425,662	0
Transfer To Grant Fund	22,543	15,000	15,000	95,000
Transfer To Streets CIP Fund	48,100	0	72,790	265,000
Transfer to TIF	40,225	53,000	21,448	73,019
Reserve for P-25 Compliant Public Safety Radios	0	350,000	350,000	838,003
Economic Incentive Grant	300,000	100,000	100,000	0
Loan Payment	240,228	240,228	240,228	240,228
<b>TOTAL</b>	<b>\$1,764,991</b>	<b>\$1,524,290</b>	<b>\$1,903,038</b>	<b>\$1,511,250</b>
<b>TOTAL EXPENDITURES</b>	<b>\$31,738,632</b>	<b>\$33,871,582</b>	<b>\$33,787,308</b>	<b>\$34,266,140</b>

# GENERAL FUND

General Fund Budgeted FTEs	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>General Government</b>				
Mayor & Council	0.0	0.0	0.0	0.0
City Manager	4.0	4.0	4.0	4.0
Human Resources	2.6	2.5	2.6	2.5
Information Systems	3.0	4.0	4.0	4.0
Community Information Office	1.0	1.0	1.0	1.0
Library Services	12.0	12.0	12.0	12.0
	<b>22.6</b>	<b>23.5</b>	<b>23.6</b>	<b>23.5</b>
<b>Finance</b>				
Finance Administration	7.0	7.0	7.0	7.0
Municipal Court	4.5	4.5	4.5	4.5
Purchasing	1.0	1.0	1.0	1.0
City Marshal	1.0	1.5	1.0	1.5
	<b>13.5</b>	<b>14.0</b>	<b>13.5</b>	<b>14.0</b>
<b>Parks and Recreation</b>				
Parks & Recreation Administration	2.0	2.0	2.0	2.0
Recreation Programming	9.9	9.0	9.0	9.8
Athletic Programming	3.0	3.0	3.0	3.0
Horticulture	3.0	3.0	3.0	3.0
Park Grounds Maintenance	7.7	8.3	8.3	8.3
Building Services	6.1	7.0	7.0	7.0
Senior Center	3.8	4.0	3.6	4.0
	<b>35.4</b>	<b>36.3</b>	<b>35.9</b>	<b>37.0</b>
<b>Police</b>				
Police Administration	3.0	3.0	3.0	3.0
Patrol	45.0	45.0	45.0	44.0
Criminal Investigation	12.0	13.0	13.0	13.0
Animal Control	2.0	2.0	2.0	2.0
School Guards	3.2	3.5	2.5	3.5
Crime Prevention	1.5	1.5	1.5	1.5
Records	4.0	4.0	4.0	4.0
Detention Services	5.0	5.0	5.0	0.0
Special Services	2.0	2.0	2.0	3.0
	<b>77.7</b>	<b>79.0</b>	<b>78.0</b>	<b>74.0</b>

# GENERAL FUND

General Fund Budgeted FTEs	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>Public Works</b>				
Engineering	3.0	3.0	3.0	3.0
Building Inspections	6.0	6.0	6.0	6.0
Streets	16.5	16.5	16.5	16.5
Traffic Operations	4.0	4.0	4.0	4.0
Planning	2.0	2.0	2.0	2.0
Code Services	3.0	3.0	3.0	3.0
Equipment Services	4.0	4.0	4.0	4.0
	<b>38.5</b>	<b>38.5</b>	<b>38.5</b>	<b>38.5</b>
<b>Fire</b>				
Fire Administration	3.0	3.0	3.0	3.0
Fire Prevention	2.0	2.0	2.0	2.0
Fire Suppression	36.0	36.0	36.0	36.0
Advanced Life Support	13.0	13.0	13.0	13.0
Regional Emergency Coordinator	1.0	1.0	1.0	1.0
	<b>55.0</b>	<b>55.0</b>	<b>55.0</b>	<b>55.0</b>
<b>TOTAL</b>	<b>242.8</b>	<b>246.3</b>	<b>244.5</b>	<b>242.0</b>

Explanation of Changes FY 2020 Adopted Budget to FY 2021 Proposed:

- Reduced 5.0 to Police – Detention Services – Public Service Officers due to transitioning to City of DeSoto Tri-City Jail; and therefore, dissolving the program.
- Added 0.7 FTEs in Parks and Recreation – Recreation Center to reflect staffing needs. FTE (Part-Time) hours can fluctuate from year to year based on events and needs.

# DIVISION SUMMARY

Department: General Government

**Division: City Administration**

Funding Source: General Fund



## Program Description

The City Manager's Office is responsible for administering programs and policies established by the City Council. The office has the responsibility of directing and coordinating the operations of the City departments, as well as informing and advising the Council on City issues, including present conditions and future requirements. The City Secretary's Office is responsible for recording, publishing, indexing, and maintaining City Council meetings; administering elections; coordinating Board and Commissions application and appointment process; coordinating Open Records requests; the Records Management Officer, updating the City's Code of Ordinances, and providing administrative support to the City Council and City Manager's office.

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## Council "Strategic Priorities" Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

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### FY 2019-20

Implemented Laserfiche \$20,220, providing for electronic records management, setting electronic retention schedules in accordance with the Texas State Library and Archives Commission, OCR and full text document search, and providing a public portal for Open Records.

### FY 2020-21

Providing a new Public Information Requests retrieval process and application for citizens.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Improve the electronic records management of previous and current contracts and providing for a more convenient and efficient retrieval by all staff with the implementation of LaserFiche.
- Provide a new Open Records retrieval process on the frequent monthly requests; online database in LaserFiche.
- Develop a system to inform the public of key city service performance indicators/status.
- Oversee timely accomplishments of voter approved bond projects.

## Prior Year Accomplishments in FY 2019-20

- Roof replacements at City Hall, Senior Center, and Recreation Center/Library.
- Research and identify an online solution that provides stakeholders with up-to-date information regarding the 2018 Bond Program activities. Information to include projects scopes, timelines, cost breakdowns and various updates worthy of note. Bond tracker to be updated monthly.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<i>Assistant City Manager</i>	1.0	1.0	1.0	1.0
<i>City Manager</i>	1.0	1.0	1.0	1.0
<i>City Secretary</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 588,146	\$ 597,392	\$ 597,392	\$ 580,515
<i>Supplies</i>	26,607	31,316	75,365	45,444
<i>Services/Maintenance</i>	52,075	73,166	70,371	77,379
<i>Internal Services Contributions</i>	5,201	1,460	1,460	2,584
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 672,029</b>	<b>\$ 703,334</b>	<b>\$ 744,588</b>	<b>\$ 705,922</b>

# DIVISION SUMMARY

Department: General Government

**Division: Human Resources**

Funding Source: General Fund



## Program Description

The Human Resources Department works in partnership with City managers and their teams, with individual employees, with City of Duncanville citizens, and with other groups to provide programs and services that create a work environment of employee empowerment and involvement in the organization and community. Our values of honesty, accountability, fairness, integrity, transparency, and service above self are woven into every aspect of human resource management. Human Resources provides services to all City departments in areas of recruitment, employee orientation, payroll, records maintenance, benefits administration, job classifications, information dissemination and Civil Service administration. In addition, this activity is responsible for various employee relations programs which includes training, workers compensation, group health, dental and life insurance, retirement, and unemployment compensation.

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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
The Budget included \$250 for the Employee Wellness Initiative; \$1,600 for the Employee Recognition Program; \$9,000 for Employee Milestone Awards, \$14,400 for the Emerging Leaders Academy.	The Budget includes \$250 for the Employee Wellness Initiative; \$1,000 for the Employee Recognition Program; \$12,000 for Employee Milestone Awards, \$14,400 for the Emerging Leaders Academy.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Expand the City University training program to include guest lecturers on topics relevant to the City's objectives.
- Enhance the Employee Wellness program.
- Research costs for a full fledged Compensation Study.
- Revise and distribute all HR Policies.

## Prior Year Accomplishments in FY 2019-20

- Evaluated programs to benefit health insurance costs and coverage to the city and employees.
- Implemented a new City University training initiative that will cover mandatory and voluntary curriculum for employees and managers/supervisors.
- Researched recruiting techniques and trends in order to revise our advertising and hiring processes, especially for public safety and public works positions.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Human Resources Director</i>	1.0	1.0	1.0	1.0
<i>Human Resources Generalist</i>	1.0	1.0	1.0	1.0
<i>Intern (FTE)</i>	0.5	0.5	0.6	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>2.5</b>	<b>2.6</b>	<b>2.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 214,255	\$ 229,070	\$ 223,284	\$ 246,723
<i>Supplies</i>	7,013	9,740	7,144	8,540
<i>Services/Maintenance</i>	81,549	97,001	86,067	91,635
<i>Internal Services Contributions</i>	1,987	504	504	1,344
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 304,805</b>	<b>\$ 336,315</b>	<b>\$ 316,999</b>	<b>\$ 348,242</b>

# DIVISION SUMMARY

Department: General Government

**Division: Information Technology**

Funding Source: General Fund



## Program Description

The City of Duncanville’s Department of Information Technology is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost effective manner to all clients of City government. This environment must be managed in a way that ensures high levels of reliability and usefulness, protection of all client personal information using cybersecurity best practices by means of intrusion prevention and detection systems, next generation security appliances and enterprise protection software, while providing open access to information.

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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## **Major Budget Items**

<u><b>FY 2019-20</b></u>	<u><b>FY 2020-21</b></u>
Started implementation Tyler Tech Munis ERP System for Public Works (\$226,000 from One-Time Project funds) and Utility Billing CIS (\$148,583 from Utility Fund).	Installation of security cameras at the service center. Work with construction team to ensure remodel of service center will meet technology goals and security (part of Bond package). Replace City personnel computers due on rotation and virtual system hardware (\$240,200 IT Replacement Fund).

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Complete implementation of Public Works and Utility Billing ERP systems.
- Security Camera installation for Service Center
- Implementation of AMI
- Upgrade of virtual system hardware components

## Prior Year Accomplishments in FY 2019-20

- Implementation of UB CIS and PW ERP systems underway and on time.
- Completion of Project with Spectrum/Charter communications to provide free wireless access to Duncanville Citizens in 10 city parks.
- Support of City employees for remote access/work during the pandemic.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>IT Director</i>	1.0	1.0	1.0	1.0
<i>IT Specialist</i>	1.0	1.0	1.0	1.0
<i>Network Administrator</i>	0.0	1.0	1.0	1.0
<i>Public Safety IT Specialist</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 297,627	\$ 383,357	\$ 382,957	\$ 384,458
<i>Supplies</i>	97,326	92,288	112,271	96,299
<i>Services/Maintenance</i>	268,366	302,299	306,126	308,801
<i>Internal Services Contributions</i>	36,364	12,677	12,677	30,647
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 699,683</b>	<b>\$ 790,621</b>	<b>\$ 814,031</b>	<b>\$ 820,205</b>

# DIVISION SUMMARY

Department: General Government

**Division: Community Information Office**

Funding Source: General Fund



## Program Description

The Community Information Office serves as a strategic partner to all city departments and is tasked with managing the City's day-to-day communications, marketing, branding, and media relations. The Department is staffed with a Public Information Officer (PIO) who is responsible for developing and executing various tasks such as the creation of City publications, management of the City's website and social media, programming the public access channel, marketing City events, distribution of press releases and responding to media inquiries. The PIO also serves as the Staff Liaison for the Multicultural Social Engagement Partnership Commission. In addition, the PIO plays an essential role in Emergency Operations and is responsible for providing the public with accurate, timely, and consistent information in an emergency.

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## Council "Strategic Priorities" Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

This budget included \$20,990 in printing services for postcards, mailouts, newsletters, and fact sheets.

### FY 2020-21

This budget includes \$4,250 to print new resident guide. Design will be performed in-house. Website management and maintenance \$21,500.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Expand the reach of digital communication through email newsletter subscriptions and social media growth and engagement (Facebook, Twitter, Nextdoor, Instagram and YouTube).
- Develop and launch the New Resident Guide.
- Develop and launch Duncanville 101, a community engagement program, which will introduce residents to city operations during a multi-week program.
- Fully develop the Integrated Marketing Committee to include departmental website administrators, editorial calendar, social media calendar and training on the art of storytelling.
- Work with the Duncanville ISD to further develop the ‘City of Champions’ brand and incorporate the brand in both city and school district marketing collateral and messaging.

## Prior Year Accomplishments in FY 2019-20

- Helped the Multicultural Social Engagement Partnership revamp and kick off the ‘Celebrating Cultures’ initiative to highlight different cultures each month.
- Developed the City’s second professional State of the City video.
- Developed the City’s second Popular Annual Financial Report (PAFR).
- Managed crisis communication efforts during the COVID-19 pandemic.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Public Information Officer</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 78,116	\$ 101,391	\$ 94,131	\$ 93,361
<i>Supplies</i>	4,581	7,815	7,815	3,765
<i>Services/Maintenance</i>	47,403	77,743	68,993	70,571
<i>Internal Services Contributions</i>	1,019	389	389	836
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 131,119</b>	<b>\$ 187,338</b>	<b>\$ 171,328</b>	<b>\$ 168,533</b>

# DIVISION SUMMARY

Department: General Government

**Division: Public Library**

Funding Source: General Fund

## Program Description

The Public Library benefits all members of our community, with the aims of enriching lives, stimulating imagination, and nurturing a sense of community in the city. It partners with and supports the informational needs of local jobseekers, small businesses, and entrepreneurs. It offers a wide range of services and programs, provides a community space, and curates a broad collection of material and digital information resources. It collaborates with local organizations and businesses to expand services beyond library walls, and reaches out directly to community members who may not have the opportunity to visit the library on a regular basis, such as homebound and assisted living patrons, daycares, or students at various local schools. The library offers volunteer opportunities for youths and adults; to assist in executing the library's key mission, as well as fulfill educational requirements and prepare for future career and life goals.



## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

### FY 2019-20

The budget included \$23,512 to replace all of the library's public computers that patrons utilize to access the internet and library online resources.

### FY 2020-21

No major budget items due to the COVID19 pandemic budget constraints.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Recruit more community volunteers to assist in presenting expanded programs, technology classes, and one-on-one help to visiting patrons.
- Seek more grant funding to expand technology offerings such as laptops and hotspots.
- Seek more community partnerships to offer greater access to local services and resources.

## Prior Year Accomplishments in FY 2019-20

- Updated all public computers (22) for patron usage.
- Expanded community outreach during COVID19 lockdown through home material delivery and curbside delivery.
- Expanded Little Free Pantry program supplied through community donations and managed by volunteers.
- Expanded volunteer recruitment through online advertising, and application process.
- Expand adult and family programs during fall and spring with programs such as sewing group, financial literacy, expanded ESL, and Hamiltunes
- Updated and improved library materials collection through intense weeding and replacement efforts by library staff.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Clerk</i>	3.0	3.0	3.0	3.0
<i>Clerk (FTE)</i>	3.0	3.0	3.0	3.0
<i>Librarian</i>	4.0	4.0	4.0	4.0
<i>Library Director</i>	1.0	1.0	1.0	1.0
<i>Library Technician</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 744,305	\$ 746,606	\$ 752,094	\$ 732,331
<i>Supplies</i>	16,797	17,040	17,040	17,040
<i>Services/Maintenance</i>	93,175	67,566	63,566	67,661
<i>Internal Services Contributions</i>	24,109	5,349	5,349	12,964
<i>Capital</i>	103,421	105,000	105,000	105,000
<b>TOTAL</b>	<b>\$ 981,807</b>	<b>\$ 941,561</b>	<b>\$ 943,049</b>	<b>\$ 934,996</b>

# DIVISION SUMMARY

Department: Finance

**Division: Finance Administration**

Funding Source: General Fund

## Program Description

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



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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## **Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
The Finance Administration budget is primarily salary and benefits driven. Major contractual services included \$68,532 in Dallas County Appraisal District fees and \$18,000 to Dallas County in administrative fees for property tax collections.	The budget continues to consist primarily of salary and benefits at over 84% of the division’s total budget. The budget includes \$74,275 (8% increase) in Dallas County Appraisal District fees and \$18,125 to Dallas County in administrative fees for property tax collections.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Receive unmodified “clean” external audit opinion.
- Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report.
- Receive the GFOA Distinguished Budget Presentation Award.

## Prior Year Accomplishments in FY 2019-20

- Received unmodified “clean” external audit opinion.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report.
- First time recipient of the GFOA Distinguished Budget Presentation Award.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Accountant</i>	2.0	2.0	2.0	2.0
<i>Accounting Technician</i>	1.0	1.0	1.0	1.0
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<i>Assistant Finance Director</i>	1.0	1.0	1.0	1.0
<i>Budget Analyst</i>	1.0	1.0	1.0	1.0
<i>Finance Director</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 593,842	\$ 654,960	\$ 654,960	\$ 667,744
<i>Supplies</i>	8,847	6,690	5,020	5,170
<i>Services/Maintenance</i>	112,676	113,840	110,615	115,493
<i>Internal Services Contributions</i>	6,071	2,728	2,728	4,235
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 721,436</b>	<b>\$ 778,218</b>	<b>\$ 773,323</b>	<b>\$ 792,642</b>

# DIVISION SUMMARY

Department: Finance

**Division: Municipal Court**

Funding Source: General Fund



## Program Description

The City of Duncanville Municipal Court serves to provide an independent forum for the fair and impartial administration of justice, applying the rules and laws of the United States and the State of Texas as well as the ordinances of the City of Duncanville.

Municipal Court Class C misdemeanors include

Transportation Code, Education Code, Penal Code, Health and Safety Code, Alcoholic Beverage Code and all Ordinances within the territorial limits of the City of Duncanville. The Court is committed to providing those we serve with courteous, prompt and efficient customer service, consistent with principles of due process and equality under the law.

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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
The Budget included \$132,900 for Legal and Professional services, judges, prosecutor and interpreters; \$20,000 for the cost of continued court software support; \$15,000 for paperless warrant system allowing judges to sign digitally.	Budget continues to include \$ 8,100 for postage. State law requires additional notification to be sent to defendants prior to a warrant being issued for failure to appear to resolve their citation; and due to an increase in correspondence due to COVID-19.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Provide defendants with timely resolution of cases while maintaining public trust.
- Provide unbiased quality customer service and accurate information in an efficient and professional manner.
- Attend yearly training conferences and webinars to maintain certification levels I and II.
- Stay up to date with Legislative updates, case law statutes, Attorney General opinions, and ever-changing duties of the clerks.

## Prior Year Accomplishments in FY 2019-20

- All clerks have achieved required Level I Clerk Certification and have either achieved or are currently working on achieving Level II Certification.
- Successfully completed 4 warrant audits annually.
- Successfully implemented virtual hearings for our plea dockets during the pandemic.
- Expanded our ability to handle cases remotely.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Clerk</i>	2.0	2.0	2.0	2.0
<i>Clerk (½ General &amp; ½ Juvenile Fund)</i>	0.5	0.5	0.5	0.5
<i>Court Administrator</i>	1.0	1.0	1.0	1.0
<i>Deputy Court Clerk</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 288,444	\$ 291,230	\$ 291,230	\$ 291,879
<i>Supplies</i>	9,536	14,060	14,060	14,060
<i>Services/Maintenance</i>	160,028	190,085	178,085	167,168
<i>Internal Services Contributions</i>	14,608	7,235	7,235	9,155
<i>Capital</i>	0	0	2,482	0
<b>TOTAL</b>	<b>\$ 472,616</b>	<b>\$ 502,610</b>	<b>\$ 493,092</b>	<b>\$ 482,262</b>

# DIVISION SUMMARY

Department: Finance

**Division: Purchasing**

Funding Source: General Fund



**Program Description**

The mission of the Purchasing Office is to provide efficient and cost-effective procurement of goods and services; strive for a quick response to procurement needs; and seek out new sources for goods and services required to the operational needs of the City of Duncanville.

The Purchasing Office is committed to ensuring that public funds are safeguarded and that responsible bidders are given a fair opportunity to compete for the City’s business.

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**Council “Strategic Priorities” Emphasis**

5 – Advance Marketing Strategy

**Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
<p>This budget included re-newel of City Costco membership - new P-Card VISA solution allows for purchases at Costco.</p>	<p>This budget includes Institute of Supply Management (DFW-ISM) Membership, Certified Professional in Supply Management Certification and Tyler-Munis (Finance/Purchasing ERP) training.</p>

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Continue to work with cities in Best Southwest to coordinate efforts to seek out and encourage Historically Underutilized Businesses to bid on projects in the City of Duncanville.
- Update Purchasing Policy and Manual.
- Enhance competitive advantage.
- Increase Diversity participation.
- Increase supplier participation and loyalty.
- Improve the quality and reliability of services and supplies.
- Increase Spend Under Management.
- Increase spend under management and minimize rogue spend.

## Prior Year Accomplishments in FY 2019-20

- Implemented a one card, Visa, Procurement Card (P-Card) solution
- Participated in two Best Southwest Cities partnership event *M/WBE & Local Business Workshop*

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Purchasing Manager</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 88,187	\$ 95,704	\$ 105,973	\$ 107,578
<i>Supplies</i>	719	500	1,000	500
<i>Services/Maintenance</i>	3,444	5,410	2,310	5,057
<i>Internal Services Contributions</i>	819	299	299	596
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 93,169</b>	<b>\$ 101,913</b>	<b>\$ 109,582</b>	<b>\$ 113,731</b>

# DIVISION SUMMARY

Department: Finance

**Division: City Marshal**

Funding Source: General Fund



## Program Description

The City Marshal office for the City of Duncanville is responsible for serving Class C warrants and Court summons; provides security for the sitting Judge and bailiff duties during court; provides security to City Hall, Library, Senior Center, Rec Center and the Field House. We monitor the panic button system and CCTV system. The Marshal office also skip traces for delinquent fines and warrant service and provides general law enforcement duties as needed by the City.

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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

This budget was adopted at \$122,460, covering all expenses and contracts. This includes locator service and equipment. Part-Time Marshal position was frozen in the revised budget and therefore able to cut \$33,192.

### FY 2020-21

This budget includes \$8,350 for mobile Watch Guard in car video system.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Develop and implement Reserve Marshal Program
- Hire PT Marshal
- Revise Departmental SOPs

## Prior Year Accomplishments in FY 2019-20

- Implemented Live Scan Machine
- Purchased City Marshal vehicle and technology system
- Assisted with Court Security Improvements, Plans and the COVID-19 Emergency Team

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>City Marshal</i>	1.0	1.0	1.0	1.0
<i>City Marshal (FTE)</i>	0.0	0.5	0.0	0.5
<b>TOTAL</b>	<b>1.0</b>	<b>1.5</b>	<b>1.0</b>	<b>1.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 92,684	\$ 105,087	\$ 71,945	\$ 100,053
<i>Supplies</i>	3,791	4,056	3,796	4,656
<i>Services/Maintenance</i>	9,315	10,588	10,798	14,203
<i>Internal Services Contributions</i>	8,151	2,729	2,729	3,845
<i>Capital</i>	0	0	0	8,350
<b>TOTAL</b>	<b>\$ 113,941</b>	<b>\$ 122,460</b>	<b>\$ 89,268</b>	<b>\$ 131,107</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Parks & Recreation  
Administration**

Funding Source: General Fund



**Program Description**

The Parks and Recreation Administration Division is responsible for the administration and general supervision of Parks and Grounds Maintenance, Athletics, Horticulture, Recreation Programming, Building Services, Senior Center, Duncanville Fieldhouse, and Special Events. This includes responsibility for planning, directing, coordination and evaluating all activities in addition to overseeing the Park Advisory Board, Senior Advisory Commission, and Keep Duncanville Beautiful Board. The Administration Division is also responsible for implementation of the 2018 Bond Election park projects and renovation of the Service Center.

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**Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

**Major Budget Items**

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**FY 2019-20**

The budget includes the installation of a parking lot at Rotary Park (\$50,000), and pavilions at Lakeside Park (\$400,000). It also includes initiating design of improvements to Harrington Park (\$200,000), and Armstrong Park (\$225,000), as well as design for the Service Center renovation (\$240,000) as approved in the 2018 Bond Election.

**FY 2020-21**

The budget includes improvements to Harrington Park (\$1,800,000), and Armstrong Park (\$2,025,000), along with renovations to the Service Center (\$2,160,000) as approved in the 2018 Bond Election. Harrington and the Service Center will be initiated in FY20 and continued into FY21. Armstrong Park start date is dependent on a grant from Texas Parks and Wildlife.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Implement the 2018 Bond Election projects as approved by the citizens of Duncanville.
- Complete construction of improvements to Harrington Park as approved in 2018 Bond Election.
- Complete substantial construction of the Service Center Renovation as approved in the 2018 Bond Election.
- Initiate construction of improvements to Armstrong Park as approved in the 2018 Bond Election.

## Prior Year Accomplishments in FY 2019-20

- Implemented RecTrac software at the Fieldhouse.
- Completed the roof replacement at City Hall/Police Station, Senior Center, and Library/Recreation Center.
- Completed construction of Rotary Park parking lot and Lakeside Park pavilion as approved in the 2018 Bond Election.
- Completed the construction plans for Harrington Park improvements approved in the 2018 Bond Election for parks.
- Completed the construction plans for Armstrong Park improvements approved in the 2018 Bond Election for parks.
- Completed the construction plans for the service center renovation approved in the 2018 Bond Election for municipal facilities.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Executive Assistant</i>	1.0	1.0	1.0	1.0
<i>Parks and Recreation Director</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 212,793	\$ 228,869	\$ 228,869	\$ 209,663
<i>Supplies</i>	677	555	300	400
<i>Services/Maintenance</i>	6,664	5,485	6,119	6,742
<i>Internal Services Contributions</i>	39,338	38,526	38,526	37,858
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 259,472</b>	<b>\$ 273,435</b>	<b>\$ 273,814</b>	<b>\$ 254,663</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Recreation Programming**

Funding Source: General Fund



## Program Description

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

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

Due to COVID 19 the Rec-Center returned \$39,905.35 from Special Events Contract Svc., and \$20000.00 from rentals for a total of \$59,905.35. Likewise, monies from the rec side were returned as well. \$1800.00 from Travel and \$1,513.94 from Misc tools for a total of \$3,313.94—Grand total \$63,219.29.

### FY 2020-21

The 20-21 budget also includes a reduction in a couple different areas in Rec. as well due to COVID 19. Office Supplies \$460.00, Clothing 800.00, Misc. Supplies \$1,500.00, and travel \$1,300.00 for a total of \$2,760.00. The objective is to be somewhat conservative with monies. We are requesting that 20-21 budget submitted remain the same. Keeping the budget as is will help to provide the same quantity of programs along with keeping with quality programs.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Develop and implement solid programs, activities and events that will entice current members to participate in and that will attract day pass users to want to join as a member.
- Develop and implement training activities for staff to participate in that will improve professional etiquette and the quality of customer service provided to all patrons that visit the facility.
- Implement new and more effective SOP's for rentals that will improve the rental process and make the experience a more pleasant one for customers.
- Promote our webtrac service so that citizens can register and pay online.
- Movies in the park, Holiday Bazaar, Music Classes (Piano Lessons).

## Prior Year Accomplishments in FY 2019-20

- Successful Christmas Parade and Tree Lighting Ceremony (we had more than 3,000 people participate) and Concerts in the park .
- The recreation center won the Focus Daily News for best Health Club again this year (2020).
- Reviewed and Implemented new day to day management operation procedures that produce efficiency and revised the recreation attendant duty list to assure the facility is being maintained to the highest standards.
- Renewed the look of the entire recreation center (game room, exercise room, teen room weight room, meeting rooms and gyms. In addition, the men's bathrooms and kitchen were also renewed. The renew process included new paint, blinds, shelving units, lights, steamed carpets, polished floors, new lockers in the game and weight room and mounted a new 65" monitor in game room. for gaming tournaments.
- Successful in getting Webtrac up and running on city website along with developing a new look of the home page.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Recreation Center Attendants (FTE)</i>	7.9	7.0	7.0	7.8
<i>Recreation Specialist</i>	1.0	1.0	1.0	1.0
<i>Recreation Superintendent</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>9.9</b>	<b>9.0</b>	<b>9.0</b>	<b>9.8</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 300,712	\$ 308,649	\$ 300,043	\$ 333,034
<i>Supplies</i>	27,195	23,466	20,366	13,407
<i>Services/Maintenance</i>	41,797	59,542	55,242	50,444
<i>Internal Services Contributions</i>	6,360	4,219	4,219	4,825
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 376,064</b>	<b>\$ 395,876</b>	<b>\$ 379,870</b>	<b>\$ 401,710</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Special Events**

Funding Source: General Fund

**Program Description**

Special event programs are major component of all that is offered through the Parks and Recreation Department. Throughout the year the Recreation Center is busy coordinating multicultural and traditional and non-traditional events. E.g. Black History Month, Daddy Daughter Dance, Princess Tea Party, Easter Egg Extravaganza, Cinco De Mayo, Concerts and many more events that entertain, engage and expose citizens to the richness that the City of Duncanville is known for. The main focus when planning such events is to look at the entire demographics of our entire community and offer programs for all citizens; children, teens, parents and grandparents. Likewise, programs that target different ethnic groups, gender and civic organizations. This holistic approach ensures diversity and inclusion that bridges communities.



Special event programs are aligned with Council Capstone Emphasis 1. The Parks Recreation Center is focused on providing quality diverse and inclusion programs that promote community and a sense of belonging. This is done by reaching out to local businesses, government, DISD, and residents to either participate or provide input.

**Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

**Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
<p>Due to COVID 19 the Rec-Center (Special Events) returned \$39,905.35 from Special Events Contract Svc., and \$20,000.00 from rentals for a total of \$59,905.35.</p>	<p>The 20-21 budget also includes a reduction in a couple different areas in Special Events as well due to COVID 19. Advertising \$4,000.00 plus and Contract Svc \$5,000.00 plus. The objective is to be somewhat conservative with monies. We are requesting that 20-21 budget submitted remain the same. Keeping the budget as is will help to provide the same quantity of programs along with keeping with quality programs.</p>

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Continue to increase solid programs, activities and events that will entice residents and non-residents to participate in and that will attract non-residents to participate in as well.
- Continue to develop and implement training activities for staff to participate in that will improve professional etiquette and the quality of customer service provided to all patrons that participate in events.
- Implement new and more effective SOP's for planning, advertising and working events that will produce successful outcomes and events.
- Continue to research advertising outlets that will reach more folks in the community.

## Prior Year Accomplishments in FY 2019-20

- Successful Daddy Daughter Dance—Comments: exquisite, good entertainment and food.
- Successful Christmas Parade and Three Lighting Ceremony—Comments: Best Parade in years, awesome tree lighting and great music performances.
- Boo Bash—Attendance: 2500 plus participants
- 2 fall concerts

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<b>TOTAL</b>	0.0	0.0	0.0	0.0

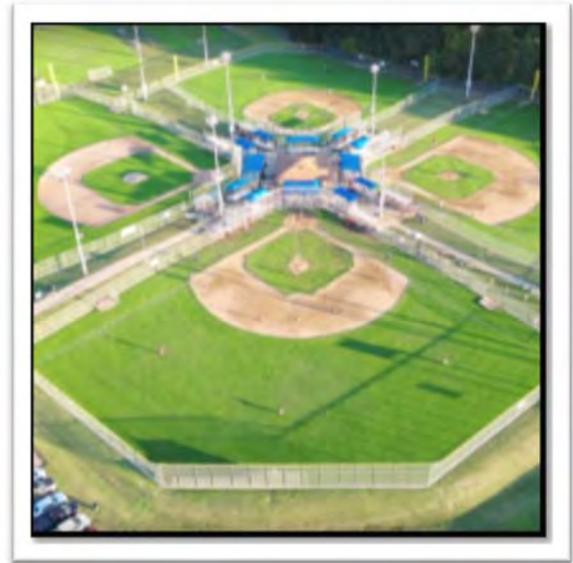
<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 27,872	\$ 19,295	\$ 15,041	\$ 47,858
<i>Supplies</i>	9,472	17,300	7,258	12,600
<i>Services/Maintenance</i>	122,038	162,185	46,889	147,725
<i>Internal Services Contributions</i>	0	0	0	0
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 159,382</b>	<b>\$ 198,780</b>	<b>\$ 69,188</b>	<b>\$ 208,183</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Athletic Programming**

Funding Source: General Fund



## Program Description

The Athletics Division prepares athletic fields based on schedules of facilities (practices, games, and tournaments), inspects fields for safety and playability, approves rental of facilities, coordinates facility uses with youth associations and the Duncanville Independent School District, purchases supplies, and oversees light repairs. Athletics staff also assist with Parks & Recreation Special Events.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The revised budget included reduction of \$35,000 due to no Spring season for youth sports and upcoming bond construction @ Harrington Park; reduction of \$21,000 due to elimination of bleacher replacement program.

### FY 2020-21

The budget includes \$26,000 for water usage; \$5,000 for roof replacement; and \$4,000 for striping of parking lots.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Provide the highest level of athletic field maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, and professional Athletics staff.
- Continue modification of infield profile to improve field drainage at Alexander and Lions Parks.
- Restripe Lions and Lakeside Park field #1 parking lots.

## Prior Year Accomplishments in FY 2019-20

- Improvement of field conditions at Alexander and Lions Parks through modification of infield profile.
- Served over 1,100 youth sports participants through games, practices, and tournaments.
- Attended multiple Texas Sports Turf Managers Association regional field day trainings.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Field Supervisor</i>	1.0	1.0	1.0	1.0
<i>Skilled Maintenance</i>	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 211,865	\$ 217,574	\$ 217,574	\$ 199,915
<i>Supplies</i>	62,943	65,130	37,130	65,130
<i>Services/Maintenance</i>	128,744	150,480	115,480	149,940
<i>Internal Services Contributions</i>	6,675	10,391	10,391	10,388
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 410,257</b>	<b>\$ 443,575</b>	<b>\$ 380,575</b>	<b>\$ 425,373</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Horticulture**

Funding Source: General Fund



## Program Description

The Horticulture Division 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. This crew cares for annuals, perennials, shrubs and trees which includes maintaining a proper bed and soil environment for optimal growing conditions. The crew assists the Parks Field Supervisor & Parks Superintendent with city-wide improvements such as landscaping design and installation for 4B funded projects and other capital improvement projects. Horticulture staff also assist with Parks & Recreation Special Events.

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## Council "Strategic Priorities" Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The revised budget cut \$2,000 for plant material. Ninety percent of the Horticulture budget is for personnel while the 4B budget provides the majority of materials and related water funding.

### FY 2020-21

The budget includes \$700 for power tools; \$4,000 for plant material; and \$1,000 for small equipment servicing.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Provide the highest level of horticultural maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, professional horticultural maintenance staff.
- Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.
- Increase the number of perennials planted per bed while minimizing plant replacements through proper pesticide applications and irrigation schedules.
- Inspect all city planter beds every 2 weeks during growing season.

## Prior Year Accomplishments in FY 2019-20

- Replaced worn-out landscaping along the Main St. corridor.
- Further reconfigured color beds at Memorial Park to increase sustainability.
- Conducted in-house horticulture training to expand knowledge base in best practices.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Crew Leader</i>	1.0	1.0	1.0	1.0
<i>Maintenance Worker</i>	1.0	1.0	1.0	1.0
<i>Skilled Maintenance</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 154,875	\$ 157,830	\$ 157,830	\$ 157,786
<i>Supplies</i>	10,724	13,166	12,166	13,166
<i>Services/Maintenance</i>	2,209	6,450	4,450	5,230
<i>Internal Services Contributions</i>	119	119	119	116
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 167,927</b>	<b>\$ 177,565</b>	<b>\$ 174,565</b>	<b>\$ 176,298</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Grounds Maintenance**

Funding Source: General Fund

## Program Description

The Grounds Maintenance Division is responsible for the upkeep of the City's parks and open spaces in a safe, clean and aesthetically pleasing condition for the maximum use and enjoyment of the public. 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. This activity 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. Grounds Maintenance staff also assists with Parks & Recreation Special Events. The activity also assists with community improvement projects such as 4B funded mowing, landscaping and capital projects.



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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The revised budget included reductions of \$45,000 in contract services (mowing, tree work, & electrical); elimination of \$25,500 for park amenities replacements (picnic tables, benches, trash cans, drinking fountains); reductions of \$25,000 in pesticides & fertilizer programs.

### FY 2020-21

This budget includes \$393,000 for contract landscape maintenance; \$10,000 for maintenance contracts (lightning detectors, variable frequency drive @ Waterview Park, centralized irrigation system); \$19,000 for irrigation repair parts; \$50,400 for pesticides & fertilizer programs.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Provide the highest level of grounds maintenance standards possible for citizens and guests of Duncanville by providing trained, helpful, friendly, professional Grounds Maintenance staff.
- Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.
- Enhance level of customer service to citizens through personal interaction and follow through that provides quicker responses and providing accurate information in a timely fashion.

## Prior Year Accomplishments in FY 2019-20

- Regular maintenance of 13 playgrounds.
- 99% satisfaction from park pavilion rentals.
- 244 park acres maintained in 17 parks.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Crew Leader</i>	1.0	1.0	2.0	2.0
<i>Field Supervisor</i>	1.0	1.0	1.0	1.0
<i>Irrigator</i>	1.0	1.0	0.0	0.0
<i>Irrigation Technician</i>	1.0	1.0	1.0	1.0
<i>Maintenance Worker</i>	1.0	1.0	1.0	1.0
<i>Parks Superintendent</i>	1.0	1.0	1.0	1.0
<i>Seasonal Maintenance (FTE)</i>	0.7	1.3	1.3	1.3
<i>Skilled Maintenance</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>7.7</b>	<b>8.3</b>	<b>8.3</b>	<b>8.3</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 526,995	\$ 556,681	\$ 460,888	\$ 520,001
<i>Supplies</i>	89,251	93,574	66,104	92,104
<i>Services/Maintenance</i>	579,344	682,443	606,203	675,774
<i>Internal Services Contributions</i>	39,580	37,998	37,998	39,306
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$1,235,170</b>	<b>\$1,370,696</b>	<b>\$1,171,193</b>	<b>\$1,327,185</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Building Maintenance**

Funding Source: General Fund



## Program Description

Building Maintenance is responsible for the upkeep of all city buildings; 30 total. Systems and responsibility areas include: HVAC, electrical, plumbing, overhead garage doors, door maintenance, furniture/shelving, roofing, ceiling tiles, painting, flooring, fire alarms, sprinklers, smoke alarms, extinguishers, filter replacement, cleaning, mail delivery, Council and Planning and Zoning Meetings setup, flag replacement, all Custodian duties, window repair, appliance repair, carpet cleaning, parking lot striping, elevator, backflow repairs, alarm monitoring, pest control, and parking lot fixtures.

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## Council “Strategic Priorities” Emphasis

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

This budget includes Trane renewal on Chiller 1 and a 5-year parts and labor warranty—\$44,969 and roof replacements at Library/Rec Center, Senior Center, and City Hall/Police Station - \$735,500. Both projects from one-time project fund.

### FY 2020-21

This budget includes window treatment improvements at Recreation Center/Library - \$49,000.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Replace fire panel at the Fieldhouse.
- Continue to assist with the Service Center renovation project.
- Replace globe light fixtures in the Library with LED fixtures.
- Replace pole light fixtures at Fire Station 2 with LED fixtures.

## Prior Year Accomplishments in FY 2019-20

- Refurbished City Hall Chiller through Trane Renewal program.
- Replaced roofs at City Hall, Police Station, Library & Rec Center, and Senior Center.
- Replaced all outside pole light fixtures at City Hall and Police Station with LED fixtures.
- Replaced blinds in the Recreation Center workout room, aerobics room, and teen room.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Custodian</i>	2.0	2.0	2.0	2.0
<i>Custodian FTEs</i>	1.1	2.0	2.0	2.0
<i>Building Maintenance Supervisor</i>	1.0	1.0	1.0	1.0
<i>Building Maintenance Technician</i>	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>6.1</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 377,406	\$ 393,628	\$ 384,011	\$ 381,549
<i>Supplies</i>	30,963	36,397	34,997	36,397
<i>Services/Maintenance</i>	356,157	455,448	432,596	457,408
<i>Internal Services Contributions</i>	6,057	5,190	5,190	5,926
<i>Capital</i>	75,369	0	0	0
<b>TOTAL</b>	<b>\$ 845,952</b>	<b>\$ 890,663</b>	<b>\$ 856,794</b>	<b>\$ 881,280</b>

# DIVISION SUMMARY

Department: Parks and Recreation

Division: Senior Center

Funding Source: General Fund



## Program Description

The Senior Center is responsible for providing its external customers (senior citizens) with solid robust programs, activities and services that promote the importance of social engagement, exercise and education. The center will evaluate all programs in advance to make certain seniors experience success.

The Senior Center provides opportunities for citizens to engage in physical and social activities in an inclusive environment. In addition, it provides the highest level of customer service to internal and external customers using the facility (reservation of the facility, a thorough orientation that covers use of the facility and a pre and post experience survey).

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

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### FY 2019-20

Due to COVID 19 the senior center returned \$1,371.00, Office Supplies, \$255.26 Clothing, \$1,026.00, \$1,000.00 Misc., Supplies, \$1,150.00 and \$1,738.50 for a total of \$6,540.76.

### FY 2020-21

For 2020-21 the senior center is requesting that the budget submitted remain as is. The center was able to reduce a couple hundred dollars in a few accounts as well for this fiscal year. Keeping the budget as is will help to continue to provide the same quantity of programs along with keeping with quality programs.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Work closely with the Parks and Rec Board and Alex Hamby (PIO) to discuss strategic marketing plans that will spark an interest with younger seniors to join.
- Work with the Parks and Rec Board regarding adding adult to the name. E.g., D.L. Hopkins Jr. Adult Senior Center
- Ongoing: Redesign the senior center webpage with a more professional look.
- Continue to expand solid programs, activities and services that impact the lives of seniors.

## Prior Year Accomplishments in FY 2019-20

- Organized a successful health fair
- Created an evening gathering called: Game Night (Football)
- Created a Mystery Lunch Field trip activity for senior (They love)
- Developed and implemented new admin. processes that provide better customer service
- Require staff to bring 1 best practice and 1 deficiency to meetings—open conversation to speak freely
- Chair volleyball
- Beanbag baseball
- Large connect four floor model game
- New Cardio Stairstep Class
- New Chronic Pain Self-Management Class

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<i>Senior Center Attendants (FTE)</i>	1.8	2.0	1.6	2.0
<i>Senior Center Coordinator</i>	0.0	0.0	1.0	1.0
<i>Senior Center Supervisor</i>	1.0	1.0	0.0	0.0
<b>TOTAL</b>	<b>3.8</b>	<b>4.0</b>	<b>3.6</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 143,512	\$ 183,124	\$ 124,293	\$ 153,070
<i>Supplies</i>	16,342	16,125	12,448	14,825
<i>Services/Maintenance</i>	24,897	32,934	29,045	33,166
<i>Internal Services Contributions</i>	7,925	8,640	8,640	8,888
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 192,676</b>	<b>\$ 240,823</b>	<b>\$ 174,426</b>	<b>\$ 209,949</b>

# DIVISION SUMMARY

Department: Police

**Division: Police Administration**

Funding Source: General Fund



## Program Description

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

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The Duncanville Police Department achieved re-certification of its status as a Texas Police Chiefs Association Foundation Best Practice Agency.

### FY 2020-21

Chief Brown and Assistant Chief LiVigni both continue to be active members of professional organizations such as the International Associations of Chiefs of Police, Police Executive Research Forum, National Organization of Black Law Enforcement, and the North Texas Police Chiefs Association, which promotes best practices for the department.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Become fully staffed.
- Continue to be adaptive and open to change in climate of police reform while still maintaining law and order.
- Continue to be good stewards of public funds allocated to the police department.
- Continue planning for on-boarding of P25 radio system.

## Prior Year Accomplishments in FY 2019-20

- Achieved re-certification status of Texas Police Chiefs Recognized Program.
- Increased staffing of sworn personnel by nearly 15%.
- Continued to provide professional police service, in the midst of both COVID-19 and civil unrest, during developments in policing and the perception by some of how policing is conducted.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Assistant Police Chief</i>	1.0	1.0	1.0	1.0
<i>Executive Assistant</i>	1.0	1.0	1.0	1.0
<i>Police Chief</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 403,717	\$ 405,819	\$ 404,855	\$ 401,506
<i>Supplies</i>	15,055	30,262	25,678	17,262
<i>Services/Maintenance</i>	16,471	17,392	17,567	34,569
<i>Internal Services Contributions</i>	103,574	101,202	101,202	95,570
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 538,817</b>	<b>\$ 554,675</b>	<b>\$ 549,301</b>	<b>\$ 552,907</b>

# DIVISION SUMMARY

Department: Police

**Division: Patrol**

Funding Source: General Fund



## Program Description

The Patrol Division responds to calls for service 24 hours a day, seven days a week, 365 days a year in the City as law enforcement first responders. Its mission is the prevention of crime, protection of life and property, preservation of peace, and the order and safety of the public in general. The traffic officers, although assigned to traffic enforcement with expertise in major accident reconstruction, are embedded in this division, as is the Park Officer.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

This budget reduced cost on law books due to greater availability of online reference material; began drone program; expanded patrol rifle program; and re-introduced less lethal shotguns in patrol vehicles as an alternative to lethal force, when appropriate.

### FY 2020-21

This budget includes new online training program with Police One, which will save in thousands of dollars for this type of training platform to be used where appropriate; transition to ticket writer app for patrol officers, which will save city money in the short and long-term.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Transition new recruits through Field Training and into productive, independent patrol officers.
- Begin the use of the Lethality Assessment Program (LAP) as a means to end the cycle of domestic violence. Note: This was placed on hold due to COVID-19 outbreak in FY20.

## Prior Year Accomplishments in FY 2019-20

- Began to implement Police Officer Resiliency Program through area funded grant, which allows for 1st responders access to mental health counseling and programs to help mitigate the stressors of the job.
- No racial profiling complaints brought against any officer during time period.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Lieutenant</i>	3.0	3.0	3.0	2.0
<i>Officer</i>	38.0	38.0	38.0	38.0
<i>Sergeant</i>	4.0	4.0	4.0	4.0
<b>TOTAL</b>	<b>45.0</b>	<b>45.0</b>	<b>45.0</b>	<b>44.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$4,072,766	\$4,581,181	\$4,523,667	\$4,510,066
<i>Supplies</i>	53,274	85,678	80,178	90,255
<i>Services/Maintenance</i>	90,828	100,755	100,544	107,294
<i>Internal Services Contributions</i>	126,852	121,674	121,674	124,768
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$4,343,720</b>	<b>\$4,889,288</b>	<b>\$4,826,063</b>	<b>\$4,832,383</b>

# DIVISION SUMMARY

Department: Police

**Division: Criminal Investigation  
Division**

Funding Source: General Fund



## **Program Description**

The Criminal Investigations Division is responsible for the investigation of all criminal activity occurring in the City.

Detectives do follow-up investigations to offense reports generated by the Patrol Division to detect and arrest offenders based upon subsequent investigation. This activity is responsible for filing the appropriate paperwork with the county District Attorney's Office. Detectives are responsible for the prosecution of criminal cases, recovery of stolen property, youth-related crimes, runaways, missing persons, family violence cases, vice and narcotic activity, and monitoring of registered sex offenders. Detectives gather and disseminate intelligence information, process crime scenes, compare latent prints, and collect evidence. Victim advocacy, inclusive of assisting victims of crime in applying for victim's compensation through the Texas Attorney General's Office, originates here.

## **Council "Strategic Priorities" Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

### **FY 2019-20**

The department's Victim Advocacy was incorporated into the department's general fund as it is no longer eligible for grant funding. Duties are required of police agencies by Texas Law. In FY18 our Victim Advocacy, among other things, served 1,284 victims, referred 267 of those victims to counseling, and works with victims to apply for victim's compensation through the Texas AG's office.

### **FY 2020-21**

This budget includes increased cost for lab processing due to backlog of drug cases and the new need for exact marijuana concentration; Google is charging for subpoenas, however due to many having an account this is a very effective investigatory tool.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Send five detectives to homicide/death investigation training.
- Conduct Sex Offender Compliance once a year.
- Contact all complainants of cases deemed to have solvability factors on initial review within 48 hours.
- Implement Lethality Assessment Program.

## Prior Year Accomplishments in FY 2019-20

- Teamwork among the Criminal Investigation Division led to the charging and arrest of the 4 suspects involved in the October 2019 Homicide of an 18-year-old Duncanville resident.
- Deployed the solar powered surveillance trailer purchased through funds provided by the Duncanville Community and Economic Development Corporation.
- Division has deployed a bait vehicle, tracking device, and/or surveillance system every day during the fiscal year.
- Filled vacant Investigator position after overall improvement of department staffing.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<i>Crime Victims' Advocate</i>	0.0	1.0	1.0	1.0
<i>Lieutenant</i>	1.0	1.0	1.0	1.0
<i>Officer</i>	8.0	8.0	8.0	8.0
<i>Property Evidence Technician</i>	1.0	1.0	1.0	1.0
<i>Sergeant</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>12.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$1,334,135	\$1,385,954	\$1,347,185	\$1,388,132
<i>Supplies</i>	4,304	12,336	11,586	11,336
<i>Services/Maintenance</i>	26,054	39,154	40,677	56,746
<i>Internal Services Contributions</i>	52,060	42,018	42,018	36,621
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$1,416,553</b>	<b>\$1,479,462</b>	<b>\$1,441,466</b>	<b>\$1,492,834</b>

# DIVISION SUMMARY

Department: Police

**Division: Animal Control**

Funding Source: General Fund



## Program Description

The Animal Control Division is responsible for impounding animals at-large, quarantining animals which have bitten people, declaring animals vicious, disposing of dead animals for the Tri-City Animal Shelter, setting traps for feral cats and wild animals, investigating animal cruelty and animal welfare complaints, and preparing and shipping suspected rabies specimens. This operation is normally staffed seven days a week and is available twenty-four hours a day on an emergency call-out basis.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

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### FY 2019-20

New animal traps and trap covers were purchased due to a higher demand of citizens for such devices.

### FY 2020-21

New tranquilizer guns to be purchased for animal control officers. The current guns are more than a decade old, no longer hold a reliable charge which often inhibits needed penetration of target animal to have the desired effect.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Maintain zero confirmed rabies cases in the city.
- Update Animal Cruelty training for one Animal Control Officer.
- Re-certify both Animal Control Officers in euthanasia.

## Prior Year Accomplishments in FY 2019-20

- Taught a CPA class in Animal Control Operations.
- Took part in an Emergency Disaster Training for the region
- Obtained two transfer cages that allows the ACOs the ability to transfer the wild animal from the trap to the cage without exposing themselves to harm.
- One ACO re-certified in euthanasia.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Animal Control</i>	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 123,910	\$ 122,399	\$ 121,753	\$ 112,935
<i>Supplies</i>	1,200	2,492	1,892	3,010
<i>Services/Maintenance</i>	274,642	290,353	316,917	341,033
<i>Internal Services Contributions</i>	19,117	19,789	19,789	20,780
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 418,869</b>	<b>\$ 435,033</b>	<b>\$ 460,351</b>	<b>\$ 477,758</b>

# DIVISION SUMMARY

Department: Police

**Division: School Crossing Guard**

Funding Source: General Fund



## Program Description

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

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
100% of students crossed designated crosswalks safely with the aid of our school crossing guards. The Department splits the cost of this activity with the Duncanville ISD.	The City has begun to receive a share of county-wide funding of an Optional County Fee for Child Safety through a fee levied by the county for vehicle registrations. The City’s portion of the fee is based on city population, but is expected to offset most, if not all, of the city’s funding of the school crossing-guard program.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

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

## Prior Year Accomplishments in FY 2019-20

- No children were struck in controlled crossings.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>School Crossing Guards (FTE)</i>	3.2	3.5	2.5	3.5
<b>TOTAL</b>	<b>3.2</b>	<b>3.5</b>	<b>2.5</b>	<b>3.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 73,594	\$ 78,255	\$ 57,705	\$ 79,096
<i>Supplies</i>	0	320	320	320
<i>Services/Maintenance</i>	0	0	0	0
<i>Internal Services Contributions</i>	5,975	5,975	5,975	5,795
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 79,569</b>	<b>\$ 84,550</b>	<b>\$ 64,000</b>	<b>\$ 85,211</b>

# DIVISION SUMMARY

Department: Police

**Division: Crime Prevention**

Funding Source: General Fund



## Program Description

The Crime Prevention Activity is responsible for educating the general citizenry in the cause of public safety, and for encouraging positive police and citizen relations. This is accomplished through Citizen Police Academies, Burglary of Vehicle Report Cards, Santa Cop, and many more progressive crime prevention programs. Public safety is encouraged through conducting crime prevention surveys and assessments performed by this division. The Public Information function for the department is also handled from this division.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
In this budget graduated a regular and advanced Citizen Police Academy.	This budget includes enhanced training for new volunteer coordinator; and a new platform to communicate more efficiently with volunteers, who are not on city’s IT network.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Increase registrations in ProTech DNA Program through social media videos.
- Provide crime prevention tips and trends through social media.
- Continue to educate Senior Citizens on Fraud & Scams.
- Continue to promote the Duncanville Take Me Home Program.
- Expand police volunteer program.

## Prior Year Accomplishments in FY 2019-20

- Implemented the ProTech DNA program at National Night Out.
- Conducted our third Advanced Citizen Police Academy.
- Participated in one National Drug Take back events.
- Introduced Duncanville Take Me Home Program, which proactively aids the department in locating citizens who have a diagnosed medical propensity to wander from home.
- Held 1st annual Department Open House with approximately 500 attendees.

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<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Officer</i>	1.0	1.0	1.0	1.0
<i>Volunteer Coordinator (FTE)</i>	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 137,200	\$ 136,231	\$ 135,909	\$ 134,528
<i>Supplies</i>	5,265	6,462	4,962	6,462
<i>Services/Maintenance</i>	4,393	5,503	4,300	7,242
<i>Internal Services Contributions</i>	5,653	3,039	3,039	3,516
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 152,511</b>	<b>\$ 151,235</b>	<b>\$ 148,210</b>	<b>\$ 151,748</b>

# DIVISION SUMMARY

Department: Police

**Division: Records**

Funding Source: General Fund



## 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 provides readily available information for documentation, investigation, prosecution, statistical analysis and public record. The activity enters data into integrated databases that serve the various divisions of the Police Department. Document and data security, retention, destruction and validation of NCIC entries, Public Information Act compliance and response to subpoenas for department documents are within the responsibility for this activity. This unit also greets the public and accepts and balances monies paid to satisfy required fees. Records is also responsible for entering traffic accident reports into RMS as well as uploading them to a publicly accessible database.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

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### FY 2019-20

The Department will transition from our current Computer Aided Dispatch (CAD) and Records Management System (RMS) software to a new vendor for this purpose.

### FY 2020-21

Integrate new component to RMS to increase transparency for citizens about general crime data.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Complete conversion to electronic storage of records
- Move all required paper storage to off-site archives allowing for expanded storage or office space in space-challenged facility
- Implement use of Laserfiche (cloud-based records management)
- Identify and implement an application which promotes transparency with citizens regarding general crime data and the ability to self-report some incidents, thereby

## Prior Year Accomplishments in FY 2019-20

- Successful and transition to the Zuercher Suite records management system
- Training of records personnel regarding records retention and destruction
- Completed large destruction order, in compliance with retention schedules, providing more storage space
- Began a more robust electronic records storage
- The Department passed its annual Texas Crime Information Center (TCIC) compliance audit on first inspection.
- Achieved re-certification as a Texas Police Chiefs Association Best Practices Recognition Program, largely due to the Administrative Lieutenant's oversight and leadership

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Clerk</i>	2.0	2.0	2.0	2.0
<i>Crime Analyst</i>	1.0	1.0	1.0	1.0
<i>Lieutenant</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 296,378	\$ 319,797	\$ 320,475	\$ 327,535
<i>Supplies</i>	5,526	3,100	3,100	3,050
<i>Services/Maintenance</i>	849,556	879,889	899,607	979,251
<i>Internal Services Contributions</i>	11,402	8,867	8,867	9,880
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$1,162,862</b>	<b>\$1,211,653</b>	<b>\$1,232,049</b>	<b>\$1,319,716</b>

# DIVISION SUMMARY

Department: Police

**Division: Detention Services**

Funding Source: General Fund



## **Program Description**

The Detention Services Activity is comprised of civilian Public Service Officers (PSOs). Their primary function is the operation of the holding facility 24 hours a day, 365 days a year. PSOs are responsible for booking, releasing, feeding and maintaining safety and order of all persons in the holding facility. Beginning October 1, 2020, the Duncanville Police Department will transition its Detention Services to the City of DeSoto Tri-City Jail.

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## **Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### **FY 2019-20**

This budget included \$6,100 for LiveScan interface and warranty in order to interface with CAD/RMS with data from bookings. Additionally, this budget included \$9,500 for food and laundry services.

### **FY 2020-21**

This budget includes the annual agreement for partnership with City of DeSoto Tri City jail - \$270,000. Moving forward this division will be dissolved.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Successful transition to City of DeSoto Tri-City Jail.

## Prior Year Accomplishments in FY 2019-20

- Full staffed.
- No deaths or injuries of prisoners being held in our holding facility.
- No complaints filed against jail staff by any prisoner.
- No claims of missing items from prisoners' property.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Public Service Officer</i>	5.0	5.0	5.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 285,487	\$ 295,257	\$ 295,257	\$ 0
<i>Supplies</i>	15,130	15,700	15,700	0
<i>Services/Maintenance</i>	6,969	8,075	8,000	270,000
<i>Internal Services Contributions</i>	997	705	705	0
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 308,584</b>	<b>\$ 319,737</b>	<b>\$ 319,662</b>	<b>\$ 270,000</b>

# DIVISION SUMMARY

Department: Police

**Division: Special Services**

Funding Source: General Fund



## Program Description

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

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
Procured equipment to promote safe, live-scenario defensive tactics training which more closely relates to what might be experienced in the field.	This budget includes a move to Police One for most online training, which saves thousands of dollars from previous platform; training for newly assigned motorcycle officer; and utilization of strategies to attract and hire diverse and qualified citizens.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Hire three (3) new officers.
- Conduct department wide mobile field force training.
- Conduct department wide de-escalation training utilizing most recent recommendations from PERF.
- Transition to a new PoliceOne Training database which will provide a system for all officers' certifications.
- Develop and teach rifle training to officers who were issued a department rifle.

## Prior Year Accomplishments in FY 2019-20

- 100% of newly hired officers graduated the police academy.
- Processed and hired 5 officers.
- Began implementation of Less Lethal program for Patrol - converted all department owned shotguns to less lethal beanbag shotguns to provide personal a less lethal option over firearms when appropriate.
- Conducted Biennial use of force training for entire department.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Officer</i>	1.0	1.0	1.0	1.0
<i>Lieutenant</i>	0.0	0.0	0.0	1.0
<i>Sergeant</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>

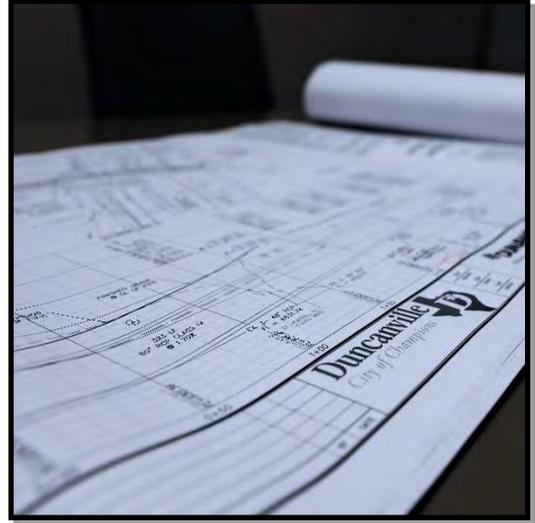
<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 297,402	\$ 253,509	\$ 253,187	\$ 384,589
<i>Supplies</i>	60,558	56,427	55,947	54,480
<i>Services/Maintenance</i>	82,166	69,950	61,472	72,077
<i>Internal Services Contributions</i>	1,039	455	455	808
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 441,165</b>	<b>\$ 380,341</b>	<b>\$ 371,061</b>	<b>\$ 511,954</b>

# DIVISION SUMMARY

Department: Public Works

**Division: Engineering**

Funding Source: General Fund



## Program Description

The Engineering Division is primarily responsible for providing the following core services to the residents and businesses of Duncanville: 1) Public Projects: Preparation of design and construction plans and specifications for capital improvement projects, capital project management, Water, Wastewater and Drainage Master Plans review and update, transportation management, and inspection of all construction work; 2) Private Development: Review of engineering plans and designs, plats, right-of-way permits and inspections; 3) Governmental and Regulatory Agencies: Environmental, water quality, and storm water compliance, reporting, permitting and oversight; 4) Homeowner assistance and complaint resolution; 5) GIS mapping of City's infrastructure, and preparation/update of city maps.

## Council "Strategic Priorities" Emphasis

- 1 – Emphasize High Quality of Life      2 – Reimagine Main Street and City Center Area  
5 – Advance Marketing Strategy

## Major Budget Items

### FY 2019-20

The FY 2019-20 Budget included a funding decrease of \$4,802 for Geographic Information System (GIS) and Computer Aided Drafting (CAD) software due to the acquisition of the CAD software in FY 2018-19.

### FY 2020-21

The FY 2020-21 Budget includes an increase of \$1,300 in funding to procure additional GIS licenses which will provide for additional staff to view the infrastructure drawings which are now stored on a GIS platform.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Complete construction of FY20 Capital Improvement Projects (CIP).
- Award all designs for FY21 CIP projects by March 2021.
- Award all FY21 CIP construction projects.

## Prior Year Accomplishments in FY 2019-20

- Completed construction of alley CIP project at Granada-Flamingo.
- Completed FY18 Pipebursting project as part of the City's Sanitary Sewer Overflow (SSO) mitigation plan.
- Initiated construction of ADA sidewalks in Fairmeadows Subdivision.
- Initiated water/wastewater replacement along High Ridge Drive and S. Alexander Drive.
- Initiated water/wastewater replacement along W. Center Street in vicinity of Center Ridge Apartments.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Assistant Public Works Director</i>	0.5	0.5	0.5	0.5
<i>Construction Inspector</i>	1.0	1.0	1.0	1.0
<i>Engineering Technician</i>	0.5	0.5	0.5	0.5
<i>Executive Assistant</i>	0.5	0.5	0.5	0.5
<i>Public Works Director</i>	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 336,872	\$ 341,660	\$ 346,836	\$ 324,654
<i>Supplies</i>	1,438	2,844	2,644	4,702
<i>Services/Maintenance</i>	6,953	15,953	28,353	15,899
<i>Internal Services Contributions</i>	47,272	42,602	42,602	42,648
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 392,535</b>	<b>\$ 403,059</b>	<b>\$ 420,435</b>	<b>\$ 387,903</b>

# DIVISION SUMMARY

Department: Public Works

**Division: Building Inspections**

Funding Source: General Fund



## Program Description

The Building Inspection Division provides building and health inspection and permitting services based on federal, state and city codes. Building codes provide consistent standards in construction. Building Inspection reviews building permit applications, issue permits, and perform inspections of building construction to ensure compliance with structural, electrical, plumbing, mechanical and zoning requirements. Other duties include issuance of Certificates of Occupancy, building demolition, single-family registration and garage sale permits. Health inspections protect public health, safety and welfare by regulating safe construction and prevention of food-borne and water-borne illnesses.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
The FY 2019-20 Budget includes \$19,000 for mosquito abatements. A budget increase of \$53,768 to provide for demolition of three underground oil tanks located at 727 S. Cockrell Hill Rd.	The FY 2020-21 Budget includes \$19,000 for mosquito abatements.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- To register all single-family rental properties and annual renewal of rental properties.
- To educate the public on the importance of obtaining the required building permits.
- To assist restaurants in improving restaurant scores to a 90% sanitation rating, or better. Will provide on-going education information related to food safety and safe handling practices.
- To notify property owners of outstanding liens.

## Prior Year Accomplishments in FY 2019-20

- Issued new Certificate of Occupancy for Pappas Bar-B-Q Restaurant located at 230 W. Hwy 67.
- Issued new Certificate of Occupancy for Childcare Network located at 707 S. Cedar Ridge.
- Completed final inspection of new construction of a 12,924 sq. ft. multi-tenant retail building at 901 E Hwy 67.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Building Inspection Coordinator</i>	1.0	1.0	1.0	1.0
<i>Building Inspector</i>	1.0	1.0	1.0	1.0
<i>Building Official</i>	1.0	1.0	1.0	1.0
<i>Health Inspector</i>	1.0	1.0	1.0	1.0
<i>Permit Technician</i>	1.0	1.0	1.0	1.0
<i>Residential Rental Property Admin Asst</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 416,021	\$ 421,561	\$ 423,561	\$ 455,378
<i>Supplies</i>	4,226	5,201	4,951	6,351
<i>Services/Maintenance</i>	155,610	50,209	140,789	42,524
<i>Internal Services Contributions</i>	15,591	3,201	3,201	3,228
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 591,448</b>	<b>\$ 480,172</b>	<b>\$ 572,502</b>	<b>\$ 507,481</b>

# DIVISION SUMMARY

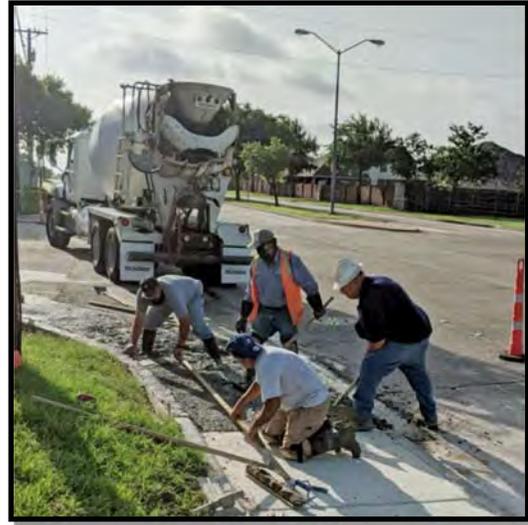
Department: Public Works

**Division: Streets**

Funding Source: General Fund

## Program Description

The Street Division is responsible for maintenance and repair of the City's streets, alleys, and drainage infrastructure. The Division is also responsible for ice control of bridges and signalized intersections, barricading high water areas and impassible roadways, assisting the Duncanville PD with traffic control at special events, removing debris from thoroughfares, cleaning drainage structures and inlets, and maintaining flow in waterways.



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## Council "Strategic Priorities" Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The budget included \$2,290,872 for contractual services. Following the recommendations of the City's pavement management software, city contractors milled and overlaid 4 asphalt streets, applied micro-surfacing to 26 residential asphalt streets, sealed cracks in 41 asphalt streets, lifted pavement on one concrete arterial street, and replaced damaged pavement on 2 arterial streets.

### FY 2020-21

The budget includes \$1,630,872 for contractual services to mill and overlay 5 asphalt streets, apply micro-surfacing to one arterial and 9 residential asphalt streets, seal cracks in 32 asphalt streets, and lift fallen pavement on two arterials.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Continue pavement maintenance activities to increase the Pavement Condition Index (PCI) for arterial and residential streets and alleys. This will include mill and overlay 5 asphalt streets, applying surface treatment to asphalt streets, crack sealing asphalt streets, and lifting fallen pavement on two concrete arterials.
- Replace damaged sidewalks and install ADA ramps in various subdivisions.

## Prior Year Accomplishments in FY 2019-20

- Milled and overlaid 4 streets, applied surface treatments to rehabilitate asphalt streets, sealed cracks in asphalt pavement, lifted fallen pavement on Cockrell Hill Road to improve the conditions of the streets.
- Reconstructed Wintergreen Road, from Cockrell Hill to eastern city limit.
- Constructed sidewalk additions and ADA ramps at the Field House.
- Replaced damaged sidewalks and installed ADA ramps in Flame West Addition of Duncanville.
- Implement the Service Request and Work Order modules of Tyler Munis to improve efficiency, effectiveness and customer service.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	0.5	0.5	0.5	0.5
<i>Crew Leader</i>	3.0	3.0	3.0	3.0
<i>Street Supervisor</i>	1.0	1.0	1.0	1.0
<i>Maintenance</i>	7.0	7.0	7.0	7.0
<i>Skilled Maintenance</i>	4.0	4.0	4.0	4.0
<i>Street Superintendent</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>16.5</b>	<b>16.5</b>	<b>16.5</b>	<b>16.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 873,175	\$ 960,638	\$ 914,510	\$ 953,896
<i>Supplies</i>	157,183	252,194	234,635	250,285
<i>Services/Maintenance</i>	1,909,995	2,253,537	2,369,600	2,253,119
<i>Internal Services Contributions</i>	83,959	83,669	83,669	86,290
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$3,024,312</b>	<b>\$3,550,038</b>	<b>\$3,602,414</b>	<b>\$3,543,590</b>

# DIVISION SUMMARY

Department: Public Works  
**Division: Traffic Operations**  
 Funding Source: General Fund



**Program Description**

The Traffic Operations Division is responsible for the installation, as appropriate, and maintenance of all City owned traffic control devices. This includes the fabrication, installation, and maintenance of signage, construction and maintenance of signalized intersections, programming and maintenance of school zone flashers, the installation and maintenance of pavement markings, as well as traffic counts. The Division is also responsible for the installation and maintenance of multiple types of communications equipment. The traffic signal information technology “IT” infrastructure has over six hundred IP addressable devices within it, along with thirty-five 5.8Ghz radios, 21,230 feet of fiber optic cable, 155 cameras, and cellular comms devices. The advanced computerized school zone communications system is also maintained by Traffic Operations. It consists of over eighty 900Mhz radios. All the communication equipment is controlled from the Traffic Management Center (TMC) at the Duncanville Service Center.

**Council “Strategic Priorities” Emphasis**

- 1 – Emphasize High Quality of Life
- 5 – Advance Marketing Strategy

**Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
<p>The FY 2019-20 Budget included \$151,314 for the Signal construction and maintenance contract (annual maintenance), \$138,822 for the Pavement Markings (annual maintenance), and a reduction to \$40,500 for Traffic cabinet replacement (annual maintenance).</p>	<p>The FY 2020-21 Budget includes \$156,610 for the Signal construction and maintenance contract (annual maintenance), \$156,845 for the Pavement Markings(annual maintenance), \$7,500 for replacing a portion (10%) of all City ground mounted street signs (year 2 of 10), a reduction to \$38,085 for Traffic cabinet replacement (annual maintenance).</p>

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Re-wire four traffic signals per replacement plan.
- Replace three traffic cabinets per replacement plan. Quantity replaced each year was decreased from four per year to three due to budget considerations.
- Replace ten percent of all City ground mounted street signs.

## Prior Year Accomplishments in FY 2019-20

- Installed Neighborhood Sign Toppers in all residential neighborhoods in Duncanville.
- Re-wired four traffic signals per replacement plan.
- Replaced four traffic cabinets per replacement plan.
- Completed final phase of audible push buttons at crosswalks.
- Completed final phase of installation at illuminated street signs.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Traffic Operations Technician</i>	3.0	3.0	3.0	3.0
<i>Traffic Operations Superintendent</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 308,927	\$ 318,796	\$ 318,795	\$ 317,714
<i>Supplies</i>	168,165	165,680	175,446	184,366
<i>Services/Maintenance</i>	134,518	338,971	489,086	368,102
<i>Internal Services Contributions</i>	11,927	9,240	9,240	18,476
<i>Capital</i>	0	38,085	38,085	38,085
<b>TOTAL</b>	<b>\$ 623,537</b>	<b>\$ 870,772</b>	<b>\$1,030,652</b>	<b>\$ 926,743</b>

# DIVISION SUMMARY

Department: Public Works

**Division: Planning**

Funding Source: General Fund



## Program Description

The Planning Division of the Public Works Department manages the City's long-range plans and develops ordinances and policies that implement these plans and facilitates the development process. Our mission is to shape the physical development of the City. We work closely with the development community to ensure careful and thoughtful compliance with all City codes, policies and ordinances.

The Comprehensive Plan was adopted in 2018. Staff is asked to update the status of projects, programs and initiatives that are explicitly tied to a recommendation in the Comprehensive Plan. To date, 41% of the 18 recommendations are currently in some status of progress (started, in progress, almost done or completed).

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## Council “Strategic Priorities” Emphasis

- 1 – Emphasize High Quality of Life
- 2 – Reimagine Main Street and City Center Area
- 3 – Promote Innovative Ideas for Development and Re-Development

## **Major Budget Items**

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### **FY 2019-20**

The FY 2019-20 budget included \$2,000 for Zoning Ordinance Update and \$10,000 initial funding for the Neighborhood Entryway Signage grant.

### **FY 2020-21**

The FY 2020-21 budget includes EnerGov system launch and operating to manage all planning projects’ day to day activities; Walkability Study for city neighborhoods; GIS Training; Zoning Ordinance Update revisions ongoing with Freese and Nichols.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Complete the Zoning Ordinance Update for the city.
- Develop and implement a Design Development Guide for use by community businesses and developers when planning new development within Duncanville.
- Redesign the Planning Website, including additional interactive maps.

## Prior Year Accomplishments in FY 2019-20

- Worked with consultant, other city staff, Planning and Zoning Commission and Duncanville City Council to implement and execute the Zoning Ordinance Update process.
- Participated in numerous Development Review Committee meetings with prospective businesses to ensure orderly and efficient development of the city.
- Provided assistance to the Complete Count Census Committee assistance and social media campaign.
- Received numerous awards for planning excellence: Texas APA Community Public Outreach Award “Get in the Zone” and APA Planning Excellence Recognition.
- Participated in the Community Mural Painting project at Daniieldale and Cockrell Hill Roads.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>City Planner</i>	1.0	1.0	1.0	1.0
<i>Planning Technician</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 164,132	\$ 189,791	\$ 125,983	\$ 88,209
<i>Supplies</i>	1,368	5,078	4,302	2,882
<i>Services/Maintenance</i>	12,373	24,276	67,526	67,268
<i>Internal Services Contributions</i>	0	288	288	1,000
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 177,873</b>	<b>\$ 219,433</b>	<b>\$ 198,099</b>	<b>\$ 159,359</b>

# DIVISION SUMMARY

Department: Public Works

**Division: Code Services**

Funding Source: General Fund



## **Program Description**

The Code Enforcement Section is responsible for the enforcement of the City’s Code of Ordinances to enhance the quality of life within the City. Code ensures residential and commercial properties are in compliance with the City’s property maintenance, nuisance, sign, fence, apartment complex, zoning, substandard building regulations and other city codes. The Code Enforcement Section performs annual Multi-Family (apartment) inspections and supports the Vacant Building and Rental Registration Programs by identifying unregistered and vacant properties. Code Enforcement also participates in events (i.e., townhall meetings, neighborhood meetings) which help to educate the public regarding the City’s codes with ultimate goal of eliminating future non-compliance issues.

## **Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
The FY 2019-20 Budget for Contractual Services increased by \$784 to \$24,834 for abatement of properties in violation of City’s ordinances (e.g., High Grass, Illegal Storage, Trash and Debris, etc.).	The FY 2020-21 Budget for Contractual Services decreased to \$24,390. Code Enforcement will endeavor to increase onsite interaction with residents and property owners which should result in quicker resolution of code violations and the need for abatements.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Assist Building Inspections Department in performance of single-family rental property inspections as opposed to contracting with a third-party vendor to perform the inspections.
- Continue to support the Property Improvement Program (PIP) to assist homeowners in property maintenance and improvements which will alleviate current and potential code violations. This will result in a reduction in the number of substandard structures in the City.

## Prior Year Accomplishments in FY 2019-20

- Through consistent code enforcement efforts, encouraged property owners to repair and/or replace eight major commercial parking lots in the City this fiscal year.
- Four apartment complexes were inspected as part of the Multi-Family Registration Program fiscal year-to-date.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Code Enforcement Officer</i>	2.0	2.0	2.0	2.0
<i>Code Officer (CDBG – Grant Funded)</i>	1.0	1.0	1.0	1.0
<i>Senior Code Enforcement Officer</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 191,911	\$ 196,932	\$ 196,932	\$ 193,846
<i>Supplies</i>	6,512	10,913	9,413	10,762
<i>Services/Maintenance</i>	32,366	52,662	71,777	50,125
<i>Internal Services Contributions</i>	0	10,059	10,059	11,575
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 230,789</b>	<b>\$ 270,566</b>	<b>\$ 288,181</b>	<b>\$ 266,308</b>

# DIVISION SUMMARY

Department: Public Works

**Division: Equipment Services**

Funding Source: General Fund



## Program Description

The Equipment Services Division is responsible for the maintenance and repair of 229 City-owned vehicles and equipment. This function involves scheduling and conducting routine preventive and emergency maintenance and repairs on City vehicles and equipment, as required. Other responsibilities include management of the fueling station, wrecker/auto pound operation, developing specifications for new vehicles/equipment, providing guidelines and recommendations on the Fleet Replacement Fund, coordinating vehicle and equipment auctions, assisting in the vehicle and equipment purchasing process and performing routine inspections on City generators.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

### **FY 2019-20**

The FY 2019-20 Budget included \$314,660 for vehicle supplies and fuel for city vehicles and equipment; \$343,810 for outsourcing specialized repairs and maintenance; \$25,000 for the in-house repair of city equipment; and \$89,000 for the in-house repair of city vehicles.

### **FY 2020-21**

The FY 2020-21 Budget includes \$290,155 for vehicle supplies and fuel for city vehicles and equipment; \$313,810 for outsourcing specialized repairs and maintenance beyond staff’s current capabilities; \$25,000 for the in-house repair of city equipment, and \$85,000 for the in-house repair of city vehicles.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Replace the current 32-year-old underground fuel storage tanks used to store the City’s gasoline and diesel fuel.
- Utilize the newly implemented Asset Management and Work Order modules of Tyler Munis to improve efficiency, effectiveness and customer service in the tracking of the cost and maintenance of the City’s vehicles and equipment.
- Maintain operational readiness goal of 95% for all city vehicles.

## Prior Year Accomplishments in FY 2019-20

- Performed routine preventative maintenance on vehicles and equipment (including generators).
- Achieved Patrol Vehicles operational readiness rate of 82.64%; Fire Apparatus operational readiness rate of 80.74%; Ambulance operational readiness rate of 95.02%; Backhoe operational readiness rate of 96.80%; and F-350 & F-450 trucks operational readiness rate of 99.87%.
- Maintained equipment to appropriate standards and ensured yearly state inspections of all vehicles, DOT inspections for heavy trucks, and NFPA standards for fire equipment.
- Maintained fueling station to meet Texas Commission on Environmental Quality (TCEQ) requirements.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Equipment Superintendent</i>	1.0	1.0	1.0	1.0
<i>Field Supervisor</i>	1.0	1.0	1.0	1.0
<i>Mechanic</i>	2.0	2.0	2.0	2.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 339,763	\$ 328,106	\$ 328,105	\$ 334,000
<i>Supplies</i>	231,095	324,668	304,980	300,138
<i>Services/Maintenance</i>	310,002	476,589	428,279	442,311
<i>Internal Services Contributions</i>	7,693	6,876	6,876	6,690
<i>Capital</i>	136,736	0	0	0
<b>TOTAL</b>	<b>\$1,025,289</b>	<b>\$1,136,239</b>	<b>\$1,068,240</b>	<b>\$1,083,139</b>

# DIVISION SUMMARY

Department: Fire

**Division: Fire Administration**

Funding Source: General Fund



## Program Description

The Duncanville Fire Department’s primary mission is to protect the lives and property of the citizens, businesses and visitors of Duncanville and surrounding areas. The Department may be called on to handle anything from local emergencies to major disasters. The Department is a professional organization continually seeking opportunities to serve and engage our community with outstanding customer service. This is accomplished through the delivery of excellent patient care by emergency medical services, Emergency Management, fire suppression operations and fire prevention through inspections and public education. Fire Administration is responsible for the general supervision of the Duncanville Fire Department. Fire Administration consists of the Fire Chief, Assistant Chief and the Executive Assistant.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

Major budget items for FY19 include warning siren enhancements in the amount of \$6,961, the Everbridge Mass Notification System in the amount of \$14,541 and funds for the Regional Fire Training Officer in the amount of \$53,847.

### FY 2020-21

Major budget items for FY20 include the Everbridge Mass Notification System in the amount of \$14,541 and funds for the Regional Fire Training Officer in the amount of \$53,641.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Effectively utilize fire suppression and emergency medical service resources to maintain a safe environment to protect life and property based upon current standards.
- Provide the community with an array of emergency services that educate citizens and businesses on preventative measures, personal and environmental safety and code enforcement in a community partnership.
- Foster a culture that emphasizes and enhances employee health and safety and promote a highly motivated and well-trained workforce.
- Recognize and scale to changing budgetary, fiscal and regulatory conditions.

## Prior Year Accomplishments in FY 2019-20

- Received an AFG grant to replace three thermal imaging cameras.
- Employed five new candidates.
- Installed new Computer Aided Dispatch and Record Management Systems.
- Implemented emergency protocols directed to minimize COVID-19 exposures.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Assistant Fire Chief</i>	1.0	1.0	1.0	1.0
<i>Executive Assistant</i>	1.0	1.0	1.0	1.0
<i>Fire Chief</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 403,859	\$ 423,053	\$ 423,053	\$ 425,131
<i>Supplies</i>	9,723	10,750	10,750	10,375
<i>Services/Maintenance</i>	126,885	138,804	133,465	153,393
<i>Internal Services Contributions</i>	70,738	61,218	61,218	61,046
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 611,205</b>	<b>\$ 633,825</b>	<b>\$ 628,486</b>	<b>\$ 649,945</b>

# DIVISION SUMMARY

Department: Fire

Division: Fire Prevention

Funding Source: General Fund



## Program Description

The Fire Prevention Office has a key role in protecting the safety of the citizens, businesses and visitors of Duncanville. The Fire Prevention Office is staffed by one full time Battalion Chief / Fire Marshal, and one full time civilian Fire Inspector. The Fire Prevention Division is responsible for a variety of enforcement, inspections, investigations and public education efforts focused on life safety & minimizing property loss due to fire and other emergencies. Additionally, Fire Prevention actively participates with the City of Duncanville departments, private industry and governmental agencies to ensure fire and life safety issues are addressed in new construction and building remodels and are a central figure in coordinating resources to provide safety during special events. The Fire Marshal assists in the EOC and serves as the Fire Department Public Information Officer.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life    5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
This budget included \$ 1,767 for annual memberships and certifications; and \$4,277 for continuing education and training new Fire Marshal.	This budget includes \$ 1,937 for annual memberships and certifications; and \$4,000 for continuing education and Fire Marshal’s conference.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Assimilate new software into fire prevention transactions.
- Continually provide essential fire inspections for new certificate of occupancy applicants, state required fire inspections and all essential commercial occupancies through safe means during COVID-19 pandemic.
- Coordinate with other departments in planning and implementing actions for abatement, concerning structure(s) and/or areas of the city that are substandard or possess severe non-compliance with code and life safety issues.
- Research other media means through NFPA and other fire educational associations to provide alternative fire safety education to our community as well as to targeted members of our community. (Seniors, youth, physically impaired)

## Prior Year Accomplishments in FY 2019-20

- Transitioned new Fire Marshal.
- Educated and enforcement with Community businesses/citizens concerning ongoing COVID-19 related issues.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Fire Inspector</i>	1.0	1.0	1.0	1.0
<i>Fire Marshal</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 265,554	\$ 215,455	\$ 267,187	\$ 230,524
<i>Supplies</i>	6,622	8,735	8,660	7,560
<i>Services/Maintenance</i>	9,448	13,763	11,170	11,309
<i>Internal Services Contributions</i>	8,483	6,324	6,324	4,865
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 290,107</b>	<b>\$ 244,277</b>	<b>\$ 293,341</b>	<b>\$ 254,258</b>

# DIVISION SUMMARY

Department: Fire

**Division: Fire Suppression**

Funding Source: General Fund



## Program Description

Fire suppression is responsible for providing emergency response to fires, vehicle accidents, rescues, hazardous material incidents and other emergencies. Additionally, through automatic assistance and mutual aid agreements, we also provide fire suppression services to the residents and visitors of Duncanville, DeSoto, Cedar Hill and Dallas. Fire Suppression provides support activities for Emergency Medical Services, Fire Prevention, Regional Emergency Management, Duncanville Police Department and Duncanville Public Works.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The major budget items for Fire Suppression in FY19-20 were for uniforms and Personal Protective Equipment in the amount of \$56,879, training in the amount of \$39,235 and Fleet replacement in the amount of \$126,243.

### FY 2020-21

The major budget items for Fire Suppression in FY20-21 for uniforms and Personal Protective Equipment in the amount of \$56,879, training in the amount of \$39,235 and Fleet replacement in the amount of \$106,756.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Enhance regional fire training with DeSoto, Cedar Hill, and Lancaster for operational effectiveness and standardization on an emergency scene.
- Meet Texas Commission on Fire Protection requirements for personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) maintenance and inspections.
- Respond to all emergency calls with a high level of efficiency and preparedness and achieve response times in compliance with NFPA recommendations.
- Maintain Blue Card Command System certification through continuing education.

## Prior Year Accomplishments in FY 2019-20

- Implemented a Succession Plan for the department to provide leadership training for qualified fire personnel who temporarily or permanently promote to a higher position by identifying training opportunities to obtain the knowledge, training and skill set to perform the functions of leadership positions.
- All shift personnel completed and passed their annual physical fitness assessment.
- An after-action review is conducted by the Regional Fire Training Officer after all major structure fires.
- The Regional Fire Training Officer coordinated the required TCFP continuing education for all shift personnel.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Battalion Chief</i>	3.0	3.0	3.0	3.0
<i>Captain</i>	6.0	6.0	6.0	6.0
<i>Fire Engineer</i>	6.0	6.0	6.0	6.0
<i>Firefighter</i>	21.0	21.0	21.0	21.0
<b>TOTAL</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$3,933,956	\$3,952,498	\$3,882,193	\$3,969,807
<i>Supplies</i>	90,766	96,856	95,357	96,046
<i>Services/Maintenance</i>	77,138	102,945	95,999	120,722
<i>Internal Services Contributions</i>	166,734	141,960	141,960	143,882
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$4,268,594</b>	<b>\$4,294,259</b>	<b>\$4,215,509</b>	<b>\$4,330,457</b>

# DIVISION SUMMARY

Department: Fire

**Division: Advanced Life Support**

Funding Source: General Fund



## **Program Description**

Emergency Medical Services provides Advanced Life Support emergency medical assistance to residents and visitors of Duncanville, and through Automatic and Mutual Aid Agreements, to the communities of DeSoto, Cedar Hill and adjacent areas of Dallas. Emergency Medical Services personnel provide support activities for Fire Operations. This program also ensures we remain compliant with all standards and laws pertaining to HIPAA (Health Information Portability and Accountability Act), TDSHS (Texas Department of State Health Services), DEA (Drug Enforcement Agency), CLIA (Clinical Laboratory Improvement Amendments), Medicaid, Medicare and the Affordable Care Act of 2012.

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## **Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### **FY 2019-20**

The FY19-20 fiscal year budget includes \$83,000 for drugs and medical supplies necessary for the delivery of Advanced Life Support services.

### **FY 2020-21**

The proposed FY19-20 fiscal year budget includes \$85,490 for drugs and medical supplies necessary for the delivery of Advanced Life Support services.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Community Paramedic Program will work closely with the BioTel Social Worker to provide a host of out of hospital social services to Duncanville citizens requiring assistance to improve their quality of life.
- Maintain our average door-to-balloon (D2B) time for a ST elevation myocardial infarction (STEMI) below 30 minutes to Charlton Methodist Hospital.
- Provide transport to potential stroke patients to the most appropriate stroke facility within our medical control designated time frame.

## Prior Year Accomplishments in FY 2019-20

- Maintain DSHS Provider License, continuing education for Paramedic certification/licensure, continuing education for EMT certification and maintain National Registered Paramedic Certifications.
- Graduated five personnel from Paramedic School.
- Recovered over \$150,000.00 in cooperation with the Texas Ambulance Services Supplemental Payment Program.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>EMS Division Chief</i>	1.0	1.0	1.0	1.0
<i>Firefighter</i>	12.0	12.0	12.0	12.0
<b>TOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$1,211,410	\$1,330,050	\$1,292,920	\$1,345,446
<i>Supplies</i>	92,006	105,048	104,448	106,738
<i>Services/Maintenance</i>	143,844	179,007	174,304	167,250
<i>Internal Services Contributions</i>	95,026	86,638	86,638	78,383
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$1,542,286</b>	<b>\$1,700,743</b>	<b>\$1,658,310</b>	<b>\$1,697,817</b>

# DIVISION SUMMARY

Department: Fire

**Division: Regional Emergency Management**

Funding Source: General Fund



## Program Description

The Southwest Regional Emergency Management program is comprised of the following jurisdictions; Cedar Hill, DeSoto, Duncanville and Lancaster. The Regional Emergency Management Operations Coordinator assists with developing and implementing a comprehensive emergency management program that addresses the four aspects of emergency management; effectively mitigate against, prepare for, response to, and recover from emergencies and disasters. The Regional Emergency Management Operations Coordinator is responsible for the various emergency management activities, planning, training and exercises, and serves as the liaison on emergency management issues for four jurisdictions. Additional responsibilities include coordination with the National Incident Management System (NIMS) implementation program, TDEM, and NCTCOG.

## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

### FY 2019-20

The Emergency Management Budget included \$132,823.92 for salary, benefits, supplies, services, fuel and vehicle replacement to support the Regional Emergency Management Operations Coordinator providing planning, training, exercises, grant management and community emergency preparedness activities for Cedar Hill, DeSoto, Duncanville, and Lancaster.

### FY 2020-21

The Emergency Management Budget included \$139,720.34 for salary, benefits, supplies, services, fuel and vehicle replacement to support the Regional Emergency Management Operations Coordinator providing planning, training, exercises, grant management and community emergency preparedness activities for Cedar Hill, DeSoto, Duncanville, and Lancaster.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Update the Southwest Regional Emergency Management Plan with stakeholders to include partner agencies. Develop and submit the Southwest Regional Disaster Debris Management Plan to TDEM & FEMA.
- Conduct three (3) discussion-based and operations-based exercises; to include the submission of an After-Action Report to the Texas Division of Emergency Management.
- Update the Southwest Regional Multi-Year Training and Exercise Plan to comply with the Emergency Management Performance Grant requirements.
- Identify training for staff and partner agencies for our Southwest Regional Emergency Management Plan and Annexes.
- Manage and report Homeland Security and Emergency Management Grants.

## Prior Year Accomplishments in FY 2019-20

- Award for Hazard Mitigation Grant for Community Safe Room and Generator for DeSoto Fire Station #2 for \$488,000.
- Emergency Management Performance Grants for Best Southwest cities totaling \$118,633.99.
- The Regional Emergency Management Operations Coordinator coordinated resources for the Ellis Davis Field House COVID 19 Testing and Collection Site, requested resources for Cedar Hill, DeSoto, Duncanville, Lancaster and healthcare agencies located in the Best Southwest Cities. During COVID 19, the Regional Emergency management Operations Coordinator coordinated COVID 19 onsite testing in each city to identify COVID 19 positive individuals so that they can be quarantined for 14 days to prevent the community spread of COVID 19. Coordinated with each city for Disaster Declarations for COVID 19, response and recovery programs to include FEMA Public Assistance and CARES ACT grant funding

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Regional Emergency Mgmt Coordinator</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 116,878	\$ 119,099	\$ 119,099	\$ 119,670
<i>Supplies</i>	5,793	8,625	10,439	9,625
<i>Services/Maintenance</i>	4,120	5,107	3,293	7,520
<i>Internal Services Contributions</i>	3,723	3,311	3,311	3,594
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 130,514</b>	<b>\$ 136,142</b>	<b>\$ 136,142</b>	<b>\$ 140,409</b>



# Duncanville

*City of Champions*

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## UTILITY FUND



The Utility Fund is an enterprise fund and therefore self-sustaining. Revenues collected from consumers for water and sewer usage pay for the expenses incurred; such as personnel, operating expenses, and Capital Improvement Projects.

- Fund Summary
- Utility Fund Department Narratives

# UTILITY FUND

Utility Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$9,429,759</b>	<b>\$8,237,364</b>	<b>\$9,459,746</b>	<b>\$7,956,236</b>
REVENUES				
Residential Water Sales	\$5,268,695	\$5,300,000	\$5,400,000	\$5,400,000
Multi-Family Water Sales	794,549	750,000	770,000	770,000
Commercial Water Sales	1,365,147	1,350,000	1,340,000	1,360,000
Water Sales Other	1,235	0	1,000	1,000
Water Sales Irrigation	467,413	480,000	510,000	510,000
Water Taps	10,344	10,000	10,000	10,000
School Water Sales	144,845	150,000	155,000	165,000
Reimbursement for Summit Tank	548	0	600	600
<b>TOTAL WATER REVENUES</b>	<b>\$8,052,776</b>	<b>\$8,040,000</b>	<b>\$8,186,600</b>	<b>\$8,216,600</b>
Residential Sewer Service	\$6,736,681	\$6,300,000	\$6,500,000	\$6,500,000
Multi-Family Sewer Sales	1,491,331	1,400,000	1,455,000	1,455,000
Commercial Sewer Sales	1,471,387	1,350,000	1,450,000	1,470,000
Sewer Taps	4,128	3,600	3,600	3,600
Schools Sewer Sales	123,556	130,000	117,000	123,000
<b>TOTAL SEWER REVENUES</b>	<b>\$9,827,083</b>	<b>\$9,183,600</b>	<b>\$9,525,600</b>	<b>\$9,551,600</b>
Interest on Investments	\$206,475	\$120,000	\$120,000	\$120,000
Refunds from TRA	27,984	0	326,883	0
Service Charges	128,195	130,000	89,000	130,000
Miscellaneous Income	13,219	5,000	5,000	5,000
Cash Over and Short	(207)	0	0	0
Return Check Fees	7,490	5,000	5,000	5,000
Scrap Metal Sales	4,510	3,500	3,500	3,500
City Services Reimbursement	47,131	0	26,000	26,000
Penalties	167,451	130,000	130,000	165,000
<b>TOTAL OTHER REVENUES</b>	<b>\$602,248</b>	<b>\$393,500</b>	<b>\$705,383</b>	<b>\$454,500</b>
<b>TOTAL REVENUES</b>	<b>\$18,482,107</b>	<b>\$17,617,100</b>	<b>\$18,417,583</b>	<b>\$18,222,700</b>

# UTILITY FUND

Utility Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
EXPENDITURES				
Utility Accounting	\$ 1,026,528	\$ 1,169,420	\$ 1,274,620	\$ 1,091,798
Utility Administration	491,720	391,729	403,725	384,747
Water Services	3,996,241	4,514,065	4,395,520	4,643,674
Wastewater Services	5,359,634	5,876,545	6,366,139	5,796,451
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,874,123</b>	<b>\$11,951,759</b>	<b>\$12,440,004</b>	<b>\$11,916,670</b>
Debt Principal (Last pmt 02-25-20)	\$ 345,000	\$ 110,000	\$ 110,000	\$ 0
Interest on Debt	3,274	752	752	0
Paying Agent Fees	600	600	600	0
Transfer to General Fund	1,714,710	1,761,710	1,761,710	1,761,710
Transfer to CIP	5,000,000	5,000,000	5,000,000	5,000,000
Transfer Out Payment In lieu of Tax (PILOT) Franchise Tax	514,413	528,513	528,513	528,513
Transfer to Medical	0	41,200	41,200	0
Transfer for Medical Dissolution			23,614	
Transfer to COVID-19 Fund			14,700	
<b>TOTAL OTHER EXPENSES</b>	<b>\$7,577,997</b>	<b>\$7,442,775</b>	<b>\$7,481,089</b>	<b>\$7,290,223</b>
<b>TOTAL EXPENDITURES</b>	<b>\$18,452,120</b>	<b>\$19,394,534</b>	<b>\$19,921,093</b>	<b>\$19,206,893</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,459,746</b>	<b>\$6,459,930</b>	<b>\$7,956,236</b>	<b>\$6,972,043</b>
Days of Operations	187	122	146	132
Designated Operating Reserve	\$3,033,225	\$3,188,143	\$3,274,700	\$3,157,298
Target Number of Days in Reserve	60 Days	60 Days	60 Days	60 Days
Amount Above or (Below) Reserve	\$6,426,521	\$3,271,787	\$4,681,536	\$3,814,745

## UTILITY FUND

<b>Utility Fund Budgeted FTEs</b>	<b>2018-19 ACTUAL</b>	<b>2019-20 ADOPTED BUDGET</b>	<b>2019-20 REVISED BUDGET</b>	<b>2020-21 PROPOSED BUDGET</b>
Utility Administration	2.5	2.5	2.5	2.5
Water Services	8.0	8.0	8.0	10.0
Wastewater Services	11.5	11.5	11.5	9.5
Utility Accounting	10.0	10.0	10.0	10.0
<b>TOTAL</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>



# Duncanville

*City of Champions*

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# DIVISION SUMMARY

Department: Public Works

**Division: Utilities Administration**

Funding Source: Utilities Fund



**Program Description**

The Utilities Administration Division is responsible for the administration and general management of the day-to-day operational activities associated with—Water, Wastewater and Solid Waste Operations; Engineering; Planning; Street Drainage Operations; Fleet Operations; Building Inspection, Health Inspection, Code Enforcement; and Traffic Operations.

The Director coordinates the development of infrastructure improvements and long-range plans for capital improvements. The Assistant Director serves as staff liaison to the Trinity River Authority and Dallas Water Utilities for regional coordination.

**Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

**Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
<p>The FY 2019-20 Budget includes an additional \$1,200 for a P.E. exam course for the Graduate Engineer and an additional \$13,835 for Legal and Professional Support services for digital aerial photography coordinated by NCTCOG and P.E. design review services.</p>	<p>The FY 2020-21 Budget includes \$28,000 for Legal and Professional Support services for digital aerial photography coordinated by NCTCOG and P.E. design review services.</p>

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Manage and maintain treated water demand of 9.5 million gallons per day.
- Conduct studies, tests, and monitoring to improve efficiency of the sanitary sewer collection system and water distribution system.
- Continue aggressive sewer cleaning program to alleviate grease accumulations and dry weather sanitary sewer overflows.
- Replace old and leaking water pipelines to reduce unbilled water usage.
- Replace old and leaking wastewater pipelines to reduce sanitary sewer overflows. Includes an aggressive wastewater pipebursting program for refurbishing deteriorated piping.
- Provide project/program management of engineering design and construction contracts for water, wastewater, alley and drainage projects.

## Prior Year Accomplishments in FY 2019-20

- Implemented updated Stormwater Utilities rates.
- Provided project/program management of engineering design and construction contracts for water, wastewater, alley and drainage projects.
- Completed Water and Wastewater Master Plans which identify long-term water and wastewater infrastructure improvement needs.
- Participated in community outreach programs to educate participants regarding solid waste and other services provided by to the Public Works Department.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Assistant Public Works Director</i>	0.5	0.5	0.5	0.5
<i>Civil Engineer</i>	0.5	0.5	0.5	0.5
<i>Engineering Technician</i>	0.5	0.5	0.5	0.5
<i>Executive Assistant</i>	0.5	0.5	0.5	0.5
<i>Public Works Director</i>	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 302,451	\$ 295,706	\$ 300,882	\$ 294,231
<i>Supplies</i>	118,928	5,109	13,138	5,010
<i>Services/Maintenance</i>	37,586	59,458	58,249	54,505
<i>Internal Services Contributions</i>	32,755	31,456	31,456	31,001
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 491,720</b>	<b>\$ 391,729</b>	<b>\$ 403,725</b>	<b>\$ 384,747</b>

# DIVISION SUMMARY

Department: Utilities

**Division: Water Services**

Funding Source: Utilities Fund



## Program Description

The Water Services Division of the City of Duncanville is responsible for distributing and providing its customers with up to 9.5 million gallons per day of drinking water purchased from the City of Dallas. The Division’s mission is to provide a continuous supply of “Superior” rated drinking water which meets or exceeds all regulatory requirements. The Division ensures water is distributed at sufficient pressure to support domestic uses to include fire protection. The Water Services Division is also responsible for the operation and maintenance of more than 197.52 miles of water mains; 14,729 water services and meters; 1,365 fire hydrants; 3,604 valves; 3 pump stations (28,500 gallons per minute capacity); 4 Ground Storage Reservoirs (14.5 Million Gallons); and 3 Elevated Storage Tanks (3.0 MG); as well as an active Cross Connection and Backflow Prevention Program.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

Budget included \$16,340 for replacement of the PAX Mixing System inside the N. Main Ground Storage Reservoir to improve the overall quality of the drinking water distributed to the water system. The previous mixer had failed and was out of service.

### FY 2020-21

This budget includes \$51,000 to fund the City’s Fire Hydrant Replacement Program to replace approximately 30 fire hydrants throughout the city every year. The replacement program ensures working fire hydrants are available for use during firefighting operations.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Continue a proactive Leak Detection Program to locate and identify hidden water leaks. Water leaks in the system increase the City's cost for its treated water supply.
- Implement a Valve and Hydrant Maintenance Program to locate and exercise valves annually.
- Replace all 1-1/2" and larger water meters that have been in use for 20 years or longer.
- Continue color-coding fire hydrants and marking valves and manholes to aid in locating.
- Maintain the City's "Superior" water quality rating issued by TCEQ.

## Prior Year Accomplishments in FY 2019-20

- Contracted divers to complete interior inspections of all water storage tanks.
- Completed programming and command sequence updates to the SCADA system.
- Ensured all eligible employees received training needed in order to obtain and/or maintain water operator licenses as required by the Texas Commission on Environmental Quality (TCEQ).
- Responded quickly to repair broken water mains throughout the city.
- Replaced and repaired inoperable fire hydrants as reported.
- Removed unused land lines in SCADA room saving the City approximately \$20,000 annually.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	0.5	0.5	0.5	0.5
<i>Assistant Utilities Superintendent</i>	1.0	1.0	1.0	1.0
<i>Crew Leader</i>	2.0	2.0	2.0	3.0
<i>Field Supervisor</i>	1.0	1.0	1.0	2.0
<i>Maintenance Worker</i>	2.0	2.0	2.0	2.0
<i>Water Quality Technician</i>	1.0	1.0	1.0	1.0
<i>Utilities Superintendent</i>	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>10.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 447,918	\$ 536,503	\$ 492,682	\$ 655,367
<i>Supplies</i>	192,557	368,618	330,068	278,211
<i>Services/Maintenance</i>	3,322,305	3,534,090	3,497,916	3,659,240
<i>Internal Services Contributions</i>	33,461	65,364	65,364	41,366
<i>Capital</i>	0	9,490	9,490	9,490
<b>TOTAL</b>	<b>\$3,996,241</b>	<b>\$4,514,065</b>	<b>\$4,395,520</b>	<b>\$4,643,674</b>

# DIVISION SUMMARY

Department: Utilities

**Division: Wastewater Services**

Funding Source: Utilities Fund



## Program Description

The Wastewater Services Division of the City of Duncanville is responsible for providing continuous and uninterrupted wastewater collection services for the City's customers which are connected to the sanitary sewer system. The collection system consists of over 154.95 miles of sewer mains, 1,747 wastewater manholes and in excess of 10,000 customers. Wastewater Services Divisions' functions include maintenance and repair of wastewater main pipelines, service lateral lines, and one wastewater lift station.

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## Council "Strategic Priorities" Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### **FY 2019-20**

This budget includes \$75,000 for root treatment and manhole spray lining as outlined in our Sanitary Sewer Initiative Program submitted to the Texas Commission on Environmental Quality. This program is to identify and minimize the city's sanitary sewer overflows contributed to heavy rainfall. We are also adding \$10,000 to include grease treatment.

### **FY 2020-21**

This budget includes \$100,000 for additional mainline and manhole treatment as outlined in our Sanitary Sewer Initiative Program.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Continue the City's Inflow/Infiltration (I&I) Program by identifying points of stormwater infiltration into the sewer system.
- Rehabilitate wastewater manholes throughout the city with known issues such as root and groundwater intrusion.
- Identify problem areas within the wastewater collection system through line cleaning and pipeline televising activities.
- Mechanically clean pipelines throughout the many areas of the sewer system in order to reduce the amount of wastewater flow blockages.

## Prior Year Accomplishments in FY 2019-20

- Reduced the number of known sanitary sewer overflow areas.
- Ensured all eligible employees received training needed in order to obtain and/or maintain wastewater operator licenses as required by the Texas Commission on Environmental Quality (TCEQ).
- Renewed the City's participation in the TCEQ's 10 year Sanitary Sewer Overflow Initiative Program. This Program identifies the City's initiatives for reducing sanitary sewer overflows.
- Invested \$100,000 in identifying points of inflow and infiltration into the wastewater system which lead to additional treatment expenditures.
- Conducted an ongoing mechanical cleaning and televising program to locate wastewater pipelines in need of repair or replacement under capital improvement program.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Crew Leader</i>	5.0	5.0	3.0	2.0
<i>Field Supervisor</i>	2.0	2.0	2.0	1.0
<i>Maintenance Worker</i>	4.0	4.0	6.0	6.0
<i>Utilities Superintendent</i>	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>9.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 653,986	\$ 768,073	\$ 700,077	\$ 558,079
<i>Supplies</i>	57,362	139,184	105,584	103,798
<i>Services/Maintenance</i>	4,578,735	4,837,697	5,428,887	4,053,532
<i>Internal Services Contributions</i>	69,551	119,713	119,713	69,165
<i>Capital</i>	0	11,878	11,878	11,878
<b>TOTAL</b>	<b>\$5,359,634</b>	<b>\$5,876,545</b>	<b>\$6,366,139</b>	<b>\$5,796,452</b>

# DIVISION SUMMARY

Department: Finance

**Division: Utility Billing**

Funding Source: Utility Fund

## Program Description

The Utility Billing Department is responsible for the accurate billing and collection of related water, sewer, stormwater and garbage fees for customers within the City of Duncanville. Our commitment will be to compile meter readings based on scheduled readings of all city water meters; issue work orders for proper re-check of meter discrepancies and to process service orders to connect and disconnect water utility customers. The Department will prepare and have weekly billing statements mailed to over 12,000 water utility bill accounts. The fees collected will be processed and posted thru various forms of payments to our customers' accounts; online payments, bank draft, mailed payments, ACH payments, in person and over the phone thru the IVR system. The department also monitors and collects on delinquent accounts, return checks, and deposits.



## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

<u>FY 2019-20</u>	<u>FY 2020-21</u>
Upgraded to SPMR– Smart Phone Reading Meter devices for dialing meter reading at the cost of \$14,580.60. The Budget includes \$45,000 for a new F-250 truck replacement (Fleet Replacement Fund). The System upgrade to Munis will cost in the amount of \$150,033.00.	The Utility Fund includes reservation of \$5 million for AMI project. The completion of the Munis upgrade will be February 2021.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Establish and maintain a team of professionals who will strive continuously to improve the level of customer service given to the citizens of Duncanville.
- Recover revenues that may otherwise be lost through a more stringent collections program.
- Maintain and manage the Utility Accounting website and online payment system.
- Continue to establish departmental procedures and training criteria for end users of the utility database, hardware, equipment, network software, and the department's billing software.
- Evaluate potential new Utility Billing software.

## Prior Year Accomplishments in FY 2019-20

- Transition of the current Drainage service within the Banner system to reflect the new City Ordinance for Stormwater charges for Commercial properties, Schools, Apartments and Churches.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Assistant Utility Billing Manager</i>	1.0	1.0	1.0	1.0
<i>Crew Leader</i>	1.0	1.0	1.0	1.0
<i>Customer Service Representative</i>	3.0	3.0	3.0	3.0
<i>Field Supervisor</i>	1.0	1.0	1.0	1.0
<i>Meter Reader</i>	2.0	2.0	3.0	3.0
<i>Skilled Maintenance Worker</i>	1.0	1.0	0.0	0.0
<i>Utility Billing Manager</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 612,647	\$ 646,711	\$ 647,660	\$ 608,066
<i>Supplies</i>	79,240	171,424	237,573	88,990
<i>Services/Maintenance</i>	305,448	309,569	347,671	365,427
<i>Internal Services Contributions</i>	29,193	35,562	35,562	29,315
<i>Capital</i>	0	6,154	6,154	0
<b>TOTAL</b>	<b>\$1,026,528</b>	<b>\$1,169,420</b>	<b>\$1,274,620</b>	<b>\$1,091,798</b>



# Duncanville

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## DRAINAGE FUND



The Drainage Fund receives its revenues from Stormwater Fees charged to utility customers. Expenses incurred include personnel, operational expenses, and Capital Improvement Projects.

- Fund Summary
- Drainage Identified CIP FY21-26
- Drainage Fund Departments

# DRAINAGE FUND

Drainage Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$980,818</b>	<b>\$844,765</b>	<b>\$1,057,202</b>	<b>\$782,450</b>
REVENUES				
Residential	\$480,423	\$477,000	\$481,000	\$481,000
Multi-Family	27,210	60,000	60,000	60,000
Commercial	151,009	200,000	202,000	228,000
Logic Interest	2,559	0	1,200	0
<b>TOTAL DRAINAGE CHARGES</b>	<b>\$661,200</b>	<b>\$737,000</b>	<b>\$744,200</b>	<b>\$769,000</b>
City Services Reimbursement by Property Owner for Bagwall Program	\$20,646	\$10,000	\$21,423	\$10,000
<b>TOTAL REVENUES</b>	<b>\$681,846</b>	<b>\$747,000</b>	<b>\$765,623</b>	<b>\$779,000</b>
EXPENDITURES				
Drainage Administration	\$351,139	\$392,633	\$393,831	\$362,672
Erosion Control and Bagwall	105,444	60,000	0	60,000
Capital Improvement Projects	148,879	669,669	637,561	391,932
Transfer to Medical	0	6,400	8,983	0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$605,462</b>	<b>\$1,128,702</b>	<b>\$1,040,375</b>	<b>\$814,604</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,057,202</b>	<b>\$463,063</b>	<b>\$782,450</b>	<b>\$746,846</b>
<b>Drainage Fund Budgeted FTEs</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

# DRAINAGE FUND

## Drainage CIP Identified FY2021-2026

<b>FY2021:</b>	<b>\$451,932</b>
<ul style="list-style-type: none"><li>• Construct Stormwater Pipe Replace @ 370 Meadowcreek, cont'd from FY20 (\$221,732)</li><li>• Construct Bagwall @ 370 Meadowcreek, cont'd from FY20 (\$130,200)</li><li>• Construct Alley @ Madrid-Granada, cont'd from FY20 (\$30,000)</li><li>• FY21 Bagwall Program (\$60,000)</li><li>• Digitize, Catalog, GIS Drainage Drawings (\$5,000)</li><li>• Design Alley @ E. Cherry-E. Center w/ Alley Fund (\$5,000)</li></ul>	
<b>FY2022:</b>	<b>\$385,000</b>
<ul style="list-style-type: none"><li>• FY22 Bagwall Program (\$60,000)</li><li>• Design – Drainage Infrastructure Assessment (\$100,000)</li><li>• Construct Alley @ E Cherry-Alexander w/ Alley Fund (\$25,000)</li><li>• Drainage Repairs @ Lakeside Park (\$120,000)</li><li>• Design Drainage @ Rotary Park (\$55,000)</li><li>• Design Drainage Repair @ 703 Ida Vista (\$25,000)</li></ul>	
<b>FY2023:</b>	<b>\$386,000</b>
<ul style="list-style-type: none"><li>• FY23 Bagwall Program (\$60,000)</li><li>• Design Alley @ S. Peach St. (\$120,000)</li><li>• Design Alley @ E Center to Alexander (\$6,000)</li><li>• Construct Drainage Repair @ 703 Ida Vista (\$100,000)</li><li>• Drainage Infrastructure Assessment – Basin TBD (\$100,000)</li></ul>	
<b>FY2024:</b>	<b>\$96,000</b>
<ul style="list-style-type: none"><li>• FY24 Bagwall Program (\$60,000)</li><li>• Construct Alley @ E Center to Alexander (\$36,000)</li></ul>	
<b>FY2025:</b>	<b>\$1,264,000</b>
<ul style="list-style-type: none"><li>• FY25 Bagwall Program (\$60,000)</li><li>• Design Alley @ Wishing Song to Carder (\$4,000)</li><li>• Construct Drainage @ S Peach St (\$1,200,000)</li></ul>	
<b>FY2026:</b>	<b>\$85,000</b>
<ul style="list-style-type: none"><li>• FY26 Bagwall Program (\$60,000)</li><li>• Construct Alley @ Wishing Song to Carder (\$25,000)</li></ul>	

# DIVISION SUMMARY

Department: Public Works

**Division: Drainage Administration**

Funding Source: Drainage Fund



## Program Description

The Drainage Administration Division is responsible for protecting the environment from polluted drainage and stormwater by ensuring compliance with federal, state, and local laws and regulations. The Drainage Division is also responsible for the inspection, maintenance and repair of drainage ditches and storm drains. The division reviews design plans and inspects construction site activities, implements the federal Phase II, National Pollution Discharge Elimination System (NPDES), Municipal Separate Storm Sewer (MS4) Stormwater Permit, and enforces stormwater and floodplain ordinances. The Division is responsible for managing drainage-related Capital Improvement Projects (CIP). Additionally, the Division implements the Bagwall Program by coordinating with homeowners and the bagwall consultant. The day-to-day activities of Drainage Operations, including contracted street sweeping services, are managed by the Street Superintendent.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### **FY 2019-20**

The major budget items for FY2019-20 were Street Sweeping (\$147,000), MS4 Compliance (\$10,580) and Professional Continuing Education (\$8,298).

### **FY 2020-21**

The major budget items for FY2019-20 are Street Sweeping (\$101,900), MS4 Compliance (\$34,900) and Professional Continuing Education (\$8,313).

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Implement Best Management Practices as described in City's Phase II NPDES MS4 stormwater permitting requirements.
- Compile and submit annual report for Phase II NPDES MS4 stormwater permitting.
- Repair and maintain City's drainage and stormwater infrastructure to minimize blockages and flooding.
- Sweep city thoroughfares and parking lots monthly and local streets bi-monthly.
- Regulate floodplain development through proper permitting.
- Partner with at least one resident on bagwall construction.

## Prior Year Accomplishments in FY 2019-20

- Maintained the City's stormwater, drainage infrastructure to provide for proper drainage.
- Implemented Best Management Practices as described in City's Phase II NPDES MS4 stormwater permitting requirements.
- Filed application to renew NPDES stormwater permit.
- Compiled and submitted annual report for Phase II NPDES MS4 stormwater permitting.
- Updated the Stormwater Management Plan, per TCEQ schedule.
- Swept city thoroughfares and parking lots monthly and local streets bi-monthly.
- Regulated floodplain development through proper permitting.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Civil Engineer</i>	0.5	0.5	0.5	0.5
<i>Crew Leader</i>	1.0	1.0	1.0	1.0
<i>Maintenance</i>	1.0	1.0	1.0	1.0
<i>Skilled Maintenance</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 234,124	\$ 229,285	\$ 234,913	\$ 206,956
<i>Supplies</i>	5,875	19,442	14,732	14,088
<i>Services/Maintenance</i>	106,250	136,341	136,621	136,885
<i>Internal Services Contributions</i>	4,890	4,890	4,890	4,743
<i>Capital</i>	0	2,675	2,675	0
<b>TOTAL</b>	<b>\$ 351,139</b>	<b>\$ 392,633</b>	<b>\$ 393,831</b>	<b>\$ 362,672</b>



# Duncanville

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## SOLID WASTE FUND



The Solid Waste Fund receives its revenues from garbage collection charged to utility customers. Expenses incurred include personnel and operational expenses such as Republic Service contract

- Fund Summary
- Solid Waste Fund Departments

# SOLID WASTE FUND

Solid Waste Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$591,988</b>	<b>\$515,372</b>	<b>\$663,456</b>	<b>\$640,128</b>
REVENUES				
Garbage Collection - Residential	\$2,483,120	\$3,101,961	\$3,330,000	\$3,420,000
Landfill Fees (Commercial)	424,496	430,000	430,000	430,000
Commercial Collection - Franchise	206,916	210,000	220,000	220,000
Commercial Collection	84,598	97,973	97,973	98,000
Interest on Investments	20,654	6,000	6,000	6,000
<b>TOTAL REVENUES</b>	<b>\$3,219,784</b>	<b>\$3,845,934</b>	<b>\$4,083,973</b>	<b>\$4,174,000</b>
EXPENDITURES				
Solid Waste	\$2,553,498	\$3,407,603	\$3,494,661	\$3,796,084
Litter Control	246,218	260,753	256,753	249,188
<b>TOTAL OPERATING EXPENSE</b>	<b>\$2,799,716</b>	<b>\$3,668,356</b>	<b>\$3,751,414</b>	<b>\$4,045,272</b>
Transfer to CIP (Alley)	200,000	200,000	150,000	150,000
Transfer to General Fund	148,600	192,297	192,297	192,297
Transfer to COVID-19 Fund	0	0	1,500	0
Transfer to Medical	0	8,400	12,090	0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,148,316</b>	<b>\$4,069,053</b>	<b>\$4,107,301</b>	<b>\$4,387,569</b>
<b>ENDING FUND BALANCE</b>	<b>\$663,456</b>	<b>\$292,253</b>	<b>\$640,128</b>	<b>\$426,559</b>
<b>Solid Waste Fund Budgeted FTEs</b>				
Solid Waste	1.0	1.0	1.0	1.0
Litter Control	4.0	4.0	4.0	4.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>



# Duncanville

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# DIVISION SUMMARY

Department: Public Works

**Division: Solid Waste Administration**

Funding Source: Solid Waste Fund



## Program Description

The Solid Waste Division ensures the collection and disposal of trash, brush, recycling materials and bulky items generated within the city of Duncanville by administering solid waste collection and disposal contractual services agreements. The Division also plans and implements annual city cleanup, e-waste collection, paper shredding services, and household hazardous waste collection events throughout the year. They ensure the residents have an environmentally safe way to dispose of these items. This activity also manages citizen concerns regarding the solid waste services provided to ensure excellent customer service.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

<u><b>FY 2019-20</b></u>	<u><b>FY 2020-21</b></u>
The FY 2019-2020 Budget includes \$2,160,300 for residential garbage collection pickup. The solid waste landfill disposal budget is \$984,500 and the Household Hazardous Waste (HHW) program budget is \$55,856.	Due to the new solid waste collection contract, the FY 2020-2021 contractual cost of solid waste, recycling, bulk and brush collection will increase to \$18.65 per month per residential customer. This is an increase of 3.56 % over the FY 2019-2020 revised contractual rate of \$18.00 per month. Landfill disposal cost is anticipated to stay at \$984,500 and the HHW program budget is \$55,856.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Ensure Duncanville residents and businesses receive quality garbage collection and disposal services. Educate residents regarding services provided under new Solid Waste Collection Contract and collection schedule.
- Participate in Statewide campaign to educate residents regarding recyclable materials.
- Provide residents with an environmentally friendly and safe way to dispose of household hazardous waste (HHW) by participating in the Dallas County HHW program. The City is planning a local collection event to be conducted in March 2021.
- Continue to host for Duncanville residents' participation two annual cleanup events (Operation Clean Duncanville) in the Spring and Fall. Plan for backup days in advance in case of event cancellation due to inclement weather. October 10, 2020 is our next scheduled event.

## Prior Year Accomplishments in FY 2019-20

- Provided quality garbage, recycling, brush and bulk collection and disposal services to approximately 10,839 Duncanville residential customers. Provided bulk collection at the Service Center for residents during COVID19 crisis.
- Participated in the Dallas County Household Hazardous Waste Collection program to provide residents with an environmentally safe way to dispose of HHW items.
- Planned and implemented annual cleanup event in the Fall 2019 (328 vehicles participated). Spring 2020 event was cancelled due to COVID19.
- Direct residents with HHW to the Dallas County Collection Center for disposal. Spring 2020 HHW Event was cancelled due to COVID19.
- Awarded amendment to new 10-year Solid Waste Collection Contract to provide for increase in residential bulk and brush collection.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 35,909	\$ 61,206	\$ 61,206	\$ 61,488
<i>Supplies</i>	3,822	2,907	514	2,817
<i>Services/Maintenance</i>	2,507,833	3,337,556	3,427,007	3,726,023
<i>Internal Services Contributions</i>	5,934	5,934	5,934	5,756
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$2,553,498</b>	<b>\$3,407,603</b>	<b>\$3,494,661</b>	<b>\$3,796,084</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Litter Control**

Funding Source: Solid Waste

## Program Description

The Litter Control Division's main responsibility is to significantly reduce litter in the streets, medians, right of ways, parks, facility grounds, & outdoor restrooms. In January of 2015, an additional litter crew was added which enabled the current litter crew to focus on medians and ROW's throughout the City of Duncanville, reaching areas currently under served while expanding frequencies of litter pick up in current high-volume areas. The additional litter crew allows for greater focus to be placed on maintaining the cleanliness of parks and its amenities such as restrooms, ballfields, playgrounds, & pavilions. The annual litter survey conducted by KDB documented a slight decrease in 2020 from 2019.



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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The budget included \$3,900 for cleaning supplies to include chemicals and trash bags.

### FY 2020-21

The budget includes \$1,200 for brushes, brooms, trash grabbers, and nets.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Provide the appearance of a vibrant, environmentally healthy and economically viable community.
- Help reduce serious environmental contamination by removing litter that wind and weather, traffic, and animals move into gutters, lawns and landscaped areas, alleyways, and parking structures and that are also likely to wash into local waterways.
- Supplement the solid waste removal contractor when a service gap requires it.

## Prior Year Accomplishments in FY 2019-20

- 4,095 streets litter bags collected in 2019.
- 14,828 Parks Litter bags collected in 2019.
- 8 park restroom facilities monitored daily Monday—Friday.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Litter Maintenance</i>	4.0	4.0	4.0	4.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 221,394	\$ 221,400	\$ 221,400	\$ 216,559
<i>Supplies</i>	12,945	21,226	19,226	15,967
<i>Services/Maintenance</i>	1,547	6,000	4,000	6,000
<i>Internal Services Contributions</i>	10,332	12,127	12,127	10,662
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 246,218</b>	<b>\$ 260,753</b>	<b>\$ 256,753</b>	<b>\$ 249,188</b>



# Duncanville

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## HOTEL / MOTEL TAX FUND



Hotel/Motel fund is a special use fund. Revenue is generated by the collection of hotel/motel occupancy tax. Expenses are restricted to activities that promote tourism and bring visitors into the City and stay in City hotels.

- Fund Summary
- Hotel/Motel Department Narrative

# HOTEL / MOTEL TAX FUND

Hotel / Motel Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$1,405,334</b>	<b>\$1,487,020</b>	<b>\$1,908,138</b>	<b>\$1,994,169</b>
REVENUES				
Motel 6	\$77,956	\$65,000	\$52,155	\$55,250
Holiday Inn Express	150,458	144,000	103,032	122,400
Hilton Garden Inn	289,270	305,000	177,237	255,000
Best Western	117,051	126,000	77,104	100,300
Alla's Bed and Breakfast	3,603	4,600	1,544	3,060
Roadway Inn	31,606	0	0	0
La Quinta	122,955	130,000	94,410	106,250
Hampton Inn and Suites	15,475	130,000	90,000	110,500
<b>TOTAL TAXES</b>	<b>\$808,374</b>	<b>\$904,600</b>	<b>\$595,482</b>	<b>\$752,760</b>
Interest on Investments	5,126	3,500	2,400	2,400
<b>TOTAL REVENUES</b>	<b>\$813,500</b>	<b>\$908,100</b>	<b>\$597,882</b>	<b>\$755,160</b>
EXPENDITURES				
Admin Salary/Benefits	\$33,377	\$34,612	\$34,612	\$34,680
Admin Operational Expenses	6,209	15,519	13,725	17,208
Advertising - General	0	31,152	16,402	31,152
Advertising - Wayfinding	0	150,000	0	150,000
Advertising - Fieldhouse	0	100,000	100,000	100,000
Multi-Cultural Fusion Fest	0	10,000	0	10,000
Other cost and Sponsorships	9,338	0	0	0
Convention Ctr Feasibility Study	1,954	0	0	0
Major Event Planner	0	100,000	100,000	100,000
Transfer to Medical Fund	0	0	365	0
Transfer to General Fund	53,134	56,302	56,302	56,638

# HOTEL / MOTEL TAX FUND

Hotel / Motel Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<u>GRANTS &amp; INCENTIVES</u>				
Sandra Meadows Tournament	40,000	42,000	42,000	42,000
Great American Sports (GASO)	35,000	45,000	45,000	45,000
Five Star Camp Sponsorship	0	0	0	0
Duncanville Football Classic (ALW)	25,000	0	0	45,000
Chamber of Commerce	17,760	33,445	33,445	33,445
Hampton Inn and Suites Rebate	0	0	0	45,000
<u>PROMOTION OF ARTS</u>				
Duncanville Community Theatre	30,000	30,000	30,000	30,000
International Museum of Culture	58,924	40,000	40,000	0
<b>TOTAL EXPENDITURES</b>	<b>\$310,696</b>	<b>\$688,030</b>	<b>\$511,851</b>	<b>\$740,123</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,908,138</b>	<b>\$1,707,090</b>	<b>\$1,994,169</b>	<b>\$2,009,206</b>
<b>Hotel/Motel Fund Budgeted FTEs</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>

# DIVISION SUMMARY

Department: Economic Development

**Division: Conventions and Visitors  
Bureau (CVB)**

Funding Source: Hotel/Motel Tax



**Program Description**

The Convention and Visitors Bureau activity is responsible for working with the Duncanville Visitor Center to promote 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, area tourism attractions, community events, as well as the Duncanville Fieldhouse to increase the number of “heads in beds”. The City has contracted with the Chamber of Commerce to serve as the official Visitor Center for the City.

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**Council “Strategic Priorities” Emphasis**

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

**Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
The three major expenditures for the budget included \$150,000 to start wayfinding program, a \$100,000 for the Phase II of the Duncanville Fieldhouse exterior renovations, and \$100,000 for a major event planner.	There were no major increases for FY 2021-2022. The Museum of International Cultures did close, which reduced contract services by \$40,000.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Sponsoring multiday events that promote Duncanville and increase tourism.

## Prior Year Accomplishments in FY 2019-20

- Provided over \$200,000 in grants to promote Duncanville through multiday events as well as promoting the arts through the Duncanville Community Theatre and the Museum of International Cultures.
- Completed Phase II of the Duncanville Fieldhouse Improvements.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Economic Development Director</i>	0.15	0.15	0.15	0.15
<i>Economic Development Coordinator</i>	0.15	0.15	0.15	0.15
<b>TOTAL</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 33,377	\$ 34,612	\$ 34,612	\$ 34,638
<i>Supplies</i>	0	2,650	2,650	4,650
<i>Services/Maintenance</i>	220,518	590,799	414,254	640,640
<i>Internal Services Contributions</i>	3,667	3,667	3,667	3,557
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 257,562</b>	<b>\$ 631,728</b>	<b>\$ 455,183</b>	<b>\$ 683,485</b>



# Duncanville

*City of Champions*

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# ECONOMIC DEVELOPMENT FUND



The Economic Development fund is a special use fund. Revenue comes from a half cent portion of sales tax received. Expenses are restricted to activities that promote economic development within the City and beautification efforts.

- Fund Summary
- Economic Development Department Narrative

# ECONOMIC DEVELOPMENT FUND

Economic Development Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$1,855,208</b>	<b>\$2,550,462</b>	<b>\$2,985,979</b>	<b>\$3,298,370</b>
REVENUES				
4B Sales Tax	\$2,677,425	\$2,627,174	\$2,463,231	\$2,438,231
Interest on Investments	47,791	16,000	21,000	20,000
<b>TOTAL REVENUES</b>	<b>\$2,725,216</b>	<b>\$2,643,174</b>	<b>\$2,484,231</b>	<b>\$2,458,231</b>
EXPENDITURES				
Economic Development Administration	\$288,257	\$337,111	\$372,597	\$335,378
Keep Duncanville Beautiful	9,697	12,081	9,298	12,000
Transfer to General Fund	72,803	75,613	75,613	92,242
Transfer to Medical Fund	0	0	2,070	0
Demo/Asbestos Abatement - Toyota	0	0	156,000	0
ANNUAL PROGRAMS				
Design Grants	19,467	60,000	60,000	40,000
Demo/Rebuild Program	0	100,000	100,000	150,000
Façade Incentives	0	25,000	25,000	60,000
Main Station Railroad Flats Water and Mow	100	100	100	100
Beautification	102,249	126,472	83,899	126,777
Sustainable Beauty	0	15,000	15,000	15,000
GRANTS & INCENTIVES				
WB Service	27,669	0	0	0
Hampton Inn and Suites	45,000	0	0	0
Business COVID-19 Grants	0	0	250,000	0
DEBT SERVICE				
Fieldhouse (Last pmt Feb 2025)	536,550	533,850	533,850	537,800
ED Debt (last pmt Feb 2021)	492,653	488,413	488,413	488,346
<b>TOTAL EXPENDITURES</b>	<b>\$1,594,445</b>	<b>\$1,773,640</b>	<b>\$2,171,840</b>	<b>\$1,857,643</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,985,979</b>	<b>\$3,419,996</b>	<b>\$3,298,370</b>	<b>\$3,898,958</b>
<b>Economic Development Fund Budgeted FTEs</b>	<b>2.6</b>	<b>4.0</b>	<b>2.3</b>	<b>4.0</b>



# Duncanville

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# DIVISION SUMMARY

Department: Economic Development

**Division: Economic Development**

Funding Source: Economic Development

## Program Description

The Duncanville Community and Economic Development Corporation (DCEDC) was formed in 1995 and is funded by a ½ cent sales tax approved by the citizens of Duncanville. The DCEDC is a Type B Corporation governed by the State of Texas Development Corporation Act of 1979. The DCEDC Board is comprised of a seven-member board that is responsible for overseeing the allocation of funds as part of its strategic economic development strategy known as the Community Enhancement Plan (CEP). The Economic Development Department is charged with two functions; Community Development and Economic Development. Community Development entails activities associated with making Duncanville a more sustainable community to help improve the quality of life for citizens. The Department’s Economic Development responsibilities include the retention and expansion of current businesses, recruitment and attraction of new businesses, and tourism. The Department is also charged with implementing the DCEDC’s Annual CEP.



## Council “Strategic Priorities” Emphasis

3 – Innovation for Development and Re-Development    5 – Advance Marketing Strategy

## **Major Budget Items**

<b><u>FY 2019-20</u></b>	<b><u>FY 2020-21</u></b>
The DCEDC amended the current budget and approved \$250,000 for a DCEDC COVID-19 Temporary Business Retention Assistance Program to aid businesses during the pandemic closure.	The DCEDC approved an increase in the budget for the Demo Rebuild Program and Façade Grants to help improve the sustainability of Duncanville commercial properties and businesses.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Development of a regional rail service study.
- Focus on the continuing redevelopment of Main Street.
- Identify and prioritize shopping centers that are opportune sites for redevelopment and revitalization.
- Research the demand for incubator spaces or maker spaces for entrepreneurs with the impacts of the pandemic and identify buildings that are ideal for public/private partnerships.
- Promote the Demo Rebuild Program and Façade Grants to Duncanville businesses.

## Prior Year Accomplishments in FY 2019-20

- \$1,213,289 DCEDC Community Development Project Dollars Invested.
- Created a DCEDC Temporary COVI-19 Business Retention Assistance Program and provided grants to assist 118 small business across various business sectors in the community.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Economic Development Director</i>	0.85	0.85	0.85	0.85
<i>Economic Development Coordinator</i>	0.85	0.85	0.85	0.85
<i>Intern (FTE)</i>	0.00	0.50	0.00	0.50
<b>TOTAL</b>	<b>1.70</b>	<b>2.20</b>	<b>1.70</b>	<b>2.20</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 189,125	\$ 208,122	\$ 195,792	\$ 208,624
<i>Supplies</i>	17,499	26,336	26,336	26,355
<i>Services/Maintenance</i>	42,540	90,399	113,215	87,895
<i>Internal Services Contributions</i>	13,308	12,354	12,354	12,604
<i>Capital</i>	25,885	0	25,000	0
<b>TOTAL</b>	<b>\$ 288,357</b>	<b>\$ 337,211</b>	<b>\$ 372,697</b>	<b>\$ 335,478</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Keep Duncanville Beautiful**

Funding Source: Economic Development



## Program Description

The Keep Duncanville Beautiful Division 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 Business Beautification Award of the quarter, residential Curb Appeal Award of the quarter, an Annual Garden Workshop, an annual community clean-up day, and tree plantings throughout the community. Keep Duncanville Beautiful is funded out of Economic Development.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## Major Budget Items

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### FY 2019-20

The revised budget included attendance at the Keep America Beautiful but travel to the Keep Texas Beautiful Annual Conferences by the staff liaison and a board member was cut resulting in savings of \$2,784.

### FY 2020-21

This budget includes an Annual Garden Workshop and support for the annual Operation Clean Duncanville and Sweep It Out Saturday events.

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Increase knowledge and understanding of Keep America Beautiful and Keep Texas Beautiful programs.
- Increase public awareness on the importance of recycling, litter prevention, and damage caused by graffiti.
- Revise the KDB logo.
- Reduce the amount of solid waste created by Duncanville residents while increasing noncontaminated recycling.
- Encourage compliance with City Ordinances through a Put Litter in Its Place campaign.

## Prior Year Accomplishments in FY 2019-20

- Achieved President’s Circle recognition by Keep America Beautiful.
- Achieved Gold Star recognition from Keep Texas Beautiful.
- Placed 3rd in our population category for the 2020 GCAA awards
- Performed a Community Litter Index with an index of 1.75 (1 best, 5 worst).
- 20 Curb Appeal and 4 Business Beautification Awards handed out.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<b>TOTAL</b>	0.0	0.0	0.0	0.0
	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 0	\$ 0	\$ 0	\$ 0
<i>Supplies</i>	3,621	3,801	3,802	3,701
<i>Services/Maintenance</i>	6,076	8,280	5,496	8,299
<i>Internal Services Contributions</i>	0	0	0	0
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 9,697</b>	<b>\$ 12,081</b>	<b>\$ 9,298</b>	<b>\$ 12,000</b>

# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Beautification**

Funding Source: Economic Development



## Program Description

The City of Duncanville recognizes the importance of landscaping and beautification in creating a desirable, vibrant, and economically viable community. The Duncanville Community & Economic Development Corporation supports City beautification efforts by funding of beautification of City entries and business districts as well as maintaining the I-20 corridor. This complements the Horticulture crew with 3 seasonal Maintenance workers during the growing months.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

The revised budget included reductions of \$24,000 for due to no Spring color purchased & reduced plant replacements; reductions of \$18,000 in seasonal maintenance staffing.

### FY 2020-21

The budget includes \$41,725 for seasonal staffing; \$55,600 for annual color changeout and plant & tree replacements

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- Reduce annual color by replacing with perennials where appropriate.
- Plant 50 trees on city property (parks, streets, facilities).
- Add sustainable plantings in place of high maintenance areas.

## Prior Year Accomplishments in FY 2019-20

- Performed 2 color changes.
- 11 entry beds maintained.
- Maintain 209,000 sq. ft. of landscape bed at city facilities, parks, and ROWs.

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Seasonal Maintenance (FTE)</i>	0.9	1.8	0.6	1.8
<b>TOTAL</b>	<b>0.9</b>	<b>1.8</b>	<b>0.6</b>	<b>1.8</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 25,527	\$ 42,872	\$ 24,299	\$ 43,177
<i>Supplies</i>	76,721	83,600	59,600	83,600
<i>Services/Maintenance</i>	0	0	0	0
<i>Internal Services Contributions</i>	0	0	0	0
<i>Capital</i>	0	0	0	0
<b>TOTAL</b>	<b>\$ 102,248</b>	<b>\$ 126,472</b>	<b>\$ 83,899</b>	<b>\$ 126,777</b>



# Duncanville

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## FIELDHOUSE FUND



The Fieldhouse fund is an Enterprise fund. Revenue collected comes from sources such as court rentals, food and beverage sales, and sponsorships. Expenses incurred are paid for by the revenues collected.

- Fund Summary
- Department Narrative

# FIELDHOUSE FUND

Fieldhouse Fund Summary	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>(\$1,192,531)</b>	<b>(\$1,102,293)</b>	<b>(\$1,172,642)</b>	<b>(\$1,540,423)</b>
REVENUES				
Sponsorships	\$73,501	\$100,500	\$39,230	\$50,000
Food and Beverage Sales	290,702	309,000	152,201	237,000
General Store - Merchandise	1,239	5,000	4,864	5,000
Court and Facility Rentals	81,461	56,500	41,496	34,000
Basketball & Volleyball Court Rentals	286,732	435,000	230,410	355,000
Leagues and Tournaments	119,613	0	0	0
Other Sports	42,910	59,600	38,765	68,000
Camps and After School Program	306,651	276,000	140,254	226,000
Classes	47,320	64,000	37,571	30,000
Miscellaneous	93,243	81,871	80,361	80,390
Transfer In - DCEDC	536,550	533,850	533,850	537,800
<b>TOTAL REVENUES</b>	<b>\$1,879,922</b>	<b>\$1,921,321</b>	<b>\$1,299,002</b>	<b>\$1,623,190</b>
EXPENDITURES				
Administration	\$1,046,360	\$1,109,422	\$938,237	\$924,580
Food Court/Café	102,300	175,705	139,706	131,739
General Store	80,115	3,750	1,250	3,750
Camps	87,538	78,000	38,250	83,500
Classes	4,799	5,110	1,110	0
Other	4,096	9,550	7,550	9,550
Debt Service - Ends FY25	534,825	534,350	534,350	538,300
Transfer to Medical Fund	0	2,640	6,330	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,860,033</b>	<b>\$1,918,527</b>	<b>\$1,666,783</b>	<b>\$1,691,419</b>
<b>ENDING FUND BALANCE</b>	<b>(\$1,172,642)</b>	<b>(\$1,099,499)</b>	<b>(\$1,540,423)</b>	<b>(\$1,608,652)</b>
<b>Fieldhouse Budgeted FTEs</b>	<b>18.4</b>	<b>17.0</b>	<b>13.0</b>	<b>15.0</b>

Explanation of Changes FY 2020 Adopted Budget to FY 2021 Proposed:

- Reduced 2.0 Full-Time positions (Maintenance Technician and Marketing Specialist). The maintenance position is permanently removed. The Marketing Specialist position may be added back depending on the budget and recovery of activity after COVID-19.



# Duncanville

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# DIVISION SUMMARY

Department: Parks and Recreation

**Division: Fieldhouse**

Funding Source: Fieldhouse



## Program Description

Duncanville Fieldhouse is the premier home for diverse and exceptional indoor sports, entertainment, fitness and community events. We strive to serve our community with exceptional customer service as well as teaming with local fitness entrepreneurs to bring fresh exercise experiences, youth leaders to offer the best in Summer Camp programming, and by offering amazing spaces within our venue to hold corporate or sponsored, public or private events.

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## Council “Strategic Priorities” Emphasis

1 – Emphasize High Quality of Life

5 – Advance Marketing Strategy

## **Major Budget Items**

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### FY 2019-20

This budget includes a changeover from EZ-facility to RecTrac (\$22,576) software; court dividers (\$32,000), P/A System (\$25,000), and an implementation of online streaming of our tournaments and events to increase both awareness and revenue (No cost to City, immediate revenue possibility).

### FY 2020-21

This budget includes Phase 2 upgrades for our facility with an outside seating area. This includes expanded seating structures, new fence, mister fans and a beautiful new shaded covering structure (\$150,000). Phase 3 will begin as well with beautiful new landscaping to the outside of the building creating a very serene and welcoming atmosphere for our customers (\$100,000).

# DIVISION SUMMARY

## Future Goals in FY 2020-21

- 100 % recovery from Covid-19 pandemic, back to running full capacity.
- Resurfacing floors in both gyms.
- Adding a new dehumidifying A/C system specifically designed for our facility.
- Open up facility for alcohol sales implementing a private club upstairs.

## Prior Year Accomplishments in FY 2019-20

- Building brand awareness to attract bigger, better and more diverse events to Duncanville Fieldhouse.
- Ongoing efforts to improve customer service, offerings and create the best environment for our guests.
- Implementation of new workflows and processes to create new efficiencies and cost savings

<b>PERSONNEL SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Administrative Assistant</i>	1.0	1.0	1.0	1.0
<i>Building Maintenance Tech</i>	1.0	1.0	0.0	0.0
<i>Fieldhouse General Manager</i>	1.0	1.0	1.0	1.0
<i>Fieldhouse Operations Supervisor</i>	1.0	1.0	1.0	1.0
<i>Fieldhouse Attendants (FTE)</i>	13.4	12.0	9.0	12.0
<i>Marketing Specialist</i>	1.0	1.0	1.0	0.0
<b>TOTAL</b>	<b>18.4</b>	<b>17.0</b>	<b>13.0</b>	<b>15.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ADOPTED</b>	<b>FY 2020 REVISED</b>	<b>FY 2021 BUDGET</b>
<i>Salaries and Benefits</i>	\$ 685,794	\$ 711,784	\$ 543,454	\$ 558,408
<i>Supplies</i>	23,404	28,991	22,741	27,626
<i>Services/Maintenance</i>	601,271	603,547	493,947	555,874
<i>Internal Services Contributions</i>	14,739	8,715	8,715	11,211
<i>Capital</i>	0	28,500	57,246	0
<b>TOTAL</b>	<b>\$1,325,208</b>	<b>\$1,381,537</b>	<b>\$1,126,103</b>	<b>\$1,153,119</b>



# Duncanville

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## TIF - TAX INCREMENT FINANCING FUND



The TIF Fund is a specific use fund. It was implemented in FY 2016-17. The purpose of this fund is to set aside the net increase in property tax revenue from the designated zone areas to fund redevelopment efforts; such as landscapes and hardscape improvements.

- Fund Summary

## TIF - TAX INCREMENT FINANCING FUND

TIF Fund	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	\$196,642	\$231,217	\$236,867	\$255,565
REVENUES				
Transfer In from General Fund	\$40,225	\$53,000	\$21,448	\$73,019
<b>TOTAL REVENUES</b>	<b>\$40,225</b>	<b>\$53,000</b>	<b>\$21,448</b>	<b>\$73,019</b>
EXPENDITURES				
Operational Expenses	\$0	\$2,750	\$2,750	\$2,750
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,750</b>	<b>\$2,750</b>	<b>\$2,750</b>
<b>ENDING FUND BALANCE</b>	<b>\$236,867</b>	<b>\$281,467</b>	<b>\$255,565</b>	<b>\$325,834</b>

# ASSET FORFEITURE



Asset Forfeiture Fund is a special use fund. It is funded with court awarded monies and must be used for Police and Police activities only.

- Fund Summary

# ASSET FORFEITURE

Asset Forfeiture	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$304,763</b>	<b>\$176,702</b>	<b>\$394,302</b>	<b>\$215,027</b>
REVENUES				
Abandoned Asset Forfeiture	\$13,103	\$1,300	\$1,300	\$1,300
State Asset Forfeiture	160,963	5,500	5,500	5,500
Federal Asset Forfeiture	71,267	30,000	30,000	30,000
<b>TOTAL REVENUES</b>	<b>\$245,333</b>	<b>\$36,800</b>	<b>\$36,800</b>	<b>\$36,800</b>
EXPENDITURES				
Abandoned Asset Forfeiture	0	0	1,128	0
State Asset Forfeiture	66,375	40,000	37,000	20,000
Federal Asset Forfeiture	89,419	69,850	177,947	108,011
<b>TOTAL EXPENDITURES</b>	<b>\$155,794</b>	<b>\$109,850</b>	<b>\$216,075</b>	<b>\$128,011</b>
<b>ENDING FUND BALANCE</b>	<b>\$394,302</b>	<b>\$103,652</b>	<b>\$215,027</b>	<b>\$123,816</b>

## INTERNAL SERVICE FUNDS



Valve Exerciser – Purchased 2020

Internal Service Funds include Fleet Rotation, IT Replacement, Medical Insurance, and Comprehensive Self-Insurance Funds. These funds are for internal use to fund internal programs. Contributions are received from the various City departments to fund new vehicles, equipment, and computers, for example. It allows the City to pay cash for these items and not use lease or financing options. Additionally, the City funds Liability/Workers Compensation claims and premiums. The medical insurance fund is dissolved as of September 30, 2020.

- Fleet Rotation Summary
- IT Replacement Summary
- Medical Insurance
- Comprehensive Self-Insurance

## INTERNAL SERVICE FUNDS

<b>Fleet Replacement</b>	<b>2018-19 ACTUAL</b>	<b>2019-20 ADOPTED BUDGET</b>	<b>2019-20 REVISED BUDGET</b>	<b>2020-21 PROPOSED BUDGET</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$2,656,871</b>	<b>\$2,060,536</b>	<b>\$2,224,783</b>	<b>\$1,794,543</b>
REVENUES				
Interest Income	\$36,251	\$15,000	\$20,000	\$15,000
Gain/Loss - Sale of Fixed Assets	135,479	0	0	0
Insurance Recovery	9,530	0	1,296	0
General Fund Contributions	483,226	481,724	481,724	463,914
Utility Fund Contributions	99,241	195,462	195,462	110,538
Solid Waste Contributions	7,180	8,976	8,976	7,606
<b>TOTAL REVENUES</b>	<b>\$770,907</b>	<b>\$701,162</b>	<b>\$707,458</b>	<b>\$597,058</b>
EXPENDITURES				
Other Equipment	\$0	\$0	\$0	\$0
Vehicles and Equipment	1,202,995	641,345	1,137,698	1,173,463
<b>TOTAL EXPENDITURES</b>	<b>\$1,202,995</b>	<b>\$641,345</b>	<b>\$1,137,698</b>	<b>\$1,173,463</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,224,783</b>	<b>\$2,120,353</b>	<b>\$1,794,543</b>	<b>\$1,218,138</b>

## INTERNAL SERVICE FUNDS

IT Replacement	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$225,868</b>	<b>\$223,578</b>	<b>\$186,903</b>	<b>\$117,369</b>
REVENUES				
General Fund Contributions	\$183,232	\$44,652	\$44,652	\$114,240
Utility Fund Contributions	12,254	3,168	3,168	8,448
Economic Dev Fund Contributions	1,320	366	366	976
Fieldhouse Contributions	7,404	1,380	1,380	4,096
<b>TOTAL REVENUES</b>	<b>\$204,210</b>	<b>\$49,566</b>	<b>\$49,566</b>	<b>\$127,760</b>
EXPENDITURES				
IT Equipment Replacement	\$243,175	\$119,100	\$119,100	\$240,200
<b>TOTAL EXPENDITURES</b>	<b>\$243,175</b>	<b>\$119,100</b>	<b>\$119,100</b>	<b>\$240,200</b>
<b>ENDING FUND BALANCE</b>	<b>\$186,903</b>	<b>\$154,044</b>	<b>\$117,369</b>	<b>\$4,929</b>

## INTERNAL SERVICE FUNDS

<b>Medical Insurance</b>	<b>2018-19 ACTUAL</b>	<b>2019-20 ADOPTED BUDGET</b>	<b>2019-20 REVISED BUDGET</b>	<b>2020-21 PROPOSED BUDGET</b>
<b>BEGINNING FUND BALANCE</b>	<b>(\$500,645)</b>	<b>(\$832,558)</b>	<b>(\$250,743)</b>	<b>\$0</b>
REVENUES				
Employer Paid Premiums	\$2,926,728	\$2,700,000	\$2,700,000	
Employee Paid Premiums	566,238	564,035	564,035	
COBRA	(1,915)	0	0	
Retiree Premiums	271,788	298,907	298,907	
Interest Income	55,014	28,000	28,000	
Stop Loss Reimbursement	2,180	0	0	
Miscellaneous	2,635	0	0	
Transfer In 1x Contributions	400,000	400,000	400,000	
Transfer in for Fund Dissolution	0	0	202,930	
<b>TOTAL REVENUES</b>	<b>\$4,222,668</b>	<b>\$3,990,942</b>	<b>\$4,193,872</b>	<b>\$0</b>
EXPENDITURES				
Employee Premium Expense	\$3,329,938	\$3,288,884	\$3,288,884	
Retiree Premiums Expense	577,767	604,165	604,165	
Contractual Services	47,784	37,080	37,080	
Employee Health Claims (Self-insured)	10,527	0	0	
Employee Prescriptions	0	0	0	
Retiree Health Claims	0	0	0	
Retiree Prescriptions	0	0	0	
Administration Expenses / Miscellaneous	6,750	13,000	13,000	
<b>TOTAL EXPENDITURES</b>	<b>\$3,972,766</b>	<b>\$3,943,129</b>	<b>\$3,943,129</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>(\$250,743)</b>	<b>(\$784,745)</b>	<b>\$0</b>	<b>\$0</b>

The Medical Insurance Fund has been dissolved as of September 30, 2020. The City moved to a fully insured arrangement for Employer-Sponsored Health Insurance. Operating a separate fund to pay for premiums and claims is no longer and necessary. The FY20 Revised Budget absorbed the cost to close out the fund. See the individual fund summaries for the dissolution contributions.

## INTERNAL SERVICE FUNDS

<b>Comprehensive Self-Insurance (Liability &amp; Workers Comp)</b>	<b>2018-19 ACTUAL</b>	<b>2019-20 ADOPTED BUDGET</b>	<b>2019-20 REVISED BUDGET</b>	<b>2020-21 PROPOSED BUDGET</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$824,039</b>	<b>\$737,160</b>	<b>\$711,437</b>	<b>\$588,097</b>
REVENUES				
General Fund Contributions	\$392,012	\$392,018	\$392,018	\$380,489
Utility Fund Contributions	53,465	53,465	53,465	51,861
Hotel/Motel Contributions	3,667	3,667	3,667	3,557
EDC Contributions	11,988	11,988	11,988	11,628
Solid Waste Contributions	9,085	9,085	9,085	8,812
Drainage Contributions	4,890	4,890	4,890	4,743
Fieldhouse Contributions	7,335	7,335	7,335	7,115
Interest from Investments	14,626	6,100	5,000	6,000
<b>TOTAL REVENUES</b>	<b>\$497,068</b>	<b>\$488,548</b>	<b>\$487,448</b>	<b>\$474,205</b>
EXPENDITURES				
Administrative & Insurance				
Premiums	\$267,159	\$299,296	\$300,788	\$365,141
Workers Comp Claims	280,869	175,000	250,000	280,000
Liability Claims	61,642	60,000	60,000	61,200
<b>TOTAL EXPENDITURES</b>	<b>\$609,670</b>	<b>\$534,296</b>	<b>\$610,788</b>	<b>\$706,341</b>
<b>ENDING FUND BALANCE</b>	<b>\$711,437</b>	<b>\$691,412</b>	<b>\$588,097</b>	<b>\$355,961</b>



# Duncanville

*City of Champions*

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# DEBT SERVICE FUND

### 2018 PROPOSITIONS

Proposition A	Proposition B	Proposition C	Proposition D
<b>Parks &amp; Recreation Facilities</b>	<b>Street Improvements</b>	<b>Firefighting Facilities</b>	<b>Municipal Buildings</b>
 	 	 	 
The projects in Proposition A include the creation, expansion and/or replacement of restroom facilities, Kidsville, splashpad, parking, concession stands, trails, lighting and pavilions at various City parks.	The projects in Proposition B will include the reconstruction of three main intersections and streets currently experiencing subgrade and railroad grade issues.	The project in Proposition C will include the construction of a new Fire Station and Emergency Operations Center (EOC) to replace the existing Fire Station on Camp Wisdom Road, as well as replace the existing EOC.	The project in Proposition D will include the renovation and expansion of the Public Works and Parks Service Center, which was built in 1987. This Center houses five Divisions: Utilities; Traffic Operations; Street Maintenance; Equipment Services; and Parks Maintenance.
5 PROJECTS \$6.6M	3 PROJECTS \$6.6M	1 PROJECT \$6M	1 PROJECT \$2.4M

The Debt Service Fund is strictly used to pay for General Fund issued debt. Revenue is received from a portion of property tax collections and used to pay for general fund bond debt.

- Fund Summary
- General Obligation bond payment schedule
- Other funds debt summary and payment schedules.

The other funds support their own debt. Debt Service fund DOES NOT pay for these debts.

## DEBT SERVICE FUND

Debt Service Fund	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	(\$9,292)	\$1,361,708	\$1,380,494	\$1,327,409
REVENUES				
Ad Valorem Taxes	\$1,322,190	\$1,383,157	\$1,383,157	\$1,383,157
Delinquent Taxes	16,180	15,000	15,000	15,000
Penalties and Interest	15,956	12,000	12,000	12,000
Interest Earnings Debt Service	35,460	18,000	18,000	18,000
<b>TOTAL REVENUES</b>	<b>\$1,389,786</b>	<b>\$1,428,157</b>	<b>\$1,428,157</b>	<b>\$1,428,157</b>
EXPENDITURES				
Principle Retirement	\$0	\$340,000	\$340,000	\$720,000
Interest Debt	0	1,140,642	1,140,642	763,632
Paying Agent	0	600	600	600
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$1,481,242</b>	<b>\$1,481,242</b>	<b>\$1,484,232</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,380,494</b>	<b>\$1,308,623</b>	<b>\$1,327,409</b>	<b>\$1,271,334</b>

# DEBT SERVICE FUND

CITY OF DUNCANVILLE

## GENERAL OBLIGATION BONDS

Series 2019 - Issued 03/07/2019 - Maturing 02/15/2039 - Int Rate 3.1201%

### DEBT SERVICE SUMMARY

2020-21 BUDGET

SERIES	OUTSTANDING October 1, 2020	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
GO Bonds, Series 2019	\$20,395,000.00	\$720,000.00	\$763,631.26	\$1,483,631.26
<b>TOTAL</b>	<b>\$20,395,000.00</b>	<b>\$720,000.00</b>	<b>\$763,631.26</b>	<b>\$1,483,631.26</b>

### SCHEDULE OF REQUIREMENTS

2020-21 BUDGET

#### GENERAL OBLIGATION BONDS, SERIES 2019

MATURITY	FISCAL YEAR TOTAL	PRINCIPAL	INTEREST	TOTAL
05-Feb-21		720,000.00	390,815.63	1,110,815.63
15-Aug-21	<b>\$1,483,631.26</b>		372,815.63	372,815.63
15-Feb-22		755,000.00	372,815.63	1,127,815.63
15-Aug-22	<b>\$1,481,756.26</b>		353,940.63	353,940.63
15-Feb-23		795,000.00	353,940.63	1,148,940.63
15-Aug-23	<b>\$1,483,006.26</b>		334,065.63	334,065.63
15-Feb-24		825,000.00	334,065.63	1,159,065.63
15-Aug-24	<b>\$1,480,756.26</b>		321,690.63	321,690.63
15-Feb-25		855,000.00	321,690.63	1,176,690.63
15-Aug-25	<b>\$1,485,556.26</b>		308,865.63	308,865.63
15-Feb-26		890,000.00	308,865.63	1,198,865.63
15-Aug-26	<b>\$1,485,481.26</b>		286,615.63	286,615.63
15-Feb-27		935,000.00	286,615.63	1,221,615.63
15-Aug-27	<b>\$1,484,856.26</b>		263,240.63	263,240.63
15-Feb-28		980,000.00	263,240.63	1,243,240.63
15-Aug-28	<b>\$1,481,981.26</b>		238,740.63	238,740.63
15-Feb-29		1,030,000.00	238,740.63	1,268,740.63
15-Aug-29	<b>\$1,481,731.26</b>		212,990.63	212,990.63
15-Feb-30		1,080,000.00	212,990.63	1,292,990.63
15-Aug-30	<b>\$1,484,381.26</b>		191,390.63	191,390.63
15-Feb-31		1,120,000.00	191,390.63	1,311,390.63
15-Aug-31	<b>\$1,480,381.26</b>		168,990.63	168,990.63
15-Feb-32		1,160,000.00	168,990.63	1,328,990.63
15-Aug-32	<b>\$1,480,581.26</b>		151,590.63	151,590.63
15-Feb-33		1,200,000.00	151,590.63	1,351,590.63
15-Aug-33	<b>\$1,485,181.26</b>		133,590.63	133,590.63

## DEBT SERVICE FUND

15-Feb-34		1,235,000.00	133,590.63	1,368,590.63
15-Aug-34	<b>\$1,482,884.38</b>		114,293.75	114,293.75
15-Feb-35		1,275,000.00	114,293.75	1,389,293.75
15-Aug-35	<b>\$1,482,868.75</b>		93,575.00	93,575.00
15-Feb-36		1,315,000.00	93,575.00	1,408,575.00
15-Aug-36	<b>\$1,480,781.25</b>		72,206.25	72,206.25
15-Feb-37		1,360,000.00	72,206.25	1,432,206.25
15-Aug-37	<b>\$1,481,462.50</b>		49,256.25	49,256.25
15-Feb-38		1,410,000.00	49,256.25	1,459,256.25
15-Aug-38	<b>\$1,484,718.75</b>		25,462.50	25,462.50
15-Feb-39		1,455,000.00	25,462.50	1,480,462.50
	<b>\$1,480,462.50</b>			0.00
	<b>TOTAL</b>	<b>\$20,395,000.00</b>	<b>\$7,777,459.51</b>	<b>\$28,172,459.51</b>

# DEBT SERVICE FUND

**CITY OF DUNCANVILLE**  
**DUNCANVILLE FIELDHOUSE FUND**  
**DEBT SERVICE SUMMARY**  
**2020-21 BUDGET**

SERIES	OUTSTANDING October 1, 2020	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
GO Refunding Bonds, Series 2016	\$2,495,000.00	\$470,000.00	\$67,800.00	\$537,800.00
<b>TOTAL</b>	<b>\$2,495,000.00</b>	<b>\$470,000.00</b>	<b>\$67,800.00</b>	<b>\$537,800.00</b>

**SCHEDULE OF REQUIREMENTS**  
**2020-21 BUDGET**  
**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016**

MATURITY	FISCAL YEAR TOTAL	PRINCIPAL	INTEREST	TOTAL
15-Feb-21		470,000.00	37,425.00	507,425.00
15-Aug-21	\$ 537,800.00	0.00	30,375.00	30,375.00
15-Feb-22		485,000.00	30,375.00	515,375.00
15-Aug-22	\$ 538,475.00	0.00	23,100.00	23,100.00
15-Feb-23		495,000.00	23,100.00	518,100.00
15-Aug-23	\$ 533,775.00		15,675.00	15,675.00
15-Feb-24		515,000.00	15,675.00	530,675.00
15-Aug-24	\$ 538,625.00		7,950.00	7,950.00
15-Feb-25		530,000.00	7,950.00	537,950.00
15-Aug-25	\$ 537,950.00	0.00	0.00	0.00
	<b>TOTAL</b>	<b>\$2,495,000.00</b>	<b>\$191,625.00</b>	<b>\$2,686,625.00</b>

# DEBT SERVICE FUND

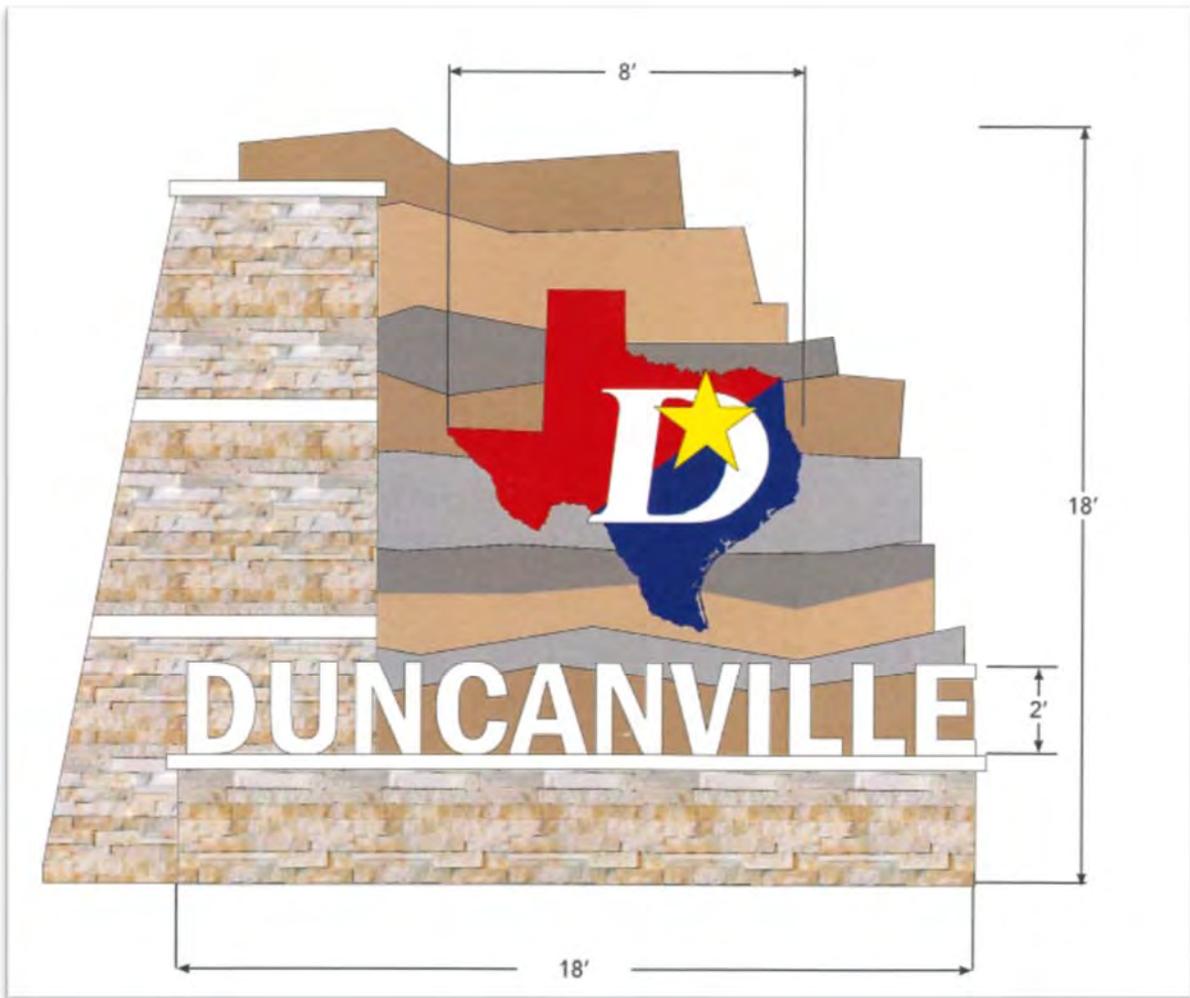
CITY OF DUNCANVILLE  
**DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT  
 CORPORATION**  
 DEBT SERVICE SUMMARY  
 2020-21 BUDGET

SERIES	OUTSTANDING October 1, 2020	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
GO Refunding Bonds, Series 2016A	485,000.00	485,000.00	2,546.25	487,546.25
<b>TOTAL</b>	<b>\$485,000.00</b>	<b>\$485,000.00</b>	<b>\$2,546.25</b>	<b>\$487,546.25</b>

**SCHEDULE OF REQUIREMENTS**  
 2020-21 BUDGET  
 General Obligation Refunding Bonds, Series 2016A

MATURITY	FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
15-Feb-21		485,000.00	2,546.25	487,546.25
15-Aug-21	<b>\$487,546.25</b>	0.00	0.00	0.00
	<b>TOTAL</b>	<b>\$485,000.00</b>	<b>\$2,546.25</b>	<b>\$487,546.25</b>

## CAPITAL IMPROVEMENT FUNDS



US-67 Corridor Landscape Icon Concept

Capital Improvement Project funds are typically used for infrastructure replacement and repairs. Utility improvements are paid for by fees collected from water and sewer users. Alley improvements are paid for by garbage collection fees. Drainage improvements are paid for by stormwater fees. Streets and Parks improvements currently have no regular funding stream. Projects have been paid for either through one-time project fund and/or bond. Additionally

- Street CIP Fund Summary
- Alley CIP Fund Summary
- Utilities CIP Fund Summary
- 2018 Bond Timeline Recap and Projects
- FY 21-25 CIP Identified Project List

## CAPITAL IMPROVEMENT FUNDS

Street CIP	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$64,735</b>	<b>(\$1,015)</b>	<b>\$68,574</b>	<b>\$68,574</b>
REVENUES				
Transfer from General Fund	\$48,100	\$0	\$72,790	\$265,000
<b>TOTAL REVENUES</b>	<b>\$48,100</b>	<b>\$0</b>	<b>\$72,790</b>	<b>\$265,000</b>
EXPENDITURES				
Street CIP	\$0	\$0	\$0	\$265,000
Landscape US67	16,772	0	48,679	0
Bikelane Study	27,489	0	24,111	0
<b>TOTAL EXPENDITURES</b>	<b>\$44,261</b>	<b>\$0</b>	<b>\$72,790</b>	<b>\$265,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$68,574</b>	<b>(\$1,015)</b>	<b>\$68,574</b>	<b>\$68,574</b>

### Streets CIP Identified FY2021-2026

#### **FY2021: \$265,000**

- Design Road @ Beaver Creek and Swan Ridge (\$50,000) w/ Utilities
- Design Road @ E. Carr (\$75,000) w/ Utilities
- Construct Wintergreen Ph 1 – Payment to Dallas County (\$61,000)
- Construction Admin for US-67 Green Ribbon Project (\$79,000)

#### **FY2022: \$1,800,000**

- Construct Road @ Swan Ridge, Cedar Hill to Birdwood (\$500,000) w/ Utilities
- Construct Road @ Beaver Creek (\$500,000) w/ Utilities
- Construct Road @ E. Carr, N. Main to Oriole (\$800,000) w/ Utilities

#### **FY2023: \$1,250,000**

- Construct Danieldale Interim Bike Lanes, DeSoto to US-67 – BUILD Grant (\$250,000)
- Construct Danieldale Interim Bike Lanes, Main St to Clark – Grant TBD (\$500,000)
- Construct Gateway Signage at US-67 (\$500,000)

#### **FY2024: \$120,000**

- Design Road @ Wintergreen Ph2, Main to Cockrell Hill – Potential Dallas County 7th Call (\$120,000)

#### **FY2025: \$1,250,000**

- Construct Road @ Wintergreen Ph2, Main to Cockrell Hill – Potential Dallas County 7th Call (\$1,200,000)
- Design Road @ W. Red Bird, Hill City to Duncanville Rd (\$50,000) w/ Utilities

## CAPITAL IMPROVEMENT FUNDS

**FY2026:** **\$500,000**

- Construct Road @ W. Red Bird, Hill City to Duncanville Rd (\$500,000) w/ Utilities

Alley CIP	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$300,747</b>	<b>\$199,679</b>	<b>\$245,908</b>	<b>\$373,353</b>
REVENUES				
Transfer from Solid Waste	\$200,000	\$200,000	\$150,000	\$150,000
<b>TOTAL REVENUES</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$150,000</b>	<b>\$150,000</b>
EXPENDITURES				
Design - Digitize, Catalog, GIS Drawings	\$0	\$5,000	\$5,000	\$0
(Granada/Flamingo)	229,394			
(Granada/Madrid)	25,445	348,000	17,555	338,500
(E. Cherry - E.Center)				40,000
(E. Center - Alexander)				
(Wishing Star - Carder)				
<b>TOTAL EXPENDITURES</b>	<b>\$254,839</b>	<b>\$353,000</b>	<b>\$22,555</b>	<b>\$378,500</b>
<b>ENDING FUND BALANCE</b>	<b>\$245,908</b>	<b>\$46,679</b>	<b>\$373,353</b>	<b>\$144,853</b>

### Alley CIP Identified FY2021-2026

**FY2021:** **\$378,500**

- Construct Alley @ Madrid-Granada – cont'd from FY20 (\$338,500)
- Design Alley @ E. Cherry – E. Center (\$40,000)

**FY2022:** **\$303,500**

- Construct Road @ @ E. Cherry – E. Center

**FY2023:** **\$55,000**

- Design Alley @ E. Center - Alexander

**FY2024:** **\$418,500**

- Construct Alley @ E. Center - Alexander

**FY2025:** **\$40,000**

- Design Alley @Wishing Star - Carder

# CAPITAL IMPROVEMENT FUNDS

**FY2026:** **\$308,500**

- Construction Alley @Wishing Star – Carder

Utilities CIP	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<b>BEGINNING FUND BALANCE</b>	<b>\$5,218,501</b>	<b>\$7,335,065</b>	<b>\$7,546,036</b>	<b>\$5,936,006</b>
REVENUES				
Transfer from Utility Fund	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Interest on Investments	5,646	4,500	2,400	2,400
<b>TOTAL REVENUES</b>	<b>\$5,005,646</b>	<b>\$5,004,500</b>	<b>\$5,002,400</b>	<b>\$5,002,400</b>
EXPENDITURES				
Water/Wastewater CIP	\$738,295	\$8,344,055	\$5,692,626	\$8,426,509
Pipebursting Program	1,799,910	1,303,023	916,510	1,273,926
Masterplan	139,906		3,294	
<b>TOTAL EXPENDITURES</b>	<b>\$2,678,111</b>	<b>\$9,647,078</b>	<b>\$6,612,430</b>	<b>\$9,700,435</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,546,036</b>	<b>\$2,692,487</b>	<b>\$5,936,006</b>	<b>\$1,237,971</b>

## Utilities CIP Identified FY2021-2026

**FY2021:** **\$9,700,435**

- FY20 Pipebursting, cont'd from FY20 (\$273,926)
- Construct WR/WW @ Greentree Ln (\$1,388,000)
- Construct WR/WW @ E. Daniieldald Rd – Main to US67 (\$2,922,314)
- FY21 Pipebursting (\$1,000,000)
- Design WR/WW @ E Carr Ln, N Main to Oriole (\$144,000)
- Construct Emergency Generator @ Summit Tank w/ FEMA (\$200,000)
- Design WR/WW @ Main St Bond Project (\$50,000)
- Design WR/WW @ Swan Ridge Dr & Beaver Creek Dr (\$46,685)
- Rehab Pump House and GST #1 @ Daniieldale Rd (\$2,447,733)
- Install Security Cameras @ Clark Water Tower (\$50,000)
- Design WR @ Forest Hills (\$200,000)
- Construct WR/WW @ N Cockrell Hill (\$977,778)

## CAPITAL IMPROVEMENT FUNDS

**FY2022:** **\$5,591,167**

- Construct WR/WW @ E. Danieldald Rd – Main to US67, cont'd FY21 (\$236,944)
- Construct WR/WW @ N Cockrell Hill, cont'd (\$122,222)
- FY22 Pipebursting (\$1,000,000)
- Construct WR/WW @ Greenbriar Ln (\$652,000)
- Construct WR/WW @ E Carr, N Main to Oriole (\$500,000)
- Design WR/WW @ Fairmeadows, N. Main to Oriole (\$250,000)
- Construct WR/WW @ Main St Bond Project (\$530,000)
- Design WR @ Forest Hills (\$200,000)
- Rehab GST #2 @ Danieldale (\$900,000)
- Design WR @ S. Peach, Wheatland to Lions Park (\$100,000)
- Construct WR @ Forest Hills (\$1,100,000)

**FY2023:** **\$5,259,000**

- FY23 Pipebursting (\$1,000,000)
- Construct WW Pipebursting @ Forest Hills (\$175,000)
- Construct WR/WW @ Swan Ridge (\$450,000)
- Construct WR/WW @ Nob Hill (\$859,000)
- Construct WR/WW @ Fairmeadows, N. Main to Oriole (\$2,200,000)
- Design WR @ N. Duncanville Rd. I-20, Redbird (\$200,000)
- Design WR @ Trush, US67 (\$100,000)
- Construct WW @ Beaver Creek (\$225,000)
- Construct Cameras @ River Oaks Water Tower (\$50,000)

**FY2024:** **\$5,850,000**

- FY24 Pipebursting (\$1,000,000)
- Construct WW Pipebursting @ N. Duncanville Rd., Thrush, Red Bird (\$397,500)
- Construct WR @ Forest Hills (\$850,000)
- Design WW @ E Freeman, Main to Hastings & N Merrill (\$25,000)
- Construct Paint @ N. Main GST (\$200,000)
- Construct WR @ N. Duncanville Rd. I-20, Redbird (\$2,005,000)
- Construct WR @ Trush, US67 (\$1,002,500)
- Design WR @ Wintergreen Ph2 Main to Cockrell Hill (\$120,000)
- Construct WR @ Red Bird, Hill City to East Side Red Bird Park (\$150,000)
- Design WR/WW @ Cedar Ridge (\$100,000)

**FY2025:** **\$6,000,000**

- FY25 Pipebursting (\$1,000,000)
- Construct WW Pipebursting @ Wintergreen Ph2 (\$445,000)
- Design WR/WW @ Master Plan (\$200,000)
- Construct WW @ E. Freeman, Main to Hastings (\$250,000)
- Design WR/WW @ Red Bird, Hill City to N. Duncanville (\$50,000)
- Design - WR @ Red Bird, Bow Creek to Hill City (\$100,000)
- Design - Water Tower 1.0 MG @ Red Bird Park (\$500,000)
- Construct - WR @ Wintergreen Ph2, Main to Cockrell Hill (\$1,000,000)
- Design - Rehab @ Summit Tank (\$200,000)

## CAPITAL IMPROVEMENT FUNDS

- Construct - WR/WW @ Cedar Ridge (\$1,000,000)
- Construct - WR @ S Peach, Wheatland to Lions Park (\$1,000,000)
- Design - WR @ Bow Creek, Red Bird, Cedar Ridge & Ida Vista, Bow Creek to Jungle (\$155,000)
- Design - WR @ Red Bird, Bow Creek to Hill City (\$100,000)

### **FY2026:**

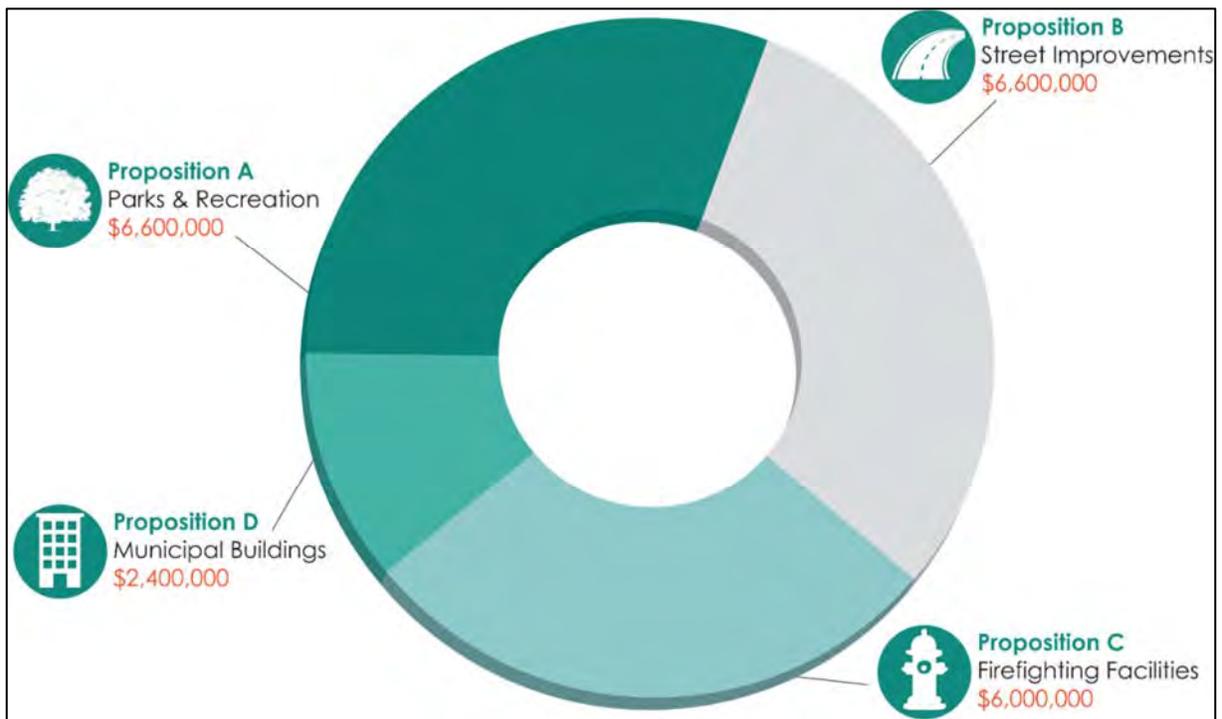
**\$6,000,000**

- FY26 Pipebursting (\$1,000,000)
- Construct - WW Pipebursting @ Red Bird, Cedar Ridge, Hill City (\$387,500)
- Construct - WR/WW @ Red Bird, Hill City to N Duncanville (\$502,500)
- Construct – Rehab @ Summit Tank (\$2,060,000)
- Construct - WR @ Bow Creek, Red Bird, Cedar Ridge & Ida Vista, Bow Creek to Jungle (\$1,550,000)

# CAPITAL IMPROVEMENT FUNDS

## Bond Timeline Recap

Date	Action
February 6, 2018	City Council adopts Resolution No. 2018-019 creating Duncanville Citizen Bond Advisory Committee
July 12, 2018	City Council receives recommendations from Duncanville Citizen Bond Advisory Committee
August 20, 2018	City Council adopts Ordinance No. 2342 to Conduct a Bond Election on November 6, 2018
November 6, 2018	Voters approve all four bond propositions contained in the Bond program totaling \$21,600,000
February 2, 2019	City Council adopts Ordinance No. 2360 authorizing the issuance of bonds
March 7, 2019	Bond Funds available



# CAPITAL IMPROVEMENT FUNDS

## STATUS – PROPOSITION A: PARKS AND RECREATION (\$6,600,000)

### Kidsville/Splashpad Project

- Completion and approval of concept design by Parks Board and City Council – Spring 2019
- Design Schedule – Spring 2019 through Summer 2020
  - Texas Parks and Wildlife Grant award – Postponed until August 2020
- Construction Schedule – Winter 2021 through Summer 2021



# CAPITAL IMPROVEMENT FUNDS

## **Rotary Park (Parking Lot) – COMPLETE**

- Design Schedule – Spring 2019
- Construction schedule – Spring 2019 through Summer 2019
  - Utilize streets crew for construction



## **Harrington Park (Baseball and Soccer concession/bathroom replacements, lighting, parking, and bridge)**

- Design Schedule – Winter 2019 through Summer 2020
- Construction schedule – Fall 2020 through Spring 2021

# CAPITAL IMPROVEMENT FUNDS

## **Lakeside Park (Pavilion replacement) - COMPLETE**

- Vendor selection – Winter 2019 through Spring 2019
- Construction schedule – Spring 2019 through Summer 2019
  - Parking lot design complete; Construction completion – Fall 2020



## **Trails (Citywide)**

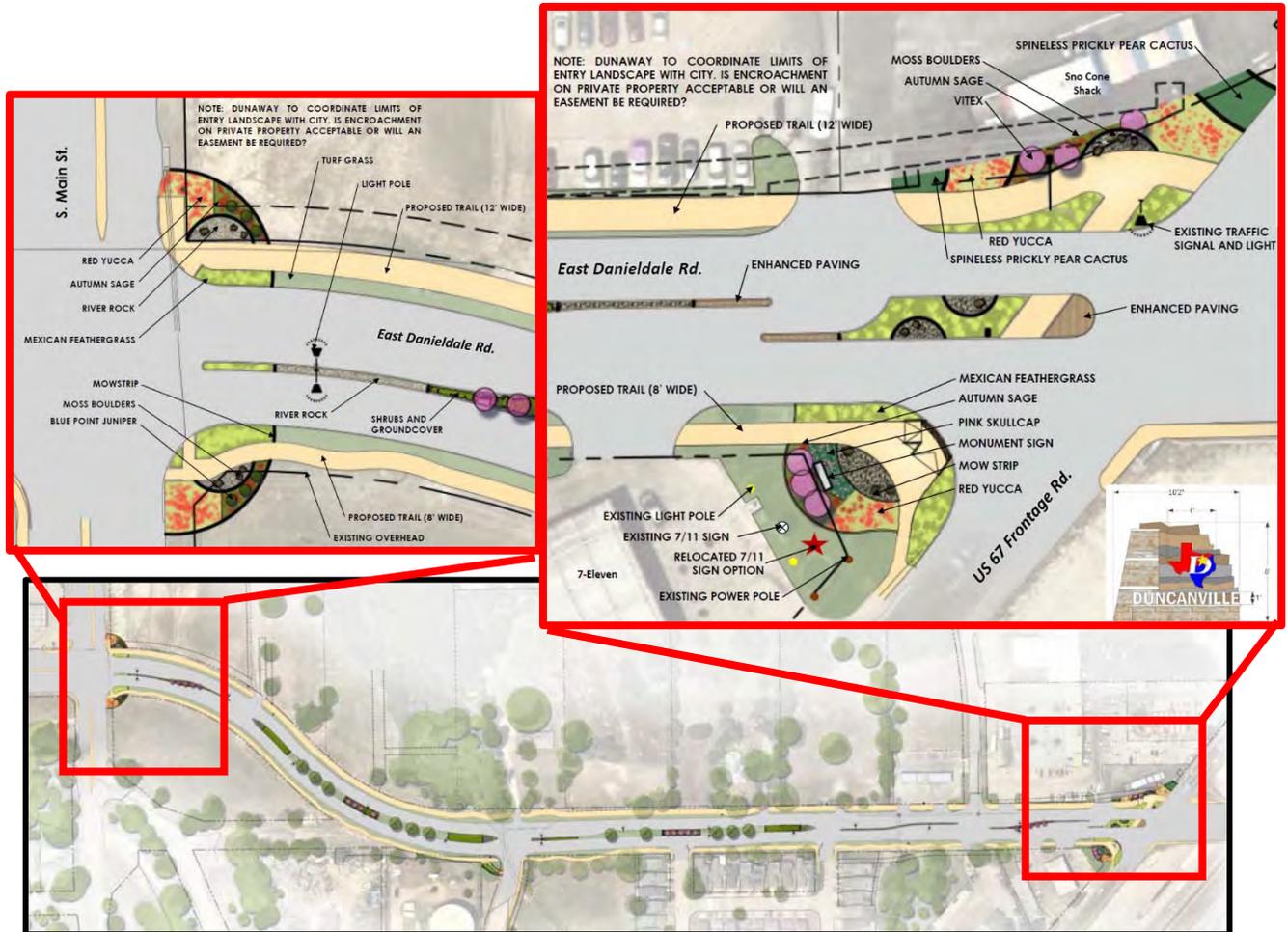
- Parks Board to make recommendation for locations
  - Park Board to present share lane proposal – Summer 2020
- Construction phases - TBD
- Will seek grant opportunities
  - Grant applications submitted for Danieldale dedicated bike lanes (TXDoT and NCTCOG)

# CAPITAL IMPROVEMENT FUNDS

## STATUS – PROPOSITION B: STREET IMPROVEMENTS (\$6,600,000)

### East Danieldale between South Main Street and US 67

- Design Schedule –Spring 2019 through Summer 2020
- Construction schedule – Fall 2020 through Fall 2021



### South Cedar Ridge Drive between Big Stone Gap and West Wheatland Road

- Design Schedule –Spring 2022 through Fall 2022
- Construction schedule – Winter 2023 through Winter 2024

# CAPITAL IMPROVEMENT FUNDS

## Intersection at North Main Street between Camp Wisdom Road and I-20

- Design Schedule – Summer 2020 through Winter 2021
  - Negotiating pre-engineering, design and construction matches with Dallas County
- Construction schedule – Spring 2021 through Spring 2022

## **STATUS – PROPOSITION C: FIREFIGHTING FACILITIES (\$6,000,000)**

### New Fire Station and Emergency Operations Center (EOC)

- Identify, Negotiate and Acquire site location for City Council approval – Summer 2020
- Select Construction Manager at Risk – Fall 2019
- Design schedule – Spring 2020 through Winter 2021
- Construction schedule – Spring 2021 through Summer 2022

## **STATUS – PROPOSITION D: REMODELING AND RENOVATING MUNICIPAL BUILDINGS (\$2,400,000)**

### Service Center Renovation

- Design Schedule – Winter 2019 to Spring 2020
- Construction schedule – Fall 2020 to Spring 2022



## CAPITAL IMPROVEMENT FUNDS

Bond Type	Project Description	Total Projected Cost	Project Spent as of 07-28-2020	Status
Streets	Danieldale Road CIP	\$3,100,000	\$212,575	
Streets	Main St @ Camp Wisdom	\$1,500,000	\$0	
Streets	South Cedar Ridge	\$2,000,000	\$0	
Parks	City-wide Trails Phase 1-3	\$1,500,000	\$0	
Parks	Rotary Park Parking Lot	\$50,000	\$17,405	Complete
Parks	Pavilions at Lakeside & Harrington	\$800,000	\$296,038	Lakeside Complete
Parks	Armstrong Park Kidsville & Splashpad	\$2,250,000	\$201,398	
Parks	Harrington Park Improvements	\$2,000,000	\$0	
Facilities	Construct Fire Station	\$6,000,000	\$232,137	
Facilities	Renovate Service Center	\$2,400,000	\$190,000	
<b>TOTAL</b>		<b>\$21,600,000</b>	<b>\$1,149,553</b>	

## FY 2021 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	General Fund	
Alley	Design	E. Cherry - E. Center Street		\$ 5,000		\$ 40,000		\$ 45,000
Alley	Construction	Madrid/Granada		\$ 30,000		\$ 309,915		\$ 339,915
Bond	Construction	Fire Station #1	\$4,486,600					\$ 4,486,600
Bond		City Wide Trails	\$1,500,000					\$ 1,500,000
Bond	Construction	Kidsville & Splashpad (Continued from FY20)	\$1,205,000					\$ 1,205,000
Bond	Construction	Harrington Park Improvements (continued from FY20)	\$2,080,000					\$ 2,080,000
Bond	Construction	Service Center Renovation (Continued from FY20)	\$2,193,600					\$ 2,193,600
Drainage	Construction	FY 21 Bagwall Program - City share		\$ 60,000				\$ 60,000
Drainage	Design	Drainage Infrastructure Assessment		\$ 205,000				\$ 205,000
Drainage	Construction	Drainage @ Willow Run Park		\$ 10,000				\$ 10,000
Streets	Design	E. Carr - N. Main to Oriole					\$ 75,000	\$ 75,000
Streets	Design	Beaver Creek & Swan Ridge					\$ 50,000	\$ 50,000
Streets	Design	US-67 Green Ribbon Contract Admin					\$ 67,000	\$ 67,000
Streets	Construction	Wintergreen Phase 1 w/ Dallas County					\$ 61,000	\$ 61,000
Sidewalks	Construction	ADA Ramps - Forest Hills vic Reed Middle School	CDBG FUNDING - REIMBURSABLE BY DALLAS COUNTY					\$ 120,000
Utilities	Construction	FY 21 Pipebursting Program			\$ 1,000,000			\$ 1,000,000
Utilities	Construction	E. Danieldale - US67 to Main St	\$2,859,400		\$ 3,159,258			\$ 6,018,658
Utilities	Construction	Water/Wastewater Improvements - Greenbriar Estates - Phase 2			\$ 1,388,000			\$ 1,388,000
Utilities	Construction	Emergency Generator (FEMA)			\$ 200,000			\$ 200,000
Utilities	Design	N. Main - 7th Call Dallas County - in conjunction with Bond Project	\$ 150,000		\$ 50,000			\$ 200,000

## FY 2021 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	General Fund	
Utilities	Design	Beaver Creek & Swan Ridge			\$ 46,685		\$ 46,685	<b>\$ 93,370</b>
Utilities	Construction	GST Rehab including Security Cameras			\$ 1,858,270			<b>\$ 1,858,270</b>
Utilities	Design	Water/Wastewater Improvements - E. Carr Lane - N. Main to Oriole			\$ 144,000			<b>\$ 144,000</b>
Utilities	Construction	Cameras @ Clark Tower			\$ 50,000			<b>\$ 50,000</b>
Utilities	Design	Forest Hills 12' Loop Pipeline			\$ 200,000			<b>\$ 200,000</b>
Utilities	Construction	Cockrell Hill - San Juan to Center			\$ 1,100,000			<b>\$ 1,100,000</b>

## FY 2022 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	One Time Project / General Fund Balance	
Alley	Construction	E. Cherry - E. Center Street		\$ 25,000		\$ 303,500		\$ 328,500
Bond	Construction	Main St. @ Camp Wisdom - w/ Dallas County	\$ 1,350,000		\$ 530,000			\$ 1,880,000
Drainage	Construction	FY 22 Bagwall Program - City share		\$ 60,000				\$ 60,000
Drainage	Design	Drainage Infrastructure Assessment		\$ 100,000				\$ 100,000
Drainage	Construction	Drainage @ Lakeside Park		\$ 120,000				\$ 120,000
Drainage	Design	Drainage @ Rotary Park		\$ 55,000				\$ 55,000
Drainage	Design	Easement Repair @703 Ida Vista		\$ 25,000				\$ 25,000
Streets	Construction	I20 Hardscape					\$ 500,000	\$ 500,000
Streets	Construction	Road @ E. Carr, N. Main to Oriole					\$ 800,000	\$ 800,000
Streets	Construction	Road @ Swan Ridge, Cedar Hill to Birdwood					\$ 500,000	\$ 500,000
Sidewalks	Construction	FY 22 ADA Sidewalk Program	FUNDING NOT IDENTIFIED					\$ 200,000
Utilities	Construction	FY 22 Pipebursting Program			\$ 1,000,000			\$ 1,000,000
Utilities	Construction	Water/Wastewater Improvements - Greenbriar Estates - Phase 3			\$ 652,000			\$ 652,000
Utilities	Construction	Forest Hills 12' Loop Pipeline			\$ 1,100,000			\$ 1,100,000
Utilities	Construction	Water/Wastewater Improvements - E. Carr Lane - N. Main to Oriole			\$ 500,000			\$ 500,000
Utilities	Construction	GST @ Daniieldale Phase 2			\$ 1,860,000			\$ 1,860,000
Utilities	Design	WR @ S. Peach, Wheatland Rd to Lions Park			\$ 100,000			\$ 100,000
Utilities	Design	Water/Wastewater Improvements - Fairmeadows - N. Main to Oriole and Fairmeadows Circle			\$ 250,000			\$ 250,000

## FY 2023 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	One Time Project General Fund Balance	
Alley	Design	E. Center - Alexander		\$ 6,000		\$ 55,000		\$ 61,000
Drainage	Construction	FY 23 Bagwall Program - City share		\$ 60,000				\$ 60,000
Drainage	Design	Drainage @ S. Peach Street		\$ 120,000				\$ 120,000
Drainage	Design	Easement Repair @703 Ida Vista		\$ 100,000				\$ 100,000
Drainage	Design	Drainage Infrastructure Assessment		\$ 100,000				\$ 100,000
Streets	Construction	Danieldale Rd - Interim Bike Lanes - DeSoto to US67 - Dallas County Cost Share					\$ 250,000	\$ 250,000
Streets	Construction	Danieldale Rd - Interim Bike Lanes - Main St to Clark Rd. - Grant TBD					\$ 500,000	\$ 500,000
Streets	Construction	Road @ Beaver Creek					\$ 500,000	\$ 500,000
Sidewalks	Construction	FY 23 ADA Sidewalk Program	FUNDING NOT IDENTIFIED					\$ 200,000
Sidewalks	Construction	FY 23 CDBG Sidewalk - Reimbursable	CDBG FUNDING - REIMBURSABLE					\$ 80,000
Utilities	Construction	FY 23 Pipebursting Program			\$ 1,225,000			\$ 1,225,000
Utilities	Construction	Pipebursting Forest Hills			\$ 175,000			\$ 175,000
Utilities	Construction	Swan Ridge WW/WR replacements			\$ 450,000			\$ 450,000
Utilities	Construction	Greenbriar Estates Phase 4 and Beaver Creek			\$ 859,000			\$ 859,000
Utilities	Construction	Fairmeadows, N. Main to Oriole			\$ 2,200,000			\$ 2,200,000
Utilities	Construction	Cameras @ River Oaks Water Tower			\$ 50,000			\$ 50,000
Utilities	Design	WR @ N. Duncanville Rd, I-20 to Redbird			\$ 200,000			\$ 200,000
Utilities	Design	Water Line @ Thrush			\$ 100,000			\$ 100,000

## FY 2024 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	One Time Project General Fund Balance	
Alley	Construction	E. Center - Alexander		\$ 36,000		\$ 418,500		\$ 454,500
Bond	Design	Cedar Ridge Road	\$ 200,000		\$ 100,000			\$ 300,000
Drainage	Construction	FY 24 Bagwall Program - City share		\$ 60,000				\$ 60,000
Streets	Design	Road @ Wintergreen Phase 2 Main to Cockrell Hill - Dallas County 7th Call					\$ 120,000	\$ 120,000
Sidewalks	Construction	FY 24 ADA Sidewalk Program	FUNDING NOT IDENTIFIED					\$ 200,000
Utilities	Construction	FY 24 Pipebursting Program			\$ 1,000,000			\$ 1,000,000
Utilities	Construction	Pipebursting @ N. Duncanville Rd.			\$ 397,500			\$ 397,500
Utilities	Construction	Water @ Forest Hills - 12" Loop			\$ 850,000			\$ 850,000
Utilities	Design	Wastewater @ Freeman, Main to Hastings			\$ 25,000			\$ 25,000
Utilities	Construction	Painting @ N. Main GST (Ground Storage Tank)			\$ 200,000			\$ 200,000
Utilities	Construction	Water @ N. Duncanville, I-20 to Redbird			\$ 2,005,000			\$ 2,005,000
Utilities	Construction	Water @ Thrush, US67 & Main St.			\$ 1,002,500			\$ 1,002,500
Utilities	Design	Water @ Wintergreen Phase 2, Main to Cockrell Hill			\$ 120,000			\$ 120,000
Utilities	Construction	Water @ Red Bird, Hill City to East Side Red Bird Park			\$ 150,000			\$ 150,000

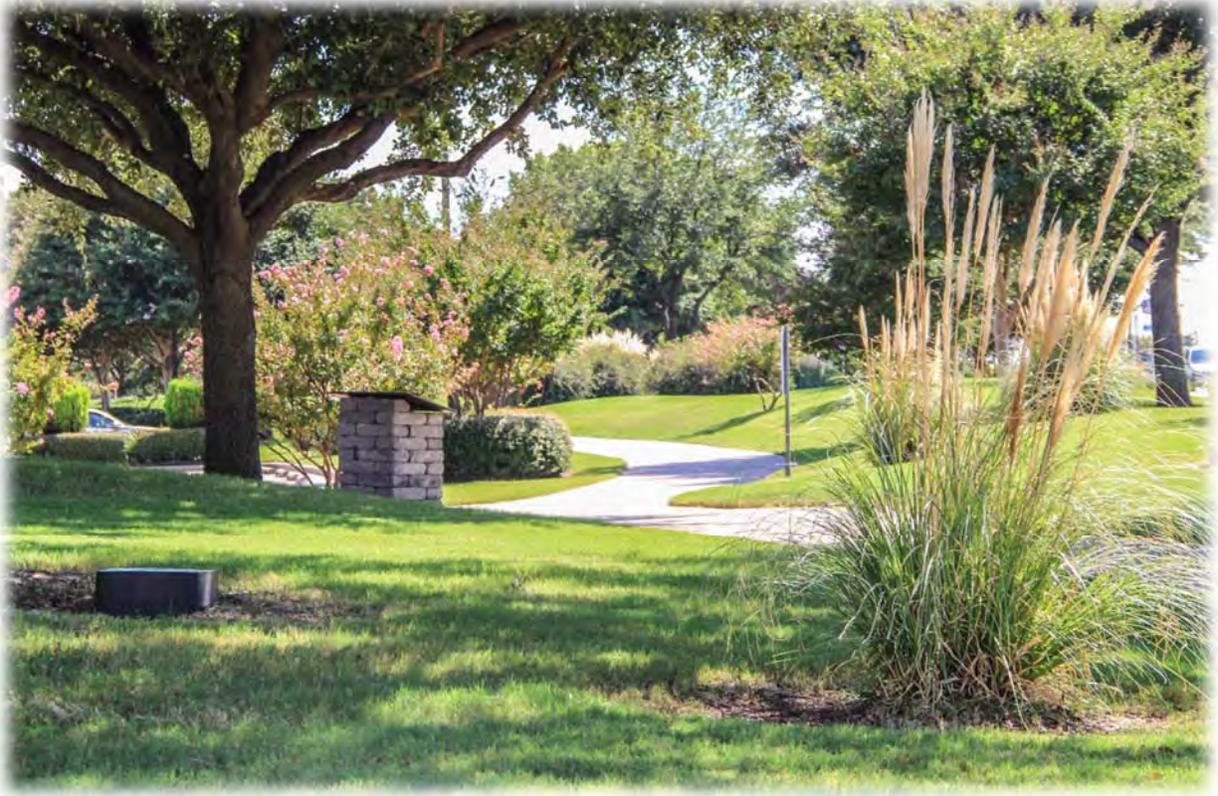
## FY 2025 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	One Time Project General Fund Balance	
Alley	Design	Alley @ Wishing Star		\$ 4,000		\$ 40,000		\$ 44,000
Drainage	Construction	FY 25 Bagwall Program - City share		\$ 60,000				\$ 60,000
Drainage	Construction	Drainage @ S. Peach		\$ 1,200,000				\$ 1,200,000
Streets	Design	Road @ W. Redbird - Hill City					\$ 50,000	\$ 50,000
Streets	Construction	Road @ Wintergreen Phase 2, Main to Cockrell Hill					\$ 1,200,000	\$ 1,200,000
Sidewalk	Construction	FY 25 ADA Sidewalk Program	FUNDING NOT IDENTIFIED					\$ 200,000
Sidewalk	Construction	FY 25 ADA CDBG Program	CDBG FUNDING - REIMBURSABLE					\$ 80,000
Utilities	Construction	FY 25 Pipebursting Program			\$ 1,000,000			\$ 1,000,000
Utilities	Construction	Pipebursting @ Wintergreen Phase 2			\$ 445,000			\$ 445,000
Utilities	Design	Water/Wastewater Master Plan			\$ 200,000			\$ 200,000
Utilities	Construction	Wastewater @ E. Freeman, N. Merrill			\$ 250,000			\$ 250,000
Utilities	Design	Water/Wastewater @ Redbird, Hill City			\$ 50,000			\$ 50,000
Utilities	Design	Water @ Red Bird, Bow Creek to Hill City			\$ 100,000			\$ 100,000
Utilities	Design	Water Tower 1.0 MG @ Red Bird Park			\$ 500,000			\$ 500,000
Utilities	Construction	Water @ Wintergreen Phase 2, Main to Cockrell Hill			\$ 1,000,000			\$ 1,000,000
Utilities	Design	Rehab @ Summit Tank			\$ 200,000			\$ 200,000
Utilities	Construction	Water/Wastewater @ Cedar Ridge - in conjunction with Bond			\$ 1,000,000			\$ 1,000,000
Utilities	Construction	Water @ S. Peach, Wheatland to Lions Park			\$ 1,000,000			\$ 1,000,000

## FY 2025 IDENTIFIED CAPITAL IMPROVEMENT PROJECTS

Project Type	Activity	Project Description	Funding Source					Total Project Cost
			COs (General Fund Bonds)	Drainage Fee	Utility Fee	Solid Waste Fee	One Time Project General Fund Balance	
Utilities	Design	Water @ Bow Creek, Red Bird, Cedar Ridge, Ida Vista			\$ 155,000			<b>\$ 155,000</b>
Utilities	Design	Water @ Red Bird, Bow Creek to Hill City			\$ 100,000			<b>\$ 100,000</b>

## APPENDICES



This section includes:

- Glossary of Terms
- Budget Process
- Detailed Budget Calendar
- Financial Policy Ordinance
- Master Fee Schedule Ordinance
- Fast Facts about Duncanville

# GLOSSARY OF TERMS

The Annual Operational Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of this document in understanding these terms, a budget glossary has been included in the document.

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**Accrual Basis** Accrual basis accounting provides for recording revenues when earned and expenses when incurred.

**Ad Valorem** A tax based on the value of real (land and buildings) and personal (equipment and furniture) property.

**Appropriation** A legal authorization granted by a legislative body (City Council) to make expenditures and to incur obligations for designated purposes.

**Assessed Valuation** A valuation set upon real estate or other property by a government as a basis for levying taxes. Property values are established by the Central Appraisal District.

**Assets** Resources owned or held by the City, which have monetary value.

**Balanced Budget** The expenses/expenditures do not exceed the budgeted revenue.

**Bond** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

**Budget** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget Amendment** To amend or increase the original adopted budget of the governmental entity by members of the governmental entity's board or council.

**Capital Improvement Program (CIP)** The process of planning, monitoring, programming, and

budgeting over a multi-year period used to allocate the City's capital monies.

**Capital Projects Fund** A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**CDBG** An acronym for Community Development Block Grant, which is an annual federal grant that can be used to revitalize neighborhoods.

**Certificates of Obligations (CO's)** Similar to general obligation bonds except the certificates require no voter approval.

**Cost** The amount of money or other consideration exchanged for goods or services. Costs may be incurred even before money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**DCEDC** Duncanville Community Economic Development Corporation is a separate legal entity from the City, which is financed with voter approved half cent city sales tax. The purpose of DCEDC is to aid, promote and further the economic development within the City.

**Debt Service Fund** A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation bonds, the sale of which finances long-term capital improvements, such as facilities, streets, and parks.

**Depreciation** All costs associated with the acquisition of fixed assets are amortized over the expected useful life of the asset.

# GLOSSARY OF TERMS

**Designated Operating Reserve** A operating reserve is an unrestricted fund balance set aside to stabilize a nonprofit's finances by providing a "rainy day savings account" for unexpected cash flow shortages, expenses or losses. These might be caused by delayed payments, unexpected building repairs, or economic conditions.

**Effective Tax Rate** The calculated O&M (Operational and Maintenance) property tax rate that would generate the same amount of revenue as the previous year.

**Encumbrances** Commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**Enterprise Fund** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Exempt** Personnel who are not eligible to receive overtime pay and are expected to put in whatever hours are necessary to complete their job assignments. The respective department head, as partial compensation for overtime hours worked, may allow compensatory time off.

**Expenditures** The actual outflow of funds paid for an asset obtained or goods and services obtained.

**Fiscal Year** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

**FTE** An acronym for full time equivalent. A measurement of staffing. One FTE is a 40-hour per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be ½ FTE.

**Fixed Assets** Long-lived tangible assets such as land, buildings, building improvements, machinery, and equipment.

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

**Franchise Fee** A fee paid by public service utilities for use of public property in providing their services.

**Fund** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** The difference between governmental fund assets and liabilities, also referred to as fund equity.

**GAAP** Generally accepted accounting principles as determined through common practice or as promulgated by accounting standard setting bodies.

**GASB** Governmental Accounting Standards Board.

**General Fund** The fund used to account for all financial resources, except those required to be accounted for in another fund. The General Fund is tax supported.

**General Obligation Bonds** Bonds backed by the full faith and credit of the issuing government. In issuing its general obligation bonds, the City

# GLOSSARY OF TERMS

pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**GFOA** Government Finance Officers Association. A professional association of state/provincial and local finance officers dedicated to the sound management of government financial resources.

**Governmental Funds** Those funds through which most governmental functions of the City are financed. The acquisition, use, and balances of expendable financial resources and the related liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service funds).

**Grant** A contribution by a government or other organization to support a function. Grants may be classified as categorical or block depending upon the amount of discretion allowed the grantee.

**Hotel/Motel Tax** A tax levied upon the cost of occupancy of any room or space furnished by any hotel where such costs of occupancy is at the rate of two dollars (\$2.00) or more per day. The law authorizes a room tax not more than seven percent (7%) of the consideration paid by the occupant of such room to the hotel. This is budgeted revenue in the Hotel/Motel Fund.

**Infrastructure** Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include streets, water and sewer systems, public buildings, and parks.

**Internal Service Fund** A fund established to accumulate and allocate costs internally among the City's various functions. The City maintains four (4) internal service funds. Fleet replacement to account for the replacement of vehicles once the useful life has expired; IT Replacement to allow for replacement of

computer and server equipment to stay up to date; Medical program and risk management program to pay for claims and premiums.

**Investments** Money market accounts, CDs (Certificate of Deposit), and government pooled investments held for the production of revenues in the form of interest.

**Liabilities** Debt or other legal obligation arising out of transactions in the past, which must be liquidated, renewed, or refunded.

**Maintenance** The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**Modified Accrual Basis** Under modified accrual basis, revenues susceptible to accrual are accrued. Revenues are susceptible to accrual if they are both measurable and available to finance governmental operations during the current fiscal year.

**Non-Exempt** Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

**Operating Budget** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. State law requires the use of annual operating budgets.

**Ordinance** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the

# GLOSSARY OF TERMS

imposition of taxes, special assessments and service charges, universally require ordinances.

**Personnel Services** The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**Proprietary Funds** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. There are two types of proprietary funds: enterprise funds and internal service funds. Enterprise funds provide goods or services to the general public for a fee. Internal Service Funds are used to accumulate and allocate costs internally among the City's various functions.

**Purchase Order** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**Restricted Fund Balance** Fund balance that consists of amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources as approved by the City Council or by their designated body or official.

**Revenues** All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

**Rollback Rate** The calculated maximum O&M (Operational and Maintenance) rate allowed by law without voter approval.

**Special Revenue Fund** A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

**Supplemental** A budget request submitted during the budget process for a new program or an increase to current programs or services above the current budget level.

**Taxes** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against persons or property for current or permanent benefits such as to paying such charges as, for example, sewer service charges.

**Transfers** Calculated payments transferred between funds that account for "overhead" expenses incurred; such as Finance and HR support to process payroll and pay bills, for example. Transfers are a GAAP accepted practice.

**Unreserved Fund Balance.** Fund balance in excess of the fund's Designated Operating Reserve.

# BUDGET PROCESS

The City budget is developed utilizing the modified zero-base budget method whereby departments justify line item activity budgets based on program goals and objectives for the coming year. The municipal operation is currently structured with 7 departments and 148 organizations/cost centers, which capture costs at the program level.

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

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

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

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

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

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

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

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

# BUDGET PROCESS

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

The following steps generally outline the budget development process:

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

## BUDGET PROCESS

- The City Council holds a public hearing on the budget prior to final adoption. If the proposed rate exceeds the lower of the effective or rollback rate, two public hearings on the tax rate are required. The City Council adopts the budget appropriations ordinance, which includes all 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. These ordinances must be adopted ten days prior to the beginning of the next fiscal year which begins October 1. The budget can be amended during the fiscal year through Council action.

**City of Duncanville  
Comprehensive Calendar & Work Plan  
2020-21 Budget**

	Responsible Party	Action	Deadline	Time
1	Finance	Budget Kickoff Meeting and Open Munis Budget In Production Environment For Projection 20021 (Departmental Detail Budget Entry)	Thursday, February 27, 2020	2:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
2	Finance	General Debt Service Fund	Wednesday, March 25, 2020	10:00 AM
3	Finance	Comprehensive Self-Insurance Fund	Wednesday, March 25, 2020	10:15 AM
4	Finance	Medical Self-Insurance Fund	Wednesday, March 25, 2020	10:30 AM
5	Finance	General Fund Revenues	Thursday, March 26, 2020	10:30 AM
	Dept./CMO	City Manager's Office Departmental Budget Review		
6	Parks/Rec	Park Construction Five Year Plan & Bond Funds	Wednesday, April 1, 2020	2:30 PM
7	Parks/Rec	Building Improvement Five Year Plan & Bond Funds	Wednesday, April 1, 2020	3:00 PM
8	Departments	<b>Submit Automation Enancement (Computer needs) to IT Submit Additional (New) Personnel Requests to HR</b>	<b>Wednesday, April 1, 2020</b>	<b>5:00 PM</b>
	Dept./CMO	City Manager's Office Departmental Budget Review		
9	PBW Finance Fire Police UB	Fleet & Equipment Replacement Fund - Pre City Manager Meeting	Thursday, April 2, 2020	2:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
10	PBW Finance Fire Police UB	Fleet & Equipment Replacement Fund - City Manager Meeting	Wednesday, April 8, 2020	2:00 PM
11	IT Finance	IT Replacement Fund	Thursday, April 9, 2020	2:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
12	PBW	Drainage Construction Five Year Plan	Wednesday, April 15, 2020	9:30 AM
13	PBW	Street Construction Five Year	Wednesday, April 15, 2020	10:00 AM
14	PBW	Water & Wastewater Improvements Five Year	Wednesday, April 15, 2020	10:30 AM
15	Departments	<b>Submit Revised Budget for 2019-20 via amendments and transfers, and Proposed Objectives and Activity Measures, and 2020-21 Budget Projection with (Scenarios/Packages - new terminology for supplementals)</b>	<b>Wednesday, April 15, 2020</b>	<b>5.00 PM</b>
	Dept./CMO	City Manager's Office Departmental Budget Review		
16	CMO,DCEDC	Keep Duncanville Beautiful	Thursday, April 16, 2020	1:30 PM
17	CMO,DCEDC	Convention and Visitors Bureau	Thursday, April 16, 2020	2:00 PM

**City of Duncanville  
Comprehensive Calendar & Work Plan  
2020-21 Budget**

	Responsible Party	Action	Deadline	Time
18	CMO,DCEDC	Economic Development (Admin and TIF)	Thursday, April 16, 2020	3:30 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
19	Fire	Fire	Wednesday, April 22, 2020	1:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
20	DPD	Police and Asset Forfeiture Funds	Thursday, April 23, 2020	1:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
21	PBW	Public Works / Utilities (Admin., Engineering, and Streets, Equipment Services, Drainage, Building Inspections)	Wednesday, April 29, 2020	9:30 AM
22	PBW	Public Works / Utilities (Water/WW, Solid Waste, Signs and Signals, Code Enforcement, Planning) <b>Including Bond Project Budget</b>	Wednesday, April 29, 2020	1:00 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
23	Parks/Rec	Parks and Recreation (Admin, Rec, Athletics, Horticulture, Senior Center, Building Maintenance)	Thursday, April 30, 2020	9:30 AM
24	Parks/Rec	Duncanville Fieldhouse	Thursday, April 30, 2020	1:30 PM
	Dept./CMO	City Manager's Office Departmental Budget Review		
25	Gen Gov	General Government-City Secretary, Library, Information Systems, PIO, Personnel	Wednesday, May 6, 2020	1:00 PM
26	Finance	Finance (UB, MC, Purchasing, Marshalls, Admin)	Thursday, May 7, 2020	2:00 PM
27	<b>Departments</b>	<b>Submit Master Fee Schedule Changes</b>	<b>Friday, May 8, 2020</b>	<b>5:00 PM</b>
28	<b>DCEDC/CMO</b>	<b>Submit 2019-20 Revised Budget and 2020-21 Budget to Community &amp; Economic Development Corporation Board. At least ninety (90) days prior to October 1st, the Board shall prepare &amp; adopt a proposed budget of expected revenues &amp; proposed expenditures for the ensuing fiscal year.</b>	<b>Monday, May 18, 2020</b>	<b>6:00 PM</b>
29	<b>Council / Staff</b>	<b>Preliminary Budget Workshop</b>	<b>Monday, June 8, 2020</b>	<b>6:00 PM</b>
30	<b>Council / Staff</b>	<b>Preliminary Budget Workshop</b>	<b>Tuesday, June 9, 2020</b>	<b>6:00 PM</b>
31	<b>Departments</b>	<b>All Departments submit edited (final) as directed 2019-20 revised and 2020-21 proposed budgets with program measurements.</b>	<b>Friday, June 19, 2020</b>	<b>5:00 PM</b>

**City of Duncanville  
Comprehensive Calendar & Work Plan  
2020-21 Budget**

	Responsible Party	Action	Deadline	Time
32	Hotel / Motel	Submission of 2020-21 Budget Requests for Hotel / Motel Funds (Duncanville Community Theatre, International Museum of Cultures, Chamber of Commerce & any other requests received).	Friday, June 19, 2020	5:00 PM
33	DCEDC	Community & Economic Development Corporation Board consider approval of 2019-20 Revised Budget and 2020-21 Proposed Budget. Must be approved 90 days prior to year end.	Monday, June 22, 2020	7:00 PM
34	Finance	Certified Tax Roll Available	Monday, July 27, 2020	5:00 PM
35	Finance / CMO	Deliver 2020-21 Proposed Budget & 2019-20 Revised Budget to City Secretary For Record of Filing	Thursday, July 30, 2020	5:00 PM
36	Finance	Rate Calculations From Dallas County Tax Office	Monday, August 10, 2020	5:00 PM
37	Council/Staff	<b>Budget Workshop/Retreat (Straw vote on tax rate)</b> If rate is less than Voter-Approval Rate, then one PH required. If rate is greater than Voter-Approval Rate, then election must be called no later than August 17, 2020 and the budget and tax rate would need PH August 18, 2020 and budget and tax rate would have to be voted/approved on August 24, 2020 Special Meeting.	Monday, August 10, 2020	6:00 PM
38	Finance	Publication of Notice of PH on Budget only.	Monday, August 10, 2020	5:00 PM
39	Finance	Publication of No-New-Revenue (effective) and Voter-Approval (rollback) tax rates; statement and schedules.	Thursday, August 13, 2020	5:00 PM
40	Council	<b>Public Hearing on Proposed 2020-21 Budget (Regular Meeting). This is budget only.</b>	Tuesday, August 18, 2020	7:00 PM
41	Finance	"Notice of Public Hearing on Tax Increase" (Second quarter-page notice in newspaper and on TV and Website, if available) published at least seven days before public hearing)	Friday, August 21, 2020	5:00 PM
42	Council	<b>Public Hearing on tax increase/tax rate (Regular Meeting)</b>	Tuesday, September 1, 2020	7:00 PM
43	Finance	"Notice of Vote on Tax Rate" (quarter-page notice in newspaper before meeting and on TV and Website, if available,) at least seven days before meeting to adopt tax rate.	Friday, September 4, 2020	5:00 PM
	Council	<b>Consider Approval of Budget (Regular Meeting)</b>	Tuesday, September 15, 2020	
		<b>Adopt 2020 (For 2021 Budget Year) Tax Rate</b>	Tuesday, September 15, 2020	
		<b>Approval of 2019-20 revised, and 2020-21 General, Utility, Debt Service, Economic Development and other major fund budgets</b>	Tuesday, September 15, 2020	
		<b>Approval of 2020-21 Master Fee Schedules</b>	Tuesday, September 15, 2020	
44		<b>Approval of 2020-21 Hotel &amp; Motel Tax Budget and related grants</b>	Tuesday, September 15, 2020	7:00 PM

**RESOLUTION NO. 2014-091621**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING AND ADOPTING THE CITY OF DUNCANVILLE FINANCIAL POLICIES ATTACHED HERETO AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Duncanville annually reviews its Financial Policies; and,

**WHEREAS**, as a result of such review the City has determined that sound fiscal management requires the management of municipal funds in order to improve and maintain the infrastructure, capital improvement, maintain and operation and debt service of these essential municipal services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS;**

**SECTION 1.** That the City of Duncanville Financial Policy attached hereto as Exhibit "A" be and the same is hereby adopted.

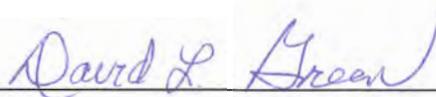
**SECTION 2.** That all provisions of the Resolutions of the City of Duncanville, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

**SECTION 3.** That should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately upon its passage.

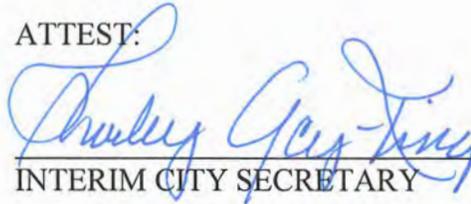
**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
DUNCANVILLE, TEXAS, THE 16TH DAY OF SEPTEMBER, 2014.**

APPROVED:



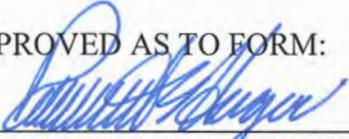
\_\_\_\_\_  
MAYOR

ATTEST:



\_\_\_\_\_  
INTERIM CITY SECRETARY

APPROVED AS TO FORM:



\_\_\_\_\_  
ROBERT HAGER, CITY ATTORNEY

## Exhibit "A"

### CITY OF DUNCANVILLE FINANCIAL POLICIES

#### I. PURPOSE STATEMENT

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

The purpose of the Financial 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 and City Council.

The scope of the policies cover 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 Finance Department 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 audit must be conducted by a CPA firm that demonstrates significant experience in the field of local government auditing. The auditors must conduct the City's audit in accordance with generally accepted auditing standards, and be knowledgeable of all Governmental Accounting Standards Board Statements and the Government Finance Officers Association Certificate of Achievement Program. The auditor's report on the City's financial statements and the auditor's management letter will be presented to the City staff within six 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 final management letter with the City's Audit Committee within 45 days of its receipt by the staff.
- C. **AUDITORS RESPONSIBLE TO THE CITY COUNCIL** – Auditors are accountable to the Audit Committee and City Council and will have access to direct communication with the Audit Committee and 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 goal is to rotate auditors every five years. The Finance Department will request proposals for audit services at least every five years with the goal of selecting a new firm at least every five years pending budgetary prudence.
- E. **EXTERNAL FINANCIAL REPORTS** – The City will prepare and publish a comprehensive annual financial report (CAFR). The CAFR will be prepared in accordance with Governmental Accounting Standards Board Statements (GASB) Generally Accepted Accounting Principles(GAAP), 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 Department is responsible for developing city-wide guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager.
- B. **The Finance Department** will assist Department Managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.
- C. **DEPARTMENT MANAGERS RESPONSIBILITY** – Each Department Manager is responsible to the City Manager to ensure that proper 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, the Duncanville Sports Facility (Fieldhouse) Fund, the Drainage Fund, and the Transportation Improvement and Safety 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 (no later than September 20th)

- B. **BALANCED BUDGET** – The goal for the operating budget is to be balanced, with current revenues equal to current expenditures while maintaining at least a 60 day fund balance. Fund balance may need to be spent down from time to time when the fund balance exceeds the 60 day goal. Fund balance may also need to be increased by budgeting for a surplus (revenues in excess of expenditures) should fund balance drop below the targeted 60 days. It is worthy to note that the City Council has a fiduciary duty to appropriately use available funds for the benefit of the taxpayers.
- 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 Council priorities are reflected in the budget.
- D. **REPORTING** – Monthly budget status 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 capital budget will be prepared annually and presented to the City Council with the operating budget.
- B. **CONTROL** – All capital project expenditures must be appropriated in the capital budget. The Finance Department must certify the availability of such appropriations or the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.
- C. **PROGRAM PLANNING** – The capital budget will include capital improvements program plans for future years. The planning time frame should normally be at least five years. The replacement and

maintenance for capital items should also be projected for the next five years. Future maintenance and operations will be at full cost, so that these costs can be considered in the operating budget.

- D. **ALTERNATE RESOURCES** – Where applicable, assessments, pro-rata charges, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.
- E. **DEBT FINANCING** – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives, which equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.
- F. **REPORTING** – Monthly budget status 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 and ability to pay by the rate

payers.

- 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 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 every 5 years based on a professional rate study that specifies increases if needed for each of the 5 years covered by the study. The rates charged should generate sufficient revenues to fully cover operating expenditures and capital improvement needs, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital.
- K. **COSTS CHARGED BY THIRD PARTY VENDORS AFFECTING FEES CHARGED TO CITIZENS** – All cost increases such as the consumer price index increase allowed in the garbage collection contract should be passed through to rate payers automatically.
- L. **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.
- M. **REVENUE MONITORING** – Revenues actually received will be compared to budgeted revenues and material variances will be investigated on a monthly basis.
- N. **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.

- O. 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.
- P. 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** – A goal of 60 days fund balance should be maintained.
- C. **PURCHASING** – All purchases shall be made in accordance with current State of Texas Statutes regulating municipal purchasing and in accordance with the City's purchasing policies as defined in the Purchasing Manual. Purchases and contracts above the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) must comply with the procedures prescribed by current State of Texas Statutes regulating municipal purchasing and as outlined in the Purchasing Manual. Recommendations on purchases and contracts over the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) will be presented to the City Council for their approval. Lease Purchase agreements will only be used to finance capital items with a purchase price of \$5,000 or more and a useful life of at least three years.

- D. PROFESSIONAL SERVICES** – Professional services will generally be processed through a request for proposal process, except for smaller contracts. Professional services contracts over the amount stated in the Local Government Code Subchapter B, Section 252.021 (a) will be presented to the City Council for their approval.
- E. PROMPT PAYMENT**– All payment terms shall be Net 30, and payments shall be made on approved invoices in accordance with the Texas Prompt Payment Act. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City’s investable cash, where such delay does not violate the agreed upon payment terms.
- F. ECONOMIC DEVELOPMENT EXPENDITURE** – The City Manager’s authority to purchase from any City Fund or Economic Development Fund is limited to purchase orders or contracts for budgeted items involving expenditures as set by state law or less. The Duncanville City Council must approve any expenditure greater than the amount authorized by state law.
- G. CHANGE ORDERS** –
- (a.) If changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.
  - (b.) The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.
  - (c.) If a change order involves a decrease or an increase of less than the amount stated in the Local Government Code Subchapter B, Section 252.048 (c), the Council grants the City Manager or his designated agent’s general authority to approve the change orders.
  - (d.) The original contract price may not be increased under this section by more than 25 percent. (If the change order of 25% is greater than the amount stated in the Local Government Code Subchapter B, Section 252.021 (a), Council approval would be necessary.) The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

## **VIII ASSET MANAGEMENT**

- A. INVESTMENTS** – The City’s investment practices will be conducted in accordance with the City Council approved Investment Policies.

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

## IX **FINANCIAL CONDITION AND RESERVE**

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

## X **DEBT MANAGEMENT**

- A. **LONG-TERM DEBT** – Long-term debt will not be used for operating purposes, and the life of the bonds will not exceed the useful life of the projects financed.
- B. **SELF-SUPPORTING DEBT** – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- C. **RATINGS** – Full disclosure of operations will be made to the bond rating agencies. The City staff, with the assistance of financial advisors and bond counsels, will prepare the necessary materials for and presentation to the rating agencies.

- D. **WATER AND WASTEWATER BOND COVERAGE RATIOS** – The City is required by bond covenants to maintain all applicable coverage ratios.
- 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. **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.
- G. **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.
- H. **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.

**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**

**ORDINANCE NO. 2390**

**AN ORDINANCE OF THE CITY OF DUNCANVILLE, TEXAS, APPROVING THE FISCAL YEAR 2020-2021 MASTER FEE SCHEDULE, WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1.**

In accordance with the Duncanville Code of Ordinances, as amended, the Master Fee Schedule is hereby approved which is attached hereto and incorporated herein by reference as Exhibit "A".

**SECTION 2.**

That all provisions of the resolutions of the City of Duncanville, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

**SECTION 3.**

That should any word, phrase, paragraph, or section of this Resolution be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Resolution as a whole, or any part or provision thereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Resolution as a whole.

**SECTION 4.**

That this Ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide.

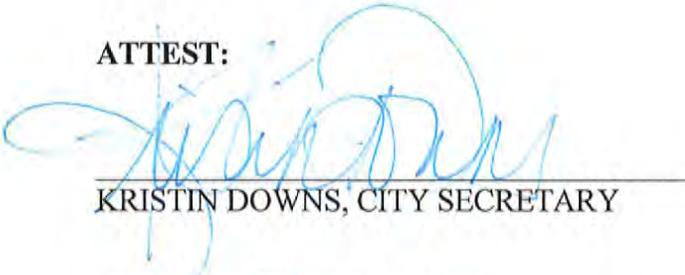
**DULY PASSED** by the City Council of the City of Duncanville, Texas, this the 15<sup>th</sup> day of September, 2020.

**APPROVED:**



\_\_\_\_\_  
BARRY L. GORDON, MAYOR

**ATTEST:**

  
\_\_\_\_\_  
KRISTIN DOWNS, CITY SECRETARY

**APPROVED AS TO FORM:**

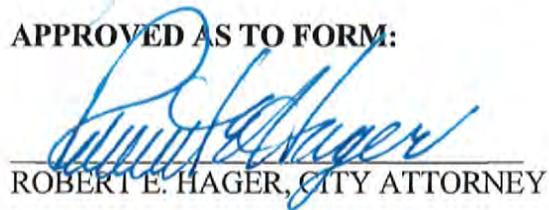
  
\_\_\_\_\_  
ROBERT E. HAGER, CITY ATTORNEY

EXHIBIT A  
 MASTER FEE SCHEDULE  
 GENERAL GOVERNMENT

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/1/20
	<b>GENERAL GOVERNMENT ADMINISTRATION / ALL DEPARTMENTS</b>				
1	<b>PUBLIC INFORMATION CHARGES</b>				
2	Copies, standard size	Per page.	\$ 0.10	\$ -	\$ 0.10
3	Copies, non-standard size	Per page.	\$ 0.50	\$ -	\$ 0.50
4	Disc (CD-RW or CD-R)	Each.	\$ 1.00	\$ -	\$ 1.00
5	4 GB Flash drive	Each.	\$ 4.00	\$ 1.00	\$ 5.00
6	8 GB Flash drive	Each.	\$ 8.00	\$ (2.00)	\$ 6.00
7	16 GB Flash drive	Each.	\$ 12.00	\$ (2.00)	\$ 10.00
8	32 GB Flash drive	Each.	\$ 20.00	\$ (8.00)	\$ 12.00
9	Digital video disc (DVD)	Each.	\$ 3.00	\$ -	\$ 3.00
10	Labor charge	Per hour.	\$ 15.00	\$ -	\$ 15.00
11	Overhead charge	Calculated based upon labor charge	20%	-	20%
12	Miscellaneous supplies		Actual cost	-	Actual cost
13	Postage and shipping		Actual cost	-	Actual cost
14	Certification of true copies		\$ 2.50	\$ -	\$ 2.50
15	Attestation under Seal of Duncarville		\$ 2.50	\$ -	\$ 2.50
16	<b>DOCUMENTS</b>				
17	Charter		\$ 5.00	\$ -	\$ 5.00
18	Code of Ordinances	Available from Municipal Code Corporation	\$ 130.00	\$ -	\$ 130.00

EXHIBIT A  
MASTER FEE SCHEDULE  
MUNICIPAL COURT

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
	<b>MUNICIPAL COURT</b>				
1	Driving Safety Course	Up to \$10 for cases in which dismissal is granted for attendance by defendant at a defensive driving course.	\$ 10.00	\$ -	\$ 10.00
2	Time Payment Reimbursement Fee (State Mandated Fee)	Assessed on each case that is paid on or after the 31st day past the date of judgment. City retains half.	\$ 15.00	\$ -	\$ 15.00
3	Warrant Fee (State Mandated Fee)	Assessed upon conviction for executing or processing an Arrest Warrant, Capias, or Capias Pro Fine.	\$ 50.00	\$ -	\$ 50.00
4	LEA Fee (State Mandated Fee)	For Peace Officer issuing a written notice to appear (citation)	\$ 5.00	\$ -	\$ 5.00
5	Jury Fee (State Mandated Fee)	Assessed on each case upon conviction at a jury trial	\$ 3.00	\$ -	\$ 3.00
6	Security Fund (State Mandated Fee)	Can only be used for security personnel, services, and items related to buildings that house the operation of the municipal court.	\$ 4.90	\$ -	\$ 4.90
7	Technology fee (State Mandated Fee)	Can only be used for purchase of or to maintain technological enhancements for the Court	\$ 4.00	\$ -	\$ 4.00
8	Juvenile Case Manager Fee (State Mandated Fee)	Salary, Benefits, Training, Travel expenses, Office supplies, and Other necessary expenses of the JCM	\$ 5.00	\$ -	\$ 5.00
9	Collection fee (State Mandated Fee)	Contract with a third party collections firm	30%	-	30%
10	Consolidated Fee (State Mandated Fee)	Applies to all except parking and pedestrian offenses.90% remitted to State on Quarterly Report (IF report timely filed) where it is divided up among 14 different accounts/funds	\$62.00	\$ -	\$ 62.00
11	Judicial Support Fee (JSF)	Applies to all except parking or pedestrian offenses	\$ 6.00	\$ -	\$ 6.00
12	Indigent Defense Fund (IDF) (State Mandated Fee)	Fee to be used to fund indigent	\$ 2.00	\$ -	\$ 2.00
13	Juror Reimbursement Fee (State Mandated Fee)	90% remitted to State on Quarterly Report Fee to be used to reimburse counties for the cost of juror services.	\$ 4.00	\$ -	\$ 4.00
14	Truancy Prevention and Diversion Fund (State Mandated Fee)	50% (\$1.00) IF the City is operating, establishing, or attempting to establish a Juvenile Case Manager (JCM) program. Money can only be used for operating or establishing a JCM program. If the City does NOT have a JCM program, nor is attempting to establish one, then the entire \$2.00 must be remitted to the State.	\$ 5.00	\$ -	\$ 5.00
15	State Traffic Fine (State Mandated Fee)	Applies to ALL Rules of the Road offenses	\$ 50.00	\$ -	\$ 50.00
16	Local Traffic Fee (State Mandated Fee)	Applies to Rules of the Road offenses	\$ 3.00	\$ -	\$ 3.00
17	Moving Violation Fee (State Mandated Fee)	Applies to Moving Violations as defined by DPS	\$ 0.10	\$ -	\$ 0.10

EXHIBIT A  
**MASTER FEE SCHEDULE**  
**LIBRARY**

LINE	DEPARTMENT	BASIS/COMMENTS	FEE EFFECTIVE 10/01/19	Proposed CHANGE FOR FY 20-21	PROPOSED FEE EFFECTIVE 10/01/20
1					
2	<b>LIBRARY</b>				
3	<b>Membership, Library Cards</b>				
4	Annual Membership, full privileges	Residents of Duncanville	\$ -	\$ -	\$ -
5	Annual Membership, full privileges	Residents of DeSoto, Cedar Hill	\$ -	\$ -	\$ -
6	Annual Membership, full privileges	Residents of other cities (first in household)	\$ 35.00	\$ -	\$ 35.00
7	Annual Membership, full privileges	Residents of other cities (subsequent in household)	\$ 5.00	\$ -	\$ 5.00
8	Replacement Library card	Per card	\$ 1.00	\$ -	\$ 1.00
9	Duncanville ISD/Charter Students	Per card	\$ -	\$ -	\$ -
10	<b>Services</b>				
11	Photocopies	Per page	\$ 0.10	\$ -	\$ 0.10
12	Printing	Per page	\$ 0.10	\$ -	\$ 0.10
13	Faxing (US & Canada)	Per page	\$ 0.25	\$ -	\$ 0.25
14	Faxing (International)	Per page	\$ 1.00	\$ -	\$ 1.00
15	Interlibrary loans	Per item delivered	\$ 3.00	\$ -	\$ 3.00
16	Notarized signatures	Each	\$ 1.00	\$ -	\$ 1.00
17	<b>Materials</b>				
18	USB flash drives	Per item	\$ 5.00	\$ -	\$ 5.00
19	Earbuds	Per pair	\$ 1.00	\$ -	\$ 1.00
20	Reusable Bag	Per item	\$ 5.00	\$ -	\$ 5.00
21	<b>Overdue charges</b>				
22	Kindles, WIFI hotspots, laptops (checked out for offsite use)	Per item per day to a maximum of replacement cost	\$ 2.00	\$ -	\$ 2.00
23	Laptops (in-house use)	Per hour	\$ 1.00	\$ -	\$ 1.00
24	All other Library materials	Per item per day to a maximum of replacement cost	\$ 0.25	\$ -	\$ 0.25
25	DVDS and Videos	Per item per day to a maximum of replacement cost	\$ 0.25	\$ -	\$ 0.25
26	<b>Damage charges</b>				
27	Pages torn, marked, water damaged or missing	Per page to a maximum of \$5.00	\$ 0.50	\$ -	\$ 0.50
30	ILL book band not returned with item	Per item	\$ 1.00	\$ -	\$ 1.00
31	Book spine broken	Per item	\$ 3.00	\$ -	\$ 3.00
32	Media cover insert torn, marked, or missing	Per item	\$ 5.00	\$ -	\$ 5.00
33	Case, container, or part of Library material missing or damaged beyond repair	Per part	Replacement cost		Replacement cost
34	Library materials lost or damaged beyond repair (e.g. mold or water damage)	Per item	Replacement cost		Replacement cost
35	Library materials lost or damaged beyond repair (e.g. mold or water damage)	Service charge, per item, in addition to replacement cost	\$ 5.00	\$ -	\$ 5.00

EXHIBIT A  
MASTER FEE SCHEDULE  
PARKS AND RECREATION

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
1	<b>PARKS AND RECREATION</b>				
2		Family is defined as spouse, child or step-child.			
3	<b>RECREATION CARD FEES</b>	Game Room/Gym/Walking Track/Fitness Room (Fitness Room Access is Not Allowed for Children under 16)			
4	Individual, Resident (6 months)	Ages 10-54 (city employee, officials, retirees or spouses thereof)	\$ 35.00	\$ -	\$ 35.00
5	Individual, Resident (annual)	Ages 10-54 (city employee, officials, retirees, or spouses thereof)	\$ 65.00	\$ -	\$ 65.00
6	Individual, Non-Resident (6 months)	Ages 10-54	\$ 150.00	\$ -	\$ 150.00
7	Individual, Non-Resident (annual)	Ages 10-54	\$ 290.00	\$ -	\$ 290.00
8	Family, Resident (6 months)	Maximum of 6 family members (Each additional Family member above 6 is \$10 more)	\$ 90.00	\$ -	\$ 90.00
9	Family, Resident (annual)	Maximum of 6 family members (Each additional Family member above 6 is \$20 more)	\$ 175.00	\$ -	\$ 175.00
10	Family, Non-Resident (6 months)	Maximum of 6 family members (Each additional Family member above 6 is \$60 more)	\$ 650.00	\$ -	\$ 650.00
11	Family, Non-Resident (annual)	Maximum of 6 family members (Each additional Family member above 6 is \$120 more)	\$ 1,280.00	\$ -	\$ 1,280.00
12	Individual, Senior, Resident ( 6 months)	Ages 55+	\$ 25.00	\$ -	\$ 25.00
13	Individual, Senior, Resident (annual)	Ages 55+	\$ 45.00	\$ -	\$ 45.00
14	Individual, Senior, Non-Resident (6 months)	Ages 55+	\$ 140.00	\$ -	\$ 140.00
15	Individual, Senior, Non-Resident (annual)	Ages 55+	\$ 260.00	\$ -	\$ 260.00
16	Senior Citizen Couple, Resident (6 months)	Ages 55+	\$ 45.00	\$ -	\$ 45.00
17	Senior Citizen Couple, Resident (annual)	Ages 55+	\$ 80.00	\$ -	\$ 80.00
18	Senior Citizen Couple, Non-Resident ( 6 months)	Ages 55+	\$ 275.00	\$ -	\$ 275.00
19	Senior Citizen Couple, Non-Resident (annual)	Ages 55+	\$ 510.00	\$ -	\$ 510.00
20	Individual, Rec Cntr/Snr Cntr COMBO, Resident (annual)	Ages 55+	\$ 50.00	\$ -	\$ 50.00
21	Individual, Rec Cntr/Snr Cntr COMBO, Non-Resident (annual)	Ages 55+	\$ 275.00	\$ -	\$ 275.00
22	Rec Cntr/Snr Cntr COMBO Couple, Resident (annual)	Ages 55+	\$ 90.00	\$ -	\$ 90.00
23	Rec Cntr/Snr Cntr COMBO Couple, Non-Resident (annual)	Ages 55+	\$ 550.00	\$ -	\$ 550.00
24	Replacement Card		\$ 10.00	\$ -	\$ 10.00
25	Children under the age of 5	Not allowed in Fitness Room	Free		Free
26	Day Pass, Resident		\$ 5.00	\$ -	\$ 5.00
27	Day Pass, Non-Resident		\$ 5.00	\$ -	\$ 5.00
28	Active Military	Must show proof they are on active duty.	Free		Free
29	Corporate (5 Annual Memberships)	Includes 5 individual annual memberships (no residency requirement)	\$ 825.00	\$ -	\$ 825.00
30	<b>FACILITY RENTAL Rates/Fees</b>	Charges are determined on type and rooms rented. Set up and clean-up are included in rented hours per signed contract. The Recreation Center and Senior Center do not allow rentals past 11:30 p.m.			
31	Facility Deposit (Senior Center)	Deposit due 5 working days prior to rental.	\$ 250.00	\$ -	\$ 250.00
32	Facility Deposit (Meeting Room)	Deposit due 5 working days prior to rental.	\$ 200.00	\$ -	\$ 200.00
33	Facility Deposit (Teen Room)	Deposit due 5 working days prior to rental.	\$ 200.00	\$ -	\$ 200.00
34	Facility Deposit (Single Gym)	Deposit due 5 working days prior to rental.	\$ 250.00	\$ -	\$ 250.00
35	Facility Deposit (Pavilion/Gazebo/Amphitheatre)	Deposit due 5 working days prior to rental.	\$ 100.00	\$ -	\$ 100.00
36	Security Officer Fee	Per hour; one security guard per 75 quests required for rentals	\$ 50.00	\$ -	\$ 50.00
37		made up of primarily age 21 years or younger.			
38	Administration Fee - Pavilions	Per reservation when rental cancellation has been requested	\$ 15.00	\$ -	\$ 15.00
39	Administration Fee - Facilities	Per reservation when rental cancellation has been requested	\$ 30.00	\$ -	\$ 30.00
40	Administration Fee - Programs	Per class when a request made for refund of a class/program	\$ 15.00	\$ -	\$ 15.00
41	Clean Up Fee - Pavilions, 125 people or more		\$ 50.00	\$ -	\$ 50.00
42	Clean Up Fee - Pavilions, 2 hours or more		\$ 50.00	\$ -	\$ 50.00
43	Clean Up Fee - Recreation Center Rooms		\$ 50.00	\$ -	\$ 50.00
44	Clean Up Fee - D.L. Senior Center Rooms		\$ 50.00	\$ -	\$ 50.00
45	D.L. Senior Center - Parkview, Resident	Per hour	\$ 110.00	\$ -	\$ 110.00
46	D.L. Senior Center - Parkview, Non-Resident	Per hour	\$ 165.00	\$ -	\$ 165.00
47	D.L. Senior Center - Northside, Resident	Per hour	\$ 85.00	\$ -	\$ 85.00
48	D.L. Senior Center - Northside, Non-Resident	Per hour	\$ 140.00	\$ -	\$ 140.00
49	Programming Room - Library	Per hour	\$ 30.00	\$ -	\$ 30.00
50	Aerobics Room, Resident	Per hour, per room	\$ 45.00	\$ -	\$ 45.00

EXHIBIT A  
MASTER FEE SCHEDULE  
PARKS AND RECREATION

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
51	Aerobics Room, Non-Resident	Per hour, per room	\$ 90.00	\$ -	\$ 90.00
52	Game Room, Resident	Per hour, per room	\$ 70.00	\$ -	\$ 70.00
53	Game Room, Non-Resident	Per hour, per room	\$ 90.00	\$ -	\$ 90.00
54	Teen Room, Resident	Per hour, per room	\$ 55.00	\$ -	\$ 55.00
55	Teen Room, Non-Resident	Per hour, per room	\$ 85.00	\$ -	\$ 85.00
56	Single Meeting Room, Resident	Per hour, per room	\$ 40.00	\$ -	\$ 40.00
57	Single Meeting Room, Non-Resident	Per hour, per room	\$ 55.00	\$ -	\$ 55.00
58	Conference Room, Resident	Per hour	\$ 25.00	\$ -	\$ 25.00
59	Conference Room, Non-Resident	Per hour	\$ 45.00	\$ -	\$ 45.00
60	Kitchen, Resident	Per hour with rental	\$ 20.00	\$ -	\$ 20.00
61	Kitchen, Non-Resident	Per hour with rental	\$ 30.00	\$ -	\$ 30.00
62	Single Court Rental (Athletic)	Per hour	\$ 45.00	\$ -	\$ 45.00
63	Single Court Rental (Non-Athletic)	Per hour	\$ 60.00	\$ -	\$ 60.00
64	After Hours Charge	Per hour for any rentals beyond hours of operation	\$ 25.00	\$ -	\$ 25.00
65	<b>PAVILION RENTALS</b>				
66	Harrington Park Pavilion, Resident	Per hour (tables/grills, no electric)	\$ 20.00	\$ -	\$ 20.00
67	Harrington Park Pavilion, Non-Resident	Per hour (tables/grills, no electric)	\$ 40.00	\$ -	\$ 40.00
68	Armstrong Park Pavilion, Resident	Per hour (electric outlet and lighting, no grills allowed)	\$ 50.00	\$ -	\$ 50.00
69	Armstrong Park Pavilion, Non-Resident	Per hour (electric outlet and lighting, no grills allowed)	\$ 75.00	\$ -	\$ 75.00
70	Chris Paris Park Pavilion, Resident	Per hour (no electric or restrooms)	\$ 10.00	\$ -	\$ 10.00
71	Chris Paris Park Pavilion, Non-Resident	Per hour (no electric or restrooms)	\$ 20.00	\$ -	\$ 20.00
72	Lakeside Park Pavilion - Small, Resident	Per hour (electric outlet and lighting)	\$ 30.00	\$ -	\$ 30.00
73	Lakeside Park Pavilion - Small, Non-Resident	Per hour (electric outlet and lighting)	\$ 50.00	\$ -	\$ 50.00
74	Lakeside Park Pavilion - Large, Resident	Per hour (electric outlet and lighting)		\$ 50.00	\$ 50.00
75	Lakeside Park Pavilion - Large, Non-Resident	Per hour (electric outlet and lighting)		\$ 75.00	\$ 75.00
76	Amphitheatre Rental, Resident	Per hour	\$ 80.00	\$ -	\$ 80.00
77	Amphitheatre Rental, Non-Resident	Per hour	\$ 150.00	\$ -	\$ 150.00
78	Gazebo Rental, Resident	Per hour	\$ 20.00	\$ -	\$ 20.00
79	Gazebo Rental, Non-Resident	Per hour	\$ 40.00	\$ -	\$ 40.00
80	<b>LAKESIDE PARK - COURT RENTALS</b>				
81	Basketball without Pavilion, Resident	Per hour	\$ 10.00	\$ -	\$ 10.00
82	Basketball without Pavilion, Non-Resident	Per hour	\$ 20.00	\$ -	\$ 20.00
83	Basketball with Pavilion, Resident	Per hour	\$ 5.00	\$ -	\$ 5.00
84	Basketball with Pavilion, Non-Resident	Per hour	\$ 10.00	\$ -	\$ 10.00
85	Sand Volleyball without Pavilion, Resident	Per hour	\$ 10.00	\$ -	\$ 10.00
86	Sand Volleyball without Pavilion, Non-Resident	Per hour	\$ 20.00	\$ -	\$ 20.00
87	Sand Volleyball with Pavilion, Resident	Per hour	\$ 5.00	\$ -	\$ 5.00
88	Sand Volleyball with Pavilion, Non-Resident	Per hour	\$ 10.00	\$ -	\$ 10.00
89	<b>ATHLETICS</b>				
90	Team Fees - Softball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
91	Team Fees - Football	Per team, per season	\$ 60.00	\$ -	\$ 60.00
92	Team Fee - Baseball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
93	Team Fee - Soccer	Per team, per season	\$ 60.00	\$ -	\$ 60.00
94	Team Fee - Basketball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
95	Non-Resident Fee	Per person associated with teams outside of city	\$ 10.00	\$ -	\$ 10.00
96	<b>PARKS AND RECREATION</b>				
97	Light Key Deposit	For fields with lights, deposit required prior to issuing light key	\$ 50.00	\$ -	\$ 50.00
98	Harrington New Pavilion, Resident	Per hour (electric and lighting, no picnic tables)	\$ 30.00	\$ -	\$ 30.00
99	Harrington New Pavilion, Non-Resident	Per hour (electric and lighting, no picnic tables)	\$ 50.00	\$ -	\$ 50.00
100	Red Bird Pavilion, Resident	Per hour (electric and lighting)	\$ 30.00	\$ -	\$ 30.00
101	Red Bird Pavilion, Non-Resident	Per hour (electric and lighting)	\$ 50.00	\$ -	\$ 50.00
102	<b>BALLFIELD RESERVATIONS</b>				
103	<b>Lakeside (Football and Softball I/II)</b>				
104	<b>High School Tennis Courts</b>				
105	Ballfield Reservation - Lighted, Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
106	Ballfield Reservation - Lighted, Non-Resident	Per hour	\$ 60.00	\$ -	\$ 60.00
107	Ballfield Reservation - Unlighted, Resident	Per hour	\$ 15.00	\$ -	\$ 15.00
108	Ballfield Reservation - Unlighted, Non-Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
109	Tennis - Lighted	Per court, per hour	\$ 4.00	\$ -	\$ 4.00
110	Tennis - Unlighted	Per court, per hour	\$ 2.00	\$ -	\$ 2.00
111	Association Light Fee	Per electric bill - energy cost plus KWH usage	\$ 0.04	\$ -	\$ 0.04
112	<b>Tournament Fees</b>				
113	Non-City Sponsored Tournaments	Per day per field with or without lights	\$ 150.00	\$ -	\$ 150.00
114	Friday Rental Rate	Per hour pro-rated	\$ 13.00	\$ -	\$ 13.00

EXHIBIT A  
**MASTER FEE SCHEDULE  
 PARKS AND RECREATION**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
115	<b>Park Fees</b>				
116	Concessions Permit	Per day for private sales in park	\$ 50.00	\$ -	\$ 50.00
138	<b>SENIOR CENTER</b>				
139	Resident - Annual	Membership fee	\$ 15.00	\$ -	\$ 15.00
140	Non-Resident - Annual	Membership fee	\$ 20.00	\$ -	\$ 20.00
141	<b>SPECIAL EVENTS PERMIT</b>				
142	Permit application		\$ 100.00	\$ -	\$ 100.00
143	Special events deposit	Deposit and bond for balance of estimated costs or \$200.00, whichever is greater, to be paid not less than 7 working days before the date of special event shown on permit.	50% of estimated reimbursable costs		50% of estimated reimbursable costs

EXHIBIT A  
MASTER FEE SCHEDULE  
FIELDHOUSE

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/19	Proposed Change for FY20-21	Proposed Fee Effective 10/1/20
1	<b>FIELDHOUSE</b>				
2	<b>COURT RENTAL - BASKETBALL</b>				
3	Court Rental - Tournaments, Leagues, Practice,	Per court / hour	\$ 50.00	\$ -	\$ 50.00
4	Half Court Rental	Per court / hour	\$ 25.00	\$ -	\$ 25.00
5	Practice - Weekdays - 9:00a to 6:00p	Per court / hour	\$ 35.00	\$ -	\$ 35.00
6	Private Court Rental	Per court / hour	\$ 60.00	\$ -	\$ 60.00
7	Sunday Night League - 5:00p to 9:00p	5 courts	\$ 3,000.00	\$ -	\$ 3,000.00
8	Court Rental - Free Play	Per court / hour	\$ 5.00	\$ -	\$ 5.00
9	<b>COURT RENTAL - VOLLEYBALL</b>				
10	Court Rental - Tournaments, Leagues, Practice,	Per net / hour	\$ 35.00	\$ -	\$ 35.00
11	Private Court Rental	Per net / hour	\$ 45.00	\$ -	\$ 45.00
12	Private Lessons - 9:00a to 6:00p	Per net / hour	\$ 25.00	\$ -	\$ 25.00
13	<b>OTHER SPORTS REVENUE</b>				
14	Martial Arts - Karate/Jiu-Jitsu	Per court / hour	\$ 50.00	\$ -	\$ 50.00
15	Soccer/Futsal	Per court / hour	\$ 50.00	\$ -	\$ 50.00
16	Security	Per officer / hour	\$ 20.00	\$ 10.00	\$ 30.00
17	City of Duncanville Police	Per officer / hour	\$ 45.00	\$ -	\$ 45.00
18	Parking	Flat Rate for large event - \$2,000 Per Car for regular event- \$5.00	See Comments	\$ -	See Comments
19	<b>ROOM RENTALS</b>				
20	Room - Center	Per hour - 50% deposit required	\$ 60.00	\$ -	\$ 60.00
21	Room - Lounge	Per hour - 50% deposit required	\$ 50.00	\$ -	\$ 50.00
22	Room - Event	Per hour - 50% deposit required	\$ 150.00	\$ -	\$ 150.00
23	Room - the STUDIO	Per hour - 50% deposit required	\$ 50.00	\$ 10.00	\$ 60.00
24	Room - Meeting	Per hour - 50% deposit required	\$ 50.00	\$ 10.00	\$ 60.00
25	Outside - Patio	Per hour - 50% deposit required	\$ 75.00	\$ -	\$ 75.00
29	<b>CAMPS / BEFORE &amp; AFTER SCHOOL</b>				
30	Registration	One-time fee per student	\$ 75.00	\$ -	\$ 75.00
31	Public School Before School Drop Off Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 55.00	\$ -	\$ 55.00
32	Public School After School Pick-up Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 60.00	\$ -	\$ 60.00
33	Public School Before/After School Drop Off & Pick-Up	Weekly fee per student, \$5.00 Sibling Discount	\$ 75.00	\$ -	\$ 75.00
34	Charter School Before School Drop Off Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 55.00	\$ -	\$ 55.00
35	Charter School After School Pick-up Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 70.00	\$ -	\$ 70.00
36	Charter School Before/After School Drop Off & Pick-Up	Weekly fee per student, \$5.00 Sibling Discount	\$ 85.00	\$ -	\$ 85.00
37	Daily Drop Off Rate For No-School Days - Enrolled in Before/After School Program	Daily fee per student	\$ 30.00	\$ -	\$ 30.00
38	Daily Drop Off Rate For No-School Days - Students Not Enrolled in Before/After School Program	Daily fee per student	\$ 35.00	\$ -	\$ 35.00
39	<b>OTHER REVENUE</b>				
40	Linen Rental	Per Table Cloth	\$ 15.00	\$ -	\$ 15.00
41	Alcohol Permits	Per Event	\$ 50.00	\$ -	\$ 50.00
42	Copies	Per Copy	\$ 0.25	\$ -	\$ 0.25

**EXHIBIT A**

Exhibit A

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
1	<b>POLICE DEPARTMENT</b>				
2	Mobile Video System DVD's	\$3 ea. + \$15 hour labor charge (locating, compiling responsive information)	See Comments	\$ -	See Comments
3	Body Worn Camera DVD's	\$10 ea + \$1 per minute released + \$15hr labor charge	See Comments	\$ -	See Comments
4	Offense report	Per page.	\$ 0.10	\$ -	\$ 0.10
5	Accident report	Per report (\$4.00 plus \$2.00 certification fee)	\$ 6.00	\$ -	\$ 6.00
6	Solicitor permit	Per person.	\$ 50.00	\$ -	\$ 50.00
7	All fingerprinting fee	Per person.	\$ 10.00	\$ -	\$ 10.00
8	Certified copy/ Notarized copy	Per report	\$ 2.50	\$ -	\$ 2.50
9	VIN Inspections	Per Inspection	\$ 40.00	\$ -	\$ 40.00
10	<b>ALARM SYSTEMS</b>				
11	Permit	Per year.	\$ 35.00	\$ -	\$ 35.00
12	Excessive false alarm fee	Per false alarm; > 3 < 6 during 12-month period.	\$ 50.00	\$ -	\$ 50.00
13	Excessive false alarm fee	Per false alarm; ≥ 6 < 8 during 12-month period.	\$ 75.00	\$ -	\$ 75.00
14	Excessive false alarm fee	Per false alarm; > 8 during a 12-month period	\$ 100.00	\$ -	\$ 100.00
15	<b>911 SERVICE FEES (Updated 03/01/2015)</b>				
16	Resident	Per month per local exchange access line.	\$ 1.00	\$ -	\$ 1.00
17	Business	Per month per local exchange access line.	\$ 1.25	\$ -	\$ 1.25
18	Business trunk line	Per month per local exchange access line.	\$ 1.50	\$ -	\$ 1.50
19	VoIP line Resident	Per month per each VoIP line.	\$ 1.00	\$ -	\$ 1.00
20	VoIP business	Per month per each VoIP line.	\$ 1.25	\$ -	\$ 1.25
21	VoIP Business Trunk Line	Per month per each VoIP business trunk line.	\$ 1.50	\$ -	\$ 1.50
22	<b>TOWING FEES</b>	<b>Per contract with J &amp; S Towing</b>			
23	Wrecker charge	Per call.	\$ 55.00	\$ -	\$ 55.00
24	Wrecker charge, medium duty	Per hour.	\$ 140.00	\$ -	\$ 140.00
25	Wrecker charge, heavy duty	Per hour.	\$ 170.00	\$ -	\$ 170.00
26	Mileage outside Duncanville city limits	Per loaded mile.	\$ 3.00	\$ -	\$ 3.00
27	Call out, no tow, cleanup	Per call.	\$ 30.00	\$ -	\$ 30.00
28	Call out, no tow, disregard call	Per call.	No charge		No charge
29	Recovery/waiting time	Per hour.	\$ 30.00	\$ -	\$ 30.00
30	City vehicle storage charge		No charge		No charge
31	Police Department tire change	Each tire change.	No charge		No charge
32	Tow charge, City vehicle under 1-ton	Per call.	No charge		No charge
33	Semi-tractor trailer "boot" application	Per call.	\$ 300.00	\$ -	\$ 300.00
34	<b>ANIMAL CONTROL</b>				
35	<b>Tri Cities Regional Animal Shelter</b>				
36	Animal Impoundment, 1st offense	Per animal.	\$ 30.00	\$ -	\$ 30.00
37	Animal Impoundment, 2nd offense	Per animal.	\$ 100.00		\$ 100.00
38	Animal Impoundment, 3rd offense	Per animal.	\$ 200.00		\$ 200.00
39	Animal Impoundment, 4th offense	Per animal.	\$ 300.00		\$ 300.00
40	Boarding fee	Per night.	\$ 10.00	\$ 5.00	\$ 15.00
41	Rabies observation fee	Per night.	\$ 30.00		\$ 30.00
42	Non-resident surrender fee, animal	Per animal. (reduction per Tri-City Animal Shelter)	\$ 15.00	\$ -	\$ 15.00
43	Non-resident surrender fee, litter	Per litter (up to 4); \$5.00 each additional animal.(no longer a fee)	\$ -	\$ -	\$ -
44	Animal adoption	Each dog or cat. (\$25.00 adoption + \$25.00 sterilization voucher)	\$ 105.00	\$ 45.00	\$ 150.00
45	Microchip and registration	Each dog or cat.	\$ 25.00		\$ 25.00
46	Veterinarian disposal fee	Each dog, cat or small animal	\$ 15.00		\$ 15.00
47	<b>Animal Permits</b>				
48	Wild animal	Per year.	\$ 10.00	\$ -	\$ 10.00
49	Livestock	Per year.	\$ 10.00	\$ -	\$ 10.00
50	Cats over limit	Per year.	\$ 10.00	\$ -	\$ 10.00
51	Dogs over limit	Per year.	\$ 10.00	\$ -	\$ 10.00
52	<b>TAXICAB PERMITS</b>				
53	Operating permit fee	Per year.	\$ 150.00	\$ -	\$ 150.00
54	Vehicle inspection fee	Annual, per vehicle.	\$ 10.00	\$ -	\$ 10.00
55	Driver fee	Per year.	\$ 10.00	\$ -	\$ 10.00
56	<b>SEXUALLY ORIENTED BUSINESSES</b>				
57	Sexually oriented business	Per year.	\$ 525.00	\$ -	\$ 525.00
58	Massage establishment	Per year.	\$ 625.00	\$ -	\$ 625.00
59	Class A Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
60	Class B Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
61	Class C Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
62	Class D Dance Hall	Per year.	\$ 675.00	\$ -	\$ 675.00
63	Class E Dance Hall	Per year.	\$ 675.00	\$ -	\$ 675.00

EXHIBIT A  
 MASTER FEE SCHEDULE  
 FIRE

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/1/20
	<b>FIRE DEPARTMENT</b>				
1	<b>AMBULANCE FEES</b>				
2	BLS Emergency Service, resident	Per transport.	\$ 825.00	\$ -	\$ 825.00
3	BLS Emergency Service, non-resident	Per transport.	\$ 900.00	\$ -	\$ 900.00
4	ALS1 Emergency Service, resident	Per transport.	\$ 1,050.00	\$ -	\$ 1,050.00
5	ALS1 Emergency Service, non-resident	Per transport.	\$ 1,125.00	\$ -	\$ 1,125.00
6	ALS2 Emergency Service, resident	Per transport.	\$ 1,200.00	\$ -	\$ 1,200.00
7	ALS2 Emergency Service, non-resident	Per transport.	\$ 1,275.00	\$ -	\$ 1,275.00
8	Non Transport Fee	Per Call	\$ 125.00	\$ -	\$ 125.00
9	Mileage	Per loaded mile.	\$ 15.00	\$ -	\$ 15.00
10	<b>PERMIT FEES</b>				
11	Spray Booth or Hood Extinguisher System	Per permit.	\$ 75.00	\$ -	\$ 75.00
12	Operational permit	Sections 105.6.1 through 105.6.46	IFC		IFC
13	Construction permit	Sections 105.7.1 through 105.7.12	IFC		IFC
14	Minor fire alarm review (repairs)	Per permit.	\$ 25.00	\$ -	\$ 25.00
15	Fire alarm registration fee	Per year.	\$ 35.00	\$ -	\$ 35.00
16	Fire alarm systems (1 to 10 devices)	Per permit.	\$ 50.00	\$ -	\$ 50.00
17	Fire alarm systems (11 to 25 devices)	Per permit.	\$ 75.00	\$ -	\$ 75.00
18	Fire alarm systems (26 to 100 devices)	Per permit.	\$ 150.00	\$ -	\$ 150.00
19	Fire alarm systems (101 to 200 devices)	Per permit.	\$ 200.00	\$ -	\$ 200.00
20	Fire alarm systems (201 to 400 devices)	Per permit.	\$ 400.00	\$ -	\$ 400.00
21	Fire alarm systems (over 400 devices)	Per device	\$ 1.00	\$ -	\$ 1.00
22	Fire sprinkler system (1 to 19 heads)	Per permit.	\$ 50.00	\$ -	\$ 50.00
23	Fire sprinkler system (20 to 99 heads)	Per permit.	\$ 75.00	\$ -	\$ 75.00
24	Fire sprinkler system (100 to 299 heads)	Per permit.	\$ 150.00	\$ -	\$ 150.00
25	Fire sprinkler system (300 to 1000 heads)	Per permit.	\$ 300.00	\$ -	\$ 300.00
26	Fire sprinkler system (over 1000 heads)	Per head	\$ 0.30	\$ -	\$ 0.30
27	Fire Pumps, standpipe systems, special sys	Per permit.	\$ 100.00	\$ -	\$ 100.00
28	Access control gates	Per gate	\$ 100.00	\$ -	\$ 100.00
29	Additional acceptance tests	Per test	\$ 75.00	\$ -	\$ 75.00
30	No permit penalty	Per permit.	Double applicable fee		Double applicable fee
31	No permit penalty subsequent violations	Per permit.	Triple applicable fee		Triple applicable fee
32	Multi-Use permit (any combination)	All permits	\$ 250.00	\$ -	\$ 250.00
33	Contractor registration	Per year.	\$ 100.00	\$ -	\$ 100.00
34	Environmental site assessment	Per hour	\$ 75.00	\$ -	\$ 75.00
35	Combustible liquid storage tank	Per tank	\$ 250.00	\$ -	\$ 250.00
36	Underground storage tank removal	Per tank	\$ 200.00	\$ -	\$ 200.00
37	Temporary above ground tank	Per tank	\$ 100.00	\$ -	\$ 100.00
38	LP Gas storage tank	Per tank	\$ 250.00	\$ -	\$ 250.00
39	Pyrotechnics	Per event	\$ 100.00	\$ -	\$ 100.00
40	Pyrotechnics	Per year unlimited events	\$ 500.00	\$ -	\$ 500.00
41	After hours inspections (min charge two hours)	Per hour	\$ 100.00	\$ -	\$ 100.00
42	Temporary membrane structures	Per structure	\$ 100.00	\$ -	\$ 100.00
43	Controlled burning	Per day	\$ 100.00	\$ -	\$ 100.00

**EXHIBIT A  
MASTER FEE SCHEDULE  
PLANNING / BUILDING INSPECTIONS**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY20-21	Proposed Fee Effective 10/1/20
	<b>PUBLIC WORKS</b>				
1	<b>ZONING &amp; RELATED FEES</b>				
2	Preliminary plat	Per plat.	\$ 250.00	\$ -	\$ 250.00
3	Final plat - residential	Base Fee + \$5.00 per lot.	\$ 500.00	\$ -	\$ 500.00
4	Final plat - apartment	Base Fee + \$10.00 per unit.	\$ 500.00	\$ -	\$ 500.00
5	Final plat - other	Base Fee + \$50.00 per acre.	\$ 500.00	\$ -	\$ 500.00
6	Replat	Per plat.	\$ 500.00	\$ -	\$ 500.00
7	Planned Development Site Plan Review	To ensure site plan meets City Zoning Ordinance & Subdivision Regulations	\$ 250.00	\$ -	\$ 250.00
8	Zoning change - planned development	Per development.	\$ 1,050.00	\$ -	\$ 1,050.00
9	Zoning change - single residential lot		\$ 500.00	\$ -	\$ 500.00
10	Zoning change - Special Use Permit (SUP)		\$ 1,050.00	\$ 100.00	\$ 1,150.00
11	Zoning change - all others		\$ 1,050.00	\$ -	\$ 1,050.00
12	Comprehensive Plan	Per book	\$ 50.00	\$ -	\$ 50.00
13	Maps (black/white copy)	Per sheet	\$ 5.00	\$ -	\$ 5.00
14	Street signs (2 signs, 1 pole)	Per assembly; installed	\$ 75.00	\$ -	\$ 75.00
15	Blue fire buttons	Each	\$ 10.00	\$ -	\$ 10.00
16	Zoning Verification Letter	Each	\$ 50.00	\$ -	\$ 50.00
17	Right-of-Way Abandonment	Each application	\$ 250.00	\$ -	\$ 250.00
18	Pre-Development Meeting	To review City requirements prior to starting their business	\$ -	\$ -	\$ -
19	<b>CERTIFICATES OF OCCUPANCY</b>				
20	New building		\$ 25.00	\$ -	\$ 25.00
21	Existing building	For each new occupant or change in occupancy or ownership.	\$ 75.00	\$ 50.00	\$ 125.00
22	Clean & Show Permit	For landlord to get power turned on prior to tenant occupancy	\$ 50.00	\$ -	\$ 50.00
23	Utility Verification Permit	For when a Commercial company changes electric providers or needs to get re-connected following a shut-off. This requires a City inspection.	\$ -	\$ 50.00	\$ 50.00
24	Changes	Certificate replacement	\$ 10.00	\$ -	\$ 10.00
25	Group Home	One-time fee. Housing occupied by groups of unrelated individuals with disabilities, which may or may not be provided by organizations that also offer various services for individuals with disabilities living in the homes and are licensed by the state, in which a reasonable accommodation and certificate of occupancy has been issued prior to operating if such home has four or more persons occupying the dwelling unit.	\$ -	\$ 500.00	\$ 500.00
26	<b>PLAN REVIEW</b>	<b>RESIDENTIAL PLAN REVIEW - NEW CONSTRUCTION</b>			
27	<b>Total Square Feet</b>				
28	1001 - 1500		\$ 75.00	\$ -	\$ 75.00
29	1501 - 2000		\$ 100.00	\$ -	\$ 100.00
30	2001 - 2500		\$ 125.00	\$ -	\$ 125.00
31	2501 - 3000		\$ 150.00	\$ -	\$ 150.00
32	3001 - 3500		\$ 200.00	\$ -	\$ 200.00
33	3501 - 4000		\$ 225.00	\$ -	\$ 225.00
34	4001 or more	\$225 plus 0.05 per each additional square foot	See Comments		See Comments
35	<b>BUILDING PERMITS</b>	<b>RESIDENTIAL NEW CONSTRUCTION</b>			
36	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
37	<b>Total Square Feet</b>				
38	1001 - 1500		\$ 1,400.00	\$ -	\$ 1,400.00
39	1501 - 2000		\$ 1,504.00	\$ -	\$ 1,504.00
40	2001 - 2500		\$ 1,731.55	\$ -	\$ 1,731.55
41	2501 - 3000		\$ 1,959.10	\$ -	\$ 1,959.10
42	3001 - 3500		\$ 2,186.65	\$ -	\$ 2,186.65
43	3501 - 4000		\$ 2,414.20	\$ -	\$ 2,414.20
44	4001 or more	\$2,414.50 plus 0.50 per each additional square foot	See Comments		See Comments
45	<b>BUILDING PERMITS</b>	<b>RESIDENTIAL REMODEL- ADDITIONAL SQFT TO MAIN STRUCTURE</b>			
46	<b>Total Square Feet</b>				
47	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
48	0-250		\$ -	\$ 175.00	\$ 175.00
49	251-500		\$ 325.00	\$ -	\$ 325.00
50	501-1000		\$ 600.00	\$ -	\$ 600.00
51	1001-1500		\$ 875.00	\$ -	\$ 875.00
52	1501-2000		\$ 1,075.00	\$ -	\$ 1,075.00
53	2001-2500		\$ 1,375.00	\$ -	\$ 1,375.00
54	2501 -3000		\$ 1,575.00	\$ -	\$ 1,575.00
55	3001 or more	\$1,575 plus 0.40 per each additional square foot	See Comments		See Comments
56	<b>PLAN REVIEW</b>	<b>COMMERCIAL BUILDING REVIEW</b>			
57	Plan Review	Commercial Review for new construction	50% permit cost		50% permit cost
58	<b>BUILDING PERMITS</b>	<b>NEW COMMERCIAL BUILDING</b>			

**EXHIBIT A  
MASTER FEE SCHEDULE  
PLANNING / BUILDING INSPECTIONS**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY20-21	Proposed Fee Effective 10/1/20
59	<b>Total Square Feet</b>				
60	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
61	0-1500	per square foot	\$ 4.00	\$ -	\$ 4.00
62	1501-2500	per square foot	\$ 3.60	\$ -	\$ 3.60
63	2501-3500	per square foot	\$ 2.95	\$ -	\$ 2.95
64	3501-4500	per square foot	\$ 2.75	\$ -	\$ 2.75
65	4501-5500	per square foot	\$ 2.55	\$ -	\$ 2.55
66	5501-6500	per square foot	\$ 2.45	\$ -	\$ 2.45
67	6500 or more	per square foot	\$ 2.35	\$ -	\$ 2.35
68	<b>BUILDING PERMITS</b>	<b>COMMERCIAL BUILDING REMODEL</b>			
69	<b>Total Square Feet</b>				
70	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
71	0-1500	per square foot	\$ 0.35	\$ -	\$ 0.35
72	1501-2500	per square foot	\$ 0.30	\$ -	\$ 0.30
73	2501-3500	per square foot	\$ 0.28	\$ -	\$ 0.28
74	3501-4500	per square foot	\$ 0.26	\$ -	\$ 0.26
75	4501-5500	per square foot	\$ 0.24	\$ -	\$ 0.24
76	5501-6500	per square foot	\$ 0.23	\$ -	\$ 0.23
77	6500 or more	per square foot	\$ 0.22	\$ -	\$ 0.22
78	<b>INSPECTIONS / PLAN REVIEW</b>				
79	Commercial Pool/Spa Inspection Fee	Inspected 4 times a year	\$ 200.00	\$ -	\$ 200.00
80	Inspections outside normal business hours (2 hour minimum)	All charges per hour or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	\$ 50.00	\$ -	\$ 50.00
81	Reinspection fees	Inspection required after failure to comply with first notice of violation	\$ 50.00	\$ -	\$ 50.00
82	Inspections for which no fee is specifically indicated (half-hour minimum)		\$ 50.00	\$ -	\$ 50.00
83	Additional plan review required by changes, additions, or revisions to plans (half-hour minimum)		\$ 50.00	\$ -	\$ 50.00
84	Use of outside consultants for plan checking and inspections or both	To include administrative and overhead costs.	Actual Cost		Actual Cost
85	<b>CONTRACTOR REGISTRATION</b>				
86	General Contractor Registration - fence, concrete, sign, landscape irrigation installer, solar, backflow inspector (BPAT)	Annual Fee - requires \$100,000 liability insurance	\$ 100.00	\$ -	\$ 100.00
87	<b>ELECTRICAL PERMITS</b>	Unrelated to new construction or remodeling.			
88	Electrical work done with no permit	Work performed without permit when a permit is required - double the calculated project fee			
89	Service change		\$ 75.00	\$ -	\$ 75.00
90	Meter change		\$ 75.00	\$ -	\$ 75.00
91	<b>PLUMBING PERMITS</b>	Unrelated to new construction or remodeling.			
92	Plumbing work done with no permit	Work performed without permit when a permit is required - double the calculated project fee	NEW		Based on job value
93	First fixture		\$ 30.00	\$ -	\$ 30.00
94	Sewer relay		\$ 75.00	\$ -	\$ 75.00
95	Gas line relay		\$ 75.00	\$ -	\$ 75.00
96	Water heater installation		\$ 75.00	\$ -	\$ 75.00
97	Water treatment system installation		\$ 75.00	\$ -	\$ 75.00
98	Backflow device inspection		\$ 75.00	\$ -	\$ 75.00
99	Landscape Irrigation Installation		\$ 100.00	\$ -	\$ 100.00
100	Gas Test & minor repair		\$ 75.00	\$ -	\$ 75.00
101	Grease Trap		\$ 100.00	\$ -	\$ 100.00
102	Sand Trap		\$ 100.00	\$ -	\$ 100.00
103	Steam boiler installation		\$ 30.00	\$ -	\$ 30.00
104	<b>AIR CONDITIONING PERMITS</b>	Unrelated to new construction or remodeling.			
105	HVAC Done Without Permit	Double the calculated project fee	See Comments	\$ -	See Comments
106	Mechanical - Repair or Alteration		\$ 75.00	\$ -	\$ 75.00
107	Residential New HVAC system	per system	\$ 75.00	\$ -	\$ 75.00
108	Commercial New HVAC system		\$ 150.00	\$ -	\$ 150.00
109	Walk-In Cooler Installation		\$ 75.00	\$ -	\$ 75.00
110	<b>MISC. PERMITS / FEES</b>	Including all trades, if applicable.			
111	Work Done Without Permit	Double the calculated project fee	See Comments		See Comments
112	Residential Remodel, repair, or alteration to existing house (excludes an increase in sq ft)		\$ -	\$ 125.00	\$ 125.00
113	Solar		\$ 150.00	\$ -	\$ 150.00
114	Foundation		\$ 150.00	\$ -	\$ 150.00
115	Swimming Pool		\$ 75.00	\$ -	\$ 75.00

EXHIBIT A  
 MASTER FEE SCHEDULE  
 PLANNING / BUILDING INSPECTIONS

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY20-21	Proposed Fee Effective 10/1/20
116	Spa / hot tub / Pool (above ground, 24" deep or greater)		\$ 75.00	\$ -	\$ 75.00
117	Type B Accessory building 0-399 sqft	no MEP included, separate permit required	\$ 75.00	\$ -	\$ 75.00
118	Type A Accessory building 400 sqft or greater	no MEP included, separate permit required	\$ 150.00	\$ -	\$ 150.00
119	Roof Shingle Replacement - Residential	Greater than 1 bundle of shingles replaced (33 SF)	\$ -	\$ 75.00	\$ 75.00
120	Roof Decking Replacement - Residential		\$ -	\$ 150.00	\$ 150.00
121	Roof Shingles/ Composition Replacement - Commercial	Greater than 1 bundle of shingles replaced (33 SF)	\$ -	\$ 150.00	\$ 150.00
122	Roof Decking Replacement - Commercial		\$ -	\$ 300.00	\$ 300.00
123	Thermoplastic Olefin (TPO)	New Roof	\$ -	\$ 450.00	\$ 450.00
124	All concrete: sidewalk, driveway approach and non residential parking lot	per square foot, Maximum \$250 on Residential, and \$1000.00 on Commercial	\$ 0.50	\$ -	\$ 0.50
125	Asphalt Street tie-in to concrete drive approach	Per linear foot	\$ 6.00	\$ -	\$ 6.00
126	Structure moving, within City limits	Code of Ordinances Section 5-58	\$ 100.00	\$ -	\$ 100.00
127	Structure moving, into City	Code of Ordinances Section 5-58	\$ 100.00	\$ -	\$ 100.00
128	Construction Trailer	To set a construction trailer on a job site	\$ 100.00	\$ -	\$ 100.00
129	Building demolition		\$ 100.00	\$ -	\$ 100.00
130	Gasoline fuel tanks		\$ 150.00	\$ -	\$ 150.00
131	Tent or canopy	Four permits per year, 14 days each	\$ 25.00	\$ -	\$ 25.00
132	Residential Fence		\$ 75.00	\$ -	\$ 75.00
133	Commercial Fence	3 inspections required	\$ 225.00	\$ -	\$ 225.00
134	Storage Containers	Annual Fee - two permits per year, 15 days each	\$ 25.00	\$ -	\$ 25.00
135	Occasional sale / residential garage sale	Four permits per year, two each six-month period	No charge	\$ -	No charge
136	Parking lot and/or tent sale	Four permits per year, 14 days each	\$ 50.00	\$ -	\$ 50.00
137	Seasonal sale		\$ 50.00	\$ -	\$ 50.00
138	Seasonal garden center		\$ 50.00	\$ -	\$ 50.00
139	Handbill application	Per year.	\$ 50.00	\$ -	\$ 50.00
140	Handbill permit, one day		\$ 15.00	\$ -	\$ 15.00
141	Handbill permit, one week		\$ 40.00	\$ -	\$ 40.00
142	Handbill permit, one year		\$ 400.00	\$ -	\$ 400.00
143	Administrative Fee	Contracting for abatement of Code Violation per Occurrence; minimum charge of \$100	\$100 or 10% of cost, whichever is higher	\$ -	\$100 or 10% of cost, whichever is higher
144	Vacant building registration	Annual Fee	\$ 750.00	\$ (625.00)	\$ 125.00
145	Vacant building inspection	Annual Fee- \$50.00, plus an additional \$0.01 per square foot over 5,000 ft. Late fee - additional \$50.00 for every 30th day the registration is late.	See Comments	\$ -	\$50 or \$0.01/sf whichever is higher
146	Residential Rental Property Registration	Registration, Inspection, and RCO	\$ 75.00	\$ -	\$ 75.00
147	Residential Rental Property Registration	Annual fee per single-family, duplex, or townhouse rental unit	\$ 25.00	\$ -	\$ 25.00
148	Residential Administrative Fee	Upon change of ownership with a registration year	\$ 10.00	\$ -	\$ 10.00
149	Residential Rental Property Certificate of Occupancy	Per occupancy, once every two years or with every new tenant, whichever occurs first	\$ 10.00	\$ -	\$ 10.00
150	Rental Certificate of Occupancy Replacement Fee	Replacement of lost, destroyed or mutilated Rental Certificate of Occupancy	\$ 10.00	\$ -	\$ 10.00
151	Rental Registration Late Fee	If any registration renewal fee is paid over 30 days after the due date	\$ 50.00	\$ -	\$ 50.00
152	Street name change Request	Cost to file application and to bring case to Council for approval	\$ 125.00	\$ -	\$ 125.00
153	Street Name Change - Sign Fabricate & Install	Cost varies based on size of signs and number of signs needed.		\$ -	Reimburse City Actual Cost
154	<b>SMALL CELL AND NETWORK NODES</b>				
155	Small Cell/Network node application fee	1-5 network nodes	\$ 500.00	\$ -	\$ 500.00
156	Small Cell/Network node application fee	Additional network nodes beyond 5, each	\$ 250.00	\$ -	\$ 250.00
157	Small Cell/Network node application fee	Each pole to be erected	\$ 1,000.00	\$ -	\$ 1,000.00
158	Small Cell/Network node annual user fee	Each network node	\$ 250.00	\$ -	\$ 250.00
159	Transport Facility monthly user fee	Each network node in right-of-way providing backhaul	\$ 28.00	\$ -	\$ 28.00
160	Collocation on city poles annual user fee	Each pole	\$ 20.00	\$ -	\$ 20.00
161	<b>FOOD ESTABLISHMENT FEES</b>				
162	<b>Health permit</b>				
163	Class 1A (full service restaurants with dining area, and supermarkets without a deli/bakery in the store)	Per fiscal year.	\$ 425.00	\$ -	\$ 425.00
164	Class 2A (ex. Supermarkets with deli/bakery, fast food establishments, convenience stores, variety stores, mobile vendors, day care and schools)	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
165	Class 3A (Seasonal Establishments)	Per fiscal year.	\$ 175.00	\$ -	\$ 175.00
166	Retail	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
167	<b>All large retail stores will be assessed separate permit fees for each operational function</b>				
168	Meat Market	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00

EXHIBIT A  
**MASTER FEE SCHEDULE**  
**PLANNING / BUILDING INSPECTIONS**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/19	Proposed Change for FY20-21	Proposed Fee Effective 10/1/20
169	Deli	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
170	Seafood	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
171	Restaurant	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
172	Bakery	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
173	School cafeteria	Per school cafeteria per fiscal year.	\$ 250.00	\$ -	\$ 250.00
174	Temporary food permit, first day		\$ 25.00	\$ -	\$ 25.00
175	Temporary food permit, additional day	Not to exceed 10 days.	\$ 5.00	\$ -	\$ 5.00
176	Re-check fee, all classifications		\$ 100.00	\$ -	\$ 100.00
177	<b>Health Permit Late fees</b>				
178	After October 10 of fiscal year	First late fee	\$ 50.00	\$ -	\$ 50.00
179	Every 10 days thereafter	in addition to the First \$50.00 late fee	\$ 50.00	\$ -	\$ 50.00
180	Not received by November 1st	Will result in establishment closure.	\$ 100.00	\$ -	\$ 100.00
181	New Establishment or change of ownership administrative fee in addition to Health Permit		\$ 35.00	\$ -	\$ 35.00

**EXHIBIT A  
MASTER FEE SCHEDULE  
UTILITIES**

	DEPARTMENT	BASIS/COMMENTS	FEE Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
	<b>UTILITIES</b>				
1	<b>WATER &amp; SEWER CONNECTION / TAP FEES</b>				
2	<b>Water connection fees</b>				
3	3/4"	Based on cost of water meter	\$ 252.00	\$ -	\$ 252.00
4	1"	Based on cost of water meter	\$ 348.00	\$ -	\$ 348.00
5	1 1/2"	Based on cost of water meter	\$ 600.00	\$ -	\$ 600.00
6	2"	Based on cost of water meter	\$ 1,600.00	\$ -	\$ 1,600.00
7	Larger than 2"		Total cost plus 10%		Total cost plus 10%
8	<b>Water tap fees</b>	<b>IN ADDITION TO CONNECTION FEE FOR NEW SERVICE INSTALL</b>			
9	1"	Based on cost of materials & labor + 100% pavement repair charges	\$ 1,600.00	\$ -	\$ 1,600.00
10	2"	Based on cost of materials & labor + 100% pavement repair charges	\$ 2,000.00	\$ -	\$ 2,000.00
11	Larger than 2"		Total cost plus 10% and pavement repair charges.	\$ -	Total cost plus 10% and pavement repair charges.
12	<b>Sewer connection fees</b>	<b>ONLY IF EXISTING SEWER SERVICE IS AVAILABLE TO PROPERTY</b>			
13	Residential	Connecting private sewer to city sewer available near property line	\$ 200.00	\$ -	\$ 200.00
14	Non-Residential	Connecting private sewer to city sewer available near property line	\$ 200.00	\$ -	\$ 200.00
15	<b>Sewer tap fees</b>	<b>IN ADDITION TO CONNECTION FEE FOR NEW SERVICE INSTALL</b>			
16	Service Line - 4"	Up to 25 feet of sewer piping + 100% pavement repair charges	\$ 1,800.00	\$ -	\$ 1,800.00
17	Service Line - 6"	Up to 25 feet of sewer piping + 100% pavement repair charges	\$ 2,000.00	\$ -	\$ 2,000.00
18	Linear Foot Charge (per foot after 25ft.)	\$36.25 per additional linear foot + 100% pavement repair charges	\$ 36.25	\$ -	\$ 36.25
19	<b>Pavement repair charges</b>				
20	Sidewalk	Per square foot.	\$ 5.10	\$ -	\$ 5.10
21	Street	Per square foot.	\$ 7.50	\$ -	\$ 7.50
22	<b>WATER RATES</b>	Monthly rates to be charged for water on a monthly basis as determined by water meter readings.			
23					
24	<b>Residential</b>				
25	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00
26	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 3.76	\$ -	\$ 3.76
27	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 4.85	\$ -	\$ 4.85
28	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 5.98	\$ -	\$ 5.98
29	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 7.09	\$ -	\$ 7.09
30	<b>Commercial</b>				
31	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00
32	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 3.38	\$ -	\$ 3.38
33	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 4.41	\$ -	\$ 4.41
34	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 5.45	\$ -	\$ 5.45
35	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 5.45	\$ -	\$ 5.45
36	<b>Multi-Family</b>				
37	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00
38	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 3.38	\$ -	\$ 3.38
39	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 4.41	\$ -	\$ 4.41
40	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 5.45	\$ -	\$ 5.45
41	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 5.45	\$ -	\$ 5.45
42	<b>Irrigation</b>				
43	Minimum water charge	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00
44	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 3.85	\$ -	\$ 3.85
45	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 4.98	\$ -	\$ 4.98
46	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 6.11	\$ -	\$ 6.11
47	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 7.22	\$ -	\$ 7.22
48	<b>Schools</b>				
49	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00
50	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 5.48	\$ -	\$ 5.48
51	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 6.49	\$ -	\$ 6.49
52	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 7.49	\$ -	\$ 7.49
53	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 8.50	\$ -	\$ 8.50
54	<b>Municipal</b>				
55	Minimum water charge	Per month, per unit.	\$ 14.00	\$ -	\$ 14.00

EXHIBIT A  
**MASTER FEE SCHEDULE**  
**UTILITIES**

	DEPARTMENT	BASIS/COMMENTS	FEE Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
56	1,000 to 7,000 gallons	Per 1,000 gallons for water usage in excess of 1,000 gallons but not more than 7,000 gallons per unit.	\$ 6.49	\$ -	\$ 6.49
57	7,000 to 15,000 gallons	Per 1,000 gallons for water usage in excess of 7,000 gallons but not more than 15,000 gallons per unit.	\$ 7.49	\$ -	\$ 7.49
58	15,000 to 30,000 gallons	Per 1,000 gallons for water usage in excess of 15,000 gallons but not more than 30,000 gallons per unit.	\$ 8.50	\$ -	\$ 8.50
59	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 9.49	\$ -	\$ 9.49
60	<b>WATER DEPOSITS AND FEES</b>				
61	Deposit, residential		\$ 75.00	\$ -	\$ 75.00
62	Deposit, commercial		\$ 125.00	\$ -	\$ 125.00
63	Deposit, Realtor	For one house; \$25.00 for each additional house.	\$ 75.00	\$ -	\$ 75.00
64	Convenience fee (credit card over the phone)	Per transaction	\$ 15.00	\$ -	\$ 15.00
65	Returned check fee	Per check.	\$ 35.00	\$ -	\$ 35.00
66	Delinquent charge (Commercial)	Based on total bill, including water, sewer, garbage, and drainage fees.	10%		10%
67	Delinquent charge (Residential)	Change from 5% of outstanding bill to a flat fee (Based on total bill, including water, sewer, garbage, and drainage fees.)	10%		10%
68	Deposit, fire hydrant meter	Based on cost of hydrant meter/backflow assembly & labor	\$ 2,000.00	\$ -	\$ 2,000.00
69	<b>Reconnections</b>				
70	During business hours: single-family, duplexes, multi-family 9 units or less	Additional \$35.00 if meter was pulled.	\$ 35.00	\$ -	\$ 35.00
71	During business hours: multi-family with 10 units or more		\$ 70.00	\$ -	\$ 70.00
72	After hours / holidays: single-family, duplexes, multi-family 9 units or less		\$ 45.00	\$ -	\$ 45.00
73	After hours / holidays: multi-family with 10 units or more		\$ 120.00	\$ -	\$ 120.00
74	Charge if customer turns water on illegally, meter in place	Per occurrence	\$ 50.00	\$ -	\$ 50.00
75	Charge if customer illegally installs bypass, meter or no meter	Per occurrence	\$ 150.00	\$ -	\$ 150.00
76	<b>SEWER RATES</b>				
77	<b>Fixed rates</b>				
78	Residential	Per connection (without tax)	\$ 19.25	\$ -	\$ 19.25
79	Multi-family	Per living unit (without tax)	\$ 9.07	\$ -	\$ 9.07
80	Commercial, Schools, Municipal	Per connection (without tax)	\$ 9.07	\$ -	\$ 9.07
81	<b>Variable rates</b>				
82	Residential	Per 1,000 gallons.; based on winter months average without tax	\$ 8.22	\$ -	\$ 8.22
83	Multi-family	Per 1,000 gallons; based on 90% of water consumption without tax	\$ 9.25	\$ -	\$ 9.25
84	Commercial, Schools and Municipal	Per 1,000 gallons; based on 85% of water consumption without tax	\$ 9.07	\$ -	\$ 9.07
85	<b>SOLID WASTE RATES</b>				
86	Single-family & duplex, curbside service	Per dwelling unit without tax	\$ 23.99	\$ 0.37	\$ 24.36
87	Single-family & duplex, alley service	Per dwelling unit without tax	\$ 30.08	\$ 0.46	\$ 30.54
88	Multi-family, curbside service	Per dwelling unit without tax	\$ 23.99	\$ 0.37	\$ 24.36
89	Multi-family, alley pickup	Per dwelling unit without tax	\$ 30.08	\$ 0.46	\$ 30.54
90	<b>Commercial accounts serviced by residential trucks</b>				
91	First cubic yard	Per month, without tax	\$ 30.78	\$ 0.73	\$ 31.51
92	Each additional yard	Per month, without tax	\$ 11.45	\$ 0.33	\$ 11.78
93	Obstruction in front of container	Per month, without tax	\$ 17.00	\$ 0.49	\$ 17.49
94	<b>Commercial accounts</b>				
95	Commercial containers / collection	Rates specified in contract with service provider and subject to CPI increases.	See Comments		See Comments
96	Commercial containers / burned	Rates specified in contract with service provider and subject to CPI increases.	See Comments		See Comments
97	<b>PRIVATE COLLECTION LICENSES</b>				
98	<b>Class A</b>				
99	Each vehicle, up to 1/2 ton	Per year.	\$ 25.00	\$ -	\$ 25.00
100	Each vehicle, 1/2 ton to 2 tons	Per year.	\$ 35.00	\$ -	\$ 35.00
101	Each vehicle, 2 tons or more	Per year.	\$ 50.00	\$ -	\$ 50.00
102	<b>Class B</b>	Per year minimum. Fee shall be amount equal to one month's charge for city service of the same class.	\$ 12.00	\$ -	\$ 12.00
103	<b>Class C</b>	Per year (for collection and transportation of grass clippings).	\$ 25.00	\$ -	\$ 25.00
104	<b>LANDFILL FEES</b>				
105	<b>STORMWATER CHARGES</b>				
106	Residential	Per month, per dwelling unit	\$ 3.50	\$ -	\$ 3.50
107	Multi-family	Per month x # of ERU (Equivalent Residential Unit of 4,300 square feet); \$10.00 minimum premise account for properties with only a single premise. \$3.50 minimum per premise account for property parcel with multiple premises.	\$ 3.50	\$ -	\$ 3.50
108	Churches	Per month x # of ERU (Equivalent Residential Unit of 4,300 square feet); \$10.00 minimum premise account for properties with only a single premise. \$3.50 minimum per premise account for property parcel with multiple premises.	\$ 3.50	\$ -	\$ 3.50

EXHIBIT A  
**MASTER FEE SCHEDULE  
 UTILITIES**

	DEPARTMENT	BASIS/COMMENTS	FEE Effective 10/01/19	Proposed Change for FY 20-21	Proposed Fee Effective 10/01/20
109	Schools	Per month x # of ERU (Equivalent Residential Unit of 4,300 square feet); \$10.00 minimum premise account for properties with only a single premise. \$3.50 minimum per premise account for property parcel with multiple premises.	\$ 3.50	\$ -	\$ 3.50
110	Commercial	Per month x # of ERU (Equivalent Residential Unit of 4,300 square feet); \$10.00 minimum premise account for properties with only a single premise. \$3.50 minimum per premise account for property parcel with multiple premises.	\$ 3.50	\$ -	\$ 3.50
111	<b>RETAIL ELECTRIC PROVIDERS</b>	Registration does not apply to REPs serving municipal accounts. Any REP that remains delinquent on payment of annual registration fee after Mach 31 shall be subject to suspension of registration.			
112	Registration fee	Due by January 31 of each year.	\$ 25.00	\$ -	\$ 25.00
113	Subsequent registration fee		\$ 20.00	\$ -	\$ 20.00
114	Late payment fee	For fees not received prior to January 31.	\$ 10.00	\$ -	\$ 10.00
115	Delinquency fee	Plus late payment fee and amount of penalty first imposed.	\$ 15.00	\$ -	\$ 15.00

# Duncanville at a Glance - Fast Facts

The Perfect Blend of Family, Community, and Business



## Population Summary

2019 Total Population	40,948
2019 Group Quarters	227
2019 Total Daytime Population	40,836
Workers	19,125
Residents	21,711

## Household Summary

2019 Households	13,753
2019 Average Household Size	2.96
2019 Families	10,456
2019 Average Family Size	3.42

## Housing Unit Summary

2019 Housing Units	14,471
Owner Occupied Housing Units	57.8%
Renter Occupied Housing Units	37.2%
Vacant Housing Units	5.0%

## Median Household Income

2019	\$58,631
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## Median Home Value

2019	\$160,911
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## Per Capita Income

2019	\$25,576
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## Median Age

2019	36.6
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## 2019 Households by Income

Household Income Base	13,753
<\$15,000	8.1%
\$15,000 - \$24,999	7.4%
\$25,000 - \$34,999	8.4%
\$35,000 - \$49,999	15.1%
\$50,000 - \$74,999	24.1%
\$75,000 - \$99,999	14.3%
\$100,000 - \$149,999	13.9%
\$150,000 - \$199,999	5.2%
\$200,000 +	3.4%
Average Household Income	\$75,335

## 2019 Owner Occupied Housing Units by Value

Total	8,371
<\$50,000	1.9%
\$50,000 - \$99,999	13.7%
\$100,000 - \$149,999	29.5%
\$150,000 - \$199,999	22.4%
\$200,000 - \$249,999	13.3%
\$250,000 - \$299,999	6.3%
\$300,000 - \$399,999	7.3%
\$400,000 - \$499,999	3.5%
\$500,000 - \$749,999	0.4%
\$750,000 - \$999,999	1.0%
\$1,000,000 - \$1,499,999	0.3%
\$1,500,000 - \$1,999,999	0.0%

\$2,000,000 +	0.4%
Average Home Value	\$200,299

## 2019 Owner Occupied Housing Units by Value (Cont'd)

\$2,000,000 +	0.4%
Average Home Value	\$200,299

## 2019 Population by Age

Total	40,948
0 - 4	6.8%
5 - 9	7.0%
10 - 14	7.2%
15 - 24	12.7%
25 - 34	14.3%
35 - 44	12.2%
45 - 54	11.5%
55 - 64	12.1%
65 - 74	9.8%
75 - 84	4.6%
85+	1.8%
18+	74.8%

## 2019 Population by Sex

Males	18,278
Females	20,235

## 2019 Population by Race/Ethnicity

Total	38,513
White Alone	50.3%
Black Alone	30.1%
American Indian Alone	0.7%
Asian Alone	1.7%
Pacific Islander Alone	0.1%
Some Other Race Alone	14.6%
Two or More Races	2.5%
Hispanic Origin	34.6%
Diversity Index	81.2%

## 2019 Population 25+ by Educational Attainment

Total	27,143
Less than 9th Grade	7.8%
9th - 12th Grade, No Diploma	9.7%
High School Graduate	21.9%
GED/Alternative Credential	3.5%
Some College, No Degree	25.6%
Associate Degree	7.2%
Bachelor's Degree	14.3%
Graduate/Professional Degree	10.1%

## 2019 Population 15+ by Marital Status

Total	32,343
Never Married	35.2%
Married	46.0%
Widowed	6.3%
Divorced	12.5%

## 2019 Civilian Population 16+ in Labor Force

Civilian Employed	93.6%
Civilian Unemployed (Unemployment Rate)	6.4%

**2019 Employed Population 16+ by Industry**

Total	19,635
Agriculture/Mining	0.4%
Construction	7.2%
Manufacturing	9.9%
Wholesale Trade	3.6%
Retail Trade	10.7%
Transportation/utilities	8.1%
Information	1.6%
Finance/Insurance/Real Estate	7.6%
Services	45.7%
Public Administration	5.3%

**2019 Employed Population 16+ by Occupation**

Total	19,636
White Collar	56.3%
Management/Business/Financial	12.0%
Professional	18.3%
Sales	9.2%
Administrative Support	16.9%
Services	19.0%
Blue Collar	24.7%
Farming/Forestry/Fishing	0.0%
Construction/Extraction	4.1%
Installation/Maintenance/Repair	3.5%
Production	7.1%
Transportation/Material Moving	10.0%

**Trends: 2019 - 2024 Annual Rate of Growth**

Population	0.59%
Households	0.38%
Families	0.49%

SOURCE: ESRI

**Cost of Living**

The cost of living in Duncanville is 3% lower than the national average.

SOURCE: AreaVibes

**Duncanville ISD**

Texas Education Agency	Met Standard
Campuses Met Standard	All
Earned Distinctions	14
Total Students	12,460
Total Employees	1,695
General Fund Budget	\$122,760,368

SOURCE: [Duncanvilleisd.org](http://Duncanvilleisd.org)

**Government Service**

Type of Local Government	Council/Manager
Number of Council Members	7
Number of Permanent City Employees	348
Number of Police including Chief and Assistant Chief	55
Number of Fire Including Chief and Assistant Chief	47
Planning and Zoning Commission	Yes
City Master Plan	Yes

**Utilities**

Electric Provider	Deregulated
Natural Gas Provider	Atmos Energy
Water Source	Dallas Water Utilities
Water/Sewer/Garbage - Set-up/Billing	City of Duncanville
Telephone Provider	Deregulated

**Healthcare**

Hospitals within 2 miles (Methodist Charlton)	1
Maternity/Neonatal Care	Yes
Cancer Services	Yes
Skilled Nursing Facilities	5

**Recreation**

Parks	17
Acres of Park Land	240
Baseball/Softball Fields	14
Playgrounds	13
Soccer Fields	15
Tennis Courts (including school district)	24
Walking/Jogging Trails	3

**Libraries**

Recreation Centers	1
Senior Centers	1
Bowling Facilities	1
Duncanville Fieldhouse	1
Roller Skating Facilities	1
Hotel Rooms	579
Golf Courses within 10 miles	8
Lakes within 5 miles	1

**Financial Institutions**

Number of Banks/ATMs	12
Number of Credit Unions	2

**Financial Institutions**

Number of Banks/ATMs	12
Number of Credit Unions	2

**Economic Development**

City of Duncanville  
P.O. Box 380280  
Duncanville, TX 75138-0280  
972-780-5090 (Office)  
[www.duncanville.com](http://www.duncanville.com)  
[www.DuncanvilleEDC.com](http://www.DuncanvilleEDC.com)  
Revised: 03/16/20

