

City of Duncanville

Fiscal Year 2022-2023

Adopted Annual Budget

As approved by the Mayor and City Council
In accordance with Texas Local Government Code 102.007

City Council Record Vote On August 30, 2022

The members of the governing body voted on the budget as follows:

FOR: Barry L. Gordon Jeremy Koontz
 Patrick Harvey Karen Cherry
 Joe Veracruz Greg Contreras
 David McBurnett

AGAINST:
 ABSENT:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,814,605, which is a 9.22 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$158,894.

TAX RATE

Fiscal Year	Property Tax Rate	No New Revenue Rate	No New Revenue M&O* Tax Rate	Voter-Approval Rate	Debt Rate
2022-23	\$0.650460	\$0.599304	\$0.561735	\$0.650462	\$0.025340
2021-22	\$0.700000	\$0.673838	\$0.655410	\$0.702073	\$0.044590

* Maintenance and Operations

MUNICIPAL DEBT OBLIGATIONS – PRINCIPAL & INTEREST

Tax Supported	Revenue Supported	Total
\$25,207,072	\$1,610,350	\$26,817,422

Change, Challenge & Transformation

140 Years of Progress



ADOPTED
BUDGET
FISCAL YEAR 2022-2023
City of Duncanville, Texas



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Duncanville

City of Champions

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July 20, 2022

Honorable Mayor and City Council
City of Duncanville
203 E. Wheatland Road
Duncanville, Texas 75116

Dear Honorable Mayor and Members of City Council:

In accordance with the City of Duncanville's Home Rule Charter, Article IV, I am pleased to present the City of Duncanville's Proposed Fiscal Year (FY) 2022-2023 Annual Budget, which begins October 1, 2022, and ends September 30, 2023. This proposed budget reflects the commitment of our team to provide you and our leadership with a spending plan that reflects the needs and values of our residents. One tradition I have established within the process is selecting a theme for the annual budget. Given our past few years, we believe we are at a pivotal point in our government and society. Most importantly, as a government unit, we have continued to press forward with unprecedented challenges at our doorstep. So, for that reason, we have chosen the theme, "**Change, Challenge, and Transformation.**"

In November 2019, the previous City Manager announced his plans to retire within six months. At that time, there was no indication of what would transpire within our nation and the world over the next few years, let alone the lasting impact on our City. Our theme was manifested from the following:

- A tenured City Manager's retirement
- A Virus that eventually became a multi-year pandemic,
- A year-long Interim Manager and ultimately a new City Manager
- A catastrophic freeze and ice storm that included a significant fire,
- The death of a beloved team member, and
- Several leadership changes with the departure of our tenured Executives.

The changes and eventual challenges we faced have impacted every aspect of our traditional government operations. We are a true testament that perseverance and resilience can assist any group of people committed to the betterment of society. Finally, our resilience has produced a new trend of transformation. This transformation reaches beyond the internal and, in many cases, impacts the external lives of our residents and business community. We see our team working with our leadership to push forward a new era of growth and prosperity. Inevitably, this will keep Duncanville, the City of Champions, at the forefront of cutting-edge management, governance, and community engagement.

As we present the FY 2022-23 budget, we celebrate our community's strength and our staff's commitment to excellence in service while preserving the City's long-term financial viability. We do this while celebrating an extraordinary milestone: 140 years of the City of Duncanville. We do not take this milestone lightly and realize that as we celebrate the past, we must not dwell there. We must learn from it and use past lessons to keep our City adaptable in an ever-changing community.

The annual budget process and subsequent budget preparation are the most essential collaborative responsibilities of the City Council, City Manager, and City Staff. A balanced budget requires careful planning for our City's current and future needs through strategic resource allocation. This year's proposed budget is best described as "**Realistically Progressive.**" The City and our team advanced in our financial and operational knowledge and confidence. We believe we are better equipped than ever before to accurately forecast revenues the City will receive and gauge the necessary expenditures to perform our duties.

Although the impact of the COVID-19 pandemic on the City's finances would have been difficult to predict, two of our primary sources of revenue, property and sales taxes, have continued to increase. In fact, this budget reflects an 8% increase in Ad Valorem (Property Tax) revenue resulting from a 16% increase in the overall property values as assessed by the Dallas County Appraisal District. Property tax reflects Texas's continuous housing market boom, specifically the Dallas Fort Worth Metroplex. Within our sales tax, we have projected a 13.4% increase over the prior year, yet only a slight increase above our year-end projection. The sales tax shift appears connected to two significant trends: greater consumer spending and increased supply costs. While we have seen an increase in these areas, we have also seen a reduction in interest-earning on our investments and programmatic fee collections. We will continue to monitor these trends as this serves as the foundation of our spending plan.

The priority for the FY 2022-23 budget is "People:" our internal staff, and the needs of our community, including our residents, businesses, and visitors. This focus is reflected in the compensation and benefits recommendations for our most precious resource, our team. At the same time, our residents expressed their desire to improve access to our City staff and services, which will be demonstrated in our new Customer Service CHEERS program. Finally, we know that the changes in internal personnel and the challenges of the pandemic have delayed the successful implementation of many of our projects. Our focus will be to complete our existing projects and work to fix or enhance those that require additional work.

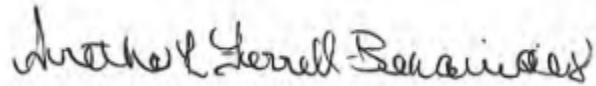
As we look to the future, we know that having a homestead exemption has been a critical concern for our residents. In the next appraisal cycle, we propose a two-year increase to the exemption amount for seniors and those with disability by \$5,000 per year over the next two years. Also, as the City needs to increase our utility fees due to higher costs from our providers, we are proposing a Senior Citizen discount in this budget. We hope these initiatives will help alleviate the burden on our most valuable and cherished stakeholders. As a well-established community, we see the need to place greater resources in our existing structures. The Economic Development Budget reflects a significant investment in our residential and commercial revitalization. A key final task geared toward diversifying our revenue is to increase the number of visitors investing in our city as we have now funded a full-time special event coordinator.

The City of Duncanville is poised for growth and development. As we strive to maintain quality customer service, progressive investment in our City's infrastructure, and meaningful community engagement

while supporting the development of a changing workforce, we will require innovative revenue opportunities. We realize that we are a lean organization, and our conservative spending values have been carefully architected. We also know that to reach our true potential, we must grow. Our continued high dependency on cash has and will continue to limit our future progress. My team is ready to take on the challenges to face continuous changes and use them as we transform the City of Champions

Thank you to the Mayor, City Council, and City Staff for their continued partnership that has allowed us to effectively meet the challenges we face and take advantage of new opportunities moving forward.

Sincerely,

A handwritten signature in black ink that reads "Aretha R. Ferrell-Benavides". The signature is written in a cursive style with a large initial 'A'.

Aretha R. Ferrell-Benavides
City Manager



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 01, 2021

Christopher P. Morill

Executive Director



Duncanville

City of Champions

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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 40,706. The 2020 Census data breakdown is 45% of Hispanic Origin, 21% White alone, 30% Black alone, and 4% all other. Seventy-four percentage of the population is over the age of 18; with 15.7% of the total population 65 years or older. The median age is 36.8.

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
2021 –8.1%

Average Home Value
2021 - \$195,587

Number of Households
2021 – 13,362

Parks
17

Acres of Park Land
244

Library
1

Streets
154 miles paved
36 miles alley
17 bridges

Utilities
310.62 + miles of water mains
161.74 + miles of sewer mains

Duncanville ISD
18 schools
11,826 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



Barry L. Gordon

Mayor

Elected: May 2022

Term Expires: May 2024



Patrick Harvey

Member At-Large

Elected: May 2021

Term Expires: May 2023



Joe Veracruz

District 1

Mayor Pro Tem

Elected: May 2021

Term Expires: May 2023



Don McBurnett

District 2

Elected: May 2022

Term Expires: May 2024



Jeremy Koontz

District 3

Elected: May 2021

Term Expires: May 2023



Karen Cherry

District 4

Elected: May 2022

Term Expires: May 2024



Greg Contreras

District 5

Elected: May 2021

Term Expires: May 2023

CITY OVERVIEW

MISSION STATEMENT

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



VISION STATEMENT

Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.

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 OVERVIEW

STRATEGIC PILLARS



Re-Imagine:
High Quality
of Life



Emphasize:
Government
Accountability,
Customer
Service,
Efficiency and
Process



Promote:
Innovative ideas
for Development
and Re-
development



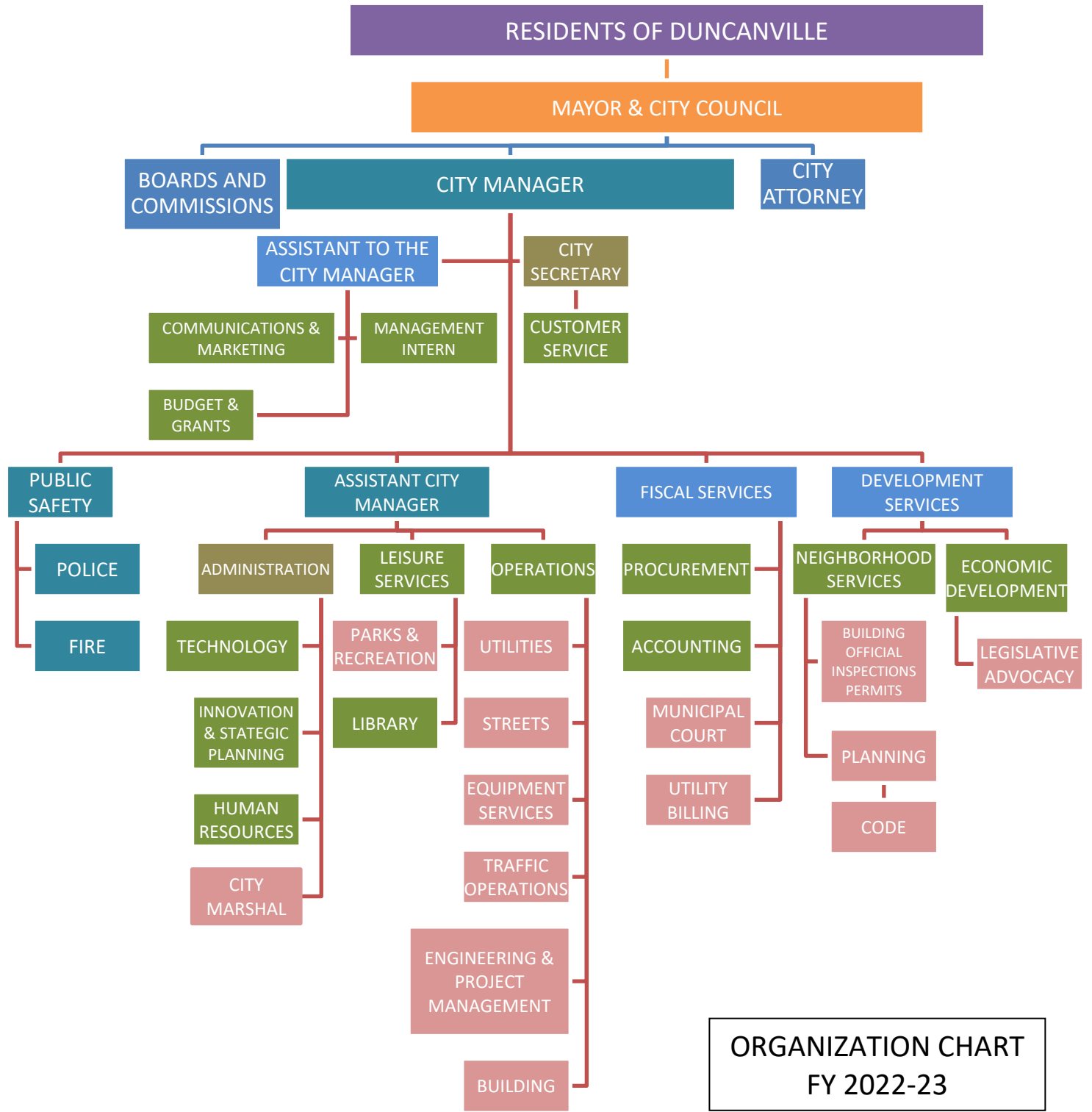
Develop:
Infrastructure
Improvement
Strategy



Advance:
Marketing
Strategy of the
City and
Community
Engagement Plan

- Re-Imagine High Quality of Life: Develop, maintain, and encourage safe, attractive, viable family-oriented neighborhoods that embrace diversity and pride, promoting economic vitality.
- Emphasize Governmental Accountability, Customer Service, Efficiency, and Process Improvement: Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.
- Promote Innovative ideas for Development and Re-Development: Pursue a diverse and robust economy through various business, housing, and employment opportunities that encourage forward-thinking community and economic development.
- Develop Infrastructure Improvement Strategy: Ensure the viability and adaptability of the city's infrastructure, facilities, and transportation network through thoughtful financial and long-term planning.
- Advance Marketing Strategy of the City and Community Engagement Plan: Strengthen communication and engagement within the community while championing the City of Duncanville regionally, nationally, and internationally.

CITY OVERVIEW



**ORGANIZATION CHART
FY 2022-23**

CITY OVERVIEW

EXECUTIVE LEADERSHIP TEAM



Aretha R. Ferrell-Benavides
City Manager



Robert Brown
Assistant City Manager



Edena J. Atmore, CPA
Managing Director
Fiscal Services



Agustin "Gus" Garcia
Managing Director
Development Services



David Kees
Assistant to the City Manager
Support Services

FINANCIAL & STRATEGIC MANAGEMENT TEAM



Jennifer Otey
Chief Innovation Officer



Omotayo Sokale
Chief Procurement
Officer

Denise Hickman
Fiscal Services Manager

Vicky De Los Santos
Court Administrator

Cassandra Wright
Utility Billing Manager

Dr. John McCaskill, Jr.

Diane Mitchell, Buyer

Amy Schuh, Exec. Assistant

DEPARTMENT LEADERSHIP TEAM



Jackie Culton PE
Interim Director Public Works



Alex Hamby
Administrator
Communication & Marketing



Chief Mark LiVigni
Police



Clay Mansell
Manager Economic Development



Chief Sam Rohde
Fire



Todd Siegel
Director Human Resources



Gwen Spenser Thornton
Chief Information Officer



Bart Stevenson
Director Parks & Recreation



Jeremy Tennant
Director Planning & Neighborhood
Services



Julio Velasquez
Director Library



Kristen Downs
City Secretary

CITY OVERVIEW

2022-23 BUDGET PERSONNEL SCHEDULE

	2018-19		2019-20		2020-21		2021-22 REVISED		2022-23 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
ADMINISTRATION										
Mayor & Council	-	-	-	-	-	-	-	-	-	-
City Manager	4.00	-	4.00	-	4.00	-	4.00	0.50	6.00	0.50
City Secretary	-	-	-	-	-	-	3.00	-	2.00	1.00
Human Resources	2.00	0.64	2.00	0.64	2.00	0.50	3.00	0.50	3.00	0.50
Information Systems	3.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Communication & Marketing	1.00	-	1.00	-	1.00	-	1.00	-	2.00	-
Library Services	9.00	3.00	9.00	3.00	9.00	3.00	9.00	3.00	10.00	3.00
City Marshal	-	-	-	-	-	-	1.00	-	1.00	-
TOTAL GENERAL GOVERNMENT	19.00	3.64	20.00	3.64	20.00	3.50	25.00	4.00	28.00	5.00
NEIGHBORHOOD SERVICES										
Neighborhood Services							5.00	-	7.00	
Building Inspections							6.00	-	6.00	-
Planning							2.00	-	2.00	-
TOTAL NEIGHBORHOOD SERVICES							13.00	-	15.00	-
FINANCE										
Fiscal Services	7.00	-	7.00	-	7.00	-	5.00	-	6.00	-
Municipal Court	4.50	-	4.50	-	4.50	-	4.50	-	5.00	-
Purchasing	1.00	-	1.00	-	1.00	-	2.00	-	2.00	-
City Marshal	1.00	-	1.00	-	1.00	-	-	-	-	-
TOTAL FINANCE	13.50	-	13.50	-	13.50	-	11.50	-	13.00	-
PARKS AND RECREATION										
Parks and Recreation Administration	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Recreation Programming	2.00	7.91	2.00	7.00	2.00	4.80	2.00	5.00	2.00	7.80
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	0.70	7.00	1.30	7.00	0.50	7.00	0.50	7.00	1.30
Building Maintenance	5.00	1.05	5.00	2.00	5.00	2.00	-	-	-	-
Senior Center	1.60	2.18	1.80	1.10	1.80	2.00	1.80	1.20	2.00	2.00
TOTAL PARKS AND RECREATION	23.60	11.84	23.80	11.40	23.80	9.30	18.80	6.70	19.00	11.10
POLICE										
Police Administration	3.00	-	3.00	-	3.00	-	3.00	-	4.00	-
Patrol	45.00	-	45.00	-	45.00	-	47.00	-	47.00	-
Special Services	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
Criminal Investigation	12.00	-	13.00	-	13.00	-	14.00	-	14.00	-
Animal Control	2.00	-	2.00	-	2.00	-	2.00	-	2.00	-
School Guards	-	3.17	-	2.50	-	3.30	-	3.50	-	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	-	-	-	-	-	-	-
TOTAL POLICE	74.00	3.67	75.00	3.00	70.00	3.80	73.00	4.00	74.00	4.00
PUBLIC WORKS										
Public Works Administration	3.00	-	3.00	-	3.00	-	3.00	-	5.00	-
Planning	2.00	-	2.00	-	2.00	-				
Building Inspection	6.00	-	6.00	-	6.00	-				
Code Enforcement	3.00	-	3.00	-	3.00	-				
Streets	16.50	-	16.50	-	16.50	-	16.50	-	16.00	-
Traffic Operations	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Equipment Services	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
Building Maintenance	-	-	-	-	-	-	5.00	2.00	5.00	2.00
TOTAL PUBLIC WORKS	38.50	-	38.50	-	38.50	-	32.50	2.00	34.00	2.00

CITY OVERVIEW

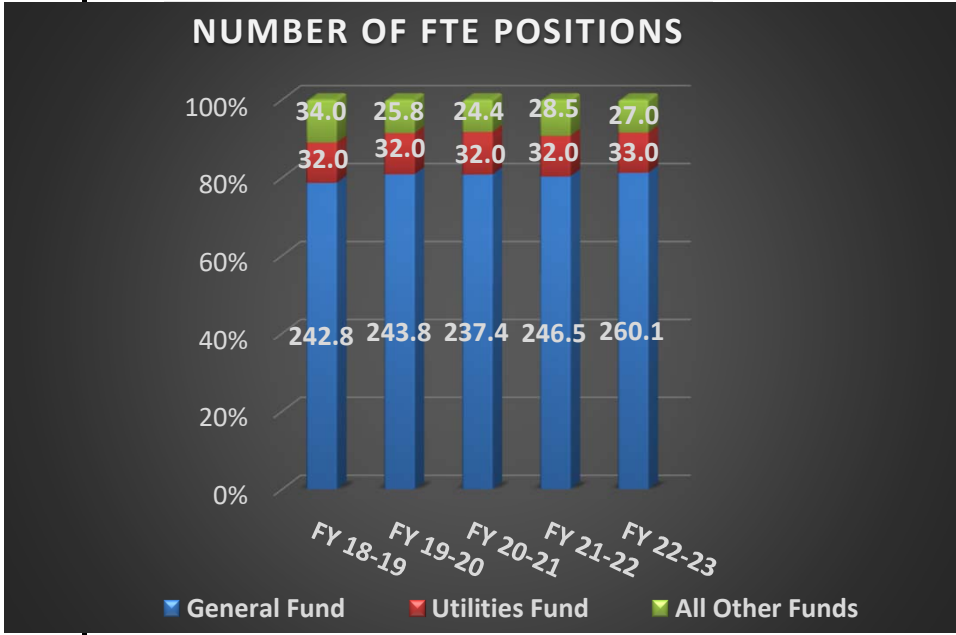
2022-23 BUDGET PERSONNEL SCHEDULE

	2018-19		2019-20		2020-21		2021-22 REVISED		2022-23 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
FIRE										
Fire Administration	3.00		3.00		3.00		3.00		3.00	
Fire Prevention	2.00	-	2.00	-	2.00	-	3.00	-	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	
TOTAL FIRE	55.00	-	55.00	-	55.00	-	56.00	-	55.00	-
TOTAL GENERAL FUND	223.60	19.15	225.80	18.04	220.80	16.60	229.80	16.70	238.00	22.10
UTILITIES										
Utilities Administration	2.50	-	2.50	-	2.50	-	3.00	-	2.00	-
Water & Sewer Services									20.00	-
Water Services	8.00	-	8.00	-	10.00	-	10.00	-	-	-
Wastewater Services	11.50	-	11.50	-	9.50	-	9.50	-	-	-
Utility Accounting	10.00	-	10.00	-	10.00	-	10.00	-	11.00	-
TOTAL UTILITIES	32.00	-	32.00	-	32.00	-	32.50	-	33.00	-
HOTEL/MOTEL										
Conventions and Visitor's Bureau	0.30		0.30		0.30		0.30		1.00	
TOTAL HOTEL/MOTEL	0.30	-	0.30	-	0.30	-	0.30	-	1.00	-
ECONOMIC DEVELOPMENT										
Economic Development	1.70		1.70		1.70	0.50	2.70	0.50	3.00	0.50
Beautification	-	0.89		0.62		0.30	1.00	0.30	1.00	1.00
TOTAL ECONOMIC DEVELOPMENT	1.70	0.89	1.70	0.62	1.70	0.80	3.70	0.80	4.00	1.50
GRANT										
Community Development Block Grant	1.00	-	1.00	-	1.00	-	1.00	-	-	-
Voca Grant	1.00	0.05	-	-	-	-	-	-	-	-
Senior Meals	0.40	0.26	0.20		0.20		0.20		-	-
TOTAL GRANT FUND	2.40	0.31	1.20	-	1.20	-	1.20	-	-	-
DRAINAGE										
Drainage Administration	3.50	-	3.50	-	3.50	-	4.00	-	3.00	-
TOTAL DRAINAGE FUND	3.50	-	3.50	-	3.50	-	4.00	-	3.00	-
SANITATION FUND										
Administration	1.00		1.00		1.00		1.00		1.00	
Litter Control	4.00	-	4.00	-	4.00	-	4.00	-	4.00	-
TOTAL SOLID WASTE FUND	5.00	-	5.00	-	5.00	-	5.00	-	5.00	-
TRAFFIC ADMINISTRATION										
Traffic Administration	1.00	-	-	-	-	-	-	-	-	-
TOTAL TRAFFIC ADMINISTRATION	1.00	-	-	-	-	-	-	-	-	-
JUVENILE CASE MANAGER										
Juvenile Case Manager	0.5		0.5		0.5		0.5		-	
TOTAL JUVENILE CASE MANAGER	0.5	-	0.5	-	0.5	-	0.5	-	-	-
TOTAL FIELDHOUSE	5.00	13.35	4.00	9.00	3.00	8.40	3.00	9.50	3.00	9.50

CITY OVERVIEW

2022-23 BUDGET PERSONNEL SCHEDULE

	2018-19		2019-20		2020-21		2021-22 REVISED		2022-23 BUDGET	
	FT	FTE	FT	FTE	FT	FTE	FT	FTE	FT	FTE
TOTAL ALL FUNDS	275.0	33.7	274.0	27.7	268.0	25.8	280.0	27.0	287.0	33.1



* FTE = Full Time Equivalent



Duncanville

City of Champions

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BUDGET OVERVIEW

FY 2022-23 ADOPTED BUDGET SNAPSHOT

- A tax rate reduction of \$0.04954, reducing the ad valorem property tax rate from \$0.700000 to \$0.650460. This is the fifth consecutive rate decrease and the lowest rate in twenty years.
- A tiered compensation adjustment for all full-time and part-time employees of 3% - 5%, with the lower tiers receiving 5% and higher tiers 3%.
- Rate increase for water and sewer services with a 10% senior citizen discount rate structure. Rate increase for garbage collection.
- Projected spending of \$25,554,648 in Capital Improvement Projects, including IT replacements, Fleet Replacements, Water/Sewer Infrastructure, Streets, Drainage, Fire Station.
- One-time projects with ARPA funds to address IT and Public Safety needs; and funding a Dog Park.

SERVICE OR FEE	FY 2021-22	FY 2022-23	MONTHLY DOLLAR CHANGE	TYPICAL RATEPAYER DEFINED AS:
Water & Sewer Services	\$101.37	\$111.14	\$9.77	Single-family, under 65 Residential customer usage of 6,000 gallons
Garbage Collection	\$24.36	\$27.04	\$2.68	Single-family curbside service
Drainage Fee	\$3.50	\$3.50	\$0.00	Per single-family residence
TOTAL UTILITY	\$129.23	\$141.68	\$12.45	
Property Tax (City portion)	\$101.33	\$112.27	\$10.94	2021 SFR \$173,715 2022 SFR \$207,110 City Avg Taxable Value
TOTAL MONTHLY IMPACT	\$230.56	\$253.95	\$23.39	

BUDGET OVERVIEW

FY 2022-23 TOTAL REVENUES AND EXPENSES – ALL FUNDS

GOVERNMENTAL – GENERAL FUND	NEW REVENUE	EXPENDITURES	NET (REVENUES) / EXPENSES
001 - GENERAL FUND	(37,763,239)	37,386,658	(376,581)

PROPRIETARY FUNDS (NON-CIP)	NEW REVENUE	EXPENDITURES	NET (REVENUES) / EXPENSES
002 - WATER/SEWER UTILITY FUND	(19,225,466)	19,208,367	(17,099)
019 - SANITATION FUND	(4,710,817)	4,699,211	(11,606)
456 - FIELDHOUSE	(2,031,975)	1,959,580	(72,395)

The following funds are special revenue funds and capital improvement funds. All funds carry fund balances, but these funds typically utilize a fund balance as a resource to cover capital and one-time project expenses that may cross over fiscal years.

DEBT SERVICE FUND	NEW REVENUE	ESTIMATED BEGINNING FUND BALANCE	EXPENDITURES	ESTIMATED ENDING FUND BALANCE
005 - DEBT SERVICE FUND	(857,329)	(1,313,275)	1,484,600	(686,004)

SPECIAL REVENUE FUNDS	NEW REVENUE	ESTIMATED BEGINNING FUND BALANCE	EXPENDITURES	ESTIMATED ENDING FUND BALANCE
008 - COMPREHENSIVE SELF INSURANCE	(468,129)	(590,555)	711,200	(347,484)
010 - HOTEL TAX FUND	(891,500)	(2,870,941)	828,124	(2,934,317)
012 - ECONOMIC DEVELOPMENT * (Component Unit)	(3,151,139)	(4,741,498)	3,785,328	(4,107,309)
013 - GRANT FUND	(200,000)	51,747	220,273	72,020
015 - DRAINAGE FUND	(780,200)	(1,227,769)	1,732,430	(275,539)
033 - TAX INCREMENT FINANCING FUND	(96,958)	(426,104)	82,250	(440,812)
050 - POLICE FORFEITURE/SEIZURE FUND	(36,800)	(161,762)	141,469	(57,093)
225 - COURT SECURITY FUND	(10,000)	(44,862)	0	(54,862)
230 - JUVENILE CASE MANAGER FUND	(12,200)	(734)	10,975	(1,959)
235 - COURT TECHNOLOGY	(12,500)	(42,506)	0	(55,006)
401 - FURNITURE REPLACEMENT FUND	(60,000)	0	60,000	0
758 - AMERICAN RESCUE PLAN	(5,055,801)	0	3,967,367	(1,088,434)

BUDGET OVERVIEW

CAPITAL IMPROVEMENT FUNDS	NEW REVENUE	ESTIMATED BEGINNING FUND BALANCE	EXPENDITURES	ESTIMATED ENDING FUND BALANCE
017 - UTILITY CAPITAL PROJECTS	(7,001,000)	(312,463)	6,170,164	(1,143,299)
018 - UTILITY METER REPLACEMENT FUND	(1,000,000)	0	1,000,000	0
020 - STREET/ALLEY CIP FUND	(176,000)	(682,703)	627,267	(231,436)
024 - PARK CAPITAL IMPROV FUND	0	(5,221,046)	5,200,000	(21,046)
025 - ALLEY IMPROVEMENT FUND	(150,000)	(344,393)	279,943	(214,450)
026 - CAPITAL IMPROVEMENT PROJ FUND	(100,000)	(10,844,116)	9,625,000	(1,319,116)
410 - IT REPAIR/REPLACEMENT FUND	(152,493)	(261,997)	143,200	(271,290)
415 - FLEET/EQUIP REPR/REPLACE FUND	(1,004,927)	(1,012,306)	913,927	(1,103,306)

BUDGET OVERVIEW

BUDGET PRIORITIES AND INITIATIVES

1. People – the City of Duncanville is a service organization and 64.8% of the budget goes towards salary and benefits. The Dallas Fort-Worth metroplex is a very competitive labor market. Attracting and maintaining quality staff is a challenge regionally and nationally. Funding for salary increases, are included in this budget.
2. City Council Priority Requests – staff recognizes Customer Service, and the phone system is a problem. This budget dedicates 1 full-time and 2 part-time positions for Customer Service Advocacy, answering phones, providing information in a reliable and timely manner. Additionally, the expense of building a dog park is included in this budget, utilizing ARPA (American Rescue Plan Act) funds.
3. Fix What’s Broke – staff time and resources will be focused on the completion of several IT systems implementations. Tyler products such as Energov (Neighborhood Services and Building Inspections), as well as EAM (Enterprise Asset Management) modules were started but not implemented.
4. Implementation of the City Council’s Strategic Plan – the formulation of the Strategic Plan will guide the City’s long-term financial planning efforts, resource allocation and budgetary impacts in future budgets.
5. Capital Projects – the City of Duncanville will continue to focus on completing authorized capital projects. A challenge in the FY 2021-22 and FY 2022-23 budgets are the increased cost of construction and materials due to supply and demand and inflationary issues. Funding mechanisms will continue to be evaluated for project shortfalls.

BUDGET OVERVIEW

BUDGET PREPARATION PROCESS

The annual budget process, along with the subsequent preparation of the budget, is the most important collaborative responsibility of the City Council, City Manager, and City staff.

What is the purpose of the budget? It is a:



POLICY

Serves as a policy document that provides information about the policies, goals, and objectives for the year.

PLAN

Serves as a financial plan that provides an explanation of the financial structure and operations. The information included provides projections for the current year and historical comparisons.

GUIDE

Serves as an operational guide for each department, linking resources to approved work plans.

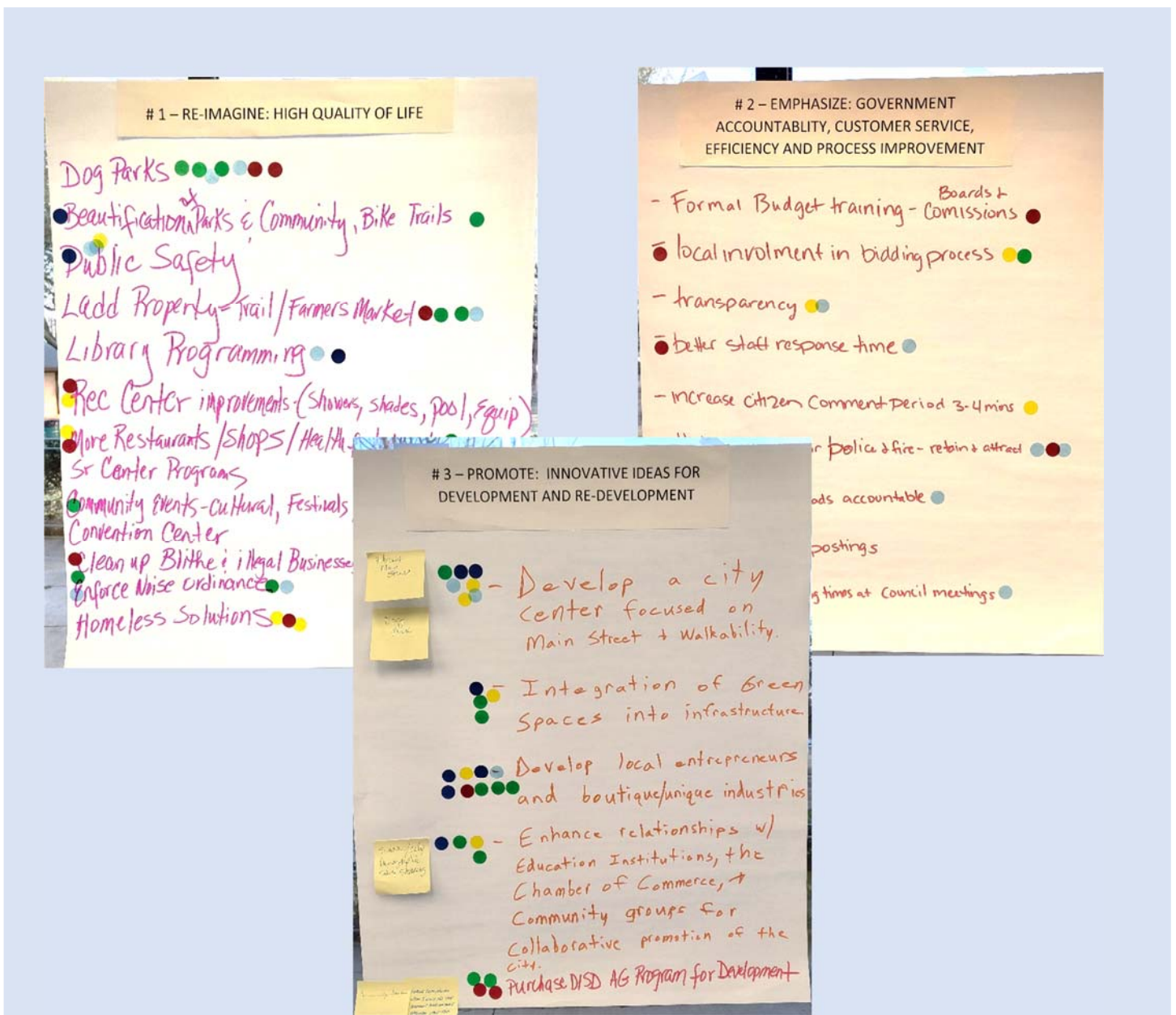
COMMUNICATION

Is utilized to comprehensively communicate and provide transparency to the public about the organization operates.

The City's budget process formally began in February when department directors and their budget representatives begin reviewing the status of their current year budgets and developing their next year's budget. The City Manager and Managing Director of Fiscal Services instructed departments to develop their budgets based on previous year budgets in the City's financial ERP system, Munis, with documented justification of any baseline increases to existing areas. Budget supplements, such as new programs, positions, and one-time projects, are then developed and then presented to the City Manager, Managing Director of Fiscal Services, and Finance Team to review based on revenue projections and fit to the City's overall priorities and objectives. The City Manager then presented to the Executive Team the requests to gage the priorities among staff and then made the difficult decision about which supplement requests could be funded and to what level.

BUDGET OVERVIEW

On March 24, 2022, the City hosted a Public Town Hall. City staff presented a City Budget 101 presentation, as well conducted an exercise to gain citizen input. Utilizing the categories of the Council’s adopted strategic pillars, the purpose of the exercise was to gain insight on the community’s budget priorities. The citizen input was incorporated into the proposed budget.



BUDGET OVERVIEW

In addition to the Public Town Hall, an online citizen budget survey was offered to give another opportunity for citizens to provide input and their priorities. Unfortunately, the response rate was very low, and staff will work toward improving outreach and advertising strategies to increase responses in the next fiscal year.

A preliminary budget workshop was conducted on April 28, 2022, to recap FY 2020-21 actuals and discuss end of year projections for FY 2021-22. Additionally, on May 26, 2022, staff presented a preliminary baseline budget with Council for FY 2022-23. The purpose of this meeting was to provide a preview of expected property tax and sales tax revenues, expenditure trends and significant issues of fiscal and budgetary importance heading into the new fiscal year.

The City Manager's Proposed FY 2022-23 Budget describes priorities, funding and staffing levels needed to support the City's services and programs while ensuring a balanced budget. The City Manager will present the FY 2022-23 Proposed Budget at the City Council meeting on August 2, 2022, and at the Public Town Hall on Thursday, August 11, 2022. Members of the community are invited to attend. Additionally, members of the public will be able to provide comments during the public hearings on the tax rate and proposed budget on August 25, 2022, at a special council meeting.

BUDGET OVERVIEW

BUDGET CALENDAR AND PLANNING PROCESS

2022 BUDGET CALENDAR - FY 2022-23						
JUN	MON	TUE	WED	THU	FRI	SAT
	30	31	1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	1	2
	4	5	6	7	8	9

- June 27th – City Council Budget Workshop – FY 2022-23 Projections
- June 30th – DCEDC Proposed Budget – Board Approval Deadline

2022 BUDGET CALENDAR - FY 2022-23						
JUL	MON	TUE	WED	THU	FRI	SAT
	27	28	29	30	1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
	1	2	3	4	5	6

- July 18th – Water/Wastewater Rate Study presentation
- July 25th – Receive Certified Tax Roll from Dallas Central Appraisal District
- July 31st – City Manager files FY 2022-23 Proposed Budget

2022 BUDGET CALENDAR - FY 2022-23						
AUG	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31	1	2	3
	5	6	7	8	9	10

- August 2nd – City Manager presents proposed budget at City Council Meeting
- August 9th – City Council Budget Workshop
- August 11th – Public Town Hall Meeting
- August 25th – Public Hearings on Budget and Tax Rate
- August 30th – Adopt Budget and Tax Rate

2022 BUDGET CALENDAR - FY 2022-23							
SEP	MON	TUE	WED	THU	FRI	SAT	SUN
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9

- September 30th – End of fiscal year

BUDGET OVERVIEW

FUND STRUCTURE AND RELATIONSHIP

The City of Duncanville's budget consists of various funds. Each fund represents a specific function and contains 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 day-to-day 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.

These fund types also include capital replacement funds used for the acquisition, maintenance, and support of computer hardware, software, transportation, and heavy equipment. These funds account for the City's Fleet and Information & Technology Replacement programs, with related costs being recovered from the various departments of the City on a cost-reimbursement basis.

PROPRIETARY FUND TYPES

Enterprise Fund – accounts for the operations that provide water, wastewater and sanitation services to the public on a continuing basis. All or most of the costs involved are financed by user charges. These funds are accounted for on a full accrual basis.

Funds include 002 - Utilities, 017 - Utilities CIP, 018 – Meter Replacement and 019 - Sanitation Funds

BUDGET OVERVIEW

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 and expenses are exclusive to promotion and expansion of manufacturing and industrial facilities, and other economic development purposes. Additionally, other purposes include construction, renovation and operation of municipal buildings, 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 accounting additionally categorizes governmental funds into Major and Non-Major funds. The chart below breaks down all city funds by type. The appendices include a full listing of all funds, purpose, and accounts.

GOVERNMENTAL FUNDS	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	MAJOR FUND	NON-MAJOR
001 - General	X				X	
005 – Debt Service			X		X	
008 – Comprehensive Insurance		X				X
010 – Hotel/Motel		X				X
013 - Grants		X				X
015 – Drainage		X				X
020 – Street CIP				X		X
024 – Parks Improvement				X		X
025 – Alley Improvement				X		X
026 – Capital Improvement				X		X
033 – Tax Incremental Zone		X				X
050 – Asset Forfeiture		X				X
205 – Fire Donation		X				X
215 – PEG Fund		X				X
225 – Court Security		X				X
230 – Juvenile Case Mgr		X				X
235 – Court Technology		X				X
401 – Furniture Replace				X		X
405 – Facilities Repair				X		X
410 – IT Replacement				X		X
415 – Fleet Replacement				X		X
456 – Fieldhouse		X				X
757 – Emergency		X				X
758 – ARPA		X				X

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 for 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 60 days Fund Balance (equivalent to 20.5% in operating reserve expenses). This goal is in keeping with Government Accounting Standards Board (GASB) recommendations to maintain a 15-25% undesignated fund reserve.

FY 2021-22 End of Year Projection Highlights

The budget document typically focuses on the projected revenues and expenses for the upcoming fiscal year. However, it is important to highlight updates to the FY 2021-22 budget as it impacts the financial position going into FY 2022-23.

- Operating Revenue – increased by \$771,026 (+2.2%) over FY2021-22 Adopted.
 - Sales tax trend continues to increase due to several factors:
 - Continued spending trends post Covid, such as online retail sales such as through Amazon, Ebay, Shopify, and others.
 - New Sales tax generators in the City.
 - Inflationary increases on the cost of goods and services
- Operating Expenses - decreased by -\$520,445 (-1.4%) over FY2021-22 Adopted.
 - Decrease in General Fund support of Street CIP projects for the fiscal year. Adopted budget support was \$1,380,000. The revised support is \$150,000. This is the amount needed to sustain the Street CIP fund through the end of the fiscal year for current projects.

BUDGET OVERVIEW

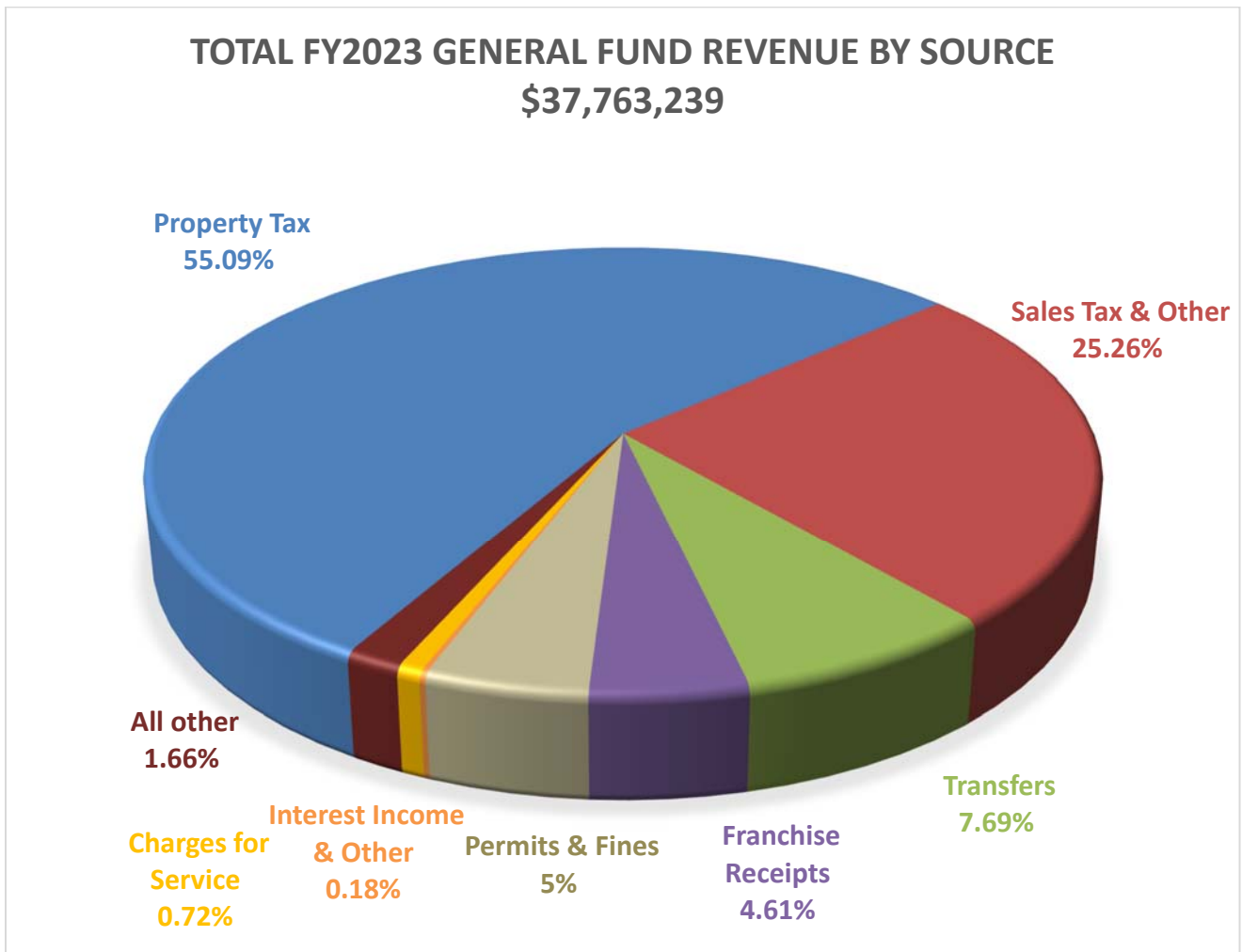
FY 2022-23 Adopted Budget

Balanced Budget

The FY 2022-23 Budget is a balanced budget. This means total revenues exceed operational and recurring expenditures.

Revenue Highlights

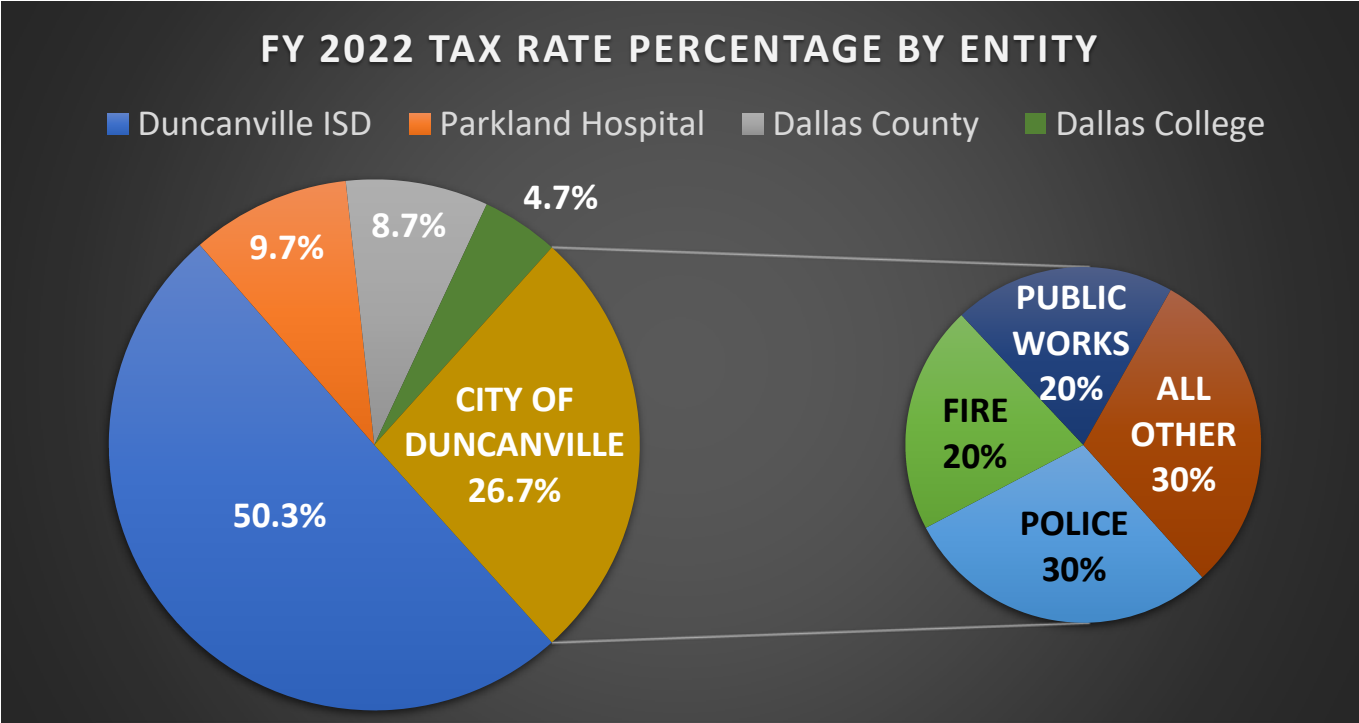
The FY 2023 Annual Budget projects \$37,763,239 in General Fund Operating Revenues, an increase of \$3,453,306 (+10.1%) over the FY 2022 Adopted Budget.



BUDGET OVERVIEW

1. Property Taxes

It is important to highlight the City only receives approximately 27% of citizens' total tax bill. The graph below demonstrates the breakdown among the other public entities based on the FY 2021-22 rates (Tax year 2021).



ENTITY	PERCENTAGE OF TOTAL TAX
DUNCANVILLE ISD	50.3%
CITY OF DUNCANVILLE	26.7%
PARKLAND HOSPITAL	9.7%
DALLAS COUNTY	8.7%
DALLAS COLLEGE	4.7%

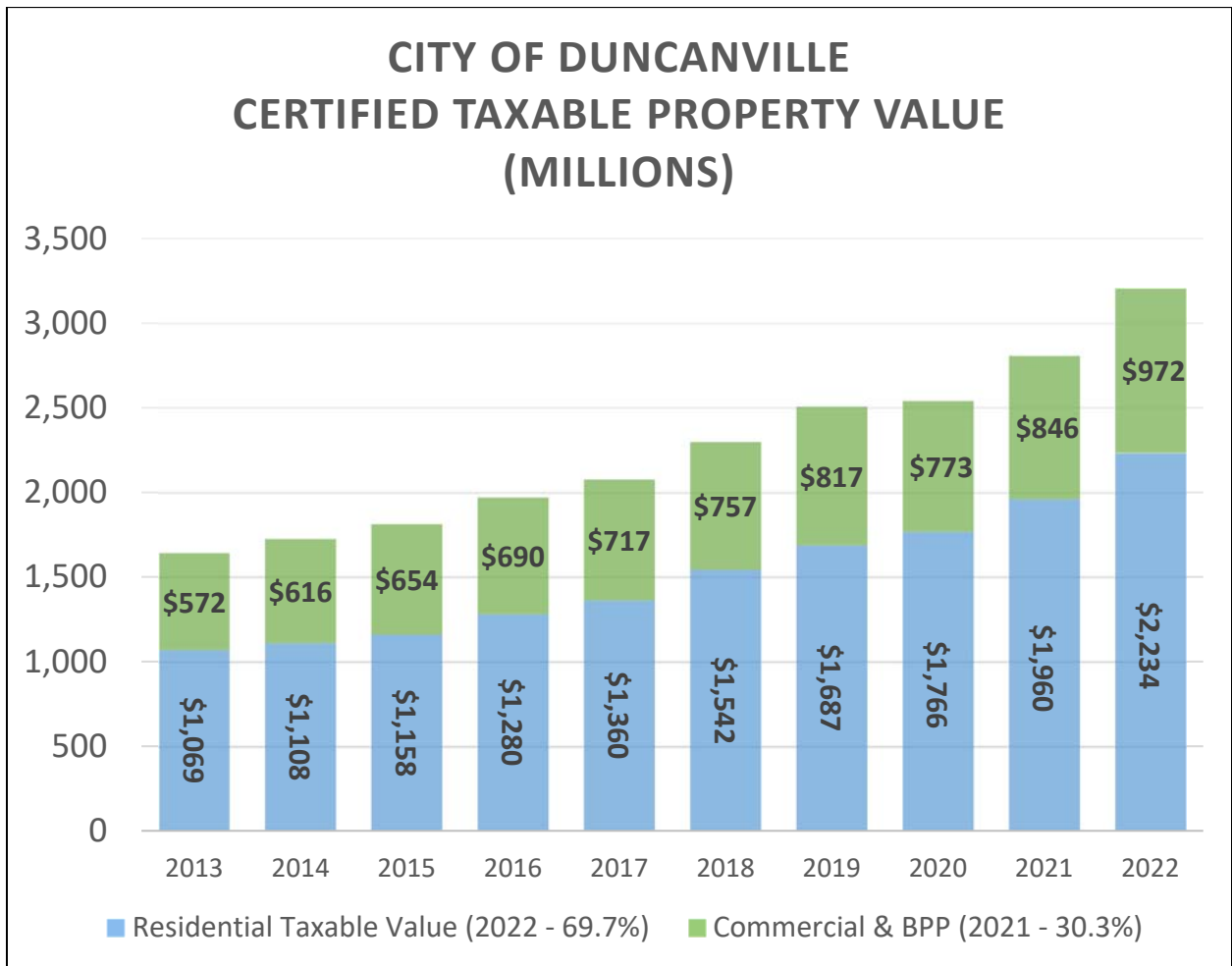
Also known as Ad Valorem Tax, property taxes are the single largest source of revenue for the General Fund. The budget estimates \$20,805,379 for FY 2022-23, an increase of \$2,190,543 (+11.8%) over the FY 2021-22 Adopted Budget. This increase is capped at 3.5% over 2021 values per the Texas Property Tax Reform and Transparency Act. The budgeted increase includes delinquent tax collection from prior years. New construction has brought an added market value of \$24 million to the tax rolls. The City is capped at a 3.5% increase in values for existing properties. New construction has a great impact to the overall revenues and is not a factor in setting the tax rate.

BUDGET OVERVIEW

DID YOU KNOW?

1. **DALLAS CENTRAL APPRAISAL DISTRICT** – determines property values and applies tax exemptions.
2. **DALLAS COUNTY** – bills for and collects property tax payments at end of calendar year.
3. **CITY** – sets the property tax rate and receives the revenue.

The chart below is a 10-year history of certified taxable property values. The City received the Certified Tax Roll for FY 2022-23 from Dallas Count Appraisal District on July 25, 2022.



BUDGET OVERVIEW

The budget for FY 2022-23 incorporates an adopted tax rate of \$0.650460 per \$100 valuation. **This is the fifth consecutive year for a rate reduction.** It is important to note the average homeowner will see an increase in their property tax bill because property values have increased. The tax rate reduction helps to ease the burden, meaning property owners will not pay as much as they would have if the rate were not reduced.

Tax Rate Comparison			
Fiscal Year	Tax Rate	No New Revenue Rate	Voter Approval 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
2022	\$0.700000	\$0.673838	\$0.702073
2023	\$0.650460	\$0.599304	\$0.650462

State law requires a taxing entity to calculate two rates after receiving its certified tax appraisal roll – the No New Revenue Rate and the Voter Approval 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 election. Certain requirements must be followed by the City, depending on the 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 by a citizen over the past five years.

The average homeowner will see an increase of \$131 annually or \$10.94 monthly in the City portion of their tax bill.

History of Average Taxable Values					
	2018	2019	2020	2021	2022
Average Taxable Home Values	\$135,948	\$150,870	\$164,095	\$173,715	\$207,110
City Paid Taxes	\$1,018	\$1,122	\$1,176	\$1,216	\$1,347
Monthly Cost of City Services	\$84.79	\$93.47	\$98.03	\$101.33	\$112.27

Source: Dallas County Appraisal District

BUDGET OVERVIEW

For \$1,347 a year, citizens receive:

- 51 highly trained, state certified and licensed firefighters/paramedics to provide life saving assistance to individuals of the community and their property.
- 63 highly trained, licensed peace officers to provide crime prevention, patrolling activities, and investigatory work to ensure citizens and the community are safe and criminal activities are minimized.
- Finance staff consistently recognized by GFOA (Government Finance Officers Association) in Excellence in Financial Reporting to ensure best practices in Financial transparency and accountability are incorporated in to the operations of City business.
- 244 Acres of beautifully maintained Parks for the community to enjoy.
- Special Events such as the spectacular 4th of July fireworks, Daddy-Daughter Dance, Boo Bash to name a few, for the community to attend and make long-lasting memories with their families.
- Over 200 programs and classes offered through the Public Library, Recreation Center and Senior Center combined.
- Resources to keep citizens informed such as through the various Social Media pages, weekly email news blasts, monthly Champion newsletters, LED sign, and other printed advertisement sources.

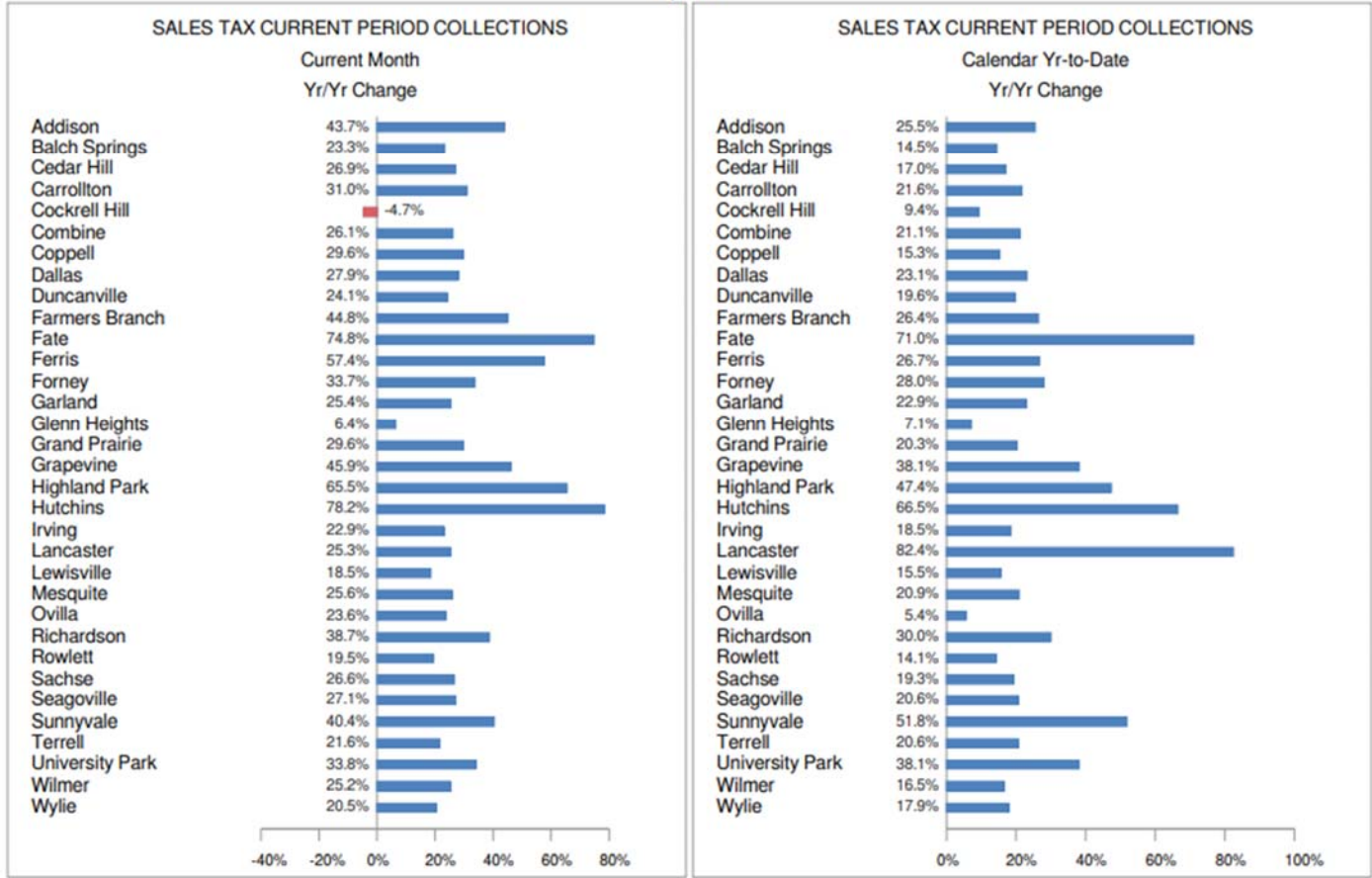
2. Sales & Other Tax

Sales tax collections are the second highest source of revenue for the General Fund. The FY 2022-23 budget estimates \$9,538,417, an increase of \$1,124,894 (+13.4%) from the FY 2021-22 Adopted Budget. Additionally, this category of revenue includes Alcoholic Beverage Tax, a tax on mixed beverages charged in addition to sales tax. Though a small amount of revenue, it has increased post Covid with the continued sale of drinks to go. The FY 2022-23 amount is \$85,000.

The chart on the next page shows the current sales tax trend as of April 2022 and calendar year to date. This chart depicts that Duncanville year to date has trended upwards 19.6%. Sales tax revenues are budgeted flat in an abundance of caution. The opportunities however for continued increases are favorable. Favorable customer behavior and inflationary increases have led to cost increases, which means higher sales tax on higher priced goods.

BUDGET OVERVIEW

SALES TAX TREND DALLAS COUNTY Apr-22



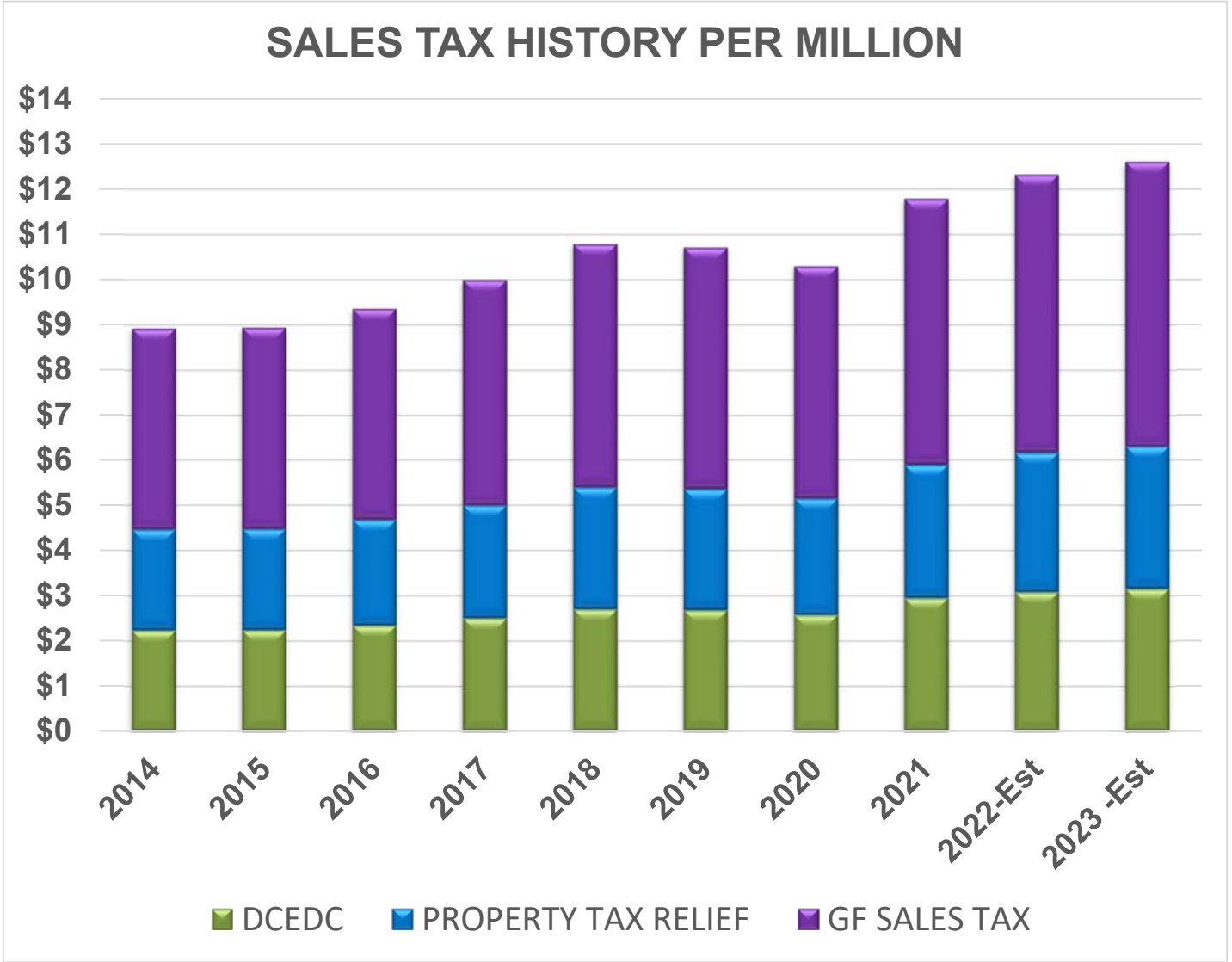
Data: Texas Comptroller of Public Accounts

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Hdl Companies

BUDGET OVERVIEW

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



BUDGET OVERVIEW

3. Transfers

Transfers are the third highest revenue category into the General Fund. What is a transfer? Transfers are an administrative fee charged to other funds, such as the Utility Fund, Sanitation Fund, Economic Development Fund to cover the costs of General Fund resources and support for the operations of the fund. For example, Human Resources, Procurement, Accounts Payable, time and resources to process payments, provide staff support, payroll, etc. Charging other funds an administrative fee is a best practice in governmental accounting and is a calculation based on usage of time, resources, building space, and expenses. Additionally, included in the transfers category is a Right-a-Way Fee or a Gross Receipts Tax which is a payment from the Utility Fund for the franchise fee. Like what the City receives from Oncor or Atmos for right of way usage for their utilities, the Utility Fund pays a franchise fee or a gross receipt tax. A gross receipt tax is a tax that applies to the total revenue of a business. It is a state or local tax that is collected in several states in the US. A gross receipt tax is applied to the total sales or gross receipts of a business. The gross receipts tax is also applied to government owned enterprise funds (governmental entities) just like it is done to business owned utilities to ensure a level playing field for enterprise operations whether they are privately owned utilities or government owned utilities. As both the private and government owned firms must use public right of ways to provide service and access, to their facilities and customers.

4. Franchise Fees

Franchise fees are the fourth highest category of revenues to the General Fund. They are revenues received from the various utility companies who utilize the City's rights of way for delivery of their services. Revenues are calculated from gross receipts. Electricity and Gas can fluctuate depending on the weather and usage. Telephone Franchise Fees have decreased significantly over the last 3 years with the reduction of landlines. Cable franchise fees are remitted from Charter/Spectrum, the City's cable franchise, and revenues are stable. Overall Franchise Fees are projected to increase by 1.7% over FY 2021-22 Adopted.

Other Revenue Highlights

- Permits and Licenses – fees charged for EMS, building related permits, rental registration. Anticipated revenue is \$1,422,050, an increase of (1.9%) from the FY 2021-22 Adopted Budget. This increase is primarily due to building permits. Permits can fluctuate depending on the volume issued and cost of the project.
- Fines – includes Municipal Court fines, code violations, and false alarms. Anticipated revenue is \$386,600, a decrease of \$90,130 (-18.9%) compared to the FY 2021-22 Adopted Budget. Court fines and related fees collection have continued to be low post Covid.

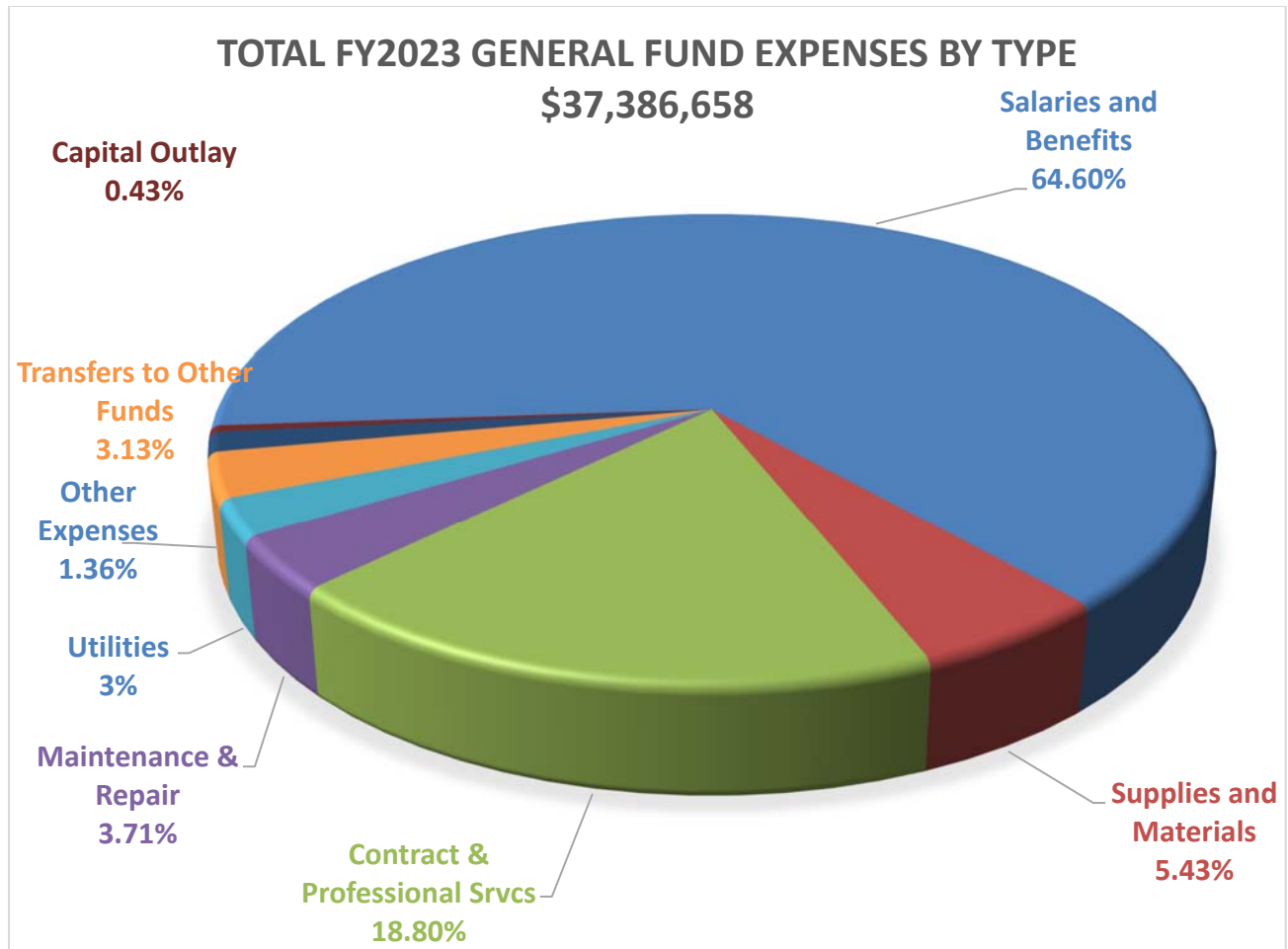
BUDGET OVERVIEW

- Interest on Investments – is projected at \$67,700. Interest rates are beginning to increase but currently returns are not favorable. Recent inflation has not resulted increased interest earnings to date.
- Charges of Service – include Recreation Center memberships and facility rentals. Revenues have remained relatively flat. A slight decrease is projected due to fewer people are using the facilities and senior center trips.
- Intergovernmental – includes reimbursements from other agencies such as School Crossing Guard from Dallas County and Duncanville ISD, Regional Emergency Management reimbursement from the Best Southwest Cities. This category has increased to account for reimbursement of CDBG (Community Development Block Grant) eligible expenses. These expenses and revenues were formerly accounted for in the 013-Grant fund.
- Other Sources – includes smaller revenue items without category. Items such as reimbursement for mowing liens, gas well proceeds, and rental space of cell towers on City facilities. This category projects a slight increase.

Expenditure Highlights

The FY 2022-23 Budget projects \$37,386,658 in total General Fund expenditures, an increase of \$579,944 (+1.6%) from the FY 2021 Adopted Budget. It is important to note that operational (ongoing) expenditures (\$37,386,658) are less than operational revenues (\$37,763,239) as the City maintains a balanced budget. The net difference is \$376,581 revenues over expenditures.

BUDGET OVERVIEW



Following are the major highlights of the General Fund adopted expenditures:

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 FY 2022-23 General Fund budget dedicates \$24,150,028 (64.6%) of total operational expenses on salary and benefits.

FY 2022-23 Personnel Expense Highlights:

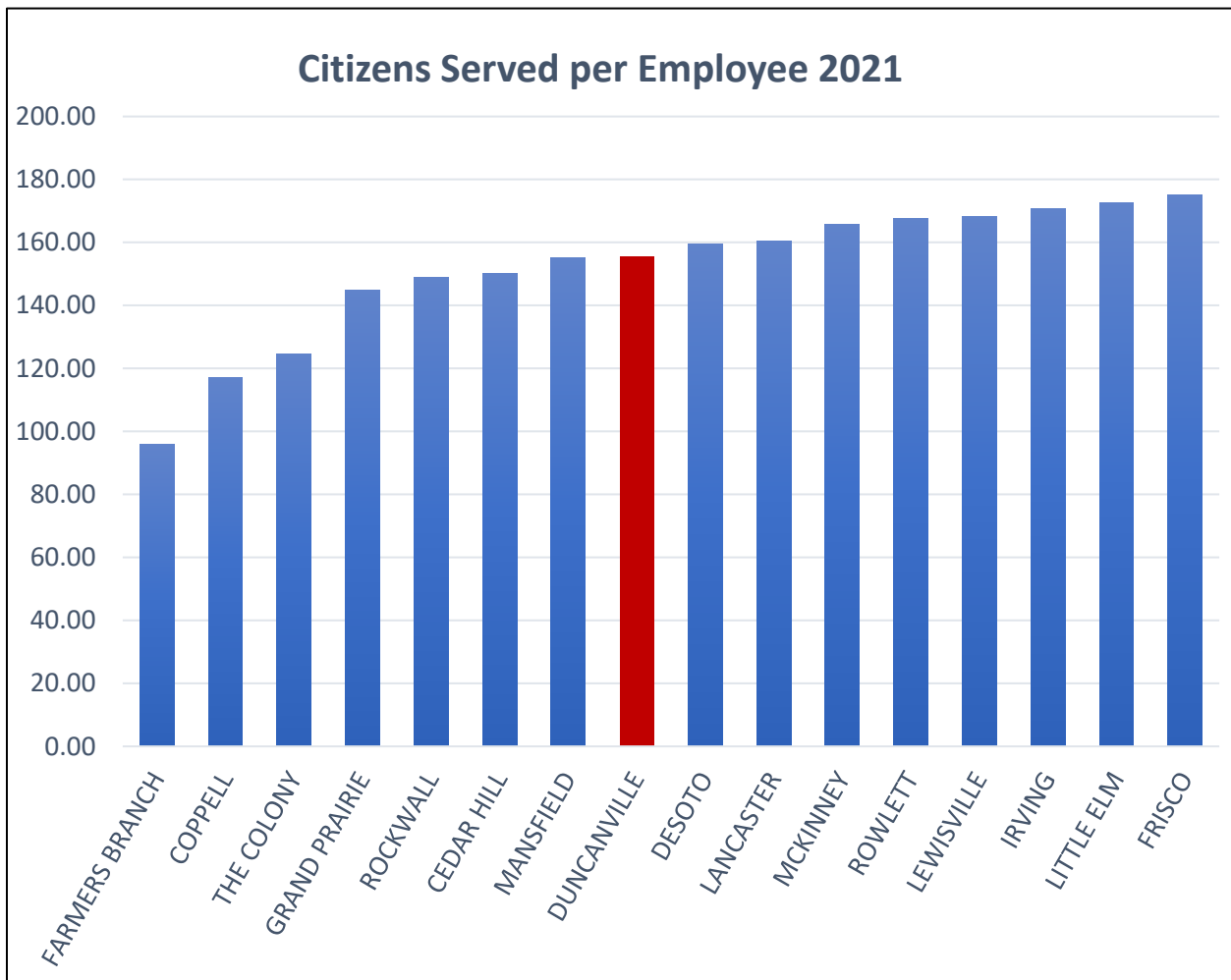
- Tiered salary increases 3-5% COLAs, with lower paid employees receiving the 5% and higher paid employees receiving 3%. This is in line with the increases other cities are offering their employees.
- Medical Insurance – fourth consecutive year of a rate pass – a 4% DECREASE in rates were negotiated.
- Added 2nd Assistant Police Chief position.
- Budget/Grants Analyst – the city would like to aggressively pursue grants and donations

BUDGET OVERVIEW

for alternate sources of funding. This position will dedicate the time to serve all departments in this initiative. Staff will evaluate revenues once the program is initiated and revise the budget accordingly.

- Technical Services Librarian – this position will allow for more programming efforts to serve the needs and wants of the community.
- 2 Part-Time Customer Service Advocate positions – to address the need for Customer Service and improvement of the operation of the phone system.
- Fuel Stipend of \$45 per month per full-time employee. Many cities in the metroplex are strategizing ways to retain employees and ease the burden of increasing costs, such as fuel to commute to work.

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. Per the chart, Duncanville serves 155.34 citizens per employee. The overall average is 151.99; and 156.32 in the Best Southwest.



BUDGET OVERVIEW

Other General Fund Expenditure Highlights

- Supplies and Materials category increased by \$193,503. This is mainly due to the cost of goods and supplies increasing. Projected fuel cost has risen 18%. Additionally, there are 2 – one-time expenses included in this category for:
 - \$12,000 – new sound system at Senior Center. Having quality sound and dependable system is greatly needed at the Senior Center.
 - \$13,000 – Outdoor Projector Screen – for Amphitheater at Armstrong Park. This will allow for more events and movie nights with a quality screen for all to enjoy.
- Contractual and Professional Services category decreased by -\$291,898. Twenty six percent (26.8%) of the total is toward regional partnerships such as SWRCC, Tri-City Animal Shelter, and Tri-City Jail. Another 26% of the total is for annual street maintenance projects.
- Maintenance & Repair Services has increased by \$669,974. The bulk of this increase is a net effect overall to the budget. Parks and Grounds Maintenance expense for annual mowing was moved from the contract services category to maintenance.
- Utilities category has increased by \$29,549. This category includes gas, electricity, phones, and water utilities.
- Debt Service category included short-term debt. In FY 2022, final payment was made on the EON equipment loan.
- Transfers to Other Funds has decreased by -\$2,290,474 (-66.2%). In the past 2 budgets, transfers were made to one-time project fund to cover P-25 (Public Safety radios) project. In this category, transfers to IT Replacement and Fleet Replacement Funds are captured in this category. These are ongoing expenses based on timing and rotation of projects. There will be a transfer of \$85,000 from the Mixed Beverage Tax Receipts to fund sidewalk projects in Street CIP fund.
- Other Expenses/Finance Use category has increased by \$139,059. This category includes internal and external training and professional development costs, employee appreciation items, such as retirement plaques, Christmas Luncheon; and hospitality expenses for items such as refreshments for Council and Board meetings. Previously these items were not separated out and were captured within the supplies category.

UTILITY FUND

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

REVENUE HIGHLIGHTS

A rate increase will be proposed for FY 2022-23. Costs to purchase wholesale water from Dallas Water Utilities and the cost to collect and treat wastewater has significantly increased and the Utility Fund can longer support the increases. A Water/Wastewater Rate study was performed

BUDGET OVERVIEW

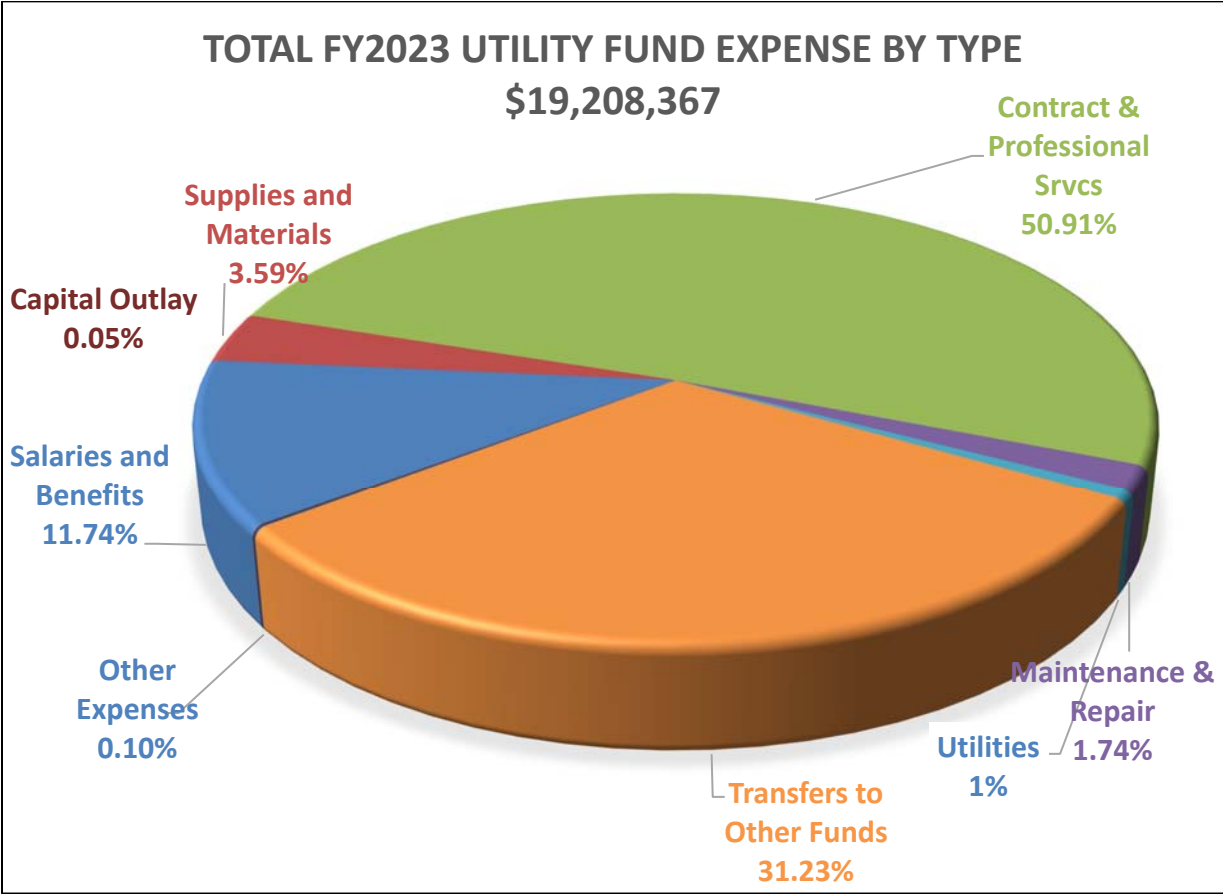
and presented to Council on July 18, 2022. The budget includes a hybrid rate increase, that allows for partial issuance of debt to fund Utility CIP Projects. Additionally, a Senior Citizen Rate model for discounted rates will be proposed. The average water and sewer charge for a 6,000 gallon a month usage would be:

Residential, non-senior: \$111.14, a \$9.77 increase per month based on 6,000 GAL
 Residential, Senior: \$99.99, a \$1.38 decrease per month based on 6,000 GAL

The exact rates will be published and communicated outside of this budget document. With increased rates calculated, total projected revenue is \$19,225,466, a \$1,932,197 increase of FY 2022 Adopted Budget.

EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$19,208,367, a decrease of \$1,090,938 (-5.7%) from the FY 2022 Adopted Budget. The decrease is primarily due to only \$2 million transferred for CIP projects. Previously \$5 million was transferred. Contractual Services for DWU (Dallas Water Utilities) and TRA (Trinity River Authority) are projected to increase by \$348,731. TRA is projected to increase substantially over the next fiscal year.



BUDGET OVERVIEW

SANITATION FUND

The Sanitation Fund includes revenues paid by residents and commercial businesses within the City for trash and solid waste pickup.

REVENUE HIGHLIGHTS

Total revenues are projected at \$4,710,817 in the FY 2022-23 budget. Revenues are received from residential and commercial garbage collection fees and are projected to increase by 4.8%. Rates are proposed to increase by \$2.68 per month for residential, curbside service, and \$3.36 per month for residential, alley customers. Republic, the City's garbage collection provider continues to pass along increases. This coming fiscal year the projected increase is 4%. Additionally, Waste Management, that operates the landfill, is projected to increase 18.38% for their services. The rate increases are necessary in order to pass along the increases incurred by the City.

EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$4,699,211, an increase of \$245,599 (+5.5%) from the FY 2021-22 Adopted Budget. The increase is contributed to the Landfill and Garbage Collection cost.

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.

REVENUE HIGHLIGHTS

The FY 2022-23 budget anticipates total revenues of \$780,200, a decrease of \$60,800 (-7.2%) over the Adopted FY 2021 Budget. The revenues were projected higher in previous budget and the decrease will align with collections. In FY 2023, staff will evaluate the future needs of Stormwater projects and assess the rates accordingly.

EXPENDITURE HIGHLIGHTS

Expenditures are projected in the FY 2022-23 budget total of \$1,732,430. This includes eligible costs for Public Works engineering and administration related to stormwater management, and erosion control projects and capital improvement projects. An emergency erosion control project will be underway in the Swan Ridge area. It is important to note expenses are higher than revenues due to emergency erosion control project and is offset by fund balance in the Drainage Fund.

BUDGET OVERVIEW

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/or recommend the use of the 4B sales tax funds.

REVENUE HIGHLIGHTS

The FY 2022-23 DCEDC budget projects \$3,151,139 in total revenue, an increase of \$369,965 (+13%) from the FY 2021-22 Adopted Budget. Sales tax receipts have continued to increase.

EXPENDITURE HIGHLIGHTS

Expenditures are budgeted at \$3,785,328 for FY 2022-23, an increase of \$1,954,447 (+107%) from FY 2021-22 Adopted Budget. The main driver of this increase is the aggressive investment and incentive strategy into the rehab of the City's large shopping centers. In FY 2021-22 budget, the DCEDC approved a \$1.5 million dollar investment into the Wheatland Plaza.



Wheatland Plaza Rendering 2022

BUDGET OVERVIEW

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.

HIGHLIGHTS

The FY 2022-23 Hotel-Motel Fund budget anticipates total revenues of \$891,000, an increase of \$156,450 (+21.3%) over the FY 2021-22 Adopted Budget. Local hotels have bounced back to Pre-Covid levels.

FY 2022-23 total expenditures are \$828,124, an increase of \$88,303 (+11.9) over the FY 2021-22 Adopted Budget. The projected grants for events in the community is the driver of the increase. Additionally, the City has added a Special Events planner position, paid for by this fund in order to aggressively market and bring events to the City of Duncanville. This position has been budgeted for previously as a contractual expense but has not been used; therefore, the added position is a net impact to this budget.

Projected Events & Grants:

- Great American Shootout – largest event at Fieldhouse
- Duncanville Chamber of Commerce – the City’s designated Visitor Center
- ALW Entertainment – Duncanville Football Classic
- Sandra Meadows Tournament – Basketball tournament in December
- Hoopfest – Premier basketball tournament to bring in national teams



BUDGET OVERVIEW

FIELDHOUSE

REVENUE HIGHLIGHTS

Total revenue is projected at \$2,031,975 in FY 2022-23, an increase of \$147,000 (+7.8%) from FY 2021-22 Adopted Budget. The grill and café has seen an increase in revenue and after school/summer camp program is back into full gear post-Covid.

EXPENDITURE HIGHLIGHTS

Total expenditures are budgeted at \$1,959,580 an increase of \$76,376 (+4%) over FY2021-22 adopted budget. The increase is due to increased cost for food and beverages. With the increase in revenues, there is a demand for supplies. To keep part-time salary costs down, the Fieldhouse partners with an organization that provides camp counselors and meals for campers. Debt service expense is offset by a transfer to revenue from the DCEDC. The Fieldhouse debt is scheduled to be retired in February 2025.

OTHER FUND HIGHLIGHTS

ARPA (American Rescue Plan Act) Fund highlights

The federal government awarded local governments funding to offset lost revenue, fund infrastructure, and continue Covid-19 pandemic response efforts. The City received \$9.6 million in funding. Funding must be obligated by December 2024 and spent by December of 2026.

Staff has identified IT and Public Safety needs, as well as enhanced service offering for the Community. The following projects have been identified for funds in the proposed FY 2023 budget:

- Dog Park – (\$100,000) – bulk of the cost is to put in a parking lot. The community has requested this item over the last several budgets. It was identified in the Parks Master Plan but funding has not been previously available. This park will be a great asset to the City.
- Public Safety items – (\$570,700) – 2nd set of Bunker Gear for Fire Department which will allow contaminated gear to be cleaned while dispatched to another incident, safety cameras, Flock cameras that have assisted in the reduction of crime in some jurisdictions, and Radar Trailers. Additionally, \$80,000 to cover Duncanville's share to the City of Cedar Hill for a regionally shared Fire Truck blocking apparatus. This apparatus will be exclusively used for blocking traffic when dispatched to calls on US-67 and I-20.
- IT Projects – (\$450,700) – a high level priority is to fix what is broken and to implement systems. There is old network fiber hardware that needs to be replaced, staff's virtual

BUDGET OVERVIEW

environment needs to be fixed to allow for full functioning computers when offsite, and Energov and Enterprise Asset Management systems need to be implemented.

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. Projected expenses are \$711,200. This is an increase of \$160,000 (+29%) due to increase in premiums and projected claims. Insurance premiums have risen \$110,000 due to experiencing high levels of claims, inflation, and increased payroll cost. The fund continues to see a healthy fund balance and contributions from the departments will be assessed in FY 2023 in order to adequately charge the departments beginning in FY 2024.

Other Funds

Other funds will not be detailed here. See the fund summaries for each fund later in this document. A comprehensive list of CIP projects and funding can be found in the CIP section.



Duncanville

City of Champions

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COMBINED FUND SUMMARY

CONSOLIDATED SUMMARY ALL FUNDS

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
ESTIMATED BEGINNING FUND BALANCE			\$ (69,162,012)	\$ (55,467,516)
Revenue by Source				
50 - PROPERTY TAXES	(20,691,692)	(20,024,993)	(19,979,993)	(21,662,208)
51 - SALES & OTHER TAXES	(12,734,407)	(11,927,007)	(13,283,306)	(13,580,556)
52 - PERMITS & LICENSES	(1,603,365)	(1,395,050)	(1,428,850)	(1,422,050)
53 - FINES & FEES	(631,826)	(521,730)	(342,200)	(424,100)
54 - INTERGOV REVENUES	(1,836,576)	(293,400)	(5,182,900)	(5,618,701)
55 - INTEREST	(315,810)	(293,040)	(191,800)	(193,300)
56 - FRANCHISE FEE REV	(2,103,430)	(1,930,000)	(1,959,000)	(2,054,000)
57 - CHARGES FOR SERVICE	(23,064,100)	(24,222,446)	(23,217,250)	(26,039,056)
58 - TRANSFER FROM FUNDS	(9,589,143)	(10,995,244)	(15,828,129)	(6,831,026)
59 - OTHER SOURCES	(1,965,088)	(2,081,721)	(2,522,040)	(7,221,576)
Revenue Total	(74,535,438)	(73,684,631)	(83,935,468)	(85,046,573)
TOTAL RESOURCES	(74,535,438)	(73,684,631)	(153,097,480)	(140,514,089)
Expenses by Classification				
60 - SALARY AND BENEFITS	23,962,331	26,079,245	27,490,150	28,123,562
72 - SUPPLIES & MATERIALS	3,249,215	2,826,551	3,491,023	5,117,958
73 - CONTRACT & PROF SVCS	21,965,707	24,251,486	24,535,824	23,645,676
74 - MAINT & REPAIR SVCS	1,046,414	1,210,672	1,252,955	1,852,559
75 - UTILITIES	1,265,706	1,181,386	1,190,242	1,217,324
76 - CAPITAL OUTLAY	6,957,560	25,025,815	17,727,464	27,489,952
77 - DEBT SERVICES	2,236,672	2,081,389	2,081,389	2,023,575
79 - OTHER FINANCING USES	346,703	739,211	3,026,504	2,872,280
Operating Expense Total	61,030,308	83,395,755	80,795,551	92,342,886
78 - TRANSFER TO FUNDS	10,298,672	12,053,186	16,834,413	7,987,447
TOTAL EXPENDITURES	71,328,980	95,448,941	97,629,964	100,330,333
Revenues (Over)/Under Expenditures	(3,206,458)	21,764,310	13,694,496	8,452,734
ESTIMATED ENDING FUND BALANCE			\$ (55,467,516)	\$ (40,183,756)

COMBINED FUND SUMMARY

COMBINED FUND SUMMARY ADOPTED BUDGET - FY 2022-2023

FUND	ESTIMATED BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	ESTIMATED ENDING FUND BALANCE
001 - GENERAL FUND	(14,060,438)	(37,763,239)	37,386,658	(14,437,019)
002 - UTILITY FUND	(11,489,324)	(19,225,466)	19,208,367	(11,506,423)
005 - DEBT SERVICE	(1,313,275)	(857,329)	1,484,600	(686,004)
008 - COMPREHESIVE SELF INSURANCE *	(590,555)	(468,129)	711,200	(347,484)
010 - HOTEL/MOTEL **	(2,870,941)	(891,500)	828,124	(2,934,317)
012 - ECONOMIC DEVELOPMENT **	(4,741,498)	(3,151,139)	3,785,328	(4,107,309)
013 - GRANT FUND **	51,747	(200,000)	220,273	72,020
015 - DRAINAGE FUND **	(1,227,769)	(780,200)	1,732,430	(275,539)
017 - UTILITY CAPITAL PROJECTS *	(312,463)	(7,001,000)	6,170,164	(1,143,299)
018 - UTILITY METER REPLACEMENT *	0	(1,000,000)	1,000,000	0
019 - SANITATION FUND	(350,530)	(4,710,817)	4,699,211	(362,136)
020 - STREET/ALLEY CIP *	(682,703)	(176,000)	627,267	(231,436)
024 - PARK CAPITAL IMPROVEMENT *	(5,221,046)	0	5,200,000	(21,046)
025 - ALLEY IMPROVEMENT *	(344,393)	(150,000)	279,943	(214,450)
026 - CAPITAL IMPROVEMENT PROJECT *	(10,844,116)	(100,000)	9,625,000	(1,319,116)
033 - TAX INCREMENT FINANCING **	(426,104)	(96,958)	82,250	(440,812)
041 - ONE-TIME PROJECT FUND	(922,393)	0	10,000	(912,393)
050 - POLICE FORFEITURE/SEIZURE **	(161,762)	(36,800)	141,469	(57,093)
205 - FIRE DONATIONS	0	(3,000)	3,000	0
215 - PEG FUND	0	(95,100)	80,000	(15,100)
225 - COURT SECURITY FUND **	(44,862)	(10,000)	0	(54,862)
230 - JUVENILE CASE MANAGER FUND **	(734)	(12,200)	10,975	(1,959)
235 - COURT TECHNOLOGY **	(42,506)	(12,500)	0	(55,006)
401 - FURNITURE REPLACEMENT **	0	(60,000)	60,000	0
410 - IT REPAIR/REPLACEMENT *	(261,997)	(152,493)	143,200	(271,290)
415 - FLEET/EQUIP REPLACEMENT *	(1,012,306)	(1,004,927)	913,927	(1,103,306)
456 - FIELDHOUSE	1,402,452	(2,031,975)	1,959,580	1,330,057
758 - AMERICAN RESCUE PLAN **	0	(5,055,801)	3,967,367	(1,088,434)
TOTALS	(55,467,516)	(85,046,573)	100,330,333	(40,183,756)

* = CAPITAL IMPROVEMENT FUND

** = SPECIAL REVENUE FUND

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
50 - PROPERTY TAXES	(19,219,947)	(18,614,836)	(18,569,836)	(20,805,379)
51 - SALES & OTHER TAXES	(8,939,100)	(8,413,523)	(9,322,979)	(9,538,417)
52 - PERMITS & LICENSES	(1,603,365)	(1,395,050)	(1,428,850)	(1,422,050)
53 - FINES & FEES	(644,322)	(476,730)	(313,600)	(386,600)
54 - INTERGOV REVENUES	(153,621)	(165,000)	(182,500)	(237,500)
55 - INTEREST	(139,903)	(150,000)	(69,000)	(67,700)
56 - FRANCHISE FEE REV	(1,798,295)	(1,710,000)	(1,739,000)	(1,739,000)
57 - CHARGES FOR SERVICES	(268,742)	(283,000)	(271,500)	(270,300)
58 - TRANSFER FROM FUNDS	(2,631,399)	(2,715,194)	(2,715,194)	(2,905,293)
59 - OTHER SOURCES	(580,185)	(386,600)	(468,500)	(391,000)
Revenue Total	(35,978,879)	(34,309,933)	(35,080,959)	(37,763,239)
Expense				
60 - SALARY AND BENEFITS	20,409,998	21,960,830	22,277,323	24,150,028
72 - SUPPLIES & MATERIALS	1,286,365	1,835,678	1,933,274	2,029,181
73 - CONTRACT & PROF SVCS	6,761,427	7,320,849	7,604,802	7,028,950
74 - MAINT & REPAIR SVCS	681,843	715,683	749,887	1,385,657
75 - UTILITIES	1,007,560	922,676	926,828	952,225
76 - CAPITAL OUTLAY	134,541	163,085	162,935	161,175
77 - DEBT SERVICES	240,228	60,057	60,057	0
78 - TRANSFER TO FUNDS	1,776,481	3,460,456	2,198,598	1,169,982
79 - OTHER FINANCING USES	114,171	370,402	375,565	509,461
Expense Total	32,412,615	36,809,715	36,289,269	37,386,658
Revenues (Over)/Under Expenditures	(3,566,264)	2,499,782	1,208,310	(376,581)
BEGINNING FUND BALANCE		(\$15,268,748)	(\$15,268,748)	(\$14,060,438)
ENDING FUND BALANCE		(\$12,768,966)	(\$14,060,438)	(\$14,437,019)

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023 Revenues By Detailed Categories

	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
50 - PROPERTY TAXES				
501101 - CURRENT TAXES	(18,949,405)	(18,324,836)	(18,324,836)	(20,545,379)
501102 - DELINQUENT TAXES	(138,453)	(150,000)	(110,000)	(125,000)
501103 - PENALTIES AND INTEREST	(132,089)	(140,000)	(135,000)	(135,000)
50 - PROPERTY TAXES Total	(19,219,947)	(18,614,836)	(18,569,836)	(20,805,379)
51 - SALES & OTHER TAXES				
501201 - STATE SALES TAX CITY PORTION	(5,892,791)	(5,558,349)	(6,158,653)	(6,302,278)
501202 - SALES TAX PROPERTY TAX RELIEF	(2,946,396)	(2,779,174)	(3,079,326)	(3,151,139)
501204 - ALCOHOLIC BEVERAGE TAX	(99,913)	(76,000)	(85,000)	(85,000)
51 - SALES & OTHER TAXES Total	(8,939,100)	(8,413,523)	(9,322,979)	(9,538,417)
52 - PERMITS & LICENSES				
502101 - BUILDING PERMITS	(468,630)	(275,000)	(300,000)	(300,000)
502102 - ELECTRICAL PERMITS	(29,222)	(17,000)	(25,000)	(20,000)
502103 - SOLICITOR LICENSES	(575)	(1,500)	(1,350)	(500)
502105 - EMERGENCY MEDICAL SERVICE	(797,142)	(850,000)	(850,000)	(850,000)
502106 - SIGN PERMITS	(16,125)	(15,000)	(15,000)	(15,000)
502108 - HEALTH FOOD INSPECTION FEES	(74,714)	(70,000)	(70,000)	(70,000)
502109 - PLUMBING AND AC PERMITS	(72,650)	(55,000)	(55,000)	(55,000)
502111 - ZONING & SPEC USE PERMIT	(19,385)	(8,500)	(8,500)	(8,500)
502114 - RENTAL PROPERTY REGISTRATION	(61,510)	(50,000)	(50,000)	(50,000)
502120 - ALARM PERMITS	(56,172)	(50,000)	(50,000)	(50,000)
502122 - POOL OR SPA INSPECTION FEE	(7,200)	(3,000)	(4,000)	(3,000)
509607 - ANIMAL PERMITS	(40)	(50)	-	(50)
52 - PERMITS & LICENSES Total	(1,603,365)	(1,395,050)	(1,428,850)	(1,422,050)
53 - FINES & FEES				
502107 - WRECKER AND STORAGE FEES	-	(3,000)	-	-
502112 - EMS SVCS COST SETTLEMENT	(263,209)	-	-	-
502113 - SMALL CELL/ NETWORK NODE FEES	-	(500)	-	-
503101 - MUNICIPAL COURT FINES	(272,595)	(350,000)	(240,000)	(300,000)
503102 - COURT RELATED FEES	(78,441)	(110,000)	(52,000)	(65,000)
503103 - SCHOOL CROSSING FEES	(5,487)	(3,000)	(3,000)	(3,500)
503201 - LIBRARY FINES	(6,554)	-	(3,500)	(3,000)
503301 - FALSE ALARM FINES	(17,897)	(10,000)	(15,000)	(15,000)
509609 - RETURN CHECK FEES	(140)	(230)	(100)	(100)
53 - FINES & FEES Total	(644,322)	(476,730)	(313,600)	(386,600)
54 - INTERGOV REVENUES				
504102 - DISD SCHOOL CROSSING GUARDS	(42,750)	(35,000)	(42,500)	(42,500)
504103 - DALLAS COUNTY CROSSING GUARD	(49,102)	(40,000)	(40,000)	(40,000)
504109 - REIMB FOR REG EMERG MANAGER	(61,768)	(90,000)	(100,000)	(100,000)
508203 - INTERGOV REIMBURSEMENT-CDBG	-	-	-	(55,000)
54 - INTERGOV REVENUES Total	(153,621)	(165,000)	(182,500)	(237,500)
55 - INTEREST				
505101 - INTEREST ON GOVT POOL INVEST	(3,757)	(10,000)	(3,000)	(1,700)
505103 - CERT OF DEPOSIT INTEREST	(105,758)	(80,000)	(36,000)	(36,000)
505106 - MONEY MARKET INTEREST	(30,388)	(60,000)	(30,000)	(30,000)
55 - INTEREST Total	(139,903)	(150,000)	(69,000)	(67,700)

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023 *Revenues By Detailed Categories*

	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
56 - FRANCHISE FEE REV				
501301 - FRANCHISE FEE ELECTRIC	(1,128,021)	(1,150,000)	(1,150,000)	(1,150,000)
501302 - FRANCHISE FEE GAS	(394,288)	(300,000)	(332,000)	(332,000)
501303 - FRANCHISE FEE TELEPHONE	(102,495)	(110,000)	(82,000)	(82,000)
501304 - FRANCHISE FEE CABLE TV	(173,492)	(150,000)	(175,000)	(175,000)
501306 - FRANCHISE VIDEO SERV	-	-	-	-
56 - FRANCHISE FEE REV Total	(1,798,295)	(1,710,000)	(1,739,000)	(1,739,000)
57 - CHARGES FOR SERVICES				
507102 - RECREATION FEES	(223,540)	(250,000)	(225,000)	(230,000)
507104 - SENIOR CENTER ANNUAL USER FEE	(1,093)	(5,000)	(4,000)	(4,000)
507106 - RECREATION CENTER CAMPS	-	-	-	-
507107 - RECREATION CENTER CLASSES	(17,156)	(8,000)	(14,500)	(14,500)
507108 - SPECIAL EVENTS	(16,898)	(8,000)	(17,000)	(12,000)
507109 - SENIOR CLASS/TRIPS	(516)	(4,000)	(1,800)	(1,800)
509603 - LIBRARY SERVICE FEES	(9,540)	(8,000)	(9,200)	(8,000)
57 - CHARGES FOR SERVICES Total	(268,742)	(283,000)	(271,500)	(270,300)
58 - TRANSFER FROM FUNDS				
598002 - PILOT FEE TZ-CITY WWW UTILITY	(528,513)	(543,862)	(543,862)	(1,724,640)
599002 - TRANS FROM UTILITY FUND-002	(1,761,710)	(1,812,874)	(1,812,874)	(1,065,393)
599005 - TRANS FROM DEBT FUND-005	-	-	-	-
599010 - TRANS FROM HOTEL FUND-010	(56,637)	(55,091)	(55,091)	(31,268)
599012 - TRANS FROM EDC FUND-012	(92,242)	(111,070)	(111,070)	(73,992)
599019 - TRANS FROM SANITATION FND-019	(192,297)	(192,297)	(192,297)	-
599031 - TRANS FROM TRAFFIC IMP FND-031	-	-	-	-
599041 - TRANS FROM 1-TIME PROJ FND-041	-	-	-	-
599230 - TRANS FROM JUVENILE FUND-230	-	-	-	(10,000)
599757 - TRANS FROM EMERG MANG FND-757	-	-	-	-
801901 - (CLOSED) TRANSF IN	-	-	-	-
58 - TRANSFER FROM FUNDS Total	(2,631,399)	(2,715,194)	(2,715,194)	(2,905,293)
59 - OTHER SOURCES				
503202 - LIBRARY DONATIONS	-	-	-	-
509101 - SALE OF FIXED ASSETS	-	-	-	-
509102 - GAIN/ LOSS ON SALE FIXED ASSET	-	-	-	-
509105 - SALE OF MATERIALS	(6,174)	(1,000)	(2,500)	(2,500)
509201 - INSURANCE RECOVERY	-	-	-	-
509501 - COLLECTION OF BAD DEBTS	-	(2,000)	-	-
509502 - MISCELLANEOUS WRITEOFFS	(37)	(100)	-	-
509601 - MISCELLANEOUS REVENUE	(133,463)	(100,000)	(145,000)	(100,000)
509602 - CASH OVER AND SHORT	(119)	-	-	-
509604 - POLICE ACCIDENT REPORTS	(3,657)	(3,500)	(3,500)	(3,500)
509605 - PAY PHONE COMMISSIONS	-	-	-	-
509606 - AUCTION PROCEEDS	-	(5,000)	-	(5,000)
509611 - SCRAP METAL SALES	-	-	-	-
509612 - CITY SERVICES REIMBURSEMENT	(110,274)	(58,000)	(58,000)	(58,000)
509613 - WORKERS COMP REIMBURSEMENT	(82,109)	(20,000)	(50,000)	(20,000)
509614 - RENTAL OF TOWER	(232,542)	(194,000)	(200,000)	(194,000)
509617 - LEASE INCOME	-	-	-	-
509618 - GAS WELL OIL REVENUE	(11,811)	(3,000)	(9,500)	(8,000)

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023 *Revenues By Detailed Categories*

	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
516200 - DONATIONS	-	-	-	
518100 - STREET MAINTENANCE FEE	-	-	-	
59 - OTHER SOURCES Total	(580,185)	(386,600)	(468,500)	(391,000)
Revenue Total	(35,978,879)	(34,309,933)	(35,080,959)	(37,763,239)
Grand Total	(35,978,879)	(34,309,933)	(35,080,959)	(37,763,239)

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023 EXPENDITURES BY DEPARTMENTS

Expense	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
0101 - GENERAL GOV. SERVICES DEPT.				
010110 - MAYOR AND COUNCIL	81,098	143,354	152,774	196,514
010111 - CITY ADMINISTRATION	694,928	672,765	708,421	879,352
010112 - CITY SECRETARY	-	313,234	350,264	383,254
010113 - HUMAN RESOURCES	291,430	401,190	457,780	483,345
010114 - INFO TECHNOLOGY	848,331	926,113	981,101	1,047,570
010115 - PUBLIC INFORMATION OFFICE	128,016	146,130	166,055	266,090
010116 - PUBLIC LIBRARY	889,745	949,790	949,990	1,056,970
010117 - CITY MARSHALL DIV	91,546	95,543	100,048	100,948
0101 - GENERAL GOV. SERVICES DEPT. Total	3,025,094	3,648,118	3,866,433	4,414,043
0102 - FISCAL SERVICES DEPT.				
010220 - FISCAL ADMIN/ACCOUNTING DIV.	818,553	596,639	617,792	782,266
010223 - MUNICIPAL COURT DIV.	425,293	478,658	469,058	494,242
010225 - PROCUREMENT OFFICE	109,634	143,878	156,289	222,559
0102 - FISCAL SERVICES DEPT. Total	1,353,480	1,219,175	1,243,139	1,499,067
0103 - NEIGHBORHOOD & PLANNING DEPT.				
010361 - BUILDING INSPECT/PERMITS DIV	539,240	522,584	567,635	507,782
010364 - PLANNING SERVICES	-	200,578	200,578	179,401
010365 - NEIGHBORHOOD SVCS	263,790	424,896	449,684	636,444
010366 - PLANNING 1	180,639	-	-	-
0103 - NEIGHBORHOOD & PLANNING DEPT. Total	983,669	1,148,058	1,217,897	1,323,627
0104 - PARK AND RECREATION DEPT.				
010440 - PARK AND REC ADMINISTRATION	265,482	265,878	266,378	270,360
010441 - RECREATION PROGRAMMING	340,126	404,693	404,693	456,268
010442 - SPECIAL EVENTS	153,428	222,463	222,463	260,843
010443 - ATHLETIC PROGRAMMING	391,759	393,142	413,642	419,447
010445 - HORTICULTURE	171,833	179,926	180,926	181,731
010446 - PARK GROUNDS MAINTENANCE	1,146,906	1,448,375	1,457,125	1,482,461
010449 - SENIOR CENTER	133,391	205,960	206,060	221,915
0104 - PARK AND RECREATION DEPT. Total	2,602,925	3,120,436	3,151,286	3,293,024
0105 - POLICE SERVICES DEPT.				
010550 - POLICE ADMINISTRATION	475,009	1,970,056	2,023,439	2,253,840
010551 - PATROL	4,736,393	5,027,401	5,159,718	5,148,860
010552 - CRIMINAL INVESTIGATION	1,477,858	1,541,763	1,576,520	1,586,404
010553 - ANIMAL CONTROL	462,430	490,157	489,776	541,470
010554 - SCHOOL GUARDS	85,501	85,233	84,963	88,233
010555 - CRIME PREVENTION	150,303	156,189	192,399	156,596
010556 - SWAT DIVISION	-	-	-	104,237
010557 - RECORDS	1,308,152	348,265	347,640	357,668
010558 - DETENTION SERVICES	288,946	-	-	-
010559 - POLICE SPECIAL SERVICES	437,612	562,294	549,155	410,589
0105 - POLICE SERVICES DEPT. Total	9,422,203	10,181,357	10,423,609	10,647,896

GENERAL FUND

001 - GENERAL FUND ADOPTED BUDGET - FY 2022-2023 EXPENDITURES BY DEPARTMENTS

	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
0106 - PUBLIC WORKS DEPT.				
010660 - PUBLIC WORKS ADMIN/ENGINEERING	371,373	391,722	391,722	622,027
010662 - STREET MAINTENANCE	3,193,313	3,596,110	3,596,110	3,542,060
010663 - TRAFFIC OPERATIONS	889,517	969,893	981,755	1,080,057
010667 - FLEET/EQUIPMENT SERVICES	971,618	1,127,605	1,182,825	1,249,561
010668 - BUILDING MAINTENANCE	849,392	897,750	903,750	904,911
0106 - PUBLIC WORKS DEPT. Total	6,275,213	6,983,080	7,056,162	7,398,616
0107 - FIRE SERVICES DEPT.				
010770 - FIRE ADMINISTRATION	580,800	660,907	658,313	715,571
010771 - FIRE PREVENTION	241,979	338,593	318,593	304,560
010772 - FIRE SUPPRESSION	4,122,551	4,425,649	4,434,499	4,551,001
010773 - ADVANCED LIFE SUPPORT	1,665,024	1,817,819	1,754,275	1,834,036
010775 - EMERGENCY MANAGEMENT ADMIN	94,530	133,390	133,390	139,364
0107 - FIRE SERVICES DEPT. Total	6,704,883	7,376,358	7,299,070	7,544,532
0108 - NON-DEPARTMENTAL				
010880 - NON-DEPARTMENTAL	2,045,148	3,133,132	1,931,673	1,265,853
0108 - NON-DEPARTMENTAL Total	2,045,148	3,133,132	1,931,673	1,265,853
0109 - USE OF FUND BALANCE				
010990 - USE OF FUND BALANCE	-	-	100,000	-
010992 - SPECIAL PURPOSE- COMM SVCS	-	-	-	-
0109 - USE OF FUND BALANCE Total	-	-	100,000	-
Expense Total	32,412,615	36,809,715	36,289,269	37,386,658
Grand Total	32,412,615	36,809,715	36,289,269	37,386,658

GENERAL FUND

Explanation of Changes to Personnel in General Fund

To be more transparent and for ease of reporting for audit, positions that were once split between two different funds have been allocated to one. The following changes are for those positions:

Position	Department	FY 2022	FY 2023 Change
Communications/Marketing Administrator	General Government	80% General 20% DCEDC	100% General
Buyer	Fiscal Services	60% Utilities 40% General	100% General
Public Works Director	Public Works	50% General 50% Utilities	100% General
Assistant Public Works Director	Public Works	50% General 50% Utilities	100% General
Executive Assistant	Public Works	50% General 50% Utilities	100% General
Engineering Technician	Public Works	50% General 50% Utilities	100% General
Administrative Assistant – Service Center	Utilities	50% General 50% Utilities	100% Utilities
Court Clerk – Juvenile Case Manager	Court	50% General 50% Juvenile Case Manager	100% General

Additionally, the FY 2023 Budget proposes the following changes and additions:

- Added Budget/Grants Analyst position to City Administration
- Added Management Fellow – Intern to City Administration
- Added 2 Part-Time (1 FTE) Customer Service Advocate positions in City Secretary.
- Added Communications & Marketing Specialist
- Added Technical Services Librarian.
- Reinstated Fiscal Services Manager (former Assistant Finance Director).
- Added Administrative Assistant to Neighborhood Services.
- Moved CDBG Neighborhood Service Officer from Grant Fund 013. Expenses will be offset by reimbursement to General Fund.
- Added 2nd Assistant Police Chief.
- Eliminated 1 Fire Inspector Position and reclassified the other Fire Inspector to a Captain/Deputy Marshal.
- Reclassed Executive Assistant in Police Administration to Chief Operations Officer.
- Reclassed Administrative Assistant in Fiscal Services to Chief of Staff.



Duncanville
City of Champions

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GENERAL FUND

ADMINISTRATION MAYOR & COUNCIL

Program Description

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

Budget Financial Highlights FY 2022-23

- Four (4) Strategic Planning retreats for Council and Staff (\$60,000)
- Training and Development for Boards and Commissions (\$14,800)
- Training and Development for Council:
 - Mayor: (\$8,500) District 3 (\$7,000)
 - At-Large (\$7,000) District 4 (\$7,000)
 - District 1 (\$7,000) District 5 (\$7,000)
 - District 2 (\$7,000)



EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 PROPOSED
72 - SUPPLIES & MATERIALS	14,330	9,415	9,856	11,920
73 - CONTRACT & PROF SVCS	55,642	66,024	81,274	76,174
78 - TRANS TO OTHR FUNDS	1,408	1,120	1,120	1,120
79 - OTHR EXP/FINANCE USE	9,718	66,795	60,525	107,300
Grand Total	\$81,098	\$143,354	\$152,774	\$196,514

GENERAL FUND

ADMINISTRATION

CITY ADMINISTRATION

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. Within the City Manager's Office is the Innovation and Strategic Planning Officer, City Marshal, and the Budget/Grants Analyst.



Budget Financial Highlights FY 2022-23

- Establishment of a Budget/Grants Analyst position to bring in revenue for special events and projects.
- Strategic Planning and Innovation Team.

Goals in FY 2022-23

- Implementation of City-wide quantifiable, department-specific, best practices.
- Continuous assessments to determine opportunities for improved efficiency.
- Benchmark Analysis of comparative local, regional, and statewide municipalities to ensure Duncanville is competitive and providing the best-quality service delivery to our constituents.
- Develop a five-year Strategic Plan and a complimentary FY 2022-23 City Council Work Plan with an imbedded performance plan to evaluate staff and departmental performance.

GENERAL FUND

Accomplishments in FY 2021-22

- Onboarded the Neighborhood Services Director and a new Chief Information Officer.
- Promoted Mark LiVigni to Police Chief after conducting a national search.
- Established an Innovation Team to lead our Strategic Planning efforts.
- Expanded New Councilmember orientations to include visits with Departments and tours of the city.
- Consolidated the functions of Neighborhood Services, Building Permits and Inspections, Planning, and Economic Development under the Development Services Department.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Respond to citizen inquires to the City Manager's Office within a timely manner	New	New	48 hours	48 hours
Efficiently provide information, support, response, and recommendations to City Council in a timely manner	New	New	48 hours	48 hours
Community Meeting and Events Attended	New	New	24	30
Establish Department-wide benchmarks for responding to customer phone calls, emails, and other correspondence.	New	New	New	48 hours
City Manager Weekly Updates	-	-	52	52

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	518,907	626,460	659,640	823,092
72 - SUPPLIES & MATERIALS	11,206	16,544	6,499	6,590
73 - CONTRACT & PROF SVCS	140,944	6,210	7,146	12,566
75 - UTILITIES	0	0	0	0
78 - TRANS TO OTHR FUNDS	1,888	4,001	4,001	7,419
79 - OTHR EXP/FINANCE USE	21,982	19,550	31,135	29,685
Grand Total	\$694,928	\$672,765	\$708,421	\$879,352

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Assistant City Manager	1.0	1.0	1.0	1.0
Chief Innovation Officer (former Budget Admin)	0.0	1.0	1.0	1.0
City Manager	1.0	1.0	1.0	1.0
City Secretary (moved to own org)	1.0	0.0	0.0	0.0
Assistant to City Manager	0.0	1.0	1.0	1.0
Budget/Grants Analyst	0.0	0.0	0.0	1.0
Executive Assistant to City Secretary (moved to own org)	1.0	0.0	0.0	0.0
Management Fellow - Intern	0.0	0.0	0.0	1.0
TOTAL	4.0	4.0	4.0	6.0

GENERAL FUND

ADMINISTRATION

CITY SECRETARY

Program Description

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

Budget Financial Highlights FY 2022-23

- Addition of 2 Part-Time Customer Service Advocates to provide better customer service to citizens. 1 Full-Time Customer Service Advocate is budgeted in Utility Billing but will report to City Secretary. This position will field most of the Utility Billing related calls and inquiries.
- \$77,000 for Election Expenses.
- Establish Citizens Academy program

Goals in FY 2022-23

- Launching the Public Information Requests retrieval process and application for citizens.
- Implement Customer Service Protocol City-wide.
- Develop the Citizens Academy program.
- Revamp Boards and Commissions process and training.



GENERAL FUND

Accomplishments in FY 2021-22

- Developed and Incorporated the First Employee Appreciation Event.
- Relocated Office to Suite area for City Secretary, City Council, and the City Attorney
- Ran a successful General and Run-off Election.
- Received the Municipal Clerk's Office Achievement of Excellence.
- Led Customer Service phone service for after-hours program during the Winter Storm.
- Successfully destructive 154 boxes during our annual records destruction.
- Developed and Incorporated an Employee Appreciation Event.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
City Council Meetings	40	40	47	40
Ordinances Adopted	30	27	27	30
Resolutions Adopted	75	77	112	75
Elections Held	3	2	2	2
Ordinances Published – (W/Penalties – in Focus Daily News)	25	16	8	10
Ordinances Codified	20	16	8	10
Proclamations Prepared	55	19	35	21
Open Records Requests Processed	250	593	723	600

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	0	167,841	204,496	222,396
72 - SUPPLIES & MATERIALS	0	7,873	23,896	15,363
73 - CONTRACT & PROF SVCS	0	129,714	113,067	130,210
75 - UTILITIES	0	0	0	0
78 - TRANS TO OTHR FUNDS	0	820	820	820
79 - OTHR EXP/FINANCE USE	0	6,985	7,985	14,465
Grand Total	\$0	\$313,234	\$350,264	\$383,254

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
City Secretary	1.0	1.0	1.0	1.0
Customer Service Advocate * (FTEs)	0.0	0.0	1.0	2.0
Executive Assistant	1.0	1.0	1.0	0.0
TOTAL	2.0	2.0	3.0	3.0

* Position adopted in Neighborhood Services and moved under City Secretary during FY 2021-22.

GENERAL FUND

SUPPORT SERVICES

HUMAN RESOURCES

Program Description

The Human Resources Department works in partnership with the City's Directors and their teams, individual employees, City of Duncanville citizens, and 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 include training, workers' compensation, group health, dental and life insurance, retirement, and unemployment compensation.



Emerging Leaders Program Graduation 2021

Budget Financial Highlights FY 2022-23

- Identify and implement strategic recruitment and retention strategies to attract and retain quality employees.
- New monthly HR new newsletter called *Champion Connection*. This will be an informational communication for our employees.
- Recruitment (Advertising). \$1,500 is budgeted for innovative recruitment strategies along with \$500 to host/attend job fairs/recruitment events.

Goals in FY 2022-23

- Complete a comprehensive Pay & Compensation Study. This is being conducted in conjunction with Evergreen Solutions, LLC.
- Expansion of our Employee Wellness Program, which has already helped the City to reduce healthcare costs over the past three years.
- Reestablish Employee Recognition Program.
- Develop and implement City University (CityU) – an Employee Training & Development Program aimed to offer employees online and classroom-based courses to progress their skills and career with the City of Duncanville.
- Establish a centralized City departmental Internship and Volunteer Program.

GENERAL FUND

Accomplishments in FY 2021-22

- Completed the set up and implementation of remaining HR/Payroll Modules in the Tyler Munis System.
- Through our Employee Wellness Program and healthcare communications to employees, we achieved a -1.1% rate decrease for employee medical health care.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Leadership Academy – Number of Participants /Graduates	15	13	12	15
Employee Wellness Initiative – Percent Change (+/-) on Health Care Rate	0%	0%	-1.1%	-4.8%
Training & Development – Required Number of Training Hours per Employee for Year	4	4	15	15
Turnover (# of Employees, including FT, PT, and Seasonals per Year)	76	70	60	50

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	230,251	304,471	304,471	356,826
72 - SUPPLIES & MATERIALS	4,526	18,000	15,250	3,695
73 - CONTRACT & PROF SVCS	39,571	52,580	113,919	90,844
74 - MAINT & REPAIR SVCS	0	0	0	0
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	1,344	1,540	1,540	1,540
79 - OTHR EXP/FINANCE USE	15,737	24,600	22,600	30,440
Grand Total	\$291,430	\$401,190	\$457,780	\$483,345

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Executive Assistant (formerly Administrative Asst)	0.0	1.0	1.0	1.0
Human Resource Director	1.0	1.0	1.0	1.0
Human Resource Manager	1.0	1.0	1.0	1.0
Intern	0.5	0.5	0.5	0.5
TOTAL	2.5	3.5	3.5	3.5

GENERAL FUND

SUPPORT SERVICES

INFORMATION TECHNOLOGY

Program Description

The City of Duncanville Information Technology Department provides cost effective and innovative technical solutions to enhance service delivery for all the City departments and stakeholders. The goal of the Information Technology Departments is service. Information Technology will achieve this goal through the implementation, maintenance, and management of cost-effective, proven industry-leading technologies for its stakeholders.

Budget Financial Highlights FY 2022-23

- Rapid Security Assessment (\$16,000)
- Infrastructure Upgrade Network Hardware (\$230,700 – over 2 years)
- Tyler Technologies Software Upgrade (\$145,000)

Goals in FY 2022-23

- Complete upgrade of the network infrastructure. Replacement of key hardware components to meet State compliance and to increase cybersecurity of the City's assets.
- Complete the implementation of key modules in the City's Enterprise Resource Planning (ERP) systems, the roll out of Munis Enterprise Asset Management (Public Work Order and Inventory Management) and EnerGOV (Neighborhood Services) modules.
- Develop a strategic plan for the implementation of the Automated Metering Infrastructure (AMI) (for radio technology for automating reading of water meters).



GENERAL FUND

Accomplishments in FY 2021-22

- Implementation of AV system, Swagit, to improve streaming, transparency and participation in Council meetings.
- Implementation of AXON body worn camera for Neighborhood Services to increase security and transparency for staff and citizens.
- Implementation of See Click, Fix software for improved service request communication between citizens and staff (Scheduled GO-LIVE 09.2022 with new website)
- Upgraded physical security for City assets. Implemented improved camera solutions and software for departments.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Requests for Service	2,761	2,571	1550	1300
System Availability (Uptime)	99%	99%	99%	99%
Cyber Security Awareness	NA	59.5%	5.3%	4%
Project Management – System Implementation	NA	40%	40%	75%

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	353,061	382,265	407,866	440,498
72 - SUPPLIES & MATERIALS	112,150	101,205	103,570	101,205
73 - CONTRACT & PROF SVCS	107,855	135,859	135,859	140,555
74 - MAINT & REPAIR SVCS	233,934	223,275	237,170	274,010
75 - UTILITIES	8,327	34,707	47,834	34,707
78 - TRANS TO OTHR FUNDS	30,299	40,102	40,102	38,495
79 - OTHR EXP/FINANCE USE	2,705	8,700	8,700	18,100
Grand Total	\$848,331	\$926,113	\$981,101	\$1,047,570

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Chief Information Officer	1.0	1.0	1.0	1.0
IT Manager	1.0	1.0	1.0	1.0
IT Specialist I	1.0	1.0	1.0	1.0
IT Specialist II	1.0	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0	4.0

GENERAL FUND

ADMINISTRATION

COMMUNICATIONS & MARKETING

Program Description

The Communications and Marketing Department 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 Communications and Marketing Administrator who is responsible for developing and managing the City's website, driving social media engagement, marketing City events, distributing press releases, and responding to media inquiries. In addition, the Administrator plays an essential role during emergency operations and is responsible for providing the public with accurate, timely, and consistent information.

Budget Financial Highlights FY 2022-23

- Supply chain issues that originated in FY22 will impact printing costs in FY23, causing an increase in printing costs for the monthly Champion newsletter.
- Both Intrado (website hosting) and Agorapulse (social media management) have been incorporated into the regular budget. Departments will begin using both resources to communicate directly with the public.
- Budget includes costs for postcard printing and postage for upcoming mass mailings alerting residents to important City updates.
- Add Communications Specialist position to back up the Administrator.

Goals in FY 2022-23

- The development of an internal marketing and communications committee. The goal will be better collaboration between departments, which will be reinforced by Agorapulse. This group will also collaborate on the creation of marketing and communication procedures.
- An increase in English/Spanish content:
 - More press releases,
 - More outreach to the media,
 - More social media content, and
 - More video content
- Work collaboratively with other departments and Economic Development toward fulfilling the Council's goal to strengthen communication and engagement within the community while championing the City of Duncanville regionally, nationally, and internationally.



GENERAL FUND

Accomplishments in FY 2021-22

- Designed the new Duncanville.com, which Intrado successfully programmed and implemented. The new site will improve navigation and mobile functionality, which was an ongoing issue with the previous website. Anticipated launch date of September 1, 2022.
- Migrated content from the current City website to the new site, and updated the new website in preparation for its launch.
- Worked with Intrado to design an all-new DuncanvilleFieldhouse.com, which is anticipated to launch in September of 2022.
- Began implementation of Agorapulse, which will allow all departments to schedule posts, collaborate, improve reporting, and manage city social media accounts without having to connect personal social media profiles.
- Continued to expand the City's social media reach by creating engaging content.
- Conducted the Trash and Recycling survey that received 2,894 responses in both English and Spanish.
- Conducted a Resident Budget Survey, which received 91 responses in both English and Spanish.

KEY INDICATORS	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
65.15% increase in website traffic	215,193	363,313	600,000	650,000
5.81% increase in Facebook followers	4,538	4,596	4,863	5,300
35.57% increase in Instagram followers	298	627	850	900
14.88% increase in Twitter followers	704	914	1,050	1,500
82.94% increase in YouTube followers		211	386	450
127.03 % increase in LinkedIn followers	N/A	74	168	336
2.93% increase in email newsletter engagement	34,273 opens	43,718 opens	45,000 opens	50,000 opens
Maintained Champion print (once per month) and Email newsletter (4x per month) schedule	100%	100%	100%	100%

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	95,457	82,293	82,293	173,747
72 - SUPPLIES & MATERIALS	1,342	4,020	5,690	8,816
73 - CONTRACT & PROF SVCS	30,497	51,632	77,172	74,677
78 - TRANS TO OTHR FUNDS	720	900	900	900
79 - OTHR EXP/FINANCE USE	0	7,285	0	7,950
Grand Total	\$128,016	\$146,130	\$166,055	\$266,090

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Communications & Marketing Administrator	1.0	0.8	1.0	1.0
Communications & Marketing Specialist	0.0	0.0	0.0	1.0
TOTAL	1.0	0.8	1.0	2.0

* Position was adopted for FY 2022 at 80% General Fund and 20% DCEDC Fund. The Revised FY 2022 and FY 2023 proposed is 100% General Fund.

GENERAL FUND

SUPPORT SERVICES

CITY MARSHAL

Program Description

The City Marshal is responsible for serving Class C warrants and Court summons; providing security and bailiff duties for the sitting Judge during court; providing security to City Hall, Library, Senior Center, Recreation Center and the Field House; and monitoring the panic button and CCTV systems. The Marshal also performs skip tracing for delinquent fines and warrant service and provides general law enforcement duties as needed by the City.

Budget Financial Highlights FY 2022-23

- Upgrade City-wide Panic Alarm System

Goals in FY 2022-23

- Develop a Municipal Court Security Manual with assistance from the Duncanville Police Department and Court Administrator.
- Develop written policies regarding the handling of City deposits with assistance from the Finance Department and Court Administrator.
- Continue to educate the public and City personnel about legislative requirements of the Firearms Carry Act of 2021 as part of the overall Municipal Court Security Plan.



GENERAL FUND

Accomplishments in FY 2021-22

- Successfully passed Texas Commission on Law Enforcement audit.
- Completed and submitted Racial Profiling Report in timely manner.
- Provided security for the Neighborhood Services Department during several property abatements.

<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Total Marshal Calls	314	439	480	500
Total Warrant Service Calls	70	84	85	100
Court Security Bailiff Hours	384	384	288	300
Warrant Calls (Work Hours)	1,500	1,800	1,900	2,000
Warrant Research (Work Hour)	1,200	1,500	1,600	1,700

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	75,300	76,849	76,849	80,541
72 - SUPPLIES & MATERIALS	2,924	5,064	9,024	5,171
73 - CONTRACT & PROF SVCS	9,477	8,242	8,787	9,058
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	3,845	3,888	3,888	3,888
79 - OTHR EXP/FINANCE USE	0	1,500	1,500	2,290
Grand Total	\$91,546	\$95,543	\$100,048	\$100,948

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
City Marshal	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0

GENERAL FUND

LEISURE SERVICES

LIBRARY

Program Description

The Duncanville Public Library aims to enrich lives, stimulate imagination, and nurture a greater sense of community. It maintains a broad collection of physical and digital materials including books, audiobooks, newspapers, magazines, and DVDs. Chromebooks and hotspots are also available for checkout for residents. It offers a free community space and a wide range of programs and services, including public computers and printing, photocopying, scanning, and faxing services, children's programming, home delivery, ESL classes, tech tutoring, and a variety of volunteer opportunities for teens and adults. It collaborates with other city departments, community organizations and businesses to expand services beyond library walls and works to reach those who may not have the opportunity to visit the library building.

Budget Financial Highlights FY 2022-23

- Create Technical Services Librarian position.
- Reclassify Library Manager to Assistant Director.
- Elimination of Late Fee Charges. Replace with Replacement Fees per Master Fee Schedule.
- Increase book and programming budget by \$6,000.

Goals in FY 2022-23

- Update the Library strategic plan to remain in compliance for Statewide Accreditation.
- Increase number of programs offered.
- Expand duties of Community Outreach librarian.
- Pursue New Bookmobile.



GENERAL FUND

Accomplishments in FY 2021-22

- Evaluated and adjusted services based on community needs and risk levels.
- Continued delivery and curbside services and added home pick-up.
- Obtained new computer furniture which allows for social distancing.
- Offered virtual children’s programming.
- Resumed ESL classes and Tech Tutors programs.
- Joined other Best Southwest libraries in a consortium catalog increasing availability of resources for all patrons.
- Change in public computer reservation and print management software
- Conversion of one librarian position to Library Manager.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Programs offered	161	116	100	200
Program attendance	4,920	2,857	4,000	5,500
Public computer use (sessions)	6,495	17,787	15,000	22,000
Wi-Fi use (data in GB)	10,333	6,956	8,000	10,000
Circulation	98,922	75,907	90,000	100,000
Reference Questions	7,631	5,336	17,000	18,000
EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	715,903	743,379	743,579	848,729
72 - SUPPLIES & MATERIALS	12,222	16,995	15,795	16,495
73 - CONTRACT & PROF SVCS	26,727	37,956	36,456	33,285
74 - MAINT & REPAIR SVCS	23,574	21,641	21,641	20,141
75 - UTILITIES	0	0	0	1,000
76 - CAPITAL OUTLAY	97,041	105,000	105,000	110,000
78 - TRANS TO OTHR FUNDS	12,384	15,820	15,820	15,820
79 - OTHR EXP/FINANCE USE	1,894	9,000	11,700	11,500
Grand Total	\$889,745	\$949,790	\$949,990	\$1,056,970

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Clerk	3.0	3.0	3.0	3.0
Clerk (FTE)	3.0	3.0	3.0	3.0
Librarian	4.0	3.0	3.0	4.0
Library Director	1.0	1.0	1.0	1.0
Assistant Library Director	0.0	1.0	1.0	1.0
Library Technician	1.0	1.0	1.0	1.0
TOTAL	12.0	12.0	12.0	13.0

GENERAL FUND

FISCAL SERVICES

ADMINISTRATION & ACCOUNTING AND REPORTING

Program Description

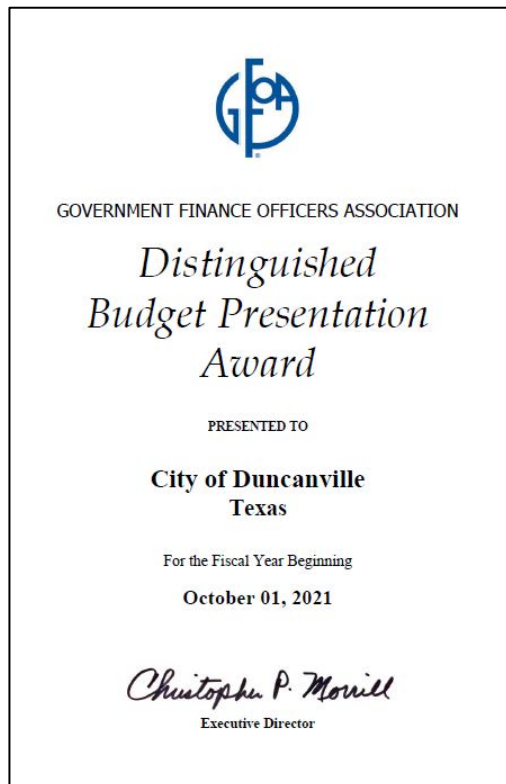
The Administration and Accounting & Reporting Division oversees the fiscal activities of the City. The division is responsible for maintaining a governmental accounting and budgeting system that provides full disclosure of accurate financial information to both external users and internal management. Core functions include accounts payable, accounts receivable, budgeting, and financial reporting which includes the preparation of the ACFR (Annual Comprehensive Financial Report). Other direct responsibilities include investments and cash management, debt issuance, financial policies, 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.

Budget Financial Highlights FY 2022-23

- Training of key staff members for succession planning strategies such as:
 - Certification as a Accounts Payable Specialist.
 - Certification as a Government Finance Officer.
- Transparency enhancements for financials and debt information.
- Process and procedure streamlining for cash handling operations.

Goals in FY 2022-23

- Continue to receive an Unmodified “clean” external audit opinion.
- Apply for State Comptroller’s Debt Transparency Award.
- Continue to comply with the Texas Comptroller’s Transparency Award for Traditional Finances.
- Implementation of the Digital Budget Book Software for the GFOA Award requirement.
- Implementation of the Capital Improvement Program (CIP) and Workforce Planning Software for the upcoming budget cycles.



GENERAL FUND

Accomplishments in FY 2021-22

- Received Unmodified “clean” external audit.
- Received the GFOA Certificate of Achievement of Excellence in Financial Reporting for the Annual Comprehensive Financial Report.
- Received the GFOA Distinguished Budget Presentation Award.
- Completed the State Comptroller’s Sales Tax Payable Audit with no findings.
- Completed conversion of Utility Billing

software system.

- Acquired Digital Budgeting, CIP and Workforce Planning software.
- Acquired Bank Reconciliation software for enhancement of the MUNIS system.
- Reinstated the Fiscal Services Manager (formerly Assistant Finance Director) position.

<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Delivery of Monthly Financial Report	12	12	12	12
Current year Property Tax Collection Rate	98%	100%	98%	98%
Number of Auditor Findings for Prior Fiscal Year	0	0	0	0
Quarterly Investment and Monthly Financial Reports Completed within 30 working days from end of prior month	100%	100%	100%	100%

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	646,080	459,068	456,534	587,664
72 - SUPPLIES & MATERIALS	4,945	6,325	8,125	13,086
73 - CONTRACT & PROF SVCS	158,242	114,781	136,668	160,726
74 - MAINT & REPAIR SVCS	4,506	4,100	4,100	4,100
75 - UTILITIES	0	0	0	0
78 - TRANS TO OTHR FUNDS	2,496	3,200	3,200	3,200
79 - OTHR EXP/FINANCE USE	2,285	9,165	9,165	13,490
Grand Total	\$818,553	\$596,639	\$617,792	\$782,266

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Accountant	2.0	2.0	2.0	2.0
Budget Analyst	1.0	0.0	0.0	0.0
Chief of Staff (formerly Admin Assistant)	1.0	1.0	1.0	1.0
Fiscal Services Manager (fomerly Asst. Finance Director)	1.0	0.0	0.0	1.0
Finance Technician (former Accounting Tech)	1.0	1.0	1.0	1.0
Managing Director of Fiscal Services	1.0	1.0	1.0	1.0
TOTAL	7.0	5.0	5.0	6.0

GENERAL FUND

FISCAL SERVICES

MUNICIPAL COURT

Program Description

The City of Duncanville Municipal Court provides 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 and 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.

Budget Financial Highlights FY 2022-23

- A fully funded Juvenile Case Clerk.

Goals in FY 2022-23

- Ensure the quality of justice provided by the Court while maintaining the public's trust.
- Provide unbiased quality customer service and accurate information in an efficient and professional manner.
- Cross-train all court clerks to be able to assist in playing different roles outside of their normal court clerk responsibilities.
- Continue utilizing the recommendations and guidelines set forth by the Office of Court Administration.
- The Court will no longer have hardcopy warrants in hand; all warrants will be electronically accessible.
- Ensuring that clerks are cross-trained to provide more support for the Utility Customer Service Office.



GENERAL FUND

Accomplishments in FY 2021-22

- All clerks have achieved the required Level I Clerk Certification and have either achieved or are currently working on achieving Level II Certification.
- Successfully completed all warrant audits throughout the year.
- Improved the infrastructure of the Court by completing the paperless warrant module.
- The Municipal Court continued the virtual hearing option to secure the health and safety of the court staff and customers.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Trials/Appearance before the Judge	1,538	1,293	1,464	1,800
Warrants Cleared	5,283	3,310	2,660	3,500
Warrants Issued	3,562	1,853	3,000	3,250

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	278,354	287,714	287,914	315,847
72 - SUPPLIES & MATERIALS	6,963	10,460	9,660	8,460
73 - CONTRACT & PROF SVCS	114,811	149,064	140,064	136,615
74 - MAINT & REPAIR SVCS	22,334	23,800	23,800	24,800
75 - UTILITIES	0	0	0	0
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	3,360	3,780	3,780	3,780
79 - OTHR EXP/FINANCE USE	1,229	3,840	3,840	4,740
Grand Total	\$427,052	\$478,658	\$469,058	\$494,242

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Clerk *	2.0	2.0	2.0	3.0
Clerk (½ General & ½ Juvenile Fund)	0.5	0.5	0.5	0.0
Court Administrator	1.0	1.0	1.0	1.0
Deputy Court Clerk	1.0	1.0	1.0	1.0
TOTAL	4.5	4.5	4.5	5.0

* One clerk position was a split funded position between General Fund and Juvenile Case Manager fund, supported by court fines. The Juvenile Case Manager Fund can no longer support personnel and therefore position moved to 100% General Fund.

GENERAL FUND

FISCAL SERVICES

PURCHASING

Program Description

The Central Procurement Division purchases goods and services for all city departments, assists with the disposal of obsolete or surplus materials and equipment, manages the city's Purchase Card Program, manages the city's vendor relationships, and oversees the city-wide mail operations.

The continued implementation of the Tyler Munis Purchasing module will help centralize many purchasing functions previously performed in departments. The added Buyer position will support the department in following state law requirements and reducing the number of bid cancellations and bid rejections.

The City Council's goal of including Minority and Women Business Enterprises (M/WBE) in City purchases and construction projects will require a diversity study to give credence to the availability of M/WBE businesses in Duncanville, and statistically determine the disparity of M/WBE in awarded contracts.

Vendor Management Maintain accurate vendor database information to support efficient payment of City obligations as well as to enhance competition and vendor inclusion in City business opportunities.

Budget Financial Highlights FY 2022-23

- Project Management Certification.

Goals in FY 2022-23

- Provide training to staff to ensure adherence to state and federal guidelines to maintain our eligibility.
- Utilize Munis to post on City's website for bidding opportunities.
- Chief Procurement Officer works toward PMP, a project management certification.
- Make presentation to the City Council on diversity and inclusion in contract awards.



GENERAL FUND

Accomplishments in FY 2021-22

- Revised and implemented the City's Purchasing Policies and Procedures.
- Conducted purchasing training to staff.
- Revised the City's solicitation template.
- Reclassification of the Purchasing Manager to Chief Procurement Officer.
- Hosted the quarterly Best Southwest local M/WBE business-owner workshop in July.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Annual number of RFP (Request for Proposals) & Bids	TBD	13	18	25
Annual number of Purchase Orders issued	TBD	1,000	404	300

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	107,801	137,401	140,051	203,313
72 - SUPPLIES & MATERIALS	313	500	1,000	900
73 - CONTRACT & PROF SVCS	990	1,452	7,713	2,296
75 - UTILITIES	0	0	0	600
78 - TRANS TO OTHR FUNDS	480	600	600	1,200
79 - OTHR EXP/FINANCE USE	50	3,925	6,925	14,250
Grand Total	\$109,634	\$143,878	\$156,289	\$222,559

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Chief Procurement Officer	1.0	1.0	1.0	1.0
Buyer *	0.0	0.4	1.0	1.0
TOTAL	1.0	1.4	2.0	2.0

* Buyer position budgeted 60% Utility Fund, 40% General Fund in FY 2022. 100% General Fund in FY 2023.

GENERAL FUND

DEVELOPMENT SERVICES NEIGHBORHOOD SERVICES

Program Description

The Neighborhood Services Division, formerly Code Compliance, is responsible for the enforcement of the City's Code of Ordinances to enhance the quality of life within the City. Our goal is to seek voluntary compliance, while providing outstanding citizen service. We ensure residential and commercial properties are following the City's property maintenance, nuisance, sign, fence, apartment complex, zoning, substandard building regulations and other city codes. The Neighborhood Services Section performs annual Multi-Family (apartment) inspections and supports the Vacant Building and Rental Registration Programs by identifying unregistered and vacant properties. We also participate in events (i.e., townhall meetings, neighborhood meetings) which help to educate the public regarding the City's codes with goal of eliminating future non-compliance issues.

Budget Financial Highlights FY 2022-23

- Addition of Administrative Assistant to assist the division and Health Inspections with volume of calls and paperwork.

Goals in FY 2022-23

- 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.
- Aid in the identification of neighborhood organizations within the City to identify Neighborhood Champions to help select households that could use assistance from the PIP, and work with neighborhood organizations to update neighborhood monument signs.
- Eliminate all obsolete signage where the business is no longer in operation.
- Bring all high grass areas adjacent to arterial roads in compliance with the City ordinance.
- Partner with the commercial property owners to keep properties free of trash and debris by providing additional trash receptacles at the commercial retail outlets within the City.
- Launch a Community Tool Shed, funded through Duncanville Community Economic Development Corporation (DCEDC), where various lawn and garden tools and equipment for residential beautification can be borrowed by Duncanville residents for free for a limited-time period.

GENERAL FUND

Accomplishments in FY 2021-22

- Seven residential properties were abated in the City this fiscal year because of Neighborhood Service staff efforts.
- The Division of Code Enforcement changed its name to Neighborhood Services to illustrate the staff's new mission and effort to help residents understand, abide by and raise concerns about compliance with property codes.
- Integrated Building Inspections and Planning under Development Services to streamline the permitting process.
- One commercial fence was replaced between the commercial and residential uses near the intersection of Clark Road and West Danieldale Road.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Code Enforcement voluntary compliance	89%	92%	90%	90%
Code Enforcement forced compliance	11%	8%	10%	10%

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	181,790	349,185	367,722	546,020
72 - SUPPLIES & MATERIALS	8,607	13,648	10,648	16,998
73 - CONTRACT & PROF SVCS	43,978	37,991	38,991	42,361
74 - MAINT & REPAIR SVCS	17,045	10,725	18,975	10,725
78 - TRANS TO OTHR FUNDS	11,227	12,628	12,628	12,650
79 - OTHR EXP/FINANCE USE	1,143	720	720	7,690
Grand Total	\$263,790	\$424,896	\$449,684	\$636,444

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Director of Planning & Neighborhood Services	0.0	1.0	1.0	1.0
Neighborhood Service Officer	2.0	3.0	3.0	3.0
Neighborhood Service Officer (CDBG – Reimbursed) **	1.0	1.0	1.0	1.0
Customer Advocate (Part-Time) *	0.0	0.5	0.0	0.0
Administrative Assistant	0.0	0.0	0.0	1.0
Sr. Neighborhood Services Officer	1.0	1.0	1.0	1.0
TOTAL	4.0	6.5	6.0	7.0

* Position adopted in Neighborhood Services and moved under City Secretary during FY 2021-22.

** Position budgeted in Grant Fund 013 in previous years. In FY 2022-23 position is 100% general fund with reimbursement to general fund from Dallas County for the CDBG grant.

GENERAL FUND

DEVELOPMENT SERVICES BUILDING INSPECTIONS

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, issues permits, and performs 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.

Budget Financial Highlights FY 2022-23

- No significant changes.

Goals in FY 2022-23

- Implement EnerGov Enterprise Resource Planning (ERP) System.
- Initiate yearly business license renewals
- Certify the new Permit Technicians.
- Reduce the number of expired building permits still open.
- Audit all listed businesses within the City to determine status of issued Certificate of Occupancies
- Issue building permit requests within five days for construction projects valued below \$50,000 and within 15 days for construction projects valued more than \$50,000.

GENERAL FUND

Accomplishments in FY 2021-22

- Completed three projects, the Navy Federal Credit Union, Auto Savvy, Chipotle.
- Received \$36,664 in Property Abatement Liens.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
\$0 to \$50K commercial permits issued w/in 5 days	100%	92.8	70%	100%
\$50K or more commercial permits issued w/in 3 weeks	0%	91.7	50%	50%
Non-structural residential permits issued w/in 3 days	99%	95.15	85%	100%

REVENUE + EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	442,800	470,117	472,117	457,767
72 - SUPPLIES & MATERIALS	5,678	8,594	8,594	9,954
73 - CONTRACT & PROF SVCS	69,133	34,111	62,788	30,389
74 - MAINT & REPAIR SVCS	16,500	4,125	16,500	4,125
78 - TRANS TO OTHR FUNDS	2,996	3,367	3,367	3,367
79 - OTHR EXP/FINANCE USE	2,132	2,270	4,269	2,180
Grand Total	\$539,240	\$522,584	\$567,635	\$507,782

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Building Inspection Coordinator	1.0	1.0	1.0	1.0
Building Inspector	1.0	1.0	1.0	1.0
Building Official	1.0	1.0	1.0	1.0
Health Inspector	1.0	1.0	1.0	1.0
Permit Technician	2.0	2.0	2.0	2.0
TOTAL	6.0	6.0	6.0	6.0

GENERAL FUND

DEVELOPMENT SERVICES PLANNING

Program Description

The Planning Division of the Development Services Department manages the City's long-range plans and develops ordinances and policies that implement these plans that facilitate 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, 56% of the 18 recommendations are currently in some status of progress (started, in progress, near completed).

Budget Financial Highlights FY 2022-23

- No significant changes.

Goals in FY 2022-23

- Complete Development Guide.
- Complete the Comprehensive Plan Update
- Review the Site Plan Process
- Review the Subdivision Regulations
- EnerGov Implementation/Tracking.
- Implement an online Certificate of Occupancy application and tracking system.



GENERAL FUND

Accomplishments in FY 2021-22

- Implemented the Food Truck Ordinance, successfully registering a number of food trucks to operate within the City.
- Implemented the Short-Term Rental Program.
- Established as an independent Department reporting to the Director of Planning and Neighborhood Services.
- Advertised, recruited, onboarded Senior Planner.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Zoning Cases	10	3	15	15
Plat Submittals	8	6	8	10
Predevelopment Meetings	19	33	25	25
Planning Reviews	-	-	30	30
Zoning Verification Letter	8	5	10	10
Customer Service (in-person & phone)	-	4 A/D*	8 A/D*	8 A/D*

* A/D – Average per Day

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	114,794	177,180	177,180	155,448
72 - SUPPLIES & MATERIALS	2,459	3,849	3,849	3,849
73 - CONTRACT & PROF SVCS	61,539	10,119	10,119	10,424
74 - MAINT & REPAIR SVCS	1,000	1,400	1,400	1,400
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	768	820	820	820
79 - OTHR EXP/FINANCE USE	79	7,210	7,210	7,460
Grand Total	\$180,639	\$200,578	\$200,578	\$179,401

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Senior Planner (formerly City Planner)	1.0	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0

GENERAL FUND

LEISURE SERVICES

PARKS AND RECREATION ADMINISTRATION

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, Senior Center, Duncanville Fieldhouse, and Special Events. This includes responsibility for planning, directing, coordination, and evaluation of all activities in addition to overseeing the Parks and Recreation Advisory Board, and Keep Duncanville Beautiful Board. The Administration Division is also responsible for implementation of the 2018 Bond Election park projects.



Armstrong Park / Kidsville Splashpad concept design

Budget Financial Highlights FY 2022-23

- 2018 Bond Project – Armstrong Park.
- 2018 Bond Project – Harrington Park.
- 2018 Bond Project – Trails.

Goals in FY 2022-23

- Implement construction of Armstrong Park improvements to include a new Kidsville and splash pad.
- Implement construction of Harrington Park improvements to include new concession/restroom facilities, pavilion, parking, security lighting, and a bridge to Waterview Park.
- Implementation of additional on-street bicycle trails connecting our neighborhoods, parks, schools, and shopping areas as directed by the City Council.
- Explore opportunities for added community events and festivals.
- Establish a Central Dog Park.

GENERAL FUND

Accomplishments in FY 2021-22

- Selected as a Texas Parks and Wildlife Non-urban Park Grant recipient for improvements to Armstrong Park valued at nearly \$750,000.
- Selected by Keep Texas Beautiful for the Governor’s Community Achievement Award and will receive \$210,000 for enhancements to our TxDOT roadways.
- Successfully returned to hosting events and programs following the COVID-19 pandemic, including implementing state-of-the-art disinfecting pass-through machines at the Duncanville Fieldhouse.
- Completed design and bid specifications for Harrington Park improvements.

<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Number of Parks	17	17	17	17
Acres of Parks	244	244	244	244
Number of Parks and Recreation Board Meetings	11	10	10	11

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	221,423	220,943	221,193	227,700
72 - SUPPLIES & MATERIALS	269	300	550	1,395
73 - CONTRACT & PROF SVCS	38,971	39,115	39,115	37,545
75 - UTILITIES	1,657	1,800	1,800	1,800
78 - TRANS TO OTHR FUNDS	768	820	820	820
79 - OTHR EXP/FINANCE USE	2,395	2,900	2,900	1,100
Grand Total	\$265,482	\$265,878	\$266,378	\$270,360

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Executive Assistant	1.0	1.0	1.0	1.0
Parks and Recreation Director	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0

GENERAL FUND

LEISURE SERVICES

RECREATIONAL PROGRAMMING

Program Description

Recreation Programming provides classes, programs, and special events for the community and citizens of Duncanville and surrounding areas. These programs take place at the Recreation Center, Senior Center, parks, and other facilities such as the Duncanville Fieldhouse. The Recreation Center provides programs and services for all age groups and contains a teen room, fitness room, game room, aerobics room, kitchen, two gymnasiums, walking track, and three meeting rooms. Programs are promoted through brochures, fliers, Duncanville Champion, cable TV, public speaking, City webpage, social media, 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.

Budget Financial Highlights FY 2022-23

- Increase miscellaneous supplies by \$750 to cover added expenses to enhance events such as Black History Month and Women's History Month.
- Increase marketing material (software) that will be used to enhance advertising pieces for classes, events, and activities.
- Purchase a \$13,000 outdoor projection screen for Movies in The Park. One-Time Expense.

Goals in FY 2022-23

- Add to two new classes: 1. Mommy and Me Stroller Fit Class 2. Cardio Dance and Tone class.
- Grow the membership of the Recreation Center through increased marketing and participation in community events via information booths.



GENERAL FUND

Accomplishments in FY 2021-22

- Successful outcomes with the following events: Duncanville 300 Junior Grand Prix, Boos Bash, Christmas Parade and Tree Lighting Ceremony, Daddy Daughter, and Easter. Every one of these events surpassed our participation expectations.
- A greater and consistent presence in social media e.g., Instagram and Facebook.
- Hired a new part-time marketing and advertising representative.
- Added two two new classes resulting in 15 plus participants weekly (Tumbling and DC Sports).
- Added two new events: Princess Tea Party and Ducanville 300 Junior Grand Prix .
- Established Cultural programs such as Black History Month and Women’s History Month.

KEY INDICATOR	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Memberships	857	666	800	900
Membership Revenue	\$25,620	\$21,630	\$25,100	\$29,000
Programs	7	7	10	12
Day Passes	8,145	13,901	4,457	9,000
Day Passes Revenue	\$40,725	\$69,500	\$22,285	\$42,000

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	280,736	334,271	334,271	365,446
72 - SUPPLIES & MATERIALS	14,233	15,433	15,433	37,165
73 - CONTRACT & PROF SVCS	34,163	42,029	42,029	36,177
74 - MAINT & REPAIR SVCS	9,843	10,100	10,100	10,100
75 - UTILITIES	0	0	0	4,320
78 - TRANS TO OTHR FUNDS	1,152	660	660	660
79 - OTHR EXP/FINANCE USE	0	2,200	2,200	2,400
Grand Total	\$340,126	\$404,693	\$404,693	\$456,268

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Recreation Center Attendants (FTE)	4.8	7.8	5.0	7.8
Recreation Specialist	1.0	1.0	1.0	1.0
Recreation Superintendent	1.0	1.0	1.0	1.0
TOTAL	6.8	9.8	7.0	9.8

GENERAL FUND

LEISURE SERVICES SPECIAL EVENTS

Program Description

Special Events act as a catalyst to better serve our citizens with fun and exciting events that bring communities together. Parks and Recreation has been offering and will continue to offer special event activities that have a positive impact on diversity and inclusion. The Recreation Center coordinates events such as: Boo Bash, Christmas Parade, Daddy Daughter, Princess Tea Party, Movies in The Parks, Concerts in The Park, Memorial Day Ceremony, Juneteenth, Independence Day and many more events that represent our diverse community. Likewise, the Senior Center offers an array of special events and services that enrich the lives of our senior community.

Parks and Recreation will continue to focus on providing quality diverse and inclusive events that promote community and a sense of belonging. This is done by reaching out to civic leaders, businesses, and organizations that share in the same vision as the city which is to serve the citizens of the community so they can be the most engaged citizens in America.



Budget Financial Highlights FY 2022-23

- An \$8,000 increase was added to Recreation Supplies to cover additional expenses that we will incur in purchasing a new pool table and an electronic arcade machine – We plan on offering a pool game night for adults and a friendly arcade game night for teens.
- A \$26,000 increase was added to Special Events to cover expenses such as Entertainment, Guest Speakers, Security, Marketing and Advertising, and Golf Carts for Juneteenth. City Council voted unanimously to adopt June 19th as the City's 12th recognized holiday. This is a sister city shared event between the cities of Lancaster, Desoto, Cedar Hill, and Duncanville. The city of Duncanville will host the 2023 Juneteenth celebration.
- A \$700 increase was added to miscellaneous supplies to cover merchandise that will be used for Black History, Hispanic Heritage Month, and Women's History Month.

Goals in FY 2022-23

- Strengthen internal relationships with other departments in an effort to increase knowledge of services, resources, feedback, and protocols.
- Develop new business relationships and strengthen current relationships to boost community participation.
- Create a new Special Events Coordinator position that will be shared between the Economic Development and Parks and Recreation Departments.

GENERAL FUND

Accomplishments in FY 2021-22

- Successful Classic Rock Concert 2022 (Incognito and InHalen).
- Successful Independence Day Celebration 2022 (7,118 participants).
- Successful Movies in The Park 2022 - Secret Life of Pets and Spider Man No Way Home each had 100 plus participants.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Special Events Held	7	5	12	14
Special Event worked hours (non-exempt staff)	1,292	643	1,075	1,300

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	29,853	47,858	47,858	47,858
72 - SUPPLIES & MATERIALS	23,607	19,800	19,800	22,700
73 - CONTRACT & PROF SVCS	99,968	154,805	154,805	190,285
76 - CAPITAL OUTLAY	0	0	0	0
Grand Total	\$153,428	\$222,463	\$222,463	\$260,843

* There are no employees assigned to Special Events, but the salary/benefits captured here are the hours worked by staff, police, fire, etc. at the special event. The largest event for worked hours is July 4th event.

** Special Events Planner is funded 100% by Hotel/Motel Funds and listed in Fund 010.

GENERAL FUND

LEISURE SERVICES ATHLETICS

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 usage with youth associations and the Duncanville Independent School District, purchases supplies, and oversees light repairs. Athletics staff also assist with Parks and Recreation Special Events.

Budget Financial Highlights FY 2022-23

- Increase employee training to enhance knowledge, skills, promotability, and staff retention.
- \$24,125 is for the scheduled replacement of amenities (bleachers, goals, trash barrels).

Goals in FY 2022-23

- Replace Duncanville Boys Baseball Inc. restroom and concession building.
- Replace soccer restroom and concession building.
- Replace 400' of fencing at backstops and dugouts.



GENERAL FUND

Accomplishments in FY 2021-22

- Continued turf fertility program including fertilization, aeration, and topdressing to improve the quality and safety of playing surfaces.
- Initiated usage of the new verticutter to further assist with turf growth.
- Renovated 5 pitching mounds and home plate areas at Harrington Park.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Number of Participants in Athletic Leagues	1,078	1,215	1,525	1,100
Number of Athletic Complexes Maintained	4	4	4	4
Number of Athletic Fields Maintained	29	29	29	29
Number of Athletic Field Preps	435	563	800	450

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	181,218	165,179	165,679	185,887
72 - SUPPLIES & MATERIALS	60,686	65,065	65,065	65,095
73 - CONTRACT & PROF SVCS	18,257	19,056	19,056	19,056
74 - MAINT & REPAIR SVCS	1,747	13,000	13,000	13,000
75 - UTILITIES	119,578	118,000	138,000	122,000
78 - TRANS TO OTHR FUNDS	10,272	12,742	12,742	13,109
79 - OTHR EXP/FINANCE USE	0	100	100	1,300
Grand Total	\$391,759	\$393,142	\$413,642	\$419,447

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Crew Leader	1.0	1.0	1.0	1.0
Skilled Maintenance	2.0	2.0	2.0	2.0
TOTAL	3.0	3.0	3.0	3.0

GENERAL FUND

LEISURE SERVICES HORTICULTURE

Program Description

The Horticulture Division is responsible for the design, planting, and maintenance of all planter beds and landscaping located in parks, medians, and City-owned property 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 include maintaining a proper bed and soil environment for optimal growing conditions. The crew assists the Parks Field Supervisor 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 and Recreation Special Events.

Budget Financial Highlights FY 2022-23

- Over 89% (\$161K) of the budget provided to this program by the General Fund is allocated to salary and benefits.
- Increase employee training to enhance knowledge, skills, promotability, and staff retention.

Goals in FY 2022-23

- Increase the number of perennials planted per bed while minimizing plant replacements through proper pesticide applications and irrigation schedules.
- Plant and maintain seasonal color beds for maximum curb appeal with added rotation as weather allows.



GENERAL FUND

Accomplishments in FY 2021-22

- Replaced perennial landscaping for Duncanville Community Theater.
- Continue perennial replacement damaged in Winter Storm Uri.
- Assisted in other divisions as needed due to staffing shortages.
- Applied pesticides effectively to increase maintenance levels while keeping labor costs flat.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Square Footage of Shrub and Annual Beds (includes IH20 and Main St.)	208,216	208,216	208,216	208,216
City Entry Sign Planter Beds Maintained includes IH20	11	11	11	11
Perennials, as a percent of all city planter beds	77%	78%	80%	82%
Seasonal bed changes achieved	2	2	2	2

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	160,921	161,314	162,314	160,914
72 - SUPPLIES & MATERIALS	9,581	13,166	13,166	14,171
73 - CONTRACT & PROF SVCS	196	1,296	1,296	1,296
74 - MAINT & REPAIR SVCS	1,136	4,000	4,000	4,000
79 - OTHR EXP/FINANCE USE	0	150	150	1,350
Grand Total	\$171,833	\$179,926	\$180,926	\$181,731

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Crew Leader	1.0	1.0	1.0	1.0
Maintenance Worker	1.0	1.0	1.0	1.0
Skilled Maintenance	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0

GENERAL FUND

LEISURE SERVICES

GROUNDS MAINTENANCE

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 this department's program includes parkland, City-owned lots, roadway medians and right of ways, municipal building grounds, and water utility lots. This program 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 and Recreation Special Events. The program also assists with community improvement projects such as 4B-funded mowing, landscaping, and capital projects.

Budget Financial Highlights FY 2022-23

- Maintenance of the US 67 corridor to the same level of I-20 is expected to add approximately \$107,000 to professional services.
- \$22,750 is for scheduled replacements of amenities (picnic tables, park benches, grills, trash cans, drinking fountains, etc.).
- Increase employee training to enhance knowledge, skills, promotability, and staff retention.

Goals in FY 2022-23

- Continue to train and educate staff on all aspects of maintenance, safety practices, and techniques enhancing maintenance quality and productivity.
- Implement the \$210,000 Keep Texas Beautiful GCAA grant for enhanced landscaping at the northeast corner of I-20 and Cedar Ridge.



GENERAL FUND

Accomplishments in FY 2021-22

- Continued replacement of perennials damaged from Winter Storm Uri.
- Assisted with COVID-19 department responses.
- Installed on-street bike lane markings and signage for a bike loop.
- Replaced the Pyburn Park sign damaged by a vehicle accident during Winter Storm Uri.



<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Park Acres	244	244	244	244
Playground inspections conducted	156	156	156	156
Vandal Repair Jobs	34	48	59	50
Average response time to citizen reported issues	24 hrs.	24 hrs.	24 hrs.	24 hrs.
Miles of Walking Trail	5.48	5.48	5.48	5.48
<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	411,839	512,116	514,866	520,683
72 - SUPPLIES & MATERIALS	79,672	100,805	100,805	100,818
73 - CONTRACT & PROF SVCS	476,240	610,196	610,196	49,192
74 - MAINT & REPAIR SVCS	50,541	65,850	65,850	613,850
75 - UTILITIES	85,641	100,800	106,800	112,148
76 - CAPITAL OUTLAY	5,110	0	0	5,500
78 - TRANS TO OTHR FUNDS	36,988	50,968	50,968	72,330
79 - OTHR EXP/FINANCE USE	5,985	7,640	7,640	7,940
Grand Total	\$1,152,016	\$1,448,375	\$1,457,125	\$1,482,461
<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Crew Leader	1.0	2.0	2.0	2.0
Parks Superintendent (Former Field Supervisor)	1.0	1.0	1.0	1.0
Irrigator	1.0	0.0	0.0	0.0
Irrigation Technician	1.0	1.0	1.0	1.0
Maintenance Worker	1.0	1.0	1.0	1.0
Assistant Director of Parks & Recreation	1.0	1.0	1.0	1.0
Seasonal Maintenance (FTE)	0.5	1.3	0.5	1.3
Skilled Maintenance	1.0	1.0	1.0	1.0
TOTAL	7.5	8.3	7.5	8.3

GENERAL FUND

LEISURE SERVICES SENIOR CENTER

Program Description

The Senior Center is responsible for providing senior citizens with robust programs, activities and services that promote the importance of social engagement, exercise, and education.

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 customers renting the facility.



Budget Financial Highlights FY 2022-23

- Update and purchase new components for the sound system at the Senior Center. \$12,000 One-time expense.

Goals in FY 2022-23

- Add five additional field trips for the year – Lancaster, Cedar Hill, and Desoto Senior Centers, Alley Cats, and Texas Ranger Stadium.
- Add two new additional classes for the year: Holiday Card Making Class, and Spanish Class.
- Add six additional guest speakers to discuss such topics as: Downsizing Seminar, Diabetes Prevention, Get Active Workshops, Matter of Balance, Smart Electronic Appliances, e.g., stoves, refrigerators, and washer and dryer machines.

GENERAL FUND

Accomplishments in FY 2021-22

- The Congregate meal program resumed on October 1 of 2021 after being briefly shut down due COVID 19. In addition, the Senior Center continued to offer curbside pick-up for those seniors not ready to dine in.
- New events such as: Christmas Dinner and Dance, Valentine Dinner and Dance, Superbowl Tailgate Party, and Black History Month and Women’s History Month Fire Side Chat.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Memberships	306	110	20	200
Membership Revenue	\$4,800	\$1,480	\$335	\$3,000
Events/Programs	50	41	29	27
Trips	29	0	10	72
Classes	24	19	7	15
Guest Speakers	22	19	11	17

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	98,325	145,335	145,435	153,888
72 - SUPPLIES & MATERIALS	9,610	14,977	14,927	27,354
73 - CONTRACT & PROF SVCS	9,855	19,897	19,947	15,460
74 - MAINT & REPAIR SVCS	0	0	0	0
75 - UTILITIES	7,054	12,688	12,688	12,100
78 - TRANSFER TO FUNDS	8,540	12,263	12,263	12,263
79 - OTHER FINANCING USES	8	800	800	850
Grand Total	\$133,391	\$205,960	\$206,060	\$221,915

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Administrative Assistant	1.0	1.0	1.0	1.0
Senior Center Attendants (FTE)	1.1	2.0	1.2	2.0
Senior Center Coordinator*	0.8	1.0	0.8	1.0
TOTAL	2.9	4.0	3.0	4.0

* Position cost partly reimbursed by DAAA (Dallas Area of Aging, Senior Meals Grant)

GENERAL FUND

POLICE

POLICE ADMINISTRATION

Program Description

Police Administration is responsible for the general supervision of police operations. Tasks include management 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 financial planning capability, analysis of providing 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.



Budget Financial Highlights FY 2022-23

- Added 2nd Assistant Police Chief Position.
- Southwest Regional Dispatch (SWRCC) partnership with City of DeSoto – 911 emergency call center - \$1,106,292.
- Tri-City Jail partnership with City of DeSoto - \$335,000.

Goals in FY 2022-23

- Complete implementation of P25 radio equipment.
- Begin the necessary steps of a facility analysis for the future needs of the police department. As well as analyze the need for a Southwest Regional Fire and Police Training Facility.
- Promote a second Assistant Chief of Police.
- Continue the Better Together program to develop a sustainable relationship with the citizens.
- Reclassify Executive Assistant position to Chief Operations Officer.

GENERAL FUND

Accomplishments in FY 2021-22

- Began the Better Together program, where officers select a neighborhood and provide informational cards for citizens to complete a brief survey. This survey provides feedback to the police department about ways we can improve.
- Assigned an officer to the regional multi-disciplinary mental health team.
- Received grants totaling approximately \$291,801.25; \$39,000.00 SWAT Robot, \$252,801.25 Body-Worn and Mobile Cameras.

<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Sworn Officers Vacancies (As of Aug 1 each year)	4	5	7	0
Civilian Employees (FT)	14	10	10	11
All supervisory personnel attend the City Leadership Program	4	1	1	>1

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	321,931	385,386	435,354	603,268
72 - SUPPLIES & MATERIALS	22,381	22,062	24,167	22,962
73 - CONTRACT & PROF SVCS	123,309	1,542,786	1,542,666	1,595,001
75 - UTILITIES	1,689	1,550	2,980	3,737
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANSFER TO FUNDS	2,208	9,968	9,968	11,787
79 - OTHER FINANCING USES	3,491	8,303	8,303	17,085
Grand Total	\$475,009	\$1,970,056	\$2,023,439	\$2,253,840

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Assistant Police Chief	1.0	1.0	1.0	2.0
Chief Operations Officer	0.0	0.0	0.0	1.0
Executive Assistant	1.0	1.0	1.0	0.0
Police Chief	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	4.0

GENERAL FUND

POLICE PATROL

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 to prevent crime, protect life and property, preserve peace, and the order and safety of the public in general. Although assigned to traffic enforcement with expertise in major accident reconstruction, the traffic officers are embedded in this division, as is the Park Officer.

Budget Financial Highlights FY 2022-23

- Fully implement the P25 radio system.
- Will complete mandatory in-service Active Shooter and Defensive Tactics training.

Goals in FY 2022-23

- Implement the Data-Driven Approaches to Crime and Traffic Safety (DDACTS) policing model.
- Transition recruits through Field Training and into productive, independent patrol officers.



GENERAL FUND

Accomplishments in FY 2021-22

- The Duncanville Police Department became an A.B.L.E. (Active Bystandership for Law Enforcement) accredited agency through Georgetown Law.
- The Patrol Division sent two officers to Advanced Roadside Impaired Driving Enforcement (ARIDE) training. These officers

have been able to train other department members in DWI enforcement tactics.

- To better bridge the communication gap between police and the community, the Patrol and Traffic Division created social media videos to provide public service announcements and “Meet the Officer” videos.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Total Calls for Service	40,430	40,083	47,000	49,500
Response time to P1 calls	5:09	5:48	5:10	<5:35
Traffic Stops	5,437	5,496	5,500	>7,500
Arrests (target based on historical estimate)	429	505	850	700
Accidents investigated	1,089	1,288	2,000	<1,300

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	4,438,507	4,621,558	4,749,836	4,716,735
72 - SUPPLIES & MATERIALS	69,055	117,466	119,036	89,735
73 - CONTRACT & PROF SVCS	94,575	100,653	102,897	98,951
74 - MAINT & REPAIR SVCS	8,996	10,899	10,399	11,439
75 - UTILITIES	0	0	0	486
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	124,768	175,725	175,725	231,014
79 - OTHR EXP/FINANCE USE	492	1,100	1,600	500
Grand Total	\$4,736,393	\$5,027,401	\$5,159,493	\$5,148,860

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Lieutenant	3.0	2.0	3.0	3.0
Officer	38.0	40.0	40.0	40.0
Sergeant	4.0	4.0	4.0	4.0
TOTAL	45.0	46.0	47.0	47.0

GENERAL FUND

POLICE

CRIMINAL INVESTIGATION DIVISION

Program Description

The Criminal Investigations Division is responsible for investigating 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 division is responsible for filing the appropriate paperwork with the county District Attorney's Office. Detectives are responsible for filing criminal cases, recovery of stolen property, youth-related crimes, runaways, missing persons, family violence cases, vice & narcotic activity, and monitoring 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.



Budget Financial Highlights FY 2022-23

- Obtained new Investigative Software (CellHawk).
- Deployed new 3Si property/money trackers, obtained through the Justice Assistance Grant, focused on locations and businesses where crime analysis shows that offenses such as thefts, burglaries, and robberies have or will likely occur.
- Added two additional officers to the 68A Vehicle/Trailer Inspections program. Inspections are completed weekly when staffing is available.

Goals in FY 2022-23

- Adding an additional day each week to conduct the 68A Vehicle Inspection.
- Obtain five Flock Safety wireless digital license plate reader cameras that capture objective evidence to assist in LE investigations which have shown to reduce crime by up to 70%. This evidence is based on vehicles/individuals in the area where a crime was committed.



GENERAL FUND

Accomplishments in FY 2021-22

- Teamwork among the Criminal Investigation and SWAT Divisions led to the arrest of the suspect involved in the November 1st homicide, which occurred at a local residence. The arrest was made within 16 hours of the offense being reported.
- Deployed a surveillance system (Mobile Surveillance Unit (MSU) Camera truck and/or the Solar-powered Camera Trailer) every day during the fiscal year.
- Sent two detectives to Homicide/Death Investigation Training.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
68A Vehicle Inspections	477	354	220	>800
Vehicle Inspections Revenue	\$19,080	\$14,160	\$8,800	>\$32,000
Number of cases assigned to investigators	1,572	1,856	1,750	1,650
Number of personnel assigned cases	6	6	5	6
Crime Victims served by Crime Victims Advocate	1,413	684	650	1,000

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	1,391,271	1,422,253	1,460,410	1,454,245
72 - SUPPLIES & MATERIALS	6,925	12,449	12,449	13,199
73 - CONTRACT & PROF SVCS	46,925	62,972	59,972	49,504
74 - MAINT & REPAIR SVCS	9,587	14,532	14,132	23,632
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	22,133	25,807	25,807	40,824
79 - OTHR EXP/FINANCE USE	1,016	3,750	3,750	5,000
Grand Total	\$1,477,858	\$1,541,763	\$1,576,520	\$1,586,404

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Administrative Assistant	1.0	1.0	1.0	1.0
Crime Victims' Advocate	1.0	1.0	1.0	1.0
Lieutenant	1.0	1.0	1.0	1.0
Officer	8.0	8.0	8.0	8.0
Property Evidence Technician	1.0	1.0	2.0	2.0
Sergeant	1.0	1.0	1.0	1.0
TOTAL	13.0	13.0	14.0	14.0

GENERAL FUND

POLICE ANIMAL CONTROL

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.

Budget Financial Highlights FY 2022-23

- Both Animal Control Officers attend the Texas Animal Control Association conference.

Future Goals in FY 2022-23

- Implement deployment of new animal traps.
- Conduct training with patrol concerning animal calls for service.
- Provide more information to the public via social media.



GENERAL FUND

Accomplishments in FY 2021-22

- Advanced training was obtained for the Senior Animal Control Officer.
- Implement newly purchased animal traps.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Animals impounded	638	1,250	815	1,400
Calls for service answered	2,742	3,500	3,450	3,500
Animal bite reports taken	28	30	45	35
Animal traps placed	47	55	90	60

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	106,521	118,102	118,102	117,466
72 - SUPPLIES & MATERIALS	3,055	2,234	2,103	3,056
73 - CONTRACT & PROF SVCS	351,970	359,840	359,840	409,838
78 - TRANS TO OTHR FUNDS	5,712	7,980	7,980	7,980
79 - OTHR EXP/FINANCE USE	0	2,000	1,750	3,130
Grand Total	\$467,258	\$490,157	\$489,776	\$541,470

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Animal Control Officer	2.0	2.0	2.0	2.0
TOTAL	2.0	2.0	2.0	2.0

GENERAL FUND

POLICE

SCHOOL CROSSING GUARDS

Program Description

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

Budget Financial Highlights FY 2022-23

- Increase minimum starting pay to \$14.00 per hour.

Goals in FY 2022-23

- Have 100% coverage by crossing guards throughout the entire school year.
- Have zero reported safety incidents involving students or crossing guards.
- Explore the option of moving crossing guard duties to the Duncanville ISD Police Department.



GENERAL FUND

Accomplishments in FY 2021-22

- Zero reported safety incidents involving students or crossing guards.
- Filled all full-time crossing guard positions.
- Implemented new training to reduce complaints about the crossing guards.

<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 21-22 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Total hours worked	618	618	618	618
Recorded incidents (injured students)	0	0	0	0
Crosswalks monitored	13	13	13	13

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	79,706	79,118	79,118	82,118
72 - SUPPLIES & MATERIALS	0	320	50	320
73 - CONTRACT & PROF SVCS	5,795	5,795	5,795	5,795
Grand Total	\$85,501	\$85,233	\$84,963	\$88,233

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
School Crossing Guards (FTE)	3.3	3.5	3.5	3.5
TOTAL	3.3	3.5	3.5	3.5

GENERAL FUND

POLICE CRIME PREVENTION

Program Description

The Crime Prevention Division is responsible for overseeing the education of citizens about 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 by conducting crime prevention surveys and assessments performed by this division. This division also handles the Public Information function for the department.

Budget Financial Highlights FY 2022-23

- Conduct an open house community event.
- Add additional training for new Crime Prevention Officer (PIO Training, Crime Prevention Specialist).

Goals in FY 2022-23

- Engage with the community by creating programs, such as Better Together Program.
- Increase community engagement via social media.
- Conduct programs to educate citizens about Fraud/Scams.
- Hold an Open House event and participate in National Night Out.



GENERAL FUND

Accomplishments in FY 2021-22

- Special Olympics Fire Truck Pull raised \$31,000+.
- Selection of new Crime Prevention officer, Officer Michelle Arias.
- Conducted multiple BMV report card events.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
COP Patrol hours	4,696	4,597	4,500	5,000
Social Media Followers	25,000	27,169	31,000	35,000
Volunteer hours	2,885	1,064	1,500	2,500
Prescription Drug take back (lbs)	400	400	400	400
BMV report cards	0	817	800	1,200

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	136,756	134,645	171,395	137,055
72 - SUPPLIES & MATERIALS	3,112	6,576	6,576	4,770
73 - CONTRACT & PROF SVCS	3,687	4,610	4,070	2,863
78 - TRANS TO OTHR FUNDS	3,400	4,908	4,908	4,908
79 - OTHR EXP/FINANCE USE	3,348	5,450	5,450	7,000
Grand Total	\$150,303	\$156,189	\$192,399	\$156,596

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Officer	1.0	1.0	1.0	1.0
Volunteer Coordinator (FTE)	0.5	0.5	0.5	0.5
TOTAL	1.5	1.5	1.5	1.5

GENERAL FUND

POLICE RECORDS

Program Description

The Records Division 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 division enters data into integrated databases that serve the various divisions of the Police Department. Document and data security, retention, destruction, and validation of National Crime Information Center (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 Records Management System (RMS) as well as uploading them to a publicly accessible database.

Budget Financial Highlights FY 2022-23

- Complete records training for newly hired records clerk.
- National Incident-Based Reporting System (NIBRS) training for both records clerks as required.

Goals in FY 2022-23

- Greater than 90% NIBRS Compliance.
- Continue to transfer all hard copy files onto the LaserFiche database to become more efficient to open records requests.
- New Records Clerk attend all necessary training for her assignment.



GENERAL FUND

Accomplishments in FY 2021-22

- Was able to maintain customer service through COVID-19 protocols while working remotely.
- Assisted City Hall with providing phone service to citizens who call after-hours during the winter storm.
- Completed transferring all hard copy files onto the LaserFiche database to become paperless.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
NIBRS Approval Rating	80%	90%	90%	>90%
Open Records	2,799	2,600	1,400	>3,000
Solicitor Permits	54	16	20	>30

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	299,521	322,497	322,497	335,404
72 - SUPPLIES & MATERIALS	1,120	4,450	3,200	3,575
73 - CONTRACT & PROF SVCS	996,981	5,973	5,973	1,485
74 - MAINT & REPAIR SVCS	0	0	0	0
75 - UTILITIES	767	900	900	1,150
78 - TRANS TO OTHR FUNDS	9,648	13,644	13,644	13,504
79 - OTHR EXP/FINANCE USE	115	800	1,425	2,550
Grand Total	\$1,308,152	\$348,265	\$347,640	\$357,668

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Clerk	2.0	2.0	2.0	2.0
Crime Analyst	1.0	1.0	1.0	1.0
Lieutenant	1.0	1.0	1.0	1.0
TOTAL	4.0	4.0	3.0	3.0

GENERAL FUND

POLICE SPECIAL SERVICES

Program Description

The Special Services Division encompasses Training/Personnel, Internal Affairs, and Special Events planning. The sergeant assigned to Special Services is responsible for part-time work coordination, special events coordination, and other special assignments at the direction of the Chief. This division 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.

Budget Financial Highlights FY 2022-23

- Conduct department-wide Active Shooter training as required.
- Conduct department-wide Defensive Tactics training as required.

Goals in FY 2022-23

- Explore the possibility of purchasing an Early Warning Detection System for the use of force incidents and moving the Internal Affairs records system to a cloud-based platform.
- Update and standardize new hire oral board procedures.
- Review Internal Affairs policy for updated best practices and revisions.



GENERAL FUND

Accomplishments in FY 2021-22

- Completed department-wide Defensive Tactics training.
- Implemented mandatory quarterly Defensive Tactics training. This training focused on reviewing prior incidents within the quarter and reviewing recent case law updates, departmental policy, and legal statutes about using force.
- The Department Training Coordinator attended the Miami Tier 1 Training

Conference. This conference was highly sought-after training that industry-leading experts teach. This training was attended at no cost to the Department.



<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Recruits hired	4	9	6	7
Internal training hours	520	600	600	>600
Backgrounds completed	59	54	60	50

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	372,870	384,461	329,461	249,725
72 - SUPPLIES & MATERIALS	7,074	101,477	141,948	96,396
73 - CONTRACT & PROF SVCS	7,632	8,734	11,024	9,816
74 - MAINT & REPAIR SVCS	824	900	0	900
78 - TRANS TO OTHR FUNDS	576	440	440	440
79 - OTHR EXP/FINANCE USE	48,637	66,282	66,282	53,312
Grand Total	\$437,612	\$562,294	\$549,155	\$410,589

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Officer	1.0	1.0	1.0	1.0
Lieutenant	0.0	1.0	0.0	0.0
Sergeant	1.0	1.0	1.0	1.0
TOTAL	2.0	3.0	2.0	2.0

GENERAL FUND

PUBLIC WORKS ENGINEERING

Program Description

The Engineering Division is primarily responsible for providing the following core services to the residents and businesses of Duncanville: 1) Public Projects: Executing the Capital Improvement Plan (CIP) for alleys, drainage, streets, and water and wastewater utilities selection of consultants, preparation of construction plans and specifications for projects, construction project management, and construction inspection. 2) Private Development: Review of engineering plans and designs, construction inspection, plats, and City Right-of-Way permits and inspections; 3) GIS mapping of the City's infrastructure and preparing/updating city maps.



Budget Financial Highlights FY 2022-23

- The Engineering division budget funds the salaries and supplies required to execute the City's Annual Capital Improvement Program (CIP).
- The FY2023 CIP Program consists of projects to improve facilities, alleys, drainage infrastructure, streets, and utilities.

Goals in FY 22-23

- Provide construction management, inspection, and complete the following projects:
 - E. Daniieldale Rd. Reconstruction & Utility Improvements from S. Main St. to U.S. 67
 - ADA Improvements at E. Davis St. & N. Main St.
 - Ten Mile Creek Retaining Wall & Drainage Improvements from 402 Swan Ridge Drive to 310 Swan Ridge Place
 - Swan Ridge Dr. Reconstruction & Utility Improvements from Cedar Hill Road to Birdwood Circle
 - Cherry Center Alley Phase 1 from S. Alexander Ave. S Cockrell Hill Rd.
 - Wren Ave. from Oriole Blvd. to Winding Trail & Oriole Blvd I-20 Aerial Crossing Water Improvements
 - FY 23 Wastewater Pipe Bursting in Various Locations
- Provide construction management and inspection of the following projects:
 - Duncanville Fire Station No. 1
 - Duncanville Service Center Renovation
 - Oriole Blvd ADA Improvements
 - Automated Metering Infrastructure

GENERAL FUND

Accomplishments in FY 2021-22

- Provided construction management and inspection for the following completed projects:
 - Eastbound lanes for E. Danieldale Rd. Reconstruction & Utility Improvements from S. Main St. to U.S. 67
 - Green Tree Ln. Water & Wastewater Improvements from Crescent Ln. to S. Greenstone Ln.
 - FY 21 Wastewater Pipe Bursting
 - FY 22 Wastewater Pipe Bursting
 - Meadowcreek Dr. Drainage and Erosion Control Improvements
- The Construction Inspector performed 1,116 ROW Permit Inspections.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Award all programmed CIP Contracts for the Fiscal Year	12/12	12/12	13/13	27/27
Review all Private Development Plans & Plats within 30 Days of Submittal	7/7	7/7	All	All
Perform monthly review of mapping services to ensure data is current.	12/12	12/12	12/12	12/12

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	316,295	323,998	323,998	549,904
72 - SUPPLIES & MATERIALS	3,369	8,883	8,883	7,263
73 - CONTRACT & PROF SVCS	46,469	47,181	47,181	51,650
74 - MAINT & REPAIR SVCS	2,913	4,700	4,700	1,900
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	2,080	2,840	2,840	2,840
79 - OTHR EXP/FINANCE USE	245	4,120	4,120	8,470
Grand Total	\$371,373	\$391,722	\$391,722	\$622,027

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Assistant Public Works Director *	0.5	0.5	0.5	1.0
Construction Inspector	1.0	1.0	1.0	1.0
Engineering Technician *	0.5	0.5	0.5	1.0
Executive Assistant *	0.5	0.5	0.5	1.0
Public Works Director *	0.5	0.5	0.5	1.0
TOTAL	3.0	3.0	3.0	5.0

* Positions formerly split 50/50 with General Fund and Utilities Fund. The increase in staff indicates these positions at 100% General Fund.

GENERAL FUND

PUBLIC WORKS STREETS MAINTENANCE

Program Description

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

Budget Financial Highlights FY 2022-23

- Micro-surfacing - \$450,000
- Concrete Pavement Replacement - \$400,000
- Mill & Overlay - \$300,000
- Pavement Lifting - \$100,000
- Crack Sealing - \$225,000
- Pavement Assessment - \$100,000

Goals in FY 2022-23

- Install 48 Barrier Free Ramps (BFR) and repair sidewalks on Wheatland from Santa Fe to Freeman
- Update pavement condition assessments of roadway surfaces within the street system
- Replace damaged pavement on Danieldale Rd., between Main St. and Santa Fe Trl., and between Cockrell Hill Rd. and Hwy 67
- Replace damaged pavement on 1400-1500 block of S. Main St.
- Raise uneven pavement on various sections of Cockrell Hill Rd. from Danieldale Rd. to Ferguson utilizing pavement lifting
- Apply micro-surfacing to 35 streets located throughout the City



GENERAL FUND

Accomplishments in FY 2021-22

- Constructed ADA ramps and repaired sidewalks in the Merribrook Park neighborhood
- Repaired sidewalks on the east side of Clark Rd. between Danieldale Rd. and Wheatland Rd.
- Milled and overlaid three streets in the Greenbriar subdivision
- Applied micro-surfacing to 50 streets throughout the city
- Replaced damaged sections of pavement on W. Wheatland from Cedar Ridge Dr. to Sante Fe Trl. and S. Cockrell Hill from Danieldale Rd to Ferguson Ln.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Square yards of pavement milled and overlaid	20,653	5,861	18,022	20,000
Square yards of pavement micro-surfaced	101,058	157,766	130,835	130,000
Sidewalks/ADA ramps constructed or replaced	46 ADA ramps and 100 sidewalk repairs	22 ADA ramps and 50 sidewalk repairs	34 ADA ramps and 46 sidewalk repairs	40 ADA ramps and 50 sidewalk repairs
Pavement replacement	1 arterial street	N/A	2 arterial streets	2 arterial streets
EXPENDITURE SUMMARY				
	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	811,526	982,390	982,390	924,502
72 - SUPPLIES & MATERIALS	123,319	232,876	232,876	245,716
73 - CONTRACT & PROF SVCS	1,764,863	1,852,549	1,852,549	1,851,526
74 - MAINT & REPAIR SVCS	3,900	4,310	4,310	4,310
75 - UTILITIES	405,192	392,350	392,350	392,710
78 - TRANS TO OTHR FUNDS	82,233	123,635	123,635	115,296
79 - OTHR EXP/FINANCE USE	2,280	8,000	8,000	8,000
Grand Total	\$3,193,313	\$3,596,110	\$3,596,110	\$3,542,060
PERSONNEL SUMMARY				
	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Administrative Assistant *	0.5	0.5	0.5	0.0
Crew Leader	3.0	3.0	3.0	3.0
Street Supervisor	1.0	1.0	1.0	1.0
Maintenance	7.0	7.0	7.0	7.0
Skilled Maintenance	4.0	4.0	4.0	4.0
Street Superintendent	1.0	1.0	1.0	1.0
TOTAL	16.5	16.5	16.5	16.0

* Position is located at Service Center and reports to Water Operations. Position moved to 100% Funding in Utility Fund and can be found with Water/Sewer Services at 100%.

GENERAL FUND

PUBLIC WORKS

TRAFFIC OPERATIONS

Program Description

The Traffic Operations Division is responsible for installing and maintaining all City-owned traffic control devices. This includes the fabrication, installation, and maintenance of signage, construction and maintenance of signalized intersections, construction, maintenance, and programming of school zone flashers, the installation and maintenance of pavement markings, and traffic counts. The Division is also responsible for installing and maintaining multiple types of communications equipment. The Traffic Operations information technology "IT" infrastructure has almost seven hundred IP addressable devices, twenty-six 5.9Ghz radios, 36,400 feet of fiber optic cable, 151 VIVIDS cameras, and fifteen 4G cellular communications devices. Traffic Operations also maintains an advanced computerized school zone communications system. It consists of over eighty 900Mhz radios. All the communication equipment is controlled from the Traffic Management Center (TMC) at the Duncanville Service Center.

Budget Financial Highlights FY 2022-23

- Annual Signal Maintenance - \$363,000.
- Annual Signs and Markings Maintenance - \$228,800.

Goals in FY 2022-23

- Continue to install new overhead street sign logo inserts at (12) signal locations west of Main St. (third year of four-year replacement plan).
- Continue to install ground-mounted street name signs (third year of a ten-year replacement plan).
- Continue to install 276,000 linear feet of paint striping on arterial streets.



GENERAL FUND

Accomplishments in FY 2021-22

- Installed new overhead street sign logo inserts at (12) Signal Locations as part of a four-year replacement program.
- Replaced approximately 10% of the City's ground-mounted street name signs as part of a ten-year replacement program.
- Installed (2) school zone flashers by Village Tech School on Cedar Hill Rd., north and south of Daniieldale Rd.
- Installed (3) school zone flashers by Reed Middle School near Freeman St. and Center St.
- Completion of a new traffic signal at the intersection of Wintergreen Rd. and Main St.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Traffic Cabinet Replacement (35 total)	3	3	3	3
Re-Wire of Signalized Intersection (37 total)	4	4	4	4
Replace Street Name Signs	202	212	212	212
School Zone Flasher Operational Readiness	99.86%	99.74%	99.00%	99.00%
Traffic Signal Operational Readiness	99.02%	99.27%	99.00%	99.00%

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	312,177	308,841	308,841	316,459
72 - SUPPLIES & MATERIALS	198,348	203,295	215,273	251,012
73 - CONTRACT & PROF SVCS	275,771	345,428	334,839	376,370
74 - MAINT & REPAIR SVCS	27,160	25,812	33,536	34,588
75 - UTILITIES	18,156	19,776	19,776	21,163
76 - CAPITAL OUTLAY	37,500	38,085	40,500	45,675
78 - TRANS TO OTHR FUNDS	18,244	26,453	26,453	31,997
79 - OTHR EXP/FINANCE USE	2,160	2,202	2,536	2,794
Grand Total	\$889,517	\$969,893	\$981,755	\$1,080,057

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Traffic Operations Technician	3.0	3.0	3.0	3.0
Traffic Operations Superintendent	1.0	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0	4.0

GENERAL FUND

PUBLIC WORKS EQUIPMENT SERVICES

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.

Budget Financial Highlights FY 2022-23

- Vehicle supplies and fueling City vehicles and equipment (tied to fuel market) - \$428,415.
- Outsourced repairs and maintenance of City equipment - \$328,960.
- In-house repair of City equipment - \$27,500.
- In-house repair of City vehicles - \$93,500.

Goals in FY 2022-23

- Replace the current 34-year-old underground fuel storage tanks used to store the City's gasoline and diesel fuel.
- Increase knowledge and training of the mechanics.
- Maintain operational readiness goal of 95% for all City vehicles.
- Order fleet replacement vehicles and equipment within the 1st quarter of FY 2022-23.



GENERAL FUND

Accomplishments in FY 2021-22

- Provided maintenance support for Police, Fire, Streets, Water/Wastewater vehicles and equipment during two winter storms in February 2022.
- Refueled emergency generators around the clock due to the power outage during Winter Storm Uri.
- Maintained fueling station to meet Texas Commission on Environmental Quality (TCEQ) requirements.
- There were no deficiencies.
- Achieved Patrol Vehicles operational readiness rate of 84.4%. Two patrol units

were totaled, taking them out of operation for several months until replacement vehicles arrived.

- Achieved Fire Apparatus operational readiness rate of 81.3%. Limited parts availability due to COVID caused longer down times.
- Achieved Ambulance operational readiness rate of 89.6%. Limited parts availability due to COVID caused longer down times.
- Achieved Backhoe operational readiness rate of 96.60%
- Achieved F-350 & F-450 operational readiness rate of 96.8%.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Operational Readiness – Patrol Vehicles	89.0%	84.4%	90%	95%
Operational Readiness – Fire Apparatus	75.5%	81.3%	90%	95%
Operational Readiness – Ambulance	92.1%	89.6%	93%	95%
Operational Readiness – Backhoe	98.2%	96.6%	98%	95%
Operational Readiness – F-350 & F-450 Trucks	98.6%	96.8%	98%	95%

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	304,021	311,218	313,218	320,429
72 - SUPPLIES & MATERIALS	242,406	371,533	396,993	438,238
73 - CONTRACT & PROF SVCS	300,463	307,611	332,611	337,364
74 - MAINT & REPAIR SVCS	119,197	125,800	128,560	138,200
75 - UTILITIES	0	0	0	312
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	5,531	9,643	9,643	12,718
79 - OTHR EXP/FINANCE USE	0	1,800	1,800	2,300
Grand Total	\$971,618	\$1,127,605	\$1,182,825	\$1,249,561

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Equipment Superintendent	1.0	1.0	1.0	1.0
Field Supervisor	1.0	1.0	1.0	1.0
Mechanic	2.0	2.0	2.0	2.0
TOTAL	4.0	4.0	4.0	4.0

GENERAL FUND

PUBLIC WORKS

BUILDING MAINTENANCE

Program Description

The Building Maintenance Division is responsible for the maintenance and upkeep of all city buildings. 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. Additionally, responsibilities include budget preparation, processing invoices, requesting service quotes, and meeting with contractors.

Budget Financial Highlights FY 2022-23

- Purchase and install generators for City Hall/Police Department – \$225,000 – Americans Recovery Plan (ARPA) funding.
- Purchase and install a generator for Fire Station # 2 - \$75,000 – Americans Recovery Plan (ARPA) funding.

Goals in FY 2022-23

- Replace flooring in the training room at Fire Station 2 on the administration side.
- Stripe Service Center and Fire Station #2 parking lots.



GENERAL FUND

Accomplishments in FY 2021-22

- Retrofitted lights and installed desks and cubicles to prepare 103 E Wheatland for occupation by City personnel.
- Retrofitted globe light fixtures in the library to convert to LED.
- Replaced the Fieldhouse fire alarm system and fire panel.
- Striped City Hall parking lot.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Building Maintenance Requests Fulfilled	3,050	3,250	3,200	3,200
City Buildings Maintained	7	8	8	8
Other facilities (Pavilions, park restrooms, etc.)	32	32	32	32

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	350,887	372,872	372,872	396,980
72 - SUPPLIES & MATERIALS	30,727	36,397	36,397	36,467
73 - CONTRACT & PROF SVCS	267,546	240,019	243,585	222,712
74 - MAINT & REPAIR SVCS	44,209	47,895	47,895	49,395
75 - UTILITIES	151,256	193,680	178,680	193,680
76 - CAPITAL OUTLAY	0	0	17,435	0
78 - TRANS TO OTHR FUNDS	4,767	6,887	6,887	5,677
Grand Total	\$849,392	\$897,750	\$903,750	\$904,911

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Custodian	2.0	2.0	2.0	2.0
Custodian FTEs	1.2	2.0	1.5	2.0
Building Maintenance Supervisor	1.0	1.0	1.0	1.0
Building Maintenance Technician	2.0	2.0	2.0	2.0
TOTAL	6.2	7.0	6.5	7.0

In FY 2022, Building Maintenance was moved from Parks and Recreation to Public Works.

GENERAL FUND

FIRE

FIRE ADMINISTRATION

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.

Budget Financial Highlights FY 2022-23

- Purchase the Commander One Subscription for Outdoor Warning Siren Repairs - \$2,750
- Purchase Adobe Pro Subscription - \$450
- 1/3 Fire Truck Blocking Apparatus with Best Southwest Cities - \$80,000 ARPA Funded

Goals in FY 2022-23

- P-25 Radio System Implementation.
- Review and revise policies for Best Practices.
- Continue preparation for Pandemic Response.
- Continue working with Brown, Reynolds, Watford (BRW) Architects and Core Construction to construct New Fire Station with a goal of Fall of 2023.



GENERAL FUND

Accomplishments in FY 2021-22

- Prepared and Implemented Pandemic Response.
- Adapted to Winter Weather Emergencies.
- New Fire Engine, E271, was placed in service.
- Design for the New Fire Station has been completed.
- Assisted with COVID testing for city employees and their families.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Maintain compliance with Texas Commission on Fire Protection (TCFP) and Texas Department of State Health Services (DSHS) guidelines	2	2	2	2
Conduct Civil Service Entrance Exam for staffing requirements	2	2	2	2
Provide Promotional Testing for promotional opportunities	3	3	3	3
Conduct monthly test (weather permitting) of Outdoor Warning Siren System	12	12	12	12
Total Fire Department Cost to each citizen per year	\$176.58	\$174.57	\$180.41	\$182.42

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	415,877	426,370	426,620	448,215
72 - SUPPLIES & MATERIALS	5,666	10,595	11,461	5,109
73 - CONTRACT & PROF SVCS	105,088	151,657	151,677	146,477
74 - MAINT & REPAIR SVCS	6,023	12,150	12,150	46,298
75 - UTILITIES	39,972	44,025	42,620	45,692
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	2,592	2,360	2,360	2,360
79 - OTHR EXP/FINANCE USE	5,581	13,750	11,425	21,420
Grand Total	\$580,800	\$660,907	\$658,313	\$715,571

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Assistant Fire Chief	1.0	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	1.0
Fire Chief	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0

GENERAL FUND

FIRE

FIRE PREVENTION

Program Description

The Fire Prevention Office has a key role in protecting the safety of 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 Emergency Operation Center and serves as the Fire Department Public Information Officer.

Budget Financial Highlights FY 2022-23

- Deputy Fire Marshal position.
- Fire Inspection program - \$60,000 for current staff, certified in inspections, to work off duty time to conduct inspections.

Goals in FY 2022-23

- Reestablish school programs after COVID-19 to resume public education.
- Move forward with adopting the 2018 IFC and IBC Code.
- Update Ordinances to reflect 2018 Code.



GENERAL FUND

Accomplishments in FY 2021-22

- Completed 161 new Certificate of Occupancy Inspections.
- Completed 603 business inspections.
- Implemented a Streamline Fire Software as the reporting management system for Fire Prevention.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Day Care Inspections	13	12	12	12
Annual Business Inspections	713	368	800	1675
Duncanville ISD and Private Schools Inspected	14	14	14	14
Certificate of Occupancies Inspected	264	154	96	1675
Comm. Fire Alarm and Automatic Extinguishing Systems (Sprinkler, Cooking, Spray Booths, Etc.)	9	12	20	22

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	225,382	270,507	270,507	268,333
72 - SUPPLIES & MATERIALS	6,363	15,735	15,735	9,510
73 - CONTRACT & PROF SVCS	4,233	15,243	15,243	11,468
74 - MAINT & REPAIR SVCS	77	160	160	300
76 - CAPITAL OUTLAY	0	20,000	0	0
78 - TRANS TO OTHR FUNDS	4,633	10,799	10,799	10,799
79 - OTHR EXP/FINANCE USE	1,290	6,150	6,150	4,150
Grand Total	\$241,979	\$338,593	\$318,593	\$304,560

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Fire Inspector *	1.0	2.0	2.0	0.0
Deputy Fire Marshal/Captain	0.0	0.0	0.0	1.0
Fire Marshal	1.0	1.0	1.0	1.0
TOTAL	2.0	3.0	3.0	2.0

* Positions eliminated. Added Captain/Deputy Marshal in lieu of one Fire Inspector position.

GENERAL FUND

FIRE

FIRE SUPPRESSION

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.



Budget Financial Highlights FY 2022-23

- Create an Appliance Replacement Fund to add appliances for the new Fire Station at \$14,600.
- All additional increases reflect price increases and shipping costs associated with uniforms, PPE and equipment and supplies.

Goals in FY 2022-23

- Research and develop a multi-functional Squad Concept.
- Continue best practices for cancer prevention and Firefighter health and safety.
- Research a Quad-Cities Regional Fire Training Facility.
- Replace B272 (Brush Truck), BC270 (Incident Command Vehicle) and C273 (Emergency Medical Service) vehicle.



GENERAL FUND

Accomplishments in FY 2021-22

- Cancer screenings included in annual physical assessments for all firefighters.
- Regional response levels during the COVID-19 pandemic were successfully adapted to meet the continuous changing CDC guidelines.
- Uninterrupted response provided during the entire winter weather event despite the severity of the unexpected weather conditions.
- Assisted with COVID testing for all city employees and their families.
- Duncanville Fire Department was able to save an estimated \$8,278,176 in property from fire loss.
- Record breaking run volume. Duncanville FD ran 7,388 calls in FY21 and is on target to run approximately 7,400 calls in FY22.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Maintain certification for Texas Commission on Fire Protection	51	52	52	53
Business Occupancies	1,600	1,674	1,674	1,674
Total Citizens per Fire Suppression Personnel	778.57	763.60	763.60	749.19
Total Calls for Fire Department Service	7,388	7,400	7,400	7,500

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	3,785,672	4,022,324	4,022,324	4,124,089
72 - SUPPLIES & MATERIALS	82,111	105,546	114,396	118,180
73 - CONTRACT & PROF SVCS	44,422	45,305	45,305	44,324
74 - MAINT & REPAIR SVCS	67,439	67,689	67,689	69,399
78 - TRANS TO OTHR FUNDS	111,428	145,550	145,550	154,224
79 - OTHR EXP/FINANCE USE	31,479	39,235	39,235	40,785
Grand Total	\$4,122,551	\$4,425,649	\$4,434,499	\$4,551,001

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Battalion Chief	3.0	3.0	3.0	3.0
Captain	6.0	6.0	6.0	6.0
Fire Engineer	6.0	6.0	6.0	6.0
Firefighter/Paramedic	21.0	21.0	21.0	21.0
TOTAL	36.0	36.0	36.0	36.0

GENERAL FUND

FIRE

ADVANCED LIFE SUPPORT

Program Description

Emergency Medical Services provides Advanced Life Support emergency medical assistance to residents and visitors of Duncanville, and through Automatic and Mutual Aid Agreements, to the communities of DeSoto, Cedar Hill, and adjacent areas of Dallas. Emergency Medical Services personnel provide support activities for Fire Operations. This program also ensures 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.

Budget Financial Highlights FY 2022-23

- Purchase life-saving medications and ALS (Advanced Life Support) Items - \$99,360.
- Replace two Stryker Stair Chairs - \$20,000.

Goals in FY 2022-23

- Pursue funding for a third ambulance including necessary staffing due to increasing run volume.



GENERAL FUND

Accomplishments in FY 2021-22

- Maintained adequate PPE supplies during COVID-19 Pandemic.
- Decreased low-acuity frequent callers through BioTel Social Work Program.
- Implemented COVID testing for all city employees and their families.
- Purchased 1 new ambulances out of the Fleet Replacement Fund and 1 new ambulance out of the ARPA funds.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Total EMS Calls *	5,488	5,500	5,500	5,500
Total Transports	2,251	2,800	2,576	2,800
Average of EMS Calls Per Day	13.75	15.06	15.06	15.06
Total Number of COVID responses	90	90	330	0

* Note: Total EMS Calls include regional calls for service. Not exclusively Duncanville.

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	1,354,446	1,367,985	1,367,985	1,395,217
72 - SUPPLIES & MATERIALS	83,491	113,248	113,248	142,148
73 - CONTRACT & PROF SVCS	167,085	193,259	133,165	140,896
74 - MAINT & REPAIR SVCS	9,357	17,820	17,820	21,245
75 - UTILITIES	0	0	0	2,220
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	43,611	112,803	112,803	123,055
79 - OTHR EXP/FINANCE USE	7,034	12,705	9,255	9,255
Grand Total	\$1,665,024	\$1,817,819	\$1,754,275	\$1,834,036

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
EMS Division Chief	1.0	1.0	1.0	1.0
Firefighter/Paramedics	12.0	12.0	12.0	12.0
TOTAL	13.0	13.0	13.0	13.0

GENERAL FUND

FIRE

REGIONAL EMERGENCY MANAGEMENT

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, grants, training, and exercises, and serves as the liaison on emergency management issues for the four jurisdictions. Additional responsibilities include coordination with local and regional partners, North Central Texas Council Of Governments and Texas Department of Emergency Management.

Budget Financial Highlights FY 2022-23

- Emergency Management total budget increased by 3% due to post-probation salary, but there was no operational cost change.
- Overall budget is split between Cedar Hill, DeSoto, Duncanville, and Lancaster.

Goals in FY 2022-23

- Submit a state or federal grant to harden the City's EOC and/or provide generators at critical City facilities, when available.
- Provide emergency preparedness training to the public for all 4 Best Southwest cities.
- Provide in-person Emergency Operations training to City staff in all 4 Best Southwest cities.
- Pursue an emergency management intern to assist with emergency management functions for all 4 Best Southwest cities.



GENERAL FUND

Accomplishments in FY 2021-22

- Deployed to assist the City of Dallas with resident non-congregate sheltering after an apartment complex explosion as part of the Regional EOC Support Team.
- Created the Regional Child Reunification plan and coordinated hands-on training for the 4 Best Southwest cities.
- Submitted the Winter Storm Uri Public Assistance FEMA reimbursements and secured reimbursement for all 4 Best Southwest cities.
- Coordinated hands-on Regional Sheltering Training for all 4 cities ahead of severe storm season.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Maintain/ update emergency plans and annexes for the 4 BSW Regional Cities.	0	8	15	3
Provide emergency preparedness information to public via City Communications.	3	4	4	4
Provide EOC emergency training or real event coordination to the 4 BSW Regional Cities.	2	7	13	4
Submit and/or maintain awarded state and federal grant applications for funding to the 4 BSW cities.	1	5	3	3

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	81,977	112,215	112,215	117,739
72 - SUPPLIES & MATERIALS	5,724	9,625	9,625	9,625
73 - CONTRACT & PROF SVCS	3,661	1,730	1,730	2,180
74 - MAINT & REPAIR SVCS	0	1,000	1,000	1,000
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	3,014	4,400	4,400	4,400
79 - OTHR EXP/FINANCE USE	154	4,420	4,420	4,420
Grand Total	\$94,530	\$133,390	\$133,390	\$139,364

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Regional Emergency Manager	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0



Duncanville
City of Champions

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UTILITY ENTERPRISE FUNDS

002 - WATER/SEWER UTILITY FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
53 - FINES & FEES	(4,202)	(5,000)	(2,500)	(4,000)
54 - INTERGOVERNMENTAL	(677)	(600)	(600)	(600)
55 - INTEREST	(33,292)	(32,000)	(17,000)	(17,100)
57 - CHARGES FOR SERVICES	(16,924,527)	(17,953,946)	(16,973,000)	(19,132,989)
59 - OTHER SOURCES	(34,490)	(34,550)	(300,169)	(70,777)
Revenue Total	(16,997,188)	(18,026,096)	(17,293,269)	(19,225,466)
Expense				
60 - SALARY AND BENEFITS	1,783,078	2,300,829	2,305,829	2,255,320
72 - SUPPLIES & MATERIALS	371,643	475,800	489,036	689,121
73 - CONTRACT & PROF SVCS	9,060,122	9,430,662	9,476,628	9,779,393
74 - MAINT & REPAIR SVCS	277,524	338,385	338,385	333,600
75 - UTILITIES	116,180	121,416	121,416	122,612
76 - CAPITAL OUTLAY	301,705	21,368	21,368	9,490
77 - DEBT SERVICES	96,047	-	-	-
78 - TRANS TO OTHR FUNDS	7,409,208	7,527,483	7,527,483	5,998,881
79 - OTHR EXP/FINANCE USE	7,784	19,085	19,160	19,950
Expense Total	19,423,292	20,235,028	20,299,305	19,208,367
Revenues (Over)/Under Expenditures	2,426,103	2,208,932	3,006,036	(17,099)
BEGINNING FUND BALANCE		(14,495,361)	(14,495,360)	(11,489,324)
ENDING FUND BALANCE		(12,286,429)	(11,489,324)	(11,506,423)

UTILITY ENTERPRISE FUNDS

PUBLIC WORKS

UTILITIES ADMINISTRATION

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, Street Drainage Operations, Fleet Operations, Building Maintenance, 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.

Budget Financial Highlights FY 22-23

- \$33,000 for Professional Support services for digital aerial photography coordinated by NCTCOG and P.E. design review services.

Goals in FY 22-23

- Provide project/program management of engineering design and construction contracts for water, wastewater, alley, and drainage projects.



UTILITY ENTERPRISE FUNDS

Accomplishments in FY 2021-22

- Managed construction of major road, water, wastewater, drainage replacement / reconstruction project for improvements to Daniieldale Road, between Main St. and U.S. Highway 67.
- Through collaboration with Dallas County, Cedar Hill, and DeSoto, participated on the project team responsible for overseeing the completion of the Wintergreen Road Improvements construction project.
- Provided project/program management of engineering design and construction contracts for water, wastewater, alley, and drainage capital improvement program (CIP) projects.

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	270,846	386,064	386,064	214,452
72 - SUPPLIES & MATERIALS	3,267	5,699	5,699	7,294
73 - CONTRACT & PROF SVCS	40,125	71,988	116,988	64,025
74 - MAINT & REPAIR SVCS	3,550	3,950	3,950	0
78 - TRANSFER TO FUNDS	768	580	580	40,580
79 - OTHER FINANCING USES	2,792	5,100	5,100	5,600
Grand Total	\$321,348	\$473,382	\$518,382	\$331,951

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Assistant Public Works Director *	0.5	0.5	0.5	0.0
Engineering in Training*	0.0	0.5	0.5	1.0
Engineering Manager*	0.5	0.5	0.5	1.0
Engineering Technician *	0.5	0.5	0.5	0.0
Executive Assistant *	0.5	0.5	0.5	0.0
Public Works Director *	0.5	0.5	0.5	0.0
TOTAL	2.5	3.0	3.0	2.0

* Positions formerly split 50/50 with General Fund and Utilities Fund are 100% in General Fund FY 2023 Proposed Budget. Engineering Manager and EIT were split 50/50 with Drainage. Now 100% Utilities.

UTILITY ENTERPRISE FUNDS

PUBLIC WORKS

WATER & SEWER SERVICES

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 that meets or exceeds all regulatory requirements. The Division ensures water is distributed at sufficient pressure to support domestic uses, including fire protection. The Water Services Division is also responsible for the operation and maintenance of more than 197.52 miles of water mains; 11,442 water services and meters; 1,399 fire hydrants; 3,489 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.

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

Budget Financial Highlights FY 2022-23

- Upgrading pumps at N. Main Pump Station for better operation and reliability - \$50,000.
- Adding 30 pressure monitoring fire hydrants to various locations throughout the city - \$120,000.
- Continue wastewater collection system de-greasing program to treat known issues of grease blockages - \$10,000.
- Commence sewer manhole lid replacement program in areas prone to water infiltration - \$80,000.

Goals in FY 2022-23

- Support transition to Automated Metering Infrastructure (AMI).
- Maintain the city's "Superior" water quality rating issued by the Texas Commission on Environmental Quality (TCEQ).
- Continue the City's inflow/infiltration (I&I) program by identifying points of stormwater infiltration into the sewer system.

Accomplishments in FY 2021-22

- Completed Risk & Resiliency Assessment per the American Water Infrastructure Act.
- Developed and adopted an Emergency Response Plan per the American Water Infrastructure Act.
- Created and implemented an Emergency Preparedness Plan per Senate Bill #3.

UTILITY ENTERPRISE FUNDS

- Replaced dual cellular communication units that reached the end of their useful lives and all water storage facilities to increase SCADA control reliability.
- Replaced both pressure plane valves with

electric butterfly valves controlled, throttled, and monitored by SCADA.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Fire Hydrants Replaced	14	7	8	50
Average Daily Pumping	4,399,331	4,637,175	4,700,000	4,500,000
Peak Daily Consumption	8,360,000	8,892,000	8,500,000	8,400,000
Total Pumping (1,000 Gallons)	1,610,155	1,692,569	1,650,000	1,640,000
Valves Exercised	97	468	193	500
Water Loss Percentage due to leaks, meter inaccuracies, etc. (State average is 18%)	9%	10%	10%	10%
Later Lines Repaired	21	30	9	26
Fire Hydrants Replaced	14	7	8	50

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	1,110,826	1,260,868	1,262,368	1,370,575
72 - SUPPLIES & MATERIALS	229,145	382,561	392,800	587,777
73 - CONTRACT & PROF SVCS	8,826,826	9,142,216	9,142,216	9,499,898
74 - MAINT & REPAIR SVCS	139,316	194,400	194,400	213,600
75 - UTILITIES	116,180	121,416	121,416	122,612
76 - CAPITAL OUTLAY	0	21,368	21,368	9,490
78 - TRANS TO OTHR FUNDS	102,856	148,673	148,673	146,129
79 - OTHR EXP/FINANCE USE	3,656	12,485	12,485	11,300
Grand Total	\$10,528,806	\$11,283,987	\$11,295,726	\$11,961,381

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Administrative Assistant *	0.5	0.5	0.5	1.0
Assistant Utilities Superintendent	1.0	1.0	1.0	1.0
Crew Leader	7.0	5.0	5.0	5.0
Field Supervisor	3.0	3.0	3.0	3.0
Maintenance Worker	6.0	8.0	8.0	8.0
Water Quality Technician	1.0	1.0	1.0	1.0
Utilities Superintendent	1.0	1.0	1.0	1.0
TOTAL	19.5	19.5	19.5	20.0

* Position is located at Service Center and reports to Water Operations. Position moved to 100% Funding in Utility Fund. Water and Sewer operations are consolidated in FY 2023.

UTILITY ENTERPRISE FUNDS

FISCAL SERVICES

UTILITY CUSTOMER SERVICE OFFICE

Program Description

The responsibility of the Utility Customer Service Office is to provide accurate meter readings for the billing process and collection of related water, sewer, stormwater, and garbage fees for customers within the City of Duncanville area. Our commitment will be to compile precise meter readings based on scheduled readings of all customer water meter connections, issue work orders for meter discrepancies, and process service orders to establish and or discontinue water and sewer service. The Utility Customer Service Office will prepare a detailed weekly billing statement for mailing to over 13,200 water and sewer utility customers. The payments collected will be processed and posted to customer accounts thru various forms of payments such as Online, Bank Draft, Electronic ACH, IVR Phone system, mailed payments, or in person. The UCSO department will also monitor and collect on customers Deposits, Delinquent accounts, and returned insufficient checks.



Budget Financial Highlights FY 2022-23

- Establish the new Water and Sewer Rate increase based on the 2022 Water and Sewer Rate study.
- Implement a new Senior Citizen discount.
- Added a Customer Service Advocate position to assist with the rising call volume to the department.
- Created a Meter Replacement Fund for replacing meters and adding possible AMI infrastructure updates. (\$1,000,000)

Goals in FY 2022-23

- Foster and improve the Internal City Billing process within Munis CIS billing system to improve the collection percentage.
- Research proposals and availability on the Advanced Metering Infrastructure (AMI) system to replace all city meters.

UTILITY ENTERPRISE FUNDS

Accomplishments in FY 2021-22

- Implemented the New Tyler Munis Billing System.
- Enhanced the customer service experience with an improved Water Utility Statement, followed with increased font size for viewing.
- Assisted with the WaterSmart Grant application that will aid in converting all City Water meters to AMI (Advanced Metering Infrastructure) if approved.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Bills Issued	152,983	152,292	151,528	154,558
Delinquency Notices Issued	36,382	33,202	34,311	36,026
Re-Reads Conducted	30,162	31,311	32,876	33,862

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	638,095	653,896	657,396	670,293
72 - SUPPLIES & MATERIALS	139,231	87,540	90,537	94,050
73 - CONTRACT & PROF SVCS	193,171	216,458	217,424	215,470
74 - MAINT & REPAIR SVCS	134,658	140,035	140,035	120,000
75 - UTILITIES	0	0	0	0
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANSFER TO FUNDS	15,361	21,494	21,494	1,022,139
79 - OTHER FINANCING USES	1,336	1,500	1,575	3,050
Grand Total	\$1,121,853	\$1,120,923	\$1,128,461	\$2,125,002

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Utility Billing Assistant Manager	1.0	1.0	0.0	0.0
Crew Leader	1.0	1.0	1.0	1.0
Customer Service Advocate *	0.0	0.0	0.0	1.0
Customer Service Coordinator	0.0	0.0	1.0	1.0
Customer Service Representative	3.0	3.0	3.0	3.0
Field Supervisor	1.0	1.0	1.0	1.0
Meter Reader	3.0	3.0	3.0	3.0
Utility Billing Manager	1.0	1.0	1.0	1.0
TOTAL	10.0	10.0	10.0	11.0

* Position added for Customer Service under direction of City Secretary as a part of Customer Service program.



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UTILITY ENTERPRISE FUNDS

017 - UTILITY CIP ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
54 - INTERGOVERNMENTAL	-	-	-	-
55 - INTEREST	(127)	(500)	(500)	(1,000)
58 - TRANS FROM OTHR FUND	(5,000,000)	(5,000,000)	(5,000,000)	(2,000,000)
59 - OTHER SOURCES	-	-	-	(5,000,000)
Revenue Total	(5,000,127)	(5,000,500)	(5,000,500)	(7,001,000)
Expense				
73 - CONTRACT & PROF SVCS	230,952	206,876	364,469	-
76 - CAPITAL OUTLAY	4,844,474	8,127,523	5,169,774	6,170,164
Expense Total	5,075,426	8,334,398	5,534,242	6,170,164
Revenues (Over)/Under Expenditures	75,299	3,333,898	533,742	(830,836)
BEGINNING FUND BALANCE		(846,205)	(846,205)	(312,463)
ENDING FUND BALANCE		2,487,693	(312,463)	(1,143,298)

UTILITY ENTERPRISE FUNDS

Utilities CIP Identified FY2023 – 2028

FY 2023	\$5,492,041
Automated Metering Infrastructure	1,000,000
Construct WR/WW @ Swan Ridge	651,102
Summit Pump Station – Emergency Generator	632,875
Water Line replacement @ Wren Avenue & Oriole	887,548
Pipebursting	1,000,000
Rebuild Chlorine Room @ North Main Pump Station	208,116
Rehab – South Ground Storage Tank @ Danieldale Pump Station	2,000,000

FY 2024	\$8,605,978
Design - WR/WW @ East Carr Ln - N. Main to Oriole (B&N)	75,000
Design - Chemical Injection at Danieldale Pump Station	50,000
Const - WR/WW @ Greenbriar Estates Ph 3 Greenbriar and Nob Hill	2,147,645
Const - WR @ N Cockrell Hill - San Juan to Center & WW @ N Cockrell Hill vic. Dodge Dealership &: WR @ Cockrell Hill/Wheatland vic RaceTrac	1,700,000
Const - Lakeside Park Water Pipeline Replacement - 700' (B&N) (Combined with Drainage Project)	800,000
Cedar Ridge Construction	1,333,333
Pipebursting	1,000,000
Rehab – Danieldale Pump Station Exterior Improvements	1,500,000

UTILITY ENTERPRISE FUNDS

FY 2025	\$6,480,000
Construction @ East Car Lane	500,000
Pipebursting	1,572,500
Construction Paint N. Main Ground Storage Tanks	200,000
Construction – Wastewater Siphon vic Wheatland/Mauk Branch	250,000
Design – Wastewater – E. Freeman	25,000
Design – Water @ Wintergreen	120,000
Construction @ E Freeman	250,000
Construction @ N. Duncanville Rd. I-20	2,005,000
Construction @ Thrush, US67	1,002,500
Design – Water/Wasterwater Master Plan Update	200,000
Design – Water @ Red Bird, Bow Creek	100,000
Design – Rehab Summit Pump Station	100,000
Design – Water @ Bow Creek – Cedar Ridge	155,000

FY 2026	\$4,193,333
Pipebursting	1,832,500
Construction @ Wintergreen	1,000,000
Construction – Rehab Summit Pump Station	1,060,833
Design – Water/Wastewater @ Redbird-Redbird Park to N. Duncanville Rd.	50,000
Design – Water/Wastewater @ Briarmeade	125,000
Design – Water/Wastewater @ Silver Creek Place	125,000

FY 2027	\$5,052,500
Pipebursting	1,000,000
Construction @ Redbird	502,500
Construction @ Bow Creek – Cedar Ridge	1,550,000
Construction @ S. Peach Street	1,000,000
Design – Water Tower 1.0 MG	500,000
Design – Water/Wastewater Project TBD	500,000

UTILITY ENTERPRISE FUNDS

FY 2028	\$6,500,000
Pipebursting	1,000,000
Construction – Water Tower 1.0 MG – Red Bird Park	5,500,000

UTILITY ENTERPRISE FUNDS

018 - UTILITY METER REPLACEMENT FUND ADOPTED BUDGET - FY 2022-2023

	ADOPTED BUDGET FY 22-23
Revenue	
58 - TRANS FROM OTHR FUND	
599002 - TRANS FROM UTILITY FUND-002	(1,000,000)
58 - TRANS FROM OTHR FUND Total	(1,000,000)
Revenue Total	(1,000,000)
Expense	
72 - SUPPLIES & MATERIALS	1,000,000
Expense Total	1,000,000
Revenues (Over)/Under Expenditures	-
BEGINNING FUND BALANCE	-
ENDING FUND BALANCE	-



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UTILITY ENTERPRISE FUNDS

019 - SANITATION FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	(343)	(500)	(500)	(500)
56 - FRANCHISE FEE REV	(247,906)	(220,000)	(220,000)	(220,000)
57 - CHARGES FOR SERVICES	(3,997,685)	(3,948,000)	(3,900,000)	(4,490,317)
59 - OTHER SOURCES	0	0	0	0
Revenue Total	(4,245,935)	(4,168,500)	(4,120,500)	(4,710,817)
Expense				
60 - SALARY AND BENEFITS	204,225	274,294	274,494	283,892
72 - SUPPLIES & MATERIALS	12,766	17,368	20,345	16,043
73 - CONTRACT & PROF SVCS	3,519,919	3,802,780	3,954,576	4,230,847
74 - MAINT & REPAIR SVCS	5,709	6,000	6,000	6,000
75 - UTILITIES	0	0	0	356
76 - CAPITAL OUTLAY	26	0	0	0
78 - TRANSFER TO FUNDS	349,903	352,920	352,920	160,623
79 - OTHER FINANCING USES	64,773	250	250	1,450
Expense Total	4,157,321	4,453,612	4,608,585	4,699,211
Revenues (Over)/Under Expenditures	(88,614)	285,112	488,085	(11,606)
BEGINNING FUND BALANCE		(\$838,615)	(\$838,615)	(\$350,530)
ENDING FUND BALANCE		(\$553,503)	(\$350,530)	(\$362,136)

UTILITY ENTERPRISE FUNDS

PUBLIC WORKS

SANITATION ADMINISTRATION

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 for these services. 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 division also manages citizen concerns and answers questions regarding the solid waste services provided to ensure excellent customer service. Additionally, routine quality control inspections are performed to ensure Duncanville residents and businesses receive quality garbage collection and disposal services.



Budget Financial Highlights FY 2022-23

- Hazardous Household Waste budget – \$58,264.
- Residential and commercial garbage collection budget – \$2,827,683.
- Solid Waste disposal budget – \$1,314,913.

Future Goals in FY 2022-23

- Continue to host for Duncanville residents two annual clean-up events (Operation Clean Duncanville) in the Spring and Fall.
- Provide residents with an environmentally friendly and safe way to dispose of household hazardous waste (HHW) by participating in the Dallas County HHW Program.
- Participate in two public events (National Night Out and Flavor of Duncanville) to educate citizens regarding items to recycle, solid waste collection schedule, and water conservation techniques.
- Continue year-round collection of grease from citizens at the Service Center. Educate residents regarding the proper way to dispose of fats, oils, and grease under the Defending Your Drains program.

UTILITY ENTERPRISE FUNDS

Prior Year Accomplishments in FY 2021-22

- Fall 2021 Operation Clean Duncanville**
Collection Totals = 351 vehicles participated
 - Brush Collected – 40 cubic yds.
 - Bulk Waste Collected – 120 cubic yds.
 - Electronic Waste Collected
 - 2 paper shredding trucks supplied
- Spring 2022 Operation Clean Duncanville**
Collection Totals = 354 vehicles participated

- Brush Collected – 40 cubic yds.
- Bulk Waste Collected – 100 cubic yds.
- Electronic Waste Collected
- 2 paper shredding trucks supplied

- Hazardous Household Waste Collection**
 Total = 482 participating households
 dropped off 49,190 lbs. of hazardous waste.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Fall Operation Clean Duncanville (# Cars)	Rainout	328	351	500
Spring Operation Clean Duncanville (# Cars)	COVID	515	354	500
Household Hazardous Collection (# Cars)	COVID	659	482	500
Dallas County Collection Center (# Cars)	62	76	70	84
Grease Roundup (Gallons)	N/A	150 gallons	127 gallons	150 gallons

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	61,360	63,372	63,372	65,531
72 - SUPPLIES & MATERIALS	1,254	1,608	1,615	408
73 - CONTRACT & PROF SVCS	3,516,863	3,799,724	3,951,520	4,227,791
74 - MAINT & REPAIR SVCS	0	0	0	0
75 - UTILITIES	0	0	0	356
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANSFER TO FUNDS	0	0	0	0
79 - OTHER FINANCING USES	200	250	250	1,450
Grand Total	\$3,579,677	\$3,864,954	\$4,016,757	\$4,295,536

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Administrative Assistant	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0

UTILITY ENTERPRISE FUNDS

LEISURE SERVICES LITTER CONTROL

Program Description

The Litter Control Division's primary responsibility is to significantly reduce litter in the streets, medians, right of ways, parks, facility grounds, & outdoor restrooms. The current litter crew has a team to focus on medians and right of way throughout the City of Duncanville, reaching underserved areas while expanding frequencies of litter pick up in high-volume areas. Greater focus is being placed on maintaining the cleanliness of parks and its amenities such as restrooms, ballfields, playgrounds, and pavilions. The annual litter survey conducted by Keep Duncanville Beautiful documented a slight decrease in 2021 from 2020.

Budget Financial Highlights FY 2022-23

- No significant changes.

Goals in FY 2022-23

- 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 are also likely to wash into local waterways.
- Supplement the solid waste removal contractor when a service gap requires it.



UTILITY ENTERPRISE FUNDS

Accomplishments in FY 2021-22

- Critical in execution of COVID-19 response to sanitation issues in parks.
- Remove illegal dumping piles as notified by residents.
- Assist in filling the gaps in customer service from the solid waste removal contractor.



<i>KEY INDICATORS</i>	<i>FY 19-20 ACTUAL</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ESTIMATE</i>	<i>FY 22-23 TARGET</i>
Litter index	1.82	1.75	1.80	1.75
Parks serviced	17	17	17	17
Square miles serviced	11.2	11.2	11.2	11.2

<i>EXPENDITURE SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
60 - SALARY AND BENEFITS	187,684	210,921	211,121	218,361
72 - SUPPLIES & MATERIALS	11,512	15,760	18,730	15,635
73 - CONTRACT & PROF SVCS	3,056	3,056	3,056	3,056
74 - MAINT & REPAIR SVCS	5,709	6,000	6,000	6,000
76 - CAPITAL OUTLAY	0	0	0	0
78 - TRANS TO OTHR FUNDS	7,606	10,623	10,623	10,623
79 - OTHR EXP/FINANCE USE	0	0	0	0
Grand Total	\$215,567	\$246,360	\$249,530	\$253,675

<i>PERSONNEL SUMMARY</i>	<i>FY 20-21 ACTUAL</i>	<i>FY 21-22 ADOPTED</i>	<i>FY 21-22 REVISED</i>	<i>FY 22-23 ADOPTED</i>
Litter Control Maintenance	4.0	4.0	4.0	4.0
TOTAL	4.0	4.0	4.0	4.0



Duncanville
City of Champions

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DRAINAGE FUNDS

015 - DRAINAGE FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	(102)	0	0	(200)
57 - CHARGES FOR SERVICES	(806,188)	(831,000)	(801,000)	(780,000)
59 - OTHER SOURCES	0	(10,000)	0	0
Revenue Total	(806,290)	(841,000)	(801,000)	(780,200)
Expense				
60 - SALARY AND BENEFITS	123,771	240,151	107,029	133,878
72 - SUPPLIES & MATERIALS	4,588	18,376	20,376	19,508
73 - CONTRACT & PROF SVCS	99,552	441,859	136,386	138,669
74 - MAINT & REPAIR SVCS	5,023	6,900	6,900	8,000
75 - UTILITIES	140	168	168	168
76 - CAPITAL OUTLAY	494,636	1,222,000	424,325	1,427,147
78 - TRANSFER TO FUNDS	0	0	0	0
79 - OTHER FINANCING USES	8,446	3,760	3,715	5,060
Expense Total	736,155	1,933,214	698,898	1,732,430
Revenues (Over)/Under Expenditures	(70,135)	1,092,214	(102,102)	952,230
BEGINNING FUND BALANCE		(\$1,125,667)	(\$1,125,667)	(\$1,227,769)
ENDING FUND BALANCE		(\$33,453)	(\$1,227,769)	(\$275,539)

DRAINAGE FUND

PUBLIC WORKS 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), upkeeps the City's participation in the National Flood Insurance Program (NFIP) through the annual assessment of the Community Rating System (CRS), 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). The day-to-day activities of Drainage Operations, including contracted street sweeping services, are managed by the Street Superintendent.



Budget Financial Highlights FY 2022-23

- \$85,976.54 - Street Sweeping.

Goals in FY 2022-23

- Implement Best Management Practices as described in City's Phase II NPDES MS4 stormwater permitting requirements:
 - Distribute educational material on 2 topics and reach 2 target audiences.
 - Respond to 100% of Stormwater Quality Reporting by the Public.
 - Provide 2 Public Involvement Opportunities.
 - Update Stormwater Maps with outfalls and infrastructure within 12 months of installation.
 - Respond to 100% of spills within 2 business days.
 - Refer failing septic systems to jurisdictional authority within 1 business day.
 - Review 100% of submitted plans
 - Conduct follow-up actions within 10 business days for construction site stormwater violations.
 - Annually inspect City-owned water quality structural controls and obtain maintenance agreements for 100% of new privately owned structural controls.
 - Investigate stormwater quality reports for contracted maintenance activities within 5 business days.
 - Track metrics on 100% of Municipal Operations and Maintenance Activities impacting stormwater quality.
 - Annually inspect pollution prevention measures at City-owned facilities.
 - Track the estimated annual tonnage of waste material disposed of.
 - Annually train staff with responsibilities relating to activities with potential stormwater quality impacts.

DRAINAGE FUND

- Document changes to the stormwater ordinance. Implement required activities for the annual Community Rating System recertification
 - Maintain 100% of floodplain documents for new developments
 - Provide basic flood information to 100% of inquirers.
 - Send a floodplain information letter to 100% of owners with properties in the floodplain.
 - Annually update the online floodplain map
- 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 as needed

Accomplishments in FY 2021-22

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

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Community Rating System (CRS) Recertification	Yes	Yes	Yes	Yes
Obtain Annual Municipal Separate Storm Sewer (MS4) Stormwater Permit	Yes	Yes	Yes	Yes
Street Sweeping (Curb Miles)	2,298	2,298	2,298	2,298
EXPENDITURE SUMMARY – Drainage Administration	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	123,771	240,151	107,029	133,878
72 - SUPPLIES & MATERIALS	4,588	18,376	20,376	19,508
73 - CONTRACT & PROF SVCS	77,443	130,341	130,386	138,669
74 - MAINT & REPAIR SVCS	5,023	6,900	6,900	8,000
75 - UTILITIES	140	168	168	168
76 - CAPITAL OUTLAY	0	2,000	0	2,000
79 - OTHER FINANCING USES	739	3,760	3,715	5,060
Grand Total	\$211,703	\$401,696	\$268,573	\$307,283
PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Engineering Manager*	0.5	0.5	0.5	0.0
Engineer-in-Training*	0.0	0.5	0.5	0.0
Crew Leader	1.0	1.0	1.0	1.0
Maintenance	1.0	1.0	1.0	1.0
Skilled Maintenance	1.0	1.0	1.0	1.0
TOTAL	3.5	4.0	4.0	3.0

* Positions were split 50/50 between Utilities and Drainage Funds. In FY 2023 positions moved to Utilities Administration at 100%..

DRAINAGE FUND

Drainage CIP Identified FY 2023-2027

FY 2022-23	\$2,021,461
Design Alley @ Cherry Street – Phase 2	\$5,500
Construction – Swan Ridge, Cedar Hill to Birdwood	222,103
Construction – Alley @ E. Cherry Street Phase 1	106,970
Construction Retaining Wall @ Swan Ridge / Ten Mile Creek	1,686,888

Note: \$500,000 cut from FY2023 CIP budget. Fund balance cannot sustain project costs.

FY 2023-24	\$750,000
H & H Study – Main St. to Alexander – FEMA Map Update	\$50,000
Design – Drainage Infrastructure Assessment – Horne Branch Basin	100,000
Design – Drainage @ Peach Street (future est \$1.2 Million Construct)	180,000
Design + Construction – Drainage Easement Ida Vista	150,000
Const - Drainage @ Lakeside Park Culvert/Bridge	200,000
Const - Alley @ Cherry Ph 2, E Center to Alexander	120,000

FY 2024-25	\$0
None	

FY 2025-26	\$4,000
Design – Alley – Wishing Song	4,000

FY 2026-27	\$1,230,000
Construction – Alley – Wishing Song	25,000
Design – Alley – Cliffwood-Ridgecrest	5,000
Construction – Peach St.	1,200,000

HOTEL/MOTEL FUND

010 - HOTEL TAX FUND ADOPTED BUDGET - FY 2022-2023

Row Labels	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
51 - SALES & OTHR TAXES	(848,912)	(734,310)	(881,000)	(891,000)
55 - INTEREST	(106)	(240)	-	(500)
59 - OTHER SOURCES	-	-	-	-
Revenue Total	(849,018)	(734,550)	(881,000)	(891,500)
Expense				
60 - SALARY AND BENEFITS	27,663	35,924	37,639	84,090
72 - SUPPLIES & MATERIALS	110	4,650	4,650	5,150
73 - CONTRACT & PROF SVCS	279,040	641,161	641,161	703,821
78 - TRANS TO OTHR FUNDS	56,637	55,091	55,091	31,268
79 - OTHR EXP/FINANCE USE	-	2,995	2,995	3,795
Expense Total	363,449	739,821	741,536	828,124
Revenues (Over)/Under Expenditure	(485,569)	5,271	(139,464)	(63,376)
BEGINNING FUND BALANCE		(2,731,477)	(2,731,477)	(2,870,941)
ENDING FUND BALANCE		(2,726,206)	(2,870,941)	(2,934,317)

HOTEL/MOTEL FUND

DEVELOPMENT SERVICES CONVENTION AND VISITORS' BUREAU

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.



Pictured: Duncan Switch, a vendor event held every 3rd Saturday on Main Street.

Budget Financial Highlights FY 2022-23

- \$85,000 for Hoopfest; a premier, nationally-recognized, high school basketball showcase.
- \$15,000 for Main Street Revitalization.
- \$60,000 for Parks & Recreation Special Events.
- Special Events Planner position.

Goals in FY 2022-23

- Utilize the Hotel Occupancy Tax (HOT) grant incentive to market major events in Duncanville to increase event attendance and Duncanville hotel use.
- Utilization of social media and traditional marketing to promote Duncanville Hotels and Restaurants for major events.
- Procure marketing materials to promote the City at external business events and trade shows.
- Create asset videos and print publications to market the City and promote tourism.
- Fill the Special Event Planner position to expand the entertainment options in the City by collaborating with local and regional event operators.

HOTEL/MOTEL FUND

Accomplishments in FY 2021-22

- Awarded \$30,000 in Hotel Occupancy Tax grants to promote the arts through the Duncanville Community Theatre.
- Awarded \$45,000 in Hotel Occupancy Tax grant incentives for the Great American Shootout event in calendar year 2021.
- Awarded \$42,000 in Hotel Occupancy Tax grant incentives for the Sandra Meadows Classic girls basketball event.



Pictured: Great American Shootout (GASO), a nationally competitive basketball camp held

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Hotel Occupancy Grants rewarded to market events to increase tourism.	5	5	7	5
Assemble marketing and merchandise packages for promotion of Duncanville at external business events	New	35	60	35

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	27,775	35,924	37,639	84,090
72 - SUPPLIES & MATERIALS	110	4,650	4,650	5,150
73 - CONTRACT & PROF SVCS	279,040	641,161	641,161	703,821
79 - OTHR EXP/FINANCE USE	0	2,995	2,995	3,795
Grand Total	\$306,925	\$684,730	\$686,445	\$796,856

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Economic Development Manager *	0.15	0.15	0.15	0.0
Managing Director of Development Services *	0.15	0.15	0.15	0.0
Special Events Planner	0.00	0.00	0.00	1.0
TOTAL	0.30	0.30	0.30	1.0

* Positions formerly split between HOT Funds and Economic Development. FY 2023 are 100% in Economic Development.



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ECONOMIC DEVELOPMENT FUND

012 - ECONOMIC DEVELOPMENT ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
51 - SALES & OTHER TAXES	(2,946,395)	(2,779,174)	(3,079,326)	(3,151,139)
55 - INTEREST	(463)	(2,000)	(2,000)	0
Revenue Total	(2,946,859)	(2,781,174)	(3,081,326)	(3,151,139)
Expense				
60 - SALARY AND BENEFITS	181,038	395,007	406,026	454,555
72 - SUPPLIES & MATERIALS	30,378	63,748	64,348	73,728
73 - CONTRACT & PROF SVCS	35,878	225,474	224,437	300,913
74 - MAINT & REPAIR SVCS	50,496	67,600	67,600	67,600
75 - UTILITIES	14,781	21,100	21,100	21,100
76 - CAPITAL OUTLAY	0	77,000	77,000	0
77 - DEBT SERVICES	487,546	0	0	0
78 - TRANSFER TO FUNDS	631,018	653,336	653,336	612,793
79 - OTHER FINANCING USES	210,618	327,617	1,839,617	2,254,639
Expense Total	1,641,754	1,830,881	3,353,464	3,785,328
Revenues (Over)/Under Expenditures	(1,305,104)	(950,293)	272,138	634,189

BEGINNING FUND BALANCE	(\$5,013,636)	(\$5,013,636)	(\$4,741,498)
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ENDING FUND BALANCE	(\$5,963,929)	(\$4,741,498)	(\$4,107,309)
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ECONOMIC DEVELOPMENT FUND

DEVELOPMENT SERVICES

ECONOMIC DEVELOPMENT ADMINISTRATION

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 annual strategic plan. 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. Economic Development entails activities associated with the retention and expansion of current businesses, recruitment and attraction of new businesses, and tourism.

Budget Financial Highlights FY 2022-23

- \$1,500,000 for the redevelopment and revitalization of the retail centers across Duncanville.
- \$400,000 allocated for incentives and grants to enhance and improve the beauty and aesthetic of Duncanville through paving, signage, paint, façade, and landscaping.
- \$25,000 allocated for the Neighborhood Revitalization program to match neighborhood funds to enhance their landscaping and entryway signage.

Goals in FY 2022-23

- Focus on the beautification and development of Main Street and Downtown as a regional destination.
- Analyze current Comprehensive Plan “Opportunity Zones” and create action plans for redevelopment. Identify future areas for redevelopment and revitalization. Proactive outreach to new and existing businesses to promote DCEDC incentive programs.
- Beautification of Duncanville’s Gateway corridors. Beautification of Duncanville businesses through facade, signage, paving, paint, and landscape incentives.
- Engage the Chamber of Commerce, Best Southwest Partnership, North Central Texas Council of Governments, and other regional/state groups to collaborate on regional economic development efforts.
- Expand and promote the social media presence of the DCEDC. Create asset videos and print publications to market the City and economic opportunities.

Accomplishments in FY 2021-22

- \$2,000,000 for the redevelopment of the retail center located 402 E. Wheatland Road, commonly known as, Wheatland Plaza.
- 41 American Rescue Plan Act (ARPA) grants totaling \$456,250 were approved for disbursement to qualified Duncanville small businesses that were negatively impacted by COVID-19.

ECONOMIC DEVELOPMENT FUND

- The Duncanville Community and Economic Development Corporation (DCEDC) and City Council adopted a revised incentive and grant guidelines policy.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Recruitment of New Restaurants and Lounges for Main Street / Downtown Revitalization (New metric for FY23: Recruit restaurants, food trucks, and special events to attract regional tourism to Duncanville.)	New	5	10	5
Business outreach to utilize and promote the Façade and Architectural Improvement / Signage / Design / Paint / Landscape / Paving incentive programs (New Metric for FY23: Business outreach to promote incentive and grant programs for the redevelopment of Duncanville businesses.)	New	25	69	25
Implement a new recurring food truck / park event to attract regional consumers (New metric for FY23: Revitalize a major retail center or underutilized properties to promote adaptive reuse and redevelopment.)	New	1	2	1
EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	167,028	317,932	328,651	372,954
72 - SUPPLIES & MATERIALS	19,148	49,545	50,145	59,525
73 - CONTRACT & PROF SVCS	32,933	222,464	221,427	297,868
75 - UTILITIES	0	100	100	100
76 - CAPITAL OUTLAY	0	47,000	47,000	0
78 - TRANSFER TO FUNDS	976	1,220	1,220	1,220
79 - OTHER FINANCING USES	209,770	322,328	1,834,328	2,249,350
Grand Total	\$429,856	\$960,589	\$2,482,872	\$2,981,017
PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Communications and Marketing Admin (80%GF) *	0.00	0.20	0.00	0.0
Managing Director of Development Services **	0.85	0.85	0.85	1.0
Economic Development Manager**	0.85	0.85	0.85	1.0
Executive Assistant	0.00	1.00	1.00	1.0
Intern	0.50	0.50	0.50	0.5
TOTAL	2.20	3.40	3.20	3.5

* Position moved to 100% General Fund and can be found in Communications and Marketing at 100%.

** Positions were split 85/15 between EDC and Hotel/Motel. FY 2023 they are 100% EDC.

ECONOMIC DEVELOPMENT FUND

LEISURE SERVICES BEAUTIFICATION

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 the funding of beautification of City entries and business districts as well as maintaining the I-20 corridor. This program provides the Horticulture crew with 3 Seasonal Maintenance Workers during the growing months.

The cost center of Beautification has been merged with Keep Duncanville Beautiful. 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.

Budget Financial Highlights FY 2022-23

- No significant changes.

Goals in FY 2022-23

- Beautify and maintain City entries and business districts.
- Maintain I-20 & US 67 corridors.
- Empower Duncanville residents and businesses through education to take responsibility for enhancing their community environment.
- Increase public awareness on the importance of recycling, litter prevention, and damage caused by graffiti.
- Reduce the amount of solid waste created by Duncanville residents.



ECONOMIC DEVELOPMENT FUND

Accomplishments in FY 2021-22

- Won the Governor's Community Achievement Award for Category 6.
- Recognized 10 residential properties with a Curb Appeal Award for beautification.
- Recognized 2 commercial properties with a Business Beautification Award.
- Replace perennials damaged from Winter Storm Uri.
- Increased the number of perennials planted per bed while minimizing plant replacements.

KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Number of seasonal bed changes achieved	2	2	2	2
Number of city entry sign planter beds including I-20 beds maintained	11	11	11	11
Amount of Trash/Waste Collected at Annual Cleanups	43 tons	45 tons	21 tons	50 tons
Percent of Waste Stream Reduction Due to Recycling/Brush	9.6	7.1	8.2	9.5
Business Beautification Award - Awarded quarterly to commercial	4	2	2	4
Curb Appeal Award - One residential property per district per quarter	20	10	10	20

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	14,010	77,074	77,374	81,601
72 - SUPPLIES & MATERIALS	11,231	14,203	14,203	14,203
73 - CONTRACT & PROF SVCS	2,945	3,010	3,010	3,045
74 - MAINT & REPAIR SVCS	50,496	67,600	67,600	67,600
75 - UTILITIES	14,781	21,000	21,000	21,000
76 - CAPITAL OUTLAY	0	30,000	30,000	0
78 - TRANS TO OTHR FUNDS	0	2,571	2,571	3,806
79 - OTHR EXP/FINANCE USE	848	5,289	5,289	5,289
Grand Total	\$94,311	\$220,747	\$221,047	\$196,544

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Seasonal Maintenance (FTE)	0.3	1.8	0.8	1.0
Skilled Maintenance	0.0	1.0	1.0	1.0
TOTAL	0.3	2.8	1.8	2.0



Duncanville
City of Champions

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FIELDHOUSE FUND

456 - FIELDHOUSE FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
53 - FINES & FEES	0	0	0	0
57 - CHARGES FOR SERVICES	(1,066,957)	(1,206,500)	(1,271,750)	(1,365,450)
58 - TRANSFER FROM FUNDS	(537,800)	(538,475)	(538,475)	(533,775)
59 - OTHER SOURCES	(110,276)	(140,000)	(130,000)	(132,750)
Revenue Total	(1,715,033)	(1,884,975)	(1,940,225)	(2,031,975)
Expense				
60 - SALARY AND BENEFITS	446,637	600,436	528,366	561,799
72 - SUPPLIES & MATERIALS	156,998	195,276	261,750	269,651
73 - CONTRACT & PROF SVCS	333,242	359,483	402,953	413,689
74 - MAINT & REPAIR SVCS	25,819	69,634	77,713	51,702
75 - UTILITIES	120,403	107,000	111,704	117,364
76 - CAPITAL OUTLAY	296,655	6,000	6,000	0
77 - DEBT SERVICES	24,766	538,975	538,975	538,975
78 - TRANSFER TO FUNDS	4,096	3,900	3,900	3,900
79 - OTHER FINANCING USES	1,319	2,500	2,500	2,500
Expense Total	1,409,935	1,883,204	1,933,861	1,959,580
Revenues (Over)/Under Expenditures	(305,099)	(1,771)	(6,364)	(72,395)
BEGINNING FUND BALANCE		\$1,408,816	\$1,408,816	\$1,402,452
ENDING FUND BALANCE		\$1,407,045	\$1,402,452	\$1,330,056

FIELDHOUSE FUND

LEISURE SERVICES 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 by offering exceptional customer service and amazing spaces within our venue for public and private events. We also team with local fitness entrepreneurs to bring fresh exercise experiences & youth leaders to offer the best in Summer Camp programming.

Budget Financial Highlights FY 2022-23

- Complete improvements to the Outdoor Patio Area for an additional rental space.
- Addition of Greatness Only Apparel as our Merchandise Partner to sell & promote FH & GO Apparel.
- Focus on new partnerships, sponsorships, and court and/or suite rentals.

Goals in FY 2022-23

- Upgrade all existing Grill Dining Room cooking & serving equipment.
- Replace the existing HVAC System with an efficient Dehumidifying HVAC system.
- Increase efforts to promote Duncanville businesses by working with owners and the Duncanville Chamber of Commerce.



FIELDHOUSE FUND

Accomplishments in FY 2021-22

- Addition of shot clocks & 3-point lines to all 3 of the green courts.
- Installation of a Public Address system in the Fieldhouse.
- Addition of 3 new tenants & sponsors - Wildcats Basketball, Cryo Plus Wellness Center, and C-JAG Zumba.



KEY INDICATORS	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ESTIMATE	FY 22-23 TARGET
Number of Contracted Annual Events	85	51	90	100
Number of Annual Guests	469,049	287,821	400,000	500,000
Number of Summer Camp Registrations	423	0	375	425
Total Camp Revenue	\$229,461	\$0	\$155,760	\$230,000

EXPENDITURE SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
60 - SALARY AND BENEFITS	446,637	600,436	528,366	561,799
72 - SUPPLIES & MATERIALS	156,998	195,276	261,750	269,651
73 - CONTRACT & PROF SVCS	333,242	359,483	402,953	413,689
74 - MAINT & REPAIR SVCS	25,819	69,634	77,713	51,702
75 - UTILITIES	120,403	107,000	111,704	117,364
76 - CAPITAL OUTLAY	296,655	6,000	6,000	0
77 - DEBT SERVICES	24,766	538,975	538,975	538,975
78 - TRANS TO OTHR FUNDS	4,096	3,900	3,900	3,900
79 - OTHR EXP/FINANCE USE	1,319	2,500	2,500	2,500
Grand Total	\$1,409,935	\$1,883,204	\$1,933,861	\$1,959,580

PERSONNEL SUMMARY	FY 20-21 ACTUAL	FY 21-22 ADOPTED	FY 21-22 REVISED	FY 22-23 ADOPTED
Fieldhouse Administrative Manager	1.0	1.0	1.0	1.0
Fieldhouse General Manager	1.0	1.0	1.0	1.0
Fieldhouse Operations Manager	1.0	1.0	1.0	1.0
Fieldhouse Attendants (FTEs)	8.4	12.0	9.0	9.0
Marketing Specialist	0.0	0.0	0.5	0.5
TOTAL	11.4	15.0	12.5	12.5



Duncanville
City of Champions

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OTHER SPECIAL REVENUE FUNDS

008 - COMPREHENSIVE SELF INSURANCE ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	(299)	(1,000)	-	(500)
59 - OTHER SOURCES	(467,629)	(467,629)	(467,629)	(467,629)
Revenue Total	(467,928)	(468,629)	(467,629)	(468,129)
Expense				
60 - SALARY AND BENEFITS	192,987	150,000	200,000	200,000
73 - CONTRACT & PROF SVCS	401,851	401,200	440,000	511,200
Expense Total	594,838	551,200	640,000	711,200
Revenues (Over)/Under Expenditures	126,910	82,571	172,371	243,071

BEGINNING FUND BALANCE	(762,926)	(762,926)	(590,555)
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ENDING FUND BALANCE	(680,355)	(590,555)	(347,484)
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OTHER SPECIAL REVENUE FUNDS

013 - GRANT

ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
54 - INTERGOV REVENUES	(335,290)	0	(72,000)	(200,000)
56 - FRANCHISE FEE REV	(57,229)	0	0	0
58 - TRANSFER FROM FUNDS	0	0	0	0
59 - OTHER SOURCES	(5,699)	0	0	0
Revenue Total	(398,218)	0	(72,000)	(200,000)
Expense				
60 - SALARY AND BENEFITS	100,301	90,517	90,517	0
72 - SUPPLIES & MATERIALS	42,938	31,716	64,716	11,997
73 - CONTRACT & PROF SVCS	154,307	201,000	201,000	200,000
74 - MAINT & REPAIR SVCS	0	1,700	1,700	0
75 - UTILITIES	3,190	3,500	3,500	3,500
76 - CAPITAL OUTLAY	0	15,272	60,752	0
78 - TRANSFER TO FUNDS	0	0	0	0
79 - OTHER FINANCING USES	4,891	8,454	8,454	4,775
Expense Total	305,627	352,160	430,639	220,273
Revenues (Over)/Under Expenditures	(92,591)	352,160	358,639	20,273

BEGINNING FUND BALANCE	(\$306,892)	(\$306,892)	\$51,747
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ENDING FUND BALANCE	\$45,268	\$51,747	\$72,020
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OTHER SPECIAL REVENUE FUNDS

033 - TAX INCREMENT FINANCING FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
58 - TRANSFER FROM FUNDS	(95,612)	(75,575)	(75,575)	(96,958)
Revenue Total	(95,612)	(75,575)	(75,575)	(96,958)
Expense				
72 - SUPPLIES & MATERIALS	0	200	200	200
73 - CONTRACT & PROF SVCS	0	2,550	2,550	2,550
76 - CAPITAL OUTLAY	0	0	0	79,500
Expense Total	0	2,750	2,750	82,250
Revenues (Over)/Under Expenditures	(95,612)	(72,825)	(72,825)	(14,708)
BEGINNING FUND BALANCE		(\$353,279)	(\$353,279)	(\$426,104)
ENDING FUND BALANCE		(\$426,104)	(\$426,104)	(\$440,812)

OTHER SPECIAL REVENUE FUNDS

050 - POLICE FORFEITURE/SEIZURE FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
54 - INTERGOVERNMENTAL	(88,761)	(36,800)	(36,800)	(36,800)
58 - TRANS FROM OTHR FUND	-	-	-	-
59 - OTHER SOURCES	-	-	-	-
Revenue Total	(88,761)	(36,800)	(36,800)	(36,800)
Expense				
72 - SUPPLIES & MATERIALS	6,454	5,200	5,200	5,200
73 - CONTRACT & PROF SVCS	88,893	98,760	161,974	136,269
74 - MAINT & REPAIR SVCS	-	3,800	3,800	-
75 - UTILITIES	3,452	5,526	5,526	-
76 - CAPITAL OUTLAY	-	-	56,400	-
79 - OTHR EXP/FINANCE USE	1,251	3,698	3,698	-
Expense Total	100,051	116,984	236,598	141,469
Revenues (Over)/Under Expenditures	11,290	80,184	199,798	104,669
BEGINNING FUND BALANCE		(361,560)	(361,560)	(161,762)
ENDING FUND BALANCE		(281,376)	(161,762)	(57,093)

OTHER SPECIAL REVENUE FUNDS

225 - COURT SECURITY FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
53 - FINES & FEES	(10,264)	(10,000)	(8,600)	(9,500)
55 - INTEREST	(428)	(2,000)	-	(500)
Revenue Total	(10,691)	(12,000)	(8,600)	(10,000)
Expense				
60 - SALARY AND BENEFITS	-	5,999	5,999	-
72 - SUPPLIES & MATERIALS	1,017	-	5,162	-
73 - CONTRACT & PROF SVCS	-	-	-	-
76 - CAPITAL OUTLAY	-	24,367	-	-
Expense Total	1,017	30,366	11,160	-
Revenues (Over)/Under Expenditures	(9,674)	18,366	2,560	(10,000)
BEGINNING FUND BALANCE		(47,422)	(47,422)	(44,862)
ENDING FUND BALANCE		(29,056)	(44,862)	(54,862)

OTHER SPECIAL REVENUE FUNDS

230 - JUVENILE CASE MANAGER FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
53 - FINES & FEES	(12,003)	(18,000)	(10,000)	(12,000)
55 - INTEREST	(183)	(1,500)	-	(200)
Revenue Total	(12,185)	(19,500)	(10,000)	(12,200)
Expense				
60 - SALARY AND BENEFITS	24,583	25,259	25,259	-
72 - SUPPLIES & MATERIALS	13	250	250	250
73 - CONTRACT & PROF SVCS	67	150	150	75
78 - TRANS TO OTHR FUNDS	-	-	-	10,000
79 - OTHR EXP/FINANCE USE	100	450	550	650
Expense Total	24,762	26,109	26,209	10,975
Revenues (Over)/Under Expenditures	12,577	6,609	16,209	(1,225)
BEGINNING FUND BALANCE		(16,943)	(16,943)	(734)
ENDING FUND BALANCE		(10,334)	(734)	(1,959)

OTHER SPECIAL REVENUE FUNDS

235 - COURT TECHNOLOGY ADOPTED BUDGET - FY 2022-2023

Row Labels	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
53 - FINES & FEES	(9,261)	(12,000)	(7,500)	(12,000)
55 - INTEREST	(196)	-	-	(500)
Revenue Total	(9,456)	(12,000)	(7,500)	(12,500)
Expense				
72 - SUPPLIES & MATERIALS	8,016	-	-	-
73 - CONTRACT & PROF SVCS	-	-	-	-
74 - MAINT & REPAIR SVCS	-	970	-	-
Expense Total	8,016	970	-	-
Revenues (Over)/Under Expenditures	(1,440)	(11,030)	(7,500)	(12,500)
BEGINNING FUND BALANCE		(35,006)	(35,006)	(42,506)
ENDING FUND BALANCE		(46,036)	(42,506)	(55,006)

OTHER SPECIAL REVENUE FUNDS

757 - EMERGENCY/ DISASTER RELIEF ADOPTED BUDGET - FY 2022-2023

Row Labels	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
54 - INTERGOVERNMENTAL	(1,258,229)	-	-	-
58 - TRANS FROM OTHR FUND	-	-	-	-
59 - OTHER SOURCES	-	-	-	-
Revenue Total	(1,258,229)	-	-	-
Expense				
60 - SALARY AND BENEFITS	148,557	-	-	-
72 - SUPPLIES & MATERIALS	1,105,266	-	-	-
73 - CONTRACT & PROF SVCS	103,955	-	-	-
76 - CAPITAL OUTLAY	33,900	-	-	-
78 - TRANS TO OTHR FUNDS	-	-	-	-
79 - OTHR EXP/FINANCE USE	5,629	-	-	-
Expense Total	1,397,308	-	-	-
Revenues (Over)/Under Expenditures	139,079	-	-	-
BEGINNING FUND BALANCE		139,076	139,076	139,076
ENDING FUND BALANCE		139,076	139,076	139,076

OTHER SPECIAL REVENUE FUNDS

758 - AMERICAN RESCUE PLAN ADOPTED BUDGET - FY 2022-2023

Row Labels	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21- 22	ADOPTED BUDGET FY 22-23
Revenue				
54 - INTERGOV REVENUES	0	-	(4,800,000)	(5,052,801)
55 - INTEREST	-	-	-	(3,000)
58 - TRANSFER FROM FUNDS	-	-	-	-
Revenue Total	0	-	(4,800,000)	(5,055,801)
Expense				
60 - SALARY AND BENEFITS	-	-	1,231,670	-
72 - SUPPLIES & MATERIALS	-	-	343,062	831,729
73 - CONTRACT & PROF SVCS	-	-	121,352	144,300
76 - CAPITAL OUTLAY	-	-	2,333,916	2,921,338
78 - TRANSFER TO FUNDS	-	-	-	-
79 - OTHER FINANCING USES	-	-	770,000	70,000
Expense Total	-	-	4,800,000	3,967,367
Revenues (Over)/Under Expenditures	0	-	-	(1,088,434)
BEGINNING FUND BALANCE				
		-	-	-
ENDING FUND BALANCE				
		-	-	(1,088,434)

OTHER SPECIAL REVENUE FUNDS



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DEBT SERVICE

005 - DEBT SERVICE FUND ADOPTED BUDGET - FY 2022-2023

Row Labels	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
50 - PROPERTY TAXES	(1,469,429)	(1,410,157)	(1,410,157)	(856,829)
55 - INTEREST	(314)	(500)	-	(500)
Revenue Total	(1,469,743)	(1,410,657)	(1,410,157)	(857,329)
Expense				
77 - DEBT SERVICES	1,484,131	1,482,357	1,482,357	1,484,600
78 - TRANS TO OTHR FUNDS	-	0	-	-
Expense Total	1,484,131	1,482,357	1,482,357	1,484,600
Revenues (Over)/Under Expenditures	14,388	71,700	72,200	627,271
BEGINNING FUND BALANCE		(1,385,475)	(1,385,475)	(1,313,275)
ENDING FUND BALANCE		(1,313,775)	(1,313,275)	(686,004)

DEBT SERVICE

CITY OF DUNCANVILLE GENERAL OBLIGATION BONDS

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

DEBT SERVICE SUMMARY 2022-23 BUDGET

SERIES	OUTSTANDING October 1, 2022	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
GO Bonds, Series 2019	\$18,920,000.00	\$795,000.00	\$688,006.26	\$1,483,006.26
TOTAL	\$18,920,000.00	\$795,000.00	\$688,006.26	\$1,483,006.26

SCHEDULE OF REQUIREMENTS 2022-23 BUDGET GENERAL OBLIGATION BONDS, SERIES 2019

MATURITY	FISCAL YEAR TOTAL	PRINCIPAL	INTEREST	TOTAL
15-Feb-23		795,000.00	353,940.63	1,148,940.63
15-Aug-23	\$1,483,006.26		334,065.63	334,065.63
15-Feb-24		825,000.00	334,065.63	1,159,065.63
15-Aug-24	\$1,480,756.26		321,690.63	321,690.63
15-Feb-25		855,000.00	321,690.63	1,176,690.63
15-Aug-25	\$1,485,556.26		308,865.63	308,865.63
15-Feb-26		890,000.00	308,865.63	1,198,865.63
15-Aug-26	\$1,485,481.26		286,615.63	286,615.63
15-Feb-27		935,000.00	286,615.63	1,221,615.63
15-Aug-27	\$1,484,856.26		263,240.63	263,240.63
15-Feb-28		980,000.00	263,240.63	1,243,240.63
15-Aug-28	\$1,481,981.26		238,740.63	238,740.63
15-Feb-29		1,030,000.00	238,740.63	1,268,740.63
15-Aug-29	\$1,481,731.26		212,990.63	212,990.63
15-Feb-30		1,080,000.00	212,990.63	1,292,990.63
15-Aug-30	\$1,484,381.26		191,390.63	191,390.63
15-Feb-31		1,120,000.00	191,390.63	1,311,390.63
15-Aug-31	\$1,480,381.26		168,990.63	168,990.63
15-Feb-32		1,160,000.00	168,990.63	1,328,990.63
15-Aug-32	\$1,480,581.26		151,590.63	151,590.63
15-Feb-33		1,200,000.00	151,590.63	1,351,590.63
15-Aug-33	\$1,485,181.26		133,590.63	133,590.63
15-Feb-34		1,235,000.00	133,590.63	1,368,590.63
15-Aug-34	\$1,482,884.38		114,293.75	114,293.75
15-Feb-35		1,275,000.00	114,293.75	1,389,293.75
15-Aug-35	\$1,482,868.75		93,575.00	93,575.00
15-Feb-36		1,315,000.00	93,575.00	1,408,575.00
15-Aug-36	\$1,480,781.25		72,206.25	72,206.25
15-Feb-37		1,360,000.00	72,206.25	1,432,206.25
15-Aug-37	\$1,481,462.50		49,256.25	49,256.25
15-Feb-38		1,410,000.00	49,256.25	1,459,256.25
15-Aug-38	\$1,484,718.75		25,462.50	25,462.50
15-Feb-39		1,455,000.00	25,462.50	1,480,462.50
	\$1,480,462.50			0.00
TOTAL		\$18,920,000.00	\$6,287,071.99	\$25,207,071.99

DEBT SERVICE

CITY OF DUNCANVILLE
DUNCANVILLE FIELDHOUSE FUND
 DEBT SERVICE SUMMARY
 2022-23 BUDGET

SERIES	OUTSTANDING October 1, 2022	CURRENT REQUIREMENTS		TOTAL
		PRINCIPAL	INTEREST	
GO Refunding Bonds, Series 2016	\$1,540,000.00	\$495,000.00	\$38,775.00	\$533,775.00
TOTAL	\$1,540,000.00	\$495,000.00	\$38,775.00	\$533,775.00

SCHEDULE OF REQUIREMENTS
 2022-23 BUDGET
 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016
 US Bank Corporate Trust Account 230410000

MATURITY	FISCAL YEAR TOTAL	PRINCIPAL	INTEREST	TOTAL
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
TOTAL		\$1,540,000.00	\$70,350.00	\$1,610,350.00

Fieldhouse Debt is not paid from the Debt Service Fund but is included here in this section. Economic Development Fund grants the Fieldhouse funds to pay its debt.



Duncanville
City of Champions

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CAPITAL IMPROVEMENT FUNDS

CAPITAL IMPROVEMENT PROJECTS

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 a one-time project fund or bond funds. Additionally, the Fleet Replacement Fund is included in this section since vehicles and equipment are capital purchases.

- Fleet/Equipment Replacement Fund 016 and Fund 415.
- IT Replacement Fund 032 and Fund 410.
- Street CIP Fund 020, including FY 2023-2028 Identified Projects.
- Alley CIP Fund 025, including FY 2023-2028 Identified Projects.
- Parks CIP Fund 024, including FY 2023-2028 Identified Projects.
- Capital Improvement Projects Fund 026

CAPITAL IMPROVEMENT FUNDS

401 - FURNITURE REPLACEMENT FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	-	-	-	
58 - TRANS FROM OTHR FUND	-	-	-	(60,000)
59 - OTHER SOURCES	-	-	-	
Revenue Total	-	-	-	(60,000)
Expense				
76 - CAPITAL OUTLAY	-	-	-	60,000
Expense Total	-	-	-	60,000
Revenues (Over)/Under Expenditures	-	-	-	-
BEGINNING FUND BALANCE			-	-
ENDING FUND BALANCE			-	-

CAPITAL IMPROVEMENT FUNDS

410-IT REPAIR/REPLACEMENT FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
58 - TRANS FROM OTHR FUND	-	-	(121,163)	
59 - OTHER SOURCES	(127,472)	(152,033)	(264,833)	(152,493)
Revenue Total	(127,472)	(152,033)	(385,996)	(152,493)
Expense				
72 - SUPPLIES & MATERIALS	168,406	129,800	229,800	143,200
76 - CAPITAL OUTLAY	-	-	-	
Expense Total	168,406	129,800	229,800	143,200
Revenues (Over)/Under Expenditures	40,934	(22,233)	(156,196)	(9,293)
BEGINNING FUND BALANCE		(105,801)	(105,801)	(261,997)
ENDING FUND BALANCE		(128,034)	(261,997)	(271,290)

The IT Replacement fund is funded by contributions for replacements of computers and repairs. It is determined by the number of items and timing of replacements. Projected replacement cost in FY 2023 - \$143,200.

CAPITAL IMPROVEMENT FUNDS

415 - FLEET/EQUIP REPLACEMENT FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	(2,578)	(2,800)	(2,800)	(1,000)
58 - TRANSFER FROM FUNDS	0	0	(11,000)	
59 - OTHER SOURCES	(638,211)	(890,909)	(890,909)	(1,003,927)
Revenue Total	(640,790)	(893,709)	(904,709)	(1,004,927)
Expense				
76 - CAPITAL OUTLAY	2,007,972	2,161,838	2,003,213	913,927
Expense Total	2,007,972	2,161,838	2,003,213	913,927
Revenues (Over)/Under Expenditures	1,367,182	1,268,129	1,098,504	(91,000)
BEGINNING FUND BALANCE		(\$2,110,810)	(\$2,110,810)	(\$1,012,306)
ENDING FUND BALANCE		(\$842,681)	(\$1,012,306)	(\$1,103,306)

Funding for the Fleet Replacement Fund comes from department contributions. The calculation is based on the useful life of the vehicle or equipment and the future replacement value. This system allows for cash payment at the time of replacement.

Thirteen (13) vehicles are due for replacement in FY 2023.

CAPITAL IMPROVEMENT FUNDS

020 - STREET/ALLEY CIP FUND ADOPTED BUDGET - FY 2022-2023

	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
50 - PROPERTY TAXES	(2,316)	-	-	-
54 - INTERGOV REVENUES	-	(91,000)	(91,000)	(91,000)
55 - INTEREST	-	-	-	-
58 - TRANSFER FROM FUNDS	(265,000)	(1,380,000)	(860,722)	(85,000)
59 - OTHER SOURCES	(935)	-	-	-
Revenue Total	(268,250)	(1,471,000)	(951,722)	(176,000)
Expense				
73 - CONTRACT & PROF SVCS	93,658	88,904	35,747	20,000
76 - CAPITAL OUTLAY	-	912,833	429,019	607,267
Expense Total	93,658	1,001,737	464,766	627,267
Revenues (Over)/Under Expenditures	(174,593)	(469,263)	(486,956)	451,267

BEGINNING FUND BALANCE		(195,748)	(195,747)	(682,703)
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ENDING FUND BALANCE		(665,011)	(682,703)	(231,436)
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CAPITAL IMPROVEMENT FUNDS

Streets & Sidewalk CIP Identified FY2023-2028

FY 2023	\$683,247
Annual TxDot Bridge Assessment	20,000
FY 2023 Sidewalk TBD	20,000
Construct Swan Ridge Dr from Cedar Hill Rd to Bird Wood Cir	337,747
Construct ADA Improvements at E. Davis St. & N. Main St.	46,000
Construct Oriole Blvd ADA Improvements-CDBG funding	259,500

FY 2024	\$227,404
Design - Road @ E. Carr, N. Main to Oriole (B&N)	77,404
Design - Road @ Wintergreen Ph2, Main to Cockrell Hill - Design (TBD)	110,000
Annual TxDot Bridge Assessment	20,000
FY 2023 Sidewalks TBD	20,000

FY 2025	\$1,630,000
Design - Road @ W Red Bird - Hill City to Duncanville Rd	50,000
FY 2025 Sidewalk	20,000
Construction @ East Carr	800,000
Construction @ Beaver Creek	500,000
FY 2025 ADA Sidewalks with CDBG Funding	260,000
FY 2024 ADA Sidewalk – Cockrell Hill Bridge	180,000

Note: \$3,160,000 was previously included in the Streets CIP 5 year plan for Interim Bike Lanes. It has been removed at this time until funding is identified and renewed support from citizens and Council is provided.

CAPITAL IMPROVEMENT FUNDS

024 - PARK CAPITAL IMPROV FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
58 - TRANS FROM OTHR FUND	-	-	(5,220,000)	
59 - OTHER SOURCES	-	-	-	
Revenue Total	-	-	(5,220,000)	
Expense				
76 - CAPITAL OUTLAY	-	-	20,000	5,200,000
Expense Total	-	-	20,000	5,200,000
Revenues (Over)/Under Expenditures	-	-	(5,200,000)	5,200,000

BEGINNING FUND BALANCE	(21,046)	(21,046)	(5,221,046)
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ENDING FUND BALANCE	(21,046)	(5,221,046)	(21,046)
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In FY 2022 a transfer from the fund 026 for bond proceed projects was made to this fund. In FY 2023 the remainder of Parks projects with bond proceeds will be accounted for in this fund.

Project and Bond Proceed Allocation	Life to Date Expenses	Projected Remaining Cost	Total Cost	Status of Project
1. Harrington Park (\$2,900,000)	\$ 163,150	\$ 4,000,000	\$ 4,163,150	FY 2023 Build of Pavillion, Restroom, Concession Stand. Remainder of project to be determined when shortfall of funding is identified.
2. Armstrong (\$2,250,000)	\$ 233,023	\$ 2,600,000	\$ 2,833,023	FY 2023 Build with use of Texas Parks and Wildlife Grant of \$750,000
3. Citywide Trails (\$1,000,000)	\$ 67,278	unknown	\$ 67,278	Trails to be identified.

CAPITAL IMPROVEMENT FUNDS

025 - ALLEY IMPROVEMENT FUND ADOPTED BUDGET - FY 2022-2023

	ACTUAL FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
58 - TRANSFER FROM FUNDS	(150,000)	(150,000)	(150,000)	(150,000)
Revenue Total	(150,000)	(150,000)	(150,000)	(150,000)
Expense				
73 - CONTRACT & PROF SVCS	39,678	28,924	24,444	0
76 - CAPITAL OUTLAY	272,171	201,667	0	279,943
Expense Total	311,849	230,591	24,444	279,943
Revenues (Over)/Under Expenditures	161,849	80,591	(125,556)	129,943
BEGINNING FUND BALANCE		(\$218,837)	(\$218,837)	(\$344,393)
ENDING FUND BALANCE		(\$138,246)	(\$344,393)	(\$214,450)

CAPITAL IMPROVEMENT FUNDS

Alley CIP Identified FY2023-2027

FY 2023	\$277,603
Design Cherry-Center Phase 2 from E Center St to N Alexander Ave	55,500
Construct Cherry-Center Phase 1 from N Alexander Ave to S Cockrell Hill Rd.	222,103

FY 2024	\$250,000
Construct Cherry-Center Phase 2 from E Center St to N Alexander Ave	250,000

FY 2025	\$58,200
Design Wishing Star-Carder from Calder Ave to Lazy River Dr & Starnes-Flamingo from Dawson Dr to Power Dr	58,200

FY 2026	\$250,000
Construct Wishing Star-Carder from Calder Ave to Lazy River Dr & Starnes-Flamingo from Dawson Dr to Power Dr	250,000

FY 2027	\$58,200
Design Ridgecrest-Cliffwood from 726 Ridge Crest Dr to Cliffwood Dr & Cliffwood Ct. to 750 Ridge Crest Dr	58,200

CAPITAL IMPROVEMENT FUNDS

026 - CAPITAL IMPROVEMENT PROJ FUND ADOPTED BUDGET - FY 2022-2023

Revenues and Expenditures	Actuals FY 20-21	Adopted Budget FY 21-22	Revised Budget FY 21-22	ADOPTED BUDGET FY 22-23
Revenue				
55 - INTEREST	(137,255)	(100,000)	(100,000)	(100,000)
59 - OTHER SOURCES	-	-	-	-
Revenue Total	(137,255)	(100,000)	(100,000)	(100,000)
Expense				
73 - CONTRACT & PROF SVCS	263,856	819,953	722,362	25,000
76 - CAPITAL OUTLAY	1,062,075	9,619,148	3,105,071	9,600,000
77 - DEBT SERVICES	-	-	-	-
78 - TRANSFER TO FUNDS	-	-	5,200,000	-
Expense Total	1,325,930	10,439,101	9,027,432	9,625,000
Revenues (Over)/Under Expenditures	1,188,675	10,339,101	8,927,432	9,525,000
BEGINNING FUND BALANCE		(19,771,548)	(19,771,548)	(10,844,116)
ENDING FUND BALANCE		(9,432,447)	(10,844,116)	(1,319,116)

Project and Bond Proceed Allocation	Life to Date Expenses	Projected Remaining Cost	Total Projected Cost	Status of Project
1. Daniieldale US 67 - Street (3,100,000)	\$ 1,483,850	\$ 1,610,455	\$ 3,094,305	Project to conclude in FY 2023 - Winter
2. Cedar Ridge US 67 - Street (\$3,500,000)	\$ -	\$ 3,102,868	\$ 3,102,868	Design Phase started in FY 2022 Summer. Construction projected in FY 2024
4. Fire Station (\$6,000,000)	\$ 1,359,653	\$ 8,271,510	\$ 9,631,163	Construction to start in FY 2023. Strategy for funding offset will be continued discussion with staff and Council. Maximum price (GMP) has been agreed with Contractor.
5. Service Center Renovation (\$2,400,000)	\$ 202,800	\$ 3,072,800	\$ 3,275,600	Project to begin in mid FY 2023. Strategy for funding offset will be continued discussion with staff and Council. Maximum price (GMP) agreement is forthcoming.

APPENDICES

Citizen Budget Input

March 24, 2022

(The number represent the number of constituents that noted this item on their surveys.)

I. Reimagine: High Quality of Life

Dog Parks (9)

- Dog park
- Dog parks, District 1
- Budget for the creation of a dog park on city-owned land at Wheatland & Cedar Ridge

Community Events -- Cultural, Festivals, Arts, Sports (6)

- Duncanville-sponsored sports events such as 5k/10k bike rides
- Annual arts festival
- Variety of community events and promotion
- More cultural events
- Blues-fest in September (see Veracruz)
- Add more large special events for community

Public Safety (4)

- Flock safety cameras
- Public safety
- Address safety concerns
- Increase law enforcement presence at Clark & Danieldale Road
- Police chief of staff
- Second assistant chief of staff
- Additional funding for police patrol vehicles

Ladd Property -- Trail, Farmers Market (4)

- Large farmers' market

Clean Up Blight, Illegal Businesses, Litter (4)

- Enforce codes on residential and commercial
- Bulldoze vacant, dilapidated, commercial buildings
- Code vacant buildings' landlords
- Clean up and repurpose aging commercial buildings
- Zero tolerance for illegal businesses
- Devote more effort to litter control - promote citizen involvement
- Cleanliness blight trash

More Restaurants / Shops/ Health food stores (3)

- Health food stores
- Bring in high quality restaurants
- More local specialty shops

Beautification of Parks and Community, Bike Trails (3)

- Actual bike trails
- Trail and fun under the highline wires - green space, benches, walkability
- Create a walking trail in the Oncor power line open space to connect with Cedar Ridge Preserve and Cedar Hill
- Upgrade Armstrong Park to create a central sense of place along Main Street

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- Fund a study that focuses on creating comprehensive downtown from Wheatland to Camp Wisdom Road
- Disability exercise equipment or play stations in parks
- Public art around town - hold contest and pay artists to create outdoor pieces
- Lots of trees and flowers
- Tree-sharing program
- Remove faded KDB signs from parks
- Sunshades over playground equipment at parks
- More gardens in public places

Library Programming (3)

- Improve programming - Visit others to see what they're doing
- More programming during Spring Break
- Re-image
- Align staff with new direction

Homeless Solutions (3)

- Solutions and resources

Recreation Center Improvements -- Showers, Shades, Pool, Equipment (2)

- Shower Facilities at Rec Ctr
- Community Swimming Pool

Enforce Noise Ordinance (2)

- Enforce Noise Ordinance

Senior Center Programs (0)

- More Senior Recreation Opportunities

Convention Center (0)

- Regional convention center

II. Emphasize: Government Accountability, Customer Service, and Process Improvement

Uniformed Speaking Times at Council Meetings (3)

- Uniformly apply speaking time limits at council meetings
- Increase citizen comment period to 3-4 min

Increase Salaries for Police and Fire -- attract and retain (3)

- Budget for entry level police/fire salaries \$65,000+ to attract and retain top quality talent & add 5 officers

Local Involvement in Bidding Process (3)

- Allow for more local involvement in bidding process for city projects

Transparency (2)

- Be more transparent about expenditures by explaining

Timely Agenda Postings (2)

- Be more timely in announcing agendas

Better Staff Response Time (2)

- Better response time from city staff

Formal Training (1)

- Budget for formal training for DCEDC, P&Z, etc., boards and commissions
- Budget for a least four (4) strategic retreats for staff and council

Hold Department Leads Accountable (1)

- City manager needs to hold all department heads accountable for their positions plus staff

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Budget for SOTA Cyber Infiltration Security Firewalls

III. Promote: Innovative Ideas for Development and Redevelopment

Develop Local Entrepreneurs and Boutique/Unique Industries (9)

- Create an incubator for businesses to learn important skills to expand their businesses and retain these businesses within the City of Duncanville
- Community workshops w/citizens in the related fields

Develop a City Center Focused on Main Street and Walkability (8)

- Vibrant Main Street
- Dog park
- Focus on Main St / Downtown
- Expand events and encourage downtown walkability
- Work with TXDOT to get unique highway signage that directs people downtown
- Enhance the aesthetic of historic downtown
- Inclusion of all businesses within the Chamber of Commerce within the City of Duncanville
- Economic development and Chamber of Commerce for branding
- Redevelopment of commercial strip property that is currently aged/aging
- Demographic studies: Dallas College, Dville ISD, city economic development

Integration of Open Spaces in Infrastructure (5)

- Community garden
- Parking garage with ground level restaurants facing Hwy 67 & Fieldhouse
- Developing parks to be bigger on customer service

Enhance Relationships with Educational Institutions, Chamber of Commerce, Community Groups for Collaborative Promotion of the City (5)

- City and school board leadership academy
- School / city demographic study sharing

Purchase DISD Ag Program for Development (4)

- Pursue purchasing from Duncaville ISD the dormant agriculture program land for future development

IV. Develop Infrastructure Improvement Strategy

Buildings

- New Police Station (2)
 - Improve/expand police station
- Parks & Rec -- lockers, showers (3)
 - Renovate
 - Add locker rooms
 - Identify funding source for Parks CIP needs
- Public Safety Complex (5)

Mass Transit

- DART (3)
 - Mass Transit
- East/West Stations connect with DART

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East/West transportation through city (Camp Wisdom, Wheatland, Daniieldale) to connect to DART at Clark or Hwy 67

Miscellaneous

- Focus on Underserved
- Areas (5)
 - Focus on underserved areas of Duncanville
- Creek Bank Erosion (3)
 - Improve erosion of creek banks

Walkability (2)

- Improve sidewalks
- Repair sidewalks

Roads

- Resurface (1)
 - Resurface potholed street
- Speed bumps (1)
 - Speed bumps within communities

Street lights – Solar (1)

- More lights that use solar power

V. Advance: Marketing Strategy of the City and Community Engagement Plan

Social Media / Website improvements (6)

- Better public notice of city activities, meetings, events, info
- Announce all events in a timely manner across all platforms
- Increase social media highlights of the city
- Improve city website

A/V Equipment Upgrades -- Fieldhouse, city hall (4)

- Add SOTA a/v equipment for the fieldhouse upstairs meeting room to pursue community engagement and rental revenue

Seek Realtor Input (4)

- Meeting with local realtors

Bike Safety Training (4)

- Bike safety training by police for children

Emergency Training for Citizens (3)

- Emergency plans/training for citizens to know where to go and what to do in event of extreme disaster in city

Increase Marketing Efforts -- Staff / Partners (2)

- Add a marketing staff position to focus on city branding and interaction with surrounding communities
- Utilize local media to sell brand of Duncanville

VI. Other

Employee Retention (5)

- Employee retention program
- Staff retention
- Retention of employees, ex: COLAs

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- Tuition reimbursement (retention)

Entryway Beautification (5)

- Maintain all major entrances to the city in a manner that makes our citizens proud and visitors impressed

Compete within Region (ex: Alcohol Sales) (9)

- Compete with surrounding cities i.e., alcohol sales

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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.

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 and 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 Community Development Block Grant, which is an annual federal grant that can be used to revitalize neighborhoods.

Certificates of Obligations (COs) 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, which is a separate legal entity from the City that is financed with a voter-approved half cent city sales tax. The purpose of DCEDC is to aid, promote and further the economic development within the City.

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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.

Designated Operating Reserve 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 Operational and Maintenance (O&M) 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 the hours 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 1st and ends September 30th.

FTE Full Time Equivalent is 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

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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 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 is 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 are usually stationary in nature and 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 to produce revenues in the form of interest.

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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 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 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

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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.

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FUND DESCRIPTIONS

001 – GENERAL FUND

The General Fund, a governmental fund type, is the City's operating fund. It is the largest fund within the City. It was established to finance and account for the general receipts and expenditures and is operated under a modified accrual accounting basis. This fund may be used for any legitimate municipal purpose. The sources of revenues for this fund include property, sales, franchise taxes, licenses and permits, fines, fees, and others. This fund is used for most basic operating services such as public safety, neighborhood services, parks and recreation, public works, and general government administration.

GENERAL OPERATING DEPARTMENTS – Listed below are the General Operating departments located within the General Fund:

- 0101 – General Government/Administration
- 0102 – Fiscal Services
- 0103 – Neighborhood Services
- 0104 – Parks and Recreation
- 0105 – Police
- 0106 – Public Works
- 0107 – Fire
- 0108 – Non-departmental
- 0109 – Use of Fund Balance

002 – UTILITY FUND

The Utility Fund is an Enterprise Fund, meaning it is a self-sufficient fund supported through user fees and charges, similar to private sector entities. This fund uses the accrual basis of accounting. The Utility Fund supports the administration and operations of Water and Sewer activities and Utility Billing and Collection activities.

005 – DEBT SERVICES

The debt service fund is a separate fund funded by a percentage of property tax revenue allocated for debt repayment. The City is currently in repayment of the 2019 General Obligation series debt. The expenditures in this fund are principal, interest, and trustee payments.

008 – COMPREHENSIVE INSURANCE

This fund accounts for Worker's Compensation and Liability Insurance premiums and claims. The City contracts with the Texas Municipal League Intergovernmental Risk Pool (TML-IRP) for insurance coverage. The City must meet a deductible before the insurance covers claim expenses; therefore, this fund operates as a partially self-insured fund. Contributions are charged to city departmental budgets and transferred into this fund.

010 – HOTEL/MOTEL FUND

This fund, established under Chapter 351 of the State of Texas Tax Code, is a special revenue fund in which revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention

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and hotel industry.

012 – DUNCANVILLE COMMUNITY & ECONOMIC DEVELOPMENT CORPORATION FUND (DCEDC)

The Economic Development (a 4B Corporation) is considered a component unit for financial statement purposes and is a special-use fund. It is funded by ½ percent sales tax and is administered by the DCEDC for economic development activities.

013 – GRANT

The Grant Fund is a separate fund that tracks revenues and expenses for grant-funded items.

015 – DRAINAGE FUND

The drainage fund is a special revenue fund supported by residential and commercial fees charged to water customers. The purpose of this fund is to fund stormwater-related activities and CIP projects. Erosion control, drainage ditches, and street and alley water runoff are some projects funded by this fee.

016 – FLEET & EQUIPMENT REPLACEMENT FUND

This fund is a capital projects fund to cover the cost of replacing vehicles and equipment. City departmental budgets contribute to this fund based on vehicles and equipment allocated to them and calculated based on the timing of future replacement and future value. This fund allows for a stable operational budget for departments to pay with cash at the replacement time.

017 – UTILITY CAPITAL IMPROVEMENT FUND

This fund is a part of the Enterprise Fund group. It receives funding from the Utility Fund or from Utility Fund debt proceeds to cover the cost of infrastructure repairs and replacements, such as water or sewer lines.

018 – METER REPLACEMENT FUND

This fund is new as of FY2022. The purpose is to have a separate fund for meter replacements. Contributions will be made by the Utility Fund and built up over time to allow for necessary meter replacements.

019 – SANITATION FUND

This fund is an Enterprise Fund, supported by garbage collection fees from residential and commercial customers. Revenues received pay for the garbage collection and landfill services provided to the community. Additionally, this fund supports a Litter Control crew to clean parks and City right of way.

020 – STREET CIP

This fund is a Capital Improvement Fund to cover project expenses for Streets, Sidewalks, and Alley reconstruction projects. This fund does not have a regular funding source and is supported by the General Fund when funding is available.

024 – PARKS CAPITAL IMPROVEMENT FUND

This fund is a Capital Improvement fund to cover project expenses for Parks. This fund does not have a regular funding source and is supported by the General Fund when funding is available.

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025 – ALLEY RECONSTRUCTION

This fund is funded by a transfer from the Sanitation Fund. Alley customers pay an additional cost that goes toward alley reconstruction. Beginning in FY 2023, this fund will be merged with the Street CIP fund.

026 – CAPITAL PROJECTS IMPROVEMENT FUND

This fund was created to track the projects funded by the 2019 GO Debt issuance. The bond proceeds financed the expenditures for the approved street, parks, and facility projects in this fund.

032 – IT REPLACEMENT FUND

This fund is a specific-use fund to cover the replacement of computers, hardware, and software needs of the City. Departmental budgets are charged contributions based on hardware allocated and timing of replacements. This process allows for the financial stability of the operational budgets, and cash is available when replacements are due.

033 – TAX INCREMENTAL FINANCE ZONE

This special revenue fund covers allowable expenses such as hardscape upgrades in a TIF-identified zone. Revenue is received from the incremental increases in property values in the zone.

041 – ONE-TIME PROJECTS FUND

This fund was created to separate and track expenses for approved one-time projects from the General Fund excess fund balance. Beginning in FY 2023, this fund will no longer be used. The remaining balances will be transferred to the appropriate CIP fund, such as Streets CIP Fund if related to a Street project, IT for technology-related and security infrastructure projects, Fleet/Equipment Replacement, etc.

050 – POLICE ASSET FORFEITURE

Chapter 59 of the Texas Code of Criminal Procedure allows any peace officer to seize property under the authority of a search warrant and specific rules and conditions outlined in the code. According to the statute, these restricted funds can be used primarily for law enforcement-related purposes, including salaries and overtime pay for officers, officer training, specialized investigative equipment and supplies, and items used by officers in direct law enforcement duties. A special fund must be maintained and accounted for, including reporting to the State and Federal agencies to identify all seized funds and how those funds are spent.

205 – FIRE DONATIONS

This fund was created in FY 2022 to separate and track donations received for fire department-related activities. Previously donations and related expenses were captured within the Grant Fund.

215 – PEG (Public, Educational, and Governmental Access Channels)

This fund was created in FY 2022 to account for revenue received and expenses for allowable PEG fund uses. Payments accepted are from the City's Cable franchise agreements with cable providers. Permissible costs can include technology enhancements such as video production and streaming equipment and computer and TV equipment to broadcast public meeting broadcasting services. The funding is not new to the City but was previously accounted for within the Grant Fund.

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225 – COURT SECURITY

Article 102.017 of the Texas Code of Criminal Procedure allows a governing body of a municipality by ordinance to create a municipal court building security fund, a governmental fund type. It may require a defendant convicted of a misdemeanor offense in a municipal court to pay a \$3 security fee as a cost of court. A fund designated by this subsection may be used only to finance security personnel for a municipal court, as appropriate, or to finance items when used to provide security services for buildings housing a municipal court, as appropriate, including handheld metal detectors; walk through metal detectors; bailiffs or contract security personnel during times when they are providing appropriate security services.

230 – JUVENILE CASE MANAGER FUND

Article 45.056 of the Texas Code of Criminal Procedure allows a governing body to create a juvenile case manager fund by ordinance. It may require a defendant convicted of a misdemeanor offense in court to pay a \$5 fine as a cost of court. Funds may be used to cover the juvenile case manager's salary, benefits, and training expenses.

235 – COURT TECHNOLOGY

Article 102.0172 of the Texas Code of Criminal Procedure allows a governing body of a municipality by ordinance to create a municipal court technology fund, a governmental fund type. It may require a defendant convicted of a misdemeanor offense in a municipal court to pay a technology fee not to exceed \$4 as a cost of court. A fund designated by this article may be used only to finance the purchase of or to maintain technological enhancements for a municipal court or municipal court of record, including computer systems, hardware, software, networks; electronic kiosks; electronic ticket writers; and docket management systems. The municipal court technology fund shall be administered by or under the direction of the municipality's governing body.

401 – FURNITURE REPLACEMENT

This fund was created in FY 2022 to fund future replacement of office furniture and similar needs within City facilities. Contributions will be transferred into this fund to fund replacements when needed as a part of a master plan.

405 – FACILITY REPAIR/RENOVATION FUND

This fund was created in FY 2022 to fund future facility repairs and renovation projects. When identified in the budget, contributions will be transferred into this fund to fund major facility and renovation projects as part of a long-term facilities master plan.

410 – IT REPAIR AND REPLACEMENT FUND

This fund will replace the current 032 IT Replacement Fund beginning in FY 2023. A new fund was created to allow for a multi-year fund designation. It will cover the City's IT repair and replacement needs, funded by departmental budget contributions.

415 – FLEET/EQUIPMENT REPLACEMENT FUND

This fund will replace the current 016 Fleet replacement fund beginning in FY 2023. A new fund had to be created in the ERP System to allow for a multi-year fund designation. It will cover Fleet and Equipment replacements, funded by departmental budget contributions.

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456 – FIELDHOUSE

This fund accounts for the revenues and expenses generated by Fieldhouse operations. Revenues received come from charges for services, rentals, and tournament revenues; expenses include operational items such as personnel, security, utilities, etc.

757 – EMERGENCY/DISASTER RELIEF FUND

This fund was created in FY 2021 to track emergency and disaster relief expenses, such as the winter storm of FY 2021. Revenues come from expense reimbursements such as through FEMA, if eligible, or other relief grants.

758 – AMERICAN RESCUE PLAN FUND

This fund was created in FY 2022 to account for the revenue received by the state for the American Rescue Plan and eligible expenses allowed under the criteria of the American Rescue Plan and approved by the Council.

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REVENUE OBJECT CODES AS OF JULY 21, 2022

50 –PROPERTY TAXES

- 501101 CURRENT TAXES – This object captures property tax revenue collected for current tax year.
- 501102 DELIQUENT TAXES – Includes property tax payments collected from previous tax years.
- 501103 PENALTIES AND INTEREST – Includes penalties and interest collected from past due taxes.

51– SALES AND OTHER TAXES

- 501201 STATE SALES TAX CITY PORTION – Includes the General Fund portion of sales tax collected by the state. Total sales tax is 8.25%. The City receives 2% and the remainder goes to the state. 1% of the 2% tax goes to General Fund revenue, 0.50% goes to General Fund for property tax relief, and the other 0.50% goes to Economic Development.
- 501202 SALES TAX PROPERTY TAX RELIEF – Includes the 0.50% of Sales Tax collected for property tax relief.
- 501203 ECONOMIC DEVELOPMENT SALES TAX – Includes the 0.50% Sales Tax collected for Economic Development purposes only.
- 501204 MIXED BEVERAGE TAX – tax collected on gross receipts on the sale, preparation or service of mixed beverages.
- 501404-501409 HOTEL TAX -tax collected on overnight hotel and motel stays. Seven percent (7%) is collected on a monthly basis.

52– PERMITS & LICENSES

- 502101 BUILDING PERMITS – includes the issuance of permits for construction and building related activity. This also includes issuance of certificate of occupancy.
- 502102 ELECTRICAL PERMITS – includes the issuance of permits for electrical work, typically for new service or upgrades. This includes services such as installation of solar systems.
- 502103 SOLICITOR LICENSES – includes the issuance of permits for solicitation activities.
- 502105 EMERGENCY MEDICAL SERVICE – includes fees collected for emergency response and ambulatory care. The City utilizes a third party to bill and collect the fees.
- 502106 SIGN PERMITS – includes permits for new, updated signage. This typically includes signage for commercial properties that are permanently affixed to the property.
- 502108 HEALTH FOOD INSPECTION FEES – includes the annual inspection for food establishments, stores, and other providers with food service (such as schools and daycares). Additionally,

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this revenue accounts for temporary permits issued for events with mobile food service.

- 502109 PLUMBING AND AC PERMITS – includes issuance of permits for major plumbing service, such as water heaters, backflow installs, and upgrades, as well as for HVAC unit installs.
- 502111 ZONING AND SPECIAL USE PERMITS – includes permits for plats and zoning changes.
- 502114 RENTAL PROPERTY REGISTRATION – includes the registration, inspection, issuance of certificate of occupancy, and the annual fee for rental properties.
- 502120 ALARM PERMITS – includes the annual permit for monitoring alarm systems within the City. The City utilizes a third-party company for billing and collection.
- 502122 POOL OR SPA INSPECTIONS FEE – includes the inspection of commercial pools and spas. Includes the pools operated by hotels, schools, and apartment complexes.
- 509607 ANIMAL PERMITS – includes issuance of annual permit for livestock animals, such as goats.

53– FINES & FEES

- 502107 WRECKER AND STORAGE FEES – includes the fees for impoundment and storage of vehicles and equipment.
- 502112 EMS SERVICE COST SETTLEMENT – includes the annual Ambulance Services Supplemental Payment Program (ASSPP) through the Texas Department of Health and Human Services. The City as a governmental ambulance provider may receive a supplemental payment if the allowable costs exceed the fee-for-service revenues received during the same period. Collected on an annual basis, provided eligibility is met and program continues.
- 503101 MUNICIPAL COURT FINES – includes payment of citations, tickets, and bonds paid to municipal court.
- 503102 COURT RELATED FEES – fees collected in association with court fines.
- 503103 SCHOOL CROSSING FEES – fees collected in association with court fines.
- 503105 COURT TECHNOLOGY FEES – fees collected in association with court fines that can be used for court technology related expenses and purchases.
- 503106 COURT SECURITY – fees collected in association with court fines that can be used for court security.
- 503108 JUVENILE CASE MANAGER REVENUES – fees collected in association with court fines that can be used for Juvenile cases and management.

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- 503201 LIBRARY FINES – fines collected for the return, or lack of return, of overdue library books and materials.
- 503301 FALSE ALARMS – fees collected for the response of false alarms to residential and commercial properties.
- 509609 RETURN CHECK FEES – fees collected for check payments that have bounced.

54- INTERGOVERNMENTAL

- 504102 DISD SCHOOL CROSSING GUARDS – includes the 50% reimbursement paid from the Duncanville ISD of the City's expenses of School Crossing Guards. Received quarterly.
- 504103 DALLAS COUNTY CROSSING GUARDS – revenue received from Dallas County, as charged to the annual vehicle registration fee to registrants, Child Safety Fee, to offset School Crossing Guard expenses.
- 504109 REGIONAL EMERGENCY MANAGER – includes the 25% cost-share paid from the other three (3) Best Southwest cities for the Regional Emergency Manager.
- 504111 SUMMIT TANK – includes reimbursement for Cedar Hill's share of the Summit Tank. This revenue is accounted for in the Utilities Fund.
- 507105 SENIOR MEAL REVENUE – includes the fees collected for senior meals.
- 508101 STATE GRANTS – grant funding received through a state issued grant. This revenue is accounted for in the Grant Fund.
- 508201 FEDERAL GRANTS – grant funding received through a federal issued grant, including pass-throughs. This revenue is accounted for in the Grant Fund.

55- INTEREST

- 505101 – 505106 INTEREST ON INVESTMENTS – includes interest revenue earned from city investments. Includes the various investment types such as money markets, certificate of deposits, pooled investments.

56- FRANCHISES RECEIPTS

- 501301 ELECTRIC – franchise tax assessed on gross receipts for electric delivery (ONCOR). Revenues can fluctuate throughout the year due to usage.
- 501302 GAS – franchise tax assessed on gross receipts for gas delivery (ATMOS). Revenues can fluctuate throughout the year due to usage. Winter months will see a greater amount.

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- 501303 TELEPHONE – franchise tax assessed on gross receipts for landline telephone service.
- 501304 CABLE TV – franchise tax assessed on gross receipts for cable service delivery (CHARTER/SPECTRUM)
- 512105 COMMERCIAL COLLECTION (SANITATION) – franchise fee assessed on gross receipts for commercial garbage collection. Paid from Republic. This revenue is accounted for in the Sanitation Fund.

57– CHARGES FOR SERVICES

- 507102 RECREATION FEES - includes membership fees and Park and Recreation facility rentals.
- 507104 SENIOR CENTER ANNUAL USER FEE – includes senior center usage membership.
- 507106 – 507108 RECREATION CENTER OTHER – includes pass-through fees for camps, classes, and special events.
- 507109 SENIOR CLASS/TRIPS – includes pass-through fees for senior classes and trips.
- 509401 WATER SERVICE CHARGES – connection to City for water services. Utility Fund revenue.
- 509620 RENTALS – BASKETBALL – court rentals for basketball activity, including leagues and tournaments. Fieldhouse revenue.
- 509621 RENTALS – VOLLEYBALL – court rentals for volleyball activity, including leagues and tournaments. Fieldhouse revenue.
- 510101 WATER SALES – residential water sales. Utility Fund revenue.
- 510102 WATER TAPS – fees for tapping into City water lines for new service. Utility Fund revenue.
- 510104 MULTI-FAMILY WATER SALES – water sales to apartment complexes. Utility Fund revenue.
- 510105 COMMERCIAL WATER – water sales to commercial properties. Utility Fund revenue.
- 510107 WATER SALES – IRRIGATION – water sales for irrigation. Utility Fund revenue.
- 510108 WATER SALES – SCHOOLS – water sales to schools. Utility Fund revenue.
- 511101 SEWER SERVICE – residential sewer sales. Utility Fund revenue.
- 511102 SEWER TAPS – fees for tapping into city sewer line. Utility Fund Revenue.

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- 511105 MULTI-FAMILY SEWER SERVICE - sewer service to apartment complexes. Utility Fund revenue.
- 511106 COMMERCIAL SEWER SERVICE – sewer service to commercial properties. Utility Fund revenue.
- 511108 SCHOOL SEWER SERVICE – sewer service to schools. Utility Fund Revenue.
- 512101 RESIDENTIAL GARBAGE – residential garbage collection. Sanitation Fund.
- 512104 LANDFILL COMMERCIAL – commercial garbage to landfill. Sanitation Fund.
- 512106 COMMERCIAL GARBAGE – commercial garbage collection. Sanitation Fund.
- 513101 PENALTIES – late fees. Utility Fund.
- 517000 DRAINAGE CHARGES – residential stormwater fee. Drainage Fund.
- 517020 COMMERCIAL CHARGES – commercial and multi-family properties stormwater fee. Drainage Fund.
- 520101 SPONSORSHIP – revenue collected for sponsorships and advertisement at Fieldhouse.
- 520120 FOOD SALES – food sales at Fieldhouse café and store.
- 520130 BEVERAGE SALES – drink sales at Fieldhouse café and store.
- 520140 MERCHANISE REVENUE – revenue collected for the sale of merchandise, such as clothing, at Fieldhouse. Fieldhouse Fund.
- 520170 OTHER SPORTS ACTIVITY – revenue collected for the use of Fieldhouse facilities for other sports outside of basketball and volleyball. Fieldhouse Fund.
- 520180 CAMP/AFTERSCHOOL PROGRAM – revenues collected for summer camp and afterschool programs offered at the Fieldhouse. Fieldhouse Fund.
- 520190 CLASS REVENUE – revenues collected for participation in offered classes at the Fieldhouse. Fieldhouse Fund.

58– TRANSFERS FROM OTHER FUNDS

- 799001-799999 TRANSFERS – includes the accounting of transfers from one fund to another. Transfers into another fund is considered a revenue resource to cover the expenses of that fund. Primarily the transfers are from other funds into the General Fund for administrative support.

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59– OTHER REVENUE SOURCES

- 506101 COURT AWARDS – monies awarded through a court of law for seized assets collected by Police Department. Funds are specific use to asset forfeiture purposes.
- 509101 – 509105 SALE OF ASSETS AND MATERIALS – accounts for the sale of assets and materials, for example city vehicles sold in auction.
- 509201 INSURANCE RECOVERY – funds received for insurance claims on city property, such as vehicle. Funds to offset the purchase of replacement. Typically, funds go to Fleet Replacement Fund.
- 509603 COPIES – fees collected for copies made for open records requests.
- 509604 POLICE ACCIDENT REPORTS – fees collected from public requesting copies of accident reports.
- 509612 CITY SERVICES REIMBURSEMENT – reimbursements services such as mowing properties in violation of code, staff time required after hours on construction site, reimbursement of expenses paid for utility treatment in area businesses.
- 509613 WORKERS COMP REIMBURSEMENT – reimbursement from employees out on workers comp leave. The City pays 100% of salary continuation. The insurance company also pays temporary income benefits when on leave.
- 509614 RENTAL OF TOWER – rental fee for use of public property for cell towers.
- 509615 RENTALS (FIELDHOUSE) – rental of facility rooms at Fieldhouse. Fieldhouse Fund.
- 509618 GAS WELL – revenues generated from gas well.
- 514107 – 514113 FUND CONTRIBUTIONS – contributions collected from the various cost centers and funds to contribute to IT replacement, Fleet replacement, and Insurance Funds.

EXPENSE OBJECT CODES AS OF JULY 21, 2022

60– Salaries and Benefits

- 600101 REGULAR SALARIES – Includes the base salaries of all full-time employees.
- 600105 PART-TIME/SEASONAL SALARIES – Salaries for those employees hired on a part-time basis such as school guards and summer employees. Also includes temporary full-time seasonal employees.
- 600106 LONGEVITY – Those salaries attributable to the City’s longevity pay policy.
- 600107 VACATION PAYOUT – Employees shall be paid for unused vacation leave upon termination.

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- 600108 SICK LEAVE PAYOUT – Civil Service employees shall be paid for unused sick leave upon termination.
- 600110 TMRS – The amount necessary for the City’s matching contribution to the Texas Municipal Retirement System.
- 600111 FICA – The amount necessary for the City’s matching contribution to the federal social security program and Medicare.
- 600112 GROUP INSURANCE – This amount represents the City’s portion of the employees group insurance and benefits, which include Medical, Life and AD&D, Long-Term Disability, EAP (Employee Assistance Program), and Compass (healthcare advocacy).
- 600115 WELLNESS PROGRAM REBATE – To record the rebate given to employees who successfully complete the City’s annual wellness program.
- 600116 FLSA OVERTIME – Overtime is paid at time and a half. This account records the half portion on eligible hours under the Fair Labor Standards Act.
- 600118 CERTIFICATE PAY – Certificate pay for police officers, firefighters, water, etc. Additionally, it records bi-lingual pay.
- 600119 CELLULAR PHONE ALLOWANCE – Allowance for all employees who are required to have cell phones and choose to use their personal cell phone.
- 600120 EMPLOYER CONTRIBUTIONS (PARS) -The amount necessary for the City’s matching contribution to the alternate contribution system for part-time employees.
- 600122 HSA CONTRIBUTIONS – The amount necessary for the City’s contribution to employees HSA account for those who elect the HDHP (High Deductible Health Plan) medical insurance option.
- 700455 WORKERS COMPENSATION CLAIMS – Those costs to reimburse the self-insurance fund based on each department’s actual worker’s comp claims.
- 700467 UNEMPLOYMENT CLAIMS – The cost incurred for unemployment claims.
- 701253 RETIREES MEDICAL PREMIUM EXP – Premium expense for Retiree Medical Insurance.

72 - Supplies

- 700220 OFFICE SUPPLIES – Includes all supplies necessary for use in the operation of the office such as printing, stationery, binding supplies, file folders, etc.
- 700221 CLOTHING – Includes such articles as uniforms, jackets, badges and clothing allowance for non-uniformed employees.

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- 700222 VEHICLE SUPPLIES – Items necessary for the operation of the City’s fleet of motor equipment, such as gasoline, lubricating oil, grease, etc.
- 700223 RECREATION SUPPLIES – Includes those items necessary for various recreation programs such as baseballs, tennis balls, and other athletic supplies.
- 700224 MINOR TOOLS – Includes those tools and instruments which are subject to loss and rapid depreciation such as axes, braces, crowbars, stakes, fire hose, handcuffs, jacks, screwdrivers, wrenches, and all items of a like nature that individually cost less than \$200.
- 700225 JANITORIAL SUPPLIES – Includes cleansing preparations, waxes, scouring powders, disinfectants and other like materials necessary to the cleaning of City buildings.
- 700226 CHEMICALS AND MEDICAL SUPPLIES - Includes those items such fertilizers and insecticides, as well as bandages, gauze and other medical supplies necessary for minor first aid. Additionally, costs for drugs and medicines necessary for the City’s ambulance and paramedic program.
- 700227 DIRECT MATERIALS – Those materials associated directly to a municipal operation such as street sign materials and paving materials.
- 700230 MISCELLANEOUS SUPPLIES – Includes those items that do not fit conveniently into the other supply categories. Some examples are linens, dry goods, food for animals, and engineering supplies.
- 700232 COMPUTER HARDWARE – Includes items such as CPU, hard drives, monitors, keyboards, mouse, modems, printers and upgrades of memory or other PC related hardware.
- 700233 COMPUTER SOFTWARE – Includes purchases of operating systems such as Windows, application software, and utility programs such as virus protection software etc.
- 700234 COMPUTER SUPPLIES – Includes purchases that support computer and/or printer functions, such as batteries, printer ribbons and cartridges, USB flash drives and like storage.
- 700235 POSTAGE – Includes charges for postage, Federal Express, certified mail, overnight mail, or independent courier service.
- 700236 MISCELLANEOUS TOOLS – Small tools and equipment falling below the capitalization requirement of \$5,000 and cost more than \$200.
- 700237 MARKETING SUPPLIES – Includes purchases of marketing materials, and promotional items for public distribution. Purchase could also include signage and supplies used to make in-house advertisement materials.

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- 700238 OFFICE FURNITURE (SMALL PURCHASE) – Includes purchases for office furniture such as desks, chairs, filing cabinets, etc. that individually cost less than \$5,000.
- 700702 FOOD COSTS – This object is exclusively used for Fieldhouse expenses. Expenses in this category are for the food supplies for the Fieldhouse Café.
- 700703 BEVERAGE COSTS – This object is exclusively used for Fieldhouse expenses. Expenses in this category are for beverage cost for Café and store.

73 – Contract and Professional Services

- 700231 ELECTION EXPENSES – Includes those items necessary to conduct City elections such as ballots, personnel at polls, legal expenses, and county programmer costs.
- 700441 MEMBERSHIP DUES – All membership dues and subscriptions to newspapers, magazines, and annual licensing dues. Note: cell, data, and TV subscriptions are charged to 700461.
- 700443 RENTALS – Includes rental of equipment, leases such as printers, citywide copy paper orders, space rentals, etc.
- 700444 LEGAL & PROFESSIONAL – Special services provided by attorneys, consultants, engineers, and other professional services such as performances of the year-end audit. Professional services such as architects, consultants, engineers for CIP projects are charged to 708103 and budgeted within the CIP orgs.
- 700445 ADVERTISING – Costs related to purchasing advertisements such as in Focus Daily News, job postings, radio ads, and 3rd party professional printing services of banners, fliers, posters, etc. used to advertise city related content.
- 700446 INSURANCE TML– Includes premiums for liability/property insurance and worker’s compensation insurance.
- 700447 JUDGMENTS & DAMAGES – To cover claims and judgments against the City that are not covered by insurance.
- 700449 SANITATION SERVICES – The costs incurred for refuse collection at various City buildings.
- 700450 CONTRACTUAL SERVICES – Contracted services that supplement or are needed in order to carry out regular City operations, such as contractual street repair, plumbers, electricians, outside agencies for cost sharing programs such as animal shelter, tax collection, etc. Additionally, contracts with individuals for consulting, temporary help, performers, etc.
- 700454 GARBAGE COLLECTION FEES PAID – The cost for city garbage collection services, residential and commercial.

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- 700456 LIABILITY CLAIMS – Those costs to reimburse the self-insurance fund based on each department’s actual liability/property claims.
- 700457 DALLAS WATER PURCHASES – Cost to purchase water from the City of Dallas.
- 700458 LANDFILL TRANSPORT – The cost attributable to solid waste disposal.
- 700459 TRA EXPENSE – The cost of waste-water treatment, O & M costs, and debt paid to Trinity River Authority.
- 708103 PROFESSIONAL FEES – Construction Improvement Projects only. This object captures the expenses for professional design work for construction projects.
- 708104 LAB TESTING – Construction Improvement Projects only. This object captures lab testing, quality assurance on construction projects.

74 – Maintenance and Repair Services

- 700451 MAINTENANCE AGREEMENTS – Expenses include annual maintenance and support agreements, such as on software and leased equipment.
- 700660 BUILDING MAINTENANCE – Service or materials used for the maintenance and repairs of buildings such as window caulking, roof repairs, painting, etc.
- 700661 GROUNDS MAINTENANCE – Service or materials used for the beautification of City lands, such as tree trimming, fertilizing, mowing, etc. These may be done by City forces or outside sources.
- 700662 EQUIPMENT MAINTENANCE – Service or materials used for the maintenance and repair of City equipment other than road vehicles, including tractor, dozers, and attachments.
- 700663 VEHICLE MAINTENANCE – Those repair and maintenance costs necessary to keep the City’s fleet (road vehicles) in operation. Includes tune-ups, tires, batteries, body repairs and engine overhauls.
- 700664 RADIO MAINTENANCE – Costs for repair and maintenance of all municipal radios: hand-held radios, base stations, mobile radios, pagers, etc.

75 - Utilities

- 700440 TELEPHONE – Includes all hardline telephone services, long distance fees, and other related items such as line charges for computers and citywide internet service.
- 700448 ELECTRICITY – The cost of electricity service to City facilities.

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- 700461 CELL/DATA/CABLE – Costs of city-issued cell phone and data monthly service, and monthly TV/Cable subscription. Additionally, it includes purchases of new or replacement cell phones.
- 700465 GAS - The cost incurred for gas utility service to City facilities.
- 700466 WATER – The cost incurred for water utility service to City facilities.

76 – Capital Outlay

- 700880 LAND – This account is used for the purchase of land.
- 700881 LAND IMPROVEMENTS – Landscaping, and other improvements that are of a capital nature such as the construction of a fence.
- 700882 BUILDINGS & IMPROVEMENTS – Those costs incurred in either the purchase or construction of buildings. Also included are those capital costs of major improvements to buildings.
- 700883 OFFICE FURNITURE & EQUIPMENT – This account is used for the purchase of office furniture and equipment which meet the criteria for capitalization. Some examples are personal computers, printers, sofas, shelving, and any other item valued at \$5,000 or more.
- 700884 OTHER EQUIPMENT – Major pieces of equipment that cost at least \$5,000. Some examples are air conditioning units, air compressors, jack hammers, equipment trailers, garage equipment, and other construction equipment.
- 700885 MOTOR VEHICLES – Includes passenger cars, station wagons, police cars, motorcycles, pickups, trucks, tractors, graders, and other land equipment.
- 700887 BOOKS – Includes the purchase of library books and legal volumes.

77 – Debt Services

- 700901 PRINCIPAL RETIREMENT – Principal amount on outstanding long-term debt.
- 700902 INTEREST ON DEBT – Interest amount on outstanding long-term debt.
- 700908 LOAN PAYMENT – Principal amount on short-term loan payments. This object would not include payments for bond debt.
- 700913 INTEREST ON LOAN – Interest amount on short-term loan payments.

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78 – TRANSFERS TO OTHER FUNDS

- 700460 FLEET & EQUIPMENT REPLACEMENT– The contribution that each operating department/activity makes to the Fleet Replacement Fund.
- 700462 IT EQUIPMENT REPLACEMENT – The contribution that each operating department/activity makes to the IT Replacement Fund.
- 802101 TRANSFER OUT TO FUND – This object captures the expense of transferring from the General Fund to other funds, such as the one-time project expense; OR transferring out of other funds to the general fund.
- 802150 TRANSFER OUT PILOT TAX – This object captures the expense of transferring from the Utility Fund to the General Fund for Utility franchise tax.

79 – Other Expense/Financial Use

- 700442 TRAVEL & TRANSPORTATION – To cover registration fees for conferences, schools and seminars. Also includes transportation and lodging expenses associated with those activities such as meals, tips, cab fares, etc. Reimbursement for personal auto mileage is also included in this category.
- 708501 LOAN, PAINT, & LANDSCAPE GRANTS – This object is exclusive to Economic Development. This object captures the expenses of awarded grants to businesses for incentives to update painting, signage, landscaping, etc.
- 708502 OTHER EDC INCENTIVES/PROJECTS – This object is exclusive to Economic Development. It is used to capture cost of other special projects, façade updates, and performance incentives to area businesses.

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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 seven (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 responsible for preparing and submitting the budget to the City Council before 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 Fiscal Services Director and staff in all financial matters. Concerning 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 significant 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 the Fiscal Services 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, the City Manager, and the Fiscal Services Department. These meetings aim 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.

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The annual budget is developed with goals and objectives, 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:

- A. Department goals and objectives for the coming year are discussed with the City Manager. Program enhancements and/or reductions are discussed as well.
- B. Baseline budgets detailing line-item expenditures by the 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 thoroughly review 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.
- C. The City Manager, Assistant City Manager, Fiscal Service Managing 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 to detail the net result and change in fund balance along with five-year projections.
- D. 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 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 Fiscal Services Department continues to update property tax and other revenue estimates.
- E. 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.

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- F. The City Council holds a public budget hearing before final adoption. If the proposed tax rate exceeds the No-New-Revenue (NNR) rate but is less than the Voter-Approval rate (VAR), one public hearing on the tax rate is required. The City Council adopts the budget appropriations ordinance, which includes all funds; the ad valorem tax rate ordinance; 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.

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CITY OF DUNCANVILLE

FINANCIAL POLICIES

I. PURPOSE STATEMENT

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

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

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

II. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

- A. **ACCOUNTING** – The City's Fiscal Services Managing Director is responsible for establishing the chart of accounts and for properly recording financial transactions.
- B. **EXTERNAL AUDITING** – The City will be audited annually by outside independent accountants (auditors). The auditors must be from a CPA firm and must demonstrate significant experience in local government auditing. They must conduct the City's audit following generally accepted auditing standards and be knowledgeable in the Government Finance Officers Association Certificate of Achievement Program. The auditor's report on the City's financial statements will be completed within three months of the City's fiscal year-end, and the auditor's management letter will be presented to the City staff within four months after the City's fiscal year-end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors will jointly review the management letter with the City Council within 30 days of its receipt by the staff.
- C. **AUDITORS RESPONSIBLE TO THE CITY COUNCIL** – Auditors are accountable to the City Council. They will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

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- D. **AUDITOR ROTATION** – The City will require auditor rotation and will circulate requests for proposals for audit services at least every five years.

- F. **EXTERNAL FINANCIAL REPORTS** – The City will prepare and publish a comprehensive annual financial report (CAFR). The CAFR will be prepared per generally accepted accounting principles and presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting.

- G. **INTERNAL FINANCIAL REPORTING** – The Fiscal Services Department will prepare internal financial reports for management to plan, monitor, and control the City's financial affairs.

III. INTERNAL CONTROLS

- A. **WRITTEN PROCEDURES** – The Fiscal Services Managing Director is responsible for developing city-wide guidelines on accounting, cash handling, and other financial matters, which the City Manager will approve.

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

- B. **DEPARTMENT MANAGERS' RESPONSIBILITY** – Each Department Manager is responsible to the City Manager to ensure that good internal controls are followed throughout their 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 comprises the General Fund, the Hotel Tax Fund, the Economic Development Fund, the Debt Service and the Water and Sewer and Solid Waste Fund but excludes capital project funds. The Fiscal Services Department prepares the budget 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 31 of each year and should be enacted by the City Council at least ten (10) days before the beginning of the next fiscal year.

- B. **BALANCED BUDGET** – The operating budget will be balanced, with current revenues greater than or equal to current expenditures.

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

V. CAPITAL BUDGET AND PROGRAM

- A. **PREPARATION** – The City's capital budget will include all capital project funds and all capital resources. The budget will be prepared annually and presented to the City Council with the operating budget.
- B. **CONTROL** – All capital project expenditures must be appropriated in the capital budget. The Fiscal Services Department must certify the availability of such appropriations or the availability of resources so an appropriation can be made before the City Manager presents a capital project contract
- C. **PROGRAM PLANNING** – The capital budget will include capital improvements program plans for future years. The planning time frame should typically 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 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 that primarily benefit 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 the design and construction of capital projects, and small parts attached to major equipment purchases.

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- F. **PLANNING** – The budget process will be coordinated to identify major policy issues for City Council consideration several months before the budget approval date so that proper decision analysis can be made.
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- F. **REPORTING** – Monthly financial reports will be prepared to enable the Department Managers to manage their capital budgets and to enable the Fiscal Services Department to monitor the capital budget as authorized by the City Manager.

VII. REVENUE MANAGEMENT

- A. **SIMPLICITY** – The City will strive to keep the revenue system simple, which will decrease compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.
- B. **CERTAINTY** – Understanding 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. The City will seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customers.
- D. **ADMINISTRATION** – The revenue benefits will exceed the cost of producing the revenue. The cost of the 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 a balance in the revenue system. That is, the revenue base will have the characteristics of fairness, willingness to pay, and ability to pay.
- F. **NON-RECURRING REVENUES** – One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget-balancing purposes.
- G. **PROPERTY TAXES** – Property shall be assessed at 100% of the fair market value as appraised by Dallas Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 98% collection rate will serve as a goal for tax collections, with a delinquency rate of 2.0% or less.

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- H. **USER-BASED FEES** – For services associated with a user fee or charge, that service's direct and indirect costs will be offset by a fee where possible. There will be periodic reviews of fees to ensure that fees provide adequate coverage of costs of service.
- I. **ENTERPRISE FUND INTERFUND CHARGES** – Enterprise funds will pay the General Fund for direct services rendered. The Utilities Fund will pay the General Fund a 2.3% Franchise fee for the right-of-way use. The charges will be reviewed periodically through a cost-of-service analysis.
- J. **UTILITY RATES** - The City will review and adopt utility rates annually to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.
- K. **INTEREST INCOME** – Interest earned from the investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets, which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.
- L. **REVENUE MONITORING** – Revenues received will be compared to budgeted revenues and variances will be investigated monthly.
- M. **WATER AND SEWER ADJUSTMENTS DUE TO LEAKS** – Adjustments for individual customer requests. 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.
1. All water adjustments are made 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 is looked at. The highest month is taken for adjustment. Consumption for the same time last year is looked at. That amount is taken from 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.
 2. Sewer adjustment (During Winter Average) due to repair on water service: With the repair statement submitted, consumption for the periods in question is 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 the consumption history for water. *(If the adjustment must be made after the first billing has already been printed, a dollar adjustment must also be done.)*

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VIII. 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, the City Council must approve these. 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 amendments periodically.
- B. **CONTINGENCY RESERVE – Deleted on 9/3/2002**

IX. PURCHASING

- A. All purchases shall be made per current State of Texas Statutes regulating municipal purchasing and in accordance with the City's purchasing policies as defined in the Purchasing Policy and Procedures. 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 Policy and Procedures. 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 useful life of at least three years.
- B. **PROFESSIONAL SERVICES** – Professional services will generally be processed through a request for qualification, 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 approval.
- C. **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. Efforts will be made to take advantage of all purchase discounts where considered cost-effective. However, payments will also be reasonably delayed to maximize the City's investable cash, where such delay does not violate the agreed-upon payment terms.
- D. **CHANGE ORDERS**
 - a. If changes in plans or specifications are necessary after the performance of the contract is begun, or if it is needed 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.

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- 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 contractor's consent.

X. 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.

XI. ASSET MANAGEMENT

- i. **INVESTMENTS** – The City's investment practices will be conducted in accordance with the City Council-approved Investment Policies.
- ii. **CASH MANAGEMENT** – The City's cash flow will be managed to maximize the cash available to invest.
- iii. **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 Fiscal Services Managing Director to the City Manager for presentation to the City Council.
- iv. **FIXED ASSETS AND INVENTORY** – These assets will be reasonably safeguarded, adequately accounted for, and prudently insured. The fixed asset inventory will be updated at least quarterly.

XII. 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.

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- 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 employees' 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.

XIII. 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 and present them to the rating agencies.
- d. **WATER AND WASTEWATER BOND COVERAGE RATIOS** – Bond covenants require the City to maintain two coverage ratios: 1.25 times average annual debt service and 1.1 times the highest annual debt service.
- e. **TAX REVENUE RATIO** – The Debt Service's current fiscal year debt requirements shall not exceed 33 1/3% of the total revenue received from property tax and sales tax relief.
- f. **TOTAL DEBT BURDEN** – The debt per capita should be within norms based on a survey of comparable cities with debt per capita not exceeding \$1,000; debt as a percent of the total taxable ad valorem base should not exceed 2.5% unless extraordinary circumstances exist.
- g. **FEDERAL REQUIREMENTS** – The City will maintain procedures to comply with arbitrage rebates and other federal requirements. The City will attempt, within legal bounds, to

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adopt strategies that will minimize the arbitrage rebate of interest earnings on unspent bond proceeds it must pay to the federal government.

- h. **DEBT SERVICES RESERVES – Deleted on 9/3/2002**
- i. **DEBT STRUCTURING** – The City will issue bonds with an average life of 15 years or less. The structure should approximate level debt service unless operational matters dictate otherwise.
- j. **COMPETITIVE BIDDING** – The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where the competitive bidding process is not elected, the City will publicly present the reasons, and the City will participate with the financial advisor in selecting the underwriter or direct purchaser.
- k. **BOND ISSUANCE ADVISORY FEES AND COSTS** – The City will be actively involved in selecting all financial advisors, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the 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.

XIV. ANNUAL REVIEW OF POLICIES

These policies will be reviewed administratively by the Fiscal Services Managing Director and the City Manager at least annually before the 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

2022 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

EJA- 8/5/2022

Form 50-856

BMC
8-4-22

City of Duncanville	972.780.5000
Taxing Unit Name	Phone (area code and number)
203 E. Wheatland Rd., Duncanville TX 75116	www.duncanville.com
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2021 total taxable value. Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 2,736,847,025
2.	2021 tax ceilings. Counties, cities and junior college districts. Enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2021 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 2,736,847,025
4.	2021 total adopted tax rate.	\$ 0.700000 /\$100
5.	2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.	
	A. Original 2021 ARB values:.....	\$ 79,942,710
	B. 2021 values resulting from final court decisions:.....	- \$ 72,845,340
	C. 2021 value loss. Subtract B from A. ³	\$ 7,097,370
6.	2021 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2021 ARB certified value:.....	\$ 114,561,610
	B. 2021 disputed value:.....	- \$ 52,272,961
	C. 2021 undisputed value. Subtract B from A. ⁴	\$ 62,288,649
7.	2021 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 69,386,019

¹ Tex. Tax Code § 26.012(14)
² Tex. Tax Code § 26.012(14)
³ Tex. Tax Code § 26.012(13)
⁴ Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 2,806,233,044
9.	2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	2021 taxable value lost because property first qualified for an exemption in 2022. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2021 market value:..... \$ 232,330 B. Partial exemptions. 2022 exemption amount or 2022 percentage exemption times 2021 value:..... + \$ 2,918,700 C. Value loss. Add A and B. ⁶	\$ 3,151,030
11.	2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2022. Use only properties that qualified in 2022 for the first time; do not use properties that qualified in 2021. A. 2021 market value: \$ 0 B. 2022 productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 3,151,030
13.	2021 captured value of property in a TIF. Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 8,958,758
14.	2021 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 2,794,123,256
15.	Adjusted 2021 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 19,558,862
16.	Taxes refunded for years preceding tax year 2021. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. ⁹	\$ 96,651
17.	Adjusted 2021 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 19,655,513
18.	Total 2022 taxable value on the 2022 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 3,206,621,312 B. Counties: Include railroad rolling stock values certified by the Comptroller's office:..... + \$ C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:..... - \$ 0 D. Tax increment financing: Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 15,666,981 E. Total 2022 value. Add A and B, then subtract C and D.	\$ 3,190,954,331

⁵ Tex. Tax Code § 26.012(15)
⁶ Tex. Tax Code § 26.012(15)
⁷ Tex. Tax Code § 26.012(15)
⁸ Tex. Tax Code § 26.03(c)
⁹ Tex. Tax Code § 26.012(13)
¹⁰ Tex. Tax Code § 26.012(13)
¹¹ Tex. Tax Code § 26.012, 26.04(c-2)
¹² Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. 2022 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district’s value and the taxpayer’s claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴..... \$ <u>113,196,006</u></p> <p>B. 2022 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ <u>0</u></p> <p>C. Total value under protest or not certified. Add A and B. \$ <u>113,196,006</u></p>	
20.	2022 tax ceilings. Counties, cities and junior colleges enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>0</u>
21.	2022 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>3,304,150,337</u>
22.	Total 2022 taxable value of properties in territory annexed after Jan. 1, 2021. Include both real and personal property. Enter the 2022 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2022 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2021. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2021 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2022. ¹⁹	\$ <u>24,427,939</u>
24.	Total adjustments to the 2022 taxable value. Add Lines 22 and 23.	\$ <u>24,427,939</u>
25.	Adjusted 2022 taxable value. Subtract Line 24 from Line 21.	\$ <u>3,279,722,398</u>
26.	2022 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.599304</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2022 county NNR tax rate. ²¹	\$ _____/\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit’s debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit’s debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2021 M&O tax rate. Enter the 2021 M&O tax rate.	\$ <u>0.655410</u> /\$100
29.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,806,233,044</u>

¹³ Tex. Tax Code § 26.01(c) and (d)
¹⁴ Tex. Tax Code § 26.01(c)
¹⁵ Tex. Tax Code § 26.01(d)
¹⁶ Tex. Tax Code § 26.012(6)(B)
¹⁷ Tex. Tax Code § 26.012(6)
¹⁸ Tex. Tax Code § 26.012(17)
¹⁹ Tex. Tax Code § 26.012(17)
²⁰ Tex. Tax Code § 26.04(c)
²¹ Tex. Tax Code § 26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2021 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 18,392,331
31.	<p>Adjusted 2021 levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding tax year 2021. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. + \$ 89,763</p> <p>B. 2021 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2022 captured appraised value in Line 18D, enter 0. - \$ 58,717</p> <p>C. 2021 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0</p> <p>D. 2021 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 31,046</p> <p>E. Add Line 30 to 31D.</p>	\$ 18,423,377
32.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 3,279,722,398
33.	2022 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.561735 /\$100
34.	<p>Rate adjustment for state criminal justice mandate.²³</p> <p>A. 2022 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. 2021 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0 /\$100
35.	<p>Rate adjustment for indigent health care expenditures.²⁴</p> <p>A. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. \$ 0</p> <p>B. 2021 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0 /\$100

²² [Reserved for expansion]
²³ Tex. Tax Code § 26.044
²⁴ Tex. Tax Code § 26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p>Rate adjustment for county indigent defense compensation. ²⁵</p> <p>A. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose \$ <u>0</u></p> <p>B. 2021 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose. \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u>/\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100. \$ <u>0</u>/\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶</p> <p>A. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ <u>0</u></p> <p>B. 2021 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u>/\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100. \$ <u>0</u>/\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100
38.	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2021. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ <u>0</u></p> <p>B. Expenditures for public safety in 2021. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ <u>0</u>/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100
39.	<p>Adjusted 2022 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ <u>0.561735</u> /\$100 ✓
40.	<p>Adjustment for 2021 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>3,114,392</u></p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 \$ <u>0.094959</u>/\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ <u>0.656694</u> /\$100
41.	<p>2022 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ <u>0.679678</u> /\$100 ✓

²⁵ Tex. Tax Code § 26.0442
²⁶ Tex. Tax Code § 26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): 2022 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ _____ 0 / \$100
42.	<p>Total 2022 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit's budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸</p> <p>Enter debt amount \$ <u>2,016,782</u></p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ <u>0</u></p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ <u>0</u></p> <p>D. Subtract amount paid from other resources - \$ <u>0</u></p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ <u>2,016,782</u></p>	\$ _____ 2,016,782
43.	Certified 2021 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ _____ 2,765
44.	Adjusted 2022 debt. Subtract Line 43 from Line 42E.	\$ _____ 2,014,017
45.	<p>2022 anticipated collection rate.</p> <p>A. Enter the 2022 anticipated collection rate certified by the collector. ³⁰ <u>100.00</u> %</p> <p>B. Enter the 2021 actual collection rate. <u>101.79</u> %</p> <p>C. Enter the 2020 actual collection rate. <u>107.86</u> %</p> <p>D. Enter the 2019 actual collection rate. <u>101.52</u> %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹</p>	_____ 101.52 %
46.	2022 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ _____ 1,983,862
47.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ 3,304,150,337
48.	2022 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ _____ 0.060041 / \$100 ✓
49.	2022 voter-approval tax rate. Add Lines 41 and 48.	\$ _____ 0.739719 / \$100 ✓
D49.	<p>Disaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ _____ / \$100

²⁷ Tex. Tax Code § 26.042(a)
²⁸ Tex. Tax Code § 26.012(7)
²⁹ Tex. Tax Code § 26.012(10) and 26.04(b)
³⁰ Tex. Tax Code § 26.04(b)
³¹ Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$ _____ 0 /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue. This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2021 or May 2022, enter the Comptroller’s estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller’s Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2021, enter 0.	\$ _____ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2021 or in May 2022. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2021. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____ 3,114,392
53.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ 3,304,150,337
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ 0.094257 /\$100
55.	2022 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ 0.599304 /\$100
56.	2022 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2021 or in May 2022. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021.	\$ _____ 0.599304 /\$100
57.	2022 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ 0.739719 /\$100
58.	2022 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ _____ 0.645462 /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit’s expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ _____ 0
60.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ 3,304,150,337
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ 0 /\$100
62.	2022 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ _____ 0.645462 /\$100

³² Tex. Tax Code § 26.041(d)
³³ Tex. Tax Code § 26.041(i)
³⁴ Tex. Tax Code § 26.041(d)
³⁵ Tex. Tax Code § 26.04(c)
³⁶ Tex. Tax Code § 26.04(c)
³⁷ Tex. Tax Code § 26.045(d)
³⁸ Tex. Tax Code § 26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	2021 unused increment rate. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.000000 / \$100
64.	2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.005000 / \$100
65.	2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$ 0 / \$100
66.	2022 unused increment rate. Add Lines 63, 64 and 65.	\$ 0.005000 / \$100
67.	2022 voter-approval tax rate, adjusted for unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.650462 / \$100

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2022 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ 0.561735 / \$100
69.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 3,304,150,337
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.015132 / \$100
71.	2022 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.060041 / \$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.000000 / \$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

³⁹ Tex. Tax Code § 26.013(a)

⁴⁰ Tex. Tax Code § 26.013(c)

⁴¹ Tex. Tax Code §§ 26.0501(a) and (c)

⁴² Tex. Local Gov't Code § 120.007(d), effective Jan. 1, 2022

⁴³ Tex. Tax Code § 26.063(a)(1)

⁴⁴ Tex. Tax Code § 26.012(8-a)

⁴⁵ Tex. Tax Code § 26.063(a)(1)

⁴⁶ Tex. Tax Code § 26.042(b)

⁴⁷ Tex. Tax Code § 26.042(f)

This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2021 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.700000 / \$100
74.	Adjusted 2021 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2021 and the taxing unit calculated its 2021 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2021 worksheet due to a disaster, enter the 2021 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. - or - If a disaster occurred prior to 2021 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2021, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2021 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2021 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2021 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0 / \$100
75.	Increase in 2021 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ 0.700000 / \$100
76.	Adjusted 2021 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 2,794,123,256
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ 19,558,862
78.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 3,279,722,398
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ 0 / \$100
80.	2022 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.650462 / \$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). Indicate the line number used: <u>26</u>	\$ 0.599304 / \$100
Voter-approval tax rate. As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). Indicate the line number used: <u>67</u>	\$ 0.650462 / \$100
De minimis rate. If applicable, enter the 2022 de minimis rate from Line 72.	\$ 0.000000 / \$100

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

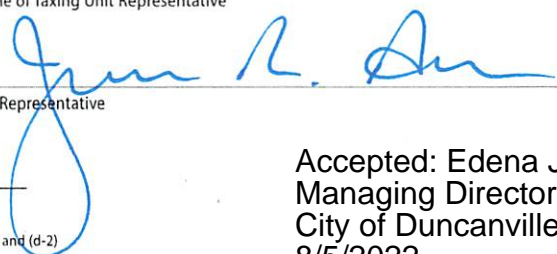
print here

John R. Ames, PCC, CTA

Printed Name of Taxing Unit Representative

sign here

Taxing Unit Representative



Date

8/4/22

Accepted: Edena J. Atmore
Managing Director, Fiscal Services
City of Duncanville
8/5/2022

⁴⁸ Tex. Tax Code §26.042(c)
⁴⁹ Tex. Tax Code §26.042(b)
⁵⁰ Tex. Tax Code §§ 26.04(c-2) and (d-2)

MASTER FEE SCHEDULE
GENERAL GOVERNMENT

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/21	Change for FY 22-23	Fee Effective 10/1/22
	GENERAL GOVERNMENT ADMINISTRATION / ALL DEPARTMENTS				
1	PUBLIC INFORMATION CHARGES				
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.	\$ 5.00	\$ -	\$ 5.00
6	8 GB Flash drive	Each.	\$ 6.00	\$ -	\$ 6.00
7	16 GB Flash drive	Each.	\$ 10.00	\$ -	\$ 10.00
8	32 GB Flash drive	Each.	\$ 12.00	\$ -	\$ 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 Duncanville		\$ 2.50	\$ -	\$ 2.50
16	DOCUMENTS				
17	Charter		\$ 5.00	\$ -	\$ 5.00
18	Code of Ordinances	Available from Municipal Code Corporation	\$ 130.00	\$ -	\$ 130.00

**MASTER FEE SCHEDULE
MUNICIPAL COURT**

		DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/21	Change for FY 22-23	Fee Effective 10/01/22
	COURT CODES	MUNICIPAL COURT				
1	DDC	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	Payplan 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	Arrest	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	LEA Fee (State Mandated Fee)	For Peace Officer issuing a written notice to appear (citation)	\$ 5.00	\$ -	\$ 5.00
5	Jury	Jury Fee (State Mandated Fee)	Assessed on each case upon conviction at a jury trial	\$ 3.00	\$ -	\$ 3.00
6	MCBS2	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	MCTF	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	JCMF	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	Collection fee (State Mandated Fee)	Contract with a third party collections firm	30%	-	30%
10	SCF	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	JF2	Judicial Support Fee (JSF)	Applies to all except parking or pedestrian offenses	\$ 6.00	\$ -	\$ 6.00
12	IDF	Indigent Defense Fund (IDF) (State Mandated Fee)	Fee to be used to fund indigent defense representation through the	\$ 2.00	\$ -	\$ 2.00
13	SJF	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	TPDF2	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	STF2	State Traffic Fine (State Mandated Fee)	Applies to ALL Rules of the Road offenses	\$ 50.00	\$ -	\$ 50.00
16	TFC	Local Traffic Fee (State Mandated Fee)	Applies to Rules of the Road offenses	\$ 3.00	\$ -	\$ 3.00
17	MV	Moving Violation Fee (State Mandated Fee)	Applies to Moving Violations as defined by DPS	\$ 0.10	\$ -	\$ 0.10
18	MJF	Municipal Jury Fund	Section 134.154, Local Government Code. May only be used to fund jury reimbursement and otherwise finance jury services. All non-jailable misdemeanor offenses including criminal violation of a municipal ordinance	\$ 0.10	\$ -	\$ 0.10

MASTER FEE SCHEDULE

LIBRARY

LINE	DEPARTMENT	BASIS/COMMENTS	FEE EFFECTIVE 10/01/21	CHANGE FOR FY 22-23	FEE EFFECTIVE 10/01/22
1					
2	LIBRARY				
3	Membership, Library Cards				
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	Services				
11	Photocopies	Per page	\$ 0.10	\$ 0.10	\$ 0.20
12	Printing	Per page	\$ 0.10	\$ 0.10	\$ 0.20
13	Faxing (US & Canada)	Per page	\$ 0.25	\$ 0.25	\$ 0.50
14	Faxing (International)	Per page	\$ 1.00	\$ (1.00)	\$ -
15	Interlibrary loans	Per item delivered	\$ 3.00	\$ 0.75	\$ 3.75
16	Notarized signatures	Each	\$ 1.00	\$ 1.00	\$ 2.00
17	Materials				
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	Overdue charges				
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	Damage charges				
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

**MASTER FEE SCHEDULE
PARKS AND RECREATION**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
1	PARKS AND RECREATION				
2		Family is defined as spouse, child or step-child.			
3	RECREATION CARD FEES	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	FACILITY RENTAL Rates/Fees	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

**MASTER FEE SCHEDULE
PARKS AND RECREATION**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
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	\$ 55.00	\$ -	\$ 55.00
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	PAVILION RENTALS				
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)	\$ 50.00	\$ -	\$ 30.00
73	Lakeside Park Pavilion - Small, Non-Resident	Per hour (electric outlet and lighting)	\$ 75.00	\$ -	\$ 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	LAKESIDE PARK - COURT RENTALS				
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	Football - Resident	Per Hour	\$ 15.00	\$ -	\$ 15.00
90	Football - Non-Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
91	Softball - Resident	Per hour	\$ 15.00	\$ -	\$ 15.00
92	Softball - Non-Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
93	ATHLETICS				
94	Team Fees - Softball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
95	Team Fees - Football	Per team, per season	\$ 60.00	\$ -	\$ 60.00
96	Team Fee - Baseball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
97	Team Fee - Soccer	Per team, per season	\$ 60.00	\$ -	\$ 60.00
98	Team Fee - Basketball	Per team, per season	\$ 60.00	\$ -	\$ 60.00
99	Non-Resident Fee	Per person associated with teams outside of city	\$ 10.00	\$ -	\$ 10.00
100	PARKS AND RECREATION				
101	Light Key Deposit	For fields with lights, deposit required prior to issuing light key	\$ 50.00	\$ -	\$ 50.00
102	Harrington New Pavilion, Resident	Per hour (electric and lighting, no picnic tables)	\$ 30.00	\$ -	\$ 30.00
103	Harrington New Pavilion, Non-Resident	Per hour (electric and lighting, no picnic tables)	\$ 50.00	\$ -	\$ 50.00
104	Red Bird Pavilion, Resident	Per hour (electric and lighting)	\$ 30.00	\$ -	\$ 30.00
105	Red Bird Pavilion, Non-Resident	Per hour (electric and lighting)	\$ 50.00	\$ -	\$ 50.00
106	BALLFIELD RESERVATIONS				
107	Lakeside (Football and Softball I/II)				
108	High School Tennis Courts				
109	Ballfield Reservation - Lighted, Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
110	Ballfield Reservation - Lighted, Non-Resident	Per hour	\$ 60.00	\$ -	\$ 60.00
111	Ballfield Reservation - Unlighted, Resident	Per hour	\$ 15.00	\$ -	\$ 15.00
112	Ballfield Reservation - Unlighted, Non-Resident	Per hour	\$ 30.00	\$ -	\$ 30.00
113	Tennis - Lighted	Per court, per hour	\$ 4.00	\$ -	\$ 4.00
114	Tennis - Unlighted	Per court, per hour	\$ 2.00	\$ -	\$ 2.00
115	Association Light Fee	Per electric bill - energy cost plus KWH usage	\$ 0.04	\$ -	\$ 0.04

**MASTER FEE SCHEDULE
PARKS AND RECREATION**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
116	Tournament Fees				
117	Non-City Sponsored Tournaments	Per day per field with or without lights	\$ 150.00	\$ -	\$ 150.00
118	Friday Rental Rate	Per hour pro-rated	\$ 13.00	\$ -	\$ 13.00
119	Park Fees				
120	Concessions Permit	Per day for private sales in park	\$ 50.00	\$ -	\$ 50.00
142	SENIOR CENTER				
143	Resident - Annual	Membership fee	\$ 15.00	\$ -	\$ 15.00
144	Non-Resident - Annual	Membership fee	\$ 20.00	\$ -	\$ 20.00
145	SPECIAL EVENTS PERMIT				
146	Permit application		\$ 100.00	\$ -	\$ 100.00
147	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

MASTER FEE SCHEDULE
FIELDHOUSE

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/1/22
1	FIELDHOUSE				
2	COURT RENTAL - BASKETBALL				
3	Court Rental - Tournaments, Leagues, Practice, Camps	Per court / hour	\$ 50.00	\$ 5.00	\$ 55.00
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	COURT RENTAL - VOLLEYBALL				
7	Court Rental - Tournaments, Leagues, Practice, Camps	Per net / hour	\$ 35.00	\$ -	\$ 35.00
8	OTHER SPORTS REVENUE				
9	Martial Arts - Karate/Jiu-Jitsu	Per court / hour	\$ 50.00	\$ 5.00	\$ 55.00
10	Soccer/Futsal	Per court / hour	\$ 50.00	\$ 5.00	\$ 55.00
11	Security	Per officer / hour	\$ 30.00	\$ -	\$ 30.00
12	City of Duncanville Police	Per officer / hour	\$ 45.00	\$ -	\$ 45.00
13	Parking	Flat Rate for large event - \$2,500 Per Car for regular event- \$5.00/\$10.00	See Comments	\$ -	See Comments
14	ROOM RENTALS				
15	Room - Center	Per hour - 50% deposit required	\$ 60.00	\$ -	\$ 60.00
16	Room - Lounge	Per hour - 50% deposit required	\$ 50.00	\$ -	\$ 50.00
17	Room - Event	Per hour - 50% deposit required	\$ 150.00	\$ -	\$ 150.00
18	Room- Event Room Price W/Tournament rental	Per hour - 50% deposit required	\$ 75.00		\$ 75.00
19	Outside - Patio	Per hour - 50% deposit required	\$ 75.00	\$ 25.00	\$ 100.00
20	CAMPS / BEFORE & AFTER SCHOOL				
21	Registration	One-time fee per student	\$ 75.00	\$ -	\$ 75.00
22	Public School Before School Drop Off Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 55.00	\$ -	\$ 55.00
23	Public School After School Pick-up Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 60.00	\$ -	\$ 60.00
24	Public School Before/After School Drop Off & Pick-Up	Weekly fee per student, \$5.00 Sibling Discount	\$ 75.00	\$ -	\$ 75.00
25	Charter School Before School Drop Off Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 55.00	\$ -	\$ 55.00
26	Charter School After School Pick-up Only	Weekly fee per student, \$5.00 Sibling Discount	\$ 70.00	\$ -	\$ 70.00
27	Charter School Before/After School Drop Off & Pick-Up	Weekly fee per student, \$5.00 Sibling Discount	\$ 85.00	\$ -	\$ 85.00
28	Daily Drop Off Rate For No-School Days - Enrolled in Before/After School Program	Daily fee per student	\$ 30.00	\$ -	\$ 30.00
29	Daily Drop Off Rate For No-School Days - Students Not Enrolled in Before/After School Program	Daily fee per student	\$ 35.00	\$ -	\$ 35.00
30	OTHER REVENUE				
31	Linen Rental	Per Table Cloth	\$ 15.00	\$ -	\$ 15.00
32	Alcohol Permits	Per Event	\$ 50.00	\$ -	\$ 50.00
33	Copies	Per Copy	\$ 0.25	\$ -	\$ 0.25

**MASTER FEE SCHEDULE
POLICE**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/21	Change for FY 22-23	Fee Effective 10/01/22
1	POLICE DEPARTMENT				
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	4 GB Flash Drive	Each	\$ 6.00	\$ -	\$ 6.00
5	8 GB Flash Drive	Each	\$ 8.00	\$ -	\$ 8.00
6	16 GB Flash Drive	Each	\$ 10.00	\$ -	\$ 10.00
7	32 GB Flash Drive	Each	\$ 12.00	\$ -	\$ 12.00
8	Offense report	Per page.	\$ 0.10	\$ -	\$ 0.10
9	Accident report	Per report (\$4.00 plus \$2.00 certification fee)	\$ 6.00	\$ -	\$ 6.00
10	Solicitor permit	Per person.	\$ 75.00	\$ -	\$ 75.00
11	All fingerprinting fee	Per person.	\$ 10.00	\$ -	\$ 10.00
12	Certified copy/ Notarized copy	Per report	\$ 2.50	\$ -	\$ 2.50
13	VIN Inspections	Per Inspection	\$ 40.00	\$ -	\$ 40.00
14	ALARM SYSTEMS				
15	Permit	Per year.	\$ 35.00	\$ -	\$ 35.00
16	Excessive false alarm fee	Per false alarm; > 3 < 6 during 12-month period.	\$ 50.00	\$ -	\$ 50.00
17	Excessive false alarm fee	Per false alarm; > 6 < 8 during 12-month period.	\$ 75.00	\$ -	\$ 75.00
18	Excessive false alarm fee	Per false alarm; >= 8 during a 12-month period	\$ 100.00	\$ -	\$ 100.00
19	911 SERVICE FEES (Updated 03/01/2015)				
20	Resident	Per month per local exchange access line.	\$ 1.00	\$ -	\$ 1.00
21	Business	Per month per local exchange access line.	\$ 1.25	\$ -	\$ 1.25
22	Business trunk line	Per month per local exchange access line.	\$ 1.50	\$ -	\$ 1.50
23	VoIP line Resident	Per month per each VoIP line.	\$ 1.00	\$ -	\$ 1.00
24	VoIP business	Per month per each VoIP line.	\$ 1.25	\$ -	\$ 1.25
25	VoIP Business Trunk Line	Per month per each VoIP business trunk line.	\$ 1.50	\$ -	\$ 1.50
26	TOWING FEES	Per contract with J & S Towing			
27	Wrecker charge	Per call.	\$ 55.00	\$ -	\$ 55.00
28	Wrecker charge, medium duty	Per hour.	\$ 140.00	\$ -	\$ 140.00
29	Wrecker charge, heavy-duty per item (Tractor and/or Trailer)	Per hour.	\$ 170.00	\$ -	\$ 170.00
30	Mileage outside Duncanville city limits	Per loaded mile.	\$ 3.00	\$ -	\$ 3.00
31	Call out, no tow, cleanup	Per call.	\$ 30.00	\$ -	\$ 30.00
32	Call out, no tow, disregard call	Per call.	No charge		No charge
33	Recovery/waiting time	Per hour.	\$ 30.00	\$ -	\$ 30.00
34	City vehicle storage charge		No charge		No charge
35	Police Department tire change	Each tire change.	No charge		No charge
36	Tow charge, City vehicle under 1-ton	Per call.	No charge		No charge
37	Semi-tractor trailer "boot" application	Per call.	\$ 300.00	\$ -	\$ 300.00
38	ANIMAL CONTROL				
39	Tri Cities Regional Animal Shelter				
40	Animal Impoundment, 1st offense	Per animal.	\$ 30.00	\$ -	\$ 30.00
41	Animal Impoundment, 2nd offense	Per animal.	\$ 100.00	\$ -	\$ 100.00
42	Animal Impoundment, 3rd offense	Per animal.	\$ 200.00	\$ -	\$ 200.00
43	Animal Impoundment, 4th offense	Per animal.	\$ 300.00	\$ -	\$ 300.00
44	Boarding fee	Per night.	\$ 15.00	\$ -	\$ 15.00
45	Rabies observation fee	Per night.	\$ 30.00	\$ -	\$ 30.00
46	Non-resident surrender fee, animal	Per animal. (reduction per Tri-City Animal Shelter)	\$ 15.00	\$ -	\$ 15.00
47	Non-resident surrender fee, litter	Per litter (up to 4); \$5.00 each additional animal.(no longer a fee)	\$ -	\$ -	\$ -
48	Animal adoption	Each dog or cat. (\$25.00 adoption + \$25.00 sterilization voucher)	\$ 150.00	\$ -	\$ 150.00
49	Microchip and registration	Each dog or cat.	\$ 25.00	\$ -	\$ 25.00
50	Veterinarian disposal fee	Each dog, cat or small animal	\$ 15.00	\$ -	\$ 15.00
51	Animal Permits				
52	Wild animal	Per year.	\$ 10.00	\$ -	\$ 10.00
53	Livestock	Per year.	\$ 10.00	\$ -	\$ 10.00
54	Cats over limit	Per year.	\$ 10.00	\$ -	\$ 10.00
55	Dogs over limit	Per year.	\$ 10.00	\$ -	\$ 10.00
56	TAXICAB PERMITS				
57	Operating permit fee	Per year.	\$ 150.00	\$ -	\$ 150.00
58	Vehicle inspection fee	Annual, per vehicle.	\$ 10.00	\$ -	\$ 10.00
59	Driver fee	Per year.	\$ 10.00	\$ -	\$ 10.00
60	SEXUALLY ORIENTED BUSINESSES				
61	Sexually oriented business	Per year.	\$ 525.00	\$ -	\$ 525.00
62	Massage establishment	Per year.	\$ 625.00	\$ -	\$ 625.00
63	Class A Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
64	Class B Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
65	Class C Dance Hall	Per year.	\$ 525.00	\$ -	\$ 525.00
66	Class D Dance Hall	Per year.	\$ 675.00	\$ -	\$ 675.00
67	Class E Dance Hall	Per year.	\$ 675.00	\$ -	\$ 675.00

MASTER FEE SCHEDULE
FIRE

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/1/21	Change for FY 22-23	Fee Effective 10/1/22
	FIRE DEPARTMENT				
1	AMBULANCE FEES				
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	PERMIT FEES				
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

**MASTER FEE SCHEDULE
PLANNING / BUILDING INSPECTIONS**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/01/22
	DEVELOPMENT SERVICES				
1	ZONING & RELATED FEES				
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	Filing Plat at Dallas County	Per plat. This fee is applied in the event in the event the property owner has not filed the plat with Dallas County within 60 days of approval by Planning and Zoning Commission.	Actual Cost + 10% Courier Fee	\$ -	Actual Cost + 10% Courier Fee
8	Planned Development Site Plan Review	To ensure site plan meets City Zoning Ordinance & Subdivision Regulations	\$ 250.00	\$ -	\$ 250.00
9	Zoning change - planned development	Per development.	\$ 1,050.00	\$ -	\$ 1,050.00
10	Zoning change - single residential lot		\$ 500.00	\$ -	\$ 500.00
11	Zoning change - Special Use Permit (SUP)		\$ 1,150.00	\$ -	\$ 1,150.00
12	Zoning change - all others		\$ 1,050.00	\$ -	\$ 1,050.00
13	Comprehensive Plan	Per book	\$ 50.00	\$ -	\$ 50.00
14	Maps (black/white copy)	Per sheet	\$ 5.00	\$ -	\$ 5.00
15	Street signs (2 signs, 1 pole)	Per assembly; installed	\$ 75.00	\$ -	\$ 75.00
16	Blue fire buttons	Each	\$ 10.00	\$ -	\$ 10.00
17	Zoning Verification Letter	Each	\$ 50.00	\$ -	\$ 50.00
18	Right-of-Way Abandonment	Each application	\$ 250.00	\$ -	\$ 250.00
19	Pre-Development Meeting	To review City requirements prior to starting their business	\$ -	\$ -	\$ -
20	CERTIFICATES OF OCCUPANCY				
21	New building		\$ 25.00	\$ -	\$ 25.00
22	Existing building	For each new occupant or change in occupancy or ownership.	\$ 125.00	\$ -	\$ 125.00
23	Clean & Show Permit	For landlord to get power turned on prior to tenant occupancy	\$ 50.00	\$ -	\$ 50.00
24	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
25	Changes	Certificate replacement	\$ 10.00	\$ -	\$ 10.00
26	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
27	Annual Group Home Inspection Fee	Annual group home inspection fee per Ordinance Section 12C-12	\$ 150.00	\$ -	\$ 150.00
28	PLAN REVIEW	RESIDENTIAL PLAN REVIEW - NEW CONSTRUCTION			
29	Total Square Feet				
30	1001 - 1500		\$ 75.00	\$ -	\$ 75.00
31	1501 - 2000		\$ 100.00	\$ -	\$ 100.00
32	2001 - 2500		\$ 125.00	\$ -	\$ 125.00
33	2501 - 3000		\$ 150.00	\$ -	\$ 150.00
34	3001 - 3500		\$ 200.00	\$ -	\$ 200.00
35	3501 - 4000		\$ 225.00	\$ -	\$ 225.00
36	4001 or more	\$225 plus 0.05 per each additional square foot	See Comments		See Comments
37	BUILDING PERMITS	RESIDENTIAL NEW CONSTRUCTION			
38	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
39	Total Square Feet				
40	1001 - 1500		\$ 1,400.00	\$ -	\$ 1,400.00
41	1501 - 2000		\$ 1,504.00	\$ -	\$ 1,504.00
42	2001 - 2500		\$ 1,731.55	\$ -	\$ 1,731.55
43	2501 - 3000		\$ 1,959.10	\$ -	\$ 1,959.10
44	3001 - 3500		\$ 2,186.65	\$ -	\$ 2,186.65
45	3501 - 4000		\$ 2,414.20	\$ -	\$ 2,414.20
46	4001 or more	\$2,414.50 plus 0.50 per each additional square foot	See Comments		See Comments

MASTER FEE SCHEDULE
PLANNING / BUILDING INSPECTIONS

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/01/22
47	BUILDING PERMITS	RESIDENTIAL REMODEL- ADDITIONAL SQFT TO MAIN STRUCTURE			
48	Total Square Feet				
49	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
50	0-250		\$ 175.00	\$ -	\$ 175.00
51	251-500		\$ 325.00	\$ -	\$ 325.00
52	501-1000		\$ 600.00	\$ -	\$ 600.00
53	1001-1500		\$ 875.00	\$ -	\$ 875.00
54	1501-2000		\$ 1,075.00	\$ -	\$ 1,075.00
55	2001-2500		\$ 1,375.00	\$ -	\$ 1,375.00
56	2501 -3000		\$ 1,575.00	\$ -	\$ 1,575.00
57	3001 or more	\$1,575 plus 0.40 per each additional square foot	See Comments		See Comments
58	PLAN REVIEW	COMMERCIAL BUILDING REVIEW			
59	Plan Review	Commercial Review for new construction. Max \$25,000.00	50% permit cost		50% permit cost
60	BUILDING PERMITS	NEW COMMERCIAL BUILDING			
61	Total Square Feet				
62	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
63	0-1500	per square foot	\$ 4.00	\$ -	\$ 4.00
64	1501-2500	per square foot	\$ 3.60	\$ -	\$ 3.60
65	2501-3500	per square foot	\$ 2.95	\$ -	\$ 2.95
66	3501-4500	per square foot	\$ 2.75	\$ -	\$ 2.75
67	4501-5500	per square foot	\$ 2.55	\$ -	\$ 2.55
68	5501-6500	per square foot	\$ 2.45	\$ -	\$ 2.45
69	6,501-15,000	per square foot	\$ 2.00		\$ 2.00
70	15,001-35,000	per square foot	\$ 1.15		\$ 1.15
71	35,001 or more	per square foot	\$ 0.50		\$ 0.50
72	BUILDING PERMITS	COMMERCIAL BUILDING REMODEL			
73	Total Square Feet				
74	Work Done Without Permit	Work performed without permit when a permit is required- double the calculated project fee			
75	0-1500	per square foot	\$ 0.35	\$ -	\$ 0.35
76	1501-2500	per square foot	\$ 0.30	\$ -	\$ 0.30
77	2501-3500	per square foot	\$ 0.28	\$ -	\$ 0.28
78	3501-4500	per square foot	\$ 0.26	\$ -	\$ 0.26
79	4501-5500	per square foot	\$ 0.24	\$ -	\$ 0.24
80	5501-6500	per square foot	\$ 0.23	\$ -	\$ 0.23
81	6,501 - 15,000	per square foot	\$ 0.22	\$ -	\$ 0.22
82	15,001-35,000	per square foot	\$ 0.20	\$ -	\$ 0.20
83	35,001 or more	per square foot	\$ 0.15	\$ -	\$ 0.15
84	INSPECTIONS / PLAN REVIEW				
85	Commercial Pool/Spa Inspection Fee	Inspected 4 times a year	\$ 200.00	\$ -	\$ 200.00
86	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
87	Reinspection fees	Inspection required after failure to comply with first notice of violation	\$ 50.00	\$ -	\$ 50.00
88	Inspections for which no fee is specifically indicated (half-hour minimum)		\$ 50.00	\$ -	\$ 50.00
89	Additional plan review required by changes, additions, or revisions to plans (half-hour minimum)		\$ 50.00	\$ -	\$ 50.00
90	Use of outside consultants for plan checking and inspections or both	To include administrative and overhead costs.	Actual Cost		Actual Cost

MASTER FEE SCHEDULE
PLANNING / BUILDING INSPECTIONS

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/01/22
91	CONTRACTOR REGISTRATION				
92	General Contractor Registration - fence, concrete, sign, landscape irrigation installer, solar, backflow inspector (BPAT)	Annual Fee - requires \$100,000 liability insurance	\$ 100.00	\$ -	\$ 100.00
93	ELECTRICAL PERMITS	Unrelated to new construction or remodeling.			
94	Electrical work done with no permit	Work performed without permit when a permit is required - double the calculated project fee			
95	Service change		\$ 75.00	\$ -	\$ 75.00
96	Meter change		\$ 75.00	\$ -	\$ 75.00
97	PLUMBING PERMITS	Unrelated to new construction or remodeling.			
98	Plumbing work done with no permit	Work performed without permit when a permit is required - double the calculated project fee	NEW		Based on permit value
99	First fixture		\$ 30.00	\$ -	\$ 30.00
100	Sewer relay		\$ 75.00	\$ -	\$ 75.00
101	Gas line relay		\$ 75.00	\$ -	\$ 75.00
102	Water heater installation		\$ 75.00	\$ -	\$ 75.00
103	Water treatment system installation		\$ 75.00	\$ -	\$ 75.00
104	Backflow device inspection		\$ 75.00	\$ -	\$ 75.00
105	Landscape Irrigation Installation		\$ 100.00	\$ -	\$ 100.00
106	Gas Test & minor repair		\$ 75.00	\$ -	\$ 75.00
107	Grease Trap		\$ 100.00	\$ -	\$ 100.00
108	Sand Trap		\$ 100.00	\$ -	\$ 100.00
109	Steam boiler installation		\$ 30.00	\$ -	\$ 30.00
110	AIR CONDITIONING PERMITS	Unrelated to new construction or remodeling.			
111	HVAC Done Without Permit	Double the calculated project fee	See Comments	\$ -	See Comments
112	Mechanical - Repair or Alteration		\$ 75.00	\$ -	\$ 75.00
113	Residential New HVAC system	per system	\$ 75.00	\$ -	\$ 75.00
114	Commercial New HVAC system		\$ 150.00	\$ -	\$ 150.00
115	Walk-In Cooler Installation		\$ 75.00	\$ -	\$ 75.00

**MASTER FEE SCHEDULE
PLANNING / BUILDING INSPECTIONS**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/01/22
116	MISC. PERMITS / FEES	Including all trades, if applicable.			
117	Work Done Without Permit	Double the calculated project fee	See Comments		See Comments
118	Residential Remodel, repair, or alteration to existing house (excludes an increase in sq ft)		\$ 125.00	\$ -	\$ 125.00
119	Solar		\$ 150.00	\$ -	\$ 150.00
120	Foundation		\$ 150.00	\$ -	\$ 150.00
121	Swimming pool, >5,000 gal.		\$ 75.00	\$ -	\$ 75.00
122	Spa / hot tub / Pool (above ground, 24" deep or greater)		\$ 75.00	\$ -	\$ 75.00
123	Type B Accessory building 0-399 sqft	no MEP included, separate permit required	\$ 75.00	\$ -	\$ 75.00
124	Type A Accessory building 400 sqft or greater	no MEP included, separate permit required	\$ 150.00	\$ -	\$ 150.00
125	Roof Shingle Replacement - Residential	Greater than 1 bundle of shingles replaced (33 SF)	\$ 75.00	\$ -	\$ 75.00
126	Roof Decking Replacement - Residential		\$ 150.00	\$ -	\$ 150.00
127	Roof Shingles/ Composition Replacement - Commercial	Greater than 1 bundle of shingles replaced (33 SF)	\$ 150.00	\$ -	\$ 150.00
128	Roof Decking Replacement - Commercial		\$ 300.00	\$ -	\$ 300.00
129	Thermoplastic Olefin (TPO)	New Roof	\$ 450.00	\$ -	\$ 450.00
130	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
131	Asphalt Street tie-in to concrete drive approach	Per linear foot	\$ 6.00	\$ -	\$ 6.00
132	Structure moving, within City limits	Code of Ordinances Section 5-58	\$ 100.00	\$ -	\$ 100.00
133	Structure moving, into City	Code of Ordinances Section 5-58	\$ 100.00	\$ -	\$ 100.00
134	Construction Trailer	To set a construction trailer on a job site	\$ 100.00	\$ -	\$ 100.00
135	Building demolition		\$ 100.00	\$ -	\$ 100.00
136	Gasoline fuel tanks		\$ 150.00	\$ -	\$ 150.00
137	Tent or canopy	Four permits per year, 14 days each	\$ 25.00	\$ -	\$ 25.00
138	Residential Fence		\$ 75.00	\$ -	\$ 75.00
139	Commercial Fence	3 inspections required	\$ 225.00	\$ -	\$ 225.00
140	Storage Containers	Annual Fee - two permits per year, 15 days each	\$ 25.00	\$ -	\$ 25.00
141	Occasional sale / residential garage sale	Four permits per year, two each six-month period	No charge	\$ -	No charge
142	Parking lot and/or tent sale	Four permits per year, 14 days each	\$ 50.00	\$ -	\$ 50.00
143	Seasonal sale		\$ 50.00	\$ -	\$ 50.00
144	Seasonal garden center		\$ 50.00	\$ -	\$ 50.00
145	Handbill application	Per year.	\$ 50.00	\$ -	\$ 50.00
146	Handbill permit, one day		\$ 15.00	\$ -	\$ 15.00
147	Handbill permit, one week		\$ 40.00	\$ -	\$ 40.00
148	Handbill permit, one year		\$ 400.00	\$ -	\$ 400.00
149	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
150	Vacant building registration	Annual Fee	\$ 125.00	\$ -	\$ 125.00
151	Vacant building inspection	Annual Fee- \$50.00, plus an additional \$0.01 per square foot over 5,000 ft.	See Comments	\$ -	\$50 or \$0.01/sf whichever is higher
152	Vacant building registration late fee	Additional \$50.00 for every 30th day the registration is late	See Comments		See Comments
153	Residential Rental Property Registration	Registration, Inspection, and RCO	\$ 75.00	\$ -	\$ 75.00
154	Residential Rental Property Registration	Annual fee per single-family, duplex, or townhouse rental unit	\$ 25.00	\$ -	\$ 25.00
155	Residential Administrative Fee	Upon change of ownership with a registration year	\$ 10.00	\$ -	\$ 10.00
156	Rental Certificate of Occupancy Replacement Fee	Replacement of lost, destroyed or mutilated Rental Certificate of Occupancy	\$ 10.00	\$ -	\$ 10.00
157	Rental Registration Late Fee	If any registration renewal fee is paid over 30 days after the due date	\$ 50.00	\$ -	\$ 50.00
158	Street name change Request	Cost to file application and to bring case to Council for approval	\$ 125.00	\$ -	\$ 125.00
159	Street Name Change - Sign Fabricate & Install	Cost varies based on size of signs and number of signs needed.		\$ -	Reimburse City Actual Cost
160	SMALL CELL AND NETWORK NODES				
161	Small Cell/Network node application fee	1-5 network nodes	\$ 500.00	\$ -	\$ 500.00
162	Small Cell/Network node application fee	Additional network nodes beyond 5, each	\$ 250.00	\$ -	\$ 250.00
163	Small Cell/Network node application fee	Each pole to be erected	\$ 1,000.00	\$ -	\$ 1,000.00
164	Small Cell/Network node annual user fee	Each network node	\$ 250.00	\$ -	\$ 250.00
165	Transport Facility monthly user fee	Each network node in right-of-way providing backhaul	\$ 28.00	\$ -	\$ 28.00
166	Collocation on city poles annual user fee	Each pole	\$ 20.00	\$ -	\$ 20.00

MASTER FEE SCHEDULE
PLANNING / BUILDING INSPECTIONS

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY22-23	Fee Effective 10/01/22
167	FOOD ESTABLISHMENT FEES				
168	Health permit				
169	Class 1A (full service restaurants with dining area, and supermarkets without a deli/bakery in the store)	Per fiscal year.	\$ 425.00	\$ -	\$ 425.00
170	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
171	Class 3A (Seasonal Establishments)	Per fiscal year.	\$ 175.00		\$ 175.00
172	Retail	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
173	All large retail stores will be assessed separate permit fees for each operational function				
174	Meat Market	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
175	Deli	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
176	Seafood	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
177	Restaurant	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
178	Bakery	Per fiscal year.	\$ 250.00	\$ -	\$ 250.00
179	School cafeteria	Per school cafeteria per fiscal year.	\$ 250.00	\$ -	\$ 250.00
180	Temporary food permit, first day		\$ 25.00	\$ -	\$ 25.00
181	Temporary food permit, additional day	Not to exceed 10 days.	\$ 5.00	\$ -	\$ 5.00
182	Re-check fee, all classifications		\$ 100.00	\$ -	\$ 100.00
183	Health Permit Late fees				
184	After October 10 of fiscal year	First late fee	\$ 50.00	\$ -	\$ 50.00
185	Every 10 days thereafter	in addition to the First \$50.00 late fee	\$ 50.00	\$ -	\$ 50.00
186	Not received by November 1st	Will result in establishment closure.	\$ 100.00	\$ -	\$ 100.00
187	New Establishment or change of ownership administrative fee in addition to Health Permit		\$ 35.00	\$ -	\$ 35.00
188	APARTMENT COMPLEX LICENSING				
189	License fee	Per dwelling unit. Due on or before last working day of preceding year.	\$ 15.00	\$ -	\$ 15.00
190	License replacement fee	Fees for licenses issued during year pro-rated.	\$ 10.00	\$ -	\$ 10.00
191	Late fee	For each month or part of the month that a license fee has not been received.	\$ 100.00	\$ -	\$ 100.00
192	Reinspection fee	Per reinspection of noted violation	\$ 20.00		\$ 20.00
193	SIGN PERMITS				
194	Reface		\$ 75.00		\$ 75.00
195	Pole signs		\$ 150.00		\$ 150.00
196	Monument		\$ 150.00		\$ 150.00
197	Wall signs		\$ 75.00		\$ 75.00
198	Lighted sign, electrical fee		\$ 150.00		\$ 150.00
199	Flags	3 flags per lot - insignia, decorative, governmental.	No charge	\$ -	No charge
200	Pennant	14 day limit; within first 90 days of certificate of occupancy.	No charge	\$ -	No charge
201	BANNER FEES				
202	Erect banner	Each 30 day period; not to exceed 90 days per year.	\$ 25.00	\$ -	\$ 25.00
203	Grand Opening banner	14 day limit; within first 90 days of certificate of occupancy.	No charge	\$ -	No charge
204	TREE PRESERVATION FEES				
205	Removal of dead, diseased, or damaged tree		No charge	\$ -	No charge
206	Removal of protected trees and/or review of tree preservation plan in conjunction with building permit. (Applicable mitigation charges still apply)		No charge	\$ -	No charge
207	Application for tree removal (Applicable mitigation charges still apply)		\$ 100.00	\$ -	\$ 100.00
208	Review of tree preservation plan		\$ 100.00	\$ -	\$ 100.00
209	All others		\$ 100.00	\$ -	\$ 100.00
210	VARIANCE REQUESTS				
211	Board of Adjustment	Per request. Cost to bring a case to ZBA.	\$ 125.00	\$ -	\$ 125.00
212	Sign Control Board	Per request. Cost to bring a case to Sign Control Board	\$ 100.00	\$ -	\$ 100.00
213	Letter preparation		\$ 7.50	\$ -	\$ 7.50

MASTER FEE SCHEDULE UTILITIES

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
	UTILITIES				
1	WATER & SEWER CONNECTION / TAP FEES				
2	Water connection fees				
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	Water tap fees	IN ADDITION TO CONNECTION FEE FOR NEW SERVICE INSTALL			
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	Sewer connection fees	ONLY IF EXISTING SEWER SERVICE IS AVAILABLE TO PROPERTY			
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	Sewer tap fees	IN ADDITION TO CONNECTION FEE FOR NEW SERVICE INSTALL			
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	Pavement repair charges				
20	Sidewalk	Per square foot.	\$ 5.10	\$ 3.90	\$ 9.00
21	Street	Per square foot.	\$ 7.50	\$ 1.50	\$ 9.00
22	WATER RATES	Monthly rates to be charged for water on a monthly basis			
23		as determined by water meter readings.			
24	Residential - Non-Senior				
25	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
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	\$ 0.49	\$ 4.25
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	\$ 0.63	\$ 5.48
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	\$ 0.78	\$ 6.76
29	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 7.09	\$ 0.92	\$ 8.01
30	Residential - Senior (over 65)				
31	Minimum water charge, up to 1,000 gal.	Per month, per unit.		\$ 14.24	\$ 14.24
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.		\$ 3.82	\$ 3.82
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.		\$ 4.93	\$ 4.93
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.		\$ 6.08	\$ 6.08
35	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.		\$ 7.21	\$ 7.21
36	Commercial				
37	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
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	\$ 0.44	\$ 3.82
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	\$ 0.57	\$ 4.98
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	\$ 0.71	\$ 6.16
41	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 5.45	\$ 0.71	\$ 6.16
42	Multi-Family				
43	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
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.	\$ 3.38	\$ 0.44	\$ 3.82
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.	\$ 4.41	\$ 0.57	\$ 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.	\$ 5.45	\$ 0.71	\$ 6.16
47	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 5.45	\$ 0.71	\$ 6.16
48	Irrigation				
49	Minimum water charge	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
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.	\$ 3.85	\$ 0.50	\$ 4.35
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.	\$ 4.98	\$ 0.65	\$ 5.63
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.	\$ 6.11	\$ 0.79	\$ 6.90
53	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 7.22	\$ 0.94	\$ 8.16

MASTER FEE SCHEDULE UTILITIES

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
54	Schools				
55	Minimum water charge, up to 1,000 gal.	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
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.	\$ 5.48	\$ 0.71	\$ 6.19
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.	\$ 6.49	\$ 0.84	\$ 7.33
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.	\$ 7.49	\$ 0.97	\$ 8.46
59	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 8.50	\$ 1.11	\$ 9.61
60	Municipal				
61	Minimum water charge	Per month, per unit.	\$ 14.00	\$ 1.82	\$ 15.82
62	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	\$ 0.84	\$ 7.33
63	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	\$ 0.97	\$ 8.46
64	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	\$ 1.11	\$ 9.61
65	Over 30,000 gallons	Per 1,000 gallons for water usage of 30,000 gallons or more per unit.	\$ 9.49	\$ 1.23	\$ 10.72
66	WATER DEPOSITS AND FEES				
67	Deposit, residential		\$ 75.00	\$ -	\$ 75.00
68	Deposit, commercial		\$ 125.00	\$ -	\$ 125.00
69	Deposit, Realtor	For one house; \$25.00 for each additional house.	\$ 75.00	\$ -	\$ 75.00
70	Convenience fee (credit card over the phone)	Per transaction	\$ 15.00	\$ -	\$ 15.00
71	Returned check fee	Per check.	\$ 35.00	\$ -	\$ 35.00
72	Delinquent charge (Commercial)	Based on total bill, including water, sewer, garbage, and drainage fees.	10%		10%
73	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%
74	Deposit, fire hydrant meter	Based on cost of hydrant meter/backflow assembly & labor	\$ 2,000.00	\$ -	\$ 2,000.00
75	Reconnections				
76	During business hours: single-family, duplexes, multi-family 9 units or less	Additional \$35.00 if meter was pulled.	\$ 35.00	\$ -	\$ 35.00
77	During business hours: multi-family with 10 units or more		\$ 70.00	\$ -	\$ 70.00
78	After hours / holidays: single-family, duplexes, multi-family 9 units or less		\$ 45.00	\$ -	\$ 45.00
79	After hours / holidays: multi-family with 10 units or more		\$ 120.00	\$ -	\$ 120.00
80	Charge if customer turns water on illegally, meter in place	Per occurrence	\$ 50.00	\$ -	\$ 50.00
81	Charge if customer illegally installs bypass, meter or no meter	Per occurrence	\$ 150.00	\$ -	\$ 150.00
82	SEWER RATES				
83	Fixed rates				
84	Residential	Per connection (without tax)	\$ 19.25	\$ 1.54	\$ 20.79
85	Residential (Senior Over 65)	Per connection (without tax)		\$ 18.71	\$ 18.71
86	Multi-family	Per living unit (without tax)	\$ 9.07	\$ 0.73	\$ 9.80
87	Commercial, Schools, Municipal	Per connection (without tax)	\$ 9.07	\$ 0.73	\$ 9.80
88	Variable rates				
89	Residential	Per 1,000 gallons.; based on winter months average without tax	\$ 8.22	\$ 0.66	\$ 8.88
90	Residential (Senior Over 65)	Per 1,000 gallons.; based on winter months average without tax		\$ 7.99	\$ 7.99
91	Multi-family	Per 1,000 gallons; based on 90% of water consumption without tax	\$ 9.25	\$ 0.74	\$ 9.99
92	Commercial, Schools and Municipal	Per 1,000 gallons; based on 85% of water consumption without tax	\$ 9.07	\$ 0.73	\$ 9.80
93	SOLID WASTE RATES				
94	Single-family & duplex, curbside service	Per dwelling unit without tax	\$ 24.36	\$ 2.68	\$ 27.04
95	Single-family & duplex, alley service	Per dwelling unit without tax	\$ 30.54	\$ 3.36	\$ 33.90
96	Multi-family, curbside service	Per dwelling unit without tax	\$ 24.36	\$ 2.68	\$ 27.04
97	Multi-family, alley pickup	Per dwelling unit without tax	\$ 30.54	\$ 3.36	\$ 33.90
98	Commercial accounts serviced by residential trucks				
99	Per commercial account	Per month, without tax	\$ 31.51	\$ 8.19	\$ 39.70
100	Each additional	Removing - this is not billed	\$ 11.78	\$ (11.78)	\$ -
101	Obstruction in front of container	Removing - this is not billed	\$ 17.49	\$ (17.49)	\$ -
102	Commercial accounts				
103	Commercial containers / collection	Rates specified in contract with service provider and subject to CPI increases.	See Comments		See Comments
104	Commercial containers / burned	Rates specified in contract with service provider and subject to CPI increases.	See Comments		See Comments
105	PRIVATE COLLECTION LICENSES				
106	Class A				
107	Each vehicle, up to 1/2 ton	Per year.	\$ 25.00	\$ -	\$ 25.00
108	Each vehicle, 1/2 ton to 2 tons	Per year.	\$ 35.00	\$ -	\$ 35.00
109	Each vehicle, 2 tons or more	Per year.	\$ 50.00	\$ -	\$ 50.00
110	Class 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
111	Class C	Per year (for collection and transportation of grass clippings).	\$ 25.00	\$ -	\$ 25.00

**MASTER FEE SCHEDULE
UTILITIES**

	DEPARTMENT	BASIS/COMMENTS	Fee Effective 10/01/21	Change for FY 22-23	Fee Effective 10/01/22
112	LANDFILL FEES	Gate rate at Skyline Landfill			
113	STORMWATER CHARGES				
114	Residential	Per month, per dwelling unit	\$ 3.50	\$ -	\$ 3.50
115	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
116	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
117	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
118	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
119	RETAIL ELECTRIC PROVIDERS	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.			
120	Registration fee	Due by January 31 of each year.	\$ 25.00	\$ -	\$ 25.00
121	Subsequent registration fee		\$ 20.00	\$ -	\$ 20.00
122	Late payment fee	For fees not received prior to January 31.	\$ 10.00	\$ -	\$ 10.00
123	Delinquency fee	Plus late payment fee and amount of penalty first imposed.	\$ 15.00	\$ -	\$ 15.00