

CITY OF SEAGOVILLE, TEXAS  
ANNUAL OPERATING BUDGET  
OCTOBER 1, 2017– SEPTEMBER 30, 2018



# City of Seagoville

## Fiscal Year 2017-2018

### Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$633,594, which is a 16.14 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 \$529,902.

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

**FOR:**

**AGAINST:**

**PRESENT** and not voting:

**ABSENT:**

#### **Property Tax Rate Comparison**

	<b>2017-2018</b>	<b>2016-2017</b>
Property Tax Rate:	\$0.743800/100	\$0.743800/100
Effective Tax Rate:	\$0.720942/100	\$0.678387/100
Effective Maintenance & Operations Tax Rate:	\$0.702155/100	\$0.645243/100
Rollback Tax Rate:	\$0.800024/100	\$0.743952/100
Debt Rate:	\$0.036300/100	\$0.036302/100

Total debt obligation for City of Seagoville secured by property taxes:  
\$1,543,888.89



**City of Seagoville, Texas**

**Proposed Operating Budget**

October 1, 2017 – September 30, 2018



City of Seagoville, Texas  
Proposed Operating Budget  
October 1, 2017 – September 30, 2018

**Table of Contents**

**SECTION I - INTRODUCTION**

Table of Contents.....	1
Principal City Officials .....	4
Organizational Chart .....	5
Budget Calendar.....	6
Financial Policies .....	7
Long Term Financial Strategy.....	12
Combined Fund Summary .....	14
Position Analysis.....	15

**SECTION III – GENERAL FUND**

General Fund Overview .....	17
General Fund Financial Summary .....	40
General Fund Revenues by Category.....	43
General Fund Summary of Expenditures.....	44
Department Budgets	
General Government	
City Council.....	45
City Manager.....	47
City Secretary .....	52
Information Technology .....	57
Human Resources .....	59
Finance .....	64
Public Safety	
Police .....	69
Fire.....	74
Emergency Medical Services (EMS).....	79
Support Services.....	81
Animal Control .....	86
Community Services	
Municipal Court .....	91
Library.....	96



City of Seagoville, Texas  
Proposed Operating Budget  
October 1, 2017 – September 30, 2018  
**Table of Contents**

**SECTION III – GENERAL FUND (continued)**

Community Services	
Senior Center.....	101
Sanitation.....	106
Community Development	
Overview.....	108
Building Inspection and Services .....	110
Streets .....	113
Parks.....	116
Planning.....	119
Code Enforcement.....	122
Non-Departmental	
Non-Departmental.....	125

**SECTION IV – DEBT SERVICE FUND**

Budget Summary .....	127
Annual Debt Service Requirements .....	128
Individual Debt Service Schedules.....	129
Annual Debt Service Requirements until Maturity.....	131

**SECTION V – WATER AND SEWER FUND**

Water and Sewer Fund Budget Summary .....	132
Fund Overview.....	133
Operations Summary	
Water and Sewer Administration.....	143
Water Services.....	146
Sewer Services .....	149
Customer Service .....	152
Non-Departmental.....	155
Debt Service .....	157

**SECTION VI – ALL OTHER FUNDS**

Overview .....	163
Police State Forfeiture Fund .....	164
Police Federal Forfeiture Fund .....	165



City of Seagoville, Texas  
Proposed Operating Budget  
October 1, 2017 – September 30, 2018  
**Table of Contents**

**SECTION VI – ALL OTHER FUNDS (continued)**

Small Grants Fund.....	166
Recycling Revenue Fund.....	167
Municipal Court Fund.....	168
Park Development Fund.....	169
Hotel Motel Fund.....	170
FY 2015 Street Projects Fund.....	171
Park Maintenance Fund.....	172
Street Maintenance Fund.....	173
Animal Shelter Operations Fund.....	174
Animal Shelter Building Fund.....	175
Vehicle Replacement Fund.....	176
Technology Replacement Fund .....	177
TCLEOSE Fund .....	178
Police Training Fund.....	179
Storm Water Fund.....	180

**SECTION VII – APPENDIX**

Seagoville Economic Development Corporation .....	181
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**City of Seagoville, Texas**  
Principal City Officials  
2017 – 2018

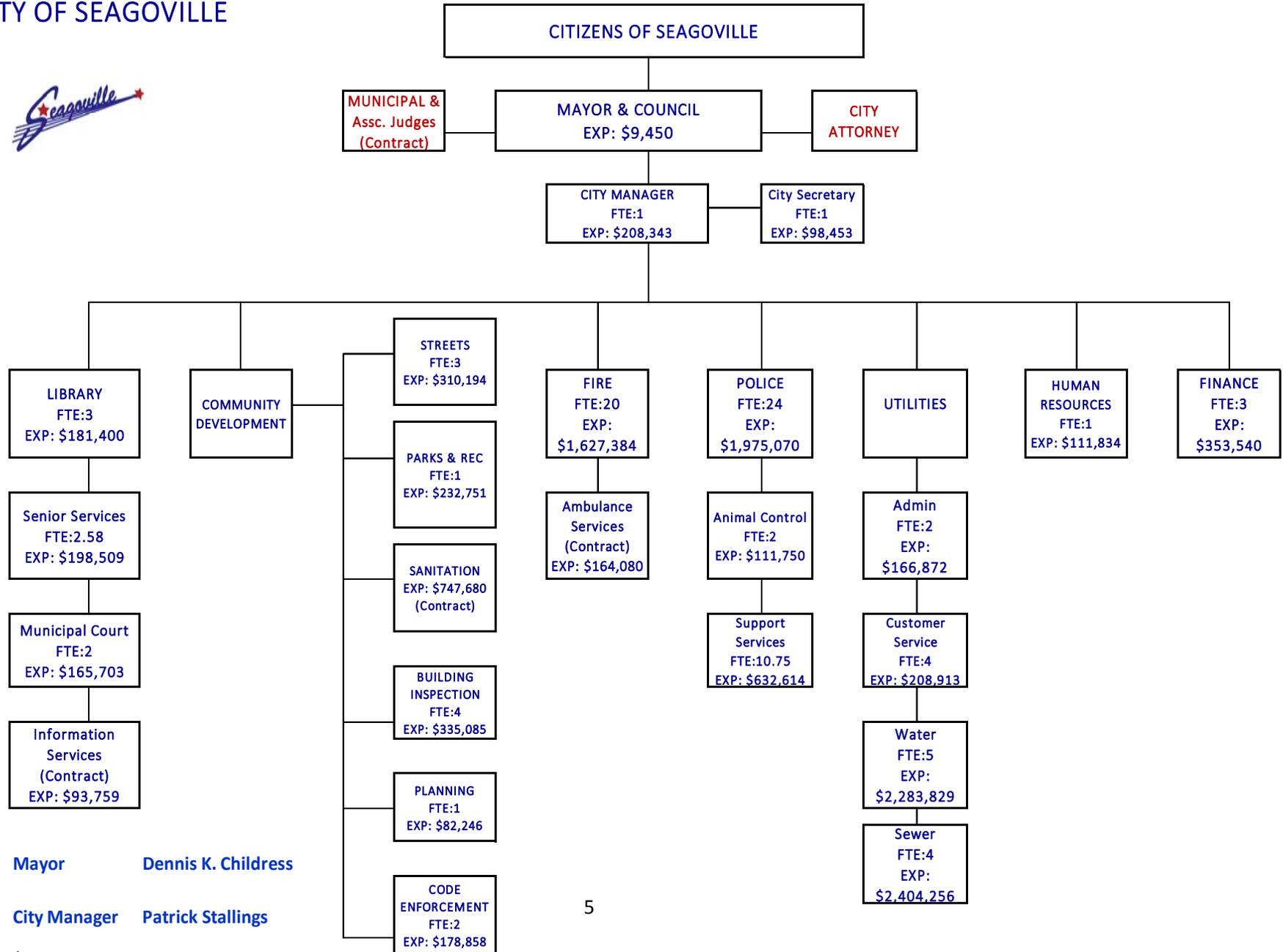
**City Council**

Dennis Childress	Mayor	Term Expires May, 2019
Rick Howard	Council Member, Place 1	Term Expires May, 2018
Jose Hernandez	Council Member, Place 2	Term Expires May, 2019
Harold Magill	Council Member, Place 3	Term Expires May, 2018
Mike Fruin	Council Member, Place 4	Term Expires May, 2019
Jon Epps	Mayor Pro-Tem, Place 5	Term Expires May, 2018

**City Executive Staff**

Pat Stallings	City Manager
Patrick Harvey	Finance Director
Ray Calverley	Police Chief
Todd Gilcrease	Fire Chief
Cindy Brown	Human Resources/Risk Manager
Kandi Jackson	City Secretary
Liz Gant	Library Director
Phil DeChant	Water Utilities Director
Ladis Barr	Community Development Director

# CITY OF SEAGOVILLE



**Mayor** Dennis K. Childress

**City Manager** Patrick Stallings



## FY 2018 BUDGET CALENDAR

May 1, 2017	Review of Mid Year Projections and FYE Fund Balance Estimate	City Manager, Finance Director, City Council
May 2, 2017 May 3 – May 31, 2017	Staff Budget Training Department Operating Budget Preparation	Department Heads
June 2017	Budget Review – All Funds	City Manager, Department Heads, Finance
June, July 2017	Insurance Costs – TML and Health	Human Resources, Finance
July 31, 2017	W&S Budget Workshop General Fund Budget Workshop	City Manager, Finance Director, Department Heads
July 24, 2017 July 28, 2017	Receive Certified Appraisal Roll Receive Truth in Taxation Calculations	Dallas/Kaufman Appraisal Districts Dallas County Tax Assessor - Collector
July 31, 2017	Budget Submitted to City Secretary and Council	Staff
August 7, 2017	Publish Notice of Three Public Hearings 1. Proposed Budget FY 2018 and Proposed Tax Rate (Two Public Hearings) 2. Hotel/Motel Budget, Water/Sewer Rates (One Public Hearing) and Drainage Rates (One Public Hearing)	City Secretary
August 7, 2017	Present Budget to Council (Overview), Discuss Tax Rate	City Manager, Finance Director, City Council
August 7, 2017	Resolution Accepting Tax Roll, Discuss Tax Rate and take record vote	City Council
August 21, 2017	Detailed Council Budget Workshop - All funds and SEDC	City Manager, Finance Director, City Council
August 21, 2017	First of Two Public Hearings on FY 2018 Budget and Tax Rate Public Hearing on Hotel/Motel, Water/Sewer Rates and Sanitation Rates First Reading of Water/Sewer Rate Ord. and Drainage Ordinance <b>Announcement by City Council of the date of the Meeting for the Adoption of the Tax Rate</b>	City Council, City Secretary, City Manager, Finance Director
August 28, 2017	Second of Two Public Hearings on FY 2018 Budget and Tax Rate Second reading of Water/Sewer Rate Ord. and Drainage Ord. Adoption of Water/Sewer Rate Ordinance and Drainage Ordinance. <b>Announcement by City Council of the date of the Meeting for the Adoption of the Tax Rate</b>	City Council City Secretary, City Manager, Finance Director
August 29, 2017	Publish “Notice of Vote on Tax Rate”	City Secretary
September 11, 2017	Adoption of Budget FY 2018, Tax Rate, Hotel/Motel Budget and Grants, SEDC Budget and Tax Rate	City Council
September 12, 2017	Notify Tax Assessor/Collector of Tax Rate	Finance Director
October 1	Fiscal Year 2018 Begins	

# City of Seagoville Financial Policies

## **Purpose Statement**

The policies set forth below provide guidelines to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community. The City Manager and Senior management follow these policies while developing the annual operating budget. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditure control and capital financing/debt management.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay
3. Strive to retain the best possible rating on bonds

## **Accounting, Auditing and Financial Reporting**

**Accounting** – The City's Director of Finance is responsible for establishing the chart of accounts and for properly recording financial transactions.

**External Auditing** – The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program. The City will follow a five year rotation of outside independent auditors. The audited financial statements should be prepared within 180 days after the close of the fiscal year.

**External Financial Reporting** – The City will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting.

**Interim Reporting** – The Finance Department will prepare and issue timely reports on the City's fiscal status to the Mayor/Council and staff. This includes the following:

1. Monthly budget status reports to the City Manager and all Department Heads
2. Mid Year status report and fiscal year end projection of major funds (General and Water & Sewer funds)
3. Quarterly financial reports to Mayor and Council

## **Internal Controls**

**Written Procedures** – The Director of Finance is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved by the City Manager. The Finance Department will assist Department Directors, as needed, in tailoring such guidelines to fit each department's requirements.

**Department Directors' Responsibility** – Each Department Director is responsible to the City Manager to ensure that proper internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

## **Fiscal**

**Balanced Budget** – Current available unrestricted operating revenue shall be sufficient to support current operating expenditures. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. Measures are developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits.

**Long Range Planning** – The budget process will be coordinated so as to identify major policy issues for City Council consideration in advance of the budget approval date so that proper decision analysis can be made.

**Fixed Assets** – Such assets will be reasonably safeguarded, properly accounted for and prudently used. The fixed asset inventory will be updated regularly.

**Cash Management** – The City's cash flow will be managed to maximize the investable cash in accordance with the City's investment policy.

## **Financial Condition and Reserve**

**Reserve Accounts** – The General Fund unreserved undesignated fund balance should be adequate to handle unexpected decreases in revenues and a reasonable level for extraordinary unbudgeted expenditures. The General Fund balance policy should also be flexible enough to allow the City to weather economic downturns without raising taxes and/or reducing vital services. The General Fund is required to maintain a minimum 60 day reserve of budgeted expenditures.

City Enterprise Funds will compensate the General Fund for the general and administrative services thereby provided such as management, finance and personnel. The City will adopt annual utility rates which will generate revenues sufficient to cover operating expenses and meet the legal requirements of bond covenants. Rates will also fund adequate capital replacement of water distribution and sewerage collection systems. The Water and Sewer Fund is required to maintain a minimum of 60 days of budgeted expenses. These reserves are needed to protect against the possibility of temporary revenue shortfalls or unpredicted one-time expenditures.

Should either the General Fund reserve or the Water and Sewer Fund reserve fall below the minimum reserve requirement, revenue raising measures or expenditure reductions will be implemented to return the General Fund reserve and the Water and Sewer Fund reserve to the minimum level no later than the end of the following fiscal year.

Reserves (fund balance) will be used only for emergencies or to reduce balances in excess of current guidelines (60 days for the General Fund and 60 days for the Water and Sewer Fund), as long as they are spent for non-recurring items.

## **Revenue Management**

**Revenue Diversification** – A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.

**Fees and Charges** – The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

**Use of One-time Revenues** – One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services.

**Use of Unpredictable Revenue** – 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. Use of unpredictable revenue will depend upon management’s determination whether the revenue is considered a one time revenue or will recur annually.

**Sufficiency** – The benefits of revenue shall exceed the cost of producing the revenue.

**Grants** – Any potential grants shall be examined for matching requirements so that the source and availability of these funds may be determined before the grant application is made.

**Utility Rates** – The City shall review and adopt utility rates that shall 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.

### **Expenditure Control**

**Appropriations** – The City Manager’s level of budgetary control is at the fund level for all funds. Modifications within a respective fund’s operating categories (materials, supplies and services) and/or modifications within the personnel and capital categories may be made with the approval of the City Manager. When a budget amendment among funds or departments is necessary, it must be approved by the City Council.

**Purchasing** – All purchases shall be in accordance with both the City’s purchasing policy and state law.

**Prompt Payment** – All invoices will be paid upon 30 days of receipt in accordance with state law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City’s investable cash.

**Department Directors’ Responsibility** - Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

### **Capital Financing and Debt Management**

**Debt Capacity, Issuance and Management** – Long term debt will not be used for operating purposes. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. When

appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service current fiscal year debt requirement shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year. Unspent capital project proceeds are transferred to debt service at the completion of the capital project.

The Finance Department will monitor all City debt annually with the preparation of the annual budget. The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report. The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

# City of Seagoville, Texas

## Long Term Financial Strategy

### Key Financial Principles

- **Make Trade-Offs**  
Do not initiate major new services without either
  - ensuring that revenue to pay for the service can be sustained over time, or
  - making trade-offs of existing services.
- **Do It Well**  
If the City cannot deliver a service well, the service will not be provided at all.
- **Use Unexpected One-Time Revenues for One-Time Costs or Reserves**
- **Invest in Employees**  
The City will invest in employees and provide resources to maximize their productivity.
- **Contract In/Contract Out**  
Consider alternative service delivery to maximize efficiency and effectiveness.
- **Selectively Recover Costs**  
On a selective basis, have those who use a service pay the full cost.
- **Recognize the Connection Between the Operating Budget and the Capital Budget**
- **What Should the City Do in the Following Year's Budget When the Financial Outlook is Positive?**
  - Assess the situation
  - Maintain adequate reserves
  - Use one-time revenues only for one-time expenses
  - Use recurring revenue for recurring costs or one-time expenses
  - Stay faithful to City goals over the long run
  - Think carefully when considering revenue cuts
  - Think long term
- **What should the City Do Every Year, Whether the Financial Outlook is Positive or Negative?**
  - Increase operating cost recovery
  - Pursue cost sharing

# **City of Seagoville, Texas Long Term Financial Strategy Key Financial Principles**

- **What Should the City Do in the Following Year's Budget When the Financial Outlook is Negative?**
  - Assess the situation
  - Use reserves sparingly
  - Reduce services
  - Continue to think carefully when considering tax increases

**City of Seagoville**  
**Combined Fund Summary**  
**FY 2017-2018**

Fund Type and Name	October 1				September	
	Estimated Fund Balance	Total Receipts	Total Funds Available	Total Expenditures	Transfers In (Out)	30 Estimated Fund Balance
<b>Governmental Fund Types</b>						
<u>General Operating Funds</u>						
General Fund	3,323,444	8,518,725	11,842,169	9,083,735	(411,446)	2,346,988
	<u>3,323,444</u>	<u>8,518,725</u>	<u>11,842,169</u>	<u>9,083,735</u>	<u>(411,446)</u>	<u>2,346,988</u>
<u>Debt Service Funds</u>						
General Obligation Debt Service	18,422	194,420	212,842	196,170	-	16,672
	<u>18,422</u>	<u>194,420</u>	<u>212,842</u>	<u>196,170</u>	<u>-</u>	<u>16,672</u>
<u>Special Revenue Funds</u>						
Police State Forfeiture	1,957	-	1,957	-	-	1,957
Police Federal Forfeiture	1,582	-	1,582	-	-	1,582
Small Grants Fund	10,840	2,500	13,340	2,500	-	10,840
Revenue Recycle Fund	1,430	500	1,930	500	-	1,430
Municipal Court Fund	33,018	12,192	45,210	9,996	-	35,214
Park Development Fund	58,000	-	58,000	-	-	58,000
Hotel Motel Fund	-	27,500	27,500	27,500	-	-
Park Maintenance Fund	1,685	2,000	3,685	-	-	3,685
Street Maintenance Fund	976,144	-	976,144	981,000	731,850	726,994
Animal Shelter Operations	6,311	3,000	9,311	3,000	-	6,311
Animal Shelter Building	4,489	-	4,489	-	-	4,489
Vehicle Replacement	124,755	2,500	127,255	-	42,000	169,255
Technology Replacement	10,950	-	10,950	-	17,500	28,450
TCLEOSE Fund	1,341	2,000	3,341	2,000	-	1,341
Police Training Fund	4,270	2,500	6,770	2,000	-	4,770
Storm Water Fund	114,790	140,250	255,040	112,750	(27,600)	114,690
	<u>1,351,560</u>	<u>194,942</u>	<u>1,546,502</u>	<u>1,141,246</u>	<u>763,750</u>	<u>1,169,006</u>
<b>Total Governmental Fund Types</b>	<u>4,693,426</u>	<u>8,908,087</u>	<u>13,601,514</u>	<u>10,421,151</u>	<u>352,304</u>	<u>3,532,667</u>
<b>Business-Type Activities</b>						
<u>Water and Sewer Funds</u>						
Water and Sewer Operating Fund	1,894,725	6,838,940	8,733,665	6,775,777	(352,304)	1,605,584
<b>Total Business-Type Activities</b>	<u>1,894,725</u>	<u>6,838,940</u>	<u>8,733,665</u>	<u>6,775,777</u>	<u>(352,304)</u>	<u>1,605,584</u>
<b>Total All Funds</b>	<u>6,588,151</u>	<u>15,747,027</u>	<u>22,335,179</u>	<u>17,196,928</u>	<u>-</u>	<u>5,138,251</u>

NOTE:  
Revenues and Expenditures do not include interfund transfers.

# Position Analysis

DEPT. DEPARTMENT/TITLE	Actual 2015-2016				Projected 2016-2017				Budget 2017-2018			
	FT PERM.	PT PERM.	PT TEMP.	FTE's	FT PERM.	PT PERM.	PT TEMP.	FTE's	FT PERM.	PT PERM.	PT TEMP.	FTE's
<b>2 City Manager</b>												
City Manager	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Administrative Assistant to the City Manager*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>3 City Secretary</b>												
City Secretary	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>4 Finance Department</b>												
Director of Finance	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Assistant Director of Finance**	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Accountant**	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Finance Technician	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>5 Animal Services</b>												
Animal Services Mgr/Police Officer	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Animal Services Officer	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Animal Shelter Attendant	0.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00
<b>6 Building Inspection/Building Services</b>												
Community Development Director	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Chief Building Official	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance Technician	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Permit Technician	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Administrative Assistant***	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>8 Police Department</b>												
Chief of Police	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Captain	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Sergeant	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00	0.00	0.00	6.00
Police Officer	15.00	0.00	4.00	15.50	15.00	0.00	4.00	15.50	15.00	0.00	4.00	15.50
Crossing Guard	0.00	0.00	2.00	0.30	0.00	0.00	2.00	0.30	0.00	0.00	2.00	0.30
<b>9 Planning Department</b>												
Planning Technician	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>11 Fire Department</b>												
Fire Chief	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Captain	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00
Lieutenant	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00
Fire Fighter	12.00	0.00	1.00	13.00	12.00	0.00	1.00	13.00	12.00	0.00	1.00	13.00
<b>12 Municipal Court</b>												
Court Administrator	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Court Clerk	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>13 Library</b>												
Library Director	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Library Assistant	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Library Clerk	0.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00
<b>14 Senior Center</b>												
Senior Center Manager	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Outreach Worker	0.00	1.00	0.00	0.50	0.00	1.00	0.00	0.75	0.00	1.00	0.00	0.75
Food Server	0.00	1.00	0.00	0.33	0.00	1.00	0.00	0.33	0.00	1.00	0.00	0.33
Building Maintenance Worker	0.00	1.00	0.00	0.50	0.00	1.00	0.00	0.50	0.00	1.00	0.00	0.50
Driver/Clerk	0.00	1.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>15 Street Department</b>												
Supervisor*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crew Leader	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Worker	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Litter Crew Worker	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	2.00	0.00	0.00	2.00
<b>17 Support Services</b>												
Support Services Manager	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Records Technicians	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00	3.00	0.00	0.00	3.00
Communication Technicians	6.00	1.00	0.00	6.75	6.00	0.00	4.00	6.75	6.00	0.00	4.00	6.75
<b>18 Parks Department</b>												
Director of Parks and Recreation*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supervisor*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Crew Leader	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Maintenance Worker*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Apprentice - Temp (Summer)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>22 Communications /IT</b>												
Director of Communications & Info. Services*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>23 Human Resources</b>												
Director of HR/Risk Manager	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>25 Code Enforcement</b>												
Senior Code Enforcement Officer	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
<b>General</b>	<b>72.00</b>	<b>9.00</b>	<b>7.00</b>	<b>78.13</b>	<b>75.00</b>	<b>7.00</b>	<b>11.00</b>	<b>81.13</b>	<b>75.00</b>	<b>7.00</b>	<b>11.00</b>	<b>81.13</b>

# Position Analysis

DEPT. DEPARTMENT/TITLE	Actual 2015-2016				Projected 2016-2017				Budget 2017-2018			
	FT PERM.	PT PERM.	PT TEMP.	FTE's	FT PERM.	PT PERM.	PT TEMP.	FTE's	FT PERM.	PT PERM.	PT TEMP.	FTE's
5 <b>W &amp; S Administrative</b>												
Director of Public Works*****	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director of Water Utilities*****	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Field Operations Superintendent*	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Director of Public Works*****	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operations Support Technician	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
10 <b>Water Services Department</b>												
Public Works Superintendent*	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Director of Water Utilities*****	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Water Supervisor****	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Crew Leader****	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Maintenance Worker	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Meter Service Technician	2.00	0.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00	0.00	0.00	2.00
20 <b>Sewer Services Department</b>												
Maintenance Worker	4.00	0.00	0.00	4.00	4.00	0.00	0.00	4.00	4.00	0.00	0.00	4.00
30 <b>Customer Service Department</b>												
Customer Service Manager	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
Customer Service/UB Technician***	3.00	0.00	0.00	3.00	2.00	0.00	0.00	2.00	2.00	0.00	0.00	2.00
<b>Water and Sewer</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>
<b>Total</b>	<b>88.00</b>	<b>9.00</b>	<b>7.00</b>	<b>94.13</b>	<b>89.00</b>	<b>7.00</b>	<b>11.00</b>	<b>95.13</b>	<b>89.00</b>	<b>7.00</b>	<b>11.00</b>	<b>95.13</b>

- \* Authorized, but not funded in FY 2015, 2017 or 2018
- \*\* The Assistant Director of Finance was replaced by the Senior Accountant in FY 2017
- \*\*\* Moved one UB Technician to Adm Assistant - Building Inspection/ Building Services. Position filled by a part time person in FY 2016 and filled by a full time person in FY 2017
- \*\*\*\* Position reclassified in FY 2017 from Water Supervisor to Water Crew Leader
- \*\*\*\*\* Director of Public Works and Assistant Director of Public Works reclassified to Director of Utilities and Assistant Director of Utilities in FY 2017  
Added permit technician to Building Inspection in FY 2017



# **City of Seagoville, Texas**

## **GOALS**

**2017 – 2018**

*Enhance the Quality of Life in Seagoville*

*Develop Collaborative Efforts in Community and Economic  
Development*

*Maintain the City of Seagoville as a Safe, Clean and Attractive  
Community*

*Maintain a Quality Workforce for Employees*

*Transparent and Responsive Governance and Business Services*



## GOALS and FY 2018 Increase Service Levels (ISL)

### *Enhance the Quality of Life in Seagoville*

#### Accomplishments

- Street Maintenance program
- Star Transit services
- Library public access computer workstations

#### **FY 2018 Recommendations**

Host the City's first CIVIC Academy. This program is designed to educate participants about the operations of the City, including but not limited to Parks, Streets, Planning and Zoning, Water, Sewer, Library Services, Fire and Administration.

Keep Seagoville Beautiful Funding

Coffee and Doughnuts for City Hall visitors

Increased funding for Street Maintenance Projects

- Estimated available funding at FYE 2017 \$976,144
- Proposed FY 2018 funding provided \$731,850

Senior Center firewall and Special Event Supplies



## *Develop Collaborative Efforts in Community and Economic Development*

### Accomplishments

- Splash Park
- Seagofest, Mayfest, July 4<sup>th</sup> Celebration

### **FY 2018 Recommendations**

Propose funding of \$100,000 from Seagoville Economic Development Corporation for Quality of Life Projects.

Increase funding from Hotel/Motel Tax Revenues to assist Chamber in annual community celebration events along with staff assistance from Police, Fire, Community Development and Utilities.



*Maintain the City of Seagoville as a Safe, Clean and Attractive Community*

Accomplishments

- Texas Police Chief's Accreditation of Seagoville Police Department
- Acquisition of Quint Vehicle for Fire Department
- Establishment of Two Person Sanitation Crew

**FY 2018 Recommendations**

**Police**

Patrol division purchase of 2018 Chevrolet Tahoe including equipment and maintenance

CID purchase of 3 unmarked Dodge Chargers including equipment and maintenance

Increase in funding for vehicle maintenance on all vehicles

Fiber Internet Connection

**Animal Control**

Purchase of 2018 Ford F150 Extended Cab Half Ton including equipment and maintenance

**Support Services**

Increase in funding for software support



*Maintain the City of Seagoville as a Safe, Clean and Attractive Community*

**FY 2018 Recommendations**

**Fire**

- Purchase of TNT Extrication Tools
- New Fire Station location study
- Update and refresh lighting packages on fire engines
- Purchase of 7- LP AED (Automatic Electrical Defibrillator)
- Purchase of 2018 Chevrolet LS Crew cab 4x4 Truck and maintenance
- Providing resources for annual maintenance on Quint ladder truck
- Additional part time firefighters
- Increase in funding for annual certification for fire protection and training
- COG and Met Loop annual fees
- Onsite backup
- Upgrade to Service 2016
- Fire department firewall and license

**Street**

- Purchase of 2017 F-450 4 wheel drive flat bed with light bar
- 102 x 32 tandem dual trailer with ramps
- 75HP Kubota Tractor with Batwing Mower
- Kubota Skidsteer (replacing existing Skidsteer)
- Increase in equipment maintenance for new purchases
- Funding for 2 seasonal workers (part time summer)
  
- Purchase of City Hall cameras with maintenance
- Increase in Other professional fees – Municipal Court



## *Maintain a Quality Workforce for Employees*

### **FY 2018 Recommendations**

3% salary increase for City staff

Develop a wellness program for employees

Revise the City's personnel manual

Review and revise City staff job descriptions



## *Transparent and Responsive Governance and Business Services*

### Accomplishments

- Government Finance Officers Association (GFOA) recognition of Annual Budget document, Comprehensive Annual Financial Report and Popular Annual Financial Report
- State of Texas Comptrollers Transparency Award

### FY 2018 Recommendations

Continue providing resources for vehicle replacement, street maintenance and information technology replacement

Maintain General and Utilities reserves within Council expectations

Provide additional funding for 3<sup>rd</sup> party management of Information Technology

Provide additional funding for 3<sup>rd</sup> party management of City's website



## Proposed Patrol Vehicle





## Proposed CID Vehicles

Page 1 of 1



<http://images.nadaguides.com/Models/640x480/2017-Dodge-Charger-R-T.png>

5/17/2017



## Proposed Animal Control Vehicle

### *ACSI4-CPT*

#### 4 Compartment Slide In-Animal Con



- **Overall Dimensions:** 57"wide, 38" tall, 71" long
- **Storage Compartment:** 13"wide, 22"tall, 57"long
- **First Compartment Each Side:** 20"wide, 22"tall, 28 1/2"deep
- **Rear Animal Compartment:** 28 1/2" wide, 41"tall, 36"deep

#### Specifications (Must Specify exact B





Fire  
Proposed TNT Extrication Tools





## Proposed AED Purchase



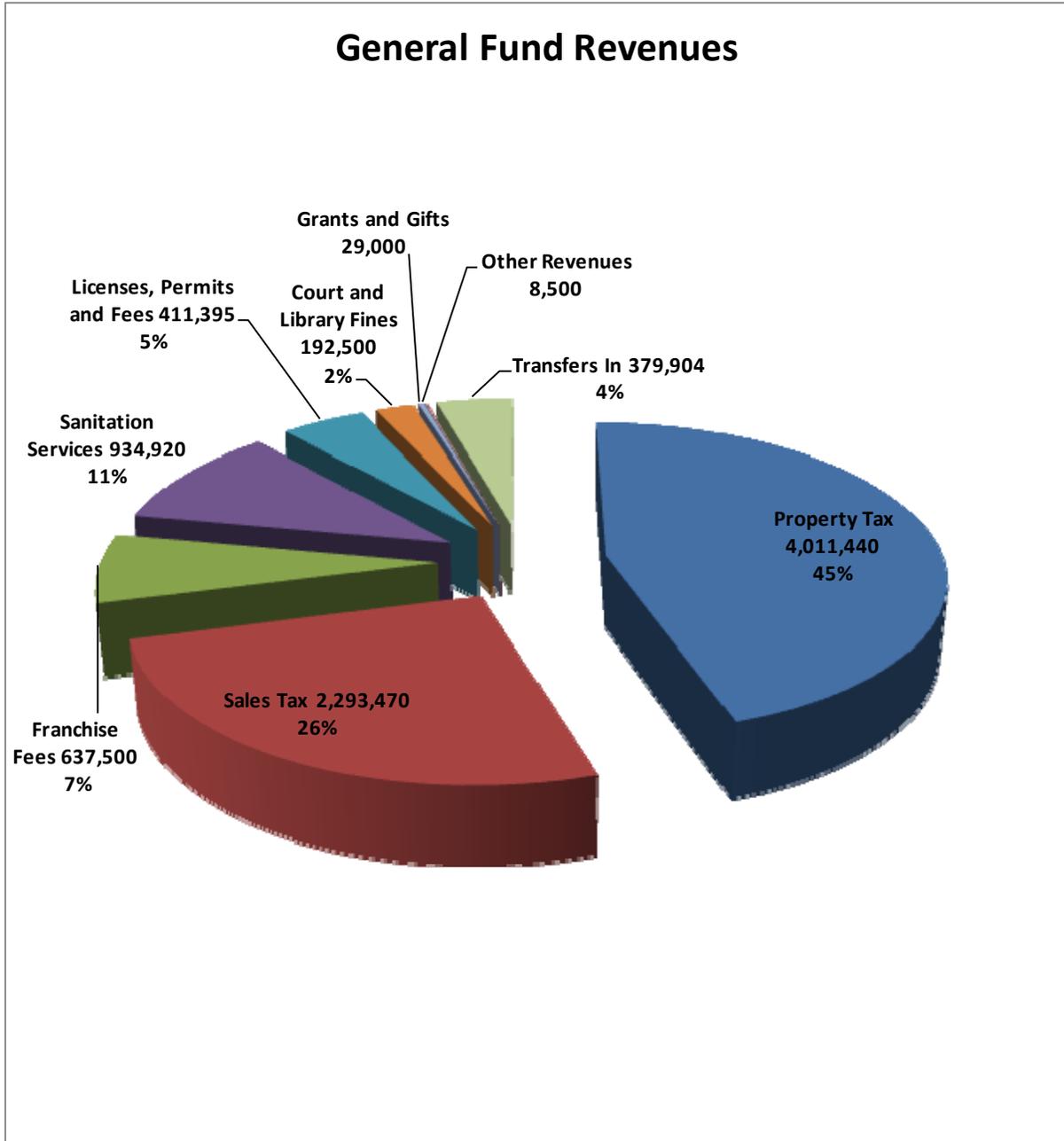


Proposed Chevrolet LS Crew cab 4X4 Truck





## GENERAL FUND REVENUES

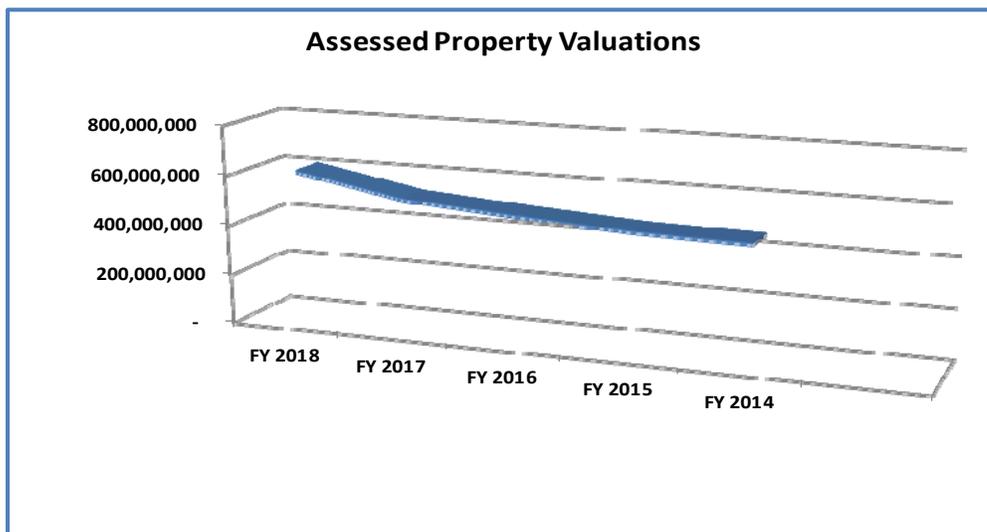




**Property Taxes** represent 45% of total budgeted revenues. Property taxes are levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located within the City. Assessed values represent the appraised value less applicable exemptions. Appraised values are established by the Dallas Central Appraisal District and the Kaufman County Appraisal District at 100% of market value and certified by the Chief Appraisers of each district. The 2017 certified taxable value of \$607,531,041 is a 15.47% increase from the 2016 certified taxable value of \$526,144,667. Staff is proposing a property tax rate of \$0.743800 per \$100 of valuation. **This tax rate is unchanged from the prior fiscal year tax rate** of \$0.743800 per \$100 of valuation. There are two components of the tax rate. The first component is for maintenance and operations (M&O) while the second component relates to debt service interest and sinking fund requirements. Staff is proposing a tax rate of \$0.707498 for operations and maintenance, which is **unchanged from the previous fiscal year**. The operations and maintenance portion of the property tax is collected through the General Fund. Staff is proposing a tax rate of \$0.036302 for debt service interest and sinking fund requirements, which is collected through the Debt Service Fund. **This is unchanged from last year**. Taxes for the current year are due and payable in full on October 1, and are delinquent if not paid on or before January 31. State law requires that a penalty be charged on taxes paid after January 31. Delinquent taxes are subject to a 6% penalty and 1% interest. Delinquent taxes not paid before July 1 become subject to an additional 15% penalty.

The following charts indicate assessed property valuations and property tax revenue for the past five fiscal years:

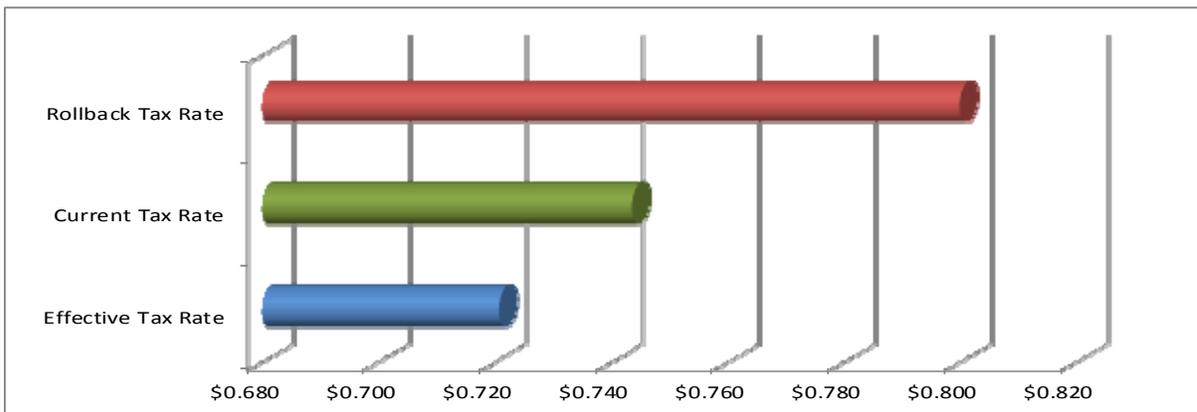
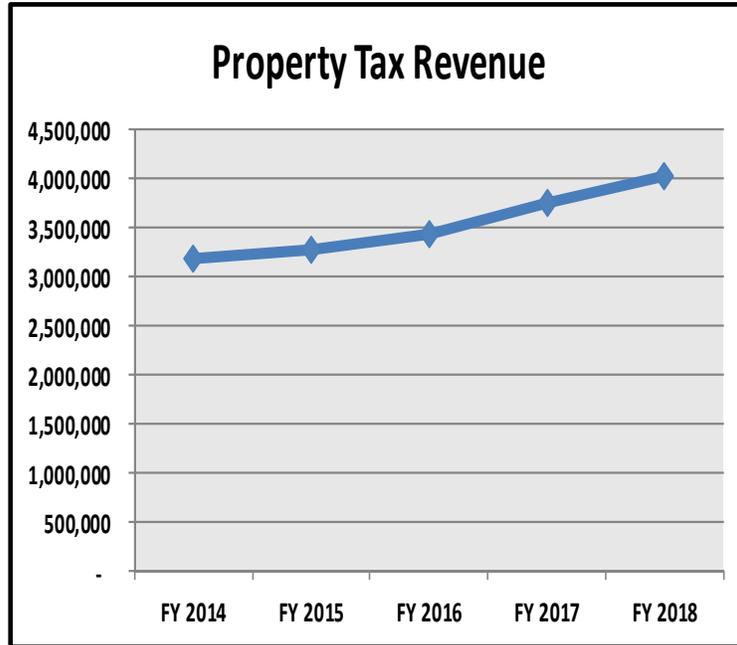
FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
607,531,041	526,144,667	494,621,920	468,560,132	459,726,300





### Property Taxes

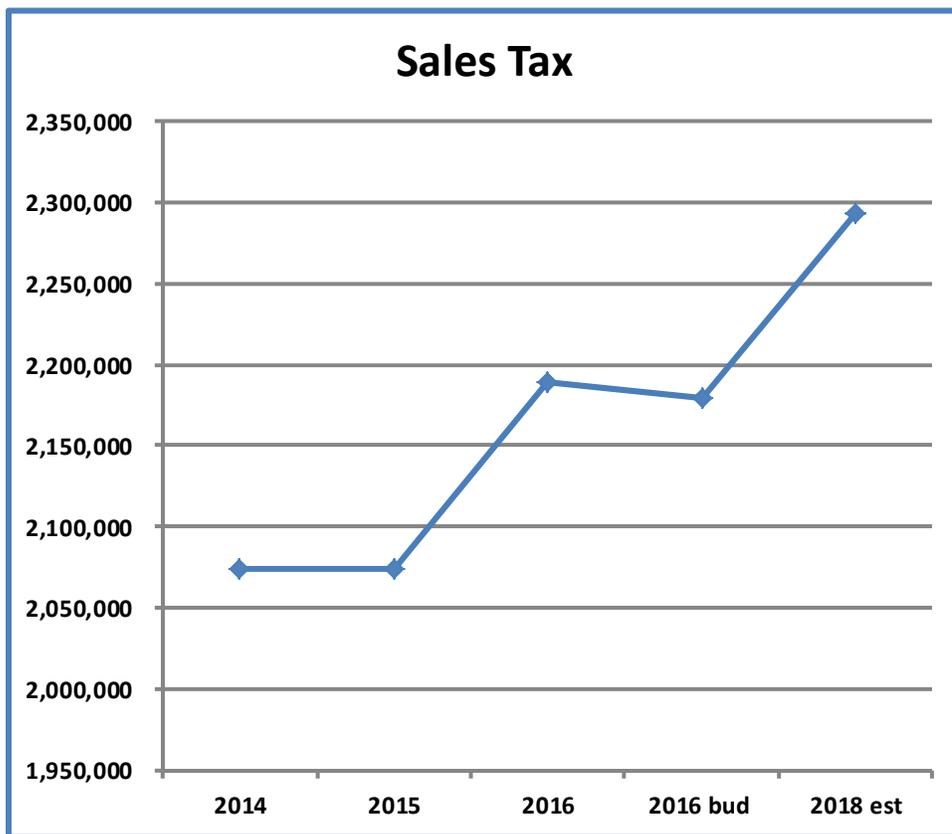
FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
3,186,007	3,265,582	3,418,150	3,742,795	4,011,440





**Sales Taxes** represent 26% of total budgeted revenues. Sales taxes are collected by retailers and remitted to the State Comptroller's Office for the sale of goods and services within the City of Seagoville. The State returns the portion designated for the City. The City collects 2 cents of the total sales tax collected. One and one half (1.5) cents is used in the General Fund and 1/2 cent is used for the Seagoville Economic Development Corporation. Sales taxes are estimated to experience an estimated 5% increase in FY 2018, due to the presence of new retail companies.

The following chart provides a five year sales tax history for the city of Seagoville:

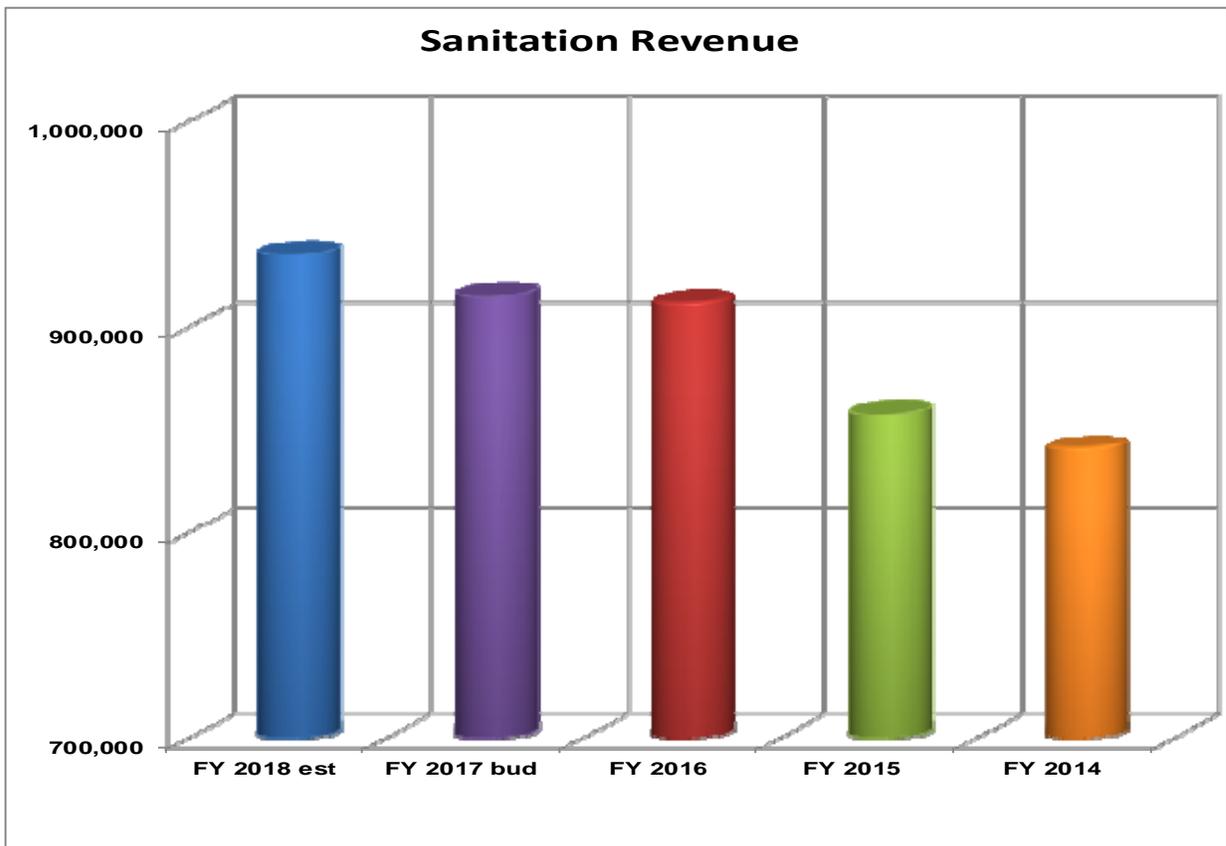


Fiscal Year	2014	2015	2016	2016 bud	2018 est
Sales Tax	2,073,358	2,073,504	2,189,064	2,178,764	2,293,470



**Sanitation** revenue represents 11% of total budgeted revenues. Sanitation revenue is billed to residential and commercial customers monthly as part of the City's water & sewer bill. Sanitation services are conducted in Seagoville by Republic Services. Republic provides weekly trash collection, bi-weekly recycle collection, and monthly bulk collection. Recycled items include aluminum cans, grocery bags, plastic bottles and containers, chipboard and box board, steel and tin cans, newspaper, cardboard, glass, magazines, catalogs, empty aerosol cans, phone books, and paper egg cartons. Sanitation revenue is estimated to experience a 2% increase over the FY 2017 budget estimate, based on current trend in account growth.

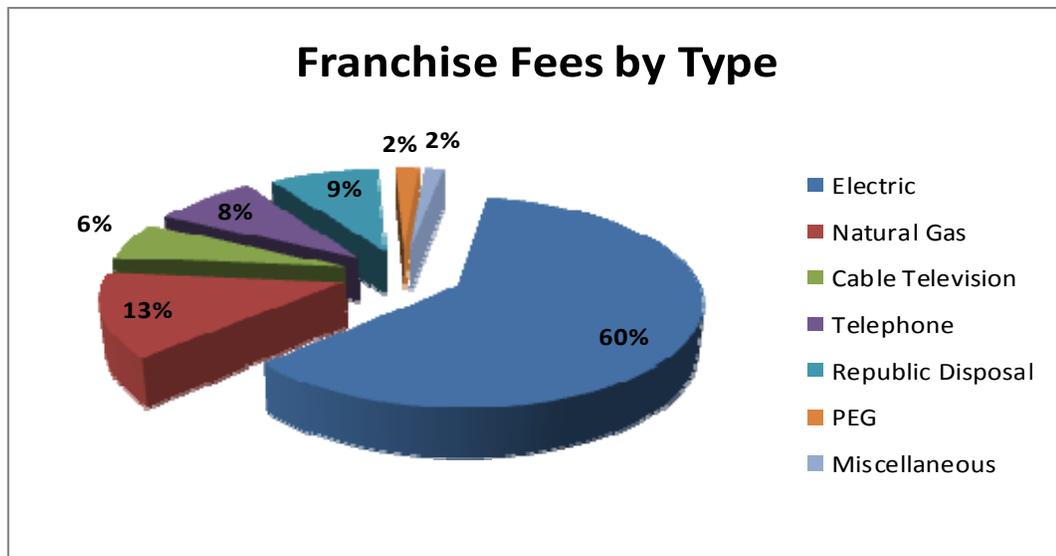
The following chart illustrates a five year sanitation revenue history for the city of Seagoville:





**Franchise Fees** are charged to specific businesses that conduct business in the City of Seagoville. Utilities (electric, water, sanitation, telephone, gas and cable) that operate in the City pay this fee for their use of the City's right of way to conduct their business. Franchise fees are based on a percentage of gross receipts. Projections are conservatively based on historical trends. Franchise fees for the 2018 fiscal year are estimated to be approximately \$637,500, a reduction of \$10,000 from the FY 2017 budget of \$647,500. This is due to a reduction in the estimate in the telephone and natural gas franchises.

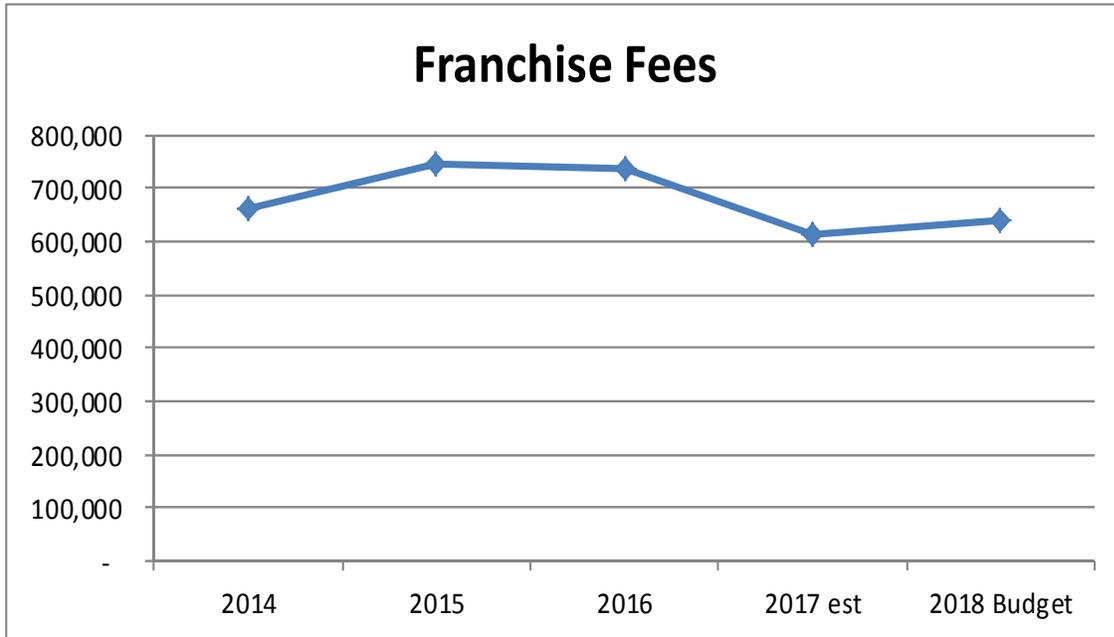
The composition of the FY 2018 franchise fees for the city of Seagoville appears below:



Electric	385,000	60%
Natural Gas	85,000	13%
Cable Television	38,500	6%
Telephone	52,000	8%
Republic Disposal	55,000	9%
PEG	12,000	2%
Miscellaneous	10,000	2%



The following chart provides a five year franchise revenue history for the city of Seagoville:

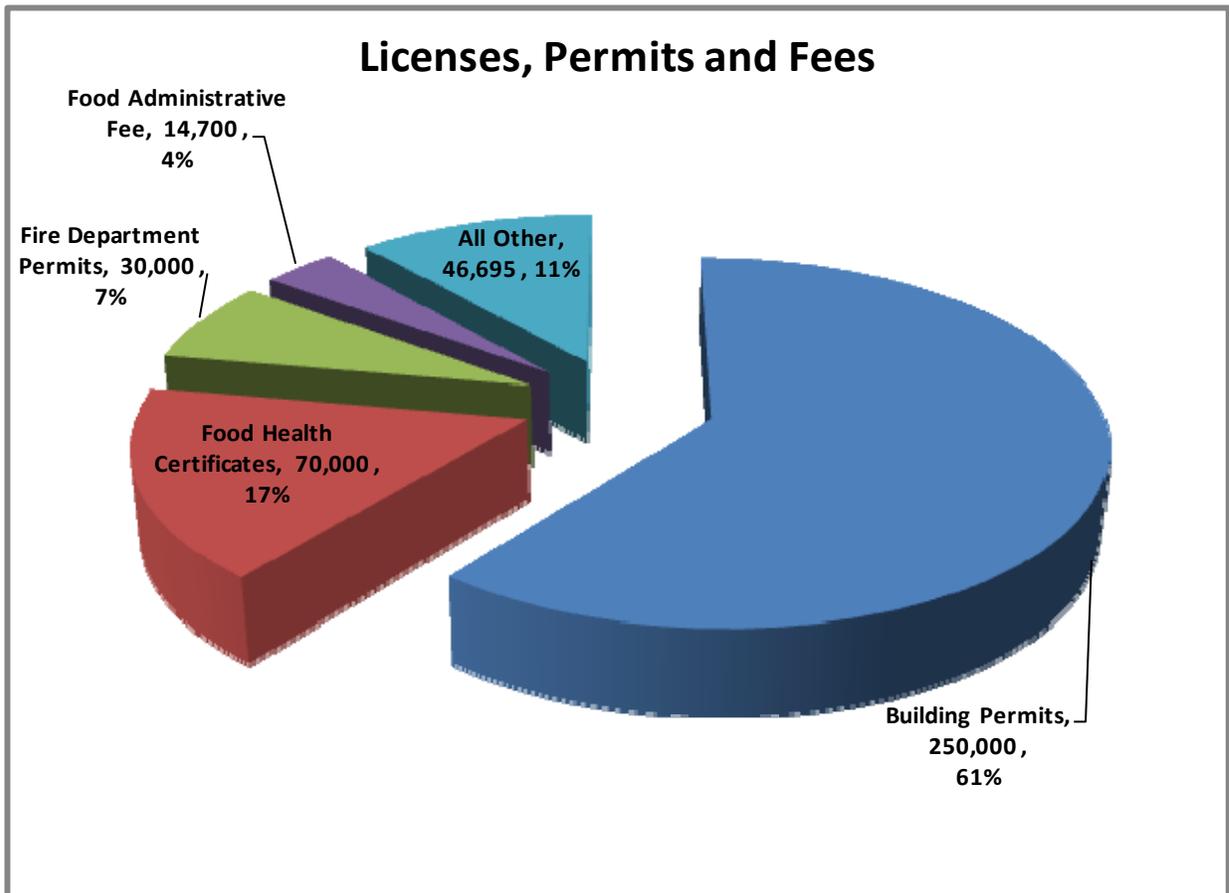


Fiscal Year	2014	2015	2016	2017 est	2018 Budget
Franchise Fees	660,718	745,813	736,978	613,987	637,500

**Licenses, Permits and Fees** are fees generated from city oversight of a multitude of community development activities. These fees are classified into five categories for the sake of analysis: Building permits, Food health certificates, Fire department permits, Food administrative fees and other fees. Due to the heightened activity of new home construction in Seagoville, the estimate for building permits revenue has increased \$150,000 over the FY 2017 budget.

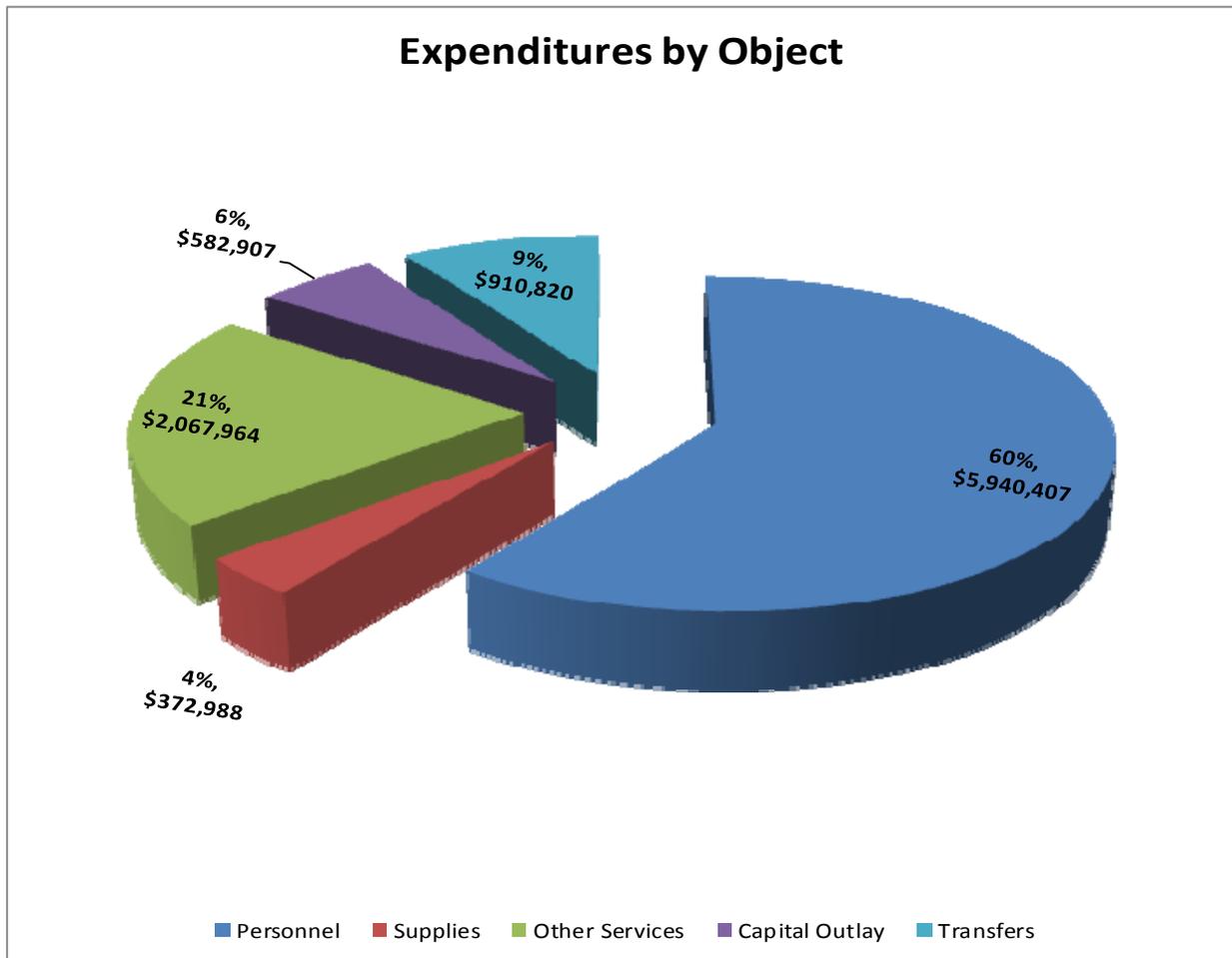


The FY 2018 budget estimate for Licenses, Permits and Fees appears below:





## GENERAL FUND EXPENDITURES



**Personnel** is the largest category of General Fund expenditures and incorporates the following

- Full year funding of the Planning Technician position (\$69,974)
- 3% salary increase for City staff (\$147,946)
- Increase in Out of Capacity pay for Fire and Police (\$16,242)
- Additional part time firefighters (\$20,000)
- A 15% increase in health insurance costs (\$85,297)
- An increase in the employer contribution rate to TMRS from 10.81% to 11.01% (\$22,528)



## **GENERAL FUND EXPENDITURES**

**Supplies and Other Services** budgets are proposed to change with the recommendations of Increased Service Levels listed on the General Fund Financial Summary.

**Capital Outlay** recommended Increased Service Levels for equipment and facility for Fire, Animal Control, Police, Streets, Streets and Information Technology total \$528,358. Staff's recommended funding source for these acquisitions is the General Fund Reserve.

**CITY OF SEAGOVILLE  
GENERAL FUND FINANCIAL SUMMARY**

	<b>Actual 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2016-2017</b>	<b>Proposed 2017-2018</b>
<b>Beginning Fund Balance</b>	<b>\$2,702,695</b>	<b>\$3,172,548</b>	<b>\$3,172,548</b>	<b>\$3,323,444</b>
<b>Revenues</b>				
Property Tax	\$3,418,150	\$3,768,772	\$3,742,795	\$4,011,440
Sales Tax	2,189,064	2,178,764	2,293,470	2,293,470
Franchise Fees	736,978	647,500	613,987	637,500
Sanitation Services	912,035	914,560	932,850	934,920
Licenses, Permits and Fees	476,893	258,125	446,329	411,395
Court and Library Fines	201,829	177,200	186,370	192,500
Grants and Gifts	66,384	24,000	44,774	29,000
Other Revenues	65,585	7,500	12,200	8,500
Transfers In	424,352	379,904	379,904	379,904
<b>Total Revenues</b>	<b>\$8,666,270</b>	<b>\$8,356,325</b>	<b>\$8,652,679</b>	<b>\$8,898,629</b>
<b>Total Available Funds</b>	<b>\$11,368,964</b>	<b>\$11,528,873</b>	<b>\$11,825,227</b>	<b>\$12,222,073</b>
<b>Expenditures</b>				
<u><b>General Government</b></u>	805,165	884,863	899,609	875,379
<u><b>Information Technology ISL</b></u>				
A Increase of 3.01334% for IT management	-	-	-	1,356
B Increase for Civic Plus	-	-	-	319
C Fire Department Onsite Backup	-	-	-	1,041
D Fire Department Upgrade to Server 2016	-	-	-	1,234
E1 Annual License - Senior Center Firewall	-	-	-	190
E2 Annual License - Fire Department Firewall	-	-	-	190
E3 Annual License - Service Center Firewall	-	-	-	190
F Maintenance on NewCity Hall Cameras	-	-	-	900
<u><b>Public Safety</b></u>	4,079,168	4,459,321	4,190,374	4,510,898
<u><b>Fire ISL</b></u>				
A Maintenance on NewLadder Truck and Command Vehicle	-	-	-	5,500
C Increase funds for Annual Certification for fire Protection and training	-	-	-	2,800
D COG Annual Fee. MetLoop Annual Fee	-	-	-	2,000
E Additional Staff	-	-	-	20,000
<u><b>Animal Control ISL</b></u>				
B Vehicle Maintenance for 2018 Ford F150 Ext Cab 1/2 ton	-	-	-	200
<u><b>Police ISL</b></u>				
B Maintenance for 2018 Chevrolet Tahoe	-	-	-	300
D Maintenance for 3 Unmarked Dodge Charger for CID	-	-	-	450
E Increase in All Vehicle Maintenance from \$28,000 to \$30,000	-	-	-	2,000
<u><b>Support Services ISL</b></u>				
A Increase in Software Support	-	-	-	14,900

**CITY OF SEAGOVILLE  
GENERAL FUND FINANCIAL SUMMARY**

	<b>Actual 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2016-2017</b>	<b>Proposed 2017-2018</b>
<b><u>Community Services</u></b>	1,221,927	1,226,878	1,272,800	1,293,292
<b>Senior Center ISL</b>				
A Special Event Supplies	-	-	-	800
<b>Municipal Court ISL</b>				
C Increase Other Professional Fees	-	-	-	1,000
<b><u>Community Development (Includes new Planning Technician)</u></b>	1,009,669	1,239,398	1,235,699	1,139,134
<b>Parks ISL</b>				
A Two Seasonal workers-Part time Summer \$10 per hr. (does not include FICA)	-	-	-	6,000
CO Bruce Restroom Maintenance	-	-	-	1,500
Streets ISL - Equipment Maintenance	-	-	-	3,669
<b><u>Non-Departmental</u></b>	290,186	340,760	340,792	347,859
<b>Non-Departmental ISL</b>				
A Keep Seagoville Beautiful	-	-	-	600
B Coffee & Donuts to City Hall visitors	-	-	-	1,132
Acquisition of Quint (Debt Service)	-	72,000	72,000	72,000
Proposed 3% Salary Adjustment	-	-	-	147,946
Reserve for Capital Expenditures	17,138	13,000	12,000	12,000
Transfer to Street Maintenance Fund	-	120,000	120,000	431,850
Reserve for Prepaid Expenditures	-	-	-	-
<b>Total Operations</b>	<b>\$7,423,253</b>	<b>\$8,356,220</b>	<b>\$8,143,274</b>	<b>\$8,898,629</b>
<b>Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>\$1,243,017</b>	<b>\$105</b>	<b>\$509,405</b>	<b>\$0</b>
<b>One Time Use of Fund Balance</b>	\$ 773,164	\$ 197,392	\$ 358,509	\$ 976,456
<b>Ending Fund Balance</b>	<b>\$3,172,548</b>	<b>\$2,975,261</b>	<b>\$3,323,444</b>	<b>\$2,346,988</b>
<b>Required Fund Balance (60 Days)</b>	<b>\$1,220,261</b>	<b>\$1,373,625</b>	<b>\$1,338,620</b>	<b>\$1,462,788</b>
<b>Amount over Required Fund Balance</b>	<b>\$1,952,287</b>	<b>\$1,601,635</b>	<b>\$1,984,823</b>	<b>\$884,200</b>
<i>Days of Fund Balance</i>	156.0	130.0	149.0	96.3
<i>1 day of operations</i>	\$20,338	\$22,894	\$22,310	\$24,380

Property Tax Rate	<b>0.675800</b>	<b>0.707498</b>	<b>0.707498</b>
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**CITY OF SEAGOVILLE  
GENERAL FUND FINANCIAL SUMMARY**

	<b>Actual 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2016-2017</b>	<b>Proposed 2017-2018</b>
<b>Proposed Use of Fund Balance</b>				
<b>Information Technology ISL</b>				
B1				5,400
E1				1,150
E2				1,340
E3				1,340
F				11,846
<b>Fire Department ISL</b>				
B				19,000
F				5,500
G				7,275
H				20,400
I				45,000
<b>Animal Control ISL</b>				
A				25,000
A				15,845
<b>Police ISL</b>				
A				32,543
A				26,066
C				67,938
C				13,548
<b>Library ISL</b>				
A				
<b>Streets ISL</b>				
A				52,684
B				9,950
C				49,538
D				49,000
<b>Parks ISL</b>				
CO Bruce				90,000
<b>Nondepartmental ISL</b>				
C				11,623
<b>Additional Transfer to Street Maintenance (FY 18 - Hall)</b>				
			142,357	300,000
<b>FY 2016 Use of Fund Balance</b>				
	609,550			
<b>Vehicle Replacement Fund</b>				
	42,000	42,000	42,000	42,000
<b>Repayment of Loan for City Hall</b>				
<b>Roof Repair</b>				
	45,659	47,470	47,470	47,470
<b>Emergency Siren Replacement</b>				
	24,985	25,000	25,000	25,000
		20,000	19,160	-
			10,004	-
			14,357	-
	50,970	50,000	47,184	-
		12,922	10,977	-
<b>TOTAL</b>	<b>773,164</b>	<b>197,392</b>	<b>358,509</b>	<b>976,456</b>

**CITY OF SEAGOVILLE  
GENERAL FUND  
REVENUES BY CATEGORY**

	<b>Actual 2014-2015</b>	<b>Actual 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2016-2017</b>	<b>Proposed 2017-2018</b>
<b>REVENUES</b>					
<b>Property Taxes:</b>					
9010 Current ad valorem taxes	\$ 3,156,984	\$ 3,248,127	\$ 3,666,772	\$ 3,635,800	\$ 3,909,440
9020 Delinquent ad valorem taxes	63,334	103,000	59,000	60,770	59,000
9030 Penalty and interest	45,313	67,023	43,000	46,225	43,000
<b>Total Property Taxes</b>	<b>3,265,631</b>	<b>3,418,150</b>	<b>3,768,772</b>	<b>3,742,795</b>	<b>4,011,440</b>
<b>Sales and Use Tax:</b>					
9040 Sales tax (Prop tax alternative)	687,986	723,393	728,588	765,020	765,020
9120 Sales tax	1,375,973	1,447,783	1,441,176	1,513,235	1,513,235
9121 Mixed beverage tax	9,545	17,888	9,000	15,215	15,215
<b>Total Sales and Use Tax</b>	<b>2,073,504</b>	<b>2,189,064</b>	<b>2,178,764</b>	<b>2,293,470</b>	<b>2,293,470</b>
<b>Franchise Fees:</b>					
9100 Electric	453,821	434,149	382,000	374,400	385,000
9101 Gas	100,532	84,901	85,000	74,187	85,000
9102 Cable	42,653	47,291	38,500	38,500	38,500
9103 Telephone	72,553	79,664	72,000	52,400	52,000
9104 Sanitation	50,101	58,885	47,000	52,000	55,000
9108 PEG	16,354	17,138	13,000	12,000	12,000
9110 All Other	9,800	14,950	10,000	10,500	10,000
<b>Total Franchise Fees</b>	<b>745,813</b>	<b>736,978</b>	<b>647,500</b>	<b>613,987</b>	<b>637,500</b>
<b>Sanitation</b>					
	857,513	912,035	914,560	932,850	934,920
<b>Licenses, Permits and Fees</b>					
9230 Animal Shelter	450	320	-	-	-
9231 Animal Shelter Donations	(650)	-	-	-	-
9241 Food Health Certificates	56,947	70,120	70,000	73,500	70,000
9242 Certificate of Occupancy	7,150	6,210	7,000	6,500	6,500
9244 Food Administrative Fee	10,953	13,954	14,000	14,700	14,700
9245 Beer and Wine Permit Fees	720	180	-	450	450
9246 Food Handler/Manager Certification	5,520	6,205	4,500	5,050	4,500
9250 Zoning and Plat Fees	7,280	5,087	4,000	4,400	4,000
9251 Parks Development Fee	-	600	-	-	-
9260 Ball Park Fees	1,410	2,830	-	1,500	1,500
9270 Court Admin Fees	793	885	750	750	750
9280 Culvert Fees	190	180	-	860	-
9303 Administrative Fee	736	993	250	450	250
9311 Building Permit Fees	133,710	200,810	100,000	245,000	250,000
9314 Subdivision Inspection Fees	56,645	92,883	-	29,465	-
9315 Fire Dept Permits	31,729	40,019	30,000	33,600	30,000
9320 Misc Permits	924	920	1,000	500	750
9330 Misc Licenses	10,145	15,102	10,000	11,200	10,000
9409 Court Online Fees	599	540	500	560	500
9760 Burglar Alarm Fees	8,515	9,930	7,000	7,350	7,000
9770 Tower Rental Fees	9,125	9,125	9,125	10,494	10,495
<b>Total Licenses, Permits and Fees:</b>	<b>342,891</b>	<b>476,893</b>	<b>258,125</b>	<b>446,329</b>	<b>411,395</b>
<b>Court and Library Fines</b>					
9410 Court	181,349	199,001	175,000	183,750	190,000
9420 Library	2,602	2,828	2,200	2,620	2,500
<b>Total Fines</b>	<b>183,951</b>	<b>201,829</b>	<b>177,200</b>	<b>186,370</b>	<b>192,500</b>
<b>Grants and Gifts</b>					
9510 Senior Grants	19,809	20,000	20,000	20,000	20,000
9515 Senior Center Adm Reimbursement	24,174	14,507	-	8,500	5,000
9522 Miscellaneous Contributions	-	14,357	-	-	-
9531 Capital Acquisition Grant	15,000	12,548	-	13,274	-
9550 Senior Part. Contrib. Meals	5,876	4,972	4,000	3,000	4,000
	64,859	66,384	24,000	44,774	29,000
<b>Other</b>					
9610 Interest	2,053	5,273	1,500	5,500	2,500
Change in Prepaid Items	-	37,159	-	-	-
9730 Misc	15,433	3,315	6,000	6,700	6,000
9745 Liens	-	19,838	-	-	-
9910 Debt Proceeds	-	175,000	-	-	-
	17,486	240,585	7,500	12,200	8,500
<b>Transfers</b>					
9111 Franchise - Water	74,826	74,826	74,826	74,826	74,826
9112 Franchise - Sewer	79,034	79,034	79,034	79,034	79,034
SAFER Fund	2,335	-	-	-	-
9615 Drainage Fund	-	27,600	27,600	27,600	27,600
9620 G&A Recovery W&S	198,444	242,892	198,444	198,444	198,444
	354,639	424,352	379,904	379,904	379,904
<b>TOTAL REVENUES</b>	<b>\$ 7,906,287</b>	<b>\$ 8,666,270</b>	<b>\$ 8,356,325</b>	<b>\$ 8,652,679</b>	<b>\$ 8,898,629</b>

**CITY OF SEAGOVILLE  
GENERAL FUND SUMMARY OF EXPENDITURES**

	<b>Actual 2014-2015</b>	<b>Actual 2015-2016</b>	<b>Adopted 2016-2017</b>	<b>Projected 2016-2017</b>	<b>Proposed 2017-2018</b>
<b>Expenditures</b>					
City Council	\$1,810	\$2,946	\$9,450	\$3,900	\$9,450
City Manager	130,654	185,755	206,358	203,706	208,343
City Secretary	106,475	107,985	115,450	145,588	98,453
Information Technology	73,633	80,090	93,759	93,759	93,759
Human Resources	101,888	104,495	110,403	109,523	111,834
Finance	306,570	323,893	349,443	343,133	353,540
<b>General Government</b>	<b>\$721,030</b>	<b>\$805,165</b>	<b>\$884,863</b>	<b>\$899,609</b>	<b>\$875,379</b>
Police	\$1,783,379	\$1,766,385	\$1,929,014	\$1,785,519	\$1,975,070
Fire	1,443,916	1,495,616	1,579,045	1,549,638	1,627,384
EMS	164,080	164,080	164,080	164,080	164,080
Support Services	513,271	542,702	669,800	585,004	632,614
Animal Control	113,944	110,386	117,382	106,133	111,750
<b>Public Safety</b>	<b>\$4,018,590</b>	<b>\$4,079,168</b>	<b>\$4,459,321</b>	<b>\$4,190,374</b>	<b>\$4,510,898</b>
Municipal Court	\$ 153,081	\$ 167,654	\$ 161,508	\$ 161,216	\$ 165,703
Library	166,681	170,799	177,730	177,402	181,400
Senior Center	186,248	189,407	193,552	197,342	198,509
Sanitation	686,551	694,067	694,088	736,840	747,680
<b>Community Services</b>	<b>\$1,192,561</b>	<b>1,221,927</b>	<b>1,226,878</b>	<b>1,272,800</b>	<b>\$ 1,293,292</b>
Building Inspection and Services	\$ 177,451	\$ 195,191	\$ 255,616	\$ 254,490	\$ 335,086
Code Enforcement	169,141	167,781	175,197	178,990	178,858
Streets	397,997	356,526	495,492	499,968	310,194
Parks	213,505	224,506	231,437	230,594	232,751
Planning	58,572	65,665	81,656	71,657	82,245
<b>Community Development</b>	<b>1,016,666</b>	<b>1,009,669</b>	<b>1,239,398</b>	<b>1,235,699</b>	<b>\$1,139,134</b>
<b>Non-Departmental</b>	<b>\$307,077</b>	<b>\$290,186</b>	<b>\$340,760</b>	<b>\$340,792</b>	<b>\$347,859</b>
Reserve for Capital Expenditures (PEG)	\$ 16,354	\$ 17,138	\$ 13,000	\$ 12,000	\$ 12,000
<b>Total Operations</b>	<b>\$7,272,278</b>	<b>\$7,423,253</b>	<b>\$8,164,220</b>	<b>\$7,951,274</b>	<b>\$8,178,562</b>
<b>Transfers</b>	<b>\$800</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$142,357</b>	<b>\$270,000</b>
<b>TOTAL OPERATIONS AND TRANSFERS</b>	<b>\$7,273,078</b>	<b>\$7,423,253</b>	<b>\$8,284,220</b>	<b>\$8,093,631</b>	<b>\$8,448,562</b>



# City Council

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## City Council

1. Legislative and policymaking body of the City.
2. Approves annual budget and sets tax rates.
3. Adopts ordinances and resolutions.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT CITY COUNCIL	01/01

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	2,946	9,450	3,900	9,450
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>2,946</b>	<b>9,450</b>	<b>3,900</b>	<b>9,450</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**



# City Manager

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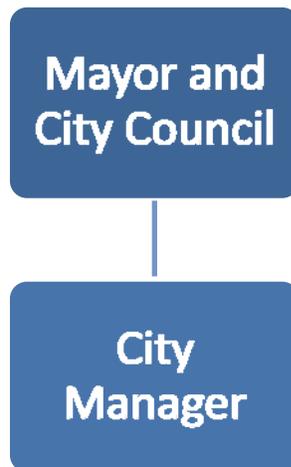
## City Manager

1. Responsible for implementing and carrying out the goals & objectives set forth by the City Council.
2. Responsible for the operations of the entire City.



## CITY OF SEAGOVILLE, TEXAS

### City Manager



### **PROGRAM DESCRIPTION**

The Office of City Manager is responsible for the day to day operations of the City including the hiring and supervision of all City department heads. The City Manager's office provides leadership and management in all levels of the organization.

### **FY 2017 ACCOMPLISHMENTS**

Hiring a new City Secretary

3% pay increase for all employees

Funding a new/replacement fire engine with both ladder and pumper capabilities

Major street and storm drainage repairs to Briarview and Oakbrook

Malloy Bridge Road major concrete street repair

Continue administration of the Capital Street Replacement Budget including major street replacement projects such as the Woodhaven subdivision and Lasater and Simonds roads.

Continue administration of the sanitary sewer system Capacity Management and Overflow Maintenance (CMOM) program.

Acquired a replacement Police patrol vehicle.

Create and funded an Information Technology computer replacement program.



## **FY 2017 ACCOMPLISHMENTS (continued)**

Create and funded a Street Maintenance program.

Prepare and obtained approval of the FY 2017 operating budget

Renegotiate and extend the electricity and sanitation contracts of the City.

## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Provide leadership to the development of the City's first civic academy.

### **CITYWIDE GOAL (2) – FORMALLY DEVELOP COLLABORATIVE EFFORTS IN COMMUNITY AND ECONOMIC DEVELOPMENT**

Facilitate continuing discussions regarding collaborative efforts with the Seagoville Economic Development Corporation concerning retail, commercial and light manufacturing opportunities.

### **CITYWIDE GOAL (3) – MAINTAIN THE CITY OF SEAGOVILLE AS A SAFE, CLEAN AND ATTRACTIVE COMMUNITY**

Insure continued funding of the Litter Crew program.

Establish a vehicle replacement policy.

### **CITYWIDE GOAL (4) – MAINTAIN A QUALITY WORKPLACE FOR EMPLOYEES**

Conduct at least two employee appreciation picnics on the City Hall lawn.

Work to increase employee pay in the FY 2017 – 2018 budget.

### **CITYWIDE GOAL (5) – TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES**

Work to maintain City Council General Fund and Water and Sewer Fund reserve requirements.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT CITY MANAGER	01/02

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL	185,342	202,818	202,506	204,803
SUPPLIES	40			
CONTRACTUAL SERVICES	374	3,540	1,200	3,540
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>185,755</b>	<b>206,358</b>	<b>203,706</b>	<b>208,343</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
City Manager	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
PART TIME POSITIONS:				
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SIGNIFICANT BUDGET CHANGES:**



**Program: City Manager's Office**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's first civic academy	NA	NA	NA	NA
<b>Develop Collaborative Efforts in Community and Economic Development</b>				
<b>Objectives</b>				
Discussions with Seagoville Economic Development				
Indicator: Joint City Council/SEDC Board meetings	1	1	1	1
<b>Maintain Seagoville As A Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
Continued funding of the Litter Crew Program	Yes	Yes	Yes	Yes
Establish a Vehicle Replacement Policy	Yes	Yes	Yes	Yes
<b>Maintain A Quality Workplace For Employees</b>				
<b>Objectives</b>				
Conduct two employee appreciation picnics	NA	NA	NA	Yes
Work to increase employee pay annually	Yes	Yes	Yes	Yes
<b>Transparent and Responsive Governance and Business Services</b>				
<b>Objectives</b>				
Indicator: Number of Days of Fund Reserve in General Fund and Water and Sewer Fund (Council Policy = 60 Days)				
General Fund	156.0	130.0	149.0	95.3
Water and Sewer Fund	176.0	149.7	134.4	95.6



# City Secretary

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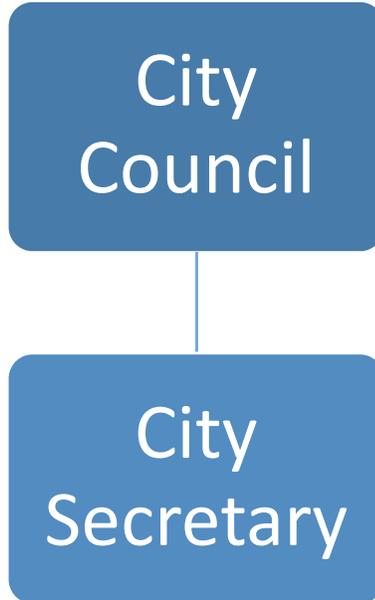
## City Secretary

1. Posts notices, attends & records all Council meetings.
2. Administers elections.
3. Administers state-mandated records management program.



## CITY OF SEAGOVILLE, TEXAS

### City Secretary



### **PROGRAM DESCRIPTION**

The Office of City Secretary strives to provide information and service to the citizens and the City Council by administering a state-mandated records management program, coordinating boards and commissions appointments, preparing official minutes for all Council meetings, preparing agenda packets for City Council meetings, retaining the corporate seal of the City, conducting City elections, and ensuring codification of the City's ordinances. This office also assists with special events such as receptions and also supplies secretarial and administrative support to the Mayor and City Council as needed.

### **FY 2017 ACCOMPLISHMENTS**

- Posted agenda for all meetings occurring in FY 2016 – 2017
- Posted minutes for all meetings occurring in FY 2016 – 2017
- Successfully completed Open Records Requests
- Cancelled May 2017 local election
- Conducted Records Management Program in accordance with State law
- Hired a new City Secretary



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.

### **CITYWIDE GOAL (5) – TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES**

Conduct Records Management Program in accordance with State law.

Administer all City elections in full compliance with the City Charter and the Texas Election Code.

Post Council minutes on the City's website within 3 days upon approval.

Post agendas 72 hours before public meetings as required by state law.

Post approved ordinances on the City's website prior to the annual codification of the Code of Ordinances.

Fill all Public Information requests in a timely manner and in accordance to the Public Information Act.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT CITY SECRETARY	01/03

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	90,719	93,890	63,327	75,293
SUPPLIES	547	1,475	475	1,475
CONTRACTUAL SERVICES	16,720	20,085	81,786	10,000
CAPITAL OUTLAY				11,685
<b>PROGRAM TOTAL</b>	<b>107,985</b>	<b>115,450</b>	<b>145,588</b>	<b>98,453</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
City Secretary	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
PART TIME POSITIONS:				
	0	0	0	0
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SIGNIFICANT BUDGET CHANGES:**

**Personnel:** Hired a new City Secretary

**Contractual Services:** FY 2017 expenditures reflect payments to a recruiting firm to assist in the selection of a new City Secretary.



**Department: City Secretary Office**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Transparent and Responsive Governance and Business Services</b>				
<b>Objectives</b>				
<b>Conduct Records management program in accordance with State law</b>				
Indicator: Obtain Certificate of Completion from Texas State Library	Yes	Yes	Yes	Yes
<b>Administer all City elections in full compliance with the City Charter and the Texas Election Code</b>	Yes	Yes	Yes	Yes
<b>Post Council agendas 72 hours before public meetings as required by State law</b>	Yes	Yes	Yes	Yes
<b>Post approved ordinances on the City's website prior to the annual codification of the Code of Ordinances</b>	Yes	Yes	Yes	Yes
<b>Percent of approved Council Minutes posted on website within 3 days of approval</b>	99%	99%	99%	100%
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes



# Information Technology

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## Information Technology

1. Administer contract with Baxter Technology  
Services to maintain the City's technology systems.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT INFORMATION TECHNOLOGY	01/22

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	72,922	76,259	76,259	93,759
CAPITAL OUTLAY	7,168	17,500	17,500	
<b>PROGRAM TOTAL</b>	<b>80,090</b>	<b>93,759</b>	<b>93,759</b>	<b>93,759</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
	0	0	0	0
<b>TOTAL FULL TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PART TIME POSITIONS:				
	0	0	0	0
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**



# Human Resources

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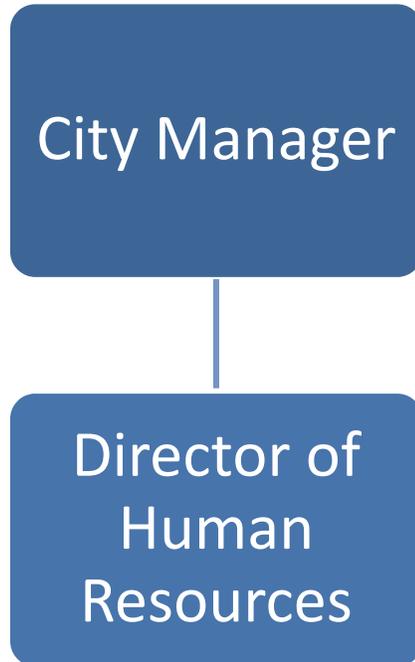
## Human Resources

1. Provide centralized personnel services (hiring, benefits) for all City departments.



## CITY OF SEAGOVILLE, TEXAS

### Human Resources



### **PROGRAM DESCRIPTION**

The Director of Human Resources serves as support for all City departments and employees by administering all employee related activities, interpreting and updating policies, monitoring and accurately maintaining employee records, managing group benefits and workers' compensation, all city insurance activity and keeping the City in compliance with all applicable employment laws.

### **FY 2017 ACCOMPLISHMENTS**

Negotiate insurance rates for FY 2016 – 2017 providing a competitive benefit employee package.

Advertise and provide support to department directors to successfully fill nine of ten open positions.

In one EEOC claim and one unemployment claim, provide a successful defense.



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

By April 2018, participate with other departments in hosting the City's first annual civic academy.

### **CITYWIDE GOAL (6) – MAINTAIN A QUALITY WORKFORCE FOR EMPLOYEES**

Work cooperatively throughout the fiscal year with all City staff to ensure compliance with all local, state and federal rules and regulations.

By the fourth quarter of FY 2018, develop a wellness program for employees.

Work cooperatively throughout the fiscal year with Department Directors to review and revise job descriptions for City staff.

By January 2018, complete revisions to the City's personnel manual.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT HUMAN RESOURCES	01/23

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL	97,122	99,703	99,784	101,134
SUPPLIES	634	1,400	1,439	1,400
CONTRACTUAL SERVICES	6,738	9,300	8,300	9,300
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>104,495</b>	<b>110,403</b>	<b>109,523</b>	<b>111,834</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
Director	1	1	1	1
TOTAL FULL TIME:	1	1	1	1
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Human Resources**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Maintain a Quality Workforce for Employees</b>				
<b>Objectives</b>				
<b>Percentage of turnover as a measure of staff stability and staff satisfaction</b>	16.86%	3.00%	10.84%	6.02%
<b>Number of Workers' Compensation Claims</b>	8	3	3	3
<b>Percentage of employees receiving annual performance evaluations</b>	100%	100%	100%	100%
<b>Work cooperatively with City staff to ensure compliance with all local, state and federal rules and regulations</b>				
Indicator: Successful claims and lawsuits against the City	None	None	None	None
<b>Development of employee wellness program</b>	None	None	None	Yes
<b>Revision of City staff job descriptions</b>	NA	NA	NA	100%
<b>Complete revisions to City personnel manual</b>	NA	NA	NA	Yes
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes



# Finance

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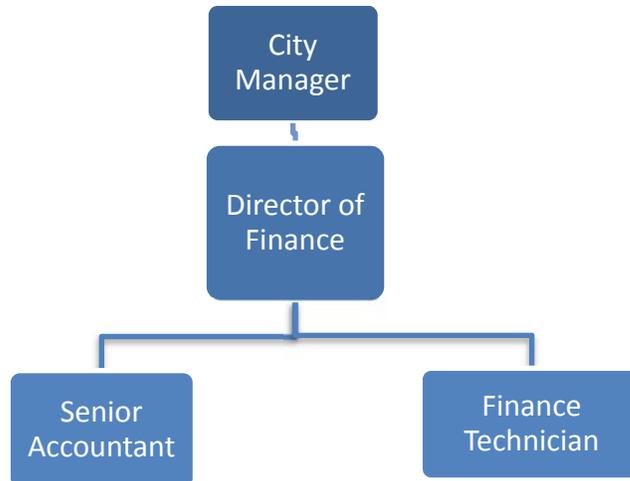
## Finance

1. Handles financial affairs, i.e., disbursement and investing city funds
2. Manages the bond and debt service requirements.
3. Responsible for internal and external financial reporting.



## CITY OF SEAGOVILLE, TEXAS

### Finance



### **PROGRAM DESCRIPTION**

The Finance program is responsible for providing quality financial services to the citizens and customers of the City of Seagoville in a professional manner. Specific responsibilities include, but are not limited to, accounts payable, payroll, fixed assets, banking services, investments, debt management, internal and external financial reporting and annual budget preparation.

### **FY 2017 ACCOMPLISHMENTS**

Obtained the GFOA financial reporting achievement award for the FY 2015 Comprehensive Annual Financial Report

Obtain the GFOA distinguished budget presentation award for the FY 2016 annual budget document.

Submit the FY 2016 popular annual report for GFOA review.

Hire a new senior accountant.

### **GOALS FOR FISCAL YEAR 2018**

#### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.



## **GOALS FOR FISCAL YEAR 2018 (continued)**

### **CITYWIDE GOAL (2) – OPEN, TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES**

Obtain the GFOA financial reporting achievement award for the FY 2017 Comprehensive Annual Financial Report.

Obtain the GFOA distinguished budget presentation award for the FY 2018 annual budget document.

Obtain the GFOA popular annual financial reporting award.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
GENERAL GOVERNMENT FINANCE	01/04

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	265,912	288,013	218,260	292,430
SUPPLIES	394	500	340	500
CONTRACTUAL SERVICES	57,587	60,930	124,533	60,610
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>323,893</b>	<b>349,443</b>	<b>343,133</b>	<b>353,540</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Director of Finance	1	1	1	1
Senior Accountant	0	0	1	1
Assistant Finance Director	1	1	0	0
Finance Technician	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Finance**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Transparent and Responsive Governance and Business Services</b>				
<b>Objectives</b>				
<b>Reduce average days to reconcile bank statements</b>				
Indicator: Average number of days to reconcile bank statements	30	20	15	15
<b>Receipt of GFOA Financial Reporting Excellence Award with five or less GFOA review comments</b>				
Indicators: Receipt of GFOA Financial Reporting Excellence Award Number of GFOA review comments	Yes 6	Yes 5	Yes 5	Yes 4
<b>Completion of annual audit and annual financial report with three or less audit adjustments</b>				
Indicator: Number of audit adjustments	13	3	3	3
<b>Receipt of GFOA Popular Financial Reporting Award</b>	Yes	Yes	Yes	Yes
<b>Receipt of GFOA Distinguished Budget Presentation Award with three or less GFOA review comments</b>				
Indicators: Receipt of GFOA Distinguished Budget Presentation Award Number of GFOA review did not satisfy scores	Yes 100%	Yes 300%	Yes 300%	Yes 300%
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes



# Police

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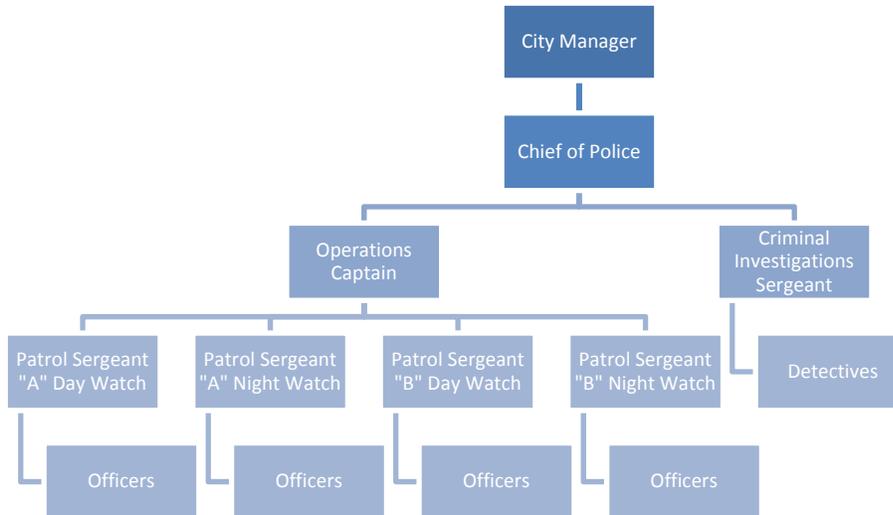
## Police

1. Provides law enforcement and public safety to the citizens of Seagoville.
2. Provides 24 hour police patrol & emergency response.
3. Provide support and follow up investigations on all open cases.



# CITY OF SEAGOVILLE, TEXAS

## Police



### **PROGRAM DESCRIPTION**

Public safety is an essential program in every city, town or county. The main function of public safety is to preserve and protect life, liberty and property in a professional and courteous manner for all. The Seagoville Police department is comprised of 23 full time sworn officers, 4 part time sworn officers and 16 civilian members. We have four sections within the organization which include the Patrol division, Criminal Investigations, Communication division and Records division. We all work together as a team to provide safety and security to the citizens of Seagoville. In addition we strive to build strong relationships with everyone in the community through our daily interactions with the public as well as our programs such as the Citizens Police Academy and Citizens on Patrol. Our agency is certified by the Texas Police Chief's Best Practices Program.

### **FY 2017 ACCOMPLISHMENTS**

Reduced the Part I crime rate by 23.24% over this same time period of last fiscal year.

The department achieved full staffing in all sections of the organization in May 2017.



## **FY 2017 ACCOMPLISHMENTS (continued)**

Our 40<sup>th</sup> Citizen Police Academy class is currently underway with a total of 9 participants, and is scheduled to graduate in June 2017.

We have successfully completed and passed our TCOLE (Texas Commission on Law Enforcement) training audit with an exemplary level of proficiency in all areas. The State of Texas is using our department as a model agency for others.

## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.

### **CITYWIDE GOAL (3) – MAINTAIN THE CITY OF SEAGOVILLE AS A SAFE, CLEAN AND ATTRACTIVE COMMUNITY**

The goal of the Seagoville Police Department is the safety and security of all who live, work and visits the City. We measure this goal and our efforts by daily monitoring of Part I crimes.

Reduce and prevent crime through pro-active measures; apprehension and prosecution of those who commit criminal acts in our community. We measure our efforts by monitoring response times to calls, the number and types of Part I crimes reported and successful prosecution of criminal cases.

Respond to incidents with courtesy and respect. That goal can be measured by the number of complaints filed by citizens.

Through the fiscal year deliver efficient public safety service. This goal can be measured by the number and retention of full and part time personnel.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
PUBLIC SAFETY POLICE	01/08

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	1,596,095	1,733,932	1,623,020	1,777,988
SUPPLIES	115,554	128,057	104,849	130,057
CONTRACTUAL SERVICES	54,736	67,025	57,650	67,025
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>1,766,385</b>	<b>1,929,014</b>	<b>1,785,519</b>	<b>1,975,070</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Chief	1	1	1	1
Captain	1	1	1	1
Sergeant	6	6	6	6
Police Officer	15	15	15	15
<b>TOTAL FULL TIME:</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b>PART TIME POSITIONS:</b>				
Crossing Guard	0.3	0.3	0.3	0.3
Police Officer	0.5	0.5	0.5	0.5
<b>TOTAL PART TIME:</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>23.8</b>	<b>23.8</b>	<b>23.8</b>	<b>23.8</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Police**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Maintain the City of Seagoville as a Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
<b>Reduce the occurrences of Part I crimes in the City</b>				
Indicator: Number of Part I crimes	484	656	460	485
<b>Provide Services in an efficient manner</b>				
Indicators: Response time to Priority one calls	6:52	NA	6:36	6:45
Full staffing of full and part time personnel	No	Yes	Yes	Yes
Sworn Officers per 1,000 Population	1.56	1.48	1.48	1.45
<b>Provide high quality community oriented services with sensitivity</b>				
Indicators: Complete Annual Racial Profiling report by end of March	Yes	Yes	Yes	Yes
Number of Citizen complaints	0	0	1	0
Number of Citizen Police academies	2	2	2	2
<b>Maintain a Texas Police Chiefs Best Practices Certified Police Department</b>	Yes	Yes	Yes	Yes
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes



# Fire

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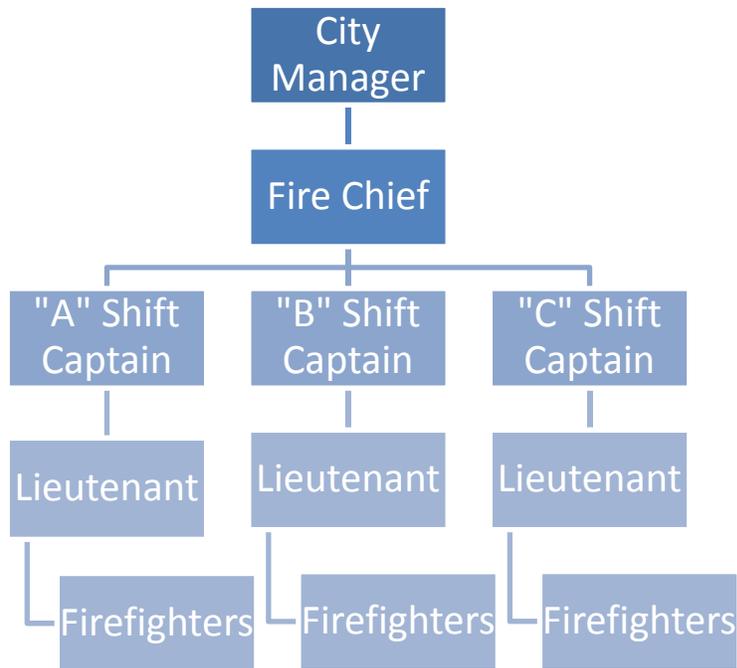
## Fire

1. Provides 24-hour fire protection and emergency medical services.



## CITY OF SEAGOVILLE, TEXAS

### Fire



### **PROGRAM DESCRIPTION**

The Seagoville Fire Department protects our citizens and visitors by minimizing the loss of life and property resulting from fire, medical emergencies and other disasters in such a manner that will retain the public's support and confidence in all aspects of service delivery.

### **FY 2017 ACCOMPLISHMENTS**

The department has responded to 1,356 incidents this fiscal year.

The average response time is 3:58

There have been 254 fire inspections of businesses this fiscal year

The department has implemented new training objectives to provide staff a higher level of training.

Establish a community CPR training program with Acadian Ambulance Service, training fire and police personnel. City personnel and citizens training is the focus for the remainder of the fiscal year.

Order a Pierce Ladder truck, scheduled for delivery September, 2017.



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.

### **CITYWIDE GOAL (3) – MAINTAIN THE CITY OF SEAGOVILLE AS A CLEAN, SAFE AND ATTRACTIVE COMMUNITY**

100% of the time, the ambulance service shall answer all Priority 1 (life threatening emergency request) within 7 minutes 59 seconds or less from time of dispatch to arrival at the scene, and for all Priority 2 (non - life threatening emergency request) within 10 minutes 59 seconds or less from time of dispatch to arrival at the scene.

The fire department expects to perform 575 fire inspections in FY 2018

Perform flow tests, maintenance and painting of 525 fire hydrants in FY 2018

Maintain an average response time on all incidents below 5 minutes

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
PUBLIC SAFETY FIRE	01/11

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	1,399,187	1,464,341	1,440,583	1,512,680
SUPPLIES	59,356	69,643	67,369	70,543
CONTRACTUAL SERVICES	37,073	45,061	41,686	44,161
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>1,495,616</b>	<b>1,579,045</b>	<b>1,549,638</b>	<b>1,627,384</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Chief	1	1	1	1
Captain	3	3	3	3
Lieutenant	3	3	3	3
Firefighter	12	12	12	12
<b>TOTAL FULL TIME:</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>PART TIME POSITIONS:</b>				
Firefighter	1	1	1	1
<b>TOTAL PART TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Fire**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Maintain the City of Seagoville as a Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
<b>Provide Services in an efficient manner</b>				
Indicators:				
Percent of Priority I emergency responses within 7:59 minute response time	98%	98%	98%	98%
Average Response time to all incidents	4:36	4:35	4:40	4:30
Fire and EMS Cost per Capita	\$ 106.53	\$ 109.33	\$ 109.99	
<b>Provide high quality community oriented services with sensitivity</b>				
Indicators:				
Number of Citizens receiving community CPR training	NA	NA	30 - 50	40 - 60
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes



# Emergency Medical Services (EMS)

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## EMS

1. Administer contract with Acadian to provide paramedic ambulance services to the citizens of Seagoville.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
PUBLIC SAFETY EMS	01/19

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	164,080	164,080	164,080	164,080
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>164,080</b>	<b>164,080</b>	<b>164,080</b>	<b>164,080</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**



# Support Services

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## Records

1. Manages all police reports including paperless reports entered through the computerized management system.

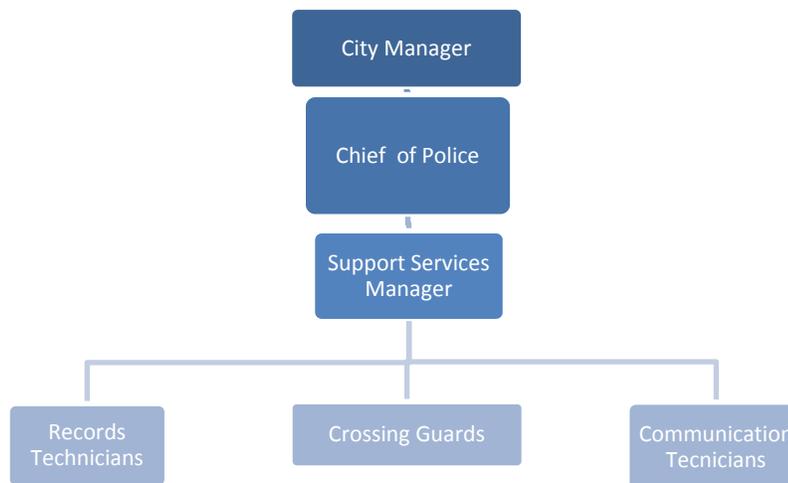
## Communications

1. Dispatches fire, police and emergency medical services for the City of Seagoville.
2. Serves as a Public Safety Answering Point (PSAP).



# CITY OF SEAGOVILLE, TEXAS

## Support Services



### **PROGRAM DESCRIPTION**

The Records Program manages all police reports including paperless reports. Staff also assists with providing copies of reports and responding to open records requests. The Communications Program dispatches fire, police and emergency medical services for the City of Seagoville. The Crossing Guards safeguard children from danger traveling to and from school.

### **FY 2017 ACCOMPLISHMENTS**

The Communications program and the Crossing Guard program is fully staffed. Receive a major upgrade to the CRIMES software, correcting issues experienced with the software on the user end. The upgrade enhanced the ability of users to attach documents electronically. Continue installation of bar code system in the Property Room. Replace three desktop computers. Begin the process of filing documents to Laserfiche.



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.

### **CITYWIDE GOAL (2) – OPEN, TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES**

In conjunction with the installation of Laserfiche and the CRIMES Records Management System (RMS), the program intends to create an electronic filing system and have a paperless system. This is going to be a yearlong process.

### **CITYWIDE GOAL (3) – MAINTAIN THE CITY OF SEAGOVILLE AS A CLEAN, SAFE AND ATTRACTIVE COMMUNITY**

Develop and implement a practice in which there is a recurring 90 day assessment of property room records to determine retention or disposal of property.

Implement the Adult Tech share program with the District Attorneys' office. This will enable Support Services to electronically file cases with the District Attorneys' office.

PROGRAM SUMMARY

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
PUBLIC SAFETY SUPPORT SERVICES	01/17

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	504,155	621,261	538,213	
SUPPLIES	8,135	6,946	6,200	
CONTRACTUAL SERVICES	27,261	38,044	36,559	0
CAPITAL OUTLAY	3,150	3,549	4,032	
<b>PROGRAM TOTAL</b>	<b>542,702</b>	<b>669,800</b>	<b>585,004</b>	<b>0</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Manager	1	1	1	1
Records Technician	2	3	3	3
Communication Technician	5	6	6	6
<b>TOTAL FULL TIME:</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PART TIME POSITIONS:</b>				
Communication Technician	0.75	0.75	0.75	0.75
<b>TOTAL PART TIME:</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>8.75</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Support Services**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's first civic academy	NA	NA	NA	Yes
<b>Maintain the City of Seagoville as a Safe, Clean and Attractive Community</b>				
<b>Provide Services in an efficient manner</b>				
Indicators:				
Full staffing of full and part time personnel	No	Yes	Yes	Yes
Full-time Support Services staff per 1,000 residents	0.51	0.64	0.64	0.63
Creation of 90 day assessment of Property Room records	NA	NA	NA	Yes
<b>Maintain a Texas Police Chiefs Best Practices Certified Police Department</b>				
	Yes	Yes	Yes	Yes
<b>Transparent and Responsive Governance and Business Services</b>				
<b>Objectives</b>				
Creation of an electronic filing system	NA	NA	NA	Yes



# Animal Control

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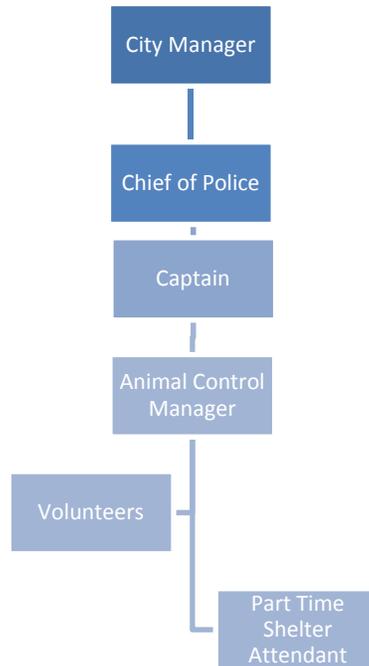
## Animal Control

1. Provides animal control services.
2. Maintains local animal shelter.



# CITY OF SEAGOVILLE, TEXAS

## Animal Services



### **PROGRAM DESCRIPTION**

The Animal Services Program is responsible for the enforcement of the City's animal control ordinances and the Texas Health and Safety Code pertaining to the control, care and regulations of animals. Primary functions are to safeguard the public's health and safety and to ensure responsible supervision and humane treatment for all animals within its jurisdiction. Animal Service achieves this mission by responding to calls for service, picking up stray animals, investigating animal bite cases, cases of animal abuse/neglect and securing loose livestock. Equally important to protecting the public's health and safety is reuniting stray animals with their owners and adopting unclaimed strays while reducing the number of animals euthanized. This is facilitated through a microchip program, shelter adoptions and volunteer adoption events at locations in and around the City of Seagoville.



## **FY 2017 ACCOMPLISHMENTS**

Adopted out 47 felines and 189 canines to new homes

72 canines returned to their rightful owners

In conjunction with volunteers, held 20 adoption events yielding 79 canine and 31 feline adoptions

Install a Microchip on 169 canines and 23 felines. This initiative assists Animal Services staff reunite animals with their rightful owners.

## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy

Maintain the "no kill" philosophy within the program.

### **CITYWIDE GOAL (3) – MAINTAIN THE CITY OF SEAGOVILLE AS A SAFE, CLEAN AND ATTRACTIVE COMMUNITY**

Continue to strive to return animals to their rightful owner. We measure this goal by tracking the number of animal returns.

Respond to calls with courtesy and respect. This goal can be measured by the number of complaints from citizens

Through the fiscal year deliver efficient Animal Services. This goal can be measured by the retention of a full time Animal Services manager.

Pass the annual state review of the Animal Shelter.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
PUBLIC SAFETY ANIMAL SERVICES	01/05

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	93,216	94,407	86,183	88,775
SUPPLIES	9,108	12,505	11,755	12,505
CONTRACTUAL SERVICES	8,061	10,470	8,195	10,470
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>110,386</b>	<b>117,382</b>	<b>106,133</b>	<b>111,750</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Animal Control Manager/Police Officer	1	0	0	0
Animal Control Officer	0	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME POSITIONS:</b>				
Animal Shelter Attendant	1	1	1	1
<b>TOTAL PART TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Animal Control**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes
<b>Maintain the "no kill" philosophy within the program</b>				
Indicator: Percentage of animals euthanized compared to total outcomes	1.1%	None	0.92%	None
<b>Maintain the City of Seagoville as a Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
<b>Strive to return animals to their rightful owners</b>				
Indicator: Animals returned to owners	124	NA	144	134
<b>Respond to calls with courtesy and respect</b>				
Indicator: Number of citizen complaints	None	None	None	None
<b>Deliver efficient animal services throughout the year</b>				
Indicator: Retention of a full time Animal Services manager	Yes	Yes	Yes	Yes
<b>Pass the annual State Review</b>				
Indicator: Satisfactory Rating from State Department of Health Services	Yes	Yes	In process	Yes



# Municipal Court

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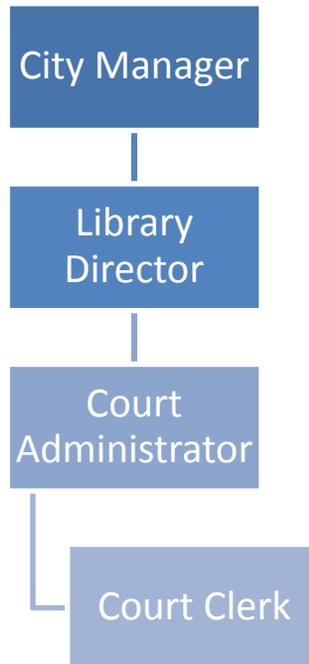
## Municipal Court

1. Collects fines, fees and state costs.
2. Schedules court hearings & generates production of arrest warrants.
3. Maintains records relating to court proceedings.



# CITY OF SEAGOVILLE, TEXAS

## Municipal Court



### **PROGRAM DESCRIPTION**

The Municipal Court is responsible for the prompt, accurate processing of Class C misdemeanor charges and collections of fines. We are dedicated to principle of fair and impartial justice administered with respect and equality in order to serve all customers in a courteous, efficient and professional manner.

### **FY 2017 ACCOMPLISHMENTS**

Develop a "Case Status Sheet" for each case file designed to enable a more effective way of processing capias warrants and court cases. This form provides a current update of the case history from the day the citation is filed until the day the case is closed.



## **GOALS FOR FISCAL YEAR 2017**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy.

Complete the Level I Court Clerk certification by the court clerk as of January 1, 2018. This is intended to better serve the customers with a qualified and knowledgeable clerk with improved on-the-job abilities and methods to execute the duties of the office.

Incorporate "Open Court" day to help clear outstanding warrants in the first six months of FY 2018. The hope is to provide customers with a means of taking care of their outstanding warrants without having to post a bond or fear of being arrested.

Participate in the annual statewide warrant round-up.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY SERVICES MUNICIPAL COURT	01/12

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	106,381	109,533	109,354	112,293
SUPPLIES	41	150	150	150
CONTRACTUAL SERVICES	61,232	51,825	51,712	53,260
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>167,654</b>	<b>161,508</b>	<b>161,216</b>	<b>165,703</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Court Administrator	1	1	1	1
Court Clerk	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Municipal Court**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes
<b>Provide Services in an efficient manner</b>				
Indicators:				
Update web payments daily	Yes	Yes	Yes	Yes
Record and prepare deposit payments within one business day	Yes	Yes	Yes	Yes
Participate in annual warrant round-up	Yes	Yes	Yes	Yes
<b>Provide services in a courteous and professional manner</b>				
Indicators:				
Completion of Level I Court Clerk certification by January 1, 2018	Yes	Yes	Yes	Yes
Incorporate "Open Court" day - number of outstanding warrants cleared	NA	NA	NA	NA



# Library

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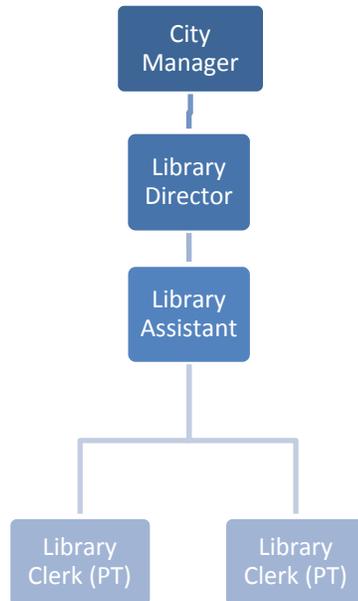
## Library

Provide material and services to fulfill the informational, recreational and educational needs of the residents of Seagoville. The term "residents" encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition.



## CITY OF SEAGOVILLE, TEXAS

### Library



### **PROGRAM DESCRIPTION**

The Seagoville Library enriches the community by sparking a love of learning in its youth and nourishing that love in its adult citizens. The Library is a vibrant touch-point for learning and exploration offering a personal approach that creates a welcoming environment for all members of the community.

### **FY 2017 ACCOMPLISHMENTS**

Begin research and development of a comprehensive 5 year technology plan. This initiative begins with a comprehensive inventory of all technology currently in place, including hardware and the age of hardware, operating systems and the viable age of the operating systems, software and the relevance of software.

On target to complete by fiscal year end, an examination of the Library's science, technology and medicine print reference collection with the goal of removing items that are no longer pertinent as electronic sources deem them irrelevant.

Conduct a major shift of physical items to accommodate expansion of the Young Adult fiction collection.



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy

Complete the development of the comprehensive 5 year technology plan.

Continue to conduct an ongoing assessment of the Library's print reference material to determine if Library space can be reallocated for other uses.

Maintain requirements of the Texas State Library Accreditation standards

Continue to provide the summer reading program, story time for preschoolers, open wi-fi access, and 10 computer workstations available to Library patrons.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY SERVICES LIBRARY	01/13

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	150,937	157,955	157,827	161,825
SUPPLIES	1,339	1,350	1,350	1,350
CONTRACTUAL SERVICES	18,523	18,425	18,225	4,225
CAPITAL OUTLAY				14,000
<b>PROGRAM TOTAL</b>	<b>170,799</b>	<b>177,730</b>	<b>177,402</b>	<b>181,400</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Library Director	1	1	1	1
Library Assistant	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME POSITIONS:</b>				
Library Clerk	1	1	1	1
<b>TOTAL PART TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Library**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes
<b>Complete the development of the comprehensive 5 year technology plan</b>	In process	In process	In process	Completed
<b>Assessment of Library print reference material for reallocation of Library space</b>	Ongoing	Ongoing	Ongoing	Ongoing
<b>Maintain accreditation with the Texas State Library</b>				
Indicators:				
Accreditation letter	Yes	Yes	Yes	Yes
<b>Provide Quality Leisure opportunities</b>				
Indicators:				
Attendance - Story Time for Preschoolers	502	NA	414	458
Attendance - Summer Reading Club	378	NA	510	444
Open WiFi access	Yes	Yes	Yes	Yes



# Senior Center

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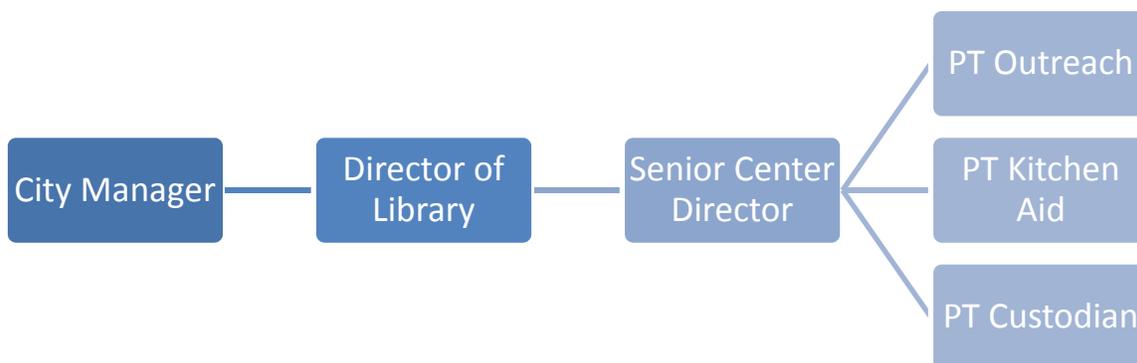
## Senior Center

1. Provides activities for senior citizens.



## CITY OF SEAGOVILLE, TEXAS

### Senior Center



### **PROGRAM DESCRIPTION**

The Seagoville Senior Center is reaching out to persons 60 years of age and older with the greatest economic and social needs, with particular attention to individuals residing in Seagoville. Plan, develop and coordinate services that ensure positive impact to our participants' health, honor and dignity.

### **FY 2017 ACCOMPLISHMENTS**

- Increase home and hospital visits to sick and absent members
- Receive Dallas Ramps Organization funding to build ramps at 4 senior patron residences to improve mobility
- Continue referrals to the Visiting Nurse Association (VNA) meals at home program
- Passed the annual Dallas County health inspection
- Passed the Dallas County Aging Association (DCAAA) annual financial review
- Passed the Dallas County Aging Association (DCAAA) annual kitchen review



## **GOALS FOR FISCAL YEAR 2018**

### **CITYWIDE GOAL (1) – ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE**

Participate in hosting the City's first civic academy

Serve a congregate meal 5 days a week to any qualifying person 60 years of age or older or their spouse

In association with STAR transit services, provide medical transportation to any disabled person or senior 60 years or older living in Seagoville.

In association with STAR transit services, provide transportation to Dallas Area Rapid Transit (DART) from various locations in Seagoville.

Pass the annual Dallas County health inspection

Pass the Dallas County Aging Association (DCAAA) annual financial review

Pass the Dallas County Aging Association (DCAAA) annual kitchen review

Provide games, arts and crafts, exercise, karaoke, dancing and outings to senior center members

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY SERVICES SENIOR CENTER	01/14

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	116,541	119,102	121,842	124,159
SUPPLIES	3,774	4,300	5,150	4,500
CONTRACTUAL SERVICES	69,092	70,150	70,350	69,850
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>189,407</b>	<b>193,552</b>	<b>197,342</b>	<b>198,509</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Manager	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME POSITIONS:</b>				
Outreach Worker	0.5	0.75	0.75	0.75
Van Driver	0.25	0	0	0
Maintenance Worker	0.5	0.5	0.5	0.5
Food Server	0.33	0.33	0.33	0.33
<b>TOTAL PART TIME:</b>	<b>1.58</b>	<b>1.58</b>	<b>1.58</b>	<b>1.58</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2.58</b>	<b>2.58</b>	<b>2.58</b>	<b>2.58</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Senior Center**

<b>GOAL</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's first civic academy</b>	NA	NA	NA	Yes
<b>Serve a congregate meal 5 days a week to qualifying patrons</b>				
Indicator:				
Meals Served	10,292	11,550	9,724	11,050
<b>Provide medical transportation services to disabled persons and seniors</b>				
Indicator:				
Number of rides provided	4,353	NA	2,184	2,206
<b>Provide transportation services to Dallas Transit from various locations in Seagoville</b>				
Indicator:				
Number of rides provided	235	NA	5,295	5,348
<b>Pass annual Dallas County health inspection</b>	Yes	Yes	Yes	Yes
<b>Pass DCAAA annual financial review</b>	Yes	Yes	Yes	Yes
<b>Pass DCAAA annual kitchen review</b>	Yes	Yes	Yes	Yes
<b>Provide games and other activities for senior center members</b>				
Indicator:				
Average daily attendance	42	NA	50	50



# Sanitation

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## Sanitation

1. Administer the contract with Republic Services for city-wide solid waste removal.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY SERVICES SANITATION	01/16

**PROGRAM EXPENDITURES:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	694,067	694,088	736,840	747,680
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>694,067</b>	<b>694,088</b>	<b>736,840</b>	<b>747,680</b>

**PERSONNEL SUMMARY:**

	FY 16 ACTUAL	FY 17 AMENDED BUDGET	FY 17 PROJECTED	FY 18 PROPOSED
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**



# Community Development

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## **FY 2017 ACCOMPLISHMENTS**

Replaced and added curbs and gutters to streets within the Woodhaven subdivision (Woodhaven Lane, Greenhaven Lane, Parkhaven Lane and Hillhaven Lane)

Installed new streets in the Robinwood subdivision

Concrete paving repairs along Riverview Lane and Oakbrook Lane

Adopted a Special Events policy providing staff control of events in the City's parks

Obtained Council approval to increase the minimum square footage living area in all residential zoning districts

Performed concrete repair work on Malloy Bridge Road between Kaufman Street and US Highway 175, significantly improving the roadway surface for the motoring public.

Removed fence at C.O. Bruce Central Park to allow field to be used for multiple users

Remodeled concession stand at Petty White Park

Install sidewalks on East Malloy Bridge Road from the Villas of Seagoville to the Wal Mart shopping center, improving pedestrian and handicapped mobility.

Repaired storm drains at Riverview Lane.



## Program: Community Development

GOAL	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Budget
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's first civic academy	NA	NA	NA	NA
<b>Maintain Seagoville As A Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
Continue to fund litter crew program	Yes	Yes	Yes	Yes
Explore opportunities to reduce the City's ISO rating through building standards				
Indicator:				
ISO rating - commercial	6	NA	NA	6
ISO rating - residential	5	NA	NA	5
Explore federal, state and county grant opportunities to enhance the mobility of pedestrians and handicapped individuals				
Indicator:				
Number of grants	1	NA	1	1
Manage street funding, engineering and contractors to complete street renovation projects				
Indicator:				
Street renovation projects (FY 2017 Woodhaven, FY 2018 Crestview/Ross)	NA	1	1	1
<b>Develop Collaborative Efforts in Community and Economic Development</b>				
<b>Objectives</b>				
Obtain SEDC funding for Quality of Life Projects				
Indicator:				
Funding provided	Yes	Yes	No	Yes



# Building Inspection and Services

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## Building Inspection

1. Reviews plans and performs on-site inspections for compliance.
2. Issues permits and certificates.

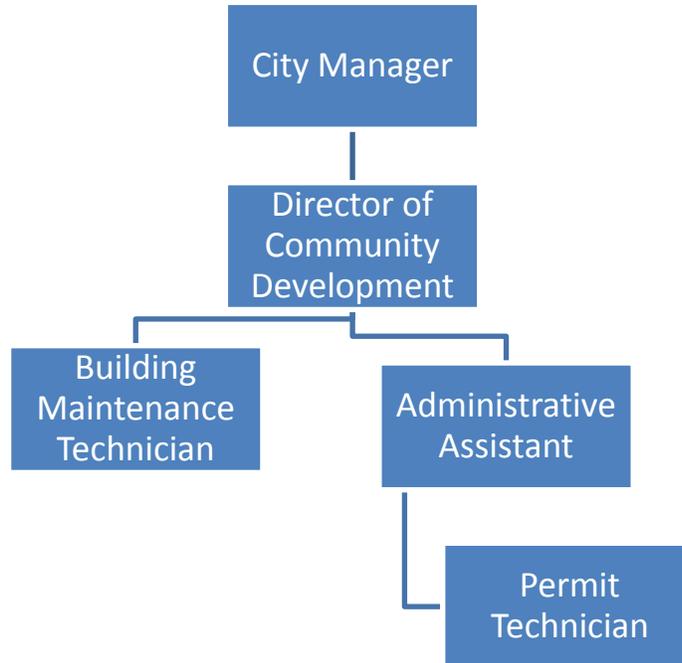
## Building Services

1. Maintain City buildings.



## CITY OF SEAGOVILLE, TEXAS

### Building Inspection and Services



#### **PROGRAM DESCRIPTION**

The Building Inspection program provides public safety by enforcing local and state regulations and codes relative to the construction, enlargement, alteration, repair, demolition, occupancy, etc., of all buildings or structures in the City. Building Services strives to maintain a clean, safe and effective environment for city employees at City facilities.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY DEVELOPMENT BUILDING INSPECTION AND SERVICES	01/06

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	138,334	197,316	199,990	276,786
SUPPLIES	4,364	6,600	7,100	6,600
CONTRACTUAL SERVICES	52,493	51,700	47,400	51,700
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>195,191</b>	<b>255,616</b>	<b>254,490</b>	<b>335,086</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Chief Building Official	1	1	0	0
Community Development Director	0	0	1	1
Building Maintenance Technician	1	1	1	1
Permit Technician	0	0	1	1
Administrative Assistant	0	0	1	1
<b>TOTAL FULL TIME:</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>

**SIGNIFICANT BUDGET CHANGES:**

**PERSONNEL** - Administrative Assistant position added in FY 2016. Position moved from W&S Customer Service. Permit Technician added in summer 2017.



# Streets

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## Streets

1. Maintain approximately 85 street lane miles, filling potholes, cleaning ditches, maintaining signage and pavement markings in the City.
2. Mitigate illegal dumping, sanding streets during icy weather, culvert installation & maintenance.



## CITY OF SEAGOVILLE, TEXAS

### Streets



### **PROGRAM DESCRIPTION**

Maintain Seagoville's transportation infrastructure in a timely manner, sign maintenance and/or replacement. Provide litter control service along the City's medians and right of way.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY DEVELOPMENT STREETS	01/15

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	85,058	118,492	114,768	134,194
SUPPLIES	42,558	47,400	66,100	50,400
CONTRACTUAL SERVICES	228,909	329,600	319,100	125,600
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>356,526</b>	<b>495,492</b>	<b>499,968</b>	<b>310,194</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Streets Maintenance Worker	1	1	1	1
Litter Crew Worker	0	2	2	2
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PART TIME POSITIONS:</b>				
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>

**SIGNIFICANT BUDGET CHANGES:**



# Parks

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## Parks

1. Groundkeeping services for eight (8) parks and other City facilities.
2. Routine repair and maintenance of park facilities and equipment.



## CITY OF SEAGOVILLE, TEXAS

### Parks



### **PROGRAM DESCRIPTION**

To provide quality leisure experiences, facilities and programs for the citizens of Seagoville regardless of age or abilities, and to serve as stewards of our parks and natural open space. The Parks Department maintains eight (8) parks, approximately 2.5 miles of medians, the Law Enforcement Center, City Hall, the Service Center grounds, and other miscellaneous City owned properties throughout Seagoville. Provide grounds keeping, daily maintenance on playground equipment, restroom facilities, ball fields, park signage, Central Park pond fountain, park benches and canopies, lighting, and other amenities. Additionally, the Parks Department offers various special events such as the Fourth of July celebration, and carnivals.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY DEVELOPMENT PARKS	01/18

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	47,174	50,437	48,094	51,751
SUPPLIES	47,202	55,350	56,850	55,350
CONTRACTUAL SERVICES	130,131	125,650	125,650	125,650
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>224,506</b>	<b>231,437</b>	<b>230,594</b>	<b>232,751</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Crew Leader	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME POSITIONS:</b>				
Maintenance Apprentice	0	0	0	0
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SIGNIFICANT BUDGET CHANGES:**



# Planning

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## Planning

1. Processes and reviews all zoning applications, plat applications, development plans and various appeals.
2. Adheres to and maintains the Comprehensive Plan of the City



## CITY OF SEAGOVILLE, TEXAS

### Planning



### **PROGRAM DESCRIPTION**

To provide for proper planning to achieve the best use and development of land; adequate thoroughfares; and proper landscaping on behalf of the citizens of Seagoville. The Planning Department addresses all present and future development, planning, zoning, and subdivision needs and is the liaison and secretary for the Planning and Zoning Commission, the Board of Adjustments, and the Housing Standards Commission.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY DEVELOPMENT PLANNING	01/09

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	54,015	55,606	57,607	68,195
SUPPLIES			14,050	14,050
CONTRACTUAL SERVICES	11,650	26,050		
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>65,665</b>	<b>81,656</b>	<b>71,657</b>	<b>82,245</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Planning Technician	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**SIGNIFICANT BUDGET CHANGES:**

**Contractual Services:**

Decrease in resources for consulting services.



# Code Enforcement

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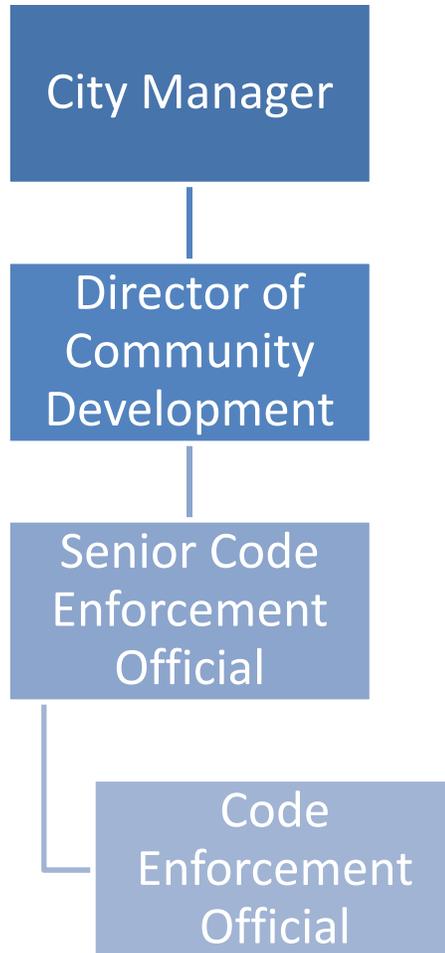
<h2>Code Enforcement</h2>
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. Enforces tall grass and other nuisance ordinances.</li></ol> |
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# CITY OF SEAGOVILLE, TEXAS

## Code Enforcement



### **PROGRAM DESCRIPTION**

Code Enforcement protects the City's health and safety by assuring compliance with the City's land use, environmental and construction codes.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
COMMUNITY DEVELOPMENT CODE ENFORCEMENT	01/25

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	102,724	111,612	105,905	115,273
SUPPLIES	6,940	7,980	3,100	7,980
CONTRACTUAL SERVICES	58,117	55,605	69,985	55,605
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>167,781</b>	<b>175,197</b>	<b>178,990</b>	<b>178,858</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Senior Code Enforcement Officer	1	1	1	1
Code Enforcement Officer	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**SIGNIFICANT BUDGET CHANGES:**

Code Enforcement separated from Building Inspection/Building Services in FY 2015.



# Non-Departmental

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## Non-Departmental

1. Accounts for unemployment, property insurance and other general fund expenditures not identified with a specific department.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
NON-DEPARTMENTAL NON-DEPARTMENTAL	01/10

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	77,180	80,700	88,822	84,806
SUPPLIES	20,478	21,300	20,570	20,900
CONTRACTUAL SERVICES	192,527	238,760	231,400	250,354
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>290,186</b>	<b>340,760</b>	<b>340,792</b>	<b>356,060</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
<b>TOTAL FULL TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PART TIME POSITIONS:	0	0	0	0
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**

**Personnel**

Expected increase in workers compensation and employee fringe benefit fees.

**Contractual Services**

Expected increase in property and casualty insurance and legal consultation fees.

**City of Seagoville, Texas**  
**Budget Summary**  
**General Debt Service Fund**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$11,760</b>	<b>\$15,518</b>	<b>\$15,518</b>	<b>\$18,775</b>	<b>\$18,422</b>
<b>Revenues</b>					
Property Tax	\$101,922	\$194,653	\$192,194	\$192,194	\$194,380
Interest Income	8	32	25	40	40
<b>Total Revenues</b>	<b>\$101,930</b>	<b>\$194,685</b>	<b>\$192,219</b>	<b>\$192,234</b>	<b>\$194,420</b>
<b>Total Available Funds</b>	<b>\$113,690</b>	<b>\$210,203</b>	<b>\$207,737</b>	<b>\$211,009</b>	<b>\$212,842</b>
<b>Expenditures</b>					
Bond Principal	\$185,556	\$153,333	\$116,111	\$116,111	123,889
Interest on Bonds	91,487	82,170	74,726	74,726	69,532
Paying Agent Fees	1,727	925	1,361	1,750	2,749
<b>Total Expenditures</b>	<b>\$278,770</b>	<b>\$236,428</b>	<b>\$192,198</b>	<b>\$192,587</b>	<b>\$196,170</b>
<b>Transfers</b>					
From Capital Projects Fund	66,409	-	-	-	-
From General Fund	-	45,000	-	-	-
From Water & Sewer Fund	114,189	-	-	-	-
<b>Total Transfers</b>	<b>180,598</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$15,518</b>	<b>\$18,775</b>	<b>\$15,539</b>	<b>\$18,422</b>	<b>\$16,672</b>
<b>Tax Rate</b>	<b>0.020710</b>	<b>0.038000</b>	<b>0.036300</b>	<b>0.036300</b>	<b>0.036300</b>

**CERTIFICATE OF OBLIGATION BONDS  
ANNUAL DEBT SERVICE REQUIREMENTS  
ALL SERIES**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	123,888.89	69,531.96	193,420.85
2019	129,444.44	63,901.40	193,345.84
2020	137,222.22	58,048.62	195,270.84
2021	145,000.00	51,828.48	196,828.48
2022	147,777.78	45,234.72	193,012.50
2023	158,333.33	38,526.38	196,859.71
2024	166,111.11	31,276.39	197,387.50
2025	171,666.67	23,659.74	195,326.41
2026	179,444.45	16,163.90	195,608.35
2027	90,000.00	8,325.00	98,325.00
2028	95,000.00	4,275.00	99,275.00
	<b>1,543,888.89</b>	<b>410,771.59</b>	<b>1,954,660.48</b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2006**

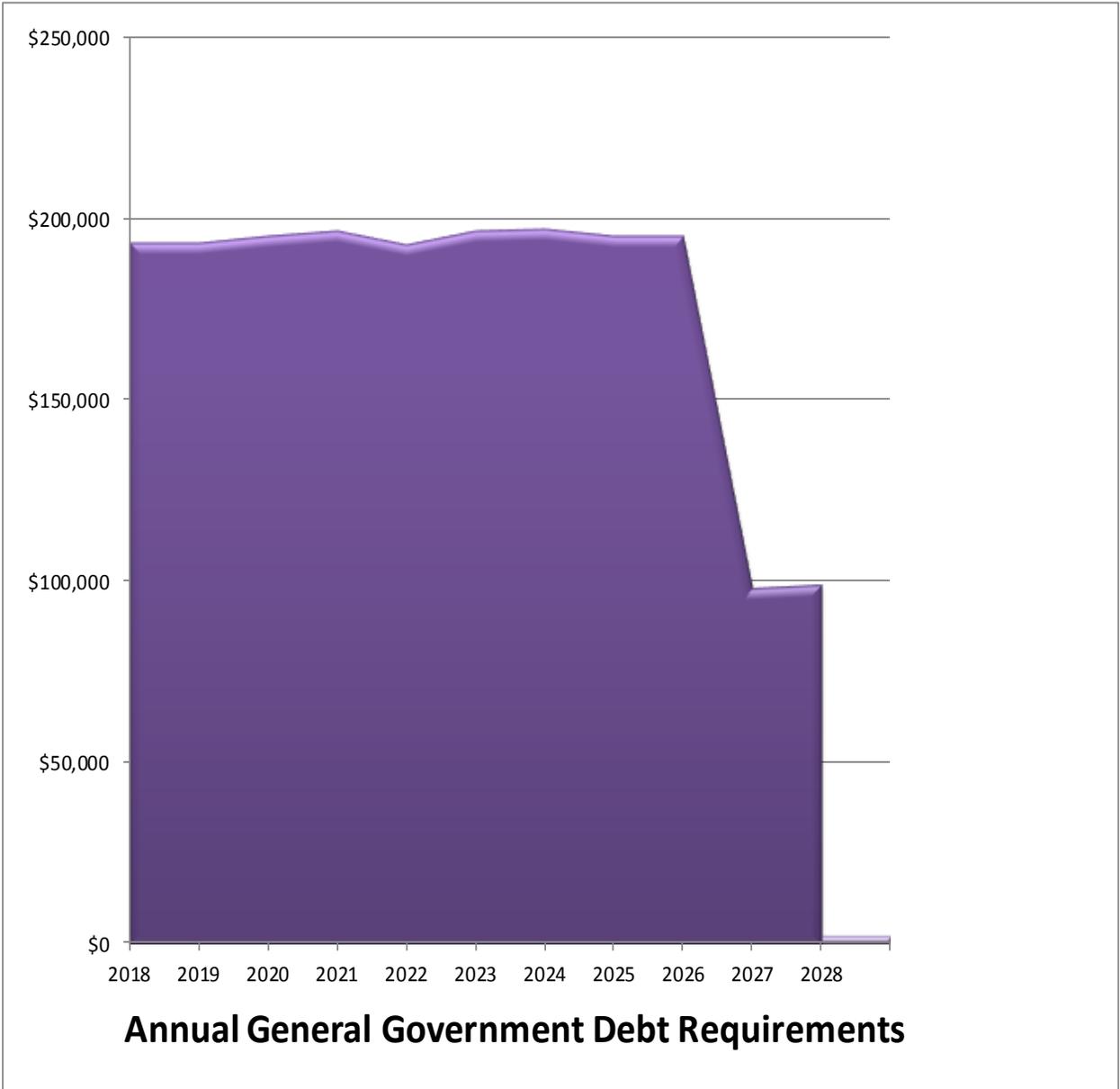
<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	63,888.89	29,550.70	93,439.59
2019	69,444.44	26,995.14	96,439.58
2020	72,222.22	24,217.36	96,439.58
2021	75,000.00	21,328.48	96,328.48
2022	77,777.78	18,234.72	96,012.50
2023	83,333.33	15,026.38	98,359.71
2024	86,111.11	11,526.39	97,637.50
2025	91,666.67	7,909.74	99,576.41
2026	94,444.45	4,013.90	98,458.35
<b>TOTAL</b>	<b>713,888.89</b>	<b>158,802.81</b>	<b>872,691.70</b>

Proceeds from the sale of the certificates were used for the purpose of paying all or a portion of the City's contractual obligations for (i) constructing and improving city streets; (ii) constructing and improving the City's waterworks and sewer system and (iii) for paying legal, fiscal, engineering and professional fees in connection therewith.

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2008**

FISCAL YEAR	BONDS DUE	INTEREST DUE	TOTAL PRINCIPAL & INTEREST
2018	60,000.00	39,981.26	99,981.26
2019	60,000.00	36,906.26	96,906.26
2020	65,000.00	33,831.26	98,831.26
2021	70,000.00	30,500.00	100,500.00
2022	70,000.00	27,000.00	97,000.00
2023	75,000.00	23,500.00	98,500.00
2024	80,000.00	19,750.00	99,750.00
2025	80,000.00	15,750.00	95,750.00
2026	85,000.00	12,150.00	97,150.00
2027	90,000.00	8,325.00	98,325.00
2028	95,000.00	4,275.00	99,275.00
<b>TOTAL</b>	<b>830,000.00</b>	<b>251,968.78</b>	<b>1,081,968.78</b>

Proceeds from the sale of the certificates are being used for the purpose of paying all or a portion of the City's contractual obligations for (i) constructing and improving city streets; (ii) constructing and improving the City's waterworks and sewer system; (iii) acquiring land and rights of way; and (iv) paying legal, engineering and professional fees in connection therewith.



**City of Seagoville  
Budget Summary  
Water and Sewer Fund**

	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Unrestricted Net Asset Balance</b>	<b>\$3,271,565</b>	<b>\$755,535</b>	<b>\$2,301,078</b>	<b>\$2,301,078</b>	<b>\$1,894,725</b>
<b>Revenues</b>					
Water Services	\$2,428,637	\$2,462,782	\$3,117,634	\$3,176,736	\$3,517,634
Waste Water Service	2,759,876	2,882,845	3,120,468	3,214,080	3,120,468
Debt Proceeds for Hwy 175 Gravity Main Construction	-	-	600,000	-	-
Other Income	199,339	211,829	200,838	245,650	200,838
<b>Total Revenues</b>	<b>\$5,387,852</b>	<b>\$5,557,458</b>	<b>\$7,038,940</b>	<b>\$6,636,466</b>	<b>\$6,838,940</b>
<b>Total Available Funds</b>	<b>\$8,659,417</b>	<b>\$6,312,992</b>	<b>\$9,340,018</b>	<b>\$8,937,544</b>	<b>\$8,733,665</b>
<b>Expenditures</b>					
<b>Operating and Debt Expenses:</b>					
Administrative	\$235,208	\$176,211	\$164,652	\$161,185	\$166,872
Water	1,408,864	1,503,196	1,908,999	1,743,603	2,283,829
Sewer	1,558,218	1,985,052	2,349,774	1,950,419	2,404,256
Customer Service	238,039	249,538	214,119	201,880	208,913
Non-Departmental	114,201	38,991	153,606	138,606	109,036
Transfers Out	465,693	396,752	352,304	352,304	352,304
Proposed 3% Salary Adjustment	-	-	-	-	21,576
Cityworks- Work order system that includes GIS mapping	-	-	-	-	30,000
Raw water purchase increase	-	-	-	-	-
DWU sewer treatment increase	-	-	-	-	-
Debt	516,141	423,623	599,467	599,467	547,970
	4,536,364	4,773,362	5,742,921	5,147,464	6,124,756
<b>Capital Outlay:</b>					
Vehicles	-	100,321	-	-	68,000
Woodhaven Water line Project	-	-	400,000	400,000	-
Glenn Rd Lift station service area condition assessment	-	-	-	-	70,125
Hwy 175 Gravity Main Crossing @Environmental Way (funded by debt)	-	-	600,000	-	-
Jetter Truck	-	-	-	375,255	-
Professional Engineering Fees (includes 115,000 Water System Master Plan & Water Conservation Plan)	-	-	174,200	174,200	115,200
Holt Cat Track Hoe	-	-	43,000	42,800	-
Replacement Meter Services Truck	-	-	25,000	23,100	-
Capital Projects (estimate for FY 2018)	779,781	-	-	-	750,000
	779,781	100,321	1,242,200	1,015,355	1,003,325
<b>2015 Street Projects</b>	<b>2,587,737</b>	<b>(861,769)</b>	<b>-</b>	<b>880,000</b>	<b>-</b>
<b>Total Expenditures and Reserve</b>	<b>7,903,882</b>	<b>4,011,914</b>	<b>6,985,121</b>	<b>7,042,819</b>	<b>7,128,081</b>
<b>Ending Unrestricted Net Asset Balance</b>	<b>\$755,535</b>	<b>\$2,301,078</b>	<b>\$2,354,897</b>	<b>\$1,894,725</b>	<b>\$1,605,584</b>
<b>Required Reserve Balance (60 Days)</b>	<b>\$745,704</b>	<b>\$784,662</b>	<b>\$944,042</b>	<b>\$846,158</b>	<b>\$1,006,809</b>
<b>Amount over Required Reserve</b>	<b>\$9,831</b>	<b>\$1,516,416</b>	<b>\$1,410,855</b>	<b>\$1,048,567</b>	<b>\$598,775</b>
<i>1 day of operations</i>	<i>\$12,428</i>	<i>\$13,078</i>	<i>\$15,734</i>	<i>\$14,103</i>	<i>\$16,780</i>
<i>Days of Reserve Balance</i>	<i>60.8</i>	<i>176.0</i>	<i>149.7</i>	<i>134.4</i>	<i>95.7</i>



## **FY 2017 ACCOMPLISHMENTS**

On April 14, 2015, the Environmental Protection Agency (EPA) conducted an inspection of our sanitary sewer system. During the inspection, the EPA inspected our 11 lift stations and reviewed our existing procedures and compared them to the Best Management Practices. At the end of the process, staff felt the inspection went well and did not anticipate any adverse action by the EPA. However, on December 15, 2015, the EPA issued an Administrative Order (CWA-06-2016-1710), placing the City of Seagoville on official notice of violation in respect to the EPA's 2015 Inspection. The following alleged violations were cited by the EPA:

- Failure to properly report Sanitary Sewer Overflows (SSO's);
- Failure to prevent unauthorized unpermitted discharges and sanitary sewer overflows; and
- Failure to implement proper operation and maintenance of the collection system.

The EPA identified six (6) additional concerns in their report:

1. City should address wastewater engineering issues that leave the City vulnerable to SSO's at the US 175 Manhole.
2. City should have an automated emergency response system for lift station failures.
3. City should install electrical quick connects in event of power failure at lift stations.
4. City should prepare a standard operating procedure for emergency response and other critical operations.
5. City should implement a Capacity Management Operation and Maintenance Program (CMOM).
6. City should report all SSO's to the Texas Commission on Environmental Quality (TCEQ).

The EPA further identified recommendations and suggestions:

1. City should create a formal asset management process.
2. City should create a formal Capital Improvement Plan.
3. City should install a Supervisory Control and Data Acquisition (SCADA) System, which would allow the City to implement automated emergency response processes.

**By fiscal year end 2017 the City will have performed the following initiatives to address the concerns mentioned above:**

**Issue:**

City should address wastewater engineering issues that leave the City vulnerable to SSO's at the US 175 Manhole.



**Initiative:**

The City completed an inspection and subsequent repairs of the Bowers Road Lift Station, which is the lift station serving the US 175 corridor. This work has eliminated the US 175 manhole sanitary sewer overflows.

**Initiative:**

In the FY 2018 Proposed Budget, staff recommends allocating \$70,125 for the Glenn Road lift station service area condition assessment, which includes manhole inspection, smoke testing, preparatory cleaning, CCTV inspection, defect analysis, cost estimates, mapping and final reports. Currently, the Glenn Road lift station service area has an infiltration/inflow (I/I) problem during heavy rain events. Additionally staff desires to control costs levied by North Texas Municipal Water District for treating the City's I/I issues from this service area. This assessment will meet EPA and CMOM requirement of inspecting 10% of the citywide system every year.

**Initiative:**

Staff recommends allocating \$750,000 for utility capital projects. An identified project is replacing the Highway 175 gravity main crossing at Environmental Way. Currently, there is a 10" force main pumping in to a 10" clay tile gravity main that runs under Highway 175. The project will install a new gravity main to run parallel to the existing 10" main. The new main eliminates the chance of the old main collapsing, causing I/I problems under the Highway. The cost of the project is currently being determined.

**Issue:**

City should have an automated emergency response system for lift station failures.

**Initiative:**

During the summer of 2016, the City installed an automated emergency response system at all eleven lift stations.

**Issue:**

City should install electrical quick connects in event of power failure at lift stations.

**Initiative:**

During FY 2015, the City began installing electrical quick connects at lift stations. This work was completed in FY 2016.

**Issues:**

City should prepare a standard operating procedure for emergency response and other critical operations.

City should implement a Capacity Management Operation and Maintenance Program (CMOM).



**Initiatives:**

In FY 2016, the City contracted with the engineering firm of Pipeline Analysis, LLC and their Engineer Jim Forbes to create the City's first CMOM Plan. The standard operating procedure for emergency response and other critical operations was developed in conjunction with the CMOM Plan. The CMOM plan was completed in the first quarter of FY 2017, and was sent to the EPA for approval.

**Issue:**

City should report all SSO's to the Texas Commission on Environmental Quality (TCEQ).

**Initiatives:**

City has a policy and procedures in place to report all SSO's to TCEQ. Additionally, during the summer of FY 2017, the City acquired a 2017 Vac-con Jetter/Vacuum/Hydroexcavation package. The new equipment allows staff to properly clean sewer mains and vacuum out debris currently being washed into the sewer system. This helps prevent sanitary sewer overflows and is an important element of the City's CMOM compliance effort. The newly acquired vehicle appears below:





**Issue:**

City should create a formal asset management process.

**Initiative:**

In late FY 2016, the City contracted with Halff Associates, Inc. to develop a wastewater system asset inventory. The asset inventory task includes creation of a GIS-based map and database of the City's collection system. Completion of the task is scheduled for September, 2017.

In FY 2018, the City's budget proposes resources for the acquisition of Cityworks. Cityworks is a work order system which includes GIS (Geographic Information System) mapping, asset registry, condition assessment, customer care, permits, expense management and work management. The City was cited as lacking asset management, GIS mapping and a work order system. All of these concerns will be addressed by Cityworks (acquisition cost \$30,000).

**Issue:**

City should create a formal Capital Improvement Plan.

**Initiative:**

In late FY 2016, the City contracted with Halff Associates, Inc. to complete a Wastewater Master Plan. An integral element of the Wastewater master Plan is the development of a wastewater system analysis to indicate areas of infrastructure improvement given certain flowrate conditions. This analysis will serve as the foundation for the creation of the Capital Improvement Plan, scheduled for completion in late September, 2017.

In the FY 2018 Proposed Budget, staff recommends contracting with Halff Associates, Inc. to develop a Water System Master Plan and Water Conservation Plan. The proposed plan will contain provisions to ensure that new mains are properly sized. This initiative will also create a Capital Improvement Plan for the water system which will include total projected costs and a timeframe for each identified upgrade. The Water Conservation Plan was last updated in 2010 and is required by TCEQ to be updated every 5 years (\$115,200). Upon Council approval, work will begin on this initiative in October 2017 and completed in the spring of 2018.

Upon completion of the Wastewater Master Plan and the Water Master Plan, staff anticipates having all pertinent information to complete a Utility Capital Improvement Plan.



**Issue:**

City should install a SCADA System, which would allow the City to implement automated emergency response processes.

**Initiative:**

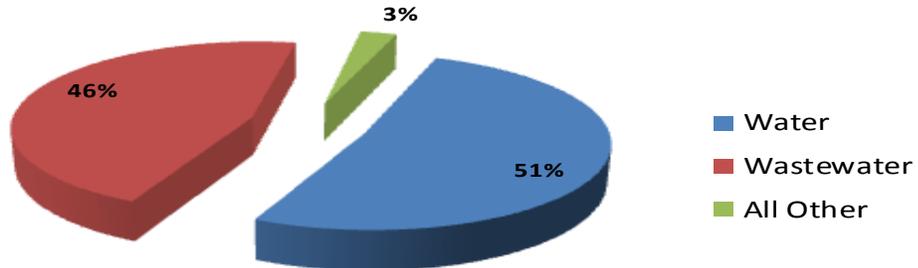
A SCADA system acquisition will be included in the Capital Improvement Plan.

**Other Initiatives:**

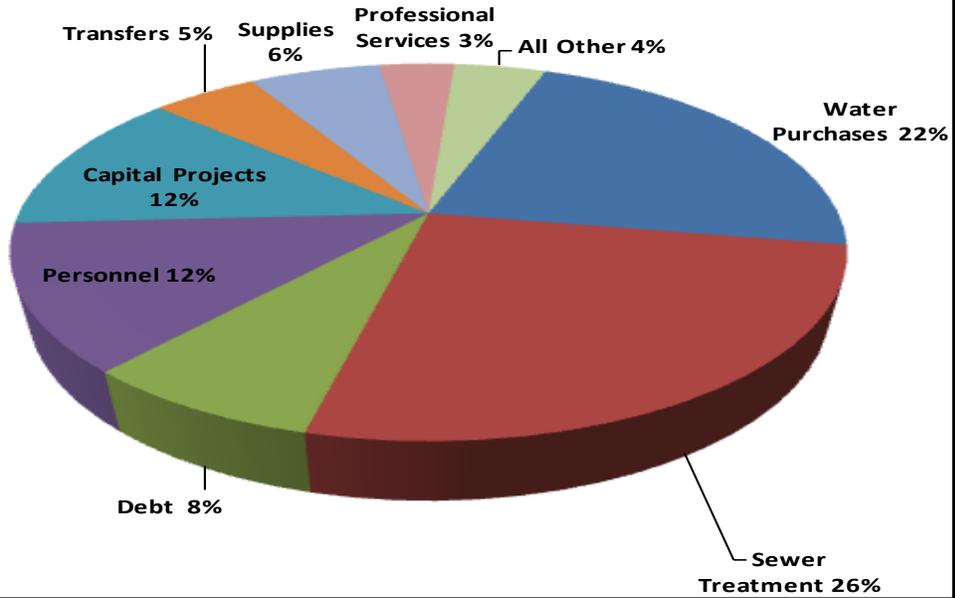
- Staff recommends funding a vehicle/equipment replacement reserve for Utilities (\$68,000)
- Staff recommends replacing the air conditioning and roof at the Service Center (\$25,000)
- Staff recommends a 3% salary increase for City staff (\$21,576)



**Water & Sewer Revenues**  
**Total Budget \$7,038,940**



**Water & Sewer Expenditures**  
**Total Budget \$7,128,081**

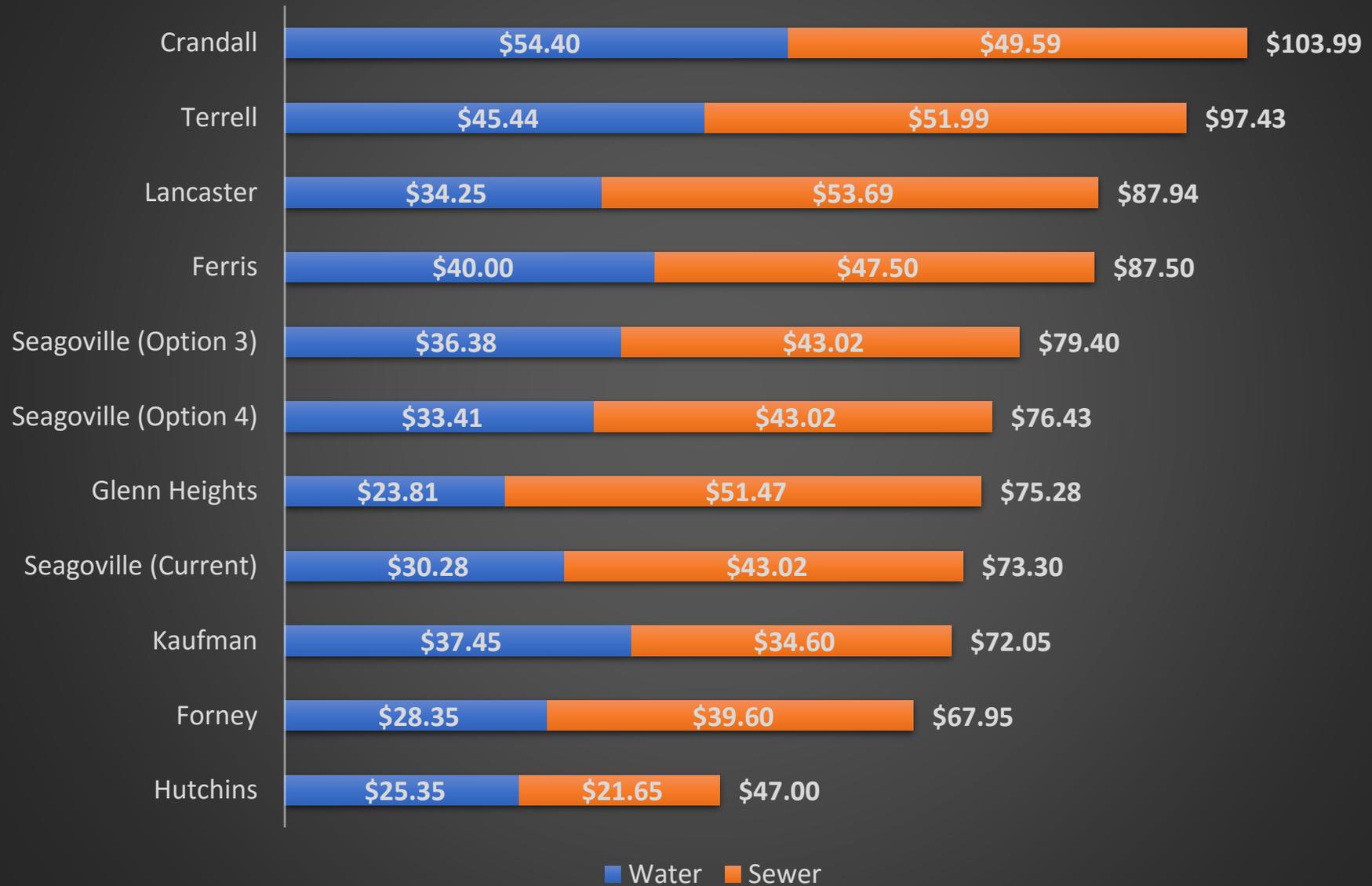




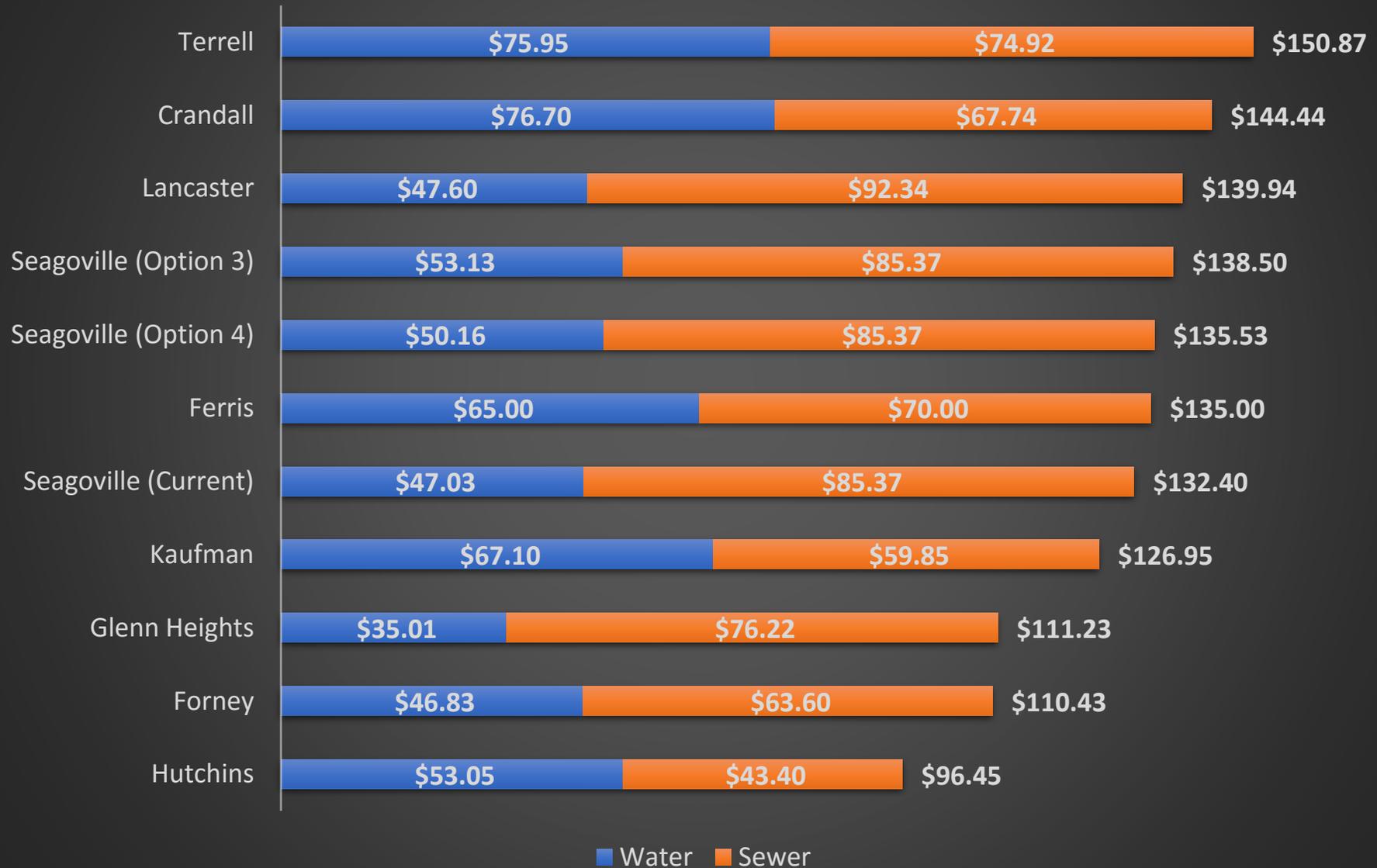
**Program: Water and Sewer Fund**

GOAL	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Budget
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's first civic academy	NA	NA	NA	NA
<b>Maintain Seagoville As A Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
<b>Continue to comply with the CMOM standards as required by the Environmental Protection Agency</b>				
Indicator:				
Perform an annual assessment of the Glenn Road lift station (year 2 of 10 assessment of all lift stations) Note: FY 2017 the City conducted the first assessment of its lift stations (Bowers Road). The City has 11 list stations.	NA	NA	Yes	Yes
Indicator:				
Integration of Cityworks work order system with the City's wastewater system asset inventory	NA	NA	NA	Yes
Indicator:				
Reporting all Sanitary Sewer Outflows to TCEQ Number of Sanitary Sewer Outflows	10	-	2	-
Indicator:				
Council approval of Wastewater Capital Improvement Program	NA	NA	NA	Yes
<b>Continue to maintain a superior rating by the state of Texas for water quality</b>				
Indicator:				
Collecting monthly water samples for lab evaluations submitted to TCEQ Number of failed inspections	-	-	1	-
Submission and distribution of Annual Report of Water Quality - Consumer confidence report				
	Yes	Yes	Yes	Yes

## Regional Bill Comparison (5,000 Gallons)



## Regional Bill Comparison (10,000 Gallons)



City of Seagoville, Texas  
 FY 2018 Water Rate Update  
 Number of Average Residential Customers by Consumption Level

Residential			
Usage Level	Average Monthly Connections	% of Total	Cumulative %
-	284	7.22%	7.22%
1,000	240	6.10%	13.33%
2,000	379	9.64%	22.97%
3,000	476	12.11%	35.08%
4,000	496	12.60%	47.69%
5,000	459	11.66%	59.35%
6,000	376	9.56%	68.92%
7,000	293	7.45%	76.36%
8,000	225	5.72%	82.09%
9,000	165	4.20%	86.28%
10,000	113	2.87%	89.16%
11,000	84	2.14%	91.30%
12,000	64	1.63%	92.93%
13,000	47	1.18%	94.11%
14,000	37	0.94%	95.05%
15,000	31	0.78%	95.83%
16,000	22	0.57%	96.40%
17,000	18	0.46%	96.86%
18,000	14	0.36%	97.23%
19,000	13	0.33%	97.56%
20,000	11	0.29%	97.85%
21,000	9	0.24%	98.08%
22,000	7	0.17%	98.25%
23,000	8	0.20%	98.46%
24,000	7	0.17%	98.62%
25,000	5	0.13%	98.75%
26,000	5	0.13%	98.88%
27,000	4	0.09%	98.97%
28,000	4	0.10%	99.07%
29,000	3	0.07%	99.14%
30,000	4	0.09%	99.23%
+	30	0.77%	100.00%
	3,932	100.00%	

Summary of Customers by Rate Block Group:

	Customers	% of Total
5,000 gal or Less	2,334	59.35%
5,000 to 10,000 gal	1,172	29.80%
10,000 to 15,000 gal	263	6.68%
15,000 to 20,000 gal	79	2.01%
20,000 to 25,000 gal	35	0.90%
25,000 gal or more	49	1.25%
	3,932	



# Water and Sewer Administration

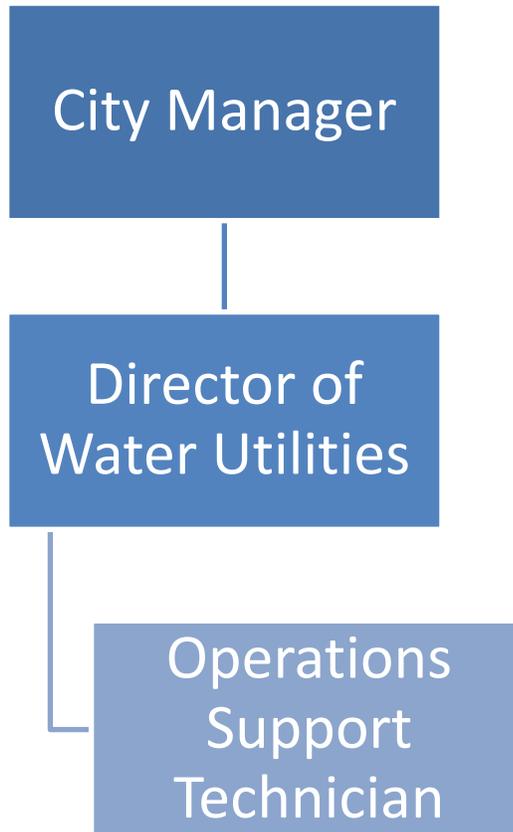
## Water and Sewer Administration

1. Provides department management, field supervision and clerical support.



## CITY OF SEAGOVILLE, TEXAS

### Water and Sewer Administration



### **PROGRAM DESCRIPTION**

The Administrative program of the Water and Sewer fund provides program management, field supervision and clerical support.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
WATER AND SEWER ADMINISTRATION	20/05

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
PERSONNEL	176,114	161,902	161,185	164,122
SUPPLIES				
CONTRACTUAL SERVICES	96	2,750		2,750
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>176,211</b>	<b>164,652</b>	<b>161,185</b>	<b>166,872</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
<b>FULL TIME POSITIONS:</b>				
Director	1	1	1	1
Assistant Director	1	1	0	0
Operations Support Technician	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

**SIGNIFICANT BUDGET CHANGES:**



# Water Services

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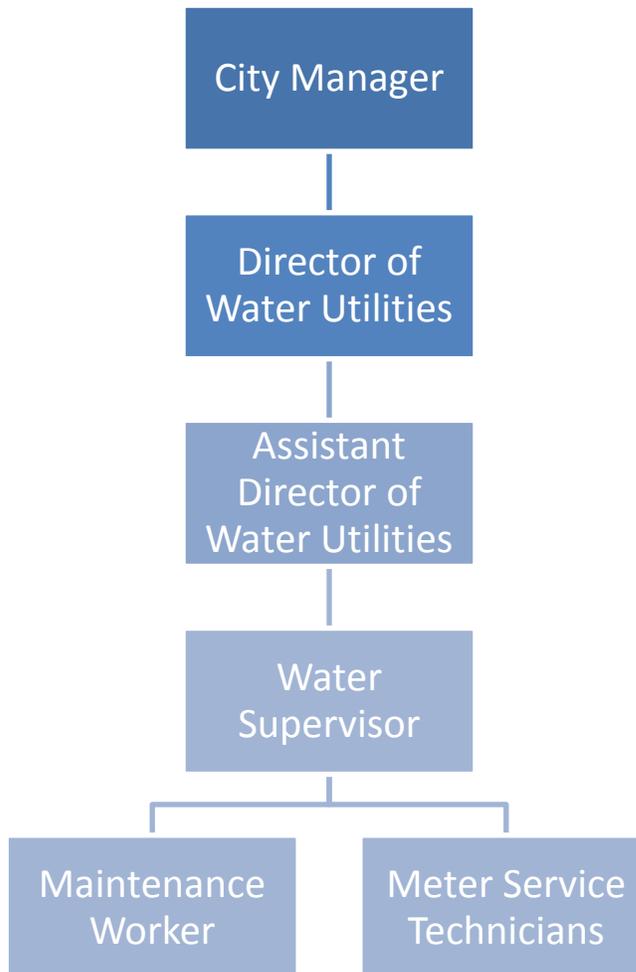
## Water Services

1. Responsible for all water system maintenance, elevated and ground storage tanks.



## CITY OF SEAGOVILLE, TEXAS

### Water Services



### **PROGRAM DESCRIPTION**

The Water Operations Department is responsible for all water and sewer construction, such as new water and sewer taps, main line installation, and water and sewer main and service repairs. The system consists of approximately 105 miles of water mains ranging from  $\frac{3}{4}$  inch to 18 inch in diameter. The department runs daily reservoir and tower inspections, daily and monthly water samples, monthly main line flushing, and a variety of other duties to maintain a safe, watertight system. Approximately 2 million gallons of water per day is pumped in the winter and up to 3 million gallons per day during the summer.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
WATER SERVICES	20/10

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	283,353	301,749	270,853	316,579
SUPPLIES	171,422	197,400	302,750	201,900
CONTRACTUAL SERVICES	1,048,421	1,409,850	1,170,000	1,765,350
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>1,503,196</b>	<b>1,908,999</b>	<b>1,743,603</b>	<b>2,283,829</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Assistant Director	0	0	1	1
Public Works Superintendent	1	1	0	0
Water Supervisor	1	1	1	1
Maintenance Worker	1	1	1	1
Meter Service Technician	2	2	2	2
<b>TOTAL FULL TIME:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**SIGNIFICANT BUDGET CHANGES:**



# Sewer Services

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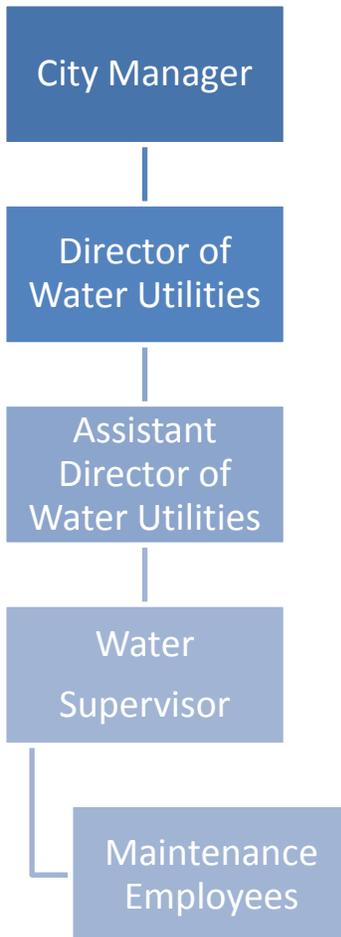
## Sewer Services

1. Responsible for all sewer system maintenance, including eleven (11) wastewater lift stations.



# CITY OF SEAGOVILLE, TEXAS

## Sewer Services



### **PROGRAM DESCRIPTION**

To maintain a safe and clean environment for Seagoville by delivering wastewater to the North Texas Municipal Water District lift station on Malloy Bridge Road and the City of Dallas. The Sewer Operations Department takes care of all maintenance in the sewer system. The main responsibility is to keep 95 miles of sewer mains free from obstruction. The department utilizes a high pressure water jet to maintain free flow. Maintenance is both proactive and reactive. Mains are flushed on a routine basis and citizen calls are responded to daily.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
SEWER SERVICES	20/20

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	174,404	208,665	153,255	219,866
SUPPLIES	70,413	195,550	185,780	211,060
CONTRACTUAL SERVICES	1,740,235	1,945,559	1,611,384	1,973,330
CAPITAL OUTLAY			375,255	
<b>PROGRAM TOTAL</b>	<b>1,985,052</b>	<b>2,349,774</b>	<b>2,325,674</b>	<b>2,404,256</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Maintenance Worker	4	4	4	4
<b>TOTAL FULL TIME:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PART TIME POSITIONS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**SIGNIFICANT BUDGET CHANGES:**



# Customer Service

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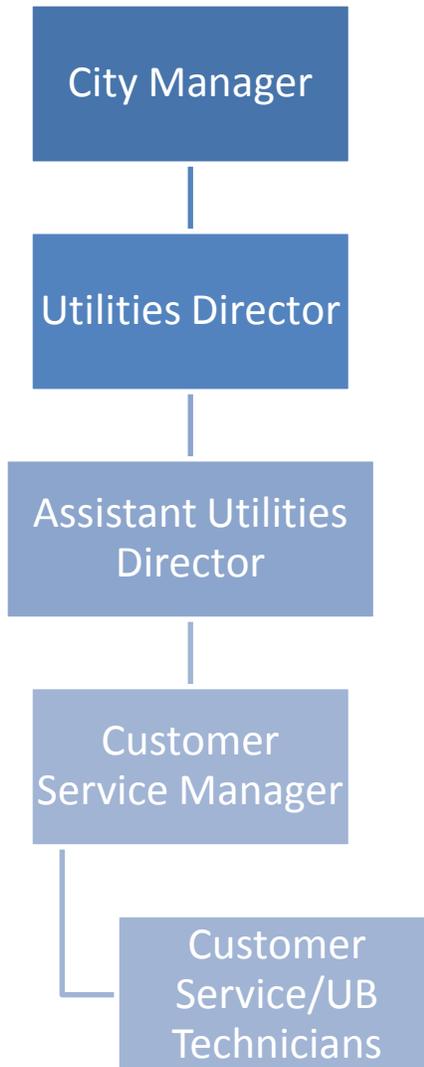
## Customer Service

1. Maintains utility billing records and accounts.
2. Bills and collects from utility customers.



# CITY OF SEAGOVILLE, TEXAS

## Customer Service



### **PROGRAM DESCRIPTION**

The Customer Service program processes utility billings and payments, issues various permits and serves as initial contact to customers/citizens entering City Hall.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
CUSTOMER SERVICE	20/30

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	186,824	148,168	136,025	142,962
SUPPLIES	22,946	22,550	22,550	22,550
CONTRACTUAL SERVICES	39,768	43,401	43,305	43,401
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>249,538</b>	<b>214,119</b>	<b>201,880</b>	<b>208,913</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Customer Service Manager	1	1	1	1
Customer Service/UB Technician	3	3	3	2
Meter Service Technicians	0	0	0	0
<b>TOTAL FULL TIME:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>PART TIME POSITIONS:</b>				
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>

**SIGNIFICANT BUDGET CHANGES:**



# Non-Departmental

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## Non-Departmental

1. Accounts for unemployment, property insurance and other enterprise fund expenditures not identified with a specific department.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
NONDEPARTMENTAL	20/50

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
PERSONNEL	9,570	20,531	18,065	17,943
SUPPLIES				
CONTRACTUAL SERVICES	426,173	485,379	472,845	658,722
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>435,743</b>	<b>505,910</b>	<b>490,910</b>	<b>676,665</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**

**Contractual Services:**

FY 2017 budget provides \$352,304 in transfers to the General Fund. Resources are also provided for the acquisition of Cityworks software (\$30,000). This software includes GIS mapping, customer care, permits, expense management and work management. Customer service is enhanced through tracking citizen concerns via service requests, work orders, inspections and projects. Also includes \$70,125 for the Glenn Road lift station assessment.

**PROGRAM SUMMARY**

<b>DEPARTMENT/PROGRAM NAME:</b>	<b>FUND/ DEPARTMENT/ PROGRAM CODE:</b>
DEBT SERVICE	21/1

**PROGRAM EXPENDITURES:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	423,623	599,467	599,467	547,970
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>423,623</b>	<b>599,467</b>	<b>599,467</b>	<b>547,970</b>

**PERSONNEL SUMMARY:**

	FY 16	FY 17	FY 17	FY 18
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
<b>TOTAL FULL TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PART TIME POSITIONS:				
<b>TOTAL PART TIME:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT BUDGET CHANGES:**

FY 2018 - Includes \$1,500 in paying agent fees.

**W&S CERTIFICATE OF OBLIGATION BONDS  
ANNUAL DEBT SERVICE REQUIREMENTS  
ALL SERIES**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	321,111.11	225,359.32	546,470.43
2019	330,555.56	212,664.88	543,220.44
2020	342,777.78	198,092.66	540,870.44
2021	360,000.00	182,975.28	542,975.28
2022	372,222.22	167,150.28	539,372.50
2023	386,666.67	150,783.62	537,450.29
2024	403,888.89	133,733.61	537,622.50
2025	423,333.33	115,940.26	539,273.59
2026	440,555.55	98,023.60	538,579.15
2027	455,000.00	82,387.50	537,387.50
2028	475,000.00	66,012.50	541,012.50
2029	220,000.00	48,837.50	268,837.50
2030	225,000.00	43,337.50	268,337.50
2031	230,000.00	37,150.00	267,150.00
2032	235,000.00	30,825.00	265,825.00
2033	245,000.00	23,775.00	268,775.00
2034	250,000.00	16,425.00	266,425.00
2035	255,000.00	8,925.00	263,925.00
<b>TOTAL</b>	<b>5,971,111.11</b>	<b>1,842,398.51</b>	<b>7,813,509.62</b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2006**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	51,111.11	23,640.56	74,751.67
2019	55,555.56	21,596.12	77,151.68
2020	57,777.78	19,373.90	77,151.68
2021	60,000.00	17,062.78	77,062.78
2022	62,222.22	14,587.78	76,810.00
2023	66,666.67	12,021.12	78,687.79
2024	68,888.89	9,221.11	78,110.00
2025	73,333.33	6,327.76	79,661.09
2026	75,555.55	3,211.10	78,766.65
<b>TOTAL</b>	<b>571,111.11</b>	<b>127,042.23</b>	<b>698,153.34</b>

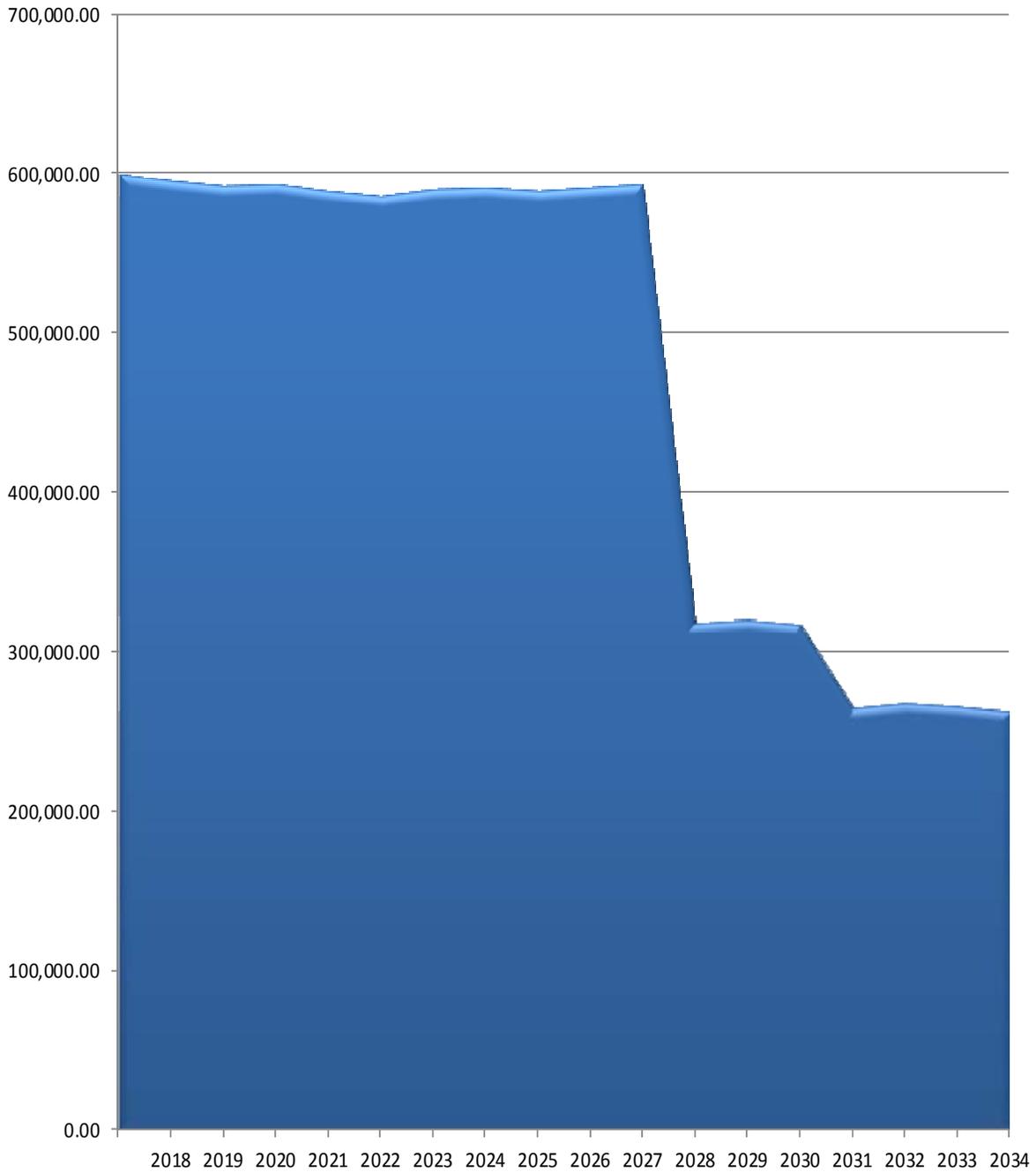
**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2008**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	120,000.00	85,006.26	205,006.26
2019	120,000.00	78,856.26	198,856.26
2020	125,000.00	72,706.26	197,706.26
2021	135,000.00	66,300.00	201,300.00
2022	140,000.00	59,550.00	199,550.00
2023	145,000.00	52,550.00	197,550.00
2024	150,000.00	45,300.00	195,300.00
2025	160,000.00	37,800.00	197,800.00
2026	165,000.00	30,600.00	195,600.00
2027	250,000.00	23,175.00	273,175.00
2028	265,000.00	11,925.00	276,925.00
<b>TOTAL</b>	<b>1,775,000.00</b>	<b>563,768.78</b>	<b>2,338,768.78</b>

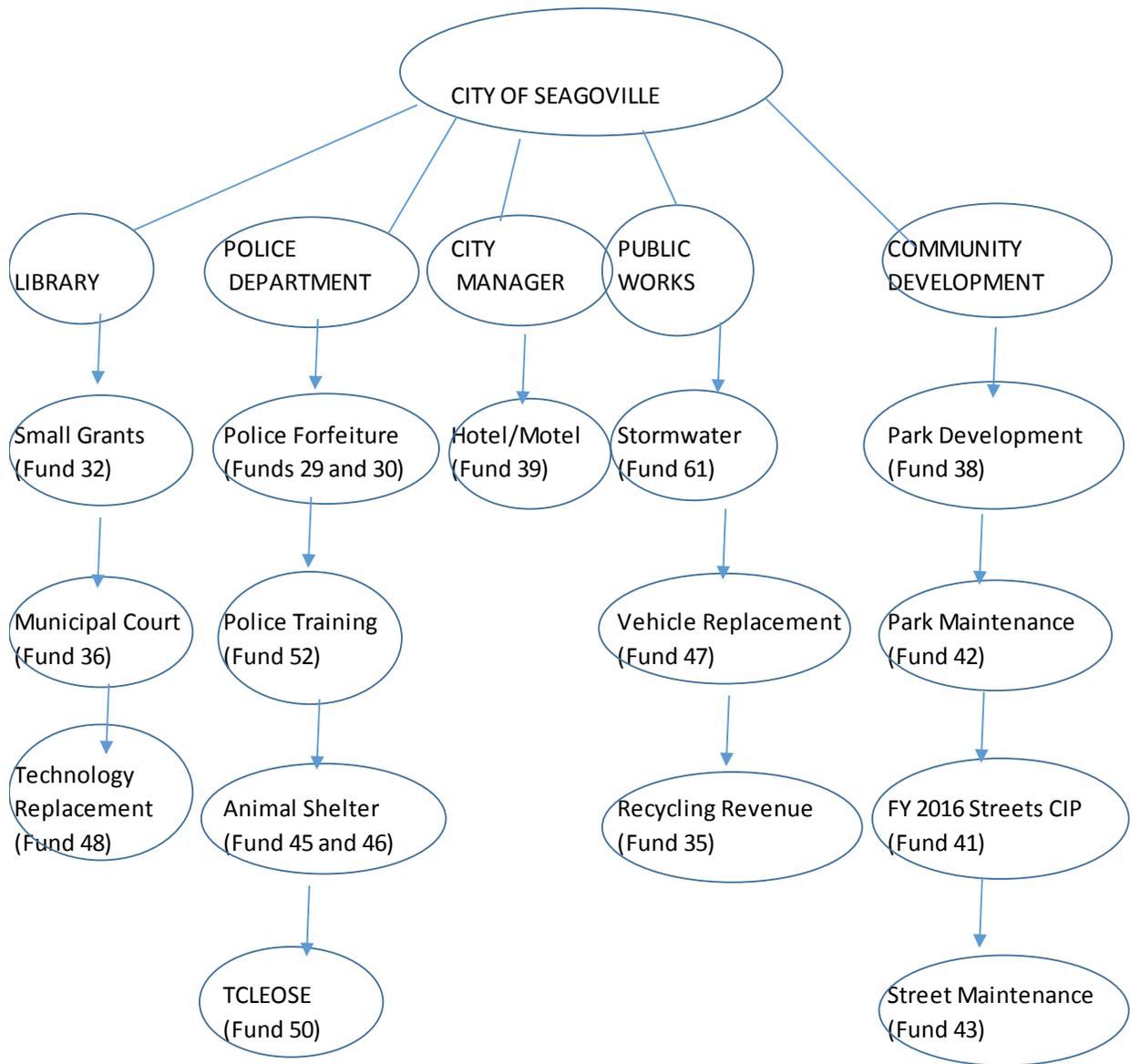
**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2015**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2018	150,000.00	116,712.50	266,712.50
2019	155,000.00	112,212.50	267,212.50
2020	160,000.00	106,012.50	266,012.50
2021	165,000.00	99,612.50	264,612.50
2022	170,000.00	93,012.50	263,012.50
2023	175,000.00	86,212.50	261,212.50
2024	185,000.00	79,212.50	264,212.50
2025	190,000.00	71,812.50	261,812.50
2026	200,000.00	64,212.50	264,212.50
2027	205,000.00	59,212.50	264,212.50
2028	210,000.00	54,087.50	264,087.50
2029	220,000.00	48,837.50	268,837.50
2030	225,000.00	43,337.50	268,337.50
2031	230,000.00	37,150.00	267,150.00
2032	235,000.00	30,825.00	265,825.00
2033	245,000.00	23,775.00	268,775.00
2034	250,000.00	16,425.00	266,425.00
2035	255,000.00	8,925.00	263,925.00
<b>TOTAL</b>	<b>3,625,000.00</b>	<b>1,151,587.50</b>	<b>4,776,587.50</b>

## Annual Water and Sewer Debt Service Requirements



**CITY OF SEAGOVILLE, TEXAS  
SPECIAL REVENUE FUNDS OVERVIEW**



**City of Seagoville, Texas  
Budget Summary  
Police State Forfeiture Fund (Fund 29)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Adopted 2017-2018
<b>Beginning Fund Balance</b>	<b>\$5,165</b>	<b>\$2,702</b>	<b>\$2,192</b>	<b>\$2,192</b>	<b>\$1,957</b>
<b>Revenues</b>					
Revenue from seizures	1,150	515	-	-	-
Miscellaneous	-	-	623	623	-
<b>Total Revenues</b>	<b>\$1,150</b>	<b>\$515</b>	<b>\$623</b>	<b>\$623</b>	<b>\$0</b>
<b>Total Available Funds</b>	<b>\$6,316</b>	<b>\$3,217</b>	<b>\$2,815</b>	<b>\$2,815</b>	<b>\$1,957</b>
<b>Expenditures</b>					
Police	3,614	1,025	-	858	-
<b>Total Expenditures</b>	<b>\$3,614</b>	<b>\$1,025</b>	<b>\$0</b>	<b>\$858</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$2,702</b>	<b>\$2,192</b>	<b>\$2,815</b>	<b>\$1,957</b>	<b>\$1,957</b>

Established to account for revenues accumulated and restricted to expenditure for police operations.

**City of Seagoville, Texas**  
**Budget Summary**  
**Police Federal Forfeiture Fund (Fund 30)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>
<b>Revenues</b>					
Revenue from seizures	-	-	-	-	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Available Funds</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>
<b>Expenditures</b>					
Police	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>	<b>\$1,582</b>

Established to account for revenues accumulated and restricted to expenditure for police operations.

**City of Seagoville, Texas**  
**Budget Summary**  
**Small Grants Fund (Fund 32)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$11,374</b>	<b>\$10,440</b>	<b>\$11,095</b>	<b>\$11,095</b>	<b>\$10,840</b>
<b>Revenues</b>					
Library	1,085	2,380	2,550	1,240	2,000
Donations	-	-	-	-	500
Police	2,111	2,224	-	2,034	-
<b>Total Revenues</b>	<b>3,196</b>	<b>4,603</b>	<b>2,550</b>	<b>3,274</b>	<b>2,500</b>
<b>Total Available Funds</b>	<b>\$14,570</b>	<b>\$15,044</b>	<b>\$13,645</b>	<b>\$14,368</b>	<b>\$13,340</b>
<b>Expenditures</b>					
Community Development	-	775	-	703	2,000
Community Support	1,689	1,028	2,550	760	500
Public Safety	2,442	2,147	-	725	-
<b>Total Expenditures</b>	<b>4,130</b>	<b>3,950</b>	<b>2,550</b>	<b>2,188</b>	<b>2,500</b>
<b>Transfer:</b>					
To TCLOSE Fund	-	-	-	1,341	-
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,341</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$10,440</b>	<b>\$11,095</b>	<b>\$11,095</b>	<b>\$10,840</b>	<b>\$10,840</b>

**Note: FY 2018**

Includes \$2,000 WalMart grant for funding Summer Reading Club.

**City of Seagoville, Texas  
Budget Summary  
Recycling Revenue (Fund 35)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$1,436</b>	<b>\$970</b>	<b>\$2,230</b>	<b>\$2,230</b>	<b>\$1,430</b>
<b>Revenues</b>					
Fees	432	2,121	500	-	500
<b>Total Revenues</b>	<b>\$432</b>	<b>\$2,121</b>	<b>\$500</b>	<b>-</b>	<b>\$500</b>
<b>Total Available Funds</b>	<b>\$1,868</b>	<b>\$3,091</b>	<b>\$2,730</b>	<b>\$2,230</b>	<b>\$1,930</b>
<b>Expenditures</b>					
Supplies	897	861	500	799	500
<b>Total Expenditures</b>	<b>\$897</b>	<b>\$861</b>	<b>\$500</b>	<b>\$799</b>	<b>\$500</b>
<b>Ending Fund Balance</b>	<b>\$970</b>	<b>\$2,230</b>	<b>\$2,230</b>	<b>\$1,430</b>	<b>\$1,430</b>

**Note:**

Accounts for disposal fees of recyclable materials and expenditures of those resources

**City of Seagoville, Texas**  
**Budget Summary**  
**Municipal Court Fund (Fund 36)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$26,642</b>	<b>\$28,092</b>	<b>\$31,370</b>	<b>\$31,370</b>	<b>\$33,018</b>
<b>Revenues</b>					
Fines	7,430	7,921	7,500	9,147	12,192
<b>Total Available Funds</b>	<b>\$34,072</b>	<b>\$36,013</b>	<b>\$38,870</b>	<b>\$40,518</b>	<b>\$45,210</b>
<b>Expenditures</b>	5,979	4,643	20,366	7,500	9,996
<b>Ending Fund Balance</b>	<b>\$28,092</b>	<b>\$31,370</b>	<b>\$18,504</b>	<b>\$33,018</b>	<b>\$35,214</b>

**Note:**

FY 2018 proposed expenditures include **\$2,736** for baliff pay, **\$3,972** for the maintenance of the camera security system , **\$6,472** for annual maintenance of the court software system (1) Epson TM-H6000III Thermal Receipt Printer- 326.93, (2) Court Case Management - \$3,946.29, (3) Crimes Interface through Sam Houston State University - \$2,031.52, (4) Media Plus Automated Cash Drawer - \$166.52) and **\$612** for miscellaneous supplies

**City of Seagoville, Texas**  
**Budget Summary**  
**Park Development Fund (Fund 38)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Adopted 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>
<b>Revenues:</b>					
Development Fees	58,000	-	-	-	-
<b>Total Available Funds</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>
<b>Expenditures</b>	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>	<b>\$58,000</b>

Established to account for resources provided by the park development fee utilized for the development of amenities and improvements on park dedicated land to meet the standards for a neighborhood park to serve the area in which the new subdivision is located. All funds collected by this dedication process will be deposited in the City's Park Development Fund and used solely for the purchase or leasing of park land and the development of same. Current resources are committed to the development of park amenities in Highland Meadows Phases I and II

**City of Seagoville, Texas  
Budget Summary  
Hotel / Motel Fund (Fund 39)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenues:</b>					
Hotel Motel Ocupancy Tax	25,350	33,907	24,000	35,000	27,500
<b>Total Available Funds</b>	<b>\$25,350</b>	<b>\$33,907</b>	<b>\$24,000</b>	<b>\$35,000</b>	<b>\$27,500</b>
<b>Expenditures:</b>					
Chamber of Commerce	25,350	33,907	24,000	35,000	27,500
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Note:** Funds local Chamber of Commerce activities.

**City of Seagoville, Texas  
Budget Summary  
FY 2015 Street Projects Fund (Fund 41)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$2,587,737</b>	<b>\$1,718,468</b>	<b>\$1,718,468</b>	<b>\$0</b>
<b>Revenues</b>					
Bond Proceeds	4,131,627	-	-	-	-
Interest	1,514	6,681	2,000	3,000	-
<b>Total Revenues</b>	<b>\$4,133,141</b>	<b>\$6,681</b>	<b>\$2,000</b>	<b>\$3,000</b>	<b>\$0</b>
<b>Total Available Funds</b>	<b>\$4,133,141</b>	<b>\$2,594,418</b>	<b>\$1,720,468</b>	<b>\$1,721,468</b>	<b>\$0</b>
<b>Expenditures</b>					
Capital Outlay	1,393,777	875,949	1,757,244	865,746	-
Bond Fees	151,627	-	-	-	-
Non departmental	-	-	17,571	855,723	-
<b>Total Expenditures</b>	<b>\$1,545,404</b>	<b>\$875,949</b>	<b>\$1,774,815</b>	<b>\$1,721,468</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$2,587,737</b>	<b>\$1,718,468</b>	<b>(\$54,347)</b>	<b>\$0</b>	<b>\$0</b>

**Note:** This fund is established to account for street improvement projects funded by the FY 2015 certificate of obligation bonds

**City of Seagoville, Texas**  
**Budget Summary**  
**Park Maintenance Fund (Fund 42)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$1,685</b>
<b>Revenue:</b>					
SYSA Fees	-	1,685	-	-	2,000
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$3,685</b>
<b>Expenditures:</b>					
Community Development	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$3,685</b>

Established to account for donations received and utilized for the resources generated and utilized to maintain City parks.

**City of Seagoville, Texas**  
**Budget Summary**  
**Street Maintenance Fund (Fund 43)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$976,144</b>
<b>Revenue:</b>					
Interest	-	-	100	-	-
<b>Total Available Funds</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>976,144</b>
<b>Expenditures:</b>					
Community Development	-	-	-	9,363	-
Capital Outlay	-	-	-	156,850	981,000
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>166,213</b>	<b>981,000</b>
<b>Transfer:</b>					
From General Fund	-	-	120,000	262,357	431,850
From General Fund	-	-	-	-	300,000
From W&S Fund	-	-	-	880,000	-
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	<b>1,142,357</b>	<b>731,850</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,100</b>	<b>\$976,144</b>	<b>\$726,994</b>

Established to account for the accumulation of resources for street maintenance projects for asphalt and concrete roadways throughout the City

2017 expenditures

Malloy Bridge Road 156,850

2018 expenditures

Crestview Road 681,000

Hall Street 300,000

**City of Seagoville, Texas**  
**Budget Summary**  
**Animal Shelter Operations Fund (Fund 45)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$4,184</b>	<b>\$5,710</b>	<b>\$4,511</b>	<b>\$4,511</b>	<b>\$6,311</b>
<b>Revenue:</b>					
Donations	4,941	3,326	1,500	3,000	3,000
<b>Total Available Funds</b>	<b>\$9,124</b>	<b>\$9,036</b>	<b>\$6,011</b>	<b>\$7,511</b>	<b>\$9,311</b>
<b>Expenditures:</b>					
Public Safety	3,414	4,525	3,000	1,200	3,000
<b>Ending Fund Balance</b>	<b>\$5,710</b>	<b>\$4,511</b>	<b>\$3,011</b>	<b>\$6,311</b>	<b>\$6,311</b>

Established to account for donations received and utilized for the operations of the City's animal shelter

**City of Seagoville, Texas**  
**Budget Summary**  
**Animal Shelter Building Fund (Fund 46)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>
<b>Revenues:</b>					
Donations	-	-	-	-	-
<b>Total Available Funds</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>
<b>Expenditures</b>	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>	<b>\$4,489</b>

Established to accumulate resources for the construction of a future animal shelter.

**City of Seagoville, Texas**  
**Budget Summary**  
**Vehicle Replacement Fund (Fund 47)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$2,312</b>	<b>\$82,755</b>	<b>\$82,755</b>	<b>\$124,755</b>
<b>Revenues:</b>					
Sales of Surplus Property	2,312	31,179	2,500	-	2,500
Insurance Recovery	-	7,264	-	-	-
<b>Total Available Funds</b>	<b>\$2,312</b>	<b>\$40,755</b>	<b>\$85,255</b>	<b>\$82,755</b>	<b>\$127,255</b>
<b>Expenditures</b>	-	-	-	-	-
<b>Transfers:</b>					
From General Fund	-	42,000	42,000	42,000	42,000
<b>Ending Fund Balance</b>	<b>\$2,312</b>	<b>\$82,755</b>	<b>\$127,255</b>	<b>\$124,755</b>	<b>\$169,255</b>

Established to account for resources accumulated and utilized for vehicle replacement.

**City of Seagoville, Texas**  
**Budget Summary**  
**Technology Replacement Fund (Fund 48)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,950</b>
<b>Revenue:</b>					
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,950</b>
<b>Expenditures:</b>					
General Government	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-
<b>Transfer:</b>					
From General Fund	-	-	-	10,950	17,500
<b>Total Transfers</b>	-	-	-	10,950	17,500
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,950</b>	<b>\$28,450</b>

Established to account for funds received and utilized for the replacement of Information Technology resources

**City of Seagoville, Texas**  
**Budget Summary**  
**TCLEOSE Fund (Fund 50)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,341</b>
<b>Revenue:</b>					
Grant Revenue	-	-	-	-	2,000
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,341</b>
<b>Expenditures:</b>					
Public Safety	-	-	-	-	2,000
<b>Total Expenditures</b>	-	-	-	-	2,000
<b>Transfer:</b>					
From Small Grants Fund	-	-	-	1,341	-
<b>Total Transfers</b>	-	-	-	1,341	-
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,341</b>	<b>\$1,341</b>

Established to account for funds received and utilized for Police training

**City of Seagoville, Texas**  
**Budget Summary**  
**Police Training Fund (Fund 52)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$2,036</b>	<b>\$5,150</b>	<b>\$4,270</b>	<b>\$4,270</b>	<b>\$4,270</b>
<b>Revenues:</b>					
Training Revenues	3,114	272	3,000	-	2,500
<b>Total Available Funds</b>	<b>\$5,150</b>	<b>\$5,422</b>	<b>\$7,270</b>	<b>\$4,270</b>	<b>\$6,770</b>
<b>Expenditures</b>	-	1,153	5,000	-	2,000
<b>Ending Fund Balance</b>	<b>\$5,150</b>	<b>\$4,270</b>	<b>\$2,270</b>	<b>\$4,270</b>	<b>\$4,770</b>

Established to account for resources provided and utilized for public safety training initiatives.

**City of Seagoville, Texas**  
**Budget Summary**  
**Storm Water Fund (Fund 61)**

	Actual 2014-2015	Actual 2015-2016	Budgeted 2016-2017	Projected 2016-2017	Proposed 2017-2018
<b>Beginning Fund Balance</b>	<b>\$62,660</b>	<b>\$75,764</b>	<b>\$101,212</b>	<b>\$101,212</b>	<b>\$114,790</b>
<b>Revenues</b>					
Storm Water Fees	55,774	67,933	82,800	70,126	140,250
<b>Total Revenues</b>	<b>55,774</b>	<b>67,933</b>	<b>82,800</b>	<b>70,126</b>	<b>140,250</b>
<b>Total Available Funds</b>	<b>\$118,434</b>	<b>\$143,697</b>	<b>\$184,012</b>	<b>\$171,338</b>	<b>\$255,040</b>
<b>Expenditures</b>					
Supplies	-	-	2,100	-	100
Contractual Services	42,670	14,885	53,200	8,900	53,200
Drainage Projects	-	-	-	20,048	59,450
Transfer to General Fund	-	27,600	27,600	27,600	27,600
<b>Total Expenditures</b>	<b>\$42,670</b>	<b>\$42,485</b>	<b>\$82,900</b>	<b>\$56,548</b>	<b>\$140,350</b>
<b>Ending Fund Balance</b>	<b>\$75,764</b>	<b>\$101,212</b>	<b>\$101,112</b>	<b>\$114,790</b>	<b>\$114,690</b>

For FY 2015, the Drainage Fund will be utilized to implement the components of the City's new Stormwater Management Plan (SWMP). The SWMP and a Notice of Intent (NOI) for coverage under the new Texas Pollutant Discharge Elimination System Stormwater Phase II MS4 General Permit were submitted to the Texas Commission on Environmental Quality (TCEQ) in June, 2014. Consultant Services will be retained to assist city staff in ensuring required goals are being met and preparing necessary reports for submission to the TCEQ. Other tasks for FY 18 will be to adopt and document procedures to address stormwater pollution, litter control additional public outreach, training, construction site inspections, and mapping city drainage systems.

**Seagoville Economic Development Corporation  
Fund Summary FY 2018**

Account Description	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Proposed FY 2018
<b>Total Net Position October 1</b>	673,856	1,287,310	1,401,915	1,401,915	1,742,777
<b>Revenues</b>					
Sales Tax Revenues	686,395	695,869	704,900	765,020	765,020
Rent Revenue	11,200	12,600	12,600	17,900	23,400
Insurance Recovery	51,150	10,000	-	-	-
Reimbursement/Other	6,331	-	-	13	-
Interest Income	884	719	800	700	700
<b>Total Revenue</b>	<b>755,960</b>	<b>719,188</b>	<b>718,300</b>	<b>783,633</b>	<b>789,120</b>
<b>Total Resources Available</b>	1,429,816	2,006,498	2,120,215	2,185,548	2,531,897
<b>Expenditures</b>					
<b><u>Administrative &amp; Operations</u></b>					
Administrative Cost	38,717	75,599	192,302	189,612	200,192
Operations	64,230	112,721	140,510	233,754	310,010
<b>Total Administrative &amp; Operations</b>	<b>102,947</b>	<b>188,320</b>	<b>332,812</b>	<b>423,366</b>	<b>510,202</b>
<b><u>Economic Development Assistance</u></b>					
Tractor Supply Development		300,000	-	-	-
Economic Development Grant - Actuant (Precision/Hays)	-	50,000	50,000	-	-
<b>Total Economic Development Assistance</b>	<b>-</b>	<b>350,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b><u>City and Community Oriented Projects</u></b>					
Fireworks	5,000	5,250	5,000	5,000	5,000
Kidfish Event	723	675	1,250	925	3,500
Quality of Life Projects	17,792	41,231	100,000	-	100,000
Special Events Chamber of Commerce	-	-	2,000	-	-
<b>Total City and Community Projects</b>	<b>23,514</b>	<b>47,155</b>	<b>108,250</b>	<b>5,925</b>	<b>108,500</b>
<b><u>Debt Service</u></b>	<b>16,044</b>	<b>11,036</b>	<b>119,759</b>	<b>13,479</b>	<b>-</b>
<b><u>Facade Improvement Program</u></b>	<b>-</b>	<b>8,071</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>142,505</b>	<b>604,582</b>	<b>660,821</b>	<b>442,771</b>	<b>618,702</b>
<b>Excess of Revenue over Expenditures</b>	613,456	114,605	57,479	340,862	170,418
<b>Total Net Position September 30</b>	1,287,310	1,401,915	1,459,394	1,742,777	1,913,195
<b>Invested in Capital Assets</b>	670,135	711,285	670,135	670,135	670,135
<b>Working Capital</b>	<b>617,175</b>	<b>690,630</b>	<b>789,259</b>	<b>1,072,642</b>	<b>1,243,060</b>
<b>Daily Operating Cost</b>	<b>282.05</b>	<b>515.94</b>	<b>911.81</b>	<b>1,159.91</b>	<b>1,397.81</b>