



**City of Seagoville, Texas**

**Proposed Operating Budget**

**October 1, 2019 – September 30, 2020**

**THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$241,150 OR 4.73%, AND OF THAT AMOUNT, \$63,870 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.**



City of Seagoville, Texas  
Proposed Operating Budget  
October 1, 2019 – September 30, 2020

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**City of Seagoville, Texas**  
Principal City Officials  
2019 – 2020

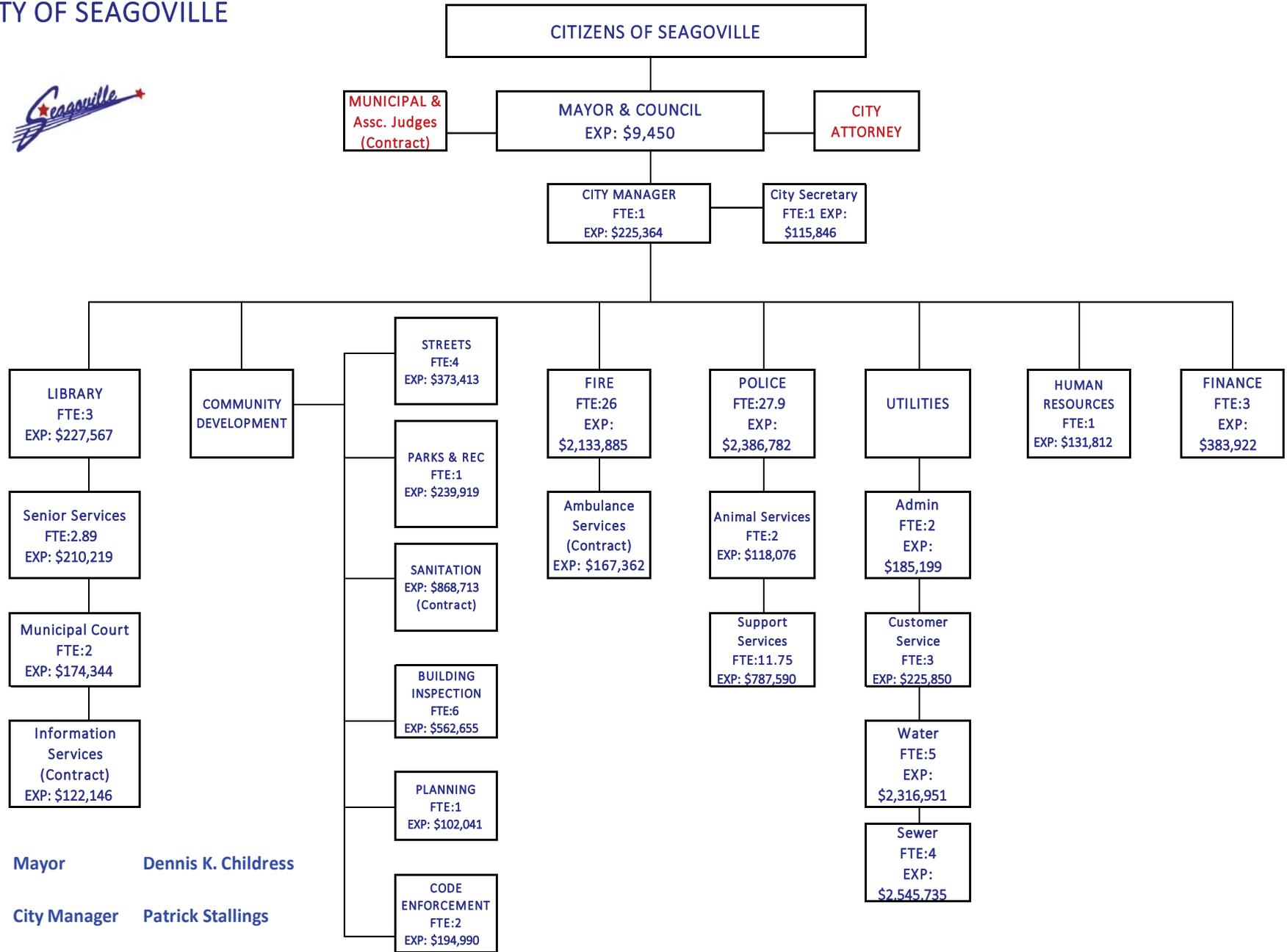
**City Council**

Dennis Childress	Mayor	Term Expires May, 2021
Rick Howard	Council Member, Place 1	Term Expires May, 2020
Jose Hernandez	Council Member, Place 2	Term Expires May, 2021
Harold Magill	Council Member, Place 3	Term Expires May, 2020
Mike Fruin	Council Member, Place 4	Term Expires May, 2021
Jon Epps	Mayor Pro-Tem, Place 5	Term Expires May, 2020

**City Executive Staff**

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

# CITY OF SEAGOVILLE





## FY 2020 BUDGET CALENDAR

March 26, 2019 April 9, 2019	Staff Budget Discussion Deadline for Projection of FY 2020 Expenditure Projections	City Staff/SEDC
May 6, 2019	Review of Mid-Year Projections and FYE Fund Balance Estimate	City Manager, Finance Director, City Council
April 29 – May 31, 2019	Department Operating Budget Preparation, Changes to Fee Schedule	City Staff/SEDC
June 2019	Budget Review – All Funds, SEDC and Fee Schedule	City Manager, Department Heads, Finance
June 10, 2019	SEDC Budget Workshop	City Manager, Finance, SEDC Board
June 17, 2019	General Fund Budget Workshop	City Manager, Finance Director, City Council
June, July 2019	Insurance Costs – TML and Health	Human Resources, Finance
July 8, 2019	SEDC Budget Approval	City Manager, Finance, SEDC Board
July 22, 2019 July 29, 2019	W&S Budget Workshop General Fund Budget Workshop	City Manager, Finance Director, Department Heads
July 29, 2019	Receive Certified Appraisal Roll	Dallas/Kaufman Appraisal Districts Dallas County Tax Assessor - Collector
July 31, 2019	Receive Truth in Taxation Calculations	
August 5, 2019	Budget Submitted to City Secretary and Council	City Staff/SEDC
August 5, 2019	Publish Notice of Three Public Hearings 1. Proposed Budget FY 2020 and Proposed Tax Rate (Two Public Hearings) 2. Hotel/Motel Budget, Water/Sewer Rates (One Public Hearing), Sanitation and Drainage Rates (One Public Hearing)	City Secretary
August 5, 2019	Present Budget to Council (Overview), Discuss Tax Rate	City Manager, Finance Director, City Council
August 5, 2019	Resolution Accepting Tax Roll, Discuss Tax Rate and take record vote	City Council
August 19, 2019	Detailed Council Budget Workshop - All funds and SEDC	City Manager, Finance Director, City Council
August 19, 2019	First of Two Public Hearings on FY 2020 Budget and Tax Rate Public Hearing on Hotel/Motel, Water/Sewer Rates and Sanitation Rates First Reading of Water/Sewer Rate Ord. and Sanitation Ord. <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 26, 2019	Second of Two Public Hearings on FY 2020 Budget and Tax Rate Second reading of Water/Sewer Rate Ord. and Sanitation Ord. Adoption of Water/Sewer Rate Ordinance and Sanitation 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, 2019	Publish “Notice of Vote on Tax Rate”	City Secretary
September 12, 2019	Adoption of Budget FY 2020, Tax Rate, Hotel/Motel Budget and Grants, SEDC Budget and Tax Rate	City Council
September 17, 2019	Notify Tax Assessor/Collector of Tax Rate	Finance Director
October 1	Fiscal Year 2020 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 2019-2020**

Fund Type and Name	October 1 Estimated Fund Balance	Total Receipts	Total Funds Available	Total Expenditures	Transfers In (Out)	September 30 Estimated Fund Balance
<b>Governmental Fund Types</b>						
<u>General Operating Funds</u>						
General Fund	2,758,248	10,840,273	13,598,521	11,066,463	(429,596)	2,102,462
	<u>2,758,248</u>	<u>10,840,273</u>	<u>13,598,521</u>	<u>11,066,463</u>	<u>(429,596)</u>	<u>2,102,462</u>
<u>Debt Service Funds</u>						
General Obligation Debt Service	100,328	470,049	570,377	493,364	-	77,013
	<u>100,328</u>	<u>470,049</u>	<u>570,377</u>	<u>493,364</u>	<u>-</u>	<u>77,013</u>
<u>Special Revenue Funds</u>						
Police State Forfeiture	4,919	-	4,919	-	-	4,919
Police Federal Forfeiture	1,582	-	1,582	-	-	1,582
Small Grants Fund	10,252	1,150	11,402	1,150	-	10,252
Revenue Recycle Fund	2,150	500	2,650	500	-	2,150
Municipal Court Fund	38,779	9,500	48,279	7,972	-	40,307
Park Development Fund	117,413	600	118,013	-	-	118,013
Hotel Motel Fund	-	30,000	30,000	30,000	-	-
Park Maintenance Fund	29,265	2,000	31,265	-	-	31,265
Animal Shelter Operations	6,840	3,000	9,840	3,000	-	6,840
Animal Shelter Building	4,492	2	4,494	-	-	4,494
Vehicle Replacement	174,760	2,600	177,360	-	42,000	219,360
Technology Replacement	551	-	551	17,500	17,500	551
TCLEOSE Fund	1,029	2,000	3,029	1,000	-	2,029
Police Training Fund	4,270	-	4,270	-	-	4,270
Storm Water Fund	268,394	238,665	507,059	372,660	(27,600)	106,799
	<u>664,695</u>	<u>290,017</u>	<u>954,712</u>	<u>433,782</u>	<u>31,900</u>	<u>552,830</u>
<u>Capital Project Funds</u>						
Street Maintenance Fund	430,892	2,500	433,392	92,173	750,000	1,091,219
2019 Street Projects CIP Fund	4,422,682	325,000	4,747,682	4,394,611	-	353,071
2019 New Fire Station Construction Fund	985,000	-	985,000	985,000	-	-
Emergency Communication System Fund	642	-	642	-	-	642
	<u>5,839,216</u>	<u>327,500</u>	<u>6,166,716</u>	<u>5,471,784</u>	<u>750,000</u>	<u>1,444,932</u>
<b>Total Governmental Fund Types</b>	<u>9,362,488</u>	<u>11,927,839</u>	<u>21,290,327</u>	<u>17,465,393</u>	<u>352,304</u>	<u>4,177,238</u>
<b>Business-Type Activities</b>						
<u>Water and Sewer Funds</u>						
Water and Sewer Operating Fund	6,271,537	7,240,898	13,512,435	8,607,354	(352,304)	4,552,777
<b>Total Business-Type Activities</b>	<u>6,271,537</u>	<u>7,240,898</u>	<u>13,512,435</u>	<u>8,607,354</u>	<u>(352,304)</u>	<u>4,552,777</u>
<b>Total All Funds</b>	<u>15,634,025</u>	<u>19,168,737</u>	<u>34,802,762</u>	<u>26,072,747</u>	<u>-</u>	<u>8,730,015</u>

# Position Analysis

DEPT. DEPARTMENT/TITLE	Actual 2017-2018				Projected 2018-2019				Budget 2019-2020			
	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	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Administrative Assistant to the City Manager*	-	-	-	-	-	-	-	-	-	-	-	-
<b>3 City Secretary</b>												
City Secretary	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>4 Finance Department</b>												
Director of Finance	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Assistant Director of Finance**	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Senior Accountant**	1.00	-	-	1.00	-	-	-	-	-	-	-	-
Finance Technician	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>5 Animal Services</b>												
Animal Services Officer	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Animal Shelter Attendant	-	2.00	-	1.00	-	2.00	-	1.00	-	2.00	-	1.00
<b>6 Building Inspection/Building Services</b>												
Community Development Director	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Health Inspector	0.00	-	-	0.00	0.00	-	-	0.00	1.00	-	-	1.00
Building Inspector	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Building Maintenance Technician	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Permit Technician	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Administrative Assistant***	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>8 Police Department</b>												
Chief of Police	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Captain	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Sergeant	6.00	-	-	6.00	6.00	-	-	6.00	6.00	-	-	6.00
Police Officer	15.00	-	4.00	15.50	16.00	-	4.00	16.75	17.00	-	4.00	17.75
Crossing Guard	-	-	2.00	0.30	0.00	-	2.00	0.75	0.00	-	2.00	0.75
<b>9 Planning Department</b>												
Junior Planner	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>11 Fire Department</b>												
Fire Chief	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Captain	3.00	-	-	3.00	3.00	-	-	3.00	3.00	-	-	3.00
Lieutenant	3.00	-	-	3.00	3.00	-	-	3.00	3.00	-	-	3.00
Fire Fighter	13.00	-	1.00	14.00	13.00	-	9.00	16.00	16.00	-	9.00	19.00
<b>12 Municipal Court</b>												
Court Administrator	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Court Clerk	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>13 Library</b>												
Library Director	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Library Assistant	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Library Clerk	-	2.00	-	1.00	0.00	2.00	-	1.00	0.00	2.00	-	1.00
<b>14 Senior Center</b>												
Senior Center Manager	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Outreach Worker	-	1.00	-	0.75	-	1.00	-	0.75	-	1.00	-	0.75
Food Server	-	1.00	-	0.33	-	1.00	-	0.33	-	1.00	-	0.33
Building Maintenance Worker	-	1.00	-	0.50	-	1.00	-	0.50	-	1.00	-	0.50
<b>15 Street Department</b>												
Maintenance Worker	1.00	-	-	1.00	2.00	-	-	2.00	2.00	-	-	2.00
Litter Crew Worker	2.00	-	-	2.00	2.00	-	-	2.00	2.00	-	-	2.00
<b>17 Support Services</b>												
Support Services Manager	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Dispatch Supervisor	-	-	-	-	1.00	-	-	1.00	1.00	-	-	1.00
Records Technicians	3.00	-	-	3.00	3.00	-	-	3.00	3.00	-	-	3.00
Communication Technicians	6.00	-	4.00	6.75	6.00	-	4.00	6.75	6.00	-	4.00	6.75
<b>18 Parks Department</b>												
Director of Parks and Recreation*	-	-	-	-	-	-	-	-	-	-	-	-
Supervisor*	-	-	-	-	-	-	-	-	-	-	-	-
Crew Leader	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Maintenance Worker*	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Apprentice - Temp (Summer)*	-	-	-	-	-	-	-	-	-	-	-	-
<b>22 Communications /IT</b>												
Director of Communications & Info. Services*	-	-	-	-	-	-	-	-	-	-	-	-
<b>23 Human Resources</b>												
Director of HR/Risk Manager	1.00	-	-	1.00	-	-	-	-	-	-	-	-
Director of Administrative Services	-	-	-	-	1.00	-	-	1.00	1.00	-	-	1.00
<b>25 Code Enforcement</b>												
Senior Code Enforcement Officer	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Code Enforcement Officer	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
<b>General</b>	<b>76.00</b>	<b>7.00</b>	<b>11.00</b>	<b>82.13</b>	<b>80.00</b>	<b>7.00</b>	<b>19.00</b>	<b>88.83</b>	<b>85.00</b>	<b>7.00</b>	<b>19.00</b>	<b>93.83</b>

## Position Analysis

DEPT. DEPARTMENT/TITLE	Actual 2017-2018				Projected 2018-2019				Budget 2019-2020			
	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 Water Utilities	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Operations Support Technician	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
10 <b>Water Services Department</b>												
Assistant Director of Water Utilities	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Water Supervisor****	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Maintenance Worker	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Meter Service Technician	2.00	-	-	2.00	2.00	-	-	2.00	2.00	-	-	2.00
20 <b>Sewer Services Department</b>												
SewerSupervisor*****	-	-	-	-	1.00	-	-	1.00	1.00	-	-	1.00
Maintenance Worker	4.00	-	-	4.00	3.00	-	-	3.00	3.00	-	-	3.00
30 <b>Customer Service Department</b>												
Customer Service Manager	1.00	-	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Customer Service/UB Technician***	2.00	-	-	2.00	2.00	-	-	2.00	2.00	-	-	2.00
<b>Water and Sewer</b>	<b>13.00</b>	<b>-</b>	<b>-</b>	<b>13.00</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>89.00</b>	<b>7.00</b>	<b>11.00</b>	<b>95.13</b>	<b>94.00</b>	<b>7.00</b>	<b>19.00</b>	<b>102.83</b>	<b>99.00</b>	<b>7.00</b>	<b>19.00</b>	<b>107.83</b>

- \* Authorized, but not funded in FY 2018, 2019 or 2020
- \*\* The Senior Accountant was promoted to Assistant Director of Finance in FY 2019
- \*\*\* 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 2018 from Water Crew Leader to Water Supervisor
- \*\*\*\*\* This position created in FY 2019 after the retirement of the Director of Water Utilities

Added permit technician to Building Inspection in FY 2017



August 13, 2019

TO: Members of the City Council  
FROM: Patrick Stallings, City Manager  
SUBJECT: 2020 Budget Message

It is my pleasure to present to you the City of Seagoville's 2020 General Fund, Water Fund and SEDC Budgets. I would like to thank everyone including the City Council, Boards and Commissions and Staff for their participation this year in the budget preparation process. This was truly a team effort with outstanding results.

### Major Policy Issues

The following bullet points represent a brief summary of the main issues we faced during the 2020 budget process.

- Property tax revenue cap
- Street reconstruction and repair
- Unfunded federal mandates
- Facility needs specifically Fire Station #2
- Staffing needs for Police, Fire, and Community Development
- Equipment for Police, Fire, and Community Development
- Storm water drainage repair
- Expectations of the Texas Commission on Environmental Quality and the Environmental Protection Agency

We faced the same major policy issues last year, with the exception the property tax revenue cap.

## **Property Tax Revenue Cap**

**Issue:** State Senate Bill 2, also known as the Texas Property Tax Reform and Transparency Act of 2019, was passed by the Texas Legislature in 2019. The bill makes various changes to the property tax rate setting and appraisal processes. Most notably, the bill lowers the property rollback rate from 8 percent to 3.5 percent (with some potential adjustments). Senate Bill 2 does not go into effect until January 1, 2020, with a small handful of other relevant provisions not taking effect until 2021. The effect of the lower tax rollback rate will have profound impacts on the amount of new property tax revenue the City can gain, which will significantly impact the ability of the City to meet inflationary increases in costs of goods and services and increases in employee compensation driven by labor demands.

**Response:** The City's rollback rate in FY 2020, as calculated by the Dallas County Tax Collector's office, rose from the current rate of \$0.751634 to \$0.816698. So, city staff has asked Council to propose an increase in the tax rate from the current \$0.74380 to \$0.78880. The increased revenue from the property tax rate adjustment provides sufficient revenue to increase the annual street maintenance budget from \$431,850 to \$750,000, while adding an additional police officer. I am convinced that under a property tax revenue cap and a potential economic downturn looming in the future, the City will not have an opportunity to substantially increase its commitment to street maintenance in the foreseeable future.

## **Street Reconstruction and Repair**

**Issue:** The City has identified over \$35 million in needed street reconstruction and repair. The community's concern about poor street conditions in the City has been expressed in City Council meetings.

**Response:** In FY 2019, the City sold \$3,600,000 in bonds to provide funding for street improvements. The bond proceeds were placed in 2019 Street Projects Fund 43. In FY 2019, the City began engineering the Crestview Drive project. In FY 2020, the City plans to complete the Crestview Drive project (\$1,334,611), the Malloy Bridge Road Project (\$1,400,000) and focus on the Johnnie Row (\$850,000) and Ross Lane (\$810,000) projects. The City's commitment to street maintenance is also reflected in Street Maintenance Fund 43. In FY 2019, the City completed major initiatives for Malloy Bridge Road (\$649,368) and Seagoville Road (\$143,755). In FY 2020, the City plans to continue the street reconstruction process begun in FY 2015 to repair various roadways throughout the community.

## **Unfunded Federal Mandates**

**Issue:** The federal government requires the City to obtain a permit to operate a municipal storm sewer system. Under the provisions of the permit, the City is required to do the following (with no funding provided by the federal government);

- Reduce non-point source pollution in storm water runoff through implementation of Best Management Practices (BMP)
- Develop a 5-year storm water management plan with annual schedules of BMPs'
- Report annually on status

**Response:** The City has established a schedule of drainage fees and penalties against real property in the service area to mitigate the cost of compliance. This fee was raised in FY 2019 to provide resources for the funding of the Woodhaven Drainage project. This project is scheduled for completion in FY 2020. Additionally, the City proposes to raise the drainage fee by \$0.60 monthly to accumulate resources for future infrastructure maintenance projects. The City's revenues and expenditures associated with this initiative are reflected in the Storm Water Fund (Fund 61).

### **Facility Needs**

**Issue:** The City of Seagoville currently has one functional fire station to serve its entire city population. The existing fire station was originally built in 1980, and at the time of construction, the fire station was centrally located within the City. However, due to city growth since the 1980's, the existing fire station is no longer centrally located. A study commissioned by the City concludes that the City cannot support the existing emergency calls with the existing fire station and requires additional fire stations to properly support the current city population.

**Response:** The City plans to build an additional fire station located within the proximity of rapidly growing neighborhoods (\$1,235,000). This will be accomplished via resources provided by the General Fund. This project is scheduled for completion in August, 2020.

### **Staffing Needs**

**Issue:** The City is experiencing increased residential and commercial development. This growth is placing strain on current public safety and community development resources.

**Response:** This budget provides resources to hire two additional police officers (\$133,374), three additional firefighters (\$197,190), and the City's first health inspector (\$103,492). This will be accomplished with General Fund resources.

### **Equipment Replacement**

**Issue:** The City needs to replenish its vehicle and equipment assets on a timely basis.

**Response:** The City is replacing 2013 Dodge Charger patrol vehicles with two 2020 Chevy Tahoes. The older vehicles have served the City well, but are starting to outlive their worth in terms of mileage and repair costs. This budget provides additional

resources for Fire department vehicle maintenance. These initiatives are funded via the General Fund. The Water & Sewer budget provides \$68,000 for vehicle replacement.

## **Expectations**

**Issue:** The City is under an Environmental Protection Agency (EPA) Administrative Order.

**Response:** EPA expectations for the City is that Seagoville inspects 10% of the citywide sewer system annually. In the Water & Sewer budget, in FY 2019 the City began the Highway 175 lift station service area condition assessment and is awaiting the final report from the consulting engineer. This project will be completed in FY 2020. FY 2020 resources are provided for the Water Street Interceptor service area condition assessment (\$103,895), the completion of the Highway 175 lift station service area condition assessment (\$25,000) and \$300,000 for the completion of the Ard Road pump station improvements, a project begun in FY 2019.

## **Financial Highlights**

### General Fund Revenues

In the General Fund we experienced an increase in property value from \$683,590,390 to approximately \$708,887,803. Based on this increase in property value and the desire of staff to significantly increase the City's commitment to street maintenance, the City's property tax rate was set at \$0.788800, which is 4.5 cents above the FY2019 tax rate of \$0.743800. Other General Fund revenues estimated to increase notably over the FY 2019 budget are

- Sales tax – due to expanding commercial opportunities in the City
- Sanitation services – reflecting growth in residential and commercial accounts
- Licenses, permits and fees – we anticipate building permits on 300 residences in FY 2020
- Grants and gifts – includes new intergovernmental resources provided for the hiring of three firefighters

Total FY 2020 General Fund revenues are estimated to be \$11,220,177 a \$1,320,387 or a 13.33% increase over FY 2019 General Fund budgeted revenue of \$9,899,790.

### General Fund Expenditures

This recommended budget provides increased staffing in Police, Fire, and Community Development. The Health Inspector is noteworthy because the City move from third party health inspection services to in house. This positions the City to provide a better quality of service to area restaurants, commercial ventures and community festivals. This budget also includes a 3% civilian and 5% first responder employee pay increase along with significant investment in new and replacement equipment.

Initiatives that will be funded in the 2020 budget include the following:

- Creation of two additional Police Officer positions. \$ 133,374
- Creation of three additional Firefighter positions. \$ 197,190
- Creation of a new health inspector position. \$ 103,492
- Increase in annual Street improvement funding \$ 318,150
- 3% pay increase for city employees \$ 60,939
- 5% pay increase for first responders \$ 185,037
- Roadway improvements to C.O. Bruce Park \$ 400,000
- City Hall LED sign \$ 100,000

### Water and Wastewater

We are very pleased to announce there will not be increases to the current water and sewer rates for FY2020. Staff has worked diligently to ensure the City's water and sewer systems are safe, reliable and affordable without increasing costs to the public and we are pleased to say we have met that goal. However, future capital replacement and expansion needs coupled with ever increasing costs for water purchases and sewer treatment will necessitate fee reevaluation. To that end, this budget provides funding for a rate study (\$27,500)

Major Water and Wastewater Projects that will be funded in 2020

- Transfer to the equipment replacement fund. \$ 68,000
- Water Street Interceptor service area condition assessment. \$128,895
- Upgrades to the Ard Road Pump Station \$300,000
- Engineering services – Northern Basin Interceptor System \$275,000
- Acquisition of Smart Water Meters Technology (AMI) \$1,905,848  
(this acquisition is funded by a 3 year lease \$635,040 in FY 2020 and \$1,270,808 to be funded over the next two fiscal years)

### Storm Water Drainage Fees

Drainage rates are recommended to increase from \$3.00 monthly to \$3.60 monthly to provide sufficient resources for infrastructure maintenance projects. The Woodside storm drain repair is scheduled for completion in FY 2020 (\$335,000). Repairs include extending the storm drain to the receiving stream with new permanent erosion control measures and backfilling impacted properties.

### Economic Development Corporation

The SEDC is funded through sales tax at a rate of 1/2 a cent. We estimate the revenue generated through sales tax for FY2020 will be \$915,325. The overall position of the SEDC is excellent, with the SEDC funding \$200,000 in quality of life projects.

Major SEDC Projects that will be funded in 2020

- Fireworks in the Park \$ 5,000
- Kidfish \$ 3,500
- Quality of Life Projects \$200,000

Other Funds

Debt Service Fund

The property tax rate dedicated to paying principal and interest payments on general government debt is increased from \$0.036300 cents to \$0.068302 cents for the debt expenditures on the Series 2019 Certificate of Obligation bonds.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City for its Annual Budget for FY 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, financial plan, operations guide and a communications device. Our current budget continues to conform to program requirements. Staff will be submitting the budget document to the GFOA for evaluation and we expect to receive the Distinguished Budget Presentation Award again this year.

Closing

In closing, the financial status of the City is overwhelmingly positive. There are numerous development projects in the planning and or construction phase. The 2020 budget will provide the community, staff and visitors numerous benefits as we move through the fiscal year. I am very pleased to say the City is in great shape financially due to the leadership of our current City Council. A huge thank you to Mayor Dennis K. Childress, Mayor Pro Tem Jon Epps, Councilmember Jose Hernandez, Councilmember Rick Howard, Councilmember Mike Fruin and Councilmember Harold Magill. I would like to extend my appreciation to Patrick Harvey, Gail French, Marty Anderson, the department directors and all City staff for their contributions to the development of this budget.

Respectfully,

*Patrick Stallings*

Patrick Stallings  
City Manager



# **City of Seagoville, Texas**

## **GOALS**

**2019 – 2020**

*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 2020 Increase Service Levels (ISL)

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

#### Accomplishments

- Street Maintenance Program
- Annual Citizen Civic Academy
- Expansion of dining options – Starbucks and Shorty's Restaurant
- Funded city wide storm debris clean up initiative with Republic Waste Disposal Services

#### **FY 2020 Recommendations**

Host the City's annual CIVIC Academy and the Student Government Day. These programs are 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

Annual Boards and Commissions Banquet

Funding for Street Maintenance Projects

- General Fund recommended resources \$750,000 (increase from prior year funding level of \$431,850)
- FY 2019 debt funding provided \$3,600,000 for street maintenance. This funding will reconstruct Crestview Drive, Johnnie Row and Ross Lane.



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

### Accomplishments

- Fencing for Petty White Park and Bearden Park
- Installation of lights at Casa Grande Park
- Seagofest, Mayfest, July 4<sup>th</sup> Celebration
- Completion of Bruce Park restroom facility

### **FY 2020 Recommendations**

Propose funding of \$100,000 from Seagoville Economic Development Corporation for acquisition of City Hall LED sign.

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.

Adding \$400,000 in funding for Park Improvements.

Improvements to main entry way to Bruce Park



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

Accomplishments

- Refurbishment of Fire Engine 1
- Acquisition of Two Patrol Vehicles for Police Department
- Acquisition of new radio system on 700 radio frequency, including repeaters, antennas, consoles, portable and mobile radios for both Police and Fire
- Began construction of a second fire station

**FY 2020 Recommendations**

**Police**

Patrol division purchase of two 2020 Chevrolet Tahoes including equipment and maintenance

Hiring and outfitting two additional officers

Additional handguns, shotguns and rifles

**Animal Services**

Roof repair for Animal Services facility.

**Support Services**

Acquisition of maintenance agreement for new emergency communications system.



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

**FY 2020 Recommendations**

**Fire**

Complete the construction of a second fire station  
Three additional firefighters partially funded by federal grant  
Additional equipment and increased funding for vehicle maintenance

**Building Inspection**

Hiring and outfitting a Health Inspector  
Acquiring two vehicles



*Maintain a Quality Workforce for Employees*

**FY 2020 Recommendations**

3% salary increase for City staff and 5% salary increase for first responders

Establish and implement new employee orientation program

Implement online application process

Partner with Seagoville High School to host the City's First Teen-Youth Leadership Seagoville Program



## *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

### **FY 2020 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

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



## Proposed Patrol Vehicle – Exterior View



The Police Department requests two new Chevy Tahoe police package vehicle for patrol. The Chevy Tahoe is the preferred vehicle in the police profession at this time based on cost, maintenance, reliability and comfort. These vehicles will be purchased through Holiday Chevrolet and equipped by Defender Supply under the Tarrant County cooperative purchasing contract. The vehicles that will be replaced are 2013 Dodge Chargers, which have been very costly to maintain with mechanical and routine maintenance issues on a constant basis, documented at 135% above the average allocated maintenance allowance. It is anticipated that the vehicle maintenance line item will not have to be increased. Proposed cost \$126,246.



Proposed Patrol Vehicle – Interior View





## Proposed Chevrolet Double Cab Truck – Building Inspection



Two new vehicles are requested for Community Development: one for Building Inspection and one for the new Health Inspector. These vehicles will be used to conduct citywide inspections and will be purchased through cooperative purchasing agreements. Both vehicles are 2020 Chevrolet Silverado, 4x2 double cab with 4 doors. Vehicle fuel and maintenance are increased to accommodate the acquisition of the vehicles. Proposed cost \$57,684.



Proposed LED sign – City Hall



Proposed Quality of Life project funded by the Seagoville Economic Development Corporation (SEDC). Used to broadcast messages of community interest. Proposed cost \$100,000.



## Proposed Pro-Patch Asphalt Pothole Patcher Trailer – Street Department



This new equipment is requested by the Street Department to enhance efficiency of pothole repair by City staff. This equipment will be acquired via Buy Board cooperative purchasing and is expected to last 10 years. There is adequate funding in the existing budget for maintenance. Proposed cost \$50,630.



## Proposed Crack Sealing Machine – Street Department



This equipment will be used to fill any cracks that may occur on the streets of Seagoville. This street maintenance used to be performed by Dallas County, the acquisition of this equipment will enhance the ability of City staff to provide this service. The equipment should pay for itself within three years from savings from outsourcing cost. The useful life of this equipment is projected to be ten years, and will be purchased from Buy Board purchasing cooperative. Part of the outsourcing savings will be reallocated to equipment maintenance. Proposed cost \$54,000.



## Proposed Code Enforcement Dump Trailer



This dump trailer will assist in picking up trash or debris from sites that is too large to fit in the bed of the existing Code Services vehicle. This trailer replaces an old dump trailer that is too small and unable to handle or hold much debris. This equipment is expected to last 15 years, with minimal maintenance. Proposed cost \$7,321.



## Proposed John Deere Bunker and Field Rake – Parks



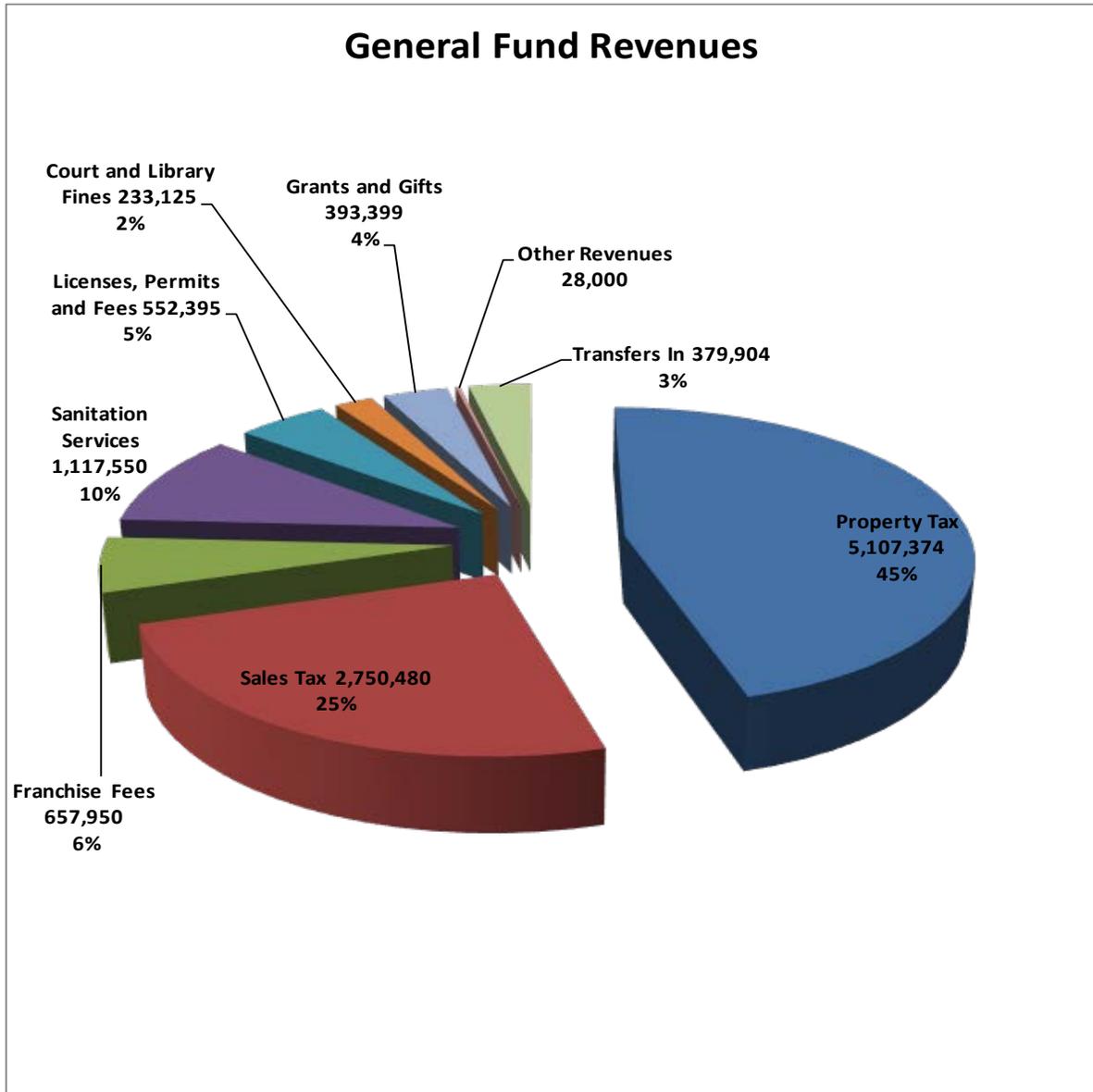
This equipment will be used for upkeep of park grounds and baseball fields. It's expected that this equipment has a useful life of 10 years, with sufficient resources available in the equipment maintenance budget. The purchase will be from a Buy Board vendor. Proposed cost \$14,198.

**INCREASED SERVICE LEVELS**  
**General Government**  
**2020 BUDGET**

Department	No.	Title	Amount Requested	Recommended Ongoing Expenditures	Recommended One Time Use of Fund Balance	Bond Funded	On The List Ongoing (UNFUNDED)	On the List Use of Fund Balance (UNFUNDED)
Fire	A1	Firefighter (Included as part of SAFER grant)	63,842					63,842
	A2	Bunker Gear- Safety Equipment	3,000	3,000				
	A3	Replace 2000 model E-One with 2019 E-One eMAX Pumper on Typhoon Chasis	63,996					63,996
	B	Training	3,000				3,000	
	C	Positive Pressure Vent Fans	11,646		11,646			
	D	ParaTech Rescue Struts	3,828		3,828			
	E	Small compact forcible entry tool	2,300		2,300			
	F	Replace firehouse software 2 user and upgrade for new station ERS unlimited user	4,112	4,112				
	G	Hydrant GateValve	780					780
	H	Increase to pay new Inspector Cody Lee @\$50/mo	600	600				
I	Increase Vehicle Maintenance for aging apparatus	5,000	5,000					
Animal Services	A	Roof Repair	4,000		4,000			
	B	Animal Care Specialist Position	48,933				48,933	
Police	A	SRRG- Southern Regional Response Group 10% increase per year	750	750				
	B	2 Chevrolet Tahoe Marked police vehicles	62,500		62,500			
		Equipment for Chev Tahoe vehicles	63,746		63,746			
	C	2 Officer Positions @new rate	133,374	133,374				
		Officer Training and Supplies	11,364	11,364				
	D	Taser Replacement -6 Refurbished X-26	3,594		3,594			
	E	Certificate Pay for Master Peace Officer License (7)@\$200x12 months	16,800				16,800	
	F	Traffic Enforcement Overtime	30,000				30,000	
	G	On-Call Incentive Pay Option 1- Low end annual rate	7,914				7,914	
	H	On-Call Incentive Pay Option 2- High end annual rate	8,243				8,243	
	I	2020 Chev Tahoe Unmarked	41,125					41,125
J	2020 Dodge Charger V6 Unmarked	27,847					27,847	
K	5 AR15 Patrol rifles with add-on equipment	5,502		5,502				
Support Services	A	Annual Maintenance for new public safety radio system with GMRS	11,000	11,000				
	A1	Vista Com/ Voice recorder maintenance agreement	174	174				
	B	Surveillance Camera System	15,000					15,000
C	Communication Technician	53,077					53,077	
Information Technology	A	5% Increase for Cvc Plus annual fees for Hosting, Support and Media Storage	352	352				
	B	FY 2020 Data Storage	500	500				
	C	Computer replacement program 10% increase	1,750				1,750	
Community Development Bldg Inspections and Services	A	2020 Chev 1500 Silverado 4x2 Double Cab	28,842		28,842			
	B	Fuel & Lubricants	1,000	1,000				
	C	Veh Maintenance	1,000	1,000				
	D	Replace HVAC system at City Hall	50,119		50,119			
	E	Replace carpet in hallway and Conference Room- City Hall	5,644					5,644
	F	Replace carpet in the Library	11,097					11,097
	G	Paxton Access Control, Power Supply, Paxton Cards	3,685					3,685
	H	2020 Chev 1500 Silverado 4x2 Double Cab - Health Inspector Vehicle	28,842		28,842			
	H1	Fuel & Lubricants & Veh Maintenance \$1,000 each	2,000					2,000
	I	Health Inspector (\$80K Salary plus Benefits)	104,287	104,287				
Parks	A	John Deer Bunker and Field Rake	14,198		14,198			
Streets	A	2020 Chev 4500 Silverado 4x2 Crew Cab	54,967					54,967
	B	Veh Main for new truck for Streets	1,000					1,000
	C	Fuel & Lubricants for new truck	1,000					1,000
	D	BK Series Kracker	54,000		54,000			
	E	Pro-Patch Asphalt Pothole Patcher Trailer	50,630		50,630			
	F	Tire Disposal Service	10,000	10,000				
	G	Stalker Radar	7,885		7,885			
Planning	A	Trinity River Corridor Study	3,536	3,536				
Code Enforcement	A	2 Flash CAM with starter Pack. Solar Power, High resolution, and motion triggered camera.	15,660		15,660			
	B	D7x Maxxd 72" 10K Dump truck	7,321		7,321			
Sanitation	A	County HHWAste Contract	1,433	1,433				
City Council	A	Flower Budget	2,000				2,000	
City Secretary	A	Public Notices	1,000	1,000				
	B	Service Awards	500	500				
	C	Printing and Binding	1,200	1,200				
Finance	A	Increase in Award Fees	140	140				
	B	Increase in County Appraisal Fees	3,500	3,500				
Nondepartmental	A	Leadership Seagoville	4,000	4,000				
Municipal Court	A	Equipment Rental- Increase funding for copiers due to increased volume in court	969	969				
Library	A	Texas Library Association Membership	125	125				
	B	Professional performers and presenters for Summer reading program	600	600				
	C	Replace carpet in library	21,874		21,874			
Senior Center	A	Transportation Shelter Concrete Pad -STAR transit to apply for funding also	6,500		6,500			
	B	Staff training- Revenue source provided by DAAA	500	500				
		STAR Transit- Transportation Services	1,438	1,438				
			<b>1,212,141</b>	<b>305,454</b>	<b>442,987</b>	<b>0</b>	<b>118,640</b>	<b>345,060</b>



## GENERAL FUND REVENUES



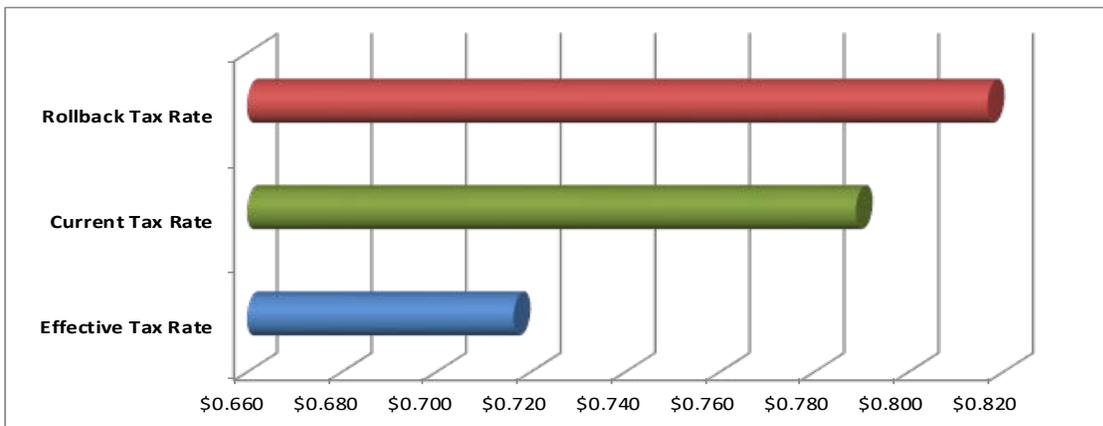
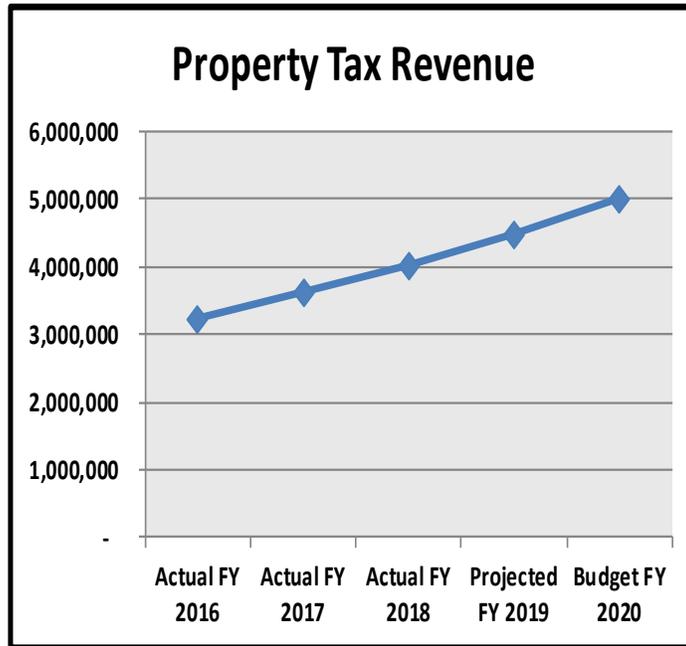


**Property Taxes** represent 45% of total budgeted revenues. Property taxes are levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located within the City. Assessed values represent the appraised value less applicable exemptions. Appraised 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 2019 estimated taxable value of \$708,887,803 is a 3.7% increase from the 2018 certified taxable value of \$683,530,390. Staff is proposing a property tax rate of \$0.78880 per \$100 of valuation. **This tax rate is 4.5 cents more than the prior fiscal year tax rate** of \$0.743800 per \$100 of valuation. The additional property taxes will fund a significant increase for street maintenance initiatives and an additional patrol officer. 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 \$0.720498 for operations and maintenance, which is **a 1.3 cent increase 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 \$0.068302 for debt service interest and sinking fund requirements, which is collected through the Debt Service Fund. **This is a 3.2 cent increase from last year**. The additional revenue generated provides resources for the principal and interest payment requirements for the FY 2019 bonds. 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.



### Property Taxes

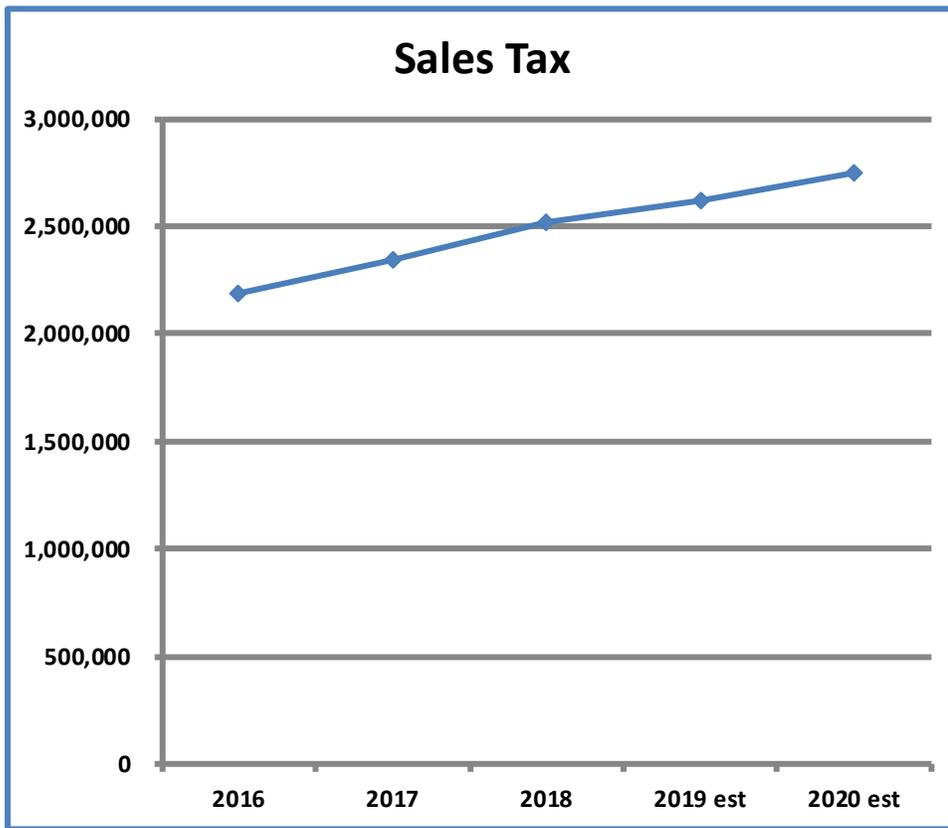
Actual FY 2016	Actual FY 2017	Actual FY 2018	Projected FY 2019	Budget FY 2020
3,248,127	3,643,874	4,031,611	4,488,085	5,005,374





**Sales Taxes** represent 25% 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 from projected FY 2019 revenue levels, due to the presence of new retail companies.

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

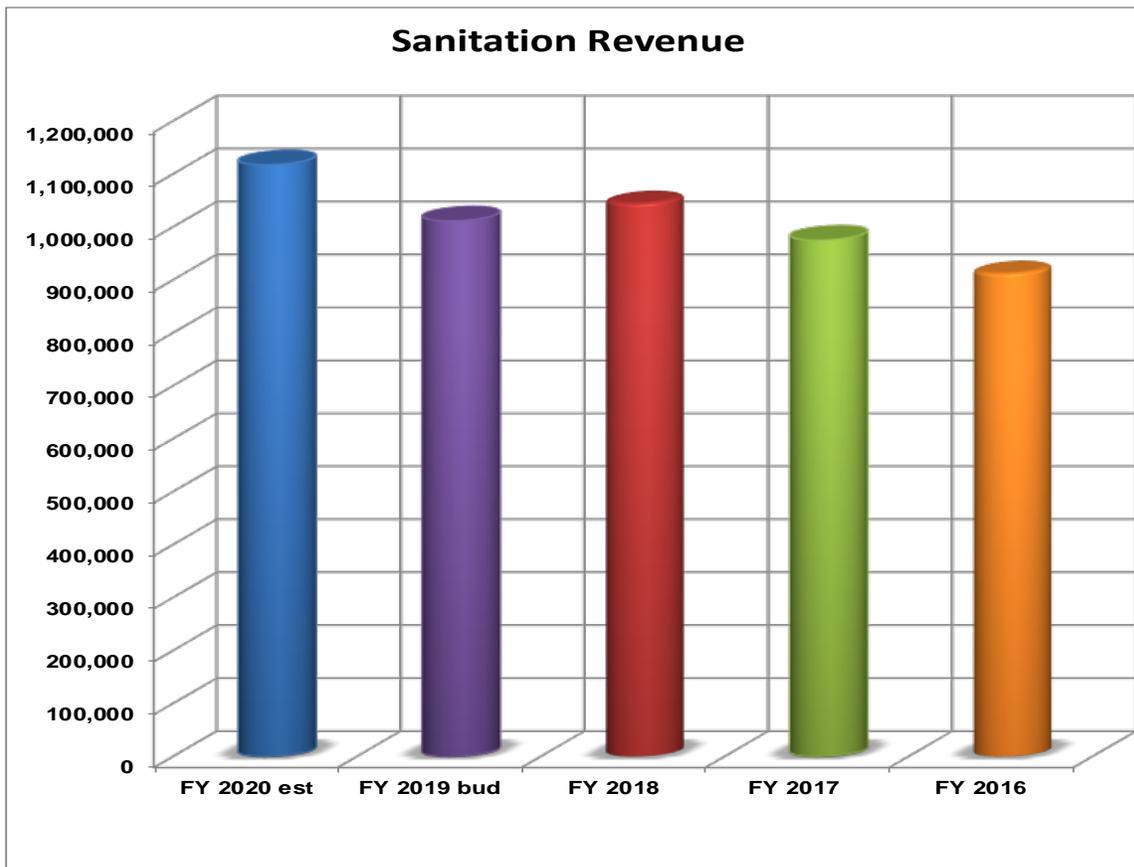


Fiscal Year	2016	2017	2018	2019 est	2020 est
Sales Tax	2,189,064	2,344,995	2,521,508	2,619,720	2,750,480



**Sanitation** revenue represents 10% 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 10.5% increase over the FY 2019 revenue projection, based on current trend in account growth.

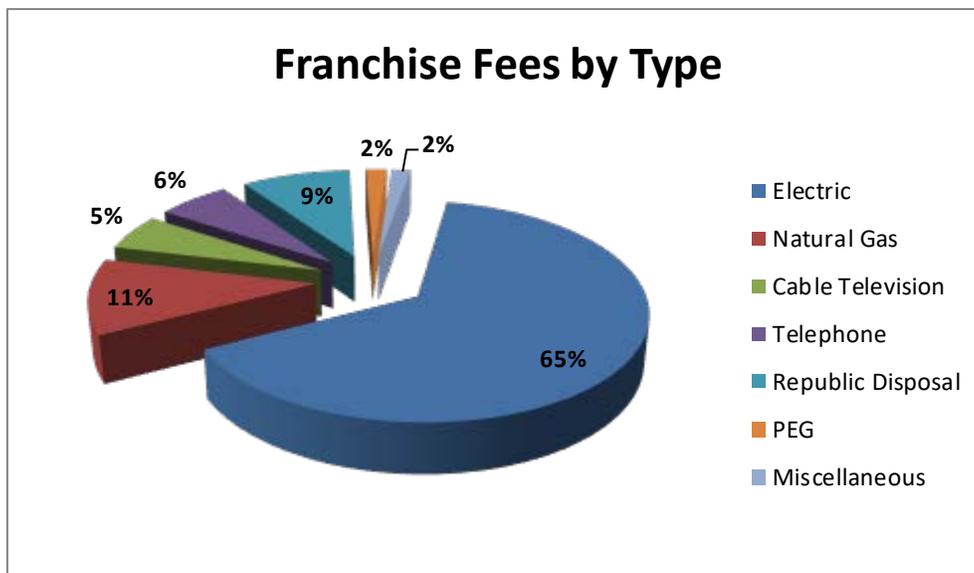
The following chart illustrates a five year sanitation revenue history for the city of Seagoville:





**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 2020 fiscal year are estimated to be approximately \$657,950, an increase of \$43,425 from the FY 2019 budget of \$614,525. This is due to an increase in residential and commercial growth in the City.

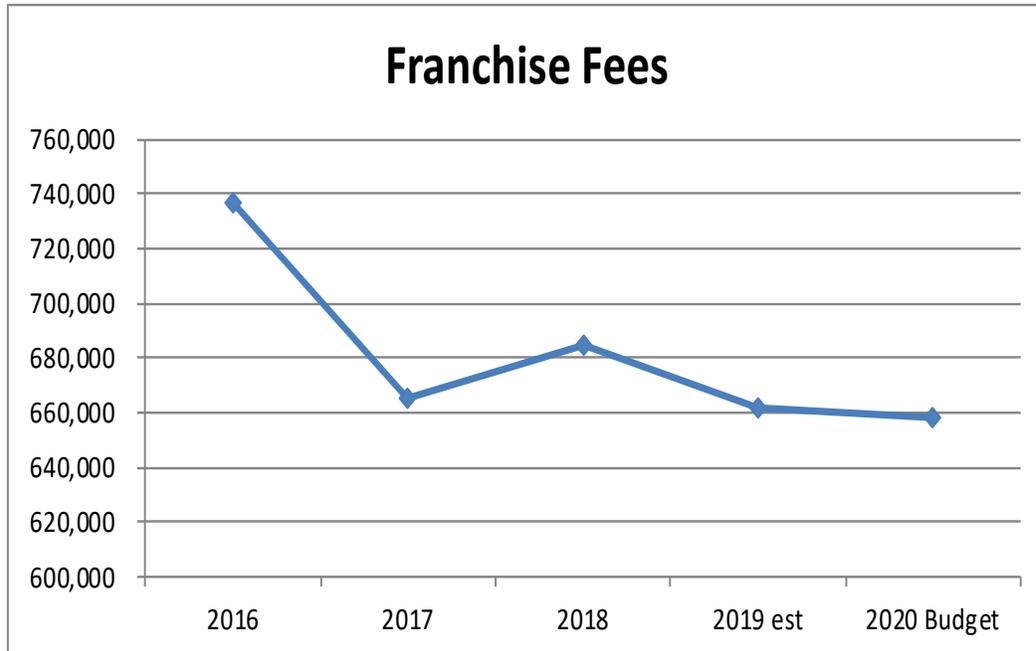
The composition of the FY 2020 franchise fees for the city of Seagoville appears below:



Electric	425,000	69%
Natural Gas	75,000	12%
Cable Television	36,000	6%
Telephone	40,000	7%
Republic Disposal	59,950	10%
PEG	11,500	2%
Miscellaneous	10,500	2%



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

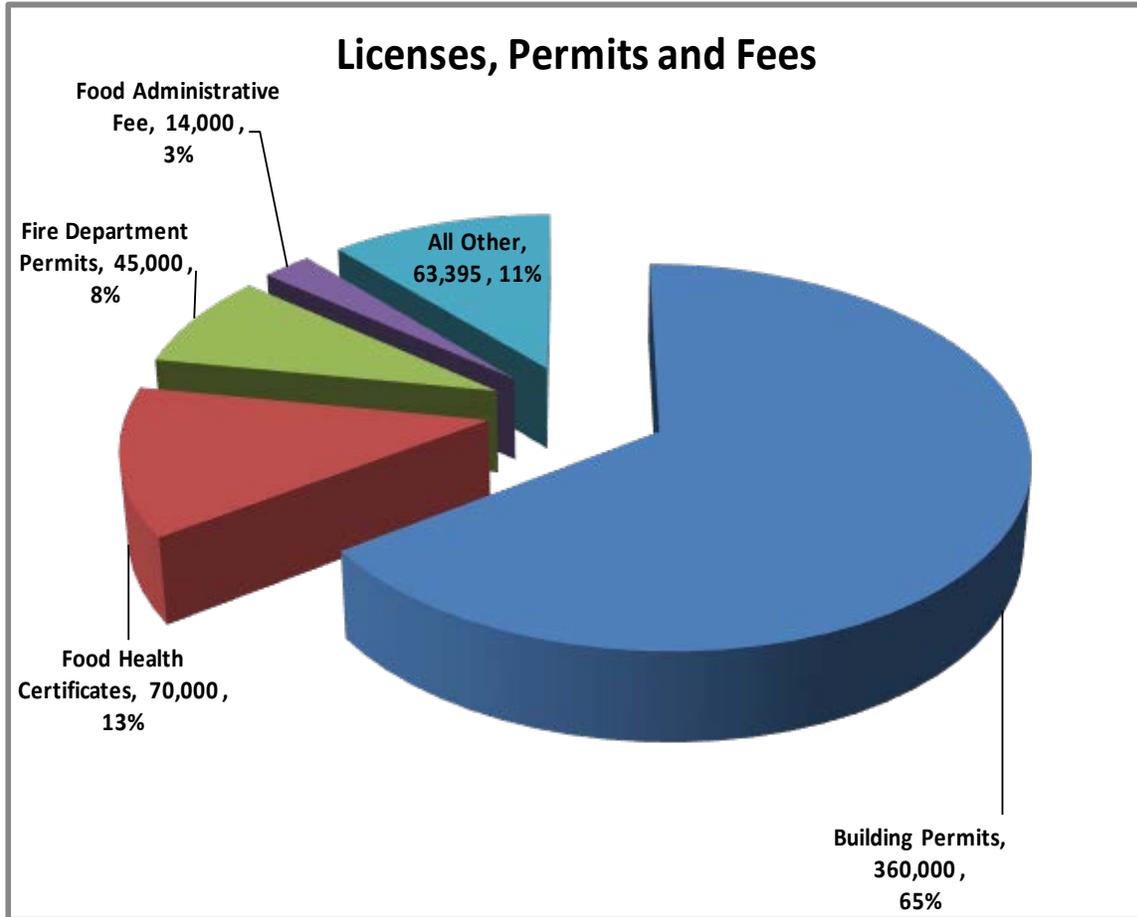


Fiscal Year	2016	2017	2018	2019 est	2020 Budget
Franchise Fees	736,978	665,720	684,983	661,800	657,950

**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. We have experienced heightened activity of new home construction in Seagoville the past few fiscal years, particularly in the Highland Meadows subdivision. The estimate for building permits revenue is increased \$160,000 over the FY 2019 budget.

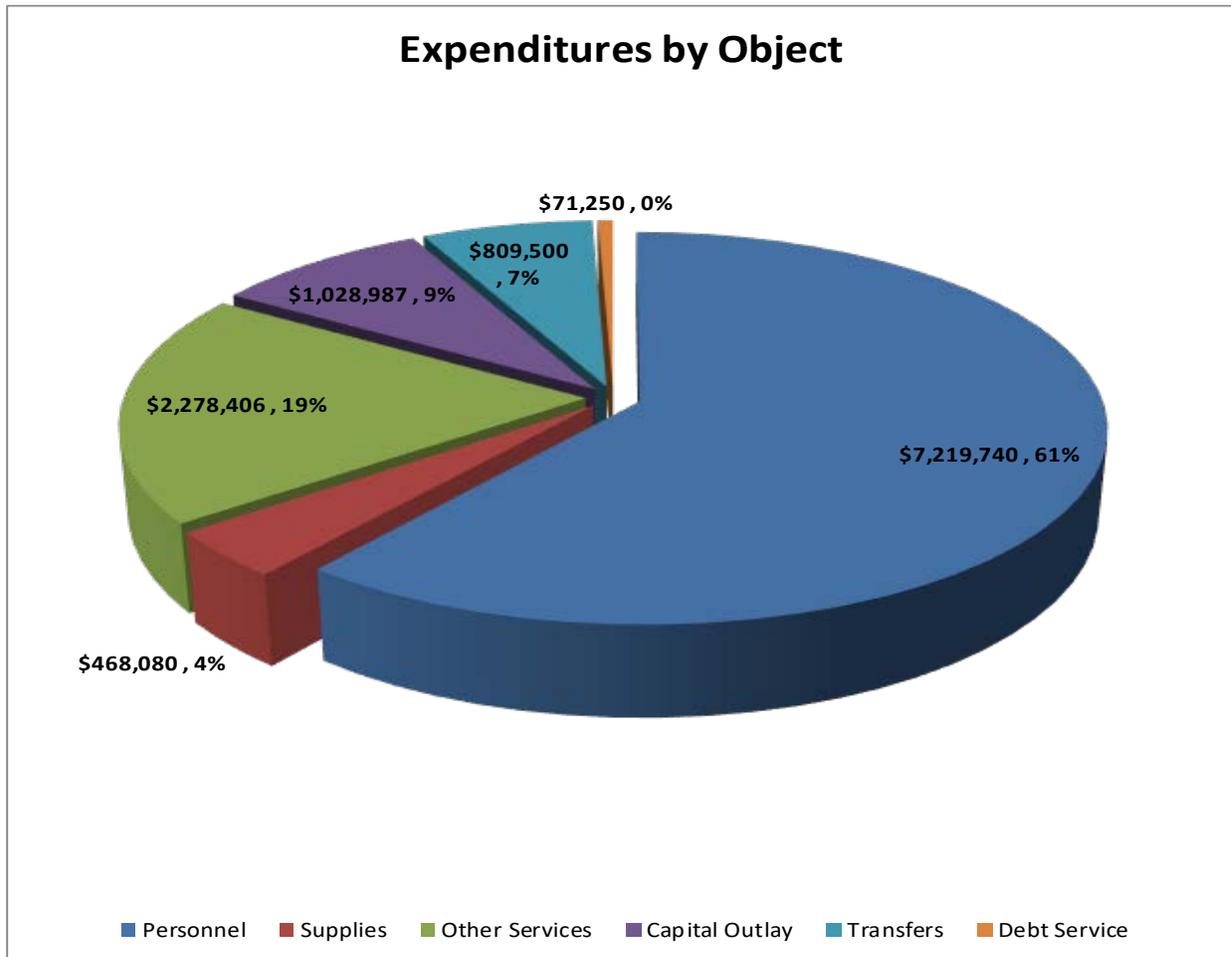


The FY 2020 budget estimate for Licenses, Permits and Fees appears below:





## GENERAL FUND EXPENDITURES



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

- Two additional Patrol Officers (\$133,374), three Firefighters (\$197,190), Health Inspector (\$103,492)
- 3% salary increase for City staff (\$60,939), and 5% increase for first responders (\$185,037)
- No increase in health insurance



## **GENERAL FUND EXPENDITURES**

**Supplies** budget is proposed to change with the recommendations of Increased Service Levels listed on the General Fund Financial Summary. Increased Service Level recommendations affect the Supplies budget as follows:

- Increase in fuel and vehicle maintenance for new vehicles for Building Inspection and Health Inspection (\$4,000). Increase in office supplies and equipment for new Health Inspector (\$4,030).
- Increase in service awards – City Secretary's Office (\$500)
- Increase in bunker gear and uniforms for new firefighters – Fire (\$3,900)
- Increase in vehicle maintenance for aging apparatus – Fire (\$5,000)
- Increase in uniforms and safety equipment for new police officers – Police (\$10,438).
- Increase in general office supplies and postage – Nondepartmental (\$2,600)

**Other Services** budget is proposed to change with the recommendations of Increased Service Levels listed on the General Fund Financial Summary. Increased Service Level recommendations affect the Other Services budget as follows:

- Increase in tire disposal service for Code Enforcement (\$10,000)
- Increase in other professional fees for Trinity River Corridor study – Planning (\$3,536)
- Increase in county household hazardous waste contract – Sanitation (\$1,433)
- Increase in public notices and printing – City Secretary (\$2,200)
- Increase in county appraisal fees and GFOA award fees – Finance (\$3,640)
- Replacement of Firehouse software – Fire (\$4,112)
- Increase in regional tactical response unit costs \$(750)
- Increase in annual maintenance for new emergency communications system – Support Services (\$11,000). Increase in voice recorder maintenance agreement (\$174)
- Increase in third party management annual fees and data storage fees – Information Technology (\$852)
- Annual funding for civic academy – Nondepartmental (\$4,000)
- Increase in equipment rental – Municipal Court (\$969)
- Increase in library membership fees and summer reading program costs – Library (\$725)



## **GENERAL FUND EXPENDITURES**

**Capital Outlay** budget is proposed to change with the recommendations of Increased Service Levels listed on the General Fund Financial Summary. Increased Service Level recommendations affect the Capital Outlay budget as follows:

- Acquisition of two Chevy Tahoes – Police (\$126,246)
- Acquisition of pothole Patcher Trailer (\$50,630), street crack sealing equipment (\$54,000) and stalker radar for traffic control (\$7,885) - Streets
- Allocation of \$400,000 for roadway improvements within C.O. Bruce Park - Parks
- \$25,000 for fire emergency siren replacement - Fire
- City Hall LED sign - \$100,000
- Seagoville Economic Development funded Quality of Life project (\$100,000)
- Replacement of HVAC unit at City Hall (\$50,119) – Building Services
- Replacement of Library carpet (\$21,874) – Building Services
- Concrete pad for transportation shelter – Star Transit (\$6,500)
- Acquisition of two vehicles – Building Inspection and Health Inspection (\$57,684)
- Reserve for public broadcasting capital equipment (\$11,500)
- Acquisition of illegal dumping camera monitoring equipment (\$15,660) and dump trailer (\$7,321) – Code Enforcement

**CITY OF SEGOVILLE  
GENERAL FUND FINANCIAL SUMMARY**

	<b>Actual 2017-2018</b>	<b>Adopted 2018-2019</b>	<b>Projected 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>Beginning Fund Balance</b>	<b>\$3,654,589</b>	<b>\$3,679,057</b>	<b>\$3,679,057</b>	<b>\$2,758,248</b>
<b>Revenues</b>				
Property Tax	\$4,291,635	\$4,745,438	\$4,594,385	\$5,107,374
Sales Tax	2,521,508	2,447,978	2,619,720	2,750,480
Franchise Fees	684,983	614,525	661,800	657,950
Sanitation Services	1,044,430	954,350	1,011,610	1,117,550
Licenses, Permits and Fees	546,380	368,595	825,415	552,395
Court and Library Fines	246,836	227,500	247,750	233,125
Grants and Gifts	132,837	142,500	47,660	393,399
Other Revenues	33,472	19,000	34,880	28,000
Transfers In	379,904	379,904	379,904	379,904
<b>Total Revenues</b>	<b>\$9,881,985</b>	<b>\$9,899,790</b>	<b>\$10,423,124</b>	<b>\$11,220,177</b>
<b>Total Available Funds</b>	<b>\$13,536,574</b>	<b>\$13,578,847</b>	<b>\$14,102,182</b>	<b>\$13,978,425</b>
<b>Expenditures</b>				
General Government	890,391	944,802	937,521	971,040
Public Safety	4,603,974	5,053,217	4,995,160	5,593,695
Community Services	1,344,069	1,417,000	1,434,749	1,480,843
Community Development	1,191,236	1,277,016	1,288,712	1,473,018
Non-Departmental	351,024	391,055	401,450	382,130
Tuition Reimbursement Program	-	15,000	-	15,000
Quint Debt Service	72,000	72,000	67,054	67,500
Reserve for Capital Expenditures	32,313	12,000	6,000	11,500
Transfer to Street Maintenance Fund	431,850	431,850	431,850	750,000
Transfer to IT Replacement Fund	17,500	17,500	17,500	17,500
<b>Total Operations</b>	<b>\$8,934,357</b>	<b>\$9,631,440</b>	<b>\$9,579,996</b>	<b>\$10,762,226</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>\$947,628</b>	<b>\$268,350</b>	<b>\$843,129</b>	<b>\$457,951</b>
<b>One Time Use of Fund Balance</b>	<b>\$ 923,161</b>	<b>\$ 1,389,563</b>	<b>\$ 1,763,938</b>	<b>\$ 1,113,737</b>
<b>Ending Fund Balance</b>	<b>\$3,679,057</b>	<b>\$2,557,844</b>	<b>\$2,758,248</b>	<b>\$2,102,462</b>
<b>Required Fund Balance (60 Days)</b>	<b>\$1,468,661</b>	<b>\$1,583,250</b>	<b>\$1,574,794</b>	<b>\$1,769,133</b>
<b>Amount over Required Fund Balance</b>	<b>\$2,210,397</b>	<b>\$974,594</b>	<b>\$1,183,454</b>	<b>\$333,329</b>
<i>Days of Fund Balance</i>	<i>150.3</i>	<i>96.9</i>	<i>105.1</i>	<i>71.3</i>
<i>1 day of operations</i>	<i>\$24,478</i>	<i>\$26,388</i>	<i>\$26,247</i>	<i>\$29,486</i>

Property Tax Rate	<b>0.707498</b>	<b>0.707498</b>	<b>0.707498</b>	<b>0.720498</b>
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**CITY OF SEAGOVILLE  
GENERAL FUND FINANCIAL SUMMARY**

	Actual 2017-2018	Adopted 2018-2019	Projected 2018-2019	Proposed 2019-2020
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**NOTE:**

**Proposed Use of Fund Balance**

Patrol Vehicle	128,444	-	-	126,246
Other FY Use of Fund Balance	-	340,093	225,093	345,273
New Fire Station	-	935,000	1,235,000	-
Toy Drive	175	-	160	-
Information Technology	13,876	-	-	-
Animal Services Vehicle	35,247	-	-	-
Street Equipment	157,614	-	-	112,515
CO Bruce Park Restroom Facility	-	-	89,600	-
Fire Station Study	5,500	-	-	-
Firefighting Equipment	91,675	-	-	17,774
Community Development Equipment	10,587	-	-	22,981
Security Equipment	10,355	-	-	-
Transfer to Street Maintenance	300,000	-	-	-
2019 Republic Storm Debris Pickup	-	-	64,000	-
Vehicle Replacement Fund	42,000	42,000	42,000	42,000
Laserfiche	-	-	-	-
Website Upgrade	-	-	-	-
Lien Overpayment Reimbursement	-	-	-	-
Acquisition of Quint Vehicle	-	-	-	-
Grant Funded Equipment - Police	79,865	-	-	-
Parks Equipment	-	-	-	14,198
Animal Services Roof Repair	-	-	-	4,000
Park Improvements at Central	-	-	-	400,000
Emergency Siren Replacement	5,300	25,000	60,615	25,000
Repayment of Loan for City Hall Roof Repair	42,524	47,470	47,470	3,750
<b>TOTAL</b>	<b>923,161</b>	<b>1,389,563</b>	<b>1,763,938</b>	<b>1,113,737</b>

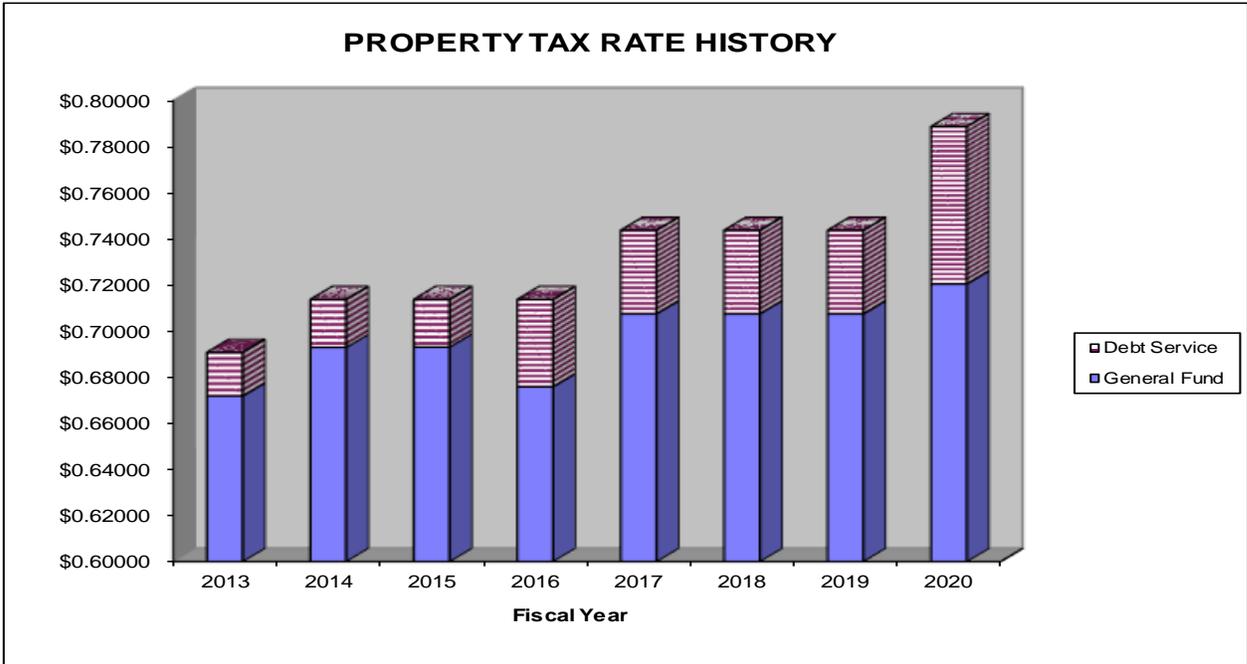
	Adopted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Other FY Use of Fund Balance</b>			
Engine 1 refurbishment	32,500	32,500	-
Bunker gear safety equipment	3,000	3,000	-
Technical rope rescue gear	1,000	1,000	-
Animal Control facility interior lighting	6,550	6,550	-
Police vehicles	110,490	110,490	-
Police equipment (handguns, shotguns, rifles)	18,833	18,833	9,096
New detective computer	4,500	4,500	-
Plotter and ARCGIS software	17,795	17,795	-
City Hall LED Sign	100,000	-	100,000
Quality of Life Project	-	-	100,000
City Hall HVAC Replacement	-	-	50,119
Library Carpet Replacement	-	-	21,874
Transportation Shelter Concrete Pad	-	-	6,500
Building Inspection Vehicles	30,425	30,425	57,684
Additional election	15,000	-	-
	<b>340,093</b>	<b>225,093</b>	<b>345,273</b>

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

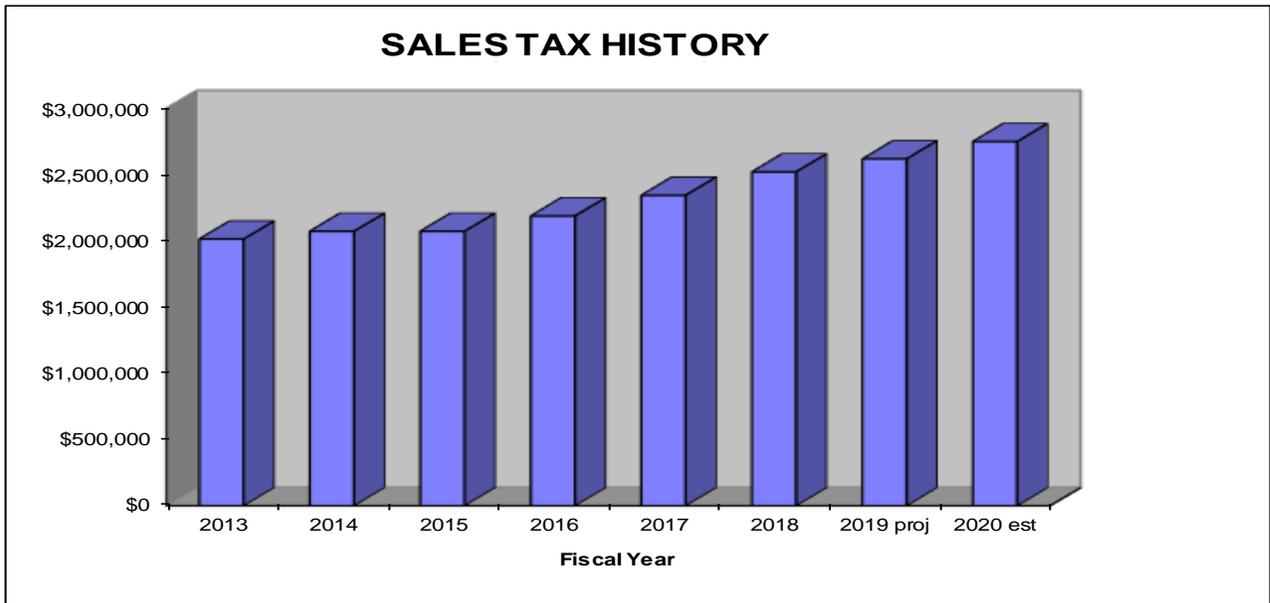
	Actual 2017-2018	Adopted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>REVENUES</b>				
<b>Property Taxes:</b>				
9010 Current ad valorem taxes	\$ 4,031,611	\$ 4,643,438	\$ 4,488,085	\$ 5,005,374
9020 Delinquent ad valorem taxes	213,850	59,000	59,000	59,000
9030 Penalty and interest	46,174	43,000	47,300	43,000
<b>Total Property Taxes</b>	4,291,635	4,745,438	4,594,385	5,107,374
<b>Sales and Use Tax:</b>				
9040 Sales tax (Prop tax alternative)	836,242	810,921	871,740	915,325
9120 Sales tax	1,672,485	1,621,842	1,743,480	1,830,655
9121 Mixed beverage tax	12,781	15,215	4,500	4,500
<b>Total Sales and Use Tax</b>	2,521,508	2,447,978	2,619,720	2,750,480
<b>Franchise Fees:</b>				
9100 Electric	424,029	385,000	425,000	425,000
9101 Gas	76,511	75,000	83,800	75,000
9102 Cable	35,885	36,000	36,000	36,000
9103 Telephone	42,161	40,000	40,000	40,000
9104 Sanitation	61,127	55,000	55,000	59,950
9108 PEG	31,038	12,000	11,500	11,500
9110 All Other	14,232	11,525	10,500	10,500
<b>Total Franchise Fees</b>	684,983	614,525	661,800	657,950
<b>Sanitation</b>	1,044,430	954,350	1,011,610	1,117,550
<b>Licenses, Permits and Fees</b>				
9230 Animal Shelter	180	-	-	-
9240 Inspection Fees	-	-	-	-
9241 Food Health Certificates	69,316	70,000	70,000	70,000
9242 Certificate of Occupancy	6,854	6,500	6,500	6,500
9244 Food Administrative Fee	14,025	14,700	14,100	14,000
9245 Beer and Wine Permit Fees	360	250	480	400
9246 Food Handler/Manager Certification	6,890	4,750	4,750	5,700
9250 Zoning and Plat Fees	16,237	6,500	15,000	13,000
9251 Parks Development Fee	10	-	40	-
9260 Ball Park Fees	-	-	-	-
9270 Court Admin Fees	1,051	750	750	750
9280 Culvert Fees	650	-	-	-
9303 Administrative Fee	259	250	150	150
9311 Building Permit Fees	170,643	200,000	631,100	360,000
9314 Subdivision Inspection Fees	171,149	-	3,300	-
9315 Fire Dept Permits	50,748	34,500	45,000	45,000
9320 Misc Permits	729	750	300	500
9330 Misc Licenses	15,880	11,500	12,500	14,950
9409 Court Online Fees	892	650	950	950
9760 Burglar Alarm Fees	10,013	7,000	10,000	10,000
9770 Tower Rental Fees	10,494	10,495	10,495	10,495
<b>Total Licenses, Permits and Fees:</b>	546,380	368,595	825,415	552,395

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

	<b>Actual 2017-2018</b>	<b>Adopted 2018-2019</b>	<b>Projected 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>Court and Library Fines</b>				
9410 Court	243,792	225,000	245,000	230,625
9420 Library	3,044	2,500	2,750	2,500
<b>Total Fines</b>	<b>246,836</b>	<b>227,500</b>	<b>247,750</b>	<b>233,125</b>
<b>Grants and Gifts</b>				
9232 Toy Drive	51	-	160	150
9510 Senior Grants	28,865	33,500	33,500	33,500
9515 Senior Center Adm Reimbursement	19,876	5,000	10,000	10,000
9625 SEDC Capital Grant	-	100,000	-	200,000
9531 Capital Acquisition Grant	79,865	-	-	-
9532 SAFER Grant	-	-	-	145,749
9550 Senior Part. Contrib. Meals	4,181	4,000	4,000	4,000
	<b>132,837</b>	<b>142,500</b>	<b>47,660</b>	<b>393,399</b>
<b>Other</b>				
9610 Interest	27,050	13,000	25,000	25,000
9730 Misc	6,459	6,000	3,000	3,000
9740 Cash Over/Short	(37)	-	-	-
Insurance Recovery	-	-	6,880	-
	<b>33,472</b>	<b>19,000</b>	<b>34,880</b>	<b>28,000</b>
<b>Transfers</b>				
9111 Franchise - Water	74,826	74,826	74,826	74,826
9112 Franchise - Sewer	79,034	79,034	79,034	79,034
9615 Drainage Fund	27,600	27,600	27,600	27,600
9620 G&A Recovery W&S	198,444	198,444	198,444	198,444
	<b>379,904</b>	<b>379,904</b>	<b>379,904</b>	<b>379,904</b>
<b>TOTAL REVENUES</b>	<b>\$ 9,881,985</b>	<b>\$ 9,899,790</b>	<b>\$10,423,124</b>	<b>\$11,220,177</b>



Fiscal Year	2013	2014	2015	2016	2017	2018	2019	2020
<b>General Fund</b>	\$ 0.67179	\$ 0.69296	\$ 0.69310	\$ 0.67581	\$ 0.70750	\$ 0.70750	\$ 0.70750	\$ 0.72050
<b>Debt Service</b>	\$ 0.01907	\$ 0.02084	\$ 0.02071	\$ 0.03800	\$ 0.03630	\$ 0.03630	\$ 0.03630	\$ 0.06830
<b>TOTAL</b>	\$ 0.69086	\$ 0.71379	\$ 0.71381	\$ 0.71381	\$ 0.74380	\$ 0.74380	\$ 0.74380	\$ 0.78880



Fiscal Year	2013	2014	2015	2016	2017	2018	2019 proj	2020 est
<b>Sales Tax</b>	2,014,198	2,073,358	2,073,504	2,189,064	2,344,995	2,521,508	2,619,720	2,750,480

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

	<b>Actual 2017-2018</b>	<b>Adopted 2018-2019</b>	<b>Projected 2018-2019</b>	<b>Proposed 2019-2020</b>
<b>Expenditures</b>				
City Council	\$2,076	\$9,450	\$2,600	\$9,450
City Manager	212,610	221,111	219,524	225,364
City Secretary	104,516	114,379	116,233	115,846
Information Technology	82,513	103,794	103,794	104,646
Human Resources	115,105	128,244	127,148	131,812
Finance	373,571	367,824	368,222	383,922
<b>General Government</b>	<b>\$890,391</b>	<b>\$944,802</b>	<b>\$937,521</b>	<b>\$971,040</b>
Police	\$2,012,604	\$2,155,240	\$2,130,337	\$2,386,782
Fire	1,714,929	1,860,266	1,877,444	2,133,885
EMS	164,080	167,362	167,362	167,362
Support Services	603,192	754,373	710,031	787,590
Animal Services	109,169	115,976	109,986	118,076
<b>Public Safety</b>	<b>\$4,603,974</b>	<b>\$5,053,217</b>	<b>\$4,995,160</b>	<b>\$5,593,695</b>
Municipal Court	\$ 164,852	\$ 170,800	\$ 169,225	\$ 174,344
Library	181,284	224,275	228,647	227,567
Senior Center	195,133	214,645	213,767	210,219
Sanitation	802,800	807,280	823,110	868,713
<b>Community Services</b>	<b>\$ 1,344,069</b>	<b>\$ 1,417,000</b>	<b>\$ 1,434,749</b>	<b>\$ 1,480,843</b>
Building Inspection and Services	\$ 344,439	\$ 410,175	\$ 419,270	\$ 562,655
Code Enforcement	184,818	187,386	173,482	194,990
Streets	317,441	325,862	368,572	373,413
Parks	259,247	257,165	235,134	239,919
Planning	85,291	96,428	92,254	102,041
<b>Community Development</b>	<b>\$ 1,191,236</b>	<b>\$1,277,016</b>	<b>\$ 1,288,712</b>	<b>\$ 1,473,018</b>
<b>Non-Departmental</b>	<b>\$351,024</b>	<b>\$391,055</b>	<b>\$401,450</b>	<b>\$382,130</b>
Quint Debt Service	\$ 72,000	\$ 72,000	\$ 67,054	\$ 67,500
Reserve for Capital Expenditures (PEG)	\$ 8,061	\$ 12,000	\$ 6,000	\$ 11,500
<b>Total Operations</b>	<b>\$8,460,755</b>	<b>\$9,167,090</b>	<b>\$9,130,646</b>	<b>\$9,979,726</b>
<b>Transfers</b>	<b>\$449,350</b>	<b>\$449,350</b>	<b>\$449,350</b>	<b>\$449,350</b>
<b>TOTAL OPERATIONS AND TRANSFERS</b>	<b>\$8,910,105</b>	<b>\$9,616,440</b>	<b>\$9,579,996</b>	<b>\$10,429,076</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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	2,076	9,450	2,600	9,450
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>2,076</b>	<b>9,450</b>	<b>2,600</b>	<b>9,450</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 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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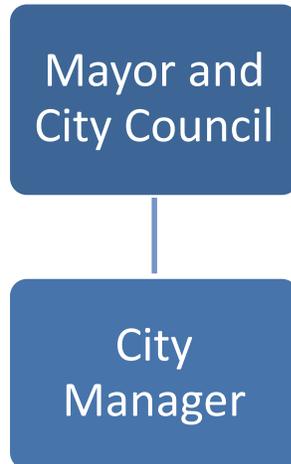
## City Manager

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 2019 ACCOMPLISHMENTS**

3% pay increase for all employees

Continued property tax based funding of street maintenance program at \$431,850.

Conducted the City Annual Boards and Commissions Banquet.

Maintained fund financial reserves above the guidelines set by the City Council.

Continued partnerships with engineering firm Halff and Associates to develop a Water System master plan and Storm water management plan compliance.

Provided ongoing direction to the City's economic and community development initiatives resulting in Starbucks restaurant and consultation services provided by the Retail Coach firm.



## **FY 2019 ACCOMPLISHMENTS (continued)**

Prepare and obtained approval of the FY 2019 operating budget

### **GOALS FOR FISCAL YEAR 2020**

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

Provide leadership to the City's ongoing civic academy initiative.

#### **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.

Provide funding for major street renovation projects.

Provide funding for a health inspector

#### **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 2019 – 2020 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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	210,897	217,571	217,284	223,124
SUPPLIES				
CONTRACTUAL SERVICES	1,713	3,540	2,240	2,240
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>212,610</b>	<b>221,111</b>	<b>219,524</b>	<b>225,364</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
City Manager	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:**

**Personnel:** Includes 3% pay increase



**Program: City Manager's Office**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's annual civic academy	Yes	Yes	Yes	Yes
<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	3	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
Provide funding for an additional police officer, building inspector, firefighter and dispatch supervisor	Yes	Yes	Yes	NA
Provide funding for an additional police officer and health inspector	NA	NA	NA	Yes
Provide funding for major drainage projects	Yes	Yes	Yes	Yes
<b>Maintain A Quality Workplace For Employees</b>				
<b>Objectives</b>				
Conduct two employee appreciation picnics	Yes	Yes	Yes	Yes
Work to increase employee pay annually	Yes	Yes	Yes	Yes
<b>Transparent and Responsive Governance and Business Services</b>				
<b>Objectives</b>				
Indicator:				
<b>Number of Days of Fund Reserve in General Fund and Water and Sewer Fund (Council Policy = 60 Days)</b>				
General Fund	150.3	96.9	105.1	71.3
Water and Sewer Fund	429.1	351.4	378.2	241.2



# City Secretary

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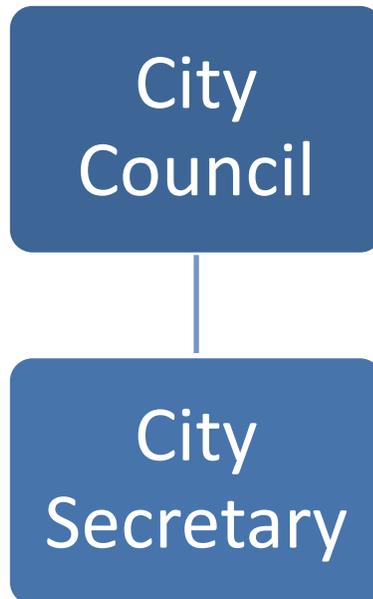
## City Secretary

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 2019 ACCOMPLISHMENTS**

Posted agenda for all meetings occurring in FY 2018 – 2019

Posted minutes for all meetings occurring in FY 2018 – 2019

Successfully completed Open Records Requests

May 2019 local election

Conducted Records Management Program in accordance with State law

Organized the second annual Boards & Commissions Banquet



## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual 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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	83,026	88,264	90,947	90,531
SUPPLIES	468	1,475	725	1,875
CONTRACTUAL SERVICES	21,022	24,640	24,561	23,440
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>104,516</b>	<b>114,379</b>	<b>116,233</b>	<b>115,846</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
FULL TIME POSITIONS:				
City Secretary	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:**

**Personnel:** Includes 3% increase.



**Department: City Secretary Office**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 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>	Cancelled	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 quarterly codification of the Code of Ordinances</b>	Yes	Yes	Yes	Yes
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	Yes
<b>OUTPUTS</b>				
City Council meetings	35	48	30	35
Ordinances adopted	22	20	38	20
Resolutions adopted	66	40	67	65
Open records requests processed	313	360	331	350
Preparation of Council agenda packets	35	48	30	35
Elections held	Cancelled	1	2	1
<b>EFFICIENCIES</b>				
Quantity of records deemed eligible for destruction and destroyed	70 boxes	45 boxes	99 boxes	50 boxes
<b>EFFECTIVENESS</b>				
Percent of approved Council Minutes posted on website within 3 days of approval	99%	99%	99%	99%



# 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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	82,513	103,794	103,794	104,646
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>82,513</b>	<b>103,794</b>	<b>103,794</b>	<b>104,646</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
FULL TIME POSITIONS:				
	0	0	0	0
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:** Includes 5% increase for website hosting services and data storage.



# 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 Administrative Services 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 2019 ACCOMPLISHMENTS**

Hosted two (2) Leadership Seagoville programs.

Advertise and provide support to department directors to successfully fill six of seven open positions.

Conducted 2<sup>nd</sup> Employee Health, Safety and Fitness Fair.

Hosted Texas Municipal Retirement System (TMRS) retirement class.



## **GOALS FOR FISCAL YEAR 2020**

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

By the third quarter of FY 2020, participate with other departments in hosting the City's first annual civic academy.

Partner with Seagoville High School to host the City's First Teen-Youth Leadership Seagoville Program.

By the 4<sup>th</sup> quarter of FY 2020, host the 3<sup>rd</sup> annual Employees Health, Fitness and Safety Fair.

### **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 1<sup>st</sup> quarter of FY 2020, implement online application process.

Work cooperatively by 2<sup>nd</sup> quarter FY 2020 with Department Directors to review and revise job descriptions for City staff.

By the 1<sup>st</sup> quarter of FY 2020, establish and implement new employee orientation program.

By the 3<sup>rd</sup> quarter of FY 2020 implement new employee on-boarding program.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	108,475	117,544	120,257	121,112
SUPPLIES	335	1,400	1,349	1,400
CONTRACTUAL SERVICES	6,295	9,300	5,542	9,300
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>115,105</b>	<b>128,244</b>	<b>127,148</b>	<b>131,812</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Director	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:**



**Department: Human Resources**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 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>	5.88%	3.00%	8.13%	4.00%
<b>Number of Workers' Compensation Claims</b>	5	2	3	2
<b>Percentage of employees receiving annual performance evaluations</b>	90%	90%	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>Hosting annual employees health fair</b>	Yes	Yes	Yes	Yes
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	Yes



# Finance

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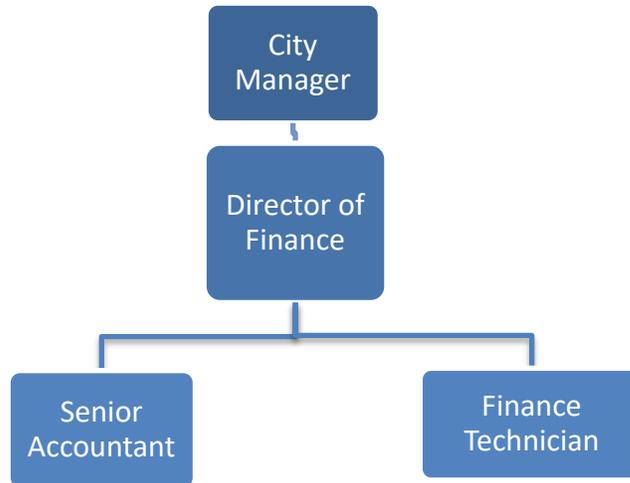
## Finance

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 2019 ACCOMPLISHMENTS**

Obtained 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.

Submit the FY 2018 popular annual report for GFOA review.

### **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual civic academy.



**GOALS FOR FISCAL YEAR 2020 (continued)**

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

Obtain the GFOA financial reporting achievement award for the FY 2019 Comprehensive Annual Financial Report.

Obtain the GFOA distinguished budget presentation award for the FY 2020 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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	317,745	305,519	304,717	317,977
SUPPLIES	765	500	500	500
CONTRACTUAL SERVICES	55,060	61,805	63,005	65,445
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>373,571</b>	<b>367,824</b>	<b>368,222</b>	<b>383,922</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Director of Finance	1	1	1	1
Senior Accountant	1	1	1	1
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:**

Fully funds FY 2019 mid year salary adjustment and includes 3% FY 2020 salary increase.



**Department: Finance**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 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	5	5	4	4
<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 5	Yes 4	Yes 4	Yes 4
<b>Completion of annual audit and annual financial report with three or less audit adjustments</b>				
Indicator: Number of audit adjustments	2	2	2	2
<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 2	Yes 2	Yes 0	Yes 2
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the annual Civic academy</b>	Yes	Yes	Yes	Yes



# Police

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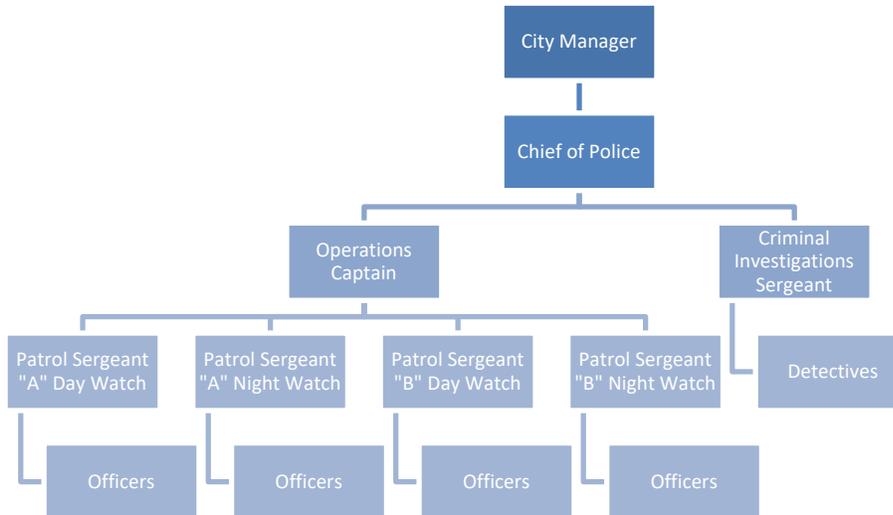
## Police

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 24 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 2019 ACCOMPLISHMENTS**

As of March 2019, reduced the Part I crime stats by 23.58% over this same time period of last fiscal year.



## **FY 2019 ACCOMPLISHMENTS (continued)**

Through March 2019, there have been no citizen complaints filed with the department. The department is fully staffed with sworn officers.

We have successfully completed the Texas Commission on Law Enforcement (TCOLE) training audit with an exemplary level of proficiency in all areas. The department has granted permission to TCOLE to use the Seagoville Police Department as a model agency for other agencies across Texas. The department also successfully passed the TCOLE personnel audit with no deficiencies.

Completed 43rd session of the Citizens Police Academy which graduated in June 2019.

## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual 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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	1,815,254	1,942,380	1,955,834	2,161,808
SUPPLIES	90,236	110,077	84,125	120,515
CONTRACTUAL SERVICES	107,114	102,783	90,378	104,459
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>2,012,604</b>	<b>2,155,240</b>	<b>2,130,337</b>	<b>2,386,782</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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	16	16	18
<b>TOTAL FULL TIME:</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>26</b>
<b>PART TIME POSITIONS:</b>				
Crossing Guard	0.3	0.75	0.75	0.75
Police Officer	0.5	1.15	1.15	1.15
<b>TOTAL PART TIME:</b>	<b>0.8</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>23.8</b>	<b>25.9</b>	<b>25.9</b>	<b>27.9</b>

**SIGNIFICANT BUDGET CHANGES:** One new police officer was added in FY2019 and another two will be added in FY2020. Also includes 5% Salary increase for officers.



Department: Police

GOAL	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Budget
<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	396	450	415	450
<b>Provide Services in an efficient manner</b>				
Indicators:				
Response time to Priority one calls	6:28	6:25	6:20	6:25
Full staffing of full and part time personnel	No	Yes	Yes	Yes
Sworn Officers per 1,000 Population	1.50	1.61	1.61	1.62
<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	0	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>				
	Yes	Yes	Yes	Yes
<b>OUTPUTS</b>				
Calls for Service	12,977	13,800	15,450	16,950
Arrests	490	600	550	575
Citation Violations	2,116	2,050	2,200	2,250
Part I Crimes	396	450	415	430
<b>EFFICIENCIES</b>				
Sworn Officers per 1,000 Population	1.45	1.49	1.49	1.50
Part Time Police Officers per 1,000 Population	0.05	0.12	0.12	0.11
<b>EFFECTIVENESS</b>				
Value of Property Stolen	\$1,233,486	\$950,000	\$920,000	\$ 1,050,000
Value of Property Recovered	\$717,863	\$725,000	\$525,000	\$605,000



# Fire

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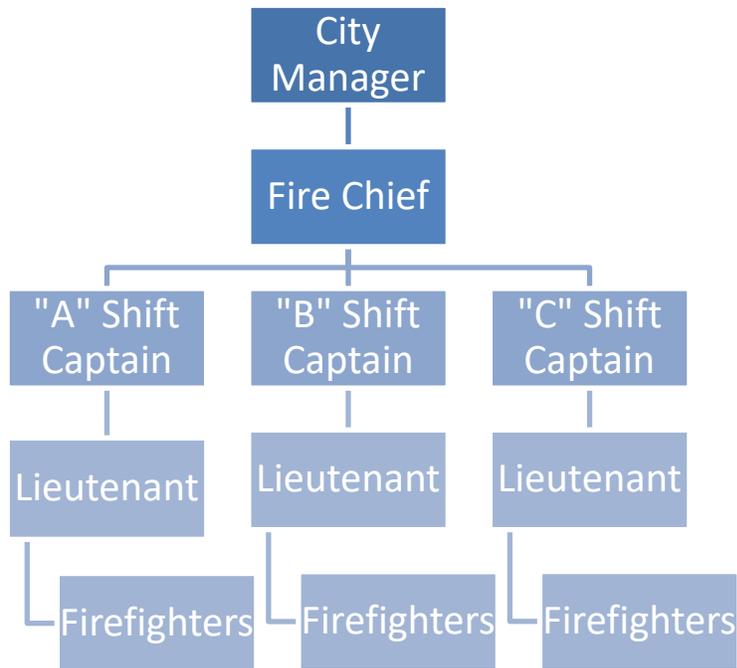
## Fire

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 2019 ACCOMPLISHMENTS**

The department has responded to 2,700 incidents this 2019 fiscal year.

The average response time for FY 2019 year to date is 4:37.

There have been 420 fire inspections of businesses this fiscal year

All fire hoses and apparatus tested in compliance with National Fire Prevention Agency guidelines.



## **FY 2019 ACCOMPLISHMENTS (continued)**

The department has completed multiple mutual aid training sessions with Crandall, Texas Fire Department, and recently participated in the Tarrant County College BAR X training exercise. This involved simulation Boat Assisted Rescues on Joe Pool Lake over 3 days with multiple shifts and departments.

Fire safety education classes held at City schools and day care facilities

## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual 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 580 fire inspections in FY 2020

Perform flow tests, maintenance and painting of 565 fire hydrants in FY 2020

Maintain an average response time on all incidents below 4:45 minutes

Continue the development of the City's second fire station.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	1,584,795	1,735,262	1,752,440	1,993,806
SUPPLIES	67,000	76,043	76,043	79,943
CONTRACTUAL SERVICES	63,134	48,961	48,961	54,423
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>1,714,929</b>	<b>1,860,266</b>	<b>1,877,444</b>	<b>2,128,172</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
<b>FULL TIME POSITIONS:</b>				
Chief	1	1	1	1
Captain	3	3	3	3
Lieutenant	3	3	3	3
Firefighter	12	13	13	16
<b>TOTAL FULL TIME:</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>23</b>
<b>PART TIME POSITIONS:</b>				
Firefighter	1	2.02	3.1	3.1
<b>TOTAL PART TIME:</b>	<b>1</b>	<b>2.02</b>	<b>3.1</b>	<b>3.1</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>20</b>	<b>22.02</b>	<b>23.1</b>	<b>26.1</b>

**SIGNIFICANT BUDGET CHANGES:**

**Personnel:** Includes additional personnel funding for 3 full time firefighter (\$199,729) funded 75% through the Safer Grant and a 5% raise for staff.



**Department: Fire**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Maintain the City of Seagoville as a Safe, Clean and Attractive Community</b>				
<b>Objectives</b>				
Indicators:				
Percent of Priority I emergency responses within 7:59 minute response time	98%	98%	98%	98%
Average Response time to all incidents	4:24	4:30	4:37	4:45
Fire and EMS Cost per Capita	\$ 109.99	\$115.54	\$127.01	\$138.12
<b>Provide high quality community oriented services with sensitivity</b>				
Indicators:				
Number of Citizens receiving community CPR training	NA	40 - 60	40-60	60-80
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	Yes
<b>OUTPUTS</b>				
Calls for Service	2,548	2600	2,700	2,800
Fire Inspections	547	550	575	580
Fire Hydrant Maintenance	528	545	555	565



# 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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	164,080	167,362	167,362	167,362
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>164,080</b>	<b>167,362</b>	<b>167,362</b>	<b>167,362</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 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.

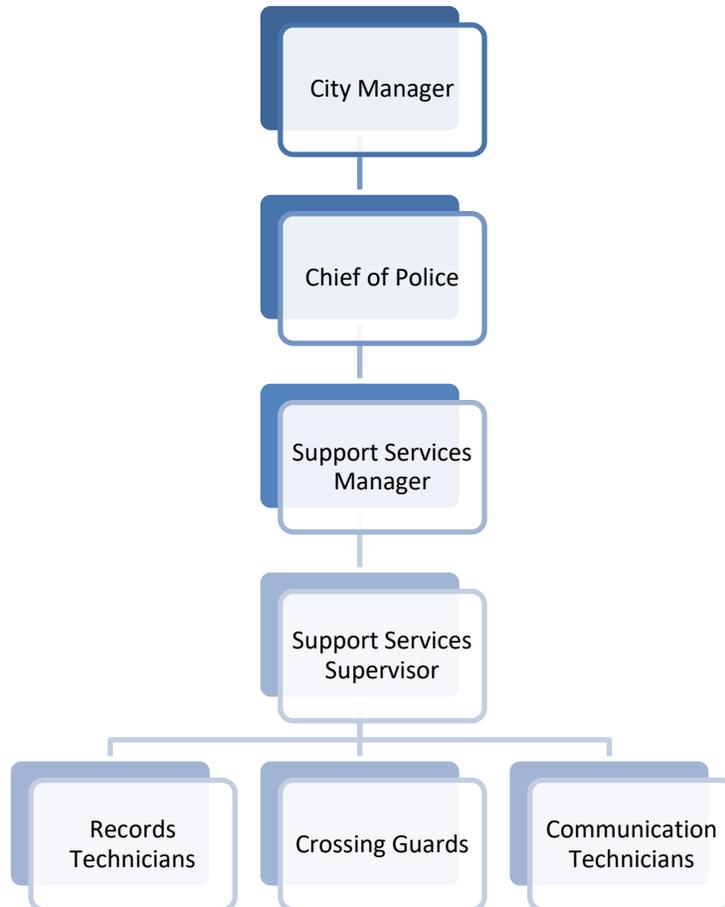
## Communications

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 2019 ACCOMPLISHMENTS**

In the approval of the FY 2019 budget, the program received a Dispatch Supervisor position. We selected our senior dispatcher to fill the position and this staffer is currently transitioning into the supervisor position.

Completed installation of bar code system in the Property Room, greatly streamlining the process of determining retention or disposal of property. This was completed in FY 2018. This initiative continued with the destruction, surplus and disposal of property in the Property Room. Detective Scott Koger was assigned as the Property Room Technician to assist in the daily operations of the Property Room. Through the leadership of Detective Koger, the Property Room has been brought up to date and current according to the retention period of property and departmental policy.

Continuing the effort of becoming a paperless process with the implementation of Laser fiche. We have been scanning documents and will continue to scan documents until the goal is met.

Additionally, in the approval of the FY 2019 budget, the City upgraded its public safety communications system. The equipment is purchased and is currently being installed. The new system will allow interoperability with law or fire personnel from surrounding cities throughout the Dallas Fort Worth metro area. We are partnering with the Garland/Mesquite/Rowlett/Sachse (GMRS) radio system to provide maintenance and upgrades for the new system.

## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual civic academy.

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

Continue high quality training for all Telecommunications operators by participating in the North Central Texas Council of Governments Telecommunications Academy.

PROGRAM SUMMARY

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	529,083	690,934	660,161	712,977
SUPPLIES	6,293	6,946	6,000	6,946
CONTRACTUAL SERVICES	57,311	52,944	41,020	64,118
CAPITAL OUTLAY	10,505	3,549	2,850	3,549
<b>PROGRAM TOTAL</b>	<b>603,192</b>	<b>754,373</b>	<b>710,031</b>	<b>787,590</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Manager	1	1	1	1
Supervisor	-	1	1	1
Records Technician	3	3	3	3
Communication Technician	6	6	6	6
<b>TOTAL FULL TIME:</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</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>10.75</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>

**SIGNIFICANT BUDGET CHANGES:** Includes 3% Salary increase for Records Tech and a 5% increase for all other positions.



**Department: Support Services**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's annual civic academy	Yes	Yes	Yes	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	Yes	Yes	Yes	Yes
Full-time Support Services staff per 1,000 residents	0.62	0.68	0.68	0.69
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 Services

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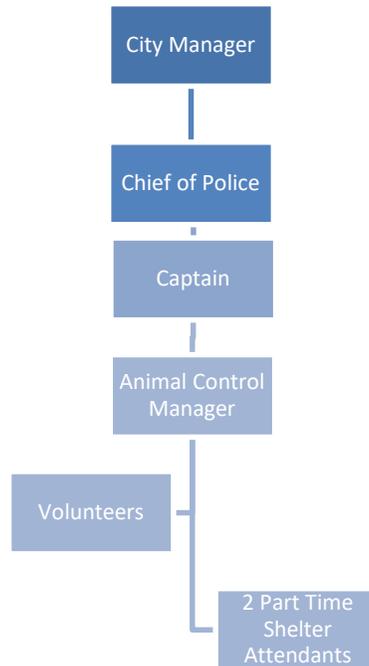
## Animal Services

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 2019 ACCOMPLISHMENTS**

Adopted out 121 felines and 221 canines to new homes for 2019 year to date.

100 animals returned to their rightful owners in FY 2019

In conjunction with volunteers, held over 35 adoption events yielding 160 canines and 60 feline adoptions

Install a Microchip on 360 canines and 125 felines. This initiative assists Animal Services staff reunite animals with their rightful owners.

## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual 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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	87,106	88,283	87,997	90,383
SUPPLIES	9,426	17,223	12,844	17,223
CONTRACTUAL SERVICES	12,637	10,470	9,145	10,470
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>109,169</b>	<b>115,976</b>	<b>109,986</b>	<b>118,076</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
<b>FULL TIME POSITIONS:</b>				
Animal Control Officer	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>				
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 Services**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	Yes
<b>Maintain the "no kill" philosophy within the program</b>				
Indicator: Percentage of animals euthanized compared to total outcomes	0.75%	None	1.00%	1.00%
<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 microchipped	455	800	800	900
Animals returned to owners	149	180	180	200
<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	Yes	Yes



# Municipal Court

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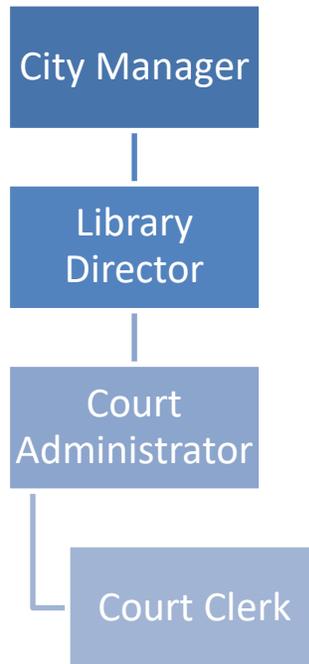
## Municipal Court

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 2019 ACCOMPLISHMENTS**

During the first six months of FY 2019, the Municipal Court Clerk was cross trained on Month End Reports and Processing Warrants.



## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual civic academy.

Continue to cross train the Court Clerk to improve communication and increased understanding of municipal court operations, and improve coverage of ongoing business should the Municipal Court Administrator be out for an extended period.

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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	115,335	117,733	117,161	120,308
SUPPLIES	101	150	150	150
CONTRACTUAL SERVICES	49,416	52,917	51,914	53,886
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>164,852</b>	<b>170,800</b>	<b>169,225</b>	<b>174,344</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	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>Outputs</b>				
# of Warrants Issued	1,736	2,014	1,331	1,597
# of Warrants Cleared	1,098	1,973	1,784	2,141
# of Violations/Complaints processed	3,255	3,570	4,319	5,183
<b>Efficiencies</b>				
#Online Payments	485	776	696	835
Outstanding Payment Plan Fiscal Year End Balance	75,918	65,330	48,933	53,043
<b>Effectiveness</b>				
%Warrants Cleared	56%	90%	75%	75%
Total Cases Pending at Fiscal Year End				
Active	3,892	3,864	4,089	4,907
Inactive	4,847	6,541	4,851	5,821



# Library

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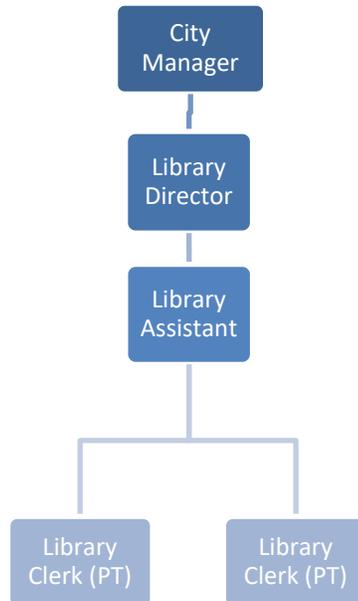
## Library

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 2019 ACCOMPLISHMENTS**

In accordance with the Seagoville Public Library Technology Plan – two workstations were updated to the Windows 10 platform.

Ongoing evaluation, inventory and weeding of the reference collection resulted in space expansion for growing sections, such as Spanish language materials.

In accordance with Government Code 441.127(a), Library Systems under the authority of the Texas State Library and Archives Commission, Seagoville Public Library maintained accreditation standards for FY 2018 and is track for FY 2019 accreditation.

Added a summer outreach program to children who could not attend Summer Reading Club, reading to children attending a local day care center every other week during the summer.



## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's annual civic academy

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

Continue to implement elements of comprehensive technology plan, specifically to continue to upgrade to Windows 10 platform and upgrade/replace two public workstations.

To maintain requirements of the Texas State Library Accreditation standards

### **CITYWIDE GOAL (3) – PROVIDE QUALITY LEISURE OPPORTUNITIES**

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

Maintain access to Overdrive e-books and audio books. Maintain a constant wait list assessment to ensure relevance of the digital collection.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	163,651	204,500	208,759	207,067
SUPPLIES	1,342	1,750	1,750	1,750
CONTRACTUAL SERVICES	3,435	4,025	4,138	4,750
CAPITAL OUTLAY	12,856	14,000	14,000	14,000
<b>PROGRAM TOTAL</b>	<b>181,284</b>	<b>224,275</b>	<b>228,647</b>	<b>227,567</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
<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 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's annual civic academy	Yes	Yes	Yes	Yes
Complete the development of the comprehensive 5 year technology plan				
Update Software for 18 workstations	11%	22%	22%	44%
Workstations Completed	2	2	2	4
<b>Effectiveness</b>				
Maintain accreditation with the Texas State Library				
Indicators:				
Accreditation letter	Yes	Yes	Yes	Yes
<b>Provide Quality Leisure opportunities</b>				
<b>Outputs</b>				
Indicators:				
Attendance - Story Time for Preschoolers	409	458	570	550
Attendance - Summer Reading Club		444	462	500
Attendance - Day Care Outreach Program	160	160	160	160
Open WiFi access	Yes	Yes	Yes	Yes
Library Visits	15,262	16,050	16,000	16,050
Library Materials Circulated	32,595	32,600	33,365	33,500
<b>Efficiencies</b>				
Number of Library Visits per Library Employee	5,087	5,350	5,333	5,350



# Senior Center

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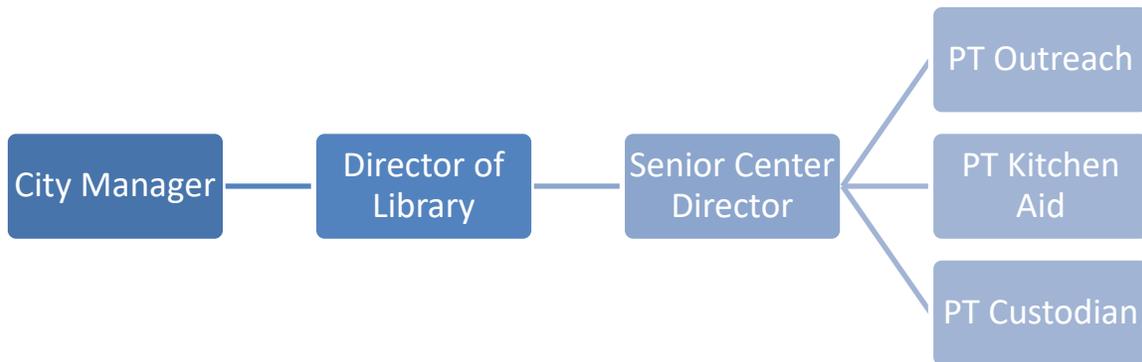
<h2>Senior Center</h2>
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. Provides activities for senior citizens.</li></ol> |
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## CITY OF SEAGOVILLE, TEXAS

### 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 2019 ACCOMPLISHMENTS**

Passed the annual Dallas County health inspection

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

Working with North Texas Food Bank and have the PAN box program at the center first Monday of every month for distribution

Networked with Dallas Ramps Organization to build a ramp at one of our Senior Center members' home.



## **FY 2019 ACCOMPLISHMENTS (continued)**

Qualified as Beall's Texas local sponsored non-profit organization for the fourth year in a row.

Became the organization to be sponsored by Seagoville Elementary North for the Common Cents Dallas.org for the school year of 2019.

Were able to sponsor two overnight trips to Shreveport with the Seniors. Worked with the Visitors' Bureau of Shreveport to create schedule of activities.

Having events with local senior apartments to help spread the word of the Seagoville Senior Center.

## **GOALS FOR FISCAL YEAR 2020**

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

Participate in hosting the City's 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

Provide opportunities for craft activity participants to have a craft sale as a means of fundraising for local outings

Have booths at Seagoville events to advertise the senior center as well as show off the crafts made at center.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	123,308	133,445	132,864	135,581
SUPPLIES	5,080	6,300	7,473	5,300
CONTRACTUAL SERVICES	66,744	74,900	73,430	69,338
CAPITAL OUTLAY	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>195,133</b>	<b>214,645</b>	<b>213,767</b>	<b>210,219</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
<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	0.50	0.75	0.75	0.75
Van Driver	0.25	0.00	0.00	0.00
Maintenance Worker	0.50	0.50	0.50	0.50
Food Server	0.64	0.64	0.64	0.64
<b>TOTAL PART TIME:</b>	<b>1.89</b>	<b>1.89</b>	<b>1.89</b>	<b>1.89</b>
<b>TOTAL FULL TIME EQUIVALENT</b>	<b>2.89</b>	<b>2.89</b>	<b>2.89</b>	<b>2.89</b>

**SIGNIFICANT BUDGET CHANGES:**



**Department: Senior Center**

<b>GOAL</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
<b>Participate in hosting the City's annual civic academy</b>	Yes	Yes	Yes	Yes
<b>Serve a congregate meal 5 days a week to qualifying patrons</b>				
Indicator: Meals Served	10,008	11,050	10,100	10,500
<b>Provide transportation services to disabled persons and seniors</b>				
Indicator: Number of rides provided	3,052	2,206	2,560	2,600
<b>Provide transportation services to Dallas Transit from various locations in Seagoville</b>				
Indicator: Number of rides provided	3,919	4,348	3,693	3,800
<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>	Yes	Yes	Yes	Yes
Indicator: Average daily attendance	50	50	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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	802,800	807,280	823,110	868,713
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>802,800</b>	<b>807,280</b>	<b>823,110</b>	<b>868,713</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 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:** Reflects estimated increase in customer activity.



# Building Inspection and Services

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## **Building Inspection**

1. Process and review all building applications and development plans.
2. Issue building and development permits and certificates.
3. Adhere to and maintain building code chapters and sections, guides, and other documents.

## **Building Services**

1. Maintain city buildings.
2. Assist other departments maintain clean and safe city highways



# 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, and other changes to all buildings or structures in the City. Building Services strives to maintain a clean, safe and effective environment for city employees at City facilities.

### **FY 2019 Accomplishments:**

#### **Building Inspections:**

Processed and completed all building permit plan reviews

Completed all inspection requests no later than end of business day after request was called in on 24-hour inspection line. (By July 31, over 2800 residential inspections and over 450 commercial inspections were completed.)

Drafted new sign code

City Council adopted new sign code (Chapter 21 Section 8 Division 1) in December 2018

Reviewed all 2018 International Code Council (ICC) codes and North Central Texas Council of Governments (NCTCOG) recommended amendments

Drafted local amendments to 2018 codes based on NCTCOG and existing amendments to 2012 ICC codes

City Council adopted 2018 codes with local amendments in January 2019

Building Inspector hired



## **FY 2019 Accomplishments: (continued)**

Vehicle purchased for new building inspector  
Plumbing certification acquired by Building Inspector  
Pesticide application certification acquired by Building Inspector  
New residential fee schedule adopted after state law change in June 2019  
Completed regularly scheduled maintenance activities at City Hall, Veterans Park, Police Department and entry signage as well as maintaining certain highways as required by litter.  
New carpet laid in all offices of City Hall and at front customer service desk  
New tile in men's front restroom  
New door lock placed on door to Municipal Court office  
Kitchen/breakroom divided by carpet and cubicle walls to create 2 new offices for Jr. Planner and new Building Inspector  
New kitchen tables and chairs purchased and installed  
New conference table purchased for City Manager  
New (second) presentation monitor purchased and installed in City Council Chambers  
New gas stove/oven purchased and installed in kitchen  
New refrigerator purchased and installed in kitchen  
New under-counter ice maker installed in kitchen  
New coffee maker installed in kitchen  
Hosted Labor Day tree and shrub give-away  
Hosted Leadership Seagoville (2 times)  
Prepared Council Chambers for scheduled court dates, meetings, workshops, open houses, Summer Reading Program events, as well as other public and/or community events

## **GOALS FOR FISCAL YEAR 2020**

### **CITYWIDE GOAL – SUPPORT ECONOMIC AND COMMUNITY DEVELOPMENT INITIATIVES**

The goal of the Building Inspections Department is to provide customer service to the citizens of Seagoville and the construction community by providing a safe, durably-built environment through the enforcement of codes and standards adopted by the City of Seagoville.

More specific goals include the purchase of a vehicle for the Building Official, the hiring of a Health Inspector, and working towards the purchase of a computerized permitting system that will allow on-line permitting and inspection scheduling while allowing access and control by staff.

Building Services will continue to provide a clean and healthy environment at City Hall and the Police Department so that employees and citizens can interact and conduct business.

Proposed goals for FY 2020 include replacing half of the HVAC units serving City Hall, replacing the carpet in the back hallways of City Hall plus the conference room and the Library.

Host Leadership Seagoville (civic academy)

Host Labor Day tree and shrub give-away

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	280,301	349,875	358,192	490,725
SUPPLIES	18,225	8,600	8,560	17,030
CONTRACTUAL SERVICES	45,912	51,700	49,755	54,900
CAPITAL OUTLAY	-	-	-	-
<b>PROGRAM TOTAL</b>	<b>344,439</b>	<b>410,175</b>	<b>416,507</b>	<b>562,655</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Community Development Director	1	1	1	1
Health Inspector	0	0	0	1
Building Inspector	0	1	1	1
Building Maintenance Technician	1	1	1	1
Permit Technician	1	1	1	1
Administrative Assistant	1	1	1	1
<b>TOTAL FULL TIME:</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</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>5</b>	<b>5</b>	<b>6</b>

**SIGNIFICANT BUDGET CHANGES:**

**PERSONNEL** - Includes Health Inspector position with uniform, supplies and equipment. Also includes 3% Salary increase.



**Department: Building Inspection and Services**

<b>PERFORMANCE MEASURES</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>OUTPUTS</b>				
Number of Building Inspections				
Residential		2000	3300	3000
Commercial		500	540	500
<b>EFFICIENCIES</b>				
Average Time to Complete an Inspection (minutes):				
Certificate of Occupancy	45	45	45	45
Frame Inspection	45	45	45	45
Plumbing Inspection	25	25	25	25
Roof Inspection	15	15	15	15
Slab Inspection	35	35	35	35
<b>EFFECTIVENESS</b>				
Ensure all Building Projects Meet Recognized Standards for Building Safety and Code Compliance	100%	100%	100%	100%



# 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 installation. Provide litter control service along the City's medians and right of way.

### **FY 2019 ACCOMPLISHMENTS**

"High Water" traffic signs were added to warn traffic from entering a low-lying area on Malloy Bridge Road during flooding events.

Almost 7500-feet of East Malloy Bridge Road received full depth pavement repair and replacement.

Millings were placed and spread on North Watson Street to maintain the road's surface.

Millings were placed and spread on Tunnell Street to maintain the road's surface.

Millings were placed and spread on Elizabeth Lane to maintain the road's surface.



## **FY 2019 ACCOMPLISHMENTS (continued)**

Damaged guardrail was replaced at the intersection of Bowers Road and Environmental Way.

Damaged guardrail was replaced at the intersection of Simonds Road and Kleberg Road.

Concord Street pavement was removed and correctly constructed with reinforced concrete.

Repaired over 2,000 potholes.

Completed annual crack-sealing.

Cleaned ditch behind Woodhaven Drive between May Road and Greenhaven Drive to alleviate flooding concerns.

Cleaned alley between Shady Lane and East Famers Road that is located between High School Drive and Quinette Drive.

Via intergovernmental funding, replaced several asphalt streets in the Stafford Addition community.

Helped mitigate flooding concerns by cleaning out ditch behind Woodhaven and the alley way behind High School Road.

## **FY 2020 GOALS**

Repair over 2,000 potholes.

Complete annual crack-sealing.

Rebuild East Malloy Bridge Road pavement from Highway 175 frontage road to Crestview Road with reinforced concrete.

Rebuild Crestview Drive from East Malloy Bridge Road to Hall Road with drainage corrections and improvements.

Replace Ross Lane from Shady Lane to Catherine Lane with curb repairs.

Replace Johnnie Row from Shady Lane to Catherine Lane with curb repairs.

Partner with Dallas County to spend Community Development Block Grant (CDBG) funds on pavement rehabilitation.

Have one employee obtain Commercial Driver License (CDL).

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	145,609	146,193	169,467	183,744
SUPPLIES	58,188	54,069	71,130	54,069
CONTRACTUAL SERVICES	113,645	125,300	127,975	135,600
CAPITAL OUTLAY	0	0	0	0
<b>PROGRAM TOTAL</b>	<b>317,441</b>	<b>325,562</b>	<b>368,572</b>	<b>373,413</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Streets Maintenance Worker	1	2	2	2
Litter Crew Worker	2	2	2	2
<b>TOTAL FULL TIME:</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</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>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

**SIGNIFICANT BUDGET CHANGES:**

**Personnel**

Fully funds an additional street maintenance worker and includes a 3% salary adjustment.

**Contractual Services**

Funds a tire disposal service to properly dispose of illegally dumped tires.



# Parks

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## Parks

1. Groundkeeping services for seven (7) 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 seven (7) 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.



## **FY 2019 ACCOMPLISHMENTS**

### **Bruce Park:**

Replaced football scoreboard  
Installed new lights at football field  
Installed 21 antique LED lights for walking trail around lake  
Replaced 2 portable toilets with permanent bathroom structure  
Demolished the baseball field fencing  
Installed new mulch  
Replace 2 driveway approaches into park from Highway 175 frontage road  
Hosted:  
    Seago Fest in October  
    Christmas Tree lighting in early December  
    Kid Fish in May  
    May Fest in May  
    Fireworks in the Park with Chamber of Commerce in July  
    Movie in the Park (4 times) in August and September  
    Antique Car Show (Fall and Spring)

### **Petty White Park:**

Installed new fencing and gates  
Graded parking lot then had asphalt millings placed and spread  
Remodeled the concession stand  
Added soccer goals  
Installed new mulch

### **Bearden Park:**

Added 4 scoreboards for baseball  
Completed foundation repairs of concession stand  
Replaced customer platform at concession stand  
Installed new rock columns for new wrought iron fencing and gates  
Installed new mulch

### **Casa Grande Park:**

Began installing new lighting for walking trail  
Installed new mulch

### **Heard Park:**

Installed 2 new baby swings  
Installed new mulch

### **General:**

New equipment purchased:  
    550 truck; tractor; batwing; skidster; 32-foot trailer



## **GOALS FOR FISCAL YEAR 2020**

### **Bruce Park:**

Remove Oncor light standards in lake and along roadway

Rebuild road in park

Add erosion control around the lake

Add a soccer field

Install new mulch

Host:

Seago Fest in October

Christmas Tree lighting in early December

Kid Fish in May

May Fest in May

Fireworks in the Park with Chamber of Commerce in July

Movie in the Park in Fall

### **Petty White Park:**

Install concrete dumpster pad if not completed in FY 2019

Install new mulch

### **Bearden Park:**

Install concrete dumpster pad

Install new mulch

Remodel concession stand

### **Casa Grande Park:**

Complete installing new lighting for walking trail

Install new mulch

### **Heard Park:**

Install new mulch

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	62,472	74,665	55,924	57,419
SUPPLIES	73,368	56,850	56,850	56,850
CONTRACTUAL SERVICES	123,408	125,650	122,361	125,650
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>259,247</b>	<b>257,165</b>	<b>235,135</b>	<b>239,919</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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:**

Personnel: Elimination of part time funding.



**Department: Parks**

<b>PERFORMANCE MEASURES</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>OUTPUTS</b>				
Number of park acres maintained	106	106	106	106
<b>EFFICIENCIES</b>				
Park maintenance operating cost per capita	\$16.10	\$15.97	\$14.15	\$14.44
Operating Cost per Park Acre	\$2,446	\$2,426	\$2,218	\$2,263
<b>EFFECTIVENESS</b>				
Achieve 100% maintenance on 106 acres of parks.	100%	100%	100%	100%



# 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**

The goal of planning is to maximize the health, safety, and economic well-being of residents in ways that reflect the unique needs, desires, and culture of those who live and work within the community.

Planning should provide guidelines for achieving the best development of land while providing adequate thoroughfares and proper landscaping in behalf of the citizens of Seagoville. The Planning Department addresses all present and future development, planning, zoning, and subdivision needs. Staff also serve as the liaison and secretary for the Planning and Zoning Commission.



## PLANNING

### **FY 2019 ACCOMPLISHMENTS:**

Processed and recorded at least 35 minor plats of 3 lots or less

Processed and recorded 2 subdivision Final Plats (43 lots and 267 residential lots)

Over 28 requests of Planning and Zoning Commission included processing for:

12+ zoning changes

2+ residential subdivision construction plats

4+ commercial concept plans

4+ plan developments were created or amended

3+ Special Use Permits

2 code changes

Processed and completed 46+ plat or plan reviews

Processed and completed 11+ floodplain reviews for Dallas County

Processed and completed 4+ zoning review/confirmation letters

### **GOALS FOR FISCAL YEAR 2020**

Processed and record all minor plats of 3 lots or less

All Year; estimate 30

Processed and record all subdivision Final Plats

All Year; estimate 2

Process all zoning applications

All Year

zoning changes

estimate 5+

residential subdivision construction plats

estimate 2+

commercial concept plans

estimate 5+

plan developments were created or amended

estimate 5+

Special Use Permits

estimate 2+

code changes

First Half; estimate 3

Processed and complete plat or plan reviews

All Year; estimate 38



**PLANNING**

**GOALS FOR FISCAL YEAR 2020 (continued)**

Processed and complete floodplain reviews for Dallas County	All Year; estimate 10
Processed and complete zoning review/confirmation letters	All Year; estimate 5
Use plotter to produce large copies, scans, maps, and plats	All Year
CC to review and adopt new unified development code (current code chapters 21 thru 25)	
First Half	
Acquire AICP certification (American Institute of Certified Planners)	First Quarter
Begin using software to create new/updated zoning map	First Quarter
CC to review and adopt new/updated zoning map	Second Quarter
Create new/updated thoroughfare plan	Second Quarter
CC to review and adopt new/updated thoroughfare plan	Third Quarter
Create new/updated land use plan	Third Quarter
CC to review and adopt new/updated new/updated land use plan	Fourth Quarter
Create city-wide hike and bike trail plan	Fourth Quarter

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	68,879	69,973	81,847	84,155
SUPPLIES	202		2,257	4,100
CONTRACTUAL SERVICES	16,210	26,455	8,150	13,786
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>85,291</b>	<b>96,428</b>	<b>92,254</b>	<b>102,041</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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:**

**Personnel:** Includes full year funding of midyear salary adjustment and 3% FY 2020 salary increase.



## Department: Planning

Performance Measures	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget
<b>Outputs</b>				
<b>Planning &amp; Zoning Commission meetings</b>	0	24	19	24
<b>Meeting Packets</b>	0	12	19	22
Meeting(s) cancelled		12	6	2
Meeting(s) rescheduled		0	1	0
Special meeting(s) called		0	1	0
Zoning Case(s)		0	12	12
Subdivision Construction Plat(s)		0	0	2
Subdivision Final Plat(s)		0	1	1
Concept plan(s)		0	4	5
Planned Development(s) and/or Amendment(s)		0	4	5
Special Use Permit(s)		0	3	2
Code change(s)		0	2	3
Minor subdivisions (less than 4 lots) recorded		0	32	30
Plat and/or plan review(s) completed		0	46	38
Floodplain reviews for Dallas County		0	11	10
Zoning review letters		0	4	5
<b>Efficiencies</b>				
Percentages of adjacent property owner letters sent at least 10 days prior to hearing	100%	100%	90%	100%
<b>Effectiveness</b>				
Percent of Zoning Cases processed in compliance with state requirements	100%	100%	100%	100%



# Code Enforcement

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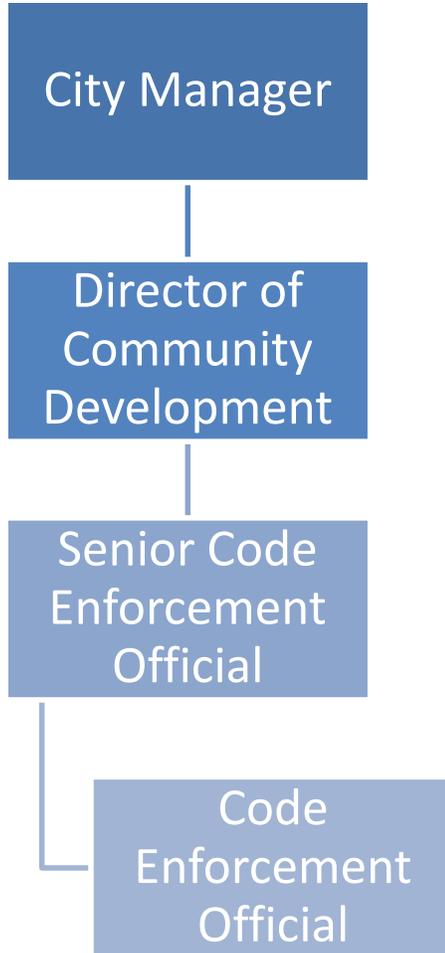
## Code Enforcement

1. Enforces tall grass and other nuisance ordinances.



## CITY OF SEAGOVILLE, TEXAS

### Code Enforcement



### **PROGRAM DESCRIPTION**

The mission of Code Enforcement in the City of Seagoville is to protect the health of the community, by assuring compliance with the city's land use, environmental and construction codes. Code Enforcement conducts routine daily patrol of the city to identify violations of the Code of Ordinances, State and Federal laws, Rules and Regulations and responds to complaints from the citizens. Code Enforcement will assure code compliance by educating and encouraging the citizens in cases where compliance has not been met. In the more difficult cases of non-compliance they will utilize all legal resources available to the City of Seagoville.



## **FY 2019 ACCOMPLISHMENTS**

206 Water St.- Demolition and removal of dilapidated structure by property owner (residential)

112 W. Ard St. – Removal of a dilapidated commercial building by property owner.

3107 N. Hwy 175- Took action to meet with a property/business owner due to numerous code violations with the structure as well as having a high number of police calls to the location. The owner closed the business and sold the property. New ownership has rehabilitated the building and is preparing to open a new business.

305 Glenn Rd.- Demolition of a residential structure by the property owner of a dilapidated structure.

Currently working with property owners to demolish or renovated dilapidated structure(s) 112 S

### **Illegal Dumping Offenses:**

**52 Total Cases-** 47 Cases unable to locate offender, 5 cases tracked and citations issued, 1 felony case.

Code Enforcement continues to monitor areas for illegal dumping and removing the debris as quickly as possible to help curb continuous dumping. New signs were installed on Stark Rd.

## **FY 2020 GOALS**

Train new employee and certify as a full time officer.

Purchase cameras through Q-Star Technologies in an effort to reduce and eliminate illegal dumping.

Purchase a 6x12 Dump trailer to assist in removal of debris. In doing so, the trailer will have multiple uses that will benefit other departments as well. This will reflect a reduction in man power hours involved in clean ups and hauling.

Strive to be more accessible to the public in means of returning phone calls in a timely manner, making personal contact and having strong customer service orientations.

Continue to patrol and monitor violations that may potentially be harmful and impact the storm drain inlets of contaminants and other illegal discharges.

Bring public awareness to potential hazards that threaten the surface water.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	121,091	123,901	123,290	136,505
SUPPLIES	3,976	7,880	7,880	7,880
CONTRACTUAL SERVICES	59,751	55,605	42,312	50,605
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>184,818</b>	<b>187,386</b>	<b>173,482</b>	<b>194,990</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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:**

**Personnel**

Full year funding of interim FY 2019 salary adjustments.



**Department: Code Enforcement**

<b>PERFORMANCE MEASURES</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projected</b>	<b>FY 2020 Budget</b>
<b>OUTPUTS</b>				
Number of Code Enforcement Cases Reported	1,138	1,500	700	1,500
Number of Code Enforcement Cases Closed	1,095	1,470	650	1,475
Number Citations Issued	122	125	75	100
Total Violations Cited	237	160	215	175
<b>EFFICIENCIES</b>				
Number of Complaints per Code Enforcement Officer	569	810	350	750
Number of Code Enforcement Officers	2	2	2	2
<b>EFFECTIVENESS</b>				
Percentage of Code Complaints resulting in Voluntary Compliance	98.0%	98.0%	98.0%	98.0%



# 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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	87,945	90,465	91,455	91,805
SUPPLIES	32,855	20,900	27,100	23,500
CONTRACTUAL SERVICES	230,224	279,690	282,895	266,825
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>351,024</b>	<b>391,055</b>	<b>401,450</b>	<b>382,130</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
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:**

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

	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Unrestricted Net Asset Balance</b>	<b>\$2,301,078</b>	<b>\$3,925,046</b>	<b>\$6,233,537</b>	<b>\$6,233,537</b>	<b>\$6,271,537</b>
<b>Revenues</b>					
Water Services	\$3,273,533	\$3,782,109	\$3,517,634	\$3,552,810	\$3,693,520
Waste Water Service	3,426,901	3,457,593	3,120,468	3,245,287	3,276,490
Refunded Debt	-	200,000	-	-	-
Pension Reduction	-	102,821	-	-	-
Other Income	291,140	271,556	209,125	347,357	270,888
<b>Total Revenues</b>	<b>\$6,991,575</b>	<b>\$7,814,079</b>	<b>\$6,847,227</b>	<b>\$7,145,454</b>	<b>\$7,240,898</b>
<b>Total Available Funds</b>	<b>\$9,292,653</b>	<b>\$11,739,125</b>	<b>\$13,080,764</b>	<b>\$13,378,991</b>	<b>\$13,512,435</b>
<b>Expenditures</b>					
<b>Operating and Debt Expenses:</b>					
Administrative	\$173,781	\$174,293	\$172,809	\$182,744	\$185,199
Water	1,679,608	2,161,429	2,319,402	2,269,857	2,316,951
Sewer	1,436,763	2,157,888	2,422,788	2,363,903	2,545,735
Customer Service	201,159	220,182	222,500	226,383	225,850
Non-Departmental	19,527	53,158	93,363	97,709	103,591
Tuition Reimbursement Program	-	-	5,000	-	5,000
Transfers Out	352,304	352,304	352,304	352,304	352,304
Cityworks renewal fee (FY 2019)	-	29,883	15,250	17,100	18,925
Debt	599,467	152,988	516,559	543,288	1,135,900
	4,462,609	5,302,125	6,119,975	6,053,288	6,889,455
<b>Capital Outlay:</b>					
Transfer to Equipment Replacement	-	-	68,000	68,000	68,000
Replacement Vehicle	-	-	48,000	48,000	-
Zero Turn Mower	-	-	16,435	16,435	-
Water & Sewer Rate Study	-	-	-	-	27,500
Woodhaven Water line Project	313,323	-	-	-	-
Highway 175 Lift station service area condition assessment	-	27,232	103,895	150,000	128,895
Ace Hardware Major Sewer Repair	-	-	-	120,320	-
Jetter Truck	375,255	-	-	-	-
Professional Engineering Fees	150,549	106,541	-	32,310	-
Holt Cat Track Hoe	42,788	-	-	-	-
Replacement Meter Services Truck	23,083	-	-	-	-
Ard Road Pump Station Upgrades	-	-	300,000	150,000	300,000
Reserved for Smart Meter Acquisition	-	-	-	-	1,270,808
Capital Projects	-	69,690	532,000	469,100	275,000
	904,998	203,463	1,068,330	1,054,165	2,070,203
<b>Total Expenditures and Capital</b>	<b>5,367,606</b>	<b>5,505,588</b>	<b>7,188,305</b>	<b>7,107,453</b>	<b>8,959,658</b>
<b>Ending Unrestricted Net Asset Balance</b>	<b>\$3,925,046</b>	<b>\$6,233,537</b>	<b>\$5,892,459</b>	<b>\$6,271,537</b>	<b>\$4,552,777</b>
<b>Required Reserve Balance (60 Days)</b>	<b>\$733,580</b>	<b>\$871,582</b>	<b>\$1,006,023</b>	<b>\$995,061</b>	<b>\$1,132,513</b>
<b>Amount over Required Reserve</b>	<b>\$3,191,467</b>	<b>\$5,361,955</b>	<b>\$4,886,435</b>	<b>\$5,276,476</b>	<b>\$3,420,264</b>
<i>1 day of operations</i>	<i>\$12,226</i>	<i>\$14,526</i>	<i>\$16,767</i>	<i>\$16,584</i>	<i>\$18,875</i>
<i>Days of Reserve Balance</i>	<i>321.0</i>	<i>429.1</i>	<i>351.4</i>	<i>378.2</i>	<i>241.2</i>



## **FY 2019 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 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 implement a Capacity Management Operation and Maintenance Program (CMOM).

The EPA further identified recommendations and suggestions:

1. City should create a formal Capital Improvement Plan.
2. 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 2019 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 Glenn Road Lift Station, which is the lift station serving the US 175 corridor. This work has eliminated the US 175 manhole sanitary sewer overflows. However, additional work is required on the station



which will be addressed in future years, pending the development of the Capital Improvements Program.

**Initiative:**

In the FY 2019 Budget, staff recommended allocating \$103,895 for the Highway 175 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 Highway 175 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. The analysis has been completed by Pipeline Analysis. Staff is awaiting the final report from Pipeline, which will contain a detail report of all problems requiring City attention. The City expects to have sufficient resources to begin mitigation of I/I problems. These issues are scheduled to be addressed in FY 2020.

**Initiative:**

In the FY 2020 Proposed Budget, staff recommends allocating \$128,895 for the Water Street Interceptor service area condition assessment, which includes manhole inspection, smoke testing, preparatory cleaning, CCTV inspection, defect analysis, cost estimates, mapping and final reports.

**Initiative:**

A FY 2019 identified project replaced the Highway 175 gravity main crossing at Environmental Way. The project installed a new 15-inch composite plastic gravity main eliminating I/I problems under the Highway. Construction of the project was performed by Wilco Contractors in the amount of \$455,952.75. Engineering services totaling \$82,800 was provided by Halff Associates. The total project cost of \$538,752.75 was within the project estimate of \$750,000.00.

**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. The City awaits approval from EPA.



**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. This plan was presented to Council in May 2018.

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 began on this initiative in October 2017 and is scheduled for completion in the fall of 2019.

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 for sanitary sewer, which would allow the City to implement automated emergency response processes.

**Initiative:**

A SCADA system acquisition for sanitary sewer will be considered for inclusion in the Capital Improvement Plan.

**Issue:**

The Texas Commission on Environmental Quality (TCEQ) requires minimum system capacities be maintained for pumps, ground storage and elevated storage in the water system.

**Initiative:**

Staff recommends allocating \$300,000 for Ard Road water pump station improvements. Seagoville is in good shape for storage, but is nearing a required pump upgrade based on the number of connections the City serves. One of the 4 pumps at the station is currently out of service and needs to be repaired or replaced. This pump's motor has had to be serviced multiple times in recent years. Because of its maintenance history and the need to upgrade a pump before too long to meet TCEQ minimum capacity requirements,



staff is recommending that the pump be replaced. The power supply will need to be upgraded to accommodate the larger pump horsepower, and the yard piping will need to be increased to accommodate the higher flows. The plan is to accomplish both power and pipe upgrades in two phases to meet the ultimate needs of the station. Phase One includes all pipe upgrades. Phase Two includes electrical and pump upgrades.

### **Other Initiatives**

#### **Acquisition of Smart Water Meter Technology**

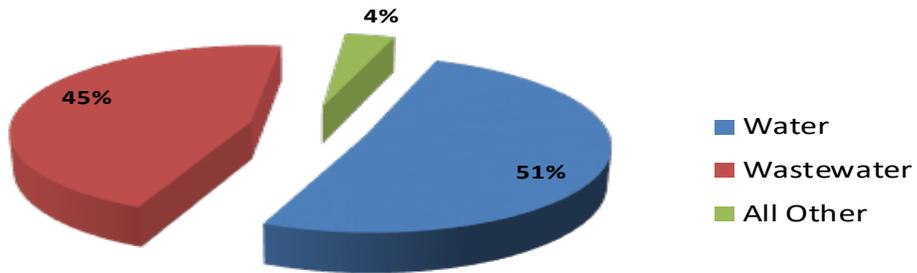
The City proposes the acquisition of Advanced Metering Infrastructure (AMI) technology. The system will include a complete meter change out of the whole city customer base, 2 antennas to collect water meter readings throughout the City, and a customer portal that will allow the customer to see hourly usage. It is estimated that the installation of this technology will take 8 to 10 months. It is possible that the improved accuracy of the new meters may increase customer revenue depending upon the age of the replaced meter.

#### **Engineering Services – Northern Basin Interceptor System**

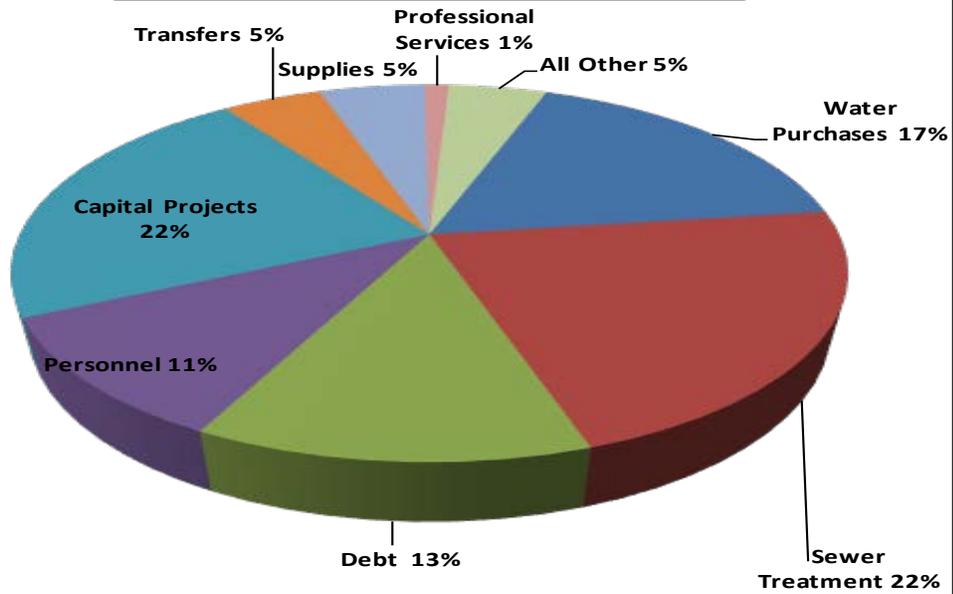
This project consists of providing professional engineering services to facilitate the pre-design study for the Northern Basin Interceptor System and to begin property acquisition. These interceptors are outlined in the City of Seagoville's Wastewater Master Plan. This effort is intended to determine the right alignment for placement of the sewer line. This infrastructure will allow sewer services to be provided by the City to neighborhoods in northwest Seagoville. Currently this area is not served by sewer infrastructure. Providing sewer infrastructure in this area is expected to open the area for future development. This project is budgeted for \$275,000.

*Seagoville* ★

**Water & Sewer Revenues**  
**Total Budget \$7,240,898**



**Water & Sewer Expenditures**  
**Total Budget \$8,959,658**





**Program: Water and Sewer Fund**

GOAL	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Budget
<b>Enhance the Quality of Life in Seagoville</b>				
<b>Objectives</b>				
Participate in hosting the City's civic academy	Yes	Yes	Yes	Yes
<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 Water Street interceptor (year 4 of 10 assessment of all lift stations)	Yes	Yes	Yes	Yes
Note: FY 2019 the City conducted the third assessment of its lift stations (Hwy 175). The City has 11 list stations.	Glenn Road	Hwy 175	Hwy 175	Water Street
Indicator: Number of Citiworks work order system users	5	NA	7	9
Annual staff training on Cityworks work order system	Yes	Yes	Yes	Yes
Indicator: Reporting all Sanitary Sewer Outflows to TCEQ				
Number of Sanitary Sewer Outflows	13	2	2	2
Indicator: Council acceptance of Wastewater Capital Improvement Program	Yes	Yes	Yes	Yes
Council acceptance of Water Capital Improvement Program	NA	Yes	No	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	-	-	-	-
Submission and distribution of Annual Report of Water Quality - Consumer confidence report	Yes	Yes	Yes	Yes



# Water and Sewer Administration

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## Water and Sewer Administration

1. Provides department 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 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
PERSONNEL	174,293	172,809	182,744	185,199
SUPPLIES				
CONTRACTUAL SERVICES				
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>174,293</b>	<b>172,809</b>	<b>182,744</b>	<b>185,199</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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:**

**PERSONNEL:** Fully funds mid salary adjustment and includes 3% staff salary increase.



# Water Services

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## Water Services

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

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	335,002	349,152	351,357	346,701
SUPPLIES	293,956	212,400	215,400	213,900
CONTRACTUAL SERVICES	1,512,827	1,745,850	1,691,100	1,736,850
CAPITAL OUTLAY	19,643	12,000	12,000	19,500
<b>PROGRAM TOTAL</b>	<b>2,161,429</b>	<b>2,319,402</b>	<b>2,269,857</b>	<b>2,316,951</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	219,605	238,398	238,289	249,412
SUPPLIES	57,636	211,560	194,160	209,900
CONTRACTUAL SERVICES	1,880,647	1,972,830	1,931,454	2,086,423
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>2,157,888</b>	<b>2,422,788</b>	<b>2,363,903</b>	<b>2,545,735</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	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:**

Personnel: Includes 3% staff salary increase.

Contractual Services: Provides resources for anticipated increase in sewer treatment fees.



# Customer Service

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## Customer Service

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

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	153,896	156,549	155,687	159,899
SUPPLIES	20,450	23,050	23,050	23,050
CONTRACTUAL SERVICES	45,837	42,901	47,646	42,901
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>220,182</b>	<b>222,500</b>	<b>226,383</b>	<b>225,850</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
<b>FULL TIME POSITIONS:</b>				
Customer Service Manager	1	1	1	1
Customer Service/UB Technician	2	2	2	2
<b>TOTAL FULL TIME:</b>	<b>3</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>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**SIGNIFICANT BUDGET CHANGES:**



# 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 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 PROPOSED
PERSONNEL	87,945	90,465	91,455	91,805
SUPPLIES	32,855	20,900	27,100	23,500
CONTRACTUAL SERVICES	230,224	279,690	282,895	266,825
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>351,024</b>	<b>391,055</b>	<b>401,450</b>	<b>382,130</b>

**PERSONNEL SUMMARY:**

	FY 18 ACTUAL	FY 19 AMENDED BUDGET	FY 19 PROJECTED	FY 20 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:**

**Capital Outlay:**

Includes designation for acquisition costs of smart water meter technology solution.



# Debt Service

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## Debt Service

1. Accounts for semiannual principal and interest payments on enterprise fund debt obligations.

**PROGRAM SUMMARY**

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

**PROGRAM EXPENDITURES:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	152,988	516,559	543,288	1,135,900
CAPITAL OUTLAY				
<b>PROGRAM TOTAL</b>	<b>152,988</b>	<b>516,559</b>	<b>543,288</b>	<b>1,135,900</b>

**PERSONNEL SUMMARY:**

	FY 18	FY 19	FY 19	FY 20
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
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:**

FY 2020 - Includes \$499,360 in bond principal and interest, \$1,500 in paying agent fees and lease payment of \$635,040 for year 1 of 3 for smart water meters

**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>
2020	358,000.00	141,360.46	499,360.46
2021	368,500.00	131,139.06	499,639.06
2022	373,500.00	120,611.50	494,111.50
2023	384,000.00	109,883.96	493,883.96
2024	399,500.00	98,850.26	498,350.26
2025	410,000.00	87,310.40	497,310.40
2026	420,000.00	75,464.40	495,464.40
2027	383,750.00	66,218.40	449,968.40
2028	394,250.00	57,643.52	451,893.52
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>5,151,500.00</b>	<b>1,097,756.96</b>	<b>6,249,256.96</b>

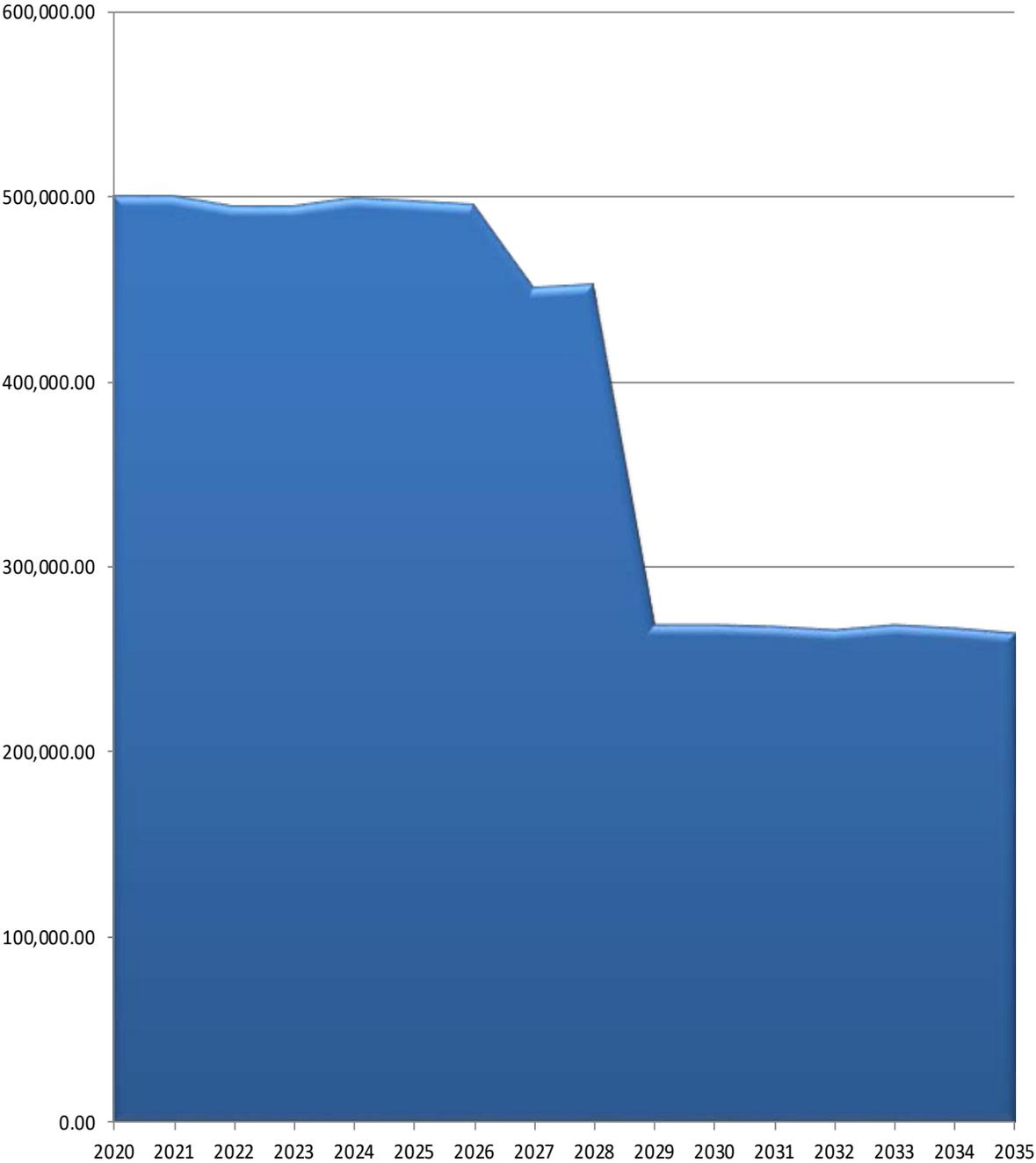
**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2015**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
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><u>3,320,000.00</u></b>	<b><u>922,662.50</u></b>	<b><u>4,242,662.50</u></b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
REFUNDING SERIES 2017**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2020	198,000.00	35,347.96	233,347.96
2021	203,500.00	31,526.56	235,026.56
2022	203,500.00	27,599.00	231,099.00
2023	209,000.00	23,671.46	232,671.46
2024	214,500.00	19,637.76	234,137.76
2025	220,000.00	15,497.90	235,497.90
2026	220,000.00	11,251.90	231,251.90
2027	178,750.00	7,005.90	185,755.90
2028	184,250.00	3,556.02	187,806.02
<b>TOTAL</b>	<b><u>1,831,500.00</u></b>	<b><u>175,094.46</u></b>	<b><u>2,006,594.46</u></b>

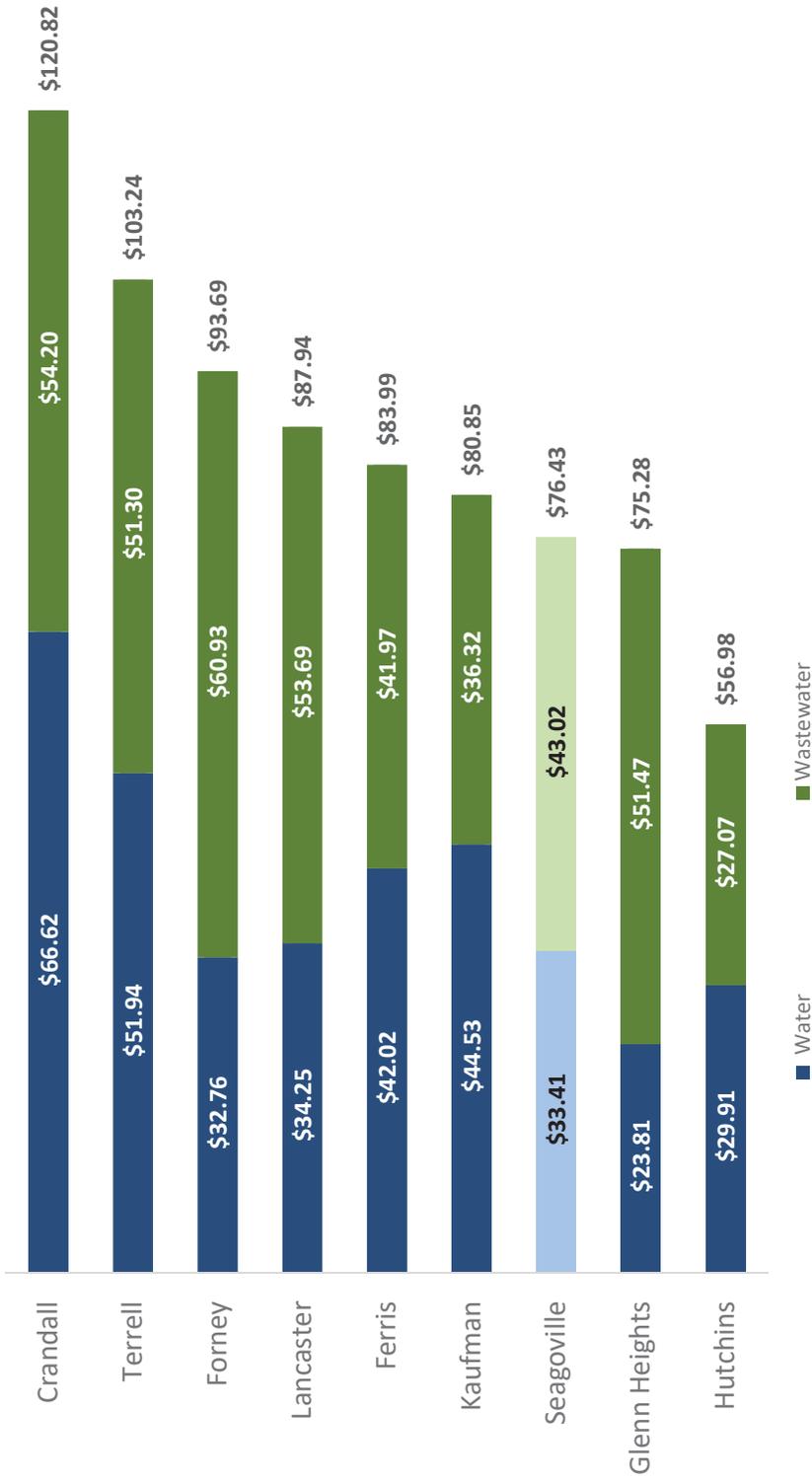
# Annual Water and Sewer Debt Service Requirements



**City of Seagoville  
W&S Fund  
Impact to Reserves  
Projected Over the Next Five Fiscal Years**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Debt	1,135,900	1,136,179	495,612	495,384	499,850
Smart Meters	1,270,808	635,040	-	-	-
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Decrease to Reserves	(2,406,708)	(1,771,220)	(495,612)	(495,384)	(499,850)

Regional Bill Comparison - Seagoville  
 Monthly Bill for 5,000 Gallons



Regional Bill Comparison - Seagoville  
 Monthly Bill for 10,000 Gallons



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

	Actual 2016-2017	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$18,775</b>	<b>\$19,376</b>	<b>\$49,154</b>	<b>\$49,154</b>	<b>\$100,328</b>
<b>Revenues</b>					
Property Tax	\$196,086	\$223,183	\$242,485	\$242,485	470,009
Other Revenues	-	23,197	-	-	-
Interest Income	77	174	40	200	40
<b>Total Revenues</b>	<b>\$196,163</b>	<b>\$246,554</b>	<b>\$242,525</b>	<b>\$242,685</b>	<b>\$470,049</b>
<b>Total Available Funds</b>	<b>\$214,938</b>	<b>\$265,930</b>	<b>\$291,679</b>	<b>\$291,839</b>	<b>\$570,377</b>
<b>Expenditures</b>					
Bond Principal	\$116,111	\$145,500	\$145,000	\$157,500	222,000
Interest on Bonds	74,726	27,723	28,178	31,961	268,614
Paying Agent Fees	4,725	43,553	2,750	2,050	2,750
<b>Total Expenditures</b>	<b>\$195,563</b>	<b>\$216,776</b>	<b>\$175,928</b>	<b>\$191,511</b>	<b>\$493,364</b>
<b>Ending Fund Balance</b>	<b>\$19,376</b>	<b>\$49,154</b>	<b>\$115,751</b>	<b>\$100,328</b>	<b>\$77,013</b>
<b>Tax Rate</b>	<b>0.036300</b>	<b>0.036300</b>	<b>0.036300</b>	<b>0.036300</b>	<b>0.068302</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>
2020	222,000.00	268,614.38	490,614.38
2021	311,500.00	207,394.45	518,894.45
2022	346,500.00	197,681.00	544,181.00
2023	371,000.00	186,867.55	557,867.55
2024	395,500.00	175,167.25	570,667.25
2025	410,000.00	162,780.10	572,780.10
2026	430,000.00	150,956.10	580,956.10
2027	441,250.00	139,307.10	580,557.10
2028	455,750.00	127,484.48	583,234.48
2029	310,000.00	115,350.00	425,350.00
2030	320,000.00	105,900.00	425,900.00
2031	330,000.00	96,150.00	426,150.00
2032	340,000.00	86,100.00	426,100.00
2033	350,000.00	75,750.00	425,750.00
2034	365,000.00	65,025.00	430,025.00
2035	375,000.00	53,925.00	428,925.00
2036	385,000.00	42,525.00	427,525.00
2037	395,000.00	30,825.00	425,825.00
2038	410,000.00	18,750.00	428,750.00
2039	420,000.00	6,300.00	426,300.00
	<b>7,383,500.00</b>	<b>2,312,852.41</b>	<b>9,696,352.41</b>

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2017**

<b>FISCAL YEAR</b>	<b>BONDS DUE</b>	<b>INTEREST DUE</b>	<b>TOTAL PRINCIPAL &amp; INTEREST</b>
2020	162,000.00	28,921.05	190,921.05
2021	166,500.00	25,794.45	192,294.45
2022	166,500.00	22,581.00	189,081.00
2023	171,000.00	19,367.55	190,367.55
2024	175,500.00	16,067.25	191,567.25
2025	180,000.00	12,680.10	192,680.10
2026	180,000.00	9,206.10	189,206.10
2027	146,250.00	5,732.10	151,982.10
2028	150,750.00	2,909.48	153,659.48
<b>TOTAL</b>	<b>1,498,500.00</b>	<b>143,259.08</b>	<b>1,641,759.08</b>

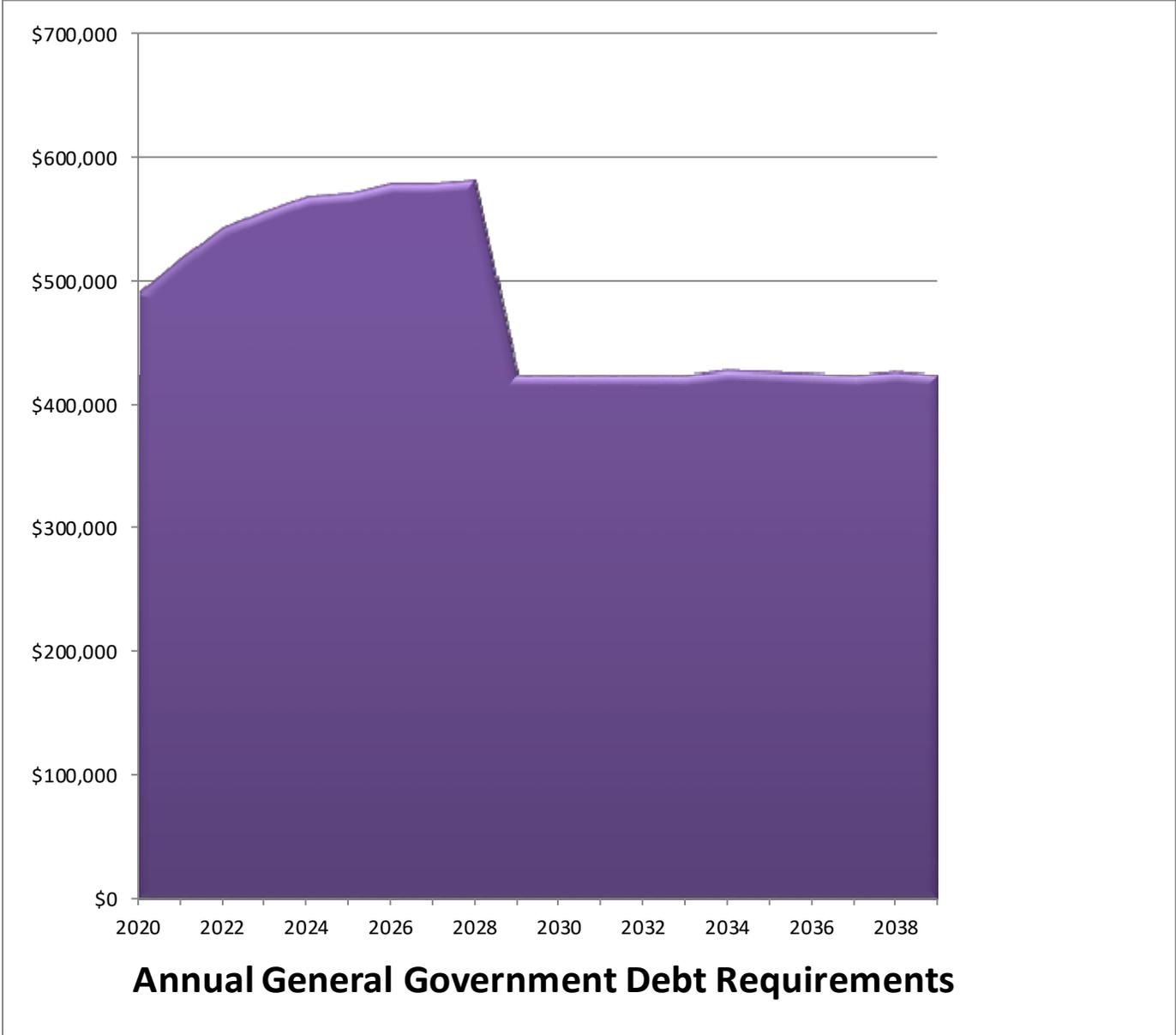
Proceeds from the sale of the certificates were used for the purpose of paying all or a portion of the City's contractual obligations for refunding the City's 2006 and 2008 contractual obligations.

**DEBT SERVICE  
SCHEDULE OF REQUIREMENTS  
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION  
SERIES 2019**

FISCAL YEAR	BONDS DUE	INTEREST DUE	TOTAL PRINCIPAL & INTEREST
2020	60,000.00	239,693.33	299,693.33
2021	145,000.00	181,600.00	326,600.00
2022	180,000.00	175,100.00	355,100.00
2023	200,000.00	167,500.00	367,500.00
2024	220,000.00	159,100.00	379,100.00
2025	230,000.00	150,100.00	380,100.00
2026	250,000.00	141,750.00	391,750.00
2027	295,000.00	133,575.00	428,575.00
2028	305,000.00	124,575.00	429,575.00
2029	310,000.00	115,350.00	425,350.00
2030	320,000.00	105,900.00	425,900.00
2031	330,000.00	96,150.00	426,150.00
2032	340,000.00	86,100.00	426,100.00
2033	350,000.00	75,750.00	425,750.00
2034	365,000.00	65,025.00	430,025.00
2035	375,000.00	53,925.00	428,925.00
2036	385,000.00	42,525.00	427,525.00
2037	395,000.00	30,825.00	425,825.00
2038	410,000.00	18,750.00	428,750.00
2039	420,000.00	6,300.00	426,300.00
	<b>5,885,000.00</b>	<b>2,169,593.33</b>	<b>8,054,593.33</b>

Proceeds from the sale of the certificates were used for the purpose of acquiring a public radio communication system and the design and construction of street and roadway improvements within the City, including the road, street, sidewalks, curb, drainage and related improvements

**City of Seagoville, Texas  
Debt Service Fund**



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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$1,584</b>	<b>(195)</b>	<b>(195)</b>	<b>\$4,919</b>
<b>Revenues</b>				
Revenue from seizures	-	-	5,114	-
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,114</b>	<b>\$0</b>
<b>Total Available Funds</b>	<b>\$1,584</b>	<b>(195)</b>	<b>\$4,919</b>	<b>\$4,919</b>
<b>Expenditures</b>				
Police	1,779	-	-	-
<b>Total Expenditures</b>	<b>1,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>(\$195)</b>	<b>(\$195)</b>	<b>\$4,919</b>	<b>\$4,919</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</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>Total Available Funds</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>Ending Fund Balance</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$10,143</b>	<b>\$10,143</b>	<b>\$10,143</b>	<b>\$10,252</b>
<b>Revenues</b>				
Library	1,139	2,000	820	1,000
Donations	(190)	-	150	150
<b>Total Revenues</b>	<b>949</b>	<b>2,000</b>	<b>970</b>	<b>1,150</b>
<b>Total Available Funds</b>	<b>\$11,093</b>	<b>\$12,143</b>	<b>\$11,113</b>	<b>\$11,402</b>
<b>Expenditures</b>				
Community Services	904	2,500	862	1,150
<b>Total Expenditures</b>	<b>904</b>	<b>2,500</b>	<b>862</b>	<b>1,150</b>
<b>Ending Fund Balance</b>	<b>\$10,189</b>	<b>\$9,643</b> 	<b>\$10,252</b>	<b>\$10,252</b>

**Note:**

This fund exists to account for expenditure of miscellaneous contributions.

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$1,714</b>	<b>\$1,940</b>	<b>\$1,940</b>	<b>\$2,150</b>
<b>Revenues</b>				
Fees	546	500	710	500
<b>Total Revenues</b>	<b>\$546</b>	<b>\$500</b>	<b>710</b>	<b>\$500</b>
<b>Total Available Funds</b>	<b>\$2,261</b>	<b>\$2,440</b>	<b>\$2,650</b>	<b>\$2,650</b>
<b>Expenditures</b>				
Supplies	321	500	500	500
<b>Total Expenditures</b>	<b>\$321</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Ending Fund Balance</b>	<b>\$1,940</b>	<b>\$1,940</b>	<b>\$2,150</b>	<b>\$2,150</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$32,979</b>	<b>\$36,301</b>	<b>\$36,301</b>	<b>\$38,779</b>
<b>Revenues</b>				
Fines	10,229	9,500	10,450	9,500
<b>Total Available Funds</b>	<b>\$43,209</b>	<b>\$45,801</b>	<b>\$46,751</b>	<b>\$48,279</b>
<b>Expenditures</b>	6,907	9,996	7,972	7,972
<b>Ending Fund Balance</b>	<b>\$36,301</b>	<b>\$35,805</b>	<b>\$38,779</b>	<b>\$40,307</b>

**Note:**

This fund is established to account for a portion of municipal court fees earmarked to help fund technology and security purchases.

Proposed expenditures include baliff pay, the maintenance of the camera security system , annual maintenance of the court software system (1) Epson TM-H6000III Thermal Receipt Printer, (2) Court Case Management , (3) Crimes Interface through Sam Houston State University, (4) Media Plus Automated Cash Drawer and miscellaneous supplies.

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

	Actual 2017-2018	Budget 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$114,500</b>	<b>\$114,789</b>	<b>\$114,789</b>	<b>\$117,413</b>
<b>Revenues:</b>				
Interest	\$289	-	\$874	\$600
Miscellaneous	-	-	\$1,750	-
Development Fees	-	-	-	-
<b>Total Available Funds</b>	<b>\$114,789</b>	<b>\$114,789</b>	<b>\$117,413</b>	<b>\$118,013</b>
<b>Expenditures</b>		-	-	-
<b>Ending Fund Balance</b>	<b>\$114,789</b>	<b>\$114,789</b>	<b>\$117,413</b>	<b>\$118,013</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$916</b>	<b>\$916</b>	<b>\$0</b>
<b>Revenues:</b>				
Hotel Motel Ocupancy Tax	22,647	27,500	40,000	30,000
<b>Total Available Funds</b>	<b>\$22,647</b>	<b>\$28,416</b>	<b>\$40,916</b>	<b>\$30,000</b>
<b>Expenditures:</b>				
Chamber of Commerce	21,731	27,500	40,916	30,000
<b>Ending Fund Balance</b>	<b>\$916</b>	<b>\$916</b>	<b>\$0</b>	<b>\$0</b>

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

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$2,453</b>	<b>\$26,508</b>	<b>\$26,508</b>	<b>\$29,265</b>
<b>Revenue:</b>				
SYSA Fees	\$2,555	\$2,000	\$2,391	\$2,000
Other Park Fees	21,500	2,000	135,500	-
<b>Total Available Funds</b>	<b>\$26,508</b>	<b>\$30,508</b>	<b>\$164,399</b>	<b>\$31,265</b>
<b>Expenditures:</b>				
Community Development	\$ -	\$ -	\$18,012	\$ -
Capital Outlay	-	-	117,122	-
<b>Ending Fund Balance</b>	<b>\$26,508</b>	<b>\$30,508</b>	<b>\$29,265</b>	<b>\$31,265</b>

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

Expenditures for 2019	
Petty White Park fence	19,618
Bearden Park fence	25,348
Lights at Casa Grande	29,525
Bruce Park improvements	42,631
Total	117,122

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$1,362,786</b>	<b>\$960,846</b>	<b>\$960,846</b>	<b>\$430,892</b>
<b>Revenue:</b>				
Proceeds from Bond Sale	-	3,600,000	6,000,000	-
Intergovernmental	-	-	14,732	-
Interest	20,690	30,000	18,500	2,500
<b>Total Revenues</b>	<b>20,690</b>	<b>3,630,000</b>	<b>6,033,232</b>	<b>2,500</b>
<b>Total Available Funds</b>	<b>1,383,476</b>	<b>4,590,846</b>	<b>6,994,079</b>	<b>433,392</b>
<b>Expenditures:</b>				
Community Development	252,312	-	169,561	92,173
Capital Outlay	902,168	2,680,000	825,475	-
<b>Total Expenditures</b>	<b>1,154,480</b>	<b>2,680,000</b>	<b>995,037</b>	<b>92,173</b>
<b>Transfer:</b>				
From General Fund	731,850	431,850	431,850	750,000
To 2019 Street Projects	-	-	(6,000,000)	-
<b>Total Transfers</b>	<b>731,850</b>	<b>431,850</b>	<b>(5,568,150)</b>	<b>750,000</b>
<b>Ending Fund Balance</b>	<b>\$960,846</b>	<b>\$2,342,696</b>	<b>\$430,892</b>	<b>\$1,091,219</b>

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

**2019 Expenditures**

Malloy Bridge Road	649,368
Crestview Drive	32,352
Seagoville Road Reconstruction	143,755
Total	825,475

**2020 Expenditures**

Concord Street	46,154
Asphalt Repairs Engineering	19,000
Whitehaven @ Kaufman	2,767
Fawn Meadows @ E. Farmers	9,753
Parking Overlay - Kaufman Street	14,500
Total	92,173

**City of Seagoville, Texas  
Budget Summary  
2019 Street Projects Fund (Fund 44)**

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,422,682</b>
<b>Revenues</b>				
Intergovernmental	-	-	-	300,000
Interest	-	-	\$48,367	\$25,000
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,367</b>	<b>\$325,000</b>
<b>Other Sources</b>				
Transfer from Street Maintenance Fund	<b>\$0</b>	<b>\$0</b>	\$6,000,000	<b>\$0</b>
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,048,367</b>	<b>\$4,747,682</b>
<b>Expenditures</b>				
Capital Projects	-	-	225,685	2,994,611
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>225,685</b>	<b>2,994,611</b>
<b>Other Uses</b>				
Transfer to Emergency Communication Replacement Fund	<b>\$0</b>	<b>\$0</b>	\$1,400,000	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,422,682</b>	<b>\$1,753,071</b>

This fund is established to account for the street reconstruction projects funded by the FY 2019 bond sale.

**2019 Expenditures**

Crestview Drive 225,685

**2020 Expenditures**

Crestview Drive 1,334,611  
 Johnnie Row 850,000  
 Ross Lane 810,000  
 Malloy Bridge Road 1,400,000

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$6,840</b>	<b>\$6,840</b>	<b>\$6,840</b>	<b>\$6,840</b>
<b>Revenue:</b>				
Donations	3,161	3,000	3,000	3,000
<b>Total Available Funds</b>	<b>\$9,999</b>	<b>\$9,840</b>	<b>\$9,840</b>	<b>\$9,840</b>
<b>Expenditures:</b>				
Public Safety	2,709	3,000	3,000	3,000
<b>Ending Fund Balance</b>	<b>\$7,290</b>	<b>\$6,840</b>	<b>\$6,840</b>	<b>\$6,840</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$4,490</b>	<b>\$4,490</b>	<b>\$4,490</b>	<b>\$4,492</b>
<b>Revenues:</b>				
Interest	\$2	\$2	\$2	\$2
<b>Total Available Funds</b>	<b>\$4,492</b>	<b>\$4,492</b>	<b>\$4,492</b>	<b>\$4,494</b>
<b>Expenditures</b>	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$4,492</b>	<b>\$4,492</b>	<b>\$4,492</b>	<b>\$4,494</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$124,755</b>	<b>\$124,755</b>	<b>\$124,755</b>	<b>\$174,760</b>
<b>Revenues:</b>				
Sales of Surplus Property	547	2,500	6,745	2,500
Interest	416	100	1,260	100
<b>Total Available Funds</b>	<b>\$125,717</b>	<b>\$127,355</b>	<b>\$132,760</b>	<b>\$177,360</b>
<b>Expenditures</b>	3,646	-	-	-
<b>Transfers:</b>				
From General Fund	42,000	42,000	42,000	42,000
<b>Ending Fund Balance</b>	<b>\$164,072</b>	<b>\$169,355</b>	<b>\$174,760</b>	<b>\$219,360</b>

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

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$551</b>	<b>\$551</b>	<b>\$551</b>
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$551</b>	<b>\$551</b>	<b>\$551</b>
<b>Expenditures:</b>				
General Government	16,949	17,500	17,500	17,500
<b>Total Expenditures</b>	16,949	17,500	17,500	17,500
<b>Transfer:</b>				
From General Fund	17,500	17,500	17,500	17,500
<b>Total Transfers</b>	17,500	17,500	17,500	17,500
<b>Ending Fund Balance</b>	<b>\$551</b>	<b>\$551</b>	<b>\$551</b>	<b>\$551</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 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$417</b>	<b>(\$24)</b>	<b>(\$24)</b>	<b>\$1,029</b>
<b>Revenue:</b>				
Grant Revenue	2,076	2,000	2,053	2,000
<b>Total Available Funds</b>	<b>\$2,493</b>	<b>\$1,976</b>	<b>\$2,029</b>	<b>\$3,029</b>
<b>Expenditures:</b>				
Public Safety	2,518	1,000	1,000	1,000
<b>Total Expenditures</b>	2,518	1,000	1,000	1,000
<b>Ending Fund Balance</b>	<b>(\$24)</b>	<b>\$976</b>	<b>\$1,029</b>	<b>\$2,029</b>

Established to account for funds received and utilized for Police training

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$4,270</b>	<b>\$4,270</b>	<b>\$4,270</b>	<b>\$4,270</b>
<b>Revenues:</b>				
Training Revenues		2,500	-	-
<b>Total Available Funds</b>	<b>\$4,270</b>	<b>\$6,770</b>	<b>\$4,270</b>	<b>\$4,270</b>
<b>Expenditures</b>		2,000	-	-
<b>Ending Fund Balance</b>	<b>\$4,270</b>	<b>\$4,770</b>	<b>\$4,270</b>	<b>\$4,270</b>

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

**City of Seagoville, Texas**  
**Budget Summary**  
**New Fire Station Construction Fund (Fund 54)**

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$985,000</b>
<b>Revenues</b>				
Interest	-	-	-	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Sources</b>				
Transfer from General Fund	-	-	\$1,235,000	-
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,235,000</b>	<b>\$985,000</b>
<b>Expenditures</b>				
Capital Outlay	-	-	250,000	985,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$985,000</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$985,000</b>	<b>\$0</b>

Established to account for resources provided and restricted to expenditure for the construction of a second fire station.

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

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$91,505</b>	<b>\$113,749</b>	<b>\$113,749</b>	<b>\$268,394</b>
<b>Revenues</b>				
Storm Water Fees	108,860	213,585	219,905	238,665
Debt Proceeds		1,000,000	-	-
<b>Total Revenues</b>	<b>108,860</b>	<b>1,213,585</b>	<b>219,905</b>	<b>238,665</b>
<b>Expenditures</b>				
Supplies	4,276	1,300	1,300	1,300
Contractual Services	17,740	36,360	36,360	36,360
Drainage Projects	37,000	1,000,000	-	335,000
Debt Service	-	77,606	-	-
Transfer to General Fund	27,600	27,600	27,600	27,600
<b>Total Expenditures</b>	<b>\$86,616</b>	<b>\$1,142,866</b>	<b>\$65,260</b>	<b>\$400,260</b>
<b>Ending Fund Balance</b>	<b>\$113,749</b>	<b>\$184,468</b>	<b>\$268,394</b>	<b>\$106,799</b>

For FY 2020, 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 20 will be to complete the Woodhaven drainage project. Repairs include extending the drain to the receiving stream with new permanent erosion control measures and backfilling impacted properties.

**City of Seagoville, Texas**  
**Budget Summary**  
**Emergency Communication System Fund (Fund 65)**

	Actual 2017-2018	Budgeted 2018-2019	Projected 2018-2019	Proposed 2019-2020
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$642</b>
<b>Revenues</b>				
Bond Proceeds	-	-	-	-
Interest	-	-	\$642	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$642</b>	<b>\$0</b>
<b>Other Sources</b>				
Transfer from Street Projects	-	-	\$1,400,000	-
<b>Total Available Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,400,642</b>	<b>\$642</b>
<b>Expenditures</b>				
Capital Outlay	-	-	1,400,000	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,400,000</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$642</b>	<b>\$642</b>

Established to account for revenues accumulated and restricted to expenditure for the emergency communications system.

**Seagoville Economic Development Corporation  
Fund Summary FY 2020**

Account Description	Actual FY 2017	Actual FY 2018	Budget FY 2019	Projected FY 2019	Proposed FY 2020
<b>Total Net Position October 1</b>	1,401,915	1,833,353	2,409,176	2,409,176	2,465,394
<b><i>Revenues</i></b>					
Sales Tax Revenues	776,286	836,242	810,921	871,740	915,325
Rent Revenue	17,363	22,200	21,600	19,300	21,600
Reimbursement/Other	13	501	-	-	-
Interest Income	719	788	725	790	810
<b>Total Revenue</b>	<b>794,381</b>	<b>859,731</b>	<b>833,246</b>	<b>891,830</b>	<b>937,735</b>
<b>Total Resources Available</b>	2,196,296	2,693,084	3,242,422	3,301,006	3,403,129
<b><i>Expenditures</i></b>					
<b><u>Administrative &amp; Operations</u></b>					
Administrative Cost	205,974	34,242	52,739	62,402	72,228
Operations	88,384	92,551	302,210	314,710	139,450
<b>Total Administrative &amp; Operations</b>	<b>294,358</b>	<b>126,793</b>	<b>354,949</b>	<b>377,112</b>	<b>211,678</b>
<b><u>Economic Development Assistance</u></b>					
Kelley Harris Incentive	-	109,000	-	-	-
Project Cake	-	8,683	-	-	-
Land Incentive	-	-	-	450,000	-
Shorty's BBQ	-	34,432	-	-	-
Economic Development Grant - Actuant (Precision/Hays)	50,000	-	-	-	-
<b>Total Economic Development Assistance</b>	<b>50,000</b>	<b>152,115</b>	<b>-</b>	<b>450,000</b>	<b>-</b>
<b><u>City and Community Oriented Projects</u></b>					
Fireworks	5,000	5,000	5,000	5,000	5,000
Kidfish Event	105	-	3,500	3,500	3,500
Quality of Life Projects	-	-	100,000	-	200,000
Special Events Chamber of Commerce	-	-	-	-	-
<b>Total City and Community Projects</b>	<b>5,105</b>	<b>5,000</b>	<b>108,500</b>	<b>8,500</b>	<b>208,500</b>
<b><u>Debt Service</u></b>	<b>13,479</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Facade Improvement Program</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>362,942</b>	<b>283,908</b>	<b>463,449</b>	<b>835,612</b>	<b>420,178</b>
<b>Excess of Revenue over Expenditures</b>	431,440	575,823	369,797	56,218	517,557
<b>Total Net Position September 30</b>	1,833,353	2,409,176	2,778,973	2,465,394	2,982,951
<b>Invested in Capital Assets</b>	836,654	825,393	825,393	825,393	825,393
<b>Working Capital</b>	<b>996,699</b>	<b>1,583,783</b>	<b>1,953,580</b>	<b>1,640,001</b>	<b>2,157,558</b>
<b>Daily Operating Cost</b>	<b>806.46</b>	<b>347.38</b>	<b>972.46</b>	<b>1,033.18</b>	<b>579.94</b>

## **BUDGET GLOSSARY – LIST OF ACRONYMS**

The annual budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader in understanding these terms, this list of acronyms has been included in the budget document.

**ACM** Assistant City Manager

**Adm** Administrative

**C. O.** Certificate of Obligation

**CAD** Computer aided dispatch

**CAFR** Comprehensive Annual Financial Report

**CIP** Capital improvement program

**CPA** Certified Public Accountant

**CPR** Cardio pulmonary resuscitation

**Code Enf.** Code Enforcement

**DWI** Driving while intoxicated

**DWU** Dallas Water Utilities

**EMS** Emergency Medical Services

**EPA** Environmental Protection Agency

**F. H.** Fire hydrants

**FMLA** Family Medical Leave Act

**FT** Full time

**FY** Fiscal year

**FYE** Fiscal year end

**GAAP** Generally accepted accounting principles

**G&A** General and administrative

**G. O.** General obligation

**GFOA** Government Finance Officers Association

**HR** Human Resources Department

**I&I** Infiltration and inflow

**I&S** Interest and sinking fund

**Info** Information

**ISD** Independent School District

**IT** Information Technology

**L. F.** Linear feet

**LEFIS** Lower East Fork Interceptor System

**M&O** Maintenance and Operations

**MGD** Million gallons per day

**Mgr** Manager

**NCIC** National Crime Information Center

**NCTCOG** North Central Texas Council of Governments

**ONCOR** Utility company

**OT** Overtime

**P/Z** Planning and Zoning Department

**Part. Contrib.** Participant contribution

**Part I Crimes** Murder, rape, robbery, aggravated assault, burglary, theft, motor vehicle theft, and arson.

**Prop** Property

**PT** Part time

**PWD** Public Works Director

**R&R** Repair and replacement

**SAFER** Staffing for Adequate Fire and Emergency Response

**SEDC** Seagoville Economic Development Corporation

**Sr.** Senior

**SWAT** Seagoville Work Action Team

**TCEQ** Texas Commission on Environmental Quality

**TCIC** Texas Crime Information Center

**TCLEOSE** Texas Commission on Law Enforcement Officers Standards and Education

**W&S** Water and sewer

## **BUDGET GLOSSARY**

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

Activity - A service performed by a department or division.

Accrual Basis of Accounting – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred. For example, water revenues which, are billed in September, are recorded as revenues in September, even though payment in cash actually received in October. Similarly, services or supplies which have been received in September, but actually paid for by the City (expenses) in September. Accrual accounting is used for the City's enterprise funds.

Adopted Budget – The budget as modified and finally approved by the City Council. The adopted budget is authorized by ordinance, which sets the legal spending limits for the fiscal year.

Ad Valorem Tax – A tax levied on the assessed valuation of land and improvements.

Animal Shelter Operations Fund - Accounts to fund all donations and related expenditures for the operation of the animal shelter.

Appropriation Ordinance – The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

Assessed Valuation - A valuation set upon real and personal property by the County Appraisal District as a basis for levying taxes.

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

Balanced Budget – A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues plus fund balances.

Basis of Accounting – A term used referring as to when revenues, expenditures, expenses, and transfers and related assets and liabilities – are recognized in the accounts and reported in the City's financial statements.

Bond – A promise to repay borrowed money on a particular date, including the payment of a specified dollar amount of interest at predetermined intervals, often twenty years in the future.

**Budget** - A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal services. It is the primary means by which most of the expenditure and service delivery activities of a government are controlled.

**Budget Adjustment (Amendment)** – A formal legal procedure utilized by the City to revise a budget during a fiscal year.

**Budget Calendar** – The schedule of dates used as a guide to complete the various steps of the budget preparation and adoption processes.

**Budget Message** – The opening section of the budget document from the City Manager which provides the City Council and the public with a general summary of the most important aspects of the budget. Sometimes referred to as a “transmittal letter.”

**Budgetary Control** – The control of management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

**Capital Improvement Program** - This is the City's plan to finance major infrastructure development and improvement. It is primarily funded through General Obligation bonds, Certificates of obligation and Revenue bonds.

**Capital Outlay** – An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: having an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belonging to one of the following categories – land, building, machinery and equipment, vehicles, or furniture and fixtures; constitutes a tangible, permanent addition to the value of City assets; does not constitute repair or maintenance; and is not readily susceptible to loss. In the budget, capital outlay is budgeted as expenditures in all fund types.

**Capital Project Fund** – A fund used to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment, usually financed by the issuance of debt.

**Certificates Of Obligation** – Tax supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council.

**Contractual Services** – Services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Services purchased to operate, repair and maintain property owned or used by the City. These services are performed by persons other than City employees. Amounts paid for services rendered by organizations or personnel not on the payroll of the City (separate from professional and technical services or property services).

**Current Taxes** – Taxes levied and due within one year.

Debt Service - Payment of interest and principal on an obligation resulting from bond sales or lease-purchase agreements.

Debt Service Fund – A fund used to account for resources and expenditures related to retirement of the City’s general obligation debt service, sometimes referred to as an “interest and sinking fund.”

Department - A major administrative unit of the City, which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Encumbrance - The commitment of appropriated funds to purchase an item or service.

Enterprise Fund - A fund established to account for operations that are financed and operated in a manner similar to private business. It is the City's intent to recover the costs of providing a service primarily through user charges.

Expenditures - Outflow of non-enterprise funds paid or to be paid for an asset obtained or goods and services obtained.

Expenses - Outflow of enterprise funds paid or to be paid for an asset obtained or goods and services obtained.

Fiscal Year – The time period designated by the City signifying the beginning and ending period for the recording of financial transactions. The City’s fiscal year is October 1 through September 30.

Franchise Fee - A fee levied by City Council on businesses that use City property or right-of-way. This fee is usually charged as a percentage of gross receipts.

Full-Time Equivalent (FTE) Position – A position for an employee working a 40-hour work week for 52 weeks a year, i.e., 2,080 annual hours (2,756 annual hours for firefighters).

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific operations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds, sometimes called working capital in enterprise funds.

General Fund – The fund used to account for financial resources except those funds required to be accounted for in another fund. The general fund is tax supported and includes the operations of most City services, i.e., police, fire, streets, parks and recreation, and administration.

General Obligation Debt – Money owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenues provided from real property, which is assessed through the taxation power of the City.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

Goal – A broad, general statement of each department's or division's desired social or organizational outcomes.

Governmental Funds – Funds generally used to account for tax-supported activities. Examples of different types of governmental funds are: the general fund, special revenue funds, debt service funds, and capital project funds.

Grant Fund - Revenues and expenditures directly attributable to various grants and contributions.

Hotel Occupancy Tax Fund - Accounts for revenues and expenditures relating to the use of hotel occupancy tax receipts. Because of the restricted types of uses allowed for these monies, they are accounted for in a separate fund.

Liability – Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

Mixed Beverage Tax – A tax imposed on the gross receipts of a licensee for the sale, preparation or serving of mixed beverages.

Modified Accrual Basis of Accounting – A basis of accounting in which expenditures are accrued but revenues is recorded when “measurable” or as available for expenditure.

Municipal - Of or pertaining to a city or its government.

Municipal Court Fund – Money from court fees dedicated to financing technology and security initiatives for the Municipal Court function.

Object Code - The standard citywide classification of the expenditures such as office supplies or rental or equipment.

Objective – A specific statement of desired end, which can be measured.

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

Operations and Maintenance Expenditures – Expenditures for routine supplies and maintenance costs necessary for the operation of a department of the City.

Ordinance – A formal legislative enactment of the City Council.

Payment-In-Lieu Of Taxes – A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. The City's water and wastewater utility fund provides these payments to the City's general fund because of the fund's exemption from property taxation.

Performance Measures - Specific quantitative measures of work performed within an activity or program. They may also measure results obtained through an activity or program.

Personal Services – Expenditures for salaries, wages and fringe benefits.

Police Seizure Funds - Accounts for the revenue and expenditures related to the award of monies or property by the courts or federal government to the police department. The funds are expended for specified police department purposes.

Police Training Fund - To account for resources used for police department activities.

Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Revenue - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines and forfeitures, grants, shared revenues, and interest income.

Revenue Bonds – Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund, in addition to a pledge of revenues.

Sales Tax for General Revenue – The sales tax for general revenue is a one-percent tax that may be levied by a City on all goods sold in the City. The revenues from the tax may be spent on almost any lawful purpose of the City.

Sales Tax for Property Tax Relief – The sales tax for property tax relief is an optional, dedicated City sales tax, the revenues of which offset an equivalent amount of City property tax revenue. The rate of a sales tax for property tax relief may be one-eighth, one-fourth, three-eighths, or one-half of one percent of the cost of goods sold within the

City that are subject to sales taxes. The combined rate of all local sales taxes within the City, however, cannot exceed two percent.

Special Assessments - A compulsory levy made against certain properties to defray part of all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes, or have been segregated by financial policy to maintained separately.

Storm Water Fund – Accounts for resources received for the funding of activities to comply with the storm sewer permit.

Supplies – Amounts paid for items that are consumed or deteriorated through use.

Tax Base – The total value of all real and personal property in the City as of January 1 each year, as certified by the County Appraisal District's Appraisal Review Board. The tax base represents the net taxable value after exemptions. (Also sometimes referred to as "assessed taxable value.")

Tax Levy - The total revenues to be raised by ad valorem taxes for expenditures as authorized by the City Council.

Tax Rate - The amount of tax levied for each \$100 of valuation.

Taxes – Compulsory charges levied by the City for financing services performed for the common benefit.

Taxes Prior Years - Taxes that remain unpaid on or after the date on which a penalty for non-payment is attached.

User Charges - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Water and Sewer Fund - Accounts for all revenues and expenses relating to the operation of the water and wastewater system.

Working Capital – The current assets less the current liabilities of a fund. For budgetary purposes, working capital, rather than retained earnings, is generally used to reflect the available resources of enterprise funds.

# 2019 Tax Rate Calculation Worksheet

Date: 07/29/2019 01:57 PM

## Taxing Units Other Than School Districts or Water Districts

### City of Seagoville

**972.287.6800**

Taxing Unit Name

Phone (area code and number)

**175 N Hwy 175 Seagoville, TX 75159**

**www.seagoville.us**

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the effective tax rate and rollback tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest.

School districts do not use this form, but instead use Comptroller Form 50-859 Tax Rate Calculation Worksheet for School Districts.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 Water District Rollback Tax Rate Worksheet.

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

<b>SECTION 1: Effective Tax Rate (No New Taxes)</b>	
The effective tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the effective tax rate should decrease.	
The effective tax rate for a county is the sum of the effective tax rates calculated for each type of tax the county levies.	
<b>Effective Tax Rate Activity</b>	<b>Amount/Rate</b>
<b>1. 2018 total taxable value.</b> Enter the amount of 2018 taxable value on the 2018 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 14). <sup>1</sup>	\$649,806,072
<b>2. 2018 tax ceilings.</b> Counties, cities and junior college districts. Enter 2018 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2018 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$0
<b>3. Preliminary 2018 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$649,806,072
<b>4. 2018 total adopted tax rate.</b>	\$0.743800/\$100
<b>5. 2018 taxable value lost because court appeals of ARB decisions reduced 2018 appraised value.</b>	
A. <b>Original 2018 ARB Values.</b>	\$61,803,020
B. <b>2018 values resulting from final court decisions.</b>	\$28,116,430
C. <b>2018 value loss.</b> Subtract B from A. <sup>3</sup>	\$33,686,590
<b>6. 2018 taxable value, adjusted for court-ordered reductions.</b> Add Line 3 and Line 5C.	\$683,492,662
<b>7. 2018 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2018.</b> Enter the 2018 value of property in deannexed territory. <sup>4</sup>	\$0
<b>8. 2018 taxable value lost because property first qualified for an exemption in 2019.</b>	

Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost to freeport or goods-in-transit exemptions.	
A. <b>Absolute exemptions.</b> Use 2018 market value:	\$0
B. <b>Partial exemptions.</b> 2019 exemption amount or 2019 percentage exemption times 2018 value:	\$2,342,332
C. <b>Value loss.</b> Add A and B. <sup>5</sup>	\$2,342,332
<b>9. 2018 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2019.</b> Use only properties that qualified in 2019 for the first time; do not use properties that qualified in 2018.	
A. <b>2018 market value:</b>	\$0
B. <b>2019 productivity or special appraised value:</b>	\$0
C. <b>Value loss.</b> Subtract B from A. <sup>6</sup>	\$0
<b>10. Total adjustments for lost value.</b> Add lines 7, 8C and 9C.	\$2,342,332
<b>11. 2018 adjusted taxable value.</b> Subtract Line 10 from Line 6.	\$681,150,330
<b>12. Adjusted 2018 taxes.</b> Multiply Line 4 by Line 11 and divide by \$100.	\$5,066,396
<b>13. Taxes refunded for years preceding tax year 2018.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2018. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2018. This line applies only to tax years preceding tax year 2018. <sup>7</sup>	\$16,541
<b>14. Taxes in tax increment financing (TIF) for tax year 2018.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2019 captured appraised value in Line 16D, enter 0. <sup>8</sup>	\$0
<b>15. Adjusted 2018 taxes with refunds and TIF adjustment.</b> Add Lines 12 and 13, subtract Line 14. <sup>9</sup>	\$5,082,937
<b>16. Total 2019 taxable value on the 2019 certified appraisal roll today.</b> This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 18). These homesteads include homeowners age 65 or older or disabled. <sup>10</sup>	
A. <b>Certified values:</b>	\$708,887,803
B. <b>Counties:</b> Include railroad rolling stock values certified by the Comptroller's office:	\$0
C. <b>Pollution control and energy storage system exemption :</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
D. <b>Tax increment financing:</b> Deduct the 2019 captured appraised value of property taxable	\$0

by a taxing unit in a tax increment financing zone for which the 2019 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 21 below. <sup>11</sup>	
<b>E. Total 2019 value.</b> Add A and B, then subtract C and D.	\$708,887,803
<b>17. Total value of properties under protest or not included on certified appraisal roll.</b> <sup>12</sup>	
<b>A. 2019 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value. <sup>13</sup>	\$9,250,063
<b>B. 2019 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value. <sup>14</sup>	\$0
<b>C. Total value under protest or not certified:</b> Add A and B.	\$9,250,063
<b>18. 2019 tax ceilings.</b> Counties, cities and junior colleges enter 2019 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2018 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>15</sup>	\$0
<b>19. 2019 total taxable value.</b> Add Lines 16E and 17C. Subtract Line 18.	\$718,137,866
<b>20. Total 2019 taxable value of properties in territory annexed after Jan. 1, 2018.</b> Include both real and personal property. Enter the 2019 value of property in territory annexed. <sup>16</sup>	\$0
<b>21. Total 2019 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2018. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2018, and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2019. <sup>17</sup>	\$8,586,950
<b>22. Total adjustments to the 2019 taxable value.</b> Add Lines 20 and 21.	\$8,586,950
<b>23. 2019 adjusted taxable value.</b> Subtract Line 22 from Line 19.	\$709,550,916
<b>24. 2019 effective tax rate.</b> Divide Line 15 by Line 23 and multiply by \$100. <sup>18</sup>	\$0.716359/\$100
<b>25. COUNTIES ONLY.</b> Add together the effective tax rates for each type of tax the county levies. The total is the 2019 county effective tax rate. <sup>19</sup>	

<sup>1</sup>Tex. Tax Code Section 26.012(14)

<sup>2</sup>Tex. Tax Code Section 26.012(14)

<sup>3</sup>Tex. Tax Code Section 26.012(13)

<sup>4</sup>Tex. Tax Code Section 26.012(15)

<sup>9</sup>Tex. Tax Code Section 26.012(13)

<sup>10</sup>Tex. Tax Code Section 26.012

<sup>11</sup>Tex. Tax Code Section 26.03(c)

<sup>12</sup>Tex. Tax Code Section 26.01(c) and (d)

<sup>5</sup>Tex. Tax Code Section 26.012(15)

<sup>6</sup>Tex. Tax Code Section 26.012(15)

<sup>7</sup>Tex. Tax Code Section 26.012(13)

<sup>8</sup>Tex. Tax Code Section 26.03(c)

<sup>13</sup>Tex. Tax Code Section 26.01(c)

<sup>14</sup>Tex. Tax Code Section 26.01(d)

<sup>15</sup>Tex. Tax Code Section 26.012(6)

<sup>16</sup>Tex. Tax Code Section 26.012(17)

## SECTION 2: Rollback Tax Rate

The rollback tax rate is split into two separate rates:

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

The rollback tax rate for a county is the sum of the rollback tax rates calculated for each type of tax the county levies. In most cases the rollback tax rate exceeds the effective tax rate, but occasionally decreases in a taxing unit's debt service will cause the effective tax rate to be higher than the rollback tax rate.

Rollback Tax Rate Activity	Amount/Rate
<b>26. 2018 maintenance and operations (M&amp;O) tax rate.</b>	\$0.707498/\$100
<b>27. 2018 adjusted taxable value.</b> Enter the amount from Line 11.	\$681,150,330
<b>28. 2018 M&amp;O taxes.</b>	
A. Multiply Line 26 by Line 27 and divide by \$100.	\$4,819,124
B. <b>Cities, counties and hospital districts with additional sales tax:</b> Amount of additional sales tax collected and spent on M&O expenses in 2018. Enter amount from full year's sales tax revenue spent for M&O in 2018 fiscal year, if any. Other taxing units enter 0. Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$935,642
C. <b>Counties:</b> Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other taxing units enter 0.	\$0
D. <b>Transferring function:</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in H below. The taxing unit receiving the function will add this amount in H below. Other taxing units enter 0.	\$0
E. <b>Taxes refunded for years preceding tax year 2018:</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2018. This line applies only to tax years preceding tax year 2018.	\$15,732
F. <b>Enhanced indigent health care expenditures:</b> Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.	\$0
G. <b>Taxes in TIF:</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2019 captured appraised value in Line 16D, enter 0.	\$0
<b>H. Adjusted M&amp;O Taxes.</b> Add A, B, C, E and F. For taxing unit with D, subtract if discontinuing function and add if receiving function. Subtract G.	\$5,770,498

<b>29. 2019 adjusted taxable value.</b> Enter Line 23 from the Effective Tax Rate Worksheet.	\$709,550,916
<b>30. 2019 effective maintenance and operations rate.</b> Divide Line 28H by Line 29 and multiply by \$100.	\$0.813261/\$100
<b>31. 2019 rollback maintenance and operation rate.</b> Multiply Line 30 by 1.08.	\$0.878321/\$100
<p><b>32. Total 2019 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&amp;O expenses.</p> <p>A. <b>Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. Enter debt amount.</p> <p>B. Subtract <b>unencumbered fund amount</b> used to reduce total debt.</p> <p>C. Subtract <b>amount paid</b> from other resources.</p> <p>D. <b>Adjusted debt.</b> Subtract B and C from A.</p>	<p>\$493,114</p> <p>\$0</p> <p>\$0</p> <p>\$493,114</p>
<b>33. Certified 2018 excess debt collections.</b> Enter the amount certified by the collector.	\$0
<b>34. Adjusted 2019 debt.</b> Subtract Line 33 from Line 32D.	\$493,114
<b>35. Certified 2019 anticipated collection rate.</b> Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	100.00%
<b>36. 2019 debt adjusted for collections.</b> Divide Line 34 by Line 35	\$493,114
<b>37. 2019 total taxable value.</b> Enter the amount on Line 19.	\$718,137,866
<b>38. 2019 debt tax rate.</b> Divide Line 36 by Line 37 and multiply by \$100.	\$0.068665/\$100
<b>39. 2019 rollback tax rate.</b> Add Lines 31 and 38.	\$0.946986/\$100
<b>40. COUNTIES ONLY.</b> Add together the rollback tax rates for each type of tax the county levies. The total is the 2019 county rollback tax rate.	

### SECTION 3: Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its effective and rollback tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its effective tax rate and/or rollback tax rate because it adopted the additional sales tax.

Activity	Amount/Rate
<p><b>41. Taxable Sales.</b> For taxing units that adopted the sales tax in November 2018 or May 2019, enter the Comptroller's estimate of taxable sales for the previous four quarters.<sup>20</sup> Estimates of taxable sales may be obtained through the Comptroller's <b>Allocation Historical Summary</b> webpage. Taxing units that adopted the sales tax before November 2018, skip this line.</p>	\$0
<p><b>42. Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.<sup>21</sup></p> <p><b>Taxing units that adopted the sales tax in November 2018 or in May 2019.</b> Multiply the amount on Line 41 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.<sup>22</sup></p> <p style="text-align: center;">- or -</p> <p><b>Taxing units that adopted the sales tax before November 2018.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$935,642
<p><b>43. 2019 total taxable value.</b> Enter the amount from Line 37 of the Rollback Tax Rate Worksheet.</p>	\$718,137,866
<p><b>44. Sales tax adjustment rate.</b> Divide Line 42 by Line 43 and multiply by \$100.</p>	\$0.130288/\$100
<p><b>45. 2019 effective tax rate, unadjusted for sales tax.</b><sup>23</sup> Enter the rate from Line 24 or 25, as applicable, on the Effective Tax Rate Worksheet.</p>	\$0.716359/\$100
<p><b>46. 2019 effective tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2018 or in May 2019.</b> Subtract Line 44 from Line 45. Skip to Line 47 if you adopted the additional sales tax before November 2018.</p>	\$0.716359/\$100
<p><b>47. 2019 rollback tax rate, unadjusted for sales tax.</b><sup>24</sup> Enter the rate from Line 39 or 40, as applicable, of the Rollback Tax Rate Worksheet.</p>	\$0.946986/\$100
<p><b>48. 2019 rollback tax rate, adjusted for sales tax.</b> Subtract Line 44 from Line 47.</p>	\$0.816698/\$100

<sup>17</sup>Tex. Tax Code Section 26.012(17)

<sup>18</sup>Tex. Tax Code Section 26.04(c)

<sup>19</sup>Tex. Tax Code Section 26.04(d)

<sup>20</sup>Tex. Tax Code Section 26.041(d)

<sup>21</sup>Tex. Tax Code Section 26.041(i)

<sup>22</sup>Tex. Tax Code Section 26.041(d)

<sup>23</sup>Tex. Tax Code Section 26.04(c)

<sup>24</sup>Tex. Tax Code Section 26.04(c)

**SECTION 4: Additional Rollback Protection for Pollution Control**

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

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

Additional Rollback Protection for Pollution Control Activity	Amount/Rate
<b>49. Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>25</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>26</sup>	\$0
<b>50. 2019 total taxable value.</b> Enter the amount from Line 37 of the Rollback Tax Rate Worksheet.	\$718,137,866
<b>51. Additional rate for pollution control.</b> Divide Line 49 by Line 50 and multiply by \$100.	\$0/\$100
<b>52. 2019 rollback tax rate, adjusted for pollution control.</b> Add Line 51 to one of the following lines (as applicable): Line 39, Line 40 (counties) or Line 48 (taxing units with the additional sales tax).	\$0.816698/\$100

**SECTION 5: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

Effective tax rate (Line 24; line 25 for counties; or line 46 if adjusted for sales tax)	\$0.716359
Rollback tax rate (Line 39; line 40 for counties; or line 48 if adjusted for sales tax)	\$0.816698
Rollback tax rate adjusted for pollution control (Line 52)	\$0.816698

**SECTION 6: Taxing Unit Representative Name and Signature**

Enter the name of the person preparing the tax rate as authorized by the taxing unit.

**print here** Patrick Harvey

Printed Name of Taxing Unit Representative

**sign here** \_\_\_\_\_

Taxing Unit Representative

\_\_\_\_\_ Date

<sup>25</sup>Tex. Tax Code Section 26.045(d)

<sup>26</sup>Tex. Tax Code Section 26.045(i)