

City of Seagoville, Texas

PROPOSED ANNUAL OPERATING BUDGET

SEAGOVILLE FIRE DEPARTMENT

The image shows the exterior of a modern fire station. The building has a grey metal roof and light-colored horizontal siding. A prominent sign above the entrance reads "SEAGOVILLE FIRE DEPARTMENT" in large, red, 3D block letters. Below the sign are three large, dark-framed glass garage doors. The pillars between the doors are finished with grey stone veneer. In front of the doors are several red bollards. To the left, a smaller entrance with a glass door is visible, with a red number "2" on the wall. The sky is blue with scattered white clouds.

OCTOBER 1, 2022 - SEPTEMBER 30, 2023



FY 2023 BUDGET CALENDAR

April 1, 2022 April 22, 2022	Staff Budget Discussion Deadline for FY 2022 Expenditure Projections	City Staff/SEDC
May 2, 2022 April 11 – May 27, 2022	Review of Mid-Year Projections and FYE Fund Balance Estimate Department Operating Budget Preparation, Changes to Fee Schedule	City Manager, Finance Director, City Council City Manager, Department Heads, Finance
June 2022	Budget Review – All Funds, SEDC and Fee Schedule	City Manager, Department Heads, Finance
June 16, 2022	SEDC Budget Workshop	City Manager, Finance, SEDC Board
June 23, 2022	SEDC Budget Approval	City Manager, Finance, SEDC Board
June, July 2022	Insurance Costs – TML and Health	Human Resources, Finance
July 25, 2022	General Fund and W&S Budget Workshop	City Manager, Finance, City Council
July 25, 2022	Certified Tax Roll	Dallas/Kaufman Appraisal Districts
August 5, 2022	Dallas County Tax Office submits completed “No New Revenue” and “Voter Approved” tax rate worksheets for entities for review and sign off	Dallas County Tax Office
August 8, 2022	Budget Submitted to City Secretary	Finance
August 8, 2022	Provide notice on Website of tax rates, M&O and I&S balances and Debt obligation schedule	Finance
August 15, 2022	Present Budget to Council (Overview)	City Manager, Finance, City Council
August 15, 2022	Resolution Accepting Tax Roll, Present NNR and VA Tax Rates to Council; Hold a RECORD VOTE approving the proposed tax rate (this info has to be included in the notice of the tax rate hearing per Tax Code 26.06(c)) Announce Public Hearing on budget (Aug 29 th) and Tax Rates (Sept 12)	City Council
August 18, 2022	Last day to publish notice of budget hearing (not later than 10 th day before budget hearing and not earlier than 30 th day before budget hearing per TLGC 102.0065)	City Secretary
August 29, 2022	Budget Hearing and Overview 1. Proposed Budget FY 2023 2. Hotel/Motel Budget At conclusion of hearing Council must take action to either adopt or postpone action on budget	City Manager, Finance Director, City Council
September 2, 2022	Provide notice of Public Hearing on Website for proposed tax rate	City Secretary, Finance
September 6, 2022	Publish Notice of Public Hearing on Tax Rate or Publish “Notice of Meeting to Vote/Adopt on Tax Rate” if proposed tax rate does not exceed NNR tax rate (public hearing may not be before 5 th day after notice)	City Secretary, Finance
September 12, 2022	Adoption of Budget FY 2023, Separate ratification vote to adopt any budget that will raise total property tax revenue (TLGC 102.007(c), Hold Tax Rate Hearing, Adopt Tax Rate Hotel/Motel Budget and Grants, SEDC Budget	City Council
September 15, 2022	Send Signed Copy of Tax Rate Ordinance to Tax Assessor/Collector	Finance Director
October 1	Fiscal Year 2023 Begins	

City of Seagoville, Texas

Budget Policies

Procedures for preparing and adopting the annual budget

- A comprehensive annual budget will be prepared for all funds expended by the City.
- Appropriations lapse at year-end and may not be carried over to the following fiscal year. Multi-year capital projects will be funded by bond proceeds and have annually adopted budgets.
- The budget will be prepared in a clear manner to facilitate understanding by the citizens.
- All public hearings on the proposed budget and all budget workshops shall be open to the public.
- Copies of the proposed budget will be available to citizens in the City Public Library and the City Secretary's office will have copies available for review.
- The City Manager, prior to August 1st of each year, shall prepare and submit the budget, covering the next fiscal year, to the Council, which shall contain the below information. In preparing the budget, each employee, officer, board and department shall assist the City Manager by furnishing all necessary information.
 1. The City Manager's budget message shall outline the proposed financial policies for the next year with explanations of any change from previous years in expenditures and any major changes of policy and complete statement regarding the financial conditions of the City.
 2. An estimate of all revenue from taxes and other sources, including the present tax structure rates and property evaluation for the ensuing year.
 3. A carefully itemized list of proposed expenses by office, department, agency, employee and project for the budget year, as compared to actual expenses of the last ended fiscal year, and the present year-to-date.
 4. A description of all outstanding bond indebtedness, showing amount, purchaser, date of issue, rate of interest, and maturity date, as well as any other indebtedness which the City had incurred and which has not been paid.
 5. A statement proposing any capital expenditures deemed necessary for undertaking during the next budget year and recommended provisions for financing.

- The budget will provide for adequate maintenance of capital assets and or their orderly replacement.
- The responsibility of preparing and administering the budget belongs to the City Manager.
- A balanced budget is always required provided fund balances on hand in excess of City policy shall be considered part of the resources available for the purpose of ensuring a balanced budget each year.
- Prior to October 1, the budget is legally enacted by the City Council through passage of an ordinance.

Procedures for amending the annual budget

- After City Council adopts the budget, amendments are made through the budget adjustment process. Expenditures shall not exceed City Council appropriations at the fund level without formally amending the budget. During the fiscal year, the City Council may transfer funds allocated to a department to another department or re-estimate revenues or expenditures. The City Manager may transfer budgeted funds within a fund.

City of Seagoville, Texas

Basis of Budgeting and Accounting

The accounting and financial reporting treatment applied to a fund is determined by its "measurement focus."

All governmental funds (i.e., General Fund, Special Revenue funds, etc.) are budgeted and accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating revenues of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Proprietary fund types, including enterprise funds (i.e., Water and Sewer), are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (assets net of liabilities) is segregated into net investment in capital assets, and unrestricted net position components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net position.

Financial information is presented using the modified accrual basis of accounting for all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means the amount is collectible within the current accounting periods or soon enough thereafter to be used to pay liabilities of the current period. Ad valorem, franchise and sales tax revenues are recognized under the susceptible to accrual concept, since they are both measurable and available within 60 day after year end. Licenses and permits, charges for services (except for water and sewer billings), fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Expenditures are recorded when the related fund liability is incurred. Interest on general long-term debt is recorded as a fund liability when due or when amount have been accumulated in the debt service fund for payments to be made early in the following year.

The accrual basis of accounting is used in Proprietary Fund types, i.e., Enterprise Funds for financial reporting purposes. Under the full accrual basis of accounting, revenues and expenses are identified with a specific period of time, and are recorded as incurred, without regard to the date of receipt or payment of cash. For example, water and wastewater service charges are customarily recognized as revenues when billed, rather than at the time when the actual payment of the bill is received, in contrast to license and permit fees, which are recognized as revenues when payment is actually received in cash. This method of accounting is used for financial reporting purposes in the City's comprehensive annual financial report; however, for budget presentation purposes, working capital is recognized as fund balance. Working capital, rather than unrestricted net position, is used to represent fund balance in Enterprise Funds (which is similar to using the modified accrual basis). Under the working capital approach, depreciation expense is not budgeted, and capital outlay and debt service principal are budgeted as expenses. Working capital is generally defined as the difference between current assets (e.g., cash and receivables, etc.) and current liabilities (e.g., accounts payable), and provides a more thorough analysis of proprietary fund reserves for budget purposes than does the presentation of net assets. In addition, budgeting capital outlay as an expense for budgetary purposes allows the proposed capital purchases to be reviewed and authorized by City Council.

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.

NOTE:

Adopted by Council August 30, 2021

CITY OF SEAGOVILLE, TEXAS

INVESTMENT POLICY

Adopted by Council: August 2021

CITY OF SEAGOVILLE, TEXAS INVESTMENT POLICY

PREFACE

It is the policy of the City of Seagoville (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City will invest public funds in a manner that will provide the highest rate of return with the maximum security while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (including but not limited to the Public Funds Investment Act, Chapter 2256 of the Texas Government Code [PFIA] and the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code) to define, adopt and review a formal investment strategy and policy.

1. PURPOSE. The purpose of this investment policy (the "Policy") is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety and liquidity and achieve a market rate of return in all investment activities. On an annual basis, the City Council shall review the investment strategy and policy and shall approve Policy revisions, if any, by formal resolution.

2. SCOPE. The Investment Policy shall govern the investment of all financial assets considered to be part of the City entity, managed as separately invested assets and includes the following funds or fund types:

General Fund – used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.

Special Revenue Funds – used to account for the proceeds from specific revenue sources which are restricted to expenditures for specific purposes.

Debt Service Fund – used to account for resources to be used for the payment of principal, interest and related costs on general obligation debt.

Capital Projects Funds – used to account for resources to enable the acquisition or construction of major capital facilities which are not financed by enterprise funds, internal service funds, or trust funds.

Enterprise Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises.

This policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

3. INVESTMENT STRATEGY. The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to achieve diversification (PFIA 2256.005 (b)(3)). The management of maturities refers to structuring the maturity dates of the direct investments so that investments mature as cash needs require.

3.1 The primary investment strategy and objectives of the City as specified in this Policy (See Section 4.) are listed below, in their order of importance:

- Safety and preservation of principal (PFIA 2256.005(b)(2));
- Maintenance of sufficient liquidity to meet operating needs (PFIA 2256.005 (b)(2); and
- Achieve a market rate of return on the investment portfolio (PFIA 2256.005 (b)(3))

3.2 The list of investments authorized by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings

for funds identified as being available for investment over longer periods of time based upon a cash requirements projection, the City will consider the following strategies:

3.2.1 **Strategy No. 1. - Diversification** Diversifying the City's investment opportunities through the use of local government investment pools as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf its' participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

3.2.2 **Strategy No. 2. - Ladder** Building a ladder of Investment Policy authorized securities with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

3.2.3. **Strategy No. 3. – Investment Management Firm** At this time, the City does not use an investment management firm. Should the City determine a need, the following strategy will apply:

Pursuant to the Public Funds Investment Act (Texas Government Code 2256.003(4)(b)), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity, within the guidelines of this Investment Policy. At no time shall the advisor take possession of securities or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years, with an option to extend by mutual consent of both parties (PFIA 2256.003(4)(b)).

Duties of the Investment Advisor shall include, but not be limited to, assistance in purchasing securities, securities clearance, producing required reports, pricing the portfolio, performing due diligence on broker/dealers, market monitoring and economic review.

Any Investment Advisor contracted by the City shall abide by the *Prudent Expert Rule*, whereby investment advice shall, at all times, be given with the judgment and care, under

circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

3.2.4. Strategy No. 4. – Fund Investment Strategy The City will maintain portfolio(s) that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

3.2.4.1 Investment strategies for general fund and enterprise funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the aforementioned funds.

3.2.4.2 Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore, investment maturities shall not exceed the anticipated cash flow requirements.

3.2.4.3 Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

3.2.4.4 Investment strategies for special projects or capital projects funds will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Market conditions and arbitrage regulations will influence the investment of capital project funds.

3.2.5 Strategy No. 5 - Hold until Maturity. The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell a security prior to maturity. Should it become necessary to sell a security prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Manager must be obtained. Securities may be sold prior to maturity by the Investment Officer at or above their book value at any time. The result of all sales of securities prior to maturity shall be reported to the City Manager within two business days of the sale. The report shall provide the amount of proceeds from the sale, including accrued interest to the date of sale, less the current book value and the dollar amount of gain on the sale.

3.2.6 Strategy No. 6 - Depository Bank Relationships. This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a depository contract that will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

3.2.7 Strategy No. 7 - Maximizing Investable Cash Balances. Procedures shall be established and implemented in order to maximize investable cash by decreasing the

time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

4. INVESTMENT OBJECTIVES. Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1 **Suitability.** Understanding the suitability of the investment to the financial requirements of the City is important. Any investment eligible in the Investment Policy is suitable for all City funds.

4.2 **Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized securities, as defined in this Policy, by qualifying the financial institutions with whom the City will transact business and through portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.3 **Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A security may be liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.4 **Marketability.** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement.

4.5 **Diversification.** Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated needs of the City. Diversifying the appropriate maturity structure will reduce market cycle risk.

4.6 **Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner that seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

5. INVESTMENT RESPONSIBILITY. As provided in this policy, the daily operation and management of the City's investments are the responsibility of the following person(s).

5.1 **Delegation of Authority.** The City Manager and the Director of Finance are authorized to deposit, withdraw, invest, transfer or manage in any other manner the funds of the City. Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. All persons involved in investment activities will be referred to in this Policy as "Investment Officers", pursuant to Texas Government Code 2256.005(f). No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the

Director of Finance. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and
- (2) the valuation of costs and benefits requires estimates and judgments by management.

Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the City Council.

5.2 Prudence. The standard of prudence to be applied by the Investment Officer shall be the "prudent person" rule (as set forth in Texas Government Code 2256.006(a-b), which states, "investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

- 5.2.1 the investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and
- 5.2.2 whether the investment decision was consistent with the written investment Policy and procedures of the City.

5.3 Due Diligence. The Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.4 Ethical Standards and Conflicts of Interest. All City Investment Officers having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer has a personal business relationship with a business organization if any one of the following three conditions are met:

- a. The Investment Officer owns 10% or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization.
 - b. Funds received by the Investment Officer from the business organization exceed 10% of the investment officers' gross income for the prior year.
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- c. The Investment Officer has acquired from the business organization during the prior year investments with a book value of \$2,500 or more for their personal account (Texas Government Code 2256.005 (i)(1-3)).

5.5 An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.6 Investment Training. The Investment Officers shall attend at least one training session of at least ten (10) hours relating to the officer's responsibility under the Public Funds Investment Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years, receiving an additional eight (8) hours of training. Such training from an independent source shall be approved by the City Council and endorsed by one or more of the following entities: the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, the North Central Texas Council of Governments, or the University of North Texas Center for Public Management (Texas Government Code 2256.008).

6. AUTHORIZED INVESTMENTS. As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk — credit risk and interest rate risk. Credit risk is the risk associated with the failure of a security issuer or backer to repay principal and interest in full. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide for safety of principal as the City's primary objective, only certain investments are authorized as acceptable investments for the City. The following list of authorized investments for the City intentionally excludes some investments authorized by law. These restrictions are placed in order to limit possible risk and provide the maximum measure of safety to City funds.

6.1 Authorized and Acceptable Investments. The authorized list of investment instruments are as follows:

- (1) Obligations (including letters of credit) of the United States or its agencies and instrumentalities.
 - (2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
 - (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
 - (4) Collateralized Certificates of Deposit. A certificate of deposit issued by a depository institution that has its main office or a branch office in the state and is:
 - guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
 - secured by obligations that are described by Section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality, but excluding those mortgage backed securities of the nature described in Section 2256.009(b) of the Act; or
-

- secured in any other manner and amount provided by law for deposits of the City.

This depository shall act as the custodian for the various certificates on behalf of the City.

(5) Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than "AAA" or "AAA-m" or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily;
- the pool's investment objectives shall be to maintain a stable net asset value of one dollar (\$1.00); and
- the pool's investment philosophy and strategy are consistent with this Policy.

(6) Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- the money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity of ninety (90) days or less;
- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and
- the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.

The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.

(7) Repurchase Agreements, Reverse Repurchase Agreements, Bankers' Acceptances; Commercial Paper. These investments are authorized for the City only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, or as otherwise provided below.

- The direct investment in reverse repurchase agreements, bankers' acceptances, and commercial paper by the City is not authorized.
- Fully flexible repurchase agreements are authorized in this Policy, to the extent authorized under the Public Funds Investment Act (Texas Government Code 2256.001). The use of flex repos shall be limited to the investment of bond proceeds and the maturity date of any such agreement shall not exceed the expected proceeds draw schedule.

6.2 **Investment Instruments NOT Authorized.** The following instruments are eligible for investment by local government according to state law, but they have been intentionally prohibited for the City by this Policy: mortgage-related obligations, guaranteed investment contracts, options, financial futures contracts and, day trading of long-term securities. In addition to these restricted investments, state law specifically prohibits investment in the following securities:

- (1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- (2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- (3) Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
- (4) Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

7. DIVERSIFICATION. Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of securities. With the exception of U.S. Government securities, as authorized in this Policy, and authorized local government investment pools, no more than fifty percent (50%) of the total investment portfolio will be invested in any one security type. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

7.1 **Diversification by Maturities.** The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two (2) years from the date of purchase. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or

maturities. Maturity scheduling shall be managed by the Investment Officer so that maturities of investments shall be timed to coincide with projected cash flow needs.

7.2 **Diversification by Investment Instrument.** Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

	<u>Percentage of Portfolio (Maximum)</u>
U.S. Treasury Obligations	100%
U.S. Government Agency Securities and Instrumentalities of Government-Sponsored Corporations	80%
Authorized Local Government Investment Pools	100%
Fully Collateralized Certificates of Deposit	50%
SEC-Regulated No-Load Money Market Mutual Funds	10%

7.3 The City shall invest local funds in investments yielding a market rate-of-return while providing necessary protection of the principal consistent with the operating requirements of this section or written policies.

8. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS. At this time, the City does use Brokers or Dealers. Should the City determine a need for additional brokers or dealers, the following procedures and requirements will apply:

Financial institutions (federally insured banks) with and through whom the City invests shall be state or national banks domiciled in this state. No public deposit shall be made except in a qualified public depository as established by state laws. Brokers/Dealers authorized to provide investment services to the City may include only those authorized by the City Council. All banking services will be governed by a depository contract awarded by the City Council. In addition, the Director of Finance shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Council.

8.1 All financial institutions with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of National Association of Securities Dealers (NASD) certification; (3) proof of state registration and completed broker/dealer questionnaire; (4) certification of having read the City's investment policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

8.2 An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested by the City Manager or the Investment Officer. Upon completion of the annual review by the Director of Finance, the financial institutions and brokers/dealers desiring to conduct business with the City shall be approved by the City Council.

8.3 Selection criteria for federally insured financial institutions shall include the following: (1) the financial institution must be insured by the FDIC and (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America.

8.4 The Investment Officer of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

9. DELIVERY VERSUS PAYMENT. It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT**" (DVP) basis through the Federal Reserve System. By doing this, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased. The City shall authorize the release of funds only after receiving notification from the safekeeping bank that a purchased security has been received in the safekeeping account of the City. The notification may be oral, but shall be confirmed in writing (Texas Government Code 2256.005(b)(4)(e)).

10. COMPETITIVE BIDDING. It is the policy of the City to require competitive bidding for all individual security purchases and sales, excluding transactions with money market mutual funds, local government investment pools and when issued (new) securities, which are deemed to be made at prevailing market rates.

11. SAFEKEEPING AND COLLATERALIZATION.

11.1 **Safekeeping.** All securities owned by the City shall be held by its safekeeping agent, except the collateral for bank deposits. The collateral for bank deposits will be held in the City's name in the bank's trust department, or alternatively, in a Federal Reserve Bank account in the City's name, or a third-party bank, at the City's discretion. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure time deposits.

11.2 **Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all city funds on deposit with a depository bank. The market value of the investments securing the deposit of funds shall be at least equal to the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City's name, in a segregated account at the Federal Reserve Bank/Federal Home Loan Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The safekeeping agreement must clearly state that the safekeeping bank is instructed to release purchased and collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any matured investments in certificates of deposit, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked ownership, e.g., safekeeping receipt, must be supplied to the City and retained by the City. The Investment Officer must be notified in writing of release of collateral or substitution of securities. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City and the City safekeeping agent. The collateralized deposit portion of the agreement shall define the City's rights to collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
 - the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
-

- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

11.2.1 The City may accept the following securities as collateral for bank deposits (V.T.C.A., Government Code, Section 2256.001, et. seq, formerly Article 842a-2, Section 2, V.T.C.S., as amended);

- FDIC and FSLIC insurance coverage;
- A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States;
- Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas;
- A bond of the State of Texas or of a county, city, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less;
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit as defined by Chapter 116, Subchapter C of the Local Government Code and by Chapter 726, Acts of the 67th Legislature, Regular Session, 1981 (Article 2529b-1, Vernon's Texas Civil Statutes).

11.2.2 For certificates of deposit and other evidences of deposit, collateral shall be at 102% of market or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions.

11.2.2 Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient. All collateral shall be subject to inspection and audit by the Director of Finance, or designee, as well as the City's independent auditors.

12. INTERNAL CONTROL. The Director of Finance shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this Policy. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established investment policy.

13. PERFORMANCE. The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and expected cash flow of the City. The benchmark for performance that is appropriate for the City's cash flow cycle will be TexPool (a local government investment pool).

14. REPORTING. The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

14.1 Annual Report. Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. The reports prepared by the Director of Finance shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

14.2 Methods. The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Manager and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period. This list will include the name of the fund for which each individual investment was acquired;
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;
- Additions and changes to the market value during the period;
- Fully accrued interest for the reporting period;
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;
- Listing of investments by maturity date;
- The percentage of the total portfolio which each type of investment represents; and
- Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

15. INVESTMENT POLICY ADOPTION AND AMENDMENT. The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations and needs of the City. Any changes or modifications to this Investment Policy, if any, shall be approved, and adopted by a formal resolution of the City Council.

GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

Affinity. Related through marriage.

Agencies. See U.S. Agency securities.

Bankers' Acceptances. A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

Book Value. The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

Broker. A person or company that, for a fee or commission, brings buyers and sellers of securities together.

Certificate of Deposit. A time deposit with a specific maturity evidenced by a certificate.

Collateral. In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

Collateralized Mortgage Obligations (CMO's). Securities based on a pool of home mortgages.

Commercial Paper. An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

Consanguinity. Related by blood.

Coupon. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

Credit Risk. The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

CUSIP. A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

Dealer. A person or company that endeavors to profit from buying and selling investments for its own account.

Delivery Versus Payment (DVP). A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

Demand Deposits. Deposits at a financial institution that are available to the depositor upon the depositor's demand.

Depository Bank. The primary bank of the City. The relationship between the depository bank and the City is governed by

state law and by a depository contract that is approved by the City Council.

Discount. The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

Discount Securities. Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification. The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

Discount. The difference between the cost of a security and its value at maturity, in cases where the cost is less than the value at maturity.

Federal Deposit Insurance Corporation (FDIC). A federal agency that insures bank deposits.

Federal Funds Rate. The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB). Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac). A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing

and maintaining an active nationwide market in conventional mortgages.

Federal National Mortgage Association (FNMA or Fannie Mae). FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States. It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

Fully Flexible Repurchase Agreement ("flex repo"). A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

Hold Until Maturity. This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

Interest Rate Risk. The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

Internal Control. Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

Investment. The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These

factors distinguish investment from speculation.

Investment Objective. The aim, goal or desired end of action of the investment activity.

Investment Pool. An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

Investment Strategy. The overall plan or method proscribed to achieve the investment objectives of the City.

Laddered Maturity. An investment strategy whereby investments are purchased to mature at regular intervals.

Liquidity. The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

Local Government Investment Pool. See **Investment Pool.**

Market Rate of Return. A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

Market Risk. The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

Market Value. The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

Maturity. The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund. A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

Mutual Fund. Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

Net Asset Value. The ratio of the market value of the portfolio divided by the book value of the portfolio.

Par. The value of a security as expressed on its face (face value) without consideration of a discount or premium.

Pledge. The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

Pooled Fund Group. The combination of various accounts and funds of the City in a single, internally-created investing entity.

Portfolio. The collection of securities held by an investor.

Principal. The capital sum of an investment, as distinguished from interest.

Premium. The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

Rate-of-Return. See **Yield.**

Repurchase Agreement (REPO). An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

Reverse Repurchase Agreement. An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

Safekeeping. An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

Safety. The assurance of the undiminished return of the principal of the City's investments and deposits.

Secondary Market. A market for the purchase and sales of outstanding securities following their initial distribution.

SEC Rule 15C3-1 (Uniform Net Capital Rule). Security and Exchange Commission requirement that member firms and non-member broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

Security. A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

Security Risks. The uncertainty of the value of a security dependent on its particular qualities.

Time Deposits. Deposits at the depository bank that are not due and payable until a specific date.

United States Agency Securities. Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

United States Treasury Securities. Debt instruments issued by the Treasury of the United States. **Treasury Bills** are issued for short-term borrowings (less than one year); **Treasury Notes** are issued for mid-term borrowings (Two - ten years); **Treasury Bonds** are issued for long-term borrowings (over ten years).

Yield. The rate of annual income return on an investment, expressed as a percentage.

**TEXAS PUBLIC FUNDS INVESTMENT ACT
CERTIFICATION BY BUSINESS ORGANIZATION**

[SAMPLE]

CITY OF SEAGOVILLE, TEXAS

This certification is executed on behalf of the City of Seagoville, Texas (the "City"), and _____ (the "Business Organization"), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization

Firm: _____

Signature

Printed Name: _____

Title: _____

Date: _____

Current Authorized Dealers:

American National Bank
Home Bank
TexPool
TexStar
MultiBank Securities
LOGIC

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			
	GENERAL FUND FINANCIAL SUMMARY			
	Actual	Amended Budget	Projected	Proposed
	2020-2021	2021-2022	2021-2022	2022-2023
Beginning Fund Balance	\$3,658,977	\$4,417,222	\$4,417,222	\$4,366,808
Revenues				
Property Tax	\$5,981,876	\$6,119,484	\$6,481,687	\$7,441,091
Sales Tax	3,362,024	3,125,108	3,376,968	3,312,861
Franchise Fees	641,184	619,150	637,146	648,567
Sanitation Services	1,172,952	1,104,000	1,104,000	1,104,000
Licenses, Permits and Fees	899,371	436,655	898,165	386,655
Court and Library Fines	420,526	290,000	318,500	303,500
Grants and Gifts	3,117,649	289,749	189,749	50,000
Other Revenues	16,773	13,000	9,010	16,000
Transfers In	399,072	406,904	406,904	420,136
Total Revenues	\$16,011,428	\$12,404,051	\$13,422,129	\$13,682,810
Total Available Funds	\$19,670,405	\$16,821,273	\$17,839,351	\$18,049,618
Expenditures				
General Government	987,302	1,141,976	1,157,406	1,274,990
Public Safety	5,436,440	6,894,412	6,548,453	7,283,476
Community Services	1,580,562	1,582,467	1,589,477	1,606,508
Community Development	1,415,012	1,800,382	1,732,203	1,850,114
Non-Departmental	411,173	450,913	480,386	476,250
Tuition Reimbursement Program	0	5,000	0	5,000
Quint Debt Service	67,054	67,500	67,500	67,500
Reserve for Capital Expenditures	0	6,700	6,700	6,700
Transfer to Street Maintenance Fund	401,281	701,281	869,733	469,733
Transfer to Capital Projects Fund				625,000
Transfer to IT Replacement Fund	17,500	17,500	17,500	17,500
Total Operations	\$10,316,324	\$12,668,131	\$12,469,357	\$13,682,771
Increase (Decrease) in Fund Balance	\$5,695,104	-\$264,080	\$952,772	\$40
One Time Use of Fund Balance	3,387,741	\$ 1,252,928	\$ 1,003,186	\$ 352,181
Ending Fund Balance	\$5,966,340	\$2,900,214	\$4,366,808	\$4,014,666
Required Fund Balance (60 Days)	\$1,695,834	\$2,082,432	\$2,049,757	\$2,249,223
Amount over Required Fund Balance	\$4,270,506	\$817,781	\$2,317,050	\$1,765,444
<i>Days of Fund Balance</i>	<i>211.1</i>	<i>83.6</i>	<i>127.8</i>	<i>107.1</i>
<i>1 day of operations</i>	<i>\$28,264</i>	<i>\$34,707</i>	<i>\$34,163</i>	<i>\$37,487</i>
Operations & Maintenance Property Tax Rate		0.700050	0.700050	0.678272

**CITY OF SEAGOVILLE
GENERAL FUND FINANCIAL SUMMARY**

	Actual 2020-2021	Amended Budget 2021-2022	Projected 2021-2022	Proposed 2022-2023
Vehicle Replacement Fund	42,000	42,000	42,000	42,000
Emergency Siren Replacement	25,000	25,000	25,000	25,000
Firefighting Equipment	62,669	158,293	158,293	92,810
Fire Dept Vehicles		162,878	162,878	30,329
Animal Shelter Kennels				35,000
Police Department Drones				41,297
Police Uniform & Training for New Officer				11,766
Dispatch Support -Electronic Warrants				11,250
Streets- Utility Trailer				8,060
Bldg Inspection & Services(City Hall/Senior Center)				29,669
Planning -Update to City zoning map				25,000
Police equipment (handguns, shotguns, ri	12,742	17,615	17,615	
Police Computer (Reimbursed by Grant)	72,365			
Patrol Vehicle	138,989	230,475	230,475	
Information Technology		35,580	35,580	
Software Upgrade		89,231	89,271	
Animal Services Vehicle				
Street Dept Vehicle		34,000	34,000	
CO Bruce Park Improvements				
Fire Station Study				
A/C System Removal and Replacement City Hall		23,977	23,977	
Remove and Replace Tile in Restrooms		18,400	18,400	
Vehicle for Construction Inspector		31,391	31,391	
Security Equipment				
Remodel Fire Department				
City Manager Settlement				
Parks Replacement Vehicle		64,187	64,187	
Parks 2 Zero Turn Mowers		21,449	21,449	
Litter Crew Vehicle (reimbursed by W&S Fund)				
Debt Service Payment				
Animal Control Misting System Inc Electrical		10,000	10,000	
Dispatch Incentive Pay		20,000	20,000	
Transfer to Street Maintenance	401,281	168,452		
Transfer to Fire Station CIP	118,485			
Quality of Life Project		100,000		
Transfer Fiscal Recovery to Fund 55	2,000,000			
Consulting Fees			18,670	
Transfer to Police Station	500,719			
Laserfiche	6,592			
Transportation Shelter Concrete Pad	6,900			
TOTAL	3,387,741	1,252,928	1,003,186	352,181

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

	Actual 2020-2021	Amended 2021-2022	Projected 2021-2022	Proposed 2022-2023
REVENUES				
Property Taxes:				
9010 Current ad valorem taxes	\$ 5,813,324	\$ 6,014,484	\$ 6,370,985	\$ 7,326,091
9020 Delinquent ad valorem taxes	106,494	60,000	61,202	60,000
9030 Penalty and interest	62,059	45,000	49,500	55,000
Total Property Taxes	5,981,876	6,119,484	6,481,687	7,441,091
Sales and Use Tax:				
9040 Sales tax (Prop tax alternative)	1,120,256	1,029,340	1,065,367	1,060,220
9120 Sales tax	2,240,512	2,094,268	2,310,101	2,251,141
9121 Mixed beverage tax	1,257	1,500	1,500	1,500
Total Sales and Use Tax	3,362,024	3,125,108	3,376,968	3,312,861
Franchise Fees:				
9100 Electric	436,248	420,000	420,000	439,417
9101 Gas	70,572	72,250	92,146	82,250
9102 Cable	33,257	32,000	32,000	32,000
9103 Telephone	15,637	19,000	19,000	19,000
9104 Sanitation	69,058	62,000	62,000	62,000
9108 PEG	7,588	5,000	5,000	5,000
9110 All Other	8,824	8,900	7,000	8,900
Total Franchise Fees	641,184	619,150	637,146	648,567
Sanitation	1,172,952	1,104,000	1,104,000	1,104,000
Licenses, Permits and Fees				
9230 Animal Shelter			-	-
9231 Animal Shelter Donations				
9240 Inspection Fees			-	-
9241 Food Health Certificates	64,015	60,000	62,000	60,000
9242 Certificate of Occupancy	5,414	6,500	9,500	6,500
9244 Food Administrative Fee	12,800	12,000	12,000	12,000
9245 Beer and Wine Permit Fees	360	360	360	360
9246 Food Handler/Manager Certification	5,350	4,500	4,500	4,500
9250 Zoning and Plat Fees	46,196	25,000	25,000	25,000
9270 Court Admin Fees	282	750	750	750
9303 Administrative Fee	113	150	150	150
9311 Building Permit Fees	674,913	250,000	420,000	200,000
9314 Subdivision Inspection Fees	(25)		252,982	
9315 Fire Dept Permits	44,481	40,000	50,000	40,000
9320 Misc Permits	643	500	600	500
9330 Misc Licenses	22,694	15,000	22,000	15,000
9409 Court Online Fees	1,919	1,400	1,000	1,400
9630 Bank Charges	(33)			
9745 Lien Reimbursement			16,828	
9760 Burglar Alarm Fees	9,755	10,000	10,000	10,000
9770 Tower Rental Fees	10,494	10,495	10,495	10,495
Total Licenses, Permits and Fees:	899,371	436,655	898,165	386,655

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

		Actual 2020-2021	Amended 2021-2022	Projected 2021-2022	Proposed 2022-2023
Court and Library Fines					
9410	Court	400,266	275,000	300,000	285,000
9415	Child Safety Fee	18,883	12,500	16,000	16,000
9420	Library	1,377	2,500	2,500	2,500
Total Fines		420,526	290,000	318,500	303,500
Grants and Gifts					
9232	Toy Drive	406	-		
9510	Senior Grants	42,137	30,000	30,000	36,000
9515	Senior Center Adm Reimbursement	51,200	10,000	10,000	10,000
9625	SEDC Capital Grant		100,000	-	
9532	Other Grants	236,451	145,749	145,749	-
9533	Covid Relief Revenue	695,000			
9746	2021 COV Recovery Funds FEMA	2,088,959			
9550	Senior Part. Contrib. Meals	3,495	4,000	4,000	4,000
		3,117,649	289,749	189,749	50,000
Other					
9610	Interest	6,733	10,000	6,000	6,000
9612	Peg Interest	47		10	
9730	Misc	10,056	3,000	3,000	10,000
9740	Cash Over/Short	(64)	-	-	
		16,773	13,000	9,010	16,000
Transfers					
9111	Franchise - Water	74,826	74,826	74,826	81,261
9112	Franchise - Sewer	79,034	79,034	79,034	85,831
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
9621	G&A Recovery SEDC	19,168	27,000	27,000	27,000
		399,072	406,904	406,904	420,136
TOTAL REVENUES		\$ 16,011,427.14	\$ 12,404,050	\$ 13,422,129	\$ 13,682,810

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

	Actual 2020-2021	Amended Budget 2021-2022	Projected 2021-2022	Proposed 2022-2023
Expenditures				
City Council	\$3,020	\$9,650	\$1,800	\$9,650
City Manager	257,672	268,913	268,913	277,637
City Secretary	135,037	149,173	160,048	172,119
Information Technology	119,858	154,465	154,465	161,000
Human Resources	140,843	171,434	164,934	177,741
Finance	330,871	388,341	407,246	476,843
General Government	\$987,302	\$1,141,976	\$1,157,406	\$1,274,990
Police	\$2,362,614	\$2,973,531	\$2,833,070	\$3,126,120
Fire	2,235,667	2,643,920	2,653,263	2,862,154
EMS	174,994	174,123	174,123	174,123
Support Services	541,678	921,331	710,661	936,694
Animal Services	121,488	181,507	177,336	184,385
Public Safety	\$5,436,440	\$6,894,412	\$6,548,453	\$7,283,476
Municipal Court	\$ 181,875	\$ 177,872	\$ 193,600	\$ 197,828
Library	235,317	237,960	237,855	205,107
Senior Center	196,438	210,708	202,095	200,171
Sanitation	966,931	955,927	955,927	1,003,402
Community Services	\$ 1,580,562	\$ 1,582,467	\$ 1,589,477	\$ 1,606,508
Building Inspection and Services	\$ 370,455	\$ 472,169	\$ 524,514	\$ 485,650
Health Inspector	112,521	\$ 121,546	129,327	121,653
Code Enforcement	154,653	207,761	162,012	226,661
Streets	385,036	464,405	423,104	478,912
Parks	284,364	411,536	408,739	401,432
Planning	107,983	122,965	84,507	135,806
Community Development	\$ 1,415,012	\$1,800,382	\$ 1,732,203	\$ 1,850,114
Non-Departmental	\$411,173	\$450,913	\$480,386	\$476,250
Quint Debt Service	\$ 67,054	\$ 67,500	\$ 67,500	\$ 67,500
Tuition Reimbursement Program	-	5,000	5,000	5,000
Reserve for Capital Expenditures (PEG)	-	6,700	6,700	6,700
Total Operations	9,897,543	11,949,350	11,587,124	12,570,538
Transfers	\$1,172,039	\$418,781	\$17,500	\$887,233
TOTAL OPERATIONS AND TRANSFERS	\$11,069,582	\$12,368,131	\$11,604,624	\$13,457,771



City Council

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

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	3,020	9,650	1,800	9,650
CAPITAL OUTLAY				
PROGRAM TOTAL	3,020	9,650	1,800	9,650

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:



City Manager

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 2022 ACCOMPLISHMENTS

3% pay increase to all employees.

Added to property tax based funding of street maintenance program to \$869,733.

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

Provided ongoing direction to the City's economic and community development initiatives resulting in Starwood Cafe.



FY 2022 ACCOMPLISHMENTS (continued)

Prepared and obtained approval of the FY 2022 operating budget.

GOALS FOR FISCAL YEAR 2023

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.

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 2022 – 2023 budget.

CITYWIDE GOAL (5) – OPEN, TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	255,807	266,673	266,673	275,397
SUPPLIES				
CONTRACTUAL SERVICES	1,865	2,240	2,240	2,240
CAPITAL OUTLAY				
PROGRAM TOTAL	257,672	268,913	268,913	277,637

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	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
TOTAL FULL TIME EQUIVALENT	1	1	1	1

SIGNIFICANT BUDGET CHANGES:



Program: City Manager's Office

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Develop Collaborative Efforts in Community and Economic Development				
Objectives				
Discussions with Seagoville Economic Development				
Indicator:				
Joint City Council/SEDC Board meetings	-	1	1	1
Maintain Seagoville As A Safe, Clean and Attractive Community				
Objectives				
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	NA	NA	Yes
Provide funding for a health inspector	Yes	Yes	Yes	Yes
Provide funding for major drainage projects	Yes	Yes	Yes	Yes
Maintain A Quality Workplace For Employees				
Objectives				
Conduct two employee appreciation picnics	Yes	Yes	Yes	Yes
Work to increase employee pay annually	Yes	Yes	Yes	Yes
Transparent and Responsive Governance and Business Services				
Objectives				
Indicator:				
Number of Days of Fund Reserve in General Fund and Water and Sewer Fund (Council Policy = 60 Days)				
General Fund		94.4		
Water and Sewer Fund		295.8		



City Secretary

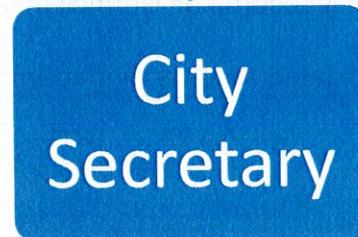
City Secretary

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 provide secretarial and administrative support to the Mayor and City Council as needed.

FY 2022 ACCOMPLISHMENTS

Prepared and posted agendas for all meetings in FY 2022 .

Prepared and posted minutes for all meetings in FY 2022.

Successfully completed all Open Records Requests in accordance to the Public Information Act.

Cancelled May 2022 local election.

Conducted Records Management Program in accordance with State law.



GOALS FOR FISCAL YEAR 2023

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

Participate in hosting the City's annual civic academy.

CITYWIDE GOAL (5) – OPEN, 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 three (3) days upon approval.
- ❖ Post agendas seventy-two (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

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	102,310	109,978	119,833	131,424
SUPPLIES	90	1,875	425	375
CONTRACTUAL SERVICES	32,638	37,320	39,790	40,320
CAPITAL OUTLAY				
PROGRAM TOTAL	135,037	149,173	160,048	172,119

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
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
TOTAL FULL TIME EQUIVALENT	1	1	1	1

SIGNIFICANT BUDGET CHANGES:

Personnel:



Department: City Secretary Office

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Transparent and Responsive Governance and Business Services				
Objectives				
Conduct Records management program in accordance with State law				
Indicator: Obtain Certificate of Completion from Texas State Library	Yes	Yes	Yes	Yes
Administer all City elections in full compliance with the City Charter and the Texas Election Code				
Administer all City elections in full compliance with the City Charter and the Texas Election Code	Yes	Yes	Cancelled	Yes
Post Council agendas 72 hours before public meetings as required by State law				
Post Council agendas 72 hours before public meetings as required by State law	Yes	Yes	Yes	Yes
Post approved ordinances on the City's website prior to the quarterly codification of the Code of Ordinances				
Post approved ordinances on the City's website prior to the quarterly codification of the Code of Ordinances	Yes	Yes	Yes	Yes
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's first civic academy				
Participate in hosting the City's first civic academy	NA	Yes	Yes	Yes
OUTPUTS				
City Council meetings	29	30	30	30
Ordinances adopted	28	20	40	40
Resolutions adopted	92	60	90	90
Open records requests processed	489	350	490	490
Preparation of Council agenda packets	29	30	35	35
Elections held	1	1	Cancelled	1
EFFICIENCIES				
Quantity of records deemed eligible for destruction and destroyed				
Quantity of records deemed eligible for destruction and destroyed	92 boxes	50 boxes	62 boxes	60 boxes
EFFECTIVENESS				
Percent of approved Council Minutes posted on website within 3 days of approval				
Percent of approved Council Minutes posted on website within 3 days of approval	100%	99%	100%	100%



Information Technology

Information Technology

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	119,858	154,465	154,465	161,000
CAPITAL OUTLAY				
PROGRAM TOTAL	119,858	154,465	154,465	161,000

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
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
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:



Human Resources

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 2022 ACCOMPLISHMENTS

Advertised and provided support to department directors to successfully fill open positions.

Researched, ensured and reported mandated Compliance Training for employees and Governing Body.

Hosted UTSW 3D Mobile Mammography.



GOALS FOR FISCAL YEAR 2023

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

- ❖ By the third quarter of FY 2023, coordinate, participate in, and host Leadership Seagoville.
- ❖ Partner with Seagoville High School to host the City's First Teen-Youth Leadership Seagoville Program.
- ❖ First quarter of FY2023, host UTSW Mobile Mammography and Carter Blood Care blood drive for employees and community.

CITYWIDE GOAL (4) – MAINTAIN A QUALITY WORKFORCE FOR EMPLOYEES

- ❖ Work cooperatively throughout the fiscal year with all City staff to ensure compliance with all local, state and federal rules and regulations.
- ❖ By the end of 2nd quarter of FY2023, finalize and implement electronic access to, and submission of, all employee benefits and employee forms.
- ❖ Research and implement alternate third-party medical provider to include after hour care.
- ❖ Complete and distribute revised employee policies for approval and adoption.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	135,531	155,734	155,734	163,541
SUPPLIES	736	6,400	2,400	6,000
CONTRACTUAL SERVICES	4,576	9,300	6,800	8,200
CAPITAL OUTLAY				
PROGRAM TOTAL	140,843	171,434	164,934	177,741

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Director	1	1	1	1
TOTAL FULL TIME:	1	1	1	1
PART TIME POSITIONS:				
	0	0	0	0
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	1	1	1	1

SIGNIFICANT BUDGET CHANGES:



Department: Human Resources

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Maintain a Quality Workforce for Employees				
Objectives				
Percentage of turnover as a measure of staff stability and staff satisfaction	*8.00%	2.00%	**9.75%	4.00%
Number of Workers' Compensation Claims	6	3	2	3
Percentage of employees receiving annual performance evaluations	100%	100%	50%	100%
Work cooperatively with City staff to ensure compliance with all local, state and federal rules and regulations				
Indicator:				
Successful claims and lawsuits against the City	None	None	None	None
Hosting annual employees health fair	Yes	Yes	Yes	Yes
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	Yes	Yes	No	Yes

* Two (2) Retirements

** Three (3) Retirements



Finance

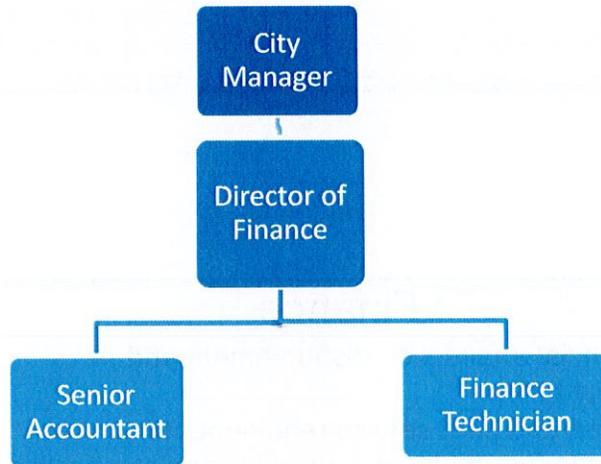
Finance

1. Handle financial affairs, i.e., disbursement and investing city funds.
2. Manage 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 2022 ACCOMPLISHMENTS

Finance Director completed the New and Emerging Finance Director program through the North Central Texas Council of Governments NCTCO .

Senior Accountant reduced the average number of days to reconcile bank statements.

Senior Accountant cross-trained in Accounts Payable.

GOALS FOR FISCAL YEAR 2023

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

- ❖ Participate in hosting the City's annual civic academy.



GOALS FOR FISCAL YEAR 2023(continued)
CITYWIDE GOAL (5) – OPEN, TRANSPARENT AND RESPONSIVE
GOVERNANCE AND BUSINESS SERVICES

- ❖ Obtain the GFOA financial reporting achievement award for the FY 2022 Comprehensive Annual Financial Report.
- ❖ Obtain the GFOA distinguished budget presentation award for the FY 2023 annual budget document.
- ❖ Obtain the GFOA Popular Annual Financial Reporting award.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	219,148	299,606	310,775	392,437
SUPPLIES	0	500	0	500
CONTRACTUAL SERVICES	111,723	88,235	96,471	83,906
CAPITAL OUTLAY				
PROGRAM TOTAL	330,871	388,341	407,246	476,843

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Director of Finance	1	1	1	1
Senior Accountant/Assistant Director of Finance	1	1	1	1
Purchasing Agent	0	0	0	1
Finance Technician	1	1	1	1
TOTAL FULL TIME:	3	3	3	4
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	3	3	3	4

SIGNIFICANT BUDGET CHANGES: Personnel: Purchasing Agent position created for FY 2023.



Department: Finance

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Transparent and Responsive Governance and Business Services				
Objectives				
Reduce average days to reconcile bank statements				
Indicator:				
Average number of days to reconcile bank statements	5	5	3	3
Receipt of GFOA Financial Reporting Excellence Award with five or less GFOA review comments				
Indicators:				
Receipt of GFOA Financial Reporting Excellence Award	NA	Yes	Yes	Yes
Number of GFOA review comments				
Completion of annual audit and annual financial report with three or less audit adjustments				
Indicator:				
Number of audit adjustments	1	2	2	2
Receipt of GFOA Popular Financial Reporting Award	NA	Yes	NA	Yes
Receipt of GFOA Distinguished Budget Presentation Award with three or less GFOA review comments				
Indicators:				
Receipt of GFOA Distinguished Budget Presentation Award	NA	Yes	Yes	Yes
Number of GFOA review did not satisfy scores				
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in the City's civic academy	NA	Yes	NA	Yes



Police

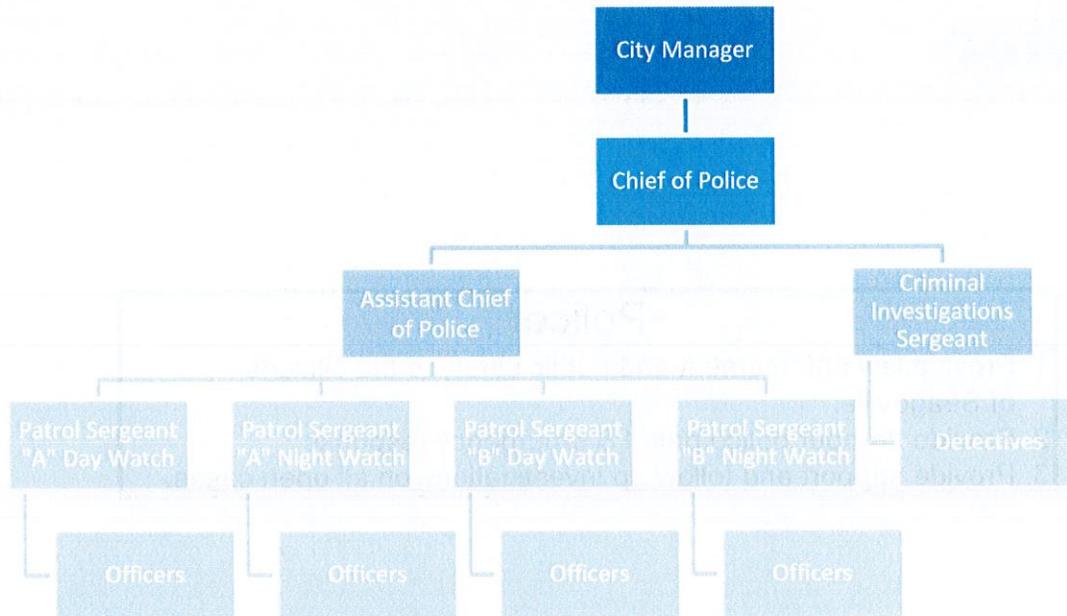
Police

1. Provide law enforcement and public safety to the citizens of Seagoville.
2. Provide 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, 2 part-time sworn officers and 16 civilian members. We have four sections within the organization including 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.



City of Seagoville Police Department

600 North US Highway 175
Seagoville, Texas 75159
Phone 972.287.2999 Fax 972.287.2917
www.seagoville.us



Statement of Accomplishments

Police Department

During the first half of the 2021 / 2022 fiscal year your Seagoville Police Department has accomplished the following:

- On-site re-recognition for accreditation through the Texas Police Chiefs Association (TPCA). This was our third on-site accreditation visit and a testament to the hard work and dedication to this program by each and every officer.
- We are currently only two sworn personnel down from being fully staffed with full time sworn personnel with new candidates to fill these slots either in the hiring process.
- Captain Davis has been promoted from the rank of Captain to the rank of Assistant Chief of Police. Congratulations to him and the accomplishments that he has made through his dedication to this department and this city.
- After a mandated hiatus of the community involvement initiatives due to COVID, Sgt. Talley has ramped back up our Citizens Police Academy program and continues to do an outstanding job overseeing this initiative as well as the Citizens on Patrol (COP) programs which is also back in full swing.
- We are currently in the design stages of a new Police Department building to be built out on E. Simonds Road next door to the new Fire Department building. We are also in the works of redesigning our current building as our Communications and Holding facility building. Both of these projects are a work in progress, but well under-way.
- Last but certainly not least, the department managed to acquire two federal grants this year. The first one afforded the department to purchase a \$75,000.00 training simulator. This training simulator is an amazing tool for our officers that focuses on scenario-based realism for de-escalation training, subject encounters, target accusation training and much more. The second grant was acquired to purchase all new body cameras at a cost of over \$68,000.00. While this grant is a matching funds grant, the cost is minimal to the city at only 25% of the overall cost. This grant will outfit every officer with the latest technology in body camera hardware and software.



GOALS FOR FISCAL YEAR 2023

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 number one goal of the Seagoville Police Department is the safety and security of those who live, work and visit this fine City. We achieve this goal by providing fair, prompt and professional service to the citizens of Seagoville. We measure the success of this goal by looking at the number of sustained citizen complaints filed, which have been 0 zero. By maintaining a highly trained staff and the equipment to perform these tasks, we can accomplish these tasks with confidence.

- ❖ Our number two goal is crime reduction and prevention through pro-active measures such as traffic enforcement, along with detection, apprehension and prosecution of those you commit criminal acts in our community. Over the past few years this city has experienced a vast amount of growth, with growth comes growth pains, and sometimes that means crime can rise. However, we strive daily to stay on top of crime through proactive measures such as traffic enforcement and maintaining visibility to deter this behavior.

- ❖ Our number three goal is to provide good fiscal management. The citizens and business owners of this community expect and deserve to have their tax dollars spent wisely. We strive to ensure that every purchase we make, we are spending their money legally and wisely. We accomplish this goal through maintaining cooperative purchasing agreements, researching established prequalified vendors through the HUB Historically Underutilized Business bidders list, Buyboard, Texas Smart Buy program, etc.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	2,161,055	2,733,031	2,578,771	2,876,167
SUPPLIES	127,524	154,115	161,704	157,719
CONTRACTUAL SERVICES	74,036	86,385	92,595	92,234
CAPITAL OUTLAY				
PROGRAM TOTAL	2,362,614	2,973,531	2,833,070	3,126,120

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Chief	1	1	1	1
Captain	1	1	1	1
Sergeant	6	6	0	0
Police Officer	18	20	6	6
			16	18
TOTAL FULL TIME:	26	28	24	26
PART TIME POSITIONS:				
Crossing Guard	0.75	0.75	0.75	0.75
Police Officer	1.15	1.15	1.15	1.15
TOTAL PART TIME:	1.9	1.9	1.9	1.9
TOTAL FULL TIME EQUIVALENT	27.9	29.9	25.9	27.9

SIGNIFICANT BUDGET CHANGES:

Personnel:



Department: Police

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Maintain the City of Seagoville as a Safe, Clean and Attractive Community				
Objectives				
Reduce the occurrences of Part I crimes in the City				
Indicator:				
Number of Part I crimes	364	355	350	370
Provide Services in an efficient manner				
Indicators:				
Response time to Priority one calls	5:22	6:00	5:20	5:30
Full staffing of full and part time personnel	Yes	Yes	Yes	Yes
Sworn Officers per 1,000 Population	1.62	1.53	1.32	1.27
Provide high quality community oriented services with sensitivity				
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	1	1	0	1
Maintain a Texas Police Chiefs Best Practices Certified Police Department				
	Yes	Yes	Yes	Yes
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's civic academy	NA	Yes	NA	Yes
OUTPUTS				
Calls for Service	18,896	17,800	17,750	16,554
Arrests	353	400	320	360
Citation Violations	1,551	1,205	1,500	1,248
Part I Crimes	364	355	350	370
EFFICIENCIES				
Sworn Officers per 1,000 Population	1.50	1.43	1.22	1.18
Part Time Police Officers per 1,000 Population	0.11	0.10	0.10	0.09
EFFECTIVENESS				
Value of Property Stolen	\$1,487,028	\$1,000,000	\$1,400,000	\$1,470,000
Value of Property Recovered	\$479,478	\$635,000	\$800,000	\$735,000



Fire

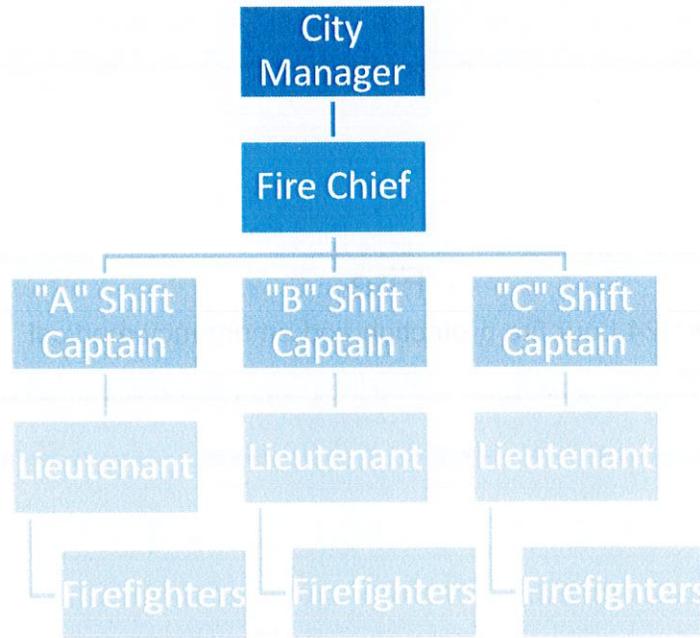
Fire

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 2022 ACCOMPLISHMENTS

The fire department ended 2021 with a total incident count of 2681. Our average response time for 2021 was 5:40. The scheduling and completion of inspections has returned back to normal with CO ID-19 restrictions lifting. In the 2021 calendar year we inspected approximately 141 businesses.

Acadian Ambulance responded to 2268 incidents and maintained an average response time under six minutes.



FY 2022 ACCOMPLISHMENTS (continued)

Fire Hydrant maintenance is under way with all shifts covering the city flowing and testing hydrants. We have approximately 600 plus total hydrants throughout the city.

The Fire Department achieved an ISO 2 rating for the first time. Training objectives are still top priority. Each individual is required to complete a minimum of 16 hours of training each month in order to maintain our ISO 2 rating. We have completed multiple mutual aid training sessions with Crandall Fire Department and we will be expanding our multi company training to include neighboring departments. The Swift Water Rescue training included six new members in 2021.

GOALS FOR FISCAL YEAR 2023

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 all fire inspections in FY 2023.
- ❖ Perform flow tests of 625 fire hydrants in FY 2023.
- ❖ Maintain an average response time on all incidents below 6:00 minutes.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	2,084,125	2,468,236	2,471,229	2,657,872
SUPPLIES	91,044	99,611	108,525	119,611
CONTRACTUAL SERVICES	60,497	76,073	64,166	84,671
CAPITAL OUTLAY				
PROGRAM TOTAL	2,235,667	2,643,920	2,643,920	2,862,154

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Chief	1	1	1	1
Captain	3	3	3	3
Lieutenant	3	3	3	3
Firefighter	18	18	18	18
TOTAL FULL TIME:	25	25	25	25
PART TIME POSITIONS:				
Firefighter	0	0	0	0
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	25	25	25	25

SIGNIFICANT BUDGET CHANGES:

Personnel:



Department: Fire

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Maintain the City of Seagoville as a Safe, Clean and Attractive Community				
Efficiencies				
Indicators:				
Percent of Priority I emergency responses within 7:59 minute response time	98%	98%	97%	98%
Average Response time to all incidents	5:40	5:30	5:30	5:30
Effectiveness				
Fire and EMS Cost per Capita	\$139.89	\$143.92	\$144.40	\$132.90
Provide high quality community oriented services with sensitivity				
Indicators:				
Number of Citizens receiving community CPR training	NA	NA	NA	NA
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Outputs				
Calls for Service	2,681	3,200	3,000	3,500
Fire Inspections	141	500	300	600
Fire Hydrant Maintenance	600	625	625	650



Emergency Medical Services (EMS)

EMS

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	174,994	174,123	174,123	174,123
CAPITAL OUTLAY				
PROGRAM TOTAL	174,994	174,123	174,123	174,123

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	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
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:



Support Services

Records

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

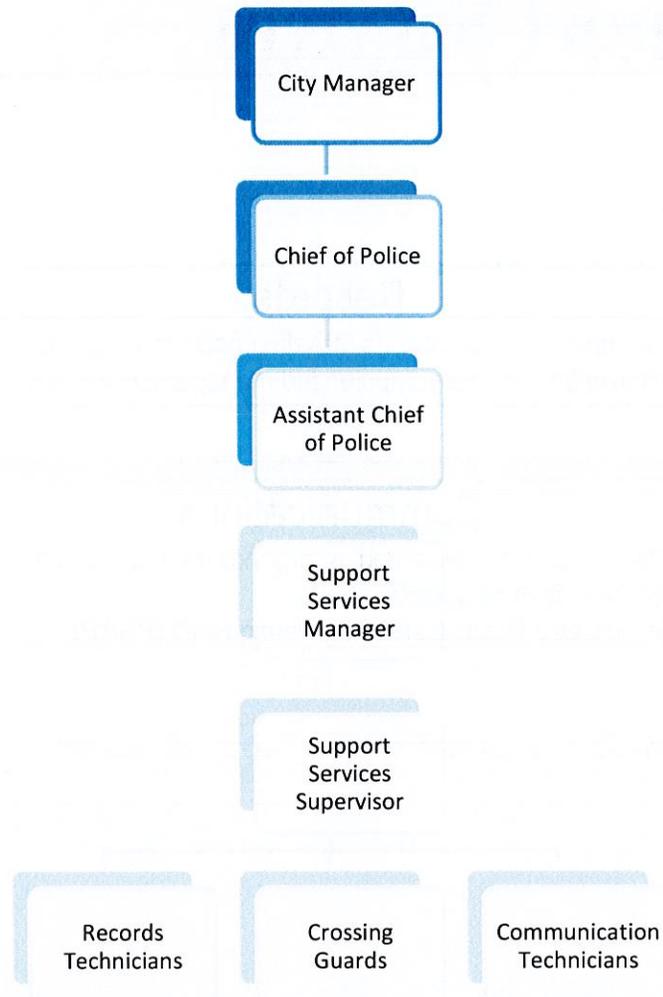
Communications

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 2022 ACCOMPLISHMENTS

We met our goal for 2022 by meeting the Best Practice rules.

We have continued to strive to do our best by performing at our highest level of excellence as employees of the City of Seagoville.

We continue to maintain the level of technology required to complete tasks and stay current with updates.

GOALS FOR FISCAL YEAR 2023

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

Participate in hosting the City's annual civic academy.

CITYWIDE GOAL (5) – OPEN, TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES

- ❖ We are setting the goal to become fully staffed. Or at least have two dispatchers per shift and one call-taker during peak hours. The goal is to have three positions. A police channel position works radio only for Sunnyvale and Seagoville , a fire channel position, which will work fire calls and be a backup for answering other phone calls and a call-taker position which will answer phones and complete paperwork. Dispatchers will rotate to each position during their shift. This will reduce stress and they will be able to respond quicker to phones and radio.
- ❖ We are implementing different recruiting techniques in order to hire new talent.
- ❖ We strive to keep our technology up to date in order to assist our employees and streamline their duties. Including the ability to pay alarm permits online, which in turn will also benefit our citizens. Employees will be able to spend less time with paperwork and focus more on monitoring the radios, phones and officers on beat.
- ❖ We would like to focus on streamlining our process with the judge during arraignments and the paperwork involved. The goal is to create a paperless system.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	411,856	781,513	574,969	799,215
SUPPLIES	5,207	6,946	5,710	5,986
CONTRACTUAL SERVICES	123,465	129,323	126,610	128,654
CAPITAL OUTLAY	1,150	3,549	3,372	2,839
PROGRAM TOTAL	541,678	921,331	710,661	936,694

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Manager	1	1	1	1
Supervisor	1	1	1	1
Records Technician	2	3	2	2
Communication Technician	7	11	8	11
TOTAL FULL TIME:	11	16	12	15
PART TIME POSITIONS:				
Communication Technician	0.75	0.75	0.75	0.75
TOTAL PART TIME:	0.75	0.75	0.75	0.75
TOTAL FULL TIME EQUIVALENT	11.75	16.75	12.75	15.75

SIGNIFICANT BUDGET CHANGES:

Personnel



Department: Support Services

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Maintain the City of Seagoville as a Safe, Clean and Attractive Community				
Provide Services in an efficient manner				
Indicators:				
Full staffing of full and part time personnel	No	Yes	No	Yes
Full-time Support Services staff per 1,000 residents	0.68	0.68	0.65	0.71
Creation of 90 day assessment of Property Room records	NA	Yes	NA	Yes
Maintain a Texas Police Chiefs Best Practices Certified Police Department				
	Yes	Yes	Yes	Yes
Transparent and Responsive Governance and Business Services				
Objectives				
Creation of an electronic filing system	NA	Yes	NA	Yes



Animal Services

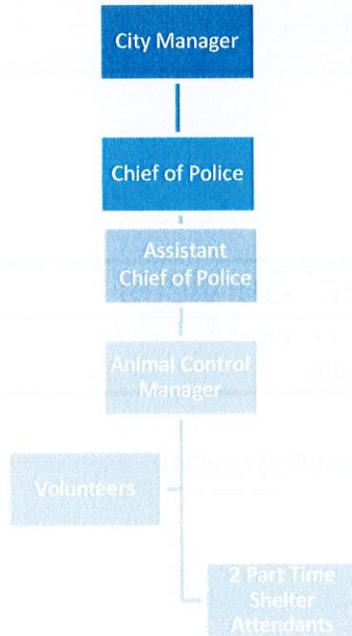
Animal Services

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 2022 ACCOMPLISHMENTS

For Fiscal Year 2021 2022, the Seagoville Animal Services has accomplished the following

- 200 dog intakes, 48 cat intakes
- 12 wildlife intakes releases skunks, raccoons, birds
- 106 dog adoptions, 18 dogs sent to rescue, 28 dogs returned to owners, 0 dogs euthanized
- 62 cat adoptions, 1 cat returned to owner, 1 cat euthanized
- Implanted 345 microchips in both dogs and cats
- 1,682 calls for service, 6 animal bite cases, 12 citations, 9 written warnings, 20 verbal Warnings
- Over 2100 volunteer hours
- The sewer pump box was replaced and the misting fan system for the outdoor kennels will be installed in July 2022.

GOALS FOR FISCAL YEAR 2023

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

The main goal of Seagoville Animal Services is to provide humane care and protection of stray animals in the City of Seagoville.

To achieve the above stated goal Animal Services will need to do the following

- Hiring a full time Animal Shelter attendant. This will allow Animal Services to better assist the community as a whole. The shelter currently has one full time Animal Control Officer and two part time Shelter Attendants. With the hiring of an additional full time Shelter Attendant, Animal Services will have someone physically at the shelter weekdays from 8-5. This will enhance the customer service of Animal Services. The shelter often misses out on potential adoptions, surrenders, rescues, and reclamations since it is not fully staffed during operating hours. The Animal Control officer may be on duty weekdays from 8-5, but if it is in the afternoon, the part time shelter attendants are no longer there. This means citizens and potential adopters have to wait for the Animal Control Officer to finish the call he is on before coming to the shelter to assist them with their needs. This will also allow someone to answer and return calls quicker and keep the shelter cleaner and more organized.



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

- Continue to strive toward a 90% or better live release rate, an ongoing accomplishment since 2011.
- Animal Services continues to make strides toward the return animals to their rightful owner. The microchip program has greatly enhanced these efforts.
- Due to the age and condition of the Animal Shelter, a program to better insulate the building from the weather extremes we experience which often causes the temperatures inside the shelter to go above or below the standards set forth by the Texas Department of State Health Services.
- Add additional cameras with higher resolution on the exterior of the Animal Shelter to help identify suspects who dump animals at the shelter.
- Add an additional 8 outdoor kennels with drainage and aerobic system to alleviate the overcrowding inside the shelter.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	100,418	147,714	147,726	151,401
SUPPLIES	12,327	21,393	15,950	20,726
CONTRACTUAL SERVICES	8,743	12,400	13,660	12,258
CAPITAL OUTLAY				
PROGRAM TOTAL	121,488	181,507	177,336	184,385

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Animal Control Officer	1	2	2	2
TOTAL FULL TIME:	1	2	2	2
PART TIME POSITIONS:				
Animal Shelter Attendant	2	2	2	2
TOTAL PART TIME:	2	2	2	2
TOTAL FULL TIME EQUIVALENT	3	4	4	4

SIGNIFICANT BUDGET CHANGES:



Department: Animal Services

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	Yes	Yes
Maintain the "no kill" philosophy within the program				
Indicator: Percentage of animals euthanized compared to total outcomes	1.00%	None	None	None
Maintain the City of Seagoville as a Safe, Clean and Attractive Community				
Objectives				
Strive to return animals to their rightful owners				
Indicator: Animals microchipped	345	500	400	600
Animals returned to owners	29	50	40	60
Respond to calls with courtesy and respect				
Indicator: Number of citizen complaints	None	None	None	None
Deliver efficient animal services throughout the year				
Indicator: Retention of a full time Animal Services manager	Yes	Yes	Yes	Yes
Pass the annual State Review				
Indicator: Satisfactory Rating from State Department of Health Services	Yes	Yes	Yes	Yes



Municipal Court

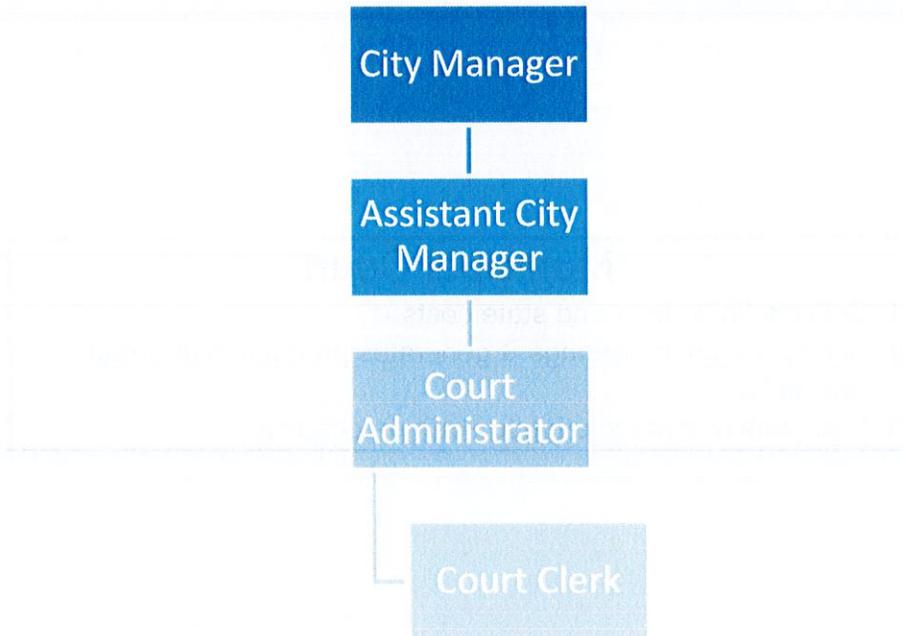
Municipal Court

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 2022 ACCOMPLISHMENTS

A new Municipal Court Clerk was hired.

Under direct supervision, the Court Clerk has been properly trained and given the necessary support and guidance to ensure court procedures, city policies, roles and responsibilities are followed correctly. The Court Clerk has demonstrated a satisfactory standard of performance and thus, completed the probationary period successfully.



GOALS FOR FISCAL YEAR 2023

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

Participate in hosting the City's annual civic academy.

Prepare Court Clerk to successfully achieve Level 1 Court Clerk Certification within one year of hire.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	122,208	120,607	137,511	141,689
SUPPLIES		150	150	150
CONTRACTUAL SERVICES	59,667	55,566	55,939	55,989
CAPITAL OUTLAY				
PROGRAM TOTAL	181,875	176,323	193,600	197,828

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Court Administrator	1	1	1	1
Court Clerk	1	1	1	1
TOTAL FULL TIME:	2	2	2	2
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	2	2	2	2

SIGNIFICANT BUDGET CHANGES:



Department: Municipal Court

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Provide Services in an efficient manner				
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
Outputs				
# of Warrants Issued	1,800	1,993		2,790
# of Warrants Cleared	962	1,950		2,093
# of Violations/Complaints processed	3,255	3,805		3,995
Efficiencies				
# of Online Payments		860		885
Outstanding Payment Plan Fiscal Year End Balance	50,764	60,552		42,386
Effectiveness				
%Warrants Cleared	53%	75%		75%
Total Cases Pending at Fiscal Year End				
Active	2,642	5,176		6,988
Inactive	5,721	7,442		8,930



Library

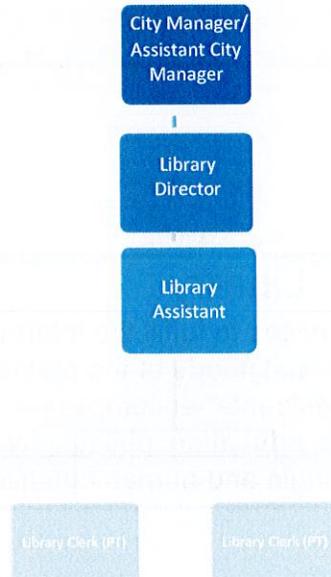
Library

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 2022 ACCOMPLISHMENTS

Added faxing to its list of services.

Participated, for the first time ever, in Mayfest.

Now accessible to patrons outside of 75159 zipcode for a small fee.

Now able to send unpaid fines to collections.

Fully operational and can now host Summer reading Programs. We have six scheduled.



FY 2022 ACCOMPLISHMENTS (Continued)

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 2020 and is on track for FY 2021 accreditation.

GOALS FOR FISCAL YEAR 2023

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

Develop Programs and Services that are inclusive to the entire community.

CITYWIDE GOAL (5) – OPEN, TRANSPARENT AND RESPONSIVE GOVERNANCE AND BUSINESS SERVICES

Continue to implement elements of comprehensive technology plan, specifically to upgrade/replace two public workstations.

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, open Wi-Fi access, Wi-Fi lending program and 8 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

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	216,605	217,460	217,355	183,862
SUPPLIES	1,501	1,750	1,750	1,750
CONTRACTUAL SERVICES	3,747	4,750	5,095	5,995
CAPITAL OUTLAY	13,464	14,000	13,655	13,500
PROGRAM TOTAL	235,317	237,960	237,855	205,107

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Library Director	1	1	1	1
Library Assistant	1	1	1	1
TOTAL FULL TIME:	2	2	2	2
PART TIME POSITIONS:				
Library Clerk	1	1	1	1
TOTAL PART TIME:	1	1	1	1
TOTAL FULL TIME EQUIVALENT	3	3	3	3

SIGNIFICANT BUDGET CHANGES:



Department: Library

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Continue the development and implementation of the comprehensive 5 year technology plan	Continue	Continue	Continue	Continue
Effectiveness				
Maintain accreditation with the Texas State Library				
Indicators:				
Accreditation letter	Yes	Yes	Yes	Yes
Provide Quality Leisure opportunities				
Outputs				
Indicators:				
Attendance - Story Time for Preschoolers	NA	550	635	550
Attendance - Summer Reading Club	NA	500	700	500
Attendance - Day Care Outreach Program	NA	160	NA	NA
Open WiFi access	Yes	Yes	Yes	Yes
Library Visits	7,000	16,050	16,000	14,000
Library Materials Circulated	12,500	33,500	33,365	35,700
Efficiencies				
Number of Library Visits per Library Employee	2,333	11,166	5,333	4,667



Senior Center

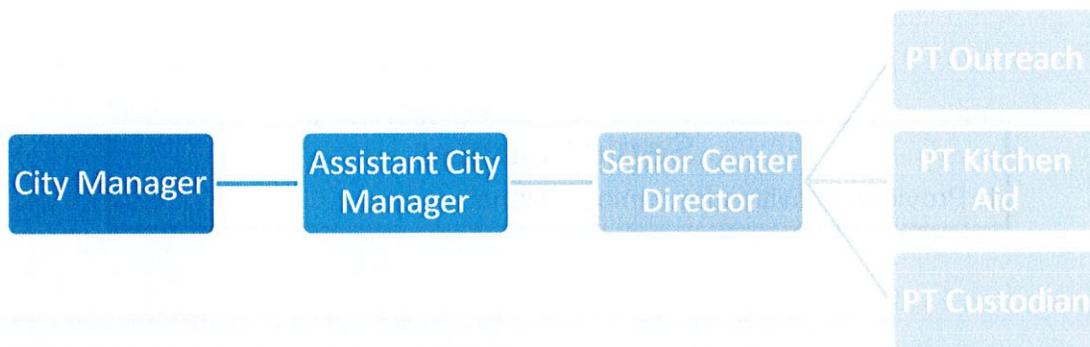
Senior Center

1. Provides activities for senior citizens.



CITY OF SEAGOVILLE, TEXAS

Senior Center



PROGRAM DESCRIPTION

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

FY 2022 ACCOMPLISHMENTS

Re-opened the center for congregate meals, activities and entertainment. Continuation of Home Deliver Meals (drive through meals) for those not comfortable with eating in a congregate setting.

Passed the annual Seagoville Fire Inspection.

Passed the annual Seagoville Health Inspection.

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

Partnered with Seagoville Senior Housing to provide activities, celebrations and entertainment for the Seniors of Seagoville.



FY 2022 ACCOMPLISHMENTS (continued)

Started an evening karaoke every Thursday to allow our seniors to have a place to gather for socialization outside of the business hours.

Partnering with North Texas Food Bank to provide the Center parking lot as a pickup location for the PAN People and Nutrition Box program bi-monthly on the first Monday.

They are continuing to distribute food for two months at a time due to the pandemic.

The senior center staff and volunteers has passed out a minimum of one meal per business day. Earlier in the fiscal years, the senior center staff and volunteers passes out two meals each business day until advised to return to one meal per DCAAA.

GOALS FOR FISCAL YEAR 2023

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

- ❖ 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 arts and crafts, dancing, exercise, games, karaoke, meals and outings to senior center members.
- ❖ Provide future opportunities for craft rummage sales as a means of fundraising for future entertainment and outings for the senior center participants.
- ❖ Partner with other senior living facilities in Seagoville to make sure their seniors are aware of the Seagoville Senior Center.
- ❖ To reach as many seniors and help them remain active and in a social setting.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	123,241	136,633	127,980	124,151
SUPPLIES	4,229	5,300	3,500	4,850
CONTRACTUAL SERVICES	68,968	68,775	70,615	71,170
CAPITAL OUTLAY				
PROGRAM TOTAL	196,438	210,708	202,095	200,171

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Manager	1	1	1	1
TOTAL FULL TIME:	1	1	1	1
PART TIME POSITIONS:				
Outreach Worker	0.75	0.75	0.75	0.75
Maintenance Worker	0.50	0.50	0.50	0.50
Food Server	0.64	0.64	0.64	0.64
TOTAL PART TIME:	1.89	1.89	1.89	1.89
TOTAL FULL TIME EQUIVALENT	2.89	2.89	2.89	2.89

SIGNIFICANT BUDGET CHANGES:



Department: Senior Center

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Serve a congregate meal 5 days a week to qualifying patrons				
Indicator: Meals Served	28,341	10,300	6,760	10,400
Provide transportation services to disabled persons and seniors	Yes	Yes	Yes	Yes
Indicator: Number of rides provided	1,057	5,100	780	800
Provide transportation services to Dallas Transit from various locations in Seagoville				
Indicator: Number of rides provided	1,466	1,645	1,435	1,500
Pass annual Dallas County health inspection	Yes	Yes	Yes	Yes
Pass DCAAA annual financial review	Yes	Yes	Yes	Yes
Pass DCAAA annual kitchen review	Yes	Yes	Yes	Yes
Provide games and other activities for senior center members	Yes	Yes	Yes	Yes
Indicator: Average daily attendance	NA	50	26	40

In 2021, we were able to serve up to 3 meals per day. In 2022, meals served dropped to 1 meal per day. The pandemic has caused a slower return rate than anticipated.



Sanitation

Sanitation

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES	966,931	955,927	955,927	1,003,402
CAPITAL OUTLAY				
PROGRAM TOTAL	966,931	955,927	955,927	1,003,402

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	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
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:

Contractual Services: Reflects 5 increase in price.



Community Development

FY 2022 ACCOMPLISHMENTS

- Purchased permit Module from Open gov
- Sealed all windows at City Hall
- Hired two (2) Code Enforcement Officers
- Ailey promoted to Community Development Supervisor
- Casey certified as a Notary
- Replaced tile in all bathrooms at City Hall
- Ailey and Ladis completed continuing education for ICC
- Ailey and Charles completed a Stormwater class
- Hired a Construction Inspector
- Summer completed Code Enforcement Class
- Replaced ceiling tile and ducting in Library
- Replaced three (3) H VAC units on roof at City Hall
- Implemented a New Residential Checklist and published it on City of Seagoville Website
- Created a Residential Fence Permit Checklist
- Created a Residential Storage permit Checklist



Program: Community Development

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's annual civic academy	NA	Yes	NA	Yes
Maintain Seagoville As A Safe, Clean and Attractive Community				
Objectives				
Continue to fund litter crew program	Yes	Yes	Yes	Yes
Explore opportunities to reduce the City's ISO rating through building standards				
Indicator:				
ISO rating - commercial	6	6	6	6
ISO rating - residential	5	5	5	5
Explore federal, state and county grant opportunities to enhance the mobility of pedestrians and handicapped individuals				
Indicator:				
Number of grants	-	-	1	-
Manage street funding, engineering and contractors to complete street renovation projects				
Indicator:				
Street renovation projects	Yes	Yes	Yes	Yes
Develop Collaborative Efforts in Community and Economic Development				
Objectives				
Obtain SEDC funding for Quality of Life Projects				
Indicator:				
Funding provided	Yes	Yes	Yes	Yes



Building Inspection and Services

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 in maintaining 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, etc., of all buildings or structures in the City. Community Development is responsible for inspections of all Residential, Commercial, and miscellaneous permitted within the City. Community Development also inspects storm systems, drainage systems, streets, sidewalks, retaining walls etc. Building Services strives to maintain a clean, safe and effective environment for city employees at the City facilities.



GOALS FOR FISCAL YEAR 2023

CITYWIDE GOAL (2) – 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:

- Purchase a Permit module and train all employees on how to use the system
- Adopt 2021 Building Codes with Amendments
- Implement Residential Checklist for New Homes
- Building Inspector to complete all Commercial training
- Building Inspector to complete Plan Review Certification
- Replace Tile in the Restrooms at City Hall
- Update and implement Master Fee Schedule for permits

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	321,902	359,044	331,505	345,468
SUPPLIES	10,930	11,100	10,628	9,300
CONTRACTUAL SERVICES	37,623	102,025	182,381	130,882
CAPITAL OUTLAY	-	-	-	-
PROGRAM TOTAL	370,455	472,169	524,514	485,650

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Community Development Director	1	1	1	1
Community Development Supervisor	0	1	1	1
Building Maintenance Technician	1	0	0	0
Permit Technician	1	1	1	1
Construction Inspector	0	0.5	0.5	0.5
TOTAL FULL TIME:	3	3.5	3.5	3.5
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME	3	3.5	3.5	3.5

SIGNIFICANT BUDGET CHANGES:

Personnel -



Department: Building Inspection and Services

PERFORMANCE MEASURES	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
OUTPUTS				
Number of Building Inspections				
Residential	4,980	4500	4,000	4,400
Commercial	235	200	240	200
EFFICIENCIES				
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
EFFECTIVENESS				
Ensure all Building Projects Meet Recognized Standards for Building Safety and Code Compliance	100%	100%	100%	100%



Streets

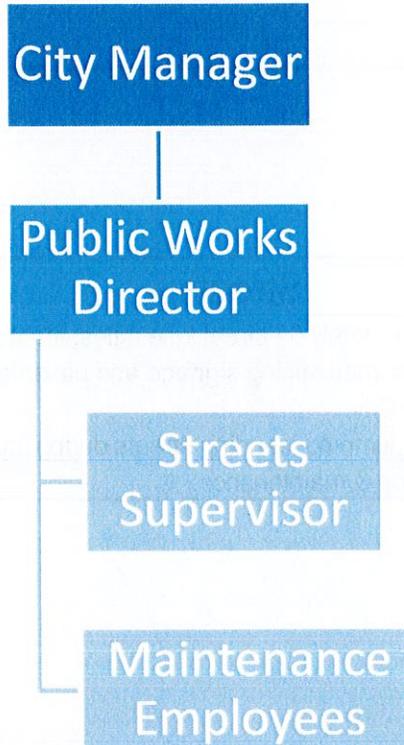
Streets

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 2022 ACCOMPLISHMENTS

Stripped Malloy Bridge from city limit to city limit.

Stripped Alto Rd from Seagoville Rd to Wooley Way.

Repaved over 13,000 feet of asphalt throughout the City.

Replaced 200 ft of concrete on Shadybrook Ln

Replaced 300 ft of concrete on North aufman St

Replaced 400 ft of concrete on Pearl St.



GOALS FOR FISCAL YEAR 2023

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

- ❖ Stripe streets within in City.
- ❖ Complete crack-sealing on streets where needed.
- ❖ Repair numerous potholes.
- ❖ Replace sidewalks within the City.
- ❖ Replace several streets within the City.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	205,667	273,536	244,204	290,043
SUPPLIES	73,724	55,269	43,200	53,269
CONTRACTUAL SERVICES	105,645	135,600	135,700	135,600
CAPITAL OUTLAY	0	0	0	0
PROGRAM TOTAL	385,036	464,405	423,104	478,912

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Street Maintenance Supervisor	2	1	1	1
Street Maintenance Worker	0	1	1	1
Litter Crew Worker	2	3	2	2
TOTAL FULL TIME:	4	5	4	4
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	4	5	4	4

SIGNIFICANT BUDGET CHANGES:

Personnel



Parks

Parks

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



CITY OF SEAGOVILLE, TEXAS

Parks



PROGRAM DESCRIPTION

To provide quality leisure experiences, facilities and programs for the citizens of Seagoville regardless of age or abilities, and serve as stewards of our parks and natural open space. The Park Department maintains eight (8) parks, approximately 2.5 miles, of right of way, 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 provides support for various special events such as the Fourth of July celebration, Mayfest, Kid Fish, Seagovillefest, Movie in the Park and carnivals.



FY 2022 ACCOMPLISHMENTS

New parks signs at Bruce Central Park and Oatman Community Park.

Added lights to Freedom Park.

New roof at Bearden restrooms.

New canopy at splash pad.

New trash cans and Bar-B-Que grills at Bruce Park.

New half basket court at Heard Park.

GOALS FOR FISCAL YEAR 2023

CITYWIDE GOAL (1)- ENHANCE THE QUALITY OF LIFE IN SEAGOVILLE

- ❖ Add lights at Heard Park.
- ❖ Pave parking lot at Bearden Park.
- ❖ Level field with approved materials to allow for a soccer field at Bruce Park.
- ❖ Add street lights to Bruce Park.
- ❖ Paint all pavilions.
- ❖ Address drainage issues at Bearden park.
- ❖ Mulch playgrounds at all parks.
- ❖ Place fencing at Bearden Park.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	74,363	139,036	136,650	126,482
SUPPLIES	49,544	56,850	56,025	56,850
CONTRACTUAL SERVICES	160,457	215,650	216,064	218,100
CAPITAL OUTLAY				
PROGRAM TOTAL	284,364	411,536	408,739	401,432

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Supervisor	0	1	1	1
Maintenance Worker		1	1	1
TOTAL FULL TIME:	0	2	2	2
PART TIME POSITIONS:				
Maintenance Apprentice	0	4	4	4
TOTAL PART TIME:	0	4	4	4
TOTAL FULL TIME EQUIVALENT	0	4	4	4

SIGNIFICANT BUDGET CHANGES:

Personnel:

Contractual Services:



Department: Parks

PERFORMANCE MEASURES	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
OUTPUTS				
Number of park acres maintained	106	106.15	106.15	106.15
EFFICIENCIES				
Park maintenance operating cost per capita	\$16.50	\$23.12	\$20.88	\$18.30
Operating Cost per Park Acre	\$2,683	\$3,877	\$3,851	\$3,782
EFFECTIVENESS				
Achieve 100% maintenance on all acres of parks.	100%	100%	100%	100%



Planning

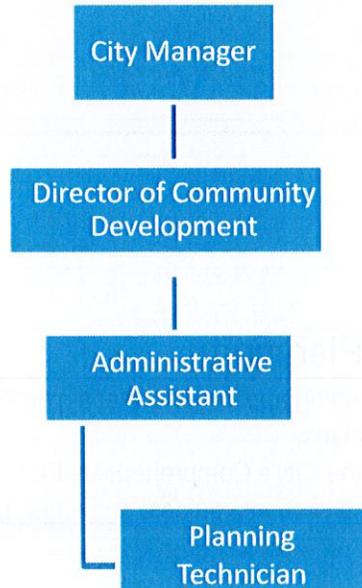
Planning

1. Process and review all zoning applications, plat applications, and other development plans.
2. Adhere to and maintain the City's Comprehensive Plan, certain code chapters and sections, guides, and other documents.



CITY OF SEAGOVILLE, TEXAS

Planning



PROGRAM DESCRIPTION

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



FY 2022 ACCOMPLISHMENTS

Hired a new Planner.

GOALS FOR FISCAL YEAR 2023

CITYWIDE GOAL (4) – SUPPORT ECONOMIC AND COMMUNITY DEVELOPMENT INITIATIVES

- ❖ Process all old plats and record them with the County.
- ❖ Process all new plats.
- ❖ Update Thoroughfare Plan.
- ❖ Update Land Use Plan.
- ❖ Update Subdivision Regulations.
- ❖ Create Unified Development Code.

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	90,302	93,579	59,871	114,128
SUPPLIES	755	4,100	750	500
CONTRACTUAL SERVICES	16,927	25,286	23,886	21,178
CAPITAL OUTLAY				
PROGRAM TOTAL	107,983	122,965	84,507	135,806

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Planning Technician	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
TOTAL FULL TIME EQUIVALENT	1	1	1	1

SIGNIFICANT BUDGET CHANGES:

Personnel:



Department: Planning

Performance Measures	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Outputs				
Planning & Zoning Commission meetings	11	24	7	22
Meeting Packets	11	23	7	22
Meeting(s) cancelled	9	2	2	2
Meeting(s) rescheduled	2	0	0	1
Special meeting(s) called	1	1	0	1
Zoning Case(s)	16	12	15	12
Subdivision Construction Plat(s)	2	8	2	5
Subdivision Final Plat(s)	2	5	1	3
Concept plan(s)	2	12	3	5
Planned Development(s) and/or Amendment(s)	5	10	5	8
Special Use Permit(s)	1	3	1	3
Code change(s)	0	3	1	1
Minor subdivisions (less than 4 lots) recorded	40	60	45	60
Plat and/or plan review(s) completed	55	80	60	52
Floodplain reviews for Dallas County	1	10	0	10
Zoning review letters	2	12	2	7
Efficiencies				
Percentages of adjacent property owner letters sent at least 10 days prior to hearing	100%	100%	100%	100%
Effectiveness				
Percent of Zoning Cases processed in compliance with state requirements	100%	100%	100%	100%
Percent of meeting minutes approved without corrections	97%	100%	100%	100%



Code Enforcement

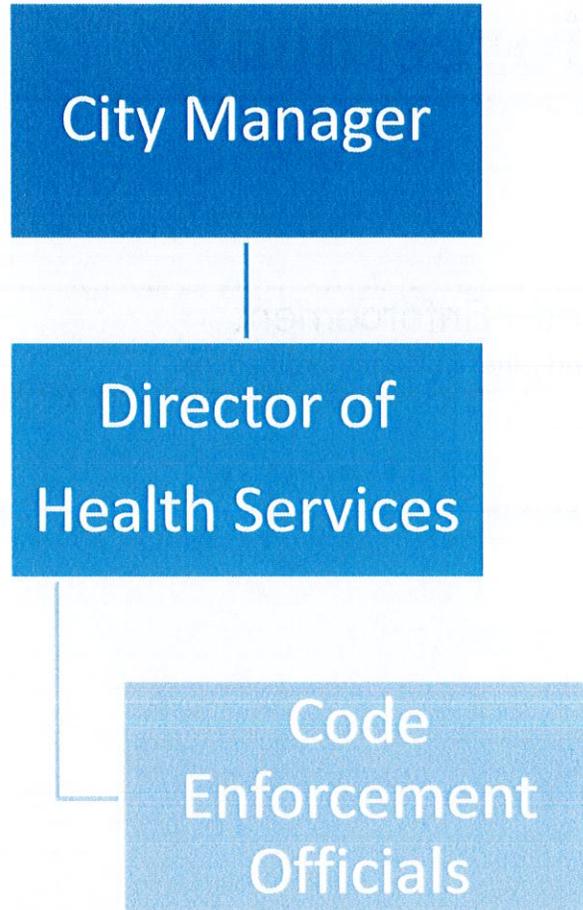
Code Enforcement

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 2022 ACCOMPLISHMENTS

Summer passed Code Test.

Work with Public Works to trim tree from the Right of Way.

Mowed Right of Way at 175 and Stark.

Hired new Code Enforcement Employee (Michelle Martinez).

Worked with the owner at 2421 Kleberg to have the property cleaned up.

Working with owner of 203 E Simonds to demo a substandard structure.

Mowed park on Quail Run.

Kailey and Summer completed Stormwater class.

Kailey conducted Stormwater training for City Employees.

Picked up trash along E Simonds from Famers to Lasater.

Michelle complete code class.

GOALS FOR FISCAL YEAR 2023

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

- ❖ Work with owner to demo 203 E Simonds.
- ❖ Summer fully certificated as a Code Officer.
- ❖ Michelle pass code test.
- ❖ Work with citizens to get alleys mowed.
- ❖ Hire another Code Enforcement Officer.
- ❖ Michelle trained on Stormwater.
- ❖ Develop better communication and community education.
- ❖ Keep illegal dumping areas clean.
- ❖ 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

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	142,758	148,476	116,402	183,431
SUPPLIES	6,692	7,080	9,140	7,580
CONTRACTUAL SERVICES	5,203	52,205	36,470	35,650
CAPITAL OUTLAY				
PROGRAM TOTAL	154,653	207,761	162,012	226,661

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Senior Code Enforcement Officer	1	1	0	0
Code Enforcement Officer	1	1	2	2
TOTAL FULL TIME:	2	2	2	2
PART TIME POSITIONS:	0	0	0	0
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	2	2	2	2

SIGNIFICANT BUDGET CHANGES:



Department: Code Enforcement

PERFORMANCE MEASURES	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
OUTPUTS				
Number of Code Enforcement Cases Reported	1,843	1,000	1,500	1,200
Number of Code Enforcement Cases Closed	1,109	975	780	900
Number Citations Issued	102	125	65	100
Total Violations Cited	768	250	587	275
EFFICIENCIES				
Number of Complaints per Code Enforcement Officer	921	750	750	600
Number of Code Enforcement Officers	2	2	2	2
EFFECTIVENESS				
Percentage of Code Complaints resulting in Voluntary Compliance	98.0%	98.0%	98.0%	98.0%



Health Inspector

Health Inspector

Reduce health hazards within the City by providing health-related public education, inspections and investigations.



CITY OF SEAGOVILLE, TEXAS

Health Inspector



PROGRAM DESCRIPTION

The mission of the Health Inspector in the City of Seagoville is to protect the health of the community, by assuring compliance with the City, State and Federal environmental codes. The Health Director performs routine inspections and investigations regarding health-related complaints. The position provides necessary guidance by means of inspections and training in an effort to reduce the number of environmental violations within the City.



FY 2022 ACCOMPLISHMENTS

Completed continuing education courses to ensure department is up-to-date on Environmental Health issues. Provided public education and required health-related training.

Responded to all health-related customer inquiries and complaints and performed routine inspections of permitted establishments with the number of inspections being based on risk category.

Inspected licensed child care centers to ensure minimum health and sanitation requirements are met by making unannounced inspections; inspected playgrounds, classrooms, and common areas for safety and sanitation violations; checked health records; issued permits; closed establishments and revoked permits as necessary.

Inspected and provided guidance and necessary food handler training for all permitted food establishments within the City, including La Pulga Flea Market and temporary food establishments.

Resolved issues involving Seagoville residents and Republic ensuring the best service was provided.

Entered contract with Solid Waste Specialists to prepare Request for Proposal between the City and solid waste vendors.

Submitted final report to United States Department of Treasury to receive funds in amount not to exceed \$2,093,087.89 for Northern Sewer Basin project.

GOALS FOR FISCAL YEAR 2023

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

- ❖ Obtain accreditation for City of Seagoville's Food Handler program with Texas Department of State Health Services.
- ❖ Implement City ordinance requiring Class A and Class B swimming pools to be permitted annually. Inspect public and semi-public swimming pools for compliance by making unannounced inspection; testing water chemistry; checking for safety violations; and issuing and revoking permits.
- ❖ Finalize a contract with new Solid Waste Disposal Service upon approval from Council. Notify customers of any service changes.

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
COMMUNITY DEVELOPMENT HEALTH INSPECTOR	01/24

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	107,846	111,716	120,627	114,013
SUPPLIES	3,412	7,230	6,100	4,200
CONTRACTUAL SERVICES	1,263	2,600	2,600	3,440
CAPITAL OUTLAY				
PROGRAM TOTAL	112,521	121,546	129,327	121,653

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Health Inspector	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
TOTAL FULL TIME EQUIVALENT	1	1	1	1

SIGNIFICANT BUDGET CHANGES:



Non-Departmental

Non-Departmental

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	94,754	102,805	128,647	141,365
SUPPLIES	28,995	23,500	26,000	23,500
CONTRACTUAL SERVICES	287,424	324,608	325,739	311,385
CAPITAL OUTLAY				
PROGRAM TOTAL	411,173	450,913	480,386	476,250

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	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
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:

CONTRACTUAL SERVICES:

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$100,397	\$142,544	\$142,544	\$105,628
Revenues				
Property Tax	\$565,192	\$775,808	\$821,231	817,022
Other Revenues	-	-	-	-
Interest Income	6	10	37	10
Total Revenues	\$565,198	\$775,818	\$821,268	\$817,032
Total Available Funds	\$665,593	\$918,362	\$963,812	\$922,660
Expenditures				
Bond Principal	\$311,500	\$501,500	\$501,500	571,000
Interest on Bonds	207,394	354,934	354,934	302,162
FY 2020 Police Station Paying Agent Fees	1,750	1,750	1,750	1,750
Total Expenditures	\$520,644	\$858,184	\$858,184	\$874,912
Transfers				
From General Fund	-	-	-	-
Total Transfers	-	-	-	-
Ending Fund Balance	\$144,949	\$60,178	\$105,628	\$47,748
Tax Rate	0.068300	0.088750	0.088750	0.074415

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$100,397	\$142,544	\$142,544	\$105,628
Revenues				
Property Tax	\$565,192	\$775,808	\$821,231	775,808
Other Revenues	-	-	-	-
Interest Income	6	10	37	10
Total Revenues	\$565,198	\$775,818	\$821,268	\$775,818
Total Available Funds	\$665,593	\$918,362	\$963,812	\$881,446
Expenditures				
Bond Principal	\$311,500	\$501,500	\$501,500	571,000
Interest on Bonds	207,394	354,934	354,934	302,162
FY 2020 Police Station Paying Agent Fees	1,750	1,750	1,750	1,750
Total Expenditures	\$520,644	\$858,184	\$858,184	\$874,912
Transfers				
From General Fund	-	-	-	-
Total Transfers	-	-	-	-
Ending Fund Balance	\$144,949	\$60,178	\$105,628	\$6,534
Tax Rate	0.068300	0.088750	0.088750	0.074415



**CITY OF SEAGOVILLE
COMPUTATION OF LEGAL DEBT MARGIN
September 30, 2022**

Total Assessed Value		\$ 1,119,454,995
Debt Limit - 10 Percent of Total Assessed Value		\$ 111,945,500
Current General Obligation Debt		<u>11,363,500</u>
Legal Debt Margin		<u>\$ 100,582,000</u>

Article XI, Section 5 of the Texas Constitution applicable to cities of more than 5,000 population limits ad valorem tax rates to \$2.50 per \$100 assessed valuation for cities operating under a home rule charter.

The City Charter (Section 8.01 states:

“In keeping with the Constitution of Texas, and not contrary thereto, the City of Seagoville shall have the right to issue all tax bonds, revenue bonds, funding and refunding bonds, time warrants and other evidence of indebtedness as now authorized or as may hereafter be authorized to be issued by cities and towns by the general laws of the State of Texas.”

Article XI, Section 5 of the State of Texas Constitution states in part:

“but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent of the taxable property of such city.”

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



FISCAL YEAR	BONDS DUE	INTEREST DUE	TOTAL PRINCIPAL & INTEREST
2023	571,000.00	302,161.00	873,161.00
2024	600,500.00	282,361.00	882,861.00
2025	625,000.00	263,993.00	888,993.00
2026	645,000.00	248,406.00	893,406.00
2027	661,250.00	233,088.00	894,338.00
2028	680,750.00	214,978.00	895,728.00
2029	545,000.00	193,644.00	738,644.00
2030	565,000.00	174,594.00	739,594.00
2031	585,000.00	154,844.00	739,844.00
2032	600,000.00	137,744.00	737,744.00
2033	615,000.00	123,291.00	738,291.00
2034	635,000.00	108,219.00	743,219.00
2035	650,000.00	92,175.00	742,175.00
2036	665,000.00	75,225.00	740,225.00
2037	680,000.00	57,875.00	737,875.00
2038	705,000.00	40,000.00	745,000.00
2039	720,000.00	21,600.00	741,600.00
2040	305,000.00	9,250.00	314,250.00
2041	310,000.00	3,100.00	313,100.00
	11,363,500.00	2,736,548.00	14,100,048.00

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

FISCAL YEAR	BONDS DUE	INTEREST DUE	TOTAL PRINCIPAL & INTEREST
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
TOTAL	<u>1,003,500.00</u>	<u>65,962.58</u>	<u>1,069,462.58</u>

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
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
	5,500,000.00	1,573,200.00	7,073,200.00

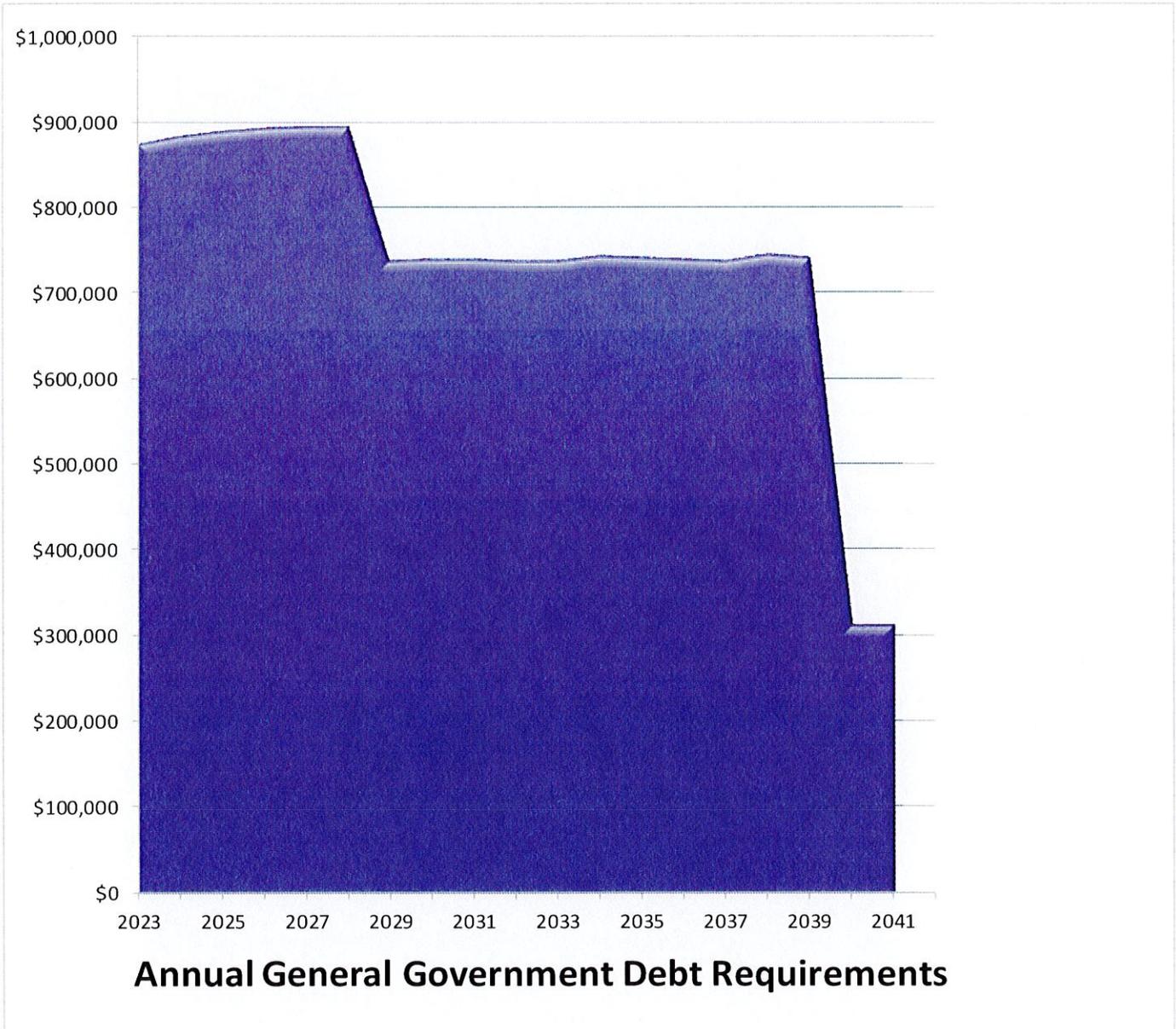
Proceeds from the sale of the certificates were used for the purpose of acquiring a public radio communication system and the design and construction of street and roadway improvements within the City, including the road, street, sidewalks, curb, drainage and related improvements

**DEBT SERVICE
SCHEDULE OF REQUIREMENTS
TAX & WATERWORKS & SEWER SYSTEM SURPLUS CERTIFICATES OF OBLIGATION
SERIES 2021**

FISCAL YEAR	BONDS DUE	INTEREST DUE	TOTAL PRINCIPAL & INTEREST
2023	200,000.00	115,293.76	315,293.76
2024	205,000.00	107,193.76	312,193.76
2025	215,000.00	101,212.51	316,212.51
2026	215,000.00	97,450.01	312,450.01
2027	220,000.00	93,781.26	313,781.26
2028	225,000.00	87,493.76	312,493.76
2029	235,000.00	78,293.76	313,293.76
2030	245,000.00	68,693.76	313,693.76
2031	255,000.00	58,693.76	313,693.76
2032	260,000.00	51,643.76	311,643.76
2033	265,000.00	47,540.63	312,540.63
2034	270,000.00	43,193.75	313,193.75
2035	275,000.00	38,250.00	313,250.00
2036	280,000.00	32,700.00	312,700.00
2037	285,000.00	27,050.00	312,050.00
2038	295,000.00	21,250.00	316,250.00
2039	300,000.00	15,300.00	315,300.00
2040	305,000.00	9,250.00	314,250.00
2041	310,000.00	3,100.00	313,100.00
	4,860,000.00	1,097,384.48	5,957,384.48

Proceeds from the sale of the certificates are used for the purpose of the design build of a new Police Station.

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



**Seagoville Economic Development Corporation
Fund Summary FY 2023**

Account Description	Actual FY 2021	Budget FY 2022	Projected FY 2022	Budget FY 2023
Total Net Position October 1	2,647,572	2,139,104	3,020,622	2,410,104
Revenues				
Sales Tax Revenues	1,120,256	1,029,340	1,191,689	1,153,863
Rent Revenue	32,250	32,400	33,500	28,200
Starwood Receivable		40,000	40,000	40,000
Miscellaneous Revenues	5,904		300	
Interest Income	860	810	400	400
Total Revenue	1,159,270	1,102,550	1,265,889	1,222,463
Total Resources Available	3,806,842	3,241,654	4,286,511	3,632,568
Expenditures				
Administrative & Operations				
Administrative Cost	19,168	27,000	27,000	27,000
Operations	88,110	329,839	294,839	277,799
Total Administrative & Operations	107,278	356,839	321,839	304,799
Economic Development Assistance				
Pending Projects				
Julio Torres			-	-
KRR			600,000	-
Other Projects				
Jacque's Creole Sausage			25,000	
Mi Vestido			2,500	
Gotham Greens			500,000	
Campbell Creations			243,568	
Building Renovation	11,466		-	
Land Incentive	64		-	
Excel Linen	100,000		-	
Wade Electric Incentive	150,000		-	
Greenforest Landscaping & Main	625		-	
Beacon Industries	350,000		-	
Seagoville Signs and Designs	4,505		-	
Vic Hopkins BS Sewer Proj Easement	15,000		-	
Golden Chick Incentive	-		-	
Total Economic Development Assistance	631,660	-	1,371,068	-
City and Community Oriented Projects				
Fireworks	5,000	5,000	5,000	7,500
Kidfish Event	2,097	3,500	3,500	3,500
Freedom Park/Childs' Play	40,184	75,000	75,000	
Quality of Life Projects		100,000	77,312	100,000
Basketball Half Court		-	22,688	-
Total City and Community Projects	47,281	183,500	183,500	111,000
Total Expenditures	786,219	540,339	1,876,407	415,799
Excess of Revenue over Expenditures	373,051	562,211	(610,518)	806,664
Total Net Position September 30	3,020,622	2,701,315	2,410,104	3,216,769
Invested in Capital Assets	1,235,549	655,549	1,198,882	1,158,882
Working Capital	1,785,074	2,045,766	1,211,223	2,057,887
Daily Operating Cost	293.91	977.64	881.75	835.07

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

	Actual 2020-2021	Amended Budget 2021-2022	Projected 2021-2022	Proposed w/ Rate increase 2022-2023
Beginning Unrestricted Net Asset Balance	\$8,860,364	\$7,166,229	\$8,860,364	\$7,462,566
Revenues				
Water Services	\$3,839,475	\$3,794,159	\$3,794,159	\$3,999,381
Waste Water Service	3,465,860	3,276,490	3,276,490	3,729,362
Smart Meter Acquisition Funding		-		
Developer Contribution		-		
Pension Reduction		-		
Other Income	443,002	294,438	294,438	294,438
Total Revenues	\$7,748,338	\$7,365,087	\$7,365,087	\$8,023,181
Total Available Funds	\$16,608,703	\$14,531,316	\$16,225,451	\$15,485,747
Expenditures				
Operating and Debt Expenses:				
Administrative	\$195,445	\$228,306	\$242,706	\$249,827
Water	2,221,528	2,557,846	2,703,976	2,743,069
Sewer	2,489,656	2,765,961	2,798,386	2,943,741
Customer Service	272,170	301,313	351,897	326,220
Non-Departmental	237,968	157,191	124,691	209,852
Tuition Reimbursement Program	-	5,000	5,000	5,000
Transfers Out	352,304	352,304	352,304	365,536
Cityworks renewal fee /Open Gov	17,760	18,925	18,925	18,925
EPA Mandates	55,133	20,200	20,200	20,200
Debt	1,136,779	1,131,077	1,131,077	1,131,077
	6,978,744	7,538,123	7,749,162	8,013,447
Capital Outlay:				
Transfer to Equipment Replacement		68,000	68,000	68,000
Replacement Vehicles		85,000	85,000	
Blue Diamond boom mower w/82" grapple				29,786
Dump Trailer				17,560
Jetter Trailer				82,526
Zero Turn Mower		21,450	21,450	
Open Gov Software Upgrade		30,833	30,833	
Scada System		96,940	96,940	
Sewer Trailer Camera Setup	174,292			
Dean Kubota Skid-steer	70,724			
Water & Sewer Rate Study		32,500	32,500	
Highway 175 Lift station service area condition assessment	99,719	110,000	110,000	110,000
Northern Basin Interceptor Engineering		169,000	169,000	100,000
Installation of Smart Meters	476,297	-		
Northern Basin Interceptor Engineering	790,095	-		
Ard Road Pump Station Upgrades	29,048	400,000	400,000	800,000
East Malloy Bridge Rd Sewer Relocation				200,000
	1,640,175	1,013,723	1,013,723	1,407,872
Total Expenditures and Capital	8,618,919	8,551,846	8,762,885	9,421,319
Ending Unrestricted Net Asset Balance	\$7,989,784	\$5,979,470	\$7,462,566	\$6,064,428
Required Reserve Balance (60 Days)	\$1,147,190	\$1,239,144	\$1,273,835	\$1,317,279
Amount over Required Reserve	\$6,842,593	\$4,740,327	\$6,188,730	\$4,747,149
<i>1 day of operations</i>	<i>\$19,120</i>	<i>\$20,652</i>	<i>\$21,231</i>	<i>\$21,955</i>
<i>Days of Reserve Balance</i>	<i>417.9</i>	<i>289.5</i>	<i>351.5</i>	<i>276.2</i>



ACCOMPLISHMENTS

By fiscal year end 2022, the City will have performed the following initiatives:

Issue:

City should address wastewater-engineering issues that leave the City vulnerable to sanitary sewer overflows (SSO's).

Initiative:

In the FY 2021 Budget, funding amounted to \$128,895 for the Shady Lane interceptor service area condition assessment, which included manhole inspection, smoke testing, preparatory cleaning, CCTV inspection, defect analysis, cost estimates, mapping and final reports. This project was completed in the Fall of 2021 and we are currently making repairs based off the report.

Initiative:

In the FY 2022 Budget, staff recommended funding amounting to \$110,000 for the service area-condition assessment of Bowers Road lift station service area condition assessment, which included manhole inspection, smoke testing, preparatory cleaning, CCTV inspection, defect analysis, cost estimates, mapping and final reports. We project this will be completed in the Fall of 2022.

Initiative:

In the FY 2023 Budget, staff recommends funding amounting to \$110,000 for the service area-condition assessment of Highland Meadows lift station service area, which includes manhole inspection, smoke testing, preparatory cleaning, CCTV inspection, defect analysis, cost estimates, mapping and final reports.

Initiative:

City installed a SCADA System for sanitary sewer in the Summer of 2022, which would allow the City to implement automated emergency response processes.

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 \$800,000 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 been



ACCOMPLISHMENTS (CONTINUED)

serviced multiple times in recent years. Because of its maintenance history and the need 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 1 includes all pipe upgrades was completed in Fall of 2020. Phase 2 includes electrical and pump upgrades, and is currently in engineering by Halff. Phase 2 will be out for construction bids in Fall 2022. The bid will include an alternate to upgrade a second pump. The current cost estimate is \$800,000.

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 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. Staff expects providing sewer infrastructure in this area opens the area for future development. Staff is Currently working with developers to start the installation, expected to be completed in Fall of 2023.

Ard Road to Robinwood Drive Waterline Project

The Ard Road to Robinwood Drive water line is a project to replace an 800 foot 2" water line with an 8" water line. A new 8-inch diameter water line approximately 2,200 feet along US 175 Service Road to provide water service to the new businesses and to provide looped fire protection to all homes in Robinwood Addition. Garver has provided a proposal for engineering plans for the Ard Road to Robinwood Drive water line. This project was contracted out in late July of 2022 and expected to be completed in 120 days.

Highway 175 Interceptor manhole rehabilitation

In the 2023 fiscal year, staff plans on rehabilitation 3 manholes along the Highway 175 interceptor system. This initiative will prevent collapsing of wastewater manholes in this area of the City, reducing the possibility of sanitary sewer overflows. We are going to rehab 6-8 manholes in bowers and water street areas in FY 2023.

East Malloy Bridge Sewer Line Relocation

In the Summer of 2020 Halff was contracted to provide professional engineering and easement services for this project. Halff has completed the plans and is currently working on the easements, this job will go out to bid in the Fall of 2022. The current cost estimate is \$200,000 and is budgeted for in the FY2023 budget.



Program: Water and Sewer Fund

GOAL	FY 2021 Actual	FY 2022 Budget	FY 2022 Projected	FY 2023 Budget
Enhance the Quality of Life in Seagoville				
Objectives				
Participate in hosting the City's civic academy	NA	Yes	NA	Yes
Maintain Seagoville As A Safe, Clean and Attractive Community				
Objectives				
Continue to comply with the CMOM standards as required by the Environmental Protection Agency				
Indicator: Perform an annual assessment of the Highland Meadows interceptor (year 7 of 10 assessment of all lift stations)	Yes	Yes	Yes	Yes
Note: FY2022 the City conducted the fifth assessment of its lift stations (Bowers Street). The City has 11 list stations.	Shady Lane	Bowers St	Bowers St	Highland Meadows
Indicator: Reporting all Sanitary Sewer Outflows to TCEQ Number of Sanitary Sewer Outflows	2	2	2	2
Indicator: Council acceptance of Wastewater Capital Improvement Program	Yes	Yes	Yes	Yes
Council acceptance of Water Capital Improvement Program	Yes	Yes	Yes	Yes
Effectiveness				
Continue to maintain a superior rating by the state of Texas for water quality				
Indicator: Collecting monthly water samples for lab evaluations submitted to TCEQ	16	16	16	16
Number of failed inspections	-	-	-	-
Submission and distribution of Annual Report of Water Quality - Consumer confidence report	Yes	Yes	Yes	Yes



Water and Sewer Administration

Water and Sewer Administration

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

PROGRAM SUMMARY

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

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	195,445	228,306	242,706	249,827
SUPPLIES				
CONTRACTUAL SERVICES				
CAPITAL OUTLAY				
PROGRAM TOTAL	195,445	228,306	242,706	249,827

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Director	1	1	1	1
Operations Support Technician	1	1	1	1
Construction Inspector	0	0.5	0.5	0.5
TOTAL FULL TIME:	2	2.5	2.5	2.5
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	2	2.5	2.5	2.5

SIGNIFICANT BUDGET CHANGES:



Water Services

Water Services

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

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
WATER SERVICES	20/10

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	384,788	434,036	490,666	494,678
SUPPLIES	172,447	212,400	253,900	205,900
CONTRACTUAL SERVICES	1,664,294	1,891,410	1,944,410	2,022,491
CAPITAL OUTLAY		20,000	15,000	20,000
PROGRAM TOTAL	2,221,528	2,557,846	2,703,976	2,743,069

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Assistant Director	1	1	1	1
Water Supervisor	1	1	2	2
Maintenance Worker	2	2	1	1
Meter Service Technician	2	2	0	1
TOTAL FULL TIME:	6	6	4	5
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	6	6	4	5

SIGNIFICANT BUDGET CHANGES:



Sewer Services

Sewer Services

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

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
SEWER SERVICES	20/20

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	212,061	328,171	333,086	340,497
SUPPLIES	242,999	211,400	219,425	220,400
CONTRACTUAL SERVICES	2,034,596	2,226,390	2,245,875	2,382,844
CAPITAL OUTLAY				
PROGRAM TOTAL	2,489,656	2,765,961	2,798,386	2,943,741

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Maintenance Worker	3	3	4	4
Sewer Supervisor	1	1	1	1
TOTAL FULL TIME:	4	4	5	5
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	4	4	5	5

SIGNIFICANT BUDGET CHANGES:



Customer Service

Customer Service

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

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
CUSTOMER SERVICE	20/30

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	155,956	207,966	231,955	239,219
SUPPLIES	22,506	23,050	22,850	23,050
CONTRACTUAL SERVICES	93,708	70,297	97,092	63,951
CAPITAL OUTLAY				
PROGRAM TOTAL	272,170	301,313	351,897	326,220

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
Customer Service Supervisor	1	1	1	1
Customer Service/UB Technician	2	3	3	3
TOTAL FULL TIME:	3	4	4	4
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	3	4	4	4

SIGNIFICANT BUDGET CHANGES:



Non-Departmental

Non-Departmental

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

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
NON-DEPARTMENTAL	20/50

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
PERSONNEL	24,531	21,340	21,340	35,341
SUPPLIES				
CONTRACTUAL SERVICES	389,573	450,249	417,749	328,636
CAPITAL OUTLAY	1,825,229	675,450	675,450	1,229,872
TRANSFERS	352,304	420,304	420,304	433,536
PROGRAM TOTAL	2,591,637	1,567,343	1,534,843	2,027,385

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED	PROJECTED	PROPOSED
		BUDGET		
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:



Debt Service

Debt Service

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

PROGRAM SUMMARY

DEPARTMENT/PROGRAM NAME:	FUND/ DEPARTMENT/ PROGRAM CODE:
DEBT SERVICE	21/01

PROGRAM EXPENDITURES:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
PERSONNEL				
SUPPLIES				
CONTRACTUAL SERVICES		1,131,077	1,131,078	1,131,077
CAPITAL OUTLAY				
TRANSFERS				
PROGRAM TOTAL		1,131,077	1,131,078	1,131,077

PERSONNEL SUMMARY:

	FY 21	FY 22	FY 22	FY 23
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED
FULL TIME POSITIONS:				
TOTAL FULL TIME:	0	0	0	0
PART TIME POSITIONS:				
TOTAL PART TIME:	0	0	0	0
TOTAL FULL TIME EQUIVALENT	0	0	0	0

SIGNIFICANT BUDGET CHANGES:

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$4,919	\$4,675	\$4,675	\$4,675
Revenues				
Revenue from seizures		-	-	-
Miscellaneous		-	-	-
Total Revenues		\$0	\$0	\$0
Total Available Funds	\$4,919	\$4,675	\$4,675	\$4,675
Expenditures				
Police	244	-	-	-
Total Expenditures	244	\$0	\$0	\$0
Ending Fund Balance	\$4,675	\$4,675	\$4,675	\$4,675

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

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022 -2023
Beginning Fund Balance	\$1,582	\$1,582	\$1,582	\$1,582
Revenues				
Revenue from seizures	-	-	-	-
Total Revenues	\$0	\$0	\$0	\$0
Total Available Funds	\$1,582	\$1,582	\$1,582	\$1,582
Expenditures				
Police	-	-	-	-
Total Expenditures	\$0	\$0	\$0	\$0
Ending Fund Balance	\$1,582	\$1,582	\$1,582	\$1,582

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 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$10,293	\$11,699	\$11,699	\$12,233
Revenues				
Library	219	500		1,000
Donations	1,490	1,000	1,172	150
Total Revenues	1,709	1,500	1,172	1,150
Total Available Funds	\$12,003	\$13,199	\$12,871	\$13,383
Expenditures				
Community Services	1,535	1,500	639	1,150
Total Expenditures	1,535	1,500	639	1,150
Ending Fund Balance	\$10,467	\$11,699	\$12,233	\$12,233

Note:

This fund exists to account for expenditure of miscellaneous contributions.

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

	Actual 2020-2021	Budgeted 2021 -2022	Projected 2021 -2022	Proposed 2022 -2023
Beginning Fund Balance	\$2,824	\$2,824	\$2,824	\$2,824
Revenues				
Fees	-	500	500	500
Total Revenues	\$0	\$500	500	\$500
Total Available Funds	\$2,824	\$3,324	\$3,324	\$3,324
Expenditures				
Supplies	-	500	500	500
Total Expenditures	\$0	\$500	\$500	\$500
Ending Fund Balance	\$2,824	\$2,824	\$2,824	\$2,824

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 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$45,837	\$53,972	\$57,005	\$66,294
Revenues				
Fines	19,053	14,350	17,700	15,650
Total Available Funds	\$64,890	\$68,322	\$74,705	\$81,944
Expenditures	7,885	8,145	8,411	10,997
Ending Fund Balance	\$57,005	\$60,177	\$66,294	\$70,947

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 bailiff pay, the maintenance of the camera security system, annual maintenance of the court software system (1) Epson TM-H6000III Thermal 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
Hotel / Motel Fund (Fund 39)

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	463	\$2,386	\$5,833	26,833
Revenues:				
Hotel Motel Ocupancy Tax	26,370	27,500	48,000	40,000
Total Available Funds	\$26,833	\$29,886	\$53,833	\$66,833
Expenditures:				
Chamber of Commerce	\$21,000	\$27,000	\$27,000	\$31,000
Other Professional Fees	21,000	27,000	27,000	31,000
Ending Fund Balance	\$5,833	\$2,886	26,833	\$35,833

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

	Actual 2020-2021	Budget 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$113,613	\$113,613	\$113,613	\$113,613
Revenues:				
Interest	\$0	\$0	\$0	\$0
Miscellaneous				
Development Fees				
Total Available Funds	\$113,613	\$113,613	\$113,613	\$113,613
Expenditures	-	-	-	-
Ending Fund Balance	\$113,613	\$113,613	\$113,613	\$113,613

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.

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$106,245	\$106,245	\$105,795	\$91,291
Revenue:				
SYSA Fees	\$ 1,550	\$ -	\$ -	\$ -
Other Park Fees		2,000	3,000	2,000
Total Revenues	1,550	2,000	3,000	2,000
Total Available Funds	\$107,795	\$108,245	\$108,795	\$93,291
Expenditures:				
Community Development	\$ 2,000	\$ -	\$ 134	\$ -
Capital Outlay		-	17,370	-
Total Expenditures	2,000	-	17,504	-
Ending Fund Balance	\$105,795	\$108,245	\$91,291	\$93,291

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

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

	Actual 2020-2021	Amended Budget 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$180,985	\$20,340	(5,756)	\$148,448
Revenue:				
Intergovernmental	280,000		64,541	-
Developer Contribution				
Interest	64		438	-
Total Revenues	280,064	0	64,979	0
Total Available Funds	461,049	20,340	59,223	148,448
Expenditures:				
Community Development	868,088		64,541	469,000
Capital Outlay			715,966	
Total Expenditures	868,088	-	780,507	469,000
Transfer:				
From General Fund	401,281	869,733	869,733	469,733
Total Transfers	401,281	869,733	869,733	469,733
Ending Fund Balance	(\$5,756)	\$890,073	\$148,448	\$149,181

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

2022 Expenditures

Malloy Bridge and Hall ADA Ramps/Sidewalks	7,590
East Malloy Bridge Rd - Mill and pave PH 2	135,884
Georgia Lane Patching	33,849
Malloy Bridge Mill and Pave	184,432
Bowers Road	162,800
East Malloy Bridge Rd - Cement Stabilization	76,032
Striping Malloy Bridge Rd	86,253
Malloy Bridge Rd - Cement Stabilization PH 2	24,685
Striping Alto Dr from Seagoville Rd to Wooley Dr	4,442

715,966

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

	Actual 2019-2020	Budgeted 2020-2021	Projected 2020-2021	Proposed 2021-2022
Beginning Fund Balance	\$4,654,808	\$4,654,808	\$2,614,513	\$944,057
Revenues				
Refund from Engineer			50,000	
Proceeds from Bonds		-	-	-
Interest	40,542	25,000	1,567	\$600
Total Revenues	\$40,542	\$25,000	\$51,567	\$600
Total Available Funds	\$4,695,349	\$4,679,808	\$2,666,080	\$944,657
Expenditures				
General Government		\$0	\$0	\$0
Capital Projects	2,080,836	2,234,955	1,722,023	-
Total Expenditures	2,080,836	2,234,955	1,722,023	-
Other Uses				
Transfer to Emergency Communication Replacement Fund		\$0	\$0	\$0
Ending Fund Balance	\$2,614,513	\$2,444,853	\$944,057	\$944,657

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

2021 Expenditures

Crestview Engineering	33,060
Johnnie Row/Ross Engineering	41,006
Villas of Seagoville Sidewalk Extension	1,600
Johnnie Row/Ross Construction	337,184
Crestview/Malloy Construction	1,267,074
Other	2,275
Unexpended Commitments	39,824
	<u>1,722,023</u>

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$13,974	\$18,974	\$17,331	\$17,331
Revenue:				
Donations	3,357	3,000	3,000	3,000
Total Available Funds	\$17,331	\$21,974	\$20,331	\$20,331
Expenditures:				
Public Safety		3,000	3,000	3,000
Ending Fund Balance	\$17,331	\$18,974	\$17,331	\$17,331

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

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2020-2021	Proposed 2022-2023
Beginning Fund Balance	\$83,838	\$57,173	\$57,173	\$17,002
Revenues:				
Sales of Surplus Property	3,605	2,500	2,500	2,500
Other		-		-
Loan Proceeds		-		-
Interest			-	-
Total Available Funds	\$87,443	\$59,673	\$59,673	\$19,502
Expenditures				
Maintenance		\$ -	\$ -	\$ -
Capital Outlay	33,456	-	45,857	-
Debt Service	38,813	38,813	38,813	38,813
	<u>72,270</u>	<u>38,813</u>	<u>84,671</u>	<u>38,813</u>
Transfers:				
From General Fund	42,000	42,000	42,000	42,000
Ending Fund Balance	\$57,173	\$62,861	\$17,002	\$22,690

Established to account for resources accumulated and utilized for vehicle replace
Capital Outlay in 2021 was for the acquisition of a Police Vehicle.
Capital Outlay in 2022 was for the acquisition of a Animal Services Vehicle.

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$2,406	\$406	\$86	\$1,086
Revenue:				
Grant Revenue	\$1,875	2,000	2,000	2,000
Total Available Funds	\$4,281	\$2,406	\$2,086	\$3,086
Expenditures:				
Public Safety	4,195	1,000	1,000	1,000
Total Expenditures	4,195	1,000	1,000	1,000
Ending Fund Balance	\$86	\$1,406	\$1,086	\$2,086

Established to account for funds received and utilized for Police training

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$4,270	\$4,270	\$4,270	\$4,270
Revenues:				
Training Revenues		-	-	-
Total Available Funds	\$4,270	\$4,270	\$4,270	\$4,270
Expenditures		-	-	-
Ending Fund Balance	\$4,270	\$4,270	\$4,270	\$4,270

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 2020-2021	Budgeted 2020-2021	Projected 2020-2021	Proposed 2021-2022
Beginning Fund Balance	\$609,578	\$0	\$0	\$0
Revenues				
Interest		-	-	-
Total Revenues		\$0	\$0	\$0
Other Sources				
Transfer from Emergency Comm Fund	\$ 74,166		-	-
Transfer from General Fund	\$ 118,485		-	-
Total Available Funds	\$802,229	\$0	\$0	\$0
Expenditures				
Capital Outlay	802,229		-	-
Total Expenditures	\$802,229	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0

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

City of Seagoville, Texas
Budget Summary
New Police Station Construction Fund (Fund 64)

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$0	\$5,597,206	\$5,592,332	\$5,447,332
Revenues				
Interest	210	350	5,000	350
Total Revenues	\$210	\$350	\$5,000	\$350
Other Sources				
Proceeds from Bond Sale/Bond Premium	\$ 5,305,913			-
Refund from Issuance Cost	\$ 1,384			
Transfer from General Fund/Debt	\$ 500,000			-
Total Available Funds	\$5,807,507	\$5,597,556	\$5,597,332	\$5,447,682
Expenditures				
Underwriter Discount/Bond Issuance Cost	\$155,913			
Capital Outlay	59,262	5,500,000	150,000	5,447,682
Total Expenditures	\$215,175	\$5,500,000	\$150,000	\$5,447,682
Ending Fund Balance	\$5,592,332	\$97,556	\$5,447,332	\$0

Established to account for resources provided and restricted to expenditure for the construction of the new police station.

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

	Actual 2020-2021	Budgeted 2021-2022	Projected 2021-2022	Proposed 2022-2023
Beginning Fund Balance	\$74,165	\$0	\$0	\$0
Revenues				
Intergovernmental		-	-	-
Interest	33.69	-	-	-
Total Revenues	\$74,190	\$0	\$0	\$0
Other Sources				
Transfer from Street Projects		-	-	-
Total Available Funds	\$74,190	\$0	\$0	\$0
Expenditures				
Transfer to Fire Station CIP	\$74,165			
Total Expenditures	\$74,165	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0	\$0

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