

# CEDAR HILL

## *Texas*

### 2019-2020 PROPOSED BUDGET



DELIVERING EXCELLENT SERVICE THE CEDAR HILL WAY

# City of Cedar Hill

## Fiscal Year 2019-2020

### Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,510,222, which is a 5.68 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$209,616

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

Voting by Member (For, Against, Present - not voting, Absent):	Tax Rate Proposal	Adoption of Budget
Stephen Mason, Mayor		
Clifford R. Shaw, Mayor Pro Tem		
Shirley Daniels, Councilmember		
Daniel C. Haydin, Jr., Councilmember		
Alan E. Sims, Councilmember		
Chad A. McCurdy, Councilmember		
Gregory Glover, Councilmember		

Property Tax Rate Comparison	2019-2020	2018-2019
Property Tax Rate:	\$0.697028/100	\$0.697028/100
Effective Tax Rate:	\$0.659512/100	\$0.647675/100
Effective Maintenance & Operations Tax Rate:	\$0.485325/100	\$0.475218/100
Rollback Tax Rate:	\$0.697125/100	\$0.697328/100
Debt Rate:	\$0.172974/100	\$0.184093/100

**Total debt obligation for City of Cedar Hill secured by property taxes:**

Summary of Debt Outstanding:	Principal	Interest	Total
General Obligation Debt (GO):	\$58,985,000	\$13,896,866	\$72,881,866
Certificates of Obligation (CO):	\$14,405,000	\$5,999,487	\$20,404,487
<b>Total</b>	<b>\$73,390,000</b>	<b>\$19,896,353</b>	<b>\$93,286,353</b>

# CITY OF CEDAR HILL

## 2019-2020 ANNUAL BUDGET

### CITY COUNCIL



Stephen Mason .....	Mayor
Clifford R. Shaw .....	Mayor Pro Tem
Shirley Daniels.....	Place 1
Daniel C. Haydin, Jr.....	Place 2
Alan E. Sims.....	Place 3
Chad A. McCurdy.....	Place 4
Gregory Glover.....	Place 5

### SENIOR BUDGET TEAM

Greg Porter.....	City Manager
Melissa Valadez-Cummings.....	Assistant City Manager
Marie Watts.....	Assistant to the City Manager
Alan Dickerson.....	Finance Director
Latifia Coleman.....	Finance Business Manager
Alison Ream.....	Communications Director
Tracey Tso.....	Human Resources Director
Jenifer Sweeney.....	Human Resources Manager

BUDGET FY2019-20

## **BUDGET WORKSHOP**



# TABLE OF CONTENTS

## INTRODUCTION:

<b>City Manager's Message</b> .....	<b>1</b>
<b>Organizational Chart</b> .....	<b>4</b>
<b>Vision, Mission and Statement</b> .....	<b>5</b>
<b>City Council Premier Statements</b> .....	<b>6</b>
Department Alignment by Premier Statement	
<b>City Profile</b> .....	<b>8</b>

## BUDGET SUMMARY:

<b>Budget Highlights</b> .....	<b>14</b>
Budget Calendar.....	26
Budget Process Narrative .....	27
Accounting Method .....	29
Fund Structure Chart .....	30
Description of Fund Types.....	31
Department Funding by Fund.....	32
Glossary of Expenditure Categories .....	33

## Citywide Budget

Citywide Budget Summary .....	34
Citywide Charts .....	35
Citywide Staff Schedule .....	36

## Tax Information

Values & Tax Calculation.....	39
Tax Rate History .....	40
Change in Taxable Values .....	42

## GENERAL FUND SUMMARIES:

<b>Summary of General Fund 2019-20 Budget.....</b>	<b>44</b>
<b>General Fund Revenue Summary.....</b>	<b>46</b>
General Fund Major Revenues – Charts .....	47
<b>General Fund Expenditure Summary .....</b>	<b>50</b>
General Fund Expenditure Charts.....	51
General Fund Expenditure by Department.....	53
<b>General Fund (0001) Summary .....</b>	<b>54</b>

# TABLE OF CONTENTS

## GENERAL FUND DEPARTMENTS:

<b>General Fund Programs Listing .....</b>	<b>55</b>
<b>General Fund Department Listing .....</b>	<b>57</b>
Administration .....	59
Human Resources .....	61
Information Technology .....	63
Finance .....	66
Government Center .....	69
General Fund – Non departmental .....	71
Police .....	73
Animal Control .....	78
Fire .....	80
Emergency Management .....	83
Municipal Court .....	85
Code Enforcement .....	88
General Fund Portion of Animal Shelter .....	91
Parks .....	92
Recreation .....	95
Library .....	99
Neighborhood Services .....	102
Historic Downtown .....	104
Planning & Zoning .....	107
Streets & Drainage .....	108
Fleet Maintenance .....	111

## DEBT SERVICE FUND:

<b>Debt Service Fund (0030) .....</b>	<b>113</b>
Summary of Debt Service Fund (0030) .....	115
Citywide Debt Outstanding .....	116
Listing of Debt Service Requirements .....	118
Legal Debt Margin .....	121

## SPECIAL REVENUE FUNDS:

<b>Special Revenue Funds Listing .....</b>	<b>123</b>
PEG Fund (0004) .....	124
Police Pension Reserve Fund (0060) .....	126
Municipal Court Special Revenue Fund (0304) .....	128
Police Forfeiture Fund (0306) .....	130
JPL Nature Corridor Permanent Fund (0310) .....	132
JPL Nature Corridor Opportunity Fund (0311) .....	134
Library Donation Fund (0312) .....	136
Traffic Safety (Red Light Camera) Fund (0318) .....	138
Police Federal Seizure Fund (0320) .....	140
Economic Development Incentive Fund (0326) .....	142
Tax Increment Financing (TIF) Fund (0327) .....	144

# TABLE OF CONTENTS

<b>Animal Shelter Fund (0301) .....</b>	147
Animal Shelter Department.....	150
<b>Hotel Occupancy Tax Fund (0302).....</b>	153
Tourism & Marketing Department .....	155
<b>Landscaping Beautification Fund (0317) .....</b>	158
<b>Crime Control and Prevention District Fund (0322) .....</b>	160
PACT Department .....	166
<b>Public Improvement Districts</b>	
High Pointe PID Fund (0313) .....	168
Waterford Oaks PID Fund (0314) .....	171
Winding Hollow PID Fund (0325) .....	174
Windsor Park PID Fund (0328) .....	177

## COMPONENT UNITS:

<b>Community Development Corporation Fund (0308) .....</b>	182
CDC Departments	
CDC Administration .....	183
Trails Operations & Maintenance .....	190
Valley Ridge.....	192
Alan E. Sims Recreation Center .....	194
<b>Economic Development Corporation Fund (0309).....</b>	201

## WATER & SEWER SUMMARY

<b>Water and Sewer Fund Listing.....</b>	209
<b>Water and Sewer Fund Overview .....</b>	210
<b>W&amp;S Operations Fund (0100) Summary.....</b>	215
W& S Departments	
Utility Services.....	220
Public Works (Administration Engineering) .....	223
Water & Sewer Operations .....	227

## Water and Sewer Capital Funds

Water Impact Fees (5000) .....	232
Sewer Impact Fees (5001) .....	234
Water and Sewer Special Projects Fund (5002) .....	236
Prorata fund (5003) .....	238
Capital Improvement Plan Summary .....	240
5-Year Capital Improvement Plan (CIP) .....	241

# TABLE OF CONTENTS

## INTERNAL SERVICE FUNDS

<b>Internal Service Funds Listing.....</b>	<b>243</b>
Equipment Fund .....	244
Equipment Fund Listing .....	246
Self-Insurance Fund .....	247

## GENERAL GOVERNMENT CAPITAL PROJECT FUNDS

<b>General Government Capital Funds Listing.....</b>	<b>249</b>
Capital Improvement Plan Narrative.....	251
Capital Improvement Plan Summary .....	255
General Government 5-Year Capital Improvement Plan (CIP)	
Public Facilities CIP .....	256
Parks CIP .....	257
Streets CIP .....	258
Drainage CIP .....	259
Building Capital Maintenance Fund (1000) .....	260
Capital Recovery Fee - Street Impact Fee Funds (2500's series).....	262
Capital Recovery Fee - Street Impact Fees Map .....	264
Street Construction Fund (2600) .....	265
Restricted Streets Fund (2601) .....	267
Downtown/City Center Fund (2602) .....	269
Drainage Capital Fund (2700) .....	271
Drainage Detention Fund (2701) .....	273
Restricted Park Development Fee Fund (3000) .....	275
Restricted Parks Development Fees (Maps) .....	277

## OTHER INFORMATION

Fund Balance & Management Policies.....	279
Statistical Information .....	284
Glossary of Terms.....	286

August 15, 2019

Mayor and City Council:

It is with great pleasure that I submit for your consideration the FY2020 proposed budget for the City of Cedar Hill. The comprehensive budget and its component parts build upon the distinctive priorities and objectives established by the City Council and the community over the past several years and expressed through numerous adopted public plans, town halls, neighborhood meetings, and community surveys.

The proposed budget reflects continued investment in service levels that will meet the community's high expectations and growing demand for a variety of distinctive, boutique level programs and services. The budget addresses the top priorities of the community including investing in public safety, neighborhood engagement and integrity, and continuing to aggressively implement the bond program approved by voters in 2017 to build community and improve the quality of life for our residents. This budget was developed in pursuit of the City Council's goal of preserving and enhancing Cedar Hill's distinctive character while maintaining Cedar Hill's status as one of the safest and most progressive cities in the region.

As always, this budget remains true and consistent to Cedar Hill's Vision and Values, due to the extraordinary servant leadership, service, and guidance of the City Council, Board and Commission members, neighborhood leaders, and community partners whose love for this town and its people are reflected herein.

#### **Providing Value to Residents, Businesses, and Visitors**

The FY 2020 budget maintains a property tax rate of \$0.697028, the eighth consecutive year at the .69 cent level. The long-term stable tax rate policy employed by the Council over the years has allowed Cedar Hill to maintain the second lowest tax rate of all our surrounding cities, and an exceptional value for residents and businesses. The average home value in Cedar Hill is now \$193,818, which means that the average homeowner pays \$113 per month or \$3.70 per day for city services, including 24-hour police response, fire protection, and emergency medical services; 3,729 acres of public park land; 53 library programs per month; and 310 miles of paved streets. By deploying numerous strategies that leverage local tax funds, including grant and partnership funding for capital projects and numerous regional service partnerships, Cedar Hill is able to provide a higher level of service with a lean, high performing organization. Even with the continued appreciation of property values associated with current economic growth, the cost of City services remains less than the average family's monthly cell phone bill.

#### **Revenue and Expenditure Overview**

While continuing to provide excellent service the Cedar Hill way, the FY 2020 General Fund budget is a conservative one, designed to maintain existing service levels within the same tax rate, while continuing to implement the 2017 bond program. For these reasons, the proposed FY 2020 budget is primarily a "continuation

Mayor Stephen Mason • Mayor Pro Tem Clifford R Shaw • Shirley Daniels • Daniel C. Haydin Jr.  
Alan E. Sims • Chad A. McCurdy • Gregory Glover • City Manager Greg Porter

budget" with some enhancements in public safety and neighborhood engagement and integrity. This reflects striking a balance between being responsive to community needs while planning for potential fiscal headwinds on the horizon, including the impending impact of legislatively imposed revenue caps and non-property tax revenue reductions, changing trends in some key revenue sources, and increased cost pressures for operational commodities and labor. As a result, this budget seeks to position the City to ensure the continuation of services and key initiatives while maintaining the fiscal resiliency to address these headwinds in the future.

General Fund expenditures are directed towards the community's highest priorities, with particular focus on public safety and neighborhood engagement and integrity. The proposed budget includes a significant investment to fortify our Public Safety compensation plan, which is intended to restore market competitiveness and enhance the City's ability to attract and retain highly trained and highly sought-after public safety personnel. Funds are also directed towards targeted equipment replacements to maintain the quality and functionality of the tools used to provide essential services, such as patrol vehicles and critical EMS and Fire equipment. The budget also invests in programs that enhance neighborhood engagement and integrity, with the funding of a Code Enforcement Officer, Citizen Code Specialist, Citizen Leadership Academy, development of a single-family rental registration program, and continued initiatives to support neighborhood gatherings, engagement, and communication.

### **Commitment to Public Safety**

The proposed budget reflects Cedar Hill's commitment to being a safe City and its traditional community priority investment in public safety. Public Safety related expenditures account for 65% of General Fund expenditures and 81% of new revenue is being directed to support public safety services. These investments have already paid significant dividends, with crime rates and response times down, a violent crime rate that is 50% lower than neighboring cities, and crime clearance rates (crimes solved) two and three times higher than in neighboring cities. Our Fire and EMS services have also demonstrated a uniquely high level of service delivery. This past year, the Fire Department has been honored with the Mission: Lifeline EMS Gold Plus Level Award for patients who suffer severe heart attacks and the Emergency Medical Services for Children (EMSC) Pediatric Program Gold Level award/designation for their work in ensuring appropriate and effective pediatric emergency care. The Fire Department also partnered with Cedar Hill ISD to launch a high school fire academy to grow our own future public servants.

### **Impact of 86<sup>th</sup> Legislature**

The 2019 Texas Legislative session had significant and far-reaching impacts on home-rule cities and their ability to respond to issues and services important to residents. Among other harmful legislative actions, the legislature passed measures which arbitrarily cap property tax revenues while at the same time eliminating or reducing sources of non-property revenue that help to keep property tax rates low. These measures will have significant revenue impacts to the City and, more importantly, its ability to respond to the needs and service requests of Cedar Hill residents.

**CITY MANAGER'S OFFICE**

285 Uptown Blvd., Bldg. 100  
Cedar Hill, TX 75104  
O. 972.291.5100  
F. 972.291.5199

Despite these challenges, Cedar Hill continues to set itself apart from the rest of the region, offering a distinctive balance of high-end services and amenities, small town charm, and the area's most beautiful and engaging open spaces. Continuous improvements to community's infrastructure and amenities are paying dividends and will continue to aid in attracting investment and resources to help broaden the tax burden while supporting the customized, boutique level services our community has come to enjoy and expect.

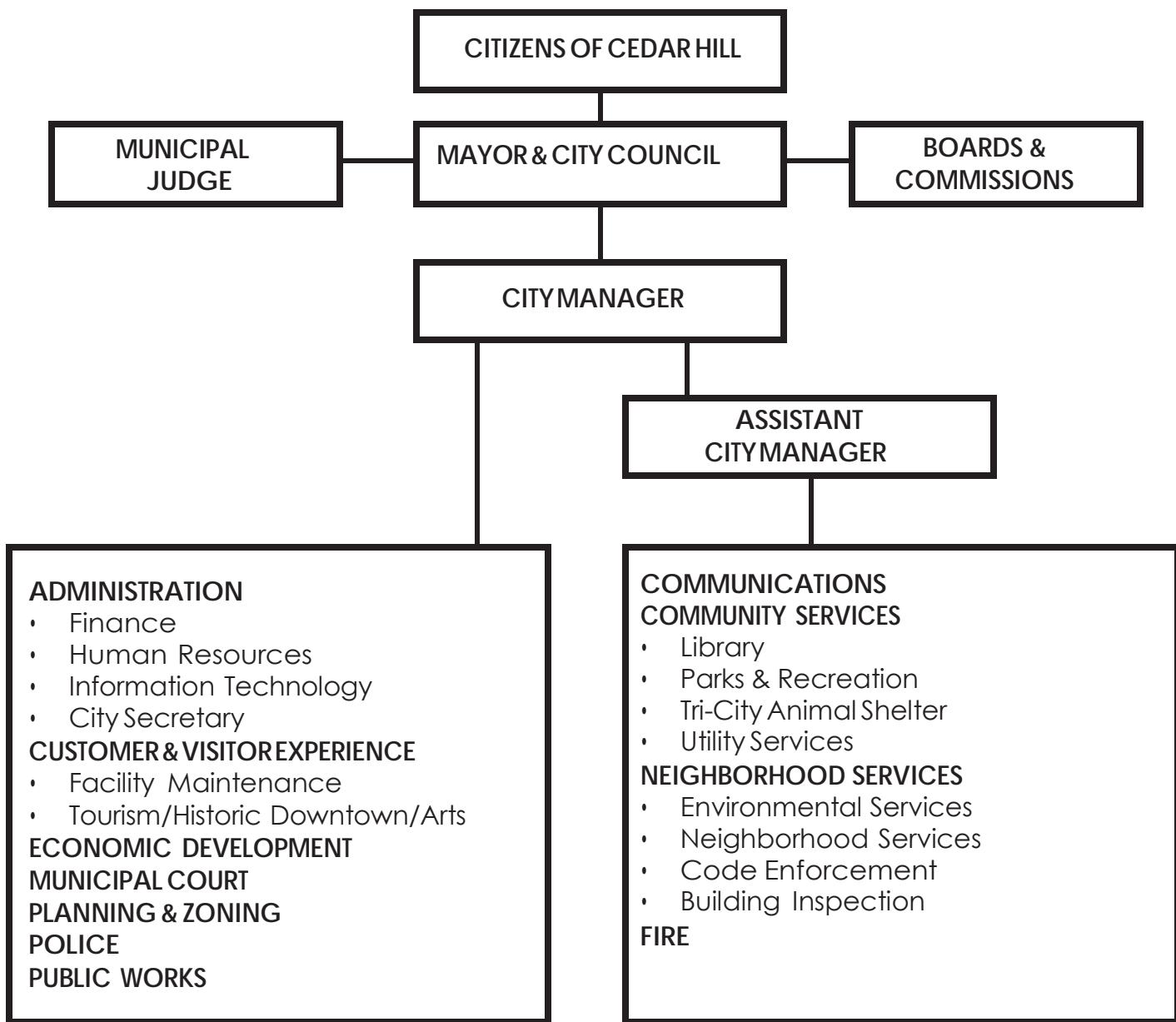
In closing, I would like to express my appreciation to Mayor Mason, the City Council and the City staff for committing so many long hours and months to planning and deliberating the priorities, policies and the documents represented in this proposal. I look forward to working together as we continue on the path of building the Premier City Cedar Hill is destined to be.

Respectfully Submitted,



Greg Porter  
City Manager

# ORGANIZATIONAL CHART



## Vision Statement

We envision Cedar Hill as a **premier city** that retains its **distinctive character**; where **families** and **businesses flourish** in a **safe** and **clean environment**.



## Mission Statement

The mission of the City of Cedar Hill is to deliver the **highest quality** municipal services to our **citizens** and **customers** consistent with our **community values**.

## Values

We believe that by communicating the values to the community, all others will begin reflecting, articulating, promoting and protecting the distinctive character that will continue Cedar Hill's success far into the future.

- People and Relationships
  - Stewardship
- Highest Ethical Standards, Behavior and Integrity
  - Servant Leadership



**PEOPLE &  
RELATIONSHIPS**

Proposed Budget



**STEWARDSHIP**

Page 5 of 292



**HIGHEST ETHICAL  
STANDARDS,  
BEHAVIOR & INTEGRITY**



**SERVANT  
LEADERSHIP**

# CITY COUNCIL PREMIER STATEMENT

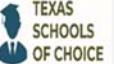
The City Council envisions a “Premier City” to be defined by the **following Premier Statements**, which are in no order of importance:

<b>DISTINCTIVE CHARACTER</b> 	Character is the internal compass that guides thoughts and actions. The City Council will continue to recognize stellar examples of distinctive character demonstrated throughout the community.
<b>SAFE</b> 	We believe our highest-priority use of taxpayer funds is to keep Cedar Hill a safe community. The City Council is excited about the strong planning, strategic thinking and proactive steps taken by our public safety personnel.
<b>CLEAN</b> 	Our vision of a clean city is one in which pride of ownership is evident throughout our neighborhoods, businesses and community spaces. Clean is defined as more than just litter control or code enforcement. Having a clean city is all encompassing where citizens enjoy a healthy lifestyle and exude pride for the city in which we live, work and play.
<b>VIBRANT PARKS &amp; NATURAL BEAUTY</b> 	We are blessed with some of the most beautiful topography, spectacular views and open spaces. As a result, the City believes it necessary to serve as good stewards of these precious natural resources to maintain, protect and preserve for generations to come.
<b>EXCELLENT, SAFE &amp; EFFICIENT INFRASTRUCTURE</b> 	The City Council has developed a solid infrastructure which incorporates vehicular mobility, pedestrian walkability, hike/bike trails, and maintaining the roadways to achieve and maintain the excellent, safe and efficient mobility the City Council desires.
<b>STRONG &amp; DIVERSE ECONOMY</b> 	We envision a community in which the development is balanced with the City's distinct natural resources our community loves to enjoy. The City Council desires a strong and diverse economy characterized by the City's growth and development, business and commerce for both day and night populations and one that can be sustained for years to come.
<b>TEXAS SCHOOLS OF CHOICE</b> 	The City of Cedar Hill is committed to supporting lifelong learning in our community. We are committed to partnering with all institutions of learning and supporting their efforts to become Texas schools of choice.

# CITY COUNCIL PREMIER STATEMENT

## DEPARTMENT ALIGNMENT TO CITY COUNCIL PREMIER STATEMENTS

This section identifies alignment as reflected in FY 20 budgeted programs and activities.

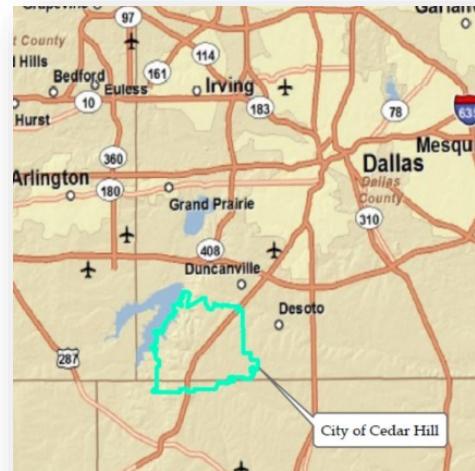
City Council Premier Statements		DISTINCTIVE CHARACTER 	SAFE 	CLEAN 	VIBRANT PARKS & NATURAL BEAUTY 	A EXCELLENT, SAFE & EFFICIENT INFRASTRUCTURE 	STRONG & DIVERSE ECONOMY 	TEXAS SCHOOLS OF CHOICE 
ID#	Department							
100	Administration	X	X	X	X	X	X	
110	Human Resources	X	X			X	X	
130	Information Technology		X			X	X	
150	Finance	X			X	X	X	
190	Utility Services	X	X	X		X		
195	Government Center	X		X				X
199	Non-Departmental		X	X				
310	Police	X	X			X		X
320	Police CCPD	X	X	X			X	X
330	Animal Control		X	X				
340	Fire		X	X				X
350	Emergency Management		X			X		
360	Municipal Court	X	X					X
370	Code Enforcement		X	X				
380	Animal Shelter	X	X					
400	CDC Administration	X		X	X		X	
405	Trail Maintenance		X	X	X	X	X	
410	Parks		X	X	X			
415	Valley Ridge Park		X	X	X			
430	Recreation	X	X	X	X		X	X
435	Recreation Center	X	X	X	X		X	X
450	Library	X					X	X
470	Neighborhood Services	X	X	X		X	X	X
480	Historic Downtown	X		X			X	
520	Planning & Zoning		X	X		X	X	
610	Economic Development	X				X	X	X
611	Tourism & Marketing						X	
700	Public Works Administration	X	X	X	X	X		
710	Streets & Drainage	X	X	X	X	X		
750	Fleet Maintenance		X	X				
760	Water & Sewer Operations		X	X		X	X	

# CITY PROFILE

## CITY PROFILE

Nestled twenty minutes southwest of downtown Dallas, Cedar Hill borders the eastern shore of Joe Pool Lake and Cedar Hill State Park. Its lush, tree-lined rolling hills and wide-open green space allows for hikes, bike rides and other outdoor recreational opportunities.

Whether visiting one of the specialty boutiques, national retail stores or enjoying an evening of fine dining, Cedar Hill is a thriving suburb which maintains a small-town charm with big city amenities. With easy access to I-20 and I-35 from U.S. Highway 67, Cedar Hill is home to many residents who commute to and from employment in the Dallas-Fort Worth (DFW) metropolitan area.



The City was incorporated in 1938 under the general laws of the State of Texas and is the oldest organized community in Dallas County. Cedar Hill became a home-rule City in 1975. The City has grown from a small rural town of 6,850 in 1980 to a suburban city with a population estimate of 53,096 in 2019. Since the 2010 census population count of 45,028, the City's population has grown by 8,068 or 18%. The median age of those living in the City is 36 years and median household income is \$73,658 while that of the U.S. is \$60,336, according to the 2017 American Community Survey.

The City boasts some of the most fascinating flora and fauna in the State of Texas that can be found at Cedar Hill State Park, Mt. Lebanon Encampment, Cedar Ridge Preserve and the Dogwood Canyon Audubon Center. Parks and Recreation are important to the City and certainly part of its distinctive character. The City maintains 32 park facilities comprising 721 acres. Park facilities include a recreation center, senior center, softball fields, baseball fields, soccer fields, tennis courts, municipal swimming pool, football fields, playground equipment, picnic pavilions, basketball courts, amphitheater, fishing ponds, paved trails and a nature preserve. The City is committed to the inclusion of neighborhood parks and the preservation of green space. To protect the scenic landscape, the City maintains a goal of preserving 20% of its land mass as open space.

Higher education offerings in the City are Northwood University and Strayer University, which offer workforce development as well as continuing education classes. Cedar Hill Independent School District (CHISD) is focused on providing choices to meet the needs of its students through innovative educational opportunities. A wide selection of charter and private schools adds to the expansive set of educational choices available to families and newcomers to Cedar Hill.

# CITY PROFILE

**Government Structure:** The City operates under a council-manager form of government. Municipal authority is vested in the City Council, consisting of a Mayor and six council members. The City Council appoints committees, boards and commissions, the City Manager, and City Judge. The City Manager is responsible for carrying out the policies, implementing the ordinances and budget approved by the City Council as well as overseeing the day-to-day operations of the City.

**Services Provided:** The City provides a full range of municipal services authorized by statute or charter. These services include police protection, fire suppression, emergency medical services, water distribution, wastewater collection, building inspection, street maintenance and repair, code enforcement, park maintenance, full-service recreation services and programming, swimming pool operations, library services, planning, economic development and general administrative services. The City maintains contracts with third parties for its water supply and treatment, wastewater treatment service as well as for solid waste services.

This accompanying budget includes all funds of the City including its component units. The City's component units are legally separate entities for which the City is financially accountable. The City's component units are the: Cedar Hill Economic Development Corporation and the Cedar Hill Community Development Corporation.

**Factors Affecting Financial Condition and Economic Future:** Cedar Hill is no exception to the increasingly positive business climate throughout the DFW Metroplex. Cedar Hill is home to many businesses and is known for its diversified local economy. Cedar Hill, cornering the market on natural beauty, has championed the phrase, "Where Opportunities Grow Naturally" distinguishing itself from other metroplex cities. The natural beauty of the City is well complemented with its strategic central location within the fast-growing North Texas metropolitan area. Cedar Hill has become the regional high-end retail hub with 11 major shopping districts offering more than 3.5 million square feet of retail, restaurants, office, and entertainment and continues to grow.

There has been an increase in both residential and commercial development. Phase II of the Bear Creek neighborhood is being developed in two phases, and it is anticipated between 40 – 50 homes will be developed in 2019. Additional development for this year includes the preliminary platting of The Vineyards at Bear Creek neighborhood with approximately 60 single-family lots along with the Stonehill addition with 329 single-family lots. Covenant Development entered the Cedar Hill market in 2018 to construct Preston Trail Center, a 20-acre site, located at the intersection of FM 1382 and Straus Road. The goal of this mixed-use complex is to create a thriving, mixed-use area that builds on, enhances, and highlights the unique character of Cedar Hill as a friendly, family and nature-oriented Texas town. The multifamily component, The Jane, is under construction and consists of approximately 300 units with high-end amenities and an emphasis on walkability and connectivity. The second phase will be developed for retail, restaurant, and service uses to complement the residential component while serving as a recreational anchor with a trailhead for the FM 1382 Trail.

# CITY PROFILE

Vinodbahi T. Patel is developing Riverside Place, a 153-unit senior housing complex, on the south side of East Pleasant Run Road. Additionally, The Lilacs development will expand multi-family housing options in historic downtown.

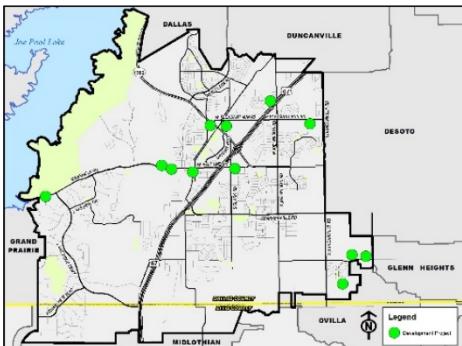
The retail market remains strong in Cedar Hill with the addition of Gigi's Cupcakes, McAlister's Deli, Azteca Tacos, Lisa's Chicken & Seafood, Enterprise Car Rental, El Rey Mexican Restaurant, and Boiling King Crab, to name a few. Additionally, Fuel City and Total Wine will open their Cedar Hill locations in 2019.

In 2018, Legacy Crossing, located at the southeast corner of Joe Wilson Road and Pleasant Run Road, constructed 4,900 square feet of medical office space with plans for future construction of 7,000 square feet of additional office and retail space. Dr. Lopez and Ruiz Financial completed construction of new professional office space in 2019 with approximately 6,000 square feet per building.

Industrial expansion includes the future construction of a 18,248 square-foot facility for API Precision Machining in the High Meadows Industrial Park in 2020. Newly constructed tenant space with 11,900 square feet opened in 2019. Additionally, future construction plans include 15,000 square feet of tenant space, 6,000 square feet of warehouse as well as a facility expansion for Delta Steel to take place in 2020.

The growing list of tourism events in the City is a major support for the retail and service industry. Bike rallies and races, concerts, farmer's markets and sports tournaments keep the parks humming with visitors. The City's tourism sector continues to grow with the addition of the Fairfield Inn in December 2018 and the A-Loft hotel and convention center at Hillside Village. The hotel and convention center is a partnership between the City and Taj Hospitality with construction scheduled to begin in 2019.

The City works with local partners on special events in the historic downtown to continue to draw residents and visitors and share the area's distinctive character. Interest in development of Cedar Hill's historic downtown continues to grow. In 2018, the CHEDC approved a development agreement with Lake Moreno Partners, LLC for a mixed-use project in historic downtown. The 40,000 square foot project, located at W. Belt Line Road and Broad Street, will include retail, restaurants, office space, spaces for craftsmen and artists, live/work studios, and residential dwellings. Construction is anticipated to begin in winter 2020.



When residential, industrial and commercial growth is considered, the City's total tax base increased 7.17% over the 2019 value. The City's taxable values on the 2019 tax roll were \$3,779,101,307 and the 2020 tax roll is \$4,050,028,608. The City's tax rate is \$0.69752 per \$100 of taxable value, which reflects one of the lowest city tax rates in the area.

# CITY PROFILE

**Financial Planning and Fiscal Policies:** The City's budget reflects the community's priorities and the strategic goals set by the City Council to further the vision of Cedar Hill as a premier city. Additionally, it reflects the City's mission to deliver the highest quality municipal services to its citizens and customers, consistent with its community values. The City uses its master plans to guide its long-term growth and financial planning. Utilizing these plans, the City annually updates a five-year capital improvement plan for streets, utilities, and facilities, including the timing and amounts of debt to be issued to fund the plan.

The City completes a benchmarking survey of budgets, staffing, and selected activity measurements of eleven similar cities as part of the annual budget process. These plans and the survey are used as an aid in determining budget allocations to the various departments and activities of the City.

The City's fiscal management policies require minimum fund balances for numerous funds. Each of the funds with minimum fund balance requirements meets or exceeds these requirements. There were no significant impacts on the current year's operations as a result of the fiscal management policies.

**Major Initiatives:** The City Council sets its priorities to reflect the community's priorities to further the vision of Cedar Hill as a "premier city". The City Council's top priorities this past year were public safety, bond implementation, comprehensive plan update, communications, and neighborhood engagement and revitalization.

Ely Reyes joined the Cedar Hill Police Department as the new police chief. Under his leadership, Cedar Hill remains the safest city in the region and continues to connect with the community through quarterly neighborhood walks. The Cedar Hill Fire Department (CHFD) developed a fire academy in collaboration with Cedar Hill Independent School District and the Dallas County Community College District, implemented the CHFD Explorers Program and was recognized by the American Heart Association for its Emergency Medical Services program.

In November 2017, the voters authorized a \$45 million bond program with no tax rate increase to address infrastructure and community needs. Several streets throughout the City have been repaired, and the Citizen Library Site Advisory Committee evaluated options and recommended site options for the new library. It was determined that the Library and Signature Park would be a combined program in adjacent space. The playground at Calf Pasture Park was replaced with the addition of fall protection and shade structures. The rededication ceremony was held in January. The Cedar Hill community came together to replace the creative playground at Virginia Weaver Park, and the rededication ceremony was held in March. Additionally, a new gazebo was constructed in Bradford Park, and the rededication ceremony was held in July.

City Council will appoint a citizens' committee to review and update the City's comprehensive plan by fall 2019. Community engagement and communication between the City and its residents was enhanced through the Let's Talk Cedar Hill platform, and the public was provided with greater accessibility with the implementation of open records request and agenda management software.

# CITY PROFILE

The City facilitated neighborhood engagement through the implementation of "Party in the Park" celebrations in conjunction with the rededication of parks enhanced through the bond program. New initiatives including the inaugural Neighborhood Leadership Summit, meet and greets, and Boards & Commissions orientation strengthen the leadership of our city leaders at all levels throughout the community.

**THIS PAGE IS INTENTIONALLY  
BLANK**



# FY 2019-2020 BUDGET HIGHLIGHTS

## AD VALOREM TAX RATES AND REVENUE



The City Manager proposed FY 2020 budget is based upon the tax rate of \$0.697028 which is the same tax rate as FY 2019. The Maintenance & Operations (M&O) tax rate is \$0.524053 and the Interest and Sinking (I&S) tax rate is \$0.172974.

Every year, the City receives the total value of all property in which taxes will be assessed from the Dallas and Ellis Central Appraisal Districts. The preliminary taxable assessed value utilized in developing the preliminary budget was \$4,050,028,608 or 7.17% increase over last year's certified value of \$3,779,101,307. The final certified tax rolls received on July 25 was \$4,017,354,076, an increase of \$238,252,769 or 6.30% over the 2018 certified values. Of this amount, \$30,072,813 or 12.6% is from new construction while revaluations (appreciation) on existing property is \$208,179,956 or 87.4% of the total growth in taxable value.

The FY 2020 tax levy based on the proposed tax rate of \$.697028 per \$100 of taxable value is \$28,109,553 which is effectively a 5.69% increase or \$1,510,222 over FY 2019 tax levy.

## GENERAL FUND REVENUES

General Fund revenues overall are projected to increase by 6.01% or \$2,175,856. The increase is primarily due to property and sales tax. Changes from the previous year's budget in General Fund revenues are discussed below.

**Property Taxes** - All property tax related revenue is increasing by \$1,597,700 or 8.17%. This includes current and delinquent taxes, penalties and interest on late payments.

**Sales and Mixed Beverage Taxes** – Fiscal Year 2019-2020 sales and mixed beverage taxes are budgeted for a combined total of \$8,655,225 and are increasing by \$296,329 or 3.6% over the FY 2019 budget of \$8,358,896.

**Franchise Taxes** – Total franchise taxes (use of city rights-of-ways) are projected at \$3,712,092, a 2.4% increase or \$87,695 from the previous year's budget. The City's major franchise agreements are with our electric providers. Franchise fees are based on gross receipts from the customers and are impacted by growth or decline in accounts and weather which impacts consumption. Telecommunications and cable television franchise fees are decreasing by \$50,000 for FY 2019-2020 due to the impact of S.B. 1152 which was passed in the Texas 86<sup>th</sup> Legislative Session.

# FY 2019-2020 BUDGET HIGHLIGHTS

**Charges for Services** – Charges for services totals \$1,796,952, an increase of 1.78% or \$31,482. There are no proposed scheduled service charge fee increases. Charges for services are either fixed cost are reimbursable amounts. This category of revenue is user fee based such as ambulance fees, recreation fees, programming fees for athletics and aquatics as well as senior citizen programming fees and street construction inspection fees.

Other charges for services include charges to the City's Economic Development and Community Development Corporations and Public Improvement Districts for administrative functions including accounting, audit, and budget. The Cedar Hill Independent School District (CHISD) is charged in accordance with an agreement with the City for lease space on the third floor and maintenance of the Government Center. This annual charge to CHISD is budgeted at \$280,000. The cities of DeSoto and Duncanville participate in a cost share program for Fire Training and Crime Analysis for a total fixed cost amount of \$121,000.

**Licenses and Permit Fees** – Total license and permit fees are projected at \$886,800 or 13.91% (\$108,300) more than FY 2019. This category is related to building and construction permits, burglar alarm permits, city registrations and restaurant inspections. The increase is due to increases in commercial and residential construction activities.

**Fines** – This category of revenue is generated from court, library and police departments and is projected to increase \$6,100 or 0.57%.

**Intergovernmental** – This category is budgeted at \$246,500 and is increasing \$29,000 or 13.3% over FY 2019. Intergovernmental revenues are grants and shared resources from Federal and State Agencies. The largest resource is within the City's Emergency Medical Services and the associated Medicare/Medicaid supplemental reimbursement program to reclaim loss revenues from ambulance services. The four-year average reimbursed to the City has been about \$230,000 and varies based on the number of participants in the program.

**Miscellaneous** – This category is interest earnings and miscellaneous sources such as small donations, code abatements, copies, insurance proceeds and other miscellaneous revenues. This category is budgeted at \$287,900 and is increasing \$9,500 or 3.41% over FY 2019. The code abatements and resulting lien revenue is the largest fee source in this category and is \$60,000. The five-year average is about \$62,000.

# FY 2019-2020 BUDGET HIGHLIGHTS

**Transfers in** – This category of revenue is from transfers from other City funds and are based on either a charge back for services provided or a fixed amount in support of a program initiative. The FY 2019-2020 transfers in are from the Landscape and Beautification Fund for \$250,000 which is to offset mowing and rights-of-way maintenance. The Water and Sewer fund shares in the cost of Information Technology Support (IT) provided by the General Fund, based on 25% of the total IT budget. This transfer is budgeted at \$334,750 an increase of 3% over FY 2019.

## COMPENSATION AND BENEFIT PLAN

The City desires to achieve the objective to provide a competitive and sustainable compensation and benefits program to retain and recruit high quality employees. The proposed budget includes a 3% merit increase for General employees and the implementation of a new pay plan for sworn police and fire personnel to ensure market competitiveness and enhance retention. The new pay plan includes a starting salary increase and implementation of a step plan.

The City offers employees two medical plans, an EPO and a high deductible Health Savings Account (HSA) plan and will remain with United Healthcare. In FY 17-18, the City made a shift in the medical plan to self-insured, which provides more resiliency, service, and fiscal control over fully insured options. The health care cost savings allowed the City to establish the Self-Insurance Fund and immediately start building reserve requirements to maintain the fund. The reserve goal is to obtain a fund balance in the Self-Insurance Fund to equal to an average of 6 months of claims.

## GENERAL FUND EXPENDITURES BY FUNCTION

The General Fund is organized into four (4) major functions: General Government, Public Safety, Community Services, and Public Works. Each department or division is assigned to the appropriate major functional area. Proposed expenditures in the General Fund total \$38,313,488 compared to \$35,806,613 in FY 2018-2019, an increase of 7.00% or \$2,506,875. The General Fund's expenditures for personnel (wages and benefits) is proposed to increase by 6.70% or \$1,775,918, while operations and maintenance is proposed to increase by 5.71% or \$530,957. A description of each function is presented below.

### GENERAL GOVERNMENT

This function includes the Administration, Human Resources, Information Technology, Finance, Government Center and Non-departmental Departments. The General Government proposed budget(s) total \$5,889,782 and is a \$407,097 or 7.43% increase from FY 2019 due to increases in technology costs and new initiatives to enhance transparency, communications and responsiveness to our residents and business

# FY 2019-2020 BUDGET HIGHLIGHTS

community. The cost of elections, audit services, legal services, legal notices, publications, and printing are significant costs in General Government expenditures.

The Information Technology Department proposed budget includes funding for 50 replacement computers and includes user licenses, fees, and maintenance agreements for software and hardware.

## **PUBLIC SAFETY**

This function includes the Police, Animal Control, Fire, Emergency Management, Municipal Court, Code Enforcement and Animal Shelter Departments. The Public Safety budget(s) are increasing by 8.34% or \$1,902,049. The Public Safety budgets make up 65% or \$24,721,464 of the General Fund budget. Several public safety vehicles and miscellaneous equipment have been proposed for replacement, which are detailed below.

The Police Department budget includes replacing eight vehicles and procuring a large traffic control trailer and two portable traffic control digital signs. The Police and Community Team (PACT) unit and related expenses are illustrated in the Crime Control and Prevention District (CCPD) budget. The Police Department budget is 29.17% of the General Fund.

The Fire Department proposed budget includes replacing a vehicle, two rescue stretchers and a treadmill. Additionally, an ambulance (\$310,500) is proposed to be replaced using an alternative financing method. The Emergency Management Department proposed budget includes replacing a warning siren for \$50,000. Fire & EMS make up 29.13% of the General Fund.

The Code Enforcement Department proposed budget includes the implementing of a single-family rental registration program and the addition of Code Enforcement Officer, and a Citizen Code Specialist. The new programs will increase the department's budget by \$156,539 including equipment, supplies and a vehicle for the Code Enforcement Officer.

## **COMMUNITY SERVICES**

This function includes the Parks, Recreation, Library, Neighborhood Services and Planning Departments. This portion of the General Fund Budget is proposed at \$5,226,867, a 0.21% decrease over FY 2019.

The Parks Department budget includes funding for five lightning detectors, five zero-turn mowers, a sprayer and landscape trailer. The Neighborhood Services budget includes funding for a citizen leadership academy to educate community members about city operations and encourage participation and volunteerism.

# FY 2019-2020 BUDGET HIGHLIGHTS

## PUBLIC WORKS

This function includes the Street and Fleet Maintenance Departments. The Public Works portion of the General Fund budget is 6% or \$2,275,376 and is a 0.39% increase over FY 2019. The Street Department budget includes a Bobcat skid loader.

## SPECIAL REVENUE FUNDS

The **Public, Educational and Governmental (PEG) Fund** tracks revenue received from television cable operators which can be spent on capital equipment and programming of government communication services. The proposed budget is \$50,000.

The **Police Pension Reserve Fund** accounts for the funds set aside to fund the benefit plan for Police Reserve Officers. The proposed budget for this fund is \$15,424 for pension payments and administrative costs.

The **Animal Shelter Fund** is the primary fund for all expenditures and revenues supporting the Tri-City Regional Animal Shelter. The participating entities are Cedar Hill, Duncanville and DeSoto. The proposed budget is \$1,254,823 and is supported by entity contributions (1/3 each) as well as charges for services. Each entity's participating share in costs are increasing 15%. The total revenue from all sources is \$1,122,775. There is a capital outlay amount of \$200,000 with a 100% offset of private grant funds received in FY 19 to fund a startup surgery center in the old shelter.

The **Hotel Occupancy Tax Fund** accounts for local occupancy taxes collected from hotels and motels at 7% against gross room receipts net of deductible expenses. The proposed budget of expenditures for this fund are \$397,295 and reflects activities to support tourism.

The **Tax Increment Financing Fund (TIF No. 1)** is an economic development fund to be utilized in the City's economic development tool chest for financing and support of projects in the TIF District which is includes Hillside Village and properties along Uptown Boulevard as well as in the old Downtown area. The Fund is supported through captured values on the City's property tax roll at 75% of taxable value. The incremental capture of property value was effective January 1, 2017 and has captured property value of approximately \$50 million. The TIF has a proposed amount of \$202,863 to be transferred in FY 2020. At the end of FY 2019, the TIF fund is estimated to have a balance of \$199,875.

# FY 2019-2020 BUDGET HIGHLIGHTS

The **Joe Pool Fund** was significantly impacted in December 2016 when the City's Joe Pool Lake liability was extinguished. The City Council established the **JPL Nature Corridor Permanent Fund** and **JPL Nature Corridor Opportunity Fund** in April 2019 for the long-term preservation of the Joe Pool Lake asset and maximize fiscal stability of the asset.

The majority of the funds are in the **JPL Nature Corridor Permanent Fund**, which provides a perpetual revenue stream for the preservation and development of the JPL recreational and economic asset, and to fund initiatives that are consistent with the principles that formed the rationale for the initial creation of the asset and benefit all Cedar Hill citizens. A total of \$112,500 in expenditures is budgeted for FY 2019 – 2020, which includes a \$105,000 transfer to the JPL Nature Corridor Opportunity Fund.

The **JPL Nature Corridor Opportunity Fund** was established to be the source of funds for JPL and nature corridor related operations and maintenance expenditures, one-time capital related Joe Pool Lake projects and potential initiatives associated with the JPL Nature Corridor. There are no expenditures anticipated for FY 2019 - 2020.

The **Library Fund** tracks funds donated to the Library. The proposed budget for this fund is \$45,000.

The **High Pointe Public Improvement District (PID) No.1 Fund** presents the proposed budget of \$526,080 for the High Pointe PID recommended by their board.

The **Waterford Oaks Public Improvement District (PID) No. 2 Fund** presents the proposed budget of \$170,300 for the Waterford Oaks PID recommended by their board.

The **Winding Hollow Public Improvement District (PID) No. 3 Fund** presents the proposed budget of \$47,400 for the Winding Hollow PID recommended by their board. This budget includes a transfer payment back to the City for \$24,500 which is its annual commitment to repay the City for the replacement of the subdivisions wall along Joe Wilson Road.

The **Windsor Park Public Improvement District (PID) No. 4 Fund** presents the proposed budget of \$90,530 for the Windsor Park PID recommended by their board.

# FY 2019-2020 BUDGET HIGHLIGHTS

The **Landscape Beautification Fund** accounts for the funds generated by the solid waste disposal contract and accumulated as sanitation billing fees from customers. Revenues from customers and other miscellaneous fees are proposed at \$2,870,600. The proposed budget is \$2,763,000 and includes solid waste collection services of \$2,435,000. Remaining funds are utilized for funding for city-wide contract mowing, landscape maintenance and beautification projects. The budget includes a \$50,000 enhancement for litter control across the city.

The **Traffic Safety Fund** includes the proposed budget of \$268,502. This budget provides funding for City staff to make traffic safety enhancements. The 86<sup>th</sup> Texas Legislature expired this program, and effective September 1, 2019, the City will no longer collect fees under this program. This fund's residual amounts will be phased out within the FY 2020 budget cycle with approximately \$220,000 that will have to be considered for an alternative funding source.

The **Municipal Court Special Revenue Fund** includes funds collected through adjudicated municipal court cases. The estimated fees for FY 2020 are \$34,750 with an expenditure budget of \$20,000 to pay for court related equipment for the City Marshals to include body cameras and vehicle cameras. This fund is to track and account for fees collected through Cedar Hill Municipal Court.

The **Crime Control and Prevention District Fund** is governed by a Board of Directors, which is comprised of the City Council. The City Council acting as the Crime Control and Prevention District Board of Directors recommends a \$1,142,225 budget to fund the PACT unit and related community policing programs and expenses. The fund is supported by 1/8th of 1% on the City's sales tax. This budget supports and funds six (6) peace officers (4 Officers, 1 Corporal and 1 Sergeant).

The **Economic Development Incentive Fund (EDIF)** was established in FY 2017. The EDIF funds will be utilized under policy initiatives as established by the City Council related to Economic Development programs and initiatives. No expenditures are anticipated for FY 2020.

## DEBT SERVICE FUND

The **Debt Service Fund** (sometimes referred to as the Interest and Sinking Fund) is used to account for the accumulation of resources for the repayment of general long-term debt. The proposed tax rate for FY 2019-2020 is \$0.172974, which is slightly lower than the debt rate for FY 2018-2019 of \$0.184093. Principal and interest payments total \$9,757,428. Summary schedules and detailed information on individual bond obligations can be found in the Debt Service Fund section of this budget document.

# FY 2019-2020 BUDGET HIGHLIGHTS

Total revenue from property taxes and other sources including amounts transferred in from the Animal Shelter Fund, Economic Development Corporation and the Community Development Corporation total \$9,627,605. The Debt Service Fund is projected to maintain a reserve balance more than 15% of the City's annual tax pledged debt. The audited fund balance (reserves) was \$1,484,107 at the end of the FY 2017-2018.

The citizens voted in general obligation bonds for improvements and new infrastructure in an amount of \$45 million. The FY 2019-2020 Debt Service Budget includes provisions for the sale of the third phase of the newly voted general obligation bonds for a planned issuance of \$14,300,000 for streets, parks, library, facilities and the Community Pool. The bonds will be sold with the ability of the City to maintain its stable tax rate initiative and policy. In addition, there is proposed financing for the fire department ambulance for \$310,500 which will be accomplished by Certificates of Obligation. The City has developed a five-year infrastructure implementation guide and debt model with planned debt issuances over the next three to five years that reflect no requirement for a tax rate increase. A complete listing of these projects can be found in the General Government Capital Improvements Section of this document.

## GENERAL GOVERNMENTAL CAPITAL FUNDS

The **Building Capital Maintenance Fund** was created to prepare for planned and emergency repairs to existing City buildings. Potential uses for this fund would include major roof repairs, replacement of heating, ventilation and air conditioning systems, and planned remodeling of buildings. There are no expenditures anticipated for FY 2019 - 2020.

The **Street Impact Fees Fund** provides a status report on the amount of fees collected and available for debt service on streets. Allowable expenses and uses of these funds are governed by Chapter 395 of the Local Government Code. The City collects and spends Street Impact Fees based on defined areas and have historically utilized street impact fees to pay annual debt costs on eligible projects. There are four zones or areas and were established by Ordinance 2012-478. There are no expenditures programmed in FY 2019 – 2020 from the Street Impact Fees Fund.

The **Street Construction Fund** tracks the resources set aside for future street repair and reconstruction from the General Fund. The use of funds is governed by fiscal policy as adopted by Resolution R11-337 and are set-aside during the annual budget process as funds are available. There are no expenditures programmed in FY 2019 – 2020 from the Street Construction Fund.

# FY 2019-2020 BUDGET HIGHLIGHTS

The **Restricted Streets Fund** accounts for funds from developers designated for use on specific streets. No street construction activity is budgeted for FY 2019 -2020.

The **Downtown/City Center Fund** tracks the restricted resources set aside for projects related to City Center and Downtown. \$150,000 is budgeted in this fund for the cost of the Comprehensive Plan Study.

The **Drainage Fund** tracks the resources set aside from the General Fund for drainage improvements. There are no anticipated expenditures for FY 2019 - 2020.

The **Drainage Detention Fund** tracks the restricted resources set aside for drainage and detention improvements. These funds were escrowed to the City from a developer. There are no anticipated expenditures for FY 2019 - 2020.

The **Park Development Fee Fund** accounts for resources from park dedication fees and park donations as authorized by an ordinance of the City. These funds are restricted to use in specific zones of the City. There are nine zones across the City. Playground improvements totaling \$10,000 are budgeted for FY 2019 – 2020.

## WATER & SEWER FUND

The **Water & Sewer Fund** accounts for water and sewer revenues collected to support the expenditures associated with the capital and operational needs of the utility. Proposed expenditures are budgeted at \$20,747,436 for the 2019-2020 Fiscal Year. The Water and Sewer Fund Budget is increasing 8.8% or \$1,669,383. The largest part (75%) of the increase is for the cost of water purchased and cost of sewer treatment as provided for by contracts with Dallas Water Utilities and Trinity River Authority. As recommended by the annual rate study update, the budget includes a 5% rate increase to be implemented in October 2019. The Water and Sewer Budget for FY 2019 – 2020 includes the addition of a water utility technician and related equipment and updates to the work area cubicles in finance and utility services. There is also funding for replacement of a John Deere excavator and a pick-up truck. The cost of all enhancements and programs is approximately \$291,000. The Water and Sewer Fund will maintain a fund balance/working capital balance of 38% of operating expenditures.

## INTERNAL SERVICE FUNDS

The **Equipment Replacement Fund** purchases and, in turn, leases equipment to other funds. The Equipment Replacement Fund is intended to be a perpetual fund. This fund operates as an internal service fund by obtaining assets (primarily equipment) and leasing the equipment back to the fund requesting replacement equipment or

# FY 2019-2020 BUDGET HIGHLIGHTS

new equipment. The cost of the equipment acquired on behalf of a fund and department is amortized based on a useful life with an interest and inflation charge added. The fund/department receiving the equipment will budget for an annual lease payment back to the Equipment Replacement Fund based on a life cycle. At the end of the amortized period, sufficient funds should be accumulated to replacement the equipment. The budget includes the purchase of equipment recommended for inclusion in the General Fund Budget. Other funds of the City are on a "pay-as-you-go" basis.

The proposed Equipment Replacement Fund Budget has an outflow of cash for equipment budgeted at \$1,198,700. This amount includes the replacement of an ambulance for \$310,500 which is proposed to be financed with certificates of obligation. The annual lease revenue back to the Equipment Fund is budgeted at \$1,088,175. The Equipment Replacement Fund remains solvent and continues to operate to program and replace equipment on a planned schedule as determined by the City's Fleet Manager.

The **Self-Insurance Fund** was established in FY 2017 to administer a self-insurance program for employee health insurance. This fund receives premiums through the City's payroll system for employee health care contributions and from each fund and department for the City's contribution. The self-insurance fund revenues totals \$4,053,000 for FY 2019-2020. The self-insurance fund expenditures total \$3,822,500 for FY 2019-2020 which includes claims, stop loss premiums, administrative costs and pharmacy (Rx) costs. The fund reflects a 3.73% decrease in self-insurance costs mostly attributable to claim trends, negotiated stop-loss premiums and pharmacy cost.

## COMPONENT UNITS

The **Community Development Corporation (CDC) Fund** includes the \$4,837,624 budget recommended by the Community Development Corporation's Board of Directors. This fund is supported by  $\frac{1}{2}$  of 1% of the City's total sales tax. The CDC Budget includes proposed improvements for the Alan E. Sims Cedar Hill Recreation Center, Valley Ridge Park, and the trails system totaling \$1,369,392. The improvements include building updates and equipment replacement at the Recreation Center and replacement equipment at Valley Ridge Park. Additionally, the CDC budget includes South Clark Road trail construction and the Straus Road Trail feasibility study.

The **Economic Development Corporation (EDC) Fund** includes the \$8,530,271 budget recommended by the Economic Development Corporation Board of Directors, which is a 10.49% decrease over the prior year. The EDC Budget includes various

## FY 2019-2020 BUDGET HIGHLIGHTS

incentive projects approved in prior year budgets and several in the FY 2020 budget to include the Red Oak Sewer Line Study in the Southeast region of the City, a bridge study that will impact the industrial park and a study to include development impacts to Downtown properties.

**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## BUDGET CALENDAR- FISCAL YEAR 2019-2020

Feb 13	Director Staff Meeting – Discuss Budget Process and Budget Calendar
Feb 25	Budget Kick-Off Meeting: 10 – 11:30AM (Court Room)
Mar 04	Submit Personnel, Equipment & Technology Request - HR, Fleet & IT
Mar 26	City Council Meeting: CAFR presented
Apr 05	Operating Budgets: All documents updated to Shared Drive (S: City Share)
Apr 08-12	Finance: Compiles and summaries budget data as submitted by departments Finance: Revenue Estimates and Projections
Apr 15-26	Finance: Budget Review with Department <b>Directors (Round 1)</b> Finance: Revenue Assumptions, Estimates and Projections Preliminary
Apr 15	<b>Review preliminary continuation budget with City Manager</b>
Apr 16	<b>Streets, Facilities, Drainage and Parks CIP 5 Year Plan Presentation to Council</b>
Apr 23	<b>Quarterly Financials and Budget to Council - FYI Material</b>
Apr 24	Finance: Mid-Year Review of FY 19 Budget at Director Meeting
May 13	Review continuation budget with City Manager after Round 1 Updates
Apr 25 – May 10	Finance: Compiles Budget Data in master budget documents
May 21	<b>Water and Sewer 5-Year CIP Plan and Rate Study Presentation to Council</b>
May 15-31	Finance, CM and ACM: Budget Overview: <b>(Round 2)</b> With Directors/Managers
June 11	<b>CCPD Board Meeting</b>
Jul 02	<b>City Council: Preliminary Budget Presentation</b>
Jul 24	Certified Appraisals from Chief Appraisers
Jul 24 – Aug 06	Finance: Final revisions to budget- Executive Summary of Budget Document; Framing Budget for Presentation to City Council
Aug 09	<b>City Council: Budget Workshop - Presentation of City Manager Budget</b>
Aug 09	Dallas County Publishes Tax Rate Notice (1/4 Page Ad) City Publishes Effective and rollback tax rates, statements/schedules and submit to City Council
Aug 13	<b>City Council:</b> (1) Approve certified tax rolls; submit certified values, ETR and roll-back calculated rates; (2) Discuss Tax Rate (if rate exceeds the roll-back rate or effective tax rate (whichever is lower), take a record vote and schedule and announce public hearings
Aug 16	Publish Notice of Public Hearing on Tax Increase
Aug 27	<b>City Council: 1st Public Hearing</b> on Tax Rate Proposal Public Hearing on FY 2020 Budget; Public Notices 14-days prior to PID Public Hearings
Sep 03	<b>City Council: 2nd Public Hearing</b> on Tax Rate (Required); Budget (Optional)
Sep 06	Notice of Tax Revenue increase published before meeting to adopt budget
Sep 10	<b>City Council: Adopt by Ordinance(s)</b> the Tax Rate, FY20 Budget inclusive of CCPD, EDC, CDC, CIP and PIDs (Also Public Hearing on PID Budgets)
Sep 24	<b>City Council:</b> Last City Council Meeting for the Fiscal Year

# BUDGET FY2019-20

## BUDGET PROCESS NARRATIVE

The annual operating budget for the City of Cedar Hill (the City) is the culmination of countless hours of review, research, analysis and discussions by the City Council and City staff who received input from the public during community meetings and via budget hearings. The creation of the budget has beginnings from about 19 years ago with the work of a City Council's Strategic Planning retreat in 2000 in which the vision, mission, values, and premier statements were revised. This section is intended to guide the reader through the budget document by highlighting the budget process and by giving a summary of the information to follow. The budget document is organized in a way that will help the reader to quickly locate information in a timely manner.

### Budget Preparation Process

The annual budget process begins in the fall of the prior year with the City Council Retreat. During the retreat, the City Council revisits the mission, vision, and premier statements. They also set priorities both short term and long term. After the City Council Retreat the City Manager along with department directors determine the strategic focus areas and plans for the upcoming year to carry out the priorities identified by the City Council. In **February**, the budget calendar is developed, and a budget kick-off meeting is coordinated by the Budget Team in which worksheet templates, forecasts and training materials are distributed to department budget representatives. The budget team continues to provide year-to-date financial data for revenues and expenditures, while adjusting forecast and projections as updated data becomes available.



In **March and April** key budget components are submitted to the Budget Team for review, they include the current year revised budget, the subsequent fiscal year proposed base budget, five-year projected budgets, requests for fleet, equipment, new personnel requests, capital and new program requests. The Budget Team works with departments to create proposed base estimates. The proposed base budget for the subsequent fiscal year omits capital and one-time purchases from the previous fiscal year as the base budget is intended to show the expenses related to maintaining the current year's operations.

Activities that require additional resources, new or replacement equipment, or new programs are included in the capital and supplemental requested amounts. For each item requested, departments provide a description, itemization, and justification of the estimated costs. These requests are submitted by the department in a list prioritized according to need. Fleet and computer replacements are submitted by the Fleet Division and Information Technology department for each department and evaluated during the departmental budget review meetings with directors.

# BUDGET FY2019-20

In **May**, budgets are revised and reviewed by the Budget Team and the City Manager's Office to make any necessary adjustments. Special workshops are held to address capital projects and financing options. All requests are compiled by the Budget Team in summary format into master budget documents and submitted to the City Manager for review. A meeting is held with the City Manager's Office, Budget Team and all Directors in which each Director presents their new programs for the team's evaluation.

In **June/July**, a preliminary budget workshop is held in which the budget team shares with the City Council major revenue and expenditure forecasts, capital improvement projects (CIP) and a listing of proposed programs. During the workshop, the City Council shares with city staff some priorities for creating the proposed budget.

The Budget Team prepares a proposed operating budget that is balanced and maintains fund balance levels in accordance with the City's Fund Balance and Fiscal Management Policy (see appendix for full policy). In **July/August**, a budget workshop is held to share with the City Council, the new revised operational budgets and the certified appraisals from the Dallas County and Ellis County Appraisal Districts. The City Council has the opportunity to review the proposed budget, discuss their opinions and ask questions of the City Manager, provide feedback, and request changes.

After the City Council Budget Workshop, two public hearings are held on the budget prior to the meeting to adopt the budget in **September**. Notices for public hearings for the adoption of both the budget and the tax rate are published in the local newspaper and on the City's website. If the proposed tax rate exceeds the effective tax rate, the City is required by Texas Law to hold two public hearings on the tax rate in addition to the public hearing on the budget. Likewise, if the proposed tax rate exceeds the effective tax rate, the City must publish the proposed tax rate and notices of a vote on the rate. Public hearings are a critical part of the budget process as they allow citizens a chance to voice their opinions and to ask questions.

By ordinance the City Council must adopt a final budget appropriation by **September 30th** for the fiscal year start date, October 1st.

## Implementation Process

After adoption, the Finance Department creates an adopted budget book which is made available on the City's website, with the City Secretary and on file at the City Library.

On October 1st of the fiscal year, the budget is loaded into the accounting software system with a confirmation detailing the upload submitted to each department director. Department directors are responsible for approving and operating within budgetary controls. Budgetary control is established and maintained after adoption of the budget via quarterly revenue and expenditure statements provided to the City Manager and City Council.

---

A balanced budget is a budget adopted by the City Council and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues plus fund balances. Fund balances may be appropriated for non-recurring expenditures (expenses).

---

# BUDGET FY2019-20

## Budget Amendments/Adjustments

Budget changes that do not affect the total for a department but transfer funds from one line item to another within a department's operating budget are allowed at each director's discretion. A budget adjustment that will bring a change in the total appropriation for a department may be allowed by the City Manager at the written request of the department, based on the City's ability to fund the request. A budget adjustment that requires a change in total appropriations at the fund level requires the City Council's approval.

## ACCOUNTING METHOD & FUND STRUCTURE

### FUND STRUCTURE

The financial structure of the budget is organized by funds. A fund is generally defined as a fiscal and accounting entity which has its own self-balancing set of accounts for recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The City of Cedar Hill's financial structure includes four categories of funds: Governmental Funds, Proprietary Funds, Fiduciary Funds and Component Units. All four fund categories are utilized in this budget. **Governmental Funds** are used for most government activities such as general operating, debt service, and infrastructure. While **Proprietary Funds** are based on the premise that the city service should be conducted as a business with user fees covering expenses.

**Fiduciary Funds** are funds in which the government acts as a trustee or agent for an outside entity, organization or other governmental units – usually a trust such as a Pension Trust.

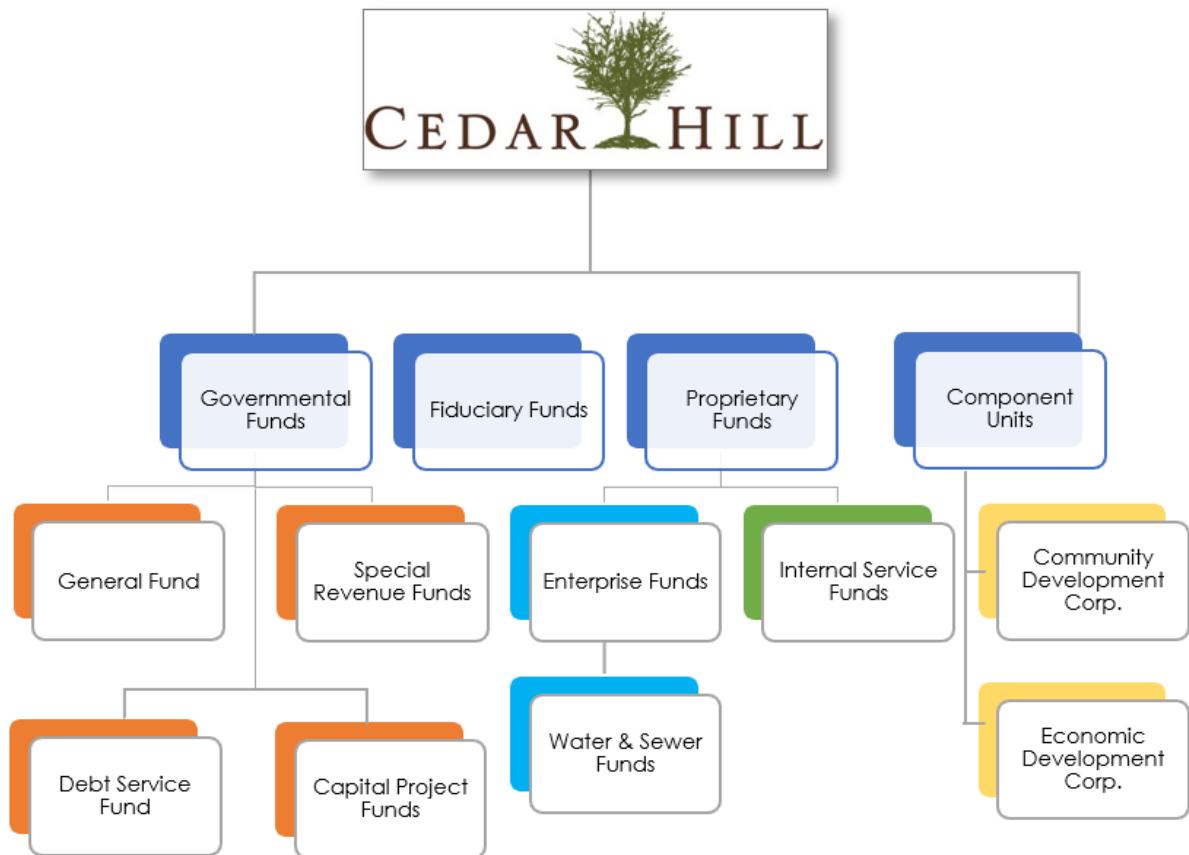
**Component Units** are legally separate organizations for which the elected officials of the primary government are financially accountable. Listed below are descriptions of the funds maintained by the City.

The budgets for the Governmental Funds are prepared on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both available and measurable except where the accrual basis is specified by generally accepted accounting principles. Expenditures are recognized when the services or goods are received, and the liabilities are incurred. Budgets for the Proprietary Funds are prepared on the full accrual basis of accounting under which transactions are recognized when they occur regardless of timing or related cash flows.

Budgetary control is maintained at the department level in each departmental budget, and encumbrances are entered at the time a purchase order is issued. Unspent and unencumbered appropriations lapse at the end of the fiscal year, except for capital projects.

# BUDGET FY2019-20

## Fund Structure Chart



# BUDGET FY2019-20

## GOVERNMENTAL TYPE FUNDS

**General Fund** – the general operating fund for the City. Revenues include: property, sales and other taxes, franchise fees, fines, licenses and fees for services. Operating expenditures provide support for most traditional tax-supported municipal services, such as Public Safety, Parks and Recreation, Library, Administration, Planning and Zoning, Neighborhood Services and Public Works operations.

**Special Revenue Funds** – account for the accumulation and disbursement of legally restricted resources to expenditures for a specific purpose. Funds under this category include the Police Forfeiture Fund, Hotel Occupancy Tax Fund, Public Education (PEG) Fund, Animal Shelter Fund, Library Donation Fund, Crime Control and Prevention(CCPD) Fund and the Tax Increment Financing Fund (TIF).

**Debt Service Funds** – account for the accumulation of resources for expenditures related to general long-term debt, including principal, interest, and other related costs. The resources are generated by a tax levy based on property values and are used to pay debts incurred through the sale of bonds, certificates of obligation, notes payable and other debt instruments. The bonds finance long-term capital improvements to streets, parks, buildings and other infrastructure.

**Capital Project Funds** – account for the accumulation of resources designated to construct or acquire capital facilities and improvements. Resources include proceeds from sales of general obligation bonds, certificates of obligation, TxDOT funds, Impact fees and transfers from operating funds.

## PROPRIETARY TYPE FUNDS

**Enterprise Funds** – account for operations that are financed and operated in a manner similar to private business; the intent of the City is to provide goods or services to the general public on a continuing basis that will be financed or recovered through user charges. The City maintains a few Enterprise Funds all related to Water and Sewer (Operations and Capital).

**Internal Service Funds** – funds designed to account for goods or services provided by one city department for another. The City's Internal Service Funds include the Equipment Fund and the Self-Insurance Fund. Charges are billed to departments to recover costs that are incurred by these funds.

## FIDUCIARY FUNDS

The City maintains a few fiduciary funds that account for transactions for private trust – such as the Police Pension Fund.

## COMPONENT UNITS

The City maintains two funds that account for transactions for component units – the Community Development Corporation and the Economic Development Corporation.

# BUDGET FY2019-20

## DEPARTMENTS BY FUND

ID#	Department	0001 General Fund	0100 Water & Sewer Fund	0301 Animal Shelter Fund	0302 Hotel Tax Fund	0304 Municipal Court Fund	0308 CDC Fund	0309 EDC Fund	0312 Library Donation Fund	0322 CCPD Fund
100	Administration	X								
110	Human Resources	X								
130	Information Technology	X								
150	Finance	X								
190	Utility Services		X							
195	Government Center	X								
199	Non-Departmental	X								
310	Police	X								
320	Police CCPD									X
330	Animal Control	X								
340	Fire	X								
350	Emergency Management	X								
360	Municipal Court	X				X				
370	Code Enforcement	X								
380	Animal Shelter	X		X						
400	CDC Administration						X			
405	Trail Maintenance						X			
410	Parks	X								
415	Valley Ridge Park						X			
430	Recreation	X								
435	Recreation Center						X			
450	Library	X							X	
470	Neighborhood Services	X								
480	Historic Downtown	X								
520	Planning & Zoning	X								
610	Economic Development							X		
611	Tourism & Marketing				X					
700	Public Works Administration		X							
710	Streets & Drainage	X								
750	Fleet Maintenance	X								
760	Water & Sewer Operations		X							
799	Non-Departmental Debt Service		X							

This matrix above shows the funding of departments by fund within the budget. Listed across the top of the matrix are the major funds. The departments are listed in the first column. An "X" indicates the correlation between departments and funds.

# BUDGET FY2019-20

## GLOSSARY OF EXPENDITURE CATEGORIES:

Throughout the document, the following **major expenditure categories** are summarized. In order to provide the reader with a better understanding of the types of items in each category, the definitions of the category are provided below. For a complete listing of terms, please see the full Glossary at the end of the document.

<p><b>Capital Outlay</b>- Expenditure category that result in the acquisition of or addition to fixed assets or other large purposes, also include expenditures to extend the useful life of a fixed asset.</p>	 A 3D pie chart illustrating the distribution of the budget. The chart is divided into three main segments: a large yellow segment representing the largest portion of the budget, a green segment representing a significant portion, and a smaller blue segment representing a smaller portion.
<p><b>Inter-Fund Transfers/Transfers</b> - Amounts transferred from one City fund to another City fund for purposes such as reimbursement of expenditures, general administrative services, debt service or payments-in-lieu of taxes.</p>	<p><b>Personnel</b> – Expenditure category that includes salaries, wages, and related fringe benefits including (taxes, health benefits, other benefits)</p>
<p><b>Lease/Rental</b> – Expenditure category for use of equipment/facility or land owned by another party for a specified term such as equipment rentals, annual software user fees, and departmental payments to the Equipment Replacement Fund for items purchased via that fund on a lease back arrangement.</p>	<p><b>Services</b> – Expenditure category used for mostly contractual or outsourced activity such as professional services from attorneys, engineers, accountants, printing services, insurance firms, subscription services, IT Network Charges, third party providers and other consultants.</p>
<p><b>Maintenance</b> – Expenditure category that includes the upkeep, servicing and care of vehicles, machinery, computers, water systems, software, radios and other items.</p>	<p><b>Supplies</b> – Expenditure category that includes expendable materials needed for operations such as office supplies, items to run programs, computer supplies, postage, minor equipment, fuel and oils, chemicals, etc.</p>
<p><b>Miscellaneous</b> – Expenditure category that includes publications and dues, training, uniforms, meetings and luncheons, travel/mileage and other expenditures that are not captured in another expenditure category.</p>	<p><b>Utilities</b> – Expenditure category that includes services for electricity, telephone, cable, internet, cell phones, water, gas, etc.</p>

# BUDGET FY2019-20

## COMBINED BUDGET SUMMARY 2019-2020 Revenues and Expenses and Changes in Fund Balances

The following Combined Budget Summary is intended to provide the reader a "high-level" summary of all funds of the City including all fund types. The Beginning Fund Balances are estimated and unaudited balances for fiscal year ending September 30, 2019. Each fund reflects estimated revenues and expenditures with ending fund balances for fiscal year ending September 30, 2020. The reader is also reminded that revenues and expenditures do not balance as some funds of the City are intended to be drawn down and spent on capital projects and other intentional and planned projects, incentives or programs during the fiscal year.

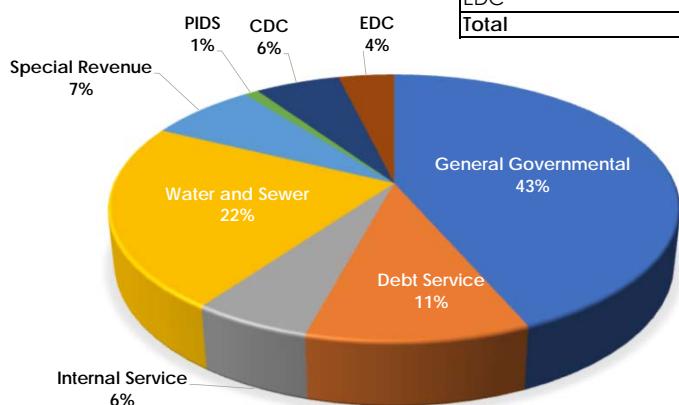
(Major and Non-Major Funds)	Beginning Fund Balances	Revenue	Expenditures	Net Change	Estimated Ending Fund
<b>Governmental Type Funds</b>					
General Fund	\$ 9,743,215	\$ 38,404,139	\$ 38,313,488	\$ 90,651	\$ 9,833,866
Debt Service Fund	1,842,975	9,627,605	9,757,428	(129,823)	1,713,152
Street Construction Fund	1,732,922	183,600	-	183,600	1,916,522
Downtown/City Center Fund	933,799	7,000	150,000	(143,000)	790,799
Building Capital Maintenance Fund	184,393	104,350	-	104,350	288,743
Restricted Street (Prorata) Fund	383,159	9,130	-	9,130	392,289
Drainage Capital Fund	575,289	11,450	-	11,450	586,739
Regional Drainage Detention Fund	94,389	1,875	-	1,875	96,264
Eco Devo Incentive (EDI) Fund	106,650	2,340	-	2,340	108,990
Park Development Fees	131,610	10,530	10,000	530	132,140
Street Impact Fees	4,496,848	450,475	-	450,475	4,947,323
<b>Special Revenue Funds:</b>					
Landscape and Beautification Fund	501,986	2,870,600	2,763,000	107,600	609,586
Hotel Occupancy Fund	961,146	409,350	397,295	12,055	973,201
Crime Control and Prevention District	333,613	1,111,965	1,142,225	(30,260)	303,353
JPL Nature Corridor Permanent Fund	19,572,722	492,000	112,500	379,500	19,952,222
JPL Nature Corridor Opportunity Fund	201,674	106,440	-	106,440	308,114
Animal Shelter Fund	268,621	1,122,775	1,254,823	(132,048)	136,573
PEG Fee Fund	615,861	93,500	50,000	43,500	659,361
Library Donation Fund	109,458	31,200	45,000	(13,800)	95,658
Traffic Safety Fund	273,802	6,000	268,502	(262,502)	11,300
Police Pension Fund ( <i>Fiduciary Fund</i> )	107,026	9,500	15,424	(5,924)	101,102
Police State Forfeiture	40,664	25,000	28,200	(3,200)	37,464
Police Federal Forfeiture	104,333	17,500	33,000	(15,500)	88,833
Municipal Court Special Revenue Fund	-	34,750	20,000	14,750	14,750
High Pointe PID	192,805	531,500	526,080	5,420	198,225
Waterford Oaks PID	320,012	171,450	170,300	1,150	321,162
Winding Hollow PID	85,663	52,133	47,400	4,733	90,396
Windsor Park PID	78,565	96,700	90,530	6,170	84,735
Tax Increment Financing Fund (TIF)	199,875	202,863	-	202,863	402,738
<b>Component Units</b>					
Community Development Corporation Fund	8,215,759	5,166,582	4,837,624	328,958	8,544,717
Economic Development Corporation Fund	7,258,211	3,401,924	8,530,271	(5,128,347)	2,129,864
<b>Enterprise Type Funds</b>					
Water and Sewer Fund	8,776,663	19,761,795	20,747,436	(985,641)	7,791,022
Water Impact Fee Fund	884,287	272,300	-	272,300	1,156,587
Sewer Impact Fee Fund	453,428	87,000	-	87,000	540,428
Water and Sewer Prorata Fund	61,805	11,000	-	11,000	72,805
Water and Sewer Special Projects Fund	1,336,479	12,000	-	12,000	1,348,479
<b>Internal Service Funds</b>					
Equipment Replacement Fund	1,154,120	1,088,175	1,198,700	(110,525)	1,043,595
Self-Insurance Fund	1,217,640	4,053,000	3,822,500	230,500	1,448,140
<b>Total City Wide Summary (sources and uses)</b>	<b>\$ 73,551,467</b>	<b>\$ 90,051,496</b>	<b>\$ 94,331,726</b>	<b>\$ (4,280,230)</b>	<b>\$ 69,271,237</b>

\* Funds Not Budgeted [Grant Fund (0321), CDBG Fund (0307), PD Seizure Fund (0305) & Capital Funds]

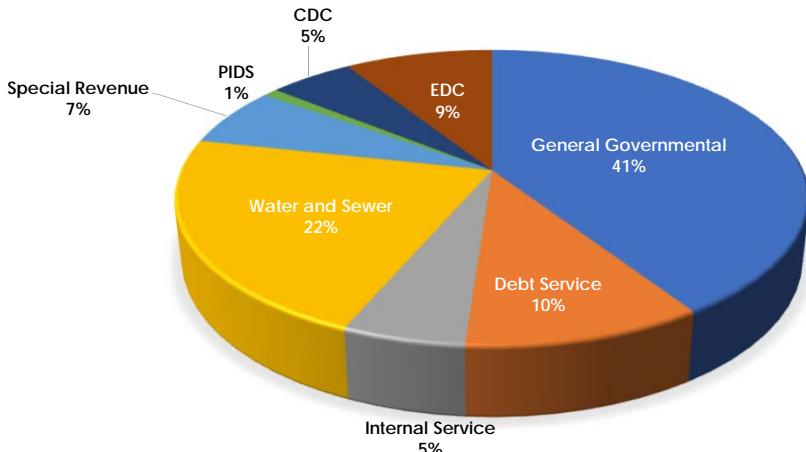
# BUDGET FY2019-20

## CITYWIDE SUMMARY CHARTS

Fund Type	Revenues	Expenditures
General Governmental	39,184,889	38,473,488
Debt Service	9,627,605	9,757,428
Internal Service	5,141,175	5,021,200
Water and Sewer	20,144,095	20,747,436
Special Revenue	6,533,443	6,129,969
PIDS	851,783	834,310
CDC	5,166,582	4,837,624
EDC	3,401,924	8,530,271
<b>Total</b>	<b>90,051,496</b>	<b>94,331,726</b>



Proposed Revenue      \$ 90,051,496



Proposed Expenditures/Expenses:      \$ 94,331,726

The total above does not include capital project funds and the following other non-budgeted funds:

CDBG FUND (0307):

A fund to account for Community Development Block Grant Funds (reimbursable Federal Pass-thru Grant)

POLICE SEIZURE FUND (0305):

A fund to account for seized property resulting from criminal cases until a district court decision is rendered

GRANT FUND (0321):

A fund to account for State and Federal reimbursable grants

\* Capital Project Funds are adopted by the City Council under separate Capital Budget Ordinance

# BUDGET FY2019-20

## Citywide Staffing Summary

FTE

**Full-Time Equivalent (FTE)** describes a ***budgeted position*** for an employee working 2,080 annual hours or 2,912 annual hours for sworn firefighters

1 FTE = 2,080 hrs.  
(2,912 Firefighters hrs.)

0.50 FTE = 1,040 hrs.  
(1,456 Fire Fighters)

The total number of individuals employed in FY20 total 400

343 Full Time  
57 Part Time

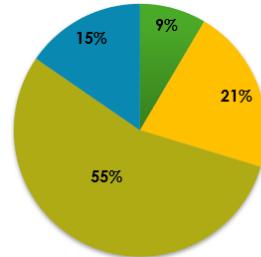
The FTE chart includes:  
filled & vacant  
Full Time &  
Part-Time ***budgeted positions***

temporary & seasonal employees are excluded from the totals

## By Function and Department - All Funds

### Staff By Function - FTE

	% of Total
Administrative Services	9%
Community Services	21%
Public Safety	55%
Public Works	15%
<b>Grand Total</b>	<b>100.0%</b>



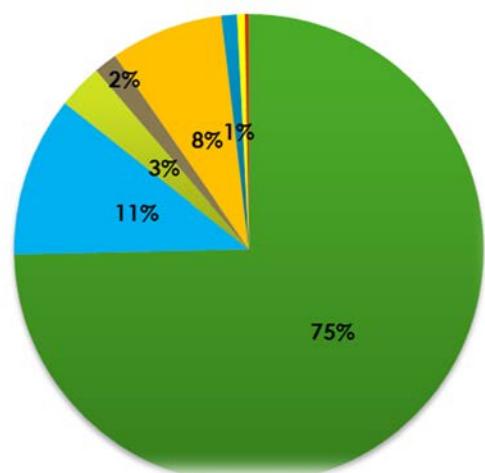
- Administrative Services
- Community Services
- Public Safety
- Public Works

FTE By Function and Department	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed	Diff PY
<b>Administrative Services</b>	<b>29.7</b>	<b>32</b>	<b>32</b>	<b>30.7</b>	<b>31.45</b>	<b>0.75</b>
100 - Administration	9.5	9.5	9.5	8.5	8.5	0
110 - Human Resources	3	3.8	3.8	3.5	4	0.5
130 - Information Technology	5.2	5.2	5.2	5.2	5.2	0
150 - Finance	7	8	8	8	8	0
195 - Government Center	3	3	3	3	3	0
199 - Non-Departmental	2	2.5	2.5	2.5	2.75	0.25
<b>Community Services</b>	<b>74.08</b>	<b>74.621</b>	<b>76.581</b>	<b>77.34</b>	<b>78.386</b>	<b>1.05</b>
410 - Parks	20	17.421	17.421	17.55	17.546	0
415 - Valley Ridge Park	5	5	5	5	6	1
430 - Recreation	5.25	5.25	5.75	5.75	5.75	0
435 - Recreation Center	23	23	23	23	23	0
450 - Library	11.83	12.45	13.41	14.04	14.09	0.05
470 - Neighborhood Services	1	1	1	1	1	0
480 - Historic Downtown	0	1	1.5	1	1	0
520 - Planning and Zoning	3	4	4	4	4	0
610 - Economic Development	4	4	4	4	4	0
611 - Tourism & Marketing	1	1.5	1.5	2	2	0
<b>Public Safety</b>	<b>195.43</b>	<b>197.71</b>	<b>203.21</b>	<b>203.33</b>	<b>205</b>	<b>1.67</b>
310 - Police	82.9	83.5	87	87	86.5	-0.5
320 - Police (PACT)	6	6	6	6	6	0
330 - Animal Control	2	2	2	2	2	0
340 - Fire	78	79	79	79	79	0
360 - Municipal Court	7.2	7.88	7.88	8	8	0
370 - Code Enforcement	9	9	10	10	12	2
380 - Animal Shelter	10.33	10.33	11.33	11.33	11.5	0.17
<b>Public Works</b>	<b>55</b>	<b>56</b>	<b>57</b>	<b>56</b>	<b>58</b>	<b>2</b>
190 - Utility Services	10	10	11	11	12	1
700 - Public Works Administration	12	13	13	12	12	0
710 - Street and Drainage	14	14	14	14	14	0
750 - Fleet Maintenance	3	3	3	3	3	0
760 - Water & Wastewater Operations	16	16	16	16	17	1
<b>Grand Total</b>	<b>354.21</b>	<b>360.331</b>	<b>368.791</b>	<b>367.37</b>	<b>372.836</b>	<b>5.47</b>

# BUDGET FY2019-20

## Staffing By Fund - Based on Full-Time Equivalent (FTE) Calculations

FTE By Fund	FY20 Proposed	Fund % of Total
General	278.34	75%
Water & Sewer	41	11%
Animal Shelter	11.5	3%
CCPD	6	2%
CDC	29	8%
EDC	4	1%
Hotel/Motel Fund	2	1%
Traffic Safety	1	0%
<b>Grand Total</b>	<b>372.836</b>	<b>100.00%</b>



Delivering Premier Customer Service - The Cedar Hill Way



## TAX INFORMATION



### PROPERTY TAX – AD VALOREM

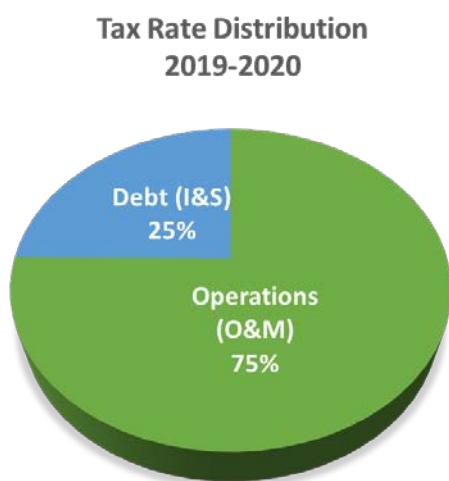
Each county has an appraisal district that determines the appraised value of all taxable property in the County. The City of Cedar Hill resides in both Dallas County and Ellis County. The combined appraised values for properties located within the City's boundaries is the basis of all property tax calculations and estimates.

# BUDGET FY2019-20

## CERTIFIED VALUES

CERTIFIED VALUES, TAX BILL AND 1¢ EQUIVALENT	Actual 2017-2018	Actual 2018-2019	Proposed 2019-2020	\$ Change	% Change
<b>Taxable Value</b>	\$ 3,435,850,865	3,779,101,307	4,017,354,076	\$ 238,252,769	6.30%
Add: Protest Values (ARB)	\$ 32,081,565	\$ 25,024,770	\$ 65,502,027	\$ 40,477,257	161.75%
Taxable Value with ARB totals	\$ 3,467,932,430	\$ 3,804,126,077	\$ 4,082,856,103	\$ 278,730,026	7.33%
New Construction <sup>1</sup>	\$ 33,811,761	\$ 35,376,844	\$ 30,072,813	xxxx	xxxx
Less: TIF Increment	\$ 14,698,129	\$ 29,842,780	\$ 50,081,960	\$ 20,239,180	67.82%
Taxable Value Used for ETR Calc	\$ 3,419,422,540	\$ 3,738,906,453	\$ 4,002,701,330	\$ 263,794,877	7.06%
Average Single Family Home Value <sup>2</sup>	\$ 161,051	\$ 178,232	\$ 193,818	\$ 15,586	8.7%
Average SF Tax Bill <sup>2</sup>	\$ 1,125	\$ 1,242	\$ 1,351	\$ 109	8.7%
One Penny Equivalent <sup>1</sup>	\$ 346,793	\$ 380,413	\$ 408,286	\$ 27,873	7.33%
<hr/>					
CALCULATED RATES	Actual 2017-2018	Actual 2018-2019	Proposed 2019-2020	\$ Change	% Change
Effective Rate (ETR)	\$ 0.661147	\$ 0.647676	\$ 0.659513	\$ 0.01184	1.83%
O&M Effective Rate	\$ 0.485102	\$ 0.475218	\$ 0.485325	\$ 0.01011	2.13%
Roll-back Rate (RBR)	\$ 0.709970	\$ 0.697328	\$ 0.697125	\$ (0.00020)	-0.03%
Debt Rate (I&S)	\$ 0.186060	\$ 0.184093	\$ 0.172974	\$ (0.01112)	-6.04%
<hr/>					
<b>TAX RATE &amp; LEVY BUDGETED</b>	\$ 0.698760	\$ 0.697028	\$ 0.697028	\$ (0.00000)	0.000%
Operations (O&M)	\$ 0.512700	\$ 0.512935	\$ 0.524053	\$ 0.01112	2.168%
Debt (I&S)	\$ 0.186060	\$ 0.184093	\$ 0.172974	\$ (0.01112)	-6.040%
Tax Levy (100%)	\$ 24,065,570	\$ 26,307,814	\$ 28,109,553	\$ 1,801,739	6.85%
Operations	\$ 17,704,724	\$ 19,359,620	\$ 21,133,891	\$ 1,774,271	9.16%
Debt	\$ 6,360,846	\$ 6,948,194	\$ 6,975,662	\$ 27,468	0.40%
<hr/>					
Increase over ETR	\$ 0.0276	\$ 0.0377	\$ 0.0375		
<b>% Increase over ETR</b>	<b>5.69%</b>	<b>7.94%</b>	<b>5.69%</b>		

Taxable Value - Dallas and Ellis Certified (1)  
Dallas County only (2)



The **effective tax rate (ETR)** is the total tax rate needed to raise the same amount of property tax revenue from the same properties in both the 2018 tax year and the 2019 tax year.

The **rollback tax rate (RBR)** is the highest tax rate (8%) that the City may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

The **interest and sinking tax rate (I&S)** is the tax rate needed to raise the amount of property taxes to pay next year's principal and interest payments on its bonded debt.

A **tax rate of \$0.697028** per \$100 valuation has been proposed for adoption by the City. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the City Council before adopting the proposed tax rate.

# BUDGET FY2019-20

## TAX RATE HISTORY

### Tax Rate History (Total Tax Rate)

Fiscal Year	Tax Rate (Cents/\$100)	Certified Taxable Values (Net)	Change in Taxable Value	Percent Change in base value	New Construction Value	Appreciation Value
2007	64.1400	\$ 2,754,768,497	\$ 221,463,247	8.74%	\$ 125,658,243	\$ 95,805,004
2008	64.1400	\$ 3,033,267,960	\$ 278,499,463	10.11%	\$ 146,689,439	\$ 131,810,024
2009	64.1400	\$ 3,134,055,604	\$ 100,787,644	3.32%	\$ 150,278,989	\$ (49,491,345)
2010	64.1400	\$ 2,943,557,019	\$ (190,498,585)	-6.08%	\$ 76,597,889	\$ (267,096,474)
2011	67.0000	\$ 2,795,373,935	\$ (148,183,084)	-5.03%	\$ 17,875,044	\$ (166,058,128)
2012	68.5900	\$ 2,751,093,808	\$ (44,280,127)	-1.58%	\$ 18,040,575	\$ (62,320,702)
2013	69.5700	\$ 2,697,467,361	\$ (53,626,447)	-1.95%	\$ 13,026,685	\$ (66,653,132)
2014	69.8760	\$ 2,702,074,018	\$ 4,606,657	0.17%	\$ 12,054,420	\$ (7,447,763)
2015	69.8760	\$ 2,852,269,239	\$ 150,195,221	5.56%	\$ 31,402,629	\$ 118,792,592
2016	69.8760	\$ 3,024,899,863	\$ 172,630,624	6.05%	\$ 61,933,000	\$ 110,697,624
2017	69.8760	\$ 3,240,030,312	\$ 215,130,449	7.11%	\$ 47,565,475	\$ 167,564,974
2018	69.8760	\$ 3,453,234,301	\$ 213,203,989	6.58%	\$ 33,811,761	\$ 179,392,228
2019	69.7028	\$ 3,779,101,307	\$ 325,867,006	9.44%	\$ 35,376,844	\$ 290,490,162
2020	<b>69.7028</b>	<b>\$ 4,017,354,076</b>	<b>\$ 238,252,769</b>	<b>6.30%</b>	<b>\$ 30,072,813</b>	<b>\$ 208,179,956</b>

- The chart above provides a history of **taxable values** and year-over-year changes. In addition, the above data is intended to show the reader a history of the City's adopted tax rates. These rates are set by ordinance of the City Council and are designed to provide sufficient revenue to support operating and maintenance (M&O) costs of the City's core services and also provide revenue to pay the City's annual debt related interest and sinking (I&S) payments.
- Truth-in-taxation** as the column header states is a concept embodied in the Texas Constitution that requires local taxing units to make taxpayers aware of tax rate proposals. The City of Cedar Hill is in strict compliance each fiscal year with the Texas Constitution in regard to legal publication of the City's calculated tax rates as seen in the Chart above.
- Creating a budget and **adopting a property tax rate** to support that budget are major functions of a taxing unit's governing body. This is accomplished by following truth-in-taxation requirements to ensure the public is informed of any increases or decreases.
- The **Effective Tax Rate (ETR)** is the rate needed to effectively raise the same amount of tax revenue the City had in the previous fiscal year while the **Roll-Back Rate (RBR)** is the maximum rate (8% over the ETR) the City can adopt before the citizens can petition to have the tax rate rolled back to the previous year's tax rate until an election can be held. The City of Cedar Hill has never exceeded the roll-back limit. Over the last six (6) years, the City has on average exceeded the ETR by 5.15%. In fiscal years 2009 -2013, the City actually adopted a tax rate under the ETR. The current year proposed tax rate of \$0.697028 per \$100 of taxable value is about 5.69% over the ETR. The additional revenues generated are proposed to be utilized for public safety and community/neighborhood programs.

# BUDGET FY2019-20

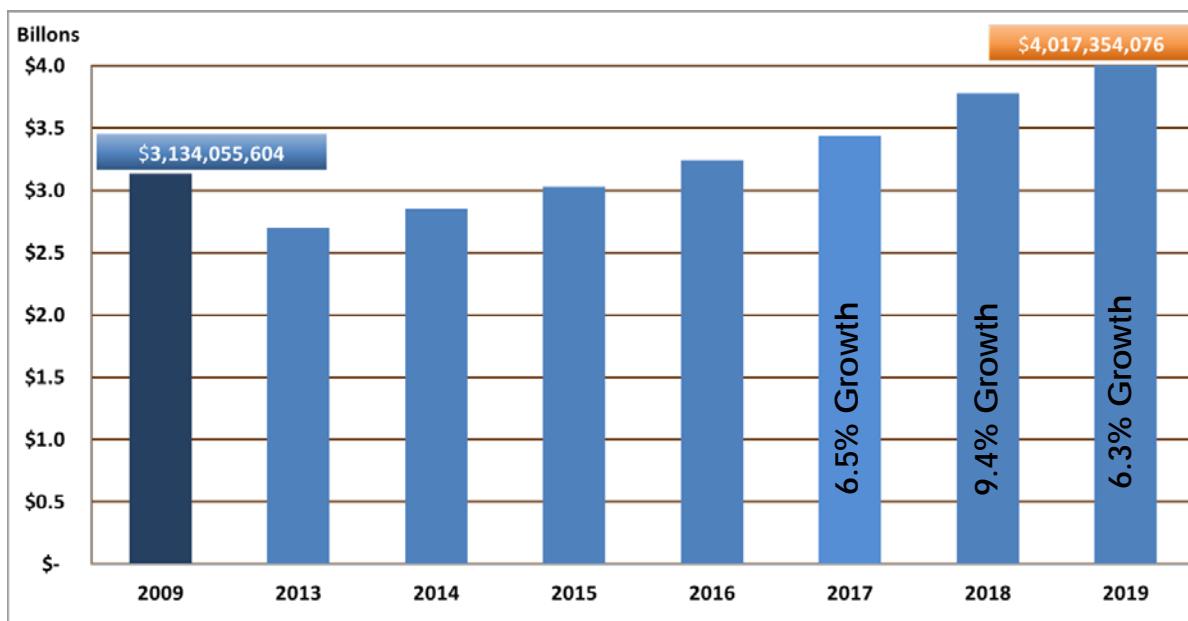
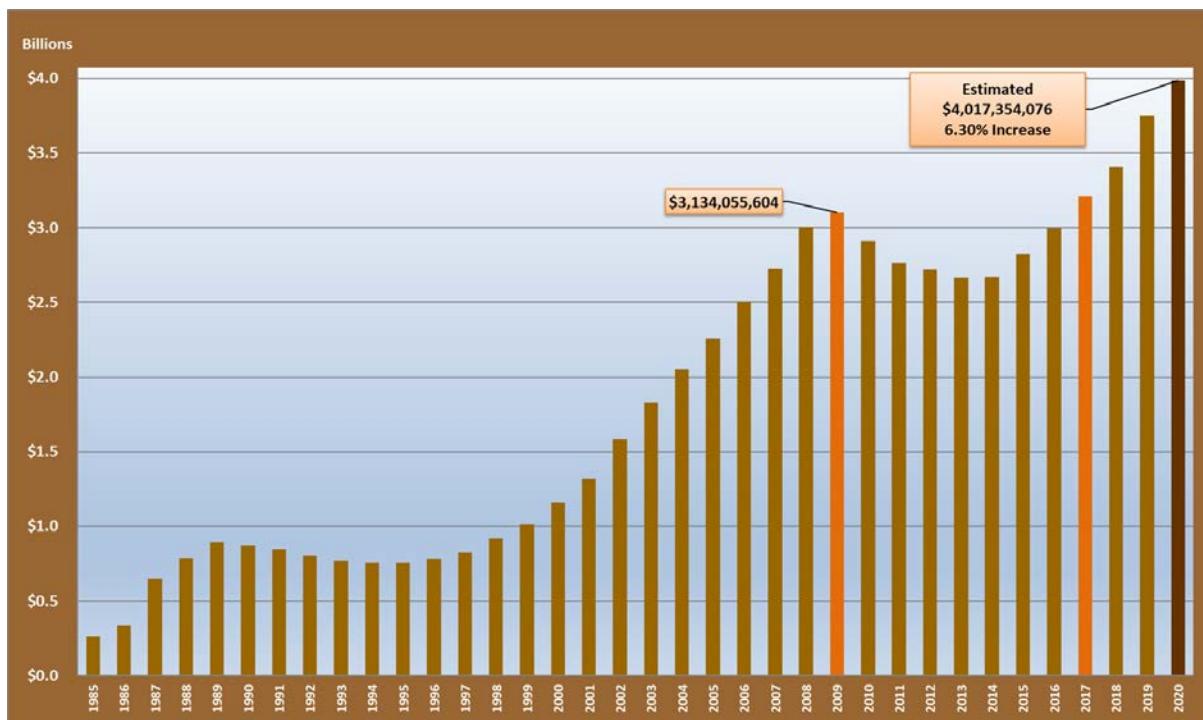
Tax Roll	Fiscal Year	Tax Rate (Cents/\$100)	Certified Taxable Values (Net)	Change in Taxable Value
1983	1984	51.000	263,783,537	
1984	1985	50.980	294,492,683	30,709,146
1985	1986	55.420	365,580,630	71,087,947
1986	1987	34.674	676,218,790	310,638,160
1987	1988	35.690	817,450,479	141,231,689
1988	1989	37.078	920,815,255	103,364,776
1989	1990	42.063	900,424,631	(20,390,624)
1990	1991	48.736	878,908,815	(21,515,816)
1991	1992	56.902	833,798,586	(45,110,229)
1992	1993	61.388	797,574,528	(36,224,058)
1993	1994	64.217	785,536,903	(12,037,625)
1994	1995	64.100	786,995,814	1,458,911
1995	1996	65.289	809,921,941	22,926,127
1996	1997	66.130	856,221,336	46,299,395
1997	1998	64.269	947,690,708	91,469,372
1998	1999	64.269	1,042,083,543	94,392,835
1999	2000	64.269	1,192,376,628	150,293,085
2000	2001	64.269	1,348,285,778	155,909,150
2001	2002	64.140	1,615,903,346	267,617,568
2002	2003	64.140	1,857,625,121	241,721,775
2003	2004	64.140	2,081,650,728	224,025,607
2004	2005	64.140	2,286,298,634	204,647,906
2005	2006	64.140	2,533,305,250	247,006,616
2006	2007	64.140	2,754,768,497	221,463,247
2007	2008	64.140	3,033,267,960	278,499,463
2008	2009	64.140	3,134,055,604	100,787,644
2009	2010	64.140	2,943,557,019	(190,498,585)
2010	2011	67.000	2,795,373,935	(148,183,084)
2011	2012	68.590	2,751,093,808	(44,280,127)
2012	2013	69.570	2,697,467,361	(53,626,447)
2013	2014	69.876	2,702,074,018	4,606,657
2014	2015	69.876	2,852,269,239	150,195,221
2015	2016	69.876	3,024,899,863	172,630,624
2016	2017	69.876	3,240,030,312	215,130,449
2017	2018	69.876	3,435,850,865	195,820,553
2018	2019	69.703	3,779,101,307	343,250,442
2019	2020	69.703	4,017,354,076	238,252,769

# BUDGET FY2019-20

## Change in Taxable Values

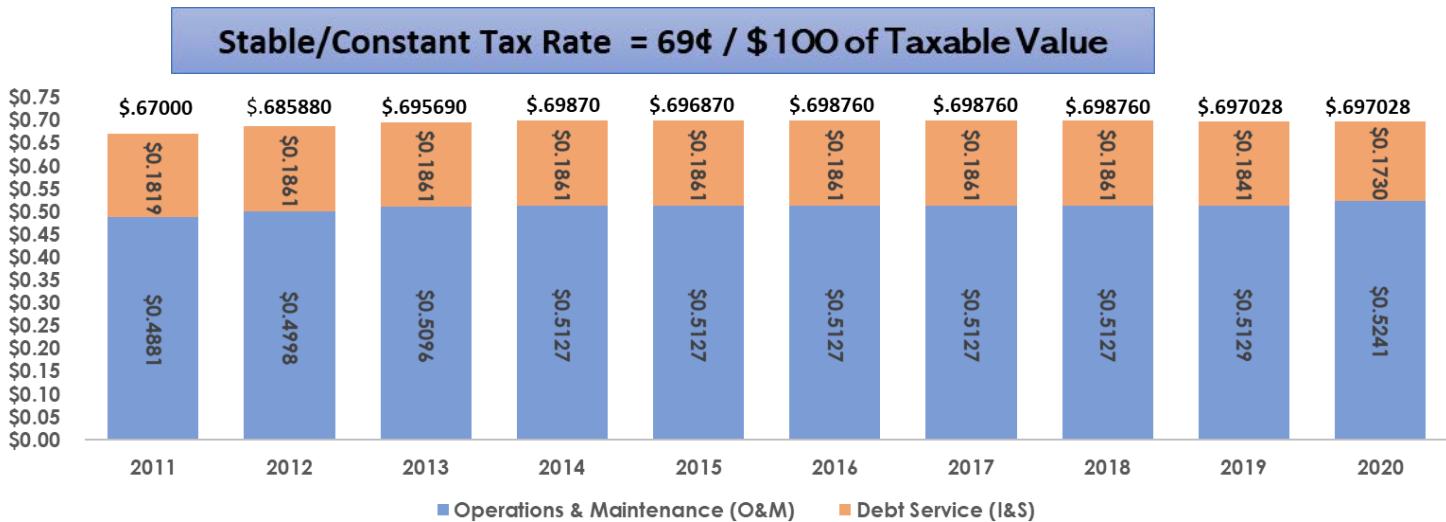
### Historical Taxable Values – Chart

Every year the appraisal districts provide a certified tax roll in July which is used for budgeting perspective revenues that the government will use the following fiscal year. The table below shows historical changes in taxable values for the City of Cedar Hill, TX.



# BUDGET FY2019-20

## STABLE TAX RATE



# BUDGET FY2019-20



**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## GENERAL FUND REVENUE SUMMARIES

Revenues By Category:	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed	Variance (budget)	
Property Taxes	19,561,620	19,334,686	21,159,320	1,597,700	8.17%
Sales & Mixed Beverage Tax	8,358,896	8,443,697	8,655,225	296,329	3.55%
Franchise Taxes	3,624,397	3,600,000	3,712,092	87,695	2.42%
Charges for Services	1,765,470	1,687,893	1,796,952	31,482	1.78%
Licenses & Permits	778,500	846,100	886,800	108,300	13.91%
Fines & Fees	1,068,500	1,182,088	1,074,600	6,100	0.57%
Miscellaneous	217,500	277,491	246,500	29,000	13.33%
Intergovernmental Sources	278,400	269,527	287,900	9,500	3.41%
Transfers In from other Funds	575,000	575,000	584,750	9,750	1.70%
<b>Total</b>	<b>36,228,283</b>	<b>36,216,482</b>	<b>38,404,139</b>	<b>2,175,856</b>	<b>6.01%</b>

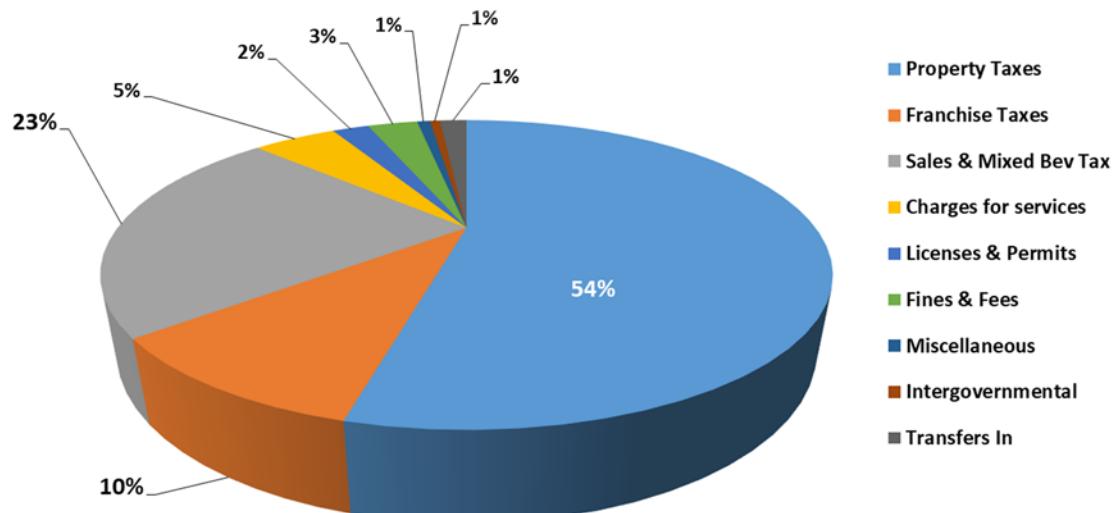
Revenues By Function:	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed	Variance (budget)	
General Government	32,541,943	32,373,683	34,550,579	2,008,636	6.2%
Public Safety	2,592,940	2,745,172	2,670,110	77,170	3.0%
Community Services	1,035,600	1,043,127	1,125,650	90,050	8.7%
Public Works	57,800	54,500	57,800	0	0.0%
<b>Total</b>	<b>36,228,283</b>	<b>36,216,482</b>	<b>38,404,139</b>	<b>2,175,856</b>	<b>6.01%</b>

# BUDGET FY2019-20

## Summary Charts

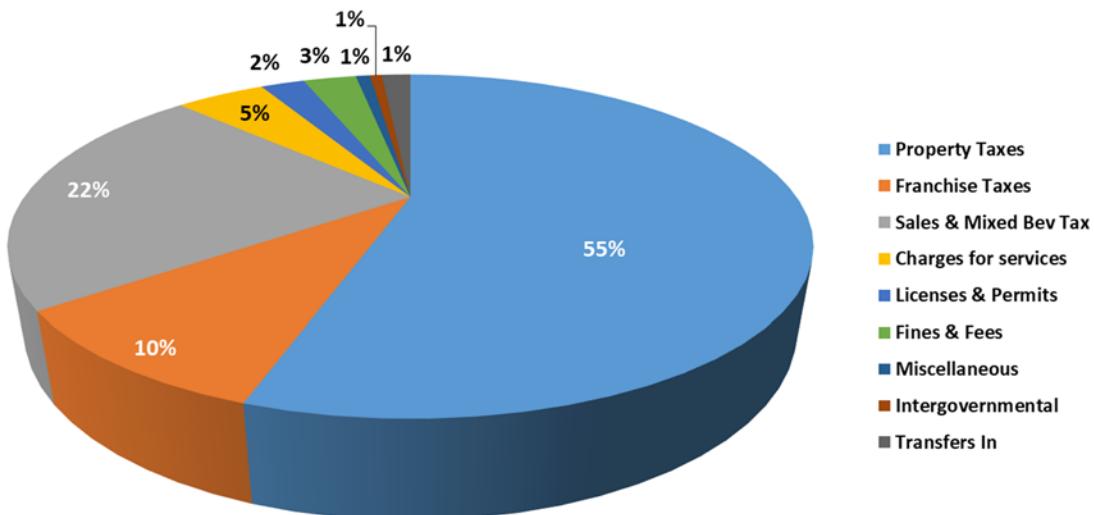
### GENERAL FUND REVENUE COMPARISON BY CATEGORY (to prior year)

#### GENERAL FUND REVENUE BY CATEGORY – FY18/19



2019 Revenue Budget: \$36,228,283

#### GENERAL FUND REVENUE BY CATEGORY – FY19/20

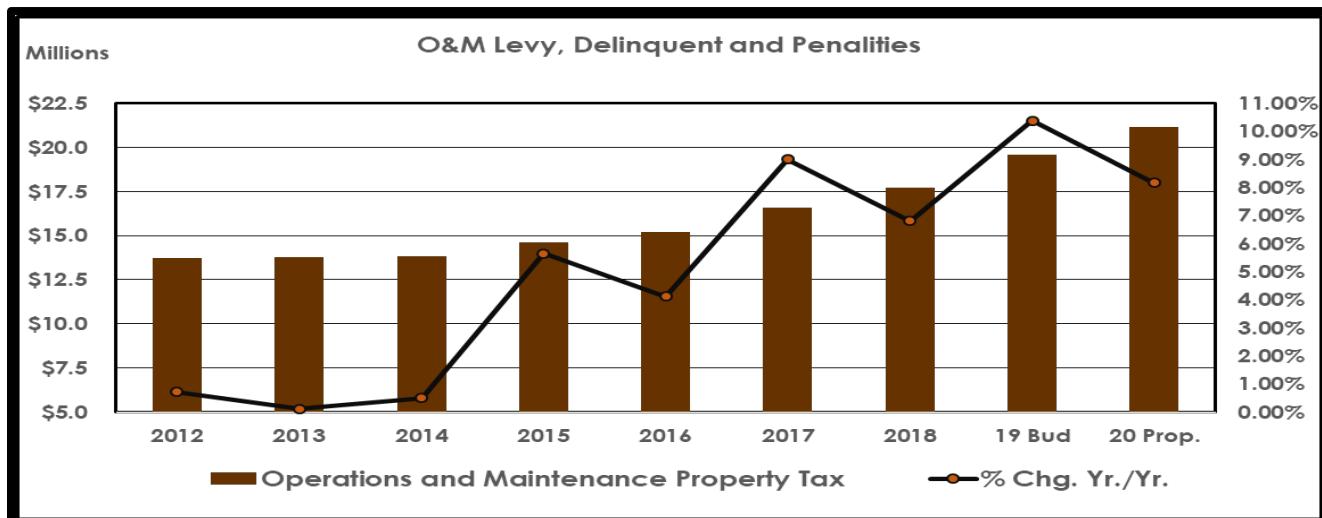


2020 Revenue Proposed: \$38,404,139

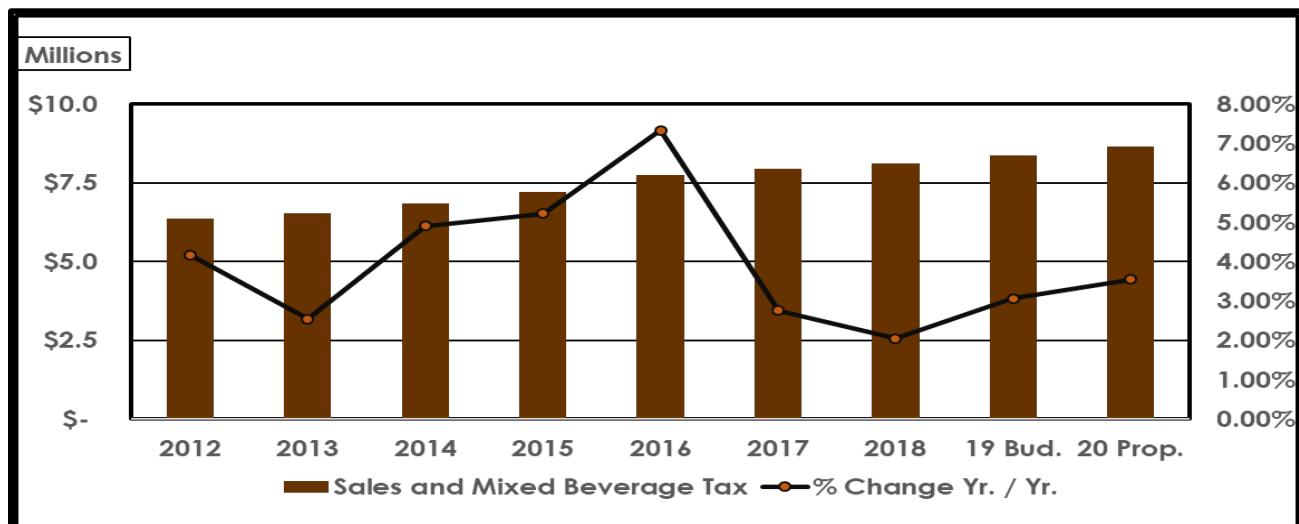
# BUDGET FY2019-20

## General Fund Major Revenue Sources - Charts

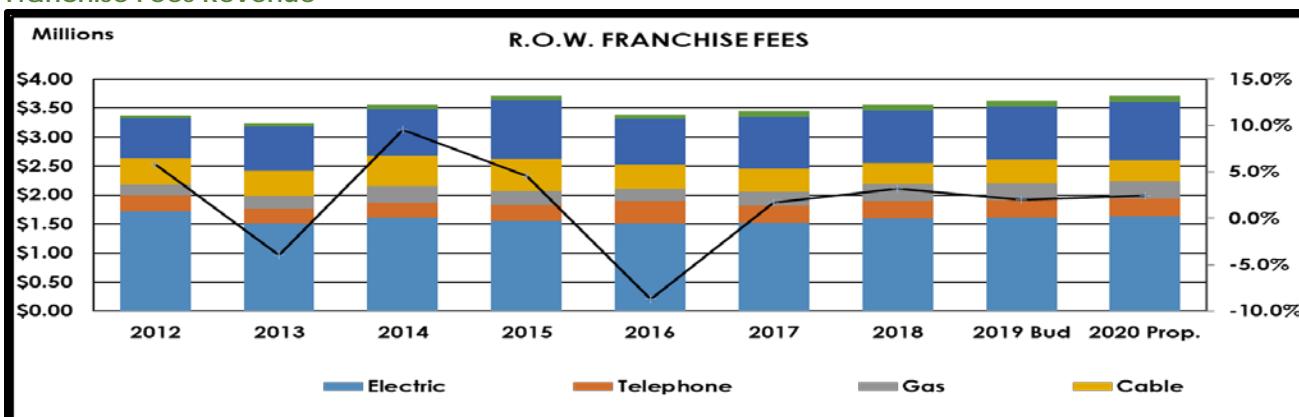
### Property Tax Revenue



### Sales Tax & Mixed Beverage Tax Revenue



### Franchise Fees Revenue

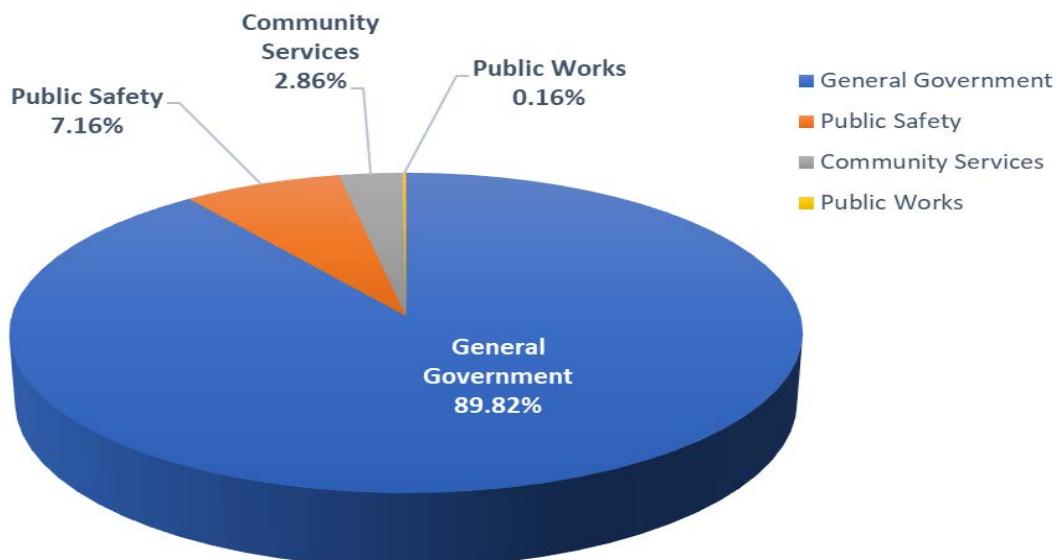


# BUDGET FY2019-20

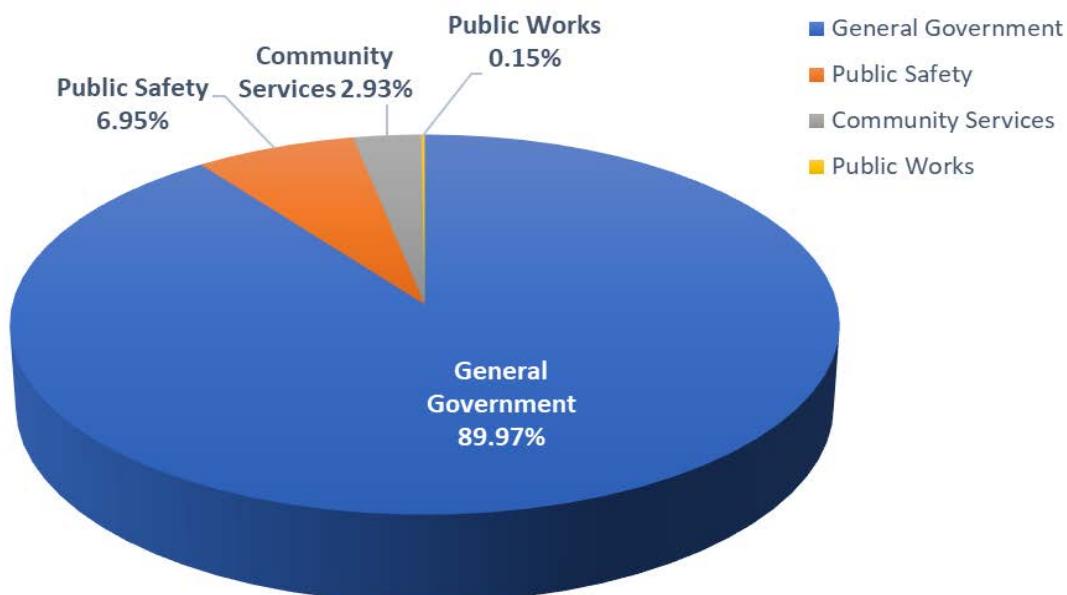
## Summary Charts

GENERAL FUND REVENUE COMPARISON BY FUNCTION (to prior year)

**FY19 Budgeted Revenues by Function**



**FY20 Proposed Revenues by Function**



# BUDGET FY2019-20

## GENERAL FUND EXPENDITURE SUMMARIES

Expenditures: By Category	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed	Variance (budget)	
Personnel	26,514,137	26,022,671	28,290,055	1,775,918	6.70%
Supplies	1,112,910	1,133,567	1,217,520	104,610	9.40%
Maintenance	1,378,920	1,440,639	1,551,036	172,116	12.48%
Services	3,195,615	3,219,659	3,234,675	39,060	1.22%
Utilities	1,197,605	1,149,235	1,259,789	62,184	5.19%
Miscellaneous	999,415	942,859	1,021,947	22,532	2.25%
Lease/Rentals	1,130,033	1,168,653	1,196,742	66,709	5.90%
Transfers	269,978	224,978	458,725	188,747	69.91%
Capital Outlay	8,000	-	83,000	75,000	937.50%
<b>Total</b>	<b>35,806,613</b>	<b>35,302,262</b>	<b>38,313,488</b>	<b>2,506,875</b>	<b>7.00%</b>

Expenditures: By Function Before 1 Time Transfer <sup>(1)</sup>	2018-2019 Budget	2018-2019 Estimate	2019-2020 Proposed	Variance (budget)	
General Government	5,482,685	5,660,264	5,889,782	407,097	7.43%
Public Safety	22,819,415	22,538,159	24,721,464	1,902,049	8.34%
Community Services	5,238,024	4,893,745	5,226,866	(11,158)	-0.21%
Public Works	2,266,488	2,210,094	2,275,376	8,887	0.39%
<b>Total</b>	<b>\$35,806,612</b>	<b>\$35,302,262</b>	<b>\$38,113,488</b>	<b>\$2,306,876</b>	<b>6.44%</b>

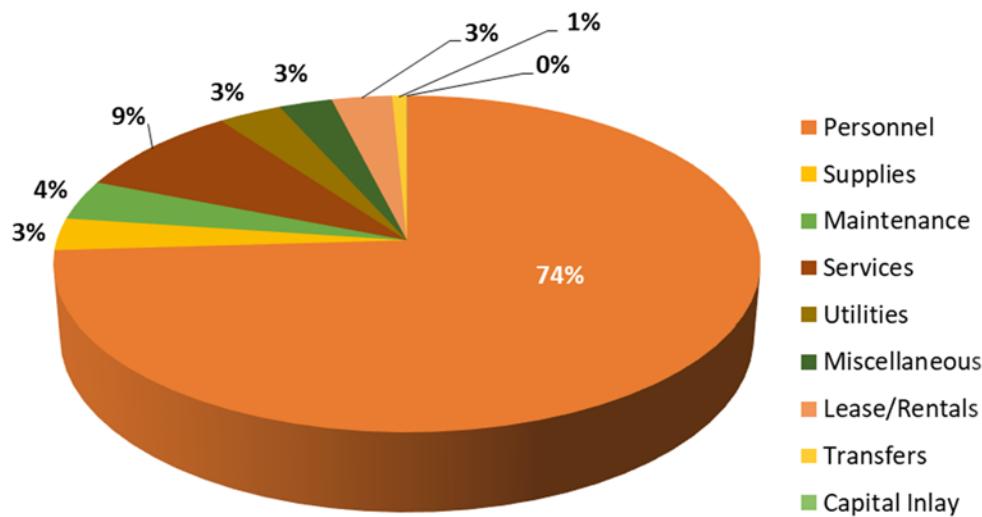
<sup>(1)</sup> Transfer to the City's Set-Aside Funds (Building Maintenance and Street Construction are excluded for a total of \$200,000).

# BUDGET FY2019-20

## Summary Charts

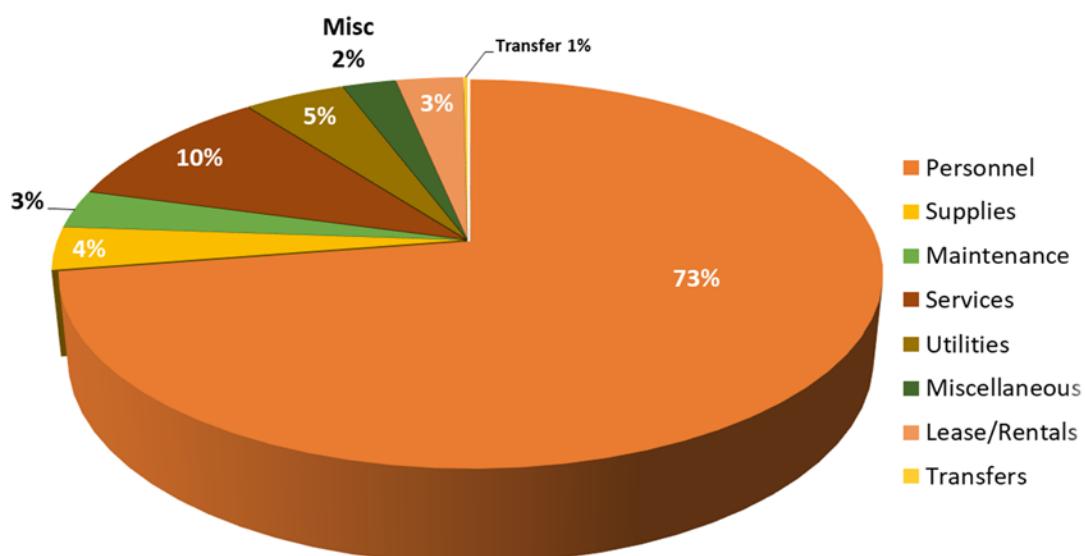
### GENERAL FUND EXPENDITURES COMPARISON BY CATEGORY (to prior year)

#### GENERAL FUND EXPENDITURES BY CATEGORY – FY18/19



2019 Budgeted: \$35,806,613

#### GENERAL FUND EXPENDITURES BY CATEGORY – FY19/20

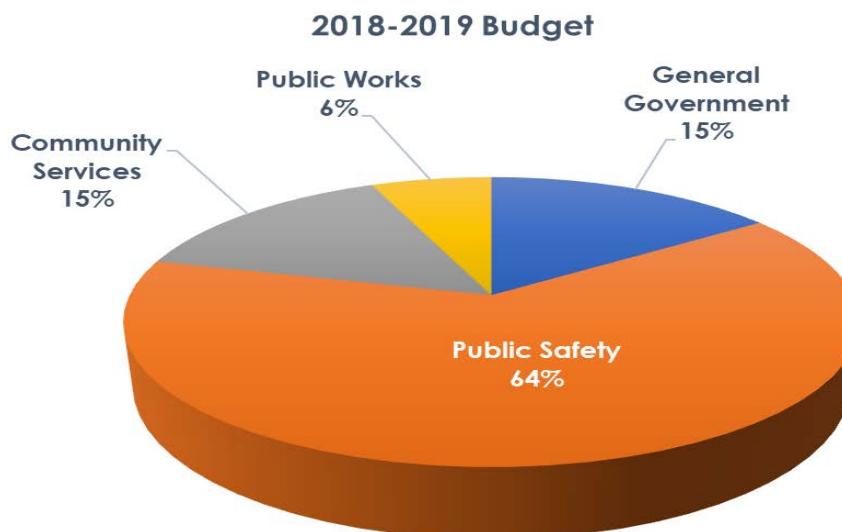


2020 Proposed : \$38,313,488

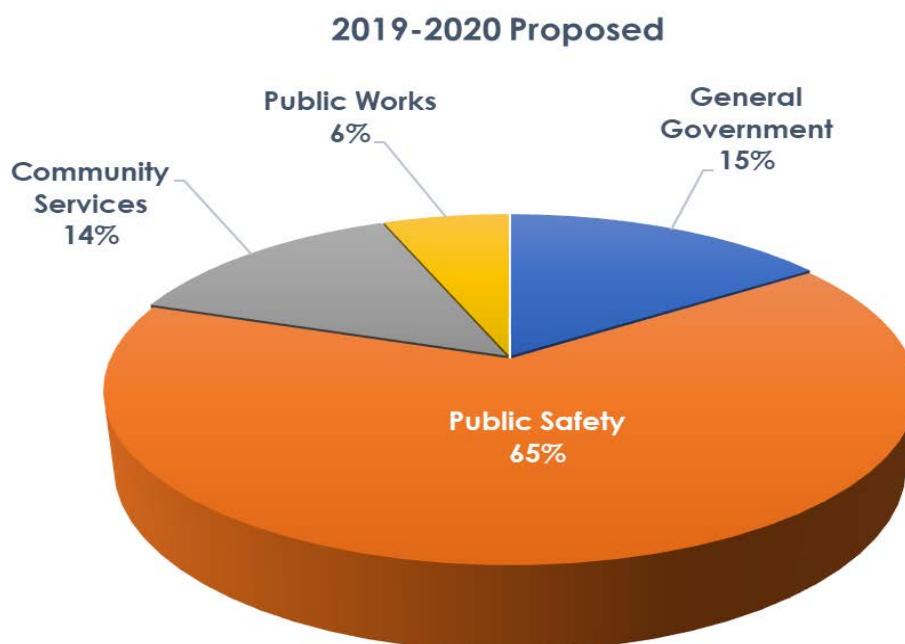
# BUDGET FY2019-20

## Summary Charts

### GENERAL FUND EXPENDITURES COMPARISON BY FUNCTION (to prior year)



Total 18-19 Budget: \$35,806,613



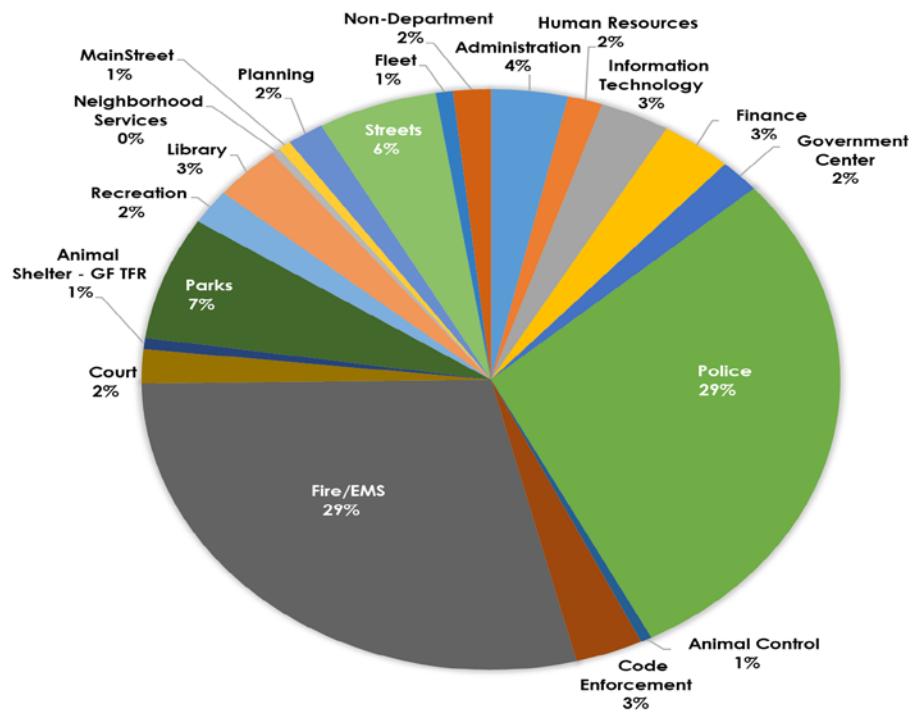
Total 18-19 Budget: \$38,113,488 (before transfer)

(1) Excludes one-time transfer to the City's Set-Aside Funds (Building Maintenance and Street Construction are excluded for a total of \$200,000)

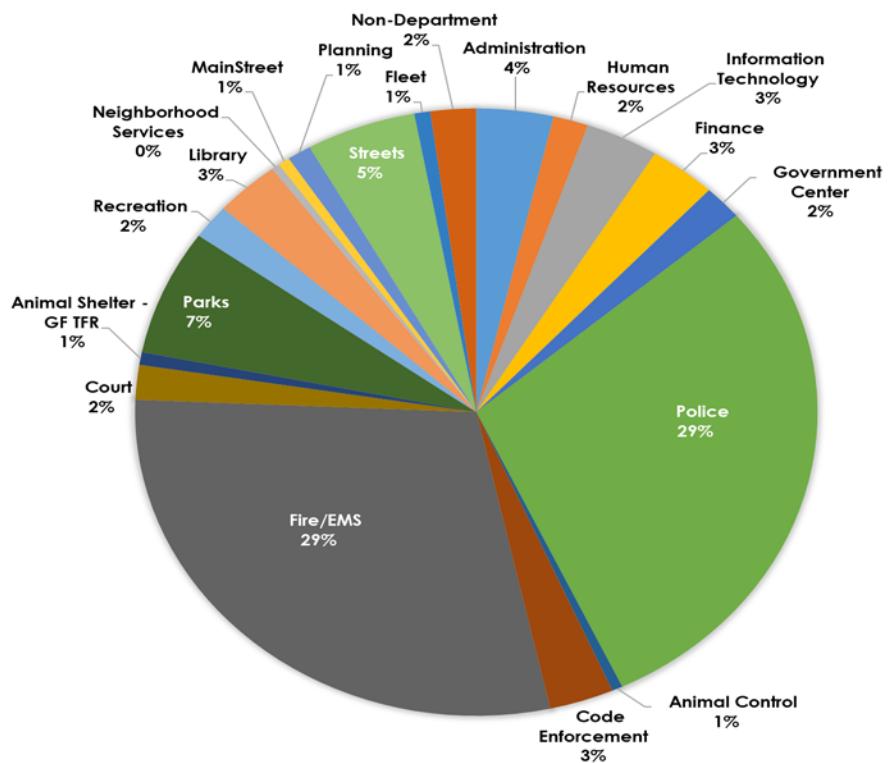
# BUDGET FY2019-20

## Summary Charts

### GENERAL FUND EXPENDITURES COMPARISON BY DEPARTMENT (to prior year)



2018-2019 BUDGET - EXPENDITURES BY DPT.



2019-2020 PROPOSED BUDGET - EXPENDITURES BY DPT.

**GENERAL FUND**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0001**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018 2019	PROPOSED 2019-2020	\$ Chg to Budget	% Chg to Budget
<b>BEGINNING FUND BALANCE</b>	<b>\$ 9,105,211</b>	<b>\$ 8,492,503</b>	<b>\$ 8,828,995</b>	<b>\$ 8,828,995</b>	<b>\$ 9,743,215</b>		
<b>REVENUES</b>							
Property taxes	\$ 16,591,810	\$ 17,722,259	\$ 19,561,620	\$ 19,334,686	\$ 21,159,320	\$ 1,597,700	8.17%
Sales and mixed beverage tax	7,947,793	8,110,677	8,358,896	8,443,697	8,655,225	296,329	3.55%
Franchise taxes	3,443,660	3,554,290	3,624,397	3,600,000	3,712,092	87,695	2.42%
Charges for services	1,607,274	1,651,902	1,765,470	1,687,893	1,796,952	31,482	1.78%
Licenses and permits	807,718	789,254	778,500	846,100	886,800	108,300	13.91%
Fines	1,152,381	1,101,111	1,068,500	1,182,088	1,074,600	6,100	0.57%
Intergovernmental sources	584,358	416,091	217,500	277,491	246,500	29,000	13.33%
Miscellaneous	634,283	318,350	278,400	269,527	287,900	9,500	3.41%
Transfers In	408,470	470,000	575,000	575,000	584,750	9,750	1.70%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 33,177,748</b>	<b>\$ 34,133,934</b>	<b>\$ 36,228,283</b>	<b>\$ 36,216,482</b>	<b>\$ 38,404,139</b>	<b>\$ 2,175,856</b>	<b>6.01%</b>
<b>EXPENDITURES</b>							
Administration (100)	\$ 1,288,326	\$ 1,402,124	\$ 1,272,668	\$ 1,393,683	\$ 1,388,034	\$ 115,366	9.06%
Human Resources (110)	503,986	547,085	574,023	598,942	634,095	60,072	10.47%
Information Technology (130)	1,116,355	1,195,654	1,155,403	1,233,119	1,326,969	171,566	14.85%
Finance (150)	931,107	1,066,029	1,184,026	1,168,500	1,209,008	24,982	2.11%
Government Center (195)	753,123	666,739	673,734	701,851	707,001	33,267	4.94%
Police (310)	9,257,682	9,468,432	10,325,089	10,251,425	11,135,391	810,302	7.85%
Animal Control (330)	169,681	174,037	183,994	189,337	191,026	7,032	3.82%
Code Enforcement (370)	850,934	1,126,322	1,122,528	1,129,621	1,320,657	198,129	17.65%
Fire/EMS (340, 341 & 350)	9,591,982	9,949,200	10,294,776	10,154,052	11,114,445	819,669	7.96%
Court (360)	570,724	577,343	668,051	588,745	701,220	33,169	4.97%
Animal Shelter (380)	196,790	206,630	224,978	224,978	258,725	33,747	15.00%
Parks(410)	2,299,646	2,331,442	2,459,400	2,425,413	2,556,033	96,633	3.93%
Recreation (430)	651,126	612,793	697,212	618,357	697,965	753	0.11%
Library (450)	1,056,128	1,053,361	1,112,804	984,107	1,179,033	66,230	5.95%
Neighborhood Services (470)	81,919	104,033	144,955	111,056	147,656	2,701	1.86%
Historic Downtown(480)	94,919	196,213	212,494	193,684	211,820	(674)	-0.32%
Planning (520)	502,687	359,023	611,159	561,128	434,360	(176,800)	-28.93%
Streets (710)	1,977,301	1,856,078	1,981,101	1,930,462	1,987,362	6,261	0.32%
Fleet (750)	256,806	269,098	285,387	279,632	288,013	2,626	0.92%
Non-Department (199)	1,639,234	635,808	622,832	564,169	824,675	201,844	32.41%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 33,790,456</b>	<b>\$ 33,797,442</b>	<b>\$ 35,806,613</b>	<b>\$ 35,302,262</b>	<b>\$ 38,313,488</b>	<b>\$ 2,506,875</b>	<b>7.00%</b>
<b>Net Change</b>	<b>\$ (612,708)</b>	<b>\$ 336,492</b>	<b>\$ 421,671</b>	<b>\$ 914,220</b>	<b>\$ 90,651</b>		
<b>ENDING FUND BALANCE</b>	<b>\$ 8,492,503</b>	<b>\$ 8,828,995</b>	<b>\$ 9,250,666</b>	<b>\$ 9,743,215</b>	<b>\$ 9,833,867</b>		
% of Operating Expenditures	25.1%	26.1%	25.8%	27.6%	25.7%		

## GENERAL FUND- FY19-20 PROGRAM REQUEST

#	FY19-20 PROGRAM REQUEST	DEPT/DIVISON	RECURRING COST	ONE-TIME COST	TOTAL FIRST YEAR COST	CITY MANAGER PROPOSED	\$ in GF Budget	FUNDING OPTIONS/NOTES	# of Prior Years Requested	Revenue Offset
1	Electronic Forms - Laserfiche Enhancement	(130) Information Technology	3,509	15,880	19,389					
2	Disaster Recovery	(130) Information Technology	19,200	150,000	169,200			This program is a follow up to the Disaster Assessment/possible lease option for servers	2	
3	Upgrade Eden Financial Software	(150) Finance	-	435,000	435,000			Possible Lease Option or other Financing Options such as Bond for Technology Infrastructure Annual Savings of \$9,152/yr. Maintenance		
4	Replace Boilers	(195) Government Center		100,000	100,000	Yes †		Government Center (main & backup HVAC boiler), Possible shared cost with CHISD	1	
5	Expansion of Holiday Décor	(199) Non-Department	17,000		17,000	Yes	17,000	Expand the budget by \$17K from \$26,000 to \$43,000 / yr.		
6	** (3) FT Officers & (1) FT CMV Officer	(310) Police	401,168	56,000	457,168			4 FT Officers - Grade 820 with base \$61K (Option 1) 2- FT Officers totaling \$257 (w/equipment) Option for Equipment - instead of 1X Cost (EQ Fund \$12,331/yr. lease option)	1	
7	** Traffic Control Trailer	(310) Police	-	20,000	20,000	Yes ^	3,265	Option for Equipment - instead of 1X (EQ Fund \$3,265/yr. lease option for 7 years)		
8	Grant Coordinator	(310) Police	80,745		80,745			Program Assumes Midpoint of grade 615 (\$49,370) (Option 2) = PT at 20 hours totals \$24,105	11	
9	Security Fence for Police Parking Lot	(310) Police		55,000	55,000	Yes	55,000	Capital Item		
10	(2) Portable Traffic Control Digital Signs	(310) Police	-	8,000	8,000	Yes	8,000	Capital Items - \$4,000 per sign		
11	PT Fire Admin Assistant	(340) Fire	17,893		17,893			Assumes 24 hours/week @ \$13/hr., (Option 2) - \$14,982 for 20hrs/week	1	
12	Expand Fire Maintenance	(340) Fire	16,500		16,500			Expand Maintenance		
13	FIRE - Restore several line items prior to FY19	(340) Fire	20,632		20,632					
14	Fire Software Maintenance Contract	(340) Fire	4,200		4,200			ERIS Software		
15	** PT Fire Inspector	(340) Fire	48,510	20,000	68,510			Based on \$31.50 per hour for 24 hours per week (hourly rate based on FT proposed \$65,524/2080 hrs.) - may be able to deduct \$20K 1 time cost for Vehicle Option for Equipment - instead of 1X (EQ Fund \$4,500/yr. lease option for 7 years)	2	Yes
16	FT EMS Lieutenant	(340) Fire	148,028	600	148,628			Assumes starting salary of \$86,320 (current market). Cost to convert current entry FF to LT = 38,072		

\* All Personnel request includes Equipment, Uniform and Benefits

\*\* One-Time Cost for Equipment Listed - but amount could be eligible for City Equipment Replacement Fund (Annual recurring cost for life of vehicle also presented as option)

^ Included in FY20 Continuation Budget - Funded by the Equipment Replacement Fund , annual lease amount included in General Fund Budget

† Recommended for funding by other sources

(see next page for additional items and totals)

## GENERAL FUND- FY19-20 PROGRAM REQUEST

#	FY19-20 PROGRAM REQUEST	DEPT/DIVISON	RECURRING COST	ONE-TIME COST	TOTAL FIRST YEAR COST	CITY MANAGER PROPOSED	\$ in GF Budget	FUNDING OPTIONS/NOTES	# of Prior Years Requested	Revenue Offset
17	Court In-Car Cameras for Marshals Vehicles	(360) Municipal Court		10,000	10,000	Yes †		Traffic Safety Fund		
18	Court Body Cameras for Marshals	(360) Municipal Court		10,000	10,000	Yes †		Traffic Safety Fund		
19	Convert PT Court Clerk to FT	(360) Municipal Court	42,707		42,707			Assumes Grade 613 (\$18,240/yr.) and difference from current PT Clerk's wages		
20	FT Citizens Code Specialist	(370) Code	60,919		60,919	Yes	60,919	Assumes Grade 614 (\$36,062/yr.) , (Option 2) - PT @ \$15/hr. based on 20hrs/week (total \$17K)		
21	** FT Plans Examiner	(370) Code	67,731	27,770	95,501			Assumes Grade 615 (\$40,700/yr.) FT Position Option for Equipment - instead of 1X (use of EQ Fund \$4,800/year lease option)		
22	FT Code Enforcement Officer	(370) Code	63,270	32,350	95,620	Yes	95,620	Assumes Grade 614 (\$36,062/yr.) , with vehicle purchase (1X cost) and other equipment		
23	Emergency Trail Markers & Trail Amenities	(410) Parks		120,000	120,000			Option 2 = \$48K & Option 3 = \$72K	1	
24	** Outfitted Special Events Trailer	(410) Parks		57,500	57,500	Yes ^	12,662	Option 2 = \$25K (Trailer Only) EQ Fund Option- instead of 1X (EQ Fund \$12,662/yr. lease option for 5 years)	1	
25	Work Order Software	(410) Parks	5,000	2,500	7,500					
26	FT Parks Special Project Manager	(410) Parks	78,691	7,500	86,191			Assumes base 616 (Base Pay of \$46,529)		
27	Parks Youth Program	(430) Recreation	25,000	-	25,000					
28	PT Therapeutic Staffer	(430) Recreation	14,425		14,425			Assumes 25 hours per week, \$10 per hour, no benefits	2	
29	PT Custodian	(430) Recreation	15,840		15,840			Assumes 25 hours per week, \$11 per hour, no benefits	2	
30	Convert PT Senior Center Assistant to Recreation Specialist	(430) Recreation	40,552		40,552			Assumes base of 613 with family coverage (estimated cost to convert with employee only coverage is \$31,388)	1	
31	PT Bus Driver	(430) Recreation	18,673		18,673			Assumes 25 hours per week, \$13 per hour, no benefits	1	
32	Citizens Academy	(470) Neighborhood Services	3,500		3,500	Yes	3,500		2	
33	Block Party Trailer	(470) Neighborhood Services		16,500	16,500			Recommended to Share (Special Events Trailer in Parks)		
34	FT PID Administrator	(470) Neighborhood Services	77,136	1,500	78,636			Assumes base of 617, FT with Benefits & Equipment		
35	Presenting Series	(480) Historic Downtown	10,000		10,000				1	Yes
36	eCivis Grant Management Software	(480) Historic Downtown		10,600	10,600				1	Yes
37	** Signs and Signals Maintenance Crew	(710) Streets	112,341	45,000	157,341				4	
<b>GENERAL FUND TOTAL:</b>			<b>\$1,413,170</b>	<b>\$ 1,201,700</b>	<b>\$ 2,614,870</b>		<b>\$ 255,966</b>			

\* All Personnel request includes Equipment, Uniform and Benefits

\*\* One-Time Cost for Equipment Listed - but amount could be eligible for City Equipment Replacement Fund (Annual recurring cost for life of vehicle also presented as option)

^ Included in FY20 Continuation Budget - Funded by the Equipment Replacement Fund , annual lease amount included in General Fund Budget

† Recommended for funding by other sources

# BUDGET FY2019-20

## General Fund – Departments

### General Fund Fund 0001

- 100 Administration
- 110 Human Resources
- 130 Information Technology
- 150 Finance
- 195 Government Center
- 199 Non-Department
- 310 Police
- 330 Animal Control
- 340 Fire
- 350 Emergency Management
- 360 Municipal Court
- 370 Code Enforcement
- 410 Parks
- 430 Recreation
- 450 Library
- 470 Neighborhood Services
- 480 Historic Downtown
- 520 Planning & Zoning
- 710 Streets & Drainage
- 750 Fleet Maintenance

**THIS PAGE IS INTENTIONALLY  
BLANK**



## DEPARTMENT DESCRIPTION

The Administration Department is responsible for the overall coordination and facilitation of all City services to the citizens of Cedar Hill. The department creates partnerships and maintains communication with citizens and elected officials in all branches of government. The department gives direction, sets administrative policy, and makes legal, budgetary and personnel decisions city-wide.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- Oversee Implementation of City Council's Strategic Plan and Premier Statements
- Provide oversight to day to day operations
- Respond to Citizens' questions and service requests
- Manage Official Record Keeping of the City Council and the City of Cedar Hill, according to state law and records policies
- Administer City Elections

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projections
# of open records request	N/A	742	729	750
Citizens Satisfaction Survey Overall % - (biennial)	N/A	84%	N/A Biennial	88%



## EXPENDITURE SUMMARY

Expenditures by Category	FY 17 Actual	FY 18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	995,435	1,079,360	1,076,744	1,110,649	1,147,385	70,641
Supplies	23,563	35,568	23,150	21,650	23,396	246
Maintenance	10,082	10,816	10,250	11,190	11,965	1,715
Services	89,748	106,833	46,625	94,022	58,103	11,478
Utilities	5,931	5,406	4,775	4,557	4,195	(580)
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	163,567	164,143	111,124	151,615	142,990	31,866
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>1,288,326</b>	<b>1,402,126</b>	<b>1,272,668</b>	<b>1,393,683</b>	<b>1,388,034</b>	<b>115,366</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
City Manager	1	1	1	1	0
Assistant City Manager	2	2	1	1	0
Communications Director	1	1	1	1	0
City Secretary	1	1	1	1	0
Assistant to the City Manager	1	1	1	1	0
Executive Assistant to the City Manager	1	1	1	1	0
Executive Assistant	2	2	2	1	-1
Executive Assistant/Special Events Coordinator	0	0	0	1	1
Administrative Secretary	0.5	0.5	0.5	0.5	0
<b>Total</b>	<b>9.5</b>	<b>9.5</b>	<b>8.5</b>	<b>8.5</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

N/A

## DEPARTMENT DESCRIPTION

The Human Resources Department is responsible for providing excellent customer service to current and potential employees by facilitating recruitment efforts, employee development programs, employee relations, benefits and compensation administration.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Recruitment Opportunities** - Devise strategies to attract, select and retain a diverse pool of highly knowledgeable, talented, and service-driven applicants
- **Compensation and Benefits** - Establish and maintain a fair and competitive compensation and benefits package
- **Performance Development and Management** - Formulate the direction that enables the organization to achieve its training, performance, change, and succession planning initiatives
- **Employee Incentives and Retention Strategies** - Ensure that the workforce has career opportunities, incentives, and a quality of work life balance that encourages employee retention
- **Employee Relations and Accountability Standards** - Provide expertise, guidance and assistance on employee-related matters

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Offer a minimum of 10 Wellness programs annually.	10	12	13	14
Provide a minimum of 4 Customer Service Initiatives annually.	1	2	4	4
Provide at least 12 Recruitment and Retention Programs annually.	10	12	12	12

## EXPENDITURE SUMMARY

Expenditures By Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	355,995	385,494	381,628	406,886	432,788	51,160
Supplies	21,952	37,720	31,900	31,900	31,900	-
Maintenance	29,996	29,086	33,500	33,600	37,200	3,700
Services	60,263	68,057	61,720	61,600	61,600	(120)
Utilities	566	681	625	681	681	56
Lease/Rentals	-	-	-	-	2,100	2,100
Miscellaneous	35,215	26,048	64,650	64,275	67,826	3,176
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>503,987</b>	<b>547,085</b>	<b>574,023</b>	<b>598,942</b>	<b>634,095</b>	<b>60,072</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Human Resources Director	1	1	1	1	0
Human Resources Manager	1	1	1	1	0
Human Resources Generalist I	1	1	1	1	0
HR Assistant	0	0	0	1	1
Part-Time HR Assistant	0.8	0.8	0.5	0	-0.5
<b>Total</b>	<b>3.8</b>	<b>3.8</b>	<b>3.5</b>	<b>4</b>	<b>0.5</b>

- Note – Part Time Assistant previously shared 50/50 with the Police Department, now 100%

## EQUIPMENT &amp; PROGRAM REQUEST

N/A

## DEPARTMENT DESCRIPTION

The Information Technology Department provides support, guidance and direction for all City information resources.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Systems management** - Coordinate and support the design, implementation, operation, training procedures and documentation for all purchased and/or developed information systems
- **Network and systems security** – Configure and maintain information security infrastructure for internal and external systems
- **Systems, equipment, and managed services procurement** – Assure procurement efficiency and effectiveness of all information systems and equipment
- **General direction and support** – Oversee the streamlined technical operation and support of all departments and ensure it aligns with the business objectives of the City

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
IT Service requests complete on a timely basis	85%	90%	90%	95%
IT Projects completed on schedule	65%	75%	80%	90%
Network security issues caught and extinguished	80%	95%	95%	95%

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	443,485	444,050	448,768	448,642	464,207	15,439
Supplies	38,019	38,497	36,850	59,425	53,062	16,212
Maintenance	243,816	214,729	214,660	266,800	367,614	152,954
Services	184,987	222,599	230,160	234,663	219,663	(10,497)
Utilities	28,606	9,501	16,000	7,255	5,584	(10,416)
Lease/Rentals	154,006	251,712	183,015	190,015	190,520	7,505
Miscellaneous	23,436	14,567	25,950	26,319	26,319	369
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>130 Total</b>	<b>1,116,355</b>	<b>1,195,654</b>	<b>1,155,403</b>	<b>1,233,119</b>	<b>1,326,969</b>	<b>171,566</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Information Technology Director	1	1	1	1	0
Network Administrator	1	1	1	1	0
Information Systems Analyst	2	2	2	2	0
Computer Technician	0.7	0.7	0.7	0.7	0
Administrative Clerk	0.5	0.5	0.5	0.5	0
<b>Total</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Equipment	Actual Cost	Lease Cost	Funded
Computers (50)	45,000	9,909	Yes^

^ Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Electronic Forms- Laserfiche Enhancement	3,509	15,880	No	-
Disaster Recovery	19,200	150,000	No	-



## DEPARTMENT DESCRIPTION

The Finance Department provides professional and fiscally prudent management of all city assets by managing and recording, safeguarding, organizing, and planning for future financial needs.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Financial Accounting:** Maintain the City's general ledger, perform accounts payable functions, process employee payroll, collect and record revenues and expenditures and coordinate the City's annual audit. Administers financial programs and provide financial training and guidance to all departments.
- **Budgeting and Reporting:** Provide financial reports to the City's operating divisions, the City Council and other stakeholders, assist administration with implementation and monitoring the city's annual operating budget and capital improvement plan budgets.
- **Debt Management:** Coordinate the issuance of debt, prepare information required to obtain insurance and ratings for debt insurance and process maturities payments
- **Investment and Treasury Functions:** Manage City funds, determine appropriate investments according to the City's investment policy and provide quarterly reports to the City Council regarding investment performance. Safeguard all city funds while providing available cash according to the city's operational needs while leveraging opportunities to increase yields.
- **Purchasing and Procurement:** Provide the best method to acquire goods and services for the City with the best value by issuing purchase orders, RFPs/RFQs, conducting City-wide bids and contract administration and participate in Cooperative Purchasing Programs.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
% of AP Electronic Payments	7.4%	44.4%	48%	52%
% of months bank recon completed w/45 days	67%	67%	80%	100%
% of Purchase Card Expenditures to Total Expenditures	3.15%	4.70%	2.78%	3.5%
# of Purchase Orders	104	126	140	170
Bond Rating (Moody's/S&P)	Aa2/AA	Aa2/AA	Aa2/AA	Aa2/AA
# of Consecutive Years receiving GFOA CAFR award	26	27	28	29

# of Years receiving GFOA Distinguished Budget Award	18	19	20	21
% of Financial Reports Prepared by Due Date (CAFR, Investment & Budget)	60%	80%	95%	100%

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	632,905	764,359	821,181	787,195	832,994	11,813
Supplies	10,529	11,764	9,500	11,195	9,175	(325)
Maintenance	840	-	1,035	5,000	5,300	4,265
Services	277,870	279,110	320,705	335,199	326,764	6,059
Utilities	650	1,062	650	600	600	(50)
Lease/Rentals	-	-	12,105	12,105	12,105	-
Miscellaneous	8,314	9,734	18,850	17,206	22,070	3,220
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>931,108</b>	<b>1,066,029</b>	<b>1,184,026</b>	<b>1,168,500</b>	<b>1,209,008</b>	<b>24,982</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY19 Budget	FY2019- 20 Proposed Budget	Budget Variance (#)
Finance Director	1	1	1	1	0
Finance Business Manager	1	1	1	1	0
Controller	1	1	1	1	0
Senior Accountant	2	1	1	1	0
Budget & Purchasing Analyst	1	1	1	1	0
Accountant	0	1	1	1	0
Payroll Clerk	1	1	1	1	0
Accounting Technician	0	0	0	1	1
Account Clerk	1	1	1	0	-1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Upgrade Eden Financial Software	-	435,000	No	-



## DEPARTMENT DESCRIPTION

The Government Center is charged with the maintenance and aesthetics of the Government Center.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Coordinate Building Services**
- **Coordinate Service Request System**
- **Maintain the Integrity of the Facility**

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Systems maintained	7	7	7	7
Service requests completed	590	755	820	900
Energy generated from solar panels	131,800 kWh	150,000 kWh	188,000 kWh	189,000 kWh

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	239,332	244,815	254,599	251,985	257,637	3,038
Supplies	26,286	34,257	35,500	38,150	35,200	(300)
Maintenance	112,300	84,363	117,000	119,615	117,000	-
Services	93,117	99,410	95,210	107,334	108,669	13,459
Utilities	280,693	198,474	164,225	178,202	177,630	13,405
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	1,395	5,420	7,200	6,565	10,865	3,665
Transfers/Debt	-	-	-	-	-	-
Capital Outlay				-	-	-
<b>Total</b>	<b>753,123</b>	<b>666,739</b>	<b>673,734</b>	<b>701,851</b>	<b>707,001</b>	<b>33,267</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Facility Manager	1	1	1	1	0
Building Maintenance Crew Chief	1	1	1	1	0
Custodian	1	1	1	1	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAMS REQUEST

Replacement Vehicles	Actual Cost	Lease Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Replace Boilers	-	100,000	Yes†	-

† Funded by another funded source – outside of the General Fund

## DEPARTMENT DESCRIPTION

This budget group is used for items that span across several funds and departments related to custodial services, maintenance and shared equipment.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Coordinate Building Services**
- **Coordinate Service Request System**
- **Maintain the Integrity of the Facility**

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	107,064	111,342	116,377	110,253	114,657	(1,720)
Supplies	9,035	4,846	3,300	8,784	8,929	5,629
Development/ Incentive	75,000	75,000	75,000	75,000	-	(75,000)
Maintenance	72,511	82,663	67,300	63,235	59,300	(8,000)
Services	384,332	293,165	139,315	178,576	237,162	97,847
Utilities	1,846	2,072	1,645	1,456	2,165	520
Lease/Rentals	19,444	19,444	19,445	56,505	63,062	43,617
Miscellaneous	70,004	47,276	155,450	70,360	139,400	(16,050)
Transfers/Debt	900,000	-	45,000	-	200,000	155,000
<b>Total</b>	<b>1,639,236</b>	<b>635,808</b>	<b>622,832</b>	<b>564,169</b>	<b>824,675</b>	<b>201,843</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Proposed Budget	Budget Variance (#)
Building Maintenance Technician	1	1	1	1	0
Part-Time Custodian	1.5	1.5	1.5	1.75	0.25
Building Maintenance Technician	0	0	0	0	0
<b>Total</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.75</b>	<b>0.25</b>

## EQUIPMENT &amp; PROGRAM REQUESTS

Replacement Vehicles	Actual Cost	Lease Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Expansion of Holiday Décor	17,000	-	Yes	17,000

## DEPARTMENT DESCRIPTION

The Cedar Hill Police Department is dedicated to providing the highest quality service that promotes and maintains a safe environment in partnership with the community consistent with our values.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Patrol** - Provide timely response to calls for service and the protection of people and property; Develop problem-solving and crime prevention strategies with citizen and business groups; Provide safe flow of traffic throughout the City, enforce traffic laws and prevent accidents
- **Criminal Investigations** - Investigate reported crimes and alleged offenses; Gather, analyze and share intelligence information; Recover evidence and stolen property; File cases, arrest offenders and assist victims
- **Information and Technical Support** - Maintain and provide accurate police information; Safeguard property and evidence; Provide information and education on police service programs, crime trends, problem solving; Reporting and false alarm prevention to the community
- **Police Administration** - Provide overall direction and leadership for all police services utilizing "best practices" in law enforcement; Establish and review policy; Prepare and implement annual work plan and budget; Coordinate with other city departments and local governmental entities; Maintain accreditation status
- **Professional Standards** - Investigate complaints; Conduct internal affairs investigations; Recruit and train for excellence



## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Respond to all Emergency calls in a prompt, courteous and safe manner	7.26 minutes	6.71 minutes	6.34 minutes	6.85 minutes
Perform at least two (2) state traffic safety initiatives for the recognized/specified time period annually	Completed 4	Completed 4	Will complete 4	Complete 1 year long
File appropriate charges and provide testimony at grand jury/court	90% accepted	97% accepted	90% acceptance – Per Dallas County case acceptance change	90% acceptance
Contact victims and document and investigate all criminal activity and offense reports	Contacted w/in 5 days	Contacted w/in 5 days	Continue contact w/in 5 days	Make contact w/in 5 days
Provide accurate and timely police information	Updated web page w/in 15 days w/changes	Updated web page w/in 15 days w/changes	Continue to update web page w/in 15 days w/changes	Update web page w/in 15 days w/changes
Continue communications with the CHISD Police and State Park Police and implement identified service enhancements	Held monthly meetings	Held monthly meetings	Continue to hold monthly meetings	Hold monthly meetings
Continue to develop supervisory personnel for succession through a comprehensive strategy of training and opportunities designed to encourage leadership excellence	Attend 1 management leadership course	Attend 1 management leadership course	Attended 1 management leadership course	Attend 1 management leadership course
Investigate internal affair complaints and conduct administrative investigations	Completed w/in 30 days	Completed w/in 30 days	Continue to complete w/in 30 days	Complete w/in 30 days

*Please note seconds converted to minutes in response times*

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	7,965,621	8,102,619	8,786,810	8,716,917	9,411,388	624,578
Supplies	200,821	234,822	232,485	220,750	258,735	26,250
Grant Exp	5,335	6,749	8,000	7,640	8,000	-
Maintenance	92,765	77,759	104,650	112,850	116,230	11,580
Services	645,195	649,676	691,175	703,876	735,233	44,058
Utilities	26,160	32,056	27,620	31,001	35,297	7,677
Lease/Rentals	196,546	233,643	312,609	309,423	334,125	21,516
Miscellaneous	125,239	131,108	161,740	148,968	181,383	19,643
Capital Outlay	-	-	-	-	55,000	55,000
<b>Total</b>	<b>9,257,682</b>	<b>9,468,432</b>	<b>10,325,089</b>	<b>10,251,425</b>	<b>11,135,391</b>	<b>810,302</b>



## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Budget	FY18 Budget	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Police Chief	1	1	1	1	0
Assistant Police Chief	2	2	2	2	0
Police Lieutenant	7	7	7	7	0
Police Sergeant	7	7	7	7	0
Police Corporal	7	7	7	7	0
Police Officer	38	41	41	41	0
Police Information Supervisor	1	1	1	1	0
Forensics Manager (Grant)	1	1	1	1	0
Victim Assistance / Grant Coordinator	1	1	1	1	0
Crime Analyst	1	1	1	1	0
Executive Assistant	1	1	1	1	0
Civilian Investigator	1	1	1	1	0
Executive Secretary	1	1	1	1	0
Investigative Aide	1	1	1	1	0
Community Service Officer	3	3	3	3	0
Property Room Coordinator	1	1	1	1	0
Senior Public Service Officer	1	1	1	1	0
Digital Media Coordinator	0	0	1	1	0
Alarm Billing Coordinator	1	1	1	1	0
Public Service Officer	5	5	4	4	0
Police Records Clerk	2.5	2.5	3	2	-1
Police Scanning Clerk	0	0.5	0	0.5	0.5
<b>Total</b>	<b>83.5</b>	<b>87</b>	<b>87</b>	<b>86.5</b>	<b>-0.5</b>

- Note – Reallocation of Police Records Clerk (.50 FTE to Police Scanning Clerk)
- Part Time Records Clerk was shared with Human Resources in prior years (.50 FTE), in FY20 this position is Full Time with Human Resources resulting in the -.50

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles	Actual Cost	Lease Cost	Funded
Police Patrol Vehicle	56,000	12,331	Yes^
Police Patrol Vehicle	56,000	12,331	Yes^
Police Patrol Vehicle	56,000	12,331	Yes^
Crime Scene Police Vehicle	44,000	7,179	Yes^
CSO Police Vehicle	34,000	4,942	Yes^
Police-Chief Vehicle	41,000	6,690	Yes^
Police -Crime Scene Vehicle	44,000	7,179	Yes^
Admin/CID Police Vehicle	34,000	5,548	Yes^

<sup>^</sup> Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Grant Coordinator / Fiscal Assistant	77,145	3,600	No	-
(4) Patrol Officers- 1 -General Fund 1-funded through CMV	401,168	56,000	No	-
Security Fence for Police Parking Lot	-	55,000	Yes	55,000
Traffic Control Trailer (Solar)	-	20,000	Yes^	3,265
(2) Portable Traffic Control Digital Signs	-	8,000	Yes	8,000

CMV – Commercial Motor Vehicle Program

<sup>^</sup> Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund (annual lease amount included in the General Fund Budget)

## DEPARTMENT DESCRIPTION

The Animal Control department provides protection for the health, safety, and welfare of people and animals within the city by responding to emergency and non-emergency situations concerning animals and fowl within the city and enforcing related state and local statutes.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Animal Control** - Provide timely response to calls for service and enforce animal codes.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Respond to calls in a prompt manner	35 minutes	29 minutes	29 minutes	29 minutes
Attend neighborhood watch group meetings or City sponsored functions	Attended 6 meetings	Attended 8 meetings	Attended 8 meetings	Attended 8 meetings
Number of calls for service	N/A	4,227	4,500	5,000

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	138,188	143,676	146,523	150,016	152,766	6,243
Supplies	7,276	5,932	9,355	9,155	9,355	-
Maintenance	279	271	1,000	1,750	1,550	550
Services	1,997	2,115	2,960	3,040	2,720	(240)
Utilities	1,552	1,974	2,300	2,700	2,700	400
Lease/Rentals	18,057	18,057	18,056	18,056	17,315	(741)
Miscellaneous	2,332	2,012	3,800	4,620	4,620	820
<b>Total</b>	<b>169,681</b>	<b>174,037</b>	<b>183,994</b>	<b>189,337</b>	<b>191,026</b>	<b>7,032</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Senior Animal Control Officer	1	1	2	2	0
Animal Control Officer	1	1	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles	Actual Cost	Lease Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
N/A				

## DEPARTMENT DESCRIPTION

The Cedar Hill Fire Department provides protection of lives and property and emergency medical services.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Emergency Response Services** - Deliver professional and state of the art fire and rescue services.
- **Non-Emergency Response Services** – Meet requests for non-emergency services in a professional and efficient manner.
- **Community Risk Reduction** – Improve the “Quality of Life” by identifying and mitigating community hazards.
- **Planning** - Provide leadership and visionary direction for the Cedar Hill Fire Department.

## DEPARTMENT/DIVISION ACCOMPLISHMENTS

### MEDICAL/EMS

- Awarded Heart Safe Community by NTTRAC.
- Awarded 2018 Mission: Lifeline EMS Recognition Gold Plus Level.
- Emergency Medical Service for Children (EMSC) Gold Level.
- Completed Bleeding Control of Injured (BCON) training to all CHISD Nurses.
- Completed CPR and Bleeding Control of Injured (BCON) training for all Cedar Hill Police Officers.

### FIRE OPERATIONS

- All Fire Officers & Driver/Engineers certified as Blue Card Incident Commanders.
- Purchased and implemented Public Safety unmanned aircraft program (DRONE) and certified four (4) fire personnel as pilots for the drone incident response.
- Deployed personnel throughout the State of Texas through TIFMAS, TEMAT, AMBUS, Texas Task Force 2 to assist with wildfires, natural disasters, conventions and participated in multiple regional exercises.

### PUBLIC EDUCATION

- 2<sup>nd</sup> Annual Teen Fire Academy
- Annual Citizen's Fire Academy
- Worked in conjunction with CHISD, childcare facilities, charter schools, private schools and nursing homes to deliver Life and Fire Safety programs (LAFS) throughout the community.
- Initiated Fire Explorers program that has received community recognition for participation in various programs throughout the Metroplex.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
<b>Prompt Service</b> % of calls with dispatch to arrival time of 6 minutes or less	67.40%	64.80%	65.00%	70%
<b>TOTAL ACTIVITY</b>	<b>6,239</b>	<b>6,297</b>	<b>6,350</b>	<b>6,450</b>
<b>Emergency Responses</b>	<b>4,824</b>	<b>4,737</b>	<b>4,900</b>	<b>4,950</b>
Mutual Aid* Given	30	36	35	35
Mutual Aid * Received	5	6	5	5
Auto Aid* Given	333	391	400	410
Auto Aid* Received	339	249	300	320
<b>Non-Emergency Responses</b>	<b>1,415</b>	<b>1,560</b>	<b>1,450</b>	<b>1,550</b>

\* Mutual Aid Calls & Auto Aid calls included in Emergency Response Number

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY 2019-20 Proposed Budget	Budget Variance (\$)
Personnel	8,120,665	8,336,486	8,646,457	8,511,237	9,382,258	735,801
Supplies	208,250	215,199	267,175	269,835	286,421	19,246
Maintenance	266,426	245,647	251,625	265,425	259,730	8,105
Services	318,201	420,758	511,655	499,233	553,266	41,611
Utilities	80,229	70,273	62,605	51,304	52,878	(9,727)
Lease/Rentals	330,356	341,385	231,940	231,440	221,035	(10,905)
Miscellaneous	187,137	234,659	219,920	219,770	246,105	26,185
<b>Total</b>	<b>9,511,264</b>	<b>9,864,407</b>	<b>10,191,377</b>	<b>10,048,244</b>	<b>11,001,693</b>	<b>810,316</b>

- Note Departments 340 (FIRE) & 341 (FIRE STATION #4) Combined in FY17

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Fire Chief	1	1	1	1	0
Deputy Fire Chief	1	1	1	1	0
EMS Division Chief	1	1	1	1	0
Fire Marshal	1	1	1	1	0
Fire Training Officer	1	1	1	1	0
Battalion Chief	3	3	3	3	0
Fire Captain	12	12	12	12	0
Fire Inspector	1	1	1	1	0
Driver/Engineer	12	12	12	12	0
Firefighter/Paramedic	45	45	45	45	0
Executive Secretary	1	1	1	1	0
<b>Total</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>79</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Equipment	Estimated Cost	Lease Cost	Funded
Ambulance - Replace Unit M213	310,500	68,373	Yes ♦
2- Stretchers	50,600	8,256	Yes ^
Treadmill - Station 213	5,600	1,233	Yes^
Command Vehicle	135,000	16,262	Yes^
Fire Inspector Vehicle	55,000	6,625	No

^ Included in FY 20 Proposed Budget Funded by the Equipment Replacement Fund, ♦ Other Funding Option (debt)

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
PT Fire Admin Assistant	17,893	-	No	-
Expand Fire Maintenance	16,500	-	No	-
FIRE – Restore several line items prior to FY19	20,632	-	No	-
Fire Software Maintenance Contract	4,200	-	No	-
PT Fire Inspector	48,510	20,000	No	-
FT EMS Lieutenant	148,028	600	No	-

## DEPARTMENT DESCRIPTION

The Emergency Management Department provides coordination and integration of all activities necessary to strengthen, sustain, and improve the City's ability to mitigate against, prepare for, respond to, and recover from all hazards.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Develop, maintain, and coordinate the City's Emergency Management Plan** - Develop and maintain the plan at the advanced level, coordinate dissemination of the plan, and conduct training and exercises
- **Monitor and respond to dangerous weather conditions** – Monitor weather conditions to maintain a proper state of readiness
- **Respond to and recover from catastrophic incidents** - Maintain readiness to mitigate the effects of all hazards within our community/region.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Develop and Update Emergency Management Plan	Regional Plan developed	Plan distributed and training conducted	Debris management plan developed	Update annexes as needed
Conduct Training and Exercises	3 annually	3 annually	3 annually	3 annually
Conduct monthly outdoor warning siren test	12	12	12	12
Activate spotters at appropriate times	Spotters activated as needed	Spotters activated as needed	Activate spotters as needed	Activate spotters as needed

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	-	-	-	-	-	-
Supplies	1,057	1,592	2,400	2,400	2,400	-
Maintenance	22,023	27,711	27,750	28,250	28,250	500
Services	40,402	40,014	53,165	56,200	57,800	4,635
Utilities	2,174	1,626	1,500	2,854	2,972	1,472
Lease/Rentals	4,079	4,589	7,684	6,304	10,280	2,596
Miscellaneous	9,943	9,261	10,900	9,800	11,050	150
<b>Total</b>	<b>79,678</b>	<b>84,793</b>	<b>103,399</b>	<b>105,808</b>	<b>112,752</b>	<b>9,353</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY2019-20 Proposed Budget	Budget Variance (#)
N/A - Fire Department Staffing					

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Equipment	Actual Cost	Lease Cost	Funded
Warning Siren	50,000	3,550	Yes^

^ Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
N/A				

## DEPARTMENT DESCRIPTION

The Cedar Hill Municipal Court provides court information, case processing and judicial services for cases and offenses that have taken place in the jurisdiction.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Process Class-C Misdemeanor cases** – Document and maintain case activity
- **Prepare and maintain trial dockets** – Coordinate and schedule individual cases
- **Enforce compliance of court orders** – Issue and serve warrants, summons and subpoenas
- **Promote the highest standards of customer service** - Continuously strive to enhance customer service practices

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
#of Cases Filed	9,142	8,962	8,042	10,912
# of Cases Disposed	7,801	7,453	7,450	8,195
# of Warrants Processed/Issued	5,472	2,617	4,478	4,930
# of Warrants Cleared	4,533	3,430	3,876	4,264
# of Show Cause Hearings	398	2,509	3,340	3,674

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	484,855	485,609	560,341	486,971	590,131	29,790
Supplies	12,863	14,152	18,930	16,285	18,485	(446)
Maintenance	676	4,998	5,000	6,093	6,093	1,093
Services	59,363	57,698	61,900	57,985	61,745	(155)
Utilities	2,616	2,964	3,255	3,060	4,080	825
Lease/Rentals	-	4,030	8,435	8,060	8,060	(375)
Miscellaneous	10,351	7,892	10,190	10,292	12,627	2,437
Transfers/Debt	-	-	-	-	-	-
Capital Outlay					-	-
<b>Total</b>	<b>570,724</b>	<b>577,343</b>	<b>668,051</b>	<b>588,745</b>	<b>701,220</b>	<b>33,169</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Court Clerk	0.5	0.5	0.5	0.5	0
Bailiff	0.7	0.7	0.5	0.5	0
Senior Marshal	0.68	0.68	1	1	0
Court Clerk	2	2	2	2	0
Senior Court Clerk/ Juvenile Case Manager	1	1	1	1	0
Deputy Marshal	1	1	1	1	0
Municipal Court Administrator	1	1	1	1	0
<b>Total</b>	<b>6.88</b>	<b>6.88</b>	<b>7</b>	<b>7</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles	Actual Cost	Lease Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Court In-Car Cameras for Marshals Vehicles	-	10,000	Yes†	10,000
Court Body Cameras for Marshals	-	10,000	Yes†	10,000
Convert PT Court Clerk to FT	42,707	-	No	-

† Funded by other funding source – not General Fund

## DEPARTMENT DESCRIPTION

The Code Enforcement Department enforces adopted codes in order to protect and maintain public health and enhance property value in the City of Cedar Hill.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Enforce Property Maintenance Codes** - Encourage voluntary compliance of City codes
- **Impose Building Codes** - Ensure compliance of City building codes
- **Issue Building Permits** - Review building plans for compliance with City codes
- **Promote Community Aesthetics** - Encourage citizens to keep their properties violation free

## SERVICE LEVEL ANALYSIS

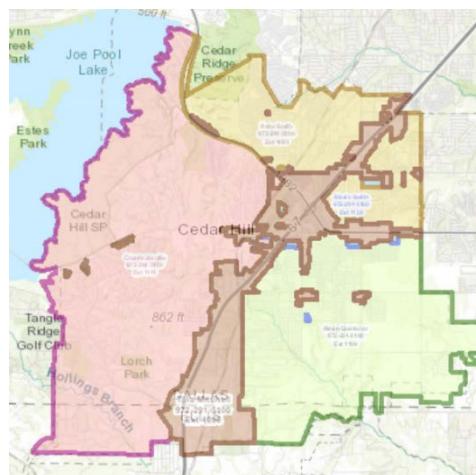
Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Initiate code violation cases	5,300	4,450	4,500	4,500
Respond to citizen complaints	1,300	1,350	1,200	1,200
Initiate code cases via Operation Clean Sweep	600	550	720	800
Inspect multi-family lodging units	95	180	200	200
Perform building inspections	4,440	3,850	4,500	5,000
Issue single-family building permits	58	60	44	60
Issue commercial building permits	85	86	90	90
Issue other permits (MEP, storage building, fence and irrigation, etc.)	1,200	1,250	1,400	1,500

Issue sign permits (attached, detached, special event)	165	140	110	120
Issue Certificates of Occupancy	163	183	300	300
Issue MF/Lodging Licenses	16	16	17	18

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	750,839	843,645	838,370	848,142	995,807	157,437
Supplies	11,291	18,895	16,720	16,666	18,865	2,145
Maintenance	3,986	92,866	95,850	91,965	95,150	(700)
Services	58,830	113,485	114,850	114,880	115,380	530
Utilities	4,763	11,541	12,300	8,460	11,780	(520)
Lease/Rentals	5,075	22,749	23,938	23,938	30,655	6,717
Miscellaneous	16,150	23,141	20,500	25,570	25,020	4,520
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	28,000	28,000
<b>Total</b>	<b>850,934</b>	<b>1,126,322</b>	<b>1,122,528</b>	<b>1,129,621</b>	<b>1,320,657</b>	<b>198,129</b>



## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Neighborhood Services Director	1	1	1	1	0
Building Official	1	1	1	1	0
Assistant Building Official	1	1	0	0	0
Code Enforcement Supervisor	0	0	0	1	1
Senior Building Inspector	0	0	1	1	0
Building Inspector	1	1	1	1	0
Senior Code Enforcement Officer	1	1	2	1	-1
Code Enforcement Officer	3	4	3	4	1
Permit Technician/ Executive Secretary	1	1	1	1	0
Citizens Code Specialist	0	0	0	1	1
<b>Total Department Staff</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>2</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles & Equipment	Actual Cost	Lease Cost	Funded
2020 Chevy 1500 Reg Cab	30,500	6,716	Yes <sup>^</sup>

<sup>^</sup> Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Citizens Code Specialist	60,919	-	Yes	60,919
FT Plans Examiner	67,731	27,770	No	-
Code Enforcement Officer	63,270	32,350	Yes	95,620

## DEPARTMENT DESCRIPTION

The Tri-City Animal Shelter's operational expenses are detailed in the Special Revenue Fund 0301 (Animal Shelter) however this budget section shows the City of Cedar Hill's contribution to the Tri-City Animal Shelter.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

**To fund the City of Cedar Hill's Annual share of the Tri-City Animal Shelter**

## EXPENDITURE SUMMARY

\*\*Note Operational Expenditures after FY15 moved to Fund 0301 (Animal Shelter Fund)

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-
Services	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Leases/Rentals	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Transfers/Debt	196,790	206,630	224,978	224,978	258,725	33,747
<b>Total</b>	<b>196,790</b>	<b>206,630</b>	<b>224,978</b>	<b>224,978</b>	<b>258,725</b>	<b>33,747</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

N/A – SEE FUND 0301

## EQUIPMENT &amp; PROGRAM REQUEST

N/A – SEE FUND 0301

## DEPARTMENT DESCRIPTION

The Parks Department is responsible for the maintenance of all City parks and responsible for coordinating programs and activities within the parks that maximize citizens' full enjoyment of Cedar Hill's parks.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements.

- **Grounds maintenance** – Ensure City grounds are safe and aesthetically pleasing, including mowing, weed and ant control, and litter abatement.
- **Athletic field preparation** – Ensure athletic fields are safe and aesthetically pleasing including preparation of ball fields for leagues, tournaments and special events.
- **Park facility maintenance and irrigation** – Ensure park amenities are safe and aesthetically pleasing and ensure irrigation systems maintained and operational. Maintain over 52 facilities including (parks, pavilions, playgrounds, amenities)
- **Special projects** – Provide support for special events and projects.
- **Administrative** – Provide a system of Premier parks and open space areas that are responsive to the needs of the citizens while maximizing conservation of natural and tangible resources.

## SERVICE LEVEL ANALYSIS

Following is an analysis of Key Performance Indicators (KPI's) of core services:

Service Provided	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Estimate	FY2020-21 Projection
Grounds Maintenance (# of acres)	896	1,016	1,016	1,016
Athletic Fields Preparation	43 fields	43 fields	43 fields	43 fields
Irrigation Maintenance (# of valves)	450	1,030	1,030	1,080 <i>67 green ribbon</i>
Special Events Production prepare facility, service event, clean grounds & breakdown staging	75 events	75 events	75 events	75 events

New in FY 18: Highlands & Bear Creek (increased irrigation valves maintenance)

New in FY19: Mansfield Road (increased grounds maintenance acres & irrigation valves maintenance)

New in FY20: FM 1382 Trail will increase maintenance in several areas

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	1,263,230	1,274,034	1,355,341	1,365,725	1,410,438	55,097
Supplies	142,356	137,654	154,085	153,794	148,002	(6,083)
Maintenance	201,787	125,305	158,300	156,300	148,655	(9,645)
Services	248,808	226,563	272,530	279,816	307,991	35,461
Utilities	293,203	381,129	313,770	264,221	333,272	19,502
Lease/Rentals	129,835	167,874	182,159	182,159	179,265	(2,894)
Miscellaneous	20,255	18,888	23,215	23,398	28,410	5,195
<b>Total</b>	<b>2,299,474</b>	<b>2,331,447</b>	<b>2,459,400</b>	<b>2,425,413</b>	<b>2,556,033</b>	<b>96,633</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Parks and Recreation Director	1	1	1	1	0
Parks CIP & Facility Superintendent	1	1	0	0	0
Parks Maintenance Superintendent	1	1	1	1	0
Parks Supervisor	1	1	1	1	0
Parks Maintenance Crew Chief	5	5	5	5	0
Irrigation Technician	1	1	1	1	0
Executive Secretary	1	1	1	1	0
Parks Maintenance Worker	5	5	6	6	0
Administrative Assistant	0.5	0.5	0.625	0.625	0
Part-Time Parks Workers	0.921	0.921	0.921	0.921	0
<b>Total</b>	<b>17.421</b>	<b>17.421</b>	<b>17.546</b>	<b>17.546</b>	<b>0</b>

One Maintenance Crew = 1 Crew Chief, 1 Maintenance Worker & 2 Seasonal Maintenance Workers  
 • Seasonal Employees are not included in the FTE calculation

## EQUIPMENT &amp; PROGRAMS REQUEST

Replacement Equipment	Estimated Cost	Lease Cost	Funded
Five Lightning Detectors	85,650	18,860	Yes†
Zero-Turn Mower	10,000	2,202	Yes^
Zero-Turn Mower	10,000	2,202	Yes^
Zero-Turn Mower	10,000	2,202	Yes^
Zero-Turn Mower	10,000	2,202	Yes^
Zero-Turn Mower	10,000	2,202	Yes^
Landscape Truck	65,400	10,671	No
Sprayer	9,000	1,982	Yes^
Landscape Trailer	5,000	602	Yes^

^ Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

† Funded by another funding source – outside of the General Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Emergency Trail Markers & Trail Amenities	-	120,000	No	-
Outfitted Special Events Trailer		57,500	Yes^	12,660
Work Order Software	5,000	2,500	No	-
FT Parks Special Project Manager	78,691	7,500	No	-

^ Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund



## DEPARTMENT DESCRIPTION

The Recreation Department provides benefit and enjoyment of parks, programs and activities utilizing City resources in an effective, efficient and responsive manner.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Athletic and Outdoor Programs** – Provide and coordinate athletic and outdoor programs to enhance the quality of life.
- **Active Adult (50 Plus) Facility and Activities** – Plan, organize, coordinate and execute a variety of programs and activities for the active adult (50 plus) community.
- **Marketing** - Design and share a variety of creative marketing materials to the community and surrounding areas.
- **Special Events** – Provide a diverse mixture of community-oriented special events in conjunction with community partners.
- **Aquatic Facility and Activities** – Operate the city pool and provide a variety of aquatic programs and classes.
- **City Sustainability Opportunities** – Provide and coordinate activities and programs promoting a sustainable community.

## SERVICE LEVEL ANALYSIS

Following is an analysis of Key Performance Indicators (KPIs) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
# of teams hosted at programs or tournaments	2,379	2,732	2,800	2,900
# of Participants (youth athletic leagues & programs)	3,430	3,900	4,000	4,500
# of participants for Active Adult (50 plus) programs and trips	17,340	20,853	24,350	27,850
# of Members Participating in Senior Senate meetings	76	116	134	150
# of Active Adult (50 plus) Community Partnerships	25	30	35	40
# of Active Adult (50 Plus) residents receiving shuttle services	3,344	3,852	4,252	4,752
Average Annual Marketing Reach on Social Media Posts	5,500	7,100	8,900	10,000
Average Annual Marketing Reach on Social Media Event Listings	2,500	3,900	13,000	15,000
sponsorship \$ raised from partnerships	\$10,000	\$22,400	\$60,000	\$65,000
# of Staff hours devoted to community-oriented special events as City host or Partner	610	974	1,202	1,503
# of Attendees at Open/Senior/Lap Swim	7,560	7,651	7,701	7,803
# of Participants in aquatic programs	2,325	2,202	2,300	2,400
Maintain special sustainable certifications annually	2	2	2	2

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	390,955	409,720	422,556	344,836	431,164	8,608
Supplies	65,342	53,728	55,680	52,996	62,000	6,320
Maintenance	8,633	5,764	15,500	13,875	13,875	(1,625)
Services	138,188	93,117	149,020	150,129	128,129	(20,891)
Utilities	2,922	3,409	4,400	4,400	4,400	-
Lease/Rentals	15,974	13,919	22,526	22,526	22,525	(1)
Miscellaneous	29,112	25,986	27,530	29,595	35,872	8,342
Capital Outlay	-	7,150	-	-	-	-
<b>Total</b>	<b>651,126</b>	<b>612,793</b>	<b>697,212</b>	<b>618,357</b>	<b>697,965</b>	<b>753</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Recreation Superintendent	1	1	1	1	0
Recreation Operations Supervisor	1	1	1	1	0
Recreation Coordinator	1	1	1	1	0
Senior Center Coordinator	1	1	1	0	-1
Senior Center Supervisor	0	0	0	1	1
Senior Center Assistant	0.625	1.125	1.125	1.125	0
Bus Driver	0.625	0.625	0.625	0.625	0
<b>Total</b>	<b>5.25</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Equipment	Estimated Cost	Lease Cost	Funded
N/A			

Programs Recurring Cost	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Parks Youth Program	25,000	-	No	-
PT Therapeutic	14,425	-	No	-
PT Custodian	15,840	-	No	-
Convert PT Senior Center Assistant to Recreation Specialist	40,552	-	No	-
PT Bus Driver	18,673	-	No	-



## DEPARTMENT DESCRIPTION

The Zula B. Wylie Public Library provides a community place that acts as the Door to Discovery connecting our culturally rich and diverse community to resources and services which promote lifelong learning, personal growth and development, and awareness of the arts.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Create Young Readers** – offer programs, materials and services that prepare children for school and maintain reading skills
- **Enhance Student and Community Success** – provide resources and services that assist students of all levels to succeed
- **Promote Lifelong Learning** – offer programs and access to materials and resources to help adults be informed and educated about local, national and world affairs
- **Celebrate Cedar Hill History and Cultural Diversity** – offer programs and materials that promote appreciation and understanding of Cedar Hill's history and cultural diversity
- **Provide a Community Place** – offer programs, access to materials and services to engage citizens of all ages in group activities and individual pursuits
- **Advance and Support Awareness of the Arts** – offer programs and access to materials that spark imagination, creativity, and innovation

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Library Visitors	124,373	129,053	132,000	135,000
Library Reference Transactions	21,506	26,054	26,000	28,000
Library Items Checked Out	242,050	230,971	228,000	230,000
Library Materials Accessed Electronically	2,364	10,443	11,000	12,000
Public Computer Sessions & Wi-Fi Access	39,600	35,093	36,000	38,000
Library Programs/Classes Attendance	20,949	29,464	23,500	25,000
Library Programs/Classes Conducted	613	700	650	675

## EXPENDITURE SUMMARY



Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	730,969	767,734	843,339	693,107	866,129	22,790
Supplies	130,891	149,132	138,600	138,700	156,700	18,100
Maintenance	8,458	14,187	28,500	30,554	39,500	11,000
Services	141,885	79,026	71,240	74,461	80,005	8,765
Utilities	31,258	27,498	18,960	17,955	20,969	2,009
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	12,906	15,802	12,165	15,330	15,730	3,565
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	14,000	-	-
<b>Total</b>	<b>1,056,367</b>	<b>1,053,379</b>	<b>1,112,804</b>	<b>984,107</b>	<b>1,179,033</b>	<b>66,229</b>



## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY2019-20 Proposed Budget	Budget Variance (#)
Library Director	1	1	1	1	0
Library Manager	0	0	1	1	0
Library Adult Services Manager	1	1	0	0	0
Children's Services Coordinator	1	1	1	1	0
Librarian	1	1	1	1	0
Electronic Resources Coordinator	1	1	1	1	0
Library Operations Coordinator	1	1	1	1	0
Special Events Coordinator	1	1	1	1	0
Customer Technology Specialist	0	0	0.5	0.5	0
Administrative Secretary	1	1	1	1	0
Visual and Social Media Coordinator	0	0	0	0	0
Part-Time Technical Services Assistant	0.7	1.2	0.7	0.75	0.05
Part-Time Librarian	0.63	0.63	0.63	0.63	0
Part-Time Library Assistant	0.12	0.58	1.58	1.58	0
Part-Time Library Service Representative	3	3	2.63	2.63	0
<b>Total</b>	<b>12.45</b>	<b>13.41</b>	<b>14.04</b>	<b>14.09</b>	<b>0.05</b>

## EQUIPMENT &amp; PROGRAM REQUEST

N/A



## DEPARTMENT DESCRIPTION

Neighborhood Services improves and maintains neighborhood vitality through enhanced communication, facilitation and education.

## DEPARTMENT/DIVISION CORE FUNCTIONS

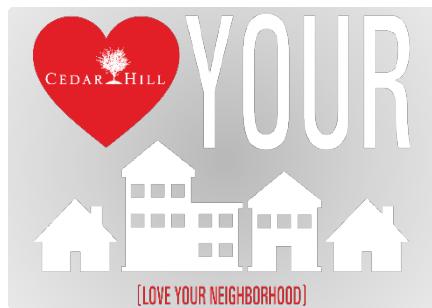
The core functions of the department align to the City's Premier Statements

- **Communication** – Serve as a liaison between the City and neighborhood organizations, Public Improvement Districts (PID) and Crime Watch groups; Relay issues and concerns to the appropriate City department(s) in a timely manner; Communicate City services and opportunities to neighborhood organizations
- **Facilitation** – Foster the development and support the activities of neighborhood organizations by providing assistance and guidance in creation of PIDs and new organizations
- **Education** – Communicate with neighborhood organizations regarding City services and opportunities; Develop and implement resident education programs that achieve positive neighborhood outcomes and build long-term stability in the community

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Attend organized neighborhood meetings/events	32	33	35	38
Maintain registered neighborhood dashboard	38	39	40	45
Recognize citizens through Distinctive Character Program	9	9	10	12



## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	56,197	82,407	82,680	75,240	90,086	7,406
Supplies	4,396	5,085	7,000	7,000	11,300	4,300
Maintenance	2,706	2,319	2,300	964	100	(2,200)
Services	14,692	7,004	44,200	21,300	36,800	(7,400)
Utilities	236	428	350	272	390	40
Miscellaneous	3,692	6,790	8,425	6,280	8,980	555
<b>Total</b>	<b>81,919</b>	<b>104,033</b>	<b>144,955</b>	<b>111,056</b>	<b>147,656</b>	<b>2,701</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY2019-20 Proposed Budget	Budget Variance (#)
Neighborhood Services Coordinator	1	1	1	1	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUESTS

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Citizens Academy	3,500	-	Yes	3,500
Block Party Trailer	-	16,500	No	-
FT PID Administrator	77,136	1,500	No	-

## DEPARTMENT DESCRIPTION

The Historic Downtown department works to preserve and enhance the unique character and community of Historic Downtown through design, economic development, promotion and facilitation.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Design** - Enhance the aesthetic appeal of Historic Downtown Cedar Hill
- **Promotion** - Increase public awareness of downtown business districts
- **Economic Development** - Encourage growth, retention, and recruitment of business
- **Facilitation** - Support the interests and development activities of downtown businesses, residents and supporters; Serve as liaison to Historic Downtown Advisory Board and the Cedar Hill Museum of History

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Facilitate Historic Downtown Advisory Board meetings	9	10	14	15
Facilitate meetings concerning new development and adaptive reuse	2	8	12	14
Increase downtown event attendance	10%	10%	10%	10%



## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	80,695	174,840	162,349	161,297	167,115	4,766
Supplies	3,909	7,631	9,535	7,175	8,935	(600)
Maintenance	-	-	-	-	-	-
Services	5,360	3,754	23,880	12,095	20,265	(3,615)
Utilities	-	-	-	-	-	-
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	4,955	9,988	16,730	13,117	15,505	(1,225)
Transfers/Debt	-	-	-	-	-	-
<b>Total</b>	<b>94,919</b>	<b>196,213</b>	<b>212,494</b>	<b>193,684</b>	<b>211,820</b>	<b>(674)</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	Actual FY17	Actual FY18	FY19 Budget	Budget	Budget Variance (#)
Director of Visitor & Customer Experience	1	1	1	1	0
Tourism Assistant	0	0.5	0	0	0
<b>Total</b>	<b>1</b>	<b>1.5</b>	<b>1</b>	<b>1</b>	<b>0</b>

## EQUIPMENT AND PROGRAM REQUEST

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Cedar Hill Presenting Series	10,000	-	No	-
eCivs Grant Management Software		10,600	No	

## DEPARTMENT DESCRIPTION

The Planning Department facilitates the physical growth and development of the City in a sustainable manner that reflects its unique and vibrant character.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Development Review and Zoning Requests** – Facilitate inter-departmental review of development proposals and zoning requests to ensure consistency with city ordinances and long-range planning goals via an efficient process that provides quality customer service for all its users.
- **Code Amendments** – Prepare code amendments that have been recommended by the Comprehensive Plan and Small Area Plans or that have become necessary based upon current events or outdated practices.
- **Long Range Planning and Special Projects** – Develop and implement Small Area Plans and the Comprehensive Plan with its components to help the community realize its evolving vision.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Provide departmental review comments to applicants within 10 business days.	Achieved Goal 87% of the time	Achieved Goal 96% of the time	Achieve Goal 100% of the time	Achieve Goal 100% of the time
Ensure incoming applications are complete before accepting and processing.	N/A (not tracked)	N/A (not tracked)	Achieved Goal 90% of the time	Achieved Goal 95% of the time
Special Projects completed within time frame required by City Council.	N/A (not tracked)	3 Projects	5 Projects	6 Projects

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	441,466	330,867	399,240	418,021	409,920	10,680
Supplies	1,988	3,151	2,850	2,850	2,850	-
Maintenance	2,347	2,355	2,500	900	-	(2,500)
Services	45,331	13,624	195,800	128,705	10,800	(185,000)
Utilities	466	-	455	-	-	(455)
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	11,089	9,026	10,314	10,652	10,790	476
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>502,687</b>	<b>359,023</b>	<b>611,159</b>	<b>561,128</b>	<b>434,360</b>	<b>(176,800)</b>

## PERSONNEL SUMMARY (full equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Director of Planning	1	1	1	1	0
Senior Planner	1	1	1	1	0
Planner	1	1	1	1	0
Executive Secretary	1	1	1	1	0
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>

## EQUIPMENT AND PROGRAM REQUESTS

N/A

## DEPARTMENT DESCRIPTION

Streets and Drainage maintains high-quality public transportation and drainage infrastructure to enhance safety and provide effective traffic circulation.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Street repairs and maintenance** - Provide quality maintenance for streets, sidewalks and alleys.
- **Drainage channels** - Clean and maintain creeks and channels.
- **Signs, signals and markings** - Install and maintain traffic signs, signals and markings.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Deploy sanding operations at onset of ice storm events	n/a	1 deployment	0 deployment	2 deployments
Maintain flow of water in creeks and channels by removing debris	n/a	100%	100%	100%
Restripe 50% of thoroughfares annually	n/a	100%	100%	100%
Routine inspection and maintenance of traffic signals annually	n/a	100%	100%	100%

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	913,469	952,762	951,309	918,425	907,641	(43,668)
Supplies	33,048	34,321	45,625	31,052	49,655	4,030
Maintenance	200,248	142,877	230,500	222,300	230,500	-
Services	176,095	72,460	102,830	100,015	104,792	1,962
Utilities	594,865	557,707	555,345	562,742	590,525	35,180
Lease/Rentals	50,230	80,537	84,432	84,432	92,265	7,833
Miscellaneous	8,830	8,534	11,060	11,496	11,985	925
Transfers/Debt	-	6,880	-	-	-	-
Capital Outlay	516	-	-	-	-	-
<b>Total</b>	<b>1,977,301</b>	<b>1,856,078</b>	<b>1,981,101</b>	<b>1,930,462</b>	<b>1,987,362</b>	<b>6,261</b>

## PERSONNEL SUMMARY (FULL-TIME EQUIVALENT POSITIONS – INCLUDES VACANT POSITIONS)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Street Maintenance Supervisor	1	1	1	1	0
Signs and Signals Supervisor	1	1	1	1	0
Street Maintenance Crew Chief	3	3	3	3	0
Street Maintenance Drainage Crew Chief	1	1	1	1	0
Street Maintenance Worker	7	7	7	7	0
Signs and Signals Maintenance Worker	1	1	1	1	0
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0</b>

## EQUPMENT &amp; PROGRAMS REQUEST

Replacement Equipment	Actual Cost	Lease Cost	Funded
2020 Bobcat Skid Loader	65,000	7,830	Yes^

^ Included in FY20 Proposed Budget – Funded by the Equipment Replacement Fund

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Signs and Signals Maintenance Crew	112,341	45,000	No	-



## DEPARTMENT DESCRIPTION

Fleet Maintenance Division provides safe and dependable vehicles and equipment to all internal clients in the most time and cost-efficient manner.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Fleet services and repairs:** Perform maintenance services and repairs to approximately 500 pieces of light, medium and heavy-duty vehicles and construction equipment.
- **Manage computerized vehicle and equipment inventory records:** Manage and maintain accurate vehicle and equipment records for all current and newly acquired fleet vehicles and equipment.
- **Manage computerized service and repair records:** Manage and maintain accurate service and repair records for all City owned vehicles and equipment.
- **Manage computerized parts inventory records:** Manage and maintain accurate parts inventory for all City owned vehicles and equipment.
- **Manage computerized fuel records and inventory:** Manage and maintain database to ensure accurate fuel records; monitor and maintain adequate diesel and unleaded fuel levels for all City vehicles and equipment.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
% of routine maintenance performed w/ 1 business day	n/a	100%	100%	100%
% of non-routine maintenance & repairs performed w/ 2 business days	n/a	90%	95%	90%
# of vehicles & equipment maintained annually	n/a	258	260	260
# of gallons of fuel managed (procured, inventoried, stored and allocated to the City's Fleet annually)	149,136	151,502	140,970	145,000

## EXPENDITURE SUMMARY

Expenditures By Category	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	194,599	210,064	219,903	217,126	225,544	5,641
Supplies	12,470	10,067	12,270	12,165	14,155	1,885
Maintenance	13,899	11,371	11,700	9,974	13,024	1,324
Services	6,722	7,257	6,600	6,530	7,788	1,188
Utilities	6,776	7,012	6,825	7,515	9,672	2,847
Lease/Rentals	20,362	21,131	23,689	23,690	13,430	(10,259)
Miscellaneous	1,978	2,196	4,400	2,632	4,400	-
<b>Total</b>	<b>256,806</b>	<b>269,098</b>	<b>285,387</b>	<b>279,632</b>	<b>288,013</b>	<b>2,626</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Fleet Maintenance Superintendent	1	1	1	1	0
Senior Mechanic	1	1	1	1	0
Mechanic	1	1	1	1	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## EQUIPMENT AND PROGRAM REQUEST

Replacement Equipment	Estimated Cost	Lease Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
N/A				

# BUDGET FY2019-20

## Debt Service Fund

Debt Service  
Fund

- 0030      Debt Service Fund

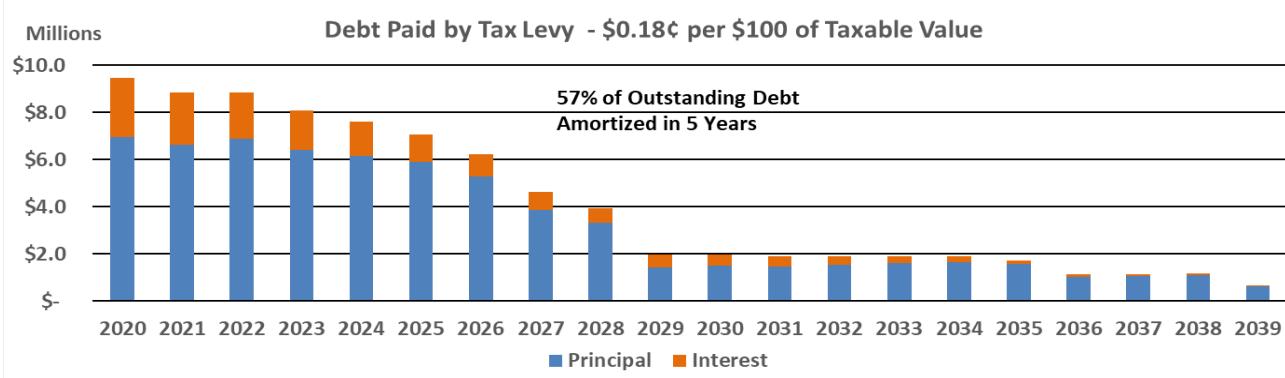
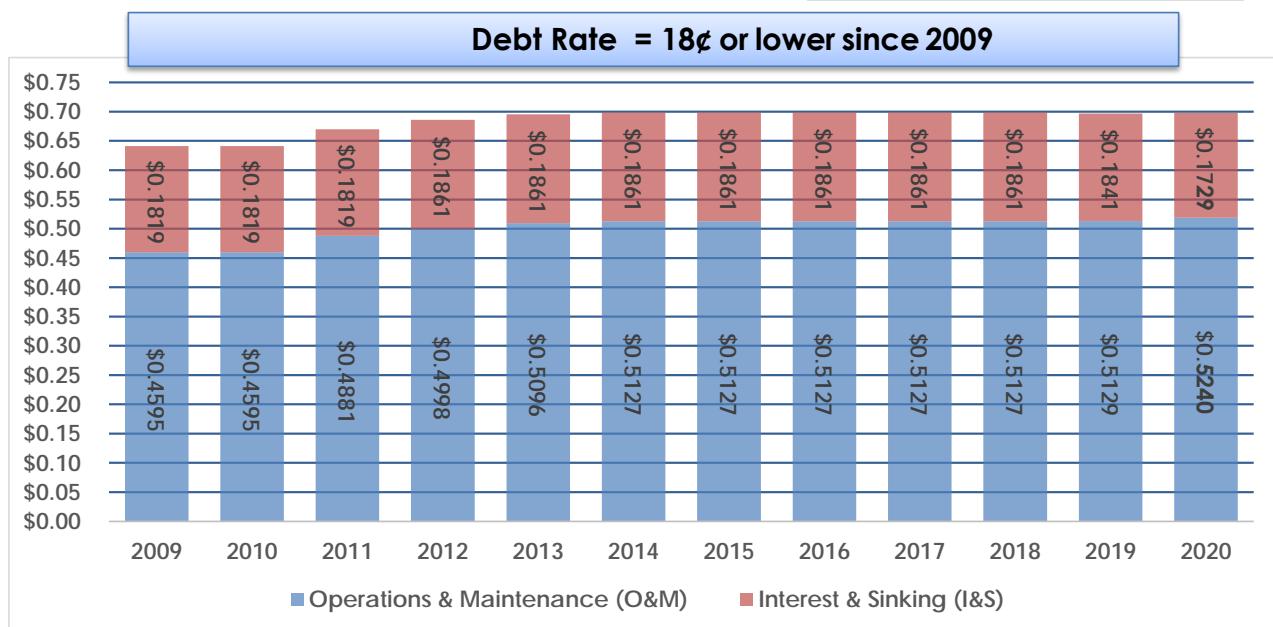
## DEBT SERVICE FUND (0030)

The purpose of this fund is to record property taxes levied and collected for the purpose of paying annual principal and interest payments on debt obligations with a legally binding pledge to repay with a commitment of an annual tax levy against property values certified by the Dallas and Ellis County Appraisal Districts. In addition to the property tax levy there are transfers in from other funds and entities for the payment of self-supporting debt obligations.

### PROPOSED BUDGET FY 2019-2020



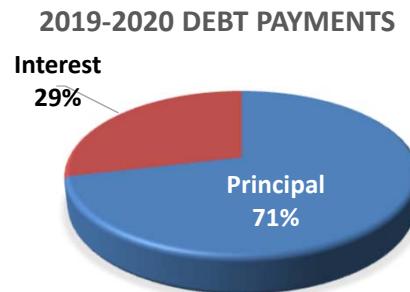
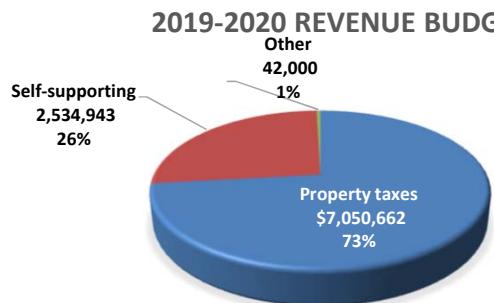
Debt Rate has remained  
at \$0.18¢ or below for 12 years



**DEBT SERVICE FUND**  
**(Revenues, Expenditures and Change in Fund Balance)**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 1,447,330	\$ 1,396,399	\$ 1,484,107	\$ 1,484,107	\$ 1,842,975
<b>REVENUES</b>					
Property taxes	\$ 5,986,504	\$ 6,444,298	\$ 7,033,194	\$ 7,010,798	\$ 7,050,662
Interest income	19,144	47,208	42,000	38,000	42,000
Charges to other gov'ts	1,913,105	1,908,013	2,142,606	2,142,606	2,140,765
Miscellaneous	10,008	-	-	-	-
Debt Proceeds-refundings	-	-	-	-	-
Transfers In	872,090	441,025	93,825	93,825	394,178
<b>TOTAL REVENUES</b>	<b>\$ 8,800,851</b>	<b>\$ 8,840,544</b>	<b>\$ 9,311,625</b>	<b>\$ 9,285,229</b>	<b>\$ 9,627,605</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 10,248,181</b>	<b>\$ 10,236,943</b>	<b>\$ 10,795,732</b>	<b>\$ 10,769,336</b>	<b>\$ 11,470,580</b>
<b>EXPENDITURES</b>					
Principal Payments	\$ 6,345,448	\$ 6,443,517	\$ 6,346,795	\$ 6,346,795	\$ 6,960,000
Interest Payments	2,475,151	2,305,619	2,635,830	2,575,246	2,792,428
Paying Agent Fees	5,038	3,700	5,000	4,320	5,000
Escrow Agent Fees	-	-	-	-	-
Other Expenditure	26,145	-	177,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,851,782</b>	<b>\$ 8,752,836</b>	<b>\$ 9,164,625</b>	<b>\$ 8,926,361</b>	<b>\$ 9,757,428</b>
<b>NET CHANGE</b>	<b>\$ (50,931)</b>	<b>\$ 87,708</b>	<b>\$ 147,000</b>	<b>\$ 358,868</b>	<b>\$ (129,823)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,396,399</b>	<b>\$ 1,484,107</b>	<b>\$ 1,631,107</b>	<b>\$ 1,842,975</b>	<b>\$ 1,713,152</b>
15% Fund Balance Policy Goal	16%	17%	18%	21%	18%

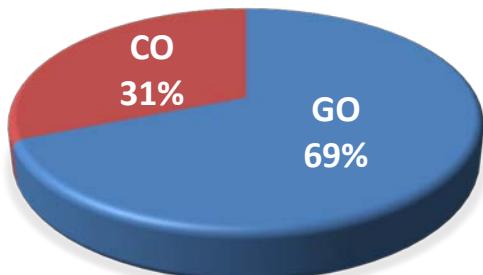


## CITY-WIDE DEBT OUTSTANDING Summary

SUMMARY OF DEBT OTSTDG:		Prin	Interest	Total
General Obligation Debt (GO)		63,900,000	14,665,691	78,565,691
Certificates of Obligation (CO)		26,065,000	9,329,593	35,394,593
<b>Total</b>		<b>89,965,000</b>	<b>23,995,284</b>	<b>113,960,284</b>

Detail by Obligation:				
Bonds	Years	Prin	Int	Total O/S
2019 GO	20	8,965,000	3,834,088	12,799,088
2018 GO	19	4,025,000	1,377,900	5,402,900
2016 GO	9	16,810,000	2,817,075	19,627,075
2015 GO	16	16,900,000	4,550,825	21,450,825
2013 GO	6	5,545,000	590,650	6,135,650
2012 GO	5	4,300,000	300,600	4,600,600
2011 GO	9	7,355,000	1,194,553	8,549,553
2019 CO	20	5,515,000	2,155,147	7,670,147
2019 CO-Taxable	25	7,360,000	3,875,378	11,235,378
2018 CO	19	5,485,000	1,920,781	7,405,781
2015 CO	11	1,360,000	320,000	1,680,000
2014 CO	10	5,015,000	834,050	5,849,050
2013 CO	9	1,330,000	224,238	1,554,238
<b>Total</b>	<b>xxx</b>	<b>89,965,000</b>	<b>23,995,284</b>	<b>113,960,284</b>
<b>Averages</b>	<b>13.7</b>	<b>6,920,385</b>	<b>1,845,791</b>	<b>8,766,176</b>

### 2019-2020 CITY-WIDE OUTSTANDING DEBT

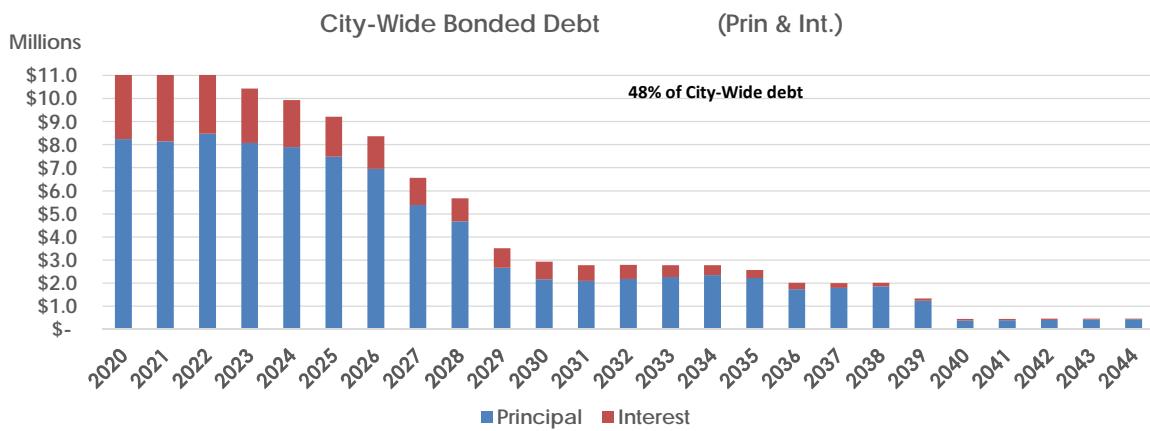


CITY -WIDE DEBT OUTSTANDING BONDS SOLD, MATURITIES AND INTEREST RATES		
	Interest Rates	Fiscal Period End 09/30/20
<b>GENERAL OBLIGATION BONDS:</b>		
<b>Governmental activities: (General Purpose)</b>		
\$14,630,000; 2011 General Obligation Refunding Bonds, due February 15, 2028	3.00%-5.00%	7,355,000
\$9,040,000; 2012 General Obligation Refunding Bonds, due Feb.15,2029	.2%-3.00%	4,300,000
\$6,040,000; 2013 General Obligation Refunding Bonds, due Feb.15,2028 (Split 79% to 21% between governmental and business-type activities)	2.00%-4.00%	4,610,000
\$24,055,000; 2015 General Obligation Refunding and Improvement Bonds, due Feb. 15, 2035 (Split 93% to 7% between governmental and business-type activities)	.5% - 3.51%	15,660,000
\$19,990,000; 2016 General Obligation Refunding and Improvement Bonds, due Feb. 15, 2028 (Split 82.4% to 17.6% between governmental and business-type activities)	3.00%-5.00%	14,070,000
\$4,135,000; 2018 General Obligation Bonds, due February 15, 2038	3.00% -3.50%	4,025,000
\$8,965,000; 2019 General Obligation Bonds, due February 15, 2039	3.00%-5.00%	8,965,000
<b>Total governmental activities - general obligation bonds</b>		<b>\$ 58,985,000</b>
<b>Business-type activities: (Proprietary - Utility)</b>		
\$6,040,000; 2013 General Obligation Refunding Bonds, due Feb.15,2024 (Split 79% to 21% between governmental and business-type activities)	2.00%-4.00%	935,000
\$24,055,000; 2015 General Obligation Refunding and Improvement Bonds, due Feb. 15, 2035 (Split 93% to 7% between governmental and business-type activities)	.5% - 3.51%	1,240,000
\$19,990,000; 2016 General Obligation Refunding and Improvement Bonds, due Feb. 15, 2028 (Split 82.4% to 17.6% between governmental and business-type activities)	3.00%-5.00%	2,740,000
<b>Total business-type activities - general obligation bonds</b>		<b>\$ 4,915,000</b>
<b>TOTAL GENERAL OBLIGATION BONDS OUTSTANDING</b>		
		<b>\$ 63,900,000</b>
<b>CERTIFICATES OF OBLIGATION:</b>		
<b>Governmental activities: (General Purpose)</b>		
\$2,065,000; 2013 Certificates of Obligation, due February 15, 2022	2.00%-3.00%	1,330,000
\$1,730,000; 2015 Certificates of Obligation, due February 15, 2029 (Split 54% to 46% between governmental and business-type activities)	2.00%-4.00%	730,000
\$5,620,000; 2018 Certificates of Obligation, due February 15, 2038 (Split 58.72% to 41.28% between governmental and business-type activities)	3.00%-4.00%	3,220,000
\$5,515,000; 2019 Certificates of Obligation, due February 15, 2034 (Split 32% to 68% between governmental and business-type activities)	3.00%-5.00%	1,765,000
\$7,360,000; 2019 Tax Taxable Certificates of Obligation, due February 15, 2044	3.00%-4.00%	7,360,000
<b>Total governmental activities</b>		<b>\$ 14,405,000</b>
<b>Business-type activities: (Proprietary - Utility)</b>		
\$6,235,000; 2014 Certificates of Obligation, due February 15, 2029	2.75%-3.75%	\$ 5,015,000
\$1,730,000; 2015 Certificates of Obligation, due February 15, 2029 (Split 54% to 46% between governmental and business-type activities)	2.00%-4.00%	630,000
\$5,620,000; 2018 Certificates of Obligation, due February 15, 2038 (Split 58.72% to 41.28% between governmental and business-type activities)	3.00%-4.00%	2,265,000
\$5,515,000; 2019 Certificates of Obligation, due February 15, 2039 (Split 32% to 68% between governmental and business-type activities)	3.00%-5.00%	3,750,000
<b>Total business-type activities</b>		<b>\$ 11,660,000</b>
<b>TOTAL CERTIFICATES OF OBLIGATION BONDS OUTSTANDING</b>		
		<b>\$ 26,065,000</b>
<b>TOTAL BONDED INDEBTEDNESS:</b>		
		<b>\$ 89,965,000</b>

**City of Cedar Hill**  
**Annual Requirements to amortize the long-term debt are as follows:**  
**City Wide**

Year Ending 30-Sep	General Obligation Bonds				Certificates of Obligation Bonds (1)			Total - City Wide Bonds Outstanding		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	
2020	7,170,000	2,424,606	9,594,606	1,075,000	959,765	2,034,765	8,245,000	3,384,371	11,629,371	
2021	6,840,000	2,144,969	8,984,969	1,310,000	875,973	2,185,973	8,150,000	3,020,941	11,170,941	
2022	7,120,000	1,869,588	8,989,588	1,360,000	823,335	2,183,335	8,480,000	2,692,923	11,172,923	
2023	6,650,000	1,597,219	8,247,219	1,420,000	767,310	2,187,310	8,070,000	2,364,529	10,434,529	
2024	6,415,000	1,337,269	7,752,269	1,475,000	709,491	2,184,491	7,890,000	2,046,760	9,936,760	
2025	5,950,000	1,073,469	7,023,469	1,535,000	650,935	2,185,935	7,485,000	1,724,404	9,209,404	
2026	5,355,000	822,775	6,177,775	1,595,000	596,010	2,191,010	6,950,000	1,418,785	8,368,785	
2027	3,735,000	635,931	4,370,931	1,650,000	539,273	2,189,273	5,385,000	1,175,204	6,560,204	
2028	2,970,000	511,853	3,481,853	1,710,000	479,626	2,189,626	4,680,000	991,479	5,671,479	
2029	1,075,000	433,675	1,508,675	1,590,000	420,351	2,010,351	2,665,000	854,026	3,519,026	
2030	1,115,000	389,800	1,504,800	1,055,000	371,623	1,426,623	2,170,000	761,423	2,931,423	
2031	1,160,000	346,175	1,506,175	940,000	335,948	1,275,948	2,100,000	682,123	2,782,123	
2032	1,210,000	298,013	1,508,013	975,000	304,944	1,279,944	2,185,000	602,956	2,787,956	
2033	1,260,000	245,375	1,505,375	1,005,000	274,151	1,279,151	2,265,000	519,526	2,784,526	
2034	1,310,000	190,525	1,500,525	1,035,000	241,948	1,276,948	2,345,000	432,473	2,777,473	
2035	1,365,000	135,431	1,500,431	865,000	211,105	1,076,105	2,230,000	346,536	2,576,536	
2036	830,000	94,525	924,525	905,000	181,609	1,086,609	1,735,000	276,134	2,011,134	
2037	855,000	66,488	921,488	935,000	150,493	1,085,493	1,790,000	216,980	2,006,980	
2038	890,000	37,069	927,069	970,000	117,928	1,087,928	1,860,000	154,996	2,014,996	
2039	625,000	10,938	635,938	610,000	90,979	700,979	1,235,000	101,916	1,336,916	
2040	-	-	-	380,000	73,800	453,800	380,000	73,800	453,800	
2041	-	-	-	395,000	60,120	455,120	395,000	60,120	455,120	
2042	-	-	-	410,000	45,900	455,900	410,000	45,900	455,900	
2043	-	-	-	425,000	31,140	456,140	425,000	31,140	456,140	
2044	-	-	-	440,000	15,840	455,840	440,000	15,840	455,840	
<b>Total P&amp;I</b>	<b>\$ 63,900,000</b>	<b>\$ 14,665,691</b>	<b>\$ 78,565,691</b>	<b>\$ 26,065,000</b>	<b>\$ 9,329,593</b>	<b>\$ 35,394,593</b>	<b>\$ 89,965,000</b>	<b>\$ 23,995,284</b>	<b>\$ 113,960,284</b>	

(1) Includes Taxable CO

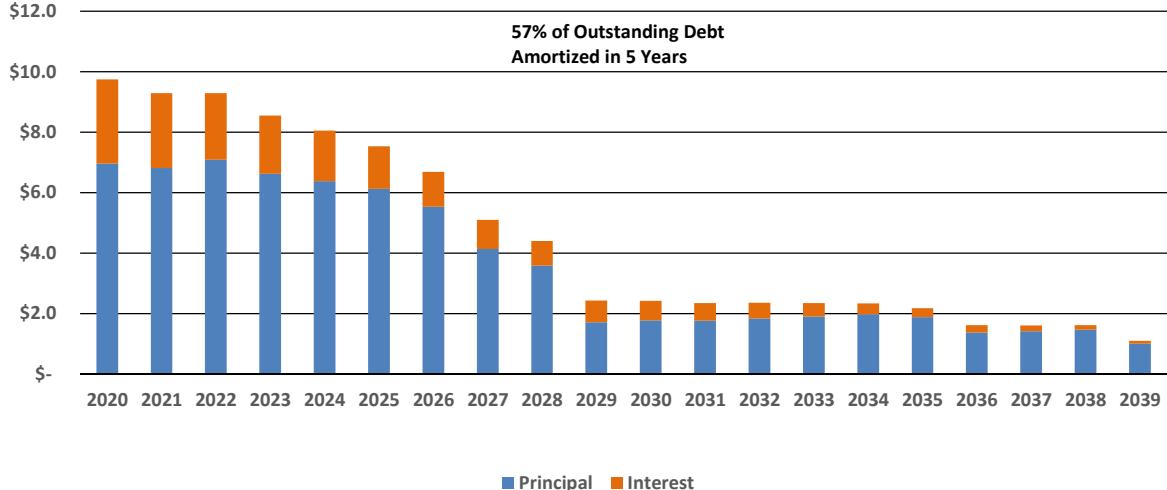


**GENERAL GOVERNMENTAL DEBT - SUPPORTED BY CURRENT TAX LEVY**

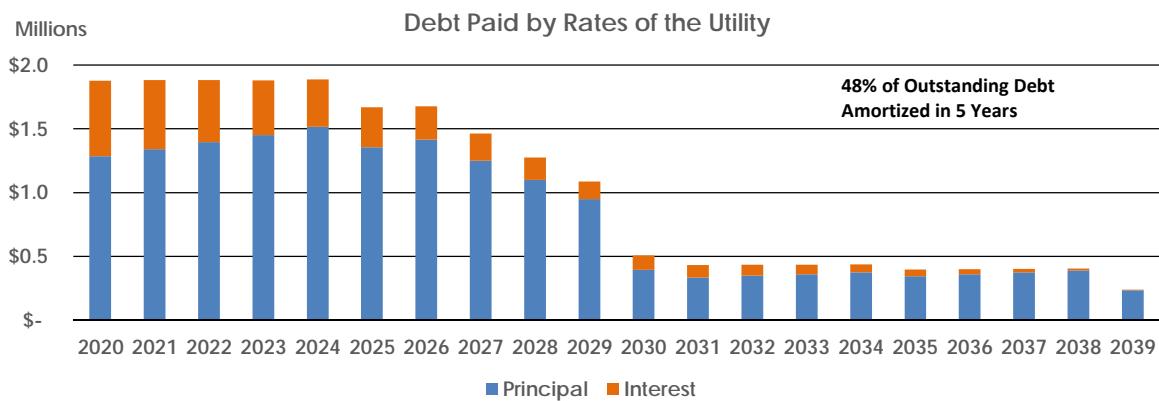
	General Obligation Bonds			Certificates of Obligation Bonds			Total - Gen Govt Bonds Outstanding		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2020	6,565,000	2,236,031	8,801,031	395,000	556,396	951,396	6,960,000	2,792,428	9,752,428
2021	6,215,000	1,982,169	8,197,169	595,000	497,616	1,092,616	6,810,000	2,479,785	9,289,785
2022	6,460,000	1,733,788	8,193,788	625,000	472,591	1,097,591	7,085,000	2,206,379	9,291,379
2023	5,975,000	1,489,444	7,464,444	645,000	445,816	1,090,816	6,620,000	1,935,260	8,555,260
2024	5,700,000	1,258,144	6,958,144	675,000	417,916	1,092,916	6,375,000	1,676,060	8,051,060
2025	5,420,000	1,021,144	6,441,144	710,000	388,341	1,098,341	6,130,000	1,409,485	7,539,485
2026	4,800,000	794,150	5,594,150	735,000	362,404	1,097,404	5,535,000	1,156,554	6,691,554
2027	3,370,000	624,906	3,994,906	765,000	335,891	1,100,891	4,135,000	960,798	5,095,798
2028	2,785,000	509,078	3,294,078	795,000	307,766	1,102,766	3,580,000	816,844	4,396,844
2029	1,075,000	433,675	1,508,675	640,000	282,241	922,241	1,715,000	715,916	2,430,916
2030	1,115,000	389,800	1,504,800	660,000	259,391	919,391	1,775,000	649,191	2,424,191
2031	1,160,000	346,175	1,506,175	605,000	238,116	843,116	1,765,000	584,291	2,349,291
2032	1,210,000	298,013	1,508,013	625,000	218,600	843,600	1,835,000	516,613	2,351,613
2033	1,260,000	245,375	1,505,375	645,000	198,789	843,789	1,905,000	444,164	2,349,164
2034	1,310,000	190,525	1,500,525	660,000	178,101	838,101	1,970,000	368,626	2,338,626
2035	1,365,000	135,431	1,500,431	520,000	158,935	678,935	1,885,000	294,366	2,179,366
2036	830,000	94,525	924,525	545,000	141,200	686,200	1,375,000	235,725	1,610,725
2037	855,000	66,488	921,488	560,000	122,540	682,540	1,415,000	189,028	1,604,028
2038	890,000	37,069	927,069	580,000	103,110	683,110	1,470,000	140,179	1,610,179
2039	625,000	10,938	635,938	375,000	86,925	461,925	1,000,000	97,863	1,097,863
2040	-	-	-	380,000	73,800	453,800	380,000	73,800	453,800
2041	-	-	-	395,000	60,120	455,120	395,000	60,120	455,120
2042	-	-	-	410,000	45,900	455,900	410,000	45,900	455,900
2043	-	-	-	425,000	31,140	456,140	425,000	31,140	456,140
2044	-	-	-	440,000	15,840	455,840	440,000	15,840	455,840
Total P&I	58,985,000	13,896,866	72,881,866	14,405,000	5,999,487	20,404,487	73,390,000	19,896,353	93,286,353

**Debt Paid by Tax Levy - \$0.18¢ per \$100 of Taxable Value**

Millions



BUSINESS-TYPE DEBT									
	General Obligation Bonds			Certificates of Obligation Bonds			Total - Business Type Bonds Outstanding		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2020	605,000	188,575	793,575	680,000	403,369	1,083,369	1,285,000	591,944	1,876,944
2021	625,000	162,800	787,800	715,000	378,356	1,093,356	1,340,000	541,156	1,881,156
2022	660,000	135,800	795,800	735,000	350,744	1,085,744	1,395,000	486,544	1,881,544
2023	675,000	107,775	782,775	775,000	321,494	1,096,494	1,450,000	429,269	1,879,269
2024	715,000	79,125	794,125	800,000	291,575	1,091,575	1,515,000	370,700	1,885,700
2025	530,000	52,325	582,325	825,000	262,594	1,087,594	1,355,000	314,919	1,669,919
2026	555,000	28,625	583,625	860,000	233,606	1,093,606	1,415,000	262,231	1,677,231
2027	365,000	11,025	376,025	885,000	203,381	1,088,381	1,250,000	214,406	1,464,406
2028	185,000	2,775	187,775	915,000	171,859	1,086,859	1,100,000	174,634	1,274,634
2029	-	-	-	950,000	138,109	1,088,109	950,000	138,109	1,088,109
2030	-	-	-	395,000	112,231	507,231	395,000	112,231	507,231
2031	-	-	-	335,000	97,831	432,831	335,000	97,831	432,831
2032	-	-	-	350,000	86,344	436,344	350,000	86,344	436,344
2033	-	-	-	360,000	75,363	435,363	360,000	75,363	435,363
2034	-	-	-	375,000	63,847	438,847	375,000	63,847	438,847
2035	-	-	-	345,000	52,170	397,170	345,000	52,170	397,170
2036	-	-	-	360,000	40,409	400,409	360,000	40,409	400,409
2037	-	-	-	375,000	27,953	402,953	375,000	27,953	402,953
2038	-	-	-	390,000	14,818	404,818	390,000	14,818	404,818
2039	-	-	-	235,000	4,054	239,054	235,000	4,054	239,054
Total P&I	4,915,000	768,825	5,683,825	11,660,000	3,330,106	14,990,106	16,575,000	4,098,931	20,673,931



# BUDGET FY2019-20

## Legal Debt Margin Information

The proposed debt margin as of September 30, 2019

As a home rule city, the City of Cedar Hill is not limited by law in the amount of debt it may issue.

**Article X, Section 2 of the City of Cedar Hill charter states in part:**

The City Council shall have the power and it is hereby authorized and made its duty to levy annually for general purposes and for the purpose of paying interest and providing the sinking fund on the bonded indebtedness of the City of Cedar Hill now in existence or which may hereafter be created an ad valorem tax on all real, personal or mixed property within the territorial limits of said City and upon all franchises granted by the City to any individuals or corporations of not exceeding a total of Two Dollars and Fifty cents (\$2.50) on the One Hundred Dollars (\$100.00) assessed valuation of said property. If for any cause the City Council shall fail, neglect or refuse to pass a tax ordinance for any one year, levying taxes for that year, then and in that event the tax levying ordinance last passed shall and will be considered in force and effect as the tax levying ordinance for the year which the City Council failed, neglected or refused to pass such ordinance, and the failure so to pass such ordinance for any year shall in no wise invalidate the tax collections for that year.

The proposed tax rate at October 1, 2019 is \$0.697028 per \$100 of assessed valuation at 100% of market value. The tax rate is 27.88% of the legal limit.

**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## Special Revenue Funds

### Special Revenue Funds

- 0004 Public, Educational and Governmental (PEG)
- 0060 Police Pension Reserve Fund
- 0304 Municipal Court Fund
- 0306 Police Forfeiture Fund
- 0310 JPL Nature Corridor Permanent Fund
- 0311 JPL Nature Corridor Opportunity Fund
- 0312 Library Donation Fund
- 0318 Traffic Safety Fund
- 0320 Police Federal Forfeiture Fund
- 0326 Economic Development Incentive Fund
- 0327 Tax Increment Financing (TIF) Fund
  
- 0301 **Animal Shelter Fund**
- 0302 **Hotel Occupancy Tax Fund**
- 0317 **Landscape Beautification Fund**
- 0322 **CCPD Fund**
  
**Public Improvement Districts (PIDS)**

  - 0313 High Point PID Fund
  - 0314 Waterford Oaks PID Fund
  - 0325 Winding Hollow PID Fund
  - 0328 Windsor Park PID Fund

## **Public, Educational and Governmental (PEG) Fund (004)**

This is a governmental fund type and reported in the City's financial statements as a non-major special revenue fund. The City has to formally request that cable and video companies doing business in the city to collect and remit "PEG" fees as defined below.

Public-access television is a form of non-commercial mass media where ordinary people can create content television programming which is cablecast through cable TV specialty channels. Public-access television was created in the United States between 1969 and 1971 by the Federal Communications Commission (FCC). Public-access Television is often grouped with public, educational, and government access television channels, by the acronym PEG. Peg Channels are typically only available on cable television systems.

### **TEX UT. CODE ANN. § 66.009 : Texas Statutes - Section 66.009: PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS CHANNELS**

Cable and Video Companies doing business in a municipality and holding a state-issued certificate of franchise authority shall provide the municipality with capacity in its communications network to allow public, educational, and governmental (PEG) access channels for noncommercial programming.



### **BUDGET FY 2019-2020**

**Public, Educational and Governmental (PEG) Fund  
(Revenues, Expenditures and Change in Fund Balance)  
0004**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 425,425	\$ 513,352	\$ 428,521	\$ 515,973	\$ 615,861	-
<b>REVENUES</b>						
Interest Earnings	3,929	7,143	8,100	12,844	13,500	
Peg Fees	87,773	85,846	75,000	87,044	80,000	
Miscellaneous	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>91,702</b>	<b>92,989</b>	<b>83,100</b>	<b>99,888</b>	<b>93,500</b>	
<b>EXPENDITURES</b>						
Special Services	3,775	20,876	-	-	-	-
Capital Items	-	156,944	50,000	-	50,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,775</b>	<b>\$ 177,821</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
<b>NET CHANGE</b>	<b>87,927</b>	<b>(84,831)</b>	<b>33,100</b>	<b>99,888</b>	<b>43,500</b>	-
<b>ENDING FUND BALANCE</b>	<b>\$ 513,352</b>	<b>\$ 428,521</b>	<b>\$ 461,621</b>	<b>\$ 615,861</b>	<b>\$ 659,361</b>	-

**Police Pension Reserve Fund**  
*Fiduciary Fund*

**(0060)**

This is non-contributory defined benefit pension plan covering reserve officers for the City of Cedar Hill. The City makes contributions from time to time to maintain the plans funding status at desired levels. An actuarial study is completed every two years. The Reserve Fund is managed by Taylor Stephens, Inc. of Irving Texas.



**PROPOSED BUDGET**  
**2019-2020**

**Police Pension Reserve Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0060**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 124,017	\$ 119,131	\$ 117,246	\$ 117,246	\$ 107,026
<b>REVENUES</b>					
Interest	\$ 11,500	\$ 8,294	\$ 11,500	\$ 9,300	\$ 9,500
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer in	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 11,500</b>	<b>\$ 8,294</b>	<b>\$ 11,500</b>	<b>\$ 9,300</b>	<b>\$ 9,500</b>
<b>EXPENDITURES</b>					
Pension payments	\$ 14,400	\$ 8,640	\$ 10,368	\$ 12,096	\$ 13,824
Administrative costs	1,986	1,539	1,600	1,500	1,600
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 16,386</b>	<b>\$ 10,179</b>	<b>\$ 11,968</b>	<b>\$ 13,596</b>	<b>\$ 15,424</b>
<b>NET CHANGE</b>	<b>\$ (4,886)</b>	<b>\$ (1,885)</b>	<b>\$ (468)</b>	<b>\$ (4,296)</b>	<b>\$ (5,924)</b>
<b>ENDING FUND BALANCE <sup>1</sup></b>	<b>\$ 119,131</b>	<b>\$ 117,246</b>	<b>\$ 116,778</b>	<b>\$ 112,950</b>	<b>\$ 101,102</b>

<sup>1</sup> The Reserve Portfolio is invested in equities and managed by First Southwest Asset Management. There is a small portion in demand deposits for 1 day liquidity. The reserve fund is sufficiently funded without a need for the City to make contributions at this time.

## MUNICIPAL COURT SPECIAL REVENUE (0304)

This is a Special Revenue Fund to account for fees collected through Cedar Hill Municipal Court. The **Municipal Court Technology Fee** is a \$4 assessment collected from defendants upon conviction for a misdemeanor offense and the fee(s) are to be used only to pay for technological enhancements for the Municipal Court including computer hardware, computer software, imaging systems, electronic ticket writers or docket management systems.

The **Municipal Court Security Fee** is a \$3 assessment collected on all convictions and is to be used for the purpose(s) of providing security for buildings housing a municipal court as well as for the City's bailiffs and marshalls who provide security services. These fees were tracked and recorded in the General Fund of the City through fiscal year ended September 30, 2019.



## PROPOSED BUDGET FY 2019-2020 (Unaudited)

## MUNICIPAL COURT SPECIAL REVENUE

### Revenue, Expenses and Changes in Fund Balance



#### Fund 0304

	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>					
Interest earnings	-	-	-	-	50
Court Technology Fees	-	-	-	-	20,500
Court Security Fees	-	-	-	-	14,200
<b>TOTAL OPERATING REVENUES</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS AVAILABLE</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>EXPENDITURES</b>					
Court Technology Equipment	-	-	-	-	5,000
Court Security Equipment	-	-	-	-	15,000
<b>TOTAL OPERATING EXPENDITURES</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>ENDING FUND BALANCE</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

## **POLICE FORFEITURE FUND (0306)**

This is a Special Revenue Fund to account for assets that were seized or confiscated by the State, Federal Government or local authorities and by court order been forfeited to the City through the court; once assets are forfeited to the City they are utilized for public safety and crime prevention operations.



### **PROPOSED BUDGET FY 2019-2020**

## POLICE FORFEITURE FUND

### Revenue, Expenses and Changes in Fund Balance

#### Fund 0306



<i>ACTUAL 2016-2017</i>	<i>ACTUAL 2017-2018</i>	<i>BUDGET 2018-2019</i>	<i>ESTIMATED 2018-2019</i>	<i>PROPOSED 2019-2020</i>
-----------------------------	-----------------------------	-----------------------------	--------------------------------	-------------------------------

**BEGINNING FUND BALANCE**      \$ 67,410    \$ 54,944    \$ 60,614    \$ 60,614    \$ 40,664

#### **REVENUES**

Interest earnings	504	784	750	967
-------------------	-----	-----	-----	-----

Forfeited assets	32,817	18,212	15,000	14,033
------------------	--------	--------	--------	--------

<b>TOTAL REVENUES</b>	\$ 33,322	\$ 18,996	\$ 15,750	\$ 15,000	\$ 25,000
-----------------------	-----------	-----------	-----------	-----------	-----------

#### **EXPENDITURES**

Miscellaneous	45,787	13,327	25,000	34,950	28,200
---------------	--------	--------	--------	--------	--------

<b>TOTAL EXPENDITURES</b>	\$ 45,787	\$ 13,327	\$ 25,000	\$ 34,950	\$ 28,200
---------------------------	-----------	-----------	-----------	-----------	-----------

---

<b>NET CHANGE</b>	\$ (12,466)	\$ 5,669	\$ (9,250)	\$ (19,950)	\$ (3,200)
-------------------	-------------	----------	------------	-------------	------------

---

<b>ENDING FUND BALANCE</b>	\$ 54,944	\$ 60,614	\$ 51,364	\$ 40,664	\$ 37,464
----------------------------	-----------	-----------	-----------	-----------	-----------

## JPL Nature Corridor Permanent Fund Fund 0310

Purpose: The purpose of these funds is to provide a perpetual revenue stream for preservation and development of the JPL recreational and economic asset, and to fund initiatives that are consistent with the principles that formed the rationale for initial creation of the JPL asset and which benefit all citizens of Cedar Hill. **The Permanent Fund** is established to benefit all citizens of Cedar Hill through production of income in perpetuity from earnings and investments, and to be the repository for other lake related revenues that might be realized now and in the future. The floor value or "corpus" of the Permanent Fund was established at \$15,000,000. The corpus is defined as the fiscal component of the Permanent Fund designated to produce perpetual earnings and growth and which will not be distributed or expended for any other purpose. All JPL related revenue regardless of source will be initially appropriated into the Permanent Fund and eligible revenue produced in the Permanent Fund will be distributed annually to the Opportunity Fund. The goal of the Opportunity Fund is to be the source of funds for JPL and Nature Corridor related operations and maintenance expenditures, one-time capital related Joe Pool Lake projects. Up to 25% of the Permanent Fund's interest and earnings may be transferred annually to the Opportunity Fund, as well as up to 25% of any other revenue appropriated into the Permanent Fund during the year. The City Council may approve on a one-time basis the transfer of up to 25% of the Permanent Fund's value to the Opportunity Fund at any time so long as the indexed corpus remains fully funded.

Established by City Ordinance 2019-671



**PROPOSED BUDGET**  
**FY 2019-2020**

**JPL Nature Corridor Permanent Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0310**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 58,689,220	\$ 18,564,055	\$ 18,874,640	\$ 18,874,640	\$ 19,572,722
<b>REVENUES</b>					
Interest Earnings	(35,879)	310,585	326,000	421,315	492,000
Interfund Transfer in - Water and Sewer	450,000	-	-	-	-
Interfund Transfer in - General Fund	12,500	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 426,621</b>	<b>\$ 310,585</b>	<b>\$ 326,000</b>	<b>\$ 421,315</b>	<b>\$ 492,000</b>
<b>EXPENDITURES</b>					
Joe Pool Lake Water Rights Debt Payment	40,543,911	-	-	-	-
Special Services	7,875		7,500	7,500	7,500
Transfer to Opportunity Fund	-	-	-	95,234	105,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,551,786</b>	<b>\$ -</b>	<b>\$ 7,500</b>	<b>\$ 102,734</b>	<b>\$ 112,500</b>
<b>NET CHANGE</b>	<b>\$ (40,125,165)</b>	<b>\$ 310,585</b>	<b>\$ 318,500</b>	<b>\$ 318,581</b>	<b>\$ 379,500</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 18,564,055</b>	<b>\$ 18,874,640</b>	<b>\$ 19,193,140</b>	<b>\$ 19,193,222</b>	<b>\$ 19,952,222</b>

## **JPL Nature Corridor Opportunity Fund**

### **Fund 0311**

This fund is a Special Revenue Fund of the City. In March of 2019 the City Council established this fund by Ordinance 2019-671 with initial funding coming from the JPL Nature Corridor Permanent Fund. The goal of the Opportunity Fund is to be the source of funds for JPL and Nature Corridor related operations and maintenance expenditures, one-time capital related Joe Pool Lake projects and potential initiatives associated with the JPL Nature Corridor. Up to 25% of the Permanent Fund's interest and earnings may be transferred annually to the Opportunity Fund, as well as up to 25% of any other revenue appropriated into the Permanent Fund during the year. The City Council may approve on a one-time basis the transfer of up to 25% of the Permanent Fund's value to the Opportunity Fund at any time so long as the indexed corpus remains fully funded.



#### **PROPOSED BUDGET** **FY 2019-2020**

**JPL Nature Corridor Opportunity Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**

**Fund 0311**



BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$	-	\$	<b>201,674</b>
<b>REVENUES</b>				
Interest Earnings	-	-	-	1,440
Interfund Transfer in - JPL Perm. Fund	-	95,234	-	105,000
Miscellaneous	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL REVENUES</b>	\$	-	\$	<b>95,234</b>
			\$	<b>106,440</b>
<b>EXPENDITURES</b>				
Joe Pool Lake Water Rights Debt Payment	-	-	-	-
Special Services	-	-	-	-
Administrative Fees	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENDITURES</b>	\$	-	\$	-
			\$	-
<b>NET CHANGE</b>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>ENDING FUND BALANCE</b>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>

## **Library Donation Fund (0312)**

This is a Non-Major Special Revenue Fund established to tract donations and grants made to the Cedar Hill Public Library. The donations and grants made to the Library are typically specific in nature and are to be spent for Library programming, equipment or materials. These funds are restricted for purposes funding public Library programs.



### **PROPOSED BUDGET FY 2019-2020**

**Library Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0312**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 123,147	\$ 107,118	\$ 106,264	\$ 106,264	\$ 109,458
<b>REVENUES</b>					
Interest Income	995	1,532	1,350	3,194	3,200
Donations	3,300	3,000	3,000	3,000	3,000
Grants	-	-	-	-	-
Miscellaneous	20,440	23,027	30,000	35,000	25,000
<b>TOTAL REVENUES</b>	<b>24,735</b>	<b>27,559</b>	<b>34,350</b>	<b>41,194</b>	<b>31,200</b>
<b>EXPENDITURES</b>					
Computer Supplies	-	-	-	-	-
Subscription Services	-	-	-	-	-
Special Services	36,097	28,414	30,000	38,000	45,000
Library History Collection	-	-	-	-	-
Miscellaneous	4,667	-	4,350	-	-
Transfer to Another Fund	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>40,764</b>	<b>28,414</b>	<b>34,350</b>	<b>38,000</b>	<b>45,000</b>
<b>NET CHANGE</b>	<b>(16,029)</b>	<b>(854)</b>	<b>-</b>	<b>3,194</b>	<b>(13,800)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 107,118</b>	<b>\$ 106,264</b>	<b>\$ 106,264</b>	<b>\$ 109,458</b>	<b>\$ 95,658</b>

## Traffic Safety Fund

(0318)

This is a Non-Major Special Revenue Fund established by Ordinance 2006-306 and authorized by the State of Texas Transportation Code, Title 7, Chapter 707. The fund is formally called the "Photographic Traffic Signal Enforcement Program" but the most common name is the "Red Light Camera Fund". The 86th Legislature has expired this program and effective September 01, 2019, the City will no longer collect fees under this Code.

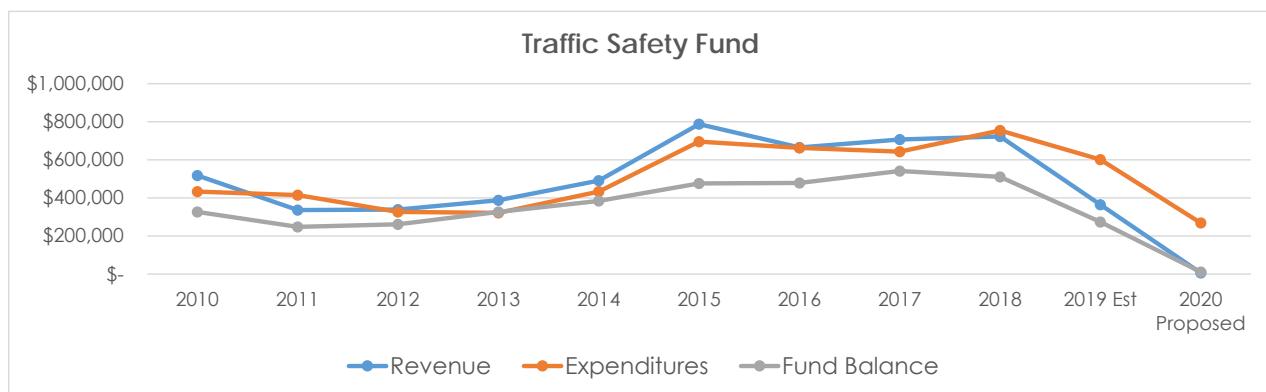


## PROPOSED BUDGET FY 2019-2020

**TRAFFIC SAFETY FUND**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**FUND 0318**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 478,196	\$ 541,693	\$ 510,779	\$ 510,779	\$ 273,802
<b>REVENUES</b>					
Interest	5,934	11,022	12,000	22,462	6,000
Red Light Camera Penalties <sup>1</sup>	700,525	712,387	675,000	340,000	-
Miscellaneous	-	-	-	1,806	-
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 706,459</b>	<b>\$ 723,408</b>	<b>\$ 687,000</b>	<b>\$ 364,268</b>	<b>\$ 6,000</b>
<b>EXPENDITURES</b>					
Personnel Costs	53,220	53,064	64,420	47,445	40,612
Services and Supplies	448,150	466,313	447,880	346,448	47,650
Miscellaneous	33,266	37,175	54,500	54,500	41,240
Capital/Transfers.	108,325	197,769	105,874	152,852	139,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 642,961</b>	<b>\$ 754,322</b>	<b>\$ 672,674</b>	<b>\$ 601,245</b>	<b>\$ 268,502</b>
<b>NET CHANGE</b>	<b>\$ 63,498</b>	<b>\$ (30,914)</b>	<b>\$ 14,326</b>	<b>\$ (236,977)</b>	<b>\$ (262,502)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 541,693</b>	<b>\$ 510,779</b>	<b>\$ 525,105</b>	<b>\$ 273,802</b>	<b>\$ 11,300</b>
% of Operating Expenditures	84.2%	67.7%	78.1%	45.5%	4.2%
Unreserved, designated for unbudgeted items	\$ 408,034	\$ 371,640	\$ 383,405	\$ 161,703	\$ (21,076)
Unreserved, undesignated @25% of exp.	\$ 133,659	\$ 139,138	\$ 141,700	\$ 112,098	\$ 32,376
	<b>\$ 541,693</b>	<b>\$ 510,779</b>	<b>\$ 525,105</b>	<b>\$ 273,802</b>	<b>\$ 11,300</b>



## **Police Federal Forfeiture Fund (0320)**

This is a Special Revenue Fund to account for Federal Seized Funds established by the Crime Control Act of 1984 to receive proceeds of forfeiture. The City receives funds for participating in joint law enforcement operations in cooperation with Federal agents. This fund is to be used enhance public safety and security. This is accomplished by removing the proceeds if crime and other assets relied upon by criminals to perpetuate their criminal activity against our community. These funds are restricted for public safety use only.



### **PROPOSED BUDGET FY 2019-2020**

**POLICE FEDERAL FORFEITURE FUND**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 0320**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 60,884	\$ 79,983	\$ 79,983	\$ 104,333
<b>REVENUES</b>				
Interest earnings	224	816	1,000	2,350
Police Forfeiture/Seizures	<u>65,457</u>	<u>26,197</u>	<u>10,000</u>	<u>39,000</u>
<b>TOTAL REVENUES</b>	<b>\$ 65,681</b>	<b>\$ 27,014</b>	<b>\$ 11,000</b>	<b>\$ 41,350</b>
	\$ 65,681	\$ 27,014	\$ 11,000	\$ 17,500
<b>EXPENDITURES</b>				
Miscellaneous	4,797	7,915	8,000	17,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,797</b>	<b>\$ 7,915</b>	<b>\$ 8,000</b>	<b>\$ 17,000</b>
	\$ 4,797	\$ 7,915	\$ 8,000	\$ 33,000
<b>NET CHANGE</b>	<b>\$ 60,884</b>	<b>\$ 19,098</b>	<b>\$ 3,000</b>	<b>\$ 24,350</b>
	\$ 60,884	\$ 19,098	\$ 3,000	\$ (15,500)
<b>ENDING FUND BALANCE</b>	<b>\$ 60,884</b>	<b>\$ 79,983</b>	<b>\$ 82,983</b>	<b>\$ 104,333</b>
	\$ 60,884	\$ 79,983	\$ 82,983	\$ 88,833

## **Economic Development Incentive (EDI) Fund Fund 0326**

This is a Special Revenue Fund. The Fund was established with a one-time appropriation from the General Fund in FY 2016-2017 for the purposes as allowed under Chapter 380 of the Texas Local Government Code. The Economic Development Incentive Fund will be utilized under policy initiatives as established by City Council related to Economic Development programs and initiatives.



## **PROPOSED BUDGET FY 2019-2020**

## Economic Development Incentive (EDI) Fund

FUND 0326



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$	-	\$ 100,000	\$ 101,305	\$ 101,305	\$ 106,650
<b>REVENUES</b>						
Interest income		-	1,305	1,500	3,005	2,340
Transfer in from the General Fund		100,000	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>		<b>100,000</b>	<b>1,305</b>	<b>1,500</b>	<b>3,005</b>	<b>2,340</b>
<b>EXPENDITURES</b>						
Economic Development Incentives		-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>		<b>100,000</b>	<b>1,305</b>	<b>1,500</b>	<b>3,005</b>	<b>2,340</b>
<b>ENDING FUND BALANCE</b>						
	\$	100,000	\$ 101,305	\$ 102,805	\$ 104,310	\$ 108,990

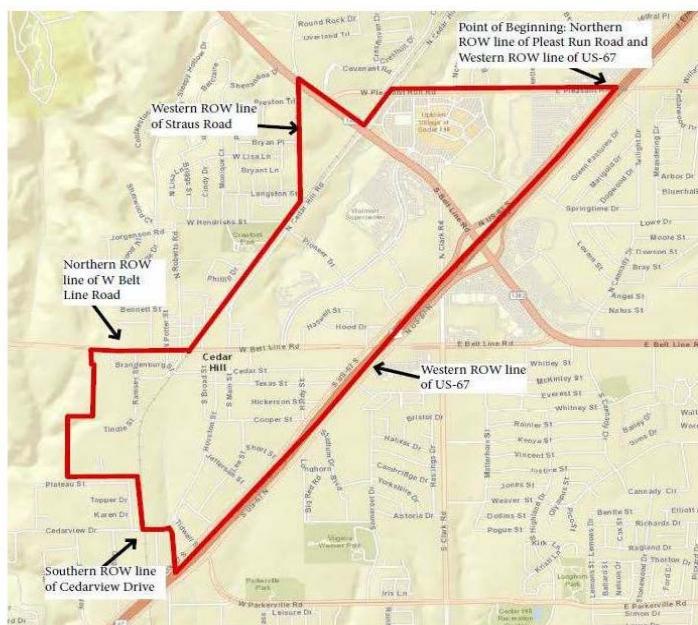
**Tax Increment Financing (TIF) FUND**  
**Tax Increment Reinvestment Investment Zone NO.1**  
**(0327)**

A tax increment financing fund for the Zone (the "TIF Fund"), also may be referred to as a TIRZ, was established December 13, 2016 by Ordinance No. 2016-607 of the City Council in accordance with Section 311 of the Texas Tax Code.



**PROPOSED BUDGET**  
**FY 2019-2020**

The TIF Zone as presented below is known as the "City Center TIF".



**Tax Increment Financing (TIF) FUND**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**FUND 0327**



	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ -	\$ 38,975	\$ 38,975	\$ 199,875
<b>REVENUES</b>				
Property tax (75% of Increment)	\$ 38,880	\$ 45,000	\$ 159,489	\$ 202,363
Interest income	95	1,375	1,411	500
Charges to other gov'ts	-	-	-	-
Transfers In	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>38,975</b>	<b>46,375</b>	<b>160,900</b>	<b>202,863</b>
<b>OPERATING EXPENDITURES</b>				
TIF Administrative Expenses	-	-	-	-
Other TIF Expenses	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>38,975</b>	<b>46,375</b>	<b>160,900</b>	<b>202,863</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 38,975</b>	<b>\$ 85,350</b>	<b>\$ 199,875</b>	<b>\$ 402,738</b>

**THIS PAGE IS INTENTIONALLY  
BLANK**



## **Animal Shelter Fund (0301)**

This is an operating fund to account for the operation of the Tri-City Animal Shelter. The cost of operations is shared by Duncanville, Desoto and Cedar Hill.



### **BUDGET FY 2019-2020 (Proposed)**



**ANIMAL SHELTER FUND**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 301**

	ACTUAL 2014-2015	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ (1,627)	\$ (663)	\$ 123,575	\$ 147,073	\$ 133,501	\$ 133,501	\$ 268,621
<b>REVENUES</b>							
Interest earnings	1,878	749	1,536	2,413	2,500	4,326	4,200
Charges for services	-	113,458	125,013	106,252	123,100	113,999	109,500
Donations and miscellaneous	-	118,237	101,781	126,685	125,000	324,000	125,000
Other governments	-	570,000	495,388	727,142	768,760	768,760	884,075
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,878</b>	<b>\$ 942,095</b>	<b>\$ 920,508</b>	<b>\$ 962,493</b>	<b>\$ 1,019,360</b>	<b>\$ 1,211,085</b>	<b>\$ 1,122,775</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 250</b>	<b>\$ 941,432</b>	<b>\$ 1,044,083</b>	<b>\$ 1,109,566</b>	<b>\$ 1,152,861</b>	<b>\$ 1,344,585</b>	<b>\$ 1,391,396</b>
<b>EXPENDITURES</b>							
Personnel	-	504,544	516,167	575,094	614,611	610,864	649,973
Supplies	663	79,026	79,223	89,060	95,210	102,945	106,850
Maintenance	-	15,502	18,335	16,464	19,445	32,420	15,755
Services	250	111,732	112,614	110,349	118,435	119,969	127,355
Utilities	-	47,574	38,975	35,173	28,900	34,777	33,850
Leases/Rentals	-	17,508	20,055	20,055	19,859	19,464	18,095
Miscellaneous	-	5,187	9,826	6,763	11,515	7,700	12,370
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 913</b>	<b>\$ 781,073</b>	<b>\$ 795,195</b>	<b>\$ 852,958</b>	<b>\$ 907,975</b>	<b>\$ 928,139</b>	<b>\$ 964,248</b>
Captial Outlay	-	36,784	-	31,157	-	54,000	200,000
Transfers to Debt Service Fund	-	-	101,815	91,950	93,825	93,825	90,575
<b>TOTAL CAPITAL AND TRANSFERS</b>	<b>\$ -</b>	<b>\$ 36,784</b>	<b>\$ 101,815</b>	<b>\$ 123,107</b>	<b>\$ 93,825</b>	<b>\$ 147,825</b>	<b>\$ 290,575</b>
<b>TOTAL EXPENDITURES, CAPITAL AND TRANSFERS</b>	<b>\$ 913</b>	<b>\$ 817,857</b>	<b>\$ 897,010</b>	<b>\$ 976,065</b>	<b>\$ 1,001,800</b>	<b>\$ 1,075,964</b>	<b>\$ 1,254,823</b>
Excess (deficiency) of revenues over (under) expenditures	\$ 965	\$ 124,238	\$ 23,498	\$ (13,572)	\$ 17,560	\$ 135,120	\$ (132,048)
<b>ENDING FUND BALANCE</b>	<b>\$ (662.67)</b>	<b>\$ 123,575</b>	<b>\$ 147,073</b>	<b>\$ 133,501</b>	<b>\$ 151,061</b>	<b>\$ 268,621</b>	<b>\$ 136,573</b>

# BUDGET FY2019-20

New Tri City Debt Schedule After 2016 Refunding					
FY	Principal	Interest	Total	DeSoto	Duncanville
2020	65,000	25,575	90,575	45,288	45,288
2021	65,000	22,650	87,650	43,825	43,825
2022	70,000	19,600	89,600	44,800	44,800
2023	75,000	16,350	91,350	45,675	45,675
2024	75,000	13,350	88,350	44,175	44,175
2025	80,000	10,250	90,250	45,125	45,125
2026	85,000	6,950	91,950	45,975	45,975
2027	85,000	3,975	88,975	44,488	44,488
2028	90,000	1,350	91,350	45,675	45,675
<b>TOTAL</b>	<b>690,000</b>	<b>120,050</b>	<b>810,050</b>	<b>405,025</b>	<b>405,025</b>

\* Note: Cedar Hill Portion of the Tri City Animal Shelter Debt is reflected in the Debt Service Fund (See 2016 GO Refunding)



Cedar Hill • Duncanville • DeSoto



## DEPARTMENT DESCRIPTION

The mission of the Tri-City Animal Shelter & Adoption Center is to provide exemplary care for impounded and surrendered animals and facilitate owner recovery, adoption and public education.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Receive and provide exemplary care for stray, lost and unwanted animals** - Accept animals from citizens and Animal Control Officers of Cedar Hill, Desoto and Duncanville and maintain them in a safe, comfortable, and sanitary environment while providing the 5 Freedoms.
- **Reunite lost pets with their owners** - Use appropriate channels and information to locate pet owners and reunite them with their pets.
- **Adopt and Rescue available animals** – Safely place as many animals that come into our care into our adoption program or transfer to rescue groups or other animal welfare agencies when possible.
- **Promote responsible pet care and ownership** - Provide education, resources and information to the public on pet issues such as, retention options, training assistance, and veterinary resources.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
# of Animals Served <i>(includes wildlife and DOA animals)</i>	7,531	7,377	7,500	7,500
# of In-Person Citizens Inquires & Services <i>(In Shelter Only)</i>	17,700	17,560	17,700	17,700
# of Positive Outcomes <i>(live releases via adoption, foster or reclams)</i>	4,612	4,556	4,700	4,700
# of returned Lost Animals	1,057	999	1,000	1,000
Medical Services Provided to Animals \$	\$108,923	\$102,109	\$105,000	\$105,000
# of Wildlife Rescues	362	444	500	500
# of Volunteer Hours	5,539	11,381	20,000	20,000

\*\*This 2017 number was only the events and now combined with other outreach efforts such as education and offsites

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Animal Services Manager	1	1	1	1	0
Assistant Animal Services Manager	1	1	1	1	0
Volunteer and Marketing Coordinator	1	1	1	1	0
Foster & Placement Partner	0	1	1	1	0
Shelter Attendant	7.33	7.33	7.33	7.5	0.17
<b>Total Department Staff</b>	<b>10.33</b>	<b>11.33</b>	<b>11.33</b>	<b>11.5</b>	<b>0.17</b>

## EQUIPMENT &amp; PROGRAM REQUEST

REPLACEMENT VEHICLES	ACTUAL COST	LEASE COST	FUNDED
N/A			



**THIS PAGE IS INTENTIONALLY  
BLANK**

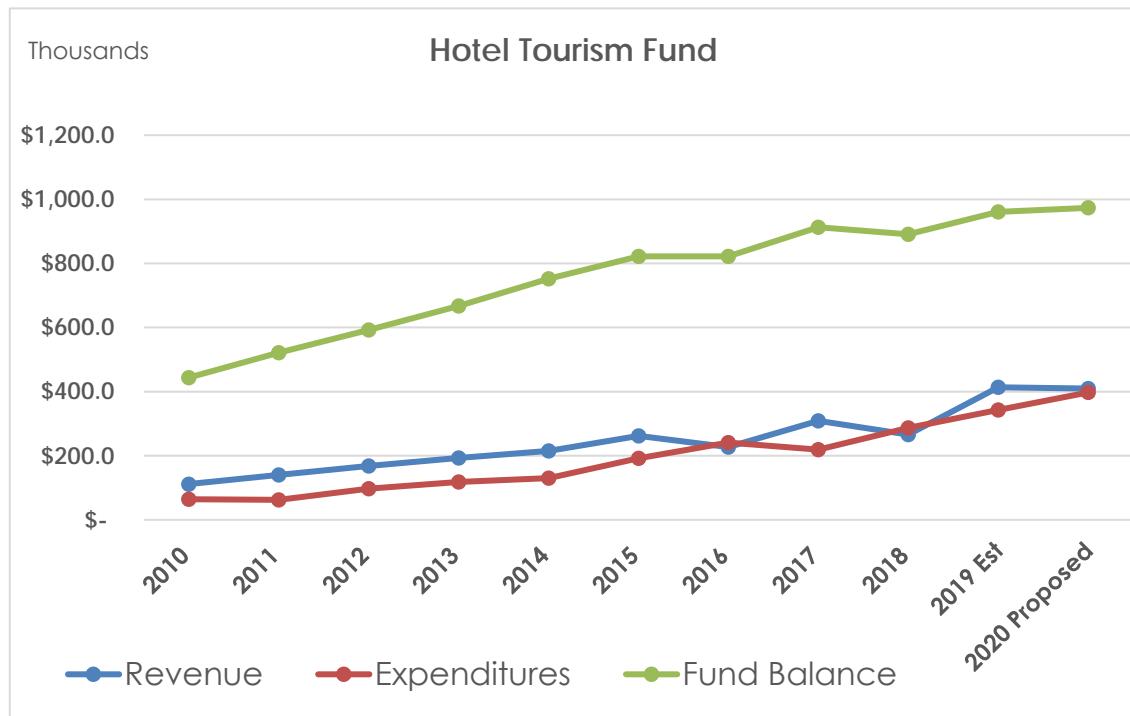


## HOTEL OCCUPANCY TAX FUND (0302)

This fund is supported by a Hotel-Motel Occupancy Tax. The fund supports tourism and special events.



### PROPOSED BUDGET FY 2019-2020 (Unaudited)



**HOTEL OCCUPANCY TAX FUND**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 0302**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 822,189	\$ 912,273	\$ 890,938	\$ 890,938	\$ 961,146
<b>REVENUES</b>					
Interest earnings	7,382	12,903	12,000	26,489	20,350
Charges for services	301,690	250,332	230,000	332,798	389,000
Miscellaneous income	-	2,444	-	400	-
Transfer In	-	-	-	53,682	-
<b>TOTAL OPERATING REVENUES</b>	<b>309,072</b>	<b>265,680</b>	<b>242,000</b>	<b>413,370</b>	<b>409,350</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,131,261</b>	<b>\$ 1,177,953</b>	<b>\$ 1,132,938</b>	<b>\$ 1,304,307</b>	<b>\$ 1,370,496</b>
<b>EXPENDITURES</b>					
Personnel	109,975	120,172	147,480	160,162	167,625
Supplies	18,618	12,235	27,630	23,440	27,870
Services	82,430	90,766	171,565	144,665	170,865
Utilities	-	-	-	-	-
Miscellaneous	7,966	10,160	17,665	14,894	15,935
Capital/Transfers	-	53,682	15,000	-	15,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>218,989</b>	<b>287,015</b>	<b>379,340</b>	<b>343,161</b>	<b>397,295</b>
<b>NET CHANGE</b>	<b>90,083</b>	<b>(21,335)</b>	<b>(137,340)</b>	<b>70,208</b>	<b>12,055</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 912,273</b>	<b>\$ 890,938</b>	<b>\$ 753,598</b>	<b>\$ 961,146</b>	<b>\$ 973,201</b>

Policy is 25% of revenues

## DEPARTMENT DESCRIPTION

The Tourism Division stimulates an increase in visitors to the City of Cedar Hill for leisure travel, meetings, sports, recreation and social events and activities by promoting the quality of life and natural resources of the City.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Promotion** – Plan, develop and implement programs, projects and experiences to promote the City as a general leisure, tourist, meeting and sports market destination, both regionally and statewide.
- **Facilitation** – Establish and maintain productive working relationships with leaders from the local hospitality industry, regional and state tourism agencies.
- **Education** – Inform local businesses about the economic benefits of tourism and coordinate ways they can participate in local tourism opportunities to generate additional revenue.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Blog (TWICH) subscribers	650	623	700	750
Visit calendar subscribers	1,100	1,108	1,150	2,000
Digital media reach	17,430 clicks	38,410 clicks	39,000 clicks	41,000 clicks
Print media reach	61,950	65,800	62,400	66,085
Tournaments hosted	30	35	33	35
Tournament participants	16,364	19,476	18,406	19,000
Tournament visitors	55,304	65,303	58,800	65,100
Events and conferences hosted	8	9	8	10
Event and conference visitors	9,340	9,950	9,390	9,900
% Change Hotel Room Night Occupancy	13%	13.85%	15%	15%

## MEETINGS, EVENTS &amp; SPONSORSHIPS

Item/Event	FY2018-19 Est.	FY2019-20 Budgeted
Lion's Charities Basketball	1,000	6,000
Rotary Head for the Hills Bike Rally	Event canceled	5,000
Texas High School Cycling Festival	N/A didn't request funding	N/A didn't request funding
TTIA Travel Fair (Heritage Trails LLC)	2,500	2,500
Miscellaneous Sponsorships	3,000	6,000
Love Your City Theater	2,500	0*
<b>Total</b>		<b>19,500</b>

\*Moved to other line item (Hotel-Motel Tax - Arts & Events Activities)- see below

## HOTEL/MOTEL TAX – ARTS &amp; EVENTS ACTIVITIES

Item/Event	FY2018-19 Est.	FY2019-20 Budgeted
Arts Cultural Sponsorships	4,500	4,500
Arts Presenting	6,000	6,000
Cedar Hill Arts Council	3,000	3,000
Love Your City Theater	0	2,500*
<b>Total</b>	<b>13,500</b>	<b>16,000</b>

\*Moved in from other line item (above)



## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Tourism & Marketing/ Mainstreet Manager	1	1	1	1	0
Administrative Secretary	0	0	1	0	-1
Customer & Visitor Experience Coordinator	0	0	0	1	1
Part Time Tourism Assistant	0.5	0.5	0	0	0
<b>Total Department Staff</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>0</b>

## EQUIPMENT AND PROGRAM REQUEST

Replacement Equipment	Lease Cost	Actual Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
CrowdRiff Visual Marketing Platform	12,000	-	No	-

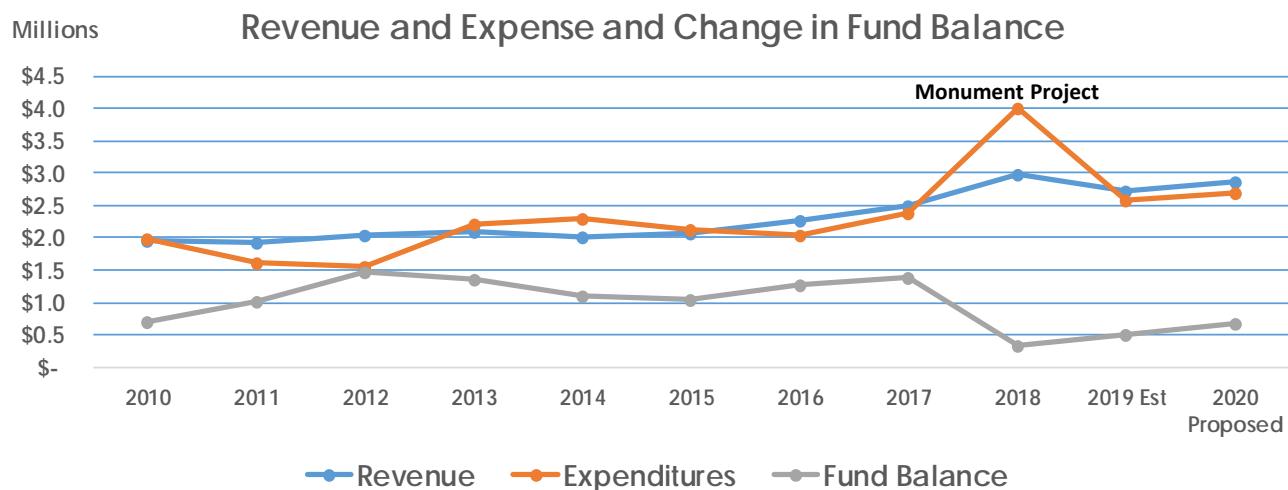
## Landscape and Beautification Fund

(0317)

This is a non-major special revenue fund established to record solid waste collection revenues and expenditures. This fund also provides for landscaping and contract mowing. The City contracts with Waste Management of Dallas for curbside solid waste pickup. The contract was renewed for five years on December 13, 2016 which included amendments which revised the rates. A portion of residential billed services is retained in this fund to support landscape and beautification projects.



### PROPOSED BUDGET FY 2019-2020



**Landscape and Beautification Fund  
(Revenues, Expenditures and Change in Fund Balance)  
Fund 0317**



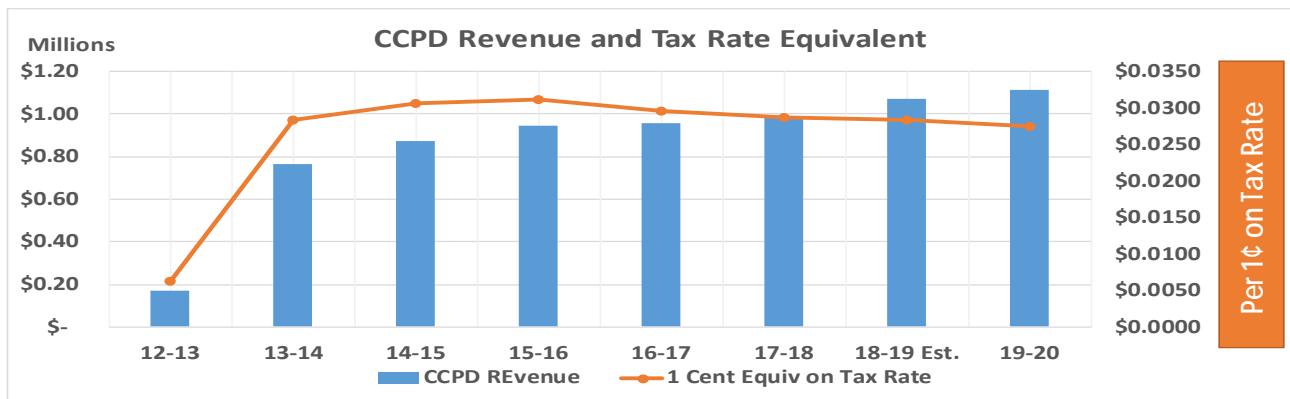
	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
BEGINNING FUND BALANCE	\$ 1,277,954	\$ 1,377,018	\$ 340,229	\$ 340,229	\$ 501,986
REVENUES					
Solid Waste Charges	2,339,632	2,543,382	2,430,000	2,681,185	2,814,940
Late Fee-Trash	44,271	47,768	47,000	44,345	45,675
Tree Mitigation Fees	95,325	7,350	-	-	-
Interest Income	10,545	13,759	5,000	5,184	6,985
Miscellaneous	995	2,593	1,000	2,078	3,000
Interfund Transfer In		353,472	-	-	-
	2,490,768	2,968,324	2,483,000	2,732,793	2,870,600
EXPENDITURES					
Contract Services	2,005,168	2,217,282	2,304,668	2,309,227	2,435,000
Other Services	17,823	8,104	-	1,500	3,000
Maintenance - Landscape	40,921	5,632	50,000	10,309	25,000
Maintenance - Litter Control	-	-	-	-	50,000
Capital	227,791	1,624,096	-	-	-
Transfers out - General Fund	100,000	150,000	250,000	250,000	250,000
TOTAL OPERATING EXPENDITURES	2,391,703	4,005,114	2,604,668	2,571,036	2,763,000
NET CHANGE	99,065	(1,036,790)	(121,668)	161,757	107,600
ENDING FUND BALANCE	\$ 1,377,018	\$ 340,229	\$ 218,561	\$ 501,986	\$ 609,586
% Of Revenues	55%	11%	9%	18%	21%

## Crime Control and Prevention District CCPD (0322)

This is a Non-Major Special Revenue Fund supported by a 1/8% sales tax collected in a Crime Control Prevention District (CCPD). The sales tax is collected for the purpose of crime control and prevention within the City. The special purpose sales tax was first approved by the voters in a general election held on November 06, 2013. The first distribution of sales tax was in July 2014. The sales tax was renewed by the votes on November 7, 2017 for a period of 15 years. The sales tax is restricted only to the operations of the CCPD as stipulated in the Local Government Code, Section 363.151.



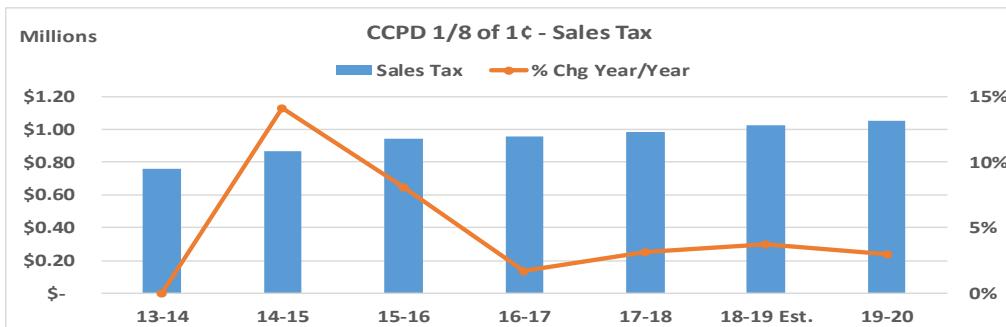
### PROPOSED BUDGET FY 2019-2020



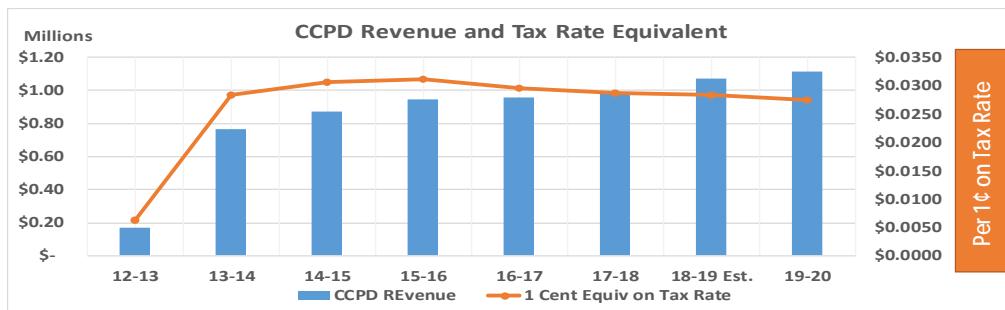
**Crime Control and Prevention District  
CCPD  
(0322)**

**Comments:**

- Sales tax is proposed to increase by 2.35% or \$24,245 more than fiscal year 2018-2019
  - ✓ *This Budget is supported by a "voted" sales tax of 1/8th of 1¢; the sales tax went back to the voters on November 6, 2017; as a result of the successful election, the CCPD sales tax will continue for 15 years or until 2033. The first collections was in July 2013. The following chart is a look back as well as the proposed for FY 2020.*



- New Source of Revenue - the City Began receiving fees from Dallas County as allowed by Transportation Code 502.403 which is a \$1.50 fee on every vehicle registered in Dallas County. The fees are distributed quarterly and it is estimated to be about \$12,000 per quarter. The use of the fee is intended for Child Safety Program and is used in most cities to offset School Crossing Guard expenses.
- Tax Rate Equivalent - the CCPD Sales tax is approaching an equivalent of 3¢ on the property tax rate.



- No New Programs or Increases in staffing levels
- Budget Includes: 10.25% Increase or \$106,225 over fiscal year 2019 Budget
  - ✓ Police Market Adjustment (Same as General Fund Public Safety)
  - ✓ Continues same staffing levels as 2018-2019 (6 Officers) - P.A.C.T.
  - ✓ Continuation of Crossing Guard commitment to Cedar Hill ISD of \$50,000
  - ✓ Continuation of Jail Facility and Dispatch Partnerships; 16.5% or \$43,000 increase
  - ✓ Crime watch supplies and materials for neighborhoods
  - ✓ Supplies and materials for community outreach programs (i.e. National Night Out)
  - ✓ Maintenance of Grady Lamb Building
- Fund Balance
  - ✓ The CCPD fund balance at FYE 2019 will be at 31% of expenditures or \$333,613
  - ✓ The CCPD fund balance at FYE 2020 is proposed to be drawn down to 26.6%;
  - ✓ The drawdown is due to an increase in dispatch services, personnel costs and training.

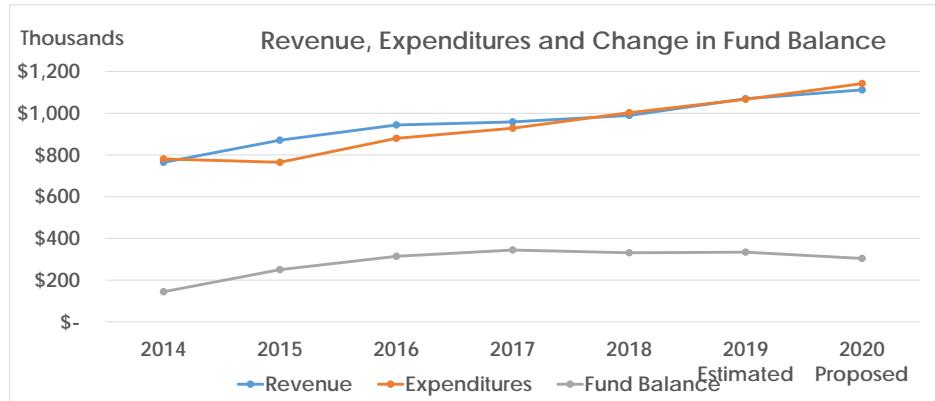
**CRIME CONTROL DISTRICT SALES TAX FUND**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0322**



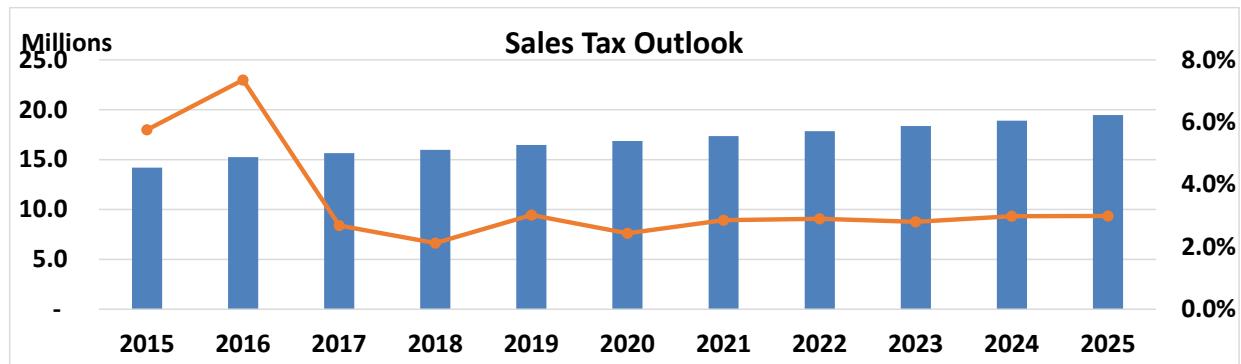
	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 313,921	\$ 343,952	\$ 330,714	\$ 330,714	\$ 333,613
<b>REVENUES</b>					
Sales Tax	956,165	986,361	1,029,700	1,023,050	1,053,945
Interest	1,939	2,211	3,000	6,800	6,500
Child Safety Fees		-	-	40,000	51,520
Miscellaneous	-	900	3,300	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>958,103</b>	<b>989,473</b>	<b>1,036,000</b>	<b>1,069,850</b>	<b>1,111,965</b>
<b>EXPENDITURES</b>					
Personnel	574,251	620,434	661,650	665,040	705,730
Supplies	6,264	6,048	12,200	12,540	15,200
Maintenance	8,401	4,588	14,000	13,570	14,370
Partnership Agreements	243,047	257,432	263,750	294,340	307,340
Insurances	54,794	67,565	36,550	35,955	37,800
Special services	5,824	12,218	7,175	7,735	8,735
Utilities	22,835	20,722	20,525	16,040	19,750
Training	6,257	7,715	10,000	9,900	20,000
Uniforms	1,970	3,667	4,000	4,800	6,000
Miscellaneous	4,429	2,322	6,150	7,030	7,300
<b>TOTAL OPERATING EXPENDITURES</b>	<b>928,072</b>	<b>1,002,711</b>	<b>1,036,000</b>	<b>1,066,950</b>	<b>1,142,225</b>
<b>NET CHANGE</b>	<b>30,031</b>	<b>(13,238)</b>	<b>-</b>	<b>2,900</b>	<b>(30,260)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 343,952</b>	<b>\$ 330,714</b>	<b>\$ 330,714</b>	<b>\$ 333,613</b>	<b>\$ 303,353</b>
<b>% OF OPERATING EXPENDITURES</b>	37%	33%	32%	31%	27%

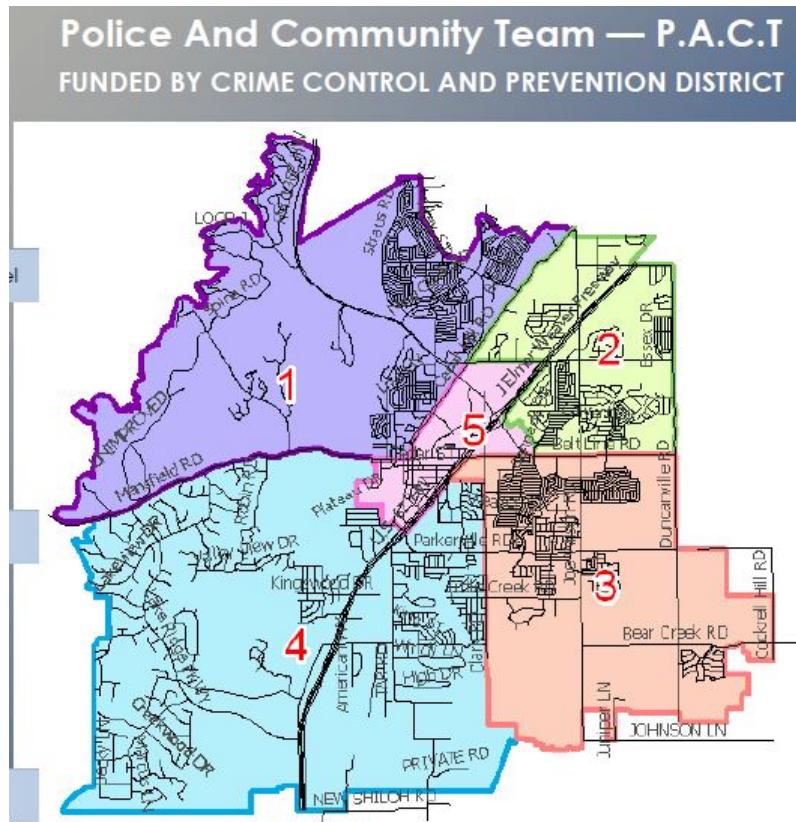
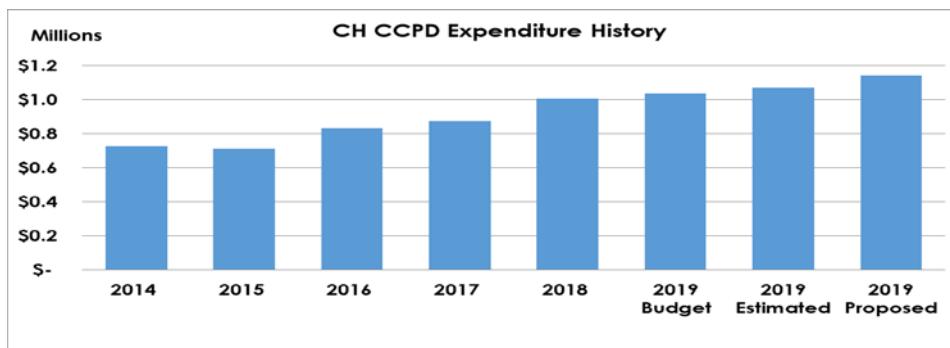
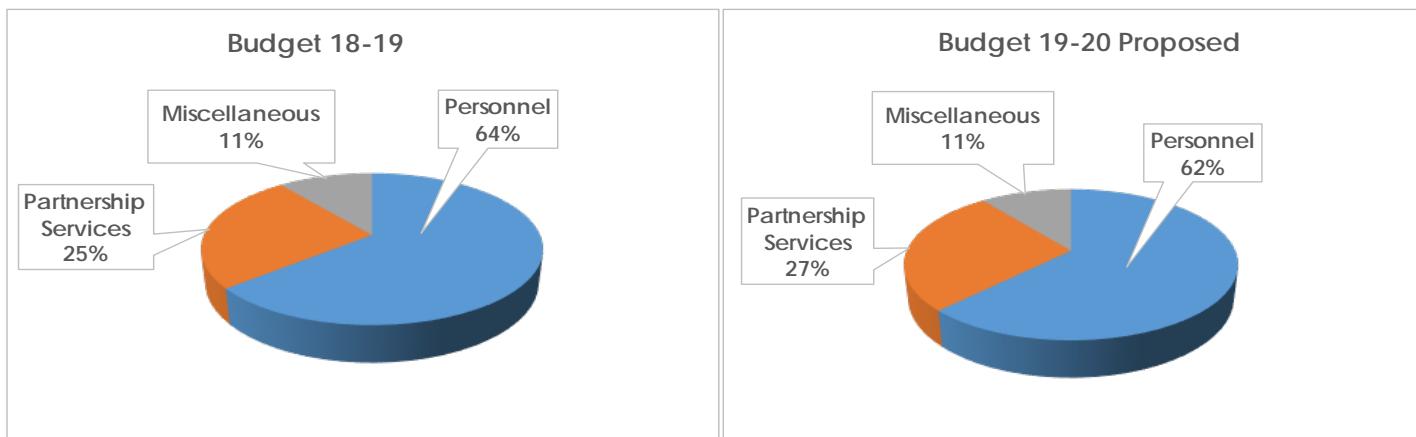
CEDAR HILL Police Department   Cedar Hill, Texas	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	ESTIMATED 2018-2019	PROPOSED 2019-2020
Beginning Fund Balance	-	160,484	144,020	250,172	313,921	343,952	330,714	333,613
Revenues	170,674	764,328	870,927	943,648	958,103	989,473	1,069,850	1,111,965
Expenditures	10,190	780,792	764,775	879,900	928,072	1,002,711	1,066,950	1,142,225
Gain (loss)	160,484	(16,464)	106,152	63,748	30,031	(13,238)	2,900	(30,260)
Ending Fund Balance	160,484	144,020	250,172	313,921	343,952	330,714	333,613	303,353
% of Expenditures		18.4%	32.7%	35.7%	37.1%	33.0%	31.3%	26.6%
% of Revenues		18.8%	28.7%	33.3%	35.9%	33.4%	31.2%	27.3%



Sales Tax Forecast									
Fiscal Year	Sales Tax Budget	Total Sales Tax Received	1¢ City	3/8 of 1¢ EDC	1/2¢ CDC	1/8 of 1¢ CCPD	Total Distributed	% Chg Yr/Yr	% of Budget
2008	<b>12,600,000</b>	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	97.02%
2009	<b>13,077,500</b>	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	90.02%
2010	<b>12,600,000</b>	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	96.22%
2011	<b>12,000,000</b>	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	100.76%
2012	<b>12,350,000</b>	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	102.01%
2013	<b>12,351,500</b>	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.4%	104.41%
2014	<b>13,695,000</b>	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.1%	98.05%
2015	<b>14,252,320</b>	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.8%	99.65%
2016	<b>14,563,065</b>	15,246,533	7,629,897	2,861,211	3,814,948	940,477	15,246,533	7.4%	104.69%
2017	<b>15,850,240</b>	14,699,497	7,839,731	2,939,899	3,919,866	956,165	15,655,661	2.7%	98.77%
2018	<b>16,684,990</b>	15,001,775	8,000,947	3,000,355	4,000,473	986,361	15,988,136	2.1%	95.82%
2019	<b>16,487,485</b>	15,447,682	8,238,764	3,089,536	4,119,382	1,023,051	16,470,732	3.0%	99.90%
2020	<b>16,871,661</b>	15,817,715	8,436,115	3,163,543	4,218,057	1,053,946	16,871,661	2.4%	100.00%
2021	<b>17,353,126</b>	16,267,562	8,676,033	3,253,512	4,338,017	1,085,564	17,353,126	2.9%	100.00%
2022	<b>17,857,187</b>	16,739,056	8,927,497	3,347,811	4,463,748	1,118,131	17,857,187	2.9%	100.00%
2023	<b>18,358,513</b>	17,206,838	9,176,980	3,441,368	4,588,490	1,151,675	18,358,513	2.8%	100.00%
2024	<b>18,906,525</b>	17,720,299	9,450,826	3,544,060	4,725,413	1,186,225	18,906,525	3.0%	100.00%
2025	<b>19,471,789</b>	18,249,977	9,733,321	3,649,995	4,866,661	1,221,812	19,471,789	3.0%	100.00%



## GRAPHS AND CHARTS



## DEPARTMENT DESCRIPTION

The members of the Cedar Hill Crime Control and Prevention District are dedicated to providing the highest quality service that promotes and maintains a safe environment in partnership with the community consistent with our values.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- Engages in Community Oriented Policing (COP) to deliver the highest quality of police services in partnership with our community members.
- Promotes community, government and police partnerships; proactive problem solving and community engagement to address causes of crime, fear of crime, and community issues.
- Works directly with crime watch groups, other city departments, businesses, CHISD Police, community groups and citizens in providing information, crime prevention techniques and resolving community crime concerns.
- Demonstrates that proactive policing helps prevent crimes and engages citizens in keeping the city safe.
- Meets the requirements of a community-related crime prevention strategy for a police-community and school-police cooperation programs as outlined in Local Government Code.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Meet and problem solve with neighborhood watch groups, businesses, and CHISD using SARA model (Scan, Analyze, Respond, Assess)	24	24	24	24
Conduct Citizens Training Police Academy Alumni Assoc. / Citizens On Patrol	1 (per year)	1 (per year)	1 (per year)	1 (per year)
# of Community Awareness Events	52	52	52	52

PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Police Sergeant	1	1	1	1	0
Police Corporal	1	1	1	1	0
Police Officer	4	4	4	4	0
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>



# High Pointe Public Improvement District No.1

(0313 )

The High Pointe PID was created October 13, 1998 and has a current assessment of \$0.10 per \$100 of taxable value as determined annually by the Dallas County Appraisal District. The PID is governed by five to seven at-large directors appointed to serve for two year terms in accordance with the by-laws of the PID. Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them. The source of funding for the PID is an assessment of \$0.10 per every \$100 of taxable value. The rate is set annually with the City's adoption process.

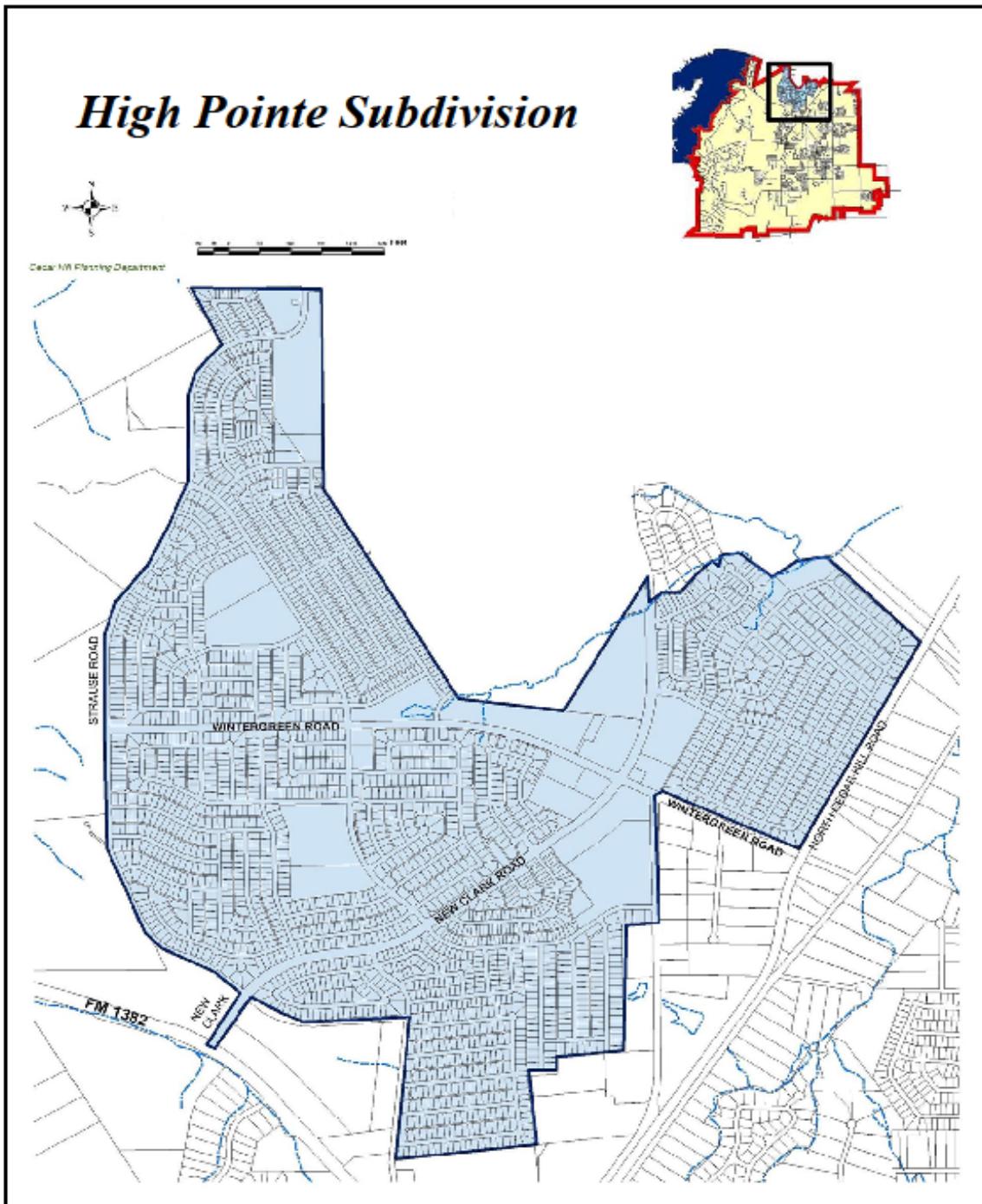


## Proposed Budget FY 2019-2020

### Board of Directors

Delores Shaw, President  
Kavin Brown, Vice President  
Ruby Martin, Treasurer  
J.D. Hemphill-McDonald, Secretary

## *High Pointe Subdivision*



**High Pointe Public Improvement District No.1  
(Revenues, Expenditures and Change in Fund Balance)  
Fund 0313**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 51,405	\$ 113,565	\$ 189,342	\$ 189,342	\$ 192,805
<b>REVENUES</b>					
Property Tax	\$ 384,427	\$ 406,701	\$ 433,490	\$ 479,603	\$ 508,000
Interest	1,399	2,540	1,500	5,906	2,500
Other	31,436	26,228	20,000	24,444	21,000
<b>TOTAL OPERATING REVENUES</b>	<b>417,262</b>	<b>435,470</b>	<b>454,990</b>	<b>509,953</b>	<b>531,500</b>
<b>EXPENDITURES</b>					
Supplies	\$ 475	\$ 711	\$ 2,300	\$ 2,300	\$ 2,550
Maintenance	165,206	152,118	162,065	162,065	194,000
Services	92,350	99,716	105,130	105,130	112,530
Insurances	142	142	1,000	1,000	1,000
Utilities	36,660	41,892	38,705	38,705	26,000
Leases/Rentals	405	-	-	-	-
Miscellaneous	24,220	700	-	-	-
Capital	35,646	64,413	197,290	197,290	190,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>355,102</b>	<b>359,692</b>	<b>506,490</b>	<b>506,490</b>	<b>526,080</b>
<b>NET CHANGE</b>	<b>62,160</b>	<b>75,778</b>	<b>(51,500)</b>	<b>3,463</b>	<b>5,420</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 113,565</b>	<b>\$ 189,342</b>	<b>\$ 137,842</b>	<b>\$ 192,805</b>	<b>\$ 198,225</b>

## **Waterford Oaks Public Improvement District No. 2 (0314)**

In 2002 the residents of Waterford Oaks subdivision petitioned to become the city's second public improvement district, or PID. The Waterford Oaks PID, created December 10, 2002, has a current assessment of 0.10¢ per \$100 valuation. There are 795 property parcels. Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them. The source of funding for the PID is an assessment of \$0.10 per every \$100 of taxable value. The rate is set annually with the City's adoption process.



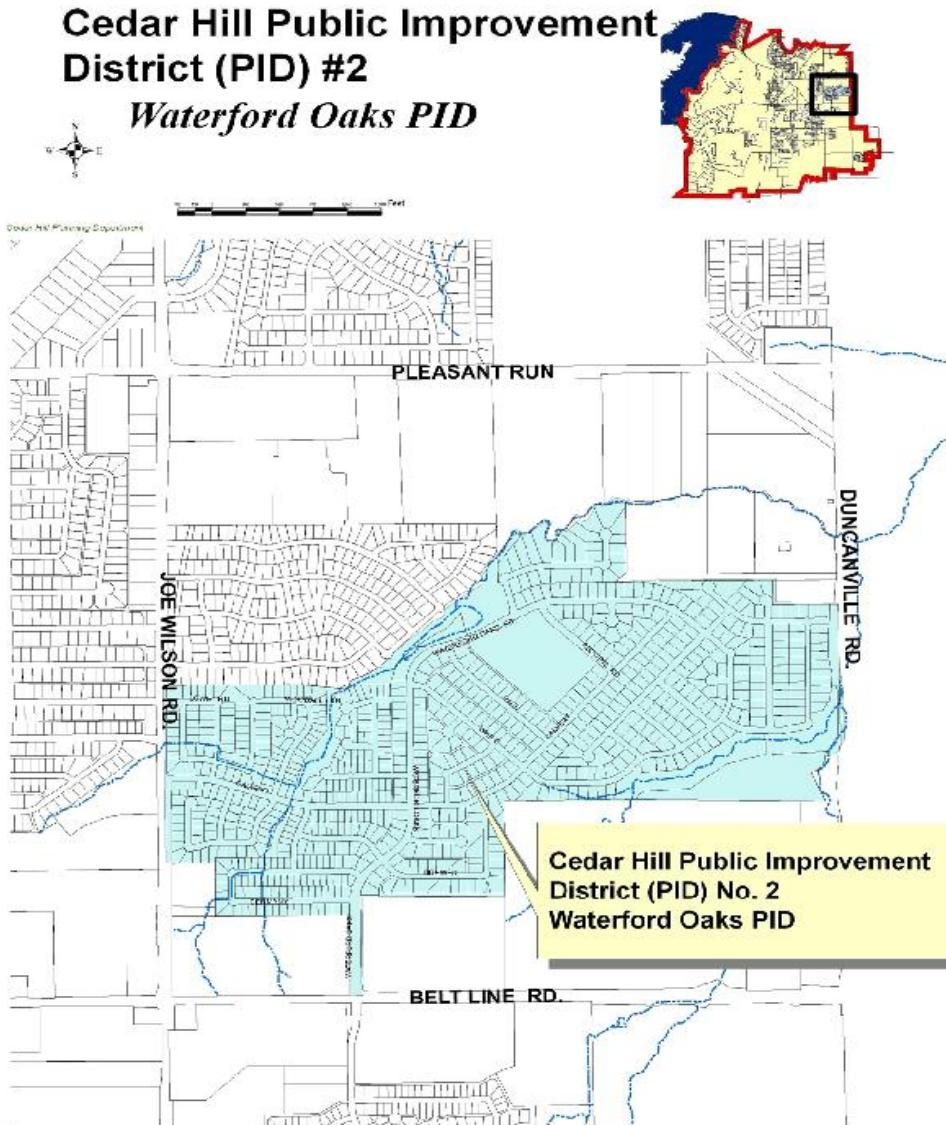
### **PROPOSED BUDGET FY 2019 - 2020**

#### **Board of Directors**

Leonard E. Howza, President  
Randy Dark, Treasurer  
Bertha Walker  
Jerry Reed  
Clodette Turner  
Yvette Sanders  
Pam Williams

*The PID is governed by seven, at-large directors elected by residents and appointed by the Cedar Hill City Council to serve staggered terms of two years, subject to the terms and conditions of the City Council approved by-laws established for the district.*

**Cedar Hill Public Improvement  
District (PID) #2  
*Waterford Oaks PID***



**Waterford Oaks Public Improvement District No. 2**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0314**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	<b>\$ 187,940</b>	<b>\$ 227,978</b>	<b>\$ 281,839</b>	<b>\$ 281,839</b>	<b>\$ 320,012</b>
<b>REVENUES</b>					
Property Tax	\$ 130,971	\$ 143,053	\$ 150,850	\$ 156,578	\$ 165,850
Interest	2,014	3,590	2,500	8,275	2,300
Other	3,300	3,492	3,300	3,300	3,300
<b>TOTAL OPERATING REVENUES</b>	<b>136,284</b>	<b>150,135</b>	<b>156,650</b>	<b>168,153</b>	<b>171,450</b>
<b>EXPENDITURES</b>					
Supplies	\$ 402	\$ 639	\$ 700	\$ 405	\$ 1,000
Maintenance	35,468	38,878	40,000	36,530	50,000
Services	27,079	26,012	26,250	55,715	64,300
Utilities	8,908	7,961	10,000	7,850	10,000
Miscellaneous	21,454	21,633	25,000	-	5,000
Capital	2,937	1,150	30,000	29,480	40,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>96,247</b>	<b>96,274</b>	<b>131,950</b>	<b>129,980</b>	<b>170,300</b>
<b>NET CHANGE</b>	<b>40,038</b>	<b>53,861</b>	<b>24,700</b>	<b>38,173</b>	<b>1,150</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 227,978</b>	<b>\$ 281,839</b>	<b>\$ 306,539</b>	<b>\$ 320,012</b>	<b>\$ 321,162</b>

## **Winding Hollow Public Improvement District No. 3**

**(Fund 0325)**

In 2015, the residents of Winding Hollow subdivision petitioned to become the City's third public improvement district, or PID. East of Joe Wilson Road along Bee Branch Creek is the quiet Winding Hollow neighborhood. This friendly community was developed in 2000 and is now home to over 230 households. Residents enjoy beautiful views of Waterford Oaks Park with access to the east and secluded living with the convenience of nearby shopping and schools. Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them.



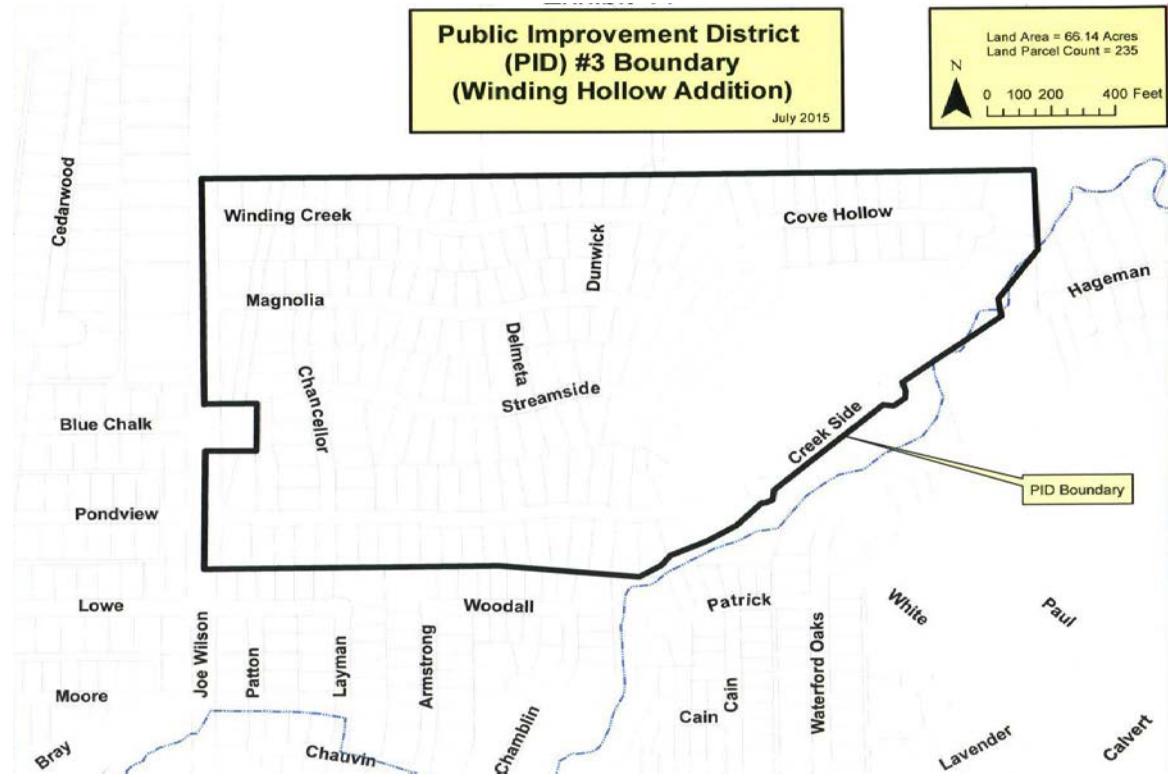
### **PROPOSED BUDGET FY 2019-2020**

#### **Board of Directors**

Jennifer Hutchinson, President  
Gina Guillory, Treasurer  
Toby Gentry

# Winding Hollow Public Improvement District No. 3

## Map



**Winding Hollow Public Improvement District No. 3**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0325**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ 27,307	\$ 62,116	\$ 62,116	\$ 85,663
<b>REVENUES</b>					
Property assessments	\$ 34,715	\$ 42,291	\$ 46,000	\$ 47,568	\$ 50,633
City contribution	-	-	-	-	-
Miscellaneous	225	561	600	1,800	1,500
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 34,940</b>	<b>\$ 42,851</b>	<b>\$ 46,600</b>	<b>\$ 49,368</b>	<b>\$ 52,133</b>
<b>EXPENDITURES</b>					
Supplies	76	272	600	125	700
Maintenance	-	-	1,500	-	1,000
Services	1,685	2,682	3,500	5,546	8,500
Utilities	-	-	900	-	2,000
Leases/Rentals	-	-	20,000	20,000	24,500
Miscellaneous	-	-	150	150	700
PID Enhancements	5,872	5,089	19,500	-	10,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 7,633</b>	<b>\$ 8,043</b>	<b>\$ 46,150</b>	<b>\$ 25,821</b>	<b>\$ 47,400</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>\$ 27,307</b>	<b>\$ 34,809</b>	<b>\$ 450</b>	<b>\$ 23,547</b>	<b>\$ 4,733</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 27,307</b>	<b>\$ 62,116</b>	<b>\$ 62,566</b>	<b>\$ 85,663</b>	<b>\$ 90,396</b>

## **Windsor Park Public Improvement District No. 4**

**(0328)**

The Windsor Park Public Improvement District No. 4 was created by Ordinance of the City Council in December 2017. Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them. The Windsor Park Neighborhood was established in 1988 and currently has 520 residential properties.



Board of Directors (To be Appointed)

Emelda Martin, President

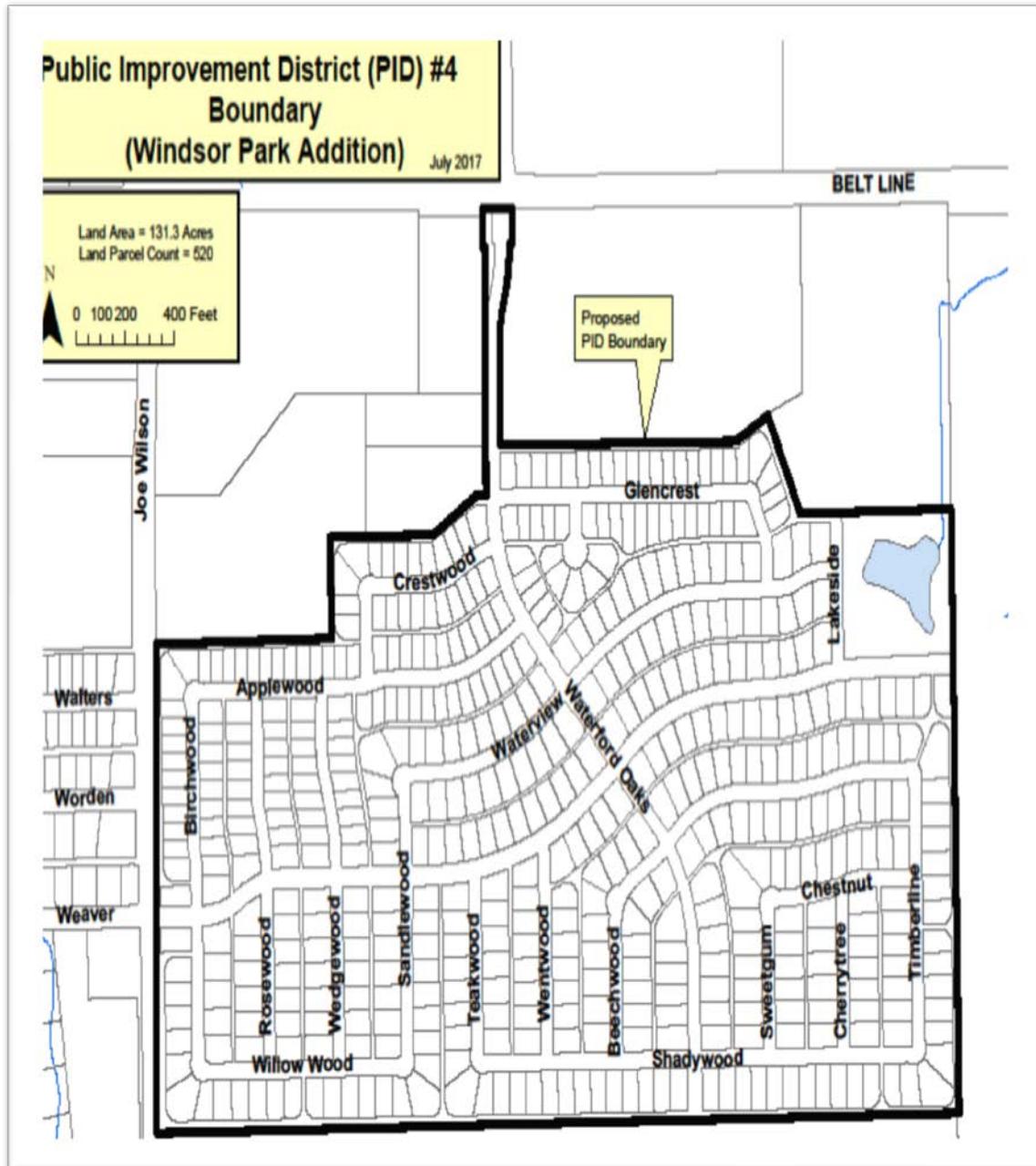
Denise Ortiz, Vice President

Tracey Williams, Treasurer

Carolyn Walker

Denise Ortiz

## Cedar Hill Public Improvement District (PID) #4 Windsor Park



**Windsor Park Public Improvement District No. 4**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0328**



BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$	-	\$	78,565
<b>REVENUES</b>				
Property Taxes	\$	68,100	\$	90,650
Investment Income		300		410
Miscellaneous		-		-
City Contributions		-		-
<b>TOTAL OPERATING REVENUES</b>	\$	68,400	\$	91,060
				<b>\$ 96,700</b>
<b>EXPENDITURES</b>				
Supplies	\$	200	\$	565
Maintenance		2,000		300
Services		7,865		1,630
Utilities		4,800		-
Miscellaneous		135		1,500
PID Improvements		53,000		10,000
<b>TOTAL OPERATING EXPENDITURES</b>	\$	68,000	\$	12,495
				<b>\$ 90,530</b>
<b>NET CHANGE</b>	\$	400	\$	78,565
				<b>\$ 6,170</b>
<b>ENDING FUND BALANCE</b>	\$	400	\$	78,565
				<b>\$ 84,735</b>

# BUDGET FY2019-20

## Component Units

### Component Units

- 0308 Community Development Fund
- 0309 Economic Development Fund

**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## CDC - Departments

### Community Development Corporation

- 400 CDC Administration
- 405 Trails Operation & Maintenance
- 415 Valley Ridge
- 435 A.E. Sims Recreation Center

# Community Development Corporation

(0308)

The Cedar Hill Community Development Corporation is tasked with bringing much needed recreational, facility development and tourism opportunities to the City of Cedar Hill. The mission of the CDC is to plan the growth and development of the Cedar Hill Park & Recreation system by administering the City's quarter-cent sales tax and apply it towards capital projects benefiting town parks and related projects. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development and an additional one-half of one percent (1/2 of 1%) for community development. Collection for each additional tax went into effect on July 1, 1994.

## PROPOSED BUDGET FY 2019-2020



### Board of Directors

Ruth Ann Bechdol, President

Dr. Remelle Edwards

Steven Cook

Warren J. Goss, Jr.

Joseph Graves, Jr.

Melissa Medina

Dwight Pinnix

Valerie Banks- ex-officio

David Bushart - ex-officio

Gayle Sims - ex-officio

## Highlights: Proposed Budget

- Sales Tax is conservatively estimated for FY20 at 2.49% over 2019 estimated; and 3.54% over FY19 budget or \$145,919
- Valley Ridge and Alan E. Sims Recreation Center Fees are proposed to be flat
- Personnel Costs: Preliminarily budgeted with 3% increase in wages and benefits
- Operations: Before CDC Board Add-ons the Operations budget decreased by 11.27%; with supplemental programs the operations budget is decreasing by 9.14% or a decrease of \$256,948
- Debt: Scheduled Principal and Interest Payments on Outstanding Bonds is 28% of the Continuation Budget

● Debt: Current principal and interest payment in 2020 =	\$973,813
--	-----------

- Other Operations Budgeted Items
  - Valley Ridge Park Staffing - Crew Chief and 4 Maintenance Technicians & Seasonal
  - Alan E. Sims Rec Center - 14 FT and 18 PT in addition to seasonal staff
  - Personnel Costs make up about 60% of the CDC Operations Budget or 32% of the total budget

Operations Budgets:	\$	2,494,419
---------------------	----	-----------

- CDC Board Approved Capital Projects from last meeting:
 

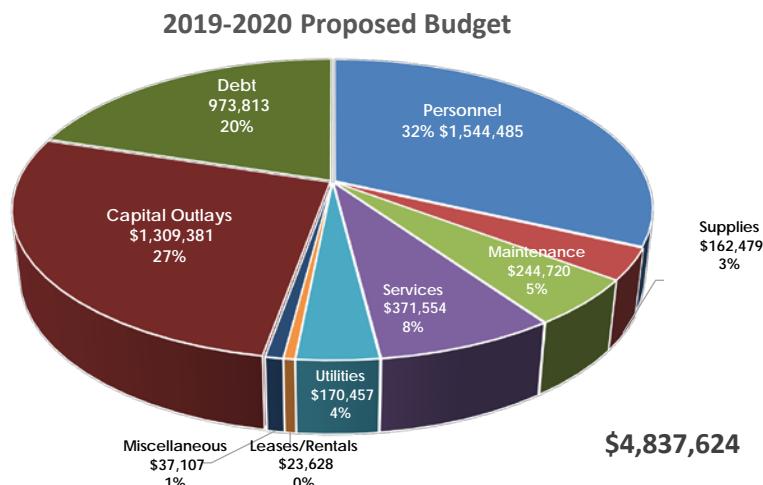
<u>Valley Ridge Projects</u>	\$743,337
<u>Alan E. Sims Recreation Center Projects</u>	\$128,155
<u>Trail System Enhancements and Improvements</u>	\$497,900

Total Programs:	\$1,369,392
-----------------	-------------

- TOTAL PROPOSED BUDGET WITH PROGRAMS
 

\$4,837,624	
-------------	--

- Fund Balance:
  - Projected at FYE 2019, \$8,215,759; net change mostly due to FM1382 prior commitments
  - Fund balance policy goal is 25% of Revenues
  - 25% Fund Balance Goal for FYE19 = \$1,254,564 and FYE 2020 = \$1,291,646
  - Committed Funds = (\$4,250,000)





**COMMUNITY DEVELOPMENT CORPORATION**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 0308**

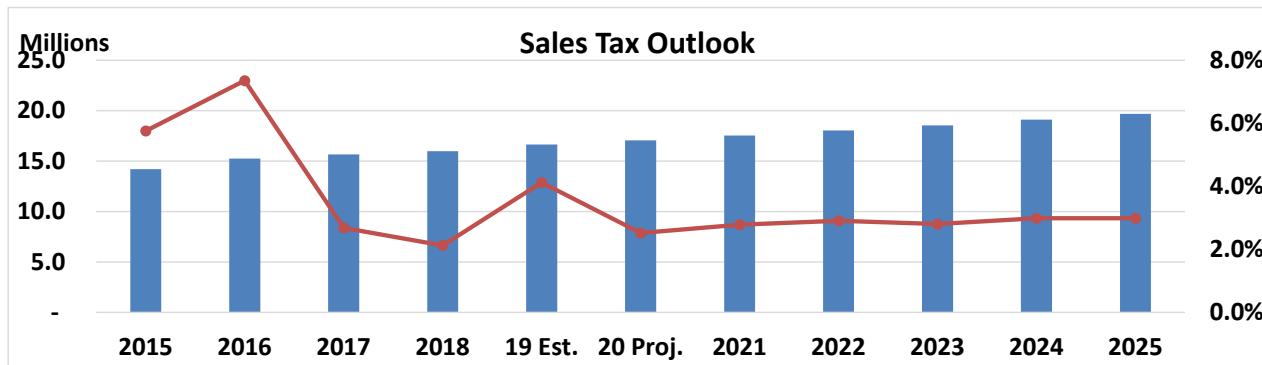
	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	<b>\$ 7,150,937</b>	<b>\$ 7,674,412</b>	<b>\$ 8,924,905</b>	<b>\$ 8,924,905</b>	<b>\$ 8,215,759</b>
<b>REVENUES</b>					
Sales tax	\$ 3,919,866	\$ 4,000,473	\$ 4,123,313	\$ 4,165,711	\$ 4,269,232
Interest income	59,144	149,114	135,000	195,000	205,000
Charges for services	643,483	602,800	680,350	640,350	680,350
Intergovernmental	-	-	-	-	-
Miscellaneous	169,762	25,516	17,800	17,194	12,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,792,254</b>	<b>\$ 4,777,904</b>	<b>\$ 4,956,463</b>	<b>\$ 5,018,255</b>	<b>\$ 5,166,582</b>
<b>EXPENDITURES</b>					
Personnel	\$ 1,352,078	\$ 1,408,198	\$ 1,495,902	\$ 1,339,450	\$ 1,544,485
Supplies	132,645	123,741	150,625	161,702	162,479
Maintenance	218,924	308,957	290,185	295,612	244,720
Services	232,669	264,256	645,860	682,947	\$ 371,554
Utilities	350,969	310,317	190,688	162,149	170,457
Leases/Rentals	33,846	39,939	8,948	21,025	\$ 23,628
Miscellaneous	18,925	24,575	29,170	39,886	\$ 37,107
<b>Total Operating Expenditures</b>	<b>\$ 2,340,056</b>	<b>\$ 2,479,983</b>	<b>\$ 2,811,378</b>	<b>\$ 2,702,771</b>	<b>\$ 2,554,430</b>
Capital Outlays	\$ 1,184,734	\$ 305,840	\$ 823,450	\$ 2,048,977	\$ 1,309,381
Debt	743,990	741,588	977,053	975,653	973,813
<b>Total Capital and Debt Expenditures</b>	<b>\$ 1,928,724</b>	<b>\$ 1,047,428</b>	<b>\$ 1,800,503</b>	<b>\$ 3,024,630</b>	<b>\$ 2,283,194</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,268,780</b>	<b>\$ 3,527,410</b>	<b>\$ 4,611,881</b>	<b>\$ 5,727,401</b>	<b>\$ 4,837,624</b>
<b>NET CHANGE</b>	<b>\$ 523,474</b>	<b>\$ 1,250,494</b>	<b>\$ 344,584</b>	<b>\$ (709,146)*</b>	<b>\$ 328,958</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 7,674,412</b>	<b>\$ 8,924,905</b>	<b>\$ 9,269,489</b>	<b>\$ 8,215,759</b>	<b>\$ 8,544,717</b>

\* Draw down of fund balance

# BUDGET FY2019-20

COMMUNITY DEVELOPMENT CORPORATION - FY19-20 PROGRAM REQUEST						
#	FY19-20 PROGRAM REQUEST	DEPT/DIVISON	REOCCURRING COST	ONE-TIME COST	TOTAL FIRST YEAR COST	PROPOSED
1	Rec Center Equipment Replacement	(435) Recreation Center		25,255	<b>25,255</b>	YES
2A	Replacement Equipment - (2) Lightning Detectors	(415) Valley Ridge	3,000	32,226	<b>35,226</b>	YES
2B	Replacement Equipment - ZTR Mowers	(415) Valley Ridge		11,500	<b>11,500</b>	YES
2C	Replacement Equipment - Large Area Mowers	(415) Valley Ridge		65,000	<b>65,000</b>	YES
2D	Replacement Equipment - Utility Cart	(415) Valley Ridge		27,000	<b>27,000</b>	YES
3	S. Clark Road Trail Construction	(405) Trails Ops. & Maint...		755,000	<b>755,000</b>	YES
4	Straus Road Trail Feasibility Study	(405) Trails Ops. & Maint...		250,000	<b>250,000</b>	YES
5	Robot Painter	(415) Valley Ridge	2,500	37,500	<b>40,000</b>	YES
6	Meeting Room Blinds Replacements	(435) Recreation Center		30,900	<b>30,900</b>	YES
7	Meeting Room Light Fixture & LED Phase II Conversion	(435) Recreation Center		72,000	<b>72,000</b>	YES
8	Irrigation Worker I	(415) Valley Ridge	57,511		<b>57,511</b>	YES
9	Barnyard Outdoor Playground Upgrade	(435) Recreation Center		93,872	<b>93,872</b>	NO
10	Athletic Field Lighting Additions	(415) Valley Ridge	7,100	500,000	<b>507,100</b>	NO
<b>CDC FUND TOTAL:</b>			<b>\$70,111</b>	<b>\$ 1,900,253</b>	<b>\$ 1,970,364</b>	<b>\$ 1,369,392</b>
*	All Personnel request includes Equipment, Supplies, Uniforms and Benefits					
**	Programs listing based on priority of needs					

Community Development Corporation									
Sales Tax Forecast									
Fiscal Year	Sales Tax City-wide Budget	Total Sales Tax Received	1¢ City	3/8 of 1¢ EDC	1/2¢ CDC	1/8 of 1¢ CCPD	Total Distributed	% Chg Yr/Yr	% of Budget
2008	12,600,000	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	97.02%
2009	13,077,500	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	90.02%
2010	12,600,000	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	96.22%
2011	12,000,000	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	100.76%
2012	12,350,000	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	102.01%
2013	12,351,500	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.4%	104.41%
2014	13,695,000	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.1%	98.05%
2015	14,252,320	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.8%	99.65%
2016	14,563,065	15,246,533	7,629,897	2,861,211	3,814,948	940,477	15,246,533	7.4%	104.69%
2017	15,850,240	14,699,497	7,839,731	2,939,899	3,919,866	956,165	15,655,661	2.7%	98.77%
2018	16,684,990	15,001,775	8,000,947	3,000,355	4,000,473	986,361	15,988,136	2.1%	95.82%
19 Est.	16,487,485	15,621,417	8,331,422	3,124,283	4,165,711	1,025,071	16,646,488	4.1%	100.96%
20 Proj.	17,065,648	16,009,621	8,538,464	3,201,924	4,269,232	1,056,027	17,065,648	2.5%	100.00%
2021	17,540,565	16,452,857	8,774,857	3,290,571	4,387,429	1,087,708	17,540,565	2.8%	100.00%
2022	18,050,016	16,929,677	9,029,161	3,385,935	4,514,580	1,120,339	18,050,016	2.9%	100.00%
2023	18,556,719	17,402,770	9,281,477	3,480,554	4,640,739	1,153,949	18,556,719	2.8%	100.00%
2024	19,110,703	17,922,135	9,558,472	3,584,427	4,779,236	1,188,568	19,110,703	3.0%	100.00%
2025	19,681,951	18,457,726	9,844,120	3,691,545	4,922,060	1,224,225	19,681,951	3.0%	100.00%



# BUDGET FY2019-20

## STAFFING SUMMARY

BY DEPARTMENT and FUNCTION  
(Full Time Equivalency- FTE)  
\* Includes Budgeted Positions (Filled & Vacant)

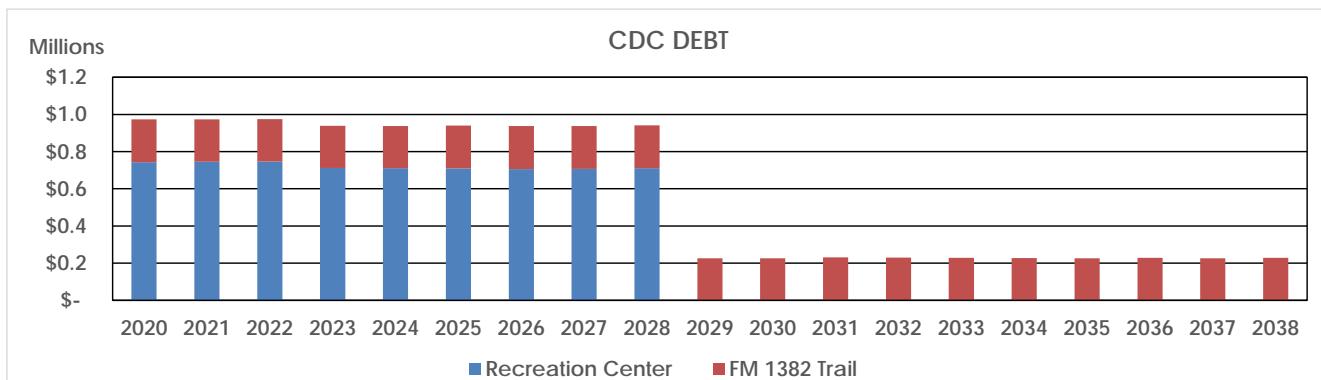
Full Time & Part-Time Budgeted Positions  
Full Time = 2,080 Hours/Year

FUND	DEPARTMENT	FUNCTION	Actual	Actual	Budgeted	Proposed	Compare 19/20
			FY17	FY18	FY19	FY20	Diff PY (#)
CDC	415 - Valley Ridge Park	Community Services	5	5	5	6	1
CDC	435 - Alan E. Sims Recreation Center	Community Services	23	23	23	23	0
<b>Total</b>			<b>28</b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>1</b>



**Community Development Corporation  
DEBT SCHEDULE**

FISCAL YEAR	Alan E. Sims Recreation Center REFUNDING AND IMPROVEMENT BONDS			F.M. 1382 Hike and Bike Trail CERTIFICATES OF OBLIGATION BONDS			ANNUAL TOTAL	
	SERIES 2011			SERIES 2018				
	Principal	Interest	Total	Principal	Interest	Total		
2020	535,000	207,863	742,863	125,000	105,950	230,950	973,813	
2021	550,000	195,819	745,819	125,000	102,200	227,200	973,019	
2022	570,000	177,097	747,097	130,000	97,725	227,725	974,822	
2023	560,000	151,894	711,894	135,000	92,425	227,425	939,319	
2024	580,000	130,519	710,519	140,000	86,925	226,925	937,444	
2025	605,000	104,519	709,519	150,000	81,125	231,125	940,644	
2026	630,000	76,400	706,400	155,000	75,800	230,800	937,200	
2027	660,000	46,906	706,906	160,000	71,075	231,075	937,981	
2028	695,000	15,203	710,203	165,000	66,200	231,200	941,403	
2029	-	-	-	165,000	61,250	226,250	226,250	
2030	-	-	-	170,000	56,225	226,225	226,225	
2031	-	-	-	180,000	50,975	230,975	230,975	
2032	-	-	-	185,000	45,269	230,269	230,269	
2033	-	-	-	190,000	39,175	229,175	229,175	
2034	-	-	-	195,000	32,919	227,919	227,919	
2035	-	-	-	200,000	26,250	226,250	226,250	
2036	-	-	-	210,000	19,075	229,075	229,075	
2037	-	-	-	215,000	11,638	226,638	226,638	
2038	-	-	-	225,000	3,938	228,938	228,938	
Total	5,385,000	\$1,106,219	\$6,491,219	\$3,220,000	\$1,126,138	\$4,346,138	10,837,356	



## DEPARTMENT DESCRIPTION

The Community Development Corporation Administration is responsible for coordinating and managing projects and initiatives funded by the CDC including developing and overseeing the budget, managing upkeep of the facilities, and providing administrative support to the CDC Board of Directors.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Coordinate administrative functions of the Community Development Corporation Activities such as:**

Meeting coordination, Debt Service, Marketing & Promotions, Grant & Project Management

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
# of Community Meetings Facilitated per year	6	7	8	7

## EXPENDITURE SUMMARY

Expenditures By Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance	12,539	9,049	-	-	-	-
Services	38,080	50,254	97,590	106,935	55,972	(41,618)
Utilities	-	-	-	-	-	-
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	-	5,538	2,500	2,500	2,500	-
Transfers/ Debt	743,990	741,588	977,053	975,653	973,813	(3,241)
Capital Outlay	991,309	41,146	-	-	-	-
<b>Total</b>	<b>1,785,918</b>	<b>847,575</b>	<b>1,077,143</b>	<b>1,085,088</b>	<b>1,032,285</b>	<b>(44,859)</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17	FY 18	FY 19	FY2019-20 Proposed Budget	Budget Variance (#)
	Actual	Actual	Budget		
N/A	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles	Lease Cost	Actual Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
N/A				



## DEPARTMENT DESCRIPTION

The Trails Operations & Maintenance department is designed to maintain all Citywide trails.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Sustain the beauty and functionality of City Trails** – This budget supports operation of three miles of hike and bike trail annually.

## EXPENDITURE SUMMARY

- Note all prior year expenditures were recorded in the CDC Administration Department

Expenditures By Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Maintenance •	-	-	33,000	33,000	11,900	(21,100)
Services	-	-	287,500	284,900	23,220	(264,280)
Utilities	-	2,544	4,500	2,616	2,700	(1,800)
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Transfers/Debt	-	-	-	-	-	-
Grant Exp	-	-	-	-	-	-
Capital Outlay	-	-	410,000	278,875	1,005,000	595,000
<b>Total</b>		<b>2,544</b>	<b>735,000</b>	<b>599,391</b>	<b>1,042,820</b>	<b>307,820</b>

## NO PERSONNEL

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Vehicles	Lease Cost	Actual Cost	Funded
N/A			

Programs	Recurring Cost	One-Time Cost	Board Proposed	Funded
S. Clark Road Trail Construction		755,000	Yes	Yes
Straus Road Trail Feasibility Study		250,000	Yes	Yes



## DEPARTMENT DESCRIPTION

The mission of the Cedar Hill Parks and Recreation Department is to maximize the benefit and enjoyment of parks, programs and activities utilizing City resources in an effective, efficient and responsive manner.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Maintain grounds for Valley Ridge Park** – Mow, treat and fertilize Valley Ridge Park
- **Athletic field preparation** - Ensure athletic fields are safe and aesthetically pleasing
- **Provide general park facility maintenance and repair** – Ensure Valley Ridge buildings, equipment and structures are safe
- **Control litter and remove debris** - Remove litter and debris from Valley Ridge Park

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services.

Service Provided	FY2017-18 Actual	FY2018-19 Actual	FY2018-2019 Estimate	FY2019-20 Projection
Valley Ridge Park Grounds Maintenance # of acres	164	164	164	164
Athletic Fields Preparation	32 fields	32 fields	32 fields	32 fields
Park Facility maintenance	5 buildings, 4 playgrounds 1 amphitheater			
Irrigation	630 valves One well Three irrigation pump motors			

## EXPENDITURE SUMMARY

Expenditures By Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Budget Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	356,638	340,616	382,402	371,439	434,610	52,208
Supplies	37,978	42,707	58,520	69,497	70,274	11,754
Maintenance	76,725	111,820	96,500	116,796	111,500	15,000
Services	858	7,571	5,000	5,000	5,000	-
Utilities	171,203	162,814	79,850	81,727	86,160	6,310
Lease/Rentals	8,644	8,644	1,490	1,490	3,990	2,500
Miscellaneous	4,764	4,659	6,450	16,696	11,365	4,915
Transfers/Debt	-	-	-	-	-	-
Grant Exp	-	-	-	-	-	-
Capital Outlay	11,468	100,311	122,600	90,000	176,226	53,626
<b>Total</b>	<b>668,278</b>	<b>779,142</b>	<b>752,812</b>	<b>752,645</b>	<b>899,125</b>	<b>146,313</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Parks Maintenance Crew Chief	1	1	1	1	0
Mark Maintenance Worker	4	4	4	5	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>1</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Programs	Recurring Cost	One-Time Cost	Board Proposed	Funded
Replacement Equipment (2) Lightning Detectors	3,000	32,226	Yes	Yes
Replacement Equipment ZTR Mowers		11,500	Yes	Yes
Replacement Equipment Large Area Mowers		65,000	Yes	Yes
Replacement Equipment Utility Cart		27,000	Yes	Yes
Robot Painter	2,500	37,500	Yes	Yes
Irrigation Worker I	57,511		Yes	Yes
Athletic Field Lighting Additions	7,100	500,000	No	No



## DEPARTMENT DESCRIPTION

The Alan E. Sims Recreation Center is a premier facility for fitness, fun, and friendship.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Provide, promote and increase Alan E. Sims Recreation Center utilization to the public** – Administer, supervise, implement and improve efficiency in memberships, programs, leagues, special events, rentals and all building uses
- **Marketing** - Design and share a variety of creative marketing materials to the community and surrounding areas.
- **Retain Current Customers and Attract New Customers** – Exceed expectations through providing premier customer service to existing members and patrons and secure new customers
- **Encourage and Develop Internal Relations of Alan E. Sims Recreation Center Staff, Personal Trainers, and Contract Instructors to Provide Exemplary Service to the Public** – Continue to build relationships amongst staff, personal trainers, contract instructors and management to efficiently work together.
- **Provide Building Maintenance** – Maintain a clean, safe and operable facility for public use

## SERVICE LEVEL ANALYSIS

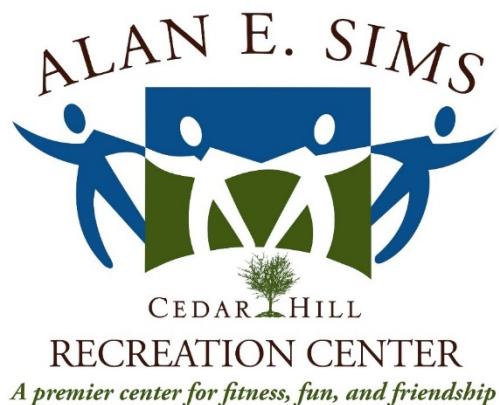
Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
Memberships & Day Passes Sold	21,427	22,000	22,500	22,750
# of Participants Programs/Leagues	3,042	3,025	3,100	3,250
# of Rentals Annually	249	258	260	270
Youth Development Opportunities (Camps, Teen Programs, After-School Programs, CHAT Squad)	412	479	520	550
Total Scans (Attendance)	105,000	106,826	107,000	110,000
Average Annual Marketing Reach on Social Media Posts	2,999	3,300	3,750	4,001
Average Annual Marketing Reach on Social Media Event Listings	1,598	1,700	10,000	10,555

## EXPENDITURE SUMMARY

Expenditures By Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Budget Estimate	FY2019-20 Proposed Budget	Budget Variance (\$)
Personnel	995,440	1,067,582	1,113,500	968,011	1,109,876	(3,624)
Supplies	94,670	81,034	92,105	92,205	92,205	100
Maintenance	129,662	188,091	160,685	145,816	121,320	(39,365)
Services	193,731	206,431	255,770	286,112	287,362	31,592
Utilities	179,766	147,502	106,338	77,806	81,597	(24,741)
Lease/Rentals	25,202	31,295	7,458	19,535	19,638	12,180
Miscellaneous	14,161	14,378	20,220	20,690	23,240	3,020
Transfers/Debt	-	-	-	-	-	-
Grant Exp	-	-	-	-	-	-
Capital Outlay	181,957	164,383	290,850	290,850	128,155	(162,695)
<b>Total</b>	<b>1,814,589</b>	<b>1,900,696</b>	<b>2,046,926</b>	<b>1,901,025</b>	<b>1,863,394</b>	<b>(183,532)</b>

\* Budget as adjusted between line items (no change to overall expenditures)



## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY2019-20 Proposed	Budget Variance (#)
Recreation Center Manager	1	1	1	1	0
Recreation Center Assistant Manager	0	0	0	1	1
Health and Wellness Coordinator	1	1	1	1	0
Membership Services Coordinator	1	1	1	0	-1
Event Coordinator	1	1	1	1	0
Marketing Coordinator	1	1	1	1	0
Building Maintenance Crew Chief	1	1	1	1	0
Recreation Specialist	1	1	1	1	0
Administrative Secretary	1	1	1	1	0
Health & Wellness Services Lead	1	1	1	1	0
Building & Custodial Attendant	2	2	2	2	0
Member Services Lead	2	2	2	2	0
Part-Time Recreation Assistant	3	0	0	0	0
Part-Time Attendant (Childcare, Gym, Front Desk, Fitness)	5.5	8.5	8.5	8.5	0
Part-Time Building & Custodial Attendant	1.5	1.5	1.5	1.5	0
<b>Total Department Staff</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>0</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Programs	Recurring Cost	One-Time Cost	Board Proposed	Funded
Alan E. Sims Rec. Center Equipment Replacement		25,255	Yes	Yes
Meeting Room Blinds Replacements		30,900	Yes	Yes
Meeting Room Light Fixture & LED Phase II Conversion		72,000	Yes	Yes
Barnyard Outdoor Playground Upgrade		93,872	No	No



# ECONOMIC DEVELOPMENT CORPORATION

(0309)

The Cedar Hill Economic Development Corporation (EDC) is tasked with bringing much needed commercial, industrial opportunities to the City of Cedar Hill. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development. Collection effect on July 1, 1994. A portion of the EDC's sales tax (1/8 of 1%) was reallocated to the City's Crime Control District effective July 1, 2013. The first reduction was in September 2013.

## PROPOSED BUDGET FY 2019-2020



### Board of Directors

Michael Lemmon, President  
Shawn Quildon, Vice President  
Duane Dankesreiter  
James Mauldin  
Johnny Wallace  
Jan Blake, ex-officio  
Randall Chase, ex-officio  
Andrew LeGrand, ex-officio  
Jeff Powers, ex-officio  
Lee R. Taylor, ex-officio

## Economic Development Corporation

### Highlights: Proposed Budget FY19/20

#### BUDGET NOTES

- Sales Tax Budgeted at 3.69% over 2019 Budget
- Salaries and Benefits budgeted consistent city-wide; 3% COL increase (due to an excess adjustment of Salaries by \$3,200 in FY19 + benefits, the % change is skewed)
- Debt Costs budgeted per scheduled amortization
- Incentives budgeted to cover outstanding incentives plus additional amounts resulting in a place holder for business incentives totaling \$5,800,000
- Advertising budget consistent with State Law maximum
- No changes in administrative charges
- Marginal Increase in audit fees
- No changes in lease cost paid to City
- Services include other EDC activities as approved by the Board which increased the budget line by 29.34% such as : Red Oak Creek Sewer Study, Mt. Lebanon Bridge Study, Downtown Properties Special Services
- Operational Expenditures: 16.49% increase in operational costs
- Other Expenditures: 14.9% decrease in incentives, capital and debt category
- Summary: overall a decrease of 10.5% for all expenditures
- Fund Balance Policy Objective of 15% (of revenues) \* = \$510,289 has been met

Projected Fund Balance at FYE 2020 is \$2,129,864

\* note Fund Balance policy change in FY19 (15% revenues/ previous policy 15% of expenses)

## ECONOMIC DEVELOPMENT CORPORATION

### Revenue, Expenses and Changes in Fund Balance

#### Fund 0309



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 6,374,990	\$ 7,688,749	\$ 8,454,071	\$ (2)	\$ 8,454,071	\$ 7,258,211
<b>REVENUES</b>						
Sales tax	\$ 2,939,899	\$ 3,000,355	\$ 3,087,845	\$ 3,124,283	\$ 3,201,924	
Interest income	63,514	146,288	125,000	149,276	200,000	
Charges for services	-	-	-	-	-	
Miscellaneous	837,426	-	-	-	-	
Intergovernmental	-	-	-	-	-	
Sale of assets	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>\$ 3,840,839</b>	<b>\$ 3,146,643</b>	<b>\$ 3,212,845</b>	<b>\$ 3,273,559</b>	<b>\$ 3,401,924</b>	
<b>OPERATING EXPENDITURES</b>						
Personnel	\$ 351,973	\$ 371,019	\$ 462,835	\$ 354,958	\$ 457,136	
Supplies	1,035	1,356	10,600	10,600	18,405	
Maintenance	27,535	12,227	32,245	32,245	52,245	
Services	617,509	483,885	719,095	1,079,062	930,110	
Utilities	4,494	7,738	5,720	2,038	1,560	
Leases/Rentals	28,940	29,156	28,990	28,990	28,990	
Miscellaneous	35,681	51,515	82,060	93,171	74,255	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 1,067,166</b>	<b>\$ 956,896</b>	<b>\$ 1,341,545</b>	<b>\$ 1,601,064</b>	<b>\$ 1,562,701</b>	
<b>OTHER EXPENDITURES</b>						
Incentives	\$ 290,799	\$ 258,000	\$ 7,000,000	\$ 1,700,000	\$ 5,800,000	
Capital Outlay	-	-	20,000	-	-	
Debt	1,169,115	1,166,425	1,168,355	1,168,355	1,167,570	
<b>TOTAL OTHER EXPENDITURES</b>	<b>\$ 1,459,914</b>	<b>\$ 1,424,425</b>	<b>\$ 8,188,355</b>	<b>\$ 2,868,355</b>	<b>\$ 6,967,570</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,527,081</b>	<b>\$ 2,381,321</b>	<b>\$ 9,529,900</b>	<b>\$ 4,469,419</b>	<b>\$ 8,530,271</b>	
<b>NET CHANGE</b>	<b>\$ 1,313,759</b>	<b>\$ 765,322</b>	<b>\$ (6,317,055)</b>	<b>\$ (1,195,860)</b>	<b>\$ (5,128,347)</b>	
<b>ENDING FUND BALANCE (1)</b>	<b>\$ 7,688,749</b>	<b>\$ 8,454,071</b>	<b>\$ 2,137,016</b>	<b>\$ 7,258,211</b>	<b>\$ 2,129,864</b>	
<b>% of Expenditures</b>			22%		25%	
15% (revenues) Financial Policy Designation	\$ 576,126	\$ 471,996	\$ 481,927	\$ 491,034	\$ 510,289	
Undesignated, Unreserved	\$ 7,112,623	\$ 7,982,074	\$ 1,655,089	\$ 6,767,177	\$ 1,619,575	
<b>Total Fund Balance:</b>	<b>\$ 7,688,749</b>	<b>\$ 8,454,071</b>	<b>\$ 2,137,016</b>	<b>\$ 7,258,211</b>	<b>\$ 2,129,864</b>	

<sup>(1)</sup> Ending fund balance is on an accrual basis and conforms with audited balances

<sup>(2)</sup> Beginning fund balance is adjusted for cash basis for presentation/reporting basis.

# BUDGET FY2019-20

EDC Supported Debt				
\$12,890,000 Certificates of Obligation,				
Series 2006				
Fiscal Year	Rate	Principal	Interest	Total
2020	4.300%	845,000	321,168	1,166,168
2021	5.000%	890,000	280,750	1,170,750
2022	5.000%	935,000	235,125	1,170,125
2023	5.000%	980,000	187,250	1,167,250
2024	5.000%	1,030,000	137,000	1,167,000
2025	5.000%	1,085,000	84,125	1,169,125
2026	5.000%	1,140,000	28,500	1,168,500
<b>Total</b>		<b>6,905,000</b>	<b>1,273,918</b>	<b>8,178,918</b>

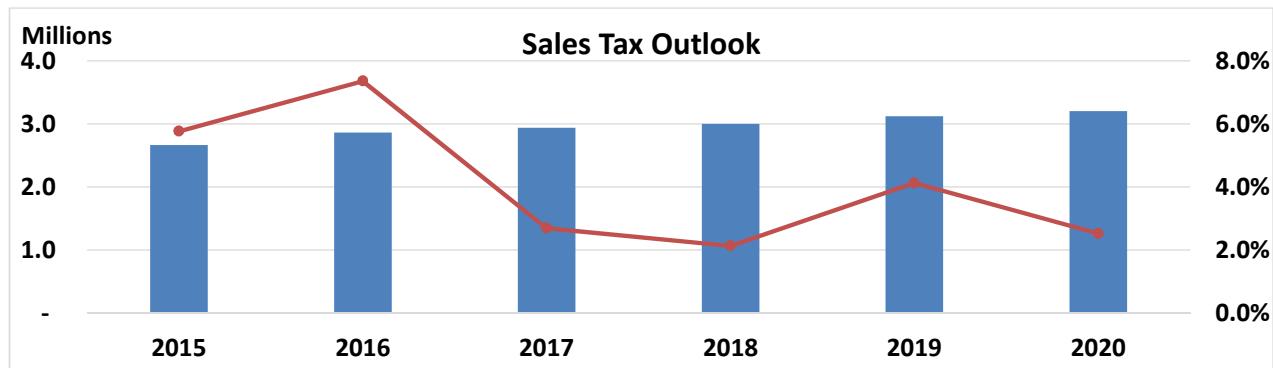
Debt Outstanding: 2006 CO Series

Principal	6,905,000
Interest	<u>1,273,918</u>
	<u>8,178,918</u>

Amortizing on avg 14.3% per year



Economic Development Corporation									
Sales Tax Forecast									
Fiscal Year	Sales Tax City-wide Budget	Total Sales Tax Received	1¢ City	3/8 of 1¢ EDC	1/2¢ CDC	1/8 of 1¢ CCPD	Total Distributed	% Chg Yr/Yr	% of Budget
2008	12,600,000	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	97.02%
2009	13,077,500	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	90.02%
2010	12,600,000	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	96.22%
2011	12,000,000	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	100.76%
2012	12,350,000	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	102.01%
2013	12,351,500	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.4%	104.41%
2014	13,695,000	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.1%	98.05%
2015	14,252,320	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.8%	99.65%
2016	14,563,065	15,246,533	7,629,897	2,861,211	3,814,948	940,477	15,246,533	7.4%	104.69%
2017	15,850,240	14,699,497	7,839,731	2,939,899	3,919,866	956,165	15,655,661	2.7%	98.77%
2018	16,684,990	15,001,775	8,000,947	3,000,355	4,000,473	986,361	15,988,136	2.1%	95.82%
2019	16,487,485	15,621,417	8,331,422	3,124,283	4,165,711	1,025,071	16,646,488	4.1%	100.96%
2020	17,065,648	16,009,621	8,538,464	3,201,924	4,269,232	1,056,027	17,065,648	2.5%	100.00%



CITY OF CEDAR HILL  
 ECONOMIC DEVELOPMENT CORPORATION  
 INCENTIVE STATUS REPORT (ACTIVE ONLY)  
 Incentives Paid YTD 2019, as of 05/31/2019  
*updated 06/18/2019*

	CASH INCENTIVE (Per Contract)	INCENTIVE PAID FY 2019	INCENTIVES PAID PRIOR YEARS	TOTAL AMOUNTS PAID	INCENTIVE BALANCE
<b>IDX DALLAS (5/13/13):</b>					
(Reported Through November 30, 2018)	1,000,000		1,000,000	1,000,000	-
- Rehabilitation & Repurposing Incentive	100,000		100,000	100,000	-
- Annual Employment Incentive (\$1K/emp till Sep 2018)- 2015	102,000		102,000	102,000	-
- Annual Employment Incentive (\$1K/emp till Sep 2018) - 2016	152,000		152,000	152,000	-
- Annual Employment Incentive (\$1K/emp till Sep 2018)- 2017	201,000	-	201,000	201,000	-
- Annual Employment Incentive (\$1K/emp till Sep 2018) -2018	58,000	-	58,000	58,000	-
<b>maximum of \$1,000,000</b>	487,000	68,000	-	68,000	419,000
<b>Total Incentives</b>	<b>\$ 2,100,000</b>	<b>\$ 68,000</b>	<b>\$ 1,613,000</b>	<b>\$ 1,681,000</b>	<b>\$ 419,000</b>
<b>JPS Legacy, LLC</b>					
- Reimbursement incentive for completion of infrastructure	1,000,000			-	1,000,000
- Infrastructure incentive upon issuance of CO and proof of exp.				-	-
- Construction has to be completed 5 years				-	-
- Agreement dated October 3, 2016				-	-
<b>Total Incentives</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>Lake Moreno Partners, LLC</b>					
- Reimbursement incentive for infrastructure	1,000,000	-		-	1,000,000
- Agreement dated June 13, 2018				-	-
<b>Total Incentives</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>Fuel City Cedar Hill, LLC</b>					
- Reimbursement incentive for infrastructure	400,000	-		-	400,000
- Agreement dated Aug 19, 2018				-	-
<b>Total Incentives</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>1179 W. Belt Line Ltd. Co. (managing member Abdiel Ruiz)</b>					
- Reimbursement incentive for office bldg. & related infrastructure	140,000				140,000
- Agreement dated 10/08/2018				-	-
<b>Total Incentives</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b>API Precision Machining, LLC</b>					
- Reimbursement incentive for land - Business Park Lot 14 2.5 acres	107,485	-		-	107,485
- Agreement dated Oct 26, 2018				-	-
<b>Total Incentives</b>	<b>\$ 107,485</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 107,485</b>
<b>TOTAL (ACTIVE INCENTIVES)</b>	<b>\$ 5,345,743</b>	<b>\$ 386,000</b>	<b>\$ 1,893,258</b>	<b>\$ 2,279,258</b>	<b>\$ 3,066,485</b>

## DEPARTMENT DESCRIPTION

The Economic Development Department's mission is to attract desirable industry while fostering a business-friendly environment, retain and expand existing business through a proactive retention and expansion program, and aggressively market Cedar Hill utilizing a multi-faceted approach.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Attract desirable businesses and facilitate a pro-business environment**
- **Support, retain, and/or expand existing businesses**
- **Strategically and aggressively market Cedar Hill**

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projection
<b>New Business Development</b> -membership in key organizations	10	12	14	14
-prospect development & lead responses	20	22	24	26
-development assistance meetings	52	52	52	52
<b>Business Retention and Expansion</b> -expansion assistance	8	10	10	10
-business visits	100	48	50	50
-workforce development meetings	20	12	12	12
-community engagement	40	33	35	36
-chamber meetings	12	12	12	12

<b>Marketing</b>				
-publications	28	33	30	34
-distributions	360,000	430,000	470,000	480,500
-digital marketing	220,000	800,000	1,000,000	1,000,000
- website sessions	32,292	35,000	45,000	60,000
-newsletter subscribers	175	450	600	715
<b>Events</b>				
-trade shows	6	11	12	13
-sponsorships	17	16	17	20

\* Note Departments 610 & 615 Combined beginning FY19

**PERSONNEL SUMMARY** (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY2019-20 Proposed Budget	Budget Variance (#)
Economic Development Director	1	1	1	1	0
Business Marketing & Research Manager	1	1	1	1	0
Business Retention Manager*	1	1	1	1	0
Economic Development Specialist	0	0	0	1	1
Executive Assistant & Special Projects Coordinator	1	1	1	0	-1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>

\* Vacant since FY 17/18

# BUDGET FY2019-20

## Water and Sewer Funds

### Water and Sewer Funds

#### Operations

- 0100 Water & Sewer Operations Fund

#### Departments

- 190 Utility Services
- 700 Public Works Administration
- 760 Water & Sewer Operations
- 799 Non-Departmental/Debt Service

# BUDGET FY 2019-2020

## WATER AND SEWER FUND AND SYSTEM OVERVIEW

The Water and Sewer Fund is an Enterprise Type Fund in which utility rates charged to customers are used to finance water and wastewater operations. The fund is not subsidized from tax dollars. The Water and Sewer Fund is a complete and separate entity and is self-supporting from rates and charges to customers (residential, industrial and commercial) connected to the systems (water and sewer). As an Enterprise Fund, it accounts for operations that are financed and operated in a manner like a private business enterprise. Rates and charges are established to maintain the solvency of the fund as well as covering operational, capital and debt costs. The targeted goal of the Water and Sewer Fund is to maintain working capital (Fund Balance) equivalent to 90 - 120 days or 30% of operating expenses. This ratio is necessary for cash flow requirements during periods of low usage/consumption (sales).

Customer water accounts are monitored through an automated meter infrastructure system or Advanced Metering Infrastructure better known as AMI. This system is a fixed-based radio frequency network system that sends meter readings and alarms from customer meters to a third-party data base system for billing, collection and data analysis. The City maintains over 16,400 metered connections. The City's core infrastructure includes 318 miles of water mains and 246 miles of sewer lines with 18 sewer lift station facilities. The water distribution system includes 2 active elevated storage tanks and 3 ground storage tanks for a total storage capacity of 17.75 million gallons of water.

There are two major cost components associated with the Utility Fund. These costs are maintenance of the water and wastewater distribution system and the cost of acquiring potable water and the cost of wastewater treatment. The City has contracted with the Trinity River Authority (TRA) for wastewater treatment and Dallas Water Utilities (DWU) for water supply. The City does not operate a water or sewer treatment facility but must maintain more than 240 miles of sewer lines and more than 300 miles of water lines with more than 16,000 connections. The City's costs for these contractual obligations, other maintenance costs and annual debt requirements are supported by rates and charges of the City's Utility System as adopted by ordinance. The goal and objectives are for the Water and Sewer Fund revenues to equal and/or exceed its operating expenditures, and most importantly, continue to provide clean, safe water and protect the environment.

## WATER AND SEWER RATE CONSIDERATIONS

In 2019, the City contracted with NewGen Strategies & Solutions, LLC (NewGen) to perform an update of the comprehensive cost of services study that was completed in 2017 with a multi-year outlook. The update services performed were to determine the reasonableness of the current utility rate plan that supports the City's water and wastewater system including capital programs. In May 2019, NewGen presented to City Council its findings which confirmed the necessity of maintaining annual recurring rate increases over the five-year plan. These increases are primarily driven by the cost of water resources and sewer treatment.

Over half (55.7%) of the total fiscal obligations of the Water and Sewer Fund operations are levied by Dallas Water Utilities (DWU) and the Trinity River Authority (TRA). NewGen's forecast shows these charges will continue to rise in the future due to both significant capital improvement programs to replace aging infrastructure and expanded capacity, as well as the increase costs of treating and conveying water to its customer cities and treating wastewater (effluent) of its

# BUDGET FY 2019-2020

customer cities. TRA rates are expected to steadily increase over the five-year rate forecast outlook. DWU rates may see some leveling in the interim due to a recent one-time settlement. However, their rates will resume an upward trend as identified in the five-year outlook.

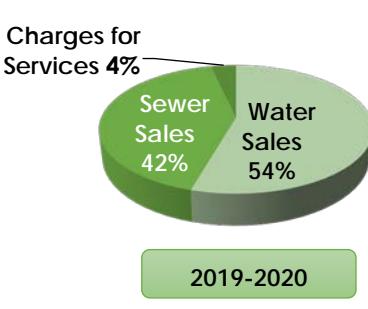
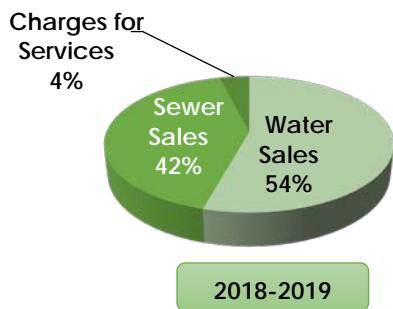
In recognition of the increasing service delivery costs, NewGen recommended a 5% water and 5% sewer rate adjustment to be effective October 1, 2019. The rate plan was acted on and adopted by City Council in July 2019. The proposed rate increase will sustain and keep the water and sewer fund healthy in order to meeting ongoing operational, debt and capital costs.

## REVENUES

Revenue from rates and charges of the system are estimated to be \$19,761,795. The revenue estimates include the proposed increase in water and sewer rates of 5% which is generating additional revenues (\$1.1 million) for operation and maintenance, capital and debt requirements. The following table is the City's FY 2019-2020 budget of revenues which reflect a 5% increase in consumer rates and charges (variance is compared to estimated):

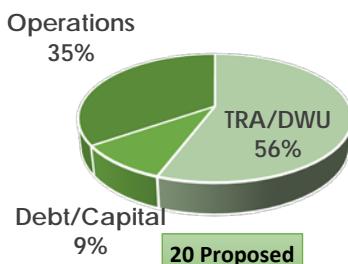
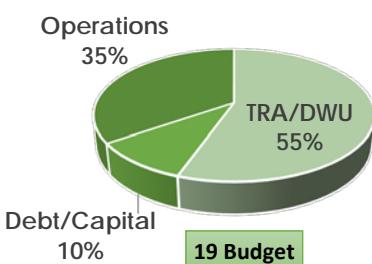
Major Sources of Revenue:	FY 19 Budget	FY19 Estimated	FY19 Proposed	% Var
Water Revenue:	10,200,000	10,211,984	10,760,485	5.3%
Sewer Revenue:	7,775,000	7,853,863	8,305,835	5.8%
Other	722,800	738,977	695,475	-5.9%
<b>Total</b>	<b>18,697,800</b>	<b>18,804,824</b>	<b>19,761,795</b>	<b>5.0%</b>

The distribution of sales per services are as follows for Fiscal Years 2019 and 2020:



## EXPENDITURES

Total Utility Fund expenditures for FY 18-19 were budgeted at \$19,078,053 with contract cost of water and sewer being 55% of the budget and other expenditures including operations, debt and capital being 45% of budget. These same cost categories for FY 2019-2020 have shifted to 56% for contract cost of water and sewer and 44% for other operational costs. The major cost shift in categories is the direct result of sewer treatment costs.



# BUDGET FY 2019-2020

The City continues to be proactive in monitoring the cost of water and sewer services through TRA and DWU and is sensitive to the upward pressure of these costs on the rates of the City's utility. The City is aware that both service providers (TRA and DWU) have operational and capital models reflecting rate increases to their customer cities. These costs are passed on to area cities and become a major factor in setting rates and charges. The City of Cedar Hill is proud to offer the lowest water and sewer rate in the Dallas County southwest region. The current rate structure encourages conservation and remains low for most single-family residential customers who have a low-to-average consumption history.

The following table reflects the City's Water and Sewer Fund Budget for FY 2020 which is increasing 8.75% or \$1,669,383 over the FY 19 Budget.

Major Cost Categories	FY18 Actual	FY19 Budget	FY19 Est.	FY20 Budget	% of Total	% Var <sup>1</sup>
Water/Sewer Costs	\$ 9,690,528	\$ 10,581,419	\$ 9,967,320	\$ 11,571,076	55.77%	9.35%
Operations	6,304,823	6,606,081	6,612,428	7,193,118	34.67%	8.89%
Debt/Capital	1,765,471	1,890,553	1,740,783	1,983,242	9.56%	4.90%
<b>Total</b>	<b>\$17,760,822</b>	<b>\$19,078,053</b>	<b>\$18,320,531</b>	<b>\$20,747,436</b>	<b>100.00%</b>	<b>8.75%</b>

<sup>1</sup> variance is compared to prior year budget

Provider services for water and sewer are 55.77% (\$11,571,076) of the total Water and Sewer Fund Budget and are increasing \$989,657 or 9.4% while other operational costs which includes personnel, maintenance costs and supplies is increasing 8.9% or \$587,037. Debt and Capital costs are increasing \$92,689 or 4.9%. The Water and Sewer FY 2020 Budget of expenses is estimated to exceed system generated revenues by \$985,641. This amount is a planned drawdown of fund balance for capital, debt and operational costs and does not diminish the sustainability of the fund.

## DEBT SERVICE

It is the policy of the City to establish utility rates and charges enough to cover its annual debt requirements and to maintain its self-supporting status. Debt for the Water and Sewer Fund is issued solely for capital requirements to finance water and sewer infrastructure projects. The current average annual debt requirements of the City's Water and Sewer System is \$1,881,000. The City's policy is to maintain a ratio of working capital (fund balance) to its annual water and sewer fund average annual debt requirements at a minimum 1.25 times. The current coverage is 3.9 times. The following table reflects the Water and Sewer Fund total outstanding indebtedness:

FY	General Obligation Bonds			Certificates of Obligation Bonds			Total Outstanding Debt Requirements		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
2020	605,000	188,575	793,575	680,000	403,369	1,083,369	1,285,000	591,944	1,876,944
2021	625,000	162,800	787,800	715,000	378,356	1,093,356	1,340,000	541,156	1,881,156
2022	660,000	135,800	795,800	735,000	350,744	1,085,744	1,395,000	486,544	1,881,544
2023	675,000	107,775	782,775	775,000	321,494	1,096,494	1,450,000	429,269	1,879,269
2024	715,000	79,125	794,125	800,000	291,575	1,091,575	1,515,000	370,700	1,885,700
2025-2029	1,635,000	94,750	1,729,750	4,435,000	1,009,550	5,444,550	6,070,000	1,104,300	7,174,300
2030-2034	-	-	-	1,815,000	435,616	2,250,616	1,815,000	435,616	2,250,616
2035-2039	-	-	-	1,705,000	139,403	1,844,403	1,705,000	139,403	1,844,403
<b>Total P&amp;I</b>	<b>\$ 4,915,000</b>	<b>\$ 768,825</b>	<b>\$ 5,683,825</b>	<b>\$11,660,000</b>	<b>\$3,330,106</b>	<b>\$14,990,106</b>	<b>\$16,575,000</b>	<b>\$ 4,098,931</b>	<b>\$ 20,673,931</b>

# BUDGET FY 2019-2020

In the table above the Water and Sewer System will have amortized 45% of its current debt at the end of 5 years (2024).

## CAPITAL PROJECTS AND EQUIPMENT

The City's Capital Improvement Plan for Water and Sewer includes capital funding of \$3,025,000 for system improvements in Fiscal Year 2020. It is anticipated that these bonds will be sold in 2020 with debt payments beginning in fiscal year 2021. The planned projects are as follows:

Water and Sewer System Infrastructure Projects:	Project Costs:	
Cedar Hill Road Water Line Replacement Ph.1	\$	400,000
Water and Sewer Master Plan Update		200,000
Parkerville Elevated Storage Tank Repair		1,300,000
SCADA System Upgrades, Ph 2 (monitoring)		125,000
Inflow and Infiltration (Sewer Line Rehab Projects)		250,000
Sewer Main Extension – Red Oak No. 7 Basin Area		750,000
<b>Total Infrastructure and financing costs:</b>	<b>\$</b>	<b>3,025,000</b>

Cedar Hill's Water and Sewer (Utility) has a very strong credit rating of Aa2, which exceeds the median rating of Aa3 for similar utilities nationwide. The notable credit factors include a healthy financial position and enhances the Utility's ability to access financial markets to raise capital for future infrastructure projects.

## IN SUMMARY

The City's Utility Fund capital and operating budget provides a framework to deliver on its mission "to provide safe, reliable, competitively priced utility services in an environmentally responsible manner to enhance the quality of life in our community. The following budget statements demonstrate that the City's rate structure will continue to provide stability into Fiscal Year 2019-2020 and forward.

# Water and Sewer Fund

(Fund 0100)

This fund is a business-enterprise fund accounting for the City's water and sewer utilities including water distribution, sewer plan operations and treatment, water billing and meter reading. The system is self-supporting with rates and charges determined by an annual rate analysis to determine the adequacy of revenue to support operations, capital improvements and debt commitments.



## PROPOSED BUDGET FY 2019-2020

Sewer Water	(Meter Connects)						
	2019	2018	2017	2016	2015	2014	2013
	14,991	14,976	14,925	14,879	14,798	14,342	14,035
	16,453	16,404	16,335	16,262	16,125	15,522	15,382
	6/30/2019	9/30/2018	9/30/2017	9/30/2016	9/30/2015	9/30/2014	9/30/2013
"All customer classes"-Water Meter Connections							
% Change Year/Year	0.30%	0.42%	0.45%	0.85%	3.88%	0.91%	0.60%

# WATER & SEWER

## (Revenues, Expenditures and Change in Fund Balance)

### Fund 0100

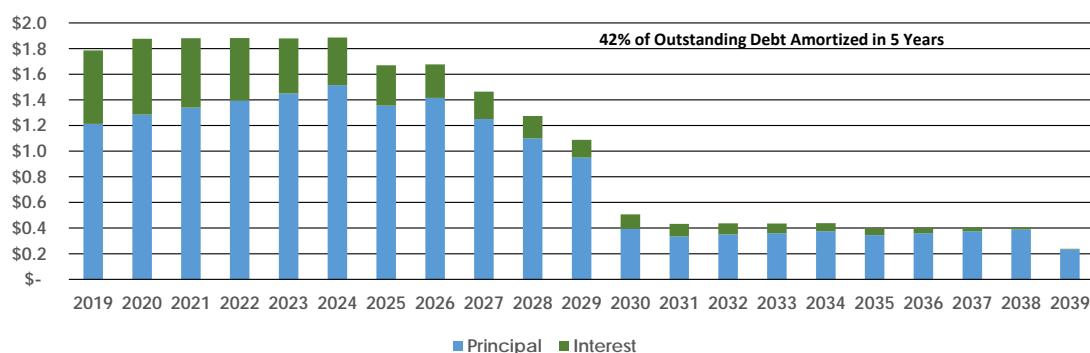


	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 7,507,308	\$ 7,355,244	\$ 8,292,370	\$ 8,292,370	\$ 8,776,663
<b>REVENUES</b>					
Water Sales	\$ 9,546,653	\$ 10,482,895	\$ 10,200,000	\$ 10,211,984	\$ 10,760,485
Sewer Sales	7,482,584	7,313,108	7,775,000	7,853,863	8,305,835
Charges for Services	706,872	795,208	611,000	545,847	509,875
Miscellaneous Income	156,443	106,737	111,800	193,130	185,600
<b>TOTAL REVENUES</b>	<b>\$ 17,892,551</b>	<b>\$ 18,697,948</b>	<b>\$ 18,697,800</b>	<b>\$ 18,804,824</b>	<b>\$ 19,761,795</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 25,399,860</b>	<b>\$ 26,053,192</b>	<b>\$ 26,990,170</b>	<b>\$ 27,097,194</b>	<b>\$ 28,538,458</b>
<b>EXPENDITURES</b>					
Utility Services	1,898,842	1,926,268	2,143,060	2,049,040	2,354,510
Public Works Administration	1,236,782	1,166,833	1,271,933	1,235,999	1,345,492
Water & Sewer Operations	11,124,381	11,643,928	12,494,897	12,004,166	13,754,737
Debt Service/Transfers	3,729,878	2,862,662	3,008,063	2,867,540	3,048,197
Capital outlay	54,732	161,131	160,100	163,785	244,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,044,615</b>	<b>\$ 17,760,822</b>	<b>\$ 19,078,053</b>	<b>\$ 18,320,531</b>	<b>\$ 20,747,436</b>
Excess (deficiency) of revenues over (under) expenditures	\$ (152,064)	\$ 937,126	\$ (380,253)	\$ 484,293	\$ (985,641)
<b>ENDING FUND BALANCE</b>	<b>\$ 7,355,244</b>	<b>\$ 8,292,370</b>	<b>\$ 7,912,117</b>	<b>\$ 8,776,663</b>	<b>\$ 7,791,022</b>
<b>% of Fund Balance to Expenses</b>	40.89%	47.12%	41.82%	48%	38%
<b>Working Capital - Cash Position</b>					

BUSINESS-TYPE DEBT										
	General Obligation			Certificates of Obligation			Total - Business-Type Debt			
	Bonds			Bonds			Bonds Outstanding			% Amortized
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I	
2019	693,205	215,916	909,121	520,000	356,841	876,841	1,213,205	572,756	1,785,961	
2020	605,000	188,575	793,575	680,000	403,369	1,083,369	1,285,000	591,944	1,876,944	7.75%
2021	625,000	162,800	787,800	715,000	378,356	1,093,356	1,340,000	541,156	1,881,156	8.08%
2022	660,000	135,800	795,800	735,000	350,744	1,085,744	1,395,000	486,544	1,881,544	8.42%
2023	675,000	107,775	782,775	775,000	321,494	1,096,494	1,450,000	429,269	1,879,269	8.75%
2024	715,000	79,125	794,125	800,000	291,575	1,091,575	1,515,000	370,700	1,885,700	9.14%
2025	530,000	52,325	582,325	825,000	262,594	1,087,594	1,355,000	314,919	1,669,919	8.17%
2026	555,000	28,625	583,625	860,000	233,606	1,093,606	1,415,000	262,231	1,677,231	8.54%
2027	365,000	11,025	376,025	885,000	203,381	1,088,381	1,250,000	214,406	1,464,406	7.54%
2028	185,000	2,775	187,775	915,000	171,859	1,086,859	1,100,000	174,634	1,274,634	6.64%
2029	-	-	-	950,000	138,109	1,088,109	950,000	138,109	1,088,109	5.73%
2030	-	-	-	395,000	112,231	507,231	395,000	112,231	507,231	2.38%
2031	-	-	-	335,000	97,831	432,831	335,000	97,831	432,831	2.02%
2032	-	-	-	350,000	86,344	436,344	350,000	86,344	436,344	2.11%
2033	-	-	-	360,000	75,363	435,363	360,000	75,363	435,363	2.17%
2034	-	-	-	375,000	63,847	438,847	375,000	63,847	438,847	2.26%
2035	-	-	-	345,000	52,170	397,170	345,000	52,170	397,170	2.08%
2036	-	-	-	360,000	40,409	400,409	360,000	40,409	400,409	2.17%
2037	-	-	-	375,000	27,953	402,953	375,000	27,953	402,953	2.26%
2038	-	-	-	390,000	14,818	404,818	390,000	14,818	404,818	2.35%
2039	-	-	-	235,000	4,054	239,054	235,000	4,054	239,054	1.42%
Total P&I	4,915,000	768,825	5,683,825	11,660,000	3,330,106	14,990,106	16,575,000	4,098,931	20,673,931	100.00%

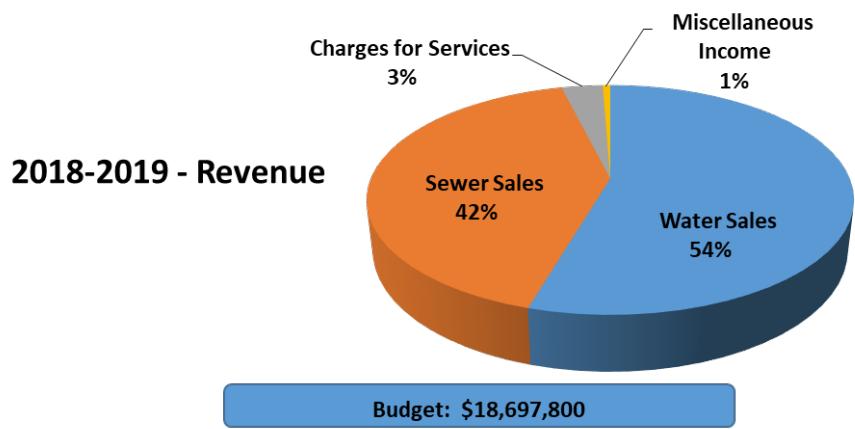
Millions

Debt Paid by Rates of the Utility

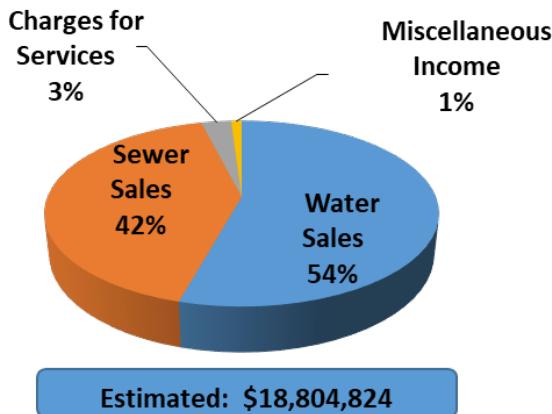


# BUDGET FY2019-20

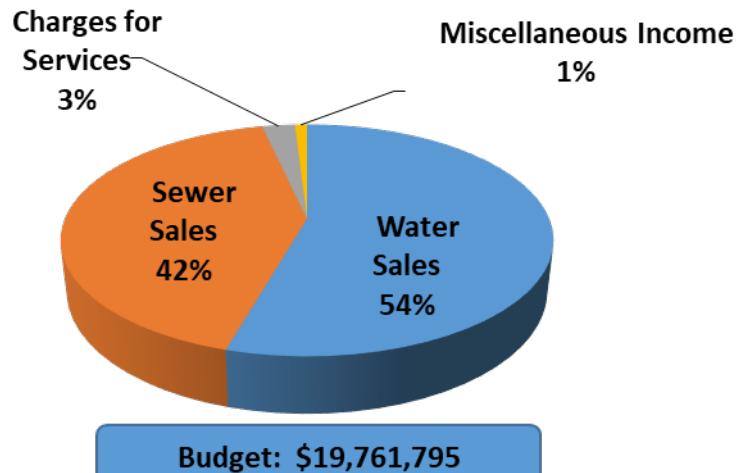
## REVENUE COMPARISON



## 2018-2019 - FYE Estimated

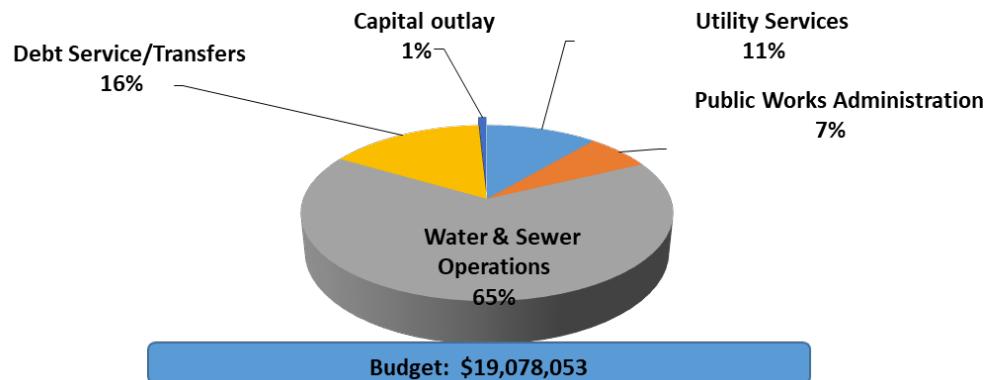


## 2019-2020 Revenue Budget

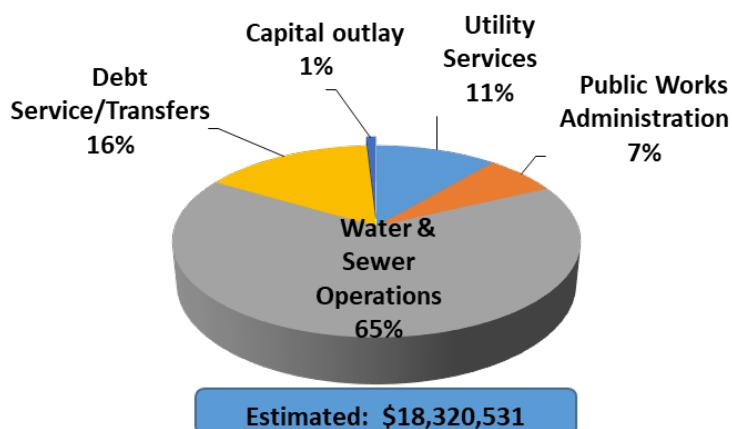


# BUDGET FY2019-20

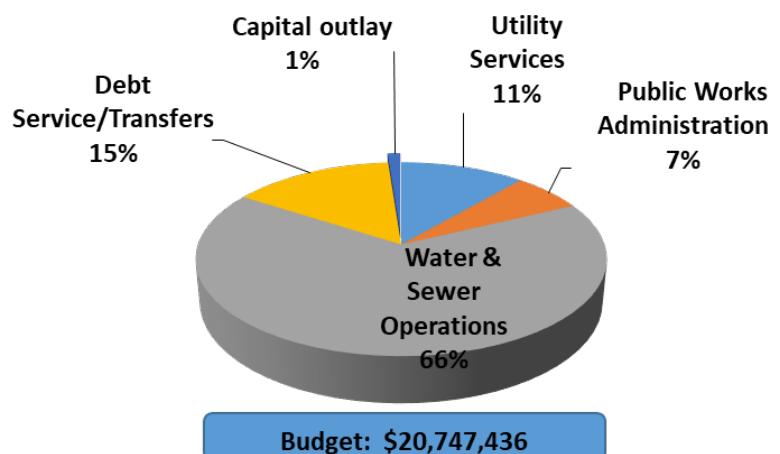
## 2018-2019 Budget of Expenses



## 2018-2019 FYE Estimated Expenses



## 2019-2020 Expense Budget



# BUDGET FY2019-20

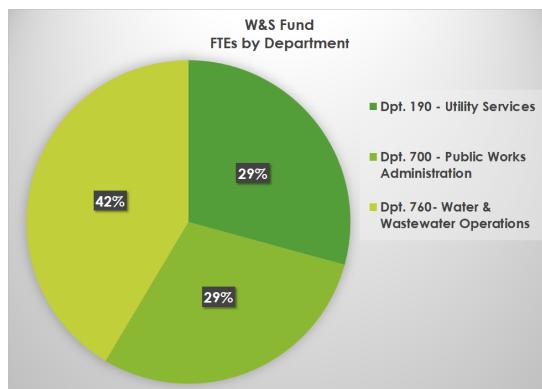
## BY DEPARTMENT (Full Time Equivalency- FTE)

\* Includes Budgeted Positions (Filled & Vacant)  
Full Time & Part-Time Budgeted Positions

FTE = 2,080 Hours

## WATER & SEWER FUND STAFFING SCHEDULE

DEPARTMENT		Actual	Actual	Actual	Budgeted	Proposed	Compare 19/20	20
		FY16	FY17	FY18	FY19	FY20	Diff PY (#)	% of total
Dpt. 190 - Utility Services	Total Department Staff	10	10	11	11	12	1	29%
Dpt. 700 - Public Works Administration	Total Department Staff	12	13	13	12	12	0	29%
Dpt. 760- Water & Wastewater Operations	Total Department Staff	16	16	16	16	17	1	42%
<b>WATER &amp; SEWER FUND</b>	<b>GRAND TOTAL</b>	<b>38</b>	<b>39</b>	<b>40</b>	<b>39</b>	<b>41</b>	<b>2</b>	<b>100%</b>



## WATER AND SEWER FUND - FY19-20 PROGRAM REQUEST

#	FY19-20 PROGRAM REQUESTS	DEPT/DIVISON	RECURRING COST	ONE-TIME COST	TOTAL FIRST YEAR COST	CITY MANAGER PROPOSED	\$ in WS Budget	FUND OPTIONS/NOTES
1	Sustainability Plan Update	(700) PW Administration		50,000	50,000	No	-	
2	Water Meters	(190) Utility Services		54,955	54,955	Yes <sup>t</sup>	-	Funded with residual AMI Funds
3	Traffic Signal Box Art	(700) PW Administration		30,000	10,000	No	-	Stagger the project over 3 years \$10k/yr., 5 boxes /yr. - Option 1 (15 boxes, \$30K)
4	Water Utility Technician	(760) Water & Sewer Operations	71,008	35,427	106,435	Yes	103,770	FT Assumes Grade 615 base salary of \$40,700
5	Cartegraph Upgrade	(760) Water & Sewer Operations	34,450	54,450	88,900	No	-	Enhancement to Cartegraph Software - Asset Management Module
<b>WATER &amp; SEWER FUND TOTAL:</b>			<b>\$105,458</b>	<b>\$224,832</b>	<b>\$310,290</b>		<b>\$103,770</b>	

\* All Personnel request includes Equipment, Uniform and Benefits

<sup>t</sup> Recommended for funding by other sources

## DEPARTMENT DESCRIPTION

The Cedar Hill Utility Services Department is responsible for delivering responsive, accurate and high-quality utility support services, including customer contact and support (telephone, walk-in and field operations); meter installations, programming and maintenance, payment processing/cashiering for water, sewer, solid waste, recycling and ambulance subscription services, and Government Center welcome/reception services.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Contract Administration** – Ensure that the utility billing and AMI infrastructure support contractor (Fathom) and the trash/recycle collection contractor (Waste Management) are performing in accordance with their approved City contracts. Act as the City liaison for contract related issues, pay invoices, track financial and operational performance, including annual budget development, and produce related reports as required.
- **Customer Services** – Respond to and assist customers on the telephone or in-person with questions or concerns regarding utility issues, assist customers with routine utility services functions (payments, service start/stop service, etc.). Interact with the City's billing and IVR software to provide utility related research and analysis and optimize billing services.
- **Field Services** – Provide services related to maintaining and repairing water meters, setting and programming new meters, ensuring system communications connectivity, performing disconnect and reconnect services, obtaining manual meter reads when/if required and assisting customers in the field with questions on infrastructure and billing related issues.
- **Operations Analysis** – Ensure the department's operational and business processes, including software functionality, are operating at peak efficiency. Use technical assessment, system reports and other diagnostic tools to continuously evaluate systems and processes to optimize performance, identify deficiencies and suggest improvements.
- **Visitor/Reception Center** – Serve as first point of contact for Government Center visitors, respond to customer inquiries and concerns, serve as the City's contract customer service representative on trash/recycling issues and act as the customer contact spokesperson for City messaging.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2017-18 Actual	FY2018-19 YE Projection	FY2019-20 Goal
Customer Service: Less than .1% calling customers in wait queue or on hold longer than 5 minutes	5%	< .1%	< .1%
Customer Service: 25% of customers registered on customer portal	25%	35%	50%
System Performance: Missed AMI reads per cycle less than 75	400	350	< 75

## EXPENDITURE SUMMARY

Expenditures by Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed	Budget Variance (\$)
Personnel	666,724	741,250	824,070	791,508	947,525	123,455
Supplies	88,008	101,360	79,090	62,590	76,020	(3,070)
Maintenance	5,210	2,931	4,000	2,295	4,000	-
Services	1,126,209	1,062,946	1,213,550	1,173,487	1,297,125	83,575
Utilities	4,242	4,392	6,500	5,060	5,890	(610)
Lease/Rentals	-	-	-	-	8,100	8,100
Miscellaneous	8,449	13,388	15,850	14,100	15,850	-
Capital	39,280	-	-	-	22,000	22,000
<b>TOTAL</b>	<b>1,938,122</b>	<b>1,926,268</b>	<b>2,143,060</b>	<b>2,049,040</b>	<b>2,376,510</b>	<b>232,966</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY2019-20 Proposed Budget	Budget Variance (#)
Utilities Manager	1	1	1	1	0
Operations Analyst	0	1	1	1	0
Customer Service Specialist	1	1	1	1	0
Senior Customer Service Representative	2	2	2	2	0
Senior Utility Billing Field Technician	1	1	1	2	1
Customer Service Representatives - Lead	0	0	0	1	1
Utility Services Field Technician	2	2	2	2	0
Customer Service Representatives	3	3	3	2	-1
<b>Total Department Staff</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>1</b>



## DEPARTMENT DESCRIPTION

Public Works Administration, Engineering, Geographic Information Systems (GIS) and Environmental are all functions of this department. Together they plan, design, build and maintain the public infrastructure in a manner that is consistent with Professional Engineering Principles and to preserve and enhance the resources of our built and natural environment.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Administer departmental operations** - Provide engineering, environmental and technical staff support for Public Works functions including Operations (Fleet Maintenance, Water and Sewer and Streets and Drainage Divisions).
- **Geographic Information Systems (GIS)** – Provide services utilizing GIS to Public Works, City Planners, Emergency Services, Neighborhood & Tourism, Economic Development and the Public at large.
- **Environmental & Sustainability** – Manage and monitor beautification programs, backflow prevention devices, mosquito control, grease abatement, and MS4 program.
- **Review development plans and plats (DRC Cases)** - Review plans to assure conformance to City design standards, ordinances and accepted engineering practices and provide inspection services to assure compliance with plans and specifications.
- **Manage Capital Projects** - Coordinate and manage the design and construction of water, sewer, drainage and streets Capital Improvement Projects (CIP), and provide inspection services to assure compliance with plans and specifications.
- **Provide citizen assistance** - Inform citizens and offer advice pertaining to traffic, drainage and various related issues.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projections
% of CIP projects implemented per budgeted CIP plan year	N/A	100%	100%	90%
% of Right-of-Way Work Permits approved/ reviewed w/in 5 days	97%	97%	95%	95%

% of record drawings and plats to GIS w/in 10 days	90%	90%	90%	90%
GIS requests prompt response %	86%	80%	85%	85%
Compliance % to MS4 Permit	100%	100%	100%	100%
Compliance % to Cross Connection Program	98%	98%	99%	98%
% of Initial Plan Review w/in 5 days	N/A	N/A	80%	85%
Collection % w/in 10 days for Developer Fees	88%	95%	100%	100%
# of Citywide Community Outreach Events	4 events	5 events	4 events	5 events

## EXPENDITURE SUMMARY

Expenditures by Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed	Budget Variance (\$)
Personnel	1,038,251	1,047,333	1,102,783	1,056,683	1,158,872	56,089
Supplies	19,257	17,474	30,295	24,723	39,895	9,600
Maintenance	10,483	10,834	11,790	10,395	13,150	1,360
Services	59,718	53,328	59,065	85,041	63,975	4,910
Utilities	3,849	5,473	6,725	5,880	6,500	(225)
Lease/Rentals	-	-	-	-	-	-
Miscellaneous	105,224	32,391	61,275	53,278	63,100	1,825
Capital	-	56,245	-	-	30,500	30,500
<b>TOTAL</b>	<b>1,236,782</b>	<b>1,223.078</b>	<b>1,271,933</b>	<b>1,235,999</b>	<b>1,375.992</b>	<b>104,059</b>



PERSONNEL SUMMARY (FULL-TIME EQUIVALENT POSITIONS – INCLUDES VACANT POSITIONS)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Public Works Director	1	1	1	1	0
Assistant Public Works Director	1	1	0	0	0
City Engineer	1	1	1	1	0
Civil Engineer	1	1	1	1	0
Environmental Manager	1	1	1	1	0
Environmental Specialist	1	1	1	1	0
GIS Coordinator	1	1	1	1	0
Senior Construction Inspector	1	1	1	1	0
Construction Inspector	1	1	1	2	1
Executive Assistant	1	1	1	1	0
GIS Technician	1	1	1	0	-1
Administrative Secretary	2	2	2	2	0
<b>Total</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>0</b>

❖Note: The Assistant Public Works Director Position was budgeted but unfilled in prior years. It is not included in the FY18/19 proposed budget.

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Equipment	Estimated Cost	Lease Cost	City Manager Proposed	Funded
2020 Chevrolet 2500 4x4 Double Cab/Utility bed	30,500	-	Yes	30,500

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Sustainability Plan Update	-	50,000	No	-
Traffic Signal Box Art	-	10,000	No	-

## DEPARTMENT DESCRIPTION

The Water and Sewer Department provides superior customer service through a well-maintained water distribution and wastewater collection infrastructure for Cedar Hill citizens and businesses.

## DEPARTMENT/DIVISION CORE FUNCTIONS

The core functions of the department align to the City's Premier Statements

- **Maintain water distribution system** - Ensure that water mains, valves and fire hydrants function properly and that adequate water pressure is consistently maintained.
- **Maintain wastewater collection system** - Minimize service interruptions due to blockages.
- **Maintain water pump stations** - Ensure that pump stations function properly.
- **Respond to customer requests** - Resolve all water and sewer complaints.

## SERVICE LEVEL ANALYSIS

Following is an analysis of KPIs (Key Performance Indicators) of core services:

Service Provided	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Estimate	FY2019-20 Projections
# of test performed (bacteriological and chemical) to monitor water quality	600	624	625	615
# of sanitary sewer lines televised (feet)	12,500	12,660	17,847	15,000
# dead-end mains flushed annually	800	800	1,908	1,908
# of water system repairs annually	133	51	26	25
# of wastewater system repairs annually	88	75	107	60

## EXPENDITURE SUMMARY

Expenditures by Category	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Estimate	FY2019-20 Proposed	Budget Variance (\$)
Personnel	1,307,542	1,147,650	1,206,233	1,193,789	1,290,446	84,213
Supplies	151,950	145,979	126,160	146,254	169,550	43,390
Maintenance	551,605	248,666	240,175	237,301	254,825	14,650
Services	103,233	101,074	115,230	166,197	169,225	53,995
Wholesale Water	3,590,694	3,917,730	3,730,000	3,286,636	3,496,076	(233,924)
Sewer Treatment	5,053,084	5,772,798	6,851,419	6,680,685	8,075,000	1,223,581
Utilities	336,560	281,574	197,440	265,190	271,000	73,560
Lease/Rentals	4,618	6,052	6,000	5,000	6,000	-
Miscellaneous	25,095	22,405	22,240	23,115	22,615	375
Capital	15,452	104,886	160,100	163,785	192,000	31,900
<b>Total</b>	<b>11,139,833</b>	<b>11,748,814</b>	<b>12,654,997</b>	<b>12,167,951</b>	<b>13,946,737</b>	<b>1,291,740</b>

## PERSONNEL SUMMARY (full-time equivalent positions – includes vacant positions)

Position by Title	FY17 Actual	FY18 Actual	FY19 Budget	FY2019-20 Proposed Budget	Budget Variance (#)
Public Works Operations Manager	1	1	1	1	0
Utilities Supervisor	1	1	1	1	0
Utilities Maintenance Crew Chief	4	4	4	4	0
Utilities Technician	2	2	2	3	1
Mechanic	1	1	1	1	0
Utilities Maintenance Worker	7	7	7	7	0
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>1</b>

## EQUIPMENT &amp; PROGRAM REQUEST

Replacement Equipment	Estimated Cost	Est. Life	City Manager Proposed	Funded
Ford ¾ Ton Van with Crane	45,000	5 years	Yes	45,000
2020 Excavator	112,000	10 years	Yes	112,000

Programs	Recurring Cost	One-Time Cost	City Manager Proposed	Funded
Cartegraph Upgrade	34,450	54,450	No	-
Utility Technician	71,008	35,427	Yes*	103,770

\*Only a portion of the original requested amount has been funded

**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## Water and Sewer Capital Funds

### Water and Sewer Funds

#### Capital Funds

- 5000 Water Impact Fees
- 5001 Sewer Impact Fees
- 5002 Water & Sewer Special Projects
- 5003 Prorata Fund

- Water & Sewer Capital Funds Summary
- Water & Sewer 5 Year Capital Improvement Plan (CIP)

## **Water Impact Fees**

### **(Fund 5000)**

Water Impact Fees are reporting in the Financial Statement of the Water and Sewer Fund. Senate Bill 336, passed by the Texas Legislature in 1987, authorized cities to use impact fees as a source of funding. Chapter 395 of the Local Government Code provides guidance on calculating and establishing impact fees (capital recovery fees). They are defined as a charge imposed against new development to pay for the off-site construction or expansion of infrastructure facilities that are necessitated by and benefit the new development. The most recent local authorization and setting of the City's impact fees was established by Ordinance 2012-478. Impact Fees are reviewed every 5 years by a council appointed Advisory Committee.



**Water Impact Fees**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 5000**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 121,870	\$ 351,363	\$ 610,614	\$ 610,614	\$ 884,287
<b>REVENUES</b>					
Interest income	2,184	5,377	5,800	20,515	22,300
Water Impact Fees	227,309	253,875	100,000	253,158	250,000
<b>TOTAL OPERATING REVENUES</b>	<b>229,493</b>	<b>259,252</b>	<b>105,800</b>	<b>273,673</b>	<b>272,300</b>
<b>EXPENDITURES</b>					
Transfer to Another Fund	-	-	-	-	-
Eligible Water Impact Fee Projects	-	-	-	-	-
Water Impact Fee Study	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>229,493</b>	<b>259,252</b>	<b>105,800</b>	<b>273,673</b>	<b>272,300</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 351,363</b>	<b>\$ 610,614</b>	<b>\$ 716,414</b>	<b>\$ 884,287</b>	<b>\$ 1,156,587</b>

## **Sewer Impact Fees**

### **(Fund 5001)**

Sewer Impact Fees are reported in the Financial Statement of the Water and Sewer Fund. Senate Bill 336, passed by the Texas Legislature in 1987, authorized cities to use impact fees as a source of funding. Chapter 395 of the Local Government Code provides guidance on calculating and establishing impact fees (capital recovery fees). They are defined as a charge imposed against new development to pay for the off-site construction or expansion of infrastructure facilities that are necessitated by and benefit the new development. The most recent local authorization and setting of the City's Impact Fees was established by Ordinance 2012-478. Impact Fees are reviewed every 5 years by a council appoint Advisory Committee.



**Sewer Impact Fees**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 5001**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 192,268	\$ 271,127	\$ 352,020	\$ 352,020	\$ 453,428
<b>REVENUES</b>					
Interest income	2,118	3,960	4,500	11,256	12,000
Sewer Impact Fees	76,741	76,933	30,000	90,152	75,000
<b>TOTAL OPERATING REVENUES</b>	<b>78,859</b>	<b>80,893</b>	<b>34,500</b>	<b>101,408</b>	<b>87,000</b>
<b>EXPENDITURES</b>					
Transfer to Another Fund	-	-	-	-	-
Eligible Sewer Impact Fee Projects	-	-	-	-	-
Sewer Impact Fee Study	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>78,859</b>	<b>80,893</b>	<b>34,500</b>	<b>101,408</b>	<b>87,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 271,127</b>	<b>\$ 352,020</b>	<b>\$ 386,520</b>	<b>\$ 453,428</b>	<b>\$ 540,428</b>

## Water and Sewer Special Projects Fund

### Fund 5002

This is an unrestricted fund established with funds from the Water and Sewer Fund from a settlement with Grand Prairie for water loss. The funds are restricted to the following specific uses: Rate Stabilization Downtown Infrastructure and Water Quality:



**Water and Sewer Special Projects Fund**  
**(Revenue, Expenses and Changes in Fund Balance)**

Fund 5002



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 2,372,943	\$ 2,197,905	\$ 1,309,779	\$ 1,309,779	\$ 1,336,479
<b>REVENUES</b>					
Interest income	20,527	24,756	16,500	26,700	12,000
Other sources-GP Settlement	-	-	-	-	-
Transfers in	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 20,527</b>	<b>\$ 24,756</b>	<b>\$ 16,500</b>	<b>\$ 26,700</b>	<b>\$ 12,000</b>
<b>EXPENDITURES</b>					
Special Services	-	-	-	-	-
Projects	195,565	-	-	-	-
Transfer out		912,882			
<b>TOTAL OPERATING EXPENDITURES</b>	<b>195,565</b>	<b>912,882</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME</b>	<b>(175,038)</b>	<b>(888,126)</b>	<b>16,500</b>	<b>26,700</b>	<b>12,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,197,905</b>	<b>\$ 1,309,779</b>	<b>\$ 1,326,279</b>	<b>\$ 1,336,479</b>	<b>\$ 1,348,479</b>

## **Prorata Fund**

### **(Fund 5003)**

This is the Water and Sewer Prorata Fee Fund. The fees are codified in Section 18-38 of the City's Code of Ordinances; when a property owner is benefited by water or sewer services made available where the lot or tract benefits by the value enhanced value due to the extension.



## **PROPOSED BUDGET FY 2019-2020**

**Prorata Fees**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 5003**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 3,385	\$ 8,766	\$ 35,204	\$ 35,204	\$ 61,805
<b>REVENUES</b>					
Interest income	62	145	150	983	1,000
Prorata Fees	5,319	26,293	-	25,618	10,000
<b>TOTAL OPERATING REVENUES</b>	<b>5,381</b>	<b>26,438</b>	<b>150</b>	<b>26,601</b>	<b>11,000</b>
<b>EXPENDITURES</b>					
Transfer to Another Fund	-	-	-	-	-
Prorata Expenses	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>5,381</b>	<b>26,438</b>	<b>150</b>	<b>26,601</b>	<b>11,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 8,766</b>	<b>\$ 35,204</b>	<b>\$ 35,354</b>	<b>\$ 61,805</b>	<b>\$ 72,805</b>

## Water & Sewer Capital Improvement Plan 2020 Summary

### Projects Approved For Funding in the 2020 Budget

The following table summarizes the funding sources for each 2020 project. The CIP Workshop file provided in the appendix provides more detailed cost and other information for each project. The Debt section of this budget document describes individual debt issuances by issue, maturity dates, amortization schedules, and projects financed.

Capital Project cost in (000's)

Project Name	Category	Explanation	Funding Source Allocations	FY20 Budget	Project Cost
Cedar Hill Road Water Line Replacement, Ph. 1	Water	Water Line replacement	\$400 - CO Bonds 2020 \$900 - Future Funding	400	900
Water & Sewer Master Plan Update	Water	Update Water & Sewer Master Plan	\$200 - CO Bonds 2020	200	200
Parkerville EST Repair & Painting	Water	Parkerville elevated storage tank repair and painting	\$1,300 - CO Bonds 2020	1,300	1,300
SCADA System Upgrades, Ph 2	Water	Install antenna towers at 3 lift stations, repair and replace alarms at lift station and improve overall communication with existing infrastructure for the Supervisory Control and Data Acquisition System	\$125 - CO Bonds 2020	125	125
I&I Rehabilitation Program	Sewer	Infiltration & Inflow Mitigation Plan, Sanitary Sewer Line Rehabilitation - ongoing plan .  This project is our commitment to the Sanitary Sewer Overflow (SSO) Program with the TCEQ. We will continue to identify sanitary sewer basins in the City to perform smoke testing and camera inspections to identify significant inflow & infiltration (I&I) of storm water into our sanitary sewer system.	\$250- CO Bonds 2020 \$750 - Future Funding	250	750
Sewer Main Extension (RO-7 Basin to Hwy 67)	Sewer	Sewer Main design and construction	\$750 - CO Bonds 2020 \$1,500 - Future Funding	750	1500
<b>Total</b>				<b>3,025</b>	<b>4,775</b>

#### Key Acronyms:

GST - Ground Storage Tank  
EST - Elevated Storage Tank  
SCADA - Supervisory Control And Data Acquisition

I&I - Inflow and Infiltration  
RO - Red Oak Branch  
CO - Certificates of Obligation

## Water & Sewer Capital Improvement Program

### 5 Year Plan

FY 2020-2024

#### Water Projects - Summary

Estimated Expenditure (000's)							
Project Name/Number	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
<b>FUTURE FUNDING:</b>							
1. Substandard Water Line Replacements -TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
2. Cedar Hill Road Water Line Replacement, Ph. 1	\$ -	\$ 400	\$ 500	\$ -	\$ -	\$ -	\$ 900
3. Water & Sewer Master Plan Update	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200
4. Parkerville EST Repair & Painting	\$ -	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ 1,300
5. SCADA System Upgrades, Ph 2	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ 125
6. Hwy-67 EST Repair & Painting	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200
7. Hwy 67 Water Line (Pleasant Run to Joe Wilson)	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
8. Mount Lebanon Road Water Line	\$ -	\$ -	\$ 100	\$ 1,500	\$ -	\$ -	\$ 1,600
9. Cedar Hill Road Water Line Replacement, Ph. 2	\$ -	\$ -	\$ -	\$ 400	\$ 500	\$ -	\$ 900
10. Bennett Street Water Line Replacement	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ 200
11. Lake Ridge GST Design	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ 200
12. Lake Ridge GST Construction	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 2,000	\$ 3,500
<b>Carryovers from Previous Year:</b>							
13. Robin Road Water Line Replacement	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
14. Lorch Park Water Line	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600
15. Lakeridge Parkway GST Site Acquisition	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
16. SCADA System Upgrades	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
17. Flameleaf Pump Station Generator	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
18. Kingswood GST Rehab.	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375
19. Texas Plume Water Line	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
20. Parkerville EST Overflow Improvements	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
<b>Total:</b>	<b>\$ 4,975</b>	<b>\$ 2,025</b>	<b>\$ 2,300</b>	<b>\$ 2,300</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>	<b>\$ 16,100</b>

#### Sewer Projects - Summary

Estimated Expenditure (000's)							
Project Name/Number	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
<b>FUTURE FUNDING:</b>							
1. I&I Rehabilitation Program	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 750
2. Sewer Main in RO-1 (Vinyard Development)	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 400
3. Sewer Main Extension (RO-7 Basin to Hwy 67)	\$ -	\$ 750	\$ 750	\$ -	\$ -	\$ -	\$ 1,500
4. Bennett Street Sewer Replacement	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ 300
5. Sanitary Sewer Line Infill	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500
<b>Carryovers from Previous Year:</b>							
6. Red Oak Basin I&I Rehabilitation Project	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
7. Sewer Line at Lorch Park	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
8. Sewer Main (RO-7 Basin to Hwy 67)- Design/Easements	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
<b>Total:</b>	<b>\$ 1,050</b>	<b>\$ 1,000</b>	<b>\$ 750</b>	<b>\$ 550</b>	<b>\$ 900</b>	<b>\$ 250</b>	<b>\$ 4,500</b>

**TOTAL WATER & WASTEWATER**      \$ 6,025    \$ 3,025    \$ 3,050    \$ 2,850    \$ 2,900    \$ 2,750    \$ 20,600

Funding Sources	Estimated Amount (000's)						
Certificates of Obligation Bonds- 2018 (Fund 5508)	\$ 2,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,475
Certificates of Obligation Bonds- 2019 (Fund 5509)	\$ 3,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,550
Certificates of Obligation Bonds- 2020 (Fund TBD)		\$ 3,025	\$ 275	\$ -	\$ -	\$ -	\$ 3,300
Future Funding	\$ -	\$ -	\$ 2,775	\$ 2,850	\$ 2,900	\$ 2,750	\$ 11,275
<b>Total:</b>	<b>\$ 6,025</b>	<b>\$ 3,025</b>	<b>\$ 3,050</b>	<b>\$ 2,850</b>	<b>\$ 2,900</b>	<b>\$ 2,750</b>	<b>\$ 20,600</b>

**THIS PAGE IS INTENTIONALLY  
BLANK**



# BUDGET FY2019-20

## Internal Service Funds

### Internal Service Funds

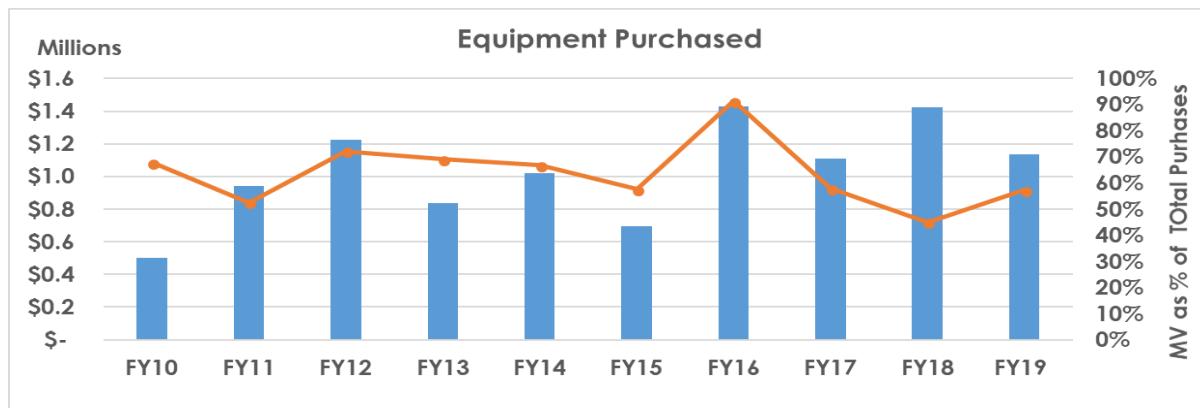
- 0040 Equipment Fund
- 0092 Self-Insurance Fund

## Equipment Replacement Fund (0040)

This is an Internal Service Fund and serves all governmental funds of the City. The Fund is established to fund capital items of \$5,000 or greater in value. The equipment is purchased through this fund and each fund budgets a contribution (lease) back to the Equipment Fund on an amortized schedule based on the useful life of the equipment being purchased. The City Manager makes an annual recommendation to the City Council on what equipment is to be replaced. Funds are appropriated by City Council at the Department level as an equipment lease amount.



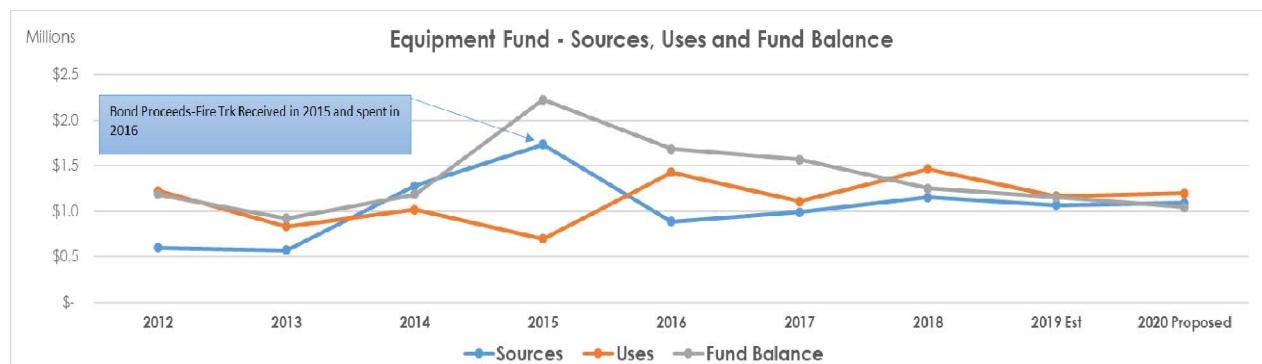
### PROPOSED BUDGET FY 2019-2020



**Equipment Replacement Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**Fund 0040**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	YTD ACTUAL	ESTIMATED 2018-2019	PROPOSED 2019-2020
BEGINNING FUND BALANCE	\$ 1,682,629	\$ 1,564,811	\$ 1,253,290	\$ 1,253,290	\$ 1,253,290	\$ 1,154,120
<b>OPERATING REVENUES</b>						
Interest Income	13,487	25,058	31,500	20,877	28,221	28,000
Lease Revenue	875,721	1,007,976	1,002,715	765,587	1,005,530	1,015,175
Gain/Loss on sale of fixed assets	80,274	104,414	75,000	34,375	34,375	40,000
Miscellaneous	19,359	15,480	1,500	1,200	1,200	5,000
Transfer in	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>988,841</b>	<b>1,152,927</b>	<b>1,110,715</b>	<b>822,038</b>	<b>1,069,326</b>	<b>1,088,175</b>
<b>EXPENDITURES</b>						
Minor Apparatus	-	196,361	-	-	-	-
Motor Vehicles	641,019	653,660	650,175	599,325	703,170	968,500
Safety Equipment	88,025	253,178	71,000	65,494	107,711	120,600
Office Equipment	37,081	34,445	45,000	76,201	76,201	45,000
Miscellaneous	340,534	326,803	369,266	63,620	281,414	64,600
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 1,106,658</b>	<b>\$ 1,464,448</b>	<b>\$ 1,135,441</b>	<b>\$ 804,641</b>	<b>\$ 1,168,496</b>	<b>\$ 1,198,700</b>
<b>NET CHANGE</b>	<b>(117,818)</b>	<b>(311,521)</b>	<b>(24,726)</b>	<b>17,398</b>	<b>(99,170)</b>	<b>(110,525)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,564,811</b>	<b>\$ 1,253,290</b>	<b>\$ 1,228,564</b>	<b>\$ 1,270,688</b>	<b>\$ 1,154,120</b>	<b>\$ 1,043,595</b>



## EQUIPMENT FUND (0040) - PROPOSED NEW & REPLACEMENT EQUIPMENT

FY 2019/2020 BUDGET	EQUIPMENT REQUESTED:			RECOMMENDED:	NOT RECOMMENDED:	ORIGINAL COST	ANNUAL LEASE (w/int)
	COST	LIFE	ANNUAL LEASE				
[130] Information Systems	\$ 45,000		\$ 9,909			\$ 45,000	\$ 9,909
50 Computers	45,000	5	\$ 9,909	x		45,000	9,909
[310] Police Department:	\$ 385,000		\$ 71,795			\$ 385,000	\$ 71,795
Police Patrol Vehicle	56,000	5	\$ 12,331	x		56,000	12,331
Police Patrol Vehicle	56,000	5	\$ 12,331	x		56,000	12,331
Police Patrol Vehicle	56,000	5	\$ 12,331	x		56,000	12,331
Crime Scene Police Vehicle	44,000	7	\$ 7,179	x		44,000	7,179
CSO Police Vehicle	34,000	8	\$ 4,942	x		34,000	4,942
Admin/CID Police Vehicle	41,000	7	\$ 6,690	x		41,000	6,690
Admin/CID Police Vehicle	44,000	7	\$ 7,179	x		44,000	7,179
Admin/CID Police Vehicle	34,000	7	\$ 5,548	x		34,000	5,548
Speed Radar Message Sign (Solar) ■	20,000	7	\$ 3,263	x		20,000	3,263
[340] Fire Department:	\$ 556,700		\$ 100,750			\$ 501,700	\$ 94,124
Ambulance*	310,500	5	\$ 68,373	x		310,500	68,373
2-Stretchers	50,600	7	\$ 8,256	x		50,600	8,256
Treadmill - Station 213	5,600	5	\$ 1,233	x		5,600	1,233
Command Vehicle	135,000	10	\$ 16,262	x		135,000	16,262
Fire Department Vehicle	55,000	10	\$ 6,625		x	-	-
[350] Emergency Management:	\$ 50,000		\$ 3,550			\$ 50,000	\$ 3,550
Warning Siren	50,000	20	\$ 3,550	x		50,000	3,550
[370] Code Department	\$ 30,500		\$ 6,716			\$ 30,500	\$ 6,716
Code Compliance Vehicle	30,500	5	\$ 6,716	x		30,500	6,716
[410] Parks Department:	\$ 272,550		\$ 55,787			\$ 121,500	\$ 26,256
Five Lightning Detectors †	85,650	5	\$ 18,860		x	-	-
Zero-Turn Riding Mower	10,000	5	\$ 2,202	x		10,000	2,202
Zero-Turn Riding Mower	10,000	5	\$ 2,202	x		10,000	2,202
Zero-Turn Riding Mower	10,000	5	\$ 2,202	x		10,000	2,202
Zero-Turn Riding Mower	10,000	5	\$ 2,202	x		10,000	2,202
Zero-Turn Riding Mower	10,000	5	\$ 2,202	x		10,000	2,202
Landscape Truck	65,400	7	\$ 10,671		x	-	-
Sprayer	9,000	5	\$ 1,982	x		9,000	1,982
Landscape Trailer	5,000	10	\$ 602	x		5,000	602
Outfitted Special Events Trailer ■	57,500	5	\$ 12,662	x		57,500	12,662
[710] Streets Department:	\$ 65,000		\$ 7,830			\$ 65,000	\$ 7,830
Skid Loader	65,000	10	\$ 7,830	x		65,000	7,830
Total Equipment Requested						\$ 1,404,750	\$ 256,337
Total Proposed For EQ Fund						\$ 1,198,700	\$ 220,181

\* Items will be purchased via private debt placement not a participant in the Equipment Fund lease back program

■ New equipment component of program - City Manager Proposed

† Funded by another funding source

**Self -Insurance Fund  
(Internal Service Fund)  
(0092)**

This is an Internal Service Fund which is a fund-type designed to account for goods or services provided by one city department for another. Charges are billed to departments to recover costs that are incurred (premiums etc.) Therefore, the City has established a self-insurance plan for city employees and their covered dependents for medical benefits. A commercial insurance company re-insures the city for individual claims in excess of \$100,000 currently. The City will maintain a minimum reserve of \$400,000 to cover unexpected costs relating to health insurance claims as well as if the City were to transition back to a fully insured plan. Self-Insurance funding means that the City takes on the risk and responsibility of paying all of its covered health claims, instead of paying an insurance company to accept that risk. The City has engaged a third party administrator (TPA) to manage the City's plan but the City is solely responsible for managing the plan and payment of all covered claims. To minimize the risk of "shock claims", the City has purchased stop-loss insurance.



**PROPOSED BUDGET  
2019-2020**

**Self-Insurance Fund**  
**(Revenues, Expenditures and Change in Fund Balance)**  
**(0092)**



	ACTUAL 2017-2018	BUDGET 2018-2019	YTD ACTUAL	ESTIMATED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING FUND BALANCE</b>	\$ 86,930	\$ 712,153	\$ 712,153	\$ 712,153	\$ 1,217,640
<b>REVENUES</b>					
Interest	\$ 4,456	\$ 5,000	\$ 19,901	27,401	28,000
Employee contributions	677,684	701,100	517,885	692,000	715,000
City contributions	3,297,929	3,116,280	2,302,559	3,075,000	3,175,000
Retiree/Cobra contributions	66,855	70,000	43,976	63,250	70,000
Miscellaneous income	82,099	65,000	47,202	60,202	65,000
Transfer in	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 4,129,023</b>	<b>\$ 3,957,380</b>	<b>\$ 2,931,522</b>	<b>\$ 3,917,853</b>	<b>\$ 4,053,000</b>
<b>TOTAL FUNDS AVAILABLE</b>					
	<b>\$ 4,215,954</b>	<b>\$ 4,669,533</b>	<b>\$ 3,643,675</b>	<b>\$ 4,630,006</b>	<b>\$ 5,270,640</b>
<b>EXPENDITURES</b>					
Benefit Administration	\$ 141,901	\$ 145,000	\$ 122,003	146,755	112,500
Benefit Stop Loss	671,458	702,000	563,291	675,000	715,000
Benefit Claim Payments	2,688,225	3,121,409	1,610,726	2,549,770	2,955,000
Other Contractual Services	2,216	2,000	28,840	40,840	40,000
Miscellaneous	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,503,801</b>	<b>\$ 3,970,409</b>	<b>\$ 2,324,860</b>	<b>\$ 3,412,365</b>	<b>\$ 3,822,500</b>
<b>NET CHANGE</b>	<b>\$ 625,223</b>	<b>\$ (13,029)</b>	<b>\$ 606,662</b>	<b>\$ 505,487</b>	<b>\$ 230,500</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 712,153</b>	<b>\$ 699,124</b>	<b>\$ 1,318,815</b>	<b>\$ 1,217,640</b>	<b>\$ 1,448,140</b>

# BUDGET FY2019-20

## General Governmental Capital Funds

### General Governmental Capital Funds

#### Capital Project Funds

- Capital Budget Plan Narrative
- Capital Funds Summary
- General Government 5 year (CIP)
  - Public Facilities
  - Parks
  - Streets
  - Drainage
- 1000 Building Capital Maintenance
- 2500's Street Impact Fees Fund
- 2600 Street Construction Fund
- 2601 Restricted Streets Fund
- 2602 Downtown/City Center Fund
- 2700 Drainage Capital Fund
- 2701 Drainage Detention Fund
- 3000 Park Development Fee Fund

**THIS PAGE IS INTENTIONALLY  
BLANK**

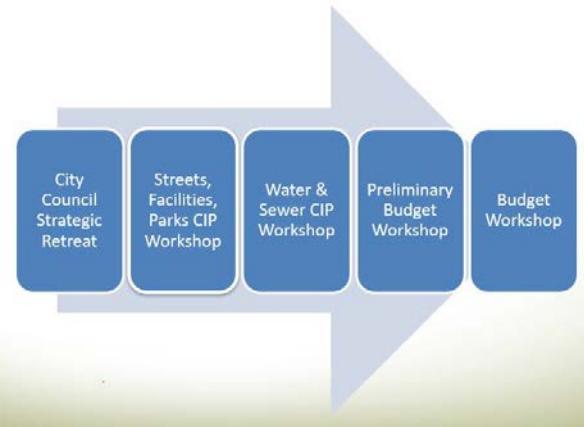


# BUDGET FY2019-2020

## CAPITAL BUDGET NARRATIVE

### BUDGET DEVELOPMENT CAPITAL IMPROVEMENT PLAN (CIP)

Capital Improvement Planning begins with evaluating projects identified in long-range master plans, the comprehensive plan, and prior year CIPs. In the fall, during the City Council's annual planning retreat, 5-10-year initiatives are developed. Then the staff works to develop a CIP that takes into consideration prior year planning documents, Council direction, and current needs. The capital needs are presented to the Council in a series of workshops which are then reviewed and modified by the City Council as needed.



### PURPOSE OF THE CAPITAL IMPROVEMENT PLAN (CIP)

The CIP establishes a five-year funding schedule for the purchase, construction or replacement of physical assets of the City. Capital Improvements typically have a useful life of over 10 years and a value greater than \$5,000. The City of Cedar Hill develops its Capital Improvement Plan based on assessed needs, cash and financing required, and project or construction load. Each year projects are reviewed, and the CIP is adjusted to reflect new projects; projects that have been completed; or postponed for future years. Each project is approved and appropriated on a project budget basis. The total estimated expenditures for all active projects and new projects within the upcoming fiscal year are combined to create the annual **Capital Budget**. The **Capital Budget** is appropriated in the same manner as the annual operating budget. Funds for projects are appropriated on an annual basis. Projects approved for subsequent years are approved for planning purposes only and do not receive authority until they are included in the annual **Capital Budget**. The five-year CIP includes projects deemed highest priority and necessary to meet the demands of growth as well as to properly maintain the infrastructure of the City.

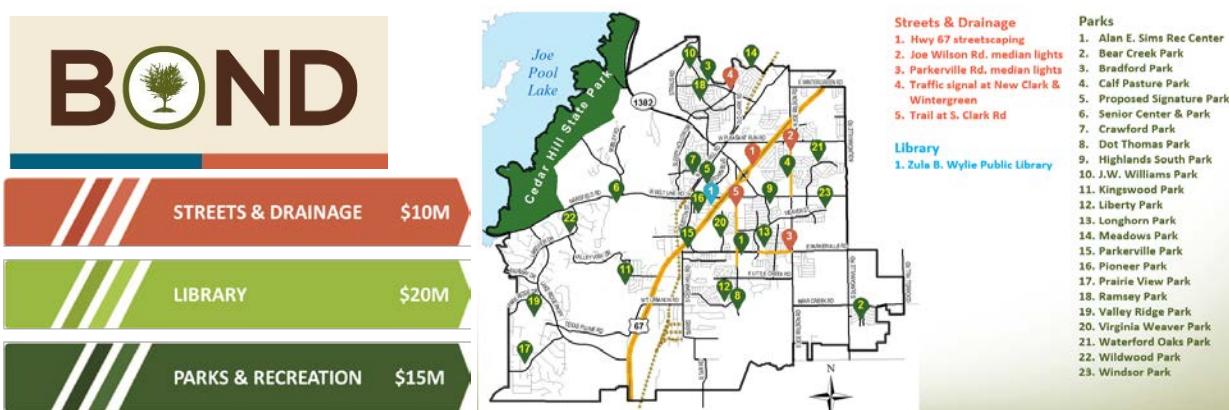
CIP Projects are separated into various funds based on the type of project to be constructed. However, many projects span several funds and may be included in both the General Governmental Capital Projects Funds and the Water and Sewer Capital Projects Funds. For instance, a street reconstruction project may also require drainage, water, and wastewater improvements and may also have a cooperative state grant component. Therefore, the same project could be listed in the General Governmental CIP listing and the Water & Sewer CIP listing.

# BUDGET FY2019-2020

The City of Cedar Hill's primary funding source for the Capital Improvement Program is the issuance of long-term debt. Many of the **General Governmental Capital Projects** are funded by General Obligation Bonds (GO's). These bonds are approved by voters and are backed by the full faith and credit of the City. For Water and Sewer capital projects, the City issues bonds that are supported by the revenues generated solely by operations of those funds and are only used for improvements to the corresponding systems.

The City may also elect to use Certificates of Obligations (CO's) which are financial instruments that pledge **specific revenues** to repay debt. These instruments have been issued for both water and sewer capital projects and general government capital projects.

The funding for the majority of **General Governmental Capital Projects** is the result of several bond programs authorized and approved by the voters dating back to 2008 with the most recent bond program approved in November of 2017. The newest bond issuance authorized \$45 million to finance the construction of projects identified by a task force appointed by the City Council to evaluate the city's needs. Thru a series of public meetings, citizen surveys and planning studies, the task force identified three propositions that all passed. The allocation included: **proposition A** - \$10 million for streets and drainage, **proposition B** - \$20 million for a new library and **proposition C** - \$15 million for parks and recreation. The bond program authorized \$45 million in total with a six-year plan to sell a specific amount per year. As of September 30, 2019, \$13 million has been sold and a planned \$14 million to be sold during fiscal year 2020 resulting in a remainder of \$18 million of unsold bonds at the end of fiscal year 2020.



# BUDGET FY2019-2020

## General Governmental CIP

The general governmental projects include street infrastructure, drainage projects, facility improvements, street lighting and illumination as well as parks and trails improvements.

A portion of the authorized, unissued bonds will be sold in future years according to the five-year CIP plan. This plan is maintained and managed by the City Manager and staff but is reviewed and updated annually by the City Council. Annually projects are reprioritized within the plan based on council request, citizen input, maintenance schedules and anticipated growth due to development projects. Other factors may affect the plan such as the capacity to sell debt, cash-flows and project or construction load.

## Water & Sewer CIP

Important updates to the City's water and wastewater system have been identified and prioritized in a comprehensive plan that upholds the City's premier statements for being safe, clean, having excellent, safe and efficient infrastructure which supports efforts in becoming a strong and diverse economy.

The water distribution system - supplies, pumps, stores and distributes water to homes, businesses and other community sites within Cedar Hill. The system is comprised of a complex matrix of 318 miles of water lines, pumping stations, supply points, elevated tanks, ground storage tanks and a sophisticated monitoring system – Supervisory Control and Data Acquisition (SCADA).

The sewer system is critical in keeping the city safe and clean by providing the infrastructure to support a growing population. It consists of 246 miles of sewer lines, 3 regional treatment systems and 18 lift stations.

The ***Fiscal Year FY19/20 Capital Budget*** and five-year CIP addresses needs of maintenance, compliance, and growth of the water and wastewater systems. The capital budget dedicates \$9 million to water and sewer projects in FY20. Included in this funding is \$3.3 million in new self-supported Certificates of Obligations which are scheduled to be issued in February 2020.

UNDERSTANDING CAPITAL PROJECTS		
What constitutes either a Capital Improvement Project or a Maintenance Project or Expenditure		
Asset Category	Capital Improvement Project Examples	Maintenance Project & Expenditure Examples
Public Facilities	New Facility Construction	Major replacement or upgrading of the design of existing major building components (roof replacement, major air conditioning or heating system improvements)
	Major remodeling and structural alterations to improve space; utilization or increase capacity	
	Program to make energy-related or physical improvements	Preventative maintenance repairs that do not significantly upgrade the structure or increase its previously estimated useful life: for example minor roof patching or gutter repair work.
	Program to make handicapped accessibility or physical improvements	
	Program to make technology security or technology accessibility or physical improvements	
Parks & Recreation Facilities	Development of a new park, public plaza or trail	Repair or replacement of furnishings, equipment or landscape plantings that do not substantially upgrade the park, plaza or trail
	New park buildings, field or major new recreation facility within an existing park	General maintenance and repair of parks, park structures, park facilities and buildings
	Major remodeling and structural alterations to improve space; utilization or increase capacity such as new parks; playgrounds; shade structure; pool or water feature; landscaping or irrigation	
Streets	New streets and roadways	Routine repair/patching/sealing or resurfacing and other methods to extend pavement life / Lane marking and delineation
	Physical alteration of street capacity or design including the addition of bicycle lanes, medians, sidewalk configurations, and street landscaping	Equipment repair or replacement to maintain system operations or extend life.
	New or upgraded signal equipment or other physical improvements that enhance safety or systems capabilities	Repair or replacement even if increasing width of existing sidewalks
	Paving where none existed previously or new sidewalks, curbs or gutters	Replacement or repair of damaged lights.
	Addition of street lights or conversion of street lights to new fixtures	
Drainage	Install new or replacement of existing storm drainage in order to increase drainage capacity	Repair of existing storm drainage infrastructure when it deteriorates or cannot handle increases in stormwater

## General Government Capital Improvement Plan 2020 Summary

### Projects Approved For Funding in the 2020 Budget

The following table summarizes the funding sources for each 2020 project. The CIP Workshop file provided in the appendix provides more detailed cost and other information for each project. The Debt section of this budget document describes individual debt issuances by issue, maturity dates, amortization schedules, and projects financed.

Capital Project cost in (000's)

Project Name	Category	Explanation	Funding Source Allocations	FY20 Budget	Total Cost	Future Operating Budget Impact
Roberts Drainage Improvements, Phase I	Drainage	Reconstruct the alley between N. Roberts Road and Daniel Lane and up-size the existing drainage infrastructure from the alley, across 436/440 N. Roberts Road to the creek.	\$250 - Drainage Capital Fund (2700) \$700 - Future Funding	250	950	There is no additional associated O&M cost with this project; the project would simply improve the existing drainage.
Boiler Replacement	Public Facilities	Replacement of one boiler at the Government Center	\$200 - Future Funding	200	200	There is no additional associated O&M cost with this project; this system would simply replace the current
Access System Replacement	Public Facilities	Replacement of the Access Card Reader System at the Government Center	\$100 - Future Funding	100	100	There is no additional associated O&M cost with this project; this system would simply replace the current access card reader.
Library	Public Facilities	Design and Construct a new Library	\$487 - GO Bonds - 2018 \$1,763 - GO Bonds - 2019 \$9,000 - GO Bonds - 2020 \$8,750 - Future Funding	9,000	20,000	The O&M cost associated with this project is estimated to be reflected in the Library Department (450) for staffing, utilities and supplies, IT Department (130) for technology and Non-Departmental (199) for copy machine leasing and other services.
Neighborhood Parks	Parks	Redesign and Upgrade 12 neighborhood parks	\$475 - GO Bonds - 2018 \$375 - GO Bonds - 2019 \$575 - GO Bonds - 2020 \$1,530 - Future Funding	575	2,955	There is no additional associated O&M cost as the parks are already maintained in the Parks Department (410) Budget.
Community Parks	Parks	Redesign and Upgrade 5 Community parks	\$400-GO Bonds - 2018 \$425- GO Bonds - 2019 \$500 - GO Bonds - 2020 \$720 - Future Funding	500	2,045	There is no additional associated O&M cost as the parks are already maintained in the Parks Department (410) Budget.
Signature Park	Parks	Develop and construct the first phase of community park near the Government Center	\$500 - GO Bonds - 2019 \$2,000 - GO Bonds - 2020 \$2,000 - Future Funding	2,000	4,500	The O&M cost associated with this project is estimated to be reflected in the Parks Department (410) for mowing, landscape maintenance and electricity.
Asphalt & Concrete Street Repair Program	Streets	Concrete and asphalt street repairs, and proactive maintenance on several streets throughout the City.	\$1,000 - GO Bonds - 2020 \$1,250 - Future Funding	1,000	2,250	There is no additional associated O&M cost with this project; repair existing roadways.
Street Lighting Improvements (Minor Streets)	Streets	Provide minor arterial street lighting	\$200 - GO Bonds - 2019 \$300 - GO Bonds - 2020	300	500	The O&M cost associated with this project is estimated to be reflected in the Streets Department (710) for electricity.
US Hwy-67 Landscaping, Phase 2	Streets	Provide enhancements such as enhanced railing, lighting features, and landscape master plan, the Hwy-67 corridor	\$250 - GO Bonds - 2018 \$250 - GO Bonds - 2019 \$1,000 - GO Bonds - 2020	1,000	1500	irrigation, landscaping and lighting O&M at approximately \$40k/yr.
Signal/Mobility Master Plan update	Streets	Masterplan to develop future signal needs	\$250 - GO Bonds - 2019 \$200 - GO Bonds - 2020	200	950	There is no additional associated O&M cost with this project; this is a planning tool to develop future needs.
<b>Total</b>				<b>15,125</b>	<b>35,950</b>	

**CITY OF CEDAR HILL**  
**Capital Improvement Program**

**5 Year**  
**FY 2020 - 2024**

*Public Facilities Projects - Summary*

*Estimated Expenditure (000's)*

Project Name/No.	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
1. Old City Hall Roof Replacement	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200
2. Carpet Replacement	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100
<b>Carryover from Previous Years:</b>							
3. Boiler Replacement	\$ 100						\$ 100
4. Access System Replacement	\$ 200						\$ 200
5. Library	\$ 2,250	\$ 9,000	\$ 8,750				\$ 20,000
6. Hotel & Conference Center *	\$ 7,500						\$ 7,500
<b>Total:</b>	<b>\$ 10,050</b>	<b>\$ 9,300</b>	<b>\$ 8,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,100</b>

*Funding Sources*

*Estimated Amount (000's)*

General Obligation Bonds - 2018	\$ 500						\$ 500
General Obligation Bonds - 2019	\$ 1,750						\$ 1,750
Certificates of Obligations - 2019	\$ 300						\$ 300
General Obligation Bonds - 2020	\$ -	\$ 9,000					\$ 9,000
Future Funding	\$ -	\$ 300	\$ 8,750				\$ 9,050
Taxable Bonds - (Fund 2035)*	\$ 7,500						\$ 7,500
<b>Total:</b>	<b>\$ 10,050</b>	<b>\$ 9,300</b>	<b>\$ 8,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,100</b>

\* Debt Serviced by Hotel Tax Revenue and is supported through a private/public partnership. The funding above represents the City's portion of the project (Conference Center). The hotel will be funded by a private developer.

**CITY OF CEDAR HILL**  
**Capital Improvement Program**

**5 Year**  
**FY 2020-2024**

*Parks Capital Projects - Summary*

*Estimated Expenditure (000's)*

Project Name/No.	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
1. Trails				\$ 1,500			\$ 1,500
2. Preston Trail	\$ 22						\$ 22
<b>Subtotal:</b>	<b>\$ 22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,522</b>

**FUTURE FUNDING:**

3. Dog Park				\$ 500			\$ 500
4. Future Trails				\$ 3,000	\$ 3,000		\$ 6,000
5. Park Improvements					\$ 200		\$ 200
6. David Rush Park Design					\$ 75		\$ 75
7. 2022 Parks Master Plan				\$ 200	\$ -		\$ 200
8. Parkland Acquisition					\$ 350		\$ 350
<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,700</b>	<b>\$ 3,625</b>	<b>\$ -</b>	<b>\$ 7,325</b>

Carryover from Previous Years:							
9. Neighborhood Parks	\$ 850	\$ 575	\$ 450	\$ 300	\$ 780	\$ -	\$ 2,955
10. Community Parks	\$ 825	\$ 500	\$ 500	\$ 220	\$ -	\$ -	\$ 2,045
11. Pool	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500
12. Senior Building Upgrades	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
13. Signature Park	\$ 500	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 4,500
<b>Total:</b>	<b>\$ 6,197</b>	<b>\$ 3,075</b>	<b>\$ 2,950</b>	<b>\$ 5,720</b>	<b>\$ 4,405</b>	<b>\$ -</b>	<b>\$ 22,347</b>

*Funding Sources*

*Estimated Amount (000's)*

Beautification Fund (0317)	\$ 22						\$ 22
General Obligation Bonds - 2018	\$ 1,475						\$ 1,475
General Obligation Bonds - 2019	\$ 4,700						\$ 4,700
General Obligation Bonds - 2020	\$ -	\$ 3,075					\$ 3,075
Unfunded Project				\$ 3,700	\$ 3,625		\$ 7,325
Future Funding		\$ -	\$ 2,950	\$ 2,020	\$ 780		\$ 5,750
<b>Total:</b>	<b>\$ 6,197</b>	<b>\$ 3,075</b>	<b>\$ 2,950</b>	<b>\$ 5,720</b>	<b>\$ 4,405</b>	<b>\$ -</b>	<b>\$ 22,347</b>

## Capital Improvement Program

### 5 Year FY 2020-2024

#### Streets Capital Projects - Summary

##### Estimated Expenditure (000's)

Project Name/Number	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
1. Asphalt & Concrete Street Repair Program	\$ -	\$ 1,000	\$ -	\$ 1,250	\$ -	\$ -	\$ 2,250
2. US Hwy-67 Landscaping, Phase 2	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
<b>FUTURE FUNDING:</b>							
3. Asphalt & Concrete Street Repair Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250
4. Downtown Infrastructure	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 4,000
5. Major Concrete Street Reconstruction	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 1,000
6. Joe Wilson Rd (Parkerville to Bear Creek)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Carryovers from Previous Year:</b>							
7. Weaver Street Sidewalk Improvements	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210
8. Street Lighting Improvements (Major Streets)	\$ 330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330
9. Street Lighting Improvements (Minor Streets)	\$ 200	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 500
10. Signal/Mobility Master Plan	\$ 250	\$ 200	\$ 250	\$ 250	\$ -	\$ -	\$ 950
11. Signal Light at Wintergreen Rd & New Clark Rd	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350
12. US Hwy-67 Landscape/Monument Project	\$ 500	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500
13. Safe Routes to School	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
14. Wintergreen Rd & Duncanville Road Intersection	\$ 464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464
15. Illuminated Street Name Signs □(TXDOT Intersections)	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
16. Joe Wilson Rd. Improvements at Hwy 67 (Fuel City)	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
<b>Total:</b>	<b>\$ 4,304</b>	<b>\$ 2,500</b>	<b>\$ 3,250</b>	<b>\$ 1,500</b>	<b>\$ 2,500</b>	<b>\$ 2,250</b>	<b>\$ 16,304</b>

##### Funding Sources

##### Estimated Amount (000's)

Future Approved General Obligation Bonds	\$ -	\$ -	\$ 750	\$ 1,500	\$ -	\$ -	\$ 2,250
General Obligation Bonds - 2018	\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050
General Obligation Bonds- 2019	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700
General Obligation Bonds- 2020	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
NCTCOG Funding-CMAQ/STBG Grant-Signal Project	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280
Fund 2027 (2008 G.O. Fund Balance)	\$ 1,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,064
CDBG Funding - Fund 0307	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210
Unfunded Project	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 2,250	\$ 7,250
<b>Total:</b>	<b>\$ 4,304</b>	<b>\$ 2,500</b>	<b>\$ 3,250</b>	<b>\$ 1,500</b>	<b>\$ 2,500</b>	<b>\$ 2,250</b>	<b>\$ 16,304</b>

## Capital Improvement Program

### 5 Year FY 2020-2024

#### Drainage Capital Projects - Summary

*Estimated Expenditure (000's)*

Project Name/No.	PY Budgeted Amount	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Estimated Cost
1. Roberts Drainage Improvements, Phase I	\$ -	\$ 250	\$ 700	\$ -	\$ -	\$ -	\$ 950
2. Downtown Regional Dentention, Phase I	\$ -	\$ -	\$ -	\$ 500	\$ 700	\$ -	\$ 1,200
<b>FUTURE FUNDING:</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Carryover from Previous Years:</b>							
3. Texas/Hardy Drainage Improv. Project	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,500</b>	<b>\$ 250</b>	<b>\$ 700</b>	<b>\$ 500</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ 3,650</b>

*Funding Sources*

*Estimated Amount (000's)*

General Obligation Bonds - 2018	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
General Obligation Bonds - 2019	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350
Use of Fund Balance Drainage Capital Fund (2700)		\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250
Future Funding	\$ -	\$ -	\$ 700	\$ 500	\$ 700	\$ -	\$ 1,900
<b>Total:</b>	<b>\$ 1,500</b>	<b>\$ 250</b>	<b>\$ 700</b>	<b>\$ 500</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ 3,650</b>

## **Building Capital Maintenance Fund**

**(1000)**

This is a General Governmental Fund and classified as a non-major governmental fund and grouped with non-major capital projects. The fund was established in FY 2004 with intentional transfers from the General Fund for the purpose of creating a fund for emergency and unforeseen repairs to City buildings such as HVAC systems and roofs.



**Building Capital Maintenance Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 1000**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 194,231	\$ 177,445	\$ 180,095	\$ 180,095	\$ 184,393
<b>REVENUES</b>					
Interest income	1,684	2,650	2,500	4,298	4,350
Interfund transfer in	-	-	-	-	100,000
<b>TOTAL OPERATING REVENUES</b>	<b>1,684</b>	<b>2,650</b>	<b>2,500</b>	<b>4,298</b>	<b>104,350</b>
<b>EXPENDITURES</b>					
Capital	-	-	-	-	-
Transfer to Another Fund	18,470	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>18,470</b>				
<b>NET CHANGE</b>	<b>(16,786)</b>	<b>2,650</b>	<b>2,500</b>	<b>4,298</b>	<b>104,350</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 177,445</b>	<b>\$ 180,095</b>	<b>\$ 182,595</b>	<b>\$ 184,393</b>	<b>\$ 288,743</b>

## **Street Impact Fees** **(Funds 2511 - 2514)** *(all zones)*

This is a non-major governmental fund. Impact Fees are authorized by Chapter 395 of the Texas Local Government Code. The most recent local authorization and setting of the City's Impact Fees was established by Ordinance 2012-478. Impact Fees are reviewed every 5 years by a council appointed Advisory Committee. The committee meet semi-annually. Historically the City has utilized Impact Fees to offset debt service costs on impact fee eligible capital projects in accordance with the Capital Improvement Plan adopted as part of the Impact Fee Ordinance.



### **PROPOSED BUDGET** **FY 2019 - 2020**

**Street Impact Fees**  
**Revenue, Expenses and Changes in Fund Balance**

Summary of Funds (2511 - 2514) - All Zones

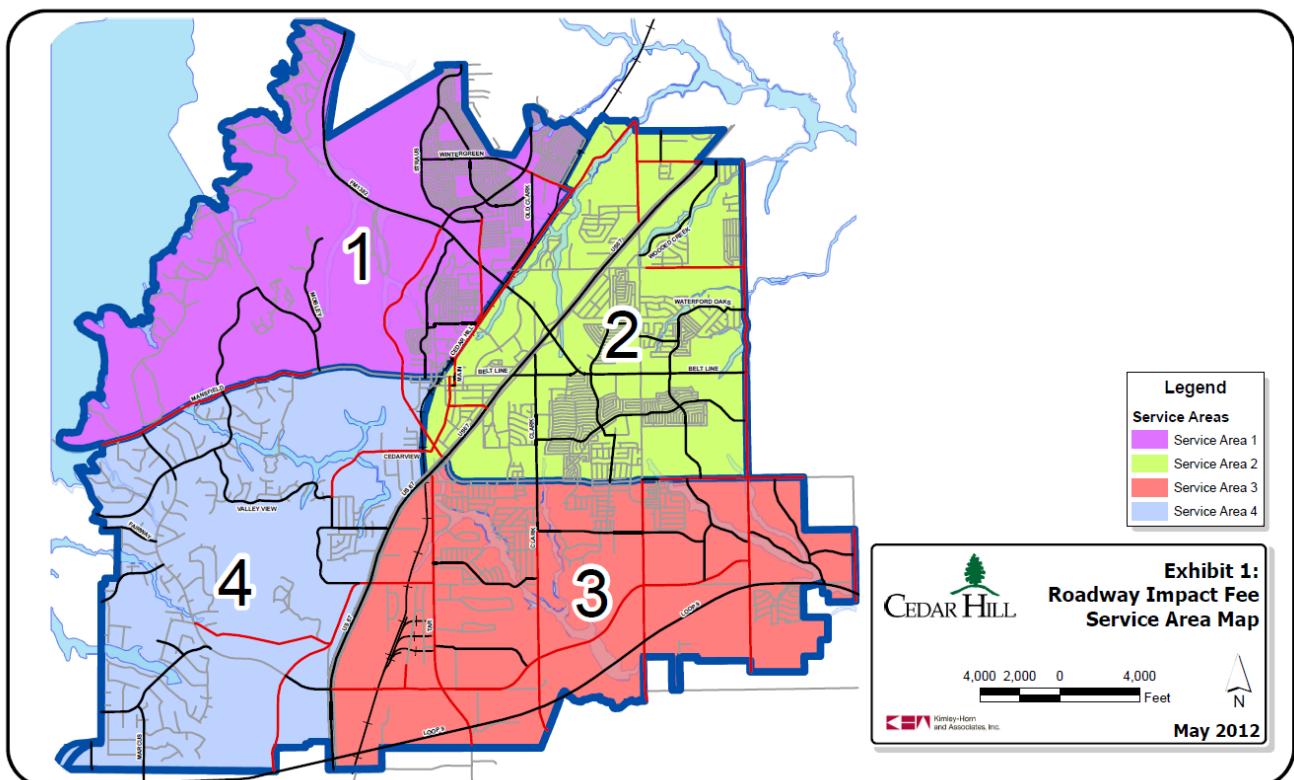


	2016-2017 ACTUAL	2017-2018 ACTUAL	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 4,174,577	\$ 3,811,817	\$ 4,122,739	\$ 4,122,739	\$ 4,496,848
<b>REVENUES</b>					
Interest income	34,489	84,371	96,300	74,108	75,475
Street Impact Fees	373,026	575,627	286,000	300,000	375,000
Transfer from another fund	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>407,515</b>	<b>659,998</b>	<b>382,300</b>	<b>374,108</b>	<b>450,475</b>
<b>EXPENDITURES</b>					
Transfer to Debt Service Fund	770,275	349,075	-	-	-
Street Impact Fee Study	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>770,275</b>	<b>349,075</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>(362,760)</b>	<b>310,923</b>	<b>382,300</b>	<b>374,108</b>	<b>450,475</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,811,817</b>	<b>\$ 4,122,739</b>	<b>\$ 4,505,039</b>	<b>\$ 4,496,848</b>	<b>\$ 4,947,323</b>

# BUDGET FY2019-20

## STREET IMPACT FEES MAP



## Street Construction Fund

(2600)

This is a non-major capital project fund. The fund was established designating funds for street maintenance and construction and special projects for the improvements throughout the community. Transfers are made from the General Fund when reserves are sufficient. The funds are committed by policy of the City Council and authorization of spending of funds can only be by City Council. The City Council can authorize these funds to be transferred back to the General Fund.



### PROPOSED BUDGET FY 2019-2020

**Street Construction Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 2600**



ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 1,990,348	\$ 2,044,080	\$ 2,044,080	\$ 1,732,922
<b>REVENUES</b>				
Interest income	53,732	42,625	33,843	59,100
Miscellaneous income	-	20,000	20,000	24,500
Transfer in from the General Fund	-	-	-	100,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 53,732</b>	<b>\$ 62,625</b>	<b>\$ 53,843</b>	<b>\$ 183,600</b>
<b>EXPENDITURES</b>				
Transfer to the General Fund	-	-	-	-
PID Project	-	365,000	365,000	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>365,000</b>	<b>365,000</b>	<b>-</b>
<b>NET CHANGE</b>	<b>53,732</b>	<b>(302,375)</b>	<b>(311,157)</b>	<b>183,600</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,044,080</b>	<b>\$ 1,741,705</b>	<b>\$ 1,732,922</b>	<b>\$ 1,916,522</b>

## **Restricted Streets Fund**

**(2601)**

This is a non-major capital project fund. The funds are restricted for street construction and maintenance in specified segments of streets. This fund is the City's former Street Prorata Fund.



### **PROPOSED BUDGET 2019-2020**

# Restricted Streets Fund

## Revenue, Expenses and Changes in Fund Balance

### Fund 2601



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ 365,174	\$ 368,370	\$ 374,139	\$ 374,139	\$ 383,159
<b>REVENUES</b>					
Interest income	3,196	5,769	5,700	9,020	9,130
Transfer in from the General Fund	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>3,196</b>	<b>5,769</b>	<b>5,700</b>	<b>9,020</b>	<b>9,130</b>
<b>EXPENDITURES</b>					
Transfer to the General Fund	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>3,196</b>	<b>5,769</b>	<b>5,700</b>	<b>9,020</b>	<b>9,130</b>
<b>ENDING FUND BALANCE</b>					
	\$ 368,370	\$ 374,139	\$ 379,839	\$ 383,159	\$ 392,289

## **Downtown/City Center Fund**

**(2602)**

This is a non-major capital project fund . The Funds are restricted for projects related to City Center and Downtown. The funds were allocated to Downtown/City Center projects from a settlement with Grand Prairie. The funds were transferred from Fund 5002 in fiscal year 2018.



### **PROPOSED BUDGET 2019-2020**

**Downtown/City Center Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 2602**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ 925,161	\$ 925,161	\$ 933,799
<b>REVENUES</b>					
Interest income	-	-	-	8,638	7,000
Transfer in	-	925,161	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>-</b>	<b>925,161</b>	<b>-</b>	<b>8,638</b>	<b>7,000</b>
<b>EXPENDITURES</b>					
Special Services	-	-	-	-	150,000
Transfer to the General Fund	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>
<b>NET CHANGE</b>	<b>-</b>	<b>925,161</b>	<b>-</b>	<b>8,638</b>	<b>(143,000)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 925,161</b>	<b>\$ 925,161</b>	<b>\$ 933,799</b>	<b>\$ 790,799</b>

## **Drainage Capital Fund**

**(2700)**

This is a non-major capital project fund. The fund was established designating funds for drainage maintenance and construction. Transfers are made from the General Fund of the City per council policy and only as reserves in the General Fund will allow. The funds are restricted for drainage and retention infrastructure.



### **PROPOSED BUDGET FY 2019-2020**

**Drainage Capital Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 2700**



	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
--	---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 549,866	\$ 554,678	\$ 563,893	\$ 563,893	\$ 575,289
<b>REVENUES</b>					
Interest income	4,813	9,215	8,640	11,396	11,450
Transfer in from the General Fund	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,813</b>	<b>\$ 9,215</b>	<b>\$ 8,640</b>	<b>\$ 11,396</b>	<b>\$ 11,450</b>
<b>EXPENDITURES</b>					
Transfer to the General Fund	-	-	-	-	-
Capital	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE</b>	<b>4,813</b>	<b>9,215</b>	<b>8,640</b>	<b>11,396</b>	<b>11,450</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 554,678</b>	<b>\$ 563,893</b>	<b>\$ 572,533</b>	<b>\$ 575,289</b>	<b>\$ 586,739</b>

## **Drainage Detention Fund**

### **Fund 2701**

This is a non-major capital project fund. The fund was established from developer contributions for maintenance and upkeep of the Uptown Regional Detention Facility. The funds are restricted.



### **PROPOSED BUDGET FY 2019-2020**

**Drainage Detention Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 2701**



ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

\$ 90,261 \$ 91,051 \$ 92,584 \$ 92,584 \$ 94,389

**REVENUES**

Interest income	790	1,533	1,440	1,805	1,875
Developer Contributions	-	-	-	-	-
Transfer in from the General Fund	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>790</b>	<b>1,533</b>	<b>1,440</b>	<b>1,805</b>	<b>1,875</b>

**EXPENDITURES**

Transfer to the General Fund	-	-	-	-	-
Comp Plan Studies	-	-	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>NET CHANGE</b>	<b>790</b>	<b>1,533</b>	<b>1,440</b>	<b>1,805</b>	<b>1,875</b>
-------------------	------------	--------------	--------------	--------------	--------------

<b>ENDING FUND BALANCE</b>	<b>\$ 91,051</b>	<b>\$ 92,584</b>	<b>\$ 94,024</b>	<b>\$ 94,389</b>	<b>\$ 96,264</b>
----------------------------	------------------	------------------	------------------	------------------	------------------

## **Park Development Fee Fund**

**(Fund 3000)  
(All Cells)**

This is a non-major special revenue fund. The funds include donations and park development fees. Park Development Fees are dedicated at the time of development or platting.



### **PROPOSED BUDGET FY 2019-2020**

**Park Development Fee Fund**  
**Revenue, Expenses and Changes in Fund Balance**  
**Fund 3000**  
**(All Cells)**

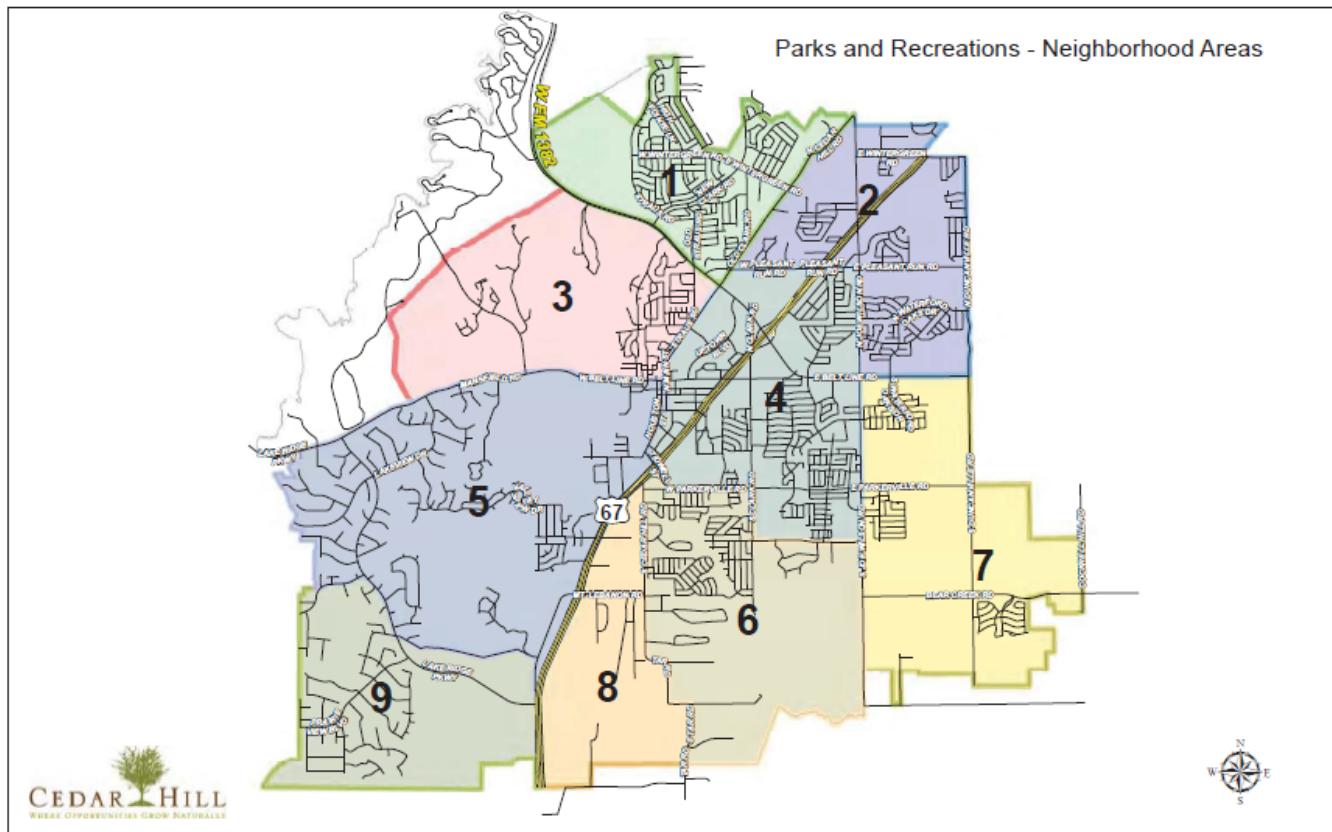


ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	ESTIMATED 2018-2019	PROPOSED 2019-2020
---------------------	---------------------	---------------------	------------------------	-----------------------

BEGINNING FUND BALANCE	\$ 497,999	\$ 342,290	\$ 116,119	\$ 116,119	\$ 131,610
<b>REVENUES</b>					
Interest income	4,124	4,769	275	3,531	3,530
Fees	16,000	4,000	-	11,960	7,000
Miscellaneous Income	-	1,300	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>20,124</b>	<b>10,069</b>	<b>275</b>	<b>15,491</b>	<b>10,530</b>
<b>EXPENDITURES</b>					
Playground Improvements	167,583	8,768	-	-	10,000
Buildings and other Improvements	8,250	-	-	-	-
Transfers to Another Fund	-	227,472	-	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>175,833</b>	<b>236,240</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>NET CHANGE</b>	<b>(155,709)</b>	<b>(226,171)</b>	<b>275</b>	<b>15,491</b>	<b>530</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 342,290</b>	<b>\$ 116,119</b>	<b>\$ 116,394</b>	<b>\$ 131,610</b>	<b>\$ 132,140</b>

# BUDGET FY2019-20

## PARKS DEVELOPMENT FEES MAP



**THIS PAGE IS INTENTIONALLY  
BLANK**



# **City of Cedar Hill, Texas**

## **Fund Balance and Fiscal Management Policy**

### **1. Purpose**

The purpose of this policy is to establish key elements for the financial stability of the City by setting guidelines for fund balances and other fiscal management policies. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuation, unanticipated expenditures and similar circumstances. Advantages of a fund balance policy are as follows:

- Enhances the quality of decisions by imposing order and discipline
- Promotes consistency and continuity in decision making
- Demonstrates a commitment to long term financial planning objectives
- Provides cash flow liquidity for the City's general operations.

### **2. Definitions**

Fund Equity – the difference between a fund's assets and its liabilities

Fund Balance – fund equity that is available for spending. The fund balance is classified depending on the relative strength of the spending constraints placed on the purposes for which resources can be used (spendable and nonspendable. Fund balance is separated into five categories:

1. Nonspendable Fund Balance – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory and prepaid expenditures.
2. Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation.
3. Committed Fund Balance – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. The City Council is the highest level of decision-making authority for the City that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance.
4. Assigned Fund Balance – amounts that are intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund,

assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5. Unassigned Fund Balance – the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

### **3. Policy Statements**

#### **Committed Fund Balance**

The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance or resolution approved by the City Council. The ordinance or resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

- The City Council commits the Joe Pool Lake Fund's Equity and resources for any financial obligation(s) regarding maintenance, operation and administration of the Joe Pool Lake asset.
- The City Council commits the resources of the Street Construction Fund to street construction except for the amounts budgeted for transfer to the General Fund in the next fiscal year.
- The City Council commits the resources of the Building Maintenance Fund to building maintenance projects.
- The City Council commits the resources of the Drainage Fund to drainage projects.
- The City Council commits the resources of the Economic Development Incentive Fund for economic development incentives.

#### **Assigned Fund Balance**

The City Manager or the Finance Director, as authorized by the City Council, will assign fund balances to a specific purpose as approved by this fund balance policy.

#### **Unassigned Fund Balance**

The unassigned fund balance for the General Fund of the City of Cedar Hill will be maintained at a level sufficient to provide the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit orderly adjustment to changes resulting from fluctuation of revenue sources.

- It is the goal of the City to achieve and maintain an unassigned fund balance in the General Fund equal to 25% of expenditures.

#### 4. Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds, unless directed by the City Council to utilize funds in a different order.

#### 5. Funding Levels

The City establishes the following funding levels concerning fund balances in the various funds used by the City of Cedar Hill:

- The annual budget shall be presented to City Council, with each of the following funds reflecting minimum ending fund balance goals:

General Fund: It is the goal of the City to achieve and maintain a fund balance equal to 25% of budgeted expenditures.

Water and Sewer Fund: It is the goal of the City to achieve and maintain a working capital balance equal to 30% of budgeted operation expenses.

Debt Service Fund: It is the goal of the City to achieve and maintain a fund balance equal to 15% of budgeted expenditures.

Landscape and Beautification Fund: It is the goal of the City to achieve and maintain a fund balance of 25% of budgeted operating revenues

Community Development Corporation: It is the goal of the City to achieve and maintain a fund balance equal to 25% of budgeted expenditures.

Economic Development Corporation: It is the goal of the City to achieve and maintain a fund balance equal to 15% of budgeted revenues.

Crime Control and Prevention District Fund: It is the goal of the City to achieve and maintain a fund balance of 25% of budgeted expenditures.

Health Insurance Fund: It is the goal of the City to achieve and maintain an equity reserve (fund balance) of the sum of the six (6) largest months of claims for the most recent 24-month period or six (6) months of average monthly claims since inception, whichever results in the lower balance.

Animal Shelter Fund: It is the goal of the City and its participating cities to achieve and maintain a fund balance of 25% of budgeted expenditures for the next year.

Hotel Occupancy Tax Fund: It is the goal of the City to achieve and maintain a fund balance of 25% of revenues budgeted for the next year.

- Fund Balances, which exceed the minimum levels established for each of the funds, may be appropriated by authority of City Council in the annual budget.
- Fund Balances, which exceed the minimum levels established for each of the funds, may be appropriated for non-recurring capital projects or programs. The City Council recognizes that any such funds should be appropriated for non-recurring expenditures (expenses) as they represent prior year surpluses that may or may not materialize in subsequent fiscal years.
- The City of Cedar Hill will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures (expenses). In the event fund balance is appropriated for recurring operating expenditures to meet the needs of the community, the budget document shall include an explanation of the circumstances requiring the appropriation and the methods to be used to fund this operating expenditure (expense) in the future.

## 6. Monitoring and Reporting

The City Manager and Finance Director shall annually prepare a report documenting the status of the fund balances with this policy and present to the City Council in conjunction with the presentation of the Comprehensive Annual Financial Report (CAFR) and in conjunction with the development of the annual budget.

## 7. Replenishment

Should the fund balances fall below targeted levels, the following are the replenishment plans for the City's major operating funds:

- **General Fund:** The City considers a fund balance of less than 20% to be cause for concern, barring unusual or deliberate circumstances. If unassigned fund balance falls below the minimum goal or has a deficiency, the City will consider taking action, including reducing operational expenditures, transfers from unassigned funds or restoring fund balance incrementally as necessary in subsequent budget years by increasing revenues through taxation or fees and charges.
- **Water and Sewer Fund:** The City considers working capital of less than 20% to be cause for concern, barring unusual or deliberate circumstances. If working capital falls below the minimum goal or has a deficiency, the City will consider taking action, including reducing operational expenditures, transfers to other funds and rate adjustments,

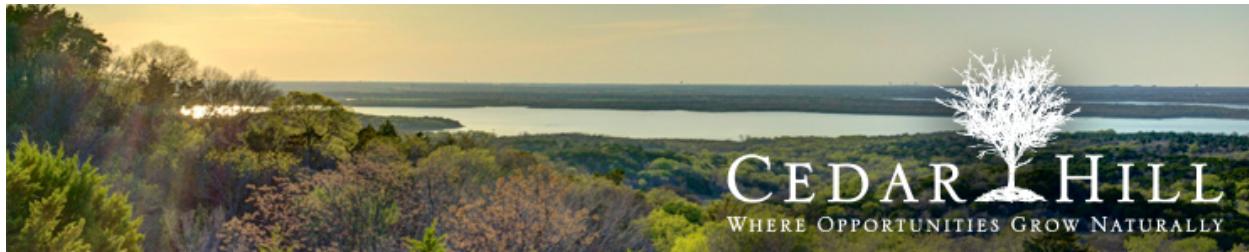
## 8. Other Policies

In further recognition of financial prudence and planning, the City Council will maintain the following in its budgeting and planning:

- **Franchise and other fees:** The City will charge the Water and Sewer Fund a franchise fee based upon a percentage of gross receipts . The percentage will be established annually by the City Council during the annual budget deliberations. The minimum franchise fee to be established is four (4) percent and the maximum fee to be established is five (5) percent of gross receipts based on the last audited financial statements of the City. This fee is to compensate the General Fund for franchise taxes in the same manner that privately-owned utility companies compensate the City of Cedar Hill.
- **Equipment Replacement and Annual Lease Contributions:** The City Manager will present to the City Council in the annual budget a list of vehicles and equipment to be replaced through the City's Equipment Replacement Fund. The list of equipment will include the estimated replacement cost and the annual lease contribution that the operating fund/department or division will pay back to the Equipment Replacement Fund. The program and policy goal of the City's Equipment Replacement Fund is to minimize the impact on the property tax rate and accumulate funds for an efficient means of ongoing replacement equipment.
- **Long-term Debt Financing:** The City will continue to use twenty (20) year long-term financing to allow growth to absorb the debt.
- **Annual Debt Payments:** The City's general obligation debt service payments will not exceed fifty (50) percent of total General Fund expenditures.
- **Property Tax Exemptions:** Property tax exemptions presently allowed by the City will be continued with no allowance for additional exemptions.
- **Bond Covenants:** The City will maintain a coverage rate of 1.25 times in the Water and Sewer Utility Fund although only 1.2 is required by the bond covenants. The City Council, after reviewing the annual Capital Improvement Plan, may direct a higher coverage rate in anticipation of the issuance of additional bonds.

## 9. Adopting and Amending the Policy

The Fund Balance Policy shall be adopted by resolution of the City Council. The policy will be managed and monitored by the Finance Department. During the budget process, an annual review of appropriate fund balances shall be undertaken to determine if modifications to the fund balance policy are necessary and appropriate. The Finance Director will present recommendations for any amendments, deletions, additions, improvements, or clarification prior to the end of the fiscal year.



## STATISTICAL INFORMATION

FORM OF GOVERNMENT .....	Home Rule Charter, Council/Manager
YEAR OF INCORPORATION .....	1938
YEAR CITY CHARTER ADOPTED .....	1975
LAND AREA .....	36 square miles (with approximately 50% undeveloped)

### PUBLIC SAFETY

POLICE STATIONS.....	2
FIRE STATIONS.....	4

### PUBLIC WORKS

STREETS and ALLEYS (maintained by City).....	261 miles
NUMBER of STREET LIGHTS.....	2,616
STORM SEWERS.....	.77 miles

### WATER & SEWER

• Number of Consumers .....	16,407
• Average Daily Consumption .....	5.9 mgd
• Water Mains .....	279 miles
• Sanitary Sewer Mains .....	214 miles
• Lift Stations .....	16

### COMMUNITY SERVICES

Library Circulation .....	230,971
---------------------------	---------

### PARKS & RECREATION

• Number of City Parks .....	32
• Acres of Public Park Land .....	3,729
• Lighted Ball Diamonds.....	23
• Thor Guards (lightning prediction system) .....	7

Sources: City Departments – YE FY 2018

**EDUCATION (Public Schools): CEDAR HILL INDEPENDENT SCHOOL DISCTRICT - CHISD**

- Number of Schools ..... 13
- Number of Teachers ..... 454
- Number of Students Enrolled ..... 7,875
- Number of District Employees (FTE) ..... 1,005
- Average Daily Attendance ..... 93.7%
- CHISD Total Tax Rate ..... \$1.516 per \$100 Valuation

Source: *Cedar Hill Independent School District, CAFR YE 6/30/2018*

**ECONOMIC DEVELOPMENT**

Principal Employers	Est. # Employees	Rank	Workforce%
Wal-Mart Supercenter	250	1	0.93%
Total Highway Maintenance	250	2	0.93%
JC Penney, Distribution Center	240	3	0.90%
Super Target	220	4	0.82%
Dillard's	144	5	0.54%
JC Penney, Department Store	135	6	0.50%
DMI Corporation	130	7	0.49%
Home Depot	130	8	0.49%
MJB Wood Group/Precision Wood	125	9	0.47%
P&W Quality Machine, Inc	115	10	0.43%
<b>Total</b>	<b>1,739</b>		<b>6.51%</b>

**BOND RAITING**

Moody's - Aa2

Standards and Poor - AA

# GLOSSARY

**Accrue** - To increase, grow or accumulate over time.

**Accrual Basis of Accounting:** A method of accounting where revenues are recorded when the service is given and the expenses are recognized when the benefit is received, regardless of the timing of related cash flows.

**Account Number** - An expenditure category such as salaries, supplies or vehicles

**Ad Valorem Tax:** A tax levied on the assessed value of real estate and personal property. This tax is also known as a property tax.

**Adopted Budget:** The proposed budget as initially formally approved by the City Council

**Amended Budget:** The adopted budget as formally adjusted by the City Council (revised budget).

**Amortization:** The reduction of debt through regular payments of principal and interest sufficient to retire the debt instrument at a predetermined date known as maturity.

**Appraised Value** - An estimate of value for the purpose of taxation (Note: Property Values are established by the Dallas and Ellis County Appraisal Districts.)

**Appropriation (Budget) Ordinance**- The official authorization made by the City Council which gives legal authority for City officials City to incur obligations and expend resources. The City's appropriation level is set at the fund level.

**ARB** - Appraisal Review Board

**Assessed Valuation** - A value that is established for real or personal property to be used as a basis for levying property taxes (Note: Property values are established by the Dallas and Ellis County Appraisal Districts.)

**Assets:** Resources owned or held by the City that have monetary value

**Assigned Fund Balance:** Represents resources set aside ("earmarked") by the City for a particular purpose.

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

**Bond** - A written promise to pay a specific sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects such as buildings, streets and bridges.

**Bonded Debt** - That portion of indebtedness represented by outstanding bonds

**Budget** - A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures with various municipal services

**Budget Calendar** - The schedule of key dates or milestones which the City departments follow in the preparation, adoption and administration of the Budget.

# GLOSSARY

**Budget Document** - The instrument used by City staff to formulate a comprehensive financial program for the City Council

**Budget Ordinance** (see Appropriation Ordinance)

**Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved Budget for the purpose of keeping expenditures within the limits of available appropriations and revenues.

**Capital Expenditures** - Resources used for the acquisition of construction and/or large purchases.

**Capital Improvement Project** - An expenditure plan that provides long-lasting physical improvements to the City. Expenditures are incurred over a fixed period of several years.

**Capital Outlay Expenditure**- Expenditure category that result in the acquisition of or addition to fixed assets or an expenditure to extend the useful life of a fixed asset. (see fixed asset)

**CDC** - Community Development Corporation

**Cell** - A planning term used to define 36 specific areas in the Parks Master Plan. Cells are areas where neighborhood park facilities must be placed. Cells vary in size, depending on projected housing density, population and topography.

**Certificate of Obligation** - A debt instrument that may or may not involve an election; Following a published notice of intent to issue C.O. debt, voters may petition the City Council to conduct an election. If no election is called, the City Council may issue C.O. debt.

**Certified Appraisal Roll** – The final property appraisals roll, as calculated by Dallas and Ellis County Appraisal Districts. The certified roll is required to be prepared by the districts by July 25th of each year.

**CHISD** - Cedar Hill Independent School District

**Current Taxes** - Taxes that are levied and due within one year.

**Debt Service** - The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Debt Service Funds** - Funds used to account for the accumulation of resources, for the payment of principal and interest on debt instruments issued by the City.

**Deferred (Unearned) Revenue**- Cash received from customers in advance of services received. Recorded as a liability under general accepted accounting principles. Used primarily for operations of the Alan E. Simms Recreation Center where annual memberships are recorded as deferred (unearned) revenue.

**Delinquent Taxes** - Taxes that remain unpaid after the tax due date. A penalty for non-payment of taxes is attached to the assessment.

**Department** - A subdivision of the City government organization responsible for specific services. All departments are singular units grouped by category under one of four divisions. An example would be the Parks Department under the Community Services Division.

**Depreciation** - The loss of value, as a result of time and/or usage

# GLOSSARY

**EEOC** - Equal Employment Opportunity Commission

**Effective Tax Rate (ETR)**: The ETR is defined by State Law as the tax rate that will raise the same amount of property tax revenue as the previous year, based on properties taxed in both years for a levying entity.

**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**Encumbrance** - The commitment of appropriated funds to purchase an item or service; To encumber funds means to set aside or commit monies for future expenditures. (Note: an encumbrance is not an expenditure.)

**Enterprise Fund** - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. An example of an Enterprise Fund is the Water and Sewer Fund.

**Estimated Revenue** - The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the City Council.

**Executive Summary** - The opening section of the Budget which provides the City Council and the public with a general summary of the most important aspects of the Budget, changes from the current and previous fiscal years and the views and recommendations of the City Manager

**Expenditure** - Outflow of funds paid for an asset or goods and services. This term applies to all funds.

**Financial Depository** - The banking institution where the City deposits its funds

**Fiscal Policy** - The City's policies with respect to taxes, spending and debt management as they relate to government services, programs and capital investment; reflects a set of principles for the planning and programming of government budgets

**Fiscal Year (FY)** - A period of 12 consecutive months designated as the beginning and ending period for recording financial transactions. Cedar Hill has specified October 1<sup>st</sup> to September 30<sup>th</sup> as its fiscal year. The budget year is synonymous with the FY.

**FY2019/20** - The fiscal year beginning October 1, 2019 – September 30, 2020

**Fixed Assets** - Assets of long-term character intended to be held or used, such as land, buildings, machinery, furniture and other equipment

**Franchise Fee (Taxes)** - A fee (tax) levied by the City Council on businesses (usually a public utility) that use City property or right-of-way. This fee is usually charged as a percentage of gross receipts.

**Full Funding** - This term designates full-year payment for personnel or other budgeted items.

**Full-Time Equivalent (FTE)** - Describes a position for an employee working a 40 hr. work week for 52 weeks a year (or 2,080 annual hours). The FTE for firefighters is 2,912 annual hours. 1 FTE = 2,080 annual hours or 1FTE firefighter = 2,912 annual hours. *FTE ≠ the number of staff members.*

# GLOSSARY

**Fund** – A set of self-balancing accounts that has the recordings of all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Fund, Enterprise Fund, Trust and Agency Funds, Internal Service Fund and Special Assessment Fund.

**Fund Balance** - The excess of assets over liabilities, also known as working capital in enterprise funds. Negative fund balances are referred to as a deficit.

**Full-Accrual Accounting Basis** - Accounting method where revenues are recorded when earned and expenses are recorded at the time liabilities are incurred

**GAAP (Generally Accepted Accounting Principles)**: Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

**General Fund** - The largest fund within the City. The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges and other types of revenue. This fund usually includes most of the basic operating services such as fire and police protection, finance, data processing, parks and recreation, libraries, public works and general administration.

**General Obligation Bonds** - Bonds that finance a variety of public projects such as streets, building, and improvements. The repayment of these bonds is usually made from the General Fund and these bonds are backed by the full faith and credit of the issuing government.

**GIS** - Geographic Information System is a computerized database system utilizing maps, aerial photos and blueprints that are scanned into the system. The database allow more precise pinpointing of water mains, sewer lines, etc.

**Grants** - Contributions from another government to be used or expended for a specific purpose, activity or facility.

**I & I** - Inflow and Infiltration is ground water that enters the City's wastewater system. I and I occur at cracks and bad joints in the sewer lines and manholes. Another source of I and I is missing clean outs on service lines. A large amount of I and I leads to Sanitary Sewer Overflows (SSOs).

**I & S** - Interest and Sinking is the portion of the tax rate that is dedicated to the payment of outstanding debt.

**Impact Fees** – A fee charged to new development to help defray the cost of expanding or building infrastructure to support the new development.

**Inter-Fund Transfers** - Amounts transferred from one City fund to another City fund for purposes such as reimbursement of expenditures, general administrative services, debt service or payments-in-lieu of taxes.

**Internal Service Funds** - A fund that is used to account for the purchases of equipment that costs in excess of \$1,000 per unit. The equipment is leased to the City's operating department which is equal to the City's yield on investments.

**ISTEA** - Intermodal Surface Transportation Enhancement Act that provides matching federal funding for street, road and bridge projects.

# GLOSSARY

**ITB** - Invitation to Bid is extended by the City to vendors for the purchase of goods and/or services over \$25,000. State law requires that the bid be awarded to the most responsible vendor producing the lowest price.

**LAN** - Local Area Network is a computer software program that connects several computers in one building.

**Lease/Rental Expenditures** – Expenditure category for use of equipment/facility or land owned by another party for a specified term such as equipment rentals, annual software user fees, and departmental payments to the Equipment Replacement Fund for items purchased via that fund on a lease back arrangement.

**Levy** - To impose taxes, a special assessments or service charges for the support of city activities

**Liability**- Debt or other legal obligations arising out of transactions or contractual obligations in the past they must be liquidated, paid, renewed, or refunded at some future date.

**Line-Item Budget** - A budget that lists each expenditure category (salary, materials, telephone service travel, etc.) separately, along with the dollar amount budgeted for each specified category

**Long-Term Debt** - Debt with a maturity of more than once a year after the date of issuance

**Maintenance Expenditures** – Expenditure category that includes the upkeep, servicing and care of vehicles, machinery, computers, water systems, software, radios and other items.

**Mgd** - Millions of gallons of water per day

**M.I.C.U.** - Mobile Intensive Care Unit

**Miscellaneous Expenditures** – Expenditure category that includes publications and dues, training, uniforms, meetings and luncheons, travel/mileage and other expenditures that are not captured in another expenditure category.

**Modified Accrual Basis of Accounting** - Accounting method where revenues are recognized when they are available and expenditures are recognized at the time they are paid

**Municipal** - Pertaining to a city or its government.

**M&O** – Acronym for “maintenance and operations.” For operational budgets, M&O is the recurring costs associated with operational activity. M&O as used in tax rate discussions, is the portion of the tax rate that is applied to the General Fund.

**MUTCD** - Manual on Uniform Traffic Control Devices

**NCTCOG** - North Central Texas Council of Governments

**Non-Departmental**- Referring to activities, revenues and expenditures that are not assigned to a particular Department.

**NYSCA** - National Youth Sports Coaching Association

**O & M (Operations and maintenance)** – Expenditures for routine supplies and maintenance which are necessary for the daily operation of a department or division.

**Operating Budget** - The portion of the Budget which pertains to daily operations that provide basic governmental services. The operating Budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

# GLOSSARY

**Ordinance** – a formal legislative enactment of the City Council

**PACT** – Police and Community Team

**Per capita** - A common measurement of the proportion of some statistic to individual resident determined by dividing the statistic by the current population.

**Personnel Expenditures** – Expenditure category that includes salaries, wages, and related fringe benefits including (taxes, health benefits, other benefits)

**Position** (see Full-Time Equivalent)

**Proposed Budget**- The financial plan initially developed by departments and the City Manager which is then presented to the City Council for approval.

**Property Tax** - Ad-valorem taxes are levied on both real and personal property according to the property's valuation and the tax rate.

**Proprietary Funds** - Funds that must conform to existing conditions and/or restrictions

**PSO** - Public Safety Officer is a civilian City employee who helps with administrative duties at the Police Department.

**Reserve** - An account used to indicate that a portion of a fund balance is restricted for a specific purpose and is, therefore, not available for general appropriations.

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

**Revenue Bonds** - Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.

**RFP** - Request for Proposal (s) from vendors. This procurement method differs from a bid procedure in that it is typically used to procure professional services. This method allows for negotiation of price and a term before a contract for goods and/or services is signed.

**ROFC** - Rate of Flow Controller is the rate of water the City of Dallas (the City's potable water supplier) will deliver in one day. The City's current ROFC setting is 8.4 mgd. When the City's ground storage is full, the valve closes until the tank is four feet below the top, and then the valve will reopen. When more water is needed, the City may request an increase to the ROFC from the City of Dallas.

**Restricted** - Represents resources subject to externally enforceable constraints.

**Retained Earnings**- The accumulated earnings of an Enterprise fund or Internal Service Fund which have been retained in the fund and which are not reserved for any specified purpose.

**SCADA** - Supervisory Control and Data Acquisition is a water and sewer monitoring and control device that alerts the main computer via radio frequency that monitors the water level in the water tanks and reports any problem with the sewer lift stations located within the City

**Services Expenditures** – Expenditure category used for mostly contractual or outsourced activity such as professional services from attorneys, engineers, accountants, printing services, insurance firms, subscription services, IT Network

# GLOSSARY

Charges, third party providers and other consultants.

**Special Revenue Funds** - Funds that account for proceeds of specific revenue sources that are restricted to expenditures for specific purposes

**Supplies Expenditures** – Expenditure category that includes expendable materials needed for operations such as office supplies, items to run programs, computer supplies, postage, minor equipment, fuel and oils, chemicals, etc.

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

**Tax Base**- The total value of all real and personal property in the City as of January 1<sup>st</sup> of each year, as certified by the Dallas and Ellis County Appraisal Districts. The tax base represents the net taxable value after exemptions.

**Tax Increment Financing (TIF)** - A financing tool used to finance certain types of development costs primarily for the redevelopment of blighted areas and for construction of low- and moderate-income housing. With a TIF, the taxing entity “captures” the additional property taxes generated by the development over and above the pre-development tax revenue, and uses the resultant “tax increments” to finance the development costs.

**Tax Ordinance** - The official enactment by the City Council to establish legal authority for city officials to levy property taxes.

**Tax Rate** - The amount to multiply by the tax levy to determine the revenue to be collected. The amount of tax levied for each \$100 of valuation. The tax rate is comprised of two components: the debt service rate (I&S), and the maintenance and operations (M&O) rate.

**Tax Roll** (see tax base)

**TRA** - Trinity River Authority

**Transfers Expenditure Category** (see Inter-Fund Transfers)

**Unencumbered Balance** - Available funds for future purchases

**Utilities Expenditures** – Expenditure category that includes services for electricity, telephone, cable, internet, cell phones, water, gas, etc.

**Unassigned Fund Balance:** The difference between total fund balance and non-spendable, restricted, committed and assigned components.

**WAN** - Wide Area Network is a computer software program that connects computers between buildings.

**Water and Sewer Fund** - A fund established to account for operations of the water and sewer system. It is operated similarly to private business enterprises, focusing on cost recovery.

**Water/Wastewater Ordinance** - The official enactment by the City Council to establish the legal authority for City officials to adjust the water rate and wastewater services.

**Working Capital** (see retained earnings) – The current assets less the current liabilities of a fund. Working capital does not include long-term assets or liabilities. For budgetary purposes, working capital, rather than retained earnings, is generally used to reflect the available resources of enterprise funds.

**ZTR** - A lawn mower that is able to turn in zero degrees.