Duncanville City Council Meeting Minutes
Special Meeting – Budget Workshop
Wednesday, June 30, 2021

CALL TO ORDER
A regular meeting of the Duncanville City Council was called to order on Wednesday, June 30, 2021, at 6:04 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

COUNCIL PRESENT: Mayor Barry L. Gordon
Councilmember At-Large Patrick Harvey
Councilmember Joe Veracruz
Councilmember Don McBurnett
Mayor Pro Tem Mark D. Cooks
Councilmember Greg Contreras

COUNCIL ABSENT: Councilmember Jeremy Koontz

SUPPLEMENTAL NOTICE OF MEETING BY VIDEO CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, as extended, the City Council for the City of Duncanville, Texas will conduct a City Council Regular Meeting in person and by video conference at 6:00 pm on Tuesday, June 29, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic.

This is an open meeting conducted by in person and video conference.

Due to limited seating in council chambers, persons or participants may attend by video conference in order to maintain safe social distance as provided in this notice.

To speak during Citizen Comments, you must register with the City Secretary before 4pm on Tuesday, June 29, 2021, email citysecretary@duncanville.com and title the email "Public Comment – June 29th". You will need to register with the link below and attend the meeting. During the Citizen Comments period of the agenda, the City Secretary will call your name and allow access to your camera and microphone for you to provide your comments. Feel free to email your comment to the City Secretary for the Mayor to read into the record for any unexpected technological issues that may arise.

A recording of the video meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

1. **Call to Order.**

2. **Receive Public Comments (see above comments).**
   Betty Taylor – submitted a comment on the businesses and restaurants that are coming into the City.

3. **Pre-Budget Workshop for Fiscal Year 2021-2022. Discussion of topics related to current year budget and next fiscal year budget planning, including the following general topics:**
   - City Manager Overview of Budget Process and Organizational Alignment
     - FY 21-22 Budget Calendar
   - City of Duncanville Economic Update
   - FY 19-20 Budget Performance (Revenue vs Expenditure)
     - General Fund
     - Enterprise Funds
     - Special Revenue Funds
   - FY20-21 End of Year Projections - (Revenue vs Expenditure)
     - General Fund
     - Enterprise Funds
     - Special Revenue Funds
   - FY 21-22 Revenue Potential Outlook
     - General Fund
       - Tax Rate Discussion (proposed rate)
     - Enterprise Fund
       - Utility
       - Drainage
       - Solid waste
       - Fieldhouse
       - Replacement Funds
     - Special Revenue Fund
       - Hotel Motel
       - Duncanville Community Economic Development Corporation

        - Tax Incremental Financing Zone (TIF)
- Current & Potential Fee Schedule
    - New Fire Inspection Fee Schedule
- Future Budget Impacts
    - Potential Legislative Impacts
    - American Rescue Plan
- FY 21-22 Expenditure Potential Outlook
    - General Fund
    - Enterprise Fund
        - Utility
        - Drainage
        - Solid Waste
        - Fieldhouse
        - Replacement Funds
    - Special Revenue Fund
        - Hotel Motel
        - Duncanville Community Economic Development Corporation
        - Tax Incremental Financing Zone (TIF)
    - Overview of Duncanville Debt Service (Requirements)
    - Capital Improvement Plans (CIP)
    - Bond Projects Update

Budget Administrator Otey and Interim Finance Director Atmore presented the FY21-22 Revenue Potential Outlook. Performance and FY20-21 End of Year Projections.

Mayor Gordon voiced his concerns and would like the City to be more conservative and realistic.

Budget Administrator Otey and Interim Finance Director Atmore discussed the FY21-22 Expenditure Potential Outlook.

GENERAL FUND	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)
EXPENSES				
GENERAL GOVERNMENT	$3,708,587	$3,995,745	$287,158	7.74%
FINANCE	1,519,742	1,222,542	(297,200)	-19.56%
PARKS AND RECREATION	3,884,641	4,010,798	126,157	3.25%
POLICE	9,694,511	10,000,355	305,844	3.15%
PUBLIC WORKS	6,874,523	7,046,097	171,574	2.50%
FIRE	7,072,886	7,332,239	259,353	3.67%
TOTAL OPERATION EXPENSE	**$32,754,890**	**$33,607,776**	**$852,886**	**2.60%**

OVERALL PROPOSED IMPACTS

- 2% Salary Increase $344,771
- Fleet Replacement Contributions 40% to 70% $370,586
- IT Replacement Contribution to 100% $24,081

GENERAL FUND	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)
Expenses By Type				
SALARIES/BENEFITS	$21,304,177	$21,405,153	$100,976	0.47%
SUPPLIES	1,638,015	1,838,113	200,098	12.22%
SERVICES/MAINTENANCE	8,424,051	8,721,092	297,041	3.53%
INTERNAL FUNDS - CONTRIBUTIONS	957,778	1,352,445	394,667	41.21%
CAPITAL	430,868	290,973	(139,895)	-32.47%
TOTAL OPERATION EXPENSE	**$32,754,888**	**$33,607,775**	**$852,887**	**2.60%**

- Increase in Salaries offset by reduction TMRS Rate & Medical Insurance

GENERAL GOVERNMENT	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Mayor & Council	$140,897	$143,354	$2,457	1.74%	0.00
City Administration	705,922	614,297	(91,626)	-12.98%	3.80
City Secretary	0	308,344	308,344		2.00
Human Resources	348,242	356,187	7,944	2.28%	2.50
Information Systems	820,205	909,415	89,211	10.88%	4.00
Public Information Office	168,533	155,837	(12,696)	-7.53%	1.00
Library Services	934,996	945,847	10,851	1.16%	12.00
City Marshal's Office		95,964	95,964		1.00
Non-Departmental	589,792	466,500	(123,292)	-20.90%	0.00
TOTAL GENERAL GOVERNMENT	**$3,708,587**	**$3,995,745**	**$287,158**	**7.74%**	**26.30**

General Government Proposed Changes

- Election Expenses $35,000
- IT Maintenance / Subscriptions $67,337
- Retiree Medical Subsidy (Non-Departmental) ($136,545)
- 2 Position relocations from Finance, 1 new position (Executive Assistant to City Administration

FINANCE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Finance Administration	$792,642	$593,716	($198,926)	-25.10%	5.00
Municipal Court	482,262	478,658	(3,604)	-0.75%	4.50
Purchasing	113,731	150,167	36,436	32.04%	1.50
City Marshal's Office	131,107	0	(131,107)	-100.00%	0.00
TOTAL FINANCE	**$1,519,742**	**$1,222,541**	**($297,201)**	**-19.56%**	**11.00**

Finance Proposed Changes

- 2 Position relocations to General Government, 1 position eliminated, 1 new position Buyer/Contract Specialist (50% General Fund / 50% Utilities)

PARKS AND RECREATION	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Parks and Recreation	$254,663	$259,010	$4,347	1.71%	2.00
Recreational Programming	401,710	404,693	2,983	0.74%	9.75
Special Events	208,183	222,463	14,280	6.86%	0.00
Athletic Programming	425,373	391,001	(34,372)	-8.08%	3.00
Horticulture	176,298	179,926	3,628	2.06%	3.00
Parks and Grounds	1,327,185	1,450,982	123,797	9.33%	8.30
Building Maintenance	881,280	894,917	13,637	1.55%	7.00
Senior Center	209,949	207,807	(2,142)	-1.02%	4.00
TOTAL PARKS AND RECREATION	**$3,884,641**	**$4,010,799**	**$126,158**	**3.25%**	**37.05**

Parks and Recreation Proposed Changes

- Special Events:
- Athletic Programming – reclassed position
- Parks and Grounds – Onboard of landscaping maintenance of US67 Green Ribbon $107,000

POLICE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Police Administration	$552,907	$1,865,753	$1,312,846	237.44%	3.00
Patrol	4,832,383	4,959,077	126,694	2.62%	44.00
Criminal Investigation	1,492,834	1,537,462	44,628	2.99%	13.00
Special Services	511,954	557,164	45,210	8.83%	3.00
Animal Control	477,758	488,551	10,793	2.26%	2.00
School Guards	85,211	85,233	22	0.03%	3.50
Crime Prevention	151,748	156,847	5,099	3.36%	1.50
Records	1,319,716	350,269	(969,447)	-73.46%	4.00
Detention Services	270,000	0	(270,000)	-100.00%	
TOTAL POLICE	**$9,694,511**	**$10,000,356**	**$305,845**	**3.15%**	**74.00**

Police Proposed Changes

- Police Administration – Tri-City Jail 2nd year cost increase $40,000
- Police Administration – 1x cost for Police Chief search $40,000
- Special Services - $45,622 increase in ammo for duty/practice
- Records – moved Regional Dispatch to Police Administration

PUBLIC WORKS	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Engineering	$387,903	$390,795	$2,892	0.75%	3.00
Building Inspection	507,481	522,765	15,284	3.01%	6.00
Streets	3,543,590	3,586,144	42,554	1.20%	16.50
Traffic Operations	926,743	973,312	46,569	5.03%	4.00
Planning	159,358	198,078	38,720	24.30%	2.00
Code Services	266,308	268,238	1,930	0.72%	3.00
Equipment Services	1,083,139	1,106,765	23,626	2.18%	4.00
TOTAL PUBLIC WORKS	**$6,874,522**	**$7,046,097**	**$171,575**	**2.50%**	**38.50**

Public Works Proposed Changes

- Streets – Reduction ($21,716) Direct Materials – offset increases to salaries/fleet contributions
- Traffic Operations – potential increase in long line paint striping contract
- Planning – Full-Time Planner – FY21 used 3rd party contractor
- Equipment Services - $49,105 increase fuel cost , offset reduction insurance and Fleet/Equipment repairs

FIRE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
Fire Administration	$649,945	$643,873	($6,072)	-0.93%	3.00
Fire Prevention	254,258	269,393	15,135	5.95%	2.00
Fire Suppression	4,330,457	4,448,957	118,500	2.74%	36.00
Advanced Life Support	1,697,817	1,835,992	138,175	8.14%	13.00
Regional Emergency Manager	140,409	134,024	(6,385)	-4.55%	1.00
TOTAL FIRE	**$7,072,886**	**$7,332,239**	**$259,353**	**3.67%**	**55.00**

Fire Proposed Changes

- Advanced Life Support – $25,841 increase in drugs and $15,800 in EMS Billing Fees

TRANSFERS OUT	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)
Transfer to Grant Fund	$95,000	$15,000	(80,000)	-84.21%
Transfer to Street CIP	265,000	1,380,000	1,115,000	420.75%
Reserve for TIF	$73,019	$75,575	2,556	3.50%
Reserve for P-25 Compliant Public Safety Radios	838,003	1,100,000	261,997	31.26%
Loan Payment (Ends 12/21)	$240,228	$60,057	(180,171)	-75.00%
TOTAL TRANSERS AND 1X PROJECTS	**$1,511,250**	**$2,630,632**	**$1,119,382**	**296.31%**

Transfers Out

- Grants – transfer as needed to cover overages
- TIF transfer – Incremental increases from tax base x O&M Tax Rate
- P-25 – Additional funding to cover cost - $2,288,003 saved to date
  $2,970,890 Total projected cost
- Street CIP projects – to cover anticipated cost of projects – no other source of funding
- EON Loan payment – last payment 12/2021

GENERAL FUND	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$10,097,354**	**$8,377,965**	**$11,714,675**	**$11,066,971**
TOTAL REVENUES	$33,261,092	$32,619,360	$33,692,310	$34,283,131
TOTAL OPERATIONAL EXPENSES	(30,479,239)	(32,754,890)	(32,806,171)	(33,607,776)
NET REVENUES (EXPENSES)	**$2,781,853**	**($135,530)**	**$886,139**	**$675,355**
NEW FUND BALANCE	$12,879,207	$8,242,435	$12,600,815	$11,742,326
TARGETED FUND BALANCE (60 DAYS)	(6,551,562)	(6,730,457)	(5,392,795)	(5,524,566)
BALANCE REMAINING OVER (BELOW) RESERVE	6,327,645	1,511,978	7,208,019	6,217,760
TOTAL TRANSFERS/1x PROJECTS	(1,164,531)	(1,511,250)	(1,533,843)	(2,630,632)
UNRESERVED BALANCE	**$ 5,163,114**	**$ 728**	**$ 5,674,176**	**$ 3,587,128**
ENDING FUND BALANCE	**$11,714,676**	**$6,731,185**	**$11,066,971**	**$9,111,694**

UTILITY FUND	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
UTILITY ACCOUNTING	$1,091,798	$1,107,232	$15,434	1.41%	10.00
UTILITY ADMINISTRATION	384,747	421,880	37,133	9.65%	3.00
WATER SERVICES	4,643,674	4,662,763	19,089	0.41%	10.00
WASTEWATER SERVICES	5,796,452	6,053,294	256,842	4.43%	9.50
TOTAL OPERATION EXPENSE	**$11,916,671**	**$12,245,169**	**$328,498**	**2.76%**	**32.50**
TOTAL DEBT/TRANSFERS	7,290,223	7,356,736	66,513	0.91%	
TOTAL FUND EXPENSES	**$19,206,894**	**$19,601,905**	**$395,011**	**2.06%**	

OVERALL PROPOSED IMPACTS

- 2% Salary Increase — $31,641
- Fleet Replacement Contributions 40% to 70% — $78,961
- Wastewater - TRA Expense — $163,929
- Utility Administration – Added 0.50 position – Buyer/CIP Contract Specialist — $26,000

UTILITY FUND	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)
Expenses By Type				
SALARIES/BENEFITS	$2,115,743	$2,207,383	$91,640	4.33%
SUPPLIES	476,008	472,104	(3,904)	-0.82%
SERVICES/MAINTENANCE	9,132,705	9,294,634	161,929	1.77%
INTERNAL FUNDS - CONTRIBUTIONS	170,847	249,680	78,833	46.14%
CAPITAL	21,368	21,368	0	0.00%
TOTAL OPERATION EXPENSE	**$11,916,671**	**$12,245,169**	**$328,498**	**2.76%**
TOTAL DEBT/TRANSFERS	7,290,223	7,356,736	66,513	0.91%
TOTAL FUND EXPENSES	**$19,206,894**	**$19,601,905**	**$395,011**	**2.06%**

- Transfers include: General Fund $1,812,874
- CIP Fund $5,000,000
- PILOT Franchise Tax to General Fund $543,862

UTILITY FUND	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$9,459,745**	**$7,956,235**	**$8,449,864**	**$7,322,934**
TOTAL REVENUES	$18,098,732	$18,222,700	$18,147,700	$18,409,000
TOTAL OPERATIONAL EXPENSES	(11,707,258)	(11,916,671)	(11,984,407)	(12,245,169)
NET REVENUES (EXPENSES)	**$6,391,474**	**$6,306,029**	**$6,163,293**	**$6,163,831**
TOTAL DEBT/TRANSFERS	(7,401,354)	(7,290,223)	(7,290,223)	(7,356,736)
NET CHANGE IN FUND BALANCE	**($1,009,880)**	**($984,194)**	**($1,126,930)**	**($1,192,905)**
NEW FUND BALANCE	$8,449,865	$6,972,041	$7,322,934	$6,130,029
TARGETED FUND BALANCE (60 DAYS)	(3,274,700)	(3,157,298)	(3,168,432)	(3,222,231)
UNRESERVED FUND BALANCE	**$5,175,165**	**$3,814,743**	**$4,154,502**	**$2,907,798**
ENDING FUND BALANCE	**$8,449,865**	**$6,972,041**	**$7,322,934**	**$6,130,029**

FISCAL YEAR	FY18 *	FY19	FY20	FY21 EST	FY22 EST	FY23 EST	FY24 EST	FY25 EST	FY26 EST	FY27 EST
ENDING FUND BALANCE	**9,429,758**	**9,459,746**	**8,449,865**	**7,322,935**	**6,130,030**	**4,795,901**	**3,237,511**	**1,446,306**	**(551,039)**	**(2,763,611)**
TARGETED RESERVE OF 60 DAYS	2,933,096	3,033,225	3,141,142	3,168,432	3,222,231	3,301,427	3,382,657	3,466,017	3,545,728	3,627,684
REMAINING BALANCE	**6,496,662**	**6,426,521**	**5,308,724**	**4,154,503**	**2,907,800**	**1,494,474**	**(145,145)**	**(2,019,711)**	**(4,096,768)**	**(6,391,296)**

FY 2025-26 Projected negative fund balance

SOLID WASTE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
SOLID WASTE	$3,796,084	$3,864,954	$68,870	1.81%	1.00
LITTER CONTROL	249,188	243,315	-5,873	-2.36%	4.00
TOTAL OPERATION EXPENSE	**$4,045,272**	**$4,108,269**	**$62,997**	**1.56%**	**5.00**
TOTAL TRANSFERS	$342,297	$358,700	$16,403	4.79%	
TOTAL FUND EXPENSES	**$4,387,569**	**$4,466,969**	**$79,400**	**1.81%**	

OVERALL PROPOSED IMPACTS

- 2% ATB SALARY INCREASE $3,893
- Assumes 3% increase to Garbage Collection $61,033
- Assumes 3% increase to Landfill Charges $11,520
- Transfers include $150,000 to Alley CIP and $208,700 Transfer to General Fund

SOLID WASTE	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$663,456**	**$640,128**	**$847,903**	**$638,716**
TOTAL REVENUES	4,061,300	4,174,000	4,174,000	4,174,000
TOTAL OPERATIONAL EXPENSES	(3,534,556)	(4,045,272)	(4,040,890)	(4,108,270)
NET REVENUES (EXPENSES)	**$526,744**	**$128,728**	**$133,110**	**$65,730**
TOTAL TRANSFERS	($342,297)	($342,297)	($342,297)	($358,700)
NET CHANGE IN FUND BALANCE	**$184,447**	**($213,569)**	**($209,187)**	**($292,970)**
NEW FUND BALANCE	$847,903	$426,559	$638,716	$345,746
TARGETED FUND BALANCE (60 DAYS)	(675,173)	(721,244)	(720,524)	(734,296)
UNRESERVED BALANCE	**$172,730**	**($294,685)**	**($81,808)**	**($388,551)**
ENDING FUND BALANCE	**$847,903**	**$426,559**	**$638,716**	**$345,746**

FISCAL YEAR	FY20 *	FY21 EST	FY22 EST	FY23 EST	FY24 EST
ENDING FUND BALANCE	**847,903**	**638,716**	**345,746**	**11,693**	**(363,853)**
TARGETED RESERVE OF 60 DAYS	668,885	675,173	637,291	721,244	720,524
REMAINING BALANCE	**179,017**	**(36,457)**	**(291,545)**	**(709,551)**	**(1,084,377)**

- * Denotes Rate Increase to customers
- FY 2023/24 Projected negative fund balance

DRAINAGE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
DRAINAGE ADMINISTRATION	$362,672	$346,232	($16,440)	-4.53%	3.50
CIP PROJECTS	451,932	1,405,000	953,068	210.89%	
TOTAL OPERATION EXPENSE	**$814,604**	**$1,751,232**	**$936,628**	**114.98%**	**3.50**

- Administration covers MS4 Stormwater compliance
- Variance includes changes in staffing (tenured versus new hire)
- CIP projects – emergency repairs

DRAINAGE	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$1,057,202**	**$782,450**	**$1,079,230**	**$817,291**
TOTAL REVENUES	$799,457	$779,000	$841,100	$841,000
TOTAL OPERATIONAL EXPENSES	(777,429)	(814,604)	(1,103,039)	(1,751,232)
NET REVENUES (EXPENSES)	**$22,028**	**($35,604)**	**($261,939)**	**($910,232)**
NET CHANGE IN FUND BALANCE	**$1,079,230**	**$746,846**	**$817,291**	**($92,941)**
NEW FUND BALANCE	$1,079,230	$746,846	$817,291	($92,941)
TARGETED FUND BALANCE (60 DAYS)	(127,797)	(133,908)	(181,321)	(287,874)
UNRESERVED BALANCE	**$951,434**	**$612,938**	**$635,970**	**($380,815)**
ENDING FUND BALANCE	**$1,079,230**	**$746,846**	**$817,291**	**($92,941)**

FIELDHOUSE	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)
ADMNISTRATION	$924,580	$1,074,274	$149,694	16.19%
FOOD/BEVERAGE	131,740	176,705	44,965	34.13%
GENERAL STORE	3,750	3,750	0	0.00%
CAMPS	83,500	89,500	6,000	7.19%
OTHER	9,550	0	(9,550)	-100.00%
DEBT TRANSFER IN	(537,800)	(538,475)	(675)	0.13%
DEBT (NET) /TRANSFER	538,300	538,975	675	0.13%
TOTAL EXPENSE	**$1,153,620**	**$1,344,729**	**$191,109**	**16.57%**

- Expenses at Pre-Covid levels
- 2% salary increase - $11,165
- 1x cost $30,500 refurnish gym floors
- Various repairs – HVAC, Suite heaters

FIELDHOUSE	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**($1,172,642)**	**($1,540,423)**	**($1,484,380)**	**($1,475,696)**
TOTAL REVENUES	$699,168	$1,085,390	$1,145,390	$1,346,500
TOTAL OPERATIONAL EXPENSES	(1,010,906)	(1,153,620)	(1,136,706)	(1,344,729)
NET REVENUES (EXPENSES)	**($311,738)**	**($68,230)**	**$8,684**	**$1,771**
TARGETED FUND BALANCE (60 DAYS)	$166,176	$189,636	$186,856	$221,051
ENDING FUND BALANCE	**($1,484,380)**	**($1,608,653)**	**($1,475,696)**	**($1,473,925)**

ECONOMIC DEVELOPMENT	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
ADMINISTRATION	$439,620	$658,485	$218,865	49.79%	1.90
PROGRAMS	391,877	419,180	27,303	6.97%	2.30
FIELDHOUSE DEBT TRANSFER	537,800	537,800	0	0.00%	
DCEDC DEBT	488,346		(488,346)	-100.00%	
1X PROJECTS & TRANSFERS	0	0	0		
TOTAL EXPENSE	**$1,857,643**	**$1,615,465**	**($242,178)**	**-13.04%**	**4.20**

Administration Proposed Changes

- Added Executive Assistant
- Increased Intern amount +$12,000
- $22,490 software subscription – consumer demographic analytics
- $50,000 additions and updates to 2017 Comp Plan – Opportunity Areas
- $80,000 marketing campaign initiatives

<u>Programs</u>

- $40,000 increase to Demolition program

ECONOMIC DEVELOPMENT	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$2,985,979**	**$3,298,370**	**$3,709,166**	**$4,479,841**
TOTAL REVENUES	$2,600,105	$2,458,231	$2,793,328	$2,849,154
TOTAL OPERATIONAL EXPENSES	(1,876,918)	(1,857,644)	(2,022,653)	(1,616,140)
NET REVENUES (EXPENSES)	**$723,187**	**$600,587**	**$770,675**	**$1,233,014**
ENDING FUND BALANCE	**$3,709,166**	**$3,898,958**	**$4,479,841**	**$5,712,856**

HOTEL/MOTEL	2020-21 ADOPTED	2021-22 PROPOSED	VARIANCE	% INCREASE (DECREASE)	POSITION COUNT
ADMINISTRATION	$443,041	$442,520	($521)	-0.12%	0.30
GRANTS/INCENTIVES	240,445	240,445	0	0.00%	
TRANSFER	56,637	55,073	(1,564)	-2.76%	
TOTAL EXPENSE	**$740,123**	**$738,038**	**($2,085)**	**-0.28%**	**0.30**

Expenses include:

- 15% of Economic Development staff to administer
- $150,000 Wayfinding Sign project
- $100,000 Fieldhouse Advertising (Note: Fieldhouse is taking on more of the advertising expenses)
- $100,000 Major Event Planning
- Grants/Incentives for annual events such as Sandra Meadows Tournament; GASO; Chamber of Commerce; Duncanville Community Theatre
  - Grant applications received during Spring/Summer – approved by Council
  - Tax Rebates – incentives for new hotels or expansion

HOTEL/MOTEL	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$1,908,138**	**$1,994,169**	**$2,246,016**	**$2,286,680**
TOTAL REVENUES	$668,803	$755,160	$734,300	$734,300
TOTAL OPERATIONAL EXPENSES	(330,925)	(740,123)	(693,636)	(738,038)
NET REVENUES (EXPENSES)	**$337,879**	**$15,037**	**$40,664**	**($3,738)**
ENDING FUND BALANCE	**$2,246,016**	**$2,009,206**	**$2,286,680**	**$2,282,942**

TAX INCREMENT FINANCING	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$236,867**	**$255,565**	**$257,667**	**$350,529**
GENERAL FUND TRANSFER REVENUE	$21,448	$73,019	$95,612	$75,575
ADMINISTRATION EXPENSES	(648)	(2,750)	(2,750)	(2,750)
NET REVENUES (EXPENSES)	**$20,800**	**$70,269**	**$92,862**	**$72,825**
ENDING FUND BALANCE	**$257,667**	**$325,834**	**$350,529**	**$423,354**

LIABILITY INSURANCE	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$711,438**	**$588,098**	**$889,883**	**$823,338**
GENERAL FUND	$392,012	$380,489	$380,489	$380,489
UTILITY FUND	53,465	51,861	51,861	51,861
HOTEL/MOTEL	3,667	3,557	3,557	3,557
EDC	11,988	11,628	11,628	11,628
SOLID WASTE FUND	9,085	8,812	8,812	8,812
DRAINAGE FUND	4,890	4,743	4,743	4,743
FIELDHOUSE FUND	7,335	7,115	7,115	7,115
INTEREST INCOME	5,539	6,000	1,000	1,000
TOTAL ALL REVENUES	**$487,981**	**$474,205**	**$469,205**	**$469,205**
INSURANCE PREMIUMS	277,985	365,141	324,500	372,443
WORKERS COMP CLAIMS	43,737	280,000	150,000	153,000
PROPERTY/ LIABILITY CLAIMS	(12,137)	61,200	61,200	62,424
TOTAL EXPENSES	**$309,586**	**$706,341**	**$535,700**	**$587,867**
NET REVENUES (EXPENSES)	**$178,395**	**($232,136)**	**($66,495)**	**($118,662)**
ENDING FUND BALANCE	**$889,833**	**$355,962**	**$823,388**	**$704,676**

IT REPLACEMENT	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$186,903**	**$117,369**	**$146,732**	**$34,292**
	30% FUNDING	80% FUNDING	80% FUNDING	100% FUNDING
GENERAL FUND	$44,652	$114,240	$114,240	$138,033
UTILITY FUND	$3,168	$8,448	$8,448	$8,320
EDC FUND	$366	$976	$976	$1,220
FIELDHOUSE FUND	$1,380	$4,096	$4,096	$3,900
TOTAL ALL REVENUES	**$49,566**	**$127,760**	**$127,760**	**$151,473**
IT EQUIPMENT REPLACEMENT	**$89,737**	**$240,200**	**$240,200**	**$129,800**
NET REVENUES (EXPENSES)	**($40,171)**	**($112,440)**	**($112,440)**	**$21,673**
ENDING FUND BALANCE	**$146,732**	**$4,929**	**$34,292**	**$55,965**

FLEET REPLACEMENT	2019-20 ACTUAL	2020-21 ADOPTED	2020-21 PROJECTION END OF YEAR	2021-22 PROPOSED
BEGINNING FUND BALANCE	**$2,224,782**	**$1,794,542**	**$2,380,177**	**$1,225,459**
	40%, 70%, 50%	40% FUNDING	40% FUNDING	70% FUNDING
GENERAL FUND	$481,726	$463,914	$463,914	$834,501
UTILITY FUND	$195,462	$110,538	$110,538	$189,499
SOLID WASTE FUND	$8,976	$7,606	$7,606	$12,393
INSURANCE RECOVERY	$4,495		$52,675	
INTEREST INCOME	$13,388	$15,000	$3,000	$2,000
TOTAL ALL REVENUES	**$704,047**	**$597,058**	**$637,733**	**$1,038,393**
FLEET REPLACEMENT	**$548,652**	**$1,173,463**	**$1,792,451**	**$2,174,838**
NET REVENUES (EXPENSES)	**$155,395**	**($576,405)**	**($1,154,718)**	**($1,136,445)**
ENDING FUND BALANCE	**$2,380,177**	**$1,218,137**	**$1,225,459**	**$89,014**

Councilmember Veracruz voiced his concerns on lean staffing.

Mayor Gordon recessed the meeting at 7:36 p.m.

Mayor Gordon reconvened the meeting at 7:47 p.m.

Discussion continued on an overview of Duncanville Debt Service, Capital Improvement Plans, and Bond Projects Update.

ADJOURNMENT

The meeting was adjourned at 9:37 p.m.

APPROVED:

MAYOR

ATTEST:

CITY SECRETARY

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