Duncanville City Council Meeting Agenda
City Council Briefing Room and City Council Chamber
Duncanville City Hall
203 E. Wheatland Road
Duncanville, TX 75116
(972) 780-5017

Tuesday, January 16, 2024
6:00 P.M. - Work Session/Briefing
7:00 P.M. - Regular Session
or immediately following the 6:00 pm Work Session/Briefing

CANCELED

City of Duncanville City Council meetings are available to all persons regardless of disability. The City of Duncanville offers Hearing Assistance Receivers for use during City Council Regular Sessions. If you require special assistance, please contact the City Secretary at (972)780-5017 or write 203 E. Wheatland Road, 75116, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the City Council will be physically present at this meeting.

The City of Duncanville reserves the right to reconvene, recess or align the Regular Session or called Executive Session or order of business at any time prior to adjournment.

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, broadcast by website and social media channels, and by video conference at 6:00 pm on Tuesday, January 16, 2024 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 in-person and will be broadcast by website and social media channels.

Due to limited seating in council chambers, persons or participants may participate by live broadcast via Swagit in order to maintain safe social distance as provided in this notice.

To view the live meeting or previous meetings click on the link below.
https://duncanvilletx.new.swagit.com/views/454/

To submit a comment via email the following information is required:

- Submit a comment by 4:00 p.m. on Tuesday, January 16, 2024.
- Email city.secretary@duncanvilletx.gov
- Email title: Public Comment – Tuesday, January 16, 2024
- First Name, Last Name, and Address

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WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

2. CITY COUNCIL CALENDAR

3. BRIEFINGS / PRESENTATIONS

A. Finance Department to provide Council with an update on the progress of completing the FY22 audit. 4

[Update on the FY2022 Audit]

B. Council to discuss and deliberate proposed amendments to the Rules of Procedure. 5 - 26

[Council's Rules of Procedure]

EXECUTIVE SESSION

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. OR IMMEDIATELY FOLLOWING THE 6:00 PM WORK SESSION/BRIEFING)

CALL TO ORDER
INVOCATION - Moises Ruiz, Duncanville Police Department Volunteer Chaplain
PLEDGES - PLEDGE OF ALLEGIANCE; TEXAS PLEDGE OF ALLEGIANCE

1. REPORTS

The Mayor's Report, the Councilmembers' Reports, and the City Manager's Report are informational only. There is no Council deliberation or action taken on any of these items.

A. Mayor's Report.

B. Councilmembers' Reports

C. City Manager's Report.

2. PROCLAMATIONS AND PRESENTATIONS

None

3. CITIZENS' INPUT

In-person citizen comments will be heard during the Regular Session. In keeping with the City Council's Rules of Procedure adopted on October 18, 2022, electronic mail comments will no longer be read aloud. Paper copies will be provided to the City Council at the dais. The comments will be made a part of the public record in the minutes.

"Pursuant to Section 551.007 of the Texas Gov't Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all persons addressing are subject to council adopted rules and limitations permitted by law"

At this time, two-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. In accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions at this time. Issues may be referred to City Staff for research and possible future action.

4. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember may request items be removed from the Consent Agenda for individual consideration.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

6. STAFF AND BOARD REPORTS

A. Receive the Monthly Financial Report as of November 30, 2023. 27 - 71
Receive the Monthly Financial Report as of November 30, 2023

ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located outside the entrance to the City of Duncanville City Hall, next to the entryway doors, a place convenient and readily accessible to the general public, as well as to the City's website www.duncanvilletx.gov and said Notice was posted **by** the following date and time: **Thursday, January 11, 2024** , **by** **6:00 P.M.** and remained posted for at least two hours after said meeting was convened.

Chiquita Taylor, City Secretary

"Guns prohibited on these premises by state law unless licensed under Chapter 411, Tex. Gov. Code. Section 46.035 Texas Penal Code."

"Las armas de fuego están prohibidas en estas instalaciones por la ley estatal a menos que estén autorizadas bajo el Capítulo 411 del Código de Gobierno de Texas. Sección 46.035 del Código Penal de Texas."

Duncanville
City of Champions

STAFF REPORT

MEETING: City Council - 16 Jan 2024

TITLE:
Finance Department to provide Council with an update on the progress of completing the FY22 audit.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
    - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Richard Jackson, Managing Director of Fiscal Services and CFO

BACKGROUND/HISTORY:
Finance Department to provide Council with an update on the progress of completing the FY22 audit.

POLICY EXPLANATION:
Finance Department to provide Council with an update on the progress of completing the FY22 audit.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	Purchase Amount	After Encumber
N/A	N/A	N/A

ACTION ALTERNATIVES:
1. Receive the update from the Finance Department.

Duncanville
City of Champions

STAFF REPORT

MEETING: City Council - 16 Jan 2024

TITLE:
Council to discuss and deliberate proposed amendments to the Rules of Procedure.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

STAFF RESPONSIBLE:
Douglas E. Finch, City Manager

BACKGROUND/HISTORY:
The Council shall adopt its rules of procedure annually.

POLICY EXPLANATION:
Council to discuss and deliberate proposed amendments to the Rules of Procedure.

FUNDING SOURCE:

ORG and Object Number
N/A

Available Budget	Purchase Amount	After Encumber
N/A	N/A	N/A

ACTION ALTERNATIVES:
1. Council to provide feedback on the rules of procedure document.

ATTACHMENTS:
Rules of Procedure -- 2023-2024 DRAFT

RULES OF PROCEDURE

Adopted:

~~October~~ December 5~~18~~, 2023~~2~~

CITY COUNCIL

CITY OF DUNCANVILLE, TEXAS

City Council of Duncanville Mission & Pillars

"The mission of the City Council of Duncanville is to build a vibrant inclusive community driven by a commitment to democratic principles and service above self."

Table of Contents

I. ROLES & RESPONSIBILITIES

This section will focus on defining the positions and establishing the duties of those who sit on and who are intended to support the operations of the City Council of Duncanville.

A. The Mayor

Home Rule Charter Reference - Article II Sec. 2.05, Presiding Officer: The Mayor

The Mayor shall preside at meetings of the City Council, and shall be recognized as head of City government for all ceremonial purposes and by the Governor for purposes of military law, but shall have no regular administrative duties. He may participate in the discussion of all matters coming before the Council. He shall be entitled to vote as a member thereof on legislative, or other matters, commencing of and from the date that the Council member elected at large assumes the duties of office following the City's general election in May, 2003. The Council shall elect from among the Councilmen a Mayor pro tempore who shall act as Mayor during the absence or disability of the Mayor. If a vacancy in the office of Mayor occurs, the Council shall select a Mayor from its own members who shall serve until the next regular election. His former place as councilmember shall be deemed vacant and filled as provided for in Section 2.04.

1. The Mayor shall be the presiding officer at all meetings. The Mayor pro tempore shall preside in their absence or refusal to conduct the meeting.
2. The Mayor shall preserver order and decorum and shall require Councilmembers and citizens in attendance engaged in debate to limit discussion to the question under consideration and shall operate according to these Rules of Procedure.
3. The Mayor will encourage all Councilmembers to participate in Council discussion and give each member an opportunity to speak for five minutes before any member can speak again on the same subject. No vote to close discussion, limit debate, or call the question shall be entertained by the Mayor if a Councilmember, desiring to speak, has not had their opportunity to speak at least twice on any given agenda item. Any vote to close or limit debate requires a simple majority vote.

B. Mayor pro tempore

1. If the Mayor fails to execute any ordinance, resolution, or Council-approved document within 72 hours of its lawful passage by the Council, the Mayor pro tempore shall have full authority to sign and execute such ordinance, resolution, or Council-approved document.
2. The Mayor pro tempore shall be elected by a majority vote of the Councilmembers present at the first regular meeting of the City Council following the swearing-in of newly elected Councilmembers from the May general election or subsequent run-offs.

3. The Mayor pro tempore shall be elected for a one-year term and shall serve until replaced by a subsequent Mayor pro tempore election. The Councilmember currently serving as Mayor pro tempore shall not be eligible to serve consecutive terms.
4. Criteria to be considered in the election of Mayor pro tempore:
   - Willingness to commit the time necessary to serve in case of the absence of the Mayor. Duties will include presiding over City Council meetings, scheduled and called meetings, representing the City at ribbon cuttings, memorial events, speaking engagements during the day and evening hours, and assisting staff when requested for special projects. From time to time, the Mayor may call on the Mayor pro tempore to assist in representing the City when scheduling conflicts occur.
   - The Mayor pro tempore should have demonstrable leadership abilities and a good working relationship with their fellow Councilmembers and City staff.
   - Councilmember must have served a minimum of one year on the City Council before being eligible to serve as Mayor pro tempore.
   - Councilmember should resist outside lobbying efforts by citizens on behalf of a particular Councilmember or for a particular council district.
   - In the event that more than one Councilmember may meet the criteria to serve as Mayor pro tempore, a Councilmember's vote should be cast for the one member they feel can best serve the City as Mayor pro tempore for the coming year. Since only one person will be elected Mayor pro tempore, the remaining Councilmembers should not consider the vote for another member as a lack of confidence in their ability or disrespect to the citizens of the district they represent.
5. No Councilmember shall offer, seek, or accept any favors, gifts, or special considerations in exchange for a vote to be Mayor pro tempore.
6. The Mayor pro tempore may be removed by a simple majority vote of the City Council. Should the office of Mayor pro tempore be vacated, an election to fill the unexpired term shall be held at the second regular meeting of the City Council following the vacancy.

C. City Council

1. When addressing an agenda item, the Councilmember shall first be recognized by the Mayor, confine their comments and questions to the issue under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Councilmember or staff member in their argument or vote. Councilmembers shall at all times maintain civility among each other and refrain from uncivil discourse.
2. Any Councilmember may appeal a ruling of the Mayor to the Council as a whole. If the appeal is seconded, the Councilmember making the appeal may make a brief statement justifying the appeal. The Mayor may subsequently explain their position. Then, each Councilmember may explain their position. The Mayor will then put the

ruling to a vote of the Council. A majority vote is required to overturn the ruling of the Mayor.

3. Any Councilmember may raise a point of order and require the Council to conform to the order of business or these Rules of Procedures. The Council may by motion and simple majority vote to suspend these rules and amend the agenda or order of business.
4. Meetings with and questions of the City Attorney may be made by any Councilmember as needed, but the Attorney's time shall be used judiciously. Each Councilmember shall exercise their judgement in tracking their hours consulting legal advice and the corresponding expense to the City. It is recommended that meetings with the Attorney take place on days when regular Council meetings are held and the Attorney is already scheduled to be present.
5. In accordance with State Law, the Mayor and Councilmembers shall be required to attend all scheduled meetings of the City Council, unless they have a valid excuse not to do so. Each member is expected to be present for discussion and resolution of all items on the scheduled agendas. As a courtesy, the Mayor, Council, and staff shall be notified in case of absence.
6. In the event that both the Mayor and the Mayor pro tempore are absent from a meeting of the Council, the duty of presiding should fall to the most senior Councilmember in attendance.

D. City Manager

Home Rule Charter Reference – Article II, Sec. 2.07: Appointment of the City Manager

The Council shall appoint a City Manager, at their discretion, for an indefinite term, who shall be the chief administrative and executive officer of the City. No member of the Council shall, during the term for which elected, be chosen as City Manager. The City Manager shall receive such compensation as may be fixed by the Council. Until such time the Council appoints a City Manager, the duties and functions of the City Manager shall be performed by the City Council.

1. The City Manager is directly responsible for providing information to all the Council concerning any written information requests by a specific Councilmember. If the City Manager or their staff's time is being dominated or misdirected by a Councilmember, it is the City Manager's responsibility to inform the Mayor and the Council.
2. The City Manager is responsible for keeping the Council informed.
3. It is the responsibility of the City Manager to establish procedures for handling customer concerns in all departments with prompt feedback to the citizen and to the appropriate City Councilmember(s) in writing.
4. The City Manager will strive to maintain positive relations with the City Council by following these guidelines:
    a. Whether newly elected or experienced, remember every Councilmember represents the special interests of a specific district and its voters, as well as the best interests of the City as a whole.

   b. Work to establish mutual trust with the Council.
   c. Open the lines of communication with the Council.
   d. Be inclusive of opportunities for educational trips. An educated Council is in the City's best interests.
   e. Include the Council in City-sponsored employee social events.
   f. Conduct orientation sessions for new Councilmembers. Provide a tour of the City buildings and introduce to staff.
5. The City Manager is required to prepare and submit to the Council an annual budget. Additionally, the City Manager shall include the department presentations detailing what has been requested and the reason for the request.

E. City Attorney

Home Rule Charter Reference – Article II Sec 2.06, The Council: Powers (12)

The Council shall appoint a City Attorney who shall be a competent attorney licensed to practice law in the State of Texas and who shall hold office at the pleasure of the City Council. (Ord. No. 1783, approved 3-19-02, adopted at election 5-4- 02)

1. The City Attorney is employed by the City Council. All requests for legal opinions from Councilmembers can be discussed with the City Attorney, who will then send a written opinion to be filed by the City Secretary and distributed to all the Council.
2. The City Attorney should not be expected to give a complete answer for complex legal opinions during Council meetings, briefings, or workshops. Requests for opinions should be made at least one week in advance of any Council meetings to ensure quality, well-researched opinions.

F. City Secretary

Home Rule Charter Reference – Article III Sec. 3.07: City Secretary

The City Manager shall appoint an officer of the City who shall have the title of City Secretary, shall give notice of the Council meetings, shall keep minutes of its proceedings, shall authenticate by his signature and record in full in a book kept for the purpose all ordinances and resolutions and shall perform such other duties as shall be required by this Charter or by the City Manager.

1. The City Secretary shall prepare ~~and~~ an agenda of all matters requiring the attention of the Council. The agenda for all regular meetings shall be provided to all Councilmembers in the timeframe outlined in Section IV, Rules of Meeting.
2. Except as provided herein, all meetings shall be recorded electronically. The electronic recording shall be produced and maintained by the City Secretary; provided, that if a recording is not possible, detailed minutes of the meetings shall be kept by the City Secretary.

3. Notice must be provided for Ceremonial Proclamations, letters, certificates. Each ceremonial document shall be circulated and filed by 12:00 p.m. on the business day before the meeting at which it is to be considered.

II. RELATIONS

This section will define how members of the Duncanville City Council should interact among themselves and with other entities, both within the City and externally.

A. Mayor, City Council, City Manager, & City Staff

1. The City Manager is expected to respond in a timely manner to Council and Councilmember requests. When information is requested, the City Manager will estimate a reasonable time frame for collecting the information.
   a. If the City Manager disagrees with the request, he/she should say so and explain his/her position in writing to all members of the City Council.
   b. If the City Manager disagrees with individual directives, he/she should initiate clarification of Council's will with regard to the individual Councilmember's request.
   c. The City Manager should delegate responsibility for the response as necessary and appropriate, but the City Manager will remain responsible for its receipt by Council in a timely manner.
   d. The City Manager should maintain a checklist and timetable for those requests and other directives of the Council.
2. All City Councilmembers will receive the same pertinent verbal and written information. There will be no preferential dissemination of information.
3. Regarding customer concerns for routine service requests, e.g. trash collection or water billing concerns, City Councilmembers will guide citizens to the appropriate staff member or department rather than the City Manager.
4. During regular meetings, special meetings, or workshops of the City Council, a majority of the Councilmembers present will be required to direct the City Manager in the case of opposing opinions on the Council.

B. Council Inquiries with the City Manager

The City Manager is the primary link between Council and the professional staff. The Council's relationship with the staff should be through the City Manager, as is required by the City Charter. The inquiry process exists to best facilitate that relationship and address Councilmembers' concerns.

1. **Agenda Questions:** Questions arising from Councilmembers after receiving their agenda information packet should be presented to the City Manager for staff consideration prior to the Council meeting. The additional information will be distributed to all Councilmembers. Any request for additional information shall be

provided to the entire council as expeditiously as possible prior to any meeting to ensure appropriate review.

2. **Presentations to Council:** The City Manager shall designate appropriate staff to address each agenda item and shall see that it is adequately prepared and presented to the Council. Presentation should be professional, timely, and allow for discussion of options for resolving the issue. Staff shall make it clear that no Council action is required, present a staff solution, or present the specific options for Council consideration.
3. **Problem Resolution:** If the City Manager or their staff's time is being dominated or misdirected by a Councilmember, or should any conflict arise between staff and Council, the City Manager shall:
   i. Visit with the Councilmember and discuss the problem and/or impact on City Manager or staff time;
   ii. If unresolved, ask the Mayor to arbitrate a resolution to the issue;
   iii. If still unresolved, ask the Mayor to present the concerns to the Council;
   iv. If the unresolved issue is with the Mayor, ask the Mayor pro tempore to arbitrate a resolution to the issue;
   v. If still unresolved issue involves the Mayor, ask the Mayor pro tempore to present the concerns to the Council.

C. Mayor & Councilmember Training and Professional Development

1. In addition to the required training, Councilmembers are encouraged to attend at least one training event per year, and others as found beneficial to the performance of their elective duties subject to the availability of funds as appropriated in the annual budget for the Mayor and each Councilmember.
2. The Mayor and each member of Council will have an appropriated budget amount by representative area. Travel and training funds appropriated for the Mayor and each Councilmember shall not be available for transfer to another Councilmember or the Mayor.
3. Selection of professional development events are at the discretion of each councilmember but are limited to expenditures within the amount appropriated for those trainings. Unexpended funds for each elective position are non-transferable and shall be returned to fund balance at the end of each fiscal year.
4. Councilmembers are encouraged to select training events from the following list of providers:
   - Texas Municipal League (and affiliates)
   - North Central Texas Council of Government
   - National League of Cities
   - Other as deemed important to individual members
5. As the need arises, additional expenditures may be made from miscellaneous professional development funds that are subject to annual appropriation, for the Mayor and/or a Councilmember chosen to represent the Council at special events.

Such additional expenditures may be made only after having been placed on the agenda of a regular Council meeting and acted upon by motion, second, and favorable majority vote.

D. Community Events and Town Halls

1. The City Council shall strive to host an open-format, topical Town Hall session, no less than twice a year. These Town Halls may include guest speakers and presenters but shall also include the opportunity for citizens to directly meet, address, and ask questions of the Mayor and City Councilmembers.
2. Councilmembers are also encouraged to host frequent community-building events within their council districts. All community events will be placed on the City Website and LED for all City Councilmembers, regardless of event size, coordination, or official staff-backing, except during the formal period of elections.
3. The Mayor may host a monthly interactive event, such as "Coffee with the Mayor" ~~event~~, supported by City Staff, provided that it occurs during regular operating hours and is scheduled in advance. Both citizens and City Councilmembers (although they shall not gather in a sufficient number to constitute a quorum) are invited to participate.
4. Each Councilmember shall also be allotted one staff-supported "major" community event per year, provided sufficient notice of at least one month prior to the date of the event and financial backing as budgeted in the annual budgeting procedure.
    a. This shall not be used to put a limitation on the ability of any Councilmember to host any number of self-planned and publicized community events.
    b. No events shall be coordinated or marketed by staff during the formal period of elections.

E. Media and Social Media

1. On all administrative matters, the official spokesperson for City Staff shall be the City Manager or their designee.
    a. When in doubt, Councilmembers shall defer to the city's Public Information Officer on questions from the media.
2. Similarly, the Mayor, or their chosen designee, shall always be the primary spokesperson for the official position of the City on matters regarding policy decisions and Council information pertaining to issues under debate or on the agenda.
3. Councilmembers publicly represent the city at all times, whether they are within a City Council meeting or without. As such, Councilmembers shall constantly be aware of their actions on any social media platform, and the effect it may have on their public images, as well as on the image of the City of Duncanville.
    a. If a Councilmember chooses to create a social media account as a publicly elected official with the specific intent to engage with constituents, they shall keep this account distinct and separate from other personal accounts that they

maintain – acknowledging that, as an elected official, any use of social media for their duties may create a public record.

   b. Elected officials increasingly use social media for re-election purposes, however, mixing campaign and constituent communications from the same account, website, or other platform could put a Councilmember at risk for violating laws that prohibit using government resources for political purposes. For this reason, it is advised that Councilmembers do not maintain their online campaign platforms year-round as vehicles to address constituent concerns.

4. When using a social media platform, for personal or professional purposes, Councilmembers shall at all times be knowledgeable, courteous, and responsible in their usage. For further social media best practices, Councilmembers may refer to the City of Duncanville employee handbook.
5. Unless specifically identified as a resource for receiving requests for information, social media sites are not proper vehicles for users or constituents to make requests for public information.
6. Where a matter of possible legal concern may arise, Councilmembers may consult the City Attorney regarding their social media usage, as with any other matter pertaining to their elective duties.

F. Boards and Commissions

1. All City Councilmembers, with the exception of the Mayor, may serve as liaisons to the boards and commissions of the City for a period of one year at the pleasure of the Council.
   a. Councilmembers will select different boards and/or commissions to serve as liaisons to on or after the date of the appointment of the boards and commissions members.
   b. Each Councilmember will be allowed to select the board(s) or commission(s) they would like to liaise with by order of seniority.
   c. Councilmembers are strongly encouraged, but not required, to attend all meetings of their selected boards and/or commissions.
   d. Each Councilmember may submit a quarterly report to the entire Council through the City Secretary on the activity of their respective board and/or commission. Any questions or concerns about board or commission matters will be directed to the City Secretary for dissemination to the Council.

III. RULES OF MEETING

This section will define how guests and Councilmembers shall interact with others and among themselves during all official meetings of the Duncanville City Council.

A. Meeting Structure.

1. TYPES OF MEETINGS

There are four possible types of City Council meetings, which are:

a. **Regular Meetings**: Council shall hold regular meetings to conduct the business of the City on the first and third Tuesdays of each month, as prescribed by Ordinance No. 1449. These meetings shall always comply with the Texas Open Meetings Act. The Council may choose not to meet where there is no pressing business to conduct or when the meeting date conflicts with a holiday or holiday season. The Council must hold a regular meeting at least once a month.

b. **Special Meetings:** Special meetings of Council shall be held when called jointly by the Mayor and the City Manager, or at the request of two or more Council Members. The call or request shall be made to the City Secretary and shall specify the matters to be considered at the special meeting. Upon receipt of such call or request the City Secretary, after consultation with the City Manager, shall immediately notify each Council Member and the City Attorney in writing. Such notice shall specify the matters to be considered at the special meeting, and only the matters specified in the notice shall be considered at such meeting unless all Council Members are present. Special meetings must conform to the Open Meetings Act requirements.

c. **Governance Meeting:** In June of every year, or the first regular meeting of the City Council following the swearing-in of newly elected councilmembers from the May general election or subsequent run-offs, Council will hold a governance meeting. The purpose of the meeting will be to adopt the Rules of Council, select the Mayor pro tempore, and make appointments to the Audit Committee and Boards and Commissions liaisons for a 1-year term.

d. **Emergency Meeting:** The Mayor may call an emergency meeting of the Council in the event that an "emergency," as defined by State Law, occurs.

2. AGENDA RULES

Each meeting shall conform to a regular set of Agenda Rules, which will dictate which items may be considered by the Council at that time.

a. In order to provide time for quality staff reports and preparations, all agenda items should be submitted for the next agenda two Thursdays prior to the Council meeting unless deemed an emergency on an unforeseen specific issue that clearly cannot be postponed until the next agenda.

~~a.~~
b. The goal is to have Council agendas published and posted in final format with packets delivered to Council on Thursday prior to the next meeting. If unforeseen circumstances happen that prevent this goal from occurring, the City Manager is required to notify Council immediately stating reason for delay and anticipated delivery time.
~~b.~~c. Any information distributed to one councilmember regarding an item on the agenda shall be distributed to all councilmembers at the same time prior to the meeting so that all councilmembers have equal opportunity to review the information.
d. The Council may rearrange the order of agenda items during a Briefing Session or during a meeting by majority consensus.
~~c.~~e. A request by the Mayor for a consensus of the Council shall be accompanied by a specific motion and second of the question at hand when the request pertains to an agenda item, the process of the meeting, direction given to the City Manager, or any other action in which a full vote of the Council will not be taken. If consensus is reached, the Mayor shall reiterate the motion for which consensus has been given, and the City Secretary shall document in the meeting minutes the specific request for consensus and any action that is to be taken by the City Manager as a result of the consensus.
~~d.~~f. An item may be placed on the agenda for reconsideration within the next two regularly scheduled City Council meetings if requested by a member of the prevailing side. Any Councilmember may ask for an item to be reconsidered after sixty days from the initial consideration.
~~e.~~g. During a Briefing Session or meeting, any Councilmember may direct that an item on the consent agenda be removed from the consent agenda and placed on the "Items for Individual Consideration."
~~f.~~h. During a Briefing Session or meeting, any Councilmember may request that an item on the list of "Items for Individual Consideration" be moved to the consent agenda. This action requires the consensus of the Council.

3. SCHEDULE & DURATION

To maximize the City Council's efficiency, both the schedule and duration of Council meetings are prescribed in this document. However, should the circumstances require, both of those provisions may be modified according to the situation:

a. If a regularly scheduled meeting falls on the day of a general election, the Council, at its discretion, may move the meeting to a different date. Similarly, should the Council decide not to meet during a holiday period, the Council may determine a different date on which to hold the meeting.
b. No meeting shall extend after the hour of 12 midnight unless Council, by an affirmative vote of the majority of present Council Members, extends the length of the meeting. The Councilmember so moving to extend the length of

the meeting shall include in their motion the matters appearing on the docket for that meeting to be considered after the hour of 12 midnight.

B. Rules of Conduct

- COUNCIL MEETING CODE OF CONDUCT: MAYOR & COUNCIL

To preserve order and decorum, the Mayor and all Councilmembers shall abide by the following rules of conduct during all Council meetings.

i. Listen and understand before judging.
ii. Focus on the vision and goals; no personal attacks or inferences.
iii. Look for areas of agreement before differences.
iv. Be on time; start on time; silence all personal communication devices, and do not allow them to distract from the work at hand.
v. Once a decision is made, support the City decision, but state your reservation.
vi. Agree to disagree; move on to the next issue.
vii. Come prepared to discuss issues; when possible, ask questions of staff prior to the meeting so that staff can be prepared.
viii. Praise in public; provide constructive feedback in private.
ix. Participate in discussions and focus on the issue; avoid side conversations. Need to be mindful that sidebar conversations are disruptive.
x. Be courteous, honest and treat others with respect.
xi. Communicate in an open, direct manner; keep others informed.
xii. If you have a personal issue with another member of Council, go to that member directly and not to other councilmembers, the community or staff. This house rule does not affect the right of one or more Councilmembers to institute the censure process set out in Section IV, (Regulations).
xiii. Be a positive ambassador for the City.
xiv. When the Council is meeting in the Council Chamber, use the electronic system to notify the Mayor you wish to comment on a matter before the Council.
xv. Allow others to finish their comments before speaking.

- COUNCIL MEETING CODE OF CONDUCT: CITIZENS & PRESENTERS

All citizens and presenters in attendance ~~of~~at a City Council meeting must abide by the following code of conduct.

  - During public City Council meetings, all guests shall not disturb order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the Mayor or the rules of the Council. Attendees shall demonstrate respect and courtesy to each other, to all members of the City Council, to City staff members, and to members of the public appearing before the Council. All participants shall refrain from rude and derogatory remarks and shall not belittle staff members, Councilmembers, or members of the public. No participant shall engage in electioneering during the formal campaign season.

- COUNCIL MEETING CODE OF CONDUCT: THE MEDIA

The Mayor, Council, and City Manager recognize that an informed public ensures progress and good government which remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reports during City Council meetings without infringing upon the First Amendment rights of the media.

i. **Media Orientation:** Since each government body conducts business differently, it is requested that all reporters new to City Council meetings first meet with the City Manager, Mayor, or the designated media relations representative prior to covering their first meeting for information on policies and procedures.

ii. **Agenda Information:** All reporters requesting so will receive an agenda package in advance and will be furnished any supporting material needed for clarification for themselves and the general public.

iii. **Chamber Seating:** During the conduct of official business, the news media shall occupy either the places designated for them, or for the general public.

iv. **Conduct in Chambers:** Representatives of the media are requested to refrain from conversing privately with others in the audience while the Council is in session. Interviews with the public should be conducted outside of the Council Chambers while the Council is in session.

v. **Equal Access for Opposing Positions:** The ethical burden or fair presentation of opposing positions in any issue of debate falls upon the media. When opposing positions are debated, regardless of the outcome, interviews by the media should provide equitable representation from Councilmembers of all viewpoints.

vi. **Policy Clarification**: Any clarification requested by the media on the issues discussed during a Council meeting should be addressed after the meeting. At that time, either the Mayor or their designated spokesperson shall be the official source of information regarding policies or the agenda.

C. Order of Business

The agenda for regular Council meetings shall generally adhere to the following order:

Work Session / Briefing

- Discuss Appointments & Dismissals to Existing Boards and Commissions
- Discuss Elimination, Creation, or Combination of Boards or Commissions
- Executive Session

- Discuss Agenda Items
- Briefings & Presentations

Regular Session

- Call to Order
- Invocation
- Pledge of Allegiance & Texas Pledge of Allegiance
- Reports
  a. Mayor's Report
  b. Councilmember's Report
  c. City Manager's Report
- Presentations and Proclamations
- Citizen Input
- Consent Agenda
- Items for Individual Consideration
- Action Resulting from Executive Session
- Staff and Board Reports
- Adjournment

D. Rules of Procedure for Council Meetings

1. PARLIMENTARY PROCEDURE

   a. The designated presiding officer shall, at all times, be responsible for maintaining procedure during any official meeting of the City Council.
   b. *Roberts Rules of Order Newly Revised*, latest edition, may be consulted regarding parliamentary procedure. However, the final parliamentary authority will rest with a simple majority vote of the Council.

2. COMMENTS FROM THE PUBLIC

"Pursuant to Section 551.007 of the Texas Gov't Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all persons addressing are subject to council adopted rules and limitations permitted by law."

During regular meetings of the City Council, citizens may address the Council during the Citizens Public Comment Period, during discussion of an agenda item or during a Public Hearing. Strict order will be maintained at all times. Tirades of individual personalities and personal aspersions will not be tolerated. Speakers who are out of order will be asked to leave the Council Chambers. Threats of violence will be cause for removal. Electioneering during the formal campaign season shall be prohibited.

To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting.

a. CITIZENS PUBLIC COMMENTS
   i. Any citizen wishing to make a public comment will file a request card with the City Secretary, including printed name, address, telephone number, subject, and signature. A public comment period will be set aside for any citizen to present matters of interest. Each speaker will have two minutes.
   ii. Any comments received via email by citizens who do not wish to speak at the meeting will be provided to all members of Council and will be added to the public record. However, emailed comments will not be read aloud during the meeting.
   iii. Comments on Public Hearing agenda items will not be taken during the public comment period since time is allowed for proponents and opponents during Public Hearings.
   iv. Speakers will address the entire Council, not another speaker, audience member(s), nor individual Councilmembers.
   v. Priority will be given to speakers who have not previously spoken during the public comment period in the immediate past Council meeting.
   vi. If no request cards are received by the time the Regular Council meeting begins, the Mayor will skip the Citizens Public Comment Period. If request cards are received after the regular Council meeting begins, the Mayor may, at their discretion, allow public comment at the end of the meeting or with an agenda item.
   vii. Councilmembers will not respond to the subjects raised by speakers during the Citizens Public Comment Period.
   viii. The Citizens Public Comment Period will be placed immediately after the recognition of visitors on City Council agendas.

b. PUBLIC HEARINGS
   i. Both proponents and opponents shall have a maximum of ten minutes per side for their presentation.
   ii. A maximum of five minutes per side will be provided for rebuttal and surrebuttal.
   iii. After the public hearing is closed, the Council may ask questions of the speakers.
   iv. Speakers must limit their responses to the questions asked by the Council.

E. Reports to Council

1. The Mayor's Report, Councilmember Reports, and City Manager's Report

will be placed on the agenda for regular meetings following the Invocation and Pledge of Allegiance.

2. All reports will be limited to three minutes.
3. The three-minute limitation for any report may be waived by a majority vote of the City Council.

F. Meeting Minutes

Home Rule Charter Reference — Article II, Section 2.15, Rules of Procedure: Minutes

The Council shall determine its own rules and order of business. It shall keep minutes of its proceedings, and the minutes shall be open to public inspection. Minutes of all meetings of the Council shall be promptly entered within forty-eight (48) hours in the minute book of the Council, and City Secretary shall at the same time provide a permanent and adequate index showing the action of the Council in regard to all matters submitted to it at both regular and special meetings.

1. Written minutes shall be maintained for all posted meetings of the City Council. Approval of the minutes shall be made by vote of the City Council at the next regularly scheduled meeting. Proposed corrections to minutes that have not been approved shall be submitted to the City Secretary by 5 p.m. of the day before the regularly scheduled meeting where minutes are scheduled for approval.
2. The minutes for meetings of the City Council shall follow basic parliamentary procedure for action minutes, thereby recording what was done rather than what was said. Information to be contained in the minutes shall include the following:
   - i. Name of group or assembly.
   - ii. Type of meeting (regular, special, workshop).
   - iii. Date of meeting.
   - iv. Time meeting is called to order.
   - v. Location of meeting, if not always the same.
   - vi. Officials present and absent.
   - vii. Topic or subject matter of each agenda item and action taken, including motions, amendments, record vote, and any parliamentary action.
   - viii. Time of adjournment.
   - ix. Signature blocks for Mayor and City Secretary.

3. The minutes for non-action agenda items such as the Mayor's Report, Councilmember Reports, the City Manager's Report, the Citizen Public Comment Period, Public Hearings, staff reports, and committee reports shall include the speaker's name and the subject matter.
4. The minutes for discussion-based agenda items, such as those commonly found in briefing sessions and workshops, should reflect the topics of discussion rather than verbatim statements or summarized statements by individual speakers.

G. Resolutions & Ordinances

1. All official action of the City Council shall require a Resolution or Ordinance to capture the clear intent of the policy decision, approved by the majority of the Council.

IV. REGULATIONS

A. Code of Ethics

1. The Mayor and all City Councilmembers, as official representatives of the people of Duncanville, must always abide by all facets of the Code of Ethics established and adopted for the City in Ordinance No. 2113.

B. Censure Policy

Although left to the decision of the Councilmembers, it is encouraged that a Notice of Censure be filed only after a personal conversation between at least one complaining Councilmember and the accused Councilmember has taken place and has proven unsuccessful.

1. Two or more City Councilmembers may file a written Notice of Censure against another City Councilmember with the City Secretary. The written notice shall set forth the allegation(s) of conduct and City Charter, Code of Ethics, or Rules and Procedures provisions which the accused Councilmember shall have allegedly violated, and include (1) a copy of all evidence supporting the allegations and (2) a list of persons who may be called as witnesses if the allegations proceed to final hearing. A copy shall be delivered to all Councilmembers by the City Secretary. A written Response to the allegation(s) may be filed by the accused Councilmember within ten business days after receipt thereof. A copy of the Notice of Censure and Response thereto shall be delivered to each Councilmember by the City Secretary within two business days after the response is filed.
2. On the first regularly scheduled meeting of the Council after the filing of the Notice and any Response, the City Secretary shall formally present the Notice and Response to the City Council and a copy will be attached to the minutes and become part of the public record. The Council, by majority vote, shall thereafter determine whether or not good cause shall exist to set a formal public hearing on the merits of the Notice of Censure or whether the allegations should be dismissed. A vote to hold a public hearing shall not be construed to be a vote of censure.
3. The accused City Councilmember has the right to be represented by legal counsel of their choosing and at their own cost; no City funds may be expended on the legal counsel during a censure hearing. The counsel may attend the hearings and present evidence and testimony at the preliminary and final hearings.
4. If the Council has voted to find good cause presented in the Notice of Censure, a public hearing on the allegation(s) and response shall be held at either a regular or special called meeting of the City Council, which shall be set no sooner than twenty business days from the date of the meeting where the Notice and any Response is presented. At least ten business days prior to the date of the public hearing, the accused Councilmember may file an evidentiary supplement to the written Response (if not done at the time of the initial Response filing) which shall contain: (1) a copy

of all evidence refuting the allegations that the or that the Councilmember wishes the Council to consider; and (2) a list of persons who may be called as witnesses upon final hearing of the allegations.

5. At the final hearing, the City Council will hear evidence concerning the notice of censure. Evidence and witnesses shall be limited to that contained in, or listed on, the Notice of Censure and Response. The City Council shall determine whether the evidence presented is relevant and authentic, but formal Rules of Procedure and Evidence shall not apply. The format of the final hearing is as follows:
    a. The City Councilmembers proffering the charges shall present evidence and witnesses in support of the allegation(s) contained in the Notice of Censure and explain how the evidence supports the proposition that the accused Councilmember violated the City Charter, Code of Ethics, or Rules and Procedures.
    b. The Councilmember who is the subject of the censure shall have the opportunity to present evidence and witnesses to support his or her position with respect to the Notice of Censure. The burden of proof shall be on the Councilmembers proffering the Notice of Censure and the standard shall be a preponderance of evidence.
    c. After receiving evidence at the final hearing, the City Council shall then take a roll-call vote, after motion duly made and seconded, and a majority of five members of the City Council shall be required to sustain the censure of the Councilmember. If sustained, the City Attorney shall prepare a formal Censure document for adoption by a majority vote of the City Council at a future meeting.

C. Removals from Office

1. REMOVAL OF CITY COUNCIL MEMBERS

Home Rule Charter Reference - Article II Sec. 2.10, Council Not To Interfere in City Manager's Appointments or Removals

Willful violation of the foregoing provisions of this Charter by any member of the Council shall constitute official misconduct and shall authorize the Council by a vote of a majority of its membership to expel such offending member from Council if found guilty after a public hearing, and thereby create a vacancy in the place held by such member.

2. REMOVAL OF OTHER APOINTIVE OFFICALS

Home Rule Charter Reference - Article II Sec. 2.09, Removal of Other Appointive Officials

The Council may, upon the affirmative vote of majority of the full membership of the Council, remove members of its appointive boards or commissions without notice, except otherwise provided by state law. (Ord. No. 1491, adopted 1-21-97, approved at election 5-3-97).

Duncanville
City of Champions

STAFF REPORT

MEETING: City Council - 16 Jan 2024

TITLE:
Receive the Monthly Financial Report as of November 30, 2023.

Vision Statement:

"Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance."

Pillar:

- **Emphasize: Government Accountability, Customer Service, Efficiency and Process Improvement**
    - **Develop a high performing organization that encourages innovation, transparency, and collaboration while delivering exceptional customer service.**

STAFF RESPONSIBLE:
Richard Jackson, Managing Director of Fiscal Services
Jennifer Otey, Budget Administrator

BACKGROUND/HISTORY:
The Finance Report is presented to provide actual revenues received and expenditures made compared to the budget. The report provides financial summary data on key funds, including the General, Utility, Economic Development, and Fieldhouse funds. Additionally, a listing of current capital improvement projects is included with the report.

POLICY EXPLANATION:
The month of November is the second month of fiscal year 2023-2024. Revenues and expenditures are unaudited and will be updated as the year progresses. Revenues can fluctuate depending on the time of year, but the target percentage for revenues and expenditures compared to the budget is 16.7%.

FUNDING SOURCE:

ORG and Object Number
NA

Available Budget	Purchase Amount	After Encumber
NA	NA	NA

ACTION ALTERNATIVES:
No City Council action required.

ATTACHMENTS:
November 2023 Financial Report

Duncanville
City of Champions

CITY OF DUNCANVILLE

MONTHLY FINANCIAL REPORT

Fiscal Year 2023-2024

YEAR-TO-DATE OPERATIONS

AS OF NOVEMBER 30, 2023

OCTOBER 1, 2023 - NOVEMBER 30, 2023

We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self

Updated and Prepared by
FISCAL SERVICES DEPARTMENT
1/10/2024

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

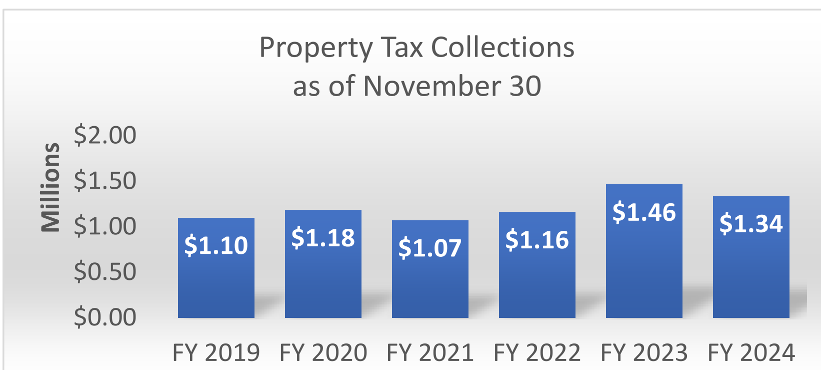
EXECUTIVE SUMMARY

The Duncanville Monthly Financial Report presents unaudited revenues and expenditures through November 30, 2023, compared to the budgetary numbers for the fiscal year 2023-2024 and the actual numbers year-to-date for the fiscal year 2022-2023. The report provides financial summary data on all funds, including on-going Capital Improvement Projects. The General Fund is the primary operating fund for the City, so details of revenues by category and expenditures by the department are included in the financial statements. In addition, all other funds that are part of daily operations are included in brief to highlight each fund's revenues, expenditures, and fund balances.

November is the second month of the fiscal year (FY) 2023-2024. The target percentage of funds received and expended is 16.7%, equating to two months out of twelve. However, revenues and expenditures can vary initially based on timing, accruals (backdating to previous year), and payments due at the beginning of the fiscal year. These variations are explained in further detail in this summary. Below are highlights of year-to-date revenues and expenditures through November 30, 2023. Additionally, FY 2022-23 entries continue to be reconciled as the audit process is underway. Therefore, the beginning year balances will continue to be adjusted and smoothed out as the year progresses and audit is concluded.

The charts throughout the summary compare the revenues and expenditures year-to-date, for the same period, for each fiscal year from FY 2019 to current.

PROPERTY TAX COLLECTIONS



The above chart shows total property tax collected including the debt portion and delinquent taxes. Property Taxes account for over 50 % of the total General Fund revenue budget.

Total Property Taxes collected in the month of November:

- Tax Year 2023: $802,717
- Prior Years: $19,594
- Penalties and Interest: $20,648

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

Duncanville
City of Champions

SALES TAX TREND

SALES TAX ALLOCATION HISTORICAL SUMMARIES

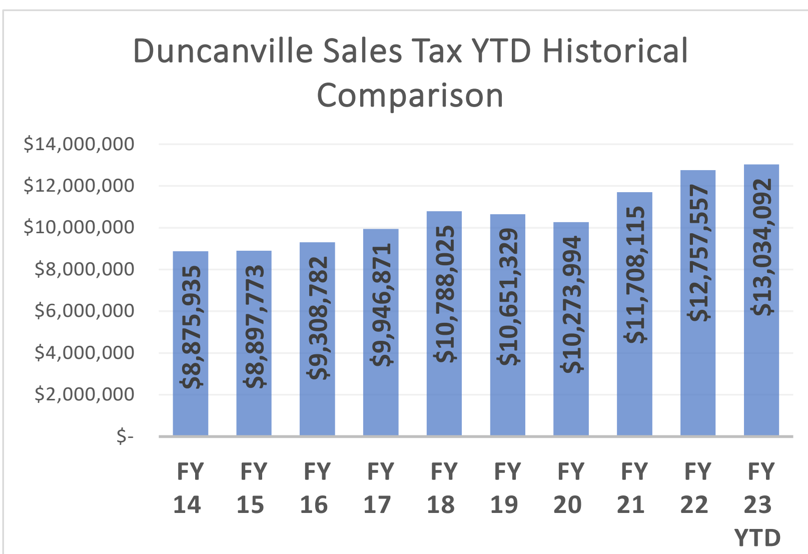
City of Duncanville
Authority Code: 2057084
2 CENT AUTHORIZATION

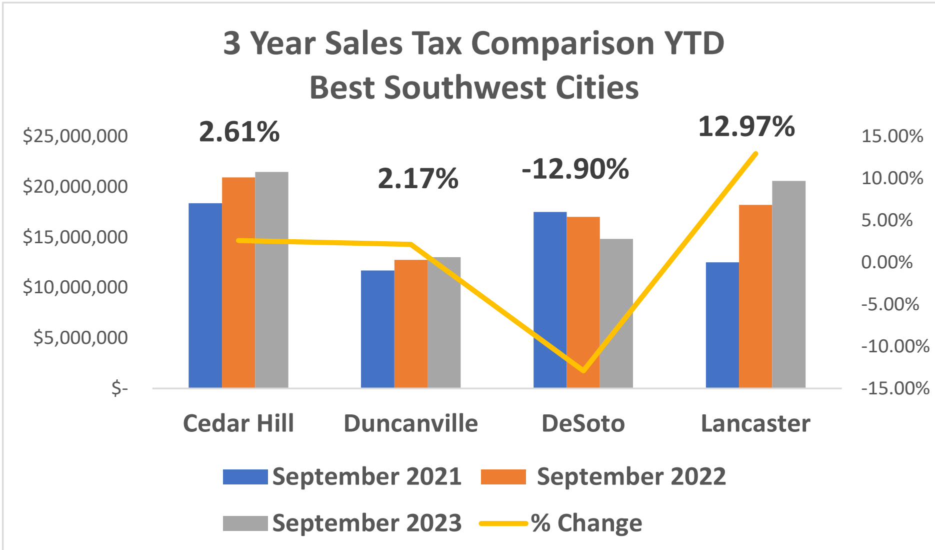
TOTAL SALES TAXES COLLECTED AND RECEIVED

.02 CENT ALLOCATION

COLLECTION MONTH	RECEIVED MONTH	% CHANGE PY ACCUMULATIVE	FY 2022-23	FY 2021-22	FY 2020-21	FY 2019-20	FY 2018-19
OCT	DEC	26.49%	$ 993,789.74	785,673.18	830,234.09	899,967.44	808,134.72
NOV	JAN	11.90%	$ 971,344.59	970,431.17	802,203.37	799,874.76	761,307.93
DEC	FEB	11.27%	$ 1,332,694.48	1,207,624.54	1,045,330.25	1,093,884.42	982,541.46
JAN	MAR	9.01%	$ 931,089.88	915,721.95	798,307.67	692,647.12	751,474.37
FEB	APR	7.72%	$ 884,085.98	867,075.56	816,989.85	677,611.75	763,496.18
MAR	MAY	6.29%	$ 1,389,625.43	1,371,074.68	1,215,345.22	888,123.96	1,069,253.79
APRIL	JUN	4.73%	$ 1,007,903.02	1,053,655.75	1,073,951.31	773,096.95	846,390.05
MAY	JUL	3.73%	$ 1,023,076.19	1,055,650.56	895,092.16	809,543.87	879,867.74
JUNE	AUG	2.62%	$ 1,216,715.98	1,274,933.45	1,130,684.16	1,021,135.56	1,018,284.27
JULY	SEP	2.40%	$ 1,043,855.32	1,039,021.98	1,013,137.28	774,925.04	861,472.41
AUG	OCT	2.54%	$ 1,011,326.44	972,252.62	917,440.10	806,953.30	885,497.37
SEPT	NOV	2.17%	$ 1,228,584.78	1,244,441.19	1,169,399.73	1,036,229.49	1,023,608.43
TOTAL			13,034,091.83	12,757,556.63	11,708,115.19	10,273,993.66	10,651,328.72
Total % Change over Prior Year			2.17%	8.96%	13.96%		

- Sales Tax collections for FY 2023 ended at 2.17% over FY 2022.
- Sales Tax is collected two months in arrears. Sales Tax collected in September was paid to the City in November. Revenue is accounted for in FY 2023.

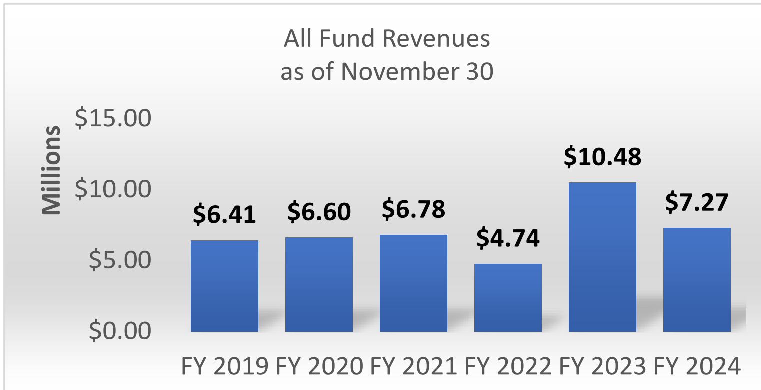




The chart above shows year-to-date sales tax reported as of September for each Best Southwest city compared to the last two years year-to-date. The purpose of this graph is to recognize the regional economic growth.

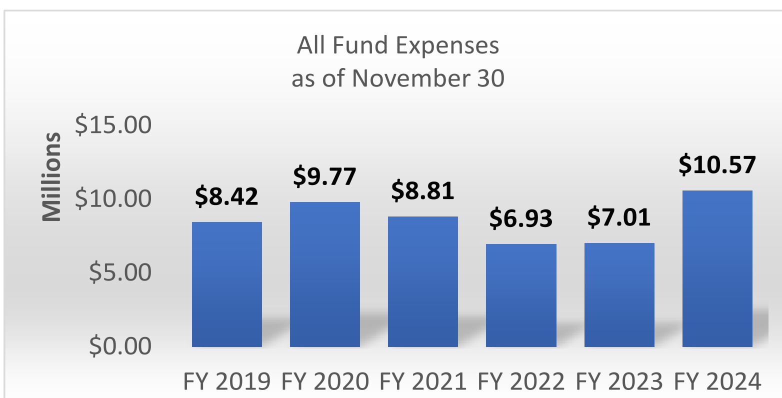
FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

ALL FUNDS



Total revenue collected as of November 30, 2023, is $7.27 million. This is 8.75% of the total revenue budget for all funds.

- In FY 2023, the second tranche of the ARPA funding in the amount of $4.8 million was received in October of 2022. This amount is an outlier, and the reason FY 2023 is higher than other years, year-to-date.
- Interest earnings on investments city-wide are $503,816 year-to-date. This is 146% greater than FY 2023, year-to-date.

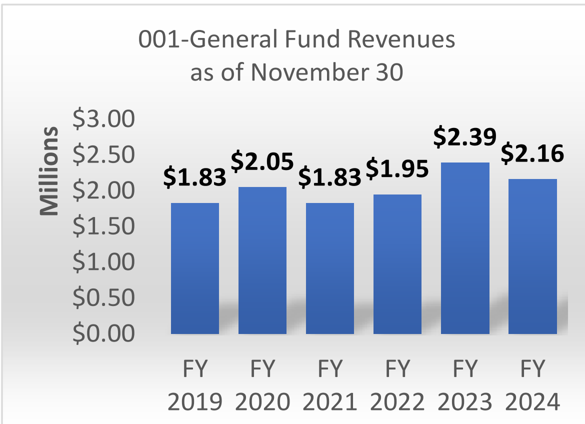


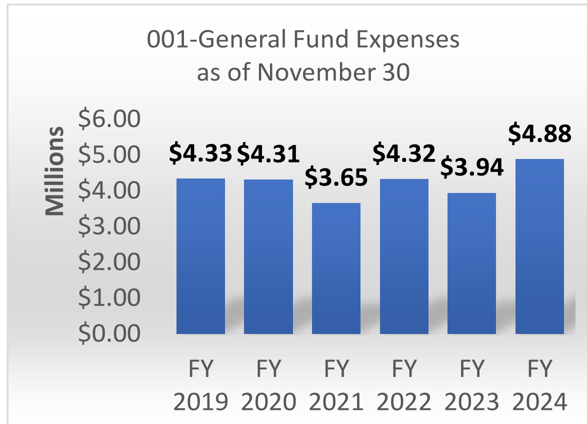
Total expenditures as of November 30, 2023, are $10.5 million. This is 9.81% of the total expenditure for all funds. Total payrolls year-to-date are 3.5 out of 26, 14.14% of the total Salary/Benefit budget.

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

GENERAL FUND

The General Fund's unaudited ending fund balance for actuals is approximately $11.8 million to date. The General Fund fiscal year 2024 budget is estimated to have an unaudited ending fund balance of approximately $16.6 million. The FY 2022 external audit report is currently in progress.





General Fund Revenue Highlights:

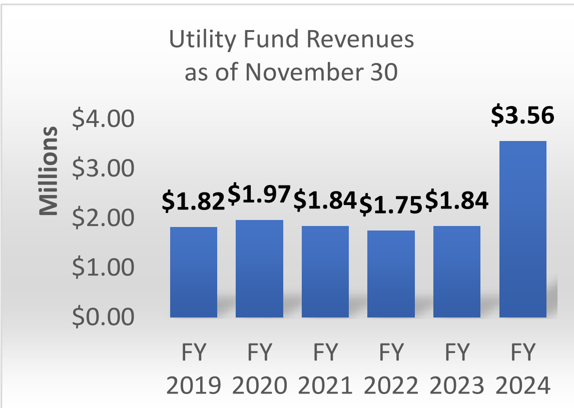
- Overall, General Fund revenues and service reimbursements are currently at 5.44% of the targeted budget. This variance is below the targeted percentage of 16.7% for this period.
- The first sales tax receipt of FY 2024 will not be received until December for the month of October. Revenues will be lower in October and November.
- The bulk of Property Tax revenue will be received in December through February as payments are collected for the tax year 2023.
- Franchise Taxes are received on a quarterly basis. First quarter payments should be reflected in January.
- Interest Revenue received to date is $107,119. This is 95% greater than FY 2023.

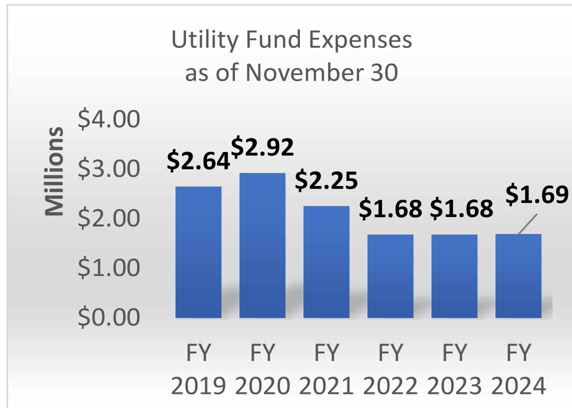
General Fund Expense Highlights:

- Operating expenditures are 12.02% of the budget. This is lower than the 16.7% target.

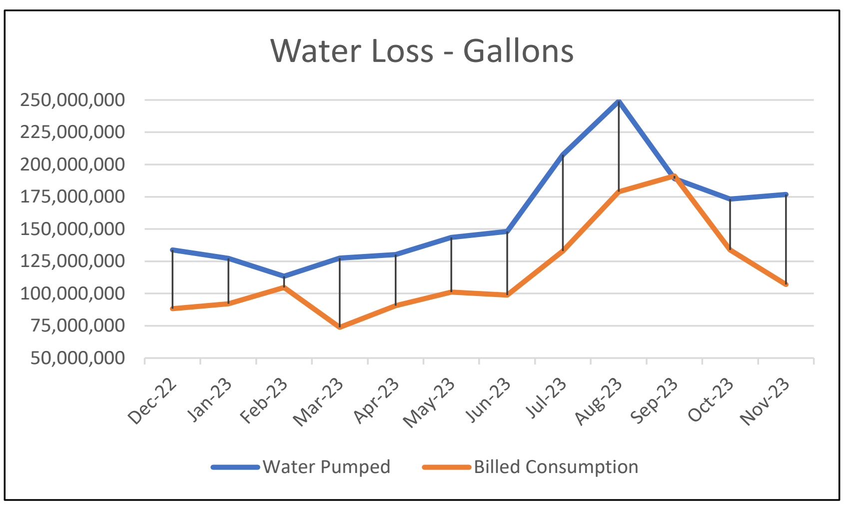
UTILITY FUND

The Utility Operating Fund's unaudited beginning fund balance is $10.9 million, with an actual year-to-date unaudited fund balance of $12.8 million. Our revenues exceeded our expenditures for November by $1.2 million.





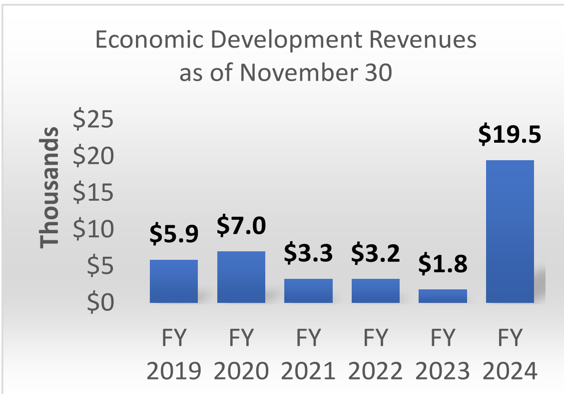
- Total utility revenues are 16.8 % of the budget.
- Total expenditures are 7.6% of the budget. This amount includes payments to Dallas Water Utilities (water services) and Trinity River Authority (wastewater services).

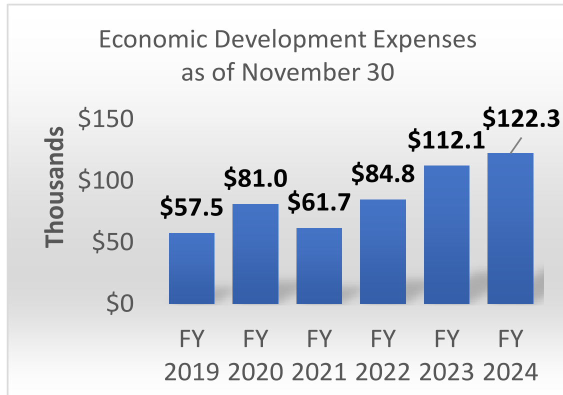


This chart depicts the gallons of water pumped for the last 12 months through November of 2023 compared to gallons billed to customers. The blue line indicates gallons of water pumped. The orange line indicates gallons billed. The difference is considered lost water. A small portion of lost water is accounted for by the Utilities department for routine hydrant flushing, and leaks and repairs for example. On average for the last 12 months, the City incurred 27.49% water loss, compared to what was pumped.

ECONOMIC DEVELOPMENT

The Economic Development unaudited beginning fund balance is $6.8 million, with an actual year-to-date unaudited fund balance of $6.7 million.





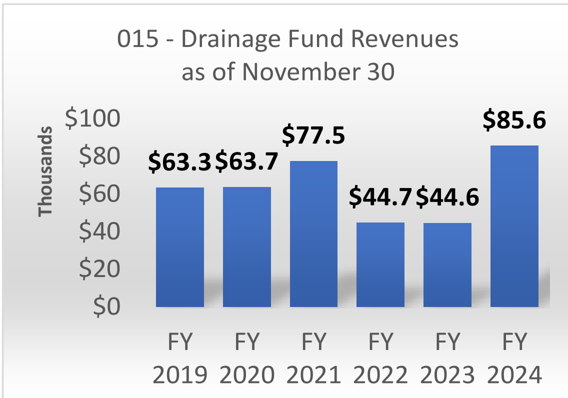
- Total revenues are 0.6 % of the budget. Revenue received in Economic Development is a ½ cent sales tax. As stated for the General Fund, Sales Tax is received two-months in arrears (behind). The collection month of November will be paid in January.

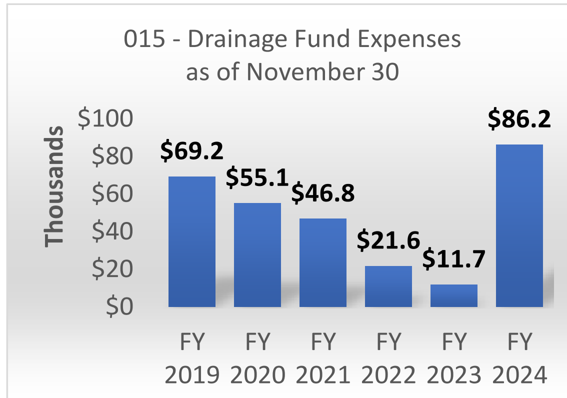
- Total expenditures are 2.7 % of the budget. The “Other Financing Uses” expense category includes incentives and grant line-item accounts. One signage incentive grant in the amount of $6,240 was paid in October.

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

DRAINAGE FUND

The Drainage Fund unaudited beginning fund balance is $2 million, with an actual year-to-date unaudited fund balance of $2 million.



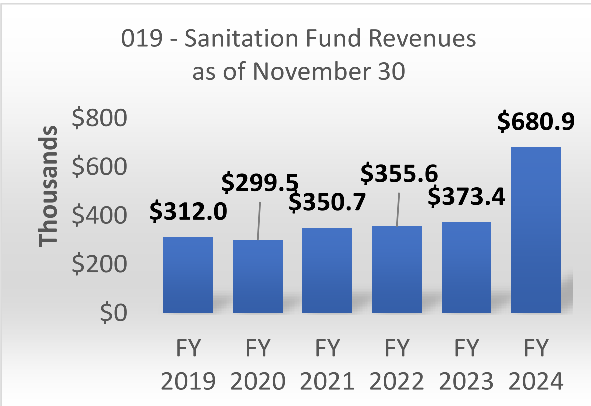


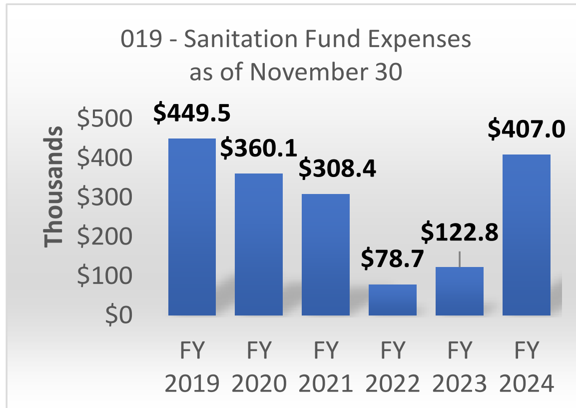
- Total revenues are 11 % of the budget.
- Total expenditures are 3.4 % of the budget. This fund budgets for 3 FT street positions. However, these positions are vacant. Expenses for November include drainage CIP projects.

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

SANITATION FUND

The Sanitation Fund unaudited beginning fund balance is $589,025, with an actual year-to-date unaudited fund balance of $862,947.



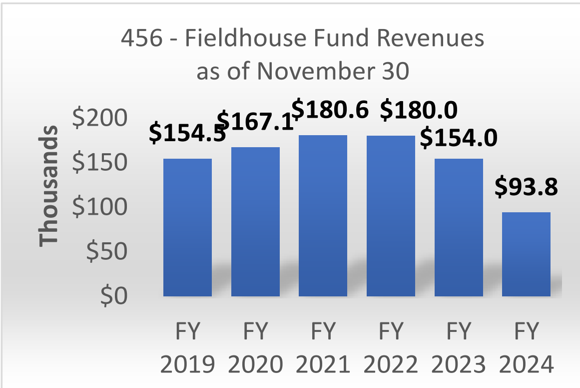


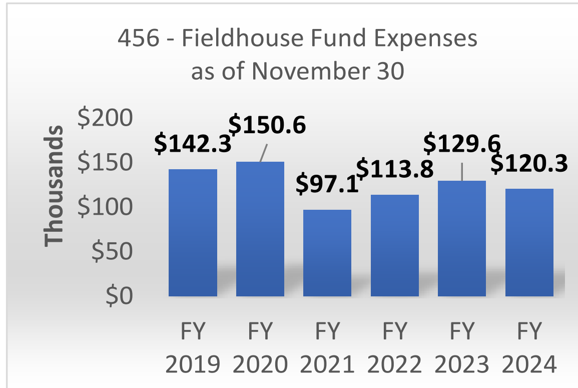
- Total revenues are 14.5 % of the budget.
- Total expenditures are 8.75 % of the budget. Expenses include Garbage Collection Fees to Republic.

FY 2023-2024 FINANCIAL REPORT
as of November 30, 2023

FIELDHOUSE FUND

The Fieldhouse Fund unaudited beginning fund balance is -$1.8 million, with an actual year-to-date unaudited fund balance of -$1.8 million.





- Total revenues are 4.5 % of the budget.
- Total expenditures are 6 % of the budget.

OTHER FUND HIGHLIGHTS

- **Fund 008** – **Comprehensive Self-Insurance**: Expenses paid in October include the annual Worker's Compensation and Liability Insurance premium. Contributions from the various cost centers will be transferred into the fund monthly to fund the annual premium and claims.

- **Fund 010 – Hotel/Motel:** Total expenses year to date is 17.96%. This includes grants paid to $38,400 paid to Esposure, Inc., $65,828 to Hampton Inn & Suites for the FY 2023 and final payment of their performance agreement, and $25,000 to ALW Entertainment for Duncanville Football Classic event.

- **Fund 415 – Fleet Replacement**: Expenses in November include the emergency purchase Ambulance $345,707 and 7 Police Tahoes $543,081.

CAPITAL IMPROVEMENT PROJECT HIGHTLIGHTS

- Fire Station 1 – Construction estimated to be complete in January 2024. $8.8 million spent project to date.
- Danieldale Road Reconstruction – substantially complete. Landscaping remaining. $7.3 million spent project to date. This project includes Utility Funds.
- Armstrong Park and Splashpad – estimated completion March 2024. $873,773 spent project to date.
- Swan Ridge Street, Utilities, and Drainage improvements – estimated completion March 2024. $1.3 million spent project to date.
- Cherry Street/Center Street Alley and Drainage – estimated completion in Spring 2024. $212,168 spent project to date.

ACCOUNT CATEGORY EXPLANATIONS

REVENUES:

1. 50 – Property Taxes: includes current year taxes, prior year taxes, and penalties and interest on delinquent taxes.
2. 51 – Sales & Other Taxes: includes Sales Tax, Hotel/Motel Occupancy Tax, and Mixed Beverage Tax.
3. 52 – Permits & Licenses: includes Building related permits, alarm permits, health inspections.
4. 53 – Fines and Fees: includes court fines, late payment penalties.
5. 54 – Intergovernmental Revenues: include revenues from grant awards, court awards, and reimbursements from other governmental agencies. For example, School Crossing Guards, Regional Emergency Management, CDBG (Community Development Block Grant) Neighborhood Service Officer.
6. 55 – Interest: includes interest earned from investments.
7. 56 – Franchise Fee Revenue: includes revenues received from gross receipts for utilities such as Gas, Electric, Cable, garbage collection. Companies such as Atmos and Oncor, submit franchise payments.
8. 57 – Charges for Service: includes memberships, rentals, water/sewer/garbage services, Fieldhouse rentals.
9. 58 – Transfers from Funds: includes funds received from other Funds.
10. 59 – Other Sources: includes all other revenues not categorized. Smaller revenue sources such as miscellaneous and reimbursements.

EXPENDITURES:

1. 60 – Salary and Benefits: includes all salary, benefit, workers compensation, and retiree medical insurance line items.
2. 72 – Supplies and Materials: includes line items for office supplies, direct materials, clothing, tools, janitorial supplies, postage, computer hardware and software.
3. 73 – Contractual and Professional Services: includes election expenses, contractual services such as the cost-sharing partnerships for the jail, animal shelter, and regional dispatch, membership dues, professional development, professional fees such as engineers for construction projects, and legal services.
4. 74 – Maintenance and Repair Services: includes maintenance/licensing agreements such as software support, building, grounds, vehicle maintenance.
5. 75 – Utilities: City facilities water, gas, and electrical.
6. 76 – Capital Outlay: includes purchase over $5000 to become a capitalized asset such as land, building improvements, infrastructure, equipment and vehicles.
7. 77 – Debt Services: includes principal and interest payments on debt.
8. 78 – Transfers to Funds: includes transfers out to other funds, IT and Fleet replacement contributions.

9. 79 – Other Financing Uses: includes training, hospitality, and employee appreciation expenses. In Economic Development fund 012 – grants and development incentives are budgeted in this category.

CITY OF DUNCANVILLE
Property Tax Collections Report
November 01 - 30, 2023

	Report Name	Base Tax Levy	Penalty & Interest	Collection Fees	Total
Collections:					
Payments Received	AC003P	$834,130.56	$20,529.24	$8,464.08	$863,123.88
Adjustments to Collections:					
Refunds/Levy Corrections	AC003A	($8,251.59)	($38.04)	($11.48)	($8,301.11)
Return Check Items	AC003A	($1,836.93)	$0.00	$0.00	($1,836.93)
Transfers/Reversals	AC003A	($1,721.05)	$157.29	$219.53	($1,344.23)
Total Adjustments to Collections	**AC003A**	**($11,809.57)**	**$119.25**	**$208.05**	**($11,482.27)**
Maintenance & Operations	AC002A	$769,987.35	$17,569.73	$8,672.13	$796,229.21
Interest & Sinking	AC002A	$52,333.64	$3,078.76	$0.00	$55,412.40
Net Collections	**AC002A**	**$822,320.99**	**$20,648.49**	**$8,672.13**	**$851,641.61**
Transferred Refund from Escrow	AC002A	$0.00			$0.00
Rendition Penalty	AC006A	($10.21)			($10.21)
Collections Fee		$0.00			$0.00
Total Miscellaneous Items		**($10.21)**			**($10.21)**
M&O Net Payment to Entity		**$769,977.14**	**$17,569.73**		**$787,546.87**
I&S Net Payment to Entity		**$52,333.64**	**$3,078.76**		**$55,412.40**
Total Net Payment to Entity		**$822,310.78**	**$20,648.49**		**$842,959.27**
Net Adjustment to Levy	AR006A	$126,760.37			
Current Year Collection Percentage Based on Monthly Collections:				**5.78%**	

Total Net Payment to Entity = (Payments Received - Total Adj to Coll - Total Misc. Items)

M&O Net Payment to Entity = (Maintenance & Operations - Total Miscellaneous Items)

Detail reports will not be attached if no activity occurred for the month.

In accordance with the requirements of the Texas Property Tax Code, Chapter 31, Section 31.10 Paragraph (a), the attached tax collections report is respectfully submitted.

I, John R. Ames, CTA, Dallas County Tax Assessor/Collector, do hereby certify the attached collection totals, to the best of my knowledge.

NOTARY PUBLIC STATE OF TEXAS
Destiny Flores
My Commission Expires
06/29/2024
ID No. 132542872

Notary Public, State of Texas

John R. Ames, CTA
Dallas County Tax Assessor/Collector

PM

RR

Sworn and subscribed before me, this 7 day of December, 20 23.

ALL FUNDS
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024: YTD Actual	Revised Budget	% of Revised Budget	YTD Remaining Budget	PRIOR YEAR - FY 2023: PY-YTD Actual	% of Revised Budget	COMPARISON: Variance PY-YTD $$	YTD Variance %
Revenue								
50 - PROPERTY TAXES	$1,335,755	$23,393,424	5.71%	$22,057,669	$1,461,618	6.75%	($125,863)	-8.61%
51 - SALES & OTHER TAXES	22,896	14,528,864	0.16%	14,505,967	116,919	0.86%	(94,023)	-80.42%
52 - PERMITS & LICENSES	129,686	647,500	20.03%	517,814	105,237	18.40%	24,449	23.23%
53 - FINES & FEES	45,387	377,600	12.02%	332,213	42,856	10.11%	2,531	5.91%
54 - INTERGOV REVENUES	87,436	1,604,853	5.45%	1,517,417	4,853,804	86.39%	(4,766,367)	-98.20%
55 - INTEREST	503,816	87,000	579.10%	416,816	204,773	105.94%	299,043	146.04%
56 - FRANCHISE FEE REV	0	2,080,000	0.00%	2,080,000	45,774	2.23%	(45,774)	-100.00%
57 - CHARGES FOR SERVICES	4,358,770	28,832,460	15.12%	24,473,690	2,501,809	9.30%	1,856,961	74.22%
58 - TRANSFER FROM FUNDS	464,818	9,054,530	5.13%	8,589,713	800,690	11.72%	(335,872)	-41.95%
59 - OTHER SOURCES	320,888	2,426,961	13.22%	2,106,073	345,070	4.78%	(24,182)	-7.01%
Revenue Total	**$7,269,453**	**$83,033,192**	**8.75%**	**$75,763,740**	**$10,478,550**	**12.32%**	**($3,209,098)**	**-30.63%**
Expense								
60 - SALARY AND BENEFITS	$4,287,734	$30,314,473	14.14%	$26,026,739	$3,516,186	12.50%	$771,548	21.94%
72 - SUPPLIES & MATERIALS	265,053	4,383,310	6.05%	4,118,257	227,253	4.44%	37,801	16.63%
73 - CONTRACT & PROF SVCS	2,366,389	25,014,005	9.46%	22,647,616	1,695,393	7.17%	670,995	39.58%
74 - MAINT & REPAIR SVCS	211,776	2,210,942	9.58%	1,999,166	77,191	4.17%	134,584	174.35%
75 - UTILITIES	120,713	1,251,864	9.64%	1,131,151	91,947	7.55%	28,766	31.29%
76 - CAPITAL OUTLAY	2,614,216	28,255,889	9.25%	25,641,672	284,890	1.04%	2,329,326	817.62%
77 - DEBT SERVICES	0	2,020,481	0.00%	2,020,481	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	661,432	10,522,920	6.29%	9,861,488	1,022,441	12.80%	(361,009)	-35.31%
79 - OTHER FINANCING USES	44,077	3,814,774	1.16%	3,770,698	99,226	3.45%	(55,149)	-55.58%
Expense Total	**$10,571,390**	**$107,788,658**	**9.81%**	**$97,217,268**	**$7,014,527**	**6.99%**	**$3,556,863**	**50.71%**
Net Income (Loss)	**($3,301,937)**	**($24,755,466)**			**$3,464,023**			

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
50 - PROPERTY TAXES	$686,616	$1,226,115	$21,909,710	5.60%	$1,403,227	6.74%	($177,112)	-12.62%
51 - SALES & OTHER TAXES	0	5,467	10,251,648	0.05%	5,344	0.06%	123	2.30%
52 - PERMITS & LICENSES	60,667	129,686	647,500	20.03%	105,237	18.40%	24,449	23.23%
53 - FINES & FEES	13,295	40,500	350,100	11.57%	38,661	10.00%	1,840	4.76%
54 - INTERGOV REVENUES	224	450	347,861	0.13%	3,972	1.67%	(3,522)	-88.67%
55 - INTEREST	107,119	219,907	67,700	324.83%	112,700	166.47%	107,206	95.13%
56 - FRANCHISE FEE REV	0	0	1,755,000	0.00%	18,780	1.08%	(18,780)	-100.00%
57 - CHARGES FOR SERVICES	24,118	53,187	1,147,200	4.64%	197,493	17.63%	(144,306)	-73.07%
58 - TRANSFER FROM FUNDS	232,409	464,818	2,795,905	16.62%	482,549	16.61%	(17,731)	-3.67%
59 - OTHER SOURCES	17,584	20,630	448,250	4.60%	22,737	5.82%	(2,106)	-9.26%
Revenue Total	**$1,142,031**	**$2,160,760**	**$39,720,874**	**5.44%**	**$2,390,700**	**6.33%**	**($229,940)**	**-9.62%**
Expense								
60 - SALARY AND BENEFITS	$1,945,341	$3,805,079	$26,199,314	14.52%	$3,054,201	12.65%	$750,877	24.59%
72 - SUPPLIES & MATERIALS	59,795	95,237	2,139,365	4.45%	99,320	4.89%	(4,084)	-4.11%
73 - CONTRACT & PROF SVCS	368,999	519,949	7,729,406	6.73%	430,620	6.13%	89,330	20.74%
74 - MAINT & REPAIR SVCS	177,147	185,300	1,630,107	11.37%	50,204	3.62%	135,096	269.09%
75 - UTILITIES	76,698	110,596	981,857	11.26%	80,550	8.46%	30,047	37.30%
76 - CAPITAL OUTLAY	0	0	269,036	0.00%	121	0.08%	(121)	-100.00%
77 - DEBT SERVICES	0	0	0	0.00%	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	71,060	142,119	1,141,418	12.45%	138,162	11.81%	3,958	2.86%
79 - OTHER FINANCING USES	4,003	18,301	492,882	3.71%	85,054	16.69%	(66,753)	-78.48%
Expense Total	**$2,703,043**	**$4,876,581**	**$40,583,385**	**12.02%**	**$3,938,232**	**10.53%**	**$938,350**	**23.83%**
Net Income (Loss)	**($1,561,012)**	**($2,715,822)**	**($862,511)**		**($1,547,532)**			

	ACTUAL	BUDGETED
UNAUDITED BEGINNING FUND BALANCE	**$ 14,516,508**	**$ 17,431,689**
ENDING FUND BALANCE	**$ 11,800,686**	**$ 16,569,178**

FUND BALANCE RESERVE REQUIREMENT	
% of Fund Balance to Expense Ratio	40.8%
# of Days Coverage	149
Reserve Requirement $$ (60 Days)	$ 6,671,241
Reserve Requirement %	16.4%
Excess Reserves	**$ 9,897,937**

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
50 - PROPERTY TAXES								
501101 - CURRENT TAXES	$669,630	$1,170,409	$21,619,710	5.41%	$1,361,568	6.63%	(191,159)	-14.04%
501102 - DELINQUENT TAXES	16,979	55,670	145,000	38.39%	30,012	24.01%	25,658	85.49%
501103 - PENALTIES AND INTEREST	6	36	145,000	0.02%	11,647	8.63%	(11,611)	-99.69%
50 - PROPERTY TAXES Total	**$686,616**	**$1,226,115**	**$21,909,710**	**5.60%**	**$1,403,227**	**6.74%**	**($177,112)**	**-12.62%**
51 - SALES & OTHER TAXES								
501201 - STATE SALES TAX CITY PORTION	$0	$3,645	$6,768,432	0.05%	$3,563	0.06%	82	2.30%
501202 - SALES TAX PROPERTY TAX RELIEF	0	1,822	3,384,216	0.05%	1,781	0.06%	41	2.30%
501204 - ALCOHOLIC BEVERAGE TAX	0	0	99,000	0.00%	0	0.00%	0	0.00%
51 - SALES & OTHER TAXES Total	**$0**	**$5,467**	**$10,251,648**	**0.05%**	**$5,344**	**0.06%**	**$123**	**2.30%**
52 - PERMITS & LICENSES								
502101 - BUILDING PERMITS	$26,474	$64,288	$350,000	18.37%	$41,712	13.90%	22,576	54.12%
502102 - ELECTRICAL PERMITS	3,235	9,185	27,000	34.02%	6,875	34.38%	2,310	33.60%
502103 - SOLICITOR LICENSES	0	75	500	15.00%	0	0.00%	75	0.00%
502106 - SIGN PERMITS	3,600	4,800	18,000	26.67%	6,050	40.33%	(1,250)	-20.66%
502108 - HEALTH FOOD INSPECTION FEES	8,230	19,425	75,000	25.90%	27,765	39.66%	(8,340)	-30.04%
502109 - PLUMBING AND AC PERMITS	5,197	11,422	60,000	19.04%	14,250	25.91%	(2,828)	-19.85%
502111 - ZONING & SPEC USE PERMIT	0	1,750	12,000	14.58%	1,750	20.59%	0	0.00%
502114 - RENTAL PROPERTY REGISTRATION	5,750	10,175	55,000	18.50%	5,820	11.64%	4,355	74.83%
502120 - ALARM PERMITS	8,181	8,566	45,000	19.04%	1,015	2.03%	7,551	743.95%
502122 - POOL OR SPA INSPECTION FEE	0	0	5,000	0.00%	0	0.00%	0	0.00%
509607 - ANIMAL PERMITS	0	0	0	0.00%	0	0.00%	0	0.00%
52 - PERMITS & LICENSES Total	**$60,667**	**$129,686**	**$647,500**	**20.03%**	**$105,237**	**18.40%**	**$24,449**	**23.23%**
53 - FINES & FEES								
502107 - WRECKER AND STORAGE FEES	$0	$0	$0	0.00%	$0	0.00%	0	0.00%
502112 - EMS SVCS COST SETTLEMENT	0	0	0	0.00%	0	0.00%	0	0.00%
502113 - SMALL CELL/ NETWORK NODE FEES	0	0	0	0.00%	0	0.00%	0	0.00%
503101 - MUNICIPAL COURT FINES	10,749	32,777	275,000	11.92%	31,940	10.65%	837	2.62%
503102 - COURT RELATED FEES	2,212	6,372	60,000	10.62%	5,114	7.87%	1,258	24.60%
503103 - SCHOOL CROSSING FEES	108	610	2,500	24.38%	280	8.00%	330	117.81%
503201 - LIBRARY FINES	226	641	5,000	12.83%	1,176	39.20%	(535)	-45.47%
503301 - FALSE ALARM FINES	0	100	7,500	1.33%	150	1.00%	(50)	-33.33%
509609 - RETURN CHECK FEES	0	0	100	0.00%	0	0.00%	0	0.00%
53 - FINES & FEES Total	**$13,295**	**$40,500**	**$350,100**	**11.57%**	**$38,661**	**10.00%**	**$1,840**	**4.76%**

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
54 - INTERGOV REVENUES								
504102 - DISD SCHOOL CROSSING GUARDS	$0	$0	$50,310	0.00%	$0	0.00%	0	0.00%
504103 - DALLAS CNTY CROSSING GUARD REV	0	0	40,000	0.00%	3,838	9.60%	(3,838)	-100.00%
504109 - REIMB FOR REG EMERG MANAGER	0	0	147,551	0.00%	0	0.00%	0	0.00%
507105 - SENIOR MEAL DONATIONS	224	450	0	0.00%	134	0.00%	316	235.62%
508201 - FEDERAL GRANTS	0	0	0	0.00%	0	0.00%	0	0.00%
508203 - INTERGOV REIMBURSEMENT-CDBG	0	0	60,000	0.00%	0	0.00%	0	0.00%
508210 - INTERGOV REIMBURSEMNTS-CARE TM	0	0	50,000	0.00%	0	0.00%	0	0.00%
508101 - STATE GRANTS	0	0	0	0.00%	0	0.00%	0	0.00%
54 - INTERGOV REVENUES Total	**$224**	**$450**	**$347,861**	**0.13%**	**$3,972**	**1.67%**	**($3,522)**	**-88.67%**
55 - INTEREST								
505101 - INTEREST ON GOVT POOL INVEST	$8,357	$16,925	$1,700	995.59%	$10,213	600.74%	6,712	65.73%
505103 - CERT OF DEPOSIT INTEREST	14,419	32,130	36,000	89.25%	7,413	20.59%	24,717	333.42%
505106 - MONEY MARKET INTEREST	84,342	170,852	30,000	569.51%	95,074	316.91%	75,777	79.70%
55 - INTEREST Total	**$107,119**	**$219,907**	**$67,700**	**324.83%**	**$112,700**	**166.47%**	**$75,777**	**95.13%**
56 - FRANCHISE FEE REV						0.00%		
501301 - FRANCHISE FEE ELECTRIC	$0	$0	$1,150,000	0.00%	$0	0.00%	0	0.00%
501302 - FRANCHISE FEE GAS	0	0	390,000	0.00%	0	0.00%	0	0.00%
501303 - FRANCHISE FEE TELEPHONE	0	0	75,000	0.00%	18,780	22.90%	(18,780)	-100.00%
501304 - FRANCHISE FEE CABLE TV	0	0	140,000	0.00%	0	0.00%	0	0.00%
501306 - FRANCHISE VIDEO SERV	0	0	0	0.00%	0	0.00%	0	0.00%
56 - FRANCHISE FEE REV Total	**$0**	**$0**	**$1,755,000**	**0.00%**	**$18,780**	**1.08%**	**($18,780)**	**-100.00%**
57 - CHARGES FOR SERVICES								
502105 - EMERGENCY MEDICAL SERVICE	$0	$0	$900,000	0.00%	$159,520	18.77%	(159,520)	-100.00%
507102 - RECREATION FEES	17,961	41,056	200,000	20.53%	24,188	10.52%	16,868	69.74%
507104 - SENIOR CENTER ANNUAL USER FEE	150	630	2,200	28.64%	520	13.00%	110	21.15%
507106 - RECREATION CENTER CAMPS	0	0	0	0.00%	0	0.00%	0	0.00%
507107 - RECREATION CENTER CLASSES	2,299	5,160	16,000	32.25%	4,357	30.05%	803	18.43%
507108 - SPECIAL EVENTS	1,425	1,425	16,000	8.91%	2,250	18.75%	(825)	-36.67%
507109 - SENIOR CLASS/TRIPS	702	1,493	3,000	49.77%	1,041	57.83%	452	43.42%
509603 - LIBRARY SERVICE FEES	1,581	3,423	10,000	34.23%	4,110	51.38%	(688)	-16.73%
509622 - MOWING LIEN REIMBURSEMENTS	0	0	0	0.00%	1,506	0.00%	(1,506)	-100.00%
57 - CHARGES FOR SERVICES Total	**$24,118**	**$53,187**	**$1,147,200**	**4.64%**	**$197,493**	**17.63%**	**($144,306)**	**-73.07%**

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES	CURRENT YEAR - FY 2024				PRIOR YEAR - FY 2023		COMPARISON	
	CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PY-YTD Actual	% of Revised Budget	Variance PY-YTD $$	YTD Variance %
58 - TRANSFER FROM FUNDS								
598002 - PILOT FEE TZ-CITY WWW UTILITY	$128,507	$257,014	$1,542,082	16.67%	$287,440	16.67%	(30,426)	-10.59%
599002 - TRANS FROM UTILITY FUND-002	88,783	177,566	1,065,393	16.67%	177,566	16.67%	0	0.00%
599005 - TRANS FROM DEBT FUND-005	0	0	0	0.00%	0	0.00%	0	0.00%
599010 - TRANS FROM HOTEL FUND-010	2,968	5,936	35,616	16.67%	5,211	16.67%	725	13.91%
599012 - TRANS FROM EDC FUND-012	12,151	24,302	145,814	16.67%	12,332	16.67%	11,970	97.07%
599019 - TRANS FROM SANITATION FND-019	0	0	0	0.00%	0	0.00%	0	0.00%
599031 - TRANS FROM TRAFFIC IMP FND-031	0	0	0	0.00%	0	0.00%	0	0.00%
599041 - TRANS FROM 1-TIME PROJ FND-041	0	0	0	0.00%	0	0.00%	0	0.00%
599230 - TRANS FROM JUVENILE FUND-230	0	0	7,000	0.00%	0	0.00%	0	0.00%
599757 - TRANS FROM EMERG MANG FND-757	0	0	0	0.00%	0	0.00%	0	0.00%
58 - TRANSFER FROM FUNDS Total	**$232,409**	**$464,818**	**$2,795,905**	**16.62%**	**$482,549**	**16.61%**	**($17,731)**	**-3.67%**
59 - OTHER SOURCES								
509101 - SALE OF FIXED ASSETS	$0	$0	$0	0.00%	$0	0.00%	0	0.00%
509102 - GAIN/ LOSS ON SALE FIXED ASSET	0	0	0	0.00%	0	0.00%	0	0.00%
509105 - SALE OF MATERIALS	0	0	3,750	0.00%	450	18.00%	(450)	-100.00%
509201 - INSURANCE RECOVERY	0	0	0	0.00%	0	0.00%	0	0.00%
509501 - COLLECTION OF BAD DEBTS	0	0	0	0.00%	0	0.00%	0	0.00%
509502 - MISCELLANEOUS WRITEOFFS	0	35	0	0.00%	0	0.00%	(35)	0.00%
509601 - MISCELLANEOUS REVENUE	2,309	4,067	100,000	4.07%	6,498	6.50%	(10,565)	-37.40%
509602 - CASH OVER AND SHORT	135	485	0	0.00%	514	0.00%	(999)	-5.58%
509604 - POLICE ACCIDENT REPORTS	1,070	1,317	3,500	37.63%	499	14.25%	(1,816)	163.98%
509606 - AUCTION PROCEEDS	0	0	0	0.00%	0	0.00%	0	0.00%
509611 - SCRAP METAL SALES	0	0	0	0.00%	0	0.00%	0	0.00%
509612 - CITY SERVICES REIMBURSEMENT	450	1,106	58,000	1.91%	1,554	2.68%	(2,660)	-28.79%
509613 - WORKERS COMP REIMBURSEMENT	0	0	45,000	0.00%	0	0.00%	0	0.00%
509614 - RENTAL OF TOWER	13,620	13,620	225,000	6.05%	13,223	6.82%	(26,843)	3.00%
509617 - LEASE INCOME-EON	0	0	0	0.00%	0	0.00%	0	0.00%
509618 - GAS WELL OIL REVENUE	0	0	13,000	0.00%	0	0.00%	0	0.00%
509623 - CLAIM REIMBURSEMENTS	0	0	0	0.00%	0	0.00%	0	0.00%
59 - OTHER SOURCES Total	**$17,584**	**$20,630**	**$448,250**	**4.60%**	**$22,737**	**5.82%**	**($43,367)**	**-9.26%**
Grand Total	**$1,142,031**	**$2,160,760**	**$39,720,874**	**5.44%**	**$2,390,700**	**6.33%**	**($229,940)**	**-9.62%**

Agenda Item #6.A.

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
0101 - GENERAL GOV. SERVICES DEPT.								
01011000 - MAYOR AND COUNCIL	$5,807	$10,202	$117,582	8.68%	$32,974	23.09%	(22,773)	-69.06%
01011020 - MAYOR	83	83	8,500	0.97%	2,635	31.00%	(2,553)	-96.87%
01011021 - DISTRICT 1	45	45	7,000	0.64%	935	13.35%	(890)	-95.19%
01011022 - DISTRICT 2	0	42	7,000	0.61%	968	13.83%	(926)	-95.62%
01011023 - DISTRICT 3	0	0	7,000	0.00%	1,869	26.70%	(1,869)	-100.00%
01011024 - DISTRICT 4	1,019	1,097	7,000	15.68%	2,312	33.03%	(1,215)	-52.54%
01011025 - DISTRICT 5	85	157	7,000	2.24%	957	13.67%	(800)	-83.59%
01011026 - DISTRICT AT LARGE	85	193	7,000	2.76%	1,042	14.88%	(849)	-81.47%
01011100 - CITY ADMINISTRATION	39,484	73,771	829,356	8.89%	113,291	12.90%	(39,520)	-34.88%
01011200 - CITY SECRETARY	16,671	27,719	379,408	7.31%	40,044	10.46%	(12,325)	-30.78%
01011300 - HUMAN RESOURCES	30,530	52,946	495,086	10.69%	63,893	13.22%	(10,947)	-17.13%
01011400 - INFO TECHNOLOGY	223,119	268,891	1,448,337	18.57%	110,289	9.82%	158,603	143.81%
01011500 - PUBLIC INFORMATION OFFICE	29,334	49,805	497,264	10.02%	30,435	11.47%	19,370	63.64%
01011600 - PUBLIC LIBRARY	76,142	129,036	1,123,899	11.48%	126,047	11.93%	2,989	2.37%
01011700 - CITY MARSHAL	7,706	12,737	120,107	10.61%	12,912	12.92%	(175)	-1.35%
0101 - GENERAL GOV. SERVICES DEPT. Total	**$430,110**	**$626,724**	**$5,061,539**	**12.38%**	**$540,603**	**12.06%**	**$86,122**	**15.93%**
0102 - FISCAL SERVICES DEPT.								
01022000 - ACCOUNTING & REPORTING	$161,714	$213,200	$922,122	23.12%	$117,453	15.01%	95,747	81.52%
01022300 - MUNICIPAL COURT	32,961	53,638	538,945	9.95%	48,897	9.89%	4,741	9.70%
01022500 - PROCUREMENT OFFICE	17,466	30,179	246,330	12.25%	29,459	13.26%	720	2.44%
0102 - FISCAL SERVICES DEPT. Total	**$212,140**	**$297,017**	**$1,707,397**	**17.40%**	**$195,809**	**13.07%**	**$101,208**	**51.69%**
0103 - NEIGHBORHOOD & PLANNING DEPT.								
01036100 - BUILDING INSPECTION	$40,009	$79,182	$575,513	13.76%	$41,758	8.29%	37,424	89.62%
01036401 - PLANNING SERVICES-CURRENT	13,712	22,957	197,080	11.65%	0	0.00%	22,957	0.00%
01036500 - NEIGHBORHOOD SERVICES	47,655	77,570	615,029	12.61%	66,309	10.51%	11,261	16.98%
01036580 - CDBG PROGRAM-NEIGHBORHOOD	6,367	11,343	84,388	13.44%	78	0.00%	11,264	14402.62%
0103 - NEIGHBORHOOD & PLANNING DEPT. Total	**$107,743**	**$191,052**	**$1,472,010**	**12.98%**	**$108,145**	**9.53%**	**$82,906**	**76.66%**
0104 - PARK AND RECREATION DEPT.								
01044000 - PARK & REC ADMINISTRATION	$21,188	$38,015	$290,023	13.11%	$36,779	13.60%	1,236	3.36%
01044100 - REC PROGRAM ADMIN	28,861	50,930	487,898	10.44%	50,730	11.12%	200	0.39%
01044101 - RECREATIONAL PROGRAMS	0	0	0	0.00%	0	0.00%	0	0.00%
01044200 - SPECIAL EVENTS ADMIN	26,043	26,765	331,833	8.07%	3,651	1.40%	23,114	633.09%
01044300 - ATHLETIC PROGRAMMING	21,301	42,361	453,123	9.35%	31,142	7.42%	11,219	36.03%
01044500 - HORTICULTURE	12,037	21,525	193,996	11.10%	11,321	6.23%	10,205	90.14%
01044600 - PARK GROUNDS MAINTENANCE	120,977	186,669	1,744,209	10.70%	46,023	3.11%	140,645	305.60%
01044900 - SENIOR CENTER	17,008	32,834	238,739	13.75%	28,953	13.05%	3,882	13.41%
01044901 - SENIOR CENTER CLASSES	0	0	0	0.00%	0	0.00%	0	0.00%
01044911 - SENIOR CENTER TRIPS	0	0	0	0.00%	0	0.00%	0	0.00%
0104 - PARK AND RECREATION DEPT. Total	**$247,415**	**$399,098**	**$3,739,820**	**10.67%**	**$208,598**	**6.34%**	**$190,501**	**91.32%**

001 - GENERAL FUND
AS OF NOVEMBER 30, 2023

UNAUDITED EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
0105 - POLICE SERVICES DEPT.								
01055000 - POLICE ADMINISTRATION	$57,090	$101,108	$2,507,292	4.03%	$295,449	13.12%	(194,341)	-65.78%
01055100 - PATROL	477,351	780,480	5,693,004	13.71%	674,502	13.15%	105,978	15.71%
01055200 - CRIMINAL INVESTIGATION	119,124	197,267	1,642,102	12.01%	213,016	13.49%	(15,749)	-7.39%
01055300 - ANIMAL CONTROL	40,155	78,637	577,993	13.61%	52,558	9.74%	26,079	49.62%
01055400 - SCHOOL GUARDS	11,095	16,485	100,620	16.38%	19,728	22.36%	(3,242)	-16.44%
01055500 - CRIME PREVENTION	13,064	21,754	168,083	12.94%	23,524	15.21%	(1,770)	-7.52%
01055600 - SWAT ORG	2,549	4,084	146,049	2.80%	12,335	11.83%	(8,251)	-66.89%
01055700 - RECORDS	28,990	51,465	378,642	13.59%	45,585	12.79%	5,880	12.90%
01055900 - POLICE SPECIAL SERVICES	20,193	35,553	415,254	8.56%	44,718	10.91%	(9,166)	-20.50%
0105 - POLICE SERVICES DEPT. Total	**$769,611**	**$1,286,834**	**$11,629,039**	**11.07%**	**$1,381,415**	**13.01%**	**($94,581)**	**-6.85%**
0106 - PUBLIC WORKS DEPT.								
01066000 - PUBLIC WORKS ENGINEERING/ADMIN	$37,746	$65,301	$621,263	10.51%	$62,019	9.99%	3,282	5.29%
01066200 - STREET MAINTENANCE	108,896	158,993	3,452,237	4.61%	166,006	4.69%	(7,013)	-4.22%
01066300 - TRAFFIC OPERATIONS	29,676	53,221	1,110,552	4.79%	60,180	5.60%	(6,959)	-11.56%
01066700 - EQUIPMENT SERVICES	34,589	78,044	1,340,941	5.82%	89,640	7.17%	(11,596)	-12.94%
01066800 - BUILDING MAINTENANCE	58,342	95,482	979,330	9.75%	74,724	8.29%	20,758	27.78%
0106 - PUBLIC WORKS DEPT. Total	**$269,248**	**$451,041**	**$7,504,322**	**6.01%**	**$452,568**	**6.13%**	**($1,527)**	**-0.34%**
0107 - FIRE SERVICES DEPT.								
01077000 - FIRE ADMINISTRATION	$39,437	$79,995	$673,422	11.88%	$76,804	10.73%	3,191	4.16%
01077100 - FIRE PREVENTION	24,278	42,570	355,291	11.98%	26,609	8.81%	15,961	59.99%
01077200 - FIRE SUPPRESSION	431,563	734,471	5,132,258	14.31%	672,736	14.80%	61,735	9.18%
01077300 - ADVANCED LIFE SUPPORT	112,154	203,147	1,808,383	11.23%	182,238	9.95%	20,909	11.47%
01077500 - EMERGENCY MANAGEMENT ADMIN	9,471	16,740	197,229	8.49%	17,445	12.52%	(705)	-4.04%
0107 - FIRE SERVICES DEPT. Total	**$616,904**	**$1,076,923**	**$8,166,583**	**13.19%**	**$975,831**	**12.95%**	**$101,092**	**10.36%**
0108 - NON-DEPARTMENTAL								
01088000 - GENERAL NON DEPARTMENTAL	$49,871	$547,892	$1,152,883	47.52%	$50,682	4.00%	497,210	981.03%
0108 - NON-DEPARTMENTAL Total	**$49,871**	**$547,892**	**$1,152,883**	**47.52%**	**$50,682**	**4.00%**	**$497,210**	**981.03%**
0109 - USE OF FUND BALANCE								
01099000 - USE OF FUND BALANCE	$0	$0	$149,791	0.00%	$0	0.00%	0	0.00%
0109 - USE OF FUND BALANCE Total	**$0**	**$0**	**$149,791**	**0.00%**	**$0**	**0.00%**	**$0**	**0.00%**
Grand Total	**$2,703,043**	**$4,876,581**	**$40,583,385**	**12.02%**	**$3,913,652**	**10.52%**	**$962,930**	**24.60%**

002 - WATER/SEWER UTILITY FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
53 - FINES & FEES	$1,505	$1,505	$4,000	37.63%	$725	18.11%	$781	107.73%
54 - INTERGOV REVENUES	0	0	600	0.00%	0	0.00%	0	0.00%
55 - INTEREST	34,229	100,813	17,100	589.55%	826	4.83%	99,987	12098.04%
57 - CHARGES FOR SERVICES	1,697,990	3,452,000	21,061,642	16.39%	1,819,872	9.51%	1,632,128	89.68%
59 - OTHER SOURCES	3,629	3,629	70,777	5.13%	16,287	23.01%	(12,658)	-77.72%
Revenue Total	$1,737,352	$3,557,947	$21,154,119	16.82%	$1,837,710	9.56%	$1,720,237	93.61%
Expense								
60 - SALARY AND BENEFITS	$163,135	$284,498	$2,351,735	12.10%	$277,001	12.28%	$7,497	2.71%
72 - SUPPLIES & MATERIALS	1,178	5,142	705,528	0.73%	34,747	5.04%	(29,605)	-85.20%
73 - CONTRACT & PROF SVCS	56,910	891,978	10,141,222	8.80%	682,692	6.98%	209,286	30.66%
74 - MAINT & REPAIR SVCS	21,741	21,741	391,900	5.55%	25,838	7.75%	(4,097)	-15.86%
75 - UTILITIES	764	1,460	124,220	1.18%	388	0.32%	1,072	276.13%
76 - CAPITAL OUTLAY	0	0	0	0.00%	0	0.00%	0	0.00%
77 - DEBT SERVICES	0	0	0	0.00%	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	241,916	483,833	8,422,998	5.74%	658,427	10.98%	(174,594)	-26.52%
79 - OTHER FINANCING USES	0	0	14,450	0.00%	680	3.41%	(680)	-100.00%
Expense Total	$485,645	$1,688,652	$22,152,053	7.62%	$1,679,773	8.75%	$8,880	0.53%
Net Income (Loss)	**$1,251,707**	**$1,869,294**	**$997,934**		**$157,937**			

	ACTUAL	BUDGETED
UNAUDITED BEGINNING FUND BALANCE	**$ 10,984,191**	**$ 10,760,534**
ENDING FUND BALANCE	**$ 12,853,486**	**$ 9,762,600**
FUND BALANCE RESERVE REQUIREMENT		
% of Fund Balance to Expense Ratio		44.1%
# of Days Coverage		161
Reserve Requirement $$ (60 Days)		$ 3,641,433
Reserve Requirement %		16.4%
Excess Reserves		**$ 6,121,166**

UTILITY CIP FUNDS
AS OF NOVEMBER 30, 2023

	CURRENT YEAR - FY 2024			PRIOR YEAR - FY 2023		COMPARISON	
017 - UTILITY CAPITAL PROJECTS	**YTD Actual**	**Revised Budget**	**% of Revised Budget**	**PY-YTD Actual**	**% of Revised Budget**	**Variance PY-YTD $$**	**YTD Variance %**
Revenue	$0	$5,149,340	0.00%	$0	0.00%	$0	0.00%
Expense	$11,133	$7,817,577	0.14%	$220,821	3.58%	($209,688)	-94.96%
Net Income (Loss)	**$11,133**	**$2,668,237**		**($220,821)**			

UNAUDITED BEGINNING FUND BALANCE	**$ 2,893,768**
ENDING FUND BALANCE	**$ 2,882,635**

	CURRENT YEAR - FY 2024			PRIOR YEAR - FY 2023		COMPARISON	
018 - UTILITY METER REPLACEMENT	**YTD Actual**	**Revised Budget**	**% of Revised Budget**	**PY-YTD Actual**	**% of Revised Budget**	**Variance PY-YTD $$**	**YTD Variance %**
Revenue	$0	$500,000	0.00%	$166,667	16.67%	($166,667)	-100.00%
Expense	$0	$0	0.00%	$0	0.00%	$0	0.00%
Net Income (Loss)	**$0**	**$500,000**		**$166,667**			

UNAUDITED BEGINNING FUND BALANCE	**$ 1,000,000**
ENDING FUND BALANCE	**$ 1,000,000**

010 - HOTEL TAX FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
51 - SALES & OTHER TAXES	$15,607	$15,607	$893,000	1.75%	$109,794	12.32%	(94,187)	85.79%
55 - INTEREST	0	0	500	0.00%	0	0.00%	0	0.00%
59 - OTHER SOURCES	0	0	0	0.00%	0	0.00%	0	0.00%
Revenue Total	$15,607	$15,607	$893,500	1.75%	$109,794	12.32%	($94,187)	85.79%
Expense								
60 - SALARY AND BENEFITS	$7,098	$12,419	$93,654	13.26%	$829	0.99%	11,591	1398.90%
72 - SUPPLIES & MATERIALS	0	0	5,150	0.00%	0	0.00%	0	0.00%
73 - CONTRACT & PROF SVCS	51,400	129,228	700,264	18.45%	(4,107)	-0.58%	133,336	3246.42%
78 - TRANSFER TO FUNDS	2,968	8,904	35,616	25.00%	5,211	16.67%	3,693	70.86%
79 - OTHER FINANCING USES	0	0	3,795	0.00%	0	0.00%	0	0.00%
Expense Total	$61,466	$150,552	$838,479	17.96%	$1,933	0.23%	$148,619	7689.58%
Net Income (Loss)	**($45,859)**	**($134,944)**	**$55,021**		**($107,861)**			

UNAUDITED BEGINNING FUND BALANCE	**$ 3,925,499**
ENDING FUND BALANCE	**$ 3,790,555**

012 - ECONOMIC DEVELOPMENT
AS OF NOVEMBER 30, 2023

	CURRENT YEAR - FY 2024				PRIOR YEAR - FY 2023		COMPARISON	
UNAUDITED REVENUES AND EXPENSES	CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PY-YTD Actual	% of Revised Budget	Variance PY-YTD $$	YTD Variance %
Revenue								
51 - SALES & OTHER TAXES	$0	$1,822	$3,384,216	0.05%	$1,781	0.06%	41	100.00%
55 - INTEREST	6,420	17,637	0	0.00%	0	0.00%	17,637	0.00%
59 - OTHER SOURCES	0	0	0	0.00%	0	0.00%	0	0.00%
Revenue Total	**$6,420**	**$19,459**	**$3,384,216**	**0.57%**	**$1,781**	**0.06%**	**$17,678**	**992.34%**
Expense								
60 - SALARY AND BENEFITS	$35,380	$61,346	$562,735	10.90%	$52,939	11.65%	8,407	15.88%
72 - SUPPLIES & MATERIALS	1,245	1,245	81,609	1.53%	33,487	45.42%	(32,242)	-96.28%
73 - CONTRACT & PROF SVCS	2,807	7,873	550,201	1.43%	9,244	3.07%	(1,371)	-14.83%
74 - MAINT & REPAIR SVCS	3,126	3,126	85,600	3.65%	(100)	-0.15%	3,226	-3221.98%
75 - UTILITIES	1,067	4,909	23,200	21.16%	1,873	8.88%	3,036	162.10%
76 - CAPITAL OUTLAY	0	0	100,000	0.00%	0	0.00%	0	0.00%
77 - DEBT SERVICES	0	0	0	0.00%	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	12,972	37,566	694,283	5.41%	12,966	2.12%	24,599	189.72%
79 - OTHER FINANCING USES	0	6,240	2,388,770	0.26%	1,674	0.07%	4,566	272.78%
Expense Total	**$56,597**	**$122,306**	**$4,486,398**	**2.73%**	**$112,083**	**2.96%**	**$10,222**	**9.12%**
Net Income (Loss)	**($50,177)**	**($102,847)**	**($1,102,182)**		**($110,302)**			

UNAUDITED BEGINNING FUND BALANCE	**$ 6,847,513**
ENDING FUND BALANCE	**$ 6,744,666**

015 - DRAINAGE FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
55 - INTEREST	$0	$0	$200	0.00%	$0	0.00%	0	0.00%
57 - CHARGES FOR SERVICES	45,186	85,624	780,000	10.98%	44,588	5.72%	41,035	92.03%
59 - OTHER SOURCES	0	0	0	0.00%	0	0.00%	0	0.00%
Revenue Total	**$45,186**	**$85,624**	**$780,200**	**10.97%**	**$44,588**	**5.71%**	**$41,035**	**92.03%**
Expense								
60 - SALARY AND BENEFITS	$0	$1,726	$146,942	1.17%	$2,099	1.57%	(374)	-17.79%
72 - SUPPLIES & MATERIALS	0	269	20,415	1.32%	0	0.00%	269	0.00%
73 - CONTRACT & PROF SVCS	40	40	388,653	0.01%	9,591	6.92%	(9,551)	-99.58%
74 - MAINT & REPAIR SVCS	0	0	8,000	0.00%	0	0.00%	0	0.00%
75 - UTILITIES	18	34	168	20.06%	14	8.33%	20	140.71%
76 - CAPITAL OUTLAY	84,108	84,108	1,918,985	4.38%	0	0.00%	84,108	0.00%
78 - TRANSFER TO FUNDS	0	0	0	0.00%	0	0.00%	0	0.00%
79 - OTHER FINANCING USES	0	0	6,760	0.00%	0	0.00%	0	0.00%
Expense Total	**$84,166**	**$86,177**	**$2,489,923**	**3.46%**	**$11,705**	**0.68%**	**$74,472**	**636.25%**
Net Income (Loss)	**($38,980)**	**($553)**	**($1,709,723)**		**$32,883**			

UNAUDITED BEGINNING FUND BALANCE	$	**1,978,142**
ENDING FUND BALANCE	$	**1,977,589**

019 - SANITATION FUND
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
55 - INTEREST	$0	$0	$500	0.00%	$0	0.00%	0	0.00%
56 - FRANCHISE FEE REV	0	0	230,000	0.00%	26,994	12.27%	(26,994)	-100.00%
57 - CHARGES FOR SERVICES	340,499	680,922	4,456,118	15.28%	346,367	7.69%	334,554	96.59%
59 - OTHER SOURCES	0	0	0	0.00%	0	0.00%	0	0.00%
Revenue Total	**$340,499**	**$680,922**	**$4,686,618**	**14.53%**	**$373,361**	**7.90%**	**$307,560**	**82.38%**
Expense						0.00%		0.00%
60 - SALARY AND BENEFITS	$23,738	$44,808	$312,081	14.36%	$38,522	13.57%	6,286	16.32%
72 - SUPPLIES & MATERIALS	311	662	17,573	3.77%	109	0.68%	553	507.20%
73 - CONTRACT & PROF SVCS	359,688	359,993	4,092,557	8.80%	81,937	1.94%	278,056	339.35%
74 - MAINT & REPAIR SVCS	0	0	10,000	0.00%	10	0.16%	(10)	-100.00%
75 - UTILITIES	61	61	356	17.08%	52	14.66%	9	16.50%
76 - CAPITAL OUTLAY	0	0	0	0.00%	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	1,475	1,475	217,705	0.68%	1,771	1.10%	(295)	-16.67%
79 - OTHER FINANCING USES	0	0	600	0.00%	367	25.34%	(367)	-100.00%
Expense Total	**$385,274**	**$406,999**	**$4,650,872**	**8.75%**	**$122,768**	**2.61%**	**$284,232**	**231.52%**
Net Income (Loss)	**$44,775**	**$273,922**	**$35,746**		**$250,594**			

	ACTUAL	BUDGETED
UNAUDITED BEGINNING FUND BALANCE	**$ 589,025**	**$ 635,552**
ENDING FUND BALANCE	**$ 862,947**	**$ 671,297**

FUND BALANCE RESERVE REQUIREMENT	
% of Fund Balance to Expense Ratio	14.4%
# of Days Coverage	53
Reserve Requirement $$ (60 Days)	$ 764,527
Reserve Requirement %	16.4%
Excess Reserves	**$ (93,230)**

456 - FIELDHOUSE
AS OF NOVEMBER 30, 2023

UNAUDITED REVENUES AND EXPENSES	CURRENT YEAR - FY 2024 CY Month Actual	YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue								
53 - FINES & FEES	$0	$0	$0	0.00%	$0	0.00%	0	0.00%
57 - CHARGES FOR SERVICES	39,265	87,038	1,387,500	6.27%	93,489	6.85%	(6,451)	-6.90%
58 - TRANSFER FROM FUNDS	0	0	538,625	0.00%	0	0.00%	0	0.00%
59 - OTHER SOURCES	4,247	6,758	170,500	3.96%	60,554	45.62%	(53,796)	-88.84%
Revenue Total	**$43,512**	**$93,796**	**$2,096,625**	**4.47%**	**$154,043**	**7.58%**	**($60,247)**	**-39.11%**
Expense								
60 - SALARY AND BENEFITS	$42,267	$72,608	$573,012	12.67%	$70,121	12.48%	2,487	3.55%
72 - SUPPLIES & MATERIALS	15,014	15,328	292,354	5.24%	25,407	9.42%	(10,079)	-39.67%
73 - CONTRACT & PROF SVCS	21,364	26,385	445,774	5.92%	23,753	5.74%	2,632	11.08%
74 - MAINT & REPAIR SVCS	1,608	1,608	44,754	3.59%	1,239	2.40%	368	29.72%
75 - UTILITIES	1,392	3,653	118,564	3.08%	9,070	7.73%	(5,417)	-59.73%
76 - CAPITAL OUTLAY	0	0	0	0.00%	0	0.00%	0	0.00%
77 - DEBT SERVICES	0	0	539,125	0.00%	0	0.00%	0	0.00%
78 - TRANSFER TO FUNDS	325	650	3,900	16.67%	0	0.00%	650	0.00%
79 - OTHER FINANCING USES	0	36	2,450	1.46%	0	0.00%	36	0.00%
Expense Total	**$81,969**	**$120,266**	**$2,019,933**	**5.95%**	**$129,590**	**6.61%**	**$36**	**-7.19%**
Net Income (Loss)	**($38,458)**	**($26,470)**	**$76,692**		**$24,454**			

UNAUDITED BEGINNING FUND BALANCE	**$**	**(1,808,716)**
ENDING FUND BALANCE	**$**	**(1,835,186)**

Agenda Item #6.A.

SPECIAL REVENUE FUNDS
AS OF NOVEMBER 30, 2023

	CURRENT YEAR - FY 2024			PRIOR YEAR - FY 2023		COMPARISON	
008 - COMPREHENSIVE SELF INSURANCE	**YTD Actual**	**Revised Budget**	**% of Revised Budget**	**PY-YTD Actual**	**% of Revised Budget**	**Variance PY-YTD $$**	**YTD Variance %**
Revenue	$93,257	$560,525	16.64%	$78,008	16.66%	$15,248	19.55%
Expense	$433,832	$585,000	74.16%	$472,179	66.39%	($38,347)	-8.12%
Net Income (Loss)	**($340,575)**	**($24,475)**		**($394,171)**			

UNAUDITED BEGINNING FUND BALANCE	$	**538,466**
ENDING FUND BALANCE	$	**197,891**

	CURRENT YEAR - FY 2024			PRIOR YEAR - FY 2023		COMPARISON	
013 - GRANTS AND DONATIONS	**YTD Actual**	**Revised Budget**	**% of Revised Budget**	**PY-YTD Actual**	**% of Revised Budget**	**Variance PY-YTD $$**	**YTD Variance %**
Revenue	$37,285	$413,865	9.01%	$39,454	19.73%	($2,170)	-5.50%
Expense	$2,360	$493,294	0.48%	$3,883	1.76%	($1,522)	-39.21%
Net Income (Loss)	**$34,924**	**($79,429)**		**$35,571**			

UNAUDITED BEGINNING FUND BALANCE	$	**206,482**
ENDING FUND BALANCE	$	**241,406**

	CURRENT YEAR - FY 2024			PRIOR YEAR - FY 2023		COMPARISON	
033 - TAX INCREMENT FINANCING FUND	**YTD Actual**	**Revised Budget**	**% of Revised Budget**	**PY-YTD Actual**	**% of Revised Budget**	**Variance PY-YTD $$**	**YTD Variance %**
Revenue	$0	$96,958	0.00%	$0	0.00%	$0	0.00%
Expense	$0	$82,250	0.00%	$0	0.00%	$0	0.00%
Net Income (Loss)	**$0**	**$14,708**		**$0**			

UNAUDITED BEGINNING FUND BALANCE	$	**509,934**
ENDING FUND BALANCE	$	**509,934**

SPECIAL REVENUE FUNDS
AS OF NOVEMBER 30, 2023

041 - ONE TIME PROJECTS	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$0	0.00%	$0	0.00%	$0	0.00%
Expense	$190,375	$1,001,826	19.00%	$32,277	322.77%	$158,098	489.81%
Net Income (Loss)	**$190,375**	**$1,001,826**		**$32,277**			

UNAUDITED BEGINNING FUND BALANCE	$	**1,068,452**
ENDING FUND BALANCE	$	**878,077**

050 - ASSET FORFEITURE	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$49,710	$36,800	135.08%	$151,474	0.00%	($101,764)	-67.18%
Expense	$19,500	$820,036	2.38%	$220,318	155.74%	($200,818)	-91.15%
Net Income (Loss)	**$30,210**	**($783,236)**		**($68,844)**			

UNAUDITED BEGINNING FUND BALANCE	$	**864,078**
ENDING FUND BALANCE	$	**894,288**

758 - AMERICAN RESCUE PLAN	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$33,391	$0	0.00%	$4,823,143	0.00%	($4,789,752)	-99.31%
Expense	$495,692	$3,791,825	13.07%	$18,620	0.47%	$477,073	2562.18%
Net Income (Loss)	**($462,301)**	**($3,791,825)**		**$4,804,524**			

UNAUDITED BEGINNING FUND BALANCE	$	**4,219,600**
ENDING FUND BALANCE	$	**3,757,298**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS
AS OF NOVEMBER 30, 2023

005 - DEBT SERVICE FUND	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$113,949	$1,484,215	7.68%	$58,391	6.81%	$55,558	95.15%
Expense	$0	$1,481,356	0.00%	$0	0.00%	$0	0.00%
Net Income (Loss)	**$113,949**	**$2,858**		**$58,391**			

UNAUDITED BEGINNING FUND BALANCE	$	**431,515**
ENDING FUND BALANCE	$	**545,464**

020 - STREET CIP	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$190,000	0.00%	$0	0.00%	$0	0.00%
Expense	$0	$1,364,685	0.00%	$6,025	0.96%	($6,025)	-100.00%
Net Income (Loss)	**$0**	**($1,174,685)**		**($6,025)**			

UNAUDITED BEGINNING FUND BALANCE	$	**1,174,685**
ENDING FUND BALANCE	$	**1,174,685**

024 - PARK CAPITAL IMPROVEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$750,000	0.00%	$0	0.00%	$0	0.00%
Expense	$873,773	$6,084,053	16.38%	$0	0.00%	$873,773	0.00%
Net Income (Loss)	**$873,773**	**($5,334,053)**		**$0**			

UNAUDITED BEGINNING FUND BALANCE	$	**5,334,053**
ENDING FUND BALANCE	$	**4,460,280**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS
AS OF NOVEMBER 30, 2023

025 - ALLEY IMPROVEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$200,000	0.00%	$0	0.00%	$0	0.00%
Expense	$74,981	$405,294	18.50%	$0	0.00%	$74,981	0.00%
Net Income (Loss)	**$74,981**	**($205,294)**		**$0**			

UNAUDITED BEGINNING FUND BALANCE	$	**432,631**
ENDING FUND BALANCE	$	**357,650**

026 - CAPITAL IMPROVEMENT PROJECTS	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$127,760	$0	0.00%	$78,568	78.57%	$0	0.00%
Expense	$961	$4,090,069	0.02%	$28,252	0.29%	($27,291)	-96.60%
Net Income (Loss)	**$126,799**	**($4,090,069)**		**$50,317**			

UNAUDITED BEGINNING FUND BALANCE	$	**7,399,884**
ENDING FUND BALANCE	$	**7,526,683**

401 - FURNITURE REPLACEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$40,000	0.00%	$0	0.00%	$0	0.00%
Expense	$0	$69,000	0.00%	$0	0.00%	$0	0.00%
Net Income (Loss)	**$0**	**($29,000)**		**$0**			

UNAUDITED BEGINNING FUND BALANCE	$	**57,571**
ENDING FUND BALANCE	$	**57,571**

DEBT SERVICE AND CAPITAL PROJECT/REPLACEMENT FUNDS
AS OF NOVEMBER 30, 2023

410 - IT REPLACEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$26,202	$154,929	16.91%	$0	0.00%	$0	0.00%
Expense	$0	$352,700	0.00%	$15,547	10.86%	($15,547)	-100.00%
Net Income (Loss)	**$26,202**	**($197,771)**		**$15,547**			

UNAUDITED BEGINNING FUND BALANCE	$	**228,595**
ENDING FUND BALANCE	$	**254,797**

415 - FLEET REPLACEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$85,207	$1,022,480	8.33%	$167,321	16.65%	$0	0.00%
Expense	$1,030,364	$2,023,884	50.91%	$0	0.00%	$1,030,364	100.00%
Net Income (Loss)	**($945,158)**	**($1,001,404)**		**$167,321**			

UNAUDITED BEGINNING FUND BALANCE	$	**2,858,187**
ENDING FUND BALANCE	$	**1,913,029**

420 - SWAT REPLACEMENT	CURRENT YEAR - FY 2024 YTD Actual	Revised Budget	% of Revised Budget	PRIOR YEAR - FY 2023 PY-YTD Actual	% of Revised Budget	COMPARISON Variance PY-YTD $$	YTD Variance %
Revenue	$0	$75,000	0.00%	$0	0.00%	$0	0.00%
Expense	$0	$75,322	0.00%	$0	0.00%	$0	0.00%
Net Income (Loss)	**($0)**	**($322)**		**$0**			

UNAUDITED BEGINNING FUND BALANCE	$	-
ENDING FUND BALANCE	$	-

CAPITAL BOND PROJECTS - CONSOLIDATED AS OF NOVEMBER 30, 2023

Project Information		Revenue Sources							Project Budget				Actuals				
	DESCRIPTION	Bond Allocation	Utility CIP (017)	One-Time Project (041)	ARPA (758)	General Fund (001)	Grant	Total Revenue Sources	Design	Construction	Other Amounts	Total Project Budget	PYs Actual	FY2024 YTD	Project to Date Actuals	Total Remaining Balance	Status
1	Fire Station 1	$6,000,000	$0	$1,034,736	$3,878,448	$52,000	$0	$10,965,184	$722,630	$7,857,835	$2,657,187	$11,237,652	$8,510,046	$378,550	$8,888,596	$2,076,588	End of January 2024 estimated construction completion
2	Service Center Renovation	$2,400,000						$2,400,000	$208,000		$9,200	$217,200	$202,800		$202,800	$2,197,200	Design Complete. Project on hold. Revisit after Facility Assessment.
3	Danieldale Road Reconstruction	$3,100,000	$4,679,887					$7,779,887	$494,210	$7,212,404	$66,000	$7,772,614	$7,299,358	$961	$7,300,319	$479,568	Substantially complete - landscaping remaining
4	Cedar Ridge Road Reconstruction	$2,000,000	$3,300,000					$5,300,000	$458,050	$4,771,000	$43,000	$5,272,050	$184,617		$184,617	$1,815,383	30% Design Complete
5	Main Street - $1,500,000 allocated	$1,500,000						$1,500,000				$0			$0		Reallocate funds to Cedar Ridge? Revisit project ideas?
6	Rotary Park Parking Lot (COMPLETE)	$50,000						$50,000		$17,405		$17,405	$17,405		$17,405	$0	COMPLETE
7	Lakeside Park Pavillion (COMPLETE)	$400,000						$400,000		$392,931		$392,931	$392,931		$392,931	$0	COMPLETE
8	Armstrong Park/Splashpad	$2,250,000					$750,000	$3,000,000	$194,000	$2,826,213		$3,020,213	$615,917	$873,773	$1,489,690	$1,530,522	Estimated Completion - March 2024
9	Harrington Park - including Pavilion and Waterview bridge (Trails)	$2,900,000						$2,900,000	$317,560	$5,670,000		$5,987,560	$194,948		$194,948	$2,705,052	Design Complete. Awaiting direction on funds. Can be broken into 3 phases. There are enough funds for Phase 1 (Concessions and Restrooms); Phase 2 is parking lot/pavillion; Phase 3 is bridge connecting Waterview Park and Harrington
10	City-wide Trails	$1,000,000						$1,000,000		$1,000,000		$1,000,000	$67,278		$67,278	$932,723	Project options given. Awaiting Council/Community direction.
	TOTAL PROJECTS BUDGET	**$21,600,000**						**$35,295,071**	**$2,394,450**	**$29,747,788**	**$2,775,387**	**$34,917,625**	**$17,485,300**	**$1,253,284**	**$18,738,584**	**$11,737,036**	

DRAINAGE PROJECTS (FUND 015) AT NOVEMBER 30, 2023

Project and Vendor Information				Project Budget				Actuals				
	DESCRIPTION	Vendor/Contract Notes	Project Account	Design	Construction	Other	Total Project Budget	PYs Actual	FY2024 YTD	Life to Date Actuals	BUDGET REMAINING	STATUS
1	Ten Mile Creek - Erosion/Drainage	B&N (3220011)	15050000-708102-TENMC	165,060	1,567,842		$1,732,902	106,044		106,044	1,626,858	Construction Phase - Awarded 11/21/23 Meeting
2	Cherry Street/Center Phase 1 - Reconstruction w/ Drainage	IEA (3210067)	PWAL00003-15050000-708102	5,000	95,128		$100,128	2,340	84,108	86,448	13,680	In Construction - On Hold for Oncor to make Powerline improvements
3	Swan Ridge - Birdwood	SYB Const (3230195)	DR2301-15050000-708102		264,260		$264,260	195,682		195,682	68,578	Estimated March 2024 completion - on
4	Lakeside Park - Culvert	IEA (3230194)	PWDR00004-15050000-708102	45,190			$45,190	39,430		39,430	5,760	Design Complete - Construction estimated FY 2025
5	Drainage Assessment - Master Plan/Study	unassigned	unassigned				$250,000				250,000	Not Started
6	Drainage Improvements - Bridges	unassigned	unassigned				$120,000				120,000	Not Started
	TOTALS						**$2,512,480**	**$343,496**	**$84,108**	**$427,604**	**$2,084,876**	

UTILITY CIP PROJECTS (FUND 017) AT NOVEMBER 30, 2023

Project and Vendor Information				Project Budget				Actuals				
	DESCRIPTION	Vendor/Contract Notes	Project Account	Design	Construction	Other	Total Project Budget	PYs Actual	FY2024 YTD	Life to Date Actuals	BUDGET REMAINING	STATUS
1	Swan Ridge (W/ Drainage + Streets)	Burgess/Niple (3210043) SYB Construction (3230182)	PWWR00016-171000000-708102 PWWW00015-17400000-708102	55,485	1,540,773	47,139	$1,643,397	886,493	11,133	$ 897,626	$ 745,771	In Construction - estimated March 2024 completion
2	Wren and Oriole Avenue Aerial	Dunaway (3210098) Texas Standard Const.	PWWR00019-1710000-708102	70,035	1,209,137		$1,279,172	58,518		$ 58,518	$ 1,220,655	Construction awarded 11-21-23
3	Danieldale Road Reconstruction (UT Portion)	Dunaway (3200023) Pavecon (3210057) Teams Consultants (2300161)	PWWR00011	297,564	4,245,132	137,195	$4,679,891	4,645,268		$ 4,645,268	$ 34,623	Substantially Complete - Landscaping
4	Cedar Ridge Road Reconstruction (UT Portion)	Dunaway (3210094)	26010000-708102-RIDGE	157,367	1,000,000		$1,157,367	87,707		$ 87,707	$ 1,069,661	In Design - 30% complete
5	Summit Pump House - Rehab - Generator	Dunaway (3210099) Texan Electric Co. (3230221)	1710000-700883-GRGEN; PWWR00012	75,538	579,469		$655,007	68,138		$ 68,138	$ 586,869	Construction Awarded 10-17-23
6	FY 22 Pipebursting	Vortex (3220025)	17400000-708102-PBU22		999,996		$999,996	948,786		$ 948,786	$ 51,210	Ongoing
7	Danieldale Ground Storage	RJN (3200037) Nova (3210059)	PWWR00002	312,386	2,260,137		$2,572,523	2,365,945		$ 2,365,945	$ 206,577	Complete - Awaiting Final Invoice
8	North Main Pump - Chlorine Injector/Mixer	Dunaway (3210029)	PWWR00018 - 1710000-708102	48,624	208,116		$256,740	40,814		$ 40,814	$ 215,926	Construction - Deferrred to FY25
9	SCADA Replacement	Prime Controls (3230218)	PW-2024001 - 1710000-708102		480,000		$480,000	-		$ -	$ 480,000	Started - Estimated 12-2024 Completion
10	FY 23 Pipebursting	Vortex Turnkey (#2300478)	PW-2023002-17100000-708102		448,265		$448,265	434,384		$ 434,384	$ 13,881	Ongoing
11	Softwood Sewer Aerial	Dunaway (3230100)	17100000-708102-WS326	84,800	700,000		$784,800	67,520		$ 67,520	$ 717,280	Design Complete - out for bid
12	Harrington Aerial - Stewart Branch	Dunaway (unassigned)	PW-2024002-17100000-708102	76,560	200,000		$276,560			$ -	$ 276,560	In Design

UTILITY CIP PROJECTS (FUND 017) AT NOVEMBER 30, 2023

	Project and Vendor Information			Project Budget				Actuals				
	DESCRIPTION	Vendor/Contract Notes	Project Account	Design	Construction	Other	Total Project Budget	PYs Actual	FY2024 YTD	Life to Date Actuals	BUDGET REMAINING	STATUS
13	Lead Service Line Replacements Inventory		PW-2024003-1710000-700450			905,400	$905,400			$ -	$ 905,400	Reviewing RFQs
14	Beaver Creek - Pipebursting		PW-2024004-17100000-708102		675,000		$675,000			$ -	$ 675,000	Not Started
15	Loopline @ Fire Station		PW-2024005-17100000-708102	50,000			$50,000	-		$ -	$ -	Moved to FY2025
16	Hill City - Steger	Burgess/Niple (3210095)	17100000-708102-STEGE	35,700			$35,700	27,800		$ 27,800	$ -	Moved to FY2025
17	Pressue Plan Valves		PW-2024006-17100000-708102		120,000		$120,000	-		$ -	$ 120,000	Not Started
18	Cockrell Hill Rd.	Criado & Associates (3210032)	PWWR00009-1710000-708102	128,468			$128,468	114,394		$ 114,394	$ -	Moved to FY2025
19	Siphon @ Wheatland		PW-2024007-17100000-708102		250,000		$250,000	-		$ -	$ 250,000	Not Started
	TOTALS						**$17,398,285**	**$9,745,766**	**$11,133**	**$9,756,899**	**$7,569,412**	

STREET AND SIDEWALK PROJECTS (FUND 020) AT NOVEMBER 30, 2023

Project and Vendor Information				Project Budget				Actuals				
	DESCRIPTION	Vendor/Contract Notes	Project Account	Design	Construction	Other	Total Project Budget	PYs Actual	FY2024 YTD	Life to Date Actuals	BUDGET REMAINING	STATUS
1	US 67 - Landscape + Monument Signage	Westwood Professionals (3200044, 3200161, 3210060) Team Consultants (PO# 2300150, 2220060)	PWST00014-2010000-708102 PWST00011-2010000-708102 OTPW00004 (Closed) PWST00002	269,045	172,546	12,740	$454,331	274,013		$274,013	$180,318	Complete - Awaiting Cedar Hill to invoice
2	Swan Ridge Reconstruction (w/Utilities)	Burgess & Niples (3210043) SYB Construction (3230182)	PWST00009-2010000-708102	46,685	842,847		$889,532	243,629		$243,629	$645,903	In Construction - March 2024 estimated completion
3	Sidewalks Oriole Blvd. - includes CDBG Grant	Dunaway Associates (3210106)	PWST00013-2010000-708102	11,500	650,000		$11,500	11,500		$11,500	$650,000	Going out for Bid
4	BNSF Main/Davis Sidewalks	IEA (3210079) BNSF Railway (3220119)	2010000-708102-ST325 PWST00012-DESIGN	26,825	60,885		$87,710	62,937		$62,937	$24,773	Complete - Awaiting final invoice
	TOTALS						**$1,443,073**	**$592,079**	**$0**	**$592,079**	**$1,500,994**	

ALLEY PROJECTS (FUND 025) AT NOVEMBER 30, 2023

	Project and Vendor Information			Project Budget				Actuals				
	DESCRIPTION	Vendor/Contract Notes	Project Account	Design	Construction	Other	Total Project Budget	PYs Actual	FY2024 YTD	Life to Date Actuals	BUDGET REMAINING	STATUS
1	Cherry Street/Center Phase 1 - Reconstruction w/ Drainage	IEA (3210067) CCGMG (3230195)	PWAL00003-25100000-708102/708103	64,817	339,369		$404,186	50,739	74,981	125,720	278,466	In Construction
2	Cherry Street/Center Phase 2 - Reconstruction w/ Drainage	IEA (3230106)	PW-2023004 -25100000-708102	94,582			$94,582	64,216		64,216	30,366	In Design
	TOTALS						$498,768	$114,955	$74,981	$189,935	$308,833	

ONE-TIME PROJECTS (FUND 041) AT NOVEMBER 30, 2023

	DESCRIPTION	PROJECT CODE	One Time Project ORG-OBJ		DEPT	TOTAL PROJECT BUDGET	PY ACTUAL	FY 2024 YTD	PROJECT TO DATE ACTUAL	TOTAL REMAINING BALANCE	PROJECT FINANCIAL STATUS
1	FY20 RESERVED FOR P-25 COMPLIANT RADIOS	PDOTP-25	41050001	700882	POL/FIRE	2,188,003	1,720,111	34,438	1,754,550	433,453	Project completed in May 2023. One more payment due to Motorola. Any remaining funds go toward spare radios and Fire Station 1 alert speakers
2	FIRE STATION CONSTRUCTION - Funds from prev 1x project remaining balance	PWBD00005-PROJ	41040001	700882	FIRE	1,007,736	473,802	155,936	629,739	377,997	Fire Station 1 Construction and IT
	TOTAL ONE TIME PROJECT BUDGET					**$3,195,739**	**2,193,913**	**190,375**	**$1,754,550**	**$811,451**	

ARPA PROJECTS (FUND 758) AT NOVEMBER 30, 2023

	NAME	PROJECT CATEGORY / FUNCTION	DESCRIPTION	PROJECT CODE	DEPT	REQUESTED AMOUNT	PY ACTUAL	FY 2024	PROJECT TO DATE ACTUAL	TOTAL REMAINING BALANCE	PROJECT FINANCIAL STATUS
1	Employee Premium Pay	Employee Premium Pay	Provide premium pay for city employees worked during the pandemic	75800001-600101:600120	ALL		1,231,136		1,231,136		COMPLETE
2	New Ambulance	Revenue Loss - Public Safety	Ambulance due for replacement.	75800001-700885-ARPA2	FIRE		370,476		370,476		COMPLETE
3	Air Purification - Fire Apparatus	Revenue Loss - Public Safety	Install air purfication equipment in Fire response vehicles to assist in mitigating spread of Covid-19	75800001-700230-ARPA4	FIRE		20,690		20,690		COMPLETE
4	Adverse Weather Equipment	Revenue Loss - Public Safety	Equipment such as batteries, small generator, etc for backup option to generator in an event of adverse weather, power outages.	75800001-700230-ARPA4	FIRE		4,685		4,685		COMPLETE
5	ESRI License	Revenue Loss - Public Safety	Update licensing for Fire Dept. Allows department mapping of Covid-19 hot spots in order for responders to be aware and better prepared when responding.	75800001-700441-ARPA4	FIRE		2,500		2,500		COMPLETE
6	SCBA Face Cleaners	Revenue Loss - Public Safety	Provide a cleaning system at each station. Ensures effective cleaning to remove carcinogens, dirt, and other residue on the face masks.	75800001-700230-ARPA4	FIRE		11,380		11,380		COMPLETE
7	Bunker Gear	Revenue Loss - Public Safety	To provide each firefighter a second set of gear in accordinance with NFPA 1971. Providing a second set of gear allows a firefighter to change into a clean set after a fire while the initial set is being cleaned of carcinogens.	75800001-700230-ARPA4	FIRE		141,362		141,362		COMPLETE
8	Lexipol Subscriptions	Revenue Loss - Public Safety	State and Federal mandates are consistantly being updated. This service will keep policies up to date and ability to track the changes.	75800001-700450-ARPA4	FIRE		20,829		20,829		COMPLETE
9	SCBA Gear	Revenue Loss - Public Safety	New gear for responders.	75800001-700884-APRA4	FIRE		276,022		276,022		COMPLETE
10	Library Carrals	Revenue Loss	Replace remaining Carrels. Library started replacing carrels with Cares Act funds in order to support distance learning for the community.	75800001-700230-ARPA4	LIBRARY		18,620		18,620		COMPLETE
11	Axon Body Worn Cameras/Vest	Revenue Loss - Public Safety	Provide body worn cameras/vest to neighborhood, health inspections, marshal, and fire marshal. These positions either did not have one or used extras PD might have had. This enables staff to have protection and record of interactions with the community.	75800001-700450-ARPA4	NSO		70,869		70,869		COMPLETE
12	JAMAR Traffic Devices	Revenue Loss - Public Safety	Equipment to gather and analyze speeding and traffic data	75800001-700230-ARPA4	PD		8,808		8,808		COMPLETE
13	Lexipol Subscriptions	Revenue Loss - Public Safety	State and Federal mandates are consistantly being updated. This service will keep policies up to date and ability to track the changes.	75800001-700450-ARPA4	PD		36,300		36,300		COMPLETE
14	Radar Trailers	Revenue Loss - Public Safety	Speed trailer to prompt speeding drivers to slow down.	75800001-700884-ARPA4	PD		16,078		16,078		COMPLETE
15	Body Worn Cameras & System	Revenue Loss - Public Safety	Allows for a direct link to county DA to transfer evidence and case information electronically versus the burning DVDs and having to hand deliver to DA office. This will add great efficiency to the CID function as well as the Property and Evidence Tech time. The Michael Morton Act (MMA) of 2014 and now the Richard Miles Act forces the hand of police departments to quickly gather all sources of digital media and evidence in a case. What can be submited through this portal must be done. The current vendor Watchguard has not been able to get this done so again the CID function has had to burn all of their data to DVDs for storage and disclosure.	75800001-700884-ARPA4	PD		580,975		580,975		COMPLETE
16	Cellular Pump Stations	Water/Sewer Infrastructure	Replace 12 routers at pump stations for reliable communication back to SCADA system at Service Center	75800001-700232-ARPA4	UTILITIES		13,945		13,945		COMPLETE
17	AED Replacements	Revenue Loss - Public Safety	Replace AED (Automated External Defibrillator) units around city facilities.	75800001-700230-ARPA4	ALL		26,620		26,620		COMPLETE

ARPA PROJECTS (FUND 758) AT NOVEMBER 30, 2023

	NAME	PROJECT CATEGORY / FUNCTION	DESCRIPTION	PROJECT CODE	DEPT	REQUESTED AMOUNT	PY ACTUAL	FY 2024	PROJECT TO DATE ACTUAL	TOTAL REMAINING BALANCE	PROJECT FINANCIAL STATUS
18	Fitness Room Expansion	Revenue Loss	Expand the fitness room at the Recreation Center. It includes combining the fitness room with the room next door allowing for additional space and updated equipment to meet the needs of members and attract new members to the center.	75800001-700230-ARPA4	PARKS	205,000	-		-	-	Reallocate Funds to Fire Station
19	Dog Park	Revenue Loss	Install a dog park at Rotary Park. Also includes parking.	75800001-700450-ARPA4	PARKS	100,000	-		-	100,000	Request for proposals for design
20	Flock Cameras	Revenue Loss - Public Safety	Leveraging technology for Police staff. Helps police investigate crimes with capturing license plates and vehicle characteristics.	75800001-700230-ARPA4	PD	16,750	9,600		9,600	7,500	
21	Softwood Sewer Aerial Line Replacement	Water/Sewer Infrastructure	Replace sewer aerial line.	75800001-708102-ARPA4	UTILITIES	500,000	-		-	500,000	Partial funding with Utilities
22	IT equipment, cameras, network, backbone, VDI, Traffic Service Upgrades	Revenue Loss - Public Safety	Upgrade and relocate traffic operations servers to Service Center. Replace network fiber. Project cost to replace servers and network backbone, replace outdated network infrastructure, and virtual desktops started with Cares Act funds.	75800001-700232-ARPA4	IT	490,701	342,394	147,171	489,565	1,136	In Progress
23	IT ERP Re-implementations/Upgrades	Revenue Loss	Projected cost to implement remaining MUNIS applications, Energov (Inspections & Code) and EAM (Asset Management) for inventory and asset management. Cost includes training with MUNIS staff. Additionally once implemented it will reduce general fund expenditures paying for two systems. Projected cost for upgrade and training for MUNIS Financials and Human Capital (Personnel) modules	75800001-700232-ARPA4	IT	485,000	-		-	485,000	Reimplementation of Energov and Purchase of Court System approved - Purchase Order issued.
24	Library Programs	Digital Literacy	Digital Literacy and other library programs - instructor and projected advertisement and supply cost.	75800001-700442-ARPA3	LIBRARY	70,000	-		-	70,000	Library finalizing details
25	City Hall Lobby - Customer Service area	Revenue Loss	Convert City Hall lobby to a Customer Service front desk. Includes displays, desk, IT infrastructure to operate computer at the desk, and sun blocking panels.	75800001-700450-ARPA4	GG	50,000	36,718		36,718	44,126	Sun panels remaining, customer service lobby area
26	Fire Truck Blocking Apparatus	Revenue Loss - Public Safety	Duncanville share with Cedar Hill for blocking apparatus equipment. To be used for events and incidents requiring an apparatus to block traffic so other fire apparatuses can continued to be used.	75800001-700450-ARPA4	FIRE	80,000	-		-	80,000	Awaiting Cedar Hill to invoice
27	Emergency Generators/HVAC Replacements	Economic Response and Public Safety	HVAC replacements at Fieldhouse and 103 E. Wheatland Rd. Backup generators for City facilities. Replacement estimate for Fieldhouse HVAC is $800,000.	75800001-700884-ARPA2	PW	409,686	2,082	125,907	127,989	281,697	Fire Station Generator, 103 E. Wheatland Roof + HVAC replacement.
28	Outdoor Fitness Equipment	Revenue Loss	Outdoor fitness equipment at Armstrong Park and Quail Run	75800001-700884-ARPA4	PARKS	350,000	249,388		249,388	100,612	Earmarked for Quail Run Park
29	Fire Station 1 - Construction and IT	Revenue Loss - Public Safety	Complete construction of new Fire Station, with timing of Covid-19, supply shortages, escalated cost of construction and materials, cost to complete nearly doubled.	75800001-708102-ARPA4	FIRE	3,752,541	1,905,947	222,614	2,128,561	1,623,980	Construction estimated to be complete January 2024
30	EDC - Business Grants	Economic Response	Grants for eligible Duncanville businesses for expenses incurred and revenue loss during the COVID-19 pandemic. Businesse must apply and maximum grant per applicant is $15,000.	75800001-708503-ARPA1	EDC	700,000	421,287		421,287	-	Reallocated Remaining Funds to Fire Station
	TOTAL ONE TIME PROJECT BUDGET					**$7,209,678**	**5,818,710**	**495,692**	**$6,314,403**	**$3,294,050**	
										9,608,453	**Balance + Actual to Date**