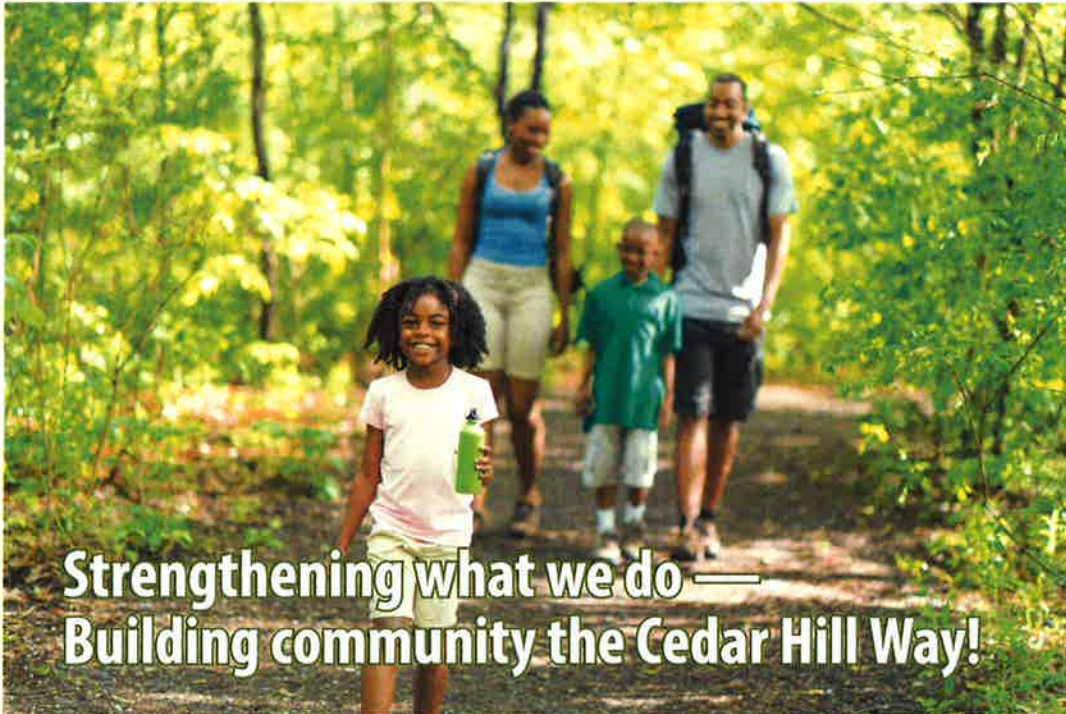


Annual Budget

City of Cedar Hill, Texas

Fiscal year **2017**



**"Cedar Hill is a natural fit for any list of
the top neighborhoods in North Texas."**

—The Dallas Morning News, May 2015


CEDAR HILL
WHERE OPPORTUNITIES GROW NATURALLY

Section 102.007 of the Texas Local Government Code requires that the following information be included as the cover page for our budget document:

1. "This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,503,246 which is a 7.11% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$331,748."
2. The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

For the proposal:	<u>Y/N</u>
a. Mayor Robert K. Franke -	Y
b. Mayor Pro Tem Chris Parvin -	Y
c. Daniel C Hayden, Jr -	Y
d. Wallace Swayze -	Y
e. Jami McCain -	Y
f. Stephen Mason -	(Absent)
g. Clifford R. Shaw -	Y

3. The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include:

<u>Calculated Rates (per \$100 of Assessed Taxable Value)</u>	<u>2015-2016</u>	<u>2016-2017</u>
a. The Property Tax Rate for the Preceding Fiscal Year -	\$0.698760	\$0.698760
b. The Property Tax Rate for 2016-2017	\$0.698760	\$0.698760
c. The Effective Tax Rate -	\$0.670477	\$0.664794
d. The Effective Maintenance & Operations Tax Rate -	\$0.491948	\$0.487778
e. The Maximum Operating Tax Rate -	\$0.531304	\$0.526801
f. The Total Rollback Tax Rate -	\$0.717364	\$0.712861
g. The Debt Rate -	\$0.186060	\$0.186060
<u>Adopted/Proposed Rates</u>		
a. Maintenance & Operations Tax Rate -	\$0.512700	\$0.512700
b. Debt Rate (Interest & Sinking Fund) -	\$0.186060	\$0.186060
c. Total Adopted Property Tax Rate -	\$0.698760	\$0.698760

4. The total amount of outstanding municipal debt obligations secured by property taxes is \$100,312,887 (including principal and interest). The total amount of outstanding debt obligations considered self-supporting is \$38,989,659. The net amount of debt obligations to be paid for by property taxes is \$61,323,228. Self-supporting debt is currently secured by Water and Sewer System rates and charges. In the event such amounts are insufficient to pay debt service, the Town will be required to assess an ad valorem tax to pay such obligations.

Fiscal Year 2016-2017 Principal & Interest Requirements for Debt Service are (detail available):

- a. Property Tax-Pledged Supported Debt: \$10,562,834
- b. Self-Supporting Debt of the Utility System: \$3,751,670

Vision Statement

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



Mission Statement

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

Values

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

BUDGET PLANNING CALENDAR

FISCAL YEAR 2016-2017



Feb 17	CM Staff Meeting – Discuss Budget Process and Budget Calendar
Feb 19	Budget Kick-Off: Directors and Invitees (Court Room at 10 AM)
Feb 29	Requests due to Fleet for maintenance records and cost replacements
Feb 29	Requests to HR for new position requests (FT/PT)
Mar 07 -11	CH ISD Spring Break
Mar 22	City Council Meeting: CAFR presented
Mar 31	Operating and CIP Budgets: All documents updated to Shared Drive CIP Project and Finance Plan: Updated to Shared Drive
Apr 01 - 08	Finance: Compiles and summaries budget data as submitted by departments Finance: Revenue Estimates and Projections
Apr 19	City Council Meeting: Streets/Parks CIP and Financing Plan Workshop
Apr 11 – 22	Finance: Budget Review with Department Directors (round 1) Finance: Revenue Assumptions, Estimates and Projections Preliminary
Apr 20	Finance: Mid-Year Review of FY 16 Budget at CM Staff Meeting
May 01 – 06	Finance: Compiles Budget Data in master budget documents
May 10 -13	Finance: CM review of operating budgets
May 17	City Council: Water and Sewer CIP and Financing Plan Workshop
May 16 - 20	Finance and CM: Management Team Open Discussion on Budget
May 25	Finance and CM Office: Review of Budget Presentation going to City Council
Jun 07	City Council: Preliminary Budget Presentation
Jul 25	Certified Appraisals from Chief Appraisers
Jul 25 - 31	Finance: Final revisions to budget
Aug 05-06	City Council: Budget Workshop (Saturday is optional)
Aug 09	City Council: Receive City Manager's Proposed Budget for FY 2016-2017; Discuss Tax Rate (if rate exceeds the roll-back rate or effective tax rate (whichever is lower), take a record vote and schedule and announce public hearings
Aug 12	Dallas County Publishes Tax Rate Notice (1/4 Page Ad) City Publishes Public Hearing on Budget
Aug 23	City Council: First Public Hearing on Tax Rate Proposal Public Hearing on FY 2017 Budget
Sep 06	City Council (Special Meeting): Second Public Hearing on Tax Rate Proposal
Sep 13	City Council: Adopt by Ordinance(s) the Tax Rate, FY17 Budget inclusive of CCPD, EDC, CDC and CIP
Sep 27	City Council: Alternative date to act on final approval of budgets

FYE 17 BUDGET HIGHLIGHTS

AD VALOREM TAX RATES AND REVENUE

The proposed FYE 2017 budget is based upon the tax rate of \$0.69876, which is the same tax rate as FYE 2016. The Maintenance & Operations (M&O) tax rate will remain at \$0.51270 and the Interest and Sinking (I&S) tax rate is \$0.18606.

Every year, the City receives the total value of all property in which taxes will be assessed from the Dallas and Ellis Central Appraisal Districts. The total taxable value this year has increased by 7.11% from \$3,024,899,863 to \$3,240,030,312. The increase in taxable value totals \$215,130,449. New construction is \$47,565,475 or 22% while revaluations of existing property is \$167,653,804 or 78% of the total growth in taxable value.

General Fund tax revenue for 2016-2017 is projected to increase by 7.1% or \$1,503,246 when compared to the 2015-2016 budgeted tax revenue of \$15,508,665.

FYE 2017 PROPOSED BUDGET MAJOR CHANGES

As you recall in FY 2016, the Tri-City Animal Shelter revenues and expenditures were moved to the Animal Shelter Fund. This move has been successful with accounting and budgeting in this Fund. The FY 2016-2017 Budget proposes to continue the separate Animal Shelter Fund. The City will continue to budget its 1/3 share of costs from the General Fund and transfer it to the Animal Shelter Fund. The second change relating to the budgeting and accounting for E911 fees was implemented in FY 2016 and will continue in the FY 2016-2017 budget whereby E911 fees will go direct to the SWRCC.

The FY 2016-2017 Budget does include changes in presentation of the fund summaries. The individual funds are titled "Revenue, Expenses and Changes in Fund Balance. The beginning fund balance is stated at the top and ending fund balance is at the bottom of each fund statement. Each fund has a statement and summary of reserves for both unreserved and undesignated fund balances.

The FY 2016-2017 Budget was amended to include the establishment of an Economic Development Incentive Fund (EDIF) with a start-up of \$500,000 from the General Fund. This fund will be a Special Revenue Fund.

GENERAL FUND REVENUES

Comparing FYE 16 Budget to FYE 17 Proposed Budget, total General Fund revenues are projected to increase by 6.5% or \$2,024,511. The increase is primarily due to increased property tax and sales tax collections. Changes from the previous year's budget in General Fund revenues are discussed below.

Sales Tax – Fiscal Year 2016-2017 sales & mixed use tax is estimated to increase by \$635,575 or 8.6% as compared to FY 2016 budget. The City's overall sales tax revenue is trending at 5.2%. The FYE 17 budget is projected at a 5.25% increase over FY 2016 Estimate actual.

Franchise Taxes – Total franchise taxes (use of city rights-of-ways) are projected to increase by \$132,160 or 3.5% as compared to 2015-2016 budgeted. When the 2016-2017 proposed franchise fees of \$3,825,755 is compared to the current 2015-2016 estimate of \$3,605,824, it represents a 6% increase.

Licenses and Permit fees – Total license and permit fees are projected at \$723,400 or 1% (\$7,500) more than FY 2016 budgeted. This category is related to building and construction permits, burglar alarm permits, city registrations and restaurant inspections. For FY 2017, building related permits and fees are projected to be \$400,400 which is a \$5,000 reduction (1%) compared to FY 2016.

Charges for Services – This category of revenue is user fee based such as ambulance fees, recreation fees, programming fees for athletics and aquatics as well as senior citizen programming fees. Total charges for services are projected to decrease by 14.7% or \$222,560. The decrease is due to over estimates in programming fees and ambulance (EMS) fees. The FY 2016-2017 budgeted estimate for charges for services is \$1,292,300. Ambulance (EMS) fees, the largest user based fees, are estimated at \$1,025,000.

Fines – This category of revenue is generated from court, the library and police departments. Court related fines are projected for FY 2017 at \$959,000 which is a \$71,000 or 7.4% increase from FY 2017 budget. Burglar alarm fines and fees are proposed at \$43,500 or an increase of \$13,500 over FY 2016. Library Fines and fees are proposed at \$18,000 or an increase of \$3,500 over FY 2016.

Charges to other governments – This category of revenue is related to services that the City provides to other government entities and bills accordingly either on a fixed rate or actual expense reimbursement basis. The total revenue in this category is \$421,200 and is a decrease of \$239,735 (-36%) from FY 2016. The decrease is planned for in the anticipated contract termination with the City of Grand Prairie for use of Fire Station No. 4.

The political subdivisions that are being charged are: Cedar Hill Community Development Corporation (\$25,000); Cedar Hill Economic Development Corporation (\$67,200); Cedar Hill Public Improvement Districts (\$32,000).

Other government agencies – This category of revenue is related to grants and other revenue from other governmental agencies. This category is projected at \$342,397 for FY 2017. The primary source is from a program through Texas Health and Human Services Commission for Ambulance Supplemental Payment Program and the City has budgeted in FY 2017 to receive \$245,000 through this program. The City received its first distribution in FY 2016 for \$174,000. In addition the Fire Department has applied for the Assistance to Firefighters Program and the FY 2017 budget estimates that the City will be awarded \$84,897.

Transfers in – This category of revenue is from transfers from other City funds and are based on either a charge back for services provided or a fixed amount in support of a program initiative. In FY 2017 there are two transfers budgeted. The General Fund has established a charge back to the Water and Sewer Fund for Information Technology services (IT) based on 25% of the IT Department's budget in the General Fund. The charge back is \$290,000 and is the second year of this methodology. There is also a transfer from the Landscape and Beautification Fund for \$100,000 supporting landscape maintenance on city medians and right of ways.

COMPENSATION AND BENEFIT PLAN

The proposed budget includes a 3% merit increase for all Public Safety and General employees as well as market adjustments targeted to address compression issues.

The City offers employees two medical plans, a PPO and a high deductible Health Savings Account (HSA) plan. The plan was competitively bid and the best rate was a 2.48% increase. Changing medical carriers to United Healthcare will result in a \$227,000 savings for the City.

GENERAL FUND EXPENDITURES

The General Fund is organized into four (4) major functions: Administrative Services, Public Safety, Community Development and Public Works. Each department or division is assigned to the appropriate major functional area. A description of each function is presented below.

ADMINISTRATIVE SERVICES

This function includes the Administration, Human Resources, Information Technology, Finance, Government Center and Nondepartmental Departments.

The **Information Technology Department** proposed budget includes funding for 30 computers, one server, five laptops and replacement switches and routers.

The **Finance Department** proposed budget includes funding for POS Cash receipt system replacement (one-time funds).

PUBLIC SAFETY

This function includes the Police, Animal Control, Fire, Emergency Management, Municipal Court, Code Enforcement and Animal Shelter Departments. Several programs have been proposed, which are detailed below in addition to equipment replacement.

The **Police Department** budget includes replacing three frontline patrol vehicles, one Administrative unmarked vehicle and two Toughbook computers. The proposed budget includes funding for an additional Public Service Officer. The Police and Community Team (PACT) unit and related expenses are illustrated in the Crime Control and Prevention District (CCPD) budget.

The **Fire Department** proposed budget includes replacing two Administrative vehicles, a thermal imaging camera, rescue tool equipment, and a life safety training mannequin. The proposed budget includes partial funding for a Regional Fire Training officer, which is contingent upon surrounding cities cost share participation.

The **Emergency Management Department** proposed budget includes replacing one outdoor warning siren.

The **Code Enforcement Department's** proposed budget includes funding for Code / Building software, which will automate and serve multiple development services departments throughout the City. (one-time funds).

COMMUNITY DEVELOPMENT

This function includes the Parks, Recreation, Library, Neighborhood Services and Planning Departments.

The **Parks Department** budget includes replacing two crew cab trucks and two trailers. Also included in the proposed budget is \$100,000 additional funding for enhanced maintenance and mowing along major roadways and funding for irrigation control upgrades.

As amended: 08/05/2016

The **Recreation Department** budget includes replacing a senior citizen passenger bus, two replacement scoreboards and pool equipment. Also included in the proposed budget is funding for a mobile stage unit (one-time funds).

The **Neighborhood Services Department** budget includes funding for Homeowners fair.

PUBLIC WORKS

This function includes the Street and Fleet Maintenance Departments. No programs were recommended for these departments. However, normal City operation will require equipment replacement which is included in the Equipment Fund's budget.

The **Streets Department's** proposed budget includes replacing one bucket truck, one dump truck, one street vibratory roller and two trailers. Also included in the proposed budget is \$25,000 to provide a comprehensive citywide street sweeping program once per year and \$100,000 funding for Pavement Management Analysis study (one-time funds).

SPECIAL REVENUE FUNDS

The **PEG fund** tracks revenue received from television cable operators which can be spent on capital and programming of government communication services. The proposed budget is \$25,000.

The **Police Pension Reserve Fund** accounts for the funds set aside to fund the benefit plan for Police Reserve Officers. The proposed budget for this fund is \$17,500.

The **Animal Shelter Fund** for FYE 2017 is the primary fund for all expenditures and revenues going forward. The proposed budget is \$749,627.

The **Animal Shelter Donation Fund** for FYE 2017 has been eliminated / transferred to Animal Shelter Fund and all restricted revenues/donations will be reflected therein.

The **Hotel Occupancy Tax Fund** accounts for occupancy taxes collected from hotels and motels. The proposed budget for this fund is \$326,250 and reflects activities to promote tourism.

The **Community Development Corporation Fund** includes the \$6,882,622 budget recommended by the Community Development Corporation Board of Directors.

The **Economic Development Corporation Fund** includes the \$8,302,180 budget recommended by the Economic Development Corporation Board of Directors.

The **Joe Pool Fund** was created to account for the accumulation of funds to pay the Joe Pool Lake water storage liability to the Trinity River Authority. The proposed transfers to this fund total \$1,850,000 for 2016 – 2017. No expenditures are anticipated from the Fund.

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

The **High Pointe Public Improvement District (PID) Fund** presents the proposed budget for the High Pointe PID recommended by their board.

The **Waterford Oaks Public Improvement District (PID) Fund** presents the proposed budget for the Waterford Oaks PID recommended by their board.

The **Winding Hollow Public Improvement District (PID) Fund** presents the proposed budget for the Winding Hollow PID recommended by their board.

The **Landscape Beautification Fund** accounts for the funds generated by the solid waste disposal contract. The proposed budget is \$2,955,000 and includes \$755,000 for miscellaneous city entry-feature capital projects and 100,000 for landscape beautification crew (funded in Parks department).

The **Traffic Safety Fund** includes the proposed budget of \$766,333. This budget provides funding for City staff to administer the red light camera program, payments to the red light camera vendor and remittance to the State for the portion of the fee that legislation requires. The budget also includes \$100,000 for capital programs eligible for funding from this revenue source.

The **Crime Control and Prevention District Fund** includes \$978,010 to fund the PACT unit and related expenses.

The **Economic Development Incentive Fund (EDIF)** is a new fund and includes a transfer in from the General Fund of \$500,000 as a one-time start up for Chapter 380 Economic Development Grants.

DEBT SERVICE

The **Debt Service Fund** accounts for property tax revenues assessed to pay tax-supported debt. The debt service tax rate remains at \$0.18606. Debt service expenditures are budgeted for \$8,685,053 for the 2016-2017 Fiscal Year. Total revenues from property taxes and other sources including amounts transferred in from the Animal Shelter Fund and Street Impact Fees is \$8,925,601. The Debt Service Fund is projected to maintain a reserve balance in excess of 15% of the City's annual tax pledged debt. The unreserved and designated amount for unbudgeted items is approximately \$192,400.

GENERAL GOVERNMENTAL CAPITAL FUNDS

The **Building Capital Maintenance Fund** was created to prepare for planned and emergency repairs to existing City buildings. Potential uses for this fund would include major roof repairs, replacement of heating, ventilation and air conditioning systems and planned remodeling of buildings. No expenditures anticipated for 2016 – 2017.

The **Street Impact Fees Fund** provides a status report on the amount of fees collected and available for debt service on streets. The proposed transfer to debt service for FYE 17 is \$770,275.

The **Street Construction Fund** tracks the resources set aside for future street repair and reconstruction. The FYE 17 budget includes a transfer of \$700,000 from the General Fund.

The **Restricted Street Fund** accounts for funds from developers designated for use on specific streets. No street construction activity is budgeted for FYE 17.

The **Drainage Fund** tracks the resources set aside for drainage improvements. No anticipated expenditures for FYE 2017.

The **Drainage Detention Fund** tracks the restricted resources set aside for drainage and detention improvements. No anticipated expenditures for FYE 2017.

The **Park Development Fee Fund** accounts for resources from Park Dedication Fees. These funds are restricted to use in specific portions of the City. The proposed budget includes \$90,000 to pay for Parks signage where eligible expenditures and funds are available.

WATER & SEWER FUND

The **Water & Sewer Fund** accounts for water and sewer revenues collected to support the expenditures associated with the capital and operational needs of the utility. Proposed expenditures are budgeted at \$20,754,461 for the 2016-2017 Fiscal Year, and with no proposed rate increase.

EQUIPMENT FUND

The **Equipment Fund** purchases and, in turn, leases equipment to other funds. The proposed budget includes the purchase of equipment recommended for inclusion in the General Fund Budget and Community Development Corporation Fund. These purchases are classified as two (2) types: new equipment and replacement equipment. New equipment purchases are those required to support expanded levels of service. Replacement equipment purchases are those needed to replace existing equipment.

A total of \$859,500 equipment is being proposed for replacement in FY 2017 budget. The annual lease amount for the proposed is \$176,965 charged to the various departments.

REVIEW OF TAX PER CAPITA
FOR DALLAS COUNTY CITIES
USING 2015-2016 TAX RATES

CITY	Populations 2016 Estimate	Valuations Property	Rate M & O	Rate I & S	Rate Total Tax	Lowest to Highest- Tax Rate	Tax Per Capita	Lowest to Highest- Per Capita
Seagoville	15,580	494,621,920	0.6758000	0.0380000	0.7138	16	\$226.61	1
Balch Springs	24,310	712,093,332	0.7147680	0.0882320	0.8030	23	\$235.22	2
Cockrell Hill	4,160	89,170,092	0.8051310	0.3273110	1.1324	25	\$242.74	3
Mesquite	142,950	5,657,211,440	0.4363700	0.2036300	0.6400	11	\$253.28	4
Glenn Heights	11,680	446,544,970	0.6824740	0.1109260	0.7934	21	\$303.33	5
Garland	234,300	11,201,026,680	0.3940000	0.3106000	0.7046	15	\$336.84	6
Duncanville	39,230	1,812,540,784	0.6845840	0.0738630	0.7584	19	\$350.42	7
Wilmer	4,190	319,878,099	0.4097700	0.0668300	0.4766	4	\$363.85	8
Grand Prairie	184,620	11,095,610,000	0.4848920	0.1851060	0.6700	12	\$402.67	9
Lancaster	37,550	1,776,715,230	0.6012000	0.2663000	0.8675	24	\$410.47	10
Cedar Hill	47,090	3,017,244,932	0.5127000	0.1860600	0.6988	14	\$447.72	11
DeSoto	51,770	3,130,445,607	0.5249000	0.2250000	0.7499	17	\$453.45	12
Hutchins	5,350	365,892,296	0.5908530	0.0916060	0.6825	13	\$466.74	13
Rowlett	57,220	3,587,455,000	0.5779190	0.2092540	0.7872	20	\$493.52	14
Sachse	23,130	1,635,609,749	0.5722790	0.1850000	0.7573	18	\$535.50	15
Irving	231,040	21,145,852,790	0.4650000	0.1291000	0.5941	7	\$543.75	16
Carrollton	127,980	10,845,831,595	0.4200430	0.1928320	0.6129	9	\$519.39	17
Dallas	1,257,730	100,318,936,973	0.5646000	0.2324000	0.7970	22	\$635.70	18
Sunnyvale	5,410	924,290,514	0.3392070	0.0687550	0.4080	3	\$697.00	19
Richardson	104,300	11,614,067,324	0.3803100	0.2548500	0.6352	10	\$707.27	20
University Park	22,720	6,831,257,440	0.2589300	0.0000000	0.2589	2	\$778.53	21
Farmers Branch	30,480	4,539,598,200	0.5138970	0.0883700	0.6023	8	\$897.00	22
Coppell	40,310	6,230,716,425	0.4480800	0.1359200	0.5840	6	\$902.69	23
Highland Park	8,430	5,324,500,745	0.2200000	0.0000000	0.2200	1	\$1,389.55	24
Addison	15,530	4,036,723,767	0.3767240	0.2024260	0.5792	5	\$1,505.39	25

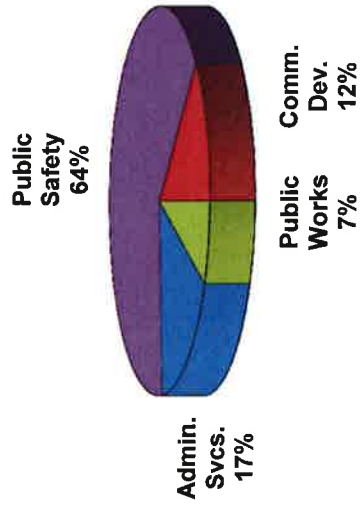
* Estimated 2016 population, source NCTCOG

**REVIEW OF TAX RATES
FOR DALLAS COUNTY CITIES
USING 2015-2016 TAX RATES**

CITY	Populations 2016 Estimate	Valuations Property	Rate M & O	Rate I & S	Rate Total Tax	Lowest to Highest- Tax Rate
Highland Park	8,430	5,324,500,745	0.2200000	0.0000000	0.2200	1
University Park	22,720	6,831,257,440	0.2589300	0.0000000	0.2589	2
Sunnyvale	5,410	924,290,514	0.3392070	0.0687550	0.4080	3
Wilmer	4,190	319,878,099	0.4097700	0.0668300	0.4766	4
Addison	15,530	4,036,723,767	0.3767240	0.2024260	0.5792	5
Coppell	40,310	6,230,716,425	0.4480800	0.1359200	0.5840	6
Irving	231,040	21,145,852,790	0.4650000	0.1291000	0.5941	7
Farmers Branch	30,480	4,539,598,200	0.5138970	0.0883700	0.6023	8
Carrollton	127,980	10,845,831,595	0.4200430	0.1928320	0.6129	9
Richardson	104,300	11,614,067,324	0.3803100	0.2548500	0.6352	10
Mesquite	142,950	5,657,211,440	0.4363700	0.2036300	0.6400	11
Grand Prairie	184,620	11,095,610,000	0.4848920	0.1851060	0.6700	12
Hutchins	5,350	365,892,296	0.5908530	0.0916060	0.6825	13
Cedar Hill	47,090	3,017,244,932	0.5127000	0.1860600	0.6988	14
Garland	234,300	11,201,026,680	0.3940000	0.3106000	0.7046	15
Seagoville	15,580	494,621,920	0.6758000	0.0380000	0.7138	16
DeSoto	51,770	3,130,445,607	0.5249000	0.2250000	0.7499	17
Sachse	23,130	1,635,609,749	0.5722790	0.1850000	0.7573	18
Duncanville	39,230	1,812,540,784	0.6845840	0.0738630	0.7584	19
Rowlett	57,220	3,587,455,000	0.5779190	0.2092540	0.7872	20
Glenn Heights	11,680	446,544,970	0.6824740	0.1109260	0.7934	21
Dallas	1,257,730	100,318,936,973	0.5646000	0.2324000	0.7970	22
Balch Springs	24,310	712,093,332	0.7147680	0.0882320	0.8030	23
Lancaster	37,550	1,776,715,230	0.6012000	0.2663000	0.8675	24
Cockrell Hill	4,160	89,170,092	0.8051310	0.3273110	1.1324	25

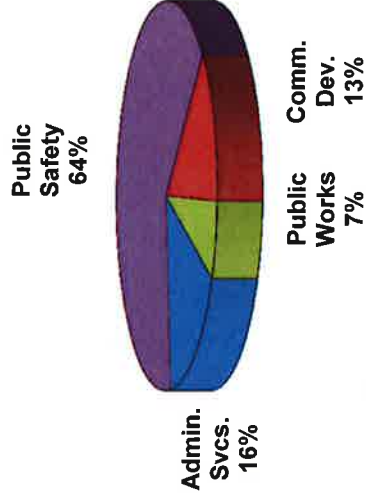
* Estimated 2016 population, source NCTCOG

General Fund Expenditures by Division



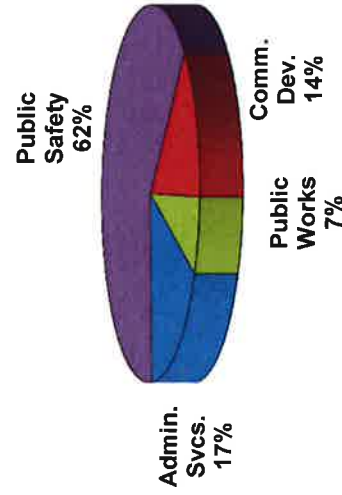
FYE 14 Actual \$29,554,460

2.1% Increase



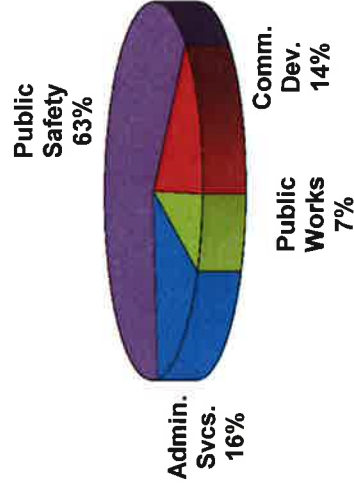
FYE 15 Actual \$30,098,112

1.8% Increase



FYE 16 Budget \$31,023,475

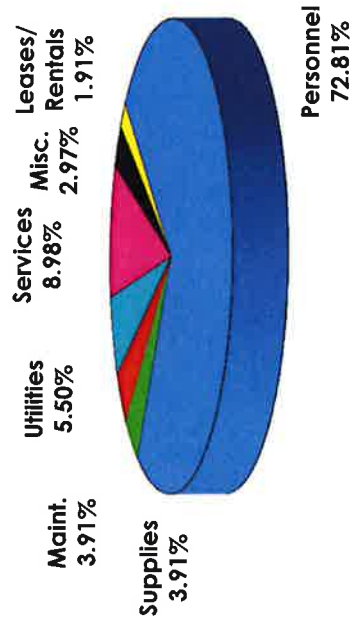
3.1% Increase



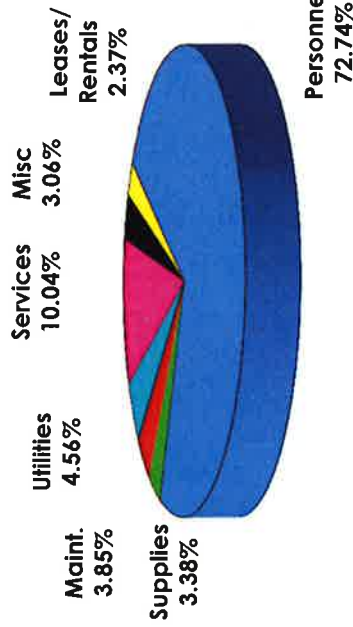
FYE 17 Proposed \$32,671,242

4.6% Increase

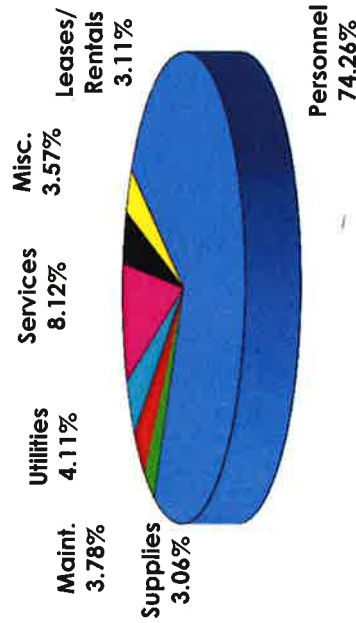
General Fund Expenditures by Category



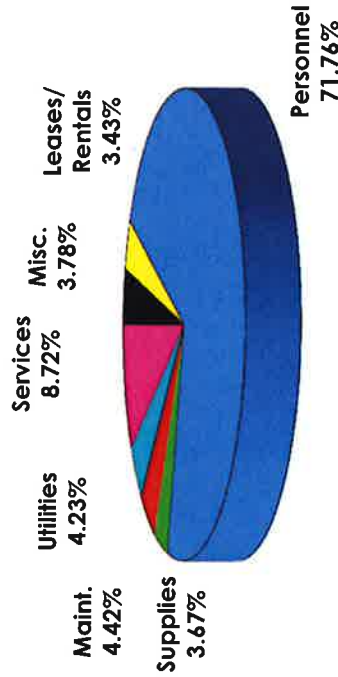
FYE 14 Actual \$29,554,460



FYE 15 Actual \$30,098,112

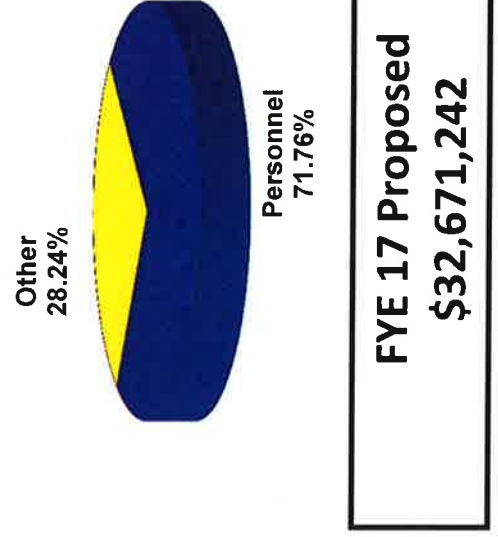
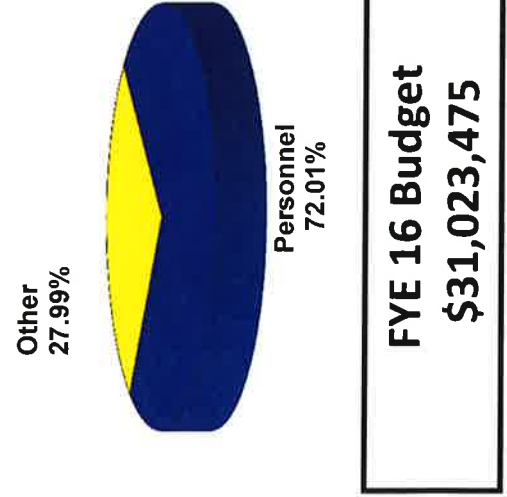
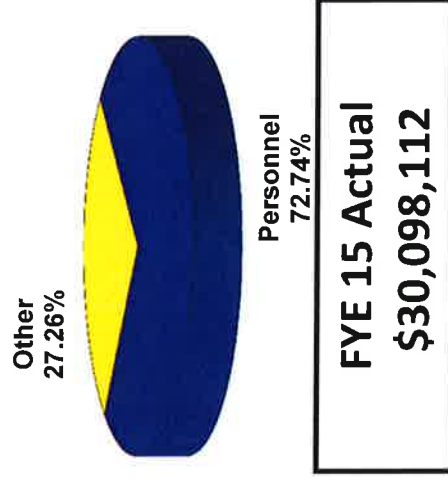
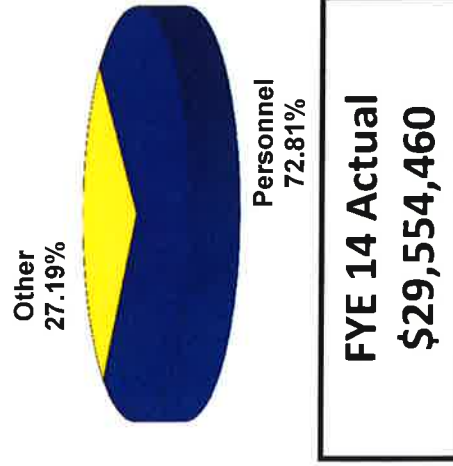


FYE 16 Estimated \$30,637,274

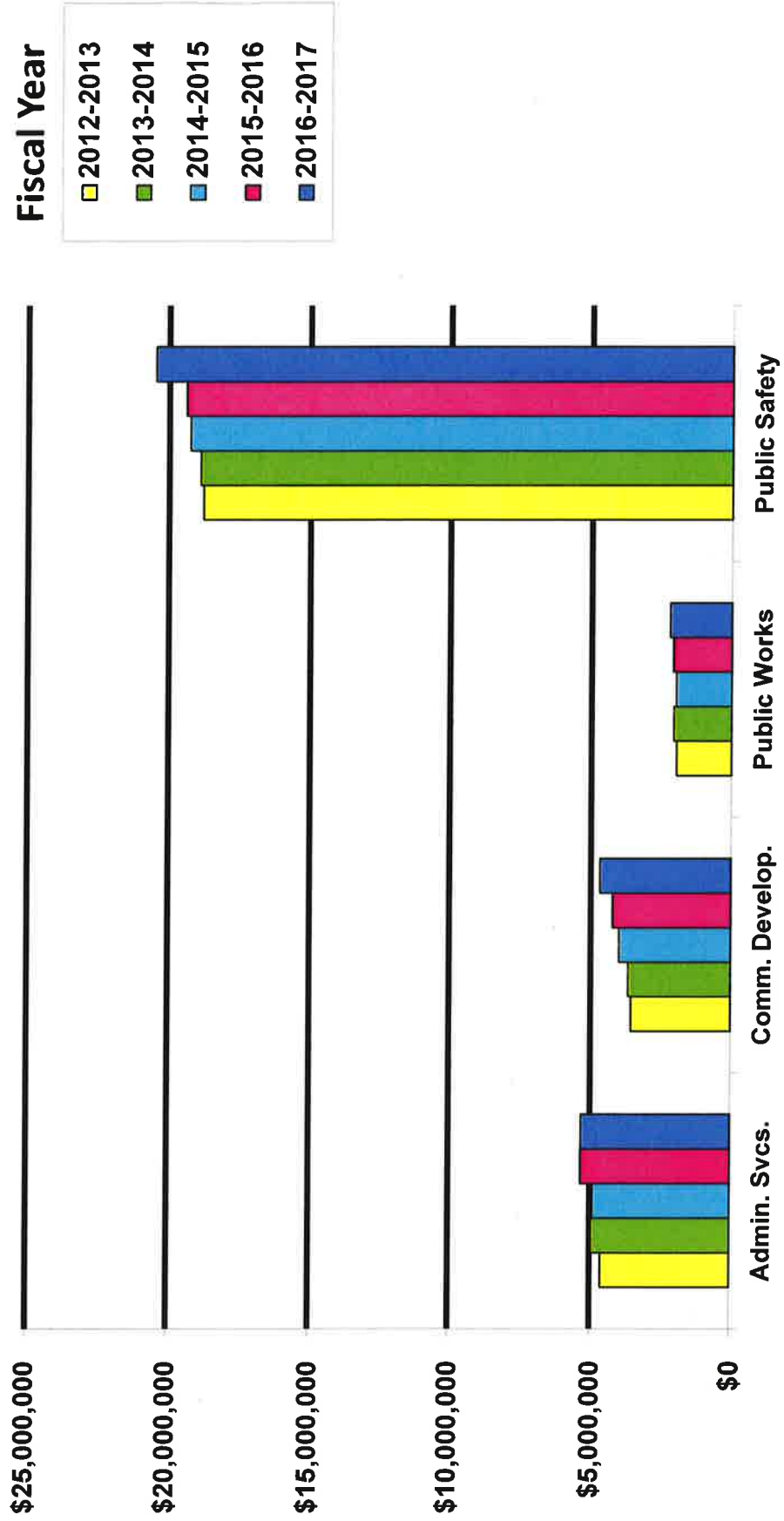


FYE 17 Budget \$32,671,242

General Fund Expenditures by Category

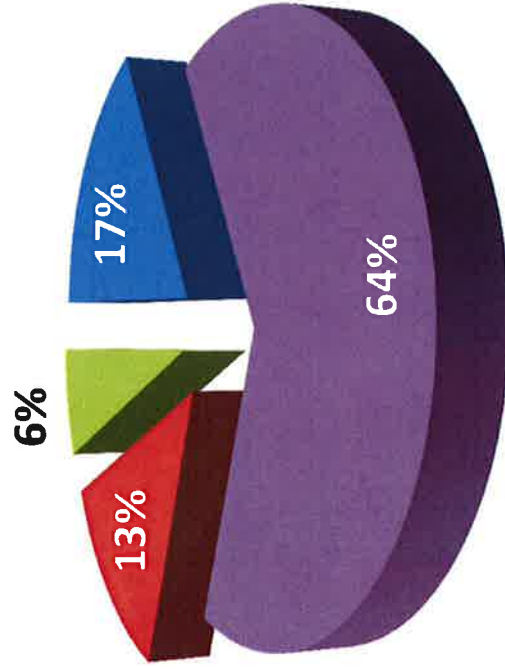


GENERAL FUND MULTI-YEAR EXPENDITURES COMPARISON



Public Safety Expenditure Accounting

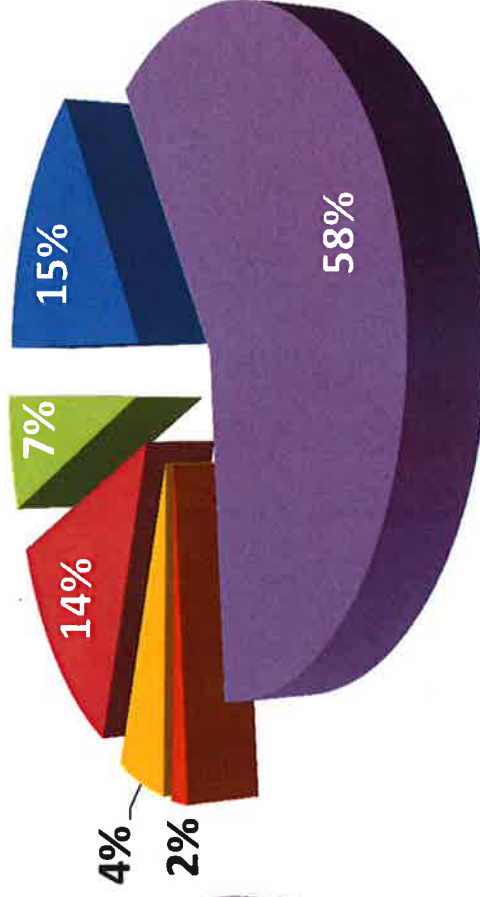
FY2016



- Admin
- Public Safety
- Cmty Dvlpmnt
- Public Works

Public Safety: 64% of total budget

FY2017



- Admin
- Public Safety
- CCPD
- Cmty Dvlpmnt
- Animal Shelter
- Public Works

Public Safety: 64% of total budget



	2015-2016	2016-2017	Change	% Change
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CERTIFIED VALUES

Taxable Value - Certified ¹	\$ 3,017,244,932	\$ 3,230,560,773	\$ 213,315,841	7.07%
Value of Protested Properties	\$ 7,654,931	\$ 9,469,539	xxxx	xxxx
Taxable Value with ARB totals	\$ 3,024,899,863	\$ 3,240,030,312	\$ 215,130,449	7.11%
New Construction	\$ 61,932,669	\$ 47,476,645	xxxx	xxxx
Average Homestead Value	\$ 136,367	\$ 148,895	\$ 12,528	9.77%
Average Tax Bill	\$953	\$1,040	\$ 88	9.77%
One Penny Equivalent	\$ 302,400	\$ 323,056	\$ 20,656	7.25%

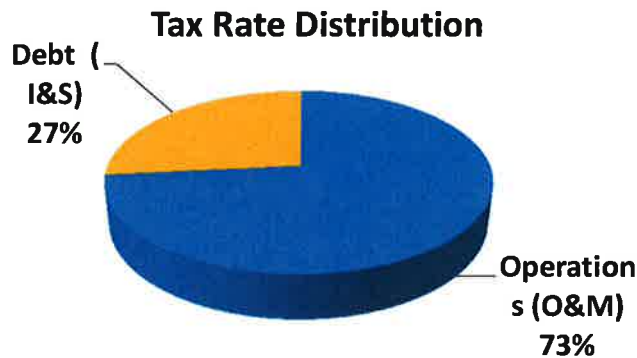
CALCULATED RATES

Effective Rate	\$ 0.670478	\$ 0.664794	xxxx	xxxx
O&M Effective Rate	\$ 0.491948	\$ 0.487778	xxxx	xxxx
Roll-back Rate	\$ 0.717364	\$ 0.712861	xxxx	xxxx
Debt Rate	\$ 0.186060	\$ 0.186060	\$0.0000	0.00%

PROPOSED RATE & LEVY	\$ 0.69876	\$ 0.69876	\$ -	0.00%
Operations (O&M)	\$ 0.51270	\$ 0.51270	\$ (0.00000)	0.00%
Debt (Interest and Sinking)	\$ 0.18606	\$ 0.18606	\$ 0.00000	0.00%
Budgeted Tax Levy	\$ 20,906,791	\$ 22,640,037	\$ 1,733,246	8.29%
Operations	\$ 15,278,666	\$ 16,611,624	\$ 1,332,958	8.72%
Debt	\$ 5,628,125	\$ 6,028,413	\$ 400,288	7.11%

Increase over ETR	\$ 0.0283	\$ 0.0340		
% Increase over ETR	4.22%	5.11%		

¹ appraisal review board totals and grand totals as reported by the Dallas County and Ellis County Chief Appraisers

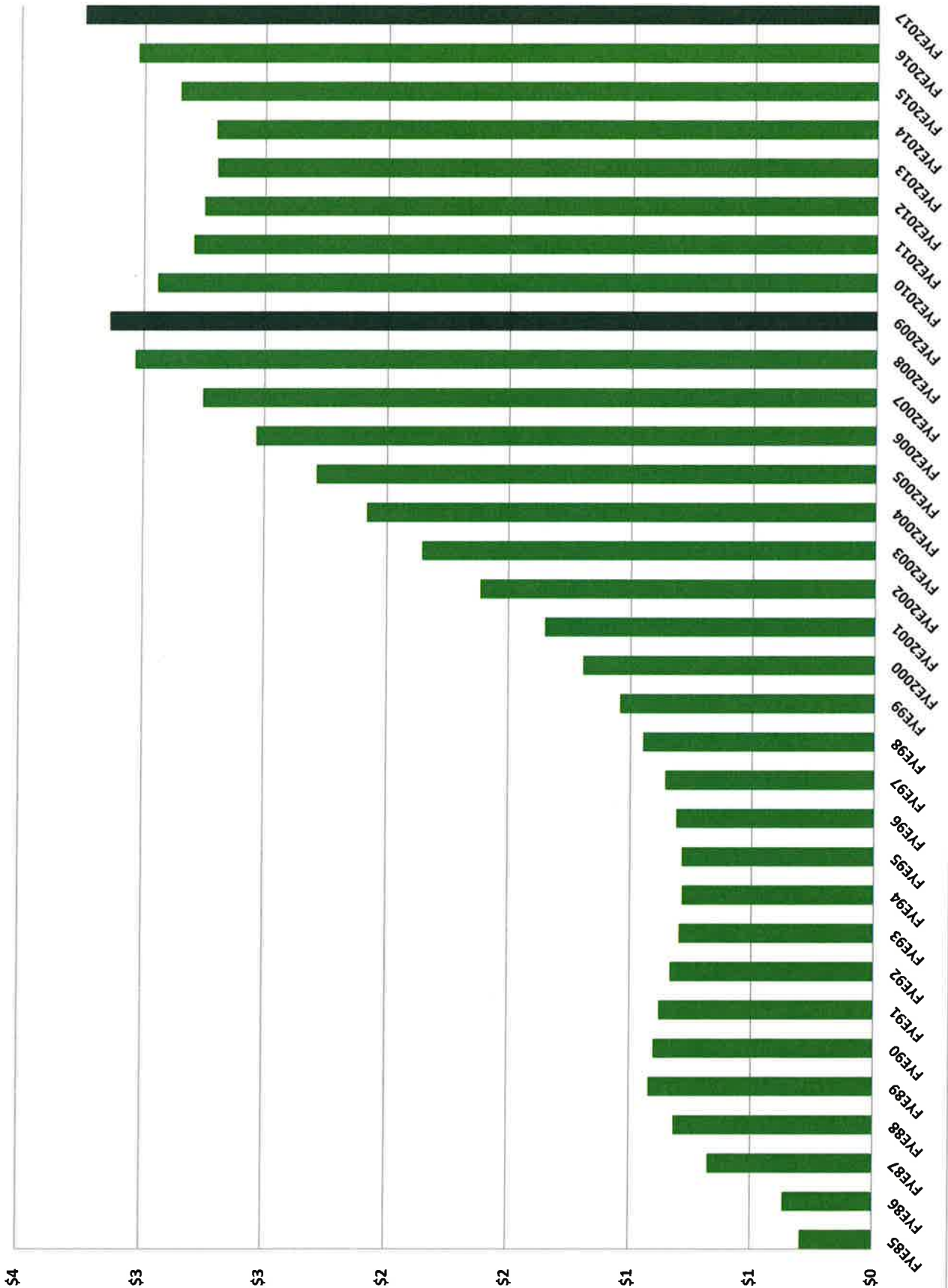


CITY OF CEDAR HILL
FY 2017 Budget
CHANGE IN TAXABLE VALUES
CERTIFIED VALUES

YEAR	TAX RATE (CENTS)	CERTIFIED/NET TAXABLE VALUES	CHANGE	PERCENT CHANGE	NEW CONSTRUCTION	REVALUATION
FYE85	50.980	\$294,492,683	\$30,709,146	11.64%	\$13,633,316	\$17,075,830
FYE86	55.420	\$365,580,630	\$71,087,947	24.14%	\$44,814,299	\$26,273,648
FYE87	34.674	\$676,218,790	\$310,638,160	84.97%	\$52,019,436	\$258,618,724
FYE88	35.690	\$817,450,479	\$141,231,689	20.89%	\$95,058,840	\$46,172,849
FYE89	37.078	\$920,815,255	\$103,364,776	12.64%	\$91,873,775	\$11,491,001
FYE90	42.063	\$900,424,631	(\$20,390,624)	(2.21%)	\$24,610,772	(\$45,001,396)
FYE91	48.736	\$878,908,815	(\$21,515,816)	(2.39%)	\$29,905,517	(\$51,421,333)
FYE92	56.902	\$833,798,586	(\$45,110,229)	(5.13%)	\$31,251,936	(\$76,362,165)
FYE93	61.388	\$797,574,528	(\$36,224,058)	(4.34%)	\$36,640,736	(\$72,864,794)
FYE94	64.217	\$785,536,903	(\$12,037,625)	(1.51%)	\$23,190,250	(\$35,227,875)
FYE95	64.100	\$786,995,814	\$1,458,911	0.19%	\$29,743,880	(\$28,284,969)
FYE96	65.289	\$809,921,941	\$22,926,127	2.91%	\$29,596,970	(\$6,670,843)
FYE97	66.130	\$856,221,336	\$46,299,395	5.72%	\$35,291,440	\$11,007,955
FYE98	64.269	\$947,690,708	\$91,469,372	10.68%	\$58,103,761	\$33,365,611
FYE99	64.269	\$1,042,083,543	\$94,392,835	9.96%	\$49,584,112	\$44,808,723
FYE2000	64.269	\$1,192,376,628	\$150,293,085	14.42%	\$74,371,427	\$75,921,658
FYE2001	64.269	\$1,348,285,778	\$155,909,150	13.08%	\$80,804,645	\$75,104,505
FYE2002	64.140	\$1,615,903,346	\$267,617,568	19.85%	\$159,569,332	\$108,048,236
FYE2003	64.140	\$1,857,625,121	\$241,721,775	14.96%	\$133,241,992	\$108,479,783
FYE2004	64.140	\$2,081,650,728	\$224,025,607	12.06%	\$155,039,076	\$68,986,531
FYE2005	64.140	\$2,286,298,634	\$204,647,906	9.83%	\$121,312,037	\$83,335,869
FYE2006	64.140	\$2,533,305,250	\$247,006,616	10.80%	\$154,275,824	\$92,730,792
FYE2007	64.140	\$2,754,768,497	\$221,463,247	8.74%	\$125,658,243	\$95,805,004
FYE2008	64.140	\$3,033,267,960	\$278,499,463	10.11%	\$146,689,439	\$131,810,024
FYE2009	64.140	\$3,134,055,604	\$100,787,644	3.32%	\$150,278,989	(\$49,491,345)
FYE2010	64.140	\$2,943,557,019	(\$190,498,585)	(6.08%)	\$76,597,889	(\$267,096,474)
FYE2011	67.000	\$2,795,373,935	(\$148,183,084)	(5.03%)	\$17,875,044	(\$166,058,128)
FYE2012	68.588	\$2,751,093,808	(\$44,280,127)	(1.58%)	\$18,040,575	(\$62,320,702)
FYE2013	69.569	\$2,697,467,361	(\$53,626,447)	(1.95%)	\$13,026,685	(\$66,653,132)
FYE 2014	69.876	\$2,702,074,018	\$4,606,657	0.17%	\$12,054,420	(\$7,447,763)
FYE 2015	69.876	\$2,852,269,239	\$150,195,221	5.56%	\$31,402,629	\$118,792,592
FYE 2016	69.876	\$3,017,244,932	\$164,975,693	5.78%	\$61,933,000	\$103,042,693
FYE 2017	69.876	\$3,198,302,600	\$151,207,315	6.00%	\$47,565,475	\$103,641,840

Historical Taxable Values

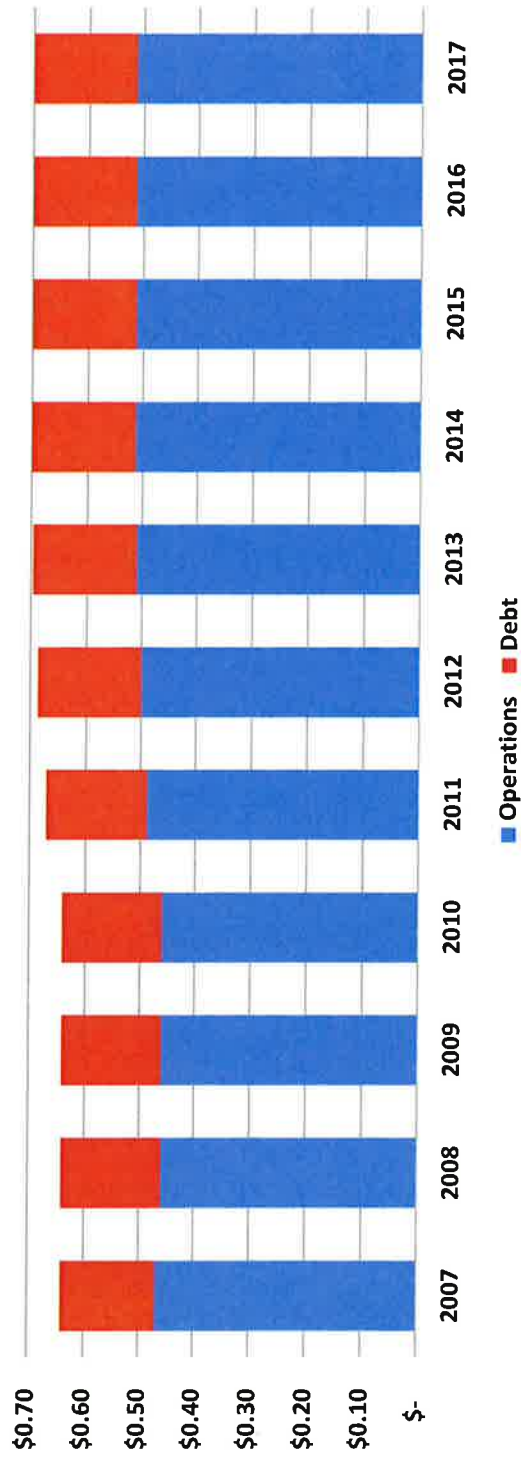
Billions



Tax Roll Year	Fiscal Year	City Property Tax Rate			Truth - In - Taxation			Taxable Values	
		M&O	I&S	Total	Effective Tax Rate	Effective M&O Rate	Rollback Tax Rate	Net Taxable	Change in Value
2000	2001	\$0.490780	\$0.151910	\$0.642690	\$0.609960	\$0.465770	\$0.654940	\$1,348,285,778	16.00%
2001	2002	\$0.489490	\$0.151910	\$0.641400	\$0.596630	\$0.453300	\$0.641470	\$1,615,903,346	19.85%
2002	2003	\$0.489490	\$0.151910	\$0.641400	\$0.598020	\$0.456290	\$0.644700	\$1,857,625,121	14.96%
2003	2004	\$0.489490	\$0.151910	\$0.641400	\$0.617360	\$0.471110	\$0.660700	\$2,081,650,728	12.06%
2004	2005	\$0.479490	\$0.161910	\$0.641400	\$0.620240	\$0.473340	\$0.673110	\$2,286,298,634	9.83%
2005	2006	\$0.469490	\$0.171910	\$0.641400	\$0.614950	\$0.459720	\$0.668400	\$2,533,305,250	10.80%
2006	2007	\$0.469490	\$0.171910	\$0.641400	\$0.607120	\$0.444420	\$0.651880	\$2,754,768,497	8.74%
2007	2008	\$0.459490	\$0.181910	\$0.641400	\$0.613350	\$0.448960	\$0.666780	\$3,033,267,960	10.11%
2008	2009	\$0.459490	\$0.181910	\$0.641400	\$0.657620	\$0.471139	\$0.690740	\$3,134,055,604	3.32%
2009	2010	\$0.459490	\$0.181910	\$0.641400	\$0.709975	\$0.508622	\$0.731363	\$2,943,557,019	-6.08%
2010	2011	\$0.488090	\$0.181910	\$0.670000	\$0.681322	\$0.488090	\$0.709047	\$2,795,373,935	-5.03%
2011	2012	\$0.499820	\$0.186060	\$0.685880	\$0.686154	\$0.499827	\$0.725873	\$2,751,093,808	-1.58%
2012	2013	\$0.509630	\$0.186060	\$0.695690	\$0.699345	\$0.509632	\$0.736462	\$2,697,467,361	-1.95%
2013	2014	\$0.512700	\$0.186060	\$0.698760	\$0.698757	\$0.511870	\$0.738879	\$2,702,074,018	0.17%
2014	2015	\$0.512700	\$0.186060	\$0.698760	\$0.667785	\$0.489972	\$0.715229	\$2,852,269,239	5.56%
2015	2016	\$0.512700	\$0.186060	\$0.698760	\$0.670477	\$0.491948	\$0.717362	\$3,024,899,863	6.05%
2016	2017	\$0.512700	\$0.186060	\$0.698760	\$0.664795	\$0.487778	\$0.712861	\$3,240,030,312	7.11%
2017	2018	\$0.512700	\$0.186060	\$0.698760	\$0.674297	\$0.494767	\$0.718516	\$3,402,031,828	5.00%
2018	2019	\$0.512700	\$0.186060	\$0.698760	\$0.678396	\$0.499609	\$0.720989	\$3,572,133,419	5.00%
2019	2020	\$0.512700	\$0.186060	\$0.698760	\$0.675797	\$0.500356	\$0.724578	\$3,750,740,090	5.00%
2020	2021	\$0.512700	\$0.186060	\$0.698760	\$0.676085	\$0.497881	\$0.722676	\$3,938,277,094	5.00%

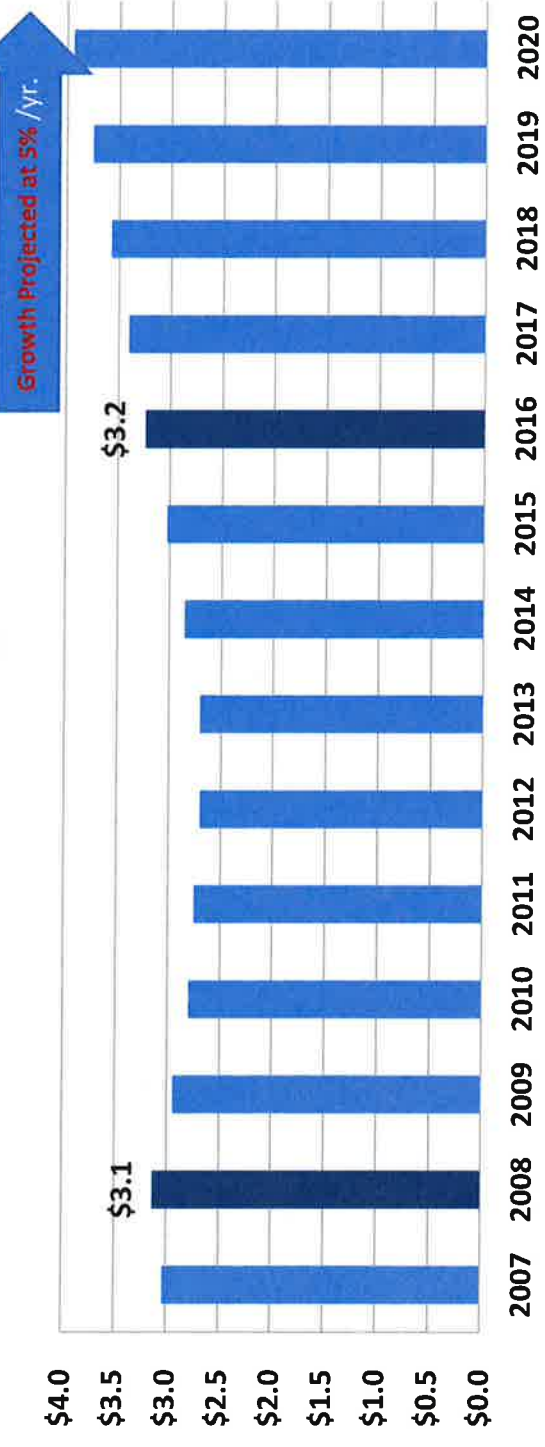
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Tax Rate History



Billions

Taxable Value





General Fund
(Revenues, Expenditures and Change in Fund Balance)
Fund 0001



			FISCAL YEAR 2015-2016		2016-2017 Proposed				
	ACTUAL 2013-2014	ACTUAL 2014-2015	Budget	Estimated	Continuation	Growth	CM Proposed	% Chg 2016 Budget	% Chg 2016 Estimate
BEGINNING FUND BALANCE	\$ 8,427,463	\$ 7,828,252	\$ 9,141,552	\$ 9,141,552	\$ 9,574,249		\$ 9,574,249		
REVENUES									
Property taxes	\$13,838,012	\$14,619,670	\$15,508,665	\$15,362,272	16,841,624	-	16,841,624	8.59%	9.63%
Sales tax	6,755,253	7,110,063	7,314,735	7,539,801	7,935,310	-	7,935,310	8.48%	5.25%
Mixed beverage tax	92,675	95,742	90,000	98,395	105,000	-	105,000	16.67%	6.71%
Franchise tax	3,548,666	3,778,781	3,693,595	3,605,824	3,825,755	-	3,825,755	3.58%	6.10%
Permits and licenses	738,332	780,478	715,900	760,400	723,400	-	723,400	1.05%	-4.87%
Charges for services	1,684,574	1,900,633	1,514,860	1,376,968	1,292,300	-	1,292,300	-14.69%	-6.15%
Fines	878,707	1,059,799	932,500	1,038,500	1,020,500	-	1,020,500	9.44%	-1.73%
Miscellaneous	453,211	274,806	287,700	275,092	202,600	-	202,600	-29.58%	-26.35%
Charges to other gov'ts	925,891	1,036,983	660,935	639,375	421,200	-	421,200	-36.27%	-34.12%
Other gov't agencies	39,926	242,458	10,800	23,577	342,397	-	342,397	3070.34%	1352.23%
Transfers in from other funds	-	512,000	345,885	349,766	390,000	-	390,000	12.75%	0
TOTAL REVENUES	\$28,955,249	\$31,411,412	\$31,075,575	\$31,069,971	\$ 33,100,086	\$ -	\$ 33,100,086	6.51%	6.53%
EXPENDITURES									
Administration (100)	\$ 1,628,298	\$ 1,347,740	\$ 1,298,965	\$ 1,189,890	1,265,211	-	1,265,211	-2.60%	6.3%
Human Resources (110)	419,054	407,370	501,985	453,658	533,178	-	533,178	6.21%	17.5%
Information Technology (130)	730,939	871,390	1,167,840	1,075,120	1,161,790	-	1,161,790	-0.52%	8.1%
Finance (150)	955,040	1,035,658	990,505	932,513	958,203	-	958,203	-3.26%	2.8%
Government Center (195)	645,230	637,647	725,575	650,375	748,078	-	748,078	3.10%	15.0%
Police (310)	8,474,988	8,744,069	8,753,935	8,819,672	9,163,073	52,536	9,215,609	5.27%	4.5%
Animal Control (330)	131,785	137,745	162,970	157,870	177,801	-	177,801	9.10%	12.6%
Code Enforcement (370)	726,240	707,149	867,945	799,738	890,273	-	890,273	2.57%	11.3%
Fire (340, 341)	8,201,025	8,282,326	8,698,985	8,779,507	9,232,047	40,000	9,272,047	6.59%	5.6%
Emergency Management (350)	99,428	98,572	109,235	105,282	120,802	-	120,802	10.59%	14.7%
Court (360)	577,225	596,677	606,140	706,658	599,315	-	599,315	-1.13%	-15.2%
Animal Shelter (380)	675,998	683,200	190,000	190,000	196,788	-	196,788	3.57%	0.0%
Parks (410)	1,950,080	2,055,756	2,149,735	2,088,723	2,296,017	113,855	2,409,872	12.10%	15.4%
Recreation (430)	522,393	638,056	651,565	645,464	671,156	-	671,156	3.01%	4.0%
Library (450)	826,082	881,175	954,765	920,501	1,033,346	-	1,033,346	8.23%	12.3%
Planning (520)	299,081	320,612	337,150	399,427	432,841	-	432,841	28.38%	8.4%
Mainsireet (480)	52,013	19,324	32,235	27,735	32,425	-	32,425	0.59%	16.9%
Neighborhood Services (470)	8,600	71,320	93,675	83,039	92,997	3,500	96,497	3.01%	16.2%
Streets (710)	1,825,338	1,709,968	1,798,100	1,786,769	1,915,464	-	1,915,464	6.53%	7.2%
Fleet (750)	225,349	248,194	274,705	263,549	273,966	-	273,966	-0.27%	4.0%
Non-Department (199)	580,272	604,164	657,465	561,786	666,581	-	666,581	1.39%	18.7%
TOTAL EXPENDITURES BEFORE 1X USES	\$29,554,460	\$30,098,112	\$31,023,475	\$30,637,274	32,461,351	209,891	32,671,242	4.63%	6.6%
Excess (deficiency) of revenues over (under) expenditures before transfers	\$ (599,211)	\$ 1,313,300	\$ 52,100	\$ 432,697	\$ 638,735	(209,891)	\$ 428,844		
Other Uses									
Other one-time uses						\$ 539,060	\$ 539,060		
Transfers to other funds						700,000	700,000		
Total other uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,239,060	\$ 1,239,060		
TOTAL ALL EXPENDITURES	\$29,554,460	\$30,098,112	\$31,023,475	\$30,637,274	\$ 32,461,351	\$ 1,448,951	\$ 33,910,302	9.31%	10.7%
ENDING FUND BALANCE	\$ 7,828,252	\$ 9,141,552	\$ 9,193,652	\$ 9,574,249	10,212,984	\$(1,448,951)	\$ 8,764,033		
Percent of Expenditures	26%	30%	30%	31%	31%		27%		
Unreserved, designated for unbudgeted items	\$ 439,637	\$ 1,617,024	\$ 1,437,784	\$ 1,914,930	2,097,646		596,222		
Designated for FY 2015-2016 One Time Uses									
Unreserved, undesignated @25% of exp.	\$ 7,388,615	\$ 7,524,528	\$ 7,755,869	\$ 7,659,319	8,115,338		8,167,811		
	\$ 7,828,252	\$ 9,141,552	\$ 9,193,652	\$ 9,574,249	10,212,984		8,764,033		

Revenues:

By Function	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 Budget	FY 2016 Estimated	FY 2017 Continuation	FY 2017 Proposed	% Change
General Government	23,049,068	23,589,552	23,587,231	24,268,996	25,650,597	26,638,995	26,662,996	28,594,652	28,594,652	7.3%
Administrative Services	357,366	355,442	422,839	464,194	454,448	702,760	711,441	787,200	787,200	12.0%
Public Safety	3,719,462	3,389,628	3,644,481	3,355,198	3,934,358	2,751,820	2,777,996	2,715,597	2,715,597	-1.3%
Community Development	763,030	618,242	1,014,944	836,940	915,934	980,300	908,538	824,600	824,600	-15.9%
Public Works	13,560	907,048	247,618	29,920	456,075	1,700	9,000	5,000	5,000	194.1%
Total	27,902,486	28,859,912	28,917,113	28,955,249	31,411,412	31,075,575	31,069,971	32,927,049	32,927,049	6.0%

Expenditures:

By Function	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 Budget	FY 2016 Estimated	FY 2017 Continuation	FY 2017 Proposed	% Change	% of Total
Administrative Services	\$4,237,868	\$4,473,688	\$4,617,289	\$4,958,834	\$4,903,969	\$5,342,335	\$4,896,141	\$5,340,990	\$5,423,780	1.5%	16.4%
Public Safety	17,572,577	17,489,948	18,108,884	18,160,450	18,542,588	18,521,265	18,758,989	19,489,825	19,818,632	7.0%	60.0%
Community Development	4,353,174	4,142,141	4,231,293	4,384,490	4,693,393	5,087,070	4,964,626	5,449,056	5,686,411	11.8%	16.8%
Public Works	1,908,854	1,976,400	1,952,155	2,050,687	1,958,162	2,072,805	2,050,318	2,189,429	2,989,429	44.2%	6.7%
Total	28,072,473	28,082,177	28,909,622	29,554,460	30,098,112	\$31,023,475	\$30,670,074	\$32,469,301	\$33,918,252	4.7%	100.0%

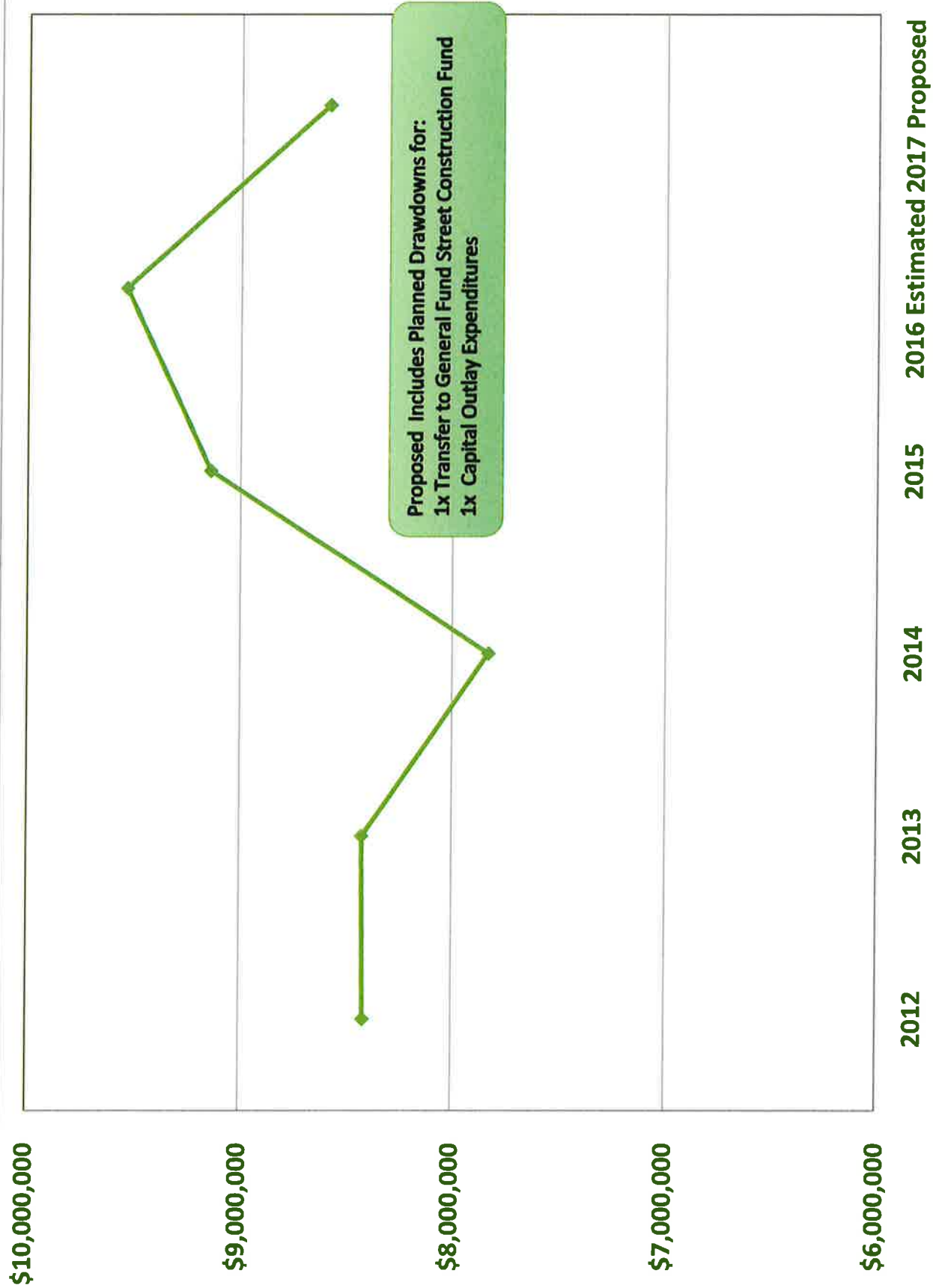
2016 Budget



2017 Proposed Budget

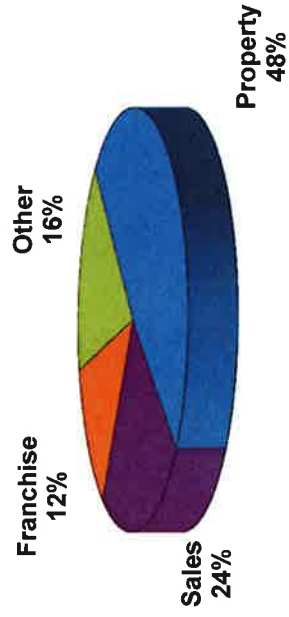


GENERAL FUND FUND BALANCE HISTORY

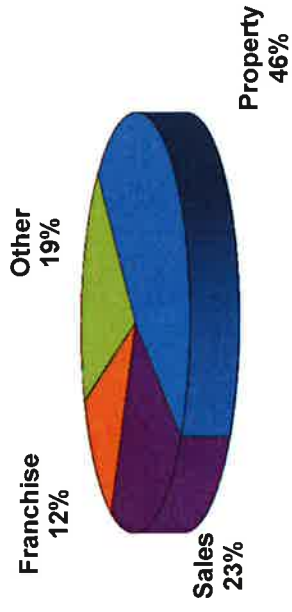




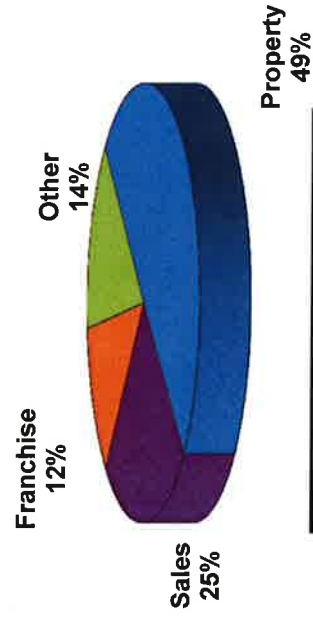
General Fund Revenue



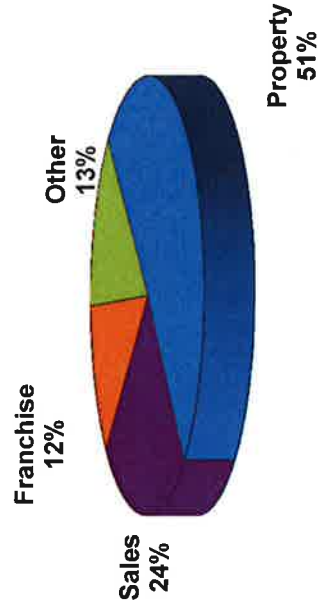
FYE 14 Actual
\$28,955,249



FYE 15 Actual
\$31,411,412



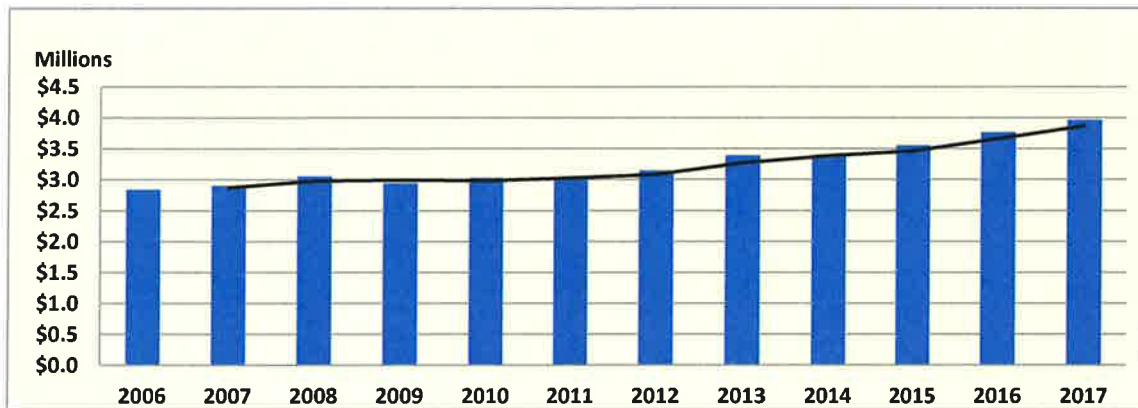
FYE 16 Estimate
\$31,069,971



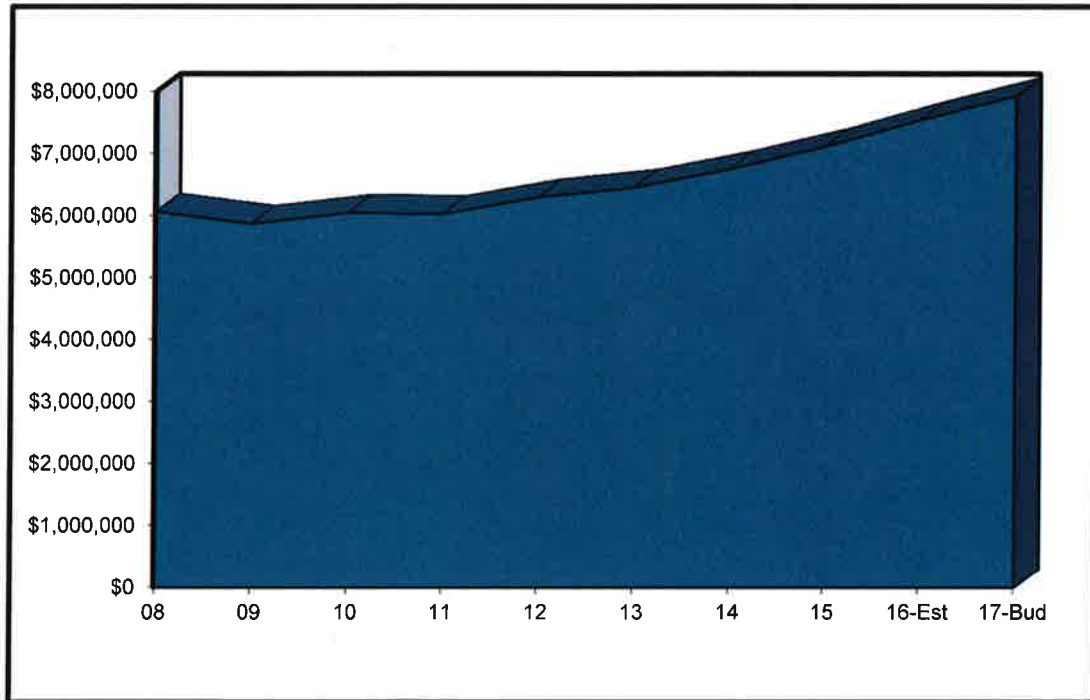
FYE 17 Forecast
\$33,100,086

Sales Tax by Fiscal Year

Fiscal Year	Total Sales Tax Received	1¢ City	3/8 of 1 EDC	1/2¢ CDC	1/8 of 1¢ CCD	Total Distributed	% Chg
2006	11,380,995	5,690,498	2,845,249	2,845,249	-	11,380,995	12.41%
2007	11,619,921	5,809,960	2,904,980	2,904,980	-	11,619,921	2.10%
2008	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.21%
2009	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.70%
2010	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	2.98%
2011	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.27%
2012	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.20%
2013	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.36%
2014	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.13%
2015	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.76%
2016	15,067,224	7,539,801	2,827,425	3,769,901	930,097	15,067,224	6.09%
2017	15,739,750	7,935,310	2,975,741	3,967,655	974,828	15,853,534	5.22%



CITY OF CEDAR HILL SALES TAXES 10-Year History

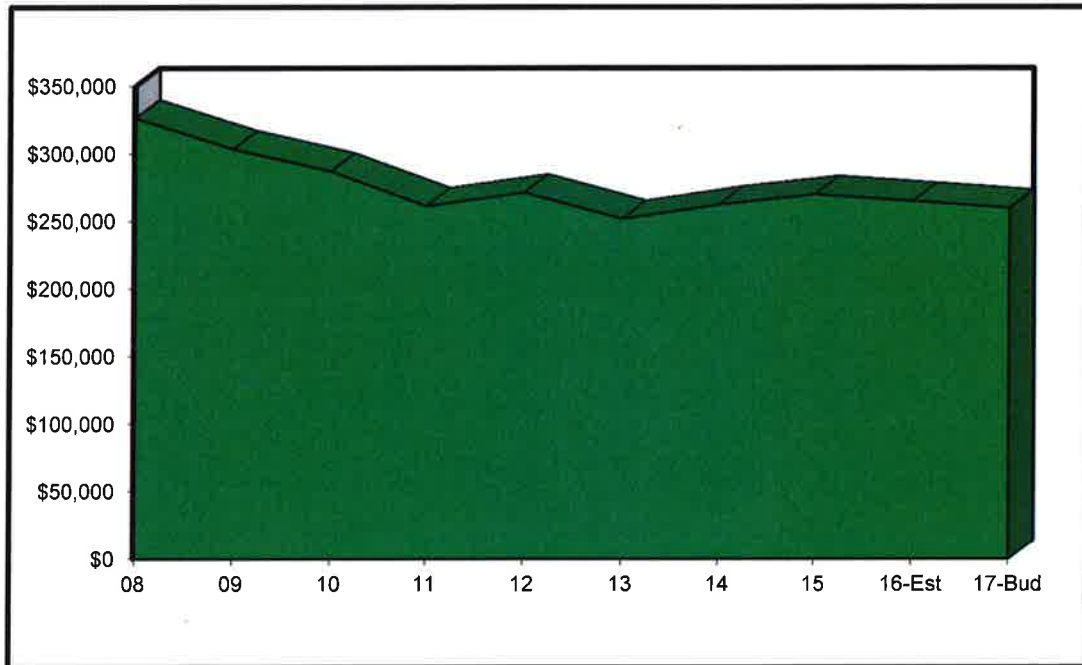


YEAR	AMOUNT	% INCREASE
08	\$6,066,311	3.24%
09	\$5,873,321	-3.18%
10	\$6,047,786	2.97%
11	\$6,029,580	-0.30%
12	\$6,298,558	4.46%
13	\$6,455,223	2.49%
14	\$6,755,253	4.65%
15	\$7,110,063	5.25%
16-Est	\$7,539,801	6.04%
17-Bud	\$7,928,722	5.16%

COMMENTS:

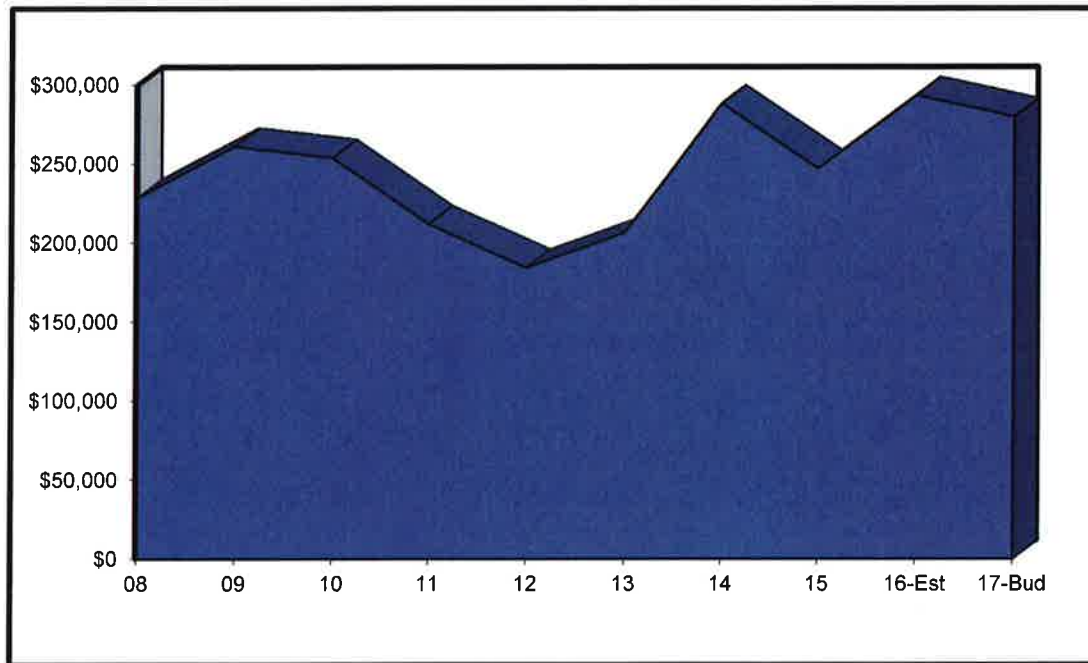
Excludes mixed beverage taxes.

CITY OF CEDAR HILL TELEPHONE FRANCHISE TAXES 10-Year History



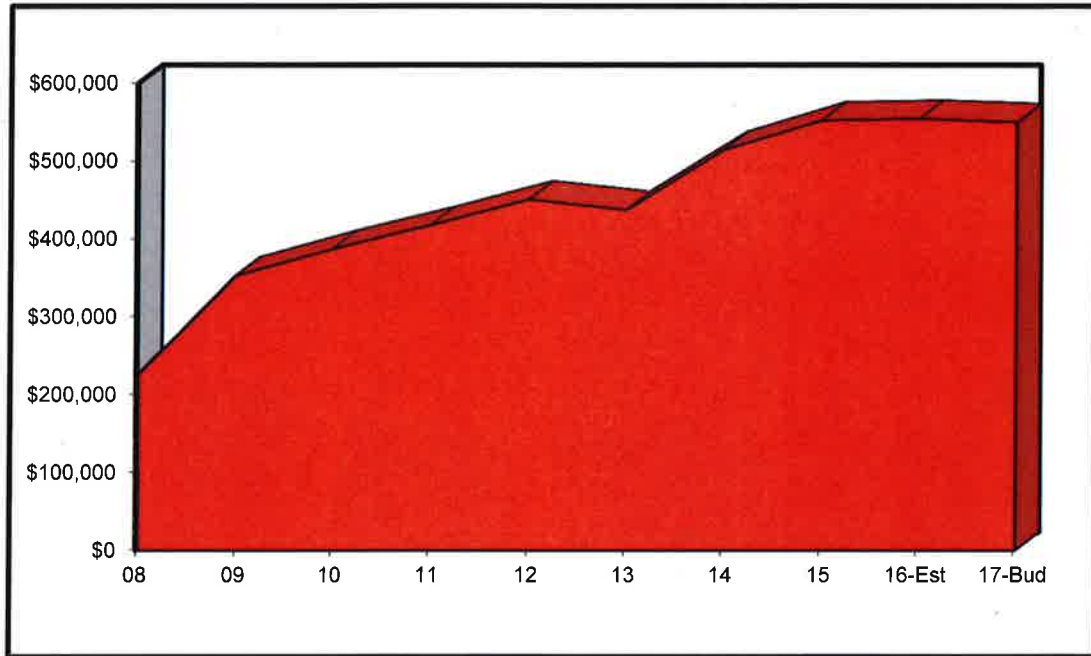
YEAR	AMOUNT	% INCREASE
08	\$326,501	-0.37%
09	\$303,561	-7.03%
10	\$287,114	-5.42%
11	\$261,320	-8.98%
12	\$271,374	3.85%
13	\$251,869	-7.19%
14	\$262,465	4.21%
15	\$270,041	2.89%
16-Est	\$265,000	-1.87%
17-Bud	\$260,000	-1.89%

CITY OF CEDAR HILL GAS FRANCHISE TAXES 10-Year History



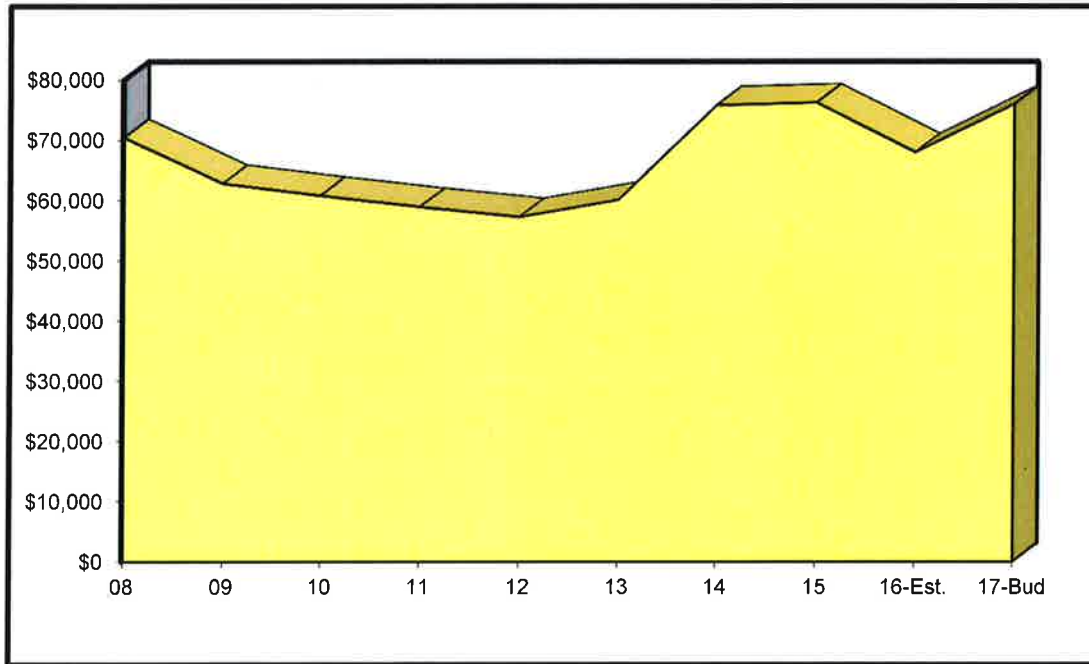
YEAR	AMOUNT	% INCREASE
08	\$228,561	12.04%
09	\$261,204	14.28%
10	\$254,005	-2.76%
11	\$212,085	-16.50%
12	\$184,318	-13.09%
13	\$206,542	12.06%
14	\$288,380	39.62%
15	\$247,125	-14.31%
16-Est	\$293,500	18.77%
17-Bud	\$280,000	-4.60%

CITY OF CEDAR HILL CABLE FRANCHISE TAXES 10-Year History



YEAR	AMOUNT	% INCREASE
08	\$225,136	20.78%
09	\$353,387	56.97%
10	\$387,371	9.62%
11	\$417,771	7.85%
12	\$451,169	7.99%
13	\$437,563	-3.02%
14	\$514,215	17.52%
15	\$552,183	7.38%
16-Est	\$554,375	0.40%
17-Bud	\$550,000	-0.79%

CITY OF CEDAR HILL SANITATION FRANCHISE TAXES 10-Year History

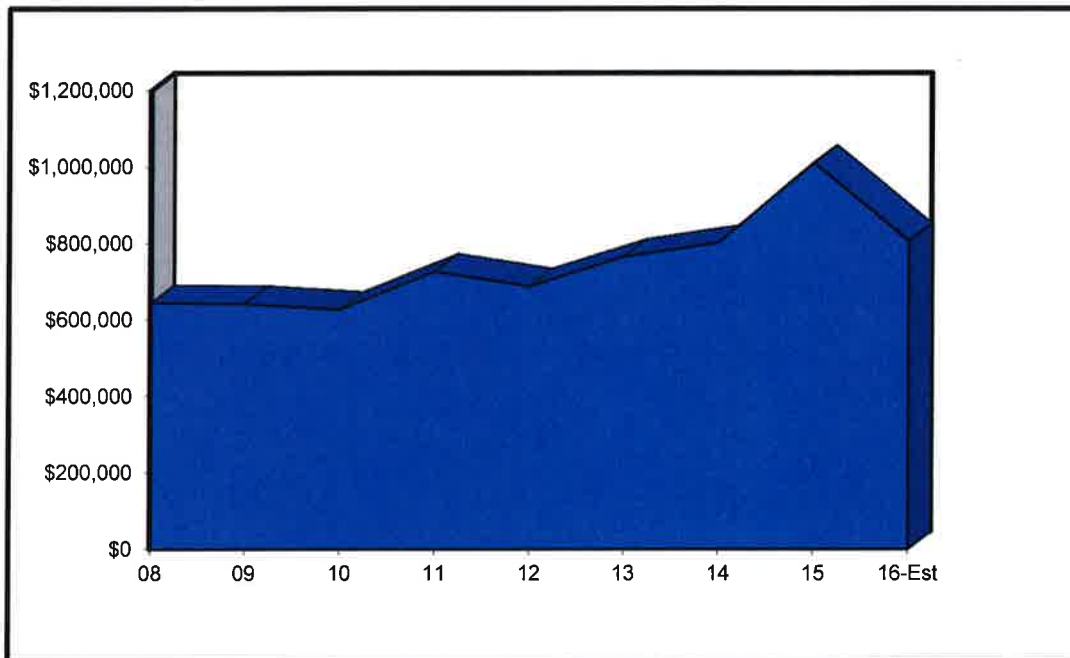


YEAR	AMOUNT	% INCREASE
08	\$70,461	7.83%
09	\$62,811	-10.86%
10	\$60,809	-3.19%
11	\$58,942	-3.07%
12	\$57,260	-2.85%
13	\$60,106	4.97%
14	\$75,817	26.14%
15	\$76,253	0.58%
16-Est.	\$68,000	-10.82%
17-Bud	\$76,000	11.76%

CITY OF CEDAR HILL

WATER & WASTEWATER FRANCHISE TAXES

10-Year History



YEAR	AMOUNT	% INCREASE
08	\$644,739	16.65%
09	\$642,213	-0.39%
10	\$627,021	-2.37%
11	\$726,659	15.89%
12	\$688,123	-5.30%
13	\$765,150	11.19%
14	\$802,199	4.84%
15	\$1,011,058	26.04%
16-Est	\$806,700	-20.21%
17-Bud	\$900,000	11.57%

Comments:

The Water & Wastewater Franchise Tax was initiated in 1991. The rate has fluctuated between 4% & 5% as determined by the City Council. The proposed rate is 4.5%.

ADMINISTRATION

MISSION STATEMENT:

The mission of the Administration Department is to coordinate and facilitate the delivery of the highest quality services to the citizens of Cedar Hill consistent with the goals and objectives of the City Council.

CORE FUNCTIONS:

The Administration Department consists of the City Council, the City Manager's Office and the City Secretary's Office. These divisions work together to coordinate the following functions:

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

2016-2017 WORK PLAN

CORE FUNCTION: #1 Oversee implementation of City Council's Strategic Plan and Premier Statements

Action:

- Direct City departments' actions toward the ultimate achievement of Council goals

Activity Measurement:

- Propose and implement measures that work toward the City Council's seven Premier Statements

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Strong and Diverse Economy.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

CORE FUNCTION: #2 Provide management oversight to day to day operations

Action:

- Coordinate and direct the administrators of each operating department to implement efficient and high-quality services within the policies and directives of the City

Activity Measurement:

- Direct the City's operating departments to implement measures that work toward the City Council's seven Premier Statements

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Strong and Diverse Economy.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

CORE FUNCTION: #3 Respond to citizens' questions and service requests

Action:

- Receive and respond to citizens' concerns expressed in person, mail or e-mail
- Receive Open Records Requests and produce public information documents as requested

Activity Measurement:

- Respond to 100% of citizens' inquiries within 24 hours
- Respond to Open Records Requests within ten business days 100% of the time

CORE FUNCTION: #4 Manage official record keeping of the City Council and the City of Cedar Hill, according to state law and records policies

Action:

- Produce agendas, post and record City Council meetings and certify official City documents
- Store and maintain official records as required by the City's Record Retention Policy
- Oversee and administer the City's Record Management Program

Activity Measurement:

- Produce and post 100% of the City Council Meeting Agendas within 72 hours

CORE FUNCTION: #5 Administer City elections

Action:

- Process candidates for placement on ballot
- Administer elections, according to mandated laws and procedures

Activity Measurement:

- Conduct all elections in compliance with City Charter and state statutes 100% of the time

SUMMARY - ADMINISTRATION

EXPENDITURES	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017		
					CONTINUED	GROWTH	PROPOSED
Personnel	\$ 1,391,459	\$ 1,107,923	\$ 1,076,685	\$ 968,382	\$ 1,036,056	\$ -	\$ 1,036,056
Supplies	11,450	11,156	11,520	12,720	22,020	-	22,020
Maintenance	-	8,964	16,500	12,000	16,500	-	16,500
Services	47,889	74,598	62,375	58,896	55,375	-	55,375
Utilities	7,946	5,278	5,340	4,754	4,860	-	4,860
Leases/Rentals	254	-	-	-	-	-	-
Miscellaneous	169,300	139,821	126,545	133,138	130,400	-	130,400
TOTAL Dept. Budget	\$ 1,628,298	\$ 1,347,740	\$ 1,298,965	\$ 1,189,890	\$ 1,265,211	\$ -	\$ 1,265,211

STAFFING	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017		
					CONTINUED	GROWTH	PROPOSED
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
City Secretary	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Public Relations Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Admin. Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	2.00	0.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Part-Time Clerk	0.50	0.50	0.50	0.50	0.50	0.00	0.50
TOTAL Department Staff	9.50	9.50	9.50	9.50	9.50	0.00	9.50

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

City of Cedar Hill

Purpose: To establish a budget for City Council in an effort to assist them in serving the community needs and desires of Cedar Hill. The associated budget for City Council is a sub-component of the Administration Department.

Mayor's Teen and LEAD Council Budget (Expendable Supplies in Admin Budget): \$11,000

(Includes associated costs to facilitate Mayor's teen leadership initiatives.)

FYE 2017		
	Transportation to YAC Summit	\$3,000
	YAC lodging	2,500
	YAC Summit Registration	1,000
	Summit Supplies t-shirts, dress shirts, etc. (Expendables)	850
	Meeting supplies (Expendables)	1,000
	YAC Summit Registration	800
	End of Year celebration	1,000
	Miscellaneous	850
	TOTAL	\$11,000

City Council Budget (Miscellaneous in Admin Budget): \$31,500

FYE 2017		
	Training (\$4k / 7 Council members)	\$28,000
	Leadership Training	2,500
	Miscellaneous	1,000
	TOTAL	\$31,500

Potential Training opportunities:

- National League of Cities
- Texas Municipal League
- Smart Cities conference
- Etc.

**ADMINISTRATION
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
OFFICE EQUIPMENT:							
HP 611 Color Fax Machine		2002					
Paper Shredder		2001					
Lanier 210 Dictaphone		1998					
GBC Binding Machine		1997					
IBM Typewriter		1991					



HUMAN RESOURCES

MISSION STATEMENT:

The mission of the City of Cedar Hill Human Resources Department is to serve as a strategic partner in the recruitment, development and retention of talented, high-performing employees committed to premier customer service.

CORE FUNCTIONS:

- 1) **Recruitment Opportunities** - Devise strategies to attract, select and position a diverse pool of highly knowledgeable, talented, and service-driven applicants
- 2) **Compensation and Benefits** - Establish and maintain a fair and competitive compensation and benefits system
- 3) **Performance Development and Management** - Formulate the direction that enables the organization to achieve its training, performance, change, and succession planning initiatives
- 4) **Employee Incentives and Retention Strategies** - Ensure that the workforce has career opportunities, incentives, and a quality of work life balance that favorably competes with other employers
- 5) **Employee Relations and Accountability Standards** - Provide expertise, guidance and options on employee-related matters

2016-2017 WORK PLAN

CORE FUNCTION: #1 Recruitment Opportunities

Action:

- Benchmark, analyze, implement and administer practices, procedures and guidelines for selection and placement
- Consult with hiring managers to develop recruitment action plans for employment opportunities
- Advertise and market vacant positions to attract a diverse pool of highly knowledgeable, skilled, and talented applicants
- Screen applications and resumes for applicants that meet or exceed the required qualifications of the position
- Conduct applicant screening, including employment verification(s), reference checks, and criminal history checks for all final candidates

Activity Measurement:

- Review and amend all employment practices, procedures and guidelines annually
- Ensure departmental Recruitment Plans are 100% complete prior to advertising vacant employment opportunities
- Review approximately 5,000 online applications/resumes annually
- Forward applications that meet or exceed the required qualifications of the vacant position to the hiring department(s) semi-weekly
- Conduct 100% of applicant screening checks prior to final hire (motor vehicle and criminal background reports, employment verification and drug screening)
- Send one-mail notification to all applicants that were not selected within one week after a vacant position has been filled

CORE FUNCTION: #2 Compensation and Benefits

Action:

- Monitor and process pay for performance, payroll and benefit-related transactions
- Classify positions and develop job descriptions for the City's Pay Plan as needed
- Conduct salary and benefit surveys to determine market competitiveness and internal/external equity as needed
- Manage the bid process and provide recommendations for medical, dental, life, long term disability and cafeteria benefit plans
- Conduct open enrollment meetings to review insurance changes
- Assist employees with benefits, compensation and payroll-related matters

Activity Measurement:

- Scan and file approximately 4,200 personnel action forms and benefit documents annually
- Ensure job descriptions are 100% complete prior to advertising
- Complete salary and benefit surveys for all new and benchmark positions and provide recommendations to the Executive Team annually
- Conduct market studies for position re-grades and adjustments annually
- Facilitate Open Enrollment Meetings to effectively communicate benefits options annually
- Track Healthy on the Hill participation for insurance premium discounts
- Respond to approximately 6,500 citizen, applicant and employee requests for information within two business days
- Review benchmark positions in the Public Safety and General Pay Plans to ensure market competitiveness annually

CORE FUNCTION: #3 Performance Development and Management

Action:

- Conduct analysis and study to determine the training, development and environmental needs of the workforce
- Provide training to enhance the capabilities of employees to meet current and future job demands
- Coordinate the City's Safety Program

Activity Measurement:

- Prepare and conduct New Employee In-Processing weekly
- Facilitate New Employee Orientation quarterly
- Coordinate CityU monthly
- Conduct Safety Committee meetings quarterly
- Coordinate Mid-Level Supervisor staff meetings monthly
- Offer online training opportunities quarterly
- Plan, coordinate and/or facilitate City-wide training annually

CORE FUNCTION: #4 Employee Incentives and Retention Strategies

Action:

- Promote a culture that values relationships and is dedicated to delivering premier customer service
- Encourage internal promotions and career development opportunities
- Promote a positive and productive work environment that balances work, wellness and family
- Research, develop and initiate employee recognition and reward programs
- Coordinate the City's wellness program, Healthy on the Hill

Activity Measurement:

- Coordinate and/or facilitate employee focus groups or organizational assessments annually
- Provide approval for tuition reimbursement requests for career path development within three business days
- Coordinate Employee Recognition Program and Employee of the Quarter and Year Programs
- Offer a minimum of six Wellness Programs annually
- Coordinate employee appreciation lunch annually
- Visit one department not located in the Government Center monthly
- Coordinate the Service Awards Ceremony annually

CORE FUNCTION: #5 Employee Relations and Accountability Standards

Action:

- Promote and facilitate positive resolution of employee relation issues
- Provide expertise and direction on policy development and interpretation
- Assist departments with employee performance actions
- Provide an effective Performance Management System
- Provide advice, oversight and updates on employment and labor law matters

Activity Measurement:

- Receive and initiate review of complaints and grievances on employee relations issues within two business days
- Review and update the Personnel Policy Manual quarterly
- Organize and facilitate policy training and/or law updates annually
- Review performance management process annually
- Respond to requests for assistance from supervisors within two business days
- Track employee relation issues, complaints, grievances and performance reviews monthly
- Research and respond to employment and labor law issues within one week of request

SUMMARY - HUMAN RESOURCES

EXPENDITURES	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Personnel	\$ 283,901	\$ 289,693	\$ 305,915	\$ 310,360	\$ 330,233	\$ -	\$ 330,233
Supplies	23,493	23,611	30,300	25,210	31,900	-	31,900
Maintenance	9,059	9,072	29,000	20,258	25,000	-	25,000
Services	59,736	37,469	69,920	44,500	77,370	-	77,370
Utilities	937	637	925	625	-	-	-
Leases/Rentals	2,098	1,529	-	-	-	-	-
Miscellaneous	39,830	45,359	65,925	52,705	66,675	-	66,675
TOTAL Dept. Budget	\$ 419,054	\$ 407,370	\$ 501,985	\$ 453,658	\$ 531,178	\$ -	\$ 531,178

STAFFING	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Human Resources Director	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Human Resources Generalist II	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Human Resources Generalist I	1.00	1.00	1.00	1.00	1.00	0.00	1.00
TOTAL Department Staff	3.00	3.00	3.00	3.00	3.00	0.00	3.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

Human Resource Department

CURRENT VEHICLES & EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
OFFICE EQUIPMENT:							
Test Scoring Machine		2011					
Shredder		2009					
HP OfficeJet D-135 Fax, Copier, Scanner		2007					
Panasonic TV (from Administration)		2000					

INFORMATION TECHNOLOGY

MISSION STATEMENT:

The mission of the Information Technology Department is to provide the highest quality support, guidance and direction for all City information resources.

CORE FUNCTIONS:

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

2016-2017 WORK PLAN

CORE FUNCTION: #1 Systems management

Action:

- Serve the City's business functions such as Finance, Human Resources, Utility Billing, Recreation Center and Municipal Court
- Manage and access the City's data such as data base management, data storage and backup and recovery
- Enable integration across all systems, including voice and email integration, citizen access interfaces and communications
- Analyze, optimize and refine systems in response to changing business and/or technological conditions
- Assure that critical business operations, that serve staff and public, are as current and problem-free as possible

Activity Measurement:

- Refine and enhance the Finance and Human Resource's Eden Software System quarterly
- Improve and enrich the City's cashiering and recreation systems annually
- Modify and heighten the City's document imaging system, call management systems and GIS Systems annually
- Implement vendor supplied changes to related backup management, server management and internet access management weekly
- Assure system integrity and integration daily

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Strong and Diverse Economy.

CORE FUNCTION: #2 Network and systems security

Action:

- Secure the internal data and telephone network
- Protect all external links to and from the City's network
- Expand the City's Information Security Plan, including the Business Continuity Plan
- Increase security awareness and protection of sensitive information
- Assess Technology for Citywide security matters

Activity Measurement:

- Analyze the Comprehensive Security Assessment for compliance annually
- Revise the City's Security Plan, which includes the Business Continuity Plan, the Backup Strategy Plan, the Server Maintenance Plan, the Network Protection Plan and test critical aspects of the plan annually
- Examine the Computer Security Sections of the Personnel Policy Manual annually
- Evaluate network security issues, such as intrusions and access violations, daily
- Review email security issues, such as spams and viruses, daily
- Observe internet access speed daily
- Monitor internet access content daily
- Renew all security certificates annually
- Implement security systems changes - to protect the City's systems from external and internal damage from attacks such as viruses, intrusion and spam daily

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Strong and Diverse Economy.

CORE FUNCTION: #3 Systems, equipment and managed services procurement

Action:

- Establish prerequisites for all new or modified systems and equipment
- Coordinate solicitation of vendor documentation and responses
- Manage changes to City's information systems and equipment with vendor personnel
- Recommend purchase options for all information systems and equipment acquired by the City
- Supervise contracted and managed services activities
- Research all available sources, especially Texas Department of Information Resources qualified vendors, for determining eligible sources of information systems and equipment
- Carry out the City's Computer Replacement Program
- Select vendors or service providers that provide the best value for the City, consistent with state law and defined user requirements
- Use industry standards for soliciting and documenting system requirements

Activity Measurement:

- Replace servers and major network components on a five-year replacement program
- Replace inoperable microcomputers, laptops and mobile devices within 24 hours

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Strong and Diverse Economy.

CORE FUNCTION: #4 General Direction and Support

Action:

- Advise senior management on Information Technology issues
- Identify training and developmental requirements and opportunities
- Manage inventories of all systems and equipment in service
- Offer support for all users of City Information Technology, including employees, citizens and the general public
- Provide technical training to employees
- Prepare and implement a technology plan for the City's technology base
- Evaluate cost-effective IT training opportunities

Activity Measurement:

- Inventory Citywide IT resources annually
- Meet with directors and managers to assess status of installed systems and equipment and to forecast future requirements semi-annually
- Coordinate organizational or departmental reviews of existing or new computer systems quarterly
- Fulfill Technology Plan and update annually

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Texas Schools of Choice.

Cedar Hill has Strong and Diverse Economy.

SUMMARY - INFORMATION TECHNOLOGY

EXPENDITURES	ACTUAL		BUDGET		EST.			FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED		
Personnel	\$ 313,831	\$ 404,977	\$ 421,365	\$ 418,077	\$ 423,171	\$ -	\$ -	\$ 423,171		
Supplies	42,955	17,740	39,950	27,700	33,950	-	-	33,950		
Maintenance	132,000	138,603	256,510	206,150	225,500	-	-	225,500		
Services	94,114	147,941	191,450	133,623	167,250	-	-	167,250		
Utilities	24,297	27,086	6,480	25,925	26,500	-	-	26,500		
Lease/Rentals	106,829	117,052	222,495	239,355	255,828	-	-	255,828		
Miscellaneous	16,913	17,991	29,590	24,290	29,591	-	-	29,591		
Capital Outlay	-	-	-	-	-	-	-	-		
TOTAL Dept. Budget	\$ 730,939	\$ 871,390	\$ 1,167,840	\$ 1,075,120	\$ 1,161,790	\$ -	\$ -	\$ 1,161,790		

STAFFING	ACTUAL		BUDGET		EST.			FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED		
Information Systems Director	0.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0		
Information Systems Manager	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Senior Information Systems Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0		
Information Systems Analyst	1.0	1.0	2.0	2.0	2.0	2.0	0.0	2.0		
Computer Technician	0.73	0.73	0.70	0.70	0.70	0.70	0.30	0.70		
Part-Time Clerk	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.5		
TOTAL Staffing	4.23	4.23	5.20	5.20	5.20	5.20	0.30	5.20		

REPLACEMENT VEHICLES & EQUIPMENT:				ACTUAL COST	LEASE COST	FUNDED
Desktop Computers (30)				\$ 27,000	\$ 6,975	Yes
SQL Servers (2)				\$ 6,500	\$ 1,319	Partial (1)
Laptops (10)				\$ 4,000	\$ 1,033	Partial (5)
Switches and Routers (2)				\$ 8,000	\$ 2,065	Partial (1)
Computer Monitors (14)				\$ 7,560	\$ 1,955	No

PROGRAMS:	PRIORITY	COST	FUNDED
Analyst Conversion	\$ 1	\$ 35,625	No

Program Description
Information Technology Department

Program One (1): Part Time IT Technician to Full Time Conversion

Program Cost: \$ 35,625

Tax Rate Impact: \$0.0011

Included in City Manager's Budget: No

Program Description:

Outside of the Information Technology Director, the Information Technology Department is currently comprised of three full time positions: an Analyst, a Senior Analyst, and a Public Safety Analyst. The main duties of the Analyst include but not limited to, application and administrative support for all installed software in the City. The Senior Analyst duties, include but not limited to, providing network communication and administrative support to the data center and disaster recovery site, and the Public Safety main duties include but are not limited to providing support and analysis to the Fire, Police and municipal departments.

The Department supports about 385 desktop computers and over 400 City employees. The department averages over 3,000 onsite problem calls a year, which comes to over 50 calls a week that averages out to more than 11 calls a day. If the only function of the IT Department was to work on support calls, we would be in great shape, but unfortunately that isn't the case. Maintaining, administrating, and updating software and applications, configuring network communications and connectivity, diagnosing and resolution of a wide variety of issues involving police and fire infrastructure is only a fraction of what the full time employees have to deal with on a daily basis outside of support calls. The only relief comes during half the day (5 hours at the most) when we have our part-time tech in house to monitor and answer the support calls that can average 2 to 3 hours depending upon the issue. After the part time tech is gone for the day because of the limited number of hours they can work, support for these calls gets minimized.

Converting the Part-Time Technician to a full-time position would not only relieve the Analysts who have plenty on their plate, but it will also provide a level of customer support that the City of Cedar Hill strives for. What we do as a department is not limited to servicing employees, what we do transcends to support them so they can better support our reason for being here which are our citizens. Under the general supervision from the IT Director, this position's primary function is to provide tech support and response to help desk tickets. Duties would also include: replacement and repair of hardware, operating systems, end-user software and application components, and training users in all departments.

Program benefits and outcomes:

- ✓ Allows the IT department analysts to not only maintain their assigned systems, but will provide them with the time and energy to work on the many open projects we have currently and intentions on starting.
- ✓ All day ability to respond and resolve technical issues,
- ✓ Additional implementation of hardware and software updates,
- ✓ Better ability to identify and plan for IT needs,
- ✓ Provide support functions for managing the Best Practices Recognition Program,
- ✓ Helps the IT department's compliance with federal, technical, and financial audit issues.

This program reflects City Council's Premier Statement:

- ✓ Cedar Hill has Excellent, Safe and Efficient Infrastructure.

INFORMATION TECHNOLOGY
VEHICLES & EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	QTY	YEAR	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
MICROCOMPUTERS:							
In-Service							
Group B - Pentium 4 >3.0 Mhz 1-5GB RAM		30	2016				
Group C - Pentium 4 >3.0 Mhz 1-2 GB RAM		30	2017	Replace with HP Core 2 Duo 2 GB Ram	\$ 27,000	5 Years	Yes
Group D - Pentium 4 > 3.0 Mhz 2 GB Ram		50	2013				
Group A - Pentium 4 3.0 Mhz 1 GB RAM		55	2014				
Group E - Pentium 4 <3.0 Mhz 1 GB RAM		30	2015				
In-Service Microcomputers Subtotal:		195					
LAPTOPS/Mobile Units:							
In-Service							
IT Department							
for use with Projectors		2	2004				
Loaners		12	2011				
Loaners		16	2005				
Loaners		13	2006				
Loaner (assigned to ACM)		1	2007				
Training		10	2016	Training and Testing	\$ 4,000	5 Years	Partial (5)
Director/Analysts		3	2008				
Police Dept (Laptops/Mobile Units/PDA's)		62					
Library		6					
Administration		3					
Court		3					
EDC		1					
HR		1					
Fire		12					
Parks		3					
Public Works		3					
Code		4					
Police Dept (Laptops/Toughbook Mobile Units)		10	2015				
Police Dept (Laptops/Toughbook Mobile Units)		9	2016				
In-Service Laptops/Mobile Units Subtotal:		174					
PROJECTORS:							
IT Dept (Loaner)		2	2004				
Library		1	before 2005				
Police Dept		1	before 2005				
Recreation Center		3	before 2005				
IT Dept. (Spare)		1	2005				
Administration		1	2005				
Fire		1	2006				
Conference Room		1	2006				
EDC		1	2006				
Gov't Center Conference Rooms		9	2008	Conference Room D			
IT Dept Training		1	2008				
IT Dept Demonstrations		1	2009				
Projectors Subtotal:		23					
PRINTERS:							
In-Service							
Color Laser Printers		24	Before 2005				
B/W Laser Printers		58	Before 2005				
Inkjet Printers		32	Before 2005				
Plotters		5	Before 2005				
B/W Laser Printers		8					
B/W Laser Printers (purchased FY05)		3	2005				
Inkjet Printers (purchased FY05)		3	2005				
Color Laser Printers (purchased FY06)		15	2006				
Color Laser Printers (purchased 2007)		15	2007				
In-Service Printers Subtotal:		133					

**INFORMATION TECHNOLOGY
VEHICLES & EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	QTY	YEAR	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
SCANNERS:							
In-Service							
Mid Speed 8.5 x 14		9	2003				
Hi Speed 8.5x14 Scanner		4	2003				
Hi Speed 8.5x17 Scanner		1	2003				
E-sized Scanner		2	2003				
Desktop Scanners		6	2004/05				
Desktop Scanners		6	2006				
Desktop Scanners		4	2007				
Mid Speed 8.5 x 14		1	2008				
Desktop Scanners		5	2008				
In-Service Scanners Subtotal:		33					
SERVERS:							
Sigma 3.0;1GB RAM; 160 GB (Class Payment Server)		1	2004				
Sigma 3.2;1GB RAM; 160 GB (Image Server)		1	2005				
Dell Xenon 3.0 Mhz,2GB RAM, 160 GB (Scada)		1	2005				
Dell Xenon 3.0 Mhz,2GB RAM, 160 GB (Scada Bkup)		1	2005				
Xenon 3.0 Mhz,2GB RAM, 320 GB (LaserFiche)		1	2005				
Dual Xenon 3.0 Mhz, 2GB, (ESRI)		1	2005				
Server for PD TLETS		1	2006				
Dual Xenon 1.8,3GB RAM, 18/275GB		1	2006				
Compellent SAN Server		1	2012				
Dell Dual Xeon 3.2 Mhz; 4 GB RAM CRM Server		1	2006				
Dell Dual Xeon 3.2 Mhz; 4 GB RAM Internet Server		1	2006				
Teleworks Call Management Server w/ Dig Interface		1	2006				
Dual Core 2x2.66Mhz w/ 16GB Ram (VMWare)		2	2007				
PowerEdge 860 Xeon 3040 w/ 4GB Ram (AD Svrs)		2	2008				
Dual Core 2x2.66Mhz w/ 16GB Ram (VMWare)		2	2008				
Cisco IP Telephony System		5	2008				
Dual Core 64 Bit w/ 16MB Ram (Exchange)		1	2009				
Dual Core 2x3.16Mhz w/ 16GB Ram (VMWare)		3	2009				
2x Intel® Xeon® E5-4620 2.20GHz,		2	2016				
Dell Power Edge Servers		2	2016	For GIS and VDI	\$ 6,500	7 Years	Partial (1)
In-Service Servers Subtotal:		23					
SERVER EQUIPMENT							
AIT3 Tape Drive Upgrades		1	2007				
Backup Server Storage System		1	2008				
Backup Server Storage System		1	2009				
NETWORK EQUIPMENT							
In-Service							
Cisco ISR 4321 Bundle		2	2016				
Backup Master Switch/Router		1	before 2004				
SWRCC Switch		1	2006				
Routers/Switches		2	2007		\$ 8,000	5 Years	Partial (1)
Network Security System		1	2007				
Wireless Access Points		7	before 2008				
Routers/Switches		23	2008				
Master Router/Switch		1	2008				
Wireless Access Points		15	2008				
Wireless Access Points		2	2009				
Routers/Switches		2	2009				
Fiber Optic Network			2014				
OTHER:							
Outbound Call Line		1	2005				

FINANCE

MISSION STATEMENT:

The mission of the Finance Department is to provide fiscally prudent financial accounting, debt management, investing and purchasing services.

CORE FUNCTIONS:

- 1) **Perform Financial Accounting** - Maintain the City's general ledger, perform accounts payable function, process employee payroll, provide financial reports to the City's operating divisions and to the City Council, assist administration with implementation and monitoring of the annual budget and coordinate the City's annual audit
- 2) **Administer Debt Management** - Coordinate the issuance of debt, prepare information required to obtain insurance and ratings for debt insurance and process maturities payments
- 3) **Coordinate Investment Practices** - Manage City funds, determine appropriate investments according to the City's investment policy and provide quarterly reports to the City Council regarding investment performance
- 4) **Execute Purchasing Practices** - Conduct City-wide bids and contract administration and participate in Cooperative Purchasing Programs

2016 – 2017 WORK PLAN

CORE FUNCTION: #1 Perform Financial Accounting**Action:**

- Process approximately 12,500 invoices and 7,200 checks
- Issue approximately 90 purchase orders
- Prepare and distribute payroll checks for approximately 375 employees
- Prepare financial reports
- Prepare construction project status reports
- Prepare and submit payroll reports to appropriate federal and state agencies
- Distribute W-2 to City employees and submit W-3 wage file to the Social Security Administration (SSA)
- Distribute 1099s and submit file to Internal Revenue Service (IRS)

Activity Measurement:

- Pay 98% of submitted invoices in the week submitted
- Process 95% of purchase orders within two business days following departmental approval
- Reconcile construction projects and funding sources monthly
- Complete 100% of payroll processing by Wednesday prior to payday
- Complete and distribute financial reports quarterly
- Submit pension report and funding to appropriate state agency by the 15th of the following month
- Submit Federal Form 941 quarterly report by the end of the month following the end of the quarter (Form 941 reports wages, federal taxes, social security and Medicare withheld and payable)
- Submit quarterly unemployment report by the end of the month following the end of the quarter
- Distribute W-2s to employees by January 31st and submit electronic file (W-3) to Social Security Administration by March 31st annually
- Distribute 1099s to non-incorporated vendors by January 31st and submit electronic file to IRS by March 31st annually

CORE FUNCTION: #2 Administer Debt Management

Action:

- Complete all legal documents required for issuance of debt
- Prepare Preliminary and Final Official Statements
- Prepare presentation to rating agencies and conduct rating agency meetings
- Respond to bond underwriter attorney's inquiries
- Evaluate bids on debt
- Complete process to settle debt
- Prepare all data necessary for continuing disclosure
- Complete continuing disclosure questionnaire
- Make necessary transfers to Interest and Sinking Fund accounts
- Monitor bond reserves for adequate levels of funds
- Review paying agent invoices for accuracy to determine correct amounts were billed
- Insure all debt payments are made on time

Activity Measurement:

- Complete 100% of all debt issues by established due date
- Complete 100% of debt payments by due date (February 15th, April 1st, August 15th, October 1st)
- Maintain the City's general obligation bond ratings from Moody's (Aa2) and *Standard and Poor's* (AA)

CORE FUNCTION: #3 Coordinate Investment Practices

Action:

- Determine the City's cash requirements and investable balances
- Invest balances as established by the City's Investment Policy
- Provide reports to City Council regarding investment performance

Activity Measurement:

- Maintain cash balances to meet operational needs daily
- Complete and distribute Quarterly Investment Reports to the City Council within one month after the end of the quarter

CORE FUNCTION: #4 Execute Purchasing Practices

Action:

- Complete the purchasing process, using the most efficient methods consistent with state law
- Obtain the best price/performance purchases for the City
- Participate in regional cooperative purchasing opportunities

Activity Measurement:

- Notify the maximum number of vendors/service at least two weeks before the deadline
- Review submitted bids/proposals and offer a recommendation within 2 weeks

SUMMARY - FINANCE

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 582,491	\$	515,992	\$	607,515	\$	631,301	\$	645,658	\$	645,658
Supplies	9,222		6,926		4,500		7,832		7,300		7,300
Maintenance	-		-		6,500		-		-		-
Services	283,467		498,735		347,230		278,498		286,240		286,240
Utilities	1,236		681		700		140		450		450
Miscellaneous	78,624		13,324		24,060		14,742		18,555		18,555
TOTAL Dept. Budget	\$ 955,040	\$	1,035,658	\$	990,505	\$	932,513	\$	958,203	\$	958,203

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Finance Director	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Accounting Manager	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Senior Accountant	1.00		2.00		2.00		2.00		2.00	0.00	2.00
Purchasing Agent	0.50		0.50		0.50		0.50		0.50	0.00	0.50
Budget Analyst	0.50		0.50		0.50		0.50		0.50	0.00	0.50
Accountant	1.00		0.00		0.00		0.00		0.00	0.00	0.00
Account Clerk	1.00		2.00		2.00		2.00		2.00	0.00	2.00
Part-Time Account Clerk	0.75		0.00		0.00		0.00		0.00	0.00	0.00
TOTAL Department Staff	6.75		7.00		7.00		7.00		7.00	0.00	7.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
POS, E-Commerce, Cash Receipt Systems	1	\$ 82,790	*Yes

*Recommend via One Time Funds.

Program One (1): Point of Sale (POS), E-Commerce and Cash Receipt Systems

Program Cost: \$13,495

Tax Rate Impact: \$0.0004

Included in City Manager's Budget: Yes (One-Time Funds)

BACKGROUND:

The City of Cedar Hill has grown from 41,700 residents in 2005 to approximately 49,615 residents in 2015 or (16%). Likewise, the number and complexity of financial transactions have increased. Currently the City of Cedar Hill directly processes approximately \$7.3 Million in cash receipts (annually) outside of our third party providers. Not only has the volume of payment activity grown, customer demands have changed. Customers expect multiple payment options - which require more robust technologies to handle the volume and the diversity in payment options.

The City currently uses *Class*, which is software that handles Point of Sale (POS) and cash receipts for all payments directly processed by the City. This software was obtained in 2005 and will become unsupported (by its parent company) in 2017. The current *Class* System is not only outdated, it isn't fully integrated with the City's current financial system which creates manual processing. Another shortcoming for *Class* is that it doesn't have the capacity to expand the City's E-Commerce payments to all departments.

Electronic Commerce, also known as E-Commerce, is the process of conducting business transactions online. This program intends to truly develop an E-Commerce System City-wide. Currently, the City's website is only a web interface that links a citizen to another third or fourth party website for credit card payments. This means that only certain departments can accept payments for a limited number of services online. By adding additional departments, the number and types of City services that can be paid online will increase. As the number of financial transactions increase, so have the demand for online payments and mobile payment options like *Apple Pay™* and *Samsung Pay™*. With the investment in new hardware as proposed by this program, the City will be on the cutting edge of technology in accepting these forms of payments.

The Finance Department manually processes data from *Class* into the financial system, it also manually processes data from several other third party and fourth party subsystems. The manual import of data from these systems is laborious and paper - intensive which makes it difficult to research and reconcile the inputs into the City's financial system. For example, the City uses a 3rd Party system for incoming Court payments, another system for incoming Water payments, in 2017 another system will be used for incoming Parks and Recreational Payments. Currently all of these transactions are manually recorded by 1.5 staff members in Finance. All transactions from the sub-systems are recorded in summary. Therefore, the transaction details are not pulled over into the financial system from the other sub-systems. This causes research and reconciliation inefficiencies. By obtaining a Cash Receipts System the Finance department will easily be able to pull in the data from other processing systems in a more efficient manner.

PROGRAM DESCRIPTION:

Many of our customer's experiences are tied to a payment transaction. Having multiple, convenient payment options is critical to the entire customer experience. The Point of Sale (POS) solution is a very important component to providing excellent customer service. Point of Sale Systems improves accuracy, provide better and timely sales reports, build customer lists and increase productivity.

Our proposal is to find the right mix that will satisfy our need for a POS System, an E-Commerce System and a Cash Receipt System. Finding the right mix is complex because the wide range of products and software in the field usually offer a variety of components. However extensive research over the past few months shows that no single system provides all of the components that match our needs. The payment industry is designed for the retail industry so many of the popular solutions don't fit the needs of a growing municipality.

The approach to solving our three-prong problem was to piggy-back off of current software investments such as *Civic Plus* and *Eden*.

Finance is proposing using *Civic Plus* as our E-Commerce solution as it can fully integrate with our current website and financial system with the customer interface being fully customizable.

Finance is proposing using *Eden* Cash Receipts as our POS and Cash receipts solution as it can fully integrate with our current website and is a sub-product the financial system. The table below provides financial details (prioritized) to the requested program:

DESCRIPTION	Point of Sale System	Cash Receipts System	E-Commerce System	Costs (1-3)
Software	\$4,500	\$34,500	\$360	\$39,360
Hardware	\$7,000	-----	-----	\$7,000
Professional Services (Training/Implementation)	\$8,400	-----	\$500	\$8,900
Maintenance	\$3,000	\$13,280	-----	\$16,280
Processing / Transaction Fees (estimated) – Credit Cards Only	\$8,300 Based on 2.75% per transaction		\$2,950 Based on 3% per transaction	\$11,250
TOTAL:	\$31,200	\$47,780	\$3,810	\$82,790

If this program is not funded:

The following risks will increase:

Risk Associated with not replacing Class Software

- Increased Risk to Customer Card Security: The new PCI compliance standards and chip technology is not supported by our current software and hardware that is compatible with Class.
- Increased Risk of Technical Errors: Technical support from the software provider terminates in 2017 with a possibility of a total cash system shut down as the worst scenario.

Risk Associated with not funding an E-Commerce System

- Increased Risk of Security for Online Customers: As customers will continue to be redirected to another 3rd party or 4th party website for online credit card processing
- Risk of Loss Revenue: If a citizen cannot pay online they may not pay for certain services because it is inconvenient to call or pay in person
- Unbalanced Level of Service Across Departments: As some departments will and others won't have online payment accessibility

Risk Associated with not funding a Cash Receipts Reconciliation Program

- Increase Risk of Charge Backs: As it takes over a month for the finance office to get the charge back information from current subsystems
- Delay in Bank Reconciliation Process as the entire process is manual
- Poor or Marginal Customer Service in researching payments/refunds
- Increased Risk of Errors in Cash Reconciliation: The finance department will continue to manually transfer data from the Class system to the Eden financial system which results in an increase of staff time, delays in bank reconciliations and increased risk of errors.

This program reflects the City Council's Premier Statements:

- ✓ Cedar Hill Has Excellent, Safe and Efficient Infrastructure.

Finance Department's Comments:

- A) This program is eligible for the Equipment Lease Fund. The budgeted cost of the program is \$82,790 with a lease cost of \$13,495 (per year) for 10 years.
- B) This Program will be recommended via One-Time Funds (\$82,790).

Information Technology's Department's Comments:

Information Technology recommends this Program.

FINANCE
VEHICLES AND EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
EDEN Software System		2005					



CEDAR HILL

WHERE OPPORTUNITIES GROW NATURALLY

GOVERNMENT CENTER

MISSION STATEMENT:

The Mission of the Government Center is to maintain the aesthetic appeal of the building that leaves a positive lasting impression and enhances the customer's experience in a safe and healthy environment.

CORE FUNCTIONS:

- 1) Coordinate Building Services
- 2) Coordinate Service Request System
- 3) Maintain the Integrity of the Facility

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Coordinate Building Services

Action:

- Execute opening and closing procedures for the facility
- Adjust door timers to accommodate business operating hours for City of Cedar Hill and the CHSD employees and for public and private meetings
- Ensure policies and procedures regarding the building shared and common spaces are enacted and followed
- Conduct scheduled maintenance and ensure building cleanliness

Activity Measurement:

- Ensure that doors are open for appropriate hours of business 100% of the time
- Manage access card system to ensure building security 100% of the time
- Clean all hallways and lobby daily
- Clean all rooms/offices daily
- Clean all restrooms and remove trash daily
- Collect recycling items weekly
- Clean all outside areas weekly
- Mop and dust mop all floors daily
- Vacuum all carpeted areas daily
- Set up meeting rooms for events and ensure 100% accuracy
- Maintain 72 degree set point for HVAC during business hours 100% of the time

Meets City Council's Premier Statements:

Cedar Hill is Safe.
Cedar Hill is Clean.

CORE FUNCTION: #2 Coordinate Service Request System

Action:

- To provide the highest quality customer service in the most cost-efficient and effective manner
- Strive to provide responsive customer service that exceeds expectations
- Monitor all vendor activities while at Government Center for quality, completeness and safety

Activity Measurement:

- Respond to service requests within a 24 hour period 100% of the time
- Perform minor service requests within two business days

CORE FUNCTION: #3 Maintain the Integrity of the Facility

Action:

- Complete visual inspections of facility and equipment
- Ensure that the mechanical, electrical, and lighting is maintained and operating properly for business
- Inspect water heaters for proper temperatures and water usage
- Maintain the preventive maintenance schedule

Activity Measurement:

- Ensure all inspection requirements for the facility are completed with 100% accuracy
- Check HVAC (Heating, ventilation and air conditioning) system daily for a comfortable business environment
- Change HVAC filters monthly
- Change water filters semi-annually
- Wash all building windows bi-annually
- Conduct carpet cleaning bi-annually
- Ensure all system maintenance of the building's systems are performed as required/recommended by manufacturer 100% of the time

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

SUMMARY - GOVERNMENT CENTER

EXPENDITURES	ACTUAL		BUDGET		FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	EST. FYE 16	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 187,670	\$ 177,511	\$ 215,385	\$ 223,510	\$ 232,873	\$ -	\$ 232,873
Supplies	26,746	24,648	26,700	22,700	26,700	-	26,700
Maintenance	80,963	103,109	95,000	75,500	121,700	-	121,700
Services	70,676	86,932	83,705	79,455	94,080	-	94,080
Utilities	276,084	236,174	294,725	246,560	264,225	-	264,225
Miscellaneous	3,091	9,273	10,060	2,650	8,500	-	8,500
TOTAL Dept. Budget	\$ 645,230	\$ 637,647	\$ 725,575	\$ 650,375	\$ 748,078	\$ -	\$ 748,078

STAFFING	ACTUAL		BUDGET		FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	EST. FYE 16	CONTINUED	GROWTH	PROPOSED
Facilities Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Maintenance Crew Chief	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Custodian	1.00	1.00	1.00	1.00	1.00	0.00	1.00
TOTAL Department Staff	3.00	3.00	3.00	3.00	3.00	0.00	3.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

SUMMARY - NON DEPARTMENTAL

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 69,944	\$	71,548	\$	70,670	\$	79,129	\$	110,646	\$ -	\$ 110,646
Supplies	39,990		11,913		36,100		18,650		13,500	-	13,500
Maintenance	76,702		68,727		76,650		58,920		67,250	-	67,250
Services	138,036		155,717		131,270		182,744		127,970	-	127,970
Utilities	125,547		58,672		78,990		1,465		79,500	-	79,500
Development Incentives	75,000		75,000		75,000		75,000		75,000	-	75,000
Lease/Rentals	2,109		2,989		18,635		15,628		19,515	-	19,515
Miscellaneous	52,944		108,829		120,150		80,250		131,150	-	131,150
Transfers	-		50,769		50,000		50,000		50,000	-	50,000
TOTAL Department Budget	\$ 580,272	\$	604,164	\$	657,465	\$	561,786	\$	674,531	\$ -	\$ 674,531

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Building Custodian	0.00		0.00		0.00		0.00		1.00	-	1.00
Part-Time Custodian	1.50		1.50		1.50		1.50		1.50	-	1.50
Part-Time Building Technician	0.77		0.77		0.77		0.50		0.00	-	0.00
TOTAL Department Staffing	2.27		2.27		2.27		2.00		2.50	-	2.50

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**NON-DEPARTMENT
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	COST	ESTIMATED LIFE	CM APPROVED
Pitney Bowes - Mail Machine		2016				
Ford 350 Pick-Up		2016	4,245			
Canon Color Copier (55 ppm)		2015				
Martin Yale Folding Machine		2006				
Ricoh Copier (HR)		2002				
Cisco Telephone System		2001				

POLICE

MISSION STATEMENT:

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

CORE FUNCTIONS:

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

2016 – 2017 WORKPLAN**CORE FUNCTION: #1 Patrol****Action:**

- Maintain high patrol visibility and deter criminal activity throughout the City
- Respond to all service calls in a prompt, courteous and safe manner
- Provide accurate information and caring assistance to citizens and victims
- Conduct preliminary investigation on all incidents
- Enforce appropriate laws, arrest offenders and issue citations
- Maintain emergency preparedness
- Problem solve with Neighborhood Watch Groups and businesses
- Monitor and enforce traffic laws in high congestion/accident areas
- Place Speed Sentry Traffic Sign Devices in targeted areas
- Initiate special proactive enforcement for crime trends

Activity Measurement:

- Maintain average emergency response time below six minutes for calls that involve injury or high threat to life
- Maintain average response time below 16 minutes for non-emergency calls that do not involve injury or high threat to life
- Provide patrol minimum staffing of at least one supervisor and five officers on the streets at all times
- Maintain a violent crime rate against persons of less than 2.5 crimes per 1,000 residents annually*
- Maintain a crime rate of fewer than 40 Index Crimes (Part I Crimes) per 1,000 residents annually*
- District patrol officers attend at least one Neighborhood Home Association/Crime Watch meeting for each active group in their beat
- Perform 100% compliance checks on all registered sex offenders monthly
- Decrease residential burglaries by 5% during proactive enforcement initiatives
- Participate in at least two national or state traffic safety initiatives for the recognized/specified time period annually

***Explanatory Information:**

Reporting periods are based on calendar years instead of fiscal years because of state and federal reporting requirements. Safety of communities is generally measured by the State Crime Index, measuring the number of violent and non-violent crimes per 1,000/population. Part I crimes are considered to be criminal homicide, robbery, rape, aggravated assault, burglary, larceny, motor vehicle theft and arson. Part I crimes against persons are criminal homicide, rape and aggravated assault offenses.

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #2 Criminal Investigations

Action:

- Document and investigate all criminal activity and offense reports
- Prepare arrest and search warrant affidavits
- Conduct interviews/arrest suspects
- File appropriate charges and provide testimony at grand jury/court
- Recover stolen property
- Provide timely feedback to crime victims
- Maintain intelligence files and appropriate data bases
- Utilize available technology and crime analysis in directing police resources, investigations and filing of cases
- Support community awareness for dangerous criminals

Activity Measurement:

- Maintain a 90% acceptance rate on cases filed with the District Attorney
- Contact victims of persons crimes within five business days of receiving assigned case
- Detectives attend one Neighborhood Home Association/Crime Watch meeting for each active group per year
- Maintain a clearance rate of at least 30% for Index Crimes and a clearance rate of at least 35% for overall crimes annually
- Achieve 30% of property recovered-to-stolen ratio annually
- Provide daily crime analysis reports to Field Operations Bureau

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #3 Information and Technical Support

Action:

- Provide public education and information on problem solving, reporting, crime prevention programs and false alarm prevention for neighborhoods and businesses
- Provide accurate and timely police information
- Protect integrity of impounded evidence and property
- Document and investigate non-emergency service calls to support patrol core function
- Continue web-based and telephone reporting system for the public
- Utilize Access Cedar Hill and other social media outlets to provide service and information

Activity Measurement:

- Provide web page reports of crime "hot spots" and prevention strategies within ten business days of completed police action(s)
- Update the department web page with police statistical information within 15 business days of the preceding reporting month's end
- Conduct annual Property Room Audit with 100% accuracy for items within our custody
- Make police reports available to the public within five business days from report of incident
- Provide a Police Report Blotter to City Council within ten days of the preceding month's end

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #4 Police Administration

Action:

- Continue communications with the CHSD Police and implement identified service enhancements
- Acknowledge department members' involvement in customer service initiatives and formulating innovative ideas that promote cost savings
- Continue to aggressively pursue grant funding and cooperative regional efforts
- Continue random customer service surveys by sending out monthly surveys and track returns of Customer Service Survey instrument to every 100th citizen or business initiated police service call
- Maintain "recognition" status
- Update and review department policies
- Develop Public Information Officer role and manage social media
- Redefine Police Chaplain program

Activity Measurement:

- Continue monthly intelligence meetings with CHSD Chief and/or his designee
- Submit required financial grant reports (quarterly /annually)
- Maintain an overall 90% customer approval rating for police services based on returned Customer Service Surveys
- Electronically submit required annual reports for "recognition" status
- Update and maintain social media platforms daily and department website monthly
- Implement Police Chaplain team

Meets City Council's Premier Statements:

Cedar Hill is Safe.

CORE FUNCTION: #5 Professional Standards

Action:

- Continue to develop department personnel through a comprehensive strategy of recruitment selection, promotion and training designed to encourage excellence through diversity
- Maintain state license for contractual training
- Investigate citizen complaints
- Conduct administrative investigations
- Continue to develop command personnel for succession through a comprehensive strategy of training and opportunities designed to encourage leadership excellence

Activity Measurement:

- Complete investigations within 30 calendar days of assignment unless an extension is granted.
- Department supervisors will attend at least two professional development courses beyond required training.
- Provide annual reports to maintain recognition status.
- Maintain 100% compliance of state mandated training requirements
- At least one command personnel attend an advanced police management training course through the Law Enforcement Management Institute of Texas or FBI National Academy

Meets City Council's Premier Statements:

Cedar Hill is Safe.

SUMMARY - POLICE DEPARTMENT

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 6,990,105	\$ 7,244,472	\$ 7,375,680	\$ 7,584,897	\$ 7,751,251	\$ 49,036	\$ 7,800,287
Supplies	239,729	192,130	268,315	170,649	266,985	1,000	267,985
Maintenance	108,391	102,814	102,905	92,835	102,455	-	102,455
Services	903,568	916,819	645,200	642,450	657,640	-	657,640
Utilities	35,347	29,993	31,955	27,025	27,025	-	27,025
Lease/Rentals	71,875	115,315	172,855	165,966	203,713	-	203,713
Miscellaneous	118,970	138,578	152,025	132,350	154,004	2,500	156,504
Capital	5,803	3,948	5,000	3,500	-	-	-
Grant Expenditures	1,200	-	-	-	-	-	-
TOTAL Dept. Budget	\$ 8,474,988	\$ 8,744,069	\$ 8,753,935	\$ 8,819,672	\$ 9,163,073	\$ 52,536	\$ 9,215,609

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Police Chief	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00	2.00	0.00	2.00
Lieutenant	7.00	7.00	7.00	7.00	7.00	0.00	7.00
Sergeant	7.00	7.00	7.00	7.00	7.00	0.00	7.00
Police Corporal	7.00	7.00	7.00	7.00	7.00	0.00	7.00
Police Officer	38.00	38.00	38.00	38.00	38.00	0.00	38.00
Police Information Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Forensics Manager (Grant)	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Crime Victims Assistance Manager	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Civilian Investigator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Executive Secretary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigative Aide	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Community Service Officers	2.00	2.00	2.00	2.00	3.00	0.00	3.00
Lead PSO	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Police Records Clerk	2.00	2.00	2.00	2.00	2.00	0.00	2.00
Alarm Billing Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Public Service Officer	4.00	4.00	4.00	4.00	4.00	1.00	5.00
P-T Community Service Officers	1.60	1.60	1.40	1.40	0.00	0.00	0.00
Property Room Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
P-T Scanning Clerk	0.50	0.50	0.50	0.50	0.50	0.00	0.50
TOTAL Department Staff	83.10	83.10	82.90	82.90	82.50	1.00	83.50

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
Patrol Vehicle (6)	\$168,000	\$51,645	Partial (3)
Administrative Sedan	\$22,000	\$6,764	Yes
Tough Books (2)	\$10,000	\$2,583	Yes

PROGRAMS:	PRIORITY	COST	FUNDED
Public Service Officers (2)	1	\$ 105,300	Partial (1)
Community Service Officers (2)	2	\$ 38,090	No
Administrative Secretary	3	\$ 52,665	No

One Public Service Officer is included in the City Manager's Budget.

**Proposed Program Description
Police**

Program One (1): Public Service Officers (2)

Program Cost: \$105,300
Tax Rate Impact: \$0.0034

Option 1 Cost: \$82,524
Option 2 Cost: \$52,536 (This option is included in the City Manager's Budget)
Option 3 Cost: \$38,873
Option 4 Cost: \$30,760
Option 5 Cost: \$15,045

Included in City Manager's Budget: Partial (One Public Service Officer)

Program Description:

This program requests two (2) Public Service Officers.

After the Southwest Regional Communications Center opened in late 2000, six (6) Public Service Officer (PSO) positions remained at the Police Department.

- During FY 2001-02, the Police Department converted one (1) PSO position to Police Information Supervisor (PIS) and gave up another PSO position as its buy-in to the regional jail — leaving four PSOs.
- In 2008, the City added one (1) PSO position (per Buracker study recommendation), raising the PSO total to five.
- In FY 2012-13, the Police Department converted one (1) PSO position to Lead PSO (LPSO) position, lowering the PSO total to four (4).

Due to an insufficient relief factor, the police information supervisor continues to perform PSO and property room functions — in addition to supervising 11 members in four (4) different units.

The rapid implementation of our body camera program has significantly increased the number of video recordings that have to be reviewed, stored, electronically uploaded, and managed for evidentiary purposes. The 2014 Morton Law requires police departments to maintain all evidence related to any criminal case for disclosure to the prosecutor and defendant.

Program benefits and outcomes:

- The fifth PSO will refill the PSO position converted to the LPSO position and provide a minimal relief factor. According to the Cedar Hill Police Department management study report, "It takes at least five employees to provide coverage for one 24/7 position." (Carroll Buracker and Associates, Inc., 2007, pp. 175, 181)
- The sixth PSO position provides the following benefits:

- Allows for two PSOs (or one PSO and the LPSO) to be on duty Monday through Friday during regular business hours, to improve daytime customer service
- Provide sufficient relief factor for staffing (no longer need PIS or overtime to cover shifts)
- Provide the necessary staffing to perform additional support functions:
 - Perform pawn detail: collect pawn tickets from area pawn shops; sort, analyze, and enter pawn tickets pawn in the Pawn module; and, make appropriate notifications to area agencies related to properties from their jurisdictions
 - Perform all technical requirements for our department videos (body camera and in-car)
 - Expand the number of days and hours for fingerprinting citizens
- Help make internal operations be more efficient and effective by increasing work productivity
- Provide the ability to overlap shifts during peak periods
- Allow for the cross-training of one (1) of the PSOs to perform property functions

Option:

- 1) Refill with full-time and convert one part-time position
- 2) Refill with one full-time position
- 3) Refill with convert one part-time position
- 4) Refill with two part-time positions
- 5) Refill with one part-time position

If this program is not funded:

- Due to an insufficient relief factor, the police information supervisor will continue to perform PSO and property room functions – in addition to supervising 11 members in four different units
- May have an impact of lower level of customer service
- Negative impact of support services to city/department employees
- Negative impact on managing our department video recordings

This program reflects City Council's Premier Statements:

Cedar Hill is Safe.

Finance Department's Comments:

- This program includes one microcomputer budgeted in the Information Technology's Department. The budgeted cost of the computer is \$1,000.

Program Two (2): Community Service Officers

Program Cost: \$38,090

Tax Rate Impact: \$0.0004

Option Cost: \$18,431

Included in City Manager's Budget: No

Program Description:

This highly successful program requests adding two part-time Community Service Officers. These positions will continue to deliver "Premier" customer service with cost-effective use of valuable police resources. This would give the Police Department a total of five (5) Community Service Officers (Three full-time and two part-time), to assist in taking field reports, following-up investigations, in lieu of a Police Officer, and supporting implementation of an alternative reporting procedure for specific types of police service calls as recommended by *Carroll Buracker & Associates, Inc.* Staffing and Management Study (hereafter referred to as CBI). Utilizing Community Service Officers was also identified by the management study as a police "best practice" in law enforcement.

Program benefits and outcomes:

- Cost savings for utilizing the entire CSO Program instead of Police Officers in this program is approximately \$180,000 (\$30,000 each),
- Handle approximately 8,000 lower priority service calls (annually) in the field and at the police station,*
- Provide evening coverage for report-taking,
- Assist in follow-up investigations,
- Performance objectives of a 20 minute response time for non-emergency service calls and high visibility intervals of every eight hours for arterial roadways and every 12 hours for residential.

*Utilizing automated staffing models (CBI's Service Standard Index Model and Allocation Model for Police Patrols) for business and citizen initiated service calls.

Option:

- Fund one part-time Community Service Officer through the General Fund.

If this program is not funded:

- Level and quality of current police services may be negatively affected as officers devote time to lower priority calls,
- Officers will have less time to spend in retail shopping areas which will reduce safety perception in retail shopping areas and neighborhoods,
- Unable to reallocate valuable police officer resources to proactively focus on crime trends or higher priority calls,
- Crucial call taking time may be compromised at regional dispatch for minor reports,
- Customer dissatisfaction for delayed police response may occur.

This program meets City Council's Premier Statement:

Cedar Hill is Safe:

- Maintain position as the safest city in the BSW area and in the top tier of North Texas cities
- Maintain zero tolerance for crime in Cedar Hill

Finance Department's Comments:

- This program includes one microcomputer budgeted in the Information Technology's Department. The budgeted cost of the computer is \$1,000.

**Proposed Program Description
Police**

Program Three (3): Administrative Secretary
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Program Cost: \$52,665

Tax Rate Impact: \$0.0017

Option Cost: \$15,044

Included in City Manager's Budget: No

Program Description:

This program requests a full time Administrative Secretary that will serve as Administrative Assistant to the Assistant Chiefs. In 2007, two (2) administrative support positions were recommended by *Carroll Buracker & Associates, Inc.* (CBI) for the Assistant Chiefs. One (1) part time Administrative Secretary was added in FY 2008-2009 and converted to full time in FY 2013-2014 using the red light camera fund.

Police operations are a 24-hour a day City core function that requires "premier" customer service, accurate record keeping and fiscal responsibility from its support staff. The 2007 CBI Management Study recommended 24 full-time civilian support staff positions. We currently have 21 full-time civilian staff

Options:

- 1) Add one part-time Secretary (20 hours per week).

If this program is not funded,

- It may be difficult to maintain fiscal responsibility,
- Poor file maintenance may result,
- Accounting errors may result from an overworked and understaffed civilian staff,
- Customer service will most likely decrease,
- Grant funding may be jeopardized,
- Overtime may increase.

This program reflects City Council's Premier Statement:

Cedar Hill is Safe.

Finance Department's Comments:

This program includes one microcomputer budgeted in the Information Technology's Department. The budgeted cost for the microcomputer is \$1,000.

POLICE VEHICLES AND EQUIPMENT

ITEM	MARK IF UNRELIABLE	YEAR	MILEAGE	ID	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES:							
Chevy Van #504		2005	28,936	Crime Scene			
Chevy Van #505		2005	30,599	FYVS			
Ford Crown Victoria #601		2006	84,962	COPS			
Ford Crown Victoria #602 / ALPR	X	2006	101,866	COPS	\$42,000	5 Years	No
Ford Taurus #609		2006	78,438	CID			
Chevy Impala #710		2007	87,500	CID			
Chry Aspen #711		2007	122,383	CID/seized			
Ford Crown Victoria #805		2008	86,275	COP			
Ford F150 #807		2008	20,027	PSD			
Ford F150 #808		2008	74,526	CID			
Chevy Impala #809		2008	75,000	CID			
Ford Crown Victoria #810		2008	71,216	Traffic			
Ford Escape #901		2009	38,149	CSO			
Ford Escape #902		2009	46,664	CSO			
Ford Escape #903		2009	30,477	CSO			
Ford Ranger #904		2009	25,864	CSO			
Chevy Tahoe #1001		2010	101,057	Patrol K-9			
Chevy Tahoe #1002		2010	92,397	Patrol K-9			
Chevy Impala #1003		2010	87,159	CID			
Chevy Impala #1004		2010	59,426	CID			
Ford Taurus #1005	X	2010	115,147	Admin	\$24,000	5 Years	Yes
Ford Explorer #1006		2010	72,426	CID			
Chevy Impala #1007		2010	37,752	CID			
Chevy Impala #1008		2010	66,701	CID			
Ford Crown Victoria #1009		2010	75,844	PACT			
Ford Crown Victoria #1010		2010	66,468	PACT			
Ford Crown Victoria #1104	Replacing 602	2011	74,929	Patrol	\$42,000	5 Years	No
Ford Crown Victoria #1106	X	2011	87,113	Patrol	\$42,000	5 Years	Yes
Ford Crown Victoria #202	X	2011	89,865	PACT	\$42,000	5 Years	Yes
Ford Crown Victoria #203 / ALPR		2011	59,962	Patrol			
Ford Crown Victoria #205	X	2011	86,098	Patrol	\$42,000	5 Years	Yes
Ford Crown Victoria #206	X	2011	76,118	PACT	\$42,000	5 Years	No
Ford Explorer #201		2013	63,857	Traffic			
Ford Explorer #204		2013	55,680	Traffic			
Ford Explorer #207		2013	24,752	Patrol			
Ford Explorer #208		2013	58,804	Patrol			
Ford Explorer #209		2013	38,387	Patrol			
Ford Explorer #210		2013	56,001	Patrol			
Ford Taurus # 290		2013	88,402	Adm			
Ford Fusion #293		2013	25,926	PSD			
Ford Fusion #294		2013	57,632	Admin			
Ford Explorer #211		2014	46,966	Patrol			
Ford Explorer #212		2014	53,808	Patrol			
Ford Explorer #213 / ALPR		2014	43,453	Patrol			
Ford Explorer #214		2014	34,848	Patrol			
Ford Explorer #215		2015	10,659	Patrol			
Ford Explorer #216		2015	14,843	Patrol			
Ford Explorer #217		2016	5,039	Patrol			
Ford Explorer #218		2016	55	Patrol			
Ford Explorer #219		2016	2,435	Patrol			
Ford Explorer #220		2016	55	Patrol			
Ford Explorer #221		2016	4,662	Patrol			
Ford F150 #507		2016	590	CID			

POLICE VEHICLES AND EQUIPMENT

ITEM	MARK IF UNRELIABLE	YEAR	MILEAGE	ID	COST	ESTIMATED LIFE	CM APPROVED
Dodge Ram Crew Cab Pickup #276		2003	98,446	CID			
Ford Cutaway Box Van #106		2001	11,292	Traffic			
Ford F-350 Van #ERT		1998	56,806	ERT			
Armored Truck #SRRG		1985		SRRG			
Harley-Davidson FLHTPI Motorcycle #M01		2014	15,848	Traffic			
Harley-Davidson FLHTPI Motorcycle #M02		2014	21,193	Traffic			
Harley-Davidson FLHTPI Motorcycle #M03		2014	8,459	Traffic			
OTHER EQUIPMENT:							
Patrol Bicycles (3) Cannondales		1999		Patrol			
Patrol Bicycles (4) Treks		2013		Patrol			
Patrol Bicycles (2) Schwins		1997		Patrol			
Polaris Sportman		2013		Patrol			
ONAN Generator (Portable)		2003		Patrol			
Mobile Traffic Monitor Signs (2)		2006		Traffic			
Stalker LIDAR laser radar (1)		2008		Patrol			
Crossmatch Fingerprint System		2008		PSO			
Automatic Finger Print ID System (AFIX)		2009		Crime Scene			
Crossmatch Fingerprint / Child ID System		2010		PACT			
Ricoh 2555 (601 - Refurbished)		2010		PSD			
Stalker LIDAR laser radar (4)		2010		Patrol			
Stalker LIDAR laser radar (2)		2011		Patrol			
Newbart ID Card System		2011		PDAdmin			
Visual Pro Camera Systems (ALPR) (4)		2014		CID			
Ice Machine		2015		Breakroom			

ANIMAL CONTROL

MISSION STATEMENT:

The mission of the Animal Control Division of the Police Department is to provide the highest quality service that promotes and maintains a safe environment in partnership with the community consistent with our values.

CORE FUNCTIONS:

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

2016-2017 WORK PLAN

CORE FUNCTION: #1 Animal Control

Action:

- Respond to all calls for service in a prompt manner
- Issue citations for code violations
- Impound, release or dispose of animals in a timely manner
- Update Animal Control Ordinances as needed
- Continue Dog Registration Program for dangerous animals
- Continue to explore merging resources with Desoto and Duncanville under the direction of the Animal Shelter Director

Activity Measurement:

- Achieve average response time to service calls below 20 minutes
- Attend six Neighborhood Watch Group meetings, or City-sponsored functions annually
- Publish and distribute at least three educational articles on common dog violations/hazards to citizens through the City's newsletter, local paper, and the Police social media platforms annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

SUMMARY - ANIMAL CONTROL

EXPENDITURES	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017 CONTINUED	GROWTH	PROPOSED
Personnel	\$ 114,599	\$ 118,257	\$ 121,070	\$ 125,232	\$ 136,651	\$ -	\$ 136,651
Supplies	6,770	11,479	12,555	9,800	11,555	-	11,555
Maintenance	1,292	1,766	2,000	1,895	2,000	-	2,000
Services	4,023	1,652	2,975	2,125	2,540	-	2,540
Utilities	1,293	1,191	1,450	1,170	1,455	-	1,455
Lease/Rentals	1,575	755	19,120	15,248	19,800	-	19,800
Miscellaneous	2,233	2,645	3,800	2,400	3,800	-	3,800
TOTAL Dept. Budget	\$ 131,785	\$ 137,745	\$ 162,970	\$ 157,870	\$ 177,801	\$ -	\$ 177,801

STAFFING	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017 CONTINUED	GROWTH	PROPOSED
Animal Control Officer	2.00	2.00	2.00	2.00	2.00	0.00	2.00
TOTAL Department Staff	2.00	2.00	2.00	2.00	2.00	0.00	2.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
Animal Control Officer	1	\$ 65,715	No

Proposed Program Description Animal Control

Program One (1): Animal Control Officer

Program Cost: \$ 65,715

Tax Rate Impact: \$0.0021

Option 1 Cost: \$ 15,980

Included in City Manager's Budget: No

Program Description:

This program requests adding one full-time Animal Control Officer (ACO). The average number of calls over the past five (5) years is 3,851 and the average number of after hour calls is 1,025. The additional ACO will provide the following benefits:

- Expand the hours of service delivery during weekdays (after 5:00 p.m.) and weekends,
- Decrease the number of call-backs and call-back response times,
- Reduce overtime - due to increased shift coverage,
- Allow more time for follow-up investigations and proactive community education on animal-related topics,
- Minimize the need for Patrol Officers to respond to animal calls when an ACO is not available,
- Reduce the number of non-emergency calls held until the next day when an ACO is not available.

Options:

- 1) Add one part-time Animal Control Officer (20 hours per week),
- 2) Move the Animal Control function under the Regional Animal Shelter and cross-train certain Shelter employees as ACOs.

If this program is not funded:

- Increase response times to animal calls, particularly for vicious dogs and animal bites,
- Increase continued reliance on Patrol Officers for back-ups,
- Decrease in enforcement time,
- Decrease in 'follow up' time on existing calls,
- Increase in overtime

This program reflects City Council's Premier Statement:

Cedar Hill is Safe.

**ANIMAL CONTROL
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM
Ford 1-150 (4 X 4) #?		2016	982	Ford 1-Ton (4 X 4)			
Ford F-150 (4 X 4) #285		2015	6,607	Ford 1-Ton (4 X 4)			

FIRE

MISSION STATEMENT:

The mission of the Cedar Hill Fire Department is to deliver Professional Life Safety Services to our citizens and customers.

VISION STATEMENT:

We envision the Cedar Hill Fire Department to be ready for all challenges by continually preparing through training, dedication, and desire.

CORE FUNCTIONS:

- 1) **Emergency Medical Services** - Deliver professional emergency medical care to all of our customers
- 2) **Fire Suppression** - Deliver state-of-the-art fire and rescue services to all of our customers
- 3) **Fire Prevention** - Improve "Quality of Life" through pro-active services, including education, inspections, and construction plan review
- 4) **Fire Administration** - Provide leadership and visionary direction for the Cedar Hill Fire Department

2016 – 2017 WORK PLAN

CORE FUNCTION: #1 Emergency Medical Services

Action:

- Meet established national standards for response to approximately 4,100 emergency medical service calls
- Administer quality advanced life-support and other medical treatment
- Improve efficiency, quality and record keeping through electronic field reporting
- Continuous improvement of the Automatic External Defibrillator (AED) Program
- Schedule maintenance/equipment replacement of AEDs
- Provide free blood pressure checks to all customers
- Ensure ambulances meet all state requirements
- Provide quality medical Continuing Education Programs for paramedics
- Support and coordinate the Shattered Dreams Program

Activity Measurement:

- Respond to emergency medical service calls in five minutes or less 90% of the time – current overall average four minutes twenty-four seconds from time dispatched until first unit arrival
- Ensure 99% of all calls receive care and meet all protocols
- Conduct AED Training for 50 City employees annually
- Conduct CPR Training for 50 City employees annually
- Conduct weekly blood pressure checks to City employees and daily to citizens
- Complete three (3) annual ambulance re-certifications and unannounced inspections
- Coordinate medical Continuing Education Programs 12 times per year - for all paramedics
- Manage Shattered Dreams Program bi-annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Fire Suppression

Action:

- Meet established national standards for response to approximately 2060 fire/other related emergency and non-emergency events and 2,000 EMS assist calls
- Work toward continuous customer service improvement by empowering all fire department employees to pursue every opportunity which arises to improve the outcome of all fire department events/activities
- Identify High Risk/Low Frequency (HR/LF) Events and focus company training on department guidelines for these types of events
- Perform Hydrant Program and Pre-Plan Program

Activity Measurement:

- Respond to fire/medical emergencies in six minutes forty-two seconds or less, 90% of the time – current overall average five minutes nineteen seconds from the time dispatched until first unit arrival
- Ensure 99% customer satisfaction rating on all fire department incidents, events and activities
- Meet the daily goal of the nation's fire service of no line-of-duty-deaths or "Everyone Goes Home"
- Complete and properly document annual maintenance on more than 2,300 hydrants
- Complete 26 new target hazard pre-plans annually
- Perform inspections of all department equipment (16 apparatus and 23 pieces of small equipment) daily
- Achieve 240 hours of training per employee annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Fire Prevention

Action:

- Promote fire prevention activities through building inspections and assist Suppression Division with developing Fire Pre-Plans
- Inspect all commercial buildings
- Perform required re-inspections
- Perform requested Certificate of Occupancy inspections
- Perform requested fire alarm, sprinkler, and access system tests
- Promote fire prevention/safety with fire safety education programs
- Aggressively pursue arson investigations
- Perform pre-construction plan reviews
- Enhance inspection and investigation skills

Activity Measurement:

- Complete a minimum of one inspection on all 1,653 commercial occupancies in Cedar Hill annually
 - ✓ Completed 1,193 commercial occupancies inspections. (CY-2015)
- Perform required re-inspections within ten working days of initial inspection
- Oversee 45 additional Pre-Plan inspections annually by Suppression personnel
- Perform Certificate of Occupancy Inspections within one working day of request
- Perform fire alarm, sprinkler, and access system tests within one working day of request
- Conduct 41 fire safety educational programs annually
- Prosecute to fullest, 100% of all suspects identified by investigations of arson fires
- Provide New Construction Plan Review with completion within five working days of receipt
- Attend a minimum of two inspection and two investigation courses annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

*Pre-Plan is a map of a building. In the event of a fire, all hydrants, utility locations, emergency exits, and other important features will be identified in advance.

CORE FUNCTION: #4 Fire Administration

Action:

- Provide professional, effective leadership for our employees
- Improve regional standardization, training and cooperation
- Provide state-of-the-art equipment, using cost-effective strategies
- Maximize the life expectancy of all equipment through preventive maintenance
- Utilize state contracts, regional contracts, inter-local purchasing agreements
- Continue to maintain Insurance Service Offices Rating of "Class 2"
- Report and recognize "Excellent" customer service events

Activity Measurement:

- Maintain ISO Rating by overseeing the following:
 - ✓ Perform Hydrant Inspections on 2,300 plus hydrants annually
 - ✓ Perform eight multi-company drills annually and 240 hours of company training annually
 - ✓ Analysis of 26 new target hazards annually
 - ✓ Equip 100% of all apparatus per ISO requirements
 - ✓ Utilize Compressed Air Foam Systems
 - ✓ Utilize Total Quint Concept (two quints)
- Respond to and include employees in the decision making process through committee participation annually, which includes:
 - ✓ Weekly Staff Meetings
 - ✓ Monthly Officer Meetings
 - ✓ Quarterly Association Meetings
 - ✓ Quarterly Station Meetings
 - ✓ Two EMS Meetings
- Utilize Mutual Aid Agreements:
 - ✓ Attend three Regional Fire Training Evolutions
 - ✓ Implement, as needed, Regional Standard Operating Guidelines
 - ✓ Attend monthly regional and county Fire Chief's meetings
 - ✓ Attend monthly FIANT meetings
 - ✓ Attend 10-EDUCT meetings
- Host one department awards program annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

- Best Southwest Cities include: Cedar Hill, Duncanville, Desoto and Lancaster.
- EDUCT represents the Ellis Dallas Unified Cooperative Team.
- FIANT represents Fire Instructors Association of North Texas
- Target Hazard represents a high hazard facility which is pre-planned. A pre-plan includes identifying hazardous conditions, utility shut-offs, hydrant locations, available flow and a foot print of the building.

SUMMARY - FIRE DEPARTMENT

EXPENDITURES	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017		
					CONTINUED	GROWTH	PROPOSED
Stations (1-3)							
Personnel	\$ 5,628,721	\$ 5,813,941	\$ 6,149,965	\$ 6,216,111	\$ 6,419,968	\$ -	\$ 6,419,968
Supplies	228,580	209,356	254,900	196,640	283,925	-	283,925
Maintenance	302,200	193,135	213,515	202,965	218,555	-	218,555
Services	411,994	339,448	250,210	315,960	317,350	40,000	357,350
Utilities	73,290	57,802	75,895	55,765	63,570	-	63,570
Leases/Rentals	279,356	319,062	334,160	330,787	346,707	-	346,707
Miscellaneous	160,742	166,942	180,200	181,200	195,870	-	195,870
Capital and Grant Expenditures	306	290	-	-	93,484	-	93,484
TOTAL Dept. Budget	\$ 7,085,189	\$ 7,099,976	\$ 7,458,845	\$ 7,499,428	\$ 7,939,429	\$ 40,000	\$ 7,979,429
Station (4)							
Personnel	\$ 1,012,421	\$ 1,077,701	\$ 1,116,920	\$ 1,159,630	\$ 1,163,757	\$ -	\$ 1,163,757
Supplies	13,863	12,339	19,250	24,540	21,740	-	21,740
Maintenance	24,630	36,144	32,960	28,000	33,995	-	33,995
Services	25,270	18,419	29,810	30,610	29,295	-	29,295
Utilities	20,005	18,688	20,140	16,605	19,205	-	19,205
Leases/Rentals	-	-	-	-	-	-	-
Miscellaneous	19,647	19,059	21,060	20,694	24,626	-	24,626
TOTAL Dept. Budget	\$ 1,115,836	\$ 1,182,350	\$ 1,240,140	\$ 1,280,079	\$ 1,292,618	\$ -	\$ 1,292,618
FIRE GRAND TOTAL:	\$ 8,201,025	\$ 8,282,326	\$ 8,698,985	\$ 8,779,507	\$ 9,232,047	\$ 40,000	\$ 9,272,047

STAFFING	ACTUAL FYE 14	ACTUAL FYE 15	BUDGET FYE 16	EST. FYE 16	FISCAL YEAR 2016-2017		
					CONTINUED	GROWTH	PROPOSED
Fire Chief	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	0.00	1.00
*Battalion Fire Chief	3.00	3.00	3.00	3.00	3.00	1.00	4.00
Medical Services Chief	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Fire Captain	12.00	12.00	12.00	12.00	12.00	0.00	12.00
Driver/Engineer	12.00	12.00	12.00	12.00	12.00	0.00	12.00
Firefighter/Paramedic	45.00	45.00	45.00	45.00	45.00	0.00	45.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	0.00	1.00
TOTAL Department Staff	78.00	78.00	78.00	78.00	78.00	1.00	79.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
Rescue Tool Replacement (3)	\$ 97,800	\$ 4,840	Partial (1)
Mid-Size SUV (2)	\$ 106,000	\$ 19,725	Yes
Thermal Imaging Camera	\$ 23,400	\$ 4,355	Yes
Training Mannequins	\$ 24,500	\$ 4,560	Yes
Brush Unit	\$ 140,000	\$ 18,910	No

PROGRAMS:	PRIORITY	COST	FUNDED
Fire Training Officer	1	\$ 134,240	*Partial

*\$40,000 is Recommend for the Fire Training Officer, contingent on Regional Funding.

Proposed Program Description

Fire Department

Program One (1), Regional Fire Training Officer

Program Cost: \$ \$134,240

Tax Rate Impact: \$0.0043

Option 1 Cost: \$ 40,000*

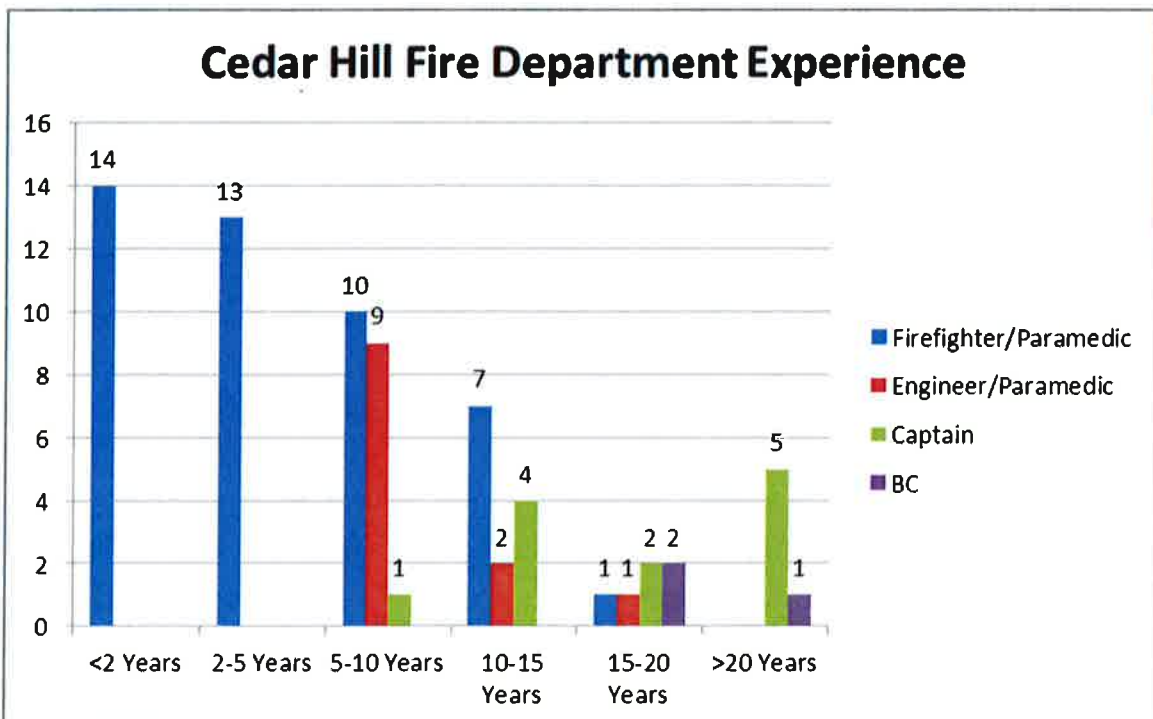
Included in the City Manager's Budget: Partial (*Contingent upon Regional Funding)

Option 1 is included in the City Manager's Budget.

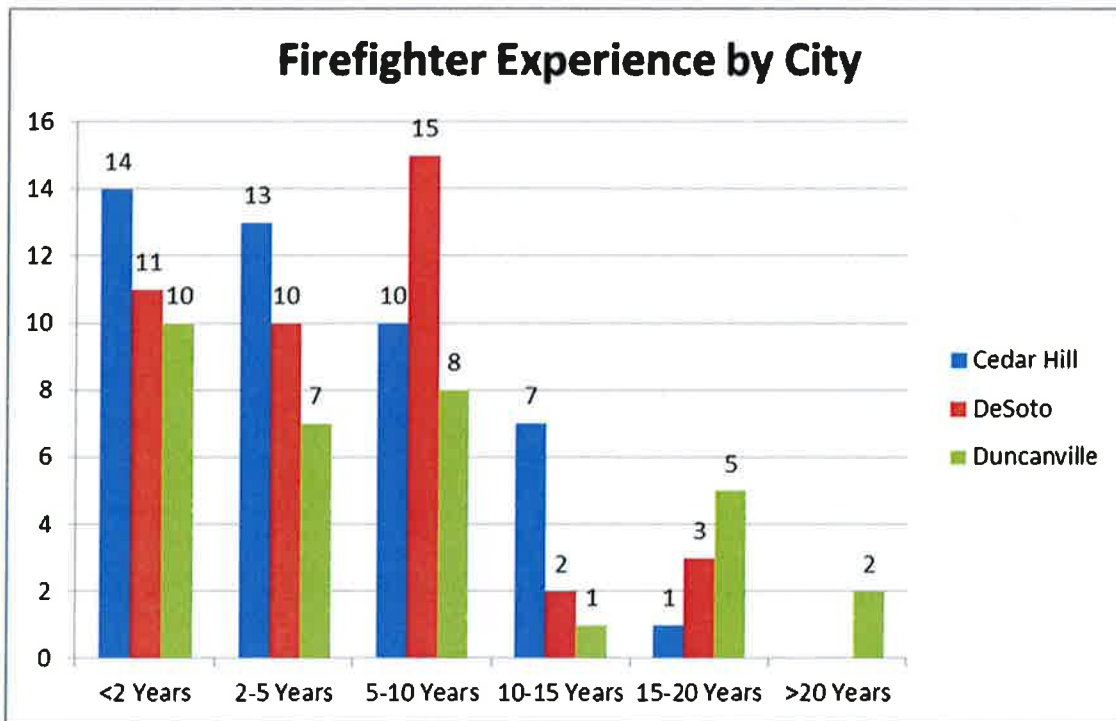
Program Description:

The Cedar Hill Fire Department Master Plan identified training as an area needing improvement. Specifically, the plan stated the training program "lacks the depth necessary to handle the significant mandated training standards and mandates and steady influx of new response personnel due to turnover and growth."

We envision the Cedar Hill Fire Department to be ready for all challenges by continually preparing through training, dedication, and desire. To attain this vision, a properly trained and equipped department is essential. Currently, 72 shift personnel are assigned to the Suppression Division. The experience level of the Suppression Division is detailed below.



The experience level of the department is very low with 27 of the 45 firefighter positions having less than 5 years of experience. This problem is also being experienced by the DeSoto and Duncanville departments, who provide services to our citizens. The chart below details the experience level of the firefighter rank for all three departments.



Suppression Personnel are expected to respond to emergencies, including motor vehicle accidents, medical calls, structure fires, and numerous other types of calls. While many of these calls have similarities, each call has its own unique factors. Fire personnel use Recognition Primed Decision Making (RPDM) to properly and safely handle these responses. RPDM allows personnel to make critical decisions based on the recognition of events from training or experience. With having so many inexperienced firefighters, the need for training is greatly increased. The Fire Department Master Plan recommends establishing a full time training position. To meet these needs, the Fire Department is requesting a full-time Training Officer to serve as a shared resource with DeSoto and Duncanville, as recommended by the Master Plan. This position would be at the rank of Battalion Chief.

In the past, the position of training coordinator has been assigned to a Battalion Chief as an additional duty. That person has attempted to coordinate training activities on all three shifts. The department has outgrown this system. In exit interviews, departing personnel have commented that one of the major issues with the department is training.

Annual training requirements for fire department personnel are established by the Texas Commission on Fire Protection (TCFP), Texas Department of State Health Services (DSHS) and the National Registry of Emergency Medical Technicians (NREMT). In addition, the Insurance Services Office (ISO) grading system uses training hours as part of the grading system to rate the department's ability to provide fire protection. The requirements are detailed below:

Texas Commission on Fire Protection

- Eighteen hours annually
 - Specific content areas
 - No more than four hours in any content area
- Additional hours are required in the following disciplines
 - Hazardous Materials – eight hours
 - Wildland – four hours
 - Arson Investigation – two hours
 - Head of Department – two hours
 - Inspection – two hours
 - Instructor – two hours

Paramedic Recertification

- Texas Department of State Health Services*
 - 144 hours over four years in specific content areas
- National Registry of Emergency Medical Technicians*
 - 72 hours over two years in specific content areas

* These hours are concurrent and not cumulative.

Insurance Services Office

- Training at Training Facility – 18 hours per member per year
- Company Training – 16 hours per member per month
- Officer Training – 12 hours per year
- Driver and Operator Training – 12 hours per year
- New Driver and Operator Training – 60 hours (or certification)
- Hazardous Materials Training – 6 hours per member per year
- Recruit Training – 240 hours per recruit

While the department contracts with the Navarro College to provide medical continuing education (CE), coordination is a key element to maximizing efficiency. The department also participates in Regional Training with DeSoto and Duncanville.

Properly planned, organized, coordinated, and directed training is essential to the success and safety of the department. To meet this need, the person performing these functions needs to have the ability to discuss, observe, work and coordinate with each shift. Additionally, they need to attend meetings and conferences to keep up to date with issues, trends, and techniques. It is not feasible, nor practical to assign these functions to a person in addition to their regular shift duties.

To properly fulfill the requirements of this position, the person would need a combination of certifications and experience. Minimum qualifications would include:

- Master Structure Fire Protection Certification (TCFP)
- Fire Instructor Level III (TCFP)
- Pumper/Operator (TCFP)
- Wildland Firefighter (TCFP and Texas Forest Service)
- Fire Officer II (TCFP)
- Paramedic (DSHS)
- Associates Degree

This position would also be used to assist in Emergency Management training for other City personnel with EOC responsibilities. This would include assisting with NIMS required classes and EOC exercises.

Options:

- A portion of the objectives could be completed by a Training Officer working 24 hours per week. This option would provide 3 training days for each department per month. Additionally, the Training Officer would be allotted 3 days per month for planning and other administrative duties.

If this program is not funded:

- Training in the Fire Department will continue to function at less than optimum levels.

This program reflects City Council's Premier Statement:

- Cedar Hill is Safe.

Finance Department's Comments:

The budgeted cost of the computer is \$3,500 with a lease term of \$905 per year for five years.

**FIRE
VEHICLES AND EQUIPMENT**

ITEM	Location or Unit ID	Serial Number or V.I.N.	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
ENGINES/PUMPERS									
Pierce 1,500 Pumper (340-2432)	E213	4P1NC01A5CA012432		2012	37,659				
Pierce 1,500 Pumper (341-8945)	E214	4P1CV01H88A008945		2008	64,690				
Pierce Quint (340-6421)	Q212	4P1CD01H86A006421		2006	112,987				
Pierce Quint (340-0704)	Q211	4P1CT02S1YA000704		2000	130,400	Pierce Dash CF Pumper	\$ 600,000	12 Years	On Order
Pierce 1,500 Pumper (340-1223)	E219	4P1CT253XA001223		1999	114,097				
BRUSH TRUCKS									
TIFMAS Type VI Engine E3-64	E3-64	1FD0X5HT08EB76362		2011	11,707				
Brush Truck (340-9380)	B211	1FDWF36PY5EA69380		2004	126,116				
Ford F-350 Brush Unit 4X4 (340-3031)	B212	1FTWW33F9XED33031	X	1999	50,960	Type VI Engine	\$ 140,000	12 Years	No
AMBULANCES									
Ford Ambulance (Road Rescue) (340-1189)	M211	1FDUF4GT2GEA51189		2015	7494				
Ford Ambulance (Frazer) (340-8641)	M212	1FDRF3G15FEA8641		2014	31,060				
Ford Ambulance F350 (Frazer) (340-2129)	M213	1FDRF3G17DEB42129		2013	35,451				
Dodge Ambulance (Frazer) (340-0974)	M219	3D6WG4EL6AG120974	X	2010	113,839				
Ford Ambulance (Frazer) (340-8425)		1FDXU6AR5BEC8425		2008		Traded in on 340-1189			
SUV's									
Ford Explorer (Fire Inspector) (340-4485)	FM212	1FM5K7D83EC874485		2014	12,608				
Chevrolet Suburban 4X4 (Battalion Chief) (340-8577)	BC210	1GNWKEG7BR218577		2011	47,080				
Ford Expedition 4X4 (Fire Chief) (340-3589)	C211	1FMFU16558LA63589		2008	81,688				
Ford Explorer (Deputy Chief) (340-8901)	C212	1FMEU63E18UB28901		2008	76,018				
Ford Expedition (Fire Marshal) (340-2356)	FM211	1FMFU15597LA42356	X	2007	114,298	SUV (4 X 4)	\$ 57,000	8 Years	Yes
Ford Expedition (EMS Chief) (340-4931)	C213	1FMPU15506LA24931	X	2006	118,940	SUV (4 X 4)	\$ 49,000	8 Years	Yes
Ford Excursion 4X4 (Battalion Chief) (340-0296)	S211	1FMSU41F01EB40296		2001	144,097				
OTHER VEHICLES									
Ford Rescue Truck F350 (340-9194)	R213	1FDRF3G60DEA69194		2013	1,216				
AMBUS	Ambus 214	1T88U2E25D1155171		2012	6,447				
Honda ATV Rescue 4-Wheeler	Unit 217	478FE25421A115550		2001	309				
Ford F350 Hose Unit (340-7250)	HT211	1FDJW35F0VEC17250		1997	20,849				
OTHER EQUIPMENT:									
Canon C5250 Copier (Fax/Scanner/Printer)	FD Admin	JMQ17399		2015					
Canon C4080 Copier (Fax/Scanner/Printer)	CHFD STA- 211	TPG01965		2012		Sent to Auction			
Scott SCBA Air Packs (27)				2011					

**FIRE
VEHICLES AND EQUIPMENT**

ITEM	Location or Unit ID	Serial Number or V.I.N.	X IF ITEM IS		YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
			UNRELIABLE							
CARDIAC MONITOR/DEFIBRILLATORS										
Defibrillator - LifePak 15	M211	42859427			2014					
Defibrillator - LifePak 15	M212	42872200			2014					
Defibrillator - LifePak 15	M213	42872311			2014					
Defibrillator - LifePak 15	Station 211 - Reserve	42872326			2014					
Defibrillator - LifePak 15	E214	38362856			2009					
Defibrillator - LifePak 15	Q211	38205404			2009					
Defibrillator - LifePak 15	Q212	38205407			2009					
Defibrillator - LifePak 15	E213	38200473			2009					
AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)										
Automatic External Defibrillators (AED) CR Plus	Grady Lamb Building				2016					
Automatic External Defibrillators (AED) CR Plus	Valley Ridge 1	42063274			2014					
Automatic External Defibrillators (AED) CR Plus	Valley Ridge 2	42063262			2014					
Automatic External Defibrillators (AED) CR Plus	Valley Ridge 3	42063253			2014					
Automatic External Defibrillators (AED) CR Plus	Valley Ridge 4	42063268			2014					
Automatic External Defibrillators (AED) CR Plus	Virginia Weaver Park	42063255			2014					
Automatic External Defibrillators (AED) CR Plus	City Pool	42063269			2014					
Automatic External Defibrillators (AED) CR Plus	FM211	41559582			2013					
Automatic External Defibrillators (AED) CR Plus	FM212	41559622			2013					
Automatic External Defibrillators (AED) LP-1000	E219 (reserve)	40696055			2012					
Automatic External Defibrillators (AED) CR Plus	Government Center - Administration - 4th Floor	40775830			2012					
Automatic External Defibrillators (AED) CR Plus	Animal Shelter	38763786			2010					
Automatic External Defibrillators (AED) CR Plus	Community Center	38763788			2010					
Automatic External Defibrillators (AED) CR Plus	Government Center 1st Floor	38763429			2010					
Automatic External Defibrillators (AED) CR Plus	Government Center 2nd Floor	38763787			2010					
Automatic External Defibrillators (AED) CR Plus	Government Center PD	38763422			2010					
Automatic External Defibrillators (AED) CR Plus	Government Center PD 2nd Floor	38763785			2010					
Automatic External Defibrillators (AED) CR Plus	Library	38768433			2010					
Automatic External Defibrillators (AED) CR Plus	Public Works	38763789			2010					
Automatic External Defibrillators (AED) CR Plus	Recreation Center Desk	38763783			2010					
Automatic External Defibrillators (AED) CR Plus	Recreation Center Hall	38763790			2010					
Automatic External Defibrillators (AED) CR Plus	City Bus 1	38763782			2010					
Automatic External Defibrillators (AED) CR Plus	City Bus 2	38763785			2010					
Automatic External Defibrillators (AED) LP-1000	BC 210	37094511	X		2008		LifePack CR Plus	\$ 1,500	8 Years	Yes*
Automatic External Defibrillators (AED) LP-1000	C212	37095174	X		2008		LifePack CR Plus	\$ 1,500	8 Years	Yes*
Automatic External Defibrillators (AED) LP-1000	C213	37095172	X		2008		LifePack CR Plus	\$ 1,500	8 Years	Yes*
Automatic External Defibrillators (AED) LP-1000	Fire Department Administration	37095173	X		2008		LifePack CR Plus	\$ 1,500	8 Years	Yes*
Automatic External Defibrillators (AED) CR Plus	Grady Lamb Building	34950909			2006		Replacement Ordered			

**FIRE
VEHICLES AND EQUIPMENT**

ITEM	Location or Unit ID	Serial Number or V.I.N.	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
Intercom System (4 units)	All Engines			1996					
TNT Hydraulic Rescue Tool Set - Q211	Q211								
Powerplant - BT6.5 Sino Power Unit		BT652284	X	2007		Powerplants not need with E-Draulic Tools			
Spreaders		S281021	X	2000		SP310 E-Draulic 28' Spreader	\$ 8,900	12 Years	Yes
Cutters		F02021	X	1999		S700 E-Draulic Culler	\$ 8,100	12 Years	Yes
Ram		R401014	X	2000		421 E-Draulic Ram	\$ 6,400	12 Years	Yes
Manual Pump		2503A807309	X	1999		Manual Pump not needed with E-Draulic Tools			
TNT Hydraulic Rescue Tool Set - Q212	Q212								
Powerplant - BT6.5 Sino Power Unit		BT652278	X	2007		Powerplants not need with E-Draulic Tools			
Spreaders		S281023	X	2000		SP310 E-Draulic 28' Spreader	\$ 8,900	12 Years	No
Cutters		F01129	X	1999		S700 E-Draulic Culler	\$ 8,100	12 Years	No
Ram		unknown	X	2000		421 E-Draulic Ram	\$ 6,400	12 Years	No
Manual Pump		0801AA1033	X	1999		Manual Pump not needed with E-Draulic Tools			
TNT Hydraulic Rescue Tool Set - E213	E213								
Powerplant - BT6.5 Sino Power Unit		BT652279	X	2007		Powerplants not need with E-Draulic Tools			
Spreaders		F02737	X	1999		SP310 E-Draulic 28' Spreader	\$ 8,900	12 Years	No
Cutters		F02743	X	1999		S700 E-Draulic Culler	\$ 8,100	12 Years	No
Ram		unknown	X	2000		421 E-Draulic Ram	\$ 6,400	12 Years	No
Manual Pump		0510A856882	X	1999		Manual Pump not needed with E-Draulic Tools			
TNT Hydraulic Rescue Tool Set - E214	E214								
Powerplant - BT6.5 Sino Power Unit		BT652534	X	2008		Powerplants not need with E-Draulic Tools			
Spreaders		SL281553	X	2008		SP310 E-Draulic 28' Spreader	\$ 8,900	12 Years	No
Cutters		SLC281256	X	2008		S700 E-Draulic Culler	\$ 8,100	12 Years	No
Ram		R412624	X	2008		421 E-Draulic Ram	\$ 6,400	12 Years	No
Manual Pump		2909A155806	X	2008		Manual Pump not needed with E-Draulic Tools			
Stryker Power Pro Stretcher	M213	121040710		2012					
Stryker Power Pro Stretcher	M212	121040711		2012					
Stryker Power Pro Stretcher	M211	131140000		2013					
Stryker Stair Chair	M219			2016					
Stryker Stair Chair	M211	131141241		2013					
Stryker Stair Chair	M212	131141242		2013					
Stryker Stair Chair	M213	131141243		2013					
Stryker Stair Chair		090940039		2009		Replaced			

**FIRE
VEHICLES AND EQUIPMENT**

ITEM	Location or Unit ID	Serial Number or V.I.N.	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
MOWERS:									
Cub Cadet 50" mower	Station 214	FI-0074 1E058G20074		2008		Sent to Auction in 2016			
Cub Cadet 50" mower	Station 211	FI-0001 88206Z020001		2006					
Mower - John Deere - Transferred from Parks	Station 213	FI-0211 TCO7578O50211		2005					
Mower - John Deere - Transferred from Parks	Station 212	TCM665XQ12432		2001					
Mower - John Deere - Transferred from Parks	Station 214	TCO7578O46320		2005					
Mower - John Deere - Transferred from Parks	Station 212	TCO7378O51284		2007					
Mower - John Deere - Transferred from Parks	Station 211	TCO7578O66973		2008					
THERMAL IMAGING CAMERAS:									
Thermal Imaging Camera - MSA 5200	Q212	A1-2843-A08		2011					
Thermal Imaging Camera - MSA 5200	E214	A1-66677-K11		2009					
Thermal Imaging Camera - MSA 5200	Q211	A1-2840-A08	X	2008		MSA 6000	\$ 11,700	8 Years	Yes*
Thermal Imaging Camera - MSA 5200	E213	A7-4523-F07	X	2008		MSA 6000	\$ 11,700	8 Years	Yes*
COMPUTERS									
Patient Care Tablets (4)		Various		2013					
Mobile Data Computers (14)		Various		2013					

* Included in Department's Supply Budget.

EMERGENCY MANAGEMENT

MISSION STATEMENT:

The mission of the Emergency Management Department is to provide a resilient emergency management structure dedicated to the coordination and integration of all activities necessary to strengthen, sustain, and improve the City's ability to mitigate against, prepare for, respond to, and recover from all hazards.

CORE FUNCTIONS:

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

2016-2017 WORK PLAN

CORE FUNCTION: #1 Develop, maintain, and coordinate the City's Emergency Management Plan

Action:

- Develop and Update Emergency Management Plan
- Coordinate dissemination of the plan
- Conduct training and exercises

Activity Measurement:

- Conduct an annual review of the Emergency Management Plan and maintain an "Advanced" level status
- Disseminate plan updates to appropriate staff within 30 days
- Conduct (a minimum of) one table-top and one functional Emergency Management Exercise annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Monitor and respond to dangerous weather conditions

Action:

- Utilize daily monitoring equipment such as web-based weather, regional dispatch personnel and television alerting systems during the spring and fall seasons
- Activate, maintain and conduct monthly testing of the outdoor warning siren system
- Activate all 15 sirens successfully
- Activate Storm Spotters

Activity Measurement:

- Successfully activate and operate all monitoring equipment within five minutes
- Perform Outdoor Warning System Tests on the first Wednesday of the month
- Verify successful activation of emergency sirens within 90 seconds of request
- Verify all Storm Spotters are in route to pre-determined positions within ten minutes of notification

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Respond to and recover from catastrophic incidents

Action:

- Activate EOC and implement Emergency Management Plan - as required
- Dispatch Storm Spotters to perform damage assessment
- Utilize appropriate resources and reimbursement procedures

Activity Measurement:

- Notify essential personnel (Group 1) and activate EOC within 15 minutes of notification of impending incident
- Transition Storm Spotters into damage assessment mode within 15 minutes after deemed "Safe"
- Request local, regional, state and federal resources through proper channels within ten minutes of the need/request for those resources

Meets City Council's Premier Statement:

Cedar Hill is Safe.

SUMMARY - EMERGENCY MANAGEMENT

EXPENDITURES	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	1,005	890	5,200	4,200	2,400	-	2,400
Maintenance	25,050	25,582	25,550	25,550	27,090	-	27,090
Services	56,246	50,626	59,500	59,500	70,210	-	70,210
Utilities	3,174	2,188	2,920	1,250	3,020	-	3,020
Leases/Rentals	3,856	8,894	4,165	4,082	7,182	-	7,182
Miscellaneous	10,097	10,392	11,900	10,700	10,900	-	10,900
TOTAL Dept. Budget	\$ 99,428	\$ 98,572	\$ 109,235	\$ 105,282	\$ 120,802	\$ -	\$ 120,802

STAFFING	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED

N/A

REPLACEMENT VEHICLES & EQUIPMENT:				ACTUAL COST	LEASE COST	FUNDED
Warning Siren				\$ 25,000	\$ 3,041	Yes

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**EMERGENCY MANAGEMENT
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	LOCATION	COST	ESTIMATED LIFE	CM APPROVED
2001 AC/DC Warning Siren	X	1996	Bray Elementary	\$ 25,000	20 Years	Yes
2001 AC/DC Warning Siren		1996	Mobley Road			
2001 AC/DC Warning Siren		1996	Community Center			
2001 AC/DC Warning Siren		1996	Lake Ridge Pkwy			
2001 AC/DC Warning Siren		1996	Texas Plume Road			
2001 AC/DC Warning Siren		1996	CH Industrial Pk			
2001 AC/DC Warning Siren		1996	Springfield			
2001 AC/DC Warning Siren		1996	Waterford Oaks			
2001 AC/DC Warning Siren		1996	Shadybrook			
Am. Signal Tempest T-128 Warning Siren		2015	502 E. Belt Line Rd			
Am. Signal Tempest T-128 Warning Siren		2014	Fire Station 212			
Am. Signal Tempest T-128 Warning Siren		2013	Kingswood			
Am. Signal Tempest T-128 Warning Siren		2007	Lakeridge (Prairie View)			
Am. Signal Tempest T-128 Warning Siren		2006	Bearcreek			
Am. Signal Tempest T-128 Warning Siren		2001	High Pointe Elementary			
Television 32" [2]		2007	Station 211			
Antenna System for TV's		2007	EOC			
Generator - 80KW Generac		2012	Station 213			
Generator - 80 KW Kohler		2008	Station 214			
Generator - 400 KW Generac		2008	Government Center			
Generator - 600 KW Generac		2008	Government Center			
Generator - 80 KW Caterpillar		2006	Station 211			
Generator - 100 KW Kohler		2006	Public Works			
Generator - 50 KW Kohler		2006	Service Center			
Generator - 42 KW Cummins		2003	Station 212			
Generator - 80 KW Onan		1995	Grady Lamb Building			
Generator - 15 KW Generac		1987	Station 213			
Generator - 15 KW Generac		1986	Library			
Generator - 400 KW			Public Works Portable			
Generator -			1382 Lift Station			
Generator -			Bentley Branch Lift Sta.			

MUNICIPAL COURT

MISSION STATEMENT:

The mission of the Cedar Hill Municipal Court is to process cases in an efficient and impartial manner; promoting the highest standards in customer service.

CORE FUNCTIONS:

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

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Process Class-C Misdemeanor cases

Action:

- Document and maintain case activity for approximately 7,500 new cases annually

Activity Measurement:

- Enter citations into the Municipal Court System on same day of case(s) being filed
- Record and prepare citation deposit payments within one business day
- Monitor and dispose of pending cases weekly
- Process warrants within ten days of delinquency
- Update web payments daily
- Process incoming mail, jail documents and Protective Orders daily

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Prepare and maintain court dockets

Action:

- Coordinate and schedule cases for all court dockets

Activity Measurement:

- Complete the complaint process for pre-trials, trials and hearings within ten business days of the scheduled trial date
- Schedule six dockets monthly
- Schedule trials within 90 days of defendant's request to appear
- Send notification to Department of Public Safety on juveniles that "Failed to Appear" in Court within three days of scheduled court date
- Subpoena witnesses for Court two weeks prior to scheduled docket
- Summons jurors for jury duty one month prior to scheduled docket

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Enforce compliance of court orders

Action:

- Issue and serve approximately 3,500 new warrants
- Locate defendants and process approximately 4,500 outstanding warrants

Activity Measurement:

- Maintain a collection rate of 68% on new cases filed
- Contact customer via letter, post card or phone at least one week prior to issuance of a warrant to provide options for resolution
- Coordinate and implement Warrant Round-Up Programs quarterly
- Generate warrant notice within five business days following issuance of warrant
- Contact defendant via telephone within ten business days following the issuance of a warrant
- Assist Cedar Hill Police Department with prisoner pick-ups within 24 hours of dispatch's request
- Maintain a 95% warrant clearance rate
- Participate in at least two warrant round-ups annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #4 Promote the highest standards of Customer service

Action:

- Resolve customer related issues
- Implement strategies to prepare and educate customers for court proceedings
- Encourage and foster the development of Municipal Court staff
- Control cost of service delivery by the use of technology

Activity Measurement:

- Assist approximately 9,000 court customers annually
- Require Municipal Court Staff to attend, a minimum of, one training for customer service and court procedures annually
- Create a Training Plan and develop career path for the Municipal Court staff by January 2016
- Create a Policy and Procedures Manual for court by September 2015
- Participate in the Cedar Hill Block Party and National Night Out to inform public of their rights in Municipal Court
- Participate with CHISD, in Career day, to inform students about laws and the purpose of the Court System
- Host Bi-annual Safety Fair for CHISD – Fall Fair for dangers of texting and driving; Spring Fair for dangers of drinking and driving
- Host mock trial for CHISD annually

SUMMARY - MUNICIPAL COURT

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017			
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED	
Personnel	\$	493,888	\$	500,765	\$	487,245	\$	609,436	\$	478,190	\$	478,190
Supplies		10,293		9,700		12,645		15,505		22,200		22,200
Maintenance		5,388		7,274		11,000		7,197		9,000		9,000
Services		55,430		64,145		73,300		60,590		72,500		72,500
Utilities		4,910		3,678		4,375		3,414		3,575		3,575
Leases/Rentals		-		-		3,875		-		-		-
Miscellaneous		7,316		11,115		13,700		10,516		13,850		13,850
TOTAL Dept. Budget	\$	577,225	\$	596,677	\$	606,140	\$	706,658	\$	599,315	\$	599,315

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Court Administrator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Senior City Marshal	1.00	1.00	0.50	0.50	0.68	0.00	0.68
Deputy Marshal	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Juvenile Case Manager	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Senior Court Clerk	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Court Clerk	2.00	2.00	2.00	2.00	2.50	0.00	2.50
Balliff (Security Fund)	0.80	0.80	0.70	0.70	0.50	0.00	0.50
TOTAL Department Staff	6.80	6.80	6.20	6.20	6.68	0.00	6.68

REPLACEMENT VEHICLES & EQUIPMENT:		ACTUAL	LEASE	FUNDED
		COST	COST	
Transport Vehicle		\$ 36,000	\$ 9,300	No

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**MUNICIPAL COURT
VEHICLES & EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
COMPUTER EQUIP.:							
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
Mobile Data Terminal		2014					
VEHICLES							
Ford Interceptor Sedan - 502		2013	21,508				
Ford Crown Victoria - 501		2005	113,785				
Ford Crown Victoria - 500	X	2005	106,971	Transport Vehicle	\$ 36,000	5 Years	No



CODE ENFORCEMENT

MISSION STATEMENT:

The mission of the Code Enforcement Department is to protect and maintain public health and enhance property value by enforcing adopted codes.

CORE FUNCTIONS:

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

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Enforce Property Maintenance Codes

Action:

- Respond to citizen complaints and violations
- Initiate code violations
- Patrol neighborhood areas for violations
- Utilize "Access Cedar Hill" for Code Enforcement
- License multi-family and lodging establishments

Activity Measurement:

- Respond to complaints within two business days
- Patrol each neighborhood weekly – initiating code violations
- Initiate approximately 5,500 annual code violation cases
- Respond to approximately 500 citizen complaints and violations annually
- Initiate approximately 600 annual code violations through Operation Clean Sweep
- Inspect 10% of multi-family and lodging units

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill is Safe.

CORE FUNCTION: #2 Impose Building Codes

Action:

- Perform building inspections (same day if called in before 6:30 am)

Activity Measurement:

- Inspect 100% of all inspections on date requested within one business day
- Perform 4,100 building inspections annually

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #3 Issue Building Permits

Action:

- Issue Single-Family Building Permits
- Issue Commercial Plan Review Comments and Permits
- Issue Plumbing, Electrical, Mechanical, Storage Building and Irrigation Permits on a walk-in basis

Activity Measurement:

- Review Single-Family Building Permits within three business days of receipt
- Review all commercial building plans within five days of receipt
- Issue 50 Single-Family Building Permits annually
- Issue 50 Commercial Plan Review Comments and Permits annually
- Issue 900 Plumbing, Electrical, Mechanical, Storage Building, Fence and Irrigation Permits on a walk-in basis annually

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #4 Promote Community Aesthetics

Action:

- Award "Yard of the Month" gift certificates
- Hold spring and fall clean up events for citizens
- Participate in Citywide Block Party

Activity Measurement:

- Issue six "Yard of the Month" awards monthly
- Conduct a fall and spring clean-up event annually
- Attend [at least] one neighborhood association meeting or function monthly
- Coordinate "Operation Clean Sweep" annually

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill is Safe.

SUMMARY - CODE ENFORCEMENT

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 563,084	\$	570,297	\$	661,205	\$	622,028	\$	697,333	\$ -	\$ 697,333
Supplies	11,021		12,106		16,110		23,105		15,570	-	15,570
Maintenance	7,797		9,947		6,950		6,548		7,700	-	7,700
Services	125,479		93,634		149,025		119,411		141,905	-	141,905
Utilities	4,086		3,265		3,770		3,388		3,570	-	3,570
Lease/Rentals	-		-		5,165		3,806		5,075	-	5,075
Sundry	14,773		17,900		25,720		21,452		19,120	-	19,120
TOTAL Dept. Budget	\$ 726,240	\$	707,149	\$	867,945	\$	799,738	\$	890,273	\$ -	\$ 890,273

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Building Official	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Neighborhood/ Code Services Manager	0.00		1.00		1.00		1.00		1.00	0.00	1.00
Senior Building Inspector	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Building Inspector	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Senior Code Enforcement Officer	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Code Enforcement Supervisor	1.00		0.00		0.00		0.00		0.00	0.00	0.00
Code Enforcement Officer	2.00		2.00		3.00		3.00		3.00	0.00	3.00
Permit Technician/Exec. Secretary	0.00		0.00		0.00		0.00		1.00	0.00	1.00
Permit Technician	1.00		1.00		1.00		1.00		0.00	0.00	0.00
TOTAL Department Staff	8.00		8.00		9.00		9.00		9.00	0.00	9.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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Code/Building Software	1	\$ 236,270	Yes*
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Funded via One-Time Funds.

Proposed Program Descriptions

Code Enforcement Department

Program One (1): Development Services Software

Program Cost: \$61,035

Tax Rate Impact: \$0.0020

Included in City Manager's Budget: Yes (One-Time Funds)

Program Description:

This program will fund the purchase of software that will enable developers, contractors and citizens to submit applications electronically via the web. The software will also enable the staff to review applications, track changes, and manage documents. Implementation of this system would reduce paper, printing costs, and allow for collaboration from any location without the need for travel.

The ultimate benefit would be to Cedar Hill citizens, by increased efficiency in plan review and receiving results of inspections online or by electronic mail. The process of plan submittals would be easier and faster. A faster and easier application process could encourage development and this would result in an increase in tax base.

Presently, the Code Enforcement Department accepts and distributes paper permit applications which are time-consuming for staff and prospective developers/contractors. Many times, contractors may delay a project due to the time associated with printing and transporting revisions to plans. Time savings can quickly translate to saving money for the city and our customers, as well as, deliver excellent customer service.

The electronic permit software would:

- ✓ Allow applicants to submit documents via a website 24 hours a day/7 days a week;
- ✓ Allow contractors to submit and obtain a permit without review by incorporating software application to help identify these applications;
- ✓ Decrease the amount of paper and eliminate the time to distribute and process paper documents;
- ✓ Increase accuracy of submittals by incorporating software applications to help identify inconsistencies;
- ✓ Increase accuracy of contractor state licensing requirements by incorporating software applications to help identify expired state licenses;
- ✓ Decrease staff time updating and giving inspection results to contractors;
- ✓ Decrease staff time of entering and issuing permits that do not require plan review;
- ✓ Decrease the amount of paper – to preserve the environment.

There are many software companies that specialize in permit software. The cost associated with implementing software can be split with several departments: Planning Department, Fire Department and Code Enforcement Department. Below is an example of how the costs could be split among the departments. This software will allow for the tracking and editing of submittals to the planning department and allow the potential developers to track the status of their application through that process. The Code Enforcement officers will have access to information pertaining to a particular parcel when determining if a code violation is present. The Building Inspection Department will have the ability to determine if a particular parcel has outstanding violations and be able to assist the code officers in gaining compliance. The Fire Department will be able to issue permit and result inspection performed while allowing all departments and permit holders to view the progress and status of their permits and inspections.

This program will benefit multiple departments and provide premier customer service. Below are the departments that would benefit along with the number of users:

- ✓ Code – 10 Users
- ✓ Planning – 4 Users
- ✓ Fire – 3 Users
- ✓ Public Works - 6 Users

*There is a small increase in the annual fee.

These costs do **not include equipment such as iPads, tablets or printers. These will be purchased by the departments as needed.

Finance Department's Comments:

- A) This Program is eligible for the Equipment Lease Fund. The budgeted cost of the software is \$236,270 with a lease term of \$61,035 per year for 5 years.
- B) This Program is available via One-Time Funds.
- C) This Program would require an annual support cost of \$85,491 per year.

If this program is not funded:

Staff will continue to spend time processing permit applications and contractor registrations instead of using that time for walk-ins and phone calls. Additionally, contractors will continue to incur travel and printing costs associated with submitting permit applications and contractor registrations to the City.

This program reflects City Council's Premier Statement:

- Cedar Hill has a Strong and Diverse Economy
 - Going Green Initiative
 - Customer Service Initiative

CODE ENFORCEMENT

CURRENT VEHICLES & EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES							
Ford 1/2 ton Pickup (CE-1483) - GL		2013	29,266				
Ford Ranger Pickup X-Cab (CE-9743) - RS		2006	47,143				
Ford Ranger Pickup (CE-5721) - SN		2003	88,880				
Ford Ranger Pickup (CE-5449)	X	2002	57,463	Totaled - Not Replaced			
Ford 1/2 ton X-cab (CE-9875) - AL		2001	38,732				
Ford Ranger Pickup (CE-2667) - New insp		2001	60,288				
Ford 1/2 ton (CE-6820) - TM		2016	2,809				
Digital Camera (SN) Nikon		2009					
Digital Camera (GL) Nikon		2009					
Digital Camera (RS) Nikon		2013					
Digital Camera (TM) Nikon		2012					



ANIMAL SHELTER and ADOPTION CENTER

MISSION STATEMENT:

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

CORE FUNCTIONS:

- 1) **Receive and provide exemplary care for stray, lost and unwanted animals** - Accept animals from citizens and Animal Control Officers of Cedar Hill, Desoto and Duncanville and maintain them in a sanitary environment
- 2) **Reunite lost pets with their owners** - Use appropriate channels and information to locate pet owners
- 3) **Adopt and Rescue available animals** - Place unwanted and unclaimed animals for adoption and transfer to rescue groups or other animal shelters when possible
- 4) **Promote responsible pet care and ownership** - Provide information to the public on pet issues

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Receive and provide exemplary care for stray, lost and unwanted animals

Action:

- Document animals as they are received, including any known history
- Medicate animals when necessary
- Control disease in shelter population
- Maintain animal kennels and cages
- Exercise nonaggressive dogs outside
- Euthanize animals when necessary
- Separate sick animals from healthy ones

Activity Measurement:

- Receive and shelter approximately 5,200 animals annually
- Clean 100% of occupied animal kennels and cages [at least] once daily
- Feed all animals [at least] once daily
- Vaccinate against common canine and feline diseases on 80% of all incoming animals

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Reunite lost pets with their owners

Action:

- Scan all dogs and cats brought to the shelter for a microchip
- Call owner(s), veterinarian(s), microchip companies and other shelters when contact information is available
- Assist visitors at the Shelter in locating their lost pets
- Gather and document information pertaining to lost and found pets
- Ensure all adopted and redeemed dogs and cats are implanted with a microchip

Activity Measurement:

- Contact pet owner(s), when owner information is available, within one business day 95% of the time
- Reunite identifiable owners with lost pets within 72 hours of intake
- Return approximately 800 (16% of incoming strays) pets to their owners annually
- Scan 100% of dogs and cats for a microchip [at least] once prior to final disposition
- Implant 99% of adopted and redeemed dogs and cats with a microchip, that are not already microchipped

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Adopt and Rescue available animals

Action:

- Evaluate and prepare animals for successful adoption
- Conduct adoption counseling
- E-mail photographs of animals to newspapers, websites, rescue groups and individuals
- Release eligible animals to approved rescue groups and other shelters
- Coordinate with veterinary clinics to perform pre-spay/neuter on adopted dogs and cats

Activity Measurement:

- Administer approximately 825 adoptions annually
- Rescue/transfer to other organizations approximately 1,100 cases annually
- Perform heartworm tests on 100% of age appropriate adopted adult dogs
- Promote a special adoptable pet via mass email and websites weekly
- Conduct one onsite adoption special monthly
- Conduct pre-spay/neuter on 100% of healthy, age appropriate adopted dogs and cats

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #4 Promote responsible pet care and ownership

Action:

- Provide literature and advice regarding proper vaccination, spaying/neutering, training, behavior, city ordinances and other pet-related topics in house and at offsite events
- Increase public awareness of the shelter with speaking engagements throughout the Cities as well as utilizing Cities' websites, Friends of Tri-City Animal Shelter newsletter and Facebook page and shelter Facebook page
- Promote education through increase of size and scope of volunteer program
- Conduct regular tours of the shelter facility
- Provide marketing items such as magnets and pens to citizens
- Microchip pets for the public on demand

Activity Measurement:

- Conduct six tours annually
- Conduct volunteer orientation monthly
- Submit an article for the Cedar Hill Highlights Newsletter quarterly
- Participate in [at least] three Citywide events annually
- Include "Common Problems" dog booklet and cat booklet in each take home adoption packet
- Conduct low-cost microchip clinics onsite monthly

Meets City Council's Premier Statement:

Cedar Hill is Safe.

SUMMARY - ANIMAL SHELTER AND ADOPTION CENTER

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 462,268	\$	473,407	\$	-	\$	-	\$	-	\$	-
Supplies	65,014		64,157		-		-		-	-	-
Maintenance	17,453		10,185		-		-		-	-	-
Services	73,970		82,993		-		-		-	-	-
Utilities	42,407		31,958		-		-		-	-	-
Leases/Rentals	227		10,500		-		-		-	-	-
Miscellaneous	14,659		10,000		-		-		-	-	-
Transfers			-		190,000		190,000		196,788	-	196,788
TOTAL Dept. Budget	\$ 675,998	\$	683,200	\$	190,000	\$	190,000	\$	196,788	\$	196,788

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Shelter Manager	1.00		1.00		1.00		1.00		1.00	1.00	1.00
Assistant Shelter Manager	1.00		1.00		1.00		1.00		1.00	1.00	1.00
Volunteer and Marketing Coordinator	0.00		1.00		1.00		1.00		1.00	1.00	1.00
Shelter Attendant	5.00		4.00		4.00		4.00		4.00	4.00	4.00
Shelter Attendant (Part-Time)	3.53		3.53		3.33		3.33		3.33	3.33	3.33
TOTAL Department Staff	10.53		10.53		10.33		10.33		10.33	10.33	10.33

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**Expenses transferred to the Animal Shelter Fund*

**ANIMAL SHELTER
VEHICLES & EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
KENNEL EQUIPMENT:							
Refrigerator		2011					
Washer		2014					
Dryer		2014					
Pressure Washer		1996					
VEHICLES:							
Nissan Van		2014	2,130				
Ford Aerostar Van		1997	54,655				
OTHER EQUIP:							
Copier (Cannon N4335)		2011					
Walk On Scale		2011					
Commercial Dryer		2009					
Commercial Washer		2009					
Grooming Tub		2009					
Walk in Freezer		2009					
Refrigerator (Break Room)		2008					
Stainless Steel Cage Bank (5)		Unknown					
Stainless Steel Cage Bank (12)		Unknown					
Stainless Steel Cage Bank		Unknown					
Stainless Steel Cage Bank		Unknown					
Stainless Steel Cage Bank		Unknown					
Stainless Steel Cage Bank		Unknown					
Stainless Steel Cage Bank		2012					
Laminate Cage Bank (7)		2013					



PARKS

MISSION STATEMENT:

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

CORE FUNCTIONS:

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

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Grounds Maintenance

Action:

- Landscape and mow perimeters of City buildings and properties
- Mow, treat and fertilize neighborhood/community parks
- Mow medians and right-of-way
- Coordinate maintenance of trails with contractor
- Remove litter from areas around buildings and parks
- Remove litter and debris from medians and right-of-way
- Ensure median and right-of-way mowing with contractors meet city standards
- Clear roadways of damaged or dead trees and limbs

CORE FUNCTION: #1 Grounds Maintenance . . .continued

Activity Measurement:

- Mow 16 neighborhood parks, seven community parks, four green-belt (flood plain) areas and four special-use parks weekly for nine months (677 acres)
- Mow high profile medians and right-of-way bi-weekly for nine months (140 acres; 108 acres by landscape company and 32 mowed by city staff)
- Mow wildflower areas bi-weekly (after July 15 each year) for three months (55 acres)
- Mow City properties (Library, Victim Services, Animal Shelter, Public Works, Government Center and Code Enforcement buildings) weekly for nine months (52 acres)
- Inspect trails weekly to ensure maintenance is properly performed on seven miles of trail (Red Oak Creek Trail, Pleasant Run Road Trail and Lake Ridge Parkway Trail)
- Treat and fertilize 15 neighborhood parks, seven community parks and four special-use parks seven times a year (165.25 irrigated acres)
- Treat and fertilize common areas of Beltline Road, Parkerville Road, Joe Wilson Road, Pleasant Run Road, Uptown Boulevard and FM 1382 quarterly
- Plant seasonal flower beds (Government Center, Tri- City Animal Shelter and Library) twice a year; detail and remove weeds biweekly
- Detail and perform weed management of ornamental beds at Parks (Recreation Center, Valley Ridge Park, Community Center Park, Kingswood Park, Longhorn Park, and Pioneer Park) biweekly
- Detail and perform weed management of ornamental beds along medians and right-of-way (Pleasant Run Road, Joe Wilson Road, Uptown Boulevard, North Cedar Hill Road, Beltline Road, Broad Street and South Clark Road) biweekly
- Remove litter from parks weekly (677 acres)
- Remove litter from buildings weekly (52 acres)
- Remove litter from medians and right-of-way (195 acres)
- Respond to citizens' and departments requests for removal of debris from roadways within 24 hours

Meets City Council's Premier Statement:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

CORE FUNCTION: #2 Athletic field preparation

Action:

- Ensure athletic fields are safe and aesthetically pleasing
- Inspect, maintain and mow athletic fields

Activity Measurement:

- Drag and mark 23 baseball/softball fields prior to each series of games
- Mark four football and 16 soccer fields prior to each series of games
- Ensure home plates, pitching mounds and bases are properly anchored and located at specified distances prior to each series of games
- Mow seven athletic field areas two times per week (70 acres)
- Seed athletic field areas every fall (10 acres)
- Conduct daily inspection of three football fields, 18 soccer fields and 23 baseball/softball fields during each season

Meets City Council's Premier Statements:

Cedar Hill is Clean.

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Cedar Hill has Distinctive Character.

CORE FUNCTION: #3 Park Facility Maintenance and Irrigation

Action:

- Inspect irrigation systems for water distribution efficiency
- Examine playgrounds, parks, City buildings, structures and equipment for safety
- Inspect lighting poles at athletic fields
- Remove graffiti from park structures

Activity Measurement:

- Examine 26 playgrounds weekly
- Complete Playground Inspection Reports monthly
- Inspect 31 parks weekly
- Inspect irrigation systems at 25 parks, four streets with medians and eight buildings monthly
- Inspect and Repair 16 park buildings and 11 City buildings weekly
- Check structural integrity of 86 lighting poles at athletic fields monthly
- Remove graffiti from park structures within 24 hours of notification

Meets City Council's Premier Statement:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

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Cedar Hill has Distinctive Character.

CORE FUNCTION: #4 Special projects

Action:

- Offer support for special events
- Provide support for projects
- Coordinate various events and opportunities with Keep Cedar Hill Beautiful

Activity Measurement:

- Provide support for more than 75 scheduled special events, including those offered by: Non-profit Groups, Tourism Initiatives, Library, Neighborhood Services, Keep Cedar Hill Beautiful, Recreation Center, Valley Ridge, Aquatics, Country Day on the Hill, Tri-City Animal Shelter, Public Safety, Professional Disc Golf Association events, and sports tournaments

Meets City Council's Premier Statements:

Cedar Hill is Clean.

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Cedar Hill has Distinctive Character.

CORE FUNCTION: #5 Administration

Action:

- Update the Parks Capital Improvement Program (CIP) annually
- Develop, implement and supervise Community Development Corporation projects
- Monitor grant availability for projects that would assist in meeting Parks, Recreation, Trails and Open Space Visioning Master Plan goals; the Transit Oriented Development Plan goals; and other pertinent planning goals
- Consider needs of youths, adults and seniors during the planning stage of each recreation program and facility project development
- Manage a park classification system establishing standards for maintenance and development
- Implement programs that promote Cedar Hill as the playground of the metroplex
- Manage project design, bidding and construction for Park CIP projects
- Foster partnerships with outside agencies

Activity Measurement:

- Review projects included in the existing Parks, Recreation, Trails and Open Space Visioning Master Plan annually and rank remaining projects in order of priority for inclusion in a 5-year Park CIP
- Review development plans for projects that would benefit the community annually
- Research grant availability annually and submit applications accordingly
- Update 2012 Parks, Recreation, Trails and Open Space Visioning Master Plan to remain eligible for Texas Parks and Wildlife Department funding
- Park Land Dedication Ordinance Revision
- Ensure that ADA compliance is received on all facilities within one year of project completion
- Review all areas maintained by parks personnel to determine the appropriate classification, service requirements and associated maintenance cost annually
- Seek partnerships with the Audubon Society, the Texas Parks and Wildlife Department, Dallas County, Northwood University and other special interest groups, to identify and initiate programs that promote use of local nature preserves, County properties and the State Park annually

Meets City Council's Premier Statements:

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SUMMARY - PARKS DEPARTMENT

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 1,204,817	\$	1,239,652	\$	1,256,025	\$	1,310,036	\$	1,344,691	\$ -	\$ 1,344,691
Supplies	181,084		155,619		185,930		133,229		158,660	-	158,660
Maintenance	108,656		127,253		147,000		152,824		198,900	-	198,900
Services	85,655		127,017		176,015		119,036		182,650	100,000	282,650
Utilities	302,121		318,116		245,005		247,173		257,905	-	257,905
Leases/Rental	40,832		70,251		115,245		101,795		127,557	13,855	141,412
Miscellaneous	26,915		17,848		24,515		24,630		25,654	-	25,654
TOTAL Dept. Budget	\$ 1,950,080	\$	2,055,756	\$	2,149,735	\$	2,088,723	\$	2,296,017	\$ 113,855	\$ 2,409,872

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Parks & Recreation Director	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Parks CIP & Facility Superintendent	0.00		0.00		1.00		1.00		1.00	0.00	1.00
Parks Maintenance Superintendent	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Assistant Maintenance Superintendent	0.00		1.00		0.00		0.00		0.00	0.00	0.00
Parks Supervisor	1.00		0.00		0.00		1.00		1.00	0.00	1.00
Executive Assistant/Grant Specialist	0.00		0.00		1.00		1.00		1.00	0.00	1.00
Maintenance Crew Chief*	3.00		4.00		5.00		5.00		5.00	0.00	5.00
Irrigation Technician	1.00		1.00		1.00		1.00		1.00	0.00	1.00
Chemical Application Technician	1.00		1.00		0.00		0.00		0.00	0.00	0.00
Executive Secretary	1.00		0.00		0.00		0.00		0.00	0.00	0.00
Maintenance Worker	6.00		6.00		6.00		5.00		5.00	0.00	5.00
Administrative Secretary	0.00		1.00		1.00		0.50		0.50	0.00	0.50
Part-Time & Seasonal	11.40		11.40		6.80		7.27		7.27	0.00	7.27
TOTAL Department Staff	26.40		27.40		23.80		23.77		23.77	0.00	23.77

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST		LEASE COST		FUNDED
Crew Cab Truck (3/4-Ton - 2)	\$	58,000	\$	14,985	Yes
Dual Axel Trailer (2)	\$	10,000	\$	1,630	Yes

PROGRAMS:	PRIORITY	COST	FUNDED
Irrigation Control Upgrade	1	\$ 13,855	Yes
Contract Mowing	2	\$ 150,000	Partial**
Irrigation Maintenance Worker	3	\$ 55,000	No

* Crew Chief (and Crew) offset with revenues from the Landscape Fund.

**\$100,000 is Budgeted for Contract Mowing.

**Proposed Program Description
Parks Department**

Program One (1): Park, Median and Right of Way Irrigation and Light Control Upgrades

Program Cost: FY17 \$13,855

- **FY18 \$65,000;**
- **FY19 \$36,000**

Tax Rate Impact: \$0.0004

Included in City Manager's Budget: Yes

Program Description:

This program would purchase replacement controllers.

Cedar Hill utilizes remote irrigation controllers that are monitored through a central computer located at the service center. This allows Park employees to more efficiently monitor irrigation water usage for turf sustainability and beautification of the City from one location.

Staff is able to set and adjust multiple watering schedules and parameters from one central location and upload schedules to remote irrigation controllers throughout the city without having to visit each site. Once the schedule and parameters are set, field irrigation controllers work in tandem with the central irrigation computer to ensure irrigation water is applied efficiently. Any abnormalities result in Park employees being notified within 10 minutes at the central controller.

Due to advances in technology, many of our older remote irrigation controllers are quickly becoming obsolete. As the advancements continue, replacement parts are becoming unavailable.

Due to the large number of radio controlled irrigation controllers the City uses the suggested implementation strategy-

- FYE 2017- Uptown Boulevard, Crawford Park, Community Center Park, West Beltline Road, Meadows Park, Bradford Park, Parkerville Road, Valley Ridge Park West Soccer and Valley Ridge Park Baseball. Estimated cost \$85,000.
- FYE 2018- Calf Pasture Park, Joe Wilson Road, Valley Ridge Park, Andrew Porter Field, Kingswood Park, Prairie View Park, Valley Ridge Park Amphitheater, Wildwood Park, Valley Ridge Park entrances, and Valley Ridge Park Lights. Estimated Cost \$65,000.
- FYE 2019- Central Irrigation Controller, Windsor Park, Dot Thomas Park, Longhorn Park, Virginia Weaver Park, Alan E. Sims Recreation Center, Parkerville Baseball Light. Estimated Cost \$36,000.

Finance Department's Comments:

- A) This Program is eligible for the Equipment Lease Fund. The budgeted cost of the Upgrade is \$85,000 with a lease cost of \$13,855 per year for 10 years.
- B) This Program is available to be funded via the Landscape Beautification Fund - \$50,000

If this program is not funded: If this program is not funded, current remote irrigation controllers would need to be replaced with standalone irrigation controllers resulting in additional City staff to monitor and maintain irrigation systems throughout the City. Additional staff would be needed to increase site visits for irrigation programming of standalone controllers, monitoring and repairs.

This program reflects City Council's Premier Statements:

- Cedar Hill has Vibrant Parks and Natural Beauty.
- Cedar Hill has Distinctive Character.

Program Two (2): Contract Mowing

Program Cost: \$ 150,000

Tax Rate Impact: \$0.0048

Included in City Manager's Budget: Partial, \$100,000 is included in the City Manager's Budget.

Program Description:

This program, if funded would provide funding to increase mowing frequencies by contractors of medians and Right of Way.

Options:

1. As outlined in the 2016 Community Survey in February, overall cleanliness of streets and public areas, condition of landscape along public streets and appearance / condition of medians and public areas all ranked in the top 10 of the citizens Importance-Satisfaction Rating Maintenance Services (slide 25). If contractor mowing frequencies of thoroughfares listed below were increased from bi-weekly to weekly, this would address all three of these areas of importance. The estimated cost would increase Parks budget for mowing contract from \$140,000 to \$233,000. Proposed areas include Beltline (F.M. 1382) from Cedar Hill State Park to eastern city limit, West Beltline Rd, Duncanville Road, Joe Wilson Road, East Beltline Road, East Little Creek Road, Parkerville Road, Pickard Drive North Cedar Hill Road and Stonewood Drive. (Current weekly contract mowing frequencies are: Uptown Boulevard, Pioneer Trail, Pleasant Run Road, Lake Ridge Parkway)

This program reflects City Council's Premier Statements:

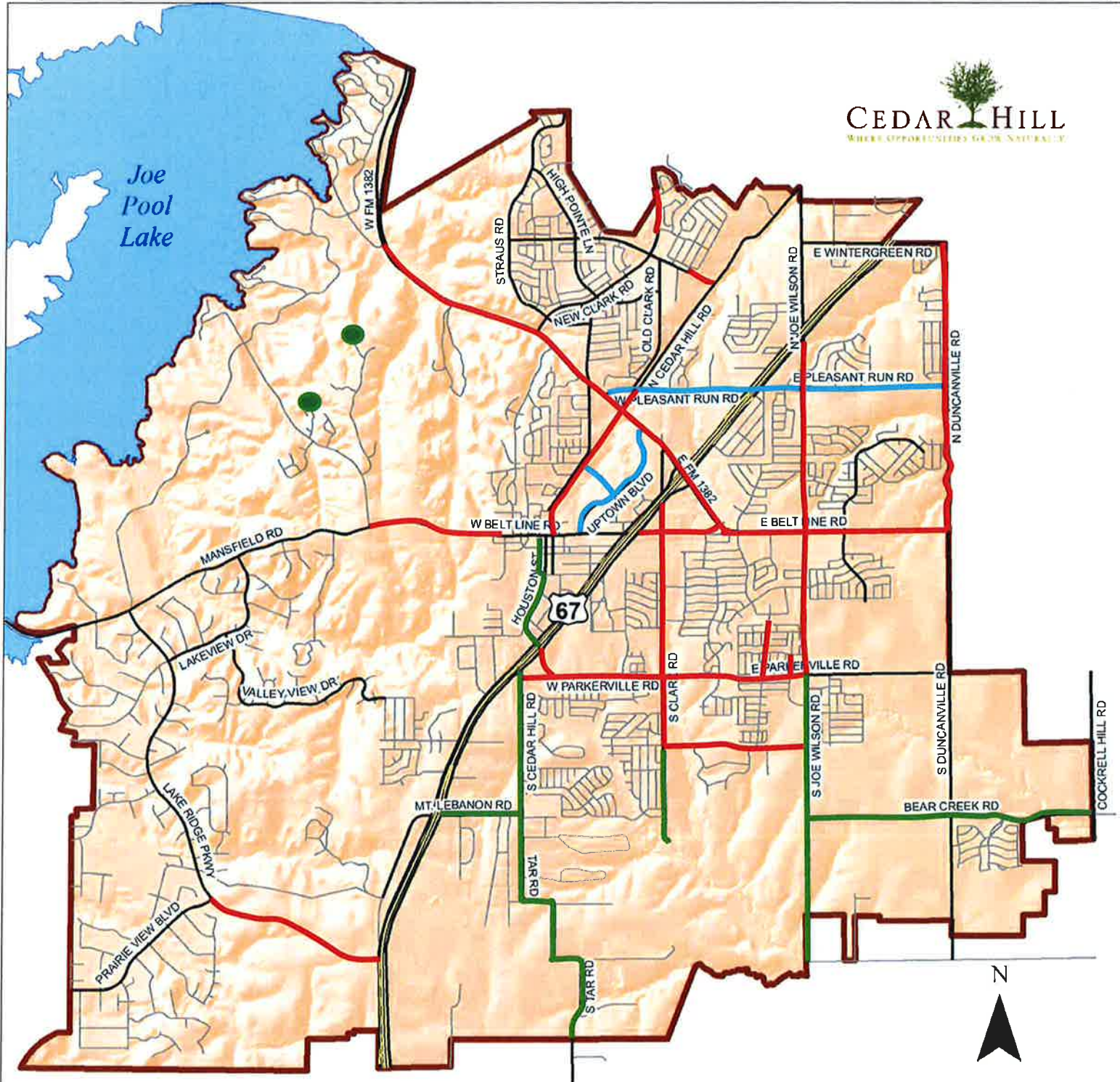
Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

Proposed Program Description Parks Department

Program Two (2): Contract Mowing



Current Weekly Mowing	Prioritized Proposed Weekly Mowing		In House ROW - Bi-Weekly Mowing
<ul style="list-style-type: none"> Uptown Boulevard Pioneer Trail Pleasant Run Road 	<ul style="list-style-type: none"> 1 East Beltline 2 S. Clark Road 3 Joe Wilson Road 4 Parkerville Road 5 FM 1382 6 Cedar Hill Road 7 New Clark Road 	<ul style="list-style-type: none"> 8 Stonewood Drive 9 Pickard Drive 10 West Beltline 11 Lake Ridge Parkway 12 Little Creek 13 Wintergreen Road 14 N. Duncanville Road 	<ul style="list-style-type: none"> Mt Lebanon S. Cedar Hill Road/Tar Road S. Clark Road S. Joe Wilson Road Bear Creek Road Houston Street Cecil Circle Hidden Canyon Loop

Program Two (3): Irrigation Maintenance Worker

Program Cost: \$ 55,000

Tax Rate Impact: \$0.0018

Included in City Manager's Budget: No

Program Description:

This program, if funded, would fund one full-time Irrigation Maintenance Worker.

In fiscal year ending 2016, the Parks Department reorganized and retitled a few positions. The cost associated with adding additional administrative rolls while covering essential technical roles left the maintenance worker position without funding.

By the completion of the fiscal year 2016 Parks will maintain over 1,450 irrigation valves and over 125 backflow devices located in parks, medians, Right of Way and municipal buildings. The estimated number of irrigation vales that the department will maintain at the conclusion of the 2017 fiscal year will grow to over 1,650. Backflow devices will grow to over 130.

Irrigation systems are visually inspected monthly and currently Parks only has one position for this task. Backflow testing is annually. Along with visual inspection the Irrigation Technician is responsible for programing irrigation cycles, programing athletic field lights, trouble shooting irrigation problems as well as all repairs to irrigation systems. In order to meet the desires of the community to have increased condition of landscape along public streets and appearance / condition of medians and public areas this position would help ensure that irrigation water is used in an efficient matter.

Options:

1. General Fund pays for the position 100%.
2. Of the 1,450 irrigation valves that will be maintained by the Parks Department in fiscal year ending 2016 nearly 500 are located at Valley Ridge Park that is funded by the Community Development Cooperation (CDC). Since a large part of irrigation work involves CDC funded projects perhaps one half of this position could be funded through their budget with the remaining to be funded from the general fund.
3. With an estimated 1,650 (Mansfield Road Project – 200 valves) irrigation valves slated to be managed by parks in fiscal year ending 2017, nearly half will be in medians and Right of Way. Parks is proposing that the Landscape and Beautification Fund either pay for this position fully or half be paid by General Fund and the remaining balance be paid by the Landscape and Beatification Fund.

If this program is not funded, The Parks Department may not be able to provide desired Park service.

This program reflects City Council's Premier Statements:

- Cedar Hill has Vibrant Parks and Natural Beauty.
- Cedar Hill has Distinctive Character.

**PARKS
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES:							
C3500 Crew Cab w/dump (2073)		2016					
C3500 Crew Cab w/dump (4885)		2016					
C2500 Crew Cab 4x4 (7957)		2016	1,873				
C2500 Crew Cab (8864)		2016	1,380				
C350 Crew Cab w Work Body (534-6915)		2014	12,728				
C350 Crew Cab w Work Body (509-5671)		2014	15,934				
C350 Crew Cab w/dump (532-6337)		2014	8,961				
F350 Crew Cab w/dump (538-7694)		2013	20,288				
Ford F150 Super Crew (508-0791)		2013	44,252				
Ford F250 (3523)		2012	21,802				
Ford 3/4 Ton (502-3121)		2010	65,313				
Ford F150 Super Crew (501-6412)		2010	104,834				
Ford F350 1 Ton Crew Cab (537-8674)		2008	66,078				
Ford F350 Flatbed Ext Cab (533-7536)		2008	118,000				
Ford 1 Ton Crew Cab (505-8633)	X	2005	97,592	3/4 Ton Crew Cab	\$29,000	5 Years	Yes
Ford F250 Crew Cab (509-5234)	X	2000	111,921	3/4 Ton Crew Cab	\$29,000	5 Years	Yes
MOWERS:							
ZTR Mower Hustler (0902)		2014	348				
ZTR Mower Hustler (4714)		2014	318				
ZTR Mower Hustler (3010)		2014	250				
Exmark ZTR Mower (3355)		2013	594				
Exmark ZTR Mower (9767)		2013	804				
Exmark ZTR Mower (9768)		2013	760				
Exmark ZTR Mower (9270)		2012	1,263				
Exmark ZTR Mower (3676)		2012	726				
Exmark ZTR Mower (8688)		2011	1,236				
Exmark ZTR Mower (8687)		2011	1,328				
Exmark ZTR Mower (7573)		2010	1,184				
Exmark ZTR Mower (7571)		2010	2,133				
Exmark ZTR Mower (7572)		2010	1,433				
JD ZTR Mower (0926)		2008	1,893				
JD ZTR Mower (0927)		2008	1,455				
JD ZTR Mower (6970)		2008	2,254				
JD ZTR Mower (1282)		2006	2,920				
JD 48" Walk Behind Mower (5093)		2005	N/A				
Land Pride Finish Mower		2003	N/A				
Brush Hog Finish Mowers (2)		2002	N/A				
TRACTORS:							
New Holland Tractor (2705)		2011	206				
JD Tractor (2978)		2010	1,035				
Challenger Boom Mower (0482)		2008	212				
JD 5105 Tractor (0037)		2003	1,049				
JD 5320 Tractor (3240)		2002	583				
JD 5310 Tractor (1868)		2001	1,069				
JD 5210 Tractor (0223)		1998	3,430				
JD 5220 Tractor (2598)		1998	2,051				

**PARKS
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
TRAILERS:							
Dual Axle 18' Trailer		2004	N/A				
Dual Axle 18' Trailer		2004	N/A				
Dual Axle 18' Trailer	X	2004	N/A	18' Utility Trailer	\$5,000	10 Years	Yes
Gooseneck Trailer (2) (PA-6016 & PA-6017)		1996	N/A				
Lo-Boy Gooseneck Trailer (PA-0189)		2010	N/A				
Home Made Trailer (PA-HMTR-3)		Unknown	N/A				
Valley Ridge Equipment Trailer (PA-0068)		Unknown	N/A				
Trailer 24' (from Street) (PA-TRLR-5)		2000	N/A				
Country Day Box Trailer (PA-TRLR-8)		Unknown	N/A				
Trailer 6 x10 (enclosed)		2000	N/A				
Small Box Trailer		Unknown	N/A				
Cage Trailer (PA-TRLR-3)		Unknown	N/A				
Trailer 6' (Cage)		Unknown	N/A				
Tilt Trailer (PA-7579) (a.k.a. TRLR-7)		Unknown	N/A				
Weaver Equipment Trailer (PA-TRLR-2)	X	Unknown	N/A	18' Utility Trailer	\$5,000	10 Years	Yes
UTILITY VEHICLES							
Bobcat Utility Vehicle (PA-1057)		2015	26				
JD 1200 Infield Rake (0514)		2011	804				
JD Gator (1052)		2011	948				
JD 1200 Infield Rake (5575)		2007	171				
OTHER:							
New Holland Loader (4734)		2011	519				
Rhino Brush Hog		2010	N/A				
JD Sprayer (PA-0359)		2008	487				
Welding Machine (5281)		2006	N/A				
Aerivator Turf		1997	N/A				
Aerifier/Fountain (Windsor)		2005	N/A				
Aerifier/Fountain (Recreation Center)		2005	N/A				
60" Blecavator		2004	N/A				
Aerifier/Fountain (Waterford Oaks)		2001	N/A				
Aerifier/Fountain (Bradford)		2001	N/A				
Top Dresser		1995	N/A				
Craftsman Bleachers		1993	N/A				
Bandit Chipper		1991	1,185				
Herd Seed Spreader		1990	N/A				
Automatic External Defibrillators (2)			N/A				
Shade Structures (4) @ Weaver Park		2007	N/A	Damaged	\$45,000	8 Years	
OFFICE EQUIPMENT:							
Cisco VOIP Phones		2001	N/A				



RECREATION

MISSION STATEMENT:

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

CORE FUNCTIONS:

- 1) **Coordinate Athletic/Fitness Programs** – Make available youth and adult athletic programs and adult dog friendly outdoor fitness programs
- 2) **Provide Senior Citizen Facility and Activities** – Plan, organize, coordinate and execute a variety of programs and activities for the senior population of Cedar Hill and the surrounding area including active and passive classes, trips, programs and activities
- 3) **Market and Create Special Events** – Provide a diverse mixture of City-wide special events
- 4) **Offer Aquatic Program (Crawford Park)** – Operate the City pool and present a variety of aquatic programs and classes
- 5) **Create City Beautification Opportunities** – Co-host and support activities and programs promoting an aesthetically pleasing and sustainable community

2016-2017 WORK PLAN

CORE FUNCTION: #1 Coordinate Athletic/Fitness Programs

Action:

- Make available youth and adult athletic programs
- Maintain a Community Choose Healthy Cedar Hill Fitness Initiative
- Establish a Cycle Cedar Hill Group
- Offer adult dog friendly outdoor fitness programs

Activity Measurement:

- Program fitness activities for Choose Healthy Cedar Hill monthly
- Facilitate with others, Cycle Cedar Hill meetings and events quarterly
- Facilitate two outdoor fitness programs (Fit4mom and Camp Gladiator) biannually.
- Apply and become certified as a Bike Friendly City annually
- Offer one specialty dog friendly outdoor fitness program (Butts & Guts with your Mutt) annually
- Offer youth tennis lessons by providing four sessions of three classes annually (145 participants)
- Facilitate one season of youth kickball league annually (8 teams)
- Offer three seasons of adult softball leagues annually (80 teams)
- Facilitate six private adult softball tournaments annually (114 teams)
- Offer three seasons of adult kickball leagues annually (25 teams)
- Facilitate two seasons of Adult Baseball leagues annually (32 teams)
- Offer five Girls Fast Pitch Softball Tournaments annually (86 teams)
- Facilitate two seasons of Adult Female Soccer leagues annually (33 teams)
- Facilitate one season of High School Lacrosse Games annually (4 games)
- Facilitate two Lacrosse Clinics annually
- Facilitate four disc golf events at Lester Lorch Park annually (540 participants)
- Facilitate two new sporting events (IFA/VTD Softball Nationals and USSSA AA Baseball World Series) reaching regional participants annually
- Co-sponsor with the youth baseball association the following activities annually:
 - Two seasons of leagues (165 teams)
 - Six tournaments (includes USSSA A World Series & State) (225 teams)
- Co-sponsor with youth softball association the following activities annually:
 - Three seasons of leagues (64 teams)
 - Three end of season tournaments (64 teams)
- Co-sponsor with youth basketball association the following activities annually:
 - One season of league (45 teams)
 - One Basketball Tournament (45 teams)
- Co-sponsor with youth football associations the following activities annually:
 - One season of one league each (36 teams)
 - One Football Super Bowl Tournament (8 teams)
- Co-sponsor with youth cheerleading associations the following activities

annually:

- One season of one squad each (60 youth participants)
- Co-sponsor with youth soccer association, the following activities annually:
 - Two seasons of leagues (170 teams)
 - Two seasons of Friday night clinics (90 participants)
 - Three Tournaments (includes President's Cup, Winter Storm & Summer Sizzler) (275 teams)

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

CORE FUNCTION: #2 Provide Senior Citizen Facility and Activities

Action:

- Plan, organize, coordinate and execute a variety of programs and activities for the senior population of Cedar Hill and the surrounding area including active and passive programs, trips, classes, and special events
- Work cooperatively with the Senior Senate and provide support for their activities and requests

Activity Measurement:

- Provide shuttle services for Cedar Hill residents daily
- Provide five physical activities (yoga, gold toning, Zumba, line dancing, social dancing) weekly
- Provide eight leisure activities (ceramics, crafting, social bridge, bingo, dominoes, beading, Texas Hold'em, and loom knitting) weekly
- Provide three special interest activities (AARP, 55 Alive, special speakers, manicures and pedicures) monthly
- Provide four day trips (Friday trips) monthly
- Produce a calendar of Senior Center Activities monthly
- Meet and coordinate with the Senior Senate monthly
- Create four special events (Senior Appreciation Day, Mother's Day and Thanksgiving/Christmas luncheons) for seniors annually
- Coordinate two out of town day trips (casinos) annually
- Provide one extended, overnight trips annually

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

CORE FUNCTION: #3 Market and Create Special Events

Action:

- Provide a diverse mixture of City-wide special events
- Produce creative marketing campaigns to effectively reach the community and surrounding areas, through print material, social media and other marketing platforms
- Maintain yearly sponsorships for various special events
- Coordinate the special event committee involving all city departments in conjunction with Cedar Hill Police Department

Activity Measurement:

- Maintain website to increase awareness of programs, services, and provide a communication platform for the Cedar Hill community daily
- Maintain multiple department social media accounts; create effective social media advertising campaigns for special events and department branding daily
- Utilize online marketing resources, such as Cedar Hill Bubble Life, Dallas Observer, City Hub, City Website and other community calendars to promote community events daily.
- Manage and promote photography/videography database for the department weekly
- Design eye catching print material for various events weekly
- Serve on the planning committee and assist other departments with Mayor's Teen Council biweekly
- Collect, distribute, discuss and approve special event permits monthly
- Coordinate departmental marketing items to distribute at events annually
- Co-sponsor events such as Cedar Hill Creative Arts Festival, Block Parties, Cycle Cedar Hill, Town Hall Meetings and Paws in the Pool-ooza annually
- Co-host the Best Southwest Juneteenth Celebration (Lancaster) annually
- Develop partnerships to host three family friendly walk/runs annually
- Co-sponsor one Miracle Weekend (Easter Egg Hunt & Dog Easter Egg Hunt) annually
- Facilitate two events in conjunction with Dogwood Canyon and Cedar Hill State Park annually
- Coordinate and host annual special events to highlight services provided to the community (Music in the Park Concert Series, Kid Fish Tournament, Holiday on the Hill, Parks and Recreation Month) annually
- Establish and maintain a Sponsorship Program to generate additional funding for special events, and additional Parks and Recreation programs annually

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill has Vibrant Parks and Natural Beauty.
Cedar Hill has a Strong Diverse Economy.
Cedar Hill has Distinctive Character.

CORE FUNCTION: #4 Offer Aquatic Programs (Crawford Park)

Action:

- Present a variety of aquatic programs and classes

Activity Measurement:

- Provide special day care swim time daily
- Provide 11 weeks of open swim daily
- Provide 11 weeks of lap swimming daily
- Offer 11 weeks of private and semi-private swim lessons daily
- Provide 11 weeks of pool maintenance during the Aquatics Season daily
- Provide four weeks of swim time for Cedar Hill ISD Swim Team weekly
- Maintain 41 weeks of pool maintenance during the Aquatics Off Season weekly
- Provide 127 Learn-to-Swim Lessons for ages six months to Adults annually
- Coordinate 10 weeks of fitness and water aerobics classes annually
- Provide seven weeks of TAAF Youth Swim Team practices and meets annually
- Coordinate 72 hours of rentals annually
- Complete 30 hours of in-service training annually
- Offer World's Largest Swim Lesson event annually
- Offer two new specialty programs annually

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.
Cedar Hill is Safe.
Cedar Hill is Texas Schools of Choice.
Cedar Hill has Vibrant parks and Natural Beauty.
Cedar Hill has Distinctive Character.

CORE FUNCTION: #5: Create City Beautification Opportunities

Action:

- Co-host activities with the Code Enforcement Department, the Tree Care Advisory Board, Neighborhood Services and the Zula B. Wylie Library that result in a clean, aesthetically pleasing and more sustainable Cedar Hill
- Provide and administer the "Adopt A Park/Trail" Program

Activity Measurement:

- Promote Big Belly recycling program with leagues, tournaments, events and outdoor activities quarterly
- Apply and become certified as a Playful City annually
- Apply for Tree City USA Certification (9th year) annually
- Coordinate and host, with other city departments, an Earth Day event and Arbor Day ceremony annually
- Participate in Earth Day Texas to promote the City of Cedar Hill annually
- Recruit 12 organizations for the "Adopt A Park/Trail" program annually
- Facilitate four clean-up events in conjunction with the "Adopt A Park/Trail" Program annually
- Coordinate the Neighborwoods tree program (150 trees) in support of The Tree North Texas Initiative annually
- Coordinate with other departments, Scenic City Certification every five years.

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has a Strong Diverse Economy.

Cedar Hill has Distinctive Character.

SUMMARY - RECREATION DEPARTMENT

EXPENDITURES	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Personnel	\$ 359,960	\$ 389,834	\$ 399,955	\$ 405,275	\$ 396,442	\$ -	\$ 396,442
Supplies	41,810	44,013	40,870	56,020	51,855	-	51,855
Maintenance	7,971	10,900	7,900	6,378	7,100	-	7,100
Services	68,420	157,624	161,385	137,735	155,545	-	155,545
Utilities	2,436	2,272	2,930	3,487	3,230	-	3,230
Leases/Rentals	21,791	21,791	21,715	21,791	37,499	-	37,499
Miscellaneous	20,005	11,622	16,810	14,778	19,485	-	19,485
TOTAL Department. Budget	\$ 522,393	\$ 638,056	\$ 651,565	\$ 645,464	\$ 671,156	\$ -	\$ 671,156

STAFFING	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Recreation Operations Supervisor	0.00	0.00	1.00	1.00	1.00	0.00	1.00
Athletic Supervisor	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Senior Center Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Athletic Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Specialist	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Part-Time Bus Driver	0.63	0.63	0.63	0.63	0.63	0.00	0.63
Part-Time Senior Center Coordinator	0.63	0.63	0.63	0.63	0.63	0.00	0.63
Part-Time and Seasonal Lifeguards	5.25	5.25	3.20	3.20	3.20	0.00	3.20
TOTAL Department Staff	10.50	10.50	8.45	8.45	8.45	0.00	8.45

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST		LEASE COST		FUNDED
Passenger Bus	\$	94,000	\$	15,325	Yes
Pool Pump Motor	\$	10,000	\$	2,585	Yes
Lifeguard Stand	\$	5,500	\$	1,420	Yes
Score Board (4)	\$	6,000	\$	1,955	Partial (2)
Color Copier	\$	5,000	\$	1,292	No

PROGRAMS:	PRIORITY	COST	FUNDED
Pool Plaster	1	\$ 12,225	No
Coping Stone	2	\$ 3,735	No
Tennis Court	3	\$ 4,650	No
Playground	4	\$ 5,580	No
Mobile Stage Unit	5	\$ 19,565	Yes*

The Mobile Stage Unit (\$120,000) is recommended via One-Time Fund.

**Proposed Program Description
Recreation Department**

Program One (1): Crawford Park Improvements
--

Program Cost: \$ 15,965

Tax Rate Impact: \$0.0008

Included in City Manager's Budget: No

Program Description:

This program, if funded, would provide needed funding for renovations at Crawford Park. Crawford Park is one of the City's most utilized community parks and attracts over 200,000 visitors per year. The park amenities include the City's only public pool, lighted tennis courts, lighted basketball courts, highly utilized pavilion, playground, restrooms and open space all located within the park's boundaries. Many of the park amenities were constructed in the late 1970s and early 1980s and require a high frequency of maintenance each year due to the aging structures and extensive use from our community and surrounding areas. This park has not received any major renovations or improvements since the tennis court resurfacing, restroom addition, parking lot addition, new basketball courts, new soccer field, new field backstop and pool fence, irrigation and landscaping were developed in the early 1990s.

The 2012 Parks, Recreation, Trails and Open Space Visioning Master Plan identified that general repairs and renovations of several elements need to be addressed. Below are areas that need upgrading listed by priority.

- | | |
|---|----------|
| 1. Pool plaster replacement (10 year life) | \$75,000 |
| 2. Coping stone and tile on pool deck replacement(20 year life) | \$30,000 |
| 3. Tennis court surfacing replacement (eight year life) | \$25,000 |
| 4. Poured in place playground fall protection New (eight year life) | \$30,000 |

The coping stone and pool tile are original from the 1970s and are deteriorating from age and use. The pool plaster was last done in 2010 and has deteriorated to the point that we have numerous hollow spots and pits potentially causing water loss and safety hazards.

The tennis courts were resurfaced in 2010 and are used for open play and city sponsored youth lessons. Currently they are experiencing peeling and cracks that pose a safety hazard to the users.

The playground fall protection is wood fiber and must be replenished every year. By upgrading to the poured in place fall protection, maintenance would be reduced, the playground would meet ADA accessibility and would be more customer friendly.

Finance Director's Comments:

This program is eligible for the Equipment Replacement Fund. The budget costs of the repairs are \$160,000 with a lease cost of \$26,190 per year for ten years.

If this program is not funded:

If this program is not funded, these facilities will continue to operate as they have in the past with ongoing equipment failures, lost operating days, increased water and maintenance costs. The aging coping stones continue to break and staff is unable to match and repair with the original product. The cracks and peeling will continue on the tennis court surfaces disrupting both lessons and open play. Parks will continue to replenish fall protection at the playground with wood fiber.

This program reflects City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

Program Two (2): Mobile Stage

Program Cost: \$ 19,565

Tax Rate Impact: \$0.0006

Included in City Manager's Budget: Yes (One-Time Funds)

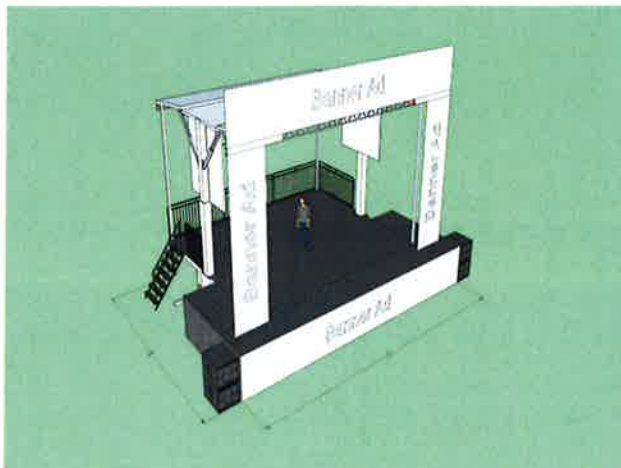
Program Description: If funded, this program would purchase a new portable stage for city wide special events to be used by multiple departments such as Parks and Recreation, Library, Neighborhood Services, & Tourism, with an estimated life of 10 years.

Currently Parks provides a modified gooseneck trailer to accommodate stage needs for numerous Cedar Hill special events including Head for the Hills Bike Rally, Country Day on the Hill, Kids on the Hill/Walk the Light, Juneteenth (every fourth year, Scare on the Square, Holiday on the Hill and many other community events. The current stage takes three to four employees approximately 45 to 90 minutes to setup and the same number of employees approximately 45 minutes to breakdown and store.

With the addition of the new portable stage, opportunities are available to expand current special events for the City of Cedar Hill, such as Earth Fest, Town Hall meetings, Martin Luther King Celebration and Peace March, Bike Rodeo, High Pointe Village Block Party and many others.

The proposed 24' x 20' portable stage has the following features

- Printed wind wall and skirts for advertising the Cedar Hill brand to the community and other visitors
- Opportunities to sell sponsorships to generate additional revenue
- Two employees can setup and breakdown in 30 minutes
- Can be towed with current vehicles in the City's fleet
- Rated to 60mph wind resistance with three rainproof walls
- Four built in rigging points for sound and lighting equipment



Finance Director's Comments:

- A) This program is eligible for the Equipment Replacement Fund. The budget cost of the stage is \$120,000 with a lease cost of \$15,965 per year for ten years.
- B) This program is recommended via One-Time Funds.

If this program is not funded: Parks would continue to use current shop made stage for special events.

This program reflects City Council's Premier Statements:

Cedar Hill has Vibrant Parks and Natural Beauty.
Cedar Hill has a Strong Diverse Economy.
Cedar Hill has Distinctive Character.

**RECREATION
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES/ASSET #'s:							
Ford Explorer (Staff) (#0002535)		2013	12,123				
Nissan Leaf (Staff) (#0002473)		2012	7,630				
Bus Ford 13 passenger- Senior Program (#0001920)		2008	48,056				
Bus GM 24 passenger- Senior Program (#0001731)	X	2007	72,851	24 Passenger Bus (With 2 ADA Seats)	\$ 94,000	10 Years	Yes
Ford Ranger (Staff) (#0001547)		2006	48,523				
Ford Ranger (Staff - Manual Transmission) (#0000870)		2003	56,318				
EQUIPMENT:							
Dolphin Pool Vacuum (No Number)		2013	Unknown				
Canon Copier - 7655 Senior Center	X	2010	99,600 (Copies)	Color Copier	\$ 5,000	5 Years	No
West Pool Pump Motor & Housing	X	1987		Pool Pump Motor & Housing	\$ 10,000	5 Years	Yes
East Pool Pump Motor & Housing		2015					
8' Elevated Lifeguard Stand (1)	X			8' Portable elevated Lifeguard Stand	\$ 5,500	5 Years	No
4' Elevated Lifeguard Stand (4)		2008					
Virginia Weaver Scoreboard (Blue Field)	X	1997		LED Scoreboard	\$ 6,000	10 Years	Yes
Virginia Weaver Scoreboard (Green Field)	X	1997		LED Scoreboard	\$ 6,000	10 Years	Yes
Virginia Weaver Scoreboard (Red Field)	X	1997		LED Scoreboard	\$ 6,000	10 Years	No
Virginia Weaver Scoreboard (White Field)	X	1997		LED Scoreboard	\$ 6,000	10 Years	No

LIBRARY

MISSION STATEMENT:

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

CORE FUNCTIONS:

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

2016 – 2017 WORK PLAN

CORE FUNCTION: #1 Create Young Readers

Action:

- Offer entertaining, educational, informative and developmental children's programs: story times for infants, toddlers, preschoolers, after school programs and a summer reading program
- Offer programs for teens and pre-teens
- Sign up children for library cards at the Neighborhood Block Party, Back to School Rallies, Country Day on the Hill and Walk the Light Arts Festival
- Market Scholastic *BookFlix*, an online literacy resource that allows children to read favorite books online from home
- Partner with internal and external organizations to provide educational resources, materials, exhibits and events
- Provide services to Daycares, Pre-Schools, private schools and CHISD
- Provide Family Literacy Programs
- Provide quarterly bilingual story times at the library and CHISD elementary schools

Activity Measurement:

- Provide approximately 250 children's programs annually
- Organize and conduct 50 programs for teens and pre-teens annually
- Provide 50 toddler programs annually
- Provide 50 preschool programs annually
- Offer a Teen Volunteer Program annually
- Register at least 50 children for library cards at events such as the Neighborhood Block Party, Back to School Rally, Country Day on the Hill and Walk the Lights Art Festival annually
- Present Scholastic *BookFlix* to teachers, parents and students at elementary schools annually and at School Family Fun Nights held at the library
- Offer Science, Technology, Engineering and Math related programs quarterly
- Monthly program in library to encourage reading through family engagement

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Texas Schools of Choice.

CORE FUNCTION: #2 Enhance Student and Community Success

Action:

- Provide standardized test preparation courses
- Assist students in locating information for homework assignments
- Borrow materials via Inter-Library Loan
- Provide instructions in using the TexShare and local research databases
- Promote TexShare Card Program that allows library users to borrow materials from other Texas public, college and university libraries
- Market Mango, an online language learning tool with practical conversation skills
- Provide access to E-books and E-Readers
- Market E-books to high school and college students, as well as the general public
- Promote business related E-books
- Promote Reference USA to local businesses
- Provide open space for gardening and educational classes

Activity Measurement:

- Send approximately 200 faxes annually for resume/job search purposes at no cost to the resident
- Offer four ACT/SAT & STAR Testing preparation classes annually
- Provide free test proctoring services
- Provide Adult Literacy Courses annually, preparing adults for GED Exam Preparation Courses and Exams Respond to approximately 16,500 customer requests for assistance annually
- Respond to 100% of online "Ask a Librarian" requests within one business day
- Borrow 50 and loan 50 items for library users via Inter-Library Loan System annually
- Offer four classes on using the TexShare and local databases for research annually
- Issue TexShare cards to approximately 150 Zula B. Wylie Public Library card holders annually
- Present two Mango language programs and distribute brochures, bookmarks and flyers, to promote the Mango program throughout the community annually
- Distribute approximately 1,1000 brochures, bookmarks and flyers annually, to promote E-books and databases at community and CHISD events
- Provide semi-annual Reference USA Webinars
- Expand business related eBook collection by 15%

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Texas Schools of Choice.

CORE FUNCTION: #3 Promote Lifelong Learning

Action:

- Provide free access to the Internet via public computers and Wi-Fi
- Provide access to TexShare research databases and local database subscriptions
- Provide links to sites that offer information about local, national and world affairs on the library web site
- Provide adult programming
- Publicize the availability of Wi-Fi
- Provide and publicize language databases
- Provide access to E-books and E-Readers
- Market E-books to the general public
- Provide sustainability, energy conservation, and other "green" programming
- Market library services and resources to community

Activity Measurement:

- Provide access to Internet, etc., via public access computers for approximately 46,000 sessions annually
- Provide free access to Internet, etc., via public access computers, interlibrary laptops and I-Pads for approximately 810 sessions annually
- Provide approximately 5,100 Wi-Fi sessions annually
- Organize and conduct [a minimum of] 100 adult programs annually that will include, but not be limited to, the following focus areas:
 - Computer-related programs (45)
 - Community Garden (9)
 - Health-related programs (8)
 - Finance-related programs (4, excluding tax assistance)
 - "Green" and sustainability programming (6)
 - "Maker Space" and do it yourself programs (10)
- Offer four Community Seminars annually
- Provide income tax preparation workshops to 150 individuals annually
- Distribute 3,000 brochures, bookmarks, and flyers, to promote library resources, programs, and services annually
- Distribute 3,000 brochures, bookmarks and flyers, to promote online language programs, annually
- Provide four E-book programs and two language programs, to promote E-book and language databases, annually
- Perform *Library on the Go* presentations once a month

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

CORE FUNCTION: #4 Celebrate Cedar Hill's History and Cultural Diversity

Action:

- Purchase local and Texas history materials
- Purchase materials related to cultures
- Offer programs celebrating cultural diversity
- Prepare displays that reflect Cedar Hill's history and cultural diversity
- Include links to cultural and historical Internet sites on the library's web site
- Participate in Cedar Hill Country Day on the Hill
- Partner with the Cedar Hill Genealogical Society to provide Genealogical programs and website links

Activity Measurement:

- Offer four programs celebrating cultural heritage annually
- Partner with Cedar Hill Museum, to provide historical heritage educational displays
- Purchase 100 items about local and world cultures annually
- Provide databases related to history, local and world cultures annually
- Participate at Country Day on the Hill, including a booth providing information and Library cards and a performance hosted by the Library annually
- Update a Genealogical webpage for the Cedar Hill Genealogical Society(CHGS) monthly
- Assist the CHGS with programs and maintain the development of the genealogical collection annually

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

CORE FUNCTION: #5 Provide a Community Place

Action:

- Offer a meeting room for non-profit organizations to assemble and plan
- Provide access to study areas and a private study room
- Provide room for teens to meet, study and connect
- Provide incubator resources to help entrepreneurs create and start businesses
- Partner with local businesses and offer gathering spaces for events

Activity Measurement:

- Provide 60 opportunities for non-profit organizations to use the meeting room annually
- Provide tables and chairs for individual and group study daily
- Provide 25 sessions in private study room weekly
- Offer teens a room to gather, read, use laptop or study
- Provide financial planning programs
- Partner with local businesses and organizations to offer programs in the meeting room and/or amphitheater

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character

CORE FUNCTION: #6 Advance and Support Awareness of the Arts

Action:

- Partner with the Cedar Hill Parks & Recreation Dept to produce Kids on the Hill Creative Arts Festival
- Partner with the Cedar Hill Arts Council to provide movie and art events in the Historic Downtown Pioneer Park
- Partner with schools in Cedar Hill for annual art contest to provide marketing materials for the Summer Reading Program
- Offer opportunities for children to learn how to play music instruments
- Offer opportunities for the community to hear live music, spoken word and other artistic performances
- Offer Makerspace programs to learn how to be creative and innovative
- Offer opportunities for children to develop storytelling skills

Activity Measurement:

- Offer Kids on the Hill Creative Arts Festival annually
 - Offer eight movie nights annually
 - Coordinate student art contest to create marketing materials for annual Summer Reading Program
 - Provide 12 sessions for children to learn musical instruments
 - Provide 2 musical events in the amphitheater annually
 - Provide 12 Makerspace programs annually
- Provide 40 enrichment sessions and 5 storytelling opportunities annually

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

SUMMARY - LIBRARY

EXPENDITURES	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Personnel	\$ 550,549	\$ 617,156	\$ 665,585	\$ 642,252	\$ 742,696	\$ -	\$ 742,696
Supplies	134,702	144,309	137,160	138,191	140,060	-	140,060
Maintenance	35,238	19,549	37,400	32,387	34,000	-	34,000
Services	60,428	56,764	65,060	62,412	65,925	-	65,925
Utilities	36,232	27,663	38,980	29,141	32,980	-	32,980
Lease/Rentals	837	69	-	-	-	-	-
Miscellaneous	8,096	15,665	10,580	16,118	17,685	-	17,685
Capital Outlay	-	-	-	-	-	-	-
TOTAL Dept. Budget	\$ 826,082	\$ 881,175	\$ 954,765	\$ 920,501	\$ 1,033,346	\$ -	\$ 1,033,346

STAFFING	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Library Director	0.00	0.00	1.00	1.00	1.00	0.00	1.00
Manager of Library Services	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Children's Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Adult Services Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Reference Librarian	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Children's Librarian	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Librarian	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Electronic Resources Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Library Operations Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Special Events Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Library Circulation Coordinator/Adm.	1.00	1.00	1.00	1.00	1.00	0.00	0.00
System's Librarian	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	1.00	1.00	1.00	0.00	1.00
Visual and Social Media Coordinator	0.00	0.00	0.63	0.63	0.63	0.00	0.00
P/T Library Assistant	1.35	1.35	0.70	0.70	0.70	0.00	0.70
P/T Clerk	3.00	3.00	3.13	3.13	3.13	0.00	3.13
P/T Page	0.37	0.37	0.37	0.37	0.37	0.00	0.37
TOTAL Department Staff	11.72	11.72	11.83	11.83	11.83	0.00	12.20

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**LIBRARY
VEHICLES AND EQUIPMENT**

ITEM	LOCATION	X IF ITEM IS UNRELIABLE	YEAR	DESCRIPTION OF REPLACEMENT ITEM	COST	LIFE	CM APPROVED
PRINTERS							
Canon Image Runner BW Copier/Printer	Public Use		2012				
Canon Color Image Runner C5180	Staff Workroom		2010				
HP Color LaserJet 3000n	Public Use		2011				
HP2100	Library Staff - Director's Office		2007				
HP Design Jet 500ps	Sign/Banner Printer		2003				
Star TSP 700 II Receipt Printers (2)	Circulation Desk		2010				
Star TSP 700 II Receipt Printers (4)	Ref/Children's/Staff Workroom		2011				
NETWORK EQUIPMENT							
Cisco 2950 Switch 000D65CCA9C0			2003				
Cisco Catalyst 3500 XL 000196A468C0			Unknown				
Cisco Catalyst 3500 XL 000196A47F00			Unknown				
MISCELLANEOUS EQUIPMENT							
Canon DR02010C Scanner	Library Staff Administration Area		2012				
Canon Fax/PhoneL90	Public and Staff - Circulation Desk		Unknown				
Honeywell Metrologic Barcode Scanners (3)	Library Staff		2010				
Honeywell Metrologic Barcode Scanners (5)	Library Staff		2011				
Samsung Plasma Display Flat Screen TV	Meeting Room		2010				
Early Literacy Station (2)	Children's Area		2009				
Wii Gaming Console	Meeting Room		2009				
Zenith VCR/DVD Player 281-53230284	Meeting Room		2003				
NEC Projector	Meeting Room		2011				
Minolta RP-603Z S/N 31249	Microfiche/Film Reader - Closet		1995				
Opaque Projector	Meeting Room		Unknown				
Pioneer SX-316 Receiver	Meeting Room		Unknown				



NEIGHBORHOOD SERVICES

MISSION STATEMENT:

The mission of the Neighborhood Services Department is to improve and maintain neighborhood vitality through enhanced communication, facilitation and education.

CORE FUNCTIONS:

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

2016 – 2017 WORK PLAN

CORE FUNCTION: #1 Communication

Action:

- Improve the relationship between the City and neighborhood organizations
- Increase the distribution of relevant community information to neighborhood organizations
- Communicate with neighborhood organizations and PIDs regarding Emergency Response Operations
- Serve as liaison between City departments and neighborhood organizations
- Communicate City services programs and opportunities

Activity Measurement:

- Respond to neighborhood requests for service within one business day
- Update Neighborhood Services web pages weekly
- Maintain neighborhood organizations calendar via MY NEIGHBORHOOD online web page weeklySolicit neighborhood participants for Citizens' Police and Fire Academies and Citizens Emergency Response Team (C.E.R.T.) training annually
- Report and communicate City department action on neighborhood services requests within three business days of receipt
- Distribute welcome baskets to new residents in partnership with Cedar Hill Chamber.

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has Distinctive Character.

CORE FUNCTION: #2 Facilitation

Action:

- Serve as first point of contact at City Hall for neighborhood organizations and PIDs
- Provide staff assistance to new and existing neighborhood organizations
- Coordinate staff assistance to new and existing PIDs
- Expand/Implement programs that encourage communication within neighborhoods (i.e. Printing and Postage, Neighborhood Matching Grant, MY NEIGHBORHOOD online)
- Report and communicate neighborhood feedback to appropriate City departments
- Coordinate Citywide Neighborhood Block Party
- Serve as liaison to the Neighborhood Advisory Board

Activity Measurement:

- Coordinate participation of City staff at registered neighborhood meetings within three business days to ensure appropriate support and representation
- Achieve 100% participation by active neighborhood organizations in the Printing and Postage Program
- Report and communicate neighborhood feedback to appropriate City departments within one business day of receipt
- Increase the number of community participants in Citywide Neighborhood Block Party by 10%
- Facilitate Neighborhood Advisory Board meetings monthly

Meets City Council's Premier Statements:

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has Distinctive Character.

CORE FUNCTION: #3 Education

Action:

- Expand neighborhood involvement in community events
- Improve public understanding of City operations and services
- Increase public knowledge of Neighborhood Services programs
- Develop resident education programs that build long-term stability in the community

Activity Measurement:

- Create and publish recurring operation and services feature for newsletter monthly
- Recognize "Outstanding" neighborhoods (Premier Neighborhood Award and Growing Green Neighborhood) annually
- Conduct Citywide Neighborhood Block Party event annually
- Facilitate presentation of two resident education workshops annually

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill has Distinctive Character.

SUMMARY - NEIGHBORHOOD SERVICES*

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$	(1,784)	\$	47,343	\$	64,140	\$	60,313	\$	63,122	\$ 63,122
Supplies		912		10,513		4,300		6,323		7,100	7,100
Maintenance		-		-		450		999		1,950	1,950
Services		8,057		9,973		16,450		10,815		15,100	18,600
Utilities		530		510		610		-		-	-
Sundry		885		2,981		7,725		4,589		5,725	5,725
TOTAL Dept. Budget	\$	8,600	\$	71,320	\$	93,675	\$	83,039	\$	92,997	\$ 96,497

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Neighborhood Services Coordinator		0.00		0.00		1.00		1.00		1.00	1.00
TOTAL Department Staff		-		-		1.00		1.00		1.00	1.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

NEIGHBORHOOD SERVICES PROGRAMS:	PRIORITY	COST	FUNDED
Homeowners Fair	2	\$ 3,500	Yes

*Department is managed from Code Enforcement.

Proposed Program Description Neighborhood Services

Program One (1): Homeownership Fair

Program Cost: \$ 3,500

Tax Rate Impact: \$0.0001

Included in City Manager's Budget: Yes

Option 1 Cost: \$1,000 (Funded through sponsorships)

Program Description:

June is National Homeownership Month. The ability for neighborhood organizations to effectively communicate significant events and activities requires visibility, consistency and convenience. Many of the comments and concerns received by the Neighborhood Services Department are in regards to property maintenance and upkeep. This program will feature educational sessions on how to buy a home, foreclosure prevention, home maintenance, homebuyer assistance programs, mortgage lending, credit repair, and more.

Participants can pick a session or stay all day for free food, giveaways and activities for the kids. Children activities include sessions on savings and checking, budgeting and credit. Fun activities will include a gaming truck with Xbox and HD flat screens, face painting, balloon artists.

The event will consist of vendor booths as well as live seminars conducted by home buying experts. The Homeownership Fair will use all 4 meeting rooms in the Recreation Center and vendor booths will be sold at \$25 per booth to help offset the cost of the event. The Neighborhood Services department will also secure sponsorships for local banks who wish to promote their services.

Comparable programs include:

- City of Grand Prairie, Homeownership Fair



- City of Irving, Home Buyer Fair



- City of Rockwall, Neighborhood Beautification Program

If this program is not funded:

Neighborhood Services cannot fully develop this program necessary to elevate City neighborhoods to the next level of excellence in community engagement as prioritized by City Council.

This program reflects City Council's Premier Statements:

Cedar Hill has a Strong and Diverse Economy.

NEIGHBORHOOD SERVICES

CURRENT VEHICLES & EQUIPMENT:

[illegible]

MAIN STREET

MISSION STATEMENT:

The mission of Cedar Hill Main Street is to preserve and enhance the unique character and community of Historic Downtown through design, economic development, promotion and facilitation.

CORE FUNCTIONS:

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

CORE FUNCTION: #1 Design

Action:

- Encourage rehabilitation of existing properties
- Coordinate and encourage appropriate infill development in the Old Town and Historic Downtown districts
- Review and uphold Uptown and Old Town ordinances
- Increase public awareness of Old Town district ordinances
- Beautify the Old Town and Historic Downtown districts
- Provide oversight for ongoing streetscape projects
- Coordinate design and development of downtown future master plan

Activity Measurement:

- Meet individually with downtown property owners semi-annually
- Perform inventory of downtown properties and vacant land tracts semi-annually
- Coordinate and report architectural review findings of the Main Street Board to the Planning and Zoning Commission and City Council monthly
- Perform maintenance inspection of benches, decorative lighting and banners annually
- Facilitate Main Street Board meetings monthly
- Coordinate completion of ongoing streetscape projects by September 2016
- Facilitate, at least four meetings annually, with the Planning Department and Main Street Board for design and development standards of future Historic Downtown Master Plan

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #2 Promotion

Action

- Increase involvement in downtown events (Creative Arts Festival, Old Settlers' Reunion, Country Day, Scare on the Square and Old Town Holiday on the Hill)
- Assist downtown merchants with planning additional activities (After Dark in Historic Downtown ADHD, Cinema on the Square, Remarket)
- Increase downtown publicity
- Promote education regarding historically significant properties in Cedar Hill
- Recognize historically significant properties in Cedar Hill with historic designation marker
- Enhance Historic Walking Tour with heritage appreciation and education programs

Activity Measurement:

- Increase attendance in downtown events by 10%
- Increase merchant-driven downtown events by one per month
- Publish downtown events calendar in *HIGHLIGHTS* newsletter quarterly
- Advertise each downtown event quarterly
- Install historic designation marker within 60 days of recognition or request
- Develop and publish two Historic Walking Tour supplemental features annually

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #3 Economic Development

Action:

- Monitor retention and expansion of existing downtown businesses
- Recruit new specialty businesses
- Promote downtown growth and development
- Support efforts to develop tourism program with civic and business organizations

Activity Measurement:

- Make Business Retention/Expansion Program (BREP) calls to existing downtown businesses quarterly
- Visit specialty merchants throughout North Texas semi-annually
- Meet with downtown supporters and stakeholders semi-annually
- Attend one tourism-related conference annually

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #4 Facilitation

Action:

- Develop Old Town/Historic Downtown neighborhood organization
- Increase neighborhood involvement in community events
- Create and maintain a network of downtown Main Street supporters
- Serve as liaison to Main Street Development and Preservation Board
- Serve as liaison to Cedar Hill Museum of History

Activity Measurement:

- Meet with downtown residential organizations semi-annually
- Solicit Old Town residential input and participation in a minimum of two downtown events annually
- Facilitate participation in Main Street events and activities through sponsorships quarterly
- Facilitate Main Street Board meetings monthly
- Attend Cedar Hill Museum of History meetings monthly

Meets City Council's Premier Statements:

Cedar Hill has Distinctive Character.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

SUMMARY - MAIN STREET

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 43,306	\$	-	\$	-	\$	-	\$	-	\$	-
Supplies	1,333		2,768		7,175		5,860		8,575	-	8,575
Maintenance	-		-		-		-		-	-	-
Services	4,766		12,966		17,285		15,855		17,450	-	17,450
Utilities	109		51		-		-		-	-	-
Miscellaneous	2,499		3,539		7,775		6,020		6,400	-	6,400
TOTAL Dept. Budget	\$ 52,013	\$	19,324	\$	32,235	\$	27,735	\$	32,425	\$	32,425

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Main Street Manager	0.5		-		-		-		-	-	-
TOTAL Department Staff	0.50		-		-		-		-	-	-

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

MAIN STREET PROGRAMS:	PRIORITY	COST	FUNDED
Cross Street Banners (6)	1	\$ 59,400	Partial (2)*

*\$20,000 is funded via the Hotel Occupancy Tax Fund.

Proposed Program Description

Main Street

Program One (1): Cross-Street Banner Stanchions (6)

Program Cost: \$59,325

Tax Rate Impact \$0.0019

Included in City Manager's Budget: Yes, Partial (\$20,000)

Program Description:

Communication is a key component in successful event planning and one of the most challenging to execute. Statistics indicators conclude that Individuals are exposed to as many as 1,500 commercial messages every day, and the average person requires at least five repeat exposures to a message before a conscious visual impression is realized.

This program, first requested in the FY 2007-2008 Budget, would provide consistent, aesthetically appealing banner installation systems to facilitate communication of City-sponsored or sanctioned events and activities that benefit the community or promote local and/or regional attractions. The installation systems would place additional stanchions, or poles, at or near high traffic intersections to display large format banners like those currently represented on Uptown Boulevard at West Belt Line Road near the Government Center.



The banners feature excellent visibility, reducing the need for placement of multiple smaller-format signs throughout the City, and are a proven effective tool for promotion of events. Combined with specified design, construction and placement policies and guidelines, the cross-street banner systems offer maximum utilization of advertising and promotion budgets and provide superior visual impact.

A typical installation would require three 20' stanchions, one each in the right-of-way on either side of a selected thoroughfare, and one center stanchion in the median. The stanchions would facilitate a cable and pulley hanging system to support two mesh banners, one facing either direction, up to 4 feet tall and no more than 40 feet wide. Cost per stanchion installation is \$3,300, which includes reinforced concrete pier, base, pulley and cable hardware. A Facility Use and Reservation Policy would govern banner installations and removals for all City and non-city applications, and all requests would be subject to the Cross-Street Banner Policy and Guidelines.



Prioritized sites for installations include:

1. Uptown Boulevard at FM 1382,
2. Eastbound W. Belt Line Road at Carrell (single stanchion installation),
3. East Belt Line Road at FM 1382,
4. East side FM 1382 at U.S. Highway 67,
5. West side FM 1382 at U.S. Highway 67,
6. Joe Wilson Road at northbound U.S. Highway 67,
7. Pleasant Run Road at southbound U.S. Highway 67,
8. Eastbound and Westbound Belt Line Road at U.S. Highway 67.



If this program is not funded:

The City cannot fully realize the proven awareness, involvement, participation and attendance potential in community, regional and tourism events and activities, and superior visual impact the cross-street banners provide. Communication will become more challenging as traditional alternative methods become unreliable, obsolete or financially unrealistic. Code Enforcement staff will continue to be plagued with non-conforming event signage issues and the sense of place reminiscent of small town event communication will be missing from our distinctive character.

This program reflects City Council's Premier Statements:

- Cedar Hill is Clean.
- Cedar Hill has a Strong and Diverse Economy.
- Cedar Hill has Distinctive Character.

Finance Department's Comments:

This Program will be paid from the Hotel Occupancy Tax Fund, costing \$9,900 per intersection.

PLANNING

MISSION STATEMENT:

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

CORE FUNCTIONS:

- 1) **Manage Comprehensive Long Range Planning** – Develop, maintain and supplement *The Comprehensive Plan* in a manner that effectively guides development
- 2) **Develop Implementation and Enforcement Strategies** – Analyze, prepare and maintain land development ordinances, policies and procedures to attain the concepts in adopted City plans
- 3) **Facilitate Development Review and Approval** – Guide land development proposals through the process. Review and evaluate proposals with respect to adopted City plans, policies and ordinances

2016-2017 WORK PLAN

CORE FUNCTION: #1 Manage Comprehensive Long Range Planning

Action:

- Conduct periodic reviews of The Comprehensive Plan with the Planning and Zoning Commission
- Research and evaluate new planning and design concepts that are economically viable, promote social interaction and preserve natural resources
- Continue to develop and refine specific area plans, such as City Center, Historic Downtown and Corridor Plans, that incorporate sustainable elements such as context sensitive design, place making, and vary transportation options
- Conduct training programs for City Boards and Commissions, focusing on planning and land use concepts
- Coordinate with neighboring cities regarding transportation and land use matters
- Increase public awareness of the City's long range plans such as the City Center Plan

Activity Measurement:

- Conduct two meetings, by the end of the fiscal year, with the Planning and Zoning Commission to review and evaluate *The Comprehensive Plan*
- Conduct an annual meeting with the Planning and Zoning Commission to discuss and develop strategies for the implementation of *The Comprehensive Plan*
- Attend at least four sustainable development design seminars (i.e. LEED-ND, Form-Based Codes and Complete Streets), by the end of the fiscal year, to learn how these standards may be best applied
- Conduct at least one workshop, by the end of the fiscal year, with City departments to educate about the concepts outlined in the City Center Plan
- Attend at least a four neighborhood meetings, by the end of the fiscal year, to discuss the concepts of the City Center Plan
- Facilitate annual meetings with NCTCOG to boost momentum for commuter rail.
- Prepare and distribute promotional materials for 4 different existing events within the City Center.

CORE FUNCTION #2 Develop Implementation and Enforcement Strategies

Action:

- Conduct periodic reviews of the zoning and subdivision ordinances with the Planning and Zoning Commission
- Facilitate the review of land use and development related ordinances to ensure their effectiveness and compliance with State Law
- Review and develop regulations to implement the concepts contained in the City's plans
- Review of current planning and development practices and procedures to ensure efficiency
- Address unforeseen issues related to zoning and land use matters

Activity Measurement:

- Conduct an annual meeting with the Planning and Zoning Commission to review the zoning ordinance
- Facilitate quarterly meetings with the DRC to discuss issues related to zoning and land use matters
- Conduct an annual meeting with the Planning and Zoning Commission to review the subdivision regulations
- Conduct monthly meetings with the DRC to review land use and development related ordinances, plans, policies and/or procedures
- Conduct an annual meeting with the Planning and Zoning Commission, to review and gain feedback on any recommended amendments to land use and development related ordinances, plans, policies and/or procedures
- Approve select development applications (Tree Preservation Plan, Certificate of Occupancy and Alcoholic Beverage for off-premise consumption) within 7 business days.
- Process zoning verification letters within 7 business days
- Conduct quarterly meetings with the Code Enforcement/Building Inspections department to discuss zoning enforcement issues

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #3 Facilitate Development Review and Approval

Action:

- Develop and maintain submittal guidelines, applications and other aids that inform and assist the development community in submitting land development applications
- Accept applications for land development and facilitate their review and advise the applicant of any needed changes
- Notify the general public, as required, and schedule development proposals for consideration by the appropriate board, commission and/or City Council
- Analyze land development applications, with respect to City plans, policies and ordinances, and report staff's findings to the board, commission and/or City Council
- Communicate to boards, commissions and/or City Council in written form if the proposed development applications are consistent with the City's plans, policies and ordinances
- Develop training programs for boards and commissions, focusing on zoning and subdivision regulations, as they relate to their respective review of land development applications
- Execute the actions of the Planning and Zoning Commission and City Council, as they relate to land development applications
- Archive land development applications and decisions, as required by law
- Review and approve select development related applications such as Tree Preservation Plan, Certificate of Occupancy (CO) and Alcoholic Beverage (retail sales of beer/wine for off-premise consumption only)

Activity Measurement:

- Conduct an annual meeting with the DRC to review submittal guidelines, applications and other publications to ensure their continued effectiveness
- Process land development applications, i.e. Platting, Site Plan, Zoning Changes and Conditional Use Permit requests within 30-45 days or as established by City and State Law
- Conduct weekly reviews with the DRC to evaluate land development applications
- Report monthly to the DRC the actions of the Planning and Zoning Commission and City Council regarding development applications
- Develop and implement, by the end of the fiscal year, procedures for web based submissions of land development applications
- Convey DRC comments to applicants, within ten business days Planning and Zoning Commission of receipt of an application
- Conduct at least three training seminars, by the end of the fiscal year, with boards and commissions related to their respective review
- Each planning staff member will attend at least 4 continuing education classes annually on topics related to Land Use Law, Subdivision or Zoning and code management
- Prepare City Council Action letters on all development applications and distribute to applicants and key city staff within 72 hours from City Council

meeting

- Approve select development applications (Tree Preservation Plan, Certificate of Occupancy and Alcoholic Beverage for off-premise consumption) within 7 business days.
- Maintain development application files and preserve documentation regarding development applications within 72 hours from City Council meeting

Activity Measurement (continued):

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Excellent, Safe and Efficient Mobility.

SUMMARY - PLANNING

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017			
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED	
Personnel	\$	274,639	\$	278,121	\$	290,910	\$	321,206	\$	334,386	\$	334,386
Supplies		2,322		2,632		2,600		1,627		2,850		2,850
Maintenance		2,467		3,395		3,300		1,799		2,000		2,000
Services		3,881		22,405		26,075		63,362		79,650		79,650
Utilities		1,005		622		910		515		600		600
Leases/Rentals		-		-		-		-		-		-
Miscellaneous		14,767		13,437		13,355		10,918		13,355		13,355
TOTAL Dept. Budget	\$	299,081	\$	320,612	\$	337,150	\$	399,427	\$	432,841	\$	432,841

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Director of Planning	1.00	1.00	1.00	1.00	1.00		1.00
Assistant Director of Planning	0.00	0.00	0.00	0.00	1.00		1.00
Senior Planner	1.00	1.00	1.00	1.00	0.00		0.00
Planner*	0.00	0.00	0.00	0.00	1.00		1.00
Development Services Coordinator	1.00	0.00	0.00	0.00	0.00		0.00
Executive Secretary	0.00	1.00	1.00	1.00	1.00		1.00
TOTAL Department Staff	3.00	3.00	3.00	3.00	4.00		4.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
Comprehensive Plan Update	I	\$ 300,000	No

*Additional Planner is budgeted to facilitate anticipated departmental transition.

Program One (1): Comprehensive Plan Update

Program Cost: \$300,000

Tax Rate Impact: \$0.0096

Included in City Managers Budget: No

Program Description:

This is a two year program split into two budget years (\$150,000 each year) and will fund the updating of the 2008 Comprehensive Plan. The primary purpose of the Comprehensive Plan is declare the city's over-arching plan for the physical development so that future public and private investments are well coordinated and aimed towards a set of common goals. The main purpose of this plan is to:

- Consolidate the main points of various city, county and state plans. Typically plans such as the Parks and Trails Plan, Master Water and Sewer Plans, City Facilities Plans, Loop-9, NCTCOG Transit Plan are considered and elements of each are incorporated into a single document so that any inconsistencies can be identified and corrected thus enhancing coordination and improving efficiency.
- Establish goals for development of the city and insure they reflect emerging directions in: sustainable design; environmental stewardship; trails and open space; place making; marketing and tourism; neighborhoods; and economic development.
- Base decisions on the latest demographic, economic and census data to insure that forecasts are accurate and useful as possible.
- Inventory the City's current physical characteristics. This includes identifying and quantifying vacant land, underutilized land, and lands to be preserved in their current condition, major utilities, natural land forms, historical sites, neighborhoods and the like.
- Develop a Future Land Use Plan that shows where major land use types, such as residential, retail, industrial, commercial areas, are to be located. This helps to mitigate any negative impacts between land uses such as noise, traffic, and smell. Since the Future Land Use plan guides land use and intensity, it also helps prioritize where new public utilities should be located or existing utilities to be improved.
- Update the Thoroughfare Plan to insure it accommodating the transportation needs for every demographic in the City.

The associated costs of hiring a consultant would include:

- Preliminary review and analysis of current plans, policies and ordinances;
- Engage the public in regards to the policies and vision for the City of Cedar Hill;
- Update the population and socio-economic conditions;
- Develop a Future Land Use Plan, Thoroughfare Plan based on the community's vision, and the population forecasts;
- Develop a plan that includes policies that facilitate and support a strong sense of community;
- Develop a plan that preserves Cedar Hill's natural beauty;
- Develop strategies that enhance economic opportunity for distressed communities, raise personal incomes and increase property tax revenues;
- Incorporate major elements of the City Center Plan; and
- Include the most current alignment of Loop 9.

If this program is not funded:

As time goes by, the current Comprehensive Plan will be less able to help the City Council manages growth and development, as the concepts and data within the plan is dated. Increasing growth and development pressure can strain local resources, endanger the environment and inconvenience property owners and businesses. This in turn could cause no growth or slow growth that may bring problems such as stagnant or declining tax revenues and deteriorating public infrastructure. A Comprehensive Plan addresses where and how future development should take place to help avoid these types of problems and make sound decisions about their growth.

This program reflects City Councils Premier Statements:

- ✓ Cedar Hill is Safe
- ✓ Cedar Hill has Vibrant Parks and Natural Beauty
- ✓ Cedar Hill has Excellent, Safe and Efficient Mobility
- ✓ Cedar Hill has a Strong and Diverse Economy

STREETS and DRAINAGE

MISSION STATEMENT:

The mission of the Streets and Drainage Department is to maintain high-quality public transportation and drainage infrastructure to enhance safety and provide effective traffic circulation.

CORE FUNCTIONS:

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

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Street repairs and maintenance

Action:

- Continue to work with Dallas County to overlay streets
- Repair potholes
- Repair streets due to utility cuts
- Install permanent street patches
- Provide American Disabilities Act (ADA) compliant barrier-free ramps
- Crack seal streets, as necessary, and maintain 310 miles of streets and 133 miles of storm sewer
- Maintain streets and alleys in a clean and safe condition
- Inclement weather response

CORE FUNCTION: #1 Street repairs and maintenance...Continued

Activity Measurement:

- Overlay (a minimum of) \$250,000 worth of asphalt streets annually
- Fill potholes within two business days of notification
- Repair utility cuts within two business days of notification
- Complete approximately 100 permanent patch repairs annually
- Inspect barrier-free sidewalk ramps for compliance with ADA monthly
- Respond to requests of clearing of debris from streets, sidewalks and alleys ways within two hours
- Deploy sanding operations within 1 hour of ice storm events

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #2 Drainage channels

Action:

- Maintain creeks and channels to ensure flow of storm water
- Inspect creeks and channels for debris
- Use outside sources and equipment, when available, to clean difficult conditions

Activity Measurement:

- Arrive at emergencies and initiate repairs within 45 minutes of initial report
- Complete non-emergency drainage requests within 90 days of notification
- Inspect all potentially hazardous creeks and channels twice a year

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

CORE FUNCTION: #3 Signs, signals and markings

Action:

- Install and maintain traffic signs, signals and markings
- Perform an inventory of signage within the right-of-way
- Inspect and maintain signs and markings for clarity and appearance, includes graffiti removal or replacement of vandalized signs
- Emergency response to signal outages

Activity Measurement:

- Install signs, signals and markings within 72 hours of receiving work order
- Reinstall damaged Stop sign(s) within four hours of notification
- Inspect and inventory signs, signals and markings annually
- Respond to graffiti clean-up requests within one day of notification
- Initiate installation of temporary signs during signal outages within one hour of notification

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

SUMMARY - STREETS & DRAINAGE

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$	827,346	\$	781,943	\$	863,575	\$	867,332	\$	895,112	\$ 895,112
Supplies		49,918		34,990		62,500		26,754		53,500	53,500
Maintenance		202,060		262,380		229,000		212,741		232,200	232,200
Services		66,194		60,328		72,745		64,804		83,440	83,440
Utilities		646,331		535,327		517,210		575,351		576,775	576,775
Lease/Rentals		22,738		23,760		42,060		30,824		63,428	63,428
Miscellaneous		10,751		11,240		11,010		8,963		11,009	11,009
TOTAL Dept. Budget	\$	1,825,338	\$	1,709,968	\$	1,798,100	\$	1,786,769	\$	1,915,464	\$ 1,915,464

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Street Maintenance Supervisor		1.00		1.00		1.00		1.00	1.00	0.00	1.00
Signs & Signals Coordinator		1.00		1.00		1.00		1.00	1.00	0.00	1.00
Crew Chief (Maintenance)		3.00		3.00		3.00		3.00	3.00	0.00	3.00
Crew Chief (Drainage)		1.00		1.00		1.00		1.00	1.00	0.00	1.00
Street Maintenance Worker		8.25		8.25		8.40		8.40	8.40	0.00	8.40
TOTAL Department Staff		14.25		14.25		14.40		14.40	14.40	0.00	14.40

REPLACEMENT VEHICLES & EQUIPMENT:		ACTUAL	LEASE	FUNDED
		COST	COST	
Bucket Truck	\$	65,000	\$ 12,095	Yes
Dump Truck	\$	120,000	\$ 19,565	Yes
Vibratory Roller (with trailer)	\$	52,500	\$ 8,560	Yes
Trailer	\$	17,500	\$ 2,855	Yes

PROGRAMS:	PRIORITY	COST	FUNDED
Signs and Signals Workers (2)	1	\$ 100,915	No
Motor Grader	2	\$ 21,610	No
Pavement Management Analysis	3	\$ 100,000	Yes*

*This Program is Recommended via One-Time Funds.

PROGRAM DESCRIPTIONS

Program One (1): Two Signs/Signals Workers (2)

PROGRAM COST: \$100,915

Tax Rate Impact: \$0.0032

Included in City Manager's Budget: No

PROGRAM DESCRIPTION:

As the City grows, the number of traffic signs, signals, and markings increase. As the number of traffic signs and signals increase, the responsibility associated with their safe operation and maintenance is increased. There are licensing requirements and liability issues related to the proper maintenance of records as well as the actual operation of these traffic signs, signals, and markings.

Currently, the Signs and Signals Section of the Streets Division has one Coordinator and one signs and signals maintenance worker assigned to this work. The City currently maintains an inventory of approximately 8,000 signs, 14 signalized intersections and 33 school zone flashers. Further, the crew has to update approximately 3,000 street name markers and update the sign posts to current standards. This work requires approximately 4,500 man hours. They also maintain all the markings, such as crosswalks, stop bars, and lane markings, throughout the city and manufacture all signs that are used within the city. Traffic studies are also conducted that include warrant studies for traffic control devices such as; speed limit signs, stop signs, and traffic signals. Also, studies are performed for traffic volume. These newly created positions will also provide adequate enumeration for the responsibilities that are intrinsic to such position.

- Sign Shop (fabricating signs)
- Installation of regulatory signs which are faded
- Install markings (striping, stop bars, buttons, etc.)
- Update street signs (larger fonts)
- Will be approaching a population of 50,000 and will be taking over all signal lights which are currently being maintained by TxDOT (almost doable).
- Install banners (very short notice)

A thirteen City survey was performed to inquire number of personnel and crew sizes, please refer to table on next page:

CITY	PERSONNEL	# CREWS	# PEOPLE PER CREW
BEDFORD	1 (Currently hiring 1)	1	1
COPPELL	7	2	4/3
DESOTO	2	1	2
DUNCANVILLE	4	1	3
EULESS	2.5 (1 Supervisor, 1 Staff and .5 borrowed)	1	1 Traffic Technician (.5 - staff borrowed from Street Department, as needed)
GRAND PRAIRIE	Signals-9 (including Supervisor) Signs-10 (including Supervisor)	Signals-3 Signs-2	Signals-3/3/2 Signs-4
GRAPEVINE	8	4	2
KELLER	1	1	1
LANCASTER	1	1	1
MANSFIELD	3 (1 Supervisor, 1 Signal Technician and 1 Sign Technician)	1	3
ROWLETT	2	2	1 - Sign & 1 Signal
CEDAR HILL	2	1	2
AVERAGE	4.3	2	2

Benefits if approved:

- ✓ Increased level of response to signs/signal repair,
- ✓ Provide for increase in maintenance of pavement markings
- ✓ Increase in sign manufacturing.
- ✓ Public safety would be increased.

A one ton crew service vehicle would be needed as a sign/markings vehicle for this crew. Cost is \$35,000.

If this program is not funded,

The City cannot keep pace with the existing inventory and future growth. Additionally, as the City's population increases past 50,000, it is expected that the City will become responsible for the installation and maintenance of traffic signals on State highways.

This program would accommodate the City Council's Premier Statements with respect to Cedar Hill having an "Excellent, Safe, and Efficient Infrastructure."

Program Two (2): Motor Grader

PROGRAM COST: \$21,610

Tax Rate Impact: \$0.0007

Included in City Manager's Budget: No

PROGRAM DESCRIPTION:

This program would provide funding to allow the City to purchase a motor grader with a 10-foot moldboard. This equipment is essential to provide asphalt street repairs resulting in a smoother ride surface, faster and better quality shoulder maintenance, provide for various types of barrow ditch repair, and for snow/sleet removal other than what is possible with equipment that the City currently possesses. When we order the grader, sometimes it takes anywhere from two weeks to a month to receive it, thus delaying completion of projects.

The motor grader is currently being rented for an average of two months, which is what the current budget allows. Total costs for rental and labor savings for this time frame is \$25,680. Program cost is \$21,610 per year. The difference is \$4,070 in savings per year in buying versus renting, just for two months rental. If the equipment is acquired, we would be able to use the grader on a more regular basis, thus allowing for even greater cost savings.



Benefits if approved:

- ✓ Large street repairs will be completed more timely and surface will have a smoother ride,
- ✓ Shoulders and drainage ditches along non-curbed roadways could be better maintained and better graded,
- ✓ Can turn a two or three day job into a one day job saving labor and equipment hours.
- ✓ Safety of employees and citizens
- ✓ Savings on renting equipment- approximately \$4,200/month in rental fees
- ✓ less labor time-approximately 30% which would be approximately \$8,640 in saved labor costs for one month
- ✓ Removal of snow/sleet off critical roadways – allowing for quicker/safer reopening of roadways to thru traffic

If this program is not funded,

The Department will continue to approach maintenance in the same historic manner, which will result in a less optimum ride for traffic. Also, without this equipment, the quality and quantity of road repairs, shoulder maintenance, and ditch work being completed will occur over longer periods of time.

This program would accommodate the City Council's Premier Statements with respect to Cedar Hill having an "Excellent, Safe, and Efficient Infrastructure."

Finance Department's Comments:

This program is eligible for the Equipment Lease Fund. The budgeted cost of the motor grader is \$160,000 with a lease cost of \$21,610 for 15 years.

Program Three (3): Pavement Management Analysis

PROGRAM COST: \$100,000

INCLUDED IN City Manager's Budget: Yes (One Time Funds)

PROGRAM DESCRIPTION:

The outcome of the Analysis will provide staff with a prioritized list of existing roadways based on the condition of the roadway in terms of failure and riding surface. This list will allow staff to target the streets with the worst conditions.

In order to come up with a prioritized list, the first step is to have an inventory of the different physical characteristics of the roadways which are maintained by the City. This pavement condition inventory will be conducted by mobilizing a Mobile Asset Collection (MAC) vehicle equipped with scan cameras and laser illumination beams which will capture Right-of-Way (ROW) images. The ROW images will be used to assess conditions for rating on other above-ground infrastructures such as roadway signs.

The pavement distress rating process will take place concurrently with ROW image collection which will allow the evaluation of the existing pavement condition per ASTM M6433 concrete and asphalt pavement distress rating process including alligator cracking, longitudinal cracking, transverse cracking, raveling, flushing and patching. Subsequently, the Overall Condition Index (OCI) will be calculated, and a 5-year pavement rehab/resurfacing/repairs program will be prepared based on the City's pavement condition evaluation. Also, signs will be inventoried and rated for type, offset from ROW, and condition. Afterwards, a Final Pavement Condition Index Report and pavement preservation plan will be delivered to the City for the project including: executive summary, project methodology, pavement and roadway sign data, street segment OCI, annual pavement maintenance program with recommendations for improvement, repair and treatment types and development of unit cost estimates, budget deferral analysis with goals and priorities and guidelines for selecting treatments with ranking criteria, exhibits showing OCI and street segment length, lanes and pavement type, exhibits illustrating streets to be maintained based on annual budget and maintenance activity.

Benefits if approved:

- ✓ Will provide Citywide grading of streets based on industry standards
- ✓ Will provide accurate inventory of all signs within the right of way to better manage sign management and replacement.
- ✓ Will be able to integrate street condition and sign inventory into work order system which will provide accurate asset management so that roadways and signs can be prioritized for repair/replacement.

If this program is not funded:

The basis on which selection of the roadways for rehab work will be complaints and best information available at the time, as opposed to having a good knowledge of the condition of roadways citywide.

This Program meets City Council's Premier Statement:

- ✓ Cedar Hill has Excellent, Safe and Efficient Infrastructure.

STREETS & DRAINAGE

CURRENT VEHICLES & EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
Vehicles:							
Ford Dump Truck		2012	23,000				
Ford 1 ton utility dually GAS		2011	50,500				
F-350 (# 810)		2008	73,700				
F-800 Dump Truck		2008	48,500				
F-350 (# 804)		2007	82,650				
F-450 Bucket Truck	X	2006	130,000	Bucket Truck	\$65,000	8 Years	Yes
Chevrolet 3/4 crew 4x4(# 806)		2015	19,800				
Sterling 12 yard Dump Truck	X	2003	87,700	12 Yard (Dump Truck)	\$120,000	10 Years	Yes
Chevrolet 2016 D/C 4x4		2016	300				
Ford 1/2 Ton 4x4		2001	80,000				
Equipment:							
Warren Sandspreader 8yard		2012					
John Deere Backhoe		2012	800 Hours				
Wanco Message Boards (2)		2011					
John Deere 410 Backhoe		2010	2,025 Hours				
Husquvarna concrete Saw		2008	300 Hours				
CAT Skidsteer Loader		2006	2,625 Hours				
Quickie Saw		2005					
Striping Machine		2014					
Equipment Trailer		2004					
9 Foot Cubic Concrete Mixer		2004					
Quickie Saw		2004					
Arrow Boards (2)		2004					
Vibrating Roller	X	2003	560 Hours	Steel VibratoryRoller	\$45,000	10 Years	Yes
Vibrate Plate Tamper		2002					
Crack Sealing Machine		2000					
Warren Sandspreaders 6 Yard(2)		1997					
Honda Generator		1993					
Trailer 16' (2)		1991					
Trailer 12' (Hauls Roller)	X	1990		12' Trailer	\$7,500	10 Years	Yes
Diamond C equipment trailer	X	1991		21' Trailer	\$17,000	10 Years	Yes



FLEET MAINTENANCE

MISSION STATEMENT:

The mission of the Fleet Maintenance Division is to provide safe and dependable vehicles and equipment to all internal clients in the most time and cost-efficient manner.

CORE FUNCTIONS:

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

2016-2017 WORK PLAN

CORE FUNCTION: #1 Fleet services and repairs

Action:

- Perform maintenance services and repairs to approximately 500 pieces of light, medium and heavy-duty vehicles and construction equipment
- Coordinate warranty repairs with various dealerships to minimize down time

Activity Measurement:

- Repair and return vehicles and/or equipment receiving routine maintenance within one business day
- Repair and return vehicles and/or equipment receiving non-routine maintenance within two business days
- Coordinate all City vehicles to get the required State Inspection performed annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #2 Manage computerized vehicle and equipment inventory records

Action:

- Manage and maintain accurate records for current and newly acquired fleet vehicles and equipment
- Provide and maintain accurate equipment records to respective departments
- Review equipment replacement requests submitted during annual budgeting period

Activity Measurement:

- Enter and assign equipment number records, financial information, VIN/Serial numbers and detailed descriptions on new vehicles within one business day
- Respond to requests for inventory records or reports of vehicles and equipment within one business day

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #3 Manage computerized service and repair records

Action:

- Manage and maintain accurate computerized service and repair records for all City vehicles and equipment
- Generate and code approximately 100 service requests monthly/1,200 annually
- Provide a monthly billing report to respective departments

Activity Measurement:

- Distribute billing reports for equipment and vehicle repairs monthly
- Respond to requests for maintenance records or reports of vehicles and equipment within one business day

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #4 Manage computerized parts inventory records

Action:

- Provide and maintain accurate parts inventory and records
- Conduct inventory audit

Activity Measurement:

- Update parts inventory and records daily
- Perform inventory audit annually for approximately 450 parts

Meets City Council's Premier Statement:

Cedar Hill is Safe.

CORE FUNCTION: #5 Manage computerized fuel records and inventory

Action:

- Manage and maintain computerized database for all diesel and fuel inventory records
- Monitor and maintain adequate fuel supply
- Adhere to all local, state and federal regulatory guidelines for all of our fuel and diesel related inventory and equipment
- Provide fully-trained certified facility representatives to assist in meeting full compliance requirements through TCEQ (Texas Commission on Environmental Quality)

Activity Measurement:

- Provide a fuel usage report to respective departments monthly
- Respond to fuel inventory requests within one business day

Meets City Council's Premier Statement:

Cedar Hill is Safe.

SUMMARY - FLEET MAINTENANCE

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Personnel	\$ 166,312	\$	173,100	\$	189,250	\$	195,274	\$	200,574	\$ -	\$ 200,574
Supplies	14,337		13,747		15,780		10,565		14,280	-	14,280
Maintenance	7,518		21,265		17,400		12,438		17,100	-	17,100
Services	7,704		5,196		5,670		4,408		5,750	-	5,750
Utilities	16,770		9,253		15,920		15,398		12,400	-	12,400
Leases/ Rentals	10,656		22,851		25,785		23,774		20,362	-	20,362
Miscellaneous	2,052		2,782		4,900		1,692		3,500	-	3,500
TOTAL Dept. Budget	\$ 225,349	\$	248,194	\$	274,705	\$	263,549	\$	273,966	\$ -	\$ 273,966

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Fleet Superintendent	1.00		1.00		1.00		1.00		1.00	1.00	1.00
Senior Mechanic	1.00		1.00		1.00		1.00		1.00	1.00	1.00
Mechanic	1.00		1.00		1.00		1.00		1.00	1.00	1.00
TOTAL Department Staff	3.00		3.00		3.00		3.00		3.00	3.00	3.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

FLEET MAINTENANCE

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
Vehicles:							
2011 Ford F-150 Regular Cab Pickup		2011	22,200				
2002 Ford F-350 1-Ton Regular Cab		2002	85,900				
2001 Ford Ranger Reg Cab Pickup		2001	83,300				
Equipment:							
GPI Fuel Pumps-siphon type (2)		Unknown					
Hoffman 2400 Wheel Balancer		2013					
LD Hoffman Tire Changer/Model 1620B		2013					
Rotary 18-k LB Vehicle Lift/Model SM18N000		2013					
Genesis Diagnostic Tool w/Car	X	2011		Model Scanner	\$ 3,500	5 Years	Yes*
HD Hoffman Tire Balancer/Model 980-L		2011					
HD Hoffman Tire Changer/Model 3850		2011					
Millermatic 252 Wire Welder		2011					
Port-A-Cool Evap Cooler Fan/Model Cool Space		2011					
Port-A-Cool Evap Cooler Fan/Model PAC2K163S		2011					
Quincy Air Compressor/Drier Setup/Model QT5		2011					
LANDA Car Washer/Model VH-3000		2010					
Port-A-Cool Evap Cooler Fan/Model PAC2K482S		2010					
Robinair R-134 Recovery Unit/Model 34700Z		2009					
MTM Air compressor/Shop Truck		2008					
Victor Cutting Torch Regulator		2008					
AC Delco 22-Ton Pneumatic Floor Jack		2007					
Homac Tool Boxes(3)		2014					
Forward Floor Scissor Lift 6-k LB/Model Padlift		2001					
Talllift Forklift/Model FG-25		2001	464 Hours				
Auto Stick tank monitor		2016					
Forward 12-k LB Vehicle Lift/Model 12000LF		1997					
Econo-Pak 50 Plasma Cutter		1996					
Lincoln 295 AMP Welder		1992					
Lincoln 2.5 Bumper Jack		1980					
<i>* Included in Existing Budget</i>							

Peg Fund

0004

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

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

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



PROPOSED BUDGET FY 2016-2017



PEG Funds
(Revenues, Expenditures and Change in Fund Balance)
0004

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 140,709	\$ 217,241		\$ 298,586	\$ 408,313		\$ 408,313
REVENUES							
Interest Earnings	-	-	-	1,390	1,400	-	1,400
Peg Fees	86,607	104,632	-	115,714	115,000	-	115,000
Miscellaneous	-	-	-	-	-	-	-
	86,607	104,632	-	117,104	116,400	-	116,400
EXPENDITURES							
Special Services	10,075	23,287	-	7,378	25,000	-	25,000
Miscellaneous	-	-	-	-	-	-	-
	10,075	23,287	-	7,378	25,000	-	25,000
TOTAL EXPENDITURES	\$ 10,075	\$ 23,287	\$ -	\$ 7,378	\$ 25,000	\$ -	\$ 25,000
Excess (deficiency) of revenues over (under) expenditures	76,532	81,345	-	109,726	91,400	-	91,400
ENDING FUND BALANCE	\$ 217,241	\$ 298,586	\$ -	\$ 408,313	\$ 499,713	\$ -	\$ 499,713

Police Pension Reserve Fund (Fidiciuary Fund)

Fund 0060

This is non-contributory defined benefit pension plan covering reserve officers for the City of Cedar Hill. The City makes contributions from time to time to maintain the plans funding status at desired levels. An actuarial study is completed every two years.



PROPOSED BUDGET FY 2016-2017



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

				2015-2016		2016-2017	
	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	Budget	FYE Estimate	Base Continuation	Growth
BEGINNING FUND BALANCE	\$ 112,183	\$ 118,598	\$ 121,651	\$ 113,617	\$ 113,617	\$ 115,512	\$ -
REVENUES							
Interest	\$ 9,412	\$ 4,563	\$ (8,034)	\$ 3,000	\$ -	\$ 4,500	\$ -
Contributions	15,000	16,457	17,459	-	19,000	20,000	-
Transfer in	-	-	769	-	-	-	-
TOTAL OPERATING REVENUES	\$ 24,412	\$ 21,020	\$ 10,194	\$ 3,000	\$ 19,000	\$ 24,500	-
TOTAL FUNDS AVAILABLE	\$ 136,595	\$ 139,618	\$ 131,845	\$ 116,617	\$ 132,617	\$ 140,012	\$ -
EXPENDITURES							
Pension payments	\$ 16,416	\$ 15,840	\$ 15,552	\$ 16,250	\$ 15,640	\$ 16,000	\$ -
Administrative costs	1,581	2,127	2,676	1,465	1,465	1,500	-
TOTAL OPERATING EXPENDITURES	\$ 17,997	\$ 17,967	\$ 18,228	\$ 17,715	\$ 17,105	\$ 17,500	\$ -
Excess (deficiency) of revenues over (under) expenditures	\$ 6,415	\$ 3,053	\$ (8,034)	\$ (14,715)	\$ 1,895	\$ 7,000	\$ -
ENDING FUND BALANCE	\$ 118,598	\$ 121,651	\$ 113,617	\$ 98,902	\$ 115,512	\$ 122,512	\$ -

Animal Shelter Fund

(Fund 301)

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



PROPOSED BUDGET FY 2016-2017



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

	ACTUAL 2014 2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ (1,627)	\$ (663)	\$ (663)	\$ 162,798	-	\$ 162,798
REVENUES						
Interest earnings	1,878	2,000	500	800	-	800
Charges for services	-	86,475	89,700	105,600	-	105,600
Donations and miscellaneous	-	69,000	66,100	65,000	-	65,000
Other governments	-	670,945	670,945	692,176	-	692,176
Transfers in from other funds		-	139,651	-	-	-
TOTAL OPERATING REVENUES	\$ 1,878	\$ 828,420	\$ 966,896	\$ 863,576	\$ -	\$ 863,576
TOTAL FUNDS AVAILABLE	\$ 250	\$ 827,757	\$ 966,233	\$ 1,026,374	\$ -	\$ 1,026,374
EXPENDITURES						
Personnel	-	513,855	494,411	533,726	-	533,726
Supplies	663	66,690	59,175	65,800	-	65,800
Maintenance	-	9,725	9,100	12,325	-	12,325
Services	250	76,350	77,900	71,650	-	71,650
Utilities	-	42,285	36,600	40,100	-	40,100
Leases/Rentals	-	9,185	17,604	17,726	-	17,726
Miscellaneous	-	8,750	7,700	8,300	-	8,300
TOTAL OPERATING EXPENDITURES	\$ 913	\$ 726,840	\$ 702,490	\$ 749,627	\$ -	\$ 749,627
Capital Outlay	-	-	-	-	-	-
Transfers to Debt Service Fund	-	100,945	100,945	101,812	-	101,812
TOTAL CAPITAL AND TRANSFERS	\$ -	\$ 100,945	\$ 100,945	\$ 101,812	\$ -	\$ 101,812
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 913	\$ 827,785	\$ 803,435	\$ 851,439	\$ -	\$ 851,439
Excess (deficiency) of revenues over (under) expenditures	\$ 965	\$ 635	\$ 163,461	\$ 12,137	\$ -	\$ 12,137
ENDING FUND BALANCE	\$ (663)	\$ (28)	\$ 162,798	\$ 174,935	\$ -	\$ 174,935
Unreserved, undesignated @18%						\$ 134,935
Donated amounts restricted to specific purchases						\$ 40,000
Total Fund Balance						\$ 174,935

DEPARTMENT PERSONNEL	PAY GRADE	11/12	12/13	13/14	14/15	15/16	16/17
Shelter Manager	618	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Shelter Manager	615	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer and Marketing Coordinator	613	0.00	1.00	1.00	1.00	1.00	1.00
Shelter Attendant	612	5.00	4.00	4.00	4.00	4.00	4.00
Part-Time Attendant	92	2.63	3.53	3.53	3.53	3.33	3.33
Subtotal:		9.63	10.53	10.53	10.53	10.33	10.33



Hotel Occupany Tax Fund

(Fund 302)

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



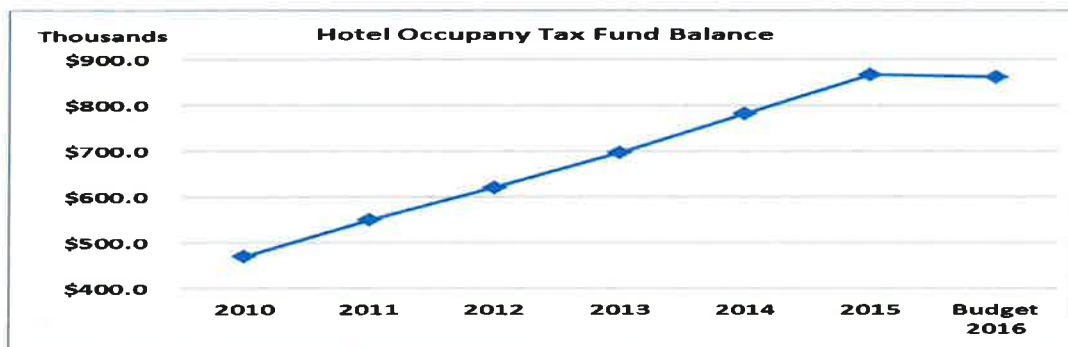
PROPOSED BUDGET FY 2016-2017



HOTEL OCCUPANCY TAX FUND
Revenue, Expenses and Changes in Fund Balance
Fund 302

	2013-2014	2014-2015	Budget 2015-2016	Estimated 2015-2016	Continuation 2016-2017	Growth 2016-2017	Proposed 2016-2017
BEGINNING FUND BALANCE	\$ 695,966	\$ 780,975	\$ 866,113	\$ 866,113	\$ 894,358		\$ 894,358
REVENUES							
Interest earnings	2,179	2,325	2,350	2,500	2,500	-	2,500
Charges for services	213,130	259,954	230,000	268,500	240,000	-	240,000
Miscellaneous income	-	-	-	-	-	-	-
Other financing sources	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	215,309	262,279	232,350	271,000	242,500	-	242,500
TOTAL FUNDS AVAILABLE	\$ 911,275	\$ 1,043,255	\$ 1,098,463	\$ 1,137,113	\$ 1,136,858	\$ -	\$ 1,136,858
EXPENDITURES							
Personnel	51,682	91,410	101,815	88,486	109,415	-	109,415
Supplies	33,592	43,511	74,285	91,120	111,445	20,000	131,445
Services	30,785	13,788	38,050	41,350	46,050	-	46,050
Other Services-Chamber ¹	10,142	21,536	15,000	13,009	15,000	-	15,000
Miscellaneous	4,099	6,897	8,335	8,790	24,340	-	24,340
TOTAL OPERATING EXPENDITURES	130,300	177,141	237,485	242,755	306,250	20,000	326,250
Excess (deficiency) of revenues over (under) expenditures	85,009	85,138	(5,135)	28,245	(63,750)	(20,000)	(83,750)
ENDING FUND BALANCE	\$ 780,975	\$ 866,113	\$ 860,978	\$ 894,358	\$ 830,608	\$ (20,000)	\$ 810,608
25% Fund Balance	\$ 32,575	\$ 44,285	\$ 59,371	\$ 60,689	\$ 76,563		\$ 81,563

¹ Other Services - Chamber functions - tournament sponsorships



DEPARTMENT	PAY GRADE	11/12	12/13	13/14	14/15	15/16	16/17
Marketing/Hotel Motel:							
Neighborhood Services Coordinator	616	1.00	1.00	1.00	0.00	0.00	0.00
Tourism Marketing/Mainstreet Manager	618	0.00	0.00	0.00	1.00	1.00	1.00
Part Time Tourism Assistant	93	0.00	0.00	0.00	0.00	0.00	0.50
Subtotal:		1.00	1.00	1.00	1.00	1.00	1.50

TOURISM/MARKETING

MISSION STATEMENT:

The mission of the Tourism Division is to showcase the quality of life and improve the local economy by bringing visitors, meetings, sports and recreation and social events and activities to Cedar Hill.

CORE FUNCTIONS:

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

CORE FUNCTION #1: Promotion

Action:

- Identify and cultivate qualified leads from targeted market segments to solicit local, regional and statewide meeting/event planners
- Develop and execute programs that enhance the visitors' stay, generate positive community awareness and support and create opportunities for participation
- Develop wayfinding tools, maps, dining and shopping guides, lists of facilities and other needed tourist information via printed and online tools
- Oversee the creation, review and distribution of all internal and external advertising related to promoting the tourism, meeting, sports and leisure markets in Cedar Hill
- Place advertising in appropriate publications and online to attract visitors with interests in sporting events, eco-tourism and other identified target audiences and activities
- Generate and maintain content for special Tourism section of City website
- Work with Public Information Officer and tourism partners to develop social media campaign(s) for Cedar Hill tourism
- Coordinate with tourism partners and various local agencies to develop strategies for increasing visitor volume and expenditures
- Oversee procedure to provide incentives and encouragement for event and travel planners to choose Cedar Hill as a leisure travel, tourism and event destination

Activity Measurement:

- Update qualified lead database quarterly
- Complete all approved programs by September 2015
- Create and distribute print brochure with compatible online and web-based applications by January 2015
- Review all internal and external advertising media monthly
- Coordinate all media buys annually
- Perform weekly review and update of Cedar Hill Tourism web page
- Monitor tourism-related social media correspondence daily
- Meet individually with Tourism Advisory Board members quarterly
- Review sponsorship and incentive requests monthly

Meets City Council's Premier Statements:

Cedar Hill Has Distinctive Character.

Cedar Hill Has Vibrant Parks and Natural Beauty.

Cedar Hill Has a Strong and Diverse Economy.

CORE FUNCTION #2: Facilitation

Action:

- Foster cooperative rapport with tourism partners – hoteliers, attractions, restaurateurs, merchants, etc. – and outside organizations to encourage participation in tourism marketing, advertising and promotional opportunities
- Serve as liaison between visitors and the available facilities, services, attractions, events and activities
- Represent the City at appropriate conferences, tradeshow and industry events
- Work with the Public Information Officer to coordinate brand, mission and promotional statements
- Seek partnerships to enhance our event-hosting capabilities
- Serve as liaison to the Tourism Advisory Board

Activity Measurement:

- Increase local partner participation in tourism activities by 10%
- Process and coordinate service requests and event inquiries within three business days of receipt to ensure appropriate response and support
- Attend a minimum of two tourism-related conferences annually
- Review all marketing and promotional media products for brand use appropriateness with Public Information Officer prior to publication and/or distribution
- Create events sponsorship and participation opportunities guide semi-annually
- Facilitate Tourism Advisory Board meetings monthly

Meets City Council's Premier Statements:

Cedar Hill Has Distinctive Character.

Cedar Hill Has Vibrant Parks and Natural Beauty.

Cedar Hill Has a Strong and Diverse Economy.

CORE FUNCTION #3: Education

Action:

- Provide relevant information for hotel/motel personnel on experiences, sports and recreation facilities, attractions and events in the City
- Coordinate with the Public Information Officer to develop other communication avenues for tourism and to ensure appropriate use of City logos, symbols and graphic identity by staff, the community and tourism partners
- Design, develop and conduct familiarization tours of the City for media, event planning, tour operators, travel professionals and realtors
- Build campaigns that educate and motivate residents, local businesses and the community at-large to become brand ambassadors and visitor advocates for Cedar Hill tourism.

Activity Measurement:

- Meet individually with local tourism partners quarterly
- Review and update communication content and distribution resources with Public Information Officer weekly
- Host familiarization tours of Cedar Hill quarterly
- Publish monthly web-based and HIGHLIGHTS feature for Cedar Hill tourism events and attractions

Meets City Council's Premier Statements:

Cedar Hill Has Distinctive Character.

Cedar Hill Has Vibrant Parks and Natural Beauty.

Cedar Hill Has a Strong and Diverse Economy.

Animal Shelter Donation Fund

(Fund 303)

This is a special revenue fund used to track donations made to the animal shelter. The funds are to be used for the purpose of which the donation is made.



PROPOSED BUDGET FY 2016-2017



ANIMAL SHELTER DONATION FUND
Revenue, Expenses and Changes in Fund Balance
Fund 303

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 88,375	\$ 78,100	\$ 139,397	\$ 139,397	\$ -	\$ -	\$ -
REVENUES							
Interest earnings	288	303	250	254	-	-	-
Donations	20,901	87,452	25,000	-	-	-	-
TOTAL OPERATING REVENUES	\$ 21,189	\$ 87,755	\$ 25,250	\$ 254	\$ -	\$ -	\$ -
TOTAL FUNDS AVAILABLE	\$ 109,564	\$ 165,854	\$ 164,647	\$ 139,651	\$ -	\$ -	\$ -
EXPENDITURES							
Expendable Supplies	5,786	2,875	3,500	-	-	-	-
Special Services	12,608	15,531	18,150	-	-	-	-
Shelter Equipment	-	6,173	1,000	-	-	-	-
Shelter Expansion	13,071	-	2,500	-	-	-	-
Transfer to Another Fund	-	1,878	-	139,651	-	-	-
TOTAL OPERATING EXPENDITURES	31,465	26,457	25,150	139,651	-	-	-
Excess (deficiency) of revenues over (under) expenditures	(10,276)	61,297	100	(139,397)	-	-	-
ENDING FUND BALANCE	\$ 78,100	\$ 139,397	\$ 139,497	\$ -	\$ -	\$ -	\$ -

Note: Shelter Donation Fund was merged into the Animal Shelter Fund for accounting purposes and ease of calculation of participating entity costs.

POLICE FORFEITURE FUND

(Fund 306)

This is a Special Revenue Fund to account for fines and forfeitures of property resulting from criminal cases within the boundaries of the City that have been adjudicated by the State of Texas in District Court; Requires Annual Reporting to the State.



PROPOSED BUDGET FY 2016-2017



POLICE FORFEITURE FUND
Revenue, Expenses and Changes in Fund Balance
Fund 306

	ACTUAL 2013-2014	ACTUAL 2014-2015	Budget 2015-2016	Estimated 2015-2016	Continuation	Growth	Proposed
BEGINNING FUND BALANCE	\$ 70,103	\$ 69,407	\$ 65,628	\$ 65,628	\$ 83,503		\$ 83,503
REVENUES							
Interest earnings	229	210	300	375	375	-	375
Forefeitures	20,564	20,047	18,000	20,500	25,000	-	25,000
TOTAL OPERATING REVENUES	20,792	20,257	18,300	20,875	25,375	-	25,375
TOTAL FUNDS AVAILABLE							
EXPENDITURES							
Supplies	-	-	-	-	-	-	-
Miscellaneous	21,489	24,036	12,000	3,000	40,500	-	40,500
TOTAL OPERATING EXPENDITURES	21,489	24,036	12,000	3,000	40,500	-	40,500
Excess (deficiency) of revenues	(696)	(3,779)	6,300	17,875	(15,125)	-	(15,125)
ENDING FUND BALANCE	\$ 69,407	\$ 65,628	\$ 71,928	\$ 83,503	\$ 68,378	\$ -	\$ 68,378

Community Development Corporation

(Fund 308)

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

Proposed Budget FY 2016-2017



Board of Directors

Don Ripple, Vice President

Ruth Ann Bechdol

James Charles

William Collins

Remelle Edwards

William Pinnix

Vacant

Warren Goss, Ex-Officio

Steven Cook, Ex-Officio



COMMUNITY DEVELOPMENT CORPORATION

Revenue, Expenses and Changes in Fund Balance

Fund 308

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 6,506,450	\$ 7,364,613	\$ 8,531,959	\$ 8,531,959	\$ 8,856,985	\$ -	\$ 8,856,985
REVENUES							
Sales tax	3,377,627	3,555,210	3,655,000	3,769,901	3,964,361	-	3,964,361
Interest income	21,069	25,320	30,000	23,000	30,000	-	30,000
Charges for services	713,121	662,214	715,000	705,040	705,500	-	705,500
Intergovernmental	3,142	153,452	-	-	-	-	-
Miscellaneous	6,011	21,426	55,000	40,855	40,800	-	40,800
TOTAL OPERATING REVENUES	\$ 4,120,970	\$ 4,417,621	\$ 4,455,000	\$ 4,538,796	\$ 4,740,661	\$ -	\$ 4,740,661
EXPENDITURES							
Personnel	\$ 1,263,000	\$ 1,225,259	\$ 1,364,970	\$ 1,373,580	\$ 1,433,085	\$ -	\$ 1,433,085
Supplies	117,320	145,994	141,895	132,235	154,390	-	154,390
Maintenance	158,220	151,618	186,815	212,790	216,255	-	216,255
Services	237,186	199,608	200,815	261,609	290,025	-	290,025
Utilities	343,778	321,823	350,305	291,325	327,450	-	327,450
Leases/Rentals	53,441	58,474	46,860	47,747	46,845	-	46,845
Miscellaneous	20,711	30,089	23,715	28,090	27,500	-	27,500
Total Operating Expenditures	\$ 2,193,657	\$ 2,132,865	\$ 2,315,375	\$ 2,347,376	\$ 2,495,550	\$ -	\$ 2,495,550
Capital Outlays	622,194	372,973	2,693,800	1,117,703	2,693,984	949,100	3,643,084
Debt	735,388	744,438	747,290	748,690	743,988	-	743,988
Total Capital and Debt Expenditures	\$ 1,357,582	\$ 1,117,410	\$ 3,441,090	\$ 1,866,393	\$ 3,437,972	\$ 949,100	\$ 4,387,072
TOTAL EXPENDITURES	\$ 3,551,239	\$ 3,250,275	\$ 5,756,465	\$ 4,213,769	\$ 5,933,522	\$ 949,100	\$ 6,882,622
Excess (deficiency) of revenues over (under) expenditures	\$ 569,730	\$ 1,167,346	\$ (1,301,465)	\$ 325,026	\$ (1,192,860)	\$ (949,100)	\$ (2,141,960)
ENDING FUND BALANCE	\$ 7,076,180	\$ 8,531,959	\$ 7,230,494	\$ 8,856,985	\$ 7,664,125	\$ (949,100)	\$ 6,715,025

Community Development Corp Revenue Schedule

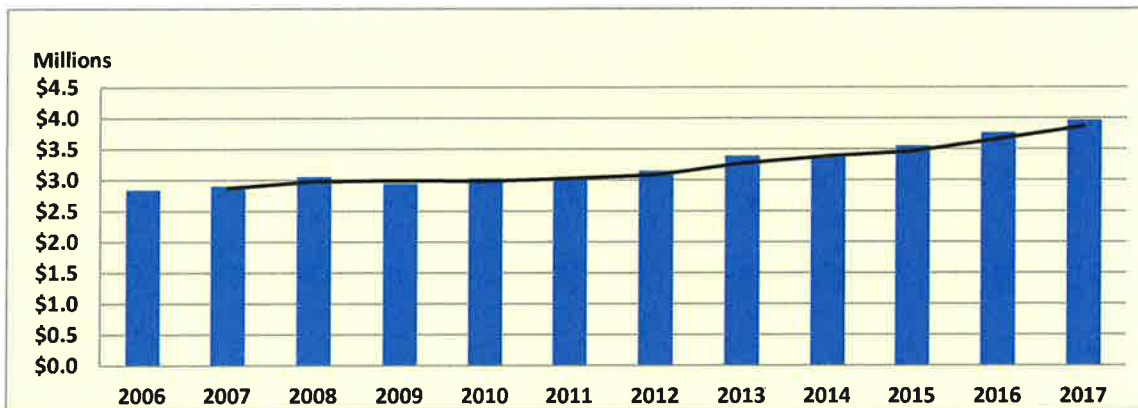
Account Number	2015-2016				2016-2017			
	2013-2014	2014-2015	Budget	FYE Estimate	Base Continuation	CM Proposed	\$ CHg	% Var.
Investment Income								
0308-100-000-47102 Investment Pool Interest	286	81	-	-	-	-	-	0.0%
0308-100-000-47104 Securities Investment Interest	-	-	-	-	-	-	-	0.0%
0308-100-000-47105 Restricted Assets Interest	-	-	-	-	-	-	-	0.0%
0308-100-000-47111 Interest Allocation - Bank Account	20,783	25,239	30,000	23,000	30,000	30,000	-	100.0%
0308-100-000-47112 Interest Allocation - Investment Pool	-	-	-	-	-	-	-	0.0%
Total Investment Income	21,069	25,320	30,000	23,000	30,000	30,000	-	100.0%
Taxes								
0308-400-000-40201 Sales Taxes	3,377,627	3,555,210	3,655,000	3,769,901	3,964,361	3,964,361	309,361	108.5%
Total Taxes	3,377,627	3,555,210	3,655,000	3,769,901	3,964,361	3,964,361	309,361	108.5%
Intergovernmental Revenues								
0308-400-000-42121 Federal College Work Study	-	-	-	-	-	-	-	0.0%
0308-400-000-42301 Red Oak Creek Trail	3,142	153,452	-	-	-	-	-	0.0%
Total Intergovernmental Revenues	3,142	153,452	-	-	-	-	-	0.0%
Charges For Services								
0308-400-000-43308 Recreation Merchandise	12	539	-	500	500	500	500	0.0%
0308-400-000-43325 Volleyball Fees	-	-	-	-	-	-	-	0.0%
0308-400-000-43350 Recreation Center Fees	698,629	637,437	700,000	700,000	700,000	700,000	-	100.0%
0308-400-000-43356 Valley Ridge Rental	14,480	24,238	15,000	4,540	5,000	5,000	(10,000)	33.3%
Total Charges For Services	713,121	662,214	715,000	705,040	705,500	705,500	(9,500)	98.7%
Miscellaneous Income								
0308-400-000-48535 Other Donations	3,917	4,865	55,000	40,000	40,000	40,000	(15,000)	72.7%
0308-400-000-48901 Cash Short/Over	-	(1)	-	5	-	-	-	0.0%
0308-400-000-48999 Miscellaneous Income	2,094	16,562	-	850	800	800	800	0.0%
Total Miscellaneous Income	6,011	21,426	55,000	40,855	40,800	40,800	(14,200)	74.2%
0308-400-49000 Other Financing Sources								
0308-400-000-49101 Interfund Transfer In	-	-	-	-	-	-	-	0.0%
0308-400-000-49199 Proceeds From Debt Issuance	-	-	-	-	-	-	-	0.0%
Total Other Financing Sources	-	-	-	-	-	-	-	0.0%
Total Community Development Corp Revenue	4,120,970	4,417,621	4,455,000	4,538,796	4,740,661	4,740,661	285,661	106.4%

STAFFING -

DEPARTMENT	PAY GRADE	11/12	12/13	13/14	14/15	15/16	16/17
Valley Ridge Park:							
Main Street Manager	616	0.00	0.00	0.00	0.00	0.00	0.00
Parks Maintenance Crew Chief	615	0.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker	612	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time and Seasonal Laborers	N/A	2.79	2.79	2.79	2.79	2.79	2.79
Subtotal:		6.79	7.79	7.79	7.79	7.79	7.79
Recreation Center:							
Recreation Center Manager	618	1.00	1.00	1.00	1.00	1.00	1.00
Health and Wellness Coordinator	615	0.00	0.00	1.00	1.00	1.00	1.00
Recreation Coordinator	615	3.00	3.00	2.00	2.00	1.00	1.00
Recreation Center Event Coordinator	615	0.00	0.00	1.00	1.00	1.00	1.00
Special Events/Marketing Coordinator	615	1.00	1.00	1.00	1.00	1.00	0.00
Marketing Coordinator	615	0.00	0.00	0.00	0.00	0.00	1.00
Building Maintenance Crew Chief	614	0.00	0.00	0.00	0.00	0.00	1.00
Building Maintenance Technician	613	1.00	1.00	1.00	1.00	1.00	0.00
Recreation Assistant Lead	613	1.00	1.00	0.00	0.00	0.00	0.00
Recreation Specialist	613	0.00	0.00	0.00	0.00	1.00	1.00
Administrative Secretary	612	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Assistant - Fitness	611	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	611	2.00	2.00	2.00	2.00	2.00	2.00
Member Services Assistant	611	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal Camp Site Supervisor	93	0.00	0.00	0.46	0.00	0.00	0.00
Lead Camp Counselor	93	0.00	0.00	0.00	0.42	0.42	0.42
Seasonal Summer Camp Counselor	92	0.00	0.00	2.76	0.42	0.38	0.38
Part-Time Recreation Assistant	92	2.50	2.50	2.50	2.50	3.00	3.00
Part-Time Member Services Assistant	92	6.00	6.00	6.00	6.00	5.50	5.50
Part-Time Building Attendant	91	1.50	1.50	1.50	1.50	1.50	1.50
Seasonal Recreational Aide	N/A	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal Funtopia Aide	N/A	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:		23.00	23.00	26.22	23.84	23.80	23.80

Sales Tax by Fiscal Year

Fiscal Year	Total Sales Tax Received	1¢ City	3/8 of 1 EDC	1/2¢ CDC	1/8 of 1¢ CCD	Total Distributed	% Chg
2006	11,380,995	5,690,498	2,845,249	2,845,249	-	11,380,995	12.41%
2007	11,619,921	5,809,960	2,904,980	2,904,980	-	11,619,921	2.10%
2008	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.21%
2009	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.70%
2010	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	2.98%
2011	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.27%
2012	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.20%
2013	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.36%
2014	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.13%
2015	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.76%
2016	15,067,224	7,539,801	2,827,425	3,769,901	930,097	15,067,224	6.09%
2017	15,739,750	7,935,310	2,975,741	3,967,655	974,828	15,853,534	5.22%



REFUNDED:

GO Bds 2002 - TAX (original mty 2022)

COs 2003 - EDC (original mty 2013)

COs 2003A - CDC (original mty 2028)

630,000 General Obligation Refunding Bo
Series 2011

Fiscal Year	CDC Supported (Recreation Center)			
	Principal	Interest	Total	
2015	455,000	288,738	743,738	Paid
2016	475,000	272,288	747,288	
2017	485,000	258,988	743,988	
2018	495,000	246,588	741,588	
2019	515,000	229,988	744,988	
2020	535,000	207,863	742,863	
2021	550,000	195,819	745,819	
2022	570,000	177,097	747,097	
2023	560,000	151,894	711,894	
2024	580,000	130,519	710,519	
2025	605,000	104,519	709,519	
2026	630,000	76,400	706,400	
2027	660,000	46,906	706,906	
2028	695,000	15,203	710,203	
Total	7,810,000	2,402,806	10,212,806	

Memorandum

Date: June 23, 2016
To: City Council
From: Greg Porter, City Manager
RE: FYE 2017 Project Funding and Budget Discussion

During the Board's June 1, 2016 Budget Workshop, a packet of information related to the upcoming fiscal year was considered.

Based on the Board's discussion, the proposed budget includes funding for operation and maintenance of Valley Ridge Park; the Alan E. Sims Cedar Hill Recreation Center; and Red Oak Creek Trail. Funding is also included for replacement equipment for Valley Ridge Park, \$12,000.

In addition, funding is included for the following, one-time expenditure projects: 2012 Parks and Recreation, Trails and Open Space Visioning Master Plan Update, \$18,500; FM 1382 Core Trail Phase III Construction Supplemental Funding, \$500,000; City Center Park Land Acquisition, \$200,000; Wildwood Shade Structures, \$24,000; Replacement of Athletic Flooring Overlay-Indoor Track, A/V System, and lighting at the Alan E. Sims Recreation Center, \$176,600; and Mobile Security Cameras, \$25,000.

A public hearing was called by the Board on June 1, 2016 to seek public input on the proposed projects and also to consider recommending the FYE 2017 Budget to the City Council. Please review the information and let me know if you have any questions prior so we can be sure and have that information to you in advance of the meeting. Thank you.

PROPOSED
FYE 2017 PROJECT SUBMITTAL SUMMARY
CAPITAL PROJECTS
June 23, 2016

Priority	Project Name: Proposed Project 2017	Project Cost
I	2012 Parks and Recreation, Trails and Open Space and Trails Visioning Master Plan Update	\$ 18,500
II	1382 Phase III Construction Supplemental Funding	\$ 500,000
III	City Center Park Land Acquisition	\$ 200,000
IV	Wildwood Shade Structures	\$ 29,000
V	Alan E. Sims Cedar Hill Recreation Center Athletic Flooring Overlay-Indoor Track	\$ 55,000
VI	Alan E. Sims Cedar Hill Recreation Center A/V System Digital Conversion	\$ 80,000
VII	Alan E. Sims Cedar Hill Recreation Center LED Light Conversion	\$ 41,600
VIII	Mobile Security Cameras	\$ 25,000
Total Projects Proposed		\$ 949,100

FYE 2017 UNFUNDED PROJECT SUBMITTAL SUMMARY
CAPITAL PROJECTS
June 23, 2016

IX	Valley Ridge Park Playground Surface	\$ 195,000
X	Alan E. Sims Cedar Hill Recreation Center Meeting Room Wall Partition Replacement	\$ 100,000
XI	Valley Ridge Parking Expansion	\$ 300,000
Total Projects Unfunded		\$ 595,000

VALLEY RIDGE PARK

MISSION STATEMENT:

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

CORE FUNCTIONS:

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

2016 - 2017 WORKPLAN

CORE FUNCTION: #1 Maintain grounds for Valley Ridge Park

Action:

- Mow, treat and fertilize Valley Ridge Park

Activity Measurement:

- Treat and fertilize 82 acres, seven times per year
- Mow 51 acres of undeveloped grounds twice a month for nine months
- Mow 35 acres of soccer fields at least two times a week for nine months
- Mow 19 acres of football fields at least two times a week for nine months
- Mow 16 acres of developed grounds once a week for nine months
- Mow 15 acres of baseball fields at least two times a week for nine months
- Mow 6 acres of softball fields at least two times a week for nine months
- Seed baseball, soccer and softball annually

Meets City Council's Premier Statement:

Cedar Hill has Vibrant Parks and Natural Beauty.

CORE FUNCTION: #2 Athletic field preparation

Action:

***Ensure athletic fields are safe and aesthetically pleasing* Activity Measurement:**

- Drag and mark 10 baseball/softball fields prior to each series of games
- Mark three football and 18 soccer fields prior to each series of games
- Conduct daily inspection of three football fields, 18 soccer fields, 10 baseball/softball fields prior to each series of games

Meets City Council's Premier Statement:

Cedar Hill has Vibrant Parks and Natural Beauty.

CORE FUNCTION: #3 Provide general park facility maintenance and repair

Action:

- Inspect and repair park structures
- Maintain irrigation systems

Activity Measurement:

- Inspect four playgrounds weekly
- Document playground inspections monthly
- Inspect fences and bleachers daily
- Monitor irrigation systems for distribution efficiency daily
- Inspect seven park structures weekly

Meets City Council's Premier Statements:

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill is Safe.

CORE FUNCTION: #4 Control litter and remove debris from Valley Ridge Park

Action:

- Remove litter and debris from Valley Ridge Park

Activity Measurement:

- Remove litter and debris from Valley Ridge Park daily
- Remove recycling from solar compactors when notified by unit

Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

RECREATION CENTER

MISSION STATEMENT:

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

CORE FUNCTIONS:

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

2016 - 2017 WORKPLAN

CORE FUNCTION: #1 Provide, promote and increase Recreation Center utilization to the public

Action:

- Offer affordable membership plans to the Cedar Hill community and surrounding areas
- Offer daily passes to allow guests an opportunity to evaluate the quality of the building and equipment and promote future membership and healthy lifestyles
- Plan, promote and implement healthy lifestyles through quality health, fitness and wellness classes
- Plan, promote and implement healthy lifestyles through quality general youth, adult and aging adult programming
- Plan, promote, implement healthy lifestyles through quality adult leagues
- Plan, promote, implement healthy lifestyles through youth, adult and family special events
- Plan, promote, implement youth development programs to build relationships with area youth
- Actively seek opportunities to work with local organizations and host local tournaments and/or special events
- Offer community rental space
- Administer building uses

Activity Measurement:

- Offer, promote and evaluate four different membership types including 1-Month, 3-Month, Annual and Corporate daily
- Offer and promote daily passes to non-members to encourage future membership purchases daily
- Provide an overview of Recreation Center amenities and services to youth and adults through patron orientations daily
- Offer six quality personal trainers to the members daily
- Schedule and provide support staff for membership sales and renewal, class registration, fitness, facility monitoring, and customer service daily
- Furnish one style of quality martial arts classes monthly
- Supply four quality dance classes (noncompetitive) monthly
- Offer and evaluate seven quality special interest classes monthly
- Plan, promote and evaluate four types of quality aerobic high-impact exercise classes monthly
- Furnish two quality low-impact cardiovascular activities monthly
- Implement 13 free healthy lifestyle events free to members annually
- Craft four quality special youth programs annually
- Present four seasons of adult volleyball leagues (56 teams) annually
- Create two new quality programs unifying our youth community and City staff annually
- Generate five special events that connect the community annually
- Schedule 700 room bookings annually
- Furnish community space at no charge to 20 functions annually
- Assist with two regional and/or statewide events to market and promote

use of the Recreation Center for economic and tourism purposes annually

Activity Measurement (continued):

- Open and provide adequate staff to allow 5,400 hours of Recreation Center operations annually: Hours - Monday through Friday 5:30 A.M. to 9:30 P.M.; Saturday 8:00 A.M. to 6:00 P.M.; Sunday 1:00 P.M. to 7:00 P.M.
- Staff Recreation Center for 5,500 hours of rental space annually: Hours - Monday through Thursday 5:30 A.M. to 9:30 P. M.; Friday 5:30 A.M. to 12:00 (midnight); Saturday 8:00 A.M. to 12:00 (midnight); Sunday 1:00 P.M. to 9:00 P.M.
- Staff Recreation Center Barnyard for 2,240 hours annually: Monday through Friday 8:00 A.M. to 12:00 (noon) and 5:00 P.M. to 9:00 P.M.; Saturday 9:00 A.M. to 12:00 (noon)
- Maintain a minimum of 5,000 memberships: 1,400 annual memberships; 2,500 three-month memberships; and 2,800 one-month memberships annually
- Sell, a minimum of, 18,000 Day Passes annually
- Increase cost recovery from 50% to 60% annually

Meets City Council's Premier Statement:

Cedar Hill has Distinctive Character.

Cedar Hill has a Strong and Diverse Economy.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

CORE FUNCTION: #2 Retain Current Customers and Attract New Customers

Action:

- Provide premier internal and external customer service
- Personalize customer service techniques
- Conduct one yearly membership satisfaction survey
- Implement an incentive program for current members
- Provide and market five membership specials
- Market awareness of the Recreation Center using community events/organizations and local businesses
- Encourage use of the Recreation Center utilizing internet and social networks

Activity Measurement:

- Manage and respond to customer complaints and inquiries within 24 hours
- Greet each member and guest upon entering the Recreation Center daily
- Approach members and guests throughout the facility daily and inquire if they have any questions or need any assistance
- Enthusiastically offer all new guests or rental inquiries tours of the facility daily
- Publicize Recreation Center activities through multiple social media networks daily
- Create and distribute a Parks & Recreation Newsletter to promote all Recreation Center activities and programs twice a month
- Refresh and/or maintain website as needed but at least monthly
- Attend local schools (CHISD & charter/private schools) health/community fairs quarterly
- Circulate three brochures annually to Cedar Hill residents seasonally (spring, summer and fall)
- Create, implement and evaluate an annual membership satisfaction survey for all memberships in early November

Meets City Council's Premier Statement:

Cedar Hill has Vibrant Parks and Natural Beauty.

Cedar Hill has a Strong and Diverse Economy.

Cedar Hill is Safe.

Cedar Hill has Texas Schools of Choice.

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

CORE FUNCTION: #3 Encourage and Develop Internal Relations of Recreation Center Staff, Personal Trainers, and Contract Instructors to Provide Exemplary Service to the Public

Action:

- Implement and sustain a leadership team within the Recreation Center
- Provide premier internal customer service
- Build relationships with all levels of staff
- Build trust throughout organization including Personal Trainers and Contract Instructors
- Implement and sustain three new staff based programs each fiscal year
- Actively seek input from all levels of staff, personal trainers and contract instructors
- Reinforce belief that employees at all levels are valued and respected

Activity Measurement:

- Host Coordinator level staff and above leadership team by meeting bi-monthly to decide policy and procedure direction
- Proactively communicate with personal trainers and contract instructors bi-weekly
- Encourage open flow of communication through City staff meetings weekly
- Host an open-forum personal trainer and contract instructor round-table bi-annually
- Host an all-staff development meeting annually

Meets City Council's Premier Statement:

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION: #4 Provide building maintenance

Action:

- Sustain scheduled, preventive maintenance and ensure facility cleanliness
- Provide and maintain a variety of fitness machines

Activity Measurement:

- Execute surface cleaning and maintenance checks three times each day for 58 stations
- Clean all common areas of the Recreation Center daily
- Sterilize all restrooms and remove debris three times daily
- Prepare meeting rooms for various events daily
- Detail outside areas daily
- Perform diagnostics on HVAC (Heating, Ventilation and Air conditioning) system daily
- Clean work out equipment between each use daily
- Sustain 58 fitness stations with equipment fully operational no less than 90% of the time daily
- Replace light bulbs and make minor repairs within one business day
- Spray and buff all floors twice a week
- Develop and implement a preventative maintenance program to be utilized monthly
- Develop and implement a safety and appearance checklist to be completed monthly
- Check HVAC filters monthly
- Verify chemical levels on the water chill system monthly
- Strip/wax all floors annually
- Change HVAC filters quarterly

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

Cedar Hill has Vibrant Parks and Natural Beauty.

Economic Development Corporation

(Fund 309)

The Cedar Hill Economic Development Corporation(EDC) is tasked with bringing much needed commercial, office, and industrial opportunities to the City of Cedar Hill. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development. Collection was effective on July 1, 1994. A portion of the EDC's sales tax (1/8 of 1%) was reallocated to the City's Crime Control District effective July1, 2013. The first reduction was in September 2013.

Proposed Budget FY 2016-2017



Board of Directors

Jan Blake, ex-officio

Duane Dankesreiter

Andrew LeGrand, ex-officio

Michael Lemmon

Jeff Powers, ex-officio

Shawn Quildon

William Strock

Lee R. Taylor, ex-officio

Johnny Wallace

The Board, consisting of 5 voting members and 5 ex-officio members, administers the 3/8-cent Economic Development Sales Tax. This board sets Economic Development policies and administers certain incentive programs.

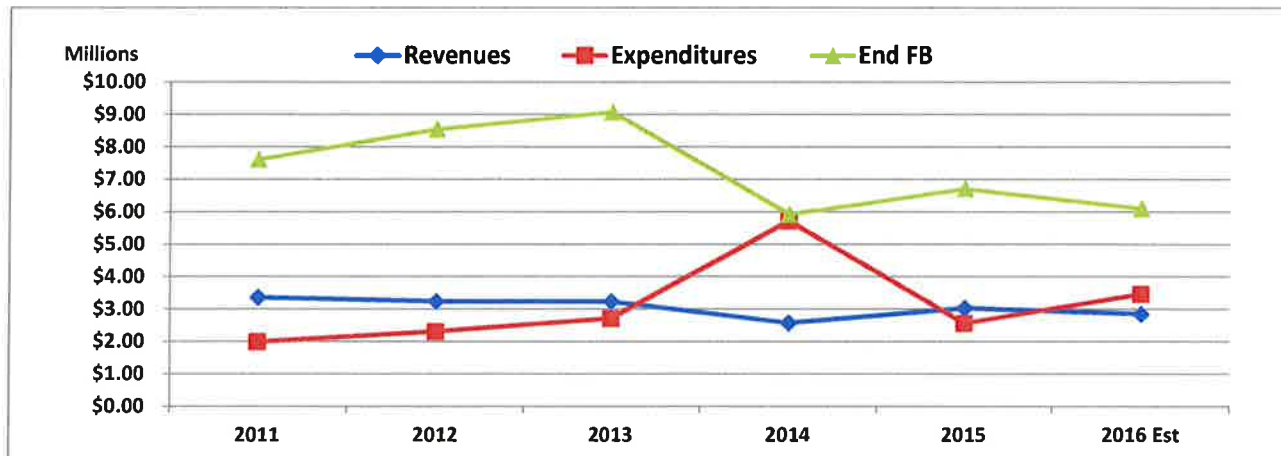


ECONOMIC DEVELOPMENT CORPORATION
Revenue, Expenses and Changes in Fund Balance
Fund 309

	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Budget	2015-2016 Estimated	2016-2017 Proposed
BEGINNING FUND BALANCE	\$ 8,547,498	\$ 9,068,310	\$ 5,928,382	\$ 6,394,483	\$ 6,394,483	\$ 5,764,809
REVENUES						
Sales tax	\$ 3,039,753	\$ 2,533,220	\$ 2,666,407	\$ 2,724,930	\$ 2,809,743	\$ 2,956,641
Interest income	46,538	21,355	24,644	35,000	23,284	28,000
Charges for services	-	12,225	14,220	-	-	-
Intergovernmental	-	-	-	-	-	-
Sale of assets	143,717	-	323,013	-	-	-
Miscellaneous	200	10,597	-	-	450	500
Total operating revenues	\$ 3,230,208	\$ 2,577,397	\$ 3,028,284	\$ 2,759,930	\$ 2,833,477	\$ 2,985,141
TOTAL FUNDS AVAILABLE	\$ 11,777,707	\$ 11,645,707	\$ 8,956,666	\$ 9,154,413	\$ 9,227,960	\$ 8,749,951
Operating Expenditures						
Personnel	\$ 224,023	\$ 281,176	\$ 375,942	\$ 397,160	\$ 412,857	\$ 423,241
Supplies	2,488	2,791	5,011	7,100	7,100	9,200
Maintenance	26,013	2,443	15,120	71,400	71,400	71,400
Marketing	288,102	276,820	302,828	275,993	283,348	298,514
Services	178,746	169,395	128,121	244,922	266,142	220,201
Utilities	2,048	10,720	12,069	20,705	20,705	20,750
Leases/Rentals	26,490	26,490	26,490	26,490	26,490	26,490
Miscellaneous	58,657	51,608	48,220	66,505	66,505	70,855
Total operating expenditures	\$ 806,567	\$ 821,442	\$ 913,802	\$ 1,110,275	\$ 1,154,547	\$ 1,140,651
Incentives, Capital and Transfers						
Incentives	\$ 732,237	\$ 2,013,416	\$ 402,200	\$ 4,898,585	\$ 1,000,000	\$ 5,992,415
Capital Outlay	10,000	1,711,534	77,149	-	138,464	-
Transfers out to debt service	1,160,592	1,170,933	1,169,033	1,170,140	1,170,140	1,169,114
Total incentives, capital and transfers	\$ 1,902,830	\$ 4,895,883	\$ 1,648,381	\$ 6,068,725	\$ 2,308,604	\$ 7,161,529
Total Expenditures	\$ 2,709,396	\$ 5,717,325	\$ 2,562,183	\$ 7,179,000	\$ 3,463,151	\$ 8,302,180
Excess (deficiency) of revenues over (under) expenditures	\$ 520,812	\$ (3,139,928)	\$ 466,101	\$ (4,419,070)	\$ (629,674)	\$ (5,317,038)
ENDING FUND BALANCE	\$ 9,068,310	\$ 5,928,382	\$ 6,394,483	\$ 1,975,413	\$ 5,764,809	\$ 447,771
15% Fund Balance Policy		\$ 386,610	\$ 454,243	\$ 413,990	\$ 425,022	\$ 447,771

	2011	2012	2013	2014	2015	2016 Est	2017 Proposed
Beg FB	6,248,667	7,614,970	8,547,498	9,068,310	6,248,667	6,714,768	6,102,777
Revenues	3,353,817	3,234,503	3,230,208	2,577,397	3,028,284	2,851,159	3,001,771
Expenditures	1,987,514	2,301,975	2,709,396	5,717,325	2,562,183	3,463,151	8,302,180
Net Gain(loss)	1,366,303	932,528	520,812	(3,139,928)	466,101	(611,992)	(5,300,409)
End FB	7,614,970	8,547,498	9,068,310	5,928,382	6,714,768	6,102,777	802,368

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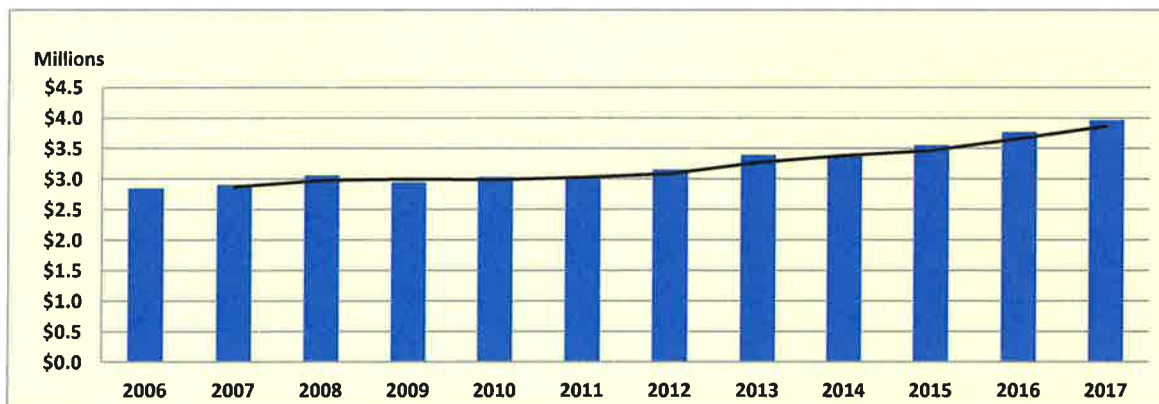


STAFFING

DEPARTMENT	PAY GRADE	11/12	12/13	13/14	14/15	15/16	16/17
Economic Development:							
Economic Development Director	621	1.00	1.00	1.00	1.00	1.00	1.00
Business Marketing Manager	618	0.00	0.00	0.00	0.00	1.00	1.00
Business Retention Manager	618	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	615	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal:		3.00	3.00	3.00	3.00	4.00	4.00

Sales Tax by Fiscal Year

Fiscal Year	Total Sales Tax Received	1¢ City	3/8 of 1 EDC	1/2¢ CDC	1/8 of 1¢ CCD	Total Distributed	% Chg	% Chg CDC
2006	11,380,995	5,690,498	2,845,249	2,845,249	-	11,380,995	12.4%	12.41%
2007	11,619,921	5,809,960	2,904,980	2,904,980	-	11,619,921	2.1%	2.10%
2008	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	5.21%
2009	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	-3.70%
2010	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	2.98%
2011	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	-0.27%
2012	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	4.20%
2013	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.4%	7.74%
2014	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.1%	-0.47%
2015	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.8%	5.26%
2016	15,067,224	7,539,801	2,827,425	3,769,901	930,097	15,067,224	6.1%	6.04%
2017	14,983,967	7,928,722	2,973,271	3,964,361	974,828	15,841,183	5.1%	5.16%



ECONOMIC DEVELOPMENT

MISSION STATEMENT:

The mission of the Economic Development Department is to attract desirable industry while fostering a business friendly environment, retain and expand existing business through a proactive retention and expansion program, aggressively market Cedar Hill utilizing a multi-faceted approach, and utilize tourism to showcase the quality of life and improve the local economy by bringing visitors, meetings, sports and recreation, and social events and activities to Cedar Hill.

CORE FUCTIONS:

1. Attract desirable business and industry
2. Support, retain or expand existing business
3. Strategically and aggressively market Cedar Hill
4. Utilize Tourism to showcase the quality of life and improve the local economy

2016 – 2017 WORKPLAN

CORE FUNCTION #1: Attract desirable business and industry and foster a positive business climate

Action:

- Maintain memberships in key organizations, utilizing sponsorships, volunteerism, and networking to create and maintain key relationships
- Maintain membership, board position and participation in the Best Southwest Partnership
- Maintain membership, board position, and participation in the Cedar Hill Chamber of Commerce
- Participate in the Cedar Hill Lions Club
- Participate in the Cedar Hill Rotary Club
- Support Country Day on the Hill
- Utilize cost-benefit analysis to determine suitability of submitted projects

Activity Measurement:

- Collaborate with allies to increase network of contacts and promote Cedar Hill ten times per year
- Sponsor/participate in targeted events for key organizations:
 - Cedar Hill Chamber of Commerce, three times per year
 - CoreNet Global, Corporate Real Estate Network, national , one time per year; local, sit on the board of directors as secretary and attend five events per year
 - CREW, Commercial Real Estate Women, Fort Worth CREW Chapter, five times per year
 - D CEO Magazine's Best Brokers Awards and Real Points Blog Reception annually
 - Dallas Business Journal's Best Real Estate Deals of the Year, annually
 - IAMC, Industrial Asset Management Council, sponsor leadership seminar and attend forum two times per year
 - ICSC, International Council of Shopping Centers, attend and sponsor the Texas Conference, annually. Attend the national conference, annually
 - NAIOP, National Association of Industrial and Office Properties, three times per year
 - NTCAR, North Texas Commercial Association of Realtors, five times per year
 - SCR, Society for Commercial Realtors, five times per year
 - CCIM, Certified Commercial Investment Member, five times per year

Meets City Council's Premier Statement:
Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION #2: Support, retain and expand existing business**Action:**

The Business Retention & Expansion Program (BREP) works to help existing businesses thrive and grow in Cedar Hill, by focused efforts in the following areas:

- **Business Visits**
Seek to understand the services offered by our businesses, the challenges they face, and their opportunities for growth.
- **Workforce Development**
Strategically partner with education and workforce partners to provide customized training and recruitment for existing and new employees.
- **Expansion Support**
Support the expansion of facilities, workforce, and infrastructure through the appropriate incentives and resources available through the EDC, grants, and other partners.
- **Community Engagement**
Bring exposure to local businesses and create synergy between the residential and business community.
- **Cedar Hill Business Forums**
Collaborate with industry experts and business support organizations to offer relevant and innovative workshops and information.

Activity Measurement:

- **Business Visits**
 - Conduct 4-6 visits per week.
 - Serve as internal liaison between City of Cedar Hill departments and businesses.
 - Survey businesses and document their responses using Synchronist.
 - Compile data and report to the EDC Board and City of Cedar Hill administration on business climate monthly.
 - Compile and analyze questionnaire data and report findings semi-annually to City Council.
 - Produce a BREP Brochure and update annually.
 - Provide business database on www.cedarhilledc.com
- **Workforce Development**
 - Meet monthly with education and workforce partners to structure training and recruitment plans for industrial businesses. These partners will include CHISD, Cedar Valley College, UTA – Texas Manufacturers Assistance Center, Texas State Technical School, Texas Workforce Commission, and Workforce Solutions.
 - Contribute annually to local, state, and national discussions regarding current workforce demands, hiring trends, and education/skills gaps.
 - Facilitate collaboration between CHISD and local industrial businesses to strengthen curriculum development, career readiness, and the workforce pipeline in the area of skilled trades.

- **Expansion Support**
 - Analyze all facility, infrastructure, and workforce expansion opportunities to determine eligibility for EDC incentives, local/state grants, SBA funding, and other available resources.
- **Community Engagement**
 - Leading from the Heart – Organize a minimum of four community service events for local businesses.
 - Coffee on the Hill – Host quarterly events for industrial businesses, to encourage networking, discuss Cedar Hill's business climate, and exchange industry-specific issues and innovations.
 - Welcome Receptions – When new industrial employers move to Cedar Hill, the EDC Board of Directors will host welcome receptions to introduce them to community leaders, city employees, and industrial peers.
- **EDC Staff – Community Involvement**
 - Attend quarterly meetings of the Cedar Hill Business Park Property Owners Association
 - Sit on the Board of Directors of the Best Southwest Partnership
 - Attend the monthly Board meetings
 - Attend quarterly luncheons
 - Volunteer with the DFW Marketing Team
 - Sit on the Board of the Cedar Hill Chamber of Commerce
 - Attend monthly Board meetings
 - Attend monthly luncheons
 - Attend quarterly Chamber networking events
 - Sponsor the golf tournament annually
 - Purchase a table and attend the annual Gala
 - Attend bi-monthly Lions Club meetings
 - Volunteer for two community events annually
 - Purchase an advertisement in the annual basketball tournament program
 - Attend weekly Rotary meetings
 - Sponsor Country Day on the Hill annually

Meets City Council's Premier Statement:

Cedar Hill has a Strong and Diverse Economy.

CORE FUNCTION #3: Strategically and aggressively market Cedar Hill

Action:

- Enhance marketing exposure on regional, state, and national level
- Focus marketing efforts in the areas of professional office and industrial
- Promote Cedar Hill Business Park competitively
- Continue refining advertising and promotion directed toward target audiences
- Identify proper sources for demographic, workforce, and traffic data
- Provide information in user-friendly format for web, flash drive, and print that enables efficient transfer of critical information to investors, brokers, site selectors, and developers
- Update website regularly
- Review policies and modify if necessary to ensure they are business-friendly
- Facilitate development process for new business
- Continue redesigning economic development marketing materials to implement new branding strategy
- Strengthen or establish relationships with state, regional, and local allies:
 - Best Southwest
 - Cedar Hill Chamber of Commerce
 - Cedar Hill ISD
 - Cedar Valley College
 - Dallas Regional Chamber of Commerce
 - DFW Marketing Team
 - North Texas Commission
 - Oncor
 - Small Business Development Center
 - Texas One
 - Team Texas

**CORE FUNCTION #3: Strategically and aggressively market Cedar Hill
(continued)**

Activity Measurement:

- Increase sphere of influence through participation in events and trade shows that include real estate brokers and developers, as well as target industry leaders - 20 times per year
- Advertise in business and industry journals 15 times per year:
 - *Dallas Business Journal*
 - *D CEO Magazine*
 - Core Net Global's *The Leader* magazine
 - *Site Selection* magazine
 - *American British Business*
 - Dallas Regional Chamber's Economic Development and Relocation Guides
 - *Texas Real Estate Business*
 - *Best Southwest Images* magazine
 - *Texas Wide Open for Business* magazine
- Produce and refine marketing materials designed to attract targeted business
 - Demographics book, update bi-annually
 - Aerial map, produce annually
 - Street map, produce biennially
 - Cedar Hill Business Park Brochure, update as needed
 - Ads for multi-media publication, update annually
- Maintain property listings on Cedar Hill website weekly
- Send GIS and property updates to Fast Facilities quarterly

Meets City Council's Premier Statement:

Cedar Hill has a Strong and Diverse Economy.

Joe Pool Lake Fund

0310

On April 26, 1975, the City, along with the Cities of Grand Prairie, Duncanville and the Midlothian Water District, entered into a contract with the Trinity River Authority of Texas to purchase rights to water conservation storage space in the Lakeview Reservoir (Joe Pool Lake) (the Reservoir). The City's share is 43.21% of the total contract. Payments to the Authority for water purchases under the contract are to commence when water is diverted from the Reservoir but no later than ten years from the date of completion of the project. The Reservoir was completed on January 6, 1986, and the first payment to the Trinity River Authority was due on January 8, 1996, at which time interest began accruing. The City's portion of the original contractual liability, as amended, amounted to \$26,284,063 and bears interest at 5.683%. The City is accruing interest on the contractual obligation and at fiscal year ended on September 30, 2015, the long-term liability accrued was \$78,237,362. As allowed by the agreement/contract, the City opted not to make payments but is accruing interest until the liability is paid. The City has set aside funds and has plans to pay off the liability by 2046.

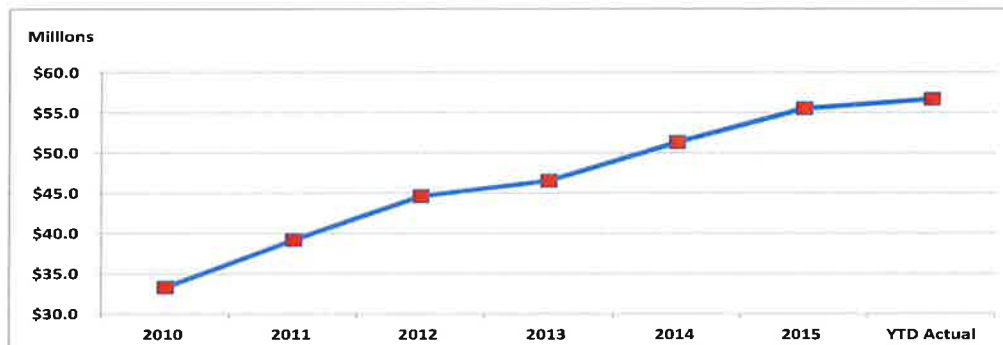


PROPOSED BUDGET FY 2016-2017



Joe Pool Lake
(Revenues, Expenditures and Change in Fund Balance)
310

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015- 2016	CM PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 46,527,006	\$ 51,305,636	\$ 55,522,984	\$ 55,522,984	\$ 59,372,984
REVENUES					
Interest Earnings	2,928,631	2,367,348	2,000,000	2,204,110	2,172,232
Interfund Transfer in - Water and Sewer	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Interfund Transfer in - General Fund	50,000	50,000	50,000	50,000	50,000
Miscellaneous	-	-	-	-	-
	4,778,631	4,217,348	3,850,000	4,054,110	4,022,232
TOTAL FUNDS AVAILABLE	51,305,636	55,522,984	59,372,984	59,577,094	63,395,216
EXPENDITURES					
Legal Fees	-	-	-	-	-
Bank Fees	-	-	-	-	-
Administrative Fees	-	-	-	-	-
Other services	-	-	-	-	-
Miscellaneous	-	-	-	-	-
	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Adjust to CAFR					
Excess (deficiency) of revenues over (under) expenditures	\$ 4,778,631	\$ 4,217,348	\$ 3,850,000	\$ 4,054,110	\$ 4,022,232
ENDING FUND BALANCE	\$ 51,305,636	\$ 55,522,984	\$ 59,372,984	\$ 59,577,094	\$ 63,395,216
Unreserved, designated for unbudgeted items	\$ 51,305,636	\$ 55,522,984	\$ 59,372,984	\$ 59,577,094	\$ 63,395,216
Unreserved, undesignated @25% of exp.	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 51,305,636	\$ 55,522,984	\$ 59,372,984	\$ 59,577,094	\$ 63,395,216
	2014	2015	Budget	YTD Actual	



Library Fund

0312

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



**PROPOSED BUDGET
FY 2016-2017**



Library Fund
(Revenues, Expenditures and Change in Fund Balance)
312

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 131,760	\$ 135,239	\$ 121,489	\$ 121,489	113,707	\$ -	113,707
REVENUES							
Interest Income	437	417	650	473	500	-	500
Donations	14,676	14,957	10,000	43,137	15,000	-	15,000
Grants	-	-	-	6,000	-	-	0
Miscellaneous	-	-	-	-	-	-	0
	<u>15,113</u>	<u>15,374</u>	<u>10,650</u>	<u>49,610</u>	<u>15,500</u>	<u>-</u>	<u>15,500</u>
TOTAL FUNDS AVAILABLE	<u>146,873</u>	<u>150,613</u>	<u>132,139</u>	<u>171,099</u>	<u>129,207</u>	<u>-</u>	<u>129,207</u>
EXPENDITURES							
Computer Supplies	2,172	-	-	-	-	-	0
Subscription Services	1,130	-	-	-	-	-	0
Special Services	8,333	25,214	5,000	40,000	40,000	-	40,000
Library History Collection	-	-	-	-	-	-	0
Miscellaneous	-	3,910	5,000	2,958	5,000	-	5,000
Transfer to Another Fund	-	-	-	14,434	-	-	0
TOTAL OPERATING EXPENDITURES	<u>\$ 11,634</u>	<u>\$ 29,124</u>	<u>\$ 10,000</u>	<u>\$ 57,392</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</u>
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	<u>\$ 11,634</u>	<u>\$ 29,124</u>	<u>\$ 10,000</u>	<u>\$ 57,392</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</u>
Adjust to CAFR							
Excess (deficiency) of revenues over (under) expenditures	\$ 3,478	\$ (13,749)	\$ 650	\$ (7,783)	\$ (29,500)	\$ -	\$ (29,500)
ENDING FUND BALANCE	<u>\$ 135,239</u>	<u>\$ 121,489</u>	<u>\$ 122,139</u>	<u>\$ 113,707</u>	<u>\$ 84,207</u>	<u>\$ -</u>	<u>\$ 84,207</u>

High Point Public Improvement District

0313

Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them. The source of funding for the PID is an assessment of \$0.10 per every \$100 of taxable value. The rate is set annually with the City's adoption process.



Proposed Budget FY 2015-2016

Unaudited



Highpoint Public Improvement District
(Revenues, Expenditures and Change in Fund Balance)
Fund 0313

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	2016-2017 CONTINUATION	2016-2017 GROWTH	2016-2017 PROPOSED
BEGINNING FUND BALANCE	\$ 60,797	\$ 58,863	\$ 52,901	\$ 52,901	\$ 105,656		\$ 105,656
REVENUES							
Property Tax	\$ 296,606	\$ 319,159	\$ 333,710	\$ 341,851	\$ 361,720	\$ -	\$ 361,720
Interest	-	-	1,000	609	1,000	-	1,000
Other	21,662	29,117	20,000	23,193	20,000	-	20,000
TOTAL OPERATING REVENUES	\$ 318,269	\$ 348,276	\$ 354,710	\$ 365,653	\$ 382,720	\$ -	\$ 382,720
TOTAL FUNDS AVAILABLE	\$ 379,066	\$ 407,139	\$ 407,611	\$ 418,554	\$ 488,376	\$ -	\$ 488,376
EXPENDITURES							
Supplies	\$ 114	\$ 1,458	\$ 300	\$ 436	\$ 300	\$ -	\$ 300
Maintenance	145,978	165,249	158,940	157,569	164,030	-	164,030
Services	77,342	84,865	96,550	88,864	105,470	-	105,470
Insurances	401	1,395	1,000	558	1,000	-	1,000
Utilities	47,022	40,301	42,500	39,111	39,500	-	39,500
Leases/Rentals	420	420	420	425	420	-	420
Miscellaneous	4,172	14,215	10,000	25,935	-	-	-
Capital	44,754	46,335	45,000	-	72,000	-	72,000
TOTAL OPERATING EXPENDITURES	\$ 320,203	\$ 354,237	\$ 354,710	\$ 312,898	\$ 382,720	\$ -	\$ 382,720
Capital Outlay		\$ -					
Transfers Out		\$ -					
TOTAL OPERATING TRANSFERS		\$ -					
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 320,203	\$ 354,237	\$ 354,710	\$ 312,898	\$ 382,720	\$ -	\$ 382,720
Excess (deficiency) of revenues over (under) expenditure	\$ (1,934)	\$ (5,961)	\$ -	\$ 52,755	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 58,863	\$ 52,901	\$ 52,901	\$ 105,656	\$ 105,656	\$ -	\$ 105,656

Water Oaks PID

0314

Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them. The source of funding for the PID is an assessment of \$0.10 per every \$100 of taxable value. The rate is set annually with the City's adoption process.



Proposed Budget FY 2016-2017



Waterford Oaks PID
(Revenues, Expenditures and Change in Fund Balance)
Fund 0314

	ACTUAL 2013-2014	ACTUAL 2014-2015	2015-2016 BUDGET	2015-2016 ESTIMATED	2016-2017 CONTINUATION	2016-2017 GROWTH	2016-2017 PROPOSED
BEGINNING FUND BALANCE	\$ 202,129	\$ 211,405	\$ 224,569	\$ 224,569	\$ 165,306	\$ 165,306	\$ 165,306
REVENUES							
Property Tax	\$ 96,913	\$ 107,688	\$ 110,000	\$ 116,822	\$ 117,600	\$ -	\$ 117,600
Interest	-	-	3,300	875	900	-	900
Other	2,328	2,340	2,300	27,800	3,300	-	3,300
TOTAL OPERATING REVENUES	\$ 99,241	\$ 110,028	\$ 115,600	\$ 145,497	\$ 121,800	\$ -	\$ 121,800
TOTAL FUNDS AVAILABLE	\$ 301,370	\$ 321,433	\$ 340,169	\$ 370,066	\$ 287,106	\$ 165,306	\$ 287,106
EXPENDITURES							
Supplies	\$ 687	\$ 374	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000
Maintenance	23,372	30,753	35,000	34,139	35,000	-	35,000
Services	20,424	25,434	20,800	25,676	25,000	-	25,000
Insurances	119	208	300	83	-	-	-
Utilities	7,129	9,927	9,800	7,774	9,800	-	9,800
Leases/Rentals	-	-	-	-	-	-	-
Miscellaneous	27,026	22,327	7,600	10,403	20,000	-	20,000
Capital	11,208	7,841	30,000	126,684	30,000	-	30,000
TOTAL OPERATING EXPENDITURES	\$ 89,965	\$ 96,864	\$ 104,500	\$ 204,760	\$ 120,800	\$ -	\$ 120,800
Excess (deficiency) of revenues over (under) expenditures	\$ 9,276	\$ 13,164	\$ 11,100	\$ (59,263)	\$ 1,000	\$ -	\$ 1,000
ENDING FUND BALANCE	\$ 211,405	\$ 224,569	\$ 235,669	\$ 165,306	\$ 166,306	\$ 165,306	\$ 166,306

Landscape and Beautification Fund

0317

This is a non-major special revenue fund established to tract solid waste services including billing and contract services. This fund also provides for landscaping enhancements and maintenance. Solid Waste Services are provided by contract with Texas Waste Management.



PROPOSED BUDGET FY 2016-2017

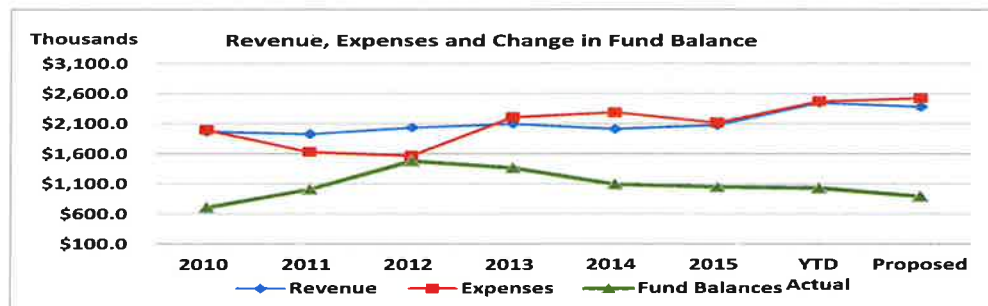
Unaudited



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

317

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 1,366,022	\$ 1,092,406	\$ 1,050,998	\$ 1,050,998	\$ 1,299,386		\$ 1,299,386
REVENUES							
Sanitation Billing Fees	2,003,558	2,029,896	2,200,000	2,353,509	2,374,000	-	2,374,000
Tree Mitigation Fees	-	41,550	-	78,600	-	-	-
Interest Income	4,333	5,415	5,200	3,865	4,000	-	4,000
Miscellaneous	4,983	428	280	13,977	1,000	-	1,000
	2,012,875	2,077,289	2,205,480	2,449,951	2,379,000	-	2,379,000
TOTAL FUNDS AVAILABLE	3,378,897	3,169,694	3,256,478	3,500,949	3,678,386	-	3,678,386
EXPENDITURES							
Personnel Costs	60,701	-	-	-	-	-	-
Waste Services	1,827,347	2,016,939	1,850,000	2,000,000	2,000,000	-	2,000,000
Landscape	-	1,527	800,000	52,407	755,000	-	755,000
Other services	398,443	-	-	15,000	100,000	-	100,000
Capital	-	-	-	-	-	-	-
Transfers Out	-	100,230	100,000	134,156	100,000	-	100,000
TOTAL OPERATING EXPENDITURES	\$ 2,286,491	\$ 2,118,696	\$ 2,750,000	\$ 2,201,563	\$ 2,955,000	\$ -	\$ 2,955,000
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 2,286,491	\$ 2,118,696	\$ 2,750,000	\$ 2,201,563	\$ 2,955,000	\$ -	\$ 2,955,000
Adjust to CAFR							
Excess (deficiency) of revenues over (under) expenditures	\$ (273,616)	\$ (41,407)	\$ (544,520)	\$ 248,387	\$ (576,000)	\$ -	\$ (576,000)
ENDING FUND BALANCE	\$ 1,092,406	\$ 1,050,998	\$ 506,478	\$ 1,299,386	\$ 723,386	\$ -	\$ 723,386
Unreserved, designated for unbudgeted items	\$ 520,783	\$ 521,324	\$ (181,022)	\$ 748,995	\$ (15,364)	\$ -	\$ (15,364)
Unreserved, undesignated @25% of exp.	\$ 571,623	\$ 529,674	\$ 687,500	\$ 550,391	\$ 738,750	\$ -	\$ 738,750
	\$ 1,092,406	\$ 1,050,998	\$ 506,478	\$ 1,299,386	\$ 723,386	\$ -	\$ 723,386
	2014	2015	Budget	YTD Actual			Proposed



Landscape and Beautification Expenditures

Landscape and Beautification Expenditures			2015-2016		2016-2017				
Account Number		2013-2014	2014-2015	Budget	FYE Estimated	Continuation	Growth	CM Proposed	% Var
Personnel									
0317-400-410-000-50101	Full-Time Salaries/Wages	27,338	-	-	-	-	-	-	0.0%
0317-400-410-000-50104	Overtime	2,615	-	-	-	-	-	-	0.0%
0317-400-410-000-50110	Part-Time Wages	3,708	-	-	-	-	-	-	0.0%
0317-400-410-000-50113	Seasonal/Temporary Help	17,177	-	-	-	-	-	-	0.0%
0317-400-410-000-50119	TMRS	3,921	-	-	-	-	-	-	0.0%
0317-400-410-000-50122	FICA	3,808	-	-	-	-	-	-	0.0%
0317-400-410-000-50125	Unemployment	406	-	-	-	-	-	-	0.0%
0317-400-410-000-50128	Health Insurance	463	-	-	-	-	-	-	0.0%
0317-400-410-000-50149	Flexible Spending	1,265	-	-	-	-	-	-	0.0%
Total Personnel		60,701	-	-	-	-	-	-	0.0%
Services									
0317-100-100-000-53945	Special Services	-	-	-	10,000	-	-	-	0.0%
0317-100-100-000-53955	Sanitation Services	1,827,347	2,016,939	1,850,000	2,000,000	2,000,000	-	2,000,000	8.1%
0317-100-100-000-57199	Miscellaneous	-	-	-	-	-	-	-	0.0%
0317-100-100-000-59145	Landscaping/Beautification	-	1,527	800,000	47,800	750,000	-	750,000	0.0%
Total Services		1,827,347	2,018,466	2,650,000	2,057,800	2,750,000	-	2,750,000	3.8%
Leases									
0317-400-410-000-54000	Equipment Fund Lease	-	-	-	-	-	-	-	0.0%
Total Leases/Rentals		-	-	-	-	-	-	-	0.0%
Other Miscellaneous									
0317-100-100-000-59311	South Clark Road Fence	398,366	-	-	-	-	-	-	0.0%
0317-400-410-000-52137	Maintenance - Landscaping	-	-	-	4,607	5,000	-	5,000	0.0%
0317-400-410-000-54115	Cell Phone	77	-	-	-	-	-	-	0.0%
0317-400-410-000-52161	Signs and Signals	-	-	-	5,000	100,000	-	100,000	0.0%
0317-400-410-000-57105	Training	-	-	-	-	-	-	-	0.0%
0317-400-410-000-57199	Miscellaneous	-	-	-	-	-	-	-	0.0%
0317-400-410-000-59195	Miscellaneous	-	-	-	-	-	-	-	0.0%
Total Miscellaneous		398,443	-	-	9,607	105,000	-	105,000	0.0%
Transfers									
0317-400-410-000-58902	Transfer to another fund	-	100,230	100,000	134,156	100,000	-	100,000	
Total Transfers		-	100,230	100,000	134,156	100,000	-	100,000	
Total Landscape and beautification expenses		2,286,491	2,118,696	2,750,000	2,201,563	2,955,000	-	2,955,000	7.5%

Landscape and Beautification Expenditures			2015-2016		2016-2017			
Account Number		2013-2014	2014-2015	Budget	FYE Estimated	Continuation	Growth	CM Proposed % Var
Personnel								
0317-400-410-000-50101	Full-Time Salaries/Wages	27,338	-	-	-	-	-	0.0%
0317-400-410-000-50104	Overtime	2,615	-	-	-	-	-	0.0%
0317-400-410-000-50110	Part-Time Wages	3,708	-	-	-	-	-	0.0%
0317-400-410-000-50113	Seasonal/Temporary Help	17,177	-	-	-	-	-	0.0%
0317-400-410-000-50119	TMRs	3,921	-	-	-	-	-	0.0%
0317-400-410-000-50122	FICA	3,808	-	-	-	-	-	0.0%
0317-400-410-000-50125	Unemployment	406	-	-	-	-	-	0.0%
0317-400-410-000-50128	Health Insurance	463	-	-	-	-	-	0.0%
0317-400-410-000-50149	Flexible Spending	1,265	-	-	-	-	-	0.0%
Total Personnel		60,701	-	-	-	-	-	0.0%
Services								
0317-100-100-000-53945	Special Services	-	-	-	10,000	-	-	0.0%
0317-100-100-000-53955	Sanitation Services	1,827,347	2,016,939	1,850,000	2,000,000	2,000,000	-	2,000,000 8.1%
0317-100-100-000-57199	Miscellaneous	-	-	-	-	-	-	0.0%
0317-100-100-000-59145	Landscaping/Beautification	-	1,527	800,000	47,800	750,000	-	750,000 0.0%
Total Services		1,827,347	2,018,466	2,650,000	2,057,800	2,750,000	-	2,750,000 3.8%
Leases								
0317-400-410-000-54000	Equipment Fund Lease	-	-	-	-	-	-	0.0%
Total Leases/Rentals		-	-	-	-	-	-	0.0%
Other Miscellaneous								
0317-100-100-000-59311	South Clark Road Fence	398,366	-	-	-	-	-	0.0%
0317-400-410-000-52137	Maintenance - Landscaping	-	-	-	4,607	5,000	-	5,000 0.0%
0317-400-410-000-54115	Cell Phone	77	-	-	-	-	-	0.0%
0317-400-410-000-52161	Signs and Signals	-	-	-	5,000	100,000	-	100,000 0.0%
0317-400-410-000-57105	Training	-	-	-	-	-	-	0.0%
0317-400-410-000-57199	Miscellaneous	-	-	-	-	-	-	0.0%
0317-400-410-000-59195	Miscellaneous	-	-	-	-	-	-	0.0%
Total Miscellaneous		398,443	-	-	9,607	105,000	-	105,000 0.0%
Transfers								
0317-400-410-000-58902	Transfer to another fund	-	100,230	100,000	134,156	100,000	-	100,000
Total Transfers		-	100,230	100,000	134,156	100,000	-	100,000
Total Landscape and beautification expenses		2,286,491	2,118,696	2,750,000	2,201,563	2,955,000	-	2,955,000 7.5%

Traffic Safety Fund

0318

This is a Non-Major Special Revenue Fund established by Ordinance 2006-306 and authorized by the State of Texas Transportation Code, Title 7, Chapter 707. The fund is formally called the "Photographic Traffic Signal Enforcement Program" but the most common name is the "Red Light Camera Fund". The state statute requires 50% of the revenue collected from red light camera violations less amounts authorized for deductions by the City are to be sent to the state comptroller annually. The revenues retained by the City have restricted uses relating to traffic enforcement, traffic safety and intersection safety improvements.



PROPOSED BUDGET FY 2016-2017

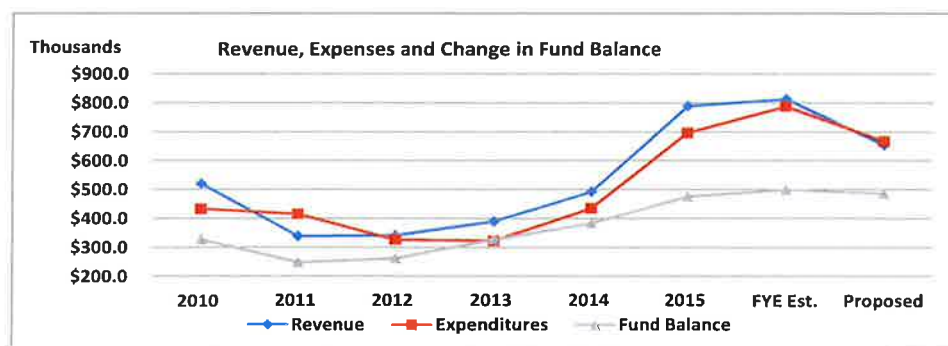
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TRAFFIC SAFETY FUND
(Revenues, Expenditures and Change in Fund Balance)
0318

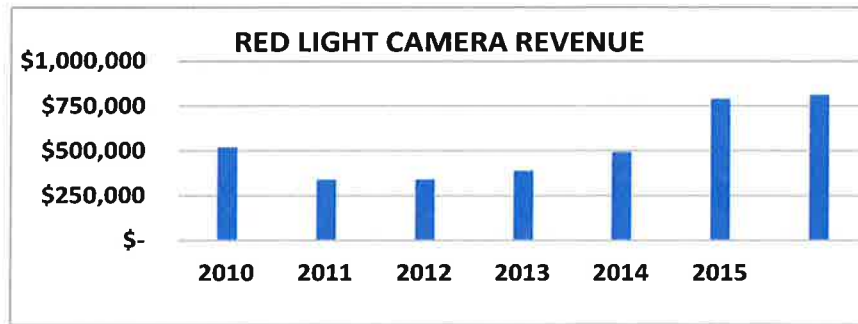
	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 327,011	\$ 384,190	\$ 476,046	\$ 476,046	\$ 499,841		\$ 499,841
REVENUES							
Interest	1,209	1,509	2,250	2,468	2,500	-	2,500
Red Light Camera Penalties ¹	489,737	786,035	600,000	808,738	650,000	-	650,000
TOTAL OPERATING REVENUES	\$ 490,946	\$ 787,543	\$ 602,250	\$ 811,206	\$ 652,500	\$ -	\$ 652,500
TOTAL FUNDS AVAILABLE	\$ 817,957	\$ 1,171,733	\$ 1,078,296	\$ 1,287,252	\$ 1,152,341	\$ -	\$ 1,152,341
EXPENDITURES							
Personnel Costs	52,440	64,328	66,030	71,820	72,833	-	72,833
Collection services and maintenance	258,081	381,824	300,000	416,616	375,000	-	375,000
State Portion of Fees	87,787	151,079	50,000	154,810	155,000	-	155,000
IT Services	2,604	-	30,000	12,500	30,000	-	30,000
Miscellaneous	8,509	37,699	37,500	31,664	33,500	-	33,500
Capital/Transfers	24,346	60,759	200,000	100,000	100,000	-	100,000
TOTAL OPERATING EXPENDITURES	\$ 433,767	\$ 695,688	\$ 683,530	\$ 787,410	\$ 766,333	\$ -	\$ 766,333
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 433,767	\$ 695,688	\$ 683,530	\$ 787,410	\$ 766,333	\$ -	\$ 766,333
Excess (deficiency) of revenues over (under) expenditures	\$ 57,179	\$ 91,856	\$ (81,280)	\$ 23,796	\$ (113,833)	\$ -	\$ (113,833)
ENDING FUND BALANCE	\$ 384,190	\$ 476,046	\$ 394,766	\$ 499,841	\$ 386,008	\$ -	\$ 386,008
Unreserved, designated for unbudgeted items	\$ 275,748	\$ 302,124	\$ 223,883	\$ 302,989	\$ 194,425	-	\$ 194,425
Unreserved, undesignated @25% of exp.	\$ 108,442	\$ 173,922	\$ 170,883	\$ 196,853	\$ 191,583	-	\$ 191,583
	\$ 384,190	\$ 476,046	\$ 394,766	\$ 499,841	\$ 386,008	\$ -	\$ 386,008

¹ 50% of "red-light" penalties go to the State after eligible expenses are deducted.



TRAFFIC SAFETY REVENUE SCHEDULE

TRAFFIC SAFETY REVENUE SCHEDULE			FY 2015-2016		2016-2017		
Account Number	2013-2014	2014-2015	Budget	FYE Estimated	Continuation	Growth	CM Proposed
Investment Income							
0318-100-000-47111 Interest Allocation - Bank Account	1,197	1,504	2,250	2,468	2,500	-	2,500
0318-100-000-47112 Interest Allocation - Investment Pool	12	5	-	-	-	-	-
0318-300-000-46150 Red Light Penalties (City Portion)	489,737	786,035	600,000	808,738	650,000	-	650,000
Total Traffic Safety Revenue	490,946	787,543	602,250	811,206	652,500	-	652,500
	2014	2015	2016 Budgt	2016 Est			



Traffic Safety - Patrol

			FY 2015-2016		2016-2017		
Account Number	2013-2014	2014-2015	Budget	FYE Estimated	Continuation	Growth	CM Proposed
Personnel							
0318-300-310-000-50101 Full-Time Salaries/Wages	10,087	26,927	28,680	33,634	37,155	-	37,155
0318-300-310-000-50104 Overtime	21,817	27,980	16,200	21,898	18,000	-	18,000
0318-300-310-000-50110 Part-Time Wages	11,561	-	8,675	1,540	8,500	-	8,500
0318-300-310-000-50116 Longevity	-	60	-	108	168	-	168
0318-300-310-000-50117 Opt Out Health Insurance Benefit Payment	-	-	-	-	-	-	-
0318-300-310-000-50119 TMRS	5,820	7,456	3,815	7,141	4,750	-	4,750
0318-300-310-000-50122 FICA	3,221	4,106	2,125	4,193	3,335	-	3,335
0318-300-310-000-50125 Unemployment	8	230	45	22	300	-	300
0318-300-310-000-50128 Health Insurance	(449)	(2,979)	6,365	2,986	525	-	525
0318-300-310-000-50131 Workers' Compensation	374	547	125	298	100	-	100
0318-300-310-000-50149 HAS Benefit	-	-	-	-	-	-	-
Total Personnel	52,440	64,328	66,030	71,820	72,833	-	72,833
Services							
0318-300-310-000-53235 Red Light Camera Collection Services	258,081	381,824	300,000	416,616	375,000	-	375,000
0318-300-310-000-53236 Red Light Camera-State Portion	87,787	151,079	50,000	154,810	155,000	-	155,000
0318-300-310-000-53930 IT Network Charges	2,604	-	30,000	12,500	30,000	-	30,000
0318-300-310-000-53945 Special Services	-	-	-	-	-	-	-
Total Services	348,472	532,903	380,000	583,926	560,000	-	560,000
Leases							
0322-300-320-000-56105 Equipment Fund Lease	-	-	-	-	-	-	-
Total Leases/Rentals	-	-	-	-	-	-	-
Miscellaneous							
0318-300-310-000-57105 Training	-	320	4,000	-	-	-	-
0318-300-310-000-57199 Miscellaneous	8,509	37,379	33,500	31,664	33,500	-	33,500
Total Miscellaneous	8,509	37,699	37,500	31,664	33,500	-	33,500
Transfers to other funds							
0318-300-310-000-58902 Transfer to Another Fund	-	-	100,000	100,000	-	-	-
Total Transfers out	-	-	100,000	100,000	-	-	-
Capital							
0318-300-310-000-59195 Capital	24,346	60,759	100,000	-	100,000	-	100,000
Total Capital	24,346	60,759	100,000	-	100,000	-	100,000
Total Traffic Safety Fund Expenditures	433,767	695,688	683,530	787,410	766,333	-	766,333

Crime Control and Prevention District (CHCCPD)

0322

This is a Non-Major Special Revenue Fund supported by a 1/8% sales tax collected in a Crime Control Prevention District. The sales tax is collected for the purpose of crime control and prevention. The tax was approved by the voters in a general election held on November 06, 2013. Collections became effective July 1, 2013. The sales tax is restricted only to the operations of the CCPD as stipulated in the Local Government Code, Section 363.151.

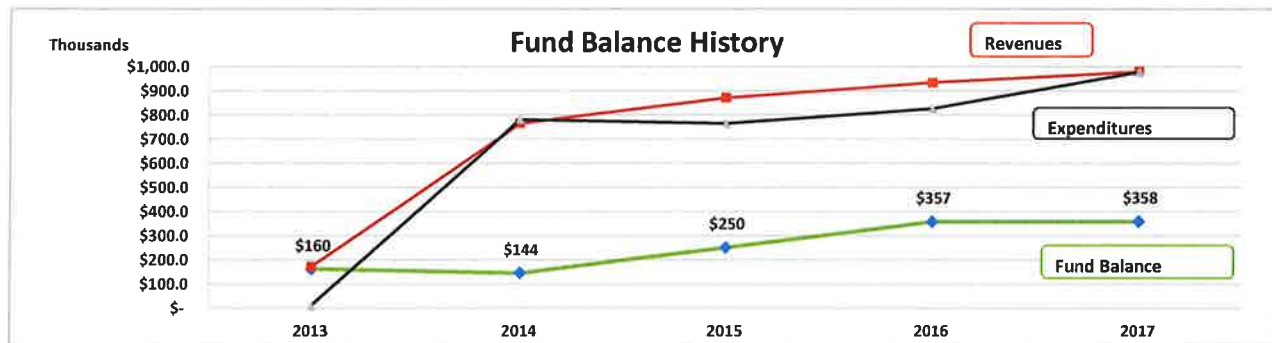


PROPOSED BUDGET FY 2016-2017



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

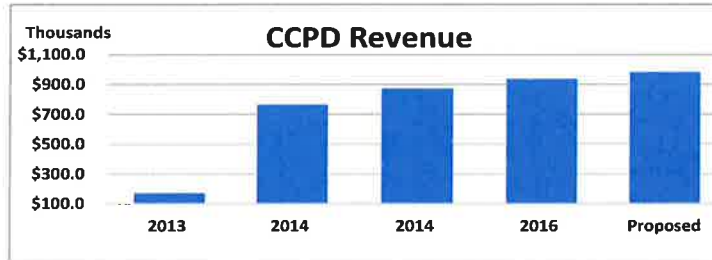
	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ -	\$ 160,484	\$ 144,020	\$ 250,172	\$ 250,172	\$ 357,105		\$ 357,105
REVENUES								
Sales Tax	\$ 170,674	\$ 762,245	\$ 869,827	\$ 868,400	\$ 930,097	\$ 974,828	\$ -	\$ 974,828
Interest	-	-	-	2,250	1,375	1,500	-	1,500
Miscellaneous Income/Donations	-	2,083	1,100	61,735	2,500	2,500	-	2,500
TOTAL OPERATING REVENUES	\$ 170,674	\$ 764,328	\$ 870,927	\$ 932,385	\$ 933,972	\$ 978,828	\$ -	\$ 978,828
TOTAL FUNDS AVAILABLE	\$ 170,674	\$ 924,812	\$ 1,014,948	\$ 1,182,557	\$ 1,184,144	\$ 1,336,933	\$ -	\$ 1,336,933
EXPENDITURES								
Personnel	\$ 9,668	\$ 468,894	\$ 436,182	\$ 582,750	\$ 533,459	\$ 596,920	\$ -	\$ 598,720
Supplies	-	5,669	7,281	31,840	10,415	32,325	-	14,365
Maintenance	523	11,852	12,450	15,365	13,870	12,415	-	15,415
Services	-	208,539	225,299	169,250	169,250	242,250	-	242,250
Insurances	-	48,387	48,711	48,515	50,105	16,515	-	50,350
Other services	-	1,746	2,617	6,500	6,185	7,135	-	7,135
Utilities	-	20,652	19,508	23,640	27,731	8,425	-	28,300
Miscellaneous	-	15,054	12,726	19,375	16,025	20,200	-	21,475
TOTAL OPERATING EXPENDITURES	\$ 10,190	\$ 780,792	\$ 764,775	\$ 897,235	\$ 827,039	\$ 936,185	\$ -	\$ 978,010
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 10,190	\$ 780,792	\$ 764,775	\$ 897,235	\$ 827,039	\$ 936,185	\$ -	\$ 978,010
Excess (deficiency) of revenues over (under) expenditures	\$ 160,484	\$ (16,464)	\$ 106,152	\$ 35,150	\$ 106,933	\$ 42,643	\$ -	\$ 818
ENDING FUND BALANCE	\$ 160,484	\$ 144,020	\$ 250,172	\$ 285,322	\$ 357,105	\$ 399,748	\$ -	\$ 357,923
Unreserved, designated for unbudgeted items	157,936	-	58,978	61,014	150,345	165,702	-	113,420
Unreserved, undesignated @25% of exp.	2,548	144,020	191,194	224,309	206,760	234,046	-	244,503
	\$ 160,484	\$ 144,020	\$ 250,172	\$ 285,322	\$ 357,105	\$ 399,748	\$ -	\$ 357,923





**CRIME CONTROL DISTRICT BUDGET
BY CATEGORY**

REVENUE SCHEDULE	2012-2013	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMAT ED 2015-	CONTINUATION 2016-2017	GROWTH	PROPOSED 2016-2017
0322-300-000-40201 Sales Taxes	170,674	762,245	869,827	868,400	930,097	974,828	-	974,828
0322-300-000-47111 Interest Income	-	-	-	2,250	1,375	1,500	-	1,500
0322-300-000-48999 Miscellaneous Income	-	2,083	1,100	61,735	2,500	2,500	-	2,500
Total CCPD Revenue	170,674	764,328	870,927	932,385	933,972	978,828	-	978,828



Account Number	2012-2013	2013-2014	2014-2015	FY 2015-2016		2016-2017		
				Budget	FYE Estimated	Continuation	Growth	Proposed
Personnel	9,668	468,894	436,182	582,750	533,459	596,920	-	598,720
Supplies	-	5,669	7,281	31,840	10,415	32,325	-	14,365
Maintenance	523	11,852	12,450	15,365	13,870	12,415	-	15,415
Public Safety Services	-	208,539	225,299	169,250	169,250	242,250	-	242,250
Insurance	-	48,387	48,711	48,515	50,105	16,515	-	50,350
Other Services	-	1,746	2,617	6,500	6,185	7,135	-	7,135
Utilities	-	20,652	19,508	23,640	27,731	8,425	-	28,300
Miscellaneous	-	15,054	12,726	19,375	16,025	20,200	-	21,475
Totals	10,190	780,792	764,775	897,235	827,039	936,185	-	978,010
	2013	2014	2015	2016 Budge	2016 Estimated			Proposed

STAFFING

DEPARTMENT	PAY GRADE	11/12	12/13	13/14	14/15	15/16	16/17
Police CCPD:							
Police Sergeant	830	1.00	1.00	1.00	1.00	1.00	1.00
Police Corporal	825	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	820	3.00	3.00	3.00	3.00	4.00	4.00
Subtotal:		5.00	5.00	5.00	5.00	6.00	6.00

Winding Hollow PID

Public Improvement Districts ("PIDs") provide a development tool that allocates costs according to the benefits received. A PID can provide a means to fund supplemental services and improvements to meet community needs which could not otherwise be constructed or provided and be paid by those who most benefit from them.



PROPOSED BUDGET FY 2016-2017

Unaudited



Winding Hollow PID
(Revenues, Expenditures and Change in Fund Balance)
Fund 0325

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ 24,000
Investment Income	-	-	-	-
Miscellaneous	-	-	-	-
TOTAL OPERATING REVENUES	\$ -	\$ -	\$ -	\$ 24,000
TOTAL FUNDS AVAILABLE	\$ -	\$ -	\$ -	\$ 24,000
EXPENDITURES				
Supplies	-	-	-	172
Maintenance	-	-	-	-
Services	-	-	-	-
Insurances	-	-	-	-
Other services	-	-	-	300
Utilities	-	-	-	800
Leases/Rentals	-	-	-	-
Miscellaneous	-	-	-	22,728
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ -	\$ 24,000
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ -	\$ -	\$ -	\$ 24,000
Adjust to CAFR				
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -

Economic Development Incentive Fund
(EDIF)
Fund 0326

This is a Special Revenue Fund. The Fund was established with a one-time appropriation from the General Fund in FY 2016-2017 for the purposes as allowed under Chapter 380 of the Texas Local Government Code. THE EDIF funds will be utilized under policy initiatives as establish by City Council.



PROPOSED BUDGET
FY 2016-2017



**Economic Development Incentive Fund
0326**

	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -		\$ -
REVENUES					
Interest income	-	-	-	-	-
Transfer in from the General Fund	-	-	-	500,000	500,000
TOTAL OPERATING REVENUES	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
TOTAL FUNDS AVAILABLE	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
EXPENDITURES					
Economic Development Incentives	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	-	-	-	500,000	500,000
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

Debt Service Fund

0030

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

PROPOSED BUDGET FY 2016-2017





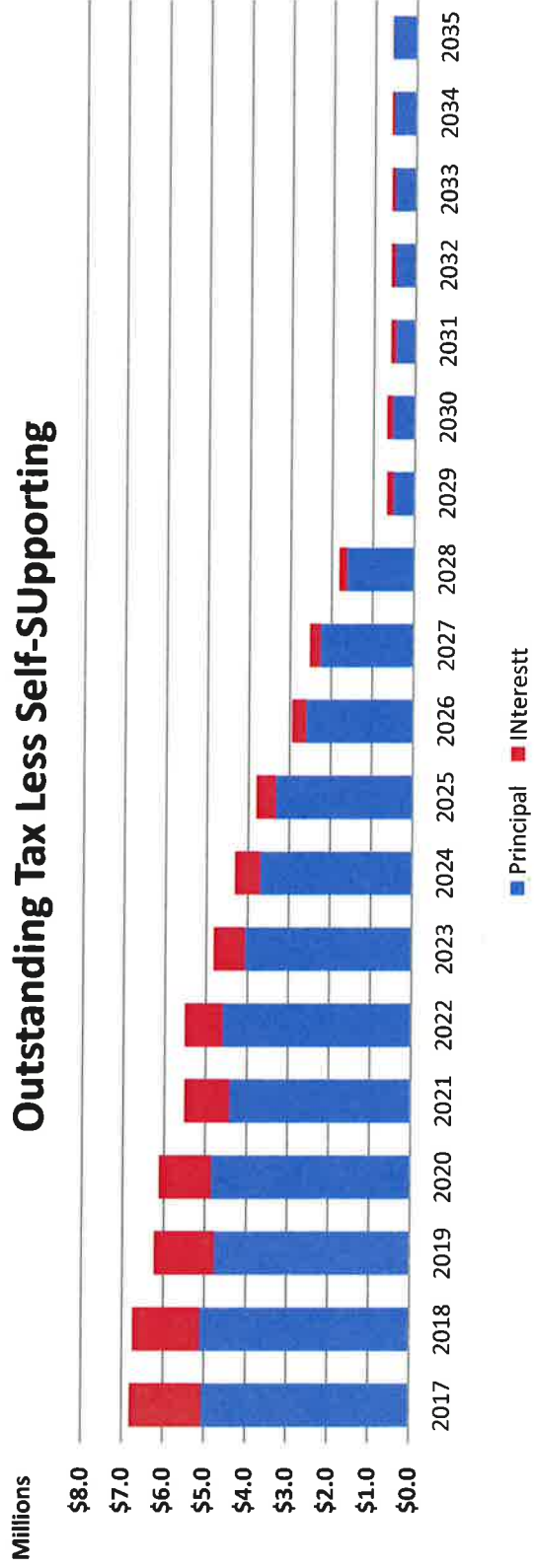
DEBT SERVICE FUND
(Revenues, Expenditures and Change in Fund Balance)
Fund 0030

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015 2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 1,340,738	\$ 1,356,029	\$ 1,247,844	\$ 1,247,844	\$ 1,536,377
REVENUES					
Property taxes	\$ 5,004,061	\$ 5,296,606	\$ 5,628,125	\$ 5,721,934	\$ 6,128,413
Interest income	5,344	14,973	10,000	12,500	12,000
Charges to other gov'ts	1,720,144	2,016,115	2,018,375	2,018,375	2,014,913
Transfers from other funds	1,365,753	855,000	1,417,565	1,417,567	770,275
TOTAL OPERATING REVENUES	\$ 8,095,301	\$ 8,182,694	\$ 9,074,065	\$ 9,170,376	\$ 8,925,601
TOTAL FUNDS AVAILABLE	\$ 9,436,039	\$ 9,538,723	\$ 10,321,909	\$ 10,418,220	\$ 10,461,978
EXPENDITURES					
Principal Payments	\$ 5,225,860	\$ 5,641,240	\$ 6,137,000	\$ 6,137,000	\$ 6,345,448
Interest Payments	2,822,082	2,627,155	2,719,740	2,719,740	2,314,605
Paying Agent Fees	22,889	22,110	23,000	23,903	25,000
Escrow Agent Fees	-	-	-	-	-
Other Expense	9,180	375	-	1,200	-
TOTAL OPERATING EXPENDITURES	\$ 8,080,011	\$ 8,290,879	\$ 8,879,740	\$ 8,881,843	\$ 8,685,053
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$ 8,080,011	\$ 8,290,879	\$ 8,879,740	\$ 8,881,843	\$ 8,685,053
Excess (deficiency) of revenues over (under) expenditures	\$ 15,291	\$ (108,185)	\$ 194,325	\$ 288,533	\$ 240,548
ENDING FUND BALANCE	\$ 1,356,029	\$ 1,247,844	\$ 1,442,169	\$ 1,536,377	\$ 1,776,925
Unreserved, designated for unbudgeted items	\$ 145,404	\$ 4,268	\$ 110,208	\$ 204,280	\$ 474,167
Designated for FY 2015-2016 One Time Uses	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, undesignated @15% of exp.	\$ 1,210,625	\$ 1,243,576	\$ 1,331,961	\$ 1,332,096	\$ 1,302,758
	\$ 1,356,029	\$ 1,247,844	\$ 1,442,169	\$ 1,536,377	\$ 1,776,925

DEBT SCHEDULE: TAX SUPPORTED DEBT

	General Obligation Bonds			Certificates of Obligation			Joe Pool Lake		Total Govt Activities Indebtedness
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	
2016	-	-	-	-	-	-	-	-	-
2017	5,675,448	2,386,079	8,061,527	670,000	94,550	764,550	-	-	8,826,077
2018	6,268,517	2,225,019	8,493,536	175,000	80,600	255,600	-	-	8,749,136
2019	5,981,795	2,004,142	7,985,937	175,000	76,288	251,288	-	-	8,237,225
2020	6,110,000	1,765,998	7,875,998	185,000	70,925	255,925	-	-	8,131,923
2021	5,740,000	1,529,594	7,269,594	190,000	64,750	254,750	-	-	7,524,344
2022	5,970,000	1,298,788	7,268,788	200,000	58,325	258,325	-	-	7,527,113
2023	5,475,000	1,069,294	6,544,294	200,000	51,725	251,725	-	-	6,796,019
2024	5,180,000	853,294	6,033,294	210,000	44,950	254,950	-	-	6,288,244
2025	4,885,000	635,669	5,520,669	215,000	37,550	252,550	-	-	5,773,219
2026	4,230,000	432,550	4,662,550	225,000	29,513	254,513	-	-	4,917,063
2027	2,780,000	288,356	3,068,356	235,000	20,700	255,700	-	-	3,324,056
2028	2,170,000	198,653	2,368,653	245,000	11,100	256,100	-	-	2,624,753
2029	430,000	150,650	580,650	75,000	4,700	79,700	-	-	660,350
2030	450,000	133,050	583,050	80,000	1,600	81,600	-	-	664,650
2031	470,000	114,650	584,650	-	-	-	-	-	584,650
2032	490,000	93,000	583,000	-	-	-	-	-	583,000
2033	510,000	68,000	578,000	-	-	-	-	-	578,000
2034	540,000	41,750	581,750	-	-	-	-	-	581,750
2035	565,000	14,125	579,125	-	-	-	-	-	579,125
Total P&I	63,920,760	15,302,660	79,223,420	3,080,000	647,275	3,727,275	-	-	82,950,695
	3,043,000								

Outstanding Tax Less Self-Supporting



284.A



Building Capital Maintenance Fund

Fund 1000

This is a non-major capital project fund. The fund was established to set aside funds for capital and maintenance of the City facility.





Building Capital Maintenance Fund
Revenue, Expenses and Changes in Fund Balance
Fund 1000

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 192,234	\$ 192,866	\$ 193,496	\$ 193,496	\$ 193,496	\$ 193,496	\$ 193,496
REVENUES							
Interest income	633	629	-	726	800	-	800
	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	\$ 633	\$ 629	\$ -	\$ 726	\$ 800	\$ -	\$ 800
TOTAL FUNDS AVAILABLE	\$ 192,866	\$ 193,496	\$ 193,496	\$ 194,222	\$ 194,296	\$ 193,496	\$ 194,296
EXPENDITURES							
Miscellaneous	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	633	629	-	726	800	-	800
ENDING FUND BALANCE	\$ 192,866	\$ 193,496	\$ 193,496	\$ 194,222	\$ 194,296	\$ 193,496	\$ 194,296

Street Impact Fees

Area Summary

This a major governmental fund. Impact Fees are authorized by Chapter 395 of the Texas Local Government Code. The most recent local authorization and setting of the City's Impact Fees was established by Ordinance 2012-478. Impact Fees are reviewed every 5 years by a council appoint Advisory Committee.



PROPOSED BUDGET

FY 2016-2017



Street Impact Fees
Revenue, Expenses and Changes in Fund Balance
Summary of All Areas

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016 2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 6,354,486	\$ 5,373,893	\$ 2,556,863	\$ 5,347,719	\$ 4,114,315	\$ -	\$ 4,114,315
REVENUES							
Interest income	21,418	23,934	-	22,947	23,000	-	23,000
Street Impact Fees	363,742	804,892	-	161,216	140,000	-	140,000
Transfer from another fund	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	\$ 385,160	\$ 828,826	\$ -	\$ 184,163	\$ 163,000	\$ -	\$ 163,000
TOTAL FUNDS AVAILABLE	\$ 6,739,646	\$ 6,202,719	\$ 2,556,863	\$ 5,531,882	\$ 4,277,315	\$ -	\$ 4,277,315
EXPENDITURES							
Transfe to Debt Service Fund	1,365,753	855,000	1,417,567	1,417,567	770,275	-	770,275
Street Impact Fee Study	-	-	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	1,365,753	855,000	1,417,567	1,417,567	770,275	-	770,275
Excess (deficiency) of revenues over (under) expenditures	(980,593)	(26,174)	(1,417,567)	(1,233,404)	(607,275)	-	(607,275)
ENDING FUND BALANCE	\$ 5,373,893	\$ 5,347,719	\$ 1,139,296	\$ 4,114,315	\$ 3,507,040		\$ 3,507,040

Street Construction Fund

Fund 2600

This is a non-major capital project fund. The fund was established designating funds for street maintenance and construction. Transfers are made from the General Fund of the City. The funds are restricted other than when transferred to the General Fund per policy established by City Council.



PROPOSED BUDGET FY 2016-2017



Street Construction Fund
Revenue, Expenses and Changes in Fund Balance
Fund 2600

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 1,572,054	\$ 1,577,648	\$ 1,173,231	\$ 1,173,231	\$ 1,180,021		\$ 1,180,021
REVENUES							
Interest income	5,593	7,584	-	6,790	-	-	-
Transfer in from the General Fund	-	-	-	-	-	-	700,000
TOTAL OPERATING REVENUES	\$ 5,593	\$ 7,584	\$ -	\$ 6,790	\$ -	\$ -	\$ 700,000
TOTAL FUNDS AVAILABLE	\$ 1,577,648	\$ 1,585,231	\$ 1,173,231	\$ 1,180,021	\$ 1,180,021	\$ -	\$ 1,880,021
EXPENDITURES							
Transfer to the General Fund	-	412,000	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	412,000	-	-	-	-	-
Excess (deficiency) of revenues over (under) exp.	5,593	(404,416)	-	6,790	-	-	700,000
ENDING FUND BALANCE	\$ 1,577,648	\$ 1,173,231	\$ 1,173,231	\$ 1,180,021	\$ 1,180,021	\$ -	\$ 1,880,021

Restricted Streets Fund

Fund 2601

This is a non-major capital project fund . The Funds are restricted for street construction and maintenance. This fund is the City's old street prorata fund.



PROPOSED BUDGET FY 2016-2017



Restricted Streets Fund
Revenue, Expenses and Changes in Fund Balance
Fund 2601

	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 361,368	\$ 362,557	\$ 363,741	\$ 363,741	\$ 365,041		\$ 365,041
REVENUES							
Interest income	1,189	1,183	-	1,300	1,500	-	1,500
Transfer in from the General Fund	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	\$ 1,189	\$ 1,183	\$ -	\$ 1,300	\$ 1,500	\$ -	\$ 1,500
TOTAL FUNDS AVAILABLE	\$ 362,557	\$ 363,741	\$ 363,741	\$ 365,041	\$ 366,541	\$ -	\$ 366,541
EXPENDITURES							
Transfer to the General Fund	-	-	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	1,189	1,183	-	1,300	1,500	-	1,500
ENDING FUND BALANCE	\$ 362,557	\$ 363,741	\$ 363,741	\$ 365,041	\$ 366,541	\$ -	\$ 366,541

Drainage Capital Fund

Fund 2700

This is a non-major capital project fund. The fund was established designating funds for drainage maintenance and constructions. Transfers are made from the General Fund of the City per council policy. The funds are restricted for drainage and retention infrastructure.



PROPOSED BUDGET FY 2016-2017



Drainage Capital Fund
Revenue, Expenses and Changes in Fund Balance
Fund 2700

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 530,220	\$ 535,893	\$ 541,469	\$ 544,135	\$ 545,926	\$ 547,707	\$ 547,707	\$ 549,242
REVENUES								
Interest income	5,673	5,576	2,666	1,791	1,782	-	1,535	1,500
Transfer in from the General Fund	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	\$ 5,673	\$ 5,576	\$ 2,666	\$ 1,791	\$ 1,782	\$ -	\$ 1,535	\$ 1,500
TOTAL FUNDS AVAILABLE	\$ 535,893	\$ 541,469	\$ 532,885	\$ 545,926	\$ 547,707	\$ 547,707	\$ 549,242	\$ 550,742
EXPENDITURES								
Transfer to the General Fund	-	-	-	-	-	-	-	-
Comp Plan Studies	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures	5,673	5,576	2,666	1,791	1,782	-	1,535	1,500
ENDING FUND BALANCE	\$ 535,893	\$ 541,469	\$ 544,135	\$ 545,926	\$ 547,707	\$ 547,707	\$ 549,242	\$ 550,742

Drainage Detention Fund

Fund 2701

This is a non-major capital project fund. The fund was established from developer contributions for drainage and detention projects. The funds are restricted.



PROPOSED BUDGET FY 2016-2017



Drainage Detention Fund
Revenue, Expenses and Changes in Fund Balance
Fund 2701

	2011-2012	2012-2013	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ -	\$ 88,884	\$ 89,322	\$ 89,615	\$ 89,907	\$ 89,907	\$ 90,207
REVENUES							
Interest income	684	437	293	292	-	300	300
Developer Contributions	88,200	-	-	-	-	-	-
Transfer in from the General Fund	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	\$ 88,884	\$ 437	\$ 293	\$ 292	\$ -	\$ 300	\$ 300
TOTAL FUNDS AVAILABLE	\$ 88,884	\$ 89,322	\$ 89,615	\$ 89,907	\$ 89,907	\$ 90,207	\$ 90,507
EXPENDITURES							
Transfer to the General Fund	-	-	-	-	-	-	-
Comp Plan Studies	-	-	-	-	-	-	-
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) exp	88,884	437	293	292	-	300	300
ENDING FUND BALANCE	\$ 88,884	\$ 89,322	\$ 89,615	\$ 89,907	\$ 89,907	\$ 90,207	\$ 90,507

Park Development Fee Fund

Fund 3000

(All Cells)

This is a non-major special revenue fund. The funds include donations and park development fees. Park Development Fees are dedicated at the time of development or platting.



PROPOSED BUDGET FY 2016-2017



**Park Development Fee Fund
Revenue, Expenses and Changes in Fund Balance**

**Fund 3000
(All Cells)**

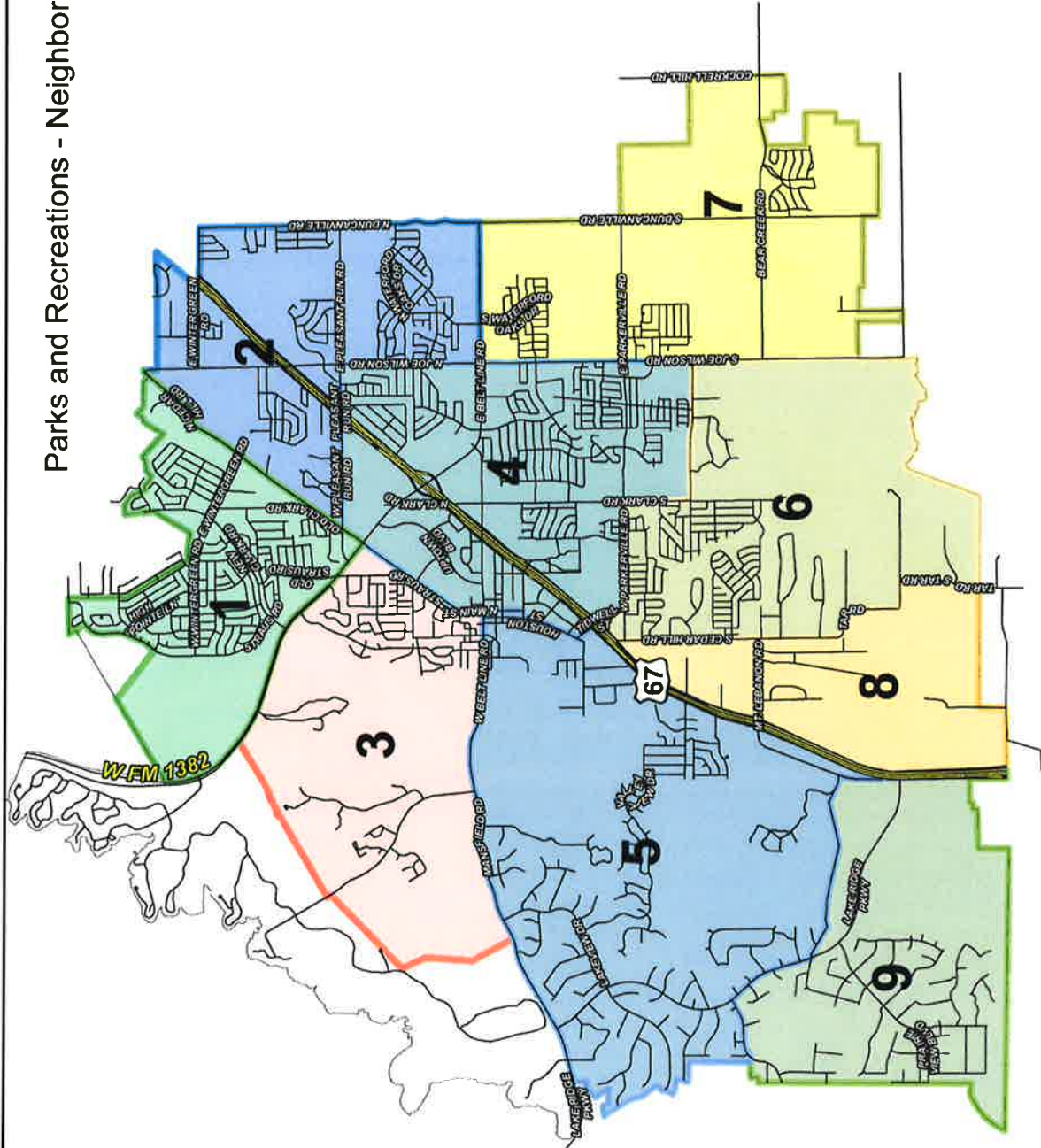
	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 548,385	\$ 550,190	\$ 518,417	\$ 518,417	\$ 487,512	\$ 487,512	\$ 487,512
REVENUES							
Interest income	1,805	1,791	-	1,800	1,800	-	1,800
Fees	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	<u>\$ 1,805</u>	<u>\$ 1,791</u>	<u>\$ -</u>	<u>\$ 1,800</u>	<u>\$ 1,800</u>	<u>\$ -</u>	<u>\$ 1,800</u>
TOTAL FUNDS AVAILABLE	<u>\$ 550,190</u>	<u>\$ 551,981</u>	<u>\$ 518,417</u>	<u>\$ 520,217</u>	<u>\$ 489,312</u>	<u>\$ 487,512</u>	<u>\$ 489,312</u>
EXPENDITURES							
Playground Improvements	-	33,564	35,000	32,705	-	-	-
Buildings and other Improvements	-	-	-	-	90,000	-	90,000
TOTAL OPERATING EXPENDITURES	<u>-</u>	<u>33,564</u>	<u>35,000</u>	<u>32,705</u>	<u>90,000</u>	<u>-</u>	<u>90,000</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,805</u>	<u>(31,773)</u>	<u>(35,000)</u>	<u>(30,905)</u>	<u>(88,200)</u>	<u>-</u>	<u>(88,200)</u>
ENDING FUND BALANCE	<u>\$ 550,190</u>	<u>\$ 518,417</u>	<u>\$ 483,417</u>	<u>\$ 487,512</u>	<u>\$ 399,312</u>	<u>\$ 487,512</u>	<u>\$ 399,312</u>

Park Development Fee Revenue Schedule

Account Number	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
Revenue Schedule							
3000-100-000-47111 Interest Allocation - Bank Account	60.54	60.59	-	85.00	80.00	-	80.00
3000-100-000-47112 Interest Allocation - Investment Pool	0.59	0.21	-	-	-	-	-
3001-100-000-47111 Interest Allocation - Bank Account	32.38	32.40	-	45.00	50.00	-	50.00
3001-100-000-47112 Interest Allocation - Investment Pool	0.32	0.11	-	-	-	-	-
3002-100-000-47111 Interest Allocation - Bank Account	500.07	500.67	-	550.00	600.00	-	600.00
3002-100-000-47112 Interest Allocation - Investment Pool	4.86	1.70	-	-	-	-	-
3003-100-000-47111 Interest Allocation - Bank Account	114.10	114.24	-	125.00	150.00	-	150.00
3003-100-000-47112 Interest Allocation - Investment Pool	1.10	0.38	-	-	-	-	-
3004-100-000-47111 Interest Allocation - Bank Account	764.58	760.90	-	675.00	700.00	-	700.00
3004-100-000-47112 Interest Allocation - Investment Pool	7.40	2.59	-	-	-	-	-
3005-100-000-47111 Interest Allocation - Bank Account	69.67	69.74	-	80.00	100.00	-	100.00
3005-100-000-47112 Interest Allocation - Investment Pool	0.70	0.24	-	-	-	-	-
3006-100-000-47111 Interest Allocation - Bank Account	186.02	186.24	-	200.00	220.00	-	220.00
3006-100-000-47112 Interest Allocation - Investment Pool	1.80	0.62	-	-	-	-	-
3007-100-000-47111 Interest Allocation - Bank Account	-	-	-	-	-	-	-
3009-100-000-47111 Interest Allocation - Bank Account	60.27	60.34	-	75.00	100.00	-	100.00
3009-100-000-47112 Interest Allocation - Investment Pool	0.59	0.21	-	-	-	-	-
Total Park Development Fees (All Cells)	1,804.99	1,791.18	-	1,835.00	2,000.00	-	2,000.00
Development Fees							
3000-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3001-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3002-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3003-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3004-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3005-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3006-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3007-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
3009-400-000-48109 Developer Assessment Fee	-	-	-	-	-	-	-
Total Developer Fees	-	-	-	-	-	-	-
Total Park Development Fee Revenue	1,804.99	1,791.18	-	1,835.00	2,000.00	-	2,000.00

Account Number	2012-2013	2013-2014	2014-2015	BUDGET 2015 2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
Expenditures								
3001 PARK DEVELOPMENT DONATION FUND CELL 1								
3001-400-410-000-52102 Maintenance - Playground Surface	-	-	-	-	-	-	-	-
3001-400-410-000-52104 Maintenance - Park Structures	-	-	-	-	-	-	-	-
3002 PARK DEVELOPMENT DONATION FUND CELL 2								
3002-400-410-000-51125 Minor Apparatus	-	-	-	-	-	-	-	-
3002-400-410-000-59406 Windmill Hill Neighborhood Park	-	-	-	-	-	-	-	-
3002-400-410-000-59410 Waterford Oaks Improvements	(141.69)	-	-	-	-	-	-	-
3002-400-410-000-59499 David Rush Park	-	-	-	-	-	-	-	-
3003 PARK DEVELOPMENT DONATION FUND CELL 3								
3003-400-410-000-52102 Maintenance - Playground Surface	-	-	-	-	-	-	-	-
3003-400-410-000-59105 Buildings and Other Improvements	-	-	-	-	-	-	-	-
3004 PARK DEVELOPMENT DONATION FUND CELL 4								
3004-400-410-000-52102 Maintenance - Playground Surface	-	-	75.00	0	10,717.92	-	-	-
3004-400-410-000-52125 Maintenance - Lighting Systems	-	-	-	-	-	-	-	-
3004-400-410-000-59105 Buildings and Other Improvements	-	-	-	-	-	-	-	-
3004-400-410-000-59427 City Center Trail & Signature Park Proje	-	-	33,489.00	-	21,987.28	-	-	-
3005 PARK DEVELOPMENT DONATION FUND CELL 5								
3005-400-410-000-51125 Minor Apparatus	-	-	-	-	-	-	-	-
3005-400-410-000-52102 Maintenance - Playground Surface	-	-	-	-	-	-	-	-
3006 PARK DEVELOPMENT DONATION FUND CELL 6								
3006-400-410-000-51125 Minor Apparatus	-	-	-	-	-	-	-	-
3007 PARK DEVELOPMENT DONATION FUND CELL 7								
3007-400-410-000-51125 Minor Apparatus	-	-	-	-	-	-	-	-
3009 PARK DEVELOPMENT DONATION FUND CELL 9								
3009-400-410-000-51125 Minor Apparatus	-	-	-	-	-	-	-	-
3009-400-410-000-52102 Maintenance - Playground Surface	-	-	-	-	-	-	-	-
Total Expenditures - (All Cells)	(141.69)	-	33,564.00	-	32,705.20	-	-	-

Parks and Recreations - Neighborhood Areas



CITY OF CEDAR HILL
APRIL 2016 CIP WORKSHOP
STREETS, FACILITY, PARKS & DRAINAGE CIP PLAN

PROJECT NAME	APRIL 2016		EXPEND.		ACTIVE- REMAINING BALANCE	CIP PLANNING PRORITIES					FUTURE YEAR PROJECTS	TOTAL CIP NEEDS IDENTIFIED
	CURRENT BUDGET	PROPOSED REVISIONS	CURRENT BUDGET	TO DATE Mar2016		FYE 16	FYE 17	FYE18	FYE19	FYE20		
STREETS:												
1 Street Overlays	1,231,041	155,000	1,386,041	1,363,662	22,379	1,000,000		500,000				\$ 1,500,000
2 DOWNTOWN STREETSCAPE	311,161		311,161	296,365	14,796							\$ -
3 Regional Drainage Detention & Trails (citywide)	1,015,000		1,015,000	949,255	65,745							\$ -
4 FM 1382 Capacity Improvements	3,051,670		3,051,670	2,926,080	125,590							\$ -
5 Pleasant Run Road East (Phase IV)	7,167,158		7,167,158	7,122,174	44,984							\$ -
6 Lake Ridge Parkway-Phase II - COMPLETE	3,439,322	(33,233)	3,406,089	3,406,089	0							\$ -
7 Concrete Street Repair Program	864,885		864,885	658,899	205,986	500,000		500,000				\$ 1,000,000
8 Mansfield Road	20,900,000		20,900,000	5,258,666	15,641,334							\$ -
8a Mansfield Road - County Participation	(6,000,000)		(6,000,000)		(6,000,000)							
9 Lakeview East	850,000	50,000	900,000	843,479	56,521							
10 Future Street Overlays												\$ -
11 Miscellaneous Street Remediation/Concrete Repair)											1,000,000	\$ 1,000,000
11 Joe Wilson Phase IV											11,700,000	\$ 11,700,000
12 Joe Wilson Phase IV (County Participation - MCIP)											(1,000,000)	\$ (1,000,000)
12 South Cedar Hill Road											4,273,500	\$ 4,273,500
13 Old Straus Road											3,118,500	\$ 3,118,500
13 Parkerville Phase II											7,507,500	\$ 7,507,500
14 Parkerville Phase III											4,273,500	\$ 4,273,500
14 South Clark Road											1,501,500	\$ 1,501,500
15 South Duncanville Road											7,623,000	\$ 7,623,000
15 US 67/Lake Ridge Pkwy Interchange											22,150,000	\$ 22,150,000
16 US 67/Lake Ridge Pkwy Interchange-Federal Funding												\$ -
16 Lake Ridge Pkwy East/Bear Creek Road											6,615,000	\$ 6,615,000
17 US 67/Tidwell Interchange											2,541,000	\$ 2,541,000
17 North Duncanville Road											12,500,000	\$ 12,500,000
18 City-wide Signalization Improvements											4,504,500	\$ 4,504,500
18 US67/Belt Line Intersection Improvements											332,640	\$ 332,640
19 US67/Joe Wilson Improvements											254,100	\$ 254,100
19 US 67/Wintergreen Improvements											294,525	\$ 294,525
20 US 67/FM1382 Intersection Improvements											277,200	\$ 277,200
20 FM 1382/Shenandoah Intersection Improvements											65,835	\$ 65,835
21 FM 1382/Sleepy Hollow Intersection Improvements											272,580	\$ 272,580
21 FM 1382/New Clark Intersection Improvements											250,635	\$ 250,635
22 Lakeview Drive Reconstruction											7,500,000	\$ 7,500,000
22 Cedar Hill Rd.											10,473,750	\$ 10,473,750
23 Cedar Hill Rd.											6,615,000	\$ 6,615,000
23 E. Wintergreen Rd.											2,818,000	\$ 2,818,000
24 Main Street											323,000	\$ 323,000
24 Houston St.											3,797,000	\$ 3,797,000
25 Cedarview Dr.											474,075	\$ 474,075
25 Joe Wilson Rd. (Future Phase)											4,893,000	\$ 4,893,000
26 Wintergreen Rd.											3,485,000	\$ 3,485,000
26 Tidwell St. (across US67 to RR XING)											2,620,000	\$ 2,620,000
27 Tar Rd.											6,886,215	\$ 6,886,215
27 Clark Road South -Phase II											8,718,000	\$ 8,718,000
28 Joe Wilson (South)											5,000,000	\$ 5,000,000
28 Duncanville Rd.											10,830,000	\$ 10,830,000
29 Cockrell Hill Rd.											4,272,000	\$ 4,272,000
29 Mt. Lebanon Rd.											3,482,000	\$ 3,482,000

CITY OF CEDAR HILL
APRIL 2016 CIP WORKSHOP
STREETS, FACILITY, PARKS, AND DRAINAGE CIP PLAN

PROJECT NAME	APRIL 2016 CURRENT PROPOSED BUDGET REVISIONS	EXPEND. TO CURRENT	ACTIVE- REMAINING BALANCE	CIP PLANNING PROIRITIES					FUTURE YEAR PROJECTS	TOTAL CIP NEEDS IDENTIFIED
				FYE 16	FYE 17	FYE 18	FYE 19	FYE 20		
30 Bear Creek Rd./Lake Ridge Pkwy East									3,141,000	\$ 3,141,000
30 Bear Creek Rd. - Phase I									11,203,000	\$ 11,203,000
31 Bear Creek Rd. Realignment									2,394,000	\$ 2,394,000
31 Road "A" -2									15,000,000	\$ 15,000,000
32 Cedarview Dr. Extension									460,000	\$ 460,000
32 Cedarview Dr. (2)									1,690,000	\$ 1,690,000
33 Mt. Lebanon Rd. (2)									5,460,000	\$ 5,460,000
33 Mt. Lebanon Rd. (3)									3,807,000	\$ 3,807,000
34 Lakeview Extension									6,300,000	\$ 6,300,000
34 Mt. Lebanon Collector									5,250,000	\$ 5,250,000
35 Waterford Oaks Extension									2,940,000	\$ 2,940,000
35 Parker/ville/ Duncanville Rd. Collector									4,830,000	\$ 4,830,000
36 Little Creek Extension									3,150,000	\$ 3,150,000
36 Bear Creek/ Duncanville Rd. Collector									4,830,000	\$ 4,830,000
37 Parker/ville/ E Stone Hill Collector									4,725,000	\$ 4,725,000
37 High Meadows Rd. Extension									3,360,000	\$ 3,360,000
38 Weaver St. Extension									2,625,000	\$ 2,625,000
38 Wooded Creek Dr. Extension									3,990,000	\$ 3,990,000
39 Rocky Acres Extension									1,890,000	\$ 1,890,000
39 Cedar Hill Rd. Extension									3,255,000	\$ 3,255,000
40 Edgefield Extension									1,260,000	\$ 1,260,000
40 Bear Creek Rd. Phase II									5,460,000	\$ 5,460,000
41 Future Road									2,940,000	\$ 2,940,000
41 Traffic Signals									250,000	\$ 250,000
42 Sustainable Watershed Management									300,000	\$ 300,000
42 Lakeridge Parkway Interchange									2,850,000	\$ 2,850,000
43 Lakeridge Parkway Interchange									(2,800,000)	\$ (2,800,000)
44 West I382 Phase IIA - Safety Lane	750,000	275,000	1,025,000	150,000	875,000					\$ -
45 West I382 Phase IIA (CMAQ - NW Univ)	(375,000)	(225,000)	(600,000)	0	(600,000)					\$ -
Proposed Added to Plan										
46 Street Lighting Improvements	0		100,000							\$ 100,000
47 Intergreen Rd./Duncanville Rd. Intersection	464,000	464,000	5,191	458,809						\$ 200,000
48 Duncanville Road Rehab			1,000,000							\$ 1,000,000
49 Street Sign Illumination Ph II (TxDOT Controlled Intersections)	0	0	600,000							\$ 600,000
50 Traffic Signal Installation (New Clark @ Wintergreen)			200,000							\$ 200,000
51 Parks Playgroud Equipment									1,100,000	
SUBTOTAL STREETS										
	33,669,237	221,767	33,891,004	22,979,860	10,911,144	1,500,000	1,900,000	1,200,000	0	273,902,555
FACILITIES AND EQUIPMENT:										
CURRENT APPROVED PLAN:										
1 Library Expansion (authorized not issued)								300,000	9,100,000	\$ 9,400,000
2 Muni Center Available				47,006						\$ -
Service Center Improvements - Parking Lot &	175,000	175,000	175,000	18,100	156,900				2,000,000	\$ 2,000,000
3 Drainage Improvements										\$ -
4 Service Center Imp's - (Spec. Projects Fund)	(175,000)	(175,000)	(175,000)							\$ -
6 Relocate Fire Station #2									3,570,000	\$ 3,570,000
7 Generators									1,212,000	\$ 1,212,000
8 Street Sign Illumination Ph I	150,000	150,000		0						\$ -
9 Street Sign Illumination Ph I (Other Funds)	(150,000)	(150,000)		0						\$ -
SUBTOTAL FAC&EQ										
	0	0	0	18,100	26,96	0	0	300,000	15,882,000	\$ 16,182,000



Water and Sewer Fund

Fund 0100

This fund is the Utility Fund of the City and is supported with utility rates and other charges. The City purchases water under contract with Dallas Water Utilities. The City's sewer is treated by Trinity River Authority. Rate and charges for wholesale costs are set annually. The City's customer rates are reviewed annually.



PROPOSED BUDGET FY 2016-2017

Unaudited



WATER & SEWER
(Revenues, Expenditures and Change in Fund Balance)
Fund 0100

	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Estimated 2015-2016	Continuation 2016-2017	Growth	Proposed 2016-2017	\$ Chg to 16 Budget	%Chg to 16 Budget	%Chg to 16 Est.
BEGINNING FUND BALANCE	\$ 4,423,355	\$ 5,518,538	\$ 6,152,002	\$ 6,152,002	\$ 8,380,860	\$ -	\$ 8,380,860			
OPERATING REVENUES										
Investment Income	\$ 14,141	\$ 22,869	\$ 20,000	\$ 19,000	\$ 20,000	\$ -	\$ 20,000	-	0.0%	5.26%
Licenses/Permits	14,763	17,134	20,000	21,520	20,500	-	20,500	500	2.5%	-4.74%
Water	9,644,953	10,125,382	10,440,000	11,285,000	11,676,500	-	11,676,500	1,236,500	11.8%	3.47%
Sewer	7,199,117	8,139,545	7,473,000	7,660,000	7,838,000	-	7,838,000	365,000	4.9%	2.32%
Charges for Services	588,559	395,186	340,300	409,572	353,500	-	353,500	13,200	3.9%	-13.69%
Miscellaneous Income	400,956	4,963	15,000	11,300	10,000	-	10,000	(5,000)	-33.3%	-11.50%
Other sources and transfers	-	-	-	820,000	-	-	-	-	-	-
TOTAL REVENUES	\$ 17,862,489	\$ 18,705,078	\$ 18,308,300	\$ 20,226,392	\$ 19,918,500	\$ -	\$ 19,918,500	1,610,200	8.6%	-1.52%
OPERATING EXPENSES										
Information Technology (130)	\$ 153,509	\$ 165,997	\$ 245,865	\$ 245,865	\$ 290,000	\$ -	\$ 290,000	44,115	17.9%	17.94%
Utility Billing (190)	1,320,448	1,802,709	1,684,665	2,107,873	2,079,850	-	2,079,850	395,185	23.5%	-1.33%
Public Works (700)	926,403	897,643	1,192,335	1,033,809	1,280,682	-	1,280,682	88,347	7.4%	23.88%
Water & Sewer Operations (760)	11,343,430	11,198,921	11,863,215	11,466,989	12,552,376	150,000	12,702,376	839,161	7.1%	10.77%
Total Operating Expenses	\$ 13,743,791	\$ 14,065,270	\$ 14,986,100	\$ 14,854,557	\$ 16,202,909	\$ 150,000	\$ 16,352,909	1,366,809	9.1%	10.09%
NON-OPERATING EXPENSES										
Debt payments	\$ 1,223,515	\$ 1,361,345	\$ 1,330,600	\$ 1,342,977	\$ 1,761,527	\$ -	\$ 1,761,527	430,927	32.4%	31.17%
Transfers to Joe Pool Lake Fund	1,800,000	2,645,000	1,800,000	1,800,000	1,800,000	-	1,800,000	-	0.0%	0.00%
Transfer to Capital Projects Fund	-	-	-	-	-	841,450	841,450	-	0.0%	0.00%
Total Non-Operating Expenses	\$ 3,023,515	\$ 4,006,345	\$ 3,130,600	\$ 3,142,977	\$ 3,561,527	\$ 841,450	\$ 4,402,977	\$ 430,927	13.8%	40.09%
TOTAL EXPENSES	\$ 16,767,306	\$ 18,071,615	\$ 18,116,700	\$ 17,997,534	\$ 19,764,436	\$ 991,450	\$ 20,755,886	2,639,186	14.6%	15.33%
Revenues over (under) expenses	\$ 1,095,183	\$ 633,464	\$ 191,600	\$ 2,228,858	\$ 154,064	\$ (991,450)	\$ (837,386)			
ENDING FUND BALANCE	\$ 5,518,538	\$ 6,152,002	\$ 6,343,602	\$ 8,380,860	\$ 8,534,924	\$ (991,450)	\$ 7,543,474			
Unreserved, designated for unbudgeted items	\$ 1,326,711	\$ 1,634,098	\$ 1,814,427	\$ 3,881,476	\$ 3,593,815	\$ -	\$ 2,354,503			
Unreserved, undesignated @25% of exp.	4,191,827	4,517,904	4,529,175	4,499,383	4,941,109	-	5,188,971			
	\$ 5,518,538	\$ 6,152,002	\$ 6,343,602	\$ 8,380,860	\$ 8,534,924	\$ -	\$ 7,543,474			
								36.3%		

PUBLIC WORKS ADMINISTRATION / ENGINEERING

MISSION STATEMENT:

The mission of the Public Works Department is to plan, design, build and maintain the public infrastructure in a manner that is consistent with Professional Engineering Principles.

CORE FUNCTIONS:

- 1) Administer departmental operations** - Provide engineering and technical staff support for Public Works functions including Operations (Fleet Maintenance, Water and Sewer and Streets and Drainage Divisions)
- 2) Review development plans and plats and perform construction inspection-** Review plans to assure conformance to City design standards, ordinances and accepted engineering practices and provide inspection services to assure compliance with plans and specifications
- 3) Manage Capital Projects** - Coordinate and manage the design and construction of water, sewer, drainage and streets Capital Improvement Projects (CIP) and provide inspection services to assure compliance with plans and specifications
- 4) Provide citizen assistance** - Inform citizens and offer advice pertaining to traffic, drainage and various related issues

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Administer departmental operations

Action:

- Review and approve Right-of-Way Work Permit requests
- Permit and monitor construction activity of franchise utilities within City right-of-way/easements
- Provide construction inspections for all projects under construction within City right-of-way
- Implement the City's water, sewer, storm water and transportation master plans and update as needed
- Assure compliance with federal, state and local requirements pertaining to the operation of water, sewer and storm water systems (Clean Water Act, National Pollutant Discharge Elimination Systems (NPDES), etc.)
- Coordinate with federal, state and county agencies regarding regional transportation initiatives
- Pursue outside funding sources for new projects

Activity Measurement:

- Review and approve Right-of-Way Work Permit requests within five working days
- Review Citizens' Information/Request Center (CIRC) printout - to ensure timely responses to customer requests monthly
- Attend transportation and water and waste water related committee meetings monthly (i.e. North Central Texas Council of Government committees, Trinity River Authority committees, etc.)
- Research grant opportunities monthly

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #2 Review development plans and plats and perform construction inspection

Action:

- Advise developers and contractors regarding infrastructure improvements required for development
- Review site plans and engineering plans, plats and contractor specifications for compliance with the City's Comprehensive Plan, City ordinances, and the various infrastructure system master plans
- Perform daily inspections of construction for development related projects within City's right of way and/or public easements
- Obtain required fees and documentation from developers and contractors

Activity Measurement:

- Review public improvement plans and specifications to assure compliance with comprehensive plan and construction standards within ten working days
- Review private development plans within five working days
- Perform daily inspections of construction projects taking place within the City's right-of-way
- Collect required fees and documentation from developers and contractors within five business days from the date of the preconstruction meeting

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #3 Manage capital projects

Action:

- Develop design criteria
- Review engineering plans and specifications
- Develop project construction schedules
- Acquire the required Right-of-Way (ROW), Right-of-Entry (ROE) and easements
- Coordinate contractor's activities and project schedules
- Manage Capital Improvement Program budget
- Verify that quantities which are invoiced for capital projects on a monthly basis are for work completed to date
- Develop scope of services and administer professional services agreements
- Provide project management and contract administration for all capital improvement projects
- Inform the public of Capital Improvement Projects (CIP)

Activity Measurement:

- Assure 100% compliance with the comprehensive plan, Parks' Master Plan and with the various infrastructure system master plans
- Review all engineering plans and specifications to assure compliance with City design criteria and construction standards within three weeks
- Coordinate the construction schedule with 100% of the residents, business owners, franchise utilities, other agencies and contractors
- Provide construction inspection services for 100% of all capital projects
- Review and process all contractor pay estimates submitted for payment monthly
- Monitor the progress of construction weekly to ensure the approved budget is not exceeded
- Seek input from and inform the public on 100% of all Capital Improvements Projects (CIP)

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #4 Provide citizen assistance

Action:

- Respond to citizen requests and offer assistance as required to resolve water, sewer, drainage, traffic and other public improvement related issues
- Meet with citizens regarding environmental issues
- Provide information and assistance to citizens regarding on-going construction projects within the City's right-of-way and easements
- Promote environmental protection
- Implement citizen education campaigns

Activity Measurement:

- Respond to citizens within two working days of request
- Provide public information regarding various environmental policies and issues via City newsletter and website quarterly
- Update the website monthly (or as needed) with status of ongoing construction projects
- Distribute public education materials for the Water Quality Report annually as required by state regulations
- Post changes to current water conservation stages to the website and to the hotline within 48 hours
- Participate in annual City-wide programs to distribute educational materials (Neighborhood Block Party/Country Day)

Meets City Council's Premier Statements:

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

SUMMARY - PUBLIC WORKS ADMINISTRATION/ENGINEERING

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 829,911	\$ 768,273	\$ 1,045,345	\$ 875,284	\$ 1,149,972	\$ -	\$ 1,149,972
Supplies	15,752	13,134	16,650	14,725	17,025	-	17,025
Maintenance	6,201	12,078	12,740	12,290	12,970	-	12,970
Services	31,088	52,522	40,085	56,170	44,325	-	44,325
Utilities	6,453	4,545	6,300	2,450	6,300	-	6,300
Miscellaneous	36,998	46,384	44,215	46,960	50,090	-	50,090
Capital Outlay	-	707	27,000	25,930	-	-	-
TOTAL Dept. Budget	\$ 926,403	\$ 897,643	\$ 1,192,335	\$ 1,033,809	\$ 1,280,682	\$ -	\$ 1,280,682

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Director of Public Works	1.00	1.00	1.00	1.00	1.00	0.00	1.00
City Engineer	1.00	0.00	1.00	1.00	1.00	0.00	1.00
Civil Engineer	1.00	2.00	1.00	1.00	1.00	0.00	1.00
Civil Engineer (EIT)	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Environmental Project Coordinator	1.00	1.00	0.00	0.00	1.00	0.00	0.00
Environmental Manager	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Environmental Construction Inspector	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00	1.00	0.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00	0.00	1.00
GIS Technician	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Executive Assistant	0.00	0.00	1.00	1.00	1.00	0.00	1.00
Executive Secretary	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Administrative Secretary	1.00	1.00	2.00	2.00	2.00	0.00	2.00
Data Entry Clerk	1.00	1.00	1.00	0.00	1.00	0.00	0.00
TOTAL Department Staff	12.00	12.00	11.00	11.00	11.00	0.00	11.00

REPLACEMENT VEHICLES & EQUIPMENT:	COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**PUBLIC WORKS ADMINISTRATION/ENGINEERING
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
Vehicles:							
Ford Escape 4WD		2011	27,875				
F150 Pick-up (Inspector)		2008	83,844				
Ford Ranger PW-705		2002	45,400				
Chevrolet Traverse		2016	183				
Equipment:							
Canon GIS Plotter		2008					
KIP Scanner		2009					



WATER and SEWER OPERATIONS

MISSION STATEMENT:

The mission of the Water and Sewer Department is to provide superior service through a well-maintained water distribution and wastewater collection infrastructure for Cedar Hill citizens and businesses.

CORE FUNCTIONS:

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

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Maintain water distribution system

Action:

- Operate and maintain 318 miles of water mains, valves and fire hydrants
- Comply with Texas Commission on Environmental Quality Rules and Regulations

Activity Measurement:

- Monitor system pressures daily
- Flush dead end mains monthly
- Repair major water leaks within one day
- Perform leak detection monthly
- Monitor water quality by collecting bacteriological samples monthly
- Complete reporting requirements monthly/annually

Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #2 Maintain wastewater collection system

Action:

- Operate and maintain 245 miles of wastewater mains and manholes
- Operate and maintain 20 lift stations
- Assess collection system for inflow and infiltration

Activity Measurement:

- Perform cleaning of problematic areas weekly
- Administer Inflow and Infiltration Program annually
- Clean lift stations monthly
- Complete routine repairs to lift stations within three business days
- Televis and assess 100,000 feet of sewer lines every two years

Meets City Council Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #3 Maintain water pump stations and storage tanks

Action:

- Operate and maintain pumps, motors and storage tanks at all pump stations

Activity Measurement:

- Pump a daily average of 5.7 million gallons of water through City water pump stations
- Complete emergency repairs on pump stations and ground storage tanks within 24 hours
- Complete routine repairs on pump stations and ground storage tanks within five business days
- Perform preventative maintenance on pump stations monthly

Meets City Council Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

CORE FUNCTION: #4 Respond to customer requests

Action:

- Acknowledge and respond to water and sewer concerns (approximately 100 requests received per week)
- Minimize complaints by reducing service interruptions
- Provide advance notification for scheduled repairs

Activity Measurement:

- Respond to routine customer requests within 24 hours and provide a timeline for repairs
- Resolve routine water and sewer complaints within two business days
- Respond to emergencies within 45 minutes
- Provide 24 hour advance notification on scheduled repairs
- Provide notification for emergency repairs within 24 hours

Meets City Council Premier Statements:

Cedar Hill is Safe.

Cedar Hill is Clean.

SUMMARY - WATER & SEWER OPERATIONS

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017			
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED	
Personnel	\$	1,051,281	\$	888,244	\$	1,083,730	\$	1,156,200	\$	1,146,646	\$	1,146,646
Supplies		101,674		79,654		106,350		85,885		93,350		93,350
Maintenance		187,675		262,415		435,700		263,000		435,500		435,500
Services		8,800,145		8,588,216		8,985,425		8,737,207		9,415,120		9,415,120
Utilities		326,319		343,146		360,410		332,910		398,410		398,410
Leases/Rentals		2,541		1,941		5,000		6,700		6,700		6,700
Miscellaneous		26,473		15,364		19,600		17,600		21,350		21,350
Capital Outlay		34,259		1,809		50,000		51,289		125,000		125,000
TOTAL Dept. Budget	\$	10,530,367	\$	10,180,789	\$	11,046,215	\$	10,650,791	\$	11,642,076	\$	11,642,076

STAFFING	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017		
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED
Public Works Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Utilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Utilities Maintenance Crew Chief	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	4.00
Utilities Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	2.00
Utilities Maintenance Worker	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00	7.00
Mechanic*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00
PT Laborer	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.00	0.00	0.00	0.00
TOTAL Department Staff	16.65	16.65	16.65	16.65	16.65	16.65	16.65	16.00	16.00	0.00	16.00

REPLACEMENT VEHICLES & EQUIPMENT:	COST	FUNDED
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Backhoe	\$ 125,000	Yes
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PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

*Mechanic reports to Fleet Maintenance Superintendent

Water & Sewer Operations

CURRENT VEHICLES & EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	LIFE	CM APPROVED
Vehicles:							
Ford Dump Truck		2011	27,278				
F-750 Dump Truck		2008	18,663				
F-350 One-Ton Crew Cab 8028		2008	80,073				
F-150 Supercab 4X4		2008	164,076				
Chevy 3/4 CC 4x4		2016	2,750				
Chevy 1-Ton Crew Cab		2015	14,400				
Ford 3/4 Ton Van		2006	60,300				
International Truck/ Vactor		2006	17,100				
Chevy 3/4 4X4 (Duty)		2015	23,000				
Ford 1-Ton Crew Cab		2014	27,300				
F-250 Ford 4x4		2012	79,200				
Ford Sewer Truck-Carries Jet Machine		2005	11,819				
Ford 750 Dump Truck		2002	51,300				
F-450 Ford Sewer truck		2012	16,400				
Equipment:							
John Deere 410E Backhoe		2010	746				
2008 Tilt Equipment Trailer		2008					
2014 lateral camera		2014					
Trench Shoring		2007					
Tandem Axle Grass Trailer		2006					
410 John Deere 4X4		2006	1,667				
Konica Minolta Biz Hub copier		2014					
2003 Vac-tron		2003	80				
Interstate Tilt Trailer		2002					
Interstate Tilt Trailer		2002					
Case Backhoe/Loader 590 M	x	2002	1,765	Backhoe	\$125,000	10 Years	Yes
Pipe Hunter 541 Sewer Jet Machine		2000					
Boring Machine		2000					
125 psi Ingersoll-Rand Air Compressor		1996					
Big Boss 67 Sewer Jet Machine		1995	1,117				
Case 590 Backhoe/Loader		1995	3,452				



UTILITY SERVICES

MISSION STATEMENT:

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

CORE FUNCTIONS:

- Customer Services – Resources to interact with customers on the subjects of starting and stopping utility services, responding to customer questions or concerns regarding billing issues, interacting with the City's billing contractor to optimize billing services, providing utility related research and analysis and processing utility payments for walk-in customers.
- Field Services – Resources to provide services related to maintaining and repairing water meters, setting and programming new meters, performing disconnect and reconnect services, reading meters when required and assisting customers in the field with questions on any infrastructure and billing related issues.
- Visitor/Reception Center – Resources to serve as first point of contact for Government Center visitors, respond to customer inquiries and concerns and provide a dedicated spokesperson for consistently communicating City messaging.

2016 - 2017 WORK PLAN

CORE FUNCTION: #1 Customer Services

Action:

- Respond to customers inquiries
- Create customer account service order requests
- Establish new utility accounts
- Suspend delinquent utility accounts
- Contact customers regarding returned checks
- Accurately bill customers for monthly utility charges
- Receipt and accurately post utility payments
- Prepare customer payments for deposit

Activity Measurement:

- Interface daily with City's contract billing contractor (Global Water-Fathom) to optimize billing services
- Address issues of 3,200 walk-in utility customers to Government Center, 500 emails, 4,000 phone calls each month
- Prepare deposits for transport to the bank within one business day
- Process and respond to customer complaints and or requests for action within two business days
- Process approximately 350 new, transfer, and final service requests for utility accounts monthly
- Process notification for 25 returned checks monthly
- Provide next day connection of water service if all necessary information or payments is received by 12:00 pm each business day
- Suspend all commercial and residential water utility accounts that are at least 30 days past the due date
- Suspend water service for all defaulted pay arrangements and return check notifications within three business days of payment default
- Initiate and close more than 1,550 service orders monthly
- Post utility payments on same business day of receipt
- Prepare deposits for transport to the bank within one business day
- Process and respond to customer complaints and or requests for action within two business days
- Issue billing statements to all 15,500 customers by the scheduled billing dates, 5th and 20th of each month

CORE FUNCTION: #2 Field Services

Action:

- Perform required maintenance, troubleshooting, repairs and/or programming on water meters and associated infrastructure
- Activate service for new water utility accounts
- Suspend service for delinquent accounts and move out notifications
- Meet with customers in the field to respond to questions or concerns, and to educate on the subjects of infrastructure operations, conservation and smart water use.

Activity Measurement:

- Turn on or off 350 water meters monthly per customer service requests
- Suspend water service to approximately 650 locations monthly for delinquent payment, defaulted pay arrangements, NSF checks, and unauthorized usage
- Maintain meter change out program to replace water meters at the end of their expected lifespan, as identified by the manufacturer, with a new meter by replacing at least 10% of existing meters annually and testing residential meters at 10 years of age and all of the top ten water consumers annually.

CORE FUNCTION: #3 Visitor/Reception Center

Action:

- Serve as the first point of contact for those visiting the Government Center
- Respond to customer inquiries and concerns
- Effectively communicate to meet our citizens needs

Activity Measurement:

- Respond to 200 citizen contacts per monthly
- Create ten monthly citizen requests for service within *Access Cedar Hill* monthly.

SUMMARY - UTILITY CUSTOMER SERVICE

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017			
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED	GROWTH	PROPOSED	
Personnel	\$	775,994	\$	660,111	\$	619,710	\$	676,590	\$	684,160	\$	684,160
Supplies		72,778		23,513		26,450		166,870		58,700		58,700
Maintenance		34,717		5,755		5,645		828		3,000		3,000
Services		428,907		1,089,511		976,910		1,224,899		1,266,600		1,266,600
Utilities		2,742		4,148		3,480		3,515		3,765		3,765
Leases/Rentals		-		1,838		9,000		470		-		-
Miscellaneous		5,310		5,231		10,865		9,753		13,625		13,625
Capital Outlay		-		12,602		32,605		24,948		50,000		50,000
TOTAL Dept. Budget	\$	1,320,448	\$	1,802,709	\$	1,684,665	\$	2,107,873	\$	2,079,850	\$	2,079,850

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Utilities Manager	0.00	0.00	1.00	1.00	1.00	0.00	1.00
Customer Service Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Customer Service Specialist	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Senior Meter Reader	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Customer Service Rep.	1.00	1.00	1.00	1.00	1.00	0.00	2.00
Senior Utility Billing Rep.	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Senior Utility Billing Field Technician	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Lead Customer Service Technician	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Receptionist	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services Field Technician	3.00	2.00	1.00	1.00	1.00	0.00	2.00
Customer Service Rep.	4.00	5.00	4.00	4.00	4.00	0.00	3.00
Part-Time Meter Readers	1.50	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Customer Service Rep.	0.50	0.50	0.00	0.00	0.00	0.00	0.00
TOTAL Department Staff	16.00	12.50	10.00	10.00	10.00	0.00	10.00

REPLACEMENT VEHICLES & EQUIPMENT:	COST	FUNDED
Pick-Up Truck (2)	\$ 44,000	Yes

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

**UTILITY SERVICES
VEHICLES AND EQUIPMENT**

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	LIFE	CM APPROVED
VEHICLES:							
2015 Chevrolet Silverado		2015	200				
423 Ford Ranger - Meter Reader (John)	X	2007	102,191	Pick-Up Truck	\$22,000	5 Years	Yes
426 Ford Ranger - Meter Reader (Marc)	X	2005	94,479	Pick-Up Truck	\$22,000	5 Years	Yes
OFFICE EQUIPMENT:							
Currency Counter		2009					
HP Office Jet ProX576DW MFP		2014					
Martin Yale Letter Opener		2007					
Shear Check Endorser		2004					
MISCELLANEOUS:							
ToughBook Laptops (3)		2014					



SUMMARY - WATER & SEWER INFORMATION TECHNOLOGY

EXPENDITURES	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	27,648	5,312	-	-	-	-	-
Maintenance	59,951	72,173	-	-	-	-	-
Services	27,811	47,709	-	-	-	-	-
Leases/Rentals	35,648	39,153	-	-	-	-	-
Miscellaneous	2,451	1,650	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Transfers*	-	-	245,885	245,885	290,000	-	290,000
TOTAL Dept. Budget	\$ 153,509	\$ 165,997	\$ 245,885	\$ 245,885	\$ 290,000	\$ -	\$ 290,000

STAFFING	ACTUAL		BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15			CONTINUED	GROWTH	PROPOSED

N/A

REPLACEMENT VEHICLES & EQUIPMENT:	COST	COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	COST	FUNDED
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NA

*These Funds are Transferred to the General Fund

SUMMARY - WATER & SEWER FUND NON-DEPARTMENT

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Maintenance	-	-	-	-	-	-	-
Services	10,864	7,073	10,300	9,498	10,300	-	10,300
Miscellaneous	-	-	-	13,914	-	-	-
Debt Service/Transfers	3,825,714	5,017,403	3,937,300	3,949,677	4,461,527	841,450	5,302,977
Capital	-	-	-	-	-	-	-
TOTAL Dept. Budget	\$ 3,836,578	\$ 5,024,476	\$ 3,947,600	\$ 3,973,089	\$ 4,471,827	\$ 841,450	\$ 5,313,277

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED

N/A

REPLACEMENT VEHICLES & EQUIPMENT:	COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

CITY OF CEDAR HILL, TEXAS
CAPITAL RECOVERY FEES
SOURCES AND USES OF FUNDS
AS OF SEPTEMBER 30, 2014

September, 2014

TRANSACTION	STREETS	WATER	WASTEWATER	TOTAL
Impact Fees Collected	12,290,760.31	9,034,485.65	3,800,655.94	25,125,901.90
Investment Earnings	1,973,955.41	1,727,127.18	1,081,699.54	4,782,782.13
Miscellaneous Revenue	-	995.00	-	995.00
Subtotal-total resources	\$14,264,715.72	\$10,762,607.83	\$4,882,355.48	\$29,909,679.03
Use of resources:				
Transfer to Debt Service Fund	8,555,432.00	746,500.00	1,053,500.00	10,355,432.00
Completed Projects:				
Water Projects:				
Meadowcrest Pump Station	-	387,551.00	-	387,551.00
Highway 67 and Joe Wilson Water Line	-	62,449.00	-	62,449.00
Mansfield Road Water Line	-	751,037.68	-	751,037.68
Highway 67 Water Line	-	145,765.26	-	145,765.26
Joe Wilson Water Line-Phase I	-	576,708.79	-	576,708.79
South Lakeridge Parkway Water Line	-	520,593.82	-	520,593.82
2 MG Elevated Tank (Parkerville)	-	1,123,188.50	-	1,123,188.50
Joe Wilson Water Line-Phase II	-	284,914.70	-	284,914.70
Beltline Road Water Line	-	356,448.44	-	356,448.44
Joe Wilson Water Line-Phase III	-	750,000.00	-	750,000.00
Flameleaf Ground Storage & Pump Station	-	2,824,700.43	-	2,824,700.43
Duncanville Road Water Line	-	176,203.10	-	176,203.10
US 67 24-inch Water Line	-	1,190,986.00	-	1,190,986.00
Sewer Projects:				
Mountain Creek Sewer Station	-	-	1,195,760.00	1,195,760.00
FM 1382 Trunk Sewer and Lift Station	-	-	24,240.00	24,240.00
Stewart Branch Sewer Line	-	-	614,224.64	614,224.64
Bear Creek Sewer Lines	-	-	159,344.90	159,344.90
Baggett Branch Sewer Trunk	-	-	70,601.72	70,601.72
Bee Branch TRA Interceptor	-	-	402,068.34	402,068.34
Lake Ridge Lift Station & 10" Force Main (07S2)	-	-	200,000.00	200,000.00
Active Projects:				
Water Projects:				
None				
Sewer Projects:				
Sub-Basin RO-7 Collector	-	-	-	-
Other costs:				
Impact fee studies	324,260.36	226,164.40	188,175.49	738,600.25
Other	11,904.33	9,449.30	10,836.16	32,189.79
Subtotal-total uses	8,891,596.69	10,132,660.42	3,918,751.25	22,943,008.36
Balance as of September 30, 2014 (1)	\$5,373,119.03	\$629,947.41	\$963,604.23	\$6,966,670.67
CRF Collection FY05-FY14	\$5,869,697.67	\$2,246,181.62	\$761,844.05	\$8,877,723.34



SUMMARY - WATER & SEWER FUND NON-DEPARTMENT

EXPENDITURES	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Maintenance	-	-	-	-	-	-	-
Services	10,864	7,073	10,300	9,498	10,300	-	10,300
Miscellaneous	-	-	-	13,914	-	-	-
Debt Service/Transfers	3,825,714	5,017,403	3,937,300	3,949,677	4,461,527	841,450	5,302,977
Capital	-	-	-	-	-	-	-
TOTAL Dept. Budget	\$ 3,836,578	\$ 5,024,476	\$ 3,947,600	\$ 3,973,089	\$ 4,471,827	\$ 841,450	\$ 5,313,277

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED

N/A

REPLACEMENT VEHICLES & EQUIPMENT:	COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

CITY OF CEDAR HILL, TEXAS
CAPITAL RECOVERY FEES
SOURCES AND USES OF FUNDS
AS OF SEPTEMBER 30, 2014

September, 2014

TRANSACTION	STREETS	WATER	WASTEWATER	TOTAL
Impact Fees Collected	12,290,760.31	9,034,485.65	3,800,655.94	25,125,901.90
Investment Earnings	1,973,955.41	1,727,127.18	1,081,699.54	4,782,782.13
Miscellaneous Revenue	-	995.00	-	995.00
Subtotal-total resources	\$14,264,715.72	\$10,762,607.83	\$4,882,355.48	\$29,909,679.03
Use of resources:				
Transfer to Debt Service Fund	8,555,432.00	746,500.00	1,053,500.00	10,355,432.00
Completed Projects:				
Water Projects:				
Meadowcrest Pump Station	-	387,551.00	-	387,551.00
Highway 67 and Joe Wilson Water Line	-	62,449.00	-	62,449.00
Mansfield Road Water Line	-	751,037.68	-	751,037.68
Highway 67 Water Line	-	145,765.26	-	145,765.26
Joe Wilson Water Line-Phase I	-	576,708.79	-	576,708.79
South Lakeridge Parkway Water Line	-	520,593.82	-	520,593.82
2 MG Elevated Tank (Parkerville)	-	1,123,188.50	-	1,123,188.50
Joe Wilson Water Line-Phase II	-	284,914.70	-	284,914.70
Beltline Road Water Line	-	356,448.44	-	356,448.44
Joe Wilson Water Line-Phase III	-	750,000.00	-	750,000.00
Flameleaf Ground Storage & Pump Station		2,824,700.43		2,824,700.43
Duncanville Road Water Line		176,203.10		176,203.10
US 67 24-inch Water Line		1,190,986.00		1,190,986.00
Sewer Projects:				
Mountain Creek Sewer Station	-	-	1,195,760.00	1,195,760.00
FM 1382 Trunk Sewer and Lift Station	-	-	24,240.00	24,240.00
Stewart Branch Sewer Line	-	-	614,224.64	614,224.64
Bear Creek Sewer Lines	-	-	159,344.90	159,344.90
Baggett Branch Sewer Trunk	-	-	70,601.72	70,601.72
Bee Branch TRA Interceptor			402,068.34	402,068.34
Lake Ridge Lift Station & 10" Force Main (07S2)			200,000.00	200,000.00
Active Projects:				
Water Projects:				
None				
Sewer Projects:				
Sub-Basin RO-7 Collector			-	-
Other costs:				
Impact fee studies	324,260.36	226,164.40	188,175.49	738,600.25
Other	11,904.33	9,449.30	10,836.16	32,189.79
Subtotal-total uses	8,891,596.69	10,132,660.42	3,918,751.25	22,943,008.36
Balance as of September 30, 2014 (1)	\$5,373,119.03	\$629,947.41	\$963,604.23	\$6,966,670.67
CRF Collection FY05-FY14	\$5,869,697.67	\$2,246,181.62	\$761,844.05	\$8,877,723.34

CITY OF CEDAR HILL, TEXAS
CAPITAL RECOVERY FEES
SOURCES AND USES OF FUNDS
AS OF SEPTEMBER 30, 2014

September, 2014

TRANSACTION	STREETS	WATER	WASTEWATER	TOTAL
Impact Fees Collected	12,290,760.31	9,034,485.65	3,800,655.94	25,125,901.90
Investment Earnings	1,973,955.41	1,727,127.18	1,081,699.54	4,782,782.13
Miscellaneous Revenue	-	995.00	-	995.00
Subtotal-total resources	\$14,264,715.72	\$10,762,607.83	\$4,882,355.48	\$29,909,679.03
Use of resources:				
Transfer to Debt Service Fund	8,555,432.00	746,500.00	1,053,500.00	10,355,432.00
Completed Projects:				
Water Projects:				
Meadowcrest Pump Station	-	387,551.00	-	387,551.00
Highway 67 and Joe Wilson Water Line	-	62,449.00	-	62,449.00
Mansfield Road Water Line	-	751,037.68	-	751,037.68
Highway 67 Water Line	-	145,765.26	-	145,765.26
Joe Wilson Water Line-Phase I	-	576,708.79	-	576,708.79
South Lakeridge Parkway Water Line	-	520,593.82	-	520,593.82
2 MG Elevated Tank (Parkerville)	-	1,123,188.50	-	1,123,188.50
Joe Wilson Water Line-Phase II	-	284,914.70	-	284,914.70
Beltline Road Water Line	-	356,448.44	-	356,448.44
Joe Wilson Water Line-Phase III	-	750,000.00	-	750,000.00
Flameleaf Ground Storage & Pump Station		2,824,700.43		2,824,700.43
Duncanville Road Water Line		176,203.10		176,203.10
US 67 24-inch Water Line		1,190,986.00		1,190,986.00
Sewer Projects:				
Mountain Creek Sewer Station	-	-	1,195,760.00	1,195,760.00
FM 1382 Trunk Sewer and Lift Station	-	-	24,240.00	24,240.00
Stewart Branch Sewer Line	-	-	614,224.64	614,224.64
Bear Creek Sewer Lines	-	-	159,344.90	159,344.90
Baggett Branch Sewer Trunk	-	-	70,601.72	70,601.72
Bee Branch TRA Interceptor			402,068.34	402,068.34
Lake Ridge Lift Station & 10" Force Main (07S2)			200,000.00	200,000.00
Active Projects:				
Water Projects:				
None				
Sewer Projects:				
Sub-Basin RO-7 Collector			-	-
Other costs:				
Impact fee studies	324,260.36	226,164.40	188,175.49	738,600.25
Other	11,904.33	9,449.30	10,836.16	32,189.79
Subtotal-total uses	8,891,596.69	10,132,660.42	3,918,751.25	22,943,008.36
Balance as of September 30, 2014 (1)	\$5,373,119.03	\$629,947.41	\$963,604.23	\$6,966,670.67
CRF Collection FY05-FY14	\$5,869,697.67	\$2,246,181.62	\$761,844.05	\$8,877,723.34

Water and Sewer Special Projects Fund

Fund 5002

This is an unrestricted fund established with funds from the Water and Sewer Fund from a settlement with Grand Prairie for water loss.





Water and Sewer Special Projects Fund
(Revenue, Expenses and Changes in Fund Balance)
Fund 5002

	2012-2013	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 2,693	\$ 2,706	\$ 3,014,034	\$ 2,491,540	\$ 2,491,540	\$ 2,406,432
REVENUES						
Interest income	13	1,582	9,058	-	6,134	9,100
Other sources	-	3,013,446	-	-	-	-
Transfers in	-	-	993	-	-	-
TOTAL OPERATING REVENUES	\$ 13	\$ 3,015,028	\$ 10,051	\$ -	\$ 6,134	\$ 9,100
TOTAL FUNDS AVAILABLE	\$ 2,706	\$ 3,017,734	\$ 3,024,085	\$ 2,491,540	\$ 2,497,674	\$ 2,415,532
EXPENDITURES						
Special Services	-	-	-	-	-	-
Projects	-	3,700	532,545	-	91,243	-
TOTAL OPERATING EXPENDITURES	-	3,700	532,545	-	91,243	-
Excess (deficiency) of revenues over (under) expenditures	13	3,011,328	(522,494)	-	(85,109)	9,100
ENDING FUND BALANCE	\$ 2,706	\$ 3,014,034	\$ 2,491,540	\$ 2,491,540	\$ 2,406,432	\$ 2,415,532

CITY OF CEDAR HILL
CIP WORKSHOP
WATER AND WASTEWATER CIP
PROJECTS PRESENTED IN YEAR THE PROJECT STARTS (*as of April 2016)

	PROJECT NAME	GRADE	CURRENT BUDGET	PROPOSED REVISIONS	PROPOSED BUDGET	EXPEND. TO DATE	ACTIVE-REMAINING BALANCE*	FYE 16	FYE 17	FYE18	FYE19	FYE20	FUTURE YEAR PROJECTS	TOTAL
WATER PROJECTS:														
CURRENT/PROPOSED PLAN:														
1	12-inch water line along Mansfield Road	1	1,800,000		1,800,000	1,662,639	137,361							\$ -
2	12-inch water line along Mansfield Rd (funds on hand, impact fees up to \$2.4m see table 3.3#14)		(1,325,000)		(1,325,000)	-	-							\$ -
3	Substandard Water Line Replacement Program	3	622,358		622,358	-	331,641		200,000	350,000		400,000	400,000	\$ 1,350,000
4	Lakeridge Pkwy Ground Storage Tank Site Acquisition /Partial Design	1	300,000		300,000	104,736	195,264							\$ -
5	Water System Controls Upgrade (SCADA)	3	280,000		280,000	264,830	15,170	100,000						\$ 100,000
6	Automatic Meter Reading System Phase I		9,000,000	354,618	9,354,618	8,950,012.61	404,605							\$ -
7	Automatic Meter Reading System Phase I-Grant Funding		(300,000)		(300,000)									\$ -
8	Summit Tank Repair & Painting (with Duncanville)	3							500,000					\$ 500,000
9	System-Wide Water Quality Study									300,000				\$ 300,000
10	Lake Ridge/Valley Ridge Park 8" Water Line used internal labor		48,000	(10,917)	37,083	37,083	0							\$ -
11	16/20-inch water line along Mount Lebanon Road	1							1,500,000					\$ 1,500,000
12	8/12-inch water lines parallel to Texas Plume Road, new water line through Lorch Park	1						100,000	1,500,000					\$ 1,600,000
13	16-inch Texas Plume water line									900,000				\$ 900,000
14	Lake Ridge Parkway Ground Storage Tank Construction (Related to Line Item #4)	1										200,000	2,500,000	\$ 2,700,000
15	16-inch water line along Duncanville to Parkerville Road												1,000,000	\$ 1,000,000
16	16/20-inch water line west of US 67 along Valley View Drive												1,170,160	\$ 1,170,160
17	16-inch waterline along Wintergreen and Duncanville Road												1,881,530	\$ 1,881,530
18	12-inch water lines and PRV near Cedar Hill State Park												2,041,300	\$ 2,041,300
19	12/16-inch water line along Belt Line Road and Duncanville Road												3,742,730	\$ 3,742,730
20	12-inch water line in southwest portion of the City												1,367,860	\$ 1,367,860
21	Meadowcrest 6.0 MG Ground Storage Tank												5,727,000	\$ 5,727,000
22	20-inch water line along Cedar Hill Road												2,637,050	\$ 2,637,050
23	20-inch water line east of US 67 at Lake Ridge Drive												1,273,610	\$ 1,273,610
24	16-inch water line along Clark Road												1,263,290	\$ 1,263,290
25	12-inch water line along Wooded Creek Drive												1,380,480	\$ 1,380,480
26	12/16-inch water line along Clark Road south of Parkerville and along Rocky Acres Road												2,565,740	\$ 2,565,740
27	12-inch water line east of Weaver Street and south of Shadywood												627,740	\$ 627,740
28	16-inch water line along Joe Wilson Road												1,269,330	\$ 1,269,330
29	12-inch water line along Little Creek Road												1,171,740	\$ 1,171,740
30	12-inch water line along Bear Creek Road												1,941,500	\$ 1,941,500
31	12-inch water line along FM 1382												2,135,690	\$ 2,135,690
32	20/24-inch water line along Belt Line Road between Broad Street and Joe Wilson Road												2,726,840	\$ 2,726,840
33	12-inch water line parallel to Sunset Ridge												506,970	\$ 506,970
34	24-inch water line along Parkerville between US 67 and the Parkerville EST												2,345,070	\$ 2,345,070
35	1.5 MG Valley View Elevated Storage Tank												4,236,050	\$ 4,236,050
36	12-inch water line along southern City Limits east of US 67												2,632,220	\$ 2,632,220
37	Midlothian supply line, ground storage tank, and pump station												8,617,830	\$ 8,617,830
38	Flameleaf Pump Station Expansion												552,000	\$ 552,000
39	12-inch water lines on the eastern boundary of the City												2,545,890	\$ 2,545,890
40	12-inch water line along the southeastern border of the City Limits												2,507,300	\$ 2,507,300
41	Hwy 67 Elevated Storage Tank (EST) Tank repair & painting	3	\$20,000	(\$6,000)	\$14,000	\$14,000	\$0				\$1,000,000			\$ 1,000,000
42	New Master Plan	3		\$3,700	\$3,700	\$3,700	\$0	\$150,000						\$ 150,000
43	Parkerville EST waterline replacement	3	\$100,000		\$100,000	\$0	\$100,000							\$ -
44	Parkerville EST Repair & Painting	3			\$0	\$0	\$0					\$800,000		\$ 800,000
45	Flameleaf Pump Station Generators	3			\$0	\$0	\$0			\$1,000,000				\$ 1,000,000

CITY OF CEDAR HILL

WATER

AND WASTEWATER CIP

PROJECTS PRESENTED IN YEAR THE PROJECT STARTS (*as of April 2016)

PROJECT NAME	GRADE	CURRENT BUDGET	PROPOSED REVISIONS	PROPOSED BUDGET	EXPEND. DATE	ACTIVE- REMAINING BALANCE*	FYE					FUTURE YEAR	TOTAL												
							FYE 16	FYE 17	FYE 18	FYE 19	FYE 20														
SEWER:																									
CURRENT PROPOSED PLAN:																									
Miscellaneous I & I Rehabilitation (\$28,556 prorata)	3	1,371,950	150,000	1,521,950	1,263,853	258,097	150,000	150,000			150,000		450,000												
Little Creek Lift Station rehabilitation	3	20,000	-	20,000	9,000	11,000		355,000					355,000												
Old Town West: Beltline to Cedar View 8" SS (Pipe bursting)		360,000	(7,937)	352,063	352,063	(0)							-												
8/10-inch gravity line and decommission of Mt. Lebanon Lift Station (impact fees table 3, #14 up to	1	50,000	-				450,000						450,000												
12/15/18-inch gravity line in Basin TM-3													200,000												
12/15/18-inch gravity line in Basin TM-3													2,000,000												
Hollings Lift Station Expansion part A													379,500												
10-inch gravity line and 12/10/8-inch gravity lines in TCS-4 Basin													1,800,000												
10/18/21-inch gravity line in RO-1													1,800,000												
Lake Ridge Lift Station I Expansion													844,700												
Mansfield Road sewer line improvements (Baggett Branch Force Main & Lake Ridge Force Main E	1	900,000		900,000	6,956	893,044							565,880												
Baggett Branch impact fees-Mansfield Road Improvements	1	(874,410)		(874,410)	-	(874,410)							-												
8/10/12-inch gravity lines in RO-2													2,003,660												
10/12-inch gravity line and decommission High Meadows Lift Station													1,038,080												
10/12-inch gravity lines in TM-1													883,140												
24-inch gravity line between RO-3 and RO-2													1,027,710												
10/12/15-inch gravity lines in TM-4 and decommission the Windsor Park Lift Station													1,340,260												
10/12/18-inch gravity lines and Springfield Lift Station decommission													2,018,700												
10/15-inch gravity lines and decommission the Highlands Lift Station													980,220												
12-inch gravity line and decommission the American Lift Station													895,490												
10-inch gravity line in the TCN-1 Basin													707,360												
8/10/12-inch gravity lines in TCS-3 and decommission the Lake Ridge II Lift Station													875,120												
TRA Lift Station #7 Expansion													2,070,000												
Hollings Lift Station Expansion Part B													970,200												
24-inch gravity line between RO-5 and RO-3													983,580												
12-inch gravity line and decommission the existing lift station on Little Creek													1,101,010												
Beltline Road Lift Station Expansion and 15-inch gravity line													980,030												
10/12/15-inch gravity lines in RO-2 Basin													2,341,130												
8-inch gravity lines and new lift station in RO-8													2,242,460												
10-inch gravity line and 0.5 MGD Lift Station in TCN-3													1,409,720												
10/12-inch gravity line and new 0.25 MGD Lift Station in RO-2													1,581,190												
10-inch gravity lines in TCN-1													951,950												
8-inch gravity line and Steepy Hollow II Lift Station Decommission													252,710												
FM 1382 Lift Station Expansion													448,500												
10-inch gravity line in TCS-5													658,250												
Lake Ridge Lift Station I Expansion													1,327,940												
Baggett Branch Lift Station Upgrade													500,000												
Sanitary Sewer Line Infill	1																								
= Impact Fee Eligible																									
Total Ongoing & Proposed Projects		\$	12,372,898	\$	483,464	\$	12,806,362	\$	12,668,873	\$	1,471,772	\$	1,305,000	\$	3,750,000	\$	2,950,000	\$	1,000,000	\$	1,850,000	\$	99,945,410	\$	110,200,410

Water and Sewer Special Projects Fund

Fund 5002

This is an unrestricted fund established with funds from the Water and Sewer Fund from a settlement with Grand Prairie for water loss.





Water and Sewer Special Projects Fund
(Revenue, Expenses and Changes in Fund Balance)
Fund 5002

	2012-2013	2013-2014	2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 2,693	\$ 2,706	\$ 3,014,034	\$ 2,491,540	\$ 2,491,540	\$ 2,406,432
REVENUES						
Interest income	13	1,582	9,058	-	6,134	9,100
Other sources	-	3,013,446	-	-	-	-
Transfers in	-	-	993	-	-	-
TOTAL OPERATING REVENUES	\$ 13	\$ 3,015,028	\$ 10,051	\$ -	\$ 6,134	\$ 9,100
TOTAL FUNDS AVAILABLE	\$ 2,706	\$ 3,017,734	\$ 3,024,085	\$ 2,491,540	\$ 2,497,674	\$ 2,415,532
EXPENDITURES						
Special Services	-	-	-	-	-	-
Projects	-	3,700	532,545	-	91,243	-
TOTAL OPERATING EXPENDITURES	-	3,700	532,545	-	91,243	-
Excess (deficiency) of revenues over (under) expenditures	13	3,011,328	(522,494)	-	(85,109)	9,100
ENDING FUND BALANCE	\$ 2,706	\$ 3,014,034	\$ 2,491,540	\$ 2,491,540	\$ 2,406,432	\$ 2,415,532

CITY OF CEDAR HILL
CIP WORKSHOP
WATER AND WASTEWATER CIP
PROJECTS PRESENTED IN YEAR THE PROJECT STARTS (*as of April 2016)

	PROJECT NAME	GRADE	CURRENT BUDGET	PROPOSED REVISIONS	PROPOSED BUDGET	EXPEND. TO DATE	ACTIVE-REMAINING BALANCE*	FYE 16	FYE 17	FYE18	FYE19	FYE20	FUTURE YEAR PROJECTS	TOTAL
WATER PROJECTS:														
CURRENT/PROPOSED PLAN:														
1	12-inch water line along Mansfield Road	1	1,800,000		1,800,000	1,662,639	137,361							\$ -
2	12-inch water line along Mansfield Rd (funds on hand, impact fees up to \$2.4m see table 3.3#14)		(1,325,000)		(1,325,000)	-	-							\$ -
3	Substandard Water Line Replacement Program	3	622,358		622,358	-	331,641		200,000	350,000		400,000	400,000	\$ 1,350,000
4	Lakeridge Pkwy Ground Storage Tank Site Acquisition /Partial Design	1	300,000		300,000	104,736	195,264							\$ -
5	Water System Controls Upgrade (SCADA)	3	280,000		280,000	264,830	15,170	100,000						\$ 100,000
6	Automatic Meter Reading System Phase I		9,000,000	354,618	9,354,618	8,950,012.61	404,605							\$ -
7	Automatic Meter Reading System Phase I-Grant Funding		(300,000)		(300,000)									\$ -
8	Summit Tank Repair & Painting (with Duncanville)	3							500,000					\$ 500,000
9	System-Wide Water Quality Study									300,000				\$ 300,000
10	Lake Ridge/Valley Ridge Park 8" Water Line used internal labor		48,000	(10,917)	37,083	37,083	0							\$ -
11	16/20-inch water line along Mount Lebanon Road	1							1,500,000					\$ 1,500,000
12	8/12-inch water lines parallel to Texas Plume Road, new water line through Lorch Park	1						100,000	1,500,000					\$ 1,600,000
13	16-inch Texas Plume water line									900,000				\$ 900,000
14	Lake Ridge Parkway Ground Storage Tank Construction (Related to Line Item #4)	1										200,000	2,500,000	\$ 2,700,000
15	16-inch water line along Duncanville to Parkerville Road												1,000,000	\$ 1,000,000
16	16/20-inch water line west of US 67 along Valley View Drive												1,170,160	\$ 1,170,160
17	16-inch waterline along Wintergreen and Duncanville Road												1,881,530	\$ 1,881,530
18	12-inch water lines and PRV near Cedar Hill State Park												2,041,300	\$ 2,041,300
19	12/16-inch water line along Belt Line Road and Duncanville Road												3,742,730	\$ 3,742,730
20	12-inch water line in southwest portion of the City												1,367,860	\$ 1,367,860
21	Meadowcrest 6.0 MG Ground Storage Tank												5,727,000	\$ 5,727,000
22	20-inch water line along Cedar Hill Road												2,637,050	\$ 2,637,050
23	20-inch water line east of US 67 at Lake Ridge Drive												1,273,610	\$ 1,273,610
24	16-inch water line along Clark Road												1,263,290	\$ 1,263,290
25	12-inch water line along Wooded Creek Drive												1,380,480	\$ 1,380,480
26	12/16-inch water line along Clark Road south of Parkerville and along Rocky Acres Road												2,565,740	\$ 2,565,740
27	12-inch water line east of Weaver Street and south of Shadywood												627,740	\$ 627,740
28	16-inch water line along Joe Wilson Road												1,269,330	\$ 1,269,330
29	12-inch water line along Little Creek Road												1,171,740	\$ 1,171,740
30	12-inch water line along Bear Creek Road												1,941,500	\$ 1,941,500
31	12-inch water line along FM 1382												2,135,690	\$ 2,135,690
32	20/24-inch water line along Belt Line Road between Broad Street and Joe Wilson Road												2,726,840	\$ 2,726,840
33	12-inch water line parallel to Sunset Ridge												506,970	\$ 506,970
34	24-inch water line along Parkerville between US 67 and the Parkerville EST												2,345,070	\$ 2,345,070
35	1.5 MG Valley View Elevated Storage Tank												4,236,050	\$ 4,236,050
36	12-inch water line along southern City Limits east of US 67												2,632,220	\$ 2,632,220
37	Midlothian supply line, ground storage tank, and pump station												8,617,830	\$ 8,617,830
38	Flameleaf Pump Station Expansion												552,000	\$ 552,000
39	12-inch water lines on the eastern boundary of the City												2,545,890	\$ 2,545,890
40	12-inch water line along the southeastern border of the City Limits												2,507,300	\$ 2,507,300
41	Hwy 67 Elevated Storage Tank (EST) Tank repair & painting	3	\$20,000	(\$6,000)	\$14,000	\$14,000	\$0				\$1,000,000			\$ 1,000,000
42	New Master Plan	3		\$3,700	\$3,700	\$3,700	\$0	\$150,000						\$ 150,000
43	Parkerville EST waterline replacement	3	\$100,000		\$100,000	\$0	\$100,000							\$ -
44	Parkerville EST Repair & Painting	3			\$0	\$0	\$0					\$800,000		\$ 800,000
45	Flameleaf Pump Station Generators	3			\$0	\$0	\$0			\$1,000,000				\$ 1,000,000

CITY OF CEDAR HILL

W

WATER AND WASTEWATER CIP

PROJECTS PRESENTED IN YEAR THE PROJECT STARTS (*as of April 2016)

PROJECT NAME	GRADE	CURRENT BUDGET	PROPOSED REVISIONS	PROPOSED BUDGET	EXPEND. DATE	ACTIVE- REMAINING BALANCE*	FYE					FUTURE YEAR	TOTAL												
							FYE 16	FYE 17	FYE 18	FYE 19	FYE 20														
SEWER:																									
CURRENT PROPOSED PLAN:																									
Miscellaneous I & I Rehabilitation (\$28,556 prorata)	3	1,371,950	150,000	1,521,950	1,263,853	258,097	150,000	150,000			150,000		450,000												
Little Creek Lift Station rehabilitation	3	20,000	-	20,000	9,000	11,000	355,000						355,000												
Old Town West: Beltline to Cedar View 8" SS (Pipe bursting)		360,000	(7,937)	352,063	352,063	(0)							-												
8/10-inch gravity line and decommission of Mt. Lebanon Lift Station (impact fees table 3, #14 up to	1	50,000	-				450,000						450,000												
12/15/18-inch gravity line in Basin TM-3													200,000												
12/15/18-inch gravity line in Basin TM-3													2,000,000												
Hollings Lift Station Expansion part A													379,500												
10-inch gravity line and 12/10/8-inch gravity lines in TCS-4 Basin													1,800,000												
10/18/21-inch gravity line in RO-1													1,800,000												
Lake Ridge Lift Station I Expansion													844,700												
Mansfield Road sewer line improvements (Baggett Branch Force Main & Lake Ridge Force Main E	1	900,000		900,000	6,956	893,044							565,880												
Baggett Branch impact fees-Mansfield Road Improvements	1	(874,410)		(874,410)	-	(874,410)							-												
8/10/12-inch gravity lines in RO-2													2,003,660												
10/12-inch gravity line and decommission High Meadows Lift Station													1,038,080												
10/12-inch gravity lines in TM-1													883,140												
24-inch gravity line between RO-3 and RO-2													1,027,710												
10/12/15-inch gravity lines in TM-4 and decommission the Windsor Park Lift Station													1,340,260												
10/12/18-inch gravity lines and Springfield Lift Station decommission													2,018,700												
10/15-inch gravity lines and decommission the Highlands Lift Station													980,220												
12-inch gravity line and decommission the American Lift Station													895,490												
10-inch gravity line in the TCN-1 Basin													707,360												
8/10/12-inch gravity lines in TCS-3 and decommission the Lake Ridge II Lift Station													875,120												
TRA Lift Station #7 Expansion													2,070,000												
Hollings Lift Station Expansion Part B													970,200												
24-inch gravity line between RO-5 and RO-3													983,580												
12-inch gravity line and decommission the existing lift station on Little Creek													1,101,010												
Beltline Road Lift Station Expansion and 15-inch gravity line													980,030												
10/12/15-inch gravity lines in RO-2 Basin													2,341,130												
8-inch gravity lines and new lift station in RO-8													2,242,460												
10-inch gravity line and 0.5 MGD Lift Station in TCN-3													1,409,720												
10/12-inch gravity line and new 0.25 MGD Lift Station in RO-2													1,581,190												
10-inch gravity lines in TCN-1													951,950												
8-inch gravity line and Steepy Hollow II Lift Station Decommission													252,710												
FM 1382 Lift Station Expansion													448,500												
10-inch gravity line in TCS-5													658,250												
Lake Ridge Lift Station I Expansion													1,327,940												
Baggett Branch Lift Station Upgrade													500,000												
Sanitary Sewer Line Infill	1																								
= Impact Fee Eligible																									
Total Ongoing & Proposed Projects		\$	12,372,898	\$	483,464	\$	12,806,362	\$	12,668,873	\$	1,471,772	\$	1,305,000	\$	3,750,000	\$	2,950,000	\$	1,000,000	\$	1,850,000	\$	99,945,410	\$	110,200,410

Equipment Replacement Fund

Fund 0040

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



**PROPOSED BUDGET
FY 2016-2017**



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

	ACTUAL 2013-2014	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	CONTINUATION 2016-2017	GROWTH 2016-2017	PROPOSED 2016-2017
BEGINNING FUND BALANCE	\$ 925,605	\$ 978,495	\$ 2,017,371	\$ 2,017,371	1,457,158		\$ 1,457,158
REVENUES							
Interest Income	2,860	4,694	5,000	5,888	6,500	-	6,500
Lease Revenue	502,434	662,789	857,000	807,500	980,982	-	980,982
Gain/Loss on sale of fixed assets	15,704	86,420	-	44,514	75,000	-	75,000
Other	-	-	-	-	-	-	-
Transfer in	550,583	980,000	-	14,434	-	-	-
	1,071,581	1,733,903	862,000	872,336	1,062,482	-	1,062,482
TOTAL FUNDS AVAILABLE	1,997,185	2,712,398	2,879,371	2,889,707	2,519,640	-	2,519,640
EXPENDITURES							
Minor Apparatus	35,622	20,307	-	5,973	-	-	-
Motor Vehicles	679,778	399,522	695,000	1,305,443	636,000	-	636,000
Safety Equipment	100,046	134,776	4,000	3,180	105,500	-	105,500
Office Equipment	85,078	100,358	94,400	98,999	55,500	-	55,500
Miscellaneous	118,166	40,064	99,800	18,954	62,500	-	62,500
TOTAL OPERATING EXPENDITURES	\$1,018,690	\$ 695,028	\$ 893,200	\$ 1,432,548	\$ 859,500	\$ -	\$ 859,500
TOTAL EXPENDITURES, CAPITAL AND TRANSFERS	\$1,018,690	\$ 695,028	\$ 893,200	\$ 1,432,548	\$ 859,500	\$ -	\$ 859,500
Adjust to CAFR							
Excess (deficiency) of revenues over (under) expenditures	\$ 52,891	\$1,038,875	\$ (31,200)	\$ (560,212)	\$ 202,982	\$ -	\$ 202,982
ENDING FUND BALANCE	\$ 978,495	\$2,017,371	\$ 1,986,171	\$ 1,457,158	\$ 1,660,140	\$ -	\$ 1,660,140
Unreserved, designated for unbudgeted items	\$ 978,495	\$2,017,371	\$ 1,986,171	\$ 1,457,158	\$ 1,660,140	\$ -	\$ 1,660,140
Unreserved, undesignated @25% of exp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 978,495	\$2,017,371	\$ 1,986,171	\$ 1,457,158	\$ 1,660,140	\$ -	\$ 1,660,140
	2014	2015	Budget	YTD Actual			

**CITY OF CEDAR HILL
EQUIPMENT FUND
FYE2017 PROPOSED BUDGET**

	COST	ANNUAL LEASE
EQUIPMENT PROPOSED FOR REPLACEMENT:		
Information Systems Department:		
Desktop Computers (30)	27,000	6,975
SQL Servers	6,500	1,319
Laptops (5)	4,000	1,035
Switches and Routers	8,000	2,067
Police Department:		
Patrol Vehicles (3)	126,000	38,741
Administrative Vehicle	22,000	6,764
Toughbooks	10,000	2,583
Fire Department:		
Rescue Tools	32,600	4,838
SUV(2)	106,000	19,722
Thermal Imaging Camera	23,400	4,354
Mega Code Kelly	24,500	4,559
Emergency Management:		
Warning Siren	25,000	3,040
Parks:		
Crew Cab Truck (2)	58,000	14,984
Dual Axel Trailer	10,000	1,630
Recreation:		
Passenger Bus	94,000	15,324
Pool Pump Motor	10,000	2,583
Lifeguard Stand	5,500	1,421
Score Board (2)	12,000	1,957
Street:		
Bucket Truck	65,000	12,095
Dump Truck	120,000	19,563
Vibratory Roller (with trailer)	52,500	8,558
Trailer	17,500	2,853
TOTAL EQUIPMENT PROPOSED FOR REPLACEMENT:	\$ 859,500	\$ 176,965

**CITY OF CEDAR HILL
EQUIPMENT FUND
FYE2017 PROPOSED BUDGET**

	COST	ANNUAL LEASE
EQUIPMENT NOT RECOMMENDED FOR REPLACEMENT:		
Information Technology		
Monitors (14)	7,560	1,953
SQL Servers	6,500	1,679
Lap Tops (5)	4,000	1,033
Switches and Routers	8,000	2,067
Police Department:		
Patrol Vehicle (2)	84,000	25,827
Fire Department:		
Rescue Tools	65,200	9,677
Brush Unit	140,000	18,909
Municipal Court:		
Patrol Vehicle	36,000	9,300
Recreation:		
Color Copier	5,000	1,292
Score Boards (2)	12,000	1,956
TOTAL EQUIPMENT NOT RECOMMENDED FOR REPLACEMENT:	\$ 368,260	\$ 73,693
TOTAL REPLACEMENT EQUIPMENT SUBMITTED:	\$ 1,227,760	\$ 250,658