

Fiscal Year 2020 Budget

October 1, 2019 - September 30, 2020



City of University Park, Texas



CITY OF UNIVERSITY PARK, TEXAS

FY2020 BUDGET

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CITY OF UNIVERSITY PARK, TEXAS

Elected Officials

Official and Title	First Elected	Term Expires	Professional Background
Olin Burnett Lane, Jr. Mayor	2014	2020	Real Estate Developer
E. Taylor Armstrong, Mayor Pro Tempore	2014	2020	Architect/Real Estate Broker
Randy Biddle, Council Member	2016	2020	Lawyer
Gage A. Prichard, Sr., Council Member	2016	2020	Real Estate Developer
Liz Farley, Council Member	2018	2020	Medical

Appointed Officials

Name	Position	Year Appointed To Position
Robert L. Corder	City Manager	2014
Robert L. Dillard, III	City Attorney	1987
James P. Barklow, Jr.	Municipal Judge	1987
Thomas W. Tvardzik	Director of Finance	2013
Civic S. Yip	Controller	2014

Certified Public Accountants

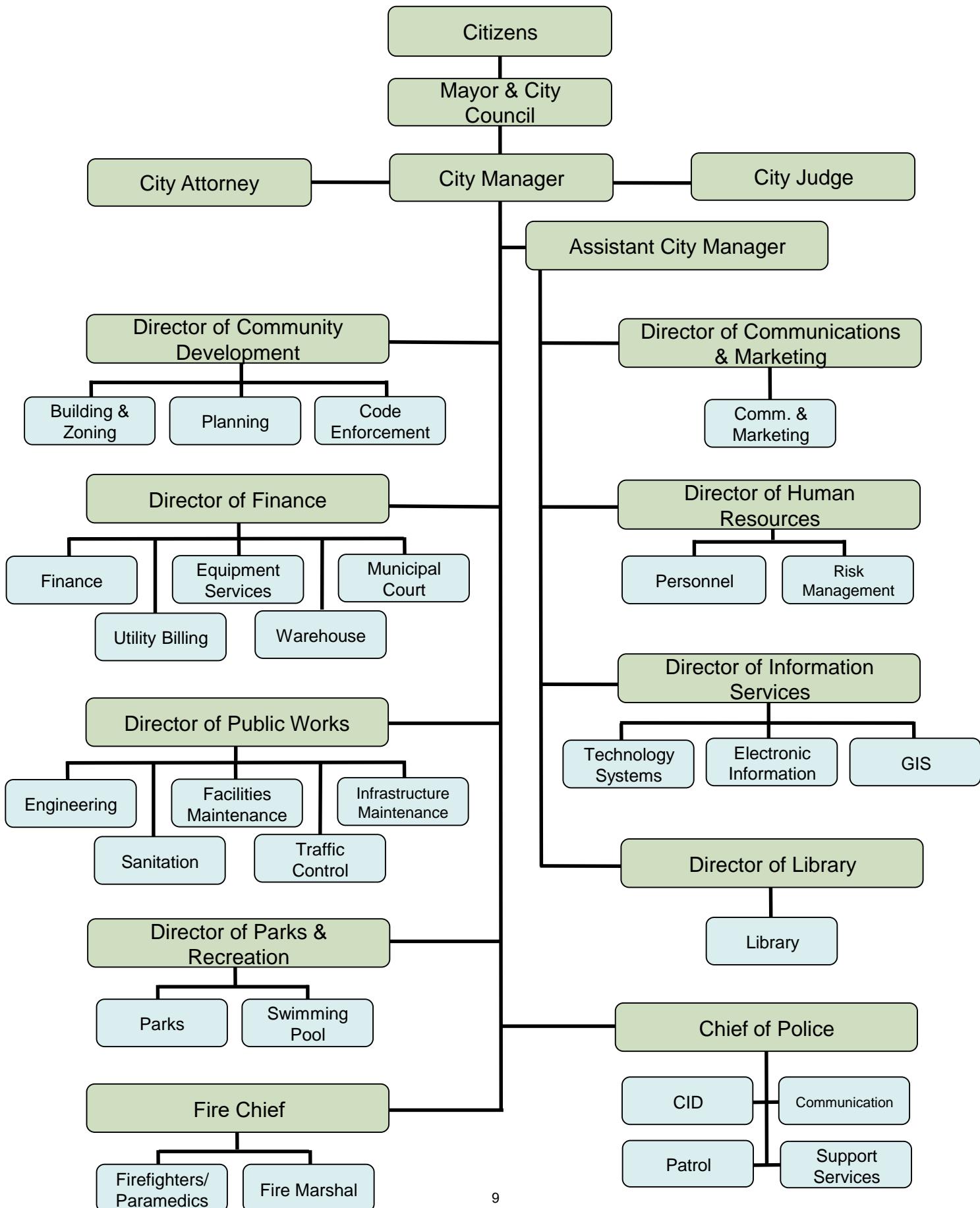
Crowe L.L.P., Dallas, Texas

Financial Advisor

First Southwest Company, Dallas, Texas



City of University Park
FY2020: 266 Employees
Total Budget: \$54,932,642



FY2020 BUDGET





City of University Park

Fiscal Year 2019-2020
October 1, 2019 – September 30, 2020

September 17, 2019

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,662,936 which is an 8.4% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$353,638.

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

FOR: Lane, Armstrong, Biddle, Farley, Pritchard

AGAINST: None

PRESENT AND NOT VOTING: None

ABSENT: None

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.258548/100	\$0.245379/100
Effective Tax Rate:	\$0.239488/100	\$0.235241/100
Rollback Tax Rate:	\$0.258647/100	\$0.254060/100
Debt Rate:	\$0.000000/100	\$0.000000/100

Total debt obligation for City of University Park secured by property taxes: \$ 0

BUDGET MESSAGE



August 9, 2019

Dear Mayor & City Council,

I am pleased to submit the Fiscal Year 2020 Budget for your review and consideration. The adoption of the budget by the City Council is the culmination of a process that begins in April with the input of proposed expenditures by senior staff, followed by a thorough review and vetting by numerous citizen committees. The FY2020 budget differs from previous years because it represents a transitional year as the long-term financial strategy of the City pivots to address reduced revenues and tighter caps on property tax revenue.

The City has maintained a long-standing tradition of decreasing the property tax rate as property valuations have increased. However, the long-term challenge of remaining debt free, while providing outstanding municipal services is made more difficult by a new property tax cap of 3.5 percent as authorized by S.B. 2 from the Eighty-Sixth Legislative Session. In addition, the proposed budget reflects a decrease in non-property tax revenue of over \$500,000. This revenue decrease from the previous year is the result of legislative reductions to franchise fees, elimination of the red light camera enforcement program, and reduced contributions to the City's public library. Given the changing financial outlook, staff has worked closely with a subcommittee of citizens from the Finance Advisory and Capital Projects committees to develop a long-term financial model. The model provides a strategic perspective on the budget from a multi-year basis.

The FY2020 budget proposes increased funding for new personnel and funding for capital projects. The proposed FY2020 budget allows for the City to strategically set revenue and expenditure levels in anticipation of a 3.5 percent revenue cap, effective FY2021. Consequently, the budget recommends a property tax rate increase – the first rate increase since 2011.

FY2020 Budget Summary & Highlights

The FY2020 budget totals \$54,932,642 across all budgeted funds, which represents a 3.5 percent increase from the prior year. The overall taxable value of properties as assessed by the Dallas Central Appraisal District (DCAD) increased by 2.6 percent compared to last year's 6.7 percent. Based upon proposed expenditures and the taxable value of all property in University Park, the FY2020 budget recommends an increase of 1.32 cents in the tax rate to 25.8548 cents per \$100 of taxable value. The average single-family homeowner with a homestead exemption will pay \$250 more annually in City property taxes – approximately \$21 more per month.

The following table summarizes three options that were reviewed as part of the budget development process. Based upon a long-term outlook that is mindful of a financial environment with reduced revenue

capacity, staff recommends approval of the final option (highlighted in green) with general fund expenditures of \$34,588,761. This option provides the funding flexibility to supplement the pay-as-you-go Capital Improvement Program and increased operational capacity of the Police Department.

FY2020 General Fund Budgetary Options

	Proposed Expenditures	% Change from Prior Year (FY2019)	Summary
Base Budget*	\$34,030,378	2.7%	Budget represents base operational needs of the City for the next fiscal year. Consistent with previous years, this budget includes a 5 percent increase in transfers to the Capital Projects Funds. Primary expenditure increase is due to implementation of a new compensation plan.
Base Budget + Police	\$34,338,761	3.6%	This budget option represents the entirety of the base budget with the addition of salaries, benefits, and supplies for three new Police Officer positions. The new positions will constitute a new unit within the Police Department to include additional patrol services throughout the community and enhanced security at the elementary schools during arrival and dismissal periods.
Base Budget + Police + Capital Transfer	\$34,588,761	4.4%	This budget represents the entirety of the base budget and additional police personnel; however, it also includes an additional \$250,000 of transfers into the Capital Projects Fund for the pay-as-you go Capital Improvement Program. The total transfer into the Capital Projects Funds represents an 11 percent increase in CIP funding from the prior year.

*General Fund only.

Additional highlights of the FY2020 Budget include the following items:

- Implementation of a compensation plan and pay philosophy that seeks to pay a wage to City employees that is representative of the median market for area cities;
- Implementation of the second year of a three year phased-in hiring strategy to add the necessary personnel within the Utility Fund to continue the in-house capital replacement of water and sewer infrastructure;
- Implementation of SMU Land Sale Reserve repayment from property tax proceeds of new Hilltop Plaza;
- Enhanced funding reserve for the equipment services fund; and

- Funding directed to the CIP for the City's Centennial Master Plan.

Strategic Planning & the Budget

The City Council, City Manager's Office and Department Directors develop a series of strategic priorities during planned retreats on an every-other-year basis. The retreat provides an opportunity for the Governing Body and Staff to discuss issues facing the community and what actions are necessary to address those issues. The strategic priorities are designed to give staff a work plan based on community priorities and objectives. Through the City's operational and capital budgets, the City Council seeks to address the following strategic priorities:

- Redevelopment & Neighborhood Character
- Public Art
- Operational Excellence
- Signage, Connectivity, and Entryways
- Fiscal Stewardship
- Community Engagement
- Public Safety
- Branding & Innovation
- Facilities & Capital Investments
- Workforce Development

The annual budgeting process begins each year in April with the submission of operational budget requests from Department Directors. Several items within the operational budgets of each department target the City Council's strategic priorities. All line items within the operational budgets are reviewed and refined throughout the ensuing months by staff within the Finance and Executive Departments. Following the internal review, a final proposed budget is presented to the following citizen committees for review and recommendation to the City Council:

- Finance Advisory Committee;
- Employee Benefits Committee;
- Property, Casualty, & Liability Insurance Committee; and
- Library Advisory Committee.

The final review process culminates in September with workshops and public hearings with the City Council.

Long-Term Financial Plan & Model

From an annual budgeting perspective, the City has always attempted to reduce the tax rate in proportion to the rise in property values. While this is not an even reduction in the tax rate to equal the rise in property values, the City generally experiences a 3.8 percent increase in property tax revenue, year-over-year. With the changes to the Tax Code adopting a 3.5 percent rollback rate (voter approved rate), the long-term sustainability of the City's current financial management is in doubt. Funding for capital projects falls short in future years as expenditure for ongoing operations and capital needs, combined with major one-time infrastructure projects exceed the City's ability to pay with available resources.

Extensive planning has been undertaken to model the budgetary needs of the City from a multi-year perspective. Members of the Long-Term Financial Planning Subcommittee (LTFP) began meeting in March 2018 with the goal of reviewing and developing a long-term financial model to supplement the annual budgeting process. Given the importance of annual contributions from ad valorem tax revenue for the City's pay-as-you-go capital program, the model helps guide planning efforts related to available cash flow. The financial model (Appendix A) shows projected expenditures and revenue increases over a 5-year period. Based upon a series of assumptions that are derived from historical experience, the model shows a potential deficit beginning in FY2022.

Members of the LTFP subcommittee have also recommended policy changes to address funding capacity within the Sanitation Fund and Equipment Services Fund. Recommendations to these funds are further detailed in the Fund Analysis report.

Budget Schedule

I would like to commend the Department Directors and various staff members who prepared the operational budgets for their continued efforts to maintain limited growth in discretionary expenditures. The City remains committed to providing exceptional municipal services with prudence and care.

Staff proposes the following schedule to satisfy the public hearing and notice requirements for the FY2020 budget's adoption.

Date	Day	Description
August 9	Friday	Submit proposed budget to the City Council and City Secretary and set public hearing dates for budget review.
August 20	Tuesday	Hold first public hearing on maximum tax rate.
September 3	Tuesday	Hold second public hearing on maximum tax rate and hold first public hearing on proposed budget.
September 17	Tuesday	Continue public hearing on proposed budget.
September 17	Tuesday	Adopt budget and related ordinances to take effect October 1.

The remaining information contained in this budget overview provides greater detail and explanation of the proposed expenditures and revenues within the FY2020 Budget. The following items are included within that information:

- Major Expenditure Analysis
- Fund Balance & Analysis
- Future Considerations

Staff looks forward to meeting with the City Council and advisory committees to discuss the budget in more detail. We will be happy to provide any additional information that will be helpful during your consideration.

Respectfully submitted,
Robbie Corder
City Manager

MAJOR EXPENDITURE ANALYSIS

Proposed expenditures across all budgeted funds for the next fiscal year total \$54,932,642, which is a 3.5% increase from the previous year. The table below compares the total expenditures for the City's four budgeted funds – General, Utility, Sanitation and Storm Water. Three other funds – Capital Projects, Equipment Services and Self-Insurance are not included in the formal budget, because their revenues are generated from the four budgeted funds.

Fund	FY2018		FY2019		FY2020		
	Actual		Adopted		Proposed		% Change
	Expenditures	Budget	Budget	\$ Change			
General	\$ 33,721,496	\$ 33,133,450	\$ 34,588,761	\$ 1,455,311			4.4%
Utility	16,069,215	16,270,074	16,448,752	178,678			1.1%
Sanitation	2,986,180	3,195,825	3,440,955	245,130			7.7%
Storm Water	234,719	500,026	454,174	(45,852)			-9.2%
Total	\$ 53,011,610	\$ 53,099,375	\$ 54,932,642	\$ 1,833,267			3.5%

Over eighty percent (80%) of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these expenditures account for over seventy percent (70%) of the increase in the FY2020 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Major expenditure categories comparison						
Category	FY2018 BUDGET	FY2019 BUDGET	FY2020 BUDGET	Change \$	Change %	
Personnel costs	\$ 25,579,235	\$ 26,706,675	\$ 28,551,419	\$ 1,844,744	6.9%	
Treatment charges	8,116,852	8,266,164	8,470,637	204,473	2.5%	
Gen Cap Project funding	3,512,797	3,688,437	4,122,858	434,421	11.8%	
Bus Cap Project funding**	2,670,565	2,804,093	2,944,297	140,204	5.0%	
Utilities	878,571	863,247	817,403	(45,844)	-5.3%	
Equip. Replacement	920,465	1,020,741	1,099,552	78,811	7.7%	
Fuel costs	370,860	386,015	401,326	15,311	4.0%	
Subtotal	\$ 42,049,345	\$ 43,735,372	\$ 46,407,492	\$ 2,672,120	6.1%	
Total adopted budget*	\$ 50,893,909	\$ 53,099,375	\$ 54,932,642	\$ 1,833,267	3.5%	
Percent of budget	82.6%	82.4%	84.5%			

* - General, Utility, Sanitation and Storm Water Funds (Budgeted Funds).

** - Includes \$.85MM and \$1.7MM for In-House Construction Department in FY2019 and FY2020, respectively.

Over the past year, the Consumer Price Index (CPI) has increased 2.3 percent and the Municipal Cost Index (MCI), which more closely tracks services and goods municipalities purchase, increased 1 percent. The

MCI is a statistic developed by *American City & County* magazine designed to show the specific effects of inflation on the costs of providing municipal services. It differs from the CPI by including elements common to cities such as health care, fuel and construction materials. The City's base budget expenditure increase of 2.7 percent reflects a consistent increase in costs associated with inflation.

Personnel Costs

Salaries and benefits represent the single largest expenditure category, accounting for nearly 52 percent of the total budget. The FY2020 budget proposes new staffing within the Police Department and Utility Division. Additional details are provided in the following table.

Position Title	Annual Cost	Background
Police Officer (2) Police Sergeant (1)	\$308,383	The City has worked closely with the Highland Park Independent School District and the Town of Highland Park to develop a program that will provide a uniformed presence at all of the elementary school campuses during the arrival and dismissal periods. The additional police personnel within the FY2020 budget will be assigned this responsibility; however, the remaining time of the officers will be devoted to supplementing existing patrol activities throughout the community.
Seven additional positions for the in-house MPY	\$208,596	The FY2019 budget authorized a three-year phased addition of City utility crews to address aging water and sanitary sewer lines. The new in-house crews are devoted to complete replacement of these utilities and the associated alley pavement. The addition of these seven positions represents the second phase of a three year program to add the necessary staff and equipment to continue in-house capital replacement of water and sewer infrastructure. The proposed staffing of the second phase includes a supervisory position to assist with oversight of the two crews.

Salaries: Funds were budgeted in the FY2019 Budget to conduct a classification and compensation study for the City. It had been many years since a formal, comprehensive review of the City's classification and compensation structure had been conducted. The goal of the study was as follows:

- Determine the City's desired competitive position;
- Make sure that salary and benefits are not too high or too low;
- Strategically address recruitment and retention;
- Validate the City's classification practices with market data and best practices; and

- Establish a pay philosophy

The City hired Public Sector Personnel Consultants (PSPC) to perform the compensation study with periodic reports to the Employee Benefits Committee. Based on the market data information compiled by PSPC, it was determined that for civilian positions the City is below market for 42% of the survey sample, at market for 28% of the survey sample and above market for 30% of the survey sample. For police and fire positions the survey determined that the City was below market an average of 3% to 5%. As a result of those findings, PSPC recommended the following adjustments:

- The City adopt a pay philosophy to be at least at the average of the market comparison cities to attract and retain the quality staff expected by those we serve.
- The City adopt a new civilian pay table intended to be administered based on performance, allowing for regular survey updating to remain market competitive.

The estimated cost in salary adjustments to implement the proposed recommendations is approximately \$803,000. Implementation of this compensation plan requires a temporary hold on awarding merit-based salary increases for FY2020.

Benefits: The City also offers a comprehensive benefit package to its employees, including insurance, retirement, and longevity pay. The proposed budget for FY2020 includes the following adjustments to employee benefits:

- *Employee Health Insurance:* Health care costs continue to increase with the City experiencing a 5.1 percent increase in medical claims over a rolling 12-month period. Pharmacy claims have also increased at a rate of 3.4 percent over the same rolling 12-month. Total costs for medical insurance for the City are expected to exceed \$4.2 million for the next plan year. Expected increases in claims for the next plan would result in a funding shortfall of \$302,000 without changes to funding levels. Therefore, the proposed budget recommends a funding increase between contributions from the City and employee premiums. The range of monthly increases for employee premiums will be between \$0.52 up to \$29.82, depending on the health insurance plan selected by the employee. The City's contribution levels will increase \$158,000 from the prior year.

The Employee Benefits Committee has also recommended modifications to limit the future Government Accounting Standards Board (GASB) Liability associated with retiree health insurance for pre-65 retirees. Based upon GASB actuarial calculations, the City has a retiree liability of approximately \$1.0 million at September 30, 2018. To address this liability the budget also recommends that the City charge the full actuarial rate for all new hires after 1/1/2020. All future pre-65 retirees hired prior to 1/1/2020 would continue to pay the blended retiree rate.

- *Retirement Funding:* In recent years, the City has taken significant steps to secure long-term funding for the City's various retirement plans. The FY2019 budget increased contributions for the employees within the Texas Municipal Retirement System (TMRS) to provide for Cost of Living (COLA) and Updated Service Credit (USC) adjustments. Based upon information provided by the TMRS, the City's retirement plan is 91 percent funded as of December 31, 2018. The FY2020 budget recommends a continued contribution rate of 10.18 percent for TMRS members.

The City also increased funding for Fire Department personnel who remain in the Firefighters Relief and Retirement Fund (FRRF) as a result of legislation passed in the 85th Legislative Session. While the plan is currently closed to all new hires, the FRRF plan will remain the primary retirement system for all current retirees and plan members hired before the passage of this legislation. The City has financially guaranteed the current plan with its existing benefit structure, and capped member contributions at ten percent (10%) of gross pay. The FY2020 budget recommends a contribution rate of 28.72 percent, based upon the latest actuarial report. The FRRF Board is working with a new actuary, and expects to receive the new funding recommendations later this year. Additional contributions may be required to ensure the plan is sufficiently funded.

Water & Wastewater Treatment Charges

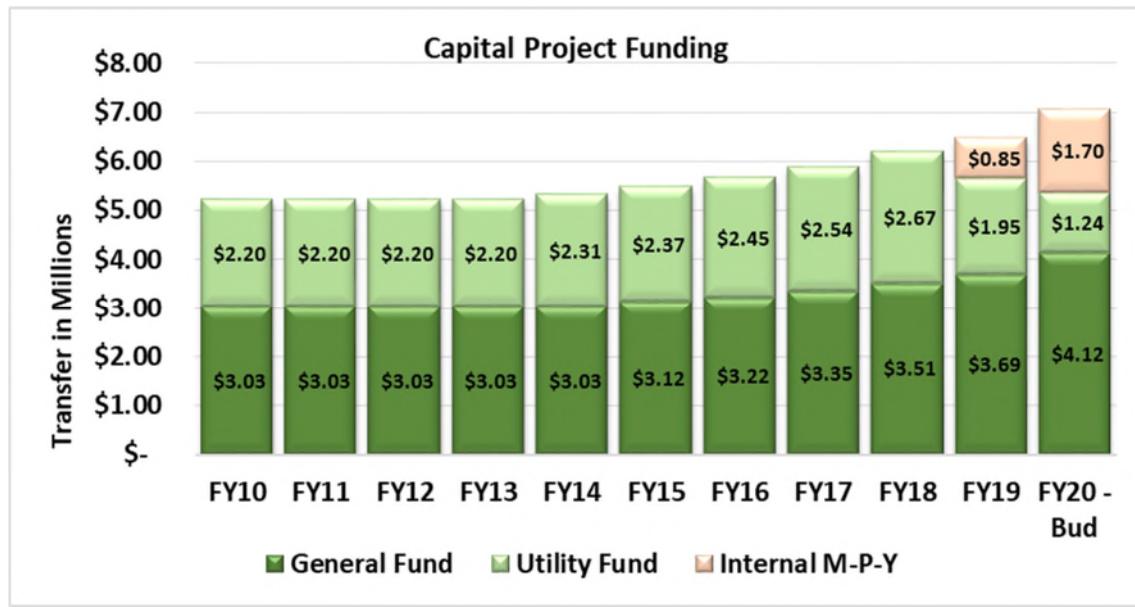
The Dallas County Park Cities Municipal Utility District (DCPCMUD) provides water to the City of University Park and the Town of Highland Park, while wastewater treatment services are provided by the City of Dallas Water Utilities (DWU). The amount budgeted for outside treatment can vary dramatically from the amount actually expended, depending largely on weather and watering patterns. Hotter, drier years tend to result in higher water volumes. Higher volumes in turn may drive an increase in the subsequent year wastewater treatment costs, due to winter averaging.

For FY2020, the combined costs of water and wastewater treatment are expected to increase modestly, with the rates charged to the City by the DCPCMUD for the treatment of potable water increasing 1.8 percent and from DWU for wastewater treatment increasing 6.2 percent. When combined with expected water sales (derived from an average of the previous ten years actual sales volumes) and winter consumption, the increased rate of \$2.54 per 1,000 gallons from DCPCMUD and \$3.04 per 1,000 gallons of wastewater treated from DWU will result in a combined gross cost increase of \$204,473.

Capital Expenditures

The proposed budget continues the tradition of funding capital projects for public works, technology, public safety and parks through a pay-as-you-go system. The City established a separate Capital Projects Fund that receives annual transfers from the General Fund and Utility Fund. Since the adoption of the FY2015 budget, the City has steadily increased the General Fund transfer into the Capital Projects Fund by 5 percent annually. Last year, the General Fund contributed \$3.69 million to the Capital Projects Fund, an increase of \$175,640. However, the FY2020 budget recommends an 11.8 percent increase in General Fund Transfers into the Capital Projects Fund for a total transfer of \$4,122,858. The additional transfer is recommended this fiscal year to help offset the effects of legislative changes that drastically limit the funding flexibility of a pay-as-you-go capital improvement program.

While the Utility Fund would normally have been expected to contribute \$2.9 million to capital projects as well, the actual transfer decreased to \$1.2 million, due to the transition to an in-house water and sewer operations division. The FY2020 budget represents the second year of a three-year phased approach, whereby water and sewer projects are removed from the funding responsibility of the Capital Projects Fund. Therefore, the combined capital projects transfer for FY2020 is \$5,367,155.



The Capital Projects Review Committee is responsible for reviewing proposed projects and recommending an annual capital budget and five-year Capital Improvement Program (CIP) to the City Council. Each year, staff and the Capital Projects Review Committee review the status of ongoing projects, and prioritize future projects on a funding schedule. The City Council approves the capital budget in October of each year through separate action to this budget. Recommended changes to the capital budget must be reviewed by the Capital Projects Committee before authorization by the City Council.

The Capital Projects Fund has funded traditional capital maintenance items such as the City's mill and overlay program for city streets, water/sewer main replacement in alleys, and park enhancements. In addition, the Capital Projects Fund allocates funds for specialized projects such as the public safety radio replacement, Snider Plaza utility improvements, and the Holmes Aquatic Center improvements. Within the past year, the City has also spent considerable resources to better understand the extent of needed improvements to address the City storm water system. The scale of needed improvements is exceedingly large, with an estimated cost of approximately \$45 million just to address the northeast portion of University Park. Final funding for these specialized projects has yet to be finalized within the 5-year Capital Improvement Program.

See Appendix A of this document for the approved FY2019 Capital Budget.

Equipment Replacement, Fuel & Electricity

The City has established a sinking fund for all new and replacement vehicles. Each department incurs yearly expenditures based on the depreciation schedule of the vehicles in its fleet. Once a vehicle is scheduled for replacement, the years of depreciation contributions made by the department are available within the fund to purchase a new vehicle. Contributions to the Equipment Services Fund will increase by \$78,811 this fiscal year, to a total budgeted amount of \$1,099,552.

The proposed budget implements a new policy for vehicle replacement funding so that the fund balance maintains a minimum level of no less than twenty to twenty-five percent (20 - 25%) of the current replacement value of the City's entire fleet. To ensure future purchases are adequately funded through

the expected life cycle, departmental fees for the annual depreciation of vehicles will be set to 105% of the vehicle cost. This will ensure that adequate funding will be in place at the time of future vehicle purchases.

Vehicles and equipment anticipated to be replaced in FY2020 are as follows:

Unit #	Dep	YR	Make	Model	Estimated Service Life	Estimated Replacement Cost
7021	22	2009	CHEVROLET	C-3500	10	\$ 49,000
7022	22	2009	CHEVROLET	C-3500	10	49,000
7089	22	2009	CHEVROLET	C-3500	10	49,000
6629	60	2004	MACK	CV713	15	140,000
6630	60	2004	MACK	CV713	15	140,000
7045	60	2009	INTERNATIONAL	4300	10	140,000
7046	60	2009	INTERNATIONAL	4300	10	140,000
1712	70	1995	PARKER	TRAILER	10	6,000
6623	80	2004	INTERNATIONAL	4300	15	75,000
7121	80	2010	FREIGHTLINER	M2102	10	<u>195,000</u>
					\$	<u>983,000</u>

Note: Not all items will be replaced with identical models/features.

The Equipment Services Fund will also be responsible for adding a significant amount of new equipment associated with the transition from outsourced to in-house replacement of water and sewer infrastructure. Fund balances within the Equipment Service Fund will need transfers from the General Fund balances to help pay for the new equipment, which may cost up to \$445,000, depending on needs.

The City's fuel costs are expected to increase this year. Last year, the City budgeted fuel costs at a rate of \$2.77 per gallon of gasoline and \$3.08 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Using the new EIA estimates of \$2.75 and \$3.29 for gasoline and diesel respectively, budgeted fuel expenditures are expected to increase \$15,311 (4.0%) this fiscal year to a total budgeted cost of \$401,326.

The proposed budget also provides for a slight decrease in the overall costs of utility services (electric, gas, water and certain phone services) provided to City facilities. By far the largest driver of this cost category is electricity, which the City purchases through participation in the Texas Coalition for Affordable Power (TCAP), which is a pool of cities that aggregate power needs to negotiate better electric prices for its members. Overall, the City anticipates a 5.3% reduction in budgeted utility costs, decreasing the budgeted category cost from the previous year's \$863,247 to \$817,403.

University Park Public Library

The City and the Friends of the Library will continue a funding partnership; however, the City has budgeted a significant decrease in annual contributions from the Friends of the Library (FOL). Since the opening of the University Park Public Library in the Plaza at Preston center, the FOL have donated \$300,000 annually towards the operation of the library. Due to difficulties maintaining this level of funding, the FOL have

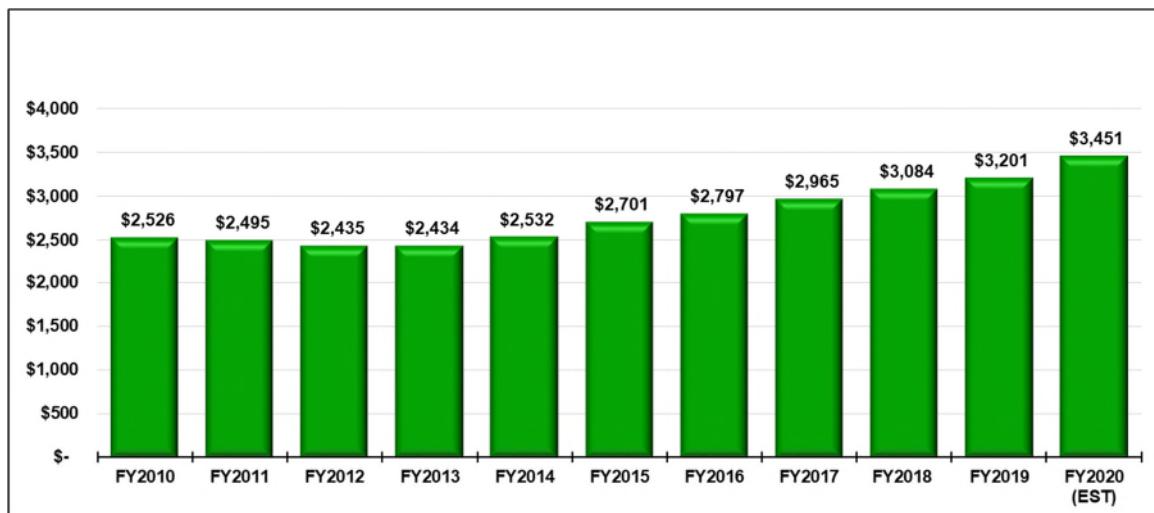
chosen to reduce funding contributions. The FY2020 Budget has dropped the funding contribution from \$300,000 to \$125,000. The proposed FY2020 budget for the University Public Library is \$832,108, which represents a 2 percent decrease from the prior year.

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General Fund

Fund balance within the General Fund follows a predictable cash flow with receipts from property taxes coming in at the beginning of each calendar year. As the primary revenue source for the General Fund, the FY2020 budget anticipates revenues from property tax totaling \$21,449,761. Additional details of major revenue sources for the General Fund are provided below.

Property Tax: The FY2020 budget recommends a 5.4 percent increase in the property tax rate to 25.8548 cents (per hundred dollars of value) from 24.5379 cents the previous year. Combined with a 2.6 percent growth in city-wide taxable property value, the corresponding increase in property tax revenue is 8.1%, or \$1,610,311. The average single-family property with a 20% homestead exemption will pay \$3,451 in property taxes to the City next fiscal year, an annual increase of \$250. The following table provides a historical perspective of property taxes related to the average single-family property.

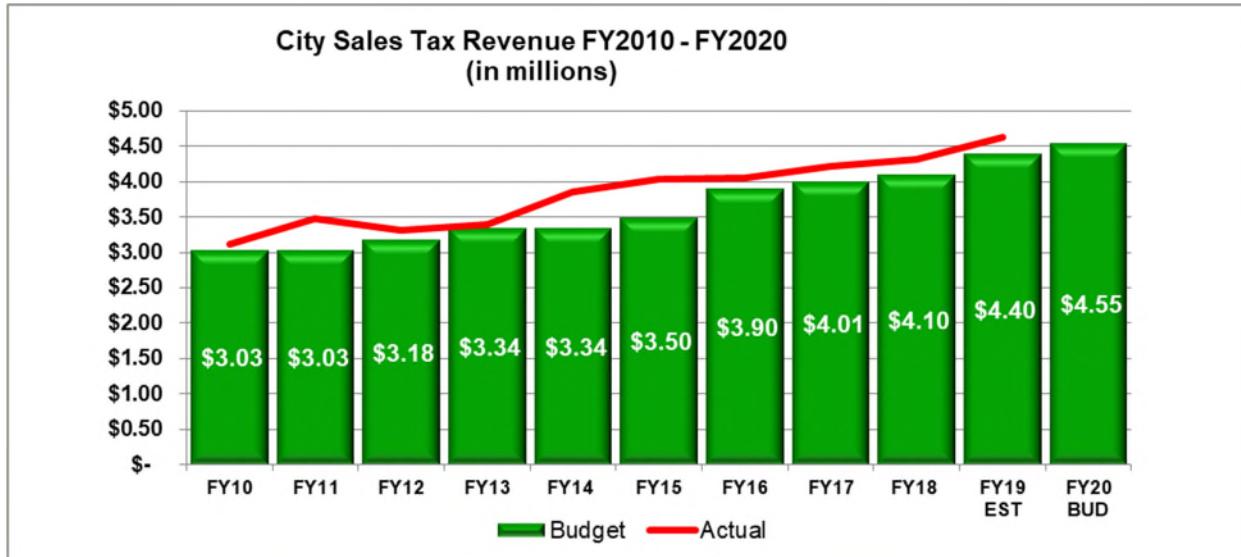


Truth in Taxation: The Texas Tax Code requires the calculation of an effective tax rate (ETR), which represents a calculated tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. The City's tax collector, the Dallas County Tax Office (DCTO), performs the ETR calculation. The ETR is significant, because it determines the notice and hearing requirements a City must meet to comply with the Texas Truth in Taxation laws.

For FY2020, the proposed tax rate of 25.8548 cents per hundred is higher than the ETR of 23.9488 cents; therefore, the City is required to hold two public hearings before adopting the FY2020 tax rate.

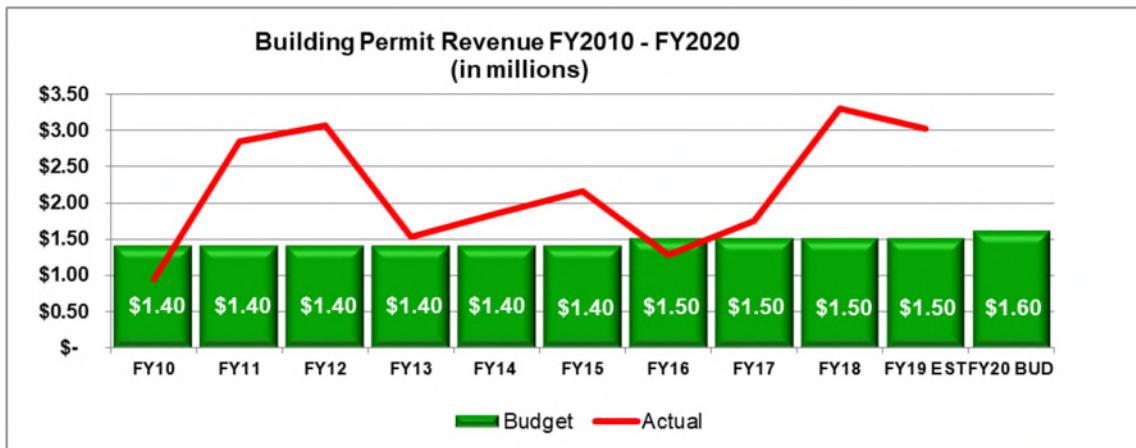
Revenues that support the General Fund that are derived from sources other than property taxes (and related amounts) account for 38% or \$13,009,000 of the General Fund's revenues. These revenues are derived from a variety of sources, and a brief overview of these revenues is provided in the charts and graphs below.

Sales Tax: Revenue collected from City sales taxes has steadily risen for the last several years. Projected sales tax revenues for FY2019 are expected to meet budgeted projections within the FY2019 budget. The City uses a sales tax analysis and reporting service to track and monitor sales tax within the community. Given steady sales tax collections this year, the FY2020 budget recommends the projected revenues from sales tax to increase from \$4,400,000 to \$4,550,000. This is a significant increase in projected revenue, and this revenue should be closely monitored as economic conditions change.



Building Permits: A number of factors can cause the revenue from building permits to fluctuate from year-to-year. Generally, the City receives most of its permit revenue from residential construction. When the local economy supports a strong construction market, the City will typically issue over 100 new single-family home permits in a year, and permit revenues exceed budgeted amounts. Since 2014, the City has seen a year-to-year decrease in the number of new single-family construction starts, with just under 70 permits issued last year. However, residential construction activity has slightly increased in 2019, with permits projecting higher than the previous two years. Non-residential construction projects associated with schools, churches, and SMU also exceeded budgeted amounts. The additional non-residential construction and small uptick in residential construction has allowed for a slight increase in projected building permit revenues from \$1.5 million to \$1.6 million.

As the table below indicates, the City selects a middle-of-the-road revenue projection for building permits to account for the fluctuation in construction activity. Despite the small increase in projected revenue, the FY2020 budget continues this practice. According to the City's financial policies, revenues that exceed 120% of budget are directed into the Capital Improvement Funds. With expected building permit revenue set to exceed \$3.0 million for FY2019, the Capital Improvement Fund is expected to receive an estimated \$1.2 million transfer as a result of this policy.



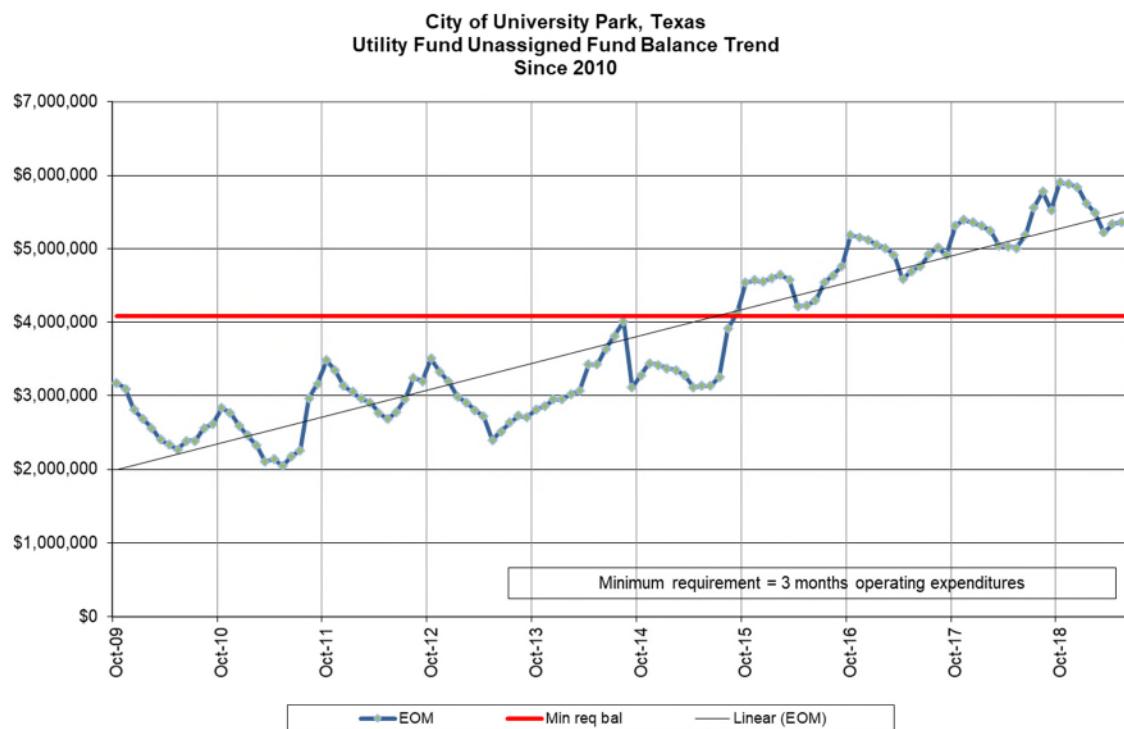
Franchise Fees: Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. While utility-based revenues remain mostly consistent, as the market presents alternatives to traditional services for television and data consumption, revenues from the traditional providers may vary. The FY2020 budget includes a revenue projection of \$1,945,000 for all franchise fees, a \$150,000 decrease from the previous year. The reductions in franchise fees are due to legislative changes that modified the formula for telecommunications franchises.

Prior to the new legislation, cities received franchise fees for both telephone and cable services. In University Park that involves two providers, AT&T and Charter. Both companies are now allowed to operate on a “one wire – one fee” basis. Companies do not have to pay a franchise fee for the service that generates the least revenue. For AT&T, the City projects franchise fees will drop from \$540,000 in FY2019 to \$440,000 in FY2020. For Charter the City projects a drop from \$105,000 to a projected \$55,000.

Utility Fund

The fund continues to experience positive growth within the fund balance due to structural rate adjustments approved in 2014. The FY2020 budget proposes an increase to both the potable and wastewater utility rates in the upcoming year to offset the budgeted increases from treatment charges. Operational costs continue to rise, and significant increases to capital project funding are needed to maintain the City's goal of a mile-per-year of water and sanitary sewer replacement. Given these cost drivers, and the addition of significant staffing levels to bring water and sewer replacement in-house, future consideration will be given to rate increases above and beyond the pass-through increases expected from DCPCMUD and DWU.

When combined with lower than expected water sales, the Utility Fund balance shows a slight surplus of \$23,748 for FY2020. This surplus is due in large part to a new transfer of funds (\$30,000) from the Sanitation Fund, explained below. Since utility revenues and expenditures are so heavily volume dependent and may change dramatically from one year to the next, no changes to the underlying rate structure are suggested at this time. As staff monitors revenues and expenditures, the City Council may consider a mid-year rate increase.

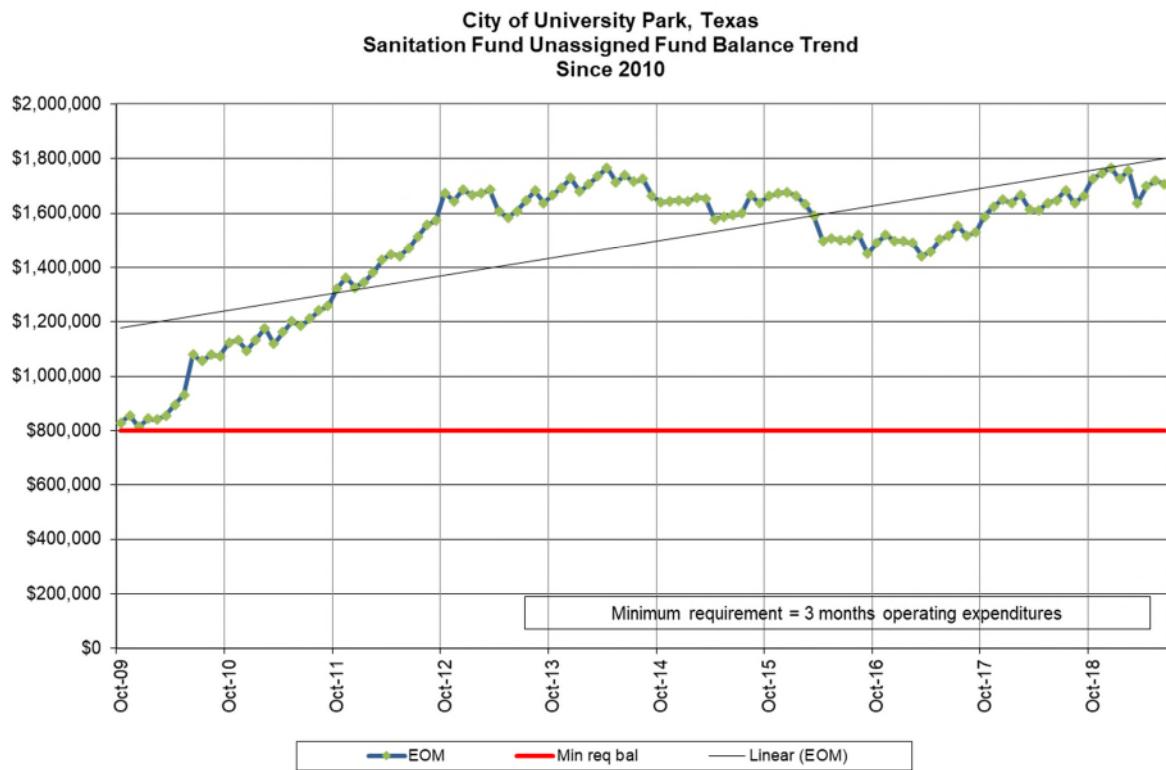


Sanitation Fund

The City created the Sanitation Fund in 1994 to remove expenditures for the collection of solid waste from the General Fund. The FY2020 budget includes a \$110,000 placeholder to allow for the accumulation of reserves toward future landfill needs. The City's financial policies require a minimum fund balance equal to three months operating expenses, which is approximately \$800,000. The beginning fund balance for

FY2019 was approximately \$1.5 million. When factoring out the reserve placeholder for future landfill needs, the Sanitation Fund struggles to maintain a positive cash flow. Despite a 10 percent increase in residential fees between FY2016 and FY2017, the fund continues to operate with a slight loss of fund balance. While the structural deficit in the Sanitation Fund has been reduced, the greatest long-term concern for the Sanitation Fund is anticipated increases to landfill fees. The City currently has an operating agreement with the City of Garland landfill that is set to expire within the next 10 years.

The Long-Term Financial Planning Subcommittee has recommended the City correct the structural deficiency within the Fund, while also providing a new transfer. The new transfer from the Sanitation Fund to the Utility Fund operates much like a franchise fee; whereby the Sanitation Department provides payment to the Utility Fund for utilization of streets and alleys. The proposed transfer in the FY2020 Budget is \$30,000 with a five-year phased approach to a maximum transfer of \$150,000 by FY2024. To address these issues, the FY2020 budget proposes an 11 percent increase to all sanitation fees. Despite the fee increase, fees to residential customers remain at or below other local jurisdictions.



Storm Water Fund

The Storm Water fund derives its revenue from a line item on monthly utility bills based on the zoning district of the property owner. The fees that are directed to this fund are dedicated to pay for projects directly related to the City's storm water system. The City's storm water master plan has identified major deficiencies in the City's storm water capacity, especially in the northeast portion of University Park. The estimated costs for the needed improvements in this portion of University Park is in excess of \$45 million. While the City has authorized a design contract with an engineering firm to address the proposed

improvements in the storm water master plan, funding and phasing for this construction has not been finalized.

All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund; however, future storm water fees should be increased to allow for additional transfers to the Capital Projects Fund from the Storm Water Fund. A small increase of 5% is recommended within the FY2020 budget; nevertheless, a final rate structure should take these projects into account.

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FUTURE CONSIDERATIONS

The proposed FY2020 budget provides the funding needed to continue the outstanding services that enhance the public health, safety and welfare of University Park residents. However, several of the items discussed in this memo will span beyond the limitations of a fiscal year, and future consideration must be given beyond the FY2020 budget. The following items represent a quick overview of these issues:

- *Centennial Master Plan:* Following a review of the City's 1989 Master Plan, members of the various citizen advisory boards and committees have recommended the City pursue an updated master plan to prepare for the City's centennial anniversary in 2024. The 1989 Master Plan helped shape the character and composition of University Park as it transitioned into a redevelopment phase of the City's life-cycle. Residents volunteered their time and talents to help build a plan that addressed the physical space in which people work, play and reside. As the community reaches the 100-year mark, schools, churches and Southern Methodist University have invested hundreds of millions of dollars in upgrading existing facilities, and the City's retail and commercial areas are poised for similar redevelopment. Given the importance of these areas and the potential financial impact to the City, an update to the City's master plan that incorporates a high-level of citizen engagement is needed. The Centennial Master Plan should address physical assets and land use; however, it should also consider the long-term financial management of the City.
- *Long Term Financial Management:* Since the City's inception, considerable attention has been given to ensuring neighborhoods and other public amenities are well designed and maintained. However, as the City ages, neighborhoods and public amenities need rejuvenating. A subcommittee of members from the Finance Advisory and Capital Projects Review committees is currently addressing long-term issues. Conclusions and recommendations from this subcommittee will be shared and distributed as part of the updated master plan process. Legislative changes have significantly reduced municipal revenues and limited future flexibility in setting appropriate property tax levels. Since the City has relied upon the natural growth of existing property for potential revenue growth, the task of financing capital needs with a pay-as-you-go model is limited. Efforts to address financial policies from a multi-year analysis for both operational and capital needs should be continued. In addition, careful attention to fund balance requirements and prioritization of capital projects should be included in a multi-year analysis.
- *Infrastructure:* The City maintains approximately 64 miles of sanitary sewer mains, 89 miles of water mains, and 25 miles of storm water mains. Capital improvements for the addition and replacement of these systems have been programmed in the Capital Projects Fund. However, increased construction costs have outpaced funding in recent years. As with prior-year budgets, the FY2020 budget proposes an increase in contributions to the Capital Fund from the General Fund. However, the recommended transfer for FY2020 is substantially higher, with an 11 percent increase from the prior year. Historically, the City has budgeted annual 5 percent increases in transfers. Given the lengthy list of capital needs throughout the City, and an uncertain funding path, this increase is needed to establish a new baseline of revenue into the Capital Projects Fund. Investing in the capital assets of the City is costly, disruptive, and time consuming. However, deferring these items to future years can involve emergency funding and lengthier repair/replacement times. Fine tuning capital needs through advanced planning and funding will ensure the City remains one of the premier communities in the region.

APPENDIX A

CITY OF UNIVERSITY PARK, TX					
Five Year Financial Plan, Fiscal Years					
General Fund and Emergency Fund					
\$ in '000's	2020 BUDGET	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED
Beginning Fund Balance	27,288	27,288	27,345	27,319	27,209
Revenues					
Real Property Taxes	21,450	22,201	22,978	23,782	24,614
Sales Tax	A 4,790	4,934	5,082	5,234	5,391
Permits/Licenses	B 1,705	1,747	1,791	1,836	1,881
Interest Earnings	C 600	409	342	273	272
Other Revenue	B 5,245	5,548	5,679	5,814	5,952
Total Revenues	33,789	34,839	35,871	36,938	38,110
Transfers from Other Funds	800	887	887	887	887
Total Revenues and Transfers In	34,589	35,725	36,758	37,825	38,997
Expenditures					
Salaries and Benefits	D 23,581	24,288	25,017	25,767	26,540
Professional Fees	B 2,627	2,693	2,760	2,829	2,900
Other	4,278	4,385	4,494	4,607	4,722
Total Expenditures	30,485	31,366	32,271	33,203	34,162
Capital Projects Contribution	E 3,873	4,067	4,270	4,483	4,707
Other Transfers	B 231	237	243	249	255
Total Expenditures and Transfers Out	34,589	35,669	36,784	37,935	39,124
Surplus (Deficit)	0	56	-26	-110	-127
Ending Fund Balance	27,288	27,345	27,319	27,209	27,081
Non-Spendable/Committed	18,322	18,322	18,322	18,322	18,322
Unrestricted Fund Balance	8,967	9,023	8,997	8,887	8,760
Required Minimum Balance Per Policy	2,882	2,972	3,065	3,161	3,260
Excess/(Deficiency)	6,084	6,051	5,932	5,726	5,500
ASSUMPTIONS					
Increase in Taxable Assessed Value		3.5%	3.5%	3.5%	3.5%
Anticipated Sales Tax Growth	A 3.0%	3.0%	3.0%	3.0%	3.0%
Anticipated Rate of Inflation	B 2.5%	2.5%	2.5%	2.5%	2.5%
Anticipated Interest Rate	C 2.0%	1.5%	1.3%	1.0%	1.0%
Anticipated Salary Increase	D 3.0%	3.0%	3.0%	3.0%	3.0%
Capital Projects Transfer Growth	E 5.0%	5.0%	5.0%	5.0%	5.0%

APPENDIX B

		FY2019 ADOPTED BUDGET	FY2019 PRIOR YEAR CARRYFRWD	FY2019 AMENDED BUDGET
INFORMATION TECHNOLOGY				
Cartegraph	2017102	-	125,852	125,852
Community Development Electronic Plan Review	2017105	-	70,000	70,000
Audio / Visual System Upgrade - Phase II	2019100	175,000	-	175,000
HPISD Fiber Contribution	2019101	100,000	-	100,000
Security Camera Replacement City-wide	2019102	215,000	-	215,000
Website Remodel	2019103	75,000	-	75,000
INFORMATION TECHNOLOGY SUBTOTAL		565,000	195,852	760,852
PARKS				
Goar Park restroom structure	2016203	-	41,804	41,804
Mockingbird Lane wall landscape	2017201	-	15,102	15,102
McFarlin East - Dublin to Central	2017202	-	100,000	100,000
LED lighting upgrades	2017205	-	10,961	10,961
Fountain Replacements (pond)	2018200	-	65,000	65,000
Pool Filter Upgrades	2019200	50,000	-	50,000
Tennis court resurfacing program	2019201	100,000	-	100,000
Pool Master Plan Phase II	2019202	160,000	-	160,000
Fence Replacement (Compressed to '19)	2019203	70,000	-	70,000
Park Sign Replacement	2019204	200,000	-	200,000
Playground Resurfacing	2019205	70,000	-	70,000
Table/Bench Replacement	2019206	50,000	-	50,000
Central Expressway Bridge Landscape	2019207	100,000	-	100,000
PARKS SUBTOTAL		800,000	232,867	1,032,867
PUBLIC SAFETY				
Radio system replacement - comprehensive	33900	1,500,000	(42,237)	1,457,763
LPR Systems (10 Units)	2018300	100,000	250,000	350,000
Building Security Enhancements	2019300	100,000	-	100,000
PUBLIC SAFETY SUBTOTAL		1,700,000	207,763	1,907,763
PUBLIC WORKS				
Water meter replacement	49230	-	617,855	617,855
MPY 4200-4500 Normandy/San Carlos	2017400	1,750,000	2,594,570	4,344,570
Miracle Mile Water Line	2017401	-	1,000,000	1,000,000
Reconstruction of Old SMU Sewer	2017402	-	850,000	850,000
NW Highway Elevated Tank	2017403	-	826,846	826,846
Asphalt Overlay 2018	2018400	-	1,131,729	1,131,729
Traffic signal replacement	2018402	-	813,283	813,283
Sidewalk Replacement	2018403	-	423,103	423,103
City Hall Repairs	2018404	-	70,000	70,000
Dallas County MCIP Master Plan	2018406	-	500,000	500,000
University Boulevard Widening	2018407	1,000,000	125,000	1,125,000
Traffic signal replacement	2019401	650,000	-	650,000
Sidewalk Replacement	2019402	180,000	-	180,000
4419 Service Center Fuel Tank Replacement	2019403	750,000	-	750,000
4419 Service Center Reconstruction - Design/Bui	2019404	2,250,000	-	2,250,000
Snider Plaza Area Design	2019405	600,000	-	600,000
Storm Water Projects Reserve/Program Placeholder	2019406	3,000,000	-	3,000,000
Pavement Assessment Study	2019407	60,000	-	60,000
PUBLIC WORKS SUBTOTAL		10,240,000	8,952,386	19,192,386
Projects contingency:				
Unplanned Projects Placeholder		300,000	-	300,000
TOTAL PROJECT EXPENDITURES		13,605,000	9,588,868	23,193,868

FY2020 BUDGET HIGHLIGHTS

- Total budget (4 funds) increase 3.5% from prior year.
- Taxable property value increased 2.6%.
- Budget increases tax rate to 25.8548 cents per \$100 of taxable value from 24.5379 last year.
- Capital project funding increased 8.6% to \$7.1 million.
- Increase of 2 Police Officers and 1 Police Sergeant related to public safety.
- Phase two of three year phase-in of the in-house MPY program dedicated to capital replacement of water and sewer infrastructure. Second crew with 7 new positions anticipated.
- City adopts a pay philosophy after Public Sector Personnel Consultants review. Includes a new civilian pay table based on performance. Estimated cost to implement with salary adjustments is \$803,000 with a temporary hold on awarding merit-based salary increases in FY2020.

*TMRS – City contribution maintained at 10.18%

*Health Insurance – City contribution increased 4.75% from \$1,148.37 to \$1,203.00 per covered employee

*FRRF – City contribution maintained at 28.72%

City of University Park
Proposed Budget by Fund and Department

Fund/Org Unit/Department	FY2018 Actual Results	FY2019 Adopted Budget	FY2020 Proposed Budget	\$ Change	% Change
AS OF SEPTEMBER 12, 2019					
GENERAL FUND					
Total Revenue					
	\$ 34,010,443	\$ 33,133,450	\$ 34,588,761	\$ 1,455,311	4.4%
Expenditures					
01-02 EXECUTIVE	\$ 1,349,875	\$ 1,325,021	\$ 1,369,865	\$ 44,844	3.4%
01-03 FINANCE	\$ 1,169,604	\$ 1,169,097	\$ 1,225,155	\$ 56,058	4.8%
01-04 HUMAN RESOURCES	\$ 413,139	\$ 435,693	\$ 437,203	\$ 1,510	0.3%
01-05 INFORMATION SERVICES	\$ 1,234,090	\$ 1,310,044	\$ 1,313,253	\$ 3,209	0.2%
01-06 LIBRARY	\$ 766,747	\$ 846,875	\$ 832,108	(\$ 14,767)	-1.7%
01-10 COURT	\$ 411,648	\$ 432,080	\$ 443,983	\$ 11,903	2.8%
01-19 COMMUNITY DEVELOPMENT	\$ 1,056,210	\$ 1,310,257	\$ 1,290,245	(\$ 20,012)	-1.5%
01-20 ENGINEERING	\$ 507,662	\$ 751,788	\$ 793,727	\$ 41,939	5.6%
01-25 TRAFFIC	\$ 973,323	\$ 992,384	\$ 1,027,614	\$ 35,230	3.6%
01-35 FACILITY MAINTENANCE	\$ 633,063	\$ 719,809	\$ 679,144	(\$ 40,665)	-5.6%
01-40 FIRE	\$ 5,721,783	\$ 6,268,496	\$ 6,523,946	\$ 255,450	4.1%
01-50 POLICE	\$ 7,901,141	\$ 8,303,565	\$ 8,868,528	\$ 564,963	6.8%
01-70 PARKS	\$ 2,996,277	\$ 3,185,794	\$ 3,237,938	\$ 52,144	1.6%
01-75 SWIMMING POOL	\$ 473,595	\$ 524,303	\$ 545,244	\$ 20,941	4.0%
01-80 STREETS	\$ 1,666,834	\$ 1,869,807	\$ 1,897,031	\$ 27,224	1.5%
01-85 TRANSFERS	\$ 6,446,505	\$ 3,688,437	\$ 4,103,777	\$ 415,340	11.3%
Total Expenditures	\$ 33,721,496	\$ 33,133,450	\$ 34,588,761	\$ 1,455,311	4.4%
GENERAL FUND SURPLUS/(DEFICIT)	\$ 288,947	\$ -	\$ -	\$ -	-
WATER AND SEWER FUND					
Total Revenue					
	\$ 16,621,377	\$ 16,203,300	\$ 16,472,500	\$ 269,200	1.7%
Expenditures					
02-21 UTILITY OFFICE	\$ 9,585,771	\$ 9,485,926	\$ 9,836,966	\$ 351,040	3.7%
02-22 UTILITIES	\$ 3,812,880	\$ 4,039,887	\$ 3,936,239	(\$ 103,648)	-2.6%
02-24 IN HOUSE CONSTRUCTION	\$ -	\$ 840,168	\$ 1,511,250	\$ 671,082	79.9%
02-85 TRANSFERS	\$ 2,670,564	\$ 1,904,093	\$ 1,164,297	(\$ 739,796)	-38.9%
Total Expenditures	\$ 16,069,215	\$ 16,270,074	\$ 16,448,752	\$ 178,678	1.1%
WATER AND SEWER FUND SURPLUS/(DEFICIT)	\$ 552,162	\$ (66,774)	\$ 23,748	\$ 90,522	
SANITATION FUND					
Total Revenue					
	\$ 3,109,962	\$ 3,111,750	\$ 3,441,032	\$ 329,282	10.6%
Expenditures					
04-60 EXPENDITURES	\$ 2,986,180	\$ 3,195,825	\$ 3,410,955	\$ 215,130	6.7%
04-85 TRANSFERS	\$ -	\$ -	\$ 30,000	\$ 30,000	
Total Expenditures	\$ 2,986,180	\$ 3,195,825	\$ 3,440,955	\$ 245,130	7.7%
SANITATION FUND SURPLUS/(DEFICIT)	\$ 123,782	\$ (84,075)	\$ 77	\$ 84,152	
STORM WATER FUND					
Total Revenue					
	\$ 491,933	\$ 503,000	\$ 526,650	\$ 23,650	4.7%
Expenditures					
05-23 STORM WATER	\$ 234,719	\$ 450,026	\$ 404,174	(\$ 45,852)	-10.2%
05-85 TRANSFERS	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%
Total Expenditures	\$ 234,719	\$ 500,026	\$ 454,174	(\$ 45,852)	-9.2%
STORM WATER FUND SURPLUS/(DEFICIT)	\$ 257,214	\$ 2,974	\$ 72,476	\$ 69,502	
TOTAL REVENUES	\$ 54,233,715	\$ 52,951,500	\$ 55,028,943	\$ 2,077,443	3.9%
TOTAL EXPENDITURES	\$ 53,011,610	\$ 53,099,375	\$ 54,932,642	\$ 1,833,267	3.5%
TOTAL SURPLUS/(DEFICIT)	\$ 1,222,105	\$ (147,875)	\$ 96,301	\$ 244,176	

City of University Park

Property Tax Impact

	FY2018 Adopted Budget	FY2019 Adopted Budget	FY2020 Proposed Budget	\$ Change	% Change
AS OF SEPTEMBER 12, 2019					
TOTAL CERTIFIED TAXABLE VALUE	\$ 7,578,861,993	\$ 8,085,217,904	\$ 8,296,247,205	\$ 211,029,301	2.6%
TOTAL GENERAL FUND REVENUES:	\$ 31,419,253	\$ 33,133,450	\$ 34,588,761	\$ 1,455,311	4.4%
NON-PROPERTY TAX REVENUE					
Sales tax	\$ 4,320,000	\$ 4,640,000	\$ 4,790,000	\$ 150,000	3.2%
Franchise fees	2,185,000	2,095,000	1,945,000	\$ (150,000)	-7.2%
Building permits/licenses	1,609,500	1,604,500	1,704,500	\$ 100,000	6.2%
Fines and Fees	2,405,500	2,515,500	2,320,500	\$ (195,000)	-7.8%
Park and Pool revenue	305,500	408,500	423,500	\$ 15,000	3.7%
Auction proceeds	10,000	7,500	7,500	\$ -	0.0%
Utility Fund contribution	700,000	700,000	800,000	\$ 100,000	14.3%
Interest earnings	300,000	600,000	600,000	\$ -	0.0%
Miscellaneous and other	590,500	593,000	418,000	\$ (175,000)	-29.5%
Total Non-Property Tax Revenue	\$ 12,426,000	\$ 13,164,000	\$ 13,009,000	\$ (155,000)	-1.2%
PROPERTY TAX REVENUE					
Operations & Maintenance (O&M)	\$ 18,853,253	\$ 19,839,450	\$ 21,449,761	\$ 1,610,311	8.1%
Penalty/interest & attorney's fees	100,000	90,000	90,000	\$ -	0.0%
Delinquent (prior years) taxes	40,000	40,000	40,000	\$ -	0.0%
Total Prop Tax Revenue Request	\$ 18,993,253	\$ 19,969,450	\$ 21,579,761	\$ 1,610,311	8.1%
DEBT SERVICE REQUIREMENT	\$ -	\$ -	\$ -	\$ -	0.0%
PROPERTY TAX RATE					
Operations & Maintenance (O&M)	\$ 0.248761	\$ 0.245379	\$ 0.258548	\$ 0.013168	5.4%
Debt Service	-	-	-	-	0.0%
Total Property Tax Rate per \$100	\$ 0.248761	\$ 0.245379	\$ 0.258548	\$ 0.01317	5.4%
IMPACT ON "TYPICAL" HOMEOWNER					
Average single-family home market value*	\$ 1,549,797	\$ 1,630,666	\$ 1,668,650	\$ 37,984	2.3%
Less: 20% homestead exemption	(309,959)	(326,133)	(333,730)	(7,597)	2.3%
Average single-family home taxable value	\$ 1,239,837	\$ 1,304,533	\$ 1,334,920	\$ 30,387	2.3%
Tax levy	\$ 3,084	\$ 3,201	\$ 3,451	\$ 250	7.8%
Change in levy from prior year	\$ 119	\$ 117	\$ 250		

* Note: The change in the market value of an average single-family home may be different than the aggregate market value change of all properties within the City

**EXPENDITURE FUND MATRIX FY2020
BY FUNCTION TO DEPARTMENT**

GENERAL FUND

Total Revenue \$ 34,588,761

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,040,697	\$ 3,500	\$ 208,679	\$ 17,922	\$ 41,443	\$ -	\$ 50,224	\$ -	\$ -	\$ -	\$ 1,369,855
01-03	FINANCE	\$ 823,655	\$ 5,580	\$ 339,031	\$ 6,580	\$ 3,684	\$ -	\$ 46,625	\$ -	\$ -	\$ -	\$ 1,226,155
01-04	HUMAN RESOURCES	\$ 281,927	2,000	\$ 72,318	\$ 3,528	\$ 1,835	\$ -	\$ 75,895	\$ -	\$ -	\$ -	\$ 437,203
01-05	INFORMATION SERVICES	\$ 870,051	2,700	\$ 232,920	\$ 93,603	\$ 3,684	\$ 24,000	\$ 66,395	\$ 20,000	\$ -	\$ -	\$ 1,313,263
01-06	LIBRARY	\$ 507,784	104,440	\$ 174,543	\$ 31,211	\$ 3,070	\$ 1,500	\$ 9,560	\$ -	\$ -	\$ -	\$ 832,108
01-10	COURT	\$ 351,433	2,450	\$ 75,371	\$ 2,955	\$ 1,842	\$ 1,115	\$ 8,817	\$ -	\$ -	\$ -	\$ 443,983
01-19	COMMUNITY DEVELOPMENT	\$ 1,128,954	15,757	\$ 96,839	\$ 6,945	\$ 7,139	\$ -	\$ 34,611	\$ -	\$ -	\$ -	\$ 1,290,245
01-20	ENGINEERING	\$ 727,073	8,420	\$ 29,376	\$ 4,421	\$ 2,809	\$ 500	\$ 21,128	\$ -	\$ -	\$ -	\$ 793,727
01-25	TRAFFIC	\$ 688,703	99,660	\$ 28,646	\$ 55,608	\$ 5,296	\$ -	\$ 149,701	\$ -	\$ -	\$ -	\$ 1,027,614
01-35	FACILITY MAINTENANCE	\$ 234,936	15,655	\$ 104,998	\$ 40,151	\$ 113,612	\$ 65,251	\$ 54,041	\$ 50,500	\$ -	\$ -	\$ 679,144
01-40	FIRE	\$ 5,628,415	194,420	\$ 229,609	\$ 50,711	\$ 24,684	\$ 10,950	\$ 385,157	\$ -	\$ -	\$ -	\$ 6,523,946
01-50	POLICE	\$ 7,371,626	120,373	\$ 708,856	\$ 116,441	\$ 63,043	\$ 10,242	\$ 479,947	\$ -	\$ -	\$ -	\$ 8,866,528
01-70	PARKS	\$ 2,201,732	203,864	\$ 306,510	\$ 68,359	\$ 18,974	\$ 49,995	\$ 388,504	\$ -	\$ -	\$ -	\$ 3,237,938
01-75	SWIMMING POOL	\$ 350,317	-	\$ 13,900	\$ 1,088	\$ 17,807	\$ -	\$ 155,132	\$ 7,000	\$ -	\$ -	\$ 545,244
01-80	STREETS	\$ 1,373,079	71,806	\$ 7,354	\$ 4,213	\$ 17,239	\$ 264,824	\$ 345,016	\$ -	\$ (186,500)	\$ -	\$ 1,897,031
01-85	TRANSFERS	-	-	-	-	-	-	-	-	\$ 4,103,777	\$ -	\$ 4,103,777
	TOTAL EXPENDITURES	\$ 23,580,382	\$ 850,625	\$ 2,626,950	\$ 503,036	\$ 325,861	\$ 428,377	\$ 2,278,753	\$ 77,500	\$ 3,917,277	\$ -	\$ 34,588,761

UTILITY FUND

Total Revenue \$ 16,472,500

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 361,774	\$ 4,345	\$ 117,567	\$ 8,533,987	\$ 2,778	\$ 1	\$ 16,514	\$ -	\$ -	\$ 800,000	\$ 9,836,966
02-22	UTILITIES	\$ 2,426,580	\$ 323,865	\$ 117,408	\$ 11,232	\$ 22,735	\$ 1,750	\$ 844,169	\$ -	\$ 186,500	\$ -	\$ 3,936,239
02-24	IN HOUSE CONSTRUCTION	\$ 743,926	\$ 134,498	\$ 41,998	\$ -	\$ -	\$ 144,206	\$ 46,622	\$ -	\$ -	\$ -	\$ 1,511,250
02-85	TRANSFERS	-	-	-	-	-	-	-	-	\$ 1,164,297	\$ -	\$ 1,164,297
	TOTAL EXPENDITURES	\$ 3,534,280	\$ 462,708	\$ 276,973	\$ 8,545,219	\$ 25,513	\$ 145,957	\$ 1,307,305	\$ -	\$ 1,350,797	\$ 800,000	\$ 16,448,752

SANITATION FUND

Total Revenue \$ 3,441,032

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,180,683	\$ 157,337	\$ 22,819	\$ 239,785	\$ 26,926	\$ 36,400	\$ 735,005	\$ 12,000	\$ -	\$ -	\$ 3,410,955
04-85	TRANSFERS	-	-	-	-	-	-	-	-	\$ 30,000	\$ -	\$ 30,000
	TOTAL EXPENDITURES	\$ 2,180,683	\$ 157,337	\$ 22,819	\$ 239,785	\$ 26,926	\$ 36,400	\$ 735,005	\$ 12,000	\$ 30,000	\$ -	\$ 3,440,955

STORMWATER FUND

Total Revenue \$ 526,650

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 1,550	\$ 392,551	\$ -	\$ -	\$ -	\$ 10,050	\$ 23	\$ -	\$ -	\$ 404,174
05-85	TRANSFERS	-	-	-	-	-	-	-	-	\$ 50,000	\$ -	\$ 50,000
	TOTAL EXPENDITURES	\$ -	\$ 1,550	\$ 392,551	\$ -	\$ -	\$ -	\$ 10,050	\$ 23	\$ 50,000	\$ -	\$ 454,174
	TOTAL EXPENDITURES	\$ 29,295,345	\$ 1,472,220	\$ 3,319,293	\$ 9,288,040	\$ 378,300	\$ 610,734	\$ 4,331,113	\$ 89,523	\$ 5,348,074	\$ 800,000	\$ 54,932,642

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EXPENDITURE FUND MATRIX - BY FUNCTION FY2020

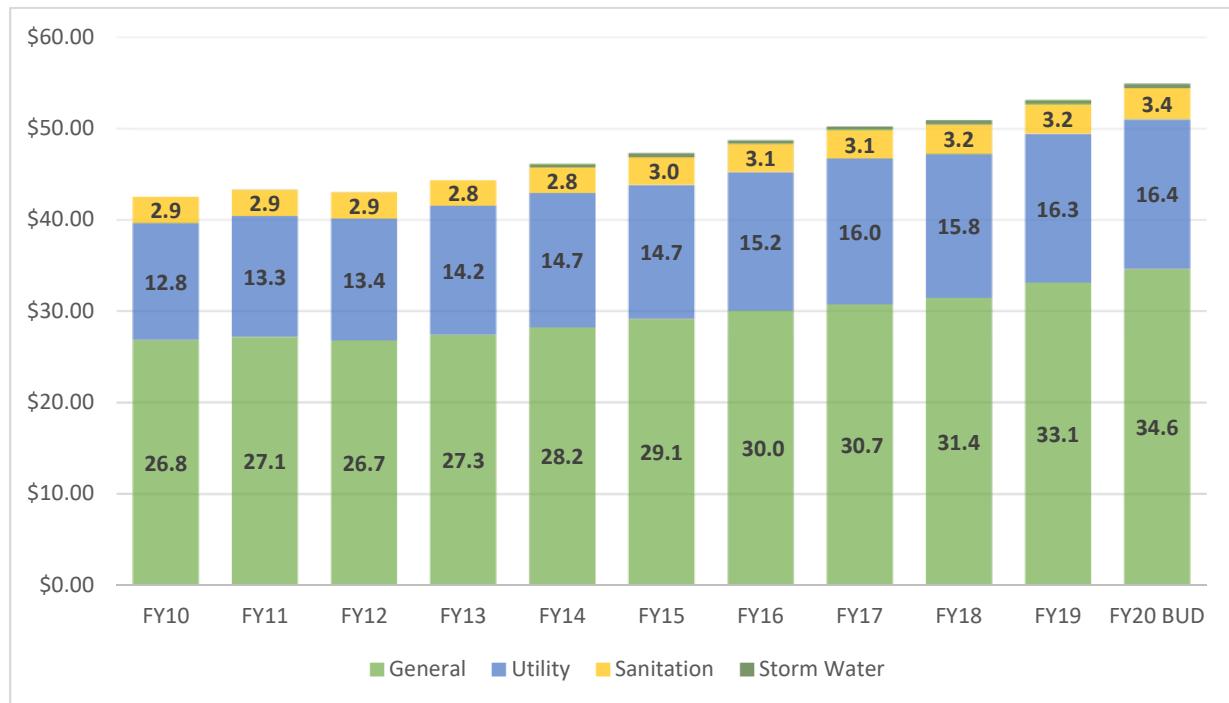
DEPARTMENTS	GENERAL GOVERNMENT	PARKS	PUBLIC SAFETY	PUBLIC WORKS	STREETS	TOTAL PRIMARY GOVERNMENT	UTILITIES	SANITATION	STORMWATER	TOTAL BUSINESS TYPE ACTIVITIES
EXECUTIVE	\$ 1,369,865					\$ 1,369,865				
FINANCE	1,225,155					1,225,155				
HUMAN RESOURCES	437,203					437,203				
INFORMATION SERVICES	1,313,253					1,313,253				
LIBRARY	832,108					832,108				
COURT			\$ 443,983			443,983				
COMMUNITY DEVELOPMENT				\$ 1,290,245		1,290,245				
ENGINEERING					793,727	793,727				
TRAFFIC					1,027,614	1,027,614				
FACILITY MAINTENANCE	679,144					679,144				
FIRE			6,523,946			6,523,946				
POLICE			8,868,528			8,868,528				
PARKS	\$ 3,237,938					3,237,938				
SWIMMING POOL	545,244					545,244				
STREETS				\$ 1,897,031		1,897,031				
TRANSFERS	4,103,777					4,103,777	\$ 1,164,297	\$ 30,000	\$ 50,000	\$ 1,244,297
UTILITY OFFICE							9,836,966			9,836,966
UTILITIES							3,936,239			3,936,239
IN HOUSE CONSTRUCTION								1,511,250		1,511,250
SANITATION									3,410,955	3,410,955
STORM WATER										404,174
TOTAL EXPENDITURES	\$ 9,960,505	\$ 3,783,182	\$ 15,836,457	\$ 3,111,586	\$ 1,897,031	\$ 34,588,761	\$ 16,448,752	\$ 3,440,955	\$ 454,174	\$ 54,932,642

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BUDGET BY FUND

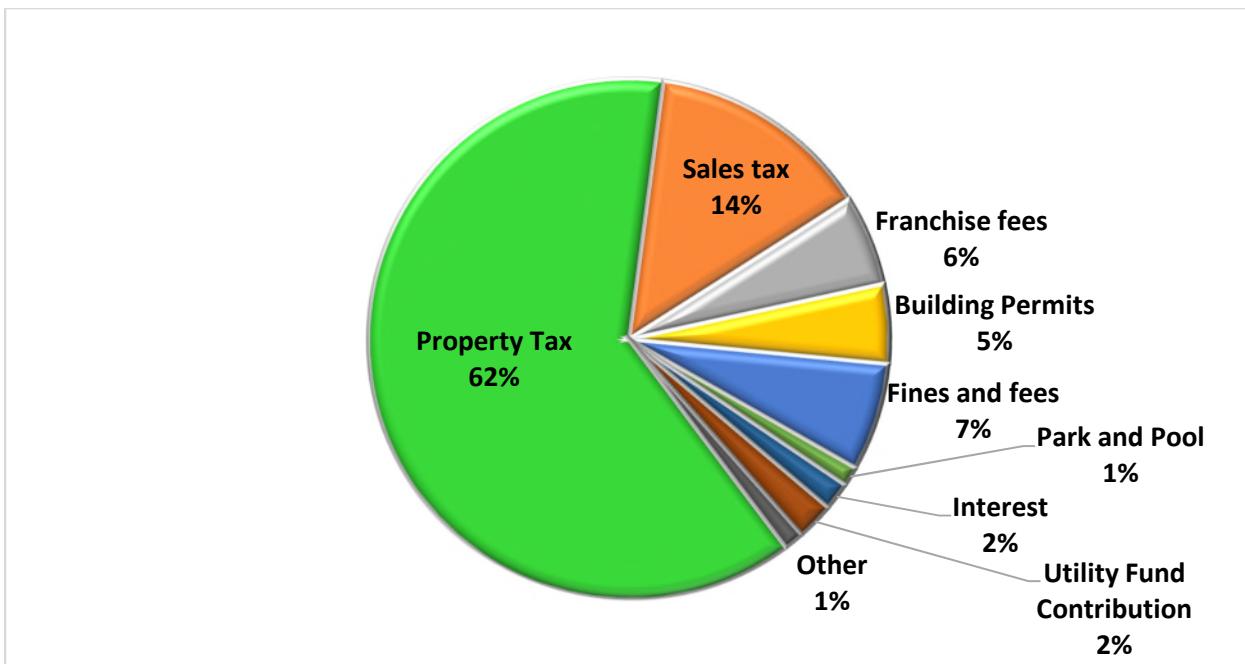
TOTAL BUDGET \$54.9

(IN MILLIONS)



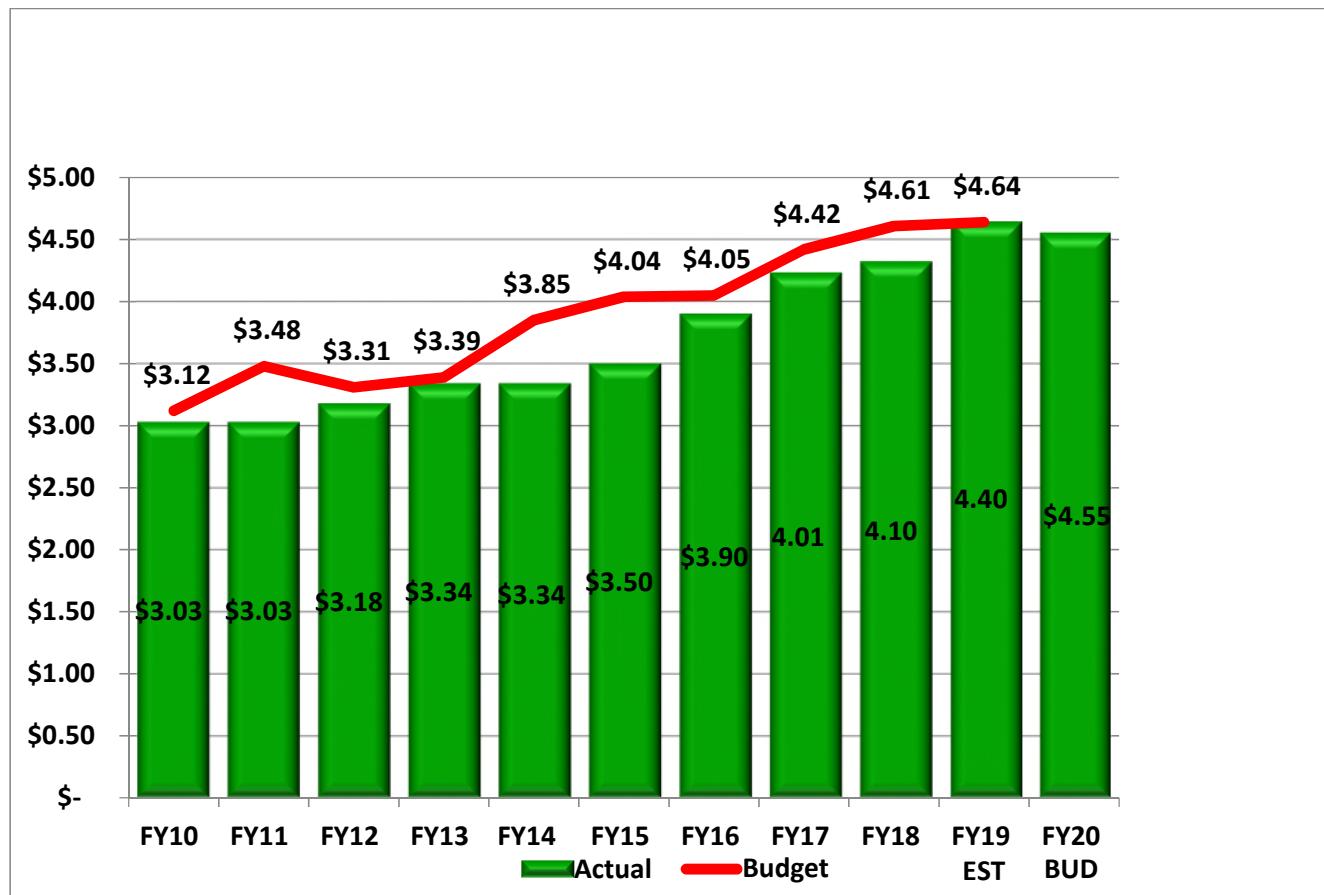
REVENUES

- General Fund revenues come from two major sources:
 - ***Ad Valorem (property) taxes (62%)**
 - ***All other sources (non-property tax revenues) (38%)**

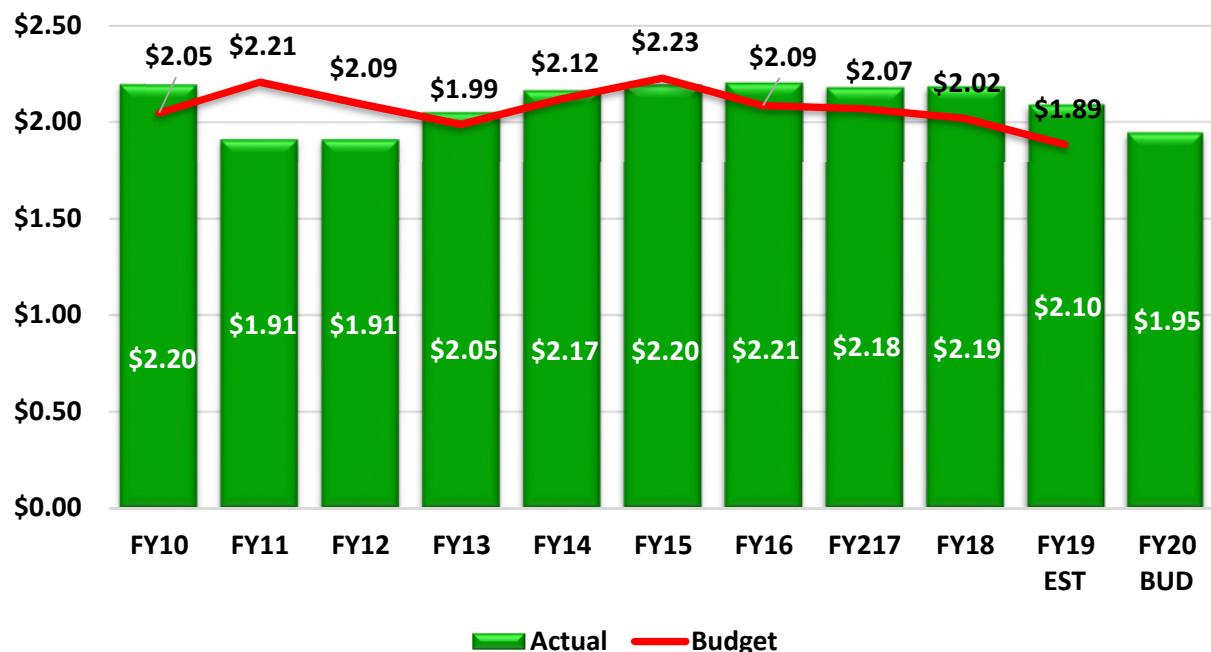


SALES TAX REVENUE

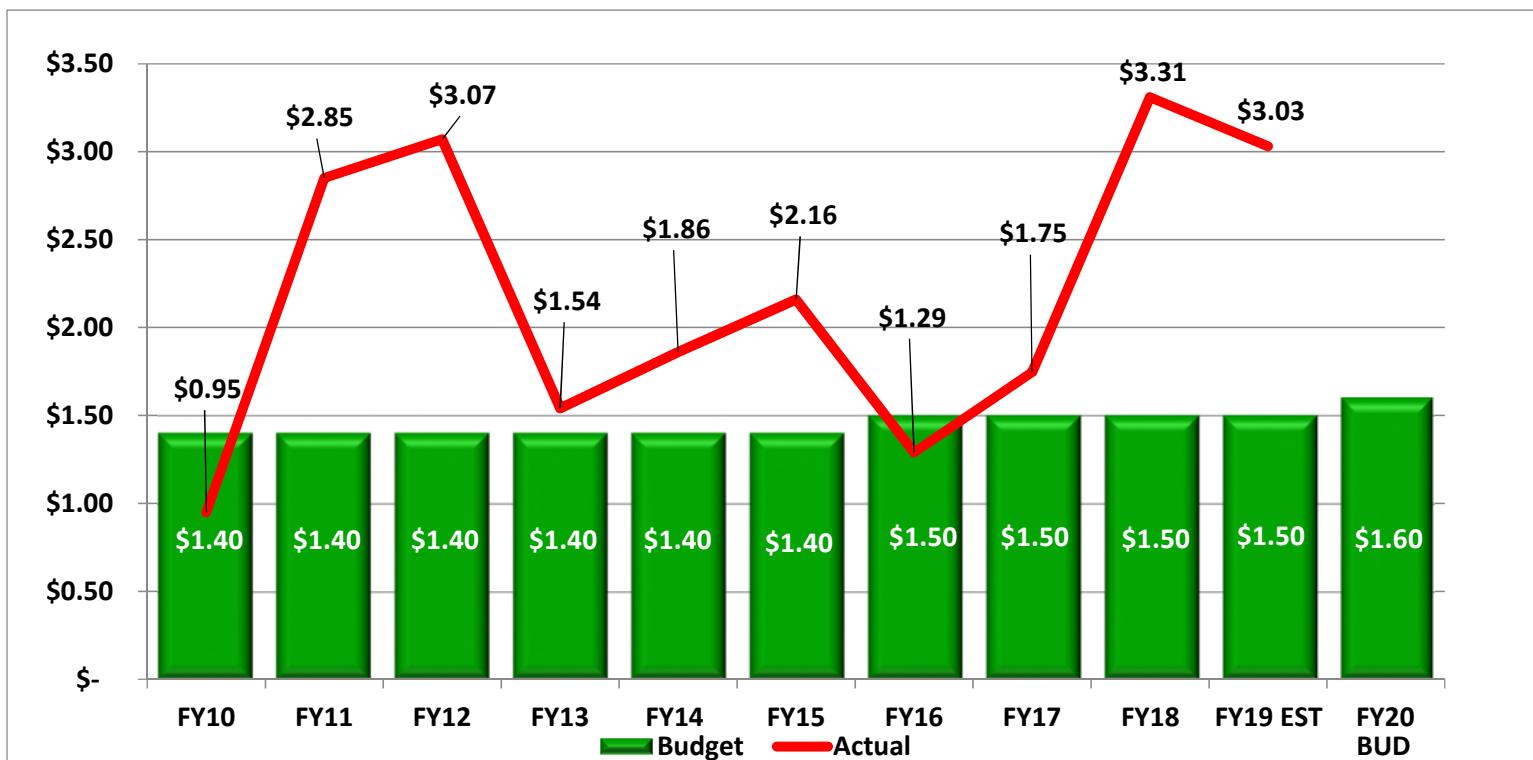
CITY SALES TAX REVENUE FY2010-FY2020
(IN MILLIONS)



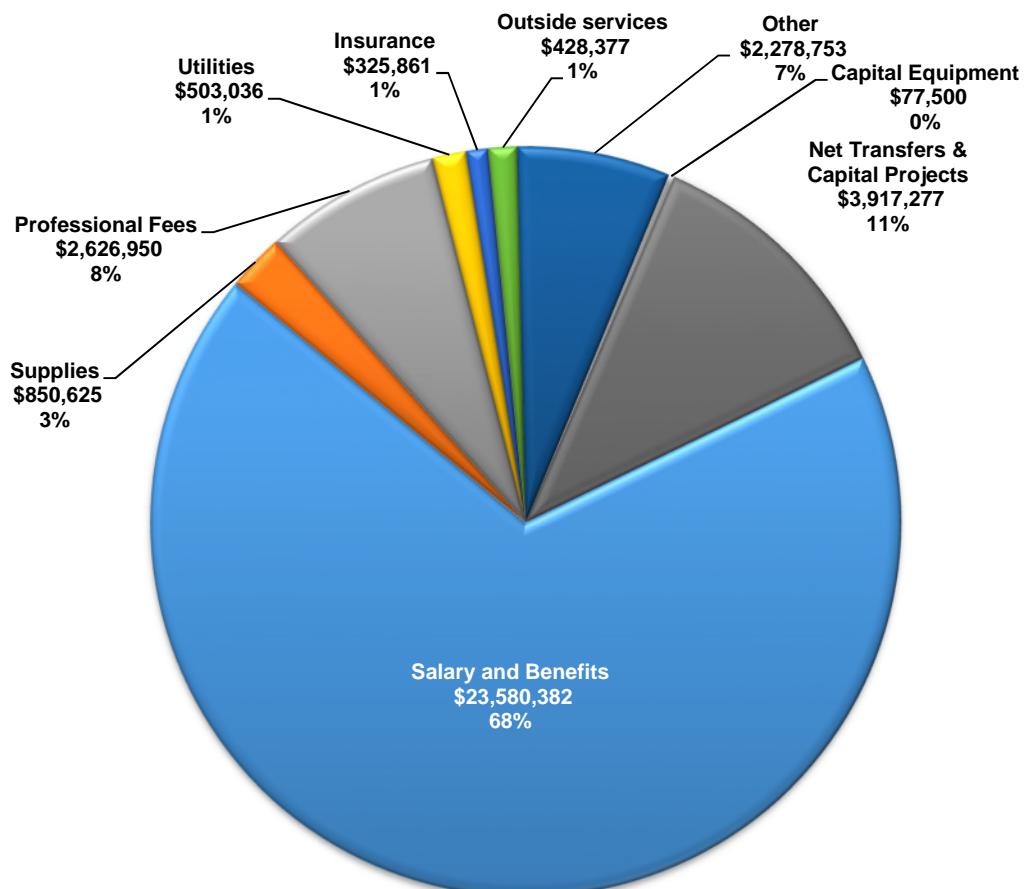
FRANCHISE FEES (IN MILLIONS)



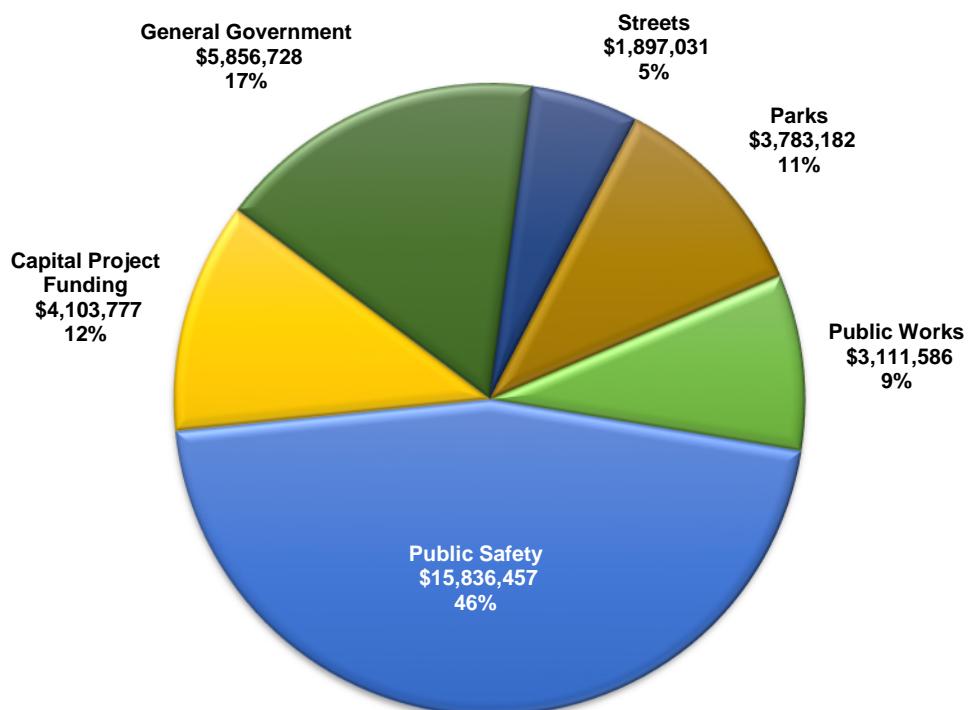
BUILDING PERMITS (IN MILLIONS)



FY2020 Annual Budget
General Fund Expenditures by Account Classification
Total Expenditure = \$34,588,761



FY2020 Annual Budget
General Fund Expenditures by Governmental Function
Total Expenditure = \$34,588,761



MAJOR EXPENDITURES

CATEGORY	FY2018 BUDGET	FY2019 BUDGET	FY2020 BUDGET	CHANGE \$	CHANGE %
PERSONNEL COSTS	\$ 25,579,235	\$ 26,706,675	\$ 28,551,419	\$ 1,844,744	6.9%
TREATMENT CHARGES	\$ 8,116,852	\$ 8,266,164	\$ 8,470,637	\$ 204,473	2.5%
GEN CAPITAL PROJECT FUNDING	\$ 3,512,797	\$ 3,688,437	\$ 4,122,858	\$ 434,421	11.8%
BUS CAPITAL PROJECT FUNDING**	\$ 2,670,565	\$ 2,804,093	\$ 2,944,297	\$ 140,204	5%
UTILITIES	\$ 878,571	\$ 863,247	\$ 817,403	\$ (45,844)	-5.3%
EQUIP. REPLACEMENT	\$ 920,465	\$ 1,020,741	\$ 1,099,552	\$ 78,811	7.7%
FUEL COSTS	\$ 370,860	\$ 386,015	\$ 401,326	\$ 15,311	4.0%
SUBTOTAL	\$ 42,049,345	\$ 43,735,372	\$ 46,407,492	\$ 2,672,120	6.1%
TOTAL ADOPTED BUDGET*	\$ 50,893,909	\$ 53,099,375	\$ 54,932,642	\$ 1,833,267	3.5%
PERCENT OF BUDGET	82.6%	82.4%	84.5%		

*GENERAL, UTILITY, SANITATION AND STORM WATER FUNDS (BUDGETED FUNDS)

** Includes \$.85MM and \$1.7MM for In-House Construction Dept. in FY2019 & FY2020

DEPARTMENTAL SUMMARIES



CITY OF UNIVERSITY PARK, TEXAS
CITY GOVERNMENT EMPLOYEES - FULL & PART TIME
BY FUNCTION/PROGRAM

Function/Program	2016		2017		2018		2019		2020		CHANGE	
	FULL TIME	PART TIME	FULL TIME	PART TIME								
General Government												
Executive	6		6		6		6	1	6	1	0	0
Finance	6		6		6		6		6		0	0
Human Resources	2		2		2		2		2		0	0
Information Services	5		5		6		6		6		0	0
Library	4	3	4	3	4	3	4	3	4	3	0	0
Facility Maintenance	2		2		2		2		2		0	0
TOTAL GENERAL GOVERNMENT	25	3	25	3	26	3	26	4	26	4		0
Public Safety												
Police												
Officers*	41	5	41	5	41	5	41	5	44	2	3	-3
Civilians	12	1	12	1	13	1	14	1	15	1	1	0
TOTAL POLICE	53	6	53	6	54	6	55	6	59	3	4	-3
Fire												
Firefighters and officers	35		35		35		35		35		0	
Civilians	1		1		1		1		1		0	
TOTAL FIRE	36		0									
Municipal Court	2	2	2	2	2	2	2	2	2	2	0	0
TOTAL PUBLIC SAFETY	91	8	91	8	92	8	93	8	97	5	0	-3
Parks	22		0									
Pool	1	51	1	51	1	51	1	54	1	54	0	0
TOTAL PARKS/POOL	23	51	23	51	23	51	23	54	23	54	0	0
Public Works												
Community Development	10		10		10		10		10		0	
Engineering	7		8		8		8		8		0	
Traffic	7		7		7		7		7		0	
Streets	16		16		16		16		16		0	
Utilities*	29		29		29		29		29		0	
Sanitation	28		28		28		28		28		0	
In-House Construction*							6		13		7	
TOTAL PUBLIC WORKS	97		98		98		104		111		7	
Equipment Services	9		0									
Capital Projects	0		0									
TOTAL CITY EMPLOYEES	245	62	246	62	248	62	255	66	266	63	11	-3

Source: City Human Resource Department

* 2020 Public Safety - 2 Police Officers and 1 Police Sergeant
 deleted 3 part time positions (CID Clerk, Animal Control
 Parking Enforcement) and created 1 full time position (Crime Analyst)

* 2020 In-House Construction - 6 crew and 1 Supervisor

**EXECUTIVE DEPARTMENT
01-02**

Located in City Hall, 3800 University Boulevard

Seven Employees:

Six Full Time
One Part Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
City Manager	1	1	1
Assistant City Manager		1	1
City Secretary	1	1	1
Director of Communications & Marketing	1	1	1
Special Projects Coordinator	1	1	1
Communications Assistant			1
Receptionist – Part Time	1	1	1

City Manager

The City of University Park operates under the Council-Manager form of government. The City Manager is appointed by the City Council to oversee general administration of the City and is responsible for the day-to-day management of City activities. The Council sets policy for the City, adopts the annual budget, appoints committee members, and addresses requests from the community. The City Manager then administers the ordinances and resolutions approved by the City Council. In addition, the City Manager is responsible for all personnel matters in the City and for preparing and submitting an annual budget for Council review.

Assistant City Manager

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Information Services, Human Resources and Library. This position also works on special projects and assists the City Manager with the City Council.

City Secretary

The City Secretary maintains the official files and records of the City, publishes and certifies City Council agendas, records and maintains official minutes of City Council meetings, and acts as the Elections Administrator for the City. The City Secretary manages the City Manager's office and acts as the primary administrative assistant for the Mayor, City Council and City Manager. The City Secretary is the administrator of the public information request system and is responsible for the issuance and renewal of health and alcohol permits for food service establishments. Additionally, this position performs special projects as assigned by the City Manager, Mayor or City Council.

Director of Communications and Marketing

The Director of Communications and Marketing oversees the collection and preparation of information for distribution to both the public and the media via news release, video projects, social media, the City's website, UPdate, and the City's newsletter, The Arbor. Working directly with the City Manager, Assistant City Manager, Mayor, Council and Department Directors, the Director of Communications and Marketing is also involved in a variety of community outreach projects, and serves as the City's primary media spokesperson.

Special Projects Coordinator

The Special Projects Coordinator provides assistance and support to the City Manager's office, and completes research, surveys, and special projects as directed. This individual assists with community outreach efforts and coordinates activities for the Youth Advisory Commission. This position also serves as Acting City Secretary in the Secretary's absence and assists with City Council agenda preparation.

Communications Assistant

The Communications Assistant is responsible for writing, designing, and editing marketing materials for a variety of City programs. The Communications Assistant also posts and monitors information on the City's various social media platforms and provides administrative support to the City Manager's Office.

City of University Park

EXECUTIVE DEPARTMENT

01-02

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 02 - EXECUTIVE						
1001	REGULAR EARNINGS	\$ 704,607.88	\$ 728,096.00	\$ 787,732.00	\$ 59,636.00	8.2%
1004	MISC ALLOWANCE	2,970.01	6,882.00	6,882.00	-	0.0%
1005	LONGEVITY PAY	3,088.16	2,960.00	3,246.00	286.00	9.7%
1007	CAR ALLOWANCE	18,000.00	14,400.00	21,600.00	7,200.00	50.0%
1008	HOUSING ALLOWANCE	26,478.57	26,400.00	26,400.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	2,520.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	50,589.46	50,507.00	54,378.00	3,871.00	7.7%
1120	EMPLOYERS SHARE T.M.R.S.	54,393.35	71,529.00	83,405.00	11,876.00	16.6%
1127	RETIREMENT SUPPLEMENTAL	7,032.75	7,276.00	7,689.00	413.00	5.7%
1130	INSURANCE-EMPLOYEE LIFE	3,273.47	3,699.00	3,350.00	(349.00)	-9.4%
1131	INSURANCE-WORKMENS COMP	1,068.00	1,093.00	679.00	(414.00)	-37.9%
1135	HEALTH INSURANCE	47,163.26	41,340.00	42,816.00	1,476.00	3.6%
	SALARIES & BENEFITS	\$ 921,184.91	\$ 956,702.00	\$ 1,040,697.00	\$ 83,995.00	8.8%
2100	OFFICE SUPPLIES	\$ 496.88	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	-	500.00	500.00	-	0.0%
	SUPPLIES	\$ 496.88	\$ 3,500.00	\$ 3,500.00	\$ -	0.0%
3003	BOARD MEETINGS	\$ 3,943.38	\$ 3,501.00	\$ 3,001.00	\$ (500.00)	-14.3%
3010	POSTAGE	750.07	900.00	800.00	(100.00)	-11.1%
3060	PROFESSIONAL SERVICES/FEES	251,157.97	168,752.00	138,752.00	(30,000.00)	-17.8%
3063	PROGRAMMING/MAINTENANCE	55,451.68	49,370.00	50,776.00	1,406.00	2.8%
3113	PUBLICATIONS/PRINTING	15,257.84	15,350.00	15,350.00	-	0.0%
	PROFESSIONAL SERVICES/FEES	\$ 326,560.94	\$ 237,873.00	\$ 208,679.00	\$ (29,194.00)	-12.3%
4110	HEAT,LIGHT,WATER UTIL	\$ 8,022.32	\$ 7,645.00	\$ 7,250.00	\$ (395.00)	-5.2%
4120	TELEPHONE SERVICE	1,735.49	10,065.00	10,072.00	7.00	0.1%
	UTILITIES	\$ 9,757.81	\$ 17,710.00	\$ 17,322.00	\$ (388.00)	-2.2%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	\$ 4,326.00	\$ 3,421.00	\$ 3,523.00	\$ 102.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	573.96	454.00	468.00	14.00	3.1%
5514	INSURANCE-PUBL.OFF'L LIAB	36,155.04	36,155.00	37,240.00	1,085.00	3.0%
5516	BONDS-OFFICIALS & EMPLOYEE	206.04	206.00	212.00	6.00	2.9%
	INSURANCE	\$ 41,261.04	\$ 40,236.00	\$ 41,443.00	\$ 1,207.00	3.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	\$ 338.04	\$ 723.00	\$ 376.00	\$ (347.00)	-48.0%
7110	EMPLOYEE RECOGNITION	8,383.55	10,000.00	8,500.00	(1,500.00)	-15.0%
7150	DUES & SUBSCRIPTIONS	16,118.55	18,827.00	15,248.00	(3,579.00)	-19.0%
7170	TRAVEL EXPENSE	5,826.49	6,400.00	5,450.00	(950.00)	-14.8%
7201	COMPUTER EQT UNDER \$5000	-	5,718.00	-	(5,718.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	408.00	-	-	-	0.0%
7221	OTHER EXPENSE	5,335.17	7,000.00	7,000.00	-	0.0%
7235	YOUTH ADV COMM EXPEND.	574.91	800.00	800.00	-	0.0%
7240	TUITION & TRAINING	6,413.58	19,530.00	10,500.00	(9,030.00)	-46.2%
7432	ELECTIONS	7,215.22	2.00	10,350.00	10,348.00	517400.0%
	OTHER EXPENSE	\$ 50,613.51	\$ 69,000.00	\$ 58,224.00	\$ (10,776.00)	-15.6%
	DEPARTMENT 02 - EXECUTIVE	\$ 1,349,875.09	\$ 1,325,021.00	\$ 1,369,865.00	\$ 44,844.00	3.4%

FINANCE DEPARTMENT
01-03

Located in City Hall, 3800 University Boulevard

Six Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Finance	1	1	1
Controller	1	1	1
General Accountant	2	2	2
Payroll/A/P Specialist	1	1	1
Purchasing Agent	1	1	1

The Finance Department manages the City's financial resources and includes such functions as accounting and financial reporting, accounts payable processing, budget preparation and administration, investment management, payroll and purchasing.

Director of Finance

The Director oversees all divisions listed in this section (Finance, Garage, Municipal Court, Utility Billing and Warehouse) as well as some individual activities, including management of the City's investment portfolio; coordination of the annual budget process; staff support for the University Park Civic Foundation and Southwest Higher Education; membership on the Firefighters' Relief and Retirement Fund Board of Trustees; and coordination of the Capital Improvements Program. The Director is supported by five direct reports.

Accounting

The accounting function is responsible for general ledger maintenance, financial reporting, accounts payable, payroll and fixed assets. The City contracts with Dallas County for property tax collection and the Dallas Central Appraisal District performs property valuation for University Park. Accounting personnel include a Controller, two General Accountants, and an Accounts Payable/Payroll Specialist.

Purchasing

Procurement of goods and services for City operations is performed by the Purchasing Agent. Responsibilities include assembling specifications, advertising and analyzing bids for items over \$50,000; developing and maintaining annual contracts for key commodities and services; facilitating cooperative purchasing; assisting user departments in procuring goods and services; and ensuring legal requirements are met for City purchases.

City of University Park

FINANCE DEPARTMENT

01-03

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change	
FUND: 01 - GENERAL FUND							
DEPARTMENT: 03 - FINANCE							
1001	REGULAR EARNINGS	\$ 574,045.83	\$ 587,754.00	\$ 628,600.00	\$ 40,846.00	6.9%	
1005	LONGEVITY PAY	1,794.56	2,086.00	2,371.00	285.00	13.7%	
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%	
1110	EMPLOYERS SHARE F.I.C.A.	40,838.42	42,980.00	45,673.00	2,693.00	6.3%	
1120	EMPLOYERS SHARE T.M.R.S.	43,435.88	56,974.00	64,966.00	7,992.00	14.0%	
1130	INSURANCE-EMPLOYEE LIFE	2,930.64	3,126.00	2,975.00	(151.00)	-4.8%	
1131	INSURANCE-WORKMENS COMP	861.00	830.00	510.00	(320.00)	-38.6%	
1135	HEALTH INSURANCE	58,131.46	68,900.00	71,360.00	2,460.00	3.6%	
		SALARIES & BENEFITS	\$ 729,237.79	\$ 769,850.00	\$ 823,655.00	7.0%	
2029	CLOTHING ALLOWANCE	\$ 214.80	\$ 240.00	\$ 240.00	-	0.0%	
2100	OFFICE SUPPLIES	8,187.03	5,700.00	5,340.00	(360.00)	-6.3%	
		SUPPLIES	\$ 8,401.83	\$ 5,940.00	\$ 5,580.00	-6.1%	
3007	DELINQUENT TAX ATTORNEY	\$ 14,696.05	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%	
3010	POSTAGE	765.75	1,700.00	1,300.00	(400.00)	-23.5%	
3060	PROFESSIONAL SERVICES/FEES	68,777.24	76,000.00	73,500.00	(2,500.00)	-3.3%	
3063	PROGRAMMING/MAINTENANCE	34,855.90	36,450.00	39,196.00	2,746.00	7.5%	
3065	CREDIT CARD FEES	109,312.80	105,000.00	115,000.00	10,000.00	9.5%	
3113	PUBLICATIONS/PRINTING	2,931.88	7,735.00	6,035.00	(1,700.00)	-22.0%	
3141	DALLAS CO TAX COLL SERV	9,612.50	10,000.00	10,000.00	-	0.0%	
3145	CENTRAL APPRAISAL DISTRIC	80,419.00	81,800.00	79,000.00	(2,800.00)	-3.4%	
		PROFESSIONAL SERVICES/FEES	\$ 321,371.12	\$ 333,685.00	\$ 339,031.00	1.6%	
4110	HEAT,LIGHT,WATER UTIL	\$ 5,875.56	\$ 5,745.00	\$ 5,450.00	\$ (295.00)	-5.1%	
4120	TELEPHONE SERVICE	1,116.52	1,099.00	1,130.00	31.00	2.8%	
		UTILITIES	\$ 6,992.08	\$ 6,844.00	\$ 6,580.00	(264.00)	-3.9%
INSURANCE - EXCESS LIABILITY - TML							
5504	CLAIMS	\$ 4,326.00	\$ 3,158.00	\$ 3,252.00	\$ 94.00	3.0%	
5506	INSURANCE-GEN'L LIABILITY	573.96	419.00	432.00	13.00	3.1%	
		INSURANCE	\$ 4,899.96	\$ 3,577.00	\$ 3,684.00	\$ 107.00	3.0%
ALLOCATED WAREHOUSE AND GARAGE							
6195	OPERATIONS	\$ 855.96	\$ 745.00	\$ 1,129.00	\$ 384.00	51.5%	
7150	DUES & SUBSCRIPTIONS	71,220.72	29,156.00	28,765.00	(391.00)	-1.3%	
7170	TRAVEL EXPENSE	12,168.82	8,209.00	8,641.00	432.00	5.3%	
7201	COMPUTER EQT UNDER \$5000	4,821.91	1,481.00	-	(1,481.00)	-100.0%	
7221	OTHER EXPENSE	3,932.93	1,820.00	1,820.00	-	0.0%	
7240	TUITION & TRAINING	5,701.24	7,790.00	6,270.00	(1,520.00)	-19.5%	
		OTHER EXPENSE	\$ 98,701.58	\$ 49,201.00	\$ 46,625.00	\$ (2,576.00)	-5.2%
DEPARTMENT 03 - FINANCE							
		\$ 1,169,604.36	\$ 1,169,097.00	\$ 1,225,155.00	\$ 56,058.00	4.8%	

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HUMAN RESOURCES DEPARTMENT
01-04

Located in City Hall, 3800 University Boulevard

Two Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Human Resources	1	1	1
Human Resources Assistant	1	1	1

The role of the Human Resources department (HR) is accomplished through the recruitment and retention of qualified staff at all levels, the provision of employee development and growth opportunities, the support and development of a safe and healthy workplace, the provision of a competitive and relevant employee benefits package, and the cultivation of a positive, service-centered working environment that holds employees as the most valuable asset to the organization.

Human Resources

- Benefits, Compensation & Classification: HR provides support to all departments in the areas of employee benefits provision, salary administration, classification of positions, application of overtime rules (FLSA), market surveys and other topics connected to employee compensation and work status.
- Recruitment & Retention: HR works to recruit and retain qualified individuals to meet the service needs of the University Park community. All employment opportunities are posted on our website. The City of University Park provides equal employment opportunities (EEO).
- Employee Development: Our department works to promote the professional and academic growth of our employees through our tuition reimbursement program, higher education learning partnerships, and numerous training opportunities. The University Park Civic Foundation works with the HR Department to administer a sponsored scholarship program for the dependents of University Park employees.
- Risk Management: The Human Resources Department seeks to promote a safe and healthy workplace and community through the supervision of the City's Safety initiatives, safety training, risk strategy development, and by facilitating both the Property Casualty and Liability and Worker's Compensation Citizen Committees. Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is the City's insurance coverage administrator.
- Film Permits: The HR Department manages film permit applications and issues film permits for commercial filming and photography in the City.

City of University Park

HUMAN RESOURCES DEPARTMENT

01-04

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT						
1001	REGULAR EARNINGS	\$ 202,621.88	\$ 195,315.00	\$ 205,331.00	\$ 10,016.00	5.1%
1005	LONGEVITY PAY	1,028.71	1,124.00	1,220.00	96.00	8.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	15,037.74	15,162.00	15,824.00	662.00	4.4%
1120	EMPLOYERS SHARE T.M.R.S.	14,793.33	19,582.00	21,846.00	2,264.00	11.6%
1130	INSURANCE-EMPLOYEE LIFE	940.80	1,030.00	950.00	(80.00)	-7.8%
1131	INSURANCE-WORKMENS COMP	288.00	285.00	172.00	(113.00)	-39.6%
1135	HEALTH INSURANCE	26,323.68	27,560.00	28,544.00	984.00	3.6%
		SALARIES & BENEFITS	\$ 269,074.14	\$ 268,098.00	\$ 281,927.00	\$ 13,829.00
5.2%						
2100	OFFICE SUPPLIES	\$ 3,089.44	\$ 1,350.00	\$ 1,000.00	\$ (350.00)	-26%
2318	COMPUTER SUPPLIES	-	1,300.00	1,000.00	(300.00)	-23%
		SUPPLIES	\$ 3,089.44	\$ 2,650.00	\$ 2,000.00	\$ (650.00)
5.2%						
3010	POSTAGE	\$ 276.17	\$ 300.00	\$ 300.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	30,778.08	68,740.00	29,190.00	\$ (39,550.00)	-57.5%
3063	PROGRAMMING/MAINTENANCE	8,161.01	10,131.00	41,828.00	31,697.00	312.9%
3113	PUBLICATIONS/PRINTING	-	1,000.00	1,000.00	-	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 39,215.26	\$ 80,171.00	\$ 72,318.00	\$ (7,853.00)
5.2%						
4110	HEAT,LIGHT,WATER UTIL	\$ 3,438.14	\$ 3,275.00	\$ 3,100.00	\$ (175.00)	-5.3%
4120	TELEPHONE SERVICE	10,134.84	414.00	428.00	14.00	3.4%
		UTILITIES	\$ 13,572.98	\$ 3,689.00	\$ 3,528.00	\$ (161.00)
5.2%						
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	\$ 1,442.00	\$ 1,316.00	\$ 1,355.00	\$ 39.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	191.00	175.00	180.00	5.00	2.9%
		INSURANCE	\$ 1,633.00	\$ 1,491.00	\$ 1,535.00	\$ 44.00
5.2%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ -	\$ -	0%
		OUTSIDE SERVICES	\$ -	\$ -	\$ -	0.0%
5.2%						
ALLOCATED WAREHOUSE AND GARAGE OPERATIONS						
6195		\$ -	\$ 66.00	\$ 118.00	\$ 52.00	78.8%
7110	EMPLOYEE RECOGNITION	18,392.45	19,008.00	18,508.00	\$ (500.00)	-2.6%
7150	DUES & SUBSCRIPTIONS	957.00	1,719.00	1,169.00	\$ (550.00)	-32.0%
7170	TRAVEL EXPENSE	2,467.01	3,800.00	2,850.00	\$ (950.00)	-25.0%
7201	COMPUTER EQT UNDER \$5000	-	1.00	1,450.00	1,449.00	144900.0%
7221	OTHER EXPENSE	2,675.83	4,525.00	3,700.00	\$ (825.00)	-18.2%
7240	TUITION & TRAINING	37,906.71	32,475.00	30,100.00	\$ (2,375.00)	-7.3%
7245	TUITION REIMBURSEMENT	24,155.47	18,000.00	18,000.00	-	0.0%
		OTHER EXPENSE	\$ 86,554.47	\$ 79,594.00	\$ 75,895.00	\$ (3,699.00)
5.2%						
DEPARTMENT 04 - HUMAN RESOURCES						
		\$ 413,139.29	\$ 435,693.00	\$ 437,203.00	\$ 1,510.00	0.3%

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INFORMATION SERVICES DEPARTMENT
01-05

Located in City Hall, 3800 University Boulevard, and
the Peek Service Center, 4420 Worcola Street

Six Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Svrs	0	1	1
GIS Coordinator	1	1	1
Network Support Specialist	1	1	1
Applications Support Analyst	1	1	1

The Information Services Department supports the City's array of computer systems, application software, network infrastructure, and internet web presence. The department has citywide responsibility for the selection and procurement of hardware and software, data security, computing standards and policies, data integration, wired/wireless and fiber optic connectivity, public safety technology support, security cameras, audio-video systems, and telecom.

The City has standardized on a Microsoft Windows Server Platform using the .NET development framework supporting Microsoft SQL Databases for all strategic applications. The applications provide a seamless interface to the Microsoft Office suite and primarily utilize a Web Browser User Interface.

The primary financial applications include General Ledger, Revenue Accounting, Purchasing, Capital Projects, Financial Reporting, Utility Billing, Human Resources, and Payroll.

The Public Safety applications include Computer-aided Dispatch for Police, Fire, and EMS, Crimes Management, Fires Management, Mobile Data Computing, Field Incident Reporting, Field Accident Reporting, the Municipal Court system, and Direct Alarm Monitoring.

The City's ESRI Enterprise GIS (Geographic Information System) is directly linked to the Community Development application in support of planning, permitting, code enforcement, and their associated inspections.

Information Services also supports a variety of applications related to document imaging and management, Police digital video, Internet access, Engineering, Public Works, Parks, and Equipment Services.

The network-computing environment consists of approximately 200 desktop users, 50 servers, and 40 mobile data computers.

City of University Park
INFORMATION SERVICES DEPARTMENT
01-05

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 05 - INFORMATION SERVICES						
1001	REGULAR EARNINGS	\$ 584,385.09	\$ 618,425.00	\$ 650,647.00	\$ 32,222.00	5.2%
1005	LONGEVITY PAY	1,521.74	1,803.00	2,089.00	286.00	15.9%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	3,780.00	4,200.00	4,200.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	41,863.93	46,981.00	49,443.00	2,462.00	5.2%
1120	EMPLOYERS SHARE T.M.R.S.	44,470.89	60,347.00	67,610.00	7,263.00	12.0%
1130	INSURANCE-EMPLOYEE LIFE	2,695.36	3,272.00	2,700.00	(572.00)	-17.5%
1131	INSURANCE-WORKMENS COMP	912.00	881.00	530.00	(351.00)	-39.8%
1135	HEALTH INSURANCE	75,680.58	82,680.00	85,632.00	2,952.00	3.6%
	SALARIES & BENEFITS	\$ 762,509.59	\$ 825,789.00	\$ 870,051.00	\$ 44,262.00	5.4%
2100	OFFICE SUPPLIES	\$ 289.18	\$ 500.00	\$ 250.00	\$ (250.00)	-50.0%
2318	COMPUTER SUPPLIES	4,354.53	3,750.00	2,450.00	(1,300.00)	-34.7%
	SUPPLIES	\$ 4,643.71	\$ 4,250.00	\$ 2,700.00	\$ (1,550.00)	-36.5%
3010	POSTAGE	\$ 80.66	\$ 50.00	\$ 100.00	\$ 50.00	100.0%
3060	PROFESSIONAL SERVICES/FEES	50,108.98	54,000.00	86,250.00	32,250.00	59.7%
3063	PROGRAMMING/MAINTENANCE	166,513.75	157,139.00	146,570.00	(10,569.00)	-6.7%
	PROFESSIONAL SERVICES/FEES	\$ 216,703.39	\$ 211,189.00	\$ 232,920.00	\$ 21,731.00	10.3%
4110	HEAT,LIGHT,WATER UTIL	\$ 5,465.11	\$ 5,450.00	\$ 4,950.00	\$ (500.00)	-9.2%
4120	TELEPHONE SERVICE	89,734.97	91,970.00	88,553.00	(3,417.00)	-3.7%
	UTILITIES	\$ 95,200.08	\$ 97,420.00	\$ 93,503.00	\$ (3,917.00)	-4.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	\$ 2,883.96	\$ 3,158.00	\$ 3,252.00	\$ 94.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	383.04	419.00	432.00	13.00	3.1%
	INSURANCE	\$ 3,267.00	\$ 3,577.00	\$ 3,684.00	\$ 107.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 12,639.46	\$ 8,250.00	\$ 24,000.00	\$ 15,750.00	190.9%
	OUTSIDE SERVICES	\$ 12,639.46	\$ 8,250.00	\$ 24,000.00	\$ 15,750.00	190.9%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 60.00	\$ 66.00	\$ 141.00	\$ 75.00	113.6%
7150	DUES & SUBSCRIPTIONS	420.00	420.00	225.00	(195.00)	-46.4%
7170	TRAVEL EXPENSE	7,553.29	7,900.00	10,375.00	2,475.00	31.3%
7201	COMPUTER EQT UNDER \$5000	30,054.97	11,792.00	21,079.00	9,287.00	78.8%
7202	MICRO COMPUTER SOFTWARE	67,135.95	53,409.00	25,000.00	(28,409.00)	-53.2%
7221	OTHER EXPENSE	438.98	500.00	225.00	(275.00)	-55.0%
7240	TUITION & TRAINING	8,062.00	17,200.00	9,350.00	(7,850.00)	-45.6%
	OTHER EXPENSE	\$ 113,725.19	\$ 91,287.00	\$ 66,395.00	\$ (24,892.00)	-27.3%
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 25,401.93	\$ 68,282.00	\$ 20,000.00	\$ (48,282.00)	-70.7%
	CAPITAL EXPENDITURES	\$ 25,401.93	\$ 68,282.00	\$ 20,000.00	\$ (48,282.00)	-70.7%
	DEPARTMENT 05 - INFORMATION SERVICES	\$ 1,234,090.35	\$ 1,310,044.00	\$ 1,313,253.00	\$ 3,209.00	0.2%

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**LIBRARY
01-06**

(University Park Public Library)
8383 Plaza at Preston Center #200, University Park, TX 75225

Seven Employees:

Four Full Time
Three Part Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Library Director	1	1	1
Technical Services			
Librarian	1	1	1
Children's Librarian	1	1	1
Circulation Assistant	1	1	1
Circulation Assistant, PT	3	3	3

On October 1, 2012, the City assumed the operations of the University Park Public Library and established the Library Department. The UPPL provides materials and reference service to the residents of University Park, as well as maintaining a 60,000 volume collection of books, print materials, electronic resources, and equipment. UPPL staff also provides programming to showcase the Library's collections and provides support at City events.

In January 2013, the Library opened its permanent quarters at 8383 Plaza at Preston Center in University Park, inside a five-story office/commercial building constructed by Venture Commercial. The Library owns and occupies all 15,000 square feet of the building's second floor and 1,900 square feet on the third floor. A small space also belongs to the Library on the first floor, where a book drop and lobby are located.

The Library Department's annual budget is supported in part by a stipend from the Friends of the University Park Public Library ("Friends"). The Friends established the Library as a volunteer-operated book bank in donated space in 2000. Over time, the Friends managed the growth of the book bank into a true public library, with professional staff, an impressive materials collection, extended operating hours, and regular programming.

By agreement of the Friends Board of Directors and the University Park City Council in 2010, the library's staff and assets were transferred to the City, effective October 1, 2012. Per the agreement, in 2011 the Friends began a \$20 million fundraising campaign, designed to raise money that would be invested so that the proceeds provide ongoing revenue to the City for operation of the library.

City of University Park

LIBRARY DEPARTMENT

01-06

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 06 - LIBRARY						
1001	REGULAR EARNINGS	\$ 348,640.07	\$ 371,584.00	\$ 388,250.00	\$ 16,666.00	4.5%
1005	LONGEVITY PAY	656.45	859.00	1,087.00	228.00	26.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	26,882.45	29,042.00	30,335.00	1,293.00	4.5%
1120	EMPLOYERS SHARE T.M.R.S.	22,876.02	31,494.00	35,338.00	3,844.00	12.2%
1130	INSURANCE-EMPLOYEE LIFE	1,513.00	1,313.00	1,600.00	287.00	21.9%
1131	INSURANCE-WORKMENS COMP	561.96	532.00	318.00	(214.00)	-40.2%
1135	HEALTH INSURANCE	25,226.86	27,560.00	42,816.00	15,256.00	55.4%
		SALARIES & BENEFITS	\$ 434,396.81	\$ 470,424.00	\$ 507,784.00	\$ 37,360.00
						7.9%
2100	OFFICE SUPPLIES	\$ 5,057.03	\$ 3,920.00	\$ 3,120.00	\$ (800.00)	-20.4%
2318	COMPUTER SUPPLIES	331.58	385.00	270.00	(115.00)	-29.9%
2350	SUPPLIES & MATERIALS	4,766.76	8,180.00	6,050.00	(2,130.00)	-26.0%
2355	LIBRARY MATERIALS	95,330.17	95,000.00	95,000.00	-	0.0%
		SUPPLIES	\$ 105,485.54	\$ 107,485.00	\$ 104,440.00	\$ (3,045.00)
						-2.8%
3010	POSTAGE	\$ 624.42	\$ 600.00	\$ 600.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	3,239.00	15,950.00	1,500.00	\$ (14,450.00)	-90.6%
3063	PROGRAMMING/MAINTENANCE	7,870.15	43,221.00	44,243.00	1,022.00	2.4%
3113	PUBLICATIONS/PRINTING	496.57	1,100.00	600.00	(500.00)	-45.5%
3115	CONTRACT MAINTENANCE	147,798.81	151,492.00	127,600.00	\$ (23,892.00)	-15.8%
		PROFESSIONAL SERVICES/FEES	\$ 160,028.95	\$ 212,363.00	\$ 174,543.00	\$ (37,820.00)
						-17.8%
4110	HEAT,LIGHT,WATER UTIL	\$ 23,294.85	\$ 20,635.00	\$ 19,200.00	\$ (1,435.00)	-7.0%
4120	TELEPHONE SERVICE	14,418.72	12,203.00	12,011.00	(192.00)	-1.6%
		UTILITIES	\$ 37,713.57	\$ 32,838.00	\$ 31,211.00	\$ (1,627.00)
						-5.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	\$ 1,442.04	\$ 2,631.00	\$ 2,710.00	\$ 79.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	191.04	349.00	360.00	11.00	3.2%
5510	INSURANCE-BLDG & CONTENTS	2,499.96	-	-	-	0.0%
		INSURANCE	\$ 4,133.04	\$ 2,980.00	\$ 3,070.00	\$ 90.00
						3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 479.95	\$ 2,000.00	\$ 1,500.00	\$ (500.00)	-25.0%
		OUTSIDE SERVICES	\$ 479.95	\$ 2,000.00	\$ 1,500.00	\$ (500.00)
						-25.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 717.00	\$ 723.00	\$ 800.00	\$ 77.00	10.7%
7150	DUES & SUBSCRIPTIONS	695.50	1,020.00	920.00	(100.00)	-9.8%
7170	TRAVEL EXPENSE	2,486.53	4,900.00	3,700.00	(1,200.00)	-24.5%
7201	COMPUTER EQT UNDER \$5000	16,791.25	7,092.00	-	(7,092.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	1,666.00	2,650.00	1,850.00	(800.00)	-30.2%
7221	OTHER EXPENSE	781.00	650.00	320.00	(330.00)	-50.8%
7240	TUITION & TRAINING	1,371.94	1,750.00	1,970.00	220.00	12.6%
		OTHER EXPENSE	\$ 24,509.22	\$ 18,785.00	\$ 9,560.00	\$ (9,225.00)
						-49.1%
DEPARTMENT Total: 06 - LIBRARY		\$ 766,747.08	\$ 846,875.00	\$ 832,108.00	\$ (14,767.00)	-1.7%

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MUNICIPAL COURT
01-10

Located in City Hall, 3800 University Boulevard

Four Employees:

Two Full Time
Two Part Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Court Administrator	1	1	1
Deputy Court Clerk	1	1	1
City Judge, PT	1	1	1
City Prosecutor, PT	1	1	1

The Municipal Court adjudicates citations issued by the University Park Police Department and the Southern Methodist University Police Department. The City of University Park Municipal Court handles all Class C Misdemeanors, such as traffic citations, parking violation and City ordinance cases. All felony cases are filed with Dallas County. The Department has two full-time personnel: One Court Administrator and one Deputy Clerk. A City Council-appointed Municipal Judge and City Prosecutor serve part-time.

Court is held each Wednesday evening with approximately 130 cases scheduled for hearing. Defendants may plead not guilty and request a trial or request deferred disposition. Violations such as no insurance and expired registration may be resolved at the window prior to the court setting. Defendants also have the option to request defensive driving or plead guilty and submit their fine in person or by mail on or before their court date. Fine payments may also be made via the City's website.

While the part-time Court officials report to the City Council, the full-time personnel report to the Director of Finance. Annual revenue during FY2019 totaled \$356,886 from traffic and other fines and \$230,646 from parking tickets. A total of 10,625 citations were filed with the municipal court last year, and 459 warrants were drafted in fiscal year 2019.

City of University Park

MUNICIPAL COURT

01-10

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 10 - MUNICIPAL COURT						
1001	REGULAR EARNINGS	\$ 233,224.25	\$ 235,333.00	\$ 246,261.00	\$ 10,928.00	4.6%
1002	OVERTIME EARNINGS	7,391.83	7,000.00	7,001.00	1.00	0.0%
1005	LONGEVITY PAY	1,136.33	3,632.00	3,728.00	96.00	2.6%
1110	EMPLOYERS SHARE F.I.C.A.	16,635.83	18,639.00	19,661.00	1,022.00	5.5%
1120	EMPLOYERS SHARE T.M.R.S.	11,248.86	14,704.00	16,463.00	1,759.00	12.0%
1130	INSURANCE-EMPLOYEE LIFE	1,013.28	781.00	1,025.00	244.00	31.2%
1131	INSURANCE-WORKMENS COMP	365.04	342.00	206.00	(136.00)	-39.8%
1135	HEALTH INSURANCE	52,647.36	55,120.00	57,088.00	1,968.00	3.6%
	SALARIES & BENEFITS	\$ 323,662.78	\$ 335,551.00	\$ 351,433.00	\$ 15,882.00	4.7%
2100	OFFICE SUPPLIES	\$ 1,002.86	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	209.04	450.00	450.00	-	0.0%
	SUPPLIES	\$ 1,211.90	\$ 2,450.00	\$ 2,450.00	\$ -	0.0%
3010	POSTAGE	\$ 3,725.29	\$ 3,500.00	\$ 3,600.00	\$ 100.00	2.9%
3060	PROFESSIONAL SERVICES/FEES	29,747.94	34,100.00	29,000.00	(5,100.00)	-15.0%
3063	PROGRAMMING/MAINTENANCE	34,191.62	36,139.00	37,671.00	1,532.00	4.2%
3113	PUBLICATIONS/PRINTING	3,389.02	4,500.00	5,100.00	600.00	13.3%
	PROFESSIONAL SERVICES/FEES	\$ 71,053.87	\$ 78,239.00	\$ 75,371.00	\$ (2,868.00)	-3.7%
4110	HEAT,LIGHT,WATER UTIL	\$ 2,292.09	\$ 2,185.00	\$ 2,100.00	\$ (85.00)	-3.9%
4120	TELEPHONE SERVICE	843.19	831.00	855.00	24.00	2.9%
	UTILITIES	\$ 3,135.28	\$ 3,016.00	\$ 2,955.00	\$ (61.00)	-2.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	\$ 1,442.04	\$ 1,579.00	\$ 1,626.00	\$ 47.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	191.04	210.00	216.00	6.00	2.9%
	INSURANCE	\$ 1,633.08	\$ 1,789.00	\$ 1,842.00	\$ 53.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,278.36	\$ 1,004.00	\$ 1,115.00	\$ 111.00	11.1%
	OUTSIDE SERVICES	\$ 1,278.36	\$ 1,004.00	\$ 1,115.00	\$ 111.00	11.1%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 219.00	\$ 110.00	\$ 188.00	\$ 78.00	70.9%
7150	DUES AND SUBSCRIPTIONS	-	120.00	120.00	-	0.0%
7170	TRAVEL EXPENSE	5,635.60	6,600.00	5,400.00	(1,200.00)	-18.2%
7201	COMPUTER EQT UNDER \$5000	-	-	-	-	0.0%
7221	OTHER EXPENSE	370.35	451.00	456.00	5.00	1.1%
7240	TUITION & TRAINING	3,447.57	2,750.00	2,653.00	(97.00)	-3.5%
	OTHER EXPENSE	\$ 9,672.52	\$ 10,031.00	\$ 8,817.00	\$ (1,214.00)	-12.1%
DEPARTMENT Total: 10 -MUNICIPAL COURT						
		\$ 411,647.79	\$ 432,080.00	\$ 443,983.00	\$ 11,903.00	2.8%

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**REVENUE – GENERAL FUND
01-11**

No Employees

The General Fund has a wide variety of revenue sources. Property tax revenues, set at 25.8548 cents per \$100 taxable value, the single greatest revenue source; comprise 61% of the General Fund's \$34,588,761 revenue and 39% of the \$54,932,642 in total City revenue. The Dallas County Tax Office performs property tax collection for the City, in addition to the Highland Park ISD and Dallas County. Property in University Park is appraised by the Dallas Central Appraisal District.

Other significant revenue sources include:

Sales tax – About 14% of the City's General Fund revenues are derived from City sales tax. The total tax rate of 8.25% includes 6.25% for the State of Texas, 1% for Dallas Area Rapid Transit, and 1% for the City.

Franchise fees – About 6% of General Fund revenues come from fees paid by external companies who place their facilities in the City's rights-of-way (ROW). Oncor Electric Delivery, Atmos Energy (natural gas), Charter Communications, AT&T U-Verse and multiple telephone companies pay these fees as a substitute for renting City ROW.

Building permits – Revenue for permits comes not only from residential homebuilding activity in the City but also construction on the SMU campus and HPISD campuses. About 5% of General Fund revenues come from this source.

Additional General Fund revenues come from parking and traffic fines, investment income, direct alarm subscriptions, swimming pool passes and other sources.

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City of University Park

REVENUE - GENERAL FUND

01-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 11 - REVENUE						
3000	TAXES-CURRENT YEAR	\$ 18,880,771.96	\$ 19,839,450.00	\$ 21,449,761.00	\$ 1,610,311.00	8.1%
3050	DELINQUENT TAXES - LESS THAN 10 YRS	40,184.31	30,000.00	30,000.00	-	0.0%
3055	DELINQUENT TAXES - MORE THAN 10 YRS	-	10,000.00	10,000.00	-	0.0%
3098	PENALTY/INTEREST ON TAXES	69,029.40	80,000.00	80,000.00	-	0.0%
3099	ATTORNEY FEES-TAXES	16,166.57	10,000.00	10,000.00	-	0.0%
	PROPERTY TAXES	\$ 19,006,152.24	\$ 19,969,450.00	\$ 21,579,761.00	\$ 1,610,311.00	8.1%
3109	UTILITY FUND CONTRIBUTION	\$ 699,999.96	\$ 700,000.00	\$ 800,000.00	\$ 100,000.00	14.3%
	TRANSFERS FROM OTHER FUNDS	\$ 699,999.96	\$ 700,000.00	\$ 800,000.00	\$ 100,000.00	14.3%
3150	CITY SALES TAX	\$ 4,312,698.79	\$ 4,400,000.00	\$ 4,550,000.00	\$ 150,000.00	3.4%
3155	MIXED BEVERAGE TAX	246,081.69	240,000.00	240,000.00	-	0.0%
	SALES TAX	\$ 4,558,780.48	\$ 4,640,000.00	\$ 4,790,000.00	\$ 150,000.00	3.2%
3200	T U ELECTRIC	\$ 830,477.88	\$ 950,000.00	\$ 950,000.00	\$ -	0.0%
3202	AT&T FRANCHISE	462,652.54	540,000.00	440,000.00	(100,000.00)	-18.5%
3203	GAS FRANCHISE FEE	424,345.22	425,000.00	425,000.00	-	0.0%
3204	CHARTER FRANCHISE	87,196.65	105,000.00	55,000.00	(50,000.00)	-47.6%
3205	WASTE FRANCHISE FEES	43,842.22	75,000.00	75,000.00	-	0.0%
	FRANCHISE FEES	\$ 1,848,514.51	\$ 2,095,000.00	\$ 1,945,000.00	\$ (150,000.00)	-7.2%
3300	BUILDING PERMITS	\$ 3,306,809.05	\$ 1,500,000.00	\$ 1,600,000.00	\$ 100,000.00	6.7%
3302	CONTRACTORS LINCSE/PERMIT	1,600.00	10,000.00	10,000.00	-	0.0%
3303	ANIMAL CONTROL TAGS/FEES	12,051.00	15,000.00	15,000.00	-	0.0%
3304	HEALTH/FOOD PERMIT	44,395.00	40,000.00	40,000.00	-	0.0%
3305	FILMING PERMITS	1,275.00	2,000.00	2,000.00	-	0.0%
3306	FIRE PERMITS/REVENUE	37,381.81	37,500.00	37,500.00	-	0.0%
	PERMITS/LICENSES	\$ 3,403,511.86	\$ 1,604,500.00	\$ 1,704,500.00	\$ 100,000.00	6.2%
3400	TRAFFIC FINES	\$ 402,095.18	\$ 375,000.00	\$ 375,000.00	\$ -	0.0%
3403	CROSS'G GUARD(CHILD SFTY)	21,655.00	22,500.00	22,500.00	-	0.0%
3404	PARKING TICKETS	223,120.00	225,000.00	225,000.00	-	0.0%
3411	CAPIAS WARRANT REVENUE	1,897.17	-	-	-	0.0%
3412	RED LIGHT CAMERA REVENUE	130,273.55	200,000.00	-	(200,000.00)	-100.0%
3420	LIBRARY FINES AND FEES	8,065.17	15,000.00	15,000.00	-	0.0%
3912	CODE VIOLATION	5,311.00	10,000.00	10,000.00	-	0.0%
	FINES	\$ 792,417.07	\$ 847,500.00	\$ 647,500.00	\$ (200,000.00)	-23.6%
3308	POLICE REVENUE	\$ 47,820.03	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
3401	WRECKER FEES	3,192.00	3,000.00	3,000.00	-	0.0%
3405	ALARM BILLING	76,291.15	75,000.00	75,000.00	-	0.0%
3406	FALSE ALARM FEES	10,525.04	10,000.00	10,000.00	-	0.0%
3408	AMBULANCE FEES	231,082.37	400,000.00	400,000.00	-	0.0%
3409	911 SERVICE FEES	69,367.03	75,000.00	75,000.00	-	0.0%
3410	911 SERVICE FEES-WIRELESS	117,480.91	115,000.00	115,000.00	-	0.0%
3425	LIBRARY ROOM RENTAL	9,641.49	15,000.00	15,000.00	-	0.0%
3499	DIRECT ALARM REVENUE	960,725.85	925,000.00	930,000.00	5,000.00	0.5%
	FEES	\$ 1,526,125.87	\$ 1,668,000.00	\$ 1,673,000.00	\$ 5,000.00	0.3%
3510	TENNIS & FIELD PERMITS	\$ 26,555.00	\$ 35,000.00	\$ 35,000.00	\$ -	0.0%
3511	SWIM POOL PERMIT-RESIDENT	125,252.50	125,000.00	130,000.00	5,000.00	4.0%
3512	SWIM POOL PERMIT-NONRES	6,140.00	8,000.00	8,000.00	-	0.0%
3513	SWIM POOL PRMTS GATE RCPT	95,978.00	115,000.00	115,000.00	-	0.0%
3514	SWIMMING POOL CONCESSIONS	86,879.94	100,000.00	100,000.00	-	0.0%
3515	SWIM LESSONS	43,000.00	25,000.00	35,000.00	10,000.00	40.0%
3516	SWIMMING POOL RETAIL	4,396.27	500.00	500.00	-	0.0%
	PARK/POOL REVENUE	\$ 388,201.71	\$ 408,500.00	\$ 423,500.00	\$ 15,000.00	3.7%

City of University Park

REVENUE - GENERAL FUND

01-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
3740	POLICE GRANTS/DONATIONS	\$ -	\$ -	\$ -	\$ -	0.0%
3745	FIRE GRANTS/DONATIONS	\$ 12,000.00	\$ -	\$ -	\$ -	0.0%
	FIRE GRANTS/DONATIONS	\$ 12,000.00	\$ -	\$ -	\$ -	0.0%
3850	AUCTION/SALE OF EQUIPMENT	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	0.0%
	AUCTION/SALE OF EQUIPMENT	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	0.0%
3900	INTEREST EARNINGS	\$ 573,753.97	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
	INTEREST EARNINGS	\$ 573,753.97	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
3535	UTILITY CAP OFF	\$ 24,500.00	\$ 22,500.00	\$ 22,500.00	\$ -	0.0%
3901	RENT	\$ 76,448.45	\$ 120,000.00	\$ 120,000.00	\$ -	0.0%
3911	COPIES	\$ 330.00	\$ 500.00	\$ 500.00	\$ -	0.0%
3920	FOTL CONTRIBUTION	\$ 100,000.00	\$ 300,000.00	\$ 125,000.00	\$ (175,000.00)	-58.3%
3999	OTHER REVENUE	\$ 999,706.94	\$ 150,000.00	\$ 150,000.00	\$ -	0.0%
	OTHER REVENUE	\$ 1,200,985.39	\$ 593,000.00	\$ 418,000.00	\$ (175,000.00)	-29.5%
	DEPARTMENT 11 - REVENUE	\$ 34,010,443.06	\$ 33,133,450.00	\$ 34,588,761.00	\$ 1,455,311.00	4.4%

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**COMMUNITY DEVELOPMENT DEPARTMENT
01-19**

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Community Development	1	1	1
Building Official	1	1	1
Planner	1	1	1
Code Enforcement Officer	2	2	2
Building Inspector	3	3	3
Planning Technician	1	1	1
Permit Technician	1	1	1

The University Park Community Development Department provides high quality planning, zoning, code enforcement, and building inspection services to all people. We help to ensure a safe-built and attractive environment while consistently delivering efficient, friendly, and courteous customer service.

Responsibilities include issuance of all building and sign permits, construction inspection, code enforcement services, and planning & zoning functions through the Planning & Zoning Commission (P&Z) and the Board of Adjustment (BOA). The department maintains permanent records of permits as well as all P&Z and BOA proceedings. The Community Development Department also works closely with the Commercial/Retail Advisory Committee and the Zoning and Development Advisory Committee.

In fiscal 2019, the Department issued a total of 2,937 permits with permit fees totaling \$3,589,269.35. A total of 72 permits were issued for new residential construction and 934 permits were issued for residential addition/remodel and repair. The department field staff conducted 8,623 inspections for the year ended September 30, 2019.

City of University Park
COMMUNITY DEVELOPMENT DEPARTMENT

01-19

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 19 - COMMUNITY DEVELOPMENT						
1001	REGULAR EARNINGS	\$ 663,251.50	\$ 762,855.00	\$ 818,295.00	\$ 55,440.00	7.3%
1002	OVERTIME EARNINGS	144.84	500.00	500.00	-	0.0%
1005	LONGEVITY PAY	2,261.67	2,628.00	3,060.00	432.00	16.4%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	3,780.00	4,080.00	4,680.00	600.00	14.7%
1110	EMPLOYERS SHARE F.I.C.A.	48,863.71	58,299.00	62,384.00	4,085.00	7.0%
1120	EMPLOYERS SHARE T.M.R.S.	50,298.91	74,507.00	84,872.00	10,365.00	13.9%
1130	INSURANCE-EMPLOYEE LIFE	3,457.18	3,746.00	3,600.00	(146.00)	-3.9%
1131	INSURANCE-WORKMENS COMP	1,647.96	1,696.00	1,643.00	(53.00)	-3.1%
1135	HEALTH INSURANCE	109,682.00	137,800.00	142,720.00	4,920.00	3.6%
		SALARIES & BENEFITS	\$ 890,587.77	\$ 1,053,311.00	\$ 1,128,954.00	\$ 75,643.00
7.2%						
2029	CLOTHING ALLOWANCE	\$ 2,235.03	\$ 2,590.00	\$ 1,990.00	\$ (600.00)	-23.2%
2100	OFFICE SUPPLIES	8,509.61	8,500.00	5,000.00	(3,500.00)	-41.2%
2318	COMPUTER SUPPLIES	-	3,000.00	3,000.00	-	0.0%
2320	GAS, OIL & GREASE	2,355.59	4,384.00	3,767.00	(617.00)	-14.1%
2350	SUPPLIES & MATERIALS	2,713.44	2,000.00	2,000.00	-	0.0%
		SUPPLIES	\$ 15,813.67	\$ 20,474.00	\$ 15,757.00	\$ (4,717.00)
-23.0%						
3003	BOARD MEETINGS	\$ 938.25	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
3010	POSTAGE	2,585.63	4,600.00	3,000.00	(1,600.00)	-34.8%
3014	Temp Use for FY19	1,739.60	-	-	-	-
3060	PROFESSIONAL SERVICES/FEES	53,545.23	120,000.00	45,000.00	(75,000.00)	-62.5%
3063	PROGRAMMING/MAINTENANCE	38,699.96	38,242.00	42,839.00	4,597.00	12.0%
3113	PUBLICATIONS/PRINTING	1,579.04	8,000.00	5,000.00	(3,000.00)	-37.5%
		PROFESSIONAL SERVICES/FEES	\$ 99,087.71	\$ 171,842.00	\$ 96,839.00	\$ (75,003.00)
-43.6%						
4110	HEAT,LIGHT,WATER UTIL	\$ 4,116.20	\$ 3,855.00	\$ 3,750.00	\$ (105.00)	-2.7%
4120	TELEPHONE SERVICE	4,318.77	4,589.00	3,195.00	(1,394.00)	-30.4%
		UTILITIES	\$ 8,434.97	\$ 8,444.00	\$ 6,945.00	\$ (1,499.00)
-17.8%						
5500	INSURANCE-AUTO LIABILITY	\$ 1,932.96	\$ 1,565.00	\$ 1,612.00	\$ 47.00	3.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	5,768.04	4,736.00	4,879.00	143.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	765.96	629.00	648.00	19.00	3.0%
		INSURANCE	\$ 8,466.96	\$ 6,930.00	\$ 7,139.00	\$ 209.00
3.0%						
6190	AUTO REPAIRS	\$ 1,239.97	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	9,385.08	9,303.00	10,044.00	741.00	8.0%
7150	DUES & SUBSCRIPTIONS	2,139.24	1,425.00	1,425.00	-	0.0%
7170	TRAVEL EXPENSE	2,423.39	3,750.00	3,750.00	-	0.0%
7201	COMPUTER EQT UNDER \$5000	4,518.75	16,913.00	1,527.00	(15,386.00)	-91.0%
7202	MICRO COMPUTER SOFTWARE	-	-	-	-	0.0%
7221	OTHER EXPENSE	1,519.04	1,000.00	1,000.00	-	0.0%
7240	TUITION & TRAINING	5,721.50	8,432.00	8,432.00	-	0.0%
CAPITAL EQUIPMENT REPLACEMENT						
9000	CHARGE	6,872.04	6,933.00	6,933.00	-	0.0%
		OTHER EXPENSE	\$ 33,819.01	\$ 49,256.00	\$ 34,611.00	\$ (14,645.00)
-29.7%						
DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT \$ 1,056,210.09 \$ 1,310,257.00 \$ 1,290,245.00 \$ (20,012.00) -1.5%						

**ENGINEERING DEPARTMENT
01-20**

Located in the Peek Service Center, 4420 Worcola Street

Eight Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Public Works	1	1	1
City Engineer	1	1	1
Civil Engineer	1	1	1
Construction Inspector	2	2	2
Right of Way Manager	0	1	1
Right of Way Inspector	0	1	1
Engineering Technician	1	1	1

The City Engineer is responsible for the design and construction of the Public Works portion of the City's Capital Improvements Program (CIP). Much of this work is centered on the replacement of water and sanitary sewer mains. CIP projects typically total \$4 to \$5 million in each year. Since 1990 more than \$100 million in projects have been completed. This division is responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries.

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City of University Park

ENGINEERING DEPARTMENT

01-20

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 20 - ENGINEERING						
1001	REGULAR EARNINGS	\$ 330,819.43	\$ 508,956.00	\$ 545,795.00	\$ 36,839.00	7.2%
1002	OVERTIME EARNINGS	2,040.84	1,000.00	1,001.00	1.00	0.1%
1005	LONGEVITY PAY	2,297.26	2,390.00	2,484.00	94.00	3.9%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,040.00	2,040.00	2,040.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	22,748.21	37,028.00	39,031.00	2,003.00	5.4%
1120	EMPLOYERS SHARE T.M.R.S.	25,552.73	50,010.00	55,829.00	5,819.00	11.6%
1130	INSURANCE-EMPLOYEE LIFE	1,673.28	1,759.00	1,775.00	16.00	0.9%
1131	INSURANCE-WORKMENS COMP	1,076.04	870.00	668.00	(202.00)	-23.2%
1135	HEALTH INSURANCE	39,485.52	68,900.00	71,250.00	2,350.00	3.4%
		SALARIES & BENEFITS	\$ 434,933.31	\$ 680,153.00	\$ 727,073.00	\$ 46,920.00 6.9%
2029	CLOTHING ALLOWANCE	\$ 582.68	\$ 2,060.00	\$ 2,060.00	\$ -	0.0%
2100	OFFICE SUPPLIES	285.74	1,000.00	1,000.00	-	0.0%
2318	COMPUTER SUPPLIES	-	1,200.00	1,200.00	-	0.0%
2320	GAS, OIL & GREASE	1,995.27	2,519.00	2,660.00	141.00	5.6%
2350	SUPPLIES & MATERIALS	318.60	1,500.00	1,500.00	-	0.0%
		SUPPLIES	\$ 3,182.29	\$ 8,279.00	\$ 8,420.00	\$ 141.00 1.7%
3010	POSTAGE	\$ 27.29	\$ 200.00	\$ 100.00	\$ (100.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	23,448.99	20,000.00	14,927.00	(5,073.00)	-25.4%
3063	PROGRAMMING/MAINTENANCE	24,277.27	14,344.00	14,349.00	5.00	0.0%
3113	PUBLICATIONS/PRINTING	10.20	1.00	-	(1.00)	-100.0%
		PROFESSIONAL SERVICES/FEES	\$ 47,763.75	\$ 34,545.00	\$ 29,376.00	\$ (5,169.00) -15.0%
4110	HEAT, LIGHT, WATER UTIL	\$ 3,342.57	\$ 3,300.00	\$ 3,050.00	\$ (250.00)	-7.6%
4120	TELEPHONE SERVICE	1,481.46	1,315.00	1,371.00	56.00	0.0%
		UTILITIES	\$ 4,824.03	\$ 4,615.00	\$ 4,421.00	\$ (194.00) -4.0%
5500	INSURANCE - AUTO LIABILITY	\$ 1,160.04	\$ 939.00	\$ 967.00	\$ 28.00	3.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	1,442.04	1,579.00	1,626.00	47.00	3.0%
5506	INSURANCE - GEN'L LIABILITY	191.04	210.00	216.00	6.00	2.9%
		INSURANCE	\$ 2,793.12	\$ 2,728.00	\$ 2,809.00	\$ 81.00 3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%
		OUTSIDE SERVICES	\$ -	\$ 500.00	\$ 500.00	\$ - 0.0%
6190	AUTO REPAIRS	\$ 423.11	\$ 500.00	\$ 500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	3,945.00	3,993.00	4,730.00	737.00	18.5%
7150	DUES & SUBSCRIPTIONS	202.46	2,025.00	2,025.00	-	0.0%
7170	TRAVEL EXPENSE	2,562.16	4,000.00	4,000.00	-	0.0%
7201	COMPUTER EQT UNDER \$5000	-	1,710.00	-	(1,710.00)	-100.0%
7221	OTHER EXPENSE	1,091.46	1.00	-	(1.00)	-100.0%
7240	TUITION & TRAINING	1,522.79	4,100.00	4,100.00	-	0.0%
7331	EQUIPMENT UNDER \$5000	-	-	-	-	0.0%
9000	CHARGE	4,418.04	4,639.00	5,773.00	1,134.00	24.4%
		OTHER EXPENSE	\$ 14,165.02	\$ 20,968.00	\$ 21,128.00	\$ 160.00 0.8%
DEPARTMENT Total: 20 - ENGINEERING		\$ 507,661.52	\$ 751,788.00	\$ 793,727.00	\$ 41,939.00	5.6%

TRAFFIC CONTROL DEPARTMENT
01-25

Located in the Peek Service Center, 4420 Worcola Street

Seven Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Traffic Superintendent	1	1	1
Signal Tech II	1	1	1
Signal Tech I	1	1	1
Signs/Markings Tech II	2	2	2
Signs/Markings Tech I	2	1	1
Barricade/Traffic Tech II	0	1	1

The Traffic Control Department installs and maintains all traffic signs and pavement marking in accordance with the *Manual of Uniform Traffic Control Devices*. The City has approximately 6,000 traffic signs, including 1,317 street name signs. The division also installs, operates, and maintains traffic signals at 33 intersections throughout the City. These signals are linked via radio interconnect to a computer at the Service Center. With proper security codes, the signals can be controlled by modem from any remote location.

The signals are equipped with video detection systems to help improve traffic flow. They also possess a battery backup system that allows the signals to continue operating for a couple of hours during a power outage.

Additionally, the Traffic Control Department:

- Maintains 113 antique-style street lights and 124 LED back-lit street name blades
- Maintains 16 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains five speed limit feedback signs
- Maintains 13 rapid flashing pedestrian crosswalks
- Maintains two flashing beacon pedestrian crosswalks
- Makes and installs all City signs
- Performs traffic counts as requested
- Delivers block party signs and temporary “No Parking” signs, installs mirrors and speed bumps in alleys as requested
- Maintains 9 City-owned newspaper racks
- Maintains barricades for all City projects and events

City of University Park

TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT						
1001	REGULAR EARNINGS	\$ 480,814.55	\$ 443,036.00	\$ 474,976.00	\$ 31,940.00	7.2%
1002	OVERTIME EARNINGS	5,570.99	7,500.00	8,499.00	999.00	13.3%
1005	LONGEVITY PAY	4,830.87	4,318.00	4,652.00	334.00	7.7%
1006	EDUCATION PAY	902.59	900.00	900.00	-	0.0%
1009	CELL PHONE ALLOWANCE	385.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	36,234.38	34,681.00	37,409.00	2,728.00	7.9%
1120	EMPLOYERS SHARE T.M.R.S.	36,690.34	43,637.00	49,822.00	6,185.00	14.2%
1130	INSURANCE-EMPLOYEE LIFE	2,255.20	2,348.00	2,375.00	27.00	1.1%
1131	INSURANCE-WORKMENS COMP	10,274.04	10,000.00	9,326.00	(674.00)	-6.7%
1135	HEALTH INSURANCE	83,801.06	82,680.00	99,904.00	17,224.00	20.8%
		SALARIES & BENEFITS	\$ 661,759.02	\$ 629,940.00	\$ 688,703.00	\$ 58,763.00 9.3%
2029	CLOTHING ALLOWANCE	\$ 4,788.04	\$ 3,658.00	\$ 3,658.00	\$ -	0.0%
2100	OFFICE SUPPLIES	744.82	1,030.00	1,030.00	-	0.0%
2320	GAS, OIL & GREASE	8,433.74	12,989.00	13,082.00	93.00	0.7%
2350	SUPPLIES & MATERIALS	37,332.01	81,390.00	80,390.00	(1,000.00)	-1.2%
2360	SMALL TOOLS	-	1,500.00	1,500.00	-	0.0%
		SUPPLIES	\$ 51,298.61	\$ 100,567.00	\$ 99,660.00	\$ (907.00) -0.9%
3010	POSTAGE	\$ 18.86	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	34,876.13	35,000.00	18,000.00	(17,000.00)	-48.6%
3063	PROGRAMMING/MAINTENANCE	577.02	561.00	596.00	35.00	6.2%
3113	PUBLICATIONS/PRINTING	-	1,250.00	1,250.00	-	0.0%
3115	CONTRACT MAINTENANCE	6,644.81	8,714.00	8,750.00	36.00	0.4%
		PROFESSIONAL SERVICES/FEES	\$ 42,116.82	\$ 45,575.00	\$ 28,646.00	\$ (16,929.00) -37.1%
4110	HEAT,LIGHT,WATER UTIL	\$ 70,734.61	\$ 50,920.00	\$ 55,150.00	\$ 4,230.00	8.3%
4120	TELEPHONE SERVICE	625.30	439.00	458.00	19.00	4.3%
		UTILITIES	\$ 71,359.91	\$ 51,359.00	\$ 55,608.00	\$ 4,249.00 8.3%
5500	INSURANCE-AUTO LIABILITY	\$ 1,932.96	\$ 1,565.00	\$ 1,612.00	\$ 47.00	3.0%
5504	CLAIMS	4,326.00	3,158.00	3,252.00	\$ 94.00	3.0%
5506	INSURANCE GEN'L LIABILITY	573.96	419.00	432.00	\$ 13.00	3.1%
		INSURANCE	\$ 6,832.92	\$ 5,142.00	\$ 5,296.00	\$ 154.00 3.0%
6190	AUTO REPAIRS	\$ 2,267.81	\$ 9,000.00	\$ 9,500.00	\$ 500.00	5.6%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	31,211.04	32,184.00	26,641.00	(5,543.00)	-17.2%
6350	SIGNAL MAINT.& REP	77,382.44	88,224.00	83,167.00	(5,057.00)	-5.7%
7150	DUES & SUBSCRIPTIONS	924.00	1,080.00	1,080.00	-	0.0%
7170	TRAVEL EXPENSE	386.41	-	-	-	0.0%
7201	COMPUTER EQT UNDER \$5000	3,557.01	1,268.00	1,268.00	-	0.0%
7221	OTHER EXPENSE	173.73	1.00	1.00	-	0.0%
7240	TUITION & TRAINING	50.00	2,100.00	2,100.00	-	0.0%
9000	CHARGE	24,003.00	25,944.00	25,944.00	-	0.0%
		OTHER EXPENSE	\$ 139,955.44	\$ 159,801.00	\$ 149,701.00	\$ (10,100.00) -6.3%
DEPARTMENT Total: 25 - TRAFFIC CONTROL						
\$ 973,322.72 \$ 992,384.00 \$ 1,027,614.00 \$ 35,230.00 3.6%						

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FACILITY MAINTENANCE DEPARTMENT
01-35

Located in the Peek Service Center, 4420 Worcola Street

Two Employees:

All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Facilities Maintenance			
Manager	1	1	1
Operations Coordinator	1	1	1

The Facility Maintenance Department maintains the electrical, mechanical, and plumbing systems for all municipal buildings. Additionally, staff arranges work requiring painting, minor carpentry, and floor coverings for the facilities.

Facility Maintenance uses a computerized Energy Management System (EMS) to control HVAC equipment and improve energy efficiency in city buildings.

The Division maintains over 160,000 square feet of City facility space.

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City of University Park
FACILITY MAINTENANCE DEPARTMENT
01-35

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 35 - FACILITY MAINTENANCE						
1001	REGULAR EARNINGS	\$ 146,514.36	\$ 148,890.00	\$ 167,090.00	\$ 18,200.00	12.2%
1002	OVERTIME EARNINGS	8,452.52	2,500.00	4,501.00	2,001.00	80.0%
1005	LONGEVITY PAY	680.95	777.00	873.00	96.00	12.4%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	11,258.17	11,591.00	13,194.00	1,603.00	13.8%
1120	EMPLOYERS SHARE T.M.R.S.	11,655.81	14,633.00	17,618.00	2,985.00	20.4%
1130	INSURANCE-EMPLOYEE LIFE	756.60	790.00	775.00	(15.00)	-1.9%
1131	INSURANCE-WORKMENS COMP	1,421.04	1,064.00	1,501.00	437.00	41.1%
1135	HEALTH INSURANCE	26,323.68	27,560.00	28,544.00	984.00	3.6%
	SALARIES & BENEFITS	\$ 207,903.13	\$ 208,645.00	\$ 234,936.00	\$ 26,291.00	12.6%
2029	CLOTHING ALLOWANCE	\$ 117.19	\$ 360.00	\$ 360.00	\$ -	0.0%
2100	OFFICE SUPPLIES	578.55	400.00	400.00	-	0.0%
2320	GAS, OIL & GREASE	63.23	1,945.00	1,245.00	(700.00)	-36.0%
2350	SUPPLIES & MATERIALS	12,353.30	9,200.00	13,000.00	3,800.00	41.3%
2360	SMALL TOOLS	1,044.29	650.00	650.00	-	0.0%
	SUPPLIES	\$ 14,156.56	\$ 12,555.00	\$ 15,655.00	\$ 3,100.00	24.7%
3010	POSTAGE	\$ 59.37	\$ 50.00	\$ 50.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	93.64	2,780.00	2,785.00	5.00	0.2%
3115	CONTRACT MAINTENANCE	87,201.55	104,956.00	102,163.00	(2,793.00)	-2.7%
	PROFESSIONAL SERVICES/FEES	\$ 87,354.56	\$ 107,786.00	\$ 104,998.00	\$ (2,788.00)	-2.6%
4110	HEAT,LIGHT,WATER UTIL	\$ 40,634.04	\$ 60,665.00	\$ 38,800.00	\$ (21,865.00)	-36.0%
4120	TELEPHONE SERVICE	2,045.57	3,317.00	1,351.00	(1,966.00)	-59.3%
	UTILITIES	\$ 42,679.61	\$ 63,982.00	\$ 40,151.00	\$ (23,831.00)	-37.2%
5500	INSURANCE-AUTO LIABILITY	\$ 387.00	\$ 313.00	\$ 322.00	\$ 9.00	2.9%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	1,442.04	1,053.00	1,084.00	31.00	2.9%
5506	INSURANCE-GEN'L LIABILITY	191.04	140.00	144.00	4.00	2.9%
5510	INSURANCE-BLDG & CONTENTS	108,798.00	108,798.00	112,062.00	3,264.00	3.0%
	INSURANCE	\$ 110,818.08	\$ 110,304.00	\$ 113,612.00	\$ 3,308.00	3.0%
6250	FACILITY MAINT & REP	\$ 67,528.19	\$ 65,244.00	\$ 65,251.00	\$ 7.00	0.0%
	OUTSIDE SERVICES	\$ 67,528.19	\$ 65,244.00	\$ 65,251.00	\$ 7.00	0.0%
6184	SECURITY EXPENSE	\$ 2,582.50	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
6190	AUTO REPAIRS	97.00	1,500.00	1,000.00	(500.00)	-33.3%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	17,831.04	16,706.00	19,306.00	2,600.00	15.6%
7201	COMPUTER EQT UNDER \$5000	1,178.46	-	-	-	0.0%
7221	OTHER EXPENSE	71.96	1.00	-	(1.00)	-100.0%
7475	IMPROVEMENTS-UNDER \$5000	15,481.03	14,300.00	14,000.00	(300.00)	-2.1%
9000	CHARGE	16,890.00	17,735.00	17,735.00	-	0.0%
	OTHER EXPENSE	\$ 54,131.99	\$ 52,242.00	\$ 54,041.00	\$ 1,799.00	3.4%
9100	EQUIPMENT OVER \$5000	\$ 5,863.79	\$ 5,500.00	\$ 7,500.00	\$ 2,000.00	36.4%
	IMPROVEMENTS/REMODELING OVER					
9950	\$5000	42,627.17	93,551.00	43,000.00	(50,551.00)	-54.0%
	CAPITAL EXPENDITURES	\$ 48,490.96	\$ 99,051.00	\$ 50,500.00	\$ (48,551.00)	-49.0%
	DEPARTMENT Total: 35 - FACILITY MAINTENANCE	\$ 633,063.08	\$ 719,809.00	\$ 679,144.00	\$ (40,665.00)	-5.6%



FIRE DEPARTMENT
01-40

Located in City Hall, 3800 University Boulevard

Thirty-six Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Chief of Fire	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Battalion Chief	3	3	3
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Driver/Engineer	9	9	9
Firefighter	13	13	13
Administrative Assistant	1	1	1

The University Park Fire Department (UPFD) protects life and property from the destruction caused by uncontrolled fires. The Fire Department also provides customer-oriented fire prevention, rescue response, and emergency medical services to the residents of University Park and Southern Methodist University.

Personnel working in administration work a 40-hour schedule Monday through Friday, while the Department's 31 firefighters are divided into three shifts (A, B, and C) and work a 24 hours on/48 hours off schedule. Shift change occurs at 6:30 each morning.

The fire department takes pride in providing the highest level of prehospital emergency medical services. UPFD paramedics have established protocols with local hospitals that will allow field activation of heart catheterization labs and stroke intervention teams. This collaborative effort has proven to increase the odds of favorable outcomes for those experiencing cardiac or ischemic brain related medical emergencies. In addition to providing one Mobile Intensive Care Unit (MICU) staffed by two paramedics, UPFD also staffs paramedics around the clock on both primary fire apparatus and carry advanced life support medications, defibrillators, and other life-saving equipment. All personnel in the Operations Division are required to achieve and maintain their State certification as an EMT/Paramedic.

The International Organization for Standardization (ISO) collects information on municipal fire-protection efforts in communities throughout the United States. In each of those communities, ISO analyses relevant data using a Fire Suppression Rating Schedule (FSRS). They then assign a Public Protection Classification (PPC) from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria. The classification received can have a direct impact on commercial and residential insurance rates. The Fire Department PPC evaluation occurred in 2017 which resulted

in being rated as a 1. This will have a favourable impact on residential and commercial insurance rates.

Details about the UPFD include:

- The Fire Department responds to approximately 2,500 fire, rescue, public service and emergency medical calls per year with an average response time ranging from 3 to 7 minutes depending on the location of the call and unit availability.
- The Fire Marshal's office ensures that all commercial establishments are inspected annually, conducts plan review of residential and commercial buildings, coordinates the commercial building pre-fire plan program, enforces the Uniform Fire Code regulations, investigates cause and origin of fires, coordinates the Citizen's Emergency Response Team, coordinates an annual citizens fire academy, and provides CPR/First Aid and fire safety education to local schools and UP citizens.
- The Fire Department has updated the Automatic Aid and Mutual Aid Agreements with the City of Dallas, the Town of Highland Park, and other county municipalities to ensure prompt and timely emergency response to incidents involving fire, medical emergencies, hazardous material release, water rescue and other related emergencies.
- Special programs offered by the fire department for citizens of our community include providing free blood pressure checks, conducting fire station tours and birthday tours, installation of residential Knox boxes, attending residential block parties, placement of smoke detectors, and providing proper installation of child car seats.
- In addition to overseeing Fire Department operations, the Chief of Fire holds the dual role of emergency management coordinator and is responsible for maintaining the City's emergency management plan. This position is also responsible for overseeing maintenance and activation of the outdoor early warning sirens, conducting disaster exercises for city staff, and coordinating with other local, county, and state agencies, ensuring effective response to both natural and man-made disaster related events occurring in the City.
- The Fire Department is now a "Recognized Best Practices Fire Department," as designated by Texas Fire Chiefs Association Best Practices Recognition Program. UPFD is only the 21st department in Texas to achieve such standing. This program provides a pathway to push the department's service to a level of excellence, validated by independent experts, and demonstrating to residents that their fire department is among the very best in Texas.
- The current public safety radio system has been in operation for over twenty years and is not meeting the communication needs of police and fire officers. In June of 2019 the city council approved the funding to create a joint system with the Town of Highland Park. The estimate for project completion is December 2020.

City of University Park

FIRE DEPARTMENT

01-40

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 40 - FIRE						
1001	REGULAR EARNINGS	\$ 3,016,324.11	\$ 3,158,030.00	\$ 3,299,357.00	\$ 141,327.00	4.5%
1002	OVERTIME EARNINGS	435,149.59	350,000.00	425,001.00	75,001.00	21.4%
1005	LONGEVITY PAY	17,519.60	18,328.00	19,194.00	866.00	4.7%
1006	EDUCATION PAY	45,390.70	49,560.00	50,280.00	720.00	1.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,875.00	3,120.00	3,360.00	240.00	7.7%
1110	EMPLOYERS SHARE F.I.C.A.	252,853.45	254,456.00	269,239.00	14,783.00	5.8%
1120	EMPLOYERS SHARE T.M.R.S.	24,806.05	37,797.00	55,875.00	18,078.00	47.8%
1121	EMPLOYERS SHARE F.R.R.	655,911.92	912,446.00	932,232.00	19,786.00	2.2%
1130	INSURANCE-EMPLOYEE LIFE	14,708.85	15,640.00	15,025.00	(615.00)	-3.9%
1131	INSURANCE-WORKMENS COMP	28,595.47	35,149.00	37,915.00	2,766.00	7.9%
1135	HEALTH INSURANCE	420,082.06	468,520.00	513,737.00	45,217.00	9.7%
SALARIES & BENEFITS		\$ 4,921,416.80	\$ 5,310,246.00	\$ 5,628,415.00	\$ 318,169.00	6.0%
2029	CLOTHING ALLOWANCE	\$ 12,332.24	\$ 45,875.00	\$ 32,692.00	\$ (13,183.00)	-28.7%
2060	PROTECTIVE CLOTHG & SUPP	51,404.95	101,465.00	80,955.00	(20,510.00)	-20.2%
2100	OFFICE SUPPLIES	6,924.52	7,500.00	5,000.00	(2,500.00)	-33.3%
2318	COMPUTER SUPPLIES	-	-	-	-	0.0%
2320	GAS, OIL & GREASE	16,841.64	22,119.00	23,183.00	1,064.00	4.8%
2345	MICU DRUGS & SUPPLIES	33,390.58	40,350.00	40,590.00	240.00	0.6%
2350	SUPPLIES & MATERIALS	13,531.63	12,000.00	12,000.00	-	0.0%
SUPPLIES		\$ 134,425.56	\$ 229,309.00	\$ 194,420.00	\$ (34,889.00)	-15.2%
3010	POSTAGE	\$ 115.16	\$ 200.00	\$ 200.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	81,980.81	96,921.00	88,801.00	(8,120.00)	-8.4%
3063	PROGRAMMING/MAINTENANCE	45,802.73	39,048.00	45,270.00	6,222.00	15.9%
3064	EMERGENCY MANAGEMENT	3,687.76	6,000.00	6,000.00	-	0.0%
3113	PUBLICATIONS/PRINTING	597.80	2,000.00	2,000.00	-	0.0%
3115	CONTRACT MAINTENANCE	75,496.12	82,151.00	87,338.00	5,187.00	6.3%
PROFESSIONAL SERVICES/FEES		\$ 207,680.38	\$ 226,320.00	\$ 229,609.00	\$ 3,289.00	1.5%
4110	HEAT,LIGHT,WATER UTIL	\$ 41,361.32	\$ 39,400.00	\$ 37,450.00	\$ (1,950.00)	-4.9%
4120	TELEPHONE SERVICE	16,176.08	12,622.00	13,261.00	639.00	5.1%
UTILITIES		\$ 57,537.40	\$ 52,022.00	\$ 50,711.00	\$ (1,311.00)	-2.5%
5500	INSURANCE-AUTO LIABILITY	\$ 3,480.00	\$ 2,504.00	\$ 2,579.00	\$ 75.00	3.0%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	20,187.96	18,946.00	19,514.00	568.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	2,681.04	2,516.00	2,591.00	75.00	3.0%
INSURANCE		\$ 26,349.00	\$ 23,966.00	\$ 24,684.00	\$ 718.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,642.29	\$ 6,950.00	\$ 6,950.00	\$ -	0.0%
6330	RADIO SERVICE	3,839.40	4,000.00	4,000.00	-	0.0%
OUTSIDE SERVICES		\$ 8,481.69	\$ 10,950.00	\$ 10,950.00	\$ -	0.0%
6190	AUTO REPAIRS	\$ 22,436.70	\$ 29,000.00	\$ 32,500.00	\$ 3,500.00	12.1%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	57,546.00	62,461.00	66,101.00	3,640.00	5.8%
7150	DUES & SUBSCRIPTIONS	11,389.64	10,330.00	10,728.00	398.00	3.9%
7170	TRAVEL EXPENSE	13,469.58	21,355.00	8,964.00	(12,391.00)	-58.0%
7201	COMPUTER EQT UNDER \$5000	7,103.77	9,127.00	4,504.00	(4,623.00)	-50.7%
7221	OTHER EXPENSE	7,000.55	-	3,500.00	3,500.00	0.0%
7240	TUITION & TRAINING	16,325.39	32,772.00	23,536.00	(9,236.00)	-28.2%
7241	EMS CONTINUING EDUCATION	11,762.00	12,639.00	14,345.00	1,706.00	13.5%
7475	IMPROVEMENTS-UNDER \$5000	43,633.94	30,370.00	33,652.00	3,282.00	10.8%
7725	FIRE PREVENTION	14,287.96	15,351.00	12,053.00	(3,298.00)	-21.5%
9000	CHARGE	160,937.04	172,778.00	175,274.00	2,496.00	1.4%
OTHER EXPENSE		\$ 365,892.57	\$ 396,183.00	\$ 385,157.00	\$ (11,026.00)	-2.8%
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ 19,500.00	\$ -	\$ (19,500.00)	-100.0%
CAPITAL EXPENDITURES		\$ -	\$ 19,500.00	\$ -	\$ (19,500.00)	-100.0%
DEPARTMENT Total: 40 - FIRE \$ 5,721,783.40 \$ 6,268,496.00 \$ 6,523,946.00 \$ 255,450.00 4.1%						

POLICE DEPARTMENT
01-50

Located in City Hall, 3800 University Boulevard

Sixty-two Employees:

Fifty-nine Full Time
Three Part Time

FUNCTION	ACTUAL 2017- 2018	BUDGET 2018- 2019	ADOPTED 2020
Chief of Police	1	1	1
Police Captain	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	5	5	6
Police Officer	27	27	27
DARE/School Resource Officer	1	1	1
School Resource Officer	1	1	3
Accreditation Manager, PT	1	1	1
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer PT	3	3	2
Animal Control Officer	1	1	1
Animal Control Officer, PT	1	1	0
Communications Supervisor	1	1	1
Dispatchers	8	9	10
Direct Alarm Monitoring Clerk	1	1	1
Records Clerk	1	1	1
CID Clerk, PT	1	1	0
Administrative Assistant	1	1	1
Crime Analyst	0	0	1

Surveys of University Park residents over the years have consistently shown that public safety is a major reason people choose to reside in University Park. The City enjoys one of the lowest crime rates in Texas, while total department expenditures are kept at per capita levels that are less than one-half that of some surrounding communities.

The Police Department provides community-minded public safety services to the public. These areas include: Support Services Division and Operations Division, a dispatch center, a holding facility for prisoners, an intoxilizer, and the newest technology in digital inkless fingerprinting with instant access to the State's and FBI's files. Department employees are connected via radio communications, as well as voice mail, e-mail, and in-car computers ensuring up-to-date information and quick delivery of services.

The City is divided into three “beats” which are geographic areas staffed by police personnel. A sergeant oversees each shift and also patrols, providing supervision and support to the patrol officers. The University Park Police Department prides itself on its quick response to calls for service and alarm calls. The average response time for patrol elements is 3.0 minutes on-scene from the time of the call.

FUNCTIONS

Police Administration – The police administration is comprised of the Chief of Police who oversees the day to day operations of the police department through direct supervision of the department’s Operations Captain and the Support Services Captain. The Office of Professional Standards conducts all internal affairs investigations for the Chief of Police. The part-time accreditation manager works directly for the police chief to ensure that all standards of the accreditation program are carried out through constant inspections and monthly analysis. One administrative assistant works for the Chief of Police and carries out various functions and tasks for the office of the chief.

Operations – The Operations Captain oversees 25 patrol officers, the School Resource Officer, the D.A.R.E. Officer and four sergeants who work varying 12-hour shifts per week. The same captain also oversees a three-man criminal investigation division (CID) which is supervised by a lieutenant. Responsibilities of patrol officers include answering calls for service, patrolling city streets, traffic enforcement, investigation of traffic accidents, and apprehension of criminals. CID follows up on and investigates criminal cases that are filed with either the Municipal Court or the Dallas County District Attorney’s Office.

Support Services – The Support Services Captain oversees the support services staff made up of officers and civilian personnel. Support Services also oversees property and evidence, Direct Alarm Monitoring, crime prevention, media issues, public relations matters, Animal Control and the police department’s records section. The Support Services Captain also manages the Office of Professional Standards, which is directly responsible for the recruitment, background investigations, hiring and training of new officers.

Emergency Communications Division – The Emergency Communications Division handles over 21,000 calls-for-service per year. The communications specialists also monitor the City’s Direct Alarm system and dispatch all police, fire and emergency medical services in University Park. All communications specialists are trained in Emergency Medical Dispatching to assist callers prior to arrival of an emergency medical unit.

Warrant Services – One police sergeant is assigned to work with the municipal court to serve outstanding warrants and provide bailiff services for the judge and prosecutor during court.

Accreditation – One part-time civilian employee is assigned to maintain the written standards of the Department for National Accreditation through the Commission on Accreditation for Law Enforcement Agencies, an internationally recognized program.

Parking Enforcement – One civilian employee conducts parking enforcement in the City. The duties include enforcement of parking regulations, towing of vehicles in violation, and handling special parking problems for events. There are also two part-time employees who are assigned to enforcement parking regulations of the City’s three residential parking districts.

COMMUNITY PROGRAMS

These are community-oriented programs intended to give the Police Department a positive, visible, and effective presence in the City. A few of these programs are:

Direct Alarm Monitoring – Begun in 1998, Direct Alarm allows residents to have their home security alarm systems monitored by the Police Department for a monthly subscription fee. There are currently more than 3,090 residences being directly monitored by the University Park Police Department.

Crime Prevention Officer – A full time position is authorized in the Police Department's budget for a Crime Prevention/Community Service Officer. That officer's duties include working with the community in an effort to keep the crime rate low and reduce the potential of crime through effective educational programs. However, most of the University Park Police Officers are certified crime prevention officers and can conduct security surveys of homes and businesses.

SPECIALIZED UNITS

In an effort to address school safety issues, three additional positions are being added to the FY2020 budget. Two of these positions will be police officers assigned to our elementary schools at the arrival and dismissal times. These officers will supplement the patrol officers on the shift during the day, answering calls for service and conducting traffic enforcement. The third position will be a Sergeant assigned to supervise the four school officers and three traffic officers.

Traffic Unit – Specially trained officers who investigate traffic crashes and conduct accident or crash reconstructions. This unit includes two motorcycles and one Tahoe which works targeted areas in the City to reduce crashes and/or traffic violations and hazardous pedestrian movement.

Drug Awareness Resource Education (D.A.R.E.) – The Drug Awareness Resource Education program for middle school students consists of a specially-trained officer who visits the local schools and holds a regular weekly session informing students on the physical and legal dangers of drug abuse. The Town of Highland Park subsequently agreed to help pay a share of the annual D.A.R.E. cost.

School Resource Officer (SRO) – A police officer is assigned to Highland Park High School (HPHS) and was requested by the Highland Park Independent School District (HPISD) and HPHS parents as a School Resource Officer. The Town of Highland Park subsequently agreed to help pay a share of the annual SRO cost.

Other - The police department continues to loan radar units to citizens to check speeding violations on their streets, fingerprinting services for job and/or security clearances, and Police Department tours for children and groups.

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 50 - POLICE						
1001	REGULAR EARNINGS	\$ 4,496,916.01	\$ 4,638,863.00	\$ 5,084,114.00	\$ 445,251.00	9.6%
1002	OVERTIME EARNINGS	308,914.80	300,000.00	325,001.00	25,001.00	8.3%
1004	MISC ALLOWANCE	7,219.18	7,200.00	7,200.00	-	0.0%
1005	LONGEVITY PAY	27,584.40	30,375.00	30,269.00	(106.00)	-0.3%
1006	EDUCATION PAY	82,270.30	81,600.00	75,000.00	(6,600.00)	-8.1%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	3,600.00	3,600.00	3,600.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	358,298.48	370,544.00	406,886.00	36,342.00	9.8%
1120	EMPLOYERS SHARE T.M.R.S.	360,771.90	476,593.00	555,431.00	78,838.00	16.5%
1130	INSURANCE-EMPLOYEE LIFE	22,333.25	23,632.00	22,475.00	(1,157.00)	-4.9%
1131	INSURANCE-WORKMENS COMP	59,394.00	58,118.00	55,548.00	(2,570.00)	-4.4%
1135	HEALTH INSURANCE	659,188.82	716,560.00	798,902.00	82,342.00	11.5%
SALARIES & BENEFITS		\$ 6,393,691.14	\$ 6,714,285.00	\$ 7,371,626.00	\$ 657,341.00	9.8%
2029	CLOTHING ALLOWANCE	\$ 35,684.16	\$ 45,108.00	\$ 30,374.00	\$ (14,734.00)	-32.7%
2100	OFFICE SUPPLIES	5,331.47	8,000.00	6,400.00	(1,600.00)	-20.0%
2318	COMPUTER SUPPLIES	5,257.88	4,300.00	4,300.00	-	0.0%
2320	GAS, OIL & GREASE	55,879.36	69,370.00	67,824.00	(1,546.00)	-2.2%
2350	SUPPLIES & MATERIALS	10,039.86	13,325.00	11,475.00	(1,850.00)	-13.9%
SUPPLIES		\$ 112,192.73	\$ 140,103.00	\$ 120,373.00	\$ (19,730.00)	-14.1%
3010	POSTAGE	\$ 1,694.24	\$ 1,900.00	\$ 1,800.00	\$ (100.00)	-5.3%
3011	DETENTION SERVICES	22,667.20	3,231.00	3,002.00	(229.00)	-7.1%
3014	PUBLICATIONS/PRINTING	149.00	-	-	-	0.0%
3060	PROFESSIONAL SERVICES/FEES	199,650.25	244,276.00	227,666.00	(16,610.00)	-6.8%
3062	ANIMAL CONTROL SERVICES	4,858.53	13,919.00	8,169.00	(5,750.00)	-41.3%
3063	PROGRAMMING/MAINTENANCE	130,728.31	126,362.00	136,345.00	9,983.00	7.9%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	-	0.0%
3072	ACCREDITATION EXPENSES	7,470.00	12,695.00	14,695.00	2,000.00	15.8%
3075	DIRECT ALARM MONITORING	175,307.80	221,939.00	257,748.00	35,809.00	16.1%
3113	PUBLICATIONS/PRINTING	16,476.29	13,754.00	12,354.00	(1,400.00)	-10.2%
3115	CONTRACT MAINTENANCE	35,554.81	30,986.00	29,552.00	(1,434.00)	-4.6%
3261	WRECKER FEES	200.00	600.00	400.00	(200.00)	-33.3%
3291	GUNS/EQUIPMENT	26,374.78	38,750.00	14,125.00	(24,625.00)	-63.5%
PROFESSIONAL SERVICES/FEES		\$ 621,131.21	\$ 709,412.00	\$ 706,856.00	\$ (2,556.00)	-0.4%
4110	HEAT, LIGHT, WATER UTIL	\$ 44,962.07	\$ 43,980.00	\$ 40,550.00	\$ (3,430.00)	-7.8%
4120	TELEPHONE SERVICE	50,330.28	31,537.00	33,882.00	2,345.00	7.4%
4121	911 SERVICE FEES	47,162.89	46,000.00	42,009.00	(3,991.00)	-8.7%
UTILITIES		\$ 142,455.24	\$ 121,517.00	\$ 116,441.00	\$ (5,076.00)	-4.2%
5500	INSURANCE-AUTO LIABILITY	\$ 7,731.96	\$ 7,824.00	\$ 8,059.00	\$ 235.00	3.0%
5504	INSURANCE - EXCESS LIABILITY - TML	31,724.04	29,735.00	30,627.00	892.00	3.0%
5506	CLAIMS	4,212.96	3,948.00	4,067.00	119.00	3.0%
5508	INSURANCE-GEN'L LIABILITY	19,698.96	19,699.00	20,290.00	591.00	3.0%
INSURANCE		\$ 63,367.92	\$ 61,206.00	\$ 63,043.00	\$ 1,837.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,209.53	\$ 5,000.00	\$ 3,750.00	\$ (1,250.00)	-25.0%
6330	RADIO SERVICE	3,974.00	7,240.00	6,492.00	(748.00)	-10.3%
OUTSIDE SERVICES		\$ 8,183.53	\$ 12,240.00	\$ 10,242.00	\$ (1,998.00)	-16.3%

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS	\$ 88,396.88	\$ 43,500.00	\$ 54,000.00	\$ 10,500.00	24.1%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	180,819.10	162,244.00	174,243.00	11,999.00	7.4%
7150	DUES & SUBSCRIPTIONS	5,311.57	5,440.00	4,710.00	(730.00)	-13.4%
7170	TRAVEL EXPENSE	40,499.38	39,605.00	24,740.00	(14,865.00)	-37.5%
7201	COMPUTER EQT UNDER \$5000	31,579.33	22,130.00	1,527.00	(20,603.00)	-93.1%
7202	MICRO COMPUTER SOFTWARE	-	3,000.00	-	(3,000.00)	-100.0%
7221	OTHER EXPENSE	8,302.11	17,498.00	4,250.00	(13,248.00)	-75.7%
7223	CRIME PREV/YOUTH SERVICES	3,069.73	4,100.00	3,690.00	(410.00)	-10.0%
7240	TUITION & TRAINING	43,545.41	41,425.00	27,115.00	(14,310.00)	-34.5%
7475	IMPROVEMENTS-UNDER \$5000	3,119.00	9,515.00	3,940.00	(5,575.00)	-58.6%
9000	CAPITAL EQUIP REPLACEMENT	128,829.96	178,561.00	181,732.00	3,171.00	1.8%
	OTHER EXPENSE	\$ 533,472.47	\$ 527,018.00	\$ 479,947.00	\$ (47,071.00)	-8.9%
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 26,646.36	\$ 17,784.00	\$ -	\$ (17,784.00)	-100.0%
	CAPITAL EXPENDITURES	\$ 26,646.36	\$ 17,784.00	\$ -	\$ (17,784.00)	-100.0%
DEPARTMENT Total: 50 - POLICE						
\$ 7,901,140.60						
\$ 8,303,565.00						
\$ 8,868,528.00						
\$ 564,963.00						
6.8%						

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PARK AND RECREATION DEPARTMENT
01-70

Located at the Peek Service Center, 4420 Worcola Street

Twenty-two Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Director of Parks and Recreation	1	1	1
Assistant Director of Parks	1	1	1
Parks Superintendent	1	1	1
Gardener III	5	5	6
Gardener II	5	5	3
Gardener I	2	2	3
Irrigation Technician	2	2	2
Forestry Technician	2	2	2
Pesticide Technician	1	1	1
Horticulturalist	1	1	1
Administrative Secretary	1	1	1

Park and Recreation Administration

Park and Recreation Administration is responsible for implementing the programs, policies and services established under the leadership of the City Council, City Administration and the associated advisory boards of the City.

Park Maintenance

The Park and Recreation Department (PARD) provides professional, high quality maintenance to the City's parks and public property. The department's landscape maintenance include turf, trees, shrubs, and seasonal color beds, giving the residents of University Park aesthetically pleasing public properties, which provide exceptional recreational opportunities. The department is responsible for maintaining approximately 60 acres of green space, four baseball and twelve soccer fields, one basketball court, three ponds, the Holmes Aquatic Center, the John Roach Track, three and half miles of trails, twelve tennis courts, six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4th Picnic.

The PARD also administers Facilities Utilization Agreements with the YMCA and HPISD to provide recreational programming and park usage within the park system. The department also oversees the use of the park system by for-profit organizations including tennis instructors, "fitness" boot camps, personal trainers and sports clinics. The PARD is also responsible for an extensive display of holiday lighting and a seasonal banner program which adds seasonal color and ambiance throughout the community.

Turf and Tree Maintenance

The PARD staff maintains the eight major parks in the City with scheduled trash pickup, shrub and tree pruning, turf fertilization, and leaf removal. The department contracts with a private landscaping firm to mow all turf areas within the park system, medians and pocket parks throughout the city, the two water tower properties, and the grounds at the Fred N. and Harold F. Peek Service Center and the City Hall complex.

The PARD staff performs tree pruning and/or removal in the eight parks, all medians and pocket parks, and parkway trees when requested by homeowners. The department also contracts with a private tree trimming firm for assistance with this service. Staff plants trees as needed and administers the Trees for University Park Program. This program encourages residents to plant new trees in their parkways. The department also administers a memorial tree, bench and playground stone programs.

Horticulture and Irrigation

The PARD staff applies fertilizer, pesticides and herbicides as needed to all park areas, performs mosquito fogging and plants over 45 seasonal color beds with color change out schedule twice per year. The PARD staff also maintains over 40 irrigation systems in all park areas, installs new systems as needed, maintains drinking fountains, and maintains the Snider Plaza fountain including ten other water features including a waterfall in Goar Park.

Construction

PARD staff maintains the Holmes Aquatic Center, all lighting systems in the parks, tennis court lighting, nine fountains and nine playgrounds. The staff also installs new park amenities such as picnic tables and grills, playground equipment, benches, trashcans, and drinking fountains. Landscape construction projects include the installation of irrigation systems, concrete flat work, raised botanical beds, retaining walls, decorative stone work and lighting. The department also oversees an aggressive capital improvements program throughout the park system.

Mosquito Control

The PARD is responsible for the mosquito fogging program. Staff begins trapping efforts in March and begins spraying in May each year. Staff has also developed a program where employees will visit resident's homes to inspect for potential mosquito breeding areas. This program has expanded over the last few years impacting to personnel and operating budgets.

Contract Maintenance

The PARD has three major outsourcing contracts: Landscape Maintenance (Mowing), Rest Room Maintenance and Janitorial Services.

Citywide Special Events

The PARD is also responsible for the following **special events** each year:

- Children's Park Holiday Tree Lighting
- Snider Plaza Holiday Tree Lighting
- Goar Park Eggstravaganza Egg Hunt
- Caruth Park Children's Fishing Derby
- Fourth of July Parade
- Fourth of July Fun Run
- Holmes Aquatic Center - Dive In Movies

- Movies in the Park (spring and fall)
- Holmes Aquatic Center - Doggie Splash Day
- Arbor Day Observance

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City of University Park
PARKS AND RECREATION DEPARTMENT
01-70

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 70 PARKS						
1001	REGULAR EARNINGS	\$ 1,433,458.95	\$ 1,456,732.00	\$ 1,524,247.00	\$ 67,515.00	4.6%
1002	OVERTIME EARNINGS	35,339.80	42,500.00	40,000.00	(2,500.00)	-5.9%
1005	LONGEVITY PAY	14,900.36	15,790.00	15,707.00	(83.00)	-0.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	2,520.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	106,379.33	114,372.00	119,810.00	5,438.00	4.8%
1120	EMPLOYERS SHARE T.M.R.S.	110,078.83	144,006.00	159,943.00	15,937.00	11.1%
1130	INSURANCE-EMPLOYEE LIFE	7,621.68	7,513.00	7,725.00	212.00	2.8%
1131	INSURANCE-WORKMENS COMP	11,731.24	16,960.00	24,868.00	7,908.00	46.6%
1135	HEALTH INSURANCE	258,849.52	275,600.00	299,712.00	24,112.00	8.7%
	SALARIES & BENEFITS	\$ 1,988,079.71	\$ 2,083,193.00	\$ 2,201,732.00	\$ 118,539.00	5.7%
2029	CLOTHING ALLOWANCE	\$ 22,805.31	\$ 20,194.00	\$ 18,175.00	\$ (2,019.00)	-10.0%
2100	OFFICE SUPPLIES	1,866.69	3,000.00	2,700.00	(300.00)	-10.0%
2320	GAS, OIL & GREASE	21,220.10	29,059.00	28,919.00	(140.00)	-0.5%
2350	SUPPLIES & MATERIALS	80,544.68	58,400.00	80,000.00	21,600.00	37.0%
2360	SMALL TOOLS	13,089.39	12,600.00	11,340.00	(1,260.00)	-10.0%
2381	FERTILIZER,CHEMICALS & SUP	47,148.43	69,700.00	62,730.00	(6,970.00)	-10.0%
	SUPPLIES	\$ 186,674.60	\$ 192,953.00	\$ 203,864.00	\$ 10,911.00	5.7%
3010	POSTAGE	\$ 34.94	\$ 400.00	\$ 200.00	\$ (200.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	10,091.88	11,560.00	10,416.00	(1,144.00)	-9.9%
3063	PROGRAMMING/MAINTENANCE	9,474.24	11,463.00	11,246.00	(217.00)	-1.9%
3113	PUBLICATIONS/PRINTING	1,080.36	1,000.00	900.00	(100.00)	-10.0%
3115	CONTRACT MAINTENANCE	268,465.17	297,651.00	283,748.00	(13,903.00)	-4.7%
	PROFESSIONAL FEES	\$ 289,146.59	\$ 322,074.00	\$ 306,510.00	\$ (15,564.00)	-4.8%
4110	HEAT,LIGHT,WATER UTIL	\$ 78,588.35	\$ 69,580.00	\$ 65,900.00	\$ (3,680.00)	-5.3%
4120	TELEPHONE SERVICE	4,018.22	2,578.00	2,459.00	(119.00)	-4.6%
	UTILITIES	\$ 82,606.57	\$ 72,158.00	\$ 68,359.00	\$ (3,799.00)	-5.3%
5500	INSURANCE-AUTO LIABILITY	\$ 4,638.96	\$ 5,008.00	\$ 5,158.00	\$ 150.00	3.0%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	11,535.96	11,841.00	12,196.00	355.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	1,532.04	1,572.00	1,620.00	48.00	3.1%
	INSURANCE	\$ 17,706.96	\$ 18,421.00	\$ 18,974.00	\$ 553.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,347.43	\$ 11,550.00	\$ 10,395.00	\$ (1,155.00)	-10.0%
6380	FLOWERS,TREES & SHRUBS	55,170.83	44,000.00	39,600.00	(4,400.00)	-10.0%
	OUTSIDE SERVICES	\$ 59,518.26	\$ 55,550.00	\$ 49,995.00	\$ (5,555.00)	-10.0%
6190	AUTO REPAIRS	\$ 32,882.93	\$ 21,500.00	\$ 26,500.00	\$ 5,000.00	23.3%
6195	OPERATIONS	127,726.92	135,018.00	146,165.00	11,147.00	8.3%
6205	PARK FACILITY REPAIR	48,809.64	65,600.00	59,040.00	(6,560.00)	-10.0%
6208	PARK EQUIPMENT REPAIR	23,705.76	54,000.00	48,600.00	(5,400.00)	-10.0%
7150	DUES & SUBSCRIPTIONS	3,621.41	3,950.00	3,555.00	(395.00)	-10.0%
7170	TRAVEL EXPENSE	1,419.00	5,730.00	5,157.00	(573.00)	-10.0%
7201	COMPUTER EQT UNDER \$5000	1,513.20	5,931.00	6,284.00	353.00	6.0%
7221	OTHER EXPENSE	521.00	6,000.00	5,400.00	(600.00)	-10.0%
7240	TUITION & TRAINING	6,682.00	4,620.00	4,160.00	(460.00)	-10.0%
7245	TUITION & TRAINING	-	5,000.00	-	(5,000.00)	-100.0%
7260	EQUIPMENT RENTAL	5,049.61	4,500.00	4,050.00	(450.00)	-10.0%
7475	IMPROVEMENTS-UNDER \$5000	13,930.56	27,600.00	-	(27,600.00)	-100.0%
9000	CHARGE	59,193.96	76,996.00	79,593.00	2,597.00	3.4%
	OTHER EXPENSE	\$ 325,055.99	\$ 416,445.00	\$ 388,504.00	\$ (27,941.00)	-6.7%
	IMPROVEMENTS/REMODELING OVER \$5000	\$ 47,487.99	\$ 25,000.00	\$ -	\$ (25,000.00)	-100.0%
9950	CAPITAL EXPENDITURES	\$ 47,487.99	\$ 25,000.00	\$ -	\$ (25,000.00)	0.0%
	DEPARTMENT Total: 70 - PARKS	\$ 2,996,276.67	\$ 3,185,794.00	\$ 3,237,938.00	\$ 52,144.00	1.6%

**SWIMMING POOL
01-75**

Located at the Holmes Aquatic Center, Curtis Park, 3501 Lovers Lane

Fifty-five Employees:

1 Full Time
54 Part Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Aquatics Supervisor	1	1	1
Assistant Pool Manager, PT	4	4	4
Cashiers, PT	5	5	5
Lifeguards, PT	42	42	42
Guest Services, PT	0	0	3

Holmes Aquatic Center

The City's swimming pool is located at Curtis Park. Renovated in 2009-2010, the Center includes a large 50-meter pool with ADA access ramp, 1-meter and 3-meter diving boards, and lap swimming. The complex also includes a large spiral water slide, children's SprayGround, children's swimming pool. In 2018, renovations to the northeast building included new rest rooms, family style restrooms, full concessions, new mechanical room, party room and office space. The facility also hosts several special events and recreational programming throughout the pool season ending:

- Doggie Splash Day
- Dive In Movies
- Birthday Parties and Rentals
- Learn to Swim Program
- Wibit Wednesdays
- Jr. Life Guard Program
- Senior Swim Program
- Memorial Day and Fourth of July Activities
- Makos Swim Team

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City of University Park

SWIMMING POOL

01-75

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 75 - SWIMMING POOL						
1001	REGULAR EARNINGS	\$ 227,090.41	\$ 290,080.00	\$ 299,103.00	\$ 9,023.00	3.1%
1002	OVERTIME EARNINGS	\$ -	\$ 9.00	\$ -	\$ (9.00)	-100.0%
1005	LONGEVITY PAY	\$ 176.55	\$ -	\$ 272.00	\$ 272.00	0.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ -	\$ 840.00	\$ 840.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 17,214.63	\$ 22,192.00	\$ 22,891.00	\$ 699.00	3.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 4,878.68	\$ -	\$ 7,503.00	\$ 7,503.00	0.0%
1130	INSURANCE-EMPLOYEE LIFE	\$ -	\$ 351.00	\$ -	\$ (351.00)	-100.0%
1131	INSURANCE-WORKMENS COMP	\$ 3,881.04	\$ 3,559.00	\$ 5,436.00	\$ 1,877.00	52.7%
1135	HEALTH INSURANCE	\$ 9,871.38	\$ -	\$ 14,272.00	\$ 14,272.00	0.0%
		SALARIES & BENEFITS	\$ 263,952.69	\$ 316,191.00	\$ 350,317.00	\$ 34,126.00 10.8%
3010	POSTAGE	\$ 97.76	\$ 700.00	\$ 400.00	\$ (300.00)	-42.9%
3060	PROFESSIONAL SERVICES/FEES	\$ 3,388.26	\$ 15,000.00	\$ 13,500.00	\$ (1,500.00)	-10.0%
		PROFESSIONAL SERVICES/FEES	\$ 3,486.02	\$ 15,700.00	\$ 13,900.00	\$ (1,800.00) -11.5%
4120	TELEPHONE SERVICE	\$ 488.84	\$ 1,768.00	\$ 1,088.00	\$ (680.00)	-38.5%
		UTILITIES	\$ 488.84	\$ 1,768.00	\$ 1,088.00	\$ (680.00) -38.5%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	\$ 1,442.04	\$ 15,262.00	\$ 15,720.00	\$ 458.00	3.0%
5506	INSURANCE - GEN LIABILITY	\$ 191.04	\$ 2,027.00	\$ 2,087.00	\$ 60.00	3.0%
		INSURANCE	\$ 1,633.08	\$ 17,289.00	\$ 17,807.00	\$ 518.00 3.0%
6189	SWIMMING POOL REPAIRS	\$ 51,184.08	\$ 44,500.00	\$ 44,500.00	\$ -	0.0%
7221	OTHER EXPENSE	\$ 3,165.00	\$ 855.00	\$ 1,482.00	\$ 627.00	73.3%
7390	SWIMMING POOL EXPENSE	\$ 97,325.11	\$ 78,500.00	\$ 73,650.00	\$ (4,850.00)	-6.2%
7394	CONCESSION FOOD EXPENSE	\$ 50,012.15	\$ 32,500.00	\$ 32,500.00	\$ -	0.0%
7396	RETAIL EXPENSE	\$ 2,348.17	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
		OTHER EXPENSE	\$ 204,034.51	\$ 159,355.00	\$ 155,132.00	\$ (4,223.00) -2.7%
9100	EQUIPMENT OVER \$5000	\$ -	\$ 14,000.00	\$ 7,000.00	\$ (7,000.00)	-50.0%
		CAPITAL EXPENDITURES	\$ -	\$ 14,000.00	\$ 7,000.00	\$ (7,000.00) -50.0%
DEPARTMENT Total: 75 - SWIMMING POOL						
\$ 473,595.14						
\$ 524,303.00						
\$ 545,244.00						
\$ 20,941.00 4.0%						

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INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

Forty-one Employees:
 All Full Time
Streets – 16
 Utilities – 25

FUNCTION	ACTUAL 2017-2018		BUDGET 2018-2019		ADOPTED 2020	
	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>
Assistant Director of Public Works		1		1		1
Infrastructure Maintenance						
Superintendent		1		1		1
Administrative Secretary / 3-1-1 Call Taker		1		1		1
Maintenance Supervisor	2	1	2	1	2	1
Maintenance Technician II	4	9	4	9	4	9
Maintenance Technician I	10	12	10	12	10	12
	<u>16</u>	<u>25</u>	<u>16</u>	<u>25</u>	<u>16</u>	<u>25</u>

In 2008, the former Streets and Utilities Divisions were combined to form the Infrastructure Maintenance Department. For budget purposes, the existing General Fund Streets Division (01-80) and Utility Fund Utilities Division (02-22) are still used.

The Infrastructure Maintenance Department is responsible for maintaining the City's 74 miles of street pavement, 40 miles of alley pavement, 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains, and 473 fire hydrants. In FY19, the division poured over a linear mile of concrete in the City's alleys.

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City of University Park
INFRASTRUCTURE MAINTENANCE - STREETS
01-80

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 80 - STREETS						
1001	REGULAR EARNINGS	\$ 848,887.11	\$ 881,379.00	\$ 914,174.00	\$ 32,795.00	3.7%
1002	OVERTIME EARNINGS	45,480.62	25,000.00	32,999.00	7,999.00	32.0%
1005	LONGEVITY PAY	10,351.53	10,440.00	10,697.00	257.00	2.5%
1009	CELL PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	66,504.81	69,537.00	73,277.00	3,740.00	5.4%
1120	EMPLOYERS SHARE T.M.R.S.	67,332.21	87,482.00	97,478.00	9,996.00	11.4%
1130	INSURANCE-EMPLOYEE LIFE	4,414.72	4,442.00	4,500.00	58.00	1.3%
1131	INSURANCE-WORKMENS COMP	28,496.24	28,428.00	24,434.00	(3,994.00)	-14.0%
1135	HEALTH INSURANCE	189,749.86	206,700.00	214,080.00	7,380.00	3.6%
	SALARIES & BENEFITS	\$ 1,262,657.10	\$ 1,314,848.00	\$ 1,373,079.00	\$ 58,231.00	4.4%
2029	CLOTHING ALLOWANCE	\$ 7,239.79	\$ 11,670.00	\$ 11,670.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,590.09	2,100.00	2,100.00	-	0.0%
2320	GAS, OIL & GREASE	34,141.23	44,005.00	42,596.00	(1,409.00)	-3.2%
2350	SUPPLIES & MATERIALS	6,020.56	9,440.00	9,440.00	-	0.0%
2360	SMALL TOOLS	3,088.53	6,000.00	6,000.00	-	0.0%
	SUPPLIES	\$ 52,080.20	\$ 73,215.00	\$ 71,806.00	\$ (1,409.00)	-1.9%
3010	POSTAGE	\$ 37.03	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	2,750.00	2,750.00	-	0.0%
3063	PROGRAMMING/MAINTENANCE	1,319.61	1,282.00	1,363.00	81.00	6.3%
3113	PUBLICATIONS/PRINTING	-	150.00	150.00	-	0.0%
3115	CONTRACT MAINTENANCE	3,520.08	2,952.00	3,041.00	89.00	3.0%
	PROFESSIONAL SERVICES/FEES	\$ 4,876.72	\$ 7,184.00	\$ 7,354.00	\$ 170.00	2.4%
4110	HEAT,LIGHT,WATER UTIL	\$ 3,799.91	\$ 3,275.00	\$ 3,500.00	\$ 225.00	6.9%
4120	TELEPHONE SERVICE	489.55	416.00	713.00	297.00	71.4%
	UTILITIES	\$ 4,289.46	\$ 3,691.00	\$ 4,213.00	\$ 522.00	14.1%
5500	INSURANCE - AUTO LIABILITY	\$ 5,412.96	\$ 7,199.00	\$ 7,414.00	\$ 215.00	3.0%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	10,094.04	8,420.00	8,673.00	253.00	3.0%
5506	INSURANCE - GEN'L LIABILITY	1,340.04	1,118.00	1,152.00	34.00	3.0%
	INSURANCE	\$ 16,847.04	\$ 16,737.00	\$ 17,239.00	\$ 502.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,625.00	\$ 1,625.00	\$ -	0.0%
6370	STREET REPAIR MATERIAL	191,718.05	295,414.00	263,199.00	(32,215.00)	-10.9%
	OUTSIDE SERVICES	\$ 191,718.05	\$ 297,039.00	\$ 264,824.00	\$ (32,215.00)	-10.8%
6190	AUTO REPAIRS	\$ 47,547.80	\$ 51,000.00	\$ 52,000.00	\$ 1,000.00	2.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	157,980.00	158,596.00	149,934.00	(8,662.00)	-5.5%
7201	COMPUTER EQT UNDER \$5000	-	2,536.00	-	(2,536.00)	-100.0%
7221	OTHER EXPENSE	1,286.55	750.00	750.00	-	0.0%
7240	TUITION & TRAINING	295.00	1,200.00	1,200.00	-	0.0%
7260	EQUIPMENT RENTAL	-	1,000.00	1,000.00	-	0.0%
9000	CHARGE	113,756.04	128,511.00	140,132.00	11,621.00	9.0%
	OTHER EXPENSE	\$ 320,865.39	\$ 343,593.00	\$ 345,016.00	\$ 1,423.00	0.4%
1140	PERSONNEL REIMBURSEMENT	\$ (186,500.00)	\$ (186,500.00)	\$ (186,500.00)	\$ -	0.0%
	TRANSFERS	\$ (186,500.00)	\$ (186,500.00)	\$ (186,500.00)	\$ -	0.0%
	DEPARTMENT Total: 80 - STREETS	\$ 1,666,833.96	\$ 1,869,807.00	\$ 1,897,031.00	\$ 27,224.00	1.5%

CAPITAL PROJECTS TRANSFERS

**Capital Projects Transfers – General Fund
01-85**

**Capital Projects Transfers – Utility Fund
02-85**

**Capital Projects Transfers – Sanitation Fund
04-85**

**Capital Projects Transfers – Stormwater Fund
05-85**

No Employees

In addition to the annual operating expenditures identified in the budget, the City of University Park also plans, funds and implements a wide range of capital projects each year. Most of these projects are infrastructure related such as replacement of underground water and sewer lines, or reconstruction of a street. To be classified as a capital project, the expenditure must cost at least \$50,000 and be non-recurring in nature. Most capital projects are large-scale and require multiple years to implement.

Funding

The City of University Park uses a “pay as you go” approach for funding capital projects. This means that projects are funded by using monies from current sources, rather than debt. In 1993, the City refinanced its outstanding debt and structured the annual debt service payment so that they would decrease with each year. As the amount of debt service stepped down each year, the City budgeted the amount of decrease into the operating budget, so that the total amount collected remained level. In this manner the City was able to begin collecting an increasing amount each year for use in funding capital projects.

At the beginning of FY1994, the City established a separate Capital Projects Fund to receive project funding and make project expenditures. Staff identified specific capital projects and presented them to a new Capital Projects Review Committee, composed of residents (including former mayors) appointed by the City Council. In FY2003 the City created a second Capital Projects Fund to track enterprise (water and sewer) projects, with the original Capital Projects Fund being used for all other projects, known as “general governmental.”

Budgeting

In FY1998, the City created two departments for use in the operating budget, both titled “Transfers.” These departments, one in the General Fund and one in the Utility Fund, are used to budget for each year’s “pay as you go” capital projects contribution. Departmental expenditures are actually monthly transfers to the Capital Projects Funds.

City of University Park

CAPITAL PROJECTS TRANSFERS - GENERAL FUND

01-85

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 85 - TRANSFERS						
6371	REPAVING OUTSIDE CONTRACT	\$ 715,740.00	\$ 751,529.00	\$ 789,105.00	\$ 37,576.00	5.0%
	OUTSIDE SERVICES	\$ 715,740.00	\$ 751,529.00	\$ 789,105.00	\$ 37,576.00	5.0%
7153	CAPITAL PROJECTS CONTRIBUTION	\$ 1,256,700.00	\$ 1,319,530.00	\$ 1,385,507.00	\$ 65,977.00	5.0%
	OTHER EXPENSE	\$ 1,256,700.00	\$ 1,319,530.00	\$ 1,385,507.00	\$ 65,977.00	5.0%
8500	TRANSFERS	\$ 2,933,709.05	\$ -	\$ 230,919.00	\$ 230,919.00	0.0%
	TRANSFERS	\$ 2,933,709.05	\$ -	\$ 230,919.00	\$ 230,919.00	0.0%
9582	CURB & GUTTER	\$ 1,132,368.00	\$ 1,188,985.00	\$ 1,248,434.00	\$ 59,449.00	5.0%
9800	ALLEY REPLACEMENT PROJECT	407,988.00	428,393.00	449,812.00	21,419.00	5.0%
	CAPITAL EXPENDITURES	\$ 1,540,356.00	\$ 1,617,378.00	\$ 1,698,246.00	\$ 80,868.00	5.0%
DEPARTMENT: 85 - TRANSFERS		\$ 6,446,505.05	\$ 3,688,437.00	\$ 4,103,777.00	\$ 415,340.00	11.3%

City of University Park

CAPITAL PROJECTS TRANSFERS - UTILITY FUND

02-85

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ -	\$ (50,000.00)	\$ (80,000.00)	\$ (30,000.00)	60.0%
	TRANSFERS	\$ -	\$ (50,000.00)	\$ (80,000.00)	\$ (30,000.00)	60.0%
9801	LINE REPLACEMENT PROJECT	\$ 2,670,564.00	\$ 1,954,093.00	\$ 1,244,297.00	\$ (709,796.00)	-36.3%
	CAPITAL EXPENDITURES	\$ 2,670,564.00	\$ 1,954,093.00	\$ 1,244,297.00	\$ (709,796.00)	-36.3%
DEPARTMENT: 85 TRANSFERS		\$ 2,670,564.00	\$ 1,904,093.00	\$ 1,164,297.00	\$ (739,796.00)	-38.9%

City of University Park

CAPITAL PROJECTS TRANSFERS - SANITATION FUND

04-85

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	100.0%
	TRANSFERS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.0%
DEPARTMENT: 85 TRANSFERS		\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	100.0%

City of University Park

CAPITAL PROJECTS TRANSFERS - STORMWATER

05-85

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 05 - STORM WATER						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
	TRANSFERS	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
DEPARTMENT: 85 TRANSFERS		\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%

REVENUE – UTILITY FUND
02-11

No Employees

Water sales make up 64% of budgeted Utility Fund revenues. Water charges consist of 1) a minimum monthly rate, 2) a consumption charge per 1,000 gallons and, 3) an additional conservation surcharge of \$1.73 cents per 1,000 gallons for residential consumption over 30,000 gallons in a month.

Water Service

Minimum monthly rate:	
5/8-inch or 3/4-inch meter	\$5.88
1-inch meter	\$11.44
1.5-inch meter	\$21.37
2-inch meter	\$32.97
3-inch meter	\$60.11
4-inch meter	\$98.90
6-inch meter	\$195.83
8-inch meter	\$312.10
10-inch meter	\$560.25
Portable meter	n/a

Consumption charge per 1,000 per gallons/month:	
Up to 30,000 gallons	\$4.65
Additional Charge Over 30,000 gallons	\$1.73

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$2.4566/1,000 gallons. Over an entire year the City will purchase over two billion gallons of water.

Wastewater charges make up 36% of budgeted Utility Fund revenues. Wastewater charges are based on a customer's winter average water consumption, which is intended to approximate the amount of water consumed for actual household usage excluding outdoor irrigation purposes. This average is used to calculate a customer's monthly wastewater charge, which remains fixed for one year, until the next winter average is calculated.

Sewer Service

Minimum monthly charge per unit: \$11.00	
Per 1000 gallons/month	\$4.52

The City's wastewater collection system carries wastewater to the City of Dallas, where the City of Dallas Water Utilities performs treatment at one of their plants. The cost to University Park for this service is based on the average winter water consumption for the entire city, an infiltration/inflow factor and a consumption charge.

City of University Park

REVENUE - UTILITY FUND

02-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 11 - REVENUE						
3450	WATER SALES-RESIDENTIAL	\$ 8,310,108.39	\$ 8,144,000.00	\$ 8,281,800.00	\$ 137,800.00	1.7%
3451	WATER SALES-COMMERCIAL	513,618.66	398,000.00	405,100.00	7,100.00	1.8%
3452	WATER SALES-CHURCH/SCHOOL	356,587.55	359,000.00	365,100.00	6,100.00	1.7%
3521	WATER SALES-SMU	1,322,191.24	1,217,000.00	1,237,200.00	20,200.00	1.7%
3523	METER INSTALLATION	173,664.08	170,000.00	170,000.00	-	0.0%
3524	WATER RECONNECTIONS	4,790.00	5,000.00	5,000.00	-	0.0%
3525	TESTING FEES	525.00	300.00	300.00	-	0.0%
		WATER REVENUE	\$ 10,681,484.92	\$ 10,293,300.00	\$ 10,464,500.00	\$ 171,200.00
3532	SEWER CHRG-SMU	\$ 676,101.70	\$ 685,000.00	\$ 680,000.00	\$ (5,000.00)	-0.7%
3533	SEWER PERMITS	320,685.66	285,000.00	300,000.00	15,000.00	5.3%
3550	SEWER CHRG-RESIDENTIAL	4,552,284.42	4,525,000.00	4,595,000.00	70,000.00	1.5%
3551	SEWER CHRG-COMMERCIAL	206,469.54	200,000.00	216,000.00	16,000.00	8.0%
3552	SEWER CHRG-CHURCH/SCHOOL	111,814.74	115,000.00	117,000.00	2,000.00	1.7%
		WASTE WATER REVENUE	\$ 5,867,356.06	\$ 5,810,000.00	\$ 5,908,000.00	\$ 98,000.00
3900	INTEREST EARNINGS	\$ 64,104.31	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%
		INTEREST EARNINGS	\$ 64,104.31	\$ 100,000.00	\$ 100,000.00	\$ -
3999	OTHER REVENUE	\$ 8,431.97	\$ -	\$ -	\$ -	0.0%
		OTHER REVENUE	\$ 8,431.97	\$ -	\$ -	0.0%
		DEPARTMENT Total: 11 - REVENUE	\$ 16,621,377.26	\$ 16,203,300.00	\$ 16,472,500.00	\$ 269,200.00

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UTILITY BILLING OFFICE
02-21

Located in City Hall, 3800 University Boulevard

Four Employees:

All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Utility Billing Supervisor	1	1	1
Utility Billing Specialists	2	2	2
Shared Specialist	1	1	1

The Utility Billing (UB) office bills over 8,000 customers each month for City services including: water, sanitary sewer, refuse and recyclables collection, storm water, Direct Alarm Monitoring, and alarm registration. Monthly utility bills are mailed in two cycles, on the first and fifteen of each month. Water meters are read using iTron Smart meter downloads and/or handheld computers; consumption data is then uploaded from these various devices to the City's utility billing software. Once a billing cycle's reads are reviewed and adjusted, if necessary, the UB office sends an electronic file to a third party for bill printing, inserting, and mailing.

Each year the City purchases about two billion gallons of water from the Dallas County/Park Cities Municipal Utility District (MUD). The MUD draws water from Lake Grapevine to its treatment plant on Regal Row in Dallas. Wastewater treatment is provided by the City of Dallas Water Utilities.

Most customer payments arrive via traditional lockbox or e-lockbox for bank generated bill-pay checks or automatic bank drafting. A steadily increasing number of customers pay their bills via credit card using the City's website. In FY2019 a recurring credit card feature was added as an additional choice for residents bill paying option. The City's eUtility product allows customers to view their bill history on-line. Customers may also choose to receive an electronic bill instead of a traditional paper bill.

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City of University Park

UTILITY BILLING OFFICE

02-21

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 21 - UTILITIES OFFICE						
1001	REGULAR EARNINGS	\$ 240,114.09	\$ 239,614.00	\$ 253,460.00	\$ 13,846.00	5.8%
1002	OVERTIME EARNINGS	1,964.98	750.00	1,001.00	251.00	33.5%
1005	LONGEVITY PAY	2,742.72	2,930.00	3,122.00	192.00	6.6%
1110	EMPLOYERS SHARE F.I.C.A.	17,036.80	18,530.00	19,705.00	1,175.00	6.3%
1120	EMPLOYERS SHARE T.M.R.S.	18,074.92	23,265.00	26,216.00	2,951.00	12.7%
1130	INSURANCE-EMPLOYEE LIFE	961.35	1,266.00	975.00	(291.00)	-23.0%
1131	INSURANCE-WORKMENS COMP	354.00	338.00	207.00	(131.00)	-38.8%
1135	HEALTH INSURANCE	52,647.36	55,120.00	57,088.00	1,968.00	3.6%
	SALARIES & BENEFITS	\$ 333,896.22	\$ 341,813.00	\$ 361,774.00	\$ 19,961.00	5.8%
2029	CLOTHING ALLOWANCE	\$ 220.45	\$ 280.00	\$ 280.00	\$ -	-
2100	OFFICE SUPPLIES	1,969.13	3,550.00	3,550.00	\$ -	0.0%
2320	GAS, OIL & GREASE	349.69	576.00	515.00	(61.00)	-10.6%
	SUPPLIES	\$ 2,539.27	\$ 4,406.00	\$ 4,345.00	\$ (61.00)	-1.4%
3010	POSTAGE	\$ 36,208.94	\$ 36,400.00	\$ 36,000.00	\$ (400.00)	-1.1%
3060	PROFESSIONAL SERVICES/FEES	20,476.49	26,500.00	18,220.00	(8,280.00)	-31.2%
3063	PROGRAMMING/MAINTENANCE	18,616.22	18,559.00	61,946.00	43,387.00	233.8%
3113	PUBLICATIONS/PRINTING	1,324.24	1,401.00	1,401.00	-	0.0%
3115	CONTRACT MAINTENANCE	-	433.00	-	(433.00)	-100.0%
	PROFESSIONAL FEES	\$ 76,625.89	\$ 83,293.00	\$ 117,567.00	\$ 34,274.00	41.1%
4110	HEAT,LIGHT,WATER UTIL	\$ 76,062.24	\$ 71,865.00	\$ 62,800.00	\$ (9,065.00)	-12.6%
4120	TELEPHONE SERVICE	544.75	538.00	550.00	12.00	2.2%
4270	SEWER PAYMENTS	3,181,922.28	3,040,133.00	3,196,250.00	156,117.00	5.1%
4280	WATER PURCHASES	5,196,746.79	5,226,031.00	5,274,387.00	48,356.00	0.9%
	UTILITIES	\$ 8,455,276.06	\$ 8,338,567.00	\$ 8,533,987.00	\$ 195,420.00	2.3%
5500	INSURANCE-AUTO LIABILITY	\$ 387.00	\$ 313.00	\$ 322.00	\$ 9.00	2.9%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	2,883.96	2,105.00	2,168.00	63.00	3.0%
5506	INSURANCE - GEN'L LIABILITY	383.04	280.00	288.00	8.00	2.9%
	INSURANCE	\$ 3,654.00	\$ 2,698.00	\$ 2,778.00	\$ 80.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 572.65	\$ 500.00	\$ 1.00	\$ (499.00)	-99.8%
	OUTSIDE SERVICES	\$ 572.65	\$ 500.00	\$ 1.00	\$ (499.00)	-99.8%
6190	AUTO REPAIRS	\$ 10.25	\$ 500.00	\$ 1.00	\$ (499.00)	-99.8%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	2,039.04	2,469.00	2,184.00	(285.00)	-11.5%
7150	DUES & SUBSCRIPTIONS	-	300.00	300.00	-	0.0%
7170	TRAVEL EXPENSE	420.97	1,400.00	2,900.00	1,500.00	107.1%
7201	COMPUTER EQT UNDER \$5000	7,163.97	-	-	-	0.0%
7221	OTHER EXPENSE	564.01	5,400.00	5,646.00	246.00	4.6%
7240	TUITION & TRAINING	1,075.00	2,550.00	1,200.00	(1,350.00)	-52.9%
9000	CHARGE	1,934.04	2,030.00	4,283.00	2,253.00	111.0%
	OTHER EXPENSE	\$ 13,207.28	\$ 14,649.00	\$ 16,514.00	\$ 1,865.00	12.7%
8010	CONTRIBUTION TO GEN. FUND	\$ 699,999.96	\$ 700,000.00	\$ 800,000.00	\$ 100,000.00	14.3%
	CONTRIBUTIONS	\$ 699,999.96	\$ 700,000.00	\$ 800,000.00	\$ 100,000.00	14.3%
DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE						
		\$ 9,585,771.33	\$ 9,485,926.00	\$ 9,836,966.00	\$ 351,040.00	3.7%

INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

Forty-one Employees:

All Full Time

Streets – 16

Utilities – 25

FUNCTION	ACTUAL 2017-2018		BUDGET 2018-2019		ADOPTED 2020	
	Streets	Util	Streets	Util	Streets	Util
Assistant Director of Public Works		1		1		1
Infrastructure Maintenance						
Superintendent		1		1		1
Administrative Secretary / 3-1-1 Call Taker		1		1		1
Maintenance Supervisor	2	1	2	1	2	1
Maintenance Technician II	4	9	4	9	4	9
Maintenance Technician I	10	12	10	12	10	12
	16	25	16	25	16	25

In 2008, the former Streets and Utilities Divisions were combined to form the Infrastructure Maintenance Department. For budget purposes, the existing General Fund Streets Division (01-80) and Utility Fund Utilities Division (02-22) are still used.

The Infrastructure Maintenance Department is responsible for maintaining the City's 74 miles of street pavement, 40 miles of alley pavement, 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains, and 473 fire hydrants. In FY19, the division poured over a linear mile of concrete in the City's alleys.

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City of University Park
INFRASTRUCTURE MAINTENANCE - UTILITIES
02-22

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 22 - UTILITIES						
1001	REGULAR EARNINGS	\$ 1,591,105.66	\$ 1,600,847.00	\$ 1,640,867.00	\$ 40,020.00	2.5%
1002	OVERTIME EARNINGS	61,630.39	53,000.00	56,000.00	3,000.00	5.7%
1005	LONGEVITY PAY	18,382.17	18,510.00	18,071.00	(439.00)	-2.4%
1006	EDUCATION PAY	31.25	-	2,100.00	2,100.00	0.0%
1009	CELL PHONE ALLOWANCE	3,120.00	3,120.00	2,280.00	(840.00)	-26.9%
1110	EMPLOYERS SHARE F.I.C.A.	120,300.21	126,696.00	131,355.00	4,659.00	3.7%
1120	EMPLOYERS SHARE T.M.R.S.	123,447.94	159,413.00	174,265.00	14,852.00	9.3%
1130	INSURANCE-EMPLOYEE LIFE	8,203.92	7,869.00	8,300.00	431.00	5.5%
1131	INSURANCE-WORKMENS COMP	23,263.20	25,056.00	24,325.00	(731.00)	-2.9%
1135	HEALTH INSURANCE	347,249.20	372,060.00	371,017.00	(1,043.00)	-0.3%
	SALARIES & BENEFITS	\$ 2,296,733.94	\$ 2,366,571.00	\$ 2,428,580.00	\$ 62,009.00	2.6%
2029	CLOTHING ALLOWANCE	\$ 19,610.38	\$ 17,321.00	\$ 17,321.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,134.18	3,400.00	3,400.00	-	0.0%
2320	GAS, OIL & GREASE	48,540.36	71,493.00	73,090.00	1,597.00	2.2%
2350	SUPPLIES & MATERIALS	24,974.87	56,160.00	46,160.00	(10,000.00)	-17.8%
2370	BACKFILL MATERIALS	172,925.40	212,094.00	183,894.00	(28,200.00)	-13.3%
	SUPPLIES	\$ 267,185.19	\$ 360,468.00	\$ 323,865.00	\$ (36,603.00)	-10.2%
3003	BOARD MEETINGS	\$ 568.47	\$ 500.00	\$ 500.00	\$ -	0.0%
3010	POSTAGE	279.46	100.00	300.00	200.00	200.0%
3060	PROFESSIONAL SERVICES/FEES	53,493.90	76,050.00	67,050.00	(9,000.00)	-11.8%
3063	PROGRAMMING/MAINTENANCE	15,699.38	43,307.00	44,139.00	832.00	1.9%
3113	PUBLICATIONS/PRINTING	361.68	500.00	500.00	-	0.0%
3115	CONTRACT MAINTENANCE	5,615.30	4,776.00	4,919.00	143.00	3.0%
	PROFESSIONAL FEES	\$ 76,018.19	\$ 125,233.00	\$ 117,408.00	\$ (7,825.00)	-6.2%
4110	HEAT, LIGHT, WATER, UTIL	\$ 9,093.12	\$ 7,480.00	\$ 8,250.00	\$ 770.00	10.3%
4120	TELEPHONE SERVICE	3,602.99	3,480.00	2,982.00	(498.00)	-14.3%
	UTILITIES	\$ 12,696.11	\$ 10,960.00	\$ 11,232.00	\$ 272.00	2.5%
5500	INSURANCE-AUTO LIABILITY	\$ 7,346.04	\$ 6,573.00	\$ 6,770.00	\$ 197.00	3.0%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	15,861.96	13,683.00	14,094.00	411.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	2,106.00	1,817.00	1,871.00	54.00	3.0%
	INSURANCE	\$ 25,314.00	\$ 22,073.00	\$ 22,735.00	\$ 662.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,750.00	\$ 1,750.00	\$ -	0.0%
	OUTSIDE SERVICES	\$ -	\$ 1,750.00	\$ 1,750.00	\$ -	0.0%
6190	AUTO REPAIRS	\$ 43,670.89	\$ 63,000.00	\$ 57,500.00	\$ (5,500.00)	-8.7%
6195	OPERATIONS	251,872.99	237,079.00	171,934.00	(65,145.00)	-27.5%
6355	UTILITY MAIN MAINTENANCE	361,479.92	475,000.00	444,000.00	(31,000.00)	-6.5%
7150	DUES & SUBSCRIPTIONS	804.00	1,523.00	1,522.00	(1.00)	-0.1%
7170	TRAVEL EXPENSE	2,860.31	5,272.00	5,271.00	(1.00)	0.0%
7201	COMPUTER EQT UNDER \$5000	1,454.96	4,017.00	-	(4,017.00)	-100.0%
7221	OTHER EXPENSE	7,439.32	3,051.00	3,050.00	(1.00)	0.0%
7240	TUITION & TRAINING	3,242.15	4,602.00	4,601.00	(1.00)	0.0%
7260	EQUIPMENT RENTAL	300.00	3,000.00	3,000.00	-	0.0%
7331	EQUIPMENT UNDER \$5000	7,818.20	20,500.00	4,000.00	(16,500.00)	-80.5%
7475	IMPROVEMENTS-UNDER \$5000	129.90	-	-	-	0.0%
7500	DEPRECIATION EXPENSE	78,206.51	-	-	-	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRG	169,643.04	149,288.00	149,291.00	3.00	0.0%
	OTHER EXPENSE	\$ 928,922.19	\$ 966,332.00	\$ 844,169.00	\$ (122,163.00)	-12.6%
1140	PERSONNEL REIMBURSEMENT	\$ 186,500.04	\$ 186,500.00	\$ 186,500.00	\$ -	0.0%
	TRANSFERS	\$ 186,500.04	\$ 186,500.00	\$ 186,500.00	\$ -	0.0%
9950	IMPROVEMENTS/REMODELING OVER \$5000	19,510.26	-	-	-	0.0%
	CAPITAL EXPENDITURES	\$ 19,510.26	\$ -	\$ -	\$ -	0.0%
	DEPARTMENT Total: 22 - UTILITIES	\$ 3,812,879.92	\$ 4,039,887.00	\$ 3,936,239.00	\$ (103,648.00)	-2.6%

**IN-HOUSE CONSTRUCTION
02-24**

Located in the Peek Service Center, 4420 Worcola Street

Thirteen Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Foreman / Lead Inspector	0	0	1
Maintenance Technician II	0	1	2
Maintenance Technician I	0	5	10

The In-House Construction Department is responsible for the planned replacement of water, sanitary sewer, and pavement associated with the City's "Mile Per Year Program". The Mile Per Year Program was established in 1989 to facilitate the replacement of approximately one (1) mile of water and sanitary sewer mains per year. Historically, this work has been performed by contractors. In FY18, the decision was made to bring the program in-house and to purchase equipment and hire the staff necessary to implement the program.

Development of the In-House Mile Construction Department will be phased in over three fiscal years. In FY19, the first crew was hired and equipment purchased. In FY20, the department will hire a second crew as well as a Foreman / Lead Inspector. In FY21, a final crew and equipment will be funded. With the third crew, the department will be fully staffed and will, at that time, be on track to replace one (1) mile of utilities and pavement per year.

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City of University Park

IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change	
FUND: 02 - UTILITY FUND							
DEPARTMENT: 24 - IN HOUSE CONSTRUCTION							
1001	REGULAR EARNINGS	\$ -	\$ 288,498.00	\$ 499,243.00	\$ 210,745.00	73.0%	
1005	LONGEVITY PAY	\$ -	\$ -	\$ 789.00	\$ 789.00	0.0%	
1110	EMPLOYERS SHARE F.I.C.A.	\$ -	\$ 22,066.00	\$ 38,252.00	\$ 16,186.00	73.4%	
1120	EMPLOYERS SHARE T.M.R.S.	\$ -	\$ 27,690.00	\$ 49,482.00	\$ 21,792.00	78.7%	
1131	INSURANCE-WORKMENS COMP	\$ -	\$ 9,234.00	\$ 13,003.00	\$ 3,769.00	40.8%	
1135	HEALTH INSURANCE	\$ -	\$ 82,680.00	\$ 143,157.00	\$ 60,477.00	73.1%	
		SALARIES & BENEFITS \$	\$ 430,168.00	\$ 743,926.00	\$ 313,758.00	72.9%	
2029	CLOTHING ALLOWANCE	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	0.0%	
2100	OFFICE SUPPLIES	\$ -	\$ -	\$ 500.00	\$ 500.00	0.0%	
2320	GAS, OIL, & GREASE	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.0%	
2350	SUPPLIES & MATERIALS	\$ -	\$ -	\$ 114,998.00	\$ 114,998.00	0.0%	
		SUPPLIES \$	\$ -	\$ 134,498.00	\$ 134,498.00	0.0%	
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ -	\$ 41,998.00	\$ 41,998.00	0.0%	
		PROFESSIONAL FEES \$	\$ -	\$ 41,998.00	\$ 41,998.00	0.0%	
6370	STREET REPAIR MATERIAL	\$ -	\$ 102,500.00	\$ 144,206.00	\$ 41,706.00	40.7%	
		OUTSIDE SERVICES \$	\$ -	\$ 102,500.00	\$ 144,206.00	\$ 41,706.00	40.7%
6190	AUTO REPAIRS	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	0.0%	
ALLOCATED WAREHOUSE AND GARAGE OPERATIONS				\$ 57,311.00	\$ 57,311.00	0.0%	
6295	OPERATIONS	\$ -	\$ -	\$ 57,311.00	\$ 57,311.00	0.0%	
6355	UTILITY MAIN MAINTENANCE	\$ -	\$ 307,500.00	\$ 337,499.00	\$ 29,999.00	9.8%	
7150	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 222.00	\$ 222.00	0.0%	
7240	TUITION & TRAINING	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.0%	
7331	EQUIPMENT UNDER \$5000	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.0%	
CAPITAL EQUIPMENT REPLACEMENT							
9000	CHARGE	\$ -	\$ -	\$ 32,590.00	\$ 32,590.00	0.0%	
		OTHER \$	\$ -	\$ 307,500.00	\$ 446,622.00	\$ 139,122.00	45.2%
DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION \$		\$ -	\$ 840,168.00	\$ 1,511,250.00	\$ 671,082.00	79.9%	

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REVENUE – SANITATION FUND
04-11

No Employees

Residential refuse collection charges make up 60% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$24.72/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 24.72
Two-family dwelling, per unit	\$ 24.72
Apartments, per unit - on residential route	\$ 24.72
Apartments, per unit - on commercial route	\$ 24.72
Carryout, per unit	\$ 151.52

Commercial and institutional (including Southern Methodist University) refuse collection charges make up 26% of Fund revenues. Commercial charges are based on the number of containers and frequency of collection to which a business subscribes. The schedule below details these fees.

Commercial Garbage Collection

Collections per 6-day week	Number of 3-yard containers			
	1	2	3	4
3	\$122.10	\$244.20	\$366.30	\$488.40
6	\$244.20	\$488.40	\$732.60	\$976.80
12	\$488.40	\$976.80	\$1,465.20	\$1,953.60
18	\$732.60	\$1,465.20	\$2197.80	\$2,930.40

Recycling collection contributes 10% of Fund revenues. Customers pay \$3.89 per month for weekly collection.

Other Sanitation Fund revenues include brush/special items pickup and investment income.

City of University Park

REVENUE - SANITATION FUND

04-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 11 - REVENUE						
3501	REFUSE COLL-SMU	\$ 186,771.12	\$ 186,000.00	\$ 186,000.00	\$ -	0.0%
3503	YARD BAGS/RECYCLING REBATE	28.63	-	-	-	0.0%
3504	RECYCLING REVENUE	320,451.75	320,000.00	355,200.00	35,200.00	11.0%
3540	REFUSE COLL - RESIDENTIAL	1,883,913.74	1,875,750.00	2,082,082.00	206,332.00	11.0%
3541	REFUSE COLL - COMMERCIAL	468,049.54	475,000.00	527,250.00	52,250.00	11.0%
3542	REFUSE COLL-CHURCH/SCHOOL	148,923.03	150,000.00	166,500.00	16,500.00	11.0%
3543	BRUSH/SPECIAL PICKUP CHRG	92,367.25	75,000.00	83,250.00	8,250.00	11.0%
		REFUSE & RECYCLING	\$ 3,100,505.06	\$ 3,081,750.00	\$ 3,400,282.00	\$ 318,532.00
		10.3%				
3900	INTEREST EARNINGS	\$ 8,957.28	\$ 30,000.00	\$ 40,750.00	\$ 10,750.00	35.8%
		INTEREST EARNINGS	\$ 9,457.28	\$ 30,000.00	\$ 40,750.00	\$ 10,750.00
		35.8%				
3999	OTHER REVENUE	\$ 500.00	\$ -	\$ -	\$ -	0.0%
		OTHR REVENUE	\$ 500.00	\$ -	\$ -	\$ -
		0.0%				
DEPARTMENT Total: 11 - REVENUE \$ 3,109,962.34 \$ 3,111,750.00 \$ 3,441,032.00 \$ 329,282.00 10.6%						

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**SANITATION DEPARTMENT
04-60**

Located in the Peek Service Center, 4420 Worcola Street, and
Solid Waste Transfer Station, 2525 University Boulevard.

Twenty-eight Employees:
All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
Sanitation Superintendent	1	1	1
Sanitation Supervisor	1	1	1
Neighborhood Integrity Officer	1	1	1
Sanitation Driver III	4	4	4
Sanitation Driver II	4	4	4
Sanitation Driver I	16	16	16
Administrative Secretary/3-1-1 Call Taker	1	1	1

Department responsibilities include twice-weekly collection and disposal of residential, commercial, and SMU refuse, yard waste, and recyclables. Residential and commercial refuse is hauled to a landfill owned and operated by the City of Garland. Through an Interlocal Agreement, the City of Garland charges a significantly reduced rate to the City through 2027.

Yard waste, separate from the regular household garbage, is taken to the Living Earth composting facility. The City also collects recyclable materials and transports them to FCC SA for processing. The City participates in the Dallas County-sponsored Household Hazardous Waste program. The City accepts electronic waste at the city-owned transfer station which is removed by Global Assets and recycled in the most environmentally responsible methods at no cost to the City. Additionally, the City separates and recycles bulk metals through Gold Metal Recycling.

During FY2019, the Division handled more than 12,900 tons of solid waste, 1,300 tons of yard waste, and 2,500 tons of recyclable materials. The division recycled approximately 71 tons of metal.

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City of University Park

SANITATION DEPARTMENT

04-60

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 60 - SANITATION						
1001	REGULAR EARNINGS	\$ 1,402,284.79	\$ 1,352,079.00	\$ 1,415,243.00	\$ 63,164.00	4.7%
1002	OVERTIME EARNINGS	45,498.43	60,000.00	60,001.00	1.00	0.0%
1005	LONGEVITY PAY	13,884.88	13,771.00	14,543.00	772.00	5.6%
1009	CELL PHONE ALLOWANCE	2,100.00	1,680.00	1,680.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	105,084.58	108,453.00	113,971.00	5,518.00	5.1%
1120	EMPLOYERS SHARE T.M.R.S.	108,696.22	136,322.00	151,505.00	15,183.00	11.1%
1130	INSURANCE-EMPLOYEE LIFE	6,815.78	6,992.00	6,850.00	(142.00)	-2.0%
1131	INSURANCE-WORKMENS COMP	39,942.96	37,268.00	45,818.00	8,550.00	22.9%
1135	HEALTH INSURANCE	329,046.00	344,500.00	371,072.00	26,572.00	7.7%
	SALARIES & BENEFITS	\$ 2,053,353.64	\$ 2,061,065.00	\$ 2,180,683.00	\$ 119,618.00	5.8%
2029	CLOTHING ALLOWANCE	\$ 18,324.30	\$ 14,771.00	\$ 14,771.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,433.29	1,461.00	1,461.00	-	0.0%
2320	GAS, OIL & GREASE	94,764.45	127,556.00	134,445.00	6,889.00	5.4%
2350	SUPPLIES & MATERIALS	8,298.53	6,660.00	6,660.00	-	0.0%
	SUPPLIES	\$ 122,820.57	\$ 150,448.00	\$ 157,337.00	\$ 6,889.00	4.6%
3010	POSTAGE	\$ 16.11	\$ 100.00	\$ 50.00	\$ (50.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	4,599.38	4,500.00	5,500.00	1,000.00	22.2%
3063	PROGRAMMING/MAINTENANCE	7,110.49	8,903.00	9,029.00	126.00	1.4%
3113	PUBLICATIONS/PRINTING	955.70	4,300.00	4,300.00	-	0.0%
3115	CONTRACT MAINTENANCE	4,525.79	3,825.00	3,940.00	115.00	3.0%
	PROFESSIONAL FEES	\$ 17,207.47	\$ 21,628.00	\$ 22,819.00	\$ 1,191.00	5.5%
4110	HEAT, LIGHT, WATER UTIL	\$ 14,601.21	\$ 11,350.00	\$ 12,200.00	\$ 850.00	7.5%
4120	TELEPHONE SERVICE	2,705.75	2,461.00	2,585.00	124.00	5.0%
4390	LAND FILL	97,623.91	115,000.00	115,000.00	-	0.0%
4392	DISPOSAL FEES CONTINGENCY	-	110,000.00	110,000.00	-	0.0%
	UTILITIES	\$ 114,930.87	\$ 238,811.00	\$ 239,785.00	\$ 974.00	0.4%
5500	INSURANCE-AUTO LIABILITY	\$ 9,666.00	\$ 10,641.00	\$ 10,961.00	\$ 320.00	3.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	15,861.96	13,683.00	14,094.00	411.00	3.0%
5506	INSURANCE - GEN'L LIABILITY	2,106.00	1,817.00	1,871.00	54.00	3.0%
	INSURANCE	\$ 27,633.96	\$ 26,141.00	\$ 26,926.00	\$ 785.00	3.0%
6186	TRANSFER STATION REPAIR	\$ 29,072.45	\$ 36,400.00	\$ 36,400.00	\$ -	0.0%
6400	RECYCLING FEES	-	-	-	-	0.0%
	OUTSIDE SERVICES	\$ 29,072.45	\$ 36,400.00	\$ 36,400.00	\$ -	0.0%
6190	AUTO REPAIRS	\$ 125,963.40	\$ 116,500.00	\$ 117,500.00	\$ 1,000.00	0.9%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	188,640.96	210,442.00	252,643.00	42,201.00	20.1%
6318	CONTAINER MAINTENANCE	8,758.47	14,250.00	14,250.00	-	0.0%
7150	DUES & SUBSCRIPTIONS	3,107.34	1,360.00	1,360.00	-	0.0%
7170	TRAVEL EXPENSE	2,098.24	5,400.00	4,400.00	(1,000.00)	-18.5%
7201	COMPUTER EQT UNDER \$5000	1,469.00	-	1,527.00	1,527.00	0.0%
7221	OTHER EXPENSE	7,692.09	5,450.00	5,450.00	-	0.0%
7240	TUITION & TRAINING	945.73	1,801.00	1,801.00	-	0.0%
7392	CONTAINERS	12,419.00	13,502.00	20,501.00	6,999.00	51.8%
7500	DEPRECIATION EXPENSE	6,768.72	-	-	-	0.0%
7601	HAZARDOUS WASTE SERVICE	29,309.96	35,301.00	35,301.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	233,988.00	257,326.00	280,272.00	22,946.00	8.9%
	OTHER EXPENSE	\$ 621,160.91	\$ 661,332.00	\$ 735,005.00	\$ 73,673.00	11.1%
9950	IMPROVEMENTS/REMODELING OVER \$5000	-	-	12,000.00	12,000.00	0.0%
	CAPITAL EXPENDITURES	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	0.0%
DEPARTMENT Total: 60 - SANITATION \$ 2,986,179.87 \$ 3,195,825.00 \$ 3,410,955.00 \$ 215,130.00 6.7%						

**REVENUE - STORMWATER UTILITY
05-11**

Located in the Peek Service Center, 4420 Worcola Street

No Employees

The City implemented this fee in December of 2003 as a means of recovering the cost of managing storm water, or run-off, throughout the City. The charge is based on a per-parcel fee that varies with the property's zoning classification.

**EXPENSE - STORMWATER UTILITY
05-23**

No Employees

The Storm Water Utility provides funding for activities and supplies essential to the implementation of the City's federally mandated Storm Water Management Plan (SWMP). The Clean Water Act requires states and local municipalities to address storm water quality and quantity. To address local concerns, the City of University Park, as directed by the Texas Commission on Environmental Quality (TCEQ), created and implemented the City's SWMP in 2003. New rules were adopted by TCEQ in February 2014 and the City revised its SWMP and submitted it to the TCEQ for review and approval in May 2014. With completion of the revised permit in 2018, staff will draft a new Storm Management Program complying with newly released permit requirements in 2019.

Administration of the SWMP occurs in the Public Works Department among several employees. Activities undertaken and funded by the Storm Water Utility are:

- Street sweeping to remove debris from the road ways
- Storm water inlet cleaning and rehabilitation
- Resident outreach and education at the annual community events, annual articles in the Arbor, utility bills, and the UP Public Library
- Education of City employees on good housekeeping measures and proper maintenance of hazardous materials
- Inspection of the City's storm water inlets and outfalls
- Training and certification of construction inspectors and code enforcement officers
- Cooperative agreements with the North Central Texas Council of Governments on the development and implementation of watershed based regional storm water management methods, materials, and information

City of University Park

REVENUES - STORMWATER

05-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 11 - REVENUE						
3903	STORMWATER FEE-COMMERCIAL	\$ 14,655.11	\$ 15,000.00	\$ 15,750.00	\$ 750.00	5.0%
3904	STORM FEE-RESIDENTIAL	450,427.01	447,000.00	469,350.00	22,350.00	5.0%
3906	STORM FEE-CHURCH/SCHOOL	11,109.39	11,000.00	11,550.00	550.00	5.0%
	STORM FEE	\$ 476,191.51	\$ 473,000.00	\$ 496,650.00	\$ 23,650.00	5.0%
3900	INTEREST EARNINGS	\$ 15,741.42	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%
	INTEREST EARNINGS	\$ 15,741.42	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%
DEPARTMENT Total: 11 - REVENUE		\$ 491,932.93	\$ 503,000.00	\$ 526,650.00	\$ 23,650.00	4.7%

City of University Park

EXPENSE - STORMWATER

05-23

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 23 - STORM WATER UTILITY						
2100	OFFICE SUPPLIES	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	-	1,500.00	1,500.00	-	0.0%
	SUPPLIES	\$ -	\$ 1,550.00	\$ 1,550.00	\$ -	0.0%
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	216,972.39	252,101.00	388,901.00	136,800.00	54.3%
3113	PUBLICATIONS/PRINTING	860.65	1.00	-	(1.00)	-100.0%
3115	CONTRACT MAINTENANCE	6,166.92	3,600.00	3,600.00	-	0.0%
	PROFESSIONAL FEES	\$ 223,999.96	\$ 255,752.00	\$ 392,551.00	\$ 136,799.00	53.5%
7150	DUES & SUBSCRIPTIONS	\$ 7,074.00	\$ 7,300.00	\$ 7,300.00	\$ -	0.0%
7221	OTHER EXPENSE	83.65	1.00	-	(1.00)	-100.0%
7240	TUITION & TRAINING	3,591.00	4,000.00	2,750.00	(1,250.00)	-31.3%
	OTHER EXPENSE	\$ 10,748.65	\$ 11,301.00	\$ 10,050.00	\$ (1,251.00)	-11.1%
9305	STORMWATER EXPENSES	\$ -	\$ 181,423.00	\$ 23.00	\$ (181,400.00)	-100.0%
	CAPITAL EXPENDITURES	\$ -	\$ 181,423.00	\$ 23.00	\$ (181,400.00)	-100.0%
DEPARTMENT Total: 23 - STORM WATER UTILITY		\$ 234,748.61	\$ 450,026.00	\$ 404,174.00	\$ (45,852.00)	-10.2%

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CAPITAL IMPROVEMENT PROJECTS (CIP)

Revenue - Enterprise (Water and Sewer Projects)
42-42
See Capital Projects Section

Revenue - Enterprise
42-11

Revenue - General Governmental Projects
44-11

Capital Budget and Five-Year CIP

The first year of the five-year CIP serves as the capital budget. Prior to FY2016, projects were assigned five digit numbers in the following categories:

10000 Information Technology
20000 Parks
30000 Public Safety
40000 Public Works

After FY2016, projects were assigned a two-digit prefix based on the year initiated, followed by three digit numbers in the following categories:

100 Information Technology
200 Parks
300 Public Safety
400 Public Works

In the general ledger, Fund 42 is used for Enterprise Capital Projects (water, sewer and storm sewer) and Fund 44 is used for General Governmental Capital Projects (everything else). For budgeting and planning purposes, the two funds are shown as one.

The FY2020-2024 Detailed CIP lists all identified projects and their estimated costs. The first year of the 5 year CIP serves as the capital budget (FY2020), while the future years are forecast years.

See Capital Project Section for detail.

Approval

The capital budget and five-year CIP are a collaborative effort involving City staff, the Capital Projects Review Committee and the City Council. The capital budget is approved by resolution of the City Council and may be amended as conditions change throughout the fiscal year.

City of University Park

REVENUE - CIP - ENTERPRISE

42-11

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	\$ 407,988.00	\$ 428,393.00	\$ 449,812.00	\$ 21,419.00	5.00%
3102	TRANSFER - UTILITY FUND	2,670,564.00	1,954,093.00	1,244,279.00	(709,814.00)	-36.32%
	TRANSFERS FROM OTHER FUNDS	\$ 3,078,552.00	\$ 2,382,486.00	\$ 1,694,091.00	\$ (688,395.00)	-28.9%
3900	INTEREST EARNINGS	\$ 26,908.74	\$ 25,512.00	\$ 25,000.00	\$ (512.00)	-2.01%
	INTEREST EARNINGS	\$ 26,908.74	\$ 25,512.00	\$ 25,000.00	\$ (512.00)	-2.0%
3999	OTHER REVENUE	\$ 752,638.10	\$ -	\$ -	\$ -	0.00%
	OTHER REVENUE	\$ 752,638.10	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE \$ 3,858,098.84 \$ 2,407,998.00 \$ 1,719,091.00 \$ (688,907.00) -28.6%						

City of University Park

REVENUE - CIP - GENERAL GOVERNMENT PROJECTS

44-11

Description	2016 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT					
DEPARTMENT: 11 - REVENUE					
3101	TRANSFER - GENERAL FUND	\$ 3,104,808.00	\$ 3,260,044.00	\$ 3,423,046.00	\$ 163,002.00
	TRANSFERS FROM OTHER FUNDS	\$ 3,104,808.00	\$ 3,260,044.00	\$ 3,423,046.00	\$ 163,002.00
3900	INTEREST EARNINGS	\$ 80,545.78	\$ 211,930.00	\$ 175,000.00	\$ (36,930.00)
	INTEREST EARNINGS	\$ 80,545.78	\$ 211,930.00	\$ 175,000.00	\$ (36,930.00)
ARTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE \$ 3,185,353.78 \$ 3,471,974.00 \$ 3,598,046.00 \$ 126,072.00 3.6%					

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REVENUE – SELF-INSURANCE
45-11

SELF-INSURANCE
45-45

No Employees

The City maintains a comprehensive self-insurance plan. The self-insurance plan encompasses workers' compensation benefits, fire, law enforcement, auto fleet, computer hardware and software, other property, public officials' liability and general liability coverage.

The Texas Municipal League Inter-Governmental Risk Pool, a public entity risk pool operating as a common risk management and insurance program, coinsures with the City for individual claim retention levels and corresponding policy limits.

All claims and maximums are calculated for a plan year ending each September 30. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

In January 2000, the City expanded its self-insurance program to include employee health coverage. A third-party insurance company coinsures with the City for claims administration and individual claim retention levels. In FY19, the City covered an average of 528 individuals on our health plan.

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**REVENUE – EQUIPMENT SERVICES FUND
47-11**

No Employees

The Equipment Services Department maintains the City's fleet of motorized equipment and provides related services to user departments. The Equipment Services Department has two divisions: GARAGE 47-30 and WAREHOUSE 47-34. The Garage Division has a state-of-the-art facility at the Fred N. Peek Service Center that includes two drive-through bays, a 50,000-pound capacity hydraulic lift, overhead bulk fluid dispensers, a welding shop, and vehicle wash bay.

The Equipment Services Fund (ESF) is set up as an “internal service fund,” meaning it exists to provide services to other departments within the City organization.

ESF revenues come from other City departments, rather than external sources like taxes. The Garage and Warehouse Departments are part of the ESF; their budgets are allocated among the user departments and the resulting cost is budgeted in the “6195 Equipment Maintenance” line-item of each user department.

During the fiscal year, the Finance staff makes a monthly journal entry to transfer 1/12 of the total budgeted amount from the user department to the Equipment Services Fund. Thus the monthly transaction appears as expenditure to the user department and as revenue to the ESF.

Similarly, each user department budget has a line-item titled “Equipment Replacement” (-9000). All major rolling stock is listed on a replacement schedule maintained by the Fleet Manager. The acquisition cost of each vehicle is divided by the number of years the vehicle is expected to last. The resulting number is the annual contribution required from the user department to pay for the vehicle’s replacement. The sum of annual contributions for a given department is the amount budgeted in the departments Equipment Replacement account. As with the Equipment Maintenance allocation, Finance staff makes a monthly journal entry during the fiscal year to transfer 1/12 of the Equipment Replacement budgeted amount to the ESF.

City of University Park

REVENUE - EQUIPMENT SERVICES

47-11

Account Number	Description	2018 Actual Amount	2019 Proposed Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 11 - REVENUE						
3161.01	VEH MAINTENANCE-GEN FUND	\$ 449,272.08	\$ 431,965.00	\$ 441,441.00	\$ 9,476.00	2.2%
3161.02	VEH MAINTENANCE-UTIL FUND	105,040.90	121,311.00	110,696.00	(10,615.00)	-8.8%
3161.04	VEH MAINTENANCE-SANITATION	151,668.00	166,771.00	203,912.00	37,141.00	
3162.01	WHSE ALLOCATION-GEN FUND	136,305.00	151,828.00	159,958.00	8,130.00	5.4%
3162.02	WHSE ALLOCATION-UTIL FUND	143,157.14	118,237.00	120,733.00	2,496.00	2.1%
3162.04	WHSE ALLOCATION-SANITATION	36,972.96	43,671.00	48,731.00	5,060.00	11.6%
3163.01	VEH REPLACEMENT-GEN FUND	514,900.08	612,095.00	633,115.00	21,020.00	3.4%
3163.02	VEH REPLACEMENT-UTIL FUND	171,577.08	151,318.00	186,164.00	34,846.00	23.0%
3163.04	VEH REPLACEMENT-SANITATION	233,988.00	257,326.00	280,272.00	22,946.00	8.9%
WAREHOUSE ALLOCATION		\$ 1,942,881.24	\$ 2,054,522.00	\$ 2,185,022.00	\$ 130,500.00	6.4%
3900	INTEREST EARNINGS	\$ 36,870.53	\$ 70,000.00	\$ 70,000.00	\$ -	0.0%
	WAREHOUSE INTEREST	\$ 36,870.53	\$ 70,000.00	\$ 70,000.00	\$ -	0.0%
DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS \$ 1,979,751.77 \$ 2,124,522.00 \$ 2,255,022.00 \$ 130,500.00 6.1%						

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EQUIPMENT SERVICES DEPARTMENT:**GARAGE****47-30****WAREHOUSE****47-34**

Located in the Peek Service Center, 4420 Worcola Street

Nine Employees:

All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
GARAGE:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
WAREHOUSE:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

Warehouse

The City's Warehouse orders and stocks automotive and utility parts as well as many other incidental supplies. The warehouse inventory is valued at approximately \$550,000 and is located on the ground floor of the Peek Center.

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City of University Park

EQUIPMENT SERVICES - GARAGE

47-30

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 30 - GARAGE						
1001	REGULAR EARNINGS	\$ 427,469.30	\$ 437,186.00	\$ 471,729.00	\$ 34,543.00	7.9%
1002	OVERTIME EARNINGS	957.06	-	1,001.00	1,001.00	0.0%
1004	MISC ALLOWANCE	1,604.44	1,600.00	1,600.00	-	0.0%
1005	LONGEVITY PAY	2,391.90	2,632.00	2,870.00	238.00	9.0%
1110	EMPLOYERS SHARE F.I.C.A.	30,088.53	33,716.00	36,507.00	2,791.00	8.3%
1120	EMPLOYERS SHARE T.M.R.S.	32,192.46	42,330.00	48,573.00	6,243.00	14.7%
1130	INSURANCE-EMPLOYEE LIFE	2,127.12	2,302.00	2,150.00	(152.00)	-6.6%
1131	INSURANCE-WORKMENS COMP	7,932.96	8,293.00	5,016.00	(3,277.00)	-39.5%
1135	HEALTH INSURANCE	78,971.04	82,680.00	85,632.00	2,952.00	3.6%
		SALARIES & BENEFITS	\$ 583,734.81	\$ 610,739.00	\$ 655,078.00	7.3%
2029	CLOTHING ALLOWANCE	\$ 2,332.98	\$ 2,700.00	\$ 3,060.00	\$ 360.00	13.3%
2100	OFFICE SUPPLIES	2,202.15	700.00	700.00	-	0.0%
2320	GAS, OIL & GREASE	2,859.35	2,974.00	3,989.00	1,015.00	34.1%
2350	SUPPLIES & MATERIALS	14,345.50	17,500.00	15,500.00	(2,000.00)	-11.4%
		SUPPLIES	\$ 21,739.98	\$ 23,874.00	\$ 23,249.00	-2.6%
3010	POSTAGE	\$ 23.84	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	898.00	3,050.00	2,050.00	(1,000.00)	-32.8%
3063	PROGRAMMING/MAINTENANCE	10,966.90	12,523.00	12,916.00	393.00	3.1%
		PROFESSIONAL FEES	\$ 11,888.74	\$ 15,623.00	\$ 15,016.00	-3.9%
4110	HEAT,LIGHT,WATER UTIL	\$ 19,787.04	\$ 21,200.00	\$ 17,650.00	\$ (3,550.00)	-16.7%
4120	TELEPHONE SERVICE	516.46	439.00	458.00	19.00	4.3%
		UTILITIES	\$ 20,303.50	\$ 21,639.00	\$ 18,108.00	(3,531.00)
5500	INSURANCE-AUTO LIABILITY	\$ 1,545.96	\$ 1,252.00	\$ 1,289.00	\$ 37.00	3.0%
5504	INSURANCE - EXCESS LIABILITY - TML					
	CLAIMS	4,326.00	3,158.00	3,252.00	94.00	3.0%
5506	INSURANCE - GEN'L LIABILITY	573.96	419.00	432.00	13.00	3.1%
		INSURANCE	\$ 6,445.92	\$ 4,829.00	\$ 4,973.00	3.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,701.33	\$ 3,000.00	\$ 4,800.00	\$ 1,800.00	60.0%
6330	RADIO SERVICE	1,173.37	1,044.00	1,075.00	31.00	3.0%
		OUTSIDE SERVICES	\$ 2,874.70	\$ 4,044.00	\$ 5,875.00	\$ 1,831.00
6190	AUTO REPAIRS	\$ 4,833.06	\$ 3,500.00	\$ 3,000.00	\$ (500.00)	-14.3%
7150	DUES & SUBSCRIPTIONS	-	25.00	25.00	-	0.0%
7170	TRAVEL EXPENSE	50.40	500.00	500.00	-	0.0%
7201	COMPUTER EQT UNDER \$5000	-	1,268.00	1,450.00	182.00	14.4%
7202	MICRO COMPUTER SOFTWARE	4,041.83	6,050.00	6,350.00	300.00	5.0%
7221	OTHER EXPENSE	-	-	-	-	0.0%
7240	TUITION & TRAINING	1,845.50	5,000.00	3,500.00	(1,500.00)	-30.0%
7260	EQUIPMENT RENTAL	992.04	1,500.00	2,000.00	500.00	33.3%
7331	EQUIPMENT UNDER \$5000	1,799.34	-	-	-	0.0%
7500	DEPRECIATION EXPENSE	901,601.97	-	-	-	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT	-	10,110.00	14,647.00	4,537.00	44.9%
		OTHER	\$ 915,164.14	\$ 27,953.00	\$ 31,472.00	\$ 3,519.00
9100	EQUIPMENT OVER \$5000	\$ 37,796.74	\$ 12,000.00	\$ 21,300.00	\$ 9,300.00	77.5%
		CAPITAL EXPENDITURES	\$ 37,796.74	\$ 12,000.00	\$ 21,300.00	\$ 9,300.00
		DEPARTMENT Total: 30 - GARAGE	\$ 1,599,948.53	\$ 720,701.00	\$ 775,071.00	\$ 54,370.00
						7.5%

EQUIPMENT SERVICES DEPARTMENT:
GARAGE
47-30
WAREHOUSE
47-34

Located in the Peek Service Center, 4420 Worcola Street

Nine Employees:
 All Full Time

FUNCTION	ACTUAL 2017-2018	BUDGET 2018-2019	ADOPTED 2020
GARAGE:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
WAREHOUSE:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

Warehouse

The City's Warehouse orders and stocks automotive and utility parts as well as many other incidental supplies. The warehouse inventory is valued at approximately \$550,000 and is located on the ground floor of the Peek Center.

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City of University Park

EQUIPMENT SERVICES - WAREHOUSE

47-34

Account Number	Description	2018 Actual Amount	2019 Adopted Budget	2020 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 34 - WAREHOUSE						
1001	REGULAR EARNINGS	\$ 187,850.79	\$ 187,387.00	\$ 195,224.00	\$ 7,837.00	4.2%
1002	OVERTIME EARNINGS	93.56	-	1,001.00	1,001.00	0.0%
1005	LONGEVITY PAY	2,282.97	2,424.00	2,566.00	142.00	5.9%
1009	CELL PHONE ALLOWANCE	-	-	-	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,297.16	14,430.00	15,210.00	780.00	5.4%
1120	EMPLOYERS SHARE T.M.R.S.	13,789.26	18,115.00	20,231.00	2,116.00	11.7%
1130	INSURANCE-EMPLOYEE LIFE	954.12	988.00	975.00	(13.00)	-1.3%
1131	INSURANCE-WORKMENS COMP	3,036.96	2,834.00	2,520.00	(314.00)	-11.1%
1135	HEALTH INSURANCE	39,485.52	41,340.00	42,816.00	1,476.00	3.6%
	SALARIES & BENEFITS	\$ 260,790.34	\$ 267,518.00	\$ 280,543.00	\$ 13,025.00	4.9%
2029	CLOTHING ALLOWANCE	\$ 984.77	\$ 960.00	\$ 860.00	\$ (100.00)	-10.4%
2100	OFFICE SUPPLIES	775.46	1,200.00	1,080.00	(120.00)	-10.0%
2318	COMPUTER SUPPLIES	29.67	-	-	-	0.0%
2320	GAS, OIL & GREASE	1,513.23	1,518.00	1,370.00	(148.00)	-9.7%
2350	SUPPLIES & MATERIALS	297.12	1,500.00	1,350.00	(150.00)	-10.0%
	SUPPLIES	\$ 3,600.25	\$ 5,178.00	\$ 4,660.00	\$ (518.00)	-10.0%
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	10,577.26	12,122.00	12,490.00	368.00	3.0%
	PROFESSIONAL FEES	\$ 10,577.26	\$ 12,172.00	\$ 12,540.00	\$ 368.00	3.0%
4110	HEAT, LIGHT, WATER UTIL	\$ 6,918.63	\$ 6,800.00	\$ 6,100.00	\$ (700.00)	-10.3%
4120	TELEPHONE SERVICE	874.19	889.00	876.00	(13.00)	-1.5%
	UTILITIES	\$ 7,792.82	\$ 7,689.00	\$ 6,976.00	\$ (713.00)	-9.3%
5500	INSURANCE-AUTO LIABILITY	\$ 387.00	\$ 313.00	\$ 322.00	\$ 9.00	2.9%
5504	INSURANCE - EXCESS LIABILITY - TML					
	CLAIMS	1,442.04	1,579.00	1,626.00	47.00	3.0%
5506	INSURANCE-GEN'L LIABILITY	191.04	210.00	216.00	6.00	2.9%
	INSURANCE	\$ 2,020.08	\$ 2,102.00	\$ 2,164.00	\$ 62.00	2.9%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ -	\$ -	0.0%
	OUTSIDE SERVICES	\$ -	\$ -	\$ -	\$ -	0.0%
6190	AUTO REPAIRS	\$ 1,552.77	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	-	-	-	-	0.0%
7170	TRAVEL EXPENSE	3,301.64	2,200.00	2,200.00	-	0.0%
7201	COMPUTER EQT UNDER \$5000	-	2,962.00	-	(2,962.00)	-100.0%
7221	OTHER EXPENSE	100.00	400.00	400.00	-	0.0%
7240	TUITION & TRAINING	2,500.00	1,800.00	1,600.00	(200.00)	-11.1%
7260	EQUIPMENT RENTAL	-	500.00	-	(500.00)	-100.0%
9000	CAPITAL EQUIPMENT REPLACEMENT	-	11,396.00	10,887.00	(509.00)	-4.5%
	OTHER	\$ 7,454.41	\$ 20,258.00	\$ 16,087.00	\$ (4,171.00)	-20.6%
	DEPARTMENT Total: 34 - WAREHOUSE	\$ 292,235.16	\$ 314,917.00	\$ 322,970.00	\$ 8,053.00	2.6%



PERFORMANCE MEASURES



CITY OF UNIVERSITY PARK, TEXAS
OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
(Unaudited)

<u>Function/Program</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Public Safety										
Police										
Parking tickets	4,927	5,277	8,426	7,333	6,886	2,873	6,386	5,793	6,499	7,747
Traffic violations	3,808	5,133	5,169	4,050	5,838	5,774	3,386	3,970	7,288	6,657
Accident calls	340	217	210	198	188	535	572	532	623	533
Total calls for service	19,946	25,835	25,756	24,162	24,636	27,767	30,199	31,051	30,862	30,347
Fire										
Number of fire runs	1,340	1,185	1,227	1,437	1,485	1,547	1,455	1,532	1,587	1,857
Number of EMS runs	1,156	1,113	1,012	1,100	1,073	1,033	1,038	1,077	876	853
Inspections	685	725	791	819	1,040	874	856	1,142	952	1,352
Parks										
Pool passes issued	3,480	3,422	3,186	3,161	3,036	2,821	2,645	2,465	2,587	2,299
Public Works										
Building permits issued	2,203	2,597	2,792	3,036	3,257	3,040	2,880	2,511	2,482	2,937
Work orders completed	7,576	7,758	8,203	7,436	6,970	7,538	6,824	7,216	7,408	8,623
Sanitation										
Waste hauled (tons)	17,219	15,022	15,295	15,052	14,487	15,139	12,806	12,751	12,907	13,033
Recycled materials (tons)	2,734	2,854	2,961	2,886	3,116	3,298	3,614	3,222	3,013	3,028
Green Waste	4,365	2,731	2,936	2,647	2,212	2,428	1,652	1,489	1,313	1,862
Utilities										
Number of consumers	8,764	8,790	8,747	8,813	8,848	8,797	8,830	8,815	8,805	8,832
Average daily consumption (ten thousands of gallons)	4,159	5,797	4,844	4,403	4,095	3,931	3,850	3,902	4,086	3,313

Sources: Various City Departments

CITY OF UNIVERSITY PARK, TEXAS
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
Last Ten Fiscal Years
(Unaudited)

<u>Function/Program</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Public Safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	13	12	12	12	12	13	13	12	12	12
Motorcycle units	1	0	0	0	0	0	0	2	2	2
Fire										
Stations	1	1	1	1	1	1	1	1	1	1
Trucks	3	4	4	4	3	3	2	3	3	3
MICU	2	2	2	2	2	2	2	2	2	2
Parks										
Parks (acres)	60	60	60	60	60	60	60	60	60	60
Parks (number of)	8	9	10	10	11	11	11	11	11	11
Playgrounds	9	8	8	8	9	9	9	9	9	8
Swimming Pools	2	2	2	2	2	2	2	2	2	2
Tennis Courts	12	12	12	12	12	12	12	12	12	12
Water										
Water mains (miles)	89	89	89	89	89	89	89	89	89	89
Fire hydrants	472	472	469	470	473	473	473	473	473	473
Streets										
Streets (miles)	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6
Sewer										
Sanitary sewer lines (miles)	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8
Storm sewer lines (miles)	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9

Source: Various City Departments



CITY OF UNIVERSITY PARK
CAPITAL PROJECTS



CITY OF UNIVERSITY PARK, TEXAS
FY2020 CAPITAL PROJECTS BUDGET – AS AMENDED

EXHIBIT A

CITY OF UNIVERSITY PARK, TEXAS FY2020 CAPITAL PROJECTS BUDGET		FY2020	PRIOR YEAR	FY2020
		PROPOSED BUDGET	CARRYFRWD	AMENDED BUDGET
Revenues				
Transfers from General Fund (budgeted)	3,872,859	-	3,872,859	
Transfers from Utility Fund (budgeted)	1,244,297	-	1,244,297	
Investment income	200,000	-	200,000	
Other Revenues -DART	4,017,832	-	4,017,832	
Other Revenues -DART (Old Program Claim)	138,000	-	138,000	
Other Revenues	250,000	-	250,000	
Total Revenues	9,722,988	-	-	9,722,988
Expenditures				
INFORMATION TECHNOLOGY				
Beehive / Cartograph	2017102	-	118,852	118,852
Server/Network Replacement	2020100	400,000	-	400,000
Extend Fiber to Library	2020101	85,000	-	85,000
INFORMATION TECHNOLOGY SUBTOTAL		485,000	118,852	603,852
PARKS				
Goar Park restroom structure	2016203	-	41,804	41,804
McFarlin East - Dublin to Central	2017202	-	100,000	100,000
LED lighting upgrades	2017205	-	10,961	10,961
Fountain Replacements (pond)	2018200	-	18,677	18,677
Pool Filter Upgrades	2019200	-	18,025	18,025
Tennis court resurfacing program	2019201	-	46,910	46,910
Pool Master Plan Phase II	2019202	-	160,000	160,000
Fence Replacement (Compressed to '19)	2019203	-	41,077	41,077
Park Sign Replacement	2019204	-	200,000	200,000
Table/Bench Replacement	2019206	-	10,412	10,412
Central Expressway Bridge Landscape	2019207	-	69,084	69,084
Pool Replastering	2020201	220,000	-	220,000
Athletic Field Renovations	2020202	50,000	-	50,000
LED lighting upgrades	2020203	60,000	-	60,000
Table/Bench Replacement	2020204	50,000	-	50,000
Curtis Park - West	2020205	70,000	-	70,000
Williams Park West Landscaping	2020206	80,000	-	80,000
Humann Park Ladnscape (redux)	2020207	50,000	-	50,000
Lovers/Preston Landscape	2020208	50,000	-	50,000
Lovers/Preston Park Placeholder		500,000	-	500,000
PARKS SUBTOTAL		1,130,000	716,950	1,846,950
PUBLIC SAFETY				
Radio system replacement (Exp. \$506,660 ITD)	33900	4,402,425	-	4,402,425
Radio system replacement - Reserve	33900R	(4,000,000)	-	(4,000,000)
Building Security Enhancements	2019300	100,000	100,000	200,000
LPR Systems (Phase 2 TBD)	2020300	250,000	-	250,000
PUBLIC SAFETY SUBTOTAL		752,425	100,000	852,425
PUBLIC WORKS				
Water meter replacement	49230	-	410,603	410,603
MPY 4200-4500 Normandy/San Carlos	2017400	-	1,955,573	1,955,573
Miracle Mile Water Line	2017401	-	1,000,000	1,000,000
Reconstruction of Old SMU Sewer	2017402	-	779,958	779,958
NW Highway Elevated Tank	2017403	-	731,849	731,849
Asphalt Overlay 2018	2018400	-	281,205	281,205
Traffic signal replacement	2018402	-	275,236	275,236
Sidewalk Replacement	2018403	-	112,556	112,556
Dallas County MCIP Master Plan	2018406	-	126,541	126,541
University Boulevard Widening	2018407	-	125,000	125,000
Traffic signal replacement	2019401	235,000	590,860	825,860
Sidewalk Replacement	2019402	-	180,000	180,000
4419 Service Center Fuel Tank Replacement	2019403	-	750,000	750,000
4419 Sevice Center Reconstruction - Design/Build	2019404	-	2,250,000	2,250,000
Snider Plaza Area Design	2019405	-	444,035	444,035
Storm Water Projects Reserve/Program Placeholder	2019406R	3,000,000	-	3,000,000
Storm Water Projects (Exp \$392,240 ITD, Move to 2020400)	2019406	-	-	-
Stormwater Improvements Phase 1	2020400	5,500,000	-	5,500,000
Storm Water Projects Reserve/Program Placeholder	2019406R	(5,500,000)	-	(5,500,000)
Turtle Creek Sewer Intersector replacement	2020401	325,000	-	325,000
University Blvd Drainage Structure (Moved to FY24)		-	-	-
Traffic Signal Replacement	2020403	910,000	-	910,000
Sidewalk Replacement	2020404	191,000	-	191,000
Asphalt Overlay Program	2020405	2,100,000	-	2,100,000
Snider Plaza Area Construction	2020406	2,000,000	-	2,000,000
Master Plan Consulting Fees - Executive Control	2020407	250,000	-	250,000
PUBLIC WORKS SUBTOTAL		9,011,000	10,013,416	19,024,416
Projects contingency:				
Unplanned Projects Placeholder		300,000	-	300,000
TOTAL PROJECT EXPENDITURES		11,678,425	10,949,218	22,627,643

CITY OF UNIVERSITY PARK
5 YEAR CAPITAL IMPROVEMENT PLAN
FY2020-FY2024

BEFORE APPROPRIATIONS ROLLOVER	FY2020 YEAR 1 PROPOSED BUDGET	FY2021 YEAR 2 ESTIMATED SPENDING	FY2022 YEAR 3 ESTIMATED SPENDING	FY2023 YEAR 4 ESTIMATED SPENDING	FY2024 YEAR 5 ESTIMATED SPENDING	5 YEAR TOTAL FY2020 - FY2024
Beginning Balance	\$ 8,640,624	\$ 6,685,186	\$ (419,066)	\$ (9,108,866)	\$ (10,345,870)	\$ 8,640,624
Revenues						
Transfer from General Fund	\$ 3,872,859	\$ 4,066,502	\$ 4,269,827	\$ 4,483,318	\$ 4,707,484	\$ 21,399,989
Transfer from Utility Fund	1,244,297	541,512	696,088	853,392	1,023,812	4,359,101
Other						-
Investment income	200,000	200,000	200,000	200,000	200,000	1,000,000
Other Revenues -DART	4,017,832	1,951,734	2,010,286	2,010,286	2,010,286	12,000,424
Other Revenues -DART OLD	138,000	-	-	-	-	138,000
Other Revenues -HPISD	-	-	-	-	-	-
Other Revenues - DC/MCIP Reimbursement		1,700,000	1,375,000	2,000,000	2,000,000	7,075,000
Other Revenues - Building Permit Transfer						-
Other Revenues - Revenue Transfers	250,000	-	-	-	-	250,000
Total Revenues	9,722,988	8,459,748	8,551,201	9,546,996	9,941,582	46,222,514
Total Available Resources	18,363,611	15,144,934	8,132,134	438,130	(404,288)	54,863,137
Expenditures						
Personnel and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology	485,000	472,000	-	-	-	957,000
Parks	1,130,000	400,000	-	-	-	1,530,000
Public Safety	752,425	100,000	1,300,000	-	-	2,152,425
Public Works	9,011,000	14,292,000	15,641,000	10,484,000	5,526,000	54,954,000
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	1,500,000
Project expenditures	11,678,425	15,564,000	17,241,000	10,784,000	5,826,000	61,093,425
Total Expenditures	11,678,425	15,564,000	17,241,000	10,784,000	5,826,000	61,093,425
Ending Balance	\$ 6,685,186	\$ (419,066)	\$ (9,108,866)	\$ (10,345,870)	\$ (6,230,288)	\$ (6,230,288)
EMERGENCY RESERVE	1,800,000	2,100,000	2,400,000	2,700,000	3,000,000	3,000,000
STORMWATER PROJECTS RESERVE	500,000	500,000	3,500,000	6,500,000	6,500,000	6,500,000
PUBLIC SAFETY RADIO RESERVE	-	-	-	-	-	-
RESERVE ADJUSTED BALANCE	\$ 8,985,186	\$ 2,180,934	\$ (3,208,866)	\$ (1,145,870)	\$ 3,269,712	\$ 3,269,712

Working capital will be adjusted every April
to the amount shown in the CAFR

CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN

Project Category / Title	Project No.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED SPENDING				
Project Category / Title	Project No.	FY 2020	FY2021	FY2022	FY2023	FY2024
INFORMATION TECHNOLOGY						
Server/Network Replacement	2020100	400,000	160,000			
Extend Fiber to Library	2020101	85,000				
FleetFocus Replacement	2021100		100,000			
City-wide Access Controls	2021102		100,000			
Continuity of Operations Plan	2021101		50,000			
Data Security and Disaster Recovery	2021103		62,000			
INFORMATION TECHNOLOGY SUBTOTAL		485,000	472,000	-	-	-
PARKS						
Pool Replastering	2020201	220,000				
Athletic Field Renovations	2020202	50,000				
LED lighting upgrades	2020203	60,000				
Table/Bench Replacement	2020204	50,000				
Curtis Park - West	2020205	70,000				
Williams Park West Landscaping	2020206	80,000				
Humann Park Landscape (redux)	2020207	50,000				
Lovers/Preston Landscape	2020208	50,000				
Lovers/Preston Park Place holder		500,000				
Pool Slide Replacement (Pushed to '21)	2021200		300,000			
Fountain Replacement	2021201		100,000			
PARKS SUBTOTAL		1,130,000	400,000	-	-	-
PUBLIC SAFETY						
Radio system replacement - Reserve	33900R	(4,000,000)				
Radio system replacement - comprehensive	33900	4,402,425				
Building Security Study/Enhancements	2019300	100,000				
LPR Systems (Phase 2 TBD)	2020300	250,000				
Secured Storage Facility	2021300		100,000			
CAD/RMS Replacement	2022300			1,300,000		
PUBLIC SAFETY SUBTOTAL		752,425	100,000	1,300,000	-	-

CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN

Project Category / Title	Project No.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED SPENDING				
PUBLIC WORKS						
University Boulevard Widening (Moved to FY21)	2018407		1,000,000			
Traffic signal replacement	2019401	235,000				
Sidewalk Replacement	2019402					
4419 Service Center Fuel Tank Replacement	2019403					
4419 Service Center Reconstruction	2019404					
Snider Plaza Area Design	2019405					
Storm Water Projects Reserve/Program Placeholder	2019406R	3,000,000	3,000,000	3,000,000	3,000,000	
Pavement Assessment Study	2019407					
Stormwater Improvements Phase 1	2020400	5,500,000	3,000,000			
Storm Water Projects Reserve/Program Placeholder	2019406R	(5,500,000)	(3,000,000)			
Turtle Creek Sewer Intersector replacement	2020401	325,000	885,000	1,300,000		900,000
University Blvd Drainage Structure (Moved to FY24)	2020402	-				2,000,000
Traffic Signal Replacement	2020403	910,000				
Sidewalk Replacement	2020404	191,000				
Asphalt Overlay Program	2020405	2,100,000				
Snider Plaza Area Construction	2020406	2,000,000	3,500,000	1,500,000		
Master Plan Consulting Fees - Executive Control	2020407	250,000	100,000			
Sidewalk Replacement Program	2021400		197,000			
Traffic Signal Replacement	2021401		960,000			
Preston Road Reconstruction (MCIP Eligible)	2021402		3,400,000	3,400,000		
Street Reconstruction	2021403		250,000			
Miracle Mile Street Replacement (MCIP Eligible)	2021404		1,000,000	2,750,000	2,000,000	
Asphalt Overlay Program	2022400			2,250,000		
Sidewalk Replacement Program	2022401			203,000		
Traffic Signal Replacement	2022402			975,000		
Street Reconstruction	2022403			263,000		
Hillcrest Reconstruction - Daniel to Potomac (MCIP Eligible)	2023				4,000,000	
Traffic Signal Replacement					1,000,000	
Sidewalk Replacement Program					209,000	
Street Reconstruction					275,000	
Asphalt Overlay Program	2024					1,720,000
Traffic Signal Replacement						691,000
Sidewalk Replacement Program						215,000
Traffic Signal Replacement	2025					
Hillcrest Road Reconstruction (Lovers to Daniel)						
Sidewalk Replacement						
PUBLIC WORKS SUBTOTAL		9,011,000	14,292,000	15,641,000	10,484,000	5,526,000
EMERGENCY REPAIRS / UNPLANNED PROJECTS		300,000	300,000	300,000	300,000	300,000
PROJECTS GRAND TOTAL		11,678,425	15,564,000	17,241,000	10,784,000	5,826,000

City of University Park, Texas

Capital Improvement Plan

FY '20 thru FY '24

PROJECTS BY DEPARTMENT

Department	Project #	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Information Technology							
Server Network Replacement	2020100		400,000	160,000			560,000
Extend Fiber to the UP Library	2020101		85,000				85,000
Information Technology Total		485,000	160,000				645,000
Parks							
Pool Plastering	2020201		220,000				220,000
Athletic Field Renovations	2020202		50,000				50,000
LED Lighting Upgrades	2020203		60,000				60,000
Table and Bench Replacement	2020204		50,000				50,000
Curtis Park - West	2020205		70,000				70,000
Williams Park West Landscape	2020206		80,000				80,000
Humann Park Landscape	2020207		50,000				50,000
Lovers / Preston Landscape	2020208		50,000				50,000
Parks Total		630,000					630,000
Public Safety							
Building Security Enhancements	2019300		100,000				100,000
License Plate Readers (Phase 2)	2020300		250,000				250,000
Public Safety Total		350,000					350,000
Public Works							
Stormwater Improvements AO1 Phase 1	2020400	5,500,000	3,000,000				8,500,000
Turtle Creek Wastewater Interceptor Replacement	2020401	325,000	885,000	1,300,000		900,000	3,410,000
Traffic Signal Replacement Program	2020403	910,000					910,000
Sidewalk Replacement	2020404	191,000					191,000
Asphalt Overlay Program	2020405	2,100,000					2,100,000
Snider Plaza Area Construction	2020406	2,000,000	3,500,000	1,500,000			7,000,000
Master Plan Update	2020407	250,000	100,000				350,000
Public Works Total		11,276,000	7,485,000	2,800,000		900,000	22,461,000
GRAND TOTAL		12,741,000	7,645,000	2,800,000		900,000	24,086,000

Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Information Technology

Contact Dale Harwell

Type Computer/Technology

Useful Life

Category Computer/Technology

Status Active

Total Project Cost: \$560,000

Description

Recent concerns related to municipalities being attacked with ransomware (e.g. Atlanta, Baltimore, and 22 agencies in Texas, etc.) combined with reliability and performance issues with the City's IT infrastructure led to an engagement with an external consultant. The consultant recommended immediate replacement of the City's aging network switches and a phased transition to a modernized server environment utilizing hyper-converged infrastructure.

This project would include vendor provided architectural design, integration, implementation, monitoring, and management. In addition, the City's Senior Systems Administrator would have continued access to systems engineers who designed and built the infrastructure.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	400,000	160,000				560,000
Total	400,000	160,000				560,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	400,000	160,000				560,000
Total	400,000	160,000				560,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Information Technology

Contact Dale Harwell

Type Computer/Technology

Useful Life

Category Computer/Technology

Status Active

Total Project Cost: \$85,000

Description

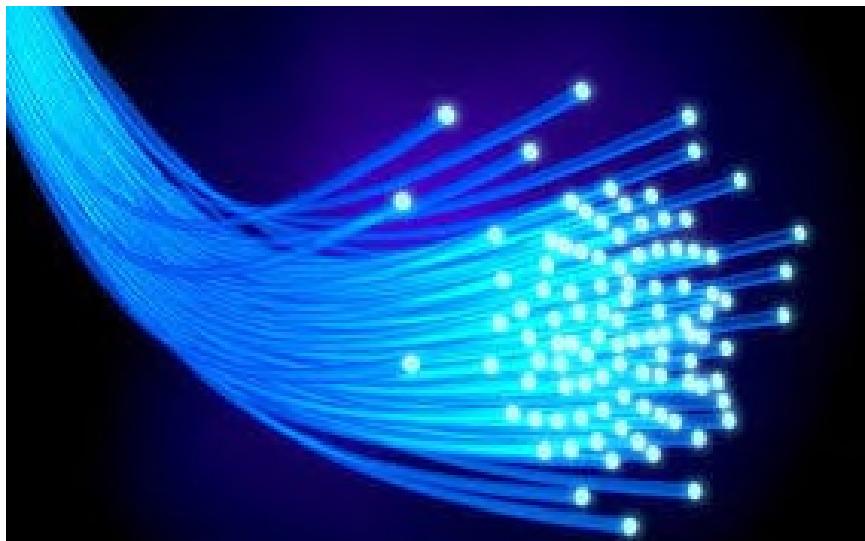
In FY19, the City contributed \$100,000 to HPISD's project to construct a fiber-optic data network that connected all campuses and HPISD Administration. This project also provided a fast data network for the purpose of giving UP Police Department access to campus security cameras in the event of an emergency. Another benefit of the District's fiber-optic network was that the City could leverage this asset to dramatically reduce the distance to extend the City's fiber network to the Library. This project will fund the extension to the Library.

Recently, Information Services engaged an outside consultant to assess and make recommendations related to IT infrastructure. It was determined that the data security at the Library needed to be hardened. The consultant recommends that technology used by patrons be physically separated from Library staff technology. This may be accomplished with separate Internet access and separate network switching.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	85,000					85,000
Total	85,000					85,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	85,000					85,000
Total	85,000					85,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Information Technology

Contact Dale Harwell

Project # 2020201
Project Name Pool Plastering

Type Parks/Pool

Useful Life

Category Parks/Pool

Status Active

Total Project Cost: \$220,000

Description

Funding in this account will support the replastering of both pools at the Holmes Aquatic Center. The existing plaster is 10 years old and is in need of replacement due to condition and industry standards.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	220,000					220,000
Total	220,000					220,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	220,000					220,000
Total	220,000					220,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # 2020202
Project Name Athletic Field Renovations

Status Active

Total Project Cost: \$50,000

Description

Funding in this account will support the renovations of athletic fields within the park system. This includes the addition of soil amendments and fencing.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	50,000					50,000
Total	50,000					50,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # 2020203
Project Name LED Lighting Upgrades

Status Active

Total Project Cost: \$60,000

Description

Funding in this account will support both park and tennis court lighting upgrades.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	60,000					60,000
Total	60,000					60,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	60,000					60,000
Total	60,000					60,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # 2020204

Project Name Table and Bench Replacement

Status Active

Total Project Cost: \$50,000

Description

Funding in this account will support the replacement of older park furnishings within the park system.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	50,000					50,000
Total	50,000					50,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # 2020205
Project Name Curtis Park - West

Status Active

Total Project Cost: \$70,000

Description

Funding in this account will support the landscape upgrades to the west side of Curtis Park.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	70,000					70,000
Total	70,000					70,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	70,000					70,000
Total	70,000					70,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # **2020206**

Project Name **Williams Park West Landscape**

Status Active

Total Project Cost: **\$80,000**

Description

Funding in this account will support the landscape upgrades to the west side of Williams Park.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	80,000					80,000
Total	80,000					80,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	80,000					80,000
Total	80,000					80,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

Project # 2020207
Project Name Humann Park Landscape

Status Active

Total Project Cost: \$50,000

Description

Funding in this account will support the landscape upgrades at Humann Park.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	50,000					50,000
Total	50,000					50,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Parks
Contact Gerry Bradley
Type Parks/Pool
Useful Life
Category Parks/Pool

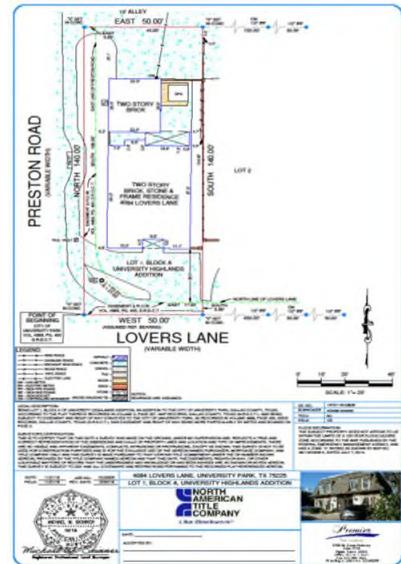
Project # 2020208
Project Name Lovers / Preston Landscape

Status Active
Total Project Cost: \$50,000

Description
Funding in this account will support the partial design and development cost for donated park property at the northeast corner of Lovers Lane and Preston Road.
Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	50,000					50,000
Total	50,000					50,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	50,000					50,000
Total	50,000					50,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Safety

Contact Greg Spradlin

Type Fire/Police

Useful Life

Category Fire/Police

Status Active

Total Project Cost: \$200,000

Description

This project will fund recommended security enhancements at City facilities.

Justification

(This section is currently empty.)

Prior	Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
100,000	2000 General	100,000					100,000
Total		100,000					100,000

Prior	Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
100,000	Capital Budget	200,000					200,000
Total		200,000					200,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Safety

Contact Greg Spradlin

Type Fire/Police

Useful Life

Category Fire/Police

Project # 2020300

Project Name License Plate Readers (Phase 2)

Status Active

Total Project Cost: \$250,000

Description

This project will expand the FY18-19 capital project to provide additional locations, mobile or fixed, for license plate readers (LPR). The LPR system assists the UPPD in detecting wanted persons entering the City, AMBER alerts, identify sex offenders and provide investigatory leads for detectives working cases that originate within University Park.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	250,000					250,000
Total	250,000					250,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	250,000					250,000
Total	250,000					250,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Infrastructure

Project # 2020400

Project Name Stormwater Improvements AO1 Phase 1

Status Active

Total Project Cost: \$8,500,000

Description

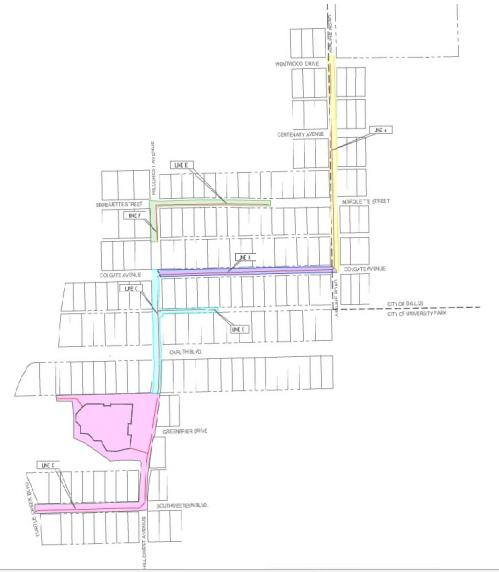
This project funds the design and installation of an underground stormwater detention facility in Caruth Park as well as upgrades to the stormwater infrastructure on Airline Road, Marquette Street, Colgate Avenue, Hillcrest Avenue, the Colgate / Caruth alley, and Southwestern Boulevard.

Justification

This is the first phase of needed stormwater improvements identified in the Storm Water Master Plan for Watershed 2.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	5,500,000	3,000,000				8,500,000
Total	5,500,000	3,000,000				8,500,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	5,500,000	3,000,000				8,500,000
Total	5,500,000	3,000,000				8,500,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact Jacob Speer

Type Water/Sewer

Useful Life

Category Water/Sewer

Project # 2020401

Project Name Turtle Creek Wastewater Interceptor Replacement

Status Active

Total Project Cost: \$5,125,000

Description

The 30" sanitary sewer trunk line, shared by University Park and Highland Park, was inspected in 2018 and found to be, in many areas, in poor condition. The line has been in service for more than 80 years and is in need of replacement. The project includes replacement of more than 2 miles of sewer main from the Shenandoah / Binkley alley to Newton Avenue (where the sewer main enters Dallas). Half of all project costs will be funded by the Town of Highland Park. This proposed CIP budget programming matches that of HP.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total	Future
2000 General	325,000	885,000	1,300,000		900,000	3,410,000	1,715,000
Total	325,000	885,000	1,300,000		900,000	3,410,000	Total

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total	Future
Capital Budget	325,000	885,000	1,300,000		900,000	3,410,000	1,715,000
Total	325,000	885,000	1,300,000		900,000	3,410,000	Total



Capital Improvement Plan

FY '20 *thru* FY '24

City of University Park, Texas

Department Public Works

Contact Jacob Speer

Type Traffic

Useful Life

Category Infrastructure

Project # 2020403

Project Name Traffic Signal Replacement Program

Status Active

Total Project Cost: \$910,000

Description

This program funds the annual replacement of traffic signals and appurtenances at three intersections. The program will, after eleven years, replace all of the City's thirty three signals. This project is eligible for reimbursement via the DART TRIP program.

Justification

The traffic signals in the City are past their life cycles and are in need of replacement.

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	910,000					910,000
Total	910,000					910,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	910,000					910,000
Total	910,000					910,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Infrastructure

Project # 2020404

Project Name Sidewalk Replacement

Status Active

Total Project Cost: \$191,000

Description

This project will replace sidewalk sections that are damaged and / or pose a safety risk. This is an annual project. This project is eligible for reimbursement via the DART TRIP program.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	191,000					191,000
Total	191,000					191,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	191,000					191,000
Total	191,000					191,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact

Type Streets

Useful Life

Category Streets

Project # 2020405
Project Name Asphalt Overlay Program

Status Active

Total Project Cost: \$2,100,000

Description

This project funds the installation of asphalt pavement on identified streets. The City uses an Interlocal Agreement to piggyback on both Dallas and Tarrant Counties contracts. Street segments are selected based on their OCI, Overall Condition Index, as established in the 2018 Pavement Assessment project. This project is eligible for reimbursement via the DART TRIP program.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	2,100,000					2,100,000
Total	2,100,000					2,100,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	2,100,000					2,100,000
Total	2,100,000					2,100,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact Jacob Speer

Type Water/Sewer

Useful Life

Category Water/Sewer

Status Active

Total Project Cost: \$7,000,000

Project # 2020406

Project Name Snider Plaza Area Construction

Description

This project funds the replacement of water, sanitary sewer, and storm water in and around Snider Plaza, specifically in Snider Plaza, Hillcrest, the Snider Plaza / Hillcrest alley, Daniel Avenue, Westminster, the Westminster / Lovers alley, and the Hursey / Snider Plaza alley.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	2,000,000	3,500,000	1,500,000			7,000,000
Total	2,000,000	3,500,000	1,500,000			7,000,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	2,000,000	3,500,000	1,500,000			7,000,000
Total	2,000,000	3,500,000	1,500,000			7,000,000



Capital Improvement Plan

City of University Park, Texas

FY '20 *thru* FY '24

Department Public Works

Contact Robbie Corder

Type City Hall

Useful Life

Category City Hall

Status Active

Total Project Cost: \$350,000

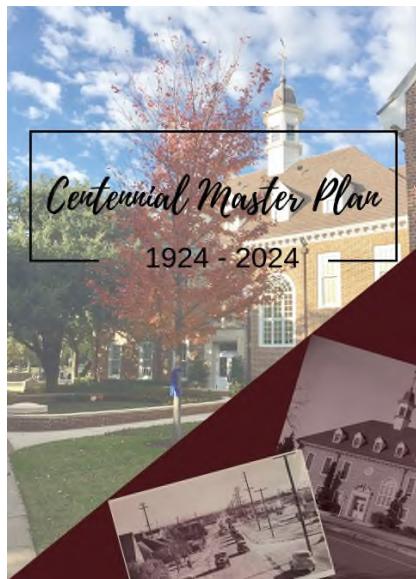
Description

This project will fund a consultant to assist with development of a new master plan, in preparation for the City's 2024 Centennial. The City's last effort, the 1989 Master Plan, helped shape the allocation of resources for operational and capital needs, with nearly 200 objectives to accomplish. Of those, a substantial number are ongoing programs that are still in practice today. One example is the City's mile-per-year replacement of water and sewer mains, which has resulted in the complete replacement of nearly a third of the City's aging water and sewer mains. The 1989 Master Plan was formulated with considerable input from residents through use of a steering committee, community surveys, and public listening sessions. An outside consultant supported staff, and the entire process took approximately 18 months to complete. To replicate this success, a similar process will be used for our Centennial Master Plan.

Justification

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	250,000	100,000				350,000
Total	250,000	100,000				350,000

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	250,000	100,000				350,000
Total	250,000	100,000				350,000



Capital Improvement Plan

FY '20 *thru* FY '24

City of University Park, Texas

Department Public Safety

Contact Randy Howell

Type Fire/Police

Useful Life

Category Fire/Police

Project # 33900

Project Name Radio System Replacement - Comprehensive

Status Active

Total Project Cost: \$4,402,225

Description

Replacement of the radio system is necessary due to obsolescence of the current radio system and to address interoperability issues with the City of Dallas, SMU, and Highland Park (entities the City's emergency responders work with daily). This project funds the purchase of all new Motorola system components and equipment, upgrades to dispatch consoles, upgrades to emergency vehicle and personnel equipment, installation of three cell sites, and subscription to the existing GMRS system.

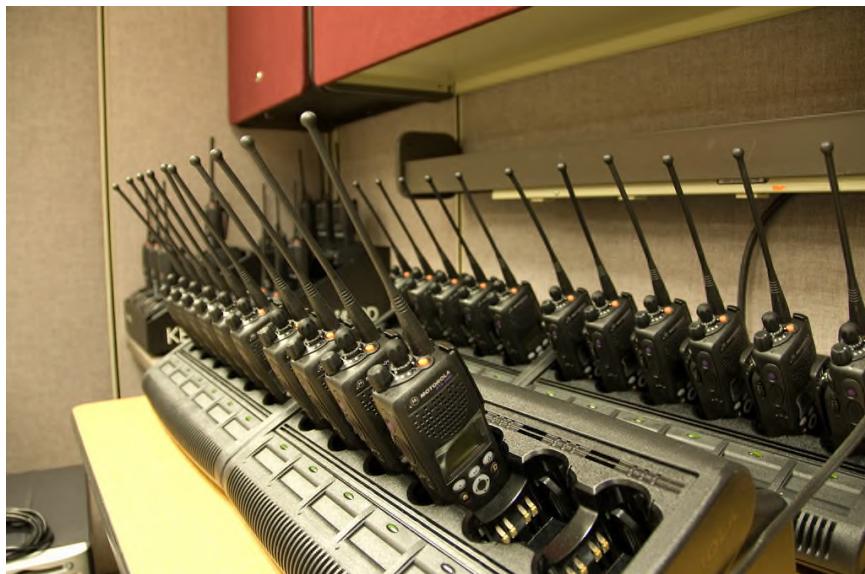
This purchase follows a multi-year "escrow" project to reserve funds for replacement of the entire radio system. This project is eligible for the DART TRIP program.

Justification

Replacement of radio system is necessary due to obsolescence of the current radio system and to address interoperability issues with the City of Dallas, SMU, and Highland Park (entities the City's emergency responders work with daily).

Expenditures	FY '20	FY '21	FY '22	FY '23	FY '24	Total
2000 General	4,402,225					4,402,225
Total	4,402,225					4,402,225

Funding Sources	FY '20	FY '21	FY '22	FY '23	FY '24	Total
Capital Budget	4,402,225					4,402,225
Total	4,402,225					4,402,225





APPENDIX



GLOSSARY OF TERMS

This Budget contains specialized and technical terminology that is unique to public finance, budgeting and the City of University Park. To assist in understanding these terms a glossary has been included.

Account - Expenditure classification according to the types of items purchased or services obtained; for example, outside services, materials, supplies and equipment.

Accrual Basis - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of cash flows.

Ad Valorem - A tax computed from the assessed value of land and improvements.

Affordable Care Act - Federal legislation enacted in March 2010 intended to increase the quality, affordability and rate of insurance coverage for Americans while reducing the costs of health care to individuals and the government.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Appropriation Ordinance - The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation - A value established by the Dallas Central Appraisal District (DCAD) determining the market value of real and business personal property for the purpose of tax assessment.

Assets - Resources owned or held by the City that have monetary value.

Budget - A comprehensive financial plan which estimates anticipated revenue and projected expenditures for a period of one year.

Budget Amendment - A legal procedure utilized by the City staff and City Council to revise a budget appropriation.

Budget Calendar - The schedule of key dates and milestones which the City departments follow in the preparation, adoption and administration of the budget.

Budget Document - The instrument used to present a comprehensive financial program to the City Council.

Budget Message - The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years and the views and recommendations of the City Manager.

Budgetary Control - The control or management of the organization in accordance with the adopted budget for the purpose of keeping expenditures within the limitations of approved appropriations.

Cadillac Plan - Plan that costs more than \$10,200 a year for single coverage and \$27,500 for family coverage, including both employee and employer contributions to flexible spending and health savings accounts, but not including vision and dental benefits.

Capital Expense - Any item purchased by the City which meets the City's capitalization criteria. They are: has a value of \$5,000 or more, has an anticipated life of more than one year, and/or can be readily identified and tracked as an individual item. These expenditures result in the acquisition of, or addition to, fixed assets.

Capital Improvement Program (CIP) - A 5-year plan of capital projects including estimated costs and funding sources, as revised by City Council each year.

Capital Project - A project and related expenditure costing more than \$50,000 and having a useful life of at least 2 years, that adds to the City's capital assets. Projects may include infrastructure, facilities, equipment or systems. Capital projects may involve a "multi-year" construction process, spanning more than one fiscal year.

General Governmental Capital Project Fund - accounts for funding and implementing capital improvements of a general governmental nature. Examples include streets, curb and gutter, parks, public safety, and information technology projects.

Deficit - The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expenses over income during an accounting period.

Delinquent Taxes - Real or personal property taxes that remain unpaid on and after February 1st of each year.

Department - A segment of the organization responsible for managing and administering services within a functional area.

Depreciation - The portion of a capital asset that is charged as an expense during a particular accounting period. Depreciation is not a budgeted expenditure.

Effective Tax Rate - Based on State law, a calculated tax rate that would yield the same amount of revenue received in the prior fiscal year on real property plus the amount needed to pay tax pledged long-term debts for the upcoming fiscal year.

Encumbrance - The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or reserve funds for specific future expenditures.

Ending Balance - The ending balance of a fund that is not expended. It takes into account the beginning balance, revenue, and expenditures. Year-end encumbrances that will roll forward are not included in year end reserve.

Enterprise Funds - Used to account for operations that are financed and operated in a manner similar to private business where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public are recovered primarily through user charges.

Equipment Services Fund - Internal Service Fund that accounts for costs related to acquisition and maintenance of City equipment. Operating departments pay into the fund from their expense accounts for the maintenance and replacement of their equipment. The Garage and Warehouse Funds operate from this fund.

Firefighter Relief and Retirement Fund (FRRF) - Separate system governed by a local board made up of three firefighters, two residents and two City staff members. Structured as a defined benefit plan for the fire department personnel.

Fiscal Year - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of University Park has a fiscal year of October 1st through September 30th as established by the City Charter.

FLSA - Fair Labor Standards Act

Franchise Tax - A charge paid for the use of City streets and public rights-of-way.

Friends of the Library - Community supported organization that established the City of University Park Book Bank in 2001. In 2011 The Friends of the Library and the City of University Park entered into an agreement for the City to operate the Library as a City department. The Friends of the Library continue to raise money to support the future legacy of the Library.

Fund - An accounting device established to control receipt or disbursement of income from sources set aside to support specific activities or attain certain objectives.

Fund Balance - The amount at fiscal year-end including beginning fund balance plus total revenue minus total expenditures. Fund balance is found in governmental fund types. Fund Balance may also be thought of as the unreserved, undesignated portion of total assets minus total liabilities.

General Fund - Is the general operating fund of the City. All general tax revenue and receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. It includes basic operating services such as general administration, police and fire protection, health services, parks and recreation, and library. It is a governmental type fund.

Goal - A long-range desirable outcome attained by time-phased objectives and designed to carry out a strategy.

Homestead Exemption - All residential home owners may file to receive a 20% homestead exemption on their home's value if certain criteria are met.

Interfund Transfers - Amounts transferred from one fund to another.

Investments - Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments.

Key Results - Department goals and objectives as they correspond to the City wide goals set by Council.

Levy - The City Council's authority to impose taxes, special assessments, fines, fees, and charges.

Liabilities - Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances. The annual budget reflects only current period expenditures rather than liabilities.

Line Item Budget - A budget prepared along organizational lines that focuses on expenditure categories. This provides the building blocks for the total budget.

Modified Accrual Accounting Basis - A basis of accounting in which some expenditures are accrued, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are incurred when the funds are encumbered, while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure." This type of accounting basis is the standard for most governmental fund types.

Mile Per Year - Guideline for City to renovate one mile of infrastructure per year which includes roads, water and sewer.

Non-Departmental - A cost center established in each major operating fund to account for expenditures which are not associated with a particular department within the fund.

Objective - Attached to a goal, it describes something to be accomplished in specific, well-defined and measurable terms and is achievable within a specific time frame.

Operating Budget - Plans of current expenditures and the proposed means for financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled.

Operating Expense - Expenditures in individual organizational budgets for supplies, materials, maintenance, professional services, etc. Generally means the same as Operations & Maintenance (O & M).

Ordinance - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Organization - The unit within University Park's governmental structure which has responsibility for accomplishing specific programs and functions of the City.

Pay As You Go - A plan in which capital projects are not financed with borrowed money but with current or accumulated revenues.

Personnel Expense - All costs related to compensating employees, including salaries and benefits.

Planning and Zoning Commission - Statutory committee comprised of five regular members and three alternate members. Predominantly an advisory committee to the City Council, it hears requests for planned developments, specific use permits, amendments to the zoning ordinance, and platting requests. The Commission's decision is then forwarded to the City Council for final action.

Property Tax - Taxes levied on all real and personal property according to the property's valuation and tax rate in compliance with State Property Tax Code.

Real Property - Property classified by the State Property Tax Board including land and improvements used for residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, oil, gas, and other mineral reserves.

Revenue - Funds the City receives as income that includes tax payments, fees for services receipts from other governments, fines, forfeitures, grants and interest income.

Right-of-Way - Type of easement granted or reserved over the land for transportation purposes, this can be for a highway, public footpath, rail transport, canal, as well as electrical transmission lines, oil and gas pipelines.

Sanitation Fund - Enterprise fund financed by sanitation charges. Responsible for the City's solid waste collection activities.

Self-Insurance Fund - Internal Service Fund that accounts for costs associated with the City's self-insurance program. Department contributions into this fund are used to pay claims and administrative expenses for employee health care, workers compensation, property and casualty coverage and other claims.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation. The tax rate times the assessed valuation of the tax base equals the tax levy.

Tax Roll - The official list showing the amount of taxes levied against each taxpayer or property.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Texas Municipal League Intergovernmental Risk Pool - (TMLIRP) - To provide Texas municipalities and other units of local government with a stable source of risk financing and loss prevention services at the lowest cost with sound business practices.

Texas Municipal Retirement System (TMRS) - A statewide retirement system that provides retirement, disability, and death benefits for employees of participating Texas cities.

Unreserved Ending Balance - The ending balance of a fund that is neither expended nor encumbered. It takes into account beginning balance, revenues, expenditures and year-end encumbrances.

Utility Fund - Enterprise fund financed by water and sewer revenues. Includes Utilities Division and Utility Billing office.

Vehicle Replacement Fund - Fund set up for new and replacement vehicles. Each department incurs yearly expenditures based upon the depreciation schedule of those vehicles in its fleet. Once replacement is scheduled, years of depreciation contributions are available within the fund to purchase a new vehicle.

ACRONYMS

ACA – Affordable Care Act

ADA – Americans Disability Act

BOA – Board of Adjustments

CID – Criminal Investigation Division

CIO – Community Information Officer

CIP – Capital Improvement Program

CPI – Consumer Price Index

CPR – Cardio Pulmonary Resuscitation

D.A.R.E – Drug Abuse Resistance

DCTO – Dallas County Tax Office

DCPCMUD – Dallas County Park Cities Municipal Utility District

DWU – Dallas Water Utilities

EEO – Equal Employment Opportunities

EMS – Emergency Medical Services

ESF – Equipment Services Fund

ESRI – Environmental Systems Research Institute

ETR – Effective Tax Rate

EVR – Estimated Values Report

FBI – Federal Bureau Investigation

FRRF – Fireman's Relief and Retirement Fund

FT – Full Time

FY – Fiscal Year

GIS – Geographic Information System

HPHS – Highland Park High School

HPISD – Highland Park Independent School District

HR – Human Resources

HSA – Health Savings Account

HVAC – Heating, Ventilating and Air Condition

ISO – Insurance Service Office

IT – Information Technology

LED – Light Emitting Diode

MCI – Municipal Price Index

MUD – Municipal Utility District

NCTCOG – North Central Texas Council of Governments

O & M – Operations & Maintenance

PARD – Park and Recreation Department

PPC – Public Protection Classification

PPO – Preferred Provider Organization

P & Z – Planning & Zoning Organization

ROW – Rights of Way

SMU – Southern Methodist University

SRO – Student Resource Office

SMMP – Storm Water Management Plan

TCAP – Texas Coalition for Affordable Power

TCEQ – Texas Commission on
Environmental Quality

TMLIRP – Texas Municipal League Intergovernmental
Risk Pool

TMRS – Texas Municipal Retirement Systems

UB – Utility Billing

UP – University Park

UPFD – University Park Fire Department

UPPL – University Park Public Library

YMCA – Young Men's Christian Association