

Fiscal Year 2021 Budget

October 1, 2020 - September 30, 2021

City of University Park, Texas



CITY OF UNIVERSITY PARK, TEXAS

FY2021 BUDGET

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Mission Statement

The mission statement of the City of University Park is as follows:

Our mission is to enhance the quality of life in University Park by providing services in an excellent, responsive, and efficient manner.

It is expected that every employee of the City be familiar with this statement, and work toward accomplishing our mission.

Core Values

Dedication, Competence, Diligence, Communication and Service

Slogan

“Committed to Excellence”

Vision Statement

The vision of the City of University Park is as follows:

University Park is a close-knit community with “home town” pride, where residents enjoy excellent facilities and services, civic involvement, and meaningful interactions with their neighbors, schools, places of worship and government.



CITY OF UNIVERSITY PARK, TEXAS

Elected Officials

Official and Title	First Elected	Term Expires	Professional Background
Tommy Stewart, Mayor	2020	2022	Commercial Real Estate
Gage A. Prichard, Sr., Mayor Pro Tempore	2016	2022	Real Estate Broker Developer
Randy Biddle, Council Member	2016	2022	Lawyer
Mark Aldredge, Council Member	2020	2022	Real Estate Developer
Liz Farley, Council Member	2018	2022	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

Certified Public Accountants

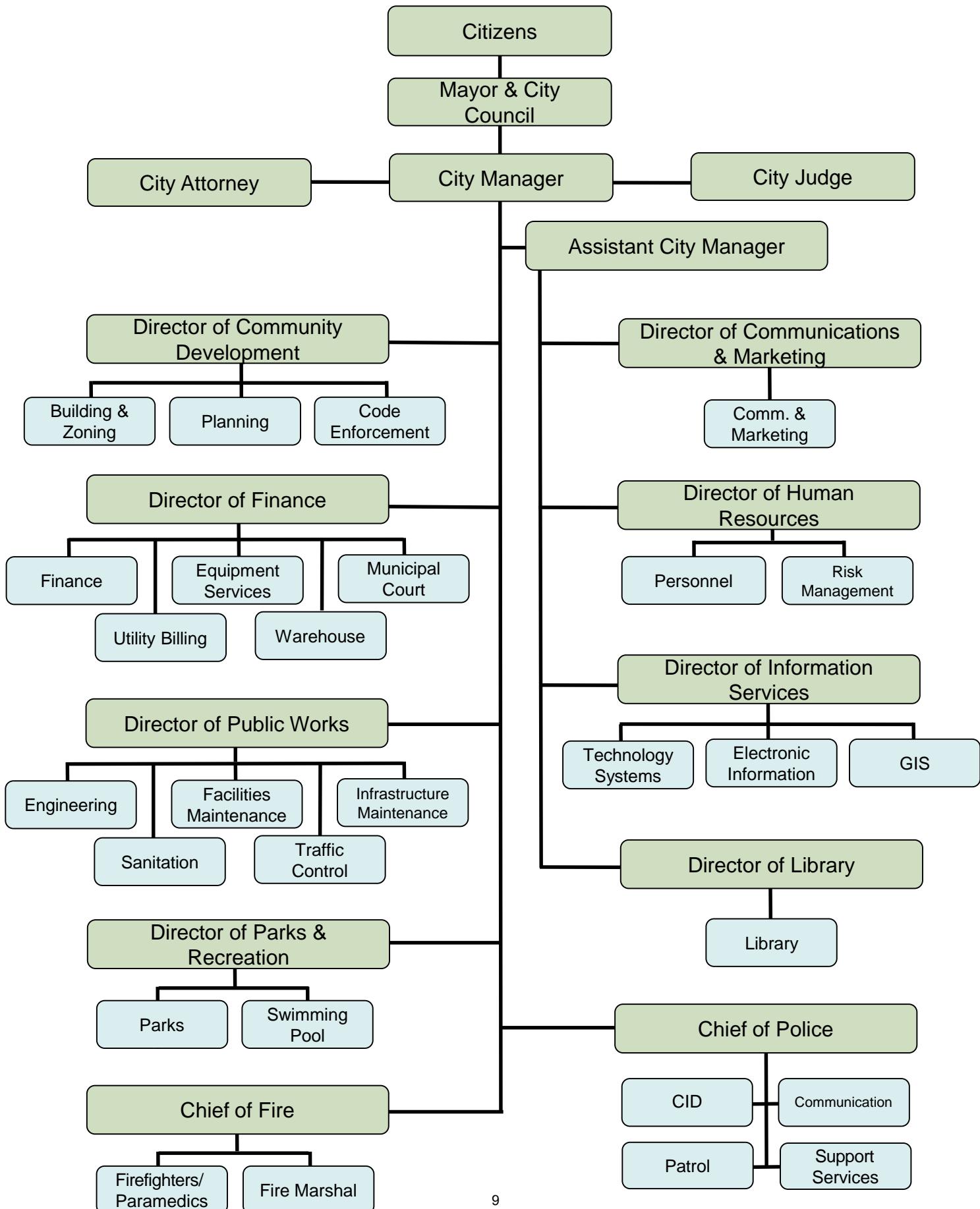
BKD L.L.P., Dallas, Texas

Financial Advisor

Hilltop Securities Inc. , Dallas, Texas



City of University Park
FY21: 263 Employees
Total Budget: \$55,229,327



FY2021 BUDGET





City of University Park

Fiscal Year 2020-2021
October 1, 2020 – September 30, 2021

September 15, 2020

This budget will raise more revenue from property taxes than last year's budget by an amount of \$844,453 which is a 3.96% 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 \$335,545.

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

FOR: Stewart, Aldredge, Biddle, Farley, Pritchard

AGAINST: None

PRESENT AND NOT VOTING: None

ABSENT: None

Property Tax Rate Comparison

	2020-2021	2019-2020
Property Tax Rate:	\$0.264750/100	\$0.258548/100
No New Revenue Tax Rate:	\$0.255517/100	\$0.239488/100
No New Maint. & Ops.	\$0.258576/100	\$0.239488/100
Voter Approval Tax Rate:	\$0.267626/100	\$0.258647/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

BUDGET MESSAGE



August 27, 2020

Dear Mayor & City Council,

Like so many communities, the City of University Park faces unprecedented challenges in the wake of the COVID-19 pandemic. Public health and security are at the forefront of our collective concerns, with cities playing a vital role in responding to the public health crisis. The virus has also created financial uncertainty across all sectors of the economy, municipalities included. Municipal budgets depend on a variety of revenue sources, yet the majority (over 80 percent) of revenues are derived from property taxes, sales taxes, franchise fees and other fines and fees. The virus has placed downward pressure on all of these revenue sources. When coupled with recent legislative changes, the revenue generating capacity of the City of University Park is limited.

Despite these challenges, I am pleased to submit the Fiscal Year 2021 budget for your review and consideration. The FY2021 budget totals \$55,229,327 across all budgeted funds, with total budgeted expenditures remaining largely unchanged from the previous year. I am grateful for the work of our department directors who submitted operational budgets that have kept expenditures consistent with the previous year. This budget strategy allows the City to maintain core public services, while providing additional funding for needed infrastructure improvements.

The presentation of the budget to the City Council is the culmination of a process that began in April with the input of proposed expenditures by senior staff, followed by a thorough review and vetting by numerous resident committees throughout the months of July and August.

FY2021 Budget Summary & Highlights

The budget is a forward-looking document used to allocate financial resources for the provision of core public services. The City of University Park is a full-service, home-rule city that allocates financial resources through the use of fund accounting. The budget is divided into the following four funds that are segmented by the type of service provision:

Fund	Core Services	Primary Revenue Sources
General	Police, Fire, Parks, Street Maintenance, Traffic Management, Building Inspections, Library, and General Administration	Property Taxes Sales Taxes Fines & Fees Franchise Fees
Utility	Water Distribution & Wastewater Collection	Utility Fees
Sanitation	Sanitation (Trash) Collection	Utility Fees
Storm Water	Storm water Collection, Street Sweeping, Pond Maintenance	Utility Fees

Highlights of the FY2021 Budget include the following items:

- Increased funding for capital projects, including reorganizing in-house crews within Public Works to assist with the capital replacement of water and sewer infrastructure;
- Increased funding for public safety, including fully funding pension liabilities;
- Enhanced cyber security and hardening of data networks; and
- Implementation of a user application to track real-time water consumption.

Property Taxes & Long-Term Financial Planning

While the proposed budget maintains expenditure levels of the prior year, the continuing loss of non-property tax revenue and declining property valuations require a slight tax rate increase to balance the General Fund budget. The City's non-property tax revenues within the General Fund are declining for a second consecutive year. Within the past two fiscal years, the City has experienced an overall decrease in non-property tax revenues of approximately \$1 million. During the prior fiscal year, revenues decreased nearly \$500,000 due to legislative changes for red light cameras and franchise fees. Due to declining franchise fee collections and declining interest rates, decreases proposed within this fiscal year total in excess of \$450,000.

With the passage of SB2 during the 86th Legislative Session, cities have a new set of budgetary guidelines and obligations. The overall impact of SB2 limits property tax growth to no more than 3.5 percent year-to-year without voter approval to exceed. For University Park, this limitation caps revenue growth to no more than \$750,000. This is particularly challenging when cumulative losses of non-property tax revenue approach the amount of revenue growth potential in property taxes. Given these realities, expenditure limitation is especially important. In addition to property tax limitations, SB2 redefined longstanding budgetary terms.

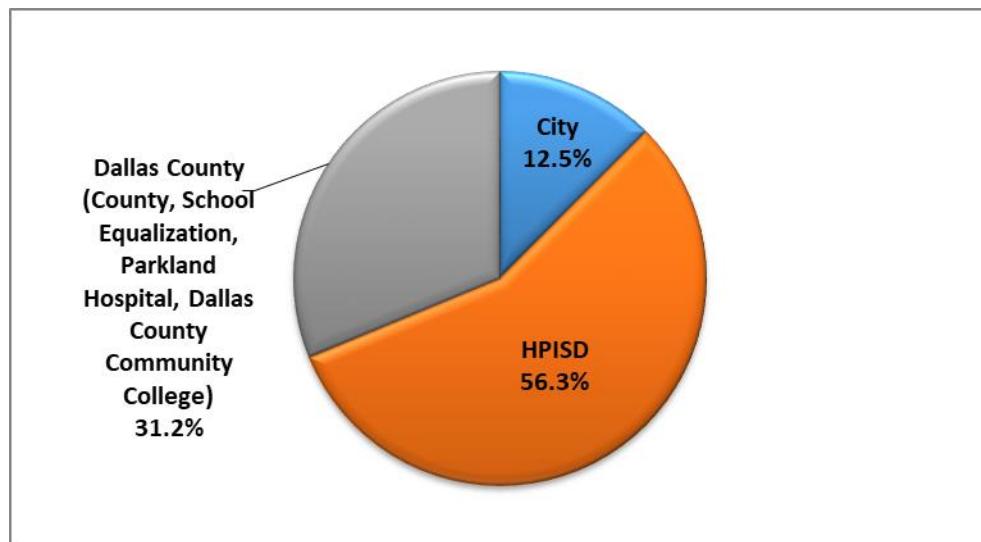
No New Revenue Tax Rate – a benchmark tax rate needed to raise the same amount of property taxes on the existing property as the previous year. This was previously known as the Effective Tax Rate.

Voter Approval Tax Rate – the rate necessary to raise precisely three and one half percent (3.5%) more tax revenue as the year before taking into account appraisal fluctuations. If a city passes a rate in excess of the Voter Approval Tax Rate, an election is automatically triggered. This was previously known as the Rollback Rate, which was set at eight percent (8%).

The Dallas Central Appraisal District (DCAD) provides the City with both market and taxable property valuations each year. In addition to significant delays in processing due to COVID-19, DCAD received a record number of property protests in 2020. With DCAD's certified taxable values indicating a modest increase of 0.9 percent, the rates necessary to generate revenues equivalent to the prior year have slightly increased. The No New Revenue Rate for FY2021 is \$.255517 and the Voter Approval Rate is \$.267626.

Based on proposed expenditures and the taxable value of all property in University Park, the FY2021 budget recommends an increase of the tax rate to \$0.264750 cents per \$100 of taxable value, which is one of the lowest municipal property tax rates in the state. The average single-family homeowner with a homestead exemption will pay approximately \$12 more per month in City property taxes. The increase in property taxes is needed to offset the loss of non-property tax revenue and declining tax value of

properties. Despite a small increase to the overall tax rate, the City remains one of the smallest overall percentages of the overall tax bill. When combined with the other taxing entities, the City's portion of the tax bill is just over 12 percent.



The City has undertaken extensive planning to model budgetary needs 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 shows projected expenditures and revenue increases over a five-year period.

CITY OF UNIVERSITY PARK, TX					
Five Year Financial Plan, Fiscal Years					
General Fund and Emergency Fund					
	\$ in '000's	2021 BUDGET	2022 FORECAST	2023 FORECAST	2024 FORECAST
					2025 FORECAST
Beginning Fund Balance		28,284	28,284	28,198	28,178
Revenues					
Real Property Taxes		22,291	22,937	23,739	24,570
Sales Tax		4,790	4,934	5,082	5,234
Franchise Fees		1,880	1,918	1,956	1,995
Permits/Licenses		1,692	1,726	1,760	1,796
Fines		603	615	627	639
Fees		1,663	1,696	1,730	1,765
Park/Pool Revenue		422	430	439	447
Interest Earnings		300	212	141	70
FOTL Support		50	50	50	50
Other Revenue		301	307	313	319
Total Revenues		33,991	34,824	35,837	36,886
Transfers from Other Funds		800	816	832	849
Total Revenues and Transfers In		34,791	35,640	36,669	37,735
Expenditures					
Salaries and Benefits		23,457	24,044	24,645	25,261
Supplies		847	864	881	898
Professional Fees		2,760	2,815	2,872	2,929
Utilities		500	510	520	531
Insurance		328	335	342	348
Outside Services		209	213	217	222
Other		2,489	2,539	2,589	2,641
Capitalized Expenditures		47	48	49	49
Total Expenditures		30,637	31,367	32,115	32,880
Capital Projects Contribution		4,067	4,270	4,483	4,707
Other Transfers		87	89	91	93
Total Expenditures and Transfers Out		34,791	35,726	36,669	37,680
Surplus (Deficit)		0	-86	-19	55
Ending Fund Balance		28,284	28,198	28,178	28,233
Non-Spendable/Committed		18,322	18,322	18,322	18,322
Unrestricted Fund Balance		9,963	9,876	9,857	9,912
Required Minimum Balance Per Policy		2,899	2,977	3,057	3,140
Excess/(Deficiency)		7,064	6,899	6,800	6,772
ASSUMPTIONS					
Increase in Taxable Assessed Value		3.50%	3.50%	3.50%	3.50%
Anticipated Sales Tax Growth		0.00%	3.00%	3.00%	3.00%
Anticipated Rate of Inflation		2.50%	2.00%	2.00%	2.00%
Anticipated Interest Rate		1.00%	0.75%	0.50%	0.25%
Anticipated Salary Increase		3.00%	2.50%	2.50%	2.50%
Capital Projects Transfer Growth		5%	5%	5%	5%
CALCULATIONS					
Taxable Property Value		8,370,507,902	8,663,475,679	8,966,697,327	9,280,531,734
Tax Rate		0.26475	0.26475	0.26475	0.26475
Current Year Collection Rate		100%	100%	100%	100%
Current Year Real Property Taxes		22,160,920	22,936,552	23,739,331	24,570,208
Current Salaries		17,433,361	17,869,195	18,315,925	18,773,823
Additional Salaries		(190,000)	(194,750)	(199,619)	(204,609)
Total Salaries		17,243,361	17,674,445	18,116,306	18,569,214
Benefits		-	-	-	-
Health Insurance and benefits		6,213,943	6,369,292	6,528,524	6,691,737
Salaries and benefits		23,457,304	24,043,737	24,644,830	25,260,951
Benefits %		0.0%	0.0%	0.0%	0.0%
Insurance %		35.6%	35.6%	35.6%	35.6%

Priorities & the Budget

The City Council, City Manager's Office and Department Directors develop a series of priorities during planned retreats on an every-other-year basis. These retreats provide an opportunity for the Governing Body and Staff to discuss issues facing the community and what actions are necessary to address those issues. The City Council developed Success Factors that 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:

- Successful Commercial Districts
- Well-Maintained Infrastructure
- Excellent Municipal Services and Quality City Staff
- A Safe Community
- A Welcoming Community
- A Well-Planned, Beautiful Community
- Collaborative City Leadership

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 resident committees for review and recommendation to the City Council:

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

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

Budget Schedule

I commend the Department Directors and the various staff members who prepared our operational budgets for their continued efforts to limit 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 FY2021 budget's adoption:

Date	Day	Description
August 11	Tuesday	Approve resolution adopting maximum tax rate
August 14	Friday	Submit proposed draft budget to the City Council and City Secretary
August 20	Thursday	Receive certified appraisal roll from DCAD
September 1	Tuesday	Conduct Budget Hearing

September 15	Tuesday	Conduct Tax Rate Hearing & Adopt Budget
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The remaining information contained in this budget overview provides greater detail and explanation of the proposed expenditures and revenues within the FY2021 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 \$55,229,327 which is a 0.5% or \$296,585 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 as transfers.

Fund	FY2019		FY2020		FY2021		\$ Change	% Change
	Actual	Expenditures	Adopted	Budget	Proposed	Budget		
General	\$ 32,903,022	\$ 34,588,761	\$ 34,790,883	\$ 202,122	0.6%			
Utility	15,652,767	16,448,852	16,400,289	(48,563)	-0.3%			
Sanitation	3,101,512	3,440,955	3,561,553	120,598	3.5%			
Storm Water	286,658	454,174	476,602	22,428	4.9%			
Total	\$ 51,943,959	\$ 54,932,742	\$ 55,229,327	\$ 296,585	0.5%			

Over 85 percent of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these expenditures account for over half of the expenditure increase in the FY2021 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Category	FY2019 ACTUAL	FY2020 BUDGET	FY2021 BUDGET	Change \$	Change %
Personnel costs	\$ 27,004,714	\$ 29,295,345	\$ 29,189,273	\$ (106,072)	-0.4%
Treatment charges	\$ 8,061,251	\$ 8,470,637	\$ 8,684,435	\$ 213,798	2.5%
Capital project funding	\$ 6,492,520	\$ 6,817,137	\$ 7,158,014	\$ 340,877	5.0%
Utilities/Telephone	\$ 576,765	\$ 592,403	\$ 585,050	\$ (7,353)	-1.2%
Equip. Replacement	\$ 1,020,741	\$ 1,099,552	\$ 1,131,843	\$ 32,291	2.9%
Fuel costs	\$ 293,531	\$ 401,326	\$ 332,278	\$ (69,048)	-17.2%
Subtotal	\$ 43,449,522	\$ 46,676,400	\$ 47,080,893	\$ 404,493	0.9%
All Other Expenses	\$ 8,494,437	\$ 8,256,242	\$ 8,148,434	\$ (107,808)	-1.3%
Total adopted budget*	\$ 51,943,959	\$ 54,932,642	\$ 55,229,327	\$ 296,685	0.5%
Percent of budget	84%	85%	85%		

Over the past year, the Consumer Price Index (CPI) for the Dallas-Fort Worth region has increased 0.4 percent and the Municipal Cost Index (MCI), which more closely tracks services and goods municipalities purchase, decreased 0.2 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 nearly flat expenditure growth of 0.5 percent reflects a consistent increase in costs associated with inflation.

Personnel Costs

Salaries and benefits represent the single largest expenditure category, accounting for nearly fifty-three percent (53%) of the total budget. The pay plan is formally adopted by ordinance at the time of budget adoption. Each budget year, the City evaluates salaries and benefits throughout the budget process with the Employee Benefits Committee. There are two types of salary adjustments that may occur as part of the adoption of the pay plan. The first is an across-the-board market adjustment to account for increased wages amongst comparable cities and inflationary pressures. The second adjustment is a merit-based increase available to those employees with room within the pay range and meeting performance standards. The proposed changes to salaries and benefits are highlighted below.

Salaries: The City completed a classification and compensation study last year to align pay with a set of benchmark cities. The benchmark cities as established by the study include Coppell, Dallas, Farmers Branch, Frisco, Garland, Highland Park, Keller, Plano, Richardson, Southlake and The Colony. The City also adopted a pay philosophy to be at least the average of the market comparison cities to attract and retain the quality staff expected by those we serve.

Overall implementation of the pay plan was completed last year; however, cost constraints resulted in the postponement of all merit-based pay for the FY2020 budget. The proposed budget reinstates the merit-based pay for the upcoming budget year at a cost of approximately \$425,000 for all funds. The proposed budget does not include an across-the-board market adjustment or additional personnel.

Benefits: The City also offers a comprehensive benefit package to its employees, including insurance, retirement, and longevity pay. The proposed budget for FY2021 includes the following adjustments to employee benefits:

- *Employee Health Insurance:* Health care costs continue to increase with the City experiencing a 7 percent increase in medical claims over a rolling 12-month period. Pharmacy claims have also increased at a rate of 1.1 percent over the same period of time. While overall claims have increased, conservative cost projections within the Self Insurance Fund will result in a budget surplus of approximately \$230,000 for the current plan year. Based on input from the City's health insurance consultant and at the recommendation of the Employee Benefits Committee, the proposed budget allocates the expected surplus to next year's estimated plan costs of \$4.4 million. By utilizing the surplus from the current plan year, contributions from both the City and its employees can remain the same as last year. Overall, the City maintains a strong fund balance of \$7 million within the Self Insurance Fund.
- *Retirement Funding:* In recent years, the City has taken significant steps to secure long-term funding for the City's various retirement plans. For the past two budget cycles, the City has paid above the recommended actuarial contribution to the Texas Municipal Retirement System (TMRS). Based upon these payments and one-time transfers, the retirement plan is 97 percent funded. The FY2021 budget proposes a decreased contribution rate of 8.8 percent, which is the recommended actuarial contribution from TMRS.

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.

Based on the most recent actuarial valuation of the plan, the annual contributions needed to ensure the actuarial funding of the plan is \$1.365 million. This results in a net year-over-year increase of \$433,000. To assist with the increased costs, the budget recommends a phased approach to funding the increased contributions. The FY2021 budget recommends a transfer of fund balance to cover the full increase of \$433,000. In subsequent years, the phased program will reduce fund balance transfers by 20 percent; however, yearly budgeted contributions will be slowly increased up to the full \$1.365 million.

Water & Wastewater Treatment Charges

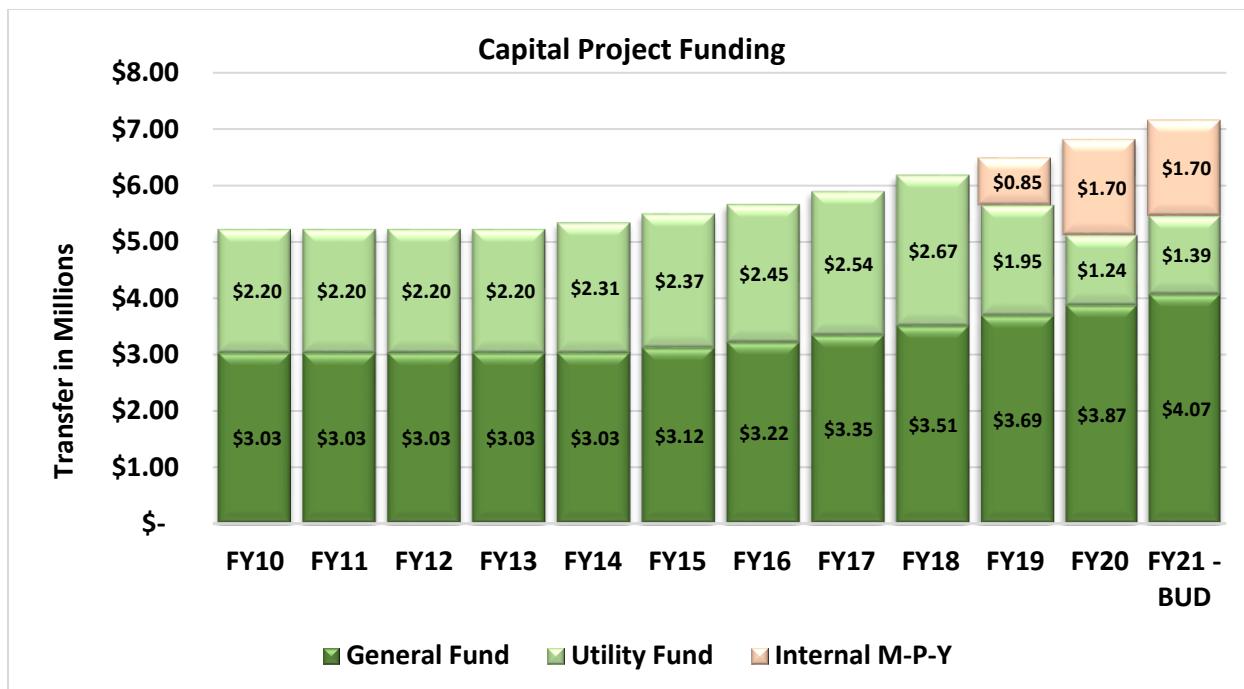
The Dallas County Park Cities Municipal Utility District (DCPCMUD) provides water to the City of University Park and the Town of Highland Park, while wastewater treatment services are provided by the City of Dallas Water Utilities (DWU). The amount budgeted for outside treatment can vary dramatically 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 FY2021, the combined costs of water and wastewater treatment are expected to increase, with the rates charged to the City by the DCPCMUD for the treatment of potable water decreasing 1.6% and wastewater treatment charges from DWU increasing 7.6 percent. When combined with expected water sales (derived from an average of the previous ten years actual sales volumes) and winter consumption, the decreased rate of \$2.47 per 1,000 gallons from DCPCMUD and the increased rate of \$3.07 per 1,000 gallons of wastewater treated from DWU will result in a combined gross cost increase of \$213,798.

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 FY15 budget, the City has steadily increased the General Fund transfer into the Capital Projects Fund by 5 percent annually. However, the City increased the overall percentage of funding to the Capital Projects Fund by 11 percent last year. This increase was to assist with funding shortfalls identified in the five-year Capital Improvement Program. The FY2021 budget recommends returning to a 5 percent increase in budgeted transfers into the Capital Projects Funds for a total transfer of \$5.46 million.

The Utility Fund will retain \$1.7 million to assist with the transition to an in-house water and sewer operations division.



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 Review 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 Miracle Mile improvements. The City continues to spend considerable resources to better understand the extent of needed improvements to 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. As a planning tool, the City's 5-year capital improvement program helps identify resources and potential projects. The following table representing the current FY2020 Capital Budget clearly shows insufficient financial resources to address the infrastructure needs of the City. Advance planning, prioritization, and diversification of financial resources (fund balance and/or debt) will be undertaken with the Capital Projects Review Committee, Finance Advisory Committee, and City Council.

AFTER APPROPRIATIONS ROLLOVER	FY2020 YEAR-TO-DATE ACTUAL RESULTS	FY2020 YEAR 1 AMENDED 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	8,655,354	8,655,354	(3,749,301)	(10,853,553)	(19,543,352)	(20,780,355)	8,655,354
Revenues							
Transfer from General Fund	1,028,713	3,872,859	4,066,502	4,269,827	4,483,318	4,707,484	21,399,991
Transfer from Utility Fund	488,523	1,244,297	541,512	696,088	853,392	1,023,812	4,359,101
Other	-	-	-	-	-	-	-
Investment income	32,601	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	1,549,837	9,722,988	8,459,748	8,551,201	9,546,996	9,941,582	46,222,516
Total Available Resources	10,205,191	18,378,342	4,710,447	(2,302,352)	(9,996,355)	(10,838,773)	54,877,870
Expenditures							
Personnel and Other	0	0	0	0	0	0	-
Information Technology	32,419	603,852	472,000	0	0	0	1,075,852
Parks	331,177	1,346,950	400,000	0	0	0	1,746,950
Public Safety	3,225	852,425	100,000	1,300,000	0	0	2,252,425
Public Works	5,033,152	19,024,416	14,292,000	15,641,000	10,484,000	5,526,000	64,967,416
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
Project expenditures	5,699,973	22,127,643	15,564,000	17,241,000	10,784,000	5,826,000	71,542,643
Total Expenditures	5,699,973	22,127,643	15,564,000	17,241,000	10,784,000	5,826,000	71,542,643
Ending Balance	4,505,218	(3,749,301)	(10,853,553)	(19,543,352)	(20,780,355)	(16,664,773)	(16,664,773)
EMERGENCY RESERVE	1,800,000	1,800,000	2,100,000	2,400,000	2,700,000	3,000,000	3,000,000
STORMWATER PROJECTS RESERVE	3,000,000	500,000	500,000	3,500,000	6,500,000	6,500,000	6,500,000
PUBLIC SAFETY RADIO RESERVE	0	0	0	0	0	0	0
RESERVE ADJUSTED BALANCE	9,305,218	(1,449,301)	(8,253,553)	(13,643,352)	(11,580,355)	(7,164,773)	(7,164,773)

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 contributions made by the department are available within the fund to purchase a new vehicle. Contributions to the Equipment Services Fund will increase by \$32,291 this fiscal year, to a total budgeted amount of \$1,131,843.

The proposed budget continues a new policy for vehicle replacement funding so that the fund balance maintains a minimum level of no less than 20 to 25 percent 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 are set to 105 percent 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 FY2021 are as follows:

Unit #	Dept	YR	Make	Model	Estimated Service Life	Estimated Replacement Cost
7089	22	2009	CHEVROLET	C-3500	10	\$ 50,000
6708	35	2005	FORD	F-450	15	30,000
6957	40	2007	CHEVROLET	SUBURBAN	14	60,000
1576	50	2016	CHEVROLET	TAHOE	5	60,000
1577	50	2016	CHEVROLET	TAHOE	5	60,000
1578	50	2016	CHEVROLET	TAHOE	5	60,000
7123	60	2010	FREIGHTLINER	M2102	10	<u>180,000</u>
					\$	<u>500,000</u>

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

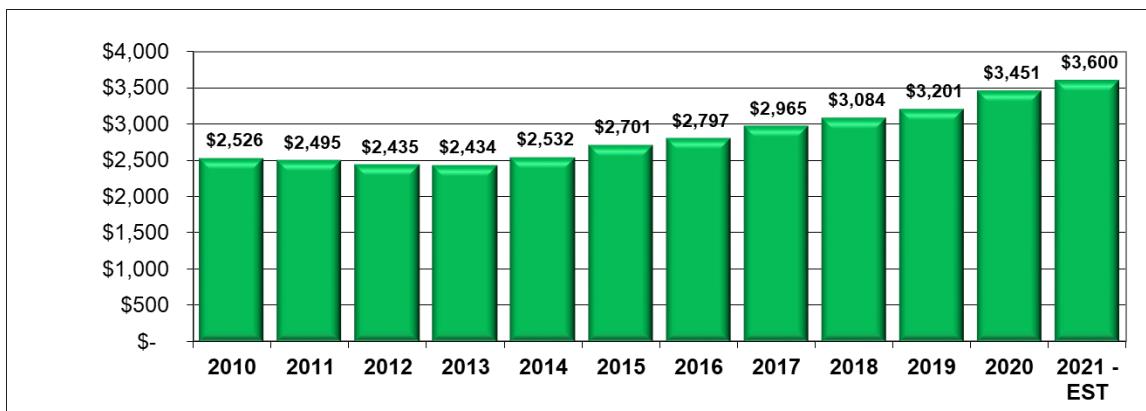
The City's fuel costs are expected to decrease this year. Last year, the City budgeted fuel costs at a rate of \$2.75 per gallon of gasoline and \$3.29 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Using the new EIA estimates of \$2.23 and \$2.59 for gasoline and diesel respectively, budgeted fuel expenditures are expected to decrease \$69,408 (17.4%) this fiscal year to a total budgeted cost of \$332,278.

The proposed budget also provides for a slight increase 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 1.2 percent decrease to budgeted utility costs, decreasing cost from the previous year by \$7,353.

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 FY2021 budget anticipates revenues from current year property tax totaling \$22,160,883. Additional details of major revenue sources for the General Fund are provided below.

Property Tax: The FY2021 budget recommends a 2.4 percent increase in the property tax rate to 26.4750 cents (per hundred dollars of value) from 25.8548 cents the previous year. Combined with a 0.9 percent growth in city-wide taxable property value, the corresponding increase in property tax revenue is 3.3 percent, or \$711,122. The average single-family property with a 20 percent homestead exemption will pay \$3,600 in property taxes to the City next fiscal year, an annual increase of \$149. 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 a No New Revenue Rate (NNRR), 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 NNRR calculation. The NNRR is significant, because it determines the notice and hearing requirements a City must meet to comply with the Texas Truth in Taxation laws.

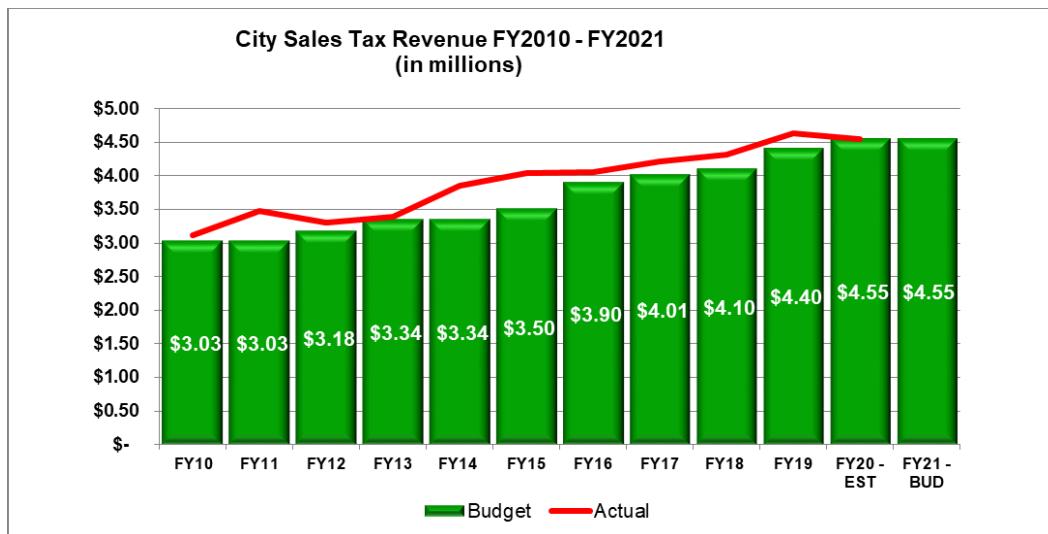
For FY2021, the proposed tax rate of 26.4750 cents per hundred is higher than the NNRR of 25.5517 cents; therefore, the City is required to conduct one public hearing before adopting the FY2021 tax rate.

Revenues that support the General Fund that are derived from sources other than current year property taxes (and related amounts) account for 36 percent or \$12,500,000 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. The downward trend of non-property tax revenue is contributing to the increased reliance upon property taxes for General Fund operations and maintenance.

Sales Tax: Revenue collected from City sales taxes has steadily risen for the last several years. However, the long-term impact of the COVID-19 virus on retail sales is unknown, with online sales

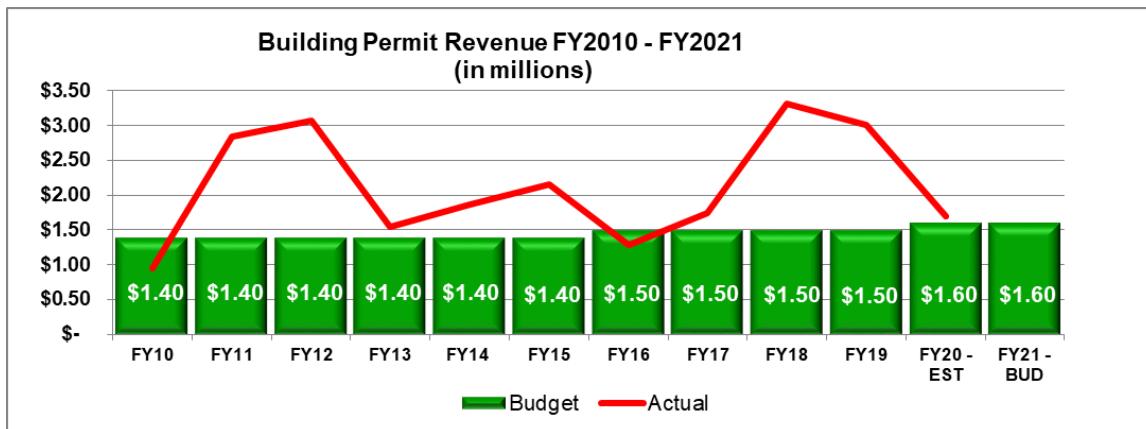
increasing as traditional “brick and mortar” sales have declined. Based on sales tax collections during the virus outbreak, the City has projected sales tax to remain the same as the previous year with anticipated revenues of \$4,790,000.

The potential loss of traditional brick and mortar sales highlights the need to invest in infrastructure projects that help improve vitality within the traditional retail shopping centers of University Park. Investment in the public spaces of these shopping centers may include expanded parking, improved pedestrian mobility, and enhanced landscaping. Improvements to the Miracle Mile (Lovers Lane from Douglas to the Tollway) and Snider Plaza highlight this approach to investing in retail centers.



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, the loss of permit revenue from residential construction has been offset by commercial construction projects on the campuses of Southern Methodist University (SMU), HPISD, and various churches.

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. The FY2021 budget continues this practice, with anticipated revenues remaining at \$1.6 million. According to the City’s financial policies, revenues that exceed 120 percent of budget are directed into the Capital Improvement Funds. Since adopting this policy, the Capital Projects Fund has received \$2.7 million in transfers from excess building permit revenue.



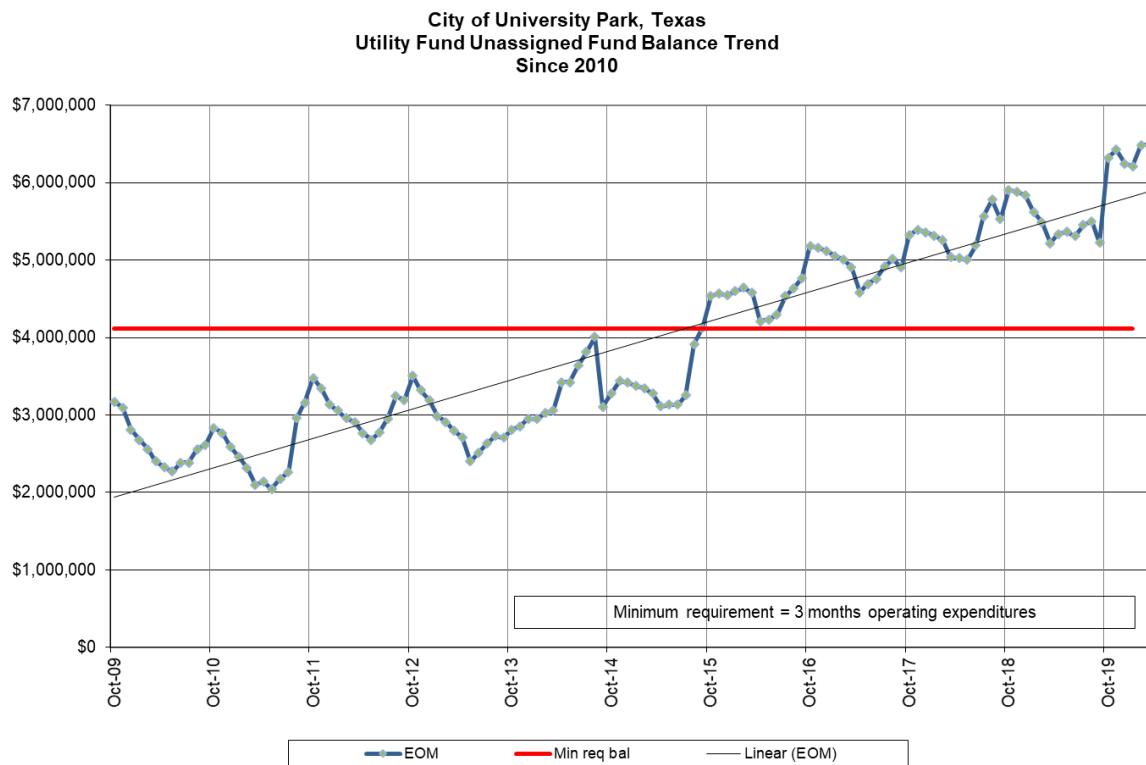
Franchise Fees: Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. The FY2021 budget includes a revenue projection of \$1.88 million for all franchise fees, a \$65,000 decrease from the previous year. Recent historical trends support this reduction, and future budgets will continue to experience this downward trend.

There are a number of factors that help explain the decline of franchise revenue. 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. Similarly, the electrical consumption marketplace has seen a variety of cost-saving applications for consumers, which take advantage of the lowest rate provided by retail electric companies. Lastly, the City has experienced reductions in franchise fees as a result of recent legislative changes that modified the formula for telecommunications franchises.

Utility Fund

Despite the increased operational costs of providing potable water and wastewater collection, the FY2021 budget does not propose any rate increases for the upcoming year. The Utility Fund will continue to experience upward expenditure pressure to maintain the City's goal of replacing a mile-per-year of water and sanitary sewer mains. 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.

Since utility revenues and expenditures are so heavily volume dependent and may change dramatically from one year to the next, the Utility Fund balance shows an operational surplus of \$59,011 for FY2021. As staff monitors revenues and expenditures, the City Council may consider a mid-year rate increase or the use of existing fund balance if water sales do not meet expected volumes.

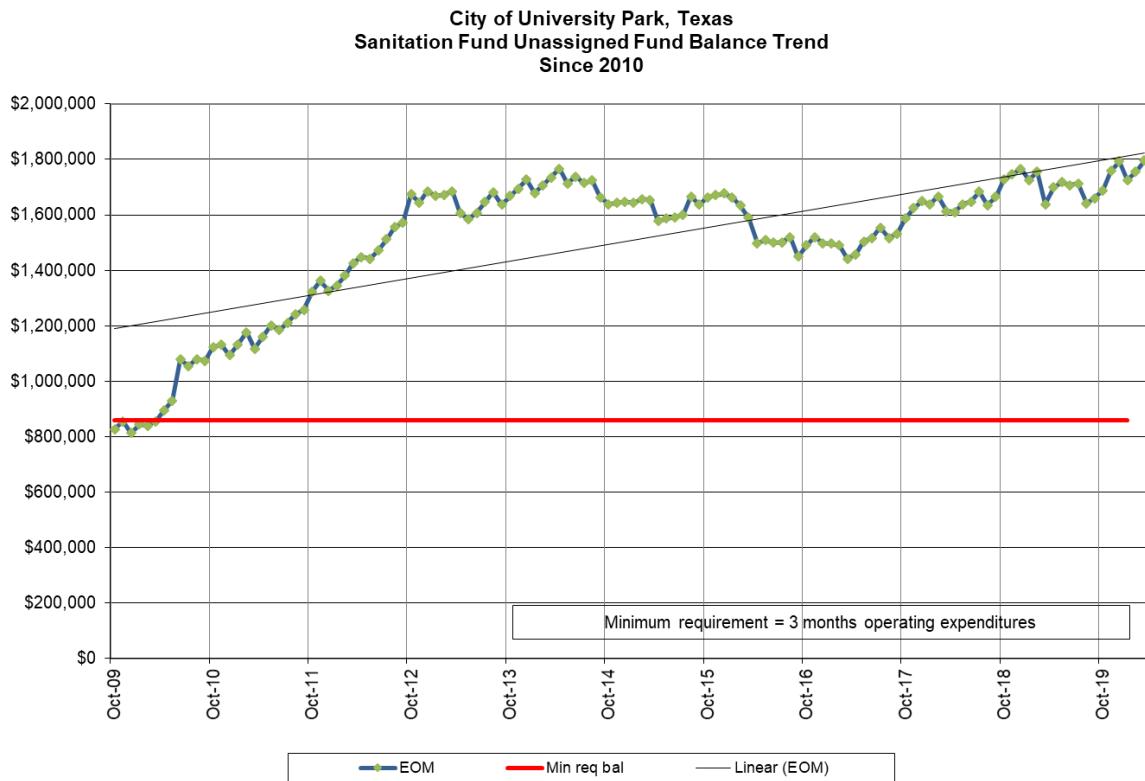


Sanitation Fund

The City created the Sanitation Fund in 1994 to remove expenditures for the collection of solid waste from the General Fund. The Sanitation Fund has struggled to maintain a positive cash flow in the recent and distant past, factoring out the reserves. The City currently has an operating agreement for landfill services with the City of Garland that provides a credit to the City of University Park against market-based tipping fees at the landfill. This credit is set to expire in 2027, which will result in significant increases to landfill tipping fees.

To help alleviate the expected increase in these fees, the operating budget for the Sanitation Division includes a \$110,000 contingency line item to help with the overall fund balance and assist with the eventual transition to market-based fees. While these costs are expected in the future, the Sanitation Division continues to experience annual operational cost increases. The FY2021 recommends a fee increase of 5 percent to all sanitation fees to offset the increased costs of tipping fees (\$50,000), recycling fees (\$65,000), and personnel expenses (\$37,000). This is the first year the City will be charged a fee by recycling vendors for recyclable goods.

Based on a recommendation of the Long-Term Financial Planning Subcommittee, the City created a new transfer within the FY2020 Sanitation Division budget. The new transfer from the Sanitation Fund to the Utility Fund operates much like a franchise fee; whereby the Sanitation Division provides payment to the Utility Fund for utilization of streets and alleys. The proposed transfer in the FY2021 budget remains \$30,000, with the ultimate goal of phasing in a maximum transfer of \$150,000. To minimize the fee increase for the FY2021 budget, the transfer amount is remaining the same from the previous year.



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 and operational expenses directly related to the City's storm water system. The fees pay for ongoing street sweeping and pond dredging.

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 cost for the needed improvements in this portion of University Park is in excess of \$45 million. Construction is currently underway in Caruth Park of an underground detention basin, which will hold 3.5 million gallons of storm water runoff. The Caruth Park project is the first of a three-phased storm water project to address flash flooding in this area. The City is currently designing the second and third phase of the project that will include significant storm water capacity improvements to Southwestern, Hillcrest, and Airline.

All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund; however, future increases to storm water fees should be considered to allow for additional transfers to the Capital Projects Fund from the Storm Water Fund. Alternatively, the City may consider debt against the revenues of the Storm Water Fund to pay for the capital improvements to the system.

FUTURE CONSIDERATIONS

The proposed FY2021 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 FY2021 budget. The following items represent a quick overview of these issues:

- *Infrastructure Funding: The City has undertaken several planning efforts in three critical areas of the City: Snider Plaza, Miracle Mile, and the northeast drainage basins. The planning efforts have sought to build consensus around long-term goals and overall project scope. Collectively, these projects will take up the majority of funding resources identified in the City's five-year Capital Improvement Program (CIP). When the financial needs of these three large projects are combined with other capital needs such as the ongoing responsibilities of the mile-per-year replacement of water and sewer lines, technology upgrades, public safety enhancements, and various park improvements, the long-term sustainability of a pay-as-you-go financing plan is in doubt. This becomes especially true when taking a long-term approach to addressing the storm water issues throughout the remainder of the City. For example, with an overall project cost of \$5 million, the Caruth Park drainage project represents only a small fraction (10 percent) of the funding needed to address drainage in the northeast portions of University Park.*

Meeting the infrastructure needs of the City will require a critical analysis of the pay-as-you-go financing program and the use of existing fund balances to meet the infrastructure needs of the City. Prior to the outbreak of the COVID-19 pandemic, a sub-committee comprised of citizens from the Finance Advisory Committee and Capital Projects Review Committee recommended the use of debt specific to the storm water projects. The Finance Advisory Committee formally adopted this recommendation, with an additional recommendation to secure any debt (certificates of obligation) against future fee increases in the Storm Water Fund. The City Council has not discussed the recommendation from the Finance Advisory Committee.

- *Non-Property Tax Revenue: One of the subplots of the past two budget cycles has been the overall decline in revenue from non-property tax sources – franchise fees, red light cameras, investment income, and library operational contributions from the Friends of the Library. The FY2021 budget projects non-property tax revenue totaling \$12,500,000, which is an overall two –year decline of \$664,000. The loss of non-property tax revenue can be addressed through two approaches: expenditure reductions or additional property taxes. The last two budgets have highlighted a combined approach to the declining revenues. With upward pressure on capital project funding and personnel expenditures, the operational departments have taken steps to reduce expenditures where possible. Unfortunately, the decline in non-property tax revenue is likely to continue its downward trend as interest rates remain low, changes in consumer behavior negatively affect franchise fees, and contributions for the Library continue to decrease. Further complicating the revenue picture is the unknown, long-term impact of COVID-19 on sales tax. While the pandemic has created uncertainty for traditional retail, the opportunity for sales tax growth through investment in the City's retail shopping centers could provide a boost to brick and mortar businesses. This investment is needed to address aging below-ground and above-ground infrastructure within the public spaces of these shopping centers.*

- *Recycling: The City has successfully operated a single-stream recycling program since 1995. Over the years, the program has been expanded to maximize the amount of waste diverted from the landfill to a recycling center. This has helped the bottom line of the Sanitation Fund, and it has provided residents and businesses with an environmentally friendly waste program. However, the recycling markets have undergone tremendous contraction within the past few years. Overall demand for recycled goods such as glass, paper, and certain types of plastics has dropped, with the international markets now rejecting these items. Consequently, the City has been forced to renegotiate contracts with its recycling vendors to address these market adjustments. The City's contracts have evolved in the wrong direction from vendors offering revenue sharing programs for recycled good to offering recycling services at no cost without revenue sharing to now charging the City to take recyclable items. For the first time since the City created a recycling program, the City will pay a vendor for recycling. The Public Works Advisory Committee will evaluate the City's recycling program and offer the City Council options for moving the City's recycling program.*

FY2021 BUDGET HIGHLIGHTS

- Total budget (4 funds) increase 3.5% from prior year.
- Taxable property value increased 2.4%.
- Budget increases tax rate to 26.4750 cents per \$100 of taxable value from 25.8548 last year.
- Capital project funding increased 5%.
- Increase capital project staff by one Civic Engineer and one CIP coordinator.
- 5% across-the-board increase in Sanitation rates.
- Rollback of staffing for in-house MPY program – FY21 “re-boot” with six crew and one Superintendent.
- Resumption of merit-based increases.

*TMRS – Decrease City contribution from 10.18% to 8.8%.

*FRRF – City contribution maintained at 28.72%

CITY OF UNIVERSITY PARK, TEXAS
REVENUES AND EXPENDITURES - SUMMARY FUND REPORT

FY2021 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	\$ 22,290,883				\$ 22,290,883
Interfund Transfers	\$ 800,000				\$ 800,000
Sales/Mixed Bev. Tax	\$ 4,790,000				\$ 4,790,000
Franchise Fees	\$ 1,880,000				\$ 1,880,000
Permits and Licenses	\$ 1,692,000				\$ 1,692,000
Fines and Fees	\$ 2,265,500				\$ 2,265,500
Park and Pool	\$ 421,500				\$ 421,500
Interest Earnings	\$ 300,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 320,000
Auction/Other	\$ 351,000	\$ 10,489,300	\$ 3,097,500	\$ 499,300	\$ 351,000
Water Sales		\$ 5,960,000	\$ 367,500		\$ 10,489,300
Wastewater Fees			\$ 96,600		\$ 5,960,000
Stormwater Fees					\$ 499,300
Refuse Collection					\$ 3,097,500
Recycling Charges					\$ 367,500
Brush/Special Pickup Fee					\$ 96,600
Total Revenues	\$ 34,790,883	\$ 16,459,300	\$ 3,566,600	\$ 504,300	\$ 55,321,083
Expenditures					
Personnel	\$ 23,647,304	\$ 3,327,076	\$ 2,214,893	\$ -	\$ 29,189,273
Operations	\$ 9,416,329	\$ 10,771,701	\$ 1,316,660	\$ 426,601	\$ 21,931,291
Capital	\$ 1,829,801	\$ 1,391,512	\$ -	\$ 1	\$ 3,221,314
Transfers	\$ (102,551)	\$ 110,000	\$ 30,000	\$ 50,000	\$ 87,449
Contributions		\$ 800,000			\$ 800,000
Total Expenditures	\$ 34,790,883	\$ 16,400,289	\$ 3,561,553	\$ 476,602	\$ 55,229,327
Increase/(Decrease) in Fund Balance	\$ -	\$ 59,011	\$ 5,047	\$ 27,698	\$ 91,756

FY2020 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	\$ 21,579,761				\$ 21,579,761
Interfund Transfers	\$ 800,000				\$ 800,000
Sales/Mixed Bev. Tax	\$ 4,790,000				\$ 4,790,000
Franchise Fees	\$ 1,945,000				\$ 1,945,000
Permits and Licenses	\$ 1,704,500				\$ 1,704,500
Fines and Fees	\$ 2,320,500				\$ 2,320,500
Park and Pool	\$ 423,500				\$ 423,500
Interest Earnings	\$ 600,000	\$ 100,000	\$ 40,750	\$ 30,000	\$ 770,750
Auction/Other	\$ 425,500	\$ -			\$ 425,500
Water Sales		\$ 10,464,500			\$ 10,464,500
Wastewater Fees		\$ 5,908,000			\$ 5,908,000
Stormwater Fees					\$ 496,650
Refuse Collection					\$ 2,961,832
Recycling Charges					\$ 355,200
Brush/Special Pickup Fee					\$ 83,250
Total Revenues	\$ 34,588,761	\$ 16,472,500	\$ 3,441,032	\$ 526,650	\$ 55,028,943
Expenditures					
Personnel	\$ 23,580,382	\$ 3,534,280	\$ 2,180,683	\$ -	\$ 29,295,345
Operations	\$ 7,013,602	\$ 10,763,675	\$ 1,218,272	\$ 404,151	\$ 19,399,700
Capital	\$ 77,500	\$ 1,244,297	\$ 12,000	\$ 23	\$ 1,333,820
Transfers	\$ 3,917,277	\$ 106,500	\$ 30,000	\$ 50,000	\$ 4,103,777
Contributions		\$ 800,000			\$ 800,000
Total Expenditures	\$ 34,588,761	\$ 16,448,752	\$ 3,440,955	\$ 454,174	\$ 54,932,642
Increase/(Decrease) in Fund Balance	\$ -	\$ 23,748	\$ 77	\$ 72,476	\$ 96,301

FY2019 Actual	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	\$ 19,826,584				\$ 19,826,584
Interfund Transfers	\$ 700,000				\$ 700,000
Sales/Mixed Bev. Tax	\$ 4,914,991				\$ 4,914,991
Franchise Fees	\$ 1,860,884				\$ 1,860,884
Permits and Licenses	\$ 3,153,187				\$ 3,153,187
Fines and Fees	\$ 2,279,261				\$ 2,279,261
Park and Pool	\$ 382,831				\$ 382,831
Interest Earnings	\$ 801,508	\$ 87,840	\$ 24,473	\$ 44,562	\$ 958,382
Auction/Other	\$ 2,792,988	\$ 4,023	\$ -		\$ 2,797,011
Water Sales		\$ 9,482,240			\$ 9,482,240
Wastewater Fees		\$ 5,551,066			\$ 5,551,066
Stormwater Fees					\$ 477,267
Refuse Collection					\$ 2,693,375
Recycling Charges					\$ 319,679
Brush/Special Pickup Fee					\$ 99,724
Total Revenues	\$ 36,712,234	\$ 15,125,169	\$ 3,137,251	\$ 521,829	\$ 55,496,483
Expenditures					
Personnel	\$ 21,775,285	\$ 3,105,596	\$ 2,123,832		\$ 27,004,714
Operations	\$ 9,504,300	\$ 9,756,579	\$ 977,679	\$ 204,463	\$ 20,443,021
Capital	\$ 1,809,937	\$ 1,954,092		\$ 32,195	\$ 3,796,224
Transfers	\$ 3,260,033	\$ 136,500		\$ 50,000	\$ 3,446,533
Contributions	\$ -	\$ 700,000			\$ 700,000
Total Expenditures	\$ 36,349,554	\$ 15,652,767	\$ 3,101,512	\$ 286,658	\$ 55,390,492
Increase/(Decrease) in Fund Balance	\$ 362,680	\$ (527,598)	\$ 35,739	\$ 235,171	\$ 105,992

City of University Park
Proposed Budget by Fund and Department

AS OF AUGUST 25, 2020

Fund/Org Unit/Department	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
GENERAL FUND					
Total Revenue	\$ 36,712,234	\$ 34,588,761	\$ 34,790,883	\$ 202,122	0.6%
Expenditures					
01-02 EXECUTIVE	2,000,781	1,369,865	1,388,502	18,637	1.4%
01-03 FINANCE	\$ 1,189,602	\$ 1,225,155	\$ 1,214,108	\$ (11,047)	-0.9%
01-04 HUMAN RESOURCES	411,412	437,203	371,965	\$ (65,238)	-14.9%
01-05 INFORMATION SERVICES	1,341,467	1,313,253	1,261,536	\$ (51,717)	-3.9%
01-06 LIBRARY	821,810	832,108	842,750	\$ 10,642	1.3%
01-10 COURT	411,821	443,983	445,726	\$ 1,743	0.4%
01-19 COMMUNITY DEVELOPMENT	1,245,175	1,290,245	1,290,163	\$ (82)	0.0%
01-20 ENGINEERING	566,597	793,727	792,205	\$ (1,522)	-0.2%
01-25 TRAFFIC	944,595	1,027,614	1,011,694	\$ (15,920)	-1.5%
01-35 FACILITY MAINTENANCE	715,828	679,144	634,397	\$ (44,747)	-6.6%
01-40 FIRE	6,375,830	6,523,946	6,582,562	\$ 58,616	0.9%
01-50 POLICE	7,957,404	8,868,528	8,997,641	\$ 129,113	1.5%
01-70 PARKS	3,084,194	3,237,938	3,209,747	\$ (28,191)	-0.9%
01-75 SWIMMING POOL	531,214	545,244	575,029	\$ 29,785	5.5%
01-80 STREETS	1,616,864	1,897,031	2,018,908	\$ 121,877	6.4%
01-85 TRANSFERS	7,134,961	4,103,777	4,153,950	\$ 50,173	1.2%
Total Expenditures	\$ 36,349,554	\$ 34,588,761	\$ 34,790,883	\$ 202,122	0.6%
GENERAL FUND SURPLUS/(DEFICIT)	\$ 362,680	\$ -	\$ -	\$ -	-
WATER AND SEWER FUND					
Total Revenue	15,125,169	16,472,500	16,459,300	(13,200)	-0.1%
Expenditures					
02-21 UTILITY OFFICE	9,257,879	9,836,966	10,059,084	222,118	2.3%
02-22 UTILITIES	\$ 3,880,503	\$ 3,936,239	\$ 3,972,963	\$ 36,724	0.9%
02-24 IN HOUSE CONSTRUCTION	610,293	1,511,250	1,056,730	(454,520)	-30.1%
02-85 TRANSFERS	1,904,092	1,164,297	1,311,512	147,215	12.6%
Total Expenditures	15,652,767	16,448,752	16,400,289	(48,463)	-0.3%
WATER AND SEWER FUND SURPLUS/(DEFICIT)	\$ (527,598)	\$ 23,748	\$ 59,011	\$ 35,263	
SANITATION FUND					
Total Revenue	3,137,251	3,441,032	3,566,600	125,568	3.6%
Expenditures					
04-60 EXPENDITURES	3,101,512	3,410,955	3,531,553	120,598	3.5%
04-85 TRANSFERS	\$ -	\$ 30,000	\$ 30,000	\$ -	0.0%
Total Expenditures	\$ 3,101,512	\$ 3,440,955	\$ 3,561,553	\$ 120,598	3.5%
SANITATION FUND SURPLUS/(DEFICIT)	\$ 35,739	\$ 77	\$ 5,047	\$ 4,970	
STORM WATER FUND					
Total Revenue	521,829	526,650	504,300	(22,350)	-4.2%
Expenditures					
05-23 STORM WATER	236,658	404,174	426,602	22,428	5.5%
05-85 TRANSFERS	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
Total Expenditures	\$ 286,658	\$ 454,174	\$ 476,602	\$ 22,428	4.9%
SANITATION FUND SURPLUS/(DEFICIT)	\$ 235,171	\$ 72,476	\$ 27,698	\$ (44,778)	
TOTAL REVENUES	55,496,483	55,028,943	55,321,083	292,140	0.5%
TOTAL EXPENDITURES	\$ 55,390,492	\$ 54,932,642	\$ 55,229,327	\$ 296,685	0.5%
TOTAL SURPLUS/(DEFICIT)	\$ 105,991	\$ 96,301	\$ 91,756	\$ (4,545)	

City of University Park

Property Tax Impact

AS OF AUGUST 25, 2020

	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
TOTAL CERTIFIED TAXABLE VALUE	\$ 8,085,217,904	\$ 8,296,247,205	\$ 8,370,507,902	\$ 74,260,697	0.9%
TOTAL GENERAL FUND REVENUES:	\$ 36,712,234	\$ 34,588,761	\$ 34,790,883	\$ 202,122	0.6%
NON-PROPERTY TAX REVENUE					
Sales tax	\$ 4,914,991	\$ 4,790,000	\$ 4,790,000	\$ -	0.0%
Franchise fees	\$ 1,860,884	\$ 1,945,000	\$ 1,880,000	\$ (65,000)	-3.3%
Building permits/licenses	\$ 3,153,187	\$ 1,704,500	\$ 1,692,000	\$ (12,500)	-0.7%
Fines and Fees	\$ 2,279,261	\$ 2,320,500	\$ 2,265,500	\$ (55,000)	-2.4%
Park and Pool revenue	\$ 382,831	\$ 423,500	\$ 421,500	\$ (2,000)	-0.5%
Utility Fund contribution	\$ 700,000	\$ 800,000	\$ 800,000	\$ -	0.0%
Interest earnings	\$ 801,508	\$ 600,000	\$ 300,000	\$ (300,000)	-50.0%
Miscellaneous and other	\$ 2,792,988	\$ 425,500	\$ 351,000	\$ (74,500)	-17.5%
Total Non-Property Tax Revenue	\$ 16,885,650	\$ 13,009,000	\$ 12,500,000	\$ (509,000)	-3.9%
PROPERTY TAX REVENUE					
Operations & Maintenance (O&M)	\$ 19,663,879	\$ 21,449,761	\$ 22,160,883	\$ 711,122	3.3%
Penalty/interest & attorney's fees	\$ 113,644	\$ 90,000	\$ 90,000	\$ -	0.0%
Delinquent (prior years) taxes	\$ 49,060	\$ 40,000	\$ 40,000	\$ -	0.0%
Total Prop Tax Revenue Request	\$ 19,826,584	\$ 21,579,761	\$ 22,290,883	\$ 711,122	3.3%
DEBT SERVICE REQUIREMENT	\$ -	\$ -	\$ -	\$ -	0.0%
PROPERTY TAX RATE					
Operations & Maintenance (O&M)	\$ 0.245379	\$ 0.258548	\$ 0.264750	\$ 0.006202	2.4%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.0%
Total Property Tax Rate per \$100	\$ 0.245379	\$ 0.258548	\$ 0.264750	\$ 0.00620	2.4%
IMPACT ON "TYPICAL" HOMEOWNER					
Average single-family home market value*	\$ 1,630,666	\$ 1,668,650	\$ 1,699,817	\$ 31,167	1.9%
Less: 20% homestead exemption	\$ (326,133)	\$ (333,730)	\$ (339,963)	\$ (6,233)	1.9%
Average single-family home taxable value	\$ 1,304,533	\$ 1,334,920	\$ 1,359,854	\$ 24,934	1.9%
Tax levy	\$ 3,201	\$ 3,451	\$ 3,600	\$ 149	4.3%
Change in levy from prior year	\$ 117	\$ 250	\$ 149		

* 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

CITY OF UNIVERSITY PARK, TX
Five Year Financial Plan, Fiscal Years General Fund and Emergency Fund

\$ in '000's	2020 PROJECTION	2021 BUDGET	2022 FORECAST	2023 FORECAST	2024 FORECAST	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST
Beginning Fund Balance	27,288	28,284	28,284	28,198	28,178	28,233	28,441	28,808	29,343	30,053
Revenues										
Real Property Taxes	21,354	22,291	22,937	23,798	24,570	25,430	26,320	27,241	28,195	29,182
Sales Tax	A 4,792	4,790	4,934	5,082	5,234	5,341	5,553	5,720	5,891	6,068
Franchise Fees	B 1,767	1,880	1,918	1,956	1,995	2,035	2,076	2,117	2,160	2,203
Permits/Licenses	B 1,829	1,692	1,760	1,760	1,786	1,831	1,868	1,905	1,944	1,982
Fines	B 476	603	615	627	639	652	665	678	692	705
Fees	B 1,461	1,663	1,686	1,730	1,765	1,800	1,836	1,873	1,910	1,948
Parl/Pool Revenue	B 137	422	430	439	447	456	465	475	484	494
Interest Earnings	C 586	300	212	141	70	71	71	72	73	75
FOTL Support	125	50	50	50	50	50	50	50	50	50
Other Revenue	B 381	301	307	313	319	326	332	339	346	353
Total Revenues	32,928	33,991	34,824	35,837	36,886	38,043	39,237	40,471	41,745	43,081
Transfers from Other Funds	800	800	816	832	849	866	883	901	919	937
Total Revenues and Transfers In	33,728	34,791	35,640	36,669	37,735	38,909	40,120	41,372	42,664	43,998
Expenditures										
Salaries and Benefits	D 22,080	23,457	24,044	24,645	25,261	25,892	26,540	27,203	27,883	28,580
Supplies	B 695	847	864	881	898	916	935	953	973	992
Professional Fees	B 2,503	2,760	2,815	2,872	2,929	2,988	3,048	3,108	3,171	3,234
Utilities	B 485	500	510	520	531	541	552	563	574	586
Insurance	B 326	328	335	342	348	355	363	370	377	385
Outside Services	B 203	209	213	217	222	226	230	235	240	245
Other	B 2,270	2,489	2,539	2,589	2,641	2,694	2,748	2,803	2,859	2,916
Capitalized Expenditures	B 29	47	48	49	49	50	51	53	54	55
Total Expenditures	28,590	30,637	31,367	32,115	32,880	33,664	34,467	35,289	36,131	36,993
Capital Projects Contribution	E 3,873	4,067	4,270	4,483	4,707	4,943	5,190	5,450	5,722	6,008
Other Transfers	B 269	87	89	91	93	95	97	98	100	102
Total Expenditures and Transfers Out	32,732	34,791	35,726	36,689	37,680	38,701	39,753	40,637	41,953	43,103
Surplus (Deficit)	996	0	-86	-19	55	207	367	535	711	895
Ending Fund Balance	28,284	28,284	28,198	28,178	28,233	28,441	28,808	29,343	30,053	30,948
Non-Spendable/Committed	18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322
Unrestricted Fund Balance	9,963	9,963	9,876	9,857	9,912	10,119	10,486	11,021	11,732	12,627
Required Minimum Balance Per Policy	2,728	2,899	2,977	3,057	3,140	3,225	3,313	3,403	3,496	3,592
Excess/(Deficiency)	7,235	7,064	6,899	6,800	6,772	6,894	7,173	7,618	8,236	9,035
ASSUMPTIONS										
Increase in Taxable Assessed Value	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Anticipated Sales Tax Growth	A 3.00%	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Anticipated Rate of Inflation	B 2.50%	2.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Anticipated Interest Rate	C 2.00%	1.00%	0.75%	0.50%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Anticipated Salary Increase	D 3.00%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Capital Projects Transfer Growth	E 5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
CALCULATIONS										
Taxable Property Value	8,296,247,205	8,370,507,902	8,663,475,679	8,966,697,327	9,280,531,734	9,605,350,344	9,941,537,607	10,289,491,423	10,649,623,623	11,022,360,449
Tax Rate	0.258548	0.26475	0.26475	0.26475	0.26475	0.26475	0.26475	0.26475	0.26475	0.26475
Current Year Collection Rate	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Current Year Real Property Taxes	21,449,781	22,160,920	22,936,552	23,739,331	24,570,208	25,430,165	26,320,221	27,241,429	28,194,879	29,181,699
Current Salaries	D 16,346,286	17,433,361	17,869,195	18,315,925	18,773,823	19,243,169	19,724,248	20,217,354	20,722,788	21,240,858
Additional Salaries	(186,498)	(190,000)	(194,750)	(199,619)	(204,609)	(209,724)	(214,968)	(220,342)	(225,850)	(231,497)
Total Salaries	16,159,788	17,243,361	17,674,445	18,116,306	18,569,214	19,033,444	19,509,280	19,997,012	20,496,938	21,099,361
Benefits	-	-	-	-	-	-	-	-	-	-
Health Insurance and benefits	5,920,215	6,213,943	6,369,292	6,528,524	6,691,737	6,859,030	7,030,506	7,206,269	7,386,426	7,571,086
Salaries and benefits	22,080,003	23,457,304	24,043,737	24,644,830	25,260,951	25,892,475	26,539,786	27,203,281	27,883,363	28,580,447
Benefits %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Insurance %	36.6%	35.6%	35.6%	35.6%	35.6%	35.6%	35.6%	35.6%	35.6%	35.6%

EXPENDITURE FUND MATRIX - BY FUND FY2021

DEPARTMENTS	GENERAL FUND	UTILITY FUND	SANITATION FUND	STORM WATER FUND	TOTAL BUDGETED FUNDS
EXECUTIVE	\$ 1,388,502				\$ 1,388,502
FINANCE	\$ 1,214,108				1,214,108
HUMAN RESOURCES	\$ 371,965				371,965
INFORMATION SERVICES	\$ 1,261,536				1,261,536
LIBRARY	\$ 842,750				842,750
COURT	\$ 445,726				445,726
COMMUNITY DEVELOPMENT	\$ 1,290,163				1,290,163
ENGINEERING	\$ 792,205				792,205
TRAFFIC	\$ 1,011,694				1,011,694
FACILITY MAINTENANCE	\$ 634,397				634,397
FIRE	\$ 6,582,562				6,582,562
POLICE	\$ 8,997,641				8,997,641
PARKS	\$ 3,209,747				3,209,747
SWIMMING POOL	\$ 575,029				575,029
STREETS	\$ 2,018,908				2,018,908
TRANSFERS	\$ 4,153,950	\$ 1,311,512	30000	\$ 50,000	5,545,462
UTILITY OFFICE		10,059,084			10,059,084
UTILITIES		3,972,963			3,972,963
IN HOUSE CONSTRUCTION		1,056,730			1,056,730
SANITATION			\$ 3,531,553		3,531,553
STORM WATER				426,602	426,602
TOTAL EXPENDITURES	\$ 34,790,883	\$ 16,400,289	\$ 3,561,553	\$ 476,602	\$ 55,229,327

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EXPENDITURE FUND MATRIX FY2021
BY FUNCTION TO DEPARTMENT

GENERAL FUND

Total Revenue \$ 34,790,883

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,068,175	\$ 3,500	\$ 219,910	\$ 13,625	\$ 41,443	\$ -	\$ 41,849	\$ -	\$ -	\$ -	\$ 1,388,502
01-03	FINANCE	801,992	6,240	356,492	7,368	3,684	-	38,332	-	-	-	1,214,108
01-04	HUMAN RESOURCES	234,494	2,000	63,436	1,556	1,535	-	68,944	-	-	-	371,965
01-05	INFORMATION SERVICES	878,463	2,850	221,588	96,005	3,684	8,500	50,446	-	-	-	1,261,536
01-06	LIBRARY	540,714	108,150	157,742	19,160	5,570	2,000	9,414	-	-	-	842,750
01-10	COURT	355,289	2,450	76,305	1,512	1,842	1,115	7,213	-	-	-	445,726
01-19	COMMUNITY DEVELOPMENT	1,153,505	14,736	80,130	4,870	7,139	-	29,783	-	-	-	1,290,163
01-20	ENGINEERING	713,824	8,206	39,199	4,778	2,809	1	23,388	-	-	-	792,205
01-25	TRAFFIC	698,767	88,575	25,676	26,496	5,296	-	166,884	-	-	-	1,011,694
01-35	FACILITY MAINTENANCE	239,392	16,293	101,892	5,029	113,612	66,330	58,847	33,002	-	-	634,397
01-40	FIRE	5,686,934	189,346	255,839	52,225	24,684	10,950	362,584	-	-	-	6,582,562
01-50	POLICE	7,324,581	132,394	807,894	119,556	63,043	10,242	527,291	12,640	-	-	8,997,641
01-70	PARKS	2,183,948	206,648	331,932	41,952	18,974	52,800	373,493	-	-	-	3,209,747
01-75	SWIMMING POOL	355,253	-	14,750	24,743	17,807	-	161,476	1,000	-	-	575,029
01-80	STREETS	1,411,973	65,271	7,472	81,233	17,239	270,965	354,755	-	(190,000)	-	2,018,908
01-85	TRANSFERS	-	-	-	-	-	828,560	1,454,782	1,783,159	87,449	-	4,153,950
	TOTAL EXPENDITURES	\$ 23,647,304	\$ 846,659	\$ 2,760,257	\$ 500,108	\$ 328,361	\$ 1,251,463	\$ 3,729,481	\$ 1,829,801	\$ (102,551)	\$ -	\$ 34,790,883

UTILITY FUND

Total Revenue \$ 16,459,300

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 367,309	\$ 4,187	\$ 118,286	\$ 8,749,449	\$ 2,778	\$ 1	\$ 17,074	\$ -	\$ 800,000	\$ 10,059,084	
02-22	UTILITIES	2,412,306	363,405	120,392	5,416	22,735	1,750	856,959	-	190,000	-	3,972,963
02-24	IN HOUSE CONSTRUCTION	547,461	294,570	40,500	800	-	50,000	123,399	-	-	-	1,056,730
02-85	TRANSFERS	-	-	-	-	-	-	-	1,391,512	(80,000)	-	1,311,512
	TOTAL EXPENDITURES	\$ 3,327,076	\$ 662,162	\$ 279,178	\$ 8,755,665	\$ 25,513	\$ 51,751	\$ 997,432	\$ 1,391,512	\$ 110,000	\$ 800,000	\$ 16,400,289

SANITATION FUND

Total Revenue \$ 3,566,600

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,214,893	\$ 135,571	\$ 21,625	\$ 289,442	\$ 26,926	\$ 94,900	\$ 748,196	\$ -	\$ -	\$ -	\$ 3,531,553
04-85	TRANSFERS	-	-	-	-	-	-	-	-	30,000	-	30,000
	TOTAL EXPENDITURES	\$ 2,214,893	\$ 135,571	\$ 21,625	\$ 289,442	\$ 26,926	\$ 94,900	\$ 748,196	\$ -	\$ 30,000	\$ -	\$ 3,561,553

STORM WATER FUND

Total Revenue \$ 504,300

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 3,051	\$ 411,850	\$ -	\$ -	\$ -	\$ 11,700	\$ -	\$ -	\$ -	\$ 426,602
05-85	TRANSFERS	-	-	-	-	-	-	-	-	50,000	-	50,000
	TOTAL EXPENDITURES	\$ -	\$ 3,051	\$ 411,850	\$ -	\$ -	\$ -	\$ 11,700	\$ -	\$ 50,000	\$ -	\$ 476,602

TOTAL EXPENDITURES	\$ 29,189,273	\$ 1,647,443	\$ 3,472,910	\$ 9,545,215	\$ 380,800	\$ 1,398,114	\$ 5,486,809	\$ 3,221,314	\$ 87,449	\$ 800,000	\$ 55,229,327
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EXPENDITURE FUND MATRIX - BY FUNCTION FY2021

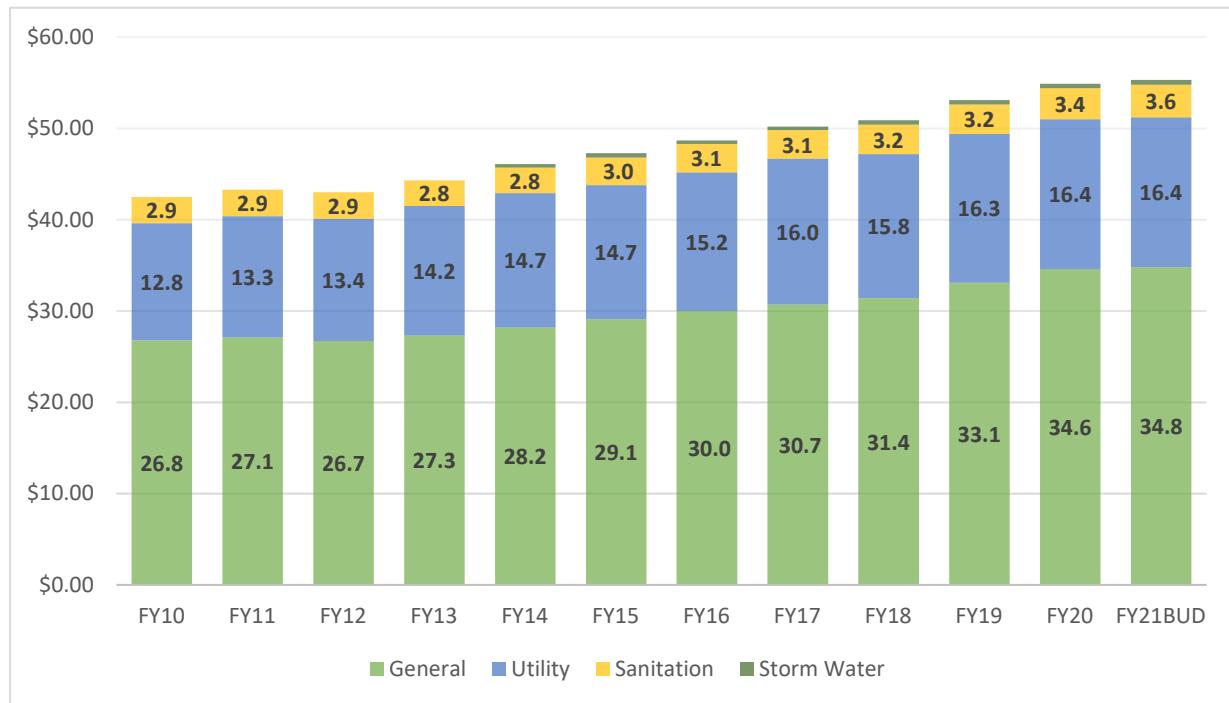
DEPARTMENTS	GENERAL GOVERNMENT	PARKS	PUBLIC SAFETY	PUBLIC WORKS	STREETS	TOTAL PRIMARY GOVERNMENT	UTILITIES	SANITATION	STORMWATER	TOTAL BUSINESS TYPE ACTIVITIES
EXECUTIVE	\$ 1,388,502					\$ 1,388,502				
FINANCE	1,214,108					1,214,108				
HUMAN RESOURCES	371,965					371,965				
INFORMATION SERVICES	1,261,536					1,261,536				
LIBRARY	842,750					842,750				
COURT			\$ 445,726			445,726				
COMMUNITY DEVELOPMENT				\$ 1,290,163		1,290,163				
ENGINEERING				792,205		792,205				
TRAFFIC				1,011,694		1,011,694				
FACILITY MAINTENANCE	634,397					634,397				
FIRE			6,582,562			6,582,562				
POLICE			8,997,641			8,997,641				
PARKS		\$ 3,209,747				3,209,747				
SWIMMING POOL		575,029				575,029				
STREETS				\$ 2,018,908		2,018,908				
TRANSFERS	4,153,950					4,153,950	\$ 1,311,512	\$ 30,000	50,000	\$ 1,391,512
UTILITY OFFICE							10,059,084			10,059,084
UTILITIES							3,972,963			3,972,963
IN HOUSE CONSTRUCTION							1,056,730			1,056,730
SANITATION								3,531,553		3,531,553
STORM WATER									426,602	426,602
TOTAL EXPENDITURES	\$ 9,867,208	\$ 3,784,776	\$ 16,025,929	\$ 3,094,062	\$ 2,018,908	\$ 34,790,883	\$ 16,400,289	\$ 3,561,553	\$ 476,602	\$ 55,229,327

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BUDGET BY FUND

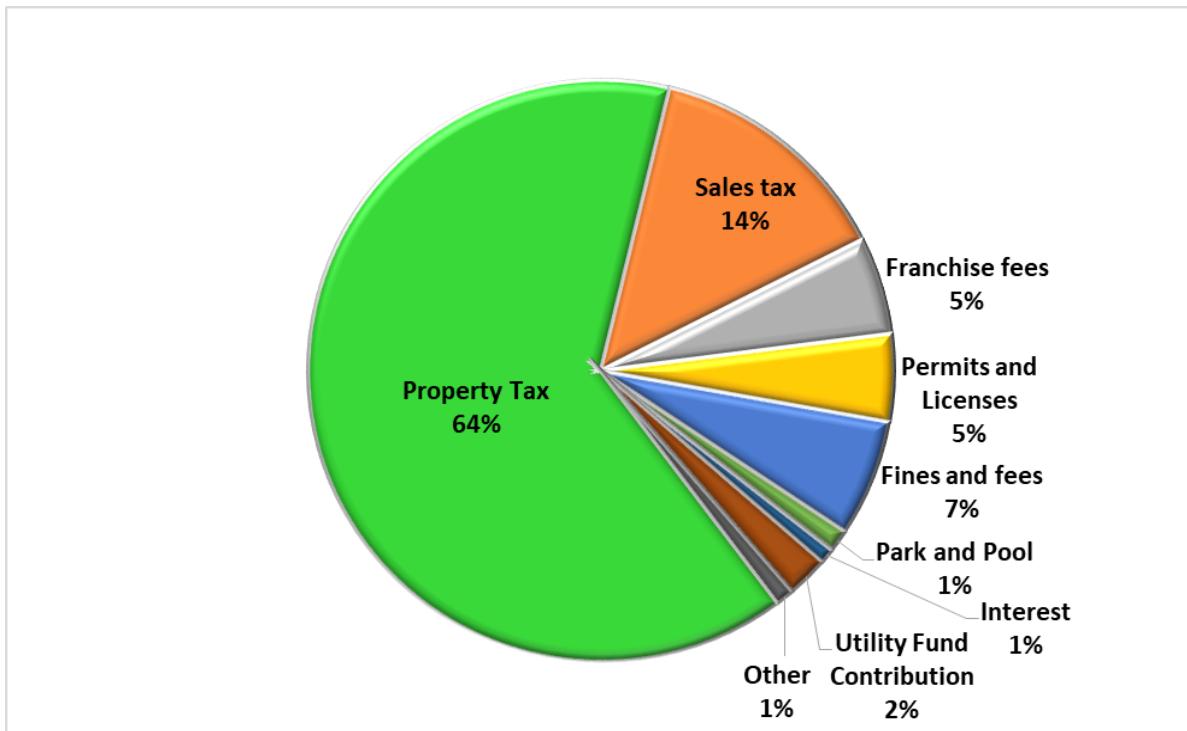
TOTAL BUDGET \$55.2

(IN MILLIONS)



REVENUES

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



OTHER MAJOR REVENUE SOURCES INCLUDE:

- **General Fund:**

• Sales tax	\$4.7 million
• Franchise fees	\$1.8 million
• Building permits	\$1.6 million

• Water sales	\$10.4 million
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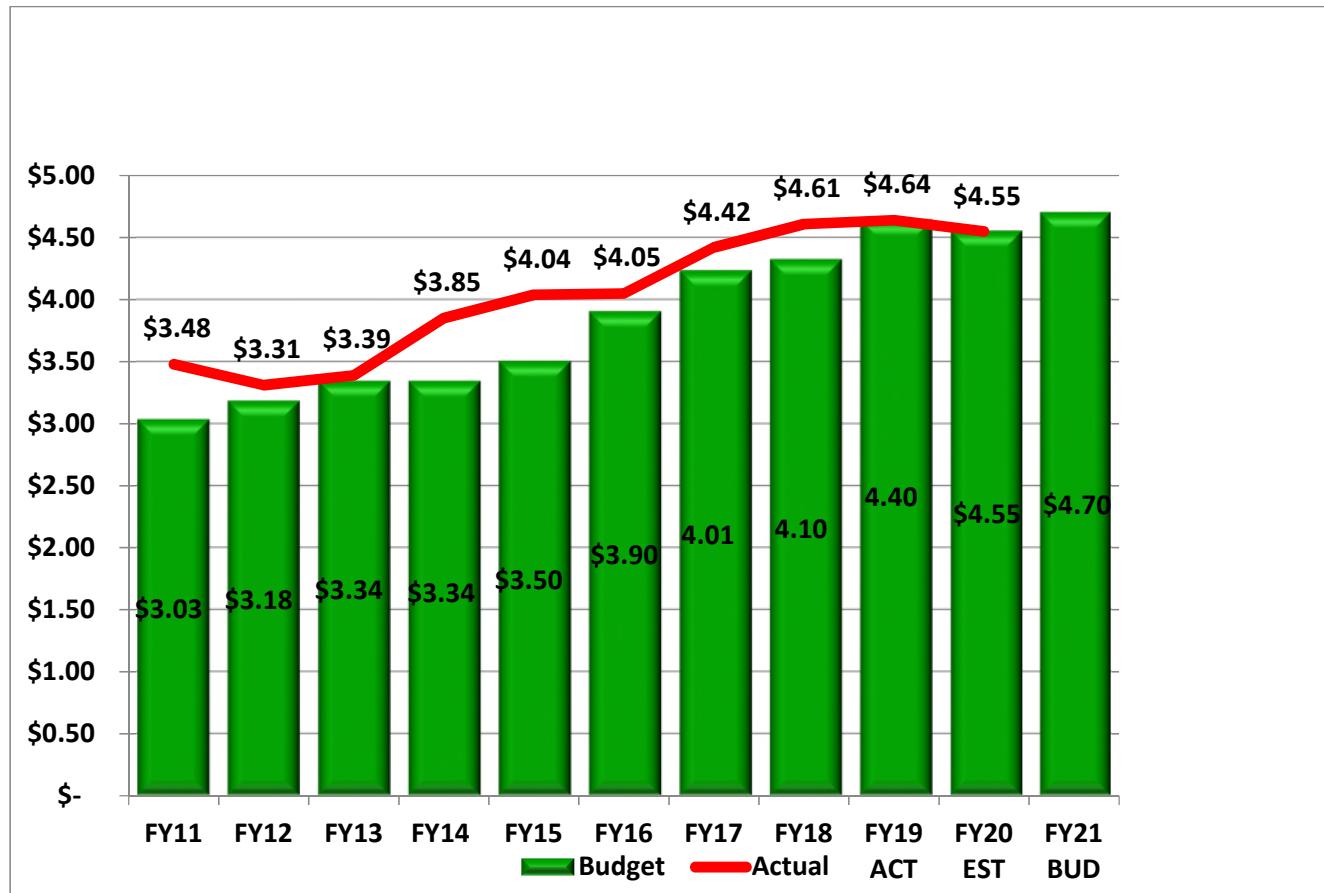
• Wastewater charges	\$5.9 million
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• Sanitation charges	\$3.5 million
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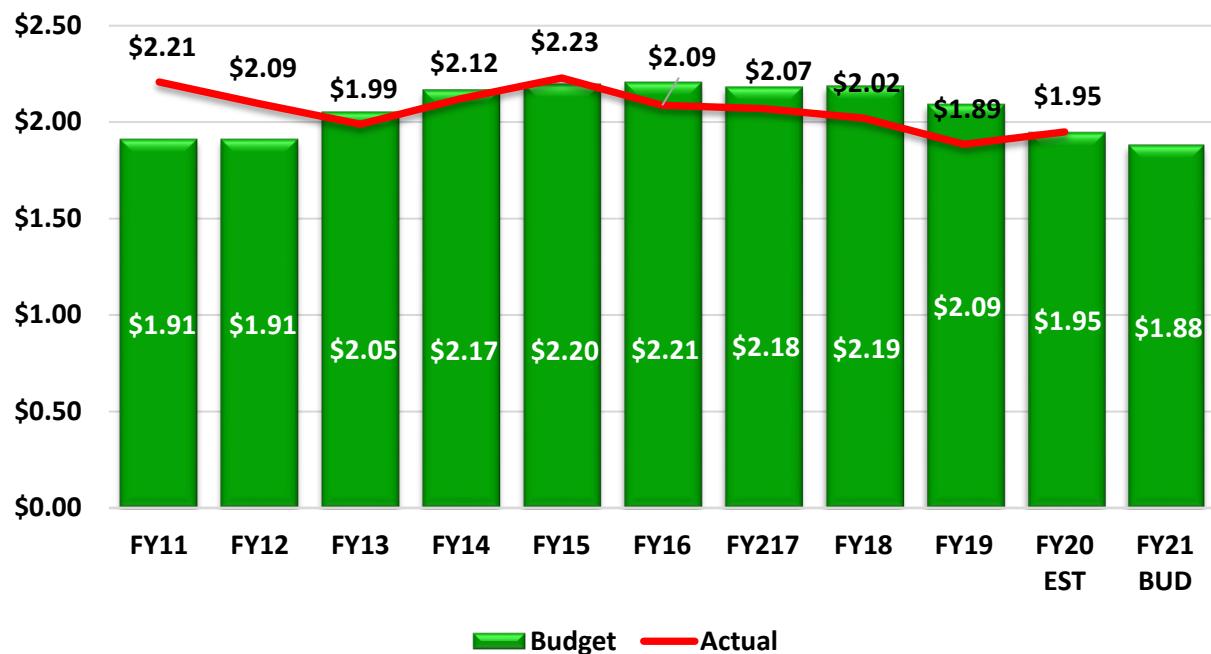
• Stormwater fees	\$0.5 million
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SALES TAX REVENUE

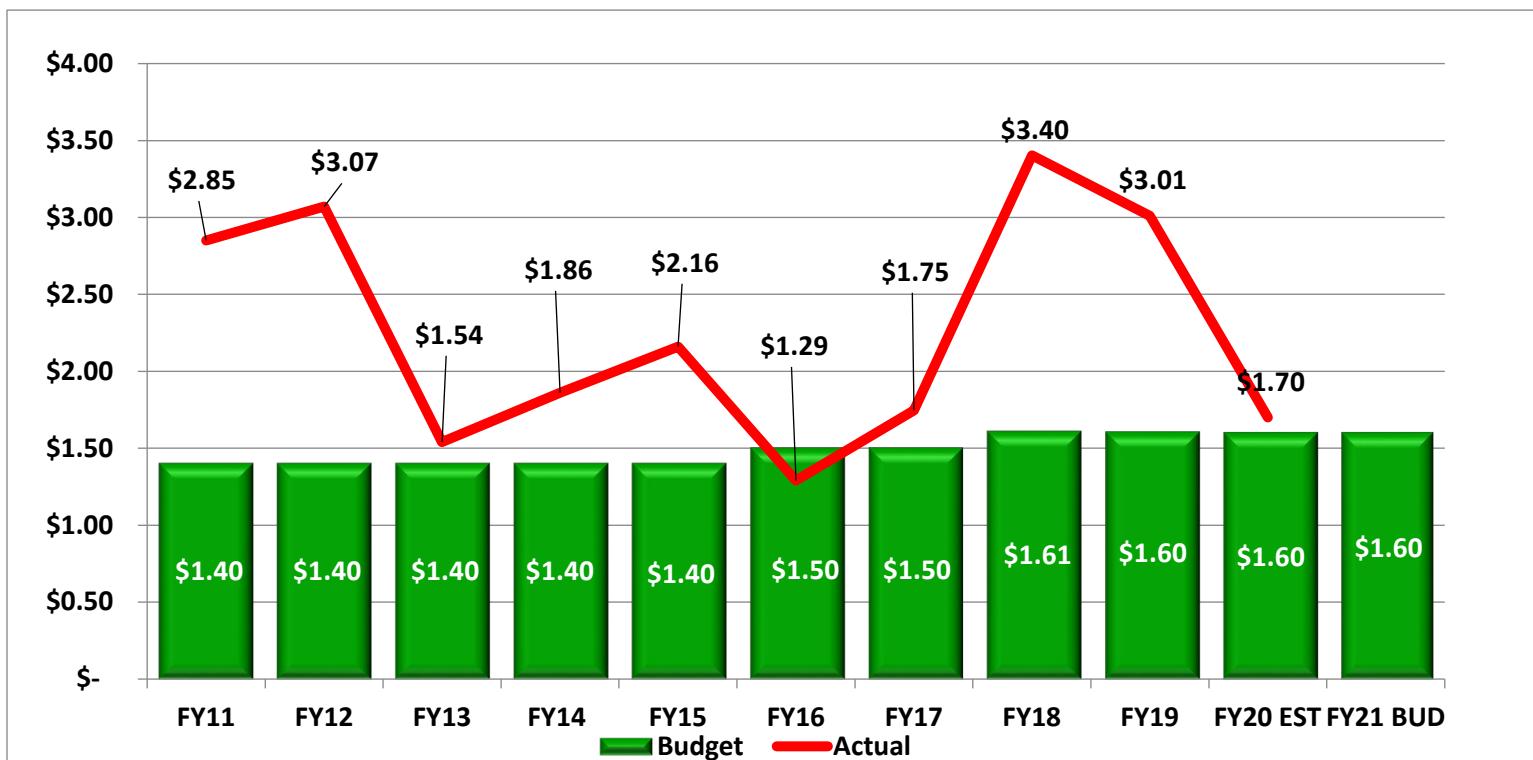
CITY SALES TAX REVENUE FY2011-FY2021
(IN MILLIONS)



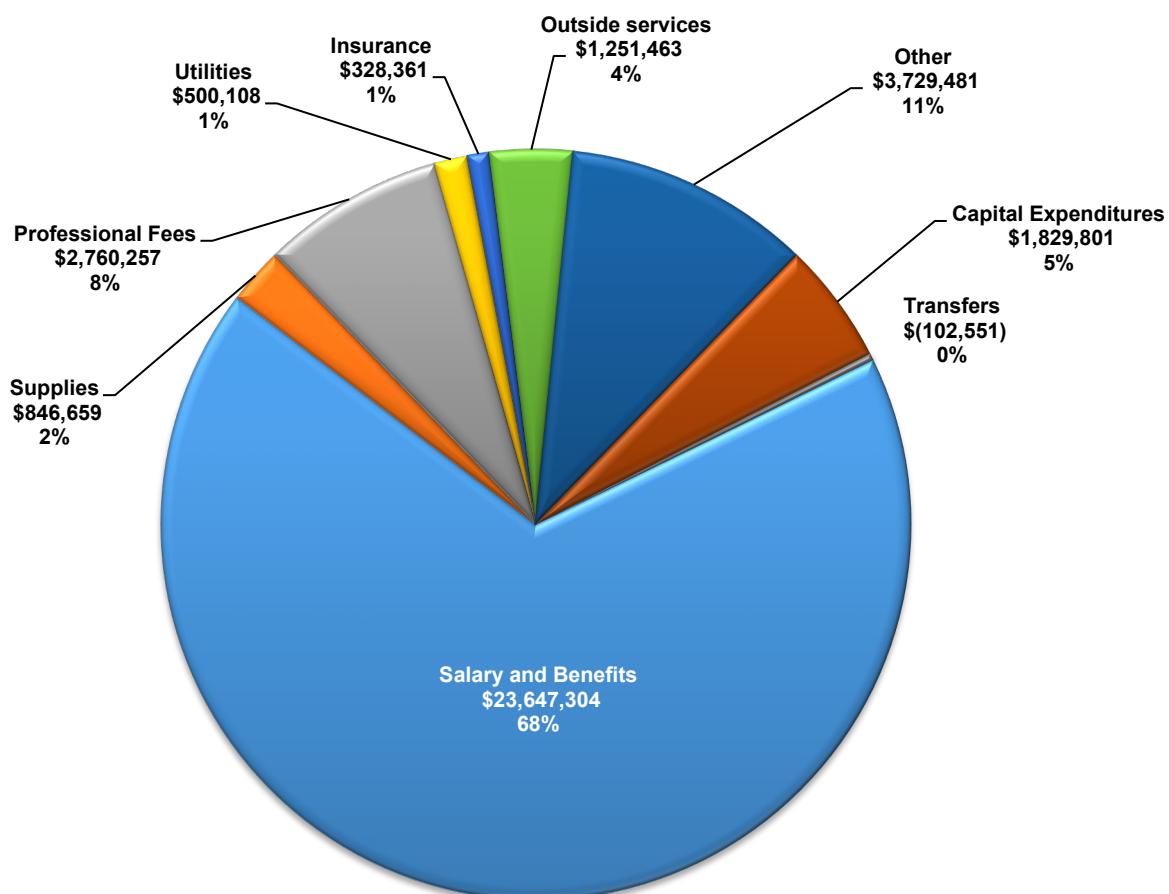
FRANCHISE FEES (IN MILLIONS)



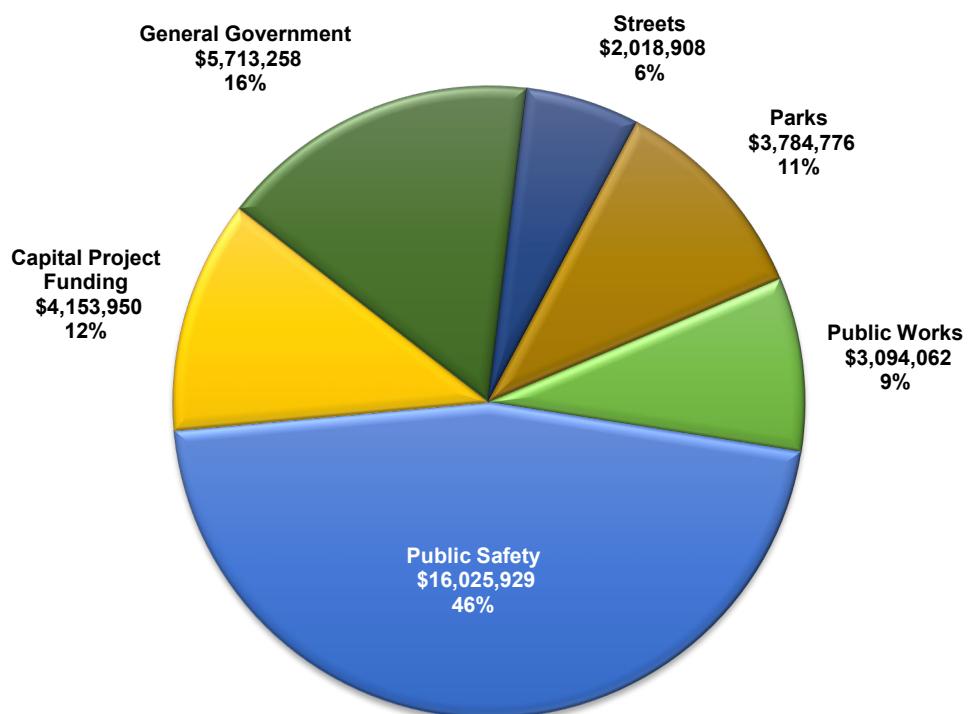
BUILDING PERMITS (IN MILLIONS)



FY2021 Annual Budget
General Fund Expenditures by Account Classification
Total Expenditure = \$34,790,883



FY2021 Annual Budget
General Fund Expenditures by Governmental Function
Total Expenditure = \$34,790,883



MAJOR EXPENDITURES

CATEGORY	FY2019 BUDGET	FY2020 BUDGET	FY2021 BUDGET	CHANGE	\$	CHANGE %
PERSONNEL COSTS	\$ 26,706,675	\$ 29,295,345	\$ 29,189,273	\$ (106,072)		-0.4%
TREATMENT CHARGES	\$ 8,266,164	\$ 8,470,637	\$ 8,684,435	\$ 213,798		2.5%
CAPITAL PROJECT FUNDING	\$ 6,492,530	\$ 7,067,155	\$ 7,158,014	\$ 90,859		1.3%
UTILITIES	\$ 638,247	\$ 568,653	\$ 585,050	\$ 16,397		2.8%
EQUIP. REPLACEMENT	\$ 1,020,741	\$ 1,099,552	\$ 1,131,843	\$ 32,291		2.9%
FUEL COSTS	\$ 386,015	\$ 401,326	\$ 332,278	\$ (69,048)		-17.2%
SUBTOTAL	\$ 43,510,372	\$ 46,902,668	\$ 47,080,893	\$ 178,225		0.4%
ALL OTHER EXPENSES	\$ 9,589,003	\$ 8,029,974	\$ 8,192,224	\$ 162,250		2.0%
TOTAL ADOPTED BUDGET*	\$ 53,099,375	\$ 54,932,642	\$ 55,273,117	\$ 340,475		0.6%
PERCENT OF BUDGET	82%	85%	85%			

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



DEPARTMENTAL SUMMARIES



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

Function/Program	2018		2019		2020		2021		CHANGE	
	FULL TIME	PART TIME	FULL TIME	PART TIME						
General Government										
Executive	6		6	1	6	1	6	1		
Finance	6		6		6		6			
Human Resources	2		2		2		2			
Information Services	6		6		6		6			
Library*	4	3	4	3	4	3	4	4		1
Facility Maintenance	2		2		2		2			
TOTAL GENERAL GOVERNMENT	26	3	26	4	26	4	26	5		1
Public Safety										
Police										
Officers	41	5	41	5	44	2	42	0		-2
Civilians*	13	1	14	1	15	1	18	3		3
TOTAL POLICE	54	6	55	6	59	3	60	3		1
Fire										
Firefighters and officers	35		35		35		35			
Civilians	1		1		1		1			
TOTAL FIRE	36		36		36		36			
Municipal Court	2	2	2	2	2	2	2	2		
TOTAL PUBLIC SAFETY	92	8	93	8	97	5	98	5		
Parks										
Pool*	22	51	22	54	22	54	22	1		1
TOTAL PARKS/POOL	23	51	23	54	23	54	23	49		-6
Public Works										
Community Development	10		10		10		10			
Engineering	8		8		8		8			
Traffic	7		7		7		7			
Streets	16		16		16		16			
Utilities*	29		29		29		29			
Sanitation*	28		28		28		27			-1
In-House Construction*			6		13		7			-6
TOTAL PUBLIC WORKS	98		104		111		104			-7
Equipment Services*	9		9		9		10			1
Capital Projects*	0		0		0		2			2
TOTAL CITY EMPLOYEES	248	62	255	66	266	63	263	59	-3	-5

Source: City Human Resource Department

* 2021 Library - PT increased by 1 Library Asst.

* 2021 Public Safety - Direct Alarm Manager added and adjustment to correct

discrepancies on Civilian and Officer FY2019 year counts

FY2020 - Deleted 3 part time positions (CID Clerk, Animal Control, Parking Enforcement)

Created 1 full time position (Crime Analyst)

Added 1 Police Sergeant and 2 School Resource Officers

* Pool - Part time reduced due to COVID operation hours

* Utilities includes 4 from Utility Office

* Sanitation - Neighborhood Integrity Officer deleted

* 2021 In-House Construction - 6 crew and 1 Superintendent

* 2021 Equipment Services - Added Lube & Tire Technician

* Capital Projects - Civil Engineer and CIP Coordinator Funded

DEPARTMENTAL FULL-TIME EMPLOYEES
FY 20G1

DEPARTMENT	20&1 EMPLOYEES
EXECUTIVE	6
FINANCE	22
INFORMATION SERVICES	6
FIRE	36
HUMAN RESOURCES	2
PARKS	23
POLICE	60
LIBRARY	4
PUBLIC WORKS	94
COMMUNITY DEVELOPMENT	10
TOTAL	2*3

These counts include only budgeted full-time positions.

Finance - Also includes Municipal Court, Equipment Services and 4 Utilities

Public Works - includes 2 from Capital Projects less 10 from Community Development and 4 from Utilities

**EXECUTIVE DEPARTMENT
01-02**

Located in City Hall, 3800 University Boulevard

Seven Employees:

Six Full Time
One Part Time

FUNCTION	ACTUAL 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 02 - EXECUTIVE						
1001	REGULAR EARNINGS	\$ 741,234.23	\$ 787,732.00	\$ 816,948.00	\$ 29,216.00	3.7%
1004	MISC ALLOWANCE	6,902.73	6,882.00	6,882.00	-	0.0%
1005	LONGEVITY PAY	2,940.47	3,246.00	3,534.00	\$ 288.00	8.9%
1007	CAR ALLOWANCE	21,600.00	21,600.00	21,600.00	-	0.0%
1008	HOUSING ALLOWANCE	26,478.57	26,400.00	26,400.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,695.00	2,520.00	3,360.00	\$ 840.00	33.3%
1110	EMPLOYERS SHARE F.I.C.A.	51,413.51	54,378.00	56,244.00	\$ 1,866.00	3.4%
1120	EMPLOYERS SHARE T.M.R.S.	75,804.44	83,405.00	77,566.00	\$ (5,839.00)	-7.0%
1127	RETIREMENT SUPPLEMENTAL	7,359.29	7,689.00	8,030.00	\$ 341.00	4.4%
1130	INSURANCE-EMPLOYEE LIFE	3,636.97	3,350.00	3,600.00	\$ 250.00	7.5%
1131	INSURANCE-WORKMENS COMP	1,092.96	679.00	703.00	\$ 24.00	3.5%
1135	HEALTH INSURANCE	41,341.68	42,816.00	43,308.00	\$ 492.00	1.1%
		SALARIES & BENEFITS	\$ 982,499.85	\$ 1,040,697.00	\$ 1,068,175.00	\$ 27,478.00
2100	OFFICE SUPPLIES	\$ 2,224.71	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	-	500.00	500.00	\$ -	0.0%
		SUPPLIES	\$ 2,224.71	\$ 3,500.00	\$ 3,500.00	\$ -
3003	BOARD MEETINGS	\$ 1,149.47	\$ 3,001.00	\$ 3,001.00	\$ -	0.0%
3010	POSTAGE	694.65	800.00	850.00	\$ 50.00	6.3%
3060	PROFESSIONAL SERVICES/FEES	140,796.33	138,752.00	138,752.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	47,924.08	50,776.00	61,957.00	\$ 11,181.00	22.0%
3113	PUBLICATIONS/PRINTING	15,882.70	15,350.00	15,350.00	\$ -	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 206,447.23	\$ 208,679.00	\$ 219,910.00	\$ 11,231.00
4110	HEAT,LIGHT,WATER UTIL	\$ 6,947.41	\$ 7,250.00	\$ 4,100.00	\$ (3,150.00)	-43.4%
4120	TELEPHONE SERVICE	10,336.53	10,072.00	9,525.00	\$ (547.00)	-5.4%
		UTILITIES	\$ 17,283.94	\$ 17,322.00	\$ 13,625.00	\$ (3,697.00)
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,420.96	\$ 3,523.00	\$ 3,523.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	453.96	468.00	468.00	\$ -	0.0%
5514	INSURANCE-PUBL.OFF'L LIAB	36,155.04	37,240.00	37,240.00	\$ -	0.0%
5516	BONDS-OFFICIALS & EMPLOYEE	206.04	212.00	212.00	\$ -	0.0%
		INSURANCE	\$ 40,236.00	\$ 41,443.00	\$ 41,443.00	\$ -
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 723.00	\$ 376.00	\$ 375.00	\$ (1.00)	-0.3%
7110	EMPLOYEE RECOGNITION	9,269.16	8,500.00	8,500.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	13,636.31	15,248.00	15,248.00	\$ -	0.0%
7170	TRAVEL EXPENSE	3,629.37	5,450.00	3,950.00	\$ (1,500.00)	-27.5%
7201	COMPUTER EQT UNDER \$5000	3,526.38	-	974.00	\$ 974.00	0.0%
7221	OTHER EXPENSE	713,245.61	7,000.00	4,500.00	\$ (2,500.00)	-35.7%
7235	YOUTH ADV COMM EXPEND.	940.47	800.00	800.00	\$ -	0.0%
7240	TUITION & TRAINING	5,844.40	10,500.00	7,500.00	\$ (3,000.00)	-28.6%
7432	ELECTIONS	1,274.53	10,350.00	2.00	\$ (10,348.00)	-100.0%
		OTHER EXPENSE	\$ 752,089.23	\$ 58,224.00	\$ 41,849.00	\$ (16,375.00)
		DEPARTMENT 02 - EXECUTIVE	\$ 2,000,780.96	\$ 1,369,865.00	\$ 1,388,502.00	\$ 18,637.00
						1.4%

FINANCE DEPARTMENT
01-03

Located in City Hall, 3800 University Boulevard

Six Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 03 - FINANCE						
1001	REGULAR EARNINGS	\$ 587,121.71	\$ 628,600.00	\$ 615,585.00	\$ (13,015.00)	-2.1%
1005	LONGEVITY PAY	\$ 2,084.24	\$ 2,371.00	\$ 2,341.00	\$ (30.00)	-1.3%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 41,338.05	\$ 45,673.00	\$ 44,952.00	\$ (721.00)	-1.6%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 57,238.15	\$ 64,966.00	\$ 56,771.00	\$ (8,195.00)	-12.6%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,081.28	\$ 2,975.00	\$ 3,100.00	\$ 125.00	4.2%
1131	INSURANCE-WORKMENS COMP	\$ 830.04	\$ 510.00	\$ 499.00	\$ (11.00)	-2.2%
1135	HEALTH INSURANCE	\$ 68,902.80	\$ 71,360.00	\$ 71,544.00	\$ 184.00	0.3%
		SALARIES & BENEFITS	\$ 767,796.27	\$ 823,655.00	\$ 801,992.00	\$ (21,663.00)
						-2.6%
2029	CLOTHING ALLOWANCE	\$ -	\$ 240.00	\$ 240.00	\$ -	0.0%
2100	OFFICE SUPPLIES	\$ 3,799.14	\$ 5,340.00	\$ 6,000.00	\$ 660.00	12.4%
		SUPPLIES	\$ 3,799.14	\$ 5,580.00	\$ 6,240.00	\$ 660.00
						11.8%
3007	DELINQUENT TAX ATTORNEY	\$ 12,840.66	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3010	POSTAGE	\$ 732.02	\$ 1,300.00	\$ 1,050.00	\$ (250.00)	-19.2%
3060	PROFESSIONAL SERVICES/FEES	\$ 55,818.90	\$ 73,500.00	\$ 80,000.00	\$ 6,500.00	8.8%
3063	PROGRAMMING/MAINTENANCE	\$ 35,838.59	\$ 39,196.00	\$ 41,082.00	\$ 1,886.00	4.8%
3065	CREDIT CARD FEES	\$ 113,547.33	\$ 115,000.00	\$ 120,000.00	\$ 5,000.00	4.3%
3113	PUBLICATIONS/PRINTING	\$ 3,602.52	\$ 6,035.00	\$ 4,360.00	\$ (1,675.00)	-27.8%
3141	DALLAS CO TAX COLL SERV	\$ 9,971.25	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
3145	CENTRAL APPRAISAL DISTRIC	\$ 80,799.00	\$ 79,000.00	\$ 85,000.00	\$ 6,000.00	7.6%
		PROFESSIONAL SERVICES/FEES	\$ 313,150.27	\$ 339,031.00	\$ 356,492.00	\$ 17,461.00
						5.2%
4110	HEAT,LIGHT,WATER UTIL	\$ 4,947.99	\$ 5,450.00	\$ 6,700.00	\$ 1,250.00	22.9%
4120	TELEPHONE SERVICE	\$ 1,054.96	\$ 1,130.00	\$ 668.00	\$ (462.00)	-40.9%
		UTILITIES	\$ 6,002.95	\$ 6,580.00	\$ 7,368.00	\$ 788.00
						12.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,158.04	\$ 3,252.00	\$ 3,252.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 419.04	\$ 432.00	\$ 432.00	\$ -	0.0%
		INSURANCE	\$ 3,577.08	\$ 3,684.00	\$ 3,684.00	\$ -
						0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 744.96	\$ 1,129.00	\$ 1,125.00	\$ (4.00)	-0.4%
7150	DUES & SUBSCRIPTIONS	\$ 82,229.96	\$ 28,765.00	\$ 19,632.00	\$ (9,133.00)	-31.8%
7170	TRAVEL EXPENSE	\$ 5,313.85	\$ 8,641.00	\$ 8,205.00	\$ (436.00)	-5.0%
7201	COMPUTER EQT UNDER \$5000	\$ 1,870.32	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 1,587.58	\$ 1,820.00	\$ 1,820.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 3,529.95	\$ 6,270.00	\$ 7,550.00	\$ 1,280.00	20.4%
		OTHER EXPENSE	\$ 95,276.62	\$ 46,625.00	\$ 38,332.00	\$ (8,293.00)
						-17.8%
DEPARTMENT 03 - FINANCE						
		\$ 1,189,602.33	\$ 1,225,155.00	\$ 1,214,108.00	\$ (11,047.00)	-0.9%

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HUMAN RESOURCES DEPARTMENT
01-04

Located in City Hall, 3800 University Boulevard

Two Employees:

All Full Time

FUNCTION	ACTUAL 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT						
1001	REGULAR EARNINGS	\$ 178,060.61	\$ 205,331.00	\$ 173,701.00	\$ (31,630.00)	-15.4%
1005	LONGEVITY PAY	\$ 1,125.35	\$ 1,220.00	\$ 1,137.00	\$ (83.00)	-6.8%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ -	\$ (7,200.00)	-100.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 13,083.30	\$ 15,824.00	\$ 13,375.00	\$ (2,449.00)	-15.5%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 17,956.15	\$ 21,846.00	\$ 16,065.00	\$ (5,781.00)	-26.5%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,008.95	\$ 950.00	\$ 1,000.00	\$ 50.00	5.3%
1131	INSURANCE-WORKMENS COMP	\$ 285.00	\$ 172.00	\$ 140.00	\$ (32.00)	-18.6%
1135	HEALTH INSURANCE	\$ 27,561.12	\$ 28,544.00	\$ 28,236.00	\$ (308.00)	-1.1%
		SALARIES & BENEFITS	\$ 247,120.48	\$ 281,927.00	\$ 234,494.00	\$ (47,433.00)
2100	OFFICE SUPPLIES	\$ 968.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%
2318	COMPUTER SUPPLIES	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	0%
		SUPPLIES	\$ 968.00	\$ 2,000.00	\$ 2,000.00	\$ -
3010	POSTAGE	\$ 110.45	\$ 300.00	\$ 250.00	\$ (50.00)	-16.7%
3060	PROFESSIONAL SERVICES/FEES	\$ 79,105.65	\$ 29,190.00	\$ 29,190.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 9,166.11	\$ 41,828.00	\$ 32,996.00	\$ (8,832.00)	-21.1%
3113	PUBLICATIONS/PRINTING	\$ 136.00	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 88,518.21	\$ 72,318.00	\$ 63,436.00	\$ (8,882.00)
4110	HEAT,LIGHT,WATER UTIL	\$ 2,977.45	\$ 3,100.00	\$ 1,300.00	\$ (1,800.00)	-58.1%
4120	TELEPHONE SERVICE	\$ 424.36	\$ 428.00	\$ 256.00	\$ (172.00)	-40.2%
		UTILITIES	\$ 3,401.81	\$ 3,528.00	\$ 1,556.00	\$ (1,972.00)
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,316.04	\$ 1,355.00	\$ 1,355.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 174.96	\$ 180.00	\$ 180.00	\$ -	0.0%
		INSURANCE	\$ 1,491.00	\$ 1,535.00	\$ 1,535.00	\$ -
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 66.00	\$ 118.00	\$ 117.00	\$ (1.00)	-0.8%
7110	EMPLOYEE RECOGNITION	\$ 17,896.81	\$ 18,508.00	\$ 18,508.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ 1,306.00	\$ 1,169.00	\$ 1,669.00	\$ 500.00	42.8%
7170	TRAVEL EXPENSE	\$ 4,755.25	\$ 2,850.00	\$ 1,850.00	\$ (1,000.00)	-35.1%
7201	COMPUTER EQT UNDER \$5000	\$ -	\$ 1,450.00	\$ -	\$ (1,450.00)	-100.0%
7221	OTHER EXPENSE	\$ 3,958.18	\$ 3,700.00	\$ 3,700.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 21,867.07	\$ 30,100.00	\$ 25,100.00	\$ (5,000.00)	-16.6%
7245	TUITION REIMBURSEMENT	\$ 20,062.81	\$ 18,000.00	\$ 18,000.00	\$ -	0.0%
		OTHER EXPENSE	\$ 69,912.12	\$ 75,895.00	\$ 68,944.00	\$ (6,951.00)
DEPARTMENT 04 - HUMAN RESOURCES						
		\$ 411,411.62	\$ 437,203.00	\$ 371,965.00	\$ (65,238.00)	-14.9%

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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 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Svrs	1	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, 100 servers, and 40 mobile data computers.

City of University Park
INFORMATION SERVICES DEPARTMENT
01-05

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 05 - INFORMATION SERVICES						
1001	REGULAR EARNINGS	\$ 619,084.71	\$ 650,647.00	\$ 662,836.00	\$ 12,189.00	1.9%
1005	LONGEVITY PAY	\$ 1,800.80	\$ 2,089.00	\$ 2,377.00	\$ 288.00	13.8%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 4,200.00	\$ 4,200.00	\$ 3,360.00	\$ (840.00)	-20.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 44,429.56	\$ 49,443.00	\$ 50,460.00	\$ 1,017.00	2.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 60,706.41	\$ 67,610.00	\$ 61,774.00	\$ (5,836.00)	-8.6%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,253.11	\$ 2,700.00	\$ 3,300.00	\$ 600.00	22.2%
1131	INSURANCE-WORKMENS COMP	\$ 881.04	\$ 530.00	\$ 540.00	\$ 10.00	1.9%
1135	HEALTH INSURANCE	\$ 82,683.36	\$ 85,632.00	\$ 86,616.00	\$ 984.00	1.1%
		SALARIES & BENEFITS	\$ 824,238.99	\$ 870,051.00	\$ 878,463.00	\$ 8,412.00
2100	OFFICE SUPPLIES	\$ 58.26	\$ 250.00	\$ 250.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ 2,446.32	\$ 2,450.00	\$ 2,600.00	\$ 150.00	6.1%
		SUPPLIES	\$ 2,504.58	\$ 2,700.00	\$ 2,850.00	\$ 150.00
3010	POSTAGE	\$ 102.16	\$ 100.00	\$ 100.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 49,351.75	\$ 86,250.00	\$ 50,000.00	\$ (36,250.00)	-42.0%
3063	PROGRAMMING/MAINTENANCE	\$ 201,724.00	\$ 146,570.00	\$ 171,488.00	\$ 24,918.00	17.0%
		PROFESSIONAL SERVICES/FEES	\$ 251,177.91	\$ 232,920.00	\$ 221,588.00	\$ (11,332.00)
4110	HEAT,LIGHT,WATER UTIL	\$ 4,491.65	\$ 4,950.00	\$ 7,400.00	\$ 2,450.00	49.5%
4120	TELEPHONE SERVICE	\$ 88,813.98	\$ 88,553.00	\$ 88,605.00	\$ 52.00	0.1%
		UTILITIES	\$ 93,305.63	\$ 93,503.00	\$ 96,005.00	\$ 2,502.00
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,158.04	\$ 3,252.00	\$ 3,252.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 419.04	\$ 432.00	\$ 432.00	\$ -	0.0%
		INSURANCE	\$ 3,577.08	\$ 3,684.00	\$ 3,684.00	\$ -
6200	EQUIP REPAIRS/NON VEHICLE	\$ 12,729.32	\$ 24,000.00	\$ 8,500.00	\$ (15,500.00)	-64.6%
		OUTSIDE SERVICES	\$ 12,729.32	\$ 24,000.00	\$ 8,500.00	\$ (15,500.00)
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 66.00	\$ 141.00	\$ 141.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ 175.00	\$ 225.00	\$ 225.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 5,792.47	\$ 10,375.00	\$ 5,800.00	\$ (4,575.00)	-44.1%
7201	COMPUTER EQT UNDER \$5000	\$ 17,719.32	\$ 21,079.00	\$ 9,705.00	\$ (11,374.00)	-54.0%
7202	MICRO COMPUTER SOFTWARE	\$ 51,944.74	\$ 25,000.00	\$ 25,000.00	\$ -	0.0%
7221	OTHER EXPENSE	\$ 287.73	\$ 225.00	\$ 225.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 16,137.50	\$ 9,350.00	\$ 9,350.00	\$ -	0.0%
		OTHER EXPENSE	\$ 92,122.76	\$ 66,395.00	\$ 50,446.00	\$ (15,949.00)
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 61,810.34	\$ 20,000.00	\$ -	\$ (20,000.00)	-100.0%
		CAPITAL EXPENDITURES	\$ 61,810.34	\$ 20,000.00	\$ -	\$ (20,000.00)
DEPARTMENT 05 - INFORMATION SERVICES						
\$ 1,341,466.61						
\$ 1,313,253.00						
\$ 1,261,536.00						
\$ (51,717.00)						
-3.9%						

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**LIBRARY
01-06**

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

Eight Employees:

Four Full Time
Four Part Time

FUNCTION	ACTUAL 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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	4

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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 06 - LIBRARY						
1001	REGULAR EARNINGS	\$ 364,716.73	\$ 388,250.00	\$ 420,839.00	\$ 32,589.00	8.4%
1005	LONGEVITY PAY	639.33	1,087.00	1,461.00	\$ 374.00	34.4%
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.	27,996.29	30,335.00	32,856.00	\$ 2,521.00	8.3%
1120	EMPLOYERS SHARE T.M.R.S.	31,487.33	35,338.00	32,165.00	\$ (3,173.00)	-9.0%
1130	INSURANCE-EMPLOYEE LIFE	1,656.20	1,600.00	1,700.00	\$ 100.00	6.3%
1131	INSURANCE-WORKMENS COMP	531.96	318.00	345.00	\$ 27.00	8.5%
1135	HEALTH INSURANCE	36,748.16	42,816.00	43,308.00	\$ 492.00	1.1%
		SALARIES & BENEFITS	\$ 471,816.00	\$ 507,784.00	\$ 540,714.00	\$ 32,930.00
						6.5%
2100	OFFICE SUPPLIES	\$ 3,485.66	\$ 3,120.00	\$ 4,790.00	\$ 1,670.00	53.5%
2318	COMPUTER SUPPLIES	72.33	270.00	270.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	9,162.37	6,050.00	8,090.00	\$ 2,040.00	33.7%
2355	LIBRARY MATERIALS	88,419.64	95,000.00	95,000.00	\$ -	0.0%
		SUPPLIES	\$ 101,140.00	\$ 104,440.00	\$ 108,150.00	\$ 3,710.00
						3.6%
3010	POSTAGE	\$ 655.40	\$ 600.00	\$ 600.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	13,996.80	1,500.00	1,500.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	43,020.72	44,243.00	48,542.00	\$ 4,299.00	9.7%
3113	PUBLICATIONS/PRINTING	425.14	600.00	3,000.00	\$ 2,400.00	400.0%
3115	CONTRACT MAINTENANCE	146,551.88	127,600.00	104,100.00	\$ (23,500.00)	-18.4%
		PROFESSIONAL SERVICES/FEES	\$ 204,649.94	\$ 174,543.00	\$ 157,742.00	\$ (16,801.00)
						-9.6%
4110	HEAT,LIGHT,WATER UTIL	\$ 15,438.95	\$ 19,200.00	\$ 17,300.00	\$ (1,900.00)	-9.9%
4120	TELEPHONE SERVICE	8,909.77	12,011.00	1,860.00	\$ (10,151.00)	-84.5%
		UTILITIES	\$ 24,348.72	\$ 31,211.00	\$ 19,160.00	\$ (12,051.00)
						-38.6%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,631.00	\$ 2,710.00	\$ 2,710.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	348.96	360.00	360.00	\$ -	0.0%
5510	INSURANCE-BLDG & CONTENTS	-	-	2,500.00	\$ 2,500.00	0.0%
		INSURANCE	\$ 2,979.96	\$ 3,070.00	\$ 5,570.00	\$ 2,500.00
						81.4%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,298.00	\$ 1,500.00	\$ 2,000.00	\$ 500.00	33.3%
		OUTSIDE SERVICES	\$ 1,298.00	\$ 1,500.00	\$ 2,000.00	\$ 500.00
						33.3%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 723.00	\$ 800.00	\$ 797.00	\$ (3.00)	-0.4%
7150	DUES & SUBSCRIPTIONS	535.20	920.00	1,102.00	\$ 182.00	19.8%
7170	TRAVEL EXPENSE	3,861.70	3,700.00	2,700.00	\$ (1,000.00)	-27.0%
7201	COMPUTER EQT UNDER \$5000	7,145.58	-	-	\$ -	0.0%
7202	MICRO COMPUTER SOFTWARE	1,672.20	1,850.00	2,365.00	\$ 515.00	27.8%
7221	OTHER EXPENSE	594.35	320.00	480.00	\$ 160.00	50.0%
7240	TUITION & TRAINING	1,045.66	1,970.00	1,970.00	\$ -	0.0%
		OTHER EXPENSE	\$ 15,577.69	\$ 9,560.00	\$ 9,414.00	\$ (146.00)
						-1.5%
		DEPARTMENT Total: 06 - LIBRARY	\$ 821,810.31	\$ 832,108.00	\$ 842,750.00	\$ 10,642.00
						1.3%

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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 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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 FY2020 totaled \$241,057 from traffic and other fines and \$150,915 from parking tickets. A total of 6,134 citations were filed with the municipal court last year, and 271 warrants were drafted in fiscal year 2020.

City of University Park

MUNICIPAL COURT

01-10

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 10 - MUNICIPAL COURT						
1001	REGULAR EARNINGS	\$ 236,227.71	\$ 246,261.00	\$ 250,330.00	\$ 4,069.00	1.7%
1002	OVERTIME EARNINGS	4,261.78	7,001.00	7,000.00	\$ (1.00)	0.0%
1005	LONGEVITY PAY	1,232.89	3,728.00	3,822.00	\$ 94.00	2.5%
1110	EMPLOYERS SHARE F.I.C.A.	16,529.25	19,661.00	19,979.00	\$ 318.00	1.6%
1120	EMPLOYERS SHARE T.M.R.S.	14,578.12	16,463.00	15,204.00	\$ (1,259.00)	-7.6%
1130	INSURANCE-EMPLOYEE LIFE	887.68	1,025.00	1,000.00	\$ (25.00)	-2.4%
1131	INSURANCE-WORKMENS COMP	342.00	206.00	210.00	\$ 4.00	1.9%
1135	HEALTH INSURANCE	55,122.24	57,088.00	57,744.00	\$ 656.00	1.1%
		SALARIES & BENEFITS	\$ 329,181.67	\$ 351,433.00	\$ 355,289.00	\$ 3,856.00
2100	OFFICE SUPPLIES	\$ 1,513.81	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	-	450.00	450.00	\$ -	0.0%
		SUPPLIES	\$ 1,513.81	\$ 2,450.00	\$ 2,450.00	\$ -
3010	POSTAGE	\$ 3,860.31	\$ 3,600.00	\$ 3,650.00	\$ 50.00	1.4%
3060	PROFESSIONAL SERVICES/FEES	24,892.32	29,000.00	29,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	35,927.91	37,671.00	38,755.00	\$ 1,084.00	2.9%
3113	PUBLICATIONS/PRINTING	5,097.42	5,100.00	4,900.00	\$ (200.00)	-3.9%
		PROFESSIONAL SERVICES/FEES	\$ 69,777.96	\$ 75,371.00	\$ 76,305.00	\$ 934.00
4110	HEAT,LIGHT,WATER UTIL	\$ 1,984.97	\$ 2,100.00	\$ 1,000.00	\$ (1,100.00)	-52.4%
4120	TELEPHONE SERVICE	796.62	855.00	512.00	\$ (343.00)	-40.1%
		UTILITIES	\$ 2,781.59	\$ 2,955.00	\$ 1,512.00	\$ (1,443.00)
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,578.96	\$ 1,626.00	\$ 1,626.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	210.00	216.00	216.00	\$ -	0.0%
		INSURANCE	\$ 1,788.96	\$ 1,842.00	\$ 1,842.00	\$ -
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,071.80	\$ 1,115.00	\$ 1,115.00	\$ -	0.0%
		OUTSIDE SERVICES	\$ 1,071.80	\$ 1,115.00	\$ 1,115.00	\$ -
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 110.04	\$ 188.00	\$ 187.00	\$ (1.00)	-0.5%
7150	DUES AND SUBSCRIPTIONS	-	120.00	120.00	\$ -	0.0%
7170	TRAVEL EXPENSE	2,372.96	5,400.00	3,200.00	\$ (2,200.00)	-40.7%
7221	OTHER EXPENSE	322.66	456.00	456.00	\$ -	0.0%
7240	TUITION & TRAINING	2,900.00	2,653.00	3,250.00	\$ 597.00	22.5%
		OTHER EXPENSE	\$ 5,705.66	\$ 8,817.00	\$ 7,213.00	\$ (1,604.00)
DEPARTMENT Total: 10 -MUNICIPAL COURT						
\$ 411,821.45						
\$ 443,983.00						
\$ 445,726.00						
\$ 1,743.00						
0.4%						

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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 26.4750 cents per \$100 taxable value, the single greatest revenue source; comprise 62% of the General Fund's \$34,790,883 revenue and 38% of the \$55,229,327 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 5% 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
01-11

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GEN FUND: 01 - GENERAL FUND						
DEPARTMENT: DEPARTMENT: 11 - REVENUE						
3000	TAXES-CURRENT YEAR	\$ 19,663,879.39	\$ 21,449,761.00	\$ 22,160,883.00	\$ 711,122.00	3.3%
3050	DELINQUENT TAXES - LESS THAN 10	43,776.10	30,000.00	30,000.00	\$ -	0.0%
	DELINQUENT TAXES - MORE THAN 10					
3055	YRS	5,284.38	10,000.00	10,000.00	\$ -	0.0%
3098	PENALTY/INTEREST ON TAXES	100,803.15	80,000.00	80,000.00	\$ -	0.0%
3099	ATTORNEY FEES-TAXES	12,840.66	10,000.00	10,000.00	\$ -	0.0%
	PROPERTY TAXES	\$ 19,826,583.68	\$ 21,579,761.00	\$ 22,290,883.00	\$ 711,122.00	3.3%
3109	UTILITY FUND CONTRIBUTION	\$ 699,999.96	\$ 800,000.00	\$ 800,000.00	\$ -	0.0%
	TRANSFERS FROM OTHER FUNDS	\$ 699,999.96	\$ 800,000.00	\$ 800,000.00	\$ -	0.0%
3150	CITY SALES TAX	\$ 4,679,820.33	\$ 4,550,000.00	\$ 4,550,000.00	\$ -	0.0%
3155	MIXED BEVERAGE TAX	235,170.89	240,000.00	240,000.00	\$ -	0.0%
	SALES TAX	\$ 4,914,991.22	\$ 4,790,000.00	\$ 4,790,000.00	\$ -	0.0%
3200	T U ELECTRIC	\$ 784,934.12	\$ 950,000.00	\$ 900,000.00	\$ (50,000.00)	-5.3%
3202	AT&T FRANCHISE	440,402.18	440,000.00	425,000.00	\$ (15,000.00)	-3.4%
3203	GAS FRANCHISE FEE	500,905.79	425,000.00	425,000.00	\$ -	0.0%
3204	CHARTER FRANCHISE	91,360.99	55,000.00	85,000.00	\$ 30,000.00	54.5%
3205	WASTE FRANCHISE FEES	43,281.11	75,000.00	45,000.00	\$ (30,000.00)	-40.0%
	FRANCHISE FEES	\$ 1,860,884.19	\$ 1,945,000.00	\$ 1,880,000.00	\$ (65,000.00)	-3.3%
3300	BUILDING PERMITS	\$ 3,012,782.32	\$ 1,600,000.00	\$ 1,600,000.00	\$ -	0.0%
3302	CONTRACTORS LICNSE/PERMIT	-	10,000.00	-	\$ (10,000.00)	-100.0%
3303	ANIMAL CONTROL TAGS/FEES	10,197.00	15,000.00	10,000.00	\$ (5,000.00)	-33.3%
3304	HEALTH/FOOD PERMIT	47,230.00	40,000.00	40,000.00	\$ -	0.0%
3305	FILMING PERMITS	150.00	2,000.00	2,000.00	\$ -	0.0%
	FIRE PERMITS/REVENUE	43,755.50	37,500.00	40,000.00	\$ 2,500.00	6.7%
	FIRE WATCH	2,475.41	-	-	\$ -	0.0%
3306	MISC PARK REVENUE	36,597.00	-	-	\$ -	0.0%
	PERMITS/LICENSES	\$ 3,153,187.23	\$ 1,704,500.00	\$ 1,692,000.00	\$ (12,500.00)	-0.7%
3400	TRAFFIC FINES	\$ 356,885.57	\$ 375,000.00	\$ 350,000.00	\$ (25,000.00)	-6.7%
3403	CROSS'G GUARD(CHILD SFTY)	46,301.48	22,500.00	35,000.00	\$ 12,500.00	55.6%
3404	PARKING TICKETS	230,646.00	225,000.00	200,000.00	\$ (25,000.00)	-11.1%
3411	CAPIAS WARRANT REVENUE	6,438.64	-	-	\$ -	0.0%
3412	RED LIGHT CAMERA REVENUE	93,747.97	-	-	\$ -	0.0%
3420	LIBRARY FINES AND FEES	7,369.07	15,000.00	10,000.00	\$ (5,000.00)	-33.3%
3912	CODE VIOLATION	6,563.00	10,000.00	7,500.00	\$ (2,500.00)	-25.0%
	FINES	\$ 747,951.73	\$ 647,500.00	\$ 602,500.00	\$ (45,000.00)	-6.9%
3308	POLICE REVENUE	\$ 51,094.81	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
3401	WRECKER FEES	2,904.00	3,000.00	3,000.00	\$ -	0.0%
3405	ALARM BILLING	77,331.82	75,000.00	75,000.00	\$ -	0.0%
3406	FALSE ALARM FEES	11,725.00	10,000.00	10,000.00	\$ -	0.0%
3408	AMBULANCE FEES	222,981.29	400,000.00	350,000.00	\$ (50,000.00)	-12.5%
3409	911 SERVICE FEES	62,281.48	75,000.00	75,000.00	\$ -	0.0%
3410	911 SERVICE FEES-WIRELESS	121,541.20	115,000.00	115,000.00	\$ -	0.0%
3425	LIBRARY ROOM RENTAL	12,780.00	15,000.00	15,000.00	\$ -	0.0%
3499	DIRECT ALARM REVENUE	968,669.89	930,000.00	970,000.00	\$ 40,000.00	4.3%
	FEES	\$ 1,531,309.49	\$ 1,673,000.00	\$ 1,663,000.00	\$ (10,000.00)	-0.6%
3510	TENNIS & FIELD PERMITS	\$ 26,005.00	\$ 35,000.00	\$ 35,000.00	\$ -	0.0%
3511	SWIM POOL PERMIT-RESIDENT	101,582.50	130,000.00	125,000.00	\$ (5,000.00)	-3.8%
3512	SWIM POOL PERMIT-NONRES	5,738.00	8,000.00	8,000.00	\$ -	0.0%
3513	SWIM POOL PRMTS GATE RCPT	105,906.00	115,000.00	110,000.00	\$ (5,000.00)	-4.3%
3514	SWIMMING POOL CONCESSIONS	91,931.80	100,000.00	100,000.00	\$ -	0.0%
3515	SWIM LESSONS	49,050.00	35,000.00	40,000.00	\$ 5,000.00	14.3%
3516	SWIMMING POOL RETAIL	2,617.32	500.00	3,500.00	\$ 3,000.00	600.0%
	PARK/POOL REVENUE	\$ 382,830.62	\$ 423,500.00	\$ 421,500.00	\$ (2,000.00)	-0.5%

City of University Park

REVENUE
01-11

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
3745	FIRE GRANTS/DONATIONS	12,500.00	-	8,000.00	\$ 8,000.00	0.0%
	FIRE GRANTS/DONATIONS	\$ 12,500.00	\$ -	\$ 8,000.00	\$ 8,000.00	0.0%
3850	AUCTION/SALE OF EQUIPMENT	\$ -	\$ 7,500.00	\$ -	\$ (7,500.00)	-100.0%
	AUCTION/SALE OF EQUIPMENT	\$ -	\$ 7,500.00	\$ -	\$ (7,500.00)	-100.0%
3900	INTEREST EARNINGS	\$ 801,508.20	\$ 600,000.00	\$ 300,000.00	\$ (300,000.00)	-50.0%
	INTEREST EARNINGS	\$ 801,508.20	\$ 600,000.00	\$ 300,000.00	\$ (300,000.00)	-50.0%
3535	UTILITY CAP OFF	\$ 20,700.00	\$ 22,500.00	\$ 22,500.00	\$ -	0.0%
3901	RENT	182,086.09	120,000.00	120,000.00	\$ -	0.0%
3911	COPIES	967.75	500.00	500.00	\$ -	0.0%
3920	FOTL CONTRIBUTION	263,200.00	125,000.00	50,000.00	\$ (75,000.00)	-60.0%
3999	OTHER REVENUE	2,313,533.98	150,000.00	150,000.00	\$ -	0.0%
	OTHER REVENUE	\$ 2,313,533.98	\$ 150,000.00	\$ 150,000.00	\$ -	0.0%
	DEPARTMENT 11 - REVENUE	\$ 36,712,234.14	\$ 34,588,761.00	\$ 34,790,883.00	\$ 202,122.00	0.6%

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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 2018-2019	BUDGET 2019-2020	ADOPTED 2021
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 2020, the Department issued a total of 2,242 permits with permit fees totaling \$2,152,930.13. A total of 73 permits were issued for new residential construction and 118 permits were issued for residential addition/remodel and repair. The department field staff conducted 7,511 inspections for the year ended September 30, 2020.

City of University Park
COMMUNITY DEVELOPMENT DEPARTMENT
01-19

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 19 - COMMUNITY DEVELOPMENT						
1001	REGULAR EARNINGS	\$ 764,659.13	\$ 818,295.00	\$ 844,053.00	\$ 25,758.00	3.1%
1002	OVERTIME EARNINGS	\$ -	\$ 500.00	\$ 1,000.00	\$ 500.00	100.0%
1005	LONGEVITY PAY	\$ 2,626.34	\$ 3,060.00	\$ 3,492.00	\$ 432.00	14.1%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 4,680.00	\$ 4,680.00	\$ 4,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 56,494.72	\$ 62,384.00	\$ 64,487.00	\$ 2,103.00	3.4%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 74,941.54	\$ 84,872.00	\$ 78,659.00	\$ (6,213.00)	-7.3%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,925.70	\$ 3,600.00	\$ 3,900.00	\$ 300.00	8.3%
1131	INSURANCE-WORKMENS COMP	\$ 1,695.96	\$ 1,643.00	\$ 1,674.00	\$ 31.00	1.9%
1135	HEALTH INSURANCE	\$ 136,657.22	\$ 142,720.00	\$ 144,360.00	\$ 1,640.00	1.1%
		SALARIES & BENEFITS	\$ 1,052,880.61	\$ 1,128,954.00	\$ 1,153,505.00	\$ 24,551.00
						2.2%
2029	CLOTHING ALLOWANCE	\$ 1,702.78	\$ 1,990.00	\$ 1,990.00	\$ -	0.0%
2100	OFFICE SUPPLIES	\$ 1,816.07	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 2,737.61	\$ 3,767.00	\$ 2,746.00	\$ (1,021.00)	-27.1%
2350	SUPPLIES & MATERIALS	\$ 3,801.44	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
		SUPPLIES	\$ 10,057.90	\$ 15,757.00	\$ 14,736.00	\$ (1,021.00)
						-6.5%
3003	BOARD MEETINGS	\$ 1,432.49	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
3010	POSTAGE	\$ 3,586.30	\$ 3,000.00	\$ 3,800.00	\$ 800.00	26.7%
3060	PROFESSIONAL SERVICES/FEES	\$ 73,049.71	\$ 45,000.00	\$ 45,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 39,713.72	\$ 42,839.00	\$ 23,330.00	\$ (19,509.00)	-45.5%
3113	PUBLICATIONS/PRINTING	\$ 2,569.92	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00	40.0%
		PROFESSIONAL SERVICES/FEES	\$ 120,352.14	\$ 96,839.00	\$ 80,130.00	\$ (16,709.00)
						-17.3%
4110	HEAT, LIGHT, WATER UTIL	\$ 3,455.98	\$ 3,750.00	\$ 2,300.00	\$ (1,450.00)	-38.7%
4120	TELEPHONE SERVICE	\$ 3,240.15	\$ 3,195.00	\$ 2,570.00	\$ (625.00)	-19.6%
		UTILITIES	\$ 6,696.13	\$ 6,945.00	\$ 4,870.00	\$ (2,075.00)
						-29.9%
5500	INSURANCE-AUTO LIABILITY	\$ 1,565.04	\$ 1,612.00	\$ 1,612.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 4,736.04	\$ 4,879.00	\$ 4,879.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 629.04	\$ 648.00	\$ 648.00	\$ -	0.0%
		INSURANCE	\$ 6,930.12	\$ 7,139.00	\$ 7,139.00	\$ -
						0.0%
6190	AUTO REPAIRS	\$ 2,007.26	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 9,318.00	\$ 10,044.00	\$ 10,324.00	\$ 280.00	2.8%
7150	DUES & SUBSCRIPTIONS	\$ 1,755.37	\$ 1,425.00	\$ 1,425.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 464.13	\$ 3,750.00	\$ 1,200.00	\$ (2,550.00)	-68.0%
7201	COMPUTER EQT UNDER \$5000	\$ 9,252.18	\$ 1,527.00	\$ -	\$ (1,527.00)	-100.0%
7221	OTHER EXPENSE	\$ 14,431.40	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 4,097.00	\$ 8,432.00	\$ 8,432.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 6,933.00	\$ 6,933.00	\$ 5,902.00	\$ (1,031.00)	-14.9%
		OTHER EXPENSE	\$ 48,258.34	\$ 34,611.00	\$ 29,783.00	\$ (4,828.00)
						-13.9%
DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT		\$ 1,245,175.24	\$ 1,290,245.00	\$ 1,290,163.00	\$ (82.00)	0.0%

**ENGINEERING DEPARTMENT
01-20**

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
Director of Public Works	1	1	1
City Engineer	1	1	1
Construction Inspector	2	2	3
Right of Way Coordinator	0	0	1
Asset Management Coordinator	0	0	1
Construction Supervisor	0	0	1
Civil Engineer*	0	0	1
CIP Coordinator**	0	0	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.

* Budgeted in Capital Projects Fund

** Budgeted in Capital Projects Fund

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City of University Park

ENGINEERING DEPARTMENT

01-20

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 20 - ENGINEERING						
1001	REGULAR EARNINGS	\$ 361,915.95	\$ 545,795.00	\$ 548,914.00	\$ 3,119.00	0.6%
1002	OVERTIME EARNINGS	\$ 794.36	\$ 1,001.00	\$ 2,000.00	\$ 999.00	99.8%
1005	LONGEVITY PAY	\$ 2,393.74	\$ 2,484.00	\$ 2,639.00	\$ 155.00	6.2%
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.	\$ 24,849.04	\$ 39,031.00	\$ 39,677.00	\$ 646.00	1.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 35,897.16	\$ 55,829.00	\$ 51,452.00	\$ (4,377.00)	-7.8%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,859.33	\$ 1,775.00	\$ 1,900.00	\$ 125.00	7.0%
1131	INSURANCE-WORKMENS COMP	\$ 870.00	\$ 668.00	\$ 894.00	\$ 226.00	33.8%
1135	HEALTH INSURANCE	\$ 41,341.68	\$ 71,250.00	\$ 57,108.00	\$ (14,142.00)	-19.8%
		SALARIES & BENEFITS	\$ 479,161.26	\$ 727,073.00	\$ 713,824.00	\$ (13,249.00)
-1.8%						
2029	CLOTHING ALLOWANCE	\$ 874.52	\$ 2,060.00	\$ 2,271.00	\$ 211.00	10.2%
2100	OFFICE SUPPLIES	\$ 900.58	\$ 1,000.00	\$ 1,020.00	\$ 20.00	2.0%
2318	COMPUTER SUPPLIES	\$ -	\$ 1,200.00	\$ 1,224.00	\$ 24.00	2.0%
2320	GAS, OIL & GREASE	\$ 2,175.83	\$ 2,660.00	\$ 2,161.00	\$ (499.00)	-18.8%
2350	SUPPLIES & MATERIALS	\$ 644.08	\$ 1,500.00	\$ 1,530.00	\$ 30.00	2.0%
		SUPPLIES	\$ 4,595.01	\$ 8,420.00	\$ 8,206.00	\$ (214.00)
-2.5%						
3010	POSTAGE	\$ 3.00	\$ 100.00	\$ 50.00	\$ (50.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 38,928.75	\$ 14,927.00	\$ 24,000.00	\$ 9,073.00	60.8%
3063	PROGRAMMING/MAINTENANCE	\$ 20,555.40	\$ 14,349.00	\$ 15,148.00	\$ 799.00	5.6%
3113	PUBLICATIONS/PRINTING	\$ 33.00	\$ -	\$ 1.00	\$ 1.00	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 59,520.15	\$ 29,376.00	\$ 39,199.00	\$ 9,823.00
33.4%						
4110	HEAT, LIGHT, WATER UTIL	\$ 2,706.89	\$ 3,050.00	\$ 3,400.00	\$ 350.00	11.5%
4120	TELEPHONE SERVICE	\$ 1,767.57	\$ 1,371.00	\$ 1,378.00	\$ 7.00	0.0%
		UTILITIES	\$ 4,474.46	\$ 4,421.00	\$ 4,778.00	\$ 357.00
8.1%						
5500	INSURANCE - AUTO LIABILITY	\$ 939.00	\$ 967.00	\$ 967.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,578.96	\$ 1,626.00	\$ 1,626.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 210.00	\$ 216.00	\$ 216.00	\$ -	0.0%
		INSURANCE	\$ 2,727.96	\$ 2,809.00	\$ 2,809.00	\$ -
0.0%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 500.00	\$ 1.00	\$ (499.00)	-99.8%
		OUTSIDE SERVICES	\$ -	\$ 500.00	\$ 1.00	\$ (499.00)
-99.8%						
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 1,633.95	\$ 500.00	\$ 1,000.00	\$ 500.00	100.0%
6195	OPERATIONS	\$ 3,993.00	\$ 4,730.00	\$ 4,881.00	\$ 151.00	3.2%
7150	DUES & SUBSCRIPTIONS	\$ 892.02	\$ 2,025.00	\$ 2,462.00	\$ 437.00	21.6%
7170	TRAVEL EXPENSE	\$ -	\$ 4,000.00	\$ 4,080.00	\$ 80.00	2.0%
7201	COMPUTER EQT UNDER \$5000	\$ 1,453.37	\$ -	\$ -	\$ -	0.0%
7202	MICRO COMPUTER SOFTWARE	\$ 2,392.08	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 379.33	\$ -	\$ 500.00	\$ 500.00	0.0%
7240	TUITION & TRAINING	\$ 735.00	\$ 4,100.00	\$ 4,692.00	\$ 592.00	14.4%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 4,638.96	\$ 5,773.00	\$ 5,773.00	\$ -	0.0%
		OTHER EXPENSE	\$ 16,117.71	\$ 21,128.00	\$ 23,388.00	\$ 2,260.00
10.7%						
		DEPARTMENT Total: 20 - ENGINEERING	\$ 566,596.55	\$ 793,727.00	\$ 792,205.00	\$ (1,522.00)
-0.2%						

TRAFFIC CONTROL DEPARTMENT
01-25

Located in the Peek Service Center, 4420 Worcola Street

Seven Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
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 120 antique-style street lights and 120 LED back-lit street name blades
- Maintains 9 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains five speed limit feedback signs
- Maintains 11 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 10 City-owned newspaper racks
- Maintains barricades for all City projects and events

City of University Park

TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT						
1001	REGULAR EARNINGS	\$ 449,763.88	\$ 474,976.00	\$ 487,505.00	\$ 12,529.00	2.6%
1002	OVERTIME EARNINGS	\$ 8,416.28	\$ 8,499.00	\$ 8,000.00	\$ (499.00)	-5.9%
1005	LONGEVITY PAY	\$ 4,322.98	\$ 4,652.00	\$ 4,984.00	\$ 332.00	7.1%
1006	EDUCATION PAY	\$ 902.60	\$ 900.00	\$ 900.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 33,620.55	\$ 37,409.00	\$ 38,357.00	\$ 948.00	2.5%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 44,337.18	\$ 49,822.00	\$ 45,945.00	\$ (3,877.00)	-7.8%
1130	INSURANCE-EMPLOYEE LIFE	\$ 2,320.74	\$ 2,375.00	\$ 2,400.00	\$ 25.00	1.1%
1131	INSURANCE-WORKMENS COMP	\$ 9,999.96	\$ 9,326.00	\$ 8,784.00	\$ (542.00)	-5.8%
1135	HEALTH INSURANCE	\$ 96,463.92	\$ 99,904.00	\$ 101,052.00	\$ 1,148.00	1.1%
		SALARIES & BENEFITS	\$ 650,988.09	\$ 688,703.00	\$ 698,767.00	\$ 10,064.00
						1.5%
2029	CLOTHING ALLOWANCE	\$ 3,368.31	\$ 3,658.00	\$ 3,726.00	\$ 68.00	1.9%
2100	OFFICE SUPPLIES	\$ 492.98	\$ 1,030.00	\$ 1,030.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 10,756.57	\$ 13,082.00	\$ 10,929.00	\$ (2,153.00)	-16.5%
2350	SUPPLIES & MATERIALS	\$ 47,665.56	\$ 80,390.00	\$ 71,390.00	\$ (9,000.00)	-11.2%
2360	SMALL TOOLS	\$ 715.88	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
		SUPPLIES	\$ 62,999.30	\$ 99,660.00	\$ 88,575.00	\$ (11,085.00)
						-11.1%
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 13,320.93	\$ 18,000.00	\$ 15,000.00	\$ (3,000.00)	-16.7%
3063	PROGRAMMING/MAINTENANCE	\$ 517.50	\$ 596.00	\$ 626.00	\$ 30.00	5.0%
3113	PUBLICATIONS/PRINTING	\$ 33.00	\$ 1,250.00	\$ 1,250.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ 1,105.86	\$ 8,750.00	\$ 8,750.00	\$ -	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 14,977.29	\$ 28,646.00	\$ 25,676.00	\$ (2,970.00)
						-10.4%
4110	HEAT, LIGHT, WATER UTIL	\$ 64,905.69	\$ 55,150.00	\$ 26,200.00	\$ (28,950.00)	-52.5%
4120	TELEPHONE SERVICE	\$ 551.97	\$ 458.00	\$ 296.00	\$ (162.00)	-35.4%
		UTILITIES	\$ 65,457.66	\$ 55,608.00	\$ 26,496.00	\$ (29,112.00)
						-52.4%
5500	INSURANCE-AUTO LIABILITY	\$ 1,565.04	\$ 1,612.00	\$ 1,612.00	\$ -	0.0%
5504	INSURANCE-EXCESS LIABILITY - TML CLAIMS	\$ 3,158.04	\$ 3,252.00	\$ 3,252.00	\$ -	0.0%
5506	INSURANCE GEN'L LIABILITY	\$ 430.71	\$ 432.00	\$ 432.00	\$ -	0.0%
		INSURANCE	\$ 5,153.79	\$ 5,296.00	\$ 5,296.00	\$ -
						0.0%
6190	AUTO REPAIRS	\$ 11,290.95	\$ 9,500.00	\$ 7,500.00	\$ (2,000.00)	-21.1%
		ALLOCATED WAREHOUSE AND GARAGE				
6195	OPERATIONS	\$ 32,184.00	\$ 26,641.00	\$ 27,420.00	\$ 779.00	2.9%
6350	SIGNAL MAINT.& REP	\$ 53,974.12	\$ 83,167.00	\$ 103,624.00	\$ 20,457.00	24.6%
7150	DUES & SUBSCRIPTIONS	\$ 1,484.00	\$ 1,080.00	\$ 1,080.00	\$ -	0.0%
7201	COMPUTER EQT UNDER \$5000	\$ 1,435.34	\$ 1,268.00	\$ -	\$ (1,268.00)	-100.0%
7221	OTHER EXPENSE	\$ 39.00	\$ 1.00	\$ 1.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 2,467.00	\$ 2,100.00	\$ 2,100.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 25,944.00	\$ 25,944.00	\$ 25,159.00	\$ (785.00)	-3.0%
		OTHER EXPENSE	\$ 128,818.41	\$ 149,701.00	\$ 166,884.00	\$ 17,183.00
						11.5%
9100	EQUIPMENT OVER \$5000	\$ 16,200.00	\$ -	\$ -	\$ -	0.0%
		CAPITAL EXPENDITURES	\$ 16,200.00	\$ -	\$ -	\$ 0.0%
		DEPARTMENT Total: 25 - TRAFFIC	\$ 944,594.54	\$ 1,027,614.00	\$ 1,011,694.00	\$ (15,920.00)
						-1.5%

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**FACILITY MAINTENANCE DEPARTMENT
01-35**

Located in the Peek Service Center, 4420 Worcola Street

Two Employees:
All Full Time

FUNCTION	<u>ACTUAL 2018-2019</u>	<u>ACTUAL 2019-2020</u>	<u>ADOPTED 2021</u>
Facilities Maintenance			
Manager	1	1	1
Operations Manager	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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 35 - FACILITY MAINTENANCE						
1001	REGULAR EARNINGS	\$ 149,671.97	\$ 167,090.00	\$ 176,541.00	\$ 9,451.00	5.7%
1002	OVERTIME EARNINGS	7,222.50	4,501.00	-	\$ (4,501.00)	-100.0%
1005	LONGEVITY PAY	777.37	873.00	967.00	\$ 94.00	10.8%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	11,301.11	13,194.00	13,580.00	\$ 386.00	2.9%
1120	EMPLOYERS SHARE T.M.R.S.	15,178.29	17,618.00	16,308.00	\$ (1,310.00)	-7.4%
1130	INSURANCE-EMPLOYEE LIFE	788.10	775.00	800.00	\$ 25.00	3.2%
1131	INSURANCE-WORKMENS COMP	1,064.04	1,501.00	1,484.00	\$ (17.00)	-1.1%
1135	HEALTH INSURANCE	27,561.12	28,544.00	28,872.00	\$ 328.00	1.1%
		SALARIES & BENEFITS	\$ 214,404.50	\$ 234,936.00	\$ 239,392.00	\$ 4,456.00
						1.9%
2029	CLOTHING ALLOWANCE	\$ 236.45	\$ 360.00	\$ 364.00	\$ 4.00	1.1%
2100	OFFICE SUPPLIES	676.50	400.00	408.00	\$ 8.00	2.0%
2320	GAS, OIL & GREASE	2,788.95	1,245.00	1,611.00	\$ 366.00	29.4%
2350	SUPPLIES & MATERIALS	12,974.06	13,000.00	13,260.00	\$ 260.00	2.0%
2360	SMALL TOOLS	1,094.68	650.00	650.00	\$ -	0.0%
		SUPPLIES	\$ 17,770.64	\$ 15,655.00	\$ 16,293.00	\$ 638.00
						4.1%
3010	POSTAGE	\$ 3.76	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	-	-	-	-
3063	PROGRAMMING/MAINTENANCE	2,773.80	2,785.00	2,790.00	\$ 5.00	0.2%
3113	PUBLICATIONS/PRINTING	33.00	-	-	-	-
3115	CONTRACT MAINTENANCE	106,898.29	102,163.00	99,052.00	\$ (3,111.00)	-3.0%
		PROFESSIONAL SERVICES/FEES	\$ 109,708.85	\$ 104,998.00	\$ 101,892.00	\$ (3,106.00)
						-3.0%
4110	HEAT,LIGHT,WATER UTIL	\$ 35,479.57	\$ 38,800.00	\$ 700.00	\$ (38,100.00)	-98.2%
4120	TELEPHONE SERVICE	1,714.47	1,351.00	4,329.00	2,978.00	220.4%
		UTILITIES	\$ 37,194.04	\$ 40,151.00	\$ 5,029.00	\$ (35,122.00)
						-87.5%
5500	INSURANCE-AUTO LIABILITY	\$ 312.96	\$ 322.00	\$ 322.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,053.00	1,084.00	1,084.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	128.37	144.00	144.00	\$ -	0.0%
5510	INSURANCE-BLDG & CONTENTS	108,798.00	112,062.00	112,062.00	\$ -	0.0%
		INSURANCE	\$ 110,292.33	\$ 113,612.00	\$ 113,612.00	\$ -
						0.0%
6250	FACILITY MAINT & REP	\$ 93,837.49	\$ 65,251.00	\$ 66,330.00	\$ 1,079.00	1.7%
		OUTSIDE SERVICES	\$ 93,837.49	\$ 65,251.00	\$ 66,330.00	\$ 1,079.00
						1.7%
6184	SECURITY EXPENSE	\$ 719.65	\$ 2,000.00	\$ 1,800.00	\$ (200.00)	-10.0%
6190	AUTO REPAIRS	989.71	1,000.00	1,000.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	16,706.04	19,306.00	20,112.00	\$ 806.00	4.2%
7221	OTHER EXPENSE	24.90	-	-	\$ -	0.0%
7475	IMPROVEMENTS-UNDER \$5000	5,410.58	14,000.00	18,200.00	\$ 4,200.00	30.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	17,735.04	17,735.00	17,735.00	\$ -	0.0%
		OTHER EXPENSE	\$ 41,585.92	\$ 54,041.00	\$ 58,847.00	\$ 4,806.00
						8.9%
9100	EQUIPMENT OVER \$5000	\$ 4,146.98	\$ 7,500.00	\$ 5,000.00	\$ (2,500.00)	-33.3%
9950	IMPROVEMENTS/REMODELING OVER \$5000	86,887.03	43,000.00	28,002.00	\$ (14,998.00)	-34.9%
		CAPITAL EXPENDITURES	\$ 91,034.01	\$ 50,500.00	\$ 33,002.00	\$ (17,498.00)
						-34.6%
DEPARTMENT Total: 35 - FACILITY MAINTENANCE		\$ 715,827.78	\$ 679,144.00	\$ 634,397.00	\$ (44,747.00)	-6.6%

FIRE DEPARTMENT
01-40

Located in City Hall, 3800 University Boulevard

Thirty-six Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2021	ADOPTED 2021
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) provides fire suppression, hazardous materials response, customer-oriented fire prevention, fire code enforcement, rescue response and paramedic-based 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.

In 2019 UPFD achieved the status of 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 International Organization for Standardization (ISO) collects information on municipal fire-protection efforts in communities throughout the United States. In each of those communities, ISO analyzes 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. In 2017, the Fire Department was re-evaluated by an ISO rating specialist resulting in a reclassification from a 2 to an ISO 1. Only two-tenths of one percent of communities in the country have attained this coveted rating.

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 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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 40 - FIRE						
1001	REGULAR EARNINGS	\$ 3,248,761.02	\$ 3,299,357.00	\$ 3,352,741.00	\$ 53,384.00	1.6%
1002	OVERTIME EARNINGS	435,806.50	425,001.00	425,000.00	\$ (1.00)	0.0%
1005	LONGEVITY PAY	17,668.89	19,194.00	20,869.00	\$ 1,675.00	8.7%
1006	EDUCATION PAY	49,743.89	50,280.00	52,680.00	\$ 2,400.00	4.8%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,235.00	3,360.00	3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	267,820.85	269,239.00	273,747.00	\$ 4,508.00	1.7%
1120	EMPLOYERS SHARE T.M.R.S.	50,178.00	55,875.00	53,507.00	\$ (2,368.00)	-4.2%
1121	EMPLOYERS SHARE F.R.&R.	908,275.49	932,232.00	938,167.00	\$ 5,935.00	0.6%
1130	INSURANCE-EMPLOYEE LIFE	15,874.45	15,025.00	15,900.00	\$ 875.00	5.8%
1131	INSURANCE-WORKMENS COMP	32,968.32	37,915.00	38,503.00	\$ 588.00	1.6%
1135	HEALTH INSURANCE	478,881.49	513,737.00	505,260.00	\$ (8,477.00)	-1.7%
		SALARIES & BENEFITS	\$ 5,516,413.90	\$ 5,628,415.00	\$ 5,686,934.00	\$ 58,519.00
1.0%						
2029	CLOTHING ALLOWANCE	\$ 32,825.91	\$ 32,692.00	\$ 30,879.00	\$ (1,813.00)	-5.5%
2060	PROTECTIVE CLOTHG & SUPPLIES	120,663.27	80,955.00	81,741.00	\$ 786.00	1.0%
2100	OFFICE SUPPLIES	5,211.28	5,000.00	5,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	-	-	1.00	\$ 1.00	0.0%
2320	GAS, OIL & GREASE	16,680.44	23,183.00	19,474.00	\$ (3,709.00)	-16.0%
2345	MICU DRUGS & SUPPLIES	32,013.68	40,590.00	40,251.00	\$ (339.00)	-0.8%
2350	SUPPLIES & MATERIALS	14,188.44	12,000.00	12,000.00	\$ -	0.0%
		SUPPLIES	\$ 221,583.02	\$ 194,420.00	\$ 189,346.00	\$ (5,074.00)
-2.6%						
3010	POSTAGE	\$ 189.52	\$ 200.00	\$ 200.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	74,099.95	88,801.00	90,301.00	\$ 1,500.00	1.7%
3063	PROGRAMMING/MAINTENANCE	44,023.04	45,270.00	53,594.00	\$ 8,324.00	18.4%
3064	EMERGENCY MANAGEMENT	3,655.80	6,000.00	6,000.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	1,329.14	2,000.00	2,000.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	75,812.18	87,338.00	103,744.00	\$ 16,406.00	18.8%
		PROFESSIONAL SERVICES/FEES	\$ 199,109.63	\$ 229,609.00	\$ 255,839.00	\$ 26,230.00
11.4%						
4110	HEAT,LIGHT,WATER UTIL	\$ 35,880.29	\$ 37,450.00	\$ 40,700.00	\$ 3,250.00	8.7%
4120	TELEPHONE SERVICE	15,516.63	13,261.00	11,525.00	\$ (1,736.00)	-13.1%
		UTILITIES	\$ 51,396.92	\$ 50,711.00	\$ 52,225.00	\$ 1,514.00
3.0%						
5500	INSURANCE-AUTO LIABILITY	\$ 2,504.04	\$ 2,579.00	\$ 2,579.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	18,945.96	19,514.00	19,514.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	2,516.04	2,591.00	2,591.00	\$ -	0.0%
		INSURANCE	\$ 23,966.04	\$ 24,684.00	\$ 24,684.00	\$ -
0.0%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ 3,113.79	\$ 6,950.00	\$ 6,950.00	\$ -	0.0%
6330	RADIO SERVICE	2,495.73	4,000.00	4,000.00	\$ -	0.0%
		OUTSIDE SERVICES	\$ 5,609.52	\$ 10,950.00	\$ 10,950.00	\$ -
0.0%						
6190	AUTO REPAIRS	\$ 21,021.43	\$ 32,500.00	\$ 22,000.00	\$ (10,500.00)	-32.3%
		ALLOCATED WAREHOUSE AND GARAGE				
6195	OPERATIONS	62,460.96	66,101.00	68,278.00	\$ 2,177.00	3.3%
7150	DUES & SUBSCRIPTIONS	10,826.17	10,728.00	11,407.00	\$ 679.00	6.3%
7170	TRAVEL EXPENSE	15,279.27	8,964.00	9,313.00	\$ 349.00	3.9%
7201	COMPUTER EQT UNDER \$5000	7,411.97	4,504.00	10,648.00	\$ 6,144.00	136.4%
7221	OTHER EXPENSE	3,489.95	3,500.00	3,500.00	\$ -	0.0%
7240	TUITION & TRAINING	11,099.47	23,536.00	18,901.00	\$ (4,635.00)	-19.7%
7241	EMS CONTINUING EDUCATION	12,638.00	14,345.00	14,587.00	\$ 242.00	1.7%
7475	IMPROVEMENTS-UNDER \$5000	29,194.10	33,652.00	20,517.00	\$ (13,135.00)	-39.0%
7725	FIRE PREVENTION	11,551.97	12,053.00	11,954.00	\$ (99.00)	-0.8%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	172,778.04	175,274.00	171,479.00	\$ (3,795.00)	-2.2%
		OTHER EXPENSE	\$ 357,751.33	\$ 385,157.00	\$ 362,584.00	\$ (22,573.00)
-5.9%						
DEPARTMENT Total: 40 - FIRE \$ 6,375,830.36 \$ 6,523,946.00 \$ 6,582,562.00 \$ 58,616.00 0.9%						



POLICE DEPARTMENT
01-50

Located in City Hall, 3800 University Boulevard

Sixty-three Employees:

Sixty Full Time
Three Part Time

FUNCTION	ACTUAL 2018- 2019	ACTUAL 2019- 2020	ADOPTED 2021
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	9	9	10
Direct Alarm Monitoring Manager	0	0	1
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 intoxilyzer, 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 Assistant Chief and the Support Services Assistant Chief. 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 Assistant Chief oversees 1 Lieutenant, 20 patrol officers, 3 School Resource Officers, the D.A.R.E. Officer and five sergeants who work varying 12-hour shifts per week. The same Assistant Chief 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. UP Elementary and Hyer Elementary each have 1 SRO allocated to their school.

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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 50 - POLICE						
1001	REGULAR EARNINGS	\$ 4,509,693.70	\$ 5,084,114.00	\$ 5,094,460.00	\$ 10,346.00	0.2%
1002	OVERTIME EARNINGS	303,851.42	325,001.00	328,212.00	\$ 3,211.00	1.0%
1004	MISC ALLOWANCE	7,219.18	7,200.00	8,400.00	\$ 1,200.00	16.7%
1005	LONGEVITY PAY	28,139.32	30,269.00	29,410.00	\$ (859.00)	-2.8%
1006	EDUCATION PAY	77,902.90	75,000.00	72,600.00	\$ (2,400.00)	-3.2%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,295.00	3,600.00	3,240.00	\$ (360.00)	-10.0%
1110	EMPLOYERS SHARE F.I.C.A.	357,455.97	406,886.00	408,639.00	\$ 1,753.00	0.4%
1120	EMPLOYERS SHARE T.M.R.S.	466,632.74	555,431.00	504,009.00	\$ (51,422.00)	-9.3%
1130	INSURANCE-EMPLOYEE LIFE	22,564.29	22,475.00	22,600.00	\$ 125.00	0.6%
1131	INSURANCE-WORKMENS COMP	56,806.61	55,548.00	55,011.00	\$ (537.00)	-1.0%
1135	HEALTH INSURANCE	676,395.82	798,902.00	790,800.00	\$ (8,102.00)	-1.0%
		SALARIES & BENEFITS	\$ 6,517,156.95	\$ 7,371,626.00	\$ 7,324,581.00	\$ (47,045.00)
-6.6%						
2029	CLOTHING ALLOWANCE	\$ 45,819.56	\$ 30,374.00	\$ 49,101.00	\$ 18,727.00	61.7%
2100	OFFICE SUPPLIES	5,871.90	6,400.00	6,400.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	7,142.94	4,300.00	4,300.00	\$ -	0.0%
2320	GAS, OIL & GREASE	54,981.82	67,824.00	56,957.00	\$ (10,867.00)	-16.0%
2350	SUPPLIES & MATERIALS	12,517.84	11,475.00	15,636.00	\$ 4,161.00	36.3%
		SUPPLIES	\$ 126,334.06	\$ 120,373.00	\$ 132,394.00	\$ 12,021.00
10.0%						
3010	POSTAGE	\$ 1,736.00	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%
3011	DETENTION SERVICES	2,736.78	3,002.00	3,169.00	\$ 167.00	5.6%
3060	PROFESSIONAL SERVICES/FEES	207,658.54	227,666.00	253,198.00	\$ 25,532.00	11.2%
3062	ANIMAL CONTROL SERVICES	7,190.09	8,169.00	9,203.00	\$ 1,034.00	12.7%
3063	PROGRAMMING/MAINTENANCE	120,097.07	136,345.00	190,264.00	\$ 53,919.00	39.5%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	\$ -	0.0%
3072	ACCREDITATION EXPENSES	8,035.08	14,695.00	12,695.00	\$ (2,000.00)	-13.6%
3075	DIRECT ALARM MONITORING	213,634.04	257,748.00	255,044.00	\$ (2,704.00)	-1.0%
3113	PUBLICATIONS/PRINTING	7,127.22	12,354.00	12,354.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	27,539.03	29,552.00	46,060.00	\$ 16,508.00	55.9%
3261	WRECKER FEES	140.00	400.00	400.00	\$ -	0.0%
3291	GUNS/EQUIPMENT	35,953.31	14,125.00	22,707.00	\$ 8,582.00	60.8%
		PROFESSIONAL SERVICES/FEES	\$ 631,847.16	\$ 706,856.00	\$ 807,894.00	\$ 101,038.00
14.3%						
4110	HEAT, LIGHT, WATER UTIL	\$ 37,931.34	\$ 40,550.00	\$ 33,800.00	\$ (6,750.00)	-16.6%
4120	TELEPHONE SERVICE	30,873.49	33,882.00	40,906.00	\$ 7,024.00	20.7%
4121	911 SERVICE FEES	40,926.46	42,009.00	44,850.00	\$ 2,841.00	6.8%
		UTILITIES	\$ 109,731.29	\$ 116,441.00	\$ 119,556.00	\$ 3,115.00
2.7%						
5500	INSURANCE-AUTO LIABILITY	\$ 7,824.00	\$ 8,059.00	\$ 8,059.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	29,735.04	30,627.00	30,627.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	3,948.00	4,067.00	4,067.00	\$ -	0.0%
5508	INSURANCE-POLICE PROF LIA	19,698.96	20,290.00	20,290.00	\$ -	0.0%
		INSURANCE	\$ 61,206.00	\$ 63,043.00	\$ 63,043.00	\$ -
0.0%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ 3,090.89	\$ 3,750.00	\$ 3,750.00	\$ -	0.0%
6330	RADIO SERVICE	3,992.75	6,492.00	6,492.00	\$ -	0.0%
		OUTSIDE SERVICES	\$ 7,083.64	\$ 10,242.00	\$ 10,242.00	\$ -
0.0%						

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS	\$ 46,762.71	\$ 54,000.00	\$ 55,500.00	\$ 1,500.00	2.8%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	162,243.96	174,243.00	180,853.00	\$ 6,610.00	3.8%
7150	DUES & SUBSCRIPTIONS	5,793.40	4,710.00	5,403.00	\$ 693.00	14.7%
7170	TRAVEL EXPENSE	36,751.07	24,740.00	31,905.00	\$ 7,165.00	29.0%
7201	COMPUTER EQT UNDER \$5000	18,911.90	1,527.00	3,663.00	\$ 2,136.00	139.9%
7202	MICRO COMPUTER SOFTWARE	180.00	-	3,000.00	\$ 3,000.00	0.0%
7221	OTHER EXPENSE	18,749.90	4,250.00	10,190.00	\$ 5,940.00	139.8%
7223	CRIME PREV/YOUTH SERVICES	3,094.63	3,690.00	3,690.00	\$ -	0.0%
7240	TUITION & TRAINING	32,275.21	27,115.00	31,775.00	\$ 4,660.00	17.2%
7475	IMPROVEMENTS-UNDER \$5000	721.00	3,940.00	3,940.00	\$ -	0.0%
9000	CAPITAL EQUIP REPLACEMENT	178,560.96	181,732.00	197,372.00	\$ 15,640.00	8.6%
	OTHER EXPENSE	\$ 504,044.74	\$ 479,947.00	\$ 527,291.00	\$ 47,344.00	9.9%
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ -	\$ 12,640.00	\$ 12,640.00	0.0%
	CAPITAL EXPENDITURES	\$ -	\$ -	\$ 12,640.00	\$ 12,640.00	0.0%
	DEPARTMENT Total: 50 - POLICE	\$ 7,957,403.84	\$ 8,868,528.00	\$ 8,997,641.00	\$ 129,113.00	1.5%

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PARK AND RECREATION DEPARTMENT
01-70

Located at the Peek Service Center, 4420 Worcola Street

Twenty-three Employees:

Twenty-two Full Time
One Part Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
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	1
Pesticide Technician	1	1	2
Horticulturalist	1	1	1
Administrative Secretary	1	1	1
Gardener – PT	0	0	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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 70 PARKS						
1001	REGULAR EARNINGS	\$ 1,445,693.88	\$ 1,524,247.00	\$ 1,507,466.00	\$ (16,781.00)	-1.1%
1002	OVERTIME EARNINGS	\$ 81,400.89	\$ 40,000.00	\$ 60,000.00	\$ 20,000.00	50.0%
1005	LONGEVITY PAY	\$ 15,024.61	\$ 15,707.00	\$ 15,745.00	\$ 38.00	0.2%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ -	\$ (7,200.00)	-100.0%
1009	CELL PHONE ALLOWANCE	\$ 2,520.00	\$ 2,520.00	\$ 1,680.00	\$ (840.00)	-33.3%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 111,427.55	\$ 119,810.00	\$ 120,329.00	\$ 519.00	0.4%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 147,163.39	\$ 159,943.00	\$ 143,464.00	\$ (16,479.00)	-10.3%
1130	INSURANCE-EMPLOYEE LIFE	\$ 7,798.55	\$ 7,725.00	\$ 7,800.00	\$ 75.00	1.0%
1131	INSURANCE-WORKMENS COMP	\$ 15,250.59	\$ 24,868.00	\$ 24,944.00	\$ 76.00	0.3%
1135	HEALTH INSURANCE	\$ 270,858.91	\$ 299,712.00	\$ 302,520.00	\$ 2,808.00	0.9%
		SALARIES & BENEFITS	\$ 2,104,338.37	\$ 2,201,732.00	\$ 2,183,948.00	\$ (17,784.00)
-0.8%						
2029	CLOTHING ALLOWANCE	\$ 27,383.90	\$ 18,175.00	\$ 19,619.00	\$ 1,444.00	7.9%
2100	OFFICE SUPPLIES	\$ 3,285.24	\$ 2,700.00	\$ 3,800.00	\$ 1,100.00	40.7%
2320	GAS, OIL & GREASE	\$ 24,077.91	\$ 28,919.00	\$ 24,129.00	\$ (4,790.00)	-16.6%
2350	SUPPLIES & MATERIALS	\$ 101,617.39	\$ 80,000.00	\$ 81,900.00	\$ 1,900.00	2.4%
2360	SMALL TOOLS	\$ 13,414.71	\$ 11,340.00	\$ 13,100.00	\$ 1,760.00	15.5%
2381	FERTILIZER, CHEMICALS & SUP	\$ 37,486.43	\$ 62,730.00	\$ 64,100.00	\$ 1,370.00	2.2%
		SUPPLIES	\$ 207,265.58	\$ 203,864.00	\$ 206,648.00	\$ 2,784.00
1.4%						
3010	POSTAGE	\$ 246.25	\$ 200.00	\$ 200.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 11,195.70	\$ 10,416.00	\$ 10,810.00	\$ 394.00	3.8%
3063	PROGRAMMING/MAINTENANCE	\$ 12,011.33	\$ 11,246.00	\$ 11,674.00	\$ 428.00	3.8%
3113	PUBLICATIONS/PRINTING	\$ 1,161.34	\$ 900.00	\$ 1,000.00	\$ 100.00	11.1%
3115	CONTRACT MAINTENANCE	\$ 255,611.67	\$ 283,748.00	\$ 308,248.00	\$ 24,500.00	8.6%
		PROFESSIONAL FEES	\$ 280,226.29	\$ 306,510.00	\$ 331,932.00	\$ 25,422.00
8.3%						
4110	HEAT, LIGHT, WATER UTIL	\$ 63,613.44	\$ 65,900.00	\$ 39,300.00	\$ (26,600.00)	-40.4%
4120	TELEPHONE SERVICE	\$ 2,408.99	\$ 2,459.00	\$ 2,652.00	\$ 193.00	7.8%
		UTILITIES	\$ 66,022.43	\$ 68,359.00	\$ 41,952.00	\$ (26,407.00)
-38.6%						
5500	INSURANCE-AUTO LIABILITY	\$ 5,007.96	\$ 5,158.00	\$ 5,158.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 11,841.00	\$ 12,196.00	\$ 12,196.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 1,572.00	\$ 1,620.00	\$ 1,620.00	\$ -	0.0%
		INSURANCE	\$ 18,420.96	\$ 18,974.00	\$ 18,974.00	\$ -
0.0%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ 2,080.73	\$ 10,395.00	\$ 11,300.00	\$ 905.00	8.7%
6380	FLOWERS, TREES & SHRUBS	\$ 43,449.47	\$ 39,600.00	\$ 41,500.00	\$ 1,900.00	4.8%
		OUTSIDE SERVICES	\$ 45,530.20	\$ 49,995.00	\$ 52,800.00	\$ 2,805.00
5.6%						
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 29,185.96	\$ 26,500.00	\$ 25,000.00	\$ (1,500.00)	-5.7%
6195	OPERATIONS	\$ 135,018.00	\$ 146,165.00	\$ 149,203.00	\$ 3,038.00	2.1%
6205	PARK FACILITY REPAIR	\$ 37,352.80	\$ 59,040.00	\$ 52,600.00	\$ (6,440.00)	-10.9%
6208	PARK EQUIPMENT REPAIR	\$ 25,546.33	\$ 48,600.00	\$ 44,000.00	\$ (4,600.00)	-9.5%
7150	DUES & SUBSCRIPTIONS	\$ 4,730.54	\$ 3,555.00	\$ 3,950.00	\$ 395.00	11.1%
7170	TRAVEL EXPENSE	\$ 2,965.26	\$ 5,157.00	\$ 2,800.00	\$ (2,357.00)	-45.7%
7201	COMPUTER EQT UNDER \$5000	\$ 6,181.88	\$ 6,284.00	\$ 1,227.00	\$ (5,057.00)	-80.5%
7221	OTHER EXPENSE	\$ 1,149.00	\$ 5,400.00	\$ 6,000.00	\$ 600.00	11.1%
7240	TUITION & TRAINING	\$ 5,881.06	\$ 4,160.00	\$ 4,620.00	\$ 460.00	11.1%
7260	EQUIPMENT RENTAL	\$ 4,314.40	\$ 4,050.00	\$ 4,500.00	\$ 450.00	11.1%
7475	IMPROVEMENTS-UNDER \$5000	\$ 23,323.85	\$ -	\$ -	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 76,995.96	\$ 79,593.00	\$ 79,593.00	\$ -	0.0%
		OTHER EXPENSE	\$ 352,645.04	\$ 388,504.00	\$ 373,493.00	\$ (15,011.00)
-3.9%						
9950	IMPROVEMENTS/REMODELING OVER \$5000	\$ 9,745.00	\$ -	\$ -	\$ -	0.0%
		CAPITAL EXPENDITURES	\$ 9,745.00	\$ -	\$ -	0.0%
0.0%						
DEPARTMENT Total: 70 - PARKS \$ 3,084,193.87 \$ 3,237,938.00 \$ 3,209,747.00 \$ (28,191.00) -0.9%						

SWIMMING POOL
01-75

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

Fourty-nine Employees:

1 Full Time
54 Part Time

FUNCTION	ACTUAL 2018-2019	BUDGET 2019-2020	ADOPTED 2021
Aquatics Supervisor	1	1	1
Assistant Pool Manager, PT	4	4	8
Cashiers, PT	5	5	0
Lifeguards, PT	42	42	31
Guest Services, PT	0	0	9

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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 75 - SWIMMING POOL						
1001	REGULAR EARNINGS	\$ 291,028.48	\$ 299,103.00	\$ 303,955.00	\$ 4,852.00	1.6%
1005	LONGEVITY PAY	\$ 224.91	\$ 272.00	\$ 305.00	\$ 33.00	12.1%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 21,985.47	\$ 22,891.00	\$ 23,275.00	\$ 384.00	1.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 6,684.27	\$ 7,503.00	\$ 6,917.00	\$ (586.00)	-7.8%
1131	INSURANCE-WORKMENS COMP	\$ 3,558.96	\$ 5,436.00	\$ 5,525.00	\$ 89.00	1.6%
1135	HEALTH INSURANCE	\$ 13,780.56	\$ 14,272.00	\$ 14,436.00	\$ 164.00	1.1%
		SALARIES & BENEFITS	\$ 338,102.65	\$ 350,317.00	\$ 355,253.00	\$ 4,936.00
						1.4%
3010	POSTAGE	\$ 13.60	\$ 400.00	\$ 250.00	\$ (150.00)	-37.5%
3060	PROFESSIONAL SERVICES/FEES	\$ 12,020.93	\$ 13,500.00	\$ 14,500.00	\$ 1,000.00	7.4%
		PROFESSIONAL SERVICES/FEES	\$ 12,034.53	\$ 13,900.00	\$ 14,750.00	\$ 850.00
						6.1%
4110	HEAT, LIGHT, WATER UTIL	\$ -	\$ -	\$ 23,600.00	\$ 23,600.00	-
4120	TELEPHONE SERVICE	\$ 1,764.33	\$ 1,088.00	\$ 1,143.00	\$ 55.00	5.1%
		UTILITIES	\$ 1,764.33	\$ 1,088.00	\$ 24,743.00	\$ 23,655.00
						2174.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 15,261.96	\$ 15,720.00	\$ 15,720.00	\$ -	0.0%
5506	INSURANCE - GEN LIABILITY	\$ 2,027.04	\$ 2,087.00	\$ 2,087.00	\$ -	0.0%
		INSURANCE	\$ 17,289.00	\$ 17,807.00	\$ 17,807.00	\$ -
						0.0%
6189	SWIMMING POOL REPAIRS	\$ 28,191.59	\$ 44,500.00	\$ 44,500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 855.00	\$ 1,482.00	\$ 1,476.00	\$ (6.00)	-0.4%
7221	OTHER EXPENSE	\$ 4,178.00	\$ -	\$ -	\$ -	0.0%
7390	SWIMMING POOL EXPENSE	\$ 75,191.63	\$ 73,650.00	\$ 80,000.00	\$ 6,350.00	8.6%
7394	CONCESSION FOOD EXPENSE	\$ 39,518.00	\$ 32,500.00	\$ 32,500.00	\$ -	0.0%
7396	RETAIL EXPENSE	\$ 314.28	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
		OTHER EXPENSE	\$ 148,248.50	\$ 155,132.00	\$ 161,476.00	\$ 6,344.00
						4.1%
9100	EQUIPMENT OVER \$5000	\$ 13,775.20	\$ 7,000.00	\$ 1,000.00	\$ (6,000.00)	-85.7%
		CAPITAL EXPENDITURES	\$ 13,775.20	\$ 7,000.00	\$ 1,000.00	\$ (6,000.00)
						-85.7%
		DEPARTMENT Total: 75 - SWIMMING POOL	\$ 531,214.21	\$ 545,244.00	\$ 575,029.00	\$ 29,785.00
						5.5%

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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 2018-2019		ACTUAL 2019-2020		ADOPTED 2021	
	<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
	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 FY20, 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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 80 - STREETS						
1001	REGULAR EARNINGS	\$ 864,949.05	\$ 914,174.00	\$ 946,178.00	\$ 32,004.00	3.5%
1002	OVERTIME EARNINGS	\$ 16,594.74	\$ 32,999.00	\$ 31,000.00	\$ (1,999.00)	-6.1%
1005	LONGEVITY PAY	\$ 10,218.98	\$ 10,697.00	\$ 8,792.00	\$ (1,905.00)	-17.8%
1009	CELL PHONE ALLOWANCE	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 65,442.68	\$ 73,277.00	\$ 75,428.00	\$ 2,151.00	2.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 85,473.67	\$ 97,478.00	\$ 90,319.00	\$ (7,159.00)	-7.3%
1130	INSURANCE-EMPLOYEE LIFE	\$ 4,581.95	\$ 4,500.00	\$ 4,600.00	\$ 100.00	2.2%
1131	INSURANCE-WORKMENS COMP	\$ 28,369.74	\$ 24,434.00	\$ 25,148.00	\$ 714.00	2.9%
1135	HEALTH INSURANCE	\$ 202,114.88	\$ 214,080.00	\$ 229,068.00	\$ 14,988.00	7.0%
		SALARIES & BENEFITS	\$ 1,279,185.69	\$ 1,373,079.00	\$ 1,411,973.00	\$ 38,894.00 2.8%
2029	CLOTHING ALLOWANCE	\$ 9,833.12	\$ 11,670.00	\$ 11,900.00	\$ 230.00	2.0%
2100	OFFICE SUPPLIES	\$ 1,809.36	\$ 2,100.00	\$ 2,140.00	\$ 40.00	1.9%
2320	GAS, OIL & GREASE	\$ 28,901.07	\$ 42,596.00	\$ 35,491.00	\$ (7,105.00)	-16.7%
2350	SUPPLIES & MATERIALS	\$ 13,837.36	\$ 9,440.00	\$ 9,620.00	\$ 180.00	1.9%
2360	SMALL TOOLS	\$ (1,167.34)	\$ 6,000.00	\$ 6,120.00	\$ 120.00	2.0%
		SUPPLIES	\$ 53,213.57	\$ 71,806.00	\$ 65,271.00	\$ (6,535.00) -9.1%
3010	POSTAGE	\$ 138.54	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ 2,750.00	\$ 2,800.00	\$ 50.00	1.8%
3063	PROGRAMMING/MAINTENANCE	\$ 1,927.67	\$ 1,363.00	\$ 1,431.00	\$ 68.00	5.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ 150.00	\$ 150.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ 2,732.04	\$ 3,041.00	\$ 3,041.00	\$ -	0.0%
		PROFESSIONAL SERVICES/FEES	\$ 4,798.25	\$ 7,354.00	\$ 7,472.00	\$ 118.00 1.6%
4110	HEAT,LIGHT,WATER UTIL	\$ 3,363.67	\$ 3,500.00	\$ 80,500.00	\$ 77,000.00	2200.0%
4120	TELEPHONE SERVICE	\$ 956.67	\$ 713.00	\$ 733.00	\$ 20.00	2.8%
		UTILITIES	\$ 4,320.34	\$ 4,213.00	\$ 81,233.00	\$ 77,020.00 1828.2%
5500	INSURANCE - AUTO LIABILITY	\$ 7,199.04	\$ 7,414.00	\$ 7,414.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 8,420.04	\$ 8,673.00	\$ 8,673.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 1,118.04	\$ 1,152.00	\$ 1,152.00	\$ -	0.0%
		INSURANCE	\$ 16,737.12	\$ 17,239.00	\$ 17,239.00	\$ - 0.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,625.00	\$ 1,700.00	\$ 75.00	4.6%
6370	STREET REPAIR MATERIAL	\$ 97,301.80	\$ 263,199.00	\$ 269,265.00	\$ 6,066.00	2.3%
		OUTSIDE SERVICES	\$ 97,301.80	\$ 264,824.00	\$ 270,965.00	\$ 6,141.00 2.3%
6190	AUTO REPAIRS	\$ 57,110.85	\$ 52,000.00	\$ 46,000.00	\$ (6,000.00)	-11.5%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 158,596.08	\$ 149,934.00	\$ 154,660.00	\$ 4,726.00	3.2%
7201	COMPUTER EQT UNDER \$5000	\$ 2,641.10	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 948.50	\$ 750.00	\$ 750.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ -	\$ 1,200.00	\$ 1,280.00	\$ 80.00	6.7%
7260	EQUIPMENT RENTAL	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 128,511.00	\$ 140,132.00	\$ 151,065.00	\$ 10,933.00	7.8%
		OTHER EXPENSE	\$ 347,807.53	\$ 345,016.00	\$ 354,755.00	\$ 9,739.00 2.8%
1140	PERSONNEL REIMBURSEMENT	\$ (186,500.04)	\$ (186,500.00)	\$ (190,000.00)	\$ (3,500.00)	1.9%
		TRANSFERS	\$ (186,500.04)	\$ (186,500.00)	\$ (190,000.00)	\$ (3,500.00) 1.9%
		DEPARTMENT Total: 80 - STREETS	\$ 1,616,864.26	\$ 1,897,031.00	\$ 2,018,908.00	\$ 121,877.00 6.4%

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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 85 - TRANSFERS						
6371	REPAVING OUTSIDE CONTRACT	\$ 751,524.00	\$ 789,105.00	\$ 828,560.00	\$ 39,455.00	5.0%
	OUTSIDE SERVICES	\$ 751,524.00	\$ 789,105.00	\$ 828,560.00	\$ 39,455.00	5.0%
7153	CAPITAL PROJECTS CONTRIBUTION	\$ 1,319,532.00	\$ 1,385,507.00	\$ 1,454,782.00	\$ 69,275.00	5.0%
	OTHER EXPENSE	\$ 1,319,532.00	\$ 1,385,507.00	\$ 1,454,782.00	\$ 69,275.00	5.0%
8500	TRANSFERS	\$ 3,446,532.57	\$ 230,919.00	\$ 87,449.00	\$ (143,470.00)	-62.1%
	TRANSFERS	\$ 3,446,532.57	\$ 230,919.00	\$ 87,449.00	\$ (143,470.00)	-62.1%
9582	CURB & GUTTER	\$ 1,188,984.00	\$ 1,248,434.00	\$ 1,310,856.00	\$ 62,422.00	5.0%
9800	ALLEY REPLACEMENT PROJECT	428,388.00	449,812.00	472,303.00	22,491.00	5.0%
	CAPITAL EXPENDITURES	\$ 1,617,372.00	\$ 1,698,246.00	\$ 1,783,159.00	\$ 84,913.00	5.0%
	DEPARTMENT: 85 - TRANSFERS	\$ 7,134,960.57	\$ 4,103,777.00	\$ 4,153,950.00	\$ 50,173.00	1.2%

City of University Park

CAPITAL PROJECTS TRANSFERS - UTILITY FUND

02-85

Account Number	Description	2019 Actual	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ (50,000.03)	\$ (80,000.00)	\$ (80,000.00)	\$ -	0.0%
9801	LINE REPLACEMENT PROJECT	1,954,092.00	1,244,297.00	1,391,512.00	147,215.00	11.8%
	DEPARTMENT: 85 TRANSFERS	\$ 1,904,091.97	\$ 1,164,297.00	\$ 1,311,512.00	\$ 147,215.00	12.6%

City of University Park

CAPITAL PROJECTS TRANSFERS - SANITATION FUND

04-85

Account Number	Description	2019 Actual	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 04 - zSANITATION FUND						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%
	DEPARTMENT: 85 TRANSFERS	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%

City of University Park

CAPITAL PROJECTS TRANSFERS - STORM WATER

05-85

Account Number	Description	2019 Actual	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 05 - STORM WATER						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ 50,000.03	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
	DEPARTMENT: 85 TRANSFERS	\$ 50,000.03	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%

REVENUE – UTILITY FUND
02-11

No Employees

Water sales make up 63% 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 \$1.76 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	\$6.00
1-inch meter	\$11.67
1.5-inch meter	\$21.80
2-inch meter	\$33.63
3-inch meter	\$61.31
4-inch meter	\$100.88
6-inch meter	\$199.75
8-inch meter	\$318.34
10-inch meter	\$571.56
Portable meter	n/a

Consumption charge per 1,000 per gallons/month:	
Up to 30,000 gallons	\$4.74
Additional Charge Over 30,000 gallons	\$1.76

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$2.5453/1,000 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	\$4.97

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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 11 - REVENUE						
3450	WATER SALES-RESIDENTIAL	\$ 7,396,339.14	\$ 8,281,800.00	\$ 8,271,000.00	\$ (10,800.00)	-0.1%
3451	WATER SALES-COMMERCIAL	375,036.81	405,100.00	424,000.00	\$ 18,900.00	4.7%
3452	WATER SALES-CHURCH/SCHOOL	294,456.80	365,100.00	363,000.00	\$ (2,100.00)	-0.6%
3521	WATER SALES-SMU	1,239,213.70	1,237,200.00	1,251,000.00	\$ 13,800.00	1.1%
3523	METER INSTALLATION	172,163.23	170,000.00	175,000.00	\$ 5,000.00	2.9%
3524	WATER RECONNECTIONS	4,790.00	5,000.00	5,000.00	\$ -	0.0%
3525	TESTING FEES	240.00	300.00	300.00	\$ -	0.0%
		WATER REVENUE	\$ 9,482,239.68	\$ 10,464,500.00	\$ 10,489,300.00	\$ 24,800.00
3532	SEWER CHRG-SMU	\$ 650,536.93	\$ 680,000.00	\$ 715,000.00	\$ 35,000.00	5.1%
3533	SEWER PERMITS	318,320.00	300,000.00	315,000.00	\$ 15,000.00	5.0%
3550	SEWER CHRG-RESIDENTIAL	4,277,992.19	4,595,000.00	4,595,000.00	\$ -	0.0%
3551	SEWER CHRG-COMMERCIAL	207,761.49	216,000.00	225,000.00	\$ 9,000.00	4.2%
3552	SEWER CHRG-CHURCH/SCHOOL	96,455.65	117,000.00	110,000.00	\$ (7,000.00)	-6.0%
		WASTE WATER REVENUE	\$ 5,551,066.26	\$ 5,908,000.00	\$ 5,960,000.00	\$ 52,000.00
3900	INTEREST EARNINGS	\$ 87,839.51	\$ 100,000.00	\$ 10,000.00	\$ (90,000.00)	-90.0%
		INTEREST EARNINGS	\$ 87,839.51	\$ 100,000.00	\$ 10,000.00	\$ (90,000.00)
3999	OTHER REVENUE	\$ 4,023.45	\$ -	\$ -	\$ -	0.0%
		OTHER REVENUE	\$ 4,023.45	\$ -	\$ -	0.0%
		DEPARTMENT Total: 11 - REVENUE	\$ 15,125,168.90	\$ 16,472,500.00	\$ 16,459,300.00	\$ (13,200.00)

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UTILITY BILLING OFFICE
02-21

Located in City Hall, 3800 University Boulevard

Four Employees:

All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 21 - UTILITIES OFFICE						
1001	REGULAR EARNINGS	\$ 250,325.47	\$ 253,460.00	\$ 258,515.00	\$ 5,055.00	2.0%
1002	OVERTIME EARNINGS	\$ 3,979.88	\$ 1,001.00	\$ 2,000.00	\$ 999.00	99.8%
1005	LONGEVITY PAY	\$ 2,933.81	\$ 3,122.00	\$ 3,312.00	\$ 190.00	6.1%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 17,339.27	\$ 19,705.00	\$ 20,182.00	\$ 477.00	2.4%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 23,835.52	\$ 26,216.00	\$ 24,144.00	\$ (2,072.00)	-7.9%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,152.21	\$ 975.00	\$ 1,200.00	\$ 225.00	23.1%
1131	INSURANCE-WORKMENS COMP	\$ 338.04	\$ 207.00	\$ 212.00	\$ 5.00	2.4%
1135	HEALTH INSURANCE	\$ 55,122.24	\$ 57,088.00	\$ 57,744.00	\$ 656.00	1.1%
		SALARIES & BENEFITS	\$ 355,026.44	\$ 361,774.00	\$ 367,309.00	\$ 5,535.00
						1.5%
2029	CLOTHING ALLOWANCE	\$ (48.65)	\$ 280.00	\$ 280.00	\$ -	-
2100	OFFICE SUPPLIES	\$ 768.37	\$ 3,550.00	\$ 3,550.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 328.57	\$ 515.00	\$ 357.00	\$ (158.00)	-30.7%
		SUPPLIES	\$ 1,048.29	\$ 4,345.00	\$ 4,187.00	\$ (158.00)
						-3.6%
3010	POSTAGE	\$ 36,151.65	\$ 36,000.00	\$ 35,300.00	\$ (700.00)	-1.9%
3060	PROFESSIONAL SERVICES/FEES	\$ 19,226.98	\$ 18,220.00	\$ 18,220.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 19,779.08	\$ 61,946.00	\$ 62,932.00	\$ 986.00	1.6%
3113	PUBLICATIONS/PRINTING	\$ 875.51	\$ 1,401.00	\$ 1,401.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ -	\$ -	\$ 433.00	\$ 433.00	0.0%
		PROFESSIONAL FEES	\$ 76,033.22	\$ 117,567.00	\$ 118,286.00	\$ 719.00
						0.6%
4110	HEAT,LIGHT,WATER UTIL	\$ 53,375.08	\$ 62,800.00	\$ 64,700.00	\$ 1,900.00	3.0%
4120	TELEPHONE SERVICE	\$ 516.69	\$ 550.00	\$ 314.00	\$ (236.00)	-42.9%
4270	SEWER PAYMENTS	\$ 3,040,137.60	\$ 3,196,250.00	\$ 3,651,359.00	\$ 455,109.00	14.2%
4280	WATER PURCHASES	\$ 5,021,112.96	\$ 5,274,387.00	\$ 5,033,076.00	\$ (241,311.00)	-4.6%
		UTILITIES	\$ 8,115,142.33	\$ 8,533,987.00	\$ 8,749,449.00	\$ 215,462.00
						2.5%
5500	INSURANCE-AUTO LIABILITY	\$ 312.96	\$ 322.00	\$ 322.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,105.04	\$ 2,168.00	\$ 2,168.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 279.96	\$ 288.00	\$ 288.00	\$ -	0.0%
		INSURANCE	\$ 2,697.96	\$ 2,778.00	\$ 2,778.00	\$ -
						0.0%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 86.37	\$ 1.00	\$ 1.00	\$ -	0.0%
		OUTSIDE SERVICES	\$ 86.37	\$ 1.00	\$ 1.00	\$ -
						0.0%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 29.31	\$ 1.00	\$ 50.00	\$ 49.00	4900.0%
6195	OPERATIONS	\$ 2,469.00	\$ 2,184.00	\$ 2,275.00	\$ 91.00	4.2%
7150	DUES & SUBSCRIPTIONS	\$ -	\$ 300.00	\$ 300.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 829.00	\$ 2,900.00	\$ 4,500.00	\$ 1,600.00	55.2%
7201	COMPUTER EQT UNDER \$5000	\$ 676.33	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 710.92	\$ 5,646.00	\$ 5,646.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 1,100.00	\$ 1,200.00	\$ 2,050.00	\$ 850.00	70.8%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 2,030.04	\$ 4,283.00	\$ 2,253.00	\$ (2,030.00)	-47.4%
		OTHER EXPENSE	\$ 7,844.60	\$ 16,514.00	\$ 17,074.00	\$ 560.00
						3.4%
8010	CONTRIBUTION TO GEN. FUND	\$ 699,999.96	\$ 800,000.00	\$ 800,000.00	\$ -	0.0%
		CONTRIBUTIONS	\$ 699,999.96	\$ 800,000.00	\$ 800,000.00	\$ -
						0.0%
DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE		\$ 9,257,879.17	\$ 9,836,966.00	\$ 10,059,084.00	\$ 222,118.00	2.3%

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		ACTUAL 2018-2019		ADOPTED 2021	
	<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
	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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 22 - UTILITIES						
1001	REGULAR EARNINGS	\$ 1,592,777.52	\$ 1,640,867.00	\$ 1,628,029.00	\$ (12,838.00)	-0.8%
1002	OVERTIME EARNINGS	50,405.91	56,000.00	56,000.00	\$ -	0.0%
1005	LONGEVITY PAY	18,005.22	18,071.00	17,763.00	\$ (308.00)	-1.7%
1006	EDUCATION PAY	2,106.25	2,100.00	2,400.00	\$ 300.00	14.3%
1009	CELL PHONE ALLOWANCE	2,868.00	2,280.00	1,440.00	\$ (840.00)	-36.8%
1110	EMPLOYERS SHARE F.I.C.A.	122,161.75	131,355.00	130,374.00	\$ (981.00)	-0.7%
1120	EMPLOYERS SHARE T.M.R.S.	160,165.69	174,265.00	156,037.00	\$ (18,228.00)	-10.5%
1130	INSURANCE-EMPLOYEE LIFE	8,514.20	8,300.00	8,500.00	\$ 200.00	2.4%
1131	INSURANCE-WORKMENS COMP	21,888.08	24,325.00	23,899.00	\$ (426.00)	-1.8%
1135	HEALTH INSURANCE	350,255.90	371,017.00	387,864.00	\$ 16,847.00	4.5%
	SALARIES & BENEFITS	\$ 2,329,148.52	\$ 2,428,580.00	\$ 2,412,306.00	\$ (16,274.00)	-0.7%
2029	CLOTHING ALLOWANCE	\$ 19,304.91	\$ 17,321.00	\$ 17,680.00	\$ 359.00	2.1%
2100	OFFICE SUPPLIES	1,355.67	3,400.00	3,468.00	\$ 68.00	2.0%
2320	GAS, OIL & GREASE	56,279.34	73,090.00	60,531.00	\$ (12,559.00)	-17.2%
2350	SUPPLIES & MATERIALS	29,518.00	46,160.00	77,160.00	\$ 31,000.00	67.2%
2370	BACKFILL MATERIALS	290,593.12	183,894.00	204,566.00	\$ 20,672.00	11.2%
	SUPPLIES	\$ 397,051.04	\$ 323,865.00	\$ 363,405.00	\$ 39,540.00	12.2%
3003	BOARD MEETINGS	\$ 212.37	\$ 500.00	\$ 500.00	\$ -	0.0%
3010	POSTAGE	1,038.58	300.00	350.00	\$ 50.00	16.7%
3060	PROFESSIONAL SERVICES/FEES	52,946.53	67,050.00	68,251.00	\$ 1,201.00	1.8%
3063	PROGRAMMING/MAINTENANCE	43,373.27	44,139.00	45,872.00	\$ 1,733.00	3.9%
3113	PUBLICATIONS/PRINTING	-	500.00	500.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	4,358.24	4,919.00	4,919.00	\$ -	0.0%
	PROFESSIONAL FEES	\$ 101,928.99	\$ 117,408.00	\$ 120,392.00	\$ 2,984.00	2.5%
4110	HEAT,LIGHT,WATER, UTIL	\$ 8,310.74	\$ 8,250.00	\$ 2,300.00	\$ (5,950.00)	-72.1%
4120	TELEPHONE SERVICE	3,522.28	2,982.00	3,116.00	\$ 134.00	4.5%
	UTILITIES	\$ 11,833.02	\$ 11,232.00	\$ 5,416.00	\$ (5,816.00)	-51.8%
5500	INSURANCE-AUTO LIABILITY	\$ 6,573.00	\$ 6,770.00	\$ 6,770.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	13,683.00	14,094.00	14,094.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	1,817.04	1,871.00	1,871.00	\$ -	0.0%
	INSURANCE	\$ 22,073.04	\$ 22,735.00	\$ 22,735.00	\$ -	0.0%
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	\$ 50,597.85	\$ 57,500.00	\$ 48,000.00	\$ (9,500.00)	-16.5%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	237,078.96	171,934.00	175,093.00	\$ 3,159.00	1.8%
6355	UTILITY MAIN MAINTENANCE	309,824.52	444,000.00	452,000.00	\$ 8,000.00	1.8%
7150	DUES & SUBSCRIPTIONS	500.00	1,522.00	1,634.00	\$ 112.00	7.4%
7170	TRAVEL EXPENSE	(707.66)	5,271.00	2,000.00	\$ (3,271.00)	-62.1%
7201	COMPUTER EQT UNDER \$5000	3,493.47	-	-	\$ -	0.0%
7221	OTHER EXPENSE	1,177.38	3,050.00	3,050.00	\$ -	0.0%
7240	TUITION & TRAINING	1,513.28	4,601.00	4,602.00	\$ 1.00	0.0%
7260	EQUIPMENT RENTAL	-	3,000.00	3,000.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	856.78	4,000.00	14,500.00	\$ 10,500.00	262.5%
7500	DEPRECIATION EXPENSE	78,345.71	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLCEMINT CHRG	149,288.04	149,291.00	153,080.00	\$ 3,789.00	2.5%
	OTHER EXPENSE	\$ 831,968.33	\$ 844,169.00	\$ 856,959.00	\$ 12,790.00	1.5%
1140	PERSONNEL REIMBURSEMENT	\$ 186,500.04	\$ 186,500.00	\$ 190,000.00	\$ 3,500.00	1.9%
	TRANSFERS	\$ 186,500.04	\$ 186,500.00	\$ 190,000.00	\$ 3,500.00	1.9%
	DEPARTMENT Total: 22 - UTILITIES	\$ 3,880,502.98	\$ 3,936,239.00	\$ 3,972,963.00	\$ 36,724.00	0.9%

**IN-HOUSE CONSTRUCTION
02-24**

Located in the Peek Service Center, 4420 Worcola Street

Seven Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
Construction Superintendent	0	0	1
Crew Leader	0	0	1
Operator / Technician	0	5	5

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 FY21, a crew will be hired. The program will be monitored for 12-18 months at which time staff and Council will consider the efforts of the program to determine if the program should be expanded to two additional crews or if the work should be contracted out as has been done in the past.

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City of University Park

IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 24 - IN HOUSE CONSTRUCTION						
1001	REGULAR EARNINGS	\$ 224,598.59	\$ 499,243.00	\$ 396,430.00	\$ (102,813.00)	-20.6%
1002	OVERTIME EARNINGS	\$ 6,066.51	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 425.01	\$ 789.00	\$ 989.00	\$ 200.00	25.3%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 15,170.47	\$ 38,252.00	\$ 30,403.00	\$ (7,849.00)	-20.5%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 21,354.73	\$ 49,482.00	\$ 36,327.00	\$ (13,155.00)	-26.6%
1125	GSAB ALLOCATION OF PENSION/OPEB EXP	\$ 161,934.00	\$ -	\$ -	\$ -	0.0%
1126	GASB ALLOCATION OF PENSION/OPEB	\$ (74,889.00)	\$ -	\$ -	\$ -	0.0%
1130	INSURANCE - EMPLOYEE LIFE	\$ 818.48	\$ -	\$ 800.00	\$ 800.00	0.0%
1131	INSURANCE-WORKMENS COMP	\$ 6,226.80	\$ 13,003.00	\$ 10,332.00	\$ (2,671.00)	-20.5%
1135	HEALTH INSURANCE	\$ 59,715.76	\$ 143,157.00	\$ 72,180.00	\$ (70,977.00)	-49.6%
		SALARIES & BENEFITS	\$ 421,421.35	\$ 743,926.00	\$ 547,461.00	\$ (196,465.00)
-26.4%						
2029	CLOTHING ALLOWANCE	\$ 5,000.68	\$ 9,000.00	\$ 5,600.00	\$ (3,400.00)	-37.8%
2100	OFFICE SUPPLIES	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%
2320	GAS, OIL, & GREASE	\$ -	\$ 10,000.00	\$ 5,970.00	\$ (4,030.00)	-40.3%
2350	SUPPLIES & MATERIALS	\$ 44,691.92	\$ 114,998.00	\$ 232,500.00	\$ 117,502.00	102.2%
2370	BACKFILL MATERIALS	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0.0%
		SUPPLIES	\$ 49,692.60	\$ 134,498.00	\$ 294,570.00	\$ 160,072.00
119.01%						
3060	PROFESSIONAL SERVICES/FEES	\$ 22,295.00	\$ 41,998.00	\$ 40,500.00	\$ (1,498.00)	-3.6%
		PROFESSIONAL FEES	\$ 22,295.00	\$ 41,998.00	\$ 40,500.00	\$ (1,498.00)
-3.57%						
4110	UTILITIES	\$ -	\$ -	\$ 800.00	\$ 800.00	0.0%
		UTILITIES	\$ -	\$ -	\$ 800.00	\$ 800.00
0.00%						
6370	STREET REPAIR MATERIAL	\$ 3,132.00	\$ 144,206.00	\$ 50,000.00	\$ (94,206.00)	-65.3%
		OUTSIDE SERVICES	\$ 3,132.00	\$ 144,206.00	\$ 50,000.00	\$ (94,206.00)
-65.33%						
6190	AUTO REPAIRS	\$ 6,982.91	\$ 8,000.00	\$ 5,000.00	\$ (3,000.00)	-37.5%
ALLOCATED WAREHOUSE AND GARAGE						
6295	OPERATIONS	\$ -	\$ 57,311.00	\$ 58,365.00	\$ 1,054.00	1.8%
6355	UTILITY MAIN MAINTENANCE	\$ 95,144.50	\$ 337,499.00	\$ -	\$ (337,499.00)	-100.0%
7150	DUES & SUBSCRIPTIONS	\$ -	\$ 222.00	\$ 444.00	\$ 222.00	100.0%
7201	COMPUTER EQT UNDER \$5000	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.0%
7221	OTHER EXPENSE	\$ 10,736.50	\$ -	\$ -	\$ -	0.0%
7240	TUITION & TRAINING	\$ -	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100.0%
7260	EQUIPMENT RENTAL	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.0%
7331	EQUIPMENT UNDER \$5000	\$ 888.24	\$ 10,000.00	\$ 8,000.00	\$ (2,000.00)	-20.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ -	\$ 32,590.00	\$ 32,590.00	\$ -	0.0%
		OTHER	\$ 113,752.15	\$ 446,622.00	\$ 123,399.00	\$ (323,223.00)
-72.37%						
DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION						
		\$ 610,293.10	\$ 1,511,250.00	\$ 1,056,730.00	\$ (454,520.00)	-30.08%

REVENUE – SANITATION FUND
04-11

No Employees

Residential refuse collection charges make up 61% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$25.96/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 25.96
Two-family dwelling, per unit	\$ 25.96
Apartments, per unit - on residential route	\$ 25.96
Apartments, per unit - on commercial route	\$ 25.96
Carryout, per unit	\$ 159.10

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	\$128.21	\$256.41	\$384.62	\$512.82
6	\$256.41	\$512.82	\$769.23	\$1,025.64
12	\$512.82	\$1,025.64	\$1,538.46	\$2,051.28
18	\$769.23	\$1,538.46	\$2,307.69	\$3,076.92

Recycling collection contributes 10% of Fund revenues. Customers pay \$4.08 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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 11 - REVENUE						
3501	REFUSE COLL-SMU	\$ 186,855.10	\$ 186,000.00	\$ 196,350.00	\$ 10,350.00	5.6%
3504	RECYCLING REVENUE	319,678.57	355,200.00	367,500.00	\$ 12,300.00	3.5%
3540	REFUSE COLL - RESIDENTIAL	1,890,372.97	2,082,082.00	2,184,000.00	\$ 101,918.00	4.9%
3541	REFUSE COLL - COMMERCIAL	466,282.93	527,250.00	548,100.00	\$ 20,850.00	4.0%
3542	REFUSE COLL-CHURCH/SCHOOL	149,864.36	166,500.00	169,050.00	\$ 2,550.00	1.5%
3543	BRUSH/SPECIAL PICKUP CHRG	99,724.30	83,250.00	96,600.00	\$ 13,350.00	16.0%
	REFUSE & RECYCLING	\$ 3,112,778.23	\$ 3,400,282.00	\$ 3,561,600.00	\$ 161,318.00	4.7%
3900	INTEREST EARNINGS	\$ 24,472.74	\$ 40,750.00	\$ 5,000.00	\$ (35,750.00)	-87.7%
	INTEREST EARNINGS	\$ 24,472.74	\$ 40,750.00	\$ 5,000.00	\$ (35,750.00)	-87.7%
	DEPARTMENT Total: 11 - REVENUE	\$ 3,137,250.97	\$ 3,441,032.00	\$ 3,566,600.00	\$ 125,568.00	3.6%

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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-seven Employees:
All Full Time

FUNCTION	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2021
Sanitation Superintendent	1	1	1
Sanitation Supervisor	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 FY2020, the Division handled more than 13,000 tons of solid waste, 1,300 tons of yard waste, and 2,900 tons of recyclable materials. The division recycled approximately 70 tons of metal.

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City of University Park

SANITATION DEPARTMENT

04-60

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 60 - SANITATION						
1001	REGULAR EARNINGS	\$ 1,390,124.46	\$ 1,415,243.00	\$ 1,445,449.00	\$ 30,206.00	2.1%
1002	OVERTIME EARNINGS	83,705.42	60,001.00	66,000.00	\$ 5,999.00	10.0%
1005	LONGEVITY PAY	13,603.40	14,543.00	15,694.00	\$ 1,151.00	7.9%
1009	CELL PHONE ALLOWANCE	1,680.00	1,680.00	1,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	105,175.47	113,971.00	116,830.00	\$ 2,859.00	2.5%
1120	EMPLOYERS SHARE T.M.R.S.	140,039.98	151,505.00	139,884.00	\$ (11,621.00)	-7.7%
1130	INSURANCE-EMPLOYEE LIFE	6,988.67	6,850.00	7,000.00	\$ 150.00	2.2%
1131	INSURANCE-WORKMENS COMP	37,268.04	45,818.00	47,020.00	\$ 1,202.00	2.6%
1135	HEALTH INSURANCE	345,246.96	371,072.00	375,336.00	\$ 4,264.00	1.1%
		SALARIES & BENEFITS	\$ 2,123,832.40	\$ 2,180,683.00	\$ 2,214,893.00	\$ 34,210.00 1.6%
2029	CLOTHING ALLOWANCE	\$ 16,168.20	\$ 14,771.00	\$ 15,067.00	\$ 296.00	2.0%
2100	OFFICE SUPPLIES	1,588.13	1,461.00	1,489.00	\$ 28.00	1.9%
2320	GAS, OIL & GREASE	93,822.60	134,445.00	111,922.00	\$ (22,523.00)	-16.8%
2350	SUPPLIES & MATERIALS	11,175.20	6,660.00	7,093.00	\$ 433.00	6.5%
		SUPPLIES	\$ 122,754.13	\$ 157,337.00	\$ 135,571.00	\$ (21,766.00) -13.8%
3010	POSTAGE	\$ 25.72	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	7,435.00	5,500.00	8,000.00	\$ 2,500.00	45.5%
3063	PROGRAMMING/MAINTENANCE	6,952.80	9,029.00	7,335.00	\$ (1,694.00)	-18.8%
3113	PUBLICATIONS/PRINTING	-	4,300.00	2,300.00	\$ (2,000.00)	-46.5%
3115	CONTRACT MAINTENANCE	3,512.55	3,940.00	3,940.00	\$ -	0.0%
		PROFESSIONAL FEES	\$ 17,926.07	\$ 22,819.00	\$ 21,625.00	\$ (1,194.00) -5.2%
4110	HEAT,LIGHT,WATER UTIL	\$ 13,367.31	\$ 12,200.00	\$ 11,000.00	\$ (1,200.00)	-9.8%
4120	TELEPHONE SERVICE	3,491.14	2,585.00	2,712.00	\$ 127.00	4.9%
4390	LAND FILL	108,441.26	115,000.00	165,730.00	\$ 50,730.00	44.1%
4392	DISPOSAL FEES CONTINGENCY	-	110,000.00	110,000.00	\$ -	0.0%
		UTILITIES	\$ 125,299.71	\$ 239,785.00	\$ 289,442.00	\$ 49,657.00 20.7%
5500	INSURANCE-AUTO LIABILITY	\$ 10,641.00	\$ 10,961.00	\$ 10,961.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	13,683.00	14,094.00	14,094.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	1,817.04	1,871.00	1,871.00	\$ -	0.0%
		INSURANCE	\$ 26,141.04	\$ 26,926.00	\$ 26,926.00	\$ - 0.0%
6186	TRANSFER STATION REPAIR	\$ 19,353.97	\$ 36,400.00	\$ 29,900.00	\$ (6,500.00)	-17.9%
6400	RECYCLING FEES	-	-	65,000.00	\$ 65,000.00	0.0%
		OUTSIDE SERVICES	\$ 19,353.97	\$ 36,400.00	\$ 94,900.00	\$ 58,500.00 160.7%
6190	AUTO REPAIRS	\$ 114,677.99	\$ 117,500.00	\$ 119,000.00	\$ 1,500.00	1.3%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	210,441.96	252,643.00	261,320.00	\$ 8,677.00	3.4%
6318	CONTAINER MAINTENANCE	11,744.02	14,250.00	5,000.00	\$ (9,250.00)	-64.9%
7150	DUES & SUBSCRIPTIONS	1,100.00	1,360.00	1,385.00	\$ 25.00	1.8%
7170	TRAVEL EXPENSE	2,127.60	4,400.00	1,900.00	\$ (2,500.00)	-56.8%
7201	COMPUTER EQT UNDER \$5000	3,267.47	1,527.00	1,948.00	\$ 421.00	27.6%
7221	OTHER EXPENSE	5,329.74	5,450.00	5,450.00	\$ -	0.0%
7240	TUITION & TRAINING	1,591.00	1,801.00	2,451.00	\$ 650.00	36.1%
7331	EQUIPMENT UNDER \$5000	3,147.55	-	-	\$ -	0.0%
7392	CONTAINERS	16,699.50	20,501.00	20,900.00	\$ 399.00	1.9%
7500	DEPRECIATION EXPENSE	6,768.72	-	-	\$ -	0.0%
7601	HAZARDOUS WASTE SERVICE	31,982.84	35,301.00	39,000.00	\$ 3,699.00	10.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	257,325.96	280,272.00	289,842.00	\$ 9,570.00	3.4%
		OTHER EXPENSE	\$ 666,204.35	\$ 735,005.00	\$ 748,196.00	\$ 13,191.00 1.8%
9950	IMPROVEMENTS/REMODELING OVER \$5000	-	12,000.00	-	\$ (12,000.00)	-100.0%
		CAPITAL EXPENDITURES	\$ -	\$ 12,000.00	\$ -	\$ (12,000.00) -100.0%
DEPARTMENT Total: 60 - SANITATION \$ 3,101,511.67 \$ 3,410,955.00 \$ 3,531,553.00 \$ 120,598.00 3.5%						

**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 Master Plan studies
- 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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 11 - REVENUE						
3903	STORMWATER FEE-COMMERCIAL	\$ 14,560.35	\$ 15,750.00	\$ 15,750.00	\$ -	0.0%
3904	STORM FEE-RESIDENTIAL	451,606.80	469,350.00	472,000.00	\$ 2,650.00	0.6%
3906	STORM FEE-CHURCH/SCHOOL	11,100.19	11,550.00	11,550.00	\$ -	0.0%
	STORM FEE	\$ 477,267.34	\$ 496,650.00	\$ 499,300.00	\$ 2,650.00	0.5%
3900	INTEREST EARNINGS	\$ 44,561.86	\$ 30,000.00	\$ 5,000.00	\$ (25,000.00)	-83.3%
	INTEREST EARNINGS	\$ 44,561.86	\$ 30,000.00	\$ 5,000.00	\$ (25,000.00)	-83.3%
		DEPARTMENT Total: 11 - REVENUE	\$ 521,829.20	\$ 526,650.00	\$ 504,300.00	\$ (22,350.00)
-4.2%						

City of University Park

EXPENSE - STORMWATER

05-23

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 23 - STORM WATER UTILITY						
2100	OFFICE SUPPLIES	\$ 110.13	\$ 50.00	\$ 50.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	299.86	1,500.00	3,001.00	\$ 1,501.00	100.1%
	SUPPLIES	\$ 409.99	\$ 1,550.00	\$ 3,051.00	\$ 1,501.00	96.8%
3010	POSTAGE	\$ 31.65	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	190,558.11	388,901.00	408,200.00	\$ 19,299.00	5.0%
3113	PUBLICATIONS/PRINTING	376.31	-	\$ -	\$ -	0.0%
3115	CONTRACT MAINTENANCE	3,636.64	3,600.00	3,600.00	\$ -	0.0%
	PROFESSIONAL FEES	\$ 194,602.71	\$ 392,551.00	\$ 411,850.00	\$ 19,299.00	4.9%
7150	DUES & SUBSCRIPTIONS	\$ 7,451.00	\$ 7,300.00	\$ 8,200.00	\$ 900.00	12.3%
7240	TUITION & TRAINING	2,000.00	2,750.00	3,500.00	\$ 750.00	27.3%
	OTHER EXPENSE	\$ 9,451.00	\$ 10,050.00	\$ 11,700.00	\$ 1,650.00	16.4%
9305	STORMWATER EXPENSES	\$ 32,195.00	\$ 23.00	\$ 1.00	\$ (22.00)	-95.7%
	CAPITAL EXPENDITURES	\$ 32,195.00	\$ 23.00	\$ 1.00	\$ (22.00)	-95.7%
		DEPARTMENT Total: 23 - STORM WATER UTILITY	\$ 236,658.70	\$ 404,174.00	\$ 426,602.00	\$ 22,428.00
5.5%						

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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	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	\$ 428,388.00	\$ 449,812.00	\$ 472,303.00	\$ 22,491.00	5.00%
3102	TRANSFER - UTILITY FUND	\$ 1,954,092.00	\$ 1,244,279.00	\$ 1,391,512.00	\$ 147,233.00	11.83%
	TRANSFERS FROM OTHER FUNDS	\$ 2,382,480.00	\$ 1,694,091.00	\$ 1,863,815.00	\$ 169,724.00	10.02%
3900	INTEREST EARNINGS	\$ 32,401.63	\$ 25,000.00	\$ 5,000.00	\$ (20,000.00)	-80.00%
	INTEREST EARNINGS	\$ 32,401.63	\$ 25,000.00	\$ 5,000.00	\$ (20,000.00)	-80.00%
3999	OTHER REVENUE	\$ 20,357.98	\$ -	\$ -	\$ -	0.00%
	OTHER REVENUE	\$ 20,357.98	\$ -	\$ -	\$ -	0.00%
DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE						
		\$ 2,435,239.61	\$ 1,719,091.00	\$ 1,868,815.00	\$ 149,724.00	8.71%

City of University Park

REVENUE - CIP - GENERAL GOVERNMENT PROJECTS

44-11

Description	2016 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT					
DEPARTMENT: 11 - REVENUE					
3101	TRANSFER - GENERAL FUND	\$ 326,040.00	\$ 3,423,046.00	\$ 3,594,199.00	\$ 171,153.00 5.0%
	TRANSFERS FROM OTHER FUNDS	\$ 3,260,040.00	\$ 3,423,046.00	\$ 3,594,199.00	\$ 171,153.00 5.0%
3900	INTEREST EARNINGS	\$ 157,625.34	\$ 175,000.00	\$ 20,000.00	\$ (155,000.00) -88.6%
	INTEREST EARNINGS	\$ 157,625.34	\$ 175,000.00	\$ 20,000.00	\$ (155,000.00) -88.6%
3999	OTHER REVENUE	\$ 341,014.76	\$ -	\$ -	\$ - 0.0%
	OTHER REVENUE	\$ 341,014.76	\$ -	\$ -	\$ - 0.0%
DEPARTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE					
		\$ 3,758,680.10	\$ 3,598,046.00	\$ 3,614,199.00	\$ 16,153.00 0.4%

City of University Park

CIP - GENERAL GOVERNMENT PROJECTS

44-44

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 87,926.00	\$ 87,926.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ -	\$ -	\$ 6,726.00	\$ 6,726.00	0.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ -	\$ -	\$ 8,035.00	\$ 8,035.00	0.0%
1131	INSURANCE-WORKMENS COMP	\$ -	\$ -	\$ 70.00	\$ 70.00	0.0%
1135	HEALTH INSURANCE	\$ -	\$ -	\$ 13,800.00	\$ 13,800.00	0.0%
	SALARIES & BENEFITS	\$ -	\$ -	\$ 116,557.00	\$ 116,557.00	0.0%
4410	CAPITAL PROJECTS-GEN FUND	\$ 4,002,367.35	\$ -	\$ -	\$ -	0.0%
4430	CAPITAL PROJECTS - MPY	\$ (77.82)	\$ -	\$ -	\$ -	0.0%
	CAPITAL EXPENDITURES	\$ 4,002,289.53	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS						
		\$ 4,002,289.53	\$ -	\$ 116,557.00	\$ 116,557.00	0.0%

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.

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City of University Park

REVENUE - EQUIPMENT SERVICES 47-11

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 11 - REVENUE						
3161.01	VEH MAINTENANCE-GEN FUND	\$ 431,966.04	\$ 441,441.00	\$ 460,681.00	\$ 19,240.00	4.4%
3161.02	VEH MAINTENANCE-UTIL FUND	121,311.00	110,696.00	115,520.00	\$ 4,824.00	4.4%
3161.04	VEH MAINTENANCE-SANITATN	166,770.96	203,912.00	212,799.00	\$ 8,887.00	4.4%
3162.01	WHSE ALLOCATION-GEN FUND	151,827.00	159,958.00	159,268.00	\$ (690.00)	-0.4%
3162.02	WHSE ALLOCATION-UTIL FUND	118,236.96	120,733.00	120,212.00	\$ (521.00)	-0.4%
3162.04	WHSE ALLOCATION-SANITATN	43,671.00	48,731.00	48,521.00	\$ (210.00)	-0.4%
3163.01	VEH REPLACEMENT-GEN FUND	612,096.96	633,115.00	654,078.00	\$ 20,963.00	3.3%
3163.02	VEH REPLACEMENT-UTIL FUND	151,318.08	186,164.00	187,923.00	\$ 1,759.00	0.9%
3163.04	VEH REPLACEMENT-SANITATN	257,325.96	280,272.00	289,842.00	\$ 9,570.00	3.4%
WAREHOUSE ALLOCATION		\$ 2,054,523.96	\$ 2,185,022.00	\$ 2,248,844.00	\$ 63,822.00	2.9%
3900	INTEREST EARNINGS	\$ 108,747.40	\$ 70,000.00	\$ 10,000.00	\$ (60,000.00)	-85.7%
	WAREHOUSE INTEREST	\$ 108,747.40	\$ 70,000.00	\$ 10,000.00	\$ (60,000.00)	-85.7%
DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS \$ 2,163,271.36 \$ 2,255,022.00 \$ 2,258,844.00 \$ 3,822.00 0.2%						

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

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
 All Full Time

FUNCTION	ACTUAL 2018-019	ACTUAL 2019-2020	ADOPTED 2021
Garage:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	3	3	4
Equip Serv. Lub. & Tire Tech.	0	0	1
 Warehouse:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Counter person	1	1	1

The Equipment Services Department maintains the City's fleet of motorized equipment and provides related services to user departments. 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 Department has two divisions:

Garage

Garage personnel perform preventive maintenance and repair on approximately 350 pieces of equipment, ranging from quickie saws to fire trucks. Most equipment replacement is funded through annual contributions to a replacement fund. User departments finance Equipment Services operations through budgeted contributions for maintenance and replacement, based on each department's proportion of garage and warehouse use. The Division's personnel have been reduced from twelve to seven since 1994. Garage personnel performed **860 repairs and 982 preventive maintenance jobs last year.**

City of University Park

EQUIPMENT SERVICES - GARAGE

47-30

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 30 - GARAGE						
1001	REGULAR EARNINGS	\$ 451,014.91	\$ 471,729.00	\$ 466,799.00	\$ (4,930.00)	-1.0%
1002	OVERTIME EARNINGS	\$ 2,466.38	\$ 1,001.00	\$ 1,000.00	\$ (1.00)	-0.1%
1004	MISC ALLOWANCE	\$ 1,604.43	\$ 1,600.00	\$ 1,200.00	\$ (400.00)	-25.0%
1005	LONGEVITY PAY	\$ 2,633.43	\$ 2,870.00	\$ 1,938.00	\$ (932.00)	-32.5%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 31,117.16	\$ 36,507.00	\$ 32,134.00	\$ (4,373.00)	-12.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 42,695.09	\$ 48,573.00	\$ 43,049.00	\$ (5,524.00)	-11.4%
1130	INSURANCE-EMPLOYEE LIFE	\$ 2,269.49	\$ 2,150.00	\$ 2,300.00	\$ 150.00	7.0%
1131	INSURANCE-WORKMENS COMP	\$ 8,292.96	\$ 5,016.00	\$ 5,090.00	\$ 74.00	1.5%
1135	HEALTH INSURANCE	\$ 82,683.36	\$ 85,632.00	\$ 72,180.00	\$ (13,452.00)	-15.7%
		SALARIES & BENEFITS	\$ 624,777.21	\$ 655,078.00	\$ 625,690.00	\$ (29,388.00)
-4.5%						
2029	CLOTHING ALLOWANCE	\$ 3,252.29	\$ 3,060.00	\$ 3,800.00	\$ 740.00	24.2%
2100	OFFICE SUPPLIES	\$ 611.33	\$ 700.00	\$ 700.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 2,108.60	\$ 3,989.00	\$ 2,833.00	\$ (1,156.00)	-29.0%
2350	SUPPLIES & MATERIALS	\$ 9,960.48	\$ 15,500.00	\$ 15,500.00	\$ -	0.0%
		SUPPLIES	\$ 15,932.70	\$ 23,249.00	\$ 22,833.00	\$ (416.00)
-1.8%						
3010	POSTAGE	\$ 22.10	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ 2,050.00	\$ 2,250.00	\$ 200.00	9.8%
3063	PROGRAMMING/MAINTENANCE	\$ 12,478.94	\$ 12,916.00	\$ 626.00	\$ (12,290.00)	-95.2%
		PROFESSIONAL FEES	\$ 12,501.04	\$ 15,016.00	\$ 2,926.00	\$ (12,090.00)
-80.5%						
4110	HEAT, LIGHT, WATER UTIL	\$ 14,986.56	\$ 17,650.00	\$ 6,400.00	\$ (11,250.00)	-63.7%
4120	TELEPHONE SERVICE	\$ 484.44	\$ 458.00	\$ 296.00	\$ (162.00)	-35.4%
		UTILITIES	\$ 15,471.00	\$ 18,108.00	\$ 6,696.00	\$ (11,412.00)
-63.0%						
5500	INSURANCE-AUTO LIABILITY	\$ 1,251.96	\$ 1,289.00	\$ 1,289.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,158.04	\$ 3,252.00	\$ 3,252.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 419.04	\$ 432.00	\$ 432.00	\$ -	0.0%
		INSURANCE	\$ 4,829.04	\$ 4,973.00	\$ 4,973.00	\$ -
0.0%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,807.65	\$ 4,800.00	\$ 4,800.00	\$ -	0.0%
6330	RADIO SERVICE	\$ 910.71	\$ 1,075.00	\$ 1,074.00	\$ (1.00)	-0.1%
		OUTSIDE SERVICES	\$ 5,718.36	\$ 5,875.00	\$ 5,874.00	\$ (1.00)
0.0%						
6190	AUTO REPAIRS	\$ 2,457.47	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ -	\$ 25.00	\$ 25.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ -	\$ 500.00	\$ 700.00	\$ 200.00	40.0%
7201	COMPUTER EQT UNDER \$5000	\$ 1,435.34	\$ 1,450.00	\$ 1,227.00	\$ (223.00)	-15.4%
7202	MICRO COMPUTER SOFTWARE	\$ 2,981.00	\$ 6,350.00	\$ 4,950.00	\$ (1,400.00)	-22.0%
7221	OTHER EXPENSE	\$ 105.00	\$ -	\$ -	\$ -	0.0%
7240	TUITION & TRAINING	\$ 4,422.24	\$ 3,500.00	\$ 4,000.00	\$ 500.00	14.3%
7260	EQUIPMENT RENTAL	\$ 1,054.79	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
7500	DEPRECIATION EXPENSE	\$ 943,782.62	\$ -	\$ -	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ -	\$ 14,647.00	\$ 13,263.00	\$ (1,384.00)	-9.4%
		OTHER	\$ 956,238.46	\$ 31,472.00	\$ 29,165.00	\$ (2,307.00)
-7.3%						
9100	EQUIPMENT OVER \$5000	\$ -	\$ 21,300.00	\$ -	\$ (21,300.00)	-100.0%
		CAPITAL EXPENDITURES	\$ -	\$ 21,300.00	\$ -	\$ (21,300.00)
-100.0%						
DEPARTMENT Total: 30 - GARAGE TOTAL		\$ 1,635,467.81	\$ 775,071.00	\$ 698,157.00	\$ (76,914.00)	-9.9%

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

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2018-019	ACTUAL 2019-2020	ADOPTED 2021
Garage:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	3	3	4
Equip Serv. Lub. & Tire Tech.	0	0	1
 Warehouse:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Counter person	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.

City of University Park

EQUIPMENT SERVICES - WAREHOUSE

47-34

Account Number	Description	2019 Actual Amount	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 34 - WAREHOUSE						
1001	REGULAR EARNINGS	\$ 193,403.19	\$ 195,224.00	\$ 160,552.00	\$ (34,672.00)	-17.8%
1002	OVERTIME EARNINGS	274.96	1,001.00	1,000.00	\$ (1.00)	-0.1%
1005	LONGEVITY PAY	2,427.66	2,566.00	1,593.00	\$ (973.00)	-37.9%
1110	EMPLOYERS SHARE F.I.C.A.	13,534.75	15,210.00	12,481.00	\$ (2,729.00)	-17.9%
1120	EMPLOYERS SHARE T.M.R.S.	18,265.34	20,231.00	14,924.00	\$ (5,307.00)	-26.2%
1130	INSURANCE-EMPLOYEE LIFE	988.40	975.00	1,000.00	\$ 25.00	2.6%
1131	INSURANCE-WORKMENS COMP	2,834.04	2,520.00	1,798.00	\$ (722.00)	-28.7%
1135	HEALTH INSURANCE	41,341.68	42,816.00	42,672.00	\$ (144.00)	-0.3%
		SALARIES & BENEFITS	\$ 273,070.02	\$ 280,543.00	\$ 236,020.00	\$ (44,523.00)
2029	CLOTHING ALLOWANCE	\$ 384.01	\$ 860.00	\$ 960.00	\$ 100.00	11.6%
2100	OFFICE SUPPLIES	1,143.23	1,080.00	1,080.00	\$ -	0.0%
2320	GAS, OIL & GREASE	870.56	1,370.00	1,079.00	\$ (291.00)	-21.2%
2350	SUPPLIES & MATERIALS	1,247.55	1,350.00	1,350.00	\$ -	0.0%
		SUPPLIES	\$ 3,645.35	\$ 4,660.00	\$ 4,469.00	\$ (191.00)
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	12,109.05	12,490.00	179.00	\$ (12,311.00)	-98.6%
		PROFESSIONAL FEES	\$ 12,109.05	\$ 12,540.00	\$ 229.00	\$ (12,311.00)
4110	HEAT,LIGHT,WATER UTIL	\$ 5,618.40	\$ 6,100.00	\$ 16,000.00	\$ 9,900.00	162.3%
4120	TELEPHONE SERVICE	902.02	876.00	770.00	\$ (106.00)	-12.1%
		UTILITIES	\$ 6,520.42	\$ 6,976.00	\$ 16,770.00	\$ 9,794.00
5500	INSURANCE-AUTO LIABILITY	\$ 312.96	\$ 322.00	\$ 322.00	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,578.96	1,626.00	1,626.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	210.00	216.00	216.00	\$ -	0.0%
		INSURANCE	\$ 2,101.92	\$ 2,164.00	\$ 2,164.00	\$ -
6190	AUTO REPAIRS	\$ 1,347.92	\$ 1,000.00	\$ 1,500.00	\$ 500.00	50.0%
7170	TRAVEL EXPENSE	1,411.14	2,200.00	300.00	\$ (1,900.00)	-86.4%
7201	COMPUTER EQT UNDER \$5000	2,870.68	-	400.00	\$ 400.00	0.0%
7221	OTHER EXPENSE	65.00	400.00	400.00	\$ -	0.0%
7240	TUITION & TRAINING	1,331.00	1,600.00	900.00	\$ (700.00)	-43.8%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	-	10,887.00	7,690.00	\$ (3,197.00)	-29.4%
		OTHER	\$ 7,025.74	\$ 16,087.00	\$ 11,190.00	\$ (4,897.00)
DEPARTMENT Total: 34 - WAREHOUSE		\$ 304,472.50	\$ 322,970.00	\$ 270,842.00	\$ (52,128.00)	-16.1%



PERFORMANCE MEASURES



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

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Public Safety										
Police										
Parking tickets	5,277	8,426	7,333	6,886	2,873	6,386	5,793	6,499	7,747	4,744
Traffic violations	5,133	5,169	4,050	5,838	5,774	3,386	3,970	7,288	6,657	3,976
Accident calls	217	210	198	188	535	572	532	623	533	522
Total calls for service	25,835	25,756	24,162	24,636	27,767	30,199	31,051	30,862	30,347	18,973
Fire										
Number of fire runs	1,185	1,227	1,437	1,485	1,547	1,455	1,532	1,587	1,857	1,623
Number of EMS runs	1,113	1,012	1,100	1,073	1,033	1,038	1,077	876	853	769
Inspections	725	791	819	1,040	874	856	1,142	952	1,352	445
Parks										
Pool passes issued	3,422	3,186	3,161	3,036	2,821	2,645	2,465	2,587	2,299	2,400
Public Works										
Building permits issued	2,597	2,792	3,036	3,257	3,040	2,880	2,511	2,482	2,937	2,242
Work orders (Inspections) completed	7,758	8,203	7,436	6,970	7,538	6,824	7,216	7,408	8,623	7,512
Sanitation										
Waste hauled (tons)	15,022	15,295	15,052	14,487	15,139	12,806	12,751	12,907	13,033	13,118
Recycled materials (tons)	2,854	2,961	2,886	3,116	3,298	3,614	3,222	3,013	3,028	2,998
Green Waste	2,731	2,936	2,647	2,212	2,428	1,652	1,489	1,313	1,862	1,250
Utilities										
Number of consumers	8,790	8,747	8,813	8,848	8,797	8,830	8,815	8,805	8,832	8,820
Average daily consumption (ten thousands of gallons)	5,797	4,844	4,403	4,095	3,931	3,850	3,902	4,086	3,313	3,332

Sources: Various City Departments

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

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Public Safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	12	12	12	12	13	13	12	12	12	15
Motorcycle units	0	0	0	0	0	0	2	2	2	2
Fire										
Stations	1	1	1	1	1	1	1	1	1	1
Trucks	4	4	4	3	3	2	3	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)	9	10	10	11	11	11	11	11	11	10
Playgrounds	8	8	8	9	9	9	9	9	8	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	469	470	473	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



STATISTICAL MEASURES



CITY OF UNIVERSITY PARK, TEXAS

CRIME RATES IN UNIVERSITY PARK

Last Ten Fiscal Years

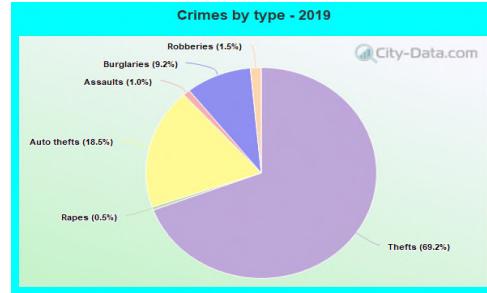
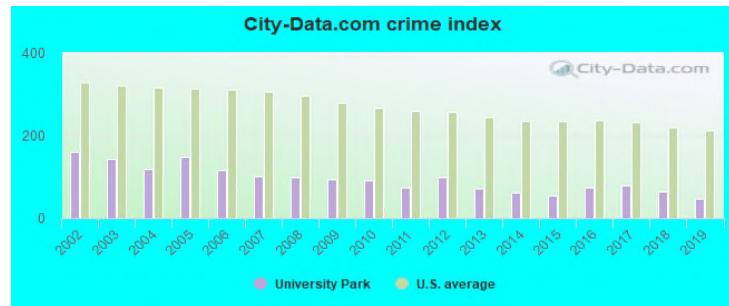
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Murders (per 100,000)	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Rapes (per 100,000)	1 4.0%	0 0.0%	0 0.0%	2 8.4%	2 8.3%	1 4.1%	0 0.0%	1 4.0%	5 19.8%	1 3.9%	1 3.9%	2 4.3%
Robberies (per 100,000)	8 32.0%	8 31.5%	3 12.7%	5 21.0%	5 20.8%	0 0.0%	2 8.1%	13 51.8%	4 15.9%	4 15.4%	3 11.8%	1 4.0%
Assaults (per 100,000)	3 12.0%	4 15.8%	5 21.2%	4 16.8%	4 4.2%	1 12.4%	1 4.0%	2 8.0%	2 7.9%	0 0.0%	2 7.9%	20 87.3%
Burglaries (per 100,000)	63 251.7%	68 267.8%	51 216.5%	61 255.9%	51 212.2%	43 177.5%	30 121.3%	33 131.5%	38 150.7%	33 129.3%	18 70.8%	43 187.6%
Thefts (per 100,000)	332 1327.0%	344 1355.0%	257 1091.0%	359 1506.0%	228 948.8%	253 1045.0%	245 990.7%	253 1008.0%	257 1019.0%	232 909.2%	135 530.8%	211 921.0%
Auto Thefts (per 100,000)	21 83.9%	18 70.9%	24 101.9%	13 54.5%	17 70.7%	6 24.8%	11 44.5%	17 67.7%	19 75.3%	37 145.0%	36 141.3%	35 152.7%
Arson (per 100,000)	0 0.0%	0 0.0%	1 4.2%	0 0.0%	1 4.2%	1 4.1%	0 0.0%	0 0.0%	1 4.0%	0 0.0%	0 0.0%	0 0.0%
City-Data.com crime index (higher means more crime)	92.6	91.2	75.0	98.9	72.2	62.0	54.9	75.2	79.5	64.9	45.8	46.0

U.S. average = 274.0

How does University Park compare?

University Park has a lower overall crime rate than the vast majority of U.S. cities. For comparison, the national total crime rate is 2,489 incidents for every 100,000 people.

University Park's overall crime rate is 73% lower than the overall crime rate in Texas. Statewide, there were 814,678 crimes reported in 2019, or 2,810 for every 100,000 people.



CITY OF UNIVERSITY PARK, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS Last Ten Calendar Years

Year	Estimated Population	Personal Income (thousands of dollars)	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2010	23,068	1,539,997	66,759	27.8	6,448	7.1%
2011	23,068	1,539,997	66,759	27.8	6,448	7.0%
2012	23,040	1,461,059	63,414	29.7	6,757	5.6%
2013	22,920	1,607,013	70,114	29.7	6,848	5.4%
2014	22,860	1,602,806	70,114	29.7	6,804	3.9%
2015	22,840	1,784,672	78,138	29.8	6,804	3.3%
2016	22,720	1,776,772	78,203	29.8	7,037	3.3%
2017	22,820	2,108,568	92,400	32.9	7,091	2.7%
2018	22,890	2,115,036	92,400	32.9	7,024	3.0%
2019	22,910	1,971,841	86,069	33.1	6,971	2.8%
2020	22,900	2,029,719	88,634	35.1	6,801	3.9%

Source: Estimated population obtained from the North Central Texas Council of Governments, 2017 Population Estimates Report.
 Current and updated median age, per capita via city-data.com.
 Current and updated school enrollment via neighborhoodscout.com.
 Current and updated unemployment rate via homefacts.com.

CITY OF UNIVERSITY PARK, TEXAS PRINCIPAL EMPLOYERS
Current Year

UNIVERSITY PARK

Employer	Rank	Employees	Percentage of Total City Employment
Southern Methodist University	1	1,429	6%
Highland Park ISD	2	664	3%
Fidelity Investments	3	300	1%
City of University Park	4	248	1%

DALLAS COUNTY

Employer	Rank	Employees	Employer	Rank	Employees
Wal-Mart	1	34,698	State Farm Insurance Corporate Office	1	9,985
American Airlines Group	2	24,700	Plano Independent School District	2	6,854
Bank of America	3	20,000	Capital One Finance	3	5,979
Texas Health Resources	4	19,230	AT&T	4	4,300
Dallas Independent School District	5	18,314	DXC Technology	5	4,000
Baylor Health Care System	6	17,097	Toyota North America HQ	6	3,937
AT&T	7	15,800	Bank of America Home Loans	7	3,729
Lockhead Martin	8	14,126	Blue Cross Blue Shield of Texas	8	3,100
JP Morgan Chase	9	13,500	Liberty Mutual Insurance	9	2,700
UT Southwestern Medical Center	10	13,122	No longer eligible for listing	10	26,500

Note: The City of University Park is primarily residential in nature, with a highly mobile workforce. Nestled between the north/south routes of the Dallas North Tollway to the west, and North Central Expressway to the east, the majority of commuters are likely employed in either Dallas or Collin County. Therefore, the major employers of those areas are presented along with the top 4 employers within the City limits. No comparative prior period information is available. Employers information was found in FY19 Dallas County CAFR and North Central Texas Council of Governments sites/reports, and therefore is not intended as an accurate portrayal of actual City employment.

Source: North Central Texas Council of Government, FY20 Dallas County CAFR and FY19 Collin County CAFR

CITY OF UNIVERSITY PARK, TEXAS
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Government											
Administrative	5	5	5	5	5	6	6	6	6	6	6
Finance	7	6	5	6	6	6	6	6	6	6	6
Human Resources	2	2	2	2	2	2	2	2	2	2	2
Information Services	5	5	5	5	5	5	5	6	6	6	6
Library *			4	4	4	4	4	4	4	4	4
Facility Maintenance	3	2	2	2	2	2	2	2	2	2	2
Public Safety											
Police											
Officers	37	39	35	39	39	43	41	41	41	44	42
Civilians	12	10	13	14	11	10	12	13	14	15	18
Fire											
Firefighters and officers	35	34	34	35	35	33	31	35	35	35	35
Civilians	1	1	1	1	1	1	1	1	1	1	1
Municipal Court	2	2	2	2	2	2	2	2	2	2	2
Parks	24	22	22	22	22	22	23	23	22	23	23
Public Works											
Community Development	9	10	11	11	9	10	9	10	10	10	10
Engineering	6	6	5	5	5	4	3	8	4	8	8
Traffic	6	7	7	7	7	6	7	7	7	7	7
Streets	16	16	16	17	16	16	16	16	15	16	16
Utilities	31	28	32	31	31	31	31	29	36	29	29
Sanitation	25	26	27	27	27	28	27	28	27	28	27
In-House Construction									6	13	7
Equipment Services	10	10	10	10	10	9	9	9	9	9	10
Capital Projects	1	1	0	0	0	0	0	0	0	0	2
Total	237	232	238	245	239	240	237	248	255	266	263

Source: City Human Resource Department

* Function added in 2013

CITY OF UNIVERSITY PARK
CAPITAL PROJECTS



CITY OF UNIVERSITY PARK, TEXAS
FY2021 – CAPITAL PROJECTS BUDGET – AS AMENDED

		FY2021 PROPOSED BUDGET	FY2020 UNSPENT FUNDS CARRYFRWD	FY2021 AMENDED BUDGET
Revenues				
Transfers from General Fund (budgeted)		4,066,502	-	4,066,502
Transfers from Utility Fund (budgeted)		1,391,512	-	1,391,512
Investment income		25,000	-	25,000
Other Revenues -DART CURRENT PROJECTS		1,951,734	-	1,951,734
Other Revenues -DART CUMULATIVE UNSPENT		4,017,832	-	4,017,832
Other Revenues- DCMCIP		1,700,000	-	1,700,000
Other Revenues - SMU Reserve Fund		637,500	-	637,500
Total Revenues		13,790,080	-	13,790,080
Expenditures				
PERSONNEL		117,500		117,500
INFORMATION TECHNOLOGY				
Beehive / Cartograph	2017102	-	43,127	43,127
Server/Network Replacement	2020100	235,000	70,196	305,196
City-wide Access Controls	2021102	100,000	-	100,000
INFORMATION TECHNOLOGY SUBTOTAL		335,000	113,323	448,323
PARKS				
Goar Park restroom structure	2016203	-	41,804	41,804
McFarlin East - Dublin to Central	2017202	-	98,000	98,000
Tennis court resurfacing program	2019201	-	46,910	46,910
Pool Master Plan Phase II	2019202	-	250,000	250,000
Central Expressway Bridge Landscape	2019207	-	69,084	69,084
Curtis Park - West	2020205	20,000	68,063	88,063
Williams Park West Landscaping	2020206	-	78,063	78,063
Lovers/Preston Landscape	2020208	-	687,522	687,522
Fountain Replacement	2021201	100,000	-	100,000
Reservation Software System	2021204	70,000	-	70,000
Park Furnishings	2021205	80,000	-	80,000
Germany Park/Roach Track	2021206	120,000	-	120,000
PARKS SUBTOTAL		390,000	1,339,446	1,729,446
PUBLIC SAFETY				
Radio system replacement	33900	-	2,607,614	2,607,614
Radio system replacement - Reserve	33900R	-	(2,205,189)	(2,205,189)
Building Security Enhancements	2019300	-	200,000	200,000
LPR Systems (Phase 2 TBD)	2020300	-	250,000	250,000
Secured Storage Facility	2021300	100,000	-	100,000
Fire Bay Door replacement	2021301	100,000	-	100,000
Opticom System	2021302	340,000	-	340,000
PUBLIC SAFETY SUBTOTAL		540,000	852,425	1,392,425
PUBLIC WORKS				
Water meter replacement	49230	-	395,794	395,794
Reconstruction of Old SMU Sewer	2017402	-	779,958	779,958
Dallas County MCIP Master Plan	2018406	-	90,057	90,057
University Boulevard Widening	2018407	80,000	125,000	205,000
Traffic signal replacement	2019401	-	355,223	355,223
4419 Service Center Fuel Tank Replacement	2019403	-	75,000	75,000
4419 Service Center Reconstruction - Design/Build	2019404	-	1,578,243	1,578,243
Snider Plaza Area Design	2019405	800,000	164,882	964,882
Storm Water Projects Phase 1 Design	2019406	-	280,907	280,907
Stormwater Improvements Phase 1	2020400	-	834,648	834,648
Storm Water Projects Reserve/Program Placeholder	2019406R	(500,000)	(834,648)	(1,334,648)
Turtle Creek Sewer Intersector replacement	2020401	885,000	320,750	1,205,750
Traffic Signal Replacement	2020403	-	782,410	782,410
Snider Plaza Area Construction	2020406	2,300,000	-	2,300,000
<i>Master Plan Consulting Fees - Executive Control</i>	2020407	100,000	191,676	291,676
<i>4236 Lovers Lane Improvements (Future MM)</i>	2020408	-	-	-
Sidewalk Replacement Program	2021400	197,000	-	197,000
Traffic Signal Replacement	2021401	875,000	-	875,000
Street Reconstruction	2021403	250,000	-	250,000
Miracle Mile Street Replacement (MCIP Eligible - TBD)	2021404	800,000	-	800,000
Stormwater Improvements Phase II	2021405	2,500,000	-	2,500,000
Pavement Assessment	2021406	65,000	-	65,000
City Hall Chiller Project	2021407	50,000	-	50,000
PUBLIC WORKS SUBTOTAL		8,402,000	5,139,900	13,541,900
Projects contingency:				
Unplanned Projects Placeholder		300,000	-	300,000
TOTAL EXPENDITURES		10,084,500	7,445,094	17,529,594

THE CITY OF UNIVERSITY PARK
5 YEAR CAPITAL IMPROVEMENT PLAN
FY2021-2025

AFTER FY21 APPROPRIATIONS ROLLOVER	FY2020 YEAR-TO-DATE ACTUAL RESULTS	FY2020 FINAL AMENDED BUDGET	FY2021 YEAR 1 ESTIMATED SPENDING	FY2022 YEAR 2 ESTIMATED SPENDING	FY2023 YEAR 3 ESTIMATED SPENDING	FY2024 YEAR 4 ESTIMATED SPENDING	FY2025 YEAR 5 ESTIMATED SPENDING	5 YEAR FORECAST TOTAL FY2021 - FY2024
Beginning Balance	8,491,680	8,491,680	4,246,557	507,043	(10,746,781)	(18,003,132)	(22,538,519)	4,246,557
Revenues								
Transfer from General Fund	4,122,852	3,872,859	4,066,502	4,269,827	4,483,318	4,707,484	4,942,859	22,469,990
Transfer from Utility Fund	1,244,292	1,244,297	1,391,512	696,088	858,392	1,028,812	1,207,753	5,182,557
Investment income	86,026	200,000	25,000	25,000	25,000	25,000	25,000	125,000
Other Revenues -DART	-	4,017,832	5,969,566	2,010,286	2,070,594	2,132,712	2,196,694	14,379,852
Other Revenues -DART OLD	137,669	138,000	-	-	-	-	-	-
Other Revenues -HPISD	-	-	-	-	-	-	-	-
Other Revenues - DC/MCIP Reimbursement	201,577	-	1,700,000	1,375,000	2,000,000	2,000,000	2,000,000	9,075,000
Other Revenues - Building Permit Transfer	-	250,000	637,500	-	-	-	-	637,500
Other Revenues - Revenue Transfers (SMU Fund)	-	-	-	-	-	-	-	-
Total Revenues	5,792,416	9,722,988	13,790,080	8,376,201	9,437,304	9,894,008	10,372,306	51,869,899
Total Available Resources	14,284,097	18,214,668	18,036,637	8,883,244	(1,309,477)	(8,109,124)	(12,166,214)	56,116,456
Expenditures								
Personnel and Other	0	0	117,500	121,025	124,656	128,395	132,247	623,823
Information Technology	417,932	420,529	335,000	100,000	350,000	0	0	785,000
Parks	406,977	682,504	390,000	0	0	0	0	390,000
Public Safety	3,352	0	540,000	1,000,000	0	0	0	1,540,000
Public Works	8,909,278	11,895,482	8,402,000	18,109,000	15,919,000	14,001,000	4,588,000	61,019,000
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	300,000	0	1,200,000
Project expenditures	10,037,540	13,298,515	9,967,000	19,509,000	16,569,000	14,301,000	4,588,000	64,934,000
Total Expenditures	10,037,540	13,298,515	10,084,500	19,630,025	16,693,656	14,429,395	4,720,247	65,557,823
Ending Balance	4,246,557	4,916,153	7,952,137	(10,746,781)	(18,003,132)	(22,538,519)	(16,886,461)	(16,886,461)
RESERVE ADJUSTED BALANCE	7,381,205	7,216,153	10,052,137	(8,346,781)	(15,303,132)	(19,538,519)	(13,886,461)	(13,886,461)

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

CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN

DART Eligible	MCIP Eligible	Project Category / Title	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
			ESTIMATED SPENDING				
Project No.	FY2021	FY2022	FY2023	FY2024	FY2025		
INFORMATION TECHNOLOGY							
Server/Network Replacement	2020100	235,000					
City-wide Access Controls	2021102	100,000					
Data Warehouse and Enterprise Reporting	2022100		100,000				
Replace new World ERP	2023100			350,000			
INFORMATION TECHNOLOGY SUBTOTAL		335,000	100,000	350,000	-	-	
PARKS							
Curtis Park - West	2020205	20,000					
Fountain Replacement	2021201	100,000					
New Reservation Software System	2021204	70,000					
Park Furnishings	2021205	80,000					
Germany Park / Roach Track	2021206	120,000					
PARKS SUBTOTAL		390,000	-	-	-	-	
PUBLIC SAFETY							
Secured Storage Facility	2021300	100,000					
Fire Bay Door replacement	2021301	100,000					
Opticom System	2021302	340,000					
CAD/RMS Replacement	2022300		1,000,000				
PUBLIC SAFETY SUBTOTAL		540,000	1,000,000	-	-	-	

CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN

DART Eligible	MCIP Eligible	Project Category / Title	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
			ESTIMATED SPENDING				
Project No.	FY2021	FY2022	FY2023	FY2024	FY2025		
PUBLIC WORKS							
University Boulevard Widening (Design FY21/Const FY2022)	2018407	80,000	1,000,000				
MPY in-house (1 crew)	2019XXX						
MOVED TO UTILITY FUND	2019XXX						
Traffic signal replacement	2019401						
Sidewalk Replacement	2019402						
4419 Service Center Fuel Tank Replacement	2019403		675,000				
Snider Plaza Area Design	2019405	800,000					
Storm Water Projects Reserve/Program Placeholder	2019406R	(500,000)					
Turtle Creek Sewer Intersector replacement	2020401	885,000	1,300,000		900,000		
University Blvd Drainage Structure (Moved to FY24)	2020402						
Traffic Signal Replacement	2020403						
Sidewalk Replacement	2020404						
Asphalt Overlay Program	2020405						
Snider Plaza Utility Construction	2020406	2,300,000	3,000,000				
Master Plan Consulting Fees - Executive Control	2020407	100,000					
Sidewalk Replacement Program	2021400	197,000					
Traffic Signal Replacement	2021401	875,000					
Street Reconstruction	2021403	250,000					
Miracle Mile Street Replacement (MCIP Eligible - TBD)	2021404	800,000	2,500,000		5,000,000		
Stormwater Improvements Phase II	2021405	2,500,000	2,500,000				
Pavement Assessment	2021406	65,000					
City Hall Chiller Project	2021407	50,000					
Asphalt Overlay Program	2022400		2,250,000				
Sidewalk Replacement Program	2022401		203,000				
Traffic Signal Replacement	2022402		918,000				
Street Reconstruction	2022403		263,000				
Snider Plaza Paving and Phase 1 Landscape Improvements	2022404		2,500,000		5,200,000		
Miracle Mile Water Line	2022405		1,000,000				
Traffic Signal Replacement	2023400			965,000			
Sidewalk Replacement Program	2023401			209,000			
Street Reconstruction	2023402			275,000			
Preston Road Reconstruction (MCIP Eligible FOR \$500,000)	2023403	1,000,000			5,000,000		
Pavement Assessment	2023404			70,000			
Stormwater Improvements AOI-2 Design	2023405			600,000			
Stormwater Improvements Phase III	2023406			2,600,000			
Asphalt Overlay Program	2024400				2,385,000		
Traffic Signal Replacement	2024401				1,013,000		
Sidewalk Replacement Program	2024402				215,000		
University Blvd Drainage Structure (Moved to FY24)	2024403				2,000,000		
Street Reconstruction	2024404				288,000		
Stormwater Improvements Phase IV	2024405				2,200,000		
Traffic Signal Replacement	2025400					1,065,000	
Sidewalk Replacement	2025401					221,000	
Hillcrest Reconstruction - Lovers to Potomac (MCIP Eligible - TBD)	2025402					1,000,000	
Street Reconstruction	2025403					302,000	
Stormwater Improvements Phase V	2025404					2,000,000	
PUBLIC WORKS SUBTOTAL		8,402,000	18,109,000	15,919,000	14,001,000	4,588,000	
EMERGENCY REPAIRS / UNPLANNED PROJECTS		300,000	300,000	300,000	300,000		
PROJECTS GRAND TOTAL		9,967,000	19,509,000	16,569,000	14,301,000	4,588,000	

City of University Park, Texas

Capital Improvement Plan

2021 *thru* 2025

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Information Technology								
Citywide Access Controls	2021102	1	100,000					100,000
Information Technology Total			100,000				100,000	
Parks								
Fountain Replacement	2021201	2	100,000					100,000
New Park Reservation Software	2021204	1	70,000					70,000
Park Furnishings	2021205	2	80,000					80,000
Germany Park / Roach Track	2021206	2	120,000					120,000
Parks Total			370,000				370,000	
Public Safety								
Secured Storage Facility	2021300	1	100,000					100,000
Fire Bay Door Replacement	2021301	2	100,000					100,000
Opticom System	2021302	2	340,000					340,000
Public Safety Total			540,000				540,000	
Public Works								
Sidewalk Replacement Project	2021400	2	197,000					197,000
Traffic Signal Replacement	2021401	2	875,000					875,000
Street Reconstruction	2021403	2	250,000					250,000
Miracle Mile Street Replacement	2021404	1	800,000	2,500,000	5,000,000			8,300,000
Stormwater Improvements Phase 2	2021405	1	2,500,000	2,500,000				5,000,000
Pavement Assessment	2021406	2	65,000					65,000
City Hall Chiller Project	2021407	2	50,000					50,000
Public Works Total			4,737,000	5,000,000	5,000,000			14,737,000
GRAND TOTAL			5,747,000	5,000,000	5,000,000			15,747,000

Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Information Technology

Contact Dale Harwell

Type Equipment

Useful Life

Category Computer/Technology

Priority High Priority

Project # 2021102

Project Name Citywide Access Controls

Description

The building access control system was installed at City Hall and the Peek Service Center in 2008. Due to obsolescence and continual usage, several hardware components of the system must be replaced including data switches, data cabling, door controllers and card readers. In addition, this project will fund equipment required to secure new rooms or areas identified by the Police Department that need to be restricted by the access control system.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	100,000					100,000
Total	100,000					100,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	100,000					100,000
Total	100,000					100,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Parks
Contact Sean Johnson
Type Parks / Pool
Useful Life
Category Parks/Pool
Priority Medium Priority

Project # 2021201
Project Name Fountain Replacement

Description **Total Project Cost:** \$100,000

Funding in this account will support the replacement and repairs of floating and existing fountains at Williams Park, Goar Park, Curtis Park and Caruth Park to include motors, float/nozzles, LED lighting, control panels, cables, valves, and fountain basins.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	100,000					100,000
Total	100,000					100,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Parks
Contact Sean Johnson

Type Technology
Useful Life
Category Computer/Technology
Priority High Priority

Project # 2021204

Project Name New Park Reservation Software

Description

Total Project Cost: \$70,000

Funding in this account will support the purchase and upgrade of a new reservation software system. Features will provide citizens / users with Online Registration for Programs and Facilities to enhance the user experience. Software will provide activity registration and management, facility booking and management, athletic league registration and management, membership pass registration and management, point of sale, account management, private lesson/instruction registration and management, report printing for programs and finances, marketing tools, and data conversion of existing database to new database.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Technology Upgrades	70,000					70,000
Total	70,000					70,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	70,000					70,000
Total	70,000					70,000



Recreation Department | Goshen CT

Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Parks
Contact Sean Johnson
Type Parks / Pool
Useful Life
Category Parks/Pool
Priority Medium Priority

Project # 2021205
Project Name Park Furnishings

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

Funding in this account will support the replacement of older park furnishings within the park system and provide the addition of movable and static furnishings throughout the UP parks system.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	80,000					80,000
Total	80,000					80,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	80,000					80,000
Total	80,000					80,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Parks
Contact Sean Johnson
Type Parks / Pool
Useful Life
Category Parks/Pool
Priority Medium Priority

Project # 2021206
Project Name Germany Park / Roach Track

Description

Total Project Cost: \$120,000

Funding in this account will provide for the installation of an additional layer of ISS (Impermeable Sandwich System) over the existing track. This will include striping and marking on the running track and field events area (per governing state regulations) with a total surface area of 4,108 square yards to be covered.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	120,000					120,000
Total	120,000					120,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	120,000					120,000
Total	120,000					120,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Safety

Contact Bill Mathes

Type Equipment

Useful Life

Category Fire/Police

Priority High Priority

Project # 2021300

Project Name Secured Storage Facility

Description

A secure facility is needed to provide safe storage for Public Safety equipment. This project will fund such a facility.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	100,000					100,000
Total	100,000					100,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Safety

Contact Randy Howell

Type Equipment

Useful Life

Category Fire/Police

Priority Medium Priority

Project # 2021301

Project Name Fire Bay Door Replacement

Description

The existing fire apparatus bay doors were installed in 2007. Over the period of 14 years of frequent use these doors and the mechanical operating components have become worn and subject to frequent failure. This project will include the replacement of all four doors, rail tracks, mechanical openers, safety sensors, control operators and remotes.

Justification

Total Project Cost: \$100,000

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	100,000					100,000
Total	100,000					100,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Safety

Contact Randy Howell

Type Technology

Useful Life

Category Computer/Technology

Priority Medium Priority

Project # 2021302

Project Name Opticom System

Description

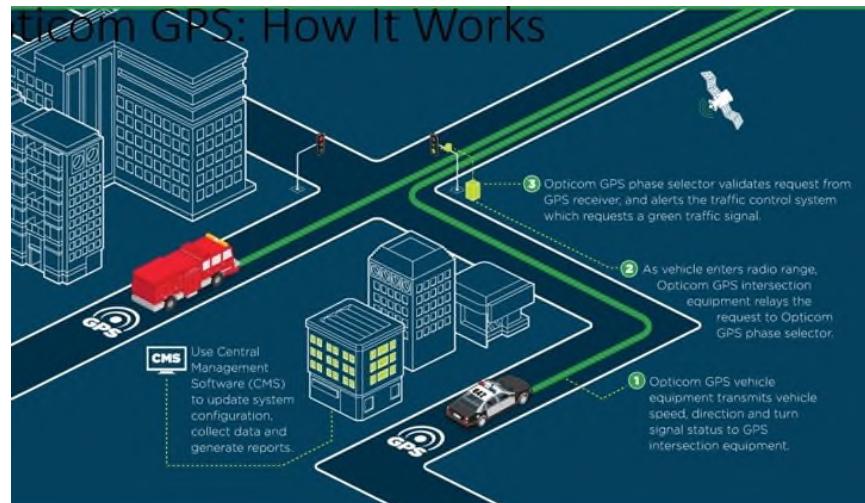
Total Project Cost: \$340,000

For over 20 years the fire department has been using traffic signal preemption (Opticom) to control intersections when responding to an emergency call. The use of this technology allows responding apparatus to create green light passage resulting in quicker response time. The current system uses outdated IR (Infrared) technology that is problematic in dense tree areas. This project will replace the current system and allow first responders to utilize Opticom GPS and embedded radio technology that will calculate speed, direction, and longitude/latitude information. Benefits include preemption around corners or obstacles in line-of-sight, turn signal-dependent mode, and in-vehicle confirmation lights. This project also includes the installation of the new system in police patrol units.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Technology Upgrades	340,000					340,000
Total	340,000					340,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	340,000					340,000
Total	340,000					340,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Infrastructure

Priority Medium Priority

Project # 2021400

Project Name Sidewalk Replacement Project

Description

Total Project Cost: \$197,000

Annual project for the replacement of defective sidewalk throughout the City. This project is eligible for reimbursement via the DART TRIP program.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	197,000					197,000
Total	197,000					197,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	197,000					197,000
Total	197,000					197,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Equipment

Useful Life

Category Traffic

Priority Medium Priority

Project # 2021401

Project Name Traffic Signal Replacement

Description

Total Project Cost: \$875,000

This program funds the annual replacement of traffic signals and appurtenances at three intersections. The program will, after 11 years, replace all of the City's thirty three signals. This project is eligible for reimbursement via in the DART TRIP program.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	875,000					875,000
Total	875,000					875,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	875,000					875,000
Total	875,000					875,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Infrastructure

Priority Medium Priority

Project # 2021403

Project Name Street Reconstruction

Description

Total Project Cost: \$250,000

This annual project will fund the full replacement of street segments that need to be replaced.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	250,000					250,000
Total	250,000					250,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	250,000					250,000
Total	250,000					250,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Infrastructure

Priority High Priority

Project # 2021404

Project Name Miracle Mile Street Replacement

Description

Total Project Cost: \$8,300,000

Lovers Lane, from Douglas to Lomo Alto, has been in poor condition for many years. The pavement is in dire need of replacement and utilities and drainage also need to be addressed. In 2019, staff worked with Huitt-Zollars to hold numerous workshops with City Council, property owners, merchants, and the neighborhood. Out of the workshops and public meetings, a concept plan was developed and adopted by Council. This project funds the design effort from concept plan to full construction documents as well as construction costs. This project is eligible for reimbursement from Dallas County up to \$4.6 million through the MCIP.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Planning/Design	800,000					800,000
Construction/Maintenance		2,500,000	5,000,000			7,500,000
Total	800,000	2,500,000	5,000,000			8,300,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	5,800,000	2,500,000				8,300,000
Total	5,800,000	2,500,000				8,300,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Infrastructure

Useful Life

Category Drainage

Priority High Priority

Project # 2021405

Project Name Stormwater Improvements Phase 2

Description

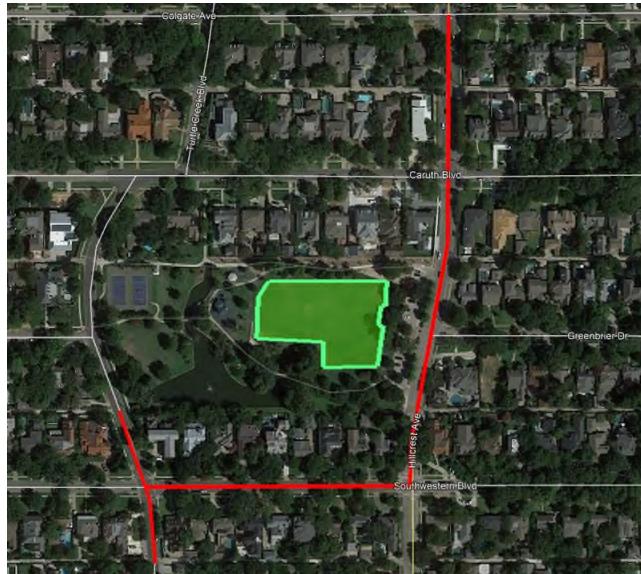
Total Project Cost: \$5,000,000

The City installed an underground detention system in Caruth Park during the Summer of 2020. This detention system was the first phase of construction projects designed to contain runoff from a 10-year storm event within the public right of way. The second phase of construction will replace the existing undersized storm drain system in portions of Southwestern Blvd, Hillcrest Ave, and Turtle Creek Blvd. with large concrete boxes, and bring the new underground detention system online with our drainage system.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	2,500,000	2,500,000				5,000,000
Total	2,500,000	2,500,000				5,000,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	2,500,000	2,500,000				5,000,000
Total	2,500,000	2,500,000				5,000,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Technology

Useful Life

Category Streets

Priority Medium Priority

Project # 2021406

Project Name Pavement Assessment

Description

Total Project Cost: \$65,000

Following last year's mill and overlay project, this pavement assessment will provide a scoring of the city's road and alley segments which will assist in prioritizing improvement efforts and scoping future projects.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Professional Services	65,000					65,000
Total	65,000					65,000



Capital Improvement Plan

City of University Park, Texas

2021 *thru* 2025

Department Public Works

Contact Jacob Speer

Type Equipment

Useful Life

Category Facilities

Priority Medium Priority

Project # 2021407
Project Name City Hall Chiller Project

Description

Total Project Cost: \$50,000

This project funds the preventative rebuild of one of two chillers at City Hall to prolong the serviceable life of the equipment and address the increase in maintenance and upkeep of the units. The chillers provide chilled water to the air handling equipment 24/7.

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	2021	2022	2023	2024	2025	Total
Capital Budget	50,000					50,000
Total	50,000					50,000





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	HPHS	Highland Park High School
ADA	Americans Disability Act	HPISD	Highland Park Independent School District
BOA	Board of Adjustments	HR	Human Resources
CID	Criminal Investigation Division	HSA	Health Savings Account
CIP	Community Information Officer	HVAC	Heating, Ventilating and Air Condition
CIP	Capital Improvement Program	IM	Infrastructure Maintenance
CPI	Consumer Price Index	ISO	Insurance Service Office
CPR	Cardio Pulmonary Resuscitation	IT	Information Technology
D.A.R.E.	Drug Abuse Resistance	LED	Light Emitting Diode
DCTO	Dallas County Tax Office	M-P-Y	Mile Per Year
DCPCMUD	Dallas County Park Cities Municipal Utility District	MCI	Municipal Price Index
DWU	Dallas Water Utilities	MUD	Municipal Utility District
EEO	Equal Employment Opportunities	NCTCOG	North Central Texas Council of Governments
EMS	Emergency Medical Services		
ESF	Equipment Services Fund	O & M	Operations & Maintenance
ESRI	Environmental Systems Research Institute	PARD	Park and Recreation Department
ETR	Effective Tax Rate	PPC	Public Protection Classification
EVR	Estimated Values Report	PPO	Preferred Provider Organization
FBI	Federal Bureau of Investigation	P & Z	Planning & Zoning Organization
FRRF	Fireman's Relief and Retirement Fund	ROW	Rights of Way
		SMU	Southern Methodist University
FT	Full Time	SRO	Student Resource Officer
FY	Fiscal Year	SMMP	Storm Water Management Plan
GIS	Geographic Information System	TCAP	Texas Coalition for Affordable Power

TCEQ	Texas Commission on Environment Quality
TMLIRP	Texas Municipal League Intergovernment 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