

Fiscal Year 2019 Budget

October 1, 2018 - September 30, 2019



City of University Park, Texas





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of University Park  
Texas**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Monill*

Executive Director



# CITY OF UNIVERSITY PARK, TEXAS

## FY2019 BUDGET

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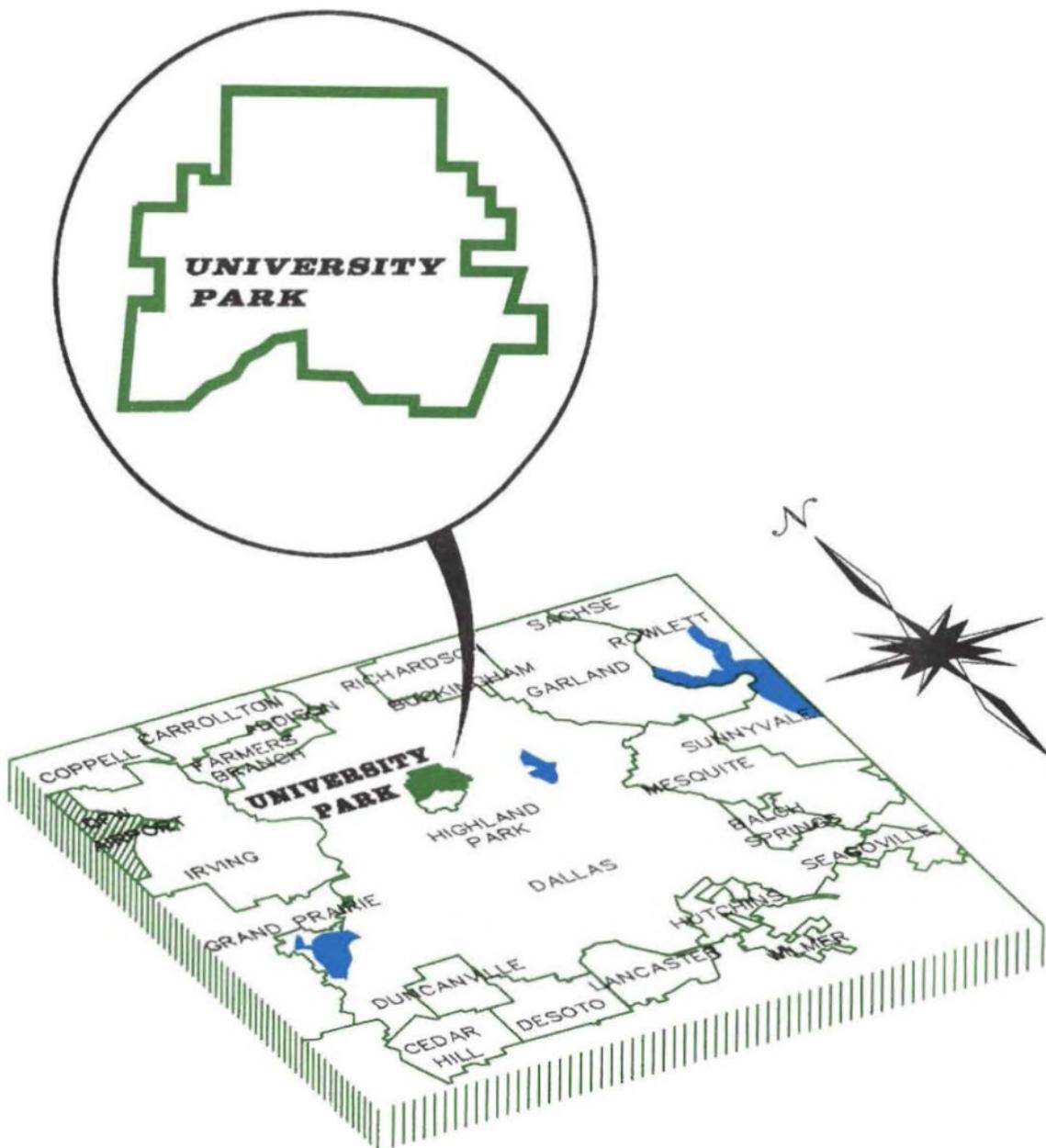
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## INTRODUCTION AND OVERVIEW



# MAP OF UNIVERSITY PARK AND DALLAS COUNTY AREA



# University Park, Texas

**University Park** is a city in Dallas County, Texas, United States of America, an inner northern suburb of [Dallas](#). The population was 23,068 at the 2010 census.<sup>[3]</sup> The city is home to [Southern Methodist University](#).

University Park is bordered on the north, east and west by Dallas and on the south by the town of Highland Park. University Park and Highland Park together comprise the [Park Cities](#), an [enclave](#) of Dallas. University Park is one of the most affluent places in Texas based on per capita income; it is ranked #12. In 2018, data from the [American Community Survey](#) revealed that University Park was the 2nd wealthiest city in the United States - with a median household income of \$198,438 and a poverty rate of 4.2%.<sup>[4]</sup>

Addresses in University Park may use either "Dallas, Texas" or "University Park, Texas" as the city designation, although the United States Postal Service prefers the use of the "Dallas, Texas" designation for the sake of simplicity.<sup>[5]</sup> The same is true for mail sent to Highland Park.

## Contents

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## History

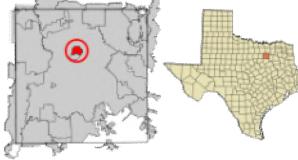
University Park began as a cluster of homes surrounding the fledgling [Southern Methodist University](#), which was founded in the then-rural [Dallas County](#) in 1915. The university supplied these homes with utility service until 1924, when the growing population could no longer be supported by the school's utilities. In response, the area's homeowners first sought [annexation](#) into the town of [Highland Park](#), but were refused due to the high cost that would have been required to provide the necessary utility and safety services. Shortly thereafter, [Dallas](#) also refused a request for annexation on similar grounds.

Community leaders organized to incorporate as a separate individual city. According to state law, incorporation required that area residents hold an election on the issue before the new city could be officially formed and recognized. On April 24, 1924, voters approved the measure by a 5:1 margin. Operating under the [commission form of government](#), the city began the work of shaping the new government and addressing the pressing need to establish basic municipal services. To provide for the financial needs of the city, another election was held soon thereafter to authorize the issuance of [municipal bonds](#). Passing by a near unanimous margin, the \$150,000 bond issue funded the installation of a new water supply system, street paving, and the construction of a new city hall and fire station. When first incorporated, the city encompassed 515 acres (2.08 km<sup>2</sup>), 380 homes, and 1200 residents.

As a result of efforts to build and improve the city, University Park grew to a population of over 20,000 residents by 1945 and had become one of the most prestigious locations in the area. In fact, the community's attractiveness and tax value had risen to such an extent that the city of Dallas now wanted to annex University Park into its boundaries. At the time of the election, even the [Board of Commissioners](#) favored the election. In the largest voter turnout to that date and still one of the largest in city history, the annexation was denied by a 53% to 47% margin.

In 1946 an election to adopt a [Home Rule Charter](#) was held, but the measure failed and the city continued to operate as a General Law city. In 1989 voters approved a Home Rule Charter which officially adopted a [council-manager form](#) of government and expanded the three member board of Commissioners into a five-member city council.

Since the 1940s, the population and area of University Park has stabilized at 24,000 residents and 2,350 acres (4.7 square miles). The city is now surrounded by Dallas on three sides and the town of Highland Park to the south.

University Park, Texas		
<b>City</b>		
	Williams Park, located in University Park	
	Location of University Park in Dallas County, Texas	
		
Location in Texas		
Coordinates: 32°50'58"N 96°47'31"W		
<b>Country</b>	United States	
<b>State</b>	Texas	
<b>County</b>	Dallas	
<b>Government</b>		
• <b>Type</b>	Council-Manager	
• <b>City Council</b>	Mayor Olin Burnett Lane, Jr. Dawn Moore Taylor Armstrong Randy Biddle Gage Prichard	
• <b>City Manager</b>	Robbie Corder	
<b>Area</b>		
• <b>Total</b>	3.75 sq mi (9.7 km <sup>2</sup> )	
• <b>Land</b>	3.71 sq mi (9.6 km <sup>2</sup> )	
• <b>Water</b>	0.04 sq mi (0.1 km <sup>2</sup> )	
<b>Elevation</b>	548 ft (167 m)	
<b>Population (2010)</b>		
• <b>Total</b>	23,068	
• <b>Density</b>	6,200/sq mi (2,400/km <sup>2</sup> )	
<b>Time zone</b>	UTC-6 (Central)	
• <b>Summer (DST)</b>	UTC-5 (Central)	
<b>ZIP code</b>	75205 & 75225	
<b>Area code(s)</b>	214	
<b>FIPS code</b>	48-74492 <sup>[1]</sup>	
<b>GNIS feature ID</b>	1377191 <sup>[2]</sup>	
<b>Website</b>		

Originally University Park was a middle class community.<sup>[6]</sup> Highland Park residents spearheaded the creation of the [Highland Park Independent School District](#) and asked the neighbors to the north to become a part of the district; taxes were lower since the district included University Park's population.<sup>[7]</sup> HPISD had no black children in the 1950s and 1960s, when other Dallas-area school districts dealt with racial integration and [white flight](#). The federal court orders to integrate had no effect in HPISD since it did not receive federal money.<sup>[8]</sup> As a result, values of HPISD-zoned properties in University Park rose dramatically and the demographic makeup became wealthier, with smaller houses being replaced by larger ones circa the 1970s.<sup>[9]</sup>

City of University Park,  
Texas  
(<http://www.uptexas.org>)



Highland Park Presbyterian Church (HPPC) in University Park

## Geography

According to the [United States Census Bureau](#), the city has a total area of 3.7 square miles (9.6 km<sup>2</sup>), of which 3.7 square miles (9.6 km<sup>2</sup>) is land and 0.27% is water.<sup>[10]</sup>

## Demographics

As of the [census](#)<sup>[1]</sup> of 2000, there were 23,324 people, 8,005 households, and 5,291 families residing in the city. The [population density](#) was 6,269.2 people per square mile (2,420.8/km<sup>2</sup>). There were 8,492 housing units at an average density of 2,282.5 per square mile (881.4/km<sup>2</sup>). The racial makeup of the city was 94.33% [White](#), 1.43% [African American](#), 0.22% [Native American](#), 2.23% [Asian](#), 0.02% [Pacific Islander](#), 0.93% from [other races](#), and 0.84% from two or more races. [Hispanic](#) or [Latino](#) of any race were 3.10% of the population.

In terms of formal education, University Park was Texas' best educated city, edging out [Highland Park](#), with 82.8% of adults age 25 years or older holding an associate degree or higher, and 80.5% of adult residents possessing a baccalaureate degree or higher.

There were 8,005 households out of which 40.8% had children under the age of 18 living with them, 56.7% were [married](#) couples living together, 7.6% had a female householder with no husband present, and 33.9% were non-families. 27.6% of all households were made up of individuals and 8.0% had someone living alone who was 65 years of age or older. The average household size was 2.59 and the average family size was 3.26.

In the city, the population was spread out with 28.2% under the age of 18, 16.4% from 18 to 24, 26.2% from 25 to 44, 21.3% from 45 to 64, and 7.9% who were 65 years of age or older. The median age was 31 years. For every 100 females, there were 87.2 males. For every 100 females age 18 and over, there were 83.1 males.

According to a 2007 estimate,<sup>[13]</sup> the median income for a household in the city was \$151,418, and the median income for a family was \$200,000+, making University Park the seventh most affluent neighborhood in the USA. Males had a median income of \$100,000 versus \$44,007 for females. The [per capita income](#) for the city was \$63,414. About 3.3% of families and 5.9% of the population were below the [poverty line](#), including 3.9% of those under age 18 and 1.8% of those age 65 or over.

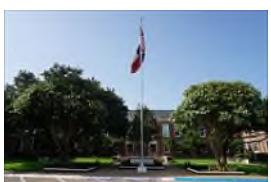
## Historical population

Census	Pop.	%±
<b>1930</b>	4,200	—
<b>1940</b>	14,458	244.2%
<b>1950</b>	24,275	67.9%
<b>1960</b>	23,202	-4.4%
<b>1970</b>	23,498	1.3%
<b>1980</b>	22,254	-5.3%
<b>1990</b>	22,259	0.0%
<b>2000</b>	23,324	4.8%
<b>2010</b>	23,068	-1.1%
<b>Est. 2016</b>	24,905 <sup>[11]</sup>	8.0%

U.S. Decennial Census<sup>[12]</sup>

## Education

### Primary and secondary schools



Highland Park High School

University Park is served by the [Highland Park Independent School District](#) (HPISD). As such, it is served by the HPISD's McCulloch Intermediate School and Highland Park Middle School (which share a campus located partially in Highland Park and partially in University Park),<sup>[14]</sup> and [Highland Park High School](#) located in University Park. There are two HPISD elementary schools located in University Park ([Hyper](#) and [University Park](#)), and two HPISD elementary schools located in neighboring Highland Park ([Armstrong](#) and [Bradfield](#)). All four elementary schools serve sections of the UP city limits.<sup>[15]</sup>

A small portion of University Park east of North Central Expressway is in the [Dallas Independent School District](#).<sup>[16][17]</sup>

### Colleges and universities

[Southern Methodist University](#) is located in the city of University Park. The Meadows Museum, which houses the largest collection of Spanish art in the United States, can be found on campus.

[Dallas County Community College District](#) operates nearby community colleges.

### Public libraries



Preston Center Plaza, which houses the University Park Public Library

The new University Park Public Library location is the second floor of Preston Center Plaza.<sup>[18]</sup> The old location was the first floor of a [Chase](#) Bank building at the southern end of Snider Plaza, at the intersection of Daniel and Hillcrest.<sup>[19]</sup> The owner of the former building, Albert Huddleston, charged the city \$1 per year to use the building space, as of 2009.<sup>[20]</sup>

The library opened on June 7, 2001 as the University Park Book Bank in Snider Plaza. Before this, the town had no library. Residents could pay to use the Highland Park Public Library or the Dallas Public Library. On April 1, 2002 the book bank became a municipal library.<sup>[20]</sup>

## Parks and recreation

The City of University Park operates several parks. They include Burleson Park, Caruth Park, Coffee Park, Curtis Park, Elena's Children's Park, Germany Park, Goar Park, Linear Park, Smith Park, and Williams Park.<sup>[21]</sup>

Burleson Park was named after James B. Burleson, who served as the Mayor Pro-tem and the city commissioner. University Park mayor H. E. Yarbrough dedicated the park on September 5, 1947.<sup>[22]</sup> Elena Children's Park was named after Mary Elena Franklin, a girl who died at the age of three in an automobile accident on August 2, 1997. Over 500 corporations, families, and foundations contributed to the park.<sup>[23]</sup>

The Holmes Aquatic Center, within Curtis Park, has a 50-meter (160 ft) pool, 1-meter (3.3 ft) and 3-meter (10 ft) diving boards, a water slide, and an accessibility ramp. The park also has a pool for younger children and a 1,500-square-foot (140 m<sup>2</sup>) sprayground. University Park residents and residents of the [Highland Park Independent School District](#) are permitted to use the park.<sup>[24]</sup> The city operates six tennis courts available only to University Park residents. Parks with tennis courts include Burleson, Caruth, Curtis, Germany, Smith, and Williams.<sup>[25]</sup>

## Gallery



City hall

## Notable people

- [Colin Ridgway](#)<sup>[26]</sup>
- [Doak Walker](#), 1948 Heisman Trophy winner at [SMU](#), 1945 graduate of [Highland Park High School](#)
- [Morgan Meyer](#), Republican state representative from District 108; resides in University Park

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## External links

- [Official website](http://www.uptexas.org/) (<http://www.uptexas.org/>)
- [University Park, Texas](http://www.tshaonline.org/handbook/online/articles/heu02) (<http://www.tshaonline.org/handbook/online/articles/heu02>) at the [Handbook of Texas](#)
- [McCulloch Intermediate School/Highland Park Middle School](http://mccullochintermediateschool.hisd.org/) (<http://mccullochintermediateschool.hisd.org/>)
- [Robert S. Hyer Elementary School](http://hyer.hisd.org/) (<http://hyer.hisd.org/>)

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- University Park Elementary School (<http://up.hisd.org>)

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## CITY OF UNIVERSITY PARK, TEXAS

### ***City Profile***

Incorporated in 1924, the City of University Park, Texas, is a stately residential community located five miles north of downtown Dallas, Texas. University Park is surrounded by Dallas on three sides and by Highland Park on the fourth. The City limits have been unchanged since the 1950's and encompass a land area of 3.8 square miles with an estimated population of 24,396. Home to Southern Methodist University, University Park is known for its excellent schools, fine homes and churches, and outstanding local services.

### ***Government Structure***

The City has operated under the council-manager form of government since 1989, after voter approval of a Home Rule Charter. Policy-making and legislative authority are vested in the City Council, consisting of a Mayor and four Council members. The City Council is responsible for approving ordinances, adopting the budget, appointing committees and hiring the City Manager, City Attorney, and City Judge.

Elected on an at-large, non-partisan basis, Council members serve concurrent two-year terms and are limited to three consecutive terms. The Mayor is elected to serve a two-year term and is also limited to three consecutive terms. The City is empowered to levy a property tax on both real and personal property located within its boundaries.

The City Manager is responsible for carrying out the policies and implementing the ordinances of the City Council. He also oversees the day-to-day operations of the government, appoints the directors of the various departments, and prepares an annual budget.

### ***Services Provided***

The City of University Park provides a full range of municipal services, including police and fire protection, solid waste collection and disposal, street maintenance and repair, water distribution, wastewater collection, storm water control, traffic control, building inspection, park maintenance, and swimming pool operation.

Internal services of the City, accounted for on a cost reimbursement basis, are fleet services, risk management, and employee health and disability coverage.

## ***Accounting System and Budgetary Control***

The City's accounting records for general governmental operations are maintained on a modified accrual basis, with revenues being recorded when available and measurable and expenditures being recorded when the goods or services are received and the liabilities are incurred. Accounting records for the City's utilities and other proprietary activities are maintained on an accrual basis. Both governmental operations and proprietary activities are being appropriated on an annual basis.

In developing and maintaining the City's accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: 1) reliability of financial reporting, 2) effectiveness and efficiency of operations, and 3) compliance with applicable laws and regulations. The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed the benefits likely to be derived; and 2) the evaluation of costs and benefits requires estimates and judgments by management.

The annual budget serves as the foundation for the City's financial planning and control. Each year the City Manager submits a proposed budget to the City Council. The Council reviews the budget and undertakes formal adoption of the budget by ordinance by September 30. The City Manager is authorized to transfer budgeted amounts between line items and departments within any fund. Any revisions that alter the total expenditures of any fund must be approved by the City Council.

Budgetary control has been established at the individual fund level. Financial reports are produced showing budget and actual expenditures by line item, and are posted electronically on a monthly basis for City departmental management. Individual line items are reviewed for budgetary compliance. Personnel expenditures are monitored and controlled at a position level and capital expenditures are monitored and controlled on a project/sub-project basis. Revenue budgets are reviewed monthly.

## ***Local Economy***

The City of University Park enjoys a relatively stable economic environment, which is largely the result of its economic makeup, residential orientation and highly desirable location in the Dallas-Ft. Worth area. While the overall lack of commercial and industrial base means that the City relies primarily on residential property tax revenue, that reliance also affords a measure of protection from sharp swings in the business cycle. Over the past few years, the City's largest employer, Southern Methodist University, has been expanding both its footprint and prestige through new facilities such as the George W. Bush Presidential Center and the Sophomore Commons student housing area. These projects and the steady increase of single-family home construction substantially contributed to building permit revenues for the City.

In 2018, the average market value of a single family residential parcel in the City increased to \$1,630,666 a 5.2% increase from \$1,549,757 in 2017. The property tax rate decreased 1.4% from FY2018 to \$0.245379 per hundred dollar of taxable value.. The budgeted revenue increase of \$882,695 for FY2019 will allow the City to continue providing high quality municipal services to its citizens.

### ***Long-term Financial Planning***

The City Council continues to endorse both the pay-as-you-go philosophy for infrastructure replacement, and the rolling 5-year Capital Improvements Program as formulated and approved by the Capital Projects Review Committee. The City has been debt-free since 2002. A Long Term Financial Planning Committee was formed in 2018, and is composed of four residents, the City Manager and the Director of Finance. The purpose of this committee is to establish a rolling, 5-year, long-term financial plan for the city.

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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

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### Elected Officials

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

### Appointed Officials

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

### Certified Public Accountants

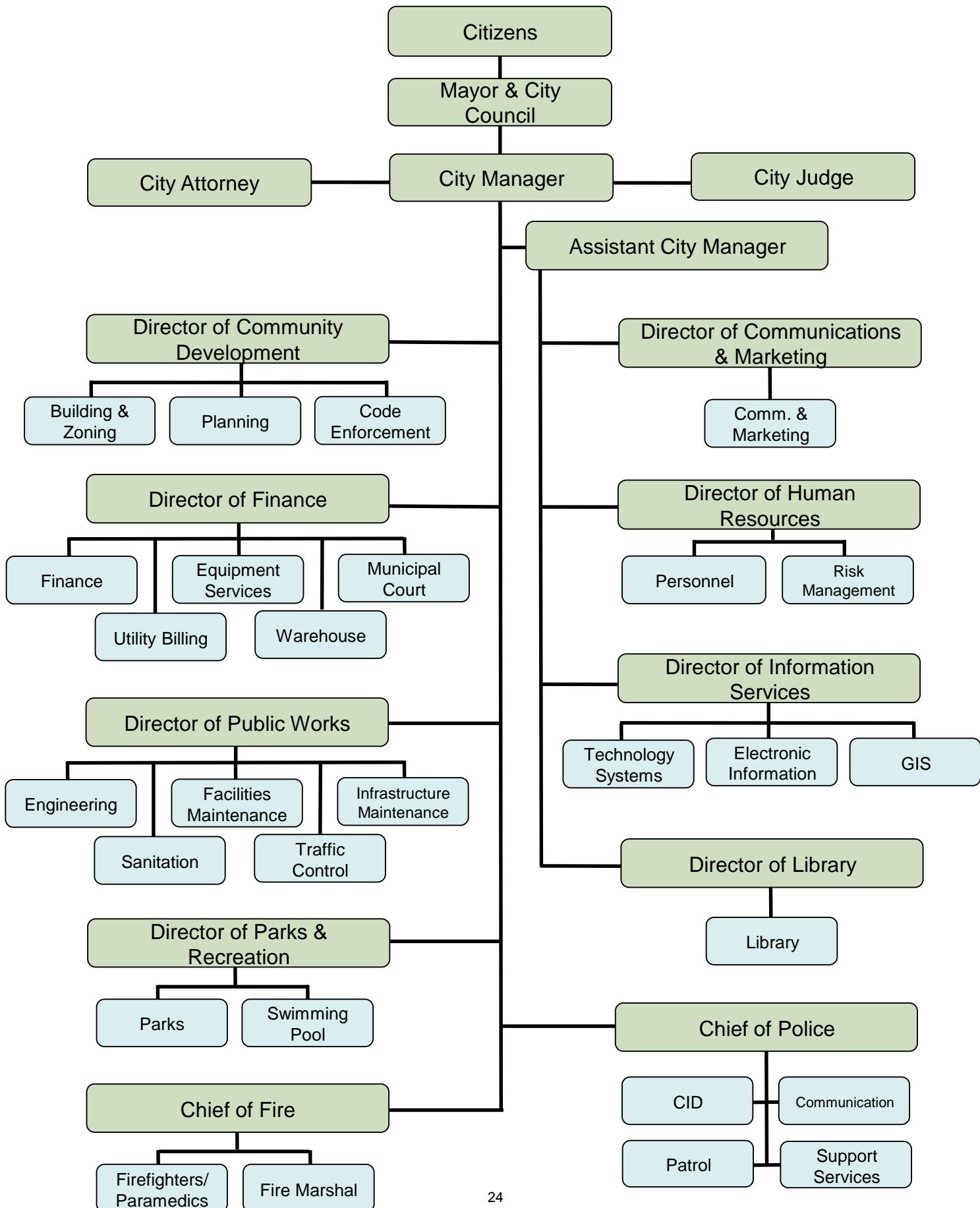
Crowe, L.L.P., Dallas, Texas

### Financial Advisor

First Southwest Company, Dallas, Texas



City of University Park  
FY19: 254 Employees  
Total Budget: \$53,099,375



## BUDGET PROCESS



**CITY OF UNIVERSTIY PARK, TEXAS**

**FISCAL YEAR 2019 BUDGET**

**INTRODUCTION AND FUND STRUCTURE SUMMARY**

### **Introduction**

Welcome to the Fiscal Year (FY) 2019 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 18, 2018 for the period October 1, 2018 to September 30, 2019.

### **Budget preparation and adoption**

The budget serves as the City's annual operating plan by projecting revenues and assigning spending amounts for the City's various functions.

The budget preparation process begins in the spring and continues through the summer. During this time, department personnel compile their plans for the next year, estimate the costs, and develop justification for their plans. The City Manager and department directors jointly review the assembled plans and compare their cost to estimated revenues. The Finance Department prepares revenue estimates, calculates a proposed tax rate, and allocates specific and shared expenses among departments. The City Manager then submits a proposed budget to the City Council.

Public hearings and opportunities for citizen input are required steps in the budget process. The City Council receives a budget briefing from staff in August. The Council holds hearings regarding the proposed tax rate and budget in August and/or September. The budget is approved by ordinance in September by the Council and takes effect October 1.

Throughout the fiscal year, the City sometimes amends the original adopted budget. This may be done to authorize unforeseen expenditures or revenues, or to approve expenditures initiated last fiscal year but not yet completed. Only the City Council may amend the total budget. The City Manager's budget narrative (which follows) provides an overview of the budget and a summary of key budget elements.

### **Fund structure and chart of accounts**

The City is organized financially into self-balancing accounting entities known as "funds." Each fund has its own revenues and expenditures, as well as its own assets, liabilities, and fund balance or fund equity. Each fund is reported on separate income statements and balance sheets. In this way each fund is like a separate company within the City.

For accounting purposes, each fund is assigned a two-digit number, while departments and line items are assigned a two-digit and four-digit number, respectively. A typical ledger account number, therefore, will have three parts: 1) a two-digit fund number; 2) a two-digit department number; and 3) a four-digit account number. For example, 01-05-3060 is the General Fund (01)-Information Services (05)-Professional Services account (3060).

## **FISCAL YEAR 2019 BUDGET (continued)**

Four funds comprise the City's annual operating budget:

1. General Fund (fund 01): financed by property taxes, sales taxes, franchise fees, and other sources, this fund accounts for traditional local government functions such as police, fire, parks and public works. The General Fund is considered the primary government fund.
2. Utility Fund (fund 02): financed by water and sewer revenues, this fund includes the Utilities Division (water/sewer), Utility Billing Office, and the in-house construction department (new for FY19). The Utility Fund is known as an "enterprise fund" because its functions are designed to operate like a private enterprise, with charges for services recovering the costs to provide them.
3. Sanitation Fund (fund 04): financed by sanitation charges, this fund houses the City's solid waste collection activities. The Sanitation Fund is also classified as an enterprise fund.
4. Stormwater Fund (fund 05): financed by storm water fees. This fund accounts for activities related to improving storm water collection, quality and movement through the City. This Fund is also classified as an enterprise fund.

Four City funds are not formally budgeted but are funded with contributions from the four budgeted funds:

1. Capital Projects Fund – Governmental (fund 44): accounts for funding and implementing capital improvements of a general governmental nature. Examples include streets, curbs and gutters, parks, public safety systems, and information technology projects.
2. Capital Projects Fund – Enterprise (fund 42): accounts for funding and implementing water and sewer-related projects. Examples include utility/alley replacement projects and specific water or sewer line projects.
3. Self-Insurance Fund (fund 45): accounts for costs associated with the City's self-insurance program. The City's departments pay into this fund via monthly contributions from their expense accounts. The fund is then used to pay claims and administrative expenses for employee health care, workers compensation, property and casualty coverage and other claims.
4. Equipment Services Fund (fund 47): accounts for costs related to the acquisition and maintenance of City equipment. Similar to the Self-Insurance Fund, operating departments pay into the fund from their expense accounts for the maintenance and replacement of their equipment. The Garage and Warehouse functions operate within this fund.

## **FISCAL YEAR 2019 BUDGET (continued)**

The latter two funds are known as “internal service funds,” because they exist to serve the other City funds and are financed by internal customers.

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## TWO TYPES OF FUNDS

### BUDGETED (4)

General Fund  
Utility Fund  
Sanitation Fund  
Stormwater Fund

### NON BUDGETED (4)

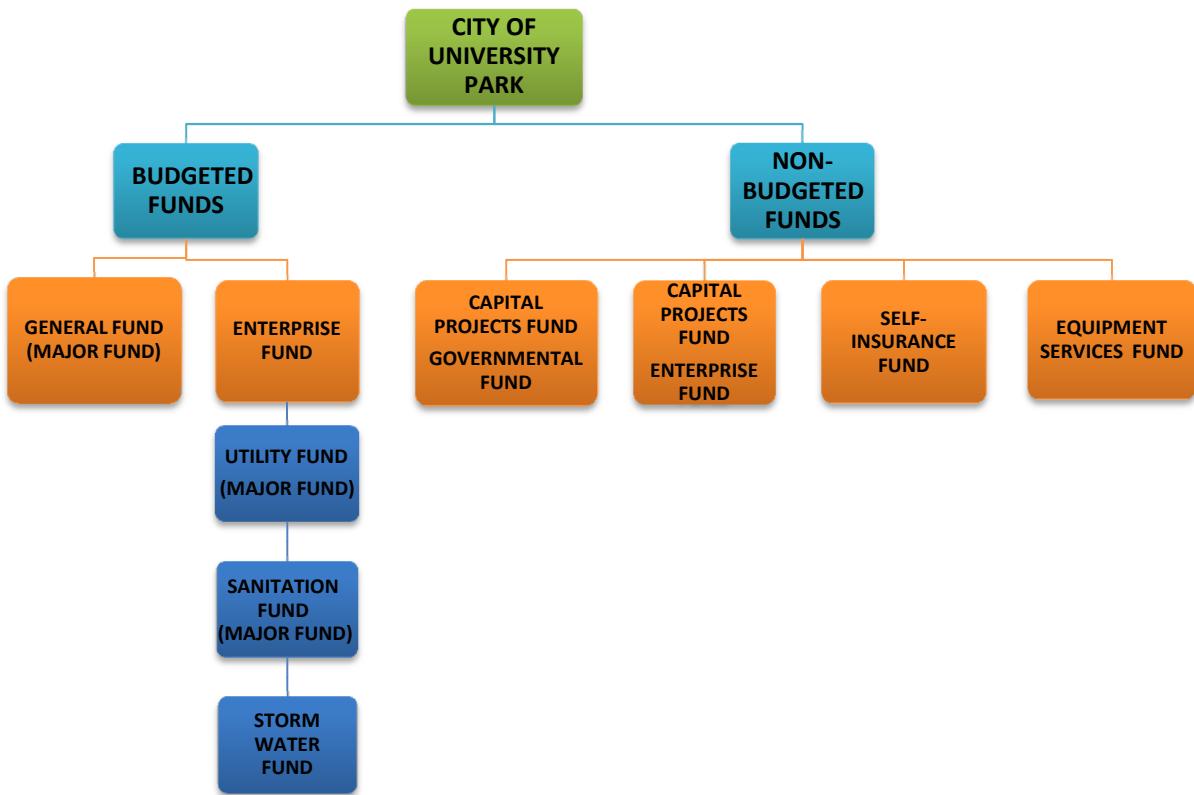
Capital Project - Governmental  
Capital Project - Enterprise  
Self-Insurance  
Equipment Services

These funds derive their revenues predominantly from taxes or user fees. Those rates and fees are set by City Council Ordinance.

These funds derive their revenue from inter-fund transfers from budgeted funds. The amount of those transfers is approved as part of the budget process.

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## BUDGET FUND STRUCTURE



### MAJOR FUND DESCRIPTIONS:

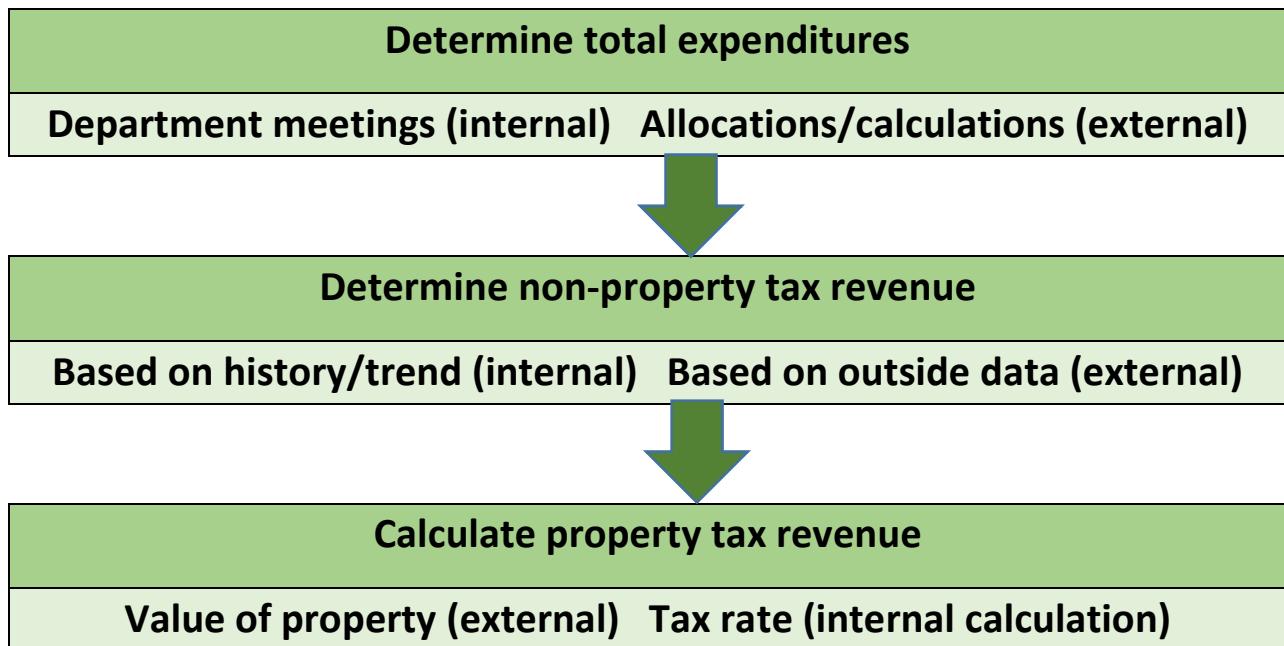
**GENERAL FUND:** Primary Government Fund. This fund accounts for traditional local government functions such as police, fire, parks and public works. Financed by property taxes, sales taxes, franchise fees and other sources.

**UTILITY FUND:** Enterprise Fund whose functions are designed to operate like a private enterprise with charges for services covering costs. Financed by water and sewer revenues. This fund includes the Utilities Division (water/sewer) and Utility Billing Office.

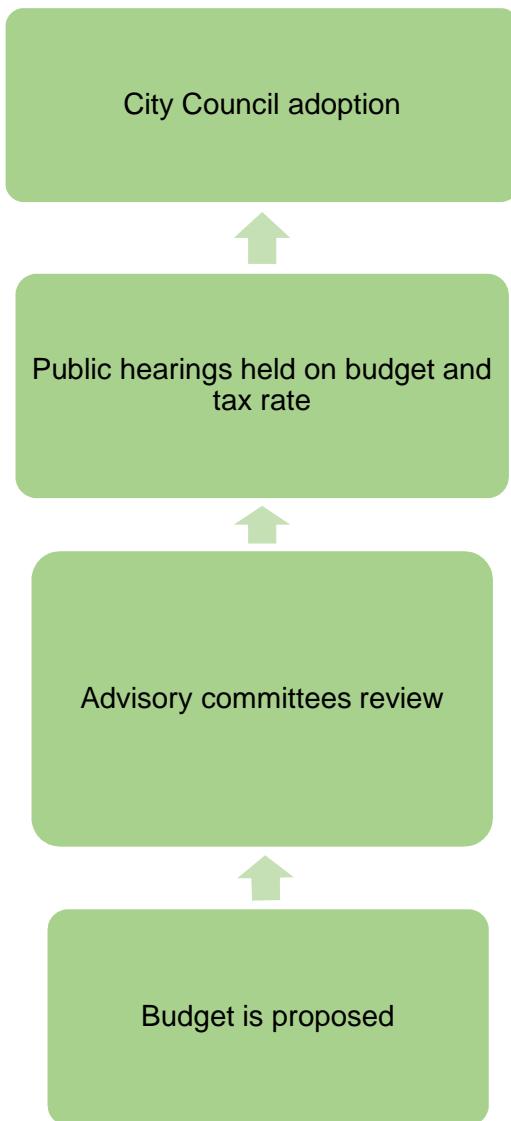
**SANITATION FUND:** Houses the City's solid waste collection activities. Financed by sanitation charges.

**STORMWATER FUND:** Accounts for activities related to improving storm water collection, quality and movement through the City. Financed by storm water fees.

## BALANCING THE “BUDGET”



## BUDGET AND TAX RATE ADOPTION PROCESS



## CALENDAR FOR TAX RATES AND FY2019 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
1/1/2018				Assessment Date		
4/13/2018						Budget system opened to all users
5/15/2018			First EVR received			
5/16/2018						Pre-budget warm up with Department Heads
5/18/2018						Preliminary budget materials distributed to Department Heads
5/31/2018						Budget's due from departments
6/1/2018				2018 Tax Rate Calculation Data and Adoption calendar due to DCTO		
6/7 to 6/16/2018						Department budget reviews with Department Heads
7/9/2018				Rate calculation data due to DCTO		
7/19/2018		FAC Meeting - Preliminary Budget Review				
7/23/2018						Review FY19 Capital Budget with CPRC
7/25/2018			Tax Roll Appraisal Certified by DCTO			
8/3/2018	Post agenda for Special Council Meeting			Effective and rollback rates sent to entities		
8/7/2018	Special Council Meeting - Adopt maximum tax rate, set hearing tax dates, set final adoption date					
8/10/2018					Publish effective and rollback tax rates Publish first notice of tax rates and hearings	
8/16/2018		FAC - Review/Approve FY2019 Budget				

## CALENDAR FOR TAX RATES AND FY2019 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
8/17/2018						File budget with clerk, post budget on website Attach special cover page
8/21/2018	Council Meeting - 1st tax rate hearing		Effective Tax Rate Calculation Due		1st public tax rate hearing and post notice of second tax rate public hearing	
8/24/2018						Last day to publish notice of budget hearing if holding - Optional
9/4/2018	Council Meeting - 2nd tax rate hearing, optional budget hearing				2nd public tax rate hearing Post agenda on tax rate adoption	Public Budget Hearing - Optional
9/7/2018					Last day to publish Notice of Budget Hearing - if only REQ. hearing held	
9/18/2018	Council Meeting - Budget Hearing, Adopt Budget, Tax Rate, Salary, Fees, Ratify Tax Increase					2nd Public Budget Hearing/Adopt FY2018 Budget
9/21/2018					Signed Ordinance due to DCTO	

## **FY2019 BUDGET**





## **City of University Park**

**Fiscal Year 2018-2019**  
**October 1, 2018 – September 30, 2019**

September 19, 2018

This budget will raise more revenue from property taxes than last year's budget by an amount of \$882,695, which is a 4.65% 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 \$282,280.

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

**FOR:** Lane, Armstrong, Biddle, Farley, Pritchard

**AGAINST:** None

**PRESENT AND NOT VOTING:** None

**ABSENT:** None

### **Property Tax Rate Comparison**

	<b>2018-2019</b>	<b>2017-2018</b>
Property Tax Rate:	\$0.245379/100	\$0.248761/100
Effective Tax Rate:	\$0.235241/100	\$0.243419/100
Rollback Tax Rate:	\$0.254060/100	\$0.262892/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

# TRANSMITTAL LETTER



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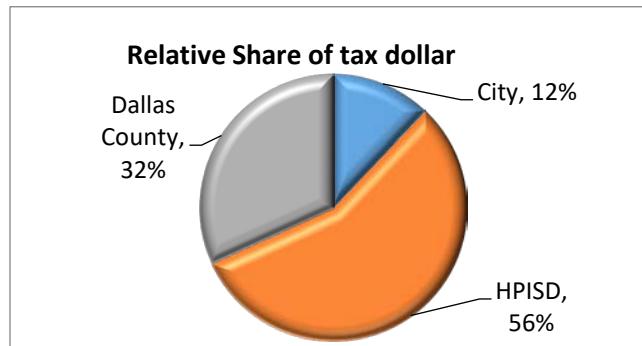
August 31, 2018

Dear Honorable Mayor and Members of the City Council,

I am pleased to present the proposed budget for Fiscal Year 2019 (FY19), which is the period October 1, 2018 – September 30, 2019. The FY19 budget totals \$53,099,375 across all budgeted funds, which represents a 4.3% increase from the prior year. Primarily, the budget is a financial document that outlines operational services and programs, but it is also a policy statement that identifies how resources are invested to meet community priorities and objectives.

The overall economic condition of the Dallas-Fort Worth metropolitan area continues to experience expansion. Indicators in the labor market show decreased unemployment, with growth across multiple sectors. While the overall housing market has shown leveling off sales, inventories of existing homes are still less than three months. A strong DFW economy benefits the economic conditions in University Park, especially in the housing market. Compared with the previous fiscal year, the housing market in University Park has experienced a slight rebound in values, with the overall taxable value of properties as assessed by the Dallas Central Appraisal District (DCAD) increasing 6.7% compared to last year's 2.19%. Given the increase in values and strong performance of other revenues, the FY19 budget recommends a decrease in the tax rate to 24.5379 cents per \$100 of taxable value. Based on this proposed rate, the average single-family homeowner with a homestead exemption will pay \$117 more annually in City property taxes – less than \$10 more per month.

Each year, the budgetary challenge is to provide a sustainable funding plan within a fiscally conservative framework. Since University Park is primarily a residential community, the City relies heavily on property taxes to fund essential services. Despite this dependence, City property taxes account for only 12 cents of every tax dollar collected, which is below the statewide average for municipalities. The proposed FY19 budget maintains this prudent approach, while providing necessary investment within the community. Consistent with the previous fiscal year, the proposed FY19 budget emphasizes investment in people, infrastructure and services.



## People

The City's workforce provides services related to public safety, waste disposal, water, sewer, roads and parks. Salaries and benefits of the City's personnel represent the single largest expenditure item within the budget, representing nearly 51% of all expenditures across all budgeted funds. To recruit and retain the most professional and dedicated public servants, the City must offer a competitive salary and benefit package commensurate to other area cities in the Dallas-Fort Worth area. While considerable details are provided later in this report, specific investments identified within the FY19 budget concerning the City's workforce include:

- Market-based adjustment of 1% for all City personnel, with position-specific adjustments to some public safety personnel;
- Additional funding for the Firefighter Relief & Retirement Fund;
- Additional funding for ad hoc Updated Service Credits (USC) and Cost of Living Adjustments (COLA) to the Texas Municipal Retirement System (TMRS);
- The addition of a 911/311 Dispatcher in the Communications Division of the Police Department; and
- A three year phased-in hiring strategy to add the necessary personnel within the Utility Fund to begin in-house capital replacement of water and sewer infrastructure.

## Infrastructure

The City maintains a variety of infrastructure and assets, some of which date back to the City's incorporation in 1924. Since retiring its debt in 2002, the City has been able to fund a Capital Improvement Program (CIP) based on a pay-as-you-go system. Without the added costs associated with debt, the City is better equipped to plan for major capital improvements to the City's water and sewer system, parks and roads. Capital projects are funded by annual transfers from the General Fund and Utility Fund into the City's Capital Projects Fund. The FY19 budget proposes transfers totaling \$5.6 million to the Capital Projects fund. While this represents a 5% increase in transfers from the General Fund (from \$3.5 to \$3.7 million), the budgeted transfer from the Utility Fund has been shifted by \$850,000 to cover the first year cost of the in-house mile-per-year water and sewer replacement program. Based on available resources from this type of capital investment, the following capital projects are anticipated in the upcoming fiscal year:

- Mile-per-Year Water & Sewer Replacement;
- Upgrades to the City's undersized storm sewer system;
- Comprehensive infrastructure investment in the retail shopping centers; and
- Replacement of the public safety radio system.

## Service

Essential public services, ongoing care for existing City facilities and the day-to-day operations of the various City departments provide a wide array of services that contribute to the high quality of life for residents in University Park. Maintaining this quality of life requires investment in materials, supplies, training, technology and equipment to ensure efficient and effective operations. The proposed FY19 budget provides the investment needed to ensure residents receive services that offer a unique, value-added experience. Examples of items funded in this budget that allow employees to provide a high level of service to residents include the following items:

Item	Number of Units	Expenditure	Department
Stop Signs	60	\$3,000	Traffic
Books & Resources	6,000	\$95,000	Library
Bunker Gear	18	\$49,000	Fire
Handguns	50	\$8,500	Police
Hamburgers	1,900	\$2,400	Swimming Pool
Desktop Computers	32	\$68,500	IT
Recycling Containers	400	\$10,000	Sanitation
Rebar	32 miles	\$40,000	Public Works
Construction Site Identification Signs	200	\$6,000	Community Development

## Budgetary & Strategic Planning Process

The City Council, City Manager's Office and Department Directors develop a series of strategic initiatives during an annual retreat. The retreat provides an opportunity for the Governing Body and Staff to discuss issues facing the community and what actions are necessary to address those issues. The strategic initiatives are designed to give staff a work plan based on community priorities and objectives.

The annual budgeting process provides the funding to accomplish the objectives of those initiatives. The objectives listed below have been placed in one of four categories: Capital Investment, Operational, Communications and Planning.

### **Capital Investment**

1. Commence Snider Plaza improvement program
2. Complete the update of the public safety radio system
3. Complete Phase II design for the Holmes Aquatics Center

### **Operational**

1. Develop and implement improvements to the Code Enforcement program

2. Remove unsightly or unnecessary signs
3. Consider improvements to restrooms in City parks

### **Communications**

1. Enhance communication with residents (especially for required public notifications)
2. Develop a strategy for the upcoming legislative session

### **Planning**

1. Develop a storm water/flood control improvement plan
2. Complete the zoning ordinance update
3. Initiate a Master Plan update
4. Develop a plan for Miracle Mile revitalization
5. Develop a list of comparable cities for benchmarking/comparative analysis purposes
6. Create a plan for improvements at the Peek Service Center
7. Develop a long-term financial plan

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

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

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

## **Conclusion**

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

The proposed budget is now ready for review by the Finance Advisory Committee. Staff proposes the following schedule to satisfy the public hearing and notice requirements for the FY2019 budget's adoption.

<b>Date</b>	<b>Day</b>	<b>Description</b>
August 10	Friday	Submit proposed budget to the City Council and City Secretary and set public hearing dates for budget review.
August 21	Tuesday	Hold first public hearing on maximum tax rate.

September 4	Tuesday	Hold second public hearing on maximum tax rate and hold first public hearing on proposed budget.
September 18	Tuesday	Continue public hearing on proposed budget.
September 18	Tuesday	Adopt budget and related ordinance to take effect October 1.

The remaining information contained in this budget overview provides greater detail and explanation of the proposed expenditures and revenues within the FY19 Budget. The following items are included within that information:

- Major Expenditure Analysis
- Fund 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 \$53,099,375, which is a 4.3% increase from the previous year. The table below compares the total expenditures for the City's four budgeted funds – General, Utility, Sanitation and Storm Water. Three other funds – Capital Projects, Equipment Services and Self-Insurance are not included in the formal budget, because their revenues are generated from the four budgeted funds.

Fund	FY2017		FY2018		FY2019		%
	Actual	Expenditures	Adopted	Budget	Proposed	Budget	
General	\$ 33,736,809	\$ 31,416,105	\$ 33,133,450	\$ 1,717,345	5.5%		
Utility	15,182,656	15,874,252	16,270,074	395,822	2.5%		
Sanitation	3,127,007	3,153,552	3,195,825	42,273	1.3%		
Storm Water	176,504	450,000	500,026	50,026	11.1%		
Total	\$ 52,222,976	\$ 50,893,909	\$ 53,099,375	\$ 2,205,466	4.3%		

Over eighty percent (80%) of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these expenditures account for over ninety percent (90%) of the increase in the FY2019 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Major expenditure categories comparison						
Category	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	Change \$	Change %	
Personnel costs	\$ 24,956,834	\$ 25,579,235	\$ 27,032,970	\$ 1,453,735	5.7%	
Treatment charges	8,028,445	8,116,852	8,266,164	149,312	1.8%	
Capital project funding	5,888,916	6,183,362	6,492,530	309,168	5.0%	
Utilities	1,065,662	878,571	863,247	(15,324)	-1.7%	
Equip. Replacement	878,725	920,465	1,020,741	100,276	10.9%	
Fuel costs	362,996	370,860	386,015	15,155	4.1%	
Subtotal	\$ 41,181,578	\$ 42,049,345	\$ 44,061,667	\$ 2,012,322	4.8%	
Total adopted budget*	\$ 50,266,924	\$ 50,893,909	\$ 53,099,375	\$ 2,205,466	4.3%	
Percent of budget	81.9%	82.6%	83.0%			

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

Over the past year, the Consumer Price Index (CPI) for the Dallas-Fort Worth region has increased 3.9% and the Municipal Price Index (MCI), which more closely tracks services and goods a municipality purchases, increased 3.6%. 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 overall expenditure increase of 4.3% reflects these rising costs for goods and materials.

## Personnel Costs

Salaries and benefits represent the single largest expenditure category, accounting for nearly fifty-one percent (51%) of the total budget. Additional details related to personnel costs are detailed below.

**New Full-time Positions:** The FY19 budget includes funding for one additional position related to public safety. In addition, the budget outlines the creation of a new division within the Public Works Department dedicated to capital replacement of water and sewer infrastructure. This new division is scheduled for six additional positions. Details and costs of the new positions are provided in the following table.

Position Title	Annual Cost	Background
911/311 Dispatcher	\$73,361	<p>The City's 911 Dispatchers answer more than 30,000 emergency phone calls each year. Efforts are made to schedule two 911 Dispatchers on duty whenever possible. However, current staffing levels do not allow for the scheduling of two Dispatchers during each shift. Small events, such as the shooting off of fireworks in the early morning hours, overwhelm the Dispatch Center if only one Dispatcher is on duty. This can result in 911 calls going unanswered.</p> <p>The City added a Dispatcher position in the FY18 budget, and with the additional Dispatch position in this proposed budget, the City will be able to schedule two Dispatchers on every shift.</p>
Six additional positions for the in-house MPY	\$332,916	<p>Over the course of the past year, various citizen committees have worked with staff to study the potential of adding new personnel within the Utility Fund to bring the water and sewer capital improvements program in-house. Since the inception of the City's Mile-per-Year program as identified in the 1989 Master Plan, the City has systematically programmed funding with the Capital Projects Fund. This program has traditionally been designed by</p>

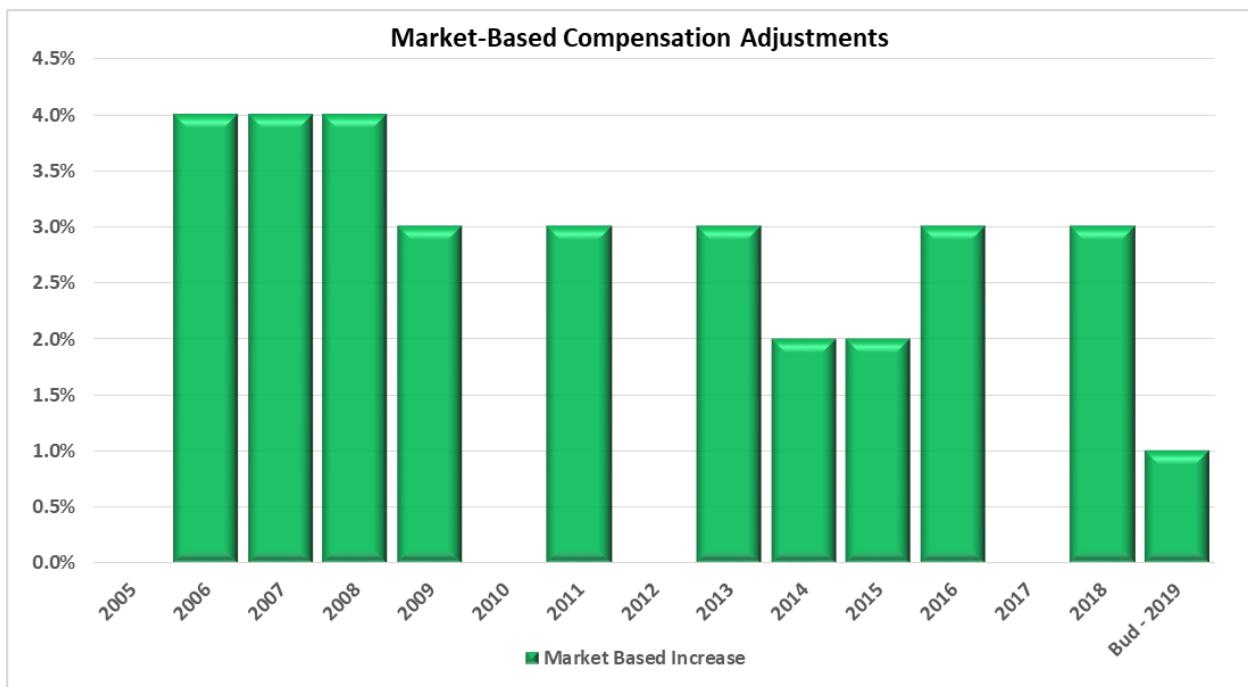
		<p>outside engineering firms and then bid out to private contractors for construction.</p> <p>At the request of these citizen committees, the City conducted a financial analysis and piloted a test program involving the replacement of water, sewer and paving by City crews. The ultimate finding determined that bringing this function in-house with additional personnel will prove beneficial. The addition of these six positions represents the first phase of a three year program to add the necessary staff and equipment to begin in-house capital replacement of water and sewer infrastructure.</p>
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**Salaries:** Traditionally, the City has used a consulting firm to perform a salary study to identify all pay classifications with the exception of Police and Fire. Salaries for Police and Fire personnel are benchmarked separately against a select group of comparable cities within the DFW Metroplex. All other positions were evaluated for pay based on a combination of similar positions in the public and private sector only. A comprehensive compensation study will not only use private and public sector position analysis, but also geographical analysis, and a thorough evaluation of the City's current pay plan for compression and position requirement adjustments. Therefore, operational funds have been set aside in the FY19 proposed budget to perform this study with scheduled implementation of the study's recommendations in FY20.

Without the corresponding data of a compensation study, staff has utilized a salary survey conducted by the City of Grapevine to gauge employee pay classifications. Based on the results of the Grapevine salary survey, the proposed budget for FY2019 includes the following adjustments to employee salaries:

- *Market Increase: One percent (1%) market increase for all City personnel. Select positions within Police & Fire will receive slightly larger market adjustments by position. The resulting gross salary expenditure increase due to the market adjustment is approximately \$247,000.*
- *Merit Increase: For employees who achieve satisfactory performance evaluations, the proposed budget also includes merit-based increases for those employees with remaining steps within their pay range. The City has enjoyed a historical low turnover rate with long-tenured employees, and is now experiencing increased turnover primarily resulting from retirement. Approximately forty two percent (42%) of all current employees are not eligible for a merit-based increase within the City's pay plan, a decrease compared to previous fiscal years. The resulting gross salary expenditure increase due to potential merit increases is approximately \$343,000.*

The following table illustrates the City's historical commitment to market-based adjustments as a compensation tool to attract the most qualified and professional public servants.



**Benefits:** The City also offers a comprehensive benefit package to its employees, including insurance, retirement and longevity pay. The proposed budget for FY2019 includes the following adjustments to employee benefits:

- *Employee Health Insurance:* Employers continue to experience increases to healthcare costs, and the City of University Park is no exception. Uncertainty also remains regarding the future of the Affordable Care Act, and the financial implications associated with items such as the Cadillac Tax, which is an excise tax on employers offering health plans above certain premium thresholds. Although medical claims remain mostly stable on a year-to-year basis, there is an upward trend to medical claims. The proposed budget recommends funding from \$1,108.75 per employee per month (PEPM) to \$1,160.85 PEPM, resulting in a gross expenditure increase of \$139,811. This year, employees will be asked to help pay for rising health care costs through recommended increases to employee premiums. The range of monthly increases for employee premiums will be between \$1.98 up to \$22.83, depending on the health insurance plan selected by the employee.
- *Firefighter Pension:* University Park Fire Department personnel are the only City employees who do not participate in the Texas Municipal Retirement System (TMRS). The Firefighter Relief and Retirement Fund (FRRF) is a separate system governed by a local board made up of three firefighters, two local residents and two City staff members. The fund is structured as a defined benefit plan and is currently underfunded on an actuarial basis.

As a result of legislation passed in the 85<sup>th</sup> Legislative Session, the plan is currently closed to all new hires. All new Fire Department personnel hired after November 1, 2017 are enrolled into the City's primary retirement system, the Texas Municipal Retirement System (TMRS). However, 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.

With an unfunded actuarial liability of \$12,936,513 as of December 31, 2016 (the date of the last actuarial evaluation), and a recommended contribution rate of 28.72%, the proposed budget reflects the recommended increase to the City's contribution rate to 28.72%. This contribution rate is likely to increase in future years, since the last actuarial study did not include the plan closure to new hires. The FRRF Board is currently seeking a new actuary for the plan, and the City will work closely with the Board to make the necessary actuarial contributions. The gross expenditure increase for FRRF contributions is approximately \$214,000. A transfer of \$1,000,000 from the General Fund balance is recommended to offset the future increases and to take advantage of investment flexibility afforded the plan.

- *Texas Municipal Retirement System:* Along with nearly 900 other Texas municipalities, the City of University Park offers retirement benefits through TMRS. While the City has funded nearly 100% of the long-term actuarial liability within its TMRS account, the plan will experience increased costs due to proposed modifications to the Cost of Living (COLA) and Updated Service Credit (USC).

The COLA provides an increased benefit to current retirees through adjustments in benefits matching the Consumer Price Index (CPI). The USC provides for a member's benefit to maintain value over the duration of the member's career by taking into account substantial increases in the member's salary or changes to the plan. The City has traditionally elected to provide these changes in an ad hoc capacity to avoid large actuarial adjustments associated with a reoccurring plan. The last time the City approved ad hoc changes to the COLA and USC was in 2013. Prior to that date, the City had traditionally approved ad hoc changes on intervals of four or five years.

The proposed budget includes a proposed increased in TMRS contributions from 7.51% to 10.18% as a result of the ad hoc COLA and USC. A recommended one-time transfer from the Self-Insurance Fund in the amount of \$1,000,000 is recommended to offset the increase and to take advantage of investment flexibility afforded the plan. The gross expenditure increase resulting from these changes is approximately \$384,000.

## Water & Wastewater Treatment Charges

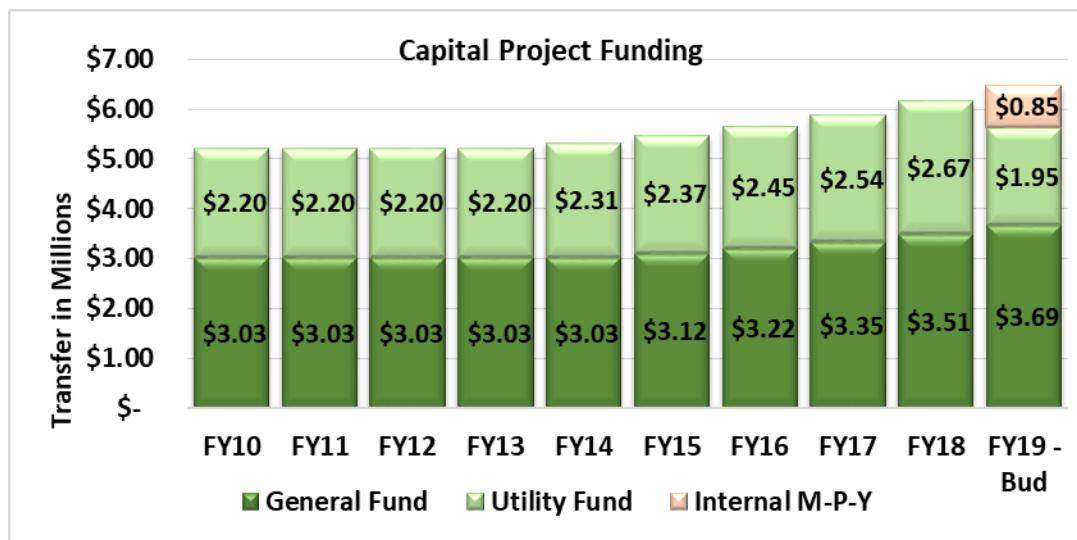
The City of University Park and Town of Highland Park are provided water through the Dallas County Park Cities Municipal Utility District (DCPCMUD) and wastewater services through the City of Dallas Water Utilities (DWU). The amount budgeted for outside treatment can vary dramatically from the amount 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 FY2019, the combined costs of water and wastewater treatment are expected to increase modestly, with the rates charged to the City by the DCPCMUD for the treatment of potable water increasing 2.6% and from DWU for wastewater treatment increasing 4.2%. When combined with expected water sales (derived from an average of the previous 10 years actual sales volumes) and winter consumption, the

increased rate of \$2.52 per 1,000 gallons from DCPCMUD and \$2.86 per 1,000 gallons of wastewater treated from DWU will result in a combined gross cost increase of \$149,312.

## 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. The proposed budget recommends increasing the General Fund transfer into the Capital Projects Fund by five percent (5%) or \$175,640, to a total of \$3.69 million. While the Utility Fund would normally have been expected to contribute \$2.80 million to capital projects as well, the actual transfer decreased to \$1.95 million, due to a change in the funding and construction of the Mile-per-Year project, more fully discussed below. The combined capital projects transfer for FY19 is \$5,642,530.



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 through separate action to this budget, and changes to the capital budget must be reviewed by the Capital Projects Committee before authorization by the City Council.

The proposed budget will adopt significant changes to the way the City funds the construction of the City's Mile-per-Year water and sewer replacement. Funds that would have been directed to outsourced contractors for this capital investment will be redirected to an internal division within the Utilities Fund. The new internal division will be dedicated solely to the replacement of water and sewer infrastructure. This is the first year of three that personnel will be added in a phased-in hiring approach.

## Equipment Replacement, Fuel & Electricity

The City has established a sinking fund for all new and replacement vehicles. Each department incurs yearly expenditures based on the depreciation schedule of the vehicles in its fleet. Once a vehicle is

scheduled for replacement, the years of depreciation contributions made by the department are available within the fund to purchase a new vehicle. Contributions to the Equipment Services Fund will increase by \$100,276 this fiscal year, to a total budgeted amount of \$1,020,741.

The proposed budget implements a new policy for vehicle replacement funding so that the fund balance maintains a minimum level of no less than twenty to twenty-five percent (20-25%) of the current replacement value of the City's entire fleet. To ensure future purchases are adequately funded through the expected life cycle, departmental fees for the annual depreciation of vehicles will be set to 105% of the vehicle cost. This will ensure that adequate funding will be in place at the time of future vehicle purchases.

Vehicles and equipment anticipated to be replaced in FY2019 are as follows:

Unit #	Dept	YR	Make	Model	Service Life	Estimated Replacement Cost
6949	20	2008	FORD	F-150	10	\$30,000.00
6886	21	2007	CHEVROLET	UPLANDER	10	\$23,000.00
1360	30	1996	ADVANTAGE	LIFT	20	\$115,000.00
6818	40	2006	GEM	E2	8	\$40,000.00
1581	50	2014	CHEVROLET	TAHOE	5	\$55,000.00
1582	50	2014	CHEVROLET	TAHOE	5	\$55,000.00
1583	50	2014	CHEVROLET	TAHOE	5	\$55,000.00
6948	50	2008	CHEVROLET	IMPALA	10	\$40,000.00
6954	50	2008	CHEVROLET	IMPALA	10	\$40,000.00
6940	60	2007	FREIGHTLINER	CONDOR	10	\$180,000.00
6648	70	2004	CHEVROLET	C2500	10	\$40,000.00
1786	70	1986	PARIS	TRAILER	10	\$8,000.00
6389	80	2002	STERLING	LT9511	15	\$135,000.00
6390	80	2002	SEI	SEIPDESR-451	15	\$40,000.00
						<u>\$856,000.00</u>

Note: Not all items will be replaced by identical models.

The Equipment Services Fund will also be responsible for adding a significant amount of new equipment associated with the transition from outsourced to in-house replacement of water and sewer infrastructure. Fund balances within the Equipment Service Fund will need transfers from existing fund balances to help pay for the new equipment, which is expected to cost \$898,989.

The City's fuel costs are expected to increase this year. Last year, the City budgeted fuel costs at a rate of \$2.43 per gallon of gasoline and \$2.81 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Using the new EIA estimates of \$2.77 and \$3.07 for gasoline and diesel respectively, budgeted fuel expenditures are expected to increase \$15,155 (4.1%) this fiscal year to a total budgeted cost of \$386,015.

The proposed budget also provides for a slight decrease in the overall costs of utility services (electric, gas, water and certain phone services) provided to City facilities. By far the largest driver of this cost category is electricity, which the City purchases through participation in the Texas Coalition for Affordable

Power (TCAP), which is a pool of cities that aggregate power needs to negotiate better electric prices for its members. Although FY19 is the first year that the new lower rate is in effect for all 12 months, the electric bill will remain largely unchanged from the prior year due to higher calculated consumption. Overall, the City anticipates a 1.7% reduction in budgeted utility costs, decreasing the budgeted category cost from the previous year's \$878,571 to \$863,247.

## University Park Public Library

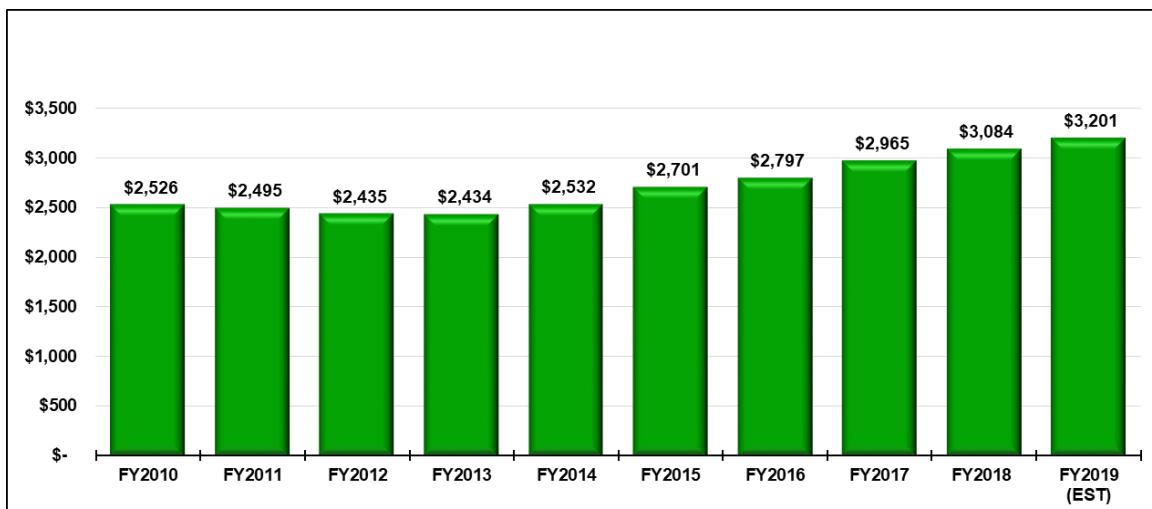
The City and the Friends of the Library will continue its pre-existing funding partnership whereby the Friends of the Library will fund \$300,000 annually towards the operation of the library. The proposed FY2019 budget for the University Public Library is \$846,875, which represents a 6% increase from the prior year.

## FUND ANALYSIS

### General Fund

To finance all of the traditional local government services such as police, fire, parks and public works, the City maintains a working balance within the General Fund financed by property taxes, sales taxes, franchise fees, building permit fees and other smaller sources. 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. The City's financial policies call for a minimum fund balance in FY19 of one month's operating expenses, which is approximately \$2.8 million. The beginning fund balance for FY18 was over \$7.1 million, well in excess of the required minimum fund balance. As the primary revenue source for the General Fund, the FY19 budget anticipates revenues from property tax totaling \$19,839,450.

**Property Tax:** The FY19 budget recommends a 1.4% reduction in the property tax rate to 24.5379 cents (per hundred dollars of value) from 24.8761 cents the previous year. Combined with a 6.7% growth in city-wide taxable property value, the corresponding increase in property tax revenue is 5.2%, or \$986,197. The average single-family property with a 20% homestead exemption will pay \$3,201 in property taxes to the City next fiscal year, an annual increase of \$117. The following table provides a historical perspective of property taxes related to the average single-family property.

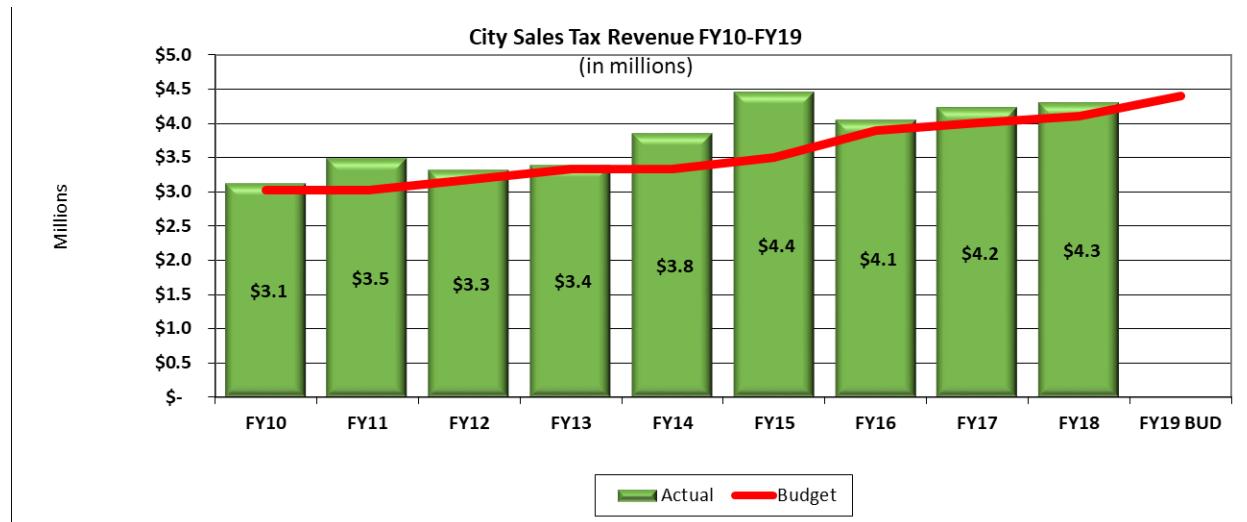


**Truth in Taxation:** The Texas Tax Code requires the calculation of an effective tax rate (ETR), which represents a calculated tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. The City's tax collector, the Dallas County Tax Office (DCTO), performs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

For FY2019, the proposed tax rate of 24.5379 cents per hundred is higher than the ETR of 23.5241 cents; therefore, the City is required to hold two public hearings before adopting the FY2019 tax rate.

Revenues supporting the General Fund that are derived from sources other than property taxes (and related amounts) account for 40% or \$13,164,000 of the General Fund's revenues. These revenues are derived from a variety of sources, and a brief overview of these revenues is provided in the charts and graphs below.

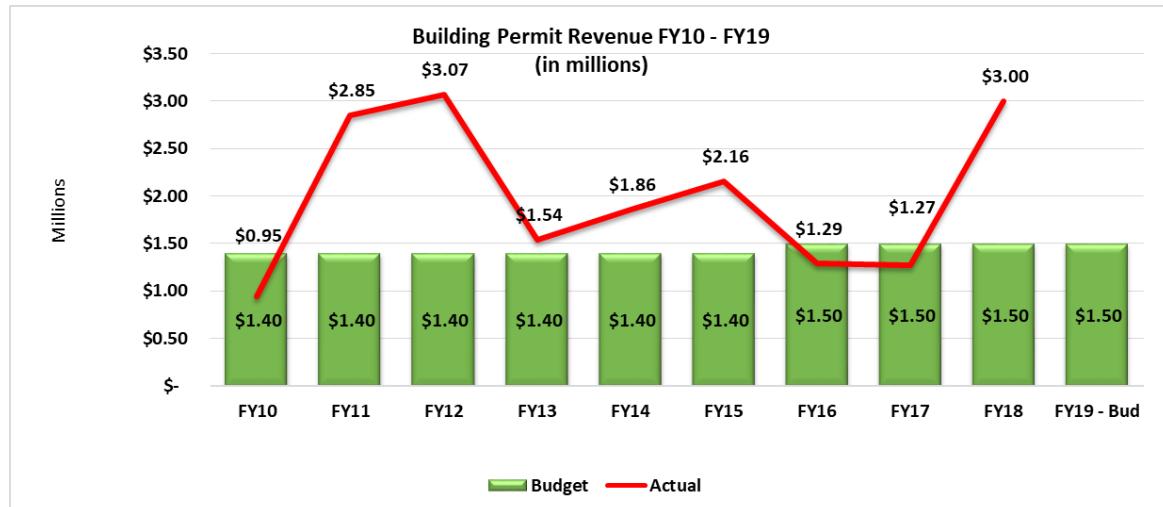
**Sales Tax:** Revenue collected from City sales taxes has steadily risen for the last several years. Projected sales tax revenues for FY2018 are expected to meet budgeted projections within the FY18 budget. The City uses a sales tax analysis and reporting service to track and monitor sales tax within the community. The service provides a forecast for sales tax collection, with ratings ranging from "Optimistic" to "Pessimistic." Given steady sales tax collections this year, the FY19 budget recommends the projected revenues from sales tax to increase from \$4,100,000 to \$4,400,000. This is a significant increase in projected revenue, slightly above the "pessimistic" sales tax growth projections for next year.



**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 over 70 permits issued last year. However, a number of large, non-residential construction projects such as the Park Plaza development, HPISD school improvements, Highland Park United Methodist Tolleson Family Activity Center and athletic facilities on the SMU campus have generated substantial permit revenues above budgeted amounts.

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 FY19 budget continues this practice and recommends a revenue projection of \$1.5 million. According to the City's financial policies, revenues that exceed 120% of budget are directed into the Capital Improvement Funds.

With expected building permit revenue set to exceed \$3.0 million for FY18, the Capital Improvement Fund is expected to receive an estimated \$1.2 million transfer as a result of this policy.

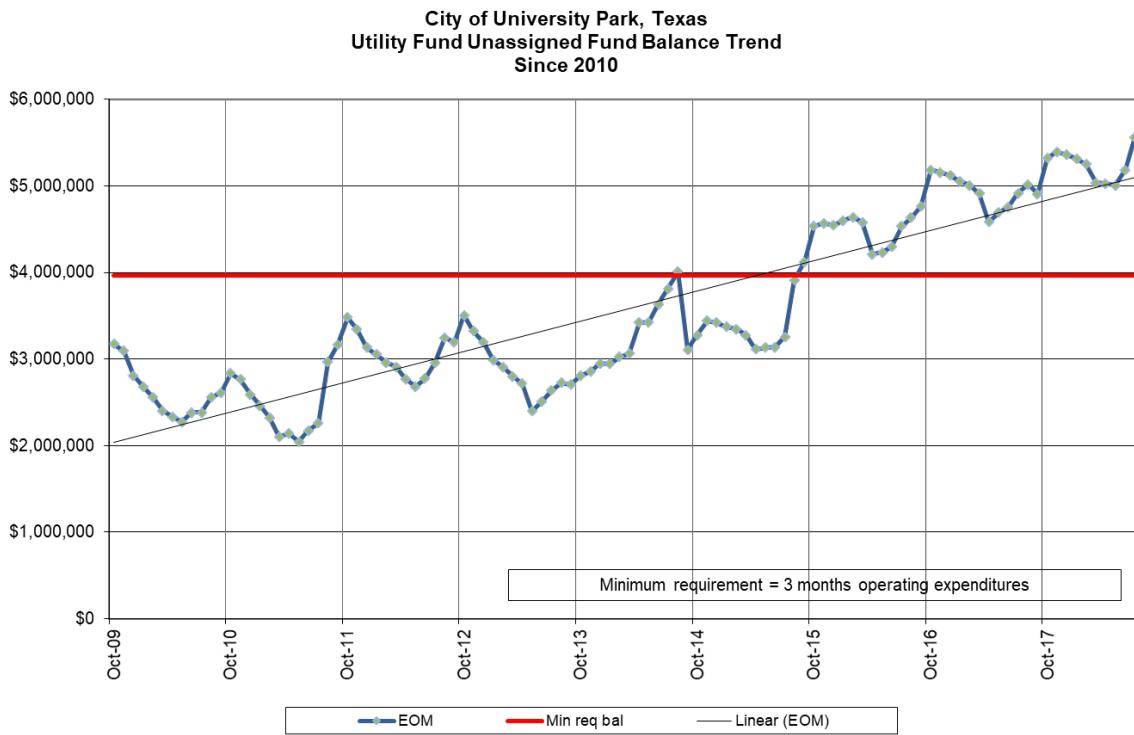


**Franchise Fees:** Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. While utility based revenues remain mostly consistent, as the market presents alternatives to traditional services for television and data consumption, revenues from the traditional providers may vary. The FY19 budget includes a revenue projection of \$2,095,000 for all franchise fees, a \$90,000 decrease from the previous year.

## Utility Fund

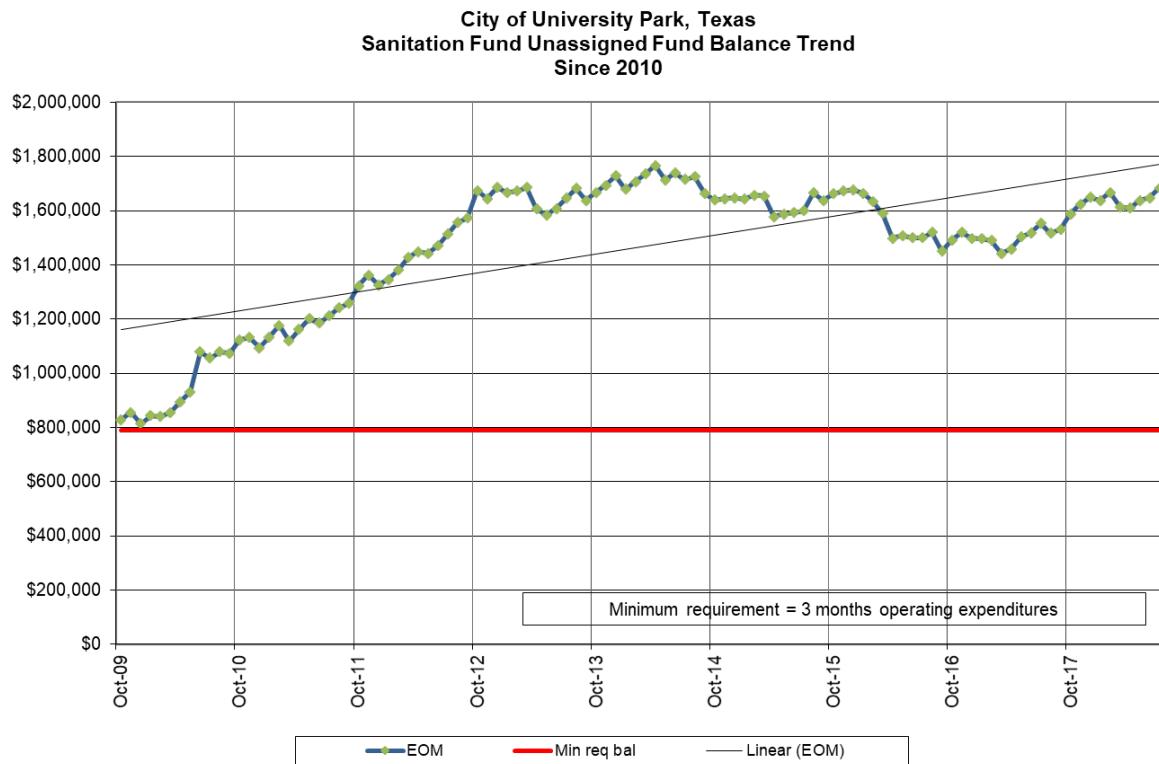
The fund continues to experience positive growth within the fund balance due to structural rate adjustments approved in 2014. Consequently, the FY19 budget does not propose to increase utility rates in the upcoming year to offset the budgeted increases from treatment charges. However, operational costs continue to rise, and significant increases to capital project funding are needed to maintain the City's goal of a mile-per-year of water and sanitary sewer replacement. Given these cost drivers, and the addition of significant staffing levels to bring water and sewer replacement in-house, future consideration will be given to rate increases above and beyond the pass-through increases expected from DCPCMUD and DWU.

When combined with higher than expected water sales, the Utility Fund balance shows a deficit of \$66,774 for FY19. Since utility revenues and expenditures are so heavily volume dependent and may change dramatically from one year to the next, no changes to the rate structure are suggested at this time. As staff monitors revenues and expenditures, the City Council may consider a mid-year rate increase.



## Sanitation Fund

The City created the Sanitation Fund in 1994 to remove expenditures for the collection of solid waste from the General Fund. The FY19 budget includes a \$110,000 placeholder to allow for the accumulation of reserves toward future landfill needs. The City's financial policies require a minimum fund balance equal to three months operating expenses, which is approximately \$800,000. The beginning fund balance for FY18 was approximately \$1.4 million. However, the Sanitation Fund has struggled to maintain a positive cash flow in the recent and distant past. Despite a 10% increase in residential fees between FY16 and FY17, the fund continues to operate with a slight loss of fund balance. While the structural deficit in the Sanitation Fund has been reduced, the greatest long-term concern for the Sanitation Fund is anticipated increases to landfill fees. The City currently has an operating agreement with the City of Garland landfill that is set to expire within the next 10 years. Tipping fees under a new contract are expected to increase dramatically, at which time rates will need to be adjusted accordingly.



## Storm Water Fund

The Storm Water fund derives its revenue from a line item on monthly utility bills based on the zoning district of the property owner. The fees that are directed to this fund are dedicated to pay for projects directly related to the City's storm water system. The City has initiated a watershed study for a large portion of University Park to determine what improvements could be made to the system to alleviate flash flooding associated with surface water runoff. Substantial improvements to the storm sewer system have not been undertaken in several years. All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund; however, future storm water fees could be increased to allow for transfers to the Capital Projects Fund from the Storm Water Fund.

## FUTURE CONSIDERATIONS

The proposed FY2019 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 FY2019 budget. The following items represent a quick overview of those issues:

- *Long Term Planning & Financial Management:* In the not too distant future, the City of University Park will begin preparations to celebrate the City's centennial, having incorporated in 1924. Since the City's inception, the City has given considerable attention to ensuring neighborhoods and other public amenities are well maintained and designed. However, as the City ages, neighborhoods and public amenities need rejuvenating. The 1989 Master Plan helped shape the character and feel of University Park as it transitioned into a redevelopment phase of the City's life-cycle. Residents volunteered their time and talents to help build a plan that addressed the physical space in which people work, play and reside. While redevelopment has occurred at the residential level for many years since the adoption of the master plan, the City's commercial and institutional sectors are currently experiencing unprecedented redevelopment. With the onset of a century-old community, schools, churches and Southern Methodist University have invested hundreds of millions of dollars in upgrading existing facilities, and the City's retail and commercial areas are poised for similar redevelopment. Given the importance of these areas and the potential financial impact to the City, an update to the City's master plan that incorporates a high-level of citizen engagement is needed. The master plan should address physical assets and land use; however, it should also consider the long-term financial management of the City. A subcommittee of members from the Finance Advisory and Capital Projects Review committees is currently addressing long-term issues. Conclusions and recommendations from this subcommittee should be shared and distributed as part of the updated master plan process.
- *Salaries and Benefits:* The City's pay plan represents an investment in the most important asset needed to provide outstanding services to residents: employees. The City has a long history of meeting the market with its pay and benefits. However, the City has not completed a systematic review of its pay plan in quite some time. A compensation study has been funded in the operational budget of the Human Resources Department to analyze every position within the City vis-à-vis private and public sector pay. The Employee Benefits Committee will have an important role in reviewing the results of this study to determine equitable funding strategies and sustainable pay structures. Review and consideration should be given to setting goals for market-based compensation and where the City seeks to fall within the market.
- *Infrastructure:* The City maintains approximately 64 miles of sanitary sewer mains and 89 miles of water mains. Funding for this program has been programmed within the Capital Projects Fund. However, increased construction costs have outpaced funding in recent years. As with prior-year budgets, the FY19 budget proposes an increase in contributions to the Capital Fund from both the General Fund and Utility Fund. However, unlike prior-year budgets, the FY19 budget creates a new operational division within the Utilities Fund. The sole purpose of this new division is to bring in-house the construction of water and sewer replacements, which in the past has been performed by private contractors. With a thorough review by the City's Finance, Public Works and Capital Projects committees, the actions taken within the FY19 budget to create this new

department represent the first year of a three-year funding strategy. Additional pressure will be added to the Capital Projects Fund as the City seeks to implement a replacement schedule for the City's storm sewer system. During heavy rainfalls, the City experiences localized flooding from surface water runoff. The improvements to McFarlin Bridge helped address one of the primary storm water bottlenecks in the community. With a major downstream bottleneck removed, the City can now address capacity issues in the undersized storm sewer system. Primary improvements to the 25-mile storm sewer network would include adding new storm sewer lines and replacing existing lines with larger diameter pipes. Infrastructure improvements to the City's utilities are a primary concern; however, other city assets including the Holmes Aquatic Center, Peek Service Center and road network also need capital investment.

- *Sustainable Tax Rate Adoption:* Through years of stewardship and prudent fiscal management, the City of University Park enjoys a high level of financial stability. This has allowed the City to fund operations, while also investing in capital assets on a pay-as-you-go basis. Instead of borrowing through various debt instruments, the City sets aside funds from property taxes and utility fees to utilize for future capital projects. To adequately plan for future capital projects and to ensure available cash balances, the City manages the property tax rate in a coordinated manner to build balances within its various funds (general, utility, sanitation, storm water and internal service). Historically, this has allowed the City to drop the tax rate as property valuations increase. Since 2002, this has been the financial model of the City of University Park. As a home rule city, the decision to determine which model works best for University Park residents has been determined at the local level. However, the ability to manage the tax rate to meet the specific needs of residents in University Park may soon be changed by proposed legislation at the State level. Caps on property tax revenue growth would remove or severely limit the financial flexibility of University Park. Given the uncertainty and potential restrictions of property tax caps, the City should strongly consider the future position of the tax rate.

# FY2019 Budget Highlights

- Total budget (4 funds) increase 4.3% from prior year.
- Taxable property value increased 6.7%.
- Budget decreases tax rate to 24.5379 cents per \$100 of taxable value from 24.8761 last year.
- Capital project funding increased 5% to \$6.5 million.
- Increase of 1 FTE (Dispatch) related to public safety.
- Creation of new division within Utility Fund (In-house Construction) dedicated to capital replacement of water and sewer infrastructure. Six new positions will be added.
- 1% across-the-board, market-based compensation adjustment.
  - \*TMRS – City contribution increased from 7.51% to 10.18%
  - \*Health Insurance – City contribution increased 4.5% from \$1,108.75 to \$1,160.85 per covered employee
  - \*FRRF – City contribution increased 8.18% to offset capped participant rate and plan closure from 20.54% of pay to 28.72%

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

FY2019 Budget		GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>						
Property Taxes	19,969,450					19,969,450
Interfund Transfers	700,000					700,000
Sales/Mixed Bev. Tax	4,640,000					4,640,000
Franchise Fees	2,095,000					2,095,000
Permits and Licenses	1,604,500					1,604,500
Fines and Fees	2,515,500					2,515,500
Park and Pool	408,500					408,500
Interest Earnings	600,000	100,000.00		30,000		760,000
Auction/Other	600,500	0.00				600,500
Water Sales		10,293,300.00				10,293,300
Wastewater Fees		5,810,000.00				5,810,000
Stormwater Fees						473,000
Refuse Collection				2,686,750		2,686,750
Recycling Charges				320,000		320,000
Brush/Special Pickup Fee				75,000		75,000
<b>Total Revenues</b>	<b>33,133,450</b>	<b>16,203,300</b>		<b>3,111,750</b>	<b>503,000</b>	<b>52,951,500</b>
<b>Expenditures</b>						
Personnel	21,937,226	3,138,552	2,061,065			27,136,843
Operations	9,521,729	10,340,929	1,134,760			21,266,021
Capital	1,860,995	1,954,093				3,996,511
Transfers	(186,500)	136,500				-
Contributions		700,000				700,000
<b>Total Expenditures</b>	<b>33,133,450</b>	<b>16,270,074</b>	<b>3,195,825</b>		<b>500,026</b>	<b>53,099,375</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>(0)</b>	<b>(66,774)</b>	<b>(84,075)</b>		<b>2,974</b>	<b>(147,873)</b>
FY2018 Estimated Actual		GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>						
Property Taxes	19,003,552					19,003,552
Interfund Transfers	700,000.46					700,000
Sales/Mixed Bev. Tax	12,797,187					4,612,797
Franchise Fees	2,177,403					1,872,177
Permits and Licenses	.5122,328					3,403,512
Fines and Fees	481388,20					2,328,481
Park and Pool	2573,6801					388,202
Interest Earnings	170,197	64,104		8,957		15741
Auction/Other		8,432		500		662,483
Water Sales		10,681,485				1,179,129
Wastewater Fees		5,867,356				10,681,485
Stormwater Fees						5,867,356
Refuse Collection				3,100,505		476,192
Recycling Charges						3,100,505
Brush/Special Pickup Fee						-
<b>Total Revenues</b>	<b>34,052,598</b>	<b>16,621,377</b>	<b>3,109,962</b>		<b>491,933</b>	<b>54,275,871</b>
<b>Expenditures</b>						
Personnel	20,406,498	2,599,617	2,045,560			25,053,675
Operations	7,534,020	9,798,699	928,339			18,468,443
Capital	1,688,383	3,392,324				5,080,707
Transfers	(186,500)	186,500				-
Contributions	1,256,700					1,256,700
<b>Total Expenditures</b>	<b>30,701,101</b>	<b>15,977,140</b>	<b>2,973,899</b>		<b>207,385</b>	<b>49,859,525</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>3,351,497</b>	<b>644,237</b>	<b>136,063</b>		<b>284,548</b>	<b>4,416,346</b>
FY2018 Budget		GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>						
Property Taxes	18,993,253					18,993,253
Interfund Transfers	700,000					700,000
Sales/Mixed Bev. Tax	4,320,000					4,320,000
Franchise Fees	2,185,000					2,185,000
Permits and Licenses	1,609,500					1,609,500
Fines and Fees	2,405,500					2,405,500
Park and Pool	305,500					305,500
Interest Earnings	300,000	20,000		4,000		324,000
Auction/Other	600,500	1,500				602,000
Water Sales		9,996,300				9,996,300
Wastewater Fees		5,798,000				5,798,000
Stormwater Fees						475,000
Refuse Collection				2,710,750		2,710,750
Recycling Charges				350,000		350,000
Brush/Special Pickup Fee				70,000		70,000
<b>Total Revenues</b>	<b>31,419,253</b>	<b>15,815,800</b>	<b>3,134,750</b>		<b>475,000</b>	<b>50,844,803</b>
<b>Expenditures</b>						
Personnel	20,902,026	2,603,427	2,073,782			25,579,235
Operations	9,031,633	9,763,760	1,079,770			19,957,639
Capital	1,668,946	3,287,065				1,986,470
Transfers	(186,500)	700,000				2,670,565
Contributions						700,000
<b>Total Expenditures</b>	<b>31,416,105</b>	<b>15,874,252</b>	<b>3,153,552</b>		<b>450,000</b>	<b>50,893,909</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>3,148</b>	<b>(58,452)</b>	<b>(18,802)</b>		<b>25,000</b>	<b>(49,106)</b>
FY2017 Actual		GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>						
Property Taxes	18,477,454					18,477,454
Interfund Transfers	700,000					700,000
Sales/Mixed Bev. Tax	4,421,708					4,421,708
Franchise Fees	2,072,946					2,072,946
Permits and Licenses	1,858,996					1,858,996
Fines and Fees	2,479,256					2,479,256
Park and Pool	298,901					298,901
Interest Earnings	325,036	15,785		7,758		351,763
Auction/Other	1,270,078	5,133				1,275,211
Water Sales		9,656,608				9,656,608
Wastewater Fees		5,682,910				5,682,910
Stormwater Fees						437,057
Refuse Collection				2,683,756		2,683,756
Recycling Charges				317,938		317,938
Brush/Special Pickup Fee				59,812		59,812
<b>Total Revenues</b>	<b>31,904,375</b>	<b>15,360,436</b>	<b>3,069,264</b>		<b>440,242</b>	<b>50,774,317</b>
<b>Expenditures</b>						
Personnel	19,775,980	2,809,102	2,232,404			24,817,486
Operations	11,745,992	8,946,026	894,603			21,763,125
Capital	1,603,931	2,546,528				4,150,459
Transfers	610,906	181,000				791,906
Contributions		700,000				700,000
<b>Total Expenditures</b>	<b>33,736,809</b>	<b>15,182,656</b>	<b>3,127,007</b>		<b>176,504</b>	<b>52,222,976</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>(1,832,434)</b>	<b>177,780</b>	<b>(57,743)</b>		<b>263,738</b>	<b>(1,448,659)</b>

## City of University Park

### Proposed Budget by Fund and Department

AS OF AUGUST 24, 2018

Fund/Org Unit/Department	FY2017 Actual Results	FY2018 Adopted Budget	FY2019 Proposed Budget	\$ Change	% Change
	FY2017 Adopted Budget	FY2018 Adopted Budget	FY2019 Proposed Budget	\$ Change	% Change
<b>Fund/Org Unit/Department</b>					
<b>GENERAL FUND</b>					
<b>Total Revenue</b>	\$ 30,703,346	\$ 31,419,253	\$ 33,133,450	\$ 1,714,197	5.5%
<b>Expenditures</b>					
01-02 EXECUTIVE	\$ 1,211,787	\$ 1,249,307	\$ 1,325,021	\$ 75,714	6.1%
01-03 FINANCE	\$ 1,069,681	\$ 1,131,146	\$ 1,169,097	\$ 37,951	3.4%
01-04 HUMAN RESOURCES	\$ 383,248	\$ 394,710	\$ 435,693	\$ 40,983	10.4%
01-05 INFORMATION SERVICES	\$ 1,107,715	\$ 1,247,116	\$ 1,310,044	\$ 62,928	5.0%
01-06 LIBRARY	\$ 781,283	\$ 801,197	\$ 846,875	\$ 45,678	5.7%
01-10 COURT	\$ 412,965	\$ 420,150	\$ 432,080	\$ 11,930	2.8%
01-19 COMMUNITY DEVELOPMENT	\$ 1,073,078	\$ 1,179,059	\$ 1,310,257	\$ 131,198	11.1%
01-20 ENGINEERING	\$ 738,352	\$ 722,157	\$ 751,788	\$ 29,631	4.1%
01-25 TRAFFIC	\$ 1,040,060	\$ 1,012,900	\$ 992,384	\$ (20,516)	-2.0%
01-35 FACILITY MAINTENANCE	\$ 677,514	\$ 656,792	\$ 719,809	\$ 63,017	9.6%
01-40 FIRE	\$ 6,019,751	\$ 5,874,332	\$ 6,268,496	\$ 394,164	6.7%
01-50 POLICE	\$ 7,605,654	\$ 7,918,906	\$ 8,303,565	\$ 384,659	4.9%
01-70 PARKS	\$ 2,991,248	\$ 3,055,759	\$ 3,185,794	\$ 130,035	4.3%
01-75 SWIMMING POOL	\$ 404,560	\$ 440,795	\$ 524,303	\$ 83,508	18.9%
01-80 STREETS	\$ 1,841,928	\$ 1,798,982	\$ 1,869,807	\$ 70,825	3.9%
01-85 TRANSFERS	\$ 3,344,522	\$ 3,512,797	\$ 3,688,437	\$ 175,640	5.0%
<b>Total Expenditures</b>	<b>\$ 30,703,346</b>	<b>\$ 31,416,105</b>	<b>\$ 33,133,450</b>	<b>\$ 1,717,345</b>	<b>5.5%</b>
<b>GENERAL FUND SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ 3,148</b>	<b>\$ -</b>	<b>\$ (3,148)</b>	
<b>WATER AND SEWER FUND</b>					
<b>Total Revenue</b>	<b>\$ 16,024,650</b>	<b>\$ 15,815,800</b>	<b>\$ 16,203,300</b>	<b>\$ 387,500</b>	<b>2.5%</b>
<b>Expenditures</b>					
02-21 UTILITY OFFICE	\$ 9,258,373	\$ 9,324,829	\$ 9,485,926	\$ 161,097	1.7%
02-22 UTILITIES	\$ 4,264,413	\$ 3,928,858	\$ 4,039,887	\$ 111,029	2.8%
02-24 IN HOUSE CONSTRUCTION	\$ -	\$ -	\$ 840,168	\$ 840,168	n/a
02-85 TRANSFERS	\$ 2,493,395	\$ 2,620,565	\$ 1,904,093	\$ (716,472)	-27.3%
<b>Total Expenditures</b>	<b>\$ 16,016,181</b>	<b>\$ 15,874,252</b>	<b>\$ 16,270,074</b>	<b>\$ 395,822</b>	<b>2.5%</b>
<b>WATER AND SEWER FUND SURPLUS/(DEFICIT)</b>	<b>\$ 8,469</b>	<b>\$ (58,452)</b>	<b>\$ (66,774)</b>	<b>\$ (8,322)</b>	
<b>SANITATION FUND</b>					
<b>Total Revenue</b>	<b>\$ 3,046,850</b>	<b>\$ 3,134,750</b>	<b>\$ 3,111,750</b>	<b>\$ (23,000)</b>	<b>-0.7%</b>
<b>Expenditures</b>					
04-60 EXPENDITURES	\$ 3,097,397	\$ 3,153,552	\$ 3,195,825	\$ 42,273	1.3%
<b>Total Expenditures</b>	<b>\$ 3,097,397</b>	<b>\$ 3,153,552</b>	<b>\$ 3,195,825</b>	<b>\$ 42,273</b>	<b>1.3%</b>
<b>SANITATION FUND SURPLUS/(DEFICIT)</b>	<b>\$ (50,547)</b>	<b>\$ (18,802)</b>	<b>\$ (84,075)</b>	<b>\$ (65,273)</b>	
<b>STORM WATER FUND</b>					
<b>Total Revenue</b>	<b>\$ 453,052</b>	<b>\$ 475,000</b>	<b>\$ 503,000</b>	<b>\$ 28,000</b>	<b>5.9%</b>
<b>Expenditures</b>					
05-23 STORM WATER	\$ 400,000	\$ 400,000	\$ 450,026	\$ 50,026	12.5%
05-85 TRANSFERS	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	N/A
<b>Total Expenditures</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ 500,026</b>	<b>\$ 50,026</b>	<b>11.1%</b>
<b>STORM WATER FUND SURPLUS/(DEFICIT)</b>	<b>\$ 3,052</b>	<b>\$ 25,000</b>	<b>\$ 2,974</b>	<b>\$ (22,026)</b>	
<b>TOTAL REVENUES</b>	<b>\$ 50,227,898</b>	<b>\$ 50,844,803</b>	<b>\$ 52,951,500</b>	<b>\$ 2,106,697</b>	<b>4.1%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,266,924</b>	<b>\$ 50,893,909</b>	<b>\$ 53,099,375</b>	<b>\$ 2,205,466</b>	<b>4.3%</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>\$ (39,026)</b>	<b>\$ (49,106)</b>	<b>\$ (147,875)</b>	<b>\$ (98,769)</b>	

City of University Park Property Tax Impact						
	FY2017 Adopted Budget	FY2018 Adopted Budget	FY2019 Proposed Budget	\$ Change	% Change	
AS OF AUGUST 24, 2018						
<b>TOTAL CERTIFIED TAXABLE VALUE</b>	\$ 7,416,287,915	\$ 7,578,861,993	\$ 8,085,217,904	\$ 506,355,911	6.7%	
<b>TOTAL GENERAL FUND REVENUES:</b>	\$ 30,703,346	\$ 31,419,253	\$ 33,133,450	\$ 1,714,197	5.5%	
<b>NON-PROPERTY TAX REVENUE</b>						
Sales tax	\$ 4,230,000	\$ 4,320,000	\$ 4,640,000	\$ 320,000	7.4%	
Franchise fees	\$ 2,180,000	\$ 2,185,000	\$ 2,095,000	\$ (90,000)	-4.1%	
Building permits/licenses	\$ 1,609,500	\$ 1,609,500	\$ 1,604,500	\$ (5,000)	-0.3%	
Fines and Fees	\$ 2,341,500	\$ 2,405,500	\$ 2,515,500	\$ 110,000	4.6%	
Park and Pool revenue	\$ 323,000	\$ 305,500	\$ 408,500	\$ 103,000	33.7%	
Auction proceeds	\$ 10,000	\$ 10,000	\$ 7,500	\$ (2,500)	-25.0%	
Utility Fund contribution	\$ 700,000	\$ 700,000	\$ 700,000	\$ -	0.0%	
Interest earnings	\$ 225,000	\$ 300,000	\$ 600,000	\$ 300,000	100.0%	
Miscellaneous and other	\$ 535,500	\$ 590,500	\$ 593,000	\$ 2,500	0.4%	
<b>Total Non-Property Tax Revenue</b>	<b>\$ 12,154,500</b>	<b>\$ 12,426,000</b>	<b>\$ 13,164,000</b>	<b>\$ 738,000</b>	<b>5.9%</b>	
<b>PROPERTY TAX REVENUE</b>						
Operations & Maintenance (O&M)	\$ 18,448,846	\$ 18,853,253	\$ 19,839,450	\$ 986,197	5.2%	
Penalty/interest & attorney's fees	\$ 80,000	\$ 100,000	\$ 90,000	\$ (10,000)	-10.0%	
Delinquent (prior years) taxes	\$ 20,000	\$ 40,000	\$ 40,000	\$ -	0.0%	
<b>Total Prop Tax Revenue Request</b>	<b>\$ 18,548,846</b>	<b>\$ 18,993,253</b>	<b>\$ 19,969,450</b>	<b>\$ 976,197</b>	<b>5.1%</b>	
<b>DEBT SERVICE REQUIREMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>PROPERTY TAX RATE</b>						
Operations & Maintenance (O&M)	\$ 0.248761	\$ 0.248761	\$ 0.245379	\$ (0.003382)	-1.4%	
Debt Service	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total Property Tax Rate per \$100</b>	<b>\$ 0.248761</b>	<b>\$ 0.248761</b>	<b>\$ 0.245379</b>	<b>\$ (0.00338)</b>	<b>-1.4%</b>	
<b>IMPACT ON "TYPICAL" HOMEOWNER</b>						
Average single-family home market value*	\$ 1,489,862	\$ 1,549,797	\$ 1,630,666	\$ 80,869	5.2%	
Less: 20% homestead exemption	\$ (297,972)	\$ (309,959)	\$ (326,133)	\$ (16,174)	5.2%	
Average single-family home taxable value	\$ 1,191,890	\$ 1,239,837	\$ 1,304,533	\$ 64,695	5.2%	
<b>Tax levy</b>	<b>\$ 2,965</b>	<b>\$ 3,084</b>	<b>\$ 3,201</b>	<b>\$ 117</b>	<b>3.8%</b>	
<b>Change in levy from prior year</b>	<b>\$ 168</b>	<b>\$ 119</b>	<b>\$ 117</b>			

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

**EXPENDITURE FUND MATRIX - BY FUND FY2019**

<b>DEPARTMENTS</b>	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>SANITATION FUND</b>	<b>STORM WATER FUND</b>	<b>TOTAL BUDGETED FUNDS</b>
EXECUTIVE	\$ 1,325,021				\$ 1,325,021
FINANCE	1,169,097				1,169,097
HUMAN RESOURCES	435,693				435,693
INFORMATION SERVICES	1,310,044				1,310,044
LIBRARY	846,875				846,875
COURT	432,080				432,080
COMMUNITY DEVELOPMENT	1,310,257				1,310,257
ENGINEERING	751,788				751,788
TRAFFIC	992,384				992,384
FACILITY MAINTENANCE	719,809				719,809
FIRE	6,268,496				6,268,496
POLICE	8,303,565				8,303,565
PARKS	3,185,794				3,185,794
SWIMMING POOL	524,303				524,303
STREETS	1,869,807				1,869,807
TRANSFERS	3,688,437	\$ 1,904,093		\$ 50,000	5,642,530
UTILITY OFFICE		9,485,926			9,485,926
UTILITIES		4,039,887			4,039,887
IN HOUSE CONSTRUCTION		840,168			840,168
SANITATION			\$ 3,195,825		3,195,825
STORM WATER				450,026	450,026
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,133,450</b>	<b>\$ 16,270,074</b>	<b>\$ 3,195,825</b>	<b>\$ 500,026</b>	<b>\$ 53,099,375</b>

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**EXPENDITURE FUND MATRIX FY2019  
BY FUNCTION TO DEPARTMENT**

**GENERAL FUND**

Total Revenue \$ 33,133,450

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 956,702	\$ 3,500	\$ 237,873	\$ 17,710	\$ 40,236	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ 1,325,021
01-03	FINANCE	\$ 769,850	\$ 5,940	\$ 333,685	\$ 6,844	\$ 3,577	-	\$ 49,201	-	-	-	\$ 1,169,097
01-04	HUMAN RESOURCES	\$ 268,098	\$ 2,650	\$ 80,171	\$ 3,689	\$ 1,491	-	\$ 79,594	-	-	-	\$ 435,693
01-05	INFORMATION SERVICES	\$ 825,789	\$ 4,250	\$ 211,189	\$ 97,420	\$ 3,577	\$ 8,250	\$ 91,287	\$ 68,282	-	-	\$ 1,310,044
01-06	LIBRARY	\$ 470,424	\$ 107,485	\$ 212,363	\$ 32,838	\$ 2,980	\$ 2,000	\$ 18,785	-	-	-	\$ 846,875
01-10	COURT	\$ 335,551	\$ 2,450	\$ 78,239	\$ 3,016	\$ 1,789	\$ 1,004	\$ 10,031	-	-	-	\$ 432,080
01-19	COMMUNITY DEVELOPMENT	\$ 1,053,311	\$ 20,474	\$ 171,842	\$ 8,444	\$ 6,930	-	\$ 49,256	-	-	-	\$ 1,310,257
01-20	ENGINEERING	\$ 680,153	\$ 8,279	\$ 34,545	\$ 4,615	\$ 2,728	\$ 500	\$ 20,968	-	-	-	\$ 751,788
01-25	TRAFFIC	\$ 629,940	\$ 100,567	\$ 45,575	\$ 51,359	\$ 5,142	-	\$ 159,801	-	-	-	\$ 992,384
01-35	FACILITY MAINTENANCE	\$ 208,645	\$ 12,555	\$ 107,786	\$ 63,982	\$ 110,304	\$ 65,244	\$ 52,242	\$ 99,051	-	-	\$ 719,809
01-40	FIRE	\$ 5,310,246	\$ 229,309	\$ 226,320	\$ 52,022	\$ 23,966	\$ 10,950	\$ 396,183	\$ 19,500	-	-	\$ 6,268,496
01-50	POLICE	\$ 6,714,285	\$ 140,103	\$ 709,412	\$ 121,517	\$ 61,206	\$ 12,240	\$ 527,018	\$ 17,784	-	-	\$ 8,303,565
01-70	PARKS	\$ 2,083,193	\$ 192,953	\$ 322,074	\$ 72,158	\$ 18,421	\$ 55,550	\$ 416,445	\$ 25,000	-	-	\$ 3,185,794
01-75	SWIMMING POOL	\$ 316,191	-	\$ 15,700	\$ 1,768	\$ 17,289	-	\$ 159,355	\$ 14,000	-	-	\$ 524,303
01-80	STREETS	\$ 1,314,848	\$ 73,215	\$ 7,184	\$ 3,691	\$ 16,737	\$ 297,039	\$ 343,593	-	\$ (186,500)	-	\$ 1,869,807
01-85	TRANSFERS	-	-	-	-	-	\$ 751,529	\$ 1,319,530	\$ 1,617,378	-	-	\$ 3,688,437
	<b>TOTAL EXPENDITURES</b>	<b>\$ 21,937,226</b>	<b>\$ 903,730</b>	<b>\$ 2,793,958</b>	<b>\$ 541,073</b>	<b>\$ 316,373</b>	<b>\$ 1,204,306</b>	<b>\$ 3,762,289</b>	<b>\$ 1,860,995</b>	<b>\$ (186,500)</b>	<b>\$ -</b>	<b>\$ 33,133,450</b>

**UTILITY FUND**

Total Revenue \$ 16,203,300

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 341,813	\$ 4,406	\$ 83,293	\$ 8,338,567	\$ 2,698	\$ 500	\$ 14,649	\$ -	\$ -	\$ 700,000	\$ 9,485,926
02-22	UTILITIES	\$ 2,366,571	\$ 360,468	\$ 125,233	\$ 10,960	\$ 22,073	\$ 1,750	\$ 966,332	-	\$ 186,500	-	\$ 4,039,887
02-24	IN HOUSE CONSTRUCTION	\$ 430,168	-	-	-	-	\$ 102,500	\$ 307,500	-	-	-	\$ 840,168
02-85	TRANSFERS	-	-	-	-	-	-	-	\$ 1,954,093	\$ (50,000)	-	\$ 1,904,093
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,138,552</b>	<b>\$ 364,874</b>	<b>\$ 208,526</b>	<b>\$ 8,349,527</b>	<b>\$ 24,771</b>	<b>\$ 104,750</b>	<b>\$ 1,288,481</b>	<b>\$ 1,954,093</b>	<b>\$ 136,500</b>	<b>\$ 700,000</b>	<b>\$ 16,270,074</b>

**SANITATION FUND**

Total Revenue \$ 3,111,750

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,061,065	\$ 150,448	\$ 21,628	\$ 238,811	\$ 26,141	\$ 36,400	\$ 661,332	\$ -	\$ -	\$ -	\$ 3,195,825
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,061,065</b>	<b>\$ 150,448</b>	<b>\$ 21,628</b>	<b>\$ 238,811</b>	<b>\$ 26,141</b>	<b>\$ 36,400</b>	<b>\$ 661,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,195,825</b>

**STORM WATER FUND**

Total Revenue \$ 503,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 1,550	\$ 255,752	\$ -	\$ -	\$ -	\$ 11,301	\$ 181,423	\$ -	\$ -	\$ 450,026
05-85	TRANSFERS	-	-	-	-	-	-	-	-	\$ 50,000	-	\$ 50,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ 255,752</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,301</b>	<b>\$ 181,423</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 500,026</b>

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**EXPENDITURE FUND MATRIX - BY FUNCTION FY2019**

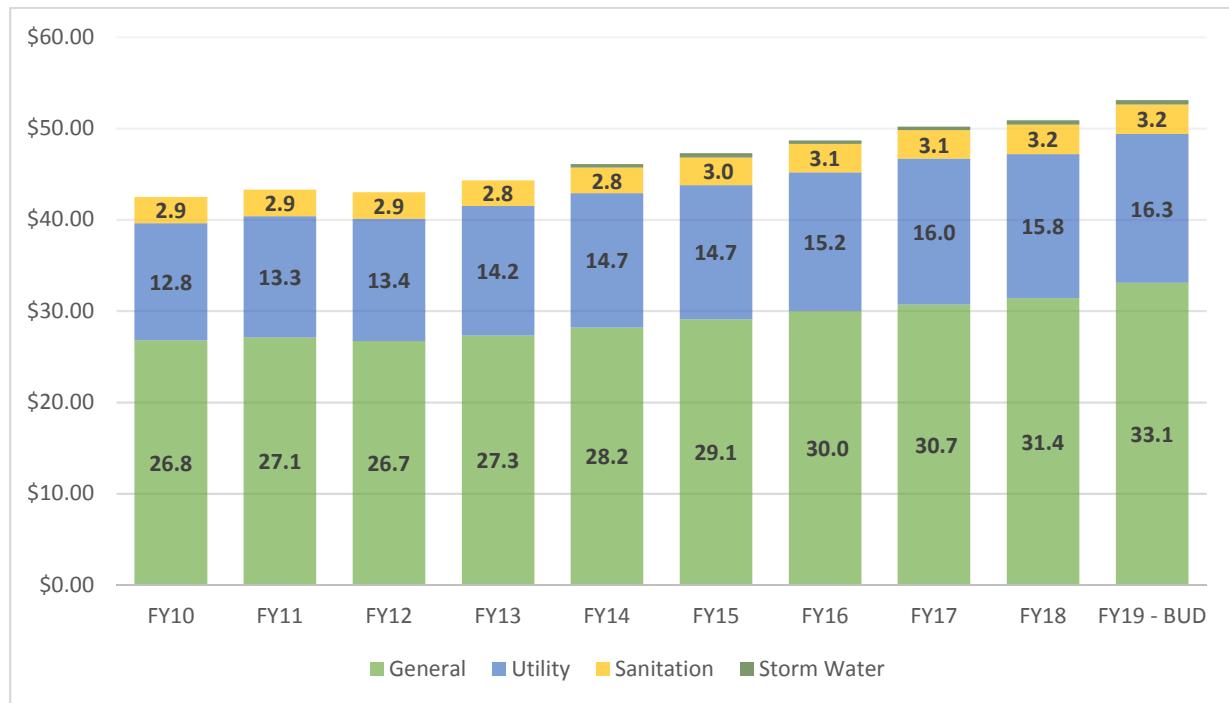
DEPARTMENTS	GENERAL GOVERNMENT	PARKS	PUBLIC SAFETY	PUBLIC WORKS	STREETS	TOTAL PRIMARY GOVERNMENT	UTILITIES	SANITATION	STORMWATER	TOTAL BUSINESS TYPE ACTIVITIES
EXECUTIVE	\$ 1,325,021					\$ 1,325,021				
FINANCE	1,169,097					1,169,097				
HUMAN RESOURCES	435,693					435,693				
INFORMATION SERVICES	1,310,044					1,310,044				
LIBRARY	846,875					846,875				
COURT			\$ 432,080			432,080				
COMMUNITY DEVELOPMENT				\$ 1,310,257		1,310,257				
ENGINEERING				751,788		751,788				
TRAFFIC				992,384		992,384				
FACILITY MAINTENANCE	719,809					719,809				
FIRE			6,268,496			6,268,496				
POLICE			8,303,565			8,303,565				
PARKS		\$ 3,185,794				3,185,794				
SWIMMING POOL		524,303				524,303				
STREETS				\$ 1,869,807	1,869,807					
TRANSFERS	3,688,437					3,688,437	\$ 1,904,093		\$ 50,000	\$ 1,954,093
UTILITY OFFICE							9,485,926			9,485,926
UTILITIES							4,039,887			4,039,887
IN HOUSE CONSTRUCTION							840,168			840,168
SANITATION								\$ 3,195,825		3,195,825
STORM WATER									450,026	450,026
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,494,976</b>	<b>\$ 3,710,097</b>	<b>\$ 15,004,141</b>	<b>\$ 3,054,429</b>	<b>\$ 1,869,807</b>	<b>\$ 33,133,450</b>	<b>\$ 16,270,074</b>	<b>\$ 3,195,825</b>	<b>\$ 500,026</b>	<b>\$ 53,099,375</b>

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## BUDGET BY FUND

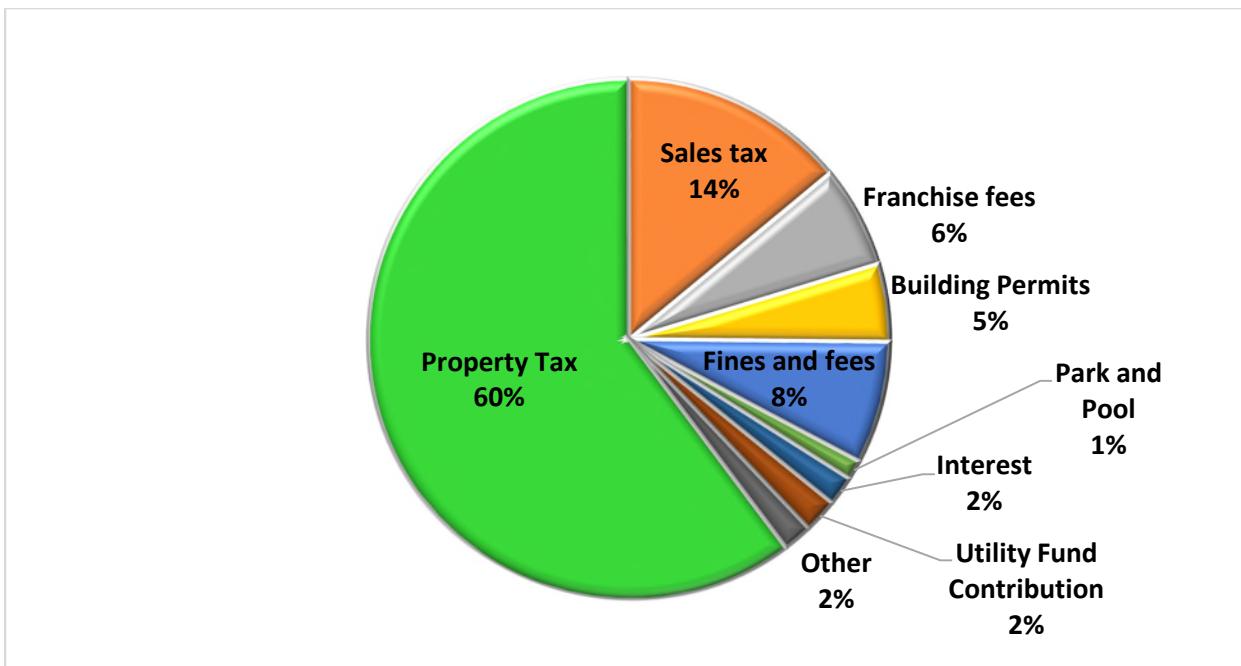
### TOTAL BUDGET \$53.1

(IN MILLIONS)



## REVENUES

- General Fund revenues come from two major sources:
  - \***Ad Valorem (property) taxes (60%)**
  - \***All other sources (non-property tax revenues) (40%)**



## OTHER MAJOR REVENUE SOURCES INCLUDE:

- **General Fund:**

- Sales tax \$4.6 million
- Franchise fees \$2.1 million
- Building permits \$1.6 million

- **Water sales** \$10.2 million

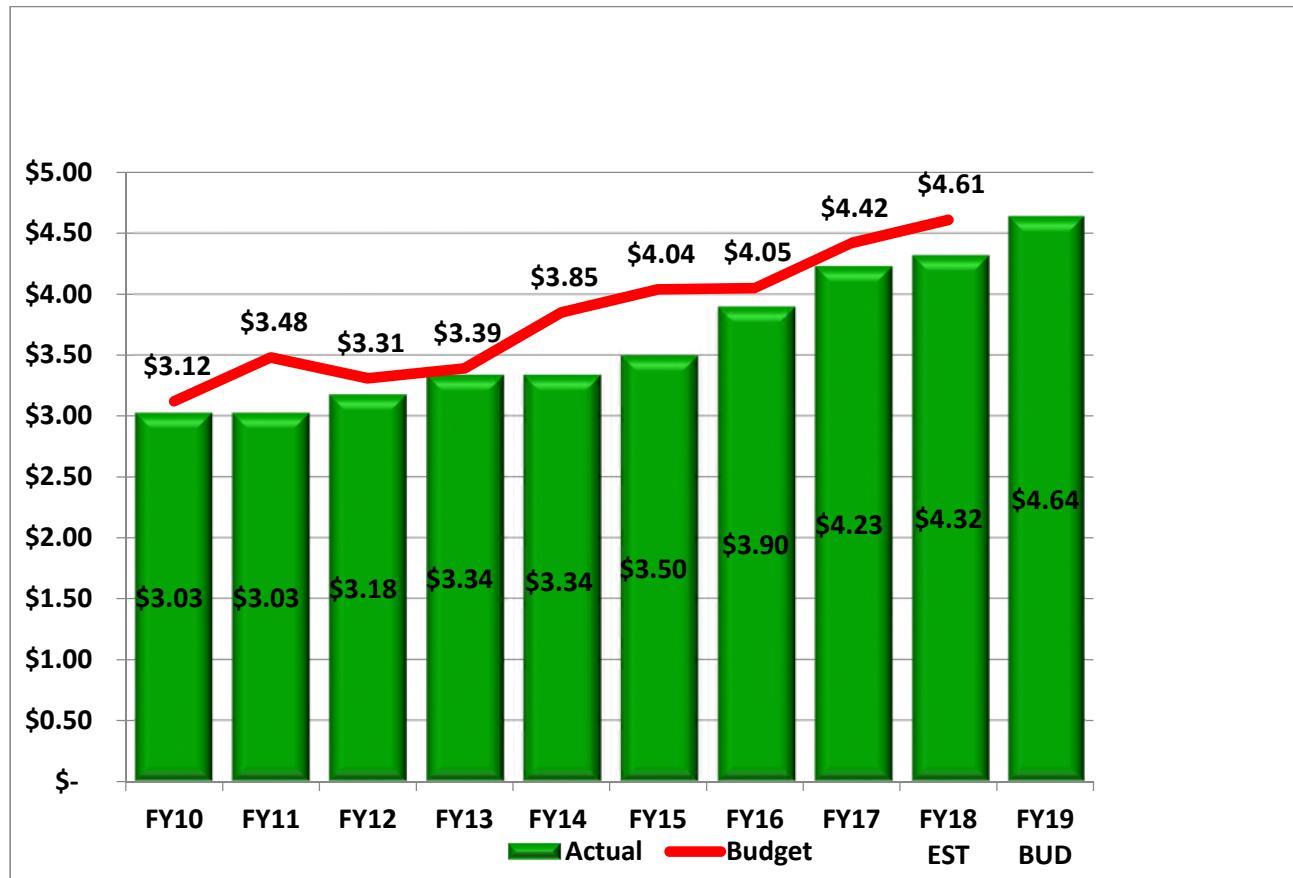
- **Wastewater charges** \$5.8 million

- **Sanitation charges** \$3.1 million

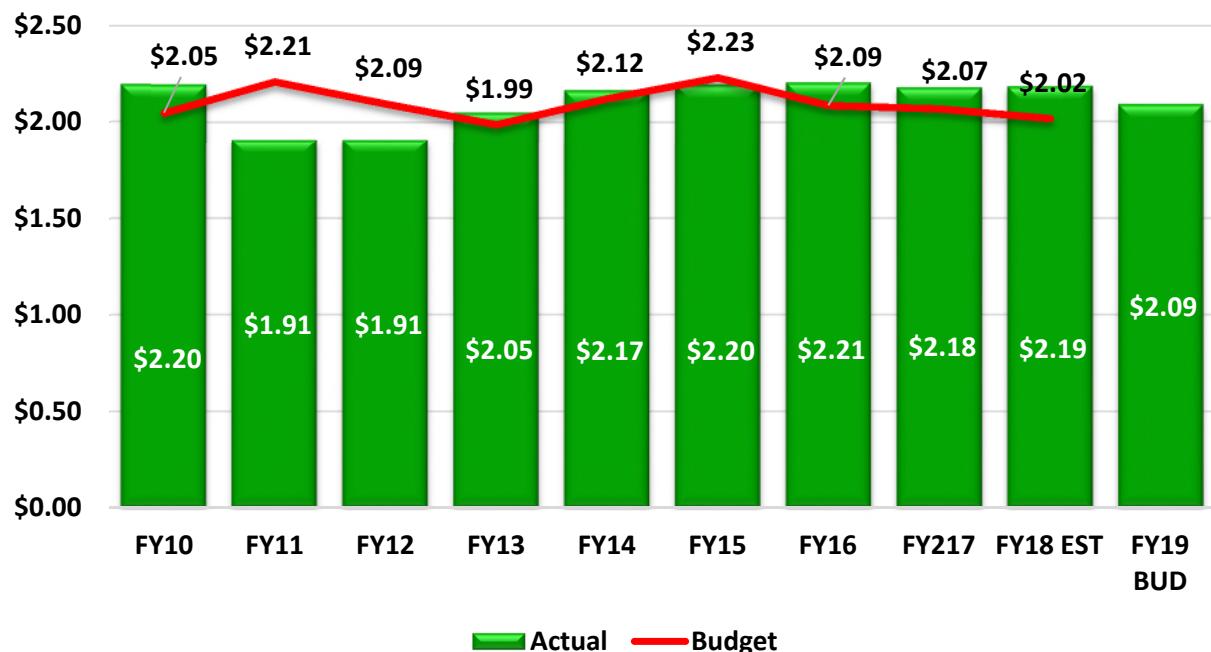
- **Stormwater fees** \$0.5 million

## SALES TAX REVENUE

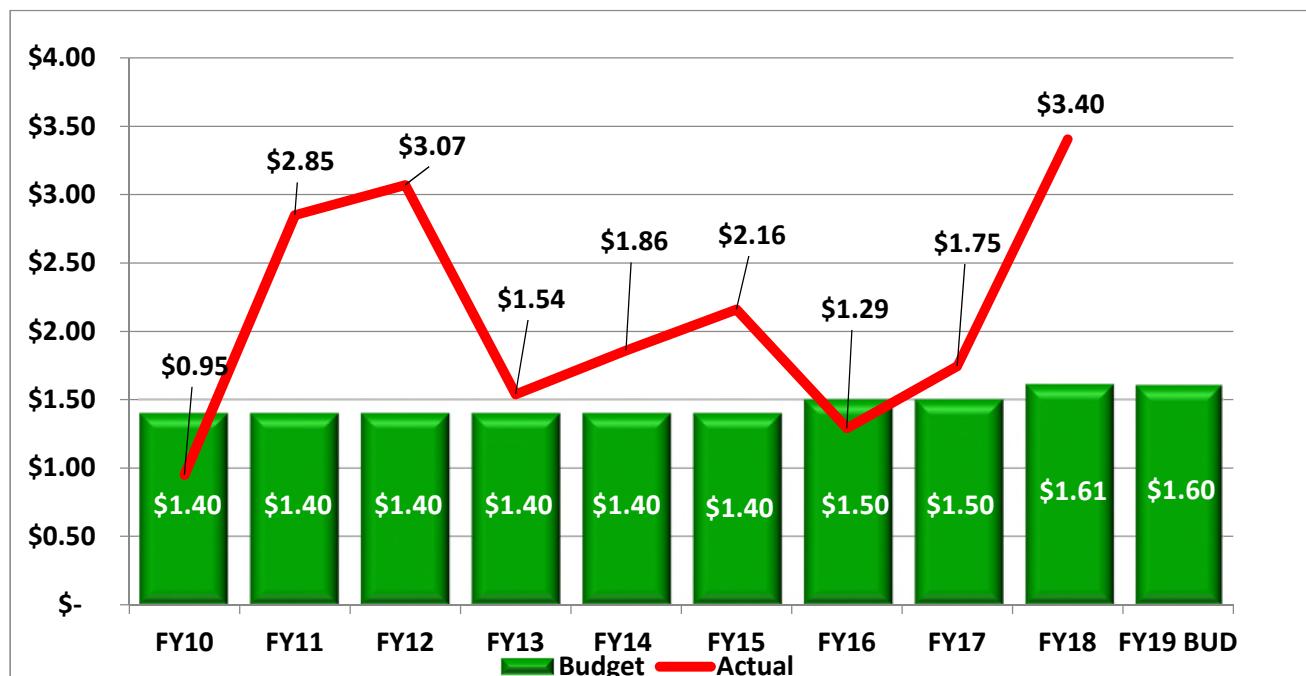
CITY SALES TAX REVENUE FY2010-FY2019  
(IN MILLIONS)



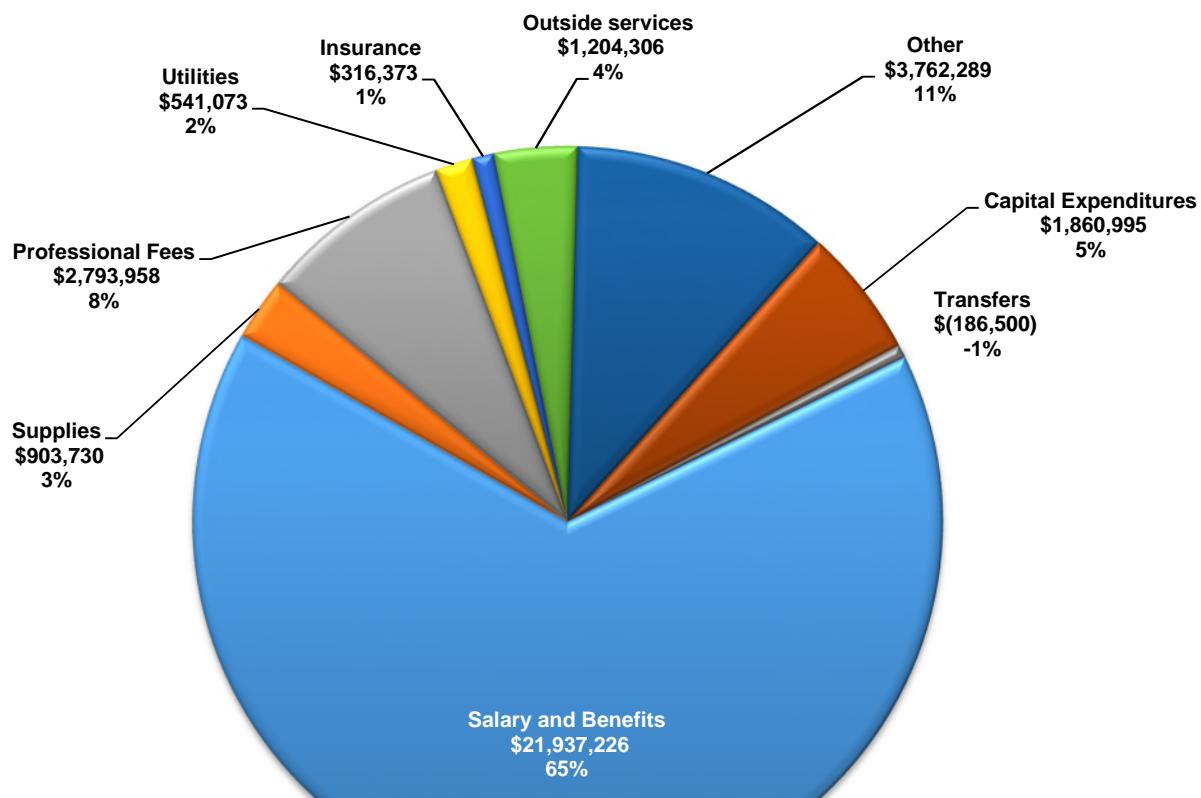
## FRANCHISE FEES (IN MILLIONS)



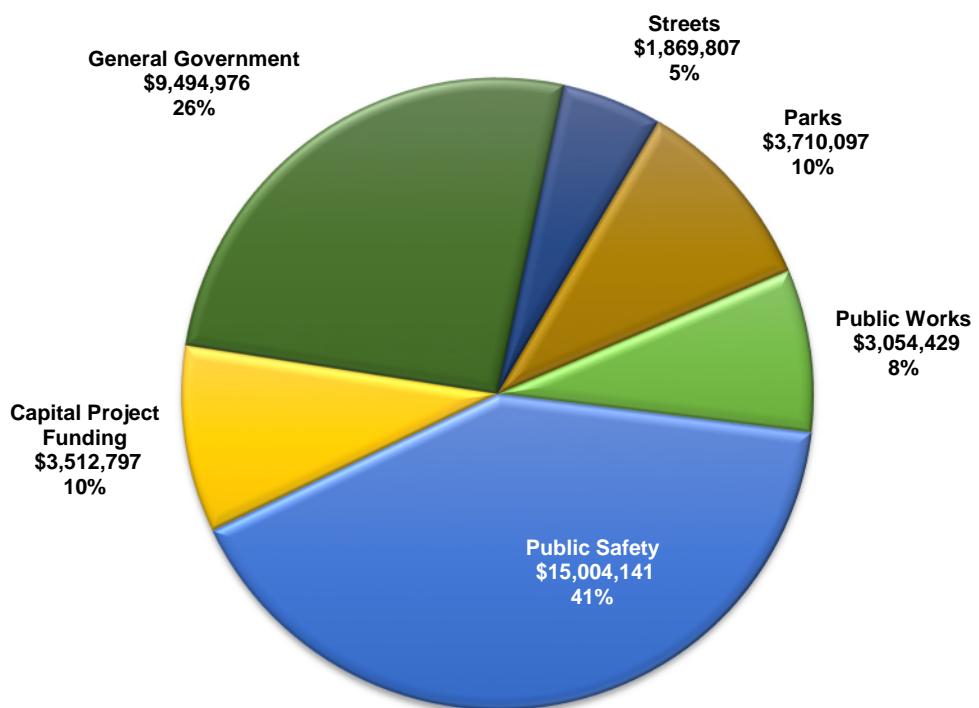
## BUILDING PERMITS (IN MILLIONS)



**FY2019 Annual Budget**  
**General Fund Expenditures by Account Classification**  
**Total Expenditure = \$33,133,450**



**FY2019 Annual Budget**  
**General Fund Expenditures by Governmental Function**  
**Total Expenditure = \$33,133,450**



## MAJOR EXPENDITURES CATEGORIES COMPARISON

CATEGORY	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	CHANGE \$	CHANGE %
PERSONNEL COSTS	\$ 24,956,834	\$ 25,579,235	\$ 27,136,843	\$ 1,557,608	6.1%
TREATMENT CHARGES	8,028,445	8,116,852	8,266,164	149,312	1.8%
CAPITAL PROJECT FUNDING	5,888,916	6,183,362	6,492,530	309,168	5.0%
UTILITIES	1,065,662	878,571	863,247	(15,324)	-1.7%
EQUIP. REPLACEMENT	878,725	920,465	1,020,741	100,276	10.9%
FUEL COSTS	<u>362,996</u>	<u>370,860</u>	<u>386,015</u>	<u>15,155</u>	<u>4.1%</u>
SUBTOTAL	\$ 41,181,578	\$ 42,049,345	\$ 44,165,540	\$ 2,116,195	5.0%
TOTAL ADOPTED BUDGET*	\$ 50,266,924	\$ 50,893,909	\$ 53,099,375	\$ 2,205,466	4.3%
PERCENT OF BUDGET	81.9%	82.6%	83.0%		

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

## For more information

**City website [www.uptexas.org](http://www.uptexas.org)**

**\*Government**

**\*Budget and Finance**

**\*Budget Information**

**CITY OF UNIVERSITY PARK**  
**POLICIES**



City of University Park, Texas

## **Financial Management Policies**

*Effective: October 1, 2018*

**City of University Park, Texas  
Financial Management Policies**

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# **City of University Park, Texas Financial Management Policies**

## **Introduction**

These financial policies set forth the basic framework for the fiscal management of the City of University Park. These policies were developed within the parameters established by applicable provisions of the Texas Local Government Code and the City of University Park City Charter. The policies are intended to assist the City Council and City staff in evaluating current activities and proposals for future programs. The policies are to be reviewed on a regular basis and modified to accommodate changing circumstances or conditions.

The primary goal of these policies is to help the City achieve and maintain a long-term stable and positive financial condition. The City's financial management, as directed by these policies, is based on the foundations of integrity, prudent stewardship, planning, accountability, and full disclosure.

## **1. Annual Budget**

### **a. Fiscal year**

The fiscal year of the City of University Park shall begin on October 1 of each calendar year and will end on September 30 of the following calendar year. The fiscal year will also serve as the accounting and budget year.

### **b. Budget preparation**

The City Manager, prior to September 1<sup>st</sup> of each year, shall prepare and submit to the Mayor and the City Council an annual budget for the next fiscal year containing the following information:

- A description of the proposed budget, including an explanation of any significant changes from the previous year's expenditures and any major changes of policy.
- An estimate of all revenue from taxes and other sources, including the present tax structure rates and property valuations for the ensuing year.
- An estimate of proposed user fees for all proprietary funds.
- An itemized list of proposed expenditures by fund, department, and type for the budget year, compared to the adopted budgets from the two years immediately prior.
- A description of all outstanding bonded indebtedness (if any) of the City.
- A statement detailing significant capital expenditures deemed necessary during the next budget year and recommendations for financing.

The City Council may refer the proposed budget to the City's advisory committees for their review and recommendation.

## **City of University Park, Texas Financial Management Policies**

The Council shall conduct at least one public hearing to allow interested citizens to express their opinions concerning items of expenditures or revenues. The City shall observe the notice and hearing requirements of the Texas “Truth in Taxation” statutes (Texas Tax Code Section 26). Following the public hearing, the Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, by ordinance, adopt the budget by a majority vote.

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the Council shall constitute the official appropriations for the current year and shall constitute the basis of the official levy of the property tax.

### **c. Budget administration**

All expenditures of the City of University Park shall be made in accordance with the annual budget. During the fiscal year, conditions may arise that require modification to the adopted budget.

#### **i. Amendments**

The City Council may amend or change the budget by ordinance to provide for any additional expense. As a matter of course, continuous budget monitoring requires that deviations from expected amounts of revenue and/or expenditures be noted and estimates revised, if necessary, to avoid financial distress. Budget amendments are thus considered prudent financial management techniques.

#### **ii. Transfers**

Transfers between expenditure accounts within a single department may be authorized by the department director. Transfers between departments within a single fund may occur with the written approval of the City Manager. Transfers between funds must be accomplished by budget amendment approved by the City Council. Transfers between salary and benefit accounts and any other accounts are discouraged.

## **2. Basis of Accounting and Budgeting**

### **a. Use of GAAP**

City finances shall be accounted for in accordance with Generally Accepted Accounting Principles (GAAP), as established by industry practice and the Governmental Accounting Standards Board (GASB).

### **b. Organization of funds and accounts**

The accounts of the City of University Park are organized and operated on the basis of funds and account groups. Fund accounting segregates monies according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

## **City of University Park, Texas Financial Management Policies**

In general, the City will maintain the minimum number of funds consistent with legal and managerial requirements. Funds are divided into three categories: governmental, proprietary, and internal service.

### **i. Governmental funds**

Governmental funds are used to account for the City's general government activities and include the General, Capital Projects, Special Revenue and Debt Service funds (if necessary). Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (both "measurable" and "available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period, or soon thereafter. Substantially all material revenues are considered to be susceptible to accrual. A sixty-day availability period is used for revenue recognition for all governmental fund revenues. Expenditures are recognized when the related fund liability is incurred, if measurable. Compensated absences, claims, and judgments are recorded when the obligations are expected to be paid with current available financial resources.

### **ii. Proprietary funds**

Proprietary funds are used to account for those activities that are business-like in nature, and include the Utility, Storm water and Sanitation funds. Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

### **iii. Internal Service funds**

Internal Service funds account for the services provided by one department to other departments of the city on a cost reimbursement basis and include the Equipment Service and Comprehensive Self-Insurance funds.

### **c. Budget basis**

Budgets shall be prepared and adopted on a cash basis for the General Fund and on accrual basis for the Utility and Sanitation funds. Annual budgetary appropriations will lapse at fiscal year-end.

### **d. Encumbrances**

Encumbrance accounting shall be used. Purchase orders, contracts and other commitments for the expenditure of monies are recorded to reserve that portion of the applicable appropriation. Outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be re-appropriated and honored during subsequent fiscal year(s).

## **City of University Park, Texas Financial Management Policies**

### **3. Financial Reporting and Auditing**

#### **a. Monthly financial reports**

Monthly reports shall be prepared comparing expenditures and revenues to the amended budget. Explanatory notes and charts will be included, as needed. These reports shall be provided to the City Council and Finance Advisory Committee each month, and they may also be posted to the City's Web site.

#### **b. Annual financial reporting**

Following the conclusion of the fiscal year, the Finance department shall prepare a Comprehensive Annual Financial Report (CAFR) in accordance with GAAP. The document shall be prepared to satisfy all criteria of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.

The CAFR shall include the results of the annual audit prepared by independent certified public accountants designated by the City Council.

#### **c. External audit**

As required by State law, the City shall engage an external auditor each year to examine its financial records and provide an opinion. The auditor shall be chosen by the City Council for a multiyear period, and audit proposals shall be reviewed by the Finance Advisory Committee. In general, the City will seek proposals from external auditors every five years, although it is under no obligation to change.

### **4. Revenues**

#### **a. Revenue projections**

When developing the annual budget, the City Manager shall project revenues from each source based on actual collections from the preceding year and estimated collections of the current fiscal year, while considering known circumstances which will impact revenues for the new fiscal year. Revenue projections for each fund should be made conservatively so that total actual fund revenues exceed budgeted projections.

#### **b. Property taxes**

##### **i. Tax rate types**

The City shall levy two property tax rates: operations and maintenance, and debt service. The operation and maintenance levy shall be accounted for in the General Fund. The debt service levy, if any, shall be sufficient to meet all principal and interest payments associated with the City's outstanding general obligation debt for that budget year and shall be accounted for in a Debt Service fund.

##### **ii. Property tax policies**

The City will levy the lowest tax rate on the broadest tax base. Exemptions will be provided to home owners, senior citizens (age 65 years and over), and disabled citizens. The homestead exemption shall be equal to 20% of a

## **City of University Park, Texas Financial Management Policies**

property's value.

City Council will review the senior citizen and disabled persons homestead exemptions annually, with a goal of maintaining an exemption equal to approximately 25% of the average single-family home value from the prior tax year.

### **c. User fees**

The City will establish user charges and fees at a level that fully supports the total direct and indirect cost of operations, including depreciation. User fees, particularly utility rates, should identify the relative costs of serving different classes of customers, if possible.

The City of University Park will make every reasonable attempt to ensure accurate measurement of the variables impacting taxes and fees (e.g., verification of business sales tax payments, verification of appraisal district property values, accuracy of water meters, and so on).

### **d. One-time revenues**

It is the general policy of the City to use one-time (non-recurring) revenues to fund capital improvements or reserves. The use of one-time revenues to fund ongoing expenditures is discouraged.

For the purposes of this policy, one-time revenues include (but are not limited to): payments received from the sale of rights-of-way, alleys, streets or other City-owned real property and building permit fees received in excess of 120% of the amount budgeted for the fiscal year. Transfers made as result of this policy are limited to the extent they would cause the unassigned fund balance to drop below the required fund minimum.

## **5. Operating Expenditures**

### **a. Classification of operating expenditures**

Expenditures shall be accounted, reported, and budgeted for in the following major categories:

- Salaries and Benefits
- Supplies
- Professional Services
- Utilities
- Insurance
- Outside Services
- Other
- Capital Expenditures

## **City of University Park, Texas Financial Management Policies**

### **b. Annual appropriation**

The annual budget shall appropriate funds for operating and recurring expenditures sufficient to maintain established quality and scope of city services. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues.

### **c. Service delivery review**

The City shall constantly examine the methods for providing public services to reduce recurring operating expenditures and/or enhance the quality and scope of public services. The City will utilize contract labor for the provision of City services whenever private contractors can perform the established level of service at less expense to the City. Agreements with private contractors will be regularly reviewed to ensure the established levels of service are performed at the lowest possible cost.

### **d. Personnel expenditures**

Salaries and benefits expenditures will reflect the optimal staffing needed to provide established quality and scope of city services. To attract and retain employees necessary for providing high-quality service, the City shall maintain a compensation and benefit package competitive with relevant public and private sector employers.

### **e. Capital expenditures**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a level sufficient to protect the City's investment, minimize future replacement and maintenance costs while maintaining acceptable service levels. Existing capital equipment shall be replaced when needed, to ensure the optimal productivity of City of University Park employees.

#### **i. Equipment replacement**

The City shall establish a fleet equipment program that includes a detailed maintenance and replacement schedule. Funding for equipment replacements will be made through budgeted contributions by the user departments. These charges shall be held in the Equipment Services Fund until expended.

Additional funding may be obtained through year-end budget surpluses, if any. Expenditures for new (not replacement) capital equipment shall be made only to enhance employee productivity, improve quality of service, or expand scope of service.

#### **ii. Capitalization threshold**

The GFOA recommends that "best practice" guidelines be followed in establishing capitalization thresholds for tangible capital-type items. Accordingly, the following criteria are followed:

- Individual items costing \$5,000 or more and capital projects whose total cost (in the aggregate) exceeds \$50,000 or more will be capitalized and depreciated according to GASB rules.
- Tangible, capital assets will only be capitalized if they have an estimated useful life of at least two years following the date of acquisition.
- Capitalization thresholds will be applied to individual items rather than

## **City of University Park, Texas Financial Management Policies**

- groups of similar items.
- Records and procedures will be established at the departmental level to ensure adequate control over non-capitalized tangible assets. It shall be the responsibility of the individual department directors to maintain records and procedures sufficient to demonstrate compliance with this policy.

### **6. Fund Balance**

#### **a. Purpose**

The purpose of this policy is to establish guidelines for governmental fund balances in accordance with Governmental Accounting Standards Board Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions.

#### **b. Definitions**

- i. Nonspendable fund balance** - includes amounts that are not in a spendable form or are required to be maintained intact. (Examples are inventory or permanent funds.)
- ii. Restricted fund balance** - includes amounts that can be spent only for the specific purpose stipulated by external resource providers either contractually, constitutionally or through enabling legislation. (Examples include grants and child safety fees.)
- iii. Committed fund balance** - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be modified or rescinded only by the government taking the same formal action that imposed the original constraint.
- iv. Assigned fund balance** - comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

## **City of University Park, Texas Financial Management Policies**

**v. Unassigned fund balance** - is the residual classification of the General Fund and includes all amounts not contained in the above mentioned classifications. Unassigned fund balance is available for any valid governmental purpose and may include negative balances for any governmental fund in which expenditures exceed the amounts restricted, committed, or assigned for a specific purpose.

### **c. Policy by category**

#### **i. Committed fund balance**

The City Council is the City's highest level of decision-making authority and the formal action required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at a City Council meeting. The resolution must be approved, modified or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the commitment may be determined in the subsequent period.

#### **ii. Assigned fund balance**

The City Council has authorized both the City Manager and the Finance Director to assign fund balance to a specific purpose, as necessary.

#### **iii. Unassigned fund balance**

The City recognizes that unassigned fund balance is an important measure of economic stability. It is the goal of the City to achieve and maintain an unassigned fund balance in the General Fund equal to at least 30 days of expenditures to mitigate financial risk that can occur from unforeseen revenue fluctuations, significant unanticipated expenditures and natural disasters. The City considers a balance of less than 30 days to be cause for concern, barring unusual or deliberate circumstances. Should unassigned fund balance fall below the above minimum, the City shall refrain from making additional appropriations from fund balance.

### **d. Order of fund expenditure**

When multiple categories of fund balance are available for expenditure (for example, a construction project being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will first spend the most restricted category of funds before spending the next most restricted category with available funds. Normally, this will result in the use of committed, then assigned, and lastly, unassigned fund balance when expenditures are made, with the exception of the emergency reserve established by the City Council. Under normal circumstances, the City would first elect to utilize unassigned fund balance before considering use of its emergency funds.

## **City of University Park, Texas Financial Management Policies**

### **e. Fund balance appropriations**

Fund balances in excess of the minimum level established above may be appropriated for non-recurring capital projects or programs. The City of University Park will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. In the event fund balance is appropriated for recurring operating expenditures to meet the needs of the community, the budget (or other authorizing) document shall include an explanation of the circumstances requiring the appropriation and the methods to be used to arrest its future use.

### **f. Non-governmental fund balances**

Insofar as the above definitions, policies and fund balance categories do not apply to proprietary funds, the City recognizes the need to apply a different minimum balance policy to the Utility Fund, in order to ensure continued operation in the event of a natural disaster or significant shortfall in revenues. Therefore, the City shall maintain a minimum ending working capital balance (current assets minus current liabilities) of at least 90 days of budgeted expenditures. Should working capital fall below the desired minimum, the City shall refrain from making additional appropriations from fund net assets.

## **7. Capital Project Expenditures**

Capital projects will be constructed to 1) protect, maintain or improve the community's quality of life and economic vitality, and 2) to provide significant rehabilitation of City infrastructure for sustained service. All projects shall be prioritized based on an analysis of current needs and resource availability. Capital project expenditures will not be authorized by the City Council without identification of a sufficient funding source. Potential funding sources include but are not limited to: reserve funds, debt issuances, matching fund revenues, user fees, grants, or reallocation of existing capital funds with the recognition that construction of previously authorized capital projects may be delayed or postponed.

### **a. Capital project definition**

Capital projects are defined as non-recurring expenditures for improvements that exceed \$50,000 and have useful lives exceeding one year. Examples include water and wastewater line replacement, street resurfacing, building construction and renovation, major software and hardware projects, and park improvements.

### **b. Capital Improvement Program (CIP)**

The City will develop a multi-year plan for capital projects which identifies all projects likely to be constructed within five years. It is acknowledged that the preference of the City is to support capital projects with appropriations from operating revenues or excess fund balances (i.e. "pay-as-you-go"), rather than debt.

## **City of University Park, Texas Financial Management Policies**

### **c. Capital Projects Review Committee**

The City Council shall annually review the CIP, and it shall adopt by resolution the first year of the CIP as the capital budget. The Council shall appoint a Capital Projects Review Committee to review and provide recommendations about the CIP.

## **8. Debt Expenditures**

It is the intention of the City Council to avoid the issuance of debt, preferring to fund capital expenditures on a “pay-as-you-go” basis. However, should the issuance of debt become necessary, the following principles shall apply:

- To minimize interest payments on issued debt, the City will maintain a rapid debt retirement policy by issuing debt with maximum maturities not exceeding 20 years.
- The City of University Park will attempt to maintain base bond ratings (prior to insurance) of at least *Aa2* (Moody's Investors Service) and *AA+* (Standard & Poor's) on its general obligation debt.
- When needed to minimize annual debt payments, the City will obtain insurance for new debt issues.
- Generally, competitive underwriting is preferred to a negotiated sale.

## **9. Long-term Financial Plan**

The City of University Park will adopt the annual budget in the context of a long-term financial plan, or other multi-year budget analysis. The long-term financial plan will establish assumptions for revenues, expenditures and the changes to fund balances over a five-year horizon. The assumptions will be evaluated periodically, as part of the budget development process.

## **10. Internal Controls**

The City shall maintain written guidelines on accounting, cash handling, segregation of duties, investing, and other financial matters. Each department director shall ensure that departmental procedures are adequate to safeguard City funds and assets. Staffing and training shall be reviewed periodically to ensure adequacy. The City shall conduct periodic reviews of Internal Controls and Cash Handling Procedures.

## **11. Cash Management and Investments**

### **a. Cash Management**

Daily deposits of cash shall be made unless the amounts collected (or expected to be collected) warrant less frequent deposits, as determined by the Finance Director.

The timing and amount of cash needs and availability of funds shall be analyzed in order to maximize interest earnings from investments. City staff shall monitor and manage activity in the City's bank accounts to optimize the availability of funds and interest earned.

## **City of University Park, Texas Financial Management Policies**

### **b. Investments**

The City's investment portfolio shall be managed in accordance with the Public Funds Investment Act and the City's Investment Policy. The City Council shall adopt a formal investment policy by resolution annually, following review and recommendation by the Finance Advisory Committee.

### **c. Selection of Depository Bank**

The City will undertake a comprehensive review of its banking needs and seek competitive proposals for bank services on a regular basis. The bank shall be chosen by the City Council for a multiyear period, and banking services proposals shall be reviewed by the Finance Advisory Committee. In general, the City will seek proposals from depository banks every five years, although it is under no obligation to change.

## **12. Internal Audit/Review**

Recognizing that the cost of a control should not outweigh its intended or actual benefit, the City does not currently employ an Internal Audit Department. Instead, City staff, under the guidance of the Finance Director and with appropriate checks and balances, will identify operations, processes and practices to be periodically reviewed for compliance with City policy and best practices. Projects may be added, amended, or deleted as deemed necessary by the Finance Director or City Manager.

Recommendations and findings will be submitted to the Finance Director upon completion of the review and discussed with the applicable department Director. It is the responsibility of each department Director to ensure policies and procedures are correctly implemented and followed.

City of University Park, Texas

**Investment Policy**

*Effective October 1, 2018*

**City of University Park, Texas  
Investment Policy**

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## **City of University Park, Texas Investment Policy**

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## **City of University Park, Texas Investment Policy**

### **PREFACE**

The purpose of this document is to establish specific investment policy and strategy guidelines for the City of University Park, Texas (“City”) to achieve the goals of safety, liquidity, and yield for all investment activity. The City shall review its investment strategies and policy not less than annually. This policy serves to satisfy the statutory requirement, specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the “Act”), to define, adopt and review a formal investment strategy and policy. All available funds shall be invested in conformance with these legal and administrative guidelines.

Effective cash management is recognized as essential to good fiscal management. An aggressive cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all operating and capital funds. The City’s portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and federal law.

Investments shall be made with the primary considerations of:

- Preservation of capital and protection of principal
- Maintenance of sufficient liquidity to meet operating needs
- Security of City funds and investments
- Diversification of investments to avoid unreasonable or foreseeable risks
- Maximization of return on the portfolio

## **SECTION 1. PURPOSE**

### **1-1 Authorization**

This Policy is authorized by the City Council in accordance with Section 5 of the Public Funds Investment Act (Chapter 2256, Texas Government Code), which requires the adoption of a formal written Investment Policy.

### **1-2 Goals**

The primary goal of the City of University Park’s Investment Policy shall be: 92) to ensure the safety of all funds entrusted to the City; 2) to maintain the availability of those funds for the payment of all necessary obligations of the City; and 3) to provide for the investment of all funds, not immediately required, in interest-bearing securities or pooled investment products. The safety of the principal invested shall always be the primary concern.

### **1-3 Scope**

This Investment Policy of the City of University Park shall include all investment activities of any fund of the City. The Firefighters’ Relief and Retirement Fund is not a City fund and is covered by a separate policy. In addition to this Policy, bond funds, including debt service and reserve funds, shall be managed by their governing resolution, federal law, and subsequent relevant legislation. City funds will be pooled for investment purposes.

## **City of University Park, Texas Investment Policy**

### **1-4 Review and Amendment**

This Policy may be amended from time to time as the City Council may so desire or as State Law may require. This Policy, which includes strategies for each fund or pooled fund group, shall be adopted by resolution, rule, or ordinance by the City Council and shall be reviewed annually by the City Council. The fact that the Investment Policy has been reviewed and that any amendments have been made must be recorded by resolution, rule or ordinance.

## **SECTION 2. INVESTMENT OBJECTIVES**

The City shall manage and invest its cash with four objectives, listed in order of priority: Preservation and Safety of Principal; Liquidity; Yield; and Prudence. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local Law.

Cash management is defined as the process of managing monies in order to increase cash availability and interest earnings on short-term investment of idle cash. The City shall maintain a comprehensive cash management program that includes the prudent investment of available cash.

### **2.1 Preservation and Safety of Principal**

The primary objective of City investment activity is the preservation of principal in the overall portfolio. Each investment transaction shall be conducted in a manner designed to avoid loss of principal whether from securities defaults or erosion of market value. The manner in which the City ensures safety of principal is presented in Section 4.2, "Ensuring Safety of Principal."

#### **2.1.1 Credit Risk**

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:

- a. Limiting investments to the types of securities listed in section 4-92 of this Investment Policy.
- b. Prequalifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Section 4-2-92-92.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

#### **2.1.2 Interest Rate Risk**

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- a. Structuring the portfolio so that securities mature to meet cash requirements for ongoing operations.

## **City of University Park, Texas Investment Policy**

- b. Investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools and by limiting the average maturity of the portfolio in accordance with this policy.

### **2.2 Maintenance of Adequate Liquidity**

The City investment portfolio shall be structured so that the City is able to meet all obligations in a timely manner. Maintenance of adequate liquidity is described in Section 4.3, “Ensuring Liquidity.”

### **2.3 Return on Investments**

Consistent with State law, the City shall seek to optimize return on investments within the constraints of safety and liquidity. Investments (excluding assets managed under separate investment programs, such as in arbitrage restrictive programs) shall be made in permitted obligations at yields equal to or greater than the bond equivalent yield on United States Treasury obligations of comparable maturity. Other appropriate performance measures may be established by the Finance Advisory Committee. Specific policies regarding investment rate of return are presented in Section 4.4, “Achieving Investment Return Objectives.”

For bond issues to which Federal yield or arbitrage restrictions apply, the primary objectives shall be to obtain satisfactory market yields and to minimize the costs associated with investment of such funds.

### **2.4 Prudence and Ethical Standards**

The standard of prudence used by the City shall be the “prudent person rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The prudent person rule is restated below:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether the Investment Officer(s) or Investment Advisor under contract has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the Officer or Advisor had responsibility, rather than a consideration as to the prudence of a single investment, and whether the investment decision was consistent with the written Investment Policy of the City.

The Investment Officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately.

Specific policies describing the City’s prudence and ethical standards are found in Section 4.5, “Responsibility and Control.”

## **City of University Park, Texas Investment Policy**

### **SECTION 3. INVESTMENT STRATEGY**

The City maintains portfolios that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. To maximize the effective investment of assets, all funds needed for general obligations may be pooled into one account for investment purposes. The income derived from this account will be distributed to the various funds based on their average balances on a periodic basis. Proceeds of bond issues shall not be pooled with other assets of the City, but shall be maintained in the fund issuing the bonds with interest earnings on these invested proceeds recorded directly to that fund.

#### **3.1. Operating Funds**

The investment strategy for operating funds has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high-quality short-to-medium-term securities. The dollar weighted average maturity shall be calculated in accordance with GASB requirements. The weighted average maturity of operating funds shall not exceed 548 days. Securities may not be purchased that have a final stated maturity date that exceeds five (5) years.

#### **3.2. Bond Debt Service Funds**

The investment strategy for bond debt service fund(s) has as its primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date that exceeds the next unfunded bond debt service payment date.

#### **3.3 Bond Reserve Funds**

The investment strategy for bond reserve fund(s) has as its primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the Bond Ordinance specific to an individual issue, of short-to-intermediate-term maturities. The stated final maturity dates of securities held shall not exceed five (5) years.

#### **3.4 Capital Projects Funds**

The investment strategy for the capital projects fund portfolio has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 920% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

### **SECTION 4. SPECIFIC INVESTMENT POLICIES**

#### **4.1 Eligible Investments**

Investments described below are those authorized by the Public Funds Investment Act (Chapter 2256, Texas Government Code), as amended, which is made a part of this Policy. The following list may not contain all of those securities that are authorized by state statutes, but only those that the City Council wishes to include in their portfolios. The purchase of specific issues may at

## **City of University Park, Texas Investment Policy**

times, be further restricted or prohibited because of current market conditions. City funds governed by this Policy may be invested in:

1. obligations of the United States or its agencies and instrumentalities;
2. direct obligations of the State of Texas or its agencies;
3. other obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
4. obligations of states, agencies, counties, cities and other political subdivisions of any state having been rated of their own accord as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than AA or its equivalent, and with additional credit enhancement having received a rating of not less than AAA or its equivalent by a nationally recognized investment rating firm;
5. fully collateralized direct repurchase agreements: 92) having a defined termination date; 2) secured by a combination of cash and obligations described by subdivision 92 of this subsection; 3) having securities purchased by the City or cash held by the City pledged to the City, held in the City's name and deposited at the time the investment is made with the City with a third party selected and approved by the City; and 4) placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas, and having a market value (including accrued interest) of no less than the principal amount of the funds disbursed;
6. certificates of deposit:
  - a. issued by a depository institution with a main office or a branch office in Texas and is:
    1. guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor; or,
    2. secured by obligations that are described by 92 - 4 above, which are intended to include all direct federal agency or instrumentality issues that have a market value of not less than the principal amount of the certificates or,
    3. in any other manner and amount provided by law for deposits of the City;
  - b. made in accordance with the following conditions:
    92. the funds are invested by the City through:
      - a) a broker that has its main office or a branch office in this state and is selected from a list adopted by the City or,
      - b) a depository institution ("bank") that has its main office or a branch office in this state and that is selected by the City;
    2. the broker or bank selected by the City under Subdivision (92) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the City;

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**Investment Policy**

3. the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. the City appoints the bank selected by the City under Subdivision (92), an entity described by the Texas Public Funds Collateral Act (Texas Government Code 2257.0492(d)) or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 925c3-3 927 C.F.R. Section 240.925c3-3) as custodian for the City with respect to the certificates of deposit issued for the account of the City.

7. Local government investment pools organized in accordance with the Interlocal Cooperation Act (Chapter 7992, Texas Government Act) as amended, whose assets consist exclusively of the obligations that are allowed as a direct investment for funds subject to the Public Funds Investment Act (Chapter 2256, Texas Government Code). A public funds investment pool must be continuously rated no lower than AAA, AAA-m or at an equivalent rating by at least one nationally recognized rating service.

Eligible investment pools must be authorized by the City Council, by rule, order, ordinance, or resolution, as appropriate. The City Council has approved: 92) the Texas Local Government Investment Pool (“TexPool”), administered by the Texas State Comptroller; 2) the Texas Short Term Asset Reserve (“TexSTAR”); administered by JPMorgan Chase and First Southwest Asset Management; and 3) TexasTERM and TexasDaily, administered by PFM Asset Management LLC.

Unless backed by the full faith and credit of the U.S. government, investments in collateralized mortgage obligations are strictly prohibited. These securities are also disallowed for collateral positions. The City will not be required to liquidate investments that were authorized investments at the time of purchase.

## **City of University Park, Texas Investment Policy**

### **4.2 Ensuring Safety of Principal**

Ensuring safety is accomplished through protection of principal and safekeeping.

#### **4.2.1 Protection of Principal**

The City shall seek to control the risk of loss due to the failure of a security issuer or guarantor by investing only in the safest types of securities as defined in the Policy. Settlement of all investment transactions, except those transactions involving investments in mutual funds or local government investment pools, must be made on a delivery versus payment (DVP) basis. The purchase of individual securities shall be executed DVP through the Federal Reserve System delivered to an authorized safekeeping agent or trustee (“custodian”). By so doing, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased. The security shall be held in the name of the City. The custodian’s records shall assure the notation of City ownership of or explicit claim on the securities.

Additionally, the City shall adhere to the following practices to protect its investment principal:

##### **4.2.1.1 Approved Broker/Dealers/Financial Institutions and Depositories**

Investments shall only be made with those firms and institutions who have acknowledged receipt and understanding of the City’s Investment Policy. The “qualified representative” of the business as defined in Chapter 2256 of the Texas Government Code shall execute a written certification to acknowledge receipt of the City’s Investment Policy and to acknowledge that the organization has implemented reasonable procedures and controls to preclude imprudent investment activities arising out of the investment transactions conducted between the entity and the City. Should the City contract with an external investment advisor to execute the investment strategy, including the negotiation and execution of investment transactions, a managing officer of the investment advisory firm may sign the written certification in lieu of the broker/dealer firms. This certification must be included as part of the investment advisory contract.

Securities and certificates of deposit shall only be purchased from those institutions included on the City’s list of broker/dealers and financial institutions as approved by the Investment Committee. All securities dealers shall provide the City with references from other public entities that they are currently serving. This list of approved investment providers must be reviewed at least annually by the City’s Investment Committee and shall be recorded in the Committee’s meeting minutes. The City’s Finance Advisory Committee shall comprise the Investment Committee.

All state and national banks located in the State of Texas, which are insured by the Federal Deposit Insurance Corporation (FDIC), are to be considered as eligible depositories. The financial condition of the bank shall be considered prior to establishing any accounts with that bank. The Finance Advisory Committee shall review the bids submitted by depository candidates and make a recommendation to the City Council for final approval.

## **City of University Park, Texas Investment Policy**

### **4.2.1.2 Collateralization**

Consistent with the requirements of State law, the City requires all bank deposits (including time deposits) to be federally insured or collateralized with eligible securities. Financial institutions serving as City Depositories will be required to sign an Agreement with the City and its safekeeping agent for the collateral, perfecting the City's rights to the collateral in case of default, bankruptcy or closure.

The City shall not accept, as depository collateral, any security that is not specifically allowed to be held as a direct investment by the City portfolio (see 4-92). Repurchase agreements must also be collateralized in accordance with State law. Evidence of the pledged collateral shall be maintained by the Finance Director or a third party financial institution. All collateral shall be subject to inspection and audit by the Finance Director or the City independent auditors.

### **4.2.1.3 Maximum Exposure Guidelines**

Risk of principal loss in the portfolio as a whole shall be minimized by diversifying investment types according to the following limitations. As discussed below, these limitations do not apply to bond proceeds.

<u>Investment Type:</u>	<u>% of Portfolio</u>
• U.S. Treasury Notes/Bonds/Bills	9200%
• U.S. Agencies	60%
• Local Government Investment Pools	50%
• Repurchase Agreements	30%
• Certificates of Deposit	50%
• Municipal Bonds	20%
• Money Market Mutual Funds	925%

It is the policy of the City to diversify its investment portfolio so that reliance on any one issuer or broker will not place an undue financial burden on the City. Generally, the City should limit its repurchase agreement exposure with a single firm to no more than 925% of the value of the City's overall portfolio. To allow efficient and effective placement of proceeds from any bond sales, these limits may be exceeded for a maximum of five business days following the receipt of bond proceeds. Proceeds of a single bond issue may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record keeping and calculation.

### **4.2.1.4 Limiting Maturity**

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. For operating funds, the dollar weighted average days to final stated maturity shall be 548 days or less. The Investment Officer will monitor the maturity level and make changes as appropriate. For bond funds, the investment maturity of bond proceeds (including

## **City of University Park, Texas Investment Policy**

reserves and debt service funds) shall be determined considering: 92) the anticipated cash flow requirements of the funds, and; 2) the “temporary period” as defined by Federal tax law during which time bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds.

The City shall have a goal of maintaining a minimum of ten percent of the portfolio maturing within thirty days, and twenty-five percent under one year.

Under 30 days	920% minimum
Under 92 year	25% minimum
Under 3 years	85% minimum
Five years	maximum single investment

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding three years if maturities of such investments are made to coincide as nearly as practical with the expected use of fund. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council

### **4.2.2 Safekeeping**

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as a part of its investment portfolio or held as collateral to secure certificates of deposits or repurchase agreements. The Safekeeping Agreement shall clearly define the procedural steps for gaining access to the collateral should the City determine that the City funds are in jeopardy. The safekeeping institution, or Trustee, shall hold all aforementioned securities in an account at the Federal Reserve Bank that specifies City ownership of the account. The Safekeeping Agreement shall include the signatures of authorized representatives of the City, the firm pledging the collateral and the Trustee. The City shall request from the safekeeping institution a copy of its most recent report on internal controls (Statement of Auditing Standards 70, or SAS 70).

### **4.2.3 Effect of Loss of Required Rating**

If a holding's credit quality rating falls below the minimum required, the City shall take all prudent measures that are consistent with its investment policy to liquidate the holding. City staff will periodically review the credit quality rating of instruments in the City portfolio using rating agency online resources or other media reporting these changes.

## **4.3 Ensuring Liquidity**

Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets, and by investing in eligible money market mutual funds (MMMF's) and local government investment pools (LGIP's). A security may be liquidated to meet unanticipated cash requirements, re-deploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

## **City of University Park, Texas Investment Policy**

### **4.4 Achieving Investment Return Objectives**

Investment selection for all funds shall be based on legality, appropriateness, liquidity, and risk/return considerations. Although the City adheres to a “buy and hold” approach, at times the portfolios may be actively managed to enhance overall interest income. Active management will take place within the context of the “Prudent Person Rule.” (See Section 2.4).

#### **4.4.1 Securities Swaps**

The City may take advantage of security swap opportunities to improve portfolio yield. A swap which improves portfolio yield may be selected even if the transaction results in an accounting loss.

#### **4.4.2 Competitive Bidding**

It is the policy of the City to require competitive bidding for all individual security purchases except for those transactions with money market mutual funds (MMMFs) and local government investment pools (LGIP’s) which are deemed to be made at prevailing market rates, and for government securities purchased at issue through a primary dealer at auction price. Rather than relying solely on yield, investment in MMMFs and LGIP’s shall be based on criteria determined by the Investment Committee, including adherence to Securities and Exchange Commission (SEC) guidelines for MMMFs when appropriate. At least three bidders must be contacted in all transactions involving individual securities. Competitive bidding for security swaps is also required. Bids may be solicited in any manner provided by law. For those situations where it may be impractical or unreasonable to receive three bids for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction bid sheet. All bids received must be documented and filed for auditing purposes.

#### **4.4.3 Methods of Monitoring Market Price**

The methods/sources to be used to monitor the price of investments that have been acquired with public funds shall be from sources deemed reliable by the Investment Officer, including primary or regional broker/dealers, established financial institutions providing portfolio management/accounting services, third-party safekeeping reports, financial publications such as the *Wall Street Journal*, market information vendors such as Bloomberg or Telerate, and market pricing services.

#### **4.4.4 Benchmark Rate of Return**

As a general guideline, the City’s cash management portfolio shall be designed with the objective of regularly meeting the average return on three-month U.S. Treasury Bills, or the average rate of 90-day Certificates of Deposit. These indices are considered benchmarks for risk-free investment transactions and therefore comprise a standard for the portfolio’s rate of return. Additional benchmarks may be developed and recommended by the Investment Committee and used as a comparative performance measures for the portfolio. Additional benchmarks that may be considered for targeting by the Investment Committee include the Constant Maturity Treasury Bill with the maturity that most closely matches the weighted average maturity of the portfolio or a more customized index made up of blended

## **City of University Park, Texas Investment Policy**

Merrill Lynch Treasury/Agency indices. The investment program shall seek to augment rates of return above this threshold, consistent with legal restrictions and prudent investment principles. In a diversified portfolio, measured losses are inevitable and must be considered within the context of the overall portfolio.

### **4.5 Responsibility and Control**

#### **4.5.1 Authority to Invest**

Authority to manage the City investment program is derived from a resolution of the City. Those authorized by said resolution are designated as Investment Officers of the City, and, in conjunction with the Investment Committee, are responsible for investment decisions and activities. All investment transactions must be acknowledged by a second investment officer besides the one who initiated the transaction. All wire transfers must be approved by two investments officers. The City reserves the right to contract with an external investment advisory firm to manage the investment assets, and the resulting resolution will grant investment authorization to the contracted firm. The Finance Director shall establish written procedures for the operation of the investment program consistent with this Investment Policy.

#### **4.5.2 Bonding requirements/Standard of care**

Each of the authorized investment officers shall be a bonded employee. All participants in the investment process shall act responsibly as custodians of the public trust and shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs.

#### **4.5.3 Establishment of Internal Controls**

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (92) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

#### **4.5.4 Standard of Ethics**

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

City staff shall disclose to the City any material interests in firms or businesses that conduct investment matters with the City, and they shall further disclose positions that could be related to the performance of the City portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to the timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree

## **City of University Park, Texas Investment Policy**

by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the City.

### **4.5.5 Training and Education**

In accordance with the Public Funds Investment Act (Chapter 2256, Texas Government Code), the designated Investment Officers, or those personnel authorized to execute investment transactions, must attend periodic investment training. State law requires that training relating to investment responsibilities must be provided by an independent source, such as the Texas Municipal League, North Central Texas Council of Governments, or the University of North Texas Center for Public Management, or as approved by the City Manager. Personnel authorized to execute or approve investment transactions must receive at least 8 hours of investment training for each two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date. Newly appointed investment officers must attain at least 920 hours of instruction relating to the officer's responsibility under the Act within 922 months after assuming investment duties.

### **4.5.6 Investment Committee**

An Investment Committee that is comprised of the membership of the Finance Advisory Committee shall be established to determine investment guidelines, general strategies, and monitor performance. The Committee shall meet quarterly to review performance, strategy, and procedures. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City funds, authorized brokers and dealers, and the target rate of return on the investment portfolio.

## **4.6 Reporting**

Investment performance is continually monitored and evaluated by the Finance Director. The Investment Officer(s) will provide detailed reports, as required by the Public Funds Investment Act (Chapter 2256, Texas Government Code, Section 2256.023) for the City on a quarterly basis.

The Finance Director shall submit a quarterly investment report signed by the investment officers. The report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The management summary shall: 92) summarize current market conditions, economic developments and anticipated investment conditions; 2) summarize investment strategies employed in the most recent quarter; 3) describe the portfolio in terms of investment securities, maturities, risk characteristics, and average return for the quarter; 4) outline conformance to the restrictions of the Policy in the area of diversification and term of maturity; 5) compare the performance of City's portfolio to appropriate benchmarks as determined by the Investment Committee.

## **City of University Park, Texas Investment Policy**

Additionally, the quarterly financial report will include the following detailed information:

- 4.6.1** A listing of individual securities held at the end of the reporting period.
- 4.6.2** Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- 4.6.3** Additions and changes to the market value during the period.
- 4.6.4** Average weighted yield to maturity or total return performance of the portfolio on entity investments as compared to applicable benchmarks.
- 4.6.5** Listing of investments by maturity date.
- 4.6.6** The percentage of the total portfolio which each type of investment represents.
- 4.6.7** Statement of compliance of the City investment portfolio with State Law and the investment strategy and policy approved by the City.

Within 60 days of the end of the fiscal year, the Finance Director or the Investment Advisory firm shall present an annual report on the investment program and investment activity. The report may be presented as a component of the fourth quarter report to the City.

### **4.7 Compliance Audit and Accounting Method**

In conjunction with its annual financial audit, the City shall perform a compliance audit of management controls on investments and adherence to the City's established Investment Policies. The results of the audit shall be reported to the Investment Committee and the governing body of the City.

The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP) relating to investment accounting. The accounting principles are those contained in the pronouncement of authoritative bodies including but not necessarily limited to, the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Financial Accounting Standards Board (FASB).

### **4.8 Certification**

A copy of this Investment Policy will be provided to the senior management of any bank, dealer, broker, investment advisor, or safekeeping institution wishing to transact investment business directly with the City in order that it is apprised of the investment goals of the City. Before business is transacted with the firm, a certification (Attachment 92) must be signed by a senior member of a firm. Should the City contract with an external investment advisor to execute the entity's investment strategy, including the negotiation and execution of investment transactions, a managing officer of the investment advisory firm may sign the written certification in lieu of the broker/dealer firms. This certification must be included as part of the investment advisory contract.

**City of University Park, Texas  
Investment Policy**

**ATTACHMENT**

**INVESTMENT VENDOR ACKNOWLEDGEMENTS**

**City of University Park, Texas**  
**Investment Policy**

**TEXAS PUBLIC FUNDS INVESTMENT**  
**ACT ACKNOWLEDGMENTS**

These Acknowledgments are executed on behalf of the **City of University Park, Texas** (“Investor”) and \_\_\_\_\_ (“Business Organization”) pursuant to the Public Funds Investment Act, Chapter 2256, Government Code, Texas Codes Annotated (the “Act”), in connection with investment transactions conducted between the Investor and the Business Organization.

**Acknowledgment by Investor**

The undersigned investment officer of the Investor (“Investment Officer”) hereby acknowledges, represents and agrees on behalf of the Investor that:

- (i) The Investment Officer (a) has been duly designated by official action of the governing body of the Investor to act as its Investment Officer pursuant to the Act, (b) is vested with full power and authority under the Act and other applicable law to engage in investment activities on behalf of the Investor, and (c) is duly authorized to execute this Acknowledgment on behalf of the Investor,
- (ii) Pursuant to the Act, the governing body of the Investor has duly adopted a written investment policy which complies with the Act, including an investment strategy (as the same may be amended, the “Investment Policy”), and the Investment Officer (a) has furnished a true and correct copy of the Investment Policy to the Business Organization and (b) will notify the Business Organization of any rescission of, or amendment to, the Investment Policy. The Business Organization shall be entitled to rely upon the most recent version of the Investment Policy furnished by the Investment Officer until provided with an amended version;
- (iii) Attached hereto is a list of investments that are authorized pursuant to the Investment Policy and that the Investment Officer understands may be available from the Business Organization. The attached list may be amended from time to time by mutual agreement of the Investor and the Business Organization, and
- (iv) In connection with any investment transaction between the Business Organization and the Investor, the Business Organization is not responsible for assuring compliance with those aspects of the Investment Policy over which the Business Organization has no control or knowledge, such as restrictions as to diversity and average maturity, or which require an interpretation of subjective investment standards.

**INVESTMENT OFFICER**

Thomas W. Tvardzik  
Director of Finance  
City of University Park, Texas  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**City of University Park, Texas  
Investment Policy**

**Acknowledgment by Business Organization**

I am a registered principal or authorized representative of \_\_\_\_\_ (the “Firm”). The Firm is a registered dealer under the Securities Exchange Act of 1934 (the “Act”), and a member of the Financial Industry Regulatory Authority (“FINRA”).

I have received a copy of the City of University Park (the “City”) Investment Policy dated \_\_\_\_\_. I have provided each current licensed member of the sales personnel who perform investment services for the City with a copy of your Investment Policy and have instructed these professionals to familiarize themselves with the terms of the Policy. The Firm has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Firm and the City that are not authorized by the City’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the composition of the entity’s entire portfolio.

As a FINRA registered dealer, the Firm is subject to the rules of the Securities and Exchange Commission (the “SEC”) and the Rules of Fair Practices of FINRA. Those rules establish requirements for, among other things, net capital, reserves and custody of customer securities, and suitability of investment recommendations. Those rules also prohibit the use of fraudulent and deceptive practices.

The Firm has extensive internal procedures to assist the firm in complying with the rules of the SEC, FINRA and other regulatory bodies having jurisdiction. The Firm’s compliance with these rules will be monitored by FINRA-licensed supervisory principals and its Compliance Department. This process is audited routinely by both internal and outside auditors.

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**City of University Park, Texas  
Investment Policy**

**ATTACHMENT 2**

**BROKER-DEALER AND BANK QUESTIONNAIRES**

**City of University Park, Texas**  
**Investment Policy**

**BROKER/DEALER QUESTIONNAIRE**

1. Name of Firm \_\_\_\_\_
2. Address \_\_\_\_\_  
(Local) \_\_\_\_\_ (National Offices) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone ( ) \_\_\_\_\_
4. Primary Representatives/Manager/Partner In-charge:  
Name \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Telephone \_\_\_\_\_
5. Are you a primary dealer in U.S. Government securities?  Yes  No
6. If so, for how long has your firm been a primary dealer? \_\_\_\_\_ years
7. What was your firm's total volume in U.S. Government securities trading last year?  
Firmwide \$ \_\_\_\_\_ Number of transactions \_\_\_\_\_  
Your local office \$ \_\_\_\_\_ Number of transactions \_\_\_\_\_
8. Which instruments are offered regularly by your local desk?  
 T-bills  Agencies (specify)  Instrumentalities  Bank CDs  S&L CDs  
 Treasury notes/bonds  BAs (domestic)  BAs (foreign)  Commercial paper  Other (specify) \_\_\_\_\_
9. Identify all personnel who will be trading with or quoting securities to our government's employees.  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. (Attach Resumes Of All The Above Persons)  
Which of the above personnel have read our government investment policies?  
\_\_\_\_\_
11. Please identify our most directly comparable public sector clients in our geographical area.  
Entity: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Client Since: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Have any of your clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the instrument? If so, explain.
13. Have any of your public sector clients ever reported to your firm, its officers or employees, orally or in writing, that they sustained a loss (in a single year) exceeding 10 percent of original purchase price on any individual security purchased through your firm? (Explain.)
14. Has your firm ever been subject to a regulatory or state/federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of securities? Have any of your employees ever been so investigated? (Explain.)

## **City of University Park, Texas Investment Policy**

15. Has a public sector client ever claimed, in writing, that your firm was responsible for investment losses? (Explain.)
16. Please include samples of research reports that your firm regularly provides to public sector clients.
17. Please explain your normal custody and delivery process. Who audits these fiduciary systems?
18. Please provide certified financial statements and other indicators regarding your firm's capitalization.
19. Describe the Capital line and trading limits that support/limit the office that would conduct business with our government.
20. What training would you provide to our employees and investment officers?
21. Has your firm consistently complied with the Federal Reserve Bank's capital adequacy guidelines? As of this date, does your firm comply with the guidelines? Has your capital position ever fallen short? By what factor (1.5, 2x, etc.) does your firm presently exceed the capital adequacy guideline's measure of risk? Include certified documentation of your capital adequacy as measured by the Federal Reserve standards.
22. Do you participate in the S.I.P.C. insurance program? If not, explain why.
23. What portfolio information do you require from your clients?
24. What reports, transactions, confirmations and paper trail will we receive?
25. Enclose a complete schedule of fees and charges for various transactions.
26. How many and what percentage of your transactions failed last month? Last year?
27. Describe the precautions taken by your firm to protect the interest of the public when dealing with governmental agencies as investors.
28. With whom are you doing business in the Dallas area?
29. Are you representing a parent corporation or a subsidiary of another corporation? If you are a subsidiary, will you furnish audited financial statements on your parent corporation as well as your subsidiary?
30. For all employees listed in part 9 above, please provide resumes for each and within each resume include the company names of former employers.
31. Provide banking references and include officer contact names and telephone numbers.
32. Do you give perfected security interest in securities under repurchase agreements?

### **FINANCIAL RATIO CRITERIA**

1. Growth in current assets and current liabilities must be parallel.
2. Total liabilities, as a multiple of equity, must be less than a ratio of 20:1.
3. The total of securities owned and securities purchased under agreement to resell (reverse repos) must be greater than the total of short-term loans and securities sold under agreements to repurchase (repos).
4. Equity, as a percentage of total assets, must be 5% or more.
5. Growth in retained earnings must exceed 7% for the last two years.
6. Equity growth must be parallel to asset and liability growth.
7. The auditor's opinion must be unqualified.

**City of University Park, Texas  
Investment Policy**

**BANK QUESTIONNAIRE**

1. Name of Bank \_\_\_\_\_
2. Address \_\_\_\_\_  
(Local) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(National Offices) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone \_\_\_\_\_
4. Primary Representatives/Managers:  
Name \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Telephone \_\_\_\_\_
5. Are you a primary dealer in U.S. Government securities?  Yes  No
6. If so, for how long has your firm been a primary dealer? \_\_\_\_\_ Years
7. Please attach a list of comparable public sector clients in north Texas; include entity name, contact name, contact telephone number and email, and number of years as a client.
8. General banking information – please attach on separate sheet:
  - Financial statements for the past two fiscal years, with an unqualified opinion from a certified public accountant
  - Call reports for the last four quarters or credit rating information for senior and subordinate debt from a recognized credit rating agency
  - Rating information from recognized bank rating agencies
  - Proof of current standing as an eligible public depository
  - Capital ratios: tangible capital, core capital, and risk capital
  - Evidence of growth in current assets and current liabilities being parallel
  - Total liability to equity ratio (must be less than 20:1)
  - Equity as a percentage of assets (must be at least 5%)
9. Please attach a list of the names of the current and most immediate past Board of Directors.

**City of University Park, Texas  
Investment Policy**

**ATTACHMENT 3**

**APPROVED INVESTMENT VENDORS LIST**

**CITY OF UNIVERSITY PARK, TEXAS**  
**APPROVED INVESTMENT VENDORS LIST**  
**EFFECTIVE:** October 1, 2018

Firm	Rep	Address	City ST ZIP	Email address	Phone	Fax
<b>Broker-Dealers</b>						
1. BOSC, Inc.	Vickie Wise	5956 Sherry Lane, Suite 100	Dallas, TX 75225	<a href="mailto:vwise@mail.bokf.com">vwise@mail.bokf.com</a>	(214) 346-3940	(214) 346-3943
2. Vining-Sparks IBG, LP	Josh Gorham	2107 Elliott Avew.	Seattle, WA 98121	<a href="mailto:igorham@viningsparks.com">igorham@viningsparks.com</a>	(206) 443-7260	
3. FTN Financial (First Tennessee)	Zach Brewer	920 Memorial City Way	Houston, TX 77024	<a href="mailto:Zach.Brewer@ftnfinancial.com">Zach.Brewer@ftnfinancial.com</a>	(713)-435-4351	
4. Wells Fargo Securities	Chuck Landry	1445 Ross Ave., Suite 210	Dallas, TX 75202	<a href="mailto:Chuck.Landry@wellsfargo.com">Chuck.Landry@wellsfargo.com</a>	(214)-777-4018	
5. First Financial Equity Corporation	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	<a href="mailto:rpanzer@ffec.com">rpanzer@ffec.com</a>	(214) 545-3322	
<b>Investment pools</b>						
1. TexPool	Jerry Landrum	2200 Ross Ave., Suite 2500	Dallas, TX 75201	<a href="mailto:jerry.landrum@federated.com">jerry.landrum@federated.com</a>	(214) 720- 9412	(646) 885-9635
2. TexSTAR	Mary Ann dunda	325 N. St. Paul St., Suite 800	Dallas, TX 75201	<a href="mailto:Mdunda@firstsw.com">Mdunda@firstsw.com</a>	(214) 953-4086	(214) 953-8878
3. TexasTERM/TexasDaily	Anne Romanick	Two Logan Square, Suite 1600	Philadelphia, PA 19103	<a href="mailto:romanicka@pfm.com">romanicka@pfm.com</a>	(866) 839-8376	
4. USA Mutuals - ICSA	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	<a href="mailto:rpanzer@fec.com">rpanzer@fec.com</a>	(214) 545-3322	
5. Texas CLASS	Karen Proctor/Tony Sekaly	717 17th Street, Suite 18520	Denver, CO 80202	<a href="mailto:karen.proctor@texasclass.com">karen.proctor@texasclass.com</a>	(214) 458-1835	
<b>Banks</b>						
1. Bank of Texas	Vickie Wise	5956 Sherry Lane, Suite 1100	Dallas, TX 75225	<a href="mailto:tmerrit@mail.bokf.com">tmerrit@mail.bokf.com</a>	(214) 987,8862	(214) 987-8867
2. Frost Bank	Michael Alcantar	2727 N. Harwood, 10th Floor	Dallas, TX 75201	<a href="mailto:michael.alcantar@frostbank.com">michael.alcantar@frostbank.com</a>	(214) 515-4889	
3. Texas Capital Bank	Darla Wisdom	2100 McKinney Ave., Suite 1250	Dallas, TX 75201	<a href="mailto:darla.wisdom@texascapitalbank.com">darla.wisdom@texascapitalbank.com</a>	(214) 932-6711	(214) 932-6750
4. Legacy Texas Bank	Rewaz Chowdury	5851 Legacy Circle, 12th Floor	Plano, TX 75024	<a href="mailto:Rewaz.Chowdhury@legacytexas.com">Rewaz.Chowdhury@legacytexas.com</a>	(972) 461-7103	
5. Wells Fargo Bank	Andy Deskins	98 San Jacinto Blvd., Suite 850	Austin, TX 78701	<a href="mailto:andrew.b.deskins@wellsfargo.com">andrew.b.deskins@wellsfargo.com</a>	(512) 482-4306	
6. BB&T	Julie Hoad	2001 Ross Ave., Suite 2700	Dallas, TX 75201	<a href="mailto:Julie.Hoad@BBandT.com">Julie.Hoad@BBandT.com</a>	(469-791-4525	



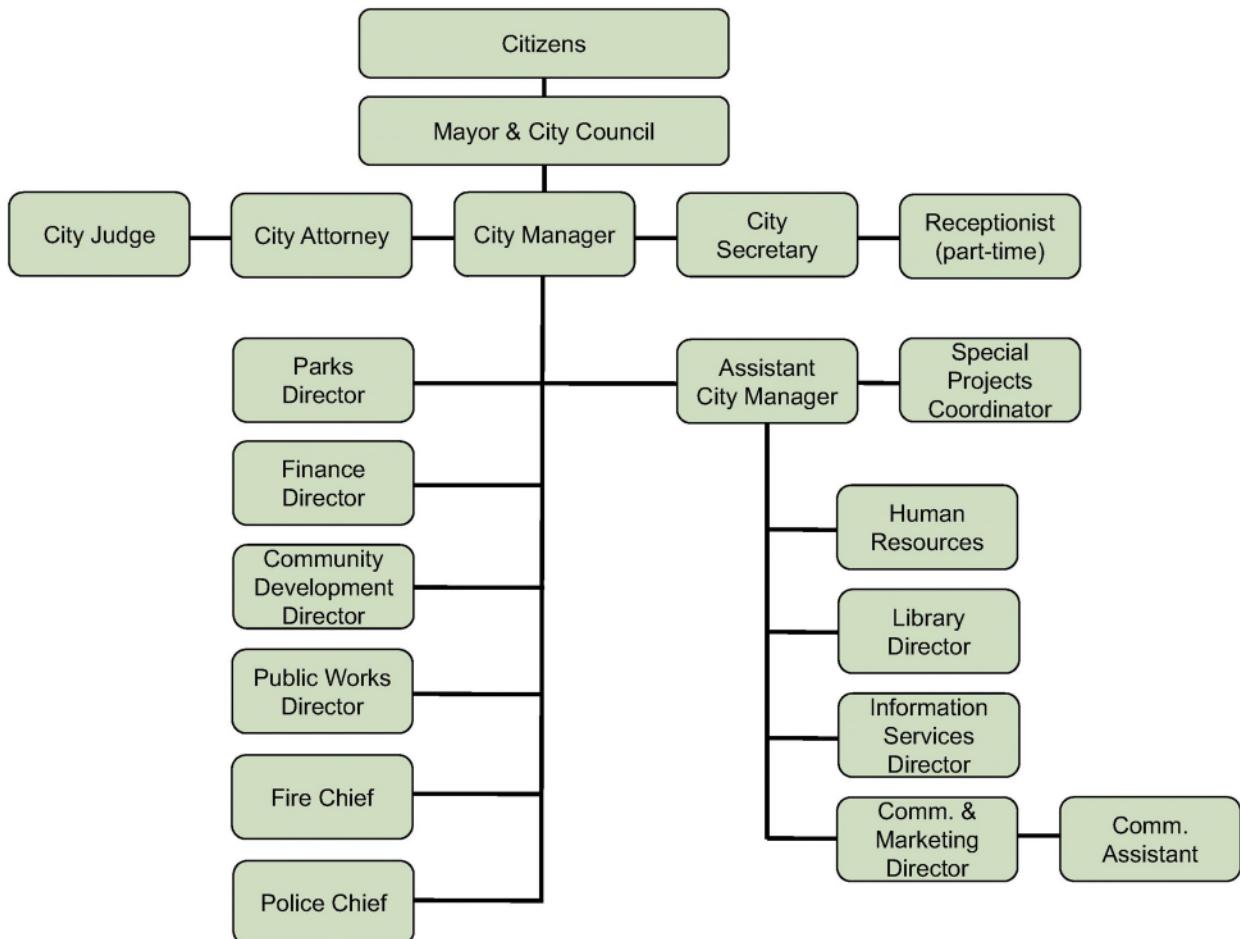
**CITY OF UNIVERSITY PARK**  
**STAFF OVERVIEW**





# City of University Park

FY19: 254 Employees





## City Manager

The City Manager is the chief administrative and executive officer of the City. The City Manager is appointed by and serves at the will of the City Council. The City Manager is responsible for overseeing the day-to-day operations of the City as well as implementing City Council policy and direction.

### **POWERS & DUTIES**

The powers and duties of the City Manager are enumerated in Chapter 4 of the City Charter.

### **ABOUT ROBBIE CORDER**



**Office:** 214-987-5300

**Email:** [rcorder@uptexas.org](mailto:rcorder@uptexas.org)

The City Council appointed Robbie Corder as University Park's fourth City Manager in April 2014. He graduated Phi Beta Kappa with a Bachelor of Arts in Economics from the University of Kansas, followed by a Master Degree in Public Administration also from KU. Robbie also completed studies at the Senior Executive Institute at the University of Virginia. He served the communities of Chanute, Kansas and Prescott Valley, Arizona before joining the City of University Park team in 2004. Prior to his appointment as City Manager, Robbie served University Park as the Director of Community Development, where he oversaw the City's building inspections, code enforcement, and zoning services. Robbie is active in both the International City/County Management Association and the Texas City Management Association.

Robbie lives on Purdue with his wife, Katie, and their three young children (Hannah, Cole, and Charlie). All three attend University Park Elementary. In his spare time, Robbie follows Jayhawk basketball, plays tennis and coaches various YMCA teams.



## 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. She also works on special projects and assists the City Manager with the City Council.

### RESPONSIBILITIES

- Assist the City Manager in the management and review of the activities and operations of the City.
- Provide staff assistance to the City Manager, executive management staff and the City Council.
- Manage and support the assessment of organizational needs.
- Design, implement and evaluate programs that facilitate the professional development and continuous learning of all City employees.

### ABOUT LEA DUNN



Lea Dunn was appointed Assistant City Manager in March 2018. She joined the City of University Park in August 2016 as the Director of Organizational Development.

Prior to coming to the City, Lea worked for the Town of Addison as Deputy City Manager and City Manager, and previously served as City Manager for the city of Bellaire. She received her Bachelor and Master degrees from the University of Texas at Austin, LBJ School of Public Affairs.

Lea lives in University Park with her husband Jeff. They have two sons James and Jonathan.

**Office:** 214-987-5389

**Email:** [ldunn@uptexas.org](mailto:ldunn@uptexas.org)



## Director of Communications & 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, he's involved in a variety of

### RESPONSIBILITIES

- Works directly with the City Manager, Mayor, Council members, and Department Directors on a variety of community outreach and communication management issues.
- Acts as primary media spokesperson for the City on a variety of topics and issues.
- Maintains look & content of City website.
- Oversees City's social media platforms.
- Works to increase resident awareness, interest and participation in City activities and programs, and promotes timely interchange with media and outside organizations especially during times of crisis.

### ABOUT STEVE MACE



**Office:** 214-987-5301

**Email:** [smace@uptexas.org](mailto:smace@uptexas.org)

Steve Mace was hired in September 2005 as the City's first Community Information Officer. He was named Director of Communications and Marketing in March 2018. Prior to coming to the City, Steve worked in various management and anchor positions in radio stations in Kansas, Oklahoma and Texas. Before beginning his job with the City, Steve was news director for KRLD radio in Dallas. Steve also has extensive experience in public relations and crisis communications, having operated his own public relations firm. Steve holds an undergraduate degree in technical journalism from Colorado State University. In 2014, he achieved the designation of Certified Public Communicator from Texas Christian University.

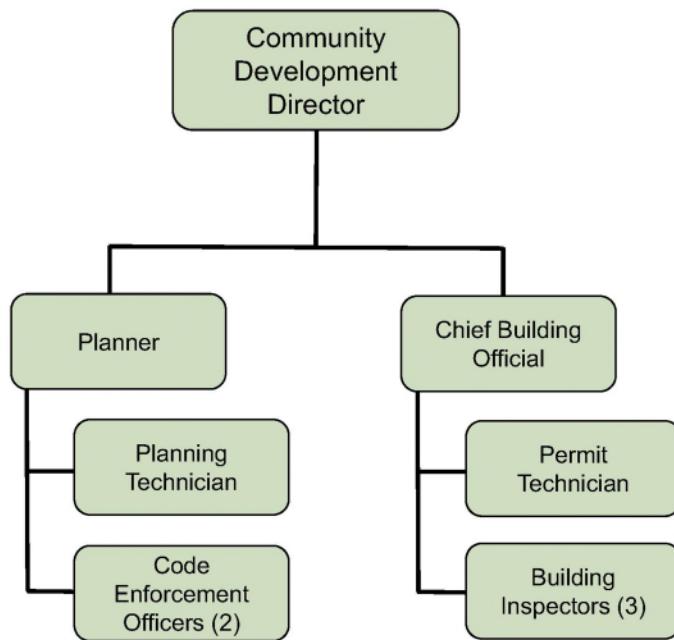
Steve lives in Trophy Club with his wife Teri. Teri is an attorney. Steve and Teri have two children.



# City of University Park

## Community Development

10 Employees





## Community Development

The Community Development Department is primarily responsible for the administration of building codes and zoning ordinances, and helps ensure the safety and welfare of the general public through proper enforcement of these regulations.

### DIVISIONS & RESPONSIBILITIES

#### ***Building Inspection***

- Responsible for reviewing designs, issuing permits, and inspecting construction for conformance to plans, codes, and ordinances.
- Enforces the adopted editions of the International Code Council's regulations in the construction trades of building/structural, electrical, fuel gas, plumbing, mechanical, and energy conservation, as well as provisions within the zoning ordinance.

#### ***Code Enforcement***

- Works to improve, maintain, and develop the quality of life in the City of University Park.
- Responsible for inspecting properties within the City to enforce specific ordinances.

#### ***Planning & Zoning***

- Manages zoning cases, sign permits, specific use permits, planned developments, and plats.
- Works closely with Planning & Zoning Commission to coordinate zoning requests.
- Processes Board of Adjustment cases.

### ABOUT PATRICK BAUGH



Patrick Baugh was appointed as Director of Community Development in February of 2015. He has municipal experience from work in Garland, DeSoto, Rowlett and Royse City in the Dallas area. Along with holding college degrees in construction management and business management, Patrick is also a Certified Building Official and Planner (AICP). He maintains licenses with the State of Texas as a Master Electrician and Plumbing Inspector. Patrick and Candace, his wife, reside in Rockwall County.

**Office:** 214-987-5460

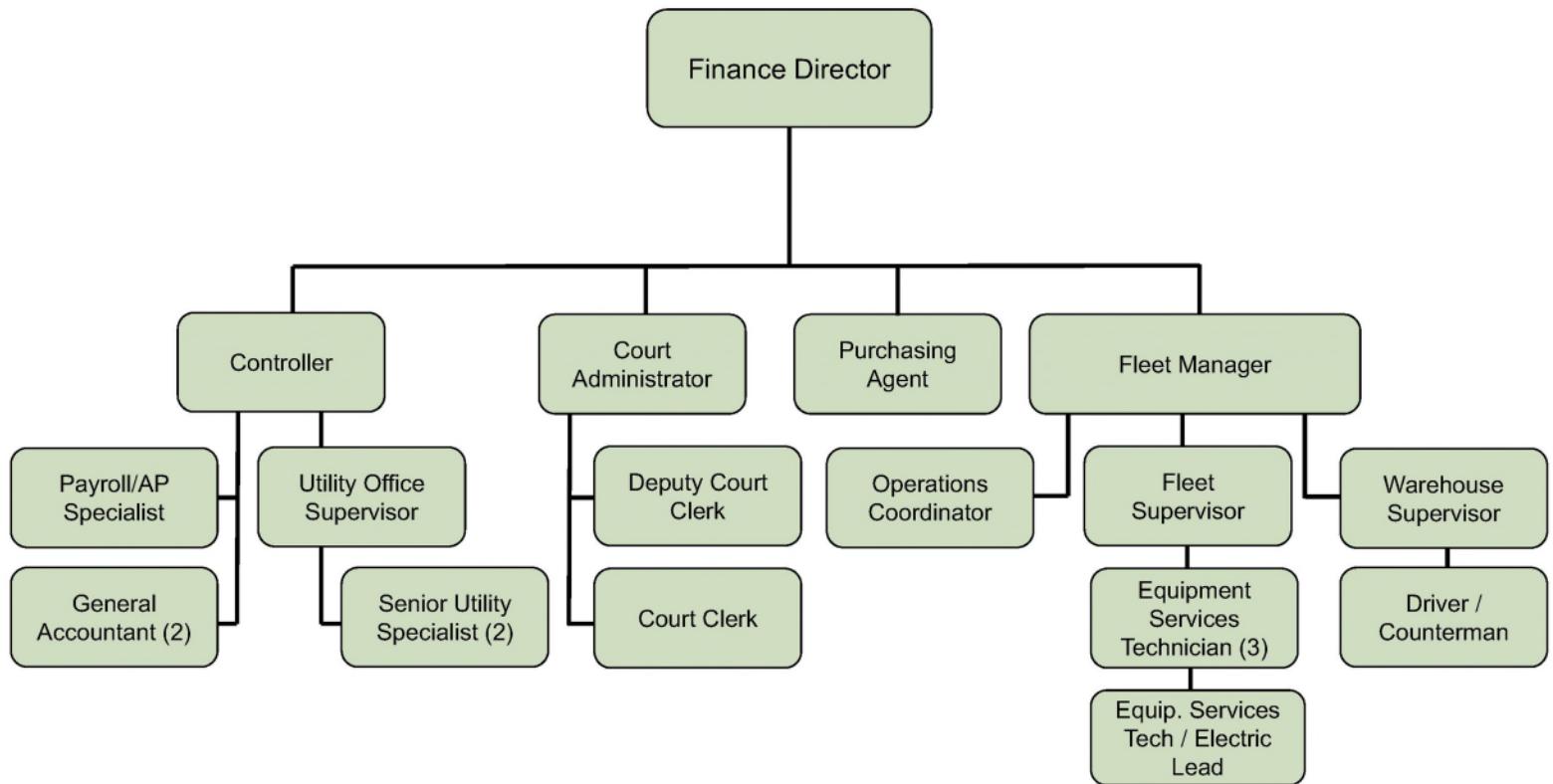
**Email:** [pbaugh@uptexas.org](mailto:pbaugh@uptexas.org)



# City of University Park

## Finance Department

21 Employees





## Finance

The City of University Park is a \$51 million per year entity with multiple sources of revenue supporting an array of activities. The Finance Department is responsible for managing the City's cash flow, administering the budget, recording and reporting financial transactions, investing city funds, and procuring goods and services for City operations.

### DIVISIONS & RESPONSIBILITIES

#### ***Accounting***

- Responsible for activities such as general ledger maintenance and reconciliation, financial reporting, accounts payable, miscellaneous billing, and payroll.
- Property tax collection is performed for the City by Dallas County, while Dallas County Appraisal District (DCAD) handles property valuation.

#### ***Purchasing***

- Responsible for assembling specifications, advertising, and analyzing bids for items over \$50,000.
- Develops and maintains annual contracts for key vendors, and assists departments in procuring goods and services.
- Administers the City purchasing card program.

#### ***Utility Billing***

- Performs billing for water, sewer, storm water, and sanitation services.

#### ***Municipal Court***

- Adjudicates traffic citations, parking tickets, and other misdemeanors.
- Court is in session each Wednesday evening.

#### ***Equipment Services***

- Maintains the City's fleet of motorized equipment and provides repair and maintenance services to user departments.
- Maintains full service warehouse to support city functions and services.



## Finance Continued

The Director oversees all divisions listed in this section as well as 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 Authority; membership on the Firefighters' Relief and Retirement Board of Trustees; and coordination of the Capital Improvements Program.

The City is organized financially into self-balancing accounting entities known as funds. Each fund has its own revenues, expenditures, and balance sheet. The City's fiscal year begins October 1 and ends September 30.

The annual operating budget is comprised of the General Fund, Utility Fund, Sanitation Fund, and Storm Water Fund. All other funds are supported by inter-fund transfers or non-budgeted revenues.

### ABOUT TOM TVARDZIK



**Office:** 214-987-5326

**Email:**

[ttvardzik@uptexas.org](mailto:ttvardzik@uptexas.org)

Tom Tvardzik is the Director of Finance. Tom started with the City in August of 2002, as City Controller. He has previously held management positions with Brinks Home Security, the Pittston Company, Greenwich Capital Markets and Price Waterhouse. He was also the owner of a manufacturing company operating within the imaging industry.

Tom received an undergraduate degree in Business Administration/Accounting from Bryant University in 1985 and a Juris Doctor from the Quinnipiac University School of Law in 1995. He has been a Certified Public Accountant in the state of Connecticut as well as a member of the Connecticut Bar. In 2009, he completed the requirements for the Certified Public Finance Officer designation from the Government Finance Officers Association, and is a member of both the national and Texas GFOA. Tom also serves as the president of The City of The Colony Economic Development Corporation.

Originally from Trumbull, Connecticut, Tom has three children, Chase, Travis and Andrew.

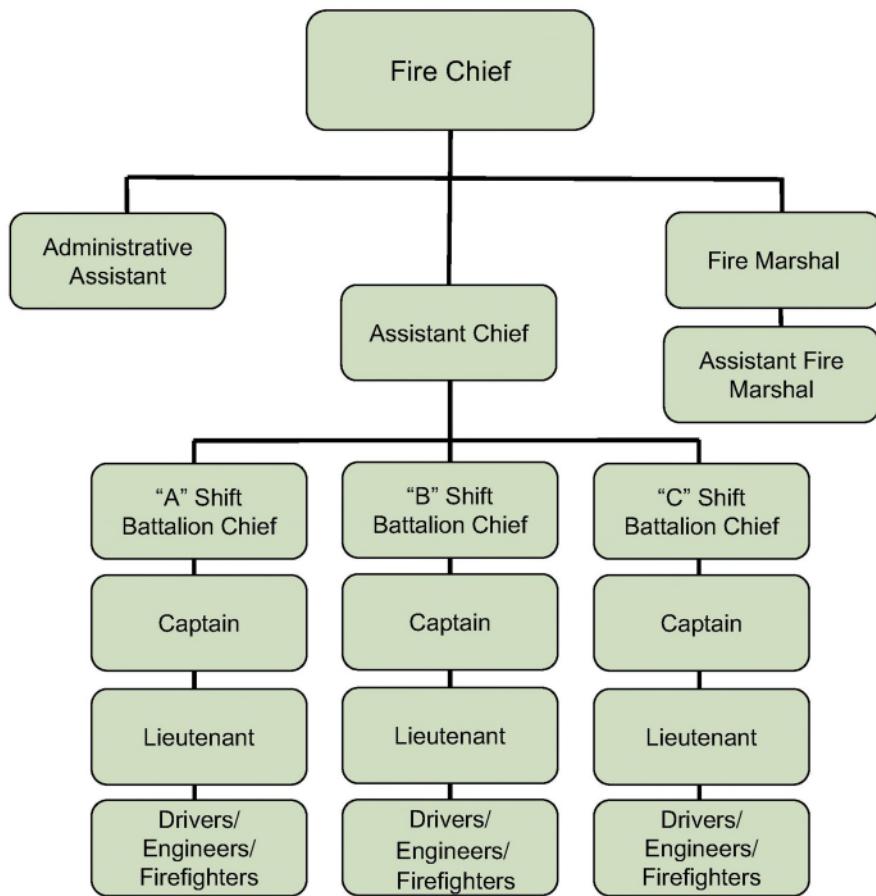




# City of University Park

## Fire Department

36 Employees





## Fire Department

The Fire Department provides customer service oriented fire prevention, fire and life safety code enforcement, fire suppression, rescue, disaster preparedness and emergency medical services to the citizens and guests of University Park.

### RESPONSIBILITIES

- Responds to approximately 2,500 fire/rescue/EMS calls per year in conjunction with neighboring departments by participating in an Automatic Aid Agreement with Dallas and Highland Park, as well as a Mutual Aid Agreement with all cities in Dallas County.
- Delivers the highest level of advanced life support pre-hospital care. Currently 32 of the 36 members of the department are certified as paramedics. The 2017 average emergency response time for fire and emergency medical assistance was 4.36 minutes.
- Provides resident services including delivery of safety education at HPISD elementary schools, blood pressure checks, fire department tours, first aid/CPR training, child car seat installation, attendance of block parties, placement of free smoke detectors for the needy and elderly, and assistance with residential knox box placement.
- Conducts construction plans review to ensure Fire Code/Life Safety Code compliance and performs annual fire safety inspections on all commercial buildings.
- Conducts cause and origin investigations of all fires in the City.

### ABOUT RANDY HOWELL



**Office:** 214-987-5381

**Email:**

[rhowell@uptexas.org](mailto:rhowell@uptexas.org)

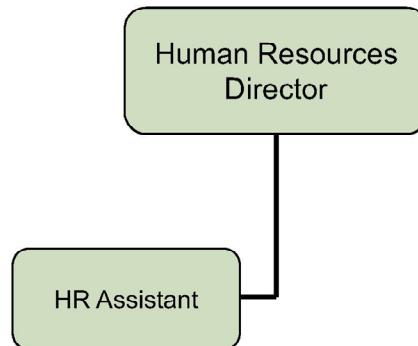
Randy Howell was appointed Fire Chief/Emergency Management Coordinator for the City of University Park in June of 2008. He has thirty three years of fire/EMS/emergency services experience and is a contributing author for Texas Fire Chief's Magazine and Fire & Emergency Television Network. He holds an associate degree in Fire Science Technology, a bachelor degree in Business Administration, and a graduate degree in Executive Fire Service Leadership. He has completed the four year Executive Fire Officer Program at the National Fire Academy, holds a Master Structural Firefighter and Master Fire Instructor certification with the State of Texas Commission on Fire Protection, received the Chief Fire Officer (CFO) designation from the Commission of Professional Credentialing and has been a licensed paramedic with the Texas Department of State Health Services since 1986. He has served on the Executive Board of the Dallas County Fire Chiefs Association since 2012 and served as president in 2016. He also serves as Steering Committee Chair for the Dallas County Emergency Managers Group. Chief Howell is married and has three children.



# City of University Park

## Human Resources

### 2 Employees





## Human Resources

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

### RESPONSIBILITIES

- Recruitment and Retention
- New Employee Onboarding
- Employee Benefits
- Classification and Compensation
- Risk Management
- Employee Development & Training
- Employee Record Keeping
- Employee & Labor Relations

Since 1998, the City has maintained a self-insurance fund from which insurance premiums and claims are paid. The City retains the first \$50,000 on liability claims and the first \$100,000 on workers' compensation claims, and purchases insurances through an Inter-local agreement with Texas Municipal League Inter-Governmental Risk Pool for general liability and other named liabilities. The self-insurance fund is overseen by two citizen committees that make strategic recommendations to City Council annually: The Employee Benefits Committee and the Property, Casualty, and Liability Committee. The Human Resources Department also assists with the administration of the Civic League Scholarship Program. This program is overseen and administered by the Scholarship Committee that is also comprised of University

### ABOUT ALICIA DORSEY



**Office:** 214-987-5305

**Email:** [adorseyp@uptexas.org](mailto:adorseyp@uptexas.org)

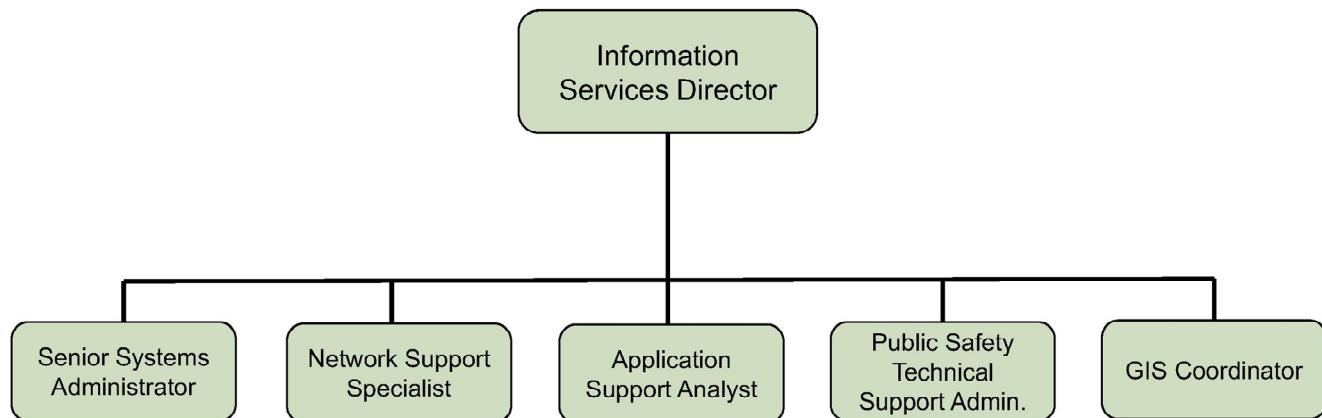
Alicia joined the City of University Park as Director of Human Resources and Risk Management in February of 2017. Prior to joining our City she served as the Assistant Director of Human Resources for the City of DeSoto, Texas and Assistant to the City Manager for the City of Lancaster, Texas. Her experience stems from her work in both municipal government and private industry. She is a Society for Human Resources Management (SHRM) Certified Professional. She is a proud alum of Southern Methodist University in Dallas, Texas holding two degrees in Business Administration and Psychology. She also earned a Master's Degree in Psychology from Dallas Baptist University. Alicia serves as Vice President on the North Texas Chapter Executive Board of the National Forum for Black Public Administrators. She is a member of several local and national Human Resource organizations. She is married and a mother of four. Alicia is a fourth generation public servant and a life-long Texan.



# City of University Park

## Information Services

6 Employees





## Information Services

Information Services supports the City's array of computer systems, application software, network infrastructure, and Internet Web presence.

### RESPONSIBILITIES

- Leadership and development of Information Services employees
- Selection and procurement of hardware and software
- Security of information
- Computing standards and policies
- Software integration/updates
- Data connectivity (wired, wireless, fiber)
- Telecommunication and email systems
- Staff representative for Public Utility Advisory Committee
- Geographic Information Systems (GIS)
- Infrastructure Asset Management
- Server management for Administrative applications
- Server management for Public Safety applications
- Oversee franchise utility agreements (i.e. Atmos & Oncor) and wireless carriers
- Create and administer the Information Services annual operating budget and IT related capital projects in the capital improvement plan

### ABOUT DALE HARWELL



With over 17 years of experience in leading municipal technology teams, Dale Harwell serves the City of University Park as the Director of Information Services. His education background includes a BBA in Finance and a MBA in Information Systems from UT-Arlington. His leadership experience also includes serving on the board and as President of the Texas Association of Governmental IT Managers. Previously, Dale has been involved in his community by serving on the board of the Hurst-Euless-Bedford Rotary Club and 6Stones Mission Network. Dale has taught as an adjunct professor at Dallas Baptist University since 2010 and he achieved accreditation as a Certified Government Chief Information Officer in 2017.

**Office:** 214-987-5311

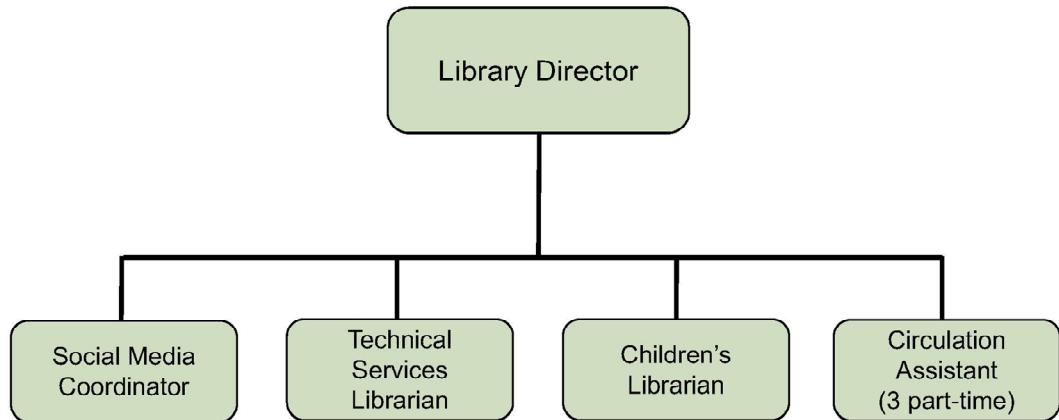
**Email:** [dharwell@uptexas.org](mailto:dharwell@uptexas.org)



# City of University Park

## Library

7 Employees\*



\*including part-time



The Library Department provides quality and professional services for learners of all ages. The Department selects and maintains materials in all formats and provides programming for children, adults and families. The Department maintains the library facility, located in the Plaza at Preston Center and coordinates the meeting spaces which are used both for library programs and rented to community groups. The Library Department was added in October of 2012, when the City assumed management of the library from the Friends of the University Park Public Library.

## RESPONSIBILITIES

- Selects material in all formats.
- Provides reference and reader advisory services.
- Plans adult programs including speakers, author visits, and classes.
- Offers weekly Story Times.
- Offers holiday and family programs.
- Utilizes social media to promote awareness.
- Executes Summer Reading Program.
- Maintains customer records and handles book transactions.
- Maintains online catalog, databases, and electronic resources.
- Manages Library meeting spaces.

## ABOUT SHARON PERRY



Sharon Perry is the City's first Library Director and was appointed to this position in October 2012. Prior to joining the City, she worked for the Dallas Public Library system for 17 years. She holds a bachelor's degree in Historical Studies from the University of Texas at Dallas and earned a Master of Science in History and a Master of Library and Information Sciences, both from the University of North Texas. She is active in the Texas Library Association and is a graduate of the TALL (Texas Accelerated Library Leadership) Texans Leadership Institute. She is a member of the Public Library Association and the American Library Association. Sharon lives in the M Streets area of Dallas.

**Office:** 214-987-5630

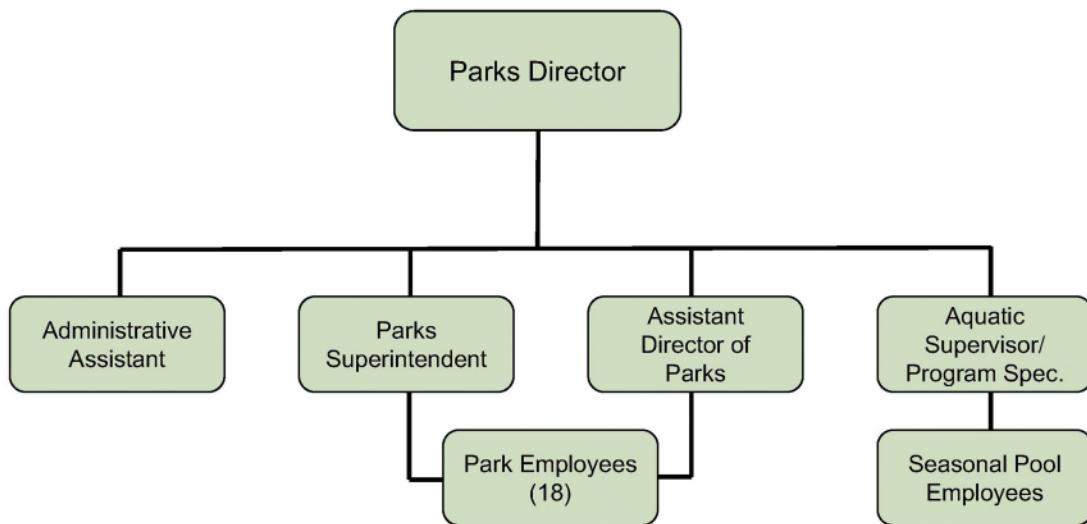
**Email:** [smartin@uptexas.org](mailto:smartin@uptexas.org)



# City of University Park

## Parks & Recreation

23 Employees





## Parks & Recreation

The Parks Department provides professional, quality maintenance to the City's parks and public property. The Department's landscape improvements include turf, trees, shrubs, and botanical beds.

### RESPONSIBILITIES

#### *Maintenance*

- Responsible for maintaining approximately 60 acres of green space, baseball and soccer fields, lakes, 12 tennis courts, 6 picnic areas, 8 playgrounds, and the Holmes Aquatic Center.
- Maintains irrigation systems in all parks as well as the Snider Plaza fountain and 11 fountains in the park system.

#### *Horticulture*

- Applies fertilizer, pesticides, and herbicides as needed to all park areas.
- Performs routine mosquito testing & fogging.

#### *Construction*

- Responsible for playground installations, concrete flatwork and retaining wall systems, decorative lighting, athletic field improvements, botanical bed installations and picnic facility renovations.
- Improvements to Holmes Aquatic Center, including construction of a new northeast building to be complete by May 2018.

#### *Special Events*

- Plans and executes City events including Eggstravaganza, Fishing Derby, July 4 festivities, Movie-

### ABOUT GERRY BRADLEY



**Office:** 214-987-5486

**Email:** [gbradley@uptexas.org](mailto:gbradley@uptexas.org)

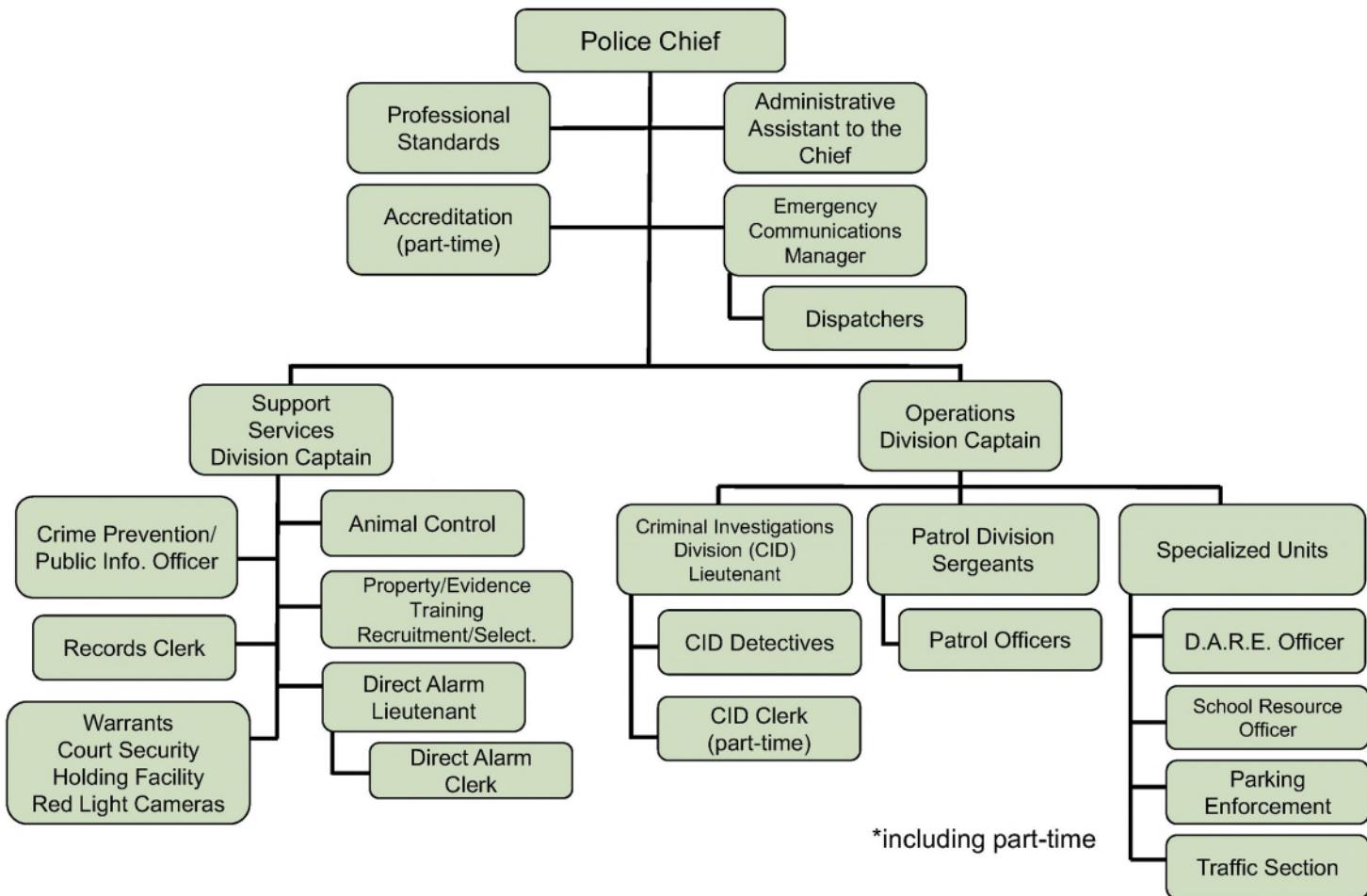
Gerry Bradley obtained his Bachelor of Science degree from Texas A&M University in Park Administration and an Associate Degree in Park and Landscape Management from Lake City College in Florida. Gerry is also a graduate of the National Parks and Recreation Risk Management School and the NRPA Park Maintenance School. He came to the City of University Park on June 11, 2004. Gerry's work history includes internships with both the State of Florida and Arkansas, 2 years with the City of Aurora, Colorado, 6 years with the City of Arlington, Texas and 13 years with the City of Hurst, Texas. Gerry is a member of the National Parks and Recreation Association, the Texas Recreation and Parks Society, the Texas Turf Grass Association and the Texas Trails Network. Gerry is married to Penny Bradley and has a daughter Katie, who is a graduate of the University of North Texas.



# City of University Park

## Police Department

60 Employees\*



\*including part-time



## Police Department

Over the years, surveys taken from University Park citizens have consistently shown that a major reason citizens choose to reside in University Park is public safety. The City enjoys one of the lowest crime rates in Texas, while total department expenditures are kept at levels that are less than one-half that of some surrounding communities. The University Park Police Department prides itself on its quick response to calls for service or alarm calls with an average response time for patrol elements of 3.3 minutes from the time of dispatch..

### RESPONSIBILITIES

- Operations/Patrol
- Support services such as Property & Evidence, Animal Control, Police Records
- Emergency Communications
- Warrant Services
- Professional Standards/Accreditation
- Collision Reconstruction
- Parking Enforcement
- Drug Awareness Resource Education (D.A.R.E.)
- School Resource Officer (SRO) assignment
- Direct Alarm Monitoring
- Red Light Cameras
- Criminal Investigations
- Traffic Enforcement

### ABOUT GREG SPRADLIN



Chief Greg Spradlin is a 32-year veteran of law enforcement beginning his career as a patrol officer in Texarkana, Texas. After almost 18 years in Texarkana, Chief Spradlin came to University Park in 2004, where he worked his way through the ranks prior to being appointed Chief in November, 2013.

Chief Spradlin holds a Bachelors degree in Criminal Justice from Texas A&M University – Texarkana and a Master of Science degree in Management. He holds a Masters Certification from the Texas Commission on Law Enforcement and is certified as a law enforcement instructor. He is also a graduate of the FBI National Academy in Quantico, Virginia.

**Office:** 214-987-5355

**Email:**  
gspradlin@uptexas.org

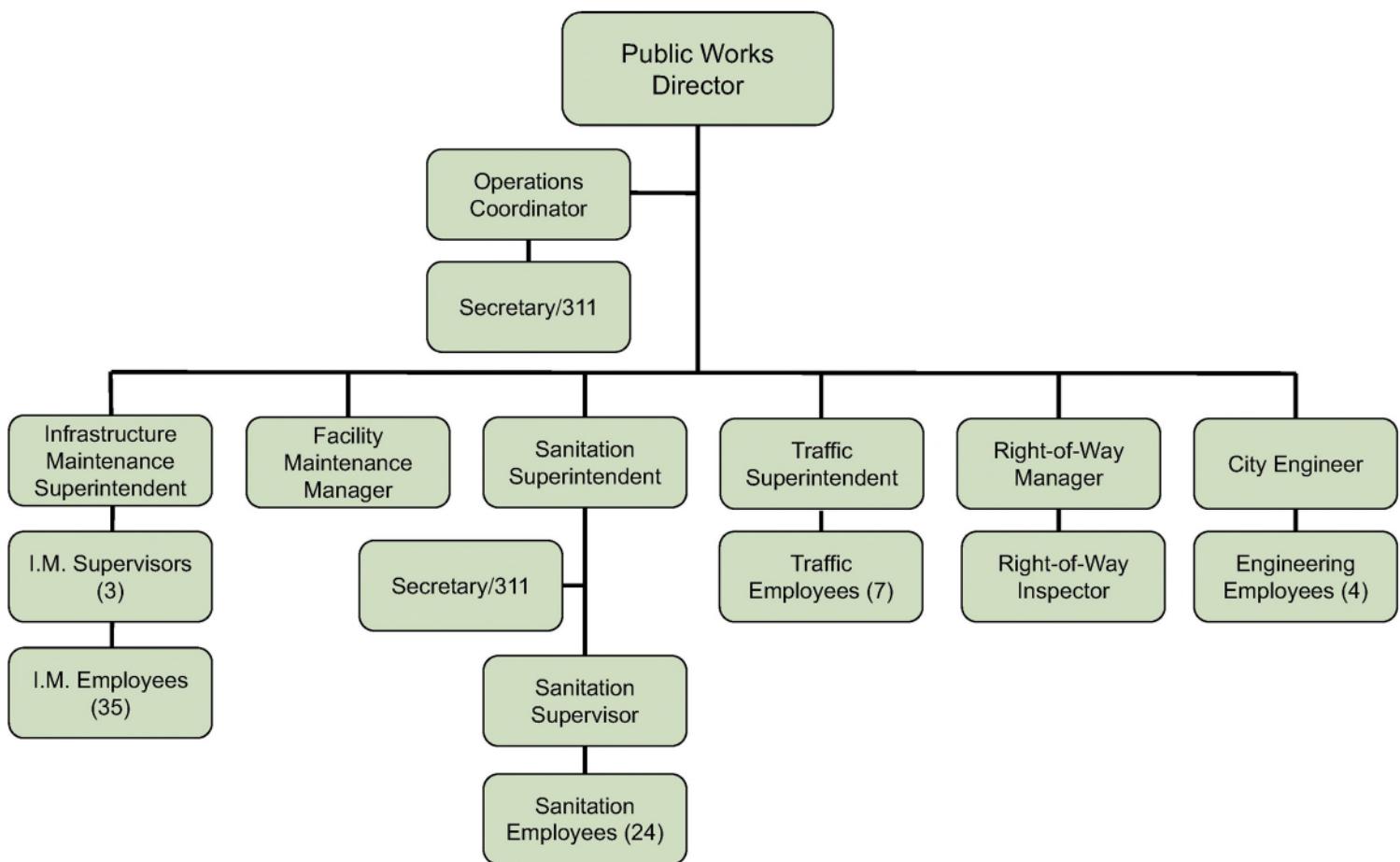
Chief Spradlin and his wife, Mary, have two sons and two granddaughters. When not at work, Chief Spradlin enjoys hiking and spending time in the woods with a camera and tripod practicing landscape, nature, and wildlife photography.



# City of University Park

## Public Works

85 Employees





## Public Works

The Public Works Department is comprised of six divisions with responsibilities for engineering, maintenance of City buildings, installation and maintenance of traffic signs, signals & pavement markings, street & alley maintenance, residential & commercial refuse collection and disposal, residential recycling, and installation & maintenance of the City's water distribution and sanitary & storm sewer collection systems as well as management of work in the City's rights-of-way.

### DIVISIONS & RESPONSIBILITIES

#### *Engineering*

- Responsible for design and construction of the Capital Improvements Program (CIP). Much of this work is centered on the replacement of water and sanitary sewer mains.
- CIP typically involves between \$3 and \$5 Million in projects each year.
- Responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries.

#### *Infrastructure Maintenance*

- Responsible for the maintenance of the water distribution system, storm water collection system, sanitary sewer collection system, and general street & alley maintenance.
- I.M. work is generally divided into the following areas: point repairs to water/sewer mains, installation of water/sewer taps for new residential construction, water meter reading, pothole patching, and replacement of minor curb & gutter and alley replacement projects.

#### *Sanitation*

- Responsible for collection and disposal of residential and commercial refuse and yard waste and operation of a residential and commercial recycling program. Residential and commercial refuse are taken to the landfill owned and operated by the City of Garland. Through an interlocal agreement, Garland charges a significantly reduced rate to the City (through 2027) as part of the agreement.
- Contracts with FCC Environmental Services for recyclable materials processing & Dallas County for household hazardous waste disposal.



## Public Works Continued

### Traffic

- Installs and maintains all traffic signs and pavements markings in accordance with the Manual of Uniform Traffic Control Devices.
- Installs, operates, and maintains traffic signals at 33 intersections.
- Signals are linked via radio to the computer at the service center and can be accessed with appropriate security protocols.

### Facility Maintenance

- Responsibilities include the electrical, mechanical, and plumbing maintenance for all City buildings.

### Right of Way

- Manages and oversees all work done on City property by franchise utilities that provide services such as gas, telecommunications, and electricity to residents.
- Oversees construction or utility work on City property in conjunction with private property development.

## ABOUT JACOB SPEER



**Office:** 214-987-5400

**Email:** [jspeer@uptexas.org](mailto:jspeer@uptexas.org)

Jacob Speer was appointed Director of Public Works September 1, 2015. Speer has served the community in a number of positions since his arrival in 1999 as an Administrative Intern in the City Manager's office. His duties have included Administrative Intern, Acting Purchasing Agent, Acting Park Director, Assistant to the Director of Public Works, Assistant Director of Public Works, and Acting Director of Community Development. Jacob grew up in Wellsville, Kansas. He graduated cum laude from Emporia State University with a Bachelors of Public Affairs. He holds a Master of Public Administration from the University of Kansas. He is a member of the International City / County Management Association and the American Public Works Association. Jacob and his wife Kimberlee live in Sachse with their sons, Mason and Maxwell.

## DEPARTMENTAL FULL-TIME EMPLOYEES FY 2019

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DEPARTMENT	2019 EMPLOYEES
EXECUTIVE	6
FINANCE	21
INFORMATION SERVICES	6
FIRE	36
HUMAN RESOURCES	2
PARKS	23
POLICE	54
LIBRARY	4
PUBLIC WORKS	92
COMMUNITY DEVELOPMENT	10
<b>TOTAL</b>	<b>254</b>

These counts include only budgeted full-time positions



## DEPARTMENTAL SUMMARIES



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

Function/Program	2015		2016		2017		2018		2019	
	FULL TIME	PART TIME								
<b>General Government</b>										
Executive*	5		6		6		6		6	1
Finance	6		6		6		6		6	
Human Resources	2		2		2		2		2	
Information Services	5		5		5		6		6	
Library	4	3	4	3	4	3	4	3	4	3
Facility Maintenance	2		2		2		2		2	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>24</b>	<b>3</b>	<b>25</b>	<b>3</b>	<b>25</b>	<b>3</b>	<b>26</b>	<b>3</b>	<b>26</b>	<b>4</b>
<b>Public Safety</b>										
<b>Police</b>										
Officers	41	5	41	5	41	5	41	5	41	
Civilians	12	1	12	1	12	1	13	1	13	6
<b>TOTAL POLICE</b>	<b>53</b>	<b>6</b>	<b>53</b>	<b>6</b>	<b>53</b>	<b>6</b>	<b>54</b>	<b>6</b>	<b>54</b>	<b>6</b>
<b>Fire</b>										
Firefighters and officers	35		35		35		35		35	
Civilians	1		1		1		1		1	
<b>TOTAL FIRE</b>	<b>36</b>									
Municipal Court	2	2	2	2	2	2	2	2	2	2
<b>TOTAL PUBLIC SAFETY</b>	<b>91</b>	<b>8</b>	<b>91</b>	<b>8</b>	<b>91</b>	<b>8</b>	<b>92</b>	<b>8</b>	<b>92</b>	<b>8</b>
<b>Parks/Pool</b>										
Parks	22		22		22		22		22	
Pool^	1	51	1	51	1	51	1	51	1	54
<b>TOTAL PARKS/POOL</b>	<b>23</b>	<b>51</b>	<b>23</b>	<b>51</b>	<b>23</b>	<b>51</b>	<b>23</b>	<b>51</b>	<b>23</b>	<b>54</b>
<b>Public Works</b>										
Community Development	10		10		10		10		10	
Engineering	7		7		8		8		8	
Traffic	7		7		7		7		7	
Streets	16		16		16		16		16	
Utilities**	29		29		29		29		29	
Sanitation	28		28		28		28		28	
In-House Construction#										6
<b>TOTAL PUBLIC WORKS</b>	<b>97</b>		<b>97</b>		<b>98</b>		<b>98</b>		<b>104</b>	
<b>EQUIPMENT SERVICES</b>	<b>10</b>		<b>9</b>		<b>9</b>		<b>9</b>		<b>9</b>	
<b>CAPITAL PROJECTS</b>	<b>0</b>									
<b>TOTAL CITY EMPLOYEES</b>	<b>245</b>	<b>62</b>	<b>245</b>	<b>62</b>	<b>246</b>	<b>62</b>	<b>248</b>	<b>62</b>	<b>254</b>	<b>66</b>

Source: City Human Resource Department

\*\* Utilities - includes Utility Billing Office 02-21 (4 employees)

**EXPLANATION FOR FY2019 INCREASE OF 6 FULL TIME AND 4 PART TIME**

\* Executive - Added a part time receptionist

^ Pool - New part time seasonal positions in City run concession (3 employees)

# New In-House Construction Department (6 employees)

**EXECUTIVE DEPARTMENT  
01-02**

Located in City Hall, 3800 University Boulevard

**Seven Employees:**

Six Full Time  
One Part Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
City Manager	1	1	1
Assistant City Manager			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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 02 - EXECUTIVE</b>						
1001	REGULAR EARNINGS	\$ 635,476.56	\$ 665,731.00	\$ 728,096.00	\$ 62,365.00	9.4%
1004	MISC ALLOWANCE	\$ -	\$ -	\$ 6,882.00	\$ 6,882.00	0.0%
1005	LONGEVITY PAY	\$ 3,517.08	\$ 3,561.00	\$ 2,960.00	\$ (601.00)	-16.9%
1007	CAR ALLOWANCE	\$ 15,240.00	\$ 14,400.00	\$ 14,400.00	\$ -	0.0%
1008	HOUSING ALLOWANCE	\$ 26,478.58	\$ 26,400.00	\$ 26,400.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 45,555.54	\$ 47,348.00	\$ 50,507.00	\$ 3,159.00	6.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 46,797.12	\$ 53,096.00	\$ 71,529.00	\$ 18,433.00	34.7%
1127	RETIREMENT SUPPLEMENTAL	\$ 6,633.76	\$ 6,924.00	\$ 7,276.00	\$ 352.00	5.1%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,389.46	\$ 3,917.00	\$ 3,699.00	\$ (218.00)	-5.6%
1131	INSURANCE-WORKMENS COMP	\$ 1,011.96	\$ 1,068.00	\$ 1,093.00	\$ 25.00	2.3%
1135	HEALTH INSURANCE	\$ 50,100.00	\$ 52,648.00	\$ 41,340.00	\$ (11,308.00)	-21.5%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 836,720.06</b>	<b>\$ 877,613.00</b>	<b>\$ 956,702.00</b>	<b>\$ 79,089.00</b>	<b>9.0%</b>
2100	OFFICE SUPPLIES	\$ 3,898.24	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%
	<b>SUPPLIES</b>	<b>\$ 3,898.24</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>0.0%</b>
3003	BOARD MEETINGS	\$ 4,485.59	\$ 4,000.00	\$ 3,501.00	\$ (499.00)	-12.5%
3010	POSTAGE	\$ 738.58	\$ 1,000.00	\$ 900.00	\$ (100.00)	-10.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 226,186.04	\$ 178,750.00	\$ 168,752.00	\$ (9,998.00)	-5.6%
3063	PROGRAMMING/MAINTENANCE	\$ 53,412.55	\$ 54,435.00	\$ 49,370.00	\$ (5,065.00)	-9.3%
3113	PUBLICATIONS/PRINTING	\$ 21,012.36	\$ 18,850.00	\$ 15,350.00	\$ (3,500.00)	-18.6%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 305,835.12</b>	<b>\$ 257,035.00</b>	<b>\$ 237,873.00</b>	<b>\$ (19,162.00)</b>	<b>-7.5%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 11,424.03	\$ 7,645.00	\$ 7,645.00	\$ -	0.0%
4120	TELEPHONE SERVICE	\$ 2,681.04	\$ 1,164.00	\$ 10,065.00	\$ 8,901.00	764.7%
	<b>UTILITIES</b>	<b>\$ 14,105.07</b>	<b>\$ 8,809.00</b>	<b>\$ 17,710.00</b>	<b>\$ 8,901.00</b>	<b>101.0%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 4,326.00	\$ 3,421.00	\$ (905.00)	-20.9%
5506	INSURANCE-GEN'L LIABILITY	\$ 287.04	\$ 574.00	\$ 454.00	\$ (120.00)	-20.9%
5514	INSURANCE-PUBL.OFF'L LIAB	\$ 36,155.04	\$ 36,155.00	\$ 36,155.00	\$ -	0.0%
5516	BONDS-OFFICIALS & EMPLOYEE	\$ 206.04	\$ 206.00	\$ 206.00	\$ -	0.0%
	<b>INSURANCE</b>	<b>\$ 38,811.12</b>	<b>\$ 41,261.00</b>	<b>\$ 40,236.00</b>	<b>\$ (1,025.00)</b>	<b>-2.5%</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 438.96	\$ 338.00	\$ 723.00	\$ 385.00	113.9%
7110	EMPLOYEE RECOGNITION	\$ 10,485.38	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ 16,218.80	\$ 14,851.00	\$ 18,827.00	\$ 3,976.00	26.8%
7170	TRAVEL EXPENSE	\$ 5,628.27	\$ 5,200.00	\$ 6,400.00	\$ 1,200.00	23.1%
7201	COMPUTER EQT UNDER \$5000	\$ 8,544.57	\$ -	\$ 5,718.00	\$ 5,718.00	0.0%
7202	MICRO COMPUTER SOFTWARE	\$ 399.00	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 3,261,514.78	\$ 2,000.00	\$ 7,000.00	\$ 5,000.00	250.0%
7235	YOUTH ADV COMM EXPEND.	\$ 1,072.36	\$ 500.00	\$ 800.00	\$ 300.00	60.0%
7240	TUITION & TRAINING	\$ 30,454.74	\$ 17,800.00	\$ 19,530.00	\$ 1,730.00	9.7%
7245	TUITION REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	0.0%
7432	ELECTIONS	\$ -	\$ 10,400.00	\$ 2.00	\$ (10,398.00)	-100.0%
	<b>OTHER EXPENSE</b>	<b>\$ 3,334,756.86</b>	<b>\$ 61,089.00</b>	<b>\$ 69,000.00</b>	<b>\$ 7,911.00</b>	<b>12.9%</b>
	<b>DEPARTMENT 02 - EXECUTIVE</b>	<b>\$ 4,534,126.47</b>	<b>\$ 1,249,307.00</b>	<b>\$ 1,325,021.00</b>	<b>\$ 75,714.00</b>	<b>6.1%</b>

**FINANCE DEPARTMENT**  
**01-03**

Located in City Hall, 3800 University Boulevard

**Six Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
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 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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 03 - FINANCE</b>						
1001	REGULAR EARNINGS	\$ 555,092.84	\$ 564,904.00	\$ 587,754.00	\$ 22,850.00	4.0%
1005	LONGEVITY PAY	1,504.88	1,814.00	2,086.00	272.00	15.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	39,386.21	41,456.00	42,980.00	1,524.00	3.7%
1120	EMPLOYERS SHARE T.M.R.S.	38,474.96	42,754.00	56,974.00	14,220.00	33.3%
1130	INSURANCE-EMPLOYEE LIFE	2,996.97	3,334.00	3,126.00	(208.00)	-6.2%
1131	INSURANCE-WORKMENS COMP	819.00	861.00	830.00	(31.00)	-3.6%
1135	HEALTH INSURANCE	46,968.75	52,648.00	68,900.00	16,252.00	30.9%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 692,443.61</b>	<b>\$ 714,971.00</b>	<b>\$ 769,850.00</b>	<b>\$ 54,879.00</b>	<b>7.7%</b>
2029	CLOTHING ALLOWANCE	\$ 166.87	\$ 200.00	\$ 240.00	\$ 40.00	20.0%
2100	OFFICE SUPPLIES	6,383.31	11,600.00	5,700.00	(5,900.00)	-50.9%
	<b>SUPPLIES</b>	<b>\$ 6,550.18</b>	<b>\$ 11,800.00</b>	<b>\$ 5,940.00</b>	<b>\$ (5,860.00)</b>	<b>-49.7%</b>
3007	DELINQUENT TAX ATTORNEY	\$ 13,319.34	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3010	POSTAGE	1,091.09	2,000.00	1,700.00	(300.00)	-15.0%
3060	PROFESSIONAL SERVICES/FEES	76,257.04	72,000.00	76,000.00	4,000.00	5.6%
3063	PROGRAMMING/MAINTENANCE	30,593.03	33,157.00	36,450.00	3,293.00	9.9%
3065	CREDIT CARD FEES	96,349.31	120,000.00	105,000.00	(15,000.00)	-12.5%
3113	PUBLICATIONS/PRINTING	7,213.94	7,535.00	7,735.00	200.00	2.7%
3141	DALLAS CO TAX COLL SERV	10,013.75	11,000.00	10,000.00	(1,000.00)	-9.1%
3145	CENTRAL APPRAISAL DISTRIC	80,915.00	80,100.00	81,800.00	1,700.00	2.1%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 315,752.50</b>	<b>\$ 340,792.00</b>	<b>\$ 333,685.00</b>	<b>\$ (7,107.00)</b>	<b>-2.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 8,437.54	\$ 5,744.00	\$ 5,745.00	\$ 1.00	0.0%
4120	TELEPHONE SERVICE	2,827.23	1,083.00	1,099.00	16.00	1.5%
	<b>UTILITIES</b>	<b>\$ 11,264.77</b>	<b>\$ 6,827.00</b>	<b>\$ 6,844.00</b>	<b>\$ 17.00</b>	<b>0.2%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 4,326.00	\$ 3,158.00	\$ (1,168.00)	-27.0%
5506	INSURANCE-GEN'L LIABILITY	287.04	574.00	419.00	(155.00)	-27.0%
	<b>INSURANCE</b>	<b>\$ 2,450.04</b>	<b>\$ 4,900.00</b>	<b>\$ 3,577.00</b>	<b>\$ (1,323.00)</b>	<b>-27.0%</b>
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	\$ 977.04	\$ 856.00	\$ 745.00	\$ (111.00)	-13.0%
7150	DUES & SUBSCRIPTIONS	46,388.44	23,996.00	29,156.00	5,160.00	21.5%
7170	TRAVEL EXPENSE	7,216.74	9,765.00	8,209.00	(1,556.00)	-15.9%
7201	COMPUTER EQT UNDER \$5000	1,297.21	6,036.00	1,481.00	(4,555.00)	-75.5%
7221	OTHER EXPENSE	2,090.59	850.00	1,820.00	970.00	114.1%
7240	TUITION & TRAINING	8,260.74	10,353.00	7,790.00	(2,563.00)	-24.8%
	<b>OTHER EXPENSE</b>	<b>\$ 66,230.76</b>	<b>\$ 51,856.00</b>	<b>\$ 49,201.00</b>	<b>\$ (2,655.00)</b>	<b>-5.1%</b>
	<b>DEPARTMENT 03 - FINANCE</b>	<b>\$ 1,094,691.86</b>	<b>\$ 1,131,146.00</b>	<b>\$ 1,169,097.00</b>	<b>\$ 37,951.00</b>	<b>3.4%</b>

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**HUMAN RESOURCES DEPARTMENT**  
**01-04**

Located in City Hall, 3800 University Boulevard

**Two Employees:**

All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT</b>						
1001	REGULAR EARNINGS	\$ 210,176.56	\$ 182,460.00	\$ 195,315.00	\$ 12,855.00	7.0%
1005	LONGEVITY PAY	1,353.96	995.00	1,124.00	129.00	13.0%
1007	CAR ALLOWANCE	7,140.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	833.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,221.40	14,584.00	15,162.00	578.00	4.0%
1120	EMPLOYERS SHARE T.M.R.S.	15,076.31	14,267.00	19,582.00	5,315.00	37.3%
1130	INSURANCE-EMPLOYEE LIFE	949.23	1,077.00	1,030.00	(47.00)	-4.4%
1131	INSURANCE-WORKMENS COMP	330.00	288.00	285.00	(3.00)	-1.0%
1135	HEALTH INSURANCE	24,006.25	26,324.00	27,560.00	1,236.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 273,086.71</b>	<b>\$ 248,035.00</b>	<b>\$ 268,098.00</b>	<b>\$ 20,063.00</b>
2100	OFFICE SUPPLIES	\$ 1,245.13	\$ 1,350.00	\$ 1,350.00	\$ -	0%
2318	COMPUTER SUPPLIES	1,172.90	1,300.00	1,300.00	-	0%
		<b>SUPPLIES</b>	<b>\$ 2,418.03</b>	<b>\$ 2,650.00</b>	<b>\$ 2,650.00</b>	<b>\$ -</b>
3010	POSTAGE	\$ 219.80	\$ 400.00	\$ 300.00	\$ (100.00)	-25.0%
3060	PROFESSIONAL SERVICES/FEES	54,051.90	37,600.00	68,740.00	31,140.00	82.8%
3063	PROGRAMMING/MAINTENANCE	7,016.47	9,363.00	10,131.00	768.00	8.2%
3113	PUBLICATIONS/PRINTING	221.43	1,000.00	1,000.00	-	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 61,509.60</b>	<b>\$ 48,363.00</b>	<b>\$ 80,171.00</b>	<b>\$ 31,808.00</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 4,896.01	\$ 3,277.00	\$ 3,275.00	\$ (2.00)	-0.1%
4120	TELEPHONE SERVICE	1,798.65	9,057.00	414.00	(8,643.00)	-95.4%
		<b>UTILITIES</b>	<b>\$ 6,694.66</b>	<b>\$ 12,334.00</b>	<b>\$ 3,689.00</b>	<b>\$ (8,645.00)</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 1,442.00	\$ 1,316.00	\$ (126.00)	-8.7%
5506	INSURANCE-GEN'L LIABILITY	287.04	191.00	175.00	(16.00)	-8.4%
		<b>INSURANCE</b>	<b>\$ 2,450.04</b>	<b>\$ 1,633.00</b>	<b>\$ 1,491.00</b>	<b>\$ (142.00)</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 200.00	\$ -	\$ (200.00)	-100%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ (200.00)</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 198.96	\$ -	\$ 66.00	\$ 66.00	0.0%
7110	EMPLOYEE RECOGNITION	8,927.76	18,467.00	19,008.00	541.00	2.9%
7150	DUES & SUBSCRIPTIONS	1,247.94	1,504.00	1,719.00	215.00	14.3%
7170	TRAVEL EXPENSE	1,907.27	3,505.00	3,800.00	295.00	8.4%
7201	COMPUTER EQT UNDER \$5000	2,195.36	-	1.00	1.00	0.0%
7221	OTHER EXPENSE	5,486.00	4,175.00	4,525.00	350.00	8.4%
7240	TUITION & TRAINING	2,722.67	38,844.00	32,475.00	(6,369.00)	-16.4%
7245	TUITION REIMBURSEMENT	17,627.10	15,000.00	18,000.00	3,000.00	20.0%
		<b>OTHER EXPENSE</b>	<b>\$ 40,313.06</b>	<b>\$ 81,495.00</b>	<b>\$ 79,594.00</b>	<b>\$ (1,901.00)</b>
		<b>DEPARTMENT 04 - HUMAN RESOURCES</b>	<b>\$ 386,472.10</b>	<b>\$ 394,710.00</b>	<b>\$ 435,693.00</b>	<b>\$ 40,983.00</b>
						<b>10.4%</b>

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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 2016-2017	BUDGET 2017-2018	ADOPTED 2019
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Svrs	0	1	1
GIS Coordinator	1	1	1
Network Support Specialist	1	1	1
Applications Support Analyst	1	1	1

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

The City's internet website ([www.uptexas.org](http://www.uptexas.org)) is hosted on a server provided by our contracted web developer, Imaginuity Interactive, Inc.

The network-computing environment consists of approximately 175 desktop users, 30 servers, and 40 mobile data computers.

**City of University Park**  
**INFORMATION SERVICES DEPARTMENT**  
**01-05**

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 05 - INFORMATION SERVICES</b>						
1001	REGULAR EARNINGS	\$ 502,877.89	\$ 595,962.00	\$ 618,425.00	\$ 22,463.00	3.8%
1005	LONGEVITY PAY	\$ 1,280.34	\$ 1,555.00	\$ 1,803.00	\$ 248.00	15.9%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 2,520.00	\$ 2,520.00	\$ 4,200.00	\$ 1,680.00	66.7%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 36,012.03	\$ 45,676.00	\$ 46,981.00	\$ 1,305.00	2.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 35,050.26	\$ 45,233.00	\$ 60,347.00	\$ 15,114.00	33.4%
1130	INSURANCE-EMPLOYEE LIFE	\$ 2,717.16	\$ 3,032.00	\$ 3,272.00	\$ 240.00	7.9%
1131	INSURANCE-WORKMENS COMP	\$ 750.00	\$ 912.00	\$ 881.00	\$ (31.00)	-3.4%
1135	HEALTH INSURANCE	\$ 62,625.00	\$ 78,972.00	\$ 82,680.00	\$ 3,708.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 651,032.68</b>	<b>\$ 781,062.00</b>	<b>\$ 825,789.00</b>	<b>\$ 44,727.00</b>
2100	OFFICE SUPPLIES	\$ 32.94	\$ 500.00	\$ 500.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ 5,646.09	\$ 3,750.00	\$ 3,750.00	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 5,679.03</b>	<b>\$ 4,250.00</b>	<b>\$ 4,250.00</b>	<b>\$ -</b>
3010	POSTAGE	\$ 33.34	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 75,656.91	\$ 40,300.00	\$ 54,000.00	\$ 13,700.00	34.0%
3063	PROGRAMMING/MAINTENANCE	\$ 180,557.66	\$ 185,835.00	\$ 157,139.00	\$ (28,696.00)	-15.4%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 256,247.91</b>	<b>\$ 226,185.00</b>	<b>\$ 211,189.00</b>	<b>\$ (14,996.00)</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 7,438.31	\$ 5,451.00	\$ 5,450.00	\$ (1.00)	0.0%
4120	TELEPHONE SERVICE	\$ 95,028.96	\$ 92,888.00	\$ 91,970.00	\$ (918.00)	-1.0%
		<b>UTILITIES</b>	<b>\$ 102,467.27</b>	<b>\$ 98,339.00</b>	<b>\$ 97,420.00</b>	<b>\$ (919.00)</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 2,884.00	\$ 3,158.00	\$ 274.00	9.5%
5506	INSURANCE-GEN'L LIABILITY	\$ 287.04	\$ 383.00	\$ 419.00	\$ 36.00	9.4%
		<b>INSURANCE</b>	<b>\$ 2,450.04</b>	<b>\$ 3,267.00</b>	<b>\$ 3,577.00</b>	<b>\$ 310.00</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 25,350.51	\$ 26,750.00	\$ 8,250.00	\$ (18,500.00)	-69.2%
		<b>OUTSIDE SERVICES</b>	<b>\$ 25,350.51</b>	<b>\$ 26,750.00</b>	<b>\$ 8,250.00</b>	<b>\$ (18,500.00)</b>
<b>ALLOCATED WAREHOUSE AND GARAGE</b>						
6195	OPERATIONS	\$ 180.00	\$ 60.00	\$ 66.00	\$ 6.00	10.0%
7150	DUES & SUBSCRIPTIONS	\$ 172.49	\$ 400.00	\$ 420.00	\$ 20.00	5.0%
7170	TRAVEL EXPENSE	\$ 6,154.78	\$ 8,050.00	\$ 7,900.00	\$ (150.00)	-1.9%
7201	COMPUTER EQT UNDER \$5000	\$ 16,717.33	\$ 11,175.00	\$ 11,792.00	\$ 617.00	5.5%
7202	MICRO COMPUTER SOFTWARE	\$ 58,424.17	\$ 61,612.00	\$ 53,409.00	\$ (8,203.00)	-13.3%
7221	OTHER EXPENSE	\$ 135.94	\$ 500.00	\$ 500.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 8,860.00	\$ 8,725.00	\$ 17,200.00	\$ 8,475.00	97.1%
		<b>OTHER EXPENSE</b>	<b>\$ 90,644.71</b>	<b>\$ 90,522.00</b>	<b>\$ 91,287.00</b>	<b>\$ 765.00</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ 16,741.00	\$ 68,282.00	\$ 51,541.00	307.9%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 16,741.00</b>	<b>\$ 68,282.00</b>	<b>\$ 51,541.00</b>
		<b>DEPARTMENT 05 - INFORMATION SERVICES</b>	<b>\$ 1,133,872.15</b>	<b>\$ 1,247,116.00</b>	<b>\$ 1,310,044.00</b>	<b>\$ 62,928.00</b>
						<b>5.0%</b>

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**LIBRARY  
01-06**

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

**Seven Employees:**

Four Full Time  
Three Part Time

FUNCTION	ACTUAL 2016-2017	BUDGET 2017-2018	ADOPTED 2019
Library Director	1	1	1
Technical Services			
Librarian	1	1	1
Children's Librarian	1	1	1
Circulation Assistant	1	1	1
Circulation Assistant, PT	3	3	3

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

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

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

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

## City of University Park

### LIBRARY DEPARTMENT

01-06

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 06 - LIBRARY</b>						
1001	REGULAR EARNINGS	\$ 356,346.58	\$ 364,735.00	\$ 371,584.00	\$ 6,849.00	1.9%
1005	LONGEVITY PAY	\$ 688.09	\$ 966.00	\$ 859.00	(\$107.00)	-11.1%
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.	\$ 27,550.45	\$ 28,527.00	\$ 29,042.00	\$ 515.00	1.8%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 22,280.53	\$ 24,904.00	\$ 31,494.00	\$ 6,590.00	26.5%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,708.50	\$ 2,175.00	\$ 1,313.00	\$ (862.00)	-39.6%
1131	INSURANCE-WORKMENS COMP	\$ 522.96	\$ 562.00	\$ 532.00	\$ (30.00)	-5.3%
1135	HEALTH INSURANCE	\$ 37,575.00	\$ 39,486.00	\$ 27,560.00	\$ (11,926.00)	-30.2%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 454,712.11</b>	<b>\$ 469,395.00</b>	<b>\$ 470,424.00</b>	<b>\$ 1,029.00</b>	<b>0.2%</b>
2100	OFFICE SUPPLIES	\$ 3,918.66	\$ 5,000.00	\$ 3,920.00	\$ (1,080.00)	-21.6%
2318	COMPUTER SUPPLIES	\$ -	\$ 1,000.00	\$ 385.00	\$ (615.00)	-61.5%
2350	SUPPLIES & MATERIALS	\$ 4,909.97	\$ 4,000.00	\$ 8,180.00	\$ 4,180.00	104.5%
2355	LIBRARY MATERIALS	\$ 89,480.41	\$ 95,000.00	\$ 95,000.00	\$ -	0.0%
	<b>SUPPLIES</b>	<b>\$ 98,309.04</b>	<b>\$ 105,000.00</b>	<b>\$ 107,485.00</b>	<b>\$ 2,485.00</b>	<b>2.4%</b>
3010	POSTAGE	\$ 573.92	\$ 600.00	\$ 600.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 1,368.25	\$ 4,600.00	\$ 15,950.00	\$ 11,350.00	246.7%
3063	PROGRAMMING/MAINTENANCE	\$ 23,219.47	\$ 8,405.00	\$ 43,221.00	\$ 34,816.00	414.2%
3113	PUBLICATIONS/PRINTING	\$ 1,263.64	\$ 1,100.00	\$ 1,100.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ 130,764.82	\$ 149,692.00	\$ 151,492.00	\$ 1,800.00	1.2%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 157,190.10</b>	<b>\$ 164,397.00</b>	<b>\$ 212,363.00</b>	<b>\$ 47,966.00</b>	<b>29.2%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 27,782.71	\$ 20,635.00	\$ 20,635.00	\$ -	0.0%
4120	TELEPHONE SERVICE	\$ 12,364.31	\$ 12,444.00	\$ 12,203.00	\$ (241.00)	-1.9%
	<b>UTILITIES</b>	<b>\$ 40,147.02</b>	<b>\$ 33,079.00</b>	<b>\$ 32,838.00</b>	<b>\$ (241.00)</b>	<b>-0.7%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 1,442.00	\$ 2,631.00	\$ 1,189.00	82.5%
5506	INSURANCE-GEN'L LIABILITY	\$ 287.04	\$ 191.00	\$ 349.00	\$ 158.00	82.7%
5510	INSURANCE-BLDG & CONTENTS	\$ -	\$ 2,500.00	\$ -	\$ (2,500.00)	-100.0%
	<b>INSURANCE</b>	<b>\$ 2,450.04</b>	<b>\$ 4,133.00</b>	<b>\$ 2,980.00</b>	<b>\$ (1,153.00)</b>	<b>-27.9%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,500.00	\$ 2,000.00	\$ 500.00	33.3%
	<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 2,000.00</b>	<b>\$ 500.00</b>	<b>33.3%</b>
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	\$ 837.96	\$ 717.00	\$ 723.00	\$ 6.00	0.8%
7150	DUES & SUBSCRIPTIONS	\$ 502.20	\$ 1,020.00	\$ 1,020.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 1,213.00	\$ 2,500.00	\$ 4,900.00	\$ 2,400.00	96.0%
7201	COMPUTER EQT UNDER \$5000	\$ 20,258.49	\$ 15,476.00	\$ 7,092.00	\$ (8,384.00)	-54.2%
7202	MICRO COMPUTER SOFTWARE	\$ 949.38	\$ 1,600.00	\$ 2,650.00	\$ 1,050.00	65.6%
7221	OTHER EXPENSE	\$ 860.55	\$ 650.00	\$ 650.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 682.13	\$ 1,730.00	\$ 1,750.00	\$ 20.00	1.2%
	<b>OTHER EXPENSE</b>	<b>\$ 25,303.71</b>	<b>\$ 23,693.00</b>	<b>\$ 18,785.00</b>	<b>\$ (4,908.00)</b>	<b>-20.7%</b>
	<b>DEPARTMENT Total: 06 - LIBRARY</b>	<b>\$ 778,112.02</b>	<b>\$ 801,197.00</b>	<b>\$ 846,875.00</b>	<b>\$ 45,678.00</b>	<b>5.7%</b>

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**MUNICIPAL COURT**  
**01-10**

Located in City Hall, 3800 University Boulevard

**Four Employees:**

Two Full Time  
Two Part Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
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 FY2018 totaled \$396,550 from traffic and other fines and \$223,120 from parking tickets. A total of 10,381 citations were filed with the municipal court last year, and 606 warrants were drafted in fiscal year 2018.

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# City of University Park

## MUNICIPAL COURT

01-10

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 10 - MUNICIPAL COURT</b>						
1001	REGULAR EARNINGS	\$ 231,599.27	\$ 232,469.00	\$ 235,333.00	\$ 2,864.00	1.2%
1002	OVERTIME EARNINGS	\$ 7,802.86	\$ 7,000.00	\$ 7,000.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 1,039.59	\$ 3,536.00	\$ 3,632.00	\$ 96.00	2.7%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 16,332.65	\$ 18,590.00	\$ 18,639.00	\$ 49.00	0.3%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 10,167.03	\$ 11,339.00	\$ 14,704.00	\$ 3,365.00	29.7%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,036.20	\$ 851.00	\$ 781.00	\$ (70.00)	-8.2%
1131	INSURANCE-WORKMENS COMP	\$ 360.00	\$ 365.00	\$ 342.00	\$ (23.00)	-6.3%
1135	HEALTH INSURANCE	\$ 50,100.00	\$ 52,744.00	\$ 55,120.00	\$ 2,376.00	4.5%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 318,437.60</b>	<b>\$ 326,894.00</b>	<b>\$ 335,551.00</b>	<b>\$ 8,657.00</b>	<b>2.6%</b>
2100	OFFICE SUPPLIES	\$ 2,105.86	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	\$ -	\$ 450.00	\$ 450.00	\$ -	0.0%
	<b>SUPPLIES</b>	<b>\$ 2,105.86</b>	<b>\$ 2,450.00</b>	<b>\$ 2,450.00</b>	<b>\$ -</b>	<b>0.0%</b>
3010	POSTAGE	\$ 3,639.45	\$ 3,400.00	\$ 3,500.00	\$ 100.00	2.9%
3060	PROFESSIONAL SERVICES/FEES	\$ 24,543.21	\$ 34,100.00	\$ 34,100.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 32,360.99	\$ 34,941.00	\$ 36,139.00	\$ 1,198.00	3.4%
3113	PUBLICATIONS/PRINTING	\$ 979.53	\$ 3,900.00	\$ 4,500.00	\$ 600.00	15.4%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 61,523.18</b>	<b>\$ 76,341.00</b>	<b>\$ 78,239.00</b>	<b>\$ 1,898.00</b>	<b>2.5%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 3,264.01	\$ 2,184.00	\$ 2,185.00	\$ 1.00	0.0%
4120	TELEPHONE SERVICE	\$ 2,299.54	\$ 817.00	\$ 831.00	\$ 14.00	1.7%
	<b>UTILITIES</b>	<b>\$ 5,563.55</b>	<b>\$ 3,001.00</b>	<b>\$ 3,016.00</b>	<b>\$ 15.00</b>	<b>0.5%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,163.00	\$ 1,442.00	\$ 1,579.00	\$ 137.00	9.5%
5506	INSURANCE-GEN'L LIABILITY	\$ 287.04	\$ 191.00	\$ 210.00	\$ 19.00	9.9%
	<b>INSURANCE</b>	<b>\$ 2,450.04</b>	<b>\$ 1,633.00</b>	<b>\$ 1,789.00</b>	<b>\$ 156.00</b>	<b>9.6%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 885.78	\$ 912.00	\$ 1,004.00	\$ 92.00	10.1%
	<b>OUTSIDE SERVICES</b>	<b>\$ 885.78</b>	<b>\$ 912.00</b>	<b>\$ 1,004.00</b>	<b>\$ 92.00</b>	<b>10.1%</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 180.00	\$ 219.00	\$ 110.00	\$ (109.00)	-49.8%
7150	DUES AND SUBSCRIPTIONS	\$ 60.00	\$ 120.00	\$ 120.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 2,073.28	\$ 5,900.00	\$ 6,600.00	\$ 700.00	11.9%
7201	COMPUTER EQT UNDER \$5000	\$ 49.66	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 337.95	\$ 280.00	\$ 451.00	\$ 171.00	61.1%
7240	TUITION & TRAINING	\$ 2,307.38	\$ 2,400.00	\$ 2,750.00	\$ 350.00	14.6%
	<b>OTHER EXPENSE</b>	<b>\$ 5,008.27</b>	<b>\$ 8,919.00</b>	<b>\$ 10,031.00</b>	<b>\$ 1,112.00</b>	<b>12.5%</b>
<b>DEPARTMENT Total: 10 -MUNICIPAL COURT</b>						
		<b>\$ 395,974.28</b>	<b>\$ 420,150.00</b>	<b>\$ 432,080.00</b>	<b>\$ 11,930.00</b>	<b>2.8%</b>

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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 24.5379 cents per \$100 taxable value, the single greatest revenue source; comprise 60% of the General Fund's \$33,133,450 revenue and 38% of the \$52,951,500 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 13% of the City's General Fund revenues are derived from City sales tax. The total tax rate of 8.25% includes 6.25% for the State of Texas, 1% for Dallas Area Rapid Transit, and 1% for the City.

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

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

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

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## City of University Park

### REVENUE - GENERAL FUND

01-11

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3000	TAXES-CURRENT YEAR	\$ 18,287,022.56	\$ 18,853,253.00	\$ 19,839,450.00	\$ 986,197.00	5.2%
3050	DELINQUENT TAXES - LESS THAN 10	39,289.58	20,000.00	30,000.00	10,000.00	50.0%
	DELINQUENT TAXES - MORE THAN 10					
3055	YRS	20,475.96	20,000.00	10,000.00	(10,000.00)	-50.0%
3098	PENALTY/INTEREST ON TAXES	117,346.78	90,000.00	80,000.00	(10,000.00)	-11.1%
3099	ATTORNEY FEES-TAXES	13,319.34	10,000.00	10,000.00	-	0.0%
	<b>PROPERTY TAXES</b>	<b>\$ 18,477,454.22</b>	<b>\$ 18,993,253.00</b>	<b>\$ 19,969,450.00</b>	<b>\$ 976,197.00</b>	<b>5.1%</b>
3109	UTILITY FUND CONTRIBUTION	\$ 699,999.63	\$ 700,000.00	\$ 700,000.00	\$ -	0.0%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 699,999.63</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
3150	CITY SALES TAX	\$ 4,219,986.42	\$ 4,100,000.00	\$ 4,400,000.00	\$ 300,000.00	7.3%
3155	MIXED BEVERAGE TAX	201,722.07	220,000.00	240,000.00	20,000.00	9.1%
	<b>SALES TAX</b>	<b>\$ 4,421,708.49</b>	<b>\$ 4,320,000.00</b>	<b>\$ 4,640,000.00</b>	<b>\$ 320,000.00</b>	<b>7.4%</b>
3200	T U ELECTRIC	\$ 964,158.05	\$ 1,050,000.00	\$ 950,000.00	\$ (100,000.00)	-9.5%
3202	AT&T FRANCHISE	511,303.33	560,000.00	540,000.00	(20,000.00)	-3.6%
3203	GAS FRANCHISE FEE	393,855.40	400,000.00	425,000.00	25,000.00	6.3%
3204	CHARTER FRANCHISE	105,558.74	100,000.00	105,000.00	5,000.00	5.0%
3205	WASTE FRANCHISE FEES	98,070.61	75,000.00	75,000.00	-	0.0%
	<b>FRANCHISE FEES</b>	<b>\$ 2,072,946.13</b>	<b>\$ 2,185,000.00</b>	<b>\$ 2,095,000.00</b>	<b>\$ (90,000.00)</b>	<b>-4.1%</b>
3300	BUILDING PERMITS	\$ 1,746,713.83	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	0.0%
3302	CONTRACTORS LICNSE/PERMIT	15,405.00	20,000.00	10,000.00	(10,000.00)	-50.0%
3303	ANIMAL CONTROL TAGS/FEES	14,864.00	15,000.00	15,000.00	-	0.0%
3304	HEALTH/FOOD PERMIT	43,445.00	35,000.00	40,000.00	5,000.00	14.3%
3305	FILMING PERMITS	725.00	2,000.00	2,000.00	-	0.0%
3306	FIRE PERMITS/REVENUE	37,843.60	37,500.00	37,500.00	-	0.0%
	<b>PERMITS/LICENSES</b>	<b>\$ 1,858,996.43</b>	<b>\$ 1,609,500.00</b>	<b>\$ 1,604,500.00</b>	<b>\$ (5,000.00)</b>	<b>-0.3%</b>
3400	TRAFFIC FINES	\$ 376,979.42	\$ 350,000.00	\$ 375,000.00	\$ 25,000.00	7.1%
3403	CROSS'G GUARD(CHILD SFTY)	21,990.00	22,500.00	22,500.00	-	0.0%
3404	PARKING TICKETS	225,995.00	225,000.00	225,000.00	-	0.0%
3411	CAPIAS WARRANT REVENUE	139.85	-	-	-	0.0%
3412	RED LIGHT CAMERA REVENUE	246,066.60	225,000.00	200,000.00	(25,000.00)	-11.1%
3420	LIBRARY FINES AND FEES	12,047.53	15,000.00	15,000.00	-	0.0%
3912	CODE VIOLATION	12,898.00	10,000.00	10,000.00	-	0.0%
	<b>FINES</b>	<b>\$ 896,116.40</b>	<b>\$ 847,500.00</b>	<b>\$ 847,500.00</b>	<b>\$ -</b>	<b>0.0%</b>
3308	POLICE REVENUE	\$ 92,303.50	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
3401	WRECKER FEES	3,264.00	3,000.00	3,000.00	-	0.0%
3405	ALARM BILLING	79,514.04	75,000.00	75,000.00	-	0.0%
3406	FALSE ALARM FEES	8,350.00	10,000.00	10,000.00	-	0.0%
3408	AMBULANCE FEES	271,159.50	300,000.00	400,000.00	100,000.00	33.3%
3409	911 SERVICE FEES	73,146.83	75,000.00	75,000.00	-	0.0%
3410	911 SERVICE FEES-WIRELESS	116,806.51	120,000.00	115,000.00	(5,000.00)	-4.2%
3425	LIBRARY ROOM RENTAL	13,467.50	15,000.00	15,000.00	-	0.0%
3499	DIRECT ALARM REVENUE	925,127.77	910,000.00	925,000.00	15,000.00	1.6%
	<b>FEES</b>	<b>\$ 1,583,139.65</b>	<b>\$ 1,558,000.00</b>	<b>\$ 1,668,000.00</b>	<b>\$ 110,000.00</b>	<b>7.1%</b>
3510	TENNIS & FIELD PERMITS	\$ 29,015.00	\$ 35,000.00	\$ 35,000.00	\$ -	0.0%
3511	SWIM POOL PERMIT-RESIDENT	124,267.50	125,000.00	125,000.00	-	0.0%
3512	SWIM POOL PERMIT-NONRES	7,635.00	10,000.00	8,000.00	(2,000.00)	-20.0%
3513	SWIM POOL PRMTS GATE RCPT	110,967.00	110,000.00	115,000.00	5,000.00	4.5%
3514	SWIMMING POOL CONCESSIONS	5,666.83	8,000.00	100,000.00	92,000.00	1150.0%
3515	SWIM LESSONS	21,350.00	17,500.00	25,000.00	7,500.00	42.9%
3516	SWIMMING POOL RETAIL	-	-	500.00	500.00	0.0%
	<b>PARK/POOL REVENUE</b>	<b>\$ 298,901.33</b>	<b>\$ 305,500.00</b>	<b>\$ 408,500.00</b>	<b>\$ 103,000.00</b>	<b>33.7%</b>

## City of University Park

### REVENUE - GENERAL FUND

01-11

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
3740	POLICE GRANTS/DONATIONS	\$ 50.00	\$ -	\$ -	\$ -	0.0%
3745	FIRE GRANTS/DONATIONS	\$ 650.00	\$ -	\$ -	\$ -	0.0%
	<b>FIRE GRANTS/DONATIONS</b>	<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
3850	AUCTION/SALE OF EQUIPMENT	\$ 4,372.35	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)	-25.0%
	<b>AUCTION/SALE OF EQUIPMENT</b>	<b>\$ 4,372.35</b>	<b>\$ 10,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ (2,500.00)</b>	<b>-25.0%</b>
3900	INTEREST EARNINGS	\$ 325,035.56	\$ 300,000.00	\$ 600,000.00	\$ 300,000.00	100.0%
	<b>INTEREST EARNINGS</b>	<b>\$ 325,035.56</b>	<b>\$ 300,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 300,000.00</b>	<b>100.0%</b>
3535	UTILITY CAP OFF	\$ 19,200.00	\$ 20,000.00	\$ 22,500.00	\$ 2,500.00	12.5%
3901	RENT	\$ 78,203.31	\$ 120,000.00	\$ 120,000.00	\$ -	0.0%
3911	COPIES	\$ 303.00	\$ 500.00	\$ 500.00	\$ -	0.0%
3920	FOTL CONTRIBUTION	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -	0.0%
3999	OTHER REVENUE	\$ 867,298.84	\$ 150,000.00	\$ 150,000.00	\$ -	0.0%
	<b>OTHER REVENUE</b>	<b>\$ 1,265,005.15</b>	<b>\$ 590,500.00</b>	<b>\$ 593,000.00</b>	<b>\$ 2,500.00</b>	<b>0.4%</b>
		<b>DEPARTMENT 11 - REVENUE</b>	<b>\$ 31,904,375.34</b>	<b>\$ 31,419,253.00</b>	<b>\$ 33,133,450.00</b>	<b>\$ 1,714,197.00</b>
						<b>5.5%</b>

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**COMMUNITY DEVELOPMENT DEPARTMENT  
01-19**

Located in the Peek Service Center, 4420 Worcola Street

**Ten Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Director of Community Development	1	1	1
Building Official	1	1	1
Planner	0	1	1
Code Enforcement Officer	3	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 Zoning Ordinance Advisory Committee and the Urban Design & Development Advisory Committee.

In fiscal 2018, the Department issued a total of 2,482 permits with permit fees totaling \$3,924,635.09. A total of 65 permits were issued for new residential construction, and 118 permits were issued for residential addition/remodel and repair. The department field staff conducted 7,205 inspections for the year ended September 30, 2018.

**City of University Park**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**01-19**

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 19 - COMMUNITY DEVELOPMENT</b>						
1001	REGULAR EARNINGS	\$ 645,811.93	\$ 706,374.00	\$ 762,855.00	\$ 56,481.00	8.0%
1002	OVERTIME EARNINGS	151.09	1,000.00	500.00	(500.00)	-50.0%
1005	LONGEVITY PAY	2,114.00	2,468.00	2,628.00	160.00	6.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	3,622.50	3,530.00	4,080.00	550.00	15.6%
1110	EMPLOYERS SHARE F.I.C.A.	47,815.51	54,403.00	58,299.00	3,896.00	7.2%
1120	EMPLOYERS SHARE T.M.R.S.	45,027.87	53,676.00	74,507.00	20,831.00	38.8%
1130	INSURANCE-EMPLOYEE LIFE	3,733.08	4,098.00	3,746.00	(352.00)	-8.6%
1131	INSURANCE-WORKMENS COMP	1,649.04	1,648.00	1,696.00	48.00	2.9%
1135	HEALTH INSURANCE	92,893.75	105,296.00	137,800.00	32,504.00	30.9%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 850,018.77</b>	<b>\$ 939,693.00</b>	<b>\$ 1,053,311.00</b>	<b>\$ 113,618.00</b>
						<b>12.1%</b>
2029	CLOTHING ALLOWANCE	\$ 1,260.51	\$ 2,470.00	\$ 2,590.00	\$ 120.00	4.9%
2100	OFFICE SUPPLIES	10,391.37	4,500.00	8,500.00	4,000.00	88.9%
2318	COMPUTER SUPPLIES	-	-	3,000.00	3,000.00	0.0%
2320	GAS, OIL & GREASE	3,050.47	4,470.00	4,384.00	(86.00)	-1.9%
2350	SUPPLIES & MATERIALS	1,318.83	2,000.00	2,000.00	-	0.0%
		<b>SUPPLIES</b>	<b>\$ 16,021.18</b>	<b>\$ 13,440.00</b>	<b>\$ 20,474.00</b>	<b>\$ 7,034.00</b>
						<b>52.3%</b>
3003	BOARD MEETINGS	\$ 747.33	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
3010	POSTAGE	4,601.68	6,000.00	4,600.00	(1,400.00)	-23.3%
3060	PROFESSIONAL SERVICES/FEES	114,239.53	126,000.00	120,000.00	(6,000.00)	-4.8%
3063	PROGRAMMING/MAINTENANCE	36,941.81	37,391.00	38,242.00	851.00	2.3%
3113	PUBLICATIONS/PRINTING	1,318.31	2,000.00	8,000.00	6,000.00	300.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 157,848.66</b>	<b>\$ 172,391.00</b>	<b>\$ 171,842.00</b>	<b>\$ (549.00)</b>
						<b>-0.3%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 5,000.30	\$ 3,853.00	\$ 3,855.00	\$ 2.00	0.1%
4120	TELEPHONE SERVICE	5,817.87	4,573.00	4,589.00	16.00	0.3%
		<b>UTILITIES</b>	<b>\$ 10,818.17</b>	<b>\$ 8,426.00</b>	<b>\$ 8,444.00</b>	<b>\$ 18.00</b>
						<b>0.2%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 1,932.00	\$ 1,933.00	\$ 1,565.00	\$ (368.00)	-19.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,883.96	5,768.00	4,736.00	(1,032.00)	-17.9%
5506	INSURANCE-GEN'L LIABILITY	383.04	766.00	629.00	(137.00)	-17.9%
		<b>INSURANCE</b>	<b>\$ 5,199.00</b>	<b>\$ 8,467.00</b>	<b>\$ 6,930.00</b>	<b>\$ (1,537.00)</b>
						<b>-18.2%</b>
6190	AUTO REPAIRS	\$ 1,882.18	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	7,852.94	9,386.00	9,303.00	(83.00)	-0.9%
7150	DUES & SUBSCRIPTIONS	2,290.74	1,425.00	1,425.00	-	0.0%
7170	TRAVEL EXPENSE	9.00	5,100.00	3,750.00	(1,350.00)	-26.5%
7201	COMPUTER EQT UNDER \$5000	338.20	4,527.00	16,913.00	12,386.00	273.6%
7202	MICRO COMPUTER SOFTWARE	-	-	-	-	0.0%
7221	OTHER EXPENSE	1,328.30	1,000.00	1,000.00	-	0.0%
7240	TUITION & TRAINING	3,332.00	6,832.00	8,432.00	1,600.00	23.4%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	6,872.04	6,872.00	6,933.00	61.00	0.9%
		<b>OTHER EXPENSE</b>	<b>\$ 23,905.40</b>	<b>\$ 36,642.00</b>	<b>\$ 49,256.00</b>	<b>\$ 12,614.00</b>
						<b>34.4%</b>
<b>DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT</b>						
		<b>\$ 1,063,811.18</b>	<b>\$ 1,179,059.00</b>	<b>\$ 1,310,257.00</b>	<b>\$ 131,198.00</b>	<b>11.1%</b>

**ENGINEERING DEPARTMENT  
01-20**

Located in the Peek Service Center, 4420 Worcola Street

**Eight Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Director of Public Works	1	1	1
City Engineer	1	1	1
Civil Engineer	1	1	1
Construction Inspector	2	2	2
Right of Way Manager	0	1	1
Right of Way Inspector	0	1	1
Engineering Technician	1	1	1

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

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# City of University Park

## ENGINEERING DEPARTMENT

01-20

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 20 - ENGINEERING</b>						
1001	REGULAR EARNINGS	\$ 346,814.24	\$ 500,748.00	\$ 508,956.00	\$ 8,208.00	1.6%
1002	OVERTIME EARNINGS	183.77	1,000.00	1,000.00	-	0.0%
1005	LONGEVITY PAY	2,691.75	1,411.00	2,390.00	979.00	69.4%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,290.00	2,040.00	2,040.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	23,993.70	36,799.00	37,028.00	229.00	0.6%
1120	EMPLOYERS SHARE T.M.R.S.	24,482.78	38,168.00	50,010.00	11,842.00	31.0%
1130	INSURANCE-EMPLOYEE LIFE	1,882.11	2,929.00	1,759.00	(1,170.00)	-39.9%
1131	INSURANCE-WORKMENS COMP	1,083.00	1,076.00	870.00	(206.00)	-19.1%
1135	HEALTH INSURANCE	43,837.50	65,810.00	68,900.00	3,090.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 454,458.85</b>	<b>\$ 657,181.00</b>	<b>\$ 680,153.00</b>	<b>3.5%</b>
2029	CLOTHING ALLOWANCE	\$ 542.46	\$ 2,060.00	\$ 2,060.00	\$ -	0.0%
2100	OFFICE SUPPLIES	103.52	1,000.00	1,000.00	-	0.0%
2318	COMPUTER SUPPLIES	-	1,200.00	1,200.00	-	0.0%
2320	GAS, OIL & GREASE	1,750.43	2,278.00	2,519.00	241.00	10.6%
2350	SUPPLIES & MATERIALS	53.73	1,500.00	1,500.00	-	0.0%
		<b>SUPPLIES</b>	<b>\$ 2,450.14</b>	<b>\$ 8,038.00</b>	<b>\$ 8,279.00</b>	<b>\$ 241.00</b>
3010	POSTAGE	\$ 52.82	\$ 200.00	\$ 200.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	19,084.00	15,000.00	20,000.00	\$ 5,000.00	33.3%
3063	PROGRAMMING/MAINTENANCE	19,077.45	14,324.00	14,344.00	20.00	0.1%
3113	PUBLICATIONS/PRINTING	246.88	-	1.00	1.00	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 38,461.15</b>	<b>\$ 29,524.00</b>	<b>\$ 34,545.00</b>	<b>\$ 5,021.00</b>
4110	HEAT, LIGHT, WATER UTIL	\$ 4,165.34	\$ 3,296.00	\$ 3,300.00	4.00	0.1%
4120	TELEPHONE SERVICE	4,276.76	1,285.00	1,315.00	30.00	2.3%
		<b>UTILITIES</b>	<b>\$ 8,442.10</b>	<b>\$ 4,581.00</b>	<b>\$ 4,615.00</b>	<b>\$ 34.00</b>
5500	INSURANCE - AUTO LIABILITY	\$ 1,149.96	\$ 1,160.00	\$ 939.00	\$ (221.00)	-19.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,883.96	1,442.00	1,579.00	137.00	9.5%
5506	INSURANCE - GEN'L LIABILITY	383.04	191.00	210.00	19.00	9.9%
		<b>INSURANCE</b>	<b>\$ 4,416.96</b>	<b>\$ 2,793.00</b>	<b>\$ 2,728.00</b>	<b>\$ (65.00)</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 500.00	\$ 500.00	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>
6190	AUTO REPAIRS	\$ 662.24	\$ 500.00	\$ 500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	3,603.96	3,945.00	3,993.00	48.00	1.2%
7150	DUES & SUBSCRIPTIONS	722.00	3,725.00	2,025.00	(1,700.00)	-45.6%
7170	TRAVEL EXPENSE	445.95	2,500.00	4,000.00	1,500.00	60.0%
7201	COMPUTER EQT UNDER \$5000	1,294.00	-	1,710.00	1,710.00	0.0%
7221	OTHER EXPENSE	1,247.90	352.00	1.00	(351.00)	-99.7%
7240	TUITION & TRAINING	1,200.88	4,100.00	4,100.00	-	0.0%
7331	EQUIPMENT UNDER \$5000	754.48	-	-	-	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	4,418.04	4,418.00	4,639.00	221.00	5.0%
		<b>OTHER EXPENSE</b>	<b>\$ 14,349.45</b>	<b>\$ 19,540.00</b>	<b>\$ 20,968.00</b>	<b>\$ 1,428.00</b>
<b>DEPARTMENT Total: 20 - ENGINEERING</b>						
<b>\$ 522,578.65</b>						
<b>\$ 722,157.00</b>						
<b>\$ 751,788.00</b>						
<b>\$ 29,631.00</b>						
<b>4.1%</b>						

**TRAFFIC CONTROL DEPARTMENT**  
**01-25**

Located in the Peek Service Center, 4420 Worcola Street

**Seven Employees:**  
All Full Time

FUNCTION	ACTUAL 2016-2017	BUDGET 2017-2018	ADOPTED 2019
Traffic Superintendent	1	1	1
Signal Tech II	1	1	1
Signal Tech I	1	1	1
Signs/Markings Tech II	2	2	2
Signs/Markings Tech I	2	1	1
Barricade/Traffic Tech II	0	1	1

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

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

Additionally, the Traffic Control Department:

- Maintains 113 antique-style street lights and 124 LED back-lit street name blades
- Maintains 16 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains five speed limit feedback signs
- Maintains 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 9 City-owned newspaper racks
- Maintains barricades for all City projects and events

## City of University Park

### TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT</b>						
1001	REGULAR EARNINGS	\$ 460,874.84	\$ 466,147.00	\$ 443,036.00	\$ (23,111.00)	-5.0%
1002	OVERTIME EARNINGS	9,726.99	7,000.00	7,500.00	500.00	7.1%
1005	LONGEVITY PAY	5,470.98	4,981.00	4,318.00	(663.00)	-13.3%
1006	EDUCATION PAY	902.59	900.00	900.00	-	0.0%
1009	CELL PHONE ALLOWANCE	-	-	840.00	840.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	34,702.69	36,647.00	34,681.00	(1,966.00)	-5.4%
1120	EMPLOYERS SHARE T.M.R.S.	32,505.41	35,669.00	43,637.00	7,968.00	22.3%
1130	INSURANCE-EMPLOYEE LIFE	2,482.68	2,750.00	2,348.00	(402.00)	-14.6%
1131	INSURANCE-WORKMENS COMP	10,275.00	10,274.00	10,000.00	(274.00)	-2.7%
1135	HEALTH INSURANCE	87,675.00	92,134.00	82,680.00	(9,454.00)	-10.3%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 644,616.18</b>	<b>\$ 656,502.00</b>	<b>\$ 629,940.00</b>	<b>\$ (26,562.00)</b>
<b>-4.0%</b>						
2029	CLOTHING ALLOWANCE	\$ 4,991.12	\$ 3,659.00	\$ 3,658.00	\$ (1.00)	0.0%
2100	OFFICE SUPPLIES	803.37	1,030.00	1,030.00	-	0.0%
2320	GAS, OIL & GREASE	9,555.56	9,538.00	12,989.00	3,451.00	36.2%
2350	SUPPLIES & MATERIALS	48,196.62	81,390.00	81,390.00	-	0.0%
2360	SMALL TOOLS	(39.44)	1,500.00	1,500.00	-	0.0%
		<b>SUPPLIES</b>	<b>\$ 63,507.23</b>	<b>\$ 97,117.00</b>	<b>\$ 100,567.00</b>	<b>\$ 3,450.00</b>
<b>3.6%</b>						
3010	POSTAGE	\$ 7.29	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	35,521.08	30,000.00	35,000.00	5,000.00	16.7%
3063	PROGRAMMING/MAINTENANCE	475.23	470.00	561.00	91.00	19.4%
3113	PUBLICATIONS/PRINTING	-	1,369.00	1,250.00	(119.00)	-8.7%
3115	CONTRACT MAINTENANCE	4,329.30	8,434.00	8,714.00	280.00	3.3%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 40,332.90</b>	<b>\$ 40,323.00</b>	<b>\$ 45,575.00</b>	<b>\$ 5,252.00</b>
<b>13.0%</b>						
4110	HEAT,LIGHT,WATER UTIL	\$ 76,489.19	\$ 50,921.00	\$ 50,920.00	\$ (1.00)	0.0%
4120	TELEPHONE SERVICE	1,906.88	561.00	439.00	(122.00)	-21.7%
		<b>UTILITIES</b>	<b>\$ 78,396.07</b>	<b>\$ 51,482.00</b>	<b>\$ 51,359.00</b>	<b>\$ (123.00)</b>
<b>-0.2%</b>						
5500	INSURANCE-AUTO LIABILITY	\$ 1,932.00	\$ 1,933.00	\$ 1,565.00	\$ (368.00)	-19.0%
5504	INSURANCE-EXCESS LIABILITY - TML CLAIMS	2,884.00	4,326.00	3,158.00	(1,168.00)	-27.0%
5506	INSURANCE GEN'L LIABILITY	383.00	574.00	419.00	(155.00)	-27.0%
		<b>INSURANCE</b>	<b>\$ 5,199.00</b>	<b>\$ 6,833.00</b>	<b>\$ 5,142.00</b>	<b>\$ (1,691.00)</b>
<b>-24.7%</b>						
6190	AUTO REPAIRS	\$ 13,470.19	\$ 8,500.00	\$ 9,000.00	\$ 500.00	5.9%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	31,641.00	31,211.00	32,184.00	973.00	3.1%
6350	SIGNAL MAINT.& REP	50,709.12	88,225.00	88,224.00	(1.00)	0.0%
7150	DUES & SUBSCRIPTIONS	745.00	3,080.00	1,080.00	(2,000.00)	-64.9%
7201	COMPUTER EQT UNDER \$5000	-	4,072.00	1,268.00	(2,804.00)	-68.9%
7221	OTHER EXPENSE	850.88	352.00	1.00	(351.00)	-99.7%
7240	TUITION & TRAINING	-	1,200.00	2,100.00	900.00	75.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	22,044.96	24,003.00	25,944.00	1,941.00	8.1%
		<b>OTHER EXPENSE</b>	<b>\$ 119,461.15</b>	<b>\$ 160,643.00</b>	<b>\$ 159,801.00</b>	<b>\$ (842.00)</b>
<b>-0.5%</b>						
9100	EQUIPMENT OVER \$5000	\$ 10,683.20	\$ -	\$ -	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ 10,683.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>0.0%</b>						
<b>DEPARTMENT Total: 25 - TRAFFIC</b>		<b>\$ 962,195.73</b>	<b>\$ 1,012,900.00</b>	<b>\$ 992,384.00</b>	<b>\$ (20,516.00)</b>	<b>-2.0%</b>

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**FACILITY MAINTENANCE DEPARTMENT**  
**01-35**

Located in the Peek Service Center, 4420 Worcola Street

**Two Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Facilities Maintenance			
Manager	1	1	1
Operations Coordinator	1	1	1

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

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

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

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**City of University Park**  
**FACILITY MAINTENANCE DEPARTMENT**  
**01-35**

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 35 - FACILITY MAINTENANCE</b>						
1001	REGULAR EARNINGS	\$ 143,577.83	\$ 144,538.00	\$ 148,890.00	\$ 4,352.00	3.0%
1002	OVERTIME EARNINGS	5,128.37	2,000.00	2,500.00	500.00	25.0%
1005	LONGEVITY PAY	584.22	681.00	777.00	96.00	14.1%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	10,771.68	11,263.00	11,591.00	328.00	2.9%
1120	EMPLOYERS SHARE T.M.R.S.	10,286.15	11,025.00	14,633.00	3,608.00	32.7%
1130	INSURANCE-EMPLOYEE LIFE	773.73	852.00	790.00	(62.00)	-7.3%
1131	INSURANCE-WORKMENS COMP	1,383.96	1,421.00	1,064.00	(357.00)	-25.1%
1135	HEALTH INSURANCE	25,050.00	26,324.00	27,560.00	1,236.00	4.7%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 198,395.94</b>	<b>\$ 198,944.00</b>	<b>\$ 208,645.00</b>	<b>\$ 9,701.00</b>	<b>4.9%</b>
2029	CLOTHING ALLOWANCE	\$ 290.65	\$ 360.00	\$ 360.00	-	0.0%
2100	OFFICE SUPPLIES	855.90	200.00	400.00	200.00	100.0%
2320	GAS, OIL & GREASE	1,116.42	2,275.00	1,945.00	(330.00)	-14.5%
2350	SUPPLIES & MATERIALS	11,170.65	8,750.00	9,200.00	450.00	5.1%
2360	SMALL TOOLS	822.15	400.00	650.00	250.00	62.5%
	<b>SUPPLIES</b>	<b>\$ 14,255.77</b>	<b>\$ 11,985.00</b>	<b>\$ 12,555.00</b>	<b>\$ 570.00</b>	<b>4.8%</b>
3010	POSTAGE	\$ 19.96	\$ 50.00	\$ 50.00	-	0.0%
3060	PROFESSIONAL SERVICES/FEES	1,430.00	-	-	-	0.0%
3063	PROGRAMMING/MAINTENANCE	56.70	67.00	2,780.00	2,713.00	4049.3%
3115	CONTRACT MAINTENANCE	98,164.99	99,784.00	104,956.00	5,172.00	5.2%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 99,671.65</b>	<b>\$ 99,901.00</b>	<b>\$ 107,786.00</b>	<b>\$ 7,885.00</b>	<b>7.9%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 63,170.93	\$ 60,666.00	\$ 60,665.00	(1.00)	0.0%
4120	TELEPHONE SERVICE	2,265.48	1,108.00	3,317.00	2,209.00	199.4%
	<b>UTILITIES</b>	<b>\$ 65,436.41</b>	<b>\$ 61,774.00</b>	<b>\$ 63,982.00</b>	<b>\$ 2,208.00</b>	<b>3.6%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 368.04	\$ 387.00	\$ 313.00	(74.00)	-19.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,883.96	1,442.00	1,053.00	(389.00)	-27.0%
5506	INSURANCE-GEN'L LIABILITY	383.04	191.00	140.00	(51.00)	-26.7%
5510	INSURANCE-BLDG & CONTENTS	108,798.00	108,798.00	108,798.00	-	0.0%
	<b>INSURANCE</b>	<b>\$ 112,433.04</b>	<b>\$ 110,818.00</b>	<b>\$ 110,304.00</b>	<b>\$ (514.00)</b>	<b>-0.5%</b>
6250	FACILITY MAINT & REP	\$ 67,457.26	\$ 58,500.00	\$ 65,244.00	\$ 6,744.00	11.5%
	<b>OUTSIDE SERVICES</b>	<b>\$ 67,457.26</b>	<b>\$ 58,500.00</b>	<b>\$ 65,244.00</b>	<b>\$ 6,744.00</b>	<b>11.5%</b>
6184	SECURITY EXPENSE	\$ 1,766.00	\$ 3,500.00	\$ 2,000.00	\$ (1,500.00)	-42.9%
6190	AUTO REPAIRS	2,605.13	1,500.00	1,500.00	-	0.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	13,837.86	17,831.00	16,706.00	(1,125.00)	-6.3%
7201	COMPUTER EQT UNDER \$5000	412.90	1,600.00	-	(1,600.00)	-100.0%
7221	OTHER EXPENSE	41.16	88.00	1.00	(87.00)	-98.9%
7475	IMPROVEMENTS-UNDER \$5000	21,084.81	21,500.00	14,300.00	(7,200.00)	-33.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	16,890.00	16,890.00	17,735.00	845.00	5.0%
	<b>OTHER EXPENSE</b>	<b>\$ 56,637.86</b>	<b>\$ 62,909.00</b>	<b>\$ 52,242.00</b>	<b>\$ (10,667.00)</b>	<b>-17.0%</b>
9100	EQUIPMENT OVER \$5000	\$ 2,899.00	\$ 6,500.00	\$ 5,500.00	\$ (1,000.00)	-15.4%
9950	IMPROVEMENTS/REMODELING OVER \$5000	30,501.07	45,461.00	93,551.00	48,090.00	105.8%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 33,400.07</b>	<b>\$ 51,961.00</b>	<b>\$ 99,051.00</b>	<b>\$ 47,090.00</b>	<b>90.6%</b>
	<b>DEPARTMENT Total: 35 - FACILITY MAINTENANCE</b>	<b>\$ 647,688.00</b>	<b>\$ 656,792.00</b>	<b>\$ 719,809.00</b>	<b>\$ 63,017.00</b>	<b>9.6%</b>

**FIRE DEPARTMENT**  
**01-40**

Located in City Hall, 3800 University Boulevard

**Thirty-six Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Chief of Fire	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Battalion Chief	3	3	3
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Driver/Engineer	9	9	9
Firefighter	13	13	13
Administrative Assistant	1	1	1

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

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

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

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

residential insurance rates. The Fire Department PPC evaluation occurred in 2017 which resulted in being rated as a 1. This will have a favourable impact on residential and commercial insurance rates.

Details about the UPFD include:

- The Fire Department responds to approximately 2,500 fire, rescue, public service and emergency medical calls per year with an average response time ranging from 3 to 7 minutes depending on the location of the call and unit availability.
- The Fire Marshal's office ensures that all commercial establishments are inspected annually, conducts plan review of residential and commercial buildings, coordinates the commercial building pre-fire plan program, enforces the Uniform Fire Code regulations, investigates cause and origin of fires, coordinates the Citizen's Emergency Response Team, coordinates an annual citizens fire academy, and provides CPR/First Aid and fire safety education to local schools and UP citizens.
- The Fire Department has updated the Automatic Aid and Mutual Aid Agreements with the City of Dallas, the Town of Highland Park, and other county municipalities to ensure prompt and timely emergency response to incidents involving fire, medical emergencies, hazardous material release, water rescue and other related emergencies.
- Special programs offered by the fire department for citizens of our community include providing free blood pressure checks, conducting fire station tours and birthday tours, installation of residential Knox boxes, attending residential block parties, placement of smoke detectors, and providing proper installation of child car seats.
- In addition to overseeing Fire Department operations, the Chief of Fire holds the dual role of emergency management coordinator and is responsible for maintaining the City's emergency management plan. This position is also responsible for overseeing maintenance and activation of the outdoor early warning sirens, conducting disaster exercises for city staff, and coordinating with other local, county, and state agencies, ensuring effective response to both natural and man-made disaster related events occurring in the City.

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# City of University Park

## FIRE DEPARTMENT

01-40

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 40 - FIRE</b>						
1001	REGULAR EARNINGS	\$ 3,008,268.88	\$ 3,105,199.00	\$ 3,158,030.00	\$ 52,831.00	1.7%
1002	OVERTIME EARNINGS	420,059.71	391,000.00	350,000.00	(41,000.00)	-10.5%
1005	LONGEVITY PAY	18,138.13	17,543.00	18,328.00	785.00	4.5%
1006	EDUCATION PAY	45,015.51	41,640.00	49,560.00	7,920.00	19.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,560.00	2,280.00	3,120.00	840.00	36.8%
1110	EMPLOYERS SHARE F.I.C.A.	249,200.72	251,333.00	254,456.00	3,123.00	1.2%
1120	EMPLOYERS SHARE T.M.R.S.	11,108.10	20,551.00	37,797.00	17,246.00	83.9%
1121	EMPLOYERS SHARE F.R.&R.	574,144.60	662,577.00	912,446.00	249,869.00	37.7%
1130	INSURANCE-EMPLOYEE LIFE	15,328.26	17,375.00	15,640.00	(1,735.00)	-10.0%
1131	INSURANCE-WORKMENS COMP	33,674.96	37,595.00	35,149.00	(2,446.00)	-6.5%
1135	HEALTH INSURANCE	400,800.00	447,508.00	468,520.00	21,012.00	4.7%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 4,785,498.87</b>	<b>\$ 5,001,801.00</b>	<b>\$ 5,310,246.00</b>	<b>\$ 308,445.00</b>	<b>6.2%</b>
2029	CLOTHING ALLOWANCE	\$ 26,282.06	\$ 27,875.00	\$ 45,875.00	\$ 18,000.00	64.6%
2060	PROTECTIVE CLOTHG & SUPP	34,381.40	66,284.00	101,465.00	35,181.00	53.1%
2100	OFFICE SUPPLIES	7,275.07	7,500.00	7,500.00	-	0.0%
2318	COMPUTER SUPPLIES	-	250.00	-	(250.00)	-100.0%
2320	GAS, OIL & GREASE	13,611.56	20,416.00	22,119.00	1,703.00	8.3%
2345	MICU DRUGS & SUPPLIES	34,783.13	40,000.00	40,350.00	350.00	0.9%
2350	SUPPLIES & MATERIALS	17,462.88	12,000.00	12,000.00	-	0.0%
	<b>SUPPLIES</b>	<b>\$ 133,796.10</b>	<b>\$ 174,325.00</b>	<b>\$ 229,309.00</b>	<b>\$ 54,984.00</b>	<b>31.5%</b>
3010	POSTAGE	\$ 114.70	\$ 300.00	\$ 200.00	\$ (100.00)	-33.3%
3060	PROFESSIONAL SERVICES/FEES	113,293.36	106,020.00	96,921.00	(9,099.00)	-8.6%
3063	PROGRAMMING/MAINTENANCE	44,511.83	45,000.00	39,048.00	(5,952.00)	-13.2%
3064	EMERGENCY MANAGEMENT	3,342.88	6,000.00	6,000.00	-	0.0%
3113	PUBLICATIONS/PRINTING	1,120.26	2,000.00	2,000.00	-	0.0%
3115	CONTRACT MAINTENANCE	80,470.19	85,477.00	82,151.00	(3,326.00)	-3.9%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 242,853.22</b>	<b>\$ 244,797.00</b>	<b>\$ 226,320.00</b>	<b>\$ (18,477.00)</b>	<b>-7.5%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 58,645.78	\$ 39,398.00	\$ 39,400.00	\$ 2.00	0.0%
4120	TELEPHONE SERVICE	14,733.66	19,252.00	12,622.00	(6,630.00)	-34.4%
	<b>UTILITIES</b>	<b>\$ 73,379.44</b>	<b>\$ 58,650.00</b>	<b>\$ 52,022.00</b>	<b>\$ (6,628.00)</b>	<b>-11.3%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 3,497.04	\$ 3,480.00	\$ 2,504.00	\$ (976.00)	-28.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	20,187.96	20,188.00	18,946.00	(1,242.00)	-6.2%
5506	INSURANCE-GEN'L LIABILITY	2,681.04	2,681.00	2,516.00	(165.00)	-6.2%
	<b>INSURANCE</b>	<b>\$ 26,366.04</b>	<b>\$ 26,349.00</b>	<b>\$ 23,966.00</b>	<b>\$ (2,383.00)</b>	<b>-9.0%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 11,068.46	\$ 6,950.00	\$ 6,950.00	\$ -	0.0%
6330	RADIO SERVICE	-	4,000.00	4,000.00	-	0.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ 11,068.46</b>	<b>\$ 10,950.00</b>	<b>\$ 10,950.00</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 27,605.08	\$ 28,500.00	\$ 29,000.00	\$ 500.00	1.8%
6195	OPERATIONS	57,978.96	57,546.00	62,461.00	4,915.00	8.5%
7150	DUES & SUBSCRIPTIONS	6,982.95	10,277.00	10,330.00	53.00	0.5%
7170	TRAVEL EXPENSE	11,038.47	22,227.00	21,355.00	(872.00)	-3.9%
7201	COMPUTER EQT UNDER \$5000	9,538.62	4,135.00	9,127.00	4,992.00	120.7%
7221	OTHER EXPENSE	2,413.70	-	-	-	0.0%
7240	TUITION & TRAINING	8,429.93	18,658.00	32,772.00	14,114.00	75.6%
7241	EMS CONTINUING EDUCATION	9,227.00	12,279.00	12,639.00	360.00	2.9%
7475	IMPROVEMENTS-UNDER \$5000	29,343.06	31,050.00	30,370.00	(680.00)	-2.2%
7725	FIRE PREVENTION	11,824.72	11,851.00	15,351.00	3,500.00	29.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	180,204.96	160,937.00	172,778.00	11,841.00	7.4%
	<b>OTHER EXPENSE</b>	<b>\$ 354,587.45</b>	<b>\$ 357,460.00</b>	<b>\$ 396,183.00</b>	<b>\$ 38,723.00</b>	<b>10.8%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 14,538.27	\$ -	\$ 19,500.00	\$ 19,500.00	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 14,538.27</b>	<b>\$ -</b>	<b>\$ 19,500.00</b>	<b>\$ 19,500.00</b>	<b>0.0%</b>
	<b>DEPARTMENT Total: 40 - FIRE</b>	<b>\$ 5,642,087.85</b>	<b>\$ 5,874,332.00</b>	<b>\$ 6,268,496.00</b>	<b>\$ 394,164.00</b>	<b>6.7%</b>



**POLICE DEPARTMENT**  
**01-50**

Located in City Hall, 3800 University Boulevard

**Sixty Employees:**

Fifty-four Full Time  
Six Part Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Chief of Police	1	1	1
Police Captain	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	5	5	5
Police Officer	27	27	27
DARE/School Resource Officer	1	1	1
School Resource Officer	1	1	1
Accreditation Manager, PT	1	1	1
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer			
PT	3	3	3
Animal Control Officer	1	1	1
Animal Control Officer, PT	1	1	1
Communications Supervisor	1	1	1
Dispatchers	8	8	9
Direct Alarm Monitoring Clerk	1	1	1
Records Clerk	1	1	1
CID Clerk, PT	1	1	1
Administrative Assistant	1	1	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 Captain and the Support Services Captain. The Office of Professional Standards conducts all internal affairs for the Chief of Police. The part-time accreditation manager works directly for the police chief to ensure that all standards of the accreditation program are carried out through constant inspections and monthly analysis. One administrative assistant works for the Chief of Police and carries out various functions and tasks for the office of the chief.

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

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

**Emergency Communications Division** – The Emergency Communications Division handles over 21,000 calls-for-service per year. Additional funding was approved for FY18 increasing the department to nine communications specialists (dispatchers) and one Emergency Communications Manager to answer emergency and routine calls. 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, a nationally 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 three part-time employees who are assigned to enforcement parking regulations of the City's three residential parking districts.

## **SPECIAL 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.

**Red Light Cameras** – In January 2007, red light cameras were installed at two University Park intersections. The two locations, **Lovers Lane/Preston Road** and **Lovers Lane/Dickens** Avenue, were selected after reviewing data that captured at least 15 red light violations at each of those intersections during a 12-hour monitoring period. Beginning in February 2007, motorists who run a red light at either location will receive a ticket in the mail. Redflex Traffic Systems, the largest provider of red light and speed enforcement systems in North America, installed the cameras and will operate the program in cooperation with the U.P. Police Department. In 2012, a 3<sup>rd</sup> and 4<sup>th</sup> red light camera were installed at the intersection of **Hillcrest/Daniel Street**. This intersection has a history of a high number of pedestrian / vehicle accidents and a high number of red light violations.

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

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

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

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

# City of University Park

## POLICE DEPARTMENT

01-50

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 50 - POLICE						
1001	REGULAR EARNINGS	\$ 4,350,877.39	\$ 4,478,629.00	\$ 4,638,863.00	\$ 160,234.00	3.6%
1002	OVERTIME EARNINGS	323,305.50	324,000.00	300,000.00	(24,000.00)	-7.4%
1004	MISC ALLOWANCE	7,219.17	7,200.00	7,200.00	-	0.0%
1005	LONGEVITY PAY	25,653.41	28,107.00	30,375.00	2,268.00	8.1%
1006	EDUCATION PAY	81,843.31	82,200.00	81,600.00	(600.00)	-0.7%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	3,600.00	3,600.00	3,600.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	346,578.59	361,636.00	370,544.00	8,908.00	2.5%
1120	EMPLOYERS SHARE T.M.R.S.	324,375.07	361,134.00	476,593.00	115,459.00	32.0%
1130	INSURANCE-EMPLOYEE LIFE	22,599.73	25,204.00	23,632.00	(1,572.00)	-6.2%
1131	INSURANCE-WORKMENS COMP	51,340.90	59,394.00	58,118.00	(1,276.00)	-2.1%
1135	HEALTH INSURANCE	610,593.75	658,100.00	716,560.00	58,460.00	8.9%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 6,155,186.82</b>	<b>\$ 6,396,404.00</b>	<b>\$ 6,714,285.00</b>	<b>\$ 317,881.00</b>	<b>5.0%</b>
2029	CLOTHING ALLOWANCE	\$ 36,924.14	\$ 42,270.00	\$ 45,108.00	\$ 2,838.00	6.7%
2100	OFFICE SUPPLIES	7,526.70	8,000.00	8,000.00	-	0.0%
2318	COMPUTER SUPPLIES	3,072.58	3,000.00	4,300.00	1,300.00	43.3%
2320	GAS, OIL & GREASE	45,005.98	63,087.00	69,370.00	6,283.00	10.0%
2350	SUPPLIES & MATERIALS	11,906.51	13,325.00	13,325.00	-	0.0%
	<b>SUPPLIES</b>	<b>\$ 104,435.91</b>	<b>\$ 129,682.00</b>	<b>\$ 140,103.00</b>	<b>\$ 10,421.00</b>	<b>8.0%</b>
3010	POSTAGE	\$ 1,857.18	\$ 1,900.00	\$ 1,900.00	\$ -	0.0%
3011	DETENTION SERVICES	2,503.70	3,010.00	3,231.00	221.00	7.3%
3014	**DO NOT USE**USE 3113** PUBLICATIONS	159.00	-	-	-	0.0%
3060	PROFESSIONAL SERVICES/FEES	182,549.13	225,302.00	244,276.00	18,974.00	8.4%
3062	ANIMAL CONTROL SERVICES	11,287.66	12,950.00	13,919.00	969.00	7.5%
3063	PROGRAMMING/MAINTENANCE	139,465.11	150,238.00	126,362.00	(23,876.00)	-15.9%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	-	0.0%
3072	ACCREDITATION EXPENSES	5,383.51	14,265.00	12,695.00	(1,570.00)	-11.0%
3075	DIRECT ALARM MONITORING	148,720.97	169,370.00	221,939.00	52,569.00	31.0%
3113	PUBLICATIONS/PRINTING	8,878.10	13,470.00	13,754.00	284.00	2.1%
3115	CONTRACT MAINTENANCE	32,560.36	34,452.00	30,986.00	(3,466.00)	-10.1%
3261	WRECKER FEES	-	600.00	600.00	-	0.0%
3291	GUNS/EQUIPMENT	29,593.97	37,800.00	38,750.00	950.00	2.5%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 562,958.69</b>	<b>\$ 664,357.00</b>	<b>\$ 709,412.00</b>	<b>\$ 45,055.00</b>	<b>6.8%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 63,760.77	\$ 43,979.00	\$ 43,980.00	\$ 1.00	0.0%
4120	TELEPHONE SERVICE	50,468.36	51,895.00	31,537.00	(20,358.00)	-39.2%
4121	911 SERVICE FEES	45,699.99	44,242.00	46,000.00	1,758.00	4.0%
	<b>UTILITIES</b>	<b>\$ 159,929.12</b>	<b>\$ 140,116.00</b>	<b>\$ 121,517.00</b>	<b>\$ (18,599.00)</b>	<b>-13.3%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 7,728.96	\$ 7,732.00	\$ 7,824.00	\$ 92.00	1.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	20,187.96	31,724.00	29,735.00	(1,989.00)	-6.3%
5506	INSURANCE-GEN'L LIABILITY	2,681.04	4,213.00	3,948.00	(265.00)	-6.3%
5508	INSURANCE-POLICE PROF LIA	19,698.96	19,699.00	19,699.00	-	0.0%
	<b>INSURANCE</b>	<b>\$ 50,296.92</b>	<b>\$ 63,368.00</b>	<b>\$ 61,206.00</b>	<b>\$ (2,162.00)</b>	<b>-3.4%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 3,580.66	\$ 4,600.00	\$ 5,000.00	\$ 400.00	8.7%
6330	RADIO SERVICE	1,158.40	4,885.00	7,240.00	2,355.00	48.2%
	<b>OUTSIDE SERVICES</b>	<b>\$ 4,739.06</b>	<b>\$ 9,485.00</b>	<b>\$ 12,240.00</b>	<b>\$ 2,755.00</b>	<b>29.0%</b>

## City of University Park

### POLICE DEPARTMENT

01-50

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 36,843.57	\$ 42,000.00	\$ 43,500.00	\$ 1,500.00	3.6%
6195	OPERATIONS	137,343.96	177,762.00	162,244.00	(15,518.00)	-8.7%
7150	DUES & SUBSCRIPTIONS	5,083.66	5,787.00	5,440.00	(347.00)	-6.0%
7170	TRAVEL EXPENSE	28,500.28	36,355.00	39,605.00	3,250.00	8.9%
7201	COMPUTER EQT UNDER \$5000	27,587.31	31,583.00	22,130.00	(9,453.00)	-29.9%
7202	MICRO COMPUTER SOFTWARE	-	-	3,000.00	3,000.00	0.0%
7221	OTHER EXPENSE	8,607.15	8,248.00	17,498.00	9,250.00	112.1%
7223	CRIME PREV/YOUTH SERVICES	2,884.79	2,800.00	4,100.00	1,300.00	46.4%
7240	TUITION & TRAINING	50,702.47	42,510.00	41,425.00	(1,085.00)	-2.6%
7475	IMPROVEMENTS-UNDER \$5000	-	4,735.00	9,515.00	4,780.00	101.0%
9000	CAPITAL EQUIP REPLACEMENT	106,335.00	128,830.00	178,561.00	49,731.00	38.6%
	<b>OTHER EXPENSE</b>	<b>\$ 403,888.19</b>	<b>\$ 480,610.00</b>	<b>\$ 527,018.00</b>	<b>\$ 46,408.00</b>	<b>9.7%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 66,412.93	\$ 34,884.00	\$ 17,784.00	\$ (17,100.00)	-49.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 66,412.93</b>	<b>\$ 34,884.00</b>	<b>\$ 17,784.00</b>	<b>\$ (17,100.00)</b>	<b>-49.0%</b>
	<b>DEPARTMENT Total: 50 - POLICE</b>	<b>\$ 7,507,847.64</b>	<b>\$ 7,918,906.00</b>	<b>\$ 8,303,565.00</b>	<b>\$ 384,659.00</b>	<b>4.9%</b>

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**PARK AND RECREATION DEPARTMENT**  
**01-70**

Located at the Peek Service Center, 4420 Worcola Street

**Twenty-two Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Director of Parks and Recreation	1	1	1
Assistant Director of Parks	1	1	1
Parks Superintendent	1	1	1
Gardener III	5	5	5
Gardener II	5	5	5
Gardener I	2	2	2
Irrigation Technician	2	2	2
Forestry Technician	2	2	2
Pesticide Technician	1	1	1
Horticulturalist	1	1	1
Administrative Secretary	1	1	1

**Park and Recreation Administration**

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

**Park Maintenance**

The Park and Recreation Department (PARD) provides professional, high quality maintenance to the City's parks and public property. The department's landscape maintenance include turf, trees, shrubs, and seasonal color beds, giving the residents of University Park aesthetically pleasing public properties, which provide exceptional recreational opportunities. The department is responsible for maintaining approximately 60 acres of green space, four baseball and twelve soccer fields, one basketball court, three ponds, the Holmes Aquatic Center, the John Roach Track, three and half miles of trails, twelve tennis courts, six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4<sup>th</sup> 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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 70 PARKS						
1001	REGULAR EARNINGS	\$ 1,423,042.66	\$ 1,453,768.00	\$ 1,456,732.00	\$ 2,964.00	0.2%
1002	OVERTIME EARNINGS	36,810.74	76,000.00	42,500.00	(33,500.00)	-44.1%
1005	LONGEVITY PAY	14,988.64	14,132.00	15,790.00	1,658.00	11.7%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	2,520.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	105,736.84	113,040.00	114,372.00	1,332.00	1.2%
1120	EMPLOYERS SHARE T.M.R.S.	100,495.08	114,232.00	144,006.00	29,774.00	26.1%
1130	INSURANCE-EMPLOYEE LIFE	7,810.20	8,468.00	7,513.00	(955.00)	-11.3%
1131	INSURANCE-WORKMENS COMP	18,843.96	18,835.00	16,960.00	(1,875.00)	-10.0%
1135	HEALTH INSURANCE	218,143.75	250,078.00	275,600.00	25,522.00	10.2%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,935,591.87</b>	<b>\$ 2,058,273.00</b>	<b>\$ 2,083,193.00</b>	<b>\$ 24,920.00</b>	<b>1.2%</b>
2029	CLOTHING ALLOWANCE	\$ 24,100.79	\$ 17,694.00	\$ 20,194.00	\$ 2,500.00	14.1%
2100	OFFICE SUPPLIES	2,149.24	3,000.00	3,000.00	-	0.0%
2318	COMPUTER SUPPLIES	164.09	-	-	-	0.0%
2320	GAS, OIL & GREASE	18,820.99	28,326.00	29,059.00	733.00	2.6%
2350	SUPPLIES & MATERIALS	77,432.14	48,400.00	58,400.00	10,000.00	20.7%
2360	SMALL TOOLS	6,401.56	12,600.00	12,600.00	-	0.0%
2381	FERTILIZER,CHEMICALS & SUP	46,396.15	69,725.00	69,700.00	(25.00)	0.0%
	<b>SUPPLIES</b>	<b>\$ 175,464.96</b>	<b>\$ 179,745.00</b>	<b>\$ 192,953.00</b>	<b>\$ 13,208.00</b>	<b>7.3%</b>
3010	POSTAGE	\$ 90.24	\$ 700.00	\$ 400.00	\$ (300.00)	-42.9%
3060	PROFESSIONAL SERVICES/FEES	7,678.32	11,560.00	11,560.00	-	0.0%
3063	PROGRAMMING/MAINTENANCE	13,210.94	9,424.00	11,463.00	2,039.00	21.6%
3113	PUBLICATIONS/PRINTING	719.03	1,000.00	1,000.00	-	0.0%
3115	CONTRACT MAINTENANCE	253,968.76	298,810.00	297,651.00	(1,159.00)	-0.4%
	<b>PROFESSIONAL FEES</b>	<b>\$ 275,667.29</b>	<b>\$ 321,494.00</b>	<b>\$ 322,074.00</b>	<b>\$ 580.00</b>	<b>0.2%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 95,208.82	\$ 69,583.00	\$ 69,580.00	\$ (3.00)	0.0%
4120	TELEPHONE SERVICE	6,814.59	3,766.00	2,578.00	(1,188.00)	-31.5%
	<b>UTILITIES</b>	<b>\$ 102,023.41</b>	<b>\$ 73,349.00</b>	<b>\$ 72,158.00</b>	<b>\$ (1,191.00)</b>	<b>-1.6%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 4,647.00	\$ 4,639.00	\$ 5,008.00	\$ 369.00	8.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	11,535.96	11,536.00	11,841.00	305.00	2.6%
5506	INSURANCE-GEN'L LIABILITY	1,532.04	1,532.00	1,572.00	40.00	2.6%
	<b>INSURANCE</b>	<b>\$ 17,715.00</b>	<b>\$ 17,707.00</b>	<b>\$ 18,421.00</b>	<b>\$ 714.00</b>	<b>4.0%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 76.99	\$ 11,550.00	\$ 11,550.00	-	%
6380	FLOWERS,TREES & SHRUBS	59,470.39	44,000.00	44,000.00	-	0.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ 59,547.38</b>	<b>\$ 55,550.00</b>	<b>\$ 55,550.00</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 17,011.22	\$ 21,000.00	\$ 21,500.00	\$ 500.00	2.4%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	125,962.76	127,727.00	135,018.00	7,291.00	5.7%
6205	PARK FACILITY REPAIR	19,005.47	38,000.00	65,600.00	27,600.00	72.6%
6208	PARK EQUIPMENT REPAIR	19,759.41	29,000.00	54,000.00	25,000.00	86.2%
7150	DUES & SUBSCRIPTIONS	2,885.49	3,950.00	3,950.00	-	0.0%
7170	TRAVEL EXPENSE	3,566.20	5,450.00	5,730.00	280.00	5.1%
7201	COMPUTER EQT UNDER \$5000	94.99	-	5,931.00	5,931.00	0.0%
7221	OTHER EXPENSE	4,037.00	6,000.00	6,000.00	-	0.0%
7240	TUITION & TRAINING	2,518.00	3,620.00	4,620.00	1,000.00	27.6%
7245	TUITION & TRAINING	-	-	5,000.00	5,000.00	0.0%
7260	EQUIPMENT RENTAL	3,189.91	3,500.00	4,500.00	1,000.00	28.6%
7475	IMPROVEMENTS-UNDER \$5000	16,123.80	27,200.00	27,600.00	400.00	1.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	62,714.96	59,194.00	76,996.00	17,802.00	30.1%
	<b>OTHER EXPENSE</b>	<b>\$ 276,869.21</b>	<b>\$ 324,641.00</b>	<b>\$ 416,445.00</b>	<b>\$ 91,804.00</b>	<b>28.3%</b>
9950	IMPROVEMENTS/REMODELING OVER \$5000	\$ 12,228.47	\$ 25,000.00	\$ 25,000.00	-	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 12,228.47</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 70 - PARKS</b>		<b>\$ 2,855,107.59</b>	<b>\$ 3,055,759.00</b>	<b>\$ 3,185,794.00</b>	<b>\$ 130,035.00</b>	<b>4.3%</b>

**SWIMMING POOL**  
**01-75**

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

**Fifty-five Employees:**

1 Full Time  
54 Part Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Aquatics Supervisor	1	1	1
Assistant Pool Manager, PT	4	4	4
Cashiers, PT	5	5	5
Lifeguards, PT	42	42	42
Guest Services, PT	0	0	3

**Holmes Aquatic Center**

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

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

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## City of University Park

### SWIMMING POOL

01-75

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 75 - SWIMMING POOL</b>						
1001	REGULAR EARNINGS	\$ 222,352.65	\$ 280,639.00	\$ 290,080.00	\$ 9,441.00	3.4%
1002	OVERTIME EARNINGS	\$ -	\$ -	\$ 9.00	\$ 9.00	0.0%
1005	LONGEVITY PAY	\$ 128.27	\$ -	\$ -	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ -	\$ (840.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 17,020.33	\$ 21,257.00	\$ 22,192.00	\$ 935.00	4.4%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 4,319.75	\$ 4,853.00	\$ -	\$ (4,853.00)	-100.0%
1130	INSURANCE-EMPLOYEE LIFE	\$ -	\$ 380.00	\$ 351.00	\$ (29.00)	-7.6%
1131	INSURANCE-WORKMENS COMP	\$ 3,504.96	\$ 3,881.00	\$ 3,559.00	\$ (322.00)	-8.3%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 248,165.96</b>	<b>\$ 311,850.00</b>	<b>\$ 316,191.00</b>	<b>\$ 4,341.00</b>
						<b>1.4%</b>
3010	POSTAGE	\$ 28.98	\$ 700.00	\$ 700.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 5,418.00	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00	50.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 5,446.98</b>	<b>\$ 10,700.00</b>	<b>\$ 15,700.00</b>	<b>\$ 5,000.00</b>
						<b>46.7%</b>
4120	TELEPHONE SERVICE	\$ 513.62	\$ 1,612.00	\$ 1,768.00	\$ 156.00	9.7%
		<b>UTILITIES</b>	<b>\$ 513.62</b>	<b>\$ 1,612.00</b>	<b>\$ 1,768.00</b>	<b>\$ 156.00</b>
						<b>9.7%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,662.96	\$ 1,442.00	\$ 15,262.00	\$ 13,820.00	958.4%
5506	INSURANCE - GEN LIABILITY	\$ -	\$ 191.00	\$ 2,027.00	\$ 1,836.00	961.3%
		<b>INSURANCE</b>	<b>\$ 1,662.96</b>	<b>\$ 1,633.00</b>	<b>\$ 17,289.00</b>	<b>\$ 15,656.00</b>
						<b>958.7%</b>
6189	SWIMMING POOL REPAIRS	\$ 10,239.20	\$ 44,500.00	\$ 44,500.00	\$ -	0.0%
7221	OTHER EXPENSE	\$ -	\$ -	\$ 855.00	\$ 855.00	0.0%
7390	SWIMMING POOL EXPENSE	\$ 102,228.61	\$ 70,500.00	\$ 78,500.00	\$ 8,000.00	11.3%
7394	CONCESSION FOOD EXPENSE	\$ -	\$ -	\$ 32,500.00	\$ 32,500.00	0.0%
7396	RETAIL EXPENSE	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 112,467.81</b>	<b>\$ 115,000.00</b>	<b>\$ 159,355.00</b>	<b>\$ 44,355.00</b>
						<b>38.6%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,000.00</b>	<b>\$ 14,000.00</b>
						<b>0.0%</b>
		<b>DEPARTMENT Total: 75 - SWIMMING POOL</b>	<b>\$ 368,257.33</b>	<b>\$ 440,795.00</b>	<b>\$ 524,303.00</b>	<b>\$ 83,508.00</b>
						<b>18.9%</b>

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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 2016-2017		BUDGET 2017-2018		ADOPTED 2019	
	<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 FY18, the division poured over a linear mile of concrete in the City's alleys and repaired 85 water main breaks.

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**City of University Park**  
**INFRASTRUCTURE MAINTENANCE - STREETS**  
**01-80**

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 80 - STREETS</b>						
1001	REGULAR EARNINGS	\$ 892,492.62	\$ 869,522.00	\$ 881,379.00	\$ 11,857.00	1.4%
1002	OVERTIME EARNINGS	29,656.86	25,000.00	25,000.00	-	0.0%
1005	LONGEVITY PAY	11,076.62	10,056.00	10,440.00	384.00	3.8%
1009	CELL PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	67,911.22	69,202.00	69,537.00	335.00	0.5%
1120	EMPLOYERS SHARE T.M.R.S.	63,756.31	67,440.00	87,482.00	20,042.00	29.7%
1130	INSURANCE-EMPLOYEE LIFE	4,595.38	5,134.00	4,442.00	(692.00)	-13.5%
1131	INSURANCE-WORKMENS COMP	27,160.44	31,346.00	28,428.00	(2,918.00)	-9.3%
1135	HEALTH INSURANCE	179,525.00	184,268.00	206,700.00	22,432.00	12.2%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,277,614.45</b>	<b>\$ 1,263,408.00</b>	<b>\$ 1,314,848.00</b>	<b>\$ 51,440.00</b>	<b>4.1%</b>
2029	CLOTHING ALLOWANCE	\$ 12,714.10	\$ 11,671.00	\$ 11,670.00	\$ (1.00)	0.0%
2100	OFFICE SUPPLIES	883.55	2,100.00	2,100.00	-	0.0%
2320	GAS, OIL & GREASE	26,037.87	45,511.00	44,005.00	(1,506.00)	-3.3%
2350	SUPPLIES & MATERIALS	9,084.64	9,472.00	9,440.00	(32.00)	-0.3%
2360	SMALL TOOLS	3,032.93	6,000.00	6,000.00	-	0.0%
	<b>SUPPLIES</b>	<b>\$ 51,753.09</b>	<b>\$ 74,754.00</b>	<b>\$ 73,215.00</b>	<b>\$ (1,539.00)</b>	<b>-2.1%</b>
3010	POSTAGE	\$ 7.29	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	2,750.00	2,750.00	-	0.0%
3063	PROGRAMMING/MAINTENANCE	1,116.35	1,075.00	1,282.00	207.00	19.3%
3113	PUBLICATIONS/PRINTING	-	150.00	150.00	-	0.0%
3115	CONTRACT MAINTENANCE	3,384.96	3,487.00	2,952.00	(535.00)	-15.3%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 4,508.60</b>	<b>\$ 7,512.00</b>	<b>\$ 7,184.00</b>	<b>\$ (328.00)</b>	<b>-4.4%</b>
4110	HEAT, LIGHT, WATER UTIL	\$ 4,398.84	\$ 3,273.00	\$ 3,275.00	\$ 2.00	0.1%
4120	TELEPHONE SERVICE	1,434.02	409.00	416.00	7.00	1.7%
	<b>UTILITIES</b>	<b>\$ 5,832.86</b>	<b>\$ 3,682.00</b>	<b>\$ 3,691.00</b>	<b>\$ 9.00</b>	<b>0.2%</b>
5500	INSURANCE - AUTO LIABILITY	\$ 5,429.04	\$ 5,413.00	\$ 7,199.00	\$ 1,786.00	33.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	8,652.00	10,094.00	8,420.00	(1,674.00)	-16.6%
5506	INSURANCE - GEN'L LIABILITY	1,149.00	1,340.00	1,118.00	(222.00)	-16.6%
	<b>INSURANCE</b>	<b>\$ 15,230.04</b>	<b>\$ 16,847.00</b>	<b>\$ 16,737.00</b>	<b>\$ (110.00)</b>	<b>-0.7%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,050.00	\$ 1,625.00	\$ 575.00	54.8%
6370	STREET REPAIR MATERIAL	200,626.23	288,539.00	295,414.00	6,875.00	2.4%
	<b>OUTSIDE SERVICES</b>	<b>\$ 200,626.23</b>	<b>\$ 289,589.00</b>	<b>\$ 297,039.00</b>	<b>\$ 7,450.00</b>	<b>2.6%</b>
6190	AUTO REPAIRS	\$ 47,303.54	\$ 54,500.00	\$ 51,000.00	\$ (3,500.00)	-6.4%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	165,175.06	157,980.00	158,596.00	616.00	0.4%
7201	COMPUTER EQT UNDER \$5000	-	-	2,536.00	2,536.00	0.0%
7221	OTHER EXPENSE	2,029.31	1,454.00	750.00	(704.00)	-48.4%
7240	TUITION & TRAINING	-	1,000.00	1,200.00	200.00	20.0%
7260	EQUIPMENT RENTAL	-	1,000.00	1,000.00	-	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	117,647.04	113,756.00	128,511.00	14,755.00	13.0%
	<b>OTHER EXPENSE</b>	<b>\$ 332,154.95</b>	<b>\$ 329,690.00</b>	<b>\$ 343,593.00</b>	<b>\$ 13,903.00</b>	<b>4.2%</b>
1140	PERSONNEL REIMBURSEMENT	\$ (180,999.96)	\$ (186,500.00)	\$ (186,500.00)	\$ -	0.0%
	<b>TRANSFERS</b>	<b>\$ (180,999.96)</b>	<b>\$ (186,500.00)</b>	<b>\$ (186,500.00)</b>	<b>\$ -</b>	<b>0.0%</b>
9100	EQUIPMENT OVER \$5000	\$ (332.27)	\$ -	\$ -	\$ -	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ (332.27)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>DEPARTMENT Total: 80 - STREETS</b>	<b>\$ 1,706,387.99</b>	<b>\$ 1,798,982.00</b>	<b>\$ 1,869,807.00</b>	<b>\$ 70,825.00</b>	<b>3.9%</b>

## **CAPITAL PROJECTS TRANSFERS**

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

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

#### **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.

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## City of University Park

### CAPITAL PROJECTS TRANSFERS - GENERAL FUND

01-85

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
6371	REPAVING OUTSIDE CONTRACT	\$ 681,660.00	\$ 715,742.00	\$ 751,529.00	\$ 35,787.00	5.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ 681,660.00</b>	<b>\$ 715,742.00</b>	<b>\$ 751,529.00</b>	<b>\$ 35,787.00</b>	<b>5.0%</b>
7153	CAPITAL PROJECTS CONTRIBUTION	\$ 1,195,848.00	\$ 1,256,695.00	\$ 1,319,530.00	\$ 62,835.00	5.0%
	<b>OTHER EXPENSE</b>	<b>\$ 1,195,848.00</b>	<b>\$ 1,256,695.00</b>	<b>\$ 1,319,530.00</b>	<b>\$ 62,835.00</b>	<b>5.0%</b>
8500	TRANSFERS	\$ 791,905.70	\$ -	\$ -	\$ -	0.0%
	<b>TRANSFERS</b>	<b>\$ 791,905.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
9582	CURB & GUTTER	\$ 1,078,440.00	\$ 1,132,367.00	\$ 1,188,985.00	\$ 56,618.00	5.0%
9800	ALLEY REPLACEMENT PROJECT	388,560.00	407,993.00	428,393.00	20,400.00	5.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 1,467,000.00</b>	<b>\$ 1,540,360.00</b>	<b>\$ 1,617,378.00</b>	<b>\$ 77,018.00</b>	<b>5.0%</b>
	<b>DEPARTMENT: 85 - TRANSFERS</b>	<b>\$ 4,136,413.70</b>	<b>\$ 3,512,797.00</b>	<b>\$ 3,688,437.00</b>	<b>\$ 175,640.00</b>	<b>5.0%</b>

## City of University Park

### CAPITAL PROJECTS TRANSFERS - UTILITY FUND

02-85

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
8500	TRANSFERS	\$ -	\$ (50,000.00)	\$ (50,000.00)	\$ -	0.0%
9801	LINE REPLACEMENT PROJECT	2,543,400.00	2,670,565.00	1,954,093.00	(716,472.00)	-26.8%
	<b>DEPARTMENT: 85 TRANSFERS</b>	<b>\$ 2,543,400.00</b>	<b>\$ 2,620,565.00</b>	<b>\$ 1,904,093.00</b>	<b>\$ (716,472.00)</b>	<b>-27.3%</b>

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**REVENUE – UTILITY FUND**  
**02-11**

**No Employees**

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

**Water Service**

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

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

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

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

**Sewer Service**

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

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

## City of University Park

### REVENUE - UTILITY FUND

02-11

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3450	WATER SALES-RESIDENTIAL	\$ 7,586,920.19	\$ 7,853,000.00	\$ 8,144,000.00	\$ 291,000.00	3.7%
3451	WATER SALES-COMMERCIAL	375,173.63	363,000.00	398,000.00	35,000.00	9.6%
3452	WATER SALES-CHURCH/SCHOOL	353,096.65	338,000.00	359,000.00	21,000.00	6.2%
3521	WATER SALES-SMU	1,164,901.03	1,247,000.00	1,217,000.00	(30,000.00)	-2.4%
3523	METER INSTALLATION	172,208.94	190,000.00	170,000.00	(20,000.00)	-10.5%
3524	WATER RECONNECTIONS	4,037.58	5,000.00	5,000.00	-	0.0%
3525	TESTING FEES	270.00	300.00	300.00	-	0.0%
		<b>WATER REVENUE</b>	<b>\$ 9,656,608.02</b>	<b>\$ 9,996,300.00</b>	<b>\$ 10,293,300.00</b>	<b>\$ 297,000.00</b>
3532	SEWER CHRG-SMU	\$ 707,964.02	\$ 705,000.00	\$ 685,000.00	\$ (20,000.00)	-2.8%
3533	SEWER PERMITS	273,181.12	275,000.00	285,000.00	10,000.00	3.6%
3550	SEWER CHRG-RESIDENTIAL	4,374,552.58	4,488,000.00	4,525,000.00	37,000.00	0.8%
3551	SEWER CHRG-COMMERCIAL	207,180.53	214,000.00	200,000.00	(14,000.00)	-6.5%
3552	SEWER CHRG-CHURCH/SCHOOL	120,032.05	116,000.00	115,000.00	(1,000.00)	-0.9%
		<b>WASTE WATER REVENUE</b>	<b>\$ 5,682,910.30</b>	<b>\$ 5,798,000.00</b>	<b>\$ 5,810,000.00</b>	<b>\$ 12,000.00</b>
3900	INTEREST EARNINGS	\$ 15,784.55	\$ 20,000.00	\$ 100,000.00	\$ 80,000.00	400.0%
		<b>INTEREST EARNINGS</b>	<b>\$ 15,784.55</b>	<b>\$ 20,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 80,000.00</b>
3999	OTHER REVENUE	\$ 5,133.52	\$ 1,500.00	\$ -	\$ (1,500.00)	-100.0%
		<b>OTHER REVENUE</b>	<b>\$ 5,133.52</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ (1,500.00)</b>
		<b>DEPARTMENT Total: 11 - REVENUE</b>	<b>\$ 15,360,436.39</b>	<b>\$ 15,815,800.00</b>	<b>\$ 16,203,300.00</b>	<b>\$ 387,500.00</b>

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**UTILITY BILLING OFFICE**  
**02-21**

Located in City Hall, 3800 University Boulevard

**Four Employees:**

All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
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. 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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 21 - UTILITIES OFFICE</b>						
1001	REGULAR EARNINGS	\$ 231,002.49	\$ 232,738.00	\$ 239,614.00	\$ 6,876.00	3.0%
1002	OVERTIME EARNINGS	\$ 1,091.03	\$ 1,000.00	\$ 750.00	(\$250.00)	-25.0%
1005	LONGEVITY PAY	\$ 2,549.72	\$ 2,107.00	\$ 2,930.00	\$ 823.00	39.1%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 16,739.23	\$ 18,042.00	\$ 18,530.00	\$ 488.00	2.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 16,181.84	\$ 17,567.00	\$ 23,265.00	\$ 5,698.00	32.4%
1130	INSURANCE-EMPLOYEE LIFE	\$ 983.33	\$ 1,373.00	\$ 1,266.00	(\$107.00)	-7.8%
1131	INSURANCE-WORKMENS COMP	\$ 336.00	\$ 354.00	\$ 338.00	(\$16.00)	-4.5%
1135	HEALTH INSURANCE	\$ 50,100.00	\$ 52,648.00	\$ 55,120.00	\$ 2,472.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 318,983.64</b>	<b>\$ 325,829.00</b>	<b>\$ 341,813.00</b>	<b>4.9%</b>
2029	CLOTHING ALLOWANCE	\$ -	\$ 280.00	\$ 280.00	\$ -	-
2100	OFFICE SUPPLIES	\$ 2,859.92	\$ 3,550.00	\$ 3,550.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 398.20	\$ 694.00	\$ 576.00	(\$118.00)	-17.0%
		<b>SUPPLIES</b>	<b>\$ 3,258.12</b>	<b>\$ 4,524.00</b>	<b>\$ 4,406.00</b>	<b>-2.6%</b>
3010	POSTAGE	\$ 35,565.57	\$ 37,000.00	\$ 36,400.00	\$ (600.00)	-1.6%
3060	PROFESSIONAL SERVICES/FEES	\$ 18,822.86	\$ 26,500.00	\$ 26,500.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 16,056.28	\$ 16,846.00	\$ 18,559.00	\$ 1,713.00	10.2%
3113	PUBLICATIONS/PRINTING	\$ 1,171.53	\$ 1,401.00	\$ 1,401.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ -	\$ 600.00	\$ 433.00	(\$167.00)	-27.8%
		<b>PROFESSIONAL FEES</b>	<b>\$ 71,616.24</b>	<b>\$ 82,347.00</b>	<b>\$ 83,293.00</b>	<b>1.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 92,411.43	\$ 71,862.00	\$ 71,865.00	\$ 3.00	0.0%
4120	TELEPHONE SERVICE	\$ 1,488.39	\$ 531.00	\$ 538.00	\$ 7.00	1.3%
4270	SEWER PAYMENTS	\$ 2,769,238.44	\$ 3,181,916.00	\$ 3,040,133.00	(\$141,783.00)	-4.5%
4280	WATER PURCHASES	\$ 4,622,128.60	\$ 4,934,936.00	\$ 5,226,031.00	\$ 291,095.00	5.9%
		<b>UTILITIES</b>	<b>\$ 7,485,266.86</b>	<b>\$ 8,189,245.00</b>	<b>\$ 8,338,567.00</b>	<b>1.8%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 368.04	\$ 387.00	\$ 313.00	\$ (74.00)	-19.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 7,209.96	\$ 2,884.00	\$ 2,105.00	\$ (779.00)	-27.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 957.00	\$ 383.00	\$ 280.00	\$ (103.00)	-26.9%
		<b>INSURANCE</b>	<b>\$ 8,535.00</b>	<b>\$ 3,654.00</b>	<b>\$ 2,698.00</b>	<b>\$ (956.00)</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 497.96	\$ 500.00	\$ 500.00	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 497.96</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 16.25	\$ 500.00	\$ 500.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 2,100.00	\$ 2,039.00	\$ 2,469.00	\$ 430.00	21.1%
7150	DUES & SUBSCRIPTIONS	\$ 206.00	\$ 300.00	\$ 300.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 2,704.31	\$ 3,201.00	\$ 1,400.00	(\$1,801.00)	-56.3%
7201	COMPUTER EQT UNDER \$5000	\$ -	\$ 8,206.00	\$ -	(\$8,206.00)	-100.0%
7221	OTHER EXPENSE	\$ 619.49	\$ 200.00	\$ 5,400.00	\$ 5,200.00	2600.0%
7240	TUITION & TRAINING	\$ 1,700.00	\$ 2,350.00	\$ 2,550.00	\$ 200.00	8.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 1,934.04	\$ 1,934.00	\$ 2,030.00	\$ 96.00	5.0%
		<b>OTHER EXPENSE</b>	<b>\$ 9,280.09</b>	<b>\$ 18,730.00</b>	<b>\$ 14,649.00</b>	<b>\$ (4,081.00)</b>
8010	CONTRIBUTION TO GEN. FUND	\$ 699,999.63	\$ 700,000.00	\$ 700,000.00	\$ -	0.0%
		<b>CONTRIBUTIONS</b>	<b>\$ 699,999.63</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE</b>						
		<b>\$ 8,597,437.54</b>	<b>\$ 9,324,829.00</b>	<b>\$ 9,485,926.00</b>	<b>\$ 161,097.00</b>	<b>1.7%</b>

**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 2016-2017		BUDGET 2017-2018		ADOPTED 2019	
	Streets	Util	Streets	Util	Streets	Util
Assistant Director of Public Works		1		1		1
Infrastructure Maintenance						
Superintendent		1		1		1
Administrative Secretary / 3-1-1 Call Taker		1		1		1
Maintenance Supervisor	2	1	2	1	2	1
Maintenance Technician II	4	9	4	9	4	9
Maintenance Technician I	10	12	10	12	10	12
	16	25	16	25	16	25

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

The Infrastructure Maintenance Department is responsible for maintaining the City's 74 miles of street pavement, 40 miles of alley pavement, 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains, and 473 fire hydrants. In 2018, the division poured over a linear mile of concrete in the City's alleys and repaired 85 water main breaks.

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**City of University Park**  
**INFRASTRUCTURE MAINTENANCE - UTILITIES**  
**02-22**

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 22 - UTILITIES</b>						
1001	REGULAR EARNINGS	\$ 1,584,961.58	\$ 1,581,189.00	\$ 1,600,847.00	\$ 19,658.00	1.2%
1002	OVERTIME EARNINGS	55,037.50	46,000.00	53,000.00	7,000.00	15.2%
1005	LONGEVITY PAY	18,633.72	18,805.00	18,510.00	(295.00)	-1.6%
1009	CELL PHONE ALLOWANCE	3,120.00	3,120.00	3,120.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	120,827.75	125,920.00	126,696.00	776.00	0.6%
1120	EMPLOYERS SHARE T.M.R.S.	114,064.25	122,750.00	159,413.00	36,663.00	29.9%
1130	INSURANCE-EMPLOYEE LIFE	8,357.34	9,331.00	7,869.00	(1,462.00)	-15.7%
1131	INSURANCE-WORKMENS COMP	28,899.00	28,271.00	25,056.00	(3,215.00)	-11.4%
1135	HEALTH INSURANCE	320,431.25	342,212.00	372,060.00	29,848.00	8.7%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 2,254,332.39</b>	<b>\$ 2,277,598.00</b>	<b>\$ 2,366,571.00</b>	<b>\$ 88,973.00</b>	<b>3.9%</b>
2029	CLOTHING ALLOWANCE	\$ 27,966.52	\$ 17,071.00	\$ 17,321.00	\$ 250.00	1.5%
2100	OFFICE SUPPLIES	1,962.66	3,400.00	3,400.00	-	0.0%
2320	GAS, OIL & GREASE	46,664.39	73,242.00	71,493.00	(1,749.00)	-2.4%
2350	SUPPLIES & MATERIALS	80,969.96	54,784.00	56,160.00	1,376.00	2.5%
2370	BACKFILL MATERIALS	203,276.76	202,039.00	212,094.00	10,055.00	5.0%
	<b>SUPPLIES</b>	<b>\$ 360,840.29</b>	<b>\$ 350,536.00</b>	<b>\$ 360,468.00</b>	<b>\$ 9,932.00</b>	<b>2.8%</b>
3003	BOARD MEETINGS	\$ 708.88	\$ 500.00	\$ 500.00	\$ -	0.0%
3010	POSTAGE	64.90	100.00	100.00	-	0.0%
3060	PROFESSIONAL SERVICES/FEES	35,036.06	62,751.00	76,050.00	13,299.00	21.2%
3063	PROGRAMMING/MAINTENANCE	17,629.02	13,440.00	43,307.00	29,867.00	222.2%
3113	PUBLICATIONS/PRINTING	-	500.00	500.00	-	0.0%
3115	CONTRACT MAINTENANCE	5,476.18	5,641.00	4,776.00	(865.00)	-15.3%
	<b>PROFESSIONAL FEES</b>	<b>\$ 58,915.04</b>	<b>\$ 82,932.00</b>	<b>\$ 125,233.00</b>	<b>\$ 42,301.00</b>	<b>51.0%</b>
4110	HEAT,LIGHT,WATER, UTIL	\$ 9,643.97	\$ 7,479.00	\$ 7,480.00	\$ 1.00	0.0%
4120	TELEPHONE SERVICE	5,683.61	3,982.00	3,480.00	(502.00)	-12.6%
	<b>UTILITIES</b>	<b>\$ 15,327.58</b>	<b>\$ 11,461.00</b>	<b>\$ 10,960.00</b>	<b>\$ (501.00)</b>	<b>-4.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 7,361.04	\$ 7,346.00	\$ 6,573.00	\$ (773.00)	-10.5%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	28,839.96	15,862.00	13,683.00	(2,179.00)	-13.7%
5506	INSURANCE-GEN'L LIABILITY	3,830.04	2,106.00	1,817.00	(289.00)	-13.7%
	<b>INSURANCE</b>	<b>\$ 40,031.04</b>	<b>\$ 25,314.00</b>	<b>\$ 22,073.00</b>	<b>\$ (3,241.00)</b>	<b>-12.8%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,750.00	\$ 1,750.00	\$ -	0.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 1,750.00</b>	<b>\$ 1,750.00</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 61,949.56	\$ 64,500.00	\$ 63,000.00	\$ (1,500.00)	-2.3%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	243,091.06	246,160.00	237,079.00	(9,081.00)	-3.7%
6355	UTILITY MAIN MAINTENANCE	335,252.17	475,000.00	475,000.00	-	0.0%
7150	DUES & SUBSCRIPTIONS	6,821.00	7,683.00	1,523.00	(6,160.00)	-80.2%
7170	TRAVEL EXPENSE	1,053.23	7,471.00	5,272.00	(2,199.00)	-29.4%
7201	COMPUTER EQT UNDER \$5000	1,198.49	1,509.00	4,017.00	2,508.00	166.2%
7221	OTHER EXPENSE	4,494.67	2,201.00	3,051.00	850.00	38.6%
7240	TUITION & TRAINING	3,485.27	4,601.00	4,602.00	1.00	0.0%
7260	EQUIPMENT RENTAL	17,850.80	3,000.00	3,000.00	-	0.0%
7331	EQUIPMENT UNDER \$5000	4,331.92	10,999.00	20,500.00	9,501.00	86.4%
7500	DEPRECIATION EXPENSE	77,096.12	-	-	-	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRG	135,833.80	169,643.00	149,288.00	(20,355.00)	-12.0%
	<b>OTHER EXPENSE</b>	<b>\$ 892,458.09</b>	<b>\$ 992,767.00</b>	<b>\$ 966,332.00</b>	<b>\$ (26,435.00)</b>	<b>-2.7%</b>
1140	PERSONNEL REIMBURSEMENT	\$ 180,999.96	\$ 186,500.00	\$ 186,500.00	\$ -	0.0%
	<b>TRANSFERS</b>	<b>\$ 180,999.96</b>	<b>\$ 186,500.00</b>	<b>\$ 186,500.00</b>	<b>\$ -</b>	<b>0.0%</b>
9100	EQUIPMENT OVER \$5000	\$ 878.00	\$ -	\$ -	\$ -	0.0%
9950	IMPROVEMENTS/REMODELING OVER \$5000	2,250.00	-	-	-	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 3,128.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
	<b>DEPARTMENT Total: 22 - UTILITIES</b>	<b>\$ 3,806,032.39</b>	<b>\$ 3,928,858.00</b>	<b>\$ 4,039,887.00</b>	<b>\$ 111,029.00</b>	<b>2.8%</b>

**IN-HOUSE CONSTRUCTION  
02-24**

Located in the Peek Service Center, 4420 Worcola Street

**Six Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Maintenance Technician II	0	0	1
Maintenance Technician I	0	0	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 FY19, the department will staff one (1) crew. In FY20, an additional crew and equipment will be funded, and in FY21, a third crew will join the department. With the third crew, the department will be fully staffed and will, at that time, be on track to replace one (1) mile of utilities and pavement per year.

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## City of University Park

### IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 24 - IN HOUSE CONSTRUCTION</b>						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 288,498.00	\$ 288,498.00	0.00
1110	EMPLOYERS SHARE F.I.C.A.	\$ -	\$ -	\$ 22,066.00	\$ 22,066.00	0.00
1120	EMPLOYERS SHARE T.M.R.S.	\$ -	\$ -	\$ 27,690.00	\$ 27,690.00	0.00
1131	INSURANCE-WORKMENS COMP	\$ -	\$ -	\$ 9,234.00	\$ 9,234.00	0.00
1135	HEALTH INSURANCE	\$ -	\$ -	\$ 82,680.00	\$ 82,680.00	0.00
<b>SALARIES &amp; BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 430,168.00</b>	<b>\$ 430,168.00</b>	<b>0.00%</b>
6370	STREET REPAIR MATERIAL	\$ -	\$ -	\$ 102,500.00	\$ 102,500.00	0.00
<b>OUTSIDE SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 102,500.00</b>	<b>\$ 102,500.00</b>	<b>0.00%</b>
6355	UTILITY MAIN MAINTENANCE	\$ -	\$ -	\$ 307,500.00	\$ 307,500.00	0.00
<b>OTHER EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 307,500.00</b>	<b>\$ 307,500.00</b>	<b>0.00%</b>
<b>DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 840,168.00</b>	<b>\$ 840,168.00</b>	<b>0.00%</b>

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**REVENUE – SANITATION FUND**  
**04-11**

**No Employees**

Residential refuse collection charges make up 60% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$22.27/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 22.27
Two-family dwelling, per unit	\$ 22.27
Apartments, per unit - on residential route	\$ 22.27
Apartments, per unit - on commercial route	\$ 22.27
Carryout, per unit	\$ 136.50

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	5	6
3	\$110.00	\$220.00	\$330.00	\$440.00	\$550.00	\$660.00
6	\$220.00	\$440.00	\$660.00	\$880.00	\$1,100.00	\$1,320.00
12	\$440.00	\$880.00	\$1,320.00	\$1,760.00	\$2,200.00	\$2,640.00
18	\$660.00	\$1,320.00	\$1,980.00	\$2,640.00	\$3,300.00	\$3,960.00

Recycling collection contributes 10% of Fund revenues. Customers pay \$3.50 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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3501	REFUSE COLL-SMU	\$ 151,252.44	\$ 150,000.00	\$ 186,000.00	\$ 36,000.00	24.0%
3503	YARD BAGS/RECYCLING REBATE	15,444.80	30,000.00	-	(30,000.00)	-100.0%
3504	RECYCLING REVENUE	317,937.76	320,000.00	320,000.00	-	0.0%
3540	REFUSE COLL - RESIDENTIAL	1,878,773.35	1,875,750.00	1,875,750.00	-	0.0%
3541	REFUSE COLL - COMMERCIAL	482,402.21	525,000.00	475,000.00	(50,000.00)	-9.5%
3542	REFUSE COLL-CHURCH/SCHOOL	155,883.14	160,000.00	150,000.00	(10,000.00)	-6.3%
3543	BRUSH/SPECIAL PICKUP CHRG	59,811.65	70,000.00	75,000.00	5,000.00	7.1%
	<b>REFUSE &amp; RECYCLING</b>	<b>\$ 3,061,505.35</b>	<b>\$ 3,130,750.00</b>	<b>\$ 3,081,750.00</b>	<b>\$ (49,000.00)</b>	<b>-1.6%</b>
3900	INTEREST EARNINGS	\$ 7,758.22	\$ 4,000.00	\$ 30,000.00	\$ 26,000.00	650.0%
	<b>INTEREST EARNINGS</b>	<b>\$ 7,758.22</b>	<b>\$ 4,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 26,000.00</b>	<b>650.0%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>						
		<b>\$ 3,069,263.57</b>	<b>\$ 3,134,750.00</b>	<b>\$ 3,111,750.00</b>	<b>\$ (23,000.00)</b>	<b>-0.7%</b>

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**SANITATION DEPARTMENT  
04-60**

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

**Twenty-eight Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
Sanitation Superintendent	1	1	1
Sanitation Supervisor	1	1	1
Neighborhood Integrity Officer	1	1	1
Sanitation Driver III	4	4	4
Sanitation Driver II	4	4	4
Sanitation Driver I	16	16	16
Administrative Secretary/3-1-1 Call Taker	1	1	1

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

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

During FY2018, the Division handled more than 12,900 tons of solid waste, 1,400 tons of yard waste, and 3,000 tons of recyclable materials. The division recycled approximately 71 tons of metal.

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# City of University Park

## SANITATION DEPARTMENT

04-60

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 60 - SANITATION</b>						
1001	REGULAR EARNINGS	\$ 1,401,716.32	\$ 1,398,182.00	\$ 1,352,079.00	\$ (46,103.00)	-3.3%
1002	OVERTIME EARNINGS	57,066.83	59,000.00	60,000.00	1,000.00	1.7%
1005	LONGEVITY PAY	13,664.57	14,560.00	13,771.00	(789.00)	-5.4%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	1,680.00	(840.00)	-33.3%
1110	EMPLOYERS SHARE F.I.C.A.	107,721.50	112,590.00	108,453.00	(4,137.00)	-3.7%
1120	EMPLOYERS SHARE T.M.R.S.	101,246.42	109,692.00	136,322.00	26,630.00	24.3%
1130	INSURANCE-EMPLOYEE LIFE	6,898.67	8,245.00	6,992.00	(1,253.00)	-15.2%
1131	INSURANCE-WORKMENS COMP	39,957.96	39,943.00	37,268.00	(2,675.00)	-6.7%
1135	HEALTH INSURANCE	319,387.50	329,050.00	344,500.00	15,450.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 2,050,179.77</b>	<b>\$ 2,073,782.00</b>	<b>\$ 2,061,065.00</b>	<b>\$ (12,717.00)</b>
2029	CLOTHING ALLOWANCE	\$ 24,256.38	\$ 14,771.00	\$ 14,771.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,265.17	2,000.00	1,461.00	(539.00)	-27.0%
2320	GAS, OIL & GREASE	77,546.13	121,023.00	127,556.00	6,533.00	5.4%
2350	SUPPLIES & MATERIALS	10,201.02	4,201.00	6,660.00	2,459.00	58.5%
		<b>SUPPLIES</b>	<b>\$ 113,268.70</b>	<b>\$ 141,995.00</b>	<b>\$ 150,448.00</b>	<b>\$ 8,453.00</b>
3010	POSTAGE	\$ 47.38	\$ 200.00	\$ 100.00	\$ (100.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	3,255.00	3,000.00	4,500.00	1,500.00	50.0%
3063	PROGRAMMING/MAINTENANCE	1,730.85	6,679.00	8,903.00	2,224.00	33.3%
3113	PUBLICATIONS/PRINTING	705.13	4,300.00	4,300.00	-	0.0%
3115	CONTRACT MAINTENANCE	4,385.77	4,518.00	3,825.00	(693.00)	-15.3%
		<b>PROFESSIONAL FEES</b>	<b>\$ 10,124.13</b>	<b>\$ 18,697.00</b>	<b>\$ 21,628.00</b>	<b>\$ 2,931.00</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 16,038.89	\$ 11,351.00	\$ 11,350.00	\$ (1.00)	0.0%
4120	TELEPHONE SERVICE	3,797.89	2,305.00	2,461.00	156.00	6.8%
4390	LAND FILL	95,194.33	115,000.00	115,000.00	-	0.0%
4392	DISPOSAL FEES CONTINGENCY	-	100,000.00	110,000.00	10,000.00	10.0%
		<b>UTILITIES</b>	<b>\$ 115,031.11</b>	<b>\$ 228,656.00</b>	<b>\$ 238,811.00</b>	<b>\$ 10,155.00</b>
5500	INSURANCE-AUTO LIABILITY	\$ 9,662.04	\$ 9,666.00	\$ 10,641.00	\$ 975.00	10.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	17,304.00	15,862.00	13,683.00	(2,179.00)	-13.7%
5506	INSURANCE - GEN'L LIABILITY	2,298.00	2,106.00	1,817.00	(289.00)	-13.7%
		<b>INSURANCE</b>	<b>\$ 29,264.04</b>	<b>\$ 27,634.00</b>	<b>\$ 26,141.00</b>	<b>\$ (1,493.00)</b>
6186	TRANSFER STATION REPAIR	\$ 16,776.02	\$ 58,400.00	\$ 36,400.00	\$ (22,000.00)	-37.7%
6400	RECYCLING FEES	-	1.00	-	(1.00)	-100.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 16,776.02</b>	<b>\$ 58,401.00</b>	<b>\$ 36,400.00</b>	<b>\$ (22,001.00)</b>
6190	AUTO REPAIRS	\$ 117,082.38	\$ 107,000.00	\$ 116,500.00	\$ 9,500.00	8.9%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	176,238.00	188,641.00	210,442.00	21,801.00	11.6%
6318	CONTAINER MAINTENANCE	3,729.41	3,100.00	14,250.00	11,150.00	359.7%
7150	DUES & SUBSCRIPTIONS	1,907.00	4,481.00	1,360.00	(3,121.00)	-69.6%
7170	TRAVEL EXPENSE	1,909.04	5,700.00	5,400.00	(300.00)	-5.3%
7201	COMPUTER EQT UNDER \$5000	-	1,509.00	-	(1,509.00)	-100.0%
7221	OTHER EXPENSE	14,022.17	7,038.00	5,450.00	(1,588.00)	-22.6%
7240	TUITION & TRAINING	245.00	1,300.00	1,801.00	501.00	38.5%
7392	CONTAINERS	26,240.00	13,530.00	13,502.00	(28.00)	-0.2%
7500	DEPRECIATION EXPENSE	6,768.72	-	-	-	0.0%
7601	HAZARDOUS WASTE SERVICE	26,284.17	38,100.00	35,301.00	(2,799.00)	-7.3%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	235,713.04	233,988.00	257,326.00	23,338.00	10.0%
		<b>OTHER EXPENSE</b>	<b>\$ 610,138.93</b>	<b>\$ 604,387.00</b>	<b>\$ 661,332.00</b>	<b>\$ 56,945.00</b>
		<b>DEPARTMENT Total: 60 - SANITATION</b>	<b>\$ 2,944,782.70</b>	<b>\$ 3,153,552.00</b>	<b>\$ 3,195,825.00</b>	<b>\$ 42,273.00</b>
						<b>1.3%</b>

**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  
5-23**

**No Employees**

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

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

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

## City of University Park

### REVENUE - STORMWATER

05-11

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORMWATER FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3903	STORMWATER FEE-COMMERCIAL	\$ 4,212.85	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3904	STORM FEE-RESIDENTIAL	429,219.84	447,000.00	447,000.00	0.00	0.0%
3906	STORM FEE-CHURCH/SCHOOL	3,623.83	11,000.00	11,000.00	0.00	0.0%
	<b>STORM FEE</b>	<b>\$ 437,056.52</b>	<b>\$ 473,000.00</b>	<b>\$ 473,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
3900	INTEREST EARNINGS	\$ 3,184.98	\$ 2,000.00	\$ 30,000.00	\$ 28,000.00	1400.0%
	<b>INTEREST EARNINGS</b>	<b>\$ 3,184.98</b>	<b>\$ 2,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 28,000.00</b>	<b>1400.0%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>		<b>\$ 440,241.50</b>	<b>\$ 475,000.00</b>	<b>\$ 503,000.00</b>	<b>\$ 28,000.00</b>	<b>5.9%</b>

## City of University Park

### EXPENSE - STORMWATER

05-23

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORMWATER FUND</b>						
<b>DEPARTMENT: 23 - STORM WATER UTILITY</b>						
2100	OFFICE SUPPLIES	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	4,745.06	2,000.00	1,500.00	(500.00)	-25.0%
	<b>SUPPLIES</b>	<b>\$ 4,745.06</b>	<b>\$ 2,050.00</b>	<b>\$ 1,550.00</b>	<b>\$ (500.00)</b>	<b>-24.4%</b>
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	162,199.47	65,002.00	252,101.00	187,099.00	287.8%
3113	PUBLICATIONS/PRINTING	318.33	1,000.00	1.00	(999.00)	-99.9%
3115	CONTRACT MAINTENANCE	-	-	3,600.00	3,600.00	0.0%
	<b>PROFESSIONAL FEES</b>	<b>\$ 162,517.80</b>	<b>\$ 66,052.00</b>	<b>\$ 255,752.00</b>	<b>\$ 189,700.00</b>	<b>287.2%</b>
7150	DUES & SUBSCRIPTIONS	\$ 7,074.00	\$ 7,300.00	\$ 7,300.00	\$ -	0.0%
7221	OTHER EXPENSE	41.73	200.00	1.00	(199.00)	-99.5%
7240	TUITION & TRAINING	2,125.00	2,875.00	4,000.00	1,125.00	39.1%
	<b>OTHER EXPENSE</b>	<b>\$ 9,240.73</b>	<b>\$ 10,375.00</b>	<b>\$ 11,301.00</b>	<b>\$ 926.00</b>	<b>8.9%</b>
9305	STORMWATER EXPENSES	\$ -	\$ 321,523.00	\$ 181,423.00	\$ (140,100.00)	-43.6%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 321,523.00</b>	<b>\$ 181,423.00</b>	<b>\$ (140,100.00)</b>	<b>-43.6%</b>
<b>DEPARTMENT Total: 23 - STORM WATER UTILITY</b>		<b>\$ 176,503.59</b>	<b>\$ 400,000.00</b>	<b>\$ 450,026.00</b>	<b>\$ 50,026.00</b>	<b>12.5%</b>

## City of University Park

### TRANSFERS - STORM WATER

05-85

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORM WATER</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
8500	TRANSFERS	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
	<b>DEPARTMENT: 85 TRANSFERS</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 0.00</b>	<b>0.0%</b>

## **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**

**General Governmental Projects**

**44-44**

**No Employees**

### **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 FY2019-2023 Detailed CIP lists all identified projects and their estimated costs. The first year of the 5 year CIP serves as the capital budget (FY2019), 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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 42 - CAPITAL PROJECTS - ENTERPRISE</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3101	TRANSFER - GENERAL FUND	\$ 388,565.00	\$ 407,993.00	\$ 428,393.00	\$ 20,400.00	5.00%
3102	TRANSFER - UTILITY FUND	\$ 2,543,395.00	\$ 2,670,565.00	\$ 1,954,093.00	\$ (716,472.00)	-26.83%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 2,931,960.00</b>	<b>\$ 3,078,558.00</b>	<b>\$ 2,382,486.00</b>	<b>\$ (696,072.00)</b>	<b>-22.61%</b>
3900	INTEREST EARNINGS	\$ -	\$ -	\$ 25,512.00	\$ -	0.00%
	<b>INTEREST EARNINGS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,512.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE</b> <b>\$ 2,931,960.00</b> <b>\$ 3,078,558.00</b> <b>\$ 2,407,998.00</b> <b>\$ (696,072.00)</b> <b>-22.61%</b>						

## City of University Park

### REVENUE - CIP - GENERAL GOVERNMENT PROJECTS

44-11

Description	2016 Actual Amount	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	% Change
<b>FUND: 44 - CAPITAL PROJECTS - GEN GOVT</b>					
<b>DEPARTMENT: 11 - REVENUE</b>					
3101	TRANSFER - GENERAL FUND	\$ 2,843,226.00	\$ 2,956,956.00	\$ 3,260,044.00	\$ 303,088.00 10.3%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 2,843,226.00</b>	<b>\$ 2,956,956.00</b>	<b>\$ 3,260,044.00</b>	<b>\$ 303,088.00 10.3%</b>
3900	INTEREST EARNINGS	\$ 25,000.00	\$ 25,000.00	\$ 211,930.00	\$ - 0.0%
	<b>INTEREST EARNINGS</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 211,930.00</b>	<b>\$ - 0.0%</b>
<b>RTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE</b> <b>\$ 2,868,226.00</b> <b>\$ 2,981,956.00</b> <b>\$ 3,471,974.00</b> <b>\$ 303,088.00</b> <b>10.2%</b>					

## City of University Park

### CIP - GENERAL GOVERNMENT PROJECTS

44-44

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 44 - CAPITAL PROJECTS - GEN GOVT</b>						
<b>DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT</b>						
1001	REGULAR EARNINGS	\$ -	\$ 85,129.00	\$ -	\$ (85,129.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ -	\$ 6,512.00	\$ -	\$ (6,512.00)	-100.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ -	\$ 5,841.00	\$ -	\$ (5,841.00)	-100.0%
1131	INSURANCE-WORKMENS COMP	\$ -	\$ 128.00	\$ -	\$ (128.00)	-100.0%
1135	HEALTH INSURANCE	\$ -	\$ 12,525.00	\$ -	\$ (12,525.00)	-100.0%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ -</b>	<b>\$ 110,135.00</b>	<b>\$ -</b>	<b>\$ (110,135.00)</b>	<b>-100.0%</b>
4410	CAPITAL PROJECTS-GEN FUND	\$ -	\$ -	\$ 2,224,100.00	\$ 2,224,100.00	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,224,100.00</b>	<b>\$ 2,224,100.00</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS</b> <b>\$ -</b> <b>\$ 110,135.00</b> <b>\$ 2,224,100.00</b> <b>\$ 2,113,965.00</b> <b>1919.4%</b>						

**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 FY18, we covered an average of 528 individuals on our health plan.

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## City of University Park

### REVENUE - SELF-INSURANCE

45-11

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 45 - SELF-INSURANCE</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3802	GENERAL FUND CONTRIBUTION	\$ -	\$ -	\$ -	\$ -	0.0%
3803	CONT-OFF'L LIABILITY	35,102.04	36,155.04	36,155.00	(0.04)	0.0%
3804	CONT-EXCESS LIABILITY	141,595.83	144,420.60	144,200.00	(220.60)	-0.2%
3805	CONT-GENERAL LIABILITY	20,860.92	18,669.60	19,148.00	478.40	2.6%
3806	CONT-AUTO LIABILITY	44,898.00	46,294.20	46,008.00	(286.20)	-0.6%
3807	CONT-POLICE LIABILITY	17,531.25	19,698.96	19,699.00	0.04	0.0%
3808	CONT-BLDG AND CONTENTS	108,129.00	108,798.00	108,798.00	-	0.0%
3810	CONT-WORKMENS COMP	254,346.96	245,741.76	-	(245,741.76)	-100.0%
3812	CONT-BONDS/OFF'L EMPL	200.04	206.04	206.00	(0.04)	0.0%
3813	CONTRIB-EMPLOYEE HEALTH INSURANCE	3,324,923.08	3,540,144.28	-	(3,540,144.28)	-100.0%
3814	CONTRIBUTIONS -FSA	6,771.38	16,644.18	-	(16,644.18)	-100.0%
<b>CONTRIBUTIONS TO SELF-INSURANCE</b>		<b>\$ 3,954,358.50</b>	<b>\$ 4,176,772.66</b>	<b>\$ 374,214.00</b>	<b>\$ (28.40)</b>	<b>0.0%</b>
3900	INTEREST EARNINGS	\$ 14,822.09	\$ 38,366.74	\$ 160,000.00	\$ 121,633.26	317.0%
<b>INTEREST EARNINGS</b>		<b>\$ 14,822.09</b>	<b>\$ 38,366.74</b>	<b>\$ 160,000.00</b>	<b>\$ 121,633.26</b>	<b>317.0%</b>
3999	OTHER REVENUE	\$ 193.42	\$ 199.91	\$ -	\$ (199.91)	-100.0%
<b>OTHER REVENUE</b>		<b>\$ 3,969,374.01</b>	<b>\$ 4,215,339.31</b>	<b>\$ 534,214.00</b>	<b>\$ 121,604.86</b>	<b>2.9%</b>

## City of University Park

### SELF INSURANCE

45-45

Account Number	Description	2016 Actual Amount	2017 Actual Amount	2018 Estimated Amount	\$ Change	% Change
<b>FUND: 45 - SELF INSURANCE</b>						
<b>DEPARTMENT: 45 - SELF INSURANCE</b>						
5803	CLAIMS-PUBLIC	\$ 125,657.43	\$ 5,511.63	\$ -	\$ (5,511.63)	-100.0%
5805	CLAIMS-GENERAL LIABILITY	4,151.29	803.47	478.66	(324.81)	-67.9%
5806	CLAIMS-AUTO LIAB/DAMG	20,548.64	40,212.59	86,355.83	46,143.24	53.4%
5808	CLAIMS-BLDG & CONTENTS	25,000.00	1,375.06	(962.87)	(2,337.93)	242.8%
5810	CLAIMS-WORKMENS COMP	189,437.82	111,840.23	145,550.43	33,710.20	23.2%
5811	CLAIMS-RISK LOSS, MGMT	-	-	-	-	0.0%
5813	CLAIMS-EMP HEALTH INS	2,350,401.73	2,470,822.51	2,651,002.24	180,179.73	6.8%
5815	INSURANCE PREMIUM	734,452.12	777,280.19	776,917.88	(362.31)	0.0%
<b>OTHER</b>		<b>\$ 3,449,649.03</b>	<b>\$ 3,407,845.68</b>	<b>\$ 3,659,342.17</b>	<b>\$ 251,496.49</b>	<b>7.4%</b>
7221	OTHER EXPENSE	\$ 146,563.96	\$ 122,187.49	\$ 109,315.76	\$ (12,871.73)	-10.5%
7224	ADMIN-EMP HEALTH INS	93,207.61	101,085.32	102,206.42	1,121.10	1.1%
<b>SELF INSURANCE</b>		<b>\$ 239,771.57</b>	<b>\$ 223,272.81</b>	<b>\$ 211,522.18</b>	<b>\$ (11,750.63)</b>	<b>-5.3%</b>
<b>DEPARTMENT Total: 45 - SELF INSURANCE TOTAL</b>						
<b>\$ 3,689,420.60</b>						
<b>\$ 3,631,118.49</b>						
<b>\$ 3,870,864.35</b>						
<b>\$ 239,745.86</b>						
<b>6.6%</b>						

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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	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3161.01	VEH MAINTENANCE-GEN FUND	\$ 407,691.00	\$ 449,271.00	\$ 431,965.00	\$ (17,306.00)	-3.9%
3161.02	VEH MAINTENANCE-UTIL FUND	127,418.00	126,050.00	121,311.00	(4,739.00)	-3.8%
3161.04	VEH MAINTENANCE-SANITATN	142,511.00	151,668.00	166,771.00	15,103.00	
3162.01	WHSE ALLOCATION-GEN FUND	138,516.00	136,305.00	151,828.00	15,523.00	11.4%
3162.02	WHSE ALLOCATION-UTIL FUND	117,774.00	122,149.00	118,237.00	(3,912.00)	-3.2%
3162.04	WHSE ALLOCATION-SANITATN	33,727.00	36,973.00	43,671.00	6,698.00	18.1%
3163.01	VEH REPLACEMENT-GEN FUND	508,302.00	514,900.00	612,095.00	97,195.00	18.9%
3163.02	VEH REPLACEMENT-UTIL FUND	137,495.00	171,577.00	151,318.00	(20,259.00)	-11.8%
3163.04	VEH REPLACEMENT-SANITATN	232,928.00	233,988.00	257,326.00	23,338.00	10.0%
<b>WAREHOUSE ALLOCATION</b>		<b>\$ 1,846,362.00</b>	<b>\$ 1,942,881.00</b>	<b>\$ 2,054,522.00</b>	<b>\$ 111,641.00</b>	<b>5.7%</b>
3900	INTEREST EARNINGS	\$ -	\$ -	\$ 70,000.00	\$ -	0.0%
	<b>WAREHOUSE INTEREST</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS</b> <b>\$ 1,846,362.00</b> <b>\$ 1,942,881.00</b> <b>\$ 2,124,522.00</b> <b>\$ -</b> <b>0.0%</b>						

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

Located in the Peek Service Center, 4420 Worcola Street

**Nine Employees:**

All Full Time

FUNCTION	ACTUAL 2016-2017	BUDGET 2017-2018	ADOPTED 2019
<b>GARAGE:</b>			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
<b>WAREHOUSE:</b>			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

**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 six since 1994. Garage personnel performed 848 repairs and 791 preventive maintenance jobs last year.

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## City of University Park

### EQUIPMENT SERVICES - GARAGE

47-30

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 30 - GARAGE</b>						
1001	REGULAR EARNINGS	\$ 409,369.00	\$ 418,313.00	\$ 437,186.00	\$ 18,873.00	4.5%
1002	OVERTIME EARNINGS	\$ 1,426.00	\$ 2,000.00	\$ -	\$ (2,000.00)	-100.0%
1004	MISC ALLOWANCE	\$ 1,200.00	\$ 1,600.00	\$ 1,600.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 1,900.00	\$ 2,403.00	\$ 2,632.00	\$ 229.00	9.5%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 31,663.00	\$ 32,460.00	\$ 33,716.00	\$ 1,256.00	3.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 28,299.00	\$ 31,606.00	\$ 42,330.00	\$ 10,724.00	33.9%
1130	INSURANCE-EMPLOYEE LIFE	\$ 2,694.00	\$ 2,469.00	\$ 2,302.00	\$ (167.00)	-6.8%
1131	INSURANCE-WORKMENS COMP	\$ 8,020.00	\$ 7,933.00	\$ 8,293.00	\$ 360.00	4.5%
1135	HEALTH INSURANCE	\$ 75,150.00	\$ 78,972.00	\$ 82,680.00	\$ 3,708.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 559,721.00</b>	<b>\$ 577,756.00</b>	<b>\$ 610,739.00</b>	<b>\$ 32,983.00</b>
						<b>5.7%</b>
2029	CLOTHING ALLOWANCE	\$ 3,320.00	\$ 2,820.00	\$ 2,700.00	\$ (120.00)	-4.3%
2100	OFFICE SUPPLIES	\$ 2,250.00	\$ 2,450.00	\$ 700.00	\$ (1,750.00)	-71.4%
2320	GAS, OIL & GREASE	\$ 1,271.00	\$ 1,516.00	\$ 2,974.00	\$ 1,458.00	96.2%
2350	SUPPLIES & MATERIALS	\$ 15,000.00	\$ 17,500.00	\$ 17,500.00	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 21,841.00</b>	<b>\$ 24,286.00</b>	<b>\$ 23,874.00</b>	<b>\$ (412.00)</b>
						<b>-1.7%</b>
3010	POSTAGE	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 100.00	\$ 1,750.00	\$ 3,050.00	\$ 1,300.00	74.3%
3063	PROGRAMMING/MAINTENANCE	\$ 12,987.00	\$ 10,678.00	\$ 12,523.00	\$ 1,845.00	17.3%
		<b>PROFESSIONAL FEES</b>	<b>\$ 13,137.00</b>	<b>\$ 12,478.00</b>	<b>\$ 15,623.00</b>	<b>\$ 3,145.00</b>
						<b>25.2%</b>
4110	HEAT, LIGHT, WATER UTIL	\$ 28,500.00	\$ 21,202.00	\$ 21,200.00	\$ (2.00)	0.0%
4120	TELEPHONE SERVICE	\$ 2,363.00	\$ 429.00	\$ 439.00	\$ 10.00	2.3%
		<b>UTILITIES</b>	<b>\$ 30,863.00</b>	<b>\$ 21,631.00</b>	<b>\$ 21,639.00</b>	<b>\$ 8.00</b>
						<b>0.0%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 1,564.00	\$ 1,546.00	\$ 1,252.00	\$ (294.00)	-19.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,884.00	\$ 4,326.00	\$ 3,158.00	\$ (1,168.00)	-27.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 383.00	\$ 574.00	\$ 419.00	\$ (155.00)	-27.0%
		<b>INSURANCE</b>	<b>\$ 4,831.00</b>	<b>\$ 6,446.00</b>	<b>\$ 4,829.00</b>	<b>\$ (1,617.00)</b>
						<b>-25.1%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
6330	RADIO SERVICE	\$ 1,300.00	\$ 1,699.00	\$ 1,044.00	\$ (655.00)	-38.6%
		<b>OUTSIDE SERVICES</b>	<b>\$ 6,300.00</b>	<b>\$ 4,699.00</b>	<b>\$ 4,044.00</b>	<b>\$ (655.00)</b>
						<b>-13.9%</b>
6190	AUTO REPAIRS	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ 120.00	\$ 120.00	\$ 25.00	\$ (95.00)	-79.2%
7170	TRAVEL EXPENSE	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -	0.0%
7201	COMPUTER EQT UNDER \$5000	\$ 500.00	\$ -	\$ 1,268.00	\$ 1,268.00	0.0%
7202	MICRO COMPUTER SOFTWARE	\$ 3,500.00	\$ -	\$ 6,050.00	\$ 6,050.00	0.0%
7221	OTHER EXPENSE	\$ 1,000.00	\$ -	\$ -	\$ -	0.0%
7240	TUITION & TRAINING	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%
7260	EQUIPMENT RENTAL	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	\$ -	\$ 4,552.00	\$ -	\$ (4,552.00)	-100.0%
7500	DEPRECIATION EXPENSE	\$ -	\$ -	\$ -	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 9,307.00	\$ 6,101.00	\$ 10,110.00	\$ 4,009.00	65.7%
		<b>OTHER</b>	<b>\$ 25,927.00</b>	<b>\$ 21,273.00</b>	<b>\$ 27,953.00</b>	<b>\$ 6,680.00</b>
						<b>31.4%</b>
9100	EQUIPMENT OVER \$5000	\$ 15,000.00	\$ 39,000.00	\$ 12,000.00	\$ (27,000.00)	-69.2%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ 15,000.00</b>	<b>\$ 39,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ (27,000.00)</b>
						<b>-69.2%</b>
<b>DEPARTMENT Total: 30 - GARAGE TOTAL</b>		<b>\$ 677,620.00</b>	<b>\$ 707,569.00</b>	<b>\$ 720,701.00</b>	<b>\$ 13,132.00</b>	<b>1.9%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Nine Employees:**  
 All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2016-2017</b>	<b>BUDGET 2017-2018</b>	<b>ADOPTED 2019</b>
<b>GARAGE:</b>			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
<b>WAREHOUSE:</b>			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

**Warehouse**

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

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## City of University Park

### EQUIPMENT SERVICES - WAREHOUSE

47-34

Account Number	Description	2017 Actual Amount	2018 Adopted Budget	2019 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 34 - WAREHOUSE</b>						
1001	REGULAR EARNINGS	\$ 178,254.00	\$ 182,994.00	\$ 187,387.00	\$ 4,393.00	2.4%
1002	OVERTIME EARNINGS	600.00	-	-	-	0.0%
1005	LONGEVITY PAY	2,136.00	2,029.00	2,424.00	395.00	19.5%
1009	CELL PHONE ALLOWANCE	840.00	-	-	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,845.00	14,154.00	14,430.00	276.00	1.9%
1120	EMPLOYERS SHARE T.M.R.S.	12,429.00	13,785.00	18,115.00	4,330.00	31.4%
1130	INSURANCE-EMPLOYEE LIFE	1,170.00	1,068.00	988.00	(80.00)	-7.5%
1131	INSURANCE-WORKMENS COMP	3,085.00	3,037.00	2,834.00	(203.00)	-6.7%
1135	HEALTH INSURANCE	37,575.00	39,486.00	41,340.00	1,854.00	4.7%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 249,934.00</b>	<b>\$ 256,553.00</b>	<b>\$ 267,518.00</b>	<b>\$ 10,965.00</b>
		<b>4.3%</b>				
2029	CLOTHING ALLOWANCE	\$ 920.00	\$ 960.00	\$ 960.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,200.00	1,200.00	1,200.00	-	0.0%
2320	GAS, OIL & GREASE	1,510.00	1,599.00	1,518.00	(81.00)	-5.1%
2350	SUPPLIES & MATERIALS	1,500.00	1,500.00	1,500.00	-	0.0%
		<b>SUPPLIES</b>	<b>\$ 5,130.00</b>	<b>\$ 5,259.00</b>	<b>\$ 5,178.00</b>	<b>\$ (81.00)</b>
		<b>-1.5%</b>				
3010	POSTAGE	\$ 100.00	\$ 50.00	\$ 50.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	9,851.00	10,339.00	12,122.00	1,783.00	17.2%
		<b>PROFESSIONAL FEES</b>	<b>\$ 9,951.00</b>	<b>\$ 10,389.00</b>	<b>\$ 12,172.00</b>	<b>\$ 1,783.00</b>
		<b>17.2%</b>				
4110	HEAT,LIGHT,WATER UTIL	\$ 8,900.00	\$ 6,797.00	\$ 6,800.00	\$ 3.00	0.0%
4120	TELEPHONE SERVICE	1,575.00	1,006.00	889.00	(117.00)	-11.6%
		<b>UTILITIES</b>	<b>\$ 10,475.00</b>	<b>\$ 7,803.00</b>	<b>\$ 7,689.00</b>	<b>\$ (114.00)</b>
		<b>-1.5%</b>				
5500	INSURANCE-AUTO LIABILITY	\$ 368.00	\$ 387.00	\$ 313.00	\$ (74.00)	-19.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,442.00	1,442.00	1,579.00	137.00	9.5%
5506	INSURANCE-GEN'L LIABILITY	191.00	191.00	210.00	19.00	9.9%
		<b>INSURANCE</b>	<b>\$ 2,001.00</b>	<b>\$ 2,020.00</b>	<b>\$ 2,102.00</b>	<b>\$ 82.00</b>
		<b>4.1%</b>				
6200	EQUIP REPAIRS/NON VEHICLE	\$ 3,500.00	\$ -	\$ -	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.3%
7150	DUES & SUBSCRIPTIONS	200.00	-	-	-	0.0%
7170	TRAVEL EXPENSE	-	3,700.00	2,200.00	(1,500.00)	-40.5%
7201	COMPUTER EQT UNDER \$5000	1,100.00	-	2,962.00	2,962.00	0.0%
7221	OTHER EXPENSE	400.00	400.00	400.00	-	0.0%
7240	TUITION & TRAINING	250.00	2,750.00	1,800.00	(950.00)	-34.5%
7260	EQUIPMENT RENTAL	500.00	500.00	500.00	-	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	5,576.00	4,093.00	11,396.00	7,303.00	178.4%
		<b>OTHER</b>	<b>\$ 9,026.00</b>	<b>\$ 12,943.00</b>	<b>\$ 20,258.00</b>	<b>\$ 7,315.00</b>
		<b>56.5%</b>				
		<b>DEPARTMENT Total: 34 - WAREHOUSE</b>	<b>\$ 290,017.00</b>	<b>\$ 294,967.00</b>	<b>\$ 314,917.00</b>	<b>\$ 19,950.00</b>
		<b>6.8%</b>				

## PERFORMANCE MEASURES



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

<u>Function/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Public Safety										
Police										
Parking tickets	5,481	4,927	5,277	8,426	7,333	6,886	2,873	6,386	5,793	6,499
Traffic violations	6,859	3,808	5,133	5,169	4,050	5,838	5,774	3,386	3,970	7,288
Accident calls	353	340	217	210	198	188	535	572	532	623
Total calls for service	16,907	19,946	25,835	25,756	24,162	24,636	27,767	30,199	31,051	30,862
Fire										
Number of fire runs	1,250	1,340	1,185	1,227	1,437	1,485	1,547	1,455	1,532	1,587
Number of EMS runs	1,120	1,156	1,113	1,012	1,100	1,073	1,033	1,038	1,077	876
Inspections	528	685	725	791	819	1,040	874	856	1,142	952
Parks										
Pool passes issued	2,635	3,480	3,422	3,186	3,161	3,036	2,821	2,645	2,465	2,587
Public Works										
Building permits issued	2,078	2,203	2,597	2,792	3,036	3,257	3,040	2,880	2,511	2,482
Work orders completed	9,406	7,576	7,758	8,203	7,436	6,970	7,538	6,824	7,216	7,408
Sanitation										
Waste hauled (tons)	15,508	17,219	15,022	15,295	15,052	14,487	15,139	12,806	12,751	12,907
Recycled materials (tons)	2,393	2,734	2,854	2,961	2,886	3,116	3,298	3,614	3,222	3,013
Green Waste	2,305	4,365	2,731	2,936	2,647	2,212	2,428	1,652	1,489	1,313
Utilities										
Number of consumers	8,732	8,764	8,790	8,747	8,813	8,848	8,797	8,830	8,815	8,805
Average daily consumption (ten thousands of gallons)	4,511	4,159	5,797	4,844	4,403	4,095	3,931	3,850	3,902	4,086

**Sources:** Various City Departments

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

<u>Function/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Public Safety</b>										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	20	13	12	12	12	12	13	13	12	12
Motorcycle units	1	1	0	0	0	0	0	0	2	2
Fire										
Stations	1	1	1	1	1	1	1	1	1	1
Trucks	3	3	4	4	4	3	3	2	3	3
MICU	2	2	2	2	2	2	2	2	2	2
<b>Parks</b>										
Parks (acres)	60	60	60	60	60	60	60	60	60	60
Parks (number of)	8	8	9	10	10	11	11	11	11	11
Playgrounds	9	9	8	8	8	9	9	9	9	9
Swimming Pools	1	2	2	2	2	2	2	2	2	2
Tennis Courts	12	12	12	12	12	12	12	12	12	12
<b>Water</b>										
Water mains (miles)	89	89	89	89	89	89	89	89	89	89
Fire hydrants	476	472	472	469	470	473	473	473	473	473
<b>Streets</b>										
Streets (miles)	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6
<b>Sewer</b>										
Sanitary sewer lines (miles)	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8
Storm sewer lines (miles)	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9

**Source:** Various City Departments

**CITY OF UNIVERSITY PARK**  
**CAPITAL PROJECTS**



**CITY OF UNIVERSITY PARK, TEXAS**  
**FY2019 CAPITAL PROJECTS BUDGET – AS AMENDED**

CITY OF UNIVERSITY PARK, TEXAS		FY2019 CAPITAL PROJECTS BUDGET - AS AMENDED	
		FY2019 ADOPTED BUDGET	FY2019 AMENDED BUDGET
Revenues		PRIOR YEAR CARRYFRWD	
Transfers from General Fund (budgeted)		3,688,436	-
Transfers from Utility Fund (budgeted)		1,954,092	-
Investment income		237,442	-
Other Revenues -DART		4,105,011	-
Other Revenues -HPISD		384,116	-
Other Revenues		500,000	-
<b>Total Revenues</b>		<b>10,869,097</b>	<b>-</b>
<b>Expenditures</b>			
<b>INFORMATION TECHNOLOGY</b>			
Cartograph	2017102	-	125,852
Community Development Electronic Plan Review	2017105	-	70,000
Audio / Visual System Upgrade - Phase II	2019100	175,000	-
HPISD Fiber Contribution	2019101	100,000	-
Security Camera Replacement City-wide	2019102	215,000	-
Website Remodel	2019103	75,000	-
<b>INFORMATION TECHNOLOGY SUBTOTAL</b>		<b>565,000</b>	<b>195,852</b>
<b>PARKS</b>			
Goar Park restroom structure	2016203	-	41,804
Mockingbird Lane wall landscape	2017201	-	15,102
McFarlin East - Dublin to Central	2017202	-	100,000
LED lighting upgrades	2017205	-	10,961
Fountain Replacements (pond)	2018200	-	65,000
Pool Filter Upgrades	2019200	50,000	-
Tennis court resurfacing program	2019201	100,000	-
Pool Master Plan Phase II	2019202	160,000	-
Fence Replacement (Compressed to '19)	2019203	70,000	-
Park Sign Replacement	2019204	200,000	-
Playground Resurfacing	2019205	70,000	-
Table/Bench Replacement	2019206	50,000	-
Central Expressway Bridge Landscape	2019207	100,000	-
<b>PARKS SUBTOTAL</b>		<b>800,000</b>	<b>232,867</b>
<b>PUBLIC SAFETY</b>			
Radio system replacement - comprehensive	33900	1,500,000	(42,237)
LPR Systems (10 Units)	2018300	100,000	250,000
Building Security Enhancements	2019300	100,000	-
<b>PUBLIC SAFETY SUBTOTAL</b>		<b>1,700,000</b>	<b>207,763</b>
<b>PUBLIC WORKS</b>			
Water meter replacement	49230	-	617,855
MPY 4200-4500 Normandy/San Carlos	2017400	1,750,000	2,594,570
Miracle Mile Water Line	2017401	-	1,000,000
Reconstruction of Old SMU Sewer	2017402	-	850,000
NW Highway Elevated Tank	2017403	-	826,846
Asphalt Overlay 2018	2018400	-	1,131,729
Traffic signal replacement	2018402	-	813,283
Sidewalk Replacement	2018403	-	423,103
City Hall Repairs	2018404	-	70,000
Dallas County MCIP Master Plan	2018406	-	500,000
University Boulevard Widening	2018407	1,000,000	125,000
Traffic signal replacement	2019401	650,000	-
Sidewalk Replacement	2019402	180,000	-
4419 Service Center Fuel Tank Replacement	2019403	750,000	-
4419 Service Center Reconstruction - Design/Bui	2019404	2,250,000	-
Snider Plaza Area Design	2019405	600,000	-
Storm Water Projects Reserve/Program Placeholder	2019406	3,000,000	-
Pavement Assessment Study	2019407	60,000	-
<b>PUBLIC WORKS SUBTOTAL</b>		<b>10,240,000</b>	<b>8,952,386</b>
<b>Projects contingency:</b>			
Unplanned Projects Placeholder		300,000	-
<b>TOTAL PROJECT EXPENDITURES</b>		<b>13,605,000</b>	<b>9,588,868</b>

**CITY OF UNIVERSITY PARK**  
**5 YEAR CAPITAL IMPROVEMENT PLAN**  
**FY2019-FY2023**

	FY2018 ACTUAL YEAR-TO-DATE	FY2019 YEAR 1 ESTIMATED SPENDING	FY2020 YEAR 2 ESTIMATED SPENDING	FY2021 YEAR 3 ESTIMATED SPENDING	FY2022 YEAR 4 ESTIMATED SPENDING	FY2023 YEAR 5 ESTIMATED SPENDING	FIVE-YEAR TOTAL FY2019 - FY2022
<b>Beginning Balance</b>	<b>10,096,900</b>	<b>11,133,448</b>	<b>(1,191,323)</b>	<b>(8,280,280)</b>	<b>(13,027,534)</b>	<b>(13,846,835)</b>	<b>11,133,448</b>
Revenues							
Transfer from General Fund	3,512,796	3,668,436	3,872,858	4,066,500	4,269,825	4,483,317	20,380,936
Transfer from Utility Fund	2,670,564	1,954,092	1,244,298	541,512	568,588	597,017	4,905,507
Other	52,638	0	0	0	0	0	0
Investment income	111,950	237,442	200,000	200,000	200,000	200,000	1,037,442
Other Revenues -DART	895,218	4,105,011	1,894,887	1,951,734	2,010,286	2,010,286	11,972,204
Other Revenues -MUD	700,000	0	0	0	0	0	0
Other Revenues -HPISD	0	384,116	0	0	0	0	384,116
Other Revenues - DC/MCIP Reimbursement	0	0	0	1,700,000	1,375,000	2,000,000	5,075,000
Other Revenues - Building Permit Transfer	1,506,809	0	0	0	0	0	0
Other Revenues - Revenue Transfers	87,603	500,000	0	0	0	0	500,000
<b>Total Revenues</b>	<b>9,537,578</b>	<b>10,869,097</b>	<b>7,212,043</b>	<b>8,459,746</b>	<b>8,423,699</b>	<b>9,290,620</b>	<b>44,255,205</b>
<b>Total Available Resources</b>	<b>19,634,478</b>	<b>22,002,545</b>	<b>6,020,720</b>	<b>179,466</b>	<b>(4,603,835)</b>	<b>(4,556,215)</b>	<b>55,388,653</b>
Expenditures							
Personnel and Other	0	0	0	0	0	0	0
Information Technology	273,272	760,852	375,000	0	0	0	1,135,852
Parks	3,260,084	1,032,867	255,000	400,000	0	0	1,687,867
Public Safety	1,042,237	1,907,763	200,000	0	0	0	2,107,763
Public Works	3,625,437	19,192,386	13,171,000	12,507,000	8,943,000	7,984,000	61,797,386
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
Project expenditures	8,501,030	23,193,868	14,301,000	13,207,000	9,243,000	8,284,000	68,228,868
<b>Total Expenditures</b>	<b>8,501,030</b>	<b>23,193,868</b>	<b>14,301,000</b>	<b>13,207,000</b>	<b>9,243,000</b>	<b>8,284,000</b>	<b>68,228,868</b>
<b>Ending Balance</b>	<b>11,133,448</b>	<b>(1,191,323)</b>	<b>(8,280,280)</b>	<b>(13,027,534)</b>	<b>(13,846,835)</b>	<b>(12,840,215)</b>	<b>(12,840,215)</b>
EMERGENCY RESERVE	1,200,000	1,500,000	1,800,000	2,100,000	2,400,000	2,700,000	2,400,000
PUBLIC SAFETY RADIO RESERVE	2,500,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
<b>RESERVE ADJUSTED BALANCE</b>	<b>14,833,448</b>	<b>4,308,677</b>	<b>(2,480,280)</b>	<b>(6,927,534)</b>	<b>(7,446,835)</b>	<b>(6,140,215)</b>	<b>(6,140,215)</b>

**CITY OF UNIVERSITY PARK**  
**DETAIL CAPITAL PROJECTS PLAN**

Project Category / Title	Project No.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED SPENDING				
		FY2019	FY 2020	FY2021	FY2022	FY2023
<b>INFORMATION TECHNOLOGY</b>						
Audio / Visual System Upgrade - Phase II	2019100	175,000				
HPISD Fiber Contribution	2019101	100,000				
Security Camera Replacement City-wide	2019102	215,000				
Website Remodel	2019103	75,000				
FleetFocus Replacement	2020100		100,000			
Replace Bodycam/Dashcam - Police	2020101		200,000			
Extend Fiber to Library	2020102		75,000			
<b>INFORMATION TECHNOLOGY SUBTOTAL</b>		<b>565,000</b>	<b>375,000</b>	-	-	-
<b>PARKS</b>						
Pool Filter Upgrades	2019200	50,000				
Tennis court resurfacing program	2019201	100,000				
Pool Master Plan Phase II	2019202	160,000				
Fence Replacement (Compressed to '19)	2019203	70,000	-			
Park Sign Replacement	2019204	200,000				
Playground Resurfacing	2019205	70,000				
Table/Bench Replacement	2019206	50,000				
Central Expressway Bridge Landscape	2019207	100,000				
Pool Replastering	2020201		125,000			
Athletic Field Renovations	2020202		50,000			
LED lighting upgrades	2020203		30,000			
Playground Resurfacing	2020204		50,000			
Pool Slide Replacement (Pushed to '21)	2021200			300,000		
Fountain Replacement	2021201			100,000		
<b>PARKS SUBTOTAL</b>		<b>800,000</b>	<b>255,000</b>	<b>400,000</b>	-	-
<b>PUBLIC SAFETY</b>						
Radio system replacement - comprehensive	33900	1,500,000				
LPR Systems (7 Fixed Units)	2018300	100,000				
Building Security Enhancements	2019300	100,000	200,000			
<b>PUBLIC SAFETY SUBTOTAL</b>		<b>1,700,000</b>	<b>200,000</b>	-	-	-
<b>PUBLIC WORKS</b>						
Asphalt Overlay Program 2013-14	42733					
MPY Tulane-Bryn Mawr north to Caruth	47017					
MPY 4400 San Carlos/Potomac & Other Alleys	47030					
MPY 44-4500 Stanhope/Shenandoah & Other Alleys	47050					
Water meter replacement	49230					
Paving and drainage - miscellaneous locations	49260					
UP - HP Shared Sanitary Sewer	49270					
Old Peet Center Renovation (roof, fuel island, paving, etc)	49280					
Pond dredging NEW	49600					
McFarlin Bridge	49700					
Asphalt Overlay Program 2015-16 NEW	2016400					
Traffic signal replacement - PRESTON	2016401					
Sidewalk Replacement	2016402					
6800-6900 Preston / Westchester Utility Replacement	2016403					
MPY 4200-4500 Normandy/San Carlos	2017400	1,750,000				
Miracle Mile Water Line	2017401					
Reconstruction of Old SMU Sewer	2017402					
NW Highway Elevated Tank	2017403					
Traffic signal replacement	2017404					
Sidewalk Replacement	2017405					
Asphalt Overlay 2018	2018400					
Asphalt Overlay - (AMENDED BY CC JUNE 2018)	2018400					
MPY Various	2018401					
Traffic signal replacement	2018402					
Traffic signal replacement (PENDING APPROVAL)	2018402					
Sidewalk Replacement	2018403					
City Hall Repairs	2018404					
MPY In-House Equipment Purchases	2018405					
MOVED TO EQUIPMENT SERVICES (NEED \$ TRANSFER?)	2018405					
Dallas County MCIP Master Plan	2018406					
Dallas County MCIP Master Plan - (APPROVED BY CC)	2018406					
University Boulevard Widening	2018407	1,000,000				
Traffic signal replacement	2019401	650,000				
Sidewalk Replacement	2019402	180,000				
4419 Service Center Fuel Tank Replacement	2019403	750,000				
4419 Service Center Reconstruction - Design/Build	2019404	2,250,000				
Snider Plaza Area Design	2019405	600,000				
Storm Water Projects Reserve/Program Placeholder	2019406	3,000,000	3,000,000	3,000,000	3,000,000	

**CITY OF UNIVERSITY PARK**  
**DETAIL CAPITAL PROJECTS PLAN**

Project Category / Title	Project No.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED SPENDING				
		FY2019	FY 2020	FY2021	FY2022	FY2023
Pavement Assessment Study	2019407	60,000				
MPY T.C. Blvd - Thackery to Southwestern University Blvd Drainage Structure	2020400		1,700,000	1,700,000		
Traffic Signal Replacement	2020402		2,000,000			
Sidewalk Replacement	2020403		680,000			
Asphalt Overlay Program	2020404		191,000			
Snider Plaza Area Construction	2020405		2,100,000			
	2020406		3,500,000	3,500,000		
Sidewalk Replacement Program	2021			197,000		
Traffic Signal Replacement				710,000		
Preston Road Reconstruction (MCIP Eligible)				3,400,000		
Miracle Mile Street Replacement (MCIP Eligible)	2022				2,750,000	
Asphalt Overlay Program					2,250,000	
Sidewalk Replacement Program					203,000	
Traffic Signal Replacement					740,000	
Hillcrest Reconstruction - Daniel to Potomac (MCIP Eligible)	2023					4,000,000
Traffic Signal Replacement						775,000
Sidewalk Replacement Program						209,000
<b>PUBLIC WORKS SUBTOTAL</b>		<b>10,240,000</b>	<b>13,171,000</b>	<b>12,507,000</b>	<b>8,943,000</b>	<b>7,984,000</b>
<b>EMERGENCY REPAIRS / UNPLANNED PROJECTS</b>		300,000	300,000	300,000	300,000	300,000
<b>PROJECTS GRAND TOTAL</b>		<b>13,605,000</b>	<b>14,301,000</b>	<b>13,207,000</b>	<b>9,243,000</b>	<b>8,284,000</b>

**CITY OF UNIVERSITY PARK  
PROJECT STATUS**

	<b>INFORMATION TECHNOLOGY</b>	
2016101	Code Enforcement Migration to Energov	OPEN
2017100	HR Applicant Tracking	OPEN
2017101	Replace integrated library catalog system	OPEN
2017102	Cartograph	OPEN
2017103	Alarm Monitoring System Replacement	OPEN
2017105	Community Development Electronic Plan Review	OPEN
2019100	Audio /Visual System Upgrade	OPEN
	<b>PARKS</b>	
26500	Pool Building Upgrades	OPEN
26900	Tollway wall landscape improvements	OPEN
2016203	Goar Park Restroom Structure	OPEN
2017200	City Gateway Entrance Program	OPEN
2017201	Mockingbird Lane Wall Landscape	OPEN
2017202	McFarlin East - Dublin to Central	OPEN
2017203	Humann Park Landscape Improvements	OPEN
2017205	LED Lighting Upgrades	OPEN
2018200	Fountain Replacements (Pond)	OPEN
2018201	John Roach Track Construction	OPEN
2018202	John Roach track - Exercise Equipment	OPEN
2018203	Bench/table Replacements	OPEN
	<b>PUBLIC SAFETY</b>	
33800	NextGen 911	OPEN
33900	Radio System Comprehensive Replacement Reserve	OPEN
2018300	LPR Systems (10 Units)	
	<b>PUBLIC WORKS</b>	
47050	MPY 44-4500 Stanhope/Shenandoah & Other Alleys	OPEN
49230	Water meter replacement	OPEN
49700	McFarlin Bridge	OPEN
2016400	Asphalt Overlay 2015-16	OPEN
2016402	Sidewalk Replacement	OPEN
2017400	MPY 4200-4500 Normandy/San Carlos	OPEN
2017401	Miracle Mile Water Line	OPEN
2017402	Reconstruction of Old SMU Sewer	OPEN
2017403	NW Highway Elevated Tank	OPEN
2018400	Asphalt Overlay 2018	OPEN
2018402	Traffic signal replacement	OPEN
2018403	Sidewalk Replacement	OPEN
2018404	City Hall Repairs	OPEN
2018405	MPY In-House Equipment Purchases	OPEN
2018406	Dallas County MCIP Master Plan	OPEN
2018407	University Boulevard Widening	OPEN
	<b>PUBLIC WORKS SUBTOTAL</b>	
	Off-budget Expenditures **	
	Unplanned Projects Placeholder	OPEN
	<b>UNPLANNED SUBTOTAL</b>	

RESPS	ID#	DEPT	COMPONENT-ACCESSORY	CONSTRUCTED	YEAR	YEAR	2010		DEPRECIATION/REPLACEMENT		ACUM		NON-CP		2019		2020		2021		2022		2023		2024		2025		2026		2027		2028		2029	
							INSTALLED	ASSET VALUE	TERM	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR	ACC DEP	DEP	YEAR		
<b>CAPITAL ASSETS</b>																																				
2	PW-M	Root (Metal)		2005		17000.00	75		205																											
	PW-M	Root (Rubber/Membrane)		2005		150,000	50		205																											
	PW-M	Generator		2005		200,000	30		205																											
	PW-M	HVAC Chiller 1		2005		32,771	20		205																											
	PW-M	HVAC Chiller 2		2005		32,771	20		205																											
	PW-M	HVAC Air Handler 1		2005		13,500	18		203																											
	PW-M	HVAC Air Handler 2		2005		13,500	18		203																											
	PW-M	HVAC Air Handler 3		2005		13,500	18		203																											
	PW-M	HVAC Air Handler 4		2005		13,500	18		203																											
	PW-M	HVAC Air Handler 5		2005		10,100	18		203																											
	PW-M	HVAC Control System (BAS)		2005		38,715	18		203																											
	PW-M	CRAC UNIT 1		2005		46,800	16		201																											
	PW-M	CRAC UNIT 2		2005		46,800	16		201																											
	PW-M	MUGGY MATE (5 Air Conditioners)		2005		20,500	17.5		202.5																											
	PW-M	Fire Suppression System		2004		19,985	22		2027																											
	PW-M	IT - Access Control System		2004		46,939	5		2019																											
	PW-M	IT - UPS 1		2005		10,650			2015																											
	PW-M	IT - UPS 2		2005		10,650			2015																											
	PW-M	IT - Phone System		2005		125,000	10		2015																											
	PW-M	IT - Network Switches		2011		39,101	9		2010																											
	PW-M	IT - Camera System		2015		39,738	5		2010																											
	PW-M	IT - Recording System (Dispatch)		2014		58,331	5		2019																											
	PW-M	IT - Dispatch Consoles		2005		60,000	20		2015																											
	PW-M	IT - Network Security Upgrades		2012		72,322	5		2017																											
	PW-M	Overhead Doors - Fire Bays		2005		40,000	25		2030																											
	PW-M	Perimeter Screening Wall/Fence		2003		200,000	50		2013																											
4	PW-M	OLD PEEPEE SERVICE CENTER		1978		209,932	75		2018																											
	PW-M	Root		1978		17,700			1978																											
	PW-M	Siding		1978		17,700			1978																											
	PW-M	Elevator		1978		17,700			1978																											
20	PW-M	Overhead Doors		1978		30,755	30		1978																											
	PW-M	ES - Underground Fuel Storage Tanks		1992		75			2013																											
	PW-M	Parking Lot Pavement		1978		200,000	50		2013																											
	PW-M	Perimeter Screening Wall/Fence		2003		200,000	50		2013																											
15	PW-SAN	SANITATION OFFICE		2003		88,266	75		2018																											
	PW-SAN	Root (Metal)		1996		9,009,341	75		2016																											
	PW-SAN	Root (Rubber/Membrane)		1996		71,000	30		2016																											
	PW-SAN	Generator		1996		287,000	30		2016																											
	PW-SAN	HVAC Control System (R111-18)		2011		100,000	20		2016																											
	PW-SAN	IT - Access Control System		2011		30,000	20		2011																											
	PW-SAN	IT - Fire Suppression System		1996		15,000	25		2011																											
	PW-SAN	IT - Dispatch Consoles		1996		60,000	25		2011																											
	PW-SAN	IT - CRAC UNIT 1		1996		46,800	16		2012																											
	PW-SAN	IT - CRAC UNIT 2		1996		46,800	16		2012																											
	PW-SAN	IT - Recording System (Dispatch)		2014		46,939	5		2019																											
	PW-SAN	IT - Phone System		2015		125,000	10		2015																											
	PW-SAN	IT - Network Switches		2011		93,411	9		2020																											
	PW-SAN	IT - Camera System		2015		39,738	5		2020																											
	PW-SAN	IT - Recording System (Dispatch)		2013		58,988	5		2018																											

RESPONS	ID#	DEPT	COMPONENT/ACCESSORY	CONSTRUCTED	YEAR	INSTALLED	2015	DEPRECIATION	REPLACEMENT	ACCU	NON-COP		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029				
											TERM	YEAR															
		IT	IT - Tape Backup/SAN Solution		2006	135,621	12	2018		3,918																	
		IT	IT - Tire & Maintenance System		2015	30,101	10	2016		3,918																	
15	15	IT	Overhead Crane			10																					
		PW/IM	Parking Lot/Pavement		1996	250,000	50	2006		40,000																	
		PW/IM	Perimeter Screening Wall/Fence		1996	75,000	50	2006		10,000																	
									<b>SUBTOTAL:</b>	<b>216,414</b>	<b>71,639</b>	<b>47,500</b>	<b>80,000</b>	<b>75,000</b>	<b>0</b>	<b>100,000</b>	<b>47,500</b>	<b>205,000</b>	<b>463,000</b>	<b>463,000</b>	<b>0</b>	<b>153,600</b>	<b>87,500</b>				
<b>GERMANY PARK BOOSTER PUMP STATION</b>																											
33	PW/IM	Pump/Motor 1		2010	41,000	655	75	75																			
	PW/IM	Roof (tile)		2010	10,000	30	2010																				
	PW/IM	Generator		2010	205,000	30	2010																				
	PW/IM	Overhead Crane		2010	50	2010																					
	PW/IM	Pump/Motor -1		2010	100,000	20	2010																				
	PW/IM	Pump/Motor -2		2010	160,000	20	2010																				
	PW/IM	Pump/Motor -3		2010	160,000	20	2010																				
	PW/IM	Pump/Motor -4		2010	205,000	20	2010																				
	PW/IM	VFD -1		2010	75,000	20	2010																				
	PW/IM	VFD -2		2010	75,000	20	2010																				
	PW/IM	VFD -3		2010	75,000	20	2010																				
	PW/IM	VFD -4		2010	75,000	20	2010																				
	PW/IM	Elec Controllers -1		2010	50,000	25	2010																				
	PW/IM	Elec Controllers -2		2010	50,000	25	2010																				
	PW/IM	Elec Controllers -3		2010	50,000	25	2010																				
	PW/IM	Elec Controllers -4		2010	50,000	25	2010																				
	PW/IM	Transfer switches		2010	20,000	25	2010																				
	PW/IM	HVAC		2010	7,500	20	2010																				
	PW/IM	Clay Valve		2010	10,000	30	2010																				
	PW/IM	Intention/Exterior Paint System		2017	800,000	20	2017									<b>SUBTOTAL:</b>	<b>21,050</b>	<b>21,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
RESPONS	ID#	DEPT	COMPONENT/ACCESSORY	CONSTRUCTED	YEAR	INSTALLED	2015	DEPRECIATION	REPLACEMENT	ACCU	TERM	YEAR	ASSET VALUE	ACC DEP	DEP	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
	21	PW/IM	INW HWY ELEVATED STORAGE TANK		1996	4,189,199	75	75																			
		PW/IM	Intention/Exterior Paint System		2017	800,000	20	2017								<b>SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	22	PW/IM	FONDREN ELEVATED STORAGE TANK		1994	4,397,715	75	75																			
		PW/IM	Intention/Exterior Paint System		2010	711,630	20	2010																			
		PW/IM	Parking Lot/Pavement		1994	150,000	75	2019								<b>SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	38	PW/ENG	UNIVERSITY BLVD BRIDGE (WEST CHANNEL)		1945	1,025,156	75	75																			
		PW/ENG	Construct New Bridge		2020	0	2020									<b>SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	40	PW/ENG	MCARIN BRIDGE		1955	1,435,219	75	75																			
		PW/ENG	Construct New Bridge		2016	5,000,000	75	2021								<b>SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		POLICE	Firearms		2014	65,000	10	10																			
		POLICE	In-Car Cameras		2016	41,000	6	2022																			
		POLICE	Body Cameras		2016	6	2017									<b>SUBTOTAL:</b>	<b>13,667</b>	<b>13,667</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		POLICE	Sensors/receivers for DAM																								
	63	FIRE	New Training Tower		2012	800,000	75	2017																			
		FIRE	Radio System		2012	0	0									<b>SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	24	TRAFFIC SIGNAL REPLACEMENT			2015	5,000,000	40	40																			
		PW/S&S																									
	34	UP LIBRARY			2012	1,537,734	0	0																			
		PW/FIM	Public Library		2015	75,000	10	2015																			
		PW/FIM	Phone System		2012	15,000	10	2022																			
		PW/FIM	Access Control		2012	6,000	6	2022																			
		PW/FIM	IP Camera System		2012	6,000	10	2017																			
		PW/FIM	Surveillance		2012	14,500	10	2017																			
		PW/FIM	Surveillance		2012	30,000	0	2017																			

RESPONSIBILITY	ID	DEPT	COMPONENT/ACCESSORY	YEAR CONSTRUCTED	YEAR INSTALLED	ASSET VALUE	TERM	DEPRECIATION	REplacement	YEAR	NON-CAP. ACCOUNT				
											2015	2016	2017	2018	2019
PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	PARKS	ACC. DEF.	DEPR.	DEPR.	DEPR.	DEPR.
5. BHIAC	5. BHIAC	5. BHIAC	5. BHIAC	1930	1930	\$1,258	1930	\$1,258	1930	1930					
27. BHIAC	27. BHIAC	27. BHIAC	27. BHIAC	1950	1950	141,882	1950	141,882	1950	1950					
28. BHIAC	28. BHIAC	28. BHIAC	28. BHIAC	2000	2000	67,351	2000	67,351	2000	2000					
29. BHIAC	29. BHIAC	29. BHIAC	29. BHIAC	2000	2000	23,589	2000	23,589	2000	2000					
30. BHIAC	30. BHIAC	30. BHIAC	30. BHIAC	1950	1950	65,241	1950	65,241	1950	1950					
31. BHIAC	31. BHIAC	31. BHIAC	31. BHIAC	2000	2000	16,300	2000	16,300	2000	2000					
32. BHIAC	32. BHIAC	32. BHIAC	32. BHIAC	1950	1950	49,208	1950	49,208	1950	1950					
33. BHIAC	33. BHIAC	33. BHIAC	33. BHIAC	2012	2012	307,547	2012	307,547	2012	2012					
34. BHIAC	34. BHIAC	34. BHIAC	34. BHIAC	2010	2010	300,000	2010	300,000	2010	2010					
35. BHIAC	35. BHIAC	35. BHIAC	35. BHIAC	2010	2010	300,000	2010	300,000	2010	2010					
36. BHIAC	36. BHIAC	36. BHIAC	36. BHIAC	1991	1991	300,000	1991	300,000	1991	1991					
37. PARK	37. PARK	37. PARK	37. PARK	1939	1939	600,000	1939	600,000	1939	1939					
38. PARK	38. PARK	38. PARK	38. PARK	1985	1985	55,358	1985	55,358	1985	1985					
39. PARK	39. PARK	39. PARK	39. PARK	1985	1985	111,100	1985	111,100	1985	1985					
40. PARK	40. PARK	40. PARK	40. PARK	2005	2005	55,611	2005	55,611	2005	2005					
41. PARK	41. PARK	41. PARK	41. PARK	2005	2005	25,718	2005	25,718	2005	2005					
42. PARK	42. PARK	42. PARK	42. PARK	2014	2014	200,000	2014	200,000	2014	2014					
43. PARK	43. PARK	43. PARK	43. PARK	2009	2009	350,000	2009	350,000	2009	2009					
44. PARK	44. PARK	44. PARK	44. PARK	2009	2009	250,000	2009	250,000	2009	2009					
45. PARK	45. PARK	45. PARK	45. PARK	2009	2009	200,000	2009	200,000	2009	2009					
46. PARK	46. PARK	46. PARK	46. PARK	2012	2012	200,000	2012	200,000	2012	2012					
47. PARK	47. PARK	47. PARK	47. PARK	2015	2015	200,000	2015	200,000	2015	2015					
48. PARK	48. PARK	48. PARK	48. PARK	2012	2012	250,000	2012	250,000	2012	2012					
49. PARK	49. PARK	49. PARK	49. PARK	2009	2009	250,000	2009	250,000	2009	2009					
50. PARK	50. PARK	50. PARK	50. PARK	1995	1995	200,000	1995	200,000	1995	1995					
51. PARK	51. PARK	51. PARK	51. PARK	1995	1995	200,000	1995	200,000	1995	1995					
52. PARK	52. PARK	52. PARK	52. PARK	1985	1985	200,000	1985	200,000	1985	1985					
53. PARK	53. PARK	53. PARK	53. PARK	1985	1985	200,000	1985	200,000	1985	1985					
54. PARK	54. PARK	54. PARK	54. PARK	1985	1985	200,000	1985	200,000	1985	1985					
55. PARK	55. PARK	55. PARK	55. PARK	1985	1985	200,000	1985	200,000	1985	1985					
56. PARK	56. PARK	56. PARK	56. PARK	2009	2009	200,000	2009	200,000	2009	2009					
57. PARK	57. PARK	57. PARK	57. PARK	1985	1985	250,000	1985	250,000	1985	1985					
58. PARK	58. PARK	58. PARK	58. PARK	2005	2005	500,000	2005	500,000	2005	2005					
59. PARK	59. PARK	59. PARK	59. PARK	2000	2000	200,000	2000	200,000	2000	2000					

CAPITAL IMPROVEMENTS





## APPENDIX



## GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FLSA** - Fair Labor Standards Act

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

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

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

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

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

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

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

**Interfund Transfers** - Amounts transferred from one fund to another.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# ACRONYMS

**ACA** – Affordable Care Act

**ADA** – Americans Disability Act

**BOA** – Board of Adjustments

**CID** – Criminal Investigation Division

**CIO** – Community Information Officer

**CIP** – Capital Improvement Program

**CPI** – Consumer Price Index

**CPR** – Cardio Pulmonary Resuscitation

**D.A.R.E** – Drug Abuse Resistance

**DCTO** – Dallas County Tax Office

**DCPCMUD** – Dallas County Park Cities Municipal Utility District

**DWU** – Dallas Water Utilities

**EEO** – Equal Employment Opportunities

**EMS** – Emergency Medical Services

**ESF** – Equipment Services Fund

**ESRI** – Environmental Systems Research Institute

**ETR** – Effective Tax Rate

**EVR** – Estimated Values Report

**FBI** – Federal Bureau Investigation

**FRRF** – Fireman's Relief and Retirement Fund

**FT** – Full Time

**FY** – Fiscal Year

**GIS** – Geographic Information System

**HPHS** – Highland Park High School

**HPISD** – Highland Park Independent School District

**HR** – Human Resources

**HSA** – Health Savings Account

**HVAC** – Heating, Ventilating and Air Condition

**ISO** – Insurance Service Office

**IT** – Information Technology

**LED** – Light Emitting Diode

**MCI** – Municipal Price Index

**MUD** – Municipal Utility District

**NCTCOG** – North Central Texas Council of Governments

**O & M** – Operations & Maintenance

**PARD** – Park and Recreation Department

**PPC** – Public Protection Classification

**PPO** – Preferred Provider Organization

**P & Z** – Planning & Zoning Organization

**ROW** – Rights of Way

**SMU** – Southern Methodist University

**SRO** – Student Resource Office

**SMMP** – Storm Water Management Plan

**TCAP** – Texas Coalition for Affordable Power

**TCEQ** – Texas Commission on  
Environmental Quality

**TMLIRP** – Texas Municipal League Intergovernmental  
Risk Pool

**TMRS** – Texas Municipal Retirement Systems

**UB** – Utility Billing

**UP** – University Park

**UPFD** – University Park Fire Department

**UPPL** – University Park Public Library

**YMCA** – Young Men's Christian Association