

Fiscal Year 2018 Budget
October 1, 2017 - September 30, 2018



City of University Park, Texas





GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

October 1, 2016

Executive Director



CITY OF UNIVERSITY PARK, TEXAS FY2018 BUDGET

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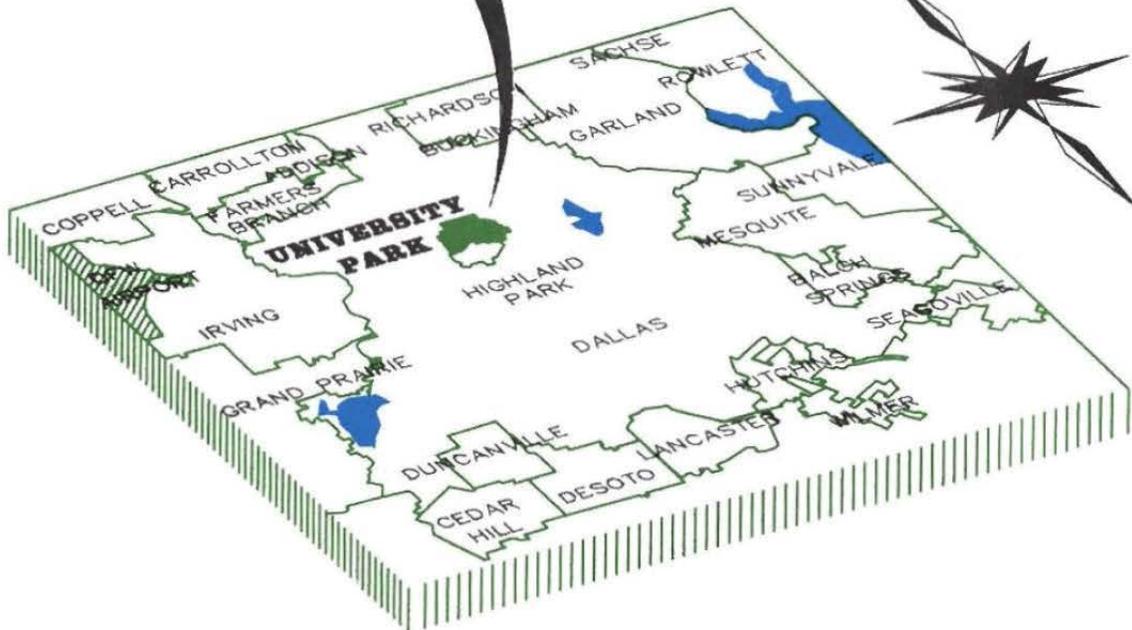
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INTRODUCTION AND OVERVIEW



MAP OF UNIVERSITY PARK AND DALLAS COUNTY AREA



University Park, Texas

From Wikipedia, the free encyclopedia

University Park is a city in Dallas County, Texas, United States, an inner northern suburb of Dallas. The population was 23,068 at the 2010 census.^[3] 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.

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.^[4] The same is true for mail sent to Highland Park.

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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.

Determined to confront the challenges before them, 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 km²), 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

University Park, Texas

City



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

Country	 United States
State	 Texas
County	Dallas

Government	
• Type	Council-Manager
• City Council	Mayor Olin Burnett Lane, Jr. Robert Begert Taylor Armstrong Dawn Moore Tommy Stewart
• City Manager	Robbie Corder

Area	
• Total	3.75 sq mi (9.7 km ²)
• Land	3.71 sq mi (9.6 km ²)
• Water	0.04 sq mi (0.1 km ²)

Elevation	548 ft (167 m)
------------------	----------------

Population (2010)	
• Total	23,068

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.

• Density	6,200/sq mi (2,400/km ²)
Time zone	Central (UTC-6)
• Summer (DST)	Central (UTC-5)
ZIP code	75205 & 75225
Area code(s)	214
FIPS code	48-74492 ^[1]
GNIS feature ID	1377191 ^[2]
Website	City of University Park, Texas (http://www.uptexas.org)

Geography

According to the United States Census Bureau, the city has a total area of 3.7 square miles (9.6 km²), of which 3.7 square miles (9.6 km²) is land and 0.27% is water.^[5]

Demographics

As of the census^[1] 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/km²).

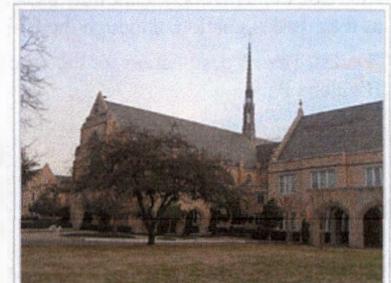
There were 8,492 housing units at an average density of 2,282.5 per square mile (881.4/km²). The racial makeup of the city was 94.33% White, 1.43% African American, 0.22% Native American, 2.23% Asian, 0.02% Pacific Islander, 0.93% from other races, and 0.84% from two or more races. Hispanic or Latino 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,^[8] 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.



Highland Park Presbyterian Church (HPPC) in University Park

Historical population

Census	Pop.	%±
1930	4,200	—
1940	14,458	244.2%
1950	24,275	67.9%
1960	23,202	−4.4%
1970	23,498	1.3%
1980	22,254	−5.3%
1990	22,259	0.0%
2000	23,324	4.8%
2010	23,068	−1.1%
Est. 2015	24,759 ^[6]	7.3%

U.S. Decennial Census^[7]

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),^[9] and Highland Park High School located in University Park. There are two HPISD elementary schools located in University Park (Hyer and University Park), and two HPISD elementary schools located in neighboring Highland Park (Armstrong and Bradfield).^[10]

A small portion of University Park east of North Central Expressway is in the Dallas Independent School District.^{[11][12]}

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.^[13] 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.^[14] The owner of the former building, Albert Huddleston, charged the city \$1 per year to use the building space, as of 2009.^[15]

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.^[15]

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.^[16]

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.^[17] 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.^[18]

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 m²) sprayground. University Park residents and residents of the Highland Park Independent School District are permitted to use the park.^[19] The city operates six tennis courts available only to University Park residents. Parks with tennis courts include Burleson, Caruth, Curtis, Germany, Smith, and Williams.^[20]

Gallery



City hall

Notable people

- Colin Ridgway^[21]
- 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

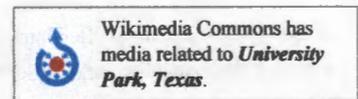
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2. "US Board on Geographic Names". United States Geological Survey. 2007-10-25. Retrieved 2008-01-31.
3. "Profile of General Population and Housing Characteristics: 2010 Demographic Profile Data (DP-1): University Park city, Texas". U.S. Census Bureau, American Factfinder. Retrieved January 19, 2012.
4. http://zip4.usps.com/zip4/zcl_3_results.jsp
5. "US Gazetteer files: 2010, 2000, and 1990". United States Census Bureau. 2011-02-12. Retrieved 2011-04-23.
6. "Annual Estimates of the Resident Population for Incorporated Places: April 1, 2010 to July 1, 2015". Retrieved July 2, 2016.
7. "Census of Population and Housing". Census.gov. Archived from the original on May 11, 2015. Retrieved June 4, 2015.
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9. "City of University Park (<http://www.uptexas.org/images/uploads/upmap.pdf>)."^(map) City of University Park. Retrieved on December 7, 2011.

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15. "Friends of the University Park Public Library (<http://web.archive.org/web/20090220222625/http://www.uplibrary.org/>) *University Park Public Library*. Retrieved on November 29, 2011.
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18. "Elena's Children's Park (<http://www.uptexas.org/index.cfm?FuseAction=page&PageID=000313>)." *City of University Park*. Retrieved on November 29, 2011.
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20. "Tennis Courts (<http://www.uptexas.org/index.cfm?FuseAction=page&PageID=000105>)." *City of University Park*. Retrieved on November 29, 2011.
21. Michaud, Stephen G. "Killers Among Us (<http://www.dallasobserver.com/news/killers-among-us-6390307>)." *Dallas Observer*. Thursday March 28, 2002. Retrieved on March 31, 2016.

External links

- Official website (<http://www.uptexas.org/>)
- University Park Real Estate (<http://www.universityparkhomes.com/>)
- Neighborhoods of University Park (<http://www.universityparkdallas.com/>)
- University Park, Texas (<http://www.tshaonline.org/handbook/online/articles/heu02>) at the *Handbook of Texas*



Retrieved from "https://en.wikipedia.org/w/index.php?title=University_Park,_Texas&oldid=744718026"

Categories: Cities in the Dallas–Fort Worth metroplex | Cities in Dallas County, Texas | Cities in Texas | Populated places established in 1924 | University towns in the United States

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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 22,720. 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 2017, the average market value of a residential parcel in the City increased to \$1,350,857 a 3.79% increase from \$1,301,591 in 2016. The property tax rate remained the same from 2017 to 2018 at \$0.2487. The budgeted revenue increase of \$404,407 for FY2018 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.

(This area intentionally left blank.)





CITY OF UNIVERSITY PARK, TEXAS

Elected Officials

<u>Official and Title</u>	<u>First Elected</u>	<u>Term Expires</u>	<u>Professional Background</u>
Olin Burnett Lane, Jr., Mayor	2014	2018	Real Estate Developer
Dawn Moore, Mayor Pro Tempore	2012	2018	Lawyer
E. Taylor Armstrong, Jr., Council Member	2014	2018	Architect/Real Estate Broker
Randy Biddle, Council Member	2016	2018	Lawyer
Gage A. Prichard, Sr., Council Member	2016	2018	Real Estate Developer

Appointed Officials

<u>Name</u>	<u>Position</u>	<u>Year Appointed</u>
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 Horwath, L.L.P., Dallas, Texas

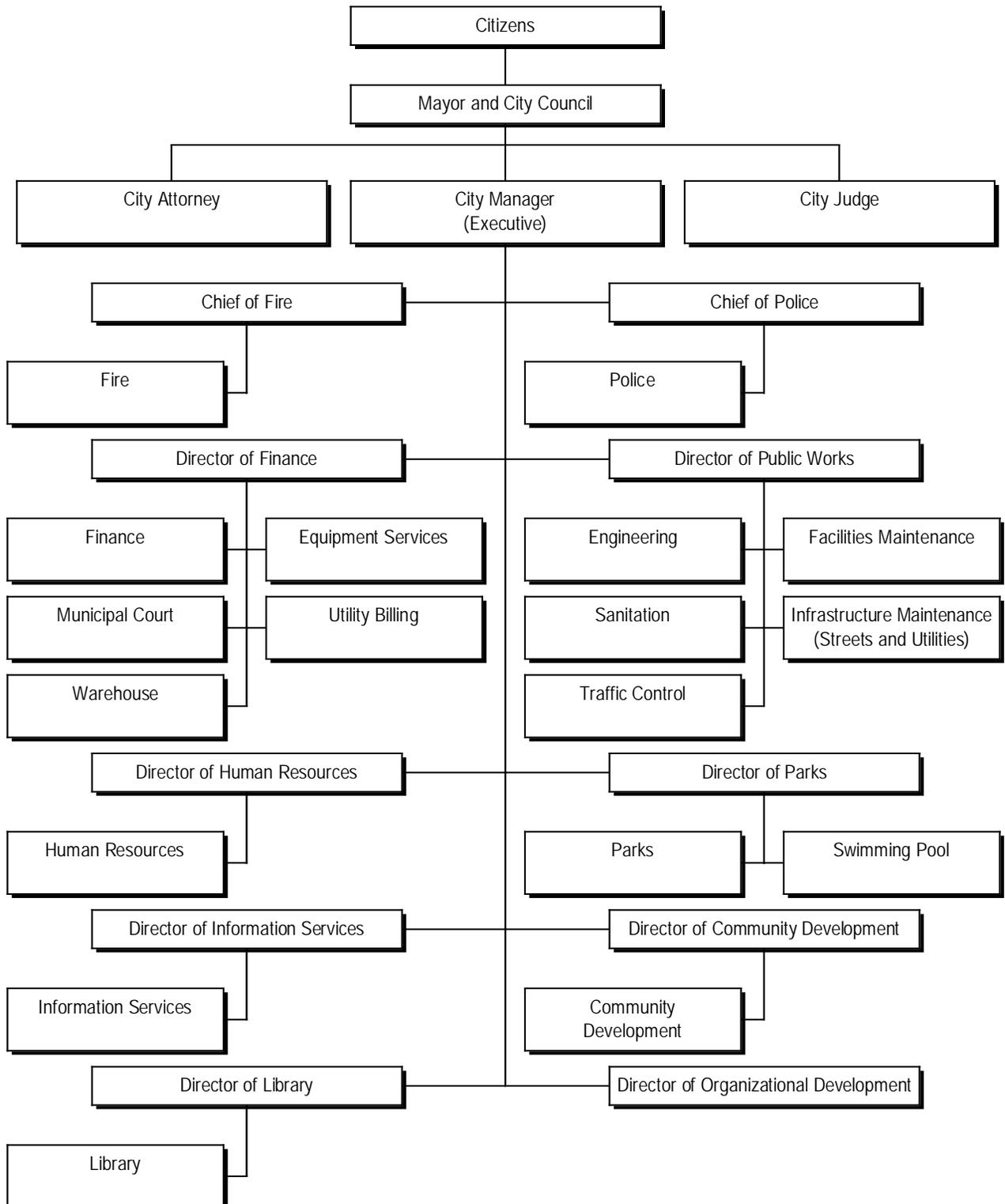
Financial Advisor

First Southwest Company, Dallas, Texas



CITY OF UNIVERSITY PARK, TEXAS

Organization Chart



BUDGET PROCESS



CITY OF UNIVERSITY PARK, TEXAS

FISCAL YEAR 2018 BUDGET

INTRODUCTION AND FUND STRUCTURE SUMMARY

Introduction

Welcome to the Fiscal Year (FY) 2018 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 19, 2017 for the period October 1, 2017 to September 30, 2018.

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 usually 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) outlines 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, shown below. A typical departmental expense account 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, 01-50-3060 is the General Fund (01)-Police Department (50)-Professional Services account (3060).

FISCAL YEAR 2018 BUDGET (continued)

Four of the 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) and Utility Billing Office. 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.
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. Storm Water 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 other City funds are not formally budgeted but are funded with contributions from the four primary funds:

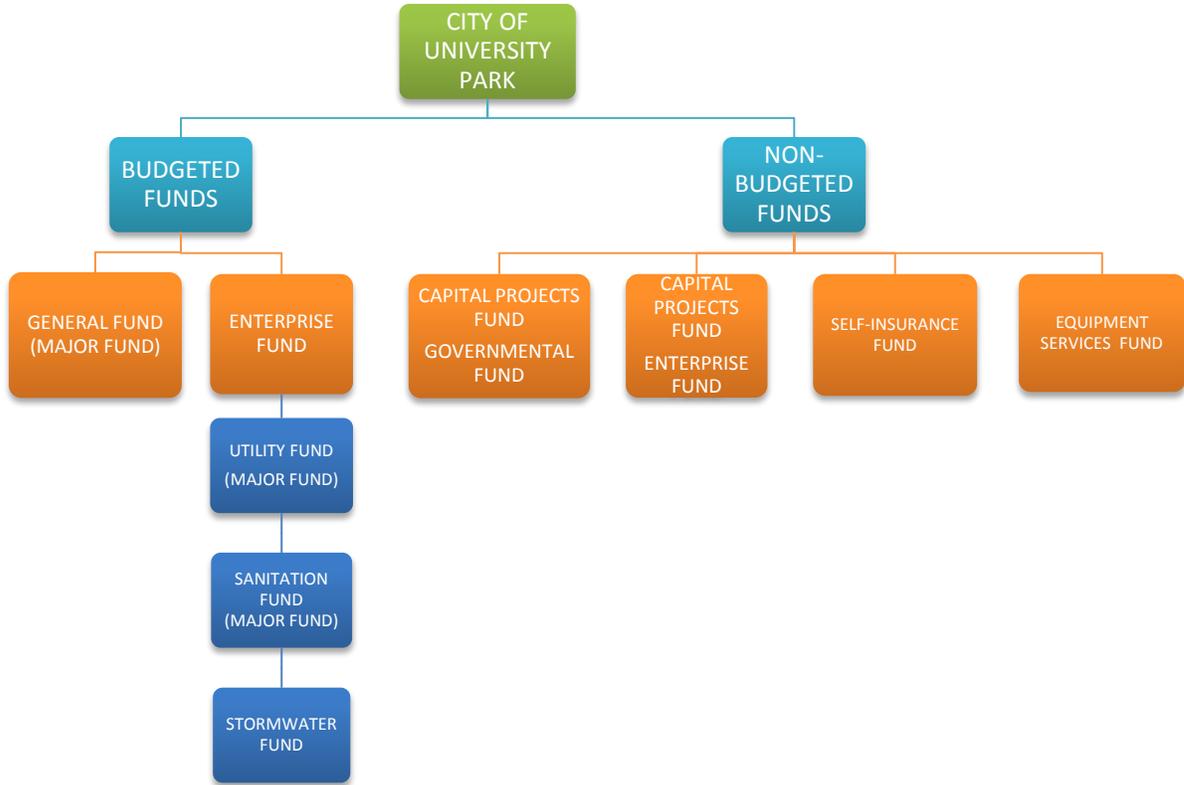
1. Capital Projects Fund – Governmental (fund 44), which accounts for funding and implementing capital improvements of a general governmental nature. Examples include streets, curb and gutter, parks, public safety, and information technology projects. An annual capital budget is approved by the City Council that allocates funding among specific projects in funds 44 and 42.
2. Capital Projects Fund – Enterprise (fund 42), which accounts for funding and implementing water and sewer-related projects. Examples include the mile-per-year utility/alley replacement projects and specific water or sewer line projects.
3. Self-Insurance Fund (fund 45), which 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), which accounts for costs related to 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 from this fund.

FISCAL YEAR 2018 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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BUDGET FUND STRUCTURE



MAJOR AND NON-MAJOR FUND DESCRIPTIONS:

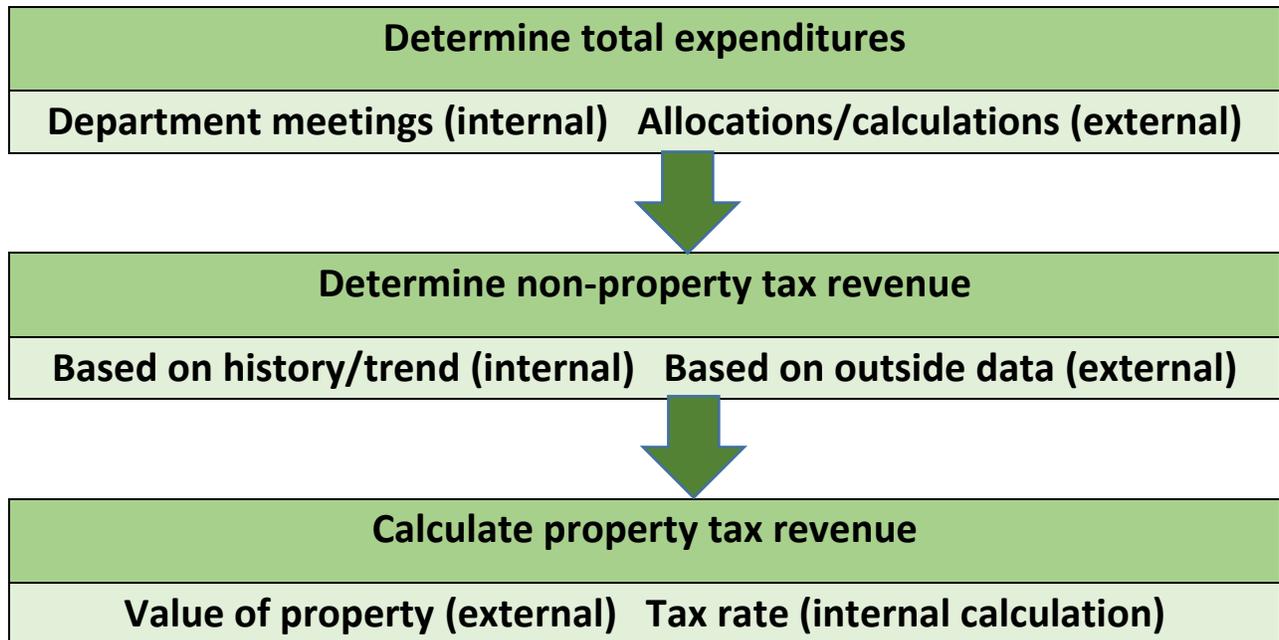
GENERAL FUND: Primary Government Fund. This fund accounts for traditional local government functions such as police, fire, parks and public works. Financed by property taxes, sales taxes, franchise fees and other sources.

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 BUDGET 2018

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
1/1/2017				Assessment Date		
4/13/2017						Budget system opened to all users
5/15/2017			First EVR Received			
5/16/2017						Pre-budget warm up with Dept. Heads
5/18/2017						Preliminary budget materials distributed to Depart. Heads
5/31/2017						Budget's due from departments
6/1/2017				Tax Rate Adoption calendar due to DCTO		
6/7 to 6/16/2017						Department budget reviews with Dept. Heads
6/30/2017				Preliminary 2017 Tax rate calculation data due to DCTO		
7/14/2017				Final 2017 Tax Rate calculation data due to DCTO		
7/20/2017		FAC Meeting - Preliminary Budget Review				
7/25/2017			Tax Roll Appraisal Certified			
8/3/2017	Post agenda for Special Council Meeting					
8/4/2017				Effective and rollback rates sent to entities		
8/7/2017	Special Council Meeting - Adopt maximum tax rate; set hearing tax dates; set final adoption date				Council adopts maximum proposed tax rate by roll call vote - set tax hearing dates. Publish effective and rollback tax rates	

CALENDAR FOR TAX RATES AND BUDGET 2018

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
8/11/2017					Publish first notice of tax rates and hearings	
8/15/2017	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	
8/17/2017		FAC - Review/ Approve FY2018 Budget				
8/18/2017						File buget with clerk Post budget on website Attach special cover page
8/25/2017						Last day to publish notice of budget hearing if holding - Optional
9/5/2017	Council Meeting - 2nd tax rate hearing, optional budget hearing				2nd public tax rate hearing. Post agenda on tax rate adoption	Public Budget Hearing - Optional
9/8/2017					Last day to publish Notice of Budget Hearing - if only REQ. hearing held.	
9/19/2017	Council Meeting - Budget Hearing, Adopt Budget, Tax Rate, Salary, Fee, Ratify Tax Increase			Signed Ordinance due	Vote on tax rate adoption/Fee schedule/Ratify tax increase	2nd Public Budget Hearing/Adopt FY2018 Budget

FY2018 BUDGET





City of University Park

Fiscal Year 2017-2018 Budget

October 1, 2017 – September 30, 2018

September 19, 2017

This budget will raise more revenue from property taxes than last year's budget by an amount of \$404,407, which is a 2.19 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 \$339,847.

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

FOR: Armstrong, Biddle, Lane, Moore, Prichard
AGAINST:
PRESENT AND NOT VOTING:
ABSENT:

Property Tax Rate Comparison	2017-2018	2016-2017
Property Tax Rate:	\$0.248761/100	\$0.248761/100
Effective Tax Rate:	\$0.243419/100	\$0.240447/100
Effective Maintenance & Operations Tax Rate:	\$0.243419/100	\$0.240447/100
Rollback Tax Rate:	\$0.262892/100	\$0.259682/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

This cover page and accompanying information is required by T.L.G.C. Chapter 102, Section 02.007(d).



August 11, 2017

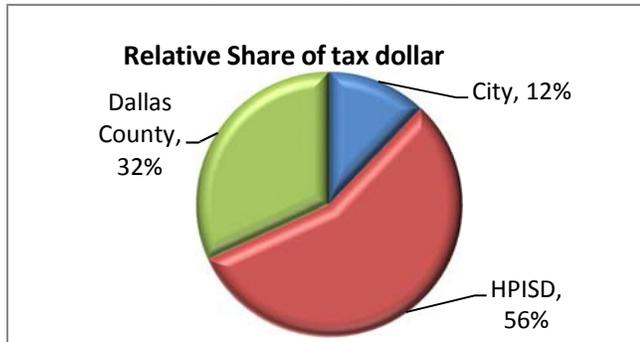
Dear Honorable Mayor and Members of the City Council,

I am pleased to present the proposed budget for Fiscal Year 2018 (FY18), which is the period October 1, 2017 – September 30, 2018. The FY18 budget totals \$50,893,909 across all budgeted funds, which represents a 1.2% 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 City remains financially stable with strong cash reserves and a commitment towards maintaining strong balances. However, economic conditions in the local housing market suggest that the years of robust growth in housing values are leveling off. The flattening of the housing market in University Park is evidenced by the relatively small growth (2.19%) in the appraised taxable value as set by the Dallas County Appraisal District (DCAD). The FY18 budget recommends a tax rate of 24.8761 cents per \$100 of taxable value, which is the same tax rate as the previous fiscal year. Based on this proposed rate, the average single-family homeowner with a homestead exemption will pay \$119 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 heavy reliance, City property taxes account for only 12 cents of every tax dollar collected, which is below the statewide average for municipalities. The proposed FY18 budget maintains this prudent approach, while providing necessary investment within the community.



While compiling the proposed budget, three investment themes emerged. The theme of the proposed FY18 budget is investment in the City's future which is encompassed in three categories: People, Infrastructure, and Service.

People

The City of University Park is primarily a service organization that depends on its workforce to provide services related to public safety, waste disposal, water, sewer, roads, and parks. Salaries and benefits of the City's workforce 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 greater details are provided later in this report, specific investments identified within the FY18 budget concerning the City's workforce include:

- Market-based adjustment of 3% for all City personnel;
- Additional funding for the Firefighter Relief and Retirement Fund; and
- The addition of two full-time positions related to public safety, one within the Information Services Department and the second within the Police Department Communications Division (Dispatch).

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 FY18 budget proposes transfers totaling \$6.2 million into the Capital Projects fund, which represents a 5% increase from the prior year. Based on available resources from this type of capital investment, the following capital projects are anticipated in the upcoming fiscal year:

- Continued replacement of the City's aging water, sanitary sewer, and storm sewer system;
- Improvements to the Holmes Aquatic Center, including a new concessions area, restrooms, and a party rental room; 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, technology and equipment to ensure efficient and effective operations. The proposed FY18 budget provides the investment needed to ensure residents receive services that offer a unique, value-added experience. Examples of these services funded through this type of investment are represented in the table below.

Services	Frequency
Answered Telephone Calls in 9-1-1 Dispatch Center	30,500
Police Department Calls for Service	23,200
Emergency Medical Calls for Service	1,022
Parks Special Events	15
Annual Pool Passes to the Holmes Aquatic Center	2,300
Construction Permits Issued	2,000
Repair of Broken Water Mains	80

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.

While the strategic planning process identifies the City Council's initiatives, the annual budgeting process identifies the funding needed to accomplish the objectives outlined in the initiatives. The table below summarizes the initiatives as adopted by the City Council and the funding sources for each initiative.

Initiative	Description	FY 18 Funding Source
Community Engagement	Merge all elements of community engagement into one, and continue efforts to inform and engage the public. Use social media when appropriate so that the public can make informed decisions.	Executive Department Operational Budget
Facilities and Capital Improvements	Continue to pursue Miracle Mile solutions. Assign parking development and reinforce UP boundaries to a Master Plan study. Continue to pursue solutions to address Peek Service Center at 4419 Worcola.	Various Departmental Operational Budgets & Capital Improvement Program
Governance	Work with Council liaisons and Committee chairs to develop an annual agenda for Council approval. Further define governance and how the committees should be used.	Executive Department Operational Budget
Redevelopment and Neighborhood Character	Pursue an update to the 1989 Master Plan. Continue to re-evaluate the City's code enforcement philosophy.	Community Development Operational Budget
Library Friends	Work with the Council liaison to clarify roles and objectives.	Executive Department Operational Budget
UP Public Arts Committee/Committee Development	Pursue a Public Art policy and campaign for Council consideration.	Parks Department Operational Budget

Sister Cities	Provide additional information for City Council consideration.	Executive Department Operational Budget
Signage, Park Connectivity, City Entrance Signs	Include these items in a Master Plan study, should City Council elect to pursue such a study.	Community Development Operational Budget

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;
- Property, Casualty, & Liability Committee; and
- Library Governance Committee.

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

Conclusion

I would like to commend the Departments 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 Employee Benefits, Finance, Library Governance, and Insurance Advisory Committees. Staff proposes the following schedule to satisfy the public hearing and notice requirements for the FY2018 budget’s adoption.

Date	Day	Description
August 11	Friday	Submit proposed budget to the City Council and City Secretary and set public hearing dates for budget review.
August 15	Tuesday	Hold first public hearing on maximum tax rate.
September 5	Tuesday	Hold second public hearing on maximum tax rate and hold first public hearing on proposed budget.
September 19	Tuesday	Continue public hearing on proposed budget.
September 19	Tuesday	Adopt budget and related ordinance to take effect October 1.

The remaining information contained within the budget overview provides greater detail and explanation of the proposed expenditures and revenues within the FY18 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 \$50,893,909, which is a 1.2% 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	FY2016	FY2017	FY2018	\$ Change	% Change
	Actual Expenditures	Adopted Budget	Proposed Budget		
General	\$29,627,707	\$30,703,346	\$31,416,105	\$712,759	2.3%
Utility	\$14,211,431	\$16,016,181	\$15,874,252	(\$141,929)	-0.9%
Sanitation	\$3,105,027	\$3,097,397	\$3,153,552	\$56,155	1.8%
Storm Water	\$68,884	\$450,000	\$450,000	\$0	0.0%
Total	\$47,013,049	\$50,266,924	\$50,893,909	\$626,985	1.2%

Over eighty percent (80%) of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these expenditures account for over seventy percent (70%) of the increase in the FY2018 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Major expenditure categories comparison

Category	FY2016 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Change \$	Change %
Personnel costs	\$ 24,867,993	\$ 24,956,834	\$ 25,579,235	\$ 622,401	2.5%
Treatment charges	\$ 7,462,464	\$ 8,028,445	\$ 8,116,852	\$ 88,407	1.1%
Capital project funding	\$ 5,662,419	\$ 5,888,916	\$ 6,183,362	\$ 294,446	5.0%
Heat, light, water	\$ 579,300	\$ 563,100	\$ 410,597	\$ (152,503)	-27.1%
Equip. Replacement	\$ 695,731	\$ 878,725	\$ 920,465	\$ 41,740	4.8%
Fuel costs	\$ 422,400	\$ 362,996	\$ 370,860	\$ 7,864	2.2%
Subtotal	\$ 39,690,307	\$ 40,679,016	\$ 41,581,371	\$ 902,355	2.3%
Total adopted budget*	\$ 48,658,980	\$ 50,266,924	\$ 50,893,909	\$ 626,985	1.2%
Percent of budget	81.6%	80.9%	81.7%		

* - 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 2.1% and the Municipal Price Index (MCI), which more closely tracks services and goods a municipality purchases, increased 3.1%. 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,

Personnel Costs

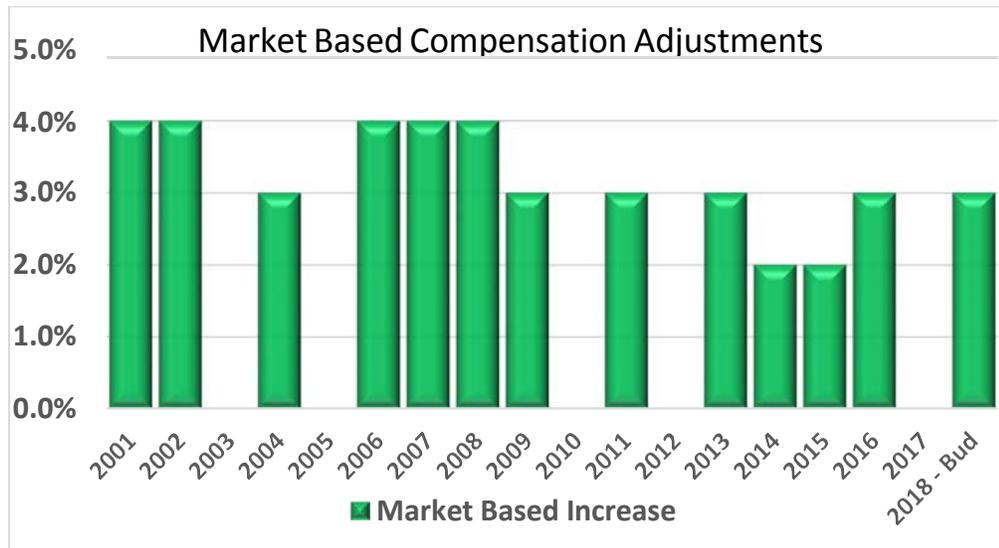
Salaries and benefits represent the single largest expenditure category, accounting for nearly fifty-one percent (51%) of the total budget. Additional details related to personnel costs are detailed below.

New Full-time Positions: The FY18 budget includes funding for two additional positions related to public safety. Additional details and costs are provided in the following table.

Position Title	Annual Cost	Background
Public Safety Technical Support Administrator	\$108,731	In recent years, the City has added significant technical capabilities to both Police and Fire operations, most recently with the \$377,000 capital investment in Next Generation 911. Since 2004, the City has also added software applications and hardware components throughout the entire organization, all while maintaining the same staffing levels within the Information Services Department. The Public Safety Technical Support Administrator will report to the Information Services Director, but will be dedicated to supporting the primary software applications of Police (OSSI) and Fire (Firehouse). In addition, the new position will be responsible for supporting the 911 Dispatch Center, parking enforcement, public safety radios, Municipal Court applications, and the new license plate reading technology.
911/311 Dispatcher	\$78,528	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. Chief Spradlin has requested funding for two additional Dispatchers, which will allow for the scheduling of two Dispatchers during each shift. The FY18 budget proposes the addition of one Dispatch position with a second position scheduled for funding in FY19.

Salaries: Since the City has enjoyed a historical low turnover rate with long-tenured employees, over seventy percent (70%) of employees are not eligible for a merit-based increase within the City’s pay plan. The City’s compensation package is essential in recruiting and retaining quality employees and needs to remain competitive. The proposed budget for FY2018 includes the following adjustments to employee salaries:

- *Market Increase:* Two methods for ensuring competitive balance within the market for the salaries of City employees are used. The City has contracted with a consultant to perform a compensation study that identifies salary levels for all pay classifications except police and fire. This study incorporates comparable data from both the public and private sector. Salaries for Police and Fire personnel are benchmarked separately against a select group of comparable cities within the DFW Metroplex. Based on both methods, the budget proposes a three percent (3%) market increase for all City personnel. Excluding adjustments for merit increases and position turnover (new employees as well as those receiving promotions generally start at a lower pay rate than their predecessor), the resulting gross salary expenditure increase due to the market adjustment is \$523,222. 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 FY2018 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 the City increase its health plan contribution by 4.5%. For a second consecutive year, no changes are recommended to the employee premiums for the upcoming year; however, increases to employee premiums and plan design are anticipated in FY2019. The Human Resources Department will undertake a thorough analysis of the City's health insurance plans and make recommendations for future changes designed to lower costs where available.

- *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.

In FY2015, the City initiated a temporary shift in the required contribution of participating members by decreasing fire personnel contributions from fifteen percent (15%) of gross pay to thirteen percent (13%). The shift was initiated to alleviate take-home pay issues associated with high pension contributions, and to explore long-term solutions to the funding shortfall within FRRF. The City sought to engage members of the plan and state legislators to develop a plan that would allow the City to develop a more sustainable retirement system for Fire personnel.

During the 85th State Legislative Session, the City and Firefighters proposed legislation (HB 3056) that would allow the City to direct all new hires within the Fire Department to TMRS. With Governor Abbott's signature of HB 3056, the City was able to create a legal path to direct new hires into TMRS, while maintaining and securing the financial benefits of existing firefighters within FRRF. To implement these changes and to recognize negotiations between the City and Firefighters, the FY18 budget provides annual funding in the amount of \$662,577 to permanently cap firefighter contributions participating in FRRF to ten percent (10%) of gross pay.

- *Texas Municipal Retirement System:* With the exception of Fire personnel, all City employees participate in TMRS, which is a modified defined contribution plan. In direct contrast to the FRRF, the City has funded almost 100% of the long-term actuarial liability within its TMRS account. Each year, the City receives a recommended contribution level from TMRS, and the proposed FY2018 budget reflects that recommendation with a contribution rate increase from 7.23% to 7.51%.

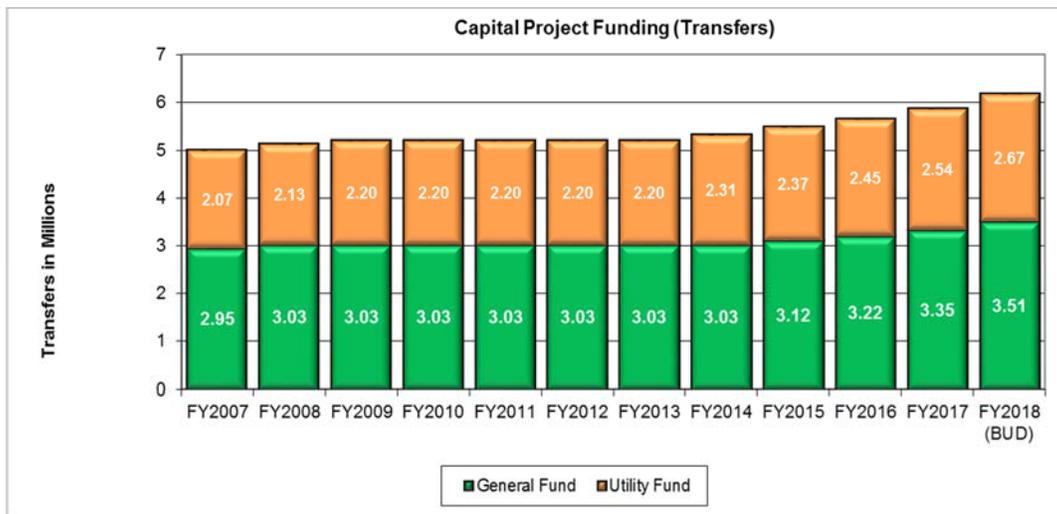
Water & Wastewater Treatment Charges

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 FY2018, the combined costs of water and wastewater treatment are expected to remain fairly even with last year, increasing only \$88,407, or 1.1%. The rate charged to the City by the DCPCMUD for the treatment of potable water is remaining the same as the previous fiscal year (\$2.4699 per 1,000 gallons), while usage is projected to decrease slightly, resulting in an anticipated cost decrease of \$324,273. The rate charged by DWU for wastewater treatment however, is increasing by \$0.2804 (11.4%) to \$2.7451 per 1,000 gallons treated. Combined with a 3.17% increase in average winter usage, the new rate will result in a wastewater cost increase of \$412,680.

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 transfers into the capital projects fund by five percent (5%) or \$294,446 for a total transfer of \$6,183,362.



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.

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 \$37,051 this fiscal year, to a total budgeted amount of \$930,659.

Vehicles and equipment anticipated to be replaced in FY2018 are as follows:

Unit #	Dept	Description	Year	Make	Model	Service Life	Estimated Cost
6824	22	Pickup 3/4 Ton Ext Cab	2007	Chevy	C-2500	10	\$ 37,000
6549	34	Forklift	2003	Tailift	FG25P	15	33,000
6894	50	Chevrolet Impala	2007	Chev	Impala	10	37,000
1568	50	SUV -- Police patrol	2012	Chev	Tahoe	5	50,000
1570	50	SUV -- Police patrol	2012	Chev	Tahoe	5	50,000
1580	50	SUV -- Police patrol	2012	Chev	Tahoe	5	50,000
6942	60	Transfer Trailer	2008	Stego	SEC4090	10	65,000
6837	70	Aera-Vator	2006	First Products		10	30,000
6388	70	Truck, Brush, Open Top	2002	Intnat'l.	4700	15	130,000
6564	70	Pickup	2003	Chevrolet	C2500	10	40,500
							\$ 522,500

The City’s fuel costs are expected to increase slightly this year. Last year, the City budgeted fuel costs at a rate of \$2.39 per gallon of gasoline and \$2.85 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Using the new EIA estimates of \$2.43 and \$2.81 for gasoline and diesel respectively, budgeted fuel expenditures are expected to increase \$8,198 (2.2%) this fiscal year to a total budgeted cost of \$373,976.

The proposed budget provides for a significant decrease in the overall costs of utility services (electric, gas, & water) provided to City facilities, largely attributable to lower electricity costs. The City purchases electricity 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. Due to the execution of a new TCAP contract, the City anticipates a 26% reduction in the budgeted cost of power, decreasing the budgeted category cost from the previous year \$600,500 to \$438,596.

University Park Public Library

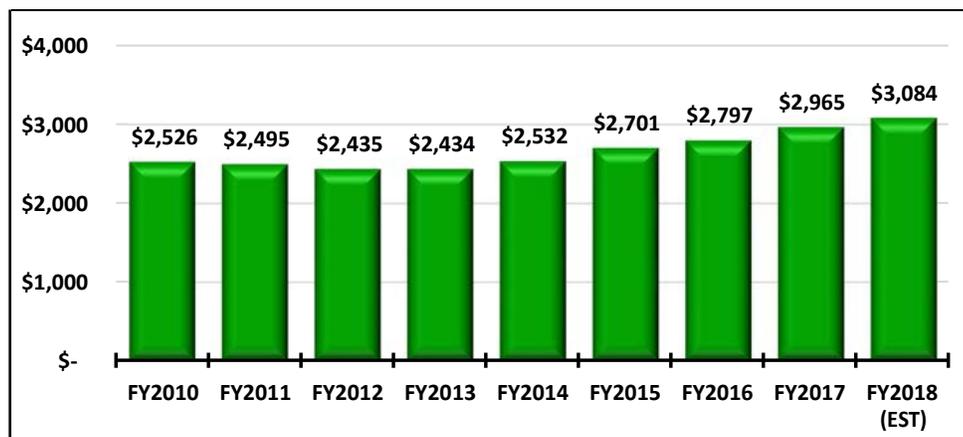
The City and the Friends of the Library will continue its pre-existing funding partnership whereby the Friends of the Library will fund \$300,000 annually towards the operation of the library. The proposed FY2018 budget for the University Public Library is \$801,197, which represents a 2.5% increase 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 of one month's operating expenses, which is approximately \$2.6 million. The beginning fund balance for FY17 was over \$6 million, well in excess of the required minimum fund balance. As the primary revenue source for the General Fund, the FY18 budget shows revenues from property tax totaling \$18,853,253.

Property Tax: The FY18 budget recommends maintaining the same tax rate of 24.8761 cents (per hundred dollars of value) as the previous year. With 2.2% growth in city-wide taxable value, the corresponding increase in property tax revenue is also 2.2%, or \$404,407. The average single-family property with a 20% homestead exemption will pay \$3,084 in property taxes to the City next fiscal year, an annual increase of \$119. The following table provides a historical perspective of property taxes related to the average single-family property.

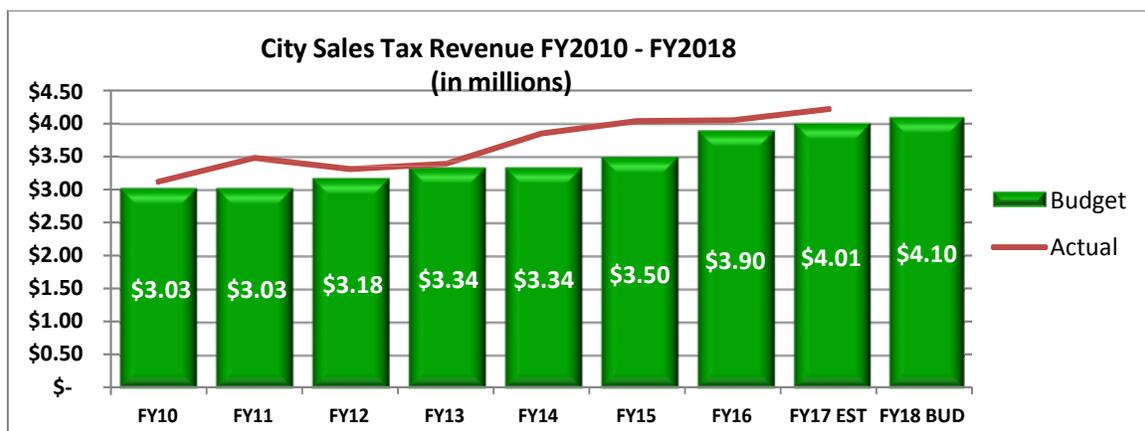


Truth in Taxation: The Texas Tax Code requires the calculation of an effective tax rate (ETR), which represents a calculated tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. The City's tax collector, the Dallas County Tax Office (DCTO), performs 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.

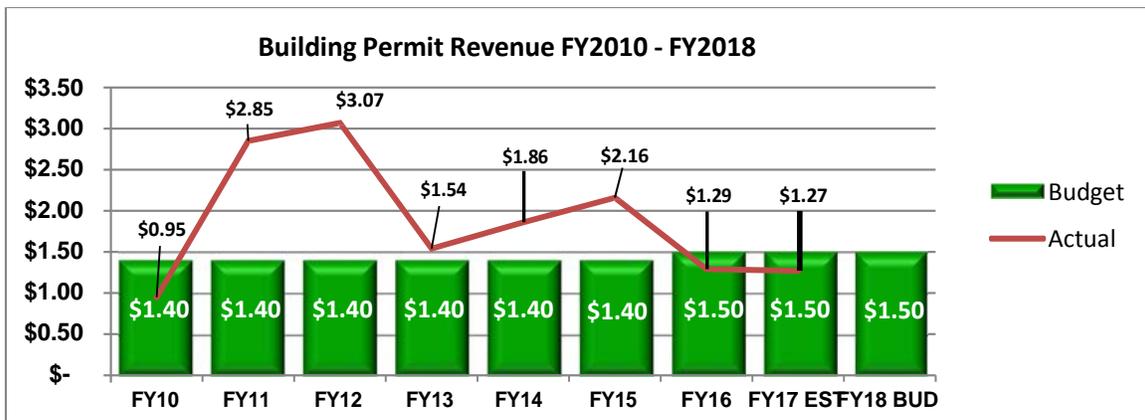
For FY2018, the proposed tax rate of \$0.248761 is higher than the ETR of \$0.243419; therefore, the City is required to hold two public hearings before adopting the FY2018 tax rate.

Revenues that support the General Fund that are derived from sources other than property taxes (and related amounts) account for 40% or \$12,426,000 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 FY17 are expected to meet budgeted projections within the FY17 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 FY18 budget recommends the projected revenues from sales tax to increase from \$4,010,000 to \$4,100,000. This is a modest 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. Since 2014, the City has seen a year-to-year decrease in the number of new single-family construction starts, with just under 90 permits issued last year. However, a number of large, non-residential construction projects such as those planned on a number of school campuses and the Park Plaza development on Hillcrest Avenue will generate substantial permit revenues. 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 FY18 budget continues this practice and recommends a revenue projection of \$1.5 million.

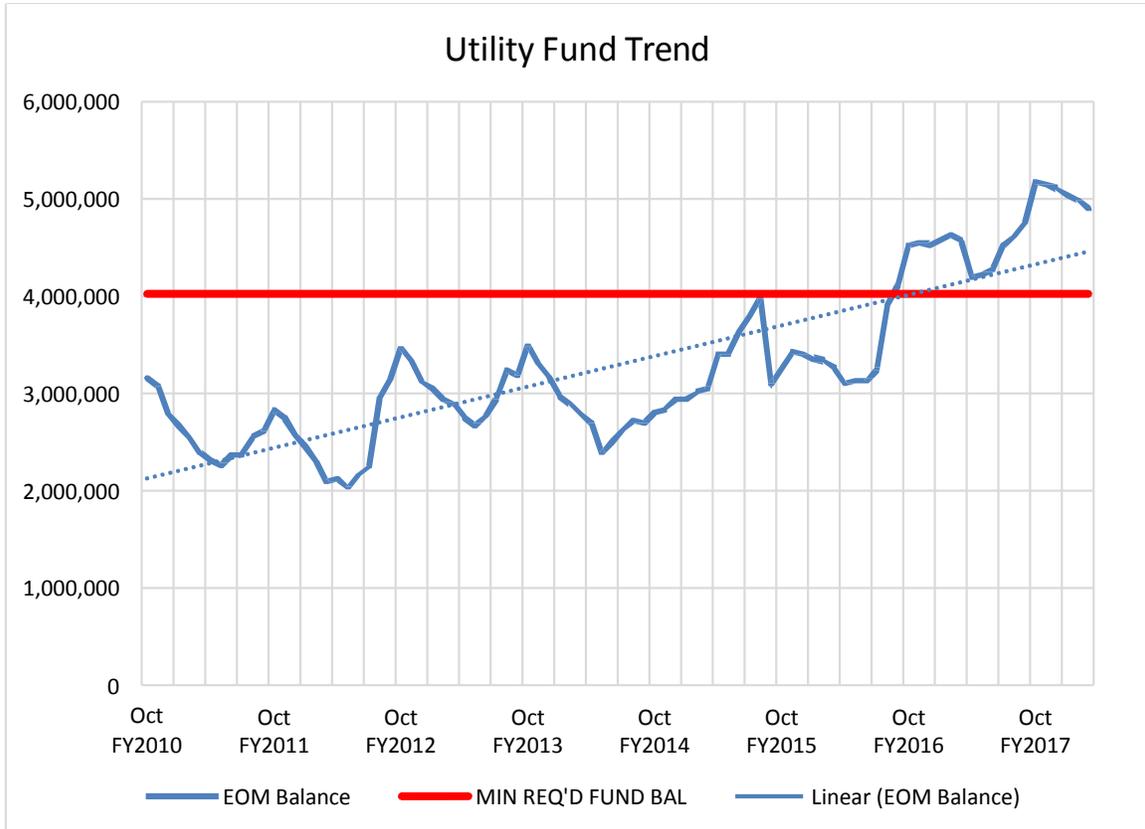


Franchise Fees: Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. Revenues remain mostly consistent; however, as the market presents alternatives to traditional services for television and data consumption, revenues from the traditional providers may vary. The FY18 budget includes a revenue projection of \$2,185,000 for all franchise fees, a \$5,000 increase from the previous year.

Utility Fund

The additional revenues received from water and sewer rate adjustments in 2014 continue to provide positive growth for the fund balance within the Utility Fund. Rate adjustments were necessary to fund improvements at the water treatment plant operated by the Park Cities Municipal Utility District. However, operational costs continue to rise, specifically the (previously mentioned) treatment costs of sanitary sewer from Dallas Water Utilities. When combined with lower expected water sales, the Utility Fund balance shows a deficit of \$58,452. Since utility revenues and expenditures are so heavily volume dependent and may change dramatically from one year to the next, only minor adjustments to the base sewer rate are proposed. The base sewer rate has remained steady since 2014, when it was decreased from \$20.14 per month to \$10. The proposed 10% increase from \$10 per month to \$11 per month will generate an additional \$89,400 in revenue. As staff monitors revenues and expenditures throughout the year, the City Council may consider an additional rate increase mid-year.

The following chart provides a historical view of working capital in the Utility Fund.



Sanitation Fund

The City created the Sanitation Fund in 1994 to remove expenditures for the collection of solid waste from the General Fund. The FY18 budget continues to include a \$100,000 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 FY17 was approximately \$1.5 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 an annual loss of fund balance. The FY18 budget includes projected increases to commercial collection fees and improved recycling revenue, but an operational deficit of \$18,802 is projected. 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 ten years. Tipping fees under a new contract will increase dramatically, and rates will need to be evaluated accordingly.

Storm Water Fund

The Storm Water fund derives its revenue from a line item on monthly utility bills based upon 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.

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Future Considerations

The proposed FY2018 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 FY2018 budget. The following items represent a quick overview of those issues:

- *Firefighters Relief and Retirement Fund (FRRF)*: The City was fortunate to develop a legislative solution by working with University Park Firefighters during the 85th Legislative Session to address a long-standing funding issue associated with the Firefighters Relief and Retirement Fund. The proposed solution as negotiated between all parties guarantees plan benefits as currently offered under FRRF, provided the Firefighters remaining in the plan not implement any future plan changes, including new benefits, unless required by law. In addition, the City will cap the contributions of the Firefighters who remain in FRRF at ten percent (10%) of gross pay. Based on future actuarial analysis and the long-term effects of a plan termination, the City must consider a sustainable solution for funding FRRF in the future. Due to actuarial practices and assumptions, the City will see an increase to the required actuarial contribution. Various funding options will be considered and presented to the Finance Advisory Committee and City Council.
- *Salaries and Benefits*: During the past couple of years, the City's compensation studies have shown an imbalance between recommended adjustments to exempt, non-exempt, and public safety positions. The FY18 budget recommends a mid-year analysis of the pay plan structure to determine what (if any) changes are warranted to address the imbalance. While changes are anticipated to our national healthcare laws, the City will also need to consider how best to efficiently and effectively fund healthcare for City employees and their families. The City periodically increases premiums charged to employees and/or makes adjustments to the plan designs offered within the Exclusive Provider Organization (EPO) and the high deductible Health Savings Account (HSA). However, the City has not substantially changed its healthcare benefits programs in some time. Based on expected yet unknown changes to the regulatory environment, anticipated increases to healthcare costs, and overall increases to medical claims, staff recommends a comprehensive analysis by the Employee Benefits Committee of the City's health care benefits and funding. The study would target a three to five year outlook on issues surrounding healthcare, and recommend any needed changes to the City's healthcare coverage for employees.
- *Capital Improvement Funding*: The 1989 Master Plan identified an innovative funding approach for the replacement of the City's aging water and sewer system. The Master Plan initiated a program to replace a mile per year of water and sewer mains, and since 1989, the City has

successfully replaced approximately thirty-five percent (35%) of the water and sewer mains throughout the community. For reference, 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. The FY18 budget proposes a five percent (5%) increase in contributions to the Capital Fund from both the General Fund and Utility Fund. Additional increases in contributions will be needed to bring the replacement schedule back to a full mile per year. 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.

- *Communications:* Successful communication of events and issues facing the community remains a City Council and staff priority. While the *Arbor*, the City's monthly newsletter, remains the primary source of information for most residents, the City has also initiated several new methods for increased communication. Most recently, the City partnered with a technology firm to create a Community Connect feature through Alexa-powered devices, like Echo, Echo Dot and Echo Show. The Community Connect allows residents to stay informed on City news, and it provides additional access to general information, hours of operation, and other pertinent City information. The City will continue to use social media and other communication platforms to ensure timely access to information. The next logical step for enhanced communications, is to expand two-way communication between residents and City government. This is not a new issue facing the community as it was an identified goal of the 1989 Master Plan. As the City looks to begin the process of updating and replacing the 1989 Master Plan, seeking resident input and meaningful engagement will be a key element in determining the ultimate success of the Master Plan.

FY2018 Budget Highlights

- Total budget (4 funds) increase 1.2% from prior year.
- Taxable property value increased 2.2% to \$7.58 Billion.
- Budget maintains tax rate at 24.8761 cents per \$100 of taxable value.
- Capital project funding increased 5% to \$6.2 million.
- Increase of 2 FTE (Dispatch and IT) both related to public safety.
- 3% across-the-board, market-based compensation adjustment.
 - *TMRS – City contribution up 28 basis points from 7.23% to 7.51%
 - *Health Insurance – City contribution up 4.5% from \$1,061 to \$1,108.75
 - *FRRF – City contribution up 3% to offset capped participant rate

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

FY2018 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
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	475,000
Refuse Collection			2,710,750		2,710,750
Recycling Charges			350,000		350,000
Brush/Special Pickup Fee			70,000		70,000
Total Revenues	31,419,253	15,815,800	3,134,750	475,000	50,844,803
Expenditures					
Personnel	20,902,026	2,603,427	2,073,782		25,579,235
Operations	9,031,633	9,763,760	1,079,770	82,476	19,957,639
Capital	1,668,946			317,524	1,986,470
Transfers	(186,500)	2,807,065		50,000	2,670,565
Contributions		700,000			700,000
Total Expenditures	31,416,105	15,874,252	3,153,552	450,000	50,893,909
Increase/(Decrease) in Fund Balance	3,148	(58,452)	(18,802)	25,000	(49,106)
FY2017 Estimated Actual	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	18,455,410				18,455,410
Interfund Transfers	700,000				700,000
Sales/Mixed Bev. Tax	4,315,909				4,315,909
Franchise Fees	2,113,727				2,113,727
Permits and Licenses	1,858,251				1,858,251
Fines and Fees	2,481,279				2,481,279
Park and Pool	298,901				298,901
Interest Earnings	309,746	15,785	7,758		336,474
Auction/Other	2,542,202	5,134			2,547,336
Water Sales		9,655,009		3,185	9,658,194
Wastewater Fees		5,681,410			5,681,410
Stormwater Fees				437,057	437,057
Refuse Collection			2,668,312		2,668,312
Recycling Charges			333,383		333,383
Brush/Special Pickup Fee			59,812		59,812
Total Revenues	33,075,425	15,357,338	3,069,265	440,242	51,942,270
Expenditures					
Personnel	19,738,985	2,570,965	2,057,815		24,367,765
Operations	11,624,139	8,824,711	917,570	176,504	21,542,924
Capital	1,604,263	2,552,980			4,157,243
Transfers	(181,000)	181,000			
Contributions		700,000			700,000
Total Expenditures	32,786,387	14,829,656	2,975,385	176,504	50,767,932
Increase/(Decrease) in Fund Balance	289,038	527,682	93,880	263,738	1,174,338
FY2017 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	18,563,846				18,563,846
Interfund Transfers	700,000				700,000
Sales/Mixed Bev. Tax	4,230,000				4,230,000
Franchise Fees	2,180,000				2,180,000
Permits and Licenses	1,609,500				1,609,500
Fines and Fees	2,341,500				2,341,500
Park and Pool	323,000				323,000
Interest Earnings	225,000	2,750	500		228,250
Auction/Other	530,500	1,500			532,000
Water Sales		10,425,400			10,425,400
Wastewater Fees		5,595,000			5,595,000
Stormwater Fees				453,052	453,052
Refuse Collection			2,656,350		2,656,350
Recycling Charges			320,000		320,000
Brush/Special Pickup Fee			70,000		70,000
Total Revenues	30,703,346	16,024,650	3,046,850	453,052	50,227,898
Expenditures					
Personnel	20,373,326	2,559,488	2,024,020		24,956,834
Operations	8,815,151	10,062,298	1,073,377	82,476	20,033,302
Capital	1,695,869	20,000		317,524	2,033,393
Transfers	(181,000)	2,674,395		50,000	2,543,395
Contributions		700,000			700,000
Total Expenditures	30,703,346	16,016,181	3,097,397	450,000	50,266,924
Increase/(Decrease) in Fund Balance	-	8,469	(50,547)	3,052	(39,026)
FY2016 Actual	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	17,541,184				17,541,184
Interfund Transfers	666,000				666,000
Sales/Mixed Bev. Tax	4,245,821				4,245,821
Franchise Fees	2,087,318				2,087,318
Permits and Licenses	1,405,497				1,405,497
Fines and Fees	2,331,989				2,331,989
Park and Pool	319,968				319,968
Interest Earnings	257,915	14,654	4,242		276,811
Auction/Other	1,363,697	840			1,364,537
Water Sales		9,451,307			9,451,307
Wastewater Fees		5,153,859			5,153,859
Stormwater Fees				434,684	434,684
Refuse Collection			2,471,764		2,471,764
Recycling Charges			316,902		316,902
Brush/Special Pickup Fee			72,092		72,092
Total Revenues	30,219,389	14,620,660	2,865,000	434,684	48,139,733
Expenditures					
Personnel	19,437,092	2,481,532	2,042,821		23,961,445
Operations	8,069,652	8,271,790	931,532	68,884	17,341,858
Capital	1,463,283	2,445,576			3,908,859
Transfers	657,678				657,678
Contributions		851,500			851,500
Total Expenditures	29,627,705	14,050,398	2,974,353	68,884	46,721,340
Increase/(Decrease) in Fund Balance	591,684	570,262	(109,353)	365,800	1,418,393

City of University Park

Proposed Budget by Fund and Department

AS OF SEPTEMBER 19, 2017

Fund/Org Unit/Department	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
GENERAL FUND					
Total Revenue	\$ 30,219,389	\$ 30,703,346	\$ 31,419,253	\$ 1,340,314	4.4%
Expenditures					
01-02 EXECUTIVE	\$ 1,002,422	\$ 1,211,787	\$ 1,249,307	\$ 37,520	3.1%
01-03 FINANCE	1,010,220	1,069,681	1,131,146	61,465	5.7%
01-04 HUMAN RESOURCES	353,124	383,248	394,710	11,462	3.0%
01-05 INFORMATION SERVICES	952,927	1,107,715	1,247,116	139,401	12.6%
01-06 LIBRARY	787,319	781,283	801,197	19,914	2.5%
01-10 COURT	393,077	412,965	420,150	7,185	1.7%
01-19 COMMUNITY DEVELOPMENT	1,095,759	1,073,078	1,179,059	105,981	9.9%
01-20 ENGINEERING	748,210	738,352	722,157	(16,195)	-2.2%
01-25 TRAFFIC	941,743	1,040,060	1,012,900	(27,160)	-2.6%
01-35 FACILITY MAINTENANCE	636,353	677,514	656,792	(20,722)	-3.1%
01-40 FIRE	5,658,401	6,019,751	5,874,332	(145,419)	-2.4%
01-50 POLICE	7,005,513	7,605,654	7,918,906	313,252	4.1%
01-70 PARKS	2,872,782	2,991,248	3,055,759	64,511	2.2%
01-75 SWIMMING POOL	367,477	404,560	440,795	36,235	9.0%
01-80 STREETS	1,742,353	1,841,928	1,798,982	(42,946)	-2.3%
01-85 TRANSFERS	4,060,025	3,344,522	3,512,797	168,275	5.0%
Total Expenditures	\$ 29,627,705	\$ 30,703,346	\$ 31,416,105	\$ 712,759	2.3%
GENERAL FUND SURPLUS/(DEFICIT)	\$ 591,684	\$ -	\$ 3,148	\$ 3148	
UTILITY FUND					
Total Revenue	\$ 14,620,660	\$ 16,024,650	\$ 15,815,800	\$ (208,850)	-1.3%
Expenditures					
02-21 UTILITY OFFICE	\$ 7,868,807	\$ 9,258,373	\$ 9,324,829	\$ 66,456	0.7%
02-22 UTILITIES	3,736,015	4,264,413	3,928,858	(335,555)	-7.9%
02-85 TRANSFERS	2,445,576	2,493,395	2,620,565	127,170	2.0%
Total Expenditures	\$ 14,050,398	\$ 16,016,181	\$ 15,874,252	\$ (141,929)	-0.9%
WATER AND SEWER FUND SURPLUS/(DEFICIT)	\$ 570,262	\$ 8,469	\$ (58,452)	\$ (66,921)	
SANITATION FUND					
Total Revenue	\$ 2,865,000	\$ 3,046,850	\$ 3,134,750	\$ 87,900	2.9%
Expenditures					
04-60 EXPENDITURES	\$ 2,974,353	\$ 3,097,397	\$ 3,153,552	\$ 56,155	1.8%
Total Expenditures	\$ 2,974,353	\$ 3,097,397	\$ 3,153,552	\$ 56,155	1.8%
SANITATION FUND SURPLUS/(DEFICIT)	\$ (109,353)	\$ (50,547)	\$ (18,802)	\$ 31,745	
STORMWATER FUND					
Total Revenue	\$ 434,684	\$ 453,052	\$ 475,000	\$ 21,948	4.8%
Expenditures					
05-23 STORMWATER	\$ 68,884	\$ 400,000	\$ 400,000	\$	-8.7%
05-85 TRANSFERS	\$	\$ 50,000	\$ 50,000	\$	
Total Expenditures	\$ 68,884	\$ 450,000	\$ 450,000	\$	0.0%
STORMWATER FUND SURPLUS/(DEFICIT)	\$ 365,800	\$ 3,052	\$ 25,000	\$ 21,948	
TOTAL REVENUES	\$ 48,139,733	\$ 50,227,898	\$ 50,844,803	\$ 1,241,312	2.5%
TOTAL EXPENDITURES	\$ 46,721,340	\$ 50,266,924	\$ 50,893,909	\$ 626,985	1.2%
TOTAL SURPLUS/(DEFICIT)	\$ 1,418,393	\$ (39,026)	\$ (49,106)	\$ 614,327	

City of University Park

Property Tax Impact

AS OF SEPTEMBER 19, 2017

	FY2016 Actual Amount	FY2017 Adopted Budget	FY2018 Proposed Budget	\$ Change	% Change
TOTAL CERTIFIED TAXABLE VALUE	\$ 6,831,257,440	\$ 7,416,287,915	\$ 7,578,861,993	\$ 162,574,078	2.2%
TOTAL GENERAL FUND REVENUES NEEDED:	\$ 29,924,786	\$ 30,703,346	\$ 31,419,253	\$ 715,907	2.3%
NON PROPERTY TAX REVENUE					
Sales tax	\$ 4,060,000	\$ 4,230,000	\$ 4,320,000	\$ 90,000	2.1%
Franchise fees	2,205,000	2,180,000	2,185,000	5,000	0.2%
Building permits/licenses	1,609,000	1,594,500	1,599,500	5,000	0.3%
Fines and Fees	2,264,700	2,341,500	2,405,500	64,000	2.7%
Park and Pool revenue	336,000	323,000	305,500	(17,500)	-5.4%
Auction proceeds	10,000	10,000	10,000	-	0.0%
Utility Fund contribution	666,000	700,000	700,000	-	0.0%
Interest earnings	150,000	225,000	300,000	75,000	33.3%
Miscellaneous and other	821,000	520,500	600,500	80,000	15.4%
Total Non Property Tax Revenue	\$ 12,121,700	\$ 12,124,500	\$ 12,426,000	\$ 301,500	2.5%
PROPERTY TAX REVENUE					
Operations & Maintenance (O&M) need	\$ 17,688,086	\$ 18,463,846	\$ 18,863,253	\$ 399,407	2.2%
Penalties and interest	64,511	95,000	90,000	(5,000)	-5.3%
Delinquent (prior years) taxes	13,463	20,000	40,000	20,000	100.0%
Total Prop Tax Revenue Request	\$ 17,766,059	\$ 18,578,846	\$ 18,993,253	\$ 414,407	2.2%
DEBT SERVICE REQUIREMENT	\$ -	\$ -	\$ -	\$ -	0.0%
PROPERTY TAX RATE					
Operations & Maintenance (O&M)	\$ 0.25893	\$ 0.24896	\$ 0.24889	\$ (0.00007)	0.0%
Debt Service	-	-	-	-	0.0%
Total Property Tax Rate per \$100	\$ 0.25893	\$ 0.24896	\$ 0.24889	\$ (0.00007)	0.0%
IMPACT ON TYPICAL HOMEOWNER					
Average single-family market value	\$ 1,350,219	\$ 1,489,862	\$ 1,549,797	\$ 59,935	4.0%
Less: 20% homestead exemption	(270,044)	(297,972)	(309,959)	(11,987)	4.0%
Average single-family taxable value	\$ 1,080,175	\$ 1,191,890	\$ 1,239,838	\$ 47,948	4.0%
Tax levy	\$ 2,797	\$ 2,967	\$ 3,086	\$ 119	4.0%
Change in levy from prior year	\$362	\$170	\$119		

FUND MATRIX - BY FUND FY2018

DEPARTMENTS	GENERAL FUND	UTILITY FUND	SANITATION FUND	STORM WATER FUND	TOTAL BUDGETED FUNDS
EXECUTIVE	\$ 1,249,307				\$ 1,249,307
FINANCE	\$ 1,131,146				\$ 1,131,146
HUMAN RESOURCES	\$ 394,710				\$ 394,710
INFORMATION SERVICES	\$ 1,247,116				\$ 1,247,116
LIBRARY	\$ 801,197				\$ 801,197
COURT	\$ 420,150				\$ 420,150
COMMUNITY DEVELOPMENT	\$ 1,179,059				\$ 1,179,059
ENGINEERING	\$ 722,157				\$ 722,157
TRAFFIC	\$ 1,012,900				\$ 1,012,900
FACILITY MAINTENANCE	\$ 656,792				\$ 656,792
FIRE	\$ 5,874,332				\$ 5,874,332
POLICE	\$ 7,918,906				\$ 7,918,906
PARKS	\$ 3,055,759				\$ 3,055,759
SWIMMING POOL	\$ 440,795				\$ 440,795
STREETS	\$ 1,798,982				\$ 1,798,982
TRANSFERS	\$ 3,512,797	\$ 2,620,565		\$ 50,000	\$ 6,183,362
UTILITY OFFICE		\$ 9,324,829			\$ 9,324,829
UTILITIES		\$ 3,928,858			\$ 3,928,858
SANITATION			\$ 3,153,552		\$ 3,153,552
STORMWATER				\$ 400,000	\$ 400,000
TOTAL EXPENDITURES	\$ 31,416,105	\$ 15,874,252	\$ 3,153,552	\$ 450,000	\$ 50,893,909

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**FUND MATRIX
BY FUNCTION TO DEPARTMENT 2017-2018**

GENERAL FUND

Total Revenue \$ 31,419,253

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 877,613	\$ 3,500	\$ 257,035	\$ 8,809	\$ 41,261	\$ -	\$ 61,089	\$ -	\$ -	\$ -	\$ 1,249,307
01-03	FINANCE	\$ 714,971	\$ 11,800	\$ 340,792	\$ 6,827	\$ 4,900	\$ -	\$ 51,856	\$ -	\$ -	\$ -	\$ 1,131,146
01-04	HUMAN RESOURCES	\$ 248,035	\$ 2,650	\$ 48,363	\$ 12,334	\$ 1,633	\$ 200	\$ 81,495	\$ -	\$ -	\$ -	\$ 394,710
01-05	INFORMATION SERVICES	\$ 781,062	\$ 4,250	\$ 226,185	\$ 98,339	\$ 3,267	\$ 26,750	\$ 90,522	\$ 16,741	\$ -	\$ -	\$ 1,247,116
01-06	LIBRARY	\$ 469,395	\$ 105,000	\$ 164,397	\$ 33,079	\$ 4,133	\$ 1,500	\$ 23,693	\$ -	\$ -	\$ -	\$ 801,197
01-10	COURT	\$ 326,894	\$ 2,450	\$ 76,341	\$ 3,001	\$ 1,633	\$ 912	\$ 8,919	\$ -	\$ -	\$ -	\$ 420,150
01-19	COMMUNITY DEVELOPMENT	\$ 939,693	\$ 13,440	\$ 172,391	\$ 8,426	\$ 8,467	\$ -	\$ 36,642	\$ -	\$ -	\$ -	\$ 1,179,059
01-20	ENGINEERING	\$ 657,181	\$ 8,038	\$ 29,524	\$ 4,581	\$ 2,793	\$ 500	\$ 19,540	\$ -	\$ -	\$ -	\$ 722,157
01-25	TRAFFIC	\$ 656,502	\$ 97,117	\$ 40,323	\$ 51,482	\$ 6,833	\$ -	\$ 160,643	\$ -	\$ -	\$ -	\$ 1,012,900
01-35	FACILITY MAINTENANCE	\$ 198,944	\$ 11,985	\$ 99,901	\$ 61,774	\$ 110,818	\$ 58,500	\$ 62,909	\$ 51,961	\$ -	\$ -	\$ 656,792
01-40	FIRE	\$ 5,001,801	\$ 174,325	\$ 244,797	\$ 58,650	\$ 26,349	\$ 10,950	\$ 357,460	\$ -	\$ -	\$ -	\$ 5,874,332
01-50	POLICE	\$ 6,396,404	\$ 129,682	\$ 664,357	\$ 140,116	\$ 63,368	\$ 9,485	\$ 480,610	\$ 34,884	\$ -	\$ -	\$ 7,918,906
01-70	PARKS	\$ 2,058,273	\$ 179,745	\$ 321,494	\$ 73,349	\$ 17,707	\$ 55,550	\$ 324,641	\$ 25,000	\$ -	\$ -	\$ 3,055,759
01-75	SWIMMING POOL	\$ 311,850	\$ -	\$ 10,700	\$ -	\$ 3,245	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ 440,795
01-80	STREETS	\$ 1,263,408	\$ 74,754	\$ 7,512	\$ 3,682	\$ 16,847	\$ 289,589	\$ 329,690	\$ -	\$ (186,500)	\$ -	\$ 1,798,982
01-85	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715,742	\$ 1,256,695	\$ 1,540,360	\$ -	\$ -	\$ 3,512,797
	TOTAL EXPENDITURES	\$ 20,902,026	\$ 818,736	\$ 2,704,112	\$ 564,449	\$ 313,254	\$ 1,169,678	\$ 3,461,404	\$ 1,668,946	\$ (186,500)	\$ -	\$ 31,416,105

UTILITY FUND

Total Revenue \$ 15,815,800

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 325,829	\$ 4,524	\$ 82,347	\$ 8,189,245	\$ 3,654	\$ 500	\$ 18,730	\$ -	\$ -	\$ 700,000	\$ 9,324,829
02-22	UTILITIES	\$ 2,277,598	\$ 350,536	\$ 82,932	\$ 11,461	\$ 25,314	\$ 1,750	\$ 992,767	\$ -	\$ 186,500	\$ -	\$ 3,928,858
02-85	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,620,565	\$ -	\$ 2,620,565
	TOTAL EXPENDITURES	\$ 2,603,427	\$ 355,060	\$ 165,279	\$ 8,200,706	\$ 28,968	\$ 2,250	\$ 1,011,497	\$ -	\$ 2,807,065	\$ 700,000	\$ 15,874,252

SANITATION FUND

Total Revenue \$ 3,134,750

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,073,782	\$ 141,995	\$ 18,697	\$ 228,656	\$ 27,634	\$ 58,401	\$ 604,387	\$ -	\$ -	\$ -	\$ 3,153,552
	TOTAL EXPENDITURES	\$ 2,073,782	\$ 141,995	\$ 18,697	\$ 228,656	\$ 27,634	\$ 58,401	\$ 604,387	\$ -	\$ -	\$ -	\$ 3,153,552

STORMWATER FUND

Total Revenue \$ 475,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORMWATER	\$ -	\$ 2,050	\$ 70,251	\$ -	\$ -	\$ -	\$ 10,175	\$ 317,524	\$ -	\$ -	\$ 400,000
05-85	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
	TOTAL EXPENDITURES	\$ -	\$ 2,050	\$ 70,251	\$ -	\$ -	\$ -	\$ 10,175	\$ 317,524	\$ 50,000	\$ -	\$ 450,000

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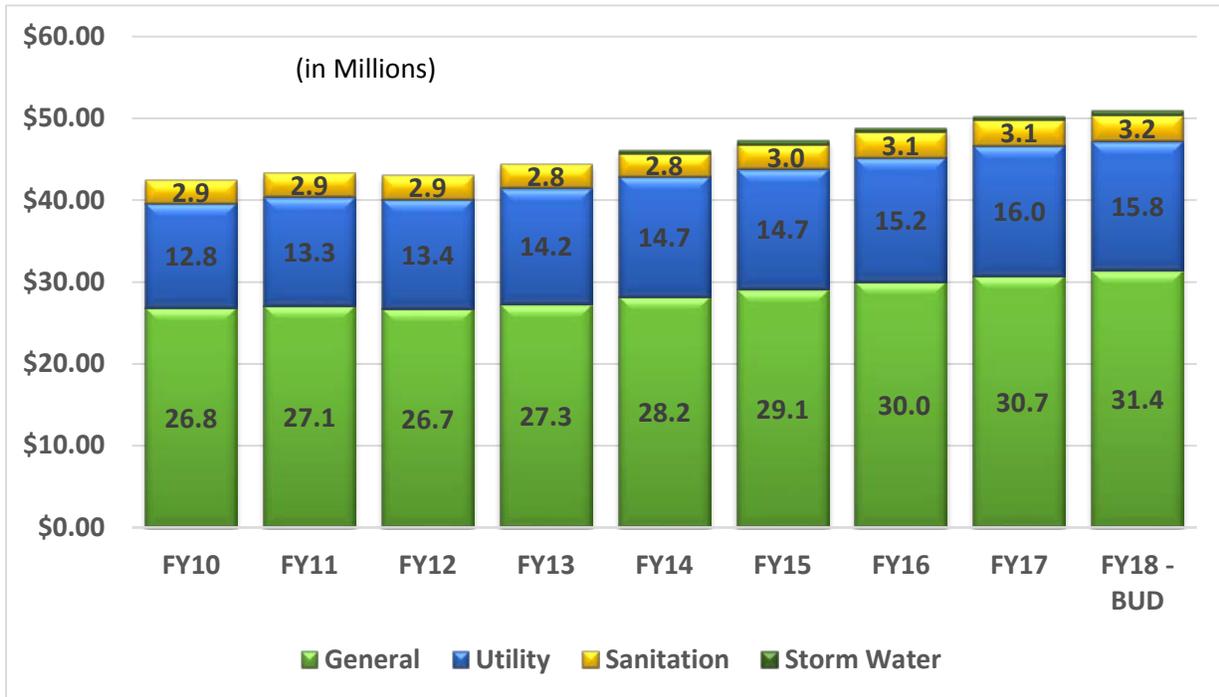
FUND MATRIX - BY FUNCTION FY2018

DEPARTMENTS	PRIMARY GOVERNMENT					BUSINESS TYPE ACTIVITIES				TOTAL BUSINESS TYPE ACTIVITIES
	GENERAL GOVERNMENT	PARKS	PUBLIC SAFETY	PUBLIC WORKS	STREETS	TOTAL PRIMARY GOVERNMENT	UTILITIES	SANITATION	STORMWATER	
EXECUTIVE	\$ 1,249,307					\$ 1,249,307				\$ -
FINANCE	\$ 1,131,146					\$ 1,131,146				\$ -
HUMAN RESOURCES	\$ 394,710					\$ 394,710				\$ -
INFORMATION SERVICES	\$ 1,247,116					\$ 1,247,116				\$ -
LIBRARY	\$ 801,197					\$ 801,197				\$ -
COURT			\$ 420,150			\$ 420,150				\$ -
COMMUNITY DEVELOPMENT				\$ 1,179,059		\$ 1,179,059				\$ -
ENGINEERING				\$ 722,157		\$ 722,157				\$ -
TRAFFIC				\$ 1,012,900		\$ 1,012,900				\$ -
FACILITY MAINTENANCE	\$ 656,792					\$ 656,792				\$ -
FIRE			\$ 5,874,332			\$ 5,874,332				\$ -
POLICE			\$ 7,918,906			\$ 7,918,906				\$ -
PARKS		\$ 3,055,759				\$ 3,055,759				\$ -
SWIMMING POOL		\$ 440,795				\$ 440,795				\$ -
STREETS					\$ 1,798,982	\$ 1,798,982				\$ -
TRANSFERS	\$ 3,512,797					\$ 3,512,797	\$ 2,620,565		\$ 50,000	\$ 2,670,565
UTILITY OFFICE						\$ -	\$ 9,324,829			\$ 9,324,829
UTILITIES						\$ -	\$ 3,928,858			\$ 3,928,858
SANITATION						\$ -		\$ 3,153,552		\$ 3,153,552
STORMWATER						\$ -			\$ 400,000	\$ 400,000
TOTAL EXPENDITURES	\$ 8,993,065	\$ 3,496,554	\$ 14,213,388	\$ 2,914,116	\$ 1,798,982	\$ 31,416,105	\$ 15,874,252	\$ 3,153,552	\$ 450,000	\$ 19,477,804

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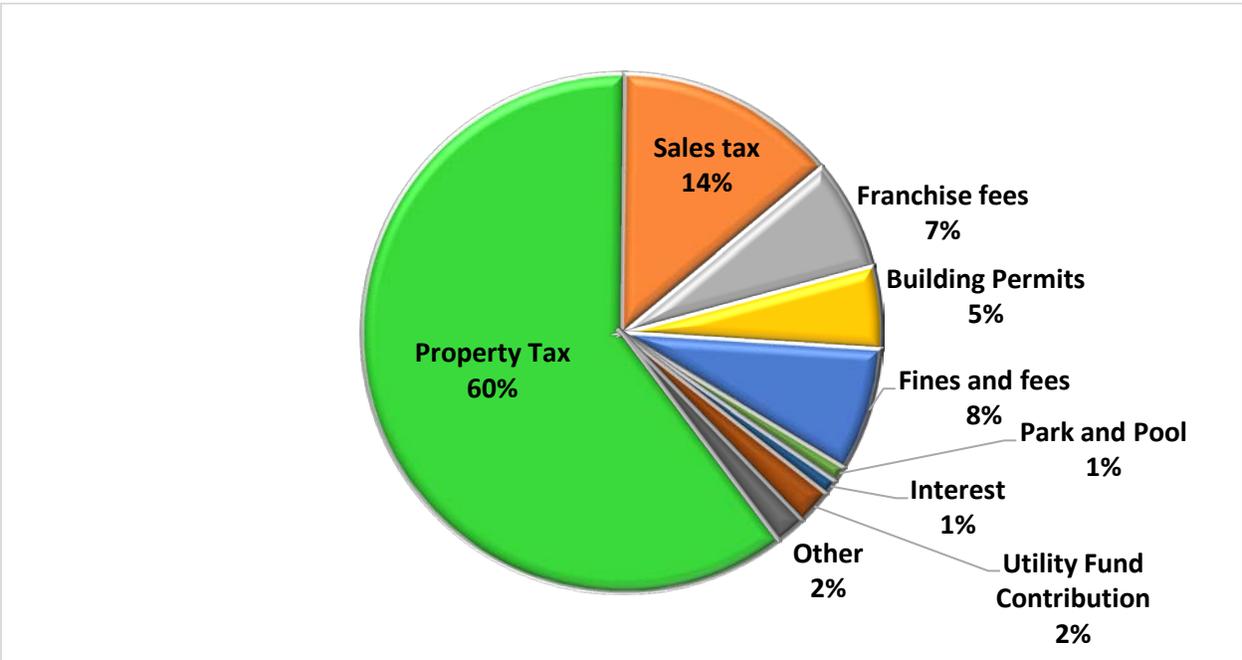
BUDGET BY FUND TOTAL

BUDGET \$50.9 MILLION



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 \$4.1 million
 - Franchise fees \$2.2 million
 - Building permits \$1.5 million

- **Water sales** \$10.0 million

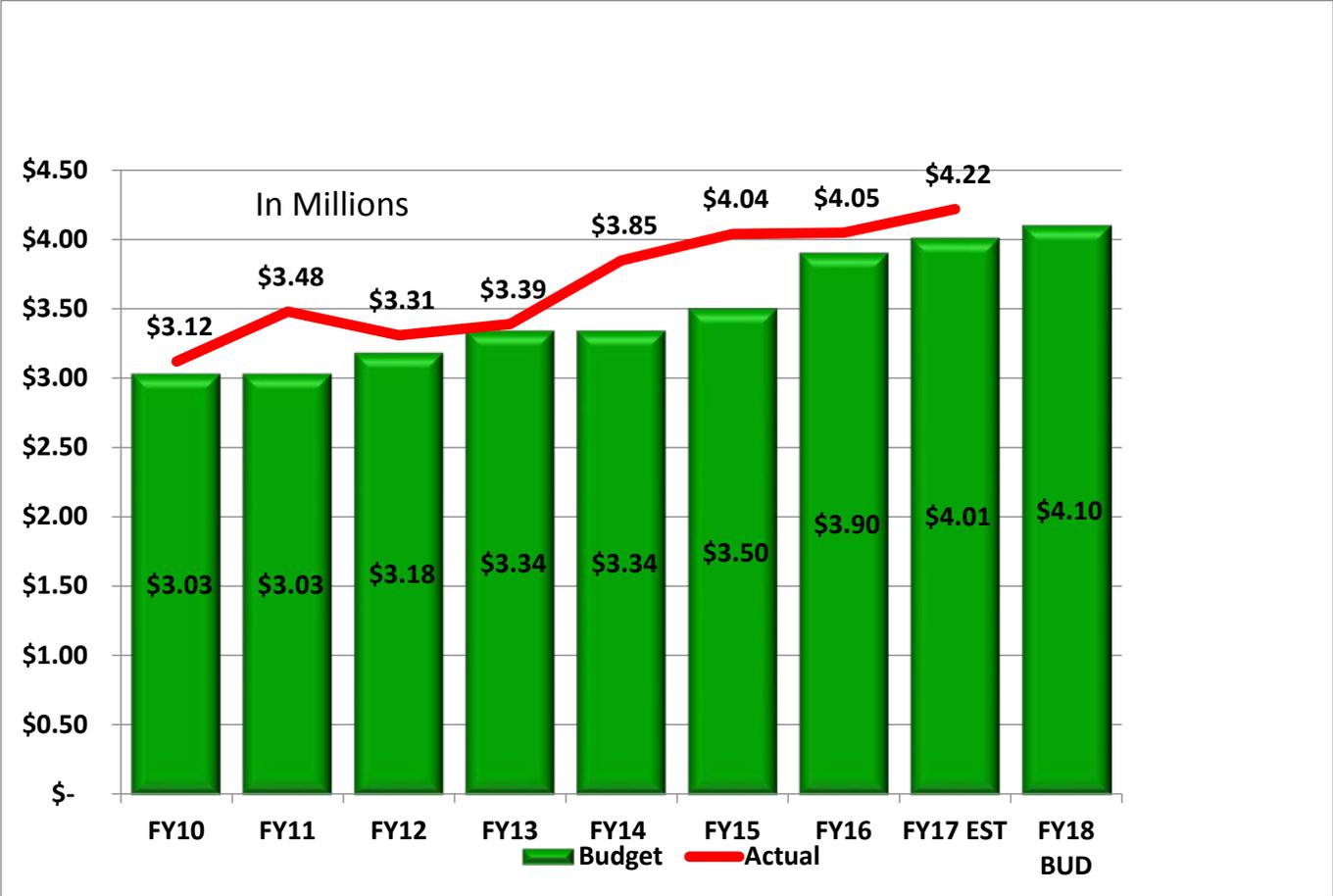
- **Wastewater charges** \$5.8 million

- **Sanitation charges** \$3.1 million

- **Stormwater fees** \$0.5 million

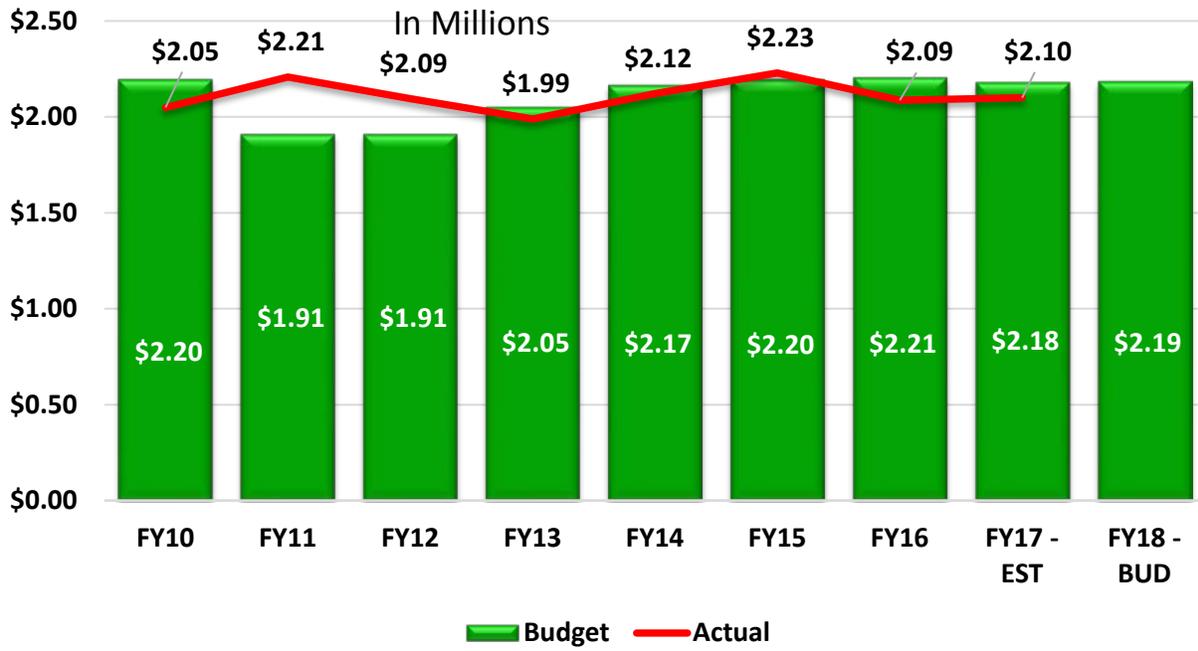
SALES TAX REVENUE

CITY SALES TAX REVENUE FY2010-FY2018 (IN MILLIONS)



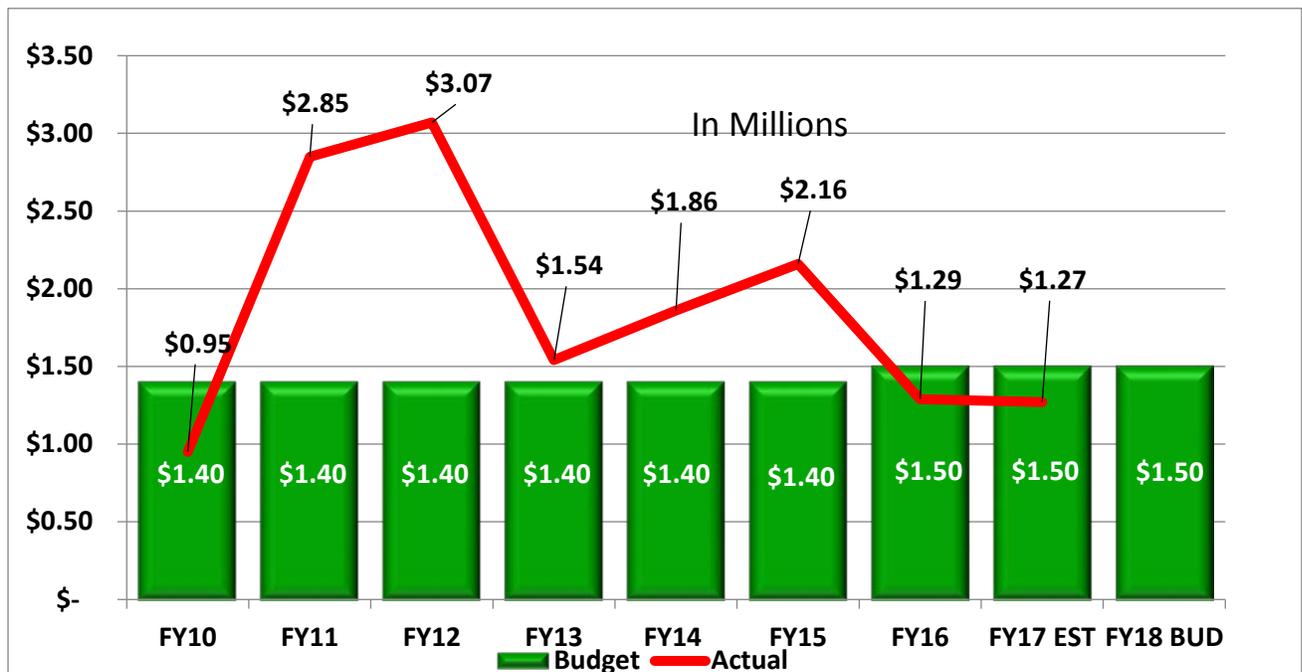
FRANCHISE FEES

CITY FRANCHISE REVENUE FY2010-FY2018 (IN MILLIONS)

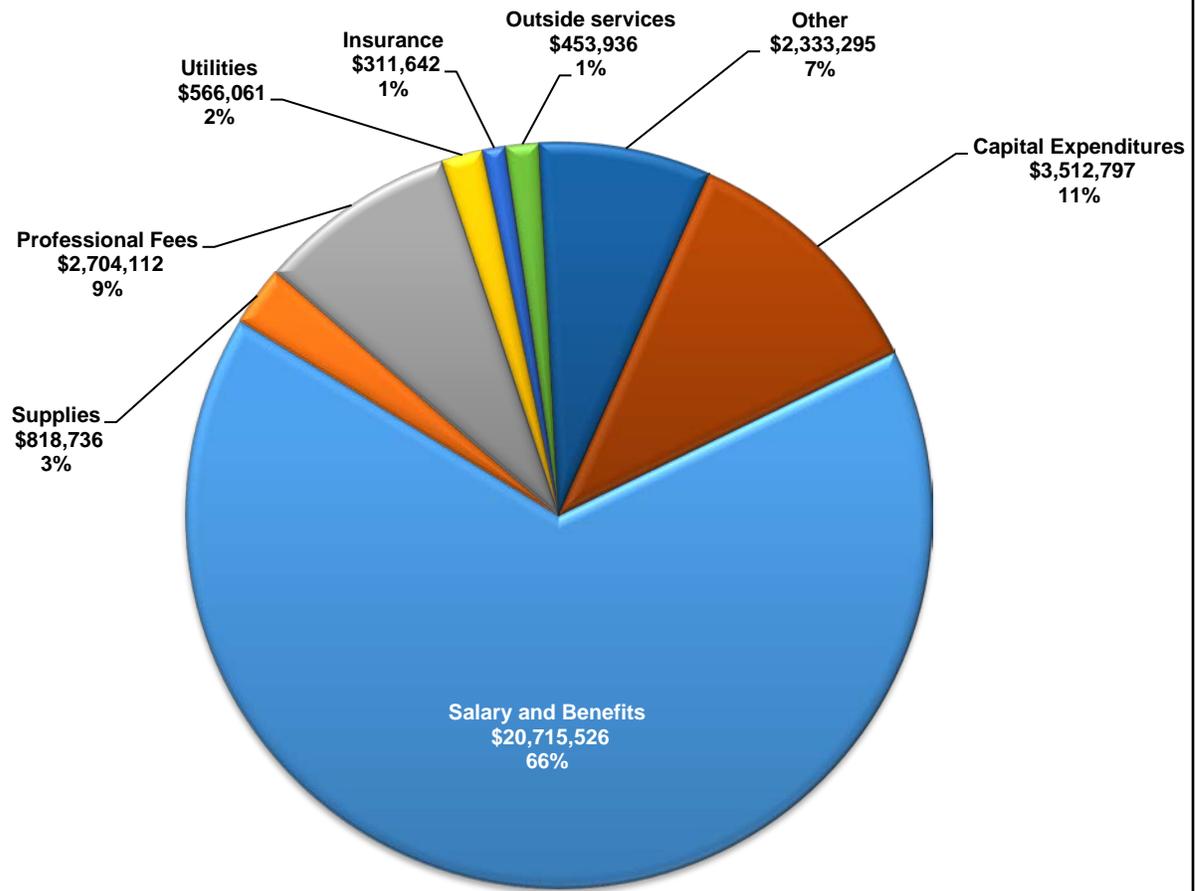


BUILDING PERMITS

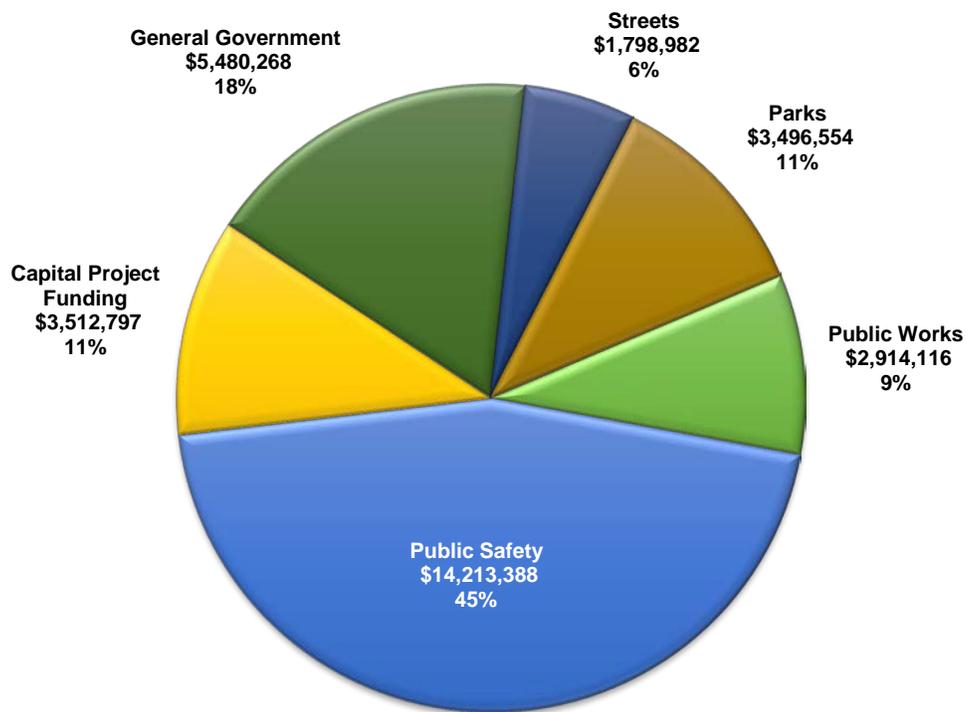
CITY BUILDING PERMITS REVENUE FY2010-FY2018 (IN MILLIONS)



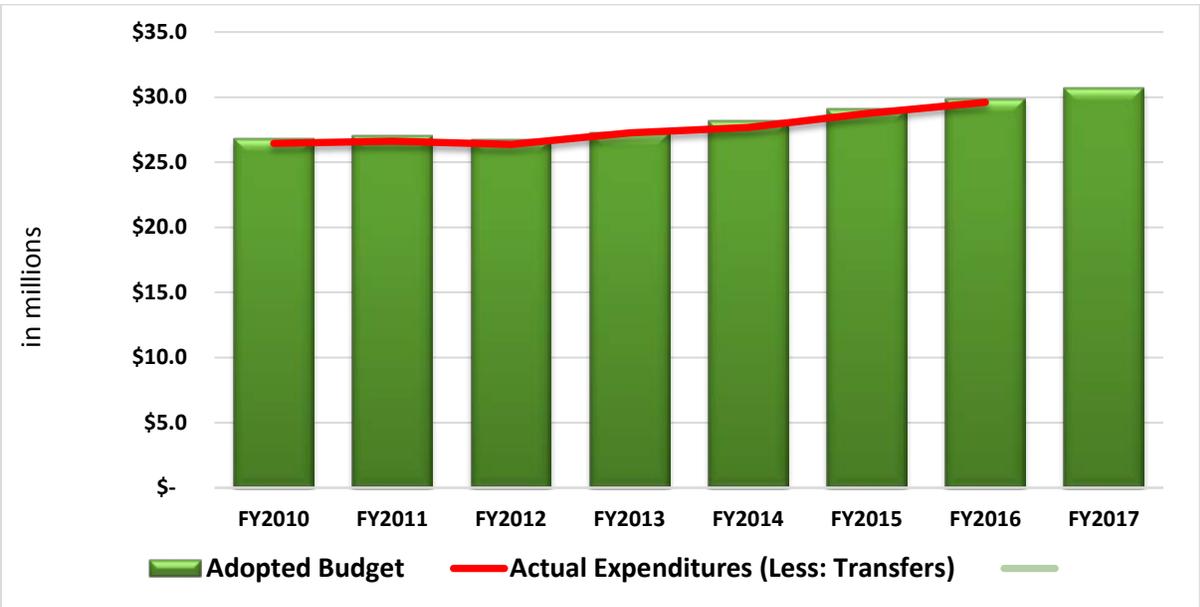
FY2018 Annual Budget
General Fund Expenditures by Account Classification
Total Expenditure = \$31,416,105



FY2018 Annual Budget
General Fund Expenditures by Governmental Function
Total Expenditure = \$31,416,105



GENERAL FUND BUDGET VS EXPENDITURES



MAJOR EXPENDITURES

Category	FY2016 BUDGET	FY2017 BUDGET	FY2018 BUDGET	Change \$	Change %
Personnel costs	\$ 24,867,993	\$ 24,956,834	\$ 25,579,235	\$ 622,401	2.5%
Treatment charges	\$ 7,462,464	\$ 8,028,445	\$ 8,116,852	\$ 88,407	1.1%
Capital project funding	\$ 5,662,419	\$ 5,888,916	\$ 6,183,362	\$ 294,446	5.0%
Heat, light, water	\$ 579,300	\$ 563,100	\$ 410,597	\$ (152,503)	-27.1%
Equip. Replacement	\$ 695,731	\$ 878,725	\$ 920,465	\$ 41,740	4.8%
Fuel costs	\$ 422,400	\$ 362,996	\$ 370,860	\$ 7,864	2.2%
Subtotal	\$ 39,690,307	\$ 40,679,016	\$ 41,581,371	\$ 902,355	2.3%
Total adopted budget*	\$ 48,658,980	\$ 50,266,924	\$ 50,893,909	\$ 626,985	1.2%
Percent of budget	81.6%	80.9%	81.7%		
* - General, Utility, Sanitation and Stormwater Funds (Budgeted Funds).					

For more information

City website www.uptexas.org

***Government**

***Budget and Finance**

***Budget Information**

**CITY OF UNIVERSITY PARK
POLICIES**





City of University Park, Texas

**Financial Management
Policies**

Effective: 10-1-2017

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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 1st 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.

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.

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).

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 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.

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

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 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.

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.

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.

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.

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 10-1-2017

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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: 1) 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.

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 4-1 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 4-2-1-1.
- 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.

- 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.”

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 capital projects funds portfolios has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% 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

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: 1) having a defined termination date; 2) secured by a combination of cash and obligations described by subdivision 1 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 1 - 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:
 1. 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 (1) 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;

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 (1), an entity described by the Texas Public Funds Collateral Act (Texas Government Code 2257.041(d)) or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 17 C.F.R. Section 240.15c3-3) 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 791, 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: 1) 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.

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.

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 4-1). 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	100%
• U.S. Agencies	60%
• Local Government Investment Pools	50%
• Repurchase Agreements	30%
• Certificates of Deposit	50%
• Municipal Bonds	20%
• Money Market Mutual Funds	15%

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 15% 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

reserves and debt service funds) shall be determined considering: 1) 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	10% minimum
Under 1 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.

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

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 investment 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 (1) 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

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 10 hours of instruction relating to the officer's responsibility under the Act within 12 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: 1) 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.

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

1. A listing of individual securities held at the end of the reporting period.
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.
3. Additions and changes to the market value during the period.
4. Average weighted yield to maturity or total return performance of the portfolio on entity investments as compared to applicable benchmarks.
5. Listing of investments by maturity date.
6. The percentage of the total portfolio which each type of investment represents.
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 1) 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.

ATTACHMENT

INVESTMENT VENDOR ACKNOWLEDGEMENTS

**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: _____

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 _____

ATTACHMENT 2

BROKER-DEALER AND BANK QUESTIONNAIRES

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.

ATTACHMENT 3

APPROVED INVESTMENT VENDORS LIST

**CITY OF UNIVERSITY PARK, TEXAS
APPROVED INVESTMENT VENDORS LIST
EFFECTIVE: October 1, 2017**

Firm	Rep	Address	City ST ZIP	Email address	Phone
Broker-Dealers					
1. BOSCO, Inc.	Vickie Wise	5956 Sherry Lane, Suite 700	Dallas, TX 75225	vwise@mail.bokf.com	(214) 346-3940
2. Coastal Securities	Tony Sekaly	5555 San Felipe, Suite 2200	Houston, TX 77056	tony.sekaly@coastalsecurities.com	(713) 435-4334
3. FTN Financial (First Tennessee)	Tina Kramer	350 Madison Avenue	New York, NY 10017	tina.kramer@ftnfinancial.com	(212) 418-7991
4. Wells Fargo Securities	Chuck Landry	1445 Ross Ave., Suite 210	Dallas, TX 75202	Chuck.Landry@wellsfargo.com	(214) 777-4018
5. First Financial Equity Corporation	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	panzera@ffec.com	(214) 545-3322
Investment pools					
1. TexPool	Jerry Landrum	2200 Ross Ave., Suite 2500	Dallas, TX 75201	jerry.landrum@federated.com	(214) 720-9412
2. TexSTAR	Mary Ann Dunda	325 N. St. Paul St., Suite 800	Dallas, TX 75201	Mdunda@firstsw.com	(214) 953-4086
3. TexasTERM/TexasDaily	Anne Romanick	Two Logan Square, Suite 1600	Philadelphia, PA 19103-2770	romanicka@pfm.com	(866) 839-8376
4. USA Mutuals - ICSA	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	panzera@ffec.com	(214) 545-3322
Banks					
1. Bank of Texas	Vickie Wise	5956 Sherry Lane, Suite 700	Dallas, TX 75225	vwise@mail.bokf.com	(214) 346-3940
2. Frost Bank	Michael Alcantar	2727 N. Harwood, 10th Floor	Dallas, TX 75201	michael.alcantar@frostbank.com	(214) 515-4889
3. Texas Capital Bank	Darla Wisdom	2100 McKinney Ave., Suite 1250	Dallas, TX 75201	darla.wisdom@texascapitalbank.com	(214) 932-6711
4. Legacy Texas Bank	Rewaz Chowdhury	5851 Legacy Circle, 12th Floor	Plano, TX 75024	Rewaz.Chowdhury@legacytexas.com	(972) 461-7103
5. Wells Fargo Bank	Andy Deskins	98 San Jacinto Blvd., Suite 850	Austin, TX 78701	andrew.b.deskins@wellsfargo.com	(512) 482-4306
6. BB&T	Julie Hoad	2001 Ross Ave., Suite 2700	Dallas, TX 75201	Julie.Hoad@BBandT.com	(469) 791-4525



DEPARTMENTAL SUMMARIES



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

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

Source: City Human Resource Department

* Information Services - 1 New position added - Public Safety Tech Svcs for FY 2018

* Police-Civilian - 1 New dispatcher position added for FY 2018

* Utilities - includes 02-21 (4 employees)

**EXECUTIVE DEPARTMENT
01-02**

Located in City Hall, 3800 University Boulevard

Six Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
City Manager	1	1	1
Director of Organizational Development		1	1
City Secretary	1	1	1
Community Information Officer	1	1	1
Communications Specialist/Deputy City Secretary	1	1	1
Receptionist	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.

Director of Organizational Development

The Director of Organizational Development reports directly to the City Manager. This newly-created position will develop and implement specialized training programs for all departments based upon the specific needs to that department; develop and implement a formal on-boarding program for all new employees; develop and implement supervisor training for all first-time supervisors or newly-hired supervisors; and will implement employee engagement and employee recognition programs. Additionally, the Director of Organizational Development is responsible for managing and supporting the assessment of organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of all City employees.

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.

Community Information Officer

The Community Information Officer (CIO) collects and prepares information for distribution to both the public and the media via news release, video projects, Social media, the City's website and the City's newsletter, *The Arbor*. The CIO also works directly with the City Manager, Mayor, Council members and Department Directors on a variety of community outreach projects and communication management issues. The CIO is also the primary media spokesperson for the City on a variety of topics and issues, as directed by the City Manager and the City Council.

Communications Specialist/Deputy City Secretary

The Communications Specialist/Deputy City Secretary is responsible for writing, designing, and editing marketing materials for a variety of City programs. This individual also communicates City plans and projects through strategic marketing to internal and external audiences and partners, and works closely with the Community Information Officer on various outreach efforts. This position also assists the City Secretary, and is responsible for the duties of that office when the City Secretary is absent.

City of University Park

EXECUTIVE DEPARTMENT

01-02

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 02 - EXECUTIVE						
1001	REGULAR EARNINGS	524,691.75	626,569.00	665,731.00	39,162.00	6.3%
1005	LONGEVITY PAY	3,276.97	3,941.00	3,561.00	(380.00)	-9.6%
1007	CAR ALLOWANCE	22,680.05	14,400.00	14,400.00	0.00	0.0%
1008	HOUSING ALLOWANCE	18,992.85	26,400.00	26,400.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	2,520.00	3,360.00	2,520.00	(840.00)	-25.0%
1110	EMPLOYERS SHARE F.I.C.A.	36,358.77	44,664.00	47,348.00	2,684.00	6.0%
1120	EMPLOYERS SHARE T.M.R.S.	31,865.53	46,192.00	53,096.00	6,904.00	14.9%
1127	RETIREMENT SUPPLEMENTAL	6,269.84	6,472.00	6,924.00	452.00	7.0%
1130	INSURANCE-EMPLOYEE LIFE	2,895.25	4,193.00	3,917.00	(276.00)	-6.6%
1131	INSURANCE-WORKMENS COMP	428.04	1,012.00	1,068.00	56.00	5.5%
1135	HEALTH INSURANCE	46,718.88	62,625.00	52,648.00	(9,977.00)	-15.9%
SALARIES & BENEFITS		\$696,697.93	\$839,828.00	\$877,613.00	\$37,785.00	4.5%
2100	OFFICE SUPPLIES	2,125.16	4,000.00	3,000.00	(1,000.00)	-25.0%
2318	COMPUTER SUPPLIES	515.77	500.00	500.00	0.00	0.0%
SUPPLIES		\$2,640.93	\$4,500.00	\$3,500.00	(\$1,000.00)	-22.2%
3003	BOARD MEETINGS	9,389.83	4,000.00	4,000.00	0.00	0.0%
3010	POSTAGE	932.06	1,300.00	1,000.00	(300.00)	-23.1%
3060	PROFESSIONAL SERVICES/FEES	147,426.25	146,750.00	178,750.00	32,000.00	21.8%
3063	PROGRAMMING/MAINTENANCE	49,547.35	50,438.00	54,435.00	3,997.00	7.9%
3113	PUBLICATIONS/PRINTING	17,033.93	17,326.00	18,850.00	1,524.00	8.8%
PROFESSIONAL SERVICES/FEES		\$224,329.42	\$219,814.00	\$257,035.00	\$37,221.00	16.9%
4110	HEAT,LIGHT,WATER UTIL	10,645.23	10,500.00	7,645.00	(2,855.00)	-27.2%
4120	TELEPHONE SERVICE	2,077.56	3,098.00	1,164.00	(1,934.00)	-62.4%
UTILITIES		\$12,722.79	\$13,598.00	\$8,809.00	(\$4,789.00)	-35.2%
INSURANCE - EXCESS LIABILITY - TML						
5504	CLAIMS	2,928.96	2,163.00	4,326.00	2,163.00	100.0%
5506	INSURANCE-GEN'L LIABILITY	408.00	287.00	574.00	287.00	100.0%
5514	INSURANCE-PUBL.OFF'L LIAB	35,102.04	36,155.00	36,155.00	0.00	0.0%
5516	BONDS-OFFICALS & EMPLOYEE	200.04	206.00	206.00	0.00	0.0%
INSURANCE		\$38,639.04	\$38,811.00	\$41,261.00	\$2,450.00	6.3%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	784.12	439.00	338.00	(101.00)	-23.0%
7110	EMPLOYEE RECOGNITION	8,770.25	10,000.00	10,000.00	0.00	0.0%
7150	DUES & SUBSCRIPTIONS	14,364.93	14,811.00	14,851.00	40.00	0.3%
7170	TRAVEL EXPENSE	2,584.65	6,350.00	5,200.00	(1,150.00)	-18.1%
7201	COMPUTER EQT UNDER \$5000	2,032.41	8,676.00	0.00	(8,676.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	0.00	1,000.00	0.00	(1,000.00)	-100.0%
7221	OTHER EXPENSE	(11,125.37)	2,000.00	2,000.00	0.00	0.0%
7235	YOUTH ADV COMM EXPEND.	741.67	1,100.00	500.00	(600.00)	-54.5%
7240	TUITION & TRAINING	9,238.76	50,860.00	17,800.00	(33,060.00)	-65.0%
7245	TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.0%
7432	ELECTIONS	0.00	0.00	10,400.00	10,400.00	0.0%
OTHER EXPENSE		\$27,391.42	\$95,236.00	\$61,089.00	(\$34,147.00)	-35.9%
DEPARTMENT 02 - EXECUTIVE		\$1,002,421.53	\$1,211,787.00	\$1,249,307.00	\$37,520.00	3.1%

**FINANCE DEPARTMENT
01-03**

Located in City Hall, 3800 University Boulevard

Six Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 at the Peek Service Center, 4420 Worcola. 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 03 - FINANCE						
1001	REGULAR EARNINGS	534,508.00	536,774.00	564,904.00	28,130.00	5.2%
1005	LONGEVITY PAY	1,218.29	1,449.00	1,814.00	365.00	25.2%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	38,502.38	38,949.00	41,456.00	2,507.00	6.4%
1120	EMPLOYERS SHARE T.M.R.S.	30,922.82	37,337.00	42,754.00	5,417.00	14.5%
1130	INSURANCE-EMPLOYEE LIFE	2,904.60	2,788.00	3,334.00	546.00	19.6%
1131	INSURANCE-WORKMENS COMP	428.04	819.00	861.00	42.00	5.1%
1135	HEALTH INSURANCE	35,039.16	37,575.00	52,648.00	15,073.00	40.1%
SALARIES & BENEFITS		\$650,723.29	\$662,891.00	\$714,971.00	\$52,080.00	7.9%
2029	CLOTHING ALLOWANCE	0.00	200.00	200.00	0.00	0.0%
2100	OFFICE SUPPLIES	5,019.43	8,200.00	11,600.00	3,400.00	41.5%
SUPPLIES		\$5,019.43	\$8,400.00	\$11,800.00	\$3,400.00	40.5%
3007	DELINQUENT TAX ATTORNEY	13,087.02	15,000.00	15,000.00	0.00	0.0%
3010	POSTAGE	1,659.40	2,100.00	2,000.00	(100.00)	-4.8%
3060	PROFESSIONAL SERVICES/FEES	51,466.99	72,000.00	72,000.00	0.00	0.0%
3063	PROGRAMMING/MAINTENANCE	40,291.73	36,338.00	33,157.00	(3,181.00)	-8.8%
3065	CREDIT CARD FEES	96,363.72	110,000.00	120,000.00	10,000.00	9.1%
3113	PUBLICATIONS/PRINTING	6,521.69	9,125.00	7,535.00	(1,590.00)	-17.4%
3141	DALLAS CO TAX COLL SERV	10,010.00	11,000.00	11,000.00	0.00	0.0%
3145	CENTRAL APPRAISAL DISTRIC	81,349.00	81,200.00	80,100.00	(1,100.00)	-1.4%
PROFESSIONAL SERVICES/FEES		\$300,749.55	\$336,763.00	\$340,792.00	\$4,029.00	1.2%
4110	HEAT,LIGHT,WATER UTIL	7,799.05	7,900.00	5,744.00	(2,156.00)	-27.3%
4120	TELEPHONE SERVICE	3,350.46	4,305.00	1,083.00	(3,222.00)	-74.8%
UTILITIES		\$11,149.51	\$12,205.00	\$6,827.00	(\$5,378.00)	-44.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	3,515.04	2,163.00	4,326.00	2,163.00	100.0%
5506	INSURANCE-GEN'L LIABILITY	564.96	287.00	574.00	287.00	100.0%
INSURANCE		\$4,080.00	\$2,450.00	\$4,900.00	\$2,450.00	100.0%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	1,000.00	0.00	(1,000.00)	-100.0%
OUTSIDE SERVICES		\$0.00	\$1,000.00	\$0.00	(\$1,000.00)	-100.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	989.04	977.00	856.00	(121.00)	-12.4%
7150	DUES & SUBSCRIPTIONS	19,646.43	22,307.00	23,996.00	1,689.00	7.6%
7170	TRAVEL EXPENSE	6,300.31	10,850.00	9,765.00	(1,085.00)	-10.0%
7201	COMPUTER EQT UNDER \$5000	2,529.33	2,500.00	6,036.00	3,536.00	141.4%
7221	OTHER EXPENSE	2,852.59	1,550.00	850.00	(700.00)	-45.2%
7240	TUITION & TRAINING	6,180.61	7,788.00	10,353.00	2,565.00	32.9%
OTHER EXPENSE		\$38,498.31	\$45,972.00	\$51,856.00	\$5,884.00	12.8%
DEPARTMENT 03 - FINANCE		\$1,010,220.09	\$1,069,681.00	\$1,131,146.00	\$61,465.00	5.7%

**HUMAN RESOURCES DEPARTMENT
01-04**

Located in City Hall, 3800 University Boulevard

Two Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 proudly 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 04 - HUMAN RESOURCES						
1001	REGULAR EARNINGS	210,491.17	210,273.00	182,460.00	(27,813.00)	-13.2%
1005	LONGEVITY PAY	2,109.26	2,147.00	995.00	(1,152.00)	-53.7%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	14,395.67	14,721.00	14,584.00	(137.00)	-0.9%
1120	EMPLOYERS SHARE T.M.R.S.	12,464.43	15,089.00	14,267.00	(822.00)	-5.4%
1130	INSURANCE-EMPLOYEE LIFE	1,184.45	1,393.00	1,077.00	(316.00)	-22.7%
1131	INSURANCE-WORKMENS COMP	174.96	330.00	288.00	(42.00)	-12.7%
1135	HEALTH INSURANCE	23,359.44	25,050.00	26,324.00	1,274.00	5.1%
SALARIES & BENEFITS		\$272,219.38	\$277,043.00	\$248,035.00	(\$29,008.00)	-10.5%
2100	OFFICE SUPPLIES	341.05	1,350.00	1,350.00	0.00	0%
2318	COMPUTER SUPPLIES	1,173.94	1,300.00	1,300.00	0.00	0%
SUPPLIES		\$1,514.99	\$2,650.00	\$2,650.00	\$0.00	0%
3010	POSTAGE	389.19	350.00	400.00	50.00	14.3%
3060	PROFESSIONAL SERVICES/FEEES	34,560.00	48,225.00	37,600.00	(10,625.00)	-22.0%
3063	PROGRAMMING/MAINTENANCE	9,383.73	7,708.00	9,363.00	1,655.00	21.5%
3113	PUBLICATIONS/PRINTING	1,011.70	500.00	1,000.00	500.00	100.0%
PROFESSIONAL FEES		\$45,344.62	\$56,783.00	\$48,363.00	(\$8,420.00)	-14.8%
4110	HEAT,LIGHT,WATER UTIL	4,562.24	4,600.00	3,277.00	(1,323.00)	-28.8%
4120	TELEPHONE SERVICE	1,781.14	1,698.00	9,057.00	7,359.00	433.4%
UTILITIES		\$6,343.38	\$6,298.00	\$12,334.00	\$6,036.00	96%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,172.04	2,163.00	1,442.00	(721.00)	-33.3%
5506	INSURANCE-GEN'L LIABILITY	209.04	287.00	191.00	(96.00)	-33.4%
INSURANCE		\$1,381.08	\$2,450.00	\$1,633.00	(\$817.00)	-33.3%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	200.00	200.00	0.00	0%
OUTSIDE SERVICES		\$0.00	\$200.00	\$200.00	\$0.00	0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	237.96	199.00	0.00	(199.00)	-100.0%
7110	EMPLOYEE RECOGNITION	6,069.77	9,350.00	18,467.00	9,117.00	97.5%
7150	DUES & SUBSCRIPTIONS	1,414.00	1,450.00	1,504.00	54.00	3.7%
7170	TRAVEL EXPENSE	3,054.76	2,000.00	3,505.00	1,505.00	75.3%
7201	COMPUTER EQT UNDER \$5000	0.00	1,600.00	0.00	(1,600.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	0.00	500.00	0.00	(500.00)	-100.0%
7221	OTHER EXPENSE	4,361.71	6,175.00	4,175.00	(2,000.00)	-32.4%
7240	TUITION & TRAINING	0.00	1,550.00	38,844.00	37,294.00	2406.1%
7245	TUITION REIMBURSEMENT	11,182.45	15,000.00	15,000.00	0.00	0.0%
OTHER EXPENSE		\$26,320.65	\$37,824.00	\$81,495.00	\$43,671.00	115.5%
DEPARTMENT 04 - HUMAN RESOURCES		\$353,124.10	\$383,248.00	\$394,710.00	\$11,462.00	3.0%

**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 2015-2016	BUDGET 2016-2017	ADOPTED 2017-2018
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Srvs	0	0	1 * New
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. This position was added for FY2018.

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) 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 05 - INFORMATION SERVICES						
1001	REGULAR EARNINGS	476,826.93	489,630.00	595,962.00	106,332.00	21.7%
1005	LONGEVITY PAY	1,128.64	1,084.00	1,555.00	471.00	43.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	2,240.00	2,520.00	2,520.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	34,346.38	37,375.00	45,676.00	8,301.00	22.2%
1120	EMPLOYERS SHARE T.M.R.S.	27,674.92	34,265.00	45,233.00	10,968.00	32.0%
1130	INSURANCE-EMPLOYEE LIFE	2,589.67	2,494.00	3,032.00	538.00	21.6%
1131	INSURANCE-WORKMENS COMP	399.96	750.00	912.00	162.00	21.6%
1135	HEALTH INSURANCE	56,444.50	62,625.00	78,972.00	16,347.00	26.1%
SALARIES & BENEFITS		\$608,851.00	\$637,943.00	\$781,062.00	\$143,119.00	22.4%
2100	OFFICE SUPPLIES	257.24	500.00	500.00	0.00	0.0%
2318	COMPUTER SUPPLIES	1,563.93	3,000.00	3,750.00	750.00	25.0%
SUPPLIES		\$1,821.17	\$3,500.00	\$4,250.00	\$750.00	21.4%
3010	POSTAGE	123.17	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEEES	82,571.10	87,345.00	40,300.00	(47,045.00)	-53.9%
3063	PROGRAMMING/MAINTENANCE	79,570.09	175,053.00	185,835.00	10,782.00	6.2%
PROFESSIONAL FEES		\$162,264.36	\$262,448.00	\$226,185.00	(\$36,263.00)	-13.8%
4110	HEAT,LIGHT,WATER UTIL	7,244.08	7,400.00	5,451.00	(1,949.00)	-26.3%
4120	TELEPHONE SERVICE	76,642.09	90,328.00	92,888.00	2,560.00	2.8%
UTILITIES		\$83,886.17	\$97,728.00	\$98,339.00	\$611.00	0.6%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,928.96	2,163.00	2,884.00	721.00	33.3%
5506	INSURANCE - GEN'L LIABILITY	246.96	287.00	383.00	96.00	33.4%
INSURANCE		\$3,175.92	\$2,450.00	\$3,267.00	\$817.00	33.3%
6200	EQUIP REPAIRS/NON VEHICLE	29,084.85	29,000.00	26,750.00	(2,250.00)	-7.8%
OUTSIDE SERVICES		\$29,084.85	\$29,000.00	\$26,750.00	(\$2,250.00)	-7.8%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	348.00	180.00	60.00	(120.00)	-66.7%
7150	DUES & SUBSCRIPTIONS	169.99	400.00	400.00	0.00	0.0%
7170	TRAVEL EXPENSE	3,665.91	8,850.00	8,050.00	(800.00)	-9.0%
7201	COMPUTER EQT UNDER \$5000	17,373.03	15,991.00	11,175.00	(4,816.00)	-30.1%
7202	MICRO COMPUTER SOFTWARE	25,405.00	36,855.00	61,612.00	24,757.00	67.2%
7221	OTHER EXPENSE	2,317.48	500.00	500.00	0.00	0.0%
7240	TUITION & TRAINING	14,564.00	11,870.00	8,725.00	(3,145.00)	-26.5%
OTHER EXPENSE		\$63,843.41	\$74,646.00	\$90,522.00	\$15,876.00	21.3%
9201	COMPUTER EQUIPMENT OVER \$5000	0.00	0.00	16,741.00	16,741.00	0.0%
CAPITAL EXPENDITURES		\$0.00	\$0.00	\$16,741.00	\$16,741.00	0.0%
DEPARTMENT 05 - INFORMATION SERVICES		\$952,926.88	\$1,107,715.00	\$1,247,116.00	\$139,401.00	12.6%

**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 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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. For fiscal year 2018, the Friends plan to transfer \$300,000 to the City. Stipends beyond then will be determined by the success of the campaign.

City of University Park

LIBRARY 01-06

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 06 - LIBRARY						
1001	REGULAR EARNINGS	340,724.50	339,793.00	364,735.00	24,942.00	7.3%
1005	LONGEVITY PAY	532.81	922.00	966.00	44.00	4.8%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	26,510.22	26,615.00	28,527.00	1,912.00	7.2%
1120	EMPLOYERS SHARE T.M.R.S.	17,844.27	21,765.00	24,904.00	3,139.00	14.4%
1130	INSURANCE-EMPLOYEE LIFE	1,621.26	1,275.00	2,175.00	900.00	70.6%
1131	INSURANCE-WORKMENS COMP	272.04	523.00	562.00	39.00	7.5%
1135	HEALTH INSURANCE	35,039.16	37,575.00	39,486.00	1,911.00	5.1%
SALARIES & BENEFITS		\$430,584.26	\$436,508.00	\$469,395.00	\$32,887.00	7.5%
2100	OFFICE SUPPLIES	4,585.49	5,000.00	5,000.00	0.00	0.0%
2318	COMPUTER SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.0%
2350	SUPPLIES & MATERIALS	4,195.18	4,000.00	4,000.00	0.00	0.0%
2355	LIBRARY MATERIALS	88,969.61	95,000.00	95,000.00	0.00	0.0%
SUPPLIES		\$97,750.28	\$104,000.00	\$105,000.00	\$1,000.00	1.0%
3010	POSTAGE	642.39	600.00	600.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	2,163.20	4,800.00	4,600.00	(200.00)	-4.2%
3063	PROGRAMMING/MAINTENANCE	26,129.53	23,550.00	8,405.00	(15,145.00)	-64.3%
3113	PUBLICATIONS/PRINTING	971.70	1,100.00	1,100.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	174,323.07	144,192.00	149,692.00	5,500.00	3.8%
PROFESSIONAL FEES		\$204,229.89	\$174,242.00	\$164,397.00	(\$9,845.00)	-5.7%
4110	HEAT,LIGHT,WATER UTIL	27,320.56	29,100.00	20,635.00	(8,465.00)	-29.1%
4120	TELEPHONE SERVICE	11,881.38	11,814.00	12,444.00	630.00	5.3%
UTILITIES		\$39,201.94	\$40,914.00	\$33,079.00	(\$7,835.00)	-19.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	0.00	2,163.00	1,442.00	(721.00)	-33.3%
5506	INSURANCE-GEN'L LIABILITY	2,499.96	287.00	191.00	(96.00)	-33.4%
5510	INSURANCE-BLDG & CONTENTS	2,499.96	0.00	2,500.00	2,500.00	0.0%
INSURANCE		\$4,999.92	\$2,450.00	\$4,133.00	\$1,683.00	68.7%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	1,000.00	1,500.00	500.00	50.0%
OUTSIDE SERVICES		\$0.00	\$1,000.00	\$1,500.00	\$500.00	50.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	585.96	838.00	717.00	(121.00)	-14.4%
7150	DUES & SUBSCRIPTIONS	723.98	1,020.00	1,020.00	0.00	0.0%
7170	TRAVEL EXPENSE	3,024.36	3,000.00	2,500.00	(500.00)	-16.7%
7201	COMPUTER EQT UNDER \$5000	245.09	13,536.00	15,476.00	1,940.00	14.3%
7202	MICRO COMPUTER SOFTWARE	1,025.00	2,100.00	1,600.00	(500.00)	-23.8%
7221	OTHER EXPENSE	3,681.82	650.00	650.00	0.00	0.0%
7240	TUITION & TRAINING	845.00	1,025.00	1,730.00	705.00	68.8%
7331	EQUIPMENT UNDER \$5000	421.85	0.00	0.00	0.00	0.0%
OTHER EXPENSE		\$10,553.06	\$22,169.00	\$23,693.00	\$1,524.00	6.9%
DEPARTMENT Total: 06 - LIBRARY		\$787,319.35	\$781,283.00	\$801,197.00	\$19,914.00	2.5%

**MUNICIPAL COURT
01-10**

Located in City Hall, 3800 University Boulevard

Four Employees:
Two Full Time
Two Part Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 University Park Police Department and 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 ordinances 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 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 last year totaled \$372,072.04 from traffic and other fines and \$225,995.00 from parking tickets. A total of 10,521 citations were filed with the municipal court last year, and 418 warrants were drafted in fiscal year 2017.

City of University Park

MUNICIPAL COURT

01-10

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 10 - MUNICIPAL COURT						
1001	REGULAR EARNINGS	227,162.54	230,500.00	232,469.00	1,969.00	0.9%
1002	OVERTIME EARNINGS	6,906.52	6,108.00	7,000.00	892.00	14.6%
1005	LONGEVITY PAY	945.74	3,440.00	3,536.00	96.00	2.8%
1110	EMPLOYERS SHARE F.I.C.A.	16,040.92	18,363.00	18,590.00	227.00	1.2%
1120	EMPLOYERS SHARE T.M.R.S.	8,315.46	10,160.00	11,339.00	1,179.00	11.6%
1130	INSURANCE-EMPLOYEE LIFE	962.13	939.00	851.00	(88.00)	-9.4%
1131	INSURANCE-WORKMENS COMP	186.96	360.00	365.00	5.00	1.4%
1135	HEALTH INSURANCE	46,718.88	50,100.00	52,744.00	2,644.00	5.3%
SALARIES & BENEFITS		\$307,239.15	\$319,970.00	\$326,894.00	\$6,924.00	2.2%
2100	OFFICE SUPPLIES	1,514.45	3,300.00	2,000.00	(1,300.00)	-39.4%
2318	COMPUTER SUPPLIES	0.00	600.00	0.00	(600.00)	-100.0%
2350	SUPPLIES & MATERIALS	0.00	500.00	450.00	(50.00)	-10.0%
SUPPLIES		\$1,514.45	\$4,400.00	\$2,450.00	(\$1,950.00)	-44.3%
3010	POSTAGE	3,570.46	3,500.00	3,400.00	(100.00)	-2.9%
3060	PROFESSIONAL SERVICES/FEES	29,854.53	29,100.00	34,100.00	5,000.00	17.2%
3063	PROGRAMMING/MAINTENANCE	32,738.79	33,659.00	34,941.00	1,282.00	3.8%
3113	PUBLICATIONS/PRINTING	1,003.78	3,900.00	3,900.00	0.00	0.0%
PROFESSIONAL FEES		\$67,167.56	\$70,159.00	\$76,341.00	\$6,182.00	8.8%
4110	HEAT,LIGHT,WATER UTIL	3,041.50	3,100.00	2,184.00	(916.00)	-29.5%
4120	TELEPHONE SERVICE	2,255.24	3,396.00	817.00	(2,579.00)	-75.9%
UTILITIES		\$5,296.74	\$6,496.00	\$3,001.00	(\$3,495.00)	-53.8%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,172.04	2,163.00	1,442.00	(721.00)	-33.3%
5506	INSURANCE-GEN'L LIABILITY	228.96	287.00	191.00	(96.00)	-33.4%
INSURANCE		\$1,401.00	\$2,450.00	\$1,633.00	(\$817.00)	-33.3%
6200	EQUIP REPAIRS/NON VEHICLE	805.26	810.00	912.00	102.00	12.6%
OUTSIDE SERVICES		\$805.26	\$810.00	\$912.00	\$102.00	12.6%
6190	AUTO REPAIRS	0.19	0.00	0.00	0.00	0.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	201.00	180.00	219.00	39.00	21.7%
7150	DUES AND SUBSCRIPTIONS	0.00	0.00	120.00	120.00	0.0%
7170	TRAVEL EXPENSE	2,357.80	6,000.00	5,900.00	(100.00)	-1.7%
7201	COMPUTER EQT UNDER \$5000	5,320.77	500.00	0.00	(500.00)	-100.0%
7221	OTHER EXPENSE	478.26	0.00	280.00	280.00	0.0%
7240	TUITION & TRAINING	1,295.00	2,000.00	2,400.00	400.00	20.0%
OTHER EXPENSE		\$9,653.02	\$8,680.00	\$8,919.00	\$239.00	2.8%
DEPARTMENT Total: 10 - MUNICIPAL COURT		\$393,077.18	\$412,965.00	\$420,150.00	\$7,185.00	1.7%

**REVENUE – GENERAL FUND
01-11**

No Employees

The General Fund has a wide variety of revenue sources. Property tax revenues, set at 24.8761 cents per \$100 taxable value, the single greatest revenue source; comprise 60% of the General Fund's \$31,419,253 revenue and 37% of the \$50,844,803 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. Real property and business personal property in University Park is appraised by the Dallas Central Appraisal District.

Other significant revenue sources include:

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

Franchise fees – About 7% 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 – About 5% of General Fund revenues come from this source. Revenue for permits comes not only from residential homebuilding activity in the city but also construction on the SMU campus and HPISD campuses.

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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 11 - REVENUE						
3000	TAXES-CURRENT YEAR	17,513,982.68	18,448,846.00	18,853,253.00	404,407.00	2.2%
3045.2013	DELINQUENT TAXES-2013	(50,772.05)	20,000.00	20,000.00	0.00	0.0%
3050	DELINQUENT TAXES - LESS THAN 10 YRS	0.00	0.00	20,000.00	20,000.00	0.0%
3098	PENALTY/INTEREST ON TAXES	64,510.81	80,000.00	90,000.00	10,000.00	12.5%
3099	ATTORNEY FEES-TAXES	13,462.54	15,000.00	10,000.00	(5,000.00)	-33.3%
PROPERTY TAXES		\$17,541,183.98	\$18,563,846.00	\$18,993,253.00	\$429,407.00	2.3%
3109	UTILITY FUND CONTRIBUTION	666,000.00	700,000.00	700,000.00	0.00	0.0%
TRANSFERS FROM OTHER FUNDS		\$666,000.00	\$700,000.00	\$700,000.00	\$0.00	0.0%
3150	CITY SALES TAX	4,050,083.07	4,010,000.00	4,100,000.00	90,000.00	2.2%
3155	MIXED BEVERAGE TAX	195,738.42	220,000.00	220,000.00	0.00	0.0%
SALES TAX		\$4,245,821.49	\$4,230,000.00	\$4,320,000.00	\$90,000.00	2.1%
3200	T U ELECTRIC	1,008,422.62	1,050,000.00	1,050,000.00	0.00	0.0%
3202	AT&T FRANCHISE	538,912.21	550,000.00	560,000.00	10,000.00	1.8%
3203	GAS FRANCHISE FEE	422,927.82	425,000.00	400,000.00	(25,000.00)	-5.9%
3204	CHARTER FRANCHISE	104,479.54	125,000.00	100,000.00	(25,000.00)	-20.0%
3205	WASTE FRANCHISE FEES	12,575.78	30,000.00	75,000.00	45,000.00	150.0%
FRANCHISE FEES		\$2,087,317.97	\$2,180,000.00	\$2,185,000.00	\$5,000.00	0.2%
3300	BUILDING PERMITS	1,293,795.74	1,500,000.00	1,500,000.00	0.00	0.0%
3302	CONTRACTORS LICNSE/PERMIT	27,250.00	25,000.00	20,000.00	(5,000.00)	-20.0%
3303	ANIMAL CONTROL TAGS/FEES	13,570.00	15,000.00	15,000.00	0.00	0.0%
3304	HEALTH/FOOD PERMIT	34,820.00	30,000.00	35,000.00	5,000.00	16.7%
3305	FILMING PERMITS	1,950.00	2,000.00	2,000.00	0.00	0.0%
3306	FIRE PERMITS/REVENUE	34,110.77	37,500.00	37,500.00	0.00	0.0%
PERMITS/LICENSES		\$1,405,496.51	\$1,609,500.00	\$1,609,500.00	\$0.00	0.0%
3400	TRAFFIC FINES	313403.08	330,000.00	350,000.00	20,000.00	6.1%
3403	CROSS'G GUARD(CHILD SFTY)	21900	23,000.00	22,500.00	(500.00)	-2.2%
3404	PARKING TICKETS	183,601.00	225,000.00	225,000.00	0.00	0.0%
3411	CAPIAS WARRANT REVENUE	859.97	0.00	0.00	0.00	0.0%
3412	RED LIGHT CAMERA REVENUE	264736.81	200,000.00	225,000.00	25,000.00	12.5%
3420	LIBRARY FINES AND FEES	15590.96	15,000.00	15,000.00	0.00	0.0%
3912	CODE VIOLATION	0.00	0.00	10,000.00	10,000.00	0.0%
FINES		\$800,091.82	\$793,000.00	\$847,500.00	\$54,500.00	6.9%
3308	POLICE REVENUE	49,487.00	48,000.00	50,000.00	2,000.00	4.2%
3401	WRECKER FEES	3,068.00	3,000.00	3,000.00	0.00	0.0%
3405	ALARM BILLING	77,168.20	75,000.00	75,000.00	0.00	0.0%
3406	FALSE ALARM FEES	12,075.00	12,500.00	10,000.00	(2,500.00)	-20.0%
3408	AMBULANCE FEES	273,437.89	300,000.00	300,000.00	0.00	0.0%
3409	911 SERVICE FEES	77,750.08	80,000.00	75,000.00	(5,000.00)	-6.3%
3410	911 SERVICE FEES-WIRELESS	118,928.47	120,000.00	120,000.00	0.00	0.0%
3425	LIBRARY ROOM RENTAL	13,552.80	15,000.00	15,000.00	0.00	0.0%
3499	DIRECT ALARM REVENUE	906,429.58	895,000.00	910,000.00	15,000.00	1.7%
FEES		\$1,531,897.02	\$1,548,500.00	\$1,558,000.00	\$9,500.00	0.6%
3510	TENNIS & FIELD PERMITS	56,431.00	35,000.00	35,000.00	0.00	0.0%
3511	SWIM POOL PERMIT-RESIDENT	134,410.00	150,000.00	125,000.00	(25,000.00)	-16.7%
3512	SWIM POOL PERMIT-NONRES	7,540.00	10,000.00	10,000.00	0.00	0.0%
3513	SWIM POOL PRMITS GATE RCPT	96,387.00	105,000.00	110,000.00	5,000.00	4.8%
3514	SWIMMING POOL CONCESSIONS	8,000.00	8,000.00	8,000.00	0.00	0.0%
3515	SWIM LESSONS	17,200.00	15,000.00	17,500.00	2,500.00	16.7%
PARK/POOL REVENUE		\$319,968.00	\$323,000.00	\$305,500.00	(\$17,500.00)	-5.4%

City of University Park

REVENUE - GENERAL FUND

01-11

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
3745	FIRE GRANTS/DONATIONS	29,820.19	0.00	0.00	0.00	0.0%
	FIRE GRANTS/DONATIONS	\$29,820.19	\$0.00	\$0.00	\$0.00	0.0%
3850	AUCTION/SALE OF EQUIPMENT	0.00	10,000.00	10,000.00	0.00	0.0%
	AUCTION/SALE OF EQUIPMENT	\$0.00	\$10,000.00	\$10,000.00	\$0.00	0.0%
3900	INTEREST EARNINGS	257,914.99	225,000.00	300,000.00	75,000.00	33.3%
	INTEREST EARNINGS	\$257,914.99	\$225,000.00	\$300,000.00	\$75,000.00	33.3%
3535	UTILITY CAP OFF	19,500.00	25,000.00	20,000.00	(5,000.00)	-20.0%
3901	RENT	43,549.12	45,000.00	120,000.00	75,000.00	166.7%
3911	COPIES	359.00	500.00	500.00	0.00	0.0%
3920	FOTL CONTRIBUTION	300,000.00	150,000.00	300,000.00	150,000.00	100.0%
3999	OTHER REVENUE	970,468.98	300,000.00	150,000.00	(150,000.00)	-50.0%
	OTHER REVENUE	\$1,333,877.10	\$520,500.00	\$590,500.00	\$70,000.00	13.4%
	DEPARTMENT 11 - REVENUE	\$30,219,389.07	\$30,703,346.00	\$31,419,253.00	\$715,907.00	2.3%

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**COMMUNITY DEVELOPMENT DEPARTMENT
01-19**

Located in the Fred N. and Harold F. Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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.

For the period October 1, 2016 to September 30, 2017, The Department issued a total of 2,513 permits with permit fees totaling \$2,090,407.50. A total of 76 permits were issued for new residential construction, and 118 permits were issued for residential addition/remodel and repair. The department field staff conducted 7,902 inspections over the past year ending September 30, 2017.

City of University Park

COMMUNITY DEVELOPMENT

01-19

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 19 - COMMUNITY DEVELOPMENT						
1001	REGULAR EARNINGS	737,923.28	691,669.00	706,374.00	14,705.00	2.1%
1002	OVERTIME EARNINGS	695.74	1,474.00	1,000.00	(474.00)	-32.2%
1005	LONGEVITY PAY	3,056.65	2,218.00	2,468.00	250.00	11.3%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	4,649.64	3,480.00	3,530.00	50.00	1.4%
1110	EMPLOYERS SHARE F.I.C.A.	56,038.97	53,271.00	54,403.00	1,132.00	2.1%
1120	EMPLOYERS SHARE T.M.R.S.	42,718.15	48,295.00	53,676.00	5,381.00	11.1%
1130	INSURANCE-EMPLOYEE LIFE	4,309.67	3,722.00	4,098.00	376.00	10.1%
1131	INSURANCE-WORKMENS COMP	1,992.96	1,649.00	1,648.00	(1.00)	-0.1%
1135	HEALTH INSURANCE	86,688.17	100,200.00	105,296.00	5,096.00	5.1%
SALARIES & BENEFITS		\$945,273.23	\$913,178.00	\$939,693.00	\$26,515.00	2.9%
2029	CLOTHING ALLOWANCE	1,710.60	1,440.00	2,470.00	1,030.00	71.5%
2100	OFFICE SUPPLIES	3,258.18	4,500.00	4,500.00	0.00	0.0%
2320	GAS, OIL & GREASE	3,061.68	4,411.00	4,470.00	59.00	1.3%
2350	SUPPLIES & MATERIALS	1,885.99	2,000.00	2,000.00	0.00	0.0%
SUPPLIES		\$9,916.45	\$12,351.00	\$13,440.00	\$1,089.00	8.8%
3003	BOARD MEETINGS	711.11	800.00	1,000.00	200.00	25.0%
3010	POSTAGE	5,373.03	4,500.00	6,000.00	1,500.00	33.3%
3060	PROFESSIONAL SERVICES/FEES	42,771.45	50,000.00	126,000.00	76,000.00	152.0%
3063	PROGRAMMING/MAINTENANCE	41,120.17	37,145.00	37,391.00	246.00	0.7%
3113	PUBLICATIONS/PRINTING	1,951.40	2,000.00	2,000.00	0.00	0.0%
PROFESSIONAL FEES		\$94,051.88	\$94,445.00	\$172,391.00	\$77,946.00	82.5%
4110	HEAT,LIGHT,WATER UTIL	4,798.38	5,000.00	3,853.00	(1,147.00)	-22.9%
4120	TELEPHONE SERVICE	4,780.79	6,623.00	4,573.00	(2,050.00)	-31.0%
UTILITIES		\$9,579.17	\$11,623.00	\$8,426.00	(\$3,197.00)	-27.5%
5500	INSURANCE-AUTO LIABILITY	90.96	1,932.00	1,933.00	1.00	0.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	5,858.04	2,884.00	5,768.00	2,884.00	100.0%
5506	INSURANCE-GEN'L LIABILITY	389.04	383.00	766.00	383.00	100.0%
INSURANCE		\$6,338.04	\$5,199.00	\$8,467.00	\$3,268.00	62.9%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	400.00	0.00	(400.00)	-100.0%
OUTSIDE SERVICES		\$0.00	\$400.00	\$0.00	(\$400.00)	-100.0%
6190	AUTO REPAIRS	986.52	1,500.00	1,500.00	0.00	0.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	8,987.00	7,853.00	9,386.00	1,533.00	19.5%
7150	DUES & SUBSCRIPTIONS	2,102.33	1,425.00	1,425.00	0.00	0.0%
7170	TRAVEL EXPENSE	1,635.78	5,100.00	5,100.00	0.00	0.0%
7201	COMPUTER EQT UNDER \$5000	244.58	1,000.00	4,527.00	3,527.00	352.7%
7202	MICRO COMPUTER SOFTWARE	29.95	500.00	0.00	(500.00)	-100.0%
7221	OTHER EXPENSE	2,508.06	1,000.00	1,000.00	0.00	0.0%
7240	TUITION & TRAINING	2,442.00	8,632.00	6,832.00	(1,800.00)	-20.9%
7475	IMPROVEMENTS-UNDER \$5000	0.00	2,000.00	0.00	(2,000.00)	-100.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	6,528.00	6,872.00	6,872.00	0.00	0.0%
SALARIES & BENEFITS		\$25,464.22	\$35,882.00	\$36,642.00	\$760.00	2.1%
9201	COMPUTER EQUIPMENT OVER \$5000	5,136.19	0.00	0.00	0.00	0.0%
CAPITAL EXPENDITURES		\$5,136.19	\$0.00	\$0.00	\$0.00	0.0%
DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT		\$1,095,759.18	\$1,073,078.00	\$1,179,059.00	\$105,981.00	9.9%

**ENGINEERING DEPARTMENT
01-20**

Located in the Peek Service Center, 4420 Worcola Street

Eight Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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.

The Engineering Department also includes the Director of Public Works and provides technical support to other City operations. The City Engineer supervises four employees.

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City of University Park

ENGINEERING DEPARTMENT

01-20

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 20 - ENGINEERING						
1001	REGULAR EARNINGS	510,537.98	497,242.00	500,748.00	3,506.00	0.7%
1002	OVERTIME EARNINGS	0.00	0.00	1,000.00	1,000.00	0.0%
1005	LONGEVITY PAY	4,194.15	3,398.00	1,411.00	(1,987.00)	-58.5%
1007	CAR ALLOWANCE	12,600.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	3,270.00	2,640.00	2,040.00	(600.00)	-22.7%
1110	EMPLOYERS SHARE F.I.C.A.	36,442.19	36,596.00	36,799.00	203.00	0.6%
1120	EMPLOYERS SHARE T.M.R.S.	30,281.74	34,951.00	38,168.00	3,217.00	9.2%
1130	INSURANCE-EMPLOYEE LIFE	2,530.50	3,074.00	2,929.00	(145.00)	-4.7%
1131	INSURANCE-WORKMENS COMP	954.00	1,083.00	1,076.00	(7.00)	-0.6%
1135	HEALTH INSURANCE	55,467.45	62,625.00	65,810.00	3,185.00	5.1%
SALARIES & BENEFITS		\$656,278.01	\$648,809.00	\$657,181.00	\$8,372.00	1.3%
2029	CLOTHING ALLOWANCE	688.00	1,800.00	2,060.00	260.00	14.4%
2100	OFFICE SUPPLIES	457.87	1,000.00	1,000.00	0.00	0.0%
2318	COMPUTER SUPPLIES	840.00	1,200.00	1,200.00	0.00	0.0%
2320	GAS, OIL & GREASE	1,393.17	2,010.00	2,278.00	268.00	13.3%
2350	SUPPLIES & MATERIALS	753.92	1,500.00	1,500.00	0.00	0.0%
SUPPLIES		\$4,132.96	\$7,510.00	\$8,038.00	\$528.00	0.0%
3010	POSTAGE	27.69	300.00	200.00	(100.00)	-33.3%
3060	PROFESSIONAL SERVICES/FEES	20,700.00	15,000.00	15,000.00	0.00	0.0%
3063	PROGRAMMING/MAINTENANCE	23,414.02	14,331.00	14,324.00	(7.00)	0.0%
3113	PUBLICATIONS/PRINTING	21.07	0.00	0.00	0.00	0.0%
PROFESSIONAL FEES		\$44,162.78	\$29,631.00	\$29,524.00	(\$107.00)	0.0%
4110	HEAT,LIGHT,WATER UTIL	4,128.36	4,400.00	3,296.00	(1,104.00)	-25.1%
4120	TELEPHONE SERVICE	5,190.82	7,619.00	1,285.00	(6,334.00)	-83.1%
PROFESSIONAL FEES		\$9,319.18	\$12,019.00	\$4,581.00	(\$7,438.00)	0.0%
5500	INSURANCE - AUTO LIABILITY	204.96	1,150.00	1,160.00	10.00	0.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,928.96	2,884.00	1,442.00	(1,442.00)	-50.0%
5506	INSURANCE - GEN'L LIABILITY	486.96	383.00	191.00	(192.00)	-50.1%
INSURANCE		\$3,620.88	\$4,417.00	\$2,793.00	(\$1,624.00)	-36.8%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	0.00	500.00	500.00	0.0%
OUTSIDE SERVICES		\$0.00	\$0.00	\$500.00	\$500.00	0.0%
6190	AUTO REPAIRS	921.34	1,000.00	500.00	(500.00)	-50.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	3,190.88	3,604.00	3,945.00	341.00	9.5%
7150	DUES & SUBSCRIPTIONS	572.00	1,650.00	3,725.00	2,075.00	125.8%
7170	TRAVEL EXPENSE	514.18	3,200.00	2,500.00	(700.00)	-21.9%
7201	COMPUTER EQT UNDER \$5000	13,454.27	500.00	0.00	(500.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	0.00	500.00	0.00	(500.00)	-100.0%
7221	OTHER EXPENSE	1,632.21	3,000.00	352.00	(2,648.00)	-88.3%
7240	TUITION & TRAINING	1,078.00	4,100.00	4,100.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	4,197.00	4,418.00	4,418.00	0.00	0.0%
OTHER EXPENSE		\$25,559.88	\$21,972.00	\$19,540.00	(\$2,432.00)	-11.1%
9201	COMPUTER EQUIPMENT OVER \$5000	5,136.21	13,994.00	0.00	(13,994.00)	-100.0%
CAPITAL EXPENDITURES		\$5,136.21	\$13,994.00	\$0.00	(\$13,994.00)	-100.0%
DEPARTMENT Total: 20 - ENGINEERING		\$748,209.90	\$738,352.00	\$722,157.00	(\$16,195.00)	-2.2%

**TRAFFIC CONTROL DEPARTMENT
01-25**

Located in the Peek Service Center, 4420 Worcola Street

Seven Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 Division installs and maintains all traffic signs and pavement markings in accordance with the *Manual of Uniform Traffic Control Devices*. The City has approximately 6,000 traffic signs, including 1,374 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 14 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains five speed limit feedback signs
- Maintains 10 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 13 City-owned newspaper racks
- Maintains barricades for all City projects and events

City of University Park

TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 25 - TRAFFIC CONTROL						
1001	REGULAR EARNINGS	453,233.01	456,480.00	466,147.00	9,667.00	2.1%
1002	OVERTIME EARNINGS	13,241.49	6,556.00	7,000.00	444.00	6.8%
1005	LONGEVITY PAY	5,235.46	4,695.00	4,981.00	286.00	6.1%
1006	EDUCATION PAY	905.07	900.00	900.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	34,630.56	35,854.00	36,647.00	793.00	2.2%
1120	EMPLOYERS SHARE T.M.R.S.	26,909.86	31,977.00	35,669.00	3,692.00	11.5%
1130	INSURANCE-EMPLOYEE LIFE	2,537.79	3,004.00	2,750.00	(254.00)	-8.5%
1131	INSURANCE-WORKMENS COMP	9,398.04	10,275.00	10,274.00	(1.00)	0.0%
1135	HEALTH INSURANCE	80,780.99	87,675.00	92,134.00	4,459.00	5.1%
SALARIES & BENEFITS		\$626,872.27	\$637,416.00	\$656,502.00	\$19,086.00	3.0%
2029	CLOTHING ALLOWANCE	4,898.71	5,358.00	3,659.00	(1,699.00)	-31.7%
2100	OFFICE SUPPLIES	844.17	1,030.00	1,030.00	0.00	0.0%
2320	GAS, OIL & GREASE	7,393.82	10,224.00	9,538.00	(686.00)	-6.7%
2350	SUPPLIES & MATERIALS	74,352.58	86,890.00	81,390.00	(5,500.00)	-6.3%
2360	SMALL TOOLS	2,997.31	1,500.00	1,500.00	0.00	0.0%
SUPPLIES		\$90,486.59	\$105,002.00	\$97,117.00	(\$7,885.00)	-7.5%
3010	POSTAGE	0.71	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	10,796.92	25,000.00	30,000.00	5,000.00	20.0%
3063	PROGRAMMING/MAINTENANCE	920.42	470.00	470.00	0.00	0.0%
3113	PUBLICATIONS/PRINTING	1,118.82	1,500.00	1,369.00	(131.00)	-8.7%
3115	CONTRACT MAINTENANCE	5,413.78	8,374.00	8,434.00	60.00	0.7%
PROFESSIONAL FEES		\$18,250.65	\$35,394.00	\$40,323.00	\$4,929.00	13.9%
4110	HEAT,LIGHT,WATER UTIL	70,884.78	67,800.00	50,921.00	(16,879.00)	-24.9%
4120	TELEPHONE SERVICE	2,071.48	2,363.00	561.00	(1,802.00)	-76.3%
UTILITIES		\$72,956.26	\$70,163.00	\$51,482.00	(\$18,681.00)	-26.6%
5500	INSURANCE-AUTO LIABILITY	1,026.00	1,932.00	1,933.00	1.00	0.1%
5504	INSURANCE-EXCESS LIABAILTY - TML CLAIMS	4,100.04	2,884.00	4,326.00	1,442.00	50.0%
5506	INSURANCE GEN'L LIABILITY	429.96	383.00	574.00	191.00	49.9%
INSURANCE		\$5,556.00	\$5,199.00	\$6,833.00	\$1,634.00	31.4%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	1,136.42	10,500.00	8,500.00	(2,000.00)	-19.0%
6195	OPERATIONS	26,850.00	31,641.00	31,211.00	(430.00)	-1.4%
6350	SIGNAL MAINT.& REP	72,035.00	107,500.00	88,225.00	(19,275.00)	-17.9%
7150	DUES & SUBSCRIPTIONS	665.00	1,000.00	3,080.00	2,080.00	208.0%
7201	COMPUTER EQT UNDER \$5000	1,035.72	0.00	4,072.00	4,072.00	0.0%
7202	MICRO COMPUTER SOFTWARE	650.00	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	502.18	2,400.00	352.00	(2,048.00)	-85.3%
7240	TUITION & TRAINING	1,047.00	1,600.00	1,200.00	(400.00)	-25.0%
7331	EQUIPMENT UNDER \$5000	0.00	0.00	0.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	23,700.00	22,045.00	24,003.00	1,958.00	8.9%
OTHER EXPENSE		\$127,621.32	\$176,686.00	\$160,643.00	(\$16,043.00)	-9.1%
9100	EQUIPMENT OVER \$5000	0.00	10,200.00	0.00	(10,200.00)	-100.0%
CAPITAL EXPENDITURES		\$0.00	\$10,200.00	\$0.00	(\$10,200.00)	-100.0%
DEPARTMENT Total: 25 - TRAFFIC CONTROL		\$941,743.09	\$1,040,060.00	\$1,012,900.00	(\$27,160.00)	-2.6%

**FACILITY MAINTENANCE DEPARTMENT
01-35**

Located in the Peek Service Center, 4420 Worcola Street

Two Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
Facilities Maintenance Manager	1	1	1
Assistant to the Director of Public Works	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 147,000 square feet of City facility space.

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City of University Park
FACILITY MAINTENANCE DEPARTMENT
01-35

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 35 - FACILITY MAINTENANCE						
1001	REGULAR EARNINGS	140,540.83	141,874.00	144,538.00	2,664.00	1.9%
1002	OVERTIME EARNINGS	3,630.55	0.00	2,000.00	2,000.00	0.0%
1005	LONGEVITY PAY	488.90	585.00	681.00	96.00	16.4%
1009	CELL PHONE ALLOWANCE	665.00	840.00	840.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	10,547.64	10,898.00	11,263.00	365.00	3.3%
1120	EMPLOYERS SHARE T.M.R.S.	8,246.10	9,804.00	11,025.00	1,221.00	12.5%
1130	INSURANCE-EMPLOYEE LIFE	790.56	749.00	852.00	103.00	13.8%
1131	INSURANCE-WORKMENS COMP	1,292.04	1,384.00	1,421.00	37.00	2.7%
1135	HEALTH INSURANCE	23,359.44	25,050.00	26,324.00	1,274.00	5.1%
SALARIES & BENEFITS		\$189,561.06	\$191,184.00	\$198,944.00	\$7,760.00	4.1%
2029	CLOTHING ALLOWANCE	400.48	560.00	360.00	(200.00)	-35.7%
2100	OFFICE SUPPLIES	208.12	250.00	200.00	(50.00)	-20.0%
2318	COMPUTER SUPPLIES	39.99	0.00	0.00	0.00	0.0%
2320	GAS, OIL & GREASE	1,975.45	2,135.00	2,275.00	140.00	6.6%
2350	SUPPLIES & MATERIALS	13,364.27	8,000.00	8,750.00	750.00	9.4%
2360	SMALL TOOLS	843.10	400.00	400.00	0.00	0.0%
SUPPLIES		\$16,831.41	\$11,345.00	\$11,985.00	\$640.00	5.6%
3010	POSTAGE	0.00	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	0.00	4,500.00	0.00	(4,500.00)	-100.0%
3063	PROGRAMMING/MAINTENANCE	300.17	67.00	67.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	78,331.64	97,035.00	99,784.00	2,749.00	2.8%
PROFESSIONAL FEES		\$78,631.81	\$101,652.00	\$99,901.00	(\$1,751.00)	-1.7%
4110	HEAT,LIGHT,WATER UTIL	78,776.29	87,700.00	60,666.00	(27,034.00)	-30.8%
4120	TELEPHONE SERVICE	2,721.70	3,217.00	1,108.00	(2,109.00)	-65.6%
UTILITIES		\$81,497.99	\$90,917.00	\$61,774.00	(\$29,143.00)	-32.1%
5500	INSURANCE-AUTO LIABILITY	1,296.96	368.00	387.00	19.00	5.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,172.04	2,884.00	1,442.00	(1,442.00)	-50.0%
5506	INSURANCE-GEN'L LIABILITY	483.96	383.00	191.00	(192.00)	-50.1%
5510	INSURANCE-BLDG & CONTENTS	105,629.04	108,798.00	108,798.00	0.00	0.0%
INSURANCE		\$108,582.00	\$112,433.00	\$110,818.00	(\$1,615.00)	-1.4%
6250	FACILITY MAINT & REP	60,794.87	62,000.00	58,500.00	(3,500.00)	-5.6%
OUTSIDE SERVICES		\$60,794.87	\$62,000.00	\$58,500.00	(\$3,500.00)	-5.6%
6184	SECURITY EXPENSE	348.35	1,950.00	3,500.00	1,550.00	79.5%
6190	AUTO REPAIRS	697.20	1,500.00	1,500.00	0.00	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	18,413.04	13,837.00	17,831.00	3,994.00	28.9%
7201	COMPUTER EQT UNDER \$5000	2,375.72	500.00	1,600.00	1,100.00	220.0%
7202	MICRO COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	105.53	600.00	88.00	(512.00)	-85.3%
7331	EQUIPMENT UNDER \$5000	0.00	0.00	0.00	0.00	0.0%
7475	IMPROVEMENTS-UNDER \$5000	20,377.57	18,508.00	21,500.00	2,992.00	16.2%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	16,046.04	16,890.00	16,890.00	0.00	0.0%
OTHER EXPENSE		\$58,363.45	\$53,785.00	\$62,909.00	\$9,124.00	17.0%
9100	EQUIPMENT OVER \$5000	0.00	6,500.00	6,500.00	0.00	0.0%
9950	IMPROVEMENTS/REMODELING OVER \$5000	42,090.19	47,698.00	45,461.00	(2,237.00)	-4.7%
CAPITAL EXPENDITURES		\$42,090.19	\$54,198.00	\$51,961.00	(\$2,237.00)	-4.1%
DEPARTMENT Total: 35 - FACILITY MAINTENANCE		\$636,352.78	\$677,514.00	\$656,792.00	(\$20,722.00)	-3.1%

**FIRE DEPARTMENT
01-40**

Located in City Hall, 3800 University Boulevard

Thirty-six Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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.

City of University Park

FIRE DEPARTMENT

01-40

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 40 - FIRE						
1001	REGULAR EARNINGS	3,075,942.96	3,207,869.00	3,105,199.00	(102,670.00)	-3.2%
1002	OVERTIME EARNINGS	440,040.76	450,000.00	391,000.00	(59,000.00)	-13.1%
1005	LONGEVITY PAY	20,090.41	21,247.00	17,543.00	(3,704.00)	-17.4%
1006	EDUCATION PAY	50,559.47	49,920.00	41,640.00	(8,280.00)	-16.6%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	3,120.00	3,120.00	2,280.00	(840.00)	-26.9%
1110	EMPLOYERS SHARE F.I.C.A.	257,570.68	260,367.00	251,333.00	(9,034.00)	-3.5%
1120	EMPLOYERS SHARE T.M.R.S.	9,092.71	10,992.00	20,551.00	9,559.00	87.0%
1121	EMPLOYERS SHARE F.R.&R.	595,770.85	618,477.00	662,577.00	44,100.00	7.1%
1130	INSURANCE-EMPLOYEE LIFE	15,946.03	19,782.00	17,375.00	(2,407.00)	-12.2%
1131	INSURANCE-WORKMENS COMP	31,820.29	37,327.00	37,595.00	268.00	0.7%
1132	INSURANCE-UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.0%
1135	HEALTH INSURANCE	395,156.38	450,900.00	447,508.00	(3,392.00)	-0.8%
SALARIES & BENEFITS		\$4,902,310.54	\$5,137,201.00	\$5,001,801.00	(\$135,400.00)	-2.6%
2029	CLOTHING ALLOWANCE	25,589.54	24,627.00	27,875.00	3,248.00	13.2%
2060	PROTECTIVE CLOTHG & SUPP	17,852.30	26,832.00	66,284.00	39,452.00	147.0%
2100	OFFICE SUPPLIES	6,463.47	7,500.00	7,500.00	0.00	0.0%
2318	COMPUTER SUPPLIES	0.00	250.00	250.00	0.00	0.0%
2320	GAS, OIL & GREASE	12,864.45	21,068.00	20,416.00	(652.00)	-3.1%
2345	MICU DRUGS & SUPPLIES	35,777.90	40,551.00	40,000.00	(551.00)	-1.4%
2350	SUPPLIES & MATERIALS	13,084.27	14,000.00	12,000.00	(2,000.00)	-14.3%
SALARIES & BENEFITS		\$111,631.93	\$134,828.00	\$174,325.00	\$39,497.00	29.3%
3010	POSTAGE	442.13	300.00	300.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	95,415.38	120,561.00	106,020.00	(14,541.00)	-12.1%
3063	PROGRAMMING/MAINTENANCE	57,037.32	44,592.00	45,000.00	408.00	0.9%
3064	EMERGENCY MANAGEMENT	6,238.00	6,000.00	6,000.00	0.00	0.0%
3113	PUBLICATIONS/PRINTING	1,376.24	2,000.00	2,000.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	78,156.97	81,985.00	85,477.00	3,492.00	4.3%
PROFESSIONAL FEES		\$238,761.04	\$255,438.00	\$244,797.00	(\$10,641.00)	-4.2%
4110	HEAT,LIGHT,WATER UTIL	54,654.43	53,400.00	39,398.00	(14,002.00)	-26.2%
4120	TELEPHONE SERVICE	14,366.87	16,438.00	19,252.00	2,814.00	17.1%
UTILITIES		\$69,021.30	\$69,838.00	\$58,650.00	(\$11,188.00)	-16.0%
5500	INSURANCE-AUTO LIABILITY	2,076.00	3,497.00	3,480.00	(17.00)	-0.5%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	21,087.96	20,188.00	20,188.00	0.00	0.0%
5506	INSURANCE-GEN'L LIABILITY	2,298.96	2,681.00	2,681.00	0.00	0.0%
INSURANCE		\$25,462.92	\$26,366.00	\$26,349.00	(\$17.00)	-0.1%
6200	EQUIP REPAIRS/NON VEHICLE	4,385.67	8,950.00	6,950.00	(2,000.00)	-22.3%
6330	RADIO SERVICE	3,160.85	4,000.00	4,000.00	0.00	0.0%
OUTSIDE SERVICES		\$7,546.52	\$12,950.00	\$10,950.00	(\$2,000.00)	-15.4%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	13,588.39	27,000.00	28,500.00	1,500.00	5.6%
6195	OPERATIONS	63,332.04	57,979.00	57,546.00	(433.00)	-0.7%
7150	DUES & SUBSCRIPTIONS	13,487.22	10,470.00	10,277.00	(193.00)	-1.8%
7170	TRAVEL EXPENSE	11,343.21	17,853.00	22,227.00	4,374.00	24.5%
7201	COMPUTER EQT UNDER \$5000	9,311.67	7,244.00	4,135.00	(3,109.00)	-42.9%
7221	OTHER EXPENSE	9,082.02	0.00	0.00	0.00	0.0%
7240	TUITION & TRAINING	8,437.96	20,125.00	18,658.00	(1,467.00)	-7.3%
7241	EMS CONTINUING EDUCATION	52,366.89	27,545.00	12,279.00	(15,266.00)	-55.4%
7475	IMPROVEMENTS-UNDER \$5000	13,307.93	8,049.00	31,050.00	23,001.00	285.8%
7725	FIRE PREVENTION	11,360.38	12,660.00	11,851.00	(809.00)	-6.4%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	98,049.00	180,205.00	160,937.00	(19,268.00)	-10.7%
OTHER EXPENSE		\$303,666.71	\$369,130.00	\$357,460.00	(\$11,670.00)	-3.2%
9201	COMPUTER EQUIPMENT OVER \$5000	0.00	14,000.00	0.00	(14,000.00)	-100.0%
CAPITAL EXPENDITURES		\$0.00	\$14,000.00	\$0.00	(\$14,000.00)	-100.0%
DEPARTMENT Total: 40 - FIRE		\$5,658,400.96	\$6,019,751.00	\$5,874,332.00	(\$145,419.00)	-2.4%



**POLICE DEPARTMENT
01-50**

Located in City Hall, 3800 University Boulevard

Sixty Employees:
Fifty-four Full Time
Six Part Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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

POLICE DEPARTMENT (continued)

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 recent 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 third red light camera was installed at the intersection of **Hillcrest and 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 (HPS) and was requested by the Highland Park Independent School District (HPISD) and HPS 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 50 - POLICE						
1001	REGULAR EARNINGS	4,174,949.38	4,301,700.00	4,478,629.00	176,929.00	4.1%
1002	OVERTIME EARNINGS	297,204.59	350,073.00	324,000.00	(26,073.00)	-7.4%
1004	MISC ALLOWANCE	7,238.96	7,200.00	7,200.00	0.00	0.0%
1005	LONGEVITY PAY	24,439.25	27,234.00	28,107.00	873.00	3.2%
1006	EDUCATION PAY	65,105.97	80,400.00	82,200.00	1,800.00	2.2%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	3,600.00	3,600.00	3,600.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	331,816.34	348,751.00	361,636.00	12,885.00	3.7%
1120	EMPLOYERS SHARE T.M.R.S.	257,400.95	318,626.00	361,134.00	42,508.00	13.3%
1130	INSURANCE-EMPLOYEE LIFE	22,089.74	27,429.00	25,204.00	(2,225.00)	-8.1%
1131	INSURANCE-WORKMENS COMP	52,461.96	56,558.00	59,394.00	2,836.00	5.0%
1132	INSURANCE-UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.0%
1135	HEALTH INSURANCE	560,626.57	613,725.00	658,100.00	44,375.00	7.2%
SALARIES & BENEFITS		\$5,804,133.71	\$6,142,496.00	\$6,396,404.00	\$253,908.00	4.1%
2029	CLOTHING ALLOWANCE	37,100.98	40,260.00	42,270.00	2,010.00	5.0%
2100	OFFICE SUPPLIES	11,187.78	8,000.00	8,000.00	0.00	0.0%
2318	COMPUTER SUPPLIES	151.63	3,000.00	3,000.00	0.00	0.0%
2320	GAS, OIL & GREASE	44,194.08	62,042.00	63,087.00	1,045.00	1.7%
2350	SUPPLIES & MATERIALS	11,876.90	13,325.00	13,325.00	0.00	0.0%
SUPPLIES		\$104,511.37	\$126,627.00	\$129,682.00	\$3,055.00	2.4%
3010	POSTAGE	1,878.06	1,800.00	1,900.00	100.00	5.6%
3011	DETENTION SERVICES	2,233.42	3,000.00	3,010.00	10.00	0.3%
3060	PROFESSIONAL SERVICES/FEES	140,620.44	172,900.00	225,302.00	52,402.00	30.3%
3062	ANIMAL CONTROL SERVICES	9,129.49	13,475.00	12,950.00	(525.00)	-3.9%
3063	PROGRAMMING/MAINTENANCE	148,047.93	136,741.00	150,238.00	13,497.00	9.9%
3070	SPECIAL OPERATIONS	0.00	1,000.00	1,000.00	0.00	0.0%
3072	ACCREDITATION EXPENSES	10,562.27	13,800.00	14,265.00	465.00	3.4%
3075	DIRECT ALARM MONITORING	117,252.75	151,452.00	169,370.00	17,918.00	11.8%
3113	PUBLICATIONS/PRINTING	9,174.98	15,725.00	13,470.00	(2,255.00)	-14.3%
3115	CONTRACT MAINTENANCE	38,574.88	33,568.00	34,452.00	884.00	2.6%
3261	WRECKER FEES	105.00	600.00	600.00	0.00	0.0%
3291	GUNS/EQUIPMENT	22,881.80	38,800.00	37,800.00	(1,000.00)	-2.6%
SALARIES & BENEFITS		\$500,880.73	\$582,861.00	\$664,357.00	\$81,496.00	14.0%
4110	HEAT,LIGHT,WATER UTIL	60,555.54	59,900.00	43,979.00	(15,921.00)	-26.6%
4120	TELEPHONE SERVICE	58,036.95	66,090.00	51,895.00	(14,195.00)	-21.5%
4121	911 SERVICE FEES	46,247.77	44,853.00	44,242.00	(611.00)	-1.4%
UTILITIES		\$164,840.26	\$170,843.00	\$140,116.00	(\$30,727.00)	-18.0%
5500	INSURANCE-AUTO LIABILITY	4,763.04	7,729.00	7,732.00	3.00	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	30,459.96	20,188.00	31,724.00	11,536.00	57.1%
5506	INSURANCE-GEN'L LIABILITY	2,784.00	2,681.00	4,213.00	1,532.00	57.1%
5508	INSURANCE-POLICE PROF LIA	19,125.00	19,699.00	19,699.00	0.00	0.0%
INSURANCE		\$57,132.00	\$50,297.00	\$63,368.00	\$13,071.00	26.0%
6200	EQUIP REPAIRS/NON VEHICLE	1,253.19	4,600.00	4,600.00	0.00	0.0%
6330	RADIO SERVICE	3,184.74	1,885.00	4,885.00	3,000.00	159.2%
OUTSIDE SERVICES		\$4,437.93	\$6,485.00	\$9,485.00	\$3,000.00	46.3%

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS	44,708.53	46,000.00	42,000.00	(4,000.00)	-8.7%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	158,478.00	137,344.00	177,762.00	40,418.00	29.4%
7150	DUES & SUBSCRIPTIONS	4,734.25	5,787.00	5,787.00	0.00	0.0%
7170	TRAVEL EXPENSE	25,326.26	38,225.00	36,355.00	(1,870.00)	-4.9%
7201	COMPUTER EQT UNDER \$5000	12,058.61	27,325.00	31,583.00	4,258.00	15.6%
7202	MICRO COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	9,432.05	17,600.00	8,248.00	(9,352.00)	-53.1%
7223	CRIME PREV/YOUTH SERVICES	2,403.63	2,800.00	2,800.00	0.00	0.0%
7240	TUITION & TRAINING	38,569.52	53,440.00	42,510.00	(10,930.00)	-20.5%
7475	IMPROVEMENTS-UNDER \$5000	0.00	4,722.00	4,735.00	13.00	0.3%
9000	CAPITAL EQUIP REPLACEMENT	73,866.00	106,335.00	128,830.00	22,495.00	21.2%
	OTHER EXPENSE	\$369,576.85	\$439,578.00	\$480,610.00	\$41,032.00	9.3%
9201	COMPUTER EQUIPMENT OVER \$5000	0.00	86,467.00	34,884.00	(51,583.00)	-59.7%
	CAPITAL EXPENDITURES	\$0.00	\$86,467.00	\$34,884.00	(\$51,583.00)	-59.7%
	DEPARTMENT Total: 50 - POLICE	\$7,005,512.85	\$7,605,654.00	\$7,918,906.00	\$313,252.00	4.1%

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**PARK AND RECREATION DEPARTMENT
01-70**

Located at the Peek Service Center, 4420 Worcola Street

Twenty-two Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
Director of Parks	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

Parks 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, a three and a half miles of trails, twelve tennis courts, six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4th Picnic.

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

Turf and Tree Maintenance

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

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

Horticulture and Irrigation

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

Construction

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

Mosquito Control

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

Contract Maintenance

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

Citywide Special Events

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

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

- 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 70 - PARKS						
1001	REGULAR EARNINGS	1,405,605.34	1,410,209.00	1,453,768.00	43,559.00	3.1%
1002	OVERTIME EARNINGS	45,557.61	86,702.00	76,000.00	(10,702.00)	-12.3%
1005	LONGEVITY PAY	16,014.16	16,349.00	14,132.00	(2,217.00)	-13.6%
1007	CAR ALLOWANCE	11,400.00	7,200.00	7,200.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	2,065.00	1,680.00	2,520.00	840.00	50.0%
1110	EMPLOYERS SHARE F.I.C.A.	106,869.55	114,656.00	113,040.00	(1,616.00)	-1.4%
1120	EMPLOYERS SHARE T.M.R.S.	84,116.13	100,507.00	114,232.00	13,725.00	13.7%
1130	INSURANCE-EMPLOYEE LIFE	7,944.71	9,041.00	8,468.00	(573.00)	-6.3%
1131	INSURANCE-WORKMENS COMP	19,469.16	18,844.00	18,835.00	(9.00)	0.0%
1135	HEALTH INSURANCE	193,669.99	212,925.00	250,078.00	37,153.00	17.4%
SALARIES & BENEFITS		\$1,892,711.65	\$1,978,113.00	\$2,058,273.00	\$80,160.00	4.1%
2029	CLOTHING ALLOWANCE	18,120.61	17,194.00	17,694.00	500.00	2.9%
2100	OFFICE SUPPLIES	3,031.63	3,000.00	3,000.00	0.00	0.0%
2318	COMPUTER SUPPLIES	0.00	500.00	0.00	(500.00)	-100.0%
2320	GAS, OIL & GREASE	18,093.15	28,230.00	28,326.00	96.00	0.3%
2350	SUPPLIES & MATERIALS	77,335.82	47,400.00	48,400.00	1,000.00	2.1%
2360	SMALL TOOLS	13,850.97	12,600.00	12,600.00	0.00	0.0%
2381	FERTILIZER,CHEMICALS &SUP	62,721.34	67,075.00	69,725.00	2,650.00	4.0%
SUPPLIES & MATERIALS		\$193,153.52	\$175,999.00	\$179,745.00	\$3,746.00	2.1%
3010	POSTAGE	237.43	1,000.00	700.00	(300.00)	-30.0%
3060	PROFESSIONAL SERVICES/FEES	10,600.00	11,560.00	11,560.00	0.00	0.0%
3063	PROGRAMMING/MAINTENANCE	8,917.69	8,652.00	9,424.00	772.00	8.9%
3113	PUBLICATIONS/PRINTING	899.77	1,000.00	1,000.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	281,683.69	283,180.00	298,810.00	15,630.00	5.5%
PROFESSIONAL FEES		\$302,338.58	\$305,392.00	\$321,494.00	\$16,102.00	5.3%
4110	HEAT,LIGHT,WATER UTIL	90,519.01	96,100.00	69,583.00	(26,517.00)	-27.6%
4120	TELEPHONE SERVICE	8,446.64	9,082.00	3,766.00	(5,316.00)	-58.5%
UTILITIES		\$98,965.65	\$105,182.00	\$73,349.00	(\$31,833.00)	-30.3%
5500	INSURANCE-AUTO LIABILITY	5,069.04	4,647.00	4,639.00	(8.00)	-0.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	12,887.04	11,536.00	11,536.00	0.00	0.0%
5506	INSURANCE-GEN'L LIABILITY	1,404.00	1,532.00	1,532.00	0.00	0.0%
INSURANCE		\$19,360.08	\$17,715.00	\$17,707.00	(\$8.00)	0.0%
6200	EQUIP REPAIRS/NON VEHICLE	5,381.02	0.00	11,550.00	11,550.00	%
6380	FLOWERS,TREES & SHRUBS	48,131.28	44,000.00	44,000.00	0.00	0.0%
OUTSIDE SERVICES		\$53,512.30	\$44,000.00	\$55,550.00	\$11,550.00	26.3%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	25,307.88	19,500.00	21,000.00	1,500.00	7.7%
6195	OPERATIONS	136,563.00	125,962.00	127,727.00	1,765.00	1.4%
6205	PARK FACILITY REPAIR	33,993.33	38,000.00	38,000.00	0.00	0.0%
6208	PARK EQUIPMENT REPAIR	16,876.43	29,000.00	29,000.00	0.00	0.0%
7150	DUES & SUBSCRIPTIONS	2,762.53	2,950.00	3,950.00	1,000.00	33.9%
7170	TRAVEL EXPENSE	3,114.13	4,950.00	5,450.00	500.00	10.1%
7201	COMPUTER EQT UNDER \$5000	1,216.91	500.00	0.00	(500.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	3,950.47	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	1,424.69	6,000.00	6,000.00	0.00	0.0%
7240	TUITION & TRAINING	3,811.50	3,395.00	3,620.00	225.00	6.6%
7260	EQUIPMENT RENTAL	1,244.56	3,500.00	3,500.00	0.00	0.0%
7475	IMPROVEMENTS-UNDER \$5000	29,812.65	27,200.00	27,200.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	52,662.00	53,890.00	59,194.00	5,304.00	9.8%
OTHER EXPENSE		\$312,740.08	\$314,847.00	\$324,641.00	\$9,794.00	3.1%

City of University Park
PARKS AND RECREATION DEPARTMENT
01-70

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
9950	IMPROVEMENTS/REMODELING OVER \$5000	0.00	30,000.00	25,000.00	(5,000.00)	-16.7%
9990	INFRASTRUCTURE	0.00	20,000.00	0.00	(20,000.00)	-100.0%
	CAPITAL EXPENDITURES	\$0.00	\$50,000.00	\$25,000.00	(\$25,000.00)	-50.0%
	DEPARTMENT Total: 70 - PARKS	\$2,872,781.86	\$2,991,248.00	\$3,055,759.00	\$64,511.00	2.2%

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**SWIMMING POOL
01-75**

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

Fifty-two Employees:

1 Full Time
51 Part Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
Aquatics Supervisor	1	1	1
Assistant Pool Manager, PT	4	4	4
Cashiers, PT	5	5	5
Lifeguards, PT	42	42	42

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, snack bar, restrooms and changing facilities, and large shade structures for party rentals.

The facility also hosts several special events and recreational programming throughout the pool season:

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

City of University Park

SWIMMING POOL

01-75

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 75 - SWIMMING POOL						
1001	REGULAR EARNINGS	216,587.47	249,423.00	280,639.00	31,216.00	12.5%
1002	OVERTIME EARNINGS	0.00	0.00	0.00	0.00	0.0%
1005	LONGEVITY PAY	80.21	0.00	0.00	0.00	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	16,558.54	19,074.00	21,257.00	2,183.00	11.4%
1120	EMPLOYERS SHARE T.M.R.S.	3,395.02	4,205.00	4,853.00	648.00	15.4%
1130	INSURANCE-EMPLOYEE LIFE	0.00	250.00	380.00	130.00	52.0%
1131	INSURANCE-WORKMENS COMP	4,046.04	3,505.00	3,881.00	376.00	10.7%
SALARIES & BENEFITS		\$241,507.28	\$277,297.00	\$311,850.00	\$34,553.00	12.5%
3010	POSTAGE	865.80	1,100.00	700.00	(400.00)	-36.4%
3060	PROFESSIONAL SERVICES/FEES	5,418.00	10,000.00	10,000.00	0.00	0.0%
PROFESSIONAL SERVICES/FEES		\$6,283.80	\$11,100.00	\$10,700.00	(\$400.00)	-3.6%
4120	TELEPHONE SERVICE	0.00	0.00	1,612.00	1,612.00	%
PROFESSIONAL SERVICES/FEES		\$0.00	\$0.00	\$1,612.00	\$1,612.00	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	585.96	1,663.00	1,442.00	(221.00)	-13.3%
5506	INSURANCE - GEN LIABILITY	0.00	0.00	191.00	191.00	0.0%
INSURANCE		\$585.96	\$1,663.00	\$1,633.00	(\$30.00)	-1.8%
6189	SWIMMING POOL REPAIRS	53,002.21	44,500.00	44,500.00	0.00	0.0%
7390	SWIMMING POOL EXPENSE	66,097.79	70,000.00	70,500.00	500.00	0.7%
OTHER EXPENSE		\$119,100.00	\$114,500.00	\$115,000.00	\$500.00	0.4%
DEPARTMENT Total: 75 - SWIMMING POOL		\$367,477.04	\$404,560.00	\$440,795.00	\$36,235.00	9.0%

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INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

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

FUNCTION	ACTUAL 2015-2016		BUDGET 2016-2017		ADOPTED 2018	
	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>
Assistant Director of Public Works 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 469 fire hydrants. In 2017, the division poured over a linear mile of concrete in the City's alleys and repaired 43 water main breaks.

City of University Park
INFRASTRUCTURE MAINTENANCE - STREETS
01-80

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 80 - STREETS						
1001	REGULAR EARNINGS	856,937.24	879,508.00	869,522.00	(9,986.00)	-1.1%
1002	OVERTIME EARNINGS	23,323.03	24,931.00	25,000.00	69.00	0.3%
1005	LONGEVITY PAY	11,592.20	10,768.00	10,056.00	(712.00)	-6.6%
1009	CELL PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	64,857.37	70,013.00	69,202.00	(811.00)	-1.2%
1120	EMPLOYERS SHARE T.M.R.S.	50,797.32	62,355.00	67,440.00	5,085.00	8.2%
1130	INSURANCE-EMPLOYEE LIFE	4,720.11	5,662.00	5,134.00	(528.00)	-9.3%
1131	INSURANCE-WORKMENS COMP	25,511.31	30,897.00	31,346.00	449.00	1.5%
1135	HEALTH INSURANCE	172,953.06	187,875.00	184,268.00	(3,607.00)	-1.9%
SALARIES & BENEFITS		\$1,212,131.64	\$1,273,449.00	\$1,263,408.00	(\$10,041.00)	-0.8%
2029	CLOTHING ALLOWANCE	8,402.38	15,763.00	11,671.00	(4,092.00)	-26.0%
2100	OFFICE SUPPLIES	1,532.79	1,940.00	2,100.00	160.00	8.2%
2320	GAS, OIL & GREASE	26,059.65	42,748.00	45,511.00	2,763.00	6.5%
2350	SUPPLIES & MATERIALS	7,519.49	14,100.00	9,472.00	(4,628.00)	-32.8%
2360	SMALL TOOLS	3,197.76	6,000.00	6,000.00	0.00	0.0%
SUPPLIES		\$46,712.07	\$80,551.00	\$74,754.00	(\$5,797.00)	-7.2%
3010	POSTAGE	34.60	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEEES	2,236.67	2,750.00	2,750.00	0.00	0.0%
3063	PROGRAMMING/MAINTENANCE	4,803.06	1,075.00	1,075.00	0.00	0.0%
3113	PUBLICATIONS/PRINTING	10.54	200.00	150.00	(50.00)	-25.0%
3115	CONTRACT MAINTENANCE	3,278.04	3,263.00	3,487.00	224.00	6.9%
PROFESSIONAL SERVICES/FEEES		\$10,362.91	\$7,338.00	\$7,512.00	\$174.00	2.4%
4110	HEAT,LIGHT,WATER UTIL	4,007.92	4,100.00	3,273.00	(827.00)	-20.2%
4120	TELEPHONE SERVICE	1,442.56	1,698.00	409.00	(1,289.00)	-75.9%
UTILITIES		\$5,450.48	\$5,798.00	\$3,682.00	(\$2,116.00)	-36.5%
5500	INSURANCE - AUTO LIABILITY	6,962.04	5,429.00	5,413.00	(16.00)	-0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	8,787.00	8,652.00	10,094.00	1,442.00	16.7%
5506	INSURANCE - GEN'L LIABILITY	1,152.00	1,149.00	1,340.00	191.00	16.6%
INSURANCE		\$16,901.04	\$15,230.00	\$16,847.00	\$1,617.00	10.6%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	675.00	1,050.00	375.00	55.6%
6370	STREET REPAIR MATERIAL	261,813.58	288,715.00	288,539.00	(176.00)	-0.1%
6371	REPAVING OUTSIDE CONTRACT	49,870.00	0.00	0.00	0.00	0.0%
6375	SIDEWALK REPAIR REIMBURSE	0.00	0.00	0.00	0.00	0.0%
OUTSIDE SERVICES		\$311,683.58	\$289,390.00	\$289,589.00	\$199.00	0.1%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	43,244.65	58,000.00	54,500.00	(3,500.00)	-6.0%
6195	OPERATIONS	180,561.96	165,175.00	157,980.00	(7,195.00)	-4.4%
7221	OTHER EXPENSE	3,848.50	8,350.00	1,454.00	(6,896.00)	-82.6%
7240	TUITION & TRAINING	500.00	1,000.00	1,000.00	0.00	0.0%
7260	EQUIPMENT RENTAL	894.00	1,000.00	1,000.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	95,229.96	117,647.00	113,756.00	(3,891.00)	-3.3%
OTHER EXPENSE		\$324,279.07	\$351,172.00	\$329,690.00	(\$21,482.00)	-6.1%
1140	PERSONNEL REIMBURSEMENT	(185,499.98)	(181,000.00)	(186,500.00)	(5,500.00)	3.0%
TRANSFERS		(\$185,499.98)	(\$181,000.00)	(\$186,500.00)	(\$5,500.00)	3.0%
9100	EQUIPMENT OVER \$5000	332.27	0.00	0.00	0.00	0.0%
CAPITAL EXPENDITURES		\$332.27	\$0.00	\$0.00	\$0.00	0.0%
DEPARTMENT Total: 80 - STREETS		\$1,742,353.08	\$1,841,928.00	\$1,798,982.00	(\$42,946.00)	-2.3%

CAPITAL PROJECTS TRANSFERS (01-85, 02-85, 05-85)

No Employees

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

Funding

The City of University Park uses a “pay as you go” approach for funding capital projects. This means that projects are funded by using monies from current sources, rather than debt. In 1993 the City refinanced its outstanding debt and structured the annual debt service payment so that they would decrease with each year. As the amount of debt service stepped down each year, the City budgeted the amount of decrease into the operating budget, so that the total amount collected appeared 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 Fund being used for all other projects, known as “general governmental.”

Budgeting

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

City of University Park
CAPITAL PROJECTS TRANSFERS - GENERAL FUND
01-85

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 85 - TRANSFERS						
6371	REPAVING OUTSIDE CONTRACT	655,440.00	681,659.00	715,742.00	34,083.00	5.0%
	OUTSIDE SERVICES	\$655,440.00	\$681,659.00	\$715,742.00	\$34,083.00	5.0%
7153	CAPITAL PROJECTS CONTRIBUTION	1,150,824.00	1,195,853.00	1,256,695.00	60,842.00	5.1%
	OTHER EXPENSE	\$1,150,824.00	\$1,195,853.00	\$1,256,695.00	\$60,842.00	5.1%
8500	TRANSFERS	843,175.00	0.00	0.00	0.00	0.0%
	TRANSFERS	\$843,175.00	\$0.00	\$0.00	\$0.00	0.0%
9582	CURB & GUTTER	1,036,966.00	1,078,445.00	1,132,367.00	53,922.00	5.0%
9800	ALLEY REPLACEMENT PROJECT	373,620.00	388,565.00	407,993.00	19,428.00	5.0%
	CAPITAL EXPENDITURES	\$1,410,586.00	\$1,467,010.00	\$1,540,360.00	\$73,350.00	5.0%
	DEPARTMENT: 85 - TRANSFERS	\$4,060,025.00	\$3,344,522.00	\$3,512,797.00	\$168,275.00	5.0%

City of University Park
CAPITAL PROJECTS TRANSFERS - UTILITY FUND
02-85

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	0.00	(50,000.00)	(50,000.00)	0.00	0.0%
9801	LINE REPLACEMENT PROJECT	2,445,576.00	2,543,395.00	2,670,565.00	127,170.00	5.0%
	DEPARTMENT: 85 TRANSFERS	\$2,445,576.00	\$2,493,395.00	\$2,620,565.00	\$ 127,170.00	5.1%

City of University Park
CAPITAL PROJECTS TRANSFERS - STORM WATER
05-85

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 05 - STORM WATER						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	0.00	50,000.00	50,000.00	0.00	0.0%
	DEPARTMENT: 85 TRANSFERS	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00

**REVENUES – UTILITY FUND
02-11**

No Employees

Water sales make up 61% of budgeted Utility Fund revenues. Water charges consist of 1) a minimum monthly rate, 2) a consumption charge per 1,000 gallons after that and, 3) an additional conservation surcharge of \$1.73 cents per 1,000 gallons for consumption over 30,000 gallons in a month.

Water Service

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

Consumption charge per 1,000 per gallons/month:	
Up to 30,999 gallons	\$4.65
Over 30,000 gallons	\$1.73

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$2.4699/1,000 gallons. Over an entire year the City will purchase over two billion gallons of water.

Wastewater charges make up 39% 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 and excluded outdoor irrigation purposes. This average is used as the basis for a customer's wastewater charge, which remains fixed for one year, until the next winter average is calculated.

Sewer Service

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

The City's wastewater collection system carries wastewater to the City of Dallas, where the City of Dallas Water Utilities performs treatment at one of their plants. The cost to University Park for this service is based on the average winter water consumption for the entire city (currently 84.048 million gallons/month), an infiltration/inflow factor (currently 1.053) and a consumption charge (currently 2.4647 per 1,000 gallons).

City of University Park

REVENUES - UTILITY FUND

02-11

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 11 - REVENUE						
3450	WATER SALES-RESIDENTIAL	7,412,693.83	8,220,000.00	7,853,000.00	(367,000.00)	-4.5%
3451	WATER SALES-COMMERCIAL	342,717.38	380,000.00	363,000.00	(17,000.00)	-4.5%
3452	WATER SALES-CHURCH/SCHOOL	319,364.96	340,000.00	338,000.00	(2,000.00)	-0.6%
3521	WATER SALES-SMU	1,177,295.27	1,270,000.00	1,247,000.00	(23,000.00)	-1.8%
3523	METER INSTALLATION	192,775.49	210,000.00	190,000.00	(20,000.00)	-9.5%
3524	WATER RECONNECTIONS	6,179.65	5,000.00	5,000.00	0.00	0.0%
3525	TESTING FEES	280.00	400.00	300.00	(100.00)	-25.0%
WATER REVENUE		\$9,451,306.58	\$10,425,400.00	\$9,996,300.00	(\$429,100.00)	-4.1%
3532	SEWER CHRG-SMU	619,105.92	700,000.00	705,000.00	5,000.00	0.7%
3533	SEWER PERMITS	302,620.03	325,000.00	275,000.00	(50,000.00)	-15.4%
3550	SEWER CHRG-RESIDENTIAL	3,945,918.86	4,270,000.00	4,488,000.00	218,000.00	5.1%
3551	SEWER CHRG-COMMERCIAL	189,791.13	200,000.00	214,000.00	14,000.00	7.0%
3552	SEWER CHRG-CHURCH/SCHOOL	96,423.37	100,000.00	116,000.00	16,000.00	16.0%
WASTEWATER REVENUE		\$5,153,859.31	\$5,595,000.00	\$5,798,000.00	\$203,000.00	3.6%
3850	AUCTION/SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.0%
AUCTION/SALE OF EQUIPMENT		\$0.00	\$0.00	\$0.00	\$0.00	0.0%
3900	INTEREST EARNINGS	14,654.11	2,750.00	20,000.00	17,250.00	627.3%
INTEREST EARNINGS		\$14,654.11	\$2,750.00	\$20,000.00	\$17,250.00	627.3%
3908	GAIN(LOSS) - FIXED ASSETS	0.00	0.00	0.00	0.00	0.0%
3999	OTHER REVENUE	840.00	1,500.00	1,500.00	0.00	0.0%
OTHER REVENUE		\$840.00	\$1,500.00	\$1,500.00	\$0.00	0.0%
DEPARTMENT Total: 11 - REVENUE		\$14,620,660.00	\$16,024,650.00	\$15,815,800.00	(\$208,850.00)	-1.3%

**UTILITY BILLING OFFICE
02-21**

Located in City Hall, 3800 University Boulevard

Four Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 fifteenth 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 any adjustments made, 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.

About 11% of the City's customers pay their bill using automatic bank drafting. Most customer payments arrive via traditional lockbox (Bank of Texas) or e-lockbox (Mid-South Imaging) for bank generated bill-pay checks. A steadily increasing number of customers pay their bills via credit card using the City's website. In November 2011 the City launched the eUtility product from New World Systems, which automates online credit card payments and allows customers to view their bill history and water consumption online. Customers may also choose to receive an electronic bill instead of traditional paper bill.

City of University Park

UTILITY BILLING OFFICE

02-21

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 21 - UTILITIES OFFICE						
1001	REGULAR EARNINGS	224,934.88	220,699.00	232,738.00	12,039.00	5.5%
1002	OVERTIME EARNINGS	150.60	1,291.00	1,000.00	(291.00)	-22.5%
1005	LONGEVITY PAY	2,364.63	1,963.00	2,107.00	144.00	7.3%
1110	EMPLOYERS SHARE F.I.C.A.	16,006.66	17,132.00	18,042.00	910.00	5.3%
1120	EMPLOYERS SHARE T.M.R.S.	12,769.30	15,295.00	17,567.00	2,272.00	14.9%
1130	INSURANCE-EMPLOYEE LIFE	988.86	1,446.00	1,373.00	(73.00)	-5.0%
1131	INSURANCE-WORKMENS COMP	170.04	336.00	354.00	18.00	5.4%
1132	INSURANCE-UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.0%
1135	HEALTH INSURANCE	46,718.88	50,100.00	52,648.00	2,548.00	5.1%
SALARIES & BENEFITS		\$304,103.85	\$308,262.00	\$325,829.00	\$17,567.00	5.7%
2029	CLOTHING ALLOWANCE	0.00	0.00	280.00	280.00	
2100	OFFICE SUPPLIES	1,949.98	4,750.00	3,550.00	(1,200.00)	-25.3%
2318	COMPUTER SUPPLIES	0.00	0.00	0.00	0.00	0.0%
2320	GAS, OIL & GREASE	386.79	562.00	694.00	132.00	23.5%
SUPPLIES		\$2,336.77	\$5,312.00	\$4,524.00	(\$788.00)	-14.8%
3010	POSTAGE	37,385.30	40,000.00	37,000.00	(3,000.00)	-7.5%
3060	PROFESSIONAL SERVICES/FEES	35,333.60	26,500.00	26,500.00	0.00	0.0%
3063	PROGRAMMING/MAINTENANCE	21,132.27	16,324.00	16,846.00	522.00	3.2%
3113	PUBLICATIONS/PRINTING	760.21	1,401.00	1,401.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	0.00	0.00	600.00	600.00	0.0%
PROFESSIONAL FEES		\$94,611.38	\$84,225.00	\$82,347.00	(\$1,878.00)	-2.2%
4110	HEAT,LIGHT,WATER UTIL	100,716.74	98,500.00	71,862.00	(26,638.00)	-27.0%
4120	TELEPHONE SERVICE	1,355.55	1,820.00	531.00	(1,289.00)	-70.8%
4270	SEWER PAYMENTS	2,072,385.48	2,769,236.00	3,181,916.00	412,680.00	14.9%
4280	WATER PURCHASES	4,612,771.15	5,259,209.00	4,934,936.00	(324,273.00)	-6.2%
UTILITIES		\$6,787,228.92	\$8,128,765.00	\$8,189,245.00	\$60,480.00	0.7%
5500	INSURANCE-AUTO LIABILITY	74.04	368.00	387.00	19.00	5.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,343.00	7,210.00	2,884.00	(4,326.00)	-60.0%
5506	INSURANCE - GEN'L LIABILITY	3,581.04	957.00	383.00	(574.00)	-60.0%
INSURANCE		\$5,998.08	\$8,535.00	\$3,654.00	(\$4,881.00)	-57.2%
6200	EQUIP REPAIRS/NON VEHICLE	433.01	500.00	500.00	0.00	0.0%
OUTSIDE SERVICES		\$433.01	\$500.00	\$500.00	\$0.00	0.0%
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	17.25	0.00	500.00	500.00	0.0%
6195	OPERATIONS	1,508.04	2,100.00	2,039.00	(61.00)	-2.9%
7150	DUES & SUBSCRIPTIONS	0.00	600.00	300.00	(300.00)	-50.0%
7170	TRAVEL EXPENSE	473.90	5,600.00	3,201.00	(2,399.00)	-42.8%
7201	COMPUTER EQT UNDER \$5000	0.00	500.00	8,206.00	7,706.00	1541.2%
7202	MICRO COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	723.24	1,000.00	200.00	(800.00)	-80.0%
7240	TUITION & TRAINING	3,535.60	5,040.00	2,350.00	(2,690.00)	-53.4%
7475	IMPROVEMENTS-UNDER \$5000	0.00	0.00	0.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	1,836.96	1,934.00	1,934.00	0.00	0.0%
OTHER EXPENSE		\$8,094.99	\$16,774.00	\$18,730.00	\$1,956.00	11.7%
8010	CONTRIBUTION TO GEN. FUND	666,000.00	700,000.00	700,000.00	0.00	0.0%
CONTRIBUTIONS		\$666,000.00	\$700,000.00	\$700,000.00	\$0.00	0.0%
9100	EQUIPMENT OVER \$5000	0.00	6,000.00	0.00	(6,000.00)	-100.0%
CAPITAL EXPENDITURES		\$0.00	\$6,000.00	\$0.00	(\$6,000.00)	-100.0%
DEPARTMENT Total: 21 - UTILITIES OFFICE		\$7,868,807.00	\$9,258,373.00	\$9,324,829.00	\$66,456.00	0.7%

INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

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

FUNCTION	ACTUAL 2015-2016		BUDGET 2016-2017		ADOPTED 2018	
	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>
Assistant Director of Public Works 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 469 fire hydrants. In 2017, the division poured over a linear mile of concrete in the City's alleys and repaired 43 water main breaks.

City of University Park
INFRASTRUCTURE MAINTENANCE - UTILITIES
02-22

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 22 - UTILITIES						
1001	REGULAR EARNINGS	1,551,993.35	1,578,703.00	1,581,189.00	2,486.00	0.2%
1002	OVERTIME EARNINGS	58,472.41	46,468.00	46,000.00	(468.00)	-1.0%
1005	LONGEVITY PAY	19,512.88	20,016.00	18,805.00	(1,211.00)	-6.1%
1009	CELL PHONE ALLOWANCE	3,120.00	3,120.00	3,120.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	118,836.86	125,856.00	125,920.00	64.00	0.1%
1120	EMPLOYERS SHARE T.M.R.S.	93,184.91	112,146.00	122,750.00	10,604.00	9.5%
1130	INSURANCE-EMPLOYEE LIFE	8,699.84	10,368.00	9,331.00	(1,037.00)	-10.0%
1131	INSURANCE-WORKMENS COMP	25,773.96	28,899.00	28,271.00	(628.00)	-2.2%
1132	INSURANCE-UNEMPLOYMENT	2,909.76	0.00	0.00	0.00	0.0%
1135	HEALTH INSURANCE	294,924.15	325,650.00	342,212.00	16,562.00	5.1%
SALARIES & BENEFITS		\$2,177,428.12	\$2,251,226.00	\$2,277,598.00	\$26,372.00	1.2%
2029	CLOTHING ALLOWANCE	14,916.58	19,079.00	17,071.00	(2,008.00)	-10.5%
2100	OFFICE SUPPLIES	2,938.93	3,440.00	3,400.00	(40.00)	-1.2%
2318	COMPUTER SUPPLIES	0.00	500.00	0.00	(500.00)	-100.0%
2320	GAS, OIL & GREASE	43,244.08	67,414.00	73,242.00	5,828.00	8.6%
2350	SUPPLIES & MATERIALS	24,981.83	322,000.00	54,784.00	(267,216.00)	-83.0%
2370	BACKFILL MATERIALS	123,466.24	216,843.00	202,039.00	(14,804.00)	-6.8%
SUPPLIES		\$209,547.66	\$629,276.00	\$350,536.00	(\$278,740.00)	-44.3%
3003	BOARD MEETINGS	533.01	500.00	500.00	0.00	0.0%
3010	POSTAGE	121.80	100.00	100.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	34,534.11	144,250.00	62,751.00	(81,499.00)	-56.5%
3063	PROGRAMMING/MAINTENANCE	81,088.02	82,387.00	13,440.00	(68,947.00)	-83.7%
3113	PUBLICATIONS/PRINTING	684.60	500.00	500.00	0.00	0.0%
3115	CONTRACT MAINTENANCE	(2,103.37)	5,233.00	5,641.00	408.00	7.8%
PROFESSIONAL FEES		\$114,858.17	\$232,970.00	\$82,932.00	(\$150,038.00)	-64.4%
4110	HEAT,LIGHT,WATER, UTIL	8,807.88	9,000.00	7,479.00	(1,521.00)	-16.9%
4120	TELEPHONE SERVICE	4,419.98	5,095.00	3,982.00	(1,113.00)	-21.8%
UTILITIES		\$13,227.86	\$14,095.00	\$11,461.00	(\$2,634.00)	-18.7%
5500	INSURANCE-AUTO LIABILITY	13,401.00	7,361.00	7,346.00	(15.00)	-0.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	15,816.00	28,840.00	15,862.00	(12,978.00)	-45.0%
5506	INSURANCE-GEN'L LIABILITY	1,823.04	3,830.00	2,106.00	(1,724.00)	-45.0%
INSURANCE		\$31,040.04	\$40,031.00	\$25,314.00	(\$14,717.00)	-36.8%
6200	EQUIP REPAIRS/NON VEHICLE	0.00	2,150.00	1,750.00	(400.00)	-18.6%
OUTSIDE SERVICES		\$0.00	\$2,150.00	\$1,750.00	(\$400.00)	-18.6%
6190	AUTO REPAIRS	39,440.37	66,000.00	64,500.00	(1,500.00)	-2.3%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	254,865.96	243,091.00	246,160.00	3,069.00	1.3%
6355	UTILITY MAIN MAINTENANCE	502,858.70	422,000.00	475,000.00	53,000.00	12.6%
7150	DUES & SUBSCRIPTIONS	805.00	2,127.00	7,683.00	5,556.00	261.2%
7170	TRAVEL EXPENSE	2,237.77	6,683.00	7,471.00	788.00	11.8%
7201	COMPUTER EQT UNDER \$5000	0.00	1,100.00	1,509.00	409.00	37.2%
7221	OTHER EXPENSE	5,651.59	10,500.00	2,201.00	(8,299.00)	-79.0%
7240	TUITION & TRAINING	4,869.58	4,603.00	4,601.00	(2.00)	0.0%
7260	EQUIPMENT RENTAL	0.00	3,000.00	3,000.00	0.00	0.0%
7331	EQUIPMENT UNDER \$5000	2,872.93	5,000.00	10,999.00	5,999.00	120.0%
7500	DEPRECIATION EXPENSE	78,972.38	0.00	0.00	0.00	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRГ	111,839.04	135,561.00	169,643.00	34,082.00	25.1%
OTHER EXPENSE		\$1,004,413.32	\$899,665.00	\$992,767.00	\$93,102.00	10.3%
8010	CONTRIBUTION TO GEN. FUND	185,499.98	0.00	0.00	0.00	0.0%
CONTRIBUTIONS		\$185,499.98	\$0.00	\$0.00	\$0.00	0.0%
1140	PERSONNEL REIMBURSEMENT	0.00	181,000.00	186,500.00	5,500.00	3.0%
TRANSFERS		\$0.00	\$181,000.00	\$186,500.00	\$5,500.00	3.0%
9100	EQUIPMENT OVER \$5000	0.00	14,000.00	0.00	(14,000.00)	-100.0%
CAPITAL EXPENDITURES		\$0.00	\$14,000.00	\$0.00	(\$14,000.00)	-100.0%
DEPARTMENT Total: 22 - UTILITIES		\$3,736,015.15	\$4,264,413.00	\$3,928,858.00	(\$335,555.00)	-7.9%

**REVENUES – 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 22% 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 11% 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

REVENUES - SANITATION FUND

04-11

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 11 - REVENUE						
3501	REFUSE COLL-SMU	151,252.44	150,000.00	150,000.00	0.00	0.0%
3503	YARD BAGS/RECYCLING REBATE	0.00	0.00	30,000.00	30,000.00	0.0%
3504	RECYCLING REVENUE	316,901.84	320,000.00	320,000.00	0.00	0.0%
3540	REFUSE COLL - RESIDENTIAL	1,782,599.15	1,875,750.00	1,875,750.00	0.00	0.0%
3541	REFUSE COLL - COMMERCIAL	385,311.89	460,500.00	525,000.00	64,500.00	14.0%
3542	REFUSE COLL-CHURCH/SCHOOL	152,600.73	170,100.00	160,000.00	(10,100.00)	-5.9%
3543	BRUSH/SPECIAL PICKUP CHRG	72,091.90	70,000.00	70,000.00	0.00	0.0%
REFUSE & RECYCLING		\$2,860,757.95	\$3,046,350.00	\$3,130,750.00	\$84,400.00	2.8%
3900	INTEREST EARNINGS	4,241.78	500.00	4,000.00	3,500.00	700.0%
INTEREST EARNINGS		\$4,241.78	\$500.00	\$4,000.00	\$3,500.00	700.0%
DEPARTMENT Total: 11 - REVENUE		\$2,864,999.73	\$3,046,850.00	\$3,134,750.00	\$87,900.00	2.9%

**SANITATION
04-60**

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

Twenty-eight Employees:
All Full Time

FUNCTION	ACTUAL 2015-2016	BUDGET 2016-2017	ADOPTED 2018
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 began a new contract in January 2017 with 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 FY2017, the Division handled more than 12,724 tons of solid waste, 1,569 tons of yard waste, and 3,341 tons of recyclable materials. The division recycled approximately 60,000 lbs. of metal.

City of University Park

SANITATION

04-60

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 60 - SANITATION						
1001	REGULAR EARNINGS	1,400,038.63	1,371,829.00	1,398,182.00	26,353.00	1.9%
1002	OVERTIME EARNINGS	73,950.09	52,615.00	59,000.00	6,385.00	12.1%
1005	LONGEVITY PAY	15,923.03	14,604.00	14,560.00	(44.00)	-0.3%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	2,520.00	0.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	111,087.88	110,083.00	112,590.00	2,507.00	2.3%
1120	EMPLOYERS SHARE T.M.R.S.	86,546.12	97,798.00	109,692.00	11,894.00	12.2%
1130	INSURANCE-EMPLOYEE LIFE	7,122.59	8,963.00	8,245.00	(718.00)	-8.0%
1131	INSURANCE-WORKMENS COMP	39,762.07	39,958.00	39,943.00	(15.00)	0.0%
1135	HEALTH INSURANCE	305,870.58	325,650.00	329,050.00	3,400.00	1.0%
SALARIES & BENEFITS		\$2,042,820.99	\$2,024,020.00	\$2,073,782.00	\$49,762.00	2.5%
2029	CLOTHING ALLOWANCE	13,983.92	20,801.00	14,771.00	(6,030.00)	-29.0%
2100	OFFICE SUPPLIES	1,932.25	2,000.00	2,000.00	0.00	0.0%
2320	GAS, OIL & GREASE	70,691.31	122,152.00	121,023.00	(1,129.00)	-0.9%
2350	SUPPLIES & MATERIALS	15,227.77	13,192.00	4,201.00	(8,991.00)	-68.2%
SUPPLIES		\$101,835.25	\$158,145.00	\$141,995.00	(\$16,150.00)	-10.2%
3010	POSTAGE	4.22	200.00	200.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	1,212.88	2,500.00	3,000.00	500.00	20.0%
3063	PROGRAMMING/MAINTENANCE	1,305.04	6,679.00	6,679.00	0.00	0.0%
3113	PUBLICATIONS/PRINTING	(311.29)	1,600.00	4,300.00	2,700.00	168.8%
3115	CONTRACT MAINTENANCE	4,242.12	4,293.00	4,518.00	225.00	5.2%
PROFESSIONAL FEES		\$6,452.97	\$15,272.00	\$18,697.00	\$3,425.00	22.4%
4110	HEAT,LIGHT,WATER UTIL	14,796.46	14,600.00	11,351.00	(3,249.00)	-22.3%
4120	TELEPHONE SERVICE	4,257.77	5,025.00	2,305.00	(2,720.00)	-54.1%
4390	LAND FILL	101,281.18	118,000.00	115,000.00	(3,000.00)	-2.5%
4392	DISPOSAL FEES CONTINGENCY	0.00	100,000.00	100,000.00	0.00	0.0%
UTILITIES		\$120,335.41	\$237,625.00	\$228,656.00	(\$8,969.00)	-3.8%
5500	INSURANCE-AUTO LIABILITY	9,431.04	9,662.00	9,666.00	4.00	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	15,816.00	17,304.00	15,862.00	(1,442.00)	-8.3%
5506	INSURANCE - GEN'L LIABILITY	1,523.04	2,298.00	2,106.00	(192.00)	-8.4%
INSURANCE		\$26,770.08	\$29,264.00	\$27,634.00	(\$1,630.00)	-5.6%
6186	TRANSFER STATION REPAIR	19,746.70	18,800.00	58,400.00	39,600.00	210.6%
6400	RECYCLING FEES	14,206.14	25,000.00	1.00	(24,999.00)	-100.0%
OUTSIDE SERVICES		\$33,952.84	\$43,800.00	\$58,401.00	\$14,601.00	33.3%
6190	AUTO REPAIRS	143,456.28	89,000.00	107,000.00	18,000.00	20.2%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	192,468.00	176,238.00	188,641.00	12,403.00	7.0%
6318	CONTAINER MAINTENANCE	(150.72)	3,120.00	3,100.00	(20.00)	-0.6%
7150	DUES & SUBSCRIPTIONS	1,042.00	1,585.00	4,481.00	2,896.00	182.7%
7170	TRAVEL EXPENSE	1,366.89	6,000.00	5,700.00	(300.00)	-5.0%
7201	COMPUTER EQT UNDER \$5000	1,224.13	0.00	1,509.00	1,509.00	0.0%
7221	OTHER EXPENSE	22,195.84	14,550.00	7,038.00	(7,512.00)	-51.6%
7240	TUITION & TRAINING	2,758.73	1,850.00	1,300.00	(550.00)	-29.7%
7392	CONTAINERS	33,382.00	32,000.00	13,530.00	(18,470.00)	-57.7%
7500	DEPRECIATION EXPENSE	4,750.00	0.00	0.00	0.00	0.0%
7601	HAZARDOUS WASTE SERVICE	27,915.38	32,000.00	38,100.00	6,100.00	19.1%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	211,776.96	232,928.00	233,988.00	1,060.00	0.5%
OTHER EXPENSE		\$642,185.49	\$589,271.00	\$604,387.00	\$15,116.00	2.6%
DEPARTMENT Total: 60 - SANITATION		\$2,974,353.03	\$3,097,397.00	\$3,153,552.00	\$56,155.00	1.8%

STORMWATER UTILITY – REVENUES

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.

STORMWATER UTILITY – EXPENSES

05-23

No Employees

The Stormwater Utility provides funding for activities and supplies essential to the implementation of the City's federally mandated Stormwater Management Plan (SWMP). The Clean Water Act requires states and local municipalities to address stormwater 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 in to the TCEQ for review and approval in May 2014. The SWMP is currently in Permit Year 3 of its Revised Permit.

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

- Street sweeping to remove debris from the road ways
- Stormwater 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 stormwater management methods, materials, and information

City of University Park
REVENUES - STORMWATER
05-11

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 11 - REVENUE						
3903	STORMWATER FEE-COMMERCIAL	14,030.08	14,420.00	15,000.00	580.00	4.0%
3904	STORM FEE-RESIDENTIAL	410,948.39	426,420.00	447,000.00	20,580.00	4.8%
3906	STORM FEE-CHURCH/SCHOOL	8,324.42	10,712.00	11,000.00	288.00	2.7%
	STORM FEE	433,302.89	\$451,552.00	\$473,000.00	\$21,448.00	4.7%
3900	INTEREST EARNINGS	1,381.54	1,500.00	2,000.00	500.00	33.3%
	INTEREST EARNINGS	\$1,381.54	\$1,500.00	\$2,000.00	\$500.00	33.3%
	DEPARTMENT Total: 11 - REVENUE	\$434,684.43	\$453,052.00	\$475,000.00	\$21,948.00	4.8%

City of University Park
EXPENSE - STORMWATER
05-23

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 23 - STORM WATER UTILITY						
2100	OFFICE SUPPLIES	22.95	50.00	50.00	0.00	0.0%
2350	SUPPLIES & MATERIALS	0.00	2,000.00	2,000.00	0.00	0.0%
	SUPPLIES	\$22.95	\$2,050.00	\$2,050.00	\$0.00	0.0%
3010	POSTAGE	0.00	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	58,849.93	69,201.00	65,002.00	(4,199.00)	-6.1%
3113	PUBLICATIONS/PRINTING	1,127.86	1,000.00	1,000.00	0.00	0.0%
	PROFESSIONAL FEES	\$59,977.79	\$70,251.00	\$66,052.00	(\$4,199.00)	-6.0%
7150	DUES & SUBSCRIPTIONS	7,080.00	7,100.00	7,300.00	200.00	2.8%
7221	OTHER EXPENSE	53.48	200.00	200.00	0.00	0.0%
7240	TUITION & TRAINING	1,750.00	2,875.00	2,875.00	0.00	0.0%
	OTHER EXPENSE	\$8,883.48	\$10,175.00	\$10,375.00	\$200.00	2.0%
9305	STORMWATER EXPENSES	0.00	317,524.00	321,523.00	3,999.00	1.3%
	CAPITAL EXPENDITURES	\$0.00	\$317,524.00	\$321,523.00	\$3,999.00	1.3%
	DEPARTMENT Total: 23 - STORM WATER UTILITY	\$68,884.22	\$400,000.00	\$400,000.00	\$0.00	0.0%

CAPITAL IMPROVEMENT PROJECTS (CIP)

**Enterprise (Water and Sewer Projects) – Revenue
42-42**

See Capital Projects Section

**Enterprise – Revenue
42-11**

**General Governmental Projects – Revenue
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 are assigned leading project number by the initiated year then 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 FY2018-2020 CIP lists all identified projects, their estimated costs and projected revenues. The first of the CIP serves as the capital budget (FY2018), 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

CIP - ENTERPRISE- REVENUE

42-11

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	373,620.00	388,565.00	407,993.00	19,428.00	5.00%
3102	TRANSFER - UTILITY FUND	2,445,572.00	2,543,395.00	2,670,565.00	127,170.00	5.00%
TRANSFERS FROM OTHER FUNDS		\$2,819,192.00	\$2,931,960.00	\$3,078,558.00	\$146,598.00	5.00%
3900	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00%
INTEREST EARNINGS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE		\$2,819,192.00	\$2,931,960.00	\$3,078,558.00	\$146,598.00	5.00%

City of University Park

CIP - GENERAL GOVERNMENT PROJECTS - REVENUE

44-11

FUND: 44 - CAPITAL PROJECTS - GEN GOVT

DEPARTMENT: 11 - REVENUE

3101	TRANSFER - GENERAL FUND	2,843,226.00	2,956,956.00	3,104,804.00	147,848.00	5.0%
TRANSFERS FROM OTHER FUNDS		\$2,843,226.00	\$2,956,956.00	\$3,104,804.00	\$147,848.00	4.0%
3900	INTEREST EARNINGS	25,000.00	25,000.00	25,000.00	0.00	0.0%
INTEREST EARNINGS		\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0.0%
DEPARTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE		\$2,868,226.00	\$2,981,956.00	\$3,129,804.00	\$147,848.00	5.0%

City of University Park

CIP - GENERAL GOVERNMENT PROJECTS

44-44

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT						
1001	REGULAR EARNINGS	85,784.00	85,129.00	92,322.00	7,193.00	8.4%
1110	EMPLOYERS SHARE F.I.C.A.	6,563.00	6,512.00	7,063.00	551.00	8.5%
1120	EMPLOYERS SHARE T.M.R.S.	4,885.00	5,841.00	6,533.00	692.00	11.8%
1131	INSURANCE-WORKMENS COMP	69.00	128.00	132.00	4.00	3.1%
1135	HEALTH INSURANCE	11,725.00	12,525.00	12,525.00	0.00	0.0%
SALARIES & BENEFITS		\$109,026.00	\$110,135.00	\$118,575.00	\$8,440.00	7.7%
7221	OTHER EXPENSE	3,875.00	0.00	0.00	0.00	0.0%
7500	DEPRECIATION EXPENSE	10,422.00	0.00	0.00	0.00	0.0%
OTHER EXPENSE		\$14,297.00	\$0.00	\$0.00	\$0.00	0.0%
4410	CAPITAL PROJECTS-GEN FUND	2,769,970.33	0.00	0.00	0.00	0.0%
CAPITAL EXPENDITURES		\$2,769,970.33	\$0.00	\$0.00	\$0.00	0.0%
DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS		\$2,893,293.33	\$110,135.00	\$118,575.00	\$8,440.00	7.7%

**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. The program is configured as a Preferred Provider Organization (PPO) using an outside PPO provider network. A third-party insurance company coinsures with the City for claims administration and individual claim retention levels, with policy limits set at \$75,000 per occurrence and an aggregate stop loss of \$3,133,591 per year.

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City of University Park

SELF INSURANCE 45-45

Account Number	Description	2015 Actual Amount	2016 Actual Amount	2017 Estimated Amount	\$ Change	% Change
FUND: 45 - SELF INSURANCE						
DEPARTMENT: 45 - SELF INSURANCE						
5803	CLAIMS-PUBLIC	114,173	125,657	5,512	(120,145.80)	-95.6%
5805	CLAIMS-GENERAL LIABILITY	7,728	4,151	803	(3,347.82)	-80.6%
5806	CLAIMS-AUTO LIAB/DAMG	115,627	20,549	40,213	19,663.95	95.7%
5808	CLAIMS-BLDG & CONTENTS	0.00	25,000	1,375	(23,624.94)	-94.5%
5810	CLAIMS-WORKMENS COMP	238,457	189,438	111,840	(77,597.59)	-41.0%
5813	CLAIMS-EMP HEALTH INS	2,485,162	2,350,402	2,470,823	120,420.78	5.1%
5815	INSURANCE PREMIUM	661,032	734,452	777,280	42,828.07	5.8%
	OTHER	\$ 3,622,179.00	\$ 3,449,649.03	\$ 3,407,845.68	\$ (41,803.35)	-1.2%
7221	OTHER EXPENSE	126,328.00	146,563.96	122,187.49	(24,376.47)	-16.6%
7224	ADMIN-EMP HEALTH INS	100,948.00	93,207.61	101,085.32	7,877.71	8.5%
7230	LEGAL EXPENSE	0.00	0.00	0.00	0.00	0.0%
	SELF INSURANCE	\$ 227,276.00	\$ 239,771.57	\$ 223,272.81	\$ (16,498.76)	-6.9%
DEPARTMENT Total: 45 - SELF INSURANCE TOTAL		\$ 3,849,455.00	\$ 3,689,420.60	\$ 3,631,118.49	\$ (58,302.11)	-1.6%

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

No Employees

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 actually 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, net of expected salvage value, is divided by the number of years the vehicle 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	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 11 - REVENUE						
3161.01	VEH MAINTENANCE-GEN FUND	472,482.00	407,691.00	449,271.00	41,580.00	10.2%
3161.02	VEH MAINTENANCE-UTIL FUND	140,782.00	127,418.00	126,050.00	(1,368.00)	-1.1%
3161.04	VEH MAINTENANCE-SANITATN	161,195.00	142,511.00	151,668.00	9,157.00	6.4%
3162.01	WHSE ALLOCATION-GEN FUND	126,961.00	138,516.00	136,305.00	(2,211.00)	-1.6%
3162.02	WHSE ALLOCATION-UTIL FUND	115,591.00	117,774.00	122,149.00	4,375.00	3.7%
3162.04	WHSE ALLOCATION-SANITATN	31,273.00	33,727.00	36,973.00	3,246.00	9.6%
3163.01	VEH REPLACEMENT-GEN FUND	370,279.00	508,302.00	514,900.00	6,598.00	1.3%
3163.02	VEH REPLACEMENT-UTIL FUND	113,676.00	137,495.00	171,577.00	34,082.00	24.8%
3163.04	VEH REPLACEMENT-SANITATN	211,777.00	232,928.00	233,988.00	1,060.00	0.5%
WAREHOUSE ALLOCATION		\$1,744,016.00	\$1,846,362.00	\$1,942,881.00	\$96,519.00	5.2%
3900	INTEREST EARNINGS	1,741.00	0.00	0.00	0.00	0.0%
WAREHOUSE INTEREST		\$1,741.00	\$0.00	\$0.00	\$0.00	0.0%

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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 2015-2016	BUDGET 2016-2017	ADOPTED 2018
GARAGE:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
WAREHOUSE:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

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

Garage

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

Warehouse

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

City of University Park

GARAGE

47-30

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 30 - GARAGE						
1001	REGULAR EARNINGS	497,615.00	409,369.00	418,313.00	8,944.00	2.2%
1002	OVERTIME EARNINGS	1,157.00	1,426.00	2,000.00	574.00	40.3%
1004	MISC ALLOWANCE	1,600.00	1,200.00	1,600.00	400.00	33.3%
1005	LONGEVITY PAY	4,149.00	1,900.00	2,403.00	503.00	26.5%
1110	EMPLOYERS SHARE F.I.C.A.	38,596.00	31,663.00	32,460.00	797.00	2.5%
1120	EMPLOYERS SHARE T.M.R.S.	28,717.00	28,299.00	31,606.00	3,307.00	11.7%
1130	INSURANCE-EMPLOYEE LIFE	2,641.00	2,694.00	2,469.00	(225.00)	-8.4%
1131	INSURANCE-WORKMENS COMP	6,023.00	8,020.00	7,933.00	(87.00)	-1.1%
1135	HEALTH INSURANCE	82,075.00	75,150.00	78,972.00	3,822.00	5.1%
SALARIES & BENEFITS		\$662,573.00	\$559,721.00	\$577,756.00	\$18,035.00	3.2%
2029	CLOTHING ALLOWANCE	2,902.00	3,320.00	2,820.00	(500.00)	-15.1%
2100	OFFICE SUPPLIES	595.00	2,250.00	2,450.00	200.00	8.9%
2320	GAS, OIL & GREASE	2,600.00	1,271.00	1,516.00	245.00	19.3%
2350	SUPPLIES & MATERIALS	20,550.00	15,000.00	17,500.00	2,500.00	16.7%
SUPPLIES		\$26,647.00	\$21,841.00	\$24,286.00	2,445.00	11.2%
3010	POSTAGE	50.00	50.00	50.00	0.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	0.00	100.00	1,750.00	1,650.00	1650.0%
3063	PROGRAMMING/MAINTENANCE	13,626.00	12,987.00	10,678.00	(2,309.00)	-17.8%
PROFESSIONAL FEES		\$13,676.00	\$13,137.00	\$12,478.00	(\$659.00)	-5.0%
4110	HEAT,LIGHT,WATER UTIL	27,600.00	28,500.00	21,202.00	(7,298.00)	-25.6%
4120	TELEPHONE SERVICE	1,745.00	2,363.00	429.00	(1,934.00)	-81.8%
UTILITIES		\$29,345.00	\$30,863.00	\$21,631.00	(9,232.00)	-29.9%
5500	INSURANCE-AUTO LIABILITY	183.00	1,564.00	1,546.00	(18.00)	-1.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	4,686.00	2,884.00	4,326.00	1,442.00	50.0%
5506	INSURANCE - GEN'L LIABILITY	430.00	383.00	574.00	191.00	49.9%
INSURANCE		\$5,299.00	\$4,831.00	\$6,446.00	1,615.00	33.4%
6200	EQUIP REPAIRS/NON VEHICLE	5,000.00	5,000.00	3,000.00	(2,000.00)	-40.0%
6330	RADIO SERVICE	0.00	1,300.00	1,699.00	399.00	30.7%
OUTSIDE SERVICES		\$5,000.00	\$6,300.00	\$4,699.00	(\$1,601.00)	-25.4%
6190	AUTO REPAIRS	4,000.00	4,000.00	3,500.00	(500.00)	-12.5%
7150	DUES & SUBSCRIPTIONS	350.00	120.00	120.00	0.00	0.0%
7170	TRAVEL EXPENSE	0.00	1,000.00	500.00	(500.00)	-50.0%
7201	COMPUTER EQT UNDER \$5000	4,422.00	500.00	0.00	(500.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	3,800.00	3,500.00	0.00	(3,500.00)	-100.0%
7221	OTHER EXPENSE	2,000.00	1,000.00	0.00	(1,000.00)	-100.0%
7240	TUITION & TRAINING	4,000.00	5,000.00	5,000.00	0.00	0.0%
7260	EQUIPMENT RENTAL	1,050.00	1,500.00	1,500.00	0.00	0.0%
7331	EQUIPMENT UNDER \$5000	0.00	0.00	4,552.00	4,552.00	0.0%
7500	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	6,746.00	9,307.00	6,101.00	(3,206.00)	-34.4%
OTHER		\$26,368.00	\$25,927.00	\$21,273.00	(\$4,654.00)	-18.0%
9100	EQUIPMENT OVER \$5000	15,000.00	15,000.00	39,000.00	24,000.00	160.0%
CAPITAL EXPENDITURES		\$15,000.00	\$15,000.00	\$39,000.00	24,000.00	160.0%
DEPARTMENT Total: 30 - GARAGE TOTAL		\$783,908.00	\$677,620.00	\$707,569.00	\$29,949.00	4.4%

**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 2015-2016	BUDGET 2016-2017	ADOPTED 2018
GARAGE:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	1
Welding Technician	1	1	0
Equipment Service Technician	4	3	4
WAREHOUSE:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Parts Runner	1	1	1

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Garage

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Warehouse

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

City of University Park

WAREHOUSE

47-34

Account Number	Description	2016 Actual Amount	2017 Adopted Budget	2018 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 34 - WAREHOUSE						
1001	REGULAR EARNINGS	174,853.00	178,254.00	182,994.00	4,740.00	2.7%
1002	OVERTIME EARNINGS	0.00	600.00	0.00	(600.00)	-100.0%
1005	LONGEVITY PAY	1,837.00	2,136.00	2,029.00	(107.00)	-5.0%
1009	CELL PHONE ALLOWANCE	805.00	840.00	0.00	(840.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,517.00	13,845.00	14,154.00	309.00	2.2%
1120	EMPLOYERS SHARE T.M.R.S.	10,104.00	12,429.00	13,785.00	1,356.00	10.9%
1130	INSURANCE-EMPLOYEE LIFE	927.00	1,170.00	1,068.00	(102.00)	-8.7%
1131	INSURANCE-WORKMENS COMP	2,427.00	3,085.00	3,037.00	(48.00)	-1.6%
1135	HEALTH INSURANCE	35,175.00	37,575.00	39,486.00	1,911.00	5.1%
	SALARIES & BENEFITS	\$239,645.00	\$249,934.00	\$256,553.00	\$6,619.00	2.6%
2029	CLOTHING ALLOWANCE	850.00	920.00	960.00	40.00	4.3%
2100	OFFICE SUPPLIES	2,000.00	1,200.00	1,200.00	0.00	0.0%
2320	GAS, OIL & GREASE	2,200.00	1,510.00	1,599.00	89.00	5.9%
2350	SUPPLIES & MATERIALS	1,500.00	1,500.00	1,500.00	0.00	0.0%
	SUPPLIES	\$6,550.00	\$5,130.00	\$5,259.00	129.00	2.5%
3010	POSTAGE	100.00	100.00	50.00	(50.00)	-50.0%
3063	PROGRAMMING/MAINTENANCE	10,358.00	9,851.00	10,339.00	488.00	5.0%
	PROFESSIONAL FEES	\$10,458.00	\$9,951.00	\$10,389.00	438.00	4.4%
4110	HEAT,LIGHT,WATER UTIL	8,800.00	8,900.00	6,797.00	(2,103.00)	-23.6%
4120	TELEPHONE SERVICE	1,171.00	1,575.00	1,006.00	(569.00)	-36.1%
	UTILITIES	\$9,971.00	\$10,475.00	\$7,803.00	(2,672.00)	-25.5%
5500	INSURANCE-AUTO LIABILITY	91.00	368.00	387.00	19.00	5.2%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,757.00	1,442.00	1,442.00	0.00	0.0%
5506	INSURANCE-GEN'L LIABILITY	146.00	191.00	191.00	0.00	0.0%
	INSURANCE	\$1,994.00	\$2,001.00	\$2,020.00	\$19.00	0.9%
6200	EQUIP REPAIRS/NON VEHICLE	3,500.00	3,500.00	0.00	(3,500.00)	-100.0%
	OUTSIDE SERVICES	\$3,500.00	\$3,500.00	\$0.00	(3,500.00)	-100.0%
6190	AUTO REPAIRS	1,000.00	1,000.00	1,500.00	500.00	50.0%
7150	DUES & SUBSCRIPTIONS	0.00	200.00	0.00	(200.00)	-100.0%
7170	TRAVEL EXPENSE	0.00	0.00	3,700.00	3,700.00	0.0%
7201	COMPUTER EQT UNDER \$5000	0.00	1,100.00	0.00	(1,100.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.0%
7221	OTHER EXPENSE	400.00	400.00	400.00	0.00	0.0%
7240	TUITION & TRAINING	75.00	250.00	2,750.00	2,500.00	1000.0%
7260	EQUIPMENT RENTAL	500.00	500.00	500.00	0.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	3,667.00	5,576.00	4,093.00	(1,483.00)	-26.6%
	OTHER	\$5,642.00	\$9,026.00	\$12,943.00	3,917.00	43.4%
	DEPARTMENT Total: 34 - WAREHOUSE	\$277,760.00	\$290,017.00	\$294,967.00	\$4,950.00	1.7%

PERFORMANCE MEASURES



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

Function/Program	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Public Safety										
Police										
Parking tickets	5,783	5,481	4,927	5,277	8,426	7,333	6,886	2,873	6,386	5,793
Traffic violations	5,914	6,859	3,808	5,133	5,169	4,050	5,838	5,774	3,386	3,970
Accident calls	497	353	340	217	210	198	188	535	572	532
Total calls for service	17,336	16,907	19,946	25,835	25,756	24,162	24,636	27,767	30,199	31,051
Fire										
Number of fire runs	1,333	1,250	1,340	1,185	1,227	1,437	1,485	1,547	1,455	1,532
Number of EMS runs	1,251	1,120	1,156	1,113	1,012	1,100	1,073	1,033	1,038	1,077
Inspections	478	528	685	725	791	819	1,040	874	856	1,142
Parks										
Pool passes issued	2,755	2,635	3,480	3,422	3,186	3,161	3,036	2,821	2,645	2,465
Public Works										
Building permits issued	2,634	2,078	2,203	2,597	2,792	3,036	3,257	3,040	2,880	2,511
Work orders completed	9,911	9,406	7,576	7,758	8,203	7,436	6,970	7,538	6,824	7,216
Sanitation										
Waste hauled (tons)	14,012	15,508	17,219	15,022	15,295	15,052	14,487	15,139	12,806	12,751
Recycled materials (tons)	4,190	2,393	2,734	2,854	2,961	2,886	3,116	3,298	3,614	3,222
Green Waste	2,560	2,305	4,365	2,731	2,936	2,647	2,212	2,428	1,652	1,489
Utilities										
Number of consumers	8,624	8,732	8,764	8,790	8,747	8,813	8,848	8,797	8,830	8,815
Average daily consumption (ten thousands of gallons)	4,234	4,511	4,159	5,797	4,844	4,403	4,095	3,931	3,850	3,902

Sources: Various City Departments

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

Function/Program	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Public Safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	18	20	13	12	12	12	12	13	13	12
Motorcycle units	0	1	1	0	0	0	0	0	0	2
Fire										
Stations	1	1	1	1	1	1	1	1	1	1
Trucks	3	3	3	4	4	4	3	3	2	3
MICU	1	2	2	2	2	2	2	2	2	2
Parks										
Parks (acres)	60	60	60	60	60	60	60	60	60	60
Parks (number of)	8	8	8	9	10	10	11	11	11	11
Playgrounds	9	9	9	8	8	8	9	9	9	9
Swimming Pools	1	1	2	2	2	2	2	2	2	2
Tennis Courts	12	12	12	12	12	12	12	12	12	12
Water										
Water mains (miles)	89	89	89	89	89	89	89	89	89	89
Fire hydrants	471	476	472	472	469	470	473	473	473	473
Streets										
Streets (miles)	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6
Sewer										
Sanitary sewer lines (miles)	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8
Storm sewer lines (miles)	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9

Source: Various City Departments



**CITY OF UNIVERSITY PARK
CAPITAL PROJECTS**



**CITY OF UNIVERSITY PARK, TEXAS
FY2018 CAPITAL PROJECTS BUDGET - AS AMENDED**

Revenues		FY2018 AMENDED BUDGET	
Transfers from General Fund (budgeted)		\$	3,512,797.00
Transfers from Utility Fund (budgeted)		\$	2,670,565.00
Investment income		\$	25,000.00
Other Revenues -DART		\$	2,199,068.00
Other Revenues -MUD		\$	700,000.00
Other Revenues -HPISD		\$	384,116.00
Total Revenues		\$	9,491,546.00
Expenditures			
Personnel (Civil Engineer) & other expenses		\$	118,975.00
INFORMATION TECHNOLOGY			
Code Enforcement Migration to Energov	2016101	\$	24,153.00
HR Applicant Tracking	2017100	\$	12,515.00
Replace integrated library catalog system	2017101	\$	165,306.00
Cartegraph	2017102	\$	176,548.00
Alarm Monitoring System Replacement	2017103	\$	93,604.00
Community Development Electronic Plan Re	2017105	\$	70,000.00
Audio/Visual System Upgrade - City Hall	2018100	\$	125,000.00
INFORMATION TECHNOLOGY SUBTOTAL		\$	667,126.00
PARKS			
Pool Building Upgrades	26500	\$	2,460,821.00
Tollway Wall landscape	26900	\$	134,615.00
Goar Park restroom structure	2016203	\$	21,804.00
City Gateway Entrance Program	2017200	\$	185,000.00
Mockingbird Lane wall landscape	2017201	\$	19,152.00
McFarlin East - Dublin to Central	2017202	\$	100,000.00
Humann Park Landscape Improvements	2017203	\$	68,568.00
LED lighting upgrades	2017205	\$	10,961.00
Fountain Replacements (pond)	2018200	\$	100,000.00
John Roach track construction	2018201	\$	436,007.00
John Roach Track - Exercise Equipment	2018202	\$	180,000.00
Bench/table replacements	2018203	\$	50,000.00
PARKS SUBTOTAL		\$	3,766,928.00
PUBLIC SAFETY			
NextGen 911	33800	\$	78,842.00
Radio system replacement - comprehensive	33900	\$	1,000,000.00
LPR Systems (10 Units)	2018300	\$	250,000.00
PUBLIC SAFETY SUBTOTAL		\$	1,328,842.00
PUBLIC WORKS			
MPY 44-4500 Stanhope/Shenandoah & Oth	47050	\$	254,523.00
Water meter replacement	49230	\$	763,940.00
McFarlin Bridge	49700	\$	30,866.00
Asphalt Overlay Program 2015-16 NEW	2016400	\$	1,299,038.00
Sidewalk Replacement	2016402	\$	175,000.00
MPY 4200-4500 Normandy/San Carlos	2017400	\$	2,900,000.00
Miracle Mile Water Line	2017401	\$	1,000,000.00
Reconstruction of Old SMU Sewer	2017402	\$	850,000.00
NW Highway Elevated Tank	2017403	\$	1,864,775.00
Traffic signal replacement	2017404	\$	-
Sidewalk Replacement	2017405	\$	-
Asphalt Overlay 2018	2018400	\$	1,300,000.00
Traffic signal replacement	2018402	\$	765,000.00
Sidewalk Replacement	2018403	\$	350,000.00
City Hall Repairs	2018404	\$	70,000.00
MPY In-House Equipment Purchases	2018405	\$	850,000.00
Dallas County MCIP Master Plan	2018406	\$	250,000.00
University Boulevard Widening	2018407	\$	125,000.00
PUBLIC WORKS SUBTOTAL		\$	12,848,142.00
Projects contingency:			
Unplanned Projects Placeholder		\$	300,000.00
TOTAL PROJECT EXPENDITURES		\$	18,911,038.00

**CITY OF UNIVERSITY PARK, TEXAS
CAPITAL IMPROVEMENTS PROGRAM BUDGET SUMMARY
FY2018-FY2022**

	FY2018 YEAR 1 ESTIMATED SPENDING	FY2019 YEAR 2 ESTIMATED SPENDING	FY2020 YEAR 3 ESTIMATED SPENDING	FY2021 YEAR 4 ESTIMATED SPENDING	FY2022 YEAR 5 ESTIMATED SPENDING	FIVE-YEAR TOTAL
Beginning Balance	\$ 11,487,763	\$ 1,949,295	\$ 4,873,976	\$ 3,151,799	\$ 2,626,540	\$ 11,487,763
Revenues						
Transfer from General Fund	\$ 3,512,797	\$ 3,688,437	\$ 3,872,859	\$ 4,066,502	\$ 4,269,827	\$ 19,410,421
Transfer from Utility Fund	\$ 2,670,565	\$ 2,804,093	\$ 2,944,298	\$ 3,091,513	\$ 3,246,088	\$ 14,756,556
Investment income	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Other Revenues -DART	\$ 2,199,068	\$ 1,839,696	\$ 1,894,887	\$ 1,951,734	\$ 2,010,286	\$ 9,895,671
Other Revenues -MUD	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Other Revenues -HPISD	\$ 384,116	\$ -	\$ -	\$ -	\$ -	\$ 384,116
Total Revenues	\$ 9,491,546	\$ 8,357,226	\$ 8,737,043	\$ 9,134,748	\$ 9,551,201	\$ 45,271,764
Total Available Resources	\$ 20,979,308	\$ 10,306,521	\$ 13,611,020	\$ 12,286,547	\$ 12,177,740	\$ 56,759,527
Expenditures						
Personnel and Other	\$ 118,975	\$ 122,545	\$ 126,221	\$ 130,008	\$ 133,908	\$ 631,656
Information Technology	\$ 667,126	\$ 200,000	\$ 100,000	\$ -	\$ -	\$ 967,126
Parks	\$ 3,766,928	\$ 200,000	\$ 605,000	\$ -	\$ -	\$ 4,571,928
Public Safety	\$ 1,328,842	\$ -	\$ -	\$ -	\$ -	\$ 1,328,842
Public Works	\$ 12,848,142	\$ 4,610,000	\$ 9,328,000	\$ 9,230,000	\$ 8,675,000	\$ 44,691,142
Unplanned Proj/Emergency Repairs	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Project expenditures	\$ 18,911,038	\$ 5,310,000	\$ 10,333,000	\$ 9,530,000	\$ 8,975,000	\$ 53,059,038
Total Expenditures	\$ 19,030,013	\$ 5,432,545	\$ 10,459,221	\$ 9,660,008	\$ 9,108,908	\$ 53,690,694
Ending Balance	\$ 1,949,295	\$ 4,873,976	\$ 3,151,799	\$ 2,626,540	\$ 3,068,833	\$ 3,068,833
EMERGENCY RESERVE	\$ 1,200,000	\$ 1,500,000	\$ 1,800,000	\$ 2,100,000	\$ 2,400,000	\$ 2,400,000
PUBLIC SAFETY RADIO RESERVE	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
RESERVE ADJUSTED BALANCE	\$ 5,649,295	\$ 8,873,976	\$ 7,451,799	\$ 7,226,540	\$ 7,968,833	\$ 7,968,833

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

CITY OF UNIVERSITY PARK, TEXAS
CAPITAL IMPROVEMENTS PLAN FY2018-FY2022

		CURRENT YEAR	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		AMENDED BUDGET	ESTIMATED SPENDING	ESTIMATED SPENDING	ESTIMATED SPENDING	ESTIMATED SPENDING
Project Category / Title	Project No.	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
INFORMATION TECHNOLOGY						
Enterprise GIS system upgrade	13120					
Community Development software replacement	13400					
City Web site enhancement/upgrade	13500					
Code Enforcement Migration to Energov	2016101	24,153				
Planned Server Hardware Replacement NEW	2016103					
Online applicant tracking system (HR)	2017100	12,515				
Replace integrated library catalog system	2017101	165,306				
Cartegraph	2017102	176,548				
Alarm Monitoring System Replacement	2017103	93,604				
LaserFiche upgrade with eForms	2017104					
Community Development Electronic Plan Review	2017105	70,000				
Audio/Visual System Upgrade - City Hall	2018100	125,000				
Audio / Visual System Upgrade	2019100		200,000			
FleetFocus Replacement	2020100			100,000		
INFORMATION TECHNOLOGY SUBTOTAL		667,126	200,000	100,000		
PARKS						
Pool Master Plan and Building Upgrades	26500	2,460,821				
Tollway Wall Landscape - north of Lovers Lane	26900	134,615				
Elena's Children's Park Improvements - II	2016201					
Goar Park restroom structure	2016203	41,804				
LED lighting upgrades	2016204					
Walt Humann Park playground replacement	2016205					
Hitzelburger Park Fountain LED Lighting	2016206					
Playground Resurfacing	2016207					
City Gateway Entrance Program	2017200	165,000				
Mockingbird Lane wall landscape	2017201	19,152				
McFarlin East - Dublin to Central	2017202	100,000				
Humann Park Landscape Improvements	2017203	68,568				
Bench/table replacements	2017204					
LED lighting upgrades	2017205	10,961				
Fountain Replacements (pond)	2018200	100,000				
John Roach track construction	2018201	436,007				
John Roach Track - Exercise Equipment	2018202	180,000				
Bench/table replacements	2018203	50,000				
Goar Park Decorative Fence	2019200		50,000	50,000		
Pool Filter Upgrades	2019201		50,000			
Tennis court resurfacing program	2019202		100,000			
Pool Slide Replacement	2020200			300,000		
Pool Replastering	2020201			125,000		
Athletic Field Renovations	2020202			50,000		
LED lighting upgrades	2020203			30,000		
Playground Resurfacing	2020204			50,000		
PARKS SUBTOTAL		3,766,928	200,000	605,000		
PUBLIC SAFETY						
NextGen 911 - in legislature	33800	78,842				
Radio system replacement - comprehensive	33900	1,000,000				
LPR Systems (10 Units)	2018300	250,000				
PUBLIC SAFETY SUBTOTAL		1,328,842				
PUBLIC WORKS						
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	254,523				
Water meter replacement	49230	763,940				
Paving and drainage - miscellaneous locations	49260					
UP - HP Shared Sanitary Sewer	49270					
Old Peek Center Renovation (roof, fuel island, paving, etc)	49280					
Pond dredging NEW	49600					
McFarlin Bridge	49700	30,866				
Asphalt Overlay Program 2015-16 NEW	2016400	1,299,038				

		CURRENT YEAR	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		AMENDED BUDGET	ESTIMATED SPENDING	ESTIMATED SPENDING	ESTIMATED SPENDING	ESTIMATED SPENDING
Project Category / Title	Project No.	FY 2018	FY2019	FY 2020	FY2021	FY2022
Traffic signal replacement - PRESTON	2016401					
Sidewalk Replacement	2016402	175,000				
6800-6900 Preston / Westchester Utility Replacement	2016403					
MPY 4200-4500 Normandy/San Carlos	2017400	2,900,000	1,750,000			
Miracle Mile Water Line	2017401	1,000,000				
Reconstruction of Old SMU Sewer	2017402	850,000				
NW Highway Elevated Tank	2017403	1,864,775				
Traffic signal replacement	2017404					
Sidewalk Replacement	2017405					
Asphalt Overlay 2018	2018400	1,300,000				
MPY Various	2018401					
Traffic signal replacement	2018402	765,000				
Sidewalk Replacement	2018403	350,000				
City Hall Repairs	2018404	70,000				
MPY In-House Equipment Purchases	2018405	850,000				
Dallas County MCIP Master Plan	2018406	250,000				
University Boulevard Widening	2018407	125,000	1,000,000			
MPY in-house (1 crew)	2019		1,100,000			
Traffic signal replacement			580,000			
Sidewalk Replacement			180,000			
MPY T.C. Blvd - Thackery to Southwestern	2020			1,700,000	1,700,000	
MPY In-House				3,200,000		
University Blvd Drainage Structure				2,000,000		
Traffic Signal Replacement				615,000		
Sidewalk Replacement				191,000		
Asphalt Overlay Program				1,622,000		
MPY In-House	2021				3,300,000	
Sidewalk Replacement Program					197,000	
Traffic Signal Replacement					633,000	
Preston Road Reconstruction					3,400,000	
MPY In-House	2022					3,400,000
Miracle Mile Street Replacement						2,750,000
Asphalt Overlay Program						1,670,000
Sidewalk Replacement Program						203,000
Traffic Signal Replacement						652,000
Hillcrest Reconstruction - Daniel to Potomac	2023					
Traffic Signal Replacement						
Sidewalk Replacement Program						
Asphalt Overlay Program	2024					
Traffic Signal Replacement						
Sidewalk Replacement Program						
Traffic Signal Replacement	2025					
Hillcrest Road Reconstruction (Lovers to Daniel)						
Sidewalk Replacement						
PUBLIC WORKS SUBTOTAL		12,848,142	4,610,000	9,328,000	9,230,000	8,675,000
EMERGENCY REPAIRS / UNPLANNED PROJECTS		300,000	300,000	300,000	300,000	300,000
PROJECTS GRAND TOTAL		18,911,038	5,310,000	10,333,000	9,530,000	8,975,000

CITY OF UNIVERSITY PARK PROJECT STATUS		
INFORMATION TECHNOLOGY		
2016101	Code Enforcement Migration to Energov	OPEN
2016103	Planned Server Hardware Replacement	OPEN
2017100	HR Applicant Tracking	OPEN
2017101	Replace integrated library catalog system	OPEN
2017102	Cartegraph	OPEN
2017103	Alarm Monitoring System Replacement	OPEN
2017104	LaserFiche upgrade with eForms	OPEN
2017105	Community Development Electronic Plan Review	OPEN
2019100	Audio/Visual Upgrade	FY2019
PARKS		
25800	Elena's Children's Park Improvements (Roll	OPEN
26500	Pool Building Upgrades	OPEN
26900	Tollway wall landscape improvements	OPEN
2016201	Elena's Children's Park Improvements II	OPEN
2016203	Goar Park Restroom Structure	OPEN
2016204	LED Lighting upgrades	OPEN
2016205	Walt Humann Park Playground Replacement	OPEN
2016206	Hitzelberger Park Fountain LED Lighting	OPEN
2016207	Playground Resurfacing	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
2017204	Bench/Table replacements	OPEN
2017205	LED Lighting Upgrades	OPEN
2018200	Fountain Replacements (pond)	FY2019-FY2020
2018201	John Roach track construction	OPEN
2018202	John Roach Track - Exercise Equipment	FY2018
2018203	Bench/table replacements	FY2018
2019200	Goar Park Decorative Fence	FY2019
2019201	Pool Filter Upgrades	FY2019
2019202	Tennis court resurfacing program	FY2019
2020200	Pool Slide Replacement	FY2020
2020201	Pool Replastering	FY2020
2020202	Athletic Field Renovations	FY2020
2020203	LED lighting upgrades	FY2020
2020204	Playground Resurfacing	FY2020
PUBLIC SAFETY		
33800	NextGen 911	OPEN
33900	Radio System Comprehensive Replacement Reserve	OPEN
	License Plate readers	FY2018
PUBLIC WORKS		
47050	MPY 44-4500 Stanhope/Shenandoah & Other Alleys	OPEN
2016403	6800-6900 Preston-Westchester (2016-403 Lovers 52)	OPEN
49230	Water meter replacement	OPEN
49500	Traffic signal replacement (10 year project - separated)	OPEN

CITY OF UNIVERSITY PARK PROJECT STATUS		
49700	McFarlin Bridge	CLOSED IN FY2017
2016400	Asphalt Overlay 2015-16	OPEN
2016401	Traffic Signal replacement - PRESTON	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
2017404	Traffic signal replacement	OPEN
2017405	Sidewalk Replacement	OPEN
2018400	Asphalt Overlay Project 2018	FY2018
2018401	MPY Various	FY2018
2018402	Traffic signal replacement	FY2018
2018403	Sidewalk Replacement	FY2018
2018404	City Hall Repairs	FY2018
2018405	MPY In-House Equipment Purchases	FY2018
2018406	Dallas County MCIP Master Plan	FY2018
2018407	University Boulevard Widening	FY2018
	Miracle Mile Street Replacement	FY2022
	MPY T.C. Blvd - Thackery to Southwestern	FY2020
	MPY Alleys	FY2020
	University Blvd Drainage Structure	FY2020
	University Boulevard Widening and Signal Replacement	FY2020
	Sidewalk Replacement	FY2020
	MPY In-House	FY2021
	Sidewalk Replace Program	FY2021
	Traffic Signal Replacement	FY2021
	Preston Road Reconstruction	FY2021
	MPY In-House	FY2022
	Miracle Mile Street Replacement	FY2022
	Asphalt Overlay Program	FY2022
	Sidewalk Replace Program	FY2022
	Traffic Signal Replacement	FY2022



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 by the budget making authority 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 or expenditure that adds to the City's fixed assets, including the construction of infrastructure, major facilities, and the acquisition of large equipment (\$30,000 or more). Capital projects generally involve a "multi-year" process which spans more than one fiscal year.

Capital Project Fund - Governmental Fund that 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 have not been reserved.

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.

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 Friends of the Library and the City of University Park entered into a partnership agreement with the City operating the Library as a City department. The Friends of the Library will 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 libraries. It is a governmental type fund.

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

Homestead Exemption - All residential home owners may file to receive a \$15,000 homestead exemption from their home's value for school taxes if criteria is 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 - Pay for the capital projects not with borrowed money or new revenues, but by saving or freeing up money from existing sources.

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 and houses 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. Departments pay into this fund and then fund pays 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 assess 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 Retirement System (TMRS) - A statewide retirement system that provides retirement, disability, and death benefits for employees of participating Texas cities.

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

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

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



ACRONYMS

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

TCEQ – Texas Commission on
Environmental Quality

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