

City of University Park, Texas

Fiscal Year 2009 Budget

October 1, 2008 – September 30, 2009



TABLE OF CONTENTS

Introduction and Fund Structure Summary	5
City Manager's Memo - FY 2009 Proposed Budget.....	7
FY 2009 Budget—Summary by Fund and Department	18
Property Tax Impact.....	19
Texas Local Government Code Requirements	20
Pie Chart—Combined Budget Expenditures by Service Area	22
Organization Chart.....	23
DEPARTMENT SUMMARIES	
Executive Department (01-02)	24
Finance Department (01-03)	26
Municipal Court Division (01-10)	30
Utility Billing Office (02-21)	34
Equipment Services Department (47-30 and 47-34)	38
Human Resources Department (01-04)	44
Information Services Department (01-05)	46
Community Development Department (01-19).....	48
Public Works Department.....	51
Engineering Division (01-20)	52
Traffic Control Division (01-25).....	54
Facility Maintenance Division (01-35).....	58
Infrastructure Maintenance Division (01-80 & 02-22)	62
Streets Division (01-80)	63
Utilities Division (02-22)	67
Sanitation Division (04-60)	70
Fire Department (01-40).....	74
Police Department (01-50)	80
Park Department (01-70).....	86
Swimming Pool (01-75)	93
Revenues	
General Fund (01-11)	94
Utility Fund (02-11)	98
Sanitation Fund (04-11).....	100
Equipment Services (47-11)	102
Transfers/Capital Improvements Program	105



**CITY OF UNIVERSITY PARK, TEXAS
FISCAL YEAR 2009 BUDGET
INTRODUCTION AND FUND STRUCTURE SUMMARY**

Introduction

Welcome to the Fiscal Year (FY) 2009 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 16, 2008.

Budget preparation and adoption

The City adopts a budget each year. The budget serves as the City's annual operating plan and assigns spending amounts for the City's various functions for the fiscal year, which begins October 1 and ends September 30.

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 the departments. The City Manager then submits a proposed budget to the City Council.

Public hearings and opportunities for citizen input are required pieces of 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 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 paid. Only the City Council may amend the total budget. More about the budget follows in the City Manager's budget narrative (page seven). The narrative includes an overview of the budget and a summary of key budget amounts.

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) the two-digit fund number; 2) a two-digit department number; and 3) a four-digit object number. For example, 01-50-3060 is the General Fund-Police Department-Professional Services account.

FISCAL YEAR 2009 BUDGET (continued)

Three 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 duties such as police/fire, parks, and public works. The General Fund is usually 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 covering 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.

Four other City funds are not budgeted and 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.
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 the Self-Insurance Fund; the Fund is then used to pay expenses for employee health care, workers compensation, property liability, and other claims.
4. Equipment Services Fund (fund 47), which accounts for costs related to acquisition and maintenance of City equipment. Operating departments pay into the Fund for the maintenance and scheduled replacement of their vehicles. The Garage and Warehouse functions operate from this Fund.

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

CITY MANAGER'S MEMO



CITY OF UNIVERSITY PARK, TEXAS

**FY2009 PROPOSED BUDGET
October 1, 2008 – September 30, 2009**

Approved by the City Council
September 16, 2008

This budget will raise more total property taxes than last year's budget by \$869,871 or 5.96%, and of that amount, \$504,241 is tax revenue to be raised from new property added to the tax roll this year.

This statement is required by HB 3195 of the 80th Texas Legislature.



AGENDA MEMO (Approved 9/16/08)

DATE: August 12, 2008

TO: Honorable Mayor and Members of the City Council

FROM: Bob Livingston, City Manager

SUBJECT: Presentation of the City Manager's Proposed FY 2009 Budget

INTRODUCTION

This memo presents the City Manager's proposed budget for Fiscal Year 2009 (FY09, or October 1, 2008 – September 30, 2009). This has been an exceptionally challenging budget, given the whipsawing effect of flat or falling revenues coupled with soaring costs for many of the commodities we regularly purchase such as fuel, electricity, steel, concrete, etc. Without the cooperation of our Department Heads, employees, and Finance Director, Kent Austin, the adjustments would have been much more dramatic and far reaching. Nonetheless, I believe the proposed budget achieves our objectives of providing continued quality service at a reasonable cost.

Highlights of the proposed \$41.7 million budget include:

- A reduction in the City's property tax rate for the 14th consecutive year. The proposed tax rate of 26.548 cents is 1.07% lower than last year's rate of 26.836 cents per \$100 taxable value.
- Balanced General, Utility, and Sanitation Fund budgets that include an average 5.5% increase in operating costs.
- A net reduction of three full-time positions, producing a savings of over \$400,000.
- Additional support for the University Park public library, up from \$159,292 to \$196,555.
- Utility rate increases of 10% each for water and sewer service and a 5% increase for sanitation.
- Fee increases for ambulance transports (from \$600 to \$800 each, which is consistent with charges for the City of Dallas where we also respond) and swimming pool permits (up \$10 each).
- Continued investment in automation and effective use of technology.
- Over \$5.2 million in pay-as-you-go capital project funding, up 1.5% from last year.

The continuing cost increases from the City's water and wastewater treatment providers are the main driver for the water and sewer increases. This year, wastewater rates from Dallas Water Utilities are increasing 16%, the Dallas County/Park Cities MUD is raising its rates 9%. In some

CITY MANAGER’S MEMO (continued)

years, increased sales offset the effect of the increases, but the Utility Fund is now facing its second consecutive year of losses. To handle the increased cost of operation and maintain the pace of capital projects, rate increases are needed.

The fixed nature of sanitation revenues also means that annual cost increases, particularly those for fuel, cannot be absorbed indefinitely.

The table below compares total expenditures for the City’s three budgeted funds – General, Utility, and Sanitation. Three other funds – Capital Projects, Equipment Services, and Self-Insurance – are not included in the formal budget, because their revenues come from line-items in the three budgeted funds. A summary page showing the proposed budget by fund and department is attached, as is a worksheet detailing the property tax impact of the proposed FY09 budget.

Total Budgeted Expenditures

Fund	FY2007 Adopted Budget	FY2008 Adopted Budget	FY2009 Proposed Budget	Dollar Change	Percent Change
General	\$24,187,449	\$25,418,917	\$26,846,190	\$1,432,550	5.6%
Utility	11,032,459	11,300,488	11,912,508	613,020	5.4%
Sanitation	2,659,860	2,857,928	3,003,694	145,766	5.1%
Total	\$37,879,768	\$39,577,333	\$41,762,392	\$2,191,336	5.5%

By comparison, over the past year, the Consumer Price Index - All Urban Consumers (CPI) for Dallas-Fort Worth increased 4.97% and the Municipal Price Index, a national measure that tracks services and goods a municipality purchases, increased 5.14%.

CITYWIDE ISSUES

The major increases can be traced directly to five expenditure categories, which together account for over 74% of the increase in the FY09 budget. The impact of these categories compared to last year is shown below:

MAJOR INCREASES VS. FY2008			
Expenditure category	General Fund	All Budgeted Funds	% Total Increase
Personnel costs	\$573,856	\$737,317	3.3%
Treatment charges	0	482,300	9.9%
Electricity	116,911	215,045	66.1%
Fuel	59,363	132,699	32.7%
Capital projects contributions	0	63,944	1.2%
Total	\$1,432,550	\$2,191,336	

CITY MANAGER’S MEMO (continued)

Personnel costs

Salaries and benefits make up 55% (\$23.0 million) of the total budget, and they comprise 40% of the General Fund’s increase. The impact on the general fund is significantly reduced from prior years due to reorganization and a reduction in headcount. The net number of employees is proposed to drop from 246 in FY 2008 to 243 in FY 2009. This is significant because even with the recent increases in personnel in the Police and Fire Departments, our total employee count is still below our total employee count in the early 1990’s. Finally, none of these adjustments could have been made without the willingness of the individual employees and department heads involved to consider the changes and accept more responsibility.

The proposed decreases are the result of combining or substituting duties on a number of vacant positions. Specifically they are:

- Elimination of one position in the Police Department, by not filling a vacant administrative secretary position and combining the duties with the police records clerk.
- Elimination of one facilities maintenance technician position following the retirement of the individual occupying the position. Some of those duties will now be performed by outside contractors.
- Elimination of one position in the Executive Department, due to the combination of duties by the payroll specialist and city secretary position.

Two other pairs of changes do not affect overall headcount. First, the addition of the new Community Development Director position in the Building Division is offset by the deletion of the assistant to the public works director position in the Engineering Division. Second, the addition of an administrative secretary position in the Utilities Division is offset by the deletion of a maintenance technician position in the Streets Division.

The above changes are displayed in table format below:

Dept/Division	Addition	Deletion	\$ Impact
01-02 Executive		City Secretary	-\$96,051
01-19 Building	Comm. Dev. Director		+\$126,698
01-20 Engineering		Asst. to Dir. PW	-\$92,425
01-35 Fac. Maint.		Maint. Technician	-\$77,374
01-80 Streets		Maint. Technician	-\$61,024
02-22 Utilities	Admin. Secretary		+\$62,864
Total			-\$207,340

Finally, two other changes also produce savings of nearly \$200,000. First, the Police Department has been running three officers over its official full-time headcount, to offset pending retirements and departures. One officer has now been called to active duty with the Army Reserve. Removing funding for this position saves \$106,014.

Next, the Fire Department budget last year authorized three positions over normal strength, also to offset retirements. This is helpful because of the long lead time (six months) in bringing a new recruit online. Two retirements during the year were offset by the midyear addition of the Assistant Fire Marshal position, resulting in a net savings of \$91,639. Taken all together, the above changes produce a savings of \$404,993.

CITY MANAGER'S MEMO (continued)

Salary changes

Non-public safety positions

The proposed budget includes market-based raises of 3% depending upon position. The Hay Group compensation study, which identifies salary levels for all employees except police and fire, recommends salary adjustments over the entire range by position. The study is a systematic review of pay in both private and government jobs of comparable complexity, skill, and education. I recommend that the increases be approved to keep our salaries competitive with other employers.

Public safety positions

The FY2009 budget also includes increases of 4% for sworn police and fire employees. This recommendation is based on comparisons with a group of North Texas cities that includes Addison, Garland, Dallas, Arlington, Plano, and Richardson. This increase keeps us competitive with other agencies.

We continue to enjoy a very low employee turnover rate, which is an indicator that our salaries and benefits are competitive with other area cities and private employers. Just as reported last year, maintaining a competitive salary and benefits plan is essential for retaining and recruiting quality employees.

Benefit changes

Employee health insurance

Health insurance expenses have stabilized somewhat over the past two years. The FY2009 budget includes a 15% increase in the City's contribution to the plan. Both the last two years and this year to date, the plan has operated at a surplus, which is a welcome change from earlier years. Gross claims for calendar year 2008 through July 31 total \$1,088,000, while total calendar 2007 claims amounted to \$1,955,577.

Retirement costs

While other cities are experiencing significant increases in TMRS costs, University Park has been fortunate. TMRS has determined our rate for the coming year to be 12.89%, compared with the current rate of 14.87%. However, we are proposing to fund our contributions at a rate of 13.87%. A higher than required contribution rate will pay down the unfunded liability more quickly, which should result in lower contribution rates in future years. This rate also includes a cost of living adjustment (COLA) for retirees and a service credit update for current employees. TMRS requires both actions if a COLA adjustment is made for retirees. The last COLA for retirees was approved four years ago.

Firefighter pension fund issue

University Park Fire Department personnel are the only City employees who are not members of TMRS. They belong to a separate system that is governed by a local board made up of three firefighters, two local residents, and two City staff members. The FRRF is structured as a defined benefit plan and is currently underfunded on an actuarial basis, although changes approved by the City Council that have increased the City's contribution rate to the plan to 15.54% have improved that situation.

The 15.54% figure results from the City's traditional policy of paying in to FRRF at the same rate

CITY MANAGER'S MEMO (continued)

as TMRS (14.87%), plus 0.67% to offset the new Fire Chief being a member of TMRS. Even though the TMRS rate is now dropping, the budget retains the 15.54% City contribution rate. Currently, firefighters are being asked by their Board of Trustees representatives to consider increases in their own contribution rate (currently 10% of gross pay) to further improve the plan's financial condition. Those changes will require a majority vote of the firefighters.

University Park Public Library Support

Included in the proposed FY2009 budget is \$196,020 for the UP public library, a \$37,263 increase over FY2008. The Friends of the Library for the Park Cities, which operates the library, approached the City in June to request this additional funding. The money will be used to upgrade a part-time technical librarian to full-time. Located in donated space in the Chase Bank building, the library has experienced sharp growth in circulation and attendance while expanding hours of operation.

Fuel costs

This is the third budget memo in a row to document the continued price increase in gasoline and other fuels. Although the City has three underground tanks for gasoline and diesel, as well as a propane tank, even bulk purchases cannot offset the sharp increases. The proposed budget includes a 33% (\$132,699) increase in fuel purchases, from \$405,274 to \$537,973 citywide. This increase includes a forecast 10% reduction in fuel consumption by user departments. Further, every vehicle replacement is being scrutinized to determine whether a more fuel efficient choice is available or whether the vehicle can be eliminated altogether.

Electricity costs

The proposed FY2009 budget finds the City facing a surge in electric costs. City electric use has risen from 3.1 million kilowatt hours (kWh) two years ago to a projected 4.3 million in 2009. The increase results from the operation of the City Hall addition and other elements, like fountains and lighting. Even using the proposed long-term electric contract price as an assumption, City electric bills are forecast to rise from \$334,902 in FY2008 to \$556,312 in FY2009. The effect of the increase is exaggerated by the budgeted drop in costs last year, when prices dropped. By comparison, the FY2007 electric budget was \$431,200.

Capital project contributions

The FY09 budget continues the City's successful practice of funding its capital projects on a pay-as-you-go rather than debt basis. For FY2009, the budget includes a 3% increase in the Utility Fund contribution, from \$2,131,471 to \$2,195,415, but holds the General Fund contribution level at \$3,032,187. These amounts are included in the Transfers Departments in the General and Utility Funds.

The budgeted transfers and other sources help fund the City's Capital Improvements Program (CIP), so that in a given year the amount of project expenditure may be sharply higher or lower than the annual budgeted contribution. The Capital Projects Review Committee will meet with City staff on August 25 to consider the capital budget for FY2009. Once approved by the City Council by resolution, any subsequent changes to the FY2009 CIP must first be reviewed by the Committee before being considered by the City Council.

CITY MANAGER'S MEMO (continued)

DISCUSSION OF TAXES AND UTILITY RATES

GENERAL FUND

Revenue considerations

Non-property tax revenues comprise \$11,192,441 of the City's \$26,851,868 General Fund revenue budget. One of the great challenges of this year's proposed budget is the lack of growth in three key non-property tax revenue sources. As a result, sales tax (\$3.4 million), building permits (\$1.4 million), and interest earnings (\$630,000) are all proposed at the same level as FY2008.

Sales tax

Year to date, sales tax revenues in University Park are down 1.2% from the previous year and will likely finish the year slightly short of budget. Still, this is more positive than the experience of many area cities, where sales tax receipts have plunged sharply. The proposed budget maintains the current sales tax amount, which should be realistic as economic recovery gets underway.

Building permits

City staff has been watching building permit activity closely all year. Historically, City budgets have intentionally underestimated the amount of expected permit revenues, so that the budget did not become dependent on a continuous building boom. With the boom turning bust, permit revenues have also stopped growing. Last year the City collected over \$2 million in permit revenue, compared with a \$1.3 million budget. FY2008 year to date permit revenue totals \$1.3 million with two months to go, compared with a \$1.4 million budget.

Interest revenues

The investment climate is drastically different than one year ago. At that time, overnight investment pools were paying over 5%. Currently they are paying about 2.25%. While the City has already collected over \$720,000 in interest compared to the FY2008 budget of \$600,000, reinvestment of maturing funds is taking place at much lower rates. Accordingly, no increase is proposed for the FY2009 interest revenue budget.

MICU charges

The proposed budget includes an increase in the MICU base charge from \$600 to \$800. This change mirrors the proposed rate in Dallas. We match Dallas rates because we both regularly respond to calls in the two jurisdictions. This is also one of the few revenue sources where we have projected an increase in revenue. Additionally, Chief Howell is currently evaluating the merits of totally outsourcing the billing and collection process much like we have done with utility billing. We believe this change will increase collection rates, improve the field reporting due to the technology that will be provided by the vendor and free up time for the secretary currently doing the billing to perform additional tasks.

Tax rate decrease

The City's total certified taxable value rose by 6.64% compared to last year, while the certified market value rose 14.4%. The variance between these numbers is partly due to the increased over-65 homestead exemption. Increasing the exemption from \$50,000 to \$250,000 resulted in a taxable base drop of \$218 million, or about 4%. Fortunately, the double-digit growth offset this drop, producing a net rise of 6.64%.

CITY MANAGER’S MEMO (continued)

The FY09 budget proposes to reduce the tax rate from \$0.26836 to \$0.26548 per \$100 taxable value, a rate reduction of 1.07%. The table below compares this year with the past three:

Property tax rate comparison, FY2006 – FY2009

Tax purpose	Adopted FY06	Adopted FY07	Adopted FY08	Proposed FY09
Op. & Maint.	0.30958	0.29272	0.26836	0.26548
Debt Service	0.00000	0.00000	0.00000	0.00000
Total Tax Rate	\$0.30958	\$0.29272	\$0.26836	\$0.26548

For FY09, the market value of the average single-family home in University Park is \$1,183,170, an 11.1% increase from last year’s \$1,064,621. The proposed tax rate results in a 5.5% increase in the overall tax levy itself. The owner of an average home with a homestead exemption whose value did *not* increase in assessed value this year would pay \$25 less in City taxes compared to FY08. As shown below, the owner of a home whose value increased by the citywide average would pay \$227 more in City property taxes, from \$2,286 to \$2,513.

Property tax levy comparison, FY2006 – FY2009

	Adopted FY06	Adopted FY07	Adopted FY08	Proposed FY09
Assessed Value (Market)	\$816,423	\$918,583	\$1,064,621	\$1,183,170
Less 20% Hmstd Exmp	(163,285)	(183,717)	(212,924)	(236,634)
Taxable Value	\$653,138	\$734,866	\$851,697	\$946,536
Tax Rate per \$100	\$0.30958	\$0.29272	\$0.268836	\$0.26548
City Tax Levy	\$2,022	\$2,151	\$2,286	\$2,513

From FY06 to FY09, while the average single-family home in University Park grew 45% in market value, the City tax levy increased 24%. Of the three taxing jurisdictions within the city’s boundaries – the City, Dallas County, and HPISD -- the City portion comprises only about 20% of a resident’s total tax bill.

The impact of the \$250,000 over-65 homestead exemption is dramatic this year. An average single-family home that also has the exemption would have a taxable value of \$696,536 and a City tax bill of \$1,849 -- a tax decrease of \$664.

The impact of the existing 10% appraisal cap is also worth noting this year. Residents with a homestead exemption who owned their home last year will have an average City tax bill of \$2,487 instead of \$2,513, an increase of \$201 instead of \$227.

UTILITY FUND

Escalating treatment costs and reduced sales are driving the proposed 10% increase to the City’s water and sewer rates. This will allow the City to continue funding capital projects, like the systematic replacement of water and sewer lines, maintain the existing distribution and collection systems, and maintain adequate fund balances. The City’s policy is to maintain fund balance equivalent to at least three months of operating expenditures.

Below is a table of proposed rates:

CITY MANAGER'S MEMO (continued)

	Current	Proposed
Water base rate	\$9.34	\$10.25
Water per 1,000 gals	\$2.67	\$2.93
Conservation surcharge	\$0.73	\$0.80
Sewer base rate	\$18.31	\$20.14
Sewer per 1,000 gals.	\$2.74	\$3.01

For a household that uses 35,000 gallons of water a month during the summer, the bill would increase \$11.14. A household that uses an average of 10,000 gallons of water during the winter months would pay \$3.99 more per month in sewer charges. These rates still compare favorably to other cities of University Park's size. Below are tables from the Texas Municipal League's annual survey of water and wastewater rates.

TML Annual Survey --Residential and Commercial Water Costs
2008

Population Group	City Population	Residential Water				Commercial Water	
		Fee For		Total Customers	Average Usage	Fee For	
		5,000 Gal.	10,000 Gal.			50,000 Gal.	200,000 Gal.
25,001 - 30,000	Averages	23.81	38.17	9,267	9,220	188.10	641.92
20,001 - 25,000							
Weatherford	25,000	26.26	46.17	10,209	5,662	212.92	814.51
Leander	25,000	62.69	81.79	8,443	6,000	439.21	1,033.21
University Park	24,182	16.49	29.84	7,443	12,200	136.64	537.14
Watauga	24,150	24.44	46.90	8,144	8,000	237.60	911.89
Marshall	24,006	23.21	42.31	9,146	5,000	211.00	784.00
Denison	23,957	27.70	39.20	9,933	6,709	162.65	590.15
Colleyville	23,210	21.03	36.08	8,804	0	156.48	607.98
Plainview	23,000	18.45	26.00	7,798	7,450	90.40	340.90
Alvin	22,405	17.25	33.65	6,551	5,067	186.15	756.15
Kerrville	22,361	22.70	36.26	9,227	8,000	155.25	641.25
Little Elm	21,800	23.43	39.38	7,547	6,000	283.57	1,029.07
Brownwood	20,402	34.45	47.96	7,261	7,480	188.84	593.91
20,001 - 25,000	Averages	26.51	42.13	8,376	7,052	205.06	720.01
University Park-Proposed	24,182	18.14	32.79	7,443	12,200	149.99	589.49
15,001 - 20,000	Averages	23.80	37.59	5,709	8,209	190.45	655.94
10,001 - 15,000	Averages	22.70	36.66	4,368	7,538	208.47	735.03
Highland Park	9,400	24.05	38.10	3,202	14,000	168.42	693.52

The above table assumes a smaller 5/8" meter, versus the 1" meter that is now the most common. Still, the City's rates are below the average for cities in the City's population group.

University Park's wastewater rates do not compare as favorably with other cities and are higher than most, but still within the mainstream.

CITY MANAGER'S MEMO (continued)

TML Annual Rate Survey --Residential and Commercial Wastewater Costs
2008

Population Group City Name	City Population	Residential Sewer			Commercial Sewer	
		Fee For		Total Customers	Fee For	
		5,000 Gal.	10,000 Gal.		50,000 Gal.	200,000 Gal.
25,001 - 30,000	Averages	21.29	30.38	8,310	146.10	550.02
20,001 - 25,000						
Weatherford	25,000	23.62	51.70	9,324	243.77	965.68
Leander	25,000	32.04	44.64	7,628	229.68	607.68
University Park	24,182	26.53	40.23	7,443	149.83	560.83
Watauga	24,150	23.00	33.79	8,052	99.19	444.17
Marshall	24,006	26.85	47.50	8,135	212.70	832.20
Denison	23,957	25.80	38.05	8,688	187.50	712.50
Colleyville	23,210	14.06	23.16	8,030	95.96	368.96
Plainview	23,000	15.25	22.25	7,338	78.25	288.25
Alvin	22,405	22.60	35.10	6,225	135.60	510.60
Kerrville	22,361	21.85	36.35	8,503	166.35	643.35
Little Elm	21,800	26.28	40.08	7,328	150.48	564.48
Brownwood	20,402	21.92	36.63	6,897	183.17	732.62
20,001 - 25,000	Averages	23.32	37.46	7,799	161.04	602.61
University Park-Proposed	24,182	29.17	44.22	7,443	164.62	616.12
15,001 - 20,000	Averages	23.76	39.08	5,498	174.10	634.40
10,001 - 15,000	Averages	20.42	31.21	4,124	213.22	830.87
Highland Park	9,400	28.30	46.60	3,160	193.00	742.00
5,001 - 10,000	Averages	20.38	29.67	2,373	122.86	435.38

SANITATION FUND

Unlike the General and Utility Funds, Sanitation Fund revenues only increase if rates are raised or the number of serviced locations increases. In prior years, the Fund routinely expended less than its budget, which allowed it to finish the year with a positive balance. The Fund is expected to finish FY08 with an annual surplus of \$40,000. The Fund finished FY07 with a positive balance.

Consistent with past years, however, the Sanitation Budget contains a \$100,000 placeholder (labeled "Disposal Fees Contingency" in the line-item budget), which is intended to allow accumulation of reserves toward future landfill needs. To maintain a positive contribution toward the fund's reserves and keep up with rising costs, the following 10% rate changes are proposed:

	Current	Proposed
Residential	\$19.25	\$20.20
Recycling	\$ 3.19	\$ 3.35
Total	\$22.44	\$23.55

The average single family household would pay \$1.11 more per month for sanitation service under this proposal. The recent distribution of recycling containers to residents has met with a positive response. Recycling tonnage, which was slowly increasing on an annual basis

CITY MANAGER'S MEMO (continued)

previously, has now increased approximately 50% since the bins were distributed. These factors, along with the yard waste collection program has caused the amount of refuse the City hauls to the Garland Landfill to decrease consistently for a number of years. Staff is working to see that this trend continues.

CONCLUSION

The proposed budget is now ready for review by the Employee Benefits, Finance, and Insurance Advisory Committees. Staff has scheduled the necessary public hearings and begun publishing the official notices, according to the State Truth in Taxation law. Staff proposes the following schedule for the FY2009 budget's adoption:

Date	Day	Description
August 12	Tuesday	Submit proposed budget to City Council; vote to hold public hearing re: proposed tax rate and budget
August 14	Thursday	First public hearing notice appears in <i>Park Cities News</i>
August 21	Thursday	Second public hearing notice appears in <i>News</i>
August 26	Tuesday	Receive staff briefing on proposed budget Hold first public hearing re: proposed tax rate and budget;
September 2	Tuesday	Hold second public hearing re: proposed tax rate
September 4	Thursday	Notice of vote to adopt tax rate appears in <i>News</i>
September 16	Tuesday	Approve ordinances adopting budget, tax rate, salary plan
October 1	Wednesday	New budget takes effect

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.

CITY MANAGER'S MEMO (continued)

CITY OF UNIVERSITY PARK, TEXAS
 FY2009 PROPOSED BUDGET BY FUND AND DEPARTMENT
 8/12/2008 v.3

Fund / Org Unit / Department	FY07 Adopted Budget	FY2008 Adopted Budget	FY2009 Proposed Budget	\$ Change	% Change
GENERAL FUND					
Revenues					
01-11 REVENUES	24,187,624	\$25,420,793	\$26,851,668	\$1,430,875	5.63%
Total Revenues	\$24,187,624	\$25,420,793	\$26,851,668	\$1,430,875	5.63%
Expenditures					
01-02 EXECUTIVE	906,784	\$1,047,301	\$1,082,264	\$34,963	3.34%
01-03 FINANCE	1,060,625	\$1,106,642	\$1,177,754	\$71,112	6.43%
01-04 HUMAN RESOURCES	342,661	\$310,985	\$353,556	\$42,571	13.69%
01-05 INFORMATION SERVICES	760,751	\$770,293	\$823,856	\$53,563	6.95%
01-10 COURT	272,132	\$280,191	\$300,736	\$20,545	7.33%
01-19 BUILDING	748,204	\$808,399	\$1,073,015	\$264,616	32.73%
01-20 ENGINEERING	901,974	\$955,061	\$886,081	(\$68,980)	-7.22%
01-25 TRAFFIC	849,197	\$881,543	\$906,245	\$24,702	2.80%
01-35 FACILITY MAINTENANCE	695,567	\$731,505	\$730,269	(\$1,236)	-0.17%
01-40 FIRE	4,462,340	\$4,559,363	\$5,027,232	\$467,869	10.26%
01-50 POLICE	5,730,453	\$6,107,776	\$6,533,984	\$426,208	6.98%
01-70 PARKS	2,546,522	\$2,645,274	\$2,759,914	\$114,640	4.33%
01-75 SWIMMING POOL	173,946	\$213,449	\$243,117	\$29,668	13.90%
01-80 STREETS	1,792,422	\$1,968,948	\$1,915,980	(\$52,968)	-2.69%
01-85 TRANSFERS	2,943,871	\$3,032,187	\$3,032,187	\$0	0.00%
Total Expenditures	\$24,187,449	\$25,418,917	\$26,846,190	\$1,427,273	5.62%
General Fund Surplus/(Deficit)	\$175	\$1,876	\$5,478	\$3,602	
UTILITY FUND					
Revenues					
02-11 REVENUES	10,670,195	\$11,385,033	\$11,933,275	\$548,242	4.82%
Total Revenues	\$10,670,195	\$11,385,033	\$11,933,275	\$548,242	4.82%
Expenditures					
02-21 UTILITY OFFICE	5,987,128	\$5,962,953	\$6,460,536	\$497,583	8.34%
02-22 UTILITIES	2,975,942	\$3,206,064	\$3,256,557	\$50,493	1.57%
02-85 TRANSFERS	2,069,389	\$2,131,471	\$2,195,415	\$63,944	3.00%
Total Expenditures	\$11,032,459	\$11,300,488	\$11,912,508	\$612,020	5.42%
Utility Fund Surplus/(Deficit)	(\$362,264)	\$84,545	\$20,767	(\$63,778)	
SANITATION FUND					
Revenues					
04-11 REVENUES	2,660,500	\$2,926,550	\$3,087,251	\$160,701	5.49%
Total Revenues	\$2,660,500	\$2,926,550	\$3,087,251	\$160,701	5.49%
Expenditures					
04-60 SANITATION	2,659,860	\$2,857,928	\$3,003,694	\$145,766	5.10%
Total Expenditures	\$2,659,860	\$2,857,928	\$3,003,694	\$145,766	5.10%
Sanitation Fund Surplus/(Deficit)	\$640	\$68,622	\$83,557	\$14,935	
TOTAL REVENUES	\$37,518,319	\$39,732,376	\$41,872,194	\$2,139,818	5.39%
TOTAL EXPENDITURES	\$37,879,768	\$39,577,333	\$41,762,392	\$2,185,059	5.52%
TOTAL SURPLUS/(DEFICIT)	(\$361,449)	\$155,043	\$109,802	(\$45,241)	

CITY MANAGER'S MEMO (continued)

CITY OF UNIVERSITY PARK, TEXAS
 FY2009 PROPOSED BUDGET
 PROPERTY TAX IMPACT
 8/11/2008 v.2

	FY2007 ADOPTED BUDGET	FY2008 PROPOSED BUDGET	FY2009 PROPOSED BUDGET	DOLLAR CHANGE	PERCENT CHANGE
TOTAL TAXABLE VALUE (CERTIFIED)	\$ 4,804,267,737	\$ 5,444,836,544	\$ 5,806,611,835	\$ 361,775,291	6.64%
TOTAL GENERAL FUND REVENUES	\$ 24,187,624	\$ 25,420,793	\$ 26,851,668	\$ 1,430,875	5.63%
NON PROPERTY TAX REVENUE					
Sales tax	\$ 3,100,000	\$ 3,455,731	\$ 3,455,731	\$ -	0.00%
Franchise fees	2,185,000	2,185,000	2,280,000	\$ 95,000	4.35%
Building permits	1,300,000	1,400,000	1,400,000	\$ -	0.00%
Traffic/parking fines	360,000	486,000	496,000	\$ 10,000	2.06%
Service charges	474,160	474,160	748,835	\$ 274,675	57.93%
Direct alarm monitoring fees	540,000	589,750	674,000	\$ 84,250	14.29%
Interest income	600,000	600,000	600,000	\$ -	0.00%
Utility Fund contribution	550,000	550,000	550,000	\$ -	0.00%
Miscellaneous	781,760	834,563	987,875	\$ 153,312	18.37%
TOTAL NON PROPERTY TAX REV.	\$ 9,890,920	\$ 10,575,204	\$ 11,192,441	\$ 617,237	5.84%
PROPERTY TAX REVENUE					
Operations & Maintenance (O&M) need	\$ 14,063,204	\$ 14,611,589	\$ 15,415,227	\$ 803,638	5.50%
Penalty/interest & attorney's fees	135,000	135,000	145,000	\$ 10,000	7.41%
Delinquent (prior years) taxes	98,500	99,000	99,000	\$ -	0.00%
TOTAL PROP TAX OP REQUEST	\$ 14,296,704	\$ 14,845,589	\$ 15,659,227	\$ 813,638	5.48%
DEBT SERVICE REQUIREMENT	\$ -	\$ -	\$ -	\$ -	0.00%
PROPERTY TAX RATE					
Operations & Maintenance (O&M)	\$ 0.29272	\$ 0.26836	\$ 0.26548	\$ (0.00288)	-1.07%
Debt Service	-	-	-	\$ -	0.00%
Total Property Tax Rate per \$100	\$ 0.29272	\$ 0.26836	\$ 0.26548	\$ (0.00288)	-1.07%
IMPACT ON HOMEOWNER					
Average single-family market value	\$ 918,583	\$ 1,064,621	\$ 1,183,170	\$ 118,549	11.14%
Less: 20% homestead exemption	(183,717)	(212,924)	(236,634)	\$ (23,710)	11.14%
Average single-family taxable value	734,866	851,697	946,536	\$ 94,839	11.14%
Tax levy	\$ 2,151	\$ 2,286	\$ 2,512.84	\$ 227	10.56%
Increase in levy over prior year	129	134	227		
EFFECTIVE TAX RATE	\$ 0.283909	\$ 0.265693	\$ 0.257299		
DIFFERENCE (PROPOSED RATE LESS ETR)	\$ 0.008814	\$ 0.002664	\$ 0.008178		
EFFECTIVE TAX RATE INCREASE	0.88%	0.27%	0.82%		

CITY MANAGER'S MEMO (continued)

**CITY OF UNIVERSITY PARK, TEXAS
 FY2009 PROPOSED BUDGET
 TEXAS LOCAL GOVERNMENT CODE REQUIREMENTS -- 1 OF 2**

CHAPTER 102: MUNICIPAL BUDGET
 SECTION 003 ITEMIZED BUDGET; CONTENTS

- (a) Provide a comparison of expenditures in the proposed budget and actual expenditures for the preceding year. See attached page.
- (b) Budget must contain a complete financial statement of the municipality that shows:

	<u>General</u>	<u>Utility</u>	<u>Sanitation</u>	<u>Total</u>
(1) Outstanding obligations of the municipality (7/31/2008):				
Accounts Payable	305,176	450,188	21,522	776,886
Debt	-	-	-	-
Total	\$ 305,176	\$ 450,188	\$ 21,522	\$ 776,886
(2) Cash on hand to the credit of each fund (7/31/08):				
Cash	131,077	-	-	131,077
TexPool	1,617,804	168,738	245,310	2,031,852
TexStar	4,736,842	539,098	128,860	5,404,800
TexasDaily	545,592	-	-	545,592
Total	\$ 7,031,315	\$ 707,836	\$ 374,170	\$ 8,113,321
(3) Funds received from all sources during the preceding year (FY07)	\$24,969,412	\$ 10,016,791	\$ 2,550,387	\$ 37,536,590
(4) Funds available from all sources during the ensuing year (FY08)				
Beginning of year fund balances:	7,889,621	5,384,531	646,742	13,920,894
Estimated revenues	25,464,436	11,385,033	2,926,550	39,776,019
Total funds available from all sources	\$ 33,354,057	\$ 16,769,564	\$ 3,573,292	\$ 53,696,913
(5) Estimated revenue available to cover the proposed budget:	\$26,851,668	\$11,933,275	\$3,087,251	\$41,872,194
(6) Estimated tax rate required to cover the proposed budget.	\$ 0.26548			

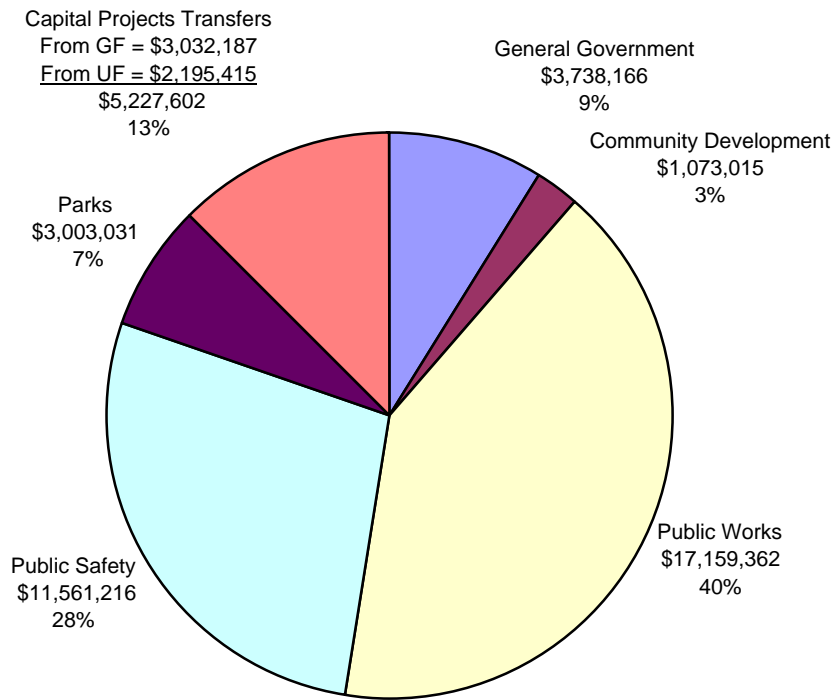
CITY MANAGER'S MEMO (continued)

CITY OF UNIVERSITY PARK, TEXAS
 FY2009 PROPOSED BUDGET
 TEXAS LOCAL GOVERNMENT CODE REQUIREMENTS -- 2 OF 2

CHAPTER 102: MUNICIPAL BUDGET
 SECTION 003(a): ITEMIZED BUDGET; CONTENTS

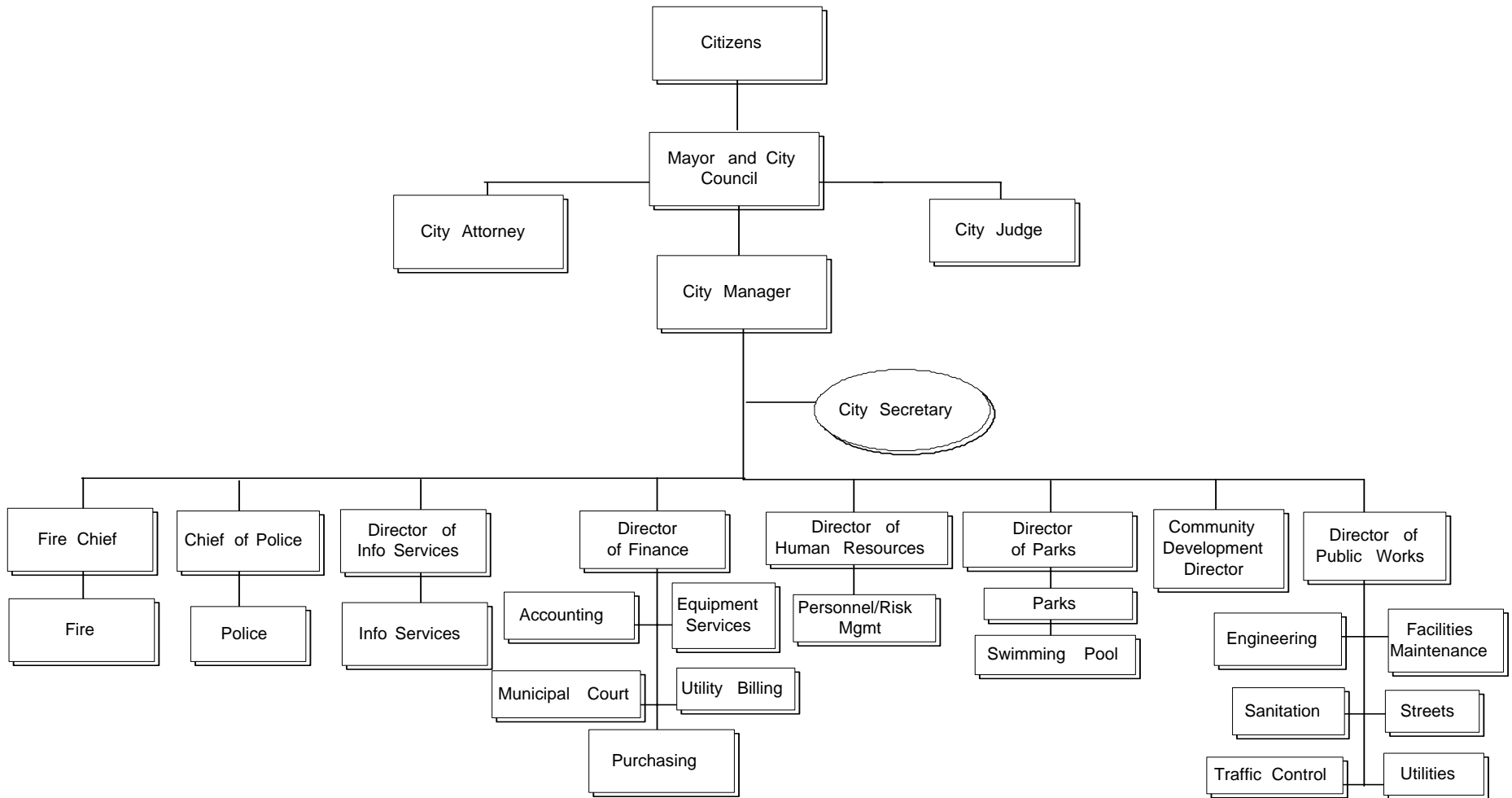
	FY08 ADOPTED BUDGET	FY08 AMENDED BUDGET	FY08 ESTIMATED ACTUAL	FY09 PROPOSED BUDGET	% CHANGE	\$ CHANGE
GENERAL FUND						
01-11 REVENUES	\$25,420,793	\$25,464,436	\$25,464,436	\$26,851,668	5.63%	\$1,430,875
TOTAL GENERAL FUND REVENUES	\$25,420,793	\$25,464,436	\$25,464,436	\$26,851,668	5.63%	\$1,430,875
						\$0
						\$0
EXPENDITURES						
01-02 EXECUTIVE	\$1,047,301	\$1,047,301	\$1,015,882	\$1,082,264	3.34%	\$34,963
01-03 FINANCE	\$1,103,255	\$1,117,446	\$1,083,923	\$1,177,754	6.75%	\$74,499
01-04 HUMAN RESOURCES	\$310,985	\$310,985	\$301,655	\$353,556	13.69%	\$42,571
01-05 INFORMATION SERVICES	\$770,293	\$973,615	\$944,407	\$823,856	6.95%	\$53,563
01-10 COURT	\$280,191	\$280,191	\$271,785	\$300,736	7.33%	\$20,545
01-19 BUILDING	\$807,349	\$1,358,399	\$1,258,399	\$1,073,015	32.91%	\$265,666
01-20 ENGINEERING	\$955,061	\$1,013,405	\$983,003	\$886,081	-7.22%	(\$68,980)
01-25 TRAFFIC	\$881,543	\$952,492	\$923,917	\$906,245	2.80%	\$24,702
01-35 FACILITY MAINTENANCE	\$731,505	\$867,583	\$841,556	\$730,269	-0.17%	(\$1,236)
01-40 FIRE	\$4,558,688	\$4,709,732	\$4,568,440	\$5,027,232	10.28%	\$468,544
01-50 POLICE	\$6,107,611	\$6,241,107	\$6,053,874	\$6,533,984	6.98%	\$426,373
01-70 PARKS	\$2,645,274	\$2,689,454	\$2,608,770	\$2,759,914	4.33%	\$114,640
01-75 SWIMMING POOL	\$213,449	\$215,969	\$209,490	\$243,117	13.90%	\$29,668
01-80 STREETS	\$1,968,948	\$1,987,920	\$1,928,282	\$1,915,980	-2.69%	(\$52,968)
01-85 TRANSFERS	\$3,032,187	\$3,032,187	\$3,032,187	\$3,032,187	0.00%	\$0
TOTAL GENERAL FUND EXPENDITURES	\$25,413,640	\$26,797,786	\$26,025,570	\$26,846,190	5.64%	\$1,432,550
DIFFERENCE	\$7,153	(\$1,333,350)	(\$561,134)	\$5,478		
UTILITY FUND						
02-11 REVENUES	\$11,385,033	\$11,385,033	\$10,985,033	\$11,933,275	0.00%	\$548,242
TOTAL UTILITY FUND REVENUES	\$11,385,033	\$11,385,033	\$10,985,033	\$11,933,275	0.00%	\$548,242
EXPENDITURES						
02-21 UTILITY OFFICE	\$5,962,953	\$5,962,953	\$5,462,953	\$6,460,536	8.34%	\$497,583
02-22 UTILITIES	\$3,205,064	\$3,736,012	\$3,436,012	\$3,256,557	1.61%	\$51,493
02-85 TRANSFERS	\$2,131,471	\$2,131,471	\$2,131,471	\$2,195,415	3.00%	\$63,944
TOTAL UTILITY FUND EXPENDITURES	\$11,299,488	\$11,830,436	\$11,030,436	\$11,912,508	5.43%	\$613,020
DIFFERENCE	\$85,545	(\$445,403)	(\$45,403)	\$20,767		
SANITATION FUND						
04-11 REVENUES	\$2,926,550	\$2,926,550	\$2,786,216	\$3,087,251	5.49%	\$160,701
TOTAL SANITATION FUND REVENUES	\$2,926,550	\$2,926,550	\$2,786,216	\$3,087,251	5.49%	\$160,701
EXPENDITURES						
04-60 SANITATION	\$2,857,928	\$3,096,245	\$2,740,287	\$3,003,694	5.10%	\$145,766
TOTAL SANITATION FUND EXPENDITURES	\$2,857,928	\$3,096,245	\$2,740,287	\$3,003,694	5.10%	\$145,766
DIFFERENCE	\$68,622	(\$169,695)	\$45,929	\$83,557		
TOTAL REVENUES	\$39,732,376	\$39,776,019	\$39,235,685	\$41,872,194	5.39%	\$2,139,818
TOTAL EXPENDITURES	\$39,571,056	\$41,724,467	\$39,796,293	\$41,762,392	5.54%	\$2,191,336
DIFFERENCE	\$161,320	(\$1,948,448)	(\$560,608)	\$109,802		

**2008-09
Combined Budget Expenditures
By Service Area
\$41,762,392**





City of University Park, Texas



EXECUTIVE DEPARTMENT

Located in City Hall, 3800 University Boulevard

Four Employees:

City Manager (1)
City Secretary (1)
Community Information Officer (1)
Receptionist (1)
Assistant City Secretary (part-time)

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.

City Secretary

The City Secretary maintains the official files and records for the City, publishes and maintains the City Council agendas, manages the City Manager's Office, and acts as the primary secretary for the Mayor, City Council, and City Manager. This position also 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, the City's Web site 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 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.

**EXECUTIVE DEPARTMENT
(01-02)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$405,526	\$350,146	\$0	\$350,146
1002 OVERTIME EARNINGS	\$0	\$0	\$0	\$0
1005 LONGEVITY PAY	\$2,016	\$1,705	\$0	\$1,705
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$26,660	\$22,173	\$0	\$22,173
1120 EMPLOYERS SHARE T.M.R.S.	\$61,228	\$48,469	\$0	\$48,469
1127 RETIREMENT SUPPLEMENTAL	\$40,000	\$40,000	\$0	\$40,000
1130 INSURANCE-EMPLOYEE LIFE	\$1,740	\$2,325	\$0	\$2,325
1131 INSURANCE-WORKMENS COMP	\$1,087	\$455	\$0	\$455
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$48,557	\$41,024	\$0	\$41,024
SALARIES & BENEFITS SUBTOTAL	\$594,014	\$513,497	\$0	\$513,497
2100 OFFICE SUPPLIES	\$3,321	\$3,821	\$0	\$3,821
2318 COMPUTER SUPPLIES	\$1,000	\$1,000	\$0	\$1,000
SUPPLIES SUBTOTAL	\$4,321	\$4,821	\$0	\$4,821
3003 BOARD MEETINGS	\$1,000	\$13,060	\$0	\$13,060
3010 POSTAGE	\$1,094	\$1,094	\$0	\$1,094
3014 PUBLICATIONS	\$1,000	\$1,000	\$0	\$1,000
3060 PROFESSIONAL SERVICES	\$304,620	\$378,135	\$6,875	\$385,010
3063 PROGRAMMING/MAINTENANCE	\$5,760	\$26,450	\$0	\$26,450
3113 PRINTING	\$18,376	\$22,061	\$0	\$22,061
PROFESSIONAL SERVICES SUBTOTAL	\$331,850	\$441,800	\$6,875	\$448,675
4110 HEAT,LIGHT,WATER UTIL	\$2,886	\$14,263	\$0	\$14,263
4120 TELEPHONE SERVICE	\$7,168	\$9,498	\$0	\$9,498
UTILITIES SUBTOTAL	\$10,054	\$23,761	\$0	\$23,761
5504 INSURANCE-EXCESS LIABILITY	\$0	\$0	\$0	\$0
5506 INSURANCE-GEN'L LIABILITY	\$915	\$915	\$0	\$915
5514 INSURANCE-PUBL.OFF'L LIAB	\$45,000	\$45,000	\$0	\$45,000
5516 BONDS-OFFICALS & EMPLOYEE	\$200	\$200	\$0	\$200
INSURANCE SUBTOTAL	\$46,115	\$46,115	\$0	\$46,115
6200 EQUIP REPAIRS/NON VEHICLE	\$600	\$600	\$0	\$600
OUTSIDE SERVICES SUBTOTAL	\$600	\$600	\$0	\$600
7150 DUES & SUBSCRIPTIONS	\$14,332	\$14,125	\$0	\$14,125
7151 CONTINGENCY FUND	\$0	\$0	\$0	\$0
7152 DEBT SERVICE CONTRIBUTION	\$0	\$0	\$0	\$0
7153 CAPITAL PROJECTS CONTRIB	\$0	\$0	\$0	\$0
7170 TRAVEL EXPENSE	\$9,810	\$8,105	\$0	\$8,105
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$4,100	\$0	\$4,100
7202 MICRO COMPUTER SOFTWARE	\$2,000	\$1,750	\$0	\$1,750
7221 OTHER EXPENSE	\$5,400	\$8,400	\$0	\$8,400
7235 YOUTH ADVISORY COMMISSION EXPE	\$0	\$5,000	\$0	\$5,000
7240 TUITION & TRAINING	\$5,305	\$4,690	\$0	\$4,690
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7432 ELECTIONS	\$12,000	\$5,000	\$0	\$5,000
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$48,847	\$51,170	\$0	\$51,170
9100 OFFICE EQUIPMENT	\$500	\$500	\$0	\$500
9201 MICRO COMPUTER EQUIPMENT	\$11,000	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$11,500	\$500	\$0	\$500
Totals for EXECUTIVE 01-02	\$1,047,301	\$1,082,264	\$6,875	\$1,089,139

FINANCE DEPARTMENT

Located in City Hall, 3800 University Boulevard, unless otherwise noted

Eight Employees:

Director of Finance (1)
Controller (1)
Accounting Supervisor (1)
Administrative Secretary (1)
Accounts Payable Specialist (1)
Payroll Specialist (1)

Purchasing Agent (1)
Purchasing Assistant (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 Authority; membership on the Firefighters' Relief and Retirement Fund Board of Trustees; and coordination of the Capital Improvements Program. The Director is supported by an Administrative Secretary and 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, an Accounting Supervisor, an Accounts Payable Specialist, and a Payroll Specialist. During FY2009, the Department combined the Accounts Payable Specialist and Payroll Specialist positions into one job.

Purchasing

Procurement of goods and services for City operations is performed by the Purchasing Agent and one Purchasing Assistant at the Fred N. 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.

**FINANCE DEPARTMENT
(01-03)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$583,583	\$607,616	\$0	\$607,616
1002 OVERTIME EARNINGS	\$0	\$0	\$0	\$0
1005 LONGEVITY PAY	\$5,040	\$5,208	\$0	\$5,208
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$43,201	\$48,378	\$0	\$48,378
1120 EMPLOYERS SHARE T.M.R.S.	\$88,508	\$85,997	\$0	\$85,997
1130 INSURANCE-EMPLOYEE LIFE	\$2,517	\$4,210	\$0	\$4,210
1131 INSURANCE-WORKMENS COMP	\$1,571	\$793	\$0	\$793
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$77,571	\$88,056	\$0	\$88,056
SALARIES & BENEFITS SUBTOTAL	\$809,191	\$847,458	\$0	\$847,458
2029 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
2100 OFFICE SUPPLIES	\$4,900	\$5,500	\$0	\$5,500
2318 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0
2320 GAS, OIL & GREASE	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$4,900	\$5,500	\$0	\$5,500
3007 DELINQUENT TAX ATTORNEY	\$29,000	\$29,000	\$0	\$29,000
3009 COLLECTION SERVICES	\$0	\$0	\$0	\$0
3010 POSTAGE	\$2,063	\$2,063	\$0	\$2,063
3060 PROFESSIONAL SERVICES	\$92,408	\$100,098	\$5,444	\$105,542
3063 PROGRAMMING/MAINTENANCE	\$47,979	\$44,270	\$0	\$44,270
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3113 PRINTING	\$5,100	\$5,750	\$0	\$5,750
3140 HPISD TAX COLLECTION SERV	\$0	\$0	\$0	\$0
3141 DALLAS CO TAX COLL SERV	\$9,622	\$9,622	\$0	\$9,622
3145 CENTRAL APPRAISAL DISTRIC	\$65,401	\$71,540	\$0	\$71,540
PROFESSIONAL SERVICES SUBTOTAL	\$251,573	\$262,343	\$5,444	\$267,787
4110 HEAT,LIGHT,WATER UTIL	\$5,737	\$23,601	\$0	\$23,601
4120 TELEPHONE SERVICE	\$3,953	\$4,670	\$0	\$4,670
UTILITIES SUBTOTAL	\$9,690	\$28,271	\$0	\$28,271
5500 INSURANCE-AUTO LIABILITY	\$0	\$0	\$0	\$0
5506 INSURANCE-GEN'L LIABILITY	\$1,265	\$1,265	\$0	\$1,265
5510 INSURANCE-BLDG & CONTENTS	\$0	\$0	\$0	\$0
5520 RISK, LOSS, CLAIM MGMT	\$0	\$0	\$0	\$0
INSURANCE SUBTOTAL	\$1,265	\$1,265	\$0	\$1,265
6190 AUTO REPAIRS	\$0	\$0	\$0	\$0
6195 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
6200 EQUIP REPAIRS/NON VEHICLE	\$1,445	\$1,560	\$0	\$1,560
OUTSIDE SERVICES SUBTOTAL	\$1,445	\$1,560	\$0	\$1,560
7150 DUES & SUBSCRIPTIONS	\$8,466	\$9,189	\$0	\$9,189
7170 TRAVEL EXPENSE	\$7,085	\$8,830	\$0	\$8,830
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$1,000	\$0	\$1,000
7202 MICRO COMPUTER SOFTWARE	\$525	\$458	\$0	\$458
7221 OTHER EXPENSE	\$2,405	\$4,615	\$0	\$4,615
7240 TUITION & TRAINING	\$4,710	\$4,265	\$0	\$4,265
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS-UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$23,191	\$28,357	\$0	\$28,357
8000 INTEREST CONTRIB.-BYRD	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0



**FINANCE DEPARTMENT
(01-03)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
9000 CAPITAL EQUIPMENT REPLACE	\$0	\$0	\$0	\$0
9100 OFFICE EQUIPMENT	\$0	\$3,000	\$0	\$3,000
9200 MID RANGE COMPUTER EQUIP	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$2,000	\$0	\$689	\$689
9202 MID RANGE COMPUTER PROGR.	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$2,000	\$3,000	\$689	\$3,689
Totals for FINANCE 01-03	\$1,103,255	\$1,177,754	\$6,133	\$1,183,887

MUNICIPAL COURT

Located in City Hall, 3800 University Boulevard

Two Employees:

Court Administrator (1)
Deputy Court Clerk (1)
City Judge, part-time
City Prosecutor, part-time

The Municipal Court adjudicates traffic citations, parking tickets, and other violations of City ordinances, and 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. Defendants may ask for a trial in front of the judge if they plead not guilty. If pleading guilty, they may either pay their fine or seek alternatives like defensive driving or deferred adjudication. 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 \$251,843 from traffic and other fines and \$147,951 from parking tickets.

**MUNICIPAL COURT
(01-10)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$163,600	\$173,097	\$0	\$173,097
1002 OVERTIME EARNINGS	\$1,800	\$2,264	\$0	\$2,264
1005 LONGEVITY PAY	\$2,544	\$2,596	\$0	\$2,596
1006 EDUCATION PAY	\$0	\$0	\$0	\$0
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$12,700	\$13,613	\$0	\$13,613
1120 EMPLOYERS SHARE T.M.R.S.	\$13,476	\$13,931	\$0	\$13,931
1130 INSURANCE-EMPLOYEE LIFE	\$706	\$1,224	\$0	\$1,224
1131 INSURANCE-WORKMENS COMP	\$438	\$128	\$0	\$128
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$38,535	\$44,028	\$0	\$44,028
SALARIES & BENEFITS SUBTOTAL	\$233,799	\$250,881	\$0	\$250,881
2029 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
2100 OFFICE SUPPLIES	\$1,250	\$1,300	\$0	\$1,300
2318 COMPUTER SUPPLIES	\$1,300	\$1,400	\$0	\$1,400
2320 GAS, OIL & GREASE	\$0	\$0	\$0	\$0
2350 SUPPLIES & MATERIALS	\$0	\$400	\$0	\$400
SUPPLIES SUBTOTAL	\$2,550	\$3,100	\$0	\$3,100
3009 COLLECTION SERVICES	\$3,000	\$0	\$0	\$0
3010 POSTAGE	\$2,118	\$2,118	\$0	\$2,118
3014 PUBLICATIONS	\$0	\$0	\$0	\$0
3060 PROFESSIONAL SERVICES	\$16,050	\$15,540	\$0	\$15,540
3061 MANAGEMENT CONSULTANT FEE	\$0	\$0	\$0	\$0
3063 PROGRAMMING/MAINTENANCE	\$9,575	\$10,750	\$0	\$10,750
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3113 PRINTING	\$1,500	\$2,075	\$0	\$2,075
PROFESSIONAL SERVICES SUBTOTAL	\$32,243	\$30,483	\$0	\$30,483
4110 HEAT,LIGHT,WATER UTIL	\$1,447	\$4,185	\$0	\$4,185
4120 TELEPHONE SERVICE	\$3,043	\$2,933	\$0	\$2,933
UTILITIES SUBTOTAL	\$4,490	\$7,118	\$0	\$7,118
5500 INSURANCE-AUTO LIABILITY	\$0	\$0	\$0	\$0
5506 INSURANCE-GEN'L LIABILITY	\$514	\$514	\$0	\$514
INSURANCE SUBTOTAL	\$514	\$514	\$0	\$514
6190 AUTO REPAIRS	\$0	\$0	\$0	\$0
6195 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
6200 EQUIP REPAIRS/NON VEHICLE	\$500	\$500	\$0	\$500
OUTSIDE SERVICES SUBTOTAL	\$500	\$500	\$0	\$500
7150 DUES & SUBSCRIPTIONS	\$65	\$140	\$0	\$140
7170 TRAVEL EXPENSE	\$3,825	\$5,500	\$0	\$5,500
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$1,100	\$0	\$1,100
7202 MICRO COMPUTER SOFTWARE	\$0	\$0	\$0	\$0
7221 OTHER EXPENSE	\$200	\$200	\$0	\$200
7240 TUITION & TRAINING	\$1,005	\$1,200	\$0	\$1,200
7245 TUITION REIMBURSEMENT	\$200	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$5,295	\$8,140	\$0	\$8,140
9000 CAPITAL EQUIPMENT REPLACE	\$0	\$0	\$0	\$0
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9200 MID RANGE COMPUTER EQUIP	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$800	\$0	\$0	\$0



**MUNICIPAL COURT
(01-10)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
9202 MID RANGE COMPUTER PROGR.	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$800	\$0	\$0	\$0
Totals for MUNICIPAL COURT 01-10	\$280,191	\$300,736	\$0	\$300,736

UTILITY BILLING OFFICE

Located in City Hall, 3800 University Boulevard

Five Employees:

Utility Billing Supervisor (1)
Utility Billing Specialists (3)
Utility Billing/Mail Specialist (1)

The Utility Billing Office bills over 8,000 customers each month for City services including water, sanitary sewer, refuse and recyclables collection, stormwater, Direct Alarm, and alarm registration. 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.

Monthly utility bills are mailed in two cycles, on the first and fifteenth of each month. Water meters are read using handheld computers; consumption data is then uploaded from the handheld 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.

About 10% of the City's customers pay their bill using automatic bank drafting. Most customers mail their payments, which go to the City's lockbox processor, Northbrook Services, located near DFW airport. A small number of customers drop off their payments in person, and a growing number pay their bills via credit card using the City's Web site.

The Utility Billing Office is also responsible for the City's internal mail distribution and collection. The Utility Billing/Mail Specialist performs this function and also provides support for the Municipal Court.

**UTILITY BILLING OFFICE
(02-21)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$235,977	\$241,081	\$0	\$241,081
1002 OVERTIME EARNINGS	\$1,835	\$3,337	\$0	\$3,337
1005 LONGEVITY PAY	\$2,208	\$2,392	\$0	\$2,392
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$18,210	\$18,881	\$0	\$18,881
1120 EMPLOYERS SHARE T.M.R.S.	\$35,396	\$34,233	\$0	\$34,233
1130 INSURANCE-EMPLOYEE LIFE	\$1,010	\$1,704	\$0	\$1,704
1131 INSURANCE-WORKMENS COMP	\$628	\$316	\$0	\$316
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$48,227	\$55,035	\$0	\$55,035
SALARIES & BENEFITS SUBTOTAL	\$343,491	\$356,979	\$0	\$356,979
2029 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
2100 OFFICE SUPPLIES	\$5,726	\$7,876	\$0	\$7,876
2318 COMPUTER SUPPLIES	\$250	\$250	\$0	\$250
2320 GAS, OIL & GREASE	\$585	\$1,022	\$0	\$1,022
SUPPLIES SUBTOTAL	\$6,561	\$9,148	\$0	\$9,148
3009 COLLECTION SERVICES	\$0	\$0	\$0	\$0
3010 POSTAGE	\$64,950	\$65,368	\$0	\$65,368
3060 PROFESSIONAL SERVICES	\$40,960	\$30,960	\$0	\$30,960
3063 PROGRAMMING/MAINTENANCE	\$18,876	\$19,430	\$0	\$19,430
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3113 PRINTING	\$8,205	\$8,225	\$0	\$8,225
PROFESSIONAL SERVICES SUBTOTAL	\$132,991	\$123,983	\$0	\$123,983
4110 HEAT,LIGHT,WATER UTIL	\$1,477	\$3,476	\$0	\$3,476
4120 TELEPHONE SERVICE	\$1,521	\$3,235	\$0	\$3,235
4270 SEWER PAYMENTS	\$2,237,798	\$2,476,773	\$0	\$2,476,773
4280 WATER PURCHASES	\$2,646,264	\$2,889,589	\$0	\$2,889,589
UTILITIES SUBTOTAL	\$4,887,060	\$5,373,073	\$0	\$5,373,073
5500 INSURANCE-AUTO LIABILITY	\$108	\$108	\$0	\$108
5506 INSURANCE-GEN'L LIABILITY	\$8,022	\$8,022	\$0	\$8,022
INSURANCE SUBTOTAL	\$8,130	\$8,130	\$0	\$8,130
6190 AUTO REPAIRS	\$293	\$14	\$0	\$14
6195 EQUIPMENT MAINTENANCE	\$1,265	\$1,265	\$0	\$1,265
6200 EQUIP REPAIRS/NON VEHICLE	\$14,728	\$13,950	\$0	\$13,950
OUTSIDE SERVICES SUBTOTAL	\$16,286	\$15,229	\$0	\$15,229
7150 DUES & SUBSCRIPTIONS	\$500	\$500	\$0	\$500
7170 TRAVEL EXPENSE	\$4,700	\$5,460	\$0	\$5,460
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$8,000	\$0	\$8,000
7202 MICRO COMPUTER SOFTWARE	\$0	\$0	\$0	\$0
7221 OTHER EXPENSE	\$3,600	\$1,600	\$0	\$1,600
7240 TUITION & TRAINING	\$1,200	\$2,500	\$0	\$2,500
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$4,000	\$0	\$4,000
OTHER SUBTOTAL	\$10,000	\$22,060	\$0	\$22,060
8010 CONTRIBUTION TO GEN. FUND	\$550,000	\$550,000	\$0	\$550,000
TRANSFERS SUBTOTAL	\$550,000	\$550,000	\$0	\$550,000
9000 CAPITAL EQUIPMENT REPLACE	\$1,934	\$1,934	\$0	\$1,934
9100 OFFICE EQUIPMENT	\$0	\$0	\$15,560	\$15,560
9200 MID RANGE COMPUTER EQUIP	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$6,500	\$0	\$0	\$0



**UTILITY BILLING OFFICE
(02-21)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
9202 MID RANGE COMPUTER PROGR.	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
9985 CAPITALIZED EXPENDITURES	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES SUBTOTAL	\$8,434	\$1,934	\$15,560	\$17,494
Totals for UTILITY BILLING 02-21	\$5,962,953	\$6,460,536	\$15,560	\$6,476,096

**EQUIPMENT SERVICES DEPARTMENT:
GARAGE AND WAREHOUSE**

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

10 Employees:

Garage

Fleet Manager (1)

Equipment Shop Supervisor (1)

Welding Technician (1)

Equipment Service Technician (4)

Warehouse:

Warehouse Supervisor (1)

Warehouse/Fleet Assistant (1)

Parts Runner (1)

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

Garage

Garage personnel perform preventive maintenance and repair on approximately 350 pieces of equipment, ranging from quickie saws to fire trucks. Most equipment replacement is funded through annual contributions to a replacement fund. User departments finance Equipment Services operations through budgeted contributions for maintenance and replacement, based on each department's proportion of garage and warehouse use. The Division's personnel have been reduced from twelve to seven since 1994. Garage personnel performed 1,380 repairs and 799 preventive maintenance treatments last year.

Warehouse

The City's Warehouse stocks and orders non-stock automotive and utility parts as well as many other incidental supplies. The warehouse inventory is valued at approximately \$300,000 and is located on the ground floor of the Peek Center.

**EQUIPMENT SERVICES DIVISION
(47-30)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$426,653	\$444,787	\$0	\$444,787
1002 OVERTIME EARNINGS	\$1,225	\$3,554	\$0	\$3,554
1005 LONGEVITY PAY	\$5,088	\$5,748	\$0	\$5,748
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$33,113	\$34,738	\$0	\$34,738
1120 EMPLOYERS SHARE T.M.R.S.	\$64,364	\$62,982	\$0	\$62,982
1127 RETIREMENT SUPPLEMENTAL	\$0	\$0	\$0	\$0
1130 INSURANCE-EMPLOYEE LIFE	\$1,833	\$2,976	\$0	\$2,976
1131 INSURANCE-WORKMENS COMP	\$17,371	\$5,507	\$0	\$5,507
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$67,707	\$77,049	\$0	\$77,049
SALARIES & BENEFITS SUBTOTAL	\$617,354	\$637,341	\$0	\$637,341
2029 CLOTHING ALLOWANCE	\$2,560	\$2,896	\$0	\$2,896
2100 OFFICE SUPPLIES	\$515	\$515	\$0	\$515
2318 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0
2320 GAS, OIL & GREASE	\$1,500	\$2,228	\$0	\$2,228
2350 SUPPLIES & MATERIALS	\$18,000	\$18,950	\$0	\$18,950
SUPPLIES SUBTOTAL	\$22,575	\$24,589	\$0	\$24,589
3010 POSTAGE	\$26	\$26	\$0	\$26
3060 PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0
3063 PROGRAMMING/MAINTENANCE	\$8,550	\$9,550	\$0	\$9,550
3113 PRINTING	\$240	\$240	\$0	\$240
PROFESSIONAL SERVICES SUBTOTAL	\$8,816	\$9,816	\$0	\$9,816
4110 HEAT,LIGHT,WATER UTIL	\$28,966	\$32,042	\$0	\$32,042
4120 TELEPHONE SERVICE	\$2,791	\$2,404	\$0	\$2,404
UTILITIES SUBTOTAL	\$31,757	\$34,446	\$0	\$34,446
5500 INSURANCE-AUTO LIABILITY	\$267	\$267	\$0	\$267
5506 INSURANCE-GEN'L LIABILITY	\$963	\$963	\$0	\$963
INSURANCE SUBTOTAL	\$1,230	\$1,230	\$0	\$1,230
6190 AUTO REPAIRS	\$3,485	\$7,673	\$0	\$7,673
6195 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
6200 EQUIP REPAIRS/NON VEHICLE	\$2,500	\$3,000	\$0	\$3,000
6330 RADIO SERVICE	\$0	\$0	\$0	\$0
OUTSIDE SERVICES SUBTOTAL	\$5,985	\$10,673	\$0	\$10,673
7150 DUES & SUBSCRIPTIONS	\$252	\$252	\$0	\$252
7155 VEHICLE RELATED EXPENSE	\$0	\$0	\$0	\$0
7170 TRAVEL EXPENSE	\$3,050	\$2,450	\$0	\$2,450
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$0	\$0	\$0
7202 MICRO COMPUTER SOFTWARE	\$4,460	\$5,460	\$0	\$5,460
7221 OTHER EXPENSE	\$480	\$480	\$0	\$480
7240 TUITION & TRAINING	\$2,850	\$2,600	\$0	\$2,600
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$1,000	\$1,400	\$0	\$1,400
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$1,000	\$0	\$1,000
7500 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$12,092	\$13,642	\$0	\$13,642
9000 CAPITAL EQUIPMENT REPLACE	\$5,948	\$6,836	\$0	\$6,836
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$3,500	\$0	\$0	\$0



**EQUIPMENT SERVICES DIVISION
(47-30)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
9575 GARAGE EQUIPMENT	\$7,850	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
9985 CAPITALIZED EXPENDITURES	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$17,298	\$6,836	\$0	\$6,836
Totals for EQUIPMENT SERVICES 47-30	\$717,107	\$738,573	\$0	\$738,573



**WAREHOUSE DIVISION
(47-34)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$143,501	\$150,667	\$0	\$150,667
1002 OVERTIME EARNINGS	\$5,200	\$3,766	\$0	\$3,766
1005 LONGEVITY PAY	\$1,296	\$1,364	\$0	\$1,364
1110 EMPLOYERS SHARE F.I.C.A.	\$11,431	\$11,918	\$0	\$11,918
1120 EMPLOYERS SHARE T.M.R.S.	\$22,219	\$21,609	\$0	\$21,609
1130 INSURANCE-EMPLOYEE LIFE	\$634	\$1,079	\$0	\$1,079
1131 INSURANCE-WORKMENS COMP	\$4,903	\$2,225	\$0	\$2,225
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$28,949	\$33,021	\$0	\$33,021
SALARIES & BENEFITS SUBTOTAL	\$218,133	\$225,649	\$0	\$225,649
2029 CLOTHING ALLOWANCE	\$676	\$676	\$0	\$676
2100 OFFICE SUPPLIES	\$2,171	\$2,171	\$0	\$2,171
2318 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0
2320 GAS, OIL & GREASE	\$1,660	\$2,615	\$0	\$2,615
2350 SUPPLIES & MATERIALS	\$1,271	\$1,271	\$0	\$1,271
SUPPLIES SUBTOTAL	\$5,778	\$6,733	\$0	\$6,733
3010 POSTAGE	\$200	\$200	\$0	\$200
3063 PROGRAMMING/MAINTENANCE	\$4,750	\$4,750	\$0	\$4,750
PROFESSIONAL SERVICES SUBTOTAL	\$4,950	\$4,950	\$0	\$4,950
4110 HEAT,LIGHT,WATER UTIL	\$9,339	\$10,525	\$0	\$10,525
4120 TELEPHONE SERVICE	\$1,860	\$1,422	\$0	\$1,422
UTILITIES SUBTOTAL	\$11,199	\$11,947	\$0	\$11,947
5500 INSURANCE-AUTO LIABILITY	\$132	\$132	\$0	\$132
5506 INSURANCE-GEN'L LIABILITY	\$327	\$327	\$0	\$327
INSURANCE SUBTOTAL	\$459	\$459	\$0	\$459
6190 AUTO REPAIRS	\$956	\$1,341	\$0	\$1,341
6195 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0
6200 EQUIP REPAIRS/NON VEHICLE	\$3,000	\$3,500	\$0	\$3,500
6330 RADIO SERVICE	\$0	\$0	\$0	\$0
OUTSIDE SERVICES SUBTOTAL	\$3,956	\$4,841	\$0	\$4,841
7150 DUES & SUBSCRIPTIONS	\$126	\$206	\$0	\$206
7155 VEHICLE RELATED EXPENSE	\$0	\$0	\$0	\$0
7170 TRAVEL EXPENSE	\$1,510	\$1,450	\$0	\$1,450
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$2,500	\$0	\$2,500
7202 MICRO COMPUTER SOFTWARE	\$760	\$760	\$0	\$760
7221 OTHER EXPENSE	\$250	\$300	\$0	\$300
7240 TUITION & TRAINING	\$1,150	\$850	\$0	\$850
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$500	\$500	\$0	\$500
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$1,500	\$0	\$1,500
OTHER SUBTOTAL	\$4,296	\$8,066	\$0	\$8,066
9000 CAPITAL EQUIPMENT REPLACE	\$2,475	\$2,475	\$0	\$2,475
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$4,500	\$0	\$0	\$0
9570 WAREHOUSE EQUIPMENT	\$1,000	\$0	\$0	\$0
9575 GARAGE EQUIPMENT	\$0	\$0	\$0	\$0
9985 CAPITALIZED EXPENDITURES	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$7,975	\$2,475	\$0	\$2,475
Totals for WAREHOUSE 47-34	\$256,746	\$265,120	\$0	\$265,120

HUMAN RESOURCES DEPARTMENT

Located in City Hall, 3800 University Blvd.

Two Employees:

Director of Human Resources (1)
Human Resources Assistant (1)

The Human Resources Department (HR) is responsible for human resources activities, safety and risk management, compliance with the Americans with Disabilities Act, Records Management, and commercial filming permits.

Human Resources

- Recruitment – HR recruits, interviews, and screens qualified applicants into new or vacant positions.
- Employee Benefits – HR administers all benefits and insurance plans including health insurance, life insurance, long term disability insurance, retirement benefits, vacation, sick leave, holidays, and other miscellaneous benefits.
- Classification and Compensation – HR oversees the City's contract with The Hay Group to conduct a compensation study for all positions except Police and Fire uniformed employees. For Police and Fire, the Human Resources Director conducts a salary survey and prepares pay recommendations.
- Policies and Procedures/Training – HR maintains the City's administrative orders and personnel policies and procedures, and facilitates regular employee training on personnel policies, sexual harassment, ethics, and cultural diversity.

Safety and Risk Management

- Risk Management – The Human Resources Division oversees the City's self-insurance fund from which excess insurance premiums and claims are paid.
- HR handles the acquisition and annual renewal of stop-loss insurance for general liability, property, and Worker's Compensation coverage
- Claims – HR handles claims for damages via a third-party claims administrator as part of the City's self-insurance program.
- Safety – HR oversees the City's safety program with accident reporting procedures and employee training on safety issues throughout the year.

Records Management

HR oversees the City's records management program by coordinating and providing information to each department's records representative.

Film Permits

The HR Director issues film permits for commercial filming and photography in the City.

Americans with Disabilities Act

The HR Director maintains the City's comprehensive policy for compliance under ADA for employment practices, programs, and facilities.

**HUMAN RESOURCES
(01-04)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$173,576	\$178,045	\$0	\$178,045
1002 OVERTIME EARNINGS	\$0	\$0	\$0	\$0
1005 LONGEVITY PAY	\$1,536	\$1,588	\$0	\$1,588
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1009 CELL PHONE ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$12,255	\$12,233	\$0	\$12,233
1120 EMPLOYERS SHARE T.M.R.S.	\$27,110	\$25,914	\$0	\$25,914
1130 INSURANCE-EMPLOYEE LIFE	\$770	\$1,239	\$0	\$1,239
1131 INSURANCE-WORKMENS COMP	\$481	\$233	\$0	\$233
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$19,456	\$22,014	\$0	\$22,014
SALARIES & BENEFITS SUBTOTAL	\$242,384	\$248,466	\$0	\$248,466
2029 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
2100 OFFICE SUPPLIES	\$1,250	\$1,250	\$0	\$1,250
2318 COMPUTER SUPPLIES	\$300	\$300	\$0	\$300
SUPPLIES SUBTOTAL	\$1,550	\$1,550	\$0	\$1,550
3010 POSTAGE	\$348	\$348	\$0	\$348
3060 PROFESSIONAL SERVICES	\$31,100	\$29,100	\$0	\$29,100
3063 PROGRAMMING/MAINTENANCE	\$1,000	\$1,100	\$0	\$1,100
3113 PRINTING	\$0	\$100	\$0	\$100
PROFESSIONAL SERVICES SUBTOTAL	\$32,448	\$30,648	\$0	\$30,648
4110 HEAT,LIGHT,WATER UTIL	\$765	\$5,806	\$0	\$5,806
4120 TELEPHONE SERVICE	\$2,721	\$1,724	\$0	\$1,724
UTILITIES SUBTOTAL	\$3,486	\$7,530	\$0	\$7,530
5504 INSURANCE-EXCESS LIABILIT	\$0	\$0	\$0	\$0
5506 INSURANCE-GEN'L LIABILITY	\$467	\$467	\$0	\$467
5520 RISK, LOSS, CLAIM MGMT	\$0	\$0	\$0	\$0
INSURANCE SUBTOTAL	\$467	\$467	\$0	\$467
6200 EQUIP REPAIRS/NON VEHICLE	\$100	\$100	\$0	\$100
OUTSIDE SERVICES SUBTOTAL	\$100	\$100	\$0	\$100
7110 EMPLOYEE RECOGNITION	\$12,250	\$12,250	\$0	\$12,250
7150 DUES & SUBSCRIPTIONS	\$2,450	\$1,975	\$0	\$1,975
7170 TRAVEL EXPENSE	\$1,400	\$1,370	\$0	\$1,370
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$1,200	\$0	\$1,200
7202 MICRO COMPUTER SOFTWARE	\$4,470	\$4,470	\$0	\$4,470
7221 OTHER EXPENSE	\$4,200	\$10,450	\$0	\$10,450
7240 TUITION & TRAINING	\$4,080	\$3,080	\$0	\$3,080
7245 TUITION REIMBURSEMENT	\$0	\$30,000	\$0	\$30,000
7475 IMPROVEMENTS-UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$28,850	\$64,795	\$0	\$64,795
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$1,700	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES SUBTOTAL	\$1,700	\$0	\$0	\$0
Totals for HUMAN RESOURCES 01-04	\$310,985	\$353,556	\$0	\$353,556

INFORMATION SERVICES DEPARTMENT

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

Four Employees:

Director of Information Services (1)
GIS Coordinator (1)
Senior Network Administrator (1)
Network Support Specialist (1)

The City's 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, security of information, computing standards and policies, software integration, fiber optic connectivity, and the Public Safety mobile data environment.

An IBM iSeries AS/400 computer performs the primary financial computing for the City, which includes General Ledger, Revenue Accounting, Capital Projects, Financial Reporting, Human Resources, Payroll, and Utility Billing.

A second IBM iSeries AS/400 computer supports the Public Safety applications. Those include Computer-aided Dispatch for Police, Fire, and EMS, Crimes Management, Fires Management, Mobile Data Computing, Field Incident Reporting and Field Accident Reporting. A LINUX server supports the Municipal Court system, and Direct Alarm Monitoring resides on a Microsoft Windows 2003 server.

The City's Microsoft Windows 2003 network supports the office environment, e-mail, document imaging and management, Police digital video, Internet access, and a variety of applications for Engineering, Building, Parks, Equipment Services, and the City's internet website, which is hosted with AT&T E-Services.

The network-computing environment consists of approximately 140 desktop users, 20 servers, and 25 mobile data computers.

**INFORMATION SERVICES DEPARTMENT
(01-05)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$335,285	\$340,237	\$0	\$340,237
1005 LONGEVITY PAY	\$1,392	\$1,196	\$0	\$1,196
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$25,193	\$25,362	\$0	\$25,362
1120 EMPLOYERS SHARE T.M.R.S.	\$50,834	\$48,356	\$0	\$48,356
1130 INSURANCE-EMPLOYEE LIFE	\$1,444	\$2,370	\$0	\$2,370
1131 INSURANCE-WORKMENS COMP	\$903	\$347	\$0	\$347
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$38,870	\$44,028	\$0	\$44,028
SALARIES & BENEFITS SUBTOTAL	\$461,121	\$469,096	\$0	\$469,096
2029 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
2100 OFFICE SUPPLIES	\$1,500	\$1,500	\$0	\$1,500
2318 COMPUTER SUPPLIES	\$15,657	\$13,442	\$0	\$13,442
SUPPLIES SUBTOTAL	\$17,157	\$14,942	\$0	\$14,942
3010 POSTAGE	\$139	\$139	\$0	\$139
3060 PROFESSIONAL SERVICES	\$36,200	\$43,700	\$33,367	\$77,067
3063 PROGRAMMING/MAINTENANCE	\$75,055	\$105,298	\$15,690	\$120,988
PROFESSIONAL SERVICES SUBTOTAL	\$111,394	\$149,137	\$49,057	\$198,194
4110 HEAT,LIGHT,WATER UTIL	\$765	\$13,297	\$0	\$13,297
4120 TELEPHONE SERVICE	\$83,649	\$86,595	\$20,000	\$106,595
UTILITIES SUBTOTAL	\$84,414	\$99,892	\$20,000	\$119,892
5506 INSURANCE-GEN'L LIABILITY	\$552	\$552	\$0	\$552
INSURANCE SUBTOTAL	\$552	\$552	\$0	\$552
6200 EQUIP REPAIRS/NON VEHICLE	\$15,170	\$31,087	\$0	\$31,087
OUTSIDE SERVICES SUBTOTAL	\$15,170	\$31,087	\$0	\$31,087
7150 DUES & SUBSCRIPTIONS	\$1,185	\$980	\$0	\$980
7170 TRAVEL EXPENSE	\$17,290	\$18,940	\$0	\$18,940
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$20,380	\$36,221	\$56,601
7202 MICRO COMPUTER SOFTWARE	\$23,415	\$900	\$72,522	\$73,422
7221 OTHER EXPENSE	\$0	\$0	\$0	\$0
7240 TUITION & TRAINING	\$18,295	\$17,950	\$6,100	\$24,050
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$60,185	\$59,150	\$114,843	\$173,993
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9200 MID RANGE COMPUTER EQUIP	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$20,300	\$0	\$69,658	\$69,658
9202 MID RANGE COMPUTER PROGR.	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$20,300	\$0	\$69,658	\$69,658
Totals for INFORMATION SERVICES 01-05	\$770,293	\$823,856	\$253,558	\$1,077,414

COMMUNITY DEVELOPMENT DEPARTMENT

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

Nine Employees:

Community Development Director (1)
Community Development Manager (1)
Code Enforcement Officer (2)
Building Inspector II (1)
Building Inspector III (2)
Planning Assistant (1)
Administrative Assistant (1)

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 Director also works closely with the Zoning Ordinance Advisory Committee and the Urban Design & Development Advisory Committee.

For the period October 1, 2007 to September 30, 2008, the Division issued a total of 2,845 permits with an estimated value of \$218 million dollars. A total of 82 permits were issued for new residential construction and 231 permits were issued for residential addition/remodel and repair. The department field staff conducted 9,417 inspections over the past year ending September 30, 2008.

**COMMUNITY DEVELOPMENT DEPARTMENT
(01-19)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$522,882	\$641,157	\$0	\$641,157
1002 OVERTIME EARNINGS	\$800	\$893	\$0	\$893
1005 LONGEVITY PAY	\$4,080	\$4,528	\$0	\$4,528
1007 CAR ALLOWANCE	\$0	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$40,124	\$49,172	\$0	\$49,172
1120 EMPLOYERS SHARE T.M.R.S.	\$76,161	\$88,913	\$0	\$88,913
1130 INSURANCE-EMPLOYEE LIFE	\$2,168	\$4,386	\$0	\$4,386
1131 INSURANCE-WORKMENS COMP	\$3,367	\$1,531	\$0	\$1,531
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$77,413	\$99,063	\$0	\$99,063
SALARIES & BENEFITS SUBTOTAL	\$726,995	\$896,843	\$0	\$896,843
2029 CLOTHING ALLOWANCE	\$900	\$900	\$0	\$900
2100 OFFICE SUPPLIES	\$3,000	\$4,000	\$0	\$4,000
2318 COMPUTER SUPPLIES	\$1,000	\$1,000	\$0	\$1,000
2320 GAS, OIL & GREASE	\$6,233	\$7,848	\$0	\$7,848
2350 SUPPLIES & MATERIALS	\$2,000	\$2,000	\$0	\$2,000
SUPPLIES SUBTOTAL	\$13,133	\$15,748	\$0	\$15,748
3003 BOARD MEETINGS	\$1,750	\$1,750	\$0	\$1,750
3010 POSTAGE	\$1,334	\$1,334	\$0	\$1,334
3014 PUBLICATIONS	\$1,800	\$500	\$0	\$500
3060 PROFESSIONAL SERVICES	\$1,500	\$101,500	\$279,589	\$381,089
3063 PROGRAMMING/MAINTENANCE	\$8,325	\$11,325	\$6,000	\$17,325
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3113 PRINTING	\$600	\$500	\$0	\$500
PROFESSIONAL SERVICES SUBTOTAL	\$15,309	\$116,909	\$285,589	\$402,498
4110 HEAT,LIGHT,WATER UTIL	\$3,750	\$5,057	\$0	\$5,057
4120 TELEPHONE SERVICE	\$9,702	\$7,200	\$0	\$7,200
UTILITIES SUBTOTAL	\$13,452	\$12,257	\$0	\$12,257
5500 INSURANCE-AUTO LIABILITY	\$132	\$132	\$0	\$132
5506 INSURANCE-GEN'L LIABILITY	\$871	\$871	\$0	\$871
INSURANCE SUBTOTAL	\$1,003	\$1,003	\$0	\$1,003
6190 AUTO REPAIRS	\$1,997	\$2,060	\$0	\$2,060
6195 EQUIPMENT MAINTENANCE	\$6,719	\$6,719	\$0	\$6,719
6200 EQUIP REPAIRS/NON VEHICLE	\$300	\$300	\$0	\$300
OUTSIDE SERVICES SUBTOTAL	\$9,016	\$9,079	\$0	\$9,079
7150 DUES & SUBSCRIPTIONS	\$2,500	\$3,000	\$0	\$3,000
7170 TRAVEL EXPENSE	\$2,265	\$4,000	\$0	\$4,000
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$2,400	\$0	\$2,400
7202 MICRO COMPUTER SOFTWARE	\$1,000	\$1,000	\$0	\$1,000
7221 OTHER EXPENSE	\$2,500	\$2,500	\$0	\$2,500
7240 TUITION & TRAINING	\$4,200	\$4,500	\$0	\$4,500
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7300 HANDICAP RAMP REIMB	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$12,465	\$17,400	\$0	\$17,400
9000 CAPITAL EQUIPMENT REPLACE	\$3,776	\$3,776	\$0	\$3,776
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$12,200	\$0	\$10,969	\$10,969
9600 AUTOMOBILES	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$15,976	\$3,776	\$10,969	\$14,745
Totals for COMMUNITY DEVELOPMENT 01-19	\$807,349	\$1,073,015	\$296,558	\$1,369,573



PUBLIC WORKS DEPARTMENT

Located in Fred N. Peek Service Center, 4420 Worcola Street

Director
86 Employees

The Public Works Department is comprised of six divisions with responsibilities for:

- engineering
- maintenance of City buildings
- installation and maintenance of traffic signs, signals and pavement markings
- street and alley maintenance
- residential and commercial refuse collection and disposal
- residential recycling
- installation and maintenance of the City's water distribution and sanitary and storm sewer collection systems

All divisions are based at the Fred N. Peek Service Center at 4420 Worcola Street, Dallas, Texas. The Sanitation Division operates a transfer station at 2525 University Boulevard.

ENGINEERING DIVISION

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

Seven Employees:

Director of Public Works (1)
City Engineer (1)
Capital Improvements Projects Coordinator (1) - *budgeted in Capital Projects Fund*
Construction Inspector (2)
Right of Way Inspector (1)
Engineering Technician (1)

The City Engineer is responsible for the design and construction of the Capital Improvements Program (CIP). Much of this work is centered on the replacement of water and sanitary sewer mains. The CIP typically involves between \$3 and \$5 million in projects each year. Since 1990, over \$65 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 Division also includes the Director of Public Works and provides technical support to other City operations. The City Engineer supervises five employees.

**ENGINEERING DIVISION
(01-20)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$612,767	\$553,731	\$0	\$553,731
1002 OVERTIME EARNINGS	\$0	\$845	\$0	\$845
1005 LONGEVITY PAY	\$4,848	\$4,732	\$0	\$4,732
1007 CAR ALLOWANCE	\$14,400	\$14,400	\$0	\$14,400
1009 CELL PHONE ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$43,642	\$38,458	\$0	\$38,458
1120 EMPLOYERS SHARE T.M.R.S.	\$93,878	\$79,573	\$0	\$79,573
1130 INSURANCE-EMPLOYEE LIFE	\$2,666	\$3,862	\$0	\$3,862
1131 INSURANCE-WORKMENS COMP	\$2,762	\$1,181	\$0	\$1,181
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$68,085	\$66,042	\$0	\$66,042
SALARIES & BENEFITS SUBTOTAL	\$843,048	\$762,824	\$0	\$762,824
2029 CLOTHING ALLOWANCE	\$1,350	\$1,350	\$0	\$1,350
2100 OFFICE SUPPLIES	\$1,000	\$1,000	\$0	\$1,000
2318 COMPUTER SUPPLIES	\$1,500	\$3,500	\$0	\$3,500
2320 GAS, OIL & GREASE	\$5,015	\$5,922	\$0	\$5,922
2350 SUPPLIES & MATERIALS	\$2,500	\$2,500	\$0	\$2,500
SUPPLIES SUBTOTAL	\$11,365	\$14,272	\$0	\$14,272
3003 BOARD MEETINGS	\$0	\$0	\$0	\$0
3010 POSTAGE	\$97	\$97	\$0	\$97
3014 PUBLICATIONS	\$0	\$0	\$0	\$0
3060 PROFESSIONAL SERVICES	\$21,000	\$21,000	\$13,423	\$34,423
3063 PROGRAMMING/MAINTENANCE	\$19,436	\$13,850	\$11,400	\$25,250
3113 PRINTING	\$1,000	\$1,000	\$0	\$1,000
PROFESSIONAL SERVICES SUBTOTAL	\$41,533	\$35,947	\$24,823	\$60,770
4110 HEAT,LIGHT,WATER UTIL	\$3,666	\$5,057	\$0	\$5,057
4120 TELEPHONE SERVICE	\$13,220	\$4,737	\$0	\$4,737
UTILITIES SUBTOTAL	\$16,886	\$9,794	\$0	\$9,794
5500 INSURANCE-AUTO LIABILITY	\$298	\$298	\$0	\$298
5506 INSURANCE-GEN'L LIABILITY	\$1,091	\$1,091	\$0	\$1,091
INSURANCE SUBTOTAL	\$1,389	\$1,389	\$0	\$1,389
6190 AUTO REPAIRS	\$1,211	\$1,968	\$0	\$1,968
6195 EQUIPMENT MAINTENANCE	\$7,033	\$7,033	\$0	\$7,033
6200 EQUIP REPAIRS/NON VEHICLE	\$1,500	\$1,500	\$0	\$1,500
OUTSIDE SERVICES SUBTOTAL	\$9,744	\$10,501	\$0	\$10,501
7150 DUES & SUBSCRIPTIONS	\$2,735	\$1,605	\$0	\$1,605
7170 TRAVEL EXPENSE	\$5,045	\$4,530	\$0	\$4,530
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$4,200	\$0	\$4,200
7202 MICRO COMPUTER SOFTWARE	\$500	\$500	\$23,500	\$24,000
7221 OTHER EXPENSE	\$1,000	\$1,000	\$0	\$1,000
7240 TUITION & TRAINING	\$4,860	\$7,360	\$0	\$7,360
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$14,140	\$19,195	\$23,500	\$42,695
9000 CAPITAL EQUIPMENT REPLACE	\$5,856	\$6,159	\$0	\$6,159
9100 OFFICE EQUIPMENT	\$0	\$0	\$28,380	\$28,380
9201 MICRO COMPUTER EQUIPMENT	\$11,100	\$26,000	\$0	\$26,000
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$16,956	\$32,159	\$28,380	\$60,539
Totals for ENGINEERING 01-20	\$955,061	\$886,081	\$76,703	\$962,784

TRAFFIC CONTROL DIVISION

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

Seven Employees:

Traffic Superintendent (1)
Traffic Tech II (1)
Traffic Tech I (1)
Signs/Markings Tech II (2)
Signs/Markings Tech I (2)

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 6000 traffic signs, including 1,374 street name signs. The division also installs, operates, and maintains traffic signals at 32 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 also equipped with video detection systems to help improve traffic flow.

The signals are also equipped with a battery back up system that allows the signals to continue operating for a couple of hours during a power outage.

Additionally, the Traffic Control Division provides the following services:

- Maintains 113 antique-style street lights and 120 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 5 speed limit feedback signs
- Maintains 3 in ground lighted pedestrian crosswalks
- Maintains 2 flashing beacon pedestrian crosswalks
- Makes all City signs
- Performs traffic counts as requested
- Delivers block party signs, temporary "No Parking" signs, installs mirrors and speed bumps in alleys as requested
- Maintains 13 city owned newspaper racks

**TRAFFIC CONTROL DIVISION
(01-25)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$346,824	\$363,588	\$0	\$363,588
1002 OVERTIME EARNINGS	\$16,500	\$10,907	\$0	\$10,907
1005 LONGEVITY PAY	\$3,216	\$3,376	\$0	\$3,376
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$27,780	\$28,907	\$0	\$28,907
1120 EMPLOYERS SHARE T.M.R.S.	\$53,999	\$52,411	\$0	\$52,411
1130 INSURANCE-EMPLOYEE LIFE	\$1,540	\$2,620	\$0	\$2,620
1131 INSURANCE-WORKMENS COMP	\$7,251	\$6,335	\$0	\$6,335
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$67,575	\$77,049	\$0	\$77,049
SALARIES & BENEFITS SUBTOTAL	\$524,685	\$545,193	\$0	\$545,193
2029 CLOTHING ALLOWANCE	\$3,000	\$3,420	\$0	\$3,420
2100 OFFICE SUPPLIES	\$600	\$1,000	\$0	\$1,000
2318 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0
2320 GAS, OIL & GREASE	\$11,214	\$12,681	\$0	\$12,681
2350 SUPPLIES & MATERIALS	\$93,100	\$97,600	\$15,475	\$113,075
2360 SMALL TOOLS	\$500	\$500	\$0	\$500
SUPPLIES SUBTOTAL	\$108,414	\$115,201	\$15,475	\$130,676
3010 POSTAGE	\$8	\$8	\$0	\$8
3060 PROFESSIONAL SERVICES	\$32,500	\$32,500	\$12,689	\$45,189
3063 PROGRAMMING/MAINTENANCE	\$0	\$0	\$0	\$0
3113 PRINTING	\$1,035	\$1,035	\$0	\$1,035
3115 CONTRACT MAINTENANCE	\$3,000	\$5,700	\$0	\$5,700
PROFESSIONAL SERVICES SUBTOTAL	\$36,543	\$39,243	\$12,689	\$51,932
4110 HEAT,LIGHT,WATER UTIL	\$46,597	\$52,590	\$0	\$52,590
4120 TELEPHONE SERVICE	\$2,282	\$1,724	\$0	\$1,724
UTILITIES SUBTOTAL	\$48,879	\$54,314	\$0	\$54,314
5500 INSURANCE-AUTO LIABILITY	\$1,493	\$1,493	\$0	\$1,493
5506 INSURANCE-GEN'L LIABILITY	\$963	\$963	\$0	\$963
INSURANCE SUBTOTAL	\$2,456	\$2,456	\$0	\$2,456
6190 AUTO REPAIRS	\$5,617	\$5,084	\$0	\$5,084
6195 EQUIPMENT MAINTENANCE	\$34,641	\$34,641	\$0	\$34,641
6200 EQUIP REPAIRS/NON VEHICLE	\$0	\$0	\$0	\$0
6350 SIGNAL MAINT.& REP	\$94,100	\$86,980	\$4,040	\$91,020
OUTSIDE SERVICES SUBTOTAL	\$134,358	\$126,705	\$4,040	\$130,745
7150 DUES & SUBSCRIPTIONS	\$400	\$400	\$0	\$400
7170 TRAVEL EXPENSE	\$75	\$0	\$0	\$0
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$0	\$0	\$0
7202 MICRO COMPUTER SOFTWARE	\$500	\$500	\$0	\$500
7221 OTHER EXPENSE	\$600	\$600	\$0	\$600
7240 TUITION & TRAINING	\$950	\$1,750	\$0	\$1,750
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$2,525	\$3,250	\$0	\$3,250
9000 CAPITAL EQUIPMENT REPLACE	\$19,883	\$19,883	\$0	\$19,883
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9115 SMALL EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$3,800	\$0	\$3,584	\$3,584
9402 TRAFFIC SIGNAL INSTALL.	\$0	\$0	\$0	\$0



**TRAFFIC CONTROL DIVISION
(01-25)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
9404 TRAFFIC EQUIPMENT	\$0	\$0	\$0	\$0
9710 MEDIUM DUTY TRUCKS	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES SUBTOTAL	\$23,683	\$19,883	\$3,584	\$23,467
Totals for TRAFFIC CONTROL 01-25	\$881,543	\$906,245	\$35,788	\$942,033

FACILITY MAINTENANCE DIVISION

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

Three Employees:

Management Systems Coordinator (1)
Facilities Maintenance Tech (1)
Administrative Secretary (1)

The Facility Maintenance Division 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 116,000 square feet of City facility space.

**FACILITY MAINTENANCE DIVISION
(01-35)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$227,832	\$193,635	\$0	\$193,635
1002 OVERTIME EARNINGS	\$0	\$0	\$0	\$0
1005 LONGEVITY PAY	\$3,312	\$2,116	\$0	\$2,116
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$18,049	\$14,990	\$0	\$14,990
1120 EMPLOYERS SHARE T.M.R.S.	\$35,083	\$28,149	\$0	\$28,149
1130 INSURANCE-EMPLOYEE LIFE	\$999	\$1,290	\$0	\$1,290
1131 INSURANCE-WORKMENS COMP	\$3,642	\$1,013	\$0	\$1,013
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$38,668	\$33,021	\$0	\$33,021
SALARIES & BENEFITS SUBTOTAL	\$334,785	\$281,414	\$0	\$281,414
2029 CLOTHING ALLOWANCE	\$1,782	\$1,182	\$0	\$1,182
2100 OFFICE SUPPLIES	\$841	\$574	\$0	\$574
2318 COMPUTER SUPPLIES	\$261	\$261	\$0	\$261
2320 GAS, OIL & GREASE	\$780	\$8,903	\$0	\$8,903
2350 SUPPLIES & MATERIALS	\$6,160	\$4,030	\$0	\$4,030
2360 SMALL TOOLS	\$999	\$1,974	\$0	\$1,974
SUPPLIES SUBTOTAL	\$10,823	\$16,924	\$0	\$16,924
3010 POSTAGE	\$0	\$30	\$0	\$30
3014 PUBLICATIONS	\$373	\$373	\$0	\$373
3060 PROFESSIONAL SERVICES	\$0	\$37,554	\$0	\$37,554
3063 PROGRAMMING/MAINTENANCE	\$0	\$0	\$0	\$0
3113 PRINTING	\$500	\$0	\$0	\$0
3115 CONTRACT MAINTENANCE	\$40,625	\$86,796	\$23,813	\$110,609
PROFESSIONAL SERVICES SUBTOTAL	\$41,498	\$124,753	\$23,813	\$148,566
4110 HEAT,LIGHT,WATER UTIL	\$148,475	\$122,891	\$0	\$122,891
4120 TELEPHONE SERVICE	\$3,599	\$4,528	\$0	\$4,528
UTILITIES SUBTOTAL	\$152,074	\$127,419	\$0	\$127,419
5500 INSURANCE-AUTO LIABILITY	\$1,887	\$1,887	\$0	\$1,887
5506 INSURANCE-GEN'L LIABILITY	\$1,085	\$1,085	\$0	\$1,085
5510 INSURANCE-BLDG & CONTENTS	\$26,672	\$26,672	\$0	\$26,672
INSURANCE SUBTOTAL	\$29,644	\$29,644	\$0	\$29,644
6184 SECURITY EXPENSE	\$4,712	\$15,729	\$0	\$15,729
6190 AUTO REPAIRS	\$3,074	\$2,110	\$0	\$2,110
6195 EQUIPMENT MAINTENANCE	\$33,735	\$33,735	\$0	\$33,735
6200 EQUIP REPAIRS/NON VEHICLE	\$2,000	\$1,000	\$0	\$1,000
6250 FACILITY MAINT & REP	\$54,444	\$62,654	\$4,573	\$67,227
6330 RADIO SERVICE	\$8,112	\$9,112	\$0	\$9,112
OUTSIDE SERVICES SUBTOTAL	\$106,077	\$124,340	\$4,573	\$128,913
7150 DUES & SUBSCRIPTIONS	\$260	\$270	\$0	\$270
7170 TRAVEL EXPENSE	\$520	\$0	\$0	\$0
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$0	\$0	\$0
7202 MICRO COMPUTER SOFTWARE	\$500	\$500	\$0	\$500
7221 OTHER EXPENSE	\$250	\$250	\$0	\$250
7240 TUITION & TRAINING	\$300	\$325	\$0	\$325
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$1,000	\$2,000	\$0	\$2,000
7331 POWER TOOLS	\$10,040	\$0	\$0	\$0
7334 TRANSFER TO EQUIP SERV	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$5,180	\$5,180



**FACILITY MAINTENANCE DIVISION
(01-35)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
OTHER SUBTOTAL	\$12,870	\$3,345	\$5,180	\$8,525
9000 CAPITAL EQUIPMENT REPLACE	\$16,834	\$16,890	\$0	\$16,890
9100 OFFICE EQUIPMENT	\$15,400	\$0	\$0	\$0
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9115 SMALL EQUIPMENT	\$5,000	\$540	\$10,000	\$10,540
9201 MICRO COMPUTER EQUIPMENT	\$1,500	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
9950 REMODELING PROJECTS	\$5,000	\$5,000	\$97,536	\$102,536
9962 CONSTRUCTION START-UP	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$43,734	\$22,430	\$107,536	\$129,966
Totals for FACILITY MAINTENANCE 01-35	\$731,505	\$730,269	\$141,101	\$871,370

**INFRASTRUCTURE MAINTENANCE DIVISION
(STREETS 01-80 AND UTILITIES 02-22)**

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

43 Employees:

Assistant Director of Public Works (1)
Asset Management Coordinator (1)
Infrastructure Maintenance Superintendent (1)
Administrative Secretary / 3-1-1 Call Taker (1)
Infrastructure Maintenance Supervisor (3)
Infrastructure Maintenance Technician II (13)
Infrastructure Maintenance Technician I (23)

In 2008, the former Streets and Utilities Divisions were combined to form the Infrastructure Maintenance Division. The Infrastructure Maintenance Division is responsible for maintaining and repairing the City's 71 miles of street pavement, 33 miles of alley pavement, 74 miles of water mains, 61 miles of sanitary sewer mains, 16 miles of storm sewer mains, and 463 fire hydrants. In 2008, the division poured over a linear mile of concrete in the City's alleys and repaired 138 water main breaks.

**STREETS DIVISION
(01-80)**

Account Number/Title	2008 Budget	Adopted 2009 Budget	2009 Amendments	Amended 2009 Budget
1001 REGULAR EARNINGS	\$783,159	\$763,904	\$0	\$763,904
1002 OVERTIME EARNINGS	\$18,926	\$15,278	\$0	\$15,278
1005 LONGEVITY PAY	\$12,432	\$11,948	\$0	\$11,948
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1009 CELL PHONE ALLOWANCE	\$360	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$61,958	\$60,521	\$0	\$60,521
1120 EMPLOYERS SHARE T.M.R.S.	\$120,433	\$109,730	\$0	\$109,730
1130 INSURANCE-EMPLOYEE LIFE	\$3,437	\$5,435	\$0	\$5,435
1131 INSURANCE-WORKMENS COMP	\$62,235	\$25,587	\$0	\$25,587
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$163,974	\$176,112	\$0	\$176,112
SALARIES & BENEFITS SUBTOTAL	\$1,226,914	\$1,168,515	\$0	\$1,168,515
2029 CLOTHING ALLOWANCE	\$10,695	\$11,045	\$0	\$11,045
2100 OFFICE SUPPLIES	\$1,000	\$900	\$0	\$900
2318 COMPUTER SUPPLIES	\$100	\$100	\$0	\$100
2320 GAS, OIL & GREASE	\$48,251	\$59,323	\$0	\$59,323
2350 SUPPLIES & MATERIALS	\$9,175	\$9,600	\$0	\$9,600
2360 SMALL TOOLS	\$6,200	\$5,800	\$0	\$5,800
SUPPLIES SUBTOTAL	\$75,421	\$86,768	\$0	\$86,768
3010 POSTAGE	\$53	\$53	\$0	\$53
3060 PROFESSIONAL SERVICES	\$1,500	\$1,500	\$0	\$1,500
3063 PROGRAMMING/MAINTENANCE	\$0	\$2,000	\$0	\$2,000
3113 PRINTING	\$250	\$250	\$0	\$250
3115 CONTRACT MAINTENANCE	\$80,000	\$60,000	\$10,000	\$70,000
PROFESSIONAL SERVICES SUBTOTAL	\$81,803	\$63,803	\$10,000	\$73,803
4110 HEAT,LIGHT,WATER UTIL	\$7,850	\$4,356	\$0	\$4,356
4120 TELEPHONE SERVICE	\$1,696	\$1,120	\$0	\$1,120
UTILITIES SUBTOTAL	\$9,546	\$5,476	\$0	\$5,476
5500 INSURANCE-AUTO LIABILITY	\$10,130	\$10,130	\$0	\$10,130
5506 INSURANCE-GEN'L LIABILITY	\$2,582	\$2,582	\$0	\$2,582
INSURANCE SUBTOTAL	\$12,712	\$12,712	\$0	\$12,712
6190 AUTO REPAIRS	\$45,217	\$53,897	\$6,816	\$60,713
6195 EQUIPMENT MAINTENANCE	\$167,120	\$167,120	\$0	\$167,120
6200 EQUIP REPAIRS/NON VEHICLE	\$675	\$675	\$0	\$675
6370 STREET REPAIR MATERIAL	\$168,430	\$191,325	\$5,703	\$197,028
6371 REPAVING OUTSIDE CONTRACT	\$0	\$0	\$0	\$0
6375 SIDEWALK REPAIR REIMBURSEMENT	\$80,000	\$80,000	\$0	\$80,000
OUTSIDE SERVICES SUBTOTAL	\$461,442	\$493,017	\$12,519	\$505,536
7150 DUES & SUBSCRIPTIONS	\$0	\$0	\$0	\$0
7170 TRAVEL EXPENSE	\$2,420	\$120	\$0	\$120
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$0	\$0	\$0
7202 MICRO COMPUTER SOFTWARE	\$0	\$0	\$0	\$0
7221 OTHER EXPENSE	\$1,500	\$1,500	\$0	\$1,500
7240 TUITION & TRAINING	\$2,000	\$3,000	\$0	\$3,000
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$1,200	\$1,200	\$0	\$1,200
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$1,500	\$0	\$1,500
OTHER SUBTOTAL	\$7,120	\$7,320	\$0	\$7,320
9000 CAPITAL EQUIPMENT REPLACE	\$87,490	\$78,369	\$0	\$78,369
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9115 SMALL EQUIPMENT	\$0	\$0	\$0	\$0



**STREETS DIVISION
(01-80)**

Account Number/Title	2008 Budget	Adopted 2009 Budget	2009 Amendments	Amended 2009 Budget
9201 MICRO COMPUTER EQUIPMENT	\$1,500	\$0	\$1,428	\$1,428
9582 CURB & GUTTER	\$0	\$0	\$0	\$0
9960 BUILDING IMPROVEMENTS	\$5,000	\$0	\$0	\$0
9980 BUILDINGS/IMPROVEMENTS	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$93,990	\$78,369	\$1,428	\$79,797
Totals for STREETS (01-80)	\$1,968,948	\$1,915,980	\$23,947	\$1,939,927



**UTILITIES DIVISION
(02-22)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$1,317,977	\$1,395,309	\$0	\$1,395,309
1002 OVERTIME EARNINGS	\$106,168	\$83,241	\$0	\$83,241
1005 LONGEVITY PAY	\$16,416	\$16,048	\$0	\$16,048
1007 CAR ALLOWANCE	\$14,400	\$7,200	\$0	\$7,200
1009 CELL PHONE ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$110,660	\$114,336	\$0	\$114,336
1120 EMPLOYERS SHARE T.M.R.S.	\$215,100	\$208,300	\$0	\$208,300
1130 INSURANCE-EMPLOYEE LIFE	\$6,130	\$10,316	\$0	\$10,316
1131 INSURANCE-WORKMENS COMP	\$49,005	\$18,679	\$0	\$18,679
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$251,178	\$297,189	\$0	\$297,189
SALARIES & BENEFITS SUBTOTAL	\$2,087,034	\$2,150,618	\$0	\$2,150,618
2029 CLOTHING ALLOWANCE	\$13,764	\$14,655	\$0	\$14,655
2100 OFFICE SUPPLIES	\$3,000	\$2,550	\$0	\$2,550
2318 COMPUTER SUPPLIES	\$500	\$500	\$0	\$500
2320 GAS, OIL & GREASE	\$60,772	\$82,057	\$0	\$82,057
2350 SUPPLIES & MATERIALS	\$60,000	\$60,000	\$0	\$60,000
2370 BACKFILL MATERIALS	\$127,815	\$145,880	\$0	\$145,880
SUPPLIES SUBTOTAL	\$265,851	\$305,642	\$0	\$305,642
3003 BOARD MEETINGS	\$300	\$300	\$0	\$300
3010 POSTAGE	\$22	\$22	\$0	\$22
3014 PUBLICATIONS	\$1,300	\$1,300	\$0	\$1,300
3060 PROFESSIONAL SERVICES	\$113,700	\$83,400	\$341,109	\$424,509
3063 PROGRAMMING/MAINTENANCE	\$56,800	\$57,450	\$0	\$57,450
3113 PRINTING	\$0	\$0	\$0	\$0
3115 CONTRACT MAINTENANCE	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES SUBTOTAL	\$172,122	\$142,472	\$341,109	\$483,581
4110 HEAT,LIGHT,WATER UTIL	\$9,376	\$10,592	\$0	\$10,592
4120 TELEPHONE SERVICE	\$3,121	\$2,329	\$0	\$2,329
UTILITIES SUBTOTAL	\$12,497	\$12,921	\$0	\$12,921
5500 INSURANCE-AUTO LIABILITY	\$19,501	\$19,501	\$0	\$19,501
5506 INSURANCE-GEN'L LIABILITY	\$4,085	\$4,085	\$0	\$4,085
INSURANCE SUBTOTAL	\$23,586	\$23,586	\$0	\$23,586
6190 AUTO REPAIRS	\$46,666	\$40,367	\$0	\$40,367
6195 EQUIPMENT MAINTENANCE	\$229,789	\$229,789	\$0	\$229,789
6200 EQUIP REPAIRS/NON VEHICLE	\$1,750	\$1,750	\$0	\$1,750
6355 UTILITY MAIN MAINTENANCE	\$255,000	\$235,000	\$0	\$235,000
6365 FIRE HYDRANT/LINE INSTALL	\$0	\$0	\$0	\$0
OUTSIDE SERVICES SUBTOTAL	\$533,205	\$506,906	\$0	\$506,906
7150 DUES & SUBSCRIPTIONS	\$2,250	\$2,150	\$0	\$2,150
7170 TRAVEL EXPENSE	\$14,940	\$11,540	\$0	\$11,540
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$1,500	\$0	\$1,500
7202 MICRO COMPUTER SOFTWARE	\$0	\$0	\$2,100	\$2,100
7221 OTHER EXPENSE	\$2,500	\$2,900	\$0	\$2,900
7240 TUITION & TRAINING	\$7,450	\$7,480	\$0	\$7,480
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$3,000	\$3,000	\$0	\$3,000
7331 POWER TOOLS	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$4,000	\$0	\$4,000
7500 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0



**UTILITIES DIVISION
(02-22)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
OTHER SUBTOTAL	\$30,140	\$32,570	\$2,100	\$34,670
9000 CAPITAL EQUIPMENT REPLACE	\$73,129	\$76,842	\$0	\$76,842
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9115 SMALL EQUIPMENT	\$5,000	\$5,000	\$0	\$5,000
9201 MICRO COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0
9205 CAMERA EQUIPMENT	\$0	\$0	\$0	\$0
9520 WATER SERVICE EQUIPMENT	\$2,500	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$80,629	\$81,842	\$0	\$81,842
Totals for UTILITIES 02-22	\$3,205,064	\$3,256,557	\$343,209	\$3,599,766

SANITATION DIVISION

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

26 Employees:

Sanitation Superintendent (1)
Sanitation Supervisor (1)
Neighborhood Integrity Officer (1)
Sanitation Driver III (4)
Sanitation Driver II (4)
Sanitation Driver I (14)
Administrative Secretary (1)

Responsibilities include the twice-a-week collection and disposal of residential, commercial, and SMU refuse, yard wastes, and operation of a recycling program. Residential and commercial refuse are taken to the landfill owned and operated by the City of Garland. Through an interlocal agreement, Garland charges a significantly reduced rate to the City (through 2027) as part of the agreement. Yard waste, separate from the regular household garbage, is taken to the City of Mesquite composting facility. The City also collects recycling materials and began a new contract in January 2007 with Community Waste Disposal (CWD) for processing. The City also participates in a Dallas County-sponsored Household Hazardous Waste program.

Last year, the Division handled approximately 14,500 tons of solid waste, 2,600 tons of yard waste, and 1,800 tons of recyclable materials.

**SANITATION DIVISION
(04-60)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$1,131,456	\$1,179,046	\$0	\$1,179,046
1002 OVERTIME EARNINGS	\$30,876	\$38,067	\$0	\$38,067
1005 LONGEVITY PAY	\$17,184	\$17,468	\$0	\$17,468
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1110 EMPLOYERS SHARE F.I.C.A.	\$90,040	\$94,445	\$0	\$94,445
1120 EMPLOYERS SHARE T.M.R.S.	\$175,019	\$172,235	\$0	\$172,235
1130 INSURANCE-EMPLOYEE LIFE	\$5,000	\$8,518	\$0	\$8,518
1131 INSURANCE-WORKMENS COMP	\$85,764	\$32,397	\$0	\$32,397
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$260,221	\$297,189	\$0	\$297,189
SALARIES & BENEFITS SUBTOTAL	\$1,802,760	\$1,846,565	\$0	\$1,846,565
2029 CLOTHING ALLOWANCE	\$14,765	\$13,468	\$0	\$13,468
2100 OFFICE SUPPLIES	\$2,323	\$2,323	\$0	\$2,323
2318 COMPUTER SUPPLIES	\$500	\$500	\$0	\$500
2320 GAS, OIL & GREASE	\$122,830	\$172,659	\$0	\$172,659
2350 SUPPLIES & MATERIALS	\$16,248	\$18,247	\$0	\$18,247
2360 SMALL TOOLS	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$156,666	\$207,197	\$0	\$207,197
3010 POSTAGE	\$4,104	\$4,104	\$0	\$4,104
3014 PUBLICATIONS	\$0	\$0	\$0	\$0
3060 PROFESSIONAL SERVICES	\$15,000	\$0	\$4,091	\$4,091
3063 PROGRAMMING/MAINTENANCE	\$0	\$0	\$0	\$0
3113 PRINTING	\$3,790	\$3,790	\$0	\$3,790
3115 CONTRACT MAINTENANCE	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES SUBTOTAL	\$22,894	\$7,894	\$4,091	\$11,985
4110 HEAT,LIGHT,WATER UTIL	\$11,812	\$10,769	\$0	\$10,769
4120 TELEPHONE SERVICE	\$5,465	\$4,593	\$0	\$4,593
4390 LAND FILL	\$150,000	\$140,000	\$0	\$140,000
4392 DISPOSAL FEES CONTINGENCY	\$100,000	\$100,000	\$0	\$100,000
4395 TRANSFER CLOSURE COSTS	\$0	\$0	\$0	\$0
UTILITIES SUBTOTAL	\$267,277	\$255,362	\$0	\$255,362
5500 INSURANCE-AUTO LIABILITY	\$13,723	\$13,723	\$0	\$13,723
5506 INSURANCE-GEN'L LIABILITY	\$3,413	\$3,413	\$0	\$3,413
INSURANCE SUBTOTAL	\$17,136	\$17,136	\$0	\$17,136
6186 TRANSFER STATION REPAIR	\$13,000	\$8,600	\$3,800	\$12,400
6190 AUTO REPAIRS	\$111,868	\$155,854	\$0	\$155,854
6195 EQUIPMENT MAINTENANCE	\$223,969	\$223,969	\$0	\$223,969
6200 EQUIP REPAIRS/NON VEHICLE	\$1,625	\$1,625	\$0	\$1,625
6318 CONTAINER MAINTENANCE	\$3,050	\$2,800	\$0	\$2,800
6400 RECYCLING FEES	\$0	\$0	\$0	\$0
OUTSIDE SERVICES SUBTOTAL	\$353,512	\$392,848	\$3,800	\$396,648
7150 DUES & SUBSCRIPTIONS	\$4,775	\$4,775	\$0	\$4,775
7170 TRAVEL EXPENSE	\$1,175	\$1,070	\$0	\$1,070
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$4,600	\$0	\$4,600
7202 MICRO COMPUTER SOFTWARE	\$0	\$0	\$0	\$0
7221 OTHER EXPENSE	\$5,265	\$5,265	\$0	\$5,265
7240 TUITION & TRAINING	\$1,615	\$1,615	\$0	\$1,615
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7350 YARD WASTE PROGRAM	\$35,000	\$46,800	\$0	\$46,800
7392 CONTAINERS	\$15,750	\$15,750	\$7,725	\$23,475



**SANITATION DIVISION
(04-60)**

Account Number/Title	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
7500 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0
7601 HAZARDOUS WASTE SERVICE	\$30,580	\$30,580	\$16,760	\$47,340
OTHER SUBTOTAL	\$94,160	\$110,455	\$24,485	\$134,940
9000 CAPITAL EQUIPMENT REPLACE	\$139,223	\$162,537	\$0	\$162,537
9100 OFFICE EQUIPMENT	\$200	\$3,200	\$0	\$3,200
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9115 SMALL EQUIPMENT	\$0	\$0	\$0	\$0
9120 COMPACTOR REPLACEMENTS	\$0	\$0	\$142,500	\$142,500
9201 MICRO COMPUTER EQUIPMENT	\$3,600	\$0	\$0	\$0
9720 HEAVY DUTY TRUCKS	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$500	\$500	\$0	\$500
9985 CAPITALIZED EXPENDITURES	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$143,523	\$166,237	\$142,500	\$308,737
Totals for SANITATION 04-60	\$2,857,928	\$3,003,694	\$174,876	\$3,178,570

FIRE DEPARTMENT

Located in City Hall, 3800 University Boulevard

36 Employees:

Fire Chief (1)
Assistant Fire Chief (1)
Fire Marshal (1)
Assistant Fire Marshal (1)
Battalion Chief (3)
Fire Lieutenant (3)
Fire Captain (3)
Driver/Engineer (10)
Firefighter (10)
Administrative Assistant - Fire (1)

The Fire Department (UPFD) provides customer-oriented fire prevention, fire suppression, and emergency medical services to the residents of University Park and Southern Methodist University. The Fire Chief, Assistant Fire Chief, Fire Marshal and Assistant Fire Marshal 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. Departmental shift change occurs at 6:30 each morning.

The Fire Department is moving towards becoming an all-paramedic Department, which means all new hires must be firefighter- and Emergency Medical Technician-certified before hiring and attend paramedic school within the first year of hiring. The University of Texas Health Sciences Center and the Texas Department of Health have certified 25 of the City's 31 firefighters as paramedics.

The business districts of University Park are inspected by certified Fire Inspectors assigned to each shift. The average response time for fire and emergency medical elements is 4.2 minutes. In 2004, the Fire Department's Public Protection Classification (PPC), issued by the Insurance Service Office or ISO, was upgraded from a Class 4 to a Class 2. The PPC measures the department's ability to respond to and suppress fires.

Details about the UPFD include:

- The Fire Department responds to approximately 2,200 fire/medical calls per year.
- The Department inspects all commercial establishments annually, reviews new construction plans of commercial buildings, enforces the Uniform Fire Code regulations, and provides education on fire issues to local schools and the general public.
- By contract with the City of Dallas, UPFD personnel also serve as first responders to parts of Dallas adjacent to University Park.
- The Fire Department works in conjunction with neighboring departments by participating in an Automatic Aid Agreement with Dallas and Highland Park, as well as a Mutual Aid Agreement with all cities in Dallas County.
- Special programs offered by the Fire Department include free blood pressure checks for residents, overseeing maintenance and operation of the Early Warning System sirens, Fire Department tours, attendance at residential block

- parties, and placement of free smoke detectors for the needy and elderly, and placement of child car seats for residents of University Park.
- The Fire Department also investigates all fires for origin and cause determination.



**FIRE DEPARTMENT
(01-40)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$2,589,922	\$2,726,083	\$0	\$2,726,083
1002 OVERTIME EARNINGS	\$307,068	\$336,223	\$0	\$336,223
1005 LONGEVITY PAY	\$22,272	\$19,276	\$0	\$19,276
1006 EDUCATION PAY	\$23,460	\$33,420	\$0	\$33,420
1007 CAR ALLOWANCE	\$7,200	\$7,200	\$0	\$7,200
1009 CELL PHONE ALLOWANCE	\$0	\$0	\$0	\$0
1110 EMPLOYERS SHARE F.I.C.A.	\$218,656	\$226,011	\$0	\$226,011
1120 EMPLOYERS SHARE T.M.R.S.	\$0	\$18,514	\$0	\$18,514
1121 EMPLOYERS SHARE F.R.&R.	\$429,199	\$444,008	\$0	\$444,008
1130 INSURANCE-EMPLOYEE LIFE	\$12,200	\$21,339	\$0	\$21,339
1131 INSURANCE-WORKMENS COMP	\$57,273	\$25,562	\$0	\$25,562
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$359,019	\$396,252	\$0	\$396,252
SALARIES & BENEFITS SUBTOTAL	\$4,026,269	\$4,253,888	\$0	\$4,253,888
2029 CLOTHING ALLOWANCE	\$12,000	\$23,820	\$0	\$23,820
2060 PROTECTIVE CLOTHG & SUPP	\$12,000	\$21,000	\$0	\$21,000
2100 OFFICE SUPPLIES	\$2,000	\$2,000	\$0	\$2,000
2318 COMPUTER SUPPLIES	\$500	\$500	\$0	\$500
2320 GAS, OIL & GREASE	\$23,496	\$31,903	\$0	\$31,903
2345 MICU DRUGS & SUPPLIES	\$24,700	\$75,470	\$0	\$75,470
2350 SUPPLIES & MATERIALS	\$15,000	\$18,340	\$0	\$18,340
SUPPLIES SUBTOTAL	\$89,696	\$173,033	\$0	\$173,033
3010 POSTAGE	\$1,014	\$1,014	\$0	\$1,014
3014 PUBLICATIONS	\$0	\$0	\$0	\$0
3060 PROFESSIONAL SERVICES	\$10,600	\$13,600	\$0	\$13,600
3063 PROGRAMMING/MAINTENANCE	\$37,558	\$46,108	\$0	\$46,108
3064 EMERGENCY MANAGEMENT	\$11,000	\$11,000	\$0	\$11,000
3113 PRINTING	\$1,840	\$1,840	\$0	\$1,840
3115 CONTRACT MAINTENANCE	\$26,685	\$62,905	\$1,193	\$64,098
PROFESSIONAL SERVICES SUBTOTAL	\$88,697	\$136,467	\$1,193	\$137,660
4110 HEAT,LIGHT,WATER UTIL	\$32,522	\$88,533	\$0	\$88,533
4120 TELEPHONE SERVICE	\$15,314	\$15,193	\$0	\$15,193
UTILITIES SUBTOTAL	\$47,836	\$103,726	\$0	\$103,726
5500 INSURANCE-AUTO LIABILITY	\$3,021	\$3,021	\$0	\$3,021
5506 INSURANCE-GEN'L LIABILITY	\$5,150	\$5,150	\$0	\$5,150
5512 INSURANCE-AMBULANCE LIAB.	\$0	\$0	\$0	\$0
5520 RISK, LOSS, CLAIM MGMT	\$0	\$0	\$0	\$0
INSURANCE SUBTOTAL	\$8,171	\$8,171	\$0	\$8,171
6190 AUTO REPAIRS	\$26,132	\$21,560	\$4,735	\$26,295
6195 EQUIPMENT MAINTENANCE	\$71,644	\$71,644	\$0	\$71,644
6200 EQUIP REPAIRS/NON VEHICLE	\$6,000	\$6,500	\$0	\$6,500
6330 RADIO SERVICE	\$11,000	\$9,000	\$0	\$9,000
OUTSIDE SERVICES SUBTOTAL	\$114,776	\$108,704	\$4,735	\$113,439
7150 DUES & SUBSCRIPTIONS	\$2,380	\$3,675	\$0	\$3,675
7162 EMPLOYEE PHYSICALS	\$0	\$2,500	\$0	\$2,500
7170 TRAVEL EXPENSE	\$27,809	\$38,413	\$0	\$38,413
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$16,600	\$0	\$16,600
7202 MICRO COMPUTER SOFTWARE	\$21,250	\$10,280	\$0	\$10,280
7221 OTHER EXPENSE	\$1,500	\$1,500	\$0	\$1,500
7240 TUITION & TRAINING	\$16,375	\$34,000	\$0	\$34,000
7241 EMS CONTINUING EDUCATION	\$13,700	\$15,145	\$0	\$15,145
7245 TUITION REIMBURSEMENT	\$500	\$0	\$0	\$0



**FIRE DEPARTMENT
(01-40)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
7260 EQUIPMENT RENTAL	\$8,821	(\$8,821)	\$0	(\$8,821)
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$15,798	\$7,205	\$23,003
7725 FIRE PREVENTION	\$3,100	\$18,445	\$0	\$18,445
OTHER SUBTOTAL	\$95,435	\$147,535	\$7,205	\$154,740
9000 CAPITAL EQUIPMENT REPLACE	\$87,808	\$87,808	\$0	\$87,808
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9110 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$0	\$7,900	\$0	\$7,900
9202 MID RANGE COMPUTER PROGR.	\$0	\$0	\$0	\$0
9205 CAMERA EQUIPMENT	\$0	\$0	\$0	\$0
9310 HVAC EQUIPMENT	\$0	\$0	\$0	\$0
9355 FIRE FIGHTING EQUIP-LIGHT	\$0	\$0	\$0	\$0
9357 FIRE FIGHTING EQUIP-MAJOR	\$0	\$0	\$0	\$0
9360 MICU EQUIPMENT	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$87,808	\$95,708	\$0	\$95,708
Totals for FIRE 01-40	\$4,558,688	\$5,027,232	\$13,133	\$5,040,365

POLICE DEPARTMENT

Located in City Hall, 3800 University Boulevard

51 Full-Time & 15 Part-Time Employees:

Chief of Police (1)
Police Captain (2)
Police Lieutenant (2)
Police Sergeant (5)
Police Officer (27)
School Resource Officer (1)
Accreditation Manager, Part-Time (1)
Parking Enforcement Officer (1)
Animal Control Officer (1)
Communications Supervisor (1)
Dispatcher (7)
Direct Alarm Monitoring Clerk (1)
Records Clerk (1)
CID Clerk, Part-Time (1)
Administrative Assistant (1)
School Crossing Guard, Part-Time (13)

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. Support Services Division and Operations Division, a dispatch center, a holding facility for prisoners, an intoxilyzer, and locker rooms are located at City Hall. Department employees are connected via voice mail, e-mail, and in-car computers ensuring up-to-date information and quick delivery of services.

The City is divided into three "beats" which are geographic areas staffed by police personnel. A sergeant oversees each shift and also patrols, providing supervision and support to the patrol officers. The University Park Police Department prides itself on its quick response to calls for service and alarm calls. The average response time for patrol elements is 3.2 minutes on-scene from the time of the call.

FUNCTIONS

Operations – The Operations Captain oversees 20 patrol officers, 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 sergeant. Responsibilities of patrol officers include patrolling city streets, traffic enforcement, investigation of traffic accidents, apprehension of criminals, and responding to all calls for service. CID follows up on and investigates criminal cases that are filed with the Dallas County District Attorney's Office.

POLICE DEPARTMENT (continued)

Support Services – The Support Services Captain oversees an administrative staff made up of officers and civilian personnel. Support Services personnel are responsible for selecting suitable candidates for officers and civilian staffing, as well as the training required for these positions. Support Services also oversees property and evidence, Direct Alarm Monitoring, media issues, and public relations matters.

Emergency Communications Division – The Emergency Communications Division handles over 17,400 calls-for-service per year. There are seven communications specialists (dispatchers) and one communication section 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 officer 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 Law Enforcement Accreditation, a nationally recognized program.

Parking Enforcement - One civilian employee conducts parking enforcement in the city. His duties include enforcement of parking regulations, towing of vehicles in violation, and handling special parking problems for events.

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 1700 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

POLICE DEPARTMENT (continued)

Red Light Cameras (continued)

cameras and will operate the program in cooperation with the U.P. Police Department.

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.

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 - A variety of other special projects include crossing guards for elementary schools in the mornings and afternoons, loaning 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.

**POLICE DEPARTMENT
(01-50)**

ACCOUNT	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$3,293,645	\$3,493,033	\$0	\$3,493,033
1002 OVERTIME EARNINGS	\$270,172	\$317,891	\$0	\$317,891
1005 LONGEVITY PAY	\$22,524	\$22,796	\$0	\$22,796
1006 EDUCATION PAY	\$35,589	\$55,500	\$0	\$55,500
1007 CAR ALLOWANCE	\$0	\$0	\$0	\$0
1008 HOUSING ALLOWANCE	\$0	\$0	\$0	\$0
1009 CELL PHONE ALLOWANCE	\$0	\$1,080	\$0	\$1,080
1110 EMPLOYERS SHARE F.I.C.A.	\$272,332	\$290,508	\$0	\$290,508
1120 EMPLOYERS SHARE T.M.R.S.	\$513,084	\$515,182	\$0	\$515,182
1130 INSURANCE-EMPLOYEE LIFE	\$14,434	\$25,361	\$0	\$25,361
1131 INSURANCE-WORKMENS COMP	\$96,449	\$38,866	\$0	\$38,866
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$484,232	\$561,357	\$0	\$561,357
SALARIES & BENEFITS SUBTOTAL	\$5,002,461	\$5,321,574	\$0	\$5,321,574
2029 CLOTHING ALLOWANCE	\$37,580	\$37,705	\$0	\$37,705
2100 OFFICE SUPPLIES	\$11,905	\$13,600	\$0	\$13,600
2318 COMPUTER SUPPLIES	\$550	\$3,550	\$0	\$3,550
2320 GAS, OIL & GREASE	\$91,544	\$112,272	\$0	\$112,272
2350 SUPPLIES & MATERIALS	\$15,625	\$21,175	\$0	\$21,175
SUPPLIES SUBTOTAL	\$157,204	\$188,302	\$0	\$188,302
3010 POSTAGE	\$3,326	\$3,450	\$0	\$3,450
3011 DETENTION SERVICES	\$12,250	\$1,250	\$0	\$1,250
3014 PUBLICATIONS	\$4,112	\$5,260	\$0	\$5,260
3060 PROFESSIONAL SERVICES	\$184,293	\$204,864	\$1,000	\$205,864
3062 ANIMAL CONTROL SERVICES	\$13,125	\$13,125	\$0	\$13,125
3063 PROGRAMMING/MAINTENANCE	\$89,548	\$84,275	\$0	\$84,275
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3070 SPECIAL OPERATIONS	\$2,500	\$2,500	\$0	\$2,500
3072 ACCREDITATION EXPENSES	\$16,002	\$11,680	\$2,000	\$13,680
3075 DIRECT ALARM MONITORING	\$37,901	\$46,346	\$18,213	\$64,559
3113 PRINTING	\$9,000	\$11,000	\$0	\$11,000
3115 CONTRACT MAINTENANCE	\$29,060	\$29,607	\$0	\$29,607
3261 WRECKER FEES	\$500	\$500	\$0	\$500
3291 GUNS/EQUIPMENT	\$23,738	\$29,235	\$11,600	\$40,835
PROFESSIONAL SERVICES SUBTOTAL	\$425,355	\$443,092	\$32,813	\$475,905
4110 HEAT,LIGHT,WATER UTIL	\$27,407	\$60,259	\$0	\$60,259
4120 TELEPHONE SERVICE	\$44,599	\$41,824	\$0	\$41,824
4121 911 SERVICE FEES	\$36,000	\$105,850	\$0	\$105,850
UTILITIES SUBTOTAL	\$108,006	\$207,933	\$0	\$207,933
5500 INSURANCE-AUTO LIABILITY	\$6,931	\$6,931	\$0	\$6,931
5506 INSURANCE-GEN'L LIABILITY	\$6,238	\$6,238	\$0	\$6,238
5508 INSURANCE-POLICE PROF LIA	\$12,000	\$12,000	\$0	\$12,000
INSURANCE SUBTOTAL	\$25,169	\$25,169	\$0	\$25,169
6190 AUTO REPAIRS	\$26,443	\$39,707	\$0	\$39,707
6195 EQUIPMENT MAINTENANCE	\$96,872	\$96,872	\$0	\$96,872
6200 EQUIP REPAIRS/NON VEHICLE	\$7,400	\$4,100	\$0	\$4,100
6330 RADIO SERVICE	\$11,000	\$3,000	\$0	\$3,000
OUTSIDE SERVICES SUBTOTAL	\$141,715	\$143,679	\$0	\$143,679
7150 DUES & SUBSCRIPTIONS	\$4,350	\$5,694	\$0	\$5,694
7162 EMPLOYEE PHYSICALS	\$4,500	\$0	\$0	\$0



**POLICE DEPARTMENT
(01-50)**

ACCOUNT	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
7170 TRAVEL EXPENSE	\$31,390	\$31,245	\$0	\$31,245
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$15,800	\$0	\$15,800
7202 MICRO COMPUTER SOFTWARE	\$40,295	\$17,113	\$36,300	\$53,413
7221 OTHER EXPENSE	\$7,000	\$10,000	\$0	\$10,000
7223 CRIME PREV/YOUTH SERVICES	\$9,000	\$4,000	\$0	\$4,000
7240 TUITION & TRAINING	\$35,940	\$35,745	\$3,500	\$39,245
7245 TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$0	\$0	\$0	\$0
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$6,450	\$0	\$6,450
OTHER SUBTOTAL	\$132,475	\$126,047	\$39,800	\$165,847
9000 CAPITAL EQUIPMENT REPLACE	\$73,206	\$68,088	\$0	\$68,088
9100 OFFICE EQUIPMENT	\$4,500	\$4,500	\$0	\$4,500
9110 RADIO EQUIPMENT	\$13,600	\$5,600	\$0	\$5,600
9111 RADAR EQUIPMENT	\$0	\$0	\$16,500	\$16,500
9115 SMALL EQUIPMENT	\$7,620	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$16,300	\$0	\$7,448	\$7,448
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
9950 REMODELING PROJECTS	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$115,226	\$78,188	\$23,948	\$102,136
Totals for POLICE 01-50	\$6,107,611	\$6,533,984	\$96,561	\$6,630,545

PARK DEPARTMENT

Located at the Fred N. Peek Service Center, 4420 Worcola Street

25 Employees:

Director of Parks (1)
Park Superintendent (1)
Parks Supervisor (1)
Gardener III (3)
Gardener II (4)
Gardner I (3)
Irrigation Technician (1)
Forestry Technician (2)
Pesticide Technician (1)
Horticulturalist (1)
Lead Custodian (1)
Custodian (2)
Administrative Secretary (1)

The Park Department provides professional, high quality maintenance to the City's parks and public property. The department's landscape improvements turf, trees, shrubs, and flowers, give the residents of University Park areas that are pleasing to look at and enjoyable to use. The Park Department is responsible for maintaining approximately 60 acres of green space, baseball and soccer fields, lakes, the swimming pool complex, 12 tennis courts, six picnic areas, and six 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.

Turf and Tree Maintenance

Park Department staff maintains the eight major parks in the city with weekly mowing, trash pickup, minor shrub and tree pruning, and leaf removal. The Department contracts with a private landscaping firm to mow the many medians and triangle/pocket parks throughout the city, the two water tower properties, the grounds at the Fred N. Peek Service Center and park sites.

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

Horticulture and Irrigation

Park Department staff applies fertilizer, pesticides and herbicides as needed to all park areas, performs mosquito fogging, plants seasonal color beds, and aerates all field areas once per month.

Park Department staff maintains the irrigation systems in all park areas, installs new systems as needed, maintains drinking fountains, and maintains the Snider Plaza fountain.

PARK DEPARTMENT (continued)

Construction

Park Department staff maintains the swimming pool complex, 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, play equipment, benches, trashcans, and drinking fountains. Landscape construction projects include the installation of irrigation systems, concrete flat work, raised botanical beds, retaining walls and decorative stone work.



**PARKS DEPARTMENT
(01-70)**

ACCOUNT	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$1,253,839	\$1,321,997	\$0	\$1,321,997
1002 OVERTIME EARNINGS	\$48,065	\$50,596	\$0	\$50,596
1005 LONGEVITY PAY	\$14,448	\$14,940	\$0	\$14,940
1007 CAR ALLOWANCE	\$14,400	\$14,400	\$0	\$14,400
1009 CELL PHONE ALLOWANCE	\$960	\$960	\$0	\$960
1110 EMPLOYERS SHARE F.I.C.A.	\$100,923	\$105,025	\$0	\$105,025
1120 EMPLOYERS SHARE T.M.R.S.	\$197,919	\$194,581	\$0	\$194,581
1130 INSURANCE-EMPLOYEE LIFE	\$5,643	\$9,588	\$0	\$9,588
1131 INSURANCE-WORKMENS COMP	\$33,192	\$14,978	\$0	\$14,978
1132 INSURANCE-UNEMPLOYMENT	\$0	\$0	\$0	\$0
1135 HEALTH INSURANCE	\$241,404	\$275,175	\$0	\$275,175
SALARIES & BENEFITS SUBTOTAL	\$1,910,793	\$2,002,240	\$0	\$2,002,240
2029 CLOTHING ALLOWANCE	\$12,980	\$13,165	\$0	\$13,165
2100 OFFICE SUPPLIES	\$2,500	\$4,500	\$0	\$4,500
2318 COMPUTER SUPPLIES	\$500	\$500	\$0	\$500
2320 GAS, OIL & GREASE	\$31,494	\$38,540	\$0	\$38,540
2350 SUPPLIES & MATERIALS	\$40,000	\$41,200	\$0	\$41,200
2360 SMALL TOOLS	\$7,000	\$8,000	\$0	\$8,000
2381 FERTILIZER,CHEMICALS &SUP	\$44,000	\$47,000	\$0	\$47,000
SUPPLIES SUBTOTAL	\$138,474	\$152,905	\$0	\$152,905
3010 POSTAGE	\$400	\$400	\$0	\$400
3060 PROFESSIONAL SERVICES	\$0	\$6,000	\$0	\$6,000
3063 PROGRAMMING/MAINTENANCE	\$5,200	\$5,584	\$0	\$5,584
3065 CREDIT CARD FEES	\$0	\$0	\$0	\$0
3113 PRINTING	\$800	\$800	\$0	\$800
3115 CONTRACT MAINTENANCE	\$160,200	\$170,000	\$14,792	\$184,792
PROFESSIONAL SERVICES SUBTOTAL	\$166,600	\$182,784	\$14,792	\$197,576
4110 HEAT,LIGHT,WATER UTIL	\$88,363	\$82,476	\$0	\$82,476
4120 TELEPHONE SERVICE	\$6,992	\$3,235	\$0	\$3,235
UTILITIES SUBTOTAL	\$95,355	\$85,711	\$0	\$85,711
5500 INSURANCE-AUTO LIABILITY	\$7,376	\$7,376	\$0	\$7,376
5506 INSURANCE-GEN'L LIABILITY	\$3,146	\$3,146	\$0	\$3,146
INSURANCE SUBTOTAL	\$10,522	\$10,522	\$0	\$10,522
6184 SECURITY EXPENSE	\$0	\$0	\$0	\$0
6190 AUTO REPAIRS	\$15,919	\$17,861	\$0	\$17,861
6195 EQUIPMENT MAINTENANCE	\$101,071	\$101,071	\$0	\$101,071
6200 EQUIP REPAIRS/NON VEHICLE	\$6,250	\$6,250	\$0	\$6,250
6205 PARK FACILITY REPAIR	\$25,000	\$29,000	\$0	\$29,000
6208 PARK EQUIPMENT REPAIR	\$17,000	\$20,000	\$0	\$20,000
6380 FLOWERS,TREES & SHRUBS	\$43,000	\$44,000	\$0	\$44,000
OUTSIDE SERVICES SUBTOTAL	\$208,240	\$218,182	\$0	\$218,182
7150 DUES & SUBSCRIPTIONS	\$2,180	\$2,180	\$0	\$2,180
7170 TRAVEL EXPENSE	\$2,760	\$2,760	\$0	\$2,760
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$6,000	\$0	\$6,000
7202 MICRO COMPUTER SOFTWARE	\$4,050	\$4,050	\$0	\$4,050
7221 OTHER EXPENSE	\$3,000	\$3,000	\$0	\$3,000
7240 TUITION & TRAINING	\$3,345	\$3,345	\$0	\$3,345
7245 TUITION REIMBURSEMENT	\$1,500	\$0	\$0	\$0
7260 EQUIPMENT RENTAL	\$1,000	\$1,000	\$0	\$1,000
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$20,000	\$0	\$20,000



**PARKS DEPARTMENT
(01-70)**

ACCOUNT	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
OTHER SUBTOTAL	\$17,835	\$42,335	\$0	\$42,335
9000 CAPITAL EQUIPMENT REPLACE	\$44,455	\$40,235	\$0	\$40,235
9100 OFFICE EQUIPMENT	\$0	\$0	\$0	\$0
9201 MICRO COMPUTER EQUIPMENT	\$3,000	\$0	\$0	\$0
9560 LANDSCAPE EQUIPMENT	\$6,000	\$0	\$0	\$0
9900 PARK IMPROVEMENTS	\$44,000	\$25,000	\$0	\$25,000
9905 POND DREDGING	\$0	\$0	\$0	\$0
9910 OFFICE FURNITURE	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$97,455	\$65,235	\$0	\$65,235
Totals for PARKS 01-70	\$2,645,274	\$2,759,914	\$14,792	\$2,774,706



**SWIMMING POOL
(01-75)**

ACCOUNT	2007-08 Budget	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
1001 REGULAR EARNINGS	\$128,713	\$138,900	\$0	\$138,900
1002 OVERTIME EARNINGS	\$84	\$4,722	\$0	\$4,722
1110 EMPLOYERS SHARE F.I.C.A.	\$13,678	\$14,812	\$0	\$14,812
1120 EMPLOYERS SHARE T.M.R.S.	\$0	\$0	\$0	\$0
1131 INSURANCE-WORKMENS COMP	\$8,602	\$0	\$0	\$0
SALARIES & BENEFITS SUBTOTAL	\$151,077	\$158,434	\$0	\$158,434
3010 POSTAGE	\$982	\$982	\$0	\$982
3060 PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0
PROFESSIONAL SERVICES SUBTOTAL	\$982	\$982	\$0	\$982
4110 HEAT,LIGHT,WATER UTIL	\$0	\$27,804	\$0	\$27,804
4120 TELEPHONE SERVICE	\$0	\$1,507	\$0	\$1,507
UTILITIES SUBTOTAL	\$0	\$29,311	\$0	\$29,311
6189 SWIMMING POOL REPAIRS	\$15,000	\$13,000	\$0	\$13,000
OUTSIDE SERVICES SUBTOTAL	\$15,000	\$13,000	\$0	\$13,000
7201 COMPUTER EQUIPMENT BELOW \$5000	\$0	\$0	\$0	\$0
7390 SWIMMING POOL EXPENSE	\$46,390	\$41,390	\$0	\$41,390
7475 IMPROVEMENTS--UNDER \$5000	\$0	\$0	\$0	\$0
OTHER SUBTOTAL	\$46,390	\$41,390	\$0	\$41,390
9201 MICRO COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0
9565 SWIMMING POOL EQUIPMENT	\$0	\$0	\$0	\$0
Subtotal of CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
Totals for POOL (01-75)	\$213,449	\$243,117	\$0	\$243,117

REVENUES – GENERAL FUND (01-11)

Department 11 is used to record revenue in all the City's funds. As a result, the General Fund, Utility Fund, and Sanitation Fund all have a department 11.

The General Fund has a wide variety of revenue sources. Property tax revenues, currently approved as 26.548 cents per \$100 taxable value, are the greatest single revenue source; they comprise 58% of General Fund revenue and 37% of all 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 8% of the City's General Fund revenues are derived from the one cent 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. During 2005 the City contracted with MBIA MuniServices to perform an audit of sales tax data. Many sales taxpayers list "Dallas" instead of "University Park" as their location when completing their sales tax permit application, and as a result, sales taxes paid to the State are allocated to Dallas instead of UP. Working with City staff, MuniServices identified over \$1.9 million in misallocated sales tax revenue for University Park.

Franchise fees – About 9% of General Fund revenues come from fees paid by external companies who use the City's rights-of-way to locate their facilities. TXU Electric Delivery, Atmos Energy (natural gas), Charter Communications (cable TV), and multiple telephone companies pay these fees as a substitute for renting City ROW.

Building permits – The rapid pace of homebuilding in University Park, coupled with major construction on the SMU campus, has generated increasing building permit revenues for the City. About 5% of General Fund revenues come from this source.

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

**REVENUES - GENERAL FUND
(01-11)**

Account Number / Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
3000 TAXES-CURRENT YEAR	\$14,611,589	\$15,415,227	\$0	\$15,415,227
3047 DELINQUENT TAXES-1997	\$500	\$500	\$0	\$500
3048 DELINQUENT TAXES-1998	\$500	\$500	\$0	\$500
3049 DELINQUENT TAXES-1999	\$500	\$500	\$0	\$500
3050 DELINQUENT TAXES-2000	\$500	\$500	\$0	\$500
3051 DELINQUENT TAXES-2001	\$1,000	\$500	\$0	\$500
3052 DELINQUENT TAXES-2002	\$2,500	\$1,000	\$0	\$1,000
3053 DELINQUENT TAXES-2003	\$2,500	\$2,500	\$0	\$2,500
3054 DELINQUENT TAXES-2004	\$5,000	\$2,500	\$0	\$2,500
3055 DELINQUENT TAXES-2005	\$10,000	\$5,000	\$0	\$5,000
3056 DELINQUENT TAXES-2006	\$75,000	\$10,000	\$0	\$10,000
3057 DELINQUENT TAXES-2007	\$0	\$75,000	\$0	\$75,000
3095 DELINQUENT TAXES-1995	\$500	\$0	\$0	\$0
3096 DELINQUENT TAXES-1996	\$500	\$500	\$0	\$500
3098 PENALTY/INTEREST ON TAXES	\$100,000	\$110,000	\$0	\$110,000
3099 ATTORNEY FEES-TAXES	\$35,000	\$35,000	\$0	\$35,000
3109 UTILITY FUND CONTRIBUTION	\$550,000	\$550,000	\$0	\$550,000
3150 CITY SALES TAX	\$3,455,731	\$3,455,731	\$0	\$3,455,731
3300 BUILDING PERMITS	\$1,400,000	\$1,400,000	\$0	\$1,400,000
3499 DIRECT ALARM REVENUE	\$589,750	\$674,000	\$0	\$674,000
3200 T U ELECTRIC	\$1,250,000	\$1,250,000	\$0	\$1,250,000
3202 TELEPHONE FRANCHISE	\$335,000	\$335,000	\$0	\$335,000
3203 LONE STAR GAS	\$400,000	\$485,000	\$0	\$485,000
3204 CABLE FRANCHISE	\$200,000	\$210,000	\$0	\$210,000
3400 TRAFFIC FINES	\$346,000	\$346,000	\$0	\$346,000
3403 CROSS'G GUARD(CHILD SFTY)	\$15,000	\$15,000	\$0	\$15,000
3404 PARKING TICKETS	\$125,000	\$135,000	\$0	\$135,000
3302 CONTRACTORS LICNSE/PERMIT	\$40,000	\$40,000	\$0	\$40,000
3303 ANIMAL CONTROL TAGS/FEES	\$15,000	\$15,000	\$0	\$15,000
3304 HEALTH/FOOD PERMIT	\$20,000	\$20,000	\$0	\$20,000
3305 FILMING PERMITS	\$2,000	\$2,000	\$0	\$2,000
3306 PUBLIC SAFETY REVENUE	\$0	\$0	\$0	\$0
3401 WRECKER FEES	\$2,160	\$2,160	\$0	\$2,160
3405 ALARM BILLING	\$40,000	\$40,000	\$0	\$40,000
3406 FALSE ALARM FEES	\$10,000	\$10,000	\$0	\$10,000
3408 AMBULANCE FEES	\$185,000	\$369,675	\$0	\$369,675
3409 911 SERVICE FEES	\$130,000	\$130,000	\$0	\$130,000
3410 911 SERVICE FEES-WIRELESS	\$0	\$90,000	\$0	\$90,000
3411 CAPIAS WARRANT REVENUE	\$0	\$0	\$0	\$0
3412 RED LIGHT CAMERA REVENUE	\$0	\$0	\$0	\$0
3535 UTILITY CAP OFF	\$30,000	\$30,000	\$0	\$30,000
3900 INTEREST EARNINGS	\$600,000	\$600,000	\$0	\$600,000
3155 MIXED BEVERAGE TAX	\$75,000	\$100,000	\$0	\$100,000
3510 TENNIS PERMITS	\$24,000	\$24,000	\$0	\$24,000
3511 SWIM POOL PERMIT-RESIDENT	\$135,000	\$165,000	\$0	\$165,000
3512 SWIM POOL PERMIT-NONRES	\$7,000	\$7,000	\$0	\$7,000
3513 SWIM POOL PRMTS GATE RCPT	\$50,000	\$60,000	\$0	\$60,000
3514 SWIMMING POOL CONCESSIONS	\$6,000	\$6,000	\$0	\$6,000
3515 SWIM LESSONS	\$0	\$2,000	\$0	\$2,000
3730 PUBLIC SAFETY GRANTS/REVENUE	\$0	\$54,000	\$0	\$54,000



**REVENUES - GENERAL FUND
(01-11)**

Account Number / Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
3850 AUCTION/SALE OF EQUIPMENT	\$10,000	\$13,000	\$0	\$13,000
3901 RENT	\$33,600	\$40,000	\$0	\$40,000
3911 COPIES	\$4,000	\$4,000	\$0	\$4,000
3920 PAYMENT IN LIEU OF TAXES	\$12,160	\$12,875	\$0	\$12,875
3999 OTHER REVENUE	\$477,803	\$500,000	\$0	\$500,000
Subtotal of REVENUE	\$25,420,793	\$26,851,668	\$0	\$26,851,668
Totals for REVENUES 01-11	\$25,420,793	\$26,851,668	\$0	\$26,851,668

REVENUES – UTILITY FUND (02-11)

Department 11 is used to record revenue in all the City's funds. As a result, the General Fund, Utility Fund, and Sanitation Fund all have a department 11.

Water sales make up 54% of budgeted Utility Fund revenues. Water charges consist of 1) a base amount, usually \$10.25/month, which is a minimum charge and includes the first 2,000 gallons of water per month, 2) a consumption charge of \$2.93 per 1,000 gallons after the first 2,000 gallons, and 3) in summer months, an additional conservation surcharge of \$0.80 cents per 1,000 gallons for consumption over 11,500 gallons.

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$1.31/1,000 gallons. Over an entire year the City will purchase over two billion gallons of water.

Wastewater charges make up 40% 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 household (rather than 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. Customers pay a minimum monthly charge of \$20.14, plus a consumption charge of \$3.01 per 1,000 gallons over the first 2,000 gallons per month.

The City's wastewater collection system carries wastewater from UP to 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 winter water consumption average for the entire city (currently 81 million gallons), an infiltration/inflow factor (currently 1.199) and a consumption charge (currently \$2.12 per 1,000 gallons).

Other Utility Fund revenues include the storm water utility charge. The City implemented this fee in December 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. Storm water utility charges make up about 4% of the Utility Fund's revenues.

**REVENUES - UTILITY FUND
(02-11)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
3450 WATER SALES-RESIDENTIAL	\$4,844,668	\$5,278,094	\$0	\$5,278,094
3451 WATER SALES-COMMERCIAL	\$191,013	\$211,421	\$0	\$211,421
3452 WATER SALES-CHURCH/SCHOOL	\$243,213	\$278,531	\$0	\$278,531
3521 WATER SALES-SMU	\$611,007	\$626,757	\$0	\$626,757
3522 WATER SALES-PARKS/CITY	\$0	\$0	\$0	\$0
3523 METER INSTALLATION	\$95,000	\$95,600	\$0	\$95,600
3524 WATER RECONNECTIONS	\$2,354	\$0	\$0	\$0
3525 TESTING FEES	\$0	\$0	\$0	\$0
3531 SEWER CHARGES	\$0	\$0	\$0	\$0
3532 SEWER CHRG-SMU	\$381,961	\$482,451	\$0	\$482,451
3533 SEWER PERMITS	\$250,000	\$300,000	\$0	\$300,000
3550 SEWER CHRG-RESIDENTIAL	\$3,685,765	\$3,670,876	\$0	\$3,670,876
3551 SEWER CHRG-COMMERCIAL	\$149,986	\$152,944	\$0	\$152,944
3552 SEWER CHRG-CHURCH/SCHOOL	\$174,266	\$136,301	\$0	\$136,301
3850 AUCTION/SALE OF EQUIPMENT	\$2,000	\$2,000	\$0	\$2,000
3900 INTEREST EARNINGS	\$250,000	\$250,000	\$0	\$250,000
3903 STORM FEE-COMMERCIAL	\$18,500	\$18,500	\$0	\$18,500
3904 IMPERMEABLE FEE	\$416,000	\$416,000	\$0	\$416,000
3905 STORM FEE-SMU	\$55,500	\$0	\$0	\$0
3906 STORM FEE-CHURCH/SCHOOL	\$10,200	\$10,200	\$0	\$10,200
3908 GAIN(LOSS) - FIXED ASSETS	\$0	\$0	\$0	\$0
3910 GAIN(LOSS) - INVESTMENTS	\$0	\$0	\$0	\$0
3999 OTHER REVENUE	\$3,600	\$3,600	\$0	\$3,600
Totals for REVENUES 02-11	\$11,385,033	\$11,933,275	\$0	\$11,933,275

REVENUES – SANITATION FUND (04-11)

Department 11 is used to record revenue in all the City's funds. As a result, the General Fund, Utility Fund, and Sanitation Fund all have a department 11.

Residential refuse collection charges make up 62% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$20.20/month for twice weekly collection.

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 pickup to which a business subscribes. Monthly fees range from \$112.96 for one container twice a week to \$1,047.33 for eight containers six times a week.

Recycling collection contributes 9% of Fund revenues. Customers pay \$3.35 per month for weekly collection.

Other Sanitation Fund revenues include brush/special items pickup, yard waste bag sales, and investment income.

**REVENUES - SANITATION FUND
(04-11)**

ACCOUNT	2008 Budget	Adopted 2009 Budget	2009 Amendments	Amended 2009 Budget
3501 REFUSE COLL-SMU	\$153,450	\$161,123	\$0	\$161,123
3503 YARD WASTE BAGS REVENUE	\$84,700	\$84,700	\$0	\$84,700
3504 RECYCLING REVENUE	\$277,200	\$291,060	\$0	\$291,060
3540 REFUSE COLL - RESIDENTIAL	\$1,812,800	\$1,903,440	\$0	\$1,903,440
3541 REFUSE COLL - COMMERCIAL	\$313,500	\$329,175	\$0	\$329,175
3542 REFUSE COLL-CHURCH/SCHOOL	\$181,500	\$190,575	\$0	\$190,575
3543 BRUSH/SPECIAL PICKUP CHRG	\$82,500	\$82,500	\$0	\$82,500
3600 CONTRIBUTION-GENERAL FUND	\$0	\$0	\$0	\$0
3850 AUCTION/SALE OF EQUIPMENT	\$0	\$0	\$0	\$0
3900 INTEREST EARNINGS	\$19,800	\$19,800	\$0	\$19,800
3908 GAIN(LOSS) - FIXED ASSETS	\$0	\$0	\$0	\$0
3995 OTHER SOURCES/EQUITY TRSF	\$0	\$0	\$0	\$0
3999 OTHER REVENUE	\$1,100	\$24,878	\$0	\$24,878
REVENUE SUBTOTAL	\$2,926,550	\$3,087,251	\$0	\$3,087,251
Totals for REVENUES 04-11	\$2,926,550	\$3,087,251	\$0	\$3,087,251

**REVENUES – EQUIPMENT SERVICES FUND
(47-11)**

Department 11 is used to record revenue in all the City's funds. As a result, the General Fund, Utility Fund, and Sanitation Fund all have a department 11, as does the Equipment Services Fund (ESF). The Fund is set up as an "internal service fund," meaning it exists to provide services to other departments within the City organization.

Accordingly, ESF revenues actually come from other City departments, rather than external sources like taxes. ESF revenues and expenditures may be divided into equipment maintenance and equipment replacement.

In the annual budget, each user department has a line-item titled "Equipment Maintenance" (-6195). The Garage and Warehouse Division budgets are allocated among the user departments, and the resulting cost is budgeted in the Equipment Maintenance line-item. 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 an expenditure to the user department and as a 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 is expected to last. The resulting number is the annual contribution required from the user department to pay for the vehicle's replacement. The sum of annual contributions for a given department is the amount budgeted in the 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 total to the ESF.

**REVENUES - EQUIPMENT SERVICES FUND
(47-11)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
3120 INSURANCE REIMBURSEMENT	\$0	\$0	\$0	\$0
3161-01 VEH MAINTENANCE-GEN FUND	\$435,131	\$435,131	\$0	\$435,131
3161-02 VEH MAINTENANCE-UTIL FUND	\$94,751	\$94,751	\$0	\$94,751
3161-04 VEH MAINTENANCE-SANITATN	\$187,225	\$187,225	\$0	\$187,225
3162-01 WHSE ALLOCATION-GEN FUND	\$83,704	\$83,704	\$0	\$83,704
3162-02 WHSE ALLOCATION-UTIL FUND	\$136,302	\$136,302	\$0	\$136,302
3162-04 WHSE ALLOCATION-SANITATN	\$36,745	\$36,745	\$0	\$36,745
3163-01 VEH REPLACEMENT-GEN FUND	\$339,307	\$321,208	\$0	\$321,208
3163-02 VEH REPLACEMENT-UTIL FUND	\$75,062	\$78,775	\$0	\$78,775
3163-04 VEH REPLACEMENT-SANITATN	\$129,223	\$162,537	\$0	\$162,537
3850 AUCTION/SALE OF EQUIPMENT	\$55,000	\$55,000	\$0	\$55,000
3900 INTEREST EARNINGS	\$225,000	\$225,000	\$0	\$225,000
3908 GAIN(LOSS) - FIXED ASSETS	\$0	\$0	\$0	\$0
3999 OTHER REVENUE	\$0	\$0	\$0	\$0
Totals for REVENUES 47-11	\$1,797,450	\$1,816,378	\$0	\$1,816,378



Transfers/Capital Improvements Program (CIP)

Definition

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 \$25,000 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 its 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 payments 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 amount. Departmental expenditures are actually monthly transfers to the Capital Projects Funds.

Five-Year CIP

The first year of the five-year CIP serves as the CIP budget. The following schedule depicts the FY2009 CIP budget. Also shown is the FY2009-2013 CIP. Projects are categorized in four ways – Information Services, Parks, Public Safety, and Public Works. Following the five-year CIP is a financial summary that matches funding requirements with funding sources.

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.



**TRANSFERS DEPARTMENT
(01-85)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
6371 REPAVING OUTSIDE CONTRACT	\$617,816	\$617,816	\$0	\$617,816
7153 CAPITAL PROJECTS CONTRIB	\$1,084,758	\$1,084,758	\$0	\$1,084,758
8500 TRANSFERS	\$0	\$0	\$0	\$0
9582 CURB & GUTTER	\$977,440	\$977,440	\$0	\$977,440
9800 ALLEY REPLACEMENT PROJECT	\$352,173	\$352,173	\$0	\$352,173
TOTAL 01-85	\$3,032,187	\$3,032,187	\$0	\$3,032,187

**TRANSFERS DEPARTMENT
(02-85)**

Account Number/Title	Budget 2007-08	Adopted 2008-09	2008-09 Amendments	Amended 2008-09
6365 FIRE HYDRANT/LINE INSTALL	\$170,770	\$175,893	\$0	\$175,893
8500 TRANSFERS	\$0	\$0	\$0	\$0
9801 LINE REPLACEMENT PROJECT	\$1,960,701	\$2,019,522	\$0	\$2,019,522
TOTAL 02-85	\$2,131,471	\$2,195,415	\$0	\$2,195,415



**City of University Park, Texas
Capital Improvements Program
FY2009 Budget (approved 2/17/2009)**

			AMOUNT
Revenues			
		Transfers from General Fund (budgeted)	3,032,187
		Transfers from Utility Fund (budgeted)	2,195,420
		Investment income	275,000
		Other -- Summerlee grant and UPCF donations	170,000
		Total Revenues	5,672,607
Expenditures			
		Personnel (Civil Engineer) & other expenses	99,100
Tot. Proj. Est. Budgeted Projects:			
115,150	12000	City Network infrastructure upgrade	50,000
61,036	13120	Enterprise GIS system upgrade	50,000
176,186		Information Technology subtotal	100,000
2,144,182	21900	Coffee Park	2,057,733
40,000	22600	Tennis courts relighting	19,849
52,527	22800	Park entrance sign program	21,463
963,941	23100	Hitzelberger Park	80,000
405,555	23200	Smith Park	400,000
64,903	23400	University Blvd. Medians	50,000
860,000	23700	City Gateway Entrance Program	20,000
50,000	23900	Median Upgrades (Turtle Crk. Blvd. corridor)	50,000
125,000	24100	Hunters Glen and Druid median	125,000
100,000	24200	Caruth Park pond improvements	-
766,621	24400	Pool Renovations - Phase 1	630,000
1,260,000	24500	Pool Renovations - Phase 2	60,000
6,832,729		Parks subtotal	3,514,045
60,000	32500	Handheld Ticket Writing Project	-
450,000	33000	Fire training tower renovation	150,000
94,700	33100	Inkless Finger Printing	-
35,000	33400	Parking camera enforcement	80,000
639,700		Public Safety subtotal	230,000
2,750,125	21800	Northwest Parkway wall	129,271
3,319,573	42996	Curb & gutter replacement 2007-08	1,484,203
13,858,205	43700	City Hall renovation	3,757,613
1,393,994	43730	City Hall renovation IV: Goar Park/Creek	41,325
282,000	45500	Old Peek Center Renovation	30,000
1,764,150	47010	MPY 4000 Hanover/Purdue & other alleys	1,655,350
600,000	47015	MPY 4200 Bryn Mawr/Hanover	600,000
2,420,000	47016	MPY Baltimore/38-3900 Amherst-Stanford et al	220,000
590,000	48100	Paint Fondren Water Tank	90,000
4,259,419	48410	Booster pump station	2,946,000
1,604,879	48450	Preston Road Emergency Water Repairs	1,500,000
100,000	48600	Wastewater metering stations	100,000
2,575,204	48700	McFarlin Bridge replacement	200,000
80,000	49200	Truck Scales	80,000
1,117,000	49300	12" water main Preston/Caruth/Thackery	917,000
36,714,549		Public Works subtotal	13,750,762
44,363,164		Total project expenditures	17,594,807
		Total Fund expenditures	17,693,907
		Excess/(deficiency) of revenues	(12,021,300)
		Transfers, Special (UF drawdown + \$1mm Potomac Park)	2,000,000
		Net change in fund balance	(10,021,300)
		Fund balance - beginning	13,957,834
		Fund balance - ending	3,936,534

City of University Park, Texas
Five-Year Capital Improvements Program
FY2009-2013 (approved 2/17/2009)
(part 1 of 2)

Project Category/Title	Project No.	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	TOTAL
INFORMATION TECHNOLOGY							
A/S 400 Computer Upgrade - Fin/Util Billing	11900	0	80,000				80,000
A/S 400 Computer Upgrade - Public Safety	11960	0	80,000				80,000
City Network Infrastructure Upgrade	12000	50,000					115,150
City Network Tape Backup	12300						(251)
3-1-1 System	13110						21,863
Enterprise GIS system upgrade	13120	50,000					61,036
Court software replacement	13200		120,000				120,000
INFORMATION TECHNOLOGY SUBTOTAL		100,000	280,000	0	0	0	477,798
PARKS							
Coffee Park (including portals)	21900	2,057,733					2,144,183
Sis Germany	22500						29,672
Tennis Courts Relighting	22600	19,849					40,000
Park Entrance Sign Program	22800	21,463					52,527
Park Decorative and Security Lighting	22900	0	30,000	30,000			60,000
Germany Park track reconstruction	22950						340,270
Citywide entrance marker program	23000						10,197
Hitzelberger Park	23100	80,000					963,941
Smith Park	23200	400,000					405,555
University Blvd. Medians	23400	50,000					64,903
Athletic Field Fencing Replacement	23500	0					0
City Gateway Entrance Program	23700	20,000		350,000	350,000	140,000	20,000
Median Upgrades (Turtle Creek Blvd. corridor)	23900	50,000					50,000
Daniel & Hillcrest Medians	24000	0		300,000			300,000
Hunters Glen & Druid Median	24100	125,000					125,000
Caruth Park Pond Improvements	24200	0	100,000				100,000
Snider Plaza Landscape Improvements	24300	0		300,000			300,000
Pool Renovations - Phase 1	24400	630,000					766,621
Pool Renovations - Phase 2	24500	60,000	1,200,000				1,260,000
PARKS SUBTOTAL		3,514,045	1,330,000	630,000	0	0	7,032,868
PUBLIC SAFETY							
Handheld Ticket Writing Project	32500	0	60,000				60,000
Police/Fire mapping - wireless 9-1-1	32700						9,171
Outdoor warning siren upgrade	32900						121,223
Fire training tower renovation	33400	150,000	300,000				450,000
Inkless Finger Printing	33100	35,000					0
Digital Cameras for Fire Apparatus	33200			60,000			60,000
Public Safety Mobile/Portable Radio Replacement	33300						390,355
Parking Camera Enforcement	33400	80,000					94,700
PUBLIC SAFETY SUBTOTAL		230,000	360,000	60,000	0	0	1,185,449

City of University Park, Texas
Five-Year Capital Improvements Program
FY2009-2013 (approved 2/17/2009)
(part 2 of 2)

Project Category/Title	Project No.	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	TOTAL
PUBLIC WORKS							
Northwest Parkway Wall	21800	129,271					2,750,125
MPY: Lovers (Golf)/Turtle Creek	41500						3,800
Asphalt Overlay Program 2006-07	42695						883,873
Asphalt Overlay Program 2007-08	42696						9,817
Asphalt Overlay Program 2008-09	42697						0
Asphalt Overlay Program 2009-10	42698		1,290,184	650,000			1,940,184
Asphalt Overlay Program 2010-11	42699			650,000			650,000
Asphalt Overlay Program 2011-12	42700				650,000		650,000
Asphalt Overlay Program 2012-13	427XX					650,000	650,000
Curb & Gutter Replacement 2002-03	42991						138,916
Curb & Gutter Replacement 2006-07 (comb. 42996-7-8)	42995						0
Curb & Gutter Replacement 2007-08	42996	1,484,203	1,036,966	400,000			3,319,573
Curb & Gutter Replacement 2008-09 (see 42996)	42997						0
Curb & Gutter Replacement 2009-10 (see 42996)	42998						0
Curb & Gutter Replacement 2010-11	42999				668,075		668,075
Curb & Gutter Replacement 2011-12	43001					1,100,117	1,100,117
Curb & Gutter Replacement 2012-13 => FY2014	43002						0
City Hall Renovation	43700	3,757,613					13,001,345
City Hall Renovation II: Creekwork	43710		0				156,006
City Hall Renovation IV: Goar Park Improvements	43730		41,325				1,394,576
City Hall Renovation V: EOC/Alt. dispatch	43740						1,999,710
Fire hydrant installation 42-4300 Shenandoah	44184						330,849
Hillcrest 12" Water Line	44400				1,300,000		1,300,000
Hillcrest Daniel Intersection	44401				150,000	742,400	892,400
NW Parkway wall water main	44810						615,778
Traffic Signal video detection system	45220						21,500
Old Peek Center Renovation	45500	30,000	250,000				282,000
Sanitary sewer rehab	45610						2,980
MPY 4000 Hanover/Purdue & Other Alleys	47010	1,655,350					1,764,150
MPY 4100-4200 Bryn Mawr/Hanover	47015	600,000					600,000
MPY Baltimore/3800-3900 Amherst-Stanford & Other Alleys	47016	220,000	2,200,000				2,420,000
MPY 4100-4500 Shenandoah/Normandy	47020		170,000	1,100,000	600,000		1,870,000
MPY 4400 San Carlos/Potomac & Other Alleys	47030			180,000	300,000	1,500,000	1,980,000
MPY 4200-4500 Normandy/San Carlos & Other Alleys	47040				190,000	1,600,000	1,790,000
MPY 41-4400 Windsor/Stanhope	47050					180,000	180,000
MPY 41-4300 Shenandoah/Stanhope	47100						724,547
Paint Fondren Water Tank	48100	90,000	500,000				590,000
Booster Pump Station	48410	2,946,000	942,000				4,259,419
Preston Road Emergency Water Repairs	48450	1,500,000					1,604,879
Turtle Creek Blvd. sanitary sewer	48500						666,672
Wastewater Metering Stations	48600	100,000					100,000
McFarlin Bridge Replacement	48700	200,000	0	1,260,000	1,000,000		2,575,204
Reconstruction of McElvaney Dam	48750		0	1,260,000	1,000,000		2,260,000
Preston Road Reconstruction (south) => FY2014	48800						0
Preston Road Reconstruction & Medians	48810						0
Emergency Water Supply Main	49000	0	470,000	440,000			942,523
HPISD sidewalk replacement	49100						82,785
Truck Scales	49200	80,000					80,000
12" Water Main Preston/Caruth/Thackery	49300	917,000					917,000
Specific Alley Pavement Improvements	49150	0	500,000				500,000
PUBLIC WORKS SUBTOTAL		13,750,762	7,359,150	5,940,000	5,858,075	5,772,517	58,668,804
GRAND TOTAL		17,594,807	9,329,150	6,630,000	5,858,075	5,772,517	67,364,919

City of University Park, Texas
Capital Improvements Program Summary
FY2009-2013 (approved 2/17/2009)

	(1) FY 2009	(2) FY 2010	(3) FY 2011	(4) FY 2012	(5) FY 2013	TOTAL
Available Beginning Balance	13,957,834	3,936,534	1,951,774	1,265,394	1,013,637	16,307,982
Revenues						
General Fund budget	3,032,187	3,123,153	3,216,847	3,313,353	3,412,753	22,074,556
Utility Fund budget	2,195,420	2,261,283	2,329,121	2,398,995	2,470,965	15,856,649
Fund Balance Drawdown (General Fund)	0	1,000,000	500,000	0	0	8,985,701
Fund Balance Drawdown (Utility Fund)	1,000,000	0	0	0	0	2,000,000
Potomac Park & R-O-W sale proceeds	1,000,000	1,000,000	0	0	0	2,000,000
Investment income	275,000	65,000	9,000	12,000	32,000	1,366,370
Other revenues	170,000	0	0	0	0	445,973
Total Revenues	7,672,607	7,449,436	6,054,969	5,724,348	5,915,718	52,729,249
Total Available Resources	21,630,441	11,385,970	8,006,742	6,989,741	6,929,355	69,037,231
Expenditures						
Personnel	99,100	105,046	111,349	118,030	125,111	640,585
Information Technology	100,000	280,000	0	0	0	477,798
Parks	3,514,045	1,330,000	630,000	0	0	7,032,868
Public Safety	230,000	360,000	60,000	0	0	1,185,449
Public Works	13,750,762	7,359,150	5,940,000	5,858,075	5,772,517	58,668,804
Projects subtotal	17,594,807	9,329,150	6,630,000	5,858,075	5,772,517	67,364,919
Total Expenditures	17,693,907	9,434,196	6,741,349	5,976,105	5,897,628	68,005,505
Ending Balance	3,936,534	1,951,774	1,265,394	1,013,637	1,031,727	1,031,727