

CITY OF WEST UNIVERSITY PLACE



2020
ADOPTED BUDGET

City of West University Place

Fiscal Year 2019-2020

Budget Cover Page

October 7, 2019

This budget will raise more revenue from property taxes than last year's budget by an amount of \$576,735, which is a 2.94 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$163,882.

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

FOR: Bob Higley, Mayor
John Barnes, Council Member
Ed Sobash, Council Member
Kevin Trautner, Mayor Pro Tem
Lauri Lankford, Council Member

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.30921/100	\$0.31680/100
Effective Tax Rate:	\$0.30264/100	\$0.31519/100
Effective Maintenance & Operations Tax Rate:	\$0.18479/100	\$0.19117/100
Rollback Tax Rate:	\$0.31909/100	\$0.33049/100
Debt Rate:	\$0.11952/100	\$0.12403/100

Total debt obligation for City of West University Place secured by property taxes:
\$39,033,024

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CITY OF WEST UNIVERSITY PLACE | 2020 ANNUAL BUDGET

INTRODUCTION

This document has been prepared to help you learn and understand issues affecting the community of West University Place. The primary function of a City Budget is to provide a **financial plan** for the coming year. West University Place's Budget is no exception and as such contains financial schedules and statistics. Financial plans cannot be prepared without defining what the organization intends to accomplish and how it intends to go about reaching its goals. Therefore, the *2020 Annual Operating Budget* serves as a **policy document** that presents the major policies governing the management of the City. It is also an **action plan** to give the public, elected officials and City staff information about what the City is doing and how efficiently. Finally, the *2020 Annual Operating Budget* functions as a tool, formally communicating the City's financial and operating plan for the coming year.

FORMAT

The *2020 Annual Operating Budget* is grouped first by fund and then by department. Like most other local governments, the City uses funds to account for its financial activities. A fund is simply a device to segregate and account for public resources. Financial statements, including the adopted 2020 budget, are presented for every fund. Like the checking account statement you receive each month from your bank, the statements show beginning balances, revenues, expenditures and ending balances for the year. Accompanying the statements are narrative discussions of each fund's financial activity for the prior year and the expected activity for 2020. Graphs, schedules, and tables are provided to help illustrate and clarify certain points.

Funds are divided into departments or projects. Each department is presented with a brief statement describing what the department intends to accomplish in 2020. Detailed schedules compare the department's finances over several years, plus information about staffing.

October 7, 2019

City Council
City of West University Place
3800 University Blvd.
West University Place, TX 77005

RE: 2020 Budget

Honorable City Council:

I am pleased to announce that our 2020 Budget continues the good management practices that have helped us to maintain our ranking as one of the most desirable places to live in the nation, to keep our focus on public safety, to enhance the maintenance of our infrastructure, and to provide exceptional service delivery – all the while understanding that, in the coming years, the City's ability to fund enhancements or additional services may be limited due to the State's infringement on cities to self-govern and determine the appropriate funding levels to support the services that their taxpaying homeowners want and at a service level that they expect.

Considering that our City is built out and is 98% residential, maintaining our high service levels and healthy community is paramount to protecting our primary funding source for City services. The preparation of this 2020 Budget was particularly interesting for a few reasons – the impact of Hurricane Harvey on our assessed valuation appears to no longer be an issue; passage of recent State legislative action stripped approximately \$95,000 from the City's revenue overnight, limiting the City's ability to regulate our precious right of way; and, lastly, pending revenue caps will hit the City in 2021. All of these issues weighed heavily in the preparation of this year's budget to ensure that actions taken this year would not create a negative domino effect in 2021 and beyond. In the end, the City was able to lower the adopted tax rate for the first time in three years, while also investing in our service delivery, infrastructure, and future.

The objectives of this Budget are to:

1. Maintain our position as one of the nation's most desirable places to live
2. Implement the approved policy and management agendas
3. Continue our superior City-delivered services
4. Review all expenditures and ensure that our City remains financially sound
5. Minimize tax and rate increases
6. Increase public safety
7. Actively seek new funding sources for capital projects and services
8. Adopt an operating budget that is fair to all taxpaying homeowners

This budget:

1. Lowers the adopted tax rate by 2.4% to \$0.30921 cents per \$100 assessed value, which represents an approximate \$7 monthly increase to the average taxpayer
2. Updates the City's strategic vision and goals

3. Restructures the compensation to fill long-standing vacancies in our public safety sector for police officers and telecommunication operators (dispatchers)
4. Adds new positions and restructures existing positions to improve service delivery
5. Adds a Grants/Purchasing Administrator to actively seek out grants to fund projects
6. Adds a Facility Technician position to help ensure proactive maintenance of our facilities
7. Restructures the Support Services Manager position and creates a Community Resource Officer in the Police Department, which will improve our crime prevention and public information services, and also serve as a liaison for residents for our alarm monitoring service (Direct Link)
8. Restructures the Communications Director position to be an Assistant to the City Manager role, which will improve our ability to provide analytical support throughout the City and to oversee our communications game plan
9. Restructures the IT Operations Manager and creates an IT Analyst, which will provide Citywide technical support, while also overseeing the City's website and social media platforms
10. Relaunches an improved Direct Link alarm monitoring service to ensure that the City stays competitive in the alarm service market
11. Continues to invest funds into our dedicated/restricted funds for replacement of equipment, vehicles, and technology
12. Increases our investment in maintenance and replacement of our infrastructure (water, sewer, streets, sidewalks, and storm drainage)
13. Invests in cybersecurity training, penetration, and vulnerability to ensure that the City's data remains safe and secure
14. Provides for initiatives to enhance communication and marketing
15. Changes our contracted City engineering services from a task-based approach to a retainer service model for increased efficiencies
16. Conducts a five-year review of parks programming, along with a needs assessment of our senior services
17. Begins the process of allocating monies from the Water & Sewer Fund to the Asset Replacement Fund for the future replacement of equipment
18. Purchases a \$750,000 pumper truck, along with other vehicles, without adding debt
19. Funds significant projects (including the Buffalo Speedway replacement and drainage improvements, our Virtual Gate project, the replacement of equipment at the wastewater treatment plant, the investigation of alternative methods for stormwater detention, security and condition assessments of all facilities, and audio visual improvements for public meeting rooms.

POLITICAL CONDITIONS

This 2020 Budget anticipates continued pressure in the years to come from the State of Texas, which is currently casting blame for high property taxes on local governments. The end result is a continued assault on West U's ability to self-govern and to fund the services that are wanted and expected by our residents.

This year, with the passage of this State legislation, West U collected fewer franchise fees, resulting in a loss of approximately \$95,000. The passed legislation stated that it was unfair for a city to charge the same utility to use the public’s right of way for two different utility services. Basically, a company that provides both cable and phone services only has to pay a franchise fee for the higher amount. This simple act by the State removed funding that then had to be made up by the taxpayer in order for West U to avoid having to cut services.

Next year will begin an even bigger issue for local, county, and special districts, and this issue involves revenue caps. West U will be faced with a revenue cap of 3.5%, which means that we can only increase revenue by 3.5% over the prior year without requiring a vote. Although this amount is currently higher than today’s inflation, the limit imposed will cause issues down the road when it comes time to add additional service and/or employees to meet the City’s needs.

ECONOMIC CONDITION AND OUTLOOK

The economy in Texas, and in Houston, is running strong, and, while the sales tax is a very small portion of our budget, a strong economy helps West U to attract new residents looking for a place to live and raise a family.

West U’s appraised valuation continues to hold strong, due in large part to our safe community, location, and small-town feel; our excellent elementary school, outstanding parks, and green spaces; and our access to modern amenities and recreational opportunities.

These factors, plus our consistent fiscal policies that keep the City financially sound with a triple-A (AAA) bond rating, enable the City to fund the superior services that are valued by our community.

BUDGET OVERVIEW

The 2020 Budget anticipates \$96.23 million in available sources and \$80.95 million in uses, excluding the internal service funds, leaving a reserve balance of \$15.28 million at the end of 2020. The table below summarizes the 2020 Budget and the net results.

City of West University Place, Texas

SOURCES AND USES OF FUNDS: 2020 BUDGET

SOURCES OF FUNDS	Non-Restricted Funds	Restricted Operating Funds	Restricted Capital Funds	Restricted Debt Service	Water & Sewer Fund	Solid Waste Fund	Total All Funds
Beginning Balance	\$8,191,721	\$1,244,451	\$6,215,780	\$900,585	\$826,178	\$449,248	\$17,827,963
Revenues	\$21,063,598	\$1,179,900	\$37,108,200	\$9,047,724	\$8,205,900	\$1,797,000	\$78,402,322
Total Sources	\$29,255,319	\$2,424,351	\$43,323,980	\$9,948,309	\$9,032,078	\$2,246,248	\$96,230,285
USES OF FUNDS							
Operations	\$20,890,085	\$1,140,500			\$7,023,100	\$1,876,800	\$30,930,485
Capital Projects			\$39,788,169				\$39,788,169
Debt Repayment				\$9,047,783	\$1,184,183		\$10,231,966
Total Uses	\$20,890,085	\$1,140,500	\$39,788,169	\$9,047,783	\$8,207,283	\$1,876,800	\$80,950,620
ENDING BALANCE	\$8,365,234	\$1,283,851	\$3,535,811	\$900,526	\$824,795	\$369,448	\$15,279,665

Approximately \$8.365 of the projected ending balance will be in the General Fund as an unassigned fund balance. West U maintains a very healthy reserve and, in 2020, I will be presenting a recommended revision to the City’s reserve policies for the Council’s consideration. Our current reserve requirement is to maintain 20% (\$3.887 million) of General Fund operating reserves to cover a temporary downturn in the economy that we believe will be short lived. A healthy reserve also helps us maintain our excellent AAA credit rating. The 20% requirement is the industry standard, but our location on the Gulf Coast presents our community and operations with an annual threat of hurricanes and recovering from them. This 2020 Budget plans for an increase of the reserves from 20% to 30% (\$1.943 million), which provides funds for disaster recovery and other issues where timing cannot wait. This additional 10% of reserves provides flexibility, and reduces our probability of having to utilize funds from our base minimum reserve of 20%, which is one portion of ensuring our AAA bond rating.

The remaining amount (\$2.535 million) will be available to use for one-time expenditures and to tackle items considered high priority as identified in our Five-Year Community Improvement Program. Additional meetings will be held to determine the most efficient and effective use of these one-time monies.

Total expenditures in 2020 (excluding internal service funds) are proposed at \$79.71 million, which is about 526% more than the adopted 2019 Budget. Operating costs are up 6.16%, while community improvement projects are up 518% over the prior year. Proposed community improvement projects include approximately \$28.195 million that would be paid by the issuance of bonds. The City Council will be considering this issue through the end of 2019 and into 2020 to determine whether to pursue a bond program. The following table compares the prior four years of adopted budgets.

City of West University Place, Texas
COMPARISON OF 2016 - 2020 BUDGETS

	Adopted 2016	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	\$ Increase / (Decrease) from 2019	% Increase / (Decrease) from 2019
Operations	\$27,639,223	\$28,434,895	\$29,323,500	\$29,134,535	\$30,930,485	\$1,795,950	6.16%
Capital Improvements	\$398,000	\$1,055,000	\$5,147,000	\$6,235,000	\$38,548,169	\$32,313,169	518.25%
Debt Service	\$9,336,350	\$10,117,272	\$10,050,279	\$10,085,530	\$10,231,966	\$146,436	1.45%
Total Budget	\$37,373,573	\$39,607,167	\$44,520,779	\$45,455,065	\$79,710,620	\$34,255,555	525.87%

REVENUES

Total projected revenues for 2020 are \$78.40 million, which is 559% more than the previous year. Most of the increase in projected revenues is due to the increase in community improvement projects, especially the Buffalo Speedway improvements and a possible bond program for drainage improvements.

City of West University Place, Texas
REVENUES BY FUND TYPE, 2016 - 2020

Type of Funds	Adopted 2016	Adopted 2017	Adopted 2018	Adopted 2019	Adopted 2020	\$ Increase / (Decrease) from 2019	% Increase / (Decrease) from 2019
General Fund	\$17,118,656	\$18,178,923	\$19,123,077	\$19,941,318	\$21,069,598	\$1,128,280	5.66%
Restricted Operations	\$542,870	\$1,126,300	\$1,165,710	\$648,800	\$1,173,900	\$525,100	80.93%
Restricted CIP	\$1,000,000	\$1,211,500	\$4,297,505	\$6,561,768	\$37,108,200	\$30,546,432	465.52%
Debt Service	\$8,455,950	\$8,954,769	\$8,850,034	\$8,893,592	\$9,047,724	\$154,132	1.73%
Water & Sewer	\$6,950,600	\$7,240,000	\$8,011,585	\$7,982,000	\$8,205,900	\$223,900	2.81%
Solid Waste	\$1,836,100	\$1,654,000	\$1,757,600	\$1,761,000	\$1,797,000	\$36,000	2.04%
Total Budgeted Revenues	\$35,904,176	\$38,365,492	\$43,205,511	\$45,788,478	\$78,402,322	\$32,613,844	558.70%

Revenue Actions

The 2020 Budget has adopted the following revenue actions:

- Reduced the adopted tax rate by 2.4% from \$0.31680/\$100 to \$0.30921/\$100 assessed value
- Increased the water and sewer fees by 2.32% and 2.76%, respectively (\$152,000)
- Increased the solid waste fee by 5% (\$34,000)
- Increased fees for services that are projected to increase revenue by \$674,000

Please note –of the \$674,000 projected increase for services:

- *Approximately \$277,000 is a result of increased services with our Direct Link alarm monitoring service, but there will be a corresponding expenditures for the majority of that increase for a 3rd party App service*
- *Approximately \$386,000 is for increased revenues in the Parks & Recreation Department associated mainly with swim lessons, but there is an corresponding expenditure for the majority of that increase to pay the swim instructors*

Property Tax Rate Decrease

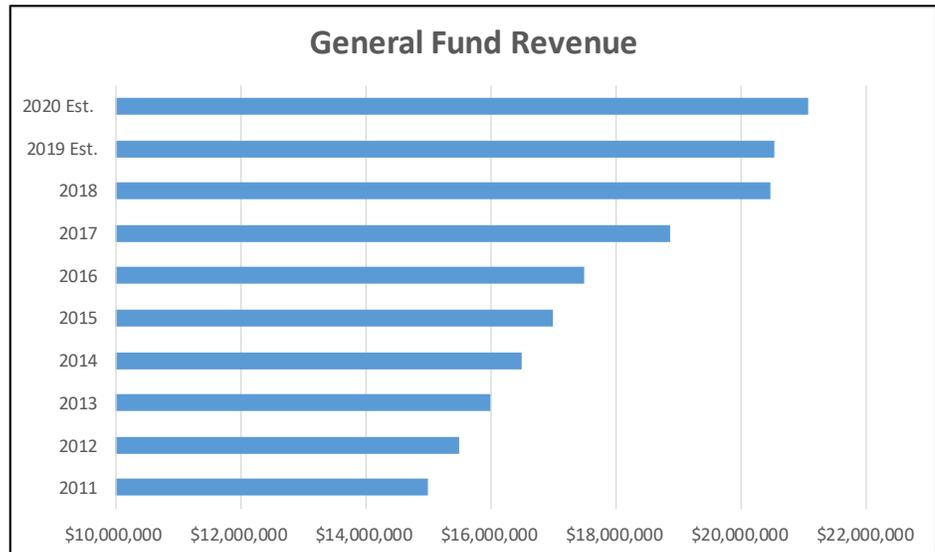
This 2020 Budget recommends a decrease in the tax rate for the first time in three years. As allowed by current State law, the City could have increased the tax rate to \$0.31909/100 valuation (rollback rate). The proposed 2020 Budget is fiscally sound and sustainable, and, with additional modifications made by the City Council, we were able to adopt an even lower tax rate. The new rate will be \$0.30921/\$100 assessed valuation, which is \$0.00759 lower than the current rate of \$0.31680/\$100 assessed valuation. The adopted rate will generate approximately \$586 thousand in new revenue, and the average taxpayer will pay approximately \$7.14 more per month.

Misc. Fee Increases

Adjustments were made to our Fee Schedule to ensure that the costs of providing services were covered. Increases were made to some medical supplies for emergency medical services, water connections, and building and contractor permit fees.

General Fund Revenues

General Fund Revenues are projected to be \$21.1 million or about 5.7% more than the previous year. The primary reason for the increase is due to ad valorem taxes, but there were some increases in charges for services associated with the improvements to the City’s alarm monitoring service (DirectLink). The City will be collecting additional revenue from customers who opt for a higher level of service, but this revenue will have an offsetting expense. Other notable changes in the General Fund are the projected loss of \$95,000 in franchise fees due to recent State legislation and also to a reduction of \$66,000 in “transfers in” from the employee benefit funds for retirements.



Enterprise Fund Increases

- **Water and Sewer Rates**

The monthly rate increase for water and sewer will be 2.32% and 2.76%, respectively, which will increase the average monthly bill by \$3.59, or \$43.08 per year. This is based on the average water use of 13,482 gallons per month. The last time water rates were increased was 2016, and sewer rates were increased in 2018.

- **Solid Waste / Recycling / Yard Waste Rates**

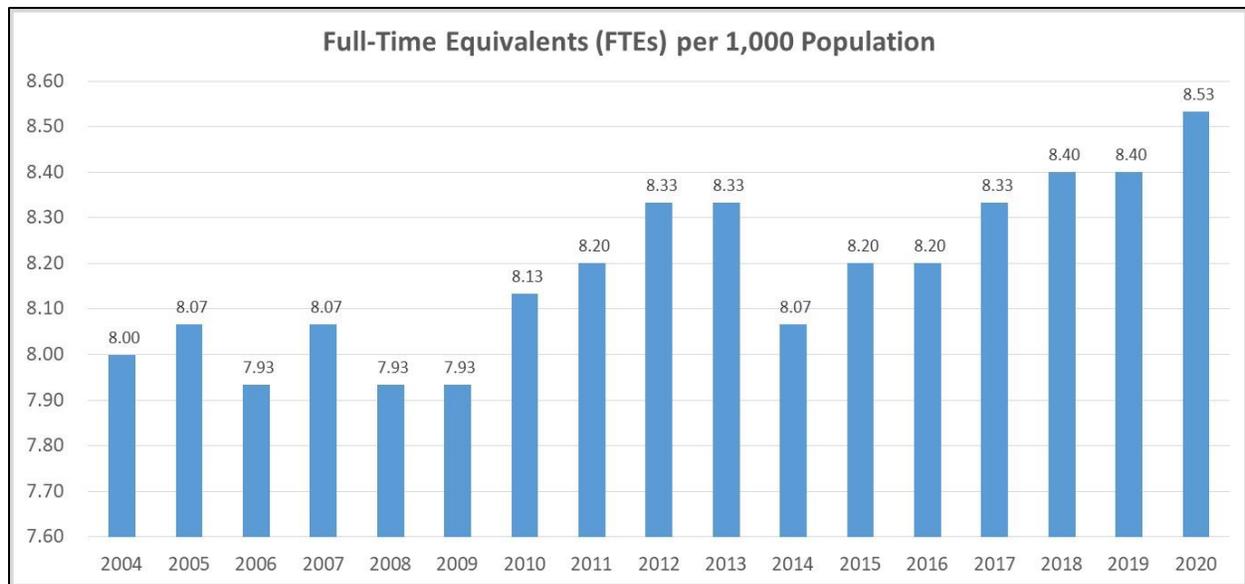
The monthly rate increase for solid waste/recycling/yard waste will be 5%, which will increase the monthly bill by \$1.70 per month, or \$20.40 per year. The rate increase for seniors and the disabled will be \$.87 cents per month or \$10.44 per year. The last time that solid waste/recycling/yard waste rates were increased was 2016.

Staffing Levels

The 2020 Budget adds two new positions, for a total of 128 full-time equivalent (FTE) employees, excluding part-time and contracted services. The City averages around 107 part-time employees in the Parks Department, and nine contracted positions in the Public Works Department.

The staffing levels have remained consistent over the last 17 years, with three new positions added since 2018. Otherwise, the City has remained leanly staffed, with its overall FTE count remaining consistent.

Full-Time Equivalent (FTE) Position Summary																	
DEPARTMENT	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GENERAL FUND																	
Administration	4	5	4	4	4	5	5	5	5	5	5	6	6	5	6	6	6
Finance	9	9	8	8	8	7	7	6	6	6	5	5	5	5	5	5	6
Police	33	32	32	32	32	32	32	33	35	35	35	35	35	38	38	38	38
Fire	24	25	25	24	24	24	24	23	23	23	23	23	23	23	23	23	23
Public Works	21	21	21	20	19	19	21	20	20	20	19	18	18	18	18	18	19
Parks & Recreation	8	8	8	10	10	10	11	11	11	11	11	12	12	12	12	12	12
TECHNOLOGY MANAGEMENT FUND																	
Administration	-	-	-	2	3	3	3	3	3	3	3	4	4	4	4	4	4
WATER & SEWER FUND																	
Finance	-	-	-	-	-	-	-	2	2	2	2	2	2	2	2	2	2
Operations	14	14	14	14	12	12	12	12	12	12	12	12	11	11	11	11	11
SOLID WASTE FUND																	
Operations	7	7	7	7	7	7	7	8	8	8	6	6	7	7	7	7	7
Total City FTEs	120	121	119	121	119	119	122	123	125	125	121	123	123	125	126	126	128



New Positions:

- Finance Department – The Grants/Purchasing Administrator will be a new position in 2020. Primary duties will be to actively seek grant funding and to centralize the City’s purchasing power. Additional responsibilities will include support for the Finance Department.
- Public Works Department – This department will add a Facility Technician to increase the City’s capability of proactively maintaining the City’s aging facilities.

Reclassified Positions:

- Police Department – The Support Services Manager position is being reclassified as a Community Resource Officer. The duties of the Support Services Manager were transferred to a Patrol Sergeant who will become an Administrative Sergeant. The Community Resource Officer will serve as the department’s Crime Prevention and Public

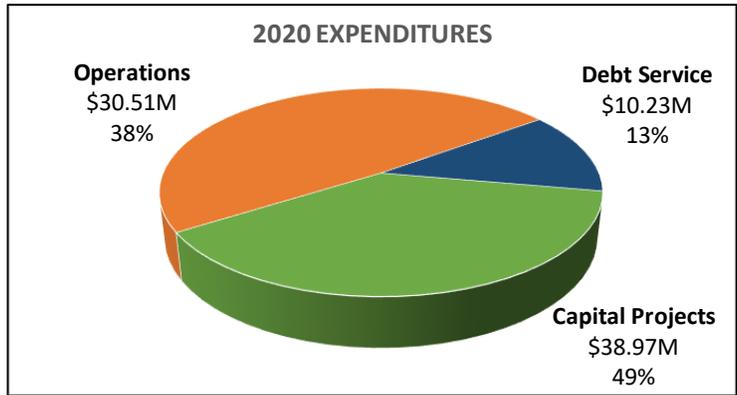
Information Officer, as well as the liaison with residents for the City’s alarm monitoring service (DirectLink).

- Administration – The Communications Director position is being reclassified as an Assistant to the City Manager. This reclassified position will oversee citywide communications and provide analytical support to all departments.

EXPENDITURES:

This 2020 Budget estimates \$79.71 million of expenditures, including:

Operations: \$30.51 million
 Capital Projects: \$38.97 million
 Debt Service: \$10.23 million



Overall, expenditures are recommended at \$34.26 million more than in the adopted 2019 Budget, with the majority of the increase coming from capital improvements.

Operating expenditures are estimated to increase 6.16% compared to the adopted 2019 Budget.

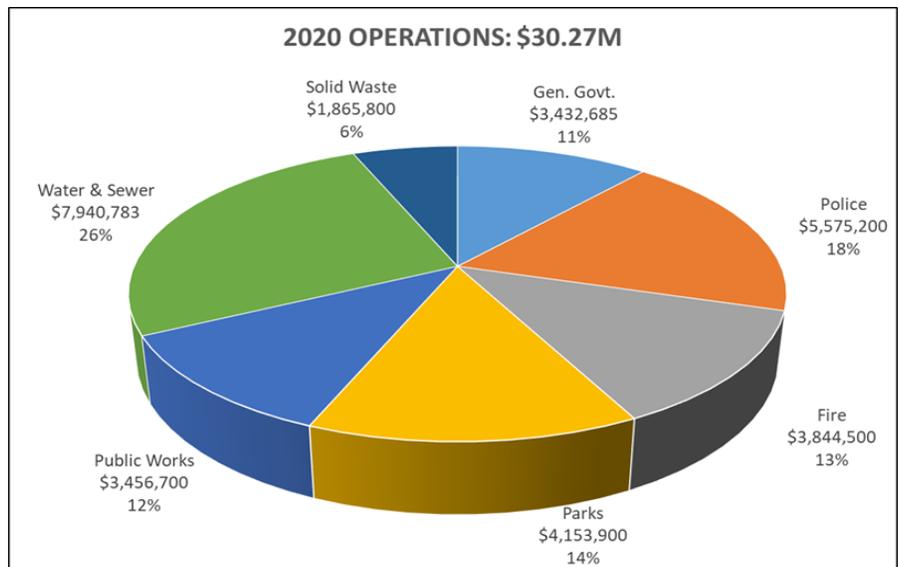
Estimated Capital Projects expenditures are \$32.31 million (518%) more than in the adopted 2019 Budget.

Estimated Debt Service repayments are \$146 thousand (1.45%) more than in the adopted 2019 Budget.

Operations

Estimated operating expenditures are \$30.27 million, which is approximately \$916 thousand or 3.12% more than in the adopted 2019 Budget.

Operating expenditures consist of all City-provided services, and are distributed according to the pie chart to the right.



Below is a comparison of adopted budget expenditures by departments for 2019 and 2020.

City of West University Place, Texas				
2019 - 2020 ADOPTED BUDGET				
Operating Department Comparison				
	2019 Adopted Budget	2020 Adopted Budget	\$ Increase / (Decrease)	% Increase / (Decrease)
City Council	\$46,600	\$118,110	\$71,510	153.45%
Legal	\$185,000	\$185,000	\$0	0.00%
Admin	\$1,392,085	\$1,261,900	(\$130,185)	-9.35%
Finance	\$2,207,500	\$1,867,675	(\$339,825)	-15.39%
Police	\$5,177,650	\$5,575,200	\$397,550	7.68%
Fire	\$3,529,050	\$3,844,500	\$315,450	8.94%
Parks	\$4,052,700	\$4,153,900	\$101,200	2.50%
Public Works	\$3,197,150	\$3,456,700	\$259,550	8.12%
Water & Sewer	\$7,755,888	\$7,940,783	\$184,895	2.38%
Solid Waste	\$1,810,100	\$1,865,800	\$55,700	3.08%
TOTAL OPERATING BUDGET:	\$29,353,723	\$30,269,568	\$915,845	3.12%

NOTABLE CHANGES

The following were notable changes in the adopted 2020 Budget by department:

City Council

This department includes the City Council, boards, and commissions. Expenditures are estimated at \$303 thousand, which is \$70 thousand (30%) more than last year, and includes funding to update the City Council’s goals and vision statement.

Administration

This department includes the City Manager’s office, Human Resources (HR), and the City Secretary’s office. Expenditures are estimated at \$1.26 million, which is approximately \$130 thousand (9%) less than in the prior year, and includes funding for communication initiatives, along with a compensation study to ensure that the City compensation package is competitive within the marketplace. Additionally, the Communications Director was reclassified as an Assistant to the City Manager. Also, the City Manager retired in 2019, so the 2020 Budget saw a savings from that.

Finance

This department includes Finance, Budget, Citywide charges, and the Municipal Court. Expenditures are estimated at \$339 thousand (15%) less than in the prior year, and includes adding a new Grants/Purchasing Administrator position to actively seek out grant funding and strengthen the City’s purchasing power. The majority of the reduction here is associated with the move of HR costs from the Citywide division to the Transfers division.

Also located under this department are fees associated with employee benefits, which are approximately \$157,000 lower than last year. Lastly, the City renegotiated its electricity contract, lowering the estimated cost by approximately \$167,000, which is spread among the various departments.

Police

This department includes patrol, investigation, support services (911 telecommunications), and the City's very own alarm monitoring service called DirectLink. Expenditures are estimated at \$398 thousand (8%) more than last year, and include funding to restructure pay for entry-level police officers and 911 dispatchers in an effort to fill long-standing vacancies in the department.

The department will relaunch a new and improved service for DirectLink, which includes increased user functionality and the restructuring of the Support Services Manager position to Community Resource Officer, whose responsibilities will include overseeing crime prevention, public information, and the DirectLink service.

Fire

This department includes fire suppression, emergency medical services, fire prevention, and emergency management. Expenditures are estimated at \$315 thousand (9%) more than last year, and includes funding to hire and train staff with their Emergency Medical Technician certifications as paramedics. Funding covers the cost of the school and required overtime for school, and to ensure minimum staffing levels.

Parks

This department includes the Recreation Center, Colonial Park, Senior Services, Parks Maintenance, and Administration. Expenditures are estimated at \$101 thousand (2%) more than last year, and includes funding for a parks programming study and a needs assessment for senior services.

This department has experienced some notable changes due to increased instructor fees that are coupled with offsetting expenses, along with the reduction of the \$125,000 cash subsidy to the Tri-Sports Association. The City Council approved continued support for Tri-Sports, including an estimated \$30,000 of in-kind services (water, electricity, solid waste service, and room rentals) and priority use of the recreation center fields with an estimated value of \$100,000.

A requested position for a Program Specialist was not approved. This position would have focused on community engagement, fundraising, and customer service follow-up.

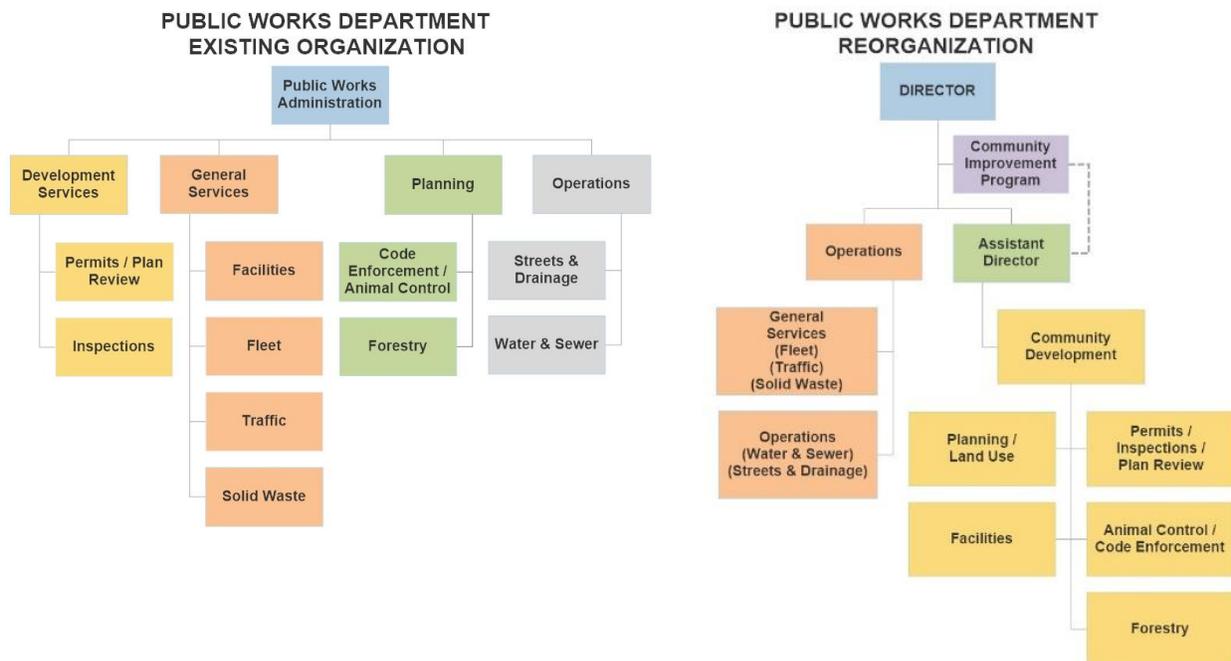
Public Works

This department includes Public Works Administration, Community Development, General Services, Streets, Drainage, Water, Sewer, and Solid Waste. Expenditures are estimated at \$260 thousand (8%) more than last year, and includes funding a newly added Facility Technician position, plus vehicle and equipment for this position, along with increased streets and

drainage maintenance, and moving to a retainer-based service model for contracted City Engineering services.

Water and sewer expenditures included increasing our contribution to the Asset Replacement Fund; increasing water and sewer system maintenance; and funding for a variety of projects, such as replacing sludge lines clarifier #1, replacing the discharge line in Lift Station #2, removing grit from the digester basin, making safety improvements at the wastewater treatment plant, updating SCADA equipment, obtaining additional camera attachments, and replacing two lift station booster pumps.

In an effort to make the department more efficient, the following restructuring was made in the 2020 Budget to consolidate like services.



Restricted Funds

Debt Service Fund – In 2020, the City will pay \$9 million of debt service, fiscal agent fees, and issuance costs – an increase of \$158 thousand, or less than 1.8%, from 2019. Funding debt service payments requires an ad valorem tax rate of \$0.11952 per \$100 of assessed value in tax year 2019, a decrease of 3.64% or \$0.00451 per \$100.

Water and Sewer Fund – This fund’s total budget of \$7.94 million is \$185 thousand, or 2.4%, higher than the 2019 Budget. Included is \$1.25 million transferred to the General Fund to reimburse for the costs it incurs on behalf of the Water and Sewer Capital Projects Fund. The transfer to the Water and Sewer Capital Projects Fund is continued for 2020 at \$900,000.

Water and sewer revenue debt service for 2020 is \$1.18 million (principal and interest) on outstanding bonds. The debt service payments for the refunding of bonds are included in the

General Debt Service Fund; therefore, there is a transfer to the General Debt Service Fund in order to fund the water and sewer portion of the refunding bonds.

The 2020 Budget includes the rate increases discussed previously, for the first time in years. At this time, I do not expect any additional increases, but, depending on the amount of increases from the City of Houston, this issue may need to be revisited.

Solid Waste Fund – The good news is that our recycling or diversion rate for manual collection hovers around 40%, but the cost of recycling continues to increase because of market conditions for processing this recycling. The direct cost of collecting and disposing of solid waste is expected to be \$1.866 million, an increase of \$55 thousand, or 3%, over the prior year’s budget.

Internal Service Funds

Internal Service Funds provide accounting and budgetary controls for expenditures common to all funds. West U has established five such Internal Service Funds:

Employee Benefit Fund – The Employee Benefit Fund provides a systematic approach to accumulating the funds needed for employee benefits. Each operating fund contributes to the fund on the basis of the projected cost of the benefits. Revenue in the amount of \$1.92 million is expected from operating funds, plus \$566 thousand from employee/retiree contributions and other miscellaneous earnings. Expenditures for the Employee Benefit Fund are expected to be \$2.49 million, a \$226 thousand decrease over the amount budgeted in 2019. This reduction was due to the movement of non-medical expenses to the new Human Resources Services Fund. While this budget saw a reduction in medical premiums of over \$300 thousand, \$223 thousand of these funds were reinvested in improving employee health benefits and offering employees Health Savings Accounts (HSAs) with City enticements for employees to migrate over from traditional health plans.

Human Resources Services Fund – The Human Resources Services Fund was created in 2020 to break out non-medical expenses from the Employee Benefit Fund. The costs included here are accumulated sick leave and vacation leave and various HR expenses totaling \$336 thousand. At this time, the General Fund contributes all funds needed for this fund.

Vehicle Replacement Fund – The Vehicle Replacement Fund (VRF) allocates charges to the major operating funds for departments, based on an estimated depreciation and replacement cost of existing vehicles in those funds. The allocation is for replacing vehicles routinely used to provide City services when they have reached the end of their service life. In 2020, expenditures are expected to be \$959 thousand, which funds the replacement for the following vehicles:

- Fire Department – A pumper truck (\$750,000) and a pickup truck (\$32,000)

- Public Works Department – Two pickup trucks (\$30,000 each), a code enforcement/animal control vehicle (\$56,000), and a small SUV (\$27,000) and hydro pack (\$9,000)
- Emergency Operations – A high-water vehicle (\$30,000)

Technology Management Fund – The Technology Management Fund allocates charges to the major operating funds for departments, based on their technology use. In 2020, managing, supporting, and replacing computers, networks, and communication equipment are expected to cost \$1.6 million. This is approximately a \$56 thousand (3.6%) increase from the prior year’s budget, primarily attributable to adding IT-related equipment in the City’s Asset Replacement Fund.

Asset Replacement Fund – The Asset Replacement Fund (ARF) (formerly known as the Equipment Replacement Fund) is used to finance the purchase of equipment routinely used in providing City services. The ARF operates in the same manner as the Vehicle Replacement Fund (VRF), in that each City department makes contributions to the ARF based on the estimated life and replacement cost of the assets it uses. The ARF purchases assets when a combination of age and repair cost indicates that the asset has reached the end of its service life.

The 2020 Budget transfers \$723,700 to the ARF for these future asset purchases. In 2020, expenditures are expected to be \$181,800 for the following replacements:

- Public Works Facilities – Water pumps and a chiller (\$11,000)
- Parks Department – Recumbent bikes (\$5,900), treadmills (\$18,800), a fixed-arm elliptical (\$6,700), pool deck umbrellas (\$5,900), pool chaise lounge chairs (\$16,000), and Colonial Park Pool resurfacing (\$117,500)

Future years’ replacements are shown in the Asset Replacement Fund section of this budget document.

Wages & Benefits

This 2020 Budget includes funding for employees’ annual merit increases of up to 3% on their anniversary date, with the ability to receive up to an additional 1.5% for consistent exceptional performance. The particulars of this new program are being refined, but the basis for the evaluations will follow the guidelines established by the Council for its Mission, Vision, Goals, and Core Values – most notably utilizing S.P.I.R.I.T. in evaluating employees:

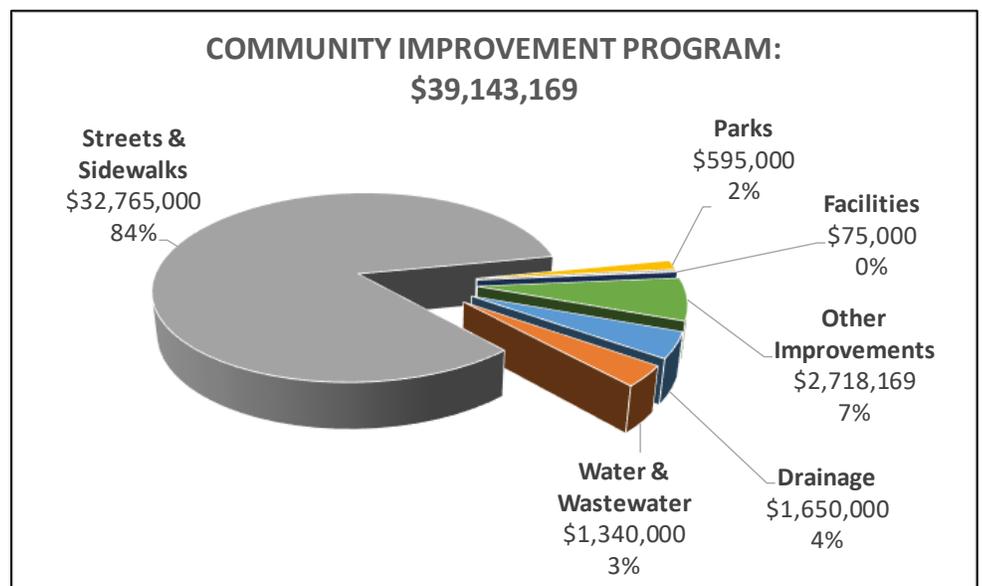
- **SERVE** – means: Listen to customers and strive to understand their issues; be friendly, courteous, and polite; and take ownership of your services and decisions: solve problems to exceed customer expectations.
- **PROFESSIONALISM** – means: Present a professional image; demonstrate competence in your job; pay attention to details; provide analytical, factual, and accurate reports; and develop and maintain your knowledge and skill sets.

- **INTEGRITY** – means: Deliver on your promises and commitments; be honest and forthcoming; have a positive, can-do attitude; take responsibility and ownership of the tasks and your decisions; and communicate with a consistent, complete message.
- **RESULTS** – means: Take pride in your work, and take the initiative; be a proactive problem solver; complete tasks on time and within budget; do jobs right the first time; follow through to complete the task at hand; and be self-motivated.
- **INNOVATION** – means: Look for ways to continuously improve services, processes, and operations; learn from setbacks and failures; know current “best practices” and make suggestions for improvements; think outside the box; and be open to new ideas and look for them.
- **TEAMWORK** – means: Work as a team; communicate in an open, direct, and timely manner; keep others informed; recognize the contributions of other team members; represent the City in a positive manner; and respect other team members.

Community Improvement Program

The Community Improvement Program took a giant step toward planning with the creation of the Five-Year Community Improvement Program, along with funding for the maintenance, renovation, and modernization of systems throughout the City.

The 2020 Community Improvement Program budget is approximately \$32.3 million, or 518% more than in the 2019 Budget. The largest contributors to the increased Community Improvement Program budget are the Buffalo Speedway replacement and drainage improvement projects, which will go out for bid in the winter of 2020.



In addition, approximately \$1.24 million of projects are estimated to be carried over from 2019.

The following are the more notable projects that are budgeted for 2020:

- **Buffalo Speedway Replacement and Drainage Improvements**
This project replaces the existing roadway from Bissonnet St. to Holcombe Blvd., and includes associated drainage improvements that will add additional box culverts from

Bissonnet St. to our outfall on Poor Farm Ditch. The project's design will be completed and sent out to bid by the end of 2020, with construction expected to begin in early 2021.

- College Ave. Shared Drainage System

This system is a joint project with the City of Southside Place that will construct improvements to the trunk line that runs along the city limits of both cities, from University Blvd. to Bellaire Blvd. The improvements will install a new alignment on Auden St. between University Blvd. and Bellaire Blvd., and remove existing connections from Auden St. to the existing trunk line. This project is contingent upon the cities receiving grant funding for the cost of the project.

- Virtual Gate Project

Phase I will begin construction in 2020 and should be completed prior to the end of the year, but could possibly extend into early 2021. Staff will allow Phase I to be fully implemented to ensure that the system is working as designed, before returning to the City Council for approval on Phase II.

- Alternative Stormwater Detention Study

A feasibility study will be completed to review alternative methods for stormwater detention in lieu of more traditional detention methods, such as detention ponds and linear detention.

- Drink Water Distribution Efficiency Study

This study will include a review of the City's current water system to ensure adequate storage, pumping, and supply for the City's demand now and into the future.

- Wastewater Reclamation Study

A feasibility study will be completed to determine if the City could reclaim wastewater from the treatment plant, which would significantly reduce our need for surface water.

- Wastewater Treatment Plant Floodwater Protection Study

We will develop options to protect the treatment plant from being inundated with floodwater during an extreme weather event.

- Citywide Traffic Study

A Citywide Traffic Study will review speed-related issues and make necessary recommendations for improvements, including revising the speed limits.

- Citywide Facilities Security and Condition Assessment

A review of security vulnerabilities and condition assessments for all City facilities will be completed in order to develop recommendations, along with cost estimates for the recommended actions.

SUMMARY

This 2020 Budget:

- Implements priorities identified by the City Council
- Lowers the adopted tax rate for the first time in three years
- Maintains fiscal responsibilities by maintaining a balanced budget

- Adds two new positions (Facility Technician and Grants/Purchasing Administrator) to help maintain our aging City facilities, pursue available grant funding, and centralize the City's purchasing power
- Continues funding for our Community Improvement Program, which most notably includes the Buffalo Speedway replacement and drainage improvement projects and Phase I of the Virtual Gate Project
- Implements annual updates to the City's vision and goals
- Increases funding for maintenance of the City's infrastructure (including water, sewer, streets, drainage, and sidewalks)
- Preserves the City's reserves in order to maintain our AAA bond rating, while also remaining flexible to respond to natural disasters or State-mandated budget reductions
- Maintains reserves adequate to ensure that resources are available annually for unexpected issues and the replacement of service vehicles and assets
- Avoids budget and accounting procedures that would balance the current 2020 Budget at the expense of future budgets

This year is an interesting year because of the looming implementation of the State-mandated 3.5% revenue cap and the loss of approximately \$100,000 in franchise fees. The reality of revenue caps will start to become apparent in 2021, but the true effect will more than likely not be felt until three to five years down the road.

The City's ability to solely determine our funding levels to support the services expected by our residents is under assault, and I believe we will see legislation returning before the State legislature that failed during the last session.

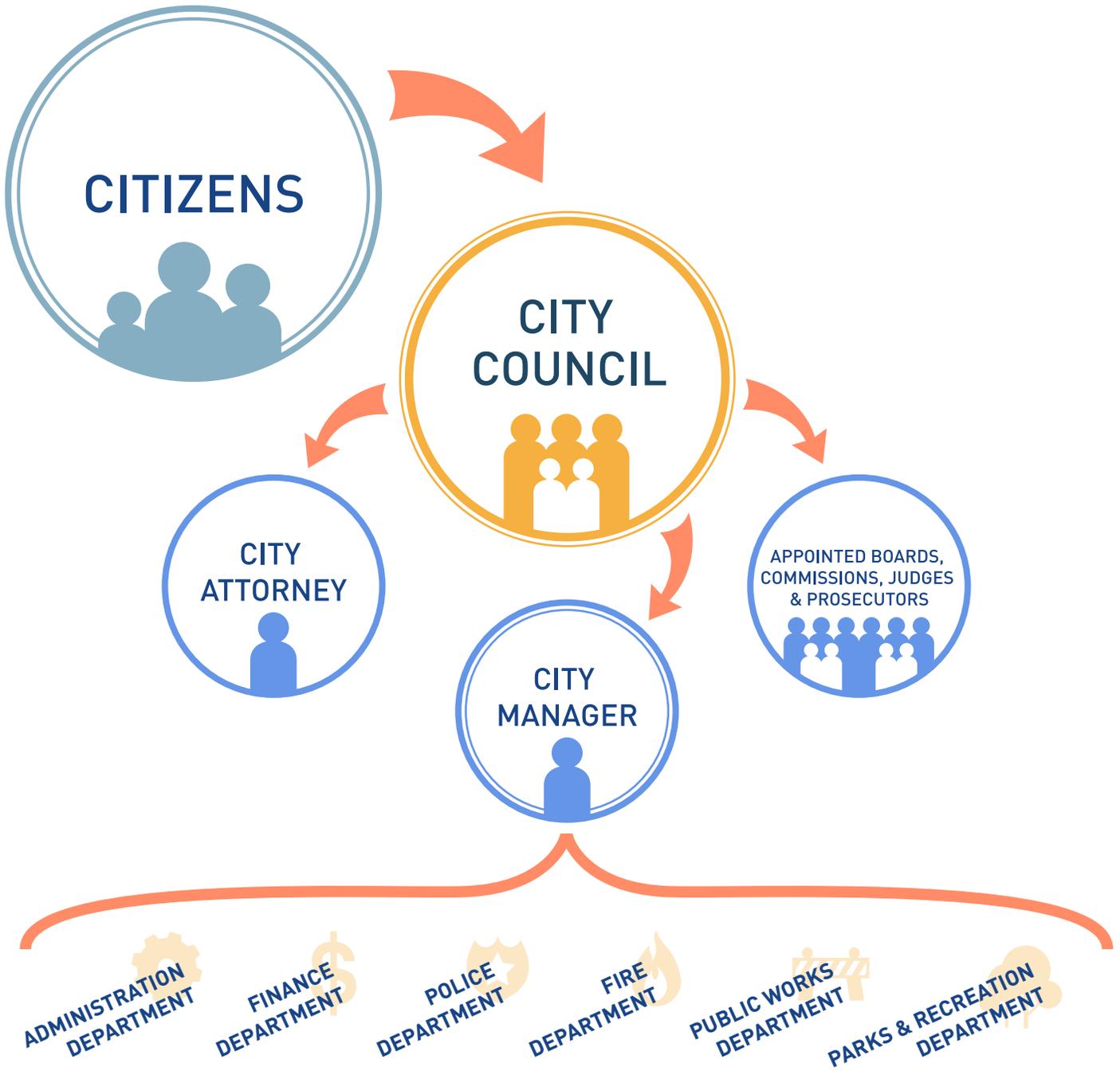
Lastly, the issue of drainage improvements is confronting many cities in the Houston metro area, and, with the recent passage of bond issues and available grant funding, we have seen many cities take up the call to construct improvements. This is both a blessing and a curse, as the demand for all things drainage-related continues to increase in cost and availability of materials to complete these projects.

Acknowledgments

I would like to acknowledge the efforts of Finance Director Marie Kalka, Treasurer Harrison Nicholson, Fiscal Services Officer Darla Steubing, and Public Works Director Gerardo Barrera, who helped prepare this report. This has been a team effort to provide the information needed to prepare the annual budget. Lastly, I would like to thank the City Council for its determination and effort in providing direction essential to preparing this 2020 Budget. Through our collaborative efforts, we continue to focus on ensuring service delivery and quality of life for the citizens of West University Place.

Respectfully submitted,

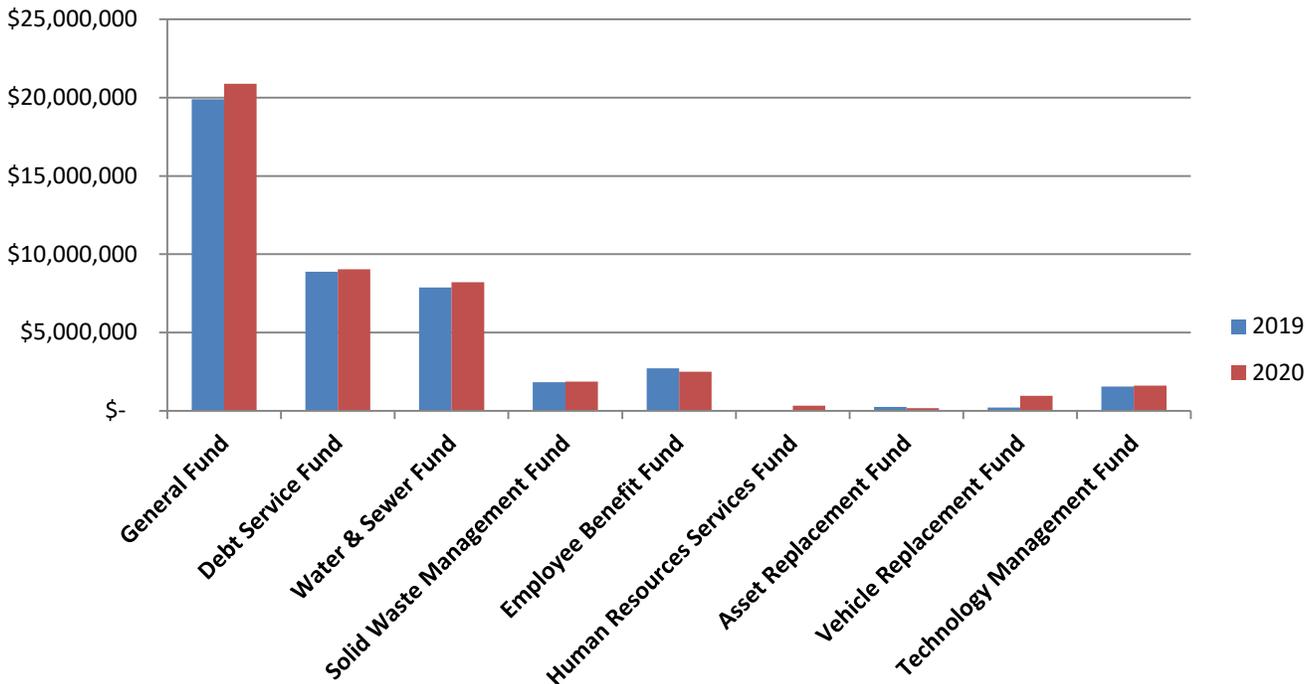
David J. Beach



CITY OF WEST UNIVERSITY PLACE

CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY EXPENDITURES COMPARISON
Comparison of 2019 Budget to 2020 Budget

	2019	2020	Amount of Increase (Decrease)	Percent of Increase (Decrease)
<u>Governmental Fund Types:</u>				
General Fund	\$ 19,902,135	\$ 20,890,085	\$ 987,950	4.96%
Debt Service Fund	8,889,492	9,047,783	158,291	1.78%
Total	28,791,627	29,937,868	1,146,241	3.98%
<u>Enterprise Fund Types:</u>				
Water & Sewer Fund	7,883,888	8,207,283	323,395	4.10%
Solid Waste Management Fund	1,821,100	1,876,800	55,700	3.06%
Total	9,704,988	10,084,083	379,095	3.91%
<u>Internal Service Fund Types:</u>				
Employee Benefit Fund	2,716,100	2,490,400	(225,700)	-8.31%
Human Resources Services Fund	-	335,700	335,700	100.00%
Asset Replacement Fund	257,800	181,800	(76,000)	-29.48%
Vehicle Replacement Fund	206,000	959,000	753,000	365.53%
Technology Management Fund	1,557,500	1,613,500	56,000	3.60%
Total	4,737,400	5,580,400	843,000	17.79%
TOTAL	\$ 43,234,015	\$ 45,602,351	\$ 2,368,336	5.48%

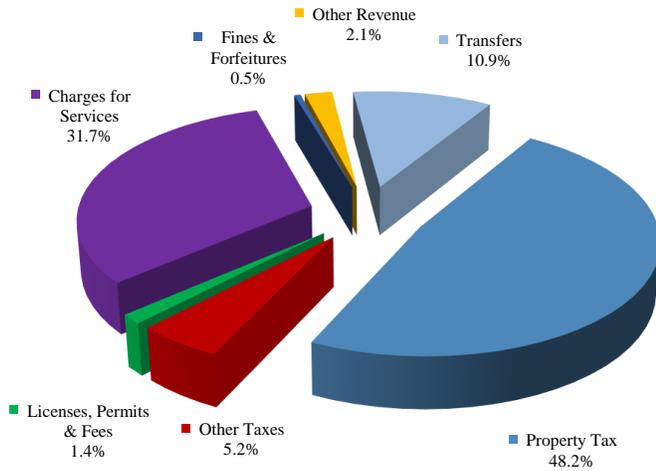


**CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY COMPARISON MAJOR FUNDS
2020 BUDGET AT A GLANCE**

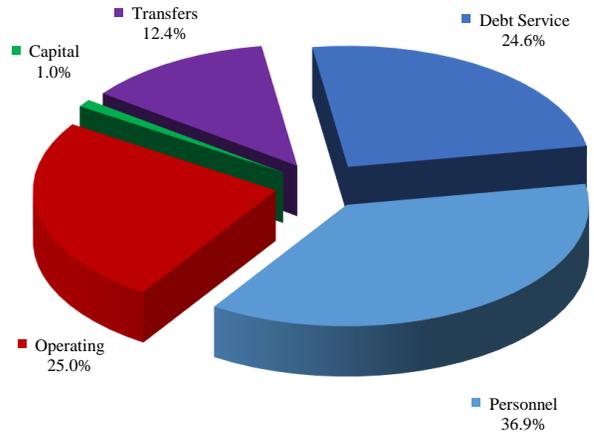
	General Fund	Debt Service Fund	Water & Sewer Fund	Solid Waste Fund	Technology Management Fund	Total
Revenues						
Property Tax	\$ 12,349,948	\$ 7,810,741	\$ -	\$ -	\$ -	\$ 20,160,689
Other Taxes	2,180,500	-	-	-	-	2,180,500
Licenses, Permits & Fees	574,000	-	-	-	-	574,000
Charges for Services	3,457,000	-	8,002,000	1,786,200	-	13,245,200
Fines & Forfeitures	206,400	-	-	-	-	206,400
Other Revenue	665,550	52,800	159,300	10,800	6,700	895,150
Transfers	1,636,200	1,184,183	44,600	-	1,680,500	4,545,483
Total Revenues	\$ 21,069,598	\$ 9,047,724	\$ 8,205,900	\$ 1,797,000	\$ 1,687,200	\$ 41,807,422

Expenditures						
Personnel	\$ 13,064,910	\$ -	\$ 1,268,700	\$ 514,200	\$ 535,000	\$ 15,382,810
Operating	4,984,075	-	3,337,900	1,041,600	1,058,500	10,422,075
Capital	143,500	-	266,500	11,000	-	421,000
Transfers	2,697,600	-	2,150,000	310,000	20,000	5,177,600
Debt Service	-	9,047,783	1,184,183	-	-	10,231,966
Total Expenditures	\$ 20,890,085	\$ 9,047,783	\$ 8,207,283	\$ 1,876,800	\$ 1,613,500	\$ 41,635,451

2020 REVENUE - GENERAL, DEBT SERVICE, WATER & SEWER, SOLID WASTE AND TECHNOLOGY MANAGEMENT FUNDS



2020 EXPENDITURES - GENERAL, DEBT SERVICE, WATER & SEWER, SOLID WASTE AND TECHNOLOGY MANAGEMENT FUNDS

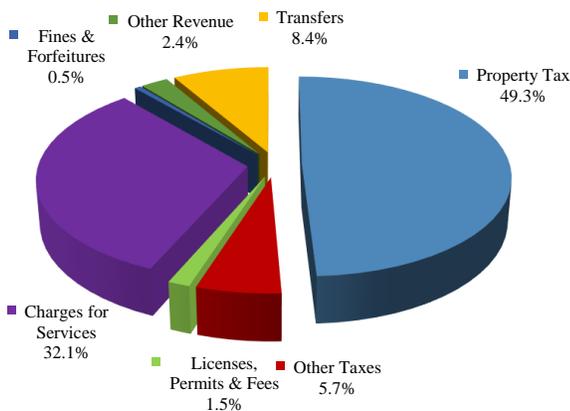


**CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY COMPARISON
2019 ESTIMATED AT A GLANCE**

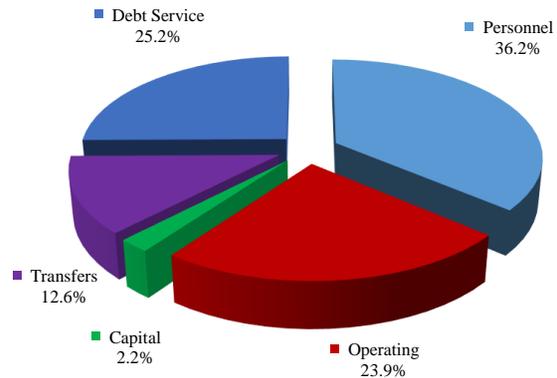
	General Fund	Debt Service Fund	Water & Sewer Fund	Solid Waste Fund	Technology Management Fund	Total
Revenues						
Property Tax	\$ 11,873,000	\$ 7,620,100	\$ -	\$ -	\$ -	\$ 19,493,100
Other Taxes	2,269,500	-	-	-	-	2,269,500
Licenses, Permits & Fees	590,150	-	-	-	-	590,150
Charges for Services	3,193,225	-	7,790,000	1,737,300	-	12,720,525
Fines & Forfeitures	216,400	-	-	-	-	216,400
Other Revenue	694,700	52,900	190,700	11,400	7,000	956,700
Transfers	1,702,500	4,750	-	-	1,617,100	3,324,350
Bond Proceeds	-	1,196,038	-	-	-	1,196,038
Total Revenues	\$ 20,539,475	\$ 8,873,788	\$ 7,980,700	\$ 1,748,700	\$ 1,624,100	\$ 40,766,763

Expenditures						
Personnel	\$ 12,126,140	\$ -	\$ 1,184,880	\$ 490,190	\$ 633,345	\$ 14,434,555
Operating	4,631,830	-	3,157,800	747,900	997,020	9,534,550
Capital	776,700	-	47,400	35,700	-	859,800
Transfers	2,354,200	-	2,150,000	518,800	-	5,023,000
Debt Service	-	8,841,492	1,196,038	-	-	10,037,530
Total Expenditures	\$ 19,888,870	\$ 8,841,492	\$ 7,736,118	\$ 1,792,590	\$ 1,630,365	\$ 39,889,435

**2019 REVENUES - GENERAL, DEBT SERVICE,
WATER & SEWER, SOLID WASTE AND
TECHNOLOGY
MANAGEMENT FUNDS**



**2019 EXPENDITURES - GENERAL, DEBT
SERVICE, WATER & SEWER, SOLID
WASTE AND TECHNOLOGY
MANAGEMENT FUNDS**



CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY COMPARISON
2020 Combined Summary of Revenues, Expenditures and Fund Balance/Retained Earnings

	Sources						Ending Balance
	Beginning Balance (Estimated)	Taxes	Licenses, Permits, Fees & Charges for Services	Other	Total	Expenditures and Transfers Out	
General Fund	\$ 8,828,468	\$ 14,530,448	\$ 4,031,000	\$ 2,508,150	\$ 21,069,598	\$ 20,890,085	\$ 9,007,981
Debt Service Fund	900,585	7,810,741	-	1,236,983	9,047,724	9,047,783	900,526
Water and Sewer Fund	826,178	-	8,002,000	203,900	8,205,900	8,207,283	824,795
Solid Waste Fund	449,248	-	1,786,200	10,800	1,797,000	1,876,800	369,448
Capital Project Fund	879,284	-	-	7,800	7,800	500,000	387,084
2019 CO Fund	2,534,669	-	-	37,100	37,100	2,458,169	113,600
Transportation Improvement Fund	1,330,613	-	-	36,142,200	36,142,200	34,611,000	2,861,813
Water and Sewer Capital Fund	1,471,214	-	-	921,100	921,100	2,219,000	173,314
Employee Benefit Fund	1,057,513	-	-	2,481,600	2,481,600	2,490,400	1,048,713
Human Resources Services Fund	427,366	-	-	249,600	249,600	335,700	341,266
Vehicle Replacement Fund	3,236,835	-	-	701,700	701,700	959,000	2,979,535
Technology Management Fund	73,700	-	-	1,687,200	1,687,200	1,613,500	147,400
Asset Replacement Fund	2,542,229	-	-	723,700	723,700	181,800	3,084,129
Parks Fund	96,254	-	-	51,400	51,400	43,000	104,654
Friends of West U Parks Fund	617	-	-	478,000	478,000	478,000	617
Court Technology Fund	22,730	-	-	8,000	8,000	2,000	28,730
Tree Replacement Fund	269,244	-	-	34,600	34,600	50,000	253,844
Court Security Fund	45,779	-	-	8,700	8,700	15,000	39,479
Metro Fund	113,351	-	-	592,200	592,200	550,000	155,551
Police State Forfeited Property Fund	27,882	-	-	500	500	-	28,382
Police Training Fund	26,279	-	-	500	500	-	26,779
Fire Training Fund	1,518	-	-	-	-	-	1,518
Good Neighbor Fund	4,050	-	-	-	-	2,500	1,550
Total All Funds	\$ 25,165,606	\$ 22,341,189	\$ 13,819,200	\$ 48,085,733	\$ 84,246,122	\$ 86,531,020	\$ 22,880,708

**CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY COMPARISON - PERSONNEL COSTS
2020 BUDGET AT A GLANCE**

	General Fund	Water & Sewer Fund	Solid Waste Fund	Technology Management Fund	Total
REGULAR WAGES	\$ 8,021,700	\$ 797,800	\$ 332,200	358,800	\$ 9,510,500
PART-TIME WAGES	720,400	-	-	-	\$ 720,400
ON CALL	21,200	14,800	-	2,800	\$ 38,800
OVERTIME	656,600	80,000	18,500	8,500	\$ 763,600
LONGEVITY	55,500	7,200	3,800	1,400	\$ 67,900
TOTAL COMPENSATION	\$ 9,475,400	\$ 899,800	\$ 354,500	\$ 371,500	\$ 11,101,200
HEALTH & DENTAL	1,210,400	147,300	63,500	62,700	\$ 1,483,900
TMRS	1,170,700	118,100	46,300	52,900	\$ 1,388,000
FICA	691,200	65,500	25,800	27,300	\$ 809,800
WORKERS COMPENSATION	84,610	9,000	9,800	900	\$ 104,310
ALLOWANCES	72,700	5,600	-	10,400	\$ 88,700
RETIREE BENEFITS	94,400	-	-	-	\$ 94,400
OTHER BENEFITS	47,200	3,900	1,800	1,800	\$ 54,700
HSA CONTRIBUTION	187,000	17,500	11,000	7,500	\$ 223,000
EMPLOYEE RELATIONS	31,300	2,000	1,500	-	\$ 34,800
TOTAL BENEFITS	\$ 3,589,510	\$ 368,900	\$ 159,700	\$ 163,500	\$ 4,281,610
TOTAL PERSONNEL COSTS	\$ 13,064,910	\$ 1,268,700	\$ 514,200	\$ 535,000	\$ 15,382,810

**CITY OF WEST UNIVERSITY PLACE, TEXAS
BUDGET SUMMARY COMPARISON - PERSONNEL COSTS
2019 ESTIMATE AT A GLANCE**

	General Fund	Water & Sewer Fund	Solid Waste Fund	Technology Management Fund	Total
REGULAR WAGES	\$ 7,101,000	\$ 752,300	\$ 319,500	\$ 446,900	8,619,700
PART-TIME WAGES	703,900	-	-	-	703,900
ON CALL	17,500	13,800	-	2,900	34,200
OVERTIME	715,300	73,900	17,900	10,400	817,500
LONGEVITY	50,115	7,055	3,440	1,970	62,580
TOTAL COMPENSATION	8,587,815	847,055	340,840	462,170	10,237,880
HEALTH & DENTAL	1,040,000	143,000	60,700	60,200	1,303,900
TMRS	1,054,600	109,300	45,100	61,700	1,270,700
FICA	645,700	60,500	24,800	34,300	765,300
WORKERS COMPENSATION	93,870	12,900	12,700	1,300	120,770
ALLOWANCES	63,400	3,700	-	10,100	77,200
RETIREE BENEFITS	188,600	-	-	-	188,600
OTHER BENEFITS	384,730	3,500	1,300	1,700	391,230
HSA CONTRIBUTION	39,625	4,375	2,750	1,875	\$ 48,625
EMPLOYEE RELATIONS	27,800	550	2,000	-	30,350
TOTAL BENEFITS	3,538,325	337,825	149,350	171,175	4,196,675
TOTAL PERSONNEL COSTS	12,126,140	1,184,880	490,190	633,345	14,434,555

Full-Time Equivalent (FTE) Position Summary

DEPARTMENT	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
GENERAL FUND										
Administration	5	5	5	5	6	6	5	6	6	6
Finance	6	6	6	5	5	5	5	5	5	6
Police	33	35	35	35	35	35	38	38	38	38
Fire	23	23	23	23	23	23	23	23	23	23
Public Works	20	20	20	19	18	18	18	18	18	19
Parks & Recreation	11	11	11	11	12	12	12	12	12	12
TECHNOLOGY MANAGEMENT FUND										
Administration	3	3	3	3	4	4	4	4	4	4
WATER & SEWER FUND										
Finance	2	2	2	2	2	2	2	2	2	2
Operations	12	12	12	12	12	11	11	11	11	11
SOLID WASTE FUND										
Operations	8	8	8	6	6	7	7	7	7	7
Total City FTE's	123	125	125	121	123	123	125	126	126	128

Comparison of Property Taxes: Tax Years 2018 vs. 2019

	FY 2019 / TY 2018		FY 2020 / TY 2019		Monthly Increase/ (Decrease)
	Levy Rate/ \$100	Monthly Cost / Typical Family	Levy Rate/ \$100	Monthly Cost / Typical Family	
Maintenance & Operations	\$0.19277	\$183.59	\$0.18969	\$189.47	\$5.88
Debt Service	\$0.12403	\$118.12	\$0.11952	\$119.38	\$1.26
Total	\$0.31680	\$301.71	\$0.30921	\$308.85	\$7.14
	FY 2019/ TY 2018		FY 2020 / TY 2019		
Average residence homestead taxable value	\$1,142,858		\$1,198,614		

Average Taxable Value Taxpayer

	Tax Year 2018	Tax Year 2019	Tax Year 2019
	@ Actual Rate	@ Effective Rate	@ Adopted Rate
Average taxable value - residence homestead	\$1,142,858	\$1,198,614	\$1,198,614
Tax rate per \$100 assessed value	0.31680	0.30264	0.30921
Average Annual Tax	\$3,620.57	\$3,627.49	\$3,706.23
Average Monthly Tax	\$301.71	\$302.29	\$308.85
	<i>2019 Adopted VS 2019 Effective</i>	<i>2019 Effective VS 2018 Actual</i>	<i>2019 Adopted VS 2018 Actual</i>
Value Increase (Decrease)		\$55,756	\$55,756
Tax Increase (Decrease) from Value	\$0.00	\$168.74	\$172.40
Tax Increase (Decrease) from Rate	\$78.75	-\$161.83	-\$86.74
Average Taxpayer Annual Tax Increase (Decrease) over 2018	\$78.75	\$6.91	\$85.67
Increase (Decrease) per month	\$6.56	\$0.58	\$7.14
% Increase (Decrease) YTY		0.19%	2.37%

Summary Discussion

The General Fund finances nearly all of the city's services. The *ad valorem* tax rate, fees, objectives, levels of service, the number of employees, salaries and benefits are all determined during the preparation of the General Fund's budget. The General Fund is the principal source of funds for six of the city's departments: Police, Fire, Public Works, Parks and Recreation, Finance, and Administration.

Revenue Projections for 2019 - The 2019 Budget projected a revenue total of \$18.24 million, excluding transfers to finance the General Fund's services. Based on collections and data available through September 13, 2019, revenues appear likely to reach \$18.84 million, 3.30% or \$598,157 above the 2019 Budget projections. Several parks and recreation fee categories are expected to exceed the original budget projections by \$410,425, sales tax receipts are expected to exceed the original budget projections by \$73,100 and fines and forfeitures are expected to exceed budget by \$57,200. Additionally, earnings on investments revenue are projected to come in over budget by \$43,900.

Expenditures Estimated for 2019 - The original 2019 Budget appropriated \$19.90 million, including transfers out. Based on expenditures through September 13, 2019 and department estimates to complete the year, the total actual expenditures are projected to be below the appropriated amount by \$13,265 or 0.10%.

Financial Position in 2019 - The City of West University Place's General Fund is projected to close 2019 in sound fiscal condition. The 2019 estimated ending fund balance available for appropriations in 2019 is \$8.19 million. This amount represents 39.9% of the proposed 2019 revenues.

The city's financial policies require that General Fund unassigned and unrestricted reserves be maintained at 20% of the budgeted revenue for the coming year. The primary purpose of this fund balance reserve is to buffer the impact of unforeseen events and to provide funds for unanticipated revenue shortfalls.

The General Fund's unassigned and unrestricted reserves likely will close 2019 exceeding that target by approximately \$4.08 million.

Projected 2020 Revenues - The city's General Fund revenues for fiscal year 2020 are forecast to increase 5.67% over 2019's estimated revenue budget. Total 2020 revenues are expected to be approximately \$21.07 million.

Revenues from ad valorem property taxes (current tax, delinquent tax and penalty and interest) will increase by \$429,480, a 3.6% increase. The *ad valorem* tax rate dedicated to maintenance and operations is proposed to decrease 1.60% to \$0.18969 per \$100 of assessed value. Taxable value in West University Place is estimated to increase \$276.1 million or 4.46% to \$6.32 billion. Values from new construction are certified at \$52.64 million. Value increases of \$49.45 million on existing property will be combined with the new construction value and an additional estimate of \$148.25 million for property not yet certified by the appraisal district, which is expected to be added to the appraisal roll at a later date.

Revenue generated by the city's one-cent sales tax is budgeted at \$1.18 million a 6.6% increase from 2019.

Franchise taxes are expected to provide approximately 4.7% of the city's General Fund revenues, forecasted at \$1.0 million. Franchise fees are received for electricity, telephone, natural gas and cable service provided to the citizens of West University Place.

Revenue sources budgeted under the Charges for Services category includes ambulance service, alarm monitoring, parks fees, and other service related fees. Revenues from alarm monitoring are budgeted to increase \$280,000 as one of our goals for 2020 is to grow the use of our Direct Link alarm monitoring system. This service provides direct connection to the city's emergency dispatch, a key advantage over the private sector alarm monitoring services. Also, in 2019 Parks and Recreation eliminated the special facility use permits with aquatics contractors and brought in-house registration and payments for these classes. Budget year 2020 allows for better estimations using 2019 actuals which was the first year in-house registration and payments for classes took place. This line item increased approximately \$340,000 from 2019.

Expenditures in 2020 - The 2020 Budget appropriates \$20.89 million, up \$988 thousand, or 5.0% from the 2019 General Fund's \$19.90 million budget. Increase is due primarily to the increase from Parks and Recreation noted above as well as enhanced DirectLink services and an increase in street maintenance.

Included in the 2020 Budget are the following transfers:

Amount	Transfer To	Fund Purpose
\$341,500	Vehicle Replacement Fund	Provide cash basis funding for replacement vehicles. (\$1,800 decrease)
\$1,496,400	Technology Management Fund	Provide operating funds for the centralization and management of city-wide technology needs. (\$60,900 increase)
\$576,100	Asset Replacement Fund (formerly known as Equipment Replacement Fund)	Provide cash basis funding for the purchase of high dollar equipment routinely used by the city. (\$700 increase)
\$33,700	Employee Benefit Fund	Due to a review of the Employee Benefit Fund for 2020 certain expenses were moved to a new fund, Human Resources Services Fund. Also, this was previously recorded as Other Benefits and not a transfer. (\$33,700 increase)
\$249,900	Human Resources Services Fund	This is a new fund for 2020. Provides cash basis funding that was previously funded under the Employee Benefit Fund for non-insurance related HR expenditures. (\$249,900 increase)

Personnel costs, including benefits, will amount to \$13.06 million, or 62.52% of the expenditure budget, and a 0.26% decrease compared to the corresponding 2019 budget. The city's portion of health and dental care benefit costs are projected to total \$1.21 million, a 1.73% decrease as compared to the 2019 budget. Required contributions to the Texas Municipal Retirement System are budgeted at \$1.17 million, up approximately 2.78%. The increase is due to the increase in the contribution rate, from 13.03% to 13.09% of payroll. Since 2007, the TMRS board has adopted a series of actuarial and investment changes to ensure that TMRS continues to be well funded and members' benefits remain secure and sustainable over the generations of workers. Cities were given the option of a Phase-in Rate or a Full Rate contribution, with TMRS recommending the Full Rate contribution, so as not to more adversely affect the city's unfunded actuarial accrued liability and subsequent years' contribution rates. This budget includes TMRS funding at the Full Rate contribution. As of December 31, 2017, the most recent available valuation, the City of West University Place is 90.33% funded.

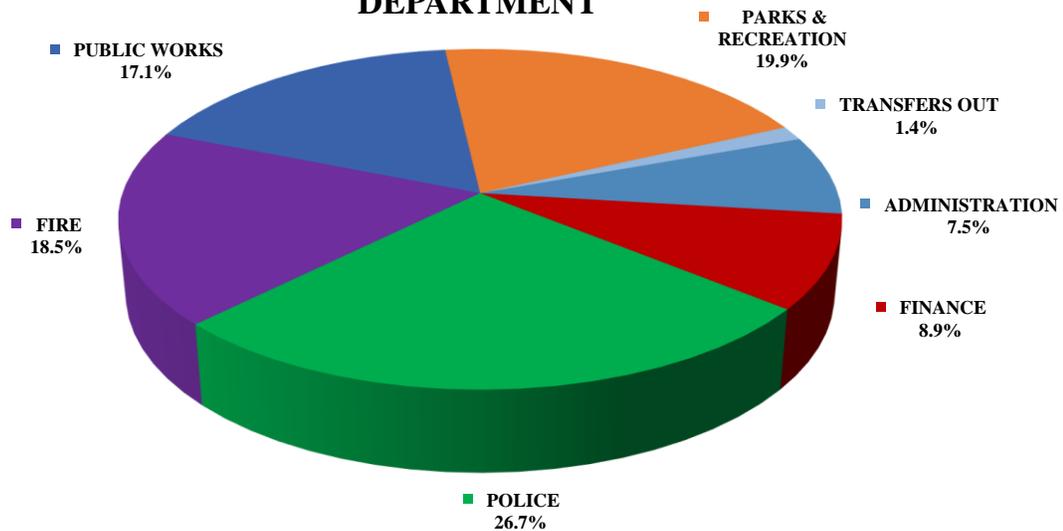
The 2020 Budget for employee regular wages is \$8.02 million, up 1.3% over the 2019 Budget. The budget includes a 3% annual merit increase that an employee can earn on their anniversary date. An additional 1.5%, for a total of 4.5%, can be earned by an employee for exceptional performance. This helps keep the city aligned to the 75th percentile that was approved in the 2016 Budget.

**GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES BY DEPARTMENT**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES:					
AD VALOREM TAXES	\$ 10,897,253	\$ 11,652,747	\$ 11,920,468	\$ 11,873,000	\$ 12,349,948
SALES TAXES	1,064,672	1,172,256	1,110,900	1,184,000	1,184,000
FRANCHISE TAXES	1,159,730	1,128,060	1,085,500	1,074,500	985,500
OTHER TAXES	14,330	13,528	14,000	11,000	11,000
TOTAL TAXES	13,135,984	13,966,591	14,130,868	14,142,500	14,530,448
PERMITS, LICENSES AND FEES	542,903	668,594	527,500	590,150	574,000
CHARGES FOR SERVICES	2,803,900	3,034,958	2,782,800	3,193,225	3,457,000
FINES AND FORFEITURES	172,569	220,610	159,200	216,400	206,400
INVESTMENT EARNINGS	42,852	248,349	213,300	257,200	225,000
OTHER REVENUE	417,977	808,083	425,150	437,500	440,550
TRANSFERS IN	1,751,400	1,530,048	1,702,500	1,702,500	1,636,200
TOTAL REVENUES	18,867,586	20,477,233	19,941,318	20,539,475	21,069,598
EXPENDITURES BY DEPARTMENT:					
ADMINISTRATION	1,209,075	1,317,355	1,623,685	1,578,950	1,565,010
FINANCE	2,217,546	2,006,284	2,207,500	2,936,680	1,867,675
POLICE	4,575,579	4,554,734	5,177,650	4,604,440	5,575,200
FIRE	3,492,944	3,598,587	3,589,450	3,613,330	3,870,000
PUBLIC WORKS	3,014,672	3,088,900	3,247,150	3,029,195	3,573,700
PARKS & RECREATION	3,597,884	3,698,880	4,056,700	4,126,275	4,154,900
TRANSFERS OUT	500,000	200,000	-	-	283,600
TOTAL EXPENDITURES	18,607,701	18,464,739	19,902,135	19,888,870	20,890,085
NET REVENUES (EXPENDITURES)	259,885	2,012,494	39,183	650,605	179,513
BEGINNING FUND BALANCE	5,905,484	6,165,369	7,192,857	8,177,863	8,828,468
ENDING FUND BALANCE	6,165,369	8,177,863	7,232,040	8,828,468	9,007,981
ASSIGNED*	119,000	119,000	127,000	197,000	203,000
RESTRICTED**	403,747	403,747	439,747	439,747	439,747
UNASSIGNED FUND BALANCE	\$ 5,642,622	\$ 7,655,116	\$ 6,665,293	\$ 8,191,721	\$ 8,365,234

* Assigned for City Manager's Contract
** Restricted for PEG fees

2020 GENERAL FUND EXPENDITURES BY DEPARTMENT



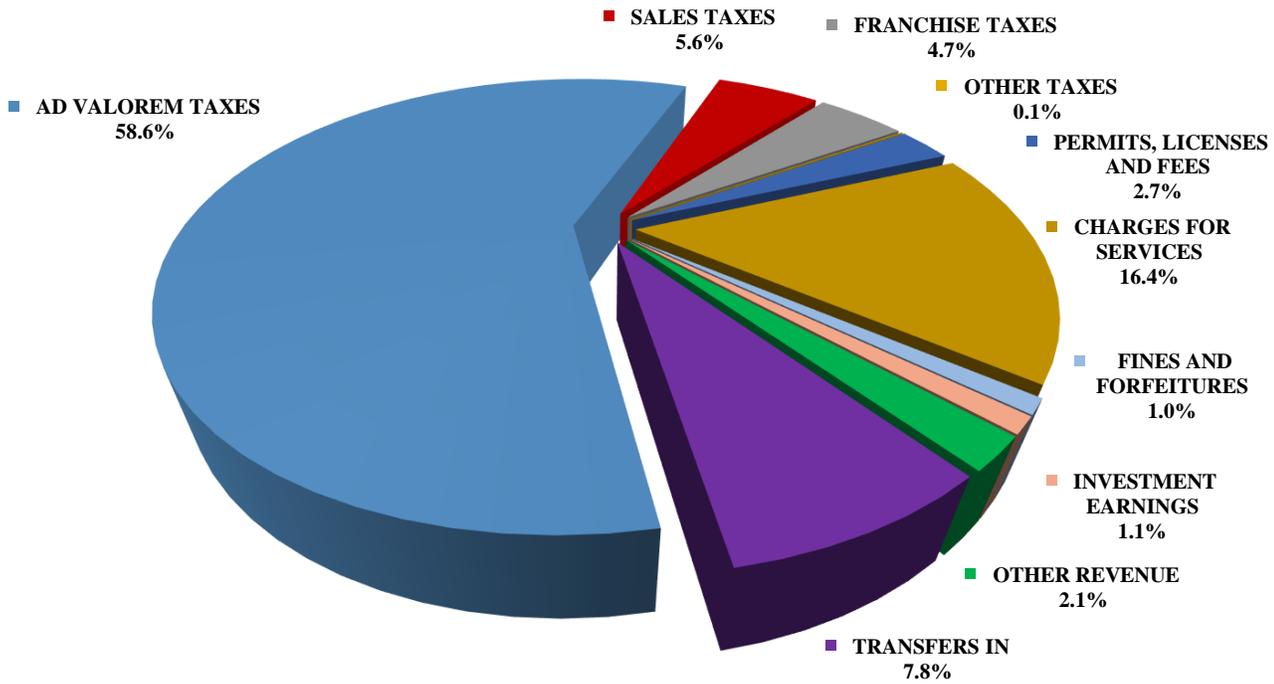
GENERAL FUND**STATEMENT OF REVENUES AND EXPENDITURES BY ACCOUNT**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES:					
AD VALOREM TAXES	\$ 10,897,253	\$ 11,652,747	\$ 11,920,468	\$ 11,873,000	\$ 12,349,948
SALES TAXES	1,064,672	1,172,256	1,110,900	1,184,000	1,184,000
FRANCHISE TAXES	1,159,730	1,128,060	1,085,500	1,074,500	985,500
OTHER TAXES	14,330	13,528	14,000	11,000	11,000
TOTAL TAXES	13,135,984	13,966,591	14,130,868	14,142,500	14,530,448
PERMITS, LICENSES AND FEES	542,903	668,594	527,500	590,150	574,000
CHARGES FOR SERVICES	2,803,900	3,034,958	2,782,800	3,193,225	3,457,000
FINES AND FORFEITURES	172,569	220,610	159,200	216,400	206,400
INVESTMENT EARNINGS	42,852	248,349	213,300	257,200	225,000
OTHER REVENUE	417,977	808,083	425,150	437,500	440,550
TRANSFERS IN	1,751,400	1,530,048	1,702,500	1,702,500	1,636,200
TOTAL REVENUES	\$ 18,867,586	\$ 20,477,233	\$ 19,941,318	\$ 20,539,475	\$ 21,069,598
EXPENDITURES:					
REGULAR WAGES	\$ 7,116,550	\$ 6,935,850	\$ 7,915,500	\$ 7,101,000	\$ 8,021,700
PART-TIME WAGES	495,042	617,347	716,100	703,900	720,400
ON CALL	19,515	17,700	20,400	17,500	21,200
OVERTIME	546,957	673,331	561,400	715,300	656,600
LONGEVITY	50,833	48,467	54,200	50,115	55,500
HEALTH & DENTAL	1,102,880	1,040,364	1,231,750	1,040,000	1,210,400
TMRS	1,071,031	1,081,467	1,139,000	1,054,600	1,170,700
FICA	609,456	611,593	676,100	645,700	691,200
WORKERS COMPENSATION	88,752	91,360	96,600	93,870	84,610
ALLOWANCES	71,065	76,854	76,500	63,400	72,700
RETIREE BENEFITS	240,400	180,000	188,600	188,600	94,400
OTHER BENEFITS	382,365	309,325	391,600	384,730	47,200
HSA CONTRIBUTION	-	-	-	39,625	187,000
EMPLOYEE RELATIONS	17,758	25,216	30,800	27,800	31,300
RECRUITING & HIRING	-	461	-	-	-
PERSONNEL	11,812,603	11,709,334	13,098,550	12,126,140	13,064,910
OFFICE SUPPLIES	27,722	30,038	37,100	40,000	44,300
APPREHENSION & JAILING	1,348	1,563	1,400	1,400	1,400
OPERATING SUPPLIES	194,061	226,075	235,200	234,800	239,300
FUEL	60,780	70,444	92,000	70,000	80,000
EMERGENCY GENERATOR FUEL	4,083	2,576	3,700	3,700	3,700
TREATMENT CHEMICALS	26,979	27,537	33,100	31,600	33,100
EQUIPMENT MAINTENANCE	69,287	85,381	111,600	107,950	113,500
VEHICLE MAINTENANCE	105,218	123,148	80,600	86,700	83,500
BUILDING & GROUNDS MAINTENANCE	140,952	129,988	135,400	134,400	73,000
SWIMMING POOL MAINTENANCE	75,607	71,395	78,500	78,500	98,400
DRAINAGE MAINTENANCE	8,748	14,529	25,000	35,000	35,000
STREET MAINTENANCE	103,382	106,279	103,000	115,000	190,000
TRAFFIC CONTROL MAINTENANCE	18,402	28,137	26,000	21,000	23,000
COMMUNICATION	82,110	91,989	113,300	108,200	121,525
ELECTRIC SERVICE	327,495	319,908	342,500	329,800	300,900
STREET LIGHTING - ELECTRIC SERVICE	82,520	82,447	83,800	83,800	71,000
SURFACE WATER	-	-	-	1,000	1,000
NATURAL GAS SERVICE	22,660	21,327	26,550	21,500	23,900
CONSULTANTS	47,236	86,975	61,000	71,000	71,000
LEGAL	185,415	181,038	185,000	185,000	185,000

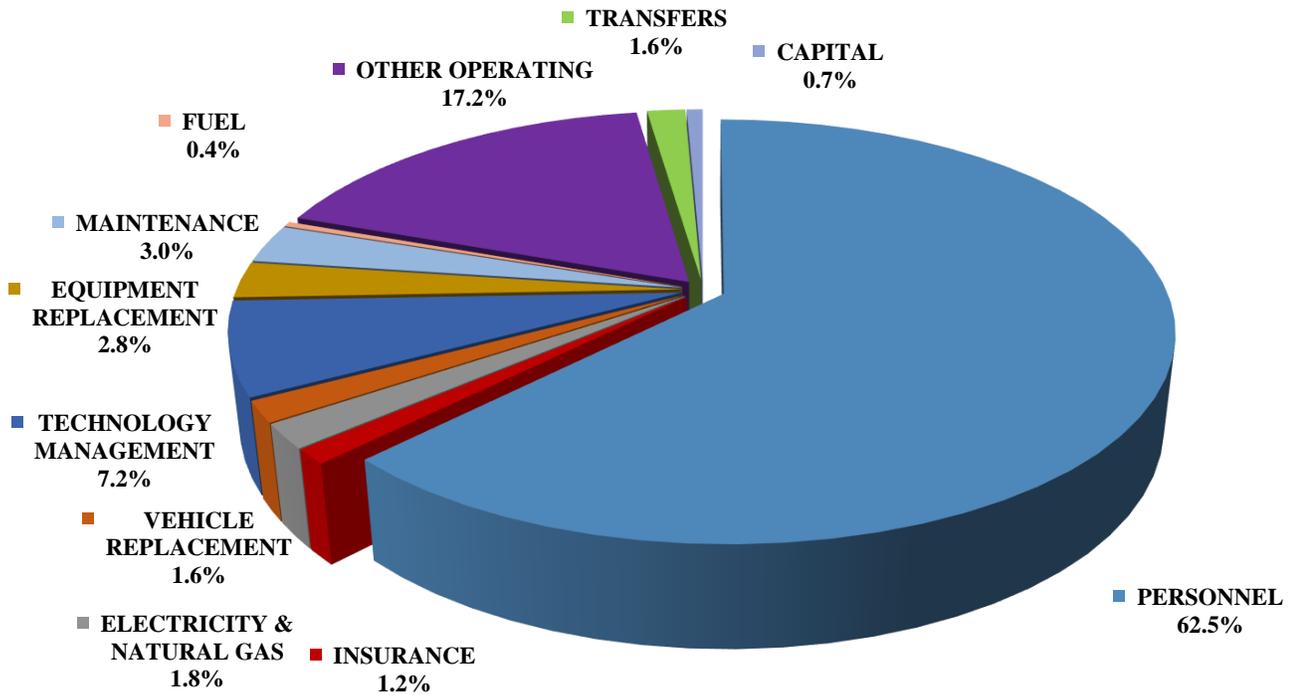
GENERAL FUND**STATEMENT OF REVENUES AND EXPENDITURES BY ACCOUNT**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
EQUIPMENT LEASE/RENTAL	43,311	41,892	40,700	36,680	39,200
PROFESSIONAL DUES	26,065	29,537	33,435	34,700	37,050
PUBLICATIONS	13,592	18,033	17,900	17,900	24,050
TRAVEL & TRAINING	114,052	131,293	176,600	155,000	188,000
CREDIT CARD FEES	42,747	46,094	56,900	54,400	60,000
OTHER CONTRACTED SERVICES	940,665	1,010,372	1,015,250	1,117,850	1,553,100
LOBBYIST	-	-	-	-	30,000
INSTRUCTOR FEES	448,977	577,392	729,900	850,000	850,000
TRI-SPORTS	125,000	125,000	125,000	125,000	-
GENERAL LIABILITY INSURANCE	9,280	8,991	12,000	8,400	10,000
ERRORS & OMISSIONS	20,231	18,745	20,000	16,600	20,000
LAW ENFORCEMENT LIABILITY	15,820	16,280	18,000	15,200	15,200
CRIME COVERAGE FIDELITY	1,673	1,977	3,000	3,000	3,200
AUTO LIABILITY	42,260	41,637	47,000	37,600	43,000
AUTO PHYSICAL DAMAGE	22,382	28,693	27,000	26,700	31,000
UNDERGROUND STORAGE LIABILITY	863	889	950	950	950
REAL & PERSONAL PROPERTY	85,754	91,117	105,000	100,500	107,000
DEDUCTIBLE	2,584	(968)	10,000	10,000	10,000
PROPERTY TAXES	-	-	-	11,300	-
COMMUNITY RELATIONS	80,402	49,152	56,600	42,700	101,800
BOARDS AND COMMITTEES	2,974	4,369	5,000	5,000	5,000
ELECTION EXPENSE	9,803	-	15,000	18,500	18,000
BAD DEBT EXPENSE	65	35	-	-	-
CASH SHORT	-	-	-	138,500	-
FURNITURE & EQUIP < \$5000	9,052	2,504	5,500	5,500	1,800
FURNITURE & FIXTURES	-	6,768	-	-	-
LIGHT TRUCKS	-	-	-	-	40,000
LAND ACQUISITION	-	-	-	678,300	-
OTHER EQUIPMENT	136,434	119,925	74,900	58,900	32,700
CONSTRUCTION COSTS	17,006	7,370	7,500	7,500	5,000
OTHER CONSTRUCTION COSTS	16,000	40,824	26,500	26,500	64,000
TRANSFER TO CAPITAL PROJECT FUND	-	200,000	-	-	-
TRANSFER TO CAPITAL RESERVE FUND	500,000	-	-	-	-
TRANSFER TO VEHICLE REPLACEMENT FUND	331,300	390,300	343,300	343,300	341,500
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	1,301,100	1,394,100	1,435,500	1,435,500	1,496,400
TRANSFER TO ASSET REPLACEMENT FUND	851,700	653,500	575,400	575,400	576,100
TRANSFER TO EMPLOYEE BENEFIT FUND	-	-	-	-	33,700
TRANSFER TO HUMAN RESOURCE SVCS FUND	-	-	-	-	249,900
CONTINGENCY	-	-	45,000	45,000	45,000
OPERATING	\$ 6,795,098	\$ 6,756,595	\$ 6,803,585	\$ 7,762,730	\$ 7,825,175
TOTAL EXPENDITURES	18,607,701	\$ 18,465,929	\$ 19,902,135	\$ 19,888,870	\$ 20,890,085

2020 GENERAL FUND REVENUE BY TYPE



2020 GENERAL FUND EXPENDITURES BY TYPE



**GENERAL FUND
DETAIL STATEMENT OF REVENUES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
CURRENT YEAR PROPERTY TAXES	\$ 10,840,595	\$ 11,592,193	\$ 11,865,468	\$ 11,800,000	\$ 12,293,948
PRIOR YEAR PROPERTY TAXES	15,990	22,108	17,000	26,000	18,000
PENALTY AND INTEREST	40,667	38,446	38,000	47,000	38,000
AD VALOREM TAXES	10,897,253	11,652,747	11,920,468	11,873,000	12,349,948
SALES TAX	1,064,672	1,172,256	1,110,900	1,184,000	1,184,000
SALES TAXES	1,064,672	1,172,256	1,110,900	1,184,000	1,184,000
ELECTRICITY	549,889	548,572	547,500	547,500	547,500
NATURAL GAS	161,488	173,673	148,000	158,000	158,000
TELEPHONE	104,681	91,712	100,000	89,000	5,000
CABLE	309,969	284,142	290,000	280,000	275,000
TELEPHONE-PEG FEES	33,702	29,961	-	-	-
FRANCHISE TAXES	1,159,730	1,128,060	1,085,500	1,074,500	985,500
MIXED BEVERAGE TAX	14,330	13,528	14,000	11,000	11,000
OTHER TAXES	14,330	13,528	14,000	11,000	11,000
TOTAL TAXES	13,135,984	13,966,591	14,130,868	14,142,500	14,530,448
BUILDING PERMIT	196,769	273,087	200,000	240,000	220,000
PLUMBING PERMIT	61,072	80,025	65,000	65,000	65,000
HVAC PERMIT	55,105	57,257	45,000	50,000	50,000
FENCE AND SIDEWALK PERMIT	38,010	42,734	35,000	40,000	40,000
ELECTRICAL PERMIT	39,196	52,608	37,000	40,000	40,000
TREE DISPOSITION FEE	26,895	34,455	30,000	30,000	30,000
LOW IMPACT INSPECTION FEE	15,450	17,100	16,000	16,000	15,000
ALARM PERMIT	54,074	49,380	52,400	51,900	52,400
DRAINAGE PERMIT	5,893	7,880	6,500	6,500	6,500
TREE REMOVAL PERMIT	450	400	600	500	500
FIRE SPRINKLER PERMITS	1,380	2,128	3,000	3,000	3,000
PET LICENSES	2,035	1,850	2,000	2,000	2,000
ALCOHOLIC BEVERAGE PERMIT	450	4,690	-	250	4,600
ELECTRICAL CONTRACTOR PERMIT	6,600	300	-	-	-
CONTRACTOR PERMIT	39,525	44,700	35,000	40,000	40,000
ROW USE PERMIT	-	-	-	5,000	5,000
PERMITS, LICENSES AND FEES	542,903	668,594	527,500	590,150	574,000
PLAN CHECKING FEE	95,177	127,614	95,000	100,000	110,000
ZPC & ZBA FEES	1,414	1,800	2,500	2,500	2,800
BUILDING STANDARDS FEE	250	-	400	-	-
RE-INSPECTION FEE	300	-	-	125	-
PLAT REVIEW FEE	720	1,500	1,000	1,000	1,000
PREMATURE WORK FEE	75,885	68,936	75,000	70,000	70,000
AMBULANCE SERVICE	145,371	193,400	145,000	165,000	150,000
CHILD SAFETY	18,319	18,494	18,000	18,000	18,000
ALARM MONITORING	711,318	706,139	700,000	705,000	982,000
OTHER FEES AND PERMITS	17,077	24,613	15,000	20,000	15,000
SENIOR SERVICES EVENTS	75,803	97,094	65,000	86,000	86,000
RENTALS - COMMUNITY BUILDING	58,582	66,887	52,000	52,000	52,000
MEMBERSHIPS - RECREATION CENTER	216,016	248,580	208,400	208,400	218,000
DAY PASS - RECREATION CENTER	18,680	16,380	14,700	14,700	15,000
AQUATIC CLASS FEES - RECREATION CENTER	332,974	441,687	593,600	930,000	937,000

**GENERAL FUND
DETAIL STATEMENT OF REVENUES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
CONTRACTOR USE FEES - RECREATION					
CENTER	225,350	143,536	17,100	35,000	36,000
RENTALS - RECREATION CENTER	25	-	-	-	-
RECREATION CENTER - SPECIAL EVENTS	-	-	-	-	10,000
MEMBERSHIPS - COLONIAL PARK	151,829	176,373	170,400	187,000	175,300
DAY PASS - COLONIAL PARK	52,271	51,375	56,900	45,000	42,000
COLONIAL PARK - SPECIAL EVENTS	4,960	10,593	1,000	3,400	3,400
POOL RENTAL - COLONIAL PARK	39,174	32,802	35,400	35,400	33,000
PAVILION RENTAL - COLONIAL PARK	13,325	11,464	12,500	12,500	11,300
CONCESSIONS - COLONIAL PARK	289	9,081	2,000	6,000	6,000
CONTRACTOR USE FEES - COLONIAL PARK	3,600	6,840	6,200	6,200	6,200
MISCELLANEOUS - CULT & REC	545,193	579,772	495,700	490,000	477,000
CHARGES FOR SERVICES	2,803,900	3,034,958	2,782,800	3,193,225	3,457,000
MUNICIPAL COURT FINES					
MUNICIPAL COURT FINES	160,462	213,034	150,000	210,000	200,000
TRAFFIC FINES	2,747	4,416	3,000	3,200	3,200
CHILD SAFETY FEE	1,175	725	1,200	1,200	1,200
FALSE ALARM FEE	7,025	1,300	4,000	1,000	1,000
PET IMPOUNDMENT	1,160	1,135	1,000	1,000	1,000
FINES AND FORFEITURES	172,569	220,610	159,200	216,400	206,400
EARNINGS ON INVESTMENTS					
EARNINGS ON INVESTMENTS	103,538	221,300	213,300	257,200	225,000
GAIN/LOSS ON INVESTMENT	(60,685)	27,049			
INVESTMENT EARNINGS	42,852	248,349	213,300	257,200	225,000
FEDERAL GRANT					
FEDERAL GRANT	-	451	-	14,000	-
FEMA REIMBURSEMENT					
FEMA REIMBURSEMENT	-	262,144	26,250	1,500	26,250
STATE GRANT					
STATE GRANT	-	6,513	-	-	-
SOUTHSIDE PLACE					
SOUTHSIDE PLACE	254,744	256,955	256,900	258,600	258,600
SETRAC					
SETRAC	-	8,877	-	-	-
SALE OF CITY PROPERTY					
SALE OF CITY PROPERTY	1,802	(0)	-	-	-
RESEARCH & COPIES					
RESEARCH & COPIES	685	1,091	700	600	500
AUTO DECALS					
AUTO DECALS	201	247	200	200	200
INSURANCE REFUNDS					
INSURANCE REFUNDS	-	11,390	-	-	-
NSF CHECKS					
NSF CHECKS	275	-	-	-	-
CASH OVER/SHORT					
CASH OVER/SHORT	(127)	(314)	-	-	-
MISCELLANEOUS					
MISCELLANEOUS	38,372	101,214	10,000	31,500	17,000
CYCLONE CYCLES					
CYCLONE CYCLES	44,500	79,662	49,100	49,100	53,500
GOODE COMPANY					
GOODE COMPANY	77,526	79,854	82,000	82,000	84,500
OTHER REVENUE	417,977	808,083	425,150	437,500	440,550
TRANSFER FROM EMERGENCY GRANT FUND					
TRANSFER FROM EMERGENCY GRANT FUND	-	20,048	-	-	-
TRANSFER FROM WATER & SEWER FUND					
TRANSFER FROM WATER & SEWER FUND	1,545,500	1,250,000	1,250,000	1,250,000	1,250,000
TRANSFER FROM SOLID WASTE FUND					
TRANSFER FROM SOLID WASTE FUND	59,400	260,000	310,000	310,000	310,000
TRANSFER FROM EMPLOYEE BENEFIT FUND					
TRANSFER FROM EMPLOYEE BENEFIT FUND	146,500	-	142,500	142,500	-
TRANSFER FROM HUMAN RESOURCE SVCS FUND					
TRANSFER FROM HUMAN RESOURCE SVCS FUND	-	-	-	-	76,200
TRANSFERS IN	1,751,400	1,530,048	1,702,500	1,702,500	1,636,200
TOTAL REVENUE	\$ 18,867,586	\$ 20,477,233	\$ 19,941,318	\$ 20,539,475	\$ 21,069,598

ADMINISTRATION DEPARTMENT

The Administration Department is responsible to the City Council for the efficient delivery of city services. The City Manager serves as chief administrative officer and has day-to-day responsibility for the conduct of all City activities. The City Secretary is responsible to the City Council for recording and maintaining ordinances, resolutions, meeting minutes and legally required publications. The City Attorney provides City Council with general legal counsel, litigation, contract review, and ordinance review.

ADMINISTRATION DEPARTMENT DIVISIONS

Administration – The City Manager, City Secretary, and Human Resources Director together with their support staff, are all compensated in the Administration Division’s budget. The cost of printing the *West University Place City Currents* is also funded in this budget. (2020 Budget \$1,261,900)

City Council – Costs directly associated with the City Council; including council salaries, legal fees and election expenditures. (2020 Budget \$303,110)

ADMINISTRATION DEPARTMENT 2020 GOALS

City Secretary

- * Procure Board/Commission Applicant Tracking Software.
- * Decrease inventory stored at SafeSite.
- * Finalize Council agenda submittal form/process.

Human Resources

- * Improve and maintain affordable healthcare benefit options for employees.
- * Implement an employee self service module for employee benefits.
- * Expand existing employee recognition and appreciation program to encompass City initiatives (SPIRIT).
- * Create alternatives to one-size fits all evaluation process.
- * Continue to provide employee training to expand on recent trainings in relation to customer service, safety, and other employment concerns.
- * Evaluate and revise the city-wide certification compensation structure.

ADMINISTRATION DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees – 6 (2019 authorized full-time employees – 6).
- * Legal fees – \$185,000 (2019 budget - \$185,000).
- * Technology Management Fund charges assessed - \$137,300 (2019 budget - \$133,600).
- * Total budget - \$1,565,010 (2019 total budget - \$1,623,685).

ADMINISTRATION DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
Administration					
Personnel	\$ 790,729	\$ 861,804	\$ 1,090,000	\$ 972,530	\$ 903,200
Operating charges	199,005	230,243	302,085	372,600	358,700
Total	989,734	1,092,047	1,392,085	1,345,130	1,261,900
Council					
Personnel	15,510	15,128	15,600	9,320	2,610
Operating charges	203,831	210,179	216,000	224,500	300,500
Total	219,340	225,307	231,600	233,820	303,110
Total Department	\$ 1,209,075	\$ 1,317,355	\$ 1,623,685	\$ 1,578,950	\$ 1,565,010

Administration Department Staffing Schedule

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
Administration					
City Manager	G50	1	1	Determined by Council	
HR Director	G41	1	1	112,207	190,753
City Secretary	G40	1	1	106,864	181,669
Communications Director	G40	1	0	106,864	181,669
Asst to the City Manager	G22	0	1	58,859	88,288
Executive Assistant	G16	1	1	48,972	71,009
HR Generalist	G15	1	1	41,638	60,376
Total Administration Department		6	6		

ADMINISTRATION DEPARTMENT

Administration Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 568,535	\$ 638,836	\$ 809,900	\$ 697,300	\$ 638,700
PART-TIME WAGES	14,532	-	15,000	23,100	15,000
OVERTIME	3,285	1,552	3,500	3,000	3,000
LONGEVITY	2,485	2,030	2,200	2,430	2,700
HEALTH & DENTAL	49,383	45,576	52,800	51,000	61,700
TMRS	82,099	91,444	109,800	94,500	87,000
FICA	39,947	45,608	51,400	58,200	46,800
WORKERS COMPENSATION	1,194	1,280	1,300	1,400	1,000
ALLOWANCES	21,720	23,051	26,200	22,200	21,200
OTHER BENEFITS	3,741	2,128	2,900	2,400	3,100
HSA CONTRIBUTION	-	-	-	2,000	8,000
EMPLOYEE RELATIONS	3,807	9,955	15,000	15,000	15,000
RECRUITING & HIRING	-	344	-	-	-
PERSONNEL	790,729	861,804	1,090,000	972,530	903,200
OFFICE SUPPLIES	5,603	5,578	7,000	10,000	10,000
COMMUNICATION	32,209	39,867	55,000	55,000	55,000
CONSULTANTS	-	16,711	5,000	5,000	-
EQUIPMENT LEASE/RENTAL	9,937	7,999	10,000	6,000	8,500
PROFESSIONAL DUES	7,709	6,969	7,985	7,000	7,900
PUBLICATIONS	4,009	9,473	4,500	4,500	2,500
TRAVEL & TRAINING	6,428	7,676	20,000	20,000	25,500
OTHER CONTRACTED SERVICES	-	-	-	81,500	50,000
COMMUNITY RELATIONS	410	1,171	14,000	5,000	17,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	132,700	134,800	133,600	133,600	137,300
CONTINGENCY	-	-	45,000	45,000	45,000
OPERATING	199,005	230,243	302,085	372,600	358,700
ADMINISTRATION DIVISION TOTAL	\$ 989,734	\$ 1,092,047	\$ 1,392,085	\$ 1,345,130	\$ 1,261,900

ADMINISTRATION DEPARTMENT

City Council Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 14,400	\$ -	\$ -	\$ -	\$ -
PART-TIME WAGES	-	14,031	14,400	8,600	2,400
FICA	1,102	1,073	1,100	700	200
WORKERS COMPENSATION	8	23	100	20	10
PERSONNEL	15,510	15,128	15,600	9,320	2,610
OFFICE SUPPLIES	-	600	-	-	1,500
COMMUNICATION	23	-	-	-	-
CONSULTANTS	-	15,000	-	-	30,000
LEGAL	185,415	181,038	185,000	185,000	185,000
PROFESSIONAL DUES	1,281	591	2,500	6,000	7,000
PUBLICATIONS	1,280	2,246	2,500	2,500	15,000
TRAVEL & TRAINING	2,976	8,209	6,000	7,500	11,000
LOBBYIST	-	-	-	-	30,000
COMMUNITY RELATIONS	3,052	2,494	5,000	5,000	3,000
ELECTION EXPENSE	9,803	-	15,000	18,500	18,000
OPERATING	203,831	210,179	216,000	224,500	300,500
CITY COUNCIL DIVISION TOTAL	\$ 219,340	\$ 225,307	\$ 231,600	\$ 233,820	\$ 303,110

FINANCE DEPARTMENT

The Finance Department provides a wide range of financial and administrative services to citizens and to other City Departments including: purchasing, budgeting, cash management, payroll, accounts payable and financial reporting. The Finance Department directs the administration of the City's Municipal Court. Finally, expenditures and transfers that cannot be allocated to other departments in a satisfactory way are included in the Finance Department budget.

FINANCE DEPARTMENT DIVISIONS

Finance – Provides the traditional accounting, accounts payable, payroll, cash management, financial reporting functions. (2020 Budget - \$1,041,325)

Municipal Court – Administers the city's municipal court. (2020 Budget - \$280,800)

City-Wide – Provides for expenditures, such as insurance and utilities, which cannot be allocated to other departments in a satisfactory way. (2020 Budget - \$545,550)

FINANCE DEPARTMENT 2020 GOALS

- * Continue to ensure that the City is financially sound while providing superior service valued by the community.
- * Work with the various City departments on the development and adoption of the Community Improvement Program.
- * Continue to improve on the percentage of utility customers that receive their monthly statement electronically through the Keep West U Green promotion.
- * Develop and implement the City's fixed asset inventory and audit.
- * Continue to review and update, as necessary, the City's financial policies, including policies and procedures for collections of aging utility receivables.
- * Review and update, as necessary, all financial processes such as financial reporting and auditing, bank reconciliations, accounts payable, payroll, utility billing, and municipal court.
- * Continue Government Finance internship program.

FINANCE DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees - 6 (2019 authorized full-time employees – 5).
- * Total budget - \$1,867,675 (2019 total budget - \$2,207,500).

FINANCE DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
Finance					
Personnel	\$ 444,544	\$ 342,662	\$ 438,800	\$ 421,360	\$ 551,600
Operating charges	523,910	534,407	480,300	439,900	489,725
Total	968,455	877,069	919,100	861,260	1,041,325
Municipal Court					
Personnel	251,318	241,757	256,950	254,920	266,100
Operating charges	13,052	12,429	18,100	15,250	14,700
Total	264,370	254,186	275,050	270,170	280,800
City-Wide Charges					
Operating charges	984,721	875,029	1,013,350	1,805,250	545,550
Total	984,721	875,029	1,013,350	1,805,250	545,550
Total Department	\$ 2,217,546	\$ 2,006,284	\$ 2,207,500	\$ 2,936,680	\$ 1,867,675

Finance Department Staffing Schedule

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
Finance					
Accounting					
Finance Director	G42	1	1	117,818	200,290
Treasurer	G32	1	1	89,541	143,266
Fiscal Services Officer	G22	1	1	58,859	88,288
Grants/Purchasing Administrator	G22	0	1	58,859	88,288
Municipal Court					
Municipal Court Clerk	G17	1	1	52,400	75,981
Accounting Specialist-AP	G15	1	1	41,638	60,376
Total Finance Department		5	6		

FINANCE DEPARTMENT

Finance Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 309,330	\$ 235,431	\$ 297,900	\$ 294,600	\$ 380,700
PART-TIME WAGES	20,202	14,134	23,400	15,300	23,400
OVERTIME	162	-	-	-	-
LONGEVITY	387	105	200	360	500
HEALTH & DENTAL	32,688	32,799	43,300	37,700	52,700
TMRS	43,694	32,933	39,700	39,200	50,500
FICA	25,904	17,572	23,700	23,100	25,500
WORKERS COMPENSATION	698	485	600	600	600
ALLOWANCES	5,804	5,640	5,700	5,400	6,300
OTHER BENEFITS	1,854	829	1,300	1,300	1,900
HSA CONTRIBUTION	-	-	-	1,000	6,500
EMPLOYEE RELATIONS	3,821	2,734	3,000	2,800	3,000
PERSONNEL	444,544	342,662	438,800	421,360	551,600
OFFICE SUPPLIES	5,209	5,177	5,000	5,000	5,800
EQUIPMENT MAINTENANCE	-	-	500	200	500
COMMUNICATION	1,855	1,506	2,200	1,700	2,025
EQUIPMENT LEASE/RENTAL	7,067	6,168	4,600	4,400	4,400
PROFESSIONAL DUES	1,671	1,525	1,800	1,100	1,100
PUBLICATIONS	2,396	2,505	2,500	2,200	2,500
TRAVEL & TRAINING	2,449	3,874	7,800	3,300	11,500
OTHER CONTRACTED SERVICES	367,263	374,953	318,900	285,000	318,600
TRANSFER TO TECHNOLOGY					
MANAGEMENT FUND	136,000	138,700	137,000	137,000	143,300
OPERATING	523,910	534,407	480,300	439,900	489,725
FINANCE DIVISION TOTAL	\$ 968,455	\$ 877,069	\$ 919,100	\$ 861,260	\$ 1,041,325

FINANCE DEPARTMENT

Municipal Court Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 149,658	\$ 122,038	\$ 131,300	\$ 127,700	\$ 132,300
PART-TIME WAGES	31,773	56,766	61,300	63,800	68,500
OVERTIME	14,243	8,789	8,000	8,800	8,000
LONGEVITY	2,680	2,800	3,000	2,920	3,000
HEALTH & DENTAL	17,871	17,842	18,550	17,600	18,800
TMRS	19,098	18,649	18,600	18,200	18,700
FICA	14,512	13,940	15,100	14,900	15,800
WORKERS COMPENSATION	356	362	400	400	300
OTHER BENEFITS	1,126	571	700	600	700
PERSONNEL	251,318	241,757	256,950	254,920	266,100
OFFICE SUPPLIES	247	2,229	3,000	4,000	3,000
COMMUNICATION	343	508	1,000	300	1,000
PROFESSIONAL DUES	537	497	600	600	600
PUBLICATIONS	476	(6)	600	750	600
TRAVEL & TRAINING	2,975	2,989	4,000	4,200	4,000
CREDIT CARD FEES	3,811	3,063	3,900	400	500
OTHER CONTRACTED SERVICES	4,664	3,149	5,000	5,000	5,000
OPERATING	13,052	12,429	18,100	15,250	14,700
MUNICIPAL COURT DIVISION TOTAL	\$ 264,370	\$ 254,186	\$ 275,050	\$ 270,170	\$ 280,800

FINANCE DEPARTMENT

City-Wide Division Budget Detail by Line Item

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
HEALTH & DENTAL	\$ -	\$ 2,500	\$ 5,000	\$ 2,500	\$ -
RETIREE BENEFITS	240,400	180,000	188,600	188,600	94,400
OTHER BENEFITS	325,000	274,500	348,300	348,300	-
HSA CONTRIBUTION	-	-	-	-	17,000
ELECTRIC SERVICE	149,442	141,569	160,000	147,000	135,000
STREET LIGHTING - ELECTRIC SERVICE	82,520	82,447	83,800	83,800	71,000
NATURAL GAS SERVICE	2,267	2,898	2,700	3,200	3,000
GENERAL LIABILITY INSURANCE	9,280	8,991	12,000	8,400	10,000
ERRORS & OMISSIONS	20,231	18,745	20,000	16,600	20,000
CRIME COVERAGE FIDELITY	1,673	1,977	3,000	3,000	3,200
AUTO LIABILITY	42,260	41,637	47,000	37,600	43,000
AUTO PHYSICAL DAMAGE	22,382	28,693	27,000	26,700	31,000
UNDERGROUND STORAGE LIABILITY	863	889	950	950	950
REAL & PERSONAL PROPERTY DEDUCTIBLE	85,754 2,584	91,117 (968)	105,000 10,000	100,500 10,000	107,000 10,000
PROPERTY TAXES	-	-	-	11,300	-
BAD DEBT EXPENSE	65	35	-	-	-
CASH SHORT	-	-	-	138,500	-
LAND ACQUISITION	-	-	-	678,300	-
CITY-WIDE DIVISION TOTAL	\$ 984,721	\$ 875,029	\$ 1,013,350	\$ 1,805,250	\$ 545,550

POLICE DEPARTMENT

The Police Department is established and shall be maintained to preserve order and to protect citizens from violence and their property from damage and loss.

POLICE DEPARTMENT DIVISIONS

Patrol – Provides patrol, enforcement and investigative services. (2020 Budget - \$4,593,400)

Support Services – Provides emergency dispatch for both Police and Fire departments and monitors alarm systems that are serviced by the City’s Direct Link alarm monitoring service. Additionally, provides the administration of the City’s Direct Link alarm monitoring program. (2020 Budget - \$981,800)

POLICE DEPARTMENT 2020 GOALS

- * The department will continue to advocate for City interests working with the Texas Police Chiefs Association and the International Association of Chiefs of Police Legislative efforts.
- * Complete Virtual Gate Phase I.
- * Complete enhancements to the DirectLink alarm monitoring system.
- * Develop a Crime Scene Search Unit.
- * Full police staffing for Officers and Dispatchers.

POLICE DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees – 38 (2019 authorized full-time employees – 38).
- * Total budget - \$5,575,200 (2019 total budget - \$5,177,650).

POLICE DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>Patrol</i>					
Personnel	\$ 2,858,894	\$ 2,938,596	\$ 3,258,100	\$ 3,032,940	\$ 3,396,400
Operating charges	761,613	847,371	876,550	864,100	1,197,000
Capital	111,294	-	-	-	-
Total	3,731,801	3,785,967	4,134,650	3,897,040	4,593,400
<i>Support Services</i>					
Personnel	841,840	768,426	1,040,200	704,900	979,000
Operating charges	1,939	340	2,800	2,500	2,800
Total	843,778	768,766	1,043,000	707,400	981,800
<i>Total Department</i>	\$ 4,575,579	\$ 4,554,734	\$ 5,177,650	\$ 4,604,440	\$ 5,575,200

Police Department Staffing Schedule

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Police Department</i>					
<i>Patrol</i>					
Police Chief	G42	1	1	117,818	200,290
Police Captain	G33	1	1	93,823	150,116
Police Sergeant	P23	5	6	76,889	103,801
Police Officer	P22	19	18	62,691	81,494
Community Resource Officer	P22	0	1	62,691	81,494
<i>Support Services</i>					
Support Services Manager	G31	1	0	71,309	114,095
Administrative Assistant-PD	G15	1	1	41,638	60,376
Emergency					
Telecommunications Operator	P15	9	9	44,387	59,925
Office Assistant- Direct Link	G14	1	1	35,887	52,036
<i>Total Police Department</i>		38	38		

POLICE DEPARTMENT

Patrol Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 1,842,191	\$ 1,900,114	\$ 2,120,500	\$ 1,948,000	\$ 2,202,000
OVERTIME	227,981	236,933	245,000	276,700	245,000
LONGEVITY	10,692	11,338	12,200	11,215	12,600
HEALTH & DENTAL	277,552	272,922	328,000	267,400	325,000
TMRS	288,800	297,127	311,900	293,300	323,500
FICA	153,382	158,534	174,700	166,800	179,400
WORKERS COMPENSATION	32,922	36,544	41,200	37,800	31,000
ALLOWANCES	7,356	9,657	7,700	7,400	8,300
OTHER BENEFITS	15,358	10,983	13,400	9,700	15,100
HSA CONTRIBUTION	-	-	-	12,125	51,000
EMPLOYEE RELATIONS	2,662	4,443	3,500	2,500	3,500
PERSONNEL	2,858,894	2,938,596	3,258,100	3,032,940	3,396,400
OFFICE SUPPLIES	8,329	7,189	8,600	8,600	8,600
APPREHENSION & JAILING	1,348	1,563	1,400	1,400	1,400
OPERATING SUPPLIES	38,867	53,543	55,000	55,000	53,800
FUEL	36,066	39,090	54,000	42,000	45,000
EQUIPMENT MAINTENANCE	1,447	595	2,300	2,300	2,300
VEHICLE MAINTENANCE	40,016	44,332	25,000	25,000	24,000
COMMUNICATION	724	1,414	2,000	2,000	2,000
CONSULTANTS	5,379	3,771	6,000	6,000	6,000
EQUIPMENT LEASE/RENTAL	6,229	6,865	6,300	7,700	7,700
PROFESSIONAL DUES	2,449	5,269	3,050	4,000	3,500
PUBLICATIONS	3,651	-	5,000	5,000	-
TRAVEL & TRAINING	26,175	25,156	35,000	35,000	36,500
OTHER CONTRACTED SERVICES	-	-	-	-	269,500
LAW ENFORCEMENT LIABILITY	15,820	16,280	18,000	15,200	15,200
COMMUNITY RELATIONS	913	903	1,000	1,000	31,000
TRANSFER TO VEHICLE REPLACEMENT FUND	99,000	100,000	104,000	104,000	108,500
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	475,200	541,400	549,900	549,900	582,000
OPERATING	761,613	847,371	876,550	864,100	1,197,000
OTHER EQUIPMENT	111,294	-	-	-	-
CAPITAL	111,294	-	-	-	-
PATROL DIVISION TOTAL	\$ 3,731,801	\$ 3,785,967	\$ 4,134,650	\$ 3,897,040	\$ 4,593,400

POLICE DEPARTMENT

Support Services Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 516,044	\$ 479,571	\$ 649,300	\$ 433,300	\$ 609,400
OVERTIME	86,595	68,759	80,000	77,700	80,000
LONGEVITY	4,770	5,139	5,500	4,650	5,200
HEALTH & DENTAL	96,075	92,358	149,000	76,200	122,400
TMRS	83,706	76,337	96,100	67,200	90,900
FICA	45,326	40,911	53,500	38,300	50,200
WORKERS COMPENSATION	2,263	1,042	1,300	900	900
ALLOWANCES	2,040	1,987	2,100	-	-
OTHER BENEFITS	5,021	2,320	3,400	2,400	3,000
HSA CONTRIBUTION	-	-	-	4,250	17,000
PERSONNEL	841,840	768,426	1,040,200	704,900	979,000
TRAVEL & TRAINING	1,939	340	2,800	2,500	2,800
OPERATING	1,939	340	2,800	2,500	2,800
SUPPORT SERVICES DIVISION TOTAL	\$ 843,778	\$ 768,766	\$ 1,043,000	\$ 707,400	\$ 981,800

FIRE DEPARTMENT

The Fire Department is responsible for providing Fire Protection, Emergency Medical Services and Emergency Management services to the community.

FIRE DEPARTMENT DIVISIONS

Fire – Provides fire inspections, fire prevention, fire suppression, public education, emergency medical service, and emergency management coordination.

FIRE DEPARTMENT 2020 GOALS

- * To provide superior Fire & EMS response services to the community.
- * To provide the highest level of customer service to the community and to other departments within the City.
- * Continue striving for service excellence by ensuring members receive superior Fire & EMS training.
- * Continue employee development efforts by providing management and leadership training for all members.
- * Continued focus to reduce Fire & EMS turn-out time to maintain benchmark standards.
- * Continue to provide life-saving public education programs within West University Place.
- * Maintain fire and life safety inspection efforts to ensure commercial occupancies are properly maintained through the enforcement of adopted codes and ordinances.

FIRE DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees - 23 (2019 authorized full-time employees – 23).
- * Total budget - \$3,870,000 (2019 total budget - \$3,589,450).

FIRE DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>Fire</i>					
Personnel	\$ 2,873,736	\$ 2,885,778	\$ 2,907,300	\$ 2,949,480	\$ 3,196,100
Operating charges	599,404	690,312	621,750	613,450	648,400
Capital	19,805	22,497	60,400	50,400	25,500
Total	3,492,944	3,598,587	3,589,450	3,613,330	3,870,000
<i>Total Department</i>	\$ 3,492,944	\$ 3,598,587	\$ 3,589,450	\$ 3,613,330	\$ 3,870,000

Fire Department Staffing Schedule

POSITION	GRADE	2019		2020		SALARY RANGE	
		BUDGET	BUDGET	BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Fire Department</i>							
Fire Chief	G42	1	1	1	1	117,818	200,290
Fire Marshal/ Assistant Chief	G33	1	1	1	1	93,823	150,116
Fire Captain	F24	3	3	3	3	89,209	116,857
Fire Lieutenant	F23	3	3	3	3	76,907	106,234
Firefighter/ Paramedic	F21	15	15	15	15	56,398	77,828
<i>Total Fire Department</i>		23	23	23	23		

FIRE DEPARTMENT

Fire Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 1,872,455	\$ 1,748,536	\$ 1,894,000	\$ 1,796,000	\$ 2,015,300
OVERTIME	164,185	320,801	185,000	315,000	285,000
LONGEVITY	14,241	12,691	13,300	12,880	14,300
HEALTH & DENTAL	338,245	313,073	339,000	325,700	308,100
TMRS	284,005	287,383	273,900	280,100	303,600
FICA	149,483	153,243	153,600	158,800	169,100
WORKERS COMPENSATION	25,756	27,271	25,300	26,800	27,400
ALLOWANCES	8,880	9,290	8,900	8,500	8,900
OTHER BENEFITS	14,015	9,944	11,800	11,200	13,400
HSA CONTRIBUTION	-	-	-	12,000	48,000
EMPLOYEE RELATIONS	2,471	3,428	2,500	2,500	3,000
RECRUITING & HIRING	-	117	-	-	-
PERSONNEL	2,873,736	2,885,778	2,907,300	2,949,480	3,196,100
OFFICE SUPPLIES	2,031	2,267	3,000	3,000	3,000
OPERATING SUPPLIES	41,876	49,650	45,000	45,000	48,000
FUEL	8,162	10,484	12,000	10,000	12,000
EQUIPMENT MAINTENANCE	9,611	16,028	16,000	16,000	16,000
VEHICLE MAINTENANCE	44,099	48,545	42,000	42,000	45,000
COMMUNICATION	260	342	500	500	500
PROFESSIONAL DUES	4,295	5,466	4,800	4,800	4,800
PUBLICATIONS	1,385	1,937	1,500	1,500	1,500
TRAVEL & TRAINING	33,586	36,984	44,300	40,000	44,300
OTHER CONTRACTED SERVICES	34,963	36,993	39,350	37,350	43,400
COMMUNITY RELATIONS	3,335	3,716	4,000	4,000	4,000
TRANSFER TO VEHICLE REPLACEMENT FUND	158,000	219,000	168,000	168,000	167,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	210,400	214,100	222,700	222,700	231,400
TRANSFER TO EQUIPMENT REPLACEMENT FUND	47,400	44,800	18,600	18,600	27,500
OPERATING	599,404	690,312	621,750	613,450	648,400
FURNITURE & EQUIP <\$5000	-	2,504	1,500	1,500	800
OTHER EQUIPMENT	19,805	19,993	58,900	48,900	24,700
CAPITAL	19,805	22,497	60,400	50,400	25,500
FIRE DIVISION TOTAL	\$ 3,492,944	\$ 3,598,587	\$ 3,589,450	\$ 3,613,330	\$ 3,870,000

PUBLIC WORKS DEPARTMENT

The Public Works Department is a diverse department and is responsible for the following services:

- | | | |
|--------------------|----------------------------|------------------------|
| * Permits | * Inspections | * Planning & Land Use |
| * Code Enforcement | * Animal Control | * Storm Water Drainage |
| * Traffic Control | * Fleet Maintenance | * Facility Maintenance |
| * Engineering | * Capital Improv. Projects | * Streets & Sidewalks |

PUBLIC WORKS DEPARTMENT DIVISIONS

Administration – Provides management and leadership for the entire Department and is responsible for customer service, emergency management, contract administration, personnel management, public education and managing the City’s Capital Improvement Program. (2020 Budget - \$378,000)

Community Development – Provides plan review, permits and inspection services to ensure that all residential and commercial buildings comply with the City’s adopted building, plumbing and electrical codes, as well as being responsible for code and animal related ordinance enforcement. For 2020 the Planning Division, which ensures compliance with the City’s development polices, ordinance, and zoning requirements, is now included in Community Development. (2020 Budget - \$907,750)

Streets & Drainage – Maintains the City’s streets, sidewalks, and storm water drainage systems. (2020 Budget - \$567,100)

Facilities Management – Maintains and oversees the City’s buildings and related equipment. (2020 Budget - \$1,030,600)

General Services – Provide the maintenance to all the City’s vehicles and equipment, as well as ensure the proper installation and maintenance of all traffic signals, street signs, and pavement markings. (2020 Budget - \$690,250)

Planning –Prior to 2020, the Planning Division was its own separate division. Beginning in 2020, it will be included in Community Development. (2020 Budget - \$0)

PUBLIC WORKS DEPARTMENT 2020 GOALS

Administration

- * Work with the engineers to complete the roadway and drainage design of Buffalo Speedway.
- * Actively pursue alternate funding sources and programs for future infrastructure construction projects.
- * Maintain monitoring and continue to report infrastructure reconstruction projects in areas within close proximity to the City to minimize impact on West U.
- * Re-establish and maintain the City's Community Improvement Program (CIP).
- * Achieve and maintain the American Public Works Association (APWA) Accreditation.
- * Work with City Boards and Commissions to evaluate and make the necessary revisions to the City's Code of Ordinances.
- * Continue to explore regional detention options (i.e. use of Ruffino Hills property) and land acquisition for future drainage projects.
- * Continue to maintain current certifications, licenses and continuing education requirements for staff.

Community Development

- * Evaluate the City's permit process to ensure best practices are being followed and streamline the submittals and issuing of permits through the use of new software and technology.
- * Review and enforce local amendments that have been affected by new State legislation.
- * Establish an Animal Control Enforcement Policy for weekend and after-hour coverage.
- * Continue review and update of all forms being used by the Department as part of the permitting process.
- * Continue to implement and evaluate permit procedures for installation of small cell nodes in the City's Right of Way.
- * Review and evaluate code compliance procedures while strengthening zoning enforcement.
- * Continue to review tree preservation regulations that focus on the preservation of canopy coverage and site conditions versus preservation of individual trees.
- * Continue the tree canopy program to diversify the tree species in the City limits.
- * Establish new tree planting standards that do not interfere with infrastructure within the City's Right of Way (ROW).
- * Through appropriate Boards and Commissions, continue to evaluate and recommend desired changes to the City's current noise ordinance.

Street & Drainage

- * Create a robust program to evaluate and repair streets and sidewalks annually that are starting to age, show wear and are being affected by trees, roots, etc.

Street & Drainage (Continued)

- * Create alternatives to one-size fits all evaluation process.
- * Actively document problem areas that are experiencing water ponding and continue implementation of appropriate maintenance.
- * Develop a comprehensive condition assessment of the City's storm sewer system.
- * Implement a comprehensive maintenance program to clean outfalls, trunk lines and culverts of the City's storm sewer system.

Facilities Management

- * Continue to work with Information Technology Department to evaluate and implement a building management software program that is able to integrate all facilities to better track issues with equipment, track inventory and work orders.
- * Continue to explore processes to reduce energy consumption in all City buildings.
- * Strengthen relationships with area Facility Managers to create a network of Facilities Management Professionals.
- * Continue employee development through technical, management and leadership training.

General Services

- * Continue working relationship with the Harris County Mosquito Control Division and create a new standard to the mosquito spraying schedule.
- * Continue public education and enforcement of vegetation maintenance over roads, sidewalks and regulatory signs throughout the City.
- * Continue to be recognized as a top performing Fleet Maintenance program amongst other national programs.
- * Continue to exceed compliance with the Manual on Uniform Traffic Control Devices (MUTCD) standards for all road and street pavement markings in the City through continual inspections and use of high quality materials.
- * Continue employee development through technical, management and leadership training.

PUBLIC WORKS DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees – 19 (2019 authorized full-time employees – 18).
- * Total budget - \$3,573,700 (2019 total budget - \$3,247,150).

PUBLIC WORKS DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>Public Works Administration</i>					
Personnel	\$ 185,693	\$ 186,632	\$ 192,300	\$ 53,505	\$ 163,500
Operating charges	137,635	147,850	164,100	224,300	214,500
Total	323,327	334,483	356,400	277,805	378,000
<i>Community Development</i>					
Personnel	482,270	490,879	510,600	480,600	775,500
Operating charges	20,778	20,684	38,900	91,800	132,250
Capital	1,280	3,380	6,000	-	-
Total	504,327	514,944	555,500	572,400	907,750
<i>Streets & Drainage</i>					
Personnel	145,747	68,859	152,900	83,240	134,100
Operating charges	310,113	263,452	266,800	286,000	433,000
Capital	1,461	27,875	-	-	-
Total	457,321	360,186	419,700	369,240	567,100
<i>Facilities Maintenance</i>					
Personnel	113,355	159,761	182,300	176,345	257,600
Operating charges	558,656	599,675	657,700	645,700	669,000
Capital	19,874	94,464	26,500	26,500	104,000
Total	691,885	853,900	866,500	848,545	1,030,600
<i>General Services</i>					
Personnel	410,619	435,805	444,000	427,525	462,000
Operating charges	309,601	273,951	230,650	208,750	215,250
Capital	17,006	22,407	17,500	17,500	13,000
Total	737,226	732,163	692,150	653,775	690,250
<i>Planning</i>					
Personnel	219,906	195,079	239,700	220,130	-
Operating charges	80,680	98,146	117,200	87,300	-
Total	300,586	293,225	356,900	307,430	-
Total Department	\$ 3,014,672	\$ 3,088,900	\$ 3,247,150	\$ 3,029,195	\$ 3,573,700

PUBLIC WORKS DEPARTMENT

Public Works Staffing Schedule (General Fund)

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Public Works</i>					
<i>Public Works Administration</i>					
Public Works Director	G41	1	1	112,207	190,753
<i>* Community Development</i>					
Chief Building Official	G32	1	1	89,541	143,266
City Planner	G32	0	1	89,541	143,266
Administrative Coordinator (PW)	G17	1	1	52,400	75,981
Building Inspector	G16	2	2	48,972	71,009
Code Enforcement/Animal Control Officer	G15	0	1	41,638	60,376
Permit Technician	G14	2	2	35,887	52,036
<i>Operations</i>					
Maintenance Worker III	G15	1	1	41,638	60,376
Maintenance Worker I	G12	1	1	28,313	41,054
<i>Facilities Maintenance</i>					
Facilities Maintenance Manager	G31	1	1	71,309	114,095
Facilities Maintenance Technician	G15	1	2	41,638	60,376
<i>General Services</i>					
Assistant Director of Public Works	G33	1	1	93,823	150,116
Lead Mechanic	G17	1	1	52,400	75,981
Lead Traffic Technician	G16	1	1	48,972	71,009
Mechanic	G15	1	1	41,638	60,376
Traffic Technician	G14	1	1	35,887	52,036
<i>* Planning</i>					
City Planner	G32	1	0	89,541	143,266
Code Enforcement/Animal Control Officer	G15	1	0	41,638	60,376
<i>Total Public Works Department</i>		18	19		

*** Planning division has been moved to Community Development division**

PUBLIC WORKS DEPARTMENT

Public Works Administration Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 132,293	\$ 134,398	\$ 137,400	\$ 36,800	\$ 114,900
LONGEVITY	745	805	900	1,100	1,100
HEALTH & DENTAL	11,132	10,598	11,000	900	7,200
TMRS	19,226	19,499	19,000	4,900	16,000
FICA	10,080	10,097	10,400	2,800	9,300
WORKERS COMPENSATION	308	270	300	50	200
ALLOWANCES	6,840	6,840	6,900	2,300	6,900
OTHER BENEFITS	825	446	600	30	600
HSA CONTRIBUTION	-	-	-	625	1,500
EMPLOYEE RELATIONS	4,244	3,679	5,800	4,000	5,800
PERSONNEL	185,693	186,632	192,300	53,505	163,500
OFFICE SUPPLIES	1,031	1,954	4,500	4,000	4,500
OPERATING SUPPLIES	677	1,138	2,000	2,000	2,000
COMMUNICATION	1,202	56	1,000	1,000	1,000
ELECTRIC SERVICE	6,510	6,166	6,500	6,300	6,000
CONSULTANTS	29,033	36,494	35,000	45,000	35,000
EQUIPMENT LEASE/RENTAL	6,624	6,993	7,500	7,000	7,000
PROFESSIONAL DUES	1,193	1,615	2,000	2,000	2,100
TRAVEL & TRAINING	4,392	5,800	6,500	2,500	7,000
CREDIT CARD FEES	9,158	10,477	9,500	10,900	12,000
OTHER CONTRACTED SERVICES	21,129	16,814	16,000	70,000	54,000
COMMUNITY RELATIONS	587	344	1,000	1,000	5,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	56,100	60,000	72,600	72,600	78,900
OPERATING	137,635	147,850	164,100	224,300	214,500
PUBLIC WORKS ADMINISTRATION DIVISION TOTAL	\$ 323,327	\$ 334,483	\$ 356,400	\$ 277,805	\$ 378,000

PUBLIC WORKS DEPARTMENT

Community Development Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 346,060	\$ 354,568	\$ 373,800	\$ 352,200	\$ 563,500
OVERTIME	6,410	4,516	4,300	4,100	5,100
LONGEVITY	3,220	3,580	4,000	3,000	5,200
HEALTH & DENTAL	43,605	46,127	44,400	42,700	72,300
TMRS	49,753	50,146	50,100	47,100	75,500
FICA	26,890	27,236	29,000	26,000	42,800
WORKERS COMPENSATION	999	1,004	1,000	900	1,100
ALLOWANCES	2,040	2,040	2,100	2,000	3,600
OTHER BENEFITS	3,293	1,662	1,900	1,600	2,400
HSA CONTRIBUTION	-	-	-	1,000	4,000
PERSONNEL	482,270	490,879	510,600	480,600	775,500
OFFICE SUPPLIES	903	267	-	-	-
OPERATING SUPPLIES	2,855	1,617	5,100	4,500	7,100
FUEL	1,036	1,112	2,000	1,000	4,000
VEHICLE MAINTENANCE	417	2,513	1,000	1,500	2,500
COMMUNICATION	148	58	1,000	700	5,500
SURFACE WATER	-	-	-	-	1,000
EQUIPMENT LEASE/RENTAL	1,358	1,442	1,800	1,500	1,500
PROFESSIONAL DUES	785	280	800	800	1,850
PUBLICATIONS	-	1,478	500	500	1,000
TRAVEL & TRAINING	5,607	6,202	6,700	6,000	11,500
OTHER CONTRACTED SERVICES	669	564	11,700	70,000	82,000
COMMUNITY RELATIONS	2,000	152	3,300	300	2,300
TRANSFER TO VEHICLE REPLACEMENT FUND	5,000	5,000	5,000	5,000	5,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	-	-	-	-	7,000
OPERATING	20,778	20,684	38,900	91,800	132,250
FURNITURE & EQUIP <\$5000	1,280	-	-	-	-
OTHER EQUIPMENT	-	3,380	6,000	-	-
CAPITAL	1,280	3,380	6,000	-	-
DEVELOPMENT SERVICES DIVISION TOTAL	\$ 504,327	\$ 514,944	\$ 555,500	\$ 572,400	\$ 907,750

PUBLIC WORKS DEPARTMENT

Streets & Drainage Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 82,623	\$ 39,305	\$ 90,000	\$ 46,500	\$ 74,800
ON CALL	2,820	1,905	3,300	1,400	3,300
OVERTIME	10,272	6,808	8,000	8,000	8,000
LONGEVITY	440	380	500	440	600
HEALTH & DENTAL	26,213	8,798	27,700	12,000	24,300
TMRS	13,228	6,670	13,300	7,900	11,300
FICA	6,938	3,643	7,400	4,500	6,100
WORKERS COMPENSATION	2,240	1,121	2,200	1,200	1,300
OTHER BENEFITS	974	229	500	300	400
HSA CONTRIBUTION	-	-	-	1,000	4,000
PERSONNEL	145,747	68,859	152,900	83,240	134,100
OPERATING SUPPLIES	1,501	1,423	1,800	2,000	2,200
FUEL	2,208	3,522	4,000	2,000	3,000
EQUIPMENT MAINTENANCE	209	443	1,000	500	1,000
DRAINAGE MAINTENANCE	8,748	14,529	25,000	35,000	35,000
STREET MAINTENANCE	103,382	106,279	103,000	115,000	190,000
TRAFFIC CONTROL MAINTENANCE	-	-	1,000	1,000	1,000
TRAVEL & TRAINING	-	111	500	-	-
OTHER CONTRACTED SERVICES	5,265	8,347	15,000	15,000	45,000
COMMUNITY RELATIONS	-	-	1,000	1,000	1,000
TRANSFER TO VEHICLE REPLACEMENT FUND	8,000	8,000	8,000	8,000	8,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	180,800	120,800	106,500	106,500	146,800
OPERATING	310,113	263,452	266,800	286,000	433,000
OTHER EQUIPMENT	1,461	27,875	-	-	-
CAPITAL	1,461	27,875	-	-	-
STREETS & DRAINAGE DIVISION TOTAL	\$ 457,321	\$ 360,186	\$ 419,700	\$ 369,240	\$ 567,100

PUBLIC WORKS DEPARTMENT

Facility Maintenance Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 53,339	\$ 104,357	\$ 118,800	\$ 118,000	\$ 163,400
ON CALL	4,740	1,860	2,800	2,700	2,800
OVERTIME	4,730	2,080	3,500	2,000	3,000
LONGEVITY	620	180	300	345	500
HEALTH & DENTAL	30,516	24,489	26,800	23,900	41,600
TMRS	8,734	15,019	16,500	16,100	22,300
FICA	7,278	7,967	9,300	9,000	12,400
WORKERS COMPENSATION	2,157	2,527	2,700	2,900	2,800
ALLOWANCES	105	840	900	800	1,500
OTHER BENEFITS	1,136	442	700	600	800
HSA CONTRIBUTION	-	-	-	-	6,500
PERSONNEL	113,355	159,761	182,300	176,345	257,600
OFFICE SUPPLIES	268	-	-	-	2,500
OPERATING SUPPLIES	1,209	1,278	3,800	3,800	6,300
FUEL	671	1,029	1,000	1,000	2,000
EMERGENCY GENERATOR FUEL	4,083	2,576	3,700	3,700	3,700
EQUIPMENT MAINTENANCE	44,959	50,054	74,500	74,500	73,000
VEHICLE MAINTENANCE	904	1,668	1,000	5,000	1,000
BUILDING & GROUNDS MAINTENANCE	47,925	55,483	48,000	48,000	48,000
PROFESSIONAL DUES	-	699	500	500	600
TRAVEL & TRAINING	199	4,944	6,000	5,000	7,000
OTHER CONTRACTED SERVICES	253,138	312,644	315,000	300,000	312,000
TRANSFER TO VEHICLE REPLACEMENT FUND	8,000	8,000	8,000	8,000	8,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	23,300	23,000	22,800	22,800	26,100
TRANSFER TO EQUIPMENT REPLACEMENT FUND	174,000	138,300	173,400	173,400	178,800
OPERATING	558,656	599,675	657,700	645,700	669,000
LIGHT TRUCKS	-	-	-	-	40,000
OTHER EQUIPMENT	3,874	53,640	-	-	-
OTHER CONSTRUCTION COSTS	16,000	40,824	26,500	26,500	64,000
CAPITAL	19,874	94,464	26,500	26,500	104,000
FACILITY MAINTENANCE TOTAL	\$ 691,885	\$ 853,900	\$ 866,500	\$ 848,545	\$ 1,030,600

PUBLIC WORKS DEPARTMENT

General Services Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 270,390	\$ 281,385	\$ 296,400	\$ 282,500	\$ 301,700
ON CALL	9,975	11,850	11,000	10,500	11,000
OVERTIME	8,579	14,254	7,000	11,000	8,000
LONGEVITY	2,710	3,045	3,400	2,300	2,500
HEALTH & DENTAL	48,285	50,076	52,000	49,400	59,400
TMRS	40,236	42,952	41,700	40,300	42,500
FICA	21,594	22,957	23,500	21,700	23,400
WORKERS COMPENSATION	5,492	5,909	5,400	5,700	4,300
ALLOWANCES	856	2,040	2,100	1,500	2,100
OTHER BENEFITS	2,502	1,338	1,500	1,500	1,600
HSA CONTRIBUTION	-	-	-	1,125	5,500
PERSONNEL	410,619	435,805	444,000	427,525	462,000
OFFICE SUPPLIES	539	-	-	-	-
OPERATING SUPPLIES	8,858	6,861	11,000	12,000	12,000
FUEL	5,764	7,276	9,000	5,000	7,000
EQUIPMENT MAINTENANCE	1,599	8,202	6,500	3,500	6,000
VEHICLE MAINTENANCE	16,334	9,416	7,000	8,000	8,000
TRAFFIC CONTROL MAINTENANCE	18,402	28,137	25,000	20,000	22,000
ELECTRIC SERVICE	4,653	5,240	5,000	5,500	5,200
NATURAL GAS SERVICE	691	848	850	900	900
EQUIPMENT LEASE/RENTAL	232	254	400	300	300
PROFESSIONAL DUES	1,949	2,053	3,400	2,500	3,200
PUBLICATIONS	395	400	800	950	950
TRAVEL & TRAINING	7,258	7,718	10,000	8,000	8,000
OTHER CONTRACTED SERVICES	19,306	22,537	36,000	25,000	30,000
COMMUNITY RELATIONS	50,021	24,109	2,000	3,400	2,000
TRANSFER TO VEHICLE REPLACEMENT FUND	31,000	28,000	28,000	28,000	28,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	28,900	27,500	30,000	30,000	30,200
TRANSFER TO ASSET REPLACEMENT FUND	113,700	95,400	55,700	55,700	51,500
OPERATING	309,601	273,951	230,650	208,750	215,250
OTHER EQUIPMENT	-	15,037	10,000	10,000	8,000
CONSTRUCTION COSTS	17,006	7,370	7,500	7,500	5,000
CAPITAL	17,006	22,407	17,500	17,500	13,000
GENERAL SERVICES DIVISION TOTAL	\$ 737,226	\$ 732,163	\$ 692,150	\$ 653,775	\$ 690,250

PUBLIC WORKS DEPARTMENT

Planning Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 164,127	\$ 145,022	\$ 181,300	\$ 166,000	\$ -
OVERTIME	754	216	1,000	600	-
LONGEVITY	1,690	1,810	2,000	1,930	-
HEALTH & DENTAL	14,353	14,342	14,900	14,100	-
TMRS	23,096	20,376	24,200	22,200	-
FICA	12,754	10,989	14,100	12,800	-
WORKERS COMPENSATION	476	436	500	500	-
ALLOWANCES	1,376	1,200	1,200	1,200	-
OTHER BENEFITS	1,281	687	500	800	-
PERSONNEL	219,906	195,079	239,700	220,130	-
OFFICE SUPPLIES	63	-	-	-	-
OPERATING SUPPLIES	2,774	1,994	2,200	2,000	-
FUEL	1,717	2,023	3,000	2,000	-
VEHICLE MAINTENANCE	695	867	1,200	2,000	-
COMMUNICATION	4,616	5,145	4,000	4,000	-
SURFACE WATER	-	-	-	1,000	-
CONSULTANTS	12,825	15,000	15,000	15,000	-
PROFESSIONAL DUES	780	910	1,000	1,000	-
TRAVEL & TRAINING	1,951	2,284	4,700	3,000	-
OTHER CONTRACTED SERVICES	48,600	64,119	78,000	50,000	-
COMMUNITY RELATIONS	1,360	505	2,800	2,000	-
TRANSFER TO VEHICLE REPLACEMENT FUND	5,300	5,300	5,300	5,300	-
OPERATING	80,680	98,146	117,200	87,300	-
 PLANNING DIVISION TOTAL	 \$ 300,586	 \$ 293,225	 \$ 356,900	 \$ 307,430	 \$ -

* Moved to Community Development in the 2020 Budget

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department is responsible for operating and maintaining the West University Place Recreation Center, the Colonial Park/Pool, the Community Building/Senior Center, the Scout House and nine (9) municipal parks and playgrounds. The department also is responsible for planning, implementing and evaluating a variety of recreational/leisure activities and special events for all ages.

PARKS AND RECREATION DEPARTMENT DIVISIONS

Administration – Provides management and leadership for the department’s divisions; includes Friends of West University Place Parks Fund Executive Director. (2020 Budget - \$469,200)

Senior Services – Provides transportation, leisure and social services for the senior citizens of West University Place. (2020 Budget - \$444,300)

Recreation Center – Operation of the pool and recreation facilities at the West University Place Recreation Center and special events. (2020 Budget - \$2,035,400)

Parks Maintenance – Maintains the city’s parks and landscaping. (2020 Budget - \$715,100)

Colonial Park Pool – Operation of the pool at Colonial Park. (2020 Budget - \$490,900)

PARKS AND RECREATION DEPARTMENT 2020 GOALS

- * Complete a five year follow up parks and program preference survey.
- * Update Friends of West U Parks Fund bylaws.
- * Complete a Senior Services Needs Assessment and Plan.
- * Continue to explore and develop public/private partnership opportunities.
- * Increase marketing efforts to engage more resident participation in activities, classes and special events.
- * Increase the number of Recreation Center and Colonial Park Pool Memberships.
- * Evaluate Work Order request system.
- * Complete playground and lighting updates to Colonial Park East.
- * Enhance Colonial Park Pool customers’ experiences by completing improvements.

PARKS AND RECREATION DEPARTMENT BUDGET HIGHLIGHTS

- * Authorized full-time employees – 12 (2019 authorized full-time employees – 12).
- * Total budget - \$4,154,900 (2019 total budget - \$4,056,700).

PARKS & RECREATION DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>P&R Administration</i>					
Personnel	\$ 415,128	\$ 364,642	\$ 365,600	\$ 367,555	\$ 383,300
Operating charges	223,950	225,121	212,300	208,100	85,900
Capital	-	6,768	2,200	2,200	-
Total	639,078	596,531	580,100	577,855	469,200
<i>Senior Services</i>					
Personnel	221,878	227,205	241,200	229,995	246,500
Operating charges	142,800	146,894	155,500	172,900	197,800
Total	364,678	374,100	396,700	402,895	444,300
<i>Recreation Center</i>					
Personnel	616,498	708,165	782,800	771,255	802,300
Operating charges	868,832	998,900	1,166,800	1,270,200	1,232,100
Capital	5,171	-	-	-	1,000
Total	1,490,501	1,707,065	1,949,600	2,041,455	2,035,400
<i>Parks Maintenance</i>					
Personnel	192,092	194,110	218,800	213,540	225,400
Operating charges	401,704	367,701	391,000	385,050	489,700
Total	593,795	561,810	609,800	598,590	715,100
<i>Colonial Park</i>					
Personnel	167,446	167,046	219,500	217,600	208,300
Operating charges	339,785	292,328	299,200	286,080	282,600
Capital	2,601	-	1,800	1,800	-
Total	509,832	459,374	520,500	505,480	490,900
<i>Total Department</i>	\$ 3,597,884	\$ 3,698,880	\$ 4,056,700	\$ 4,126,275	\$ 4,154,900

Parks and Recreation Department Staffing Schedule

POSITION	GRADE	2019		2020		SALARY RANGE	
		BUDGET	BUDGET	BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Parks and Recreation</i>							
<i>Administration</i>							
Parks and Recreation Director	G41	1	1	112,207	190,753		
Administrative Manager	G31	1	1	71,309	114,095		
Executive Director FWUP	G23A	1	1	53,482	85,572		
<i>Senior Services</i>							
Senior Services Manager	G23	1	1	61,802	92,703		
Program Specialist-Sr. Services	G15	1	1	41,638	60,376		
<i>Recreation Center</i>							
Recreation Manager	G31	1	1	71,309	114,095		
Assistant Recreation Manager	G22	1	1	58,859	88,288		
Program Specialist- Aquatics & Recreation	G17	2	2	52,400	75,981		
<i>Parks Maintenance</i>							
Park Maintenance Manager	G31	1	1	71,309	114,095		
Parks Technician	G12	2	2	28,313	41,054		
<i>Total Parks and Recreation Department</i>		12	12				

PARKS AND RECREATION DEPARTMENT

Parks and Recreation Administration Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 302,420	\$ 257,251	\$ 257,300	\$ 256,800	\$ 266,500
OVERTIME	-	86	-	-	-
LONGEVITY	2,478	3,025	3,300	3,205	3,400
HEALTH & DENTAL	33,584	36,541	38,600	41,000	40,200
TMRS	43,008	37,011	35,200	35,100	36,400
FICA	22,828	19,228	19,600	19,000	20,200
WORKERS COMPENSATION	618	522	500	500	400
ALLOWANCES	7,859	8,993	8,900	8,500	8,900
OTHER BENEFITS	1,580	1,008	1,200	1,200	1,300
HSA CONTRIBUTION	-	-	-	1,250	5,000
EMPLOYEE RELATIONS	753	977	1,000	1,000	1,000
PERSONNEL	415,128	364,642	365,600	367,555	383,300
OFFICE SUPPLIES	956	883	1,000	1,000	1,000
OPERATING SUPPLIES	2,652	6,228	3,000	3,000	3,000
SWIMMING POOL MAINTENANCE	6,621	2,777	-	-	-
COMMUNICATION	25,985	26,099	25,800	24,000	30,200
ELECTRIC SERVICE	10,523	11,553	11,000	12,000	-
NATURAL GAS SERVICE	1,147	1,099	2,000	1,000	-
EQUIPMENT LEASE/RENTAL	3,550	3,864	4,000	4,000	4,000
PROFESSIONAL DUES	2,247	2,534	3,000	2,600	2,600
TRAVEL & TRAINING	4,832	2,604	6,100	4,100	6,000
TRI-SPORTS	125,000	125,000	125,000	125,000	-
COMMUNITY RELATIONS	4,338	4,480	4,500	4,500	12,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	36,100	38,000	26,900	26,900	27,100
OPERATING	223,950	225,121	212,300	208,100	85,900
FURNITURE & EQUIP <\$5000	-	-	2,200	2,200	-
FURNITURE & FIXTURES	-	6,768	-	-	-
CAPITAL	-	6,768	2,200	2,200	-
PARKS AND RECREATION ADMINISTRATION DIVISION TOTAL	\$ 639,078	\$ 596,531	\$ 580,100	\$ 577,855	\$ 469,200

PARKS AND RECREATION DEPARTMENT

Senior Services Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 128,040	\$ 131,365	\$ 139,800	\$ 138,900	\$ 143,200
PART-TIME WAGES	40,354	46,311	48,000	39,900	48,000
OVERTIME	1,388	1,284	1,400	1,200	1,400
LONGEVITY	1,540	(67)	1,500	1,320	1,500
HEALTH & DENTAL	17,050	14,851	15,400	14,600	15,400
TMRS	18,008	18,100	18,600	18,400	19,100
FICA	12,793	13,283	14,500	13,700	14,700
WORKERS COMPENSATION	1,550	870	1,300	900	1,000
ALLOWANCES	-	618	-	-	-
OTHER BENEFITS	1,153	589	700	700	700
HSA CONTRIBUTION	-	-	-	375	1,500
PERSONNEL	221,878	227,205	241,200	229,995	246,500
OFFICE SUPPLIES	530	768	1,000	800	800
OPERATING SUPPLIES	3,325	3,770	3,000	3,000	3,000
FUEL	1,363	1,564	2,000	2,000	2,000
EQUIPMENT MAINTENANCE	128	236	-	-	-
VEHICLE MAINTENANCE	375	2,424	1,000	1,200	1,000
COMMUNICATION	12,225	11,530	12,000	12,000	16,200
ELECTRIC SERVICE	-	-	-	-	10,200
NATURAL GAS SERVICE	-	-	-	-	1,500
EQUIPMENT LEASE/RENTAL	1,374	1,388	1,300	1,300	1,300
PROFESSIONAL DUES	170	289	300	300	300
TRAVEL & TRAINING	1,019	669	1,700	1,200	1,200
CREDIT CARD FEES	2,788	3,099	3,700	3,600	4,000
INSTRUCTOR FEES	42,144	49,510	44,500	65,000	65,000
COMMUNITY RELATIONS	14,385	11,279	18,000	15,500	24,500
BOARDS AND COMMITTEES	2,974	4,369	5,000	5,000	5,000
TRANSFER TO VEHICLE REPLACEMENT FUND	9,000	9,000	9,000	9,000	9,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	46,200	42,600	49,800	49,800	50,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	4,800	4,400	3,200	3,200	2,800
OPERATING	142,800	146,894	155,500	172,900	197,800
SENIOR SERVICES DIVISION TOTAL	\$ 364,678	\$ 374,100	\$ 396,700	\$ 402,895	\$ 444,300

PARKS AND RECREATION DEPARTMENT

Recreation Center Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 250,325	\$ 237,573	\$ 278,400	\$ 267,300	\$ 273,200
PART-TIME WAGES	229,716	332,501	347,300	352,800	365,000
ON CALL	885	645	1,500	1,300	2,300
OVERTIME	11,120	5,362	12,700	4,800	8,200
LONGEVITY	1,705	1,250	1,500	1,555	1,800
HEALTH & DENTAL	35,110	26,851	30,200	30,000	29,100
TMRS	37,289	49,999	51,500	51,300	54,200
FICA	37,301	43,826	48,800	49,400	49,600
WORKERS COMPENSATION	6,653	5,549	6,600	7,200	8,000
ALLOWANCES	4,150	3,608	2,900	2,800	3,500
OTHER BENEFITS	2,244	1,002	1,400	1,300	1,400
HSA CONTRIBUTION	-	-	-	1,500	6,000
PERSONNEL	616,498	708,165	782,800	771,255	802,300
OFFICE SUPPLIES	1,272	2,843	2,500	2,500	2,500
OPERATING SUPPLIES	54,073	62,223	65,700	65,000	68,200
TREATMENT CHEMICALS	9,144	11,388	14,600	14,600	14,600
EQUIPMENT MAINTENANCE	9,786	8,285	8,100	8,100	12,000
SWIMMING POOL MAINTENANCE	26,328	24,008	25,500	25,500	22,000
COMMUNICATION	1,864	4,712	5,500	5,000	6,100
ELECTRIC SERVICE	96,691	102,804	97,000	107,000	89,000
NATURAL GAS SERVICE	17,916	15,797	20,000	15,600	17,500
EQUIPMENT LEASE/RENTAL	6,564	6,438	4,400	4,000	4,000
PROFESSIONAL DUES	999	840	1,700	1,500	1,500
TRAVEL & TRAINING	9,143	10,300	10,000	10,000	7,700
CREDIT CARD FEES	24,519	25,380	35,600	35,600	39,200
INSTRUCTOR FEES	406,833	527,882	685,400	785,000	785,000
TRANSFER TO TECHNOLOGY					
MANAGEMENT FUND	85,500	98,400	104,000	104,000	102,600
TRANSFER TO ASSET REPLACEMENT					
FUND	118,200	97,600	86,800	86,800	60,200
OPERATING	868,832	998,900	1,166,800	1,270,200	1,232,100
FURNITURE & EQUIP <\$5000	5,171	-	-	-	1,000
CAPITAL	5,171	-	-	-	1,000
RECREATION CENTER DIVISION					
TOTAL	\$ 1,490,501	\$ 1,707,065	\$ 1,949,600	\$ 2,041,455	\$ 2,035,400

PARKS AND RECREATION DEPARTMENT

Parks Maintenance Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 112,488	\$ 126,090	\$ 139,400	\$ 139,100	\$ 142,100
PART-TIME WAGES	7,858	2,565	6,000	2,000	6,800
ON CALL	1,095	1,440	1,800	1,600	1,800
OVERTIME	6,746	1,663	2,000	1,800	1,900
LONGEVITY	430	357	400	465	600
HEALTH & DENTAL	31,215	30,620	35,100	33,300	32,200
TMRS	17,051	17,589	18,900	18,800	19,200
FICA	9,642	9,779	11,000	11,000	11,100
WORKERS COMPENSATION	2,263	2,308	2,500	2,500	1,900
ALLOWANCES	2,040	1,050	900	800	1,500
OTHER BENEFITS	1,263	647	800	800	800
HSA CONTRIBUTION	-	-	-	1,375	5,500
PERSONNEL	192,092	194,110	218,800	213,540	225,400
OFFICE SUPPLIES	229	104	300	300	300
OPERATING SUPPLIES	3,911	3,273	4,100	4,100	4,100
FUEL	3,793	4,344	5,000	5,000	5,000
EQUIPMENT MAINTENANCE	1,111	668	1,200	1,350	1,700
VEHICLE MAINTENANCE	2,379	13,383	2,400	2,000	2,000
BUILDING & GROUNDS MAINTENANCE	93,027	73,315	87,400	86,400	25,000
ELECTRIC SERVICE	14,162	13,329	16,000	14,400	13,500
TRAVEL & TRAINING	3,125	5,432	4,500	2,700	4,000
OTHER CONTRACTED SERVICES	185,668	170,252	180,300	179,000	343,600
TRANSFER TO VEHICLE REPLACEMENT FUND	8,000	8,000	8,000	8,000	8,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	20,000	18,400	23,700	23,700	24,600
TRANSFER TO ASSET REPLACEMENT FUND	66,300	57,200	58,100	58,100	57,900
OPERATING	401,704	367,701	391,000	385,050	489,700
PARKS MAINTENANCE DIVISION	\$ 593,795	\$ 561,810	\$ 609,800	\$ 598,590	\$ 715,100

PARKS AND RECREATION DEPARTMENT

Colonial Park Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 1,830	\$ 11	\$ -	\$ -	\$ -
PART-TIME WAGES	150,607	151,039	200,700	198,400	191,300
OVERTIME	506	226	-	600	-
TMRS	-	231	-	-	-
FICA	11,703	11,705	15,400	15,000	14,600
WORKERS COMPENSATION	2,800	3,835	3,400	3,600	2,400
PERSONNEL	167,446	167,046	219,500	217,600	208,300
OFFICE SUPPLIES	514	180	1,200	800	800
OPERATING SUPPLIES	31,481	33,078	33,500	33,400	29,600
TREATMENT CHEMICALS	17,835	16,149	18,500	17,000	18,500
EQUIPMENT MAINTENANCE	438	871	1,500	1,500	1,000
SWIMMING POOL MAINTENANCE	42,659	44,610	53,000	53,000	76,400
COMMUNICATION	655	752	3,300	2,000	2,000
ELECTRIC SERVICE	45,514	39,247	47,000	37,600	42,000
NATURAL GAS SERVICE	639	685	1,000	800	1,000
EQUIPMENT LEASE/RENTAL	377	480	400	480	500
CREDIT CARD FEES	2,472	4,076	4,200	3,900	4,300
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	50,700	57,200	62,500	62,500	62,900
TRANSFER TO ASSET REPLACEMENT FUND	146,500	95,000	73,100	73,100	43,600
OPERATING	339,785	292,328	299,200	286,080	282,600
FURNITURE & EQUIP < \$5000	2,601	-	1,800	1,800	-
CAPITAL	2,601	-	1,800	1,800	-
COLONIAL PARK DIVISION TOTAL	\$ 509,832	\$ 459,374	\$ 520,500	\$ 505,480	\$ 490,900

GENERAL FUND

Transfers

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
TRANSFER FROM EMERGENCY GRANT FUND	-	20,048	-	-	-
TRANSFER FROM WATER & SEWER FUND	1,545,500	1,250,000	1,250,000	1,250,000	1,250,000
TRANSFER FROM SOLID WASTE FUND	59,400	260,000	310,000	310,000	310,000
TRANSFER FROM EMPLOYEE BENEFIT FUND	146,500	-	142,500	142,500	-
TRANSFER FROM HUMAN RESOURCE SVCS	-	-	-	-	76,200
TRANSFERS IN	\$ 1,751,400	\$ 1,530,048	\$ 1,702,500	\$ 1,702,500	\$ 1,636,200
TRANSFER TO CAPITAL PROJECT FUND	-	200,000	-	-	-
TRANSFER TO CAPITAL RESERVE FUND	500,000	-	-	-	-
TRANSFER TO EMPLOYEE BENEFIT FUND	-	-	-	-	33,700
TRANSFER TO HUMAN RESOURCE SVCS FUND	-	-	-	-	249,900
TRANSFERS OUT	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ 283,600

DEBT SERVICE FUND

SUMMARY DISCUSSION

The Debt Service Fund is established by ordinances authorizing the issuance of general obligation bonds. These same ordinances call for levying an *ad valorem* (property) tax to provide the funds to pay the principal and interest due on the city's general obligation bonds and certificates of obligation. In simpler terms, the Fund accounts for the repayment of borrowed money and the payment of interest that lenders charge the city to borrow.

The City of West University Place uses debt financing to fund large capital investments. Streets, drainage, water and wastewater systems are all constructed with borrowed funds. The Debt Service Fund does not finance all of the city's bonded debt service. The Water and Sewer Fund also provides funds to repay debt. Funding the 2020 debt service payments requires an *ad valorem* tax rate of \$.11952 per \$100 of assessed value in tax year 2019, a decrease of 3.6% or \$0.00451 per \$100.

In 2020, the Debt Service Fund will pay \$9,047,783 of debt service, issuance costs and fiscal agent fees, an increase of \$158,291 from 2019. The City Charter limits the city's bonded debt to no more than 5% of the assessed property values. Since the projected assessed value for the city for tax year 2019 is estimated to be \$6.522 billion, the current debt limit under this provision is \$326.1 million. As of December 31, 2019, the city will owe a total of \$34.50 million to bondholders for all existing outstanding principal. Of this total, the Debt Service Fund, using property taxes, will provide \$30.74 million. The funding for the remaining \$3.76 million in debt is generated from user fees in the Water and Sewer Fund.

The most recent Standard and Poor's Investor Services bond ratings for West University Place's General Obligation Bonds were that agency's highest rating, AAA. Relative stability in assessed values, the political stability of the community, and the underlying strength in the Houston Area economy have kept the City's credit ratings high.

FUTURE ACTIVITY

Annual debt service on the current outstanding bonds will reach a maximum of \$8.99 million in 2020 and will significantly drop off in 2021, if no additional debt is issued, when the outstanding bonds issued prior to 2009 are retired. During the recent period of historically low interest rates, the city continued to refund all bonds that are available for refunding, significantly reducing interest that the city had to pay. Most outstanding bonds are at interest rates close to the current market; however, in early 2020 the City is refunding some debt to take advantage of the exceptionally low interest rates.

DEBT SERVICE FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES:					
CURRENT YEAR PROPERTY TAXES	\$ 7,645,144	\$ 7,544,671	\$ 7,634,454	\$ 7,600,000	\$ 7,791,641
PRIOR YEAR PROPERTY TAXES	20,210	17,475	16,700	20,100	19,100
PENALTY AND INTEREST	31,389	26,071	32,500	32,400	32,500
EARNINGS ON INVESTMENTS	7,214	19,740	13,900	20,500	20,300
TRANSFER FROM 2019 CERT OF OBLIGATION FUND	-	-	-	4,750	-
TRANSFER FROM WATER & SEWER FUND	1,193,554	1,200,246	1,196,038	1,196,038	1,184,183
GENERAL OBLIGATION BOND PROCEEDS	9,965,000	-	-	-	-
TOTAL REVENUES	18,862,511	8,808,203	8,893,592	8,873,788	9,047,724
EXPENDITURES:					
BOND PRINCIPAL	7,485,000	7,770,000	7,910,000	7,910,000	8,060,000
INTEREST ON BONDS	1,422,468	1,063,783	920,492	920,492	930,783
FISCAL AGENT FEES	4,000	6,250	9,000	6,250	7,000
ISSUANCE COSTS	82,050	-	50,000	4,750	50,000
PAYMENT TO REFUNDED BOND ESCROW	9,881,593	-	-	-	-
TOTAL EXPENDITURES	18,875,109	8,840,033	8,889,492	8,841,492	9,047,783
NET REVENUES	(12,598)	(31,830)	4,100	32,296	(59)
BEGINNING BALANCE	912,718	900,120	850,523	868,289	900,585
ENDING BALANCE	900,120	868,289	854,623	900,585	900,526

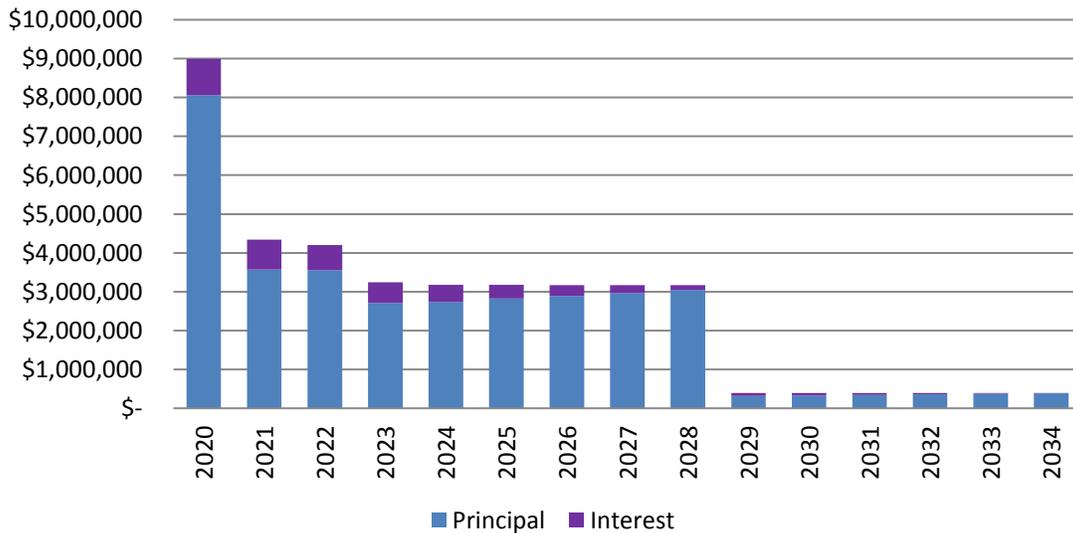
**CITY OF WEST UNIVERSITY PLACE
GENERAL LONG TERM DEBT
SCHEDULE OF FISCAL YEAR REQUIREMENTS**

Series	Obligation	Amount of Issue	Principal Outstanding January 1, 2020	Principal & Interest Requirements for 2020			Principal Outstanding December 31, 2020
				Principal	Interest	Total	
2009	Permanent Improvement & Refunding	11,740,000	3,600,000	140,000	148,788	288,788	3,460,000
2009	Certificates of Obligation	1,295,000	920,000	55,000	38,544	93,544	865,000
2010	Permanent Improvement	5,000,000	2,135,000	100,000	74,350	174,350	2,035,000
2010	Permanent Improvement Refunding	11,145,000	2,485,000	1,240,000	68,400	1,308,400	1,245,000
2010	Certificates of Obligation	6,900,000	2,905,000	100,000	101,838	201,838	2,805,000
2010A	Certificates of Obligation	1,660,000	945,000	90,000	35,550	125,550	855,000
2011	Permanent Improvement Refunding	4,790,000	395,000	395,000	5,925	400,925	-
2011	Certificates of Obligation	910,000	750,000	20,000	16,625	36,625	730,000
2012	Permanent Improvement Refunding	8,555,000	2,990,000	2,990,000	29,900	3,019,900	-
2013	Permanent Improvement Refunding	16,360,000	2,445,000	2,445,000	21,394	2,466,394	-
2016	General Obligation Refunding	3,170,000	1,135,000	390,000	13,583	403,583	745,000
2017	General Obligation Refunding	9,965,000	9,755,000	95,000	195,121	290,121	9,660,000
2019	Certificates of Obligation	4,040,000	4,040,000	-	180,767	180,767	4,040,000
Total			\$ 34,500,000	\$ 8,060,000	\$ 930,783	\$ 8,990,783	\$ 26,440,000

**CITY OF WEST UNIVERSITY PLACE
GENERAL LONG TERM DEBT
PRINCIPAL AND INTEREST REQUIREMENTS
As of January 1, 2020**

Fiscal Year	Principal	Interest Due 2/1	Interest Due 8/1	Interest	Total
2020	8,060,000	519,927	410,856	930,783	8,990,783
2021	3,575,000	410,856	352,099	762,956	4,337,956
2022	3,555,000	352,099	291,717	643,816	4,198,816
2023	2,710,000	291,717	242,674	534,391	3,244,391
2024	2,740,000	242,674	194,669	437,343	3,177,343
2025	2,825,000	194,669	158,177	352,846	3,177,846
2026	2,895,000	158,177	120,758	278,935	3,173,935
2027	2,970,000	120,758	82,198	202,956	3,172,956
2028	3,050,000	82,198	42,400	124,599	3,174,599
2029	320,000	42,400	36,000	78,400	398,400
2030	330,000	36,000	29,400	65,400	395,400
2031	345,000	29,400	22,500	51,900	396,900
2032	360,000	22,500	15,300	37,800	397,800
2033	375,000	15,300	7,800	23,100	398,100
2034	390,000	7,800	0	7,800	397,800
	\$ 34,500,000	\$ 2,526,475	\$ 2,006,548	\$ 4,533,024	\$ 39,033,024

Annual Debt Service Requirements



WATER AND SEWER FUND

SUMMARY DISCUSSION

The Water and Sewer Fund (W&S Fund) is an enterprise fund and, like business enterprises in the private sector, is meant to be self-supporting. The W&S Fund accounts for the revenue, expenditures and transfers associated with the operation of the water and wastewater systems. User fees finance the systems and their services.

The W&S Fund budget is similar to the General Fund budget in that it is prepared using the modified accrual basis of accounting. Revenues are recognized when they are earned, because they are considered measurable and available to finance current operations. Expenditures are recognized when they are incurred. Debt service is recognized when paid.

In terms of revenue, the W&S Fund produces less than half the revenues generated in the General Fund. In spite of its smaller revenue base, the W&S Fund's impact in the community may well exceed the impact of the General Fund. Often the initial operation of a city is its water utility and, in many cases, the reason for incorporating a city is the need for clean, safe drinking water and the sanitary disposal of wastewater. Water and sewer systems are capital-intensive and expensive to construct. Operating costs are insignificant when compared to expenditures made to acquire and repair other capital assets.

In order for the W&S Fund to be self-supporting, the water and sewer service fees must reflect both the cost of operations and the cost of capital, or else the system will deteriorate. Typically, the cost of capital is reflected in the water and sewer rates by charging a rate sufficient to cover the operating costs plus the debt service costs associated with major capital maintenance.

FUND FINANCIAL ACTIVITY

2019 Financial Activity - W&S Fund gross revenues are expected to be \$7.98 million, consistent with the budgeted amount of \$7.98 million.

Operating expenditures in 2019 are expected to be approximately \$5.59 million, which is below 2019 Budget appropriations of \$5.73 million. Debt service, administrative cost and a transfer to the Water & Sewer Capital Project Fund adds \$2.15 million more to the total expenditures. Altogether, W&S Fund 2019 expenditures are expected to total approximately \$7.74 million which is below the 2019 Budget of \$7.88 million.

The 2020 Budget - The 2020 Budget anticipates total Water and Sewer Utility Fund revenues of approximately \$8.21 million which is consistent with 2019 revenues. These revenues include an approximately 2.32% rate increase for water and a 2.76% increase for sewer.

System operations, including the Utility Billing division, are appropriated at \$6.12 million, including \$1.25 million transferred to the General Fund for the administrative cost allocation

The transfer to the Water & Sewer Capital Project Fund is \$900,000 based on the 2017 Water and Wastewater Cost of Service and Rate Design Study.

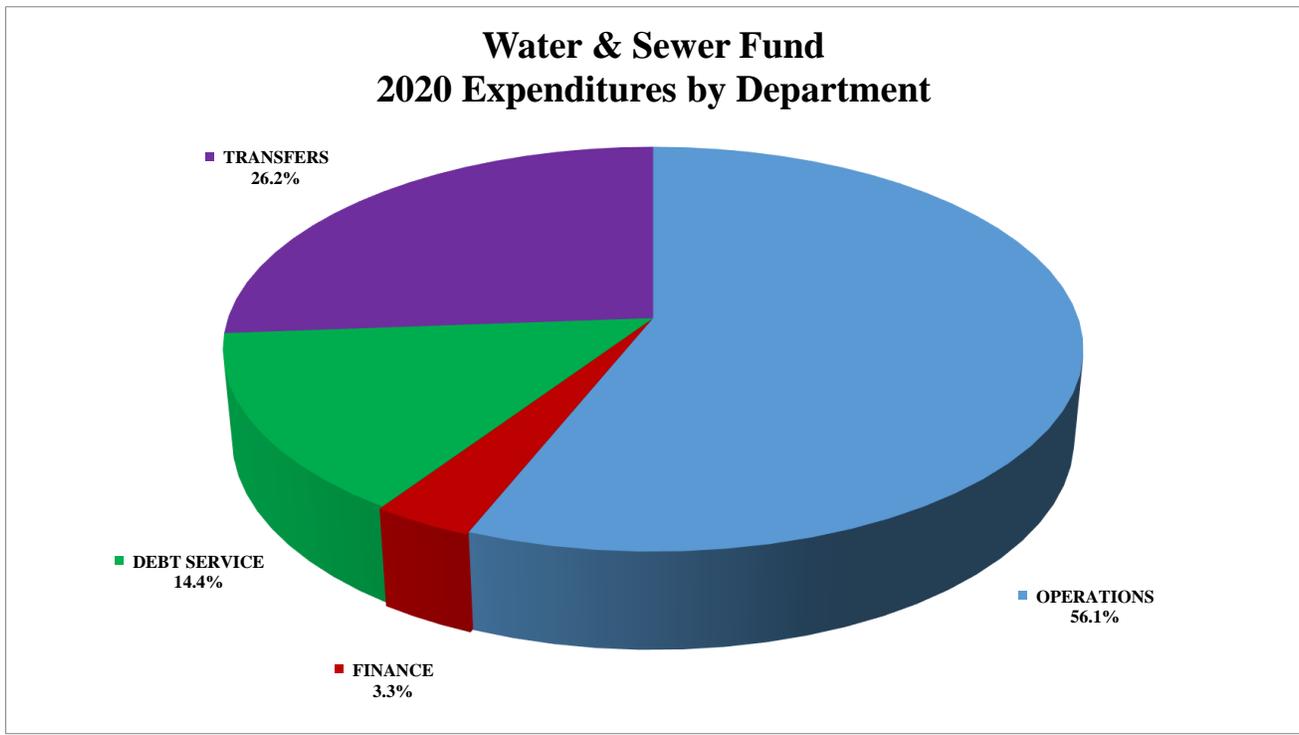
Debt service for 2020 is \$1.19 million (principal and interest) on outstanding bonds. The total debt service for the remaining bonds will steadily decrease from a high of \$1.19 million in 2020 to \$954,137 at the final payment on February 1, 2022.

For the Future - The W&S Fund is the most difficult of all of the City's funds to predict. Water usage can vary dramatically with the weather. All projections and budgets are based on averages and likely to differ considerably from actual results. Most costs also vary as revenues fluctuate, but are generally expected to increase an average of 3% per year. While much of the system's delivery and collection infrastructure is new, some key components are aging dramatically: Lift stations, elevated towers and water wells will all need major overhauls in the foreseeable future.

Anticipated rate increases from the City of Houston above 5% budgeted and increasing costs of service could require additional rate increases to keep pace with the City of Houston's rate increase for treated water and other operational costs of providing service.

**WATER AND SEWER FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES:					
FEMA REIMBURSEMENT	\$ -	\$ 54,672	\$ -	\$ 22,500	\$ -
WATER SERVICE	5,021,910	4,837,966	4,900,000	4,810,000	4,932,500
SEWER SERVICE	2,398,041	2,849,955	2,950,000	2,980,000	3,069,500
PENALTIES	53,487	60,405	55,000	62,000	60,000
CONNECTION FEE	62,395	99,850	70,000	88,300	80,000
EARNINGS ON INVESTMENTS	915	3,193	-	13,000	12,300
MISCELLANEOUS	9,062	52,591	7,000	4,900	7,000
TRANSFER FROM EMPLOYEE BENEFIT FUND	-	29,700	-	-	-
TRANSFER FROM HUMAN RESOURCE SVCS FUND	-	-	-	-	44,600
TOTAL REVENUE	7,545,810	7,988,332	7,982,000	7,980,700	8,205,900
EXPENDITURES BY DEPARTMENT:					
DEBT SERVICE	1,250,528	1,196,193	1,196,038	1,196,038	1,184,183
FINANCE	278,441	238,800	246,800	239,005	271,700
PUBLIC WORKS	3,976,083	4,154,929	4,291,050	4,151,075	4,601,400
TRANSFER TO GENERAL FUND	1,545,500	1,250,000	1,250,000	1,250,000	1,250,000
TRANSFER TO WATER & SEWER CAPITAL PROJECTS FUND	-	900,000	900,000	900,000	900,000
TOTAL EXPENDITURES	7,050,552	7,739,923	7,883,888	7,736,118	8,207,283
NET REVENUES (EXPENDITURES)	495,257	248,410	98,112	244,582	(1,383)
BEGINNING WORKING CAPITAL	76,163	333,186	779,995	581,596	826,178
ENDING WORKING CAPITAL	\$ 571,420	\$ 581,596	\$ 878,107	\$ 826,178	\$ 824,795



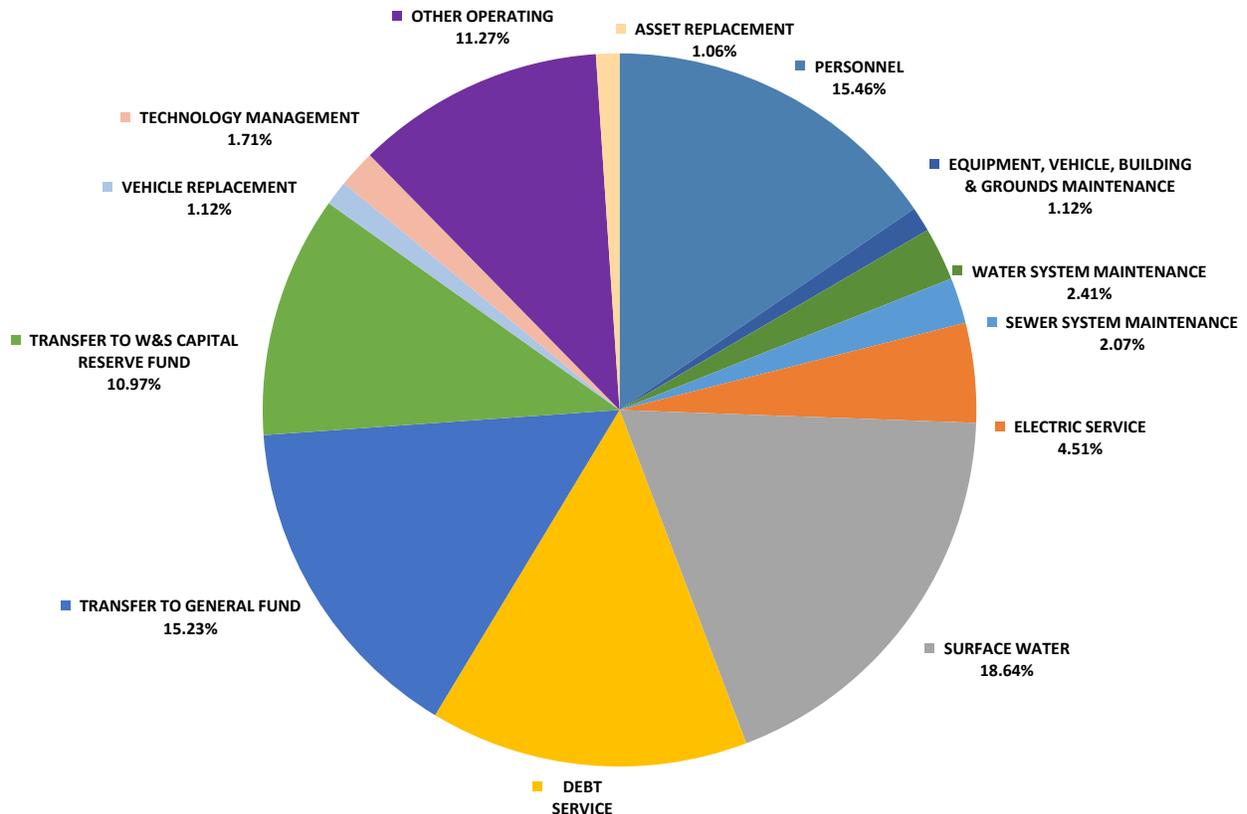
WATER AND SEWER FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES:					
FEMA REIMBURSEMENT	\$ -	\$ 54,672	\$ -	\$ 22,500	\$ -
WATER SERVICE	5,021,910	\$ 4,837,966	\$ 4,900,000	\$ 4,810,000	\$ 4,932,500
SEWER SERVICE	2,398,041	2,849,955	2,950,000	2,980,000	3,069,500
PENALTIES	53,487	60,405	55,000	62,000	60,000
CONNECTION FEE	62,395	99,850	70,000	88,300	80,000
EARNINGS ON INVESTMENTS	915	3,193	-	13,000	12,300
MISCELLANEOUS	9,062	52,591	7,000	4,900	7,000
TRANSFER FROM EMPLOYEE BENEFIT FUND	-	29,700	-	-	-
TRANSFER FROM HUMAN RESOURCE SVCS	-	-	-	-	44,600
TOTAL REVENUE	7,545,810	7,988,332	7,982,000	7,980,700	8,205,900
EXPENDITURES:					
REGULAR WAGES	734,995	720,429	743,500	752,300	797,800
PART-TIME WAGES	-	-	-	-	-
ON CALL	13,125	14,265	13,800	13,800	14,800
OVERTIME	73,443	71,285	80,000	73,900	80,000
LONGEVITY	8,015	7,067	7,800	7,055	7,200
HEALTH & DENTAL	139,644	149,659	158,050	143,000	147,300
TMRS	115,461	112,431	110,900	109,300	118,100
FICA	60,611	58,610	61,700	60,500	65,500
WORKERS COMPENSATION	12,804	13,234	11,700	12,900	9,000
ALLOWANCES	6,913	6,337	5,000	3,700	5,600
OTHER BENEFITS	6,784	3,308	3,800	3,500	3,900
HSA CONTRIBUTION	-	-	-	4,375	17,500
EMPLOYEE RELATIONS	1,305	1,402	2,500	550	2,000
ACCRUED VACATION	(15,588)	4,306	-	-	-
PENSION EXPENSE	113,757	11,795	-	-	-
OPEB Expense	8,762	44,780	-	-	-
OFFICE SUPPLIES	1,657	2,039	1,800	1,700	1,800
OPERATING SUPPLIES	22,720	16,547	20,000	20,000	24,500
FUEL	9,846	12,118	14,000	14,000	17,000
TREATMENT CHEMICALS	87,255	104,152	120,000	100,000	100,000
EQUIPMENT MAINTENANCE	31,517	22,334	27,000	25,000	27,300
VEHICLE MAINTENANCE	19,012	22,760	15,000	15,000	15,000
BUILDING & GROUNDS MAINTENANCE	30,534	68,762	51,000	50,000	50,000
WATER SYSTEM MAINTENANCE	115,612	154,300	160,000	160,000	198,000
SEWER SYSTEM MAINTENANCE	166,735	127,096	151,000	151,000	170,000
COMMUNICATION	22	-	400	50	50
ELECTRIC SERVICE	400,641	431,309	450,000	450,600	370,000
SURFACE WATER	1,460,902	1,470,385	1,500,000	1,500,000	1,530,000
NATURAL GAS SERVICE	301	327	350	350	350
EQUIPMENT LEASE/RENTAL	6,397	3,912	5,350	4,400	4,800
PROFESSIONAL DUES	2,478	226	2,700	2,700	2,800
TRAVEL & TRAINING	10,862	9,303	35,500	20,800	25,500
SLUDGE REMOVAL	42,550	51,010	55,000	40,000	55,000
CREDIT CARD FEES	36,333	37,824	38,300	47,000	56,500
OTHER CONTRACTED SERVICES	308,019	316,119	315,900	310,900	354,400
RESIDENT REIMBURSEMENT	-	-	-	1,500	3,000
COMMUNITY RELATIONS	10,178	10,880	20,000	15,000	13,000
FURNITURE & EQUIP <\$5000	1,884	-	500	400	500

**WATER AND SEWER FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
OTHER EQUIPMENT	9,535	14,063	42,500	32,000	101,000
OTHER CONSTRUCTION COSTS	-	80,658	85,000	15,000	165,000
BAD DEBT EXPENSE	2,801	(4,053)	-	-	-
INTEREST ON BONDS	54,173	-	-	-	-
TRANSFER TO DEBT SERVICE FUND	1,193,554	1,200,246	1,196,038	1,196,038	1,184,183
TRANSFER TO GENERAL FUND	1,545,500	1,250,000	1,250,000	1,250,000	1,250,000
TRANSFER TO WATER & SEWER CAPITAL PROJECTS	-	900,000	900,000	900,000	900,000
TRANSFER TO VEHICLE REPLACEMENT	76,000	87,000	90,000	90,000	92,000
TRANSFER TO TECHNOLOGY MANAGEMENT	123,500	131,700	137,800	137,800	140,000
TRANSFER TO ASSET REPLACEMENT FUND	-	-	-	-	86,900
TOTAL EXPENDITURES	7,050,552	7,739,923	7,883,888	7,736,118	8,207,283
NET REVENUES (EXPENDITURES)	495,257	248,410	98,112	244,582	(1,383)
BEGINNING WORKING CAPITAL	76,163	333,186	779,995	581,596	826,178
ENDING WORKING CAPITAL	\$ 571,420	\$ 581,596	\$ 878,107	\$ 826,178	\$ 824,795

**Water & Sewer Fund
2020 Expenditures by Type**



**CITY OF WEST UNIVERSITY PLACE
WATER & SEWER DEBT SERVICE
SCHEDULE OF FISCAL YEAR REQUIREMENTS**

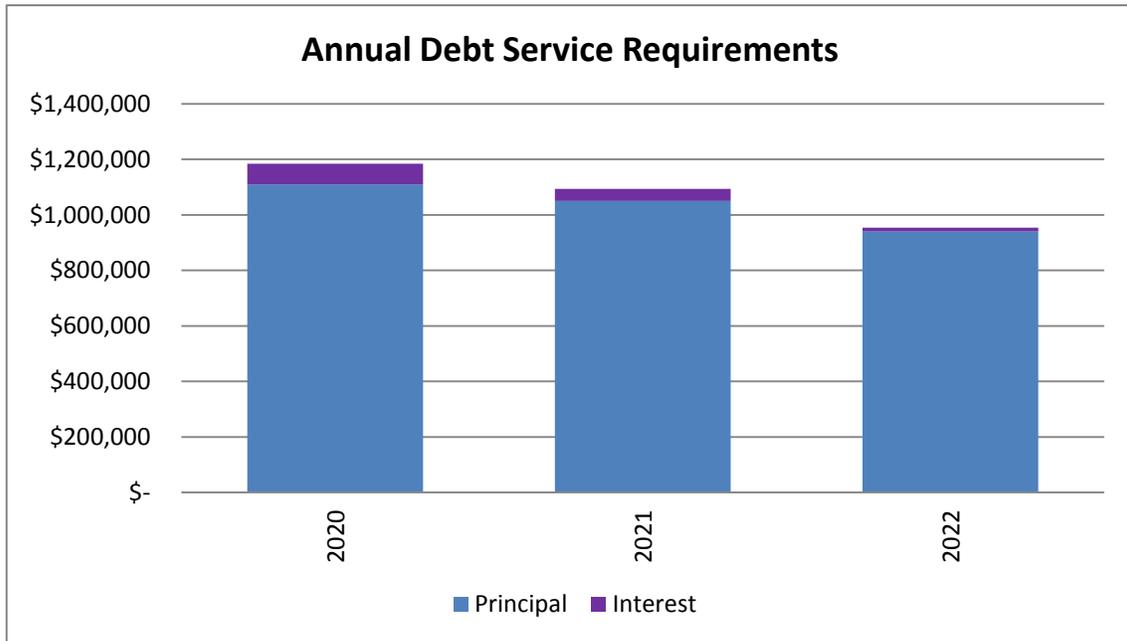
Series	Obligation	Amount of Issue	Principal Outstanding January 1, 2020	Principal & Interest Requirements for 2020			Principal Outstanding December 31, 2020
				Principal	Interest	Total	
2010	Perm Improv Refunding Bonds (W&S Portion)*	5,080,000	1,965,000	720,000	60,600	780,600	1,245,000
2016	GO Refunding Bonds (W&S Portion)*	3,170,000	1,135,000	390,000	13,583	403,583	745,000
			\$ 3,100,000	\$ 1,110,000	\$ 74,183	\$ 1,184,183	\$ 1,990,000

* Portion of debt is transferred to General Debt Service Fund

**CITY OF WEST UNIVERSITY PLACE
WATER & SEWER DEBT SERVICE
PRINCIPAL AND INTEREST REQUIREMENTS
As of January 1, 2020**

Fiscal Year	Principal *	Interest Due		Interest	Total
		2/1 *	8/1 *		
2020	1,110,000	43,900	30,283	74,183	1,184,183
2021	1,050,000	30,283	14,137	44,420	1,094,420
2022	940,000	14,137	-	14,137	954,137
	\$ 3,100,000	\$ 88,320	\$ 44,420	\$ 132,740	\$ 3,232,740

* Includes amount transferred to General Debt Service Fund for W&S portion of 2010 Permanent Improvement Refunding Bonds and 2016 GO Refunding Bonds.



FINANCE DEPARTMENT (W&S FUND)

The Finance Department responsibilities include billing and collection of West University Place's water, sewer, solid waste, Direct Link and other miscellaneous charges included on the customer's utility bill.

FINANCE DEPARTMENT DIVISION (W&S FUND)

Utility Billing – Bills and collects fees associated with the City's water and sewer systems, solid waste and Direct Link. (2020 Budget \$271,700)

FINANCE DEPARTMENT (W&S FUND) 2020 GOALS

- * Continue utility customer service training for all Finance staff members.
- * Review and update, as necessary, all utility billing financial processes to maximize efficiencies.
- * Achieve over 50% of utility customers that receive billing statements each month electronically versus regular mail.
- * With the implementation of the new online payment portal, continue to increase customers that pay their monthly utility bill on an automatic recurring basis.
- * Utilize the City's website, social media, emails, and mailings to continue to strive for superior customer service.

FINANCE DEPARTMENT (W&S FUND) BUDGET HIGHLIGHTS

- * Authorized full-time employees – 2 (2019 authorized full-time employees – 2)
- * Total budget - \$271,700 (2019 total budget - \$246,800)

FINANCE DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>Utility Billing & Customer Service</i>					
Personnel	\$ 162,848	\$ 142,452	\$ 145,250	\$ 135,405	\$ 151,500
Operating charges	115,593	96,347	101,050	103,200	119,700
Capital	-	-	500	400	500
Total	278,441	238,800	246,800	239,005	271,700
<i>Total Department</i>	\$ 278,441	\$ 238,800	\$ 246,800	\$ 239,005	\$ 271,700

Finance Department Staffing Schedule (W&S Fund)

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Finance - Utility Billing</i>					
Accounting/Sr. Customer Service Rep	G16	1	1	48,972	71,009
Accounting Specialist - Utility Billing	G14	1	1	35,887	52,036
<i>Total Finance (W&S Fund)</i>		2	2		

**WATER AND SEWER FUND
FINANCE DEPARTMENT**

Finance Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 118,097	\$ 89,053	\$ 97,000	\$ 94,800	\$ 99,500
OVERTIME	18,693	6,652	10,000	3,900	10,000
LONGEVITY	750	85	200	255	400
HEALTH & DENTAL	11,074	13,536	14,550	14,300	15,000
TMRS	18,906	13,265	14,000	12,900	14,300
FICA	10,449	7,296	8,200	7,300	8,200
WORKERS COMPENSATION	262	180	200	200	100
ALLOWANCES	-	641	-	-	-
OTHER BENEFITS	850	463	600	500	500
HSA CONTRIBUTION	-	-	-	750	3,000
EMPLOYEE RELATIONS	-	-	500	500	500
ACCRUED VACATION	(34,068)	4,607	-	-	-
PENSION EXPENSE	16,584	1,391	-	-	-
OPEB EXPENSE	1,252	5,283	-	-	-
PERSONNEL	162,848	142,452	145,250	135,405	151,500
OFFICE SUPPLIES	47	641	200	100	200
COMMUNICATION	22	-	-	-	-
EQUIPMENT LEASE/RENTAL	5,299	2,872	4,150	3,200	3,600
TRAVEL & TRAINING	-	-	2,500	2,000	2,500
CREDIT CARD FEES	36,333	37,824	38,300	47,000	56,500
OTHER CONTRACTED SERVICES	73,892	55,011	55,900	50,900	56,900
OPERATIONS	115,593	96,347	101,050	103,200	119,700
FURNITURE & EQUIP <\$5000	-	-	500	400	500
CAPITAL	-	-	500	400	500
FINANCE DIVISION TOTAL	\$ 278,441	\$ 238,800	\$ 246,800	\$ 239,005	\$ 271,700

PUBLIC WORKS DEPARTMENT (W&S FUND)

The Public Works Department responsibilities include operating the City's water and sewer systems.

PUBLIC WORKS DEPARTMENT DIVISION (W&S FUND)

Operations – Operates and maintains the City's water and sewer systems. (2020 Budget - \$4,601,400)

PUBLIC WORKS DEPARTMENT (W&S FUND) 2020 GOALS

- * Complete a flood protection study for the Wastewater Treatment Plant offices and equipment.
- * Review and evaluate the Wastewater Master Plan to determine alternatives in wastewater processing.
- * Complete an inventory of all pre-1939 cast iron water pipes to maintain a proactive replacement program.
- * Identify excess inflow into the sanitary sewer system to reduce flow and processing at the treatment plant during rain events.
- * Complete the installation of new weirs for the clarifiers at the treatment plant that are beyond their service life.
- * Complete the installation of additional water disinfection equipment at the Milton Street and the Wakeforest Street Pump Stations that ensure compliance with drinking water standards.
- * Create a comprehensive project and equipment list to ensure they are included in the Community Improvement Plan and Equipment Replacement Fund.
- * Develop a robust cross training program and provide more install training opportunities to supplement current staffing.

PUBLIC WORKS DEPARTMENT (W&S FUND) BUDGET HIGHLIGHTS

- * Authorized full-time employees – 11 (2019 authorized full-time employees – 11)
- * Total operations budget - \$4,601,400 (2019 total budget - \$4,291,050)
- * Purchase of surface water from the City of Houston - \$1,530,000 (2019 Budget - \$1,500,000)
- * Increase in water/sewer maintenance (\$57,000)
- * Enhanced City Engineer Services (\$25,000)
- * Began Funding of equipment to be replaced in the Asset Replacement Fund (\$86,900)

PUBLIC WORKS DEPARTMENT

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>W&S Fund Operations</i>					
Personnel	\$ 1,117,184	\$ 1,076,456	\$ 1,053,500	\$ 1,049,475	\$ 1,117,200
Operating charges	2,847,480	2,983,754	3,110,050	3,054,600	3,218,200
Capital	11,419	94,720	127,500	47,000	266,000
Total	3,976,083	4,154,929	4,291,050	4,151,075	4,601,400
<i>Total Department</i>	\$ 3,976,083	\$ 4,154,929	\$ 4,291,050	\$ 4,151,075	\$ 4,601,400

Public Works Department Staffing Schedule (W&S Fund)

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Public Works - Operations</i>					
Public Works Manager	G32	1	1	89,541	143,266
Field Services Supervisor	G18	1	1	57,500	83,376
Plant Supervisor	G18	1	1	57,500	83,376
Crew Leader	G16	2	2	48,972	71,009
Plant Operator, Sr.	G16	2	2	48,972	71,009
Plant Operator	G14	1	1	35,887	52,036
Driver/Equipment Operator	G14	1	1	35,887	52,036
Maintenance Worker I	G12	2	2	28,313	41,054
<i>Total Public Works (W&S Fund)</i>		11	11		

**WATER AND SEWER FUND
PUBLIC WORKS DEPARTMENT**

Operations Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 616,898	\$ 631,376	\$ 646,500	\$ 657,500	\$ 698,300
ON CALL	13,125	14,265	13,800	13,800	14,800
OVERTIME	54,750	64,633	70,000	70,000	70,000
LONGEVITY	7,265	6,982	7,600	6,800	6,800
HEALTH & DENTAL	128,571	136,123	143,500	128,700	132,300
TMRS	96,555	99,166	96,900	96,400	103,800
FICA	50,161	51,314	53,500	53,200	57,300
WORKERS COMPENSATION	12,542	13,055	11,500	12,700	8,900
ALLOWANCES	6,913	5,696	5,000	3,700	5,600
OTHER BENEFITS	5,934	2,845	3,200	3,000	3,400
HSA CONTRIBUTION	-	-	-	3,625	14,500
EMPLOYEE RELATIONS	1,305	1,402	2,000	50	1,500
ACCRUED VACATION	18,481	(301)	-	-	-
PENSION EXPENSE	97,173	10,404	-	-	-
OPEB EXPENSE	7,511	39,497	-	-	-
PERSONNEL	1,117,184	1,076,456	1,053,500	1,049,475	1,117,200
OFFICE SUPPLIES	1,610	1,398	1,600	1,600	1,600
OPERATING SUPPLIES	22,720	16,547	20,000	20,000	24,500
FUEL	9,846	12,118	14,000	14,000	17,000
TREATMENT CHEMICALS	87,255	104,152	120,000	100,000	100,000
EQUIPMENT MAINTENANCE	31,517	22,334	27,000	25,000	27,300
VEHICLE MAINTENANCE	19,012	22,760	15,000	15,000	15,000
BUILDING & GROUNDS MAINTENANCE	30,534	68,762	51,000	50,000	50,000
WATER SYSTEM MAINTENANCE	115,612	154,300	160,000	160,000	198,000
SEWER SYSTEM MAINTENANCE	166,735	127,096	151,000	151,000	170,000
COMMUNICATION	-	-	400	50	50
ELECTRIC SERVICE	400,641	431,309	450,000	450,600	370,000
SURFACE WATER	1,460,902	1,470,385	1,500,000	1,500,000	1,530,000
NATURAL GAS SERVICE	301	327	350	350	350
EQUIPMENT LEASE/RENTAL	1,098	1,040	1,200	1,200	1,200
PROFESSIONAL DUES	2,478	226	2,700	2,700	2,800
TRAVEL & TRAINING	10,862	9,303	33,000	18,800	23,000
SLUDGE REMOVAL	42,550	51,010	55,000	40,000	55,000
OTHER CONTRACTED SERVICES	234,127	261,108	260,000	260,000	297,500
RESIDENT REIMBURSEMENT	-	-	-	1,500	3,000
COMMUNITY RELATIONS	10,178	10,880	20,000	15,000	13,000
TRANSFER TO VEHICLE REPLACEMENT FUND	76,000	87,000	90,000	90,000	92,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	123,500	131,700	137,800	137,800	140,000

**WATER AND SEWER FUND
PUBLIC WORKS DEPARTMENT**

Operations Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
TRANSFER TO ASSET REPLACEMENT FUND	-	-	-	-	86,900
OPERATING	<u>2,847,480</u>	<u>2,983,754</u>	<u>3,110,050</u>	<u>3,054,600</u>	<u>3,218,200</u>
FURNITURE & EQUIP <\$5000	1,884	-	-	-	-
OTHER EQUIPMENT	9,535	14,063	42,500	32,000	101,000
OTHER CONSTRUCTION COSTS	-	80,658	85,000	15,000	165,000
CAPITAL	<u>11,419</u>	<u>94,720</u>	<u>127,500</u>	<u>47,000</u>	<u>266,000</u>
OPERATIONS DIVISION TOTAL	<u>\$ 3,976,083</u>	<u>\$ 4,154,929</u>	<u>\$ 4,291,050</u>	<u>\$ 4,151,075</u>	<u>\$ 4,601,400</u>

SOLID WASTE FUND

SUMMARY DISCUSSION

The Solid Waste Fund is an enterprise fund and, as business enterprises in the private sector, is meant to be self-supporting. The Solid Waste Fund accounts for the revenue, expenditures and transfers associated with the collection and recycling or disposal of solid waste.

Financial Activity in 2019 - For the year ending December 31, 2019, the Solid Waste Fund is expected to have revenue of about \$1.75 million for solid waste services.

The direct cost of providing solid waste services in 2019, excluding transfers, is expected to be \$1.53 million. Direct costs include personnel, capital equipment, supplies and services directly related to the curbside collection of solid waste, recycling, trash disposal and street sweeping. The largest single service cost is the fee for the collection and disposal of solid waste. Administration, human resources, legal services, risk management, utility billing, finance and accounting are examples of indirect costs associated with providing solid waste services. The Solid Waste Fund reimbursed the General Fund \$260,000 for these indirect costs, bringing estimated 2019 total costs of service to \$1.79 million.

The 2020 Budget - For the year ending December 31, 2020, the Solid Waste Fund is expected to have revenue of about \$1.80 million for solid waste services. Rates for Solid Waste customers will be increasing by \$1.70 per month (5%) for regular customers and by \$0.87 per month (5%) for senior discount customers.

Total expenditures are expected to be \$1.88 million. This budget increases the transfer to the general fund for indirect costs to \$310,000. The Recycling Facility division remaining minimum costs were transferred to the curbside solid waste division in 2018. Based on changes made the working capital is anticipated to be healthy and well in excess of the 10% reserve requirement.

PUBLIC WORKS DEPARTMENT (SOLID WASTE FUND)

The Public Works Department Solid Waste & Recycling Division is responsible to provide curbside solid waste, recycling, green waste collection and street sweeping. Residents will receive manual curbside solid waste collection twice per week, manual recycling collection once per week, green waste collection once per week, and street sweeping services once per week.

PUBLIC WORKS DEPARTMENT DIVISIONS (SOLID WASTE FUND)

Curbside Solid Waste – Collects and disposes of solid waste. (2020 Budget - \$971,800)

Recycle Facility – Balance of costs transferred to curbside solid waste in 2018. (2020 Budget - \$0)

Curbside Recycling – Collects and recycles recyclable waste. (2020 Budget - \$395,100)

Curbside Green Waste Recycling – Collects and recycles recyclable yard waste. (2020 Budget - \$199,900)

PUBLIC WORKS DEPARTMENT 2020 GOALS (SOLID WASTE FUND)

- * Explore education concepts to reduce the amount of waste being generated per household.
- * Continue to work with the Recycling and Solid Waste Reduction board to increase the City's recycling efforts and reduce contamination in the recycling stream and evaluate the recycling collection process.
- * Continue to push technology to continue to educate and enforce the City's solid waste, recycling and yard waste placement guidelines and reduce the use of print.
- * Actively monitor and continue to enforce the City's proper placement requirements.
- * Continue to achieve a high satisfaction service rating for all collection services while minimizing misses and complaints.
- * Create a formal safety incentive program for Driver/Equipment Operators.
- * Continue employee development through technical, management and leadership training.

PUBLIC WORKS DEPARTMENT BUDGET HIGHLIGHTS (SOLID WASTE FUND)

- * Authorized full-time employees – 7 (2019 authorized full-time employees – 7).
- * Total budget - \$1,876,800 (2019 total budget - \$1,821,100).
- * Fees for disposal of solid waste - \$318,000 (2019 budget - \$296,000).
- * Payment to the General Fund - \$310,000 (2019 budget - \$310,000).
- * Recycling disposal/processing fee increased \$20,000.

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
FEMA REIMBURSEMENT	\$ -	\$ 19,873	\$ -	\$ -	\$ -
SOLID WASTE COLLECTION	1,729,184	1,750,275	1,752,000	1,735,300	1,785,700
SOLID WASTE SPECIAL COLLECTION	100	500	500	2,000	500
SALE OF RECYCLABLES	12,876	2,319	-	-	-
EARNINGS ON INVESTMENTS	3,292	9,638	7,900	10,700	10,200
MISCELLANEOUS	39,881	10,348	600	700	600
TOTAL REVENUE	1,785,333	1,792,954	1,761,000	1,748,700	1,797,000
EXPENDITURES BY DIVISION					
CURBSIDE SOLID WASTE	940,481	980,557	953,600	966,940	971,800
RECYCLING FACILITY	7,356	-	-	-	-
CURBSIDE RECYCLING	291,184	340,477	365,800	373,625	395,100
CURBSIDE GREEN WASTE RECYCLING	153,562	167,587	191,700	192,025	199,900
TRANSFER TO GENERAL FUND	59,400	260,000	310,000	260,000	310,000
TOTAL EXPENDITURES	1,451,983	1,748,622	1,821,100	1,792,590	1,876,800
NET REVENUES (EXPENDITURES)	333,350	44,332	(60,100)	(43,890)	(79,800)
BEGINNING WORKING CAPITAL	209,278	448,806	555,092	493,138	449,248
ENDING WORKING CAPITAL	\$ 542,628	\$ 493,138	\$ 494,992	\$ 449,248	\$ 369,448

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
FEMA REIMBURSEMENT	\$ -	\$ 19,873	\$ -	\$ -	\$ -
SOLID WASTE COLLECTION	1,729,184	1,750,275	1,752,000	1,735,300	1,785,700
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EARNINGS ON INVESTMENTS	3,292	9,638	7,900	10,700	10,200
MISCELLANEOUS	39,881	10,348	600	700	600
TOTAL REVENUE	1,785,333	1,792,954	1,761,000	1,748,700	1,797,000
EXPENDITURES					
REGULAR WAGES	303,953	312,644	323,100	319,500	332,200
OVERTIME	22,006	15,992	20,500	17,900	18,500
LONGEVITY	2,530	3,020	3,600	3,440	3,800
HEALTH & DENTAL	69,005	60,511	58,200	60,700	63,500
TMRS	45,373	45,603	45,800	45,100	46,300
FICA	24,037	24,244	25,800	24,800	25,800
WORKERS COMPENSATION	12,520	13,002	12,500	12,700	9,800
ALLOWANCES	-	234	-	-	-
OTHER BENEFITS	2,938	1,650	1,900	1,800	1,800
HSA CONTRIBUTION	-	-	-	2,750	11,000
EMPLOYEE RELATIONS	1,172	1,332	1,500	1,500	1,500
ACCRUED VACATION	3,586	(9,286)	-	-	-
PENSION EXPENSE	39,258	26,899	-	-	-
OPEB EXPENSE	3,755	18,162	-	-	-
OFFICE SUPPLIES	-	145	200	200	200
OPERATING SUPPLIES	8,381	8,834	12,200	12,200	12,700
FUEL	36,105	47,841	57,000	51,000	61,000
EQUIPMENT MAINTENANCE	29	39,965	2,000	2,000	2,500
VEHICLE MAINTENANCE	99,813	78,963	43,500	73,000	61,500
ELECTRIC SERVICE	595	2,287	1,600	600	700
SURFACE WATER	-	502	4,000	4,000	4,000
PROFESSIONAL DUES	281	237	900	900	900
TRAVEL & TRAINING	4,805	3,407	5,000	-	3,000
DISPOSAL FEE	201,154	259,903	296,000	295,000	318,000
LANDFILL MAINTENANCE	6,439	9,450	12,000	12,000	12,000
OTHER CONTRACTED SERVICES	248,071	239,470	289,000	280,000	285,000
COMMUNITY RELATIONS	6,629	18,764	25,000	17,000	21,000
BAD DEBT EXPENSE	930	847	-	-	-
OTHER EQUIPMENT	1,256	5,600	8,000	33,100	8,000
CONSTRUCTION COSTS	10,160	-	3,000	2,600	3,000

**SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
TRANSFER TO GENERAL FUND	59,400	260,000	310,000	260,000	310,000
TRANSFER TO VEHICLE REPLACEMENT FUND	192,000	217,000	215,000	215,000	215,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	45,800	41,400	43,800	43,800	44,100
TOTAL EXPENDITURES	1,451,983	1,748,622	1,821,100	1,792,590	1,876,800
NET REVENUES (EXPENDITURE	333,350	44,332	(60,100)	(43,890)	(79,800)
BEGINNING FUND BALANCE	209,278	448,806	555,092	493,138	449,248
ENDING FUND BALANCE	\$ 542,628	\$ 493,138	\$ 494,992	\$ 449,248	\$ 369,448

PUBLIC WORKS SOLID WASTE

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
<i>Curbside Solid Waste</i>					
Personnel	\$ 390,290	\$ 379,309	\$ 362,100	\$ 360,340	\$ 376,000
Operating charges	599,375	861,249	898,500	836,500	902,800
Capital	10,216	-	3,000	30,100	3,000
Total	999,881	1,240,557	1,263,600	1,226,940	1,281,800
<i>Recycling Facility</i>					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating charges	6,156	-	-	-	-
Capital	1,200	-	-	-	-
Total	7,356	-	-	-	-
<i>Curbside Recycling</i>					
Personnel	\$ 86,498	\$ 78,066	\$ 72,600	\$ 71,825	\$ 77,300
Operating charges	204,686	256,812	285,200	296,200	309,800
Capital	-	5,600	8,000	5,600	8,000
Total	291,184	340,477	365,800	373,625	395,100
<i>Curbside Green Waste Recycling</i>					
Personnel	\$ 53,346	\$ 56,633	\$ 58,200	\$ 58,025	\$ 60,900
Operating charges	100,215	110,955	133,500	134,000	139,000
Total	153,562	167,587	191,700	192,025	199,900
Total Department	\$ 1,451,983	\$ 1,748,622	\$ 1,821,100	\$ 1,792,590	\$ 1,876,800

Public Works Department Staffing Schedule (Solid Waste Fund)

POSITION	GRADE	2019	2020	SALARY RANGE	
		BUDGET	BUDGET	MINIMUM	MAXIMUM
<i>Public Works</i>					
<i>Curbside Solid Waste</i>					
Crew Chief	G17	1	1	52,400	75,981
Crew Leader-Solid Waste	G15	1	1	41,638	60,376
Driver/Equipment Operator	G14	3	3	35,887	52,036
<i>Curbside Recycling</i>					
Driver/Equipment Operator	G14	1	1	35,887	52,036
<i>Curbside Green Waste Recycling</i>					
Driver/Equipment Operator	G14	1	1	35,887	52,036
TOTAL SOLID WASTE FUND		7	7		

PUBLIC WORKS DEPARTMENT

Curbside Solid Waste Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 221,743	\$ 226,314	\$ 235,400	\$ 232,000	\$ 241,400
OVERTIME	16,222	11,401	15,000	12,700	13,000
LONGEVITY	1,700	2,040	2,400	2,340	2,600
HEALTH & DENTAL	53,682	48,456	45,700	48,600	48,900
TMRS	33,158	32,974	33,100	32,700	33,600
FICA	17,501	17,474	18,600	18,000	18,500
WORKERS COMPENSATION	9,135	9,508	9,100	9,200	7,200
ALLOWANCES	-	234	-	-	-
OTHER BENEFITS	1,990	1,178	1,300	1,300	1,300
HSA CONTRIBUTION	-	-	-	2,000	8,000
EMPLOYEE RELATIONS	1,172	1,332	1,500	1,500	1,500
ACCRUED VACATION	2,469	(8,628)	-	-	-
PENSION EXPENSE	29,013	22,101	-	-	-
OPEB EXPENSE	2,504	14,923	-	-	-
PERSONNEL	390,290	379,309	362,100	360,340	376,000
OFFICE SUPPLIES	-	145	200	200	200
OPERATING SUPPLIES	7,643	7,837	11,000	11,000	11,500
FUEL	20,986	26,169	29,000	30,000	35,000
EQUIPMENT MAINTENANCE	-	39,048	1,000	1,000	1,500
VEHICLE MAINTENANCE	55,401	46,746	25,000	25,000	30,000
ELECTRIC SERVICE	-	2,287	1,600	600	700
SURFACE WATER	-	502	4,000	4,000	4,000
PROFESSIONAL DUES	281	237	900	900	900
TRAVEL & TRAINING	4,805	3,407	5,000	-	3,000
DISPOSAL FEE	175,565	167,075	180,000	180,000	182,000
LANDFILL MAINTENANCE	6,439	9,450	12,000	12,000	12,000
OTHER CONTRACTED SERVICES	121,983	128,395	144,000	140,000	140,000
COMMUNITY RELATIONS	441	6,503	13,000	10,000	10,000
BAD DEBT EXPENSE	930	847	-	-	-
TRANSFER TO GENERAL FUND	59,400	260,000	310,000	260,000	310,000
TRANSFER TO VEHICLE REPLACEMENT FUND	123,000	137,000	135,000	135,000	135,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	22,500	25,600	26,800	26,800	27,000
OPERATING	599,375	861,249	898,500	836,500	902,800
OTHER EQUIPMENT	1,256	-	-	27,500	-
CONSTRUCTION COSTS	8,960	-	3,000	2,600	3,000
CAPITAL	10,216	-	3,000	30,100	3,000
CURBSIDE SOLID WASTE DIVISION					
TOTAL	\$ 999,881	\$ 1,240,557	\$ 1,263,600	\$ 1,226,940	\$ 1,281,800

PUBLIC WORKS DEPARTMENT

Recycling Facility Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
HSA CONTRIBUTION	\$ -	\$ -	\$ -	\$ -	\$ -
PERSONNEL	-	-	-	-	-
FUEL	(39)	-	-	-	-
ELECTRIC SERVICE	595	-	-	-	-
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	5,600	-	-	-	-
OPERATING	6,156	-	-	-	-
CONSTRUCTION COSTS	1,200	-	-	-	-
CAPITAL	1,200	-	-	-	-
RECYCLING FACILITY DIVISION	\$ 7,356	\$ -	\$ -	\$ -	\$ -

PUBLIC WORKS DEPARTMENT

Curbside Recycling Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 48,691	\$ 48,302	\$ 49,400	\$ 48,900	\$ 50,900
ON CALL	-	-	-	-	-
OVERTIME	4,169	2,911	3,500	3,600	3,500
LONGEVITY	830	890	1,000	950	1,000
HEALTH & DENTAL	6,582	5,047	5,300	5,000	7,300
TMRS	7,383	7,158	7,200	7,000	7,200
FICA	3,987	3,755	4,000	3,700	4,100
WORKERS COMPENSATION	2,041	1,984	1,900	2,000	1,500
OTHER BENEFITS	513	244	300	300	300
HSA CONTRIBUTION	-	-	-	375	1,500
ACCRUED VACATION	805	(260)	-	-	-
PENSION EXPENSE	10,245	4,798	-	-	-
OPEB EXPENSE	1,252	3,238	-	-	-
PERSONNEL	86,498	78,066	72,600	71,825	77,300
OPERATING SUPPLIES	738	997	1,200	1,200	1,200
FUEL	10,691	15,994	21,000	15,000	18,000
EQUIPMENT MAINTENANCE	29	917	1,000	1,000	1,000
VEHICLE MAINTENANCE	34,666	24,895	13,000	35,000	21,500
DISPOSAL FEE	11,777	81,354	100,000	100,000	120,000
OTHER CONTRACTED SERVICES	71,897	64,595	80,000	80,000	80,000
COMMUNITY RELATIONS	6,188	12,260	12,000	7,000	11,000
TRANSFER TO VEHICLE REPLACEMENT FUND	51,000	40,000	40,000	40,000	40,000
TRANSFER TO TECHNOLOGY MANAGEMENT FUND	17,700	15,800	17,000	17,000	17,100
OPERATING	204,686	256,812	285,200	296,200	309,800
OTHER EQUIPMENT	-	5,600	8,000	5,600	8,000
CAPITAL	-	5,600	8,000	5,600	8,000
CURBSIDE RECYCLING DIVISION TOTAL	\$ 291,184	\$ 340,477	\$ 365,800	\$ 373,625	\$ 395,100

PUBLIC WORKS DEPARTMENT

Curbside Green Waste Recycling Division Line Item Budget

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REGULAR WAGES	\$ 33,519	\$ 38,028	\$ 38,300	\$ 38,600	\$ 39,900
OVERTIME	1,615	1,680	2,000	1,600	2,000
LONGEVITY	-	90	200	150	200
HEALTH & DENTAL	8,740	7,009	7,200	7,100	7,300
TMRS	4,832	5,470	5,500	5,400	5,500
FICA	2,548	3,015	3,200	3,100	3,200
WORKERS COMPENSATION	1,344	1,509	1,500	1,500	1,100
OTHER BENEFITS	435	229	300	200	200
HSA CONTRIBUTION	-	-	-	375	1,500
ACCRUED VACATION	312	(399)	-	-	-
PERSONNEL	53,346	56,633	58,200	58,025	60,900
FUEL	4,466	5,678	7,000	6,000	8,000
VEHICLE MAINTENANCE	9,747	7,322	5,500	13,000	10,000
DISPOSAL FEE	13,811	11,475	16,000	15,000	16,000
OTHER CONTRACTED SERVICES	54,191	46,480	65,000	60,000	65,000
TRANSFER TO VEHICLE REPLACEMENT FUND	18,000	40,000	40,000	40,000	40,000
OPERATING	100,215	110,955	133,500	134,000	139,000
CURBSIDE GREEN WASTE RECYCLING DIVISION TOTAL	\$ 153,562	\$ 167,587	\$ 191,700	\$ 192,025	\$ 199,900

INTERNAL SERVICE FUNDS

SUMMARY DISCUSSION

Internal Service Funds provide accounting and budgetary control over expenditures that are common to all funds. Furthermore, they centralize the budget authority over costs that can vary significantly from year to year. The City of West University Place has established five Internal Service Funds:

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund (VRF) finances the purchase of rolling stock routinely used in providing the city's services. Trucks, automobiles, tractors, trailers, ambulances and vans are examples of the types of vehicles this fund finances for other funds. Each city department makes contributions to the VRF based on the estimated life and replacement cost of the vehicles it uses. The VRF makes purchases when a combination of age and repair cost indicates that the item has reached the end of its service life.

TECHNOLOGY MANAGEMENT FUND

The management and funding of the city's technology is accounted for in the Technology Management Fund. Technology is integral to the city's ability to provide efficient and necessary services to citizens. The cost of implementing new technology and maintaining the city's existing computer hardware, software and networks has grown into a major expenditure. The Technology Management Fund was created to centralize those expenditures, consolidate the management of the resources needed to maintain existing information technology systems, and to deploy new solutions.

ASSET REPLACEMENT FUND

The Asset Replacement Fund (ARF) prior to 2020 was formerly known as the Equipment Replacement Fund (ERF). This fund is a newer fund that began in 2011. The seed funding came from a transfer from the excess General Fund reserves. The ARF finances the purchase of assets routinely used in providing the city's services. The ARF operates in the same manner as the VRF in that each city department makes contributions to the ARF based on the estimated life and replacement cost of the asset it uses. The ARF will purchase assets when a combination of age and repair cost indicates that the machine has reached the end of its service life.

EMPLOYEE BENEFITS FUND

The Employee Benefits Fund provides a systematic approach to accumulating the funds needed for employee insurance benefits. Each city operating fund contributes to the Employee Benefits Fund on the basis of the estimated cost of each employee's insurance benefits.

INTERNAL SERVICE FUNDS (Continued)

HUMAN RESOURCES SERVICES FUND

The Human Resources Services Fund was created in the 2020 budget. The City General Fund contributes to the fund. The Fund provides a mechanism to pay for non-insurance related human resource expenses and to fund large retirement payouts when needed.

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund (VRF) facilitates the accounting and oversight for the purchase of rolling stock routinely used in providing City services. Each department makes contributions to the VRF based on the estimated life and replacement cost of the vehicles it uses. The VRF makes purchases when a combination of age and repair cost indicates that the item has reached the end of its service life.

Currently there are 60 vehicles across various departments maintained by the City.

- * 37 for Public Works Department
- * 12 for the Police Department
- * 7 for the Fire Department
- * 4 for the Parks & Recreation Department

The City also maintains 11 items such as backhoe, excavators, etc. and 13 utility trailers.

2019 Financial Activity - Revenue in the VRF will be higher than anticipated than the 2019 Budget due to retired vehicles sold at auction and higher earnings on investment. Expenditures in 2019 to the VRF will be higher than originally budgeted due to the addition of two police vehicles, approximately \$90,000 total that was added during 2019 by budget amendment.

2020 Budget - Transfers from other funds in 2020 are expected to be \$648,300. The budgeted expenditures in 2020 are \$959,000, which refurbishes or replaces the following:

Fire

- * Replace Pierce Fire Pumper (\$750,000)
- * Purchase Fire Marshall Truck which replaces Fire Marshall SUV (\$32,000)

Public Works

- * Animal Transport Vehicle replacement (\$56,000)
- * Ford Escape replacement (\$27,000)
- * Chevrolet 1500 Pickup replacement (\$30,000)
- * New High Water Vehicle (\$25,000)
- * Chevrolet 1500 Pickup replacement for Water/Sewer (\$30,000)
- * Stanley Hydo Pack replacement for Water/Sewer (\$9,000)

VEHICLE REPLACEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
SALE OF CITY PROPERTY	\$ 10,850	\$ 875	\$ -	\$ 15,850	\$ -
EARNINGS ON INVESTMENTS	17,619	41,915	34,000	48,700	46,200
TRANSFER FROM GENERAL FUND	331,300	390,300	343,300	343,300	348,500
TRANSFER FROM WATER & SEWER FUND	76,000	87,000	90,000	90,000	92,000
TRANSFER FROM SOLID WASTE FUND	192,000	217,000	215,000	215,000	215,000
TOTAL REVENUES	627,769	737,090	682,300	712,850	701,700
EXPENDITURES					
AUTOMOBILES	5,277	48,081	30,000	212,000	115,000
LIGHT TRUCKS	-	-	26,000	28,000	60,000
TRUCKS	30,166	18,193	150,000	150,000	775,000
OTHER EQUIPMENT	2,014	4,193	-	4,600	9,000
TOTAL EXPENDITURES	37,457	70,467	206,000	394,600	959,000
NET REVENUES (EXPENDITURES)	590,311	666,623	476,300	318,250	(257,300)
BEGINNING FUND BALANCE	1,661,650	2,251,961	2,367,761	2,918,585	3,236,835
ENDING FUND BALANCE	\$ 2,251,961	\$ 2,918,585	\$ 2,844,061	\$ 3,236,835	\$ 2,979,535

City of West University Place, Texas
VEHICLE REPLACEMENT SCHEDULE 2021 - 2025

UNIT #	VEHICLE DESCRIPTION	DEPARTMENT ASSIGNED	SCHEDULED	ESTIMATED
			REPLACEMENT YEAR	REPLACEMENT COST
101	F-150 Ext. Cab PU 4x2	Police	2021	\$45,000
104	Chevy Caprice - Unmarked	Police	2021	\$44,000
130	Ford Interceptor Patrol - SUV	Police	2021	\$54,000
132	Ford Interceptor Patrol - SUV	Police	2021	\$54,000
653	Ameritrail 8x16 Trailer (long trailer)	Public Works	2021	\$4,000
707	F-250 Reg. Cab	Public Works	2021	\$41,000
745	Case Backhoe - Model 580SN-2WD	Public Works	2021	\$100,000
823	Kubota Trackhoe - Model KV41-VR1T4	Public Works	2021	\$35,000
			2021 Vehicle & Equipment	
			Replacement Cost	
			\$377,000	
102	Toyota Sienna Mini-Van	Police	2022	\$38,000
218	Suburban 4x2 - Command Vehicle	Fire	2022	\$69,000
302	E-250 Ford Van with Maven Conv. Kit	Public Works	2022	\$68,000
409	E-350 with Starcraft 14 passenger bus body	Parks	2022	\$80,000
412	Ford F-250 Ext. Cab w/ Service Body	Parks	2022	\$51,000
702	Ford F450 w/ Teletop Service Body	Public Works	2022	\$72,000
703	Ford F450 w/ Teletop Service Body	Public Works	2022	\$72,000
704	Ford F450 w/ Teletop Service Body	Public Works	2022	\$72,000
712	Ford F-250 Diesel with RKI L56 Service Body - 4x2	Public Works	2022	\$47,000
749	GMC W5500 Jet Tricl	Public Works	2022	\$133,000
818	TCM Forklift - Model FD25 T7	Public Works	2022	\$35,000
826	6' x 10' Utility Trailer	Public Works	2022	\$5,000
913	Freightliner FL70 w/ Altec 42' Bucket	Public Works	2022	\$100,000
915	Ford F450 Truck w/ Utility Body	Public Works	2022	\$56,000
919	F-250 Extended Cab 4x2	Public Works	2022	\$43,000
			2022 Vehicle & Equipment	
			Replacement Cost	
			\$941,000	
1	Ford Escape	Public Works	2023	\$35,000
134	Ford Interceptor Patrol - SUV	Police	2023	\$55,000
135	Ford Interceptor Patrol - SUV	Police	2023	\$55,000
213	Trailer	Fire	2023	\$15,000
601	F-250 Extended Cab w/ Dump Body	Public Works	2023	\$64,000
658	Trailer Mounted Pressure Washer	Public Works	2023	\$10,000
670	Volvo VHD w/Heil 2500 Durapack 25 yd body	Public Works	2023	\$327,000
819	Kubota Excavator - Model U45	Public Works	2023	\$70,000
821	Air Compressor - Ingersol Rand XP185WIR	Public Works	2023	\$22,000
822	20' Utility/Equip. Trailer	Public Works	2023	\$14,000
827	Enclosed Cargo Trailer - 20' Traffic Response	Public Works	2023	\$12,000
			2023 Vehicle & Equipment	
			Replacement Cost	
			\$679,000	

UNIT #	VEHICLE DESCRIPTION	DEPARTMENT ASSIGNED	SCHEDULED	ESTIMATED
			REPLACEMENT YEAR	REPLACEMENT COST
2	Ford Escape	Public Works	2024	\$34,000
136	Ford Interceptor Patrol - SUV	Police	2024	\$55,000
137	Ford Interceptor Patrol - SUV	Police	2024	\$55,000
138	Ford Interceptor Patrol - SUV	Police	2024	\$55,000
139	Ford Interceptor Patrol - SUV	Police	2024	\$55,000
550	F-450 Dump Truck	Public Works	2024	\$91,000
645	F-750 XLT w/Davis 5/6 Yd Dump Body	Public Works	2024	\$117,000
657	Intl 4300 M with Schwarze A7 Torndado Body	Public Works	2024	\$295,000
671	Volvo VHD w/Heil 2500 Durapack 25 yd body	Public Works	2024	\$328,000
705	F-350 XL Crewcab with Service Body	Public Works	2024	\$68,000
735	F-750 XLT Dump Truck	Public Works	2024	\$115,000
2024 Vehicle & Equipment				
Replacement Cost				\$1,268,000
307	Ford Escape	Public Works	2025	\$34,000
411	F-250 XL Ext. Cab with Tommy Lift	Parks	2025	\$51,000
548	2000 Ameritrail w/ Miller WEL w/ Doors	Public Works	2025	\$12,000
642	JD 410J Backhoe	Public Works	2025	\$161,000
672	Volvo HDR w/ Heil 2500 Durapack 25 yd body	Public Works	2025	\$334,000
902	Sprinter Van 144" WB / 2500 High Roof Cargo Van	Public Works	2025	\$77,000
903	Ford Explorer - 4x2	Public Works	2025	\$45,000
2025 Vehicle & Equipment				
Replacement Cost				\$714,000

** The replacement schedule is shown for informational purposes only. Depending on various factors, vehicles may get replaced before or after stated years shown.*

TECHNOLOGY MANAGEMENT FUND

Technology plays a major role in the efficient, cost effective delivery of all City services. The Technology Management Fund was created to centralize costs and standardize the City's technology infrastructure.

2019 Financial Activity - In 2019, transfers from other funds are expected to be \$1,617,100 and total revenues are projected to be \$1,624,100. Total expenditures are expected to reach \$1,630,365.

2020 Budget - The 2020 Budget projects transfers from other funds amounting to \$1,687,200. Expenditures for operations are budgeted to be \$1,613,500.

TECHNOLOGY MANAGEMENT FUND 2020 GOALS

- * Perform Penetration and Vulnerability testing
 1. Penetration test - colloquially known as a pen test, is an authorized simulated attack on a computer system, performed to evaluate the security of the system.
 2. Vulnerability test – Conduct Vulnerability An assessment process that is intended to identify threats and the risks they pose typically involves the use of automated testing tools, such as network security scanners.
- * Migrate in-house Exchange 2013 (End of Life) to Office 365 (G3 – email only) email system.
- * Review and assess vendor security and data access to the City's network and data.
- * Evaluate auditing software that can provide control over changes, configurations, and access to IT environments.
- * Evaluate network and system management software for visibility (dashboard) of network resources, alerting systems, and critical system.
- * Introduce Miel MicroLab software features and benefits to end-users.

TECHNOLOGY MANAGEMENT FUND BUDGET HIGHLIGHTS

- * Authorized full-time employees – 4 (2019 authorized full-time employees – 4).
- * Total budget – \$1,613,500 (2019 total budget – \$1,557,500).
- * Began funding of equipment to be replaced in Asset Replacement fund (\$20,000).

TECHNOLOGY MANAGEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
CHARGES TO OPERATING FUNDS					
TRANSFER FROM GENERAL FUND	\$ 1,301,100	\$ 1,394,100	\$ 1,435,500	\$ 1,435,500	\$ 1,496,400
TRANSFER FROM WATER & SEWER FUND	123,500	131,700	137,800	137,800	140,000
TRANSFER FROM SOLID WASTE FUND	45,800	41,400	43,800	43,800	44,100
FEMA REIMBURSEMENT	-	33,731	-	-	-
MISCELLANEOUS	3,159	740	-	-	-
EARNINGS ON INVESTMENTS	3,182	5,757	4,200	7,000	6,700
TOTAL REVENUES	1,476,741	1,607,428	1,621,300	1,624,100	1,687,200
EXPENDITURES					
REGULAR WAGES	\$ 365,570	\$ 398,876	\$ 415,500	\$ 446,900	\$ 358,800
ON CALL	4,560	2,640	2,800	2,900	2,800
OVERTIME	17,508	9,310	8,500	10,400	8,500
LONGEVITY	1,582	1,730	2,000	1,970	1,400
HEALTH & DENTAL	55,983	61,147	63,500	60,200	62,700
TMRS	55,276	58,152	57,200	61,700	52,900
FICA	27,874	29,380	30,400	34,300	27,300
WORKERS COMPENSATION	1,289	1,288	1,200	1,300	900
ALLOWANCES	11,367	10,560	9,800	10,100	10,400
OTHER BENEFITS	2,406	1,525	1,800	1,700	1,800
HSA CONTRIBUTION	-	-	-	1,875	7,500
ACCUMULATED SICK LEAVE	310	-	-	-	-
ACCRUED VACATION	10,926	13,967	-	-	-
PENSION EXPENSE	44,234	53,446	-	-	-
OPEB EXPENSE	2,504	23,161	-	-	-
PERSONNEL	601,387	665,182	592,700	633,345	535,000
OFFICE SUPPLIES	-	-	-	-	1,000
OPERATING SUPPLIES	-	-	-	-	10,000
EQUIPMENT MAINTENANCE	33,287	21,784	20,000	20,000	9,500
HARDWARE & SOFTWARE					
MAINTENANCE CONTRACTS	523,157	490,469	600,000	575,000	630,000
TELE-COMMUNICATIONS & DATA & RADIO	223,245	164,156	227,000	264,120	229,000
SOFTWARE LICENSES	-	-	-	-	-
CONSULTANTS	21,834	8,477	15,000	15,000	15,000
PROFESSIONAL DUES	-	-	-	-	1,200
TRAVEL & TRAINING	5,157	8,426	12,800	12,800	11,800
OTHER CONTRACTED SERVICES	12,146	-	-	-	61,000
TECHNOLOGY PROJECTS	12	925	-	20,100	-
HIGH TECHNOLOGY REPLACEMENTS	41,747	107,177	90,000	90,000	90,000
TRANSFER TO ASSET REPLACEMENT FUND	-	-	-	-	20,000
OPERATIONS	860,586	801,414	964,800	997,020	1,078,500

**TECHNOLOGY MANAGEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
TOTAL EXPENDITURES	1,461,973	1,466,596	1,557,500	1,630,365	1,613,500
NET REVENUES (EXPENDITURES)	14,768	140,832	63,800	(6,265)	73,700
BEGINNING FUND BALANCE*	28	(22,157)	74,302	118,674	112,409
ENDING FUND BALANCE	\$ 14,796	\$ 118,674	\$ 138,102	\$ 112,409	\$ 186,109

*2018 beginning fund balance reflects a prior period audit adjustment

ASSET REPLACEMENT FUND

The Asset Replacement Fund (ARF), formerly known as the Equipment Replacement Fund prior to the 2020 Budget, began in 2011. The General Fund transferred excess reserves in 2012 and 2013 as seed funding for future asset replacements. Additional funds from the EnerNOC, Inc. Demand Response Sales and Services Agreement are deposited into the ARF. The ARF is used to finance the purchase of assets routinely used in providing the city's services. The ARF operates in the same manner as the Vehicle Replacement Fund (VRF) in that each city department makes contributions to the ARF based on the estimated life and replacement cost of the asset it uses. The ARF purchases assets when a combination of age and repair cost indicates that the asset has reached the end of its service life.

The ARF is made up of various assets including equipment, furniture, and infrastructure improvements with a cost of greater than \$5,000.

2019 Financial Activity - In 2019, transfers from other funds are expected to be \$575,400 and total revenues are projected to be \$625,100. Total expenditures are expected to be \$412,100.

2020 Budget - Transfers from other funds in 2020 are expected to be \$656,000. The budgeted expenditures in 2020 are \$181,800, which is for the following purchases:

- * PW-Facilities – Water Pump #1 and #2 Chillers for total of \$11,000
- * Parks-WURC – 2 Recumbent Bikes for a total of \$5,900
- * Parks-WURC – Two treadmills for total of \$18,800
- * Parks-WURC – Fixed Arm Elliptical for total of \$6,700
- * Parks-COL – Umbrellas for total of \$5,900
- * Parks-COL – 70 Chaise Lounges for total of \$16,000
- * Parks-COL – Quartz Aggregate Plaster for total of \$117,500

The planned expenditures for the next five year period are also listed following the Statement of Revenues and Expenditures.

ASSET REPLACEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
SALE OF CITY PROPERTY	\$ 507	\$ 2,100	\$ -	\$ -	\$ -
MISCELLANEOUS	13,311	6,418	10,000	10,000	10,000
TRANSFER FROM GENERAL FUND	851,700	653,500	575,400	575,400	569,100
TRANSFER FROM WATER & SEWER FUND	-	-	-	-	86,900
EARNINGS ON INVESTMENTS	13,450	35,994	28,200	39,700	37,700
TRANSFER FROM TECHNOLOGY MANAGEMENT FUND	-	-	-	-	20,000
TOTAL REVENUES	878,968	698,011	613,600	625,100	723,700
EXPENDITURES					
OTHER EQUIPMENT	12,596	24,501	257,800	213,000	181,800
CAPITAL PURCHASES RECLASSIFIED AS ASSET	74,153	376,426			
TOTAL EXPENDITURES	86,749	400,927	257,800	213,000	181,800
NET REVENUES (EXPENDITURES)	792,219	297,084	355,800	412,100	541,900
BEGINNING FUND BALANCE	1,040,826	1,833,045	2,130,129	2,130,129	2,542,229
ENDING FUND BALANCE	\$ 1,833,045	\$ 2,130,129	\$ 2,485,929	\$ 2,542,229	\$ 3,084,129

The Asset Replacement Fund was formerly (up to fiscal year 2020) called the Equipment Replacement Fund.

**ASSET REPLACEMENT SCHEDULE
FIVE YEAR REPLACEMENT SCHEDULE
2021 - 2025**

DESCRIPTION	DEPARTMENT ASSIGNED	SCHEDULED REPLACEMENT YEAR	ESTIMATED REPLACEMENT COST
Clary UPS-Buffalo/Rice	Traffic	2021	6,000.00
Clary UPS-Buffalo/Sunset	Traffic	2021	6,000.00
Clary UPS-Weslayan/University	Traffic	2021	6,000.00
Clary UPS-Weslayan/Rice	Traffic	2021	6,000.00
Pedestrian Indicators	Traffic	2021	7,200.00
Pedestrian Indicators	Traffic	2021	7,200.00
Pedestrian Indicators	Traffic	2021	7,200.00
Pedestrian Indicators	Traffic	2021	7,200.00
Pedestrian Indicators	Traffic	2021	7,200.00
Signal Indication/Illumination	Traffic	2021	13,750.00
Signal Indication/Illumination	Traffic	2021	13,750.00
Signal Indication/Illumination	Traffic	2021	13,750.00
Signal Indication/Illumination	Traffic	2021	13,750.00
Signal Indication/Illumination	Traffic	2021	13,750.00
Traffic Light Poles (2) and Mast Arms (4) (non-decorative)	Traffic	2021	40,000.00
Traffic Light Poles (2) and Mast Arms (4) (non-decorative)	Traffic	2021	40,000.00
Traffic Light Poles (2) and Mast Arms (4) (non-decorative)	Traffic	2021	40,000.00
Traffic Light Poles (2) and Mast Arms (4) (non-decorative)	Traffic	2021	40,000.00
Traffic Light Poles (2) and Mast Arms (4) (non-decorative)	Traffic	2021	40,000.00
RayPak Pool Heater	PARD- Recreation Center	2021	20,166.00
UV System-6030	PARD- Recreation Center	2021	27,000.00
Lady Alligator	PARD- Colonial Park Pool	2021	5,950.00
UV System-6050	PARD- Colonial Park Pool	2021	45,000.00
2021 Replacement Cost			\$ 426,866
LifePack 15 cardiac monitor - Medic 1	Fire	2022	34,000.00
Video Processors	Traffic	2022	5,000.00
Video Processors	Traffic	2022	5,000.00
Video Processors	Traffic	2022	5,000.00
Video Processors	Traffic	2022	5,000.00
Video Processors	Traffic	2022	5,000.00
Non-Potable Water Booster Pump 1	PW Operations	2022	9,800.00
Precor 835 AMT (2)	PARD- Recreation Center	2022	16,500.00
Precor 833 TRM Treadmill (2)	PARD- Recreation Center	2022	16,800.00
Wier Tennis Court Resurfacing	PARD- Park Maintenance	2022	7,000.00
Judson Park Lighting	PARD- Park Maintenance	2022	15,900.00

**ASSET REPLACEMENT SCHEDULE
FIVE YEAR REPLACEMENT SCHEDULE
2021 - 2025**

DESCRIPTION	DEPARTMENT ASSIGNED	SCHEDULED REPLACEMENT YEAR	ESTIMATED REPLACEMENT COST
Wier Irrigation	PARD- Park Maintenance	2022	18,500.00
Lily Pad Entry Pads	PARD- Colonial Park Pool	2022	21,400.00
2022 Replacement Cost			\$ 164,900
PWPACK	Facilities	2023	5,000.00
IceFD	Facilities	2023	6,500.00
Air Handler #1 - CH	Facilities	2023	12,100.00
Air Handler #2 - CH	Facilities	2023	14,200.00
Air Handler #3 - CH	Facilities	2023	13,700.00
Air Handler #4 - CH	Facilities	2023	13,800.00
Submersible Pumps	General Svcs	2023	9,600.00
Precor 835 EFX - Elliptical (moving arms) (2)	PARD- Recreation Center	2023	15,500.00
Precor 833 TRM Treadmill (2-1)	PARD- Recreation Center	2023	16,700.00
Whitt Johnson Irrigation	PARD- Park Maintenance	2023	18,000.00
Huffington Irrigation	PARD- Park Maintenance	2023	22,100.00
2023 Replacement Cost			\$ 147,200
Pool heater	Facilities	2024	\$ 27,000
Non-Potable Water Booster Pump 2	PW Operations	2024	\$ 9,800
Precor 835 Recumbent Bike (1)	PARD- Recreation Center	2024	\$ 5,400
Feature Pads (2)-1	PARD- Colonial Park Pool	2024	\$ 4,300
Feature Pads (2)-2	PARD- Colonial Park Pool	2024	\$ 4,300
Fabric for all structures	PARD- Colonial Park Pool	2024	\$ 14,900
UPS	Tech Replacement Fund	2024	\$ 100,000
2024 Replacement Cost			\$ 165,700
Bunker Gear Replacement - mandated by Texas Commission on Fire Protection (TCFP)	Fire	2025	63,800.00
Water Pump #1 - CH	Facilities	2025	6,000.00
Water Pump #2 - CH	Facilities	2025	6,000.00
Large Grinder	General Svcs	2025	5,600.00
Striper/Driver System	General Svcs	2025	12,000.00
Tables-6030	PARD- Recreation Center	2025	5,250.00
Furniture replacement	PARD- Recreation Center	2025	37,313.65
Defender (SP-41-48-1038)	PARD- Recreation Center	2025	85,000.00
Town Center Irrigation	PARD- Park Maintenance	2025	11,000.00
CB Irrigation	PARD- Park Maintenance	2025	14,400.00
1M Dirafirm Diving Stand	PARD- Colonial Park Pool	2025	9,300.00
Defender (SP-55-48-2076)	PARD- Colonial Park Pool	2025	123,000.00
2025 Replacement Cost			\$ 378,664

EMPLOYEE BENEFIT FUND

The Employee Benefit Fund facilitates accounting and oversight for the cost of health care, Worker Compensation, dental plans, and life and disability plans.

2019 Financial Activity - The city's Employee Benefit Fund revenue is anticipated to be at \$2.47 million to fund employee benefits and the administrative costs of providing those benefits. Charges to the operating funds are expected to be \$2.06 million and the balance of \$0.41 million comes from employee/retiree contributions and other miscellaneous earnings. Expenditures are expected to be \$2.52 million, approximating to appropriations.

2020 Budget - Charges to operating funds in the amount of \$1.92 million plus \$0.56 million from employee/retiree contributions and other miscellaneous earnings are budgeted. Expenditures are expected to be \$2.49 million, an 8.00% decrease from the 2019 budgeted expenditures.

During the 2020 Budget process it was decided that certain items in this fund such as other employee benefits, HRA costs, accumulated sick and vacation leave, recruiting and hiring, events, awards, tuition and software licenses needed to be placed in a separate fund and not the Employee Benefit Fund. Due to this, the Human Resources Services Fund was created.

EMPLOYEE BENEFITS FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
CHARGES TO OPERATING FUNDS:					
ER - HEALTH	\$ 1,309,281	\$ 1,253,008	\$ 1,443,600	\$ 1,280,000	\$ 1,551,000
ER - DENTAL	58,231	56,174	62,100	61,300	80,600
ER - LIFE	17,918	26,971	14,000	27,800	33,500
ER - DISABILITY	30,637	24,058	29,500	25,800	37,200
ER - WORKER'S COMPENSATION	115,365	118,916	126,100	122,150	102,200
ER - RETIREES	240,400	180,000	188,600	188,600	111,400
ER - OTHER BENEFITS	359,442	283,449	348,300	354,300	-
EMPLOYEE CONTRIBUTIONS:					
EE - HEALTH	285,508	297,963	336,800	304,100	426,900
EE - DENTAL	16,523	15,086	16,300	13,300	20,800
EE - VISION	13,395	13,058	13,100	13,900	13,200
RETIREE CONTRIBUTIONS	1,012	-	-	-	-
COBRA CONTRIBUTIONS	40,893	57,931	59,100	58,600	56,000
EARNINGS ON INVESTMENTS	8,146	17,848	15,000	21,200	15,100
TRANSFER FROM GENERAL FUND	-	-	-	-	33,700
TOTAL REVENUES	2,496,751	2,344,461	2,652,500	2,471,050	2,481,600
EXPENDITURES					
MEDICAL PREMIUMS - ACTIVE	1,644,374	1,544,952	1,780,400	1,603,700	1,977,900
MEDICAL PREMIUMS - RETIRED	117,792	140,057	158,600	141,800	121,700
MEDICAL PREMIUMS - COBRA	26,998	45,363	36,700	50,300	41,400
DENTAL PREMIUMS - ACTIVE	79,269	73,533	80,500	76,800	105,100
VISION PREMIUMS - ACTIVE	13,147	13,041	13,300	14,600	13,700
WORKER'S COMPENSATION	97,876	95,593	100,000	90,600	102,200
LIFE & AD&D, DISABILITY	53,687	44,752	50,800	59,400	59,700
UNEMPLOYMENT CLAIMS	84	22	10,000	10,000	-
HRA COSTS	-	1,731	5,000	2,500	-
OTHER ADMINSTRATIVE COST	22,757	13,584	20,000	15,000	15,700
WELLNESS PROGRAM	17,812	2,131	20,000	10,000	18,000
ACCUMULATED SICK LEAVE	-	-	90,000	90,000	-
ACCRUED VACATION	-	-	60,000	60,000	-
RECRUITING & HIRING	16,894	18,231	25,200	20,000	-
EVENTS	12,646	18,568	15,000	15,000	-
AWARDS	1,307	3,245	3,000	6,000	-
TUITION	14,753	19,302	44,000	25,000	-
SOFTWARE LICENSES	-	-	17,200	12,000	-
CONSULTANTS	47,469	12,500	43,900	76,900	35,000
TRAVEL & TRAINING	1,791	-	-	-	-
TRANSFER TO GENERAL FUND	146,500	-	142,500	142,500	-
TRANSFER TO WATER & SEWER FUND	-	29,700	-	-	-
TOTAL EXPENDITURES	2,315,156	2,076,303	2,716,100	2,522,100	2,490,400
NET REVENUES (EXPENDITURES)	181,595	268,158	(63,600)	(51,050)	(8,800)
BEGINNING FUND BALANCE	1,086,176	1,267,771	1,183,721	1,535,929	1,057,513
ENDING FUND BALANCE	\$ 1,267,771	\$ 1,535,929	\$ 1,120,121	\$ 1,484,879	\$ 1,048,713

HUMAN RESOURCES SERVICES FUND

During the 2020 Budget process, it was decided to create a new fund, the Human Resources Services Fund for items such as other employee benefits, HRA costs, accumulated sick and vacation leave, recruiting and hiring, events, awards, tuition and software licenses. These items prior to 2020 were accounted for in the Employee Benefit Fund.

2019 Financial Activity – Since this fund will be new for 2020, there is no 2019 financial activities to report. The items that make up this fund are accounted for in the 2019 Financial Activity of the Employee Benefit Fund.

2020 Budget - Charges to operating funds in the amount of \$245,000 plus \$5,000 from and other miscellaneous earnings are budgeted. Expenditures are expected to be \$336,000.

HUMAN RESOURCES SERVICES FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
EARNINGS ON INVESTMENTS	-	-	-	-	5,000
TRANSFER FROM GENERAL FUND	-	-	-	-	244,600
TOTAL REVENUES	-	-	-	-	249,600
EXPENDITURES					
UNEMPLOYMENT CLAIMS	-	-	-	-	10,000
OTHER ADMINSTRATIVE COST	-	-	-	-	5,300
ACCUMULATED SICK LEAVE	-	-	-	-	70,000
ACCRUED VACATION	-	-	-	-	40,000
RECRUITING & HIRING	-	-	-	-	33,600
EVENTS	-	-	-	-	15,000
AWARDS	-	-	-	-	6,000
TUITION	-	-	-	-	30,000
INCENTIVES	-	-	-	-	5,000
TRANSFER TO GENERAL FUND	-	-	-	-	76,200
TRANSFER TO WATER & SEWER FUND	-	-	-	-	44,600
TOTAL EXPENDITURES	-	-	-	-	335,700
NET REVENUES (EXPENDITURES)	-	-	-	-	(86,100)
BEGINNING FUND BALANCE	-	-	-	-	427,366
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 341,266

SPECIAL REVENUE FUNDS

SUMMARY DISCUSSION

Special Revenue Funds are created to account for the proceeds from specific revenue sources that are restricted to expenditures for specific purposes. The City has ten active Special Revenue Funds in 2020:

THE PARKS FUND - The Parks Fund accounts for donations made by citizens for West University Place parks.

THE FRIENDS OF WEST UNIVERSITY PARKS DONATION FUND – This fund accounts for donations and expenditures funded by the Friends of West University Parks.

THE COURT TECHNOLOGY FUND - The Court Technology Fund accounts for a \$4.00 fee added to traffic tickets issued in West University Place. State law restricts the use of the revenue generated by this fee to technology used to support the City’s Municipal Court.

THE TREE REPLACEMENT FUND - City ordinances require that trees that are damaged destroyed or removed during construction be replaced. The Tree Replacement Fund accounts for funds paid by builders in lieu of planting replacement trees.

THE COURT SECURITY FUND - Similar to the Court Technology Fund, the Court Security Fund accounts for a \$3.00 fee added to traffic tickets issued in West University Place. Revenues generated by this fee can be used only to provide security for the building housing the Court.

THE METRO FUND – In 1999, The Metropolitan Transit Authority of Harris County (METRO) and West University Place entered into an interlocal, multi-year Congestion Mitigation/Traffic Management agreement. This agreement was modified and extended to December 2025 by the Harris County voters in November 2012. The payments from METRO are due not later than 30 days after each quarter. These funds are used for transportation related capital projects.

POLICE STATE FORFEITED PROPERTY FUND – Certain property used in the commission of crimes or proceeds from criminal activity is subject to forfeiture. Funds generated from the sale of this property are set aside for the use of the Police Department.

FIRE TRAINING FUND – Accounts for grants, donations and other funds set aside for training firefighters.

POLICE TRAINING FUND-Accounts for grants, donations and other funds set aside for training police officers.

SPECIAL REVENUE FUNDS (Continued)

GOOD NEIGHBOR FUND – The City receives donations to fund the activities of the Good Neighbor Team, specifically “Handy Man” home repairs for resident senior citizens. The Good Neighbor Fund restricts the use of those donations to that specific activity.

PARKS DONATION FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
EARNINGS ON INVESTMENTS	\$ 1,746	\$ 2,744	\$ 1,400	\$ 1,000	\$ 900
DONATIONS	226,514	51,960	45,500	55,200	50,500
TOTAL REVENUES	228,259	54,704	46,900	56,200	51,400
EXPENDITURES					
OPERATING SUPPLIES	12,017	17,999	65,000	57,000	28,000
FURNITURE & EQUIP <\$5000	-	-	12,200	12,200	15,000
CONSTRUCTION COSTS	56,806	126,395	-	-	-
TOTAL EXPENDITURES	68,823	144,394	77,200	69,200	43,000
NET REVENUES (EXPENDITURES)	159,436	(89,689)	(30,300)	(13,000)	8,400
BEGINNING BALANCE	39,507	198,943	115,143	109,254	96,254
ENDING BALANCE	\$ 198,943	\$ 109,254	\$ 84,843	\$ 96,254	\$ 104,654

**FRIENDS OF WEST UNIVERSITY PARKS FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
FRIENDS OF WEST U PARKS	\$ -	\$ 295,290	\$ -	\$ 267,000	\$ 478,000
EARNINGS ON INVESTMENTS	0	\$ 6	-	-	-
TOTAL REVENUES	<u>0</u>	<u>295,296</u>	<u>-</u>	<u>267,000</u>	<u>478,000</u>
EXPENDITURES					
CONSTRUCTION COSTS	-	295,290	-	267,000	478,000
TOTAL EXPENDITURES	<u>-</u>	<u>295,290</u>	<u>-</u>	<u>267,000</u>	<u>478,000</u>
NET REVENUES (EXPENDITURES)	0	6	-	-	-
BEGINNING BALANCE	<u>611</u>	<u>611</u>	<u>611</u>	<u>617</u>	<u>617</u>
ENDING BALANCE	<u>\$ 611</u>	<u>\$ 617</u>	<u>\$ 611</u>	<u>\$ 617</u>	<u>\$ 617</u>

**COURT TECHNOLOGY FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
MUNICIPAL COURT FINES	\$ 5,673	\$ 8,297	\$ 5,000	\$ 8,000	\$ 8,000
EARNINGS ON INVESTMENTS	32	173	-	100	-
TOTAL REVENUES	<u>5,705</u>	<u>8,471</u>	<u>5,000</u>	<u>8,100</u>	<u>8,000</u>
EXPENDITURES					
HARDWARE & SOFTWARE MAINTENANCE					
CONTRACTS	-	2,454	-	-	-
FURNITURE & EQUIP <\$5000	-	-	-	-	2,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
NET REVENUES (EXPENDITURES)	5,705	8,471	5,000	8,100	6,000
BEGINNING BALANCE	<u>454</u>	<u>6,159</u>	<u>11,259</u>	<u>14,630</u>	<u>22,730</u>
ENDING BALANCE	<u>\$ 6,159</u>	<u>\$ 14,630</u>	<u>\$ 16,259</u>	<u>\$ 22,730</u>	<u>\$ 28,730</u>

TREE REPLACEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
OTHER FEES AND PERMITS	\$ 45,450	\$ 43,400	\$ 30,000	\$ 30,000	\$ 30,000
EARNINGS ON INVESTMENTS	2,127	4,690	3,800	4,900	4,600
TOTAL REVENUES	<u>47,577</u>	<u>48,090</u>	<u>33,800</u>	<u>34,900</u>	<u>34,600</u>
EXPENDITURES					
TREE REPLACEMENT OPERATING EXPENDITURES	12,670	27,427	35,000	46,000	50,000
TOTAL EXPENDITURES	<u>12,670</u>	<u>27,427</u>	<u>35,000</u>	<u>46,000</u>	<u>50,000</u>
NET REVENUES (EXPENDITURES)	34,907	20,662	(1,200)	(11,100)	(15,400)
BEGINNING BALANCE	<u>224,775</u>	<u>259,682</u>	<u>260,782</u>	<u>280,344</u>	<u>269,244</u>
ENDING BALANCE	<u>\$ 259,682</u>	<u>\$ 280,344</u>	<u>\$ 259,582</u>	<u>\$ 269,244</u>	<u>\$ 253,844</u>

COURT SECURITY FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
MUNICIPAL COURT FINES	\$ 4,329	\$ 6,226	\$ 4,500	\$ 8,000	\$ 8,000
EARNINGS ON INVESTMENTS	412	753	600	800	700
TOTAL REVENUES	<u>4,741</u>	<u>6,980</u>	<u>5,100</u>	<u>8,800</u>	<u>8,700</u>
EXPENDITURES					
REGULAR WAGES	-	6,700	7,250	6,300	10,500
TRAVEL & TRAINING	-	534	-	1,000	3,000
FURNITURE & EQUIP <\$5000	4,576	171	1,500	500	1,500
TOTAL EXPENDITURES	<u>4,576</u>	<u>7,405</u>	<u>8,750</u>	<u>7,800</u>	<u>15,000</u>
NET REVENUES (EXPENDITURES)	165	(426)	(3,650)	1,000	(6,300)
BEGINNING BALANCE	<u>45,040</u>	<u>45,205</u>	<u>43,204</u>	<u>44,779</u>	<u>45,779</u>
ENDING BALANCE	<u>\$ 45,205</u>	<u>\$ 44,779</u>	<u>\$ 39,554</u>	<u>\$ 45,779</u>	<u>\$ 39,479</u>

METRO FUND**STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
METRO	\$ 532,336	\$ 586,114	\$ 555,500	\$ 592,000	\$ 592,000
EARNINGS ON INVESTMENTS	1,361	1,264	1,800	200	200
TOTAL REVENUES	<u>533,697</u>	<u>587,378</u>	<u>557,300</u>	<u>592,200</u>	<u>592,200</u>
EXPENDITURES					
TRANSFER TO TRANSPORTATION IMPROVEMENT FUND	500,000	732,000	600,000	600,000	550,000
TOTAL EXPENDITURES	<u>500,000</u>	<u>732,000</u>	<u>600,000</u>	<u>600,000</u>	<u>550,000</u>
NET REVENUES (EXPENDITURES)	33,697	(144,622)	(42,700)	(7,800)	42,200
BEGINNING BALANCE	<u>232,076</u>	<u>265,773</u>	<u>80,273</u>	<u>121,151</u>	<u>113,351</u>
ENDING BALANCE	<u>\$ 265,773</u>	<u>\$ 121,151</u>	<u>\$ 37,573</u>	<u>\$ 113,351</u>	<u>\$ 155,551</u>

**POLICE STATE FORFEITED PROPERTY FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
FORFEITED PROPERTY	\$ 18,333	\$ -	\$ -	\$ -	\$ -
EARNINGS ON INVESTMENTS	118	453	400	500	500
TOTAL REVENUES	<u>18,451</u>	<u>453</u>	<u>400</u>	<u>500</u>	<u>500</u>
EXPENDITURES					
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET REVENUES (EXPENDITURES)	18,451	453	400	500	500
BEGINNING BALANCE	<u>8,478</u>	<u>26,929</u>	<u>27,329</u>	<u>27,382</u>	<u>27,882</u>
ENDING BALANCE	<u>\$ 26,929</u>	<u>\$ 27,382</u>	<u>\$ 27,729</u>	<u>\$ 27,882</u>	<u>\$ 28,382</u>

POLICE TRAINING FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
STATE GRANT	\$ 2,035	\$ 2,835	\$ -	\$ 2,800	\$ -
EARNINGS ON INVESTMENTS	168	371	300	500	500
DONATIONS	-	302	-	-	-
TOTAL REVENUES	<u>2,203</u>	<u>3,508</u>	<u>300</u>	<u>3,300</u>	<u>500</u>
EXPENDITURES					
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET REVENUES (EXPENDITURES)	2,203	3,508	300	3,300	500
BEGINNING BALANCE	<u>17,268</u>	<u>19,471</u>	<u>19,771</u>	<u>22,979</u>	<u>26,279</u>
ENDING BALANCE	<u>\$ 19,471</u>	<u>\$ 22,979</u>	<u>\$ 20,071</u>	<u>\$ 26,279</u>	<u>\$ 26,779</u>

FIRE TRAINING FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
STATE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
SETRAC	-	4,154	-	4,100	-
EARNINGS ON INVESTMENTS	60	241	-	-	-
DONATIONS	5,223	(3,461)	-	100	-
TOTAL REVENUES	5,283	934	-	4,200	-
EXPENDITURES					
OPERATING SUPPLIES	4,394	2,362	-	11,400	-
TRAVEL & TRAINING	-	-	-	1,000	-
TOTAL EXPENDITURES	4,394	2,362	-	11,400	-
NET REVENUES (EXPENDITURES)	889	(1,429)	-	(7,200)	-
BEGINNING BALANCE	9,257	10,146	10,347	8,718	1,518
ENDING BALANCE	\$ 10,146	\$ 8,718	\$ 10,347	\$ 1,518	\$ 1,518

GOOD NEIGHBOR FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
EARNINGS ON INVESTMENTS	\$ 29	\$ 67	\$ -	\$ -	\$ -
DONATIONS	995	-	-	-	-
TOTAL REVENUES	<u>1,024</u>	<u>67</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES					
COMMUNITY RELATIONS	-	-	2,500	-	2,500
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>
NET REVENUES (EXPENDITURES)	1,024	67	(2,500)	-	(2,500)
BEGINNING BALANCE	<u>2,960</u>	<u>3,984</u>	<u>4,084</u>	<u>4,050</u>	<u>4,050</u>
ENDING BALANCE	<u>\$ 3,984</u>	<u>\$ 4,050</u>	<u>\$ 1,584</u>	<u>\$ 4,050</u>	<u>\$ 1,550</u>

CAPITAL PROJECTS FUNDS

SUMMARY DISCUSSION

Capital Project Funds are used to account for the purchase or construction of equipment, property and buildings. Capital projects accounted for in these funds are characterized by their cost (normally exceeding \$50,000), relatively long operational life of each asset and their impact on a department's operating budget. These funds are usually created to account for a single project or a related group of projects and are closed when the projects are completed. For 2020, West University Place has four active capital project funds as the Capital Reserve Fund was eliminated in 2019 and the 2019 Certificate of Obligation Fund was added in 2019.

CAPITAL PROJECT FUND

The Capital Project Fund is used to account for projects associated with the city's Capital Improvement Program. Funding for projects financed in this fund comes from transfers from the General Fund and bond proceeds.

CAPITAL RESERVE FUND

The Capital Reserve Fund served as a pass-through fund and accounted for funds set aside by the City Council to help finance future capital projects. The city targeted excess reserves in its General Fund and transferred any surplus to the Capital Reserve Fund. This pass-through fund was eliminated in 2019 with the excess reserves flowing straight to the Capital Project fund.

TRANSPORTATION IMPROVEMENT FUND

The Transportation Improvement Fund accounts for capital projects to improve roads and the associated drainage issues.

2019 CERTIFICATE OF OBLIGATION (CO) FUND

The 2019 Certificate of Obligation (CO) Fund accounts for CO funds purchased in 2019 to be used for the purpose of purchasing, constructing and installing a traffic surveillance and security system within the City.

WATER AND SEWER CAPITAL FUND

The Water and Sewer Capital Fund accounts for funds set aside to be used for Capital Projects related to the Water and Sewer Utility System.

CAPITAL PROJECT FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual	Actual	Budget	Estimated	P/Y Proj Bal R/O to	Budget
	2017	2018	2019	2019	2020	2020
REVENUES						
FRIENDS OF WEST U PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEMA REIMBURSEMENT	-	-	-	15,711	-	-
EARNINGS ON INVESTMENTS	1,388	10,853	6,000	13,000	-	7,800
TRANSFER FROM GENERAL FUND	-	200,000	-	-	-	-
TRANSFER FROM CAPITAL RESERVE FUND	200,000	649,505	6,968	6,968	-	-
TRANSFER FROM 2019 CERT OF OBLIGATION FUND	-	-	-	150,707	-	-
FUTURE BOND PROCEEDS	-	-	2,140,000	-	-	-
TOTAL REVENUES	201,388	860,358	2,152,968	186,386	-	7,800
EXPENDITURES						
PROJECT EXPENDITURES						
ANIMAL CONTROL SHELTER	7,089	2,769	60,000	60,000	-	-
LIBRARY RENOVATIONS	93,170	-	-	-	-	-
VIRTUAL GATE-PHASE I*	-	45,542	2,140,000	105,165	-	-
WURC WESTSIDE CONCRETE PARKING LOT	-	-	100,000	-	-	-
PW MAINTENANCE PARKING LOT/WASH	-	-	-	175,000	-	-
CITY WIDE ENGINEERING TRAFFIC STUDY/IMPLEMENTATION	-	-	-	-	-	150,000
BRIDGE MANAGEMENT PROGRAM	-	-	-	-	-	65,000
STORM WATER MANAGEMENT PROGRAM	-	-	-	-	-	100,000
CITYWIDE FACILITIES CONDITION & SECURITY ASSESSMENT	-	-	-	-	-	75,000
CITY HALL AUDIO/VIDEO UPGRADES	-	-	-	-	-	110,000
TOTAL EXPENDITURES	100,259	48,311	2,300,000	340,165	-	500,000
BEGINNING BALANCE	119,887	221,016	448,997	1,033,063	-	879,284
ENDING BALANCE	\$ 221,016	\$ 1,033,063	\$ 301,965	\$ 879,284	-	\$ 387,084

*Virtual Gate Expenditures Moved to 2019 Cert of Obligation Fund

CAPITAL RESERVE FUND
STATEMENT OF REVENUES AND EXPENDITURES

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
REVENUES					
EARNINGS ON INVESTMENTS	\$ 4,568	\$ 3,901	\$ -	-	\$ -
TRANSFER FROM GENERAL FUND	500,000	-	-	-	-
TOTAL REVENUES	504,568	3,901	-	-	-
EXPENDITURES					
TRANSFER TO CAPITAL PROJECTS FUND	200,000	649,505	6,968	6,968	-
TOTAL EXPENDITURES	200,000	649,505	6,968	6,968	-
BEGINNING BALANCE	348,005	652,573	6,968	6,968	-
ENDING BALANCE	\$ 652,573	\$ 6,968	\$ -	\$ -	\$ -

**TRANSPORTATION IMPROVEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	P/Y Proj Bal R/O to 2020	Budget 2020
REVENUES						
FEMA REIMBURSEMENT	\$ -	\$ -	\$ 1,173,750	\$ -	\$ -	\$ 1,600,000
SOUTHSIDE PLACE	-	-	58,125	-	-	-
EARNINGS ON INVESTMENTS	12,288	30,259	23,200	34,000	-	32,300
FEDERAL GRANT	-	-	800,000	1,040,100	-	8,222,600
TRANSFER FROM METRO GRANT FUND CERTIFICATES OF OBLIGATION	500,000	732,000	600,000	600,000	-	550,000
PROCEEDS	-	-	-	-	-	25,737,300
FUTURE BOND PROCEEDS	-	-	833,125	-	-	-
TOTAL REVENUES	512,288	762,259	3,488,200	1,674,100	-	36,142,200
PROJECT EXPENDITURES						
CITY WIDE DRAINAGE STUDY	11,101	-	-	-	-	-
KILMARNOCK RETAINING WALL	-	-	-	30,000	-	-
ROADWAY REPAIRS/OVERLAY/ REPLACEMENT	-	152,638	150,000	150,148	-	-
WESLAYAN RD REPAIRS	78,701	-	-	-	-	-
BUFFALO SPEEDWAY	120,082	139,034	2,400,000	-	-	4,617,000
BUFFALO SPEEDWAY DRAIN	-	-	-	823,000	185,000	16,538,000
BUFFALO SPEEDWAY ROAD	-	84,170	-	1,216,000	176,000	11,445,000
SHARED DRAINAGE SYSTEM - DESIGN	-	-	465,000	-	-	-
SHARED DRAINAGE SYSTEM	-	-	-	-	-	1,600,000
ALT STORMWATER DETENTION OPTIONS FEASIBILITY STUDY	-	-	-	-	-	50,000
TOTAL EXPENDITURES	209,884	375,842	3,015,000	2,219,148	361,000	34,250,000
BEGINNING BALANCE	1,186,840	1,489,244	1,674,544	1,875,661	-	1,330,613
ENDING BALANCE	\$ 1,489,244	\$ 1,875,661	\$ 2,147,744	\$ 1,330,613	-	\$ 2,861,813

**2019 CERTIFICATE OF OBLIGATION FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	P/Y Proj Bal R/O to 2020	Budget 2020
REVENUES						
EARNINGS ON INVESTMENTS	-	-	-	76,500		37,100
CERTIFICATES OF OBLIGATION PROCEEDS	-	-	-	4,040,000		-
PREMIUM ON BONDS	-	-	-	559,845		-
TOTAL REVENUES	-	-	-	4,676,345	-	37,100
PROJECT EXPENDITURES						
VIRTUAL GATE PHASE I*				2,141,676		298,169
VIRTUAL GATE PHASE II						2,160,000
TOTAL EXPENDITURES	-	-	-	2,141,676	-	2,458,169
BEGINNING BALANCE	-	-	-	-		2,534,669
ENDING BALANCE	\$ -	\$ -	\$ -	\$ 2,534,669		\$ 113,600

* Includes Issuance Costs

**WATER AND SEWER CAPITAL PROJECTS
STATEMENT OF REVENUES AND EXPENDITURES**

	Actual 2017	Actual 2018	Budget 2019	Estimated 2019	P/Y Proj Bal R/O to 2020	Budget 2020
REVENUES						
EARNINGS ON INVESTMENTS	\$ 13,500	\$ 27,540	\$ 20,600	\$ 35,700		\$ 21,100
TRANSFER FROM WATER & SEWER FUND	-	900,000	900,000	900,000		900,000
TOTAL REVENUES	13,500	927,540	920,600	935,700	-	921,100
PROJECT EXPENDITURES						
BELT FILTER PRESS REPLACEMENT	51,327	-	-	-		-
LIFT STATION RENOVATIONS #8-12	11,669	209,082	-	-		
WWTP OUTFALL RELOCATION	104,253	-	-	-		
BISSONNET WATER LINE REPLACEMENT	-	-	-	650,000		
WWTP CLARIFIER REPLACEMENT	396,146	-	-	-		
WWTP AERATION BASIN MONITORING EQUIPMENT	15,751	-	-	-		
WWTP FENCING	-	-	60,000	50,000		
SEWER INFLOW & INFILTRATION DETECTION/ REDUCTION	-	2,381	-	44,500		
BUFFALO SPEEDWAY RECONSTRUCTION	14,495	10,666	-	-		
WWTP WEIR REPLACEMENT	-	-	400,000	41,000	559,000	
WWTP FLOODWATER PROTECTION UPGRADES	-	-	50,000	-		
WWTP EFFICIENCY STUDY	-	-	180,000	60,000	320,000	
WWTP LIGHTING REPLACEMENT	-	-	90,000	90,000		
LIFTSTATIONS 1-12 LINING PROJECT	-	-	115,000	115,000		
WATER PUMPING & STORAGE STUDY	-	-	25,000	400,000		150,000
WATER LINE REPLACEMENT PROGRAM	-	-	-	-		250,000
WWTP CLARIFIER AUTOMATION	-	-	-	-		200,000
SCADA WATER SYSTEM REPLACEMENT	-	-	-	-		95,000
RECLAMATION FEASIBILITY STUDY	-	-	-	-		50,000
FLOW METER REPLACEMENT/ INSTALLATION	-	-	-	-		110,000
BOOSTER PUMP REPLACEMENT	-	-	-	-		200,000
WWTP GATE REPLACEMENT	-	-	-	-		120,000
STUDY	-	-	-	-		75,000
STUDY	-	-	-	-		90,000
TOTAL EXPENDITURES	593,641	222,129	920,000	1,450,500	879,000	1,340,000
BEGINNING BALANCE	1,860,744	1,280,603	1,085,204	1,986,014		1,471,214
ENDING BALANCE	\$ 1,280,603	\$ 1,986,014	\$ 1,085,804	\$ 1,471,214		\$ 173,314

COMMUNITY IMPROVEMENT PLAN

SUMMARY DISCUSSION

Leading up to the 2020 budget process, the City began working on a 5 year Community Improvement Plan (CIP). The CIP is a 5 year plan that serves as a planning document, identifies community improvement projects, identifies options for funding the projects and identifies the impact on annual operations and maintenance budgets. The 2020-2024 CIP will address two broad areas of expenditures: protection of previous investment in physical assets (infrastructure) through maintenance and renovation and planning and construction of new infrastructure to improve public safety, service delivery and quality of life for residents. The CIP is broken down by project types (categories) which are drainage, water, wastewater, streets and sidewalks, parks and open spaces, facilities, and other improvements such as land acquisition, traffic, security, etc. The CIP also identifies how projects will be funded. Various options include using budgeted cash funds from existing revenue sources, issuing debt, donations, local/state/federal grants, or a combination of all the above.

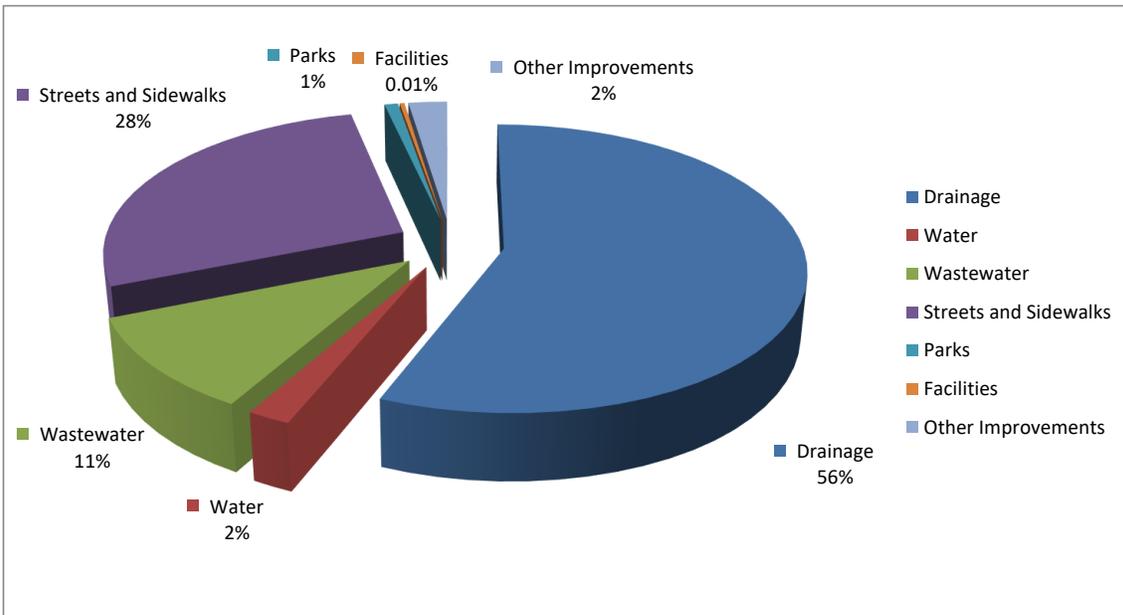
The following pages will give a summary of budgeted projects for 2020, a 5 year summary by project types, and the data sheets for 2020 projects.



**COMMUNITY IMPROVEMENT PLAN
2020 BUDGET ALLOCATIONS**

PROJECTS	FUNDING SOURCE	2020 ADOPTED BUDGET
1. Bridge Management Plan	Cash General Fund	\$65,000
2. Storm Water Management Program	Cash General Fund	\$100,000
3. Citywide Facilities Security & Condition Assessment	Cash General Fund	\$75,000
4. City Hall Audio/Video Upgrades	Cash General Fund	\$110,000
5. Citywide Engineering Traffic Study/Implementation	Cash General Fund	\$150,000
6. Shared Drainage System	Federal Funds	\$1,600,000
7. Alt. Stormwater Detention Options Feasibility Study	METRO Funds	\$50,000
8. Virtual Gate	Prev. CO's Issued	\$2,458,169
9. Water Pumping & Storage Study	Cash W & S Fund	\$150,000
10. Water Line Replacement Program	Cash W & S Fund	\$250,000
11. WWTP Clarifier Automation	Cash W & S Fund	\$200,000
12. SCADA Water System Replacement	Cash W & S Fund	\$95,000
13. Reclamation Feasibility Study	Cash W & S Fund	\$50,000
14. Flow Meter Replacement/Installation	Cash W & S Fund	\$110,000
15. Booster Pump Replacement	Cash W & S Fund	\$200,000
16. WWTP Gate Replacement	Cash W & S Fund	\$120,000
17. WWTP Floodwater Protection Study	Cash W & S Fund	\$75,000
18. WWTP Inflow and Infiltration Study	Cash W & S Fund	\$90,000
19. Buffalo Speedway (Prev. approved \$2.4M)	CO's and Federal Funds	\$32,600,000
Total amount for CIP projects per 2020 Adopted Budget		\$38,548,169
Note 1: \$595,500 included for Parks on Year 2020 5 Year CIP relates to Friend of Parks and Equipment Replacement Funds		\$595,500
Total amount Per Year 2020 in 5 year CIP		\$39,143,669

5-YEAR COMMUNITY IMPROVEMENT PLAN BY PROJECT SUMMARY						
BY PROJECT TYPE	2020	2021	2022	2023	2024	Total
Drainage	\$ 1,650,000	\$ 30,869,000	\$ 24,842,200	\$ 13,461,000	\$ -	\$ 70,822,200
Water	\$ 805,000	\$ 300,000	\$ 309,000	\$ 368,000	\$ 756,000	\$ 2,538,000
Wastewater	\$ 535,000	\$ -	\$ -	\$ 12,843,000	\$ -	\$ 13,378,000
Streets and Sidewalks	\$ 32,765,000	\$ 353,000	\$ 406,000	\$ 609,000	\$ 612,000	\$ 34,745,000
Parks	\$ 595,500	\$ 293,000	\$ 175,000	\$ -	\$ -	\$ 1,063,500
Facilities	\$ 75,000	\$ -	\$ 106,000	\$ 200,000	\$ -	\$ 381,000
Other Improvements	\$ 2,718,169	\$ 310,000	\$ -	\$ -	\$ -	\$ 3,028,169
Totals	\$ 39,143,669	\$ 32,125,000	\$ 25,838,200	\$ 27,481,000	\$ 1,368,000	\$ 125,955,869



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Pedestrian Bridge Renovations					
DEPARTMENT:	Public Works					
DIVISION:	Streets					
DESCRIPTION:	Rehabilitation of three (3) pedestrian bridges that cross Poor Farm Ditch.					
JUSTIFICATION:	This project will consist of removing and replacing the wood decking at all three bridges to ensure safe pedestrian mobility across the Poor Farm Ditch.					
BUDGET IMPACT:	TBD					
						
	City of West University Place					
	Five Year Plan Estimates					
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study						
Engineering						
Construction	65,000					65,000
Contingency						
Total Costs	65,000	0	0	0	0	65,000
	Five Year Plan Estimates					
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Capital Projects Fund (General)	65,000					65,000
Total Funding	65,000	0	0	0	0	65,000
	Impact on Operations					
IMPACT ON BUDGET	2020	2021	2022	2023	2024	Totals
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Storm Water Management Program					
DEPARTMENT:	Public Works					
DIVISION:	Streets					
DESCRIPTION:	Perform an extensive debris removal program to ensure maximum drainage of the City's current stormwater sewer system.					
JUSTIFICATION:	Through the use of televising video equipment, staff is able to inspect the City's storm sewer system to identify potential issues in the underground pipes. This management program will identify those problem areas to allow for the debris removal to maximize flow and capacity of the storm sewer system.					
BUDGET IMPACT:	TBD					



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering						
Construction	100,000	103,000	106,000	109,000	112,000	530,000
Contingency						
Total Costs	100,000	103,000	106,000	109,000	112,000	530,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Capital Projects Fund (General)	100,000	103,000	106,000	109,000	112,000	530,000
Total Funding	100,000	103,000	106,000	109,000	112,000	530,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	City Wide Facilities Master Plan					
DEPARTMENT:	Public Works					
DIVISION:	Facilities					
DESCRIPTION:	Perform a condition and security assessment of all City facilities.					
JUSTIFICATION:	The purpose of this study will be to analyze the condition of all City facilities, as well as perform a security assessment that ensures the safety of both staff and the general public.					
BUDGET IMPACT:	TBD					



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	75,000					75,000
Engineering						
Construction						
Contingency						
Total Costs	75,000	0	0	0	0	75,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Capital Improvement Fund (General)	75,000					75,000
Total Funding	75,000	0	0	0	0	75,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020	
PROJECT NAME:	Audio Visual Upgrades to Council Chambers			
DEPARTMENT:	IT			
DIVISION:	Technology			
DESCRIPTION:	Upgrade Audio/Video equipment in Council Chambers and Bill Watson Conference Room at City Hall.			
JUSTIFICATION:	Current equipment is over ten years old. Viewing area is limited to seats near the front TVs. The interface controller (AMX) is difficult to use. Audio quality for council area is limited by gooseneck microphone.			
BUDGET IMPACT:	TBD			

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering						
Construction	110,000					110,000
Contingency						
Total Costs	110,000	0	0	0	0	110,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Capital Projects Fund (General)	110,000					110,000
Total Funding	110,000	0	0	0	0	110,000

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	City Wide Traffic Study					
DEPARTMENT:	Public Works					
DIVISION:	Other Improvements					
DESCRIPTION:	Perform a City Wide traffic study to review and analyze current conditions within the City limits to determine the feasibility to reduce the posted speed limit from 30 MH to 25 MPH.					
JUSTIFICATION:	This study will provide empirical data that will make a recommendation from a licensed traffic engineer to determine if the conditions exist to support lowering of the speed limit.					
BUDGET IMPACT:	TBD					

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	75,000					75,000
Design						
Construction	75,000					75,000
Contingency						
Other Costs						
Total Costs	150,000	0	0	0	0	150,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Capital Improvement Fund (General)	150,000					150,000
Total Funding	150,000	0	0	0	0	150,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020
PROJECT NAME:	College Avenue Shared System		
DEPARTMENT:	Public Works		
DIVISION:	Streets and Drainage		
DESCRIPTION:	In conjunction with the City of Southside Place, this project would design and construct a new storm sewer pipe along Auden Street.		
JUSTIFICATION:	The construction of this new storm sewer system would eliminate existing drainage connections from Southside Place on the 66" line that is between the boundaries of both cities and improve drainage to areas downstream of Case St. to Bellarie Blvd.		
BUDGET IMPACT:	TBD		



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering						
Construction	1,600,000					1,600,000
Contingency						
Total Costs	1,600,000	0	0	0	0	1,600,000
FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
City of Southside Place						
CDBG/HGMP	1,600,000					1,600,000
Total Funding	1,600,000	0	0	0	0	1,600,000
IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
Operating Cost						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020
PROJECT NAME:	Alternative Stormwater Detention Study		
DEPARTMENT:	Public Works		
DIVISION:	Streets		
DESCRIPTION:			
Perform a feasibility study for stormwater detention alternatives available to the City that are not considered traditional detention methods.			
JUSTIFICATION:			
The purpose of the study will be to identify alternatives (i.e. raingardens, microdetention, etc.) that will allow the City to fully utilize proposed drainage improvements with no restrictions.			
BUDGET IMPACT:			
TBD			



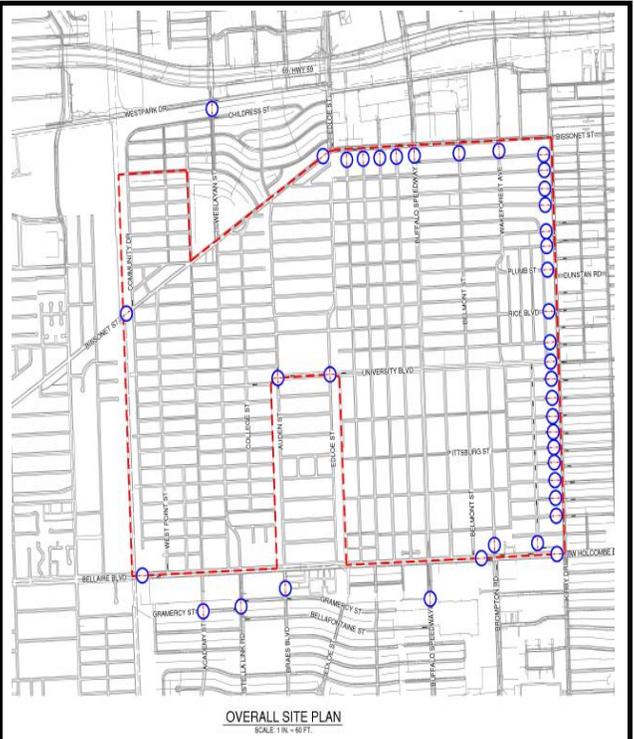
PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	50,000					50,000
Engineering						
Construction						
Contingency						
Total Costs	50,000	0	0	0	0	50,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Capital Improvement Fund (General)	50,000					50,000
Total Funding	50,000	0	0	0	0	50,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020
PROJECT NAME:	Virtual Gate		
DEPARTMENT:	IT		
DIVISION:	Technology		
DESCRIPTION:	<p>The "Virtual Gate" is a network of intersection video that includes cameras and license plate readers that will cover all entrances to the City. The network includes a comprehensive technology system to help with crime detection and resolution. The project was authorized by City Council in 2017 to be implemented over two Phases where Phase I will provide cameras at (15) locations and Phase II will provide cameras at the remaining (25) locations.</p>		
JUSTIFICATION:	<p>The City is encountering an increase in criminals that pass through the City that have extensive criminal histories. Do to the proximity of the City of West University to one of the largest cities and counties in America the overload from those counties is creating in increase in pass through crime. The traditional response to an increase in crime is to add additional police officers, however with the advances in technology the City is using this approach to supplement current police operations.</p>		
BUDGET IMPACT:			



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Design						
Engineering						
Construction	2,460,000					2,460,000
Contingency						
Total Costs	2,460,000	0	0	0	0	2,460,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Certificates of Obligations	2,460,000					2,460,000
Total Funding	2,460,000	0	0	0	0	2,460,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Drinking Water Distribution Efficiency Study and Future Projects					
DEPARTMENT:	Public Works					
DIVISION:	Water					
DESCRIPTION:	<p>Perform engineering study to analyze the operations and capacity needs of the City's Water Distribution System. This study will inform future renovations/replacements for the water system. The City has an asset renewal conceptual plan informed by annual inspection reports and recurring asset renewal best practices. The need to maintain the critical service assets over the next five years requires substantial funding that may require bond funding. Replacements/Renovations costs below are pre-liminary estimates provided to staff by engineers.</p>					
JUSTIFICATION:	<p>The system was designed in the 1950s. Since that time, water distribution technology has advanced and the housing stock, land footprint, and land use has changed over the years resulting in larger homes, more irrigation systems etc. This study will inform future renovations/replacements needed to system to ensure proper capacity and pumping requirements to meet future demand.</p>					
BUDGET IMPACT:	TBD					
		Five Year Plan Estimates				
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study	150,000					150,000
Engineering						
Construction						
Contingency						
Total Costs	150,000	0	0	0	0	150,000
		Five Year Plan Estimates				
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Water and Sewer Capital Projects	150,000					150,000
Total Funding	150,000	0	0	0	0	150,000



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Water Distribution Replacement Assessment					
DEPARTMENT:	Public Works					
DIVISION:	Water					
DESCRIPTION:	Perform City Wide inventory of water lines with a phased in approach for replacement.					
JUSTIFICATION:	This plan will identify the remaining cast iron water lines that are still in service and implement a replacement program. Due to the age and conditions of the pipes, they are highly susceptible for failure causing unnecessary waste of water and increase maintenance costs.					
BUDGET IMPACT:	TBD					
PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	100,000					100,000
Engineering						0
Construction	150,000	250,000	259,000	268,000	278,000	1,205,000
Contingency		50,000	50,000	50,000	50,000	200,000
Total Costs	250,000	300,000	309,000	318,000	328,000	1,505,000
FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Water and Sewer Capital Projects	250,000	300,000	309,000	318,000	328,000	1,505,000
Total Funding	250,000	300,000	309,000	318,000	328,000	1,505,000
IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020	
PROJECT NAME:	WWTP Clarifier Automation System			
DEPARTMENT:	Public Works			
DIVISION:	Wastewater			
DESCRIPTION:	Installation of an automated cleaning system for the newly installed clarifier weirs.			
JUSTIFICATION:	The clarifiers provide a lot of surface area for algae growth and debris accumulation within the weirs that can cause premature failure to the weirs. The new system will eliminate manual cleaning and improve safety, reduce unexpected maintenance costs and optimize the treatment process.			
BUDGET IMPACT:	Annual Preventative Maintenance			

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	30,000					30,000
Engineering						
Construction	170,000					170,000
Contingency						
Total Costs	200,000	0	0	0	0	200,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Water and Sewer Capital Projects	200,000					200,000
Total Funding	200,000	0	0	0	0	200,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Supervisory Control Data Acquisition (SCADA) Programmable Logic Controller (PLC) Replacement and Upgrade					
DEPARTMENT:	Public Works					
DIVISION:	Water					
DESCRIPTION:						
Replace drinking water system Supervisory Control Data Acquisition (SCADA) and Programmable Logic Control (PLC).						
JUSTIFICATION:						
The current SCADA and PLC uses proprietary software and limits the service providers able to access the program. The system is over 20 years old and obsolete. A new PLC will monitor many more alarms than our current system to ensure optimal operation of the system. The PLCs give operators an early warning that something has gone wrong - before the process can be impaired by a failure. The system needs to be replaced to meet today's technology standards to allow for maintenance and performance testing.						
BUDGET IMPACT:						
Annual Preventative Maintenance						
Five Year Plan Estimates						
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study						
Engineering						
Construction	95,000					95,000
Contingency						0
Total Costs	95,000	0	0	0	0	95,000
Five Year Plan Estimates						
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Water and Sewer Capital Projects	95,000					95,000
Total Funding	95,000	0	0	0	0	95,000
Impact on Operations						
IMPACT ON BUDGET	2020	2021	2022	2023	2024	Totals
Annual Preventative Maintenance						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Feasibility Study for Water Reclamation					
DEPARTMENT:	Public Works					
DIVISION:	Wastewater					
DESCRIPTION:						
Perform a feasibility study for water reclamation.						
JUSTIFICATION:						
This study will identify options and requirements needed for direct potable reuse utilizing the City's treated effluent water. This study will also look at indirect potable reuse to identify other potential revenue generating options.						
BUDGET IMPACT:						
TBD						
Five Year Plan Estimates						
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study	50,000					50,000
Engineering						
Construction						
Contingency						
Total Costs	50,000	0	0	0	0	50,000
Five Year Plan Estimates						
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Water and Sewer Capital Projects	50,000					50,000
Total Funding	50,000	0	0	0	0	50,000
Impact on Operations						
IMPACT ON BUDGET	2020	2021	2022	2023	2024	Totals
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Flow Meter Replacement Program					
DEPARTMENT:	Public Works					
DIVISION:	Water					
DESCRIPTION:	Remove and replace all water flow meters for the water distribution system.					
JUSTIFICATION:	Installing the meters will allow us to better monitor our water production and have better process control. The plan will replace 2 wells flow meters, 3 distribution flow meters and install 3 surface water meters.					
BUDGET IMPACT:	Annual Preventative Maintenance and Calibration					
Five Year Plan Estimates						
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study						
Engineering	110,000					110,000
Construction						
Contingency						
Total Costs	110,000	0	0	0	0	110,000
Five Year Plan Estimates						
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Water and Sewer Capital Projects	110,000					110,000
Total Funding	110,000	0	0	0	0	110,000
Impact on Operations						
IMPACT ON BUDGET	2020	2021	2022	2023	2024	Totals
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Booster Pump Replacement Program					
DEPARTMENT:	Public Works					
DIVISION:	Water					
DESCRIPTION:	Replacement of 6 booster pumps for the drinking water distribution system.					
JUSTIFICATION:	The current booster pumps have been in service since the 1950's and are nearing the end of their useful life. Newer pumps are designed to be more efficient.					
BUDGET IMPACT:	Annual Preventative Maintenance to pumps.					
	Five Year Plan Estimates					
PROJECT COSTS	2020	2021	2022	2023	2024	Totals
Study						
Engineering						
Construction	200,000					200,000
Contingency						
Total Costs	200,000	0	0	0	0	200,000
	Five Year Plan Estimates					
FUNDING SOURCES	2020	2021	2022	2023	2024	Totals
Water and Sewer Capital Projects	200,000					200,000
Total Funding	200,000	0	0	0	0	200,000
	Impact on Operations					
IMPACT ON BUDGET	2020	2021	2022	2023	2024	Totals
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Slide Gate Replacement at WWTP					
DEPARTMENT:	Public Works					
DIVISION:	Wastewater					
DESCRIPTION:	Replace slide gates at the influent and aeration basins at the waste water treatment plant.					
JUSTIFICATION:	The current gates are no longer functioning properly. The gates are used to control and maintain the water level on one side and allow for the isolation of the basin to allow for maintenance work. The gates will reduce maintenance costs as staff will no longer require the rental of additional equipment to perform needed maintenance.					
BUDGET IMPACT:	TBD					

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering						
Construction	120,000					120,000
Contingency						
Total Costs	120,000	0	0	0	0	120,000

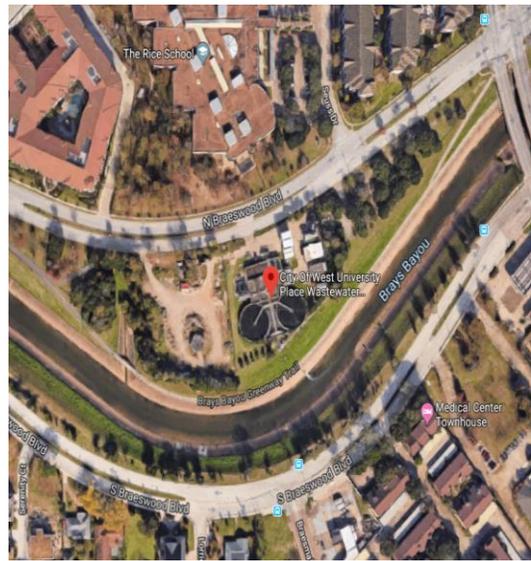
FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Water and Sewer Capital Projects	120,000					120,000
Total Funding	120,000	0	0	0	0	120,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020
PROJECT NAME:	WWTP Flood Protection Study		
DEPARTMENT:	Public Works		
DIVISION:	Wastewater		
DESCRIPTION:	Perform a feasibility study for flood protection at the Wastewater Treatment Plant.		
JUSTIFICATION:	The purpose of the study will be to identify options to protect the treatment plant from future flooding events. This will include flood protection to the interior and exterior of the facility, as well as identify the need to elevate the equipment.		
BUDGET IMPACT:	TBD		



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	75,000					75,000
Engineering						
Construction						
Contingency						
Total Costs	75,000	0	0	0	0	75,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Water and Sewer Capital Projects	75,000					75,000
Total Funding	75,000	0	0	0	0	75,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Inflow and Infiltration Study					
DEPARTMENT:	Public Works					
DIVISION:	Wastewater					
DESCRIPTION:	Perform an inflow and infiltration study to determine where storm water is entering the sanitary sewer collection system.					
JUSTIFICATION:	The wastewater treatment plant is currently being affected by inflow and infiltration during storm events. Addressing the causes for this would help lower the water being treated at the plant and help stabilize the water characteristic seen in the influent.					
BUDGET IMPACT:	TBD					



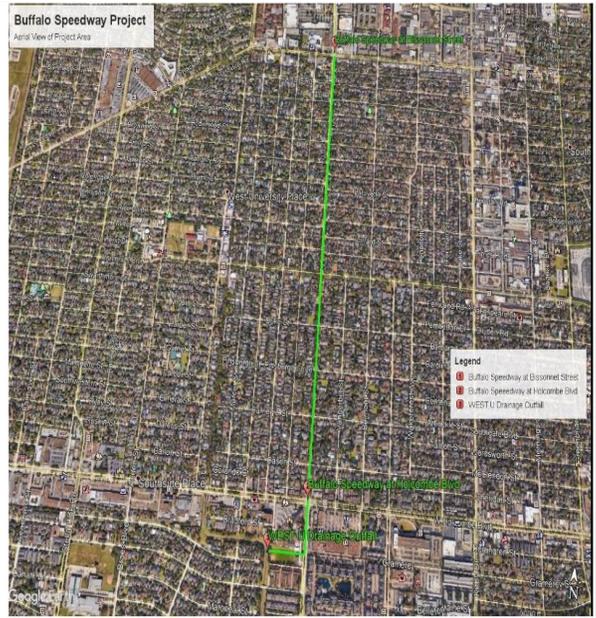
PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study	90,000					90,000
Engineering						
Construction						
Contingency						
Total Costs	90,000	0	0	0	0	90,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Water and Sewer Capital Projects	90,000					90,000
Total Funding	90,000	0	0	0	0	90,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020
PROJECT NAME:	Buffalo Speedway		
DEPARTMENT:	Public Works		
DIVISION:	Streets		
DESCRIPTION:	This project consists of engineering design and construction services of the Buffalo Speedway Drainage System. This project is being funded by the City and may qualify for future grant funding through FEMA.		
JUSTIFICATION:	Details of the project can be found in the 2018 Drainage Preliminary Engineering Report.		
BUDGET IMPACT:	TBD - (does not include additional detention costs)		



PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering	4,617,000					4,617,000
Construction Drainage	16,538,000					16,538,000
Construction Road	11,445,000					11,445,000
Contingency						
Total Costs	32,600,000	0	0	0	0	32,600,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Transportation Improvement Fund	32,600,000					32,600,000
Total Funding	32,600,000	0	0	0	0	32,600,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0

**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Colonial Park Pool Improvements					
DEPARTMENT:	Parks and Recreation					
DIVISION:	Colonial Park Pool					
DESCRIPTION:	Resurfacing was last performed in 2010 with a useful life of 9 years. This is the plaster covering of the gunite walls of the pool. Best practice is to strip all plaster to the gunite, wash, repair any cracks and apply new plaster coating.					
JUSTIFICATION:	Safety and protect the asset of the pool.					
BUDGET IMPACT:	TBD					

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Engineering						
Construction	115,000					115,000
Contingency	2,500					2,500
Total Costs	117,500	0	0	0	0	117,500

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Equipment Replacement Fund	117,500					117,500
						0
						0
Total Funding	117,500	0	0	0	0	117,500

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Colonial Pool Water Feature Replacement					
DEPARTMENT:	Parks and Recreation					
DIVISION:	Colonial Park Pool					
DESCRIPTION:	Replacement of outdated water features. The existing features work as intended except for the rain cloud and the stairs to the big slide.					
JUSTIFICATION:	Replace play features - Tot slide, remove rain cloud and replace with bobble #2, and Splashtacular Slide - stairs and treads due for replacement at minimum. These projects will preserve the quality of life for West University Place Citizens.					
BUDGET IMPACT:	TBD					

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						0
Engineering						
Construction	205,000					205,000
Contingency	10,000					10,000
Total Costs	215,000	0	0	0	0	215,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Friends of West U Parks Fund, Inc.	215,000					215,000
Total Funding	215,000	0	0	0	0	215,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Five Year Community Improvement Project Sheet**

PROJECT NUMBER:	TBD	YEAR:	2020			
PROJECT NAME:	Colonial Park Redevelopment - East					
DEPARTMENT:	Parks and Recreation					
DIVISION:	Parks Maintenance					
DESCRIPTION:	Redevelopment of Colonial Park playground areas and add lighting to the east end. Demo existing wooden play structures and sand volleyball court. Refurbish playground equipment, potentially install zip line or fitness course with shade depending on user group and Parks Board input, install dog drinking fountain and enhance Case St. playground entry.					
JUSTIFICATION:	This park redevelopment project is in direct alignment with Recommendation #1 the Parks and Open Space Master Plan. The wooden play features were installed in 2000 and have outlived their useful life. These projects will preserve the quality of life for West University Place Citizens.					
BUDGET IMPACT:	TBD					

PROJECT COSTS	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Study						
Design						
Construction	233,000					233,000
Contingency	30,000					30,000
Total Costs	263,000	0	0	0	0	263,000

FUNDING SOURCES	Five Year Plan Estimates					Totals
	2020	2021	2022	2023	2024	
Friends of West U Parks Fund, Inc.	263,000					263,000
Total Funding	263,000	0	0	0	0	263,000

IMPACT ON BUDGET	Impact on Operations					Totals
	2020	2021	2022	2023	2024	
TBD						
Total Impact	0	0	0	0	0	0



**City of West University Place
Harris County, Texas**

ORDINANCE NO. 2082

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020; APPROPRIATING FUNDS FOR SUCH BUDGET; CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

WHEREAS, as required by the City Charter and state law, the City Manager has prepared and submitted to the City Council a budget with estimates of expenditures and revenue of all city departments and activities for the year beginning January 1, 2020 and ending December 31, 2020; and

WHEREAS, such budget has been timely filed with the City Secretary, the City Council has had sufficient time to review and revise such budget and notice of a public hearing upon such budget has been duly given; and

WHEREAS, a public hearing has been held, and all taxpayers and interested persons were provided an opportunity to attend and participate in such hearing; and

WHEREAS, public participation, input and suggestions regarding the budget have been received and considered by the City Council, and the City Council has made changes as the City Council considers warranted by law in the best interest of the municipal taxpayers, and the City Council has found and determined that the budget adopted by this ordinance does not allow expenditures during the budget period in excess of funds estimated to be on hand during the same period;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. That the matters and facts set out in the preamble of this ordinance are found and determined to be true and correct and are hereby approved and adopted by the City Council.

Section 2. That the budget estimate of the revenues of the City of West University Place and the expenses of conducting the affairs thereof for the ensuing fiscal year, beginning January 1, 2020 and ending December 31, 2020, as finally submitted to the City Council by the City Manager of said City (a copy of which is on file in the City Secretary's office and on the City's website) be, and the same is in all things, adopted and approved as the budget estimate of all the current expenses as well as the fixed charges against said City for the fiscal year beginning January 1, 2020, and ending December 31, 2020.

Section 3. That the sum of TWENTY MILLION EIGHT HUNDRED NINETY THOUSAND EIGHTY-FIVE AND NO/100 DOLLARS (\$20,890,085) is hereby appropriated out of the General Fund for the payment of operating expenses and capital outlay of the City Government.

Section 4. That the sum of NINE MILLION FOURTY-SEVEN THOUSAND SEVEN HUNDRED EIGHTY-THREE AND NO/100 DOLLARS (\$9,047,783) is hereby appropriated out of the General Fund Debt Service for the purpose of paying the accruing interest and redeeming the Serial Bonds as they mature on the General Fund Debt Service Bonds.

Section 5. That the sum of EIGHT MILLION TWO HUNDRED SEVEN THOUSAND TWO HUNDRED EIGHTY-THREE AND NO/100 DOLLARS (\$8,207,283) is hereby appropriated out of the Water and Sanitary Sewer System for the payment of operating expenses and capital outlay and for the purpose of paying the accruing interest and redeeming the Serial Bonds as they mature on the Water and Sanitary Sewer Fund Debt Service Bonds.

Section 6. That the sum of ONE MILLION EIGHT HUNDRED SEVENTY-SIX THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$1,876,800) is hereby appropriated out of the Solid Waste Fund for the payment of operating expenses and capital outlay of the municipally owned Solid Waste Collection System.

Section 7. That the sum of TWO MILLION FOUR HUNDRED NINTY THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$2,490,400) is hereby appropriated out of the Employee Benefit Fund for the payment of operating expenses for the health benefits of the employees.

Section 8. That the sum of THREE HUNDRED THIRTY-FIVE THOUSAND SEVEN HUNDRED AND NO/100 DOLLARS (\$335,700) is hereby appropriated out of the Human Resource Services Fund for the payment of operating expenses for city-wide human resource related expenses.

Section 9. That the sum of NINE HUNDRED FIFTY-NINE THOUSAND AND NO/100 DOLLARS (\$959,000) is hereby appropriated out of the Vehicle Replacement Fund for the capital outlay for Vehicle Replacement Activities.

Section 10. That the sum of ONE MILLION SIX HUNDRED THIRTEEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,613,500) is hereby appropriated out of the Technology Management Fund for operating expenses and capital outlay for Technology Fund Activities.

Section 11. That the sum of ONE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$181,800) is hereby appropriated out of the Equipment Replacement Fund for operating expenses and capital outlay for Equipment Replacement Fund Activities.

Section 12. That the sum of FORTY-THREE THOUSAND AND NO/100 DOLLARS (\$43,000) is hereby appropriated out of the Parks Fund for operating expenses and capital outlay for Parks Fund Activities.

Section 13. That the sum of FOUR HUNDRED SEVENTY-EIGHT THOUSAND AND NO/100 DOLLARS (\$478,000) is hereby appropriated out of the Friends of West University Parks Fund for operating expenses and capital outlay for Friends of West University Parks Fund Activities.

Section 14. That the sum of TWO THOUSAND AND NO/100 DOLLARS (\$2,000) is hereby appropriated out of the Court Technology Fund for operating expenses and capital outlay for Court Technology Fund Activities.

Section 15. That the sum of FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000) is hereby appropriated out of the Tree Replacement Fund for operating expenses and capital outlay for Tree Replacement Fund Activities.

Section 16. That the sum of FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000) is hereby appropriated out of the Court Security Fund for operating expenses and capital outlay for Court Security Fund Activities.

Section 17. That the sum of FIVE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$550,000) is hereby appropriated out of the METRO Fund for operating expenses and capital outlay for METRO Fund Activities.

Section 18. That the sum of TWO THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$2,500) is hereby appropriated out of the Good Neighbor Fund for operating expenses and capital outlay for Good Neighbor Fund Activities.

Section 19. That the sum of FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000) is hereby appropriated out of the Capital Project Fund for capital outlay for Capital Project Fund Activities.

Section 20. That the sum of THIRTY-FOUR MILLION TWO HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$34,250,000) is hereby appropriated out of the Transportation Improvement Fund for capital outlay for Transportation Improvement Fund Activities.

Section 21. That the sum of TWO MILLION FOUR HUNDRED FIFTY-EIGHT THOUSAND ONE HUNDRED SIXTY-NINE AND NO/100 DOLLARS (\$2,458,169) is hereby appropriated out of the 2019 CO Fund for capital outlay for 2019 CO Fund Activities.

Section 22. That the sum of ONE MILLION THREE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$1,340,000) is hereby appropriated out of the Water & Sewer Capital Project Fund for capital outlay for Water & Sewer Capital Project Fund Activities.

Section 23. That this ordinance approving and adopting the Budget is made in all things in accordance with the terms and provisions of the City Charter of the City of West University Place, Texas and the laws of the State of Texas and shall be interpreted and construed in compliance therewith.

Section 24. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 25. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section, or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 26. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered, or acted upon was given in the manner required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion,

consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

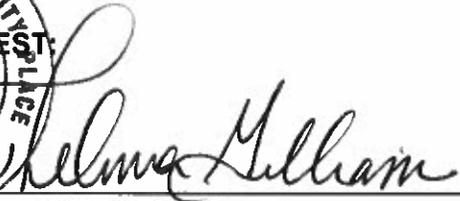
Section 27. After adoption of the Budget, the City Manager shall provide for the filing of a true copy of the Budget (and each amendment) in the office of the County Clerk of Harris County, Texas.

Section 28. The public importance of this measure and the requirements of the law create an emergency and an urgent public necessity requiring that this Ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared, and this Ordinance is accordingly passed as an emergency measure and shall take effect immediately upon adoption and signature.

PASSED, APPROVED, ADOPTED AND SIGNED ON, this 7th day of October, 2019.

SIGNED:


Kevin Trautner, Mayor Pro Tem



Helma Gilliam, City Secretary

RECOMMENDED:


Dave Beach, City Manager

REVIEWED:


Alan Petrov, City Attorney

**City of West University Place
Harris County, Texas**

ORDINANCE NO. 2083

AN ORDINANCE LEVYING AND ASSESSING AD VALOREM TAXES FOR TAX YEAR 2019; CONFIRMING AND GRANTING EXEMPTIONS; CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

WHEREAS, The City of West University Place, Texas (the "City") has bonds outstanding which are payable from ad valorem taxes; and

WHEREAS, although the ordinances authorizing such bonds contain general levies of taxes, it is necessary for the City Council to fix a specific rate of tax for tax year 2019, based on the City's appraisal rolls for tax year 2019 which have been prepared, reviewed and certified by the Harris County Appraisal District; and

WHEREAS, the 2019 tax rate must not only provide funds sufficient for debt service on the City's bonds, but must also provide for maintenance and operation of the City; and

WHEREAS, the assessor and collector of the City ("Assessor") has certified an anticipated collection rate to the City Council, has performed the calculations required by Section 26.04 of the Texas Tax Code, has reported the tax rate and other information required to be reported to the City Council and has published the information required to be published, having been designated to do so by the City Council; and

WHEREAS, all other preparatory steps for the adoption of a tax rate have been taken, as required by law;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. The matters and facts set out in the preamble of this ordinance are found and determined to be true and correct, and the City Council adopts, confirms, and ratifies all of the calculations, publications, notices, and other preparatory steps preceding the consideration of this ordinance.

Section 2. The City Council hereby levies, assesses and adopts the following tax rate per \$100 valuation for tax year 2019, such tax being levied and assessed

upon all property subject to taxation by the City:

\$0.18969 For the purposes of maintenance and operations

\$0.11952 For the purposes of debt service

\$0.30921 Total tax rate.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 2.65 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-3.08.

Section 3. Such tax is hereby levied and assessed in accordance with the terms and provisions of Article VIII of the City Charter and the Constitution and laws of the State of Texas, and such levy and assessment are made to provide funds for the 2020 budget of the City for the purposes indicated, including maintenance, operations and debt service for that budget period. However, this section does not prohibit the use of tax proceeds for other lawful purposes.

Section 4. The Assessor is hereby directed to assess and collect taxes on all property subject to taxation by the City on the basis of 100% of the assessed valuation thereof at the rate set by this ordinance. The taxes levied hereby shall be delinquent after January 31, 2020.

Section 5. The Finance Director or designee for the City of West University Place is hereby appointed auditor of any refunds of overpayments or erroneous payments under the terms of Section 31.11(a) of the Texas Property Tax Code.

Section 6. The City Council hereby confirms and re-grants the following exemptions, subject to the legal requirements applicable to each exemption:

(A) \$185,000.00 of the appraised value of the residence homestead of an individual who is disabled or who is 65 years of age or older.

(B) The statutory exemption for each disabled veteran.

Section 7. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 8. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section, or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 9. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered, or acted upon was given in the manner required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

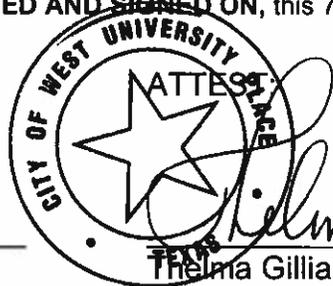
Section 10. The public importance of this measure and the requirements of the law create an emergency and an urgent public necessity requiring that this Ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared, and this Ordinance is accordingly passed as an emergency measure and shall take effect immediately upon adoption and signature.

PASSED, APPROVED, ADOPTED AND SIGNED ON, this 7th day of October, 2019.

SIGNED:

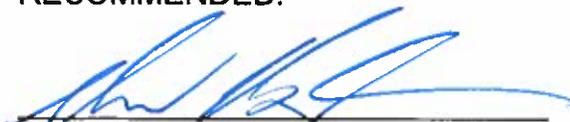


Kevin Trautner, Mayor Pro Tem




Thelma Gilliam, City Secretary

RECOMMENDED:



David Beach, City Manager

REVIEWED:



Alan Petrov, City Attorney