

Fiscal Year 2024 Budget

October 1, 2023 - September 30, 2024



City of University Park, Texas



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished*  
*Budget Presentation*  
*Award*

PRESENTED TO

**City of University Park  
Texas**

For the Fiscal Year Beginning

**October 01, 2022**

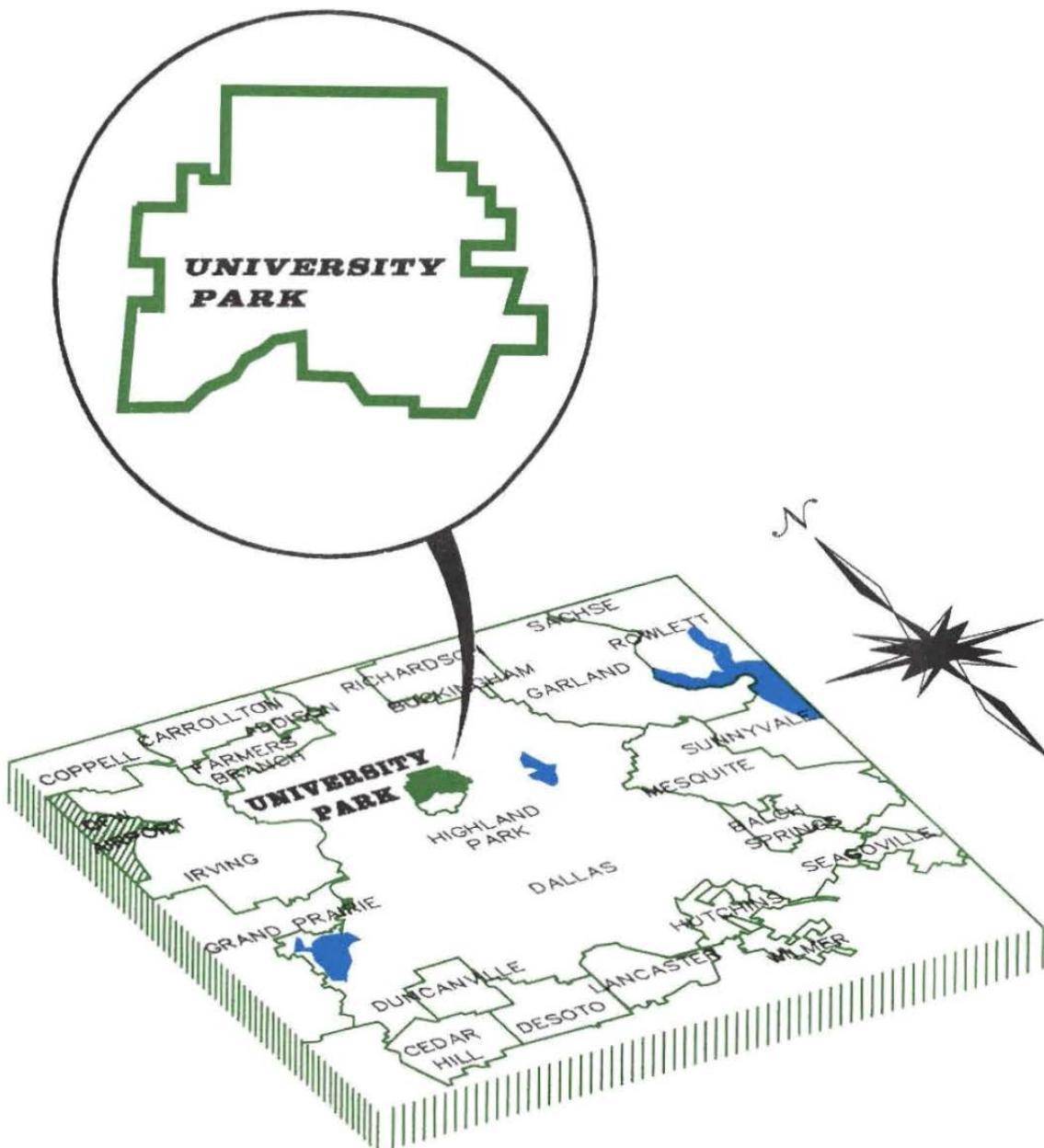
*Christopher P. Morill*

Executive Director

## INTRODUCTION AND OVERVIEW



# MAP OF UNIVERSITY PARK AND DALLAS COUNTY AREA



## **HISTORY OF UNIVERSITY PARK**

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

Determined to confront the challenges before them, community leaders organized to incorporate as a separate city. According to state law, incorporation required that area residents hold an election on the issue before the new city could be officially formed and recognized. On April 12, 1924, voters approved the incorporation measure by a 5:1 margin. Operating under the Commission form of government, the city began the work of shaping the new government and addressing the pressing need to establish basic municipal services. To provide for the financial needs of the city, another election was held soon thereafter to authorize the issuance of municipal bonds. Passing by a near unanimous margin, the \$150,000 bond issue funded the installation of a new water supply system, street paving, and the construction of a city hall and fire station. When first incorporated, the city encompassed 515 acres, 380 homes, and 1,200 residents.

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

In 1946, an election was held to adopt a Home Rule Charter, but the measure failed and the city continued to operate as a General Law city. In 1989, voters approved a Home Rule Charter which officially adopted the Council-Manager form of government and expanded the three-member Board of Commissioners to a five-member City Council. Since the 1940s, the population and area of University Park have remained relatively stable at 23,000 residents and 3.8 square miles. The city is now surrounded by Dallas on three sides and the Town of Highland Park to the south. The city's unique character, high property values, and low tax rate have been steadily maintained.

# DEMOGRAPHICS

## Facts and Figures (rev: Sept. 2022)

### Geography

Located in Dallas County, Texas  
Incorporated area equals 3.73 square miles  
Bordered on the north, east, and west by Dallas, Texas  
Bordered on the south by Highland Park, Texas

### Demographics

Population (2024 NCTCOG Est.)	24,481
2020 Census Est. Population Breakdown:	
White	87.8%
Hispanic	5.24%
Asian or Pacific Islander	4.78%
Black	1.12%
American Indian, Eskimo, Aleut	0.33%
Others	0.73%
Median Age (1980)	34.5
Median Age (2000)	31.2
Median Age (2010)	29.7
Median Age (2023)	35.3
Median Household Income	\$351,025

### Government

Date of incorporation:	April 17, 1924
Form of government:	Council-Manager
Total City Budget (FY2024)	\$65,817,493
City Tax Rate (FY2024)	\$0.236226 per \$100 taxable value
Total Certified Taxable Value (FY2024)	\$10,693,424,358
Total City Employees (FY2024)	267
Predominant City revenue source:	Property tax
Acres of City parks:	65 (13 separate parks)

### Housing

Number of residential parcels 2016-2022:	6908
% of parcels single-family homes:	77.0%
Average market value of single-family homes:	\$2,044,097

### Education

K-12 School District	<b>Highland Park Independent School District -</b> Armstrong Elementary, Bradfield Elementary, Hyer Elementary, University Park Elementary, Highland Park Middle School, McCulloch Intermediate School, Highland Park High School
Enrollment in HPISD (2019/2020)	6824
Teacher to Student ratio:	1:15
% HPISD Graduates continuing to college:	97%
Students in the Class of 2022 completed more than 63,000 hours of community service during their 4 years at HPHS.	

### University: Southern Methodist University

Enrollment: Approx. 12,385

Sources: 2020 US Census, HPISD, City of University Park, Texas, Southern Methodist University, Dallas Central Appraisal District, North Dallas Council of Governments

# CITY OF UNIVERSITY PARK, TEXAS

## ***City Profile***

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

## ***Government Structure***

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

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

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

## ***Services Provided***

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

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

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

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

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

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

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

## ***Local Economy***

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

In 2023, the average market value of a single-family residential parcel in the City increased to \$2,044,097 from \$2,009,827 in 2022. The property tax rate decreased from \$0.245975 to \$0.236226 per hundred dollar of taxable value.

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

The City Council continues to endorse both the pay-as-you-go philosophy for infrastructure replacement, and the rolling 5-year Capital Improvements Program as formulated and approved by the Capital Projects Review Committee. A Long-Term Financial Planning Committee was formed in 2018, and is composed of four residents, the City Manager and the Director of Finance. The purpose of this committee is to establish a rolling, 5-year, long-term financial plan for the city. In 2022 the City purchased a Certificate of Obligation in the amount of \$13,520,000.00.

## **Mission Statement**

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

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

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

## **Core Values**

Dedication, Competence, Diligence, Communication and Service

## **Slogan**

*“Committed to Excellence”*

## **Vision Statement**

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

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

# CITY OF UNIVERSITY PARK, TEXAS

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## Elected Officials

Official and Title	First Elected	Term Expires	Professional Background
Tommy Stewart, Mayor	2020	2024	Commercial Real Estate
Liz Farley, Mayor Pro Tempore	2018	2024	Medical
Mark Aldredge, Councilmember	2020	2024	Real Estate Developer
Bob Myers, Councilmember	2022	2024	Commercial Real Estate
Phillip Philbin, Councilmember	2022	2024	Attorney

## Appointed Officials

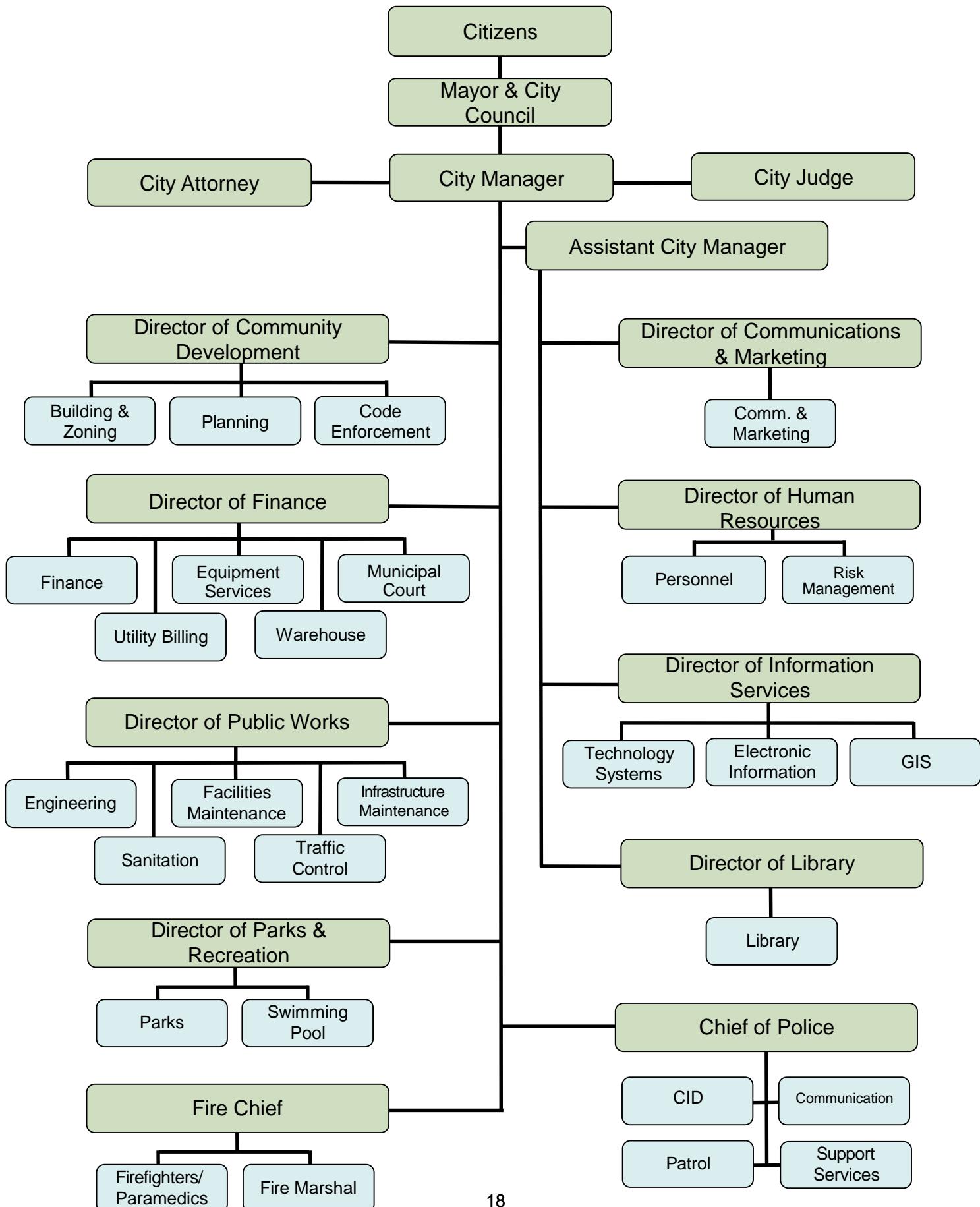
Name	Position	Year Appointed To Position
Robert L. Corder	City Manager	2014
Robert L. Dillard, III	City Attorney	1987
James P. Barklow, Jr.	Municipal Judge	1987
Thomas W. Tvardzik	Director of Finance	2013
Brian Hogan	Controller	2021

## Certified Public Accountants

FORVIS L.L.P., Dallas, Texas

## Financial Advisor

First Southwest Company, Dallas, Texas



## **BUDGET PROCESS**



**CITY OF UNIVERSTIY PARK, TEXAS**

**FISCAL YEAR 2024 BUDGET**

**INTRODUCTION AND FUND STRUCTURE SUMMARY**

### **Introduction**

Welcome to the Fiscal Year (FY) 2024 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 19, 2023 for the period October 1, 2023 to September 30, 2024.

### **Budget preparation and adoption**

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

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

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

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

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

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

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

## **FISCAL YEAR 2024 BUDGET (continued)**

Four funds comprise the City's annual operating budget:

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

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

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

## **FISCAL YEAR 2021 BUDGET (continued)**

5. Technology Services Fund (fund 46): accounts for costs related to the acquisition and maintenance of City computer equipment. Similar to the Self-Insurance Fund, operating departments pay into the fund from their expense accounts for the maintenance and replacement of their equipment.

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

## **TWO TYPES OF FUNDS**

### **BUDGETED (4)**

**General Fund**  
**Utility Fund**  
**Sanitation Fund**  
**Stormwater Fund**

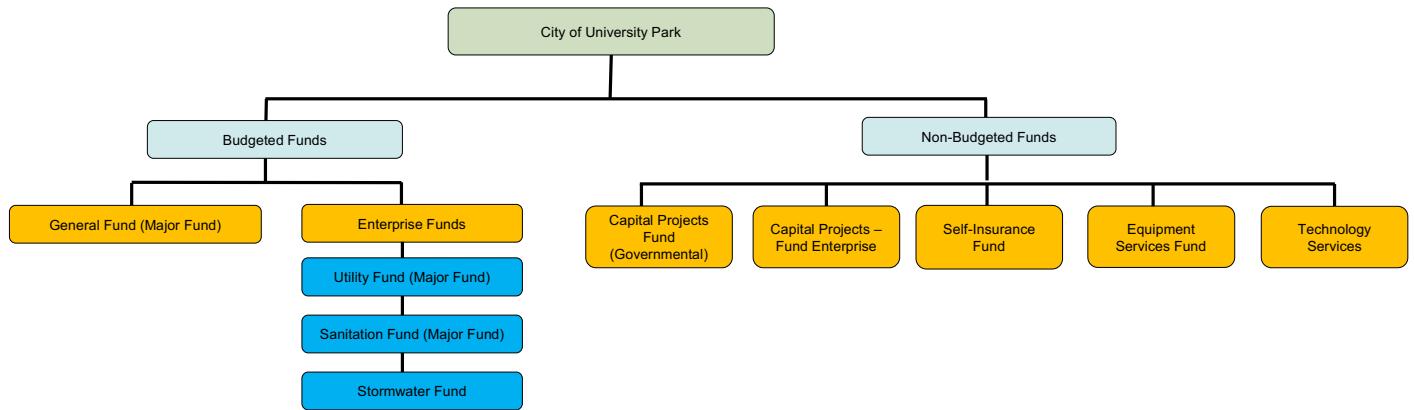
### **NON BUDGETED (5)**

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

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

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

# Budget Fund Structure



## MAJOR AND NON-MAJOR FUND DESCRIPTIONS:

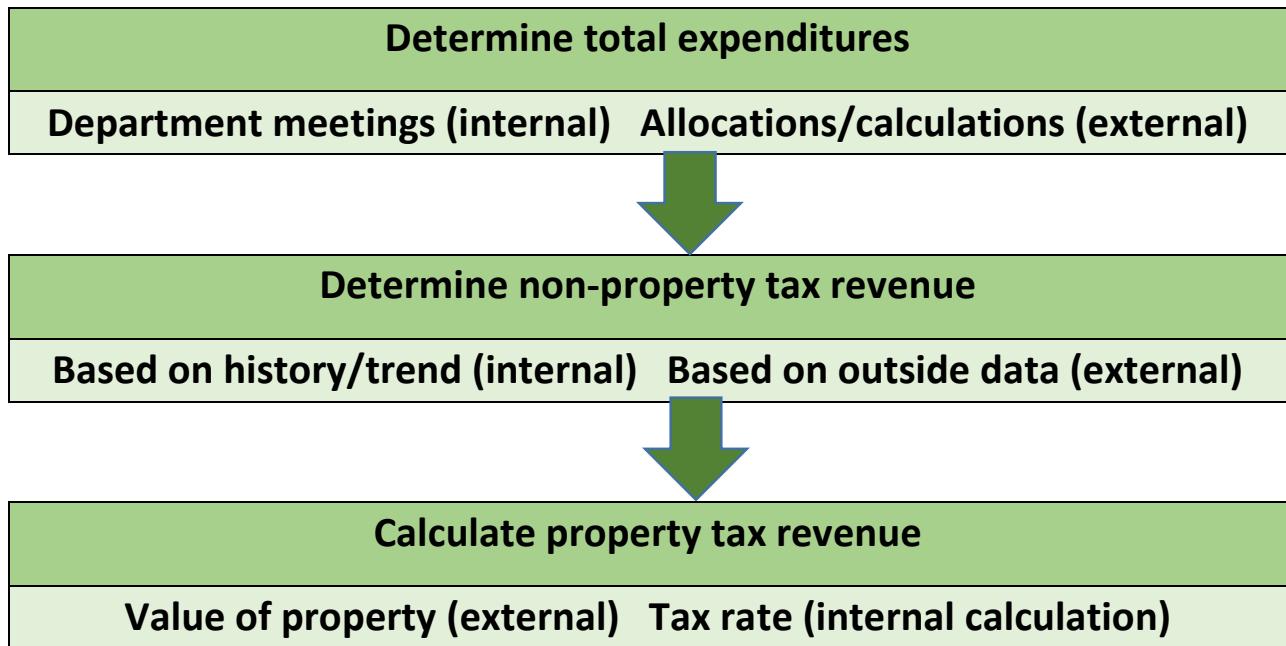
**GENERAL FUND:** Primary Government Fund. This fund accounts for traditional local government functions such as police, fire, parks and public works. Financed by property taxes, sales taxes, franchise fees and other sources.

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

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

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

## BALANCING THE “BUDGET”



## BUDGET AND TAX RATE ADOPTION PROCESS



## CALENDAR FOR TAX RATES AND FY2024 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
1/1/2023				Assessment Date		
4/5/2023						Budget opened to everyone
4/21/2023			First EVR received			
5/18/2023						Preliminary budget materials distributed to Department Heads
5/22/2023						Pre-budget warm up with Department Heads
5/25/2023				2022 Preliminary Tax Rate Calculation Data and Adoption calendar due to DCTO		
5/31/2023						Budgets due from departments
6/8 - 6/15/2023						Department budget reviews with Department Heads
7/14/2023				Final 2023 Tax Rate calculation data due to	DCAD Tax Roll Final	
7/20/2023		FAC Meeting - Preliminary Budget Review				
7/25/2023			Tax Roll Appraisal Certified by DCTO			
8/1/2023	Post agenda for Special Council Meeting			DCTO provides initial tax calculations sent to entities	ETR & Rollback rates from DCTO	
8/4/2023					Tax calculations must be posted to website	
8/8/2023	Special Council Meeting - Consider tax rate, set budget and tax rate hearing dates and adoption date					

## CALENDAR FOR TAX RATES AND FY2024 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
8/16/2022					Publish effective and rollback tax rates Publish first notice of tax rates and hearings	
8/17/2022		FAC - Review and Recommend FY2021 Budget		DCAD provides certified appraisal roll		
8/18/2023					Publish Notice of Tax Rate	Budget submission to City Secretary. File budget with City Clerk. Publish Notice of Tax Rate, Budget and Tax hearings. Post notice on website.
8/25/2023						Last Day to Publish Notice of Budget Hearing
9/5/2023	Council Meeting - Budget Hearing					Budget Hearing
9/12/2023						Last day to publish notice of tax hearing on website
9/14/2023						Last day to publish notice of tax rate hearing in paper.
9/18/2023						Last day to hold budget hearing and remain DCTO compliant
9/19/2023	Council Meeting - Budget Hearing, Adopt Budget, Tax Rate, Salary, Fees, Ratify Tax Increase					
9/20/2023				DCTO deadline to adopt tax rate		
9/22/2023				Tax rate ordinance due to DCTO		

## CALENDAR FOR TAX RATES AND FY2024 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
9/25/2023						Last day to hold budget hearing
9/26/2023	Last day to adopt budget and last day for tax rate hearing and adopt tax rate.					
9/27/2023					Remove "Notice of Tax Hearing" from Website	

## **FY2024 BUDGET**





**City of University Park  
Fiscal Year 2023-2024  
October 1, 2023 – September 30, 2024**

**September 19, 2023**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,212,873 which is a 9.50% 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 \$281,466.

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

**FOR: Stewart, Aldredge, Farley, Myers, Philbin**

**AGAINST:** None

**PRESENT AND NOT VOTING:** None

**ABSENT:** None

**Property Tax Rate Comparison**

	<b>2023-2024</b>	<b>2022-2023</b>
Property Tax Rate:	\$0.238613/100	\$0.245975/100
No New Revenue Tax Rate:	\$0.216697/100	\$0.235145/100
No New Maint. & Ops.	\$0.220349/100	\$0.237659/100
Voter Approval Tax Rate:	\$0.238613/100	\$0.256527/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

# BUDGET MESSAGE



August 16, 2023

Honorable Mayor & City Council,

The City of University Park will celebrate its Centennial in April 2024. While the City Council has appointed a committee to oversee commemorative festivities and related special events, the continued success of the community will rely on well-established traditions of community engagement and planning. The recently adopted Centennial Master Plan is illustrative of this tradition that pairs advance planning with community participation. The proposed budget seeks to provide funding solutions to address many of the action items and goals contained within the plan.

Totaling \$65.8 million, the operational budget for the City of University Park provides the annual funding to ensure the efficient delivery of municipal services. This includes services related to public safety, sanitation, road maintenance, parks, water delivery, wastewater collection, and public library. In addition to funding annual operations, the budget provides transfers of revenue into the Capital Projects Fund. In the aggregate, the annual budgeting process sets the spending plan for day-to-day services, while also providing a funding path for large-scale capital projects. A detailed analysis at the fund level is provided later in this letter, but it is worth mentioning the most notable pressures facing expenditures and revenues.

Inflation continues to persist in the national and local economies. The Bureau of Labor Statistics reports that the Consumer Price Index for the DFW Region rose 4 percent from the prior year. While this is a significant improvement from last year, it continues to increase expenditure pressure for this year. Wages also continue to increase, with the Dallas Federal Reserve reporting that wages in DFW are up 1.4 percent, which is less than gains of 4.2 percent in Texas and 4.3 percent in the U.S. Given this environment, total expenditures in the FY2024 budget represent a 7.4 percent increase from the previous year. While expenditure increases in the past five budget cycles have averaged a more modest 2.2 percent, higher expenditure growth in this fiscal year continues to be driven by inflationary pressures and wage growth.

While inflation contributes to rising expenditures, it also provides added non-property tax revenue with increased sales tax and franchise fees. However, growth in non-property tax revenues is slowing from last year's pace. For example, budgeted sales tax is up 10 percent this year compared with 20 percent last year. Revenue from franchise fees are also projected to increase, primarily due to strong sales from Atmos Energy. However, all other franchise fees are remaining steady or decreasing.

The presentation of the proposed budget to the City Council is the culmination of a process that began in April, followed by a thorough review and vetting by numerous resident committees throughout the summer. I am grateful for the work of our Department Directors who submitted operational budgets that seek to reduce costs while improving services to the community, and to the volunteer committee members who spent hours reviewing the proposed budget.

## FY2024 Highlights

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

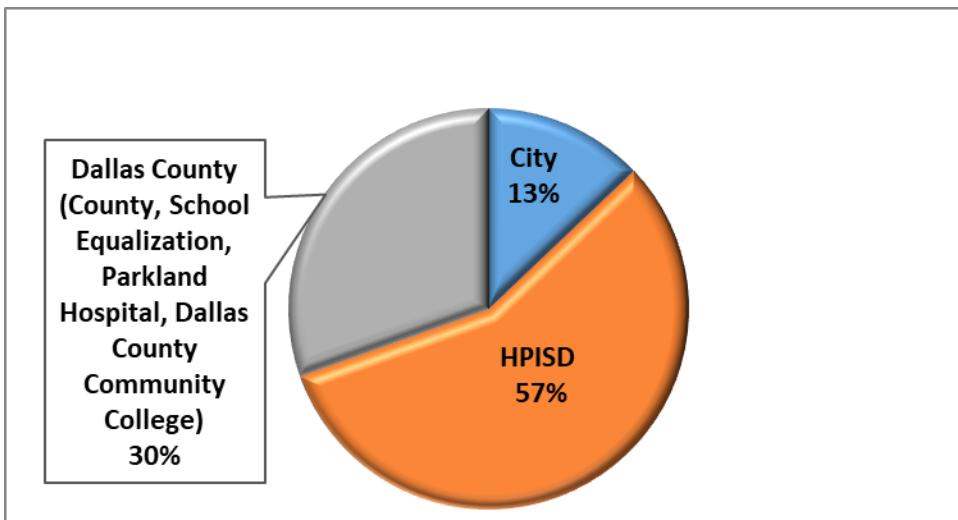
Fund	Core Services	Primary Revenue Sources
General	Police, Fire, Parks, Street Maintenance, Traffic Management, Building Inspections, Library, and General Administration	Property Taxes Sales Taxes Fines & Fees Franchise Fees
Utility	Water Distribution & Wastewater Collection	Utility Fees
Sanitation	Sanitation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

Highlights of the FY2024 Budget include the following items:

- Wage and salary adjustments that are necessary to recruit and retain talented public sector employees;
- Enhanced Direct Alarm services;
- Funding for a community survey;
- Increased financial reserves for the Sanitation Division;
- Increased funding for pension liabilities;
- Increased funding for expanded hours of operation for the Holmes Aquatic Center and providing competitive salaries for aquatics staff;
- Continued funding increases for capital projects.

## Property Taxes & Long-Term Financial Planning

The Dallas Central Appraisal District (DCAD) certifies the taxable value for all property within University Park. Based on proposed expenditures and the taxable value of all property in University Park, the FY2024 budget recommends a tax rate decrease from 24.5975 to 23.6226. The average single-family homeowner with a homestead exemption will pay approximately \$59 more per month in City property taxes. The City remains one of the smallest overall percentages of the combined tax bill. When including the other taxing entities, the City's portion of the tax bill is just 13 percent.



While working with various resident committees to review financial performance, the City made a committed effort to looking beyond the annual budget process to address long-term goals. Members of the Long-Term Financial Planning Subcommittee (LTFP) began meeting in March 2018 with the goal of reviewing and developing a long-term financial model to supplement the annual budgeting process. Given the importance of annual contributions from ad valorem tax revenue for the City's capital program, the model helps guide planning related to available cash flow. The financial model shows projected expenditures and revenue increases over a five-year period within the operational budget. This long-term approach to available cash flow helps policy makers with funding decisions. Capital projects are traditionally funded through a pay-as-you go program, but the City recently took advantage of historically low interest rates to fund large stormwater projects. The flexibility of the models also allows for consideration to be given to funding certain projects with existing fund balances.

During the 86<sup>th</sup> Legislative Session, the Texas Legislature passed SB2 that limits property tax growth to no more than approximately 3.5 percent per year, before requiring voter approval. For University Park, this limitation caps revenue growth from property taxes at approximately \$825,000, depending on actual prior year collections. The financial model provides an extended view of budgetary pressures given the new property tax caps. Both expenditure limitations and the need to grow non-property tax revenues are essential for long-term budgetary sustainability. However, the additive pressures of inflationary environments, pension obligations, and the desire to enhance city services could result in a future budget that requests voter approval above the 3.5 percent cap.

CITY OF UNIVERSITY PARK, TX							
Five Year Financial Plan, Fiscal Years							
General Fund and Emergency Fund							
\$ in '000's	2022 PROJECTED	2023 BUDGET	2024 FORECAST	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST
<b>Beginning Fund Balance</b>	<b>28,405</b>	<b>28,587</b>	<b>28,587</b>	<b>28,684</b>	<b>28,523</b>	<b>28,121</b>	<b>27,785</b>
<b>Revenues</b>							
Real Property Taxes	22,671	23,704	24,374	25,227	26,110	27,024	27,970
Sales Tax	A 6,692	6,050	6,353	6,670	7,004	7,354	7,722
Permits/Licenses	B 1,882	1,901	2,053	2,197	2,329	2,445	2,543
Interest Earnings	C 410	700	1,143	861	570	562	556
Other Revenue	B 4,510	5,154	5,563	5,948	6,302	6,615	6,878
<b>Total Revenues</b>	<b>36,165</b>	<b>37,509</b>	<b>39,486</b>	<b>40,903</b>	<b>42,315</b>	<b>44,000</b>	<b>45,667</b>
Transfers from Other Funds	600	600	600	600	600	600	600
<b>Total Revenues and Transfers In</b>	<b>36,765</b>	<b>38,109</b>	<b>40,086</b>	<b>41,503</b>	<b>42,915</b>	<b>44,600</b>	<b>46,267</b>
<b>Expenditures</b>							
Salaries and Benefits	D 23,575	24,817	25,768	26,541	27,337	28,157	29,002
Professional Fees	B 2,123	2,555	2,760	2,953	3,130	3,287	3,418
Other	5,615	6,253	6,754	7,226	7,660	8,043	8,365
<b>Total Expenditures</b>	<b>31,313</b>	<b>33,626</b>	<b>35,281</b>	<b>36,720</b>	<b>38,127</b>	<b>39,487</b>	<b>40,785</b>
Capital Projects Contribution	E 4,270	4,483	4,707	4,943	5,190	5,450	5,722
Other Transfers	B 1,000	0	0	0	0	0	0
<b>Total Expenditures and Transfers Out</b>	<b>36,583</b>	<b>38,109</b>	<b>39,989</b>	<b>41,663</b>	<b>43,317</b>	<b>44,936</b>	<b>46,507</b>
<b>Surplus (Deficit)</b>	<b>182</b>	<b>0</b>	<b>97</b>	<b>-160</b>	<b>-402</b>	<b>-336</b>	<b>-239</b>
<b>Ending Fund Balance</b>	<b>28,587</b>	<b>28,587</b>	<b>28,684</b>	<b>28,523</b>	<b>28,121</b>	<b>27,785</b>	<b>27,545</b>
Non-Spendable/Committed	18,322	18,322	18,322	18,322	18,322	18,322	18,322
<b>Unrestricted Fund Balance</b>	<b>10,265</b>	<b>10,265</b>	<b>10,362</b>	<b>10,202</b>	<b>9,800</b>	<b>9,463</b>	<b>9,224</b>
<b>Required Minimum Balance Per Policy</b>	<b>3,049</b>	<b>3,176</b>	<b>3,332</b>	<b>3,472</b>	<b>3,610</b>	<b>3,745</b>	<b>3,876</b>
<b>Excess/(Deficiency)</b>	<b>7,217</b>	<b>7,090</b>	<b>7,030</b>	<b>6,730</b>	<b>6,190</b>	<b>5,719</b>	<b>5,348</b>
<b>ASSUMPTIONS</b>							
Increase in Taxable Assessed Value			3.5%	3.5%	3.5%	3.5%	3.5%
Anticipated Sales Tax Growth	A		5.0%	5.0%	5.0%	5.0%	5.0%
Anticipated Rate of Inflation	B		8.0%	7.0%	6.0%	5.0%	4.0%
Anticipated Interest Rate	C		4.0%	3.0%	2.0%	2.0%	2.0%
Anticipated Salary Increase	D		3.0%	3.0%	3.0%	3.0%	3.0%
Capital Projects Transfer Growth	E		5.0%	5.0%	5.0%	5.0%	5.0%

## Centennial Master Plan & the Budget

The Centennial Master Plan is a big-picture document that focuses on creating a vision for key aspects of city management and city character. Following multiple rounds of discussion involving Master Plan Steering Committee members, City staff, project consultants, and over 4,000 community participants, the plan was adopted by the City Council in June 2022 with 72 action items organized by the following five themes:

1. **Affirming Sense of Place** – Goals organized around preserving the beauty, character, safety, and sense of cohesion in University Park.
2. **Assuring Connectivity** – Goals related to streets, parking, trails, utilities, communication, and programs that allow residents to move freely, do their business, and connect.
3. **Innovative Governance** – Goals to help the City government stay responsive and well-coordinated within the region, and to foster more ways that residents can help improve and direct their community.

4. **Technological Integration** – Goals intended to provide University Park with vetted technological advancements that can improve city efficiency and quality of life, based on best practices from cutting edge cities.
5. **Preparing for The Future** – Goals for the horizon, with the idea of beginning now to prepare for coming changes that can be readily identified, while building a culture of adaptability, resilience, and sustainability across City operations.

Following adoption of the Master Plan, the City Council met in a facilitated retreat to sort and prioritize the Master Plan Action Items. This process resulted in the following action items receiving a priority ranking:

Top Priorities:

- Explore ways to prevent contamination of waterways
- Sanitation Division should begin researching alternative waste disposal options
- Fund the development of a facility or engage in a long-term partnership with a facility to provide the Police Department with access to regular firearms training
- Analyze the best options to upgrade stand-by power generation at booster station

High Priorities:

- Increase the effectiveness of the City's Direct Alarm program
- Promote harvesting rainwater and run-off water collected in underground storage tanks for both public and private irrigation
- Create more green space throughout the City, adding to the City's charm and giving the City a more environmentally friendly look and feel

Other Priorities:

- Implement new technology for water, sewage, and storm sewer systems and use data to improve efficiency and service for customers
- Investigate areas that could be repurposed into public greenspace
- Implement an active transportation plan to explore ways to increase the walk score and bike score of University Park
- Consider strategies to decrease impermeable surfaces and increase on-site water retention
- Develop programs that encourage shared facilities and resources between SMU, HPISD, City of University Park, and residents
- Support efforts to preserve and enhance the sense of University Park's identity
- Create the University Park City Foundation for Excellence to help fund municipal projects and operations

Funding for many of these priorities are included in the proposed FY2024 budget. Other items will be funded through the City's Capital Improvement Program.

### Budget Schedule

The annual budgeting process begins each year in April with the submission of operational budget requests from Department Directors. Several items within the operational budget of each department target the City Council's strategic priorities. All line items within the operational budgets are reviewed and refined in the following months by Finance and Executive Department staff. Following the internal

review, a final proposed budget is presented to the following resident advisory committees for review and recommendation to the City Council:

- Finance
- Employee Benefits
- Property, Casualty, & Liability Insurance - meets throughout year to review budgetary items

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

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

Staff proposes the following schedule to satisfy the public hearing and notice requirements for the FY2024 budget's adoption:

Date	Day	Description
August 8	Tuesday	Approve resolution adopting maximum tax rate
August 17	Thursday	Final Finance Advisory Committee Review
August 18	Friday	Submit proposed draft budget to the City Council and City Secretary
September 5	Tuesday	Conduct Budget Hearing
September 19	Tuesday	Conduct Tax Rate Hearing & Adopt Budget

The remaining information contained in this budget overview provides greater detail and explanation of the proposed expenditures and revenues within the FY2024 Budget. The following items are included within that information:

- Major Expenditure Analysis
- Fund Balance & Analysis
- Future Considerations

Staff looks forward to meeting with the City Council and advisory committees to discuss the budget in more detail. We will be happy to provide any additional information that will be helpful during your consideration.

Respectfully submitted,

Robbie Corder  
City Manager

## MAJOR EXPENDITURE ANALYSIS

Proposed expenditures across all budgeted funds for the next fiscal year total \$65,817,493 which is a 7.4 percent or \$4,548,608 increase from the previous year. The table below compares the total expenditures for the City's four budgeted funds – General, Utility, Sanitation and Stormwater. Four other funds – Capital Projects, Equipment Services, Technology Services and Self Insurance are not included in the formal budget, because their revenues are generated from the four budgeted funds as transfers.

Fund	FY2022 Actual	FY2023 Adopted	FY2024 Proposed	\$ Change	% Change
	Expenditures	Budget	Budget		
General	\$ 38,777,398	\$ 38,109,447	\$ 40,810,416	\$ 2,700,969	7.1%
Utility	16,935,481	18,457,353	20,338,784	1,881,431	10.2%
Sanitation	3,638,419	3,805,422	4,068,047	262,625	6.9%
Storm Water	514,401	896,663	600,246	(296,417)	-33.1%
<b>Total</b>	<b>\$ 59,865,699</b>	<b>\$ 61,268,885</b>	<b>\$ 65,817,493</b>	<b>\$ 4,548,608</b>	<b>7.4%</b>

Over 80 percent of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these account for over half of the expenditure increase in the FY2024 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Category	FY2022 ACTUAL	FY2023 BUDGET	FY2024 BUDGET	\$ Change	% Change
Personnel costs	\$ 29,403,619	\$ 30,308,039	\$ 32,511,624	\$ 2,203,585	7.3%
Treatment charges	\$ 9,399,967	\$ 9,568,477	\$ 11,041,415	\$ 1,472,938	15.4%
Capital project funding	\$ 8,022,010	\$ 7,591,710	\$ 7,086,296	\$ (505,414)	-6.7%
Utilities/Telephone	\$ 698,455	\$ 887,449	\$ 945,413	\$ 57,964	6.5%
Equip. Replacement	\$ 1,062,442	\$ 1,152,109	\$ 1,151,534	\$ (575)	0.0%
Fuel costs	\$ 385,152	\$ 437,342	\$ 419,045	\$ (18,297)	-4.2%
<b>Subtotal</b>	<b>\$ 48,971,644</b>	<b>\$ 49,945,126</b>	<b>\$ 53,155,327</b>	<b>\$ 3,210,201</b>	<b>6.4%</b>
All Other Expenses	\$ 10,894,055	\$ 11,323,759	\$ 12,662,166	\$ 1,338,407	11.8%
<b>Total adopted budget</b>	<b>\$ 59,865,699</b>	<b>\$ 61,268,885</b>	<b>\$ 65,817,493</b>	<b>\$ 4,548,608</b>	<b>7.4%</b>
<b>Percent of budget</b>	<b>82%</b>	<b>82%</b>	<b>81%</b>		

Over the past year, the Consumer Price Index (CPI) for the Dallas-Fort Worth region has increased 4 percent and the Municipal Cost Index (MCI), which more closely tracks services and goods municipalities purchase, increased 0.3 percent. The MCI is a statistic developed by *American City & County* magazine designed to show the specific effects of inflation on the costs of providing municipal services. It differs from the CPI by including elements common to cities such as health care, fuel and construction materials.

## Personnel Costs

Since the City adopted its new pay plan in 2019, labor markets across all sectors of the economy have struggled to adapt to new employee expectations for work environment and pay. While the rate of turnover has cooled, employers are still struggling to attract and retain quality employees. Recognizing that the services provided by the City of University Park are performed by talented individuals with the ability to work for other entities, it is imperative that the City keep pace with the rate of wage growth and benefit offerings of our comparator cities<sup>1</sup>.

Consistent with previous years, the City re-engaged Public Sector Personnel Consultants to evaluate a number of positions within the pay plan that have fallen behind the average of the market comparison or have proven especially challenging in recruiting quality applicants. Public Sector Personnel Consultants have familiarity with the City's compensation plan since providing analysis in 2019, and have one of the most extensive compensation databases in the North Texas region. Based on this evaluation, the proposed changes to salaries and benefits are highlighted below.

### **Salaries:**

- Merit: Funding has been included for all employees who are eligible for merit-based pay increases according to the City's performance evaluation criteria and schedule. Employees who meet performance standards will be eligible for pay increases within the different steps of the pay plan. The estimated cost of funding merit increases is \$495,000.
- Cost of Living: Funding has been provided for a 2 percent across the board increase to all positions (excluding Public Safety) within the pay plan. This cost-of-living adjustment for these positions is \$225,000.
- Market Adjustments (Public Safety): Based on market data of comparator cities, compensation for sworn positions in the Police and Fire Departments have experienced substantial growth within the last year. When added to the 2 percent cost-of-living adjustment, the proposed market-based adjustment for sworn personnel results in an increase of 5 percent. The estimated cost of the market and cost of living adjustments for the Police and Fire Departments is \$358,000.
- Market Adjustments/Reclassifications (Non-Public Safety): Market-based and classification adjustments have also been identified for 37 civilian positions. These positions will be reclassified within the pay plan, since the positions either fall below the 50<sup>th</sup> percentile or the job duties of the position warrant a new classification. The estimated cost of these market/classification adjustments is \$153,000.

**Personnel:** There is one additional position recommended in the FY2024 Budget. The Police Department has requested a Direct Alarm Technician Specialist to assist with expanded service offerings. The salary and benefits of the new position will cost \$76,000.

**Benefits:** The City also offers a comprehensive benefit package to its employees, including insurance, retirement, and longevity pay. The proposed budget for FY2024 includes the following adjustments to employee benefits:

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<sup>1</sup> The comparator cities as established by the study include Coppell, Dallas, Farmers Branch, Frisco, Garland, Highland Park, Keller, Plano, Richardson, Southlake and The Colony.

- *Juneteenth Holiday* – City staff proposed the addition of a new holiday to recognize Juneteenth. The Employee Benefits Committee reviewed the existing list of observed employee holidays with comparator cities and recommended the City add this holiday.
- *Retirement Funding* – In recent years, the City has taken significant steps to secure long-term funding for the City’s various retirement plans. For the past two budget cycles, the City has paid above the recommended actuarial contribution to the Texas Municipal Retirement System (TMRS). Based on these payments and one-time transfers, the retirement plan is 97.8 percent funded. The FY2024 budget proposes an increased contribution rate of 8.59 percent, which is the recommended actuarial contribution from TMRS. The City typically provides a cost-of-living adjustment/updated service credits to this plan every five years. The last COLA and updated service credit that was approved for this plan was in 2018. While this budget year would typically include these benefit changes for retirees, the added contribution cost of \$800,000 was not financially feasible. Staff will look to include these benefit changes in the FY25 Budget.

The City also increased funding for Fire Department personnel who remain in the Firefighters Relief and Retirement Fund (FRRF) as a result of legislation passed in the 85<sup>th</sup> Legislative Session. While the plan is currently closed to all new hires, the FRRF plan will remain the primary retirement system for all current retirees and plan members hired before passage of this legislation. The City has financially guaranteed the current plan with its existing benefit structure, and capped member contributions at 10 percent of gross pay.

Based on the most recent actuarial valuation of the plan, the annual contribution needed to ensure full actuarial funding is \$1.450 million. To achieve the required level of funding, the current budget continues the “step” approach to funding the increased contributions, begun in fiscal 2021. The FY2024 budget recommends an increase in the FRRF contribution rate of approximately 11 percent, or \$141,800 and a transfer of fund balance to cover the remainder, if necessary.

## Water & Wastewater Treatment Charges

The Dallas County Park Cities Municipal Utility District (DCPCMUD) provides water to the City of University Park and the Town of Highland Park, while wastewater treatment services are provided by the City of Dallas Water Utilities (DWU). The amount budgeted for outside treatment can vary dramatically from the amount actually expended, depending largely on weather and watering patterns. Hotter, drier years tend to result in higher water volumes. Higher volumes in turn may drive an increase in the subsequent year wastewater treatment costs, due to winter averaging.

For FY2024, the combined costs of water and wastewater treatment are expected to increase, with the rates charged to the City by the DCPCMUD for the treatment of potable water increasing 27 percent and wastewater treatment rates charged by DWU increasing 4.4 percent. A second component of the DWU water charge (known as “Infiltration and Inflow”, or “I&I”) allocates to customer cities any unreported

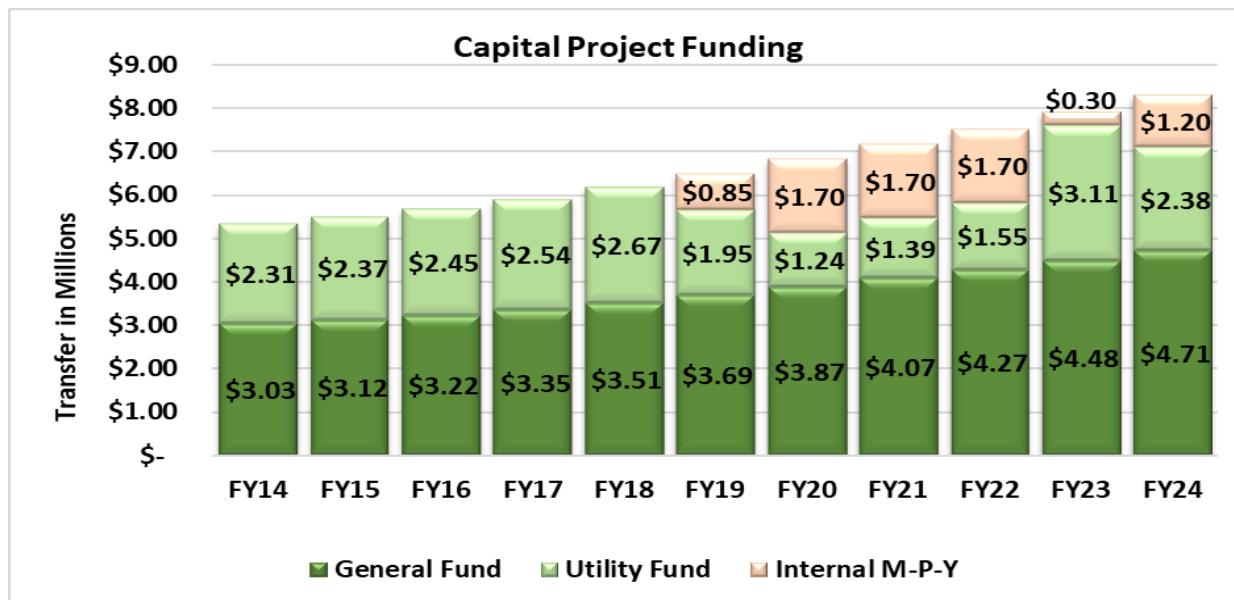
water that entered the treatment system, regardless of origin. This rate decreased by seven percent from the prior year.

Based on expected water sales (derived from an average of the previous five years actual sales volumes) and the increased rate of \$3.76 per 1,000 gallons, the cost of treated water from the DCPCMUD is expected to increase by \$1,990,552 (36.7%) in FY24. Based on lower winter average consumption (as measured from December 2022 to March 2023), a decrease in the I&I factor, and an increased rate of \$3.10 per 1,000 gallons of wastewater treated, overall costs from DWU are expected to decrease by \$517,600. The combined DCPCMUD and DWU costs for FY24 will result in a net cost increase of \$1,472,938. Significant water rate increases will be needed to cover the increased cost of treated water.

## Capital Expenditures

The City issued \$15 million in certificates of obligation (CO) in 2021 to fund various stormwater improvements. The CO issuance is backed by the City's full faith and credit, but the debt service is funded through the Stormwater Fund. Revenue from the Stormwater Fund is collected on monthly utility bills, with a separate line item for stormwater costs. The debt service payments require a series of stepped rate increases over a five-year period, which were approved by City Council during the FY2022 fiscal year. The increase for fiscal 2024 is 22 percent, which equates to approximately \$2.22 per month. With design work currently underway for additional stormwater improvements, additional bond issuances will be needed to fund this new infrastructure.

The proposed budget also continues the tradition of funding capital projects for Public Works, Public Safety and Parks through a pay-as-you-go system. The City established a separate Capital Projects Fund that receives annual transfers from the General Fund and Utility Fund. Since the adoption of the FY15 budget, the City has steadily increased the General Fund transfer into the Capital Projects Fund by five percent annually. The FY2024 budget recommends continuing the five percent increase in Capital Projects funding, at a gross cost of \$8,290,000.



The Capital Projects Review Committee is responsible for reviewing proposed projects and recommending an annual capital budget and five-year Capital Improvement Program (CIP) to the City Council. Each year, staff and the Capital Projects Review Committee review the status of ongoing projects, and prioritize future projects on a funding schedule. The City Council approves the capital budget in October of each year through separate action to this budget. Recommended changes to the capital budget must be reviewed by the Capital Projects Review Committee before authorization by the City Council.

The Capital Projects Fund has funded traditional capital maintenance items such as the City's mill and overlay program for city streets, water/sewer main replacement in alleys, storm sewer, and park enhancements. In addition, the Capital Projects Fund allocates funds for specialized projects such as the replacement of the public safety radio system, Snider Plaza utility improvements, and Miracle Mile improvements. The following table (representing the current FY2023 Capital Budget) shows the financial planning of the five-year CIP. Large projects such as those planned for Snider Plaza and Miracle Mile will require additional funding through transfers from existing fund balances.

	FY2023 YEAR 1 ESTIMATED SPENDING	FY2024 YEAR 2 ESTIMATED SPENDING	FY2025 YEAR 3 ESTIMATED SPENDING	FY2026 YEAR 4 ESTIMATED SPENDING	FY2027 YEAR 5 ESTIMATED SPENDING	5 YEAR FORECAST TOTAL
<b>Beginning Balance</b>	<b>25,290,922</b>	<b>(4,691,742)</b>	<b>(17,082,844)</b>	<b>(22,562,882)</b>	<b>(31,643,944)</b>	<b>25,290,922</b>
Revenues/Cash In						
Transfer from General Fund	4,483,318	4,707,484	4,942,858	5,190,001	5,449,501	24,773,162
Transfer from Utility Fund	3,108,392	3,278,812	3,457,753	1,395,641	1,592,923	12,833,521
Investment income	25,000	25,000	25,000	25,000	25,000	125,000
Other Revenues -DART	2,070,594	2,132,712	2,196,694	-	-	6,400,000
<b>Other Revenues - ARPA FUNDING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEBT ISSUANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Revenues - DC/MCIP Reimbursement	2,600,000	2,500,000	500,000	3,000,000	2,000,000	10,600,000
Other Revenues - Building Permit Transfer						
Other Revenues - Grants (Dispatch Project)	550,000	-	-	-	-	550,000
<b>Total Revenues/Cash</b>	<b>12,837,304</b>	<b>12,644,008</b>	<b>11,122,305</b>	<b>9,610,642</b>	<b>9,067,424</b>	<b>55,281,683</b>
<b>Total Available Resources</b>	<b>38,128,226</b>	<b>7,952,266</b>	<b>(5,960,539)</b>	<b>(12,952,240)</b>	<b>(22,576,519)</b>	<b>80,572,605</b>
Expenditures						
Personnel and Other	137,000	141,110	145,343	149,704	154,195	727,352
Information Technology	650,000	0	350,000	0	0	1,000,000
Parks	2,982,865	811,000	665,000	725,000	615,000	5,798,865
Public Safety	2,260,782	1,375,000	0	0	200,000	3,835,782
Public Works	36,489,321	22,408,000	15,442,000	17,817,000	12,083,000	104,239,321
Unplanned Proj/Emergency Repairs	300,000	300,000	0	0	0	600,000
Project expenditures	42,682,968	24,894,000	16,457,000	18,542,000	12,898,000	115,473,968
<b>Total Expenditures</b>	<b>42,819,968</b>	<b>25,035,110</b>	<b>16,602,343</b>	<b>18,691,704</b>	<b>13,052,195</b>	<b>116,201,320</b>
<b>Ending Balance</b>	<b>(4,691,742)</b>	<b>(17,082,844)</b>	<b>(22,562,882)</b>	<b>(31,643,944)</b>	<b>(35,628,714)</b>	<b>(35,628,714)</b>

## Equipment Replacement, Fuel & Electricity

The City has established a sinking fund for all new and replacement vehicles. Each department incurs yearly expenditures based on the depreciation schedule of the vehicles in its fleet. Once a vehicle is scheduled for replacement, the contributions made by the department are available within the fund to purchase a new vehicle. Contributions to the Equipment Services Fund are essentially flat with last fiscal year, at a total budgeted amount of \$1,152,000.

The proposed budget continues a policy for vehicle replacement funding whereby the fund balance is maintained at a minimum level of no less than 20 to 25 percent of the current replacement value of the City's entire fleet. To ensure future purchases are adequately funded through the expected life cycle,

departmental fees for the annual depreciation of vehicles are set to 105 percent of the vehicle cost. This helps ensure that adequate funding will be in place at the time of future vehicle purchases.

Vehicles and equipment anticipated to be replaced in FY2024 are as follows:

<b>Unit #</b>	<b>Dept</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Service Life</b>	<b>Estimated Replacement cost</b>
7139	22	2010	CHEVROLET	C3500	12	\$63,000.00
7140	22	2010	CHEVROLET	C3500	12	\$63,000.00
						\$126,000.00
10006	40	2011	CHEVROLET	TAHOE	12	\$60,000.00
6855	50	2007	CHEVROLET	TAHOE	15	\$50,000.00
1588	50	2019	CHEVROLET	TAHOE	5	\$65,000.00
1589	50	2019	CHEVROLET	TAHOE	5	\$65,000.00
1590	50	2019	CHEVROLET	TAHOE	5	\$65,000.00
						\$245,000.00
6958	60	2008	INTERNATIONAL	5500	15	\$185,000.00
10092	60	2013	FREIGHTLINER	M2106	10	\$190,000.00
10096	60	2013	FREIGHTLINER	M2106	10	\$190,000.00
10097	60	2013	FREIGHTLINER	M2106	10	\$190,000.00
						\$755,000.00
7049	70	2009	FORD	F-550	15	\$60,000.00
7082	70	2010	FORD	FOCUS	15	\$40,000.00
6396	70	2002	INTERNATIONAL	4700	20	\$180,000.00
6472	70	2002	INTERNATIONAL	4300	20	\$150,000.00
	70		ENCLOSED TRAILER			\$8,000.00
	70		MOBILE LIFT SYSTEM			\$10,300.00
						\$448,300.00
				<b>GRAND TOTAL</b>		<b>\$1,634,300.00</b>

The City's fuel costs will decrease slightly in FY2024, due to cost expectations. Last year, the City budgeted fuel costs at a rate of \$2.95 per gallon of gasoline and \$3.39 for diesel in accordance with longstanding methodology of discounting U.S. Energy Information Administration (EIA) estimates, to approximate local wholesale costs. Using undiscounted 2024 EIA estimates of \$3.34 and \$3.84 for gasoline and diesel respectively, the City is estimating its cost of fuel at \$3.01 and \$3.07. Based on average usage, budgeted fuel expenditures are expected to decrease \$18,300 (-4.2%) this fiscal year to a total budgeted cost of \$419,000. The City currently has an internal staff team evaluating the introduction of an electric vehicle fleet to replace existing ICE (internal combustion engine) vehicles.

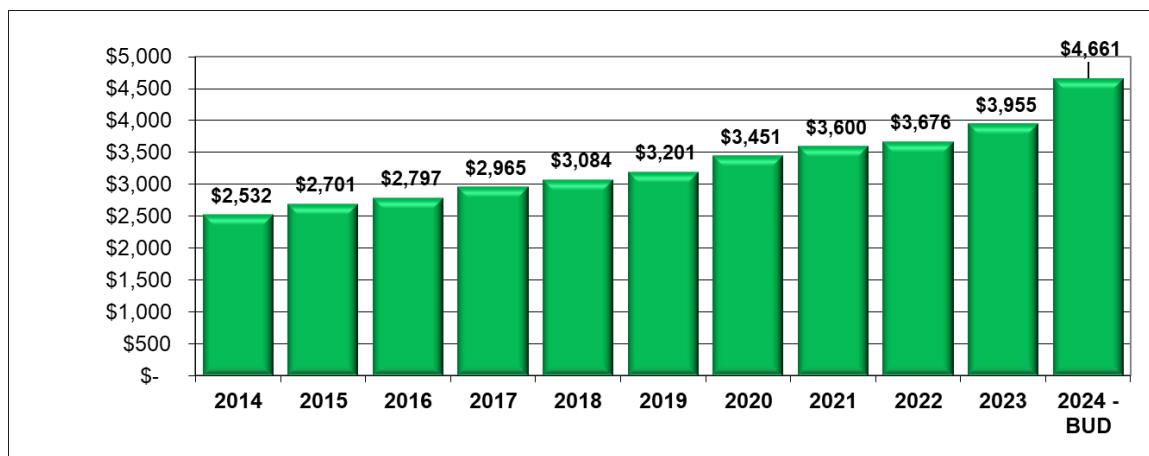
The proposed budget also provides an increase in the overall costs of utility services (electric, gas, water and certain phone services) provided to City facilities. The largest component of this cost category is electricity, which the City purchases through participation in the Texas Coalition for Affordable Power (TCAP), which is a pool of cities that aggregate power needs to negotiate better electric prices for its

members. Overall, the City anticipates an 18 percent increase in budgeted utility costs, to \$525,000 from \$446,100 the year before.

## General Fund

Fund balance within the General Fund follows a predictable cash flow with receipts from property taxes coming in at the beginning of each calendar year. As the primary revenue source for the General Fund, the FY2024 budget anticipates revenues from current year property tax totaling \$25,260,666. Additional details of major revenue sources for the General Fund are provided below.

**Property Tax:** The FY2024 budget recommends a property tax rate of 23.6226 cents (per hundred dollars of value), which is 0.97 cents, (3.96 percent) lower than the previous year's rate. Combined with an 11.7 percent growth in city-wide taxable property value, the corresponding increase in property tax revenue is 7.3 percent, or \$1,710,969. The average single-family property with a 20 percent homestead exemption will pay \$4,661 in property taxes to the City next fiscal year, an annual increase of \$706. The following table provides a historical perspective of property taxes related to the average single-family property.

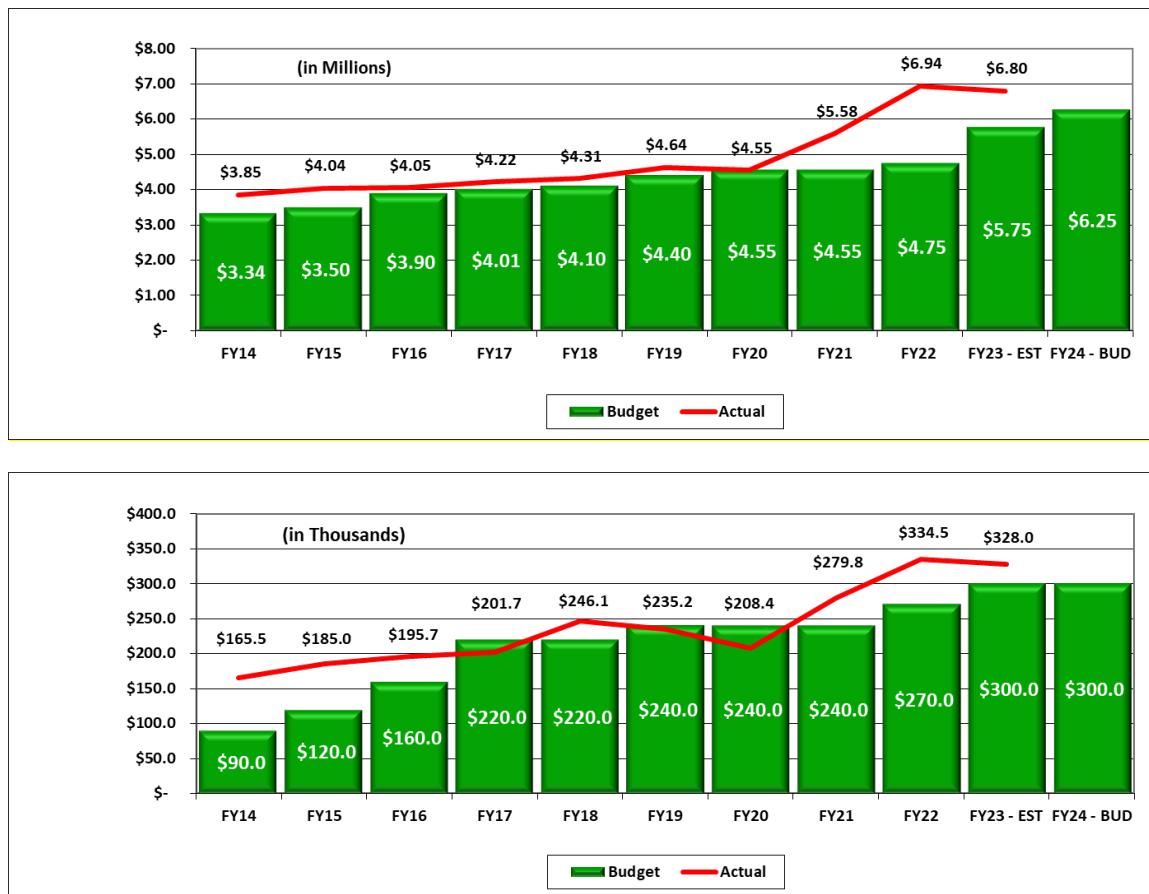


**Truth in Taxation:** The Texas Tax Code requires the calculation of a No New Revenue Rate (NNRR), which represents a calculated tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. The City's tax collector, the Dallas County Tax Office (DCTO), performs the NNRR calculation. The NNRR is significant, because it determines the notice and hearing requirements a City must meet to comply with the Texas Truth in Taxation laws.

For FY2024, the maximum proposed tax rate of 23.8613 cents per hundred is higher than the NNRR of 21.6697 cents; therefore, the City is required to conduct one public hearing before adopting the FY2024 tax rate.

Revenues supporting the General Fund that are derived from sources other than current year property taxes (and related amounts) account for 38 percent or \$15,401,250 of the General Fund's revenues. These revenues are derived from a variety of sources, and a brief overview of these revenues is provided in the charts and graphs below.

**Sales Tax:** Recognizing that revenue collected from City sales taxes has steadily risen for the last several years, the proposed FY2024 budget includes a modest increase for sales tax. Based on sales taxes collected (or projected) during fiscal 2023, the City anticipates sales tax to increase 8.3 percent - with anticipated revenues of \$6,550,000 (including Mixed Beverage Taxes).

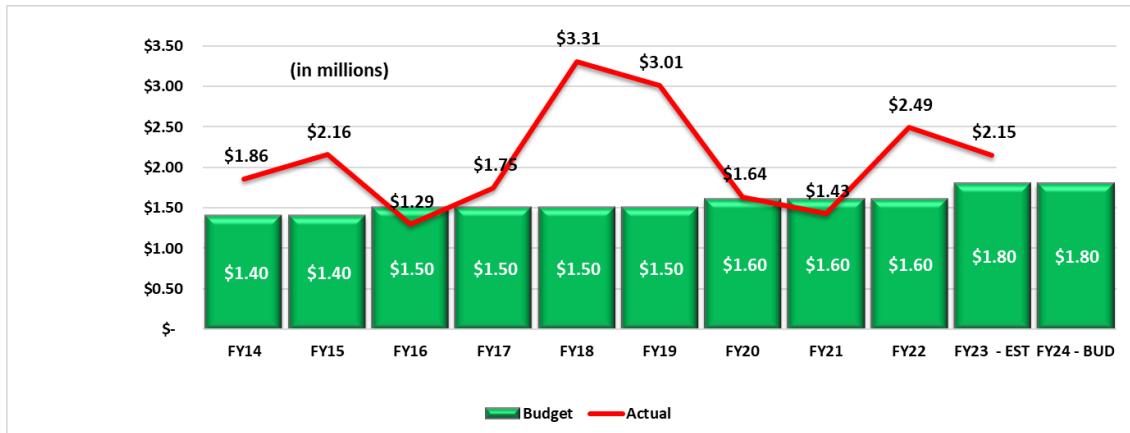


Given the new limitations on property tax growth, it is important that the City continue to invest in infrastructure projects that help improve vitality within the traditional retail shopping centers of University Park. Investment in the public spaces of these shopping centers may include expanded parking, improved pedestrian mobility, and enhanced landscaping. Improvements to Snider Plaza and the Miracle Mile (Lovers Lane from Douglas to the Tollway) highlight this approach to investing in retail centers.

**Building Permits:** A number of factors can cause revenue from building permits to fluctuate from year-to-year. Generally, the City receives most of its permit revenue from residential construction. When the local economy supports a strong construction market, the City will typically issue nearly 100 new single-family home permits in a year, and permit revenues exceed budgeted amounts.

Since housing can be a volatile market, and revenues were increased last year, the FY2024 budget recommends maintaining projected revenues of \$1.8 million. According to the City's financial

policies, revenues that exceed 120 percent of budget are directed into the Capital Improvement Funds. Since adopting this policy, the Capital Projects Fund has received over \$2.7 million in additional funding resulting from transfers of “excess” building permit revenue.



**Franchise Fees:** Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. The FY2024 budget includes a revenue projection of \$1.87 million for all franchise fees, a \$75,000 (4.2 percent) increase from the previous year. While the telecom sector continues to constrict, increases are primarily attributable to the gas sector, due to increased costs of energy.

There are a number of factors that help explain the relative stagnation of franchise revenue. While utility-based revenues remain mostly consistent, as the market presents alternatives to traditional services for television and data consumption, revenues from the traditional providers may vary. In prior years, the electrical consumption marketplace has seen a variety of cost-saving applications for consumers, which has resulted in cost-savings to the consumer. Unfortunately for consumers, energy prices continue to rise, resulting in higher collections for gas franchise fees. Lastly, the City has experienced reductions in franchise fees as a result of recent Texas legislative changes that modified the formula for telecommunications franchises.

## Utility Fund

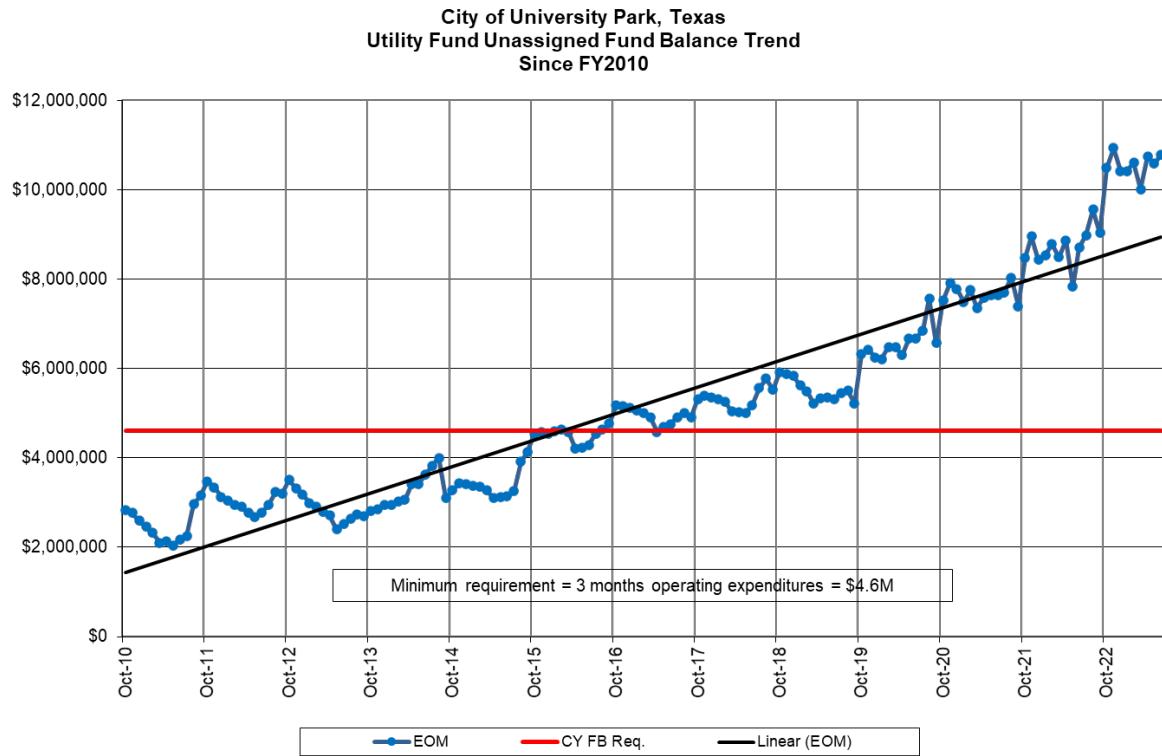
The Utility Fund is responsible for providing the resources necessary to deliver clean drinking water and the collection/treatment/disposal of wastewater. The Utility Fund accomplishes this with long-standing partnerships involving three entities: Dallas County Park Cities Municipal Utility District (DCPCMUD), the City of Dallas Water Utilities (DWU), and the City of University Park. While revenues and expenditures are heavily volume dependent and may change dramatically from one year to the next, the final retail rates of water and sewer services is a function of operational costs of all three entities. The FY2024 budget recommends a 25 percent increase to water rates. To better understand the proposed cost increases facing the Utility Fund, a brief summary of issues facing each entity is provided.

**Dallas County Park Cities MUD** - The Town of Highland Park and City of University Park receive potable water from DCPCMUD. Water from Lake Grapevine is treated at the DCPCMUD water plant located just west of Love Field, with potable water entering the City's water distribution system through the Germany Park Booster Station. The DCPCMUD is experiencing higher operational costs due to increasing chemical/material costs, water testing, and labor/wages. In addition, the Board has established new fund reserves guidelines. The wholesale rate charged to the City of University Park for potable water will increase 27 percent in FY2024, as will the projected gallonage, resulting in an expected overall increase of \$1,990,552.

**Dallas Water Utilities** – The City of Dallas provides wastewater treatment services to customer cities, including University Park and Highland Park. Wastewater flows south from University Park into a shared trunk sanitary sewer main along Lakeside Avenue in Highland Park. Flows are then captured by the City of Dallas, south of Wycliff Avenue. To establish rates that cover operational costs, Dallas Water Utilities performs a cost of service study that evaluates a number of factors including wastewater volume, infiltration/inflow, delivery flow rate characteristics, and strength characteristics of each customer group. Based on the cost of service study, the City of Dallas will charge a rate of \$3.10 per 1000 gallons, which will decrease anticipated treatment cost by \$517,614 for FY2024.

**City of University Park** – The City of University Park serves the role of retail provider for water and wastewater services. Retail services include meter reading, billing services, and maintenance of the water and sewer infrastructure. The City of University Park maintains 89 miles of water mains and 63 miles of sanitary sewer mains. Since the adoption of the 1989 Master Plan, the City has planned to replace a mile per year (MPY) of water mains and sanitary sewer main – primarily in concert with alley replacement. Facing increasing costs and fewer bidding contractors, the City took the calculated risk of bringing these services in-house.

As a result of data obtained by performing pilot projects with existing employees as compared with recent contractor pricing, the City determined that a new operational unit devoted to water, sewer, and alley reconstruction could provide overall cost savings to the City. The City would like to reestablish the in-house construction crew in the FY24 Budget. Funds that were set aside for contracting the MPY projects in the last fiscal year, will be repositioned in FY24 for the in-house construction program.

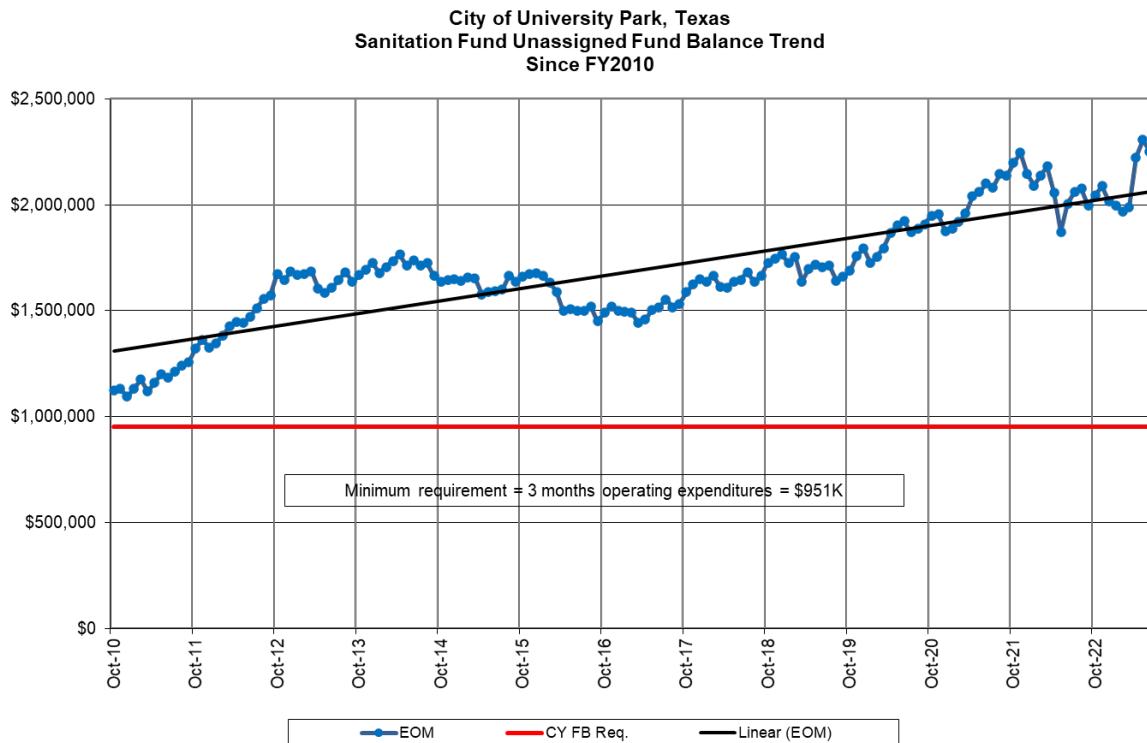


## Sanitation Fund

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

To help alleviate the expected increase in these fees, the operating budget for the Sanitation Division continues to include a \$110,000 contingency line item to aid the overall fund balance and assist with the eventual transition to market-based fees. While these costs are expected in the future, the Sanitation Division continues to experience increased operational expenses.

Based on a recommendation of the Long-Term Financial Planning Subcommittee, the City created a new transfer within the Sanitation Division budget. The new transfer from the Sanitation Fund to the Utility Fund operates much like a franchise fee; whereby the Sanitation Division provides payment to the Utility Fund for utilization of streets and alleys. The proposed transfer in the FY2024 budget remains \$30,000, with the ultimate goal of phasing in a maximum transfer of \$150,000. To mitigate a fee increase for the FY2024 budget, the transfer amount is again recommended to remain the same as the previous year.



## Stormwater Fund

The Stormwater Fund derives its revenue from a line item on monthly utility bills based on the zoning district of the property owner. The fees that are directed to this fund are dedicated to pay for projects and operational expenses (such as street sweeping and pond dredging) directly related to the City's stormwater system. The City has been operating a pilot program to provide street sweeping services with existing City personnel; however, staff believes additional providers are now available. Given the large operational and capital costs of owning a street sweeper, staff believes that the traditional use of a private provider is the best way to provide street sweeping. The proposed FY2024 budget includes funding for contracting these services through a private provider.

The City's Stormwater Master Plan has identified major deficiencies in the City's stormwater capacity, especially in the northeast portion of our community. The estimated cost for the needed improvements in these neighborhoods is in excess of \$70 million. Construction was completed along Hillcrest Avenue and Southwestern Boulevard to increase the capacity of storm drainage pipes and to connect the system to the new 3.5 million-gallon Caruth Park underground detention basin. The City Council awarded a design contract to address urban flooding along the Turtle Creek corridor from Northwest Highway to Lovers Lane.

All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund; however, the City issued \$15 million in certificates of obligation to fund the first three phases of the stormwater improvements. The FY2024 budget proposes the third of five fee increases that will cover the costs of the new debt service. Generally speaking, 70 percent of all customers currently pay

between \$5.57 and \$7.12 per month for stormwater fees. Once the fifth and final fee increase is implemented in 2026, the fees will increase to \$16.71 and \$21.29 per month respectively. The scale of proposed improvements that are currently under design will require additional debt funding.

## FUTURE CONSIDERATIONS

The proposed FY2024 budget provides the funding needed to continue the outstanding services that enhance the public health, safety and welfare of University Park residents. However, several of the items discussed in this memo will span beyond the limitations of a fiscal year, and future consideration must be given beyond the FY2024 budget. The following items represent a quick overview of these issues:

- *Operations & Maintenance Funding:* The operational budget provides the necessary resources for the City to continue providing public services at a high level. The General Fund, which provides traditional governmental services (i.e. Police, Fire, Parks & Recreation, Code Enforcement) is subject to state-mandated annual revenue limits to ease property tax burdens. For cities with limited or no growth, the revenue limits create challenges to the City expanding services without providing new revenue sources or corresponding expenditure cuts. With a number of Centennial Master Plan goals and objectives that seek to expand or enhance City services, the City will need to carefully examine current revenues and expenditures to determine the financial feasibility of these goals. If there are community goals that require additional staffing or large reoccurring expenditures, the City will need to evaluate a future budget that could require voter approval.
- *Stormwater Capital Funding:* The City has developed a long-term stormwater master plan to address areas of the community that are prone to flash flooding. The master plan utilizes a model to show the effects of storms based on varying rainfall intensities. This model has assisted staff in developing design guidelines for new capital projects. Most recently, the City completed substantial improvements to the drainage collection and detention systems around Caruth Park. This project has been successful in reducing flash flooding in the targeted areas within the northeast section of the City. However, a substantial amount of work along the Turtle Creek corridor from Northwest Highway to Lovers Lane remains before other areas can receive added protection of underground stormwater detention.

Conceptual improvements identified by the City's consulting engineers along the Turtle Creek corridor include new underground detention and collection systems with preliminary estimates of probable cost exceeding \$70 million. While the City Council awarded a contract to design these improvements, funding for construction will require the City to use debt financing. Utilization of debt-financing helps ease the burden of the City's traditional pay-as-you-go Capital Improvement Program by removing large stormwater expenditures from the 5-year plan. However, the City's remaining infrastructure needs and high inflationary environment related to construction make funding this pay-as-you-go program more and more challenging.

- *Public Safety:* The Centennial Master Plan identifies a number of community priorities related to public safety. These goals range from new personnel to enhanced facilities for training. In addition to the master plan goals, public safety expenditures will increase in the future.

Anticipated cost increases include the following:

1. Public safety radio maintenance that is scheduled to come online in FY2026.
2. New personnel for school resource officers.

3. Pension liabilities for the Firefighters Relief and Retirement Fund.
4. Replacement of Fire Engine to decommission existing reserve unit.

Staff will need to work with the City Council, Public Safety Advisory Committee, and members of the public to determine how best to meet community needs related to public safety in a limited fiscal environment.

## FY2024 BUDGET HIGHLIGHTS

- Total budget (4 funds) increase 7.3% from prior year.
- Taxable property value increased 11.69%.
- Budget decreases tax rate to 23.6226 cents per \$100 of taxable value (3.96%) from 24.5975 last year.
- No increase to either employee or employer for medical/dental costs.
- HMO dental plan is now provided at no cost to employee, across all elections (employee, spouse, child, family).
- Retiree medical premiums increased 8% for inflation.
- Merit increases in effect (3%)—approximately 60% of employee base.
- COLA increase (2%).
- Market-based adjustment for 34 civilian positions.
- One additional FTE in Direct Alarm.
- 3% market adjustment for sworn personnel (Police & Fire).
- 7.5% increase in sanitation rates.
- Water rates increasing 22%.
- Increase stormwater rates 22% (3rd of 5 scheduled increases from FY2022).
- TMRS – Decrease City contribution from 8.17% to 8.59%.
- FRRF – Increase contribution \$1,450,000 from \$1,365,000.
- 5% increase in “pay-as-you-go” capital project funding (to \$8.3 million).
- Addition of the Juneteenth holiday.

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

FY2024 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>					
Property Taxes	\$ 25,409,166				\$ 25,409,166
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 6,550,000				\$ 6,550,000
Franchise Fees	\$ 1,870,000				\$ 1,870,000
Permits and Licenses	\$ 1,906,000				\$ 1,906,000
Fines and Fees	\$ 2,373,500				\$ 2,373,500
Park and Pool	\$ 504,000	\$ 150,000	\$ 11,000	\$ 47,000	\$ 504,000
Interest	\$ 1,100,000	\$ -			\$ 1,100,000
Auction/Other	\$ 497,750	\$ 13,159,850			\$ 497,750
Water Sales		\$ 7,056,100			\$ 7,056,100
Wastewater Fees					\$ 7,056,100
Stormwater Fees					\$ 1,100,200
Refuse Collection			\$ 3,529,500		\$ 3,529,500
Recycling Charges			\$ 418,800		\$ 418,800
Brush/Special Pickup Fee			\$ 110,100		\$ 110,100
<b>Total Revenues</b>	<b>\$ 40,810,416</b>	<b>\$ 20,365,950</b>	<b>\$ 4,069,400</b>	<b>\$ 1,147,200</b>	<b>\$ 66,392,966</b>
<b>Expenditures</b>					
Personnel	\$ 26,549,056	\$ 3,471,859	\$ 2,490,709	\$ -	\$ 32,511,624
Operations	\$ 12,365,538	\$ 13,672,113	\$ 1,547,338	\$ 550,246	\$ 28,135,235
Capital	\$ 2,095,822	\$ 2,385,812	\$ -	\$ -	\$ 4,481,634
Transfers	\$ (200,000)	\$ 209,000	\$ 30,000	\$ 50,000	\$ 89,000
Contributions		\$ 600,000			\$ 600,000
<b>Total Expenditures</b>	<b>\$ 40,810,416</b>	<b>\$ 20,338,784</b>	<b>\$ 4,068,047</b>	<b>\$ 600,246</b>	<b>\$ 65,817,493</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ 27,166</b>	<b>\$ 1,353</b>	<b>\$ 546,954</b>	<b>\$ 575,473</b>

FY2023 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>					
Property Taxes	\$ 23,704,197				\$ 23,704,197
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 6,050,000				\$ 6,050,000
Franchise Fees	\$ 1,795,000				\$ 1,795,000
Permits and Licenses	\$ 1,901,000				\$ 1,901,000
Fines and Fees	\$ 2,320,500				\$ 2,320,500
Park and Pool	\$ 451,000	\$ 50,000	\$ 4,000	\$ 60,000	\$ 451,000
Interest	\$ 700,000	\$ -			\$ 814,000
Auction/Other	\$ 587,750	\$ 11,259,850			\$ 587,750
Water Sales		\$ 7,056,100			\$ 11,259,850
Wastewater Fees					\$ 7,056,100
Stormwater Fees					\$ 901,736
Refuse Collection			\$ 3,283,300		\$ 3,283,300
Recycling Charges			\$ 389,600		\$ 389,600
Brush/Special Pickup Fee			\$ 102,400		\$ 102,400
<b>Total Revenues</b>	<b>\$ 38,109,447</b>	<b>\$ 18,365,950</b>	<b>\$ 3,779,300</b>	<b>\$ 961,736</b>	<b>\$ 61,216,433</b>
<b>Expenditures</b>					
Personnel	\$ 25,017,396	\$ 2,944,064	\$ 2,346,579	\$ -	\$ 30,308,039
Operations	\$ 11,316,118	\$ 11,684,895	\$ 1,428,843	\$ 846,662	\$ 25,276,518
Capital	\$ 1,975,933	\$ 3,108,393	\$ -	\$ 1	\$ 5,084,327
Transfers	\$ (200,000)	\$ 120,001	\$ 30,000	\$ 50,000	\$ 1
Contributions		\$ 600,000			\$ 600,000
<b>Total Expenditures</b>	<b>\$ 38,109,447</b>	<b>\$ 18,457,353</b>	<b>\$ 3,805,422</b>	<b>\$ 896,663</b>	<b>\$ 61,268,885</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ (91,403)</b>	<b>\$ (26,122)</b>	<b>\$ 65,073</b>	<b>\$ (52,452)</b>

FY2022 ACTUAL	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
<b>Revenues</b>					
Property Taxes	\$ 22,626,081				\$ 22,626,081
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 7,271,710				\$ 7,271,710
Franchise Fees	\$ 1,764,713				\$ 1,764,713
Permits and Licenses	\$ 2,584,257				\$ 2,584,257
Fines and Fees	\$ 1,919,866				\$ 1,919,866
Park and Pool	\$ 448,113				\$ 448,113
Interest Earnings	\$ (1,178,280)	\$ (188,231)	\$ 3,101	\$ 58,135	\$ (1,305,275)
Auction/Other	\$ 525,206	\$ 4,555			\$ 529,761
Water Sales		\$ 11,880,516			\$ 11,880,516
Wastewater Fees		\$ 6,638,158			\$ 6,638,158
Stormwater Fees					\$ 711,975
Refuse Collection			\$ 3,077,147		\$ 3,077,147
Recycling Charges			\$ 446,820		\$ 446,820
Brush/Special Pickup Fee			\$ 114,559		\$ 114,559
<b>Total Revenues</b>	<b>\$ 36,561,666</b>	<b>\$ 18,334,998</b>	<b>\$ 3,641,627</b>	<b>\$ 770,110</b>	<b>\$ 59,308,398</b>
<b>Expenditures</b>					
Personnel	\$ 24,312,825	\$ 2,754,768	\$ 2,336,025	\$ -	\$ 29,403,619
Operations	\$ 8,926,315	\$ 11,443,574	\$ 1,272,395	\$ 464,401	\$ 22,106,686
Capital	\$ 3,522,166	\$ 1,546,092	\$ -	\$ -	\$ 5,068,258
Transfers	\$ 2,016,090	\$ 591,046	\$ 30,000	\$ 50,000	\$ 2,687,136
Contributions	\$ -	\$ 600,000	\$ -		\$ 600,000
<b>Total Expenditures</b>	<b>\$ 38,777,397</b>	<b>\$ 16,935,481</b>	<b>\$ 3,638,419</b>	<b>\$ 514,401</b>	<b>\$ 59,865,699</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (2,215,731)</b>	<b>\$ 1,399,517</b>	<b>\$ 3,208</b>	<b>\$ 255,709</b>	<b>\$ (557,301)</b>

**City of University Park**  
**Proposed Budget by Fund and Department**

AS OF AUGUST 30, 2023

Fund/Org Unit/Department	FY2022 Actual Results	FY2023 Adopted Budget	FY2024 Proposed Budget	\$ Change	% Change
<b>GENERAL FUND</b>					
<b>Total Revenue</b>	<b>\$ 36,561,664</b>	<b>\$ 38,109,447</b>	<b>\$ 40,810,416</b>	<b>\$ 2,700,969</b>	<b>7.1%</b>
<b>Expenditures</b>					
01-02 EXECUTIVE	\$ 1,712,882	\$ 1,594,444	\$ 1,677,192	\$ 82,748	5.2%
01-03 FINANCE	\$ 1,576,023	\$ 1,432,135	\$ 1,535,923	\$ 103,788	7.2%
01-04 HUMAN RESOURCES	\$ 555,992	\$ 581,733	\$ 607,376	\$ 25,643	4.4%
01-06 LIBRARY	\$ 919,443	\$ 970,843	\$ 1,050,325	\$ 79,482	8.2%
01-10 COURT	\$ 452,363	\$ 479,862	\$ 501,228	\$ 21,366	4.5%
01-19 COMMUNITY DEVELOPMENT	\$ 1,406,092	\$ 1,466,761	\$ 1,519,927	\$ 53,166	3.6%
01-20 ENGINEERING	\$ 1,020,338	\$ 1,010,456	\$ 1,097,995	\$ 87,539	8.7%
01-25 TRAFFIC	\$ 1,156,502	\$ 1,198,253	\$ 1,234,702	\$ 36,449	3.0%
01-35 FACILITY MAINTENANCE	\$ 674,801	\$ 708,088	\$ 763,100	\$ 55,012	7.8%
01-40 FIRE	\$ 7,526,572	\$ 7,849,534	\$ 8,433,132	\$ 583,598	7.4%
01-50 POLICE	\$ 9,505,197	\$ 10,102,745	\$ 10,859,284	\$ 756,539	7.5%
01-70 PARKS	\$ 3,535,621	\$ 3,694,841	\$ 3,979,864	\$ 285,023	7.7%
01-75 SWIMMING POOL	\$ 627,267	\$ 613,897	\$ 732,775	\$ 118,878	19.4%
01-80 STREETS	\$ 1,632,387	\$ 1,922,537	\$ 2,110,109	\$ 187,572	9.8%
01-85 TRANSFERS	\$ 6,475,918	\$ 4,483,318	\$ 4,707,484	\$ 224,166	5.0%
<b>Total Expenditures</b>	<b>\$ 38,777,398</b>	<b>\$ 38,109,447</b>	<b>\$ 40,810,416</b>	<b>\$ 2,700,969</b>	<b>7.1%</b>
<b>GENERAL FUND SURPLUS/(DEFICIT)</b>	<b>\$ (2,215,734)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>WATER AND SEWER FUND</b>					
<b>Total Revenue</b>	<b>\$ 18,334,997</b>	<b>\$ 18,365,950</b>	<b>\$ 20,365,950</b>	<b>\$ 2,000,000</b>	<b>10.9%</b>
<b>Expenditures</b>					
02-21 UTILITY OFFICE	\$ 10,698,428	\$ 10,919,930	\$ 12,411,110	\$ 1,491,180	13.7%
02-22 UTILITIES	\$ 3,739,982	\$ 4,220,001	\$ 4,389,034	\$ 169,033	4.0%
02-24 IN HOUSE CONSTRUCTION	\$ 1,030,979	\$ 289,030	\$ 1,239,828	\$ 950,798	329.0%
02-85 TRANSFERS	\$ 1,466,092	\$ 3,028,392	\$ 2,298,812	\$ (729,580)	-24.1%
<b>Total Expenditures</b>	<b>\$ 16,935,481</b>	<b>\$ 18,457,353</b>	<b>\$ 20,338,784</b>	<b>\$ 1,881,431</b>	<b>10.2%</b>
<b>WATER AND SEWER FUND SURPLUS/(DEFICIT)</b>	<b>\$ 1,399,516</b>	<b>\$ (91,403)</b>	<b>\$ 27,166</b>	<b>\$ 118,569</b>	
<b>SANITATION FUND</b>					
<b>Total Revenue</b>	<b>\$ 3,641,627</b>	<b>\$ 3,779,300</b>	<b>\$ 4,069,400</b>	<b>\$ 290,100</b>	<b>7.7%</b>
<b>Expenditures</b>					
04-60 EXPENDITURES	\$ 3,608,419	\$ 3,775,422	\$ 4,038,047	\$ 262,625	7.0%
04-85 TRANSFERS	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 3,638,419</b>	<b>\$ 3,805,422</b>	<b>\$ 4,068,047</b>	<b>\$ 262,625</b>	<b>6.9%</b>
<b>SANITATION FUND SURPLUS/(DEFICIT)</b>	<b>\$ 3,208</b>	<b>\$ (26,122)</b>	<b>\$ 1,353</b>	<b>\$ 27,475</b>	
<b>STORM WATER FUND</b>					
<b>Total Revenue</b>	<b>\$ 770,110</b>	<b>\$ 961,736</b>	<b>\$ 1,147,200</b>	<b>\$ 185,464</b>	<b>19.3%</b>
<b>Expenditures</b>					
05-23 STORM WATER	\$ 464,401	\$ 846,663	\$ 550,246	\$ (296,417)	-35.0%
05-85 TRANSFERS	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 514,401</b>	<b>\$ 896,663</b>	<b>\$ 600,246</b>	<b>\$ (296,417)</b>	<b>-33.1%</b>
<b>STORM WATER FUND SURPLUS/(DEFICIT)</b>	<b>\$ 255,709</b>	<b>\$ 65,073</b>	<b>\$ 546,954</b>	<b>\$ 481,881</b>	
<b>TOTAL REVENUES</b>	<b>\$ 59,308,398</b>	<b>\$ 61,216,433</b>	<b>\$ 66,392,966</b>	<b>\$ 5,176,533</b>	<b>8.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 59,865,699</b>	<b>\$ 61,268,885</b>	<b>\$ 65,817,493</b>	<b>\$ 4,548,608</b>	<b>7.4%</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>\$ (557,301)</b>	<b>\$ (52,452)</b>	<b>\$ 575,473</b>	<b>\$ 627,925</b>	

## City of University Park

### Property Tax Impact

AS OF AUGUST 30, 2023

	FY2022 Actual Results	FY2023 Adopted Budget	FY2024 Proposed Budget	\$ Change	% Change
<b>TOTAL CERTIFIED TAXABLE VALUE</b>	\$ 8,592,528,193	\$ 9,574,034,497	\$ 10,693,424,358	\$ 1,119,389,861	11.69%
<b>TOTAL GENERAL FUND REVENUES:</b>	\$ 36,561,664	\$ 38,109,447	\$ 40,810,416	\$ 2,700,969	7.09%
<b>NON-PROPERTY TAX REVENUE</b>					
Sales tax	\$ 7,271,710	\$ 6,050,000	\$ 6,550,000	\$ 500,000	8.26%
Franchise fees	\$ 1,764,713	\$ 1,795,000	\$ 1,870,000	\$ 75,000	4.18%
Building permits/licenses	\$ 2,584,257	\$ 1,901,000	\$ 1,906,000	\$ 5,000	0.26%
Fines and Fees	\$ 1,919,866	\$ 2,320,500	\$ 2,373,500	\$ 53,000	2.28%
Park and Pool revenue	\$ 448,113	\$ 451,000	\$ 504,000	\$ 53,000	11.75%
Utility Fund contribution	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.00%
Interest earnings	\$ (1,178,280)	\$ 700,000	\$ 1,100,000	\$ 400,000	57.14%
Miscellaneous and other	\$ 525,206	\$ 587,750	\$ 497,750	\$ (90,000)	-15.31%
<b>Total Non-Property Tax Revenue</b>	<b>\$ 13,935,583</b>	<b>\$ 14,405,250</b>	<b>\$ 15,401,250</b>	<b>\$ 996,000</b>	<b>6.91%</b>
<b>PROPERTY TAX REVENUE</b>					
Operations & Maintenance (O&M)	\$ 22,536,083	\$ 23,549,697	\$ 25,260,666	\$ 1,710,969	7.27%
Penalty/interest & attorney's fees	\$ 95,949	\$ 117,500	\$ 117,500	\$ -	0.00%
Delinquent (prior years) taxes	\$ (5,950)	\$ 37,000	\$ 31,000	\$ (6,000)	-16.22%
<b>Total Prop Tax Revenue Request</b>	<b>\$ 22,626,081</b>	<b>\$ 23,704,197</b>	<b>\$ 25,409,166</b>	<b>\$ 1,704,969</b>	<b>7.19%</b>
<b>DEBT SERVICE REQUIREMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>PROPERTY TAX RATE</b>					
Operations & Maintenance (O&M)	\$ 0.264388	\$ 0.245975	\$ 0.236226	\$ (0.009748)	-3.96%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Property Tax Rate per \$100</b>	<b>\$ 0.264388</b>	<b>\$ 0.245975</b>	<b>\$ 0.236226</b>	<b>\$ (0.009748)</b>	<b>-3.96%</b>
<b>IMPACT ON "TYPICAL" HOMEOWNER</b>					
Average single-family home (A11) market value*	\$ 1,738,077	\$ 2,009,827	\$ 2,466,515	\$ 456,689	22.72%
Less: 20% homestead exemption	\$ (347,615)	\$ (401,965)	\$ (493,303)	\$ (91,338)	22.72%
Average single-family home taxable value	\$ 1,390,462	\$ 1,607,861	\$ 1,973,212	\$ 365,351	22.72%
<b>Tax levy</b>	<b>\$ 3,676</b>	<b>\$ 3,955</b>	<b>\$ 4,661</b>	<b>\$ 706</b>	<b>17.86%</b>
<b>Change in levy from prior year</b>	<b>\$ 149</b>	<b>\$ 279</b>	<b>\$ 706</b>		

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

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

\$ in '000's	2024 FORECAST	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST
Beginning Fund Balance	28,587	24,329	19,150	13,377	7,303
<b>Revenues</b>					
Real Property Taxes	25,409	25,227	26,110	27,024	27,970
Sales Tax A	6,550	6,878	7,221	7,582	7,962
Franchise Fees B	1,870	2,001	2,121	2,227	2,316
Permits/Licenses B	1,906	2,039	2,162	2,270	2,361
Fines B	2,374	2,540	2,692	2,827	2,940
Fees B	504	539	572	600	624
Park/Pool Revenue B	600	642	681	715	743
Interest Earnings C	1,100	730	383	268	146
FOTL Support	50	50	50	50	50
Other Revenue B	498	533	565	593	616
<b>Total Revenues</b>	<b>40,860</b>	<b>41,178</b>	<b>42,556</b>	<b>44,155</b>	<b>45,728</b>
Transfers from Other Fu	600	600	600	600	600
<b>Total Revenues and Tran</b>	<b>41,460</b>	<b>41,778</b>	<b>43,156</b>	<b>44,755</b>	<b>46,328</b>
<b>Expenditures</b>					
Salaries and Benefits D	26,549	26,541	27,337	28,157	29,002
Supplies B	1,028	1,100	1,167	1,225	1,274
Professional Fees B	2,930	3,135	3,323	3,489	3,628
Utilities B	517	553	586	615	640
Insurance B	375	401	425	446	464
Outside Services B	1,448	1,549	1,642	1,725	1,794
Other B	6,068	6,493	6,882	7,226	7,515
Capitalized Expenditu B	2,096	2,243	2,377	2,496	2,596
<b>Total Expenditures</b>	<b>41,010</b>	<b>42,015</b>	<b>43,739</b>	<b>45,379</b>	<b>46,913</b>
Capital Projects Conti E	4,707	4,943	5,190	5,450	5,722
Other Transfers B	0	0	0	0	0
<b>Total Expenditures and T</b>	<b>45,718</b>	<b>46,957</b>	<b>48,929</b>	<b>50,829</b>	<b>52,635</b>
<b>Surplus (Deficit)</b>	<b>-4,257</b>	<b>-5,179</b>	<b>-5,773</b>	<b>-6,074</b>	<b>-6,307</b>
<b>Ending Fund Balance</b>	<b>24,329</b>	<b>19,150</b>	<b>13,377</b>	<b>7,303</b>	<b>995</b>
<b>Non-Spendable/Committed</b>	<b>18,322</b>	<b>18,322</b>	<b>18,322</b>	<b>18,322</b>	<b>18,322</b>
<b>Unrestricted Fund Balance</b>	<b>6,008</b>	<b>829</b>	<b>-4,945</b>	<b>-11,019</b>	<b>-17,326</b>
<b>Required Minimum Balance Per Policy</b>	<b>3,810</b>	<b>3,913</b>	<b>4,077</b>	<b>4,236</b>	<b>4,386</b>
<b>Excess/(Deficiency)</b>	<b>2,198</b>	<b>-3,084</b>	<b>-9,022</b>	<b>-15,254</b>	<b>-21,712</b>

**ASSUMPTIONS**

Increase in Taxable Asse	3.50%	3.50%	3.50%	3.50%	3.50%
Anticipated Sales Tax (A	5.00%	5.00%	5.00%	5.00%	5.00%
Anticipated Rate of Infl B	8.00%	7.00%	6.00%	5.00%	4.00%
Anticipated Interest Ra C	4.00%	3.00%	2.00%	2.00%	2.00%
Anticipated Salary Incr D	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Projects Transf E	5%	5%	5%	5%	5%

**CALCULATIONS**

Taxable Property Value	9,909,125,704	10,255,945,104	10,614,903,183	10,986,424,794	11,370,949,662
Tax Rate	0.245975	0.245975	0.245975	0.245975	0.245975
Current Year Collection R	100%	100%	100%	100%	100%
Current Year Real Prop	24,373,972	25,227,061	26,110,008	27,023,858	27,969,693

Current Salaries D	18,833,579	19,398,586	19,980,544	20,579,960	21,197,359
Additional Salaries	-	-	-	-	-
Total Salaries	18,833,579	19,398,586	19,980,544	20,579,960	21,197,359
Benefits	-	-	-	-	-
Health Insurance and ber	6,934,339	7,142,369	7,356,640	7,577,339	7,804,660
Salaries and benefits	25,767,918	26,540,955	27,337,184	28,157,300	29,002,019
Benefits %	0.0%	0.0%	0.0%	0.0%	0.0%
Insurance %	36.8%	36.8%	36.8%	36.8%	36.8%

**EXPENDITURE FUND MATRIX FY2024**

DEPARTMENTS	GENERAL GOVERNMENT	PARKS	PUBLIC SAFETY	PUBLIC WORKS	STREETS	TOTAL PRIMARY GOVERNMENT	UTILITIES	SANITATION	STORMWATER	TOTAL BUSINESS TYPE ACTIVITIES
EXECUTIVE	\$ 1,677,192					\$ 1,677,192				
FINANCE	\$ 1,535,923					\$ 1,535,923				
HUMAN RESOURCES	\$ 607,376					\$ 607,376				
INFORMATION SERVICES						\$ -				
LIBRARY	\$ 1,050,325					\$ 1,050,325				
COURT		\$ 501,228				\$ 501,228				
COMMUNITY DEVELOPMENT				\$ 1,519,927		\$ 1,519,927				
ENGINEERING				\$ 1,097,995		\$ 1,097,995				
TRAFFIC				\$ 1,234,702		\$ 1,234,702				
FACILITY MAINTENANCE	763,100					\$ 763,100				
FIRE			8,433,132			\$ 8,433,132				
POLICE			10,859,284			\$ 10,859,284				
PARKS	\$ 3,979,864					\$ 3,979,864				
SWIMMING POOL	\$ 732,775					\$ 732,775				
STREETS				\$ 2,110,109		\$ 2,110,109				
TRANSFERS	4,707,484					\$ 4,707,484	\$ 2,298,812	\$ 30,000	\$ 50,000	\$ 2,378,812
UTILITY OFFICE							12,411,110			\$ 12,411,110
UTILITIES							4,389,034			\$ 4,389,034
IN HOUSE CONSTRUCTION							1,239,828			\$ 1,239,828
SANITATION								4,038,047		\$ 4,038,047
STORM WATER									550,246	\$ 550,246
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,341,400</b>	<b>\$ 4,712,639</b>	<b>\$ 19,793,644</b>	<b>\$ 3,852,624</b>	<b>\$ 2,110,109</b>	<b>\$ 40,810,416</b>	<b>\$ 20,338,784</b>	<b>\$ 4,068,047</b>	<b>\$ 600,246</b>	<b>\$ 65,817,493</b>

**EXPENDITURE FUND MATRIX FY2024**  
BY FUNCTION TO DEPARTMENT

**GENERAL FUND**

Total Revenue \$ 40,810,416

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,223,898	\$ 4,000	\$ 159,672	\$ 18,636	\$ 31,672	\$ -	\$ 230,484	\$ 8,830.00	\$ -	\$ -	\$ 1,677,192.00
01-03	FINANCE	915,529	8,330	458,827	7,536	2,321	-	143,380	-	-	-	1,535,923
01-04	HUMAN RESOURCES	404,896	3,000	20,360	4,164	1,548	-	173,408	-	-	-	607,376
01-05	INFORMATION SERVICES											-
01-06	LIBRARY	626,183	131,230	159,400	29,305	2,321	3,300	93,824	4,762	-	-	1,050,325
01-10	COURT	380,063	3,700	29,600	3,228	774	-	83,863	-	-	-	501,228
01-19	COMMUNITY DEVELOPMENT	1,191,641	15,076	159,400	6,146	5,112	-	142,552	-	-	-	1,519,927
01-20	ENGINEERING	895,505	9,890	66,600	6,414	4,604	-	114,982	-	-	-	1,097,995
01-25	TRAFFIC	837,271	105,327	32,025	47,867	4,813	-	207,399	-	-	-	1,234,702
01-35	FACILITY MAINTENANCE	279,662	15,290	129,808	5,392	185,580	79,950	59,418	8,000	-	-	763,100
01-40	FIRE	7,039,682	229,822	278,506	62,026	41,187	9,150	772,759	-	-	-	8,433,132
01-50	POLICE	8,414,273	181,274	871,490	135,886	63,271	-	10,065	1,183,025	-	-	10,859,284
01-70	PARKS	2,464,734	243,639	544,010	62,556	14,958	120,800	529,167	-	-	-	3,979,864
01-75	SWIMMING POOL	460,258	-	16,700	22,012	388	-	223,417	10,000	-	-	732,775
01-80	STREETS	1,415,461	77,920	3,200	105,564	16,248	265,643	426,073	-	(200,000)	-	2,110,109
01-85	TRANSFERS	-	-	-	-	-	959,162	1,684,092	2,064,230	-	-	4,707,484
	<b>TOTAL EXPENDITURES</b>	<b>\$ 26,549,056</b>	<b>\$ 1,028,498</b>	<b>\$ 2,929,598</b>	<b>\$ 516,732</b>	<b>\$ 374,797</b>	<b>\$ 1,448,070</b>	<b>\$ 6,067,843</b>	<b>\$ 2,095,822</b>	<b>\$ (200,000)</b>	<b>\$ -</b>	<b>\$ 40,810,416</b>

**UTILITY FUND**

Total Revenue \$ 20,365,950

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 400,958	\$ 4,381	\$ 58,054	\$ 11,141,232	\$ 1,833	\$ -	\$ 204,652	\$ -	\$ -	\$ 600,000	\$ 12,411,110.00
02-22	UTILITIES	2,407,547	476,409	87,600	12,572	24,030	2,000	1,178,876	-	200,000	-	4,389,034
02-24	IN HOUSE CONSTRUCTION	663,354	359,250	25,150	737	2,709	-	92,628	7,000	89,000	-	1,239,828
02-85	TRANSFERS	-	-	-	-	-	-	-	2,378,812	(80,000)	-	2,298,812
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,471,859</b>	<b>\$ 840,040</b>	<b>\$ 170,804</b>	<b>\$ 11,154,543</b>	<b>\$ 28,572</b>	<b>\$ 2,000</b>	<b>\$ 1,476,156</b>	<b>\$ 2,385,812</b>	<b>\$ 209,000</b>	<b>\$ 600,000</b>	<b>\$ 20,338,784</b>

**SANITATION FUND**

Total Revenue \$ 4,069,400

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,490,709	\$ 164,076	\$ 16,590	\$ 315,555	\$ 49,635	\$ 108,165	\$ 893,317	\$ -	\$ -	\$ -	\$ 4,038,047.00
04-85	TRANSFERS	-	-	-	-	-	-	-	-	30,000	-	30,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,490,709</b>	<b>\$ 164,076</b>	<b>\$ 16,590</b>	<b>\$ 315,555</b>	<b>\$ 49,635</b>	<b>\$ 108,165</b>	<b>\$ 893,317</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 4,068,047</b>

**STORM WATER FUND**

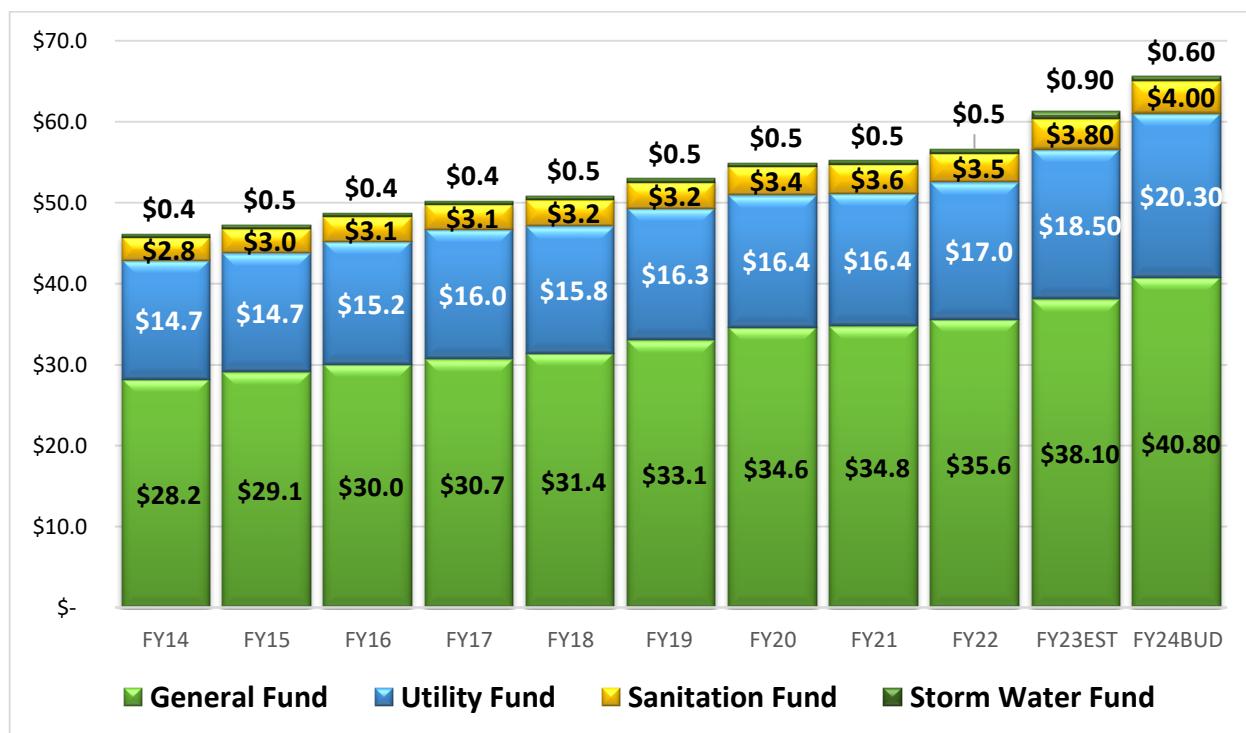
Total Revenue \$ 1,147,200

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 2,002	\$ 164,971	\$ -	\$ -	\$ -	\$ 383,273	\$ -	\$ -	\$ -	\$ 550,246
05-85	TRANSFERS	-	-	-	-	-	-	-	50,000	-	-	50,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 2,002</b>	<b>\$ 164,971</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 383,273</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 600,246</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 32,511,624</b>	<b>\$ 2,034,616</b>	<b>\$ 3,281,963</b>	<b>\$ 11,986,828</b>	<b>\$ 453,004</b>	<b>\$ 1,558,235</b>	<b>\$ 8,820,589</b>	<b>\$ 4,481,634</b>	<b>\$ 89,000</b>	<b>\$ 600,000</b>	<b>\$ 65,817,493</b>

**EXPENDITURE FUND MATRIX - BY FUND FY2024**

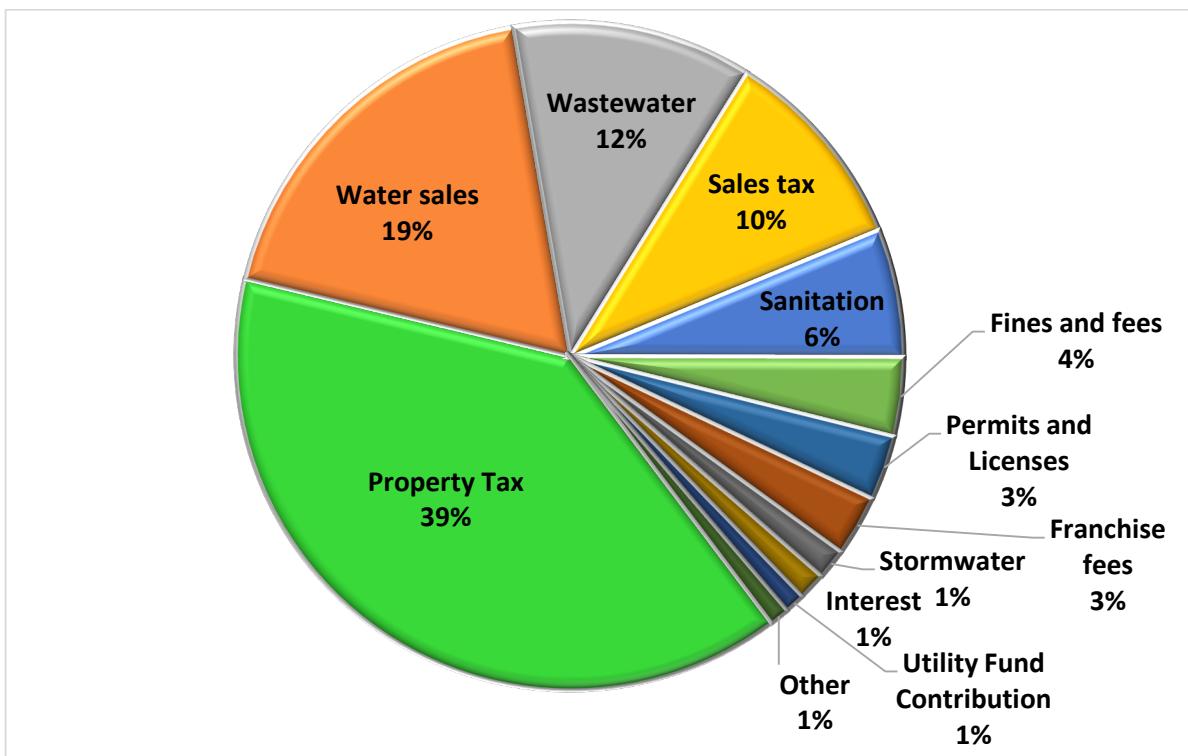
<b>DEPARTMENTS</b>	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>SANITATION FUND</b>	<b>STORM WATER FUND</b>	<b>TOTAL BUDGETED FUNDS</b>
EXECUTIVE	\$ 1,677,192				\$ 1,677,192
FINANCE	\$ 1,535,923				1,535,923
HUMAN RESOURCES	\$ 607,376				607,376
INFORMATION SERVICES	\$ -				\$ -
LIBRARY	\$ 1,050,325				1,050,325
COURT	\$ 501,228				501,228
COMMUNITY DEVELOPMENT	\$ 1,519,927				1,519,927
ENGINEERING	\$ 1,097,995				1,097,995
TRAFFIC	\$ 1,234,702				1,234,702
FACILITY MAINTENANCE	\$ 763,100				763,100
FIRE	\$ 8,433,132				8,433,132
POLICE	\$ 10,859,284				10,859,284
PARKS	\$ 3,979,864				3,979,864
SWIMMING POOL	\$ 732,775				732,775
STREETS	\$ 2,110,109				2,110,109
TRANSFERS	\$ 4,707,484	\$ 12,411,110	\$ 30,000	\$ 50,000	17,198,594
UTILITY OFFICE		\$ 4,389,034			4,389,034
UTILITIES		\$ 1,239,828			1,239,828
IN HOUSE CONSTRUCTION		\$ 2,298,812			2,298,812
SANITATION			\$ 4,038,047		4,038,047
STORM WATER				550,246	550,246
<b>TOTAL EXPENDITURES</b>	<b>\$ 40,810,416</b>	<b>\$ 20,338,784</b>	<b>\$ 4,068,047</b>	<b>\$ 600,246</b>	<b>\$ 65,817,493</b>

**BUDGET BY FUND**  
**FY2024**  
**TOTAL BUDGET \$65.8**  
**(IN MILLIONS)**



## REVENUES – FY2024

- General Fund revenues come from two major sources:
  - \***Ad Valorem (property) taxes (65%)**
  - \***All other sources (non-property tax revenues) (35%)**



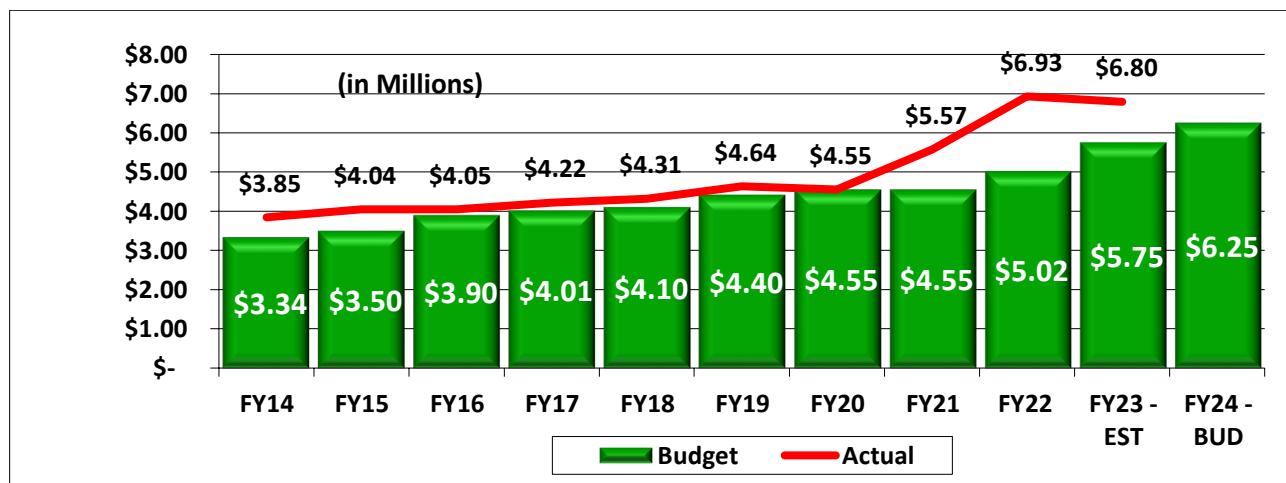
## FY2024 OTHER MAJOR REVENUE SOURCES INCLUDE:

- **General Fund:**
  - Sales tax \$6.5 million
  - Franchise fees \$1.8 million
  - Building permits \$1.9 million
- **Water sales** \$13.2 million
- **Wastewater charges** \$7.1 million
- **Sanitation charges** \$4.0 million
- **Stormwater fees** \$1.1 million

## CITY SALES TAX REVENUE

FY2014-FY2024

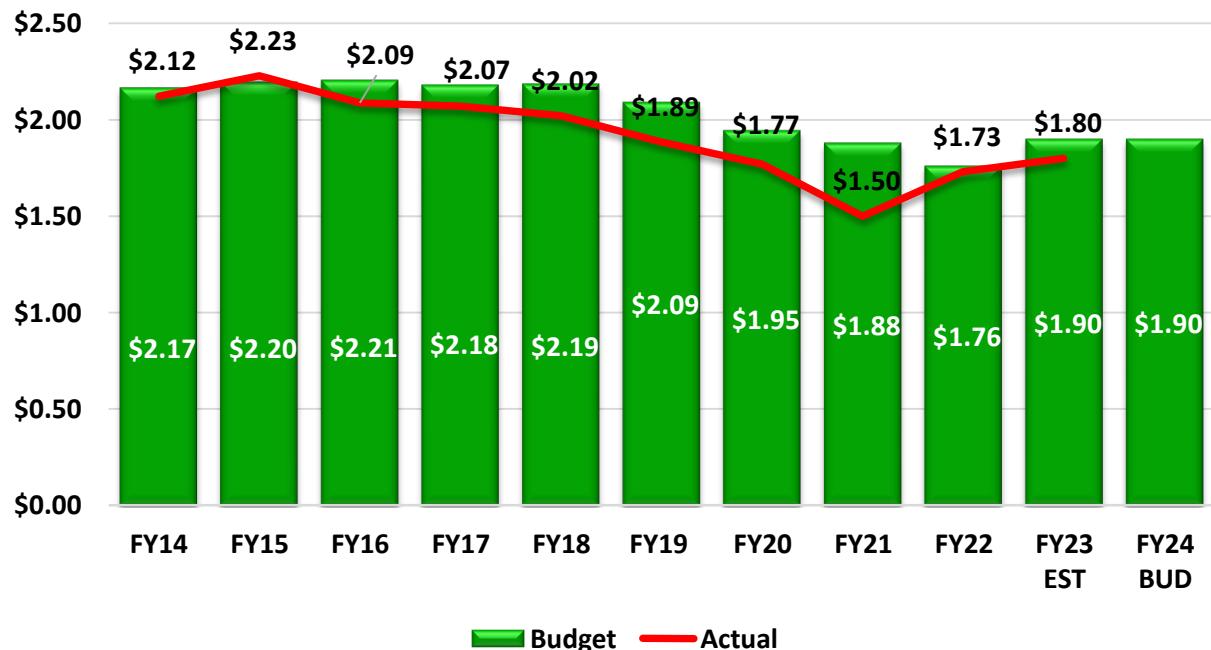
(IN MILLIONS)



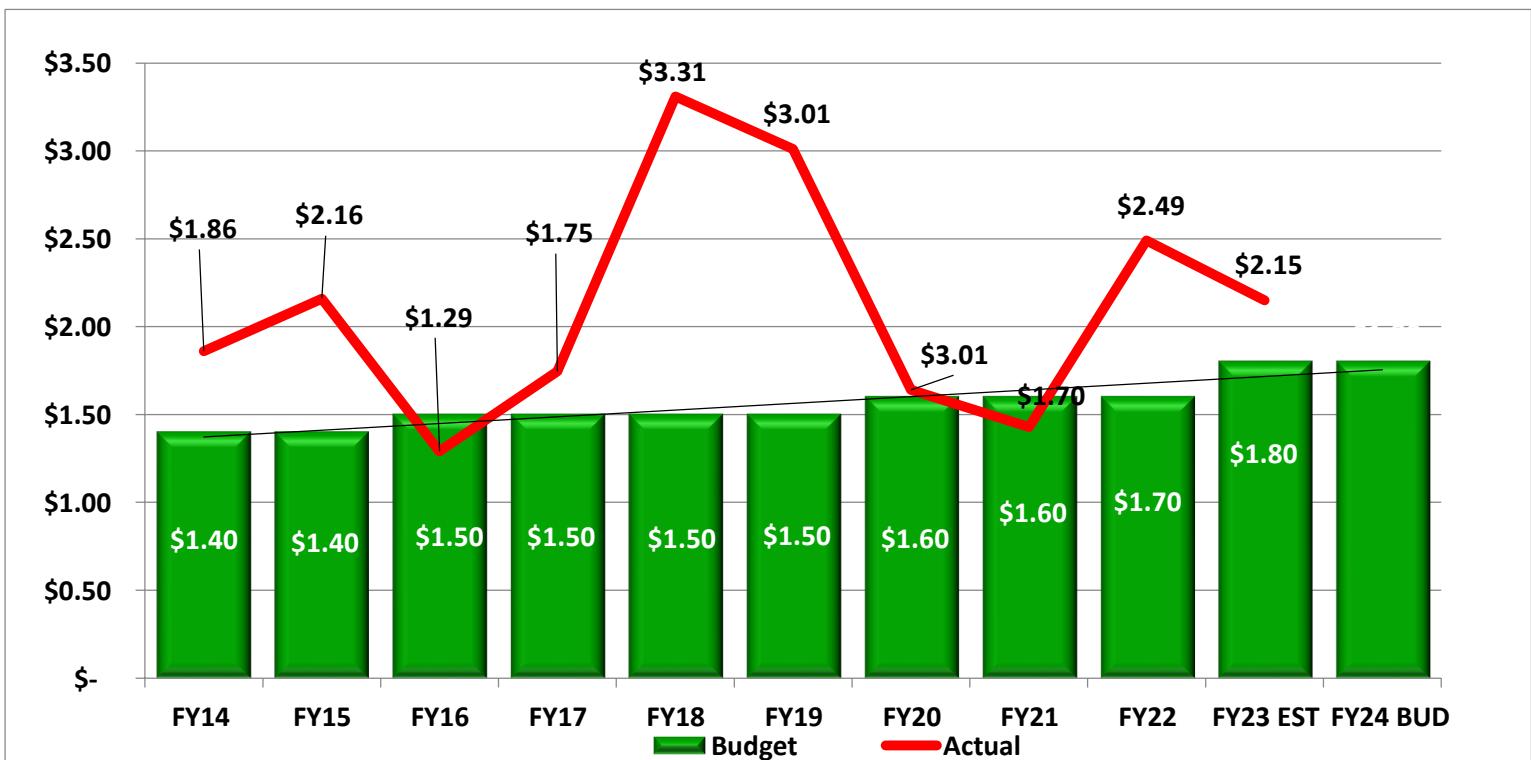
## FRANCHISE FEES

FY2024

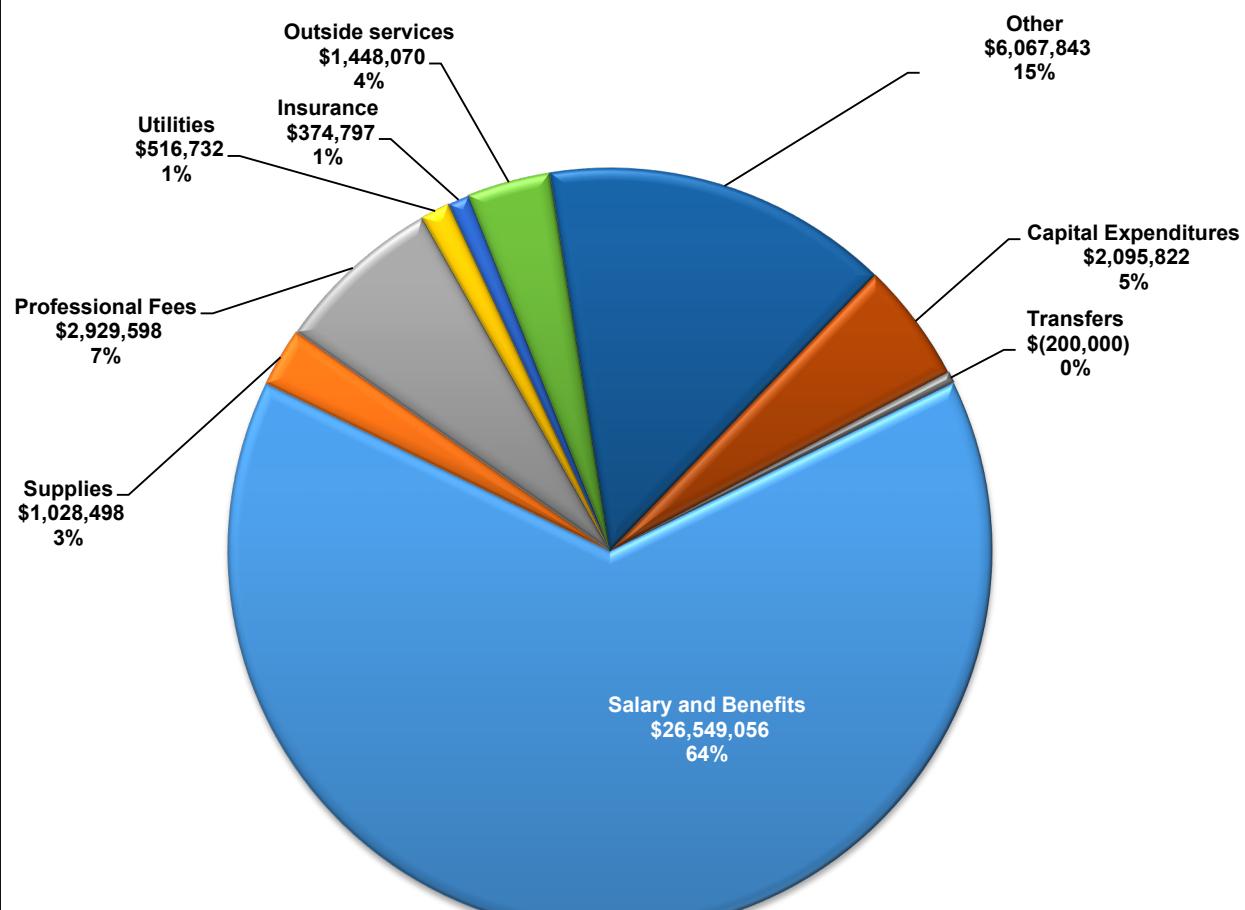
(IN MILLIONS)



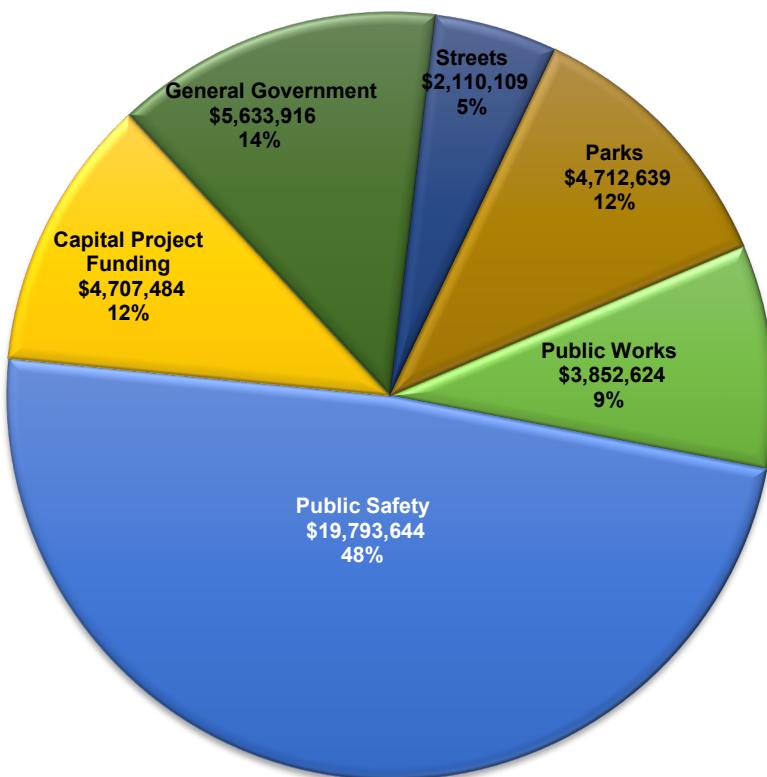
## BUILDING PERMITS (IN MILLIONS)



**FY2024 Annual Budget**  
**General Fund Expenditures by Account Classification**  
**Total Expenditure = \$40,810,416**



**FY2024 Annual Budget**  
**General Fund Expenditures by Governmental Function**  
**Total Expenditure = \$40,810,416**



**MAJOR EXPENDITURES**  
**FY2024**

CATEGORY	FY2022 ACTUAL	FY2023 BUDGET	FY2024 BUDGET	CHANGE \$	CHANGE %
PERSONNEL COSTS	\$ 29,403,619	\$ 30,308,039	\$ 32,511,624	\$ 2,203,585	7.3%
TREATMENT CHARGES	\$ 9,399,967	\$ 9,568,477	\$ 11,041,415	\$ 1,472,938	15.4%
GEN CAPITAL PROJECT FUNDING	\$ 8,022,010	\$ 7,591,710	\$ 7,086,296	\$ (505,414)	-6.7%
UTILITIES - HEAT, LIGHT, WATER	\$ 698,455	\$ 887,449	\$ 945,413	\$ 57,964	6.5%
EQUIP. REPLACEMENT	\$ 1,062,442	\$ 1,152,109	\$ 1,151,534	\$ (575)	0.0%
FUEL COSTS	\$ 385,152	\$ 437,342	\$ 419,045	\$ (18,297)	-4.2%
<b>SUBTOTAL</b>	<b>\$ 48,971,645</b>	<b>\$ 49,945,126</b>	<b>\$ 53,155,327</b>	<b>\$ 3,210,201</b>	<b>6.4%</b>
ALL OTHER EXPENSES	\$ 10,894,055	\$ 11,323,759	\$ 12,662,166	\$ 1,338,407	11.8%
<b>TOTAL ADOPTED BUDGET*</b>	<b>\$ 59,865,700</b>	<b>\$ 61,268,885</b>	<b>\$ 65,817,493</b>	<b>\$ 4,548,608</b>	<b>7.4%</b>
PERCENT OF BUDGET	82%	82%	81%		

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



**City website:** <https://www.uptexas.org/182/Budget>

## **Social Media**

The City of University Park uses various platforms to inform and interact with the community. Follow us to receive timely City news and emergency information, and get updates on City projects, programs, and special events. Stay connected by accessing our **Facebook** pages, and our **Twitter**, **Instagram**, and **Nextdoor** posts!

### **City of University Park**

[University Park, TX Facebook](#)  
[University Park, TX Instagram](#)  
[University Park, TX LinkedIn](#)  
[University Park, TX Nextdoor](#)  
[University Park, TX YouTube Channel](#)

### **University Park - Parks & Recreation**

[Parks and Recreation Facebook Page](#)  
[Parks and Recreation Instagram Page](#)

### **University Park Public Library**

[University Park Public Library Facebook Page](#)  
[University Park Public Library Instagram Page](#)

### **University Park Police Department**

[University Park Police Department Facebook Page](#)

# UNIVERSITY PARK CENTENNIAL MASTER PLAN



## UNIVERSITY PARK CENTENNIAL MASTER PLAN

# Building on Success

The Centennial Master Plan was created in 2022 after two years of planning and extensive community engagement including input from more than 4,000 residents. The Plan is organized around "themes" or areas of related focus. These themes are the Plan's basic building blocks. Under each theme is a number of "goals" related to that theme, and "action items" designed to accomplish the goals. Taken together, these three components move the plan from the general to increasing levels of specificity.

**Read about the plan's development:**

<https://www.planuniversitypark.com>

### UNIVERSITY PARK MASTER PLAN

[https://static1.squarespace.com/static/5ecb44ec9a642751c5ceaba6/t/62e458c472b71b7563b3bcf9/1659132104905/UniversityPark\\_Centennial\\_Plan\\_Compressed.pdf](https://static1.squarespace.com/static/5ecb44ec9a642751c5ceaba6/t/62e458c472b71b7563b3bcf9/1659132104905/UniversityPark_Centennial_Plan_Compressed.pdf)

### Affirming Sense of Place

Goals that deal with placemaking in University Park, the style and feel of the City, and the land and property that makes up its individual neighborhoods and districts.

### Assuring Connectivity

Encompasses goals that deal with how traffic, activity, people, and infrastructure flow through University Park.

### Innovative Governance

Goals that modify the way the City government operates or creates new committees, departments, or organizations to manage City initiatives.

### Technological Integration

Goals that refer to how technology can be created or utilized to enhance City events, processes, and institutional efficiency.

### Preparing for the Future

Incorporates goals that don't fit neatly in the other themes and revolves around planning for opportunities, and potential problems, that are future-oriented, especially issues that extend beyond current budget cycles.

### STATUS INDICATORS

- **On Track:** Indicates project is on track and expected to be completed on time.
- **Minor Delay:** Indicates a small roadblock in the initiative that may slow the completion or outcome.
- **Significant Delay:** Indicates a roadblock in the initiative that will impact the on-time completion or outcome.
- **Completed:** Indicates completed projects.
- **Upcoming:** Indicates upcoming projects set to begin at a future date.

<https://performance.envisio.com/dashboard/universityparktx2455>

# The Implementation

## Putting Ideas in Motion

University Park has identified the ideas that will guide the City for the next few decades. The next question for the City is how to successfully execute all of the action items that residents have worked to create. The plan takes the approach of a common saying, "Where everyone is responsible, no one is really responsible." The plan will recommend each action item to an established University Park standing committee to track, evaluate, and complete each action item. Identifying the timeframe of completion and the responsible committee will give all University Park residents a general idea of how this plan will come to life and hopefully make it easier to track success.

This plan will be implemented through the City Manager's office and City staff as they work with the standing committees to meet the timeframe of each action item outlined throughout this plan. Standing committees will be responsible for determining the best way to implement the action item through budgeting, grants, ordinances, agreements, etc. Standing committees with the help of City staff will provide status updates on how the goals and action

items of the plan are progressing and will create a way to communicate those updates with the University Park Community.

**Responsible Committee:** University Park is home to 13 statutory boards and advisory committees composed of resident volunteers appointed by the Mayor and City Council. Throughout this matrix, the plan recommends each action item to one or more of these 13 committees. The tracking and evaluation of the action items should be conducted by the committees as they work with City staff and departments to complete action items.

The 13 committees are as follows: Capital Projects Review, Commercial - Retail Advisory, Employee Benefits, Finance, Legislative, Parks, Property Casualty and Liability Insurance, Public Facilities Naming, Public Safety, Public Utility, Public Works, SMU Land Sale Reserve Committee, Zoning and Development Advisory

On the following pages you will find the implementation timeline/ responsibility matrix.

## Timeframe

Each action item will break down into three time tables: Short, Medium, and Long Term. These are rough estimates of how long each action item will take to complete but unforeseen circumstances can increase or decrease the estimated completion time of each item.

**Short:** Items that can be completed in a six month to three year period

**Medium:** Items that can be completed in a four to seven year period

**Long:** Items that will take more than seven years to complete or items that are continuous

## University Park Action Item Implementation Matrix

Theme	Action Item Number	Action Item	Timeframe (Short, Medium, Long)	Responsible Committee
Affirming Sense of Place	1.1	Preserve the Public Streetscape and Front Yards in Neighborhoods	Medium	Zoning and Development Advisory
Affirming Sense of Place	1.2	Enhance City Ordinance to Protect the Scale of the Built Environment	Medium	Zoning and Development Advisory
Affirming Sense of Place	1.3	Support Efforts to Preserve and Enhance the Sense of University Park's Identity	Long	Zoning and Development Advisory
Affirming Sense of Place	1.4	Establish a Tree Ordinance to Protect Mature, Healthy Trees	Medium	Parks/Zoning and Development
Affirming Sense of Place	1.5	Encourage the formation of cooperative associations with regional and benchmark cities	Long	Staff/Council
Affirming Sense of Place	2.1	Create more Green Space throughout the City, adding to the City's Charm and giving the City a more Environmentally Friendly Look and Feel	Short	Parks
Affirming Sense of Place	2.2	Establish a Leash-Free Dog Park	Long	Parks
Affirming Sense of Place	2.3	Adding indoor sports recreation through community partnerships	Short	Parks
Affirming Sense of Place	2.4	Facilitate Indoor/Outdoor Community Engagement Programming through Coordination with Parks, the Library, and other Departments	Short	Parks
Affirming Sense of Place	2.5	Create a Parks, Open Space, and Trails Master Plan and make a Commitment to Update the Plan at least every 10 Years	Medium	Parks
Affirming Sense of Place	3.1	Research and Implement Strategies to enhance Commercial Areas to better Fit the Community	Medium	Commercial - Retail Advisory
Affirming Sense of Place	3.2	Consider Front Yard Landscaping Height Guidelines to Preserve the Community Feel of Residential Streets	Medium	Zoning and Development Advisory
Affirming Sense of Place	3.3	Encourage Architectural Façade Articulation of all Four Sides of Residential and Commercial Buildings	Long	Zoning and Development Advisory
Affirming Sense of Place	4.1	Create Opportunities to Promote City's History and Traditions	Short	Parks
Affirming Sense of Place	5.1	Explore Opportunities to Bury Utility Lines (where feasible)	Long	Public Works/Public Utility
Affirming Sense of Place	6.1	Develop Programs that encourage Shared Facilities and Resources between SMU, HPISD, City of University Park and Citizens	Short	Staff/Council
Affirming Sense of Place	6.2	Make SMU "Our University" Campaign	Medium	Staff/Council
Affirming Sense of Place	7.1	Maintain a Competitive Advantage on Staff Compensation amongst Comparable Cities	Medium	Employee Benefits
Affirming Sense of Place	7.2	Update Security Protocols for all Public Facilities to ensure Safety while maintaining a Welcoming Atmosphere	Medium	Public Safety
Affirming Sense of Place	7.3	Increase the Effectiveness of the City's Direct Alarm Program	Short	Public Safety
Affirming Sense of Place	7.4	Increase City Personnel to Focus on Mitigating the Devastating Effects of Substance Abuse in University Park	Short	Public Safety
Affirming Sense of Place	7.5	CPR Training for Citizens by Police and Fire Personnel	Short	Public Safety
Affirming Sense of Place	7.6	Create Publicity Presentations and other Policies for Police and Fire Recruitment	Short	Public Safety
Affirming Sense of Place	7.7	Increase opportunities for police and fire personnel to engage with resident	Short	Public Safety
Assuring Connectivity	1.1	Update Traffic Management Techniques and Devices	Medium	Public Works
Assuring Connectivity	1.2	Select One to Three Intersections for a Model Program to Test the Viability and Effectiveness of Roundabouts at appropriate Intersections in University Park, with the Goal of Reducing Congestion and Improving Traffic Flow	Medium	Public Works
Assuring Connectivity	2.1	Investigate Areas that could be Repurposed into Public Greenspace	Short	Parks
Assuring Connectivity	2.2	Consider Strategies to Decrease Impermeable Surfaces and Increase On-Site Water Retention	Medium	Public Works/Zoning and Development
Assuring Connectivity	3.1	Improve Wayfinding for the University Park Park System	Medium	Parks
Assuring Connectivity	3.2	Implement an active transportation plan to explore ways to increase the walk score and bike score of University Park.	Medium	Parks

Theme	Action Item Number	Action Item	Timeframe (Short, Medium, Long)	Responsible Committee
Assuring Connectivity	4.1	Research and Implement a Multi-Faceted Approach to Addressing Residential and Commercial Parking using Future-Focused Technology and Methodologies	Long	Public Works
Assuring Connectivity	5.1	Maintain Maintenance of Water and Sewer Systems through Continuing Existing Programs	Short	Public Works
Assuring Connectivity	6.1	Consider any Major Project for Submission to Dallas County MCIP (Major Capital Improvement Program) Funding	Long	Public Works
Assuring Connectivity	6.2	Apply for Funding to Improve/Replace Non-ADA Accessible Sidewalk Ramps	Medium	Public Works
Innovative Governance	1.1	Create the University Park City Foundation for Excellence to help fund Municipal Projects and operations.	Short	Finance
Innovative Governance	1.2	Form a Chamber of Commerce and Economic Development Operation	Medium	Finance
Innovative Governance	1.3	Create a New Community Program to coincide with Public Improvements that seek to Revitalize Existing Retail Centers	Medium	Commercial - Retail Advisory
Innovative Governance	2.1	Create a Volunteer Corp that would serve all departments and be managed by the Human Resources Department	Short	Employee Benefits
Innovative Governance	2.2	Create a Citizen Committee that would advocate for Private and Public art and its Placement throughout the City of University Park	Short	Parks
Innovative Governance	2.3	Create a Citizen Committee to encourage and support sustainable practices and materials throughout the city	Short	Public Works
Innovative Governance	2.4	Create an awareness campaign to educate residents on how to incorporate techniques and materials that will maintain a healthy stormwater system	Medium	Zoning and Development Advisory
Innovative Governance	3.1	Develop a framework for communication between SMU, HPISD, and the City	Medium	Staff/Council
Innovative Governance	3.2	Maintain water supply by upgrading interconnection metering so the City of Dallas System can supply water to University Park in an emergency	Medium	Public Works/Public Utility
Innovative Governance	3.3	Affirm long-term legal water rights with Highland Park and The Park Cities Municipal Utilities District (PCMUD)	Long	Public Works/Public Utility
Innovative Governance	4.1	Sanitation Department should begin researching alternative waste disposal options	Long	Public Works
Innovative Governance	4.2	Continue City's Efforts to Promote Water Conservation through the City's landscape ordinances	Short	Public Works
Innovative Governance	4.3	Continue with design and implementation of Stormwater Management Plan	Short	Public Works
Innovative Governance	4.4	Explore ways to prevent contamination of waterways	Medium	Public Works
Innovative Governance	4.5	Develop a schedule for debris removal	Short	Public Works
Technological Integration	1.1	Fund and implement upgrades to University Park's Traffic Preemption System, using the most current technology to assist police and fire units in safely traveling through intersections when responding to emergency calls for service	Medium	Public Safety
Technological Integration	1.2	Use innovative technologies to support public safety in investigating, and resolving accidents at signalized intersections	Medium	Public Safety
Technological Integration	2.1	Implement new technology for water, sewage, and storm sewer systems and use data to improve efficiency and service for customer	Medium	Public Utility
Technological Integration	2.2	Develop a program to replace streetlights with new technology to reduce light pollution	Medium	Public Works
Technological Integration	2.3	Analyze the best options to upgrade stand-by power generation at booster station	Medium	Public Works
Technological Integration	2.4	Explore battery storage/generation in University Park	Long	Public Utility
Technological Integration	3.1	Make it easier for citizens to communicate with the City through phone apps and other innovative measures	Short	Staff/Council
Technological Integration	3.2	Evaluate the Health Data Exchange (HDE) Pilot Program between University Park Fire Department and Texas Health Presbyterian Hospital Dallas for use with other health care institutions throughout University Park	Short	Public Safety
Technological Integration	3.3	Review and implement the latest technology to enhance communications between officers, departments, and the public	Short	Public Safety
Preparing for the Future	1.1	Harvest rainwater and run-off water collected in underground storage tanks for irrigation	Long	Public Works/Zoning and Development
Preparing for the Future	1.2	Research and implement new irrigation techniques to utilize captured rainwater and greywater within the City	Medium	Public Works/Zoning and Development

Theme	Action Item Number	Action Item	Timeframe (Short, Medium, Long)	Responsible Committee
Preparing for the Future	1.3	Make existing buildings more energy neutral, shoot for net 0 for new buildings	Long	Public Works/New Sustainability Committee
Preparing for the Future	1.4	Create a pilot program to begin converting City vehicles to electric	Medium	Finance
Preparing for the Future	2.1	To Create a Community Risk Reduction plan for the City of University Park that coincides with the current Fire Department 5-year Strategic Plan	Medium	Public Safety
Preparing for the Future	2.2	Develop regulations to govern private and public drone use in University Park	Long	Public Safety
Preparing for the Future	2.3	Create a local ordinance to protect citizen data and privacy	Short	Public Safety
Preparing for the Future	2.4	Provide the latest and most cost-effective tools to the police department, including non-lethal weapons systems	Short	Public Safety
Preparing for the Future	2.5	Create an IT Plan to continually upgrade security of city computer systems to stay up-to-date with potential threats	Short	Finance
Preparing for the Future	3.1	Explore the adoption and potential use of funds from a hotel occupancy tax that will improve the visitor experience to the City's shopping centers, parks, SMU campus, and other amenities	Medium	Finance
Preparing for the Future	3.2	Work with property owners to establish a Public Improvement District or Tax Increment Reinvestment Zone in the City's key commercial areas	Medium	Finance
Preparing for the Future	4.1	Develop voluntary centralized package drop-off site and/or encourage residents to request delivery to FedEx or UPS stores in the City	Short	Public Safety
Preparing for the Future	4.2	Fund the development of a facility or engage in a long-term partnership with a facility to provide the police department with access to regular firearm training	Medium	Public Safety
Preparing for the Future	4.3	Find or fund a facility capable of storing temporary equipment for emergencies	Medium	Public Safety

## Affirming Sense of Place

Goals that deal with placemaking in University Park, the style and feel of the City, and the land and property that makes up its individual neighborhoods and districts.

23%

### Latest Update:

Substantial progress was made last quarter for Goals under Affirming Sense of Place. A final draft of the Park, Recreation, Trails, and Open Space Master Plan was presented to the Parks Advisory Committee, and the plan is on track to be adopted by Council this upcoming quarter. Also, staff received final design documents for Snider Plaza and a formal bid process will be conducted this quarter to bring a contractor on board. And, Centennial Celebration planning remains a priority with two resident committees engaged.

### Description

Status	Progress
<b>1. Preserve and Celebrate University Park's Built Environment</b>	
The way a community looks and feels are important parts of its sense of place. For example, the aesthetic choices made in architecture and landscape of a block of homes affect the overall character of the larger neighborhood. Neighborhoods, in turn, help define cities. University Park prides itself on its safe residential feel and the beautiful canopy that greens its neighborhoods, as well as the style and grace of many of its homes and streets. These goals are aimed at character and aesthetics.	
	5%
<b>Latest Update:</b> No action took place in fourth quarter 2023. City staff will begin work on this goal in 2024.	
<b>1.1 Preserve the public streetscape and front yards in neighborhoods.</b>	
The City's task in this area, is not so much to make this realm better but rather to prevent its diminishment. One hallmark of University Park streets is the mature trees creating a wonderful aesthetic for the City's streetscapes. These trees need to be protected.	
Expanded tree ordinances can be a route to achieving this. An incentive program encouraging residents to plant trees on their private property will help maintain the tree canopy, especially as the current trees become older and begin to die off.	
<b>Upcoming</b>	
<b>1.2 Enhance the City ordinance to protect the scale of the built environment.</b>	
A city's zoning ordinances are tools that affect its character and aesthetics. The City needs to consider these changes and adjustments to its ordinances:	
Regulate the scale of new structures and address the "height looming" structures that may dominate a lot and interfere with neighbors' enjoyment of their own property by excessive heights or scale at the property line without adequate setbacks or building articulation.	
Adopt rules to limit impermeable coverage on lots (and account for swimming pools and front driveways in coverage calculations).	
Encourage architectural articulation of facades.	
Encourage the preservation of historically significant structures	
<b>Upcoming</b>	

### **1.3 Support efforts to preserve and enhance the sense of University Park's identity. *City Council Priority.***

Enhancing University Park's sense of identity, both locally and regionally, can be accomplished through a variety of branding efforts done by either City staff or an outside consultant. Centennial Master Plan Steering Committee members also discussed possible gateway branding in conjunction with SMU. University Park already has its own unique street signs, but a more robust distinction could be made to separate University Park from Highland Park and Dallas.

**On Track**

### **1.4 Establish a Tree Ordinance to Protect Mature, Healthy Trees. *City Council Priority***

A strategy for preserving/replacing trees is critical to maintaining the City's identify as a community. Adopting a heritage tree ordinance would protect these mature trees. Additionally, a strategy could be implemented as part of the ordinance to replace any existing tree above a certain caliper that will be taken down/removed.

**25%**

**On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** This quarter, progress continued with the development of scope of work for a comprehensive tree professional services for the City of University Park. This will include a tree inventory will assist in establishing a tree ordinance within the City of University Park as well as review of the City's current tree ordinances, policies and practices. A Request for Proposal will be released and it is anticipated that professional services will begin in Summer 2024.

**Activities Planned for Upcoming Quarter:** Release Request for Proposals for tree professional services.

### **1.5 Encourage the Formation of Cooperative Associations with regional and benchmark cities.**

It would be mutually beneficial to form an association of those cities with similar characteristics to University Park to compare best practices and learn from one another.

**Upcoming**

## **2. Continue Enhancing the City's Park System**

There is room to improve the current parks system so that it offers a variety of recreation opportunities for users. There is also the opportunity to expand the park system but due to the availability of land in University Park, this will require creative thinking. The parks system of University Park is a valuable asset. Parks are very much a part of the identity of University Park. It is, after all, in the name of the City. The City scores very high on The Trust for Public Land's "park score" which shows that 92% of residents live within a 10-minute walk of a park. University Park currently has 13 parks which is good considering the size of the city.

**36%**

#### **Latest Update:**

The Parks, Recreation, Trails and Open Space Master Plan was approved by the Parks Advisory Committee at their meeting on December 21, 2023. City Council consideration of adoption of the Parks, Recreation, Trails and Open Space Master Plan is scheduled for February 2024.

## **2.1 Create more Green Space throughout the City, adding to the City's Charm and giving the City a more Environmentally Friendly Look and Feel. *City Council Priority***

Identifying the areas beyond the current parks system where green space (trees, grass, flower beds and even hanging flower baskets) could be added. Those improvements would be ranked by value-added versus the cost to install.

**90%**

**On Track**

### **Latest Update:**

**Accomplishments in Past Quarter:** This item is a deliverable of the development and adoption of the Parks, Recreation, Trails and Open Space Master Plan. The final steps of the masterplan development have been completed which involves the crafting of an action plan and an implementation plan, which will outline strategies and areas of opportunity for more green space. The Parks Advisory Committee was presented the final draft plan at the December 21, 2023 meeting and recommends City Council adoption at a future meeting in early 2024.

**Activities Planned for Upcoming Quarter:** Seek consideration of the Parks, Recreation, Trails and Open Space Master Plan adoption from City Council at their February 2024 meeting.

## **2.2 Establish a Leash-Free Dog Park.**

University Park does not currently have a leash-free dog park. To create a dog park the City should explore a few options:

A dog park in a section of one of the City's larger parks

Acquisition of property on vacant land inside University Park that could be dedicated to a dog park

Partnership with a local business to use private property as a public leash-free dog park

**Upcoming**

## **2.3 Add Indoor Sports Recreation through community partnerships.**

University Park should explore creating interlocal agreements between private athletic facilities and the City on a beneficial basis, that will increase the amount of recreational spaces available for residents.

**Upcoming**

## **2.4 Facilitate Indoor/Outdoor Community Engagement Programming through Coordination with Parks, the Library, and other Departments.**

University Park should explore creating programs that bolster the emotional health of the community. Ideally, this would include programs for community members of all ages and abilities.

**Upcoming**

## **2.5 Create a Parks, Open Space, and Trails Master Plan and make a Commitment to Update the Plan at least every 10 Years.**

This plan should address the current needs of University Park park system and its future growth, also the desired amount of open space set aside throughout the residential and commercial uses,

and create/maintain trails though out University Park that are easily used by the community. University Park should also make a commitment to update this plan at least every ten years to ensure the long-term sustainability of its parks system.

#### On Track

##### Latest Update:

##### Accomplishments in Past Quarter:

The development of the Parks, Recreation, Trails and Open Space Master Plan continued this quarter. Phase I and II have been completed, which included data collection & base mapping, inventory & facility analysis; population analysis and demographic trends; standards analysis; recreation program analysis; demand analysis & needs assessment. In alignment with the adopted Centennial Master Plan, the parks master plan has been sub-categorized accordingly.

Affirming Sense of Place: Edges, City Identity, Park Standards, Monuments, Public Art, Gathering spaces, Branded use of sites

Assuring Connectivity: Trails, Streets, ROW, Drainage & Creeks, Soft Connectivity, Social Connections/ Programs, Wayfinding

Innovative Governance: Public-Private Partnerships, Use Agreements, Adjacent City Relationships, Town & Gown Relationships, Ordinance & Policy, Tree inventory, Naming/ Donor Rights

Technological Integration: Modern Amenity, Charging Stations, WiFi in Parks/ City, Programming-Recreation Offerings, Learning Opportunities, Registration & Reservations, Use Patterns – Geo-Fencing

Preparing for the Future: Infrastructure (Age of & needs for), CIP Plan, Diversify Revenue, Demographic Relations, Facilities for Future Programs, Adaptive/ Inclusive Play

This quarter, the final steps of the masterplan development have been completed which involves the crafting of an action plan and an implementation plan. The Parks Advisory Committee was presented the final draft plan at the December 21, 2023 meeting and recommends City Council adoption at a future meeting in early 2024.

**Activities Planned for Upcoming Quarter:** Seek consideration of the Parks, Recreation, Trails and Open Space Master Plan adoption from City Council at their February 2024 meeting.

- ✓ Identify priorities and develop an implementation plan and meet with Parks Committee and City Council to review preliminary recommendations
- ✓ Develop preliminary and final master plans and meet with Parks Committee, Planning and Zoning Commission and City Council to review findings

### 3. Refining Design Standards for Residential and Commercial Areas

University Park benefits from having a strong sense of connection in both residential and commercial areas. This sense of place can be enhanced by the City's efforts to ensure that the City's design standards promote a neighborhood atmosphere and University Park is able to retain its unique characteristics in both residential and commercial areas.

##### Latest Update:

The Snider Plaza employee parking task force began meeting in January 2024 to develop recommendations regarding employee parking by April 2024.

### **3.1 Research and Implement Strategies to enhance Commercial Areas to better Fit the Community.**

Public spaces around retail spaces should be invested in to improve walkability and create green space. Utilizing design, city policy, and community programming can help retail areas feel connected to their surrounding neighborhoods. Creating guidelines for commercial and multifamily compatibility can help developers understand what University Park wants for their community while creating their plans for development.

**On Track**

### **3.2 Consider Front Yard Landscaping Height Guidelines to Preserve the Community Feeling of Residential Streets.**

Amend the zoning ordinance to place height restrictions on plantings in the front yard. Closer to the house, larger shrubs would be allowed while progressively closer to the sidewalk, the height of allowable plant material decreases to prevent the creation of green walls that circumvent the fence ordinance. There could be allowable exceptions such as when a home sits along a major thoroughfare.

**Upcoming**

### **3.3 Encourage Architectural Façade Articulation of all Four Sides of Residential and Commercial Buildings.**

Encouraging facade articulation on all sides of the building would enhance the sense of place and protect adjoining neighbors. It is possible that the face articulation may be allowed to exist inside setback areas within defined distance limits, so as to prevent the loss of buildable site area.

**Upcoming**

## **4. Improve the Visibility of University Park's History**

University Park residents typically enjoy a quality standard of health, comfort and happiness that result in a higher quality of life overall. The perception of a good quality of life is one of the factors that make University Park an attractive place to live. It is also a significant part of creating University Park's sense of place.

**50%**

### **Latest Update:**

Centennial Celebration Week is scheduled for April 7-13, 2024. Activities planned for Centennial Celebration week include local history programs, dedication of a Centennial Tree in Goar Park and a community wide celebration scheduled for the evening of April 13, 2024 in Goar Park. A digital archive has been created for residents to share their photos, maps and other items of University Park history for future generations to enjoy

### **4.1 Create Opportunities to Promote City's History and Traditions.**

One way to promote the City's history and traditions would be to record oral history from those who experienced it or have knowledge of it from past generations. Encouraging residents to tell those stories could be done through a concept called "Story Worth," where an individual is sent a question each week and then the answers are all compiled to help form the historical narrative. This could be done throughout the City's website, and social media platforms. An oral history project, interviewing people, and recording those stories would also put a face and a voice to the story, making it more impactful.

**50%**

**On Track**

**Latest Update:****Accomplishments in Past Quarter:**

The Centennial Celebration committee finalized the logo for the Centennial Celebration. The underwriting campaign and sale of Centennial bricks both began. Event details continue to be finalized for Centennial Celebration events in 2024.

**Activities Planned for Upcoming Quarter:**

The Centennial Essay and Arts Contest will be released in January 2024 with submissions due in mid-March. Centennial banners will be installed in early Spring 2024. Planting of the Centennial Tree in Goar Park is planned for Spring 2024.

## 5. Utilize Best Practices for Utilities

The infrastructure of utilities throughout University Park initially does not seem like a contributor to sense of place. However, their framework helps support and create that overall place and they do have a visual impact on the way a place is perceived.

33%

On Track

**Latest Update:**

City staff has included burying of utilities in the proposed Miracle Mile project which is projected to begin in 2025.

### 5.1 Explore Opportunities to Bury Utility Lines (where feasible).

Overhead utilities are unsightly, susceptible to breakage due to weather, and create a safety hazard if and when they break. Burying them would not be possible everywhere in University Park, due to lack of right-of-way width, which particularly applies to residential areas, where utilities go through existing alleys. There are a lot of utilities that would be competing for space in a limited area and many of those utilities have specific setback requirements.

33%

On Track

**Latest Update:**

**Accomplishments in Past Quarter:** Continued design of the Miracle Mile project includes plans to bury electrical lines within the project scope.

**Activities Planned for Upcoming Quarter:** Staff anticipates contracting with a design engineer for Preston Road improvements. Instructions for this design effort will include reviewing opportunities to bury electrical lines.

## 6. Create Connections with Nearby Educational Institutions

The education of a city's residents plays an important role in its sense of place. It brings to the forefront the ability to engage residents and increase awareness of current practices and trends that will benefit the residents and property owners alike, therefore opening dialogue to ongoing change and feedback. The city's residents are just as important as stewards of the environment as are the city's departments

33%

On Track

**Latest Update:**

The City's upcoming Centennial Celebration continues to provide opportunities for collaboration with both SMU and HPISD. This quarter, the City will launch an Art & Essay Contest for students. Additionally, the Parks and Recreation Master Plan is on track to be adopted this quarter and it contains recommendations for exploring shared used agreements with SMU and HPISD for recreational facilities and programs.

**6.1 Develop programs that encourage shared facilities and resources between SMU, HPISD, City of University Park, and residents. *City Council Priority***

Identify facilities that could be shared and/or joint programs to share resources. A framework would need to be put in place to develop and implement the programs as they are identified. This can be done through a committee or entity for such programs, examples being the Arts Council, Research Consortium, Office of Community Affairs and various types of foundations.

**65% On Track**

**Latest Update:****Accomplishments in Past Quarter:**

The Parks and Recreation Master Plan contains recommendations for exploring shared used agreements with SMU and HPISD for recreational facilities and programs.

**Activities Planned for Upcoming Quarter:**

The City of Dallas is scheduled to consider a proposed boundary adjustment for Boone Elementary in January 2024.

The City of University Park and HPISD are exploring options for stormwater enhancements near University Park Elementary and Curtis Park.

**6.2 Make SMU "Our University" Campaign. *City Council Priority***

An "Our University" campaign would connect the residents of University Park with SMU students and faculty through local programs and events. A process of realizing this goal could be done through communication and/or partnership with SMU to develop these events and establish leadership programs.

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** Staff continued to build connections with the campus in relation to the upcoming Centennial celebration. Collaboration through the City's community calendar also continued, with promotion of seasonal and other special events on campus.

**Activities Planned for Upcoming Quarter:** This quarter, Centennial celebration planning will continue, including plans for an event in collaboration with the Meadows Museum.

**7. Increase Investment in Programs to Protect University Park Residents**

Whether a community is viewed as safe has a tremendous impact on its sense of place. It impacts who wants to live in the area and to some degree also impacts the economic value of the

community. University Park is viewed by most as a safe place, but updates will be needed to ensure that it is maintained as such over time.

30%

**Latest Update:**

Staff continues to make progress on low cost/low profile security enhancements within city facilities. Larger-scale improvements will be vetted with a resident committee, scheduled to begin meeting this quarter. In regards to community outreach and safety, UPPD is launching a new class of Citizens Police Academy and UPFD is continuing Community Risk Reduction (CRR) efforts by offering fall prevention programs at the Library.

**7.1 Maintain a Competitive Advantage on Staff Compensation amongst Comparable Cities.**

Complete an annual to bi-annual review of compensation packages against competition to ensure that University Park is retaining the talented staff that it has, and further attracts the best talent for open positions.

60%

**On Track**

**Accomplishments in Past Quarter:** n/a

**Activities Planned for Upcoming Quarter:** Staff will analyze pay plans for comparator cities in comparison with the City's pay plan to determine if market adjustments should be considered.

**7.2 Update Security Protocols for all Public Facilities to ensure Safety while maintaining a Welcoming Atmosphere.**

Update security protocols for all public facilities to ensure University Park stays ready for potential threats without damaging the City's welcoming appeal.

35%

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:**

Installed reinforced glass at Peek and select areas of City Hall. Briefed Council on project status and worked to form a committee for input on more complicated problems.

**Activities Planned for Upcoming Quarter:** Brief committee on project status and present them with problems requiring their input. Seek feedback from committee on appearance of outward facing enhancements already completed to determine whether to continue or change course.

✓ Implement less-intrusive and/or lower-cost enhancements (e.g. bullet resistant glass, reinforced doors, access control system) in the near-term followed by more obvious improvements (e.g. limiting access to areas of City Hall and Peek second floor)

**7.3 Increase the Effectiveness of the City's Direct Alarm Program. *City Council Priority***

This action item is focused on increasing the percentage of households that participate in the Direct Alarm program from approximately 67% to 80% in the next year. For new construction, the goal would be to get to 100% participation. This will need to be implemented gradually to ensure the technology needed is in place to support growth.

80%

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** Reviewed current fee and billing structure and identified opportunities for new service offerings and corresponding fees. Obtained approval for new fees at City Council meeting on 12/19. Completed migration from Phoenix to Bold Manitou. Began background investigations on two applicants for the Direct Alarm Technician position.

**Activities Planned for Upcoming Quarter:** Hire, onboard, and train new Direct Alarm Technician. Begin delegating Manager's duties to enable Manager to expand the program.

- ✓ Review current fee and billing structure to find opportunities to capture more revenue for more services
- ✓ Partner with Bold Group and City staff to complete the migration project

#### **7.4 Increase City Personnel to Focus on Mitigating the Devastating Effects of Substance Abuse in University Park.**

Provide education/interaction/monitoring within the schools, which could potentially be done in conjunction with the existing DARE program. City personnel should conduct investigations into infractions to find the root cause, and coordinate with their peers within local law enforcement agencies, as necessity prevails, keeping in mind state and city laws are adhered to.

#### **7.5 CPR Training for Citizens by Fire and Parks Personnel.**

Offer CPR training for University Park residents as a valuable community-building activity while also providing training that will save lives. This should be arranged through HPISD schools continuing education programs so that Fire and Parks instructors are only needed to show up to the classes and teach, not coordinate the entire program. These could be a sponsored opportunity with the YMCA and local churches to help with the publicity of the program.

**15%**

**On Track****Latest Update:**

**Accomplishments in Past Quarter:** No action taken.

**Activities Planned for Upcoming Quarter:** Project is on target.

#### **7.6 Create Publicity Presentations and other Policies for Police and Fire Recruitment.**

This program will help ensure that University Park is acquiring the best talent for its Police and Fire Departments. There are a variety of tools that can be used to accomplish this: targeted recruitment activities, social media campaigns, printed publications, presentations at conferences, and marketing videos accompanying an open position announcement. This will require a creative marketing approach and identifying the advantages of University Park to prospective Police and Fire employees.

**Latest Update:**

**Accomplishments in Past Quarter:** In June 2023, Police staff met with HR and Communications to discuss the creation of a recruiting video for the Police Department.

**Activities Planned for Upcoming Quarter:** Complete recruiting video and add it to the Police Department page of the City website and social media outlets.

- ✓ Partner with media students at Southern Methodist University to create high-quality recruitment videos for inclusion on City social media

## **7.7 Increase opportunities for police and fire personnel to engage with residents.**

The City can implement a community crime watch program, hold block parties with Police and Fire departments attending as guests, amongst other things to help Police and Fire personnel engage with the community at large. Other options beyond the block parties could be a fingerprint program for kids at the local grade school, and having Police and Fire members attend and participate in the annual fishing tournament at Caruth Park.

**20%**

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:**

Santa Around Town was a huge success with 7,260 hits on the Santa Tracker website. Five days of touring around University Park, 12-18 thru 12-22.

**Activities Planned for Upcoming Quarter:**

✓New Citizens Police Academy class

## Assuring Connectivity

Encompasses goals that deal with how traffic, activity, people, and infrastructure flow through University Park.

18%

### Latest Update:

Many of the initiatives within the Theme of Assuring Connectivity are ongoing. Substantial progress was made on Snider Plaza with receipt of final design documents. Next steps include conducting a formal bid process to bring a contractor on board. And the City's Mile-per-Year program remains a priority with the ongoing replacement of water mains, sanitary sewer mains, and associated pavement.

### Latest Update:

City staff will be contracting with traffic engineers to look at emerging trends in traffic calming designs in 2024.

### Description

Status	Progress
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#### 1. Update Traffic Management Techniques to Reduce Congestion

University Park currently has high-quality streets and a good system in place for assessing where the greatest needs are and how to address them. These existing successes can be built upon by improving communication with residents as well as ensuring that when improvements are made, they are done so in a way that is responsive to the latest technology and designed in a way that is pedestrian-friendly. The current system of resurfacing and complete replacement of streets is based on a bi-annual street condition survey. This system has been successful, however, there may be ways to coordinate even closer with Mile-Per-Year utility replacement and layer in pedestrian improvements where needed.

### Latest Update:

City staff will be contracting with traffic engineers to look at emerging trends in traffic calming designs in 2024.

##### 1.1 Update traffic management techniques and devices.

This action item is aimed at addressing traffic calming and pedestrian-friendly options in a holistic manner. Also, to maintain the great traffic systems that University Park already possesses.

###### On Track

### Latest Update:

**Accomplishments in Past Quarter:** No updates this past quarter.

**Activities Planned for Upcoming Quarter:** Staff will identify a traffic engineering firm to study emerging trends in traffic calming designs

##### 1.2 Select one to three intersections for a model program to test the viability and effectiveness of roundabouts at appropriate intersections in University Park, with the goal of reducing congestion and improving traffic flow.

Roundabouts are excellent at maintaining traffic flow and although they slow traffic, by design, they do not stop traffic. Therefore, careful consideration needs to be made for pedestrian accommodation. This is done by providing pedestrian refuge at crossing points and/or placing intersections where there isn't the need for pedestrian crossing (or pedestrians crossing have more desirable routes).

###### Upcoming

## 2. Designate More Areas in University Park for Greenspace

University Park is essentially built out as a city and as such the amount of existing open space is what will likely remain in a conventional sense. However, there may be incremental and creative solutions to add to that open space network. The existing street grid of University Park also lends itself to intuitive connections between parks. When the street grid is interrupted, it is often due to a natural feature - Turtle Creek. These variations in the grid have been used for pocket parks and there may be more opportunities for this.

45%

### Latest Update:

The designation of more green space is a key element of the Parks, Recreation, Trails and Open Space Master Plan. The Parks, Recreation, Trails and Open Space Master Plan was approved by the Parks Advisory Committee meeting on December 21, 2023 and City Council consideration of the Parks, Recreation, Trails and Open Space Master Plan is scheduled for February 2024.

### 2.1 Investigate areas that could be repurposed into public greenspace. *City Council Priority*

University Park should explore expanding and linking green spaces from park to park to create a more integrated and connected open space network in the City. This action item should be created in conjunction with pedestrian and bicycle mobility discussion in Goal 3 of Assuring Connectivity.

90% On Track

On Track

### Latest Update:

**Accomplishments in Past Quarter:** This item is a deliverable of the development and adoption of the Parks, Recreation, Trails and Open Space Master Plan. Phase I was completed last quarter. Phase II was completed this quarter which included steps that will identify key areas that can be repurposed.

**Activities Planned for Upcoming Quarter:** Seek consideration of the Parks, Recreation, Trails and Open Space Master Plan adoption from City Council at their February 2024 meeting.

### 2.2 Consider strategies to decrease impermeable surfaces and increase on-site water retention. *City Council Priority*

Focusing on resident stormwater management, the purpose of this action item is to control run-off from residential properties to lessen stormwater surges. This may also involve zoning changes.

On Track

### Latest Update:

**Accomplishments in Past Quarter:** Held discussions with the Zoning and Development Advisory Committee on recommendations.

**Activities Planned for Upcoming Quarter:** Discussions will continue with the Zoning and Development Advisory Committee on recommendations.

## 3. Promote Pedestrian and Bicycle Mobility Throughout University Park

University Park boasts quality and well-distributed parks. Given the City is fully built-out and that right-of-way is already allocated, significant new parkland isn't feasible in a conventional sense. However, the existing park system can be better leveraged by creating physical and

wayfinding connections between parks, therefore creating a more functional overall system. Good planning practice is to ensure parks or open space are within a quarter-mile of any residence. Through previous thoughtful planning and investment, this convention is recognized in University Park. The existing street grid of University Park also lends itself to intuitive connections between parks. Given that the City is fully built out and that right-of-way is already allocated, creating better street connectivity less of a priority than detecting and filling gaps in the sidewalk network. In areas where this good sidewalk connectivity, more can be done to make pedestrians feel safer, such as widening sidewalks, providing landscape buffers or slowing down traffic. For biking, this active transportation plan could expand on the system of designated bike routes to provide more signage and protection in the travel lanes, especially at intersections.

13%

**Latest Update:**

The enhancement of mobility options for pedestrians and bicyclists is a deliverable of the Parks, Recreation, Trails and Open Space Master Plan. The Parks Advisory Committee approved the Parks, Recreation, Trails and Open Space Master Plan at their December 21, 2023 meeting and City Council consideration of adoption of the plan is scheduled for February 2024.

### **3.1 Improve wayfinding for University Park's park system.**

It is the plan's recommendation to improve the wayfinding in the park system by signage that indicates the nearest other parks, so that visitors would be more aware that any given park is only a piece of a larger system. It would be helpful for visitors to know about all parks in University Park when they are visiting any individual park area. In addition, maps of the overall park system, and perhaps connections to open space outside City limits, may be provided to further enhance the concept of a larger open space network.

#### **Upcoming**

### **3.2 Implement an active transportation plan to explore ways to increase the walk score and bike score of University Park. *City Council Priority***

The focus of this active transportation plan would be on walking and biking, but improvements benefit users of all types, including people using strollers, runners, children, people in wheelchairs, and even drivers, as slowing down traffic on neighborhood streets makes for a safer and more pleasant environment for everyone.

25%

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** This item is a deliverable of the development and adoption of the Parks, Recreation, Trails and Open Space Master Plan. Phase II has been completed and consisted of the development of an action plan, implementation plan. Upon adoption of the masterplan, empirical data attained from the Centennial Master Plan and the Parks Master Plan will be utilized to craft strategies and documents that will provide a roadmap for improved walking score (measures the walkability of any address) and Bike Score (measures whether a location is good for biking).

**Activities Planned for Upcoming Quarter:** Seek consideration of the Parks, Recreation, Trails and Open Space Master Plan adoption from City Council at their February 2024 meeting.

## **4. Use Innovative Strategies for Improve Parking in Residential and Commercial Areas**

Commercial and residential parking issues have consistently been a major discussion point for residents through the public engagement and plan development period. To address parking

holistically it is important to look at street design, congestion, traffic management, walkability, and how they impact the needs and accessibility of parking spaces in commercial and residential areas. Through the theme of Assuring Connectivity, the plan addresses many avenues that will have a positive impact on parking but in this goal, the plan specifically calls on the City to address parking. Because of the many factors that impact parking it is difficult to address in a high level comprehensive plan and needs more detailed attention to design and awareness of University Park context to be effective. To fully address the needs of the community a more in-depth study is necessary to understand what parking solutions work best for University Park.

## Upcoming

### Latest Update:

This is a goal that is scheduled to begin in late 2024 and 2025. A taskforce has been established to identify employee parking options in Snider Plaza.

#### 4.1 Research and implement a multi-faceted approach to addressing residential and commercial parking using future-focused technology and methodologies.

This action item approaches all parking concerns in residential and commercial spaces. Parking issues are multi-faceted and should be addressed with a holistic strategy. Multiple forms of technology can be integrated together to leverage the overall convenience for users and provide valuable insights into parking trends and patterns. All strategies should investigate parking requirements, analyze the future need for more parking, and explore innovative parking technology.

## Upcoming

### 5. Prioritize Maintenance of University Park's Utility Network

One of the more popular City initiatives that we heard from residents was the Mile-Per-Year utility replacement programs. Typically, there isn't excitement about utility replacements but the systematic way that the City has inspected, mapped, and prioritized replacement of the sanitary sewer system has shown success. There is an opportunity to tightly coordinate street and alley improvements with this utility work.

25%

### Latest Update:

Mile per Year projects continue to make strong progress on utility replacement projects throughout the community.

#### 5.1 Maintain maintenance of water and sewer systems through continuing existing programs.

The continued replacement of aging infrastructure through the Mile-Per-Year program should continue to be a City funding priority.

25%

On Track

### Latest Update:

**Accomplishments in Past Quarter:** SYB Contractors continue utility replacement efforts as part of the FY23 Mile per Year project.

**Activities Planned for Upcoming Quarter:** Staff to work with contractor to continue utility replacement efforts.

## 6. Use Regional, State, and Federal Programs to Increase Funding for Transportation Issues

In order to meet the future demand of traffic issues in University Park and the surrounding region, the City should use all funding sources available to address its needs. The City should be consistently looking for funding that can be used to complete some of the transportation issues raised in this plan and other projects that address transportation.

20%

### **Latest Update:**

City staff has submitted a proposed capital project for DART funding using the Public Transportation Improvement Funds program

#### **6.1 Consider any major project for submission for funding by county, regional, state, and federal entities.**

Consider major projects that could be eligible for funding throughout Dallas County; also regional, state, and national entities that fund transportation projects for cities such as University Park can benefit from funding made available through the county as a way to mitigate costs for major projects.

40%  
On Track

### **Latest Update:**

**Accomplishments in Past Quarter:** No updates this past quarter.

**Activities Planned for Upcoming Quarter:** Staff will submit invoices when the design effort of Miracle Mile and Preston Road improvements are complete.

#### **6.2 Apply for funding to improve/replace non-ADA-accessible sidewalk ramps.**

Accessibility should be placed at the forefront of design considerations, since pedestrians of all ages and abilities benefit from safe, accommodating infrastructure.

On Track

### **Latest Update:**

**Accomplishments in Past Quarter:** Staff further defined the scope of work and bid documents for the ADA Transition Plan.

**Activities Planned for Upcoming Quarter:** Identify a firm that can develop the City's ADA Transition Plan.

## Innovative Governance

**Goals that modify the way the City government operates or creates new committees, departments, or organizations to manage City initiatives.**

**23%**

### **Latest Update:**

Centennial Celebration planning continues to provide opportunities for collaboration with community partners like HPISD and SMU. This quarter, University Park will also host the annual Youth Town Hall which brings together leadership for the City, Town of Highland Park, and Highland Park Independent School District. Additionally, staff continues to work with engineering consultants on stormwater design, on track to be completed later this spring.

### **Description**

<b>Status</b>	<b>Progress</b>
<b>1. Diversification of Revenues</b>	
Fluctuations in economic conditions and changes in the legislative and political landscape at the state level results in a need for heightened degrees of innovation. The most important issue that will affect governance in the future is state legislation that caps how much a municipality can raise its property tax rate. This cap means that municipalities will have less control over how much money they generate for the foreseeable future. City governments have to be more adaptive and creative about their operations and how they fund them. Various ideas are included in this report to cause the City to become less dependent on the property tax to finance its operations.	
	<b>25%</b>
<b>Latest Update:</b>	
Revitalization of commercial areas like Snider Plaza and Miracle Mile remains a viable opportunity for helping increase city sales tax revenue. Last quarter, the City received final design documents for Snider Plaza, and this quarter a formal bid process will be conducted to bring a contractor on board. Meanwhile, design is still in progress for improvements to Miracle Mile.	
<b>1.1 Create a "City Fund for Excellence" to allow for funding on targeted projects or departments in the City. City Council Priority</b>	
The master plan recommends the City create one foundation to address all of its needs. One civic foundation or a "City Fund for Excellence" would be responsible for collecting all donations for a variety of municipal projects.	
	<b>75%</b>
<b>On Track</b>	
<b>Latest Update:</b>	
<b>Accomplishments in Past Quarter:</b> The City has actively begun using the University Park Civic Foundation as a conduit for contributions in support of the 2024 Centennial Celebration. This is in addition to its primary use as a source of funding for academic scholarships for the children of City employees.	
<b>Activities Planned for Upcoming Quarter:</b> Continue use of Civic Foundation in concert with upcoming Centennial activities.	
✓ Create new classification codes if citizens wish to make directed donations for specific purposes.	

## **1.2 Form a Chamber of Commerce or Economic Development Corporation.**

Utilize common city organizations to help booster businesses and entrepreneurs that currently operate or will operate within University Park and create a healthy business environment. This action item will help businesses in University Park cultivate an organized response, assist in recruiting businesses to the area, help retain business already in the City, promote entrepreneurship, build for the digital age of business, and organize resources/funding opportunities. Working on Snider Plaza and Miracle Mile projects could be a starting point for either a Chamber of Commerce or Economic Development Corporation.

### **Upcoming**

#### **1.3 Create a new community program to coincide with public improvements that seek to revitalize existing retail centers. *City Council Priority***

A new community program will promote existing businesses while attracting new businesses that help the overall performance of retail centers, providing opportunities within the community that offer value to donors and add to the unique character of the community. A successful program will result in increased sales tax and mixed beverage revenue while creating a strong sense of place for the community. This could be an activity carried out by the creation of a Chamber of Commerce/Economic Development Board, as suggested in Action Item 1.2 of Innovative Governance.

### **On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** No action has been taken.

**Activities Planned for Upcoming Quarter:** No action has been planned.

## **2. Increase Resident Involvement in Governmental Decisions**

Another major strength that University Park possesses to defend against legislative change is its active and engaged residents. There are many programs and opportunities that cannot be handled reasonably by the City government. In those spaces delegating responsibility to groups of engaged and informed residents can increase the number of programs run by University Park. A healthy number of resident committees/organizations will be naturally more responsive to social and economic constraints as they change over the years.

**8%**

#### **Latest Update:**

Progress was made last quarter with presentation of the final draft plan of the Parks, Recreation, Trails and Open Space Masterplan to the Parks and Advisory Committee. The plan is on track to be adopted by City Council this quarter and will help address the action item of engaging residents to help with placement of public art. The remainder of Action Items within this Goal remain Upcoming.

### **2.1 Create a volunteers corps.**

Similar to volunteer fire departments, police reserves, Red Cross, Baptist Men, etc. The concept is to recruit, train and retain a group of resident volunteers to assist University Park public safety personnel in case of severe weather events and/or other natural or manmade disasters.

### **Upcoming**

#### **2.2 Create a resident committee that would advocate for private and public art and its placement throughout the City of University Park. *City Council Priority***

2.3 Creating a program that encourages the placement of art and sculpture that can be enjoyed by people on both private and public properties will add to the built environment of University Park.

**30%**

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:**

This quarter, the final steps of the Parks, Recreation, Trails and Open Space Masterplan development have been completed which involves the crafting of an action plan and an implementation plan. The Parks Advisory Committee was presented the final draft plan at the December 21, 2023 meeting and recommends City Council adoption at a future meeting in early 2024.

**Activities Planned for Upcoming Quarter:**

City Council adoption of Parks, Recreation, Trails and Open Space Master Plan is scheduled for early 2024. Specific recommendations regarding public art are included in this master plan.

**Create a standing resident Sustainability Advisory Board.**

The City Council should create a new resident advisory board dealing with sustainability.

**Upcoming**

**2.4 Create an awareness campaign to educate residents on how to incorporate techniques and materials that will maintain a healthy stormwater system.**

The purpose of this action items is to explain how permeable driveways and reduction of grass clippings in the street by yard services can improve the health of the City's stormwater system.

**Upcoming**

**3. Increase Collaboration with Other Governmental Entities**

An important way to build resilience into University Park's governance is to foster strong relationships with other governmental institutions, sharing utilities, meeting space, fields, school facilities, auditoriums. These are important relationships that will allow University Park residents to benefit from resources beyond what the City can offer.

**33%**

**Latest Update:**

Progress was made last quarter with staff engaging Dallas County Park Cities Municipal Utility District (DCPCMUD) on initial steps for upgrading interconnection metering to ensure backup water supply from City of Dallas. This quarter, discussions will continue with DPCMUD as well as Dallas Water Utilities.

**3.1 Develop a framework for communication between SMU, HPISD, and the City.**

This framework would allow for cross communication on media outlets for all entities. This would serve to inform the residents of this community on local events.

**100%**

**Completed**

**Latest Update:**

**Accomplishments in Past Quarter:**

Completed. City staff continues to share information between all entities on a regular basis.

**Activities Planned for Upcoming Quarter:**

**3.2 Maintain water supply for upgrading interconnection metering so the City of Dallas System can supply water to University Park in an emergency.**

In order to maintain a backup water supply with the City of Dallas, University Park can upgrade its interconnection metering to be sure that interconnection processes and technical issues match that of Dallas for efficient delivery of water.

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** Staff discussed project options with the Dallas County Park Cities Municipal Utility District (DCPCMUD) staff who began initial conversations with Dallas Water Utilities (DWU).

**Activities Planned for Upcoming Quarter:** Staff will meet with DCPCMUD and DWU staff to discuss interconnection upgrades.

✓Engage Dallas County/Park Cities Municipal Utility District and Dallas Water Utilities to discuss the possibility and parameters for upsizing the meter at

**3.3 Affirm long-term legal water rights with Highland Park and the Park Cities Municipal Utility District (PCMUD).**

Ensure adequate water supply for the City based on water rights from Lake Grapevine.

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** No action to report.

**Activities Planned for Upcoming Quarter:** City staff will review the current water rights agreement with HP and PCDCMUD. City staff will also search for water rights webinars or courses online to learn about the subject and what other agencies have done to firm up water rights.

## **4. Continue/Enhance Existing City Department Operations**

The Centennial Master Plan process identified several ongoing municipal projects that were considered vital to maintain. These ongoing projects/operations are a necessary part of the plan as each project is either not yet at its completion date, but still a priority for University Park or needs small changes in how they are currently being implemented to best suit University Park's needs. The Centennial Master Plan Steering Committee deemed it necessary to reiterate a few of the projects/operations that should be acknowledged as continually important.

**29%**

**Latest Update:**

City staff continues to work with consulting engineers on stormwater designs that are scheduled to be completed in Spring 2024. In addition, City staff continues to examine sanitation disposal options for future consideration.

#### **4.1 Sanitation Department should begin researching alternative waste disposal options. *City Council Priority***

Green waste disposal is currently picked up by the City and is delivered to a vendor for composting for a fee. There should be alternatives for waste disposal that allows for residents to participate in green waste disposal individually.

On Track

##### **Latest Update:**

**Accomplishments in Past Quarter:** Staff worked with Turn Compost to provide alternative disposal options for fall decor, such as pumpkins and hay bales, which were delivered to farms.

**Activities Planned for Upcoming Quarter:** Staff will continue to assess alternative disposal options and review disposal contract terms for North Texas municipalities.

#### **4.2 Continue City's efforts to promote water conservation through the City's landscape ordinances.**

The City of University Park implemented a water conservation program around 2011 during a prolonged drought. This program entailed a scheduled landscape water program that has been in continuous use since its implementation. This program should be continued at the current level, while utilizing innovative technologies where appropriate.

On Track

##### **Latest Update:**

**Accomplishments in Past Quarter:** Continue existing program.

**Activities Planned for Upcoming Quarter:** Continue existing program.

#### **4.3 Continue with the design and implementation of Stormwater Management Plan. *City Council Priority***

This is a program that University Park residents want to continue to help alleviate flooding from rain events. City staff and consultants should continue evaluating issues and designing measures to lessen the extent of flooding events.

80%

On Track

##### **Latest Update:**

**Accomplishments in Past Quarter:** Continue design effort which is expected to be complete in Spring 2024. Staff and design engineer provided an update on the design effort at the 10/3/2023 City Council meeting.

**Activities Planned for Upcoming Quarter:** Continue design effort.

#### **4.4 Explore ways to prevent contamination of the waterways. *City Council Priority***

The City routinely dredges its multiple ponds, to reduce the litter that accumulates over time. This can be a costly endeavor. In order to increase the time between dredging projects, the City should focus on prevention. The City currently has a street sweeping program (enhanced in 2017). The City can also explore adding booms to Turtle Creek that control and contain debris.

## On Track

### Latest Update:

**Accomplishments in Past Quarter:** Staff continues to analyze containment and capture options.

**Activities Planned for Upcoming Quarter:** Design engineers for storm water system improvements are reviewing options at detention structure intake p

## 4.5 Develop a schedule for debris.

Creating a formal schedule for debris pickup can help ensure that City waterways stay clean and also prevent potential flooding issues due to debris restricting water flow. The City can be proactive with protecting its waterways by making debris removal a consistent piece of the City's services.

65%

## On Track

## On Track

### Latest Update:

**Accomplishments in Past Quarter:** Staff proposed a project in the FY24 Capital Budget for Curtis Park Dredging design, and City Council approved the project.

**Activities Planned for Upcoming Quarter:** Staff will identify an engineering firm for the design effort.

## Technological Integration

Goals that refer to how technology can be created or utilized to enhance City events, processes, and institutional efficiency.

37%

### Latest Update:

A majority of goals and action items within Technological Integration are On Track or Upcoming. Last quarter, staff from Communications and Direct Alarm continued to collaborate, working on logo design and marketing opportunities to promote the program's improved user experience. Also, last quarter, staff proposed a project in the FY24 Capital Budget for a program to replace street lights throughout the City. With Council's approval of the budget, staff will work with the Public Works Advisory Committee to move this project forward.

### Description

Status	Progress
<b>1. Improving Traffic Technology</b>	

University Park could utilize traffic signals to better the City's traffic flow and security. Through innovations to the current traffic preemption system, the City can create safer and more efficient travel for emergency vehicles. By creating a network of surveillance cameras the City can be more responsive to traffic accidents and potential safety concerns moving through University Park intersections. Both of the innovations can provide public safety officials increased execution in responding to emergency situations while reducing risk to other drivers and pedestrians.

50%

### Latest Update:

With the traffic pre-emption system upgrades complete, the only remaining Action Item within this Goal involves exploring technology such as surveillance cameras to assist in monitoring traffic and investigating accidents. This item remains Upcoming with no progress to report yet.

#### **1.1 Fund and implement upgrades to University Park's Traffic Preemption System.**

Utilize the most current available traffic signal preemption technology to assist police and fire units traveling through intersections when responding to emergency calls for service. New age technology can allow for more seamless traffic signals for emergency vehicles and utilize mobile applications to inform residents of oncoming emergency vehicles, helping to create safer traffic flow when emergencies occur.

100%

#### **Completed**

#### **1.2 Use innovative technologies to support public safety in investing and resolving accidents at signalized intersections.**

Surveillance cameras would allow public safety officials to see traffic activity through real-time and access license plate data in high traffic areas within University Park. This would provide a significant return to the community in public safety/awareness. The City has ended its use of red light cameras to reduce traffic infractions due to state legislation, but continuing to use cameras for monitoring

traffic can still serve a benefit to University Park. The use of surveillance technology is adapting and growing daily and policies surrounding its use are bound to adapt along with technology.

## Upcoming

### 2. Optimizing Utility Use

Using the winter storm and electrical outages of February 2021 as a guide, recommendations for changing ways to protect residents and infrastructure from a similar event created many of the action items listed. One strategy is the use of "internet of things" (IoT), a system of interrelated computing devices (in this case smart utility meters) that possess the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction. Utilizing IoT through University Park Utilities can help spread information of emergency events quicker and help protect people and property. IoT may be used to meter other flows - sewage or storm sewer to detect potential infiltration or main breaks, etc. Securing backup and additional electricity can help prevent loss of power in extreme weather conditions and reduce reliance on the current electrical grid. Outside of extreme weather conditions, University Park should continue to innovate its lighting of streets around the City. Not only does new technology limit electricity usage but it can help reduce light pollution that is produced by streetlights. Preventing light pollution can benefit residents' enjoyment and preserve the habitat for University Park wildlife.

35%

#### Latest Update:

A proposed project for a new street light design to reduce light pollution was approved in the FY24 Capital Budget and will be reviewed by the Public Works Advisory Commission in early 2024.

#### 2.1 Implement new technology for water, sewage, and storm sewer systems and use data to improve efficiency and service for customers.

The City should investigate new technology that will aid in identifying sudden and prolonged irregularities in water, sewage, and storm sewer systems and use data to improve efficiency and service for customers.

50%

#### On Track

#### 2.2 Develop a program to replace streetlights with new technology to reduce light pollution.

To curb the negative effects on University Park residents and wildlife, the City should take steps to reduce light pollution through innovative technology.

40%

#### On Track

#### Latest Update:

#### Accomplishments in Past Quarter:

No progress made this quarter.

#### Activities Planned for Upcoming Quarter:

No activities are planned for the next quarter.

### **2.3 Analyze the best options to upgrade standby power generator at booster station. *City Council Priority***

University Park should explore ways to increase standby generation that will help prevent water shortages to residents.

**50%**

**On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** No progress to report. The generator is expected to be delivered in October 2024.

**Activities Planned for Upcoming Quarter:** No activity planned for the next quarter. The generator is expected to be delivered in October 2024.

### **2.4 Explore battery storage/generation in University Park.**

The City should explore the possibility of installing battery storage under parks and in City-owned buildings.

**Upcoming**

#### **Latest Update:**

#### **Accomplishments in Past Quarter:**

There has been no progress made related to this action item.

#### **Activities Planned for Upcoming Quarter:**

No activities are planned for the upcoming quarter.

## **3. Increase Communication Between City Department/Services and Residents**

Currently University Park uses an alert system to connect residents with the emergency events happening throughout the City. This plan aims to amplify established communication through the use of mobile applications produced by the City to give up-to-date communication with residents. The capabilities of increased connectivity can also provide a centralized online location for all City services/departments, allowing for billing, payments, and information regarding the City.

**32%**

#### **Latest Update:**

Last quarter, staff from Communications and Direct Alarm continued to collaborate, working on logo design and marketing opportunities to promote the program's improved user experience. The Police Department also conducted research regarding Texas law enforcement agencies that provide real-time information on active calls for police service, as they consider adding this feature with a new Records Management system slated for 2024.

**On Track**

### **3.1 Make it easier for residents to communicate with the City through phone apps and other innovative measures.**

Create a mobile phone application that could be used to report incidents/infrastructure requests and also could be a push app to notify residents of emergency issues such as weather or school issues. Potentially push messages to residents about water usage/irrigation issues.

**70%**

**On Track**

In Track

#### **Latest Update:**

**Accomplishments in Past Quarter:** City staff met with Direct Alarm to work on preliminary new logo designs and discuss upcoming marketing opportunities.

**Activities Planned for Upcoming Quarter:** The City's Communications team will continue to promote Direct Alarm as a service to residents, and unveil the new logo once approved.

### **3.2 Evaluate the Health Data Exchange pilot program between the University Park Fire Department and the Texas Health Presbyterian Hospital Dallas for use with other health care institutions.**

Connect EMS and hospitals via a secure, auditable method of data sharing, bringing EMS data to hospitals and hospital outcomes to EMS. Utilize the current UPFD pilot program as research on how University Park can exchange data with multiple healthcare entities.

**On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:**

No update.

#### **Activities Planned for Upcoming Quarter:**

No actions planned.

### **3.3 Review and implement the latest technology to enhance communication between officers, departments, and the public.**

Increasing the transparency for residents can better help them engage with the City as access to information continues to advance. This action step can be achieved by exploring and implementing E-911 capabilities for text and video communications in emergency situations; remote access to body and dash cams during emergent situations.

**25%**

**On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** Contacted other Texas law enforcement agencies that provide real-time information on active calls for police service. Discussed adding this feature to new Records Management System with sales representative when it is implemented in 2024.

**Activities Planned for Upcoming Quarter:** Work with "build team" for new Records Management System to add this feature to the new platform.

## Preparing for the Future

Incorporates goals that don't fit neatly in the other themes and revolves around planning for opportunities, and potential problems, that are future-oriented, especially issues that extend beyond current budget cycles.

**29%**

### **Latest Update:**

Last quarter, a major milestone within Preparing for the Future was accomplished with the City's purchase of property at 5620 Fondren. Plans are in progress to transition this facility to a public safety training facility with a firing range and needed storage space. The City is also currently waiting on delivery of public safety drones, meanwhile staff has already begun training. And, a Minor Delay is still reflected under the Action Item of establishing a Public Improvement District.

### **Description**

Status	Progress
<b>1. Sustainability and Conservation</b>	
With the need to adapt to future demands throughout this comprehensive plan another byproduct of growth and development is the need to build sustainability into all projects and conserve resources that University Park already possesses. A major focus is being placed on how to deal with rainwater harvesting and the responsible use of water for irrigation of residential lawns. Focus is also being given to making City buildings and vehicles more sustainable through converting vehicles to electric and making buildings energy neutral. These goals and action items will hopefully create a standard of sustainability and conservation in University Park across systems outside of just the ideas presented in this comprehensive plan.	

**29%**

### **Latest Update:**

The Zoning Development and Advisory Committee continue to discuss options for water conservation, stormwater management and other sustainability initiatives.

#### **1.1 Promote harvesting rainwater and run-off water collected in underground storage tanks for both public and private irrigation. *City Council Priority***

Rainwater and runoff water utilization can help University Park conserve water for the foreseeable future. This action should be both a public and private focus as the City can store rainwater and runoff in underground tanks, i.e. Caruth Park, and can also inform residents how to safely and effectively utilize rainwater and runoff for their irrigation needs.

### **On Track**

### **Latest Update:**

**Accomplishments in Past Quarter:** Held discussions with the Zoning Development Advisory Committee on these topics.

**Activities Planned for Upcoming Quarter:** Discussions will continue with the Zoning Development Advisory Committee on these topics.

## **1.2 Research and implement new irrigation techniques to promote water conservation in University Park.**

The City should pursue requiring new irrigation systems to communicate with the internet, and other communication systems, for weather/drought conditions (including City systems). The City should also push for the reuse of water for irrigation - cistern, condensate and separate distribution.

### **Upcoming**

#### **1.3 Make existing buildings more energy neutral, shoot for "net zero" for new buildings.**

Set a goal to have the City reach net zero in electricity kWh purchased versus generated. The City should investigate ways to make existing buildings more energy efficient and establish policies to make new buildings net zero.

40%

### **On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** No updates this quarter.

**Activities Planned for Upcoming Quarter:** No activities planned for the upcoming quarter.

#### **1.4 Create a pilot program to begin converting City vehicles to electric.**

The City should conduct a pilot program to determine the cost, efficiency, and effectiveness of converting the City's fleet of vehicles to electric. Utilizing opportunities when City vehicles are replaced, the City can convert some of the replacements to electric vehicles for use in the pilot program.

75%

### **On Track**

#### **Latest Update:**

**Accomplishments in Past Quarter:** The City (through the Equipment Services Department) assessed needs of various City departments and whether or not a suitable electric vehicle is available.

**Activities Planned for Upcoming Quarter:** The Fleet Manager has identified the Parks Department as a potential user of an electric vehicle and has designated a Nissan Leaf as the most suitable vehicle for the job. Barring any hurdles, the City will likely purchase a Leaf during the 2nd QTR of FY2024.

✓Meet with department directors that might consider using electric vehicles in their operations

✓Research the most economical way to recharge vehicles, including the installation of charging stations utilizing grant funding, if suitable

## 2. Resident Protection

From the physical to the digital space there are new threats that could affect University Park residents in the coming years. The addition of new technology and its integration into daily life in University Park puts resident data and privacy at risk. This plan lays out goals and action items to protect residents and their online data and also asks for a plan to cover the future of drone use in University Park. For public safety officials, completing a risk reduction plan and utilizing innovative non-lethal weapons can provide the Fire and Police Departments with new directives that will increase safety around the City.

28%

### Latest Update:

Progress continues on the goal of Resident Protection. The Fire Department's Community Risk Reduction Plan is an ongoing effort with scheduled programming to reach the most vulnerable members of the community. Meanwhile, the Police Department is currently awaiting delivery of drones. Additionally, last quarter all City employees completed annual cybersecurity training.

#### 2.1 Create a Community Risk Reduction Plan for the City of University Park that coincides with the current Fire Department five-year Strategic Plan.

Identify target groups within University Park whose lives may be enhanced with specialized services that the Fire Department can provide.

20%

On Track

### Latest Update:

**Accomplishments in Past Quarter:**

**Activities Planned for Upcoming Quarter:**

A meeting is scheduled for January 2024 discuss promotion/advertisement of Community Risk Reduction Plan with the Fire Department and the Communications Department.

✓ Partner with Communications to advertise and promote the program

#### 2.2 Develop regulations to govern private and public drone use in University Park. City Council Priority

Drone use is becoming more popular across the county and University Park should be aware of how it can be used publicly and privately. Drones could be used for public safety, delivery of items, mapping/surveillance, and more. The City can create regulations to give parameters to drone use to benefit from its innovations and protect against major issues.

On Track

### Latest Update:

**Accomplishments in Past Quarter:** Began scheduling Patrol Sergeants for training and testing to become certified, licensed drone pilots.

**Activities Planned for Upcoming Quarter:** Take delivery of drones and finalize departmental policy on their use. Review state law and city ordinance to determine whether Council should consider adding new ordinance to govern public and private use.

### **2.3 Create a local ordinance to protect resident data privacy.**

With the increased use of connected devices and online storage of information there is an increased risk of a breach of resident data. The City should have its own standard of how to ensure resident data stays out of the wrong hands.

#### **Upcoming**

### **2.4 Provide the latest and most cost-effective tools to the Police Department, including non-lethal weapons systems.**

Retire outdated or modded systems like batons and nightsticks in favor of modern non-lethal weapons; periodically review traditional weapon systems for cost-effectiveness and technological advances. Additionally, the City should make a commitment to always seek technology that would limit lethal force where possible.

**60%**

#### **On Track**

##### **Latest Update:**

**Accomplishments in Past Quarter:** Assistant Chief over Support Services attended the annual International Association of Chiefs of Police conference in October. Obtained contact information for a variety of law enforcement vendors, including Flock Safety, a License Plate Recognition vendor. In Q4 2023, Council approved a new contract with Flock in order to streamline LPR data with AXON, the PD's vendor for camera systems.

**Activities Planned for Upcoming Quarter:** Begin replacing old Phase I LPR cameras with Flock cameras, which will integrate with AXON in-car LPR systems (to be installed summer 2024).

✓ Attend a minimum of one trade show per year to remain informed of the latest technology

### **2.5 Create an IT Plan to continually upgrade the security of City computer systems to stay up-to-date with potential threats.**

City computers may be vulnerable to attacks from unknown sources and future threats. University Park must adapt with the times and be certain that data created and stored on City computers are as secure as possible. Because of the quick expansion on internet threats, the IT plan should be consistently revised to be sure that the City is protected from new cyber threats.

**60%**

#### **On Track**

##### **Latest Update:**

##### **Accomplishments in Past Quarter:**

All City employees who access City data completed annual cybersecurity training as mandated by the State of Texas.

##### **Activities Planned for Upcoming Quarter:**

Partnering with network consultant to ensure City firewalls are utilizing best practices for regulating incoming and outgoing data traffic.

**n Track**

### 3. Create Resiliency in City Revenues

In different areas of this plan, there are commitments to being adaptive to state regulations that may limit city revenues. In Preparing for the Future, the plan identifies fiscal tools that will increase the revenue that the City receives from the many established/potential commercial uses that are or will enrich the University Park community. Outlining how to use the revenue brought in from commercial activities can help University Park build and maintain other important facilities, infrastructure, projects, and programs that can enrich the quality of life in University Park. These are long-term financing tools that can build revenue for University Park and could be tied to helping fund other action items in this plan or future ideas yet to be realized.

33%

#### Latest Update:

Substantial progress was made last quarter with receipt of final design plans for Snider Plaza. This quarter, a formal bid process will be conducted to select a contractor for the project. Meanwhile, progress in development of a Public Improvement District (PID) remains slow. Staff continues to explore opportunities for additional revenue sources.

#### 3.1 Explore the adoption and potential use of funds from a hotel occupancy tax that will improve the visitor experience to the City's shopping centers, parks, SMU campus, and other amenities.

The action item, based on state regulations, is to implement a 7% tax on hotel stays and short-term rentals in University Park to create an additional revenue stream/resilience. This action item will also require City staff time to create and implement the program upfront. Additionally, staff time will be needed to maintain the program through ongoing collection/billing and continued civic outreach.

25%

#### On Track

#### Latest Update:

**Accomplishments in Past Quarter:** The City continues to monitor whether or not innovative uses (beyond the "heads in beds" paradigm) arise for the use of HOT funds.

**Activities Planned for Upcoming Quarter:** The same.

#### 3.2 Work with property owners to establish a Public Improvement District or Tax Increment Reinvestment Zone in the City's key commercial areas.

To facilitate public-private partnerships, aligning long-term values and enhancing/infrastructure management goals, create a collective of commercial property owners who can guide and be in alignment with the City's long-range capital, operations, and infrastructure expenditures in a specific commercial area. This action item can facilitate public-private partnerships, aligning long-term values and enhancing infrastructure management goals.

40%

#### Minor Delay

#### Latest Update:

##### Accomplishments in Past Quarter:

A task force to examine employee and student parking options at Snider Plaza was created in November 2023. This task force will develop recommendations on off-site parking options in Spring 2024.

100% design plans for Snider Plaza were received in early December.

**Activities Planned for Upcoming Quarter:**

City staff anticipates finalizing bid documents and the bid schedule in early 2024.

The Snider Plaza employee parking task force will continue to meet to examine options and develop recommendations for Snider Plaza.

#### 4. Future Facilities

New facilities will play an important role in preparing University Park for the next few decades. Major concerns are centered around facilities for emergency equipment, reducing congestion made by delivery vehicles, and finding permanent facilities for public safety officials to have access to firearms training. Many of the facilities that are action items of this comprehensive plan are not requiring newly built facilities, but could be achieved by adding on to existing facilities or repurposing facilities for the intent of the new action items. Co-location of uses should be a major focus to best integrate these action items into the fabric of University Park.

27%

**Latest Update:**

Last quarter, the City officially acquired property located at 5620 Fondren. This purchase represents a major accomplishment in fulfilling the Action Items within this Goal, as there will be ample space for public safety training as well as storage needs. This quarter, staff will work in conjunction with a resident committee to finalize design for necessary facility improvements.

##### 4.1 Develop voluntary centralized package drop-off site and/or encourage residents to request delivery to FedEx or UPS stores in City.

Create a centralized location where residents can volunteer to have their packages delivered in order to increase safety. This centralized location can be placed at City Hall, allowing for more security around packages and would most likely not require a huge financial investment to complete.

Upcoming

##### 4.2 Fund the development of a facility or engage in long-term partnership with a facility to provide the Police Department with access to regular firearm training. *City Council Priority*

The Police Department currently utilizes other facilities, but a permanent partnership or development of a facility would increase officer availability and cost. To get a long-term partnership, University Park should evaluate the potential use of firearm training and one of University Park's current facilities, or fund a repurposing of current facilities that can be converted to a firearm training facility.

40%

On Track

**Latest Update:**

**Accomplishments in Past Quarter:** City Council was briefed on the suitability of a property just outside the city limits for a firing range. Council approved and purchase was finalized in October. Met with architect to identify problems and begin working on a design. This Action Item also satisfies Action Item 5.4.3.

**Activities Planned for Upcoming Quarter:** Obtain quotes and complete required repairs on foundation and roof. Finalize design and secure general contractor to begin work.

✓ Identify a location within or near the City limits to build a Firearms Training Center

#### **4.3 Find or fund a facility capable of storing temporary equipment for emergencies.**

University Park should have one facility with emergency-use bunks and showers (as were needed during the winter of 2021), and to securely store motorcycles. An added benefit of an additional facility, could be a safe keeping area for large pieces of property and evidence.

**40%**

**On Track**

**Latest Update:**

**Accomplishments in Past Quarter:** City Council was briefed on the suitability of a property just outside the city limits for storing temporary equipment for emergencies. Council approved and purchase was finalized in October. Met with architect to identify problems and begin working on a design. This Action Item will also satisfy Action Item 5.4.2.

**Activities Planned for Upcoming Quarter:** Obtain quotes and complete required repairs on foundation and roof. Finalize design and secure general contractor to begin work.

✓Work with City staff to gain consensus on best location to place a facility

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



City of University Park, Texas

## **Financial Management Policies**

*Effective: February 1, 2023*

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

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

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

## **Introduction**

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

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

## **1. Annual Budget**

### **a. Fiscal year**

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

### **b. Budget preparation**

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

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

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

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

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

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

### **d. Budget administration**

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

#### **i. Amendments**

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

#### **ii. Transfers**

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

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

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

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

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

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

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

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

### **i. Governmental funds**

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

### **ii. Proprietary funds**

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

### **iv. Internal Service funds**

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

### **c. Budget basis**

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

### **d. Encumbrances**

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

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

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

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

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

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

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

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

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

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

### **4. Revenues**

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

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

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

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

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

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

The City will levy the lowest tax rate on the broadest tax base. Exemptions will be provided to home owners, senior citizens (age 65 years and over), and

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

disabled citizens. The homestead exemption shall be equal to 20% of a property's value.

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

### **c. User fees**

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

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

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

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

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

## **5. Operating Expenditures**

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

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

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

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

### **b. Annual appropriation**

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

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

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

### **d. Personnel expenditures**

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

### **e. Capital expenditures**

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

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

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

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

#### **v. Capitalization threshold**

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

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

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

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

### **6. Fund Balance**

#### **a. Purpose**

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

#### **b. Definitions**

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

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

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

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

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

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

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

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

#### **v. Unassigned fund balance**

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

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

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

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

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

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

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

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

### **g. Internal service funds**

Internal service funds derive their revenue from budgeted transfers or investment earnings. Over time, their working capital may increase or draw down according to the needs of the City. Recognizing the need to maintain adequate reserves in case of significant adverse experience, the working capital of the Self-Insurance Fund shall be maintained at not less than \$6,000,000. This threshold shall be reviewed not less than annually. The target working capital of the Equipment Services Fund and the Technology Services Fund shall be approximately 25% of the replacement cost of the assets within the fund. For calculation purposes, a 3% inflation factor shall be used. Working capital in excess of the minimum required in either fund may be appropriated for any valid City purpose in keeping with sound financial practices.

## **7. Capital Project Expenditures**

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

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

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

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

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

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

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

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

## **8. Debt Expenditures**

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

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

Certificates of Obligation ("CO's") may be issued to finance permanent improvements and major capital expenditures. Certificates of Obligation can be backed by:

- Revenue eligible to be pledged under state law,
- A tax pledge under certain circumstances as defined by state law, or
- A combination tax and revenue pledge.

The City will, at a minimum, maintain debt service reserves in accordance with applicable debt covenants. When revenue-supported, tax-backed debt is issued, an internal debt service reserve will be established. The source of the reserve will be determined on a case-by-case basis. When the revenue source financing the repayment of the debt generates debt service coverage in excess of the coverage needs, it may no longer be necessary to maintain the reserve or similar alternative backup source.

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

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

## **0. Internal Controls**

The City shall maintain written guidelines on accounting, cash handling, segregation of duties, investing, and other financial matters. Each department director shall ensure that

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

departmental procedures are adequate to safeguard City funds and assets. Staffing and training shall be reviewed periodically to ensure adequacy. The City shall conduct periodic reviews of Internal Controls and Cash Handling Procedures.

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

#### **a. Cash Management**

Daily deposits of cash shall be made unless the amounts collected (or expected to be collected) warrant less frequent deposits, as determined by the Finance Director. The timing and amount of cash needs and availability of funds shall be analyzed in order to maximize interest earnings from investments. City staff shall monitor and manage activity in the City's bank accounts to optimize the availability of funds and interest earned.

#### **b. Investments**

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

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

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

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

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

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

City of University Park, Texas

## **Investment Policy**

*Effective: February 1, 2023*

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

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

### **PREFACE**

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

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

Investments shall be made with the primary considerations of:

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

### **SECTION 1. PURPOSE**

#### **1.1. Authorization**

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

#### **1.2. Goals**

The primary goal of the City of University Park’s Investment Policy shall be: 1) to ensure the safety of all funds entrusted to the City; 2) to maintain the availability of those funds for the payment of all necessary obligations of the City; and 3) to provide for the investment of all funds, not immediately required, in interest-bearing securities or pooled investment products. The safety of the principal invested shall always be the primary concern.

#### **1.3. Scope**

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

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

### **1.4. Review and Amendment**

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

## **SECTION 2. INVESTMENT OBJECTIVES**

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

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

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

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

#### **2.1.1. Credit Risk**

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

- a. Limiting investments to the types of securities listed in section 4-1 of this Investment Policy.
- b. Prequalifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Section 4-2-1-1.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

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

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

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

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

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

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

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

### **2.3. Return on Investments**

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

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

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

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

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

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

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

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

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

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

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

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

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

Securities may not be purchased that have a final stated maturity date that exceeds five (5) years.

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

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

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

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

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

The investment strategy for the capital projects fund portfolio has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

### **SECTION 4. SPECIFIC INVESTMENTS**

#### **4.1. Eligible Investments**

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

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

### **Investment Policy**

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

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

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

### **Investment Policy**

- iii. the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
- iv. the City appoints the bank selected by the City under Subdivision (1), an entity described by the Texas Public Funds Collateral Act (Texas Government Code 2257.041(d)) or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 17 C.F.R. Section 240.15c3-3) as custodian for the City with respect to the certificates of deposit issued for the account of the City;

**4.1.7** Local government investment pools organized in accordance with the Interlocal Cooperation Act (Chapter 791, Texas Government Act) as amended, whose assets consist exclusively of the obligations that are allowed as a direct investment for funds subject to the Public Funds Investment Act (Chapter 2256, Texas Government Code). A public funds investment pool must be continuously rated no lower than AAA, AAA-m or at an equivalent rating by at least one nationally recognized rating service.

Eligible investment pools must be authorized by the City Council, by rule, order, ordinance, or resolution, as appropriate. The City Council has approved: 1) the Texas Local Government Investment Pool (“TexPool”), administered by the Texas State Comptroller; 2) the Texas Short Term Asset Reserve (“TexSTAR”); administered by JPMorgan Chase and First Southwest Asset Management; and 3) TexasTERM and TexasDaily, administered by PFM Asset Management LLC.

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

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

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

Ensuring safety is accomplished through protection of principal and safekeeping.

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

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

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

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

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

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

The City’s Finance Advisory Committee shall comprise the Investment Committee.

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

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

### **4.2.1.2 Collateralization**

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

The City shall not accept, as depository collateral, any security that is not specifically allowed to be held as a direct investment by the City portfolio (see 4-1). Repurchase agreements must also be collateralized in accordance with State law. Evidence of the pledged collateral shall be maintained by the Finance Director or a third party financial institution. All collateral shall be subject to inspection and audit by the Finance Director or the City independent auditors.

### **4.2.1.3 Maximum Exposure Guidelines**

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

<u>Investment Type:</u>	<u>% of Portfolio</u>
• U.S. Treasury Notes/Bonds/Bills	100%
• U.S. Agencies	60%
• Local Government Investment Pools	50%
• Repurchase Agreements	30%
• Certificates of Deposit	50%
• Municipal Bonds	20%
• Money Market Mutual Funds	15%

It is the policy of the City to diversify its investment portfolio so that reliance on any one issuer or broker will not place an undue financial burden on the City. Generally, the City should limit its repurchase agreement exposure with a single firm to no more than 15% of the value of the City's overall portfolio. To allow efficient and effective placement of proceeds from any bond sales, these limits may be exceeded for a maximum of five business days following the receipt of bond proceeds. Proceeds of a single bond issue may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record keeping and calculation.

### **4.2.1.4 Limiting Maturity**

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. For operating funds, the dollar weighted average days to final stated maturity shall be 548 days or less.

The Investment Officer will monitor the maturity level and make changes as appropriate. For bond funds, the investment maturity of bond proceeds (including

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

### **Investment Policy**

reserves and debt service funds) shall be determined considering: 1) the anticipated cash flow requirements of the funds, and; 2) the “temporary period” as defined by Federal tax law during which time bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds.

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

Under 30 days	10% minimum
Under 1 year	25% minimum
Under 3 years	85% minimum
Five years	maximum single investment

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

#### **4.2.2 Safekeeping**

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

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

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

### **4.3 Ensuring Liquidity**

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

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

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

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

#### **4.4.1 Securities Swaps**

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

#### **4.4.2 Competitive Bidding**

It is the policy of the City to require competitive bidding for all individual security purchases except for those transactions with money market mutual funds (MMMFs) and local government investment pools (LGIP’s) which are deemed to be made at prevailing market rates, and for government securities purchased at issue through a primary dealer at auction price. Rather than relying solely on yield, investment in MMMFs and LGIP’s shall be based on criteria determined by the Investment Committee, including adherence to Securities and Exchange Commission (SEC) guidelines for MMMFs when appropriate. At least three bidders must be contacted in all transactions involving individual securities.

Competitive bidding for security swaps is also required. Bids may be solicited in any manner provided by law. For those situations where it may be impractical or unreasonable to receive three bids for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction bid sheet. All bids received must be documented and filed for auditing purposes.

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

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

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

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

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

#### **4.5 Responsibility and Control**

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

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

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

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

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

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

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

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

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

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

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

### **Investment Policy**

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

#### **4.5.5 Training and Education**

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

Newly appointed investment officers must attain at least 10 hours of instruction relating to the officer's responsibility under the Act within 12 months after assuming investment duties.

#### **4.5.6 Investment Committee**

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

#### **4.6 Reporting**

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

The Finance Director shall submit a quarterly investment report signed by the investment officers. The report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The management summary shall: 1) summarize current market conditions, economic developments and anticipated investment conditions; 2) summarize investment strategies employed in the most recent quarter; 3) describe the portfolio in terms of investment securities, maturities, risk characteristics, and average return for the quarter; 4) outline conformance to the restrictions of the Policy in the area of diversification and term of maturity; 5) compare the performance of City's portfolio to appropriate benchmarks as determined by the Investment Committee.

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

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

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

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

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

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

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

### **4.8 Certification**

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

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

**ATTACHMENT**

**INVESTMENT VENDOR ACKNOWLEDGEMENTS**

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

**TEXAS PUBLIC FUNDS INVESTMENT  
ACT ACKNOWLEDGMENTS**

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

**Acknowledgment by Investor**

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

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

**INVESTMENT OFFICER**

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

**City of University Park, Texas  
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**Acknowledgment by Business Organization**

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

I have received a copy of the City of University Park (the "City") Investment Policy dated \_\_\_\_\_.

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

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

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

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

**ATTACHMENT 2**

**BROKER-DEALER AND BANK QUESTIONNAIRES**

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

**BROKER/DEALER QUESTIONNAIRE**

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

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

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

### **FINANCIAL RATIO CRITERIA**

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

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**BANK QUESTIONNAIRE**

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

**City of University Park, Texas  
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**ATTACHMENT 3**  
**APPROVED INVESTMENT VENDORS LIST**

Firm	Rep	Address	City ST ZIP	Email address	Phone
<b>Broker-Dealers</b>					
1. BOK Financial Securities	Investment Center	6505 E. 101st Street	Tulsa, OK 741133		(918) 588-6889
2. Stifel	Josh Gorham	2107 Elliott Ave.	Seattle, WA 98121	<a href="mailto:igorham@viningsparks.com">igorham@viningsparks.com</a>	(206) 443-7260
3. FHN Financial	Buddy Saragusa	920 Memorial City Way	Houston, TX 77024	<a href="mailto:Buddy.Saragusa@fhnfinancial.com">Buddy.Saragusa@fhnfinancial.com</a>	(713) 435-4475
4. Wells Fargo Securities	Chuck Landry	1445 Ross Ave., Suite 210	Dallas, TX 75202	<a href="mailto:Chuck.Landry@wellsfargo.com">Chuck.Landry@wellsfargo.com</a>	(214) 777-4018
5. Polar Investment Counsel	A.R. (Ric) Panzera	2317 Chinaberry Drive	Bedford, TX 76021	<a href="mailto:rpanzera@polarinvest1.com">rpanzera@polarinvest1.com</a>	(214) 505-0884
<b>Investment Pools</b>					
1. TexPool	Jerry Landrum	2200 Ross Ave., Suite 2500	Dallas, TX 75201	<a href="mailto:jerry.landrum@federated.com">jerry.landrum@federated.com</a>	(214) 720-9412
2. TexSTAR	Mary Ann Dunda	325 N. St. Paul St., Suite 800	Dallas, TX 75201	<a href="mailto:Mdunda@firstsw.com">Mdunda@firstsw.com</a>	(214) 953-4086
3. TexasTERM/TexasDaily	Anne Romanick	Two Logan Square, Suite 1600	Philadelphia, PA 19103	<a href="mailto:romanicka@pfm.com">romanicka@pfm.com</a>	(866) 839-8376
4. Texas CLASS	Karen Proctor/Tony Sekaly	717 17th Street, Suite 1850	Denver, CO 80202	<a href="mailto:karen.proctor@texasclass.com">karen.proctor@texasclass.com</a>	(214) 458-1835
<b>Insured Cash Account</b>					
1. Landing Rock - ICSA	A.R. (Ric) Panzera	2317 Chinaberry Drive	Bedford, TX 76021	<a href="mailto:rpanzera@polarinvest1.com">rpanzera@polarinvest1.com</a>	(214) 505-0884
<b>Banks</b>					
1. Bank of Texas	Alicia Birl	5956 Sherry Lane, Suite 700	Dallas, TX 75225	<a href="mailto:abirl@bankoftexas.com">abirl@bankoftexas.com</a>	(214) 987-8821
2. Frost Bank	Michael Alcantar	2727 N. Harwood, 10th Floor	Dallas, TX 75201	<a href="mailto:michael.alcantar@frostbank.com">michael.alcantar@frostbank.com</a>	(214) 515-4889
3. Texas Capital Bank	Darla Wisdom	2100 McKinney Ave., Suite 1250	Dallas, TX 75201	<a href="mailto:darla.wisdom@texascapitalbank.com">darla.wisdom@texascapitalbank.com</a>	(214) 932-6711
4. Prosperity Bank	Rewaz Chowdhury	5851 Legacy Circle, 12th Floor	Plano, TX 75024	<a href="mailto:Rewaz.Chowdhury@legacytexas.com">Rewaz.Chowdhury@legacytexas.com</a>	(972) 461-7103
5. Wells Fargo Bank	Andy Deskins	98 San Jacinto Blvd., Suite 850	Austin, TX 78701	<a href="mailto:andrew.b.deskins@wellsfargo.com">andrew.b.deskins@wellsfargo.com</a>	(512) 482-4306
6. BB&T	David Correa	2001 Ross Ave., Suite 2700	Dallas, TX 75201	<a href="mailto:David.Correa@BBandT.com">David.Correa@BBandT.com</a>	(469) 791-4525
7. Plains Capital Bank	Kimberly Fry	6565 Hillcrest Avenue, Suite 400	Dallas, TX 75205	<a href="mailto:kimberly.fry@plainscapital.com">kimberly.fry@plainscapital.com</a>	(214) 525-9040

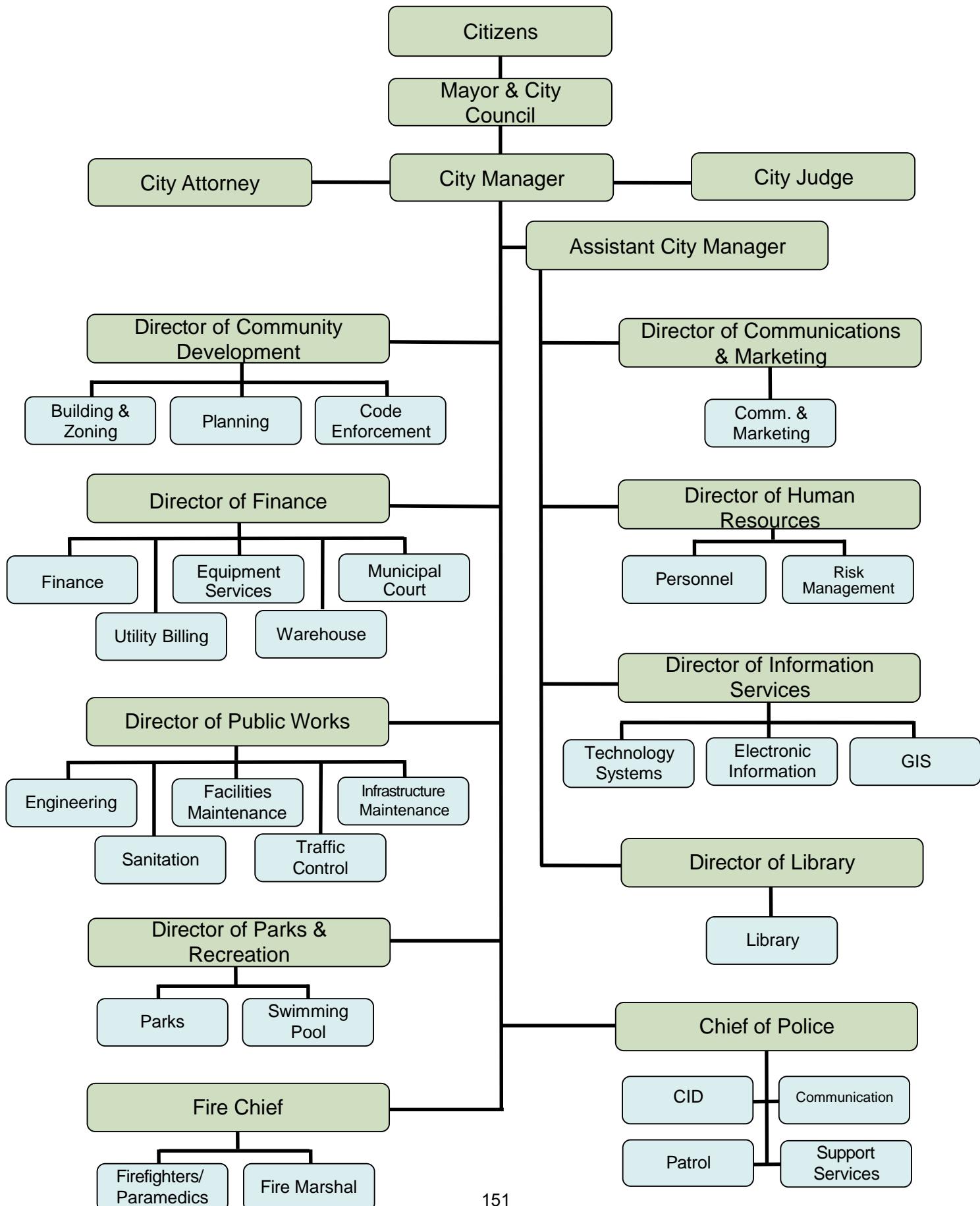


**CITY OF UNIVERSITY PARK**  
**STAFF OVERVIEW**





City of University Park  
FY2024: 267 Employees  
Total Budget: \$65,817,493





## City Manager

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

### **POWERS & DUTIES**

The powers and duties of the City Manager are enumerated in Chapter 4 of the City Charter. A copy is included in your binder, or this can be viewed online at [uptexas.org](http://uptexas.org).

### **ABOUT ROBBIE CORDER**



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

**Office:** 214-987-5300

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

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



## Assistant City Manager

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Public Works, Parks and Recreation, Community Development and Library. She also works on special projects and assists the City Manager in relations with the City Council.

### RESPONSIBILITIES

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

### ABOUT SHANNA SIMS-BRADISH



Ms. Sims-Bradish has over 27 years of experience in municipal government, having worked in seven different cities in three states. She served as Assistant City Manager for the City of Richardson from 2012 through June 2022 overseeing Parks and Recreation, Community Services, Health/Animal Services, Human Resources, the Eisemann Performing Arts Center, the Richardson Public Library and the Budget Office. Ms. Sims-Bradish served as the Assistant City Manager for the City of Farmers Branch from 2008 to 2012, overseeing the Fire Department, Parks and Recreation Department and the Farmers Branch Manske Library. In addition to serving as Assistant City Manager, Ms. Sims-Bradish also served as Human Resources Director for the City of Farmers Branch. Prior to working for the City of Farmers Branch, Ms. Sims-Bradish served as Strategic Services Manager for the Town of Addison and served seven years as Assistant to the City Manager for the City of Carrollton.

**Office:** 214-987-5389

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

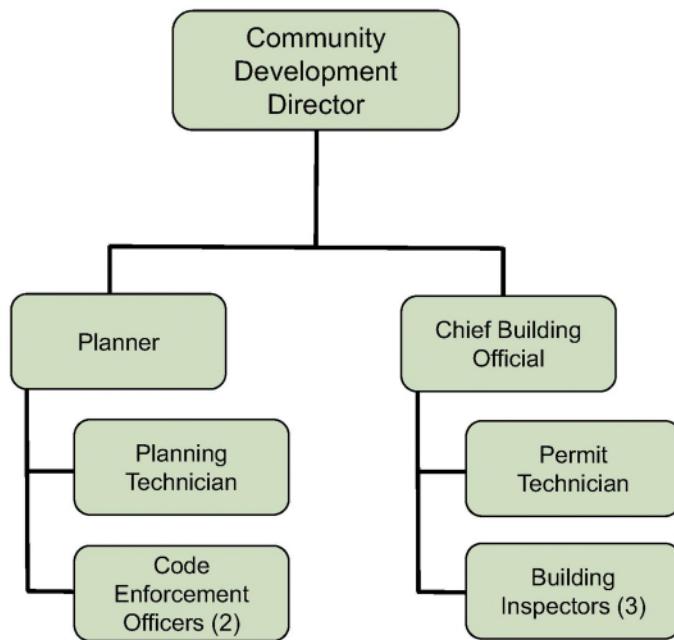
Ms. Sims-Bradish has a Bachelor's degree in Political Science from the University of Missouri and a Master's degree in Public Administration from the University of Kansas.



# City of University Park

## Community Development

10 Employees





## Community Development

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

### DIVISIONS & RESPONSIBILITIES

#### *Building Inspection*

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

#### *Code Enforcement*

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

#### *Planning & Zoning*

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

### ABOUT PATRICK BAUGH



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

**Office:** 214-987-5460

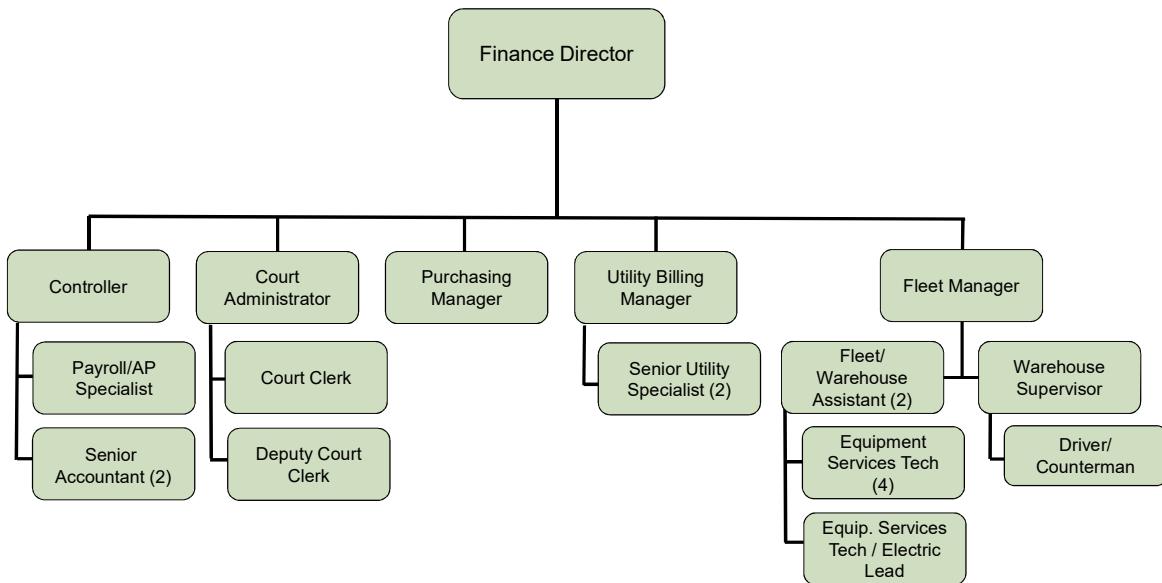
**Email:** [pbaugh@uptexas.org](mailto:pbaugh@uptexas.org)



# City of University Park

## Finance Department

22 Employees





## Finance

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

### DIVISIONS & RESPONSIBILITIES

#### *Accounting*

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

#### *Purchasing*

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

#### *Utility Billing*

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

#### *Municipal Court*

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

#### *Equipment Services*

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



## Finance Continued

The Director oversees all divisions listed in this section as well as individual activities, including management of the City's investment portfolio; coordination of the annual budget process; staff support for the University Park Civic Foundation and Southwest Higher Education Authority; membership on the Firefighters' Relief and Retirement Board of Trustees; and coordination of the Capital Improvements Program.

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

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

### ABOUT TOM TVARDZIK



**Office:** 214-987-5326

**Email:**

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

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

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

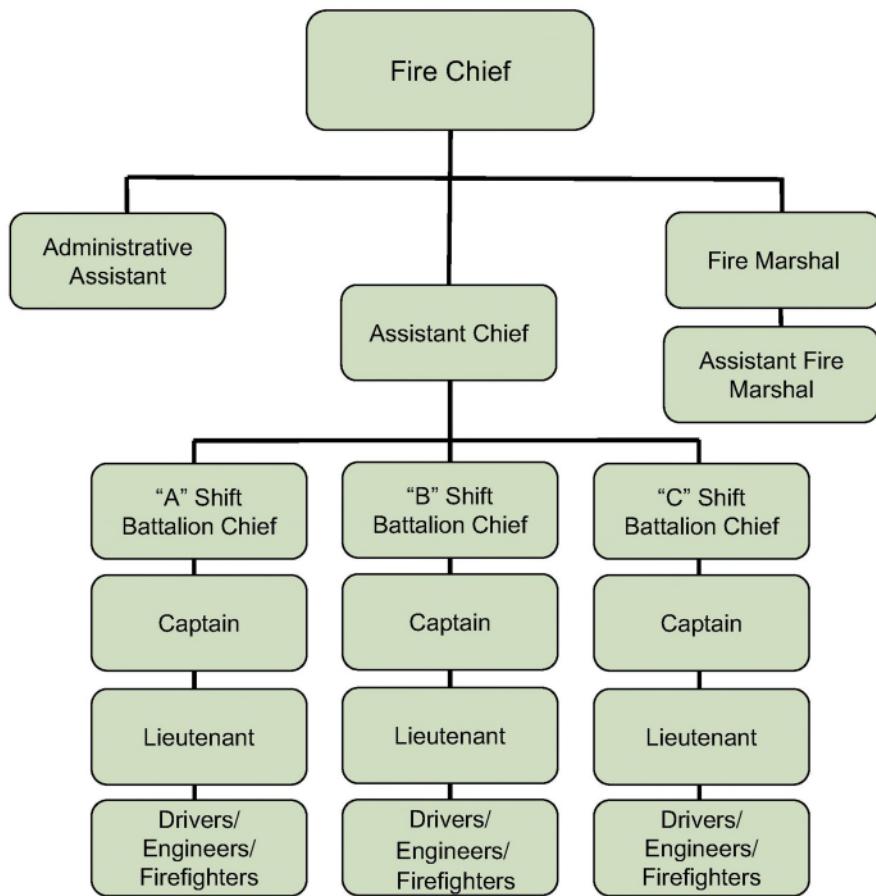
Originally from Trumbull, Connecticut, Tom and has three children, Chase (30 years old), Travis (26 years old) and Andrew (22 years old).



# City of University Park

## Fire Department

36 Employees





## Fire Department

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

### RESPONSIBILITIES

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

### ABOUT RANDY HOWELL



**Office:** 214-987-5381

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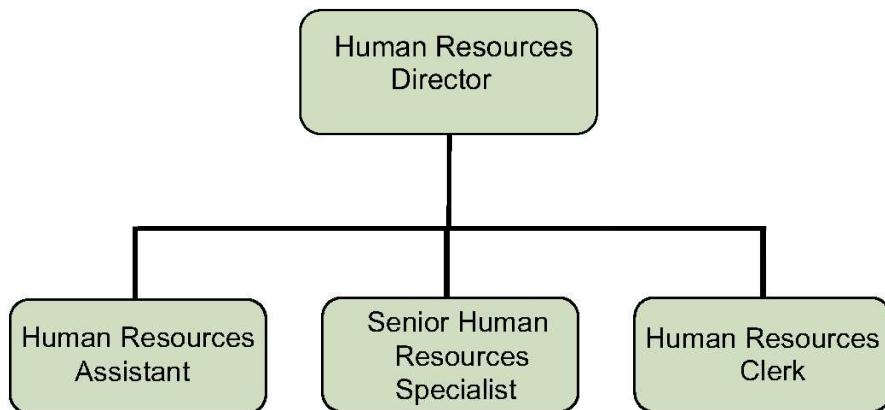
Randy Howell was appointed Fire Chief/Emergency Management Coordinator for the City of University Park in June of 2008. He has thirty three years of fire/EMS/emergency services experience and is a contributing author for Texas Fire Chief's Magazine and Fire & Emergency Television Network. He holds an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



# City of University Park

Human Resources

4 Employees





## Human Resources

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

### RESPONSIBILITIES

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

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

### ABOUT CHEREE' BONTRAGER



Cheree' Bontrager joined the City of University Park HR team in October 2020. She has over seventeen years of experience in Human Resources with municipal government and a total of twenty-two years of experience in Human Resources. Cheree' obtained a Master's Degree in Conflict Management & Dispute Resolution from SMU and has held her SPHR (Senior Professional in Human Resources) certification through the Human Resources Certification Institute since 2008. She obtained her SHRM-SCP (Senior Certified Professional) certification through the Society for Human Resources Management in 2015. Cheree' is past president of the Texas Municipal Human Resources Association and has been a member since 2003.

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**Cell:** 214-315-3833

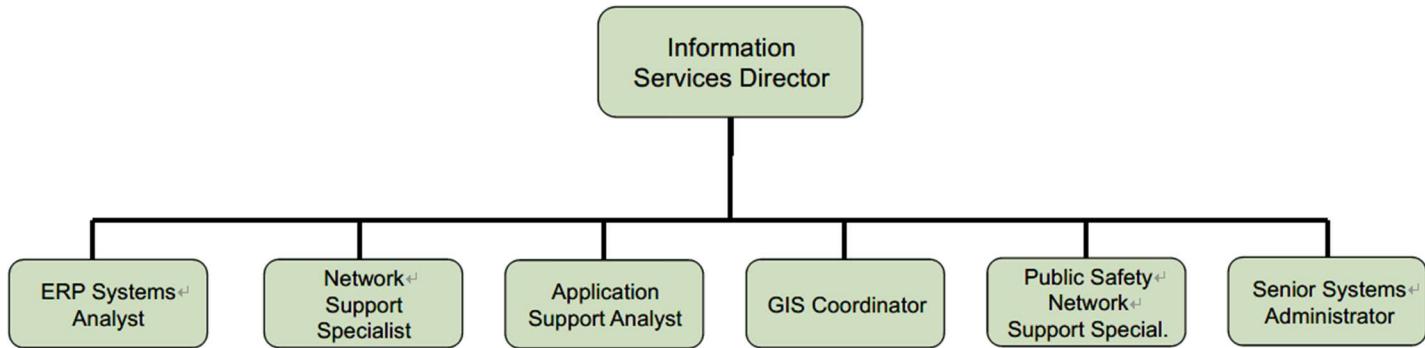
**Email:** cbontrager@uptexas.org



# City of University Park

## Technology Services

7 Employees





## Information Services

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

### RESPONSIBILITIES

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

### ABOUT DALE HARWELL



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

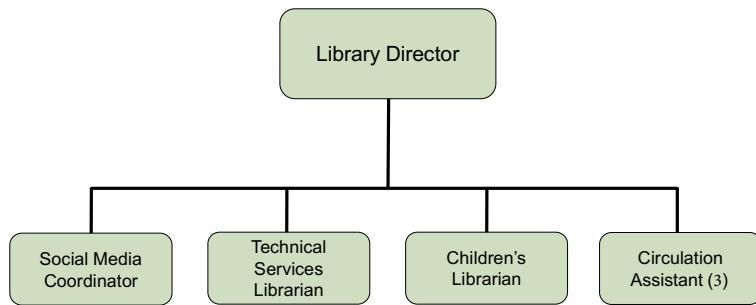
**Office:** 214-987-5311

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



# City of University Park

Library  
7 Employees





## Library

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

### RESPONSIBILITIES

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

### ABOUT SHARON PERRY



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

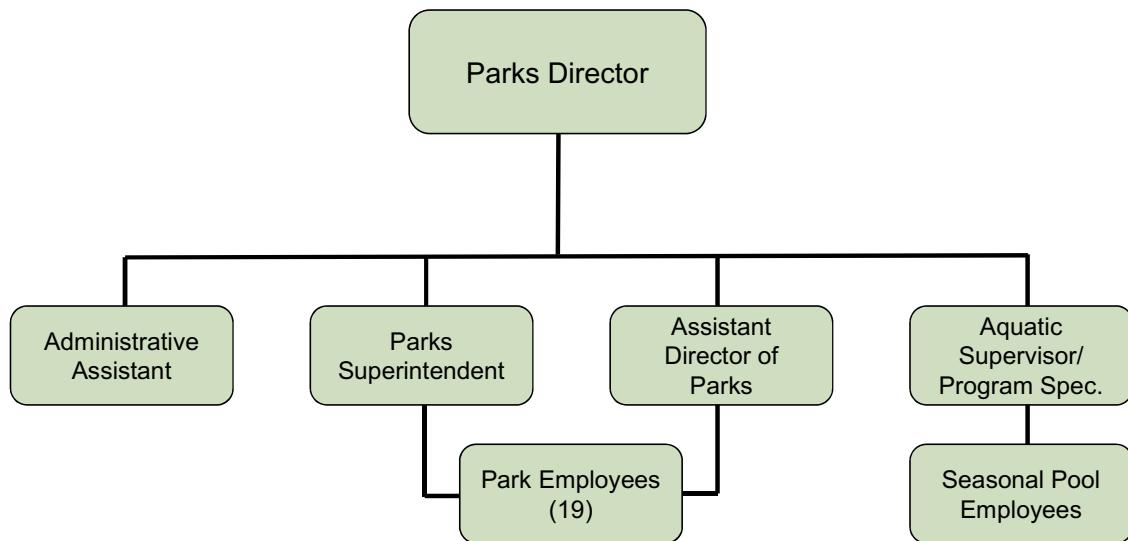
[Email: smartin@uptexas.org](mailto:smartin@uptexas.org)



# City of University Park

## Parks & Recreation

### 24 Employees





## Parks & Recreation

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

### RESPONSIBILITIES

#### *Maintenance*

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

#### *Horticulture*

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

#### *Construction*

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

#### *Special Events*

- Plans and executes City events including Eggstravaganza, Fishing Derby, July 4 festivities, Movie-in-the-Park, Dive-in Movies, Arbor Day, and Snider Plaza Holiday Tree Lighting.

### ABOUT SEAN



Sean joined the Leadership team in September of 2020 as the Director of Parks and Recreation. Previously Sean served as Managing Director of Quality of Life & Cultural Services for the City of Lancaster Texas overseeing Parks, Recreation, Library Services, Country View Golf Course, Lancaster Auxiliary Museum and Visitors Center and was a key member of Executive Leadership team for the City of Dallas Parks and Recreation Department. He holds a bachelor of science degree in recreation and leisure services administration from Texas Tech University. He is a member of the National Recreation & Park Association, Texas Recreation & Parks Society, National Forum for Black Public Administrators and served on the Dallas Park and Recreation Board, TRAPS board of Directors, NRPA Board (EMS) Board of Directors and recently named one of 12 industry professionals elected into the American Academy for Park and Recreation Administration.

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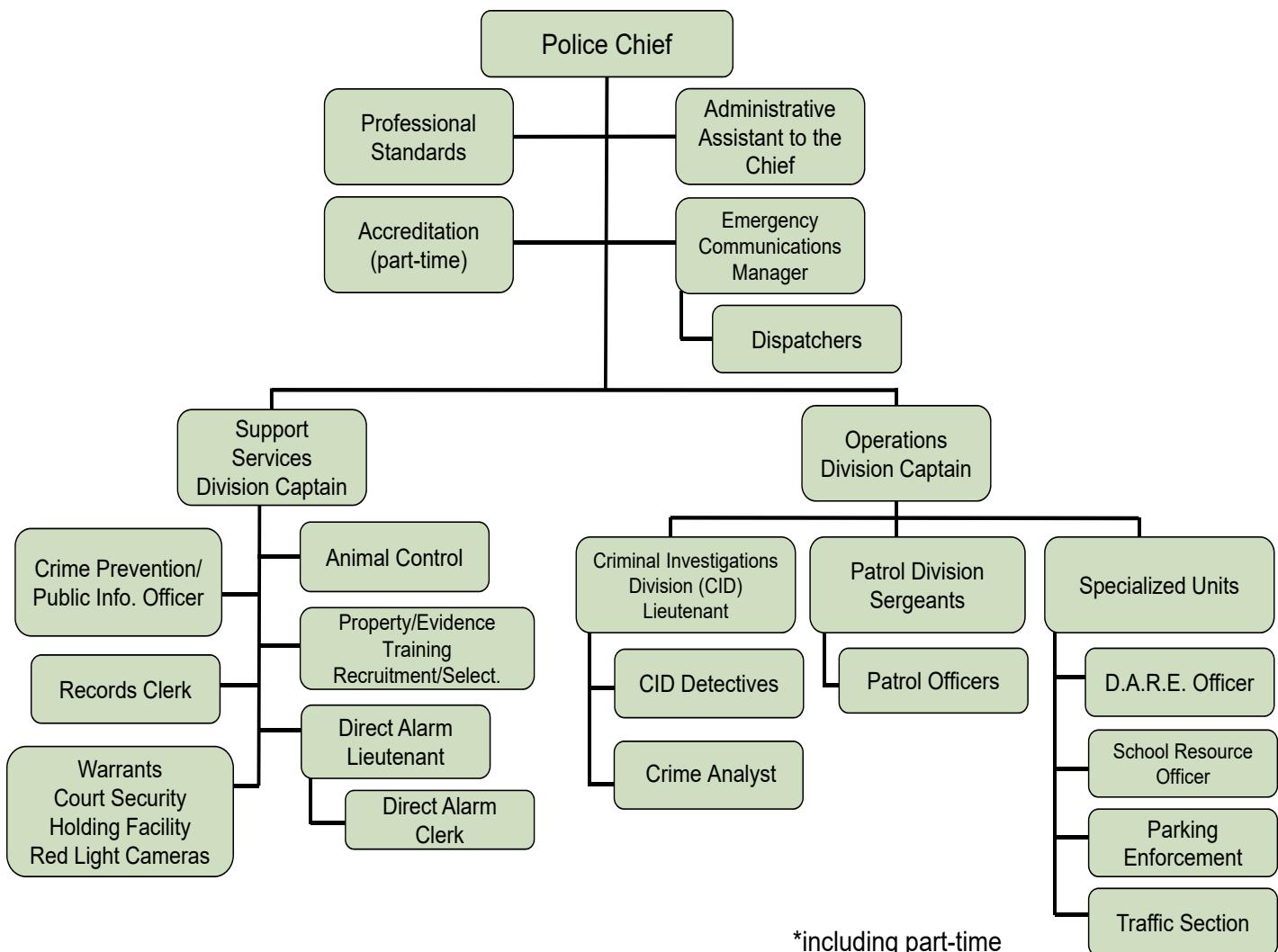
Sean and his wife live in the Dallas area and have twin sons attending the US Naval Academy.



# City of University Park

## Police Department

63 Employees\*



\*including part-time



## Police Department

Over the years, surveys taken from University Park citizens have consistently shown that a major reason citizens choose to reside in University Park is public safety. The City enjoys one of the lowest crime rates in Texas, while total department expenditures are kept at levels that are less than one-half that of some surrounding communities. The University Park Police Department prides itself on its quick response to calls for service or alarm calls with an average response time for patrol elements of 3.4 minutes from the time of dispatch.

### RESPONSIBILITIES

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

### ABOUT BILL MATHES



**Office:** 214-987-5355

**Cell:** 214-232-5745

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

Chief Bill Mathes is a 31-year veteran of law enforcement beginning his career as a patrol officer in Dallas, Texas in 1990. He served on the night shift at the Southeast Patrol Division. In 1997, Chief Mathes came to University Park. He worked his way through the ranks, serving as a supervisor in the Patrol and Criminal Investigation Divisions. In 2013, he was promoted to Captain/Assistant Chief and has served as commander of both the Operations and Support Services Divisions. In January 2021 he was appointed as Chief of Police.

Chief Mathes holds a Bachelor of Arts degree in History from Vanderbilt University and a Master of Science degree in Criminal Justice from the University of Cincinnati, a Master of Business Administration from the University of Texas at Dallas, and an Executive Certificate after completion of the Senior Executives in State and Local Government program at Harvard Kennedy School Executive Education. He holds a Master Peace Officer Certification from the Texas Commission on Law Enforcement. Chief Mathes is also a graduate of the FBI National Academy's 236<sup>th</sup> session in Quantico, Virginia.

Chief Mathes and his wife, Kristie, have three grown children and three grandchildren.



## Initiatives/Major Projects

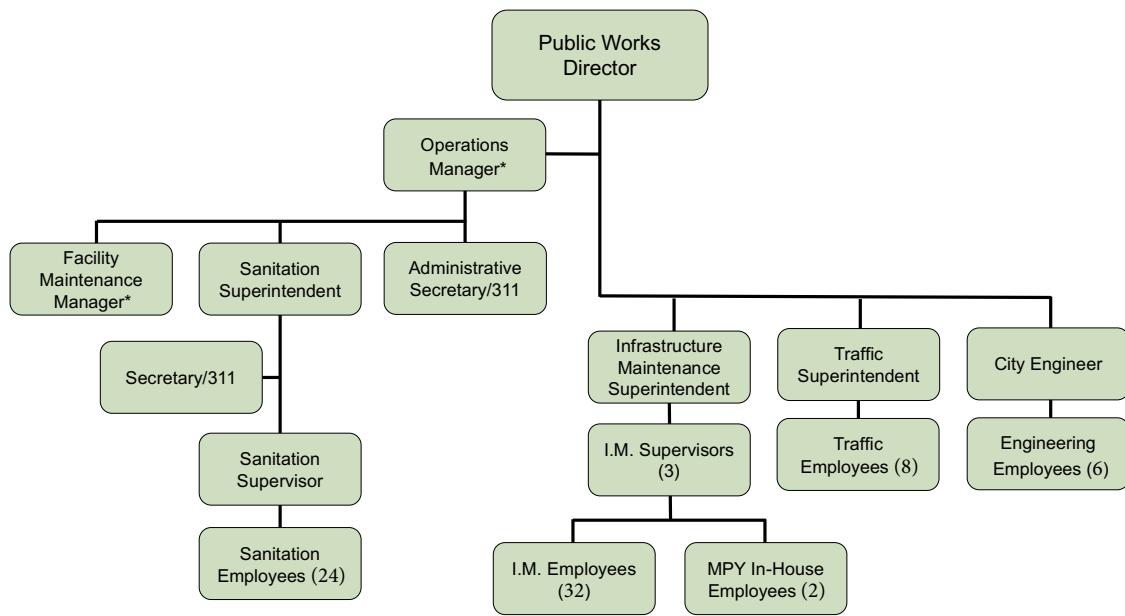
- **Public Safety Radio Project** – implementation of a P-25 compliant interoperable public safety radio system is expected in Spring of 2021. The project includes a collaborative effort with the Town of Highland to create the Park Cities Radio Group and connect the system with the Garland-Mesquite-Rowlett-Sachse (GMRS) system.
- **Expansion of the School Resource Officer (SRO) Program** – Beginning with the 2020-2021 school year, school resource officers will be assigned to the elementary schools for a portion of each school day – primarily for an hour at the beginning and an hour at the end of each day. These officers will supplement the patrol shifts during the middle part of each day. This expansion will be the result of a new unit within the police department called “Specialized Units” which will consist of four school resource officers, three traffic officers, and one Sergeant to supervise the unit.
- **Crossing Guard Study and Safe Routes to Schools** – In collaboration with the Town of Highland Park and the Highland Park Independent School District, the police department is working with the firm of Lee Engineering to conduct a study to identify preferred crossing guard locations as a result of the district’s attendance zone realignment. This study would also identify Safe Routes to Schools for pedestrian children walking to and from school campuses.
- **Expansion of the License Plate Reader (LPR) program** – Currently, there are seven intersections in the city with LPR cameras and these are located at or near city limit borders. Capital Projects has funding earmarked that could potentially add three additional intersections to the program.
- **Building Security Enhancements** – Capital Project funding for building security enhancements resulting from a recent physical security assessment of City Hall conducted by an outside firm. The project potentially includes the addition of bullet-resistant glass in certain areas.



# City of University Park

Public Works

85 Employees





## Public Works

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

### DIVISIONS & RESPONSIBILITIES

#### *Engineering*

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

#### *Infrastructure Maintenance*

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

#### *Sanitation*

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



## Public Works Continued

### **Traffic**

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

### **Facility Maintenance**

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

### **Right of Way**

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

\*Director of Public Works position is currently open

**DEPARTMENTAL FULL-TIME EMPLOYEES**  
**FY 20G4**

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<b>DEPARTMENT</b>	<b>20&amp;4 EMPLOYEES</b>
EXECUTIVE	6
FINANCE	22
INFORMATION SERVICES	7
FIRE	36
HUMAN RESOURCES	4
PARKS	24
POLICE	62
LIBRARY	5
PUBLIC WORKS	91
COMMUNITY DEVELOPMENT	10
<b>TOTAL</b>	<b>2*7</b>

These counts include only budgeted full-time positions.

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

Public Works - includes 1 from Capital Projects less 10 from Community Development and 4 from Utilities

Parks - includes 1 for Pool

## DEPARTMENTAL SUMMARIES



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

Function/Program	2022		2023		2024		CHANGE	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
<b>General Government</b>								
Executive	6	1	6	1	6	1		
Finance	6		6		6			
Human Resources	4		4		4			
Technology Services	7		7		7			
Library	4	3	5	2	5	2		
Facility Maintenance	2		2		2			
<b>TOTAL GENERAL GOVERNMENT</b>	<b>29</b>	<b>4</b>	<b>30</b>	<b>3</b>	<b>30</b>	<b>3</b>		
<b>Public Safety</b>								
Police								
Officers	42		42		42			
Civilians	18	3	18	3	20	2	2*	-1
<b>TOTAL POLICE</b>	<b>60</b>	<b>3</b>	<b>60</b>	<b>3</b>	<b>62</b>	<b>2</b>	<b>2</b>	<b>-1</b>
Fire								
Firefighters and officers	35		35		35			
Civilians	1		1		1			
<b>TOTAL FIRE</b>	<b>36</b>		<b>36</b>		<b>36</b>			
Municipal Court	2	2	2	2	2	2		
<b>TOTAL PUBLIC SAFETY</b>	<b>98</b>	<b>5</b>	<b>98</b>	<b>5</b>	<b>100</b>	<b>4</b>		
<b>Parks</b>	<b>22</b>	<b>1</b>	<b>23</b>		<b>23</b>			
<b>Pool</b>	<b>1</b>	<b>48</b>	<b>1</b>	<b>48</b>	<b>1</b>	<b>48</b>		
<b>TOTAL PARKS/POOL</b>	<b>23</b>	<b>49</b>	<b>24</b>	<b>48</b>	<b>24</b>	<b>48</b>		
<b>Public Works</b>								
Community Development	10		10		10			
<b>Engineering*</b>	<b>8</b>		<b>7</b>		<b>7</b>			
<b>Traffic*</b>	<b>8</b>		<b>8</b>		<b>8</b>			
Streets	16		16		16			
<b>Utilities*</b>	<b>28</b>	-1	<b>28</b>		<b>28</b>			
Sanitation	27		27		27			
<b>In-House Construction*</b>	<b>7</b>		<b>1</b>		<b>6</b>		<b>5</b>	
<b>TOTAL PUBLIC WORKS</b>	<b>104</b>		<b>97</b>		<b>102</b>		<b>5</b>	<b>5</b>
Equipment Services*	10		10		10			
<b>Capital Projects*</b>	<b>1</b>		<b>1</b>		<b>1</b>			
<b>TOTAL CITY EMPLOYEES</b>	<b>265</b>	<b>58</b>	<b>260</b>	<b>56</b>	<b>267</b>	<b>55</b>	<b>7</b>	<b>4</b>

Source: City Human Resource Department

\* ADDITION TO DIRECT ALARM AND ACCREDITATION MANAGER TO FULL TIME

\* Engineering - Construction Supervisor counted twice in 2022 should be in Capital Projects

\* Utilities includes 4 from Utility Office and Deleting Asst. Director of Public Works position

\* In-House Construction - Hold on five positions

**EXECUTIVE DEPARTMENT**  
**01-02**

Located in City Hall, 3800 University Boulevard

**Seven Employees:**

Six Full Time

One Part Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>BUDGET 2022-2023</b>	<b>ADOPTED 2024</b>
City Manager	1	1	1
Assistant City Manager		1	1
City Secretary	1	1	1
Director of Communications & Marketing	1	1	0
Special Projects Coordinator	1	1	1
Community Information Officer			1
Marketing/ Multimedia Coordinator	0	0	1
Receptionist – Part Time	1	1	1

### **City Manager**

The City of University Park operates under the Council-Manager form of government. The City Manager is appointed by the City Council to oversee general administration of the City and is responsible for the day-to-day management of City activities. The Council sets policy for the City, adopts the annual budget, appoints committee members, and addresses requests from the community. The City Manager then administers the ordinances and resolutions approved by the City Council. In addition, the City Manager is responsible for all personnel matters in the City and for preparing and submitting an annual budget for Council review.

### **Assistant City Manager**

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Community Development, Library, Parks & Recreation, and Public Works. This position also works on special projects and assists the City Manager with the City Council.

### **City Secretary**

The City Secretary maintains the official files and records of the City, publishes and certifies City Council agendas, records and maintains official minutes of City Council meetings, and acts as the Elections Administrator for the City. The City Secretary manages the City Manager's office and acts as the primary administrative assistant for the Mayor, City Council and City Manager. The City Secretary is the administrator of the public information request system and is

responsible for the issuance and renewal of health and alcohol permits for food service establishments. Additionally, this position performs special projects as assigned by the City Manager, Mayor or City Council.

### **Director of Communications and Marketing**

The Director of Communications and Marketing oversees the collection and preparation of information for distribution to both the public and the media via news release, video projects, social media, the City's website, UPdate, and the City's newsletter, The Arbor. Working directly with the City Manager, Assistant City Manager, Mayor, Council and Department Directors, the Director of Communications and Marketing is also involved in a variety of community outreach projects, and serves as the City's primary media spokesperson.

### **Special Projects Coordinator**

The Special Projects Coordinator provides assistance and support to the City Manager's office, and completes research, surveys, and special projects as directed. This individual assists with community outreach efforts and coordinates activities for the Youth Advisory Commission. This position also serves as Acting City Secretary in the Secretary's absence and assists with City Council agenda preparation.

### **Community Information Officer**

The Community Information Officer is responsible for leading and developing communication strategies. Contributes and oversees to the development, design, and editing marketing materials for City programs. Oversees the preparation and distribution of public information for the City of University Park.

### **Marketing/Multimedia Coordinator**

Responsible for managing the City's social media accounts and generating videos and photos from short clips to long-form storytelling that convey City of University Park stories in innovative, authentic, memorable, and captivating ways. Photography and videos will be used on the City's website, in print publications, advertising, public relations outreach, email communications, across social media platforms, and in other media as needs arise. This position will assist with writing, designing, and editing marketing materials for City programs and serve as the primary backup for the Community Information Officer. Provides administrative support to the City Manager's Office.

<b>EXECUTIVE DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of City Council Agenda Packets Processed	28	25
Number of Legal Notices Posted	22	34
Number of Ordinances Codified	71	62
Number of elections	0	0
Number of Public Information Requests	285	253
Number of Board Commissions Applications	99	N/A
Sets of Meeting Minutes transcribed and approved	28	25
<b>Total number of social media posts</b>		
Facebook	748	643
Instagram	391	429
Twitter	507	360

### **EXECUTIVE DEPARTMENT FY2024 GOALS**

- Review and update online City web page with current information
- Broaden interaction and information with citizens through social media channels
- Plan celebration for the City's Centennial
- Enhance resources for positive individual, family and community growth
- Oversee Joint Election with Dallas County – May 2024

### **BUDGET HIGHLIGHTS**

**TOTAL EXECUTIVE DEPARTMENT BUDGET \$1,677,192**

- Board Meetings, Retreat, Community Information Group - \$4,470
- Employee Recognition, Employee Picnic, Holiday Luncheon - \$10,000
- Other Expense - Centennial Celebration - \$10,000.00
- Other Expense - Employee Volunteer Program - \$3,000
- Other Expense - Leadership Academy Reconnect Programs - \$6,000
- Tuition & Training for Executive Staff - \$17,000
- Joint Election with Dallas County – May 2024 \$15,4000
- Executive Salaries and Benefits- \$1,223,896

## City of University Park

### EXECUTIVE DEPARTMENT

01-02

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 02 - EXECUTIVE</b>						
1001	REGULAR EARNINGS	\$ 877,992.22	\$ 899,465.00	\$ 913,310.00	\$ 13,845.00	1.5%
1002	OVERTIME EARNINGS	\$ -	\$ -	\$ -	\$ -	0.0%
1004	MISC ALLOWANCE	\$ 6,902.72	\$ 6,882.00	\$ 6,882.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 3,594.45	\$ 3,826.00	\$ 2,985.00	\$ (841.00)	-22.0%
1007	CAR ALLOWANCE	\$ 21,480.00	\$ 21,600.00	\$ 21,600.00	\$ -	0.0%
1008	HOUSING ALLOWANCE	\$ 26,478.57	\$ 26,400.00	\$ 26,400.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 3,346.00	\$ 3,360.00	\$ 5,040.00	\$ 1,680.00	50.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 59,912.32	\$ 60,831.00	\$ 62,316.00	\$ 1,485.00	2.4%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 79,347.65	\$ 77,162.00	\$ 80,114.00	\$ 2,952.00	3.8%
1127	RETIREMENT SUPPLEMENTAL	\$ 8,195.44	\$ 8,740.00	\$ 8,920.00	\$ 180.00	2.1%
1130	INSURANCE-EMPLOYEE LIFE	\$ 6,667.54	\$ 8,900.00	\$ 8,300.00	\$ (600.00)	-6.7%
1131	INSURANCE-WORKMENS COMP	\$ 726.96	\$ 769.00	\$ 780.00	\$ 11.00	1.4%
1134	DENTAL INSURANCE	\$ -	\$ 687.00	\$ 1,271.00	\$ 584.00	85.0%
1135	HEALTH INSURANCE	\$ 64,962.04	\$ 72,180.00	\$ 85,980.00	\$ 13,800.00	19.1%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,159,605.91</b>	<b>\$ 1,190,802.00</b>	<b>\$ 1,223,898.00</b>	<b>\$ 33,096.00</b>
2100	OFFICE SUPPLIES	\$ 754.01	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 754.01</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>
3003	BOARD MEETINGS	\$ 4,410.26	\$ 4,250.00	\$ 4,470.00	\$ 220.00	5.2%
3010	POSTAGE	\$ 743.48	\$ 1,200.00	\$ 1,100.00	\$ (100.00)	-8.3%
3060	PROFESSIONAL SERVICES/FEES	\$ 337,615.92	\$ 159,250.00	\$ 153,102.00	\$ (6,148.00)	-3.9%
3063	PROGRAMMING/MAINTENANCE	\$ 1,428.68	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ 1,645.19	\$ 950.00	\$ 1,000.00	\$ 50.00	5.3%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 345,843.53</b>	<b>\$ 165,650.00</b>	<b>\$ 159,672.00</b>	<b>\$ (5,978.00)</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 6,904.45	\$ 7,600.00	\$ 9,000.00	\$ 1,400.00	18.4%
4120	TELEPHONE SERVICE	\$ 9,606.50	\$ 9,302.00	\$ 9,636.00	\$ 334.00	3.6%
		<b>UTILITIES</b>	<b>\$ 16,510.95</b>	<b>\$ 16,902.00</b>	<b>\$ 18,636.00</b>	<b>\$ 1,734.00</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 276.00	\$ 389.00	\$ 389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 342.96	\$ 420.00	\$ 473.00	\$ 53.00	12.6%
5514	INSURANCE-PUBLOFF'L LIAB	\$ 21,522.96	\$ 25,898.00	\$ 28,963.00	\$ 3,065.00	11.8%
5516	BONDS-OFFICIALS & EMPLOYEE	\$ 24,999.96	\$ 1,478.00	\$ 1,847.00	\$ 369.00	25.0%
		<b>INSURANCE</b>	<b>\$ 47,141.88</b>	<b>\$ 28,185.00</b>	<b>\$ 31,672.00</b>	<b>\$ 3,487.00</b>
<b>ALLOCATED WAREHOUSE AND GARAGE</b>						
6195	OPERATIONS	\$ 282.00	\$ 288.00	\$ 335.00	\$ 47.00	16.3%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 30,336.00	\$ 32,302.00	\$ 35,950.00	\$ 3,648.00	11.3%
7110	EMPLOYEE RECOGNITION	\$ 8,444.90	\$ 8,500.00	\$ 10,000.00	\$ 1,500.00	17.6%
7150	DUES & SUBSCRIPTIONS	\$ 18,788.62	\$ 15,680.00	\$ 16,389.00	\$ 709.00	4.5%
7170	TRAVEL EXPENSE	\$ 6,184.68	\$ 4,050.00	\$ 6,600.00	\$ 2,550.00	63.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 11,475.00	\$ 12,559.00	\$ 13,042.00	\$ 483.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 54,773.04	\$ 82,956.00	\$ 89,818.00	\$ 6,862.00	8.3%
7221	OTHER EXPENSE	\$ 5,698.33	\$ 16,500.00	\$ 22,500.00	\$ 6,000.00	36.4%
7235	YOUTH ADV COMM EXPEND.	\$ 183.12	\$ -	\$ 1,200.00	\$ 1,200.00	0.0%
7240	TUITION & TRAINING	\$ 6,860.00	\$ 14,070.00	\$ 17,000.00	\$ 2,930.00	20.8%
7432	ELECTIONS	\$ -	\$ -	\$ 15,400.00	\$ 15,400.00	0.0%
7475	IMPROVEMENTS - UNDER \$5000	\$ -	\$ 2,000.00	\$ 2,250.00	\$ 250.00	12.5%
		<b>OTHER EXPENSE</b>	<b>\$ 143,025.69</b>	<b>\$ 188,905.00</b>	<b>\$ 230,484.00</b>	<b>\$ 41,579.00</b>
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	\$ -	\$ -	\$ 8,830.00	\$ 8,830.00	0.0%
9100	COMPUTER EQUIPMENT UNDER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
9990	INFRASTRUCTURE	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,830.00</b>	<b>\$ 8,830.00</b>
		<b>DEPARTMENT 02 - EXECUTIVE</b>	<b>\$ 1,712,881.97</b>	<b>\$ 1,594,444.00</b>	<b>\$ 1,677,192.00</b>	<b>\$ 82,748.00</b>
						<b>5.2%</b>

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

Located in City Hall, 3800 University Boulevard

**Six Employees:**

All Full Time

FUNCTION	ACTUAL 2021-2022	BUDGET 2022-2023	ADOPTED 2024
Director of Finance	1	1	1
Controller	1	1	1
Senior Accountant	2	2	2
Payroll/A/P Specialist	1	1	1
Purchasing Agent	1	1	1

The Finance Department manages the City's financial resources and includes such functions as accounting and financial reporting, accounts payable processing, budget preparation and administration, investment management, payroll and purchasing.

**Director of Finance**

The Director oversees all divisions listed in this section (Finance, Garage, Municipal Court, Utility Billing and Warehouse) as well as some individual activities, including management of the City's investment portfolio; coordination of the annual budget process; staff support for the University Park Civic Foundation and Southwest Higher Education; membership on the Firefighters' Relief and Retirement Fund Board of Trustees; and coordination of the Capital Improvements Program. The Director is supported by five direct reports.

**Accounting**

The accounting function is responsible for general ledger maintenance, financial reporting, accounts payable, payroll and fixed assets. The City contracts with Dallas County for property tax collection and the Dallas Central Appraisal District performs property valuation for University Park. Accounting personnel include a Controller, two Senior Accountants, and an Accounts Payable/Payroll Specialist.

**Purchasing**

Procurement of goods and services for City operations is performed by the Purchasing Agent. Responsibilities include assembling specifications, advertising and analyzing bids for items over \$50,000; developing and maintaining annual contracts for key commodities and services; facilitating cooperative purchasing; assisting user departments in procuring goods and services; and ensuring legal requirements are met for City purchases.

FINANCE DEPARTMENT WORK LOAD INDICATORS		
	FY22	FY23
Number of Accounts Payables Invoices	3,983	3,831
Number of Purchase Orders issued	423	466
Number of checks issued	639	590
Number of EFT	1,940	2,130
Total checks and EFT	2,579	2,720
% of EFT payments processed for accounts	75%	78%
ACFR	YES	YES
Distinguished Budget Presentation Awarded	YES	YES

### FINANCE DEPARTMENT DIVISIONS

**Finance** – Traditional accounting, audit, accounts payable, payroll, purchasing, cash management, financial reporting

**Municipal Court** – Administers the city's municipal court

**Utility Administration** – Resident billing for City services including, water, sanitary sewer, refuse and recyclables collection, storm water, Direct Alarm monitoring and alarm registration.

**Equipment Services** – Maintains City's fleet of motorized equipment and related services to user departments, performs preventative maintenance and repair on approximately 350 pieces of equipment.

### FINANCE DEPARTMENT FY2024 GOALS

- Ensure the City is financially sound while providing superior service valued by the community and peers
- Review and update City's financial and investment policies
- Update City's fixed asset inventory and audit
- Implement the TRS software program for both ACFR and Budget reporting
- Review and update, as needed, all financial processes – financial reporting, audits, bank reconciliations, accounts payable, payroll, utility billing, purchasing and municipal court
- Receive the GFOA Distinguished Budget Presentation Award and ACFR Presentation

Work load indicators for Municipal Court, Utility Administration and Equipment Services are listed after each Department Summary.

### FINANCE BUDGET HIGHLIGHTS TOTAL FINANCE BUDGET \$1,535,923

- Delinquent Tax Attorney - \$15,000
- Professional Services - Total \$132,627  
ACFR Reporting Automation - \$24,000  
Bank Service and Analysis Fee - \$18,000  
Annual Audit Fee - \$40,000  
Muni Services – SUTA - \$15,000
- Credit Card Processing - \$200,000
- Central Appraisal District - \$93,000
- Finance Salaries and Benefits - \$915,529

# City of University Park

## FINANCE DEPARTMENT

01-03

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 03 - FINANCE</b>						
1001	REGULAR EARNINGS	\$ 674,305.20	\$ 679,099.00	\$ 711,422.00	\$ 32,323.00	4.8%
1005	LONGEVITY PAY	\$ 2,590.61	\$ 2,877.00	\$ 3,164.00	\$ 287.00	10.0%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 47,954.02	\$ 49,804.00	\$ 52,248.00	\$ 2,444.00	4.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 59,700.82	\$ 57,132.00	\$ 61,272.00	\$ 4,140.00	7.2%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,582.62	\$ 6,700.00	\$ 6,400.00	\$ (300.00)	-4.5%
1131	INSURANCE-WORKMENS COMP	\$ 522.00	\$ 552.00	\$ 578.00	\$ 26.00	4.7%
1134	DENTAL INSURANCE	\$ -	\$ 1,065.00	\$ 1,065.00	\$ -	0.0%
1135	HEALTH INSURANCE	\$ 69,172.55	\$ 72,180.00	\$ 72,180.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 865,027.82</b>	<b>\$ 876,609.00</b>	<b>\$ 915,529.00</b>	<b>4.4%</b>
2029	CLOTHING ALLOWANCE	\$ 214.77	\$ 240.00	\$ 330.00	\$ 90.00	37.5%
2100	OFFICE SUPPLIES	\$ 4,652.69	\$ 6,433.00	\$ 8,000.00	\$ 1,567.00	24.4%
		<b>SUPPLIES</b>	<b>\$ 4,867.46</b>	<b>\$ 6,673.00</b>	<b>\$ 8,330.00</b>	<b>24.8%</b>
3007	DELINQUENT TAX ATTORNEY	\$ 11,923.27	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3010	POSTAGE	\$ 582.58	\$ 825.00	\$ 725.00	\$ (100.00)	-12.1%
3060	PROFESSIONAL SERVICES/FEES	\$ 95,612.10	\$ 117,259.00	\$ 132,627.00	\$ 15,368.00	13.1%
3063	PROGRAMMING/MAINTENANCE	\$ 497.50	\$ -	\$ 1,825.00	\$ 1,825.00	0.0%
3065	CREDIT CARD FEES	\$ 174,956.70	\$ 165,000.00	\$ 200,000.00	\$ 35,000.00	21.2%
3113	PUBLICATIONS/PRINTING	\$ 2,329.84	\$ 4,720.00	\$ 4,450.00	\$ (270.00)	-5.7%
3141	DALLAS CO TAX COLL SERV	\$ 11,211.20	\$ 11,200.00	\$ 11,200.00	\$ -	0.0%
3145	CENTRAL APPRAISAL DISTRIC	\$ 84,607.00	\$ 88,500.00	\$ 93,000.00	\$ 4,500.00	5.1%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 381,720.19</b>	<b>\$ 402,504.00</b>	<b>\$ 458,827.00</b>	<b>14.0%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 5,162.57	\$ 5,600.00	\$ 6,600.00	\$ 1,000.00	17.9%
4120	TELEPHONE SERVICE	\$ 860.34	\$ 678.00	\$ 936.00	\$ 258.00	38.1%
		<b>UTILITIES</b>	<b>\$ 6,022.91</b>	<b>\$ 6,278.00</b>	<b>\$ 7,536.00</b>	<b>20.0%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 276.00	\$ 333.00	\$ 333.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 342.96	\$ 360.00	\$ 405.00	\$ 45.00	12.5%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 1,267.00	\$ 1,583.00	\$ 316.00	24.9%
		<b>INSURANCE</b>	<b>\$ 618.96</b>	<b>\$ 1,960.00</b>	<b>\$ 2,321.00</b>	<b>361.00</b>
<b>18.4%</b>						
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 687.96	\$ 703.00	\$ 817.00	\$ 114.00	16.2%
6201	ALLOCATED INFORMATION SERVIECS OPERATIONS	\$ 39,537.96	\$ 46,098.00	\$ 47,425.00	\$ 1,327.00	2.9%
7150	DUES & SUBSCRIPTIONS	\$ 209,985.83	\$ 14,305.00	\$ 11,693.00	\$ (2,612.00)	-18.3%
7170	TRAVEL EXPENSE	\$ 8,079.70	\$ 15,043.00	\$ 15,615.00	\$ 572.00	3.8%
7201	SOFTWARE FES - INDIRECT ALLOCATION	\$ 7,779.96	\$ 9,274.00	\$ 9,631.00	\$ 357.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 41,588.04	\$ 43,669.00	\$ 45,854.00	\$ 2,185.00	5.0%
7221	OTHER EXPENSE	\$ 1,170.97	\$ 1,850.00	\$ 1,850.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 8,935.00	\$ 7,169.00	\$ 10,495.00	\$ 3,326.00	46.4%
		<b>OTHER EXPENSE</b>	<b>\$ 317,765.42</b>	<b>\$ 138,111.00</b>	<b>\$ 143,380.00</b>	<b>5,269.00</b>
<b>3.8%</b>						
<b>DEPARTMENT 03 - FINANCE</b>						
<b>\$ 1,576,022.76</b>						
<b>\$ 1,432,135.00</b>						
<b>\$ 1,535,923.00</b>						
<b>\$ 103,788.00</b>						
<b>7.2%</b>						

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

Located in City Hall, 3800 University Boulevard

**Four Employees:**

All Full Time

FUNCTION	ACTUAL 2021-2022	BUDGET 2022-2023	ADOPTED 2024
Director of Human Resources	1	1	1
Human Resources Specialist	1	1	1
Senior Human Resources Specialist	0	1	1
Human Resources Assistant	0	1	1

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

### **Human Resources**

- Benefits, Compensation & Classification: HR provides support to all departments in the areas of employee benefits provision, salary administration, classification of positions, application of overtime rules (FLSA), market surveys and other topics connected to employee compensation and work status.
- Recruitment & Retention: HR works to recruit and retain qualified individuals to meet the service needs of the University Park community. All employment opportunities are posted on our website. The City of University Park provides equal employment opportunities (EEO).
- Employee Development: Our department works to promote the professional and academic growth of our employees through our tuition reimbursement program, higher education learning partnerships, and numerous training opportunities. The University Park Civic Foundation works with the HR Department to administer a sponsored scholarship program for the dependents of University Park employees.
- Risk Management: The Human Resources Department seeks to promote a safe and healthy workplace and community through the supervision of the City's Safety initiatives, safety training, risk strategy development, and by facilitating both the Property Casualty and Liability and Worker's Compensation Citizen Committees. Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is the City's insurance coverage administrator.

<b>HUMAN RESOURCES DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Applications Received	2,187	1,816
Employee Biometric Attendance	230	240
% of employees participating in Wellness Program	88%	91%
Full-time Recruitments	27	39
Part-time Recruitments/Seasonal	49	40
Personnel Action Forms Processed	635	623
Workers Compensation Claims	40	59
Total Number of FTEs	262	267
Training Classes Offered	7	8
Training Classes Participation	10-80	10-250
Workshop Classes Offered	14	8
Workshop Classes Participation	10-85	10-30
Civic Foundation Scholarships Awarded	43	49
Civic Foundation Scholarships Amount Awarded	\$29,750	\$30,875

### **HUMAN RESOURCES GOALS FOR FY2024**

- Continue providing enhanced training for employees and supervisors with a focus on a culture of inclusion.
- Continue revising Administrative Orders and providing training updates
- Properly evaluate and benefits contracts which expire in 2024
- Continue to providing coaching and development opportunities for the HR team.
- Gain a better understanding and implement proper tracking of the self-insurance fund.
- Focus on enhanced marketing of Terry Berry.
- Implement additional wellness programs offered by Blue Cross Blue Shield in effort to prevent hypertension and diabetes.
- Maximize use of NEOGOV Applicant Tracking System.
- Implement on-line electronic forms.
- Add a Roth provision for the 457 plans in accordance with Secure Act 2.0
- Complete emergency evacuation processes in partnership with the Fire Dept.
- Implement New Hire Ambassador Program in partnership with Leadership Academy Reconnect/Uplift program.

### **HUMAN RESOURCES BUDGET HIGHLIGHTS** **TOTAL HUMAN RESOURCES BUDGET - \$607,376**

- Professional Services Total - \$19,200  
Compensation Consulting Services - \$5,000  
Misc. Legal Fees - \$5,000
- Employee Recognition Total - \$31,125  
Recognition Program Recurring Admin Fee - \$6,000  
Annual Service Awards - \$12,000  
Retirement Plaques - \$8,125
- Tuition and Training Total - \$31,800  
City Wide Leadership Academy & Supervisory Series - \$20,000  
City Wide Compliance Training - \$3,000  
Lisa Carver, NEO - \$3,000
- Tuition & Books Reimbursement - \$35,000
- Human Resources Salaries and Benefits - \$404,896

# City of University Park

## HUMAN RESOURCES DEPARTMENT

01-04

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT</b>						
1001	REGULAR EARNINGS	\$ 278,876.11	\$ 277,055.00	\$ 297,875.00	\$ 20,820.00	7.5%
1002	OVERTIME EARNINGS	\$ 872.01	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 1,236.88	\$ 1,346.00	\$ 1,442.00	\$ 96.00	7.1%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 21,298.12	\$ 20,945.00	\$ 22,640.00	\$ 1,695.00	8.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 25,315.60	\$ 23,885.00	\$ 26,234.00	\$ 2,349.00	9.8%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,515.54	\$ 2,800.00	\$ 2,700.00	\$ (100.00)	-3.6%
1131	INSURANCE-WORKMENS COMP	\$ 216.00	\$ 230.00	\$ 247.00	\$ 17.00	7.4%
1134	DENTAL INSURANCE	\$ -	\$ 395.00	\$ 730.00	\$ 335.00	84.8%
1135	HEALTH INSURANCE	\$ 38,988.32	\$ 43,308.00	\$ 43,308.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 378,038.58</b>	<b>\$ 379,684.00</b>	<b>\$ 404,896.00</b>	<b>\$ 25,212.00</b>
2100	OFFICE SUPPLIES	\$ 2,315.39	\$ 1,500.00	\$ 1,500.00	\$ -	0%
2318	COMPUTER SUPPLIES	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	0%
		<b>SUPPLIES</b>	<b>\$ 2,315.39</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>
3010	POSTAGE	\$ 149.36	\$ 200.00	\$ 160.00	\$ (40.00)	-20.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 24,553.95	\$ 20,900.00	\$ 19,200.00	\$ (1,700.00)	-8.1%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ 108.82	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 24,812.13</b>	<b>\$ 22,100.00</b>	<b>\$ 20,360.00</b>	<b>\$ (1,740.00)</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 2,959.05	\$ 3,200.00	\$ 3,800.00	\$ 600.00	18.8%
4120	TELEPHONE SERVICE	\$ 711.72	\$ 390.00	\$ 364.00	\$ (26.00)	-6.7%
		<b>UTILITIES</b>	<b>\$ 3,670.77</b>	<b>\$ 3,590.00</b>	<b>\$ 4,164.00</b>	<b>\$ 574.00</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 92.04	\$ 222.00	\$ 222.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 114.00	\$ 240.00	\$ 270.00	\$ 30.00	12.5%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 844.00	\$ 1,056.00	\$ 212.00	25.1%
		<b>INSURANCE</b>	<b>\$ 206.04</b>	<b>\$ 1,306.00</b>	<b>\$ 1,548.00</b>	<b>\$ 242.00</b>
<b>ALLOCATED WAREHOUSE AND GARAGE</b>						
6195	OPERATIONS	\$ 53.04	\$ 54.00	\$ 63.00	\$ 9.00	16.7%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 200.00	\$ 200.00	\$ -	0.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 31,910.04	\$ 36,818.00	\$ 36,853.00	\$ 35.00	0.1%
7110	EMPLOYEE RECOGNITION	\$ 18,746.28	\$ 28,500.00	\$ 31,125.00	\$ 2,625.00	9.2%
7150	DUES & SUBSCRIPTIONS	\$ 835.31	\$ 2,470.00	\$ 2,520.00	\$ 50.00	2.0%
7170	TRAVEL EXPENSE	\$ 2,205.12	\$ 5,400.00	\$ 5,400.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 4,083.96	\$ 4,637.00	\$ 4,816.00	\$ 179.00	3.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 26,115.00	\$ 35,274.00	\$ 22,731.00	\$ (12,543.00)	-35.6%
7221	OTHER EXPENSE	\$ 451.88	\$ 900.00	\$ 900.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 29,124.71	\$ 32,800.00	\$ 31,800.00	\$ (1,000.00)	-3.0%
7245	TUITION REIMBURSEMENT	\$ 33,423.43	\$ 25,000.00	\$ 35,000.00	\$ 10,000.00	40.0%
7331	EQUIPMENT UNDER \$5000	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 146,948.77</b>	<b>\$ 172,053.00</b>	<b>\$ 173,408.00</b>	<b>\$ 1,355.00</b>
		<b>DEPARTMENT 04 - HUMAN RESOURCES</b>	<b>\$ 555,991.68</b>	<b>\$ 581,733.00</b>	<b>\$ 607,376.00</b>	<b>\$ 25,643.00</b>
						<b>4.4%</b>

**LIBRARY  
01-06**

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

**Seven Employees:**

Five Full Time  
Two Part Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>BUDGET 2022-2023</b>	<b>ADOPTED 2024</b>
Library Director	1	1	1
Technical Services			
Librarian	1	1	1
Youth Services Librarian	1	1	1
Circulation Assistant	1	1	1
Circulation Assistant, PT	3	2	2
Administrative Assistant	0	1	1

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

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

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

By agreement of the Friends Board of Directors and the University Park City Council in 2010, the library's staff and assets were transferred to the City, effective October 1, 2012.

<b>LIBRARY DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of items checked out	\$99,591	\$10,5944
Number of Library cards issued	3661	3747
Special Events offered	307	297

#### **GOALS FOR FY2024**

- Provide convenient access to library resources and services that reflect the needs of the community
- Expand awareness to increase engagement with library and its programs for the community
- Create a welcoming and functional environments

#### **LIBRARY BUDGET HIGHLIGHTS** **TOTAL LIBRARY BUDGET - \$1,050,325**

- Supplies and Materials - \$11,100
- Library Materials - \$112,000
- Condo Maintenance Fee - \$155,000
- Library Salaries and Benefits - \$626,183

# City of University Park

## LIBRARY DEPARTMENT

01-06

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 06 - LIBRARY</b>						
1001	REGULAR EARNINGS	\$ 433,672.31	\$ 450,723.00	\$ 479,061.00	\$ 28,338.00	6.3%
1002	OVERTIME EARNINGS	\$ 291.41	\$ -	\$ -	\$ -	-
1005	LONGEVITY PAY	1,034.27	1,228.00	1,487.00	\$ 259.00	21.1%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	33,142.65	35,126.00	37,312.00	\$ 2,186.00	6.2%
1120	EMPLOYERS SHARE T.M.R.S.	35,153.95	34,732.00	37,868.00	\$ 3,136.00	9.0%
1130	INSURANCE-EMPLOYEE LIFE	2,093.51	3,600.00	3,700.00	\$ 100.00	2.8%
1131	INSURANCE-WORKMENS COMP	350.04	369.00	450.00	\$ 81.00	22.0%
1134	DENTAL INSURANCE	-	455.00	521.00	\$ 66.00	14.5%
1135	HEALTH INSURANCE	51,729.02	57,744.00	57,744.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 565,507.16</b>	<b>\$ 592,017.00</b>	<b>\$ 626,183.00</b>	<b>\$ 34,166.00</b> <b>5.8%</b>
2100	OFFICE SUPPLIES	\$ 2,424.33	\$ 6,080.00	\$ 7,260.00	\$ 1,180.00	19.4%
2318	COMPUTER SUPPLIES	-	830.00	870.00	\$ 40.00	4.8%
2350	SUPPLIES & MATERIALS	9,482.93	11,175.00	11,100.00	\$ (75.00)	-0.7%
2355	LIBRARY MATERIALS	85,130.85	95,880.00	112,000.00	\$ 16,120.00	16.8%
		<b>SUPPLIES</b>	<b>\$ 97,038.11</b>	<b>\$ 113,965.00</b>	<b>\$ 131,230.00</b>	<b>\$ 17,265.00</b> <b>15.1%</b>
3010	POSTAGE	\$ 861.26	\$ 800.00	\$ 700.00	\$ (100.00)	-12.5%
3060	PROFESSIONAL SERVICES/FEES	4,921.33	4,550.00	2,100.00	\$ (2,450.00)	-53.8%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	323.97	2,500.00	1,600.00	\$ (900.00)	-36.0%
3115	CONTRACT MAINTENANCE	133,495.28	135,000.00	155,000.00	\$ 20,000.00	14.8%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 139,601.84</b>	<b>\$ 142,850.00</b>	<b>\$ 159,400.00</b>	<b>\$ 16,550.00</b> <b>11.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 20,850.17	\$ 23,000.00	\$ 27,000.00	\$ 4,000.00	17.4%
4120	TELEPHONE SERVICE	1,857.28	2,103.00	2,305.00	\$ 202.00	9.6%
		<b>UTILITIES</b>	<b>\$ 22,707.45</b>	<b>\$ 25,103.00</b>	<b>\$ 29,305.00</b>	<b>\$ 4,202.00</b> <b>16.7%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 183.96	\$ 333.00	\$ 333.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	228.96	360.00	405.00	\$ 45.00	12.5%
5510	INSURANCE-BLDG & CONTENTS	-	-	-	\$ -	0.0%
5516	BONDS AND CYBER INSURANCE	-	1,267.00	1,583.00	\$ 316.00	24.9%
		<b>INSURANCE</b>	<b>\$ 412.92</b>	<b>\$ 1,960.00</b>	<b>\$ 2,321.00</b>	<b>\$ 361.00</b> <b>18.4%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,532.27	\$ 3,000.00	\$ 3,300.00	\$ 300.00	10.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 1,532.27</b>	<b>\$ 3,000.00</b>	<b>\$ 3,300.00</b>	<b>\$ 300.00</b> <b>10.0%</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 1,164.96	\$ 1,189.00	\$ 1,383.00	\$ 194.00	16.3%
ALLOCATED INFOFRMATION SERVICES						
6201	OPERATIONS	16,860.00	19,333.00	22,026.00	\$ 2,693.00	13.9%
7150	DUES & SUBSCRIPTIONS	1,150.22	1,252.00	1,270.00	\$ 18.00	1.4%
7170	TRAVEL EXPENSE	3,350.80	2,650.00	4,900.00	\$ 2,250.00	84.9%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	8,210.65	9,661.00	10,032.00	\$ 371.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	58,280.86	55,123.00	51,443.00	\$ (3,680.00)	-6.7%
7221	OTHER EXPENSE	1,282.37	365.00	245.00	\$ (120.00)	-32.9%
7240	TUITION & TRAINING	2,343.00	1,175.00	2,525.00	\$ 1,350.00	114.9%
7331	EQUIPMENT UNDER \$5000	-	1,200.00	-	\$ (1,200.00)	-100.0%
		<b>OTHER EXPENSE</b>	<b>\$ 92,642.86</b>	<b>\$ 91,948.00</b>	<b>\$ 93,824.00</b>	<b>\$ 1,876.00</b> <b>2.0%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ -	\$ 4,762.00	\$ 4,762.00	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,762.00</b>	<b>\$ 4,762.00</b> <b>0.0%</b>
<b>DEPARTMENT Total: 06 - LIBRARY</b>						
<b>\$ 919,442.61</b>						
<b>\$ 970,843.00</b>						
<b>\$ 1,050,325.00</b>						
<b>\$ 79,482.00</b>						
<b>8.2%</b>						

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

Located in City Hall, 3800 University Boulevard

**Four Employees:**

Two Full Time  
Two Part Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>BUDGET 2022-2023</b>	<b>ADOPTED 2024</b>
Court Administrator	1	1	1
Deputy Court Clerk	1	1	1
City Judge, PT	1	1	1
City Prosecutor, PT	1	1	1

The Municipal Court adjudicates citations issued by the University Park Police Department and the Southern Methodist University Police Department. The City of University Park Municipal Court handles all Class C Misdemeanors, such as traffic citations, parking violation and City ordinance cases. All felony cases are filed with Dallas County. The Department has two full-time personnel: One Court Administrator and one Deputy Clerk. A City Council-appointed Municipal Judge and City Prosecutor serve part-time.

Court is held each Wednesday, defendants may plead not guilty and request a trial or request deferred disposition or defensive driving. Violations such as no insurance and expired registration may be resolved at the window prior to the court setting. Defendants also have the option to request deferred disposition, defensive driving or submit their fine in person, via the City's website or by mail on or before their court date.

While the part-time Court officials report to the City Council, the full-time personnel report to the Director of Finance. Annual revenue during FY2023 totaled \$139,632.00 from traffic and other fines and \$208,815.00 from parking tickets. A total of 9,110 citations were filed with the municipal court last year, and 404 warrants were drafted in fiscal year 2023.

**Municipal Court** – Administers all of the City's municipal court processes and procedures

<b>MUNICIPAL COURT WORK LOAD INDICATORS</b>		
	<b>FY22</b>	<b>FY23</b>
Number of bond issuances managed	62	58
Value of bond issuances managed	\$21,535	\$18,992
Number of citations filed	1,048	1,207
Disposed	3,295	28,078
Number of warrants issued	264	404
Number of warrants cleared	30	15
Number of warrants cleared by Warrant Officer	154	0*
Number of warrants cleared by Collection Agency	119	77
Number of City Ordinances filed	180	158
Number of State Law filed	165	256
Revenue generated from traffic and other fines	\$117,528	\$139,632
Revenue generated from parking tickets	\$82,745	\$208,815

- Warrant Officer position was vacant for FY2023

**MUNICIPAL COURT BUDGET HIGHLIGHTS**  
**TOTAL MUNICIPAL COURT BUDGET - \$501,228**

- Professional Services/Fees Total - \$26,600  
 American Municipal Services Collection Service - \$16,500  
 Robert L. Dillard Services (Trials) - \$3,500
- Tuition and Training - \$3,350
- Travel Expense - \$8,100
- Municipal Court Salaries and Benefits - \$380,063

# City of University Park

## MUNICIPAL COURT

01-10

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 10 - MUNICIPAL COURT</b>						
1001	REGULAR EARNINGS	\$ 271,969.40	\$ 263,391.00	\$ 277,329.00	\$ 13,938.00	5.3%
1002	OVERTIME EARNINGS	\$ -	\$ 2,000.00	\$ 500.00	\$ (1,500.00)	-75.0%
1005	LONGEVITY PAY	\$ 1,520.84	\$ 4,014.00	\$ 4,110.00	\$ 96.00	2.4%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 18,743.69	\$ 20,609.00	\$ 21,568.00	\$ 959.00	4.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 15,173.62	\$ 14,235.00	\$ 15,475.00	\$ 1,240.00	8.7%
1130	INSURANCE-EMPLOYEE LIFE	\$ 972.44	\$ 1,600.00	\$ 1,900.00	\$ 300.00	18.8%
1131	INSURANCE-WORKMENS COMP	\$ 210.96	\$ 216.00	\$ 226.00	\$ 10.00	4.6%
1134	DENTAL INSURANCE	\$ -	\$ 1,116.00	\$ 1,211.00	\$ 95.00	8.5%
1135	HEALTH INSURANCE	\$ 55,338.04	\$ 57,744.00	\$ 57,744.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 363,928.99</b>	<b>\$ 364,925.00</b>	<b>\$ 380,063.00</b>	<b>4.1%</b>
2100	OFFICE SUPPLIES	\$ 764.02	\$ 2,000.00	\$ 3,700.00	\$ 1,700.00	85.0%
2350	SUPPLIES & MATERIALS	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 764.02</b>	<b>\$ 2,000.00</b>	<b>\$ 3,700.00</b>	<b>85.0%</b>
3010	POSTAGE	\$ 1,140.23	\$ 2,250.00	\$ 2,000.00	\$ (250.00)	-11.1%
3060	PROFESSIONAL SERVICES/FEES	\$ 12,607.74	\$ 26,600.00	\$ 26,600.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ 273.43	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 14,021.40</b>	<b>\$ 29,850.00</b>	<b>\$ 29,600.00</b>	<b>\$ (250.00)</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 1,972.68	\$ 2,200.00	\$ 2,500.00	\$ 300.00	13.6%
4120	TELEPHONE SERVICE	\$ 664.99	\$ 563.00	\$ 728.00	\$ 165.00	29.3%
		<b>UTILITIES</b>	<b>\$ 2,637.67</b>	<b>\$ 2,763.00</b>	<b>\$ 3,228.00</b>	<b>16.8%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 92.04	\$ 111.00	\$ 111.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 114.00	\$ 120.00	\$ 135.00	\$ 15.00	12.5%
5516	INSURANCE-GEN'L LIABILITY	\$ -	\$ 422.00	\$ 528.00	\$ 106.00	25.1%
		<b>INSURANCE</b>	<b>\$ 206.04</b>	<b>\$ 653.00</b>	<b>\$ 774.00</b>	<b>121.00</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 35.04	\$ 36.00	\$ 42.00	\$ 6.00	16.7%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 23,382.96	\$ 21,741.00	\$ 23,429.00	\$ 1,688.00	7.8%
7150	DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 801.89	\$ 6,900.00	\$ 8,100.00	\$ 1,200.00	17.4%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 5,057.04	\$ 3,864.00	\$ 4,013.00	\$ 149.00	3.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 40,659.00	\$ 43,900.00	\$ 44,599.00	\$ 699.00	1.6%
7221	OTHER EXPENSE	\$ (31.28)	\$ 280.00	\$ 330.00	\$ 50.00	17.9%
7240	TUITION & TRAINING	\$ 900.00	\$ 2,950.00	\$ 3,350.00	\$ 400.00	13.6%
		<b>OTHER EXPENSE</b>	<b>\$ 70,804.65</b>	<b>\$ 79,671.00</b>	<b>\$ 83,863.00</b>	<b>5.3%</b>
		<b>DEPARTMENT Total: 10 -MUNICIPAL COURT</b>	<b>\$ 452,362.77</b>	<b>\$ 479,862.00</b>	<b>\$ 501,228.00</b>	<b>\$ 21,366.00</b>
						<b>4.5%</b>

**REVENUE – GENERAL FUND  
01-11**

**No Employees**

The General Fund has a wide variety of revenue sources. Property tax revenues, set at 23.6226 cents per \$100 taxable value, the single greatest revenue source; comprise 62% of the General Fund's \$40,810,416 revenue and 39% of the \$565,817,493 in total City revenue. The Dallas County Tax Office performs property tax collection for the City, in addition to the Highland Park ISD and Dallas County. Property in University Park is appraised by the Dallas Central Appraisal District.

Other significant revenue sources include:

**Sales tax** – About 16% of the City's General Fund revenues are derived from City sales tax. The total tax rate of 8.25% includes 6.25% for the State of Texas, 1% for Dallas Area Rapid Transit, and 1% for the City.

**Franchise fees** – About 4% of General Fund revenues come from fees paid by external companies who place their facilities in the City's rights-of-way (ROW). Oncor Electric Delivery, Atmos Energy (natural gas), Charter Communications, AT&T U-Verse and multiple telephone companies pay these fees as a substitute for renting City ROW.

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

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

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# City of University Park

## REVENUE

01-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GEN FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3000	TAXES-CURRENT YEAR	\$ 22,536,082.77	\$ 23,549,697.00	\$ 25,260,666.00	\$ 1,710,969.00	7.3%
3050	DELINQUENT TAXES - LESS THAN 10 YRS	(5,950.53)	35,000.00	30,000.00	\$ (5,000.00)	-14.3%
	DELINQUENT TAXES - MORE THAN 10					
3055	YRS		2,000.00	1,000.00	\$ (1,000.00)	-50.0%
3098	PENALTY/INTEREST ON TAXES	84,069.55	100,000.00	100,000.00	\$ -	0.0%
3099	ATTORNEY FEES-TAXES	11,879.03	17,500.00	17,500.00	\$ -	0.0%
	<b>PROPERTY TAXES</b>	<b>\$ 22,626,080.82</b>	<b>\$ 23,704,197.00</b>	<b>\$ 25,409,166.00</b>	<b>\$ 1,704,969.00</b>	<b>7.2%</b>
3109	UTILITY FUND CONTRIBUTION	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 600,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
3150	CITY SALES TAX	\$ 6,937,167.03	\$ 5,750,000.00	\$ 6,250,000.00	\$ 500,000.00	8.7%
3155	MIXED BEVERAGE TAX	334,542.65	300,000.00	300,000.00	\$ -	0.0%
	<b>SALES TAX</b>	<b>\$ 7,271,709.68</b>	<b>\$ 6,050,000.00</b>	<b>\$ 6,550,000.00</b>	<b>\$ 500,000.00</b>	<b>8.3%</b>
3200	T U ELECTRIC	\$ 928,546.09	\$ 900,000.00	\$ 900,000.00	\$ -	0.0%
3201	CELL NODE FRANCHISE FEE	4,550.00	35,000.00	35,000.00	\$ -	0.0%
3202	AT&T FRANCHISE	120,269.18	200,000.00	150,000.00	\$ (50,000.00)	-25.0%
3203	GAS FRANCHISE FEE	565,838.08	525,000.00	650,000.00	\$ 125,000.00	23.8%
3204	CHARTER FRANCHISE	81,038.10	85,000.00	85,000.00	\$ -	0.0%
3205	WASTE FRANCHISE FEES	64,471.12	50,000.00	50,000.00	\$ -	0.0%
	<b>FRANCHISE FEES</b>	<b>\$ 1,764,712.57</b>	<b>\$ 1,795,000.00</b>	<b>\$ 1,870,000.00</b>	<b>\$ 75,000.00</b>	<b>4.2%</b>
3300	BUILDING PERMITS	\$ 2,487,428.78	\$ 1,800,000.00	\$ 1,800,000.00	\$ -	0.0%
3302	CONTRACTORS LCNSE/PERMIT	-	-	-	\$ -	0.0%
3303	ANIMAL CONTROL TAGS/FEES	8,824.00	10,000.00	10,000.00	\$ -	0.0%
3304	HEALTH/FOOD PERMIT	53,573.52	50,000.00	50,000.00	\$ -	0.0%
3305	FILMING PERMITS	350.00	1,000.00	1,000.00	\$ -	0.0%
	FIRE PERMITS/REVENUE	29,181.65	40,000.00	40,000.00	\$ -	0.0%
	FIRE WATCH	-	-	5,000.00	\$ 5,000.00	0.0%
3306	MISC PARK REVENUE	4,899.00	-	-	\$ -	0.0%
	<b>PERMITS/LICENSES</b>	<b>\$ 2,584,256.95</b>	<b>\$ 1,901,000.00</b>	<b>\$ 1,906,000.00</b>	<b>\$ 5,000.00</b>	<b>0.3%</b>
3400	TRAFFIC FINES	\$ 117,527.89	\$ 350,000.00	\$ 300,000.00	\$ (50,000.00)	-14.3%
3403	CROSS'G GUARD(CHILD SFTY)	37,696.17	40,000.00	45,000.00	\$ 5,000.00	12.5%
3404	PARKING TICKETS	82,745.00	200,000.00	200,000.00	\$ -	0.0%
3411	CAPIAS WARRANT REVENUE	(2,969.58)	-	-	\$ -	0.0%
3420	LIBRARY FINES AND FEES	11,083.36	10,000.00	8,000.00	\$ (2,000.00)	-20.0%
3912	CODE VIOLATION	2,388.00	7,500.00	7,500.00	\$ -	0.0%
	<b>FINES</b>	<b>\$ 248,470.84</b>	<b>\$ 607,500.00</b>	<b>\$ 560,500.00</b>	<b>\$ (47,000.00)</b>	<b>-7.7%</b>
3308	POLICE REVENUE	\$ 51,421.37	\$ 55,000.00	\$ 55,000.00	\$ -	0.0%
3401	WRECKER FEES	2,187.84	3,000.00	3,000.00	\$ -	0.0%
3405	ALARM BILLING	69,260.88	75,000.00	75,000.00	\$ -	0.0%
3406	FALSE ALARM FEES	12,675.00	10,000.00	10,000.00	\$ -	0.0%
3408	AMBULANCE FEES	330,319.13	350,000.00	350,000.00	\$ -	0.0%
3409	911 SERVICE FEES	44,654.25	75,000.00	75,000.00	\$ -	0.0%
3410	911 SERVICE FEES-WIRELESS	130,507.46	135,000.00	135,000.00	\$ -	0.0%
3425	LIBRARY ROOM RENTAL	7,890.00	10,000.00	10,000.00	\$ -	0.0%
3499	DIRECT ALARM REVENUE	1,022,478.90	1,000,000.00	1,100,000.00	\$ 100,000.00	10.0%
	<b>FEES</b>	<b>\$ 1,671,394.83</b>	<b>\$ 1,713,000.00</b>	<b>\$ 1,813,000.00</b>	<b>\$ 100,000.00</b>	<b>5.8%</b>
3510	TENNIS & FIELD PERMITS	\$ 54,187.50	\$ 50,000.00	\$ 75,000.00	\$ 25,000.00	50.0%
3511	SWIM POOL PERMIT-RESIDENT	133,195.00	125,000.00	150,000.00	\$ 25,000.00	20.0%
3512	SWIM POOL PERMIT-NONRES	12,014.00	7,500.00	10,000.00	\$ 2,500.00	33.3%
3513	SWIM POOL PRMTS GATE RCPT	105,540.50	125,000.00	125,000.00	\$ -	0.0%
3514	SWIMMING POOL CONCESSIONS	106,092.16	100,000.00	100,000.00	\$ -	0.0%
3515	SWIM LESSONS	34,680.00	40,000.00	40,000.00	\$ -	0.0%
3516	SWIMMING POOL RETAIL	2,403.70	3,500.00	4,000.00	\$ 500.00	14.3%
	<b>PARK/POOL REVENUE</b>	<b>\$ 448,112.86</b>	<b>\$ 451,000.00</b>	<b>\$ 504,000.00</b>	<b>\$ 53,000.00</b>	<b>11.8%</b>

## City of University Park

### REVENUE

01-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
3740	POLICE GRANTS/DONATIONS				\$	-
3745	FIRE GRANTS/DONATIONS	12,000.00	12,000.00	12,000.00	\$	0.0%
	<b>FIRE GRANTS/DONATIONS</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>	<b>\$</b>	<b>0.0%</b>
3850	AUCTION/SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>AUCTION/SALE OF EQUIPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
3900	INTEREST EARNINGS	\$ (1,178,280.05)	\$ 700,000.00	\$ 1,100,000.00	\$ 400,000.00	57.1%
	<b>INTEREST EARNINGS</b>	<b>\$ (1,178,280.05)</b>	<b>\$ 700,000.00</b>	<b>\$ 1,100,000.00</b>	<b>\$ 400,000.00</b>	<b>57.1%</b>
3535	UTILITY CAP OFF	\$ 62,104.00	\$ 25,000.00	\$ 35,000.00	\$ 10,000.00	40.0%
3901	RENT	6,479.94	150,000.00	150,000.00	\$ -	0.0%
3907	LEASE	97,213.18				
3911	COPIES	298.35	750.00	750.00	\$ -	0.0%
3920	FOTL CONTRIBUTION	135,843.69	50,000.00	50,000.00	\$ -	0.0%
3925	OTHER FINANCING SOURCE	52,619.00				
3999	OTHER REVENUE	158,647.54	350,000.00	250,000.00	\$ (100,000.00)	-28.6%
	<b>OTHER REVENUE</b>	<b>\$ 513,205.70</b>	<b>\$ 575,750.00</b>	<b>\$ 485,750.00</b>	<b>\$ (90,000.00)</b>	<b>-15.6%</b>
	<b>DEPARTMENT 11 - REVENUE</b>	<b>\$ 36,561,664.20</b>	<b>\$ 38,109,447.00</b>	<b>\$ 40,810,416.00</b>	<b>\$ 2,700,969.00</b>	<b>7.1%</b>

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**01-19**

Located in the Peek Service Center, 4420 Worcola Street

**Ten Employees:**  
All Full Time

FUNCTION	ACTUAL 2021-2022	BUDGET 2022-2023	ADOPTED 2024
Director of Community Development	1	1	1
Building Official	1	1	1
Planner	1	1	1
Code Enforcement Officer	2	2	2
Building Inspector	3	3	3
Planning Technician	1	1	1
Permit Technician	1	1	1

***The University Park Community Development Department provides high quality planning, zoning, code enforcement, and building inspection services to all people. We help to ensure a safe-built and attractive environment while consistently delivering efficient, friendly, and courteous customer service.***

Responsibilities include issuance of all building and sign permits, construction inspection, code enforcement services, and planning & zoning functions through the Planning & Zoning Commission (P&Z) and the Board of Adjustment (BOA). The department maintains permanent records of permits as well as all P&Z and BOA proceedings. The Community Development Department also works closely with the Commercial/Retail Advisory Committee and the Zoning and Development Advisory Committee.

In fiscal year 2023, the Department issued a total of 1,851 permits with permit fees totaling \$3,123,329.12. A total of 63 permits were issued for new residential construction and 102 permits were issued for residential addition/remodel and repair. The department field staff conducted 6,431 inspections for the year ended September 30, 2023.

<b>COMMUNITY DEVELOPMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of inspections performed	5,816	6,431
Number of permits issued	2,052	1,851
Number of new permits issued	75	63
Addition/remodel and repair	103	102
Total Permit Fees	\$3,088,879	\$3,123,329

#### **GOALS FOR FY2024**

- Preserve and continue to maintain the existing small town character and the individual identify of University Park
- Retaining a balance between residential and nonresidential development that is consistent with the planned infrastructure
- To review, and revise if necessary, all codes and ordinances which affect the building and maintenance of structures, insuring they incorporate the most modern efficient and economical methods available

#### **COMMUNITY DEVELOPMENT BUDGET HIGHLIGHTS** **TOTAL COMMUNITY DEVELOPMENT BUDGET \$1,519,927**

- Third Party contract plan review/inspection - \$150,000
- Tuition and Training - \$9,838
- Community Development Salaries and Benefits - \$1,191,641

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

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 19 - COMMUNITY DEVELOPMENT</b>						
1001	REGULAR EARNINGS	\$ 885,185.57	\$ 845,936.00	\$ 889,989.00	\$ 44,053.00	5.2%
1002	OVERTIME EARNINGS	\$ -	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 3,548.40	\$ 3,948.00	\$ 4,097.00	\$ 149.00	3.8%
1006	EDUCATION PAY	\$ -	\$ 4,160.00	\$ -	\$ (4,160.00)	-100.0%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 4,480.00	\$ 5,230.00	\$ 4,990.00	\$ (240.00)	-4.6%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 65,190.39	\$ 64,676.00	\$ 67,815.00	\$ 3,139.00	4.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 78,396.24	\$ 71,831.00	\$ 76,933.00	\$ 5,102.00	7.1%
1130	INSURANCE-EMPLOYEE LIFE	\$ 4,443.99	\$ 8,400.00	\$ 7,800.00	\$ (600.00)	-7.1%
1131	INSURANCE-WORKMENS COMP	\$ 1,724.04	\$ 1,559.00	\$ 1,622.00	\$ 63.00	4.0%
1134	DENTAL INSURANCE	\$ -	\$ 1,168.00	\$ 1,271.00	\$ 103.00	8.8%
1135	HEALTH INSURANCE	\$ 118,604.80	\$ 129,924.00	\$ 129,924.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,168,773.43</b>	<b>\$ 1,144,032.00</b>	<b>\$ 1,191,641.00</b>	<b>\$ 47,609.00</b>
<b>4.2%</b>						
2029	CLOTHING ALLOWANCE	\$ 1,404.83	\$ 2,374.00	\$ 2,374.00	\$ -	0.0%
2100	OFFICE SUPPLIES	\$ 4,039.44	\$ 6,900.00	\$ 9,000.00	\$ 2,100.00	30.4%
2318	COMPUTER SUPPLIES	\$ -	\$ -	\$ -	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 3,561.99	\$ 3,635.00	\$ 3,702.00	\$ 67.00	1.8%
2350	SUPPLIES & MATERIALS	\$ 2,596.28	\$ 2,000.00	\$ -	\$ (2,000.00)	-100.0%
		<b>SUPPLIES</b>	<b>\$ 11,602.54</b>	<b>\$ 14,909.00</b>	<b>\$ 15,076.00</b>	<b>\$ 167.00</b>
<b>1.1%</b>						
3003	BOARD MEETINGS	\$ 787.21	\$ 1,200.00	\$ 1,200.00	\$ -	0.0%
3010	POSTAGE	\$ 2,797.55	\$ 3,225.00	\$ 3,200.00	\$ (25.00)	-0.8%
3060	PROFESSIONAL SERVICES/FEES	\$ 95,508.13	\$ 150,000.00	\$ 150,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ (6,903.87)	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	-16.7%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 92,189.02</b>	<b>\$ 160,425.00</b>	<b>\$ 159,400.00</b>	<b>\$ (1,025.00)</b>
<b>-0.6%</b>						
4110	HEAT,LIGHT,WATER UTIL	\$ 4,297.88	\$ 4,200.00	\$ 4,900.00	\$ 700.00	16.7%
4120	TELEPHONE SERVICE	\$ 2,455.99	\$ 2,582.00	\$ 1,246.00	\$ (1,336.00)	-51.7%
		<b>UTILITIES</b>	<b>\$ 6,753.87</b>	<b>\$ 6,782.00</b>	<b>\$ 6,146.00</b>	<b>\$ (636.00)</b>
<b>-9.4%</b>						
5500	INSURANCE-AUTO LIABILITY	\$ 4,316.04	\$ 1,238.00	\$ 1,242.00	\$ 4.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 459.96	\$ 556.00	\$ 556.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 572.04	\$ 601.00	\$ 675.00	\$ 74.00	12.3%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 2,111.00	\$ 2,639.00	\$ 528.00	25.0%
		<b>INSURANCE</b>	<b>\$ 5,348.04</b>	<b>\$ 4,506.00</b>	<b>\$ 5,112.00</b>	<b>\$ 606.00</b>
<b>13.4%</b>						
6190	AUTO REPAIRS	\$ 2,361.54	\$ 1,900.00	\$ 2,200.00	\$ 300.00	15.8%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 10,105.92	\$ 10,904.00	\$ 12,124.00	\$ 1,220.00	11.2%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 54,711.00	\$ 69,621.00	\$ 71,709.00	\$ 2,088.00	3.0%
7150	DUES & SUBSCRIPTIONS	\$ 3,144.05	\$ 2,175.00	\$ 2,275.00	\$ 100.00	4.6%
7170	TRAVEL EXPENSE	\$ 2,319.86	\$ 2,550.00	\$ 2,550.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 15,560.04	\$ 15,457.00	\$ 16,052.00	\$ 595.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 23,543.04	\$ 19,913.00	\$ 20,166.00	\$ 253.00	1.3%
7221	OTHER EXPENSE	\$ 688.67	\$ -	\$ 1,000.00	\$ 1,000.00	0.0%
7240	TUITION & TRAINING	\$ 3,089.00	\$ 8,949.00	\$ 9,838.00	\$ 889.00	9.9%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 5,901.96	\$ 4,638.00	\$ 4,638.00	\$ -	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 121,425.08</b>	<b>\$ 136,107.00</b>	<b>\$ 142,552.00</b>	<b>\$ 6,445.00</b>
<b>4.7%</b>						
<b>DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT \$ 1,406,091.98 \$ 1,466,761.00 \$ 1,519,927.00 \$ 53,166.00 3.6%</b>						

## **PUBLIC WORKS DEPARTMENT**

**PUBLIC WORKS** - Public Works is a diverse department and responsible for the following departments – Engineering, Streets, Facilities Management, Traffic and Utilities. Work load indicators for Streets, Facilities Management, Traffic and Utilities listed after the Department Summary.

### **PUBLIC WORKS DEPARTMENT DIVISIONS**

**Engineering** – Design and Construction of the City's Capital Improvements Program (CIP)

**Traffic** – Installs and maintains all traffic signs and pavement marking with approximately 6,000 traffic signs and 1,317 street name signs

**Facility Maintenance** – Maintains the electrical, mechanical and plumbing systems for all municipal buildings

**Streets** – Maintains 74 miles of street pavement, 40 miles of alley pavement

**Utilities** - Maintains 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains and 509 fire hydrants

**Sanitation** – Twice-weekly collection and disposal of residential, commercial, and SMU refuse, yard waste and recyclables

### **PUBLIC WORKS DEPARTMENT FY2024 GOALS**

- Maintain APWA Accreditation
- Continue employee development through technical, management and leadership training

Work load indicators for Engineering, Traffic, Facility Maintenance, Streets, Utilities and Sanitation will be listed after each Department Summary.

**ENGINEERING DEPARTMENT**  
**01-20**

Located in the Peek Service Center, 4420 Worcola Street

**Seven Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2021 - 2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
Director of Public Works	1	1	1
City Engineer	1	1	1
Construction Inspector	3	3	3
Right of Way Manager	0	1	1
Asset Management Coordinator	0	1	1
Civil Engineer	0	0	1
CIP Coordinator	0	0	0
Construction Supervisor	0	0*	0

The City Engineer is responsible for the design and construction of the Public Works portion of the City's Capital Improvements Program (CIP). Much of this work is centered on the replacement of water, sanitary sewer, and stormwater mains. CIP projects in recent years total \$8-12 million each year. Since 1990 more than \$139 million in projects have been completed. This division is responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries.

\* Construction Supervisor moved to In House Construction – budgeted in Capital Projects

<b>ENGINEERING DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Value of CIP Managed	5,449,255	\$4,727,50
Project inspections completed	215	259
Number of ROW Plan reviews	129	117

**ENGINEERING BUDGET HIGHLIGHTS**  
**TOTAL BUDGET FOR ENGINEERING \$1,097,995**

- Professional Services/Fees Total - \$65,000  
Master Plan Study – Emerging Traffic Calming Trends - \$40,000
- Tuition and Training - \$4,900
- Engineering Salaries and Benefits - \$895,505

# City of University Park

## ENGINEERING DEPARTMENT

01-20

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 20 - ENGINEERING</b>						
1001	REGULAR EARNINGS	\$ 640,530.18	\$ 636,480.00	\$ 675,174.00	\$ 38,694.00	6.1%
1002	OVERTIME EARNINGS	\$ 238.82	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 4,156.22	\$ 4,347.00	\$ 4,539.00	\$ 192.00	4.4%
1006	EDUCATION PAY	\$ 5,622.86	\$ 12,480.00	\$ 12,480.00	\$ -	0.0%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 3,120.00	\$ 3,120.00	\$ 3,960.00	\$ 840.00	26.9%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 46,300.30	\$ 47,678.00	\$ 50,602.00	\$ 2,924.00	6.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 58,009.42	\$ 55,099.00	\$ 59,788.00	\$ 4,689.00	8.5%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,522.45	\$ 6,400.00	\$ 6,300.00	\$ (100.00)	-1.6%
1131	INSURANCE-WORKMENS COMP	\$ 891.00	\$ 1,147.00	\$ 1,203.00	\$ 56.00	4.9%
1134	DENTAL INSURANCE	\$ -	\$ 1,254.00	\$ 1,079.00	\$ (175.00)	-14.0%
1135	HEALTH INSURANCE	\$ 67,976.45	\$ 72,180.00	\$ 72,180.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 837,567.70</b>	<b>\$ 848,385.00</b>	<b>\$ 895,505.00</b>	<b>\$ 47,120.00</b>
<b>5.6%</b>						
2029	CLOTHING ALLOWANCE	\$ 1,949.67	\$ 2,786.00	\$ 2,506.00	\$ (280.00)	-10.1%
2100	OFFICE SUPPLIES	\$ 621.65	\$ 2,640.00	\$ 2,820.00	\$ 180.00	6.8%
2318	COMPUTER SUPPLIES	\$ 335.21	\$ -	\$ -	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 2,586.89	\$ 2,861.00	\$ 2,914.00	\$ 53.00	1.9%
2350	SUPPLIES & MATERIALS	\$ 3,293.76	\$ 1,575.00	\$ 1,650.00	\$ 75.00	4.8%
		<b>SUPPLIES</b>	<b>\$ 8,787.18</b>	<b>\$ 9,862.00</b>	<b>\$ 9,890.00</b>	<b>\$ 28.00</b>
<b>0.3%</b>						
3010	POSTAGE	\$ -	\$ 250.00	\$ 175.00	\$ (75.00)	-30.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 21,560.00	\$ 24,000.00	\$ 65,000.00	\$ 41,000.00	170.8%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ 258.00	\$ 1,375.00	\$ 1,425.00	\$ 50.00	3.6%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 21,818.00</b>	<b>\$ 25,625.00</b>	<b>\$ 66,600.00</b>	<b>\$ 40,975.00</b>
<b>159.9%</b>						
4110	HEAT,LIGHT,WATER UTIL	\$ 3,331.69	\$ 3,300.00	\$ 3,900.00	\$ 600.00	18.2%
4120	TELEPHONE SERVICE	\$ 2,147.06	\$ 2,138.00	\$ 2,514.00	\$ 376.00	17.6%
		<b>UTILITIES</b>	<b>\$ 5,478.75</b>	<b>\$ 5,438.00</b>	<b>\$ 6,414.00</b>	<b>\$ 976.00</b>
<b>17.9%</b>						
5500	INSURANCE - AUTO LIABILITY	\$ 2,589.96	\$ 1,505.00	\$ 1,509.00	\$ 4.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 368.04	\$ 444.00	\$ 444.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 458.04	\$ 481.00	\$ 540.00	\$ 59.00	12.3%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 1,689.00	\$ 2,111.00	\$ 422.00	25.0%
		<b>INSURANCE</b>	<b>\$ 3,416.04</b>	<b>\$ 4,119.00</b>	<b>\$ 4,604.00</b>	<b>\$ 485.00</b>
<b>11.8%</b>						
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 2,779.05	\$ 1,200.00	\$ 1,200.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 3,661.08	\$ 3,940.00	\$ 4,389.00	\$ 449.00	11.4%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 51,717.96	\$ 56,252.00	\$ 55,825.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	\$ 2,818.08	\$ 3,240.00	\$ 3,345.00	\$ 105.00	3.2%
7170	TRAVEL EXPENSE	\$ 292.49	\$ 4,080.00	\$ 4,300.00	\$ 220.00	5.4%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 10,892.04	\$ 12,366.00	\$ 12,841.00	\$ 475.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 15,153.96	\$ 15,411.00	\$ 14,167.00	\$ (1,244.00)	-8.1%
7221	OTHER EXPENSE	\$ 391.31	\$ 725.00	\$ 1,000.00	\$ 275.00	37.9%
7240	TUITION & TRAINING	\$ 2,626.00	\$ 5,662.00	\$ 4,900.00	\$ (762.00)	-13.5%
7905	PRINCIPAL RETIREMENT	\$ 10,168.46	\$ -	\$ -	\$ -	0.0%
7910	INTEREST & AGENT FEES	\$ 900.82	\$ -	\$ -	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 4,224.96	\$ 14,151.00	\$ 10,867.00	\$ (3,284.00)	-23.2%
9100	EQUIPMENT UNDER \$5000	\$ 37,644.00	\$ -	\$ 2,148.00	\$ 2,148.00	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 143,270.21</b>	<b>\$ 117,027.00</b>	<b>\$ 114,982.00</b>	<b>\$ (2,045.00)</b>
<b>-1.7%</b>						
<b>DEPARTMENT Total: 20 - ENGINEERING</b>						
		<b>\$ 1,020,337.88</b>	<b>\$ 1,010,456.00</b>	<b>\$ 1,097,995.00</b>	<b>\$ 87,539.00</b>	<b>8.7%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Eight Employees:**  
All Full Time

FUNCTION	ACTUAL 2021-2022	ACTUAL 2022-2023	ADOPTED 2024
Traffic Superintendent	1	1	1
Signal Tech II	1	1	1
Signal Tech I	1	3	3
Signs/Markings Tech II	2	1	1
Signs/Markings Tech I	1	1	1
Barricade/Traffic Tech II	1	1	1

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

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

Additionally, the Traffic Control Department:

- Maintains 120 antique-style street lights and 120 LED back-lit street name blades
- Maintains 13 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains two speed limit feedback signs
- Maintains 11 rapid flashing pedestrian crosswalks
- Maintains two flashing beacon pedestrian crosswalks
- Makes and installs all City signs
- Performs traffic counts as requested
- Delivers block party signs and temporary “No Parking” signs, installs mirrors and speed bumps in alleys as requested
- Maintains 10 City-owned newspaper racks
- Maintains barricades for all City projects and events

<b>TRAFFIC CONTROL DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of traffic signals inspected	33	33
Number of barricade work		67
Number of sign maintenance work orders completed	632	271

**TRAFFIC CONTROL BUDGET HIGHLIGHTS**  
**TOTAL TRAFFIC CONTROL BUDGET \$1,234,702**

- Supplies and Materials Total - \$83,640
  - Sign Sheeting and 2- inch sheeting for poles - \$10,000
  - Sign Blanks for making City signs - \$4,000
  - Sign Posts, Anchors, Sign Bases and Sign Rivets - \$7,000
  - Convex Alley Site Mirrors - \$10,000
  - Traffic Striping Paint - \$5,000
  - Thermoplastic /Glass Beads for pavement marking - \$8,000
- Contract Maintenance - \$8,750
- Signal Maintenance and Repairs - \$101,265
- Tuition and Training - \$3,100
- Traffic Control Salaries and Benefits - \$837,271

# City of University Park

## TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT</b>						
1001	REGULAR EARNINGS	\$ 592,964.86	\$ 566,613.00	\$ 584,690.00	\$ 18,077.00	3.2%
1002	OVERTIME EARNINGS	\$ 7,780.66	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 5,540.71	\$ 5,847.00	\$ 6,133.00	\$ 286.00	4.9%
1006	EDUCATION PAY	\$ 10,274.02	\$ 21,700.00	\$ 21,700.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 46,300.48	\$ 45,911.00	\$ 47,316.00	\$ 1,405.00	3.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 53,728.46	\$ 49,821.00	\$ 52,567.00	\$ 2,746.00	5.5%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,037.99	\$ 5,400.00	\$ 5,400.00	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	\$ 10,217.04	\$ 11,029.00	\$ 11,367.00	\$ 338.00	3.1%
1134	DENTAL INSURANCE	\$ -	\$ 103.00	\$ 206.00	\$ 103.00	100.0%
1135	HEALTH INSURANCE	\$ 96,680.06	\$ 101,052.00	\$ 101,052.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 827,364.28</b>	<b>\$ 814,316.00</b>	<b>\$ 837,271.00</b>	<b>\$ 22,955.00</b>
						<b>2.8%</b>
2029	CLOTHING ALLOWANCE	\$ 4,966.66	\$ 3,766.00	\$ 4,125.00	\$ 359.00	9.5%
2100	OFFICE SUPPLIES	\$ 391.40	\$ 830.00	\$ 830.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 13,151.69	\$ 14,468.00	\$ 14,732.00	\$ 264.00	1.8%
2350	SUPPLIES & MATERIALS	\$ 48,365.88	\$ 78,990.00	\$ 83,640.00	\$ 4,650.00	5.9%
2360	SMALL TOOLS	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 66,875.63</b>	<b>\$ 100,054.00</b>	<b>\$ 105,327.00</b>	<b>\$ 5,273.00</b>
						<b>5.3%</b>
3010	POSTAGE	\$ -	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 9,050.00	\$ 16,000.00	\$ 22,000.00	\$ 6,000.00	37.5%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ -	\$ -	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ -	\$ 8,750.00	\$ 8,750.00	\$ -	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 9,050.00</b>	<b>\$ 26,025.00</b>	<b>\$ 32,025.00</b>	<b>\$ 6,000.00</b>
						<b>23.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 36,057.74	\$ 40,300.00	\$ 47,400.00	\$ 7,100.00	17.6%
4120	TELEPHONE SERVICE	\$ 548.36	\$ 390.00	\$ 467.00	\$ 77.00	19.7%
		<b>UTILITIES</b>	<b>\$ 36,606.10</b>	<b>\$ 40,690.00</b>	<b>\$ 47,867.00</b>	<b>\$ 7,177.00</b>
						<b>17.6%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 4,316.04	\$ 1,712.00	\$ 1,718.00	\$ 6.00	0.4%
5504	INSURANCE-EXCESS LIABILITY - TML CLAIMS	\$ 321.96	\$ 444.00	\$ 444.00	\$ -	0.0%
5506	INSURANCE GEN'L LIABILITY	\$ 399.96	\$ 481.00	\$ 540.00	\$ 59.00	12.3%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 1,689.00	\$ 2,111.00	\$ 422.00	25.0%
		<b>INSURANCE</b>	<b>\$ 5,037.96</b>	<b>\$ 4,326.00</b>	<b>\$ 4,813.00</b>	<b>\$ 487.00</b>
						<b>11.3%</b>
6190	AUTO REPAIRS	\$ 8,362.03	\$ 6,400.00	\$ 6,400.00	\$ -	0.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 27,627.97	\$ 29,780.00	\$ 33,139.00	\$ 3,359.00	11.3%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 19,670.04	\$ 21,266.00	\$ 24,228.00	\$ 2,962.00	13.9%
6350	SIGNAL MAINT.& REP	\$ 118,719.74	\$ 114,725.00	\$ 101,265.00	\$ (13,460.00)	-11.7%
7150	DUES & SUBSCRIPTIONS	\$ 1,662.75	\$ 820.00	\$ 820.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 9,530.04	\$ 10,627.00	\$ 11,036.00	\$ 409.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 672.96	\$ 710.00	\$ 750.00	\$ 40.00	5.6%
7221	OTHER EXPENSE	\$ 134.00	\$ 225.00	\$ 450.00	\$ 225.00	100.0%
7240	TUITION & TRAINING	\$ -	\$ 3,100.00	\$ 3,100.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 25,188.96	\$ 25,189.00	\$ 26,211.00	\$ 1,022.00	4.1%
		<b>OTHER EXPENSE</b>	<b>\$ 211,568.49</b>	<b>\$ 212,842.00</b>	<b>\$ 207,399.00</b>	<b>\$ (5,443.00)</b>
						<b>-2.6%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		<b>DEPARTMENT Total: 25 - TRAFFIC</b>	<b>\$ 1,156,502.46</b>	<b>\$ 1,198,253.00</b>	<b>\$ 1,234,702.00</b>	<b>\$ 36,449.00</b>
						<b>3.0%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Two Employees:**

All Full Time

FUNCTION	ACTUAL 2021-2022	ACTUAL 2022-2023	ADOPTED 2024
Facilities Maintenance Manager	1	1	1
Operations Manager	1	1	1

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

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

The Division maintains over 190,000 square feet of City facility space.

FACILITY MAINTENANCE DEPARTMENT WORK LOAD INDICATORS		
	FY22	FY23
Number of work orders completed	202	119
Square foot of city facilities maintained	160,000	190,000

**FACILITY MAINTENANCE BUDGET HIGHLIGHTS**  
**TOTAL FACILITY MAINTENANCE BUDGET - \$763,100**

- Contract Maintenance - \$125,783
- Security Expense - \$7,500
- Facility Maintenance Repairs - \$79,950
- Facility Maintenance Salaries and Benefits - \$279,662

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

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 35 - FACILITY MAINTENANCE</b>						
1001	REGULAR EARNINGS	\$ 194,932.93	\$ 194,064.00	\$ 209,635.00	\$ 15,571.00	8.0%
1002	OVERTIME EARNINGS	\$ -	\$ 2,500.00	\$ -	\$ (2,500.00)	-100.0%
1005	LONGEVITY PAY	\$ 1,065.24	\$ 1,159.00	\$ 1,255.00	\$ 96.00	8.3%
1009	CELL PHONE ALLOWANCE	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 13,998.84	\$ 15,126.00	\$ 16,133.00	\$ 1,007.00	6.7%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 17,293.28	\$ 16,530.00	\$ 18,044.00	\$ 1,514.00	9.2%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,020.33	\$ 1,900.00	\$ 1,800.00	\$ (100.00)	-5.3%
1131	INSURANCE-WORKMENS COMP	\$ 1,604.04	\$ 1,693.00	\$ 1,753.00	\$ 60.00	3.5%
1134	DENTAL INSURANCE	\$ -	\$ 291.00	\$ 490.00	\$ 199.00	68.4%
1135	HEALTH INSURANCE	\$ 27,669.02	\$ 28,872.00	\$ 28,872.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 259,263.68</b>	<b>\$ 263,815.00</b>	<b>\$ 279,662.00</b>	<b>\$ 15,847.00</b>
2029	CLOTHING ALLOWANCE	\$ 155.89	\$ 400.00	\$ 280.00	\$ (120.00)	-30.0%
2100	OFFICE SUPPLIES	\$ 130.50	\$ 650.00	\$ 650.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 224.25	\$ 2,109.00	\$ 1,910.00	\$ (199.00)	-9.4%
2350	SUPPLIES & MATERIALS	\$ 9,903.53	\$ 15,700.00	\$ 11,700.00	\$ (4,000.00)	-25.5%
2360	SMALL TOOLS	\$ 436.26	\$ 650.00	\$ 750.00	\$ 100.00	15.4%
		<b>SUPPLIES</b>	<b>\$ 10,850.43</b>	<b>\$ 19,509.00</b>	<b>\$ 15,290.00</b>	<b>\$ (4,219.00)</b>
3010	POSTAGE	\$ -	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ -	\$ -	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ 77,638.85	\$ 117,416.00	\$ 125,783.00	\$ 8,367.00	7.1%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 77,638.85</b>	<b>\$ 117,441.00</b>	<b>\$ 129,808.00</b>	<b>\$ 12,367.00</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 3,155.49	\$ 3,200.00	\$ 3,800.00	\$ 600.00	18.8%
4120	TELEPHONE SERVICE	\$ 2,259.06	\$ 3,203.00	\$ 1,592.00	\$ (1,611.00)	-50.3%
		<b>UTILITIES</b>	<b>\$ 5,414.55</b>	<b>\$ 6,403.00</b>	<b>\$ 5,392.00</b>	<b>\$ (1,011.00)</b>
5500	INSURANCE-AUTO LIABILITY	\$ 863.04	\$ 705.00	\$ 707.00	\$ 2.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 92.04	\$ 111.00	\$ 111.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 114.00	\$ 120.00	\$ 135.00	\$ 15.00	12.5%
5510	INSURANCE-BLDG & CONTENTS	\$ 112,287.96	\$ 156,800.00	\$ 184,099.00	\$ 27,299.00	17.4%
5516	BOND AND CYBER INSURANCE	\$ -	\$ 422.00	\$ 528.00	\$ 106.00	25.1%
		<b>INSURANCE</b>	<b>\$ 113,357.04</b>	<b>\$ 158,158.00</b>	<b>\$ 185,580.00</b>	<b>\$ 27,422.00</b>
6250	FACILITY MAINT & REP	\$ 89,359.69	\$ 77,438.00	\$ 79,950.00	\$ 2,512.00	3.2%
		<b>OUTSIDE SERVICES</b>	<b>\$ 89,359.69</b>	<b>\$ 77,438.00</b>	<b>\$ 79,950.00</b>	<b>\$ 2,512.00</b>
6184	SECURITY EXPENSE	\$ -	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00	50.0%
6190	AUTO REPAIRS	\$ 306.61	\$ 200.00	\$ 600.00	\$ 400.00	200.0%
		ALLOCATED WAREHOUSE AND GARAGE				
6195	OPERATIONS	\$ 10,007.04	\$ 10,911.00	\$ 12,030.00	\$ 1,119.00	10.3%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 10,413.96	\$ 10,488.00	\$ 11,438.00	\$ 950.00	9.1%
7150	DUES & SUBSCRIPTIONS	\$ 2,914.75	\$ 3,000.00	\$ -	\$ (3,000.00)	-100.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 3,111.96	\$ 3,091.00	\$ 3,210.00	\$ 119.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 2,496.00	\$ 2,501.00	\$ 2,507.00	\$ 6.00	0.2%
7221	OTHER EXPENSE	\$ 36.78	\$ -	\$ -	\$ -	0.0%
7475	IMPROVEMENTS-UNDER \$5000	\$ 1,114.47	\$ 13,000.00	\$ 5,000.00	\$ (8,000.00)	-61.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 18,807.96	\$ 17,133.00	\$ 17,133.00	\$ -	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 49,209.53</b>	<b>\$ 65,324.00</b>	<b>\$ 59,418.00</b>	<b>\$ (5,906.00)</b>
9100	EQUIPMENT OVER \$5000	\$ 94.00	\$ -	\$ -	\$ -	0.0%
9950	IMPROVEMENTS/REMODELING OVER \$5000	\$ 69,612.84	\$ -	\$ 8,000.00	\$ 8,000.00	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ 69,706.84</b>	<b>\$ -</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>
		<b>DEPARTMENT Total: 35 - FACILITY MAINTENANCE</b>	<b>\$ 674,800.61</b>	<b>\$ 708,088.00</b>	<b>\$ 763,100.00</b>	<b>\$ 55,012.00</b>
						<b>7.8%</b>

**INFRASTRUCTURE MAINTENANCE DEPARTMENT**  
**STREETS 01-80**  
**UTILITIES 02-22**

Located in the Peek Service Center, 4420 Worcola Street

Forty Employees:  
 All Full Time  
**Streets – 16**  
 Utilities – 24

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>		<b>ACTUAL 2022-2023</b>		<b>ADOPTED 2024</b>	
	<b>Streets</b>	<b>Util</b>	<b>Streets</b>	<b>Util</b>	<b>Streets</b>	<b>Util</b>
Assistant Director of Public Works		1		1		0
Infrastructure Maintenance						
Superintendent		1		1		1
Administrative Secretary / 3-1-1 Call Taker		1		1		1
Maintenance Supervisor	<b>2</b>	1	<b>2</b>	1	<b>2</b>	1
Maintenance Technician II	<b>4</b>	9	<b>4</b>	9	<b>4</b>	9
Maintenance Technician I	<b>10</b>	12	<b>10</b>	12	<b>10</b>	12
	<b>16</b>	25	<b>16</b>	25	<b>16</b>	24

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

The Infrastructure Maintenance Department is responsible for maintaining the City's 74 miles of street pavement, 40 miles of alley pavement, 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains, and 509 fire hydrants. In FY23, the division poured almost a linear mile of concrete in the City's alleys.

**BUDGET HIGHLIGHTS**  
**INFRASTRUCTURE MAINTENANCE – STREETS TOTAL \$2,110,109**

- Clothing Allowance - \$12,616
- Gas, Oil, & Grease - \$44,753
- Street Repair Material - \$263,593
- Tuition and Training - \$8,700
- Streets Department Salaries and Benefits - \$1,415,461

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

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 80 - STREETS</b>						
1001	REGULAR EARNINGS	\$ 770,061.03	\$ 874,944.00	\$ 912,583.00	\$ 37,639.00	4.3%
1002	OVERTIME EARNINGS	\$ 31,521.14	\$ 26,000.00	\$ 37,000.00	\$ 11,000.00	42.3%
1005	LONGEVITY PAY	\$ 7,347.90	\$ 6,592.00	\$ 5,462.00	\$ (1,130.00)	-17.1%
1006	EDUCATION PAY	\$ 20,448.00	\$ 41,600.00	\$ 46,360.00	\$ 4,760.00	11.4%
1009	CELL PHONE ALLOWANCE	\$ 1,365.00	\$ 1,440.00	\$ 1,440.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 65,462.68	\$ 72,607.00	\$ 76,606.00	\$ 3,999.00	5.5%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 76,741.37	\$ 78,791.00	\$ 85,127.00	\$ 6,336.00	8.0%
1130	INSURANCE-EMPLOYEE LIFE	\$ 4,161.50	\$ 7,300.00	\$ 7,200.00	\$ (100.00)	-1.4%
1131	INSURANCE-WORKMENS COMP	\$ 18,968.12	\$ 24,307.00	\$ 25,137.00	\$ 830.00	3.4%
1134	DENTAL INSURANCE	\$ -	\$ 1,261.00	\$ 2,006.00	\$ 745.00	59.1%
1135	HEALTH INSURANCE	\$ 173,386.74	\$ 213,996.00	\$ 216,540.00	\$ 2,544.00	1.2%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,169,463.48</b>	<b>\$ 1,348,838.00</b>	<b>\$ 1,415,461.00</b>	<b>\$ 66,623.00</b>
<b>2029</b>						
2100	CLOTHING ALLOWANCE	\$ 14,842.61	\$ 11,900.00	\$ 12,616.00	\$ 716.00	6.0%
2320	OFFICE SUPPLIES	\$ 1,406.97	\$ 2,700.00	\$ 2,700.00	\$ -	0.0%
2350	GAS, OIL & GREASE	\$ 37,513.81	\$ 46,713.00	\$ 44,753.00	\$ (1,960.00)	-4.2%
2360	SUPPLIES & MATERIALS	\$ 7,386.09	\$ 10,376.00	\$ 10,901.00	\$ 525.00	5.1%
		<b>SUPPLIES</b>	<b>\$ 61,149.48</b>	<b>\$ 78,139.00</b>	<b>\$ 77,920.00</b>	<b>\$ (219.00)</b>
<b>3010</b>						
3060	PROFESSIONAL SERVICES/FEES	\$ 46.22	\$ 50.00	\$ 50.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ 150.00	\$ 150.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 46.22</b>	<b>\$ 3,200.00</b>	<b>\$ 3,200.00</b>	<b>\$ -</b>
<b>4110</b>						
4120	HEAT,LIGHT,WATER UTIL	\$ 75,706.23	\$ 89,200.00	\$ 105,100.00	\$ 15,900.00	17.8%
		<b>UTILITIES</b>	<b>\$ 76,546.38</b>	<b>\$ 90,068.00</b>	<b>\$ 105,564.00</b>	<b>\$ 15,496.00</b>
<b>5500</b>						
5504	INSURANCE - AUTO LIABILITY	\$ 17,264.04	\$ 10,024.00	\$ 10,057.00	\$ 33.00	0.3%
5506	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 735.96	\$ 889.00	\$ 889.00	\$ -	0.0%
5516	INSURANCE - GEN'L LIABILITY	\$ 915.00	\$ 961.00	\$ 1,080.00	\$ 119.00	12.4%
		<b>INSURANCE</b>	<b>\$ 18,915.00</b>	<b>\$ 15,252.00</b>	<b>\$ 16,248.00</b>	<b>\$ 996.00</b>
<b>6200</b>						
6370	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,700.00	\$ 2,050.00	\$ 350.00	20.6%
		<b>OUTSIDE SERVICES</b>	<b>\$ 113,847.24</b>	<b>\$ 201,672.00</b>	<b>\$ 265,643.00</b>	<b>\$ 63,971.00</b>
<b>6190</b>						
6195	AUTO REPAIRS	\$ 39,433.63	\$ 41,900.00	\$ 49,600.00	\$ 7,700.00	18.4%
		<b>ALLOCATED WAREHOUSE AND GARAGE</b>	<b>\$ 144,735.96</b>	<b>\$ 155,526.00</b>	<b>\$ 173,500.00</b>	<b>\$ 17,974.00</b>
<b>6201</b>						
7150	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 40,545.00	\$ 30,933.00	\$ 35,241.00	\$ 4,308.00	13.9%
7201	DUES & SUBSCRIPTIONS	\$ 746.75	\$ -	\$ -	\$ -	0.0%
7202	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 19,644.00	\$ 15,387.00	\$ 16,052.00	\$ 665.00	4.3%
7221	SOFTWARE FEES - DIRECT ALLOCATION	\$ 1,539.00	\$ 1,622.00	\$ 2,973.00	\$ -	0.0%
7240	OTHER EXPENSE	\$ 2,085.68	\$ 750.00	\$ 750.00	\$ -	0.0%
7260	TUITION & TRAINING	\$ -	\$ 3,000.00	\$ 8,700.00	\$ 5,700.00	190.0%
9000	EQUIPMENT RENTAL	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
		<b>CAPITAL EQUIPMENT REPLACEMENT CHARGE</b>	<b>\$ 133,689.00</b>	<b>\$ 134,250.00</b>	<b>\$ 137,257.00</b>	<b>\$ 3,007.00</b>
		<b>OTHER EXPENSE</b>	<b>\$ 382,419.02</b>	<b>\$ 385,368.00</b>	<b>\$ 426,073.00</b>	<b>\$ 40,705.00</b>
<b>1140</b>						
		<b>PERSONNEL REIMBURSEMENT</b>	<b>\$ (189,999.96)</b>	<b>\$ (200,000.00)</b>	<b>\$ (200,000.00)</b>	<b>\$ -</b>
		<b>TRANSFERS</b>	<b>\$ (189,999.96)</b>	<b>\$ (200,000.00)</b>	<b>\$ (200,000.00)</b>	<b>\$ -</b>
<b>DEPARTMENT Total: 80 - STREETS</b>						
		<b>\$ 1,632,386.86</b>	<b>\$ 1,922,537.00</b>	<b>\$ 2,110,109.00</b>	<b>\$ 187,572.00</b>	<b>9.8%</b>

**INFRASTRUCTURE MAINTENANCE DEPARTMENT**  
**STREETS 01-80**  
**UTILITIES 02-22**

Located in the Peek Service Center, 4420 Worcola Street

Forty Employees:  
 All Full Time  
 Streets – 16  
**Utilities - 24**

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>		<b>ACTUAL 2022-2023</b>		<b>ADOPTED 2024</b>	
	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>
Assistant Director of Public Works		<b>1</b>		<b>1</b>		<b>0</b>
Infrastructure Maintenance						
Superintendent		<b>1</b>		<b>1</b>		<b>1</b>
Administrative Secretary / 3-1-1 Call Taker		<b>1</b>		<b>1</b>		<b>1</b>
Maintenance Supervisor	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>
Maintenance Technician II	<b>4</b>	<b>9</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>9</b>
Maintenance Technician I	<b>10</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>12</b>
	<b>16</b>	<b>25</b>	<b>16</b>	<b>25</b>	<b>16</b>	<b>24</b>

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

The Infrastructure Maintenance Department is responsible for maintaining the City's 74 miles of street pavement, 40 miles of alley pavement, 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains, and 509 fire hydrants. In FY23, the division poured almost a linear mile of concrete in the City's alleys.

**BUDGET HIGHLIGHTS**  
**INFRASTRUCTURE MAINTENANCE – UTILITIES TOTAL BUDGET - \$4,389,034**

- Clothing Allowance - \$19,278
- Gas, Oil & Grease - \$76,233
- Supplies and Materials - \$80,925
- Backfill Materials - \$295,748
- Professional Services/Fees - \$86,000
- Utility Department Salaries and Benefits - \$2,407,547

## City of University Park

### UTILITY BILLING OFFICE

02-21

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 21 - UTILITIES OFFICE</b>						
1001	REGULAR EARNINGS	\$ 265,535.22	\$ 281,278.00	\$ 288,604.00	\$ 7,326.00	2.6%
1002	OVERTIME EARNINGS	\$ 168.45	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	-50.0%
1005	LONGEVITY PAY	\$ 3,454.68	\$ 3,696.00	\$ 2,963.00	\$ (733.00)	-19.8%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 20,150.55	\$ 21,954.00	\$ 22,382.00	\$ 428.00	1.9%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 24,880.87	\$ 23,791.00	\$ 24,830.00	\$ 1,039.00	4.4%
1130	INSURANCE-EMPLOYEE LIFE	\$ 1,403.77	\$ 2,700.00	\$ 2,500.00	\$ (200.00)	-7.4%
1131	INSURANCE-WORKMENS COMP	\$ 219.00	\$ 229.00	\$ 234.00	\$ 5.00	2.2%
1134	DENTAL INSURANCE	\$ -	\$ 687.00	\$ 701.00	\$ 14.00	2.0%
1135	HEALTH INSURANCE	\$ 54,736.54	\$ 57,744.00	\$ 57,744.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 370,549.08</b>	<b>\$ 394,079.00</b>	<b>\$ 400,958.00</b>	<b>\$ 6,879.00</b> <b>1.7%</b>
2029	CLOTHING ALLOWANCE	\$ 275.77	\$ 280.00	\$ 350.00	\$ 70.00	25.0%
2100	OFFICE SUPPLIES	\$ 2,710.69	\$ 3,550.00	\$ 3,550.00	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ 240.14	\$ 472.00	\$ 481.00	\$ 9.00	1.9%
		<b>SUPPLIES</b>	<b>\$ 3,226.60</b>	<b>\$ 4,302.00</b>	<b>\$ 4,381.00</b>	<b>\$ 79.00</b> <b>1.8%</b>
3010	POSTAGE	\$ 36,833.73	\$ 33,600.00	\$ 37,500.00	\$ 3,900.00	11.6%
3060	PROFESSIONAL SERVICES/FEES	\$ 3,513.01	\$ 18,220.00	\$ 18,220.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ 1,614.98	\$ -	\$ -	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ 706.11	\$ 1,401.00	\$ 1,901.00	\$ 500.00	35.7%
3115	CONTRACT MAINTENANCE	\$ -	\$ 433.00	\$ 433.00	\$ -	0.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 42,667.83</b>	<b>\$ 53,654.00</b>	<b>\$ 58,054.00</b>	<b>\$ 4,400.00</b> <b>8.2%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 72,636.15	\$ 84,400.00	\$ 99,400.00	\$ 15,000.00	17.8%
4120	TELEPHONE SERVICE	\$ 389.72	\$ 448.00	\$ 417.00	\$ (31.00)	-6.9%
4270	SEWER PAYMENTS	\$ 3,900,583.80	\$ 4,144,854.00	\$ 3,627,240.00	\$ (517,614.00)	-12.5%
4280	WATER PURCHASES	\$ 5,499,382.77	\$ 5,423,623.00	\$ 7,414,175.00	\$ 1,990,552.00	36.7%
		<b>UTILITIES</b>	<b>\$ 9,472,992.44</b>	<b>\$ 9,653,325.00</b>	<b>\$ 11,141,232.00</b>	<b>\$ 1,487,907.00</b> <b>15.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 863.04	\$ 284.00	\$ 285.00	\$ 1.00	0.4%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 183.96	\$ 222.00	\$ 222.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	\$ 228.96	\$ 240.00	\$ 270.00	\$ 30.00	12.5%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 844.00	\$ 1,056.00	\$ 212.00	25.1%
		<b>INSURANCE</b>	<b>\$ 1,275.96</b>	<b>\$ 1,590.00</b>	<b>\$ 1,833.00</b>	<b>\$ 243.00</b> <b>15.3%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>\$ (1.00)</b> <b>-100.0%</b>
6190	AUTO REPAIRS	\$ 27.04	\$ -	\$ 100.00	\$ 100.00	0.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 1,546.92	\$ 1,681.00	\$ 1,859.00	\$ 178.00	10.6%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 152,799.00	\$ 152,383.00	\$ 142,399.00	\$ (9,984.00)	-6.6%
7150	DUES & SUBSCRIPTIONS	\$ 231.00	\$ 300.00	\$ 300.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 2,801.09	\$ 2,635.00	\$ 2,635.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 6,224.04	\$ 6,183.00	\$ 6,421.00	\$ 238.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 40,236.96	\$ 41,324.00	\$ 42,465.00	\$ 1,141.00	2.8%
7221	OTHER EXPENSE	\$ -	\$ 5,646.00	\$ 5,646.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 2,348.00	\$ 1,325.00	\$ 1,325.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 1,502.04	\$ 1,502.00	\$ 1,502.00	\$ -	0.0%
		<b>OTHER EXPENSE</b>	<b>\$ 207,716.09</b>	<b>\$ 212,979.00</b>	<b>\$ 204,652.00</b>	<b>\$ (8,327.00)</b> <b>-3.9%</b>
8010	CONTRIBUTION TO GEN. FUND	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
		<b>CONTRIBUTIONS</b>	<b>\$ 600,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ -</b> <b>0.0%</b>
<b>DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE</b> <b>\$ 10,698,428.00</b> <b>\$ 10,919,930.00</b> <b>\$ 12,411,110.00</b> <b>\$ 1,491,180.00</b> <b>13.7%</b>						

**SANITATION DEPARTMENT  
04-60**

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

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

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
Sanitation Superintendent	1	1	1
Sanitation Supervisor	1	1	1
Sanitation Driver III	4	4	4
Sanitation Driver II	4	4	4
Sanitation Driver I	16	16	16
Administrative Secretary/3-1-1 Call Taker	1	1	1

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

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

During FY2023, the Division handled more than 13,000 tons of solid waste, 800 tons of yard waste, and more than 2,700 tons of recyclable materials. The division recycled approximately 20 tons of metal.

<b>SANITATION DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Tons of Solid Waste Disposal	32	22
Waste Hauled (tons)	13,220	13,603
Recycling Materials (tons)	2,835	2556
Green Waste	1,050	877

**BUDGET HIGHLIGHTS**  
**SANITATION DEPARTMENT TOTAL BUDGET \$4,038,047**

- Clothing Allowance - \$19,997
- Land Fill - \$183,995
- Disposal Fee Contingency - \$110,000
- Transfer Station repair - \$33,165
- Recycling Fees - \$75,000
- Containers - \$34,050
- Hazardous Waste - \$42,300
- Sanitation Department Salaries and Benefits - \$2,490,709

## City of University Park

### SANITATION DEPARTMENT

04-60

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 60 - SANITATION</b>						
1001	REGULAR EARNINGS	\$ 1,529,417.16	\$ 1,490,412.00	\$ 1,586,543.00	\$ 96,131.00	6.4%
1002	OVERTIME EARNINGS	104,558.54	62,000.00	71,000.00	\$ 9,000.00	14.5%
1005	LONGEVITY PAY	12,544.55	12,786.00	13,587.00	\$ 801.00	6.3%
1006	EDUCATION PAY	39,360.00	87,360.00	99,840.00	\$ 12,480.00	14.3%
1009	CELL PHONE ALLOWANCE	1,680.00	1,680.00	1,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	124,410.22	126,420.00	135,478.00	\$ 9,058.00	7.2%
1120	EMPLOYERS SHARE T.M.R.S.	148,142.97	137,127.00	150,454.00	\$ 13,327.00	9.7%
1130	INSURANCE-EMPLOYEE LIFE	7,403.02	14,900.00	14,000.00	\$ (900.00)	-6.0%
1131	INSURANCE-WORKMENS COMP	45,848.04	50,992.00	54,743.00	\$ 3,751.00	7.4%
1134	DENTAL INSURANCE	-	2,638.00	3,120.00	\$ 482.00	18.3%
1135	HEALTH INSURANCE	322,660.34	360,264.00	360,264.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 2,336,024.84</b>	<b>\$ 2,346,579.00</b>	<b>\$ 2,490,709.00</b>	<b>\$ 144,130.00</b>
						<b>6.1%</b>
2029	CLOTHING ALLOWANCE	\$ 17,459.67	\$ 19,986.00	\$ 19,997.00	\$ 11.00	0.1%
2100	OFFICE SUPPLIES	865.75	1,989.00	1,800.00	\$ (189.00)	-9.5%
2320	GAS, OIL & GREASE	145,253.48	146,721.00	134,378.00	\$ (12,343.00)	-8.4%
2350	SUPPLIES & MATERIALS	7,317.51	7,469.00	7,901.00	\$ 432.00	5.8%
		<b>SUPPLIES</b>	<b>\$ 170,896.41</b>	<b>\$ 176,165.00</b>	<b>\$ 164,076.00</b>	<b>\$ (12,089.00)</b>
						<b>-6.9%</b>
3010	POSTAGE	\$ 31.12	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	1,551.25	8,700.00	11,500.00	\$ 2,800.00	32.2%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	826.89	1,100.00	1,100.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	-	3,940.00	3,940.00	\$ -	0.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 2,409.26</b>	<b>\$ 13,790.00</b>	<b>\$ 16,590.00</b>	<b>\$ 2,800.00</b>
						<b>20.3%</b>
4110	HEAT, LIGHT, WATER UTIL	\$ 14,869.49	\$ 15,600.00	\$ 18,400.00	\$ 2,800.00	17.9%
4120	TELEPHONE SERVICE	3,577.25	3,429.00	3,160.00	\$ (269.00)	-7.8%
4390	LAND FILL	158,316.66	196,950.00	183,995.00	\$ (12,955.00)	-6.6%
4392	DISPOSAL FEES CONTINGENCY	-	110,000.00	110,000.00	\$ -	0.0%
		<b>UTILITIES</b>	<b>\$ 176,763.40</b>	<b>\$ 325,979.00</b>	<b>\$ 315,555.00</b>	<b>\$ (10,424.00)</b>
						<b>-3.2%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 23,307.00	\$ 38,675.00	\$ 38,799.00	\$ 124.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,241.04	1,556.00	1,556.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	1,545.00	1,682.00	1,891.00	\$ 209.00	12.4%
5516	BONDS AND CYBER INSURANCE	-	5,911.00	7,389.00	\$ 1,478.00	25.0%
		<b>INSURANCE</b>	<b>\$ 26,093.04</b>	<b>\$ 47,824.00</b>	<b>\$ 49,635.00</b>	<b>\$ 1,811.00</b>
						<b>3.8%</b>
6186	TRANSFER STATION REPAIR	\$ 78,310.00	\$ 33,492.00	\$ 33,165.00	\$ (327.00)	-1.0%
6400	RECYCLING FEES	11,402.53	1.00	75,000.00	\$ 74,999.00	7499900.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 89,712.53</b>	<b>\$ 33,493.00</b>	<b>\$ 108,165.00</b>	<b>\$ 74,672.00</b>
						<b>222.9%</b>
6190	AUTO REPAIRS	\$ 107,579.87	\$ 84,400.00	\$ 98,500.00	\$ 14,100.00	16.7%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	267,847.92	289,969.00	321,542.00	\$ 31,573.00	10.9%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	67,268.04	62,075.00	69,869.00	\$ 7,794.00	12.6%
6318	CONTAINER MAINTENANCE	2,076.84	8,750.00	2,500.00	\$ (6,250.00)	-71.4%
7150	DUES & SUBSCRIPTIONS	1,135.38	1,268.00	1,217.00	\$ (51.00)	-4.0%
7170	TRAVEL EXPENSE	2,128.46	5,901.00	5,900.00	\$ (1.00)	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	29,369.04	27,436.00	28,492.00	\$ 1,056.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	9,384.00	9,835.00	10,977.00	\$ 1,142.00	11.6%
7221	OTHER EXPENSE	6,120.40	5,924.00	8,645.00	\$ 2,721.00	45.9%
7240	TUITION & TRAINING	1,994.00	2,651.00	3,426.00	\$ 775.00	29.2%
7331	EQUIPMENT UNDER \$5000	-	-	-	\$ -	0.0%
7392	CONTAINERS	27,365.50	32,378.00	34,050.00	\$ 1,672.00	5.2%
7500	DEPRECIATION EXPENSE	7,626.18	-	-	\$ -	0.0%
7601	HAZARDOUS WASTE SERVICE	29,547.38	39,100.00	42,300.00	\$ 3,200.00	8.2%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	247,077.00	261,905.00	265,899.00	\$ 3,994.00	1.5%
		<b>OTHER EXPENSE</b>	<b>\$ 806,520.01</b>	<b>\$ 831,592.00</b>	<b>\$ 893,317.00</b>	<b>\$ 61,725.00</b>
						<b>7.4%</b>
9950	IMPROVEMENTS/REMODELING OVER \$5000	-	-	-	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 60 - SANITATION \$ 3,608,419.49 \$ 3,775,422.00 \$ 4,038,047.00 \$ 262,625.00 7.0%</b>						

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

Located in City Hall, 3800 University Boulevard

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

FUNCTION	ACTUAL 2021-2022	ACTUAL 2022-2023	ADOPTED 2024
Chief of Fire	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Battalion Chief	3	3	3
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Driver/Engineer	9	9	9
Firefighter	13	13	13
Administrative Coordinator	1	1	1

The University Park Fire Department (UPFD) provides fire suppression, hazardous materials response, Community Risk Reduction activities, fire code enforcement, rescue response and paramedic-based emergency medical services to the residents of University Park and Southern Methodist University.

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

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

Details about the UPFD:

The Fire Department provides customer service-oriented fire prevention, fire and life safety code enforcement, fire suppression, rescue, disaster preparedness and emergency medical services to the citizens and guests of University Park. UPFD has achieved an ISO Class 1 rating and is now a recognized Best Practices Department by the Texas Fire Chiefs Association.

- Emergency response annual call volume is approximately 2,800 fire, rescue, public service and emergency medical calls per year with an average response time of 5 minutes depending on the location of the call and unit availability.
- Provide the highest level of advanced life support pre-hospital care. Currently 34 of the 36 members of the department are certified as paramedics.
- Provide resident services including delivery of safety education at HPISD elementary schools, blood pressure checks, fire department tours, first aid/CPR training, child car seat installation, attendance of block parties, placement of free smoke detectors for the needy and elderly, host an annual public safety open house and assistance with residential lock box placement.
- Conduct construction plans review to ensure Fire Code/Life Safety Code compliance and performs annual fire safety inspections on all commercial buildings.
- Perform fire investigation and cause and origin investigations of all fires in the City.
- Coordinate the processes of Emergency Management to include conducting disaster exercises for City staff participation and maintaining readiness of the Emergency Operations Center (EOC).
- Installation of a new public safety communications system with a P25 compliant 700MHz system has been completed. The goal now is to expand system use to include all Park Cities stakeholders, the City of Dallas and surrounding mutual aid agencies. This new system will meet capacity, coverage, interoperability and reliability requirements necessary for UPFD and UPPD to safely and efficiently fulfill the mission of service to the community.
- In addition to overseeing Fire Department operations, the Chief of Fire holds the dual role of emergency management coordinator and is responsible for maintaining the City's emergency management plan. This position is also responsible for overseeing maintenance and activation of the outdoor early warning sirens, conducting disaster exercises for city staff, and coordinating with other local, county, and state agencies, ensuring effective response to both natural and man-made disaster related events occurring in the City.
- In order to effectively address public education, public service, code enforcement, and fire investigation challenges in our community, UPFD has engaged in a Community Risk Reduction Program intended to identify target groups within our community requiring specialized services that can be met by our department. They are working to develop and deliver programs/services that meet these needs. This will include development of a social services intervention program that will address senior citizen independent living to assisted living transitional challenges

<b>FIRE DEPARTMENT WORK LOAD INDICATORS</b>		
	<b>FY22</b>	<b>FY23</b>
Total Responses	2,686	3,072
MICU Transports	476	527
Medic Calls	879	1,038
Engine Calls	1,807	2,034
Response Time Average	4:36	4:31
Turn-Out Average	1:48	1:51
Fire Code Inspections Performed	876	1,236
Plan Review	0	462
Total EMS Transports	476	527
Average Annual Required Training Hours	123	295

#### **FIRE DEPARTMENT DIVSIONS**

**Fire** – Provides fire inspections, fire and arson investigations, fire suppression, fire prevention, public education, emergency medical service along with emergency management coordination, rescue and HazMat/WMD incident response

#### **FIRE DEPARTMENT FY2024 GOALS**

- Provide superior Fire & EMS response services to the community along with superior customer service to the community and to other departments
- All structure fires, a full effective response team will arrive 8 minutes for less, 90% of the time and preform all critical tasks within five minutes
- Response time will be less than 5 minutes, 90% of emergency fire calls and 95% emergency medical calls
- Maintain Accreditation Status Through Best Practices and Achievement of All Pre-Hospital Paramedic Base Best Practices
- Continue to focus to reduce Fire & EMS turn-out time to maintain benchmark standards
- Continue to strive for service excellence by ensuring members receive superior Fire & EMS training
- Maintain fire and life safety inspection to ensure commercial occupancies are properly maintained through enforcement of adopted codes and ordinances.

#### **BUDGET HIGHLIGHTS**

**FIRE DEPARTMENT TOTAL BUDGET \$8,433,132**

- Clothing Allowance - \$37,731
- Protective Clothing and Supplies - \$110,710
- Professional Services/Fees - \$146,800
- Contract Maintenance - \$123,580.41
- Tuition and Training - \$36,061
- Improvements under \$5000 - \$64,686
- Fire Department Salaries and Benefits - \$7,039,682

## City of University Park

### FIRE DEPARTMENT

01-40

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 40 - FIRE						
1001	REGULAR EARNINGS	\$ 3,679,780.61	\$ 3,783,227.00	\$ 4,005,409.00	\$ 222,182.00	5.9%
1002	OVERTIME EARNINGS	470,821.73	454,000.00	480,857.00	\$ 26,857.00	5.9%
1005	LONGEVITY PAY	19,770.00	21,361.00	21,977.00	\$ 616.00	2.9%
1006	EDUCATION PAY	52,896.96	54,840.00	55,440.00	\$ 600.00	1.1%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,360.00	3,360.00	3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	303,609.58	307,857.00	327,356.00	\$ 19,499.00	6.3%
1120	EMPLOYERS SHARE T.M.R.S.	81,156.05	77,456.00	94,916.00	\$ 17,460.00	22.5%
1121	EMPLOYERS SHARE F.R.&R.	1,354,698.03	1,307,831.00	1,449,653.00	\$ 141,822.00	10.8%
1130	INSURANCE-EMPLOYEE LIFE	19,099.09	35,700.00	36,600.00	\$ 900.00	2.5%
1131	INSURANCE-WORKMENS COMP	40,235.60	43,235.00	45,707.00	\$ 2,472.00	5.7%
1134	DENTAL INSURANCE	-	6,226.00	6,583.00	\$ 357.00	5.7%
1135	HEALTH INSURANCE	463,756.82	505,260.00	504,624.00	\$ (636.00)	-0.1%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 6,496,384.47</b>	<b>\$ 6,607,553.00</b>	<b>\$ 7,039,682.00</b>	<b>\$ 432,129.00</b>	<b>6.5%</b>
2029	CLOTHING ALLOWANCE	\$ 31,359.07	\$ 29,099.00	\$ 37,731.00	\$ 8,632.00	29.7%
2060	PROTECTIVE CLOTHG & SUPPLIES	44,585.72	83,278.00	110,710.00	\$ 27,432.00	32.9%
2100	OFFICE SUPPLIES	5,212.88	6,000.00	4,000.00	\$ (2,000.00)	-33.3%
2318	COMPUTER SUPPLIES	-	-	-	\$ -	0.0%
2320	GAS, OIL & GREASE	21,765.64	25,550.00	23,631.00	\$ (1,919.00)	-7.5%
2345	MICU DRUGS & SUPPLIES	43,360.32	40,251.00	41,750.00	\$ 1,499.00	3.7%
2350	SUPPLIES & MATERIALS	15,326.96	12,000.00	12,000.00	\$ -	0.0%
	<b>SUPPLIES</b>	<b>\$ 161,610.59</b>	<b>\$ 196,178.00</b>	<b>\$ 229,822.00</b>	<b>\$ 33,644.00</b>	<b>17.1%</b>
3010	POSTAGE	\$ 251.34	\$ 125.00	\$ 125.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	77,049.18	89,041.00	146,800.00	\$ 57,759.00	64.9%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
3064	EMERGENCY MANAGEMENT	3,968.00	6,500.00	6,500.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	920.26	2,000.00	1,500.00	\$ (500.00)	-25.0%
3115	CONTRACT MAINTENANCE	81,205.95	117,332.00	123,581.00	\$ 6,249.00	5.3%
	<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 163,394.73</b>	<b>\$ 214,998.00</b>	<b>\$ 278,506.00</b>	<b>\$ 63,508.00</b>	<b>29.5%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 38,957.40	\$ 42,800.00	\$ 50,400.00	\$ 7,600.00	17.8%
4120	TELEPHONE SERVICE	14,669.79	13,647.00	11,626.00	\$ (2,021.00)	-14.8%
	<b>UTILITIES</b>	<b>\$ 53,627.19</b>	<b>\$ 56,447.00</b>	<b>\$ 62,026.00</b>	<b>\$ 5,579.00</b>	<b>9.9%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 8,631.96	\$ 27,168.00	\$ 27,256.00	\$ 88.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,655.04	2,000.00	2,000.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	2,060.04	2,163.00	2,431.00	\$ 268.00	12.4%
5516	BONDS AND CYBER INSURANCE	-	7,600.00	9,500.00	\$ 1,900.00	25.0%
	<b>INSURANCE</b>	<b>\$ 12,347.04</b>	<b>\$ 38,931.00</b>	<b>\$ 41,187.00</b>	<b>\$ 2,256.00</b>	<b>5.8%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,730.51	\$ 7,150.00	\$ 7,150.00	\$ -	0.0%
6330	RADIO SERVICE	-	2,000.00	2,000.00	\$ -	0.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ 4,730.51</b>	<b>\$ 9,150.00</b>	<b>\$ 9,150.00</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 31,542.48	\$ 30,400.00	\$ 42,100.00	\$ 11,700.00	38.5%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	62,568.91	67,527.00	75,029.00	\$ 7,502.00	11.1%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	164,184.96	167,388.00	185,342.00	\$ 17,954.00	10.7%
7150	DUES & SUBSCRIPTIONS	12,466.54	12,712.00	14,558.00	\$ 1,846.00	14.5%
7170	TRAVEL EXPENSE	4,726.46	9,516.00	12,087.00	\$ 2,571.00	27.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	54,827.55	55,645.00	57,786.00	\$ 2,141.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	51,969.00	57,529.00	60,827.00	\$ 3,298.00	5.7%
7221	OTHER EXPENSE	1,563.50	3,500.00	-	\$ (3,500.00)	-100.0%
7240	TUITION & TRAINING	8,355.39	25,612.00	36,061.00	\$ 10,449.00	40.8%
7241	EMS CONTINUING EDUCATION	16,200.00	21,401.00	-	\$ (21,401.00)	-100.0%
7475	IMPROVEMENTS-UNDER \$5000	42,581.55	52,114.00	64,686.00	\$ 12,572.00	24.1%
7725	FIRE PREVENTION	10,321.47	15,555.00	13,352.00	\$ (2,203.00)	-14.2%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	173,169.96	207,378.00	207,077.00	\$ (301.00)	-0.1%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-	-	3,854.00	\$ 3,854.00	0.0%
	<b>OTHER EXPENSE</b>	<b>\$ 634,477.77</b>	<b>\$ 726,277.00</b>	<b>\$ 772,759.00</b>	<b>\$ 46,482.00</b>	<b>6.4%</b>
	<b>DEPARTMENT Total: 40 - FIRE</b>	<b>\$ 7,526,572.30</b>	<b>\$ 7,849,534.00</b>	<b>\$ 8,433,132.00</b>	<b>\$ 583,598.00</b>	<b>7.4%</b>



# UNIVERSITY PARK FIRE DEPARTMENT 5-YEAR STRATEGIC PLAN

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2020-2025



**Best Practices**  
RECOGNITION PROGRAM  
219

# **University Park Fire Department**

## **Customer Centered Strategic Plan**

**Facilitated by  
Fire Chief Randy Howell**

3800 University Blvd.  
University Park, Texas 75205  
(214) 987-5380 (office)  
(214) 987-5384 (fax)  
[www.uptexas.org](http://www.uptexas.org)

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## CHIEF'S MESSAGE

Our mission focuses on providing progressive life-safety solutions. We take this mission very seriously.

The men and women of our department provide fire, rescue, HazMat and paramedic-based emergency medical response for those who live, work and visit University Park. This includes the Southern Methodist University campus and the George W. Bush Presidential Center. Non-emergency attention centers on fire/safety code inspections and several value-added services including, child car seat installations, residential smoke detector installations and birthday party tours of the fire station.

We are proud that UPFD is one of a select number of municipal fire departments in the U.S. with an ISO Class 1 rating, the highest public protection classification awarded by the Insurance Service Office. This Class 1 rating means homeowners and businesses in University Park have comparably lower insurance rates.

Consistent with continually striving for departmental excellence, UPFD is also a "Recognized Best Practices Fire Department," as designated by the Texas Fire Chiefs Association Best Practices Recognition Program. This designation evaluates departments using defined best practices, models and procedures. Departments that hold the designation have achieved required levels of administrative and organizational excellence. UPFD is only the twenty-first department in Texas to achieve such standing.

## ACKNOWLEDGEMENTS

This author acknowledges the Strategic Planning Group for their participation and input into the Customer Centered Strategic Planning Process. My particular thanks goes out to members of University Park Fire Department for the assistance and resources made available to me in order to complete this strategic plan.

*Assistant Fire Chief Scott Green*

*Battalion Chief Brandon Ferguson*

*Battalion Chief Terry Fowler*

*Battalion Chief Matt Milner*

*Fire Marshal Margaret Corn*

*Assistant Fire Marshal George Jones*

*Lieutenant Devin Penny*

*Driver/Engineer Earl Starnes*

*Driver/Engineer Denton Garcia*

*Driver/Engineer Stewart MacDonell*

*Firefighter/Paramedic Paul Abel*

*Administrative Assistant Phyllis Mahan*

**Suggestions received from all members during Shift Department Input Meetings conducted in February 2020.**

## ORGANIZATIONAL BACKGROUND

The University Park Fire Department is a department of the City of University Park. The department's jurisdiction encompasses all areas within the city limits and provides automatic aid and mutual aid with both fire and emergency medical services to the City of Dallas and the Town of Highland Park. The response area is primarily a suburban residential community complimented by six shopping districts with small retail shop and the Highland Park Independent School District. The department also provides full service response to Southern Methodist University and the President George Bush Presidential Center/Library.

The University Park Fire Department provides services to a census population of approximately 24,000 residents and a SMU campus population of over 13,000 students, faculty and staff. Geographic area served is approximately 3.7 square miles. The department's jurisdiction is located in Central Dallas County and surrounded by the City of Dallas to the north, east and west and the Town of Highland Park to the south. The topography of the City is relatively flat with Turtle Creek dissecting the City. Central Expressway bounds the City to the East and the Dallas North Tollway bounds the City to the West. No other major highways intersect the City; however, a light rail serving commuter traffic intersects the southeast portions of the city.

The department's services are provided from one fire station located within the jurisdiction. The department maintains a fleet of emergency response apparatus which includes one quint, two pumper, two MICUs, a Command vehicle, a Fire Marshal, Asst. FM and an Assistant Chief vehicle.

The department has an authorized strength of 36 personnel involved in the delivery of services to the community. Management and oversight is provided by a Fire Chief and Assistant Fire Chief. Additionally, the department provides Fire/Arson Investigation and Inspection Services provided by the Fire Marshal's office. On duty shift personnel are managed by three Battalion Chiefs, three Fire Captains and three Fire Lieutenants with a minimum staffing level of 8 personnel per shift.

## Our Mission

*"We exist to provide progressive, effective and efficient fire and life safety solutions that meet the needs and expectations of the community we serve."*

## Our Vision Statements

The University Park Fire Department will continue to be recognized by residents, local institutions, regulatory agencies and regional fire departments as a progressive, well-trained and customer-centered fire organization that places a high premium on responsive delivery of service to our community and safety of our personnel.

We will strive to maintain competitive market-value compensation and employee incentive pay, providing opportunities for growth, development, and higher education, valuing individual input and providing for the well-being of the employees.

We will endeavor to meet or exceed all state and national best practices thereby ensuring that the University Park Fire Department is a high-caliber, professional organization. Our members will accomplish quantifiable excellence through education and professional credentialing.

We will strive to provide the most effective and efficient service possible to all population groups, with growing emphasis on prevention and public relations. We will mitigate the risk within our district providing an effective response force through adequate apparatus staffing, training and effective aid contracts with neighboring agencies. Our equipment will be dependable, capable and consistent with the needs of the community.

We will reach out into the community to expand our information initiatives for customer feedback through multiple platforms, so that our organizational priorities, philosophy and operations remain in line with the expectations of the community.

Our organization will reflect a family atmosphere, internally and externally, that is nurtured by fair and effective leadership and management practices. We will honor the traditions of the fire service, accomplishments of our members, and service to the department. We will encourage open communication processes and up-to-date policies that will appropriately assist decision making of our personnel. Our vision will be accomplished by a physically fit organization that is well trained in multiple response disciplines.

## Our Values

Safety	Taking care of our members
Integrity	Above all else, our actions will not betray the public's trust
Courage	Facing challenges with determination
Service	Before self, committed to meeting the needs and expectations of our community
Traditions	Remembering the past
Honor	Brotherhood, past/present/future
Professionalism	Consistency of quality, compassion and conduct
Excellence	In all we do

## SERVICES PROVIDED

The University Park Fire Department was asked to identify the most important functions and services it provides and offers. It is important to identify these in order to assure they are consistent with the critical needs of its customers.

### ***Core Services Provided by University Park Fire Department***

1. Fire Suppression
2. Advanced Life Support EMS
3. Rescue
4. Emergency Management and Disaster Preparedness
5. HazMat/WMD Incident Response
6. Fire Code and Safety Inspections
7. Building Construction Plans Review
8. Fire and Arson Investigations
9. Community Fire/EMS Safety Education
10. Home Safety Inspections
11. Child Safety Seat Installations



## COMMUNITY FIRE AND EMERGENCY SERVICES PERFORMANCE OBJECTIVES AND GOALS

The ability to define “great service” requires a set of tools that can be used to measure the performance of an organization. These tools allow an organization to evaluate its performance over time through observation of changes in key performance indicators. They also allow an organization to compare itself with other similar organizations to identify opportunities for improvement.

### Emergency Response Service Level Goals

**Response Goal 1:** On all structure fires, a full effective response team will arrive 8 minutes or less, 90% of the time and perform all critical tasks within five minutes of arrival.

**Response Goal 2:** On all structure fires, UPFD and first alarm companies will contain the fire to the room of origin 80% of the time.

**Response Goal 3:** Response time will be less than 5 minutes; 90% of emergency fire calls and 95% of emergency medical calls.

**Response Goal 4:** When responding to medical calls involving patients with qualifying stroke or cardiac events, catheterization lab/CVA early stroke team activation will occur 100% of the time.

## Emergency Response Support Goals

**Support Goal 1:** Cost/Per Capita (Annual Budget / Population Served)

- At or below \$200

**Support Goal 2:** Insurance Services Office Rating

- Maintain Class 1

**Support Goal 3:** Citizen Satisfaction Survey Score

- 95% or better in all categories

**Support Goal 4:** Maintain Accreditation Status Through Best Practices and Achievement of All Pre-Hospital Paramedic Base Best Practices

## Fire and Life Safety Bureau Service Level Goals

**Fire and Life Safety Goal 1:**

- Ensure 90% of all fire protection system plans that are submitted for permit get issued within 10 days of submittal.

**Fire and Life Safety Goal 2:**

- Ensure all resubmitted fire protection plans are complete within 30 days of initial submittal.

**Fire and Life Safety Goal 3:**

- Ensure 100% of all reported fires are investigated in accordance with NFPA 921 Standards.

**Fire and Life Safety Goal 4:**

- Perform annual tactical survey on all businesses and commercial buildings, to include high hazard occupancies and multifamily structures.

**Fire and Life Safety Goal 5:**

- Provide biennial inspector training to all assigned Fire Inspectors within the department.



Burn Demo at SMU



Fire Alarm System

## STRATEGIC INITIATIVES

### Strategic Initiative 1: Increase Organizational Emphasis on Safety & Wellness

Utilize NFPA 1582 as standard reference for firefighter fitness/wellness examinations.

UPFD policy will embrace best practices for cancer prevention, screening/early detection and diagnostic services.

Provide public safety specific resources to support members and their families in coping with personal and job related stress.

Utilize available resources to increase departmental awareness of job related risk and harmful exposure.

### Strategic Initiative 2: Enhance Intradepartmental Communications

The following communications plan will be utilized by UPFD to facilitate organizational communications:

Member input conducted by the shift Battalion Chief

Chief officer meeting

Officer meetings

Distribution of information to department members

### **Strategic Initiative 3: Maintain Department Best Practices Validation**

Provide annual report and supporting documentation to TFCA as required to maintain designated status as a Best Practices fire department and ISO 1 designation.

Accomplish renewal 2023.

### **Strategic Initiative 4: Provide Appropriate Employee Incentives**

Provide regionally competitive pay and benefits necessary for successful recruitment and retention of fire personnel.

Engage in acknowledgement and recognition of member accomplishments and outstanding performance of duty.

### **Strategic Initiative 5: Training Program Development**

Create a program that promotes succession planning and mentorship necessary to prepare personnel for career advancements.

Establish and maintain a two-year training master plan to be reviewed and updated annually to ensure relevancy. This program will be designed to 1) ensure safe and efficient delivery of fire/EMS rescue services to our community, 2) meet training requirements necessary to maintain Class I ISO rating, 3) comply with TCFP fire and TDSHS medical certification standards.

Provide incident command training for existing and future officer candidates.

Participate in training with mutual aid and automatic assistance agencies.

## Strategic Initiative 6: Increase Operational Efficiency

Enhance departmental deployment and response strategies through the use of comparative analysis.

Increase use of drill field for single and multi-company skills proficiency evolutions.

Research new opticom technology available to provide consistent early activation of traffic signal preemption.

Review and revise code response policy.

Replace the current aging public safety communications system with a P25 compliant 700MHz system. This new system will meet capacity, coverage, interoperability and reliability requirements necessary for UPFD and UPPD to safely and efficiently fulfill the mission of service to the community.

Achieve future operational needs regarding fire apparatus, utility/staff vehicles and equipment ensuring prompt and reliable service to our community.

Achieve operational/administrative staffing levels to ensure 1) safe and efficient delivery of core services by initial arriving units, to include minimum operational staffing level of 9 per shift; 2) training, professional development and regulatory compliance is maintained. This will include the addition of a staff officer position that would oversee and coordinate the emergency medical service division, departmental training, safety and accreditation.

Perform comprehensive and ongoing review of departmental SOGs to ensure relevancy and appropriateness to meet department needs.

Encourage development of and support for programs and department initiatives that will promote a culture of pride in our profession and service to others.

Improve records management and field computerization in the department.

**Strategic Initiative 7: Expand Data Retrieval Capability and Utilization of Quantified Results**

Improve the gathering, analysis and use of available data to: 1) target and identify trending that will reveal needs in our community that can be met by our department; 2) demonstrate and verify requests for additional personnel and resources.

**Strategic Initiative 8: Effectively Address Public Education, Public Service, Code Enforcement and Fire Investigation Challenges in our Community**

The Fire Marshal's office will develop a report on community risk analysis and target hazards.

Identify target groups within our community requiring specialized services that can be met by our department. Develop and deliver programs/services that meet these needs. This will include development of a social services intervention program that will address senior citizen independant living to assisted living transitional challenges.

Continue to update target hazard tactical survey program in an effort to: 1) proactively maintain operational familiarity of commercial occupancies and hazards associated with each, 2) maintain accuracy of information on buildings necessary to assist first responders and incident command.

Mitigate community risk thru proactive and vigilant fire code inspections and life safety code enforcement.

Transition from EnerGov inspections program to ESO.

**Strategic Initiative 9: Continue to Improve Disaster Response Capabilities and Mitigation Practices**

Develop 2020-25 Emergency Management Master Plan

Ensure that city specific disaster management plans are updated, relevant and embrace best practices based on current emergency management standards.

Maintain a proactive approach to the use of mutual aid through networking and collaboration with the local and state agencies.

Conduct biennial disaster drills to include one tabletop and one functional exercise per year for city staff.

Expand cyber security and departmental continuity of operations planning and training.

**Strategic Initiative 10: Enhancements to Emergency Medical Services Program**

Pursue the Heart Safe Community designation through North Central Texas Trauma Regional Advisory Council (NCTTRAC).

Increase security and efficiency of on-hand narcotics through implementation of the Narc Box system.

Implement ESO Electronic Healthcare Reporting system enhancing data collection capabilities.

Utilize available iPad on all apparatus for protocol access and patient treatment algorithms.

Improve and refine the EMS reporting QA/QI program.

Replacement of LifePak 15 cardiac defibrillator/monitor units at end of 10-yr life (2023).

Increase and enhance mega-code mass casualty and protocol field application training.

## Examples of Departmental Reports used for Strategic Planning Purposes

## Apparatus/Vehicle Replacement Schedule

UNIT	APPARATUS	YEAR MODEL	MAKE	DESCRIPTION	SERVICE LIFE	REPLACEMENT
6515	T451	2002	E-One	75' Quint	20	2022
6818	E2	2006	GEM	golf cart	10	2016
6957	C451 (command)	2007	Chev	Suburban	15	2022
6989	Fire Marshal	2009	Chev	Colorado	15	2024
10006	Asst FM	2011	Chev	Tahoe	12	2023
10041	Med 451	2012	Frazer	MICU	10	2022
10175	B451 (command)	2015	Chev	2500	12	2027
10195	M451	2016	Dodge	MICU	10	2026
10222	T451	2016	E-One	105' Quint	25	2041
10223	E451	2016	E-One	Engine/Pumper	20	2036

## SCBA Five Year Replacement Schedule

Goal Statements:

1. Reduce SCBA inventory by 1 units (21- to 20)
2. Remove all 2011 units from inventory by 2021
3. Replace complete inventory after a 10 year life span

Replacement schedule to complete upgrade:

Estimated replacement cost: \$5750.25 per unit plus \$110 delivery

UNIT #	MFG DATE	FY	FY	FY	FY	FY	Current Use
		2019/2020	2020/2021	2023/2024	2024/2025	2025/2026	
S-41	2011	Jan. 2020					SCBA Room
S-42	2008	Jan. 2020					SCBA Room
S-43	2011	Jan. 2020					SCBA Room
S-44	2008	Jan. 2020					SCBA Room
S-48	2008	Jan. 2020					SCBA Room
S-45	2011						SCBA Room
S-46	2011						SCBA Room
S-47	2011						B-451
S-49	2013						M-452
S-50	2013						M-452
S-51	2014						T-451
S-52	2014						T-451
S-53	2014						T-451
S-54	2014						E-451
S-55	2018						E-451
S-56-R	2019						E-451
S-57	2019						M-451
S-58	2019						M-451
S-59	2019						E-451
S-60	2019						E-451
S-61	2019						T-451

## Proposed Training for 2020

January	February	March	April	May	June
Mayday	VEIS (2 days) (Classroom and Drill Field)	Search and Rescue (Drill Field)	Hoseline Advancement/Fire Attack (Drill Field)	Scenario Combining 3 Previous Months (Drill Field)	Decon & HAZMAT Operations (Station)
On-site EMS	On-site EMS  Inspector/ Invest. Hazmat	On-site EMS	On-site EMS	On-site EMS  Inspector/ Invest. Hazmat	Command Scenarios  On-site EMS
Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division
July	August	September	October	November	December
Go or No-Go (Classroom)	Target Hazards Evolutions (Commons Res)  Pump & Aerial Ops (Drill Field)	Swift Water & S&R Techniques (Goar Park)	Ropes (Drill Field)	Sexual Harassment/ Workplace Violence	Defensive Driving SOGs/Online courses
On-site EMS	On-site EMS  Inspector/ Invest.	On-site EMS	On-site EMS	On-site EMS  Inspector/ Invest.	Command Scenarios
Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division

**Note:** Although this training calendar reflects activity specific to the year 2020, it serves as a representation of a general template to be used in years 2020-2025. Topics may vary according to trending issues in the fire profession or issues specific to our department.

The following citizen survey was conducted in 2014 and was used as a tool to clearly define our customer's service expectations. The results indicated that from a very basic perspective, what those polled consider as needs from their fire department is (1) for our services to be available and accessible when needed, (2) for us to respond quickly when called, (3) when we arrive for us to have the equipment, training and manpower to effectively address their problem. This assumption does not in any way minimize the importance of other services provided by our organization, such as code enforcement or other non-emergency safety programs. It does, however, provide some clarity to what should never be compromised when issuing a customer centered strategic plan. The basic concept can be defined as follows:

**Assumptive Statement:**

Core Services + Customer Expectations + Core Values = Who we are and how we do business.

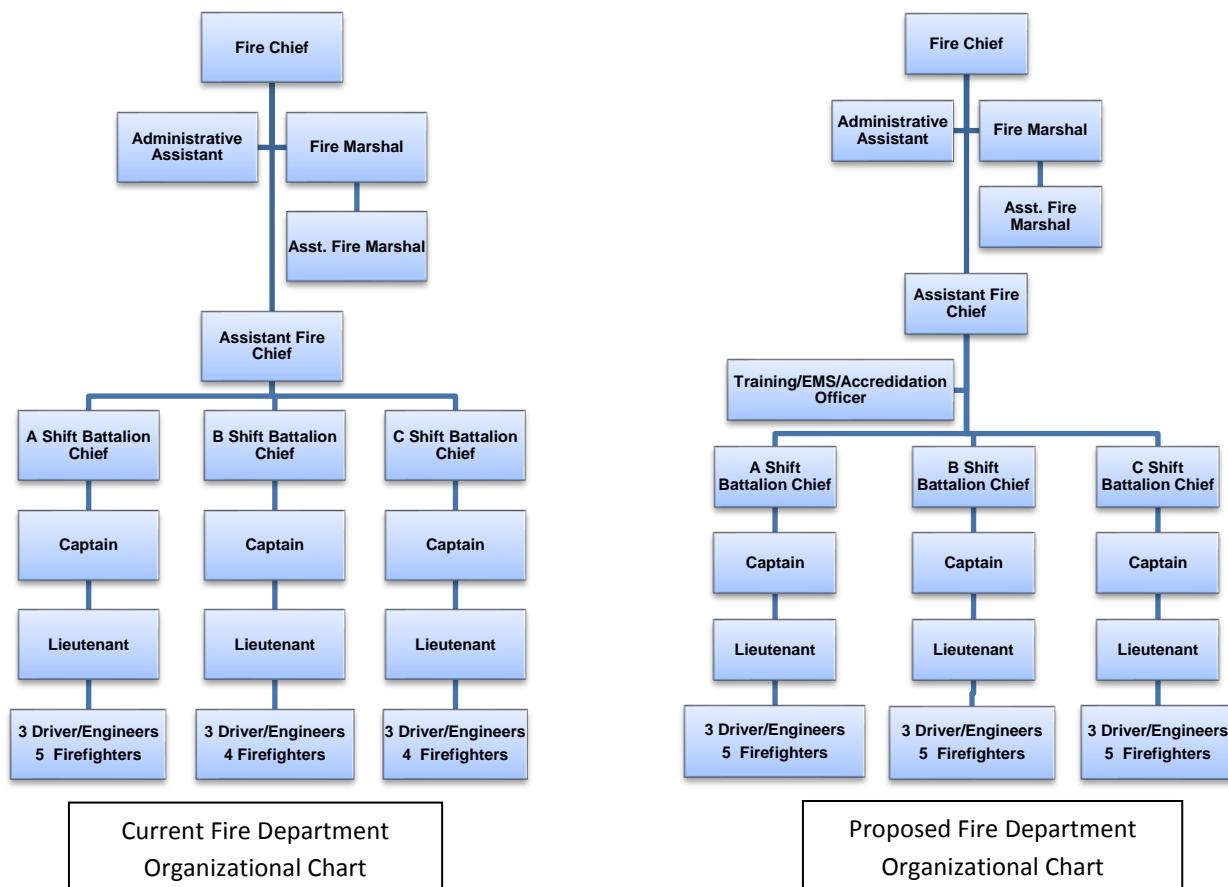
**UPFD 2014-18 Five Year Strategic Plan Customer Survey**

**Q3 To determine service expectations for the fire department, please rate the following.**

Answered: 56 Skipped: 0

	Not Important	Important But Optional	Important	Highest Importance	Total	Average Rating
Services are accessible/available when needed	0% 0	0% 0	5.36% 3	94.64% 53	56	3.95
Quick and timely response is provided	0% 0	0% 0	5.36% 3	94.64% 53	56	3.95
Ability to quickly extinguish a fire and perform rescue	0% 0	0% 0	5.36% 3	94.64% 53	56	3.95
Personnel are highly trained	0% 0	0% 0	17.86% 10	82.14% 46	56	3.82
Safeguard of life and property	0% 0	0% 0	26.79% 15	73.21% 41	56	3.73
Fire apparatus have sufficient staffing	0% 0	0% 0	32.73% 18	67.27% 37	55	3.67
Firefighters/Paramedics have state-of-the-art equipment	0% 0	7.14% 4	35.71% 20	57.14% 32	56	3.50
Maintain fire code/life safety ordinances through commercial occupancy inspections	0% 0	21.43% 12	62.50% 35	16.07% 9	56	2.95
Providing community fire safety/first aid education	8.93% 5	28.57% 16	55.36% 31	7.14% 4	56	2.81
Sufficient advertisement of public services offered	19.64% 11	41.07% 23	37.50% 21	1.79% 1	56	2.21
Provide additional services such as blood pressure checks, home safety inspections, child car seat installations, smoke detector installations, etc.	19.64% 11	55.36% 31	19.64% 11	5.36% 3	56	2.11

2020-21	2021-22	2022-23	2023-24	2024-25
1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 31 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 32 Operations	1 Chief 1 Asst. Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 33 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Training/EMS Ofcr 1 Admin Asst 33 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Training/EMS Ofcr 1 Admin Asst 33 Operations
<b>36 Total</b>	<b>37 Total</b>	<b>38 Total</b>	<b>39 Total</b>	<b>39 Total</b>
Budget Impact: N/A	Budget Impact: \$85,000	Budget Impact: \$85,000	Budget Impact: \$125,000	Budget Impact: N/A

Current Fire Department  
Organizational ChartProposed Fire Department  
Organizational Chart

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

Located in City Hall, 3800 University Boulevard

**Sixty-four Employees:**

Sixty-two Full Time  
Two Part Time

<b>FUNCTION</b>	<b>ACTUAL 2021- 2022</b>	<b>ACTUAL 2022- 2023</b>	<b>ADOPTED 2024</b>
Chief of Police	1	1	1
Assistant Chief of Police	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	5	5	5
Police Officer	27	28	28
DARE/School Resource Officer	1	1	1
School Resource Officer	1	3	3
Accreditation Manager	1	1	1
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer PT	3	2	2
Animal Control Officer	1	1	1
Animal Control Officer, PT	1	0	0
Communications Supervisor	1	1	1
Dispatchers	9	10	10
Direct Alarm Monitoring Manager	0	1	1
Direct Alarm Monitoring Clerk	1	1	2
Records Clerk	1	1	1
CID Clerk, PT	1	0	0
Administrative Assistant	1	1	1
Crime Analyst	0	1	1

Surveys of University Park residents over the years have consistently shown that public safety is a major reason people choose to reside in University Park. The City enjoys one of the lowest crime rates in Texas, while total department expenditures are kept at per capita levels that are less than one-half that of some surrounding communities.

The Police Department provides community-minded public safety services to the public. These areas include: Support Services Division and Operations Division, a dispatch center, a holding facility for prisoners, an intoxilyzer, and the newest technology in digital inkless fingerprinting with instant access to the State's and FBI's files. Department employees are connected via radio

communications, as well as voice mail, e-mail, and in-car computers ensuring up-to-date information and quick delivery of services.

The City is divided into three “beats” which are geographic areas staffed by police personnel. A sergeant oversees each shift and also patrols, providing supervision and support to the patrol officers. The University Park Police Department prides itself on its quick response to calls for service and alarm calls. The average response time for patrol elements is 3.0 minutes on-scene from the time of the call.

## **FUNCTIONS**

**Police Administration** – The police administration is comprised of the Chief of Police who oversees the day to day operations of the police department through direct supervision of the department's Operations Assistant Chief and the Support Services Assistant Chief. The Office of Professional Standards conducts all internal affairs investigations for the Chief of Police. The part-time accreditation manager works directly for the police chief to ensure that all standards of the accreditation program are carried out through constant inspections and monthly analysis. One administrative assistant works for the Chief of Police and carries out various functions and tasks for the office of the chief.

**Operations** – The Operations Assistant Chief oversees 1 Lieutenant, 20 patrol officers, 3 School Resource Officers, the D.A.R.E. Officer and five sergeants who work varying shifts per week. The same Assistant Chief also oversees a three-person criminal investigation division (CID) which is supervised by a lieutenant. Responsibilities of patrol officers include answering calls for service, patrolling city streets, traffic enforcement, investigation of traffic accidents, and apprehension of criminals. CID follows up on and investigates criminal cases that are filed with either the Municipal Court or the Dallas County District Attorney's Office.

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

**Emergency Communications Division** – The Emergency Communications Division handles over 21,000 calls-for-service per year. The communications specialists also monitor the City's Direct Alarm system and dispatch all police, fire and emergency medical services in University Park. All communications specialists are trained in Emergency Medical Dispatching to assist callers prior to arrival of an emergency medical unit.

**Warrant Services** – One police officer is assigned to work with the municipal court to serve outstanding warrants and provide bailiff services for the judge and prosecutor during court.

**Accreditation** – One part-time civilian employee is assigned to maintain the written standards of the Department for National Accreditation through the Commission on Accreditation for Law Enforcement Agencies, an internationally recognized program.

**Parking Enforcement** – One civilian employee conducts parking enforcement in the City. The duties include enforcement of parking regulations, towing of vehicles in violation, and handling special parking problems for events. There are also two part-time employees who are assigned to enforce parking regulations of the City's five residential parking districts.

## **COMMUNITY PROGRAMS**

These are community-oriented programs intended to give the Police Department a positive, visible, and effective presence in the City. A few of these programs are:

**Direct Alarm Monitoring** – Begun in 1998, Direct Alarm allows residents to have their home security alarm systems monitored by the Police Department for a monthly subscription fee. There are currently more than 3,090 residences being directly monitored by the University Park Police Department.

**Crime Prevention Officer** – A full time position is authorized in the Police Department's budget for a Crime Prevention/Community Service Officer. That officer's duties include working with the community in an effort to keep the crime rate low and reduce the potential of crime through effective educational programs. However, most of the University Park Police Officers are certified crime prevention officers and can conduct security surveys of homes and businesses.

## **SPECIALIZED UNITS**

In an effort to address school safety issues, three additional positions were added to the FY2020 budget. Two of these positions will be police officers assigned to our elementary schools. The third position will be a Sergeant assigned to supervise the four school officers and three traffic officers.

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

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

**School Resource Officer (SRO)** – A police officer is assigned to Highland Park High School (HPHS) and was requested by the Highland Park Independent School District (HPISD) and HPHS parents as a School Resource Officer. The Town of Highland Park subsequently agreed to help pay a share of the annual SRO cost. UP Elementary and Hyer Elementary each have 1 SRO allocated to their school.

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

POLICE DEPARTMENT WORK LOAD INDICATORS		
	FY22	FY23
<b>RESPONSE TIMES</b>		
On Scene Average Travel Time	3:08	2:24
Average "Receive to Arrive" Time	4:47	5:20
Calls for service	18,142	16,707
House Watches	0	742
Parking Tickets	4,793	7,088
Traffic Violations	1,048	2,761
Accidents	86	127
Number of citations issued	3,535	3,621
Percentage of citations issued to prior year	31%	2%
NIBRS Group A Crimes	414	485
NIBRS Group B Crimes	82	177
Percentage of Crimes/Cleared to prior year	19.8%	36.5%
Arrests	90	290
Auto Thefts	137	82
Larceny	129	61
Percentage of arrests to prior year	26%	82%
Documented contact with public	5274	4748
<b>DIRECT ALARM/ DISPATCH</b>		
Direct Alarm Monitoring	3,145	3,566
Direct Alarm Revenue - Monitoring	\$1,022,479	\$1,050,645
Direct Alarm Revenue – Monthly Fee	\$55,635	\$71,941
Direct Alarm Revenue – False Alarm	\$12,675	\$12,500
Calls for Services	21,109	20,400
911 Calls	21,684	28,209
<b>ANIMAL CONTROL</b>		
Number of Animal Control calls	833	802
Number of Impound/rescue	49	36
Number of Pet License issued	354	255

## POLICE DEPARTMENT DIVISIONS

**Police** – Providing patrol, enforcement and investigative services

**Direct Alarm** - Provides emergency dispatch for both Police and Fire departments along with monitoring alarm systems that are serviced by the City. Including the administration of the City's Direct Alarm monitoring program.

**Animal Control** – Patrolling city for stray, injured and abandoned animals, investigate animal neglect and cruelty concerns, community mediation around animal issues.

**Emergency Communications** – Handles over 21,000 911/411 calls along with monitoring the Direct Alarm system.

## **POLICE DEPARTMENT FY2024 KEY GOALS**

- Complete digital conversion of all remaining arrest records
- Reduce traffic accidents by 5%
- Increase the number of Direct Alarm monitoring customers to 3,600 from 3,566
- Increase offense clearances by 5%
- Work with new IT/IS personnel to enhance police technology
- Encourage more documented contact with the public – traffic contacts, field interviews, etc. to 5274
- Increase warrant clearances and arrests to 350
- Reduce auto thefts by 5%
- Reduce fraud/identity theft by 5%
- Reduce number of property crimes by 3%
- Maintain Commission on Accreditation for Law Enforcement Agencies (CLEA) accreditation

## **BUDGET HIGHLIGHTS**

### **POLICE DEPARTMENT TOTAL BUDGET - \$10,859,284**

- Clothing Allowance - \$77,564
- Gas, Oil & Grease - \$76,760
- Detention Services - \$4,640
- Animal Control Services - \$10,484
- Professional Services/Fees - \$379,032
- Accreditation Expense - \$21,004
- Direct Alarm Monitoring - \$356,608
- Contract Maintenance - \$41,145
- Guns and Equipment - \$38,118
- Crime Prevention/Youth Services - \$6,000
- Tuition and Training - \$41,305
- Police Department Salaries and Benefits - \$8,414,273

# City of University Park

## POLICE DEPARTMENT

01-50

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 50 - POLICE</b>						
1001	REGULAR EARNINGS	\$ 5,251,842.13	\$ 5,602,894.00	\$ 6,080,115.00	\$ 477,221.00	8.5%
1002	OVERTIME EARNINGS	382,497.78	276,500.00	275,000.00	\$ (1,500.00)	-0.5%
1004	MISC ALLOWANCE	8,431.36	8,400.00	8,400.00	\$ -	0.0%
1005	LONGEVITY PAY	22,844.23	22,769.00	22,619.00	\$ (150.00)	-0.7%
1006	EDUCATION PAY	52,651.09	51,000.00	61,246.00	\$ 10,246.00	20.1%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	2,430.00	2,280.00	3,120.00	\$ 840.00	36.8%
1110	EMPLOYERS SHARE F.I.C.A.	421,942.46	445,745.00	483,963.00	\$ 38,218.00	8.6%
1120	EMPLOYERS SHARE T.M.R.S.	499,068.72	491,750.00	544,074.00	\$ 52,324.00	10.6%
1130	INSURANCE-EMPLOYEE LIFE	25,890.48	49,800.00	47,900.00	\$ (1,900.00)	-3.8%
1131	INSURANCE-WORKMENS COMP	54,356.57	59,188.00	63,871.00	\$ 4,683.00	7.9%
1134	DENTAL INSURANCE	825.60	9,252.00	9,621.00	\$ 369.00	4.0%
1135	HEALTH INSURANCE	718,793.00	821,580.00	807,144.00	\$ (14,436.00)	-1.8%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 7,448,773.42</b>	<b>\$ 7,848,358.00</b>	<b>\$ 8,414,273.00</b>	<b>\$ 565,915.00</b>
7.2%						
2029	CLOTHING ALLOWANCE	\$ 60,032.38	\$ 65,503.00	\$ 77,564.00	\$ 12,061.00	18.4%
2100	OFFICE SUPPLIES	7,504.69	6,928.00	7,400.00	\$ 472.00	6.8%
2318	COMPUTER SUPPLIES	3,835.62	5,000.00	5,000.00	\$ -	0.0%
2320	GAS, OIL & GREASE	70,354.38	75,397.00	76,760.00	\$ 1,363.00	1.8%
2350	SUPPLIES & MATERIALS	18,269.98	11,887.00	14,550.00	\$ 2,663.00	22.4%
		<b>SUPPLIES</b>	<b>\$ 159,997.05</b>	<b>\$ 164,715.00</b>	<b>\$ 181,274.00</b>	<b>\$ 16,559.00</b>
10.1%						
3010	POSTAGE	\$ 1,282.85	\$ 2,000.00	\$ 1,800.00	\$ (200.00)	-10.0%
3011	DETENTION SERVICES	1,641.01	3,269.00	4,640.00	\$ 1,371.00	41.9%
3060	PROFESSIONAL SERVICES/FEES	321,120.28	315,326.00	379,032.00	\$ 63,706.00	20.2%
3062	ANIMAL CONTROL SERVICES	8,398.62	11,603.00	10,484.00	\$ (1,119.00)	-9.6%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	\$ -	0.0%
3072	ACCREDITATION EXPENSES	6,264.86	15,133.00	21,004.00	\$ 5,871.00	38.8%
3075	DIRECT ALARM MONITORING	289,170.95	327,539.00	356,608.00	\$ 29,069.00	8.9%
3113	PUBLICATIONS/PRINTING	14,859.67	12,654.00	16,659.00	\$ 4,005.00	31.7%
3115	CONTRACT MAINTENANCE	39,226.60	65,457.00	41,145.00	\$ (24,312.00)	-37.1%
3261	WRECKER FEES	265.00	600.00	1,000.00	\$ 400.00	66.7%
3291	GUNS/EQUIPMENT	17,842.22	27,840.00	38,118.00	\$ 10,278.00	36.9%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 700,072.06</b>	<b>\$ 782,421.00</b>	<b>\$ 871,490.00</b>	<b>\$ 89,069.00</b>
11.4%						
4110	HEAT,LIGHT,WATER UTIL	\$ 41,735.21	\$ 45,600.00	\$ 53,700.00	\$ 8,100.00	17.8%
4120	TELEPHONE SERVICE	36,959.52	40,926.00	38,748.00	\$ (2,178.00)	-5.3%
4121	911 SERVICE FEES	43,159.14	42,410.00	43,438.00	\$ 1,028.00	2.4%
		<b>UTILITIES</b>	<b>\$ 121,853.87</b>	<b>\$ 128,936.00</b>	<b>\$ 135,886.00</b>	<b>\$ 6,950.00</b>
5.4%						
5500	INSURANCE-AUTO LIABILITY	\$ 19,854.00	\$ 13,537.00	\$ 13,581.00	\$ 44.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,759.04	3,389.00	3,389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	3,432.96	3,664.00	4,119.00	\$ 455.00	12.4%
5508	INSURANCE-POLICE PROF LIA	15,638.04	25,404.00	26,085.00	\$ 681.00	2.7%
5516	BONDS AND CYBER INSURANCE	-	12,878.00	16,097.00	\$ 3,219.00	25.0%
		<b>INSURANCE</b>	<b>\$ 41,684.04</b>	<b>\$ 58,872.00</b>	<b>\$ 63,271.00</b>	<b>\$ 4,399.00</b>
7.5%						
6200	EQUIP REPAIRS/NON VEHICLE	\$ 2,060.46	\$ 4,450.00	\$ 8,065.00	\$ 3,615.00	81.2%
6330	RADIO SERVICE	-	1,000.00	2,000.00	\$ 1,000.00	100.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 2,060.46</b>	<b>\$ 5,450.00</b>	<b>\$ 10,065.00</b>	<b>\$ 4,615.00</b>
84.7%						

## City of University Park

### POLICE DEPARTMENT

01-50

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 45,596.43	\$ 52,600.00	\$ 51,500.00	\$ (1,100.00)	-2.1%
6195	OPERATIONS	147,430.08	160,070.00	177,084.00	\$ 17,014.00	10.6%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	245,375.04	248,288.00	276,170.00	\$ 27,882.00	11.2%
7150	DUES & SUBSCRIPTIONS	4,553.48	5,469.00	5,799.00	\$ 330.00	6.0%
7170	TRAVEL EXPENSE	33,917.79	31,425.00	41,300.00	\$ 9,875.00	31.4%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	87,524.04	89,071.00	92,498.00	\$ 3,427.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	220,437.96	230,107.00	215,354.00	\$ (14,753.00)	-6.4%
7221	OTHER EXPENSE	9,789.10	9,604.00	11,150.00	\$ 1,546.00	16.1%
7223	CRIME PREV/YOUTH SERVICES	5,487.78	5,690.00	6,000.00	\$ 310.00	5.4%
7240	TUITION & TRAINING	31,583.45	32,525.00	41,305.00	\$ 8,780.00	27.0%
7475	IMPROVEMENTS-UNDER \$5000	3,598.00	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLACEMENT	195,462.96	249,144.00	243,442.00	\$ (5,702.00)	-2.3%
9001	COMPUTER EQUIPEMENT REPLACEMENT CHARGE	-	-	21,423.00	\$ 21,423.00	0.0%
	<b>OTHER EXPENSE</b>	<b>\$ 1,030,756.11</b>	<b>\$ 1,113,993.00</b>	<b>\$ 1,183,025.00</b>	<b>\$ 69,032.00</b>	<b>6.2%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 50 - POLICE</b>		<b>\$ 9,505,197.01</b>	<b>\$ 10,102,745.00</b>	<b>\$ 10,859,284.00</b>	<b>\$ 756,539.00</b>	<b>7.5%</b>



# **University Park Police Department**

**2023**

**December**

**Monthly Report**

## Calls for Service

A call for service is generated anytime an officer responds to a dispatched event or self-initiates an event.

**Calls For Service  
by Month**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	1303	1216	1507	1487	1639	1545	1416	1747	1890	1620	1389	1383	18142
2023	1641	1320	1556	1469	1707	1527	1017	1562	979	1450	1253	1226	16707

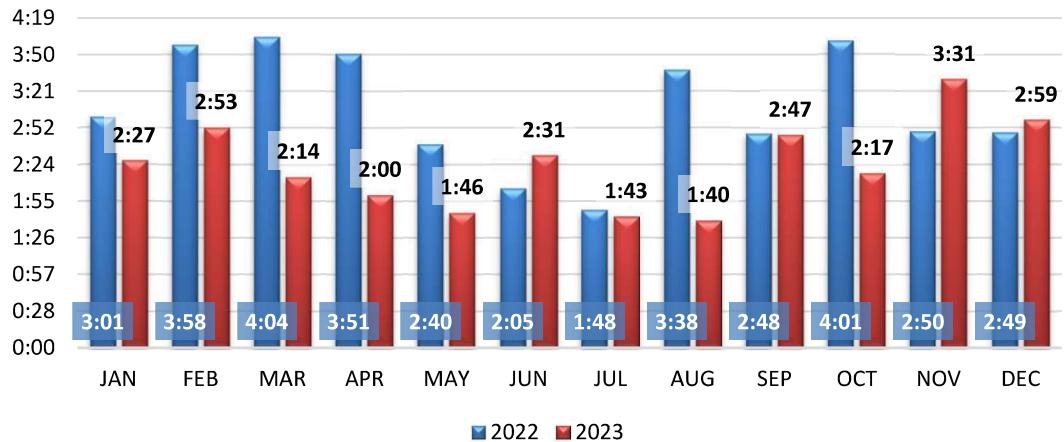
**Totals Year to Date Comparison for December**

2022	18,142
2023	16,707
	-7.91%

# Average Travel Time

Travel time is calculated from the time the first officer is dispatched to a call for service until the first officer arrives on scene.

## Average Travel Time



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	3:01	3:58	4:04	3:51	2:40	2:05	1:48	3:38	2:48	4:01	2:50	2:49
2023	2:27	2:53	2:14	2:00	1:46	2:31	1:43	1:40	2:47	2:17	3:31	2:59

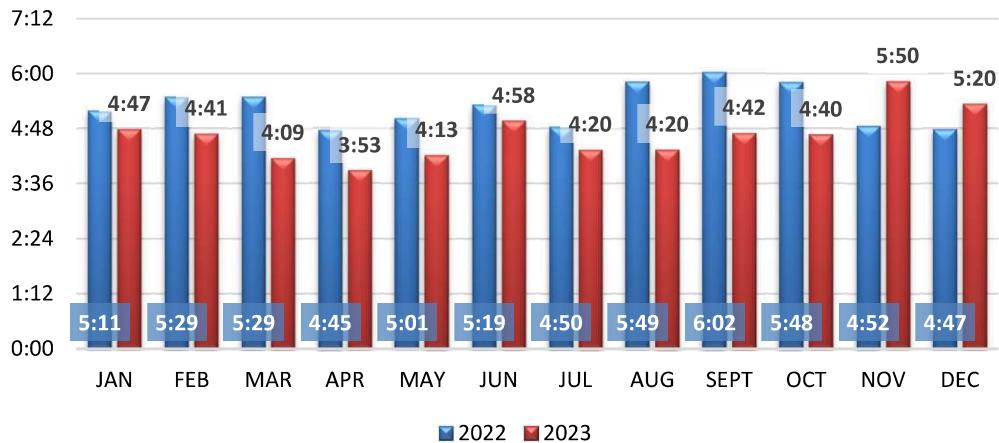
## Average Year to Date Comparison for December

2022	03:08
2023	02:24
	-23.30%

# Average "Receive to Arrive" Time

"Receive to Arrive" time is calculated from the time a call is received in the Communications Center to the time the first officer arrives on scene.

## Receive to Arrive Time



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	5:11	5:29	5:29	4:45	5:01	5:19	4:50	5:49	6:02	5:48	4:52	4:47
2023	4:47	4:41	4:09	3:53	4:13	4:58	4:20	4:20	4:42	4:40	5:50	5:20

### Average Year to Date Comparison for December

2022	05:17
2023	04:39
	-11.81%

## NIBRS Group A Crimes Reported

The National Incident-Based Reporting System (NIBRS) is used by the FBI to capture specific details about crimes and offenders through incident based reporting. Group A crimes are defined below.

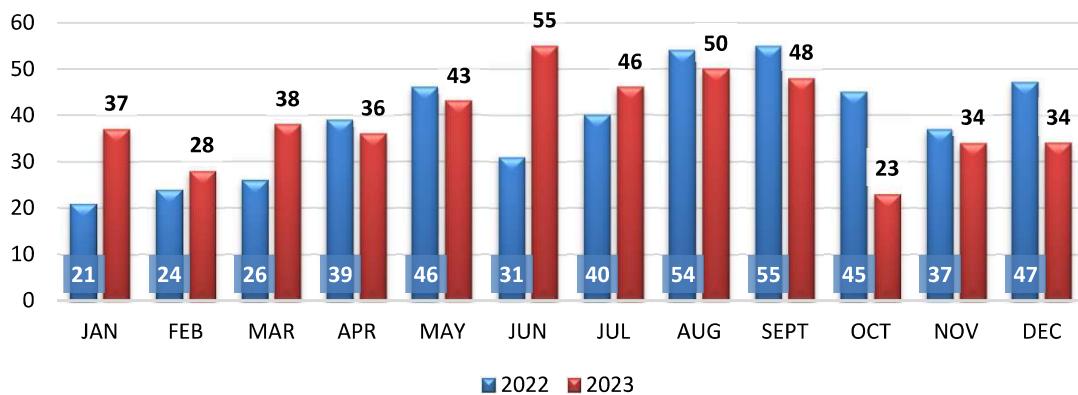
Arson	0	Kidnapping/Abduction	0
Assault Offenses	5	Larceny/Theft Offenses*	23
Bribery	0	Motor Vehicle Theft	1
Burglary/B&E	2	Porn/Obscene Material	0
Counterfeiting/Forgery	0	Prostitution Offenses	0
Destruction/Damage	0	Robbery	0
Drug/Narcotic Offenses	1	Sex Offenses	0
Embezzlement	0	Sex Offenses, Nonforcible	0
Extortion/Blackmail	0	Stolen Property Offense	0
Fraud Offenses	2	Weapon Law Violations	0
Gambling Offenses	0	Human Trafficking Offenses	0
Homicide Offenses	0	Animal Cruelty	0

34

\*Larceny includes BMV and Theft of Property offenses

December BMV: 12      Theft Prop: 11

### Year to Date Comparison NIBRS Group A Crimes Reported



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	21	24	26	39	46	31	40	54	55	45	37	47
2023	37	28	38	36	43	55	46	50	48	23	34	37

### Totals Year to Date Comparison for December

2022 465

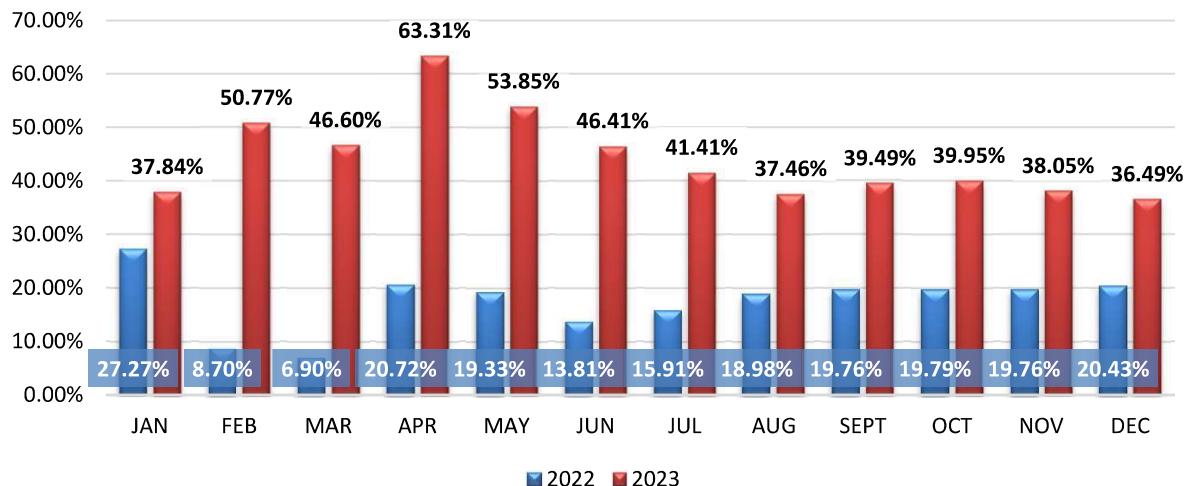
2023 475 2.15%

## NIBRS Group A Crimes Cleared

2023 Clearances Year to Date

NIBRS Category	Crimes	Cleared	%
Arson	0	0	0.0%
Assault Offenses	42	30	71.4%
Bribery	0	0	0.0%
Burglary/B&E	24	5	20.8%
Counterfeiting/Forgery	8	2	25.0%
Destruction/Damage	32	12	37.5%
Drug/Narcotic Offenses	36	34	94.4%
Embezzlement	0	0	0.0%
Extortion/Blackmail	0	0	0.0%
Fraud Offenses	13	4	30.8%
Gambling Offenses	0	0	0.0%
Homicide Offenses	0	0	0.0%
Kidnapping/Abduction	0	0	0.0%
Larceny/Theft Offenses	290	74	25.5%
Motor Vehicle Theft	31	9	29.0%
Porn/Obscene Material	0	0	0.0%
Prostitution Offenses	0	0	0.0%
Robbery	3	3	100.0%
Sex Offenses	4	2	50.0%
Sex Offenses, Nonforcible	0	0	0.0%
Stolen Property Offenses	0	0	0.0%
Weapon Law Violation	2	2	100.0%
Human Trafficking Offenses	0	0	0.0%
Animal Cruelty	0	0	0.0%
<b>Total</b>	<b>485</b>	<b>177</b>	<b>36.5%</b>

## Monthly Percentage NIBRS Group A Crimes Cleared

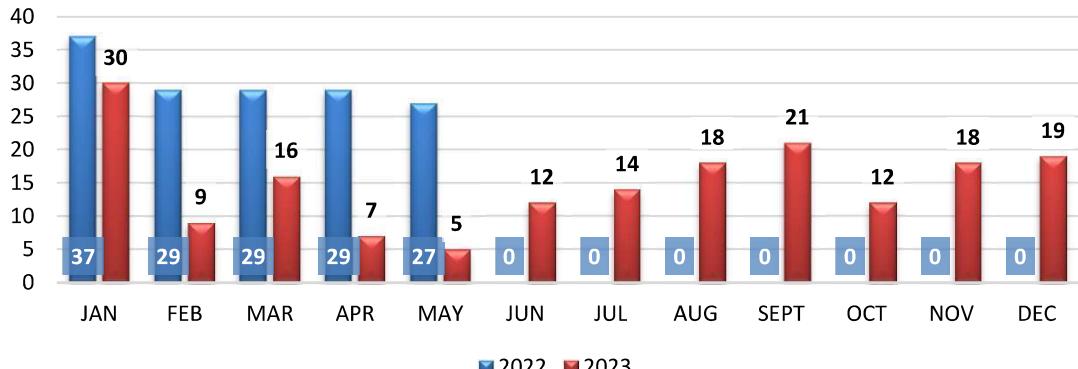


# Municipal Warrant Clearance/Contact Activity

A University Park Municipal Court warrant is cleared either by an arrest, fines paid by defendant, or dismissal by judge.

A **warrant contact** is an effort by the Warrant Officer to locate the person wanted. All contacts do not result in a warrant clearance.

## Warrant Clearances



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	37	29	29	29	27	0	0	0	0	0	0	0	151
2023	30	9	16	7	5	12	14	18	21	12	18	19	181

## Totals Year to Date Comparison for December

2022 151  
2023 181 19.87%

## Warrant Contacts



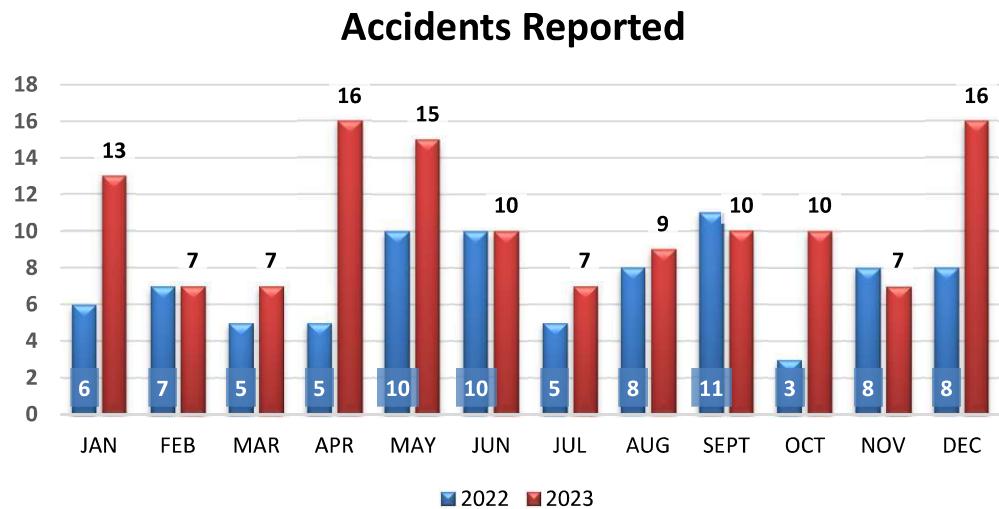
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	42	19	25	100	33	0	0	0	0	0	0	0	219
2023	0	0	0	0	132	0	0	0	0	0	0	12	144

## Totals Year to Date Comparison for December

2022 219  
2023 144 -34.25%

## Accidents Reported

Accidents are the number of traffic related accidents reported to the University Park Police Department where an accident investigation was completed.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	6	7	5	5	10	10	5	8	11	3	8	8
2023	13	7	7	16	15	10	7	9	10	10	7	16

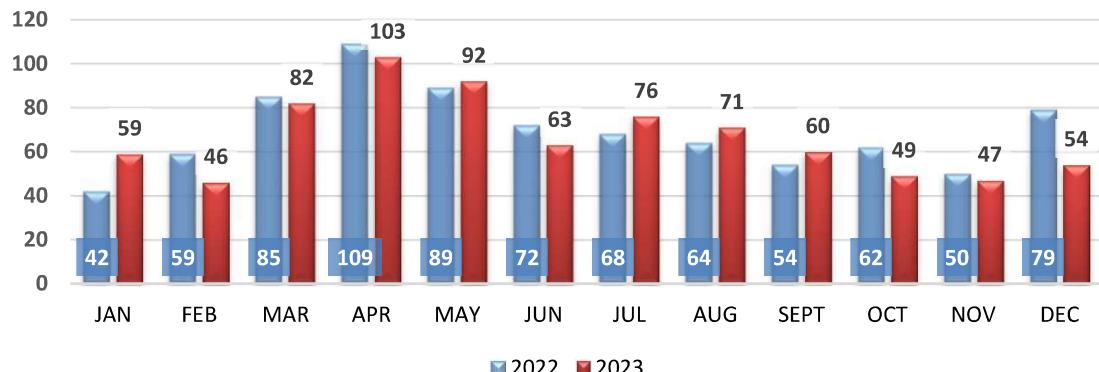
### Totals Year to Date Comparison for December

2022	86
2023	127
	47.67%

# Animal Control Report

University Park Animal Control regards the administration, communication, investigation and enforcement of all codes, ordinances and regulations related to animal control, animal cruelty and neglect and perform duties to promote education and compliance with laws regulating animal treatment.

## Total Animal Calls

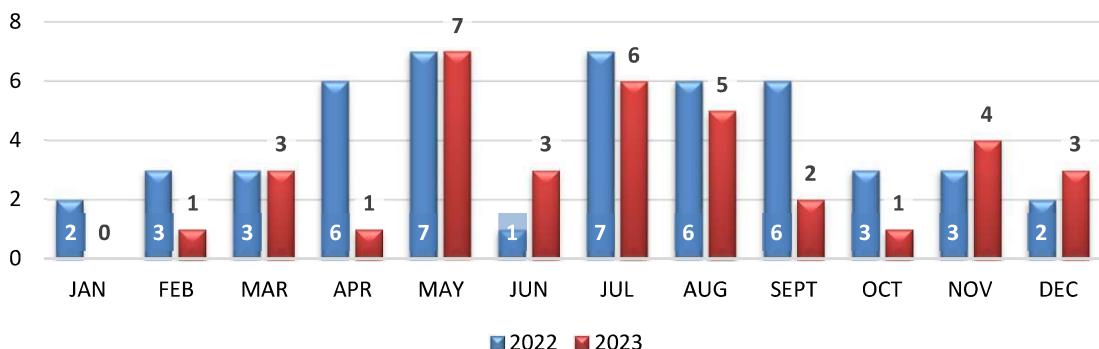


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	42	59	85	109	89	72	68	64	54	62	50	79
2023	59	46	82	103	92	63	76	71	60	49	47	54

## Totals Year to Date Comparison for December

2022 833  
2023 802 -3.72%

## Total Animal Impounds/Rescues



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	2	3	3	6	7	1	7	6	6	3	3	2
2023	0	1	3	1	7	3	6	5	2	1	4	3

## Totals Year to Date Comparison for December

2022 49  
2023 36 -26.53%

### Animal Impound/Rescue Report

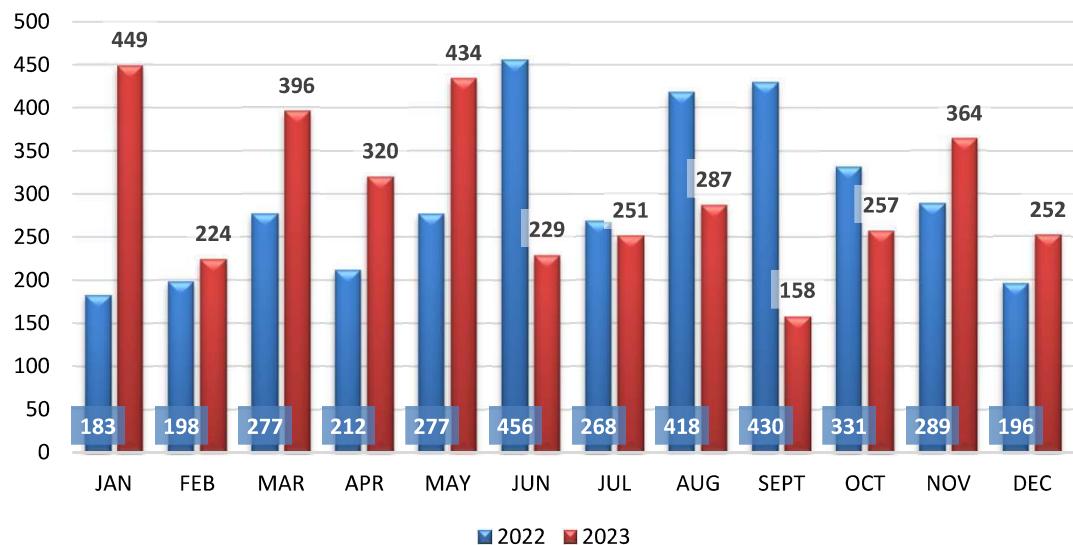
December Year-to Date

Animal Impounds	1	23
Animal Rescues	2	13

## Citations Issued

Citations are issued for traffic offenses, Class C Penal Code offenses, and city ordinance violations.

### Citations Issued



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	183	198	277	212	277	456	268	418	430	331	289	196	3,535
2023	449	224	396	320	434	229	251	287	158	257	364	252	3,621

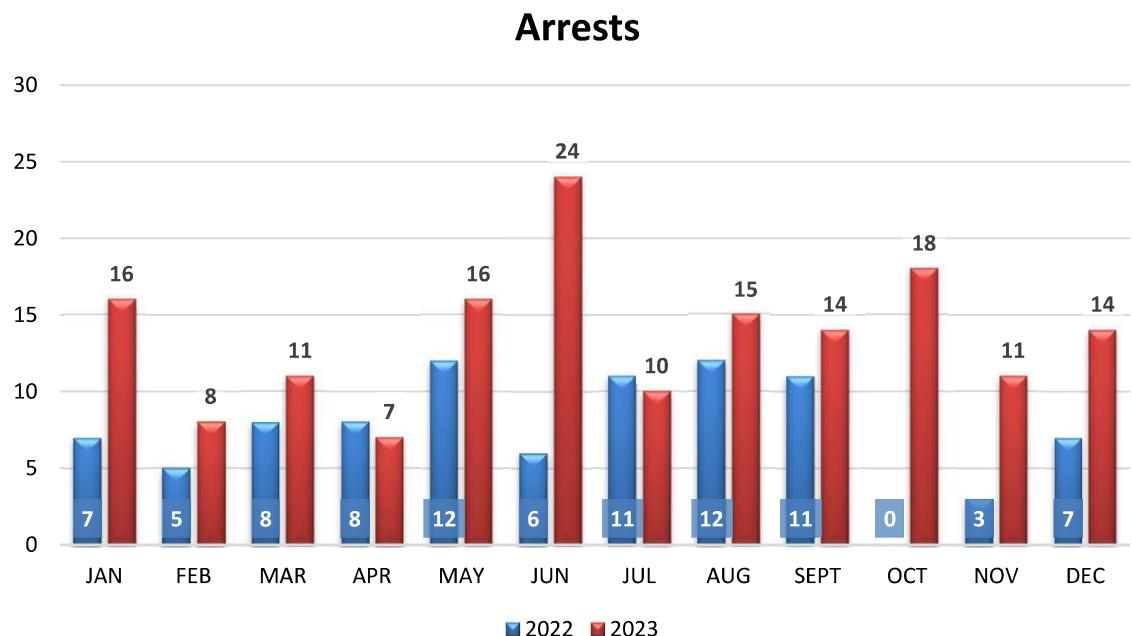
### Totals Year to Date Comparison for December

2022	3,535
2023	3,621

2.43%

# Arrests

Total number of arrests made by UPPD officers and includes both adult and juvenile arrests.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		TOTAL
2022	7	5	8	8	12	6	11	12	11	0	3	7		90
2023	16	8	11	7	16	24	10	15	14	18	11	14		164

### Totals Year to Date Comparison for December

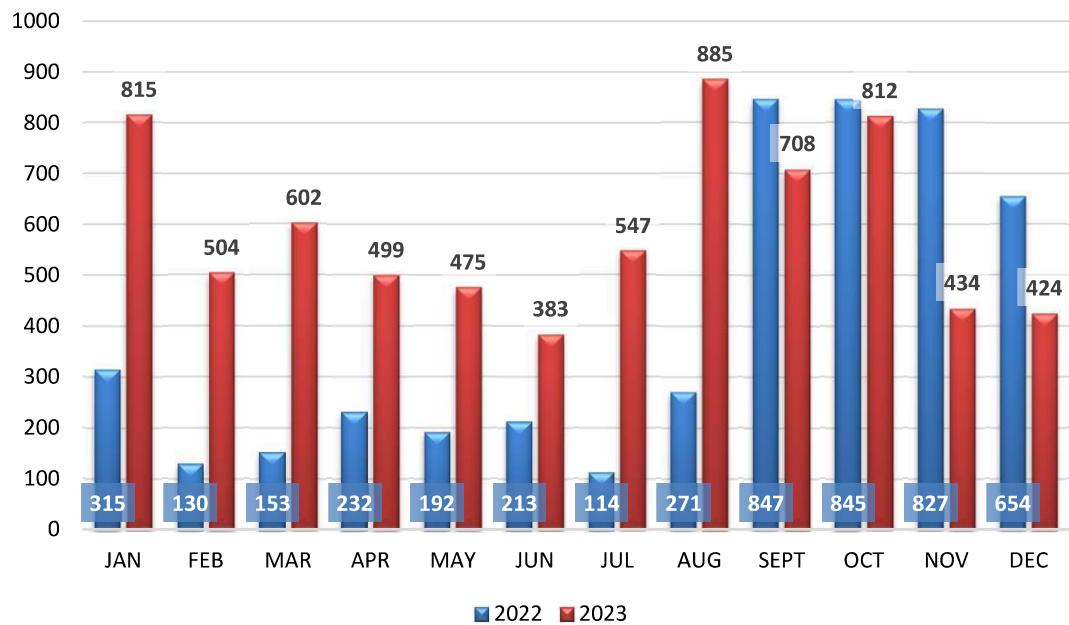
2022	90
2023	164

82.22%

## Parking Citations

Parking citations written include violations of state law and city ordinances.

### Parking Citations



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2022	315	130	153	232	192	213	114	271	847	845	827	654	4793
2023	815	504	602	499	475	383	547	885	708	812	434	424	7088

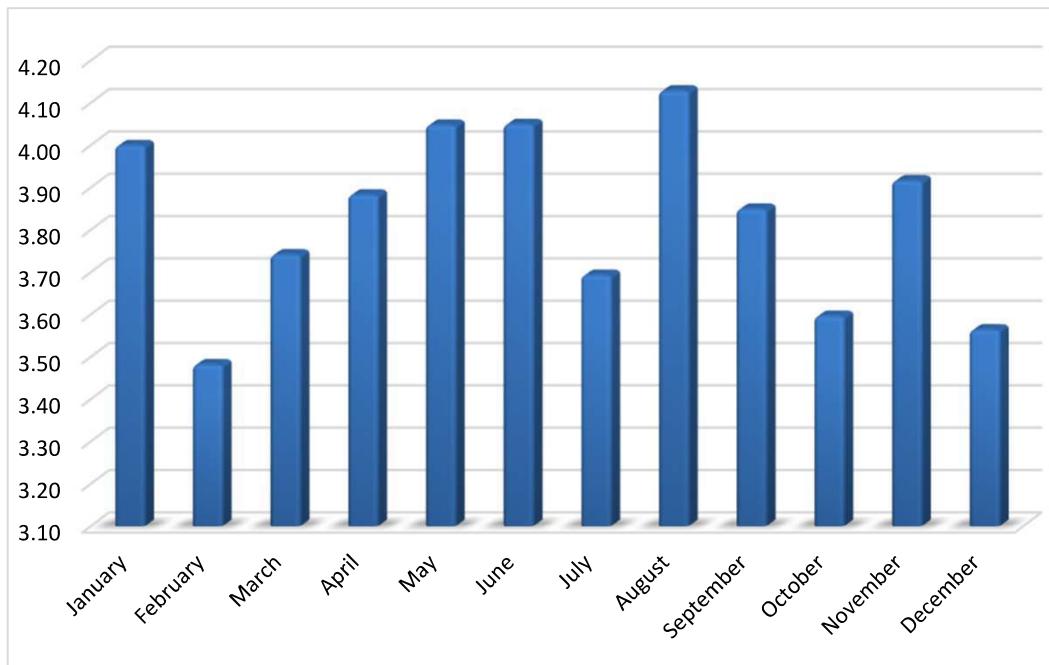
### Totals Year to Date Comparison for December

2022	4,793
2023	7,088
	47.88%

## Beat Staffing Average

Beat Staffing is the average daily number of officers assigned to beat areas on a per shift basis.

### Beat Officers Only



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2022	3.45	3.36	3.71	3.72	4.5	4.02	3.90	3.98	3.73	3.79	3.68	3.58
2023	4	3.48	3.74	3.88	4.05	4.05	3.69	4.13	3.85	3.6	3.92	3.56

### Average Year to Date Comparison for December

2022	3.79
2023	3.83

1.17%

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

Located at the Peek Service Center, 4420 Worcola Street

**Twenty-three Employees:**  
Twenty-three Full Time

<b>FUNCTION</b>	<b>ACTUAL 2020-2021</b>	<b>ACTUAL 2021-2022</b>	<b>ADOPTED 2024</b>
Director of Parks and Recreation	1	1	1
Assistant Director of Parks	1	1	1
Parks Superintendent	1	1	1
Parks Supervisor	0	0	2
Events & Reservations Coord	0	0	1
Gardener III	5	6	3
Gardener II	5	3	3
Gardener I	2	3	3
Irrigation Technician	2	2	2
Forestry Technician	2	1	1
Pesticide Technician	1	1	2
Horticulturalist	1	1	1
Administrative Secretary	1	1	0
Gardener – PT	0	1	0
Operations Coordinator	0	0	1
Parks Service Agent	0	1	1

**Park and Recreation Administration**

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

**Park Maintenance**

The Park and Recreation Department (PARD) provides professional, high quality maintenance to the City's parks and public property. The department's landscape maintenance include turf, trees, shrubs, and seasonal color beds, giving the residents of University Park aesthetically pleasing public properties, which provide exceptional

recreational opportunities. The department is responsible for maintaining approximately 60 acres of green space, four baseball and twelve soccer fields, one basketball court, three ponds, the Holmes Aquatic Center, the John Roach Track, three and half miles of trails, ten tennis courts, six pickleball courts six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4<sup>th</sup> Picnic.

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

### **Turf and Tree Maintenance**

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

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

### **Horticulture and Irrigation**

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

### **Construction**

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

### **Mosquito Control**

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

### **Contract Maintenance**

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

### **Citywide Special Events**

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

- Children's Park Holiday Tree Lighting
- Snider Plaza Holiday Tree Lighting
- Goar Park Eggstravaganza Egg Hunt
- Caruth Park Children's Fishing Derby
- Fourth of July Parade
- NRPA July is Park and Recreation Month
- Holmes Aquatic Center - Dive In Movies
- Movies in the Park (spring and fall)
- Holmes Aquatic Center - Doggie Splash Day
- Arbor Day Observance
- Recreation and athletic programs, clinics and tournaments
- Fall Festival
- Pickleball Paddle Battle
- Egtober

<b>PARKS AND POOL DEPARTMENT WORK LOAD INDICATORS</b>		
	<b>FY22</b>	<b>FY23</b>
Total number of social media posts	296	280
<b>PARKS</b>		
City Recreation Classes and Camps Participation Numbers	1,704	919
Tennis Court Rentals	22,386	22,562
Pickle Ball Rentals	4,457	14,034
Instructor Passes	23	24
Pavilion Rentals	312	447
Park Rentals	3,990	3,718
Special Events Off	20	18
<b>POOL</b>		
Pool Memberships	2,901	2,658
Revenue – Tennis & Field Permits	\$54,188	\$117,249
Revenue – Pool Permits	\$113,1695	\$159,618
Revenue – Pool – Nonresidents	12,014	9,420
Revenue – Pool Gate Receipts	\$105,541	\$ 96,244
Revenue – Pool Concession Receipts	\$106,092	\$109,738
Revenue – Swim Lessons	\$34,680	\$28,050
Revenue – Pool Retail	2,404	1,319

**PARKS** – Responsible for maintaining 24 parks along with operating and maintaining two pools at the Holmes Aquatic Center. The department is also responsible for planning, implementing and evaluating a variety of recreational/leisure activities and special events for all ages.

#### **PARKS AND POOL DEPARTMENT 2024 GOALS**

- Complete CAPRA Self-Assessment
- Adopt Parks, Recreation, Trails, and Open Space Master Plan
- Complete Centennial and Goar Master Plan
- Implement CivicRec Reservation Software
- Complete Capital Improvement Program Projects: Elena's Children's Park, Goar Park & Gazebo, and Curtis Park (southeast)

#### **BUDGET HIGHLIGHTS** **PARKS DEPARTMENT TOTAL BUDGET \$3,979,864**

- Clothing Allowance - \$21,914
- Gas, Oil & Grease - \$31,735
- Supplies and Materials - \$101,500
- Fertilizer, Chemicals & Support - \$52,390
- Professional Services/Fees - \$42,810
- Contract Maintenance - \$496,050
- Equipment Repairs/Non- Vehicle - \$27,300
- Park Facility Repairs - \$73,600
- Park Equipment Repairs - \$42,000
- Flower, Trees and Shrubs - \$93,500
- Parks Department Salaries and Benefits - \$2,464,734

**City of University Park**  
**PARKS AND RECREATION DEPARTMENT**  
**01-70**

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 70 PARKS</b>						
1001	REGULAR EARNINGS	\$ 1,626,312.30	\$ 1,615,659.00	\$ 1,695,614.00	\$ 79,955.00	4.9%
1002	OVERTIME EARNINGS	98,416.67	49,001.00	61,500.00	\$ 12,499.00	25.5%
1005	LONGEVITY PAY	12,883.58	13,413.00	13,284.00	\$ (129.00)	-1.0%
1006	EDUCATION PAY	14,994.29	33,280.00	33,280.00		
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,360.00	3,360.00	3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	127,715.44	129,676.00	131,937.00	\$ 2,261.00	1.7%
1120	EMPLOYERS SHARE T.M.R.S.	152,621.98	142,736.00	153,993.00	\$ 11,257.00	7.9%
1130	INSURANCE-EMPLOYEE LIFE	8,626.78	15,600.00	15,200.00	\$ (400.00)	-2.6%
1131	INSURANCE-WORKMENS COMP	18,877.08	26,159.00	28,365.00	\$ 2,206.00	8.4%
1132	INSURANCE - UNEMPLOYMENT	1,719.44	-	-	\$ -	0.0%
1134	DENTAL INSURANCE	-	2,234.00	3,409.00	\$ 1,175.00	52.6%
1135	HEALTH INSURANCE	303,156.22	331,392.00	317,592.00	\$ (13,800.00)	-4.2%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 2,375,883.78</b>	<b>\$ 2,369,710.00</b>	<b>\$ 2,464,734.00</b>	<b>\$ 95,024.00</b>
						<b>4.0%</b>
2029	CLOTHING ALLOWANCE	\$ 27,519.02	\$ 20,908.00	\$ 21,914.00	\$ 1,006.00	4.8%
2100	OFFICE SUPPLIES	3,293.17	9,250.00	12,500.00	\$ 3,250.00	35.1%
2320	GAS, OIL & GREASE	36,830.44	31,873.00	31,735.00	\$ (138.00)	-0.4%
2350	SUPPLIES & MATERIALS	100,021.28	91,100.00	101,500.00	\$ 10,400.00	11.4%
2360	SMALL TOOLS	10,842.39	16,600.00	23,600.00	\$ 7,000.00	42.2%
2381	FERTILIZER,CHEMICALS & SUP	68,299.25	73,861.00	52,390.00	\$ (21,471.00)	-29.1%
		<b>SUPPLIES</b>	<b>\$ 246,805.55</b>	<b>\$ 243,592.00</b>	<b>\$ 243,639.00</b>	<b>\$ 47.00</b>
						<b>0.0%</b>
3010	POSTAGE	\$ 269.12	\$ 425.00	\$ 350.00	\$ (75.00)	-17.6%
3060	PROFESSIONAL SERVICES/FEES	43,562.56	30,811.00	42,810.00	\$ 11,999.00	38.9%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	2,073.91	4,800.00	4,800.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	318,704.46	411,266.00	496,050.00	\$ 84,784.00	20.6%
		<b>PROFESSIONAL FEES</b>	<b>\$ 364,610.05</b>	<b>\$ 447,302.00</b>	<b>\$ 544,010.00</b>	<b>\$ 96,708.00</b>
						<b>21.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 45,203.67	\$ 50,500.00	\$ 59,500.00	\$ 9,000.00	17.8%
4120	TELEPHONE SERVICE	3,928.48	4,650.00	3,056.00	\$ (1,594.00)	-34.3%
		<b>UTILITIES</b>	<b>\$ 49,132.15</b>	<b>\$ 55,150.00</b>	<b>\$ 62,556.00</b>	<b>\$ 7,406.00</b>
						<b>13.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 12,948.00	\$ 6,039.00	\$ 6,058.00	\$ 19.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,058.04	1,278.00	1,278.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	1,316.04	1,382.00	1,553.00	\$ 171.00	12.4%
5516	BONDS AND CYBER INSURANCE	-	4,856.00	6,069.00	\$ 1,213.00	25.0%
		<b>INSURANCE</b>	<b>\$ 15,322.08</b>	<b>\$ 13,555.00</b>	<b>\$ 14,958.00</b>	<b>\$ 1,403.00</b>
						<b>10.4%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,013.48	\$ 15,302.00	\$ 27,300.00	\$ 11,998.00	78.4%
6380	FLOWERS,TREES & SHRUBS	49,413.52	56,502.00	93,500.00	\$ 36,998.00	65.5%
		<b>OUTSIDE SERVICES</b>	<b>\$ 50,427.00</b>	<b>\$ 71,804.00</b>	<b>\$ 120,800.00</b>	<b>\$ 48,996.00</b>
						<b>68.2%</b>
6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 35,729.47	\$ 22,800.00	\$ 24,600.00	\$ 1,800.00	7.9%
6195	OPERATIONS ALLOCATED INFORMATION SERVICES	118,117.08	125,298.00	141,240.00	\$ 15,942.00	12.7%
6201	OPERATIONS	75,552.96	92,244.00	95,126.00	\$ 2,882.00	3.1%
6205	PARK FACILITY REPAIR	33,656.65	72,600.00	73,600.00	\$ 1,000.00	1.4%
6208	PARK EQUIPMENT REPAIR	25,621.94	46,000.00	42,000.00	\$ (4,000.00)	-8.7%
7150	DUES & SUBSCRIPTIONS	3,644.10	4,900.00	11,550.00	\$ 6,650.00	135.7%
7170	TRAVEL EXPENSE	1,436.94	7,835.00	11,335.00	\$ 3,500.00	44.7%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	23,729.04	23,185.00	24,078.00	\$ 893.00	3.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	11,987.04	14,473.00	17,379.00	\$ 2,906.00	20.1%
7221	OTHER EXPENSE	816.00	6,000.00	6,000.00	\$ -	0.0%
7240	TUITION & TRAINING	6,791.94	4,620.00	4,620.00	\$ -	0.0%
7260	EQUIPMENT RENTAL	3,144.73	4,500.00	4,500.00	\$ -	0.0%
7475	IMPROVEMENTS-UNDER \$5000	(903.56)	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	70,755.00	69,273.00	70,656.00	\$ 1,383.00	2.0%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-			2,483.00	

**City of University Park**  
**PARKS AND RECREATION DEPARTMENT**  
**01-70**

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
7905	PRINCIPAL RETIREMENT	8,082.95				
7910	INTEREST & AGENT FEES	302.77				
	<b>OTHER EXPENSE \$</b>	<b>418,465.05</b>	<b>\$ 493,728.00</b>	<b>\$ 529,167.00</b>	<b>\$ 35,439.00</b>	<b>7.2%</b>
9100	EQUIPMENT OVER \$5000	14,975.00				
9201	COMPUTER EQUIPMENT OVER \$5000 \$	-	\$ -	\$ -	\$ -	0.0%
	<b>CAPITAL EXPENDITURES \$</b>	<b>14,975.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 70 - PARKS</b>		<b>\$ 3,535,620.66</b>	<b>\$ 3,694,841.00</b>	<b>\$ 3,979,864.00</b>	<b>\$ 285,023.00</b>	<b>7.7%</b>

**SWIMMING POOL  
01-75**

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

**Fourty-nine Employees:**

1 Full Time  
48 Part Time

FUNCTION	ACTUAL 2021-2022	BUDGET 2022-2023	ADOPTED 2024
Aquatics and Rec Coordinator	1	1	1
Assistant Pool Manager, PT	4	4	7
Head Swim Coach, PT	1	1	1
Head Lifeguards	15	15	15
Food Services Manager	4	4	4
Guest Services, PT	20	20	20

**Holmes Aquatic Center**

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

- Doggie Splash Day
- Dive In Movies
- Birthday Parties and Rentals
- Learn to Swim Program
- Wibit Wednesdays
- Jr. Life Guard Program
- Senior Swim Program
- Memorial Day and Fourth of July, Labor Day Activities
- Makos Swim Team
- Lifeguard Certification Programs
- CPR; 1<sup>st</sup> Aide; AED Certification Programs
- UP-Lift Recreation Programming (Spring, Fall, Winter)
- Atmos Energy Room – Small Meeting Room Rental Space

**BUDGET HIGHLIGHTS  
SWIMMING POOL TOTAL BUDGET \$732,775**

- Professional Services/Fees - \$16,700
- Swimming Pool repairs - \$39,000
- Swimming Pool expenses - \$111,740
- Concession Food - \$60,000
- Retail expense - \$6,500
- Swimming Pool Salaries and Benefits - \$460,258

# City of University Park

## SWIMMING POOL

01-75

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 75 - SWIMMING POOL</b>						
1001	REGULAR EARNINGS	\$ 326,983.62	\$ 316,870.00	\$ 399,518.00	\$ 82,648.00	26.1%
1002	OVERTIME EARNINGS	\$ 17,045.12	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 21.67	\$ 68.00	\$ -	\$ (68.00)	-100.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 26,218.88	\$ 24,239.00	\$ 30,558.00	\$ 6,319.00	26.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 7,027.95	\$ 5,440.00	\$ 6,954.00	\$ 1,514.00	27.8%
1130	INSURANCE-EMPLOYEE LIFE	\$ 49.96	\$ 600.00	\$ 600.00	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	\$ 5,220.96	\$ 5,756.00	\$ 7,249.00	\$ 1,493.00	25.9%
1134	DENTAL INSURANCE	\$ -	\$ 103.00	\$ 103.00	\$ -	0.0%
1135	HEALTH INSURANCE	\$ 13,834.51	\$ 14,436.00	\$ 14,436.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 397,242.67</b>	<b>\$ 368,352.00</b>	<b>\$ 460,258.00</b>	<b>\$ 91,906.00</b>
<b>25.0%</b>						
3010	POSTAGE	\$ -	\$ -	\$ -	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 10,693.95	\$ 15,000.00	\$ 16,700.00	\$ 1,700.00	11.3%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 10,693.95</b>	<b>\$ 15,000.00</b>	<b>\$ 16,700.00</b>	<b>\$ 1,700.00</b>
<b>11.3%</b>						
4110	HEAT, LIGHT, WATER UTIL	\$ 26,707.59	\$ 17,500.00	\$ 20,600.00	\$ 3,100.00	17.7%
4120	TELEPHONE SERVICE	\$ 1,156.27	\$ 1,175.00	\$ 1,412.00	\$ 237.00	20.2%
		<b>UTILITIES</b>	<b>\$ 27,863.86</b>	<b>\$ 18,675.00</b>	<b>\$ 22,012.00</b>	<b>\$ 3,337.00</b>
<b>17.9%</b>						
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 45.96	\$ 56.00	\$ 56.00	\$ -	0.0%
5506	INSURANCE - GEN LIABILITY	\$ 57.00	\$ 60.00	\$ 68.00	\$ 8.00	13.3%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 211.00	\$ 264.00	\$ 53.00	25.1%
		<b>INSURANCE</b>	<b>\$ 102.96</b>	<b>\$ 327.00</b>	<b>\$ 388.00</b>	<b>\$ 61.00</b>
<b>18.7%</b>						
6189	SWIMMING POOL REPAIRS	\$ 15,393.97	\$ 43,502.00	\$ 39,000.00	\$ (4,502.00)	-10.3%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 882.96	\$ 901.00	\$ 1,048.00	\$ 147.00	16.3%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ 3,212.04	\$ 3,093.00	\$ 3,524.00	\$ 431.00	13.9%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 1,556.04	\$ 1,546.00	\$ 1,605.00	\$ 59.00	3.8%
7221	OTHER EXPENSE	\$ (735.50)	\$ -	\$ -	\$ -	0.0%
7390	SWIMMING POOL EXPENSE	\$ 112,102.37	\$ 107,501.00	\$ 111,740.00	\$ 4,239.00	3.9%
7394	CONCESSION FOOD EXPENSE	\$ 58,951.75	\$ 40,000.00	\$ 60,000.00	\$ 20,000.00	50.0%
7396	RETAIL EXPENSE	\$ -	\$ 5,000.00	\$ 6,500.00	\$ 1,500.00	30.0%
		<b>OTHER EXPENSE</b>	<b>\$ 191,363.63</b>	<b>\$ 201,543.00</b>	<b>\$ 223,417.00</b>	<b>\$ 21,874.00</b>
<b>10.9%</b>						
9100	EQUIPMENT OVER \$5000	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>
<b>0.0%</b>						
		<b>DEPARTMENT Total: 75 - SWIMMING POOL</b>	<b>\$ 627,267.07</b>	<b>\$ 613,897.00</b>	<b>\$ 732,775.00</b>	<b>\$ 118,878.00</b>
<b>19.4%</b>						

## **CAPITAL PROJECTS TRANSFERS**

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

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

**Capital Projects Transfers – Stormwater  
05-85**

### **No Employees**

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

#### **Funding**

The City of University Park uses a “pay as you go” approach for funding capital projects. This means that projects are funded by using monies from current sources, rather than debt. In 1993, the City refinanced its outstanding debt and structured the annual debt service payment so that they would decrease with each year. As the amount of debt service stepped down each year, the City budgeted the amount of decrease into the operating budget, so that the total amount collected remained level. In this manner the City was able to begin collecting an increasing amount each year for use in funding capital projects.

At the beginning of FY1994, the City established a separate Capital Projects Fund to receive project funding and make project expenditures. Staff identified specific capital projects and presented them to a new Capital Projects Review Committee, composed of residents (including former mayors) appointed by the City Council. In FY2003 the City created a second Capital Projects Fund to track enterprise (water and sewer) projects, with the original Capital Projects Fund being used for all other projects, known as “general governmental.”

#### **Budgeting**

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

## City of University Park

### CAPITAL PROJECTS TRANSFERS - GENERAL FUND

01-85

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
6371	REPAVING OUTSIDE CONTRACT	\$ 869,988.00	\$ 913,488.00	\$ 959,162.00	\$ 45,674.00	5.0%
	<b>OUTSIDE SERVICES</b>	<b>\$ 869,988.00</b>	<b>\$ 913,488.00</b>	<b>\$ 959,162.00</b>	<b>\$ 45,674.00</b>	<b>5.0%</b>
7153	CAPITAL PROJECTS CONTRIBUTION	\$ 1,527,516.00	\$ 1,603,897.00	\$ 1,684,092.00	\$ 80,195.00	5.0%
	<b>OTHER EXPENSE</b>	<b>\$ 1,527,516.00</b>	<b>\$ 1,603,897.00</b>	<b>\$ 1,684,092.00</b>	<b>\$ 80,195.00</b>	<b>5.0%</b>
8500	TRANSFERS	\$ 2,206,090.00	\$ -	\$ -	\$ -	0.0%
	<b>TRANSFERS</b>	<b>\$ 2,206,090.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
9582	CURB & GUTTER	\$ 1,376,400.00	\$ 1,445,219.00	\$ 1,517,480.00	\$ 72,261.00	5.0%
9800	ALLEY REPLACEMENT PROJECT	495,924.00	520,714.00	546,750.00	26,036.00	5.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 1,872,324.00</b>	<b>\$ 1,965,933.00</b>	<b>\$ 2,064,230.00</b>	<b>\$ 98,297.00</b>	<b>5.0%</b>
<b>DEPARTMENT: 85 - TRANSFERS</b>						
		<b>\$ 6,475,918.00</b>	<b>\$ 4,483,318.00</b>	<b>\$ 4,707,484.00</b>	<b>\$ 224,166.00</b>	<b>5.0%</b>

## City of University Park

### CAPITAL PROJECTS TRANSFERS - UTILITY FUND

02-85

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
8500	TRANSFERS	\$ (80,000.04)	\$ (80,000.00)	\$ (80,000.00)	\$ -	0.0%
	<b>TRANSFERS</b>	<b>\$ (80,000.04)</b>	<b>\$ (80,000.00)</b>	<b>\$ (80,000.00)</b>	<b>\$ -</b>	<b>0.0%</b>
9801	LINE REPLACEMENT PROJECT	\$ 1,546,092.00	\$ 3,108,392.00	\$ 2,378,812.00	\$ (729,580.00)	-23.5%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 1,546,092.00</b>	<b>\$ 3,108,392.00</b>	<b>\$ 2,378,812.00</b>	<b>\$ (729,580.00)</b>	<b>-23.5%</b>
	<b>DEPARTMENT: 85 - TRANSFERS</b>	<b>\$ 1,466,091.96</b>	<b>\$ 3,028,392.00</b>	<b>\$ 2,298,812.00</b>	<b>\$ (729,580.00)</b>	<b>-24.1%</b>

## City of University Park

### CAPITAL PROJECTS TRANSFERS - SANITATION FUND

04-85

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - zSANITATION FUND</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
8500	TRANSFERS	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%
	<b>DEPARTMENT: 85 TRANSFERS</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>0.0%</b>

## City of University Park

### CAPITAL PROJECTS TRANSFERS - STORM WATER

05-85

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORM WATER</b>						
<b>DEPARTMENT: 85 - TRANSFERS</b>						
8500	TRANSFERS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
	<b>DEPARTMENT: 85 TRANSFERS</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>0.0%</b>

**REVENUE – UTILITY FUND  
02-11**

**No Employees**

Water sales make up 62% of budgeted Utility Fund revenues. Water charges consist of 1) a minimum monthly rate, 2) a consumption charge per 1,000 gallons and, 3) an additional conservation surcharge of \$2.04 cents per 1,000 gallons for residential consumption over 30,000 gallons in a month.

**Water Service**

<b>Minimum monthly rate:</b>	
5/8-inch or 3/4-inch meter	\$6.00
1-inch meter	\$11.67
1.5-inch meter	\$21.80
2-inch meter	\$33.63
3-inch meter	\$61.31
4-inch meter	\$100.88
6-inch meter	\$199.75
8-inch meter	\$318.34
10-inch meter	\$571.46
Portable meter	n/a

<b>Consumption charge per 1,000 per gallons/month:</b>	
Up to 30,000 gallons	\$5.48
Additional Charge Over 30,000 gallons	\$2.04

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$2.9582/1,000 gallons. Over an entire year the City will purchase over two billion gallons of water.

Wastewater charges make up 38% of budgeted Utility Fund revenues. Wastewater charges are based on a customer's winter average water consumption, which is intended to approximate the amount of water consumed for actual household usage excluding outdoor irrigation purposes. This average is used to calculate a customer's monthly wastewater charge, which remains fixed for one year, until the next winter average is calculated.

**Sewer Service**

<b>Minimum monthly charge per unit: \$11.00</b>	
Per 1000 gallons/month	\$5.27

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

## City of University Park

### REVENUE - UTILITY FUND

02-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3450	WATER SALES-RESIDENTIAL	\$ 9,632,206.79	\$ 8,877,500.00	\$ 10,400,000.00	\$ 1,522,500.00	17.2%
3451	WATER SALES-COMMERCIAL	479,203.10	457,000.00	535,000.00	\$ 78,000.00	17.1%
3452	WATER SALES-CHURCH/SCHOOL	386,522.22	368,000.00	431,000.00	\$ 63,000.00	17.1%
3521	WATER SALES-SMU	1,162,390.64	1,378,500.00	1,615,000.00	\$ 236,500.00	17.2%
3523	METER INSTALLATION	217,444.08	175,000.00	175,000.00	\$ -	0.0%
3524	WATER RECONNECTIONS	2,436.45	3,500.00	3,500.00	\$ -	0.0%
3525	TESTING FEES	312.41	350.00	350.00	\$ -	0.0%
<b>WATER REVENUE</b>		<b>\$ 11,880,515.69</b>	<b>\$ 11,259,850.00</b>	<b>\$ 13,159,850.00</b>	<b>\$ 1,900,000.00</b>	<b>16.9%</b>
3532	SEWER CHRG-SMU	\$ 773,704.69	\$ 854,000.00	\$ 854,000.00	\$ -	0.0%
3533	SEWER PERMITS	348,822.46	310,000.00	310,000.00	\$ -	0.0%
3550	SEWER CHRG-RESIDENTIAL	5,215,670.96	5,514,100.00	5,514,100.00	\$ -	0.0%
3551	SEWER CHRG-COMMERCIAL	226,401.55	257,000.00	257,000.00	\$ -	0.0%
3552	SEWER CHRG-CHURCH/SCHOOL	73,558.58	121,000.00	121,000.00	\$ -	0.0%
<b>WASTE WATER REVENUE</b>		<b>\$ 6,638,158.24</b>	<b>\$ 7,056,100.00</b>	<b>\$ 7,056,100.00</b>	<b>\$ -</b>	<b>0.0%</b>
3900	INTEREST EARNINGS	\$ (188,230.99)	\$ 50,000.00	\$ 150,000.00	\$ 100,000.00	200.0%
<b>INTEREST EARNINGS</b>		<b>\$ (188,230.99)</b>	<b>\$ 50,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 100,000.00</b>	<b>200.0%</b>
3999	OTHER REVENUE	\$ 4,554.70	\$ -	\$ -	\$ -	0.0%
<b>OTHER REVENUE</b>		<b>\$ 4,554.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>		<b>\$ 18,334,997.64</b>	<b>\$ 18,365,950.00</b>	<b>\$ 20,365,950.00</b>	<b>\$ 2,000,000.00</b>	<b>10.9%</b>

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

Located in City Hall, 3800 University Boulevard

**Four Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
Utility Billing Supervisor	1	1	1
Utility Billing Specialists	2	2	2
Shared Specialist	1	1	1

The Utility Billing (UB) office bills over 8,000 customers each month for City services including: water, sanitary sewer, refuse and recyclables collection, storm water, Direct Alarm Monitoring, and alarm registration. Monthly utility bills are mailed in two cycles, on the first and fifteen of each month. Water meters are read using iTron Smart meter downloads and/or handheld computers; consumption data is then uploaded from these various devices to the City's utility billing software. Once a billing cycle's reads are reviewed and adjusted, if necessary, the UB office sends an electronic file to a third party for bill printing, inserting, and mailing.

Each year the City purchases about two billion gallons of water from the Dallas County/Park Cities Municipal Utility District (MUD). The MUD draws water from Lake Grapevine to its treatment plant on Regal Row in Dallas. Wastewater treatment is provided by the City of Dallas Water Utilities.

Most customer payments arrive via traditional lockbox or e-lockbox for bank generated bill-pay checks or automatic bank drafting. A steadily increasing number of customers pay their bills via credit card using the City's website. In FY2019 a recurring credit card feature was added as an additional choice for residents bill paying option. The City's eUtility product allows customers to view their bill history on-line. Customers may also choose to receive an electronic bill instead of a traditional paper bill.

<b>UTILITY BILLING DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of Consumers	8,769	8,832
Average Daily Consumption (tens thousands of gallons)	5,897	5,696
Number of service orders created/processed		3,006
Number of customers receiving e-statements		3,267
% of customer paying electronically		91%
Number of bill adjustments processed	1,581	1,357
Number of single - family accounts billed		8,296
Number of multi-family connections		950
Number of new single-family connections		604
Number of multi-family connections		203
New water services installed		843

**BUDGET HIGHLIGHTS**  
**TOTAL UTILITY BILLING BUDGET - \$12,411,110**

- Postage - \$37,500
- Sewer Payments - \$3,627,240
- Water Purchases - \$7,414,175
- Professional Services/Fees - \$18,220
- Utility Billing Salaries and Benefits - \$400,958

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

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 22 - UTILITIES</b>						
1001	REGULAR EARNINGS	\$ 1,443,821.89	\$ 1,525,885.00	\$ 1,590,726.00	\$ 64,841.00	4.2%
1002	OVERTIME EARNINGS	58,554.73	63,000.00	63,000.00	\$ -	0.0%
1005	LONGEVITY PAY	14,437.34	14,955.00	15,286.00	\$ 331.00	2.2%
1006	EDUCATION PAY	33,863.82	75,480.00	79,640.00	\$ 4,160.00	5.5%
1009	CELL PHONE ALLOWANCE	2,280.00	2,280.00	1,680.00	\$ (600.00)	-26.3%
1110	EMPLOYERS SHARE F.I.C.A.	117,492.52	128,474.00	133,772.00	\$ 5,298.00	4.1%
1120	EMPLOYERS SHARE T.M.R.S.	140,237.91	139,389.00	148,564.00	\$ 9,175.00	6.6%
1130	INSURANCE-EMPLOYEE LIFE	7,285.77	14,000.00	12,900.00	\$ (1,100.00)	-7.9%
1131	INSURANCE-WORKMENS COMP	24,252.00	24,774.00	25,732.00	\$ 958.00	3.9%
1134	DENTAL INSURANCE	-	3,657.00	4,219.00	\$ 562.00	15.4%
1135	HEALTH INSURANCE	292,729.78	357,720.00	332,028.00	\$ (25,692.00)	-7.2%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 2,134,955.76</b>	<b>\$ 2,349,614.00</b>	<b>\$ 2,407,547.00</b>	<b>\$ 57,933.00</b>
						<b>2.5%</b>
2029	CLOTHING ALLOWANCE	\$ 22,575.66	\$ 18,049.00	\$ 19,278.00	\$ 1,229.00	6.8%
2100	OFFICE SUPPLIES	691.29	3,990.00	4,225.00	\$ 235.00	5.9%
2320	GAS, OIL & GREASE	48,724.40	79,661.00	76,233.00	\$ (3,428.00)	-4.3%
2350	SUPPLIES & MATERIALS	74,199.21	79,055.00	80,925.00	\$ 1,870.00	2.4%
2370	BACKFILL MATERIALS	121,955.10	250,923.00	295,748.00	\$ 44,825.00	17.9%
		<b>SUPPLIES</b>	<b>\$ 268,145.66</b>	<b>\$ 431,678.00</b>	<b>\$ 476,409.00</b>	<b>\$ 44,731.00</b>
						<b>10.4%</b>
3003	BOARD MEETINGS	\$ 272.18	\$ 500.00	\$ 500.00	\$ -	0.0%
3010	POSTAGE	286.94	600.00	600.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	83,691.43	66,000.00	86,000.00	\$ 20,000.00	30.3%
3063	PROGRAMMING/MAINTENANCE	289.26	-	-	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	345.00	500.00	500.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	-	-	-	\$ -	0.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 84,884.81</b>	<b>\$ 67,600.00</b>	<b>\$ 87,600.00</b>	<b>\$ 20,000.00</b>
						<b>29.6%</b>
4110	HEAT, LIGHT, WATER, UTIL	\$ 8,229.78	\$ 7,600.00	\$ 9,000.00	\$ 1,400.00	18.4%
4120	TELEPHONE SERVICE	4,863.61	5,149.00	3,572.00	\$ (1,577.00)	-30.6%
		<b>UTILITIES</b>	<b>\$ 13,093.39</b>	<b>\$ 12,749.00</b>	<b>\$ 12,572.00</b>	<b>\$ (177.00)</b>
						<b>-1.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 17,264.04	\$ 14,696.00	\$ 14,744.00	\$ 48.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,149.96	1,333.00	1,333.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	1,430.04	1,442.00	1,620.00	\$ 178.00	12.3%
5516	BONDS AND CYBER INSURANCE	-	5,067.00	6,333.00	\$ 1,266.00	25.0%
		<b>INSURANCE</b>	<b>\$ 19,844.04</b>	<b>\$ 22,538.00</b>	<b>\$ 24,030.00</b>	<b>\$ 1,492.00</b>
						<b>6.6%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>
						<b>0.0%</b>
6190	AUTO REPAIRS	\$ 44,326.30	\$ 36,700.00	\$ 40,600.00	\$ 3,900.00	10.6%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	201,812.04	214,222.00	241,351.00	\$ 27,129.00	12.7%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	159,699.00	162,337.00	153,603.00	\$ (8,734.00)	-5.4%
6355	UTILITY MAIN MAINTENANCE	390,248.71	474,600.00	474,600.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	927.67	1,775.00	1,775.00	\$ -	0.0%
7170	TRAVEL EXPENSE	-	6,380.00	6,380.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	25,868.04	25,311.00	26,285.00	\$ 974.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	45,159.96	61,170.00	77,396.00	\$ 16,226.00	26.5%
7221	OTHER EXPENSE	2,883.96	3,900.00	4,650.00	\$ 750.00	19.2%
7240	TUITION & TRAINING	4,049.54	4,600.00	10,300.00	\$ 5,700.00	123.9%
7260	EQUIPMENT RENTAL	-	3,000.00	3,000.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	-	14,000.00	14,200.00	\$ 200.00	1.4%
7500	DEPRECIATION EXPENSE	9,140.43	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRG	144,942.96	125,827.00	124,736.00	\$ (1,091.00)	-0.9%
		<b>OTHER EXPENSE</b>	<b>\$ 1,029,058.61</b>	<b>\$ 1,133,822.00</b>	<b>\$ 1,178,876.00</b>	<b>\$ 45,054.00</b>
						<b>4.0%</b>
1140	PERSONNEL REIMBURSEMENT	\$ 189,999.96	\$ 200,000.00	\$ 200,000.00	\$ -	0.0%
		<b>TRANSFERS</b>	<b>\$ 189,999.96</b>	<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ -</b>
						<b>0.0%</b>
<b>DEPARTMENT Total: 22 - UTILITIES</b>		<b>\$ 3,739,982.23</b>	<b>\$ 4,220,001.00</b>	<b>\$ 4,389,034.00</b>	<b>\$ 169,033.00</b>	<b>4.0%</b>

**IN-HOUSE CONSTRUCTION  
02-24**

Located in the Peek Service Center, 4420 Worcola Street

**Seven Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
Construction Superintendent	1	1*	1*
Crew Leader	1	0	1
Operator / Technician	5	1	5

The In-House Construction Department is responsible for the planned replacement of water, sanitary sewer, and pavement associated with the City's "Mile Per Year Program". The Mile Per Year Program was established in 1989 to facilitate the replacement of approximately one (1) mile of water and sanitary sewer mains per year. Historically, this work has been performed by contractors. In FY18, the decision was made to bring the program in-house and to purchase equipment and hire the staff necessary to implement the program.

Development of the In-House Mile Construction Department was planned to be phased in over three fiscal years. In FY21, recruiting began to staff one crew. Due to market conditions, the City was unable to fully staff the crew. To continue the planned replacement of utilities, staff contracted for the FY23 utility replacement while continuing to monitor conditions in the marketplace with the goal of hiring a crew in FY24. Based on the market assessment, staff has budgeted for one crew in FY24. Once staffed, the program will be monitored for 12-18 months at which time staff and Council will consider the efforts of the program to determine if the program should be expanded to two additional crews or if the work should be contracted out as has been done in the past.

\*Construction Superintendent budgeted in Capital Projects

**BUDGET HIGHLIGHTS**  
**IN-HOUSE CONSTRUCTION TOTAL BUDGET \$1,239,828**

- Clothing Allowance - \$5,928
- Supplies and Materials - \$258,644
- Backfill Materials - \$83,412
- Professional Services - \$25,000
- Repaving outside contract - \$89,000
- Tuition and Training - \$9,600
- Inhouse Construction Salaries and Benefits - \$663,354

# City of University Park

## IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 24 - IN HOUSE CONSTRUCTION</b>						
1001	REGULAR EARNINGS	\$ 213,665.33	\$ 138,674.00	\$ 470,677.00	\$ 332,003.00	239.4%
1002	OVERTIME EARNINGS	\$ 8,466.00	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 71.09	\$ 165.00	\$ 140.00	\$ (25.00)	-15.2%
1006	EDUCATION PAY	\$ 1,874.29	\$ 4,160.00	\$ 4,160.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 16,334.27	\$ 10,940.00	\$ 36,333.00	\$ 25,393.00	232.1%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 19,509.79	\$ 11,925.00	\$ 40,396.00	\$ 28,471.00	238.8%
1125	GSAB ALLOCATION OF PENSION/OPEB EXP	\$ (18,665.00)	\$ -	\$ -	\$ -	0.0%
1126	GASB ALLOCATION OF PENSION/OPEB	\$ (21,725.00)	\$ -	\$ -	\$ -	0.0%
1130	INURANCE - EMPLOYEE LIFE	\$ 1,278.90	\$ 1,400.00	\$ 1,200.00	\$ (200.00)	-14.3%
1131	INSURANCE-WORKMENS COMP	\$ -	\$ 3,740.00	\$ 12,372.00	\$ 8,632.00	230.8%
1134	DENTAL INSURANCE	\$ -	\$ 291.00	\$ -	\$ (291.00)	-100.0%
1135	HEALTH INSURANCE	\$ 27,613.92	\$ 28,236.00	\$ 97,236.00	\$ 69,000.00	244.4%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 249,263.59</b>	<b>\$ 200,371.00</b>	<b>\$ 663,354.00</b>	<b>\$ 462,983.00</b>
<b>2300 - SUPPLIES</b>						
2029	CLOTHING ALLOWANCE	\$ 4,494.96	\$ 1,311.00	\$ 5,928.00	\$ 4,617.00	352.2%
2100	OFFICE SUPPLIES	\$ 287.90	\$ 1.00	\$ 450.00	\$ 449.00	44900.0%
2320	GAS, OIL, & GREASE	\$ 4,945.34	\$ 7,882.00	\$ 7,816.00	\$ (66.00)	-0.8%
2350	SUPPLIES & MATERIALS	\$ 166,105.21	\$ 3,145.00	\$ 258,644.00	\$ 255,499.00	8124.0%
2360	SMALL TOOLS	\$ -	\$ 1.00	\$ 3,000.00	\$ 2,999.00	299900.0%
2370	BACKFILL MATERIALS	\$ -	\$ 1.00	\$ 83,412.00	\$ 83,411.00	8341100.0%
		<b>SUPPLIES</b>	<b>\$ 175,833.41</b>	<b>\$ 12,341.00</b>	<b>\$ 359,250.00</b>	<b>\$ 346,909.00</b>
<b>3000 - PROFESSIONAL FEES</b>						
3060	PROFESSIONAL SERVICES/FEES	\$ 34,222.75	\$ 1.00	\$ 25,000.00	\$ 24,999.00	2499900.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ 1.00	\$ 150.00	\$ 149.00	14900.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 34,222.75</b>	<b>\$ 2.00</b>	<b>\$ 25,150.00</b>	<b>\$ 25,148.00</b>
<b>4000 - UTILITIES</b>						
4110	UTILITIES	\$ 443.04	\$ 300.00	\$ 400.00	\$ 100.00	33.3%
4120	TELEPHONE SERVICE	\$ 303.17	\$ 348.00	\$ 337.00	\$ (11.00)	-3.2%
		<b>UTILITIES</b>	<b>\$ 746.21</b>	<b>\$ 648.00</b>	<b>\$ 737.00</b>	<b>\$ 89.00</b>
<b>5000 - INSURANCE</b>						
5500	INSURANCE-AUTO LIABILITY	\$ -	\$ -	\$ -	\$ -	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ -	\$ 389.00	\$ 389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ -	\$ 420.00	\$ 473.00	\$ 53.00	12.6%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 1,478.00	\$ 1,847.00	\$ 369.00	25.0%
		<b>INSURANCE</b>	<b>\$ -</b>	<b>\$ 2,287.00</b>	<b>\$ 2,709.00</b>	<b>\$ 422.00</b>
<b>6000 - OUTSIDE SERVICES</b>						
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ -	\$ -	0.0%
6370	STREET REPAIR MATERIAL	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>7000 - OTHER</b>						
6190	AUTO REPAIRS	\$ 5,317.19	\$ 3,900.00	\$ 5,000.00	\$ 1,100.00	28.2%
6201	ALLOCATED INFORMATION SERVICES	\$ 20,919.00	\$ 21,946.00	\$ 2,203.00	\$ (19,743.00)	-90.0%
6202	ALLOCATED WAREHOUSE AND GARAGE	\$ -	\$ -	\$ -	\$ -	0.0%
6195	OPERATIONS	\$ 11,642.04	\$ 1,933.00	\$ 24,962.00	\$ 23,029.00	1191.4%
6355	UTILITY MAIN MAINTENANCE	\$ -	\$ 486.00	\$ -	\$ (486.00)	-100.0%
7150	DUES & SUBSCRIPTIONS	\$ 95.00	\$ 966.00	\$ 930.00	\$ (36.00)	-3.7%
7170	TRAVEL EXPENSE	\$ -	\$ -	\$ 200.00	\$ 200.00	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	\$ 5,640.00	\$ 203.00	\$ 1,003.00	\$ 800.00	394.1%
7202	SOFTWARE FEES - DIRECT ALLOCATION	\$ 2,385.00	\$ 225.00	\$ 214.00	\$ (11.00)	-4.9%
7221	OTHER EXPENSE	\$ 556.00	\$ 2,000.00	\$ 900.00	\$ (1,100.00)	-55.0%
7240	TUITION & TRAINING	\$ 1,593.72	\$ -	\$ 9,600.00	\$ 9,600.00	0.0%
7260	EQUIPMENT RENTAL	\$ -	\$ 1.00	\$ 3,000.00	\$ 2,999.00	299900.0%
7331	EQUIPMENT UNDER \$5000	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	\$ 41,718.96	\$ 41,719.00	\$ 42,116.00	\$ 397.00	1.0%
		<b>OTHER</b>	<b>\$ 89,866.91</b>	<b>\$ 73,379.00</b>	<b>\$ 92,628.00</b>	<b>\$ 19,249.00</b>
<b>6371 - TRANSFERS</b>						
6371	REPAVING OUTSIDE CONTRACT	\$ -	\$ 1.00	\$ 89,000.00	\$ 88,999.00	8899900.0%
		<b>TRANSFERS</b>	<b>\$ -</b>	<b>\$ 1.00</b>	<b>\$ 89,000.00</b>	<b>\$ 88,999.00</b>
<b>4430 - CAPITAL EXPENDITURES</b>						
4430	CAPITAL PROJECTS -MPY	\$ 481,045.80	\$ -	\$ -	\$ -	0.0%
9100	EQUIPMENT OVER \$5000	\$ -	\$ 1.00	\$ 7,000.00	\$ 6,999.00	699900.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ 481,045.80</b>	<b>\$ 1.00</b>	<b>\$ 7,000.00</b>	<b>\$ 6,999.00</b>
<b>DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION</b>						
		<b>\$ 1,030,978.67</b>	<b>\$ 289,030.00</b>	<b>\$ 1,239,828.00</b>	<b>\$ 950,798.00</b>	<b>329.0%</b>

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

**No Employees**

Residential refuse collection charges make up 61% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$27.52/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 27.52
Two-family dwelling, per unit	\$ 27.52
Apartments, per unit - on residential route	\$ 27.52
Apartments, per unit - on commercial route	\$ 27.52
Carryout, per unit	\$ 168.65

Commercial and institutional (including Southern Methodist University) refuse collection charges make up 26% of Fund revenues. Commercial charges are based on the number of containers and frequency of collection to which a business subscribes. The schedule below details these fees.

**Commercial Garbage Collection**

Collections per 6-day week	Number of 3-yard containers			
	1	2	3	4
3	\$135.90	\$271.79	\$407.70	\$543.59
6	\$271.79	\$543.59	\$815.38	\$1,087.18
12	\$543.59	\$1,087.18	\$1630.77	\$2,174.36
18	\$815.38	\$1,630.77	\$2,446.15	\$3,261.54

Recycling collection contributes 10% of Fund revenues. Customers pay \$4.08 per month for weekly collection.

Other Sanitation Fund revenues include brush/special items pickup and investment income.

## City of University Park

### REVENUE - SANITATION FUND

04-11

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3501	REFUSE COLL-SMU	\$ 171,142.13	\$ 208,100.00	\$ 223,700.00	\$ 15,600.00	7.5%
3503	YARD BAGS/RECYCLING REBATE	\$ 82,102.66	\$ -	\$ -	\$ -	7.5%
3504	RECYCLING REVENUE	\$ 364,717.22	\$ 389,600.00	\$ 418,800.00	\$ 29,200.00	7.5%
3540	REFUSE COLL - RESIDENTIAL	\$ 2,188,521.25	\$ 2,315,000.00	\$ 2,488,600.00	\$ 173,600.00	7.5%
3541	REFUSE COLL - COMMERCIAL	\$ 537,570.64	\$ 581,000.00	\$ 624,600.00	\$ 43,600.00	7.5%
3542	REFUSE COLL-CHURCH/SCHOOL	\$ 179,913.30	\$ 179,200.00	\$ 192,600.00	\$ 13,400.00	7.5%
3543	BRUSH/SPECIAL PICKUP CHRG	\$ 114,559.28	\$ 102,400.00	\$ 110,100.00	\$ 7,700.00	7.5%
		<b>REFUSE &amp; RECYCLING</b>	<b>\$ 3,638,526.48</b>	<b>\$ 3,775,300.00</b>	<b>\$ 4,058,400.00</b>	<b>\$ 283,100.00</b>
3900	INTEREST EARNINGS	\$ 3,100.56	\$ 4,000.00	\$ 11,000.00	\$ 7,000.00	175.0%
		<b>INTEREST EARNINGS</b>	<b>\$ 3,100.56</b>	<b>\$ 4,000.00</b>	<b>\$ 11,000.00</b>	<b>\$ 7,000.00</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>						
<b>\$ 3,641,627.04</b>						
<b>\$ 3,779,300.00</b>						
<b>\$ 4,069,400.00</b>						
<b>\$ 290,100.00</b>						
<b>7.7%</b>						

**REVENUE - STORMWATER UTILITY  
05-11**

Located in the Peek Service Center, 4420 Worcola Street

**No Employees**

The City implemented this fee in December of 2003 as a means of recovering the cost of managing storm water, or run-off, throughout the City. The charge is based on a per-parcel fee that varies with the property's zoning classification.

**EXPENSE - STORMWATER UTILITY  
05-23**

**No Employees**

The Storm Water Utility provides funding for activities and supplies essential to the implementation of the City's federally mandated Storm Water Management Plan (SWMP). The Clean Water Act requires states and local municipalities to address storm water quality and quantity. To address local concerns, the City of University Park, as directed by the Texas Commission on Environmental Quality (TCEQ), created and implemented the City's SWMP in 2003. New rules were adopted by TCEQ in 2018, staff updated the City's Storm Management Program to comply with newly released permit requirements in 2019.

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

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

## City of University Park

### REVENUES - STORMWATER

05-11

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORMWATER FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3903	STORMWATER FEE-COMMERCIAL	\$ 22,021.68	\$ 28,445.00	\$ 34,700.00	\$ 6,255.00	22.0%
3904	STORM FEE-RESIDENTIAL	\$ 668,702.41	\$ 852,432.00	\$ 1,040,000.00	\$ 187,568.00	22.0%
3905	STORM WATER - SMU	\$ 127.24	\$ 0.00	\$ 0.00	\$ -	0.0%
3906	STORM FEE-CHURCH/SCHOOL	\$ 21,123.82	\$ 20,859.00	\$ 25,500.00	\$ 4,641.00	22.2%
	<b>STORM FEE</b>	<b>\$ 711,975.15</b>	<b>\$ 901,736.00</b>	<b>\$ 1,100,200.00</b>	<b>\$ 198,464.00</b>	<b>22.0%</b>
3900	INTEREST EARNINGS	\$ 58,135.22	\$ 60,000.00	\$ 47,000.00	\$ (13,000.00)	-21.7%
	<b>INTEREST EARNINGS</b>	<b>\$ 58,135.22</b>	<b>\$ 60,000.00</b>	<b>\$ 47,000.00</b>	<b>\$ (13,000.00)</b>	<b>-21.7%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>		<b>\$ 770,110.37</b>	<b>\$ 961,736.00</b>	<b>\$ 1,147,200.00</b>	<b>\$ 185,464.00</b>	<b>19.3%</b>

## City of University Park

### EXPENSE - STORMWATER

05-23

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 05 - STORMWATER FUND</b>						
<b>DEPARTMENT: 23 - STORM WATER UTILITY</b>						
2100	OFFICE SUPPLIES	\$ -	\$ 1.00	\$ 1.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	\$ -	\$ 3,001.00	\$ 2,001.00	\$ (1,000.00)	-33.3%
	<b>SUPPLIES</b>	<b>\$ -</b>	<b>\$ 3,002.00</b>	<b>\$ 2,002.00</b>	<b>\$ (1,000.00)</b>	<b>-33.3%</b>
3010	POSTAGE	\$ 18.32	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 63,842.05	\$ 430,440.00	\$ 155,441.00	\$ (274,999.00)	-63.9%
3113	PUBLICATIONS/PRINTING	\$ -	\$ 150.00	\$ 250.00	\$ 100.00	66.7%
3115	CONTRACT MAINTENANCE	\$ 3,916.24	\$ 7,600.00	\$ 9,230.00	\$ 1,630.00	21.4%
	<b>PROFESSIONAL FEES</b>	<b>\$ 67,776.61</b>	<b>\$ 438,240.00</b>	<b>\$ 164,971.00</b>	<b>\$ (273,269.00)</b>	<b>-62.4%</b>
7150	DUES & SUBSCRIPTIONS	\$ 8,067.51	\$ 8,200.00	\$ 8,200.00	\$ -	0.0%
7221	OTHER EXPENSE	\$ 159,742.54	\$ 150.00	\$ 1.00	\$ (149.00)	-99.3%
7240	TUITION & TRAINING	\$ 2,125.00	\$ 4,450.00	\$ 3,251.00	\$ (1,199.00)	-26.9%
7910	INTEREST & AGENT FEES	\$ 226,689.58	\$ 392,620.00	\$ 371,820.00	\$ (20,800.00)	-5.3%
	<b>OTHER EXPENSE</b>	<b>\$ 396,624.63</b>	<b>\$ 405,420.00</b>	<b>\$ 383,272.00</b>	<b>\$ (22,148.00)</b>	<b>-5.5%</b>
9305	STORMWATER EXPENSES	\$ -	\$ 1.00	\$ 1.00	\$ -	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 23 - STORM WATER UTILITY</b>		<b>\$ 464,401.24</b>	<b>\$ 846,663.00</b>	<b>\$ 550,246.00</b>	<b>\$ (296,417.00)</b>	<b>-35.0%</b>

## **CAPITAL IMPROVEMENT PROJECTS (CIP)**

**Revenue - Enterprise (Water and Sewer Projects)**  
**42-42**  
**See Capital Projects Section**

**Revenue - Enterprise**  
**42-11**

**Revenue - General Governmental Projects**  
**44-11**

**General Governmental Projects**  
**44-44**

**1 Employee**

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
<b>Construction Supervisor</b>	<b>0</b>	<b>1</b>	<b>1</b>

### **Capital Budget and Five-Year CIP**

The first year of the five-year CIP serves as the capital budget. Prior to FY2016, projects were assigned five digit numbers in the following categories:

10000 Information Technology  
20000 Parks  
30000 Public Safety  
40000 Public Works

After FY2016, projects were assigned a two-digit prefix based on the year initiated, followed by three digit numbers in the following categories:

100 Information Technology  
200 Parks  
300 Public Safety  
400 Public Works

In the general ledger, Fund 42 is used for Enterprise Capital Projects (water, sewer and storm sewer) and Fund 44 is used for General Governmental Capital Projects (everything else). For budgeting and planning purposes, the two funds are shown as one.

The FY2023-2027 Detailed CIP lists all identified projects and their estimated costs. The first year of the 5 year CIP serves as the capital budget (FY2023), while the future years are forecast years.

### **Approval**

The capital budget and five-year CIP are a collaborative effort involving City staff, the Capital Projects Review Committee and the City Council. The capital budget is approved by resolution of the City Council and may be amended as conditions change throughout the fiscal year.

See Capital Project Section for detail.

## City of University Park

### REVENUE - CIP - ENTERPRISE

42-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 42 - CAPITAL PROJECTS - ENTERPRISE</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3101	TRANSFER - GENERAL FUND	\$ 495,924.00	\$ 520,714.00	\$ 546,750.00	\$ 26,036.00	5.00%
3102	TRANSFER - UTILITY FUND	\$ 1,546,092.00	\$ 3,108,392.00	\$ 2,378,812.00	\$ (729,580.00)	-23.47%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 2,042,016.00</b>	<b>\$ 3,629,106.00</b>	<b>\$ 2,925,562.00</b>	<b>\$ (703,544.00)</b>	<b>-19.39%</b>
3900	INTEREST EARNINGS	\$ 7,503.13	\$ 14,000.00	\$ 285,000.00	\$ 271,000.00	1935.71%
	<b>INTEREST EARNINGS</b>	<b>\$ 7,503.13</b>	<b>\$ 14,000.00</b>	<b>\$ 285,000.00</b>	<b>\$ 271,000.00</b>	<b>1935.71%</b>
3999	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>OTHER REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE</b>						
		<b>\$ 2,049,519.13</b>	<b>\$ 3,643,106.00</b>	<b>\$ 3,210,562.00</b>	<b>\$ (432,544.00)</b>	<b>-11.87%</b>

## City of University Park

### REVENUE - CIP - GENERAL GOVERNMENT PROJECTS

44-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 44 - CAPITAL PROJECTS - GEN GOVT</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3101	TRANSFER - GENERAL FUND	\$ 3,773,904.00	\$ 3,962,604.00	\$ 4,160,734.00	\$ 198,130.00	5.0%
	<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$ 3,773,904.00</b>	<b>\$ 3,962,604.00</b>	<b>\$ 4,160,734.00</b>	<b>\$ 198,130.00</b>	<b>5.0%</b>
3900	INTEREST EARNINGS	\$ 34,549.66	\$ 53,000.00	\$ 135,000.00	\$ 82,000.00	154.7%
	<b>INTEREST EARNINGS</b>	<b>\$ 34,549.66</b>	<b>\$ 53,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ 82,000.00</b>	<b>154.7%</b>
3999	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>OTHER REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE</b>						
		<b>\$ 3,808,453.66</b>	<b>\$ 4,015,604.00</b>	<b>\$ 4,295,734.00</b>	<b>\$ 280,130.00</b>	<b>7.4%</b>

## City of University Park

### CIP - GENERAL GOVERNMENT PROJECTS

44-44

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 44 - CAPITAL PROJECTS - GEN GOVT</b>						
<b>DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT</b>						
1001	REGULAR EARNINGS	\$ 101,484.80	\$ 103,522.00	\$ 113,128.00	\$ 9,606.00	9.3%
1005	LONGEVITY PAY	\$ 1,203.46	\$ 1,200.00	\$ -	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 600.00	\$ 600.00	\$ -	\$ (600.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 7,590.66	\$ 8,011.00	\$ 8,654.00	\$ 643.00	8.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 8,983.87	\$ 8,730.00	\$ 9,605.00	\$ 875.00	10.0%
1130	INSURANCE - EMPLOYEE LIFE	\$ 460.92	\$ 200.00	\$ 900.00	\$ 700.00	350.0%
1131	INSURANCE-WORKMENS COMP	\$ 78.00	\$ 84.00	\$ 91.00	\$ 7.00	8.3%
1135	HEALTH INSURANCE	\$ 13,834.51	\$ 13,800.00	\$ 13,800.00	\$ -	0.0%
	<b>SALARIES &amp; BENEFITS</b>	<b>\$ 134,236.22</b>	<b>\$ 136,147.00</b>	<b>\$ 146,178.00</b>	<b>\$ 10,031.00</b>	<b>7.4%</b>
4410	CAPITAL PROJECTS-GEN FUND	\$ 4,039,572.57	\$ -	\$ -	\$ -	0.0%
4430	CAPITAL PROJECTS - MPY	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>CAPITAL EXPENDITURES</b>	<b>\$ 4,039,572.57</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS</b>						
		<b>\$ 4,173,808.79</b>	<b>\$ 136,147.00</b>	<b>\$ 146,178.00</b>	<b>\$ 10,031.00</b>	<b>7.4%</b>

**REVENUE – SELF-INSURANCE**  
**45-11**

**SELF-INSURANCE**  
**45-45**

**No Employees**

The City maintains a comprehensive self-insurance plan. The self-insurance plan encompasses workers' compensation benefits, fire, law enforcement, auto fleet, computer hardware and software, other property, public officials' liability and general liability coverage.

The Texas Municipal League Inter-Governmental Risk Pool, a public entity risk pool operating as a common risk management and insurance program, coinsures with the City for individual claim retention levels and corresponding policy limits.

All claims and maximums are calculated for a plan year ending each September 30. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

In January 2000, the City expanded its self-insurance program to include employee health coverage. A third-party insurance company coinsures with the City for claims administration and individual claim retention levels. In FY19, the City covered an average of 528 individuals on our health plan.

## City of University Park

### REVENUES - SELF-INSURANCE

45-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF-INSURANCE						
DEPARTMENT: 11 - REVENUE						
3802	GENERAL FUND CONTRIBUTION	\$ -	\$ -	\$ -	\$ (25,898.00)	0.0%
3803	CONT-OFF'L LIABILITY	\$ 21,522.96	\$ 25,898.00	\$ -	\$ (25,898.00)	-100.0%
3804	CONT-EXCESS LIABILITY	\$ 11,727.00	\$ 15,000.00	\$ -	\$ (15,000.00)	-100.0%
3805	CONT-GENERAL LIABILITY	\$ 14,243.88	\$ 16,219.00	\$ -	\$ (16,219.00)	-100.0%
3806	CONT-AUTO LIABILITY	\$ 117,739.20	\$ 117,005.00	\$ -	\$ (117,005.00)	-100.0%
3807	CONT-POLICE LIABILITY	\$ 15,638.04	\$ 25,404.00	\$ -	\$ (25,404.00)	-100.0%
3808	CONT-BLDG AND CONTENTS	\$ 112,287.96	\$ 156,800.00	\$ -	\$ (156,800.00)	-100.0%
3810	CONT-WORKMENS COMP	\$ 245,179.08	\$ 264,409.00	\$ -	\$ (264,409.00)	-100.0%
3812	CONT-BONDS/OFF'L EMPL	\$ 24,999.96	\$ 57,000.00	\$ -	\$ (57,000.00)	-100.0%
3813	CONTRIB-EMPLOYEE HEALTH INSURANCE	\$ 4,051,735.51	\$ 3,599,460.00	\$ -	\$ (3,599,460.00)	-100.0%
3814	CONTRIBUTIONS -FSA	\$ (19,971.99)	\$ -	\$ -	\$ -	0.0%
<b>CONTRIBUTIONS TO SELF-INSURANCE</b>		<b>\$ 4,595,101.60</b>	<b>\$ 4,277,195.00</b>	<b>\$ -</b>	<b>\$ (4,277,195.00)</b>	<b>-100.0%</b>
3900	INTEREST EARNINGS	\$ (150,743.65)	\$ 52,000.00	\$ 130,000.00	\$ 78,000.00	150.0%
<b>INTEREST EARNINGS</b>		<b>\$ (150,743.65)</b>	<b>\$ 52,000.00</b>	<b>\$ 130,000.00</b>	<b>\$ 78,000.00</b>	<b>150.0%</b>
3999	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.0%
<b>OTHER REVENUE</b>		<b>\$ 4,444,357.95</b>	<b>\$ 4,329,195.00</b>	<b>\$ 130,000.00</b>	<b>\$ (4,199,195.00)</b>	<b>-97.0%</b>

## City of University Park

### SELF INSURANCE

45-45

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF INSURANCE						
DEPARTMENT: 45 - SELF INSURANCE						
1001	REGULAR EARNINGS	\$ 82,148.08	\$ 80,267.00	\$ 86,297.00	\$ 6,030.00	7.5%
1002	OVERTIME EARNINGS	\$ -	\$ -	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	\$ 3.17	\$ 52.00	\$ 100.00	\$ 48.00	92.3%
1009	CELL PHONE ALLOWANCE	\$ 840.00	\$ 840.00	\$ 840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 5,825.77	\$ 6,145.00	\$ 6,610.00	\$ 465.00	7.6%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 6,733.36	\$ 6,728.00	\$ 7,406.00	\$ 678.00	10.1%
1130	INSURANCE-EMPLOYEE LIFE	\$ 356.95	\$ 800.00	\$ 900.00	\$ 100.00	12.5%
1131	INSURANCE-WORKMENS COMP	\$ -	\$ 65.00	\$ 70.00	\$ 5.00	7.7%
1134	DENTAL INSURANCE	\$ -	\$ 103.00	\$ 103.00	\$ -	0.0%
1135	HEALTH INSURANCE	\$ 13,834.51	\$ 14,436.00	\$ 14,436.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 109,741.84</b>	<b>\$ 109,436.00</b>	<b>\$ 116,762.00</b>	<b>\$ 7,326.00</b>	<b>6.7%</b>
2029	CLOTHING ALLOWANCE	\$ -	\$ -	\$ -	\$ -	0.0%
2100	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	0.0%
2320	GAS, OIL & GREASE	\$ -	\$ -	\$ -	\$ -	0.0%
2350	SUPPLIES & MATERIALS	\$ -	\$ -	\$ -	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
5803	CLAIMS-PUBLIC	\$ -	\$ -	\$ -	\$ -	0.0%
5805	CLAIMS-GENERAL LIABILITY	\$ 53,736.13	\$ -	\$ -	\$ -	0.0%
5806	CLAIMS-AUTO LIAB/DAMG	\$ 106,019.65	\$ -	\$ -	\$ -	0.0%
5807	CLAIMS - POLICE LIABILITY	\$ 15,325.24	\$ -	\$ -	\$ -	0.0%
5808	CLAIMS-BLDG & CONTENTS	\$ 112,417.76	\$ -	\$ -	\$ -	0.0%
5810	CLAIMS-WORKMENS COMP	\$ 185,677.21	\$ -	\$ -	\$ -	0.0%
5811	CLAIMS-RISK LOSS, MGMT	\$ 26,834.55	\$ -	\$ -	\$ -	0.0%
5813	CLAIMS-EMP HEALTH INS	\$ 3,049,868.76	\$ -	\$ -	\$ -	0.0%
5815	INSURANCE PREMIUM	\$ 794,750.79	\$ -	\$ -	\$ -	0.0%
<b>INSURANCE</b>		<b>\$ 4,344,630.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	\$ -	\$ 3,093.00	\$ 3,524.00	\$ 431.00	13.9%
7221	OTHER EXPENSE	\$ 153,543.38	\$ 37,207.00	\$ 40,084.00	\$ 2,877.00	7.7%
7224	ADMIN-EMP HEALTH INS	\$ 94,592.05	\$ -	\$ -	\$ -	0.0%
<b>OTHER</b>		<b>\$ 248,135.43</b>	<b>\$ 40,300.00</b>	<b>\$ 43,608.00</b>	<b>\$ 2,877.00</b>	<b>7.1%</b>
<b>DEPARTMENT Total: 45 - SELF INSURANCE TOTAL</b>		<b>\$ 4,702,507.36</b>	<b>\$ 149,736.00</b>	<b>\$ 160,370.00</b>	<b>\$ 10,203.00</b>	<b>6.8%</b>

## TECHNOLOGY SERVICES DEPARTMENT

### INFORMATION SERVICES 46-05

#### REVENUE 46-11

#### CAPITAL REPLACEMENT 46-90

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

**Seven Employees:**  
All Full Time

FUNCTION	ACTUAL 2021-2022	ACTUAL 2022-2023	ADOPTED 2024
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Svrs	1	1	1
GIS Coordinator	1	1	1
Network Support Specialist	1	1	1
Applications Support Analyst	1	1	1
ERP Systems Analyst	1	1	1

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

The City has standardized on a Microsoft Windows Server Platform using the .NET development framework supporting Microsoft SQL Databases for all strategic applications. The applications provide a seamless interface to the Microsoft Office365 suite and primarily utilize a Web Browser User Interface.

The primary non-public safety applications include General Ledger, Revenue Accounting, Purchasing, Capital Projects, Financial Reporting, Utility Billing, Human Resources, Payroll, Citywide Asset Management, Building Inspection\Permitting, Equipment Services, Library and Recreation.

The Public Safety applications include Computer-aided Dispatch for Police, Fire, and EMS, Crimes Management, Fires Management, Mobile Data Computing, Field Incident Reporting, Field Accident Reporting, the Municipal Court system, and Direct Alarm Monitoring.

The City's ESRI Enterprise GIS (Geographic Information System) is directly linked to the Community Development application in support of planning, permitting, code enforcement, and their associated inspections.

Information Services also supports a variety of applications related to document imaging and management, Police digital video, Internet access, Engineering, Public Works, Parks, and Equipment Services.

The network-computing environment consists of approximately 200 desktop users, 55 servers, and 40 mobile data computers.

<b>TECHNOLOGY SERVICES DEPARTMENT WORK LOAD INDICATORS</b>		
	<b>FY22</b>	<b>FY23</b>
Desktop/Laptops/Virtual PC's Maintained	305	306
Physical Servers Maintained	10	6
Virtual Servers Maintained	60	54
Contracts Managed	27	33
Help Desk Calls/Emails	2600	2625

**BUDGET HIGHLIGHTS**  
**INFORMATION SERVICES DEPARTMENT TOTAL BUDGET \$2,490,041**

- Computer Supplies - \$15,050
- Professional Services/Fees - \$127,725
- Telephone Services - \$115,909
- Equip Repairs/Non-Vehicle - \$33,700
- Tuition and Training - \$7,449
- Information Services Department Salaries and Benefits \$1,402,663

# City of University Park

## INFORMATION SERVICES FUND

46-05

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 46 - TECHNOLOGY SERVICES FUND</b>						
<b>DEPARTMENT: 05 - INFORMATION SERVICES</b>						
1001	REGULAR EARNINGS	\$ 797,727.29	\$ 774,343.00	\$ 792,082.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ 2,449.12	\$ 2,684.00	\$ 2,935.00	\$ 251.00	9.4%
1007	CAR ALLOWANCE	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	\$ 3,185.00	\$ 3,360.00	\$ 3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ 53,074.13	\$ 58,784.00	\$ 5,900.00	\$ (52,884.00)	-90.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ 63,475.70	\$ 65,290.00	\$ 60,234.00	\$ (5,056.00)	-7.7%
1130	INSURANCE-EMPLOYEE LIFE	\$ 3,735.11	\$ 7,000.00	\$ 68,388.00	\$ 61,388.00	877.0%
1131	INSURANCE-WORKMENS COMP	\$ 617.04	\$ 630.00	\$ 645.00	\$ 15.00	2.4%
1134	DENTAL INSURANCE	\$ -	\$ 1,054.00	\$ 1,503.00	\$ 449.00	42.6%
1135	HEALTH INSURANCE	\$ 85,413.06	\$ 101,052.00	\$ 100,416.00	\$ (636.00)	-0.6%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 1,016,876.45</b>	<b>\$ 1,021,397.00</b>	<b>\$ 1,042,663.00</b>	<b>\$ 21,266.00</b>
2100	OFFICE SUPPLIES	\$ 587.90	\$ 250.00	\$ 250.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	\$ 7,911.64	\$ 15,175.00	\$ 15,050.00	\$ (125.00)	-0.8%
		<b>SUPPLIES</b>	<b>\$ 8,499.54</b>	<b>\$ 15,425.00</b>	<b>\$ 15,300.00</b>	<b>\$ (125.00)</b>
3010	POSTAGE	\$ 12.48	\$ 75.00	\$ 25.00	\$ (50.00)	-66.7%
3060	PROFESSIONAL SERVICES/FEES	\$ 181,541.06	\$ 96,124.00	\$ 127,725.00	\$ 31,601.00	32.9%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>PROFESSIONAL SERVICES/FEES</b>	<b>\$ 181,553.54</b>	<b>\$ 96,199.00</b>	<b>\$ 127,750.00</b>	<b>\$ 31,551.00</b>
4110	HEAT, LIGHT, WATER UTIL	\$ 4,898.55	\$ 5,100.00	\$ 6,100.00	\$ 1,000.00	19.6%
4120	TELEPHONE SERVICE	\$ 55,714.12	\$ 95,895.00	\$ 115,910.00	\$ 20,015.00	20.9%
		<b>UTILITIES</b>	<b>\$ 60,612.67</b>	<b>\$ 100,995.00</b>	<b>\$ 122,010.00</b>	<b>\$ 21,015.00</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 276.00	\$ 389.00	\$ 389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ 342.96	\$ 420.00	\$ 473.00	\$ 53.00	12.6%
5516	BONDS AND CYBER INSURANCE	\$ -	\$ 1,478.00	\$ 1,847.00	\$ 369.00	25.0%
		<b>INSURANCE</b>	<b>\$ 618.96</b>	<b>\$ 2,287.00</b>	<b>\$ 2,709.00</b>	<b>\$ 422.00</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 23,304.75	\$ 33,220.00	\$ 33,700.00	\$ 480.00	1.4%
		<b>OUTSIDE SERVICES</b>	<b>\$ 23,304.75</b>	<b>\$ 33,220.00</b>	<b>\$ 33,700.00</b>	<b>\$ 480.00</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 53.04	\$ 54.00	\$ 63.00	\$ 9.00	16.7%
7150	DUES & SUBSCRIPTIONS	\$ 175.00	\$ 225.00	\$ 225.00	\$ -	0.0%
7170	TRAVEL EXPENSE	\$ 4,530.91	\$ 7,370.00	\$ 3,800.00	\$ (3,570.00)	-48.4%
7201	COMPUTER EQT UNDER \$5000	\$ 379,209.47	\$ 341,793.00	\$ 356,548.00	\$ 14,755.00	4.3%
7202	MICRO COMPUTER SOFTWARE	\$ 557,104.74	\$ 728,173.00	\$ 741,662.00	\$ 13,489.00	1.9%
7221	OTHER EXPENSE	\$ 872.95	\$ 225.00	\$ 225.00	\$ -	0.0%
7240	TUITION & TRAINING	\$ 8,127.80	\$ 8,298.00	\$ 7,449.00	\$ (849.00)	-10.2%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	\$ -	\$ 8,991.00	\$ 35,937.00	\$ 26,946.00	299.7%
		<b>OTHER EXPENSE</b>	<b>\$ 950,073.91</b>	<b>\$ 1,095,129.00</b>	<b>\$ 1,145,909.00</b>	<b>\$ 50,780.00</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		<b>DEPARTMENT 05 - INFORMATION SERVICES</b>	<b>\$ 2,241,539.82</b>	<b>\$ 2,364,652.00</b>	<b>\$ 2,490,041.00</b>	<b>\$ 125,389.00</b>
						<b>5.3%</b>

**City of University Park**  
**REVENUES -TECHNOLOGY SERVICES**  
**46-11**

Account Number	Description	2022 Acutal Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 46 - TECHNOLOGY SERVICES FUNDS</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3165.01	INFO SERVICES - GEN FUND	\$ 807,409.92	\$ 855,866.00	\$ 924,286.00	\$ 68,420.00	8.0%
3165.02	INFO SERVICES - UTIL FUND	\$ 324,140.04	\$ 316,653.00	\$ 298,205.00	\$ (18,448.00)	-5.8%
3165.04	INFO SERVICES - SANITATION FUND	\$ 67,268.04	\$ 62,075.00	\$ 69,869.00	\$ 7,794.00	12.6%
3165.45	INFOR SERVICES - SELF INS FUND	\$ -	\$ -	\$ 3,524.00	\$ 3,524.00	0.0%
3165.47	INFO SERVICES - EQUIP SERV FUND	\$ 50,737.92	\$ 51,007.00	\$ 55,726.00	\$ 4,719.00	9.3%
3166.01	ALLOCATED SOFTWARE - GEN FUND	\$ 811,505.16	\$ 868,428.00	\$ 865,260.00	\$ (3,168.00)	-0.4%
3166.02	ALLOCATED SOFTWARE - UTILITY FUND	\$ 125,514.00	\$ 135,011.00	\$ 153,784.00	\$ 18,773.00	13.9%
3166.04	ALLOCATED SOFTWARE - SANITATION FUND	\$ 38,753.04	\$ 37,148.00	\$ 39,469.00	\$ 2,321.00	6.2%
3166.47	ALLOCATED SOFTWARE - EQUIP SERV FUND	\$ 31,863.00	\$ 27,840.00	\$ 38,092.00	\$ 10,252.00	36.8%
3999	OTHER REVENUE	\$ -	\$ 4,632.00	\$ -	\$ (4,632.00)	-100.0%
3167.01	COMP EQUIP REPLACEMENT - GEN FUND	\$ -	\$ -	\$ 43,500.00	\$ 43,500.00	0.0%
3167.47	COMP EQUIP REPLACEMENT - EQUIP SERV FUND	\$ -	\$ -	\$ 5,716.00	\$ 5,716.00	0.0%
<b>TECHNOLOGY ALLOCATION</b>		<b>\$ 2,257,191.12</b>	<b>\$ 2,358,660.00</b>	<b>\$ 2,497,431.00</b>	<b>\$ 138,771.00</b>	<b>5.9%</b>
<b>DEPARTMENT Total: 46 - REVENUE</b>						
<b>\$ -</b>		<b>\$ 2,358,660.00</b>	<b>\$ 2,497,431.00</b>	<b>\$ 138,771.00</b>	<b>5.9%</b>	

## City of University Park

### INFORMATION SERVICES FUND

46-90

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 46 - TECHNOLOGY SERVICES FUND</b>						
<b>DEPARTMENT: ( 90 - CAPITAL REPLACEMENTS</b>						
9022	CAPITAL EQUIPMENT - DEPT 22			\$ 30,279.00	\$ 30,279.00	0.0%
9025	CAPITAL EQUIPMENT - DEPT 25	\$ -	-	\$ 3,805.00	\$ 3,805.00	0.0%
9040	CAPITAL EQUIPMENT - DEPT 40	\$ -	-	\$ 25,642.00	\$ 25,642.00	0.0%
9050	CAPITAL EQUIPMENT - DEPT 50	\$ -	-	\$ 159,960.00	\$ 159,960.00	0.0%
9060	CAPITAL EQUIPMENT - DEPT 60	\$ -	-	\$ 3,463.00	\$ 3,463.00	0.0%
9070	CAPITAL EQUIPMENT = DEPT 70	\$ -	-	\$ 9,018.00	\$ 9,018.00	0.0%
<b>CAPITAL REPLACEMENTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 232,167.00</b>	<b>\$ 232,167.00</b>	<b>0.0%</b>
 <b>DEPARTMENT 46 - INFORMATION SERVICES</b>						
<b>\$ -</b>						

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

**No Employees**

The Equipment Services Department maintains the City's fleet of motorized equipment and provides related services to user departments. The Equipment Services Department has two divisions: GARAGE 47-30 and WAREHOUSE 47-34. The Garage Division has a state-of-the-art facility at the Fred N. Peek Service Center that includes two drive-through bays, a 50,000-pound capacity hydraulic lift, overhead bulk fluid dispensers, a welding shop, and vehicle wash bay.

The Equipment Services Fund (ESF) is set up as an “internal service fund,” meaning it exists to provide services to other departments within the City organization.

ESF revenues come from other City departments, rather than external sources like taxes. The Garage and Warehouse Departments are part of the ESF; their budgets are allocated among the user departments and the resulting cost is budgeted in the “6195 Equipment Maintenance” line-item of each user department.

During the fiscal year, the Finance staff makes a monthly journal entry to transfer 1/12 of the total budgeted amount from the user department to the Equipment Services Fund. Thus the monthly transaction appears as expenditure to the user department and as revenue to the ESF.

Similarly, each user department budget has a line-item titled “Equipment Replacement” (-9000). All major rolling stock is listed on a replacement schedule maintained by the Fleet Manager. The acquisition cost of each vehicle is divided by the number of years the vehicle is expected to last. The resulting number is the annual contribution required from the user department to pay for the vehicle’s replacement. The sum of annual contributions for a given department is the amount budgeted in the departments Equipment Replacement account. As with the Equipment Maintenance allocation, Finance staff makes a monthly journal entry during the fiscal year to transfer 1/12 of the Equipment Replacement budgeted amount to the ESF.

## City of University Park

### REVENUE - EQUIPMENT SERVICES 47-11

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3161.01	VEH MAINTENANCE-GEN FUND	\$ 401,011.08	\$ 438,190.00	\$ 482,275.00	\$ 44,085.00	10.1%
3161.02	VEH MAINTENANCE-UTIL FUND	\$ 123,861.00	\$ 135,345.00	\$ 148,962.00	\$ 13,617.00	10.1%
3161.04	VEH MAINTENANCE-SANITATN	\$ 230,127.96	\$ 251,464.00	\$ 276,763.00	\$ 25,299.00	10.1%
3162.01	WHSE ALLOCATION-GEN FUND	\$ 126,310.08	\$ 28,991.00	\$ 149,949.00	\$ 120,958.00	417.2%
3162.02	WHSE ALLOCATION-UTIL FUND	\$ 100,416.96	\$ 102,505.00	\$ 119,209.00	\$ 16,704.00	16.3%
3162.04	WHSE ALLOCATION-SANITATN	\$ 37,719.96	\$ 38,505.00	\$ 44,779.00	\$ 6,274.00	16.3%
3162.46	WHSE ALLOCATION - INFO SERVICES	\$ 53.04	\$ -	\$ 63.00	\$ 63.00	0.0%
3163.01	VEH REPLACEMENT-GEN FUND	\$ 627,200.76	\$ 721,156.00	\$ 717,282.00	\$ (3,874.00)	-0.5%
3163.02	VEH REPLACEMENT-UTIL FUND	\$ 188,163.96	\$ 169,048.00	\$ 168,354.00	\$ (694.00)	-0.4%
3163.04	VEH REPLACEMENT-SANITATION	\$ 247,077.00	\$ 261,905.00	\$ 265,899.00	\$ 3,994.00	1.5%
3163.47	VEH REPLACEMENT-EQUIP SERVICE	\$ 19,395.00	\$ 15,620.00	\$ 19,250.00	\$ 3,630.00	23.2%
<b>WAREHOUSE ALLOCATION</b>		<b>\$ 2,101,336.80</b>	<b>\$ 2,162,729.00</b>	<b>\$ 2,392,785.00</b>	<b>\$ 230,056.00</b>	<b>10.6%</b>
3850	AUCTION/SALE OF EQUIPMENT	\$ 11,174.37	\$ 16,000.00	\$ 40,000.00	\$ 24,000.00	150.0%
	<b>AUCTION/SALE OF EQUIPMENT</b>	<b>\$ 11,174.37</b>	<b>\$ 16,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 24,000.00</b>	<b>150.0%</b>
3900	INTEREST EARNINGS	\$ 1,717.10	\$ -	\$ -	\$ -	0.0%
	<b>WAREHOUSE INTEREST</b>	<b>\$ 1,717.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS</b>		<b>\$ 2,114,228.27</b>	<b>\$ 2,178,729.00</b>	<b>\$ 2,432,785.00</b>	<b>\$ 254,056.00</b>	<b>11.7%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Ten Employees:**  
 All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
<b>Garage:</b>			
Fleet Manager	1	1	1
Equipment Shop Supervisor	0	0	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	4	4	4
Equip Serv. Lub. & Tire Tech.	1	1	1
 <b>Warehouse:</b>			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Counter person	1	1	1

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

**Garage**

Garage personnel perform preventive maintenance and repair on approximately 350 pieces of equipment, ranging from quickie saws to fire trucks. Most equipment replacement is funded through annual contributions to a replacement fund. User departments finance Equipment Services operations through budgeted contributions for maintenance and replacement, based on each department's proportion of garage and warehouse use. The Division's personnel have been reduced from twelve to seven since 1994. Garage personnel performed 874 repairs and 804 preventive maintenance jobs last year.

<b>EQUIPMENT SERVICES DEPARTMENT WORK LOAD INDICATORS</b>		
	FY22	FY23
Number of Fleet Maintained (vehicles, equipment, trailers)	262	266
Number of Fleet Work orders completed	901	812
Number of preventative maintenance jobs	797	776

**BUDGET HIGHLIGHTS**  
**GARAGE TOTAL BUDGET \$904,407**

- Clothing Allowance - \$5,210
- Supplies and Materials - \$15,500
- Equip Repairs/Non-Vehicle - \$6,000
- Garage Salaries and Benefits - \$752,151

## City of University Park

### EQUIPMENT SERVICES - GARAGE

47-30

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 30 - GARAGE</b>						
1001	REGULAR EARNINGS	\$ 515,700.35	\$ 491,129.00	\$ 513,014.00	\$ 21,885.00	4.5%
1002	OVERTIME EARNINGS	4,026.89	3,000.00	3,500.00	\$ 500.00	16.7%
1004	MISC ALLOWANCE	1,203.19	1,200.00	1,200.00	\$ -	0.0%
1005	LONGEVITY PAY	2,275.67	2,610.00	2,944.00	\$ 334.00	12.8%
1006	EDUCATION PAY	13,120.00	29,120.00	29,120.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	37,538.78	40,321.00	42,058.00	\$ 1,737.00	4.3%
1120	EMPLOYERS SHARE T.M.R.S.	46,286.13	43,693.00	46,669.00	\$ 2,976.00	6.8%
1130	INSURANCE-EMPLOYEE LIFE	2,642.96	5,000.00	5,300.00	\$ 300.00	6.0%
1131	INSURANCE-WORKMENS COMP	5,244.96	5,682.00	5,920.00	\$ 238.00	4.2%
1134	DENTAL INSURANCE	-	1,374.00	1,374.00	\$ -	0.0%
1135	HEALTH INSURANCE	96,841.57	101,052.00	101,052.00	\$ -	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 724,880.50</b>	<b>\$ 724,181.00</b>	<b>\$ 752,151.00</b>	<b>\$ 27,970.00</b>
						<b>3.9%</b>
2029	CLOTHING ALLOWANCE	\$ 3,999.66	\$ 4,160.00	\$ 5,210.00	\$ 1,050.00	25.2%
2100	OFFICE SUPPLIES	1,337.67	700.00	700.00	\$ -	0.0%
2320	GAS, OIL & GREASE	3,303.57	3,733.00	3,617.00	\$ (116.00)	-3.1%
2350	SUPPLIES & MATERIALS	18,839.41	15,500.00	15,500.00	\$ -	0.0%
		<b>SUPPLIES</b>	<b>\$ 27,480.31</b>	<b>\$ 24,093.00</b>	<b>\$ 25,027.00</b>	<b>\$ 934.00</b>
						<b>3.9%</b>
3010	POSTAGE	\$ 35.36	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	4,550.00	2,050.00	\$ (2,500.00)	-54.9%
3063	PROGRAMMING/MAINTENANCE	-	-	\$ -	\$ -	0.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 35.36</b>	<b>\$ 4,575.00</b>	<b>\$ 2,075.00</b>	<b>\$ (2,500.00)</b>
						<b>-54.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 17,958.32	\$ 18,700.00	\$ 22,000.00	\$ 3,300.00	17.6%
4120	TELEPHONE SERVICE	480.44	390.00	467.00	\$ 77.00	19.7%
		<b>UTILITIES</b>	<b>\$ 18,438.76</b>	<b>\$ 19,090.00</b>	<b>\$ 22,467.00</b>	<b>\$ 3,377.00</b>
						<b>17.7%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 4,316.04	\$ 1,065.00	\$ 1,069.00	\$ 4.00	0.4%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	321.96	389.00	389.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	399.96	420.00	473.00	\$ 53.00	12.6%
5516	BONDS AND CYBER INSURANCE	-	1,478.00	1,847.00	\$ 369.00	25.0%
		<b>INSURANCE</b>	<b>\$ 5,037.96</b>	<b>\$ 3,352.00</b>	<b>\$ 3,778.00</b>	<b>\$ 426.00</b>
						<b>12.7%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 6,402.67	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%
6330	RADIO SERVICE	-	-	-	\$ -	0.0%
		<b>OUTSIDE SERVICES</b>	<b>\$ 6,402.67</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>
						<b>0.0%</b>
6190	AUTO REPAIRS	\$ 3,052.42	\$ 2,100.00	\$ 2,500.00	\$ 400.00	19.0%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	\$ 31,791.96	\$ 31,690.00	\$ 34,911.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	39.00	25.00	40.00	\$ 15.00	60.0%
7170	TRAVEL EXPENSE	-	700.00	700.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	10,892.04	10,820.00	11,236.00	\$ 416.00	3.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	16,050.96	12,250.00	17,458.00	\$ 5,208.00	42.5%
7221	OTHER EXPENSE	(81.50)	-	\$ -	\$ -	0.0%
7240	TUITION & TRAINING	600.99	-	4,000.00	\$ 4,000.00	0.0%
7260	EQUIPMENT RENTAL	-	2,000.00	2,000.00	\$ -	0.0%
7500	DEPRECIATION EXPENSE	930,556.17	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	12,458.04	11,173.00	12,827.00	\$ 1,654.00	14.8%
		<b>OTHER</b>	<b>\$ 1,005,360.08</b>	<b>\$ 70,758.00</b>	<b>\$ 85,672.00</b>	<b>\$ 14,914.00</b>
						<b>21.1%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ 13,000.00	\$ 7,237.00	\$ (5,763.00)	-44.3%
		<b>CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 13,000.00</b>	<b>\$ 7,237.00</b>	<b>\$ (5,763.00)</b>
						<b>-44.3%</b>
<b>DEPARTMENT Total: 30 - GARAGE TOTAL</b>		<b>\$ 1,787,635.64</b>	<b>\$ 865,049.00</b>	<b>\$ 904,407.00</b>	<b>\$ 39,358.00</b>	<b>4.5%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Ten Employees:**  
 All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2021-2022</b>	<b>ACTUAL 2022-2023</b>	<b>ADOPTED 2024</b>
<b>Garage:</b>			
Fleet Manager	1	1	1
Equipment Shop Supervisor	0	0	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	4	4	4
Equip Serv. Lub. & Tire Tech.	1	1	1
 <b>Warehouse:</b>			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Warehouse Assistant	1	1	1

**Warehouse**

The City's Warehouse orders and stocks automotive and utility parts as well as many other incidental supplies. The warehouse inventory is valued at approximately \$600,000 and is located on the ground floor of the Peek Center.

**BUDGET HIGHLIGHTS**  
**WAREHOUSE TOTAL BUDGET \$310,925**

- Warehouse Salaries and Benefits - \$260,868

## City of University Park

### EQUIPMENT SERVICES - WAREHOUSE

47-34

Account Number	Description	2022 Actual Budget	2023 Adopted Budget	2024 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 34 - WAREHOUSE</b>						
1001	REGULAR EARNINGS	\$ 181,036.25	\$ 173,223.00	\$ 181,310.00	\$ 8,087.00	4.7%
1002	OVERTIME EARNINGS	1,286.48	500.00	500.00	-	0.0%
1005	LONGEVITY PAY	1,696.89	1,789.00	1,883.00	\$ 94.00	5.3%
1009	CELL PHONE ALLOWANCE	-	-	-	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,072.58	13,427.00	14,052.00	\$ 625.00	4.7%
1120	EMPLOYERS SHARE T.M.R.S.	15,916.36	14,549.00	15,589.00	\$ 1,040.00	7.1%
1130	INSURANCE-EMPLOYEE LIFE	909.80	1,300.00	1,600.00	\$ 300.00	23.1%
1131	INSURANCE-WORKMENS COMP	1,845.00	2,004.00	2,128.00	\$ 124.00	6.2%
1134	DENTAL INSURANCE	-	498.00	498.00	-	0.0%
1135	HEALTH INSURANCE	41,503.53	43,308.00	43,308.00	-	0.0%
		<b>SALARIES &amp; BENEFITS</b>	<b>\$ 257,266.89</b>	<b>\$ 250,598.00</b>	<b>\$ 260,868.00</b>	<b>\$ 10,270.00</b>
						<b>4.1%</b>
2029	CLOTHING ALLOWANCE	\$ 436.80	\$ 1,200.00	\$ 1,650.00	\$ 450.00	37.5%
2100	OFFICE SUPPLIES	327.93	960.00	900.00	\$ (60.00)	-6.3%
2320	GAS, OIL & GREASE	390.82	1,427.00	1,443.00	\$ 16.00	1.1%
2350	SUPPLIES & MATERIALS	1,328.10	1,000.00	-	\$ (1,000.00)	-100.0%
		<b>SUPPLIES</b>	<b>\$ 2,483.65</b>	<b>\$ 4,587.00</b>	<b>\$ 3,993.00</b>	<b>\$ (594.00)</b>
						<b>-12.9%</b>
3010	POSTAGE	\$ 12.95	\$ -	\$ -	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
		<b>PROFESSIONAL FEES</b>	<b>\$ 12.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
						<b>0.0%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 5,464.48	\$ 5,500.00	\$ 6,500.00	\$ 1,000.00	18.2%
4120	TELEPHONE SERVICE	828.07	1,198.00	608.00	\$ (590.00)	-49.2%
		<b>UTILITIES</b>	<b>\$ 6,292.55</b>	<b>\$ 6,698.00</b>	<b>\$ 7,108.00</b>	<b>\$ 410.00</b>
						<b>6.1%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 863.04	\$ 357.00	\$ 358.00	\$ 1.00	0.3%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	138.00	167.00	167.00	-	0.0%
5506	INSURANCE-GEN'L LIABILITY	171.96	180.00	203.00	\$ 23.00	12.8%
5516	BONDS AND CYBER INSURANCE	-	633.00	792.00	\$ 159.00	25.1%
		<b>INSURANCE</b>	<b>\$ 1,173.00</b>	<b>\$ 1,337.00</b>	<b>\$ 1,520.00</b>	<b>\$ 183.00</b>
						<b>13.7%</b>
6190	AUTO REPAIRS	\$ 859.24	\$ 500.00	\$ 800.00	\$ 300.00	60.0%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	18,945.96	19,317.00	20,815.00	\$ 1,498.00	7.8%
7150	DUES & SUBSCRIPTIONS	179.89	-	-	-	0.0%
7170	TRAVEL EXPENSE	-	300.00	-	\$ (300.00)	-100.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	4,668.00	4,637.00	4,816.00	\$ 179.00	3.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	2,592.00	203.00	4,582.00	\$ 4,379.00	2157.1%
7221	OTHER EXPENSE	-	-	-	-	0.0%
7240	TUITION & TRAINING	233.41	-	-	-	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	6,936.96	4,446.00	6,423.00	\$ 1,977.00	44.5%
		<b>OTHER</b>	<b>\$ 34,415.46</b>	<b>\$ 29,403.00</b>	<b>\$ 37,436.00</b>	<b>\$ 8,033.00</b>
						<b>27.3%</b>
		<b>DEPARTMENT Total: 34 - WAREHOUSE</b>	<b>\$ 301,644.50</b>	<b>\$ 292,623.00</b>	<b>\$ 310,925.00</b>	<b>\$ 18,302.00</b>
						<b>6.3%</b>

## **STATISTICAL/SUPPLEMENTAL INFORMATION**



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

Function/Program	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Public Safety</b>										
Police										
Parking tickets	6,886	2,873	6,386	5,793	6,499	7,747	4,744	1,963	3,373	7,088
Traffic violations	5,838	5,774	3,386	3,970	7,288	6,657	3,976	2,731	2,836	2,761
Accident calls	188	535	572	532	623	533	522	392	703	800
Total calls for service	24,636	27,767	30,199	31,051	30,862	30,347	18,973	17,499	26,638	32,906
Fire										
Number of fire runs	1,485	1,547	1,455	1,532	1,587	1,857	1,623	2,529	1,758	2,246
Number of EMS runs	1,073	1,033	1,038	1,077	876	853	769	793	834	1,053
Inspections	1,040	874	856	1,142	952	1,352	445	545	876	887
Parks										
Pool passes issued	3,036	2,821	2,645	2,465	2,587	2,299	2,400	2,852	2,901	2,656
Tennis Passes								1,363	1,324	1,437
Instructor Passes								33	23	10
Public Works										
Building permits issued	3,257	3,040	2,880	2,511	2,482	2,937	2,242	2,242	2,052	1,851
Work orders (Inspections) completed	6,970	7,538	6,824	7,216	7,408	8,623	7,512	7,512	5,816	6,431
Sanitation										
Waste hauled (tons)	14,487	15,139	12,806	12,751	12,907	13,033	13,118	12,750	13,220	13,603
Recycled materials (tons)	3,116	3,298	3,614	3,222	3,013	3,028	2,998	2,974	2,835	2,556
Green Waste	2,212	2,428	1,652	1,489	1,313	1,862	1,250	1,172	1,050	877
Utilities										
Number of consumers	8,848	8,797	8,830	8,815	8,805	8,832	8,820	8,760	8,769	8,832
Average daily consumption (ten thousands of gallons)	5,311	5,283	5,134	5,124	5,732	5,002	5,113	5,156	5,897	5,696

**Sources:** Various City Departments

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

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Public Safety</b>												
Police Stations	1	1	1	1	1	1	1	1	1	1	1	1
Patrol units	12	12	12	13	13	12	12	12	15	15	15	15
Motorcycle units	0	0	0	0	0	2	2	2	2	2	2	2
<b>Fire</b>												
Stations	1	1	1	1	1	1	1	1	1	1	1	1
Trucks	4	4	3	3	2	3	3	3	3	3	3	3
MICU	2	2	2	2	2	2	2	2	2	2	2	2
<b>Parks</b>												
Parks (acres)	60	60	60	60	60	60	60	60	60	65	60	60
Parks (number of)	10	10	11	11	11	11	11	11	10	10	13	18
Playgrounds	8	8	9	9	9	9	9	8	8	8	8	9
Swimming Pools	2	2	2	2	2	2	2	2	2	2	2	2
Tennis/ Pickle Ball Courts	12	12	12	12	12	12	12	12	12	16	16	16
<b>Water</b>												
Water mains (miles)	89	89	89	89	89	89	89	89	89	88	88	88
Fire hydrants	469	470	473	473	473	473	473	473	473	503	503	503
<b>Streets</b>												
Streets (miles)	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74	74	74
<b>Sewer</b>												
Sanitary sewer lines (miles)	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63	63	63
Storm sewer lines (miles)	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25	25	25

**CITY OF UNIVERSITY PARK, TEXAS**  
**PRINCIPAL EMPLOYERS**  
**Current Year**

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**UNIVERSITY PARK**

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Employer	Rank	Employees	Percentage of Total City Employment
Southern Methodist University	1	2,506	10%
Highland Park ISD	2	860	3%
Hilltop Holdings	3	750	3%
City of University Park	4	267	1%

**DALLAS COUNTY**

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Employer	Rank	Employees	Employer	Rank	Employees
Texas Health Resources	1	27,000	State Farm Insurance Corporate Office	1	10,000
Lockheed Martin	2	22,000	JP Morgan Chase	2	8,108
UT Southwestern Medical Center	3	21,539	Frisco Independent School District	3	8,088
Medical City Healthcare	4	17,000	Capital One Finance	4	7,273
Bank of America	5	13,850	Bank of Texas	5	4,500
University of North Texas Systems	6	13,375	Raytheon Intelligence and Space	6	4,347
Parkland Health & Hospital System	7	12,966	Toyota North America	7	4,018
General Motors	8	10,512	University of Texas at Dallas	8	3,455
State Farm	9	9,950	Blue Cross Blue Shield of Texas	9	3,100
University of Texas @ Arlington	10	7,938	McKinney Independent School District	10	2,652

**Note:** The City of University Park is primarily residential in nature, with a highly mobile workforce. Nestled between the north/south routes of the Dallas North Tollway to the west, and North Central Expressway to the east, the majority of commuters are likely employed in either Dallas or Collin County. Therefore, the major employers of those areas are presented along with the top 4 employers within the City limits. No comparative prior period information is available. Employers information was found in FY22 Dallas County ACFR and North Central Texas Council of Governments sites/reports, and therefore is not intended as an accurate portrayal of actual City employment.

**Source:** North Central Texas Council of Government, FY22 Dallas County ACFR and FY22 Collin County ACFR

**CITY OF UNIVERSITY PARK, TEXAS**  
**BY FUNCTION/PROGRAM**  
**Last Ten Fiscal Years**

Function/Program	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Government										
Administrative	5	6	6	6	6	6	6	6	6	6
Finance	6	6	6	6	6	6	6	6	6	6
Human Resources	2	2	2	2	2	2	2	4	4	4
Information Services	5	5	5	6	6	6	6	7	7	7
Library *	4	4	4	4	4	4	4	4	5	5
Facility Maintenance	2	2	2	2	2	2	2	2	2	2
Public Safety										
Police										
Officers	39	43	41	41	41	44	42	42	42	42
Civilians	11	10	12	13	14	15	18	18	18	20
Fire										
Firefighters and officers	35	33	31	35	35	35	35	35	35	35
Civilians	1	1	1	1	1	1	1	1	1	1
Municipal Court	2	2	2	2	2	2	2	2	2	2
Parks	22	22	23	23	22	23	23	23	24	24
Public Works										
Community Development	9	10	9	10	10	10	10	10	10	10
Engineering	5	4	3	8	4	8	8	7	7	7
Traffic	7	6	7	7	7	7	7	8	8	8
Streets	16	16	16	16	15	16	16	16	16	16
Utilities	31	31	31	29	36	29	29	28	28	28
Sanitation	27	28	27	28	27	28	27	27	27	27
In-House Construction					6	13	7	7	2	6
Equipment Services	10	9	9	9	9	9	10	10	10	10
Capital Projects	0	0	0	0	0	0	2	1	1	1
<b>Total</b>	<b>239</b>	<b>240</b>	<b>237</b>	<b>248</b>	<b>255</b>	<b>266</b>	<b>263</b>	<b>264</b>	<b>261</b>	<b>267</b>

**Source:** City Human Resource Department

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

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Year	Estimated Population	Personal Income (thousands of dollars)	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2014	22,860	1,602,806	70,114	29.7	7,037	3.9%
2015	22,840	1,784,672	78,138	29.8	7,091	3.3%
2016	22,720	1,776,772	78,203	29.8	7,081	3.3%
2017	22,820	2,108,568	92,400	32.9	7,044	2.7%
2018	22,890	2,115,036	92,400	32.9	6,991	3.0%
2019	22,910	1,971,841	86,069	33.1	6,801	2.8%
2020	22,900	2,029,719	88,634	35.1	6,864	3.9%
2021	24,755	2,036,767	82,277	35.1	6,648	3.9%
2022	25,360	2,692,776	106,182	35.3	6,724	2.3%
2023	25,523	2,866,896	112,326	33.7	6,551	3.4%

**Source:** Estimated population obtained from the North Central Texas Council of Governments (NCTCOG)

Current per capita personal income and median age via Census.gov

Current and updated school enrollment via HPISD Annual Comprehensive Financial Report

Current and updated unemployment rate via USA Today

**CITY OF UNIVERSITY PARK, TEXAS**  
**CRIME RATES IN UNIVERSITY PARK**  
**Last Ten Fiscal Years**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Murders (per 100,000)	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 4%	0 0%	0 0%
Rapes (per 100,000)	1 4.1%	0 0.0%	1 4.0%	5 19.8%	1 4.1%	1 3.9%	2 8.4%	0 0.0%	0 0.0%	0 0.0%
Robberies (per 100,000)	0 0.0%	2 8.1%	13 51.8%	4 15.9%	4 15.4%	3 12.7%	1 4.1%	1 4.1%	7 28.0%	7 28.0%
Assaults (per 100,000)	3 12.4%	1 4.0%	2 8.0%	2 7.9%	0 0.0%	2 8.1%	20 87.3%	23 107.0%	15 65.5%	15 65.5%
Burglaries (per 100,000)	43 177.5%	30 121.3%	33 131.5%	38 150.7%	33 129.3%	18 70.9%	43 177.5%	42 187.6%	21 93.8%	21 93.8%
Thefts (per 100,000)	253 1045.0%	245 990.7%	253 1008.0%	257 1019.0%	232 909.2%	135 530.8%	211 921.0%	208 920.0%	264 920.0%	920.0%
Auto Thefts (per 100,000)	6 24.8%	11 44.5%	17 67.7%	19 75.3%	37 145.0%	36 141.3%	35 152.7%	27 150.2%	24 150.2%	150.2%
Arson (per 100,000)	1 4.1%	0 0.0%	0 0.0%	1 4.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
City-Data.com crime index (higher means more crime, U.S. average = 274.0)	62.0	54.9	75.2	79.5	64.9	45.8				

**Source:** City-Data.com crime



## CITY OF UNIVERSITY PARK – FIRE DEPARTMENT STATISTIC'S

<b>CALL DATA IN RESPONSE AREA (UP,HP,DAL,SMU)</b>	2020	2021	2022	2023
Fire Responses	1578	2599	1807	2034
All Fires	25	13	24	34
EMS Responses	663	858	879	1038
MICU Transports	370	387	476	527
<b>ACTIVITY WITHIN UP</b>				
Fire Code Inspections	1047	635	876	1236
Tactical Surveys/Pre-Fire Plans	317	NA	NA	462

**DEBT**



**CITY OF UNIVERSITY PARK, TEXAS**  
**RATIO OF OUTSTANDING DEBT**  
**Last Ten Fiscal Years**

Fiscal Year	Business-Type Activities		Total Primary Government	Percentage of Personal Income	Per Capita
	Certificates of Obligation	Premium			
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
2021	-	-	-	-	-
2022	13,520,000	917,368	14,437,368	0.5362%	569.30
2023	13,010,000	778,847	13,788,847	0.4810%	540.25

**Note:** The City issued \$14,100,000 of Combination Tax & Revenue Certificates of Obligation, Series 2021 in November 2021.

**CITY OF UNIVERSITY PARK, TEXAS**  
**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**  
**As of September 30, 2023**

<b>Governmental Unit</b>	<b>Debt Outstanding</b>	<b>Estimated Percentage Applicable</b>	<b>Estimated Share of Overlapping Debt</b>
<b>Debt repaid with property taxes</b>			
Highland Park Independent School District	\$ 321,665,000	52.96%	\$ 170,348,488
Dallas County	217,675,000	3.24%	7,052,670
Dallas County Community College District	375,515,000	3.24%	12,166,686
Dallas County Hospital District	543,495,000	3.24%	17,609,238
Dallas Independent School District	3,794,285,000	0.01%	379,429
Subtotal, overlapping debt			207,556,511
City of University Park direct debt*			13,010 000
<b>Total direct and overlapping debt</b>			<b>\$ 220 566 511</b>

**Source:** Municipal Advisory Council of Texas

**Note:** Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of The City of University Park. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the City's boundaries and dividing it by each unit's total taxable assessed value.

\* The City intends to fund payment of the Certificates of Obligation through a series of five annual stormwater rate increases that began in FY 2023. Ad valorem taxes are pledged to fund any shortfall of stormwater resources and required obligations.

**CITY OF UNIVERSITY PARK, TEXAS**  
**PLEDGED-REVENUE COVERAGE**  
**Last Ten Fiscal Years**

Fiscal Year	Stormwater Certificates of Obligation									
	Operating Revenue	Investment Revenue	Less: Fair Market Value Adjustment to Investment Revenue	1 Less: Operating Expenses Before Depreciation	Add: Contribution Paid to the General Fund	Net Available Revenue	Certificates of Obligation		Times Coverage 3	
							Principal	Interest		
2014	-	-	-	-	-	-	-	-	-	
2015	-	-	-	-	-	-	-	-	-	
2016	-	-	-	-	-	-	-	-	-	
2017	-	-	-	-	-	-	-	-	-	
2018	-	-	-	-	-	-	-	-	-	
2019	-	-	-	-	-	-	-	-	-	
2020	-	-	-	-	-	-	-	-	-	
2021	-	-	-	-	-	-	-	-	-	
2022	711,975	58,134	-	(77,969)	50,000	742,140	580,000	320,800	82%	
2023	975,155	52,489	-	(133,751)	50,000	943,893	510,000	392,450	105%	

1 For the coverage calculation, the fair market value adjustment to the value of investments is excluded.

2 For the coverage calculation, the stormwater contribution to the general fund is excluded.

3 The City intends to fund payment of the Certificates of Obligation through a series of five annual stormwater rate increases that began in FY 2022. Ad valorem taxes are pledged to fund any shortfall of stormwater resources and required obligations.

**CITY OF UNIVERSITY PARK, TEXAS**  
**LEGAL DEBT MARGIN INFORMATION**  
**Last Ten Fiscal Years**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Tax Rate Limit	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000
Current Tax Rate	0.2743	0.2698	0.2589	0.2488	0.2488	0.2454	0.2585	0.2648	0.2644	0.2460
Available Tax Rate	<b>\$2.2257</b>	<b>\$2.2302</b>	<b>\$2.2411</b>	<b>\$2.2512</b>	<b>\$2.2512</b>	<b>\$2.2546</b>	<b>\$2.2415</b>	<b>\$2.2352</b>	<b>\$2.2355</b>	<b>\$2.2539</b>

**Note:** The City Charter of The City of University Park does not provide for a debt limit. Under provisions of Texas state law, the maximum tax rate is limited to \$2.50 per \$100 assessed valuation.

**Source:** Dallas Central Appraisal District "Summary of the Certified Estimated Values Report."

Dallas County Tax Office "Property Tax Rates."

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## **SOURCES AND USES OF FUNDS**

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

<b>Dated Date</b>	<b>11/04/2021</b>
<b>Delivery Date</b>	<b>11/04/2021</b>

**Sources:**

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**Bond Proceeds:**

<b>Par Amount</b>	<b>14,100,000.00</b>
<b>Net Premium</b>	<b>1,071,392.70</b>
	<b>15,171,392.70</b>

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**Uses:**

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**Project Fund Deposits:**

<b>Project Fund</b>	<b>15,000,000.00</b>
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**Delivery Date Expenses:**

<b>Cost of Issuance</b>	<b>123,349.77</b>
<b>Underwriter's Discount</b>	<b>48,042.93</b>
	<b>171,392.70</b>

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**15,171,392.70**

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**BOND DEBT SERVICE**

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
09/30/2022	580,000	4.000%	320,799.58	900,799.58
09/30/2023	510,000	4.000%	392,450.00	902,450.00
09/30/2024	530,000	4.000%	371,650.00	901,650.00
09/30/2025	550,000	4.000%	350,050.00	900,050.00
09/30/2026	575,000	4.000%	327,550.00	902,550.00
09/30/2027	595,000	4.000%	304,150.00	899,150.00
09/30/2028	620,000	4.000%	279,850.00	899,850.00
09/30/2029	645,000	4.000%	254,550.00	899,550.00
09/30/2030	670,000	4.000%	228,250.00	898,250.00
09/30/2031	700,000	4.000%	200,850.00	900,850.00
09/30/2032	730,000	4.000%	172,250.00	902,250.00
09/30/2033	755,000	3.000%	146,325.00	901,325.00
09/30/2034	775,000	2.000%	127,250.00	902,250.00
09/30/2035	790,000	2.000%	111,600.00	901,600.00
09/30/2036	805,000	2.000%	95,650.00	900,650.00
09/30/2037	820,000	2.000%	79,400.00	899,400.00
09/30/2038	835,000	2.000%	62,850.00	897,850.00
09/30/2039	855,000	2.000%	45,950.00	900,950.00
09/30/2040	870,000	2.125%	28,156.25	898,156.25
09/30/2041	890,000	2.125%	9,456.25	899,456.25
	<b>14,100,000</b>		<b>3,909,037.08</b>	<b>18,009,037.08</b>

**BOND DEBT SERVICE**  
**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
02/15/2022	580,000	4.000%	119,474.58	699,474.58	
08/15/2022			201,325.00	201,325.00	
09/30/2022					900,799.58
02/15/2023	510,000	4.000%	201,325.00	711,325.00	
08/15/2023			191,125.00	191,125.00	
09/30/2023					902,450.00
02/15/2024	530,000	4.000%	191,125.00	721,125.00	
08/15/2024			180,525.00	180,525.00	
09/30/2024					901,650.00
02/15/2025	550,000	4.000%	180,525.00	730,525.00	
08/15/2025			169,525.00	169,525.00	
09/30/2025					900,050.00
02/15/2026	575,000	4.000%	169,525.00	744,525.00	
08/15/2026			158,025.00	158,025.00	
09/30/2026					902,550.00
02/15/2027	595,000	4.000%	158,025.00	753,025.00	
08/15/2027			146,125.00	146,125.00	
09/30/2027					899,150.00
02/15/2028	620,000	4.000%	146,125.00	766,125.00	
08/15/2028			133,725.00	133,725.00	
09/30/2028					899,850.00
02/15/2029	645,000	4.000%	133,725.00	778,725.00	
08/15/2029			120,825.00	120,825.00	
09/30/2029					899,550.00
02/15/2030	670,000	4.000%	120,825.00	790,825.00	
08/15/2030			107,425.00	107,425.00	
09/30/2030					898,250.00
02/15/2031	700,000	4.000%	107,425.00	807,425.00	
08/15/2031			93,425.00	93,425.00	
09/30/2031					900,850.00
02/15/2032	730,000	4.000%	93,425.00	823,425.00	
08/15/2032			78,825.00	78,825.00	
09/30/2032					902,250.00
02/15/2033	755,000	3.000%	78,825.00	833,825.00	
08/15/2033			67,500.00	67,500.00	
09/30/2033					901,325.00
02/15/2034	775,000	2.000%	67,500.00	842,500.00	
08/15/2034			59,750.00	59,750.00	
09/30/2034					902,250.00
02/15/2035	790,000	2.000%	59,750.00	849,750.00	
08/15/2035			51,850.00	51,850.00	
09/30/2035					901,600.00
02/15/2036	805,000	2.000%	51,850.00	856,850.00	
08/15/2036			43,800.00	43,800.00	
09/30/2036					900,650.00
02/15/2037	820,000	2.000%	43,800.00	863,800.00	
08/15/2037			35,600.00	35,600.00	
09/30/2037					899,400.00
02/15/2038	835,000	2.000%	35,600.00	870,600.00	
08/15/2038			27,250.00	27,250.00	
09/30/2038					897,850.00
02/15/2039	855,000	2.000%	27,250.00	882,250.00	
08/15/2039			18,700.00	18,700.00	
09/30/2039					900,950.00
02/15/2040	870,000	2.125%	18,700.00	888,700.00	
08/15/2040			9,456.25	9,456.25	
09/30/2040					898,156.25
02/15/2041	890,000	2.125%	9,456.25	899,456.25	
09/30/2041					899,456.25
	<b>14,100,000</b>		<b>3,909,037.08</b>	<b>18,009,037.08</b>	<b>18,009,037.08</b>

## BOND PRICING

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price
<b>Serial Bond:</b>								
	02/15/2022	580,000	4.000%	0.170%	101.073			
	02/15/2023	510,000	4.000%	0.260%	104.777			
	02/15/2024	530,000	4.000%	0.300%	108.402			
	02/15/2025	550,000	4.000%	0.400%	111.720			
	02/15/2026	575,000	4.000%	0.570%	114.483			
	02/15/2027	595,000	4.000%	0.750%	116.794			
	02/15/2028	620,000	4.000%	0.940%	118.618			
	02/15/2029	645,000	4.000%	1.090%	120.313			
	02/15/2030	670,000	4.000%	1.200%	122.006			
	02/15/2031	700,000	4.000%	1.310%	121.042 C	1.556%	02/15/2030	100.000
	02/15/2032	730,000	4.000%	1.400%	120.259 C	1.829%	02/15/2030	100.000
	02/15/2033	755,000	3.000%	1.590%	110.897 C	1.921%	02/15/2030	100.000
	02/15/2034	775,000	2.000%	1.800%	101.531 C	1.860%	02/15/2030	100.000
	02/15/2035	790,000	2.000%	1.850%	101.145 C	1.902%	02/15/2030	100.000
	02/15/2036	805,000	2.000%	1.920%	100.608 C	1.951%	02/15/2030	100.000
	02/15/2037	820,000	2.000%	2.000%	100.000			
	02/15/2038	835,000	2.000%	2.070%	99.035			
	02/15/2039	855,000	2.000%	2.130%	98.127			
	02/15/2040	870,000	2.125%	2.190%	99.023			
	02/15/2041	890,000	2.125%	2.240%	98.206			
<b>14,100,000</b>								

<b>Dated Date</b>	<b>11/04/2021</b>
<b>Delivery Date</b>	<b>11/04/2021</b>
<b>First Coupon</b>	<b>02/15/2022</b>
<b>Par Amount</b>	<b>14,100,000.00</b>
<b>Premium</b>	<b>1,071,392.70</b>
<b>Production</b>	<b>15,171,392.70</b>
<b>Underwriter's Discount</b>	<b>-48,042.93</b>
<b>Purchase Price</b>	<b>15,123,349.77</b>
<b>Accrued Interest</b>	<b>107.257800%</b>
<b>Net Proceeds</b>	<b>15,123,349.77</b>

## BOND SUMMARY STATISTICS

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

Dated Date	11/04/2021
Delivery Date	11/04/2021
First Coupon	02/15/2022
Last Maturity	02/15/2041
Arbitrage Yield	1.760061%
True Interest Cost (TIC)	1.841092%
Net Interest Cost (NIC)	1.904042%
All-In TIC	1.930811%
Average Coupon	2.579272%
Average Life (years)	10.749
Duration of Issue (years)	9.229
Par Amount	14,100,000.00
Bond Proceeds	15,171,392.70
Total Interest	3,909,037.08
Net Interest	2,885,687.31
Bond Years from Dated Date	151,555.833.33
Bond Years from Delivery Date	151,555.833.33
Total Debt Service	18,009,037.08
Maximum Annual Debt Service	902,550.00
Average Annual Debt Service	934,051.77
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	3.407300
Total Underwriter's Discount	3.407300
Bid Price	107.257800

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bond	14,100,000.00	107.599	2.579%	10.749	12,297.75
	14,100,000.00			10.749	12,297.75

	TIC	All-In TIC	Arbitrage Yield
Par Value	14,100,000.00	14,100,000.00	14,100,000.00
+ Accrued Interest			
+ Premium (Discount)	1,071,392.70	1,071,392.70	1,071,392.70
- Underwriter's Discount	-48,042.93	-48,042.93	
- Cost of Issuance Expense		-123,349.77	
- Other Amounts			
Target Value	15,123,349.77	15,000,000.00	15,171,392.70
Target Date	11/04/2021	11/04/2021	11/04/2021
Yield	1.841092%	1.930811%	1.760061%

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

**Dated Date**      **11/04/2021**  
**Delivery Date**      **11/04/2021**

<b>Bond Component</b>	<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Price</b>	<b>Issue Price</b>	<b>Redemption at Maturity</b>
<b>Serial Bond:</b>						
	02/15/2022	580,000.00	4.000%	101.073	586,223.40	580,000.00
	02/15/2023	510,000.00	4.000%	104.777	534,362.70	510,000.00
	02/15/2024	530,000.00	4.000%	108.402	574,530.60	530,000.00
	02/15/2025	550,000.00	4.000%	111.720	614,460.00	550,000.00
	02/15/2026	575,000.00	4.000%	114.483	658,277.25	575,000.00
	02/15/2027	595,000.00	4.000%	116.794	694,924.30	595,000.00
	02/15/2028	620,000.00	4.000%	118.618	735,431.60	620,000.00
	02/15/2029	645,000.00	4.000%	120.313	776,018.85	645,000.00
	02/15/2030	670,000.00	4.000%	122.006	817,440.20	670,000.00
	02/15/2031	700,000.00	4.000%	121.042	847,294.00	700,000.00
	02/15/2032	730,000.00	4.000%	120.259	877,890.70	730,000.00
	02/15/2033	755,000.00	3.000%	110.897	837,272.35	755,000.00
	02/15/2034	775,000.00	2.000%	101.531	786,865.25	775,000.00
	02/15/2035	790,000.00	2.000%	101.145	799,045.50	790,000.00
	02/15/2036	805,000.00	2.000%	100.608	809,894.40	805,000.00
	02/15/2037	820,000.00	2.000%	100.000	820,000.00	820,000.00
	02/15/2038	835,000.00	2.000%	99.035	826,942.25	835,000.00
	02/15/2039	855,000.00	2.000%	98.127	838,985.85	855,000.00
	02/15/2040	870,000.00	2.125%	99.023	861,500.10	870,000.00
	02/15/2041	890,000.00	2.125%	98.206	874,033.40	890,000.00
<b>14,100,000.00</b>				<b>15,171,392.70</b>	<b>14,100,000.00</b>	

	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Issue Price</b>	<b>Stated Redemption at Maturity</b>	<b>Weighted Average Maturity</b>	<b>Yield</b>
<b>Final Maturity</b>	<b>02/15/2041</b>	<b>2.125%</b>	<b>874,033.40</b>	<b>890,000.00</b>		
<b>Entire Issue</b>			<b>15,171,392.70</b>	<b>14,100,000.00</b>	<b>10.4780</b>	<b>1.7601%</b>

<b>Proceeds used for accrued interest</b>	<b>0.00</b>
<b>Proceeds used for bond issuance costs (including underwriters' discount)</b>	<b>171,392.70</b>
<b>Proceeds used for credit enhancement</b>	<b>0.00</b>
<b>Proceeds allocated to reasonably required reserve or replacement fund</b>	<b>0.00</b>

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

Date	Debt Service	Present Value to 11/04/2021 @ 1.7600613667%
02/15/2022	699,474.58	696,044.16
08/15/2022	201,325.00	198,589.99
02/15/2023	711,325.00	695,540.65
08/15/2023	191,125.00	185,253.63
02/15/2024	721,125.00	692,874.51
08/15/2024	180,525.00	171,939.71
02/15/2025	730,525.00	689,713.47
08/15/2025	169,525.00	158,658.07
02/15/2026	744,525.00	690,720.74
08/15/2026	158,025.00	145,326.16
02/15/2027	753,025.00	686,471.00
08/15/2027	146,125.00	132,048.09
02/15/2028	766,125.00	686,281.08
08/15/2028	133,725.00	118,743.48
02/15/2029	778,725.00	685,450.50
08/15/2029	120,825.00	105,424.99
02/15/2030	2,975,825.00	2,573,883.91
08/15/2030	67,500.00	57,873.55
02/15/2031	67,500.00	57,368.69
08/15/2031	67,500.00	56,868.23
02/15/2032	67,500.00	56,372.14
08/15/2032	67,500.00	55,880.37
02/15/2033	67,500.00	55,392.90
08/15/2033	67,500.00	54,909.68
02/15/2034	842,500.00	679,375.42
08/15/2034	59,750.00	47,760.91
02/15/2035	849,750.00	673,318.71
08/15/2035	51,850.00	40,726.12
02/15/2036	856,850.00	667,150.63
08/15/2036	43,800.00	33,805.55
02/15/2037	863,800.00	660,878.90
08/15/2037	35,600.00	26,999.36
02/15/2038	870,600.00	654,510.98
08/15/2038	27,250.00	20,307.65
02/15/2039	882,250.00	651,747.74
08/15/2039	18,700.00	13,693.81
02/15/2040	888,700.00	645,108.31
08/15/2040	9,456.25	6,804.42
02/15/2041	899,456.25	641,574.49
	<b>17,854,687.08</b>	<b>15,171,392.70</b>

**Proceeds Summary**

Delivery date	11/04/2021
Par Value	14,100,000.00
Premium (Discount)	1,071,392.70
Target for yield calculation	15,171,392.70

**City of University Park**  
**Combination Tax & Revenue Certificates of Obligation, Series 2021**  
**Final Pricing as of 10/5/21**

**Assumed Call/Computation Dates for Premium Bonds**

<b>Bond Component</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Yield</b>	<b>Call Date</b>	<b>Call Price</b>	<b>Yield To Call/Maturity</b>
SERIAL	02/15/2031	4.000%	1.310%	02/15/2030	100.000	1.3104031%
SERIAL	02/15/2032	4.000%	1.400%	02/15/2030	100.000	1.4004938%
SERIAL	02/15/2033	3.000%	1.590%	02/15/2030	100.000	1.5904394%

**Rejected Call/Computation Dates for Premium Bonds**

<b>Bond Component</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Yield</b>	<b>Call Date</b>	<b>Call Price</b>	<b>Yield To Call/Maturity</b>	<b>Increase to Yield</b>
SERIAL	02/15/2031	4.000%	1.310%			1.5564131%	0.2460100%
SERIAL	02/15/2032	4.000%	1.400%			1.8295249%	0.4290311%
SERIAL	02/15/2033	3.000%	1.590%			1.9211119%	0.3306725%

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



**City of University Park**  
**Fiscal 2024 Capital Project Budget**

	<b>FY2024 PROPOSED BUDGET</b>	<b>FY2024 PROJECT ROLL - REALLOCATION</b>	<b>FY2023 UNSPENT FUNDS CARRYFRWD</b>	<b>FY2024 AMENDED BUDGET</b>
<b>Revenues</b>				
Transfers from General Fund (budgeted)	4,704,484		-	4,704,484
Transfers from Utility Fund (budgeted)	2,378,812		-	2,378,812
Investment income	530,000		-	530,000
Other Revenues -DART	2,132,712		-	2,132,712
Other Revenues- DCMCIP	2,500,000		-	2,500,000
Other Revenues - Public Safety/IT Grant	530,000		-	530,000
<b>Total Revenues</b>	<b>12,776,008</b>	-	-	<b>12,776,008</b>
<b>Expenditures</b>				
<b>PERSONNEL</b>	<b>146,178</b>		-	<b>146,178</b>
<b>INFORMATION TECHNOLOGY</b>				
2022100 Data Warehouse and Enterprise Reporting	-		100,000	100,000
2023101 Upgrade Dispatch 911 Hardware/Software	-		550,000	550,000
<b>INFORMATION TECHNOLOGY SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>650,000</b>	<b>650,000</b>
<b>PARKS</b>				
2019202 Pool Master Plan Phase II	-		67,641	67,641
2020206 Williams Park West Landscaping	-		54,529	54,529
2021204 Reservation Software System	-		29,853	29,853
2022202 Athletic Field Renovation	-		46,739	46,739
2022204 LED Replacements Tennis Court	-		37,757	37,757
2023200 Playground Resurfacing - Smith Park	-		115,000	115,000
2023201 Tennis Court Resurfacing	-		22,031	22,031
2023202 Athletic Field Renovation	-		125,000	125,000
<b>2023203 Childrens Park Renovation</b>	<b>100,000</b>		132,377	232,377
2023204 LED Replacements Tennis Court	-		60,000	60,000
2023206 Parks Master Plan	-		135,810	135,810
2023207 HAC Renovations	-		57,455	57,455
2023208 Burleson Baseball/Backstop	-		291,300	291,300
<b>2024200 Playground Resurfacing</b>	<b>115,000</b>			<b>115,000</b>
<b>2024202 Athletic Field Renovation</b>	<b>136,000</b>			<b>136,000</b>
<b>2024203 LED Replacements Tennis Court</b>	<b>60,000</b>			<b>60,000</b>
<b>2024204 Playground Equipment Replacement</b>	<b>500,000</b>			<b>500,000</b>
<b>2024205 Tree Inventory</b>	<b>175,000</b>			<b>175,000</b>
<b>2024206 Miscellaneous Park Improvements</b>	<b>300,000</b>			<b>300,000</b>
<b>2024207 Goar Park - Centennial</b>	<b>TBD</b>			<b>-</b>
<b>2024208 Curtis Park - SE Improvements</b>	<b>600,000</b>			<b>600,000</b>
<b>2024209 Holmes Aquatic Center Phase II</b>	<b>TBD</b>			<b>-</b>
<b>PARKS SUBTOTAL</b>	<b>1,986,000</b>	<b>-</b>	<b>1,175,492</b>	<b>3,161,492</b>
<b>PUBLIC SAFETY</b>				
2019300 Building Security Enhancements	-		1,579,358	1,579,358
<b>2024300 Firearms Simulator</b>	<b>100,000</b>			<b>100,000</b>
<b>2024301 Camera System Replacement</b>	<b>450,000</b>			<b>450,000</b>
<b>2024302 Commercial District Surveillance Cameras (Plaza Dependant)</b>	<b>600,000</b>			<b>600,000</b>
<b>2024303 LifePak</b>	<b>105,000</b>			<b>105,000</b>
<b>2024304 Fondren PS Facility Improvements</b>	<b>TBD</b>			<b>-</b>
<b>PUBLIC SAFETY SUBTOTAL</b>	<b>1,255,000</b>	<b>-</b>	<b>1,579,358</b>	<b>2,834,358</b>
<b>PUBLIC WORKS</b>				
49230 Water meter replacement			268,980	268,980
2019403 4419 Service Center Fuel Tank Replacement			675,557	675,557
2019404 4419 Service Center Reconstruction - Design/Build			1,379,203	1,379,203
2019405 Snider Plaza Area Design			-	-
2019406 Storm Water Projects "Phase 1 Design"			-	-
2020401 Turtle Creek Sewer Intersector replacement	550,000		2,166,682	2,716,682
2021401 Traffic Signal Replacement			729,665	729,665
2021404 Miracle Mini Street Replacement (MCIP Eligible - TBD)	4,000,000		5,413,370	9,413,370
2022403 Street Reconstruction	-	(513,000)	513,000	-
2022404 Snider Plaza Paving and Phase 1 Landscape Improvements	9,300,000		3,175,289	12,475,289
2022408 GPBPS Generator Upgrade	-		250,000	250,000
2022410 DWU Interconnect Feasibility Study	-		125,000	125,000
2022411 Storm Sewer Assessment	-		300,000	300,000
2023400 Traffic Signal Replacement	-		414,281	414,281
2023402 Street Reconstruction	-	(788,000)	788,000	-
2023405 MPY	-		3,962,825	3,962,825
2023407 Annual Large Diameter Water Line Replacement	-		500,000	500,000
2023408 ADA Transition Plan	-		275,000	275,000
2023409 City Hall Renovations/Repair	-		60,915	60,915
2023410 Peak Center Renovations/Repair	-		5,769	5,769
2023411 AOI-2 & AOI-3 Design	-		3,570,888	3,570,888
<b>2024400 Pavement Assessment</b>	<b>70,000</b>			<b>70,000</b>
<b>2024401 Traffic Signal Replacement</b>	<b>750,000</b>			<b>750,000</b>
<b>2024402 Roundabout Study (MP)</b>	<b>200,000</b>			<b>200,000</b>
<b>2024403 University Blvd Drainage Structure (Moved to FY24)</b>	<b>500,000</b>			<b>500,000</b>
<b>2024404 Street Reconstruction</b>	<b>288,000</b>	<b>1,301,000</b>		<b>1,589,000</b>
<b>2024405 Stormwater Improvements AOI-2 Design</b>	<b>1,000,000</b>			<b>1,000,000</b>
<b>2024406 Annual Large Diameter Water Line Replacement</b>	<b>500,000</b>			<b>500,000</b>
<b>2024407 FY24 MPY (3/4 Contracted)</b>	<b>4,700,000</b>			<b>4,700,000</b>
<b>2024408 Street Light Replacement / Dark Sky (MP)</b>	<b>75,000</b>			<b>75,000</b>
<b>2024409 Curtis Park Dredging Design (MP)</b>	<b>TBD</b>			<b>-</b>
<b>2024410 Preston Road Reconstruction</b>	<b>1,000,000</b>			<b>1,000,000</b>
<b>2024411 Facility Improvements</b>	<b>200,000</b>			<b>200,000</b>
<b>2024412 AI Upgrades for Traffic Signals (MP)</b>	<b>170,000</b>			<b>170,000</b>
<b>2024413 Lovers / Westchester Intersection Reconfiguration / Signal Design</b>	<b>150,000</b>			<b>150,000</b>
<b>2024414 Water Tower Perimeter Fencing</b>	<b>50,000</b>			<b>50,000</b>
<b>PUBLIC WORKS SUBTOTAL</b>	<b>23,503,000</b>	<b>-</b>	<b>24,574,424</b>	<b>48,077,424</b>
<b>Projects contingency:</b>				
Unplanned Projects Placeholder	300,000		-	300,000
<b>TOTAL EXPENDITURES</b>	<b>27,190,178</b>	<b>-</b>	<b>27,979,274</b>	<b>55,169,452</b>
<b>FISCAL YEAR SURPLUS/(DEFICIT)</b>	<b>(14,414,170)</b>	<b>-</b>	<b>(27,979,274)</b>	<b>(42,393,444)</b>

**CITY OF UNIVERSITY PARK**  
**5 YEAR CAPITAL IMPROVEMENT PLAN**  
**FY 2024 - 2028**

	<b>FY2023</b> <b>ACTUAL Y-T-D</b>	<b>FY2024 YEAR 1 ESTIMATED SPENDING</b>	<b>FY2025 YEAR 2 ESTIMATED SPENDING</b>	<b>FY2026 YEAR 3 ESTIMATED SPENDING</b>	<b>FY2027 YEAR 4 ESTIMATED SPENDING</b>	<b>FY2028 YEAR 5 ESTIMATED SPENDING</b>	<b>5 YEAR FORECAST TOTAL</b>
<b>Beginning Balance</b>	<b>25,290,922</b>	<b>31,779,615</b>	<b>(5,304,941)</b>	<b>(2,142,449)</b>	<b>(2,783,462)</b>	<b>(6,780,771)</b>	<b>31,779,615</b>
Revenues/Cash In							
Transfer from General Fund	4,483,320	4,707,484	4,942,858	5,190,001	5,449,501	5,721,976	26,011,820
Transfer from Utility Fund	3,108,396	2,378,812	3,457,753	1,395,641	1,592,923	1,592,923	10,418,052
Investment Income	670,853	530,000	100,000	100,000	100,000	100,000	930,000
Other Revenues/Reimbursement:							
DART - TRIP	-	2,132,712	2,196,694	-	-	-	4,329,406
DC/MCIP	-	2,500,000	500,000	3,000,000	2,000,000	2,000,000	10,000,000
DART - PTI			2,300,000				2,300,000
Dispatch Grant	-	530,000	-	-	-	-	530,000
Building Permit Transfer	-						-
<b>Total Revenues/Cash</b>	<b>8,262,569</b>	<b>12,779,008</b>	<b>13,497,305</b>	<b>9,685,642</b>	<b>9,142,424</b>	<b>9,414,899</b>	<b>54,519,278</b>
<b>Total Available Resources</b>	<b>33,553,491</b>	<b>44,558,623</b>	<b>8,192,364</b>	<b>7,543,193</b>	<b>6,358,962</b>	<b>2,634,128</b>	<b>86,298,894</b>
Expenditures							
Personnel and Other	87,293	146,178	150,563	155,080	159,733	164,525	776,079
Information Technology	0	650,000	350,000	0	0	0	1,000,000
Parks	60,769	3,161,492	665,000	725,000	615,000	615,000	5,781,492
Public Safety	28,963	2,834,358	0	0	200,000	0	3,034,358
Public Works	1,296,852	42,771,536	9,169,250	9,446,575	12,165,000	680,000	74,232,361
Unplanned Proj/Emergency Repairs	300,000	300,000	0	0	0	0	300,000
Project expenditures	1,686,583	49,717,386	10,184,250	10,171,575	12,980,000	1,295,000	84,348,211
<b>Total Expenditures</b>	<b>1,773,876</b>	<b>49,863,564</b>	<b>10,334,813</b>	<b>10,326,655</b>	<b>13,139,733</b>	<b>1,459,525</b>	<b>85,124,290</b>
<b>Ending Balance</b>	<b>31,779,615</b>	<b>(5,304,941)</b>	<b>(2,142,449)</b>	<b>(2,783,462)</b>	<b>(6,780,771)</b>	<b>1,174,604</b>	<b>1,174,604</b>
EMERGENCY RESERVE	2,700,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
<b>RESERVE ADJUSTED BALANCE</b>	<b>34,479,615</b>	<b>(2,304,941)</b>	<b>857,551</b>	<b>216,538</b>	<b>(3,780,771)</b>	<b>4,174,604</b>	<b>4,174,604</b>

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

- C -

Project Category / Title	Project No.	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
DART TRIP Eligible 100%				YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible 50%								
DART PTI Eligible 100%								
<b>INFORMATION TECHNOLOGY</b>								
Replace New World ERP	2023100		-		350,000			
Upgrade Dispatch 911 Hardware/Software	2023101		550,000					
<b>INFORMATION TECHNOLOGY SUBTOTAL</b>		<b>100,000</b>	<b>550,000</b>	-	<b>350,000</b>	-	-	-
<b>PARKS</b>								
Playground Resurfacing - Curtis	2023200		115,000					
Tennis Court Resurfacing	2023201		105,000					
Athletic Field Renovation	2023202		125,000					
Childrens Park Renovation	2023203		150,000	100,000				
LED Replacements Tennis Court	2023204		60,000					
Playground Equipment Replacement	2023205		500,000					
Parks Master Plan	2023206		180,000					
HAC Renovations	2023207		180,000					
Burleson Baseball/Backstop	2023208		300,000					
Playground Resurfacing	2024200			115,000				
Athletic Field Renovation	2024202			136,000				
LED Replacements Tennis Court	2024203			60,000				
Playground Equipment Replacement	2024204			500,000				
Tree Inventory	2024205			175,000				
Miscellaneous Park Improvements	2024206			300,000				
Goar Park - Centennial	2024207			TBD				
Curtis Park - SE Improvements	2024208			600,000				
Holmes Aquatic Center Phase II	2024209			TBD				
Playground Resurfacing	2025200				115,000			
Athletic Field Renovation	2025202				50,000			
Playground Equipment Replacement	2025203				500,000			
Playground Resurfacing	2026200					115,000		
Athletic Field Renovation	2026202					110,000		
Playground Equipment Replacement	2026203					500,000		
Playground Resurfacing	2027200						115,000	
Playground Equipment Replacement	2027201						500,000	
Playground Resurfacing	2028200							115,000
Playground Equipment Replacement	2028201							500,000
Playground Resurfacing	2029200							
Playground Equipment Replacement	2029201							
<b>PARKS SUBTOTAL</b>		<b>1,295,000</b>	<b>1,715,000</b>	<b>1,986,000</b>	<b>665,000</b>	<b>725,000</b>	<b>615,000</b>	<b>615,000</b>

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

- C -

Project Category / Title	Project No.	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED SPENDING				
DART TRIP Eligible 100%						
MCIP Eligible 50%						
DART PTI Eligible 100%						
<b>PUBLIC SAFETY</b>						
CAD/RMS Replacement	2022300	-				
Dispatch Console Replacement	2022301	500,000				
Tasers	2022302	120,000				
Drone Equipment and Trainng	2023300		75,000			
Firearms Simulator	2024300			100,000		
Camera System Replacement	2024301			450,000		
Commercial District Surveillance Cameras (Plaza Dependant)	2024302			600,000		
LifePak	2024303			105,000		
Fondren PS Facility Improvements	2024304			TBD		
TASER Replacement	2027300					200,000
<b>PUBLIC SAFETY SUBTOTAL</b>		<b>820,000</b>	<b>1,575,000</b>	<b>1,255,000</b>	<b>-</b>	<b>200,000</b>

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

- C -

Project Category / Title	Project No.			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
<b>PUBLIC WORKS</b>								
Turtle Creek Sewer Intersector replacement	2020401	1,300,000		550,000		900,000		
Miracle Mile Street Replacement (MCIP Eligible - TBD)	2021404	-	5,000,000	4,000,000				
Snider Plaza Paving and Phase 1 Landscape Improvements	2022404	-	3,200,000	9,300,000	3,500,000			
Pavement Assessment	2024400			70,000				
Traffic Signal Replacement	2024401			750,000				
Roundabout Study	2024402			200,000				
University Blvd Drainage Structure (Moved to FY24)	2024403			500,000	1,500,000			
Street Reconstruction - Rollover	2024404			288,000				
Stormwater Improvements AOI-2 Design	2024405			1,000,000				
Annual Large Diameter Water Line Replacement	2024406			500,000				
FY24 MPY (3/4 Contracted)	2024407			4,700,000				
Street Light Replacement (Dark Sky) MP	2024408			75,000	77,250	79,575	82,000	
Curtis Park Dredging Design	2024409			65,000				
Preston Road Reconstruction - MCIP Eligible	2024410			1,000,000			5,000,000	
Facility Improvements	2024411			200,000				
Applied Information Upgrades for Traffic Signals	2024412			170,000				
Lovers/Westchester Intersection Reconfiguration/Signal Design	2024413			150,000	650,000	650,000		
Water Tower Perimeter Fencing	2024414			50,000				
Traffic Signal Replacement	2025400			790,000				
Hillcrest Reconstruction - Lovers to Potomac (MCIP Eligible - TBD)	2025402				1,000,000	6,000,000	4,000,000	
Street Reconstruction	2025403			302,000				
Stormwater Improvements AOI-2 Phase-1	2025404			5,000,000				
Annual Large Diameter Water Line Replacement	2025405			550,000				
Asphalt Overlay	2025406			2,300,000				
Stormwater Improvements AOI-2 Phase 2	2026400				5,000,000			
Traffic Signal Replacement	2026401				830,000			
Pavement Assessment	2026402			70,000				
Annual Large Diameter Water Line Replacement	2026403				600,000			
Street Reconstruction	2026404				317,000			
Stormwater Improvements AOI-2 Phase 3	2027400					5,000,000		
Asphalt Overlay Program	2027401					2,500,000		
Annual Large Diameter Water Line Replacement	2027402					250,000		
Street Reconstruction	2027403					350,000		
Stormwater Improvements AOI-2 Phase 3	2028400					5,000,000		
Pavement Assessment	2028401					80,000		
Annual Large Diameter Water Line Replacement	2028402					250,000		
Street Reconstruction	2028403					350,000		
<b>PUBLIC WORKS SUBTOTAL</b>		<b>16,875,000</b>	<b>24,153,000</b>	<b>23,568,000</b>	<b>15,669,250</b>	<b>14,446,575</b>	<b>17,165,000</b>	<b>5,680,000</b>
<b>EMERGENCY REPAIRS / UNPLANNED PROJECTS</b>		300,000	300,000	300,000				
<b>PROJECTS GRAND TOTAL</b>		<b>19,390,000</b>	<b>28,293,000</b>	<b>27,109,000</b>	<b>16,684,250</b>	<b>15,171,575</b>	<b>17,980,000</b>	<b>6,295,000</b>

City of University Park, Texas  
*FY24 Capital Improvement Plan*

2024 thru 2028

**PROJECTS BY DEPARTMENT**

<b>Department</b>	<b>Project #</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
<b>Parks</b>							
Playground Resurfacing	2024200	115,000					115,000
Athletic Field Renovation	2024202	136,000					136,000
LED Lighting Upgrades	2024203	60,000					60,000
Playground Equipment Replacement	2024204	500,000					500,000
Tree Inventory	2024205	175,000					175,000
Miscellaneous Park Improvements	2024206	300,000					300,000
Goar Park Gazebo and Park Improvements	2024207	1					1
Curtis Park SE Improvements	2024208	600,000					600,000
Holmes Aquatic Center Phase 2	2024209	1					1
<b>Parks Total</b>		<b>1,886,002</b>					<b>1,886,002</b>
<b>Public Safety</b>							
LifePak Replacement	2024303	115,000					115,000
<b>Public Safety Total</b>		<b>115,000</b>					<b>115,000</b>
<b>Public Works</b>							
Pavement Assessment	2024400	70,000					70,000
Traffic Signal Replacement	2024401	750,000					750,000
Roundabout Study	2024402	200,000					200,000
University Boulevard Drainage Structure	2024403	500,000	1,500,000				2,000,000
Street Reconstruction	2024404	288,000					288,000
Annual Large Diameter Water Line Replacement	2024406	500,000					500,000
FY24 Mile Per Year	2024407	4,700,000					4,700,000
Street Light Replacement - Dark Sky	2024408	75,000	77,250	79,575	82,000		313,825
Curtis Park Dredging Design	2024409	65,000					65,000
Preston Road Reconstruction	2024410	1,000,000					1,000,000
Facility Improvements	2024411	200,000					200,000
Applied Information Upgrades for Traffic Signals	2024412	170,000					170,000
Lovers / Westchester Intersection Reconfiguration	2024413	150,000					150,000
Water Tower Perimeter Fencing	2024414	50,000					50,000
<b>Public Works Total</b>		<b>8,718,000</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>10,456,825</b>
<b>GRAND TOTAL</b>		<b>10,719,002</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>12,457,827</b>

City of University Park, Texas  
*FY24 Capital Improvement Plan*

2024 thru 2028

**PROJECTS BY DEPARTMENT**

<b>Department</b>	<b>Project #</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
<b>Parks</b>							
Playground Resurfacing	2024200	115,000					115,000
Athletic Field Renovation	2024202	136,000					136,000
LED Lighting Upgrades	2024203	60,000					60,000
Playground Equipment Replacement	2024204	500,000					500,000
Tree Inventory	2024205	175,000					175,000
Miscellaneous Park Improvements	2024206	300,000					300,000
Goar Park Gazebo and Park Improvements	2024207	1					1
Curtis Park SE Improvements	2024208	600,000					600,000
Holmes Aquatic Center Phase 2	2024209	1					1
<b>Parks Total</b>		<b>1,886,002</b>					<b>1,886,002</b>
<b>Public Safety</b>							
LifePak Replacement	2024303	115,000					115,000
<b>Public Safety Total</b>		<b>115,000</b>					<b>115,000</b>
<b>Public Works</b>							
Pavement Assessment	2024400	70,000					70,000
Traffic Signal Replacement	2024401	750,000					750,000
Roundabout Study	2024402	200,000					200,000
University Boulevard Drainage Structure	2024403	500,000	1,500,000				2,000,000
Street Reconstruction	2024404	288,000					288,000
Annual Large Diameter Water Line Replacement	2024406	500,000					500,000
FY24 Mile Per Year	2024407	4,700,000					4,700,000
Street Light Replacement - Dark Sky	2024408	75,000	77,250	79,575	82,000		313,825
Curtis Park Dredging Design	2024409	65,000					65,000
Preston Road Reconstruction	2024410	1,000,000					1,000,000
Facility Improvements	2024411	200,000					200,000
Applied Information Upgrades for Traffic Signals	2024412	170,000					170,000
Lovers / Westchester Intersection Reconfiguration	2024413	150,000					150,000
Water Tower Perimeter Fencing	2024414	50,000					50,000
<b>Public Works Total</b>		<b>8,718,000</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>10,456,825</b>
<b>GRAND TOTAL</b>		<b>10,719,002</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>12,457,827</b>

City of University Park, Texas  
*FY24 Capital Improvement Plan*

2024 thru 2028

**PROJECTS BY DEPARTMENT**

<b>Department</b>	<b>Project #</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
<b>Parks</b>							
Playground Resurfacing	2024200	115,000					115,000
Athletic Field Renovation	2024202	136,000					136,000
LED Lighting Upgrades	2024203	60,000					60,000
Playground Equipment Replacement	2024204	500,000					500,000
Tree Inventory	2024205	175,000					175,000
Miscellaneous Park Improvements	2024206	300,000					300,000
Goar Park Gazebo and Park Improvements	2024207	1					1
Curtis Park SE Improvements	2024208	600,000					600,000
Holmes Aquatic Center Phase 2	2024209	1					1
<b>Parks Total</b>		<b>1,886,002</b>					<b>1,886,002</b>
<b>GRAND TOTAL</b>		<b>1,886,002</b>					<b>1,886,002</b>

# FY23 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024200**

Project Name **Playground Resurfacing**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

Priority n/a

### Description

**Total Project Cost: \$115,000**

The poured in place (PIP) surfacing on all of the UP playgrounds is the original installation and range in age from 7 to 13 years old.

Funding in this account will support the full replacement for PIP surfacing at Burleson park playground as well as demo and hauling off of existing PIP.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>



# FY23 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024202**

Project Name **Athletic Field Renovation**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

Priority n/a

### Description

**Total Project Cost: \$136,000**

Funding in this account will support the annual improvements and renovations of athletic fields within the park system. These improvements consist of laser grading, fraise mowing, top dressing, infield clay replacement, sodding, and the addition of soil amendments.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	136,000					136,000
<b>Total</b>	<b>136,000</b>					<b>136,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	136,000					136,000
<b>Total</b>	<b>136,000</b>					<b>136,000</b>



# FY23 Capital Improvement Plan

## City of University Park, Texas

2024 *thru* 2028

**Department** Parks

**Contact** Sean Johnson

**Type** Parks / Pool

**Useful Life**

**Category** Parks/Pool

**Priority** n/a

**Project #** 2024203

**Project Name** LED Lighting Upgrades

### Description

**Total Project Cost:** \$60,000

Funding in this account will support the upgrade of tennis court lighting at Burleson and Smith Parks, converting them to LED lights. LED lights increase visibility and improve game play, increase lifespan and reduce annual operation and maintenance cost.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>



# FY23 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024204**

Project Name **Playground Equipment Replacement**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

Priority n/a

### Description

**Total Project Cost: \$500,000**

The Caruth Park Playground is at the end of its life cycle and is in need of replacement. Project will consist of removing the existing play structure and playground surfacing and replacement of new play components and installing new landing surface. Play structures will include swing bays, play sets for ages 2 – 5 and 6 – 12, and interactive play components that increase physical activity.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>



# FY23 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024205**

Project Name **Tree Inventory**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

Priority n/a

### Description

**Total Project Cost: \$175,000**

One of the City's Centennial Master Plan key deliverables within Section 1 (Affirming Sense of Place) of the plan is action item 1.4 "Establish a Tree Ordinance to Protect Mature, Healthy Trees."

To help facilitate the creation of a Tree Ordinance, a tree inventory must be conducted to record the total number of trees within the City's boundaries to included species, general conditions, and health of the trees.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Professional Services	175,000					175,000
<b>Total</b>	<b>175,000</b>					<b>175,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	175,000					175,000
<b>Total</b>	<b>175,000</b>					<b>175,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024206**

Project Name **Miscellaneous Park Improvements**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

### Description

**Total Project Cost: \$300,000**

In an effort to improve landscaping at city entrance portals, as well as other green spaces throughout the city, funding is needed to improve landscaping, irrigation and hardscape.

This phased-in approach will address areas that are in highest need of renovating as evaluated annually.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024207**

Project Name **Goar Park Gazebo and Park Improvements**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

### Description

**Total Project Cost: \$1**

In commemoration of the City's Centennial year, Goar Park has been identified as a park needing improvements. Renovations will include the replacement of the Gazebo, as well as hardscape improvements for the addition of centennial celebration bricks creating a centennial promenade. Additional improvements to the playing fields at the north end of the park will also be included along with the planting of a centennial tree.

The Centennial Planning Committee, Legacy Committee and Goar Park Master Plan deliverables will be utilized as guides throughout the planning and construction process.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	1					1
<b>Total</b>	<b>1</b>					<b>1</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	1					1
<b>Total</b>	<b>1</b>					<b>1</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024208**

Project Name **Curtis Park SE Improvements**

Department Parks

Contact Sean Johnson

Type Parks / Pool

Useful Life

Category Parks/Pool

### Description

**Total Project Cost: \$600,000**

The southeast section of Curtis Park needs improvements to compliment the new playground, as well as address reclamation of park land encroached upon by private property owners. These improvements include the removal of all existing stone paving and stone retainers encroached upon park property at the south side of the park near the pond. A new retainer will be necessary and the wall would curve to fit the space within the confines of park property. Other improvements for this project include the addition of new landscaping surrounding the playground, pavestone hardscape, ornamental plantings, and irrigation. This project also has landscape lighting, park furnishings and additional green space improvements throughout the southeast side of the park highlighted with the addition of an open-air structure/ pavilion to be programmed as a reservable space for birthday parties and family picnics.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	600,000					600,000
<b>Total</b>	<b>600,000</b>					<b>600,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	600,000					600,000
<b>Total</b>	<b>600,000</b>					<b>600,000</b>



# FY23 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024209**

Project Name **Holmes Aquatic Center Phase 2**

**Department** Parks

**Contact** Sean Johnson

**Type** Parks / Pool

**Useful Life**

**Category** Parks/Pool

**Priority** n/a

### Description

**Total Project Cost:** \$0

If approved, this project will fund the necessary replacement of pool equipment and components as well as the construction and furnishing of a community room.

### Justification



City of University Park, Texas  
*FY24 Capital Improvement Plan*

2024 thru 2028

**PROJECTS BY DEPARTMENT**

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
<b>Public Safety</b>								
LifePak Replacement	2024303	n/a	115,000					115,000
<b>Public Safety Total</b>			<b>115,000</b>					<b>115,000</b>
<b>GRAND TOTAL</b>			<b>115,000</b>					<b>115,000</b>

# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024303**

Project Name **LifePak Replacement**

Department Public Safety

Contact Randy Howell

Type Technology

Useful Life

Category Fire/Police

Priority n/a

### Description

**Total Project Cost: \$115,000**

This project will fund the replacement of two of the four LifePak 15 Monitor / Defibrillators. The new LifePak 15s will allow our paramedics to provide the highest level of prehospital care to the community.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Technology Upgrades	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>



City of University Park, Texas  
*FY24 Capital Improvement Plan*

2024    *thru*    2028

**PROJECTS BY DEPARTMENT**

<b>Department</b>	<b>Project #</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
<b>Public Works</b>							
Pavement Assessment	2024400	70,000					70,000
Traffic Signal Replacement	2024401	750,000					750,000
Roundabout Study	2024402	200,000					200,000
University Boulevard Drainage Structure	2024403	500,000	1,500,000				2,000,000
Street Reconstruction	2024404	288,000					288,000
Annual Large Diameter Water Line Replacement	2024406	500,000					500,000
FY24 Mile Per Year	2024407	4,700,000					4,700,000
Street Light Replacement - Dark Sky	2024408	75,000	77,250	79,575	82,000		313,825
Curtis Park Dredging Design	2024409	65,000					65,000
Preston Road Reconstruction	2024410	1,000,000					1,000,000
Facility Improvements	2024411	200,000					200,000
Applied Information Upgrades for Traffic Signals	2024412	170,000					170,000
Lovers / Westchester Intersection Reconfiguration	2024413	150,000					150,000
Water Tower Perimeter Fencing	2024414	50,000					50,000
<b>Public Works Total</b>		<b>8,718,000</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>10,456,825</b>
<b>GRAND TOTAL</b>		<b>8,718,000</b>	<b>1,577,250</b>	<b>79,575</b>	<b>82,000</b>		<b>10,456,825</b>

# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024400**

Project Name **Pavement Assessment**

**Department** Public Works

**Contact** Jodie Ledat

**Type** Infrastructure

**Useful Life**

**Category** Streets

**Priority** n/a

### Description

**Total Project Cost:** **\$70,000**

This project will fund the contract with a pavement assessment company to assess the streets and alleys in the city and assign a condition rating. This data is used to identify street segments for the FY25 Mill and Overlay project.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Professional Services	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024401**

Project Name **Traffic Signal Replacement**

Department Public Works

Contact Jodie Ledat

Type Infrastructure

Useful Life

Category Traffic

Priority n/a

### Description

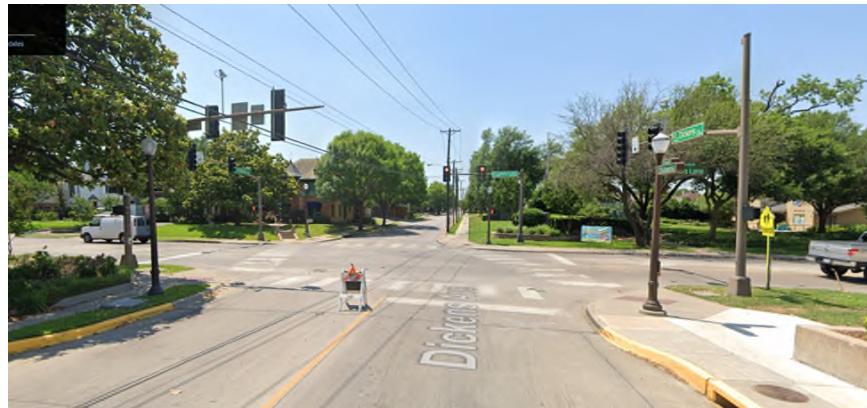
**Total Project Cost: \$750,000**

This project funds the design and construction for replacement of the traffic signal at the Lovers / Dickens intersection as well as the new traffic signal at the Airline / University intersection.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	750,000					750,000
<b>Total</b>	<b>750,000</b>					<b>750,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	750,000					750,000
<b>Total</b>	<b>750,000</b>					<b>750,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024402**

Project Name **Roundabout Study**

Department Public Works

Contact Katie Barron

Type Infrastructure

Useful Life

Category Traffic

### Description

**Total Project Cost: \$200,000**

This project will fund an engineering study to identify potential locations for roundabouts per the Centennial Master Plan Initiative 2.1.2

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Professional Services	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024403**

Project Name **University Boulevard Drainage Structure**

**Department** Public Works

**Contact** Katie Barron

**Type** Unassigned

**Useful Life**

**Category** Drainage

**Priority** n/a

### Description

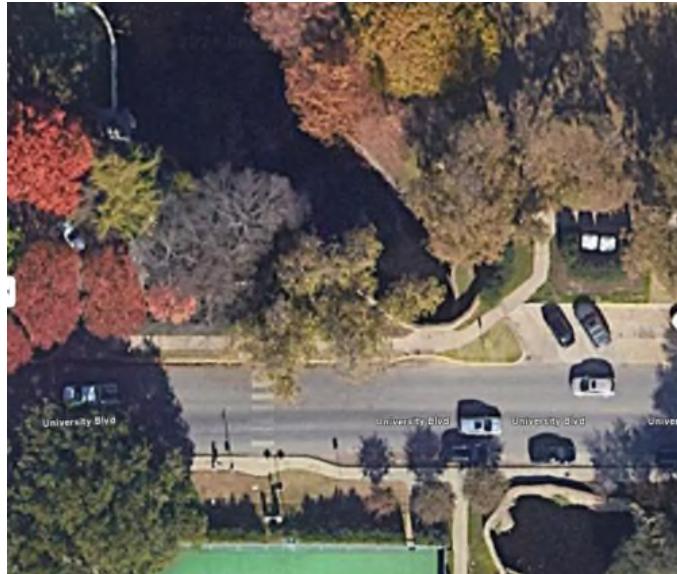
**Total Project Cost:** **\$2,000,000**

This project will fund the design and improvements to the drainage structure on University Boulevard adjacent to Goar Park.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	500,000					500,000
Construction/Maintenance		1,500,000				1,500,000
<b>Total</b>	<b>500,000</b>	<b>1,500,000</b>				<b>2,000,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	500,000	1,500,000				2,000,000
<b>Total</b>	<b>500,000</b>	<b>1,500,000</b>				<b>2,000,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024404**

Project Name **Street Reconstruction**

Department Public Works

Contact Katie Barron

Type Infrastructure

Useful Life

Category Streets

### Description

**Total Project Cost: \$288,000**

This project will fund the full replacement of street segments in need of replacement. These are typically concrete streets that are not eligible for other pavement maintenance methods such as Mill and Overlay.

Funds are budgeted annually and rolled over to create a project budget that will fund a replacement project.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	288,000					288,000
<b>Total</b>	<b>288,000</b>					<b>288,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	288,000					288,000
<b>Total</b>	<b>288,000</b>					<b>288,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024406**

Project Name **Annual Large Diameter Water Line Replacement**

Department Public Works

Contact Katie Barron

Type Infrastructure

Useful Life

Category Infrastructure

### Description

**Total Project Cost: \$500,000**

The project funds the replacement of large diameter water mains that are typically found in streets, rather than alleys, and are therefore generally not replaced as part of the City's Mile per Year program.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024407**

Project Name **FY24 Mile Per Year**

**Department** Public Works

**Contact** Katie Barron

**Type** Infrastructure

**Useful Life**

**Category** Infrastructure

**Priority** n/a

### Description

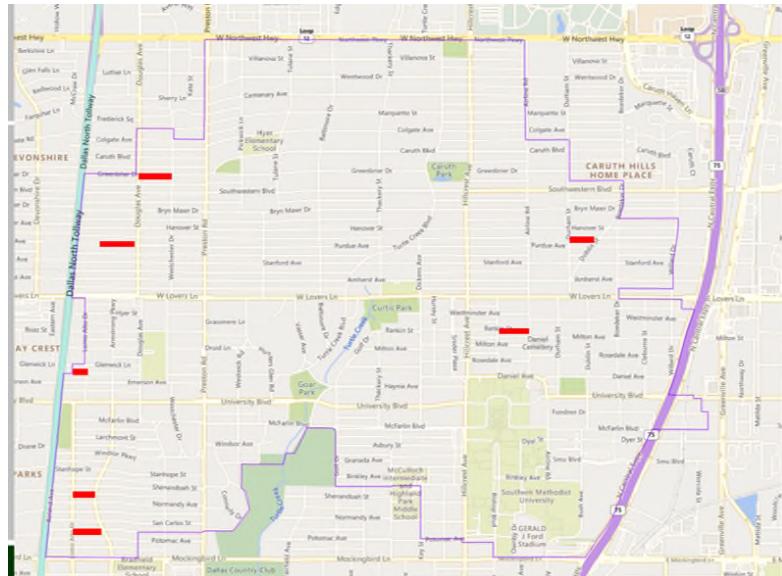
**Total Project Cost:** \$4,700,000

This project will fund approximately 3/4 mile of utility and alley replacements in identified alleys throughout the city.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	4,700,000					4,700,000
<b>Total</b>	<b>4,700,000</b>					<b>4,700,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	4,700,000					4,700,000
<b>Total</b>	<b>4,700,000</b>					<b>4,700,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

**Department** Public Works

**Contact** Jodie Ledat

**Type** Unassigned

**Useful Life**

**Category** Traffic

**Project #** 2024408

**Project Name** Street Light Replacement - Dark Sky

### Description

**Total Project Cost:** \$313,825

This four-year project will fund replacement of all 120 decorative street lights throughout the city with Dark Sky light fixtures. This effort was identified in the Centennial Master Plan as initiative 4.2.2, Develop a program to replace streetlights with new technology to reduce light pollution.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Technology Upgrades	75,000	77,250	79,575	82,000		313,825
<b>Total</b>	<b>75,000</b>	<b>77,250</b>	<b>79,575</b>	<b>82,000</b>		<b>313,825</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	75,000	77,250	79,575	82,000		313,825
<b>Total</b>	<b>75,000</b>	<b>77,250</b>	<b>79,575</b>	<b>82,000</b>		<b>313,825</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024409**

Project Name **Curtis Park Dredging Design**

Department Public Works

Contact Katie Barron

Type Parks / Pool

Useful Life

Category Drainage

### Description

**Total Project Cost: \$65,000**

This project will fund the design of dredging efforts so the City can contract for dredging of Curtis Pond in 2025. This timing aligns with the schedule developed by staff per the Centennial Master Plan initiative 3.4.5, Develop a schedule for debris removal.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	65,000					65,000
<b>Total</b>	<b>65,000</b>					<b>65,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	65,000					65,000
<b>Total</b>	<b>65,000</b>					<b>65,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024410**

Project Name **Preston Road Reconstruction**

**Department** Public Works

**Contact** Katie Barron

**Type** Infrastructure

**Useful Life**

**Category** Streets

**Priority** n/a

### Description

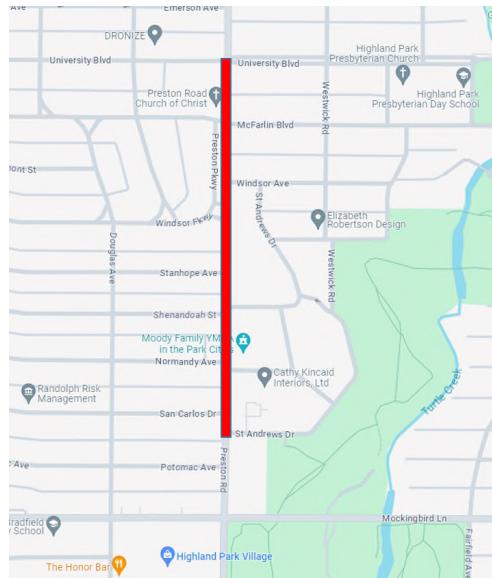
**Total Project Cost:** \$1,000,000

This project will fund the design of reconstruction of Preston Road from University to the south city limits. This design effort was approved as part of the Dallas County 7th Call for Projects and has been allocated \$500,000 for reimbursement to the City.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	1,000,000					1,000,000
<b>Total</b>	<b>1,000,000</b>					<b>1,000,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	1,000,000					1,000,000
<b>Total</b>	<b>1,000,000</b>					<b>1,000,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024411**

Project Name **Facility Improvements**

Department Public Works

Contact Jodie Ledat

Type Unassigned

Useful Life

Category Facilities

### Description

**Total Project Cost:** \$200,000

This project funds improvements to City Hall, the Peek Service Center, and the UP Public Library.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024412**

Project Name **Applied Information Upgrades for Traffic Signals**

Department Public Works

Contact Jodie Ledat

Type Technology

Useful Life

Category Traffic

Priority n/a

### Description

**Total Project Cost: \$170,000**

This project will fund the Applied Information Upgrades for all traffic signals in the City. This upgrade will enhance the ability for staff to monitor and maintain the traffic signals and will provide the framework for future enhancements to the City's traffic monitoring and maintenance as well as emergency vehicle signal preemption.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Technology Upgrades	170,000					170,000
<b>Total</b>	<b>170,000</b>					<b>170,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	170,000					170,000
<b>Total</b>	<b>170,000</b>					<b>170,000</b>

Joe White - City of University Park TX

glance

Search [ Refresh ] [ EOS Front Panel ]

**Previews**

**Current Status**

Current Status: Online

Current Alarms: 0

Power Status: OK

Current Device Status: OK

Timezone: -6 Hours

Time Since Last Contact: 24 Minutes 34 Seconds

12/19/2023 10:10:26 AM

**AC Voltage (V)**

	Now	Min	Max	Avg
AC Voltage (V)	125.6	124.1	126.0	125.1
Cabinet Temp (F)	77	74	91	81
Batt. Voltage (V)	34.2	33.8	34.6	34.5
Humidity (%)	18.7	13.5	25.5	19.0
Monitor Batt (V)	13.5	13.5	13.5	13.5
Block Counter	0	0	0	0
Lockout Counter	0	0	0	0
Data Rate(KB/s)	0	0	0	0

**System Status**

Status	Output	Status
Cabinet Flash	OK	On
BBS On Battery	On AC	
BBS Low Battery	OK	
Stop Timer	OK	
Door Status	Closed	
Outlet Power	On	
Preempt Active	None	
Preempt Status	OK	
Network Status	All Good	
Cabinet Fan	Fan OFF	
Watchdog State	Unknown	
Inputs		

**Alarms**

Severity	Count
Critical	0
High	0
Low	0

[\[ More Details \]](#)

# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024413**

Project Name **Lovers / Westchester Intersection Reconfiguration**

Department Public Works

Contact Katie Barron

Type Infrastructure

Useful Life

Category Traffic

### Description

**Total Project Cost: \$150,000**

This project will fund the design effort to determine the most feasible way to improve the offset alignment of the Lovers / Westchester intersection to improve safety at this location. This effort will include design of traffic signal improvements for the intersection.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	150,000					150,000
<b>Total</b>	<b>150,000</b>					<b>150,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	150,000					150,000
<b>Total</b>	<b>150,000</b>					<b>150,000</b>



# FY24 Capital Improvement Plan

2024 *thru* 2028

## City of University Park, Texas

Project # **2024414**

Project Name **Water Tower Perimeter Fencing**

Department Public Works

Contact Jodie Ledat

Type Unassigned

Useful Life

Category Facilities

Priority n/a

### Description

**Total Project Cost: \$50,000**

This project will fund the installation of perimeter fencing around the Northwest Highway Elevated Water Storage Tank.

### Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Budget	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>



## APPENDIX



## GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FLSA** - Fair Labor Standards Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# ACRONYMS

<b>ACA</b>	Affordable Care Act	<b>FBI</b>	Federal Bureau Investigation
<b>ADA</b>	Americans Disability Act	<b>FRRF</b>	Fireman's Relief and Retiremer Fund
<b>BOA</b>	Board of Adjustments	<b>FT</b>	Full Time
<b>CID</b>	Criminal Investigation Division	<b>FY</b>	Fiscal Year
<b>CIO</b>	Community Information Officer	<b>GIS</b>	Geographic Information System
<b>CJIS</b>	Criminal Justice Information Services	<b>HPHS</b>	Highland Park High School
<b>CIP</b>	Capital Improvement Program	<b>HPISD</b>	Highland Park Independent School District
<b>CPI</b>	Consumer Price Index	<b>HR</b>	Hurman Resources
<b>CPR</b>	Cardio Pulmonary Resuscitation	<b>HSA</b>	Health Savings Account
<b>D.A.R.E</b>	Drug Abuse Resistance	<b>HVAC</b>	Heating, Ventilating and Air Condition
<b>DCTO</b>	Dallas County Tax Office	<b>IM</b>	Infrastructure Maintenance
<b>DCPCMUD</b>	Dallas County Park Cities Municipaly Utility District	<b>ISO</b>	Insurance Service Office
<b>DWU</b>	Dallas Water Utilities	<b>IT</b>	Information Technology
<b>EEO</b>	Equal Employment Opportunities	<b>LED</b>	Light Emitting Diod
<b>EMS</b>	Emergency Medical Services	<b>MCI</b>	Municipal Price Index
<b>ESF</b>	Equipment Services Fund	<b>MUD</b>	Municipal Utility District
<b>ESRI</b>	Evnvironmental Systems Research Institute	<b>NCTCOG</b>	North Central Texas Council of Governments
<b>ETR</b>	Effective Tax Rate	<b>NIBRS</b>	National Incident Based Reporting System
<b>EVR</b>	Estimated Values Report		

# ACRONYMS

<b>NIBRS A</b>	All Incidents
<b>NIBRS B</b>	Arrest data
<b>O &amp; M</b>	Operations & Maintenance
<b>PARD</b>	Park and Recreation Department
<b>PPC</b>	Public Protection Classification
<b>PPO</b>	Preferred Provider Organization
<b>P &amp; Z</b>	Planning & Zoning Organization
<b>ROW</b>	Rights of Way
<b>SMU</b>	Southern Methodist University
<b>SRO</b>	Student Resource Office
<b>SWMP</b>	Storm Water Management Program
<b>TCAP</b>	Texas Coalition for Affordable Power
<b>TCEQ</b>	Texas Commission on Environment Quality
<b>TMLIRP</b>	Texas Municipal League Inter-governmental Risk Pool
<b>TMRS</b>	Texas Municipal Retirement Systems
<b>UB</b>	Utility Billing
<b>UP</b>	University Park
<b>UPFD</b>	University Park Fire Department
<b>UPPL</b>	University Park Public Library
<b>YMCA</b>	Young Men's Christian Association