

Fiscal Year 2022 Budget  
October 1, 2021 - September 30, 2022



City of University Park, Texas

# CITY OF UNIVERSITY PARK, TEXAS FY2022 BUDGET

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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, 2020**

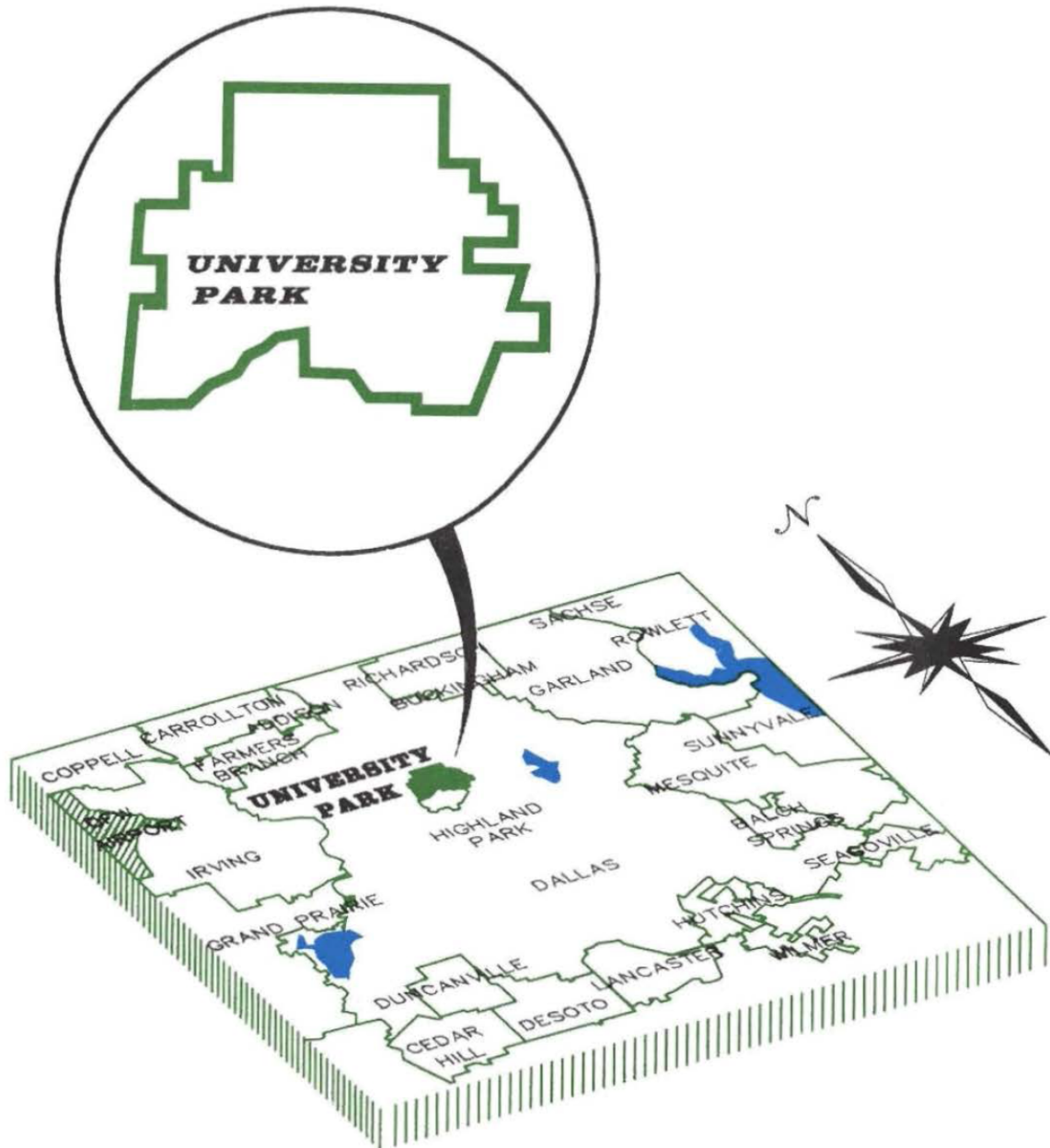
*Christopher P. Morill*

**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. 2020)

## 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 (2020 Census Est.)	25,278
2018 Census Est. Population Breakdown:	
White	83.8%
Hispanic	5.7%
Asian or Pacific Islander	6.8%
Black	1.5%
American Indian, Eskimo, Aleut	0.2%
Others	3.0%
Median Age (1980)	34.5
Median Age (2000)	31.2
Median Age (2010)	29.7
Median Age (2020)	35.1
Median Household Income	\$224,485

## Government

Date of incorporation:	April 17, 1924
Form of government:	Council-Manager
Total City Budget (FY2021)	\$56,301,727
City Tax Rate (FY2021)	\$0.264388 per \$100 taxable value
Total Certified Taxable Value (FY2021)	\$8,592,528,193
Total City Employees (FY2021)	264
Predominant City revenue source:	Property tax
Acres of City parks:	60 (12 separate parks)

## Housing

Number of residential parcels 2013-2019:	6927
% of parcels single-family homes:	79.0%
Average market value of single-family homes:	\$1,668,650

## 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)	6824
Teacher to Student ratio:	1:15
% HPISD Graduates continuing to college:	97%
Students in the Class of 2021 completed more than 63,000 hours of community service during their 4 years at HPHS.	
University: <b>Southern Methodist University</b>	
Enrollment: Approx. 10,000	



## **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 2021, the average market value of a single-family residential parcel in the City was \$1,668,650, a slight decrease from \$1,669,817 in 2020. The property tax rate decreased from .264750 in FY2021 to \$0.264388 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.

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## **Mission Statement**

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

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

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

## **Core Values**

Dedication, Competence, Diligence, Communication and Service

## **Slogan**

*“Committed to Excellence”*

## **Vision Statement**

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

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



## CITY OF UNIVERSITY PARK, TEXAS

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### Elected Officials

Official and Title	First Elected	Term Expires	Professional Background
Tommy Stewart, Mayor	2020	2022	Commercial Real Estate
Gage A. Prichard, Sr., Mayor Pro Tempore	2016	2022	Real Estate Broker Developer
Randy Biddle, Council Member	2016	2022	Lawyer
Mark Aldredge, Council Member	2020	2022	Real Estate Developer
Liz Farley, Council Member	2018	2022	Medical

### 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

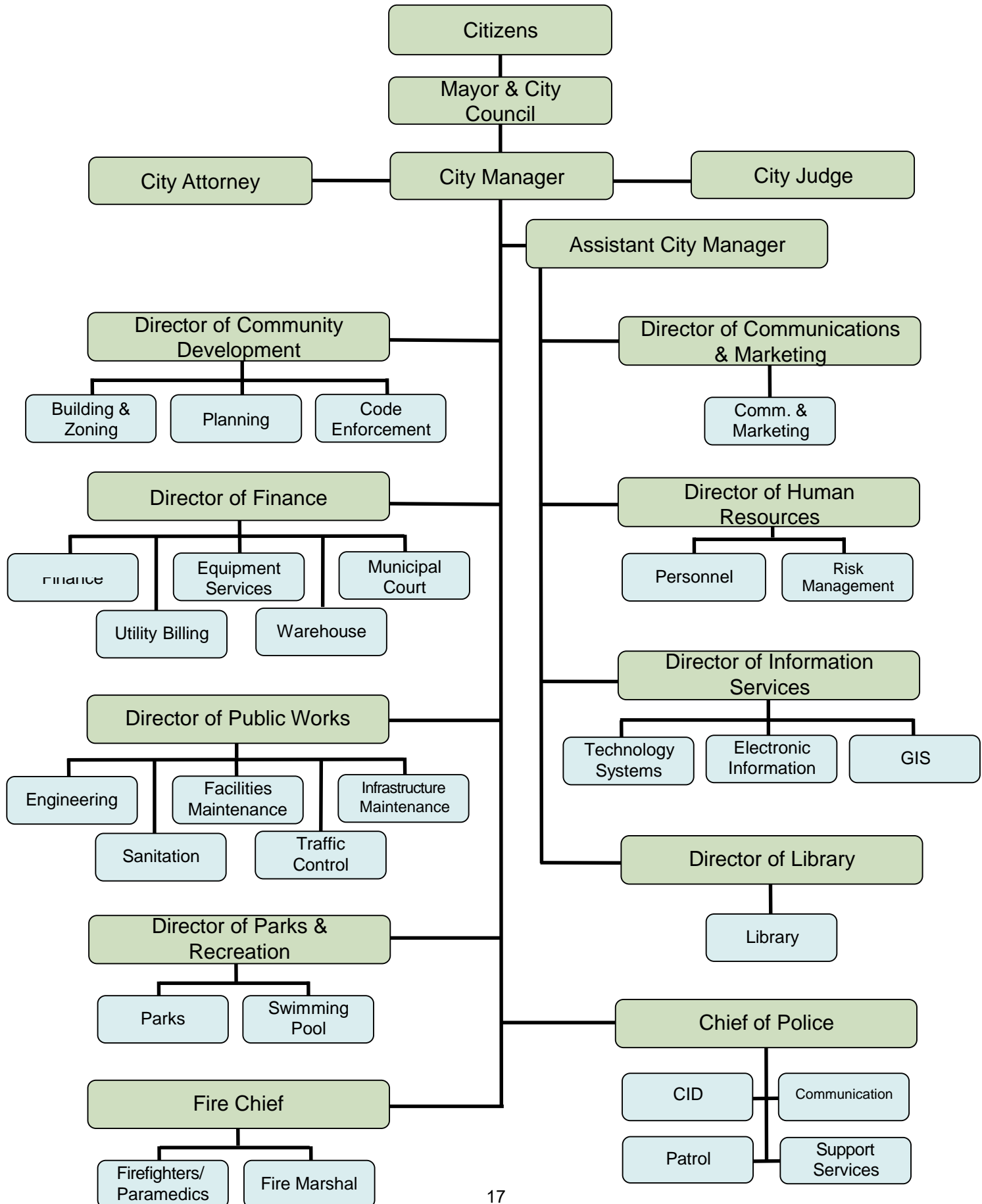
BKD L.L.P., Dallas, Texas

### Financial Advisor

First Southwest Company, Dallas, Texas



City of University Park  
FY2022: 264 Employees  
Total Budget: \$56,301,727



## **BUDGET PROCESS**



**CITY OF UNIVERSITY PARK, TEXAS**  
**FISCAL YEAR 2021 BUDGET**  
**INTRODUCTION AND FUND STRUCTURE SUMMARY**

**Introduction**

Welcome to the Fiscal Year (FY) 2022 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 21, 2021 for the period October 1, 2021 to September 30, 2022.

**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 2021 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.

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## **TWO TYPES OF FUNDS**

### **BUDGETED (4)**

**General Fund**

**Utility Fund**

**Utility Fund**

**Sanitation Fund**

**Stormwater Fund**

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

**Capital Project - Governmental**

**Capital Project - Enterprise**

**Self Insurance**

**Equipment Services**

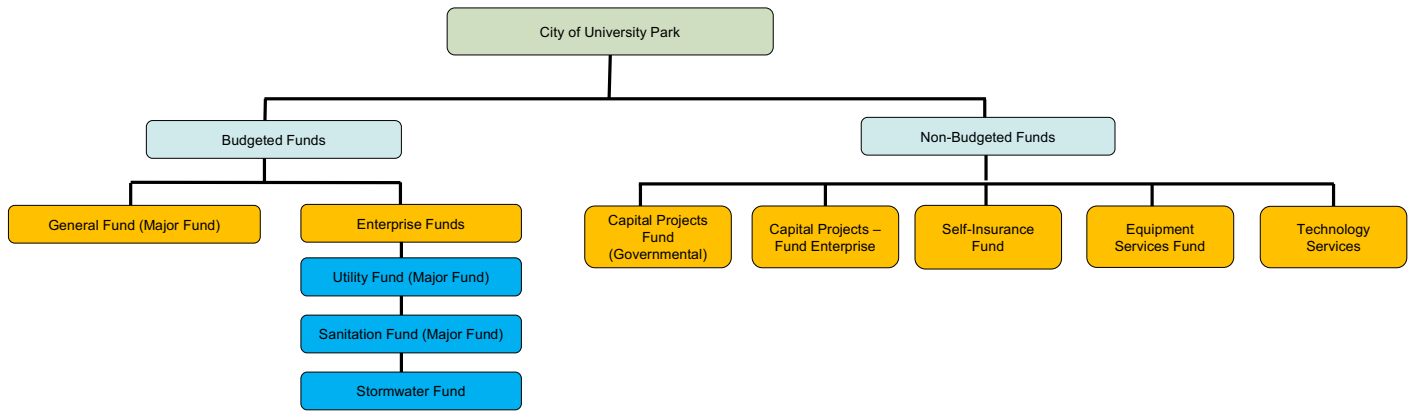
**Technology Services**

**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 transfers is approved as part of the budget process.**

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# Budget Fund Structure



## MAJOR AND NONMAJOR FUND DESCRIPTIONS:

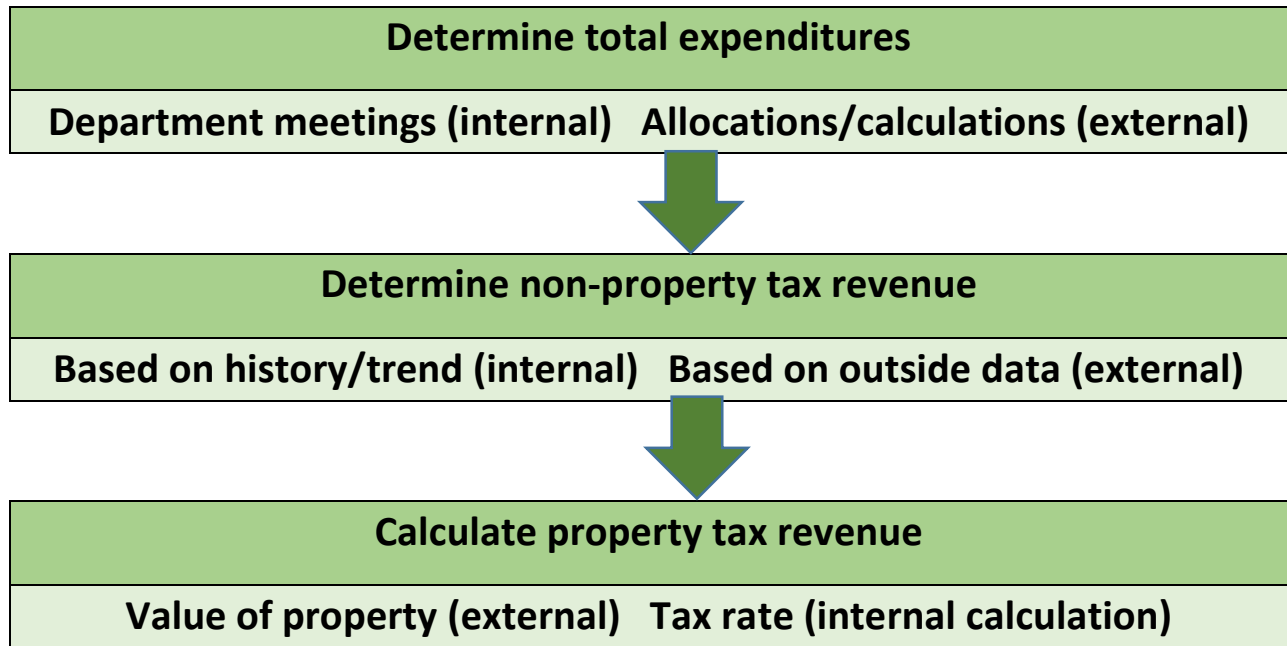
**GENERAL FUND:** Primary Government Fund. This fund accounts for traditional local government functions such as police, fire, parks and public works. Financed by property taxes, sales taxes, franchise fees and other sources.

**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 FY2022 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
1/1/2021				Assessment Date		
4/28/2021						Budget opened to everyone
5/10/2021			First EVR received			
5/23/2021						Preliminary budget materials distributed to Department Heads
6/1/2021						Pre-budget warm up with Department Heads
6/9/2021						Budgets due from departments
				2021 Preliminary Tax Rate Calculation Data and Adoption calendar due to DCTO		
6/16 to 6/18/2021						Department budget reviews with Department Heads
7/15/2021		FAC Meeting - Preliminary Budget Review				
7/22/2021			Tax Roll Appraisal Certified by DCTO		DCAD Tax Roll Final	
7/26/2021				Final 2021 Tax Rate calculation data due to DCTO		
8/2/2021	Post agenda for Special Council Meeting			DCTO provides initial tax calculations sent to entities	ETR & Rollback rates from DCTO	
8/6/2021					Tax calculations must be posted to website	
8/10/2021	Special Council Meeting - Consider tax rate, set budget and tax rate hearing dates and adoption date					

## CALENDAR FOR TAX RATES AND FY2022 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
8/13/2021					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.
8/17/2021					Publish effective and rollback tax rates Publish first notice of tax rates and hearings	
8/19/2021		FAC - Review and Recommend FY2021 Budget		DCAD provides certified appraisal roll		
9/7/2021	Council Meeting - Budget Hearing					Budget Hearing
9/14/2021						Last day to publish notice of tax hearing on website
9/16/2021						Last day to publish notice of tax rate hearing in paper.
9/20/2021						Last day to hold budget hearing and remain DCTO compliant
9/21/2021	Council Meeting - Budget Hearing, Adopt Budget, Tax Rate, Salary, Fees, Ratify Tax Increase					
9/22/2021				DCTO deadline to adopt tax rate		
9/24/2021				Tax rate ordinance due to DCTO		
9/27/2021						Last day to hold budget hearing
9/28/2021	Last day to adopt budget and last day for tax rate hearing and adopt tax rate.					

## **FY2022 BUDGET**







## **City of University Park**

### **Fiscal Year 2021-2022 October 1, 2021 – September 30, 2022**

**September 21, 2021**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$556,747 which is a 2.51% 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 \$302,684.

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

**FOR: Stewart, Aldredge, Biddle, Farley, Pritchard**

**AGAINST: None**

**PRESENT AND NOT VOTING: None**

**ABSENT: None**

#### **Property Tax Rate Comparison**

	<b>2021-2022</b>	<b>2020-2021</b>
Property Tax Rate:	\$0.264388/100	\$0.264750/100
No New Revenue Tax Rate:	\$0.260389/100	\$0.255517/100
No New Maint. & Ops.	\$0.262862/100	\$0.258576/100
Voter Approval Tax Rate:	\$0.274938/100	\$0.267626/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

# BUDGET MESSAGE



August 20, 2021

Honorable Mayor & City Council,

The first step in developing the annual budget begins with Department Directors and staff establishing proposed expenditure levels for service operations. When the Department Directors first started working on operational budgets earlier this spring, the COVID-19 pandemic outlook was improving on a daily basis. With the availability of a COVID vaccine and anti-viral medications, consumer activity improved at the national, state and local levels. Economic activity in the City of University Park also increased with improved sales tax revenue and property valuations. Just a few months later, the pandemic outlook has now grown bleaker with a surge in cases dominated by viral mutations and inflationary pressures challenging a growing economy.

Within the past year, winter storm Uri, social unrest, and the continuing pandemic have heightened our awareness of municipal governments and the essential services they provide. These events have also reshaped the American workforce and work environment for both the public and private sectors. Telecommuting, virtual meetings, and safety protocols are now engrained in our daily lives. Given these concerns, the proposed budget establishes a baseline for post-COVID municipal services that is both cautious and sustainable. I am pleased to present a proposed budget for FY 2022 that totals \$56,301,727 across all budgeted funds. The total expenditures in the FY2022 budget represent a 1.9 percent increase from the previous year, which results in a small tax rate decrease to 26.4388.

The presentation of the budget to the City Council is the culmination of a process that began in April with the input of proposed expenditures by senior staff, followed by a thorough review and vetting by numerous resident committees throughout the months of July and August. 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 spend hours reviewing the proposed budget.

## **FY2022 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:

<b>Fund</b>	<b>Core Services</b>	<b>Primary Revenue Sources</b>
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

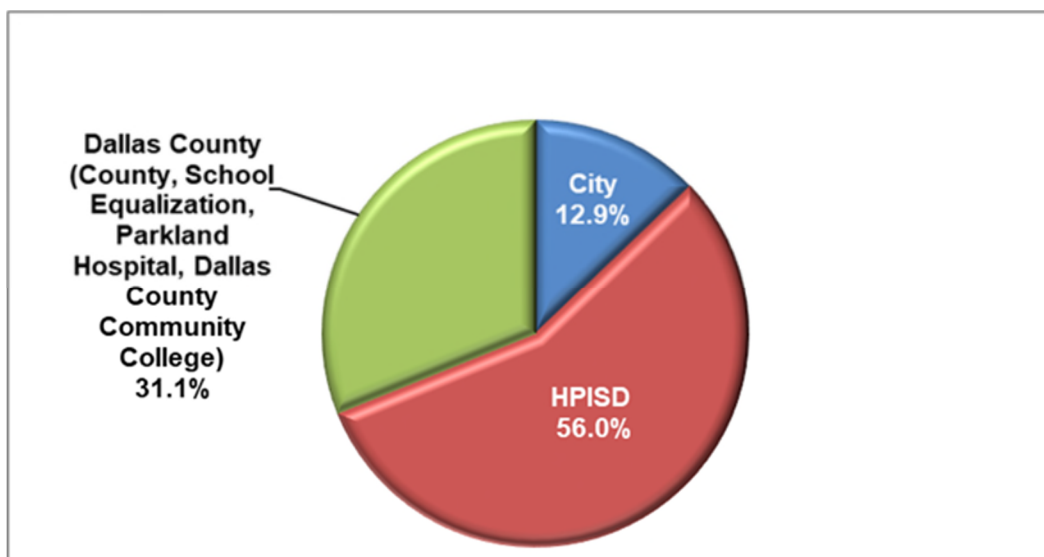
Highlights of the FY2022 Budget include the following items:

- Increased funding for capital projects;
- Reduced costs for health insurance and other benefits;
- New Parks & Recreation programming;
- Funding that fulfills the City's compensation philosophy of paying in the 50<sup>th</sup> percentile of our benchmark cities;
- Increased funding for pension liabilities; and
- Implementation of a new internal service fund for Technology (IT) Services.

### Property Taxes & Long-Term Financial Planning

The dominant narrative of the previous two budget cycles has been the loss of nearly \$1 million in non-property tax revenue. Non-property tax revenue includes items such as sales tax, franchise fees, permits and fines. The loss of non-property tax revenue was largely attributable to recent legislative changes and a significant reduction in the contribution received from the Friends of the Library. Declining interest rates also reduced the overall performance of the City's investment portfolio. Fortunately, the FY2022 budget reverses this narrative with a modest increase to non-property tax revenue with gains in sales tax, mixed beverage tax, and Direct Alarm fees. The increase in non-property tax revenue helps alleviate pressure on property taxes.

The Dallas County 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 FY2022 budget recommends a tax rate of 26.4388, which remains one of the lowest municipal property tax rates in the state. The average single-family homeowner with a homestead exemption will pay approximately \$6 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 under 13 percent.



The City continues to model budgetary needs from a multi-year perspective. 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

During the 86<sup>th</sup> Legislative Session, the State Legislature passed SB 2 that limits property tax growth to no more than 3.5 percent year-to-year without voter approval to exceed. For University Park, this limitation caps revenue growth from property taxes to no more than \$775,000. The financial model provides an extended view of budgetary pressures given the new property tax caps. The model highlights the need to address both sides of the income/expense ledger. Both expenditure limitations and the need to grow non-property tax revenues are essential for long-term budgetary sustainability.

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## **Priorities, Centennial Master Plan & the Budget**

The City Council, City Manager's Office and Department Directors develop a series of priorities during planned retreats on an every-other-year basis. These retreats provide an opportunity for the governing body and staff to discuss issues facing the community and what actions are necessary to address those issues. The City Council developed Success Factors that are designed to give staff a work plan based on community priorities and objectives. Through the City's operational and capital budgets, the City Council remains committed to addressing the following strategic priorities:

- Successful Commercial Districts
- Well-Maintained Infrastructure
- Excellent Municipal Services and Quality City Staff
- A Safe Community
- A Welcoming Community
- A Well-Planned, Beautiful Community
- Collaborative City Leadership

The City has also embarked upon a Centennial Master Plan, to ensure the next 100 years are as successful as the prior 100 years. Despite the pandemic, the plan has focused on citizen participation and engagement. The plan will be submitted to the community for review during the upcoming fiscal year. With its adoption, staff will have a policy and operational roadmap. The implementation of the plan's goals and objectives will be central in future operational and capital budgets.

## **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 budgets of each department target the City Council's strategic priorities. All line items within the operational budgets are reviewed and refined throughout the ensuing months by staff within the Finance and Executive Departments. Following the internal review, a final proposed budget is presented to the following resident committees for review and recommendation to the City Council:

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

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 FY2022 budget's adoption:

<b>Date</b>	<b>Day</b>	<b>Description</b>
August 10	Tuesday	Approve resolution adopting maximum tax rate
August 13	Friday	Submit proposed draft budget to the City Council and City Secretary
August 19	Thursday	Receive certified appraisal roll from DCAD
September 7	Tuesday	Conduct Budget Hearing
September 21	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 FY2022 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 \$56,301,727 which is a 1.9 percent or \$1,072,400 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 (new) and Self Insurance are not included in the formal budget, because their revenues are generated from the four budgeted funds as transfers.

Fund	FY2020 Actual Expenditures	FY2021 Adopted Budget	FY2022 Proposed Budget	\$ Change	% Change
General	\$ 33,773,971	\$ 34,790,883	\$ 35,665,065	\$ 874,182	2.5%
Utility	14,500,368	16,400,289	17,063,962	663,673	4.0%
Sanitation	3,287,733	3,561,553	3,501,097	(60,456)	-1.7%
Storm Water	172,427	476,602	71,603	(404,999)	-85.0%
Total	\$ 51,734,499	\$ 55,229,327	\$ 56,301,727	\$ 1,072,400	1.9%

Over 85 percent of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these expenditures account for over half of the expenditure increase in the FY2022 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Category	FY2020 ACTUAL	FY2021 BUDGET	FY2022 BUDGET	Change \$	Change %
Personnel costs	\$ 27,739,688	\$ 29,189,273	\$ 28,950,797	\$ (238,476)	-0.8%
Treatment charges	\$ 7,968,453	\$ 8,684,435	\$ 9,119,003	\$ 434,568	5.0%
Capital project funding	\$ 6,817,153	\$ 7,158,013	\$ 7,515,915	\$ 357,902	5.0%
Utilities/Telephone	\$ 758,431	\$ 860,780	\$ 752,823	\$ (107,957)	-12.5%
Equip. Replacement	\$ 1,099,552	\$ 1,131,843	\$ 1,062,372	\$ (69,471)	-6.1%
Fuel costs	\$ 216,024	\$ 332,278	\$ 322,083	\$ (10,195)	-3.1%
<b>Subtotal</b>	<b>\$ 44,599,301</b>	<b>\$ 47,356,622</b>	<b>\$ 47,722,993</b>	<b>\$ 366,371</b>	<b>0.8%</b>
All Other Expenses	\$ 7,135,199	\$ 7,872,705	\$ 8,578,734	\$ 706,029	9.0%
Total adopted budget*	\$ 51,734,500	\$ 55,229,327	\$ 56,301,727	\$ 1,072,400	1.9%
<b>Percent of budget</b>	<b>86%</b>	<b>86%</b>	<b>85%</b>		

Over the past year, the Consumer Price Index (CPI) for the Dallas-Fort Worth region has increased 5.6 percent and the Municipal Cost Index (MCI), which more closely tracks services and goods municipalities purchase, increased 9.81 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. Inflationary concerns will be a key metric to monitor, as rising costs without financial flexibility could impact municipal services. The City's expenditure growth of 1.9 percent reflects a consistent increase in costs associated with inflation.



## Personnel Costs

Salaries and benefits represent the single largest expenditure category, accounting for nearly fifty-one percent (51%) of the total budget. The City partnered with Public Sector Personnel Consultants to complete a classification and compensation study in 2019 in an effort to align compensation with a set of benchmark cities. The benchmark cities as established by the study include Coppell, Dallas, Farmers Branch, Frisco, Garland, Highland Park, Keller, Plano, Richardson, Southlake and The Colony. To attract and retain the quality staff expected by those we serve, the City also adopted a philosophy that seeks to pay the average market rate of those benchmark cities. Keeping total compensation competitive within this group of benchmark cities is critical in retaining and attracting a quality workforce.

In preparation for FY2022, 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. 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 upon this evaluation, the proposed changes to salaries and benefits are highlighted below.

**Salaries:** 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. Market-based adjustments have also been identified for 11 civilian positions. These positions will be reclassified within the pay plan, since the positions fall below the 50<sup>th</sup> percentile within the benchmark cities.

Keeping competitive pay within public safety positions has been challenging as cities compete to recruit and retain police officers and firefighters. The proposed budget recommends a three percent market adjustment to the Police and Fire Department pay plans for sworn positions.

Finally, all employees who are at the top of the pay range will be eligible for a lump sum performance payment. Since the lump sum payments are non-recurring expenses, staff recommends the use of fund balance to pay for these expenses – totaling - \$233,821 across the budgeted funds. While the total cost of all pay adjustments including market, pay range and merit increases would have been approximately \$750,000 for FY2022, as shown in the previous schedule, budgeted personnel costs decreased by just over \$238,000. This decrease is due to the removal of the Information Services department from the General Fund, and the creation of a Technology Services Fund.

**Personnel:** The proposed budget recommends the following additional staff positions within Human Resources and the Information Services Department:

- *Human Resources* – The departmental reorganization adds an additional position titled Senior Human Resources Generalist, and reclassifies the temporary Human Resources Clerk to full-time. Additional annual costs for the revised Department staffing totals approximately \$115,000. Since the additional position would be dedicated to managing all aspects of employee benefits, staff recommends that funding for this position be included in the Self Insurance fund.
- *Information Services* – The new ERP Systems Analyst position will provide primary application support for the New World Enterprise Resource Planning (ERP) application, respond to citywide requests for Structured Query Language (SQL) reports and data modifications while leading the effort to implement a centralized data repository (i.e. data warehouse). The addition of this position will help the City as it



transitions to a new ERP system and offset the costs of a technology consultant. The estimated cost of this position is \$106,239 with funding for the position to be included within the new Technology Services fund.

**Benefits:** The City also offers a comprehensive benefit package to its employees, including insurance, retirement, and longevity pay. The proposed budget for FY2022 includes the following adjustments to employee benefits:

- *Employee Health Insurance* – While health care claims for medical care and prescription drugs continue to increase, the City was able to significantly reduce the costs of administering certain benefit programs for this fiscal year. City staff worked with the City’s health care consultants and Employee Benefits Committee to review proposals for the administration of various insurance programs. While the City will change vendors for a number of these benefits, the annual cost savings are estimated at over \$165,000.

Based upon claim data, the City is experiencing a 4.1 percent increase in medical claims over a rolling 12-month period. Pharmacy claims have decreased at a rate of 7.8 percent over the same period of time. Overall, the City maintains a strong fund balance of \$7.5 million within the Self Insurance Fund.

An overall analysis of benefits warranted the following changes for FY2022 which impacts the insurance fund in the amount of \$221,545: 10 percent decrease in the cost of family insurance premiums (\$36,001); implementation of vascular screenings (\$27,675), changes to office visit co-pays; implementation of an insurance premium holiday for one pay-period in January (\$164,201) and adjustments to retiree health insurance premiums (-\$6,332). Additionally, the Benefits Committee evaluated and made recommendations for adjustments to employee leave benefits, such as sick leave programs, vacation and holiday leave.

- *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 recommend actuarial contribution to the Texas Municipal Retirement System (TMRS). Based upon these payments and one-time transfers, the retirement plan is 97 percent funded. The FY2022 budget proposes a decreased contribution rate of 8.65 percent, which is the recommended actuarial contribution from TMRS.

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 the passage of this legislation. The City has financially guaranteed the current plan with its existing benefit structure, and capped member contributions at ten percent (10%) of gross pay.

Based upon the most recent actuarial valuation of the plan, the annual contributions needed to ensure the actuarial funding of the plan is \$1.365 million. This results in a net year-over-year increase of over \$400,000. To assist with the increased costs, the budget recommends a phased approach to funding the increased contributions. The FY2022 budget recommends an increase of annual contributions of approximately \$165,000, and a transfer of fund balance to cover the remainder of the total increase.

## Water & Wastewater Treatment Charges

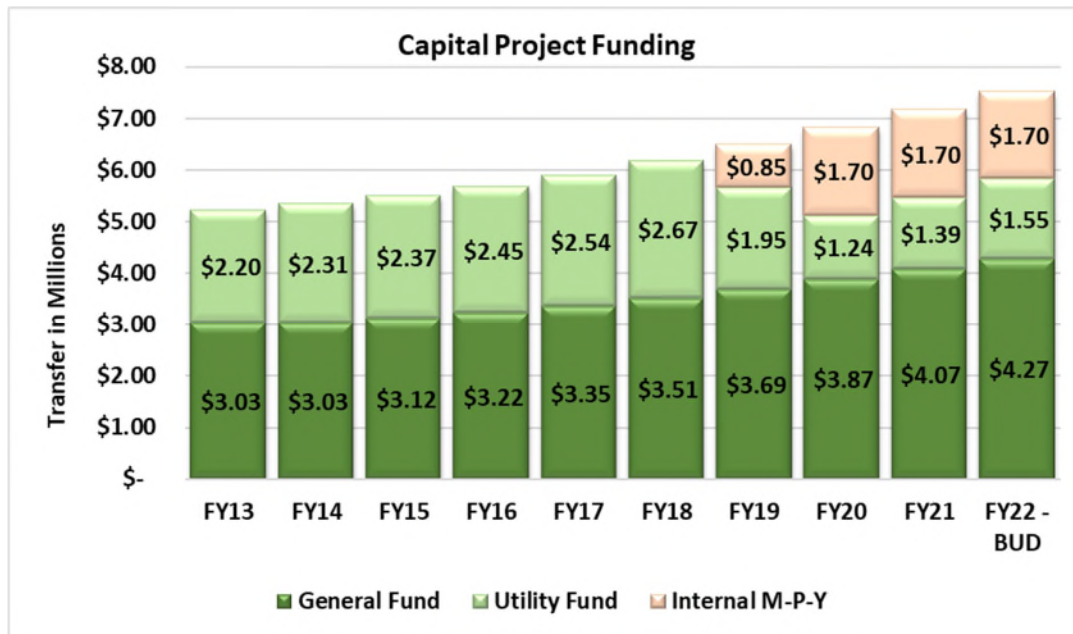
The Dallas County Park Cities Municipal Utility District (DCPCMUD) provides water to the City of University Park and the Town of Highland Park, while wastewater treatment services are provided by the City of Dallas Water Utilities (DWU). The amount budgeted for outside treatment can vary dramatically 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 FY2022, 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 4.4 percent and wastewater treatment charges from DWU increasing 2.5 percent. When combined with expected water sales (derived from an average of the previous 10 years actual sales volumes) and winter consumption, the increased rate of \$2.58 per 1,000 gallons from DCPCMUD and the increased rate of \$3.14 per 1,000 gallons of wastewater treated from DWU will result in a combined gross cost increase of \$435,000.

## Capital Expenditures

To take advantage of historically low interest rates, the City is pursuing debt funding for various stormwater improvements. The proposed issuance of \$15 million in Certificates of Obligation will be backed by the City's full faith and credit, but the debt service will be 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 will require rate increases, which are recommended to take place over a five-year period.

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 5 percent annually. The FY2022 budget recommends continuing the 5 percent increase in budgeted transfers into the Capital Projects Funds for a net total transfer of \$5.82 million.



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 FY2021 Capital Budget shows the financial planning of the five-year CIP.

**THE CITY OF UNIVERSITY PARK  
5 YEAR CAPITAL IMPROVEMENT PLAN**

<b>AFTER FY21 APPROPRIATIONS ROLLOVER</b>	<b>FY2020 YEAR-TO-DATE ACTUAL RESULTS</b>	<b>FY2020 FINAL AMENDED BUDGET</b>	<b>FY2021 YEAR 1 ESTIMATED SPENDING</b>	<b>FY2022 YEAR 2 ESTIMATED SPENDING</b>	<b>FY2023 YEAR 3 ESTIMATED SPENDING</b>	<b>FY2024 YEAR 4 ESTIMATED SPENDING</b>	<b>FY2025 YEAR 5 ESTIMATED SPENDING</b>	<b>5 YEAR FORECAST TOTAL FY2021 - FY2024</b>
Beginning Balance	8,491,680	8,491,680	4,246,557	507,043	(10,746,781)	(18,003,132)	(22,538,519)	4,246,557
Revenues								
Transfer from General Fund	4,122,852	3,872,859	4,066,502	4,269,827	4,483,318	4,707,484	4,942,859	22,469,990
Transfer from Utility Fund	1,244,292	1,244,297	1,391,512	696,088	858,392	1,028,812	1,207,753	5,182,557
Investment income	86,026	200,000	25,000	25,000	25,000	25,000	25,000	125,000
Other Revenues -DART	-	4,017,832	5,969,566	2,010,286	2,070,594	2,132,712	2,196,694	14,379,852
Other Revenues -DART OLD	137,669	138,000	-	-	-	-	-	-
Other Revenues -HPISD	-	-	-	-	-	-	-	-
Other Revenues - DC/MCIP Reimbursement	201,577	-	1,700,000	1,375,000	2,000,000	2,000,000	2,000,000	9,075,000
Other Revenues - Building Permit Transfer	-	-	-	-	-	-	-	-
Other Revenues - Revenue Transfers (SMU Fund)	-	250,000	637,500	-	-	-	-	637,500
<b>Total Revenues</b>	<b>5,792,416</b>	<b>9,722,988</b>	<b>13,790,080</b>	<b>8,376,201</b>	<b>9,437,304</b>	<b>9,894,008</b>	<b>10,372,306</b>	<b>51,869,899</b>
<b>Total Available Resources</b>	<b>14,284,097</b>	<b>18,214,668</b>	<b>18,036,637</b>	<b>8,883,244</b>	<b>(1,309,477)</b>	<b>(8,109,124)</b>	<b>(12,166,214)</b>	<b>56,116,456</b>
Expenditures								
Personnel and Other	0	0	117,500	121,025	124,656	128,395	132,247	623,823
Information Technology	417,932	420,529	448,323	100,000	350,000	0	0	898,323
Parks	406,977	682,504	1,729,446	0	0	0	0	1,729,446
Public Safety	3,352	0	1,392,425	1,000,000	0	0	0	2,392,425
Public Works	8,909,278	11,895,482	13,541,900	18,109,000	15,919,000	14,001,000	4,588,000	66,158,900
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	300,000	0	1,200,000
Project expenditures	10,037,540	13,298,515	17,412,094	19,509,000	16,569,000	14,301,000	4,588,000	72,379,094
<b>Total Expenditures</b>	<b>10,037,540</b>	<b>13,298,515</b>	<b>17,529,594</b>	<b>19,630,025</b>	<b>16,693,656</b>	<b>14,429,395</b>	<b>4,720,247</b>	<b>73,002,917</b>
<b>Ending Balance</b>	<b>4,246,557</b>	<b>4,916,153</b>	<b>507,043</b>	<b>(10,746,781)</b>	<b>(18,003,132)</b>	<b>(22,538,519)</b>	<b>(16,886,461)</b>	<b>(16,886,461)</b>
EMERGENCY RESERVE	1,800,000	1,800,000	2,100,000	2,400,000	2,700,000	3,000,000	3,000,000	3,000,000
STORMWATER PROJECTS RESERVE	1,334,648	500,000	0	0	0	0	0	0
PUBLIC SAFETY RADIO RESERVE	0	0	0	0	0	0	0	0
<b>RESERVE ADJUSTED BALANCE</b>	<b>7,381,205</b>	<b>7,216,153</b>	<b>2,607,043</b>	<b>(8,346,781)</b>	<b>(15,303,132)</b>	<b>(19,538,519)</b>	<b>(13,886,461)</b>	<b>(13,886,461)</b>

## Equipment Replacement, Fuel & Electricity

The City has established a sinking fund for all new and replacement vehicles. Each department incurs yearly expenditures based upon 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. Due to a reevaluation of vehicle service and maintenance schedules, lives of certain vehicles within the City fleet have been extended from their original estimate. Consequently, contributions to the Equipment Services Fund will decrease by \$69,471 this fiscal year, to a total budgeted amount of \$1,062,372.

The proposed budget continues a new policy for vehicle replacement funding so that the fund balance maintains 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 will ensure that adequate funding will be in place at the time of future vehicle purchases.

Vehicles and equipment anticipated to be replaced in FY2022 are as follows:

Unit #	Dept	YR	Make	Model	Estimated Service Life	Estimated Replacement Cost
10012	25	2011	CHEVROLET	C3500	10	\$ 40,000
10041	40	2012	DODGE	4500	10	295,000
10001	50	2011	FORD	ESCAPE	10	40,000
1575	50	2009	CHEVROLET	TAHOE	10	50,000
1579	50	2016	CHEVROLET	TAHOE	5	50,000
1584	50	2017	CHEVROLET	TAHOE	5	50,000
10230	50	2017	HARLEY DAVIDSON	FLHP	5	30,000
6785	60	2006	MACK	CV713	15	140,000
10007	70	2011	FORD	F350	10	100,000
6895	80	2006	JOHN DEERE	315SG	15	120,000
PARK DEPT. REQUEST - UNSPECIFIED						30,000
						<u>\$ 945,000</u>

NOTE: VEHICLES MAY NOT BE REPLACED WITH IDENTICAL MODELS/FEATURES.

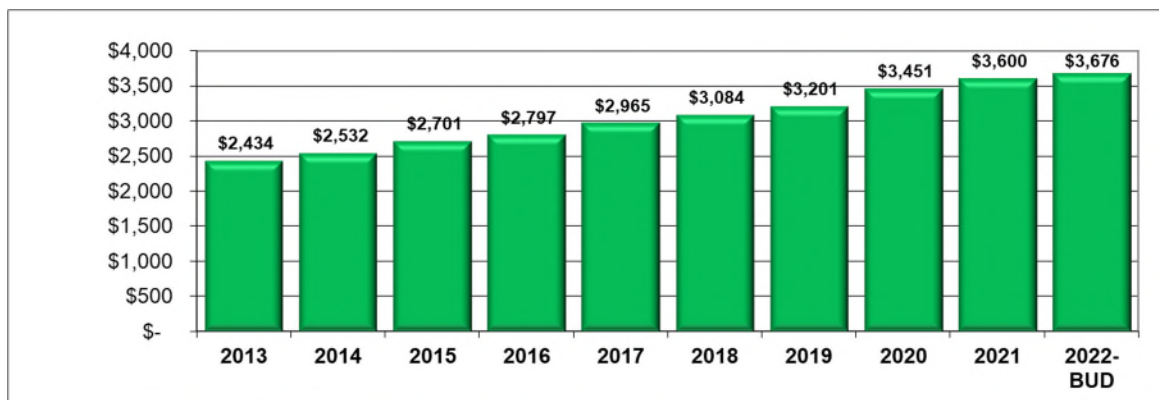
The City's fuel costs are expected to decrease this year. Last year, the City budgeted fuel costs at a rate of \$2.23 per gallon of gasoline and \$2.59 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Using discounted 2022 EIA estimates of \$2.20 and \$2.47 for gasoline and diesel respectively, budgeted fuel expenditures are expected to decrease \$10,195 (3.1%) this fiscal year to a total budgeted cost of \$322,083.

The proposed budget also provides for a decrease 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 a 12.5 percent decrease to budgeted utility costs, to \$752,823 from \$860,780 the year before. The bulk of this decrease is related to the removal of the Information Services department which accounted for \$88,651 of the difference. Had the department been included within the budget, utilities would have decreased \$19,306 or 2.2 percent from the prior year.

## 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 FY2022 budget anticipates revenues from current year property tax totaling \$22,717,630. Additional details of major revenue sources for the General Fund are provided below.

**Property Tax:** The FY2022 budget recommends a property tax rate of 26.4388 cents (per hundred dollars of value), which is lower than the previous year's rate. Combined with a 2.65 percent growth in city-wide taxable property value, the corresponding increase in property tax revenue is 2.5 percent, or \$556,747. The average single-family property with a 20 percent homestead exemption will pay \$3,676 in property taxes to the City next fiscal year, an annual increase of \$76. 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 FY2022, the proposed tax rate of 26.4388 cents per hundred is higher than the NNRR of 26.0389 cents; therefore, the City is required to conduct one public hearing before adopting the FY2022 tax rate.

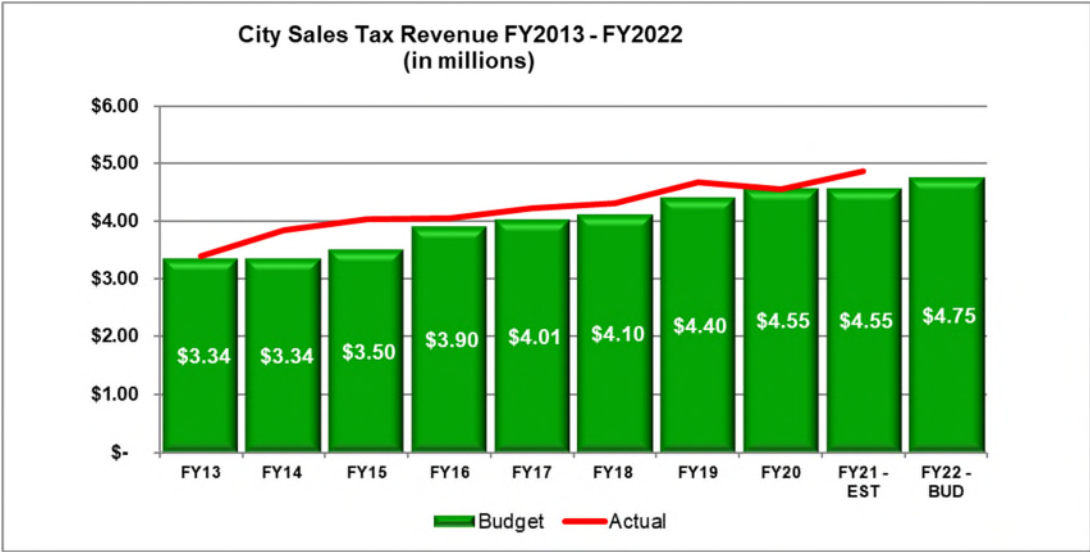
Revenues that support the General Fund that are derived from sources other than current year property taxes (and related amounts) account for 36 percent or \$12,800,000 of the General Fund's revenues. These revenues are derived from a variety of sources, and a brief overview of these revenues is provided in the charts and graphs below. The downward trend of non-property tax revenue is contributing to the increased reliance upon property taxes for General Fund operations and maintenance.

**Sales Tax:** Revenue collected from City sales taxes has steadily risen for the last several years. Despite concerns about the long-term impact of the COVID-19 pandemic, retail sales have been strong with the increased utilization of vaccines and viral treatments. Based upon recent sales tax collections during the



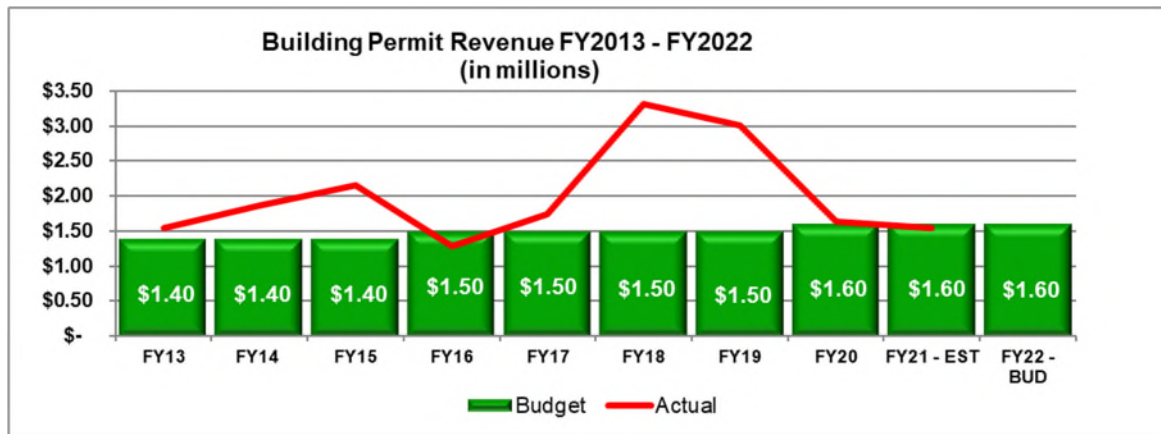
last year, the City has projected sales tax to increase 4.8 percent - with anticipated revenues of \$5,020,000.

Given the new limitations on property tax growth, it is important that the City 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 the Miracle Mile (Lovers Lane from Douglas to the Tollway) and Snider Plaza highlight this approach to investing in retail centers.



**Building Permits:** A number of factors can cause the revenue from building permits to fluctuate from year-to-year. Generally, the City receives most of its permit revenue from residential construction. When the local economy supports a strong construction market, the City will typically issue over 100 new single-family home permits in a year, and permit revenues exceed budgeted amounts. Since 2014, the City has seen a year-to-year decrease in the number of new single-family construction starts, with just under 70 permits issued last year. However, the loss of permit revenue from residential construction has been offset by commercial construction projects on the campuses of Southern Methodist University (SMU), HPISD, and various churches.

As the table below indicates, the City selects a middle-of-the-road revenue projection for building permits to account for the fluctuation in construction activity. The FY2022 budget continues this practice, with anticipated revenues remaining at \$1.6 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 \$2.7 million in transfers from 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 FY2022 budget includes a revenue projection of \$1.76 million for all franchise fees, a \$120,000 decrease from the previous year. Recent historical trends support this reduction, and future budgets will continue to experience this downward trend.

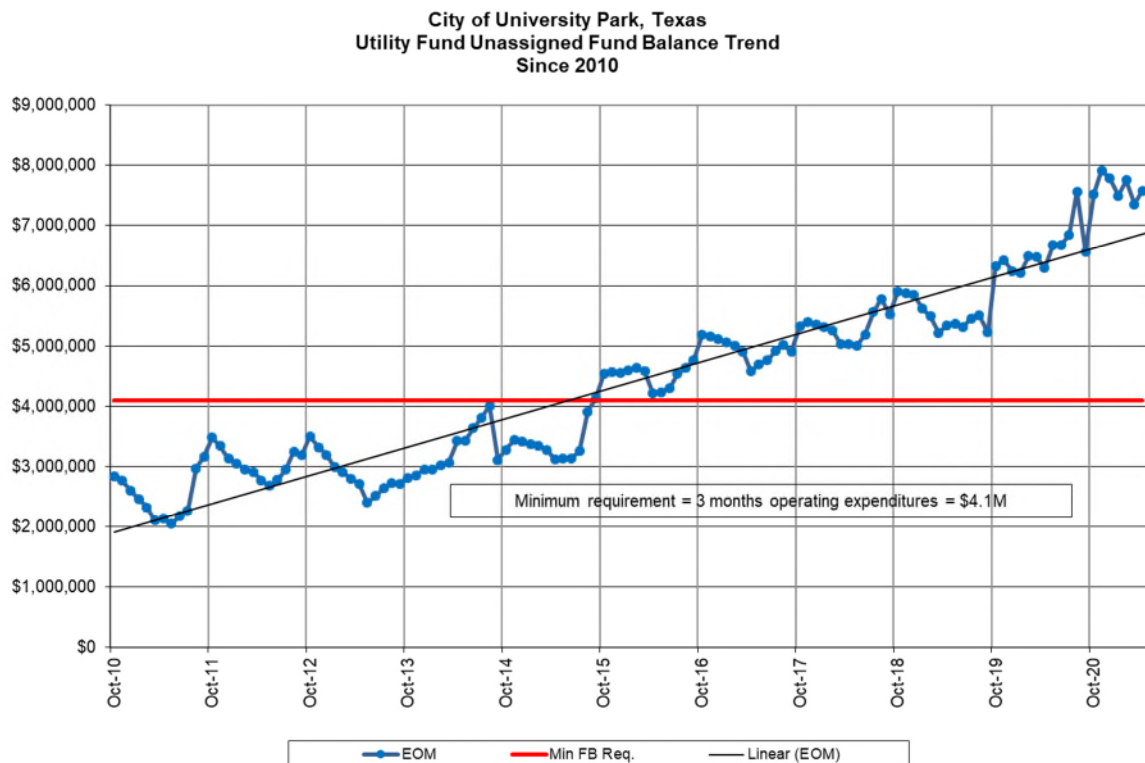
There are a number of factors that help explain the decline of franchise revenue. While utility-based revenues remain mostly consistent, as the market presents alternatives to traditional services for television and data consumption, revenues from the traditional providers may vary. Similarly, the electrical consumption marketplace has seen a variety of cost-saving applications for consumers, which take advantage of the lowest rate provided by retail electric companies. Lastly, the City has experienced reductions in franchise fees as a result of recent State legislative changes that modified the formula for telecommunications franchises.



## Utility Fund

The FY2022 budget projects a direct increase of \$435,000 in the costs of potable water and wastewater collection. The Utility Fund will continue to experience upward expenditure pressure to maintain the City's goal of replacing a mile-per-year of water and sanitary sewer mains. In addition, the Utility Fund will have a new expenditure category for the allocated costs of the new Technology Services fund. The new allocations account for approximately \$450,000 of estimated expenditure increases in the Utility Fund, partially offset by a \$200,000 decrease in the administrative fee contribution to the General Fund. Given these cost drivers, and the addition of significant staffing levels to bring water and sewer replacement in-house, future consideration will be given to rate increases above and beyond the pass-through increases expected from DCPCMUD and DWU.

Revenues and expenditures are heavily volume dependent and may change dramatically from one year to the next. The Utility Fund balance shows an operational surplus of \$44,638 for FY2022.

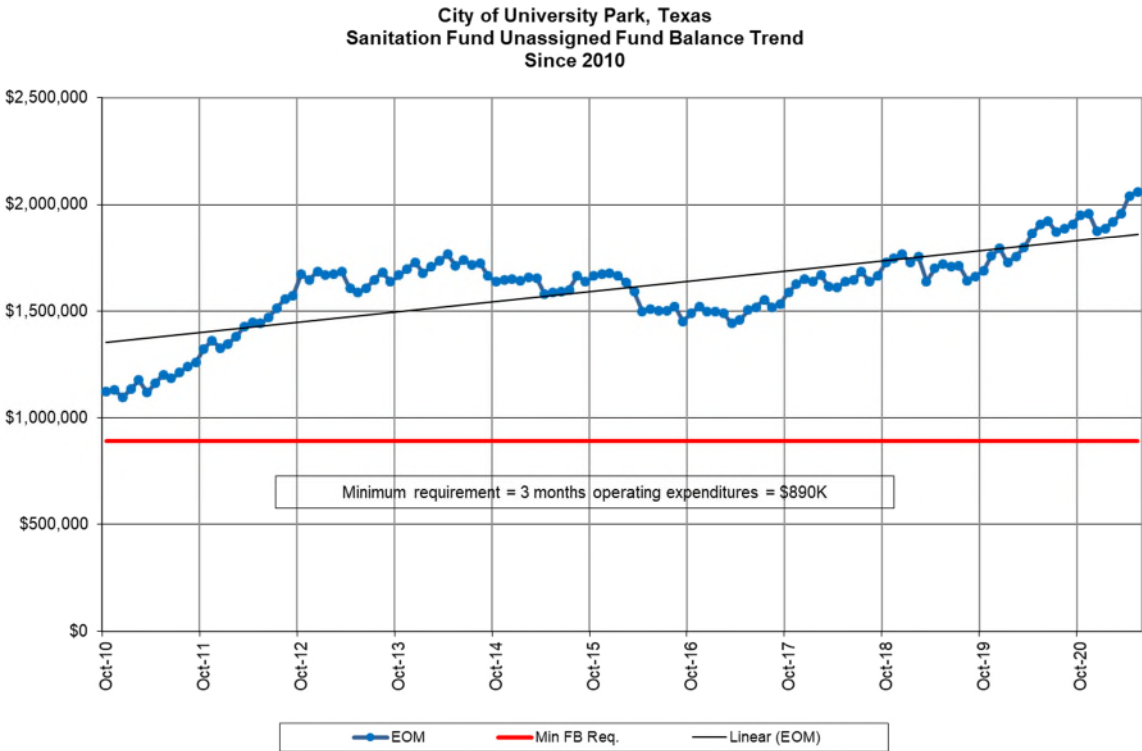


## Sanitation Fund

The City created the Sanitation Fund in 1994 to remove expenditures for the collection of solid waste from the General Fund. The Sanitation Fund has struggled to maintain a positive cash flow in the recent and distant past, factoring out the reserves. 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 includes a \$110,000 contingency line item to help with 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 annual operational cost increases. Staff is working with the Public Works Advisory Committee and City Council to lower recycling costs with commodity markets improving. The FY2022 budget recommends that fees remain the same as the previous year.

Based upon 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 FY2022 budget remains \$30,000, with the ultimate goal of phasing in a maximum transfer of \$150,000. To mitigate a fee increase for the FY2022 budget, the transfer amount is remaining the same from 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 directly related to the City’s stormwater system. The fees pay for ongoing street sweeping and pond dredging.

The City’s Stormwater Master Plan has identified major deficiencies in the City’s stormwater capacity, especially in the northeast portion of University Park. The estimated cost for the needed improvements in this portion of University Park is in excess of \$50 million. Construction is currently underway in Hillcrest Avenue to increase the

capacity of storm detention and to connect the system to the new 3.5 million gallon Caruth Park underground detention basin. The Hillcrest project is the second of a three-phased stormwater project to address flash flooding in this area. The City is currently designing the third phase of the project that will include significant stormwater capacity improvements to areas east of Hillcrest Avenue and north of Colgate.

All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund; however, the City has initiated the process to issue \$15 million in certificates of obligation to fund these stormwater improvements. The FY2022 budget proposes the first of five fee increases that will cover the costs of the new debt service. Generally speaking, 70 percent of all customers pay between \$5.57 and \$7.12 per month on 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. With a 20-year amortization period, and current interest rates, the annual debt service is estimate to be approximately \$925,000.

## FUTURE CONSIDERATIONS

The proposed FY2022 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 FY2022 budget. The following items represent a quick overview of these issues:

- *Stormwater & Debt Funding:* A significant drainage project is currently underway on Hillcrest Avenue to address urban flooding during heavy rain events. The City developed a Stormwater Master Plan that modeled the performance of the storm sewer system during heavy rainfall events. The model helped the City prioritize improvements to the overall system where flash flooding occurs. The capacity improvements to the City's overall storm sewer system needed to accommodate a ten-year (10) flood event is significant. When just looking at the northeast section of University Park, the model indicated that over \$50 million of improvements were needed to keep the runoff from a ten-year (10) storm within the confines of the City's curb-to-curb street profile. This is made even more challenging with the news that the National Oceanic and Atmospheric Administration has increased its rainfall threshold for a 100-year storm in Texas due to extreme rainfall events. Given the overall size and scope of improvements, the City is pursuing \$15 million in debt-funding to help with the immediate costs of projects along Hillcrest Avenue. Future consideration should be given to additional debt-funding to address the unfunded projects that were identified in the Stormwater Master Plan.
- *Employee Recruitment & Retention:* The City adopted a new pay plan in 2019 that is designed to recruit and retain employees who provide a wide range of public services. The City also adopted a compensation philosophy that seeks to pay the average market rate of certain benchmark cities. The City competes with both the private and public sector for its workforce. However, with the onset of the pandemic, the City has experienced a greater turnover and retirement rate. With almost 50 percent of the workforce eligible to retire, the City's workforce will continue to turnover. Close attention will be needed each year to ensure the City has not fallen behind its benchmark cities. This will require a regular evaluation of positions on an individual basis. In addition, the City will need to consistently evaluate benefits such as health insurance, vacation, and holidays to offer a well-balanced compensation package.
- *Revenue Diversification:* The overall decline in revenue from non-property tax sources in previous budget cycles places a greater burden on property taxes. The City needs to invest a significant portion of its capital program in opportunities that offer enhanced sales tax growth through the City's retail shopping centers. This investment is needed to address aging below-ground and above-ground infrastructure within the public spaces of these shopping centers. Following underground utility work, landscape and hardscape plans that are within the public right-of-way should create a special sense of place in these shopping centers. Design and program goals should focus on creating a welcoming environment that is pedestrian friendly, while providing a managed parking system that takes advantage of new parking resources.
- *Master Plan Implementation:* The City kicked off its Centennial Master Plan in February, 2020. While this coincided with the onset of the pandemic, the master planning process has had extensive community input and participation. The overall goal of the master plan is to provide the staff and community a roadmap for ensuring sustained community success. While the final plan awaits review

and approval, the plan will require future funding allocations within the annual operating and capital budgets.



## **FY2022 BUDGET HIGHLIGHTS**

- Total budget (4 funds) increase 3.1% from prior year.
- Taxable property value increased 2.6%.
- Budget decreases tax rate to 26.4388 cents per \$100 of taxable value from 26.4750 last year.
- No increase to either employee or employer for medical/dental costs.
- Human Resources increasing personnel by 1 for Benefit/Risk Management (paid through Self-Insurance fund).
- No general compensation increase, however:
  - Merit increases in effect.
  - Market-based adjustment for 11 civilian positions
  - 3% market adjustment for sworn personnel (Police & Fire).
  - Topped out employees to receive lump sum performance payments.
- No change in sanitation rates.
- No change in sewer rates.
- Breaking Technology Services into its own fund – similar to Equipment Service Fund.
- Technology Services adding 1 person to support Enterprise Resource Planning software – currently New World.
- Resumption of merit-based increases.
  - \*TMRS – Decrease City contribution from 8.8% to 8.65%.
  - \*FRRF – City contribution increase from 28.72% to 33.72%

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

<b>FY2022 Budget</b>	<b>GENERAL</b>	<b>UTILITY</b>	<b>SANITATION</b>	<b>STORM WATER</b>	<b>TOTAL</b>
<b>Revenues</b>					
Property Taxes	\$ 22,862,630				\$ 22,862,630
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 5,020,000				\$ 5,020,000
Franchise Fees	\$ 1,760,000				\$ 1,760,000
Permits and Licenses	\$ 1,696,000				\$ 1,696,000
Fines and Fees	\$ 2,315,500				\$ 2,315,500
Park and Pool	\$ 436,000				\$ 436,000
Interest	\$ 300,000	\$ 10,000	\$ 5,000	\$ 2,500	\$ 317,500
Auction/Other	\$ 674,935	\$ -			\$ 674,935
Water Sales		\$ 10,876,850			\$ 10,876,850
Wastewater Fees		\$ 6,221,750			\$ 6,221,750
Stormwater Fees				\$ 699,020	\$ 699,020
Refuse Collection			\$ 3,097,500		\$ 3,097,500
Recycling Charges			\$ 367,500		\$ 367,500
Brush/Special Pickup Fee			\$ 96,600		\$ 96,600
<b>Total Revenues</b>	<b>\$ 35,665,065</b>	<b>\$ 17,108,600</b>	<b>\$ 3,566,600</b>	<b>\$ 701,520</b>	<b>\$ 57,041,785</b>
<b>Expenditures</b>					
Personnel	\$ 23,555,122	\$ 3,229,918	\$ 2,165,757	\$ -	\$ 28,950,797
Operations	\$ 10,282,625	\$ 11,522,731	\$ 1,305,340	\$ 21,603	\$ 23,132,299
Capital	\$ 2,017,317	\$ 1,551,313	\$ -	\$ -	\$ 3,568,630
Transfers	\$ (189,999)	\$ 160,000	\$ 30,000	\$ 50,000	\$ 50,001
Contributions		\$ 600,000			\$ 600,000
<b>Total Expenditures</b>	<b>\$ 35,665,065</b>	<b>\$ 17,063,962</b>	<b>\$ 3,501,097</b>	<b>\$ 71,603</b>	<b>\$ 56,301,727</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ 44,638</b>	<b>\$ 65,503</b>	<b>\$ 629,917</b>	<b>\$ 740,058</b>

<b>FY2021 BUDGET</b>	<b>GENERAL</b>	<b>UTILITY</b>	<b>SANITATION</b>	<b>STORM WATER</b>	<b>TOTAL</b>
<b>Revenues</b>					
Property Taxes	\$ 22,290,883				\$ 22,290,883
Interfund Transfers	\$ 800,000				\$ 800,000
Sales/Mixed Bev. Tax	\$ 4,790,000				\$ 4,790,000
Franchise Fees	\$ 1,880,000				\$ 1,880,000
Permits and Licenses	\$ 1,692,000				\$ 1,692,000
Fines and Fees	\$ 2,265,500				\$ 2,265,500
Park and Pool	\$ 421,500				\$ 421,500
Interest Earnings	\$ 300,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 320,000
Auction/Other	\$ 351,000	\$ -			\$ 351,000
Water Sales		\$ 10,489,300			\$ 10,489,300
Wastewater Fees		\$ 5,960,000			\$ 5,960,000
Stormwater Fees				\$ 499,300	\$ 499,300
Refuse Collection			\$ 3,097,500		\$ 3,097,500
Recycling Charges			\$ 367,500		\$ 367,500
Brush/Special Pickup Fee			\$ 96,600		\$ 96,600
<b>Total Revenues</b>	<b>\$ 34,790,883</b>	<b>\$ 16,459,300</b>	<b>\$ 3,566,600</b>	<b>\$ 504,300</b>	<b>\$ 55,321,083</b>
<b>Expenditures</b>					
Personnel	\$ 23,647,304	\$ 3,327,076	\$ 2,214,893	\$ -	\$ 29,189,273
Operations	\$ 9,416,329	\$ 10,771,701	\$ 1,316,660	\$ 426,601	\$ 21,931,291
Capital	\$ 1,829,801	\$ 1,391,512	\$ -	\$ 1	\$ 3,221,314
Transfers	\$ (102,551)	\$ 110,000	\$ 30,000	\$ 50,000	\$ 87,449
Contributions		\$ 800,000			\$ 800,000
<b>Total Expenditures</b>	<b>\$ 34,790,883</b>	<b>\$ 16,400,289</b>	<b>\$ 3,561,553</b>	<b>\$ 476,602</b>	<b>\$ 55,229,327</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ 59,011</b>	<b>\$ 5,047</b>	<b>\$ 27,698</b>	<b>\$ 91,756</b>

<b>FY2020 Actual</b>	<b>GENERAL</b>	<b>UTILITY</b>	<b>SANITATION</b>	<b>STORM WATER</b>	<b>TOTAL</b>
<b>Revenues</b>					
Property Taxes	\$ 21,398,952				\$ 21,398,952
Interfund Transfers	\$ 800,000				\$ 800,000
Sales/Mixed Bev. Tax	\$ 4,755,159				\$ 4,755,159
Franchise Fees	\$ 1,584,008				\$ 1,584,008
Permits and Licenses	\$ 1,726,086				\$ 1,726,086
Fines and Fees	\$ 1,999,632				\$ 1,999,632
Park and Pool	\$ 86,430				\$ 86,430
Interest Earnings	\$ 1,047,054	\$ 51,526	\$ 3,900	\$ 21,456	\$ 1,123,936
Auction/Other	\$ 253,727	\$ 4,863			\$ 258,590
Water Sales		\$ 10,106,045			\$ 10,106,045
Wastewater Fees		\$ 5,888,316			\$ 5,888,316
Stormwater Fees				\$ 500,729	\$ 500,729
Refuse Collection			\$ 2,944,283		\$ 2,944,283
Recycling Charges			\$ 347,462		\$ 347,462
Brush/Special Pickup Fee			\$ 100,422		\$ 100,422
<b>Total Revenues</b>	<b>\$ 33,651,048</b>	<b>\$ 16,050,750</b>	<b>\$ 3,396,067</b>	<b>\$ 522,185</b>	<b>\$ 53,620,049</b>
<b>Expenditures</b>					
Personnel	\$ 22,603,944	\$ 2,924,290	\$ 2,211,455		\$ 27,739,688
Operations	\$ 8,719,531	\$ 9,425,287	\$ 1,046,279	\$ 122,427	\$ 19,313,523
Capital	\$ 2,365,082	\$ -	\$ -	\$ -	\$ 2,365,082
Transfers	\$ 85,415	\$ 1,350,792	\$ 30,000	\$ 50,000	\$ 1,516,207
Contributions		\$ 800,000			\$ 800,000
<b>Total Expenditures</b>					
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (122,923)</b>	<b>\$ 1,550,381</b>	<b>\$ 108,334</b>	<b>\$ 349,758</b>	<b>\$ 1,885,550</b>



# City of University Park

## Proposed Budget by Fund and Department

AS OF SEPTEMBER 7, 2021

Fund/Org Unit/Department	FY2020 Actual Results	FY2021 Adopted Budget	FY2022 Proposed Budget	\$ Change	% Change
<b>GENERAL FUND</b>					
<b>Total Revenue</b>	\$ 33,651,048	\$ 34,790,883	\$ 35,665,065	\$ 874,182	2.5%
<b>Expenditures</b>					
01-02 EXECUTIVE	\$ 1,988,966	\$ 1,388,502	\$ 1,533,404	\$ 144,902	10.4%
01-03 FINANCE	1,132,858	1,214,108	1,297,971	83,863	6.9%
01-04 HUMAN RESOURCES	306,407	371,965	510,495	138,530	37.2%
01-05 INFORMATION SERVICES	1,359,590	1,261,536	-	(1,261,536)	-100.0%
01-06 LIBRARY	764,060	842,750	883,556	40,806	4.8%
01-10 COURT	413,635	445,726	472,708	26,982	6.1%
01-19 COMMUNITY DEVELOPMENT	1,247,995	1,290,163	1,361,225	71,062	5.5%
01-20 ENGINEERING	839,294	792,205	944,561	152,356	19.2%
01-25 TRAFFIC	1,016,755	1,011,694	1,117,580	105,886	10.5%
01-35 FACILITY MAINTENANCE	649,142	634,397	718,845	84,448	13.3%
01-40 FIRE	6,556,110	6,582,562	7,183,405	600,843	9.1%
01-50 POLICE	8,167,809	8,997,641	9,328,152	330,511	3.7%
01-70 PARKS	3,207,084	3,209,747	3,410,667	200,920	6.3%
01-75 SWIMMING POOL	339,540	575,029	590,129	15,100	2.6%
01-80 STREETS	1,639,957	2,018,908	2,042,540	23,632	1.2%
01-85 TRANSFERS	4,144,771	4,153,950	4,269,827	115,877	2.8%
<b>Total Expenditures</b>	\$ 33,773,971	\$ 34,790,883	\$ 35,665,065	\$ 874,182	2.5%
<b>GENERAL FUND SURPLUS/(DEFICIT)</b>	\$ (122,923)	\$ -	\$ -	\$ -	
<b>WATER AND SEWER FUND</b>					
<b>Total Revenue</b>	\$ 16,050,750	\$ 16,459,300	\$ 17,108,600	\$ 649,300	3.9%
<b>Expenditures</b>					
02-21 UTILITY OFFICE	\$ 9,334,189	\$ 10,059,084	\$ 10,452,712	\$ 393,628	3.9%
02-22 UTILITIES	3,405,746	3,972,963	4,098,607	125,644	3.2%
02-24 IN HOUSE CONSTRUCTION	596,141	1,056,730	1,046,555	(10,175)	-1.0%
02-85 TRANSFERS	1,164,292	1,311,512	1,466,088	154,576	11.8%
<b>Total Expenditures</b>	\$ 14,500,368	\$ 16,400,289	\$ 17,063,962	\$ 663,673	4.0%
<b>WATER AND SEWER FUND SURPLUS/(DEFICIT)</b>	\$ 1,550,381	\$ 59,011	\$ 44,638	\$ (14,373)	
<b>SANITATION FUND</b>					
<b>Total Revenue</b>	\$ 3,396,067	\$ 3,566,600	\$ 3,566,600	\$ -	0.0%
<b>Expenditures</b>					
04-60 EXPENDITURES	\$ 3,257,733	\$ 3,531,553	\$ 3,471,097	\$ (60,456)	-1.7%
04-85 TRANSFERS	30,000	30,000	30,000	-	N/A
<b>Total Expenditures</b>	\$ 3,287,733	\$ 3,561,553	\$ 3,501,097	\$ (60,456)	-1.7%
<b>SANITATION FUND SURPLUS/(DEFICIT)</b>	\$ 108,334	\$ 5,047	\$ 65,503	\$ 60,456	
<b>STORM WATER FUND</b>					
<b>Total Revenue</b>	\$ 522,185	\$ 504,300	\$ 701,520	\$ 197,220	39.1%
<b>Expenditures</b>					
05-23 STORM WATER	\$ 122,427	\$ 426,602	\$ 21,603	\$ (404,999)	-94.9%
05-85 TRANSFERS	50,000	50,000	50,000	-	N/A
<b>Total Expenditures</b>	\$ 172,427	\$ 476,602	\$ 71,603	\$ (404,999)	-85.0%
<b>STORM WATER FUND SURPLUS/(DEFICIT)</b>	\$ 349,758	\$ 27,698	\$ 629,917	\$ 602,219	
<b>TOTAL REVENUES</b>	\$ 53,620,049	\$ 55,321,083	\$ 57,041,785	\$ 1,720,702	3.1%
<b>TOTAL EXPENDITURES</b>	\$ 51,734,500	\$ 55,229,327	\$ 56,301,727	\$ 1,072,400	1.9%
<b>TOTAL SURPLUS/(DEFICIT)</b>	\$ 1,885,549	\$ 91,756	\$ 740,058	\$ 648,302	

# City of University Park

## Property Tax Impact

AS OF SEPTEMBER 7, 2022

	FY2020 Actual Results	FY2021 Adopted Budget	FY2022 Proposed Budget	\$ Change	% Change
<b>TOTAL CERTIFIED TAXABLE VALUE</b>	\$ 8,296,247,205	\$ 8,370,507,902	\$ 8,592,528,193	\$ 222,020,291	2.65%
<b>TOTAL GENERAL FUND REVENUES:</b>	\$ 33,651,048	\$ 34,790,883	\$ 35,665,065	\$ 874,182	2.51%
<b>NON-PROPERTY TAX REVENUE</b>					
Sales tax	\$ 4,755,159	\$ 4,790,000	\$ 5,020,000	\$ 230,000	4.80%
Franchise fees	1,584,008	1,880,000	1,760,000	(120,000)	-6.38%
Building permits/licenses	1,726,086	1,692,000	1,696,000	4,000	0.24%
Fines and Fees	1,999,632	2,265,500	2,315,500	50,000	2.21%
Park and Pool revenue	86,430	421,500	436,000	14,500	3.44%
Utility Fund contribution	800,000	800,000	600,000	(200,000)	-25.00%
Interest earnings	1,047,054	300,000	300,000	-	0.00%
Miscellaneous and other	253,727	351,000	674,935	323,935	92.29%
<b>Total Non-Property Tax Revenue</b>	<b>\$ 12,252,096</b>	<b>\$ 12,500,000</b>	<b>\$ 12,802,435</b>	<b>\$ 302,435</b>	<b>2.42%</b>
<b>PROPERTY TAX REVENUE</b>					
Operations & Maintenance (O&M)	\$ 21,276,851	\$ 22,160,883	\$ 22,717,630	\$ 556,747	2.51%
Penalty/interest & attorney's fees	109,041	90,000	105,000	15,000	16.67%
Delinquent (prior years) taxes	13,059	40,000	40,000	-	0.00%
<b>Total Prop Tax Revenue Request</b>	<b>\$ 21,398,952</b>	<b>\$ 22,290,883</b>	<b>\$ 22,862,630</b>	<b>\$ 571,747</b>	<b>2.56%</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)	\$ 0.245379	\$ 0.264750	\$ 0.264388	\$ (0.000361)	-0.14%
Debt Service	-	-	-	-	0.00%
<b>Total Property Tax Rate per \$100</b>	<b>\$ 0.245379</b>	<b>\$ 0.264750</b>	<b>\$ 0.264388</b>	<b>\$ (0.00036)</b>	<b>-0.14%</b>
<b>IMPACT ON "TYPICAL" HOMEOWNER</b>					
Average single-family home market value*	\$ 1,630,666	\$ 1,699,817	\$ 1,738,077	\$ 38,260	2.25%
Less: 20% homestead exemption	(326,133)	(339,963)	(347,615)	(7,652)	2.25%
Average single-family home taxable value	\$ 1,304,533	\$ 1,359,854	\$ 1,390,462	\$ 30,608	2.25%
<b>Tax levy</b>	<b>\$ 3,201</b>	<b>\$ 3,600</b>	<b>\$ 3,676</b>	<b>\$ 76</b>	<b>2.11%</b>
<b>Change in levy from prior year</b>	<b>\$117</b>	<b>\$399</b>	<b>\$76</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		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
		PROJECTED	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Beginning Fund Balance		27,793	29,301	29,301	28,204	27,137	26,112	25,205	24,423	23,774	23,265
Revenues											
	Real Property Taxes	22,342	22,863	23,513	24,336	25,187	26,069	26,981	27,926	28,903	29,915
A	Sales Tax	5,141	5,020	5,171	5,326	5,485	5,650	5,820	5,994	6,174	6,359
B	Permits/Licenses	1,619	1,696	1,730	1,765	1,800	1,836	1,873	1,910	1,948	1,987
C	Interest Earnings	378	300	220	141	68	65	63	61	59	58
B	Other Revenue	4,972	5,186	4,802	4,897	4,994	5,093	5,194	5,297	5,402	5,509
Total Revenues		34,452	35,065	35,435	36,464	37,535	38,713	39,930	41,188	42,486	43,828
Transfers from Other Funds		800	600	600	600	600	600	600	600	600	612
Total Revenues and Transfers In		35,252	35,665	36,035	37,064	38,135	39,313	40,530	41,788	43,086	44,440
Expenditures											
D	Salaries and Benefits	23,092	23,365	24,458	25,069	25,696	26,338	26,997	27,671	28,363	29,072
B	Professional Fees	2,503	2,184	2,228	2,273	2,318	2,365	2,412	2,460	2,509	2,559
	Other	4,007	5,846	5,963	6,082	6,203	6,328	6,454	6,583	6,715	6,849
Total Expenditures		29,603	31,395	32,648	33,423	34,217	35,030	35,862	36,715	37,587	38,481
E	Capital Projects Contribution	3,873	4,270	4,483	4,707	4,943	5,190	5,450	5,722	6,008	6,308
B	Other Transfers	269	0	0	0	0	0	0	0	0	0
Total Expenditures and Transfers Out		33,744	35,665	37,132	38,131	39,160	40,220	41,312	42,437	43,595	44,789
Surplus (Deficit)		1,508	0	-1,096	-1,067	-1,025	-907	-782	-649	-509	-349
Ending Fund Balance		29,301	29,301	28,204	27,137	26,112	25,205	24,423	23,774	23,265	22,916
Non-Spendable/Committed		18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322	18,322
Unrestricted Fund Balance		10,979	10,979	9,883	8,816	7,790	6,883	6,102	5,453	4,944	4,595
Required Minimum Balance Per Policy		2,812	2,972	3,094	3,178	3,263	3,352	3,443	3,536	3,633	3,732
Excess/(Deficiency)		8,167	8,007	6,788	5,638	4,527	3,532	2,659	1,916	1,311	862
ASSUMPTIONS											
Increase in Taxable Assessed Value		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
A	Anticipated Sales Tax Growth	3.0%	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
B	Anticipated Rate of Inflation	2.5%	2.5%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
C	Anticipated Interest Rate	2.0%	1.0%	0.8%	0.5%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%
D	Anticipated Salary Increase	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
E	Capital Projects Transfer Growth	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

EXPENDITURE FUND MATRIX FY2022

	GENERAL			PUBLIC		TOTAL				TOTAL
DEPARTMENTS	GOVERNMENT	PARKS	PUBLIC SAFETY	WORKS	STREETS	PRIMARY	UTILITIES	SANITATION	STORMWATER	BUSINESS TYPE
						GOVERNMENT				ACTIVITIES
EXECUTIVE	\$ 1,533,404					\$ 1,533,404				
FINANCE	1,297,971					\$ 1,297,971				
HUMAN RESOURCES	510,495					\$ 510,495				
INFORMATION SERVICES	-					\$ -				
LIBRARY	883,556					\$ 883,556				
COURT			\$ 472,708			\$ 472,708				
COMMUNITY DEVELOPMENT				\$ 1,361,225		\$ 1,361,225				
ENGINEERING				944,561		\$ 944,561				
TRAFFIC				1,117,580		\$ 1,117,580				
FACILITY MAINTENANCE	718,845					\$ 718,845				
FIRE			7,183,405			\$ 7,183,405				
POLICE			9,328,152			\$ 9,328,152				
PARKS		\$ 3,410,667				\$ 3,410,667				
SWIMMING POOL		590,129				\$ 590,129				
STREETS					\$ 2,042,540	\$ 2,042,540				
TRANSFERS	4,269,827					\$ 4,269,827	\$ 1,466,088	\$ 30,000	\$ 50,000	\$ 1,546,088
UTILITY OFFICE							10,452,712			\$ 10,452,712
UTILITIES							4,098,607			\$ 4,098,607
IN HOUSE CONSTRUCTION							1,046,555			\$ 1,046,555
SANITATION								3,471,097		\$ 3,471,097
STORM WATER									21,603	\$ 21,603
TOTAL EXPENDITURES	\$ 9,214,098	\$ 4,000,796	\$ 16,984,265	\$ 3,423,366	\$ 2,042,540	\$ 35,665,065	\$ 17,063,962	\$ 3,501,097	\$ 71,603	\$ 56,301,727

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EXPENDITURE FUND MATRIX FY2022  
BY FUNCTION TO DEPARTMENT

GENERAL FUND

Total Revenue \$ 35,665,065

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRI-BUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,114,171	\$ 3,500	\$ 167,942	\$ 16,158	\$ 47,142	\$ -	\$ 154,491	\$ 30,000.00	\$ -	\$ -	\$ 1,533,404.00
01-03	FINANCE	831,676	5,790	336,457	5,366	619	-	118,063	-	-	-	1,297,971
01-04	HUMAN RESOURCES	360,155	2,000	11,550	2,997	206	-	133,587	-	-	-	510,495
01-05	INFORMATION SERVICES								-	-	-	
01-06	LIBRARY	549,181	109,550	110,300	21,086	413	3,000	90,026	-	-	-	883,556
01-10	COURT	357,133	2,000	30,600	2,390	206	1,115	79,264	-	-	-	472,708
01-19	COMMUNITY DEVELOPMEN	1,181,528	12,614	32,200	5,570	5,348	-	123,965	-	-	-	1,361,225
01-20	ENGINEERING	803,256	8,488	24,850	4,218	3,416	1	100,332	-	-	-	944,561
01-25	TRAFFIC	767,958	88,468	25,025	32,656	5,038	-	198,435	-	-	-	1,117,580
01-35	FACILITY MAINTENANCE	250,988	17,457	101,628	4,098	113,357	66,580	59,737	105,000	-	-	718,845
01-40	FIRE	6,056,363	193,130	193,123	50,899	12,347	10,950	666,593	-	-	-	7,183,405
01-50	POLICE	7,298,316	138,221	733,910	79,625	41,684	4,250	1,032,146	-	-	-	9,328,152
01-70	PARKS	2,227,733	217,916	398,640	42,961	15,322	57,800	450,295	-	-	-	3,410,667
01-75	SWIMMING POOL	365,837	-	15,050	23,488	103	-	175,651	10,000	-	-	590,129
01-80	STREETS	1,390,827	64,881	3,200	71,974	18,915	289,740	393,003	-	(190,000)	-	2,042,540
01-85	TRANSFERS	-	-	-	-	-	869,988	1,527,521	1,872,317	1	-	4,269,827
	TOTAL EXPENDITURES	\$ 23,555,122	\$ 864,015	\$ 2,184,475	\$ 363,486	\$ 264,116	\$ 1,303,424	\$ 5,303,109	\$ 2,017,317	\$ (189,999)	\$ -	\$ 35,665,065

UTILITY FUND

Total Revenue \$ 17,108,600

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRI-BUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 378,119	\$ 4,182	\$ 55,654	\$ 9,198,956	\$ 1,276	\$ -	\$ 214,525	\$ -	\$ -	\$ 600,000	\$ 10,452,712.00
02-22	UTILITIES	2,315,967	383,243	71,000	9,716	19,844	2,000	1,106,837	-	190,000	-	4,098,607
02-24	IN HOUSE CONSTRUCTION	535,832	312,336	40,700	748	4,175	1,000	96,539	5,225	50,000	-	1,046,555
02-85	TRANSFERS	-	-	-	-	-	-	-	1,546,088	(80,000)	-	1,466,088
	TOTAL EXPENDITURES	\$ 3,229,918	\$ 699,761	\$ 167,354	\$ 9,209,420	\$ 25,295	\$ 3,000	\$ 1,417,901	\$ 1,551,313	\$ 160,000	\$ 600,000	\$ 17,063,962

SANITATION FUND

Total Revenue \$ 3,566,600

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRI-BUTIONS	TOTAL
04-60	SANITATION	\$ 2,165,757	\$ 133,699	\$ 13,390	\$ 298,920	\$ 26,093	\$ 30,012	\$ 803,226	\$ -	\$ -	\$ -	\$ 3,471,097.00
04-85	TRANFERS									\$ 30,000		30,000
	TOTAL EXPENDITURES	\$ 2,165,757	\$ 133,699	\$ 13,390	\$ 298,920	\$ 26,093	\$ 30,012	\$ 803,226	\$ -	\$ 30,000	\$ -	\$ 3,501,097

STORM WATER FUND

Total Revenue \$ 701,520

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRI-BUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 3,002	\$ 7,650	\$ -	\$ -	\$ -	\$ 10,951	\$ -	\$ -	\$ -	\$ 21,603
05-85	TRANSFERS	-	-	-	-	-	-	-	-	50,000	-	50,000
	TOTAL EXPENDITURES	\$ -	\$ 3,002	\$ 7,650	\$ -	\$ -	\$ -	\$ 10,951	\$ -	\$ 50,000	\$ -	\$ 71,603

	TOTAL EXPENDITURES	\$ 28,950,797	\$ 1,700,477	\$ 2,372,869	\$ 9,871,826	\$ 315,504	\$ 1,336,436	\$ 7,535,187	\$ 3,568,630	\$ 50,001	\$ 600,000	\$ 56,301,727
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**EXPENDITURE FUND MATRIX - BY FUND FY2022**

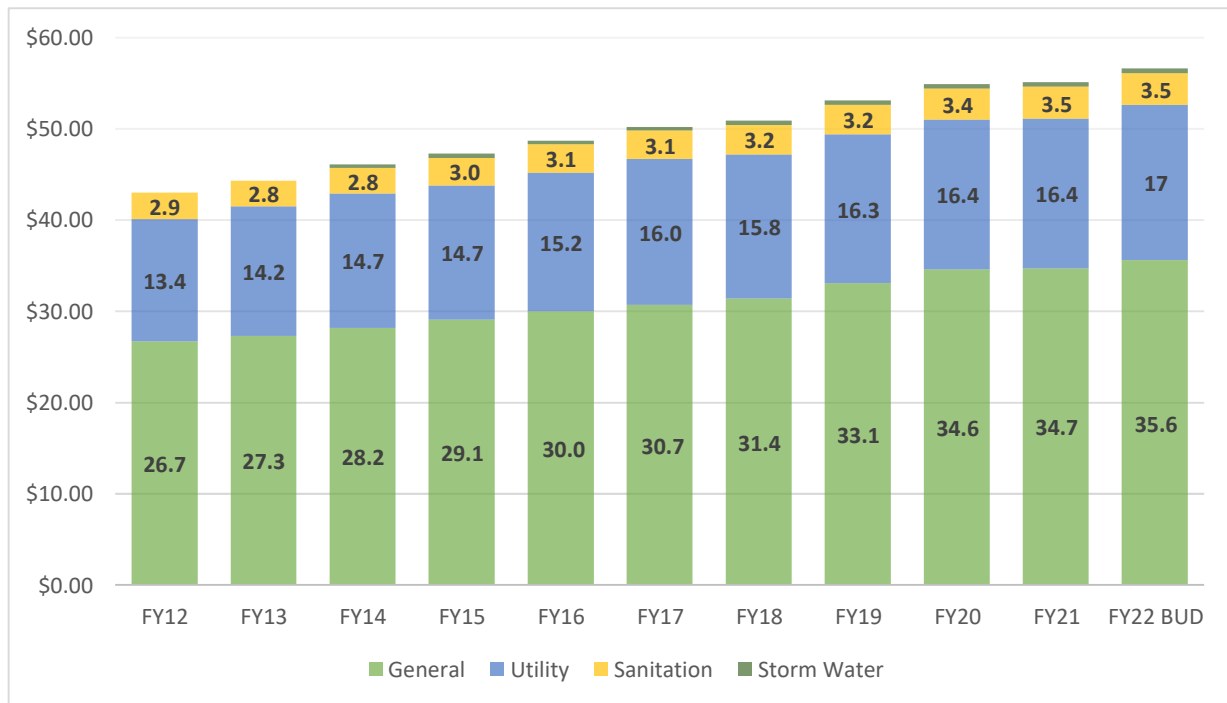
<b>DEPARTMENTS</b>	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>SANITATION FUND</b>	<b>STORM WATER FUND</b>	<b>TOTAL BUDGETED FUNDS</b>
EXECUTIVE	\$ 1,533,404				\$ 1,533,404
FINANCE	\$ 1,297,971				1,297,971
HUMAN RESOURCES	\$ 510,495				510,495
INFORMATION SERVICES	\$ -				\$ -
LIBRARY	\$ 883,556				883,556
COURT	\$ 472,708				472,708
COMMUNITY DEVELOPMENT	\$ 1,361,225				1,361,225
ENGINEERING	\$ 944,561				944,561
TRAFFIC	\$ 1,117,580				1,117,580
FACILITY MAINTENANCE	\$ 718,845				718,845
FIRE	\$ 7,183,405				7,183,405
POLICE	\$ 9,328,152				9,328,152
PARKS	\$ 3,410,667				3,410,667
SWIMMING POOL	\$ 590,129				590,129
STREETS	\$ 2,042,540				2,042,540
TRANSFERS	\$ 4,269,827	\$ 1,466,088	30000	\$ 50,000	5,815,915
UTILITY OFFICE		10,452,712			10,452,712
UTILITIES		4,098,607			4,098,607
IN HOUSE CONSTRUCTION		1,046,555			1,046,555
SANITATION			\$ 3,471,097		3,471,097
STORM WATER				21,603	21,603
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,665,065</b>	<b>\$ 17,063,962</b>	<b>\$ 3,501,097</b>	<b>\$ 71,603</b>	<b>\$ 56,301,727</b>

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# BUDGET BY FUND

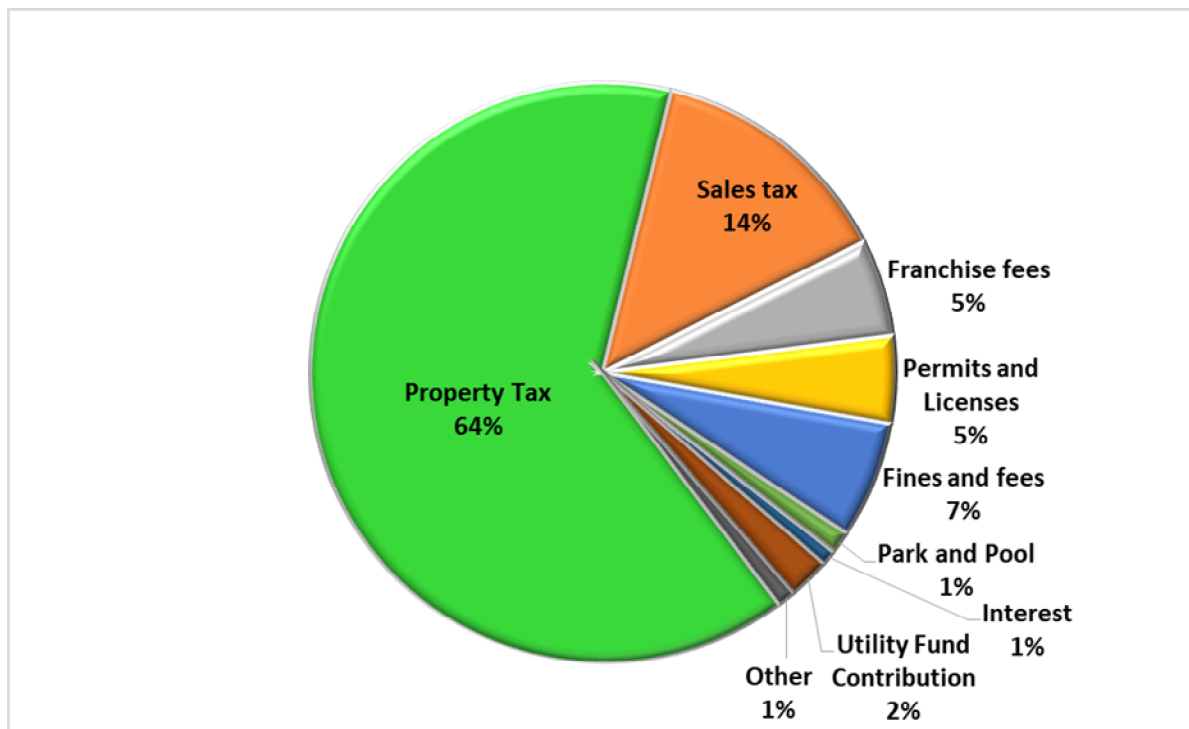
## TOTAL BUDGET \$56.3

(IN MILLIONS)



## REVENUES

- General Fund revenues come from two major sources:
  - \*Ad Valorem (property) taxes (64%)
  - \*All other sources (non-property tax revenues) (36%)





## **OTHER MAJOR REVENUE SOURCES INCLUDE:**

- **General Fund:**

- Sales tax \$5.0 million
- Franchise fees \$1.7 million
- Building permits \$1.7 million

- **Water sales** \$10.8 million

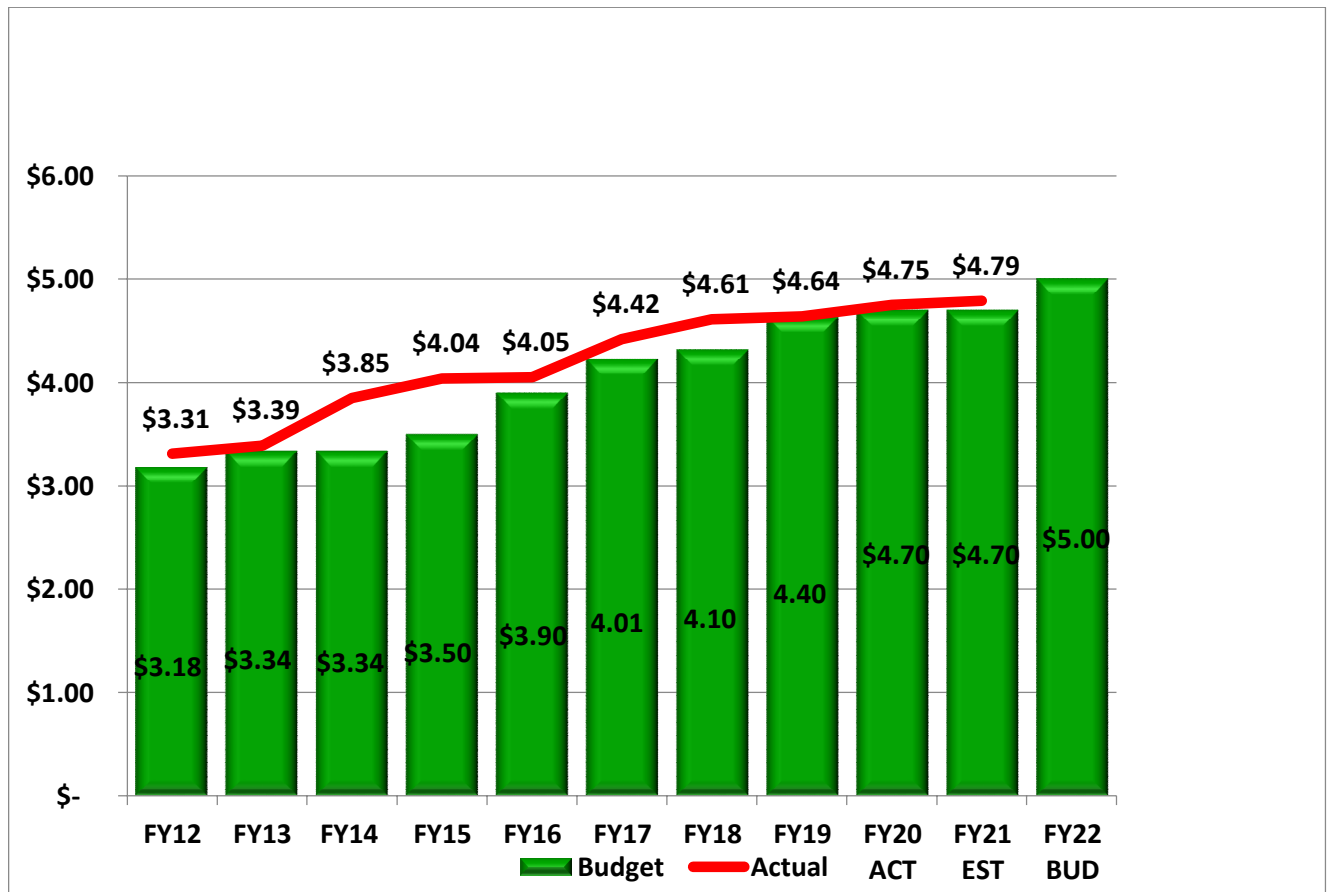
- **Wastewater charges** \$6.2 million

- **Sanitation charges** \$3.5 million

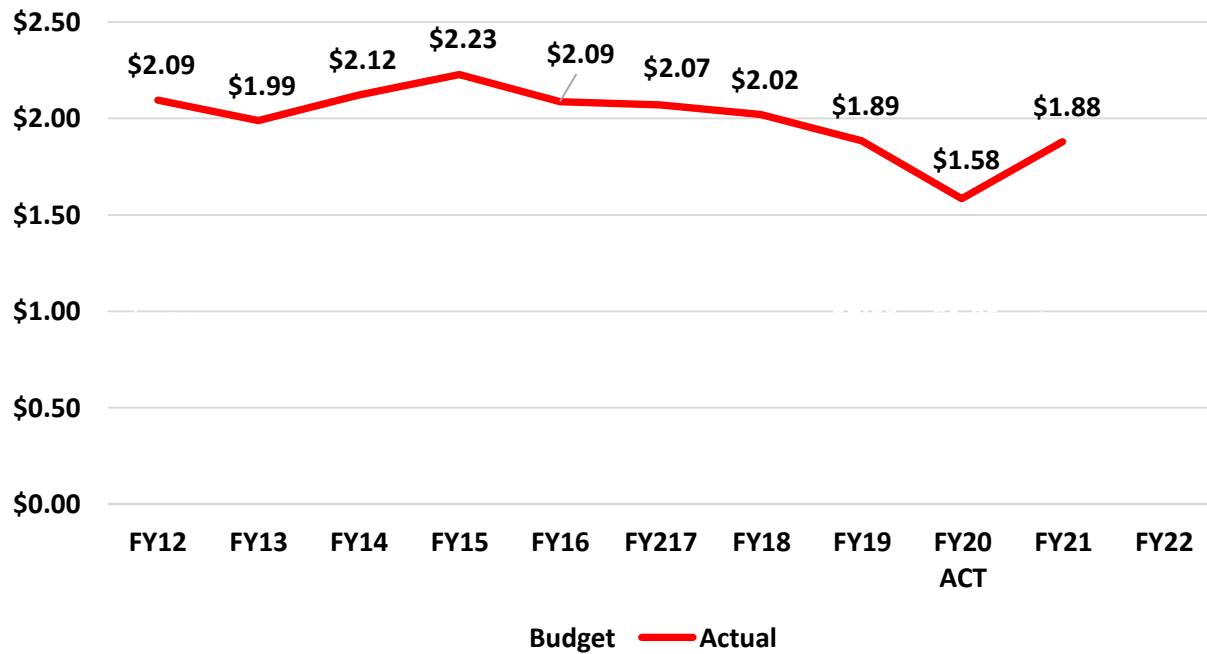
- **Stormwater fees** \$0.7 million

# SALES TAX REVENUE

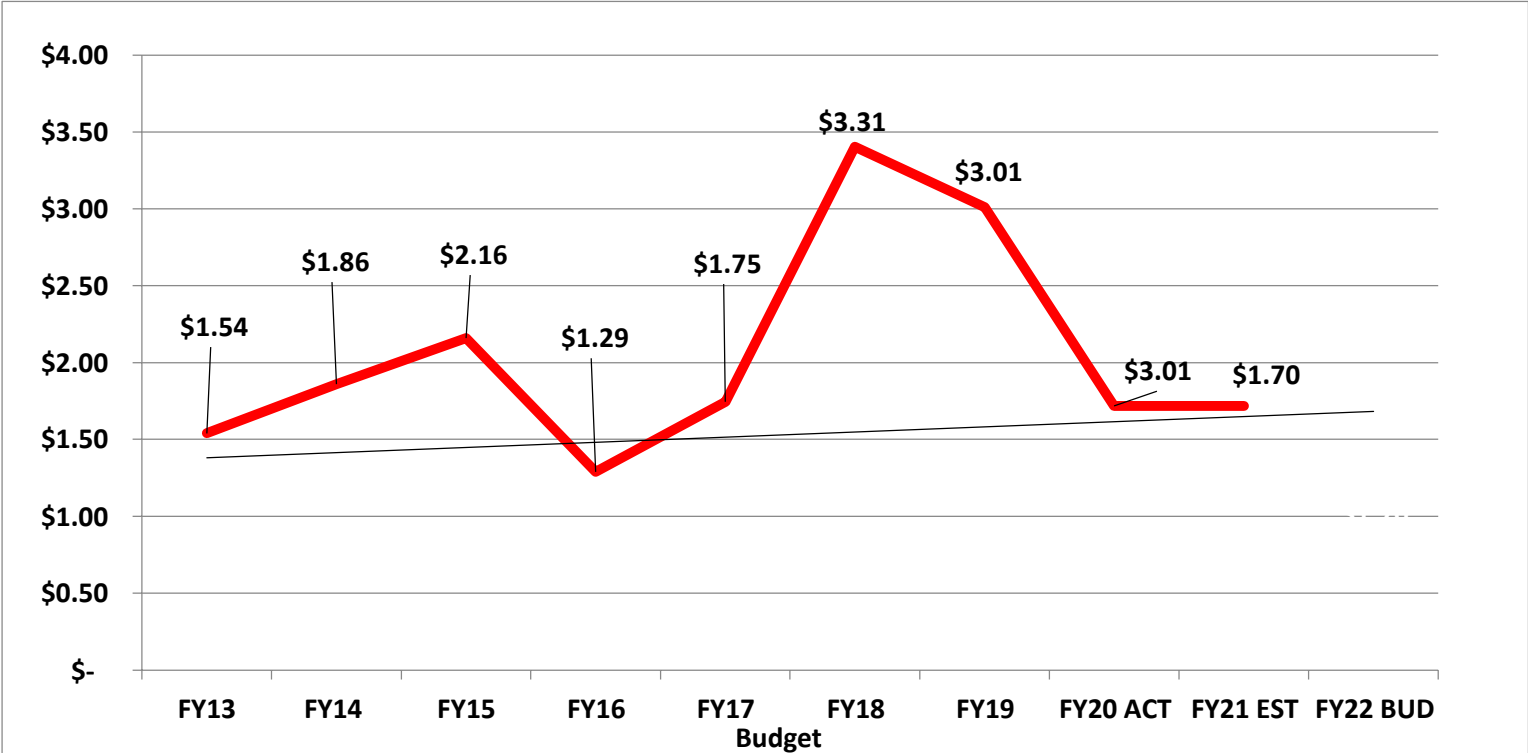
CITY SALES TAX REVENUE FY2012-FY2022  
(IN MILLIONS)



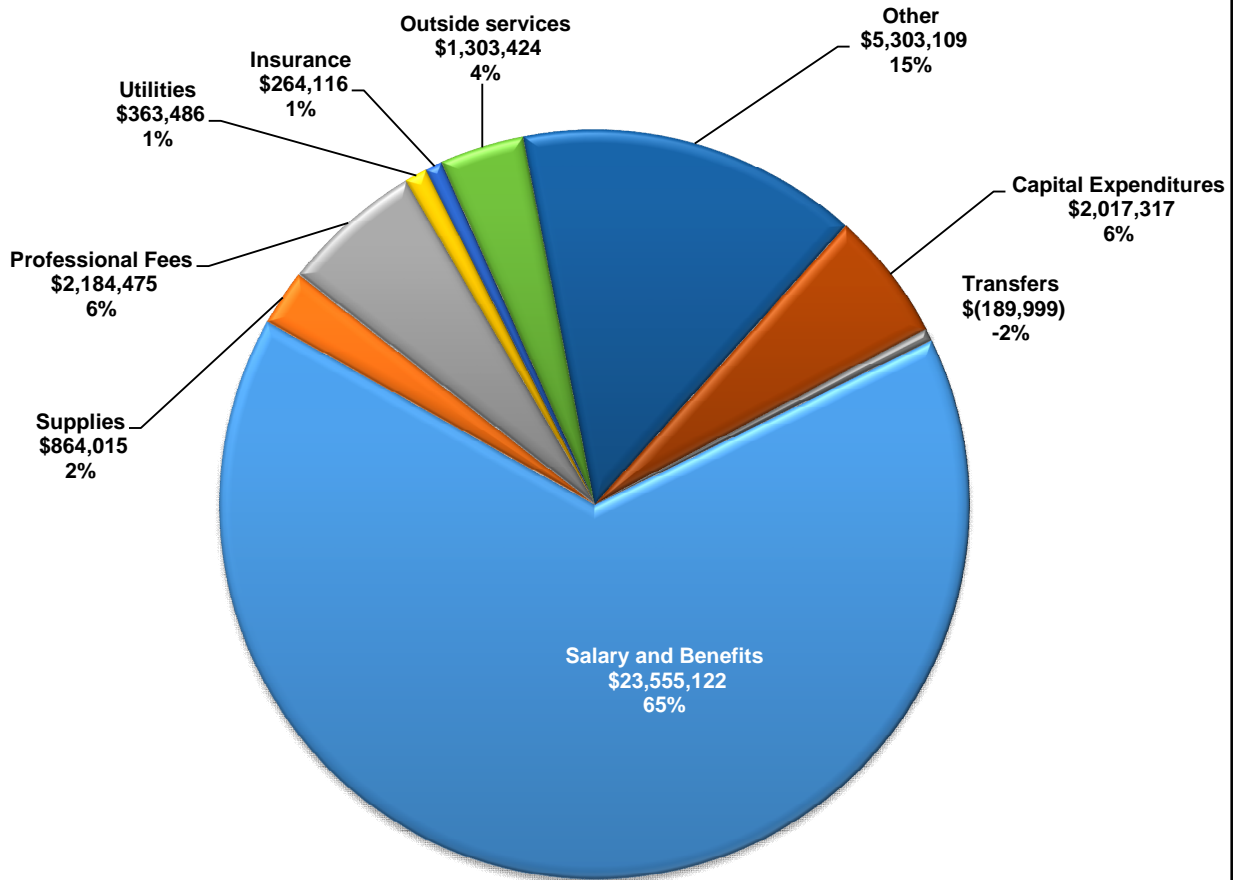
## FRANCHISE FEES (IN MILLIONS)



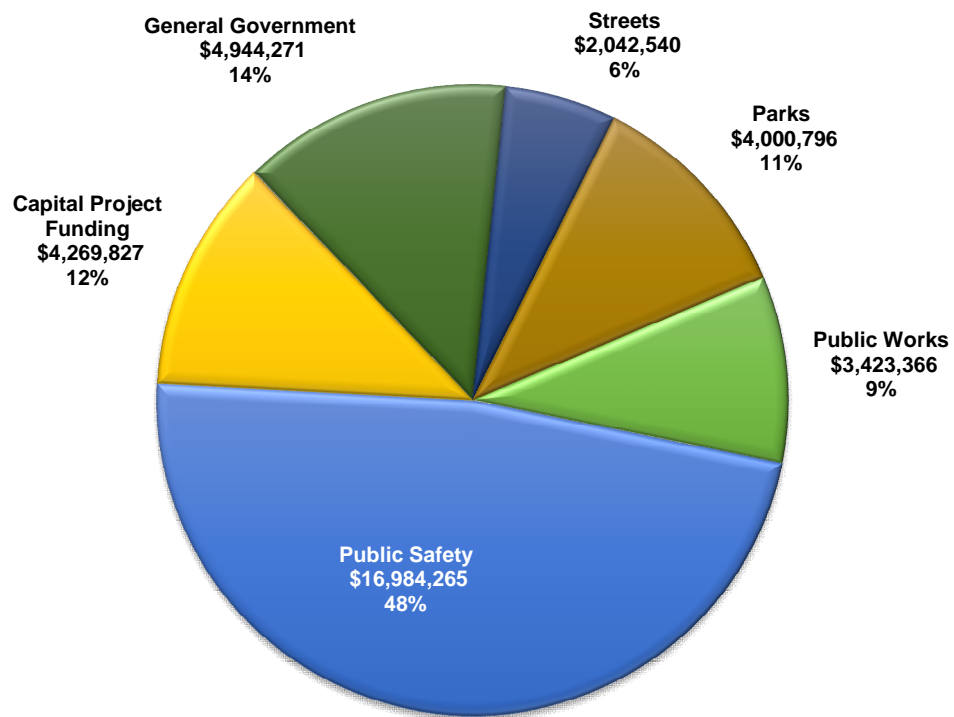
**BUILDING PERMITS**  
(IN MILLIONS)



**FY2022 Annual Budget**  
**General Fund Expenditures by Account Classification**  
**Total Expenditure = \$35,665,065**



**FY2022 Annual Budget**  
**General Fund Expenditures by Governmental Function**  
**Total Expenditure = \$35,665,065**



## MAJOR EXPENDITURES FY2022

CATEGORY	FY2020 ACTUAL	FY2021 BUDGET	FY2022 BUDGET	CHANGE \$	CHANGE %
PERSONNEL COSTS	\$ 27,739,688	\$ 29,189,273	\$ 28,950,797	\$ (238,476)	-0.8%
TREATMENT CHARGES	\$ 7,968,453	\$ 8,684,435	\$ 9,119,003	\$ 434,568	5.0%
GEN CAPITAL PROJECT FUNDING	\$ 6,817,153	\$ 7,158,014	\$ 7,515,915	\$ 357,901	5.0%
UTILITIES - HEAT, LIGHT, WATER	\$ 758,431	\$ 860,780	\$ 752,823	\$ (107,957)	-12.5%
EQUIP. REPLACEMENT	\$ 1,099,552	\$ 1,131,843	\$ 1,062,372	\$ (69,471)	-6.1%
FUEL COSTS	\$ 216,024	\$ 332,278	\$ 322,083	\$ (10,195)	-3.1%
SUBTOTAL	\$ 44,599,301	\$ 47,356,623	\$ 47,722,993	\$ 366,370	0.8%
ALL OTHER EXPENSES	\$ 7,135,199	\$ 7,872,705	\$ 8,578,734	\$ 706,029	9.0%
TOTAL ADOPTED BUDGET*	\$ 51,734,500	\$ 55,229,328	\$ 56,301,727	\$ 1,072,399	2.1%
PERCENT OF BUDGET	86%	86%	85%		

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

**For more information**

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

**\*Government**

**\*Budget and Finance**

**\*Budget Information**



**CITY OF UNIVERSITY PARK  
POLICIES**



City of University Park, Texas

**Financial Management  
Policies**

*Effective: October 1, 2021*

**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.

### **c. Budget administration**

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

#### **i. Amendments**

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

#### **ii. Transfers**

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

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

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

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

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

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

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

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

### **i. Governmental funds**

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

### **ii. Proprietary funds**

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

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

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

### **c. Budget basis**

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

### **d. Encumbrances**

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

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**3. Financial Reporting and Auditing**

**a. Monthly financial reports**

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

**b. Annual financial reporting**

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

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

**c. External audit**

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

**4. Revenues**

**a. Revenue projections**

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

**b. Property taxes**

**i. Tax rate types**

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

**ii. Property tax policies**

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



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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

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**b. Annual appropriation**

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

**c. Service delivery review**

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

**d. Personnel expenditures**

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

**e. Capital expenditures**

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

**i. Equipment replacement**

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

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

**ii. Capitalization threshold**

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

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

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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.

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

**c. Policy by category**

**i. Committed fund balance**

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

**ii. Assigned fund balance**

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

**iii. Unassigned fund balance**

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

**d. Order of fund expenditure**

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

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**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 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.

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

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

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

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

## **8. Debt Expenditures**

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

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

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

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

## **10. Internal Controls**

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

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

### **a. Cash Management**

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

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**b. Investments**

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

**c. Selection of Depository Bank**

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

**12. Internal Audit/Review**

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

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

City of University Park, Texas

## **Investment Policy**

*Effective: October 1, 2021*



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**ATTACHMENTS**

Approved Investment Vendors List

# **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.

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- 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.”

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### **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

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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;

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### **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

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

### **Investment Policy**

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

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

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

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

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

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

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

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (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  
Investment Policy**

**Acknowledgment by Business Organization**

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

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

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

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

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

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

**BROKER-DEALER AND BANK QUESTIONNAIRES**

## BROKER/DEALER QUESTIONNAIRE

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## **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.

## BANK QUESTIONNAIRE

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

**APPROVED INVESTMENT VENDORS LIST**

**CITY OF UNIVERSITY PARK, TEXAS**  
**INVESTMENT VENDORS LIST**  
**EFFECTIVE: October 1, 2021**

	Firm	Rep	Address	City ST ZIP	Email address	Phone
<b>Broker-Dealers</b>						
1.	BOSC, Inc.	Vickie Wise	5956 Sherry Lane, Suite 700	Dallas, TX 75225	<a href="mailto:vwise@mail.bokf.com">vwise@mail.bokf.com</a>	(214) 346-3940
2.	Vining Sparks	Josh Gorham	2107 Elliott Ave.	Seattle, WA 98121	<a href="mailto:jgorham@vining-sparks.com">jgorham@vining-sparks.com</a>	(206) 443-7260
3.	FTN Financial (First Tennessee)	Zach Brewer	920 Memorial City Way	Houston, TX 77024	<a href="mailto:Zach.Brewer@ftnfinancial.com">Zach.Brewer@ftnfinancial.com</a>	(713) 435-4351
4.	Wells Fargo Securities	Chuck Landry	1445 Ross Ave., Suite 210	Dallas, TX 75202	<a href="mailto:Chuck.Landry@wellsfargo.com">Chuck.Landry@wellsfargo.com</a>	(214) 777-4018
5.	First Financial Equity Corporation	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	<a href="mailto:rpanzera@ffec.com">rpanzera@ffec.com</a>	(214) 545-3322
<b>Investment pools</b>						
1.	TexPool	Jerry Landrum	2200 Ross Ave., Suite 2500	Dallas, TX 75201	<a href="mailto:jerry.landrum@federated.com">jerry.landrum@federated.com</a>	(214) 720-9412
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.	USA Mutuals - ICSA	A.R. (Ric) Panzera	5005 LBJ Freeway, Suite 1410	Dallas, TX 75244	<a href="mailto:rpanzera@ffec.com">rpanzera@ffec.com</a>	(214) 545-3322
5.	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>Banks</b>						
1.	Bank of Texas	Vickie Wise	5956 Sherry Lane, Suite 700	Dallas, TX 75225	<a href="mailto:vwise@mail.bokf.com">vwise@mail.bokf.com</a>	(214) 346-3940
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 (Legacy)	Rewaz Chowdhury	5851 Legacy Circle, 12th Floor	Piano, TX 75024	<a href="mailto:Rewaz.Chowdhury@legacytexas.com">Rewaz.Chowdhury@legacytexas.com</a>	(972) 461-7103
5.	Wells Fargo Bank	Andy Deskins	98 San Jacinto Blvd., Suite 850	Austin, TX 78701	<a href="mailto:andrew.b.deskins@wellsfargo.com">andrew.b.deskins@wellsfargo.com</a>	(512) 482-4306
6.	BB&T	Julie Hoad	2001 Ross Ave., Suite 2700	Dallas, TX 75201	<a href="mailto:Julie.Hoad@BBandT.com">Julie.Hoad@BBandT.com</a>	(469) 791-4525



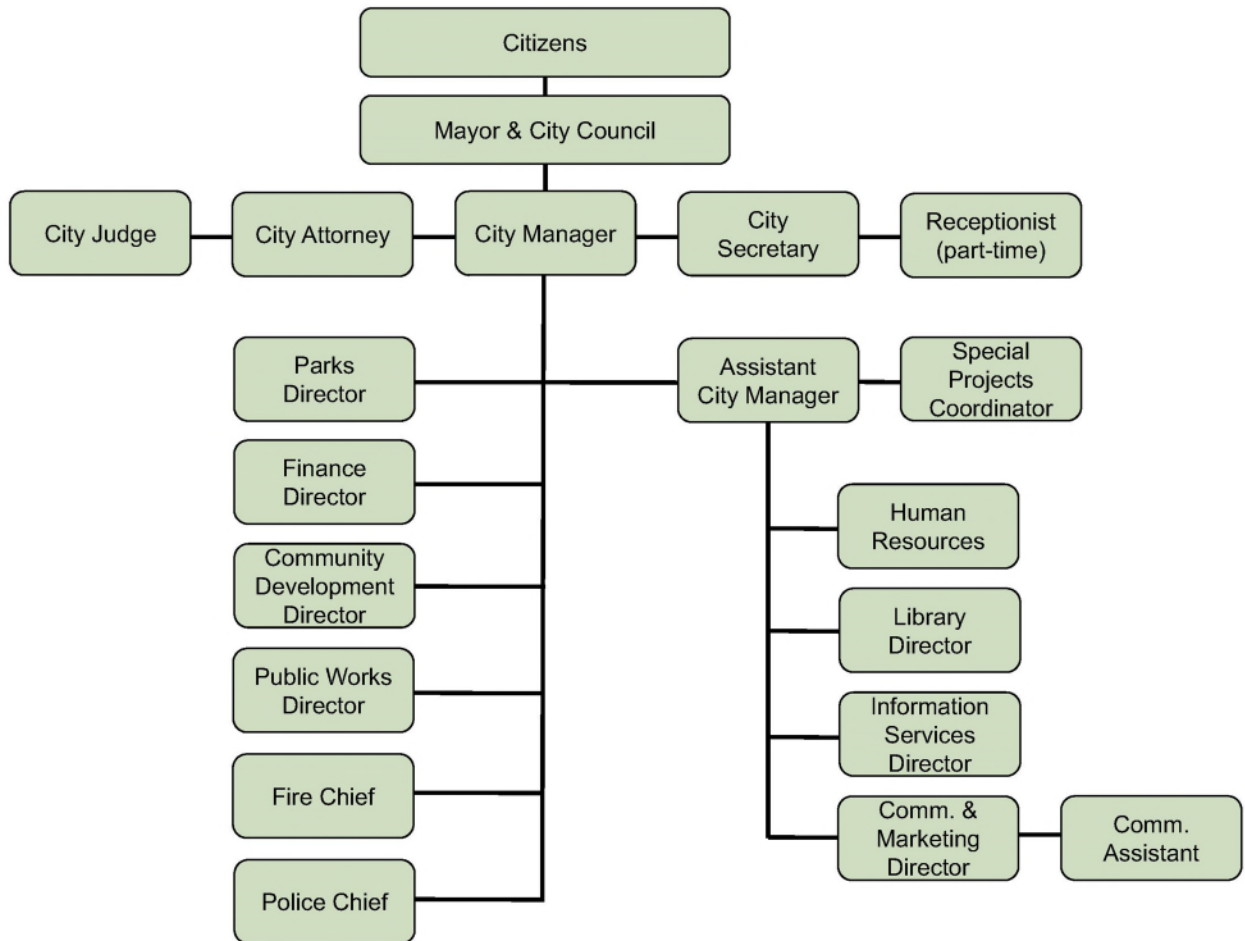
**CITY OF UNIVERSITY PARK**  
**STAFF OVERVIEW**





# City of University Park

FY2022: 264 Employees





## City Manager

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

### POWERS & DUTIES

The powers and duties of the City Manager are enumerated in Chapter 4 of the City Charter. A copy is included in your binder, or this can be viewed online at [uptexas.org](http://uptexas.org).

### ABOUT ROBBIE CORDER



**Office:** 214-987-5300

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

The City Council appointed Robbie Corder as University Park's fourth City Manager in April 2014. He graduated Phi Beta Kappa with a Bachelor of Arts in Economics from the University of Kansas, followed by a Master Degree in Public Administration also from KU. Robbie also completed studies at the Senior Executive Institute at the University of Virginia. He 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.

Robbie lives on Purdue with his wife, Katie, and their three young children (Hannah, Cole, and Charlie). All three attend University Park Elementary. In his spare time, Robbie follows Jayhawk basketball, 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, Information Services, Human Resources 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 and review of the activities and operations of the City.
- Provide staff assistance to the City Manager, executive management staff and the City Council.
- Manage and support the assessment of organizational needs.
- Design, implement and evaluate programs that facilitate the professional development and continuous learning of all City employees.

### ABOUT LEA DUNN



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

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

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

**Office:** 214-987-5389

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





## Director of Communications & Marketing

The Director of Communications and Marketing oversees the collection and preparation of information for distribution to both the public and the media via news release, video projects, social media, the City's website, UPdate, and the City's newsletter, The Arbor. Working directly with the City Manager, Assistant City Manager, Mayor, Council and Department Directors, he's involved in a variety of community outreach projects. He is also the City's primary media spokesperson.

### RESPONSIBILITIES

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

### ABOUT STEVE MACE



**Office:** 214-987-5301

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

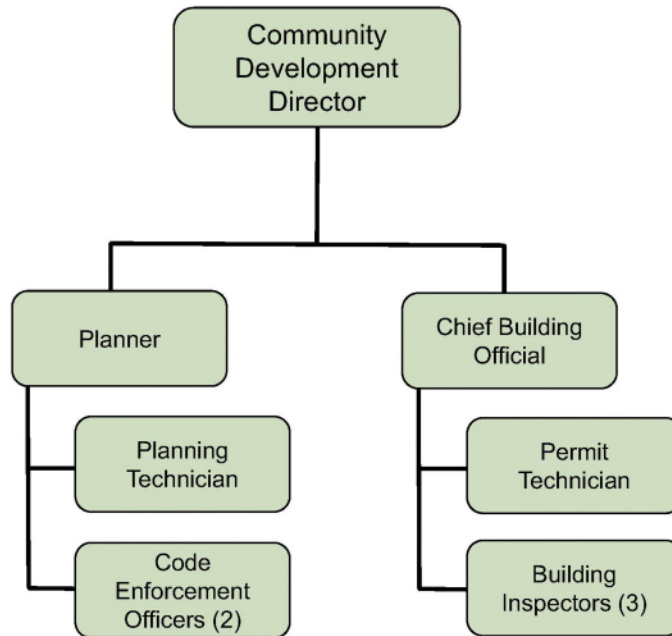
Steve Mace was hired in September 2005 as the City's first Community Information Officer. He was named Director of Communications and Marketing in March 2018. Prior to coming to the City, Steve worked in various management and anchor positions in radio stations in Kansas, Oklahoma and Texas. Before beginning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

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



# City of University Park

Community Development  
10 Employees





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

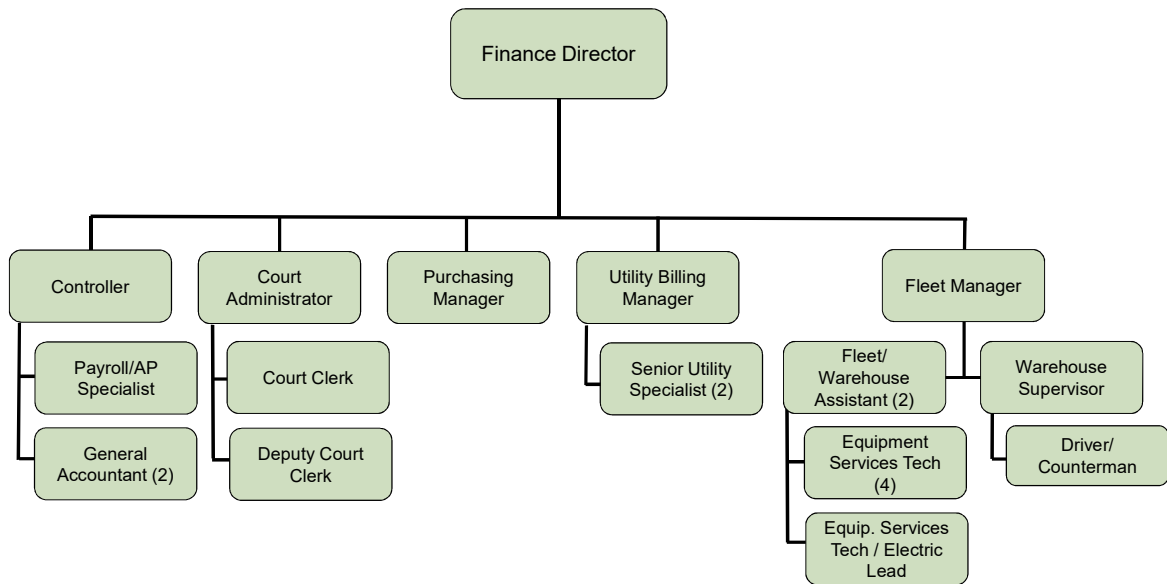
**Email:** [pbaugh@uptexas.org](mailto:pbaugh@uptexas.org)



# 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

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.

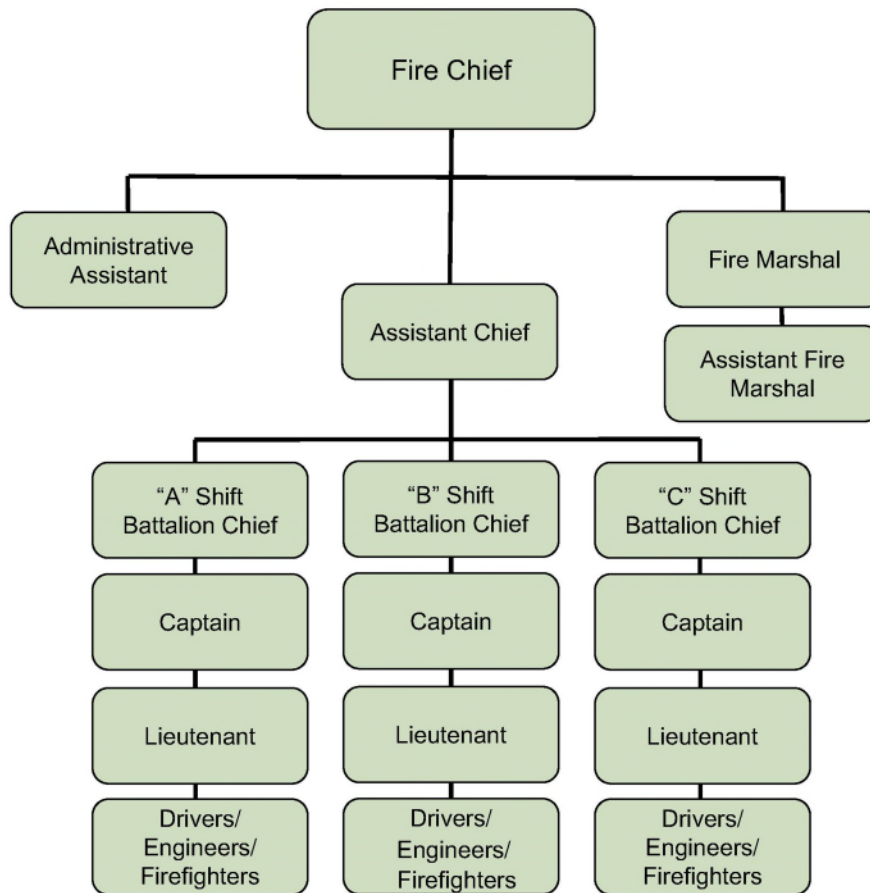
Originally from Trumbull, Connecticut, Tom and has three children, Chase (25 years old), Travis (21 years old) and Andrew (16 years old).



# City of University Park

Fire Department

36 Employees





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

**Email:**

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

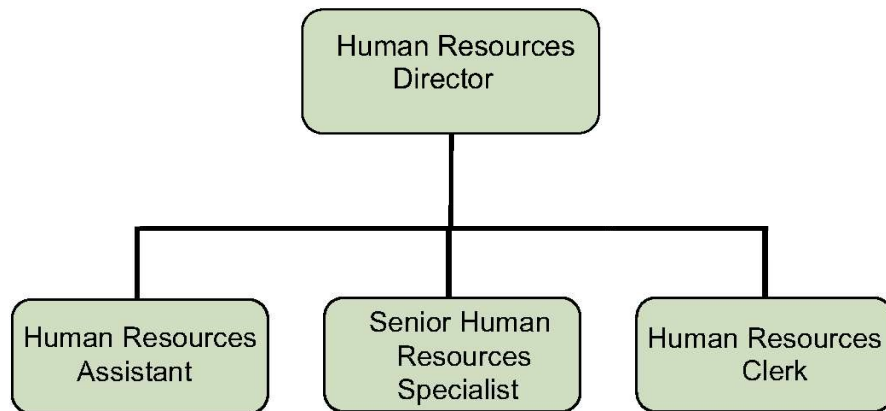
Randy Howell was appointed Fire Chief/Emergency Management Coordinator for the City of University Park in June of 2008. He has thirty three years of fire/EMS/emergency services experience and is a contributing author for Texas Fire Chief's Magazine and Fire & Emergency Television Network. He holds an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



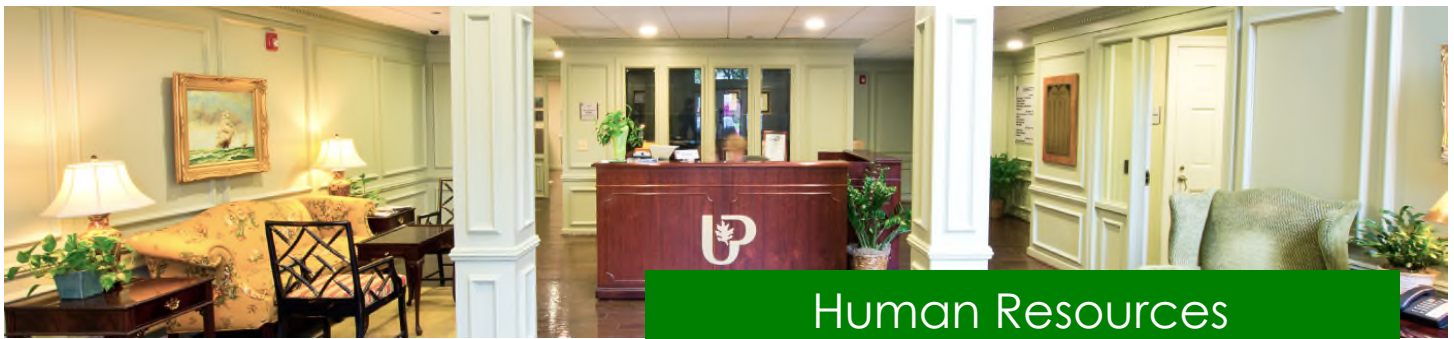
# City of University Park

Human Resources

4 Employees







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.

**Office:** 214-987-5305

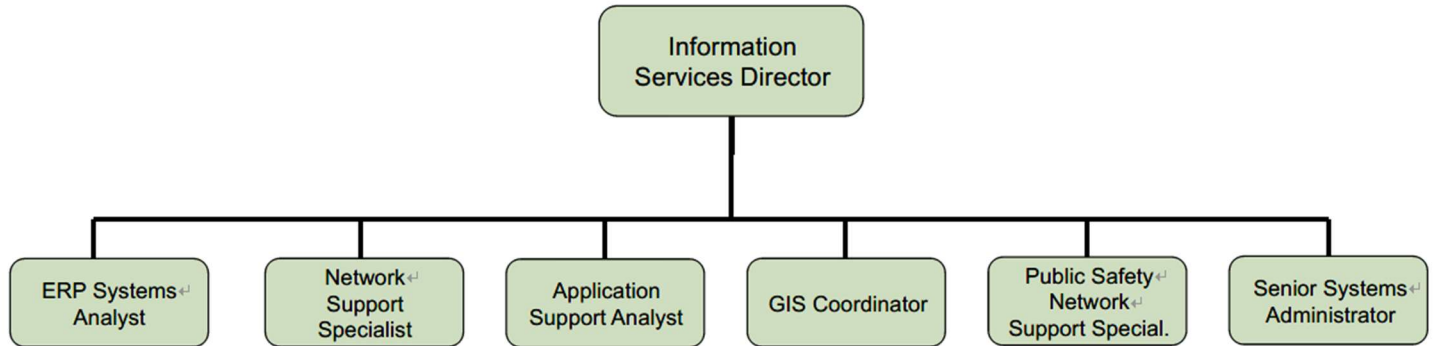
**Cell:** 214-315-3833

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



# City of University Park

Technology Services  
7 Employees





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



**Office:** 214-987-5311

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.

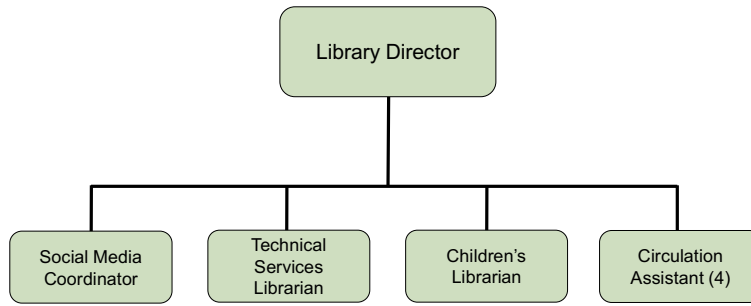
**Email:** dharwell@uptexas.org





# City of University Park

Library  
8 Employees





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.

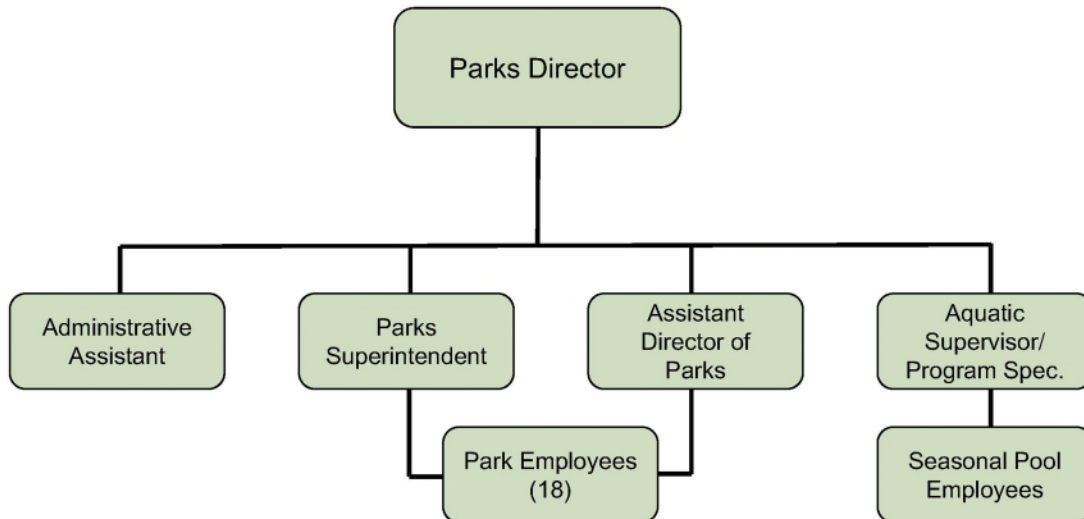
**Email:** [smartin@uptexas.org](mailto:smartin@uptexas.org)



# City of University Park

Parks & Recreation

23 Employees





## Parks & Recreation

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

### RESPONSIBILITIES

#### *Maintenance*

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

#### *Horticulture*

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

#### *Construction*

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

#### *Special Events*

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

**Office:** 214-987-5486

**Email:**

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

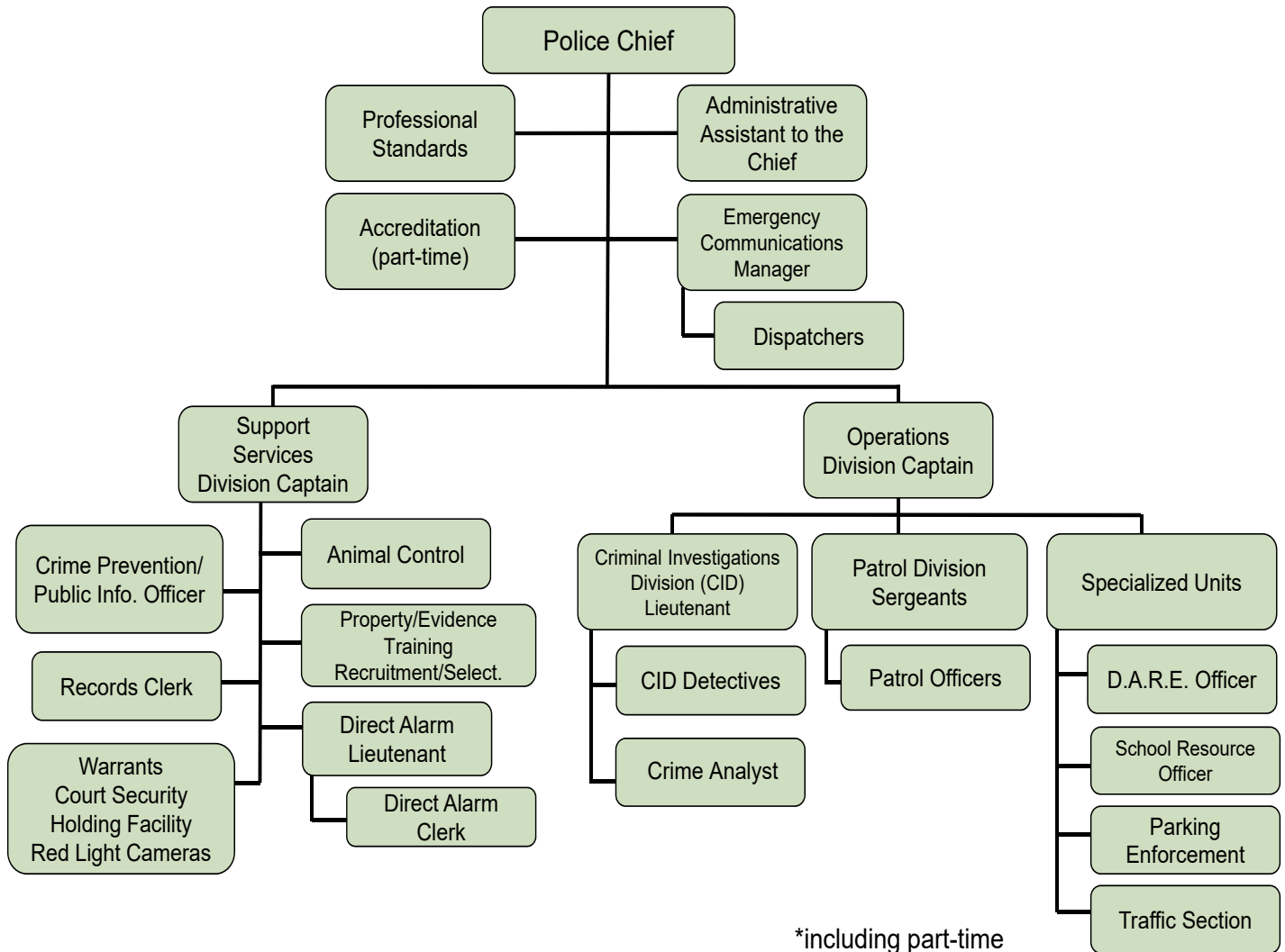
Sean and his wife live in the Dallas area and have twin sons attending the US Naval Academy.



# City of University Park

Police Department

63 Employees\*



\*including part-time





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

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.



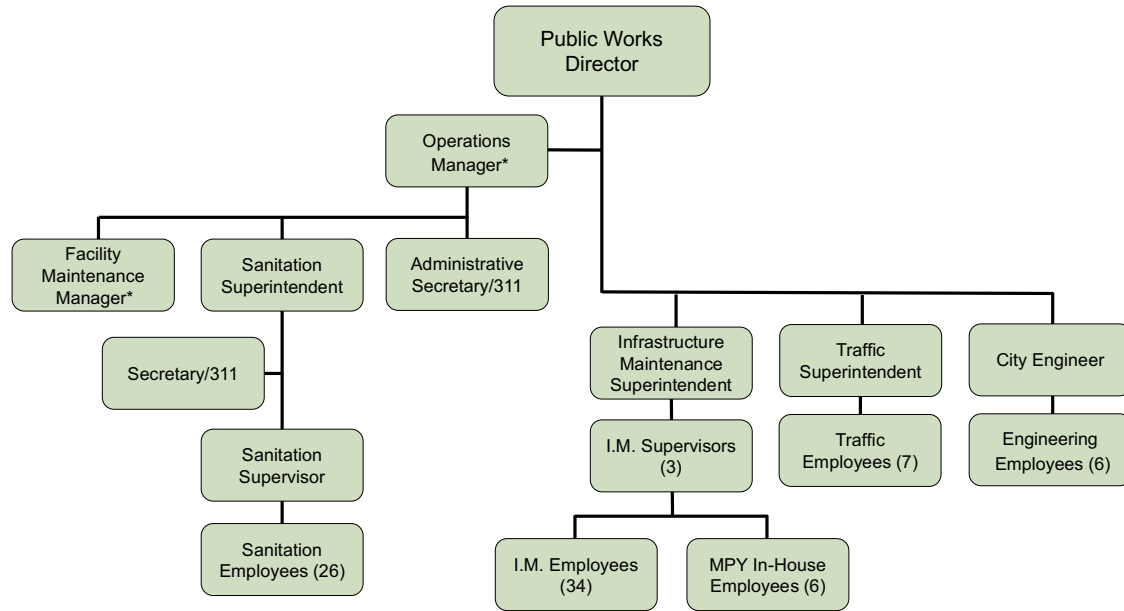
## Initiatives/Major Projects

- **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.

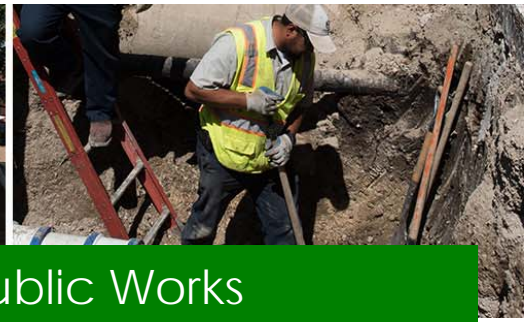


# City of University Park

Public Works  
92 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.



### ***Traffic***

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

### ***Facility Maintenance***

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

### ***Right of Way***

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

## **ABOUT JACOB SPEER**



**Office:** 214-987-5400

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

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

DEPARTMENTAL FULL-TIME EMPLOYEES  
FY 2002

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DEPARTMENT	2002 EMPLOYEES
EXECUTIVE	6
FINANCE	22
INFORMATION SERVICES	7
FIRE	36
HUMAN RESOURCES	4
PARKS	23
POLICE	60
LIBRARY	4
PUBLIC WORKS	92
COMMUNITY DEVELOPMENT	10
<b>TOTAL</b>	<b>244</b>

These counts include only budgeted full-time positions.

Finance - Also includes Municipal Court, Equipment Services and 4 Utilities

Public Works - includes 2 from Capital Projects less 10 from Community Development and 4 from Utilities

## DEPARTMENTAL SUMMARIES



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

Function/Program	2019		2020		2021		2022		CHANGE	
	FULL TIME	PART TIME	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	6	1		
Finance	6		6		6		6			
Human Resources	2		2		2		4		2	
Technology Services	6		6		6		7		1	
Library	4	3	4	3	4	4	4	4		
Facility Maintenance	2		2		2		2			
<b>TOTAL GENERAL GOVERNMENT</b>	<b>26</b>	<b>4</b>	<b>26</b>	<b>4</b>	<b>26</b>	<b>5</b>	<b>29</b>	<b>4</b>	<b>3</b>	<b>0</b>
<b>Public Safety</b>										
Police										
Officers	41	5	44	2	42	0	42			
Civilians	14	1	15	1	18	3	18	3		
<b>TOTAL POLICE</b>	<b>55</b>	<b>6</b>	<b>59</b>	<b>3</b>	<b>60</b>	<b>3</b>	<b>60</b>	<b>3</b>		
Fire										
Firefighters and officers	35		35		35		35			
Civilians	1		1		1		1			
<b>TOTAL FIRE</b>	<b>36</b>		<b>36</b>		<b>36</b>		<b>36</b>			
Municipal Court	2	2	2	2	2	2	2			
<b>TOTAL PUBLIC SAFETY</b>	<b>93</b>	<b>8</b>	<b>97</b>	<b>5</b>	<b>98</b>	<b>5</b>	<b>98</b>			
<b>Parks</b>	<b>22</b>		<b>22</b>		<b>22</b>	<b>1</b>	<b>22</b>	<b>1</b>		
<b>Pool</b>	<b>1</b>	<b>54</b>	<b>1</b>	<b>54</b>	<b>1</b>	<b>48</b>	<b>1</b>	<b>48</b>		
<b>TOTAL PARKS/POOL</b>	<b>23</b>	<b>54</b>	<b>23</b>	<b>54</b>	<b>23</b>	<b>49</b>	<b>23</b>	<b>49</b>		
<b>Public Works</b>										
Community Development	10		10		10		10			
Engineering	8		8		8		7		-1	
Traffic*	7		7		7		8		1	
Streets	16		16		16		16			
Utilities*	29		29		29		28		-1	
Sanitation	28		28		27		27			
In-House Construction*	6		13		7		7			
<b>TOTAL PUBLIC WORKS</b>	<b>104</b>		<b>111</b>		<b>104</b>		<b>103</b>		<b>-1</b>	
Equipment Services*	9		9		10		10			
Capital Projects*	0		0		2		1		-1	
<b>TOTAL CITY EMPLOYEES</b>	<b>255</b>	<b>66</b>	<b>266</b>	<b>63</b>	<b>263</b>	<b>59</b>	<b>264</b>	<b>53</b>	<b>1</b>	<b>0</b>

Source: City Human Resource Department

\* 2022 Human Resources - Added a Senior HR Specialist and a HR Clerk

\*2022 Information Technology - Added an ERP System Analyst

\*Traffic - Added Signs/Markings Tech I and moved Construction Supervisor to Capital Projects Funded

\* Utilities includes 4 from Utility Office and Deleting Asst. Director of Public Works position

\* Capital Projects - Construction Supervisors and CIP Coordinator positions deleted  
Funding Construction Supervisor from Engineering

**EXECUTIVE DEPARTMENT  
01-02**

Located in City Hall, 3800 University Boulevard

**Seven Employees:**

Six Full Time

One Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
City Manager	1	1	1
Assistant City Manager		1	1
City Secretary	1	1	1
Director of Communications & Marketing	1	1	1
Special Projects Coordinator	1	1	1
Communications & Marketing Specialist			1
Receptionist – Part Time	1	1	1

**City Manager**

The City of University Park operates under the Council-Manager form of government. The City Manager is appointed by the City Council to oversee general administration of the City and is responsible for the day-to-day management of City activities. The Council sets policy for the City, adopts the annual budget, appoints committee members, and addresses requests from the community. The City Manager then administers the ordinances and resolutions approved by the City Council. In addition, the City Manager is responsible for all personnel matters in the City and for preparing and submitting an annual budget for Council review.

**Assistant City Manager**

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Information Services, Human Resources and Library. This position also works on special projects and assists the City Manager with the City Council.

### **City Secretary**

The City Secretary maintains the official files and records of the City, publishes and certifies City Council agendas, records and maintains official minutes of City Council meetings, and acts as the Elections Administrator for the City. The City Secretary manages the City Manager's office and acts as the primary administrative assistant for the Mayor, City Council and City Manager. The City Secretary is the administrator of the public information request system and is responsible for the issuance and renewal of health and alcohol permits for food service establishments. Additionally, this position performs special projects as assigned by the City Manager, Mayor or City Council.

### **Director of Communications and Marketing**

The Director of Communications and Marketing oversees the collection and preparation of information for distribution to both the public and the media via news release, video projects, social media, the City's website, UPdate, and the City's newsletter, The Arbor. Working directly with the City Manager, Assistant City Manager, Mayor, Council and Department Directors, the Director of Communications and Marketing is also involved in a variety of community outreach projects, and serves as the City's primary media spokesperson.

### **Special Projects Coordinator**

The Special Projects Coordinator provides assistance and support to the City Manager's office, and completes research, surveys, and special projects as directed. This individual assists with community outreach efforts and coordinates activities for the Youth Advisory Commission. This position also serves as Acting City Secretary in the Secretary's absence and assists with City Council agenda preparation.

### **Communications and Marketing Specialist**

The Communications and Marketing Specialist is responsible for writing, designing, and editing various marketing materials for a variety of City outreach platforms, including the UPdate, Arbor, internal newsletters and social media. This individual posts and monitors information on the City's social media accounts, films and edits videos and updates the City's website. The position also coordinates activities for the Youth Advisory Commission and provides administrative support to the City Manager's Office.

<p align="center"><b>City of University Park</b></p> <p align="center"><b>EXECUTIVE DEPARTMENT</b></p> <p align="center"><b>01-02</b></p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 02 - EXECUTIVE</b>						
1001	REGULAR EARNINGS	\$ 797,791.14	\$ 816,948.00	\$ 846,661.00	\$ 29,713.00	3.6%
1002	OVERTIME EARNINGS	798.40	-	-	\$ -	0.0%
1004	MISC ALLOWANCE	6,923.20	6,882.00	6,882.00	\$ -	0.0%
1005	LONGEVITY PAY	3,190.13	3,534.00	3,822.00	\$ 288.00	8.1%
1007	CAR ALLOWANCE	21,600.00	21,600.00	21,600.00	\$ -	0.0%
1008	HOUSING ALLOWANCE	26,557.14	26,400.00	26,400.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,360.00	3,360.00	3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	53,843.70	56,244.00	58,213.00	\$ 1,969.00	3.5%
1120	EMPLOYERS SHARE T.M.R.S.	84,311.67	77,566.00	76,326.00	\$ (1,240.00)	-1.6%
1127	RETIREMENT SUPPLEMENTAL	7,835.15	8,030.00	8,336.00	\$ 306.00	3.8%
1130	INSURANCE-EMPLOYEE LIFE	4,093.44	3,600.00	4,100.00	\$ 500.00	13.9%
1131	INSURANCE-WORKMENS COMP	678.96	703.00	727.00	\$ 24.00	3.4%
1135	HEALTH INSURANCE	42,816.42	43,308.00	57,744.00	\$ 14,436.00	33.3%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 1,053,799.35</b>	<b>\$ 1,068,175.00</b>	<b>\$ 1,114,171.00</b>	<b>\$ 45,996.00</b>	<b>4.3%</b>
2100	OFFICE SUPPLIES	\$ 3,402.68	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	-	500.00	500.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 3,402.68</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>0.0%</b>
3003	BOARD MEETINGS	\$ 3,433.79	\$ 3,001.00	\$ 3,001.00	\$ -	0.0%
3010	POSTAGE	1,138.60	850.00	1,100.00	\$ 250.00	29.4%
3060	PROFESSIONAL SERVICES/FEES	124,737.10	138,752.00	157,750.00	\$ 18,998.00	13.7%
3063	PROGRAMMING/MAINTENANCE	51,033.00	61,957.00	5,141.00	\$ (56,816.00)	-91.7%
3113	PUBLICATIONS/PRINTING	11,069.50	15,350.00	950.00	\$ (14,400.00)	-93.8%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 191,411.99</b>	<b>\$ 219,910.00</b>	<b>\$ 167,942.00</b>	<b>\$ (51,968.00)</b>	<b>-23.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 6,437.62	\$ 4,100.00	\$ 6,400.00	\$ 2,300.00	56.1%
4120	TELEPHONE SERVICE	9,573.88	9,525.00	9,758.00	\$ 233.00	2.4%
<b>UTILITIES</b>		<b>\$ 16,011.50</b>	<b>\$ 13,625.00</b>	<b>\$ 16,158.00</b>	<b>\$ 2,533.00</b>	<b>18.6%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,522.96	\$ 3,523.00	\$ 276.00	\$ (3,247.00)	-92.2%
5506	INSURANCE-GEN'L LIABILITY	468.00	468.00	343.00	\$ (125.00)	-26.7%
5514	INSURANCE-PUBL.OFF'L LIAB	37,239.96	37,240.00	21,523.00	\$ (15,717.00)	-42.2%
5516	BONDS-OFFICALS & EMPLOYEE	212.04	212.00	25,000.00	\$ 24,788.00	11692.5%
<b>INSURANCE</b>		<b>\$ 41,442.96</b>	<b>\$ 41,443.00</b>	<b>\$ 47,142.00</b>	<b>\$ 5,699.00</b>	<b>13.8%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 674.04	\$ 375.00	\$ 282.00	\$ (93.00)	-24.8%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	30,336.00	\$ 30,336.00	0.0%
7110	EMPLOYEE RECOGNITION	6,314.57	8,500.00	8,500.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	14,668.80	15,248.00	15,605.00	\$ 357.00	2.3%
7170	TRAVEL EXPENSE	2,492.18	3,950.00	4,050.00	\$ 100.00	2.5%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	1,693.11	974.00	11,475.00	\$ 10,501.00	1078.1%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	54,773.00	\$ 54,773.00	0.0%
7221	OTHER EXPENSE	4,946.23	4,500.00	6,500.00	\$ 2,000.00	44.4%
7235	YOUTH ADV COMM EXPEND.	409.24	800.00	800.00	\$ -	0.0%
7240	TUITION & TRAINING	1,310.00	7,500.00	10,070.00	\$ 2,570.00	34.3%
7432	ELECTIONS	-	2.00	10,400.00	\$ 10,398.00	519900.0%
7475	IMPROVEMENTS - UNDER \$5000	-	-	1,700.00	\$ 1,700.00	0.0%
<b>OTHER EXPENSE</b>		<b>\$ 32,508.17</b>	<b>\$ 41,849.00</b>	<b>\$ 154,491.00</b>	<b>\$ 112,642.00</b>	<b>269.2%</b>
9100	COMPUTER EQUIPMENT UNDER \$5000	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	<b>0.0%</b>
9990	INFRASTRUCTURE	650,388.90	-	-	\$ -	<b>0.0%</b>
<b>CAPITAL EXPENDITURES</b>		<b>\$ 650,388.90</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>0.0%</b>
<b>DEPARTMENT 02 - EXECUTIVE</b>		<b>\$ 1,988,965.55</b>	<b>\$ 1,388,502.00</b>	<b>\$ 1,533,404.00</b>	<b>\$ 144,902.00</b>	<b>10.4%</b>





**FINANCE DEPARTMENT  
01-03**

Located in City Hall, 3800 University Boulevard

**Six Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
Director of Finance	1	1	1
Controller	1	1	1
General Accountant	2	2	2
Payroll/A/P Specialist	1	1	1
Purchasing Agent	1	1	1

The Finance Department manages the City's financial resources and includes such functions as accounting and financial reporting, accounts payable processing, budget preparation and administration, investment management, payroll and purchasing.

**Director of Finance**

The Director oversees all divisions listed in this section (Finance, Garage, Municipal Court, Utility Billing and Warehouse) as well as some individual activities, including management of the City's investment portfolio; coordination of the annual budget process; staff support for the University Park Civic Foundation and Southwest Higher Education; membership on the Firefighters' Relief and Retirement Fund Board of Trustees; and coordination of the Capital Improvements Program. The Director is supported by five direct reports.

**Accounting**

The accounting function is responsible for general ledger maintenance, financial reporting, accounts payable, payroll and fixed assets. The City contracts with Dallas County for property tax collection and the Dallas Central Appraisal District performs property valuation for University Park. Accounting personnel include a Controller, two General Accountants, and 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.

# City of University Park

## FINANCE DEPARTMENT

01-03

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 03 - FINANCE</b>						
1001	REGULAR EARNINGS	\$ 556,815.64	\$ 615,585.00	\$ 643,062.00	\$ 27,477.00	4.5%
1005	LONGEVITY PAY	2,226.79	2,341.00	2,580.00	\$ 239.00	10.2%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	38,851.11	44,952.00	47,059.00	\$ 2,107.00	4.7%
1120	EMPLOYERS SHARE T.M.R.S.	57,632.33	56,771.00	56,709.00	\$ (62.00)	-0.1%
1130	INSURANCE-EMPLOYEE LIFE	3,012.00	3,100.00	3,000.00	\$ (100.00)	-3.2%
1131	INSURANCE-WORKMENS COMP	510.00	499.00	522.00	\$ 23.00	4.6%
1135	HEALTH INSURANCE	64,142.70	71,544.00	71,544.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 730,390.57</b>	<b>\$ 801,992.00</b>	<b>\$ 831,676.00</b>	<b>\$ 29,684.00</b>	<b>3.7%</b>
2029	CLOTHING ALLOWANCE	\$ 227.30	\$ 240.00	\$ 240.00	\$ -	0.0%
2100	OFFICE SUPPLIES	5,789.36	6,000.00	5,550.00	(450.00)	-7.5%
<b>SUPPLIES</b>		<b>\$ 6,016.66</b>	<b>\$ 6,240.00</b>	<b>\$ 5,790.00</b>	<b>\$ (450.00)</b>	<b>-7.2%</b>
3007	DELINQUENT TAX ATTORNEY	\$ 20,512.92	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3010	POSTAGE	659.45	1,050.00	800.00	\$ (250.00)	-23.8%
3060	PROFESSIONAL SERVICES/FEES	108,775.20	80,000.00	86,062.00	\$ 6,062.00	7.6%
3063	PROGRAMMING/MAINTENANCE	38,124.08	41,082.00	1,825.00	\$ (39,257.00)	-95.6%
3065	CREDIT CARD FEES	120,492.13	120,000.00	132,000.00	\$ 12,000.00	10.0%
3113	PUBLICATIONS/PRINTING	3,318.76	4,360.00	4,570.00	\$ 210.00	4.8%
3141	DALLAS CO TAX COLL SERV	9,978.75	10,000.00	11,200.00	\$ 1,200.00	12.0%
3145	CENTRAL APPRAISAL DISTRIC	59,029.00	85,000.00	85,000.00	\$ -	0.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 360,890.29</b>	<b>\$ 356,492.00</b>	<b>\$ 336,457.00</b>	<b>\$ (20,035.00)</b>	<b>-5.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 4,688.96	\$ 6,700.00	\$ 4,600.00	\$ (2,100.00)	-31.3%
4120	TELEPHONE SERVICE	1,256.33	668.00	766.00	\$ 98.00	14.7%
<b>UTILITIES</b>		<b>\$ 5,945.29</b>	<b>\$ 7,368.00</b>	<b>\$ 5,366.00</b>	<b>\$ (2,002.00)</b>	<b>-27.2%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,252.00	\$ 3,252.00	\$ 276.00	\$ (2,976.00)	-91.5%
5506	INSURANCE-GEN'L LIABILITY	432.00	432.00	343.00	\$ (89.00)	-20.6%
<b>INSURANCE</b>		<b>\$ 3,684.00</b>	<b>\$ 3,684.00</b>	<b>\$ 619.00</b>	<b>\$ (3,065.00)</b>	<b>-83.2%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 1,128.96	\$ 1,125.00	\$ 688.00	\$ (437.00)	-38.8%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	39,538.00	\$ 39,538.00	0.0%
7150	DUES & SUBSCRIPTIONS	21,687.54	19,632.00	13,469.00	\$ (6,163.00)	-31.4%
7170	TRAVEL EXPENSE	871.55	8,205.00	7,655.00	\$ (550.00)	-6.7%
7201	SOFTWARE FES - INDIRECT ALLOCATION	-	-	7,780.00	\$ 7,780.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	41,588.00	\$ 41,588.00	0.0%
7221	OTHER EXPENSE	1,893.56	1,820.00	1,770.00	\$ (50.00)	-2.7%
7240	TUITION & TRAINING	350.00	7,550.00	5,575.00	\$ (1,975.00)	-26.2%
<b>OTHER EXPENSE</b>		<b>\$ 25,931.61</b>	<b>\$ 38,332.00</b>	<b>\$ 118,063.00</b>	<b>\$ 79,731.00</b>	<b>208.0%</b>
<b>DEPARTMENT 03 - FINANCE</b>		<b>\$ 1,132,858.42</b>	<b>\$ 1,214,108.00</b>	<b>\$ 1,297,971.00</b>	<b>\$ 83,863.00</b>	<b>6.9%</b>

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**HUMAN RESOURCES DEPARTMENT  
01-04**

Located in City Hall, 3800 University Boulevard

**Four Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
Director of Human Resources	1	1	1
Human Resources Assistant	1	1	1
Senior Human Resources Specialist	0	0	1
Human Resources Clerk	0	0	1

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

**Human Resources**

- **Benefits, Compensation & Classification:** HR provides support to all departments in the areas of employee benefits provision, salary administration, classification of positions, application of overtime rules (FLSA), market surveys and other topics connected to employee compensation and work status.
- **Recruitment & Retention:** HR works to recruit and retain qualified individuals to meet the service needs of the University Park community. All employment opportunities are posted on our website. The City of University Park provides equal employment opportunities (EEO).
- **Employee Development:** Our department works to promote the professional and academic growth of our employees through our tuition reimbursement program, higher education learning partnerships, and numerous training opportunities. The University Park Civic Foundation works with the HR Department to administer a sponsored scholarship program for the dependents of University Park employees.
- **Risk Management:** The Human Resources Department seeks to promote a safe and healthy workplace and community through the supervision of the City's Safety initiatives, safety training, risk strategy development, and by facilitating both the Property Casualty and Liability and Worker's Compensation Citizen Committees. Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is the City's insurance coverage administrator.
- **Film Permits:** The HR Department manages film permit applications and issues film permits for commercial filming and photography in the City.

<b>City of University Park</b> <b>HUMAN RESOURCES DEPARTMENT</b> <b>01-04</b>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT</b>						
1001	REGULAR EARNINGS	\$ 136,696.57	\$ 173,701.00	\$ 259,559.00	\$ 85,858.00	49.4%
1002	OVERTIME EARNINGS	1,023.47	-	-	\$ -	0.0%
1005	LONGEVITY PAY	1,139.08	1,137.00	1,309.00	\$ 172.00	15.1%
1007	CAR ALLOWANCE	3,000.00	-	7,200.00	\$ 7,200.00	0.0%
1009	CELL PHONE ALLOWANCE	805.00	840.00	1,680.00	\$ 840.00	100.0%
1110	EMPLOYERS SHARE F.I.C.A.	10,147.38	13,375.00	19,859.00	\$ 6,484.00	48.5%
1120	EMPLOYERS SHARE T.M.R.S.	12,373.68	16,065.00	26,760.00	\$ 10,695.00	66.6%
1130	INSURANCE-EMPLOYEE LIFE	700.48	1,000.00	900.00	\$ (100.00)	-10.0%
1131	INSURANCE-WORKMENS COMP	171.96	140.00	216.00	\$ 76.00	54.3%
1135	HEALTH INSURANCE	20,724.78	28,236.00	42,672.00	\$ 14,436.00	51.1%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 186,782.40</b>	<b>\$ 234,494.00</b>	<b>\$ 360,155.00</b>	<b>\$ 125,661.00</b>	<b>53.6%</b>
2100	OFFICE SUPPLIES	\$ 3,316.75	\$ 1,000.00	\$ 1,000.00	\$ -	0%
2318	COMPUTER SUPPLIES	-	1,000.00	1,000.00	-	0%
<b>SUPPLIES</b>		<b>\$ 3,316.75</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>0%</b>
3010	POSTAGE	\$ 65.80	\$ 250.00	\$ 150.00	\$ (100.00)	-40.0%
3060	PROFESSIONAL SERVICES/FEES	48,115.90	29,190.00	10,400.00	\$ (18,790.00)	-64.4%
3063	PROGRAMMING/MAINTENANCE	26,208.34	32,996.00	-	\$ (32,996.00)	-100.0%
3113	PUBLICATIONS/PRINTING	552.44	1,000.00	1,000.00	\$ -	0.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 74,942.48</b>	<b>\$ 63,436.00</b>	<b>\$ 11,550.00</b>	<b>\$ (51,886.00)</b>	<b>-81.8%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 2,758.98	\$ 1,300.00	\$ 2,700.00	\$ 1,400.00	107.7%
4120	TELEPHONE SERVICE	796.19	256.00	297.00	41.00	16.0%
<b>UTILITIES</b>		<b>\$ 3,555.17</b>	<b>\$ 1,556.00</b>	<b>\$ 2,997.00</b>	<b>\$ 1,441.00</b>	<b>92.6%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,355.04	\$ 1,355.00	\$ 92.00	\$ (1,263.00)	-93.2%
5506	INSURANCE-GEN'L LIABILITY	180.00	180.00	114.00	(66.00)	-36.7%
<b>INSURANCE</b>		<b>\$ 1,535.04</b>	<b>\$ 1,535.00</b>	<b>\$ 206.00</b>	<b>\$ (1,329.00)</b>	<b>-86.6%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 117.96	\$ 117.00	\$ 53.00	\$ (64.00)	-54.7%
6200	EQUIP REPAIRS/NON VEHICLE	-	-	200.00	\$ 200.00	0.0%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	-	-	31,910.00	\$ 31,910.00	0.0%
7110	EMPLOYEE RECOGNITION	12,285.55	18,508.00	21,710.00	\$ 3,202.00	17.3%
7150	DUES & SUBSCRIPTIONS	1,124.00	1,669.00	1,115.00	\$ (554.00)	-33.2%
7170	TRAVEL EXPENSE	60.05	1,850.00	2,200.00	\$ 350.00	18.9%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	929.02	-	4,084.00	\$ 4,084.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	26,115.00	\$ 26,115.00	0.0%
7221	OTHER EXPENSE	3,781.35	3,700.00	500.00	\$ (3,200.00)	-86.5%
7240	TUITION & TRAINING	5,566.59	25,100.00	25,700.00	\$ 600.00	2.4%
7245	TUITION REIMBURSEMENT	12,410.86	18,000.00	20,000.00	\$ 2,000.00	11.1%
<b>OTHER EXPENSE</b>		<b>\$ 36,275.38</b>	<b>\$ 68,944.00</b>	<b>\$ 133,587.00</b>	<b>\$ 64,643.00</b>	<b>93.8%</b>
<b>DEPARTMENT 04 - HUMAN RESOURCES</b>		<b>\$ 306,407.22</b>	<b>\$ 371,965.00</b>	<b>\$ 510,495.00</b>	<b>\$ 138,530.00</b>	<b>37.2%</b>

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**TECHNOLOGY SERVICES DEPARTMENT**  
**46-05**

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

**Seven Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Srvs	1	1	1
GIS Coordinator	1	1	1
Network Support Specialist	1	1	1
Applications Support Analyst	1	1	1
ERP Systems Analyst	0	0	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 Office suite and primarily utilize a Web Browser User Interface.

The primary financial applications include General Ledger, Revenue Accounting, Purchasing, Capital Projects, Financial Reporting, Utility Billing, Human Resources, and Payroll.

The Public Safety applications include Computer-aided Dispatch for Police, Fire, and EMS, Crimes Management, Fires Management, Mobile Data Computing, Field Incident Reporting, Field Accident Reporting, the Municipal Court system, and Direct Alarm Monitoring.

The City's ESRI Enterprise GIS (Geographic Information System) is directly linked to the Community Development application in support of planning, permitting, code enforcement, and their associated inspections.

Information Services also supports a variety of applications related to document imaging and management, Police digital video, Internet access, Engineering, Public Works, Parks, and Equipment Services.

The network-computing environment consists of approximately 200 desktop users, 55 servers, and 40 mobile data computers.

<h2 style="margin: 0;">City of University Park</h2> <h3 style="margin: 0;">INFORMATION SERVICES DEPARTMENT</h3> <h4 style="margin: 0;">01-05</h4>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 05 - INFORMATION SERVICES</b>						
1001	REGULAR EARNINGS	\$ 654,947.73	\$ 662,836.00	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	2,095.02	2,377.00	-	\$ (2,377.00)	-100.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	-	\$ (7,200.00)	-100.0%
1009	CELL PHONE ALLOWANCE	3,465.00	3,360.00	-	\$ (3,360.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	47,605.87	50,460.00	-	\$ (50,460.00)	-100.0%
1120	EMPLOYERS SHARE T.M.R.S.	67,555.03	61,774.00	-	\$ (61,774.00)	-100.0%
1130	INSURANCE-EMPLOYEE LIFE	3,508.08	3,300.00	-	\$ (3,300.00)	-100.0%
1131	INSURANCE-WORKMENS COMP	530.04	540.00	-	\$ (540.00)	-100.0%
1135	HEALTH INSURANCE	85,632.84	86,616.00	-	\$ (86,616.00)	-100.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 872,539.61</b>	<b>\$ 878,463.00</b>	<b>\$ -</b>	<b>\$ (878,463.00)</b>	<b>-100.0%</b>
2100	OFFICE SUPPLIES	\$ 460.24	\$ 250.00	\$ -	\$ (250.00)	-100.0%
2318	COMPUTER SUPPLIES	3,407.70	2,600.00	-	\$ (2,600.00)	-100.0%
<b>SUPPLIES</b>		<b>\$ 3,867.94</b>	<b>\$ 2,850.00</b>	<b>\$ -</b>	<b>\$ (2,850.00)</b>	<b>-100.0%</b>
3010	POSTAGE	\$ 100.27	\$ 100.00	\$ -	\$ (100.00)	-100.0%
3060	PROFESSIONAL SERVICES/FEES	75,513.19	50,000.00	-	\$ (50,000.00)	-100.0%
3063	PROGRAMMING/MAINTENANCE	177,609.18	171,488.00	-	\$ (171,488.00)	-100.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 253,222.64</b>	<b>\$ 221,588.00</b>	<b>\$ -</b>	<b>\$ (221,588.00)</b>	<b>-100.0%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 4,348.26	\$ 7,400.00	\$ -	\$ (7,400.00)	-100.0%
4120	TELEPHONE SERVICE	100,260.60	88,605.00	-	(88,605.00)	-100.0%
<b>UTILITIES</b>		<b>\$ 104,608.86</b>	<b>\$ 96,005.00</b>	<b>\$ -</b>	<b>\$ (96,005.00)</b>	<b>-100.0%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 3,252.00	\$ 3,252.00	\$ -	\$ (3,252.00)	-100.0%
5506	INSURANCE-GEN'L LIABILITY	432.00	432.00	-	(432.00)	-100.0%
<b>INSURANCE</b>		<b>\$ 3,684.00</b>	<b>\$ 3,684.00</b>	<b>\$ -</b>	<b>\$ (3,684.00)</b>	<b>-100.0%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 26,991.64	\$ 8,500.00	\$ -	\$ (8,500.00)	-100.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 26,991.64</b>	<b>\$ 8,500.00</b>	<b>\$ -</b>	<b>\$ (8,500.00)</b>	<b>-100.0%</b>
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 141.00	\$ 141.00	\$ -	\$ (141.00)	-100.0%
7150	DUES & SUBSCRIPTIONS	175.00	225.00	-	\$ (225.00)	-100.0%
7170	TRAVEL EXPENSE	2,916.14	5,800.00	-	\$ (5,800.00)	-100.0%
7201	COMPUTER EQT UNDER \$5000	43,844.22	9,705.00	-	\$ (9,705.00)	-100.0%
7202	MICRO COMPUTER SOFTWARE	26,431.31	25,000.00	-	\$ (25,000.00)	-100.0%
7221	OTHER EXPENSE	338.99	225.00	-	\$ (225.00)	-100.0%
7240	TUITION & TRAINING	4,375.61	9,350.00	-	\$ (9,350.00)	-100.0%
<b>OTHER EXPENSE</b>		<b>\$ 78,222.27</b>	<b>\$ 50,446.00</b>	<b>\$ -</b>	<b>\$ (50,446.00)</b>	<b>-100.0%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ 16,453.06	\$ -	\$ -	\$ -	0.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ 16,453.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT 05 - INFORMATION SERVICES</b>		<b>\$ 1,359,590.02</b>	<b>\$ 1,261,536.00</b>	<b>\$ -</b>	<b>\$ (1,261,536.00)</b>	<b>-100.0%</b>

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**LIBRARY  
01-06**

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

**Eight Employees:**  
Four Full Time  
Four Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
Library Director	1	1	1
Technical Services Librarian	1	1	1
Children's Librarian	1	1	1
Circulation Assistant	1	1	1
Circulation Assistant, PT	3	3	4

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>City of University Park</b> <b>LIBRARY DEPARTMENT</b> <b>01-06</b>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 06 - LIBRARY</b>						
1001	REGULAR EARNINGS	\$ 372,190.27	\$ 420,839.00	\$ 429,202.00	\$ 8,363.00	2.0%
1005	LONGEVITY PAY	830.31	1,461.00	1,500.00	\$ 39.00	2.7%
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.	28,359.00	32,856.00	33,500.00	\$ 644.00	2.0%
1120	EMPLOYERS SHARE T.M.R.S.	33,610.20	32,165.00	31,481.00	\$ (684.00)	-2.1%
1130	INSURANCE-EMPLOYEE LIFE	1,811.16	1,700.00	1,800.00	\$ 100.00	5.9%
1131	INSURANCE-WORKMENS COMP	318.00	345.00	350.00	\$ 5.00	1.4%
1135	HEALTH INSURANCE	41,066.54	43,308.00	43,308.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 486,225.48</b>	<b>\$ 540,714.00</b>	<b>\$ 549,181.00</b>	<b>\$ 8,467.00</b>	<b>1.6%</b>
2100	OFFICE SUPPLIES	\$ 2,805.09	\$ 4,790.00	\$ 4,920.00	\$ 130.00	2.7%
2318	COMPUTER SUPPLIES	303.75	270.00	980.00	\$ 710.00	263.0%
2350	SUPPLIES & MATERIALS	3,327.28	8,090.00	8,050.00	\$ (40.00)	-0.5%
2355	LIBRARY MATERIALS	88,749.27	95,000.00	95,600.00	\$ 600.00	0.6%
<b>SUPPLIES</b>		<b>\$95,185.39</b>	<b>\$108,150.00</b>	<b>\$109,550.00</b>	<b>\$1,400.00</b>	<b>1.3%</b>
3010	POSTAGE	\$ 429.29	\$ 600.00	\$ 800.00	\$ 200.00	33.3%
3060	PROFESSIONAL SERVICES/FEES	3,890.60	1,500.00	4,600.00	\$ 3,100.00	206.7%
3063	PROGRAMMING/MAINTENANCE	43,174.03	48,542.00	-	\$ (48,542.00)	-100.0%
3113	PUBLICATIONS/PRINTING	-	3,000.00	4,900.00	\$ 1,900.00	63.3%
3115	CONTRACT MAINTENANCE	97,363.64	104,100.00	100,000.00	\$ (4,100.00)	-3.9%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 144,857.56</b>	<b>\$ 157,742.00</b>	<b>\$ 110,300.00</b>	<b>\$ (47,442.00)</b>	<b>-30.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 16,146.77	\$ 17,300.00	\$ 19,200.00	\$ 1,900.00	11.0%
4120	TELEPHONE SERVICE	11,506.41	1,860.00	1,886.00	26.00	1.4%
<b>UTILITIES</b>		<b>\$ 27,653.18</b>	<b>\$ 19,160.00</b>	<b>\$ 21,086.00</b>	<b>\$ 1,926.00</b>	<b>10.1%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 2,739.96	\$ 2,710.00	\$ 184.00	\$ (2,526.00)	-93.2%
5506	INSURANCE-GEN'L LIABILITY	330.00	360.00	229.00	\$ (131.00)	-36.4%
5510	INSURANCE-BLDG & CONTENTS	-	2,500.00	-	\$ (2,500.00)	-100.0%
<b>INSURANCE</b>		<b>\$ 3,069.96</b>	<b>\$ 5,570.00</b>	<b>\$ 413.00</b>	<b>\$ (5,157.00)</b>	<b>-92.6%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.0%
<b>OUTSIDE SERVICES</b>		<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,000.00</b>	<b>50.0%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 800.04	\$ 797.00	\$ 1,165.00	\$ 368.00	46.2%
6201	ALLOCATED INFOFRMATION SERVICES OPERATIONS	-	-	16,860.00	\$ 16,860.00	0.0%
7150	DUES & SUBSCRIPTIONS	497.96	1,102.00	947.00	\$ (155.00)	-14.1%
7170	TRAVEL EXPENSE	2,936.38	2,700.00	2,000.00	\$ (700.00)	-25.9%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	39.39	-	8,169.00	\$ 8,169.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	1,875.71	2,365.00	58,000.00	\$ 55,635.00	2352.4%
7221	OTHER EXPENSE	218.49	480.00	365.00	\$ (115.00)	-24.0%
7240	TUITION & TRAINING	700.00	1,970.00	2,520.00	\$ 550.00	27.9%
<b>OTHER EXPENSE</b>		<b>\$ 7,067.97</b>	<b>\$ 9,414.00</b>	<b>\$ 90,026.00</b>	<b>\$ 80,612.00</b>	<b>856.3%</b>
<b>DEPARTMENT Total: 06 - LIBRARY</b>		<b>\$ 764,059.54</b>	<b>\$ 842,750.00</b>	<b>\$ 883,556.00</b>	<b>\$ 40,806.00</b>	<b>4.8%</b>

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**MUNICIPAL COURT  
01-10**

Located in City Hall, 3800 University Boulevard

**Four Employees:**

Two Full Time

Two Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</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 FY2021 totaled \$178,325 from traffic and other fines and \$75,160 from parking tickets. A total of 3,069 citations were filed with the municipal court last year, and 188 warrants were drafted in fiscal year 2021.

# City of University Park

## MUNICIPAL COURT

01-10

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 10 - MUNICIPAL COURT</b>						
1001	REGULAR EARNINGS	\$ 246,956.76	\$ 250,330.00	\$ 255,058.00	\$ 4,728.00	1.9%
1002	OVERTIME EARNINGS	1,424.01	7,000.00	4,500.00	\$ (2,500.00)	-35.7%
1005	LONGEVITY PAY	1,333.09	3,822.00	3,918.00	\$ 96.00	2.5%
1110	EMPLOYERS SHARE F.I.C.A.	16,800.98	19,979.00	20,157.00	\$ 178.00	0.9%
1120	EMPLOYERS SHARE T.M.R.S.	15,908.67	15,204.00	14,645.00	\$ (559.00)	-3.7%
1130	INSURANCE-EMPLOYEE LIFE	829.20	1,000.00	900.00	\$ (100.00)	-10.0%
1131	INSURANCE-WORKMENS COMP	206.04	210.00	211.00	\$ 1.00	0.5%
1135	HEALTH INSURANCE	57,088.56	57,744.00	57,744.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 340,547.31</b>	<b>\$ 355,289.00</b>	<b>\$ 357,133.00</b>	<b>\$ 1,844.00</b>	<b>0.5%</b>
2100	OFFICE SUPPLIES	\$ 1,294.76	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%
2350	SUPPLIES & MATERIALS	3.29	450.00	-	\$ (450.00)	-100.0%
<b>SUPPLIES</b>		<b>\$ 1,298.05</b>	<b>\$ 2,450.00</b>	<b>\$ 2,000.00</b>	<b>\$ (450.00)</b>	<b>-18.4%</b>
3010	POSTAGE	\$ 2,812.65	\$ 3,650.00	\$ 3,000.00	\$ (650.00)	-17.8%
3060	PROFESSIONAL SERVICES/FEES	21,677.80	29,000.00	26,600.00	\$ (2,400.00)	-8.3%
3063	PROGRAMMING/MAINTENANCE	37,975.92	38,755.00	-	\$ (38,755.00)	-100.0%
3113	PUBLICATIONS/PRINTING	238.98	4,900.00	1,000.00	\$ (3,900.00)	-79.6%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 62,705.35</b>	<b>\$ 76,305.00</b>	<b>\$ 30,600.00</b>	<b>\$ (45,705.00)</b>	<b>-59.9%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 1,839.32	\$ 1,000.00	\$ 1,800.00	\$ 800.00	80.0%
4120	TELEPHONE SERVICE	957.71	512.00	590.00	\$ 78.00	15.2%
<b>UTILITIES</b>		<b>\$ 2,797.03</b>	<b>\$ 1,512.00</b>	<b>\$ 2,390.00</b>	<b>\$ 878.00</b>	<b>58.1%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 1,626.00	\$ 1,626.00	\$ 92.00	\$ (1,534.00)	-94.3%
5506	INSURANCE-GEN'L LIABILITY	216.00	216.00	114.00	\$ (102.00)	-47.2%
<b>INSURANCE</b>		<b>\$ 1,842.00</b>	<b>\$ 1,842.00</b>	<b>\$ 206.00</b>	<b>\$ (1,636.00)</b>	<b>-88.8%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,863.00	\$ 1,115.00	\$ 1,115.00	\$ -	0.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 1,863.00</b>	<b>\$ 1,115.00</b>	<b>\$ 1,115.00</b>	<b>\$ -</b>	<b>0.0%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 188.04	\$ 187.00	\$ 35.00	\$ (152.00)	-81.3%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	-	-	23,383.00	\$ 23,383.00	0.0%
7150	DUES AND SUBSCRIPTIONS	-	120.00	-	\$ (120.00)	-100.0%
7170	TRAVEL EXPENSE	1,601.41	3,200.00	6,900.00	\$ 3,700.00	115.6%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	5,057.00	\$ 5,057.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	40,659.00	\$ 40,659.00	0.0%
7221	OTHER EXPENSE	292.97	456.00	280.00	\$ (176.00)	-38.6%
7240	TUITION & TRAINING	500.00	3,250.00	2,950.00	\$ (300.00)	-9.2%
<b>OTHER EXPENSE</b>		<b>\$ 2,582.42</b>	<b>\$ 7,213.00</b>	<b>\$ 79,264.00</b>	<b>\$ 72,051.00</b>	<b>998.9%</b>
<b>DEPARTMENT Total: 10 -MUNICIPAL COURT</b>		<b>\$ 413,635.16</b>	<b>\$ 445,726.00</b>	<b>\$ 472,708.00</b>	<b>\$ 26,982.00</b>	<b>6.1%</b>

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**REVENUE – GENERAL FUND  
01-11**

**No Employees**

The General Fund has a wide variety of revenue sources. Property tax revenues, set at 26.4388 cents per \$100 taxable value, the single greatest revenue source; comprise 64% of the General Fund's \$35,665,065 revenue and 36% of the \$57,041,785 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 14% of the City's General Fund revenues are derived from City sales tax. The total tax rate of 8.25% includes 6.25% for the State of Texas, 1% for Dallas Area Rapid Transit, and 1% for the City.

**Franchise fees** – About 5% 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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<h1 style="margin: 0;">City of University Park</h1> <h2 style="margin: 0;">REVENUE</h2> <h3 style="margin: 0;">01-11</h3>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
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**FUND: 01 - GEN FUND: 01 - GENERAL FUND**  
**DEPARTMENT: DEPARTMENT: 11 - REVENUE**

3000	TAXES-CURRENT YEAR	\$ 21,276,851.26	\$ 22,160,883.00	\$ 22,717,630.00	\$ 556,747.00	2.5%
3050	DELINQUENT TAXES - LESS THAN 10	12,743.02	30,000.00	35,000.00	\$ 5,000.00	16.7%
	DELINQUENT TAXES - MORE THAN 10					
3055	YRS	316.39	10,000.00	5,000.00	\$ (5,000.00)	-50.0%
3098	PENALTY/INTEREST ON TAXES	88,528.37	80,000.00	90,000.00	\$ 10,000.00	12.5%
3099	ATTORNEY FEES-TAXES	20,512.92	10,000.00	15,000.00	\$ 5,000.00	50.0%
<b>PROPERTY TAXES</b>		<b>\$ 21,398,951.96</b>	<b>\$ 22,290,883.00</b>	<b>\$ 22,862,630.00</b>	<b>\$ 571,747.00</b>	<b>2.6%</b>

3109	UTILITY FUND CONTRIBUTION	\$ 800,000.04	\$ 800,000.00	\$ 600,000.00	\$ (200,000.00)	-25.0%
<b>TRANSFERS FROM OTHER FUNDS</b>		<b>\$ 800,000.04</b>	<b>\$ 800,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ (200,000.00)</b>	<b>-25.0%</b>

3150	CITY SALES TAX	\$ 4,546,741.63	\$ 4,550,000.00	\$ 4,750,000.00	\$ 200,000.00	4.4%
3155	MIXED BEVERAGE TAX	208,417.48	240,000.00	270,000.00	\$ 30,000.00	12.5%
<b>SALES TAX</b>		<b>\$ 4,755,159.11</b>	<b>\$ 4,790,000.00</b>	<b>\$ 5,020,000.00</b>	<b>\$ 230,000.00</b>	<b>4.8%</b>

3200	T U ELECTRIC	\$ 812,889.13	\$ 900,000.00	\$ 850,000.00	\$ (50,000.00)	-5.6%
3201	CELL NODE FRANCHISE FEE	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.0%
3202	AT&T FRANCHISE	234,272.46	425,000.00	350,000.00	\$ (75,000.00)	-17.6%
3203	GAS FRANCHISE FEE	402,212.67	425,000.00	425,000.00	\$ -	0.0%
3204	CHARTER FRANCHISE	91,454.96	85,000.00	85,000.00	\$ -	0.0%
3205	WASTE FRANCHISE FEES	43,178.55	45,000.00	45,000.00	\$ -	0.0%
<b>FRANCHISE FEES</b>		<b>\$ 1,584,007.77</b>	<b>\$ 1,880,000.00</b>	<b>\$ 1,760,000.00</b>	<b>\$ (120,000.00)</b>	<b>-6.4%</b>

3300	BUILDING PERMITS	\$ 1,635,532.05	\$ 1,600,000.00	\$ 1,600,000.00	\$ -	0.0%
3302	CONTRACTORS LICNSE/PERMIT	-	-	-	\$ -	0.0%
3303	ANIMAL CONTROL TAGS/FEES	7,097.00	10,000.00	10,000.00	\$ -	0.0%
3304	HEALTH/FOOD PERMIT	42,050.00	40,000.00	45,000.00	\$ 5,000.00	12.5%
3305	FILMING PERMITS	625.00	2,000.00	1,000.00	\$ (1,000.00)	-50.0%
	FIRE PERMITS/REVENUE	40,782.06	40,000.00	40,000.00	\$ -	0.0%
	FIRE WATCH	-	-	-	\$ -	0.0%
3306	MISC PARK REVENUE	-	-	-	\$ -	0.0%
<b>PERMITS/LICENSES</b>		<b>\$ 1,726,086.11</b>	<b>\$ 1,692,000.00</b>	<b>\$ 1,696,000.00</b>	<b>\$ 4,000.00</b>	<b>0.2%</b>

3400	TRAFFIC FINES	\$ 245,291.15	\$ 350,000.00	\$ 350,000.00	\$ -	0.0%
3403	CROSS'G GUARD(CHILD SFTY)	40,085.30	35,000.00	40,000.00	\$ 5,000.00	14.3%
3404	PARKING TICKETS	150,915.00	200,000.00	200,000.00	\$ -	0.0%
3411	CAPIAS WARRANT REVENUE	(1,582.57)	-	-	\$ -	0.0%
3412	RED LIGHT CAMERA REVENUE	-	-	-	\$ -	0.0%
3420	LIBRARY FINES AND FEES	6,330.53	10,000.00	10,000.00	\$ -	0.0%
3912	CODE VIOLATION	5,124.00	7,500.00	7,500.00	\$ -	0.0%
<b>FINES</b>		<b>\$ 446,163.41</b>	<b>\$ 602,500.00</b>	<b>\$ 607,500.00</b>	<b>\$ 5,000.00</b>	<b>0.8%</b>

3308	POLICE REVENUE	\$ 48,000.00	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	10.0%
3401	WRECKER FEES	2,788.00	3,000.00	3,000.00	\$ -	0.0%
3405	ALARM BILLING	77,723.01	75,000.00	75,000.00	\$ -	0.0%
3406	FALSE ALARM FEES	7,950.00	10,000.00	10,000.00	\$ -	0.0%
3408	AMBULANCE FEES	240,200.30	350,000.00	350,000.00	\$ -	0.0%
3409	911 SERVICE FEES	55,934.43	75,000.00	75,000.00	\$ -	0.0%
3410	911 SERVICE FEES-WIRELESS	125,067.46	115,000.00	125,000.00	\$ 10,000.00	8.7%
3425	LIBRARY ROOM RENTAL	4,445.00	15,000.00	15,000.00	\$ -	0.0%
3499	DIRECT ALARM REVENUE	991,360.18	970,000.00	1,000,000.00	\$ 30,000.00	3.1%
<b>FEES</b>		<b>\$ 1,553,468.38</b>	<b>\$ 1,663,000.00</b>	<b>\$ 1,708,000.00</b>	<b>\$ 45,000.00</b>	<b>2.7%</b>

3510	TENNIS & FIELD PERMITS	\$ 30,305.00	\$ 35,000.00	\$ 35,000.00	\$ -	0.0%
3511	SWIM POOL PERMIT-RESIDENT	56,125.00	125,000.00	125,000.00	\$ -	0.0%
3512	SWIM POOL PERMIT-NONRES	-	8,000.00	7,500.00	\$ (500.00)	-6.3%
3513	SWIM POOL PRMTS GATE RCPT	-	110,000.00	125,000.00	\$ 15,000.00	13.6%
3514	SWIMMING POOL CONCESSIONS	-	100,000.00	100,000.00	\$ -	0.0%
3515	SWIM LESSONS	-	40,000.00	40,000.00	\$ -	0.0%
3516	SWIMMING POOL RETAIL	-	3,500.00	3,500.00	\$ -	0.0%
<b>PARK/POOL REVENUE</b>		<b>\$ 86,430.00</b>	<b>\$ 421,500.00</b>	<b>\$ 436,000.00</b>	<b>\$ 14,500.00</b>	<b>3.4%</b>

City of University Park						
REVENUE						
01-11						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
3745	FIRE GRANTS/DONATIONS	12,000.00	8,000.00	12,000.00	\$ 4,000.00	50.0%
	<b>FIRE GRANTS/DONATIONS</b>	<b>\$ 12,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 4,000.00</b>	<b>50.0%</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	\$ 1,047,054.17	\$ 300,000.00	\$ 300,000.00	\$ -	0.0%
	<b>INTEREST EARNINGS</b>	<b>\$ 1,047,054.17</b>	<b>\$ 300,000.00</b>	<b>\$ 300,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
3535	UTILITY CAP OFF	\$ 21,150.00	\$ 22,500.00	\$ 22,500.00	\$ -	0.0%
3901	RENT	78,823.03	120,000.00	150,000.00	\$ 30,000.00	25.0%
3911	COPIES	168.00	500.00	750.00	\$ 250.00	50.0%
3920	FOTL CONTRIBUTION	-	50,000.00	50,000.00	\$ -	0.0%
3999	OTHER REVENUE	141,585.93	150,000.00	439,685.00	\$ 289,685.00	193.1%
	<b>OTHER REVENUE</b>	<b>\$ 241,726.96</b>	<b>\$ 343,000.00</b>	<b>\$ 662,935.00</b>	<b>\$ 319,935.00</b>	<b>93.3%</b>
	<b>DEPARTMENT 11 - REVENUE</b>	<b>\$ 33,651,047.91</b>	<b>\$ 34,790,883.00</b>	<b>\$ 35,665,065.00</b>	<b>\$ 874,182.00</b>	<b>2.5%</b>

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**COMMUNITY DEVELOPMENT DEPARTMENT  
01-19**

Located in the Peek Service Center, 4420 Worcola Street

**Ten Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
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 2021, the Department issued a total of 2,416 permits with permit fees totaling \$1,932,115.83. A total of 58 permits were issued for new residential construction and 174 permits were issued for residential addition/remodel and repair. The department field staff conducted 7,373 inspections for the year ended September 30, 2021.



<h2 style="margin: 0;">City of University Park</h2> <h3 style="margin: 0;">COMMUNITY DEVELOPMENT DEPARTMENT</h3> <p style="margin: 0;">01-19</p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 19 - COMMUNITY DEVELOPMENT</b>						
1001	REGULAR EARNINGS	\$ 827,167.55	\$ 844,053.00	\$ 871,561.00	\$ 27,508.00	3.3%
1002	OVERTIME EARNINGS	-	1,000.00	-	(1,000.00)	-100.0%
1005	LONGEVITY PAY	3,069.01	3,492.00	3,920.00	428.00	12.3%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	-	0.0%
1009	CELL PHONE ALLOWANCE	4,680.00	4,680.00	4,680.00	-	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	60,607.55	64,487.00	66,589.00	2,102.00	3.3%
1120	EMPLOYERS SHARE T.M.R.S.	85,172.09	78,659.00	77,094.00	(1,565.00)	-2.0%
1130	INSURANCE-EMPLOYEE LIFE	4,400.64	3,900.00	4,400.00	500.00	12.8%
1131	INSURANCE-WORKMENS COMP	1,643.04	1,674.00	1,724.00	50.00	3.0%
1135	HEALTH INSURANCE	142,721.40	144,360.00	144,360.00	-	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 1,136,661.28</b>	<b>\$ 1,153,505.00</b>	<b>\$ 1,181,528.00</b>	<b>\$ 28,023.00</b>	<b>2.4%</b>
2029	CLOTHING ALLOWANCE	\$ 1,889.79	\$ 1,990.00	\$ 1,905.00	\$ (85.00)	-4.3%
2100	OFFICE SUPPLIES	4,248.23	5,000.00	6,000.00	1,000.00	20.0%
2318	COMPUTER SUPPLIES	-	3,000.00	-	(3,000.00)	-100.0%
2320	GAS, OIL & GREASE	2,097.80	2,746.00	2,709.00	(37.00)	-1.3%
2350	SUPPLIES & MATERIALS	3,101.07	2,000.00	2,000.00	-	0.0%
<b>SUPPLIES</b>		<b>\$ 11,336.89</b>	<b>\$ 14,736.00</b>	<b>\$ 12,614.00</b>	<b>\$ (2,122.00)</b>	<b>-14.4%</b>
3003	BOARD MEETINGS	\$ 701.80	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%
3010	POSTAGE	2,871.35	3,800.00	3,200.00	(600.00)	-15.8%
3060	PROFESSIONAL SERVICES/FEEES	21,857.08	45,000.00	20,000.00	(25,000.00)	-55.6%
3063	PROGRAMMING/MAINTENANCE	31,335.68	23,330.00	-	(23,330.00)	-100.0%
3113	PUBLICATIONS/PRINTING	4,989.58	7,000.00	8,000.00	1,000.00	14.3%
<b>PROFESSIONAL SERVICES/FEEES</b>		<b>\$ 61,755.49</b>	<b>\$ 80,130.00</b>	<b>\$ 32,200.00</b>	<b>\$ (47,930.00)</b>	<b>-59.8%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 3,532.11	\$ 2,300.00	\$ 2,900.00	\$ 600.00	26.1%
4120	TELEPHONE SERVICE	3,408.90	2,570.00	2,670.00	100.00	3.9%
<b>UTILITIES</b>		<b>\$ 6,941.01</b>	<b>\$ 4,870.00</b>	<b>\$ 5,570.00</b>	<b>\$ 700.00</b>	<b>14.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 1,611.96	\$ 1,612.00	\$ 4,316.00	\$ 2,704.00	167.7%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	4,878.96	4,879.00	460.00	(4,419.00)	-90.6%
5506	INSURANCE-GEN'L LIABILITY	648.00	648.00	572.00	(76.00)	-11.7%
<b>INSURANCE</b>		<b>\$ 7,138.92</b>	<b>\$ 7,139.00</b>	<b>\$ 5,348.00</b>	<b>\$ (1,791.00)</b>	<b>-25.1%</b>
6190	AUTO REPAIRS	\$ 1,996.18	\$ 1,500.00	\$ 1,800.00	\$ 300.00	20.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	10,063.00	10,324.00	10,106.00	(218.00)	-2.1%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	-	-	54,711.00	54,711.00	0.0%
7150	DUES & SUBSCRIPTIONS	1,725.99	1,425.00	1,465.00	40.00	2.8%
7170	TRAVEL EXPENSE	-	1,200.00	1,200.00	-	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	1,310.00	-	15,560.00	15,560.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	23,543.00	23,543.00	0.0%
7221	OTHER EXPENSE	104.00	1,000.00	1,000.00	-	0.0%
7240	TUITION & TRAINING	2,029.00	8,432.00	8,678.00	246.00	2.9%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	6,933.00	5,902.00	5,902.00	-	0.0%
<b>OTHER EXPENSE</b>		<b>\$ 24,161.17</b>	<b>\$ 29,783.00</b>	<b>\$ 123,965.00</b>	<b>\$ 94,182.00</b>	<b>316.2%</b>
<b>DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT</b>		<b>\$ 1,247,994.76</b>	<b>\$ 1,290,163.00</b>	<b>\$ 1,361,225.00</b>	<b>\$ 71,062.00</b>	<b>5.5%</b>

**ENGINEERING DEPARTMENT  
01-20**

Located in the Peek Service Center, 4420 Worcola Street

**Seven Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019 - 2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Director of Public Works	1	1	1
City Engineer	1	1	1
Construction Inspector	2	3	2
Right of Way Coordinator	0	0	1
Asset Management Coordinator	0	0	1
Construction Supervisor	0	0	1
Civil Engineer	0	0	0
CIP Coordinator	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 \$120 million in projects have been completed. This division is responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries.

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**City of University Park**  
ENGINEERING DEPARTMENT  
01-20

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2021 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 20 - ENGINEERING</b>						
1001	REGULAR EARNINGS	\$ 557,712.60	\$ 548,914.00	\$ 614,729.00	\$ 65,815.00	12.0%
1002	OVERTIME EARNINGS	1,699.29	2,000.00	1,500.00	\$ (500.00)	-25.0%
1005	LONGEVITY PAY	3,639.86	2,639.00	2,824.00	\$ 185.00	7.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	2,810.00	2,040.00	2,280.00	\$ 240.00	11.8%
1110	EMPLOYERS SHARE F.I.C.A.	38,721.92	39,677.00	44,681.00	\$ 5,004.00	12.6%
1120	EMPLOYERS SHARE T.M.R.S.	57,555.05	51,452.00	54,607.00	\$ 3,155.00	6.1%
1130	INSURANCE-EMPLOYEE LIFE	2,956.76	1,900.00	3,000.00	\$ 1,100.00	57.9%
1131	INSURANCE-WORKMENS COMP	668.04	894.00	891.00	\$ (3.00)	-0.3%
1135	HEALTH INSURANCE	55,940.18	57,108.00	71,544.00	\$ 14,436.00	25.3%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 728,903.70</b>	<b>\$ 713,824.00</b>	<b>\$ 803,256.00</b>	<b>\$ 89,432.00</b>	<b>12.5%</b>
2029	CLOTHING ALLOWANCE	\$ 1,194.47	\$ 2,271.00	\$ 2,466.00	\$ 195.00	8.6%
2100	OFFICE SUPPLIES	411.32	1,020.00	2,360.00	\$ 1,340.00	131.4%
2318	COMPUTER SUPPLIES	503.17	1,224.00	-	\$ (1,224.00)	-100.0%
2320	GAS, OIL & GREASE	1,211.89	2,161.00	2,132.00	\$ (29.00)	-1.3%
2350	SUPPLIES & MATERIALS	860.16	1,530.00	1,530.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 4,181.01</b>	<b>\$ 8,206.00</b>	<b>\$ 8,488.00</b>	<b>\$ 282.00</b>	<b>3.4%</b>
3010	POSTAGE	\$ 9.40	\$ 50.00	\$ 250.00	\$ 200.00	400.0%
3060	PROFESSIONAL SERVICES/FEES	65,884.50	24,000.00	24,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	14,081.69	15,148.00	-	\$ (15,148.00)	-100.0%
3113	PUBLICATIONS/PRINTING	176.50	1.00	600.00	\$ 599.00	59900.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 80,152.09</b>	<b>\$ 39,199.00</b>	<b>\$ 24,850.00</b>	<b>\$ (14,349.00)</b>	<b>-36.6%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 2,760.48	\$ 3,400.00	\$ 2,400.00	\$ (1,000.00)	-29.4%
4120	TELEPHONE SERVICE	2,208.73	1,378.00	1,818.00	\$ 440.00	31.9%
<b>UTILITIES</b>		<b>\$ 4,969.21</b>	<b>\$ 4,778.00</b>	<b>\$ 4,218.00</b>	<b>\$ (560.00)</b>	<b>-11.7%</b>
5500	INSURANCE - AUTO LIABILITY	\$ 966.96	\$ 967.00	\$ 2,590.00	\$ 1,623.00	167.8%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,626.00	1,626.00	368.00	\$ (1,258.00)	-77.4%
5506	INSURANCE - GEN'L LIABILITY	216.00	216.00	458.00	\$ 242.00	112.0%
<b>INSURANCE</b>		<b>\$ 2,808.96</b>	<b>\$ 2,809.00</b>	<b>\$ 3,416.00</b>	<b>\$ 607.00</b>	<b>21.6%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1.00	\$ 1.00	\$ -	0.0%
<b>OUTSIDE SERVICES</b>		<b>\$ -</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>0.0%</b>
6190	AUTO REPAIRS	\$ 516.62	\$ 1,000.00	\$ 700.00	\$ (300.00)	-30.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	4,431.84	4,881.00	3,661.00	\$ (1,220.00)	-25.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	51,718.00		
7150	DUES & SUBSCRIPTIONS	1,251.00	2,462.00	4,240.00	\$ 1,778.00	72.2%
7170	TRAVEL EXPENSE	2,258.68	4,080.00	4,080.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	10,892.00	\$ 10,892.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	2,025.63	-	15,154.00	\$ 15,154.00	0.0%
7221	OTHER EXPENSE	246.96	500.00	500.00	\$ -	0.0%
7240	TUITION & TRAINING	1,775.00	4,692.00	5,162.00	\$ 470.00	10.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	5,772.96	5,773.00	4,225.00	\$ (1,548.00)	-26.8%
<b>OTHER EXPENSE</b>		<b>\$ 18,278.69</b>	<b>\$ 23,388.00</b>	<b>\$ 100,332.00</b>	<b>\$ 76,944.00</b>	<b>329.0%</b>
<b>DEPARTMENT Total: 20 - ENGINEERING</b>		<b>\$ 839,293.66</b>	<b>\$ 792,205.00</b>	<b>\$ 944,561.00</b>	<b>\$ 152,356.00</b>	<b>19.2%</b>

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

Located in the Peek Service Center, 4420 Worcola Street

**Eight Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Traffic Superintendent	1	1	1
Signal Tech II	1	1	1
Signal Tech I	1	1	3
Signs/Markings Tech II	2	2	1
Signs/Markings Tech I	2	1	1
Barricade/Traffic Tech II	0	1	1

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

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

Additionally, the Traffic Control Department:

- Maintains 120 antique-style street lights and 120 LED back-lit street name blades
- Maintains 9 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains five speed limit feedback signs
- Maintains 11 rapid flashing pedestrian crosswalks
- Maintains two flashing beacon pedestrian crosswalks
- Makes and installs all City signs
- Performs traffic counts as requested
- Delivers block party signs and temporary "No Parking" signs, installs mirrors and speed bumps in alleys as requested
- Maintains 10 City-owned newspaper racks
- Maintains barricades for all City projects and events

**City of University Park**  
**TRAFFIC CONTROL DEPARTMENT**  
**01-25**

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT</b>						
1001	REGULAR EARNINGS	\$ 481,134.78	\$ 487,505.00	\$ 548,516.00	\$ 61,011.00	12.5%
1002	OVERTIME EARNINGS	5,815.81	8,000.00	6,500.00	\$ (1,500.00)	-18.8%
1005	LONGEVITY PAY	4,686.97	4,984.00	5,529.00	\$ 545.00	10.9%
1006	EDUCATION PAY	905.06	900.00	900.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	36,059.85	38,357.00	42,951.00	\$ 4,594.00	12.0%
1120	EMPLOYERS SHARE T.M.R.S.	50,000.47	45,945.00	48,853.00	\$ 2,908.00	6.3%
1130	INSURANCE-EMPLOYEE LIFE	2,558.77	2,400.00	2,600.00	\$ 200.00	8.3%
1131	INSURANCE-WORKMENS COMP	9,326.04	8,784.00	10,217.00	\$ 1,433.00	16.3%
1135	HEALTH INSURANCE	89,077.98	101,052.00	101,052.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 680,405.73</b>	<b>\$ 698,767.00</b>	<b>\$ 767,958.00</b>	<b>\$ 69,191.00</b>	<b>9.9%</b>
2029	CLOTHING ALLOWANCE	\$ 2,465.65	\$ 3,726.00	\$ 3,766.00	\$ 40.00	1.1%
2100	OFFICE SUPPLIES	460.71	1,030.00	1,030.00	\$ -	0.0%
2320	GAS, OIL & GREASE	7,315.35	10,929.00	10,782.00	\$ (147.00)	-1.3%
2350	SUPPLIES & MATERIALS	64,922.25	71,390.00	71,390.00	\$ -	0.0%
2360	SMALL TOOLS	34.32	1,500.00	1,500.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 75,198.28</b>	<b>\$ 88,575.00</b>	<b>\$ 88,468.00</b>	<b>\$ (107.00)</b>	<b>-0.1%</b>
3010	POSTAGE	\$ 13.46	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	1,255.00	15,000.00	15,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	568.60	626.00	-	\$ (626.00)	-100.0%
3113	PUBLICATIONS/PRINTING	143.50	1,250.00	1,250.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	1,343.01	8,750.00	8,750.00	\$ -	0.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 3,323.57</b>	<b>\$ 25,676.00</b>	<b>\$ 25,025.00</b>	<b>\$ (651.00)</b>	<b>-2.5%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 67,678.92	\$ 26,200.00	\$ 32,300.00	\$ 6,100.00	23.3%
4120	TELEPHONE SERVICE	662.09	296.00	356.00	\$ 60.00	20.3%
<b>UTILITIES</b>		<b>\$ 68,341.01</b>	<b>\$ 26,496.00</b>	<b>\$ 32,656.00</b>	<b>\$ 6,160.00</b>	<b>23.2%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 1,611.96	\$ 1,612.00	\$ 4,316.00	\$ 2,704.00	167.7%
5504	INSURANCE-EXCESS LIABAILTY - TML CLAIMS	3,252.00	3,252.00	322.00	\$ (2,930.00)	-90.1%
5506	INSURANCE GEN'L LIABILITY	432.00	432.00	400.00	\$ (32.00)	-7.4%
<b>INSURANCE</b>		<b>\$ 5,295.96</b>	<b>\$ 5,296.00</b>	<b>\$ 5,038.00</b>	<b>\$ (258.00)</b>	<b>-4.9%</b>
6190	AUTO REPAIRS	\$ 7,582.27	\$ 7,500.00	\$ 8,200.00	\$ 700.00	9.3%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	26,642.04	27,420.00	27,628.00	\$ 208.00	0.8%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	19,670.00		
6350	SIGNAL MAINT.& REP	123,449.14	103,624.00	103,625.00	\$ 1.00	0.0%
7150	DUES & SUBSCRIPTIONS	194.00	1,080.00	1,820.00	\$ 740.00	68.5%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	9,530.00	\$ 9,530.00	
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	673.00	\$ 673.00	0.0%
7221	OTHER EXPENSE	233.98	1.00	-	\$ (1.00)	-100.0%
7240	TUITION & TRAINING	145.00	2,100.00	2,100.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	25,944.00	25,159.00	25,189.00	\$ 30.00	0.1%
<b>OTHER EXPENSE</b>		<b>\$ 184,190.43</b>	<b>\$ 166,884.00</b>	<b>\$ 198,435.00</b>	<b>\$ 31,551.00</b>	<b>18.9%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 25 - TRAFFIC</b>		<b>\$ 1,016,754.98</b>	<b>\$ 1,011,694.00</b>	<b>\$ 1,117,580.00</b>	<b>\$ 105,886.00</b>	<b>10.5%</b>

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**FACILITY MAINTENANCE DEPARTMENT  
01-35**

Located in the Peek Service Center, 4420 Worcola Street

**Two Employees:**  
All Full Time

<b>FUNCTION</b>	<b><u>ACTUAL 2019-2020</u></b>	<b><u>ACTUAL 2020-2021</u></b>	<b><u>ADOPTED 2022</u></b>
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 160,000 square feet of City facility space.

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<h2 style="margin: 0;">City of University Park</h2> <h3 style="margin: 0;">FACILITY MAINTENANCE DEPARTMENT</h3> <p style="margin: 0;">01-35</p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 35 - FACILITY MAINTENANCE</b>						
1001	REGULAR EARNINGS	\$ 170,813.42	\$ 176,541.00	\$ 183,640.00	\$ 7,099.00	4.0%
1002	OVERTIME EARNINGS	237.92	-	2,500.00	\$ 2,500.00	0.0%
1005	LONGEVITY PAY	876.39	967.00	1,063.00	\$ 96.00	9.9%
1009	CELL PHONE ALLOWANCE	840.00	840.00	1,680.00	\$ 840.00	100.0%
1110	EMPLOYERS SHARE F.I.C.A.	12,300.14	13,580.00	14,321.00	\$ 741.00	5.5%
1120	EMPLOYERS SHARE T.M.R.S.	17,538.34	16,308.00	16,408.00	\$ 100.00	0.6%
1130	INSURANCE-EMPLOYEE LIFE	913.32	800.00	900.00	\$ 100.00	12.5%
1131	INSURANCE-WORKMENS COMP	1,500.96	1,484.00	1,604.00	\$ 120.00	8.1%
1135	HEALTH INSURANCE	28,544.28	28,872.00	28,872.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 233,564.77</b>	<b>\$ 239,392.00</b>	<b>\$ 250,988.00</b>	<b>\$ 11,596.00</b>	<b>4.8%</b>
2029	CLOTHING ALLOWANCE	\$ 297.96	\$ 364.00	\$ 360.00	\$ (4.00)	-1.1%
2100	OFFICE SUPPLIES	85.00	408.00	650.00	\$ 242.00	59.3%
2320	GAS, OIL & GREASE	978.56	1,611.00	1,537.00	\$ (74.00)	-4.6%
2350	SUPPLIES & MATERIALS	18,285.88	13,260.00	14,260.00	\$ 1,000.00	7.5%
2360	SMALL TOOLS	869.95	650.00	650.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 20,517.35</b>	<b>\$ 16,293.00</b>	<b>\$ 17,457.00</b>	<b>\$ 1,164.00</b>	<b>7.1%</b>
3010	POSTAGE	\$ 14.25	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	6,450.00	-	-	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	2,760.76	2,790.00	-	\$ (2,790.00)	-100.0%
3113	PUBLICATIONS/PRINTING	-	-	-	\$ -	0.0%
3115	CONTRACT MAINTENANCE	93,957.75	99,052.00	101,603.00	\$ 2,551.00	2.6%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 103,182.76</b>	<b>\$ 101,892.00</b>	<b>\$ 101,628.00</b>	<b>\$ (264.00)</b>	<b>-0.3%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 36,345.79	\$ 700.00	\$ 2,500.00	\$ 1,800.00	257.1%
4120	TELEPHONE SERVICE	1,924.88	4,329.00	1,598.00	(2,731.00)	-63.1%
<b>UTILITIES</b>		<b>\$ 38,270.67</b>	<b>\$ 5,029.00</b>	<b>\$ 4,098.00</b>	<b>\$ (931.00)</b>	<b>-18.5%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 321.96	\$ 322.00	\$ 863.00	\$ 541.00	168.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,083.96	1,084.00	92.00	\$ (992.00)	-91.5%
5506	INSURANCE-GEN'L LIABILITY	144.00	144.00	114.00	\$ (30.00)	-20.8%
5510	INSURANCE-BLDG & CONTENTS	112,062.00	112,062.00	112,288.00	\$ 226.00	0.2%
<b>INSURANCE</b>		<b>\$ 113,611.92</b>	<b>\$ 113,612.00</b>	<b>\$ 113,357.00</b>	<b>\$ (255.00)</b>	<b>-0.2%</b>
6250	FACILITY MAINT & REP	\$ 94,182.64	\$ 66,330.00	\$ 66,580.00	\$ 250.00	0.4%
<b>OUTSIDE SERVICES</b>		<b>\$ 94,182.64</b>	<b>\$ 66,330.00</b>	<b>\$ 66,580.00</b>	<b>\$ 250.00</b>	<b>0.4%</b>
6184	SECURITY EXPENSE	\$ 593.60	\$ 1,800.00	\$ 12,300.00	\$ 10,500.00	583.3%
6190	AUTO REPAIRS	(111.79)	1,000.00	400.00	\$ (600.00)	-60.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	19,305.96	20,112.00	10,007.00	\$ (10,105.00)	-50.2%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	10,414.00	\$ 10,414.00	0.0%
7150	DUES & SUBSCRIPTIONS	1,048.00	-	-	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	2,200.00	\$ 2,200.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	3,112.00	\$ 3,112.00	0.0%
7221	OTHER EXPENSE	-	-	2,496.00	\$ 2,496.00	0.0%
7475	IMPROVEMENTS-UNDER \$5000	7,241.01	18,200.00	-	\$ (18,200.00)	-100.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	17,735.04	17,735.00	18,808.00	\$ 1,073.00	6.1%
<b>OTHER EXPENSE</b>		<b>\$ 45,811.82</b>	<b>\$ 58,847.00</b>	<b>\$ 59,737.00</b>	<b>\$ 890.00</b>	<b>1.5%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)	-100.0%
9950	IMPROVEMENTS/REMODELING OVER \$5000	-	28,002.00	105,000.00	\$ 76,998.00	275.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 33,002.00</b>	<b>\$ 105,000.00</b>	<b>\$ 71,998.00</b>	<b>218.2%</b>
<b>DEPARTMENT Total: 35 - FACILITY MAINTENANCE</b>		<b>\$ 649,141.93</b>	<b>\$ 634,397.00</b>	<b>\$ 718,845.00</b>	<b>\$ 84,448.00</b>	<b>13.3%</b>

**FIRE DEPARTMENT  
01-40**

Located in City Hall, 3800 University Boulevard

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

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Chief of Fire	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Battalion Chief	3	3	3
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Driver/Engineer	9	9	9
Firefighter	13	13	13
Administrative Assistant	1	1	1

The University Park Fire Department (UPFD) provides fire suppression, hazardous materials response, customer-oriented fire prevention, 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 include:

- The Fire Department responds to approximately 2,300 fire, rescue, public service and emergency medical calls per year with an average response time ranging from 3 to 7 minutes depending on the location of the call and unit availability.



- Joint efforts of the Prevention and Operations divisions updated our records management system. In 2020, UPFD transitioned to ESO - EHR, a cloud-based platform allowing us to combine and maintain data entry in real time.
- 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.
- The public safety radio system replacement project is 95% complete. By January of 2021, installation of the monopole microwave dishes, completion of all civil work and connection of all microwave pathways had been completed. New system implementation, fleet mapping, radio programming/installation and dispatch console installation took place in March. System coverage and functional acceptance testing were completed in June. The final payment is expected to be rendered in November in unison with final system acceptance. The system is currently working at full capacity with no deficiencies.

<h2 style="margin: 0;">City of University Park</h2> <h3 style="margin: 0;">FIRE DEPARTMENT</h3> <h4 style="margin: 0;">01-40</h4>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
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**FUND: 01 - GENERAL FUND**

**DEPARTMENT: 40 - FIRE**

1001	REGULAR EARNINGS	\$ 3,436,957.90	\$ 3,352,741.00	\$ 3,534,928.00	\$ 182,187.00	5.4%
1002	OVERTIME EARNINGS	405,825.94	425,000.00	425,000.00	\$ -	0.0%
1005	LONGEVITY PAY	19,176.44	20,869.00	21,112.00	\$ 243.00	1.2%
1006	EDUCATION PAY	52,559.17	52,680.00	52,080.00	\$ (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.	283,335.71	273,747.00	288,013.00	\$ 14,266.00	5.2%
1120	EMPLOYERS SHARE T.M.R.S.	68,608.48	53,507.00	67,468.00	\$ 13,961.00	26.1%
1121	EMPLOYERS SHARE F.R.&R.	912,930.37	938,167.00	1,096,216.00	\$ 158,049.00	16.8%
1130	INSURANCE-EMPLOYEE LIFE	15,951.12	15,900.00	16,000.00	\$ 100.00	0.6%
1131	INSURANCE-WORKMENS COMP	32,088.96	38,503.00	40,362.00	\$ 1,859.00	4.8%
1135	HEALTH INSURANCE	491,652.40	505,260.00	504,624.00	\$ (636.00)	-0.1%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 5,729,646.49</b>	<b>\$ 5,686,934.00</b>	<b>\$ 6,056,363.00</b>	<b>\$ 369,429.00</b>	<b>6.5%</b>

2029	CLOTHING ALLOWANCE	\$ 52,687.85	\$ 30,879.00	\$ 35,148.00	\$ 4,269.00	13.8%
2060	PROTECTIVE CLOTHG & SUPPLIES	54,698.68	81,741.00	81,740.00	\$ (1.00)	0.0%
2100	OFFICE SUPPLIES	3,644.74	5,000.00	5,000.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	-	1.00	-	\$ (1.00)	-100.0%
2320	GAS, OIL & GREASE	12,494.42	19,474.00	18,692.00	\$ (782.00)	-4.0%
2345	MICU DRUGS & SUPPLIES	40,037.22	40,251.00	40,550.00	\$ 299.00	0.7%
2350	SUPPLIES & MATERIALS	13,427.23	12,000.00	12,000.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 176,990.14</b>	<b>\$ 189,346.00</b>	<b>\$ 193,130.00</b>	<b>\$ 3,784.00</b>	<b>2.0%</b>

3010	POSTAGE	\$ 52.40	\$ 200.00	\$ 100.00	\$ (100.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	66,549.24	90,301.00	88,301.00	\$ (2,000.00)	-2.2%
3063	PROGRAMMING/MAINTENANCE	51,558.16	53,594.00	-	\$ (53,594.00)	-100.0%
3064	EMERGENCY MANAGEMENT	5,189.40	6,000.00	6,500.00	\$ 500.00	8.3%
3113	PUBLICATIONS/PRINTING	189.58	2,000.00	2,000.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	69,282.43	103,744.00	96,222.00	\$ (7,522.00)	-7.3%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 192,821.21</b>	<b>\$ 255,839.00</b>	<b>\$ 193,123.00</b>	<b>\$ (62,716.00)</b>	<b>-24.5%</b>

4110	HEAT,LIGHT,WATER UTIL	\$ 33,667.97	\$ 40,700.00	\$ 36,100.00	\$ (4,600.00)	-11.3%
4120	TELEPHONE SERVICE	17,119.74	11,525.00	14,799.00	3,274.00	28.4%
<b>UTILITIES</b>		<b>\$ 50,787.71</b>	<b>\$ 52,225.00</b>	<b>\$ 50,899.00</b>	<b>\$ (1,326.00)</b>	<b>-2.5%</b>

5500	INSURANCE-AUTO LIABILITY	\$ 2,579.04	\$ 2,579.00	\$ 8,632.00	\$ 6,053.00	234.7%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	19,729.96	19,514.00	1,655.00	\$ (17,859.00)	-91.5%
5506	INSURANCE-GEN'L LIABILITY	2,375.12	2,591.00	2,060.00	\$ (531.00)	-20.5%
<b>INSURANCE</b>		<b>\$ 24,684.12</b>	<b>\$ 24,684.00</b>	<b>\$ 12,347.00</b>	<b>\$ (12,337.00)</b>	<b>-50.0%</b>

6200	EQUIP REPAIRS/NON VEHICLE	\$ 2,708.70	\$ 6,950.00	\$ 6,950.00	\$ -	0.0%
6330	RADIO SERVICE	1,494.04	4,000.00	4,000.00	\$ -	0.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 4,202.74</b>	<b>\$ 10,950.00</b>	<b>\$ 10,950.00</b>	<b>\$ -</b>	<b>0.0%</b>

6190	AUTO REPAIRS	\$ 30,634.63	\$ 22,000.00	\$ 27,500.00	\$ 5,500.00	25.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	66,100.92	68,278.00	62,530.00	\$ (5,748.00)	-8.4%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	-	-	164,185.00	\$ 164,185.00	0.0%
7150	DUES & SUBSCRIPTIONS	14,923.24	11,407.00	13,071.00	\$ 1,664.00	14.6%
7170	TRAVEL EXPENSE	4,161.34	9,313.00	12,513.00	\$ 3,200.00	34.4%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	5,105.72	10,648.00	54,459.00	\$ 43,811.00	411.4%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	51,969.00	\$ 51,969.00	0.0%
7221	OTHER EXPENSE	317.00	3,500.00	3,500.00	\$ -	0.0%
7240	TUITION & TRAINING	8,574.25	18,901.00	29,940.00	\$ 11,039.00	58.4%
7241	EMS CONTINUING EDUCATION	29,099.30	14,587.00	16,201.00	\$ 1,614.00	11.1%
7475	IMPROVEMENTS-UNDER \$5000	32,150.16	20,517.00	45,604.00	\$ 25,087.00	122.3%
7725	FIRE PREVENTION	10,637.02	11,954.00	11,951.00	\$ (3.00)	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	175,274.04	171,479.00	173,170.00	\$ 1,691.00	1.0%
<b>OTHER EXPENSE</b>		<b>\$ 376,977.62</b>	<b>\$ 362,584.00</b>	<b>\$ 666,593.00</b>	<b>\$ 304,009.00</b>	<b>83.8%</b>

<b>DEPARTMENT Total: 40 - FIRE</b>		<b>\$ 6,556,110.03</b>	<b>\$ 6,582,562.00</b>	<b>\$ 7,183,405.00</b>	<b>\$ 600,843.00</b>	<b>9.1%</b>
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**POLICE DEPARTMENT  
01-50**

Located in City Hall, 3800 University Boulevard

**Sixty-three Employees:**  
Sixty Full Time  
Three Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019- 2020</b>	<b>ACTUAL 2020- 2021</b>	<b>ADOPTED 2022</b>
Chief of Police	1	1	1
Assistant Chief of Police	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	5	5	6
Police Officer	27	27	27
DARE/School Resource Officer	1	1	1
School Resource Officer	1	3	3
Accreditation Manager, PT	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	1
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 sergeant is assigned to work with the municipal court to serve outstanding warrants and provide bailiff services for the judge and prosecutor during court.

**Accreditation** – One part-time civilian employee is assigned to maintain the written standards of the Department for National Accreditation through the Commission on Accreditation for Law Enforcement Agencies, 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 enforcement parking regulations of the City's three 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 at the arrival and dismissal times. These officers will supplement the patrol officers on the shift during the day, answering calls for service and conducting traffic enforcement. 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 Awareness Resource Education program for middle school students consists of a specially-trained officer who visits the local schools and holds a regular weekly session informing students on the physical and legal dangers of drug abuse. The Town of Highland Park subsequently agreed to help pay a share of the annual D.A.R.E. cost.

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

# City of University Park

## POLICE DEPARTMENT

01-50

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 50 - POLICE</b>						
1001	REGULAR EARNINGS	\$ 4,764,850.78	\$ 5,094,460.00	\$ 5,148,193.00	\$ 53,733.00	1.1%
1002	OVERTIME EARNINGS	227,444.48	328,212.00	300,000.00	\$ (28,212.00)	-8.6%
1004	MISC ALLOWANCE	8,372.93	8,400.00	7,200.00	\$ (1,200.00)	-14.3%
1005	LONGEVITY PAY	27,011.47	29,410.00	26,486.00	\$ (2,924.00)	-9.9%
1006	EDUCATION PAY	73,371.79	72,600.00	58,200.00	\$ (14,400.00)	-19.8%
1007	CAR ALLOWANCE	7,200.00	7,200.00	7,200.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	3,210.00	3,240.00	2,880.00	\$ (360.00)	-11.1%
1110	EMPLOYERS SHARE F.I.C.A.	370,326.33	408,639.00	412,596.00	\$ 3,957.00	1.0%
1120	EMPLOYERS SHARE T.M.R.S.	514,308.62	504,009.00	479,751.00	\$ (24,258.00)	-4.8%
1130	INSURANCE-EMPLOYEE LIFE	23,984.28	22,600.00	24,000.00	\$ 1,400.00	6.2%
1131	INSURANCE-WORKMENS COMP	42,218.00	55,011.00	54,810.00	\$ (201.00)	-0.4%
1135	HEALTH INSURANCE	689,874.72	790,800.00	777,000.00	\$ (13,800.00)	-1.7%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 6,752,173.40</b>	<b>\$ 7,324,581.00</b>	<b>\$ 7,298,316.00</b>	<b>\$ (26,265.00)</b>	<b>-0.4%</b>
2029	CLOTHING ALLOWANCE	\$ 34,790.70	\$ 49,101.00	\$ 58,868.00	\$ 9,767.00	19.9%
2100	OFFICE SUPPLIES	4,584.83	6,400.00	6,928.00	\$ 528.00	8.3%
2318	COMPUTER SUPPLIES	5,511.96	4,300.00	5,000.00	\$ 700.00	16.3%
2320	GAS, OIL & GREASE	39,931.97	56,957.00	56,188.00	\$ (769.00)	-1.4%
2350	SUPPLIES & MATERIALS	7,633.14	15,636.00	11,237.00	\$ (4,399.00)	-28.1%
<b>SUPPLIES</b>		<b>\$ 92,452.60</b>	<b>\$ 132,394.00</b>	<b>\$ 138,221.00</b>	<b>\$ 5,827.00</b>	<b>4.4%</b>
3010	POSTAGE	\$ 1,765.85	\$ 1,800.00	\$ 1,750.00	\$ (50.00)	-2.8%
3011	DETENTION SERVICES	2,166.41	3,169.00	3,169.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	223,608.47	253,198.00	291,726.00	\$ 38,528.00	15.2%
3062	ANIMAL CONTROL SERVICES	4,512.28	9,203.00	9,203.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	138,107.12	190,264.00	-	\$ (190,264.00)	-100.0%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	\$ -	0.0%
3072	ACCREDITATION EXPENSES	7,131.27	12,695.00	8,695.00	\$ (4,000.00)	-31.5%
3075	DIRECT ALARM MONITORING	246,209.84	255,044.00	317,403.00	\$ 62,359.00	24.5%
3113	PUBLICATIONS/PRINTING	5,878.93	12,354.00	12,654.00	\$ 300.00	2.4%
3115	CONTRACT MAINTENANCE	31,732.49	46,060.00	40,172.00	\$ (5,888.00)	-12.8%
3261	WRECKER FEES	-	400.00	600.00	\$ 200.00	50.0%
3291	GUNS/EQUIPMENT	5,476.09	22,707.00	47,538.00	\$ 24,831.00	109.4%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 666,588.75</b>	<b>\$ 807,894.00</b>	<b>\$ 733,910.00</b>	<b>\$ (73,984.00)</b>	<b>-9.2%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 36,033.99	\$ 33,800.00	\$ 38,600.00	\$ 4,800.00	14.2%
4120	TELEPHONE SERVICE	37,290.71	40,906.00	41,025.00	\$ 119.00	0.3%
4121	911 SERVICE FEES	42,406.59	44,850.00	-	\$ (44,850.00)	-100.0%
<b>UTILITIES</b>		<b>\$ 115,731.29</b>	<b>\$ 119,556.00</b>	<b>\$ 79,625.00</b>	<b>\$ (39,931.00)</b>	<b>-33.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 8,058.96	\$ 8,059.00	\$ 19,854.00	\$ 11,795.00	146.4%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	30,627.00	30,627.00	2,759.00	\$ (27,868.00)	-91.0%
5506	INSURANCE-GEN'L LIABILITY	4,067.04	4,067.00	3,433.00	\$ (634.00)	-15.6%
5508	INSURANCE-POLICE PROF LIA	20,289.96	20,290.00	15,638.00	\$ (4,652.00)	-22.9%
<b>INSURANCE</b>		<b>\$ 63,042.96</b>	<b>\$ 63,043.00</b>	<b>\$ 41,684.00</b>	<b>\$ (21,359.00)</b>	<b>-33.9%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 826.67	\$ 3,750.00	\$ 3,750.00	\$ -	0.0%
6330	RADIO SERVICE	2,124.60	6,492.00	500.00	\$ (5,992.00)	-92.3%
<b>OUTSIDE SERVICES</b>		<b>\$ 2,951.27</b>	<b>\$ 10,242.00</b>	<b>\$ 4,250.00</b>	<b>\$ (5,992.00)</b>	<b>-58.5%</b>

<p align="center"><b>City of University Park</b>  <b>POLICE DEPARTMENT</b>  <b>01-50</b></p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS	\$ 63,853.92	\$ 55,500.00	\$ 49,600.00	\$ (5,900.00)	-10.6%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	174,243.96	180,853.00	147,430.00	\$ (33,423.00)	-18.5%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	-	-	245,375.00	\$ 245,375.00	0.0%
7150	DUES & SUBSCRIPTIONS	7,478.87	5,403.00	5,358.00	\$ (45.00)	-0.8%
7170	TRAVEL EXPENSE	5,698.44	31,905.00	34,000.00	\$ 2,095.00	6.6%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	2,112.29	3,663.00	87,524.00	\$ 83,861.00	2289.4%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	3,000.00	220,438.00	\$ 217,438.00	7247.9%
7221	OTHER EXPENSE	19,191.97	10,190.00	8,479.00	\$ (1,711.00)	-16.8%
7223	CRIME PREV/YOUTH SERVICES	3,469.46	3,690.00	4,690.00	\$ 1,000.00	27.1%
7240	TUITION & TRAINING	16,852.56	31,775.00	31,950.00	\$ 175.00	0.6%
7475	IMPROVEMENTS-UNDER \$5000	235.00	3,940.00	1,839.00	\$ (2,101.00)	-53.3%
9000	CAPITAL EQUIP REPLACEMENT	181,731.96	197,372.00	195,463.00	\$ (1,909.00)	-1.0%
<b>OTHER EXPENSE</b>		<b>\$ 474,868.43</b>	<b>\$ 527,291.00</b>	<b>\$ 1,032,146.00</b>	<b>\$ 504,855.00</b>	<b>95.7%</b>
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ 12,640.00	\$ -	\$ (12,640.00)	-100.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 12,640.00</b>	<b>\$ -</b>	<b>\$ (12,640.00)</b>	<b>-100.0%</b>
<b>DEPARTMENT Total: 50 - POLICE</b>		<b>\$ 8,167,808.70</b>	<b>\$ 8,997,641.00</b>	<b>\$ 9,328,152.00</b>	<b>\$ 330,511.00</b>	<b>3.7%</b>

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**PARK AND RECREATION DEPARTMENT  
01-70**

Located at the Peek Service Center, 4420 Worcola Street

**Twenty-three Employees:**

Twenty-two Full Time

One Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</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	1
Events & Reservations Coord	0	0	1
Gardener III	5	6	4
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	1
Gardener – PT	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, twelve tennis courts, six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4<sup>th</sup> Picnic.

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

### **Turf and Tree Maintenance**

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

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

### **Horticulture and Irrigation**

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

### **Construction**

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

### **Mosquito Control**

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

### **Contract Maintenance**

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

### **Citywide Special Events**

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

- Children's Park Holiday Tree Lighting
- Snider Plaza Holiday Tree Lighting
- Goar Park Eggstravaganza Egg Hunt
- Caruth Park Children's Fishing Derby
- Fourth of July Parade
- Fourth of July Fun Run
- 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

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<b>City of University Park</b> <b>PARKS AND RECREATION DEPARTMENT</b> <b>01-70</b>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
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**FUND: 01 - GENERAL FUND**

**DEPARTMENT: 70 PARKS**

1001	REGULAR EARNINGS	\$ 1,556,126.08	\$ 1,507,466.00	\$ 1,541,583.00	\$ 34,117.00	2.3%
1002	OVERTIME EARNINGS	34,468.82	60,000.00	50,000.00	\$ (10,000.00)	-16.7%
1005	LONGEVITY PAY	15,320.43	15,745.00	13,753.00	\$ (1,992.00)	-12.7%
1007	CAR ALLOWANCE	5,700.00	-	7,200.00	\$ 7,200.00	0.0%
1009	CELL PHONE ALLOWANCE	2,310.00	1,680.00	3,430.00	\$ 1,750.00	104.2%
1110	EMPLOYERS SHARE F.I.C.A.	115,251.34	120,329.00	121,874.00	\$ 1,545.00	1.3%
1120	EMPLOYERS SHARE T.M.R.S.	162,238.27	143,464.00	138,928.00	\$ (4,536.00)	-3.2%
1130	INSURANCE-EMPLOYEE LIFE	8,180.65	7,800.00	8,200.00	\$ 400.00	5.1%
1131	INSURANCE-WORKMENS COMP	24,867.96	24,944.00	25,173.00	\$ 229.00	0.9%
1135	HEALTH INSURANCE	292,660.80	302,520.00	317,592.00	\$ 15,072.00	5.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 2,217,124.35</b>	<b>\$ 2,183,948.00</b>	<b>\$ 2,227,733.00</b>	<b>\$ 43,785.00</b>	<b>2.0%</b>

2029	CLOTHING ALLOWANCE	\$ 21,307.03	\$ 19,619.00	\$ 19,668.00	\$ 49.00	0.2%
2100	OFFICE SUPPLIES	2,583.81	3,800.00	3,800.00	\$ -	0.0%
2320	GAS, OIL & GREASE	16,819.87	24,129.00	23,648.00	\$ (481.00)	-2.0%
2350	SUPPLIES & MATERIALS	80,273.27	81,900.00	89,100.00	\$ 7,200.00	8.8%
2360	SMALL TOOLS	11,781.11	13,100.00	13,100.00	\$ -	0.0%
2381	FERTILIZER,CHEMICALS &SUP	46,095.14	64,100.00	68,600.00	\$ 4,500.00	7.0%
<b>SUPPLIES</b>		<b>\$ 178,860.23</b>	<b>\$ 206,648.00</b>	<b>\$ 217,916.00</b>	<b>\$ 11,268.00</b>	<b>5.5%</b>

3010	POSTAGE	\$ 535.79	\$ 200.00	\$ 350.00	\$ 150.00	75.0%
3060	PROFESSIONAL SERVICES/FEES	5,578.65	10,810.00	19,810.00	\$ 9,000.00	83.3%
3063	PROGRAMMING/MAINTENANCE	11,601.53	11,674.00	-	\$ (11,674.00)	-100.0%
3113	PUBLICATIONS/PRINTING	889.40	1,000.00	2,800.00	\$ 1,800.00	180.0%
3115	CONTRACT MAINTENANCE	291,092.10	308,248.00	375,680.00	\$ 67,432.00	21.9%
<b>PROFESSIONAL FEES</b>		<b>\$309,697.47</b>	<b>\$331,932.00</b>	<b>\$398,640.00</b>	<b>\$66,708.00</b>	<b>20.1%</b>

4110	HEAT,LIGHT,WATER UTIL	\$ 66,882.58	\$ 39,300.00	\$ 39,600.00	\$ 300.00	0.8%
4120	TELEPHONE SERVICE	2,937.66	2,652.00	3,361.00	\$ 709.00	26.7%
<b>UTILITIES</b>		<b>\$ 69,820.24</b>	<b>\$ 41,952.00</b>	<b>\$ 42,961.00</b>	<b>\$ 1,009.00</b>	<b>2.4%</b>

5500	INSURANCE-AUTO LIABILITY	\$ 5,157.96	\$ 5,158.00	\$ 12,948.00	\$ 7,790.00	151.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	12,195.96	12,196.00	1,058.00	\$ (11,138.00)	-91.3%
5506	INSURANCE-GEN'L LIABILITY	1,620.00	1,620.00	1,316.00	\$ (304.00)	-18.8%
<b>INSURANCE</b>		<b>\$ 18,973.92</b>	<b>\$ 18,974.00</b>	<b>\$ 15,322.00</b>	<b>\$ (3,652.00)</b>	<b>-19.2%</b>

6200	EQUIP REPAIRS/NON VEHICLE	\$ 1,671.43	\$ 11,300.00	\$ 11,300.00	\$ -	0.0%
6380	FLOWERS,TREES & SHRUBS	54,517.33	41,500.00	46,500.00	\$ 5,000.00	12.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 56,188.76</b>	<b>\$ 52,800.00</b>	<b>\$ 57,800.00</b>	<b>\$ 5,000.00</b>	<b>9.5%</b>

6190	AUTO REPAIRS ALLOCATED WAREHOUSE AND GARAGE	\$ 14,872.46	\$ 25,000.00	\$ 21,300.00	\$ (3,700.00)	-14.8%
6195	OPERATIONS ALLOCATED INFORMATION SERVICES	146,163.96	149,203.00	118,116.00	\$ (31,087.00)	-20.8%
6201	OPERATIONS	-	-	75,553.00	\$ 75,553.00	0.0%
6205	PARK FACILITY REPAIR	51,009.55	52,600.00	57,600.00	\$ 5,000.00	9.5%
6208	PARK EQUIPMENT REPAIR	34,298.73	44,000.00	44,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	4,033.25	3,950.00	4,610.00	\$ 660.00	16.7%
7170	TRAVEL EXPENSE	1,913.47	2,800.00	4,835.00	\$ 2,035.00	72.7%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	10,863.14	1,227.00	23,729.00	\$ 22,502.00	1833.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	681.17	-	11,987.00	\$ 11,987.00	0.0%
7221	OTHER EXPENSE	5,075.43	6,000.00	6,000.00	\$ -	0.0%
7240	TUITION & TRAINING	2,645.61	4,620.00	7,310.00	\$ 2,690.00	58.2%
7260	EQUIPMENT RENTAL	5,269.14	4,500.00	4,500.00	\$ -	0.0%
7475	IMPROVEMENTS-UNDER \$5000	-	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	79,593.00	79,593.00	70,755.00	\$ (8,838.00)	-11.1%
<b>OTHER EXPENSE</b>		<b>\$ 356,418.91</b>	<b>\$ 373,493.00</b>	<b>\$ 450,295.00</b>	<b>\$ 76,802.00</b>	<b>20.6%</b>

<b>DEPARTMENT Total: 70 - PARKS</b>		<b>\$ 3,207,083.88</b>	<b>\$ 3,209,747.00</b>	<b>\$ 3,410,667.00</b>	<b>\$ 200,920.00</b>	<b>6.3%</b>
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**SWIMMING POOL  
01-75**

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

**Forty-nine Employees:**

1 Full Time  
48 Part Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>BUDGET 2020-2021</b>	<b>ADOPTED 2022</b>
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 SprayGround, children's swimming pool. In 2018, renovations to the northeast building included new rest rooms, family style restrooms, full concessions, new mechanical room, party room and office space. The facility also hosts several special events and recreational programming throughout the pool season ending:

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

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<h2 style="margin: 0;">City of University Park</h2> <h3 style="margin: 0;">SWIMMING POOL</h3> <h4 style="margin: 0;">01-75</h4>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 75 - SWIMMING POOL</b>						
1001	REGULAR EARNINGS	\$ 168,340.21	\$ 303,955.00	\$ 317,122.00	\$ 13,167.00	4.3%
1005	LONGEVITY PAY	273.89	305.00	-	\$ (305.00)	-100.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	910.00	\$ 70.00	8.3%
1110	EMPLOYERS SHARE F.I.C.A.	12,694.61	23,275.00	22,751.00	\$ (524.00)	-2.3%
1120	EMPLOYERS SHARE T.M.R.S.	7,490.87	6,917.00	5,397.00	\$ (1,520.00)	-22.0%
1131	INSURANCE-WORKMENS COMP	5,436.00	5,525.00	5,221.00	\$ (304.00)	-5.5%
1135	HEALTH INSURANCE	14,272.14	14,436.00	14,436.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 209,347.72</b>	<b>\$ 355,253.00</b>	<b>\$ 365,837.00</b>	<b>\$ 10,584.00</b>	<b>3.0%</b>
3010	POSTAGE	\$ -	\$ 250.00	\$ 50.00	\$ (200.00)	-80.0%
3060	PROFESSIONAL SERVICES/FEES	9,348.00	14,500.00	15,000.00	\$ 500.00	3.4%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 9,348.00</b>	<b>\$ 14,750.00</b>	<b>\$ 15,050.00</b>	<b>\$ 300.00</b>	<b>2.0%</b>
4110	HEAT, LIGHT, WATER UTIL	-	\$ 23,600.00	\$ 22,300.00	\$ (1,300.00)	-5.5%
4120	TELEPHONE SERVICE	\$ 1,746.77	1,143.00	1,188.00	\$ 45.00	3.9%
<b>UTILITIES</b>		<b>\$ 1,746.77</b>	<b>\$ 24,743.00</b>	<b>\$ 23,488.00</b>	<b>\$ (1,255.00)</b>	<b>-5.1%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 15,720.00	\$ 15,720.00	\$ 46.00	\$ (15,674.00)	-99.7%
5506	INSURANCE - GEN LIABILITY	2,087.04	2,087.00	57.00	\$ (2,030.00)	-97.3%
<b>INSURANCE</b>		<b>\$ 17,807.04</b>	<b>\$ 17,807.00</b>	<b>\$ 103.00</b>	<b>\$ (17,704.00)</b>	<b>-99.4%</b>
6189	SWIMMING POOL REPAIRS	\$ 19,750.29	\$ 44,500.00	\$ 49,500.00	\$ 5,000.00	11.2%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	1,482.00	1,476.00	883.00	\$ (593.00)	-40.2%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	-	-	3,212.00	\$ 3,212.00	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	1,556.00	\$ 1,556.00	0.0%
7221	OTHER EXPENSE	4,262.50	-	-	\$ -	0.0%
7390	SWIMMING POOL EXPENSE	75,672.78	80,000.00	85,000.00	\$ 5,000.00	6.3%
7394	CONCESSION FOOD EXPENSE	104.58	32,500.00	32,500.00	\$ -	0.0%
7396	RETAIL EXPENSE	18.00	3,000.00	3,000.00	\$ -	0.0%
<b>OTHER EXPENSE</b>		<b>\$ 101,290.15</b>	<b>\$ 161,476.00</b>	<b>\$ 175,651.00</b>	<b>\$ 14,175.00</b>	<b>8.8%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ 1,000.00	\$ 10,000.00	\$ 9,000.00	900.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 9,000.00</b>	<b>900.0%</b>
<b>DEPARTMENT Total: 75 - SWIMMING POOL</b>		<b>\$ 339,539.68</b>	<b>\$ 575,029.00</b>	<b>\$ 590,129.00</b>	<b>\$ 15,100.00</b>	<b>2.6%</b>

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**INFRASTRUCTURE MAINTENANCE DEPARTMENT**  
**STREETS 01-80**  
**UTILITIES 02-22**

Located in the Peek Service Center, 4420 Worcola Street

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

FUNCTION	ACTUAL 2019-2018		ACTUAL 2020-2021		ADOPTED 2022	
	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>	<u>Streets</u>	<u>Util</u>
Assistant Director of Public Works		1		1		0
Infrastructure Maintenance						
Superintendent		1		1		1
Administrative Secretary / 3-1-1 Call						
Taker		1		1		1
Maintenance Supervisor	2	1	2	1	2	1
Maintenance Technician II	4	9	4	9	4	9
Maintenance Technician I	10	12	10	12	10	12
	16	25	16	25	16	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 477 fire hydrants. In FY21, the division poured almost a linear mile of concrete in the City's alleys.

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<b>City of University Park</b> <b>INFRASTRUCTURE MAINTENANCE - STREETS</b> <b>01-80</b>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 01 - GENERAL FUND</b>						
<b>DEPARTMENT: 80 - STREETS</b>						
1001	REGULAR EARNINGS	\$ 837,228.50	\$ 946,178.00	\$ 940,960.00	\$ (5,218.00)	-0.6%
1002	OVERTIME EARNINGS	32,554.32	31,000.00	31,500.00	\$ 500.00	1.6%
1005	LONGEVITY PAY	9,412.74	8,792.00	10,162.00	\$ 1,370.00	15.6%
1009	CELL PHONE ALLOWANCE	1,440.00	1,440.00	1,440.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	64,815.86	75,428.00	75,171.00	\$ (257.00)	-0.3%
1120	EMPLOYERS SHARE T.M.R.S.	87,333.44	90,319.00	85,507.00	\$ (4,812.00)	-5.3%
1130	INSURANCE-EMPLOYEE LIFE	4,332.43	4,600.00	4,500.00	\$ (100.00)	-2.2%
1131	INSURANCE-WORKMENS COMP	24,434.04	25,148.00	25,047.00	\$ (101.00)	-0.4%
1135	HEALTH INSURANCE	184,280.20	229,068.00	216,540.00	\$ (12,528.00)	-5.5%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 1,245,831.53</b>	<b>\$ 1,411,973.00</b>	<b>\$ 1,390,827.00</b>	<b>\$ (21,146.00)</b>	<b>-1.5%</b>
2029	CLOTHING ALLOWANCE	\$ 7,468.86	\$ 11,900.00	\$ 11,900.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,030.06	2,140.00	2,540.00	\$ 400.00	18.7%
2320	GAS, OIL & GREASE	19,117.89	35,491.00	34,401.00	\$ (1,090.00)	-3.1%
2350	SUPPLIES & MATERIALS	11,873.05	9,620.00	9,920.00	\$ 300.00	3.1%
2360	SMALL TOOLS	-	6,120.00	6,120.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 39,489.86</b>	<b>\$ 65,271.00</b>	<b>\$ 64,881.00</b>	<b>\$ (390.00)</b>	<b>-0.6%</b>
3010	POSTAGE	\$ 16.06	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	2,213.00	2,800.00	3,000.00	\$ 200.00	7.1%
3063	PROGRAMMING/MAINTENANCE	1,298.25	1,431.00	-	\$ (1,431.00)	-100.0%
3113	PUBLICATIONS/PRINTING	-	150.00	150.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	3,318.08	3,041.00	-	\$ (3,041.00)	-100.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ 6,845.39</b>	<b>\$ 7,472.00</b>	<b>\$ 3,200.00</b>	<b>\$ (4,272.00)</b>	<b>-57.2%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 3,438.89	\$ 80,500.00	\$ 71,200.00	\$ (9,300.00)	-11.6%
4120	TELEPHONE SERVICE	1,018.75	733.00	774.00	\$ 41.00	5.6%
<b>UTILITIES</b>		<b>\$ 4,457.64</b>	<b>\$ 81,233.00</b>	<b>\$ 71,974.00</b>	<b>\$ (9,259.00)</b>	<b>-11.4%</b>
5500	INSURANCE - AUTO LIABILITY	\$ 7,413.96	\$ 7,414.00	\$ 17,264.00	\$ 9,850.00	132.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	8,673.00	8,673.00	736.00	\$ (7,937.00)	-91.5%
5506	INSURANCE - GEN'L LIABILITY	1,152.00	1,152.00	915.00	\$ (237.00)	-20.6%
<b>INSURANCE</b>		<b>\$ 17,238.96</b>	<b>\$ 17,239.00</b>	<b>\$ 18,915.00</b>	<b>\$ 1,676.00</b>	<b>9.7%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,700.00	\$ 1,700.00	\$ -	0.0%
6370	STREET REPAIR MATERIAL	190,904.13	269,265.00	288,040.00	\$ 18,775.00	7.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 190,904.13</b>	<b>\$ 270,965.00</b>	<b>\$ 289,740.00</b>	<b>\$ 18,775.00</b>	<b>6.9%</b>
6190	AUTO REPAIRS	\$ 23,213.11	\$ 46,000.00	\$ 48,100.00	\$ 2,100.00	4.6%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	149,935.08	154,660.00	144,736.00	\$ (9,924.00)	-6.4%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	40,545.00	\$ 40,545.00	0.0%
7150	DUES & SUBSCTIPTIONS	-	-	1,000.00		
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	19,644.00	\$ 19,644.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	1,539.00		
7221	OTHER EXPENSE	1,098.99	750.00	750.00	\$ -	0.0%
7240	TUITION & TRAINING	7,310.00	1,280.00	2,000.00	\$ 720.00	56.3%
7260	EQUIPMENT RENTAL	-	1,000.00	1,000.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	140,132.04	151,065.00	133,689.00	\$ (17,376.00)	-11.5%
<b>OTHER EXPENSE</b>		<b>\$ 321,689.22</b>	<b>\$ 354,755.00</b>	<b>\$ 393,003.00</b>	<b>\$ 38,248.00</b>	<b>10.8%</b>
1140	PERSONNEL REIMBURSEMENT	\$ (186,500.04)	\$ (190,000.00)	\$ (190,000.00)	\$ -	0.0%
<b>TRANSFERS</b>		<b>\$ (186,500.04)</b>	<b>\$ (190,000.00)</b>	<b>\$ (190,000.00)</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 80 - STREETS</b>		<b>\$ 1,639,956.69</b>	<b>\$ 2,018,908.00</b>	<b>\$ 2,042,540.00</b>	<b>\$ 23,632.00</b>	<b>1.2%</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	2020 Actual Budget		2021 Adopted Budget		2022 Proposed Budget		\$ Change	% Change	
FUND: 01 - GENERAL FUND											
DEPARTMENT: 85 - TRANSFERS											
6371		REPAVING OUTSIDE CONTRACT	\$	789,108.00	\$	828,560.00	\$	869,988.00	\$	41,428.00	5.0%
OUTSIDE SERVICES			\$	789,108.00	\$	828,560.00	\$	869,988.00	\$	41,428.00	5.0%
7153		CAPITAL PROJECTS CONTRIBUTION	\$	1,385,508.00	\$	1,454,782.00	\$	1,527,521.00	\$	72,739.00	5.0%
OTHER EXPENSE			\$	1,385,508.00	\$	1,454,782.00	\$	1,527,521.00	\$	72,739.00	5.0%
8500		TRANSFERS	\$	271,915.00	\$	87,449.00	\$	1.00	\$	(87,448.00)	-100.0%
TRANSFERS			\$	271,915.00	\$	87,449.00	\$	1.00	\$	(87,448.00)	-100.0%
9582		CURB & GUTTER	\$	1,248,432.00	\$	1,310,856.00	\$	1,376,399.00	\$	65,543.00	5.0%
9800		ALLEY REPLACEMENT PROJECT		449,808.00		472,303.00		495,918.00		23,615.00	5.0%
CAPITAL EXPENDITURES			\$	1,698,240.00	\$	1,783,159.00	\$	1,872,317.00	\$	89,158.00	5.0%
DEPARTMENT: 85 - TRANSFERS			\$	4,144,771.00	\$	4,153,950.00	\$	4,269,827.00	\$	115,877.00	2.8%

City of University Park							
CAPITAL PROJECTS TRANSFERS - UTILITY FUND							
02-85							
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change	
FUND: 02 - UTILITY FUND							
DEPARTMENT: 85 - TRANSFERS							
8500	TRANSFERS	\$ (80,000.04)	\$ (80,000.00)	\$ (80,000.00)	\$ -	0.0%	
	TRANSFERS	\$ (80,000.04)	\$ (80,000.00)	\$ (80,000.00)	\$ -	0.0%	
9801	LINE REPLACEMENT PROJECT	\$ 1,244,292.00	\$ 1,391,512.00	\$ 1,546,088.00	\$ 154,576.00	11.1%	
	CAPITAL EXPENDITURES	\$ 1,244,292.00	\$ 1,391,512.00	\$ 1,546,088.00	\$ 154,576.00	11.1%	
	DEPARTMENT: 85 - TRANSFERS	\$ 1,164,291.96	\$ 1,311,512.00	\$ 1,466,088.00	\$ 154,576.00	11.8%	

City of University Park												
CAPITAL PROJECTS TRANSFERS - SANITATION FUND												
04-85												
Account Number		Description		2020 Actual Budget		2021 Adopted Budget		2022 Proposed Budget		\$ Change	% Change	
FUND: 04 - zSANITATION FUND												
DEPARTMENT: 85 - TRANSFERS												
8500	TRANSFERS			\$	30,000.00	\$	30,000.00	\$	30,000.00	\$	-	0.0%
DEPARTMENT: 85 TRANSFERS				\$	30,000.00	\$	30,000.00	\$	30,000.00	\$	-	0.0%

City of University Park												
CAPITAL PROJECTS TRANSFERS - STORM WATER												
05-85												
Account Number		Description		2020 Actual Budget		2021 Adopted Budget		2022 Proposed Budget		\$ Change	% Change	
FUND: 05 - STORM WATER												
DEPARTMENT: 85 - TRANSFERS												
8500		TRANSFERS	\$	50,000.04	\$	50,000.00	\$	50,000.00	\$	-	0.0%	
									\$	-	\$	-
DEPARTMENT: 85 TRANSFERS			\$	50,000.04	\$	50,000.00	\$	50,000.00	\$	-	0.0%	

**REVENUE – UTILITY FUND  
02-11**

**No Employees**

Water sales make up 63% of budgeted Utility Fund revenues. Water charges consist of 1) a minimum monthly rate, 2) a consumption charge per 1,000 gallons and, 3) an additional conservation surcharge of \$1.76 cents per 1,000 gallons for residential consumption over 30,000 gallons in a month.

**Water Service**

<b>Minimum monthly rate:</b>	
<b>5/8-inch or 3/4-inch meter</b>	<b>\$6.00</b>
<b>1-inch meter</b>	<b>\$11.67</b>
<b>1.5-inch meter</b>	<b>\$21.80</b>
<b>2-inch meter</b>	<b>\$33.63</b>
<b>3-inch meter</b>	<b>\$61.31</b>
<b>4-inch meter</b>	<b>\$100.88</b>
<b>6-inch meter</b>	<b>\$199.75</b>
<b>8-inch meter</b>	<b>\$318.34</b>
<b>10-inch meter</b>	<b>\$571.46</b>
<b>Portable meter</b>	<b>n/a</b>

<b>Consumption charge per 1,000 per gallons/month:</b>	
<b>Up to 30,000 gallons</b>	<b>\$4.98</b>
<b>Additional Charge Over 30,000 gallons</b>	<b>\$1.85</b>

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$2.5759/1,000 gallons. Over an entire year the City will purchase over two billion gallons of water.

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

**Sewer Service**

<b>Minimum monthly charge per unit:</b>	<b>\$11.00</b>
<b>Per 1000 gallons/month</b>	<b>\$4.98</b>

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.

<p align="center"><b>City of University Park</b></p> <p align="center"><b>REVENUE - UTILITY FUND</b></p> <p align="center"><b>02-11</b></p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3450	WATER SALES-RESIDENTIAL	\$ 8,106,423.89	\$ 8,271,000.00	\$ 8,571,000.00	\$ 300,000.00	3.6%
3451	WATER SALES-COMMERCIAL	391,484.30	424,000.00	441,000.00	\$ 17,000.00	4.0%
3452	WATER SALES-CHURCH/SCHOOL	285,520.99	363,000.00	355,000.00	\$ (8,000.00)	-2.2%
3521	WATER SALES-SMU	1,122,781.71	1,251,000.00	1,331,000.00	\$ 80,000.00	6.4%
3523	METER INSTALLATION	197,877.91	175,000.00	175,000.00	\$ -	0.0%
3524	WATER RECONNECTIONS	1,716.26	5,000.00	3,500.00	\$ (1,500.00)	-30.0%
3525	TESTING FEES	240.00	300.00	350.00	\$ 50.00	16.7%
<b>WATER REVENUE</b>		<b>\$ 10,106,045.06</b>	<b>\$ 10,489,300.00</b>	<b>\$ 10,876,850.00</b>	<b>\$ 387,550.00</b>	<b>3.7%</b>
3532	SEWER CHRG-SMU	\$ 747,663.00	\$ 715,000.00	\$ 750,750.00	\$ 35,750.00	5.0%
3533	SEWER PERMITS	342,227.38	315,000.00	310,000.00	\$ (5,000.00)	-1.6%
3550	SEWER CHRG-RESIDENTIAL	4,487,696.71	4,595,000.00	4,824,750.00	\$ 229,750.00	5.0%
3551	SEWER CHRG-COMMERCIAL	223,829.71	225,000.00	236,250.00	\$ 11,250.00	5.0%
3552	SEWER CHRG-CHURCH/SCHOOL	86,898.76	110,000.00	100,000.00	\$ (10,000.00)	-9.1%
<b>WASTE WATER REVENUE</b>		<b>\$ 5,888,315.56</b>	<b>\$ 5,960,000.00</b>	<b>\$ 6,221,750.00</b>	<b>\$ 261,750.00</b>	<b>4.4%</b>
3900	INTEREST EARNINGS	\$ 51,526.20	\$ 10,000.00	\$ 10,000.00	\$ -	0.0%
<b>INTEREST EARNINGS</b>		<b>\$ 51,526.20</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
3999	OTHER REVENUE	\$ 4,862.79	\$ -	\$ -	\$ -	0.0%
<b>OTHER REVENUE</b>		<b>\$ 4,862.79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>		<b>\$ 16,050,749.61</b>	<b>\$ 16,459,300.00</b>	<b>\$ 17,108,600.00</b>	<b>\$ 649,300.00</b>	<b>3.9%</b>

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**UTILITY BILLING OFFICE  
02-21**

Located in City Hall, 3800 University Boulevard

**Four Employees:**  
All Full Time

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</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.

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<div> <div>City of University Park</div> <div>UTILITY BILLING OFFICE</div> <div>02-21</div> </div>						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 21 - UTILITIES OFFICE</b>						
1001	REGULAR EARNINGS	\$ 264,424.19	\$ 258,515.00	\$ 267,983.00	\$ 9,468.00	3.7%
1002	OVERTIME EARNINGS	2,286.55	2,000.00	2,500.00	\$ 500.00	25.0%
1005	LONGEVITY PAY	3,135.80	3,312.00	3,504.00	\$ 192.00	5.8%
1110	EMPLOYERS SHARE F.I.C.A.	18,170.82	20,182.00	20,960.00	\$ 778.00	3.9%
1120	EMPLOYERS SHARE T.M.R.S.	26,315.34	24,144.00	23,809.00	\$ (335.00)	-1.4%
1130	INSURANCE-EMPLOYEE LIFE	1,366.68	1,200.00	1,400.00	\$ 200.00	16.7%
1131	INSURANCE-WORKMENS COMP	207.00	212.00	219.00	\$ 7.00	3.3%
1135	HEALTH INSURANCE	57,088.56	57,744.00	57,744.00	\$ -	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 372,994.94</b>	<b>\$ 367,309.00</b>	<b>\$ 378,119.00</b>	<b>\$ 10,810.00</b>	<b>2.9%</b>
2029	CLOTHING ALLOWANCE	\$ 261.97	\$ 280.00	\$ 280.00	\$ -	0.0%
2100	OFFICE SUPPLIES	2,165.14	3,550.00	3,550.00	\$ -	0.0%
2320	GAS, OIL & GREASE	167.01	357.00	352.00	\$ (5.00)	-1.4%
<b>SUPPLIES</b>		<b>\$ 2,594.12</b>	<b>\$ 4,187.00</b>	<b>\$ 4,182.00</b>	<b>\$ (5.00)</b>	<b>-0.1%</b>
3010	POSTAGE	\$ 35,646.36	\$ 35,300.00	\$ 35,600.00	\$ 300.00	0.8%
3060	PROFESSIONAL SERVICES/FEES	17,519.47	18,220.00	18,220.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	64,763.49	62,932.00	-	\$ (62,932.00)	-100.0%
3113	PUBLICATIONS/PRINTING	636.00	1,401.00	1,401.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	-	433.00	433.00	\$ -	0.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 118,565.32</b>	<b>\$ 118,286.00</b>	<b>\$ 55,654.00</b>	<b>\$ (62,632.00)</b>	<b>-52.9%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 60,073.08	\$ 64,700.00	\$ 79,600.00	\$ 14,900.00	23.0%
4120	TELEPHONE SERVICE	597.21	314.00	353.00	\$ 39.00	12.4%
4270	SEWER PAYMENTS	3,196,239.24	3,651,359.00	3,900,595.00	\$ 249,236.00	6.8%
4280	WATER PURCHASES	4,772,213.71	5,033,076.00	5,218,408.00	\$ 185,332.00	3.7%
<b>UTILITIES</b>		<b>\$ 8,029,123.24</b>	<b>\$ 8,749,449.00</b>	<b>\$ 9,198,956.00</b>	<b>\$ 449,507.00</b>	<b>5.1%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 321.96	\$ 322.00	\$ 863.00	\$ 541.00	168.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,168.04	2,168.00	184.00	\$ (1,984.00)	-91.5%
5506	INSURANCE - GEN'L LIABILITY	288.00	288.00	229.00	\$ (59.00)	-20.5%
<b>INSURANCE</b>		<b>\$ 2,778.00</b>	<b>\$ 2,778.00</b>	<b>\$ 1,276.00</b>	<b>\$ (1,502.00)</b>	<b>-54.1%</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	\$ 44.83	\$ 50.00	\$ -	\$ (50.00)	-100.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	2,184.00	2,275.00	1,547.00	\$ (728.00)	-32.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	152,799.00	\$ 152,799.00	0.0%
7150	DUES & SUBSCRIPTIONS	-	300.00	300.00	\$ -	0.0%
7170	TRAVEL EXPENSE	1,090.57	4,500.00	3,970.00	\$ (530.00)	-11.8%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	6,224.00	\$ 6,224.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	40,237.00	\$ 40,237.00	0.0%
7221	OTHER EXPENSE	531.20	5,646.00	5,646.00	\$ -	0.0%
7240	TUITION & TRAINING	-	2,050.00	2,300.00	\$ 250.00	12.2%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	4,283.04	2,253.00	1,502.00	\$ (751.00)	-33.3%
<b>OTHER EXPENSE</b>		<b>\$ 8,133.64</b>	<b>\$ 17,074.00</b>	<b>\$ 214,525.00</b>	<b>\$ 197,451.00</b>	<b>1156.4%</b>
8010	CONTRIBUTION TO GEN. FUND	\$ 800,000.04	\$ 800,000.00	\$ 600,000.00	\$ (200,000.00)	-25.0%
<b>CONTRIBUTIONS</b>		<b>\$ 800,000.04</b>	<b>\$ 800,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ (200,000.00)</b>	<b>-25.0%</b>
<b>DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE</b>		<b>\$ 9,334,189.30</b>	<b>\$ 10,059,084.00</b>	<b>\$ 10,452,712.00</b>	<b>\$ 393,628.00</b>	<b>3.9%</b>

**INFRASTRUCTURE MAINTENANCE DEPARTMENT**  
**STREETS 01-80**  
**UTILITIES 02-22**

Located in the Peek Service Center, 4420 Worcola Street

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

FUNCTION	ACTUAL 2019-2018		ACTUAL 2020-2021		ADOPTED 2022	
	<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	2	<b>1</b>	2	<b>1</b>	2	<b>1</b>
Maintenance Technician II	4	<b>9</b>	4	<b>9</b>	4	<b>9</b>
Maintenance Technician I	10	<b>12</b>	10	<b>12</b>	10	<b>12</b>
	16	<b>25</b>	16	<b>25</b>	16	<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 477 fire hydrants. In FY21, the division poured almost a linear mile of concrete in the City's alleys.

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<b>City of University Park</b> <b>INFRASTRUCTURE MAINTENANCE - UTILITIES</b> <b>02-22</b>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 22 - UTILITIES</b>						
1001	REGULAR EARNINGS	\$ 1,434,495.27	\$ 1,628,029.00	\$ 1,564,803.00	\$ (63,226.00)	-3.9%
1002	OVERTIME EARNINGS	53,738.49	56,000.00	56,000.00	\$ -	0.0%
1005	LONGEVITY PAY	16,978.46	17,763.00	16,757.00	\$ (1,006.00)	-5.7%
1006	EDUCATION PAY	2,273.21	2,400.00	1,500.00	\$ (900.00)	-37.5%
1009	CELL PHONE ALLOWANCE	1,510.00	1,440.00	2,280.00	\$ 840.00	58.3%
1110	EMPLOYERS SHARE F.I.C.A.	110,883.02	130,374.00	125,389.00	\$ (4,985.00)	-3.8%
1120	EMPLOYERS SHARE T.M.R.S.	155,324.74	156,037.00	142,622.00	\$ (13,415.00)	-8.6%
1130	INSURANCE-EMPLOYEE LIFE	7,840.31	8,500.00	8,300.00	\$ (200.00)	-2.4%
1131	INSURANCE-WORKMENS COMP	17,347.36	23,899.00	24,252.00	\$ 353.00	1.5%
1135	HEALTH INSURANCE	344,882.74	387,864.00	374,064.00	\$ (13,800.00)	-3.6%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 2,145,273.60</b>	<b>\$ 2,412,306.00</b>	<b>\$ 2,315,967.00</b>	<b>\$ (96,339.00)</b>	<b>-4.0%</b>
2029	CLOTHING ALLOWANCE	\$ 17,164.10	\$ 17,680.00	\$ 17,680.00	\$ -	0.0%
2100	OFFICE SUPPLIES	772.93	3,468.00	3,800.00	\$ 332.00	9.6%
2320	GAS, OIL & GREASE	40,342.97	60,531.00	58,653.00	\$ (1,878.00)	-3.1%
2350	SUPPLIES & MATERIALS	49,762.81	77,160.00	89,510.00	\$ 12,350.00	16.0%
2370	BACKFILL MATERIALS	67,110.79	204,566.00	213,600.00	\$ 9,034.00	4.4%
<b>SUPPLIES</b>		<b>\$ 175,153.60</b>	<b>\$ 363,405.00</b>	<b>\$ 383,243.00</b>	<b>\$ 19,838.00</b>	<b>5.5%</b>
3003	BOARD MEETINGS	\$ 174.92	\$ 500.00	\$ 500.00	\$ -	0.0%
3010	POSTAGE	119.63	350.00	650.00	\$ 300.00	85.7%
3060	PROFESSIONAL SERVICES/FEES	52,286.19	68,251.00	69,350.00	\$ 1,099.00	1.6%
3063	PROGRAMMING/MAINTENANCE	44,475.28	45,872.00	-	\$ (45,872.00)	-100.0%
3113	PUBLICATIONS/PRINTING	702.43	500.00	500.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	5,293.15	4,919.00	-	\$ (4,919.00)	-100.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 103,051.60</b>	<b>\$ 120,392.00</b>	<b>\$ 71,000.00</b>	<b>\$ (49,392.00)</b>	<b>-41.0%</b>
4110	HEAT,LIGHT,WATER, UTIL	\$ 10,210.92	\$ 2,300.00	\$ 4,700.00	\$ 2,400.00	104.3%
4120	TELEPHONE SERVICE	3,652.24	3,116.00	5,016.00	\$ 1,900.00	61.0%
<b>UTILITIES</b>		<b>\$ 13,863.16</b>	<b>\$ 5,416.00</b>	<b>\$ 9,716.00</b>	<b>\$ 4,300.00</b>	<b>79.4%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 6,770.04	\$ 6,770.00	\$ 17,264.00	\$ 10,494.00	155.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	14,094.00	14,094.00	1,150.00	\$ (12,944.00)	-91.8%
5506	INSURANCE-GEN'L LIABILITY	1,871.04	1,871.00	1,430.00	\$ (441.00)	-23.6%
<b>INSURANCE</b>		<b>\$ 22,735.08</b>	<b>\$ 22,735.00</b>	<b>\$ 19,844.00</b>	<b>\$ (2,891.00)</b>	<b>-12.7%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 1,750.00	\$ 2,000.00	\$ 250.00	14.3%
<b>OUTSIDE SERVICES</b>		<b>\$ -</b>	<b>\$ 1,750.00</b>	<b>\$ 2,000.00</b>	<b>\$ 250.00</b>	<b>14.3%</b>
6190	AUTO REPAIRS	\$ 31,570.63	\$ 48,000.00	\$ 42,900.00	\$ (5,100.00)	-10.6%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	171,933.96	175,093.00	201,812.00	\$ 26,719.00	15.3%
6201	ALLOCATED INFORMATION SERVICES	-	-	159,699.00	\$ 159,699.00	0.0%
6355	UTILITY MAIN MAINTENANCE	393,492.46	452,000.00	452,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	1,044.00	1,634.00	2,725.00	\$ 1,091.00	66.8%
7170	TRAVEL EXPENSE	-	2,000.00	6,380.00	\$ 4,380.00	219.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	25,868.00	\$ 25,868.00	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	45,160.00	\$ 45,160.00	0.0%
7221	OTHER EXPENSE	1,017.32	3,050.00	3,250.00	\$ 200.00	6.6%
7240	TUITION & TRAINING	4,651.57	4,602.00	4,600.00	\$ (2.00)	0.0%
7260	EQUIPMENT RENTAL	-	3,000.00	3,000.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	-	14,500.00	14,500.00	\$ -	0.0%
7500	DEPRECIATION EXPENSE	6,168.32	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRG	149,291.04	153,080.00	144,943.00	\$ (8,137.00)	-5.3%
<b>OTHER EXPENSE</b>		<b>\$ 759,169.30</b>	<b>\$ 856,959.00</b>	<b>\$ 1,106,837.00</b>	<b>\$ 249,878.00</b>	<b>29.2%</b>
1140	PERSONNEL REIMBURSEMENT	\$ 186,500.04	\$ 190,000.00	\$ 190,000.00	\$ -	0.0%
<b>TRANSFERS</b>		<b>\$ 186,500.04</b>	<b>\$ 190,000.00</b>	<b>\$ 190,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 22 - UTILITIES</b>		<b>\$ 3,405,746.38</b>	<b>\$ 3,972,963.00</b>	<b>\$ 4,098,607.00</b>	<b>\$ 125,644.00</b>	<b>3.2%</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 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Construction Superintendent	0	0	1
Crew Leader	0	0	1
Operator / Technician	0	5	5

The In-House Construction Department is responsible for the planned replacement of water, sanitary sewer, and pavement associated with the City's "Mile Per Year Program". The Mile Per Year Program was established in 1989 to facilitate the replacement of approximately one (1) mile of water and sanitary sewer mains per year. Historically, this work has been performed by contractors. In FY18, the decision was made to bring the program in-house and to purchase equipment and hire the staff necessary to implement the program.

Development of the In-House Mile Construction Department will be phased in over three fiscal years. In FY21, a crew will be hired. 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.

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# City of University Park

## IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 02 - UTILITY FUND</b>						
<b>DEPARTMENT: 24 - IN HOUSE CONSTRUCTION</b>						
1001	REGULAR EARNINGS	\$ 258,309.58	\$ 396,430.00	\$ 382,793.00	\$ (13,637.00)	-3.4%
1002	OVERTIME EARNINGS	6,094.26	-	6,000.00	\$ 6,000.00	0.0%
1005	LONGEVITY PAY	752.59	989.00	144.00	\$ (845.00)	-85.4%
1009	CELL PHONE ALLOWANCE	-	-	840.00		
1110	EMPLOYERS SHARE F.I.C.A.	19,074.30	30,403.00	29,755.00	\$ (648.00)	-2.1%
1120	EMPLOYERS SHARE T.M.R.S.	26,572.44	36,327.00	33,857.00	\$ (2,470.00)	-6.8%
1125	GSAB ALLOCATION OF PENSION/OPEB EXP	7,380.00	-	-	\$ -	0.0%
1126	GASB ALLOCATION OF PENSION/OPEB	(1,875.00)	-	-	\$ -	0.0%
1130	INUSRANCE - EMPLOYEE LIFE	1,389.37	800.00	1,400.00	\$ 600.00	75.0%
1131	INSURANCE-WORKMENS COMP	12,314.79	10,332.00	10,135.00	\$ (197.00)	-1.9%
1135	HEALTH INSURANCE	76,008.84	72,180.00	70,908.00	\$ (1,272.00)	-1.8%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 406,021.17</b>	<b>\$ 547,461.00</b>	<b>\$ 535,832.00</b>	<b>\$ (11,629.00)</b>	<b>-2.1%</b>
2029	CLOTHING ALLOWANCE	\$ 1,700.73	\$ 5,600.00	\$ 5,723.00	\$ 123.00	2.2%
2100	OFFICE SUPPLIES	-	500.00	500.00	\$ -	0.0%
2320	GAS, OIL, & GREASE	2,353.57	5,970.00	5,843.00	\$ (127.00)	-2.1%
2350	SUPPLIES & MATERIALS	2,547.80	232,500.00	247,720.00	\$ 15,220.00	6.5%
2360	SMALL TOOLS	17.99	-	500.00	\$ 500.00	0.0%
2370	BACKFILL MATERIALS	-	50,000.00	52,050.00	\$ 2,050.00	4.1%
<b>SUPPLIES</b>		<b>\$ 6,620.09</b>	<b>\$ 294,570.00</b>	<b>\$ 312,336.00</b>	<b>\$ 17,766.00</b>	<b>6.0%</b>
3060	PROFESSIONAL SERVICES/FEES	\$ 6,065.70	\$ 40,500.00	\$ 40,500.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ -	\$ 200.00	\$ 200.00	0.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 6,065.70</b>	<b>\$ 40,500.00</b>	<b>\$ 40,700.00</b>	<b>\$ 200.00</b>	<b>0.5%</b>
4110	UTILITIES	\$ -	\$ 800.00	\$ 400.00	\$ (400.00)	-50.0%
4120	TELEPHONE SERVICE	\$ -	\$ -	\$ 348.00	\$ 348.00	0.0%
<b>UTILITIES</b>		<b>\$ -</b>	<b>\$ 800.00</b>	<b>\$ 748.00</b>	<b>\$ (52.00)</b>	<b>-6.5%</b>
5500	INSURANCE-AUTO LIABILITY	\$ -	\$ -	\$ 3,453.00	\$ 3,453.00	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	-	-	322.00	\$ 322.00	0.0%
5506	INSURANCE-GEN'L LIABILITY	-	-	400.00	\$ 400.00	0.0%
<b>INSURANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,175.00</b>	<b>\$ 4,175.00</b>	<b>0.0%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.0%
6370	STREET REPAIR MATERIAL	\$ 17,058.10	\$ 50,000.00		\$ (50,000.00)	-100.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 17,058.10</b>	<b>\$ 50,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ (49,000.00)</b>	<b>-98.0%</b>
6190	AUTO REPAIRS	\$ 1,557.29	\$ 5,000.00	\$ 4,200.00	\$ (800.00)	-16.0%
6201	ALLOCATED INFORMATION SERVICES	-	-	11,642.00	\$ 11,642.00	0.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	57,310.92	58,365.00	20,919.00	\$ (37,446.00)	-64.2%
6355	UTILITY MAIN MAINTENANCE	68,829.55	-	-	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	-	444.00	1,884.00	\$ 1,440.00	324.3%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	2,000.00	5,640.00	\$ 3,640.00	182.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	2,385.00	\$ 2,385.00	0.0%
7221	OTHER EXPENSE	88.00	-	-	\$ -	0.0%
7240	TUITION & TRAINING	-	2,000.00	3,150.00	\$ 1,150.00	57.5%
7260	EQUIPMENT RENTAL	-	15,000.00	-	\$ (15,000.00)	-100.0%
7331	EQUIPMENT UNDER \$5000	-	8,000.00	5,000.00	\$ (3,000.00)	-37.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	32,589.96	32,590.00	41,719.00	\$ 9,129.00	28.0%
<b>OTHER</b>		<b>\$ 160,375.72</b>	<b>\$ 123,399.00</b>	<b>\$ 96,539.00</b>	<b>\$ (26,860.00)</b>	<b>-21.8%</b>
6371	REPAVING OUTSIDE CONTRACT	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0.0%
<b>TRANSFERS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>0.00%</b>
9100	EQUIPMENT OVER \$5000	\$ -	\$ -	\$ 5,225.00	\$ 5,225.00	0.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,225.00</b>	<b>\$ 5,225.00</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION</b>		<b>\$ 596,140.78</b>	<b>\$ 1,056,730.00</b>	<b>\$ 1,046,555.00</b>	<b>\$ (10,175.00)</b>	<b>-1.0%</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 \$25.96/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 25.96
Two-family dwelling, per unit	\$ 25.96
Apartments, per unit - on residential route	\$ 25.96
Apartments, per unit - on commercial route	\$ 25.96
Carryout, per unit	\$ 159.10

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	\$128.21	\$256.41	\$384.62	\$512.82
6	\$256.41	\$512.82	\$769.23	\$1,025.64
12	\$512.82	\$1,025.64	\$1,538.46	\$2,051.28
18	\$769.23	\$1,538.46	\$2,307.69	\$3,076.92

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.

<p align="center"><b>City of University Park</b></p> <p align="center"><b>REVENUE - SANITATION FUND</b></p> <p align="center"><b>04-11</b></p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 11 - REVENUE</b>						
3501	REFUSE COLL-SMU	\$ 186,780.12	\$ 196,350.00	\$ 196,350.00	\$ -	0.0%
3504	RECYCLING REVENUE	347,462.15	367,500.00	367,500.00	\$ -	0.0%
3540	REFUSE COLL - RESIDENTIAL	2,085,855.44	2,184,000.00	2,184,000.00	\$ -	0.0%
3541	REFUSE COLL - COMMERCIAL	517,428.01	548,100.00	548,100.00	\$ -	0.0%
3542	REFUSE COLL-CHURCH/SCHOOL	154,219.48	169,050.00	169,050.00	\$ -	0.0%
3543	BRUSH/SPECIAL PICKUP CHRG	100,421.98	96,600.00	96,600.00	\$ -	0.0%
<b>REFUSE &amp; RECYCLING</b>		<b>\$ 3,392,167.18</b>	<b>\$ 3,561,600.00</b>	<b>\$ 3,561,600.00</b>	<b>\$ -</b>	<b>0.0%</b>
3900	INTEREST EARNINGS	\$ 3,900.05	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%
<b>INTEREST EARNINGS</b>		<b>\$ 3,900.05</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 11 - REVENUE</b>		<b>\$ 3,396,067.23</b>	<b>\$ 3,566,600.00</b>	<b>\$ 3,566,600.00</b>	<b>\$ -</b>	<b>0.0%</b>

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**SANITATION DEPARTMENT  
04-60**

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

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

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</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 FCC 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 FY2021, the Division handled more than 12,750 tons of solid waste, almost 1,200 tons of yard waste, and more than 2,900 tons of recyclable materials. The division recycled approximately 23 tons of metal.

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<p align="center"><b>City of University Park</b></p> <p align="center"><b>SANITATION DEPARTMENT</b></p> <p align="center"><b>04-60</b></p>
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Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 04 - SANITATION FUND</b>						
<b>DEPARTMENT: 60 - SANITATION</b>						
1001	REGULAR EARNINGS	\$ 1,486,703.52	\$ 1,445,449.00	\$ 1,427,591.00	\$ (17,858.00)	-1.2%
1002	OVERTIME EARNINGS	37,688.59	66,000.00	50,000.00	\$ (16,000.00)	-24.2%
1005	LONGEVITY PAY	14,603.04	15,694.00	14,974.00	\$ (720.00)	-4.6%
1009	CELL PHONE ALLOWANCE	1,680.00	1,680.00	1,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	107,323.50	116,830.00	114,183.00	\$ (2,647.00)	-2.3%
1120	EMPLOYERS SHARE T.M.R.S.	150,845.70	139,884.00	129,817.00	\$ (10,067.00)	-7.2%
1130	INSURANCE-EMPLOYEE LIFE	7,623.74	7,000.00	7,600.00	\$ 600.00	8.6%
1131	INSURANCE-WORKMENS COMP	37,356.06	47,020.00	45,848.00	\$ (1,172.00)	-2.5%
1135	HEALTH INSURANCE	367,630.50	375,336.00	374,064.00	\$ (1,272.00)	-0.3%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 2,211,454.65</b>	<b>\$ 2,214,893.00</b>	<b>\$ 2,165,757.00</b>	<b>\$ (49,136.00)</b>	<b>-2.2%</b>
2029	CLOTHING ALLOWANCE	\$ 16,037.51	\$ 15,067.00	\$ 17,236.00	\$ 2,169.00	14.4%
2100	OFFICE SUPPLIES	880.89	1,489.00	1,636.00	\$ 147.00	9.9%
2320	GAS, OIL & GREASE	73,193.04	111,922.00	107,146.00	\$ (4,776.00)	-4.3%
2350	SUPPLIES & MATERIALS	7,984.42	7,093.00	7,681.00	\$ 588.00	8.3%
<b>SUPPLIES</b>		<b>\$ 98,095.86</b>	<b>\$ 135,571.00</b>	<b>\$ 133,699.00</b>	<b>\$ (1,872.00)</b>	<b>-1.4%</b>
3010	POSTAGE	\$ 14.15	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	8,000.00	8,000.00	\$ -	0.0%
3063	PROGRAMMING/MAINTENANCE	7,168.35	7,335.00	-	\$ (7,335.00)	-100.0%
3113	PUBLICATIONS/PRINTING	1,160.73	2,300.00	1,400.00	\$ (900.00)	-39.1%
3115	CONTRACT MAINTENANCE	4,266.11	3,940.00	3,940.00	\$ -	0.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 12,609.34</b>	<b>\$ 21,625.00</b>	<b>\$ 13,390.00</b>	<b>\$ (8,235.00)</b>	<b>-38.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 13,565.31	\$ 11,000.00	\$ 12,100.00	\$ 1,100.00	10.0%
4120	TELEPHONE SERVICE	3,664.02	2,712.00	3,490.00	\$ 778.00	28.7%
4390	LAND FILL	145,031.52	165,730.00	173,330.00	\$ 7,600.00	4.6%
4392	DISPOSAL FEES CONTINGENCY	-	110,000.00	110,000.00	\$ -	0.0%
<b>UTILITIES</b>		<b>\$ 162,260.85</b>	<b>\$ 289,442.00</b>	<b>\$ 298,920.00</b>	<b>\$ 9,478.00</b>	<b>3.3%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 10,961.04	\$ 10,961.00	\$ 23,307.00	\$ 12,346.00	112.6%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	14,094.00	14,094.00	1,241.00	\$ (12,853.00)	-91.2%
5506	INSURANCE - GEN'L LIABILITY	1,871.04	1,871.00	1,545.00	\$ (326.00)	-17.4%
<b>INSURANCE</b>		<b>\$ 26,926.08</b>	<b>\$ 26,926.00</b>	<b>\$ 26,093.00</b>	<b>\$ (833.00)</b>	<b>-3.1%</b>
6186	TRANSFER STATION REPAIR	\$ 21,600.09	\$ 29,900.00	\$ 30,012.00	\$ 112.00	0.4%
6400	RECYCLING FEES	28,304.60	65,000.00	-	\$ (65,000.00)	-100.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 49,904.69</b>	<b>\$ 94,900.00</b>	<b>\$ 30,012.00</b>	<b>\$ (64,888.00)</b>	<b>-68.4%</b>
6190	AUTO REPAIRS	\$ 85,470.10	\$ 119,000.00	\$ 95,900.00	\$ (23,100.00)	-19.4%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	252,643.08	261,320.00	267,848.00	\$ 6,528.00	2.5%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	-	-	67,268.00	\$ 67,268.00	0.0%
6318	CONTAINER MAINTENANCE	442.50	5,000.00	7,055.00	\$ 2,055.00	41.1%
7150	DUES & SUBSCRIPTIONS	1,267.00	1,385.00	2,268.00	\$ 883.00	63.8%
7170	TRAVEL EXPENSE	603.24	1,900.00	4,351.00	\$ 2,451.00	129.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	1,310.00	1,948.00	29,369.00	\$ 27,421.00	1407.6%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	9,384.00	\$ 9,384.00	0.0%
7221	OTHER EXPENSE	6,436.79	5,450.00	5,250.00	\$ (200.00)	-3.7%
7240	TUITION & TRAINING	474.36	2,451.00	2,276.00	\$ (175.00)	-7.1%
7331	EQUIPMENT UNDER \$5000	-	-	-	\$ -	0.0%
7392	CONTAINERS	24,894.50	20,900.00	24,450.00	\$ 3,550.00	17.0%
7500	DEPRECIATION EXPENSE	7,340.36	-	-	\$ -	0.0%
7601	HAZARDOUS WASTE SERVICE	35,327.87	39,000.00	40,800.00	\$ 1,800.00	4.6%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	280,272.00	289,842.00	247,007.00	\$ (42,835.00)	-14.8%
<b>OTHER EXPENSE</b>		<b>\$ 696,481.80</b>	<b>\$ 748,196.00</b>	<b>\$ 803,226.00</b>	<b>\$ 55,030.00</b>	<b>7.4%</b>
9950	IMPROVEMENTS/REMODELING OVER \$5000	-	-	-	-	0.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 60 - SANITATION</b>		<b>\$ 3,257,733.27</b>	<b>\$ 3,531,553.00</b>	<b>\$ 3,471,097.00</b>	<b>\$ (60,456.00)</b>	<b>-1.7%</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. With 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	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 11 - REVENUE						
3903	STORMWATER FEE-COMMERCIAL	\$ 14,646.46	\$ 15,750.00	\$ 22,050.00	\$ 6,300.00	40.0%
3904	STORM FEE-RESIDENTIAL	474,961.51	472,000.00	660,800.00	\$ 188,800.00	40.0%
3906	STORM FEE-CHURCH/SCHOOL	11,120.71	11,550.00	16,170.00	\$ 4,620.00	40.0%
STORM FEE		\$ 500,728.68	\$ 499,300.00	\$ 699,020.00	\$ 199,720.00	40.0%
3900	INTEREST EARNINGS	\$ 21,455.93	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	-50.0%
INTEREST EARNINGS		\$ 21,455.93	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	-50.0%
DEPARTMENT Total: 11 - REVENUE		\$ 522,184.61	\$ 504,300.00	\$ 701,520.00	\$ 197,220.00	39.1%

City of University Park

EXPENSE - STORMWATER

05-23

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 23 - STORM WATER UTILITY						
2100	OFFICE SUPPLIES	\$ 535.55	\$ 50.00	\$ 1.00	\$ (49.00)	-98.0%
2350	SUPPLIES & MATERIALS	3,215.82	3,001.00	3,001.00	\$ -	0.0%
SUPPLIES		\$ 3,751.37	\$ 3,051.00	\$ 3,002.00	\$ (49.00)	-1.6%
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	102,784.95	408,200.00	-	\$ (408,200.00)	-100.0%
3113	PUBLICATIONS/PRINTING	-	-	-	\$ -	0.0%
3115	CONTRACT MAINTENANCE	3,727.52	3,600.00	7,600.00	\$ 4,000.00	111.1%
PROFESSIONAL FEES		\$ 106,512.47	\$ 411,850.00	\$ 7,650.00	\$ (404,200.00)	-98.1%
7150	DUES & SUBSCRIPTIONS	\$ 8,125.00	\$ 8,200.00	\$ 8,200.00	\$ -	0.0%
7240	TUITION & TRAINING	4,038.00	3,500.00	2,751.00	\$ (749.00)	-21.4%
OTHER EXPENSE		\$ 12,163.00	\$ 11,700.00	\$ 10,951.00	\$ (749.00)	-6.4%
9305	STORMWATER EXPENSES	\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
CAPITAL EXPENDITURES		\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
DEPARTMENT Total: 23 - STORM WATER UTILITY		\$ 122,426.84	\$ 426,602.00	\$ 21,603.00	\$ (404,999.00)	-94.9%

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## **CAPITAL IMPROVEMENT PROJECTS (CIP)**

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

**See Capital Projects Section**

**Revenue - Enterprise**  
**42-11**

**Revenue - General Governmental Projects**  
**44-11**

**General Governmental Projects**  
**44-44**

**No Employees**

### **Capital Budget and Five-Year CIP**

The first year of the five-year CIP serves as the capital budget. Prior to FY2016, projects were assigned five digit numbers in the following categories:

10000 Information Technology  
20000 Parks  
30000 Public Safety  
40000 Public Works

After FY2016, projects were assigned a two-digit prefix based on the year initiated, followed by three digit numbers in the following categories:

100 Information Technology  
200 Parks  
300 Public Safety  
400 Public Works

In the general ledger, Fund 42 is used for Enterprise Capital Projects (water, sewer and storm sewer) and Fund 44 is used for General Governmental Capital Projects (everything else). For budgeting and planning purposes, the two funds are shown as one.

The FY2019-2023 Detailed CIP lists all identified projects and their estimated costs. The first year of the 5 year CIP serves as the capital budget (FY2019), while the future years are forecast years.

See Capital Project Section for detail.

### **Approval**

The capital budget and five-year CIP are a collaborative effort involving City staff, the Capital Projects Review Committee and the City Council. The capital budget is approved by resolution of the City Council and may be amended as conditions change throughout the fiscal year.



City of University Park						
REVENUE - CIP - ENTERPRISE						
42-11						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	\$ 449,808.00	\$ 472,303.00	\$ 495,918.00	\$ 23,615.00	5.00%
3102	TRANSFER - UTILITY FUND	1,244,292.00	1,391,512.00	1,546,088.00	\$ 154,576.00	11.11%
TRANSFERS FROM OTHER FUNDS		\$ 1,694,100.00	\$ 1,863,815.00	\$ 2,042,006.00	\$ 178,191.00	9.56%
3900	INTEREST EARNINGS	\$ 12,815.88	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	-50.00%
INTEREST EARNINGS		\$ 12,815.88	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	-50.00%
		\$ -				
3999	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.00%
OTHER REVENUE		\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE		\$ 1,706,915.88	\$ 1,868,815.00	\$ 2,044,506.00	\$ 175,691.00	9.40%

City of University Park							
REVENUE - CIP - GENERAL GOVERNMENT PROJECTS							
44-11							
Description		2016 Actual Amount	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	% Change	
FUND: 44 - CAPITAL PROJECTS - GEN GOVT							
DEPARTMENT: 11 - REVENUE							
3101	TRANSFER - GENERAL FUND	\$ 3,673,044.00	\$ 3,594,199.00	\$ 3,773,909.00	\$ 179,710.00	5.0%	
TRANSFERS FROM OTHER FUNDS		\$ 3,673,044.00	\$ 3,594,199.00	\$ 3,773,909.00	\$ 179,710.00	5.0%	
3900	INTEREST EARNINGS	\$ 74,664.05	\$ 20,000.00	\$ -	\$ (20,000.00)	-100.0%	
INTEREST EARNINGS		\$ 74,664.05	\$ 20,000.00	\$ -	\$ (20,000.00)	-100.0%	
					\$ -		
3999	OTHER REVENUE	\$ 339,246.37	\$ -	\$ -	\$ -	0.0%	
OTHER REVENUE		\$ 339,246.37	\$ -	\$ -	\$ -	0.0%	
DEPARTMENT Total: 44-11 CIP GEN GOVERNMENT PROJECTS - REVENUE		\$ 4,086,954.42	\$ 3,614,199.00	\$ 3,773,909.00	\$ 159,710.00	3.9%	

City of University Park						
CIP - GENERAL GOVERNMENT PROJECTS						
44-44						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT						
1001	REGULAR EARNINGS	\$ -	\$ 87,926.00	\$ 96,090.00	\$ 8,164.00	9.3%
1005	LONGEVITY PAY	\$ -	\$ -	\$ 1,200.00		0.0%
1110	EMPLOYERS SHARE F.I.C.A.	-	6,726.00	7,443.00	\$ 717.00	10.7%
1120	EMPLOYERS SHARE T.M.R.S.	-	8,035.00	8,452.00	\$ 417.00	5.2%
1131	INSURANCE-WORKMENS COMP	-	70.00	78.00	\$ 8.00	11.4%
1135	HEALTH INSURANCE	-	13,800.00	13,800.00	\$ -	0.0%
SALARIES & BENEFITS		\$ -	\$ 116,557.00	\$ 127,063.00	\$ 10,506.00	9.0%
4410	CAPITAL PROJECTS-GEN FUND	\$ 5,908,685.12	\$ -	\$ -	\$ -	0.0%
4430	CAPITAL PROJECTS - MPY	-	-	-	\$ -	0.0%
CAPITAL EXPENDITURES		\$ 5,908,685.12	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS		\$ 5,908,685.12	\$ 116,557.00	\$ 127,063.00	\$ 10,506.00	9.0%

**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.

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City of University Park						
REVENUES - SELF-INSURANCE						
45-11						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF-INSURANCE						
DEPARTMENT: 11 - REVENUE						
3802	GENERAL FUND CONTRIBUTION	\$ -	\$ -	\$ -	\$ -	0.0%
3803	CONT-OFF'L LIABILITY	37,239.96	37,240.00	21,523.00	(15,717.00)	-42.2%
3804	CONT-EXCESS LIABILITY	148,522.92	148,526.00	12,047.00	(136,479.00)	-91.9%
3805	CONT-GENERAL LIABILITY	19,723.20	19,722.00	14,990.00	(4,732.00)	-24.0%
3806	CONT-AUTO LIABILITY	47,386.80	47,388.00	120,850.00	73,462.00	155.0%
3807	CONT-POLICE LIABILITY	20,289.96	20,290.00	15,638.00	(4,652.00)	-22.9%
3808	CONT-BLDG AND CONTENTS	112,062.00	112,062.00	112,288.00	226.00	0.2%
3810	CONT-WORKMENS COMP	254,643.00	252,825.00	255,375.00	2,550.00	1.0%
3812	CONT-BONDS/OFF'L EMPL	212.04	212.00	25,000.00	24,788.00	11692.5%
3813	CONTRIB-EMPLOYEE HEALTH INSURANCE	4,079,857.66	-	3,594,372.00	3,594,372.00	0.0%
3814	CONTRIBUTIONS -FSA	16,175.30	-	-	-	0.0%
CONTRIBUTIONS TO SELF-INSURANCE		\$ 4,736,112.84	\$ 638,265.00	\$ 4,172,083.00	\$ 3,533,818.00	553.7%
3900	INTEREST EARNINGS	\$ 77,755.59	\$ 15,000.00	\$ 7,500.00	\$ (7,500.00)	-50.0%
INTEREST EARNINGS		\$ 77,755.59	\$ 15,000.00	\$ 7,500.00	\$ (7,500.00)	-50.0%
3999	OTHER REVENUE	\$ 11,415.21	\$ -	\$ -	\$ -	0.0%
OTHER REVENUE		\$ 4,825,283.64	\$ 653,265.00	\$ 4,179,583.00	\$ 3,526,318.00	539.8%

City of University Park						
SELF INSURANCE						
45-45						
Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF INSURANCE						
DEPARTMENT: 45 - SELF INSURANCE						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 75,961.00	\$ 75,961.00	0.0%
1002	OVERTIME EARNINGS	-	-		\$ -	0.0%
1005	LONGEVITY PAY	-	-		\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	-	-	5,811.00	\$ 5,811.00	0.0%
1120	EMPLOYERS SHARE T.M.R.S.	-	-	6,598.00	\$ 6,598.00	0.0%
1130	INSURANCE-EMPLOYEE LIFE	-	-	-	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	-	-	61.00	\$ 61.00	0.0%
1135	HEALTH INSURANCE	-	-	13,800.00	\$ 13,800.00	0.0%
SALARIES & BENEFITS		\$ -	\$ -	\$ 102,231.00	\$ 102,231.00	0.0%
2029	CLOTHING ALLOWANCE	\$ -	\$ -	\$ -	\$ -	0.0%
2100	OFFICE SUPPLIES	-	-	200.00	200.00	0.0%
2320	GAS, OIL & GREASE	-	-	-	-	0.0%
SUPPLIES		\$ -	\$ -	\$ 200.00	\$ 200.00	0.0%
5803	CLAIMS-PUBLIC	\$ -	\$ -	\$ -	\$ -	0.0%
5805	CLAIMS-GENERAL LIABILITY	19,537.04	\$ -	\$ -	-	0.0%
5806	CLAIMS-AUTO LIAB/DAMG	16,912.92	\$ -	\$ -	-	0.0%
5808	CLAIMS-BLDG & CONTENTS	-	\$ -	\$ -	-	0.0%
5810	CLAIMS-WORKMENS COMP	331,011.16	\$ -	\$ -	-	0.0%
5811	CLAIMS-RISK LOSS, MGMT	(46,776.70)	\$ -	\$ -	-	0.0%
5813	CLAIMS-EMP HEALTH INS	2,889,274.51	\$ -	\$ -	-	0.0%
5815	INSURANCE PREMIUM	1,047,348.14	\$ -	\$ -	-	0.0%
OTHER		\$ 4,257,307.07	\$ -	\$ -	\$ -	0.0%
7221	OTHER EXPENSE	\$ 130,613.22	\$ -	\$ 13,000.00	\$ 13,000.00	0.0%
7224	ADMIN-EMP HEALTH INS	95,198.55	-	-	-	0.0%
SELF INSURANCE		\$ 225,811.77	\$ -	\$ 13,000.00	\$ 13,000.00	0.0%
DEPARTMENT Total: 45 - SELF INSURANCE TOTAL		\$ 4,483,118.84	\$ -	\$ 115,431.00	\$ 115,431.00	0.0%

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**TECHNOLOGY SERVICES DEPARTMENT**  
**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

<b>FUNCTION</b>	<b>ACTUAL 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Director of Information Services	1	1	1
Sr. Systems Administrator	1	1	1
Public Safety Tech Srvs	1	1	1
GIS Coordinator	1	1	1
Network Support Specialist	1	1	1
Applications Support Analyst	1	1	1
ERP Systems Analyst	0	0	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 Office suite and primarily utilize a Web Browser User Interface.

The primary financial applications include General Ledger, Revenue Accounting, Purchasing, Capital Projects, Financial Reporting, Utility Billing, Human Resources, and Payroll.

The Public Safety applications include Computer-aided Dispatch for Police, Fire, and EMS, Crimes Management, Fires Management, Mobile Data Computing, Field Incident Reporting, Field Accident Reporting, the Municipal Court system, and Direct Alarm Monitoring.

The City's ESRI Enterprise GIS (Geographic Information System) is directly linked to the Community Development application in support of planning, permitting, code enforcement, and their associated inspections.

Information Services also supports a variety of applications related to document imaging and management, Police digital video, Internet access, Engineering, Public Works, Parks, and Equipment Services.

The network-computing environment consists of approximately 200 desktop users, 55 servers, and 40 mobile data computers.

# City of University Park

## INFORMATION SERVICES FUND

46-05

Account Number	Description	2020 Adopted Budget	2021 Proposed Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 46 - TECHNOLOGY SERVICES FUND</b>						
<b>DEPARTMENT: 05 - INFORMATION SERVICES</b>						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 757,739.00	\$ -	0.0%
1005	LONGEVITY PAY	\$ -	\$ -	2,665.00	\$ 2,665.00	0.0%
1007	CAR ALLOWANCE	\$ -	\$ -	7,200.00	\$ 7,200.00	0.0%
1009	CELL PHONE ALLOWANCE	\$ -	\$ -	3,360.00	\$ 3,360.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	\$ -	\$ -	57,784.00	\$ 57,784.00	0.0%
1120	EMPLOYERS SHARE T.M.R.S.	\$ -	\$ -	66,980.00	\$ 66,980.00	0.0%
1130	INSURANCE-EMPLOYEE LIFE	\$ -	\$ -	3,500.00	\$ 3,500.00	0.0%
1131	INSURANCE-WORKMENS COMP	\$ -	\$ -	617.00	\$ 617.00	0.0%
1135	HEALTH INSURANCE	\$ -	\$ -	96,600.00	\$ 96,600.00	0.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 996,445.00</b>	<b>\$ 996,445.00</b>	<b>0.0%</b>
2100	OFFICE SUPPLIES	\$ -	\$ -	250.00	\$ 250.00	0.0%
2318	COMPUTER SUPPLIES	\$ -	\$ -	8,680.00	\$ 8,680.00	0.0%
<b>SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,930.00</b>	<b>\$ 8,930.00</b>	<b>0.0%</b>
3010	POSTAGE	\$ -	\$ -	100.00	\$ 100.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ -	130,400.00	\$ 130,400.00	0.0%
3063	PROGRAMMING/MAINTENANCE	\$ -	\$ -	-	\$ -	0.0%
<b>PROFESSIONAL SERVICES/FEES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,500.00</b>	<b>\$ 130,500.00</b>	<b>0.0%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ -	\$ -	4,200.00	\$ 4,200.00	0.0%
4120	TELEPHONE SERVICE	\$ -	\$ -	84,451.00	84,451.00	0.0%
<b>UTILITIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,651.00</b>	<b>\$ 88,651.00</b>	<b>0.0%</b>
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ -	\$ -	276.00	\$ 276.00	0.0%
5506	INSURANCE-GEN'L LIABILITY	\$ -	\$ -	343.00	343.00	0.0%
<b>INSURANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 619.00</b>	<b>\$ 619.00</b>	<b>0.0%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ -	17,000.00	\$ 17,000.00	0.0%
<b>OUTSIDE SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,000.00</b>	<b>\$ 17,000.00</b>	<b>0.0%</b>
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ -	\$ -	53.00	\$ 53.00	0.0%
7150	DUES & SUBSCRIPTIONS	\$ -	\$ -	225.00	\$ 225.00	0.0%
7170	TRAVEL EXPENSE	\$ -	\$ -	5,800.00	\$ 5,800.00	0.0%
7201	COMPUTER EQT UNDER \$5000	\$ -	\$ -	345,233.00	\$ 345,233.00	0.0%
7202	MICRO COMPUTER SOFTWARE	\$ -	\$ -	662,402.00	\$ 662,402.00	0.0%
7221	OTHER EXPENSE	\$ -	\$ -	225.00	\$ 225.00	0.0%
7240	TUITION & TRAINING	\$ -	\$ -	11,650.00	\$ 11,650.00	0.0%
<b>OTHER EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,025,588.00</b>	<b>\$ 1,025,588.00</b>	<b>0.0%</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 05 - INFORMATION SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,267,733.00</b>	<b>\$ 2,267,733.00</b>	<b>0.0%</b>

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City of University Park

REVENUES - TECHNOLOGY SERVICES

46-11

Account Number	Description	2020 Adopted Budget	2021 Proposed Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 46 - TECHNOLOGY SERVICES FUNDS						
DEPARTMENT: 11 - REVENUE						
3165.01	INFO SERVICES - GEN FUND	\$ -	\$ -	\$ 807,410.00	\$ 807,410.00	0.0%
3165.02	INFO SERVICES - UTIL FUND	\$ -	\$ -	324,140.00	\$ 324,140.00	0.0%
3165.04	INFO SERVICES - SANITATION FUND	\$ -	\$ -	67,268.00		
3165.47	INFO SERVICES - EQUIP SERV FUND	\$ -	\$ -	50,738.00		
3166.01	ALLOCATED SOFTWARE - GEN FUND	\$ -	\$ -	811,505.00		
3166.02	ALLOCATED SOFTWARE - UTILITY FUND	\$ -	\$ -	125,514.00	\$ 125,514.00	0.0%
3166.04	ALLOCATED SOFTWARE - SANITATION FUND	\$ -	\$ -	38,753.00	\$ 38,753.00	0.0%
3166.47	ALLOCATED SOFTWARE - EQUIP SERV FUND	\$ -	\$ -	31,863.00	\$ 31,863.00	0.0%
TECHNOLOGY ALLOCATION		\$ -	\$ -	\$ 2,257,191.00	\$ 2,257,191.00	0.0%
DEPARTMENT Total: 90 - REVENUE		\$ -	\$ -	\$ 2,257,191.00	\$ 2,257,191.00	0.0%

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City of University Park

TECHNOLOGY SERVICES FUND

46-90

Account Number	Description	2020 Adopted Budget	2021 Proposed Budget	2022 Proposed Budget	\$ Change	% Change
FUND: 46 - TECHNOLOGY SERVICES FUNDS						
DEPARTMENT: 90 - CAPITAL REPLACEMENTS						
9004	CAPITAL EQUIPMENT - DEPT 04	\$ -	\$ -	\$ 5,235.00	\$ 5,235.00	0.0%
9005	CAPITAL EQUIPMENT - DEPT 05	\$ -	\$ -	23,127.00	\$ 23,127.00	0.0%
9006	CAPITAL EQUIPMENT - DEPT 06	\$ -	\$ -	1,840.00	\$ 1,840.00	0.0%
9022	CAPITAL EQUIPMENT - DEPT 22	\$ -	\$ -	89,177.00	\$ 89,177.00	0.0%
9040	CAPITAL EQUIPMENT - DEPT 40	\$ -	\$ -	6,811.00	\$ 6,811.00	0.0%
9050	CAPITAL EQUIPMENT - DEPT 50	\$ -	\$ -	30,005.00	\$ 30,005.00	0.0%
9070	CAPITAL EQUIPMENT - DEPT 70	\$ -	\$ -	40,750.00	\$ 40,750.00	0.0%
CAPITAL EXPENDITURES		\$ -	\$ -	\$ 196,945.00	\$ 196,945.00	0.0%
DEPARTMENT Total:90 - CAPITAL REPLACEMENTS		\$ -	\$ -	\$ 196,945.00	\$ 196,945.00	0.0%

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

**No Employees**

The Equipment Services Department maintains the City's fleet of motorized equipment and provides related services to user departments. The Equipment Services Department has two divisions: GARAGE 47-30 and WAREHOUSE 47-34. The Garage Division has a state-of-the-art facility at the Fred N. Peek Service Center that includes two drive-through bays, a 50,000-pound capacity hydraulic lift, overhead bulk fluid dispensers, a welding shop, and vehicle wash bay.

The Equipment Services Fund (ESF) is set up as an “internal service fund,” meaning it exists to provide services to other departments within the City organization.

ESF revenues come from other City departments, rather than external sources like taxes. The Garage and Warehouse Departments are part of the ESF; their budgets are allocated among the user departments and the resulting cost is budgeted in the “6195 Equipment Maintenance” line-item of each user department.

During the fiscal year, the Finance staff makes a monthly journal entry to transfer 1/12 of the total budgeted amount from the user department to the Equipment Services Fund. Thus the monthly transaction appears as expenditure to the user department and as revenue to the ESF.

Similarly, each user department budget has a line-item titled “Equipment Replacement” (-9000). All major rolling stock is listed on a replacement schedule maintained by the Fleet Manager. The acquisition cost of each vehicle is divided by the number of years the vehicle is expected to last. The resulting number is the annual contribution required from the user department to pay for the vehicle’s replacement. The sum of annual contributions for a given department is the amount budgeted in the departments Equipment Replacement account. As with the Equipment Maintenance allocation, Finance staff makes a monthly journal entry during the fiscal year to transfer 1/12 of the Equipment Replacement budgeted amount to the ESF.

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City of University Park									
REVENUE - EQUIPMENT SERVICES									
47-11									
Account Number	Description		2020 Actual Budget		2021 Adopted Budget		2022 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND									
DEPARTMENT: 11 - REVENUE									
3161.01	VEH MAINTENANCE-GEN FUND	\$	441,442.92	\$	460,681.00	\$	401,011.00	\$ (59,670.00)	-13.0%
3161.02	VEH MAINTENANCE-UTIL FUND		92,245.80		115,520.00		123,862.00	\$ 8,342.00	7.2%
3161.04	VEH MAINTENANCE-SANITATN		186,919.37		212,799.00		230,128.00	\$ 17,329.00	8.1%
3162.01	WHSE ALLOCATION-GEN FUND		176,949.55		159,268.00		126,363.00	\$ (32,905.00)	-20.7%
3162.02	WHSE ALLOCATION-UTIL FUND		139,183.08		120,212.00		100,416.00	\$ (19,796.00)	-16.5%
3162.04	WHSE ALLOCATION-SANITATN		48,731.04		48,521.00		37,720.00	\$ (10,801.00)	-22.3%
3163.01	VEH REPLACEMENT-GEN FUND		633,116.04		654,078.00		627,201.00	\$ (26,877.00)	-4.1%
3163.02	VEH REPLACEMENT-UTIL FUND		186,164.04		187,923.00		188,164.00	\$ 241.00	0.1%
3163.04	VEH REPLACEMENT-SANITATION		280,272.00		289,842.00		247,007.00	\$ (42,835.00)	-14.8%
3163.47	VEH REPLACEMENT-EQUIP SERVICE		25,533.96		-		-	\$ -	0.0%
WAREHOUSE ALLOCATION		\$	2,210,557.80	\$	2,248,844.00	\$	2,081,872.00	\$ (166,972.00)	-7.4%
3900	INTEREST EARNINGS	\$	40,668.48	\$	10,000.00	\$	10,000.00	\$ -	0.0%
WAREHOUSE INTEREST		\$	40,668.48	\$	10,000.00	\$	10,000.00	\$ -	0.0%
DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS		\$	2,251,226.28	\$	2,258,844.00	\$	2,091,872.00	\$ (166,972.00)	-7.4%

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**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 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
<b>Garage:</b>			
<b>Fleet Manager</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Equipment Shop Supervisor</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Equip. Serv. Tech./Electrical</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Welding Technician</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Equip. Serv. Technician</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Equip Serv. Lub. &amp; Tire Tech.</b>	<b>0</b>	<b>0</b>	<b>1</b>
 Warehouse:			
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 969 repairs and 884 preventive maintenance jobs last year.

**City of University Park**  
**EQUIPMENT SERVICES - GARAGE**  
**47-30**

Account Number	Description	2020 Actual Budget	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 30 - GARAGE</b>						
1001	REGULAR EARNINGS	\$ 440,999.09	\$ 466,799.00	\$ 479,661.00	\$ 12,862.00	2.8%
1002	OVERTIME EARNINGS	2,476.32	1,000.00	2,000.00	\$ 1,000.00	100.0%
1004	MISC ALLOWANCE	1,338.41	1,200.00	1,200.00	\$ -	0.0%
1005	LONGEVITY PAY	2,079.83	1,938.00	2,274.00	\$ 336.00	17.3%
1110	EMPLOYERS SHARE F.I.C.A.	32,892.59	32,134.00	37,113.00	\$ 4,979.00	15.5%
1120	EMPLOYERS SHARE T.M.R.S.	48,740.55	43,049.00	42,151.00	\$ (898.00)	-2.1%
1130	INSURANCE-EMPLOYEE LIFE	2,271.94	2,300.00	2,300.00	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	5,016.00	5,090.00	5,245.00	\$ 155.00	3.0%
1135	HEALTH INSURANCE	79,016.34	72,180.00	101,052.00	\$ 28,872.00	40.0%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 614,831.07</b>	<b>\$ 625,690.00</b>	<b>\$ 672,996.00</b>	<b>\$ 47,306.00</b>	<b>7.6%</b>
2029	CLOTHING ALLOWANCE	\$ 2,964.39	\$ 3,800.00	\$ 3,800.00	\$ -	0.0%
2100	OFFICE SUPPLIES	447.93	700.00	700.00	\$ -	0.0%
2320	GAS, OIL & GREASE	2,097.08	2,833.00	2,755.00	\$ (78.00)	-2.8%
2350	SUPPLIES & MATERIALS	13,181.04	15,500.00	15,500.00	\$ -	0.0%
<b>SUPPLIES</b>		<b>\$ 18,690.44</b>	<b>\$ 22,833.00</b>	<b>\$ 22,755.00</b>	<b>\$ (78.00)</b>	<b>-0.3%</b>
3010	POSTAGE	\$ 22.62	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	560.00	2,250.00	2,050.00	\$ (200.00)	-8.9%
3063	PROGRAMMING/MAINTENANCE	13,128.11	626.00	-	\$ (626.00)	-100.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 13,710.73</b>	<b>\$ 2,926.00</b>	<b>\$ 2,075.00</b>	<b>\$ (851.00)</b>	<b>-29.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 15,291.44	\$ 6,400.00	\$ 14,500.00	\$ 8,100.00	126.6%
4120	TELEPHONE SERVICE	599.95	296.00	356.00	\$ 60.00	20.3%
<b>UTILITIES</b>		<b>\$ 15,891.39</b>	<b>\$ 6,696.00</b>	<b>\$ 14,856.00</b>	<b>\$ 8,160.00</b>	<b>121.9%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 1,289.04	\$ 1,289.00	\$ 4,316.00	\$ 3,027.00	234.8%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	3,252.00	3,252.00	322.00	\$ (2,930.00)	-90.1%
5506	INSURANCE - GEN'L LIABILITY	432.00	432.00	400.00	\$ (32.00)	-7.4%
<b>INSURANCE</b>		<b>\$ 4,973.04</b>	<b>\$ 4,973.00</b>	<b>\$ 5,038.00</b>	<b>\$ 65.00</b>	<b>1.3%</b>
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,750.51	\$ 4,800.00	\$ 4,800.00	\$ -	0.0%
6330	RADIO SERVICE	1,106.03	1,074.00	-	\$ (1,074.00)	-100.0%
<b>OUTSIDE SERVICES</b>		<b>\$ 5,856.54</b>	<b>\$ 5,874.00</b>	<b>\$ 4,800.00</b>	<b>\$ (1,074.00)</b>	<b>-18.3%</b>
6190	AUTO REPAIRS ALLOCATED INFORMATION SERVICES	\$ 2,225.55	\$ 3,000.00	\$ 2,500.00	\$ (500.00)	-16.7%
6201	OPERATIONS			\$ 31,792.00		0.0%
7150	DUES & SUBSCRIPTIONS	-	25.00	25.00	\$ -	0.0%
7170	TRAVEL EXPENSE	-	700.00	700.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	1,505.72	1,227.00	10,892.00	\$ 9,665.00	787.7%
7202	SOFTWARE FEES - DIRECT ALLOCATION	6,136.26	4,950.00	13,711.00	\$ 8,761.00	177.0%
7221	OTHER EXPENSE	56,203.36	-	-	\$ -	0.0%
7240	TUITION & TRAINING	143.32	4,000.00	-	\$ (4,000.00)	-100.0%
7260	EQUIPMENT RENTAL	1,039.75	2,000.00	2,000.00	\$ -	0.0%
7500	DEPRECIATION EXPENSE	961,684.45	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	14,646.96	13,263.00	12,458.00	\$ (805.00)	-6.1%
<b>OTHER</b>		<b>\$ 1,043,585.37</b>	<b>\$ 29,165.00</b>	<b>\$ 74,078.00</b>	<b>\$ 44,913.00</b>	<b>154.0%</b>
9100	EQUIPMENT OVER \$5000	\$ 20,365.00	\$ -	\$ -	\$ -	0.0%
<b>CAPITAL EXPENDITURES</b>		<b>\$ 20,365.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>DEPARTMENT Total: 30 - GARAGE TOTAL</b>		<b>\$ 1,737,903.58</b>	<b>\$ 698,157.00</b>	<b>\$ 796,598.00</b>	<b>\$ 98,441.00</b>	<b>14.1%</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 2019-2020</b>	<b>ACTUAL 2020-2021</b>	<b>ADOPTED 2022</b>
Garage:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	1	1	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	3	3	4
Equip Serv. Lub. & Tire Tech.	0	0	1
<b>Warehouse:</b>			
<b>Warehouse Supervisor</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Operations Coordinator</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Counter person</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Warehouse**

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

**City of University Park**  
**EQUIPMENT SERVICES - WAREHOUSE**  
**47-34**

Account Number	Description	2020 Adopted Budget	2021 Proposed Budget	2022 Proposed Budget	\$ Change	% Change
<b>FUND: 47 - EQUIPMENT SERVICES FUND</b>						
<b>DEPARTMENT: 34 - WAREHOUSE</b>						
1001	REGULAR EARNINGS	\$ 195,224.00	\$ 160,552.00	\$ 165,024.00	\$ 4,472.00	2.8%
1002	OVERTIME EARNINGS	1,001.00	1,000.00	500.00	\$ (500.00)	-50.0%
1005	LONGEVITY PAY	2,566.00	1,593.00	1,693.00	\$ 100.00	6.3%
1110	EMPLOYERS SHARE F.I.C.A.	15,210.00	12,481.00	12,793.00	\$ 312.00	2.5%
1120	EMPLOYERS SHARE T.M.R.S.	20,231.00	14,924.00	14,528.00	\$ (396.00)	-2.7%
1130	INSURANCE-EMPLOYEE LIFE	975.00	1,000.00	900.00	\$ (100.00)	-10.0%
1131	INSURANCE-WORKMENS COMP	2,520.00	1,798.00	1,845.00	\$ 47.00	2.6%
1135	HEALTH INSURANCE	42,816.00	42,672.00	43,308.00	\$ 636.00	1.5%
<b>SALARIES &amp; BENEFITS</b>		<b>\$ 280,543.00</b>	<b>\$ 236,020.00</b>	<b>\$ 240,591.00</b>	<b>\$ 4,571.00</b>	<b>1.9%</b>
2029	CLOTHING ALLOWANCE	\$ 860.00	\$ 960.00	\$ 960.00	\$ -	0.0%
2100	OFFICE SUPPLIES	1,080.00	1,080.00	1,080.00	\$ -	0.0%
2320	GAS, OIL & GREASE	1,370.00	1,079.00	1,062.00	\$ (17.00)	-1.6%
2350	SUPPLIES & MATERIALS	1,350.00	1,350.00	1,200.00	\$ (150.00)	-11.1%
<b>SUPPLIES</b>		<b>\$ 4,660.00</b>	<b>\$ 4,469.00</b>	<b>\$ 4,302.00</b>	<b>\$ (167.00)</b>	<b>-3.7%</b>
3010	POSTAGE	\$ 50.00	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%
3063	PROGRAMMING/MAINTENANCE	12,490.00	179.00	-	\$ (179.00)	-100.0%
<b>PROFESSIONAL FEES</b>		<b>\$ 12,540.00</b>	<b>\$ 229.00</b>	<b>\$ 25.00</b>	<b>\$ (204.00)</b>	<b>-89.1%</b>
4110	HEAT,LIGHT,WATER UTIL	\$ 6,100.00	\$ 16,000.00	\$ 3,900.00	\$ (12,100.00)	-75.6%
4120	TELEPHONE SERVICE	876.00	770.00	809.00	\$ 39.00	5.1%
<b>UTILITIES</b>		<b>\$ 6,976.00</b>	<b>\$ 16,770.00</b>	<b>\$ 4,709.00</b>	<b>\$ (12,061.00)</b>	<b>-71.9%</b>
5500	INSURANCE-AUTO LIABILITY	\$ 322.00	\$ 322.00	\$ 863.00	\$ 541.00	168.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,626.00	1,626.00	138.00	\$ (1,488.00)	-91.5%
5506	INSURANCE-GEN'L LIABILITY	216.00	216.00	172.00	\$ (44.00)	-20.4%
<b>INSURANCE</b>		<b>\$ 2,164.00</b>	<b>\$ 2,164.00</b>	<b>\$ 1,173.00</b>	<b>\$ (991.00)</b>	<b>-45.8%</b>
6190	AUTO REPAIRS	\$ 1,000.00	\$ 1,500.00	\$ 700.00	\$ (800.00)	-53.3%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	-	-	18,946.00		0.0%
7170	TRAVEL EXPENSE	2,200.00	300.00	300.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	400.00	4,668.00	\$ 4,268.00	1067.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	2,592.00	\$ 2,592.00	0.0%
7221	OTHER EXPENSE	400.00	400.00	-	\$ (400.00)	-100.0%
7240	TUITION & TRAINING	1,600.00	900.00	900.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	10,887.00	7,690.00	6,937.00	\$ (753.00)	-9.8%
<b>OTHER</b>		<b>\$ 16,087.00</b>	<b>\$ 11,190.00</b>	<b>\$ 35,043.00</b>	<b>\$ 23,853.00</b>	<b>213.2%</b>
<b>DEPARTMENT Total: 34 - WAREHOUSE</b>		<b>\$ 322,970.00</b>	<b>\$ 270,842.00</b>	<b>\$ 285,843.00</b>	<b>\$ 15,001.00</b>	<b>5.5%</b>

## PERFORMANCE MEASURES





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

<u>Function/Program</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Public Safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	12	12	12	13	13	12	12	12	15	15
Motorcycle units	0	0	0	0	0	2	2	2	2	2
Fire										
Stations	1	1	1	1	1	1	1	1	1	1
Trucks	4	4	3	3	2	3	3	3	3	3
MICU	2	2	2	2	2	2	2	2	2	2
Parks										
Parks (acres)	60	60	60	60	60	60	60	60	60	60
Parks (number of)	10	10	11	11	11	11	11	11	10	10
Playgrounds	8	8	9	9	9	9	9	8	8	8
Swimming Pools	2	2	2	2	2	2	2	2	2	2
Tennis/ Pickle Ball Courts	12	12	12	12	12	12	12	12	12	16
Water										
Water mains (miles)	89	89	89	89	89	89	89	89	89	89
Fire hydrants	469	470	473	473	473	473	473	473	473	473
Streets										
Streets (miles)	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6	74.6
Sewer										
Sanitary sewer lines (miles)	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8	63.8
Storm sewer lines (miles)	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9	25.9

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

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Public Safety										
Police										
Parking tickets	8,426	7,333	6,886	2,873	6,386	5,793	6,499	7,747	4,744	1,963
Traffic violations	5,169	4,050	5,838	5,774	3,386	3,970	7,288	6,657	3,976	2,731
Accident calls	210	198	188	535	572	532	623	533	522	392
Total calls for service	25,756	24,162	24,636	27,767	30,199	31,051	30,862	30,347	18,973	17,499
Fire										
Number of fire runs	1,227	1,437	1,485	1,547	1,455	1,532	1,587	1,857	1,623	2,529
Number of EMS runs	1,012	1,100	1,073	1,033	1,038	1,077	876	853	769	793
Inspections	791	819	1,040	874	856	1,142	952	1,352	445	545
Parks										
Pool passes issued	3,186	3,161	3,036	2,821	2,645	2,465	2,587	2,299	2,400	2,852
Tennis Passes										1,363
Instructor Passes										33
Public Works										
Building permits issued	2,792	3,036	3,257	3,040	2,880	2,511	2,482	2,937	2,242	2,242
Work orders (Inspections) completed	8,203	7,436	6,970	7,538	6,824	7,216	7,408	8,623	7,512	7,512
Sanitation										
Waste hauled (tons)	15,295	15,052	14,487	15,139	12,806	12,751	12,907	13,033	13,118	12,750
Recycled materials (tons)	2,961	2,886	3,116	3,298	3,614	3,222	3,013	3,028	2,998	1,172
Green Waste	2,936	2,647	2,212	2,428	1,652	1,489	1,313	1,862	1,250	2,974
Utilities										
Number of consumers	8,747	8,813	8,848	8,797	8,830	8,815	8,805	8,832	8,820	8,760
Average daily consumption (ten thousands of gallons)	6,036	5,947	5,311	5,283	5,134	5,124	5,732	5,002	5,113	5,156

**Sources:** Various City Departments

## STATISTICAL MEASURES



**CITY OF UNIVERSITY PARK, TEXAS PRINCIPAL EMPLOYERS**  
**Current Year**

UNIVERSITY PARK			
Employer	Rank	Employees	Percentage of Total City Employment
Southern Methodist University	1	1,429	6%
Highland Park ISD	2	664	3%
Fidelity Investments	3	300	1%
City of University Park	4	248	1%

DALLAS COUNTY			COLLIN COUNTY		
Employer	Rank	Employees	Employer	Rank	Employees
Wal-Mart	1	34,000	State Farm Insurance Corporate Office	1	9,985
American Airlines Group	2	27,000	Plano Independent School District	2	6,854
Texas Health Resource	3	22,296	Capital One Finance	3	5,979
Dallas Independent School District	4	19,740	AT&T	4	4,300
AT&T	5	17,000	DXC Technology	5	4,000
Baylor Scott & White Health	6	16,500	Toyota North America HQ	6	3,937
The Kroger Co.	7	15,397	Bank of America Home Loans	7	3,729
Medical City Healthcare	8	14,000	Blue Cross Blue Shield of Texas	8	3,100
Bank of America	9	13,500	Liberty Mutual Insurance	9	2,700
City of Dallas	10	13,350	No longer eligible for listing	10	26,500

**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 FY19 Dallas County CAFR 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, FY19 Dallas County CAFR and FY19 Collin County CAFR

**CITY OF UNIVERSITY PARK, TEXAS**  
**DEMOGRAPHIC AND ECONOMIC STATISTICS**  
**Last Ten Calendar Years**

Year	Estimated Population	Personal Income (thousands of dollars)	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2011	23,068	1,539,997	66,759	27.8	6,448	7.0%
2012	23,040	1,461,059	63,414	29.7	6,757	5.6%
2013	22,920	1,607,013	70,114	29.7	6,848	5.4%
2014	22,860	1,602,806	70,114	29.7	6,804	3.9%
2015	22,840	1,784,672	78,138	29.8	6,804	3.3%
2016	22,720	1,776,772	78,203	29.8	7,037	3.3%
2017	22,820	2,108,568	92,400	32.9	7,091	2.7%
2018	22,890	2,115,036	92,400	32.9	7,024	3.0%
2019	22,910	1,971,841	86,069	33.1	6,971	2.8%
2020	22,900	2,029,719	88,634	35.1	6,801	3.9%
2021	24,755	2,036,767	82,277	35.1	6,824	3.9%

**Source:** Estimated population obtained from the North Central Texas Council of Governments, 2021 Population Estimates Report.  
Current and updated median age, per capita via city-data.com.  
Current and updated school enrollment via neighborhoodscout.com.  
Current and updated unemployment rate via homefacts.com.

**CITY OF UNIVERSITY PARK, TEXAS  
BY FUNCTION/PROGRAM**

**Last Ten Fiscal Years**

<b>Function/Program</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
General Government										
Administrative	5	5	5	6	6	6	6	6	6	6
Finance	5	6	6	6	6	6	6	6	6	6
Human Resources	2	2	2	2	2	2	2	2	2	4
Information Services	5	5	5	5	5	6	6	6	6	7
Library *	4	4	4	4	4	4	4	4	4	4
Facility Maintenance	2	2	2	2	2	2	2	2	2	2
Public Safety										
Police										
Officers	35	39	39	43	41	41	41	44	42	42
Civilians	13	14	11	10	12	13	14	15	18	18
Fire										
Firefighters and officers	34	35	35	33	31	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	22	22	23	23	22	23	23	23
Public Works										
Community Development	11	11	9	10	9	10	10	10	10	10
Engineering	5	5	5	4	3	8	4	8	8	7
Traffic	7	7	7	6	7	7	7	7	7	8
Streets	16	17	16	16	16	16	15	16	16	16
Utilities	32	31	31	31	31	29	36	29	29	28
Sanitation	27	27	27	28	27	28	27	28	27	27
In-House Construction							6	13	7	7
Equipment Services	10	10	10	9	9	9	9	9	10	10
Capital Projects	0	0	0	0	0	0	0	0	2	1
<b>Total</b>	<b>238</b>	<b>245</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>

**Source:** City Human Resource Department



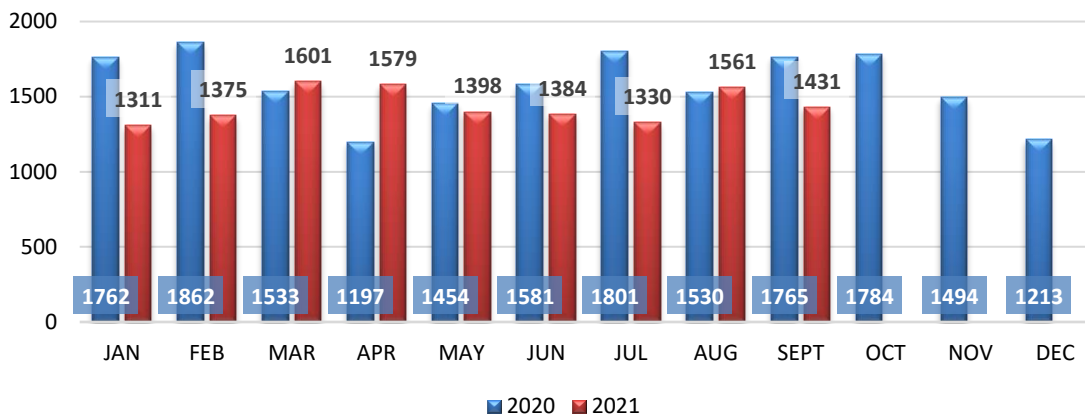
# University Park Police Department

2021

# 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
2020	1762	1862	1533	1197	1454	1581	1801	1530	1765	1784	1494	1213	18976
2021	1311	1375	1601	1579	1398	1384	1330	1561	1431				12970

### Year to Date Comparison for September

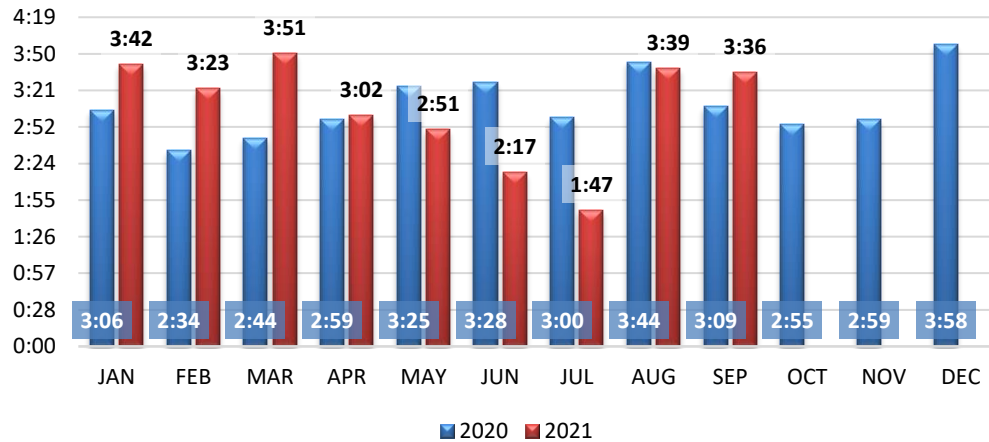
2020	14,485	
2021	12,970	-10.46%



# 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
2020	3:06	2:34	2:44	2:59	3:25	3:28	3:00	3:44	3:09	2:55	2:59	3:58
2021	3:42	3:23	3:51	3:02	2:51	2:17	1:47	3:39	3:36			

### Average Year to Date Comparison for September

2020 3:02

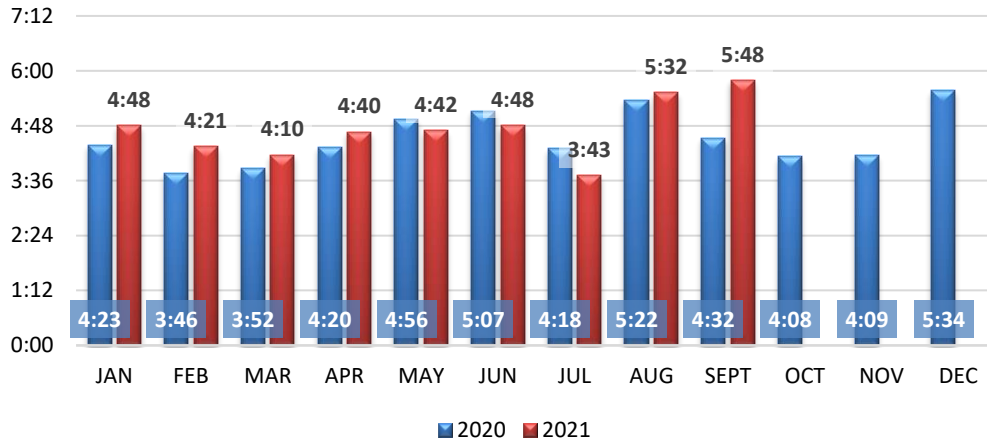
2021 2:59

-1.65%

## 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
2020	4:23	3:46	3:52	4:20	4:56	5:07	4:18	5:22	4:32	4:08	4:09	4:32
2021	4:48	4:21	4:10	4:57	4:42	4:48	3:43	5:32	5:48			

### Average Year to Date Comparison for September

2020	4:23	
2021	4:27	1.52%

## NIBRS Group A Crimes Reported

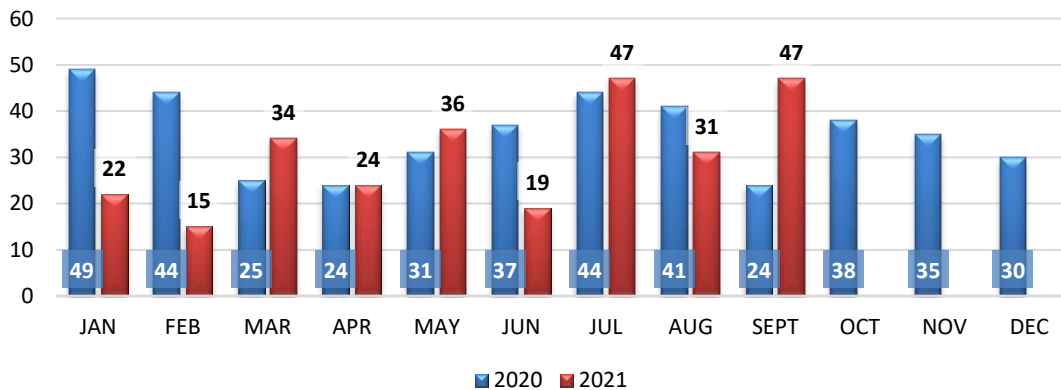
The National Incident-Based Reporting System (NIBRS) is used by the FBI to capture specific details about crimes and offenders through incident based reporting. Group A crimes are defined below.

Arson	0	Kidnapping/Abduction	0
Assault Offenses	4	Larceny/Theft Offenses*	29
Bribery	0	Motor Vehicle Theft	3
Burglary/B&E	4	Porn/Obscene Material	0
Counterfeiting/Forgery	1	Prostitution Offenses	0
Destruction/Damage	2	Robbery	1
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
		<b>47</b>	

*\*Larceny includes BMV and Theft of Property offenses*

August:      BMV:          7          Theft Prop:      22

## Year to Date Comparison NIBRS Group A Crimes Reported



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2020	49	44	25	24	31	37	44	41	24	38	35	30
2021	22	15	34	24	36	19	47	31	47			

### Year To Date Comparison for September

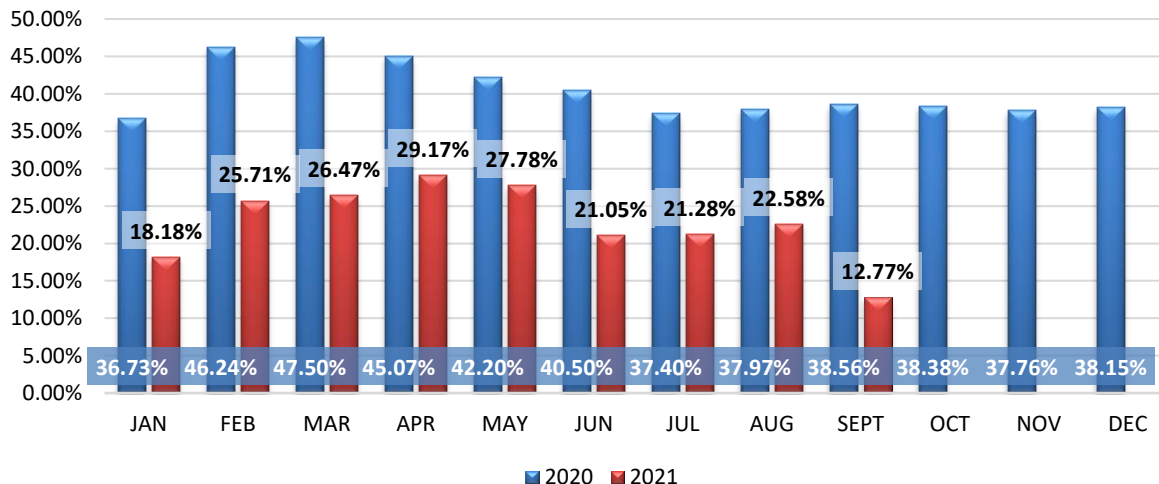
2020                      319  
2021                      275      -13.8%

## NIBRS Group A Crimes Cleared

2021 Clearances Year to Date

NIBRS Category	Crimes	Cleared	%
Arson	0	0	0.0%
Assault Offenses	16	7	43.8%
Bribery	0	0	0.0%
Burglary/B&E	28	3	10.7%
Counterfeiting/Forgery	7	3	42.9%
Destruction/Damage	15	4	26.7%
Drug/Narcotic Offenses	3	2	66.7%
Embezzlement	0	0	0.0%
Extortion/Blackmail	0	0	0.0%
Fraud Offenses	30	10	33.3%
Gambling Offenses	0	0	0.0%
Homicide Offenses	0	0	0.0%
Kidnapping/Abduction	0	0	0.0%
Larceny/Theft Offenses	155	23	14.8%
Motor Vehicle Theft	19	7	36.8%
Porn/Obscene Material	0	0	0.0%
Prostitution Offenses	0	0	0.0%
Robbery	1	0	0.0%
Sex Offenses	1	1	0.0%
Sex Offenses, Nonforcible	0	0	0.0%
Stolen Property Offenses	0	0	0.0%
Weapon Law Violation	0	0	0.0%
Human Trafficking Offenses	0	0	0.0%
Animal Cruelty	0	0	0.0%
<b>Total</b>	<b>275</b>	<b>60</b>	<b>21.8%</b>

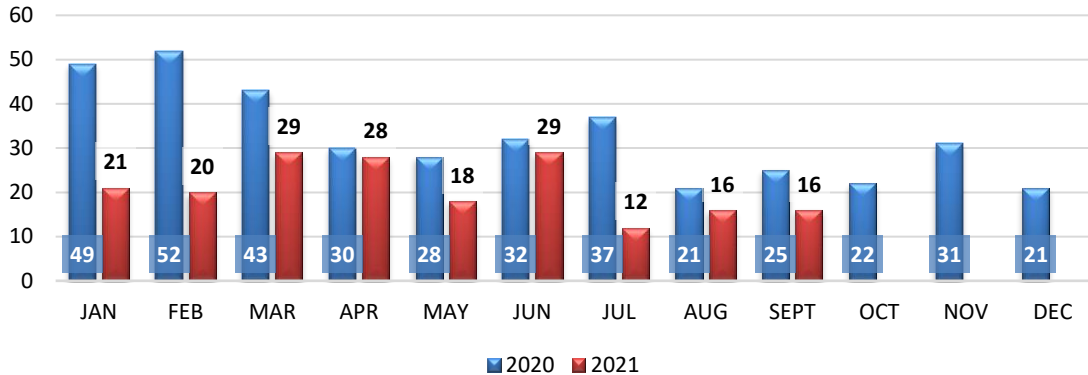
## Monthly Percentage NIBRS Group A Crimes Cleared



## Municipal Warrant Clearance/Contact Activity

A University Park Municipal Court warrant is cleared either through an arrest made by a UPPD officer or after a person voluntarily turns himself/herself in after being contacted by the warrant officer. A contact is an effort by the Warrant Officer to locate the person wanted. All contacts do not result in a warrant clearance.

### Warrant Clearances

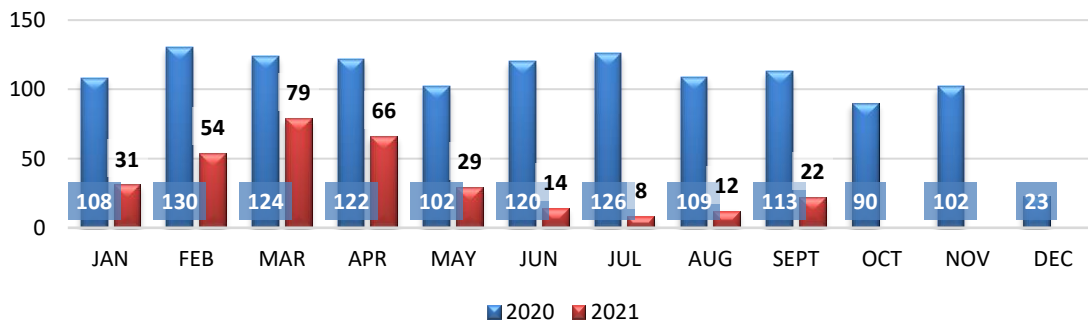


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	49	52	43	30	28	32	37	21	25	22	31	21	391
2021	21	20	29	28	18	29	12	16	16				189

#### Year To Date Comparison for September

2020	271	
2021	189	-30.3%

### Warrant Contacts



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	108	130	124	122	102	120	126	109	113	90	102	23	1269
2021	31	54	79	66	29	14	8	12	22				315

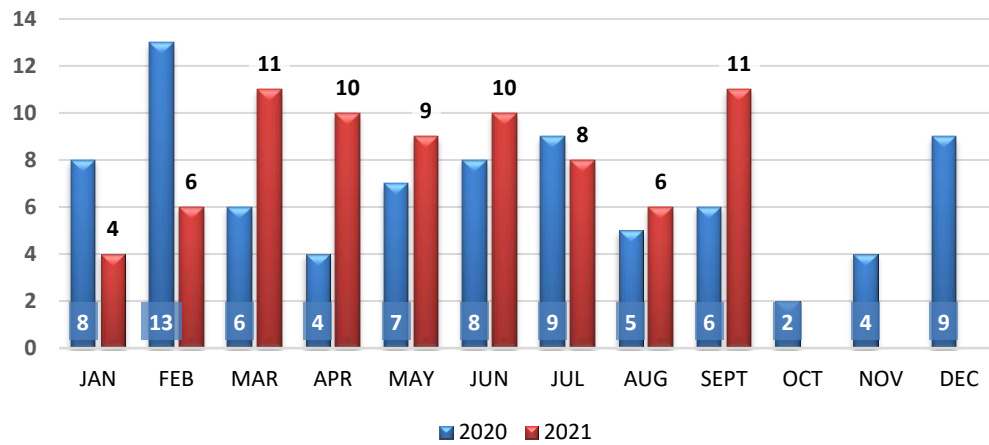
#### Year To Date Comparison for September

2020	1144	
2021	315	-72.5%

## Accidents Reported

Accidents are the number of traffic related accidents reported to the University Park Police Department where an accident investigation was completed.

### Accidents Reported



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2020	8	13	6	4	7	8	9	5	6	2	4	9
2021	4	6	11	10	9	10	8	6	11			

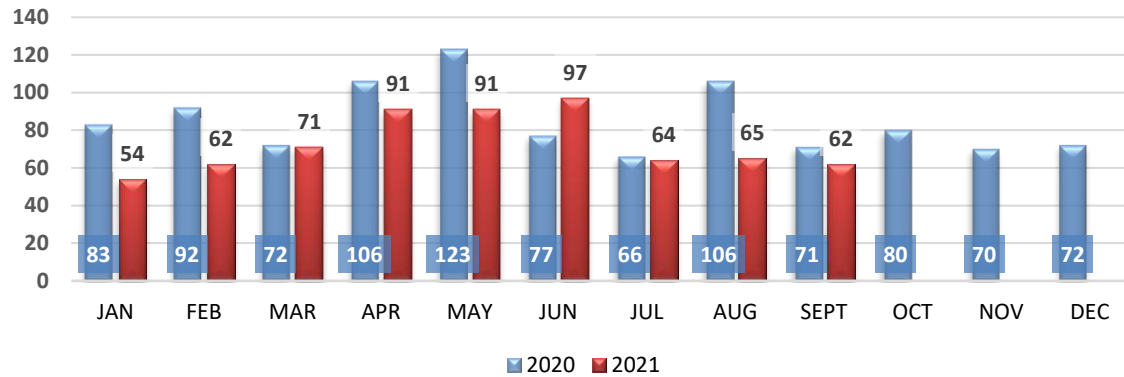
### Year to Date Comparison for September

2020	66	
2021	75	13.6%

# 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

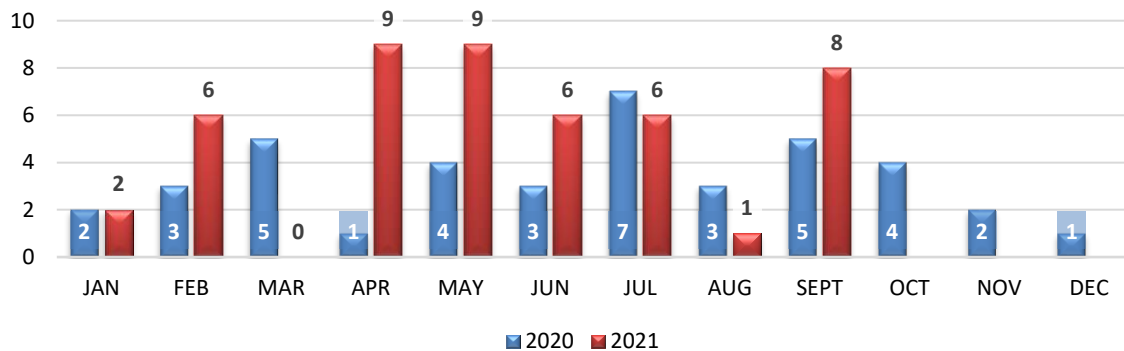


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2020	83	92	72	106	123	77	66	106	71	80	70	72
2021	54	62	71	91	91	97	64	65	62			

### Year to Date Comparison for September

2020	796	
2021	657	-17.5%

## Total Animal Impounds/Rescues



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2020	2	3	5	1	4	3	7	3	5	4	2	1
2021	2	6	0	9	9	6	6	1	8			

### Year to Date Comparison for September

2020	33	
2021	47	42.4%

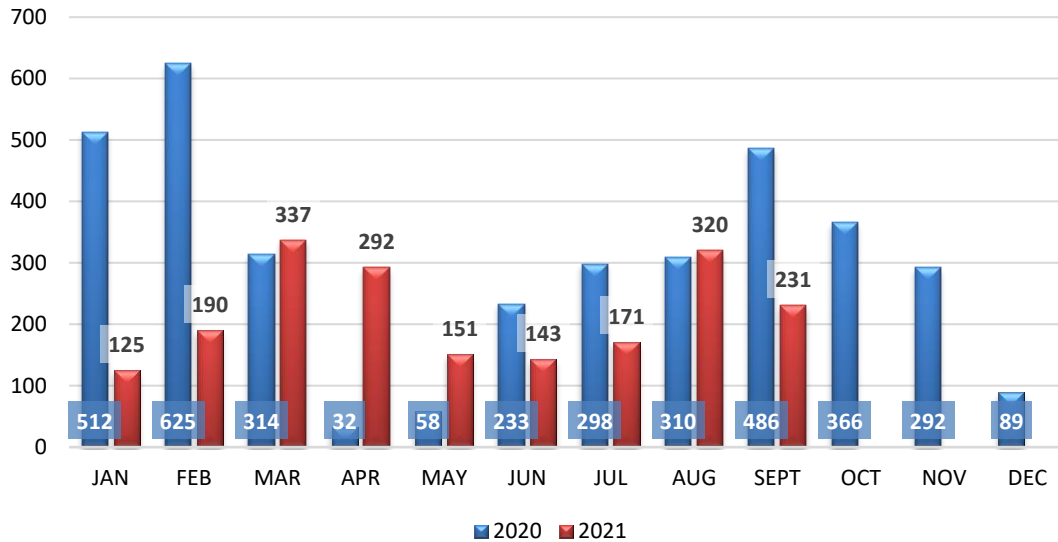
### Animal Impound/Rescue Report

	September	Year-to Date
Animal Impounds	7	25
Animal Rescues	1	26

## 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
2020	512	625	314	32	58	233	298	310	486	366	292	89	3,615
2021	125	214	337	292	151	143	171	320	231				1,984

### Year to Date Comparison for September

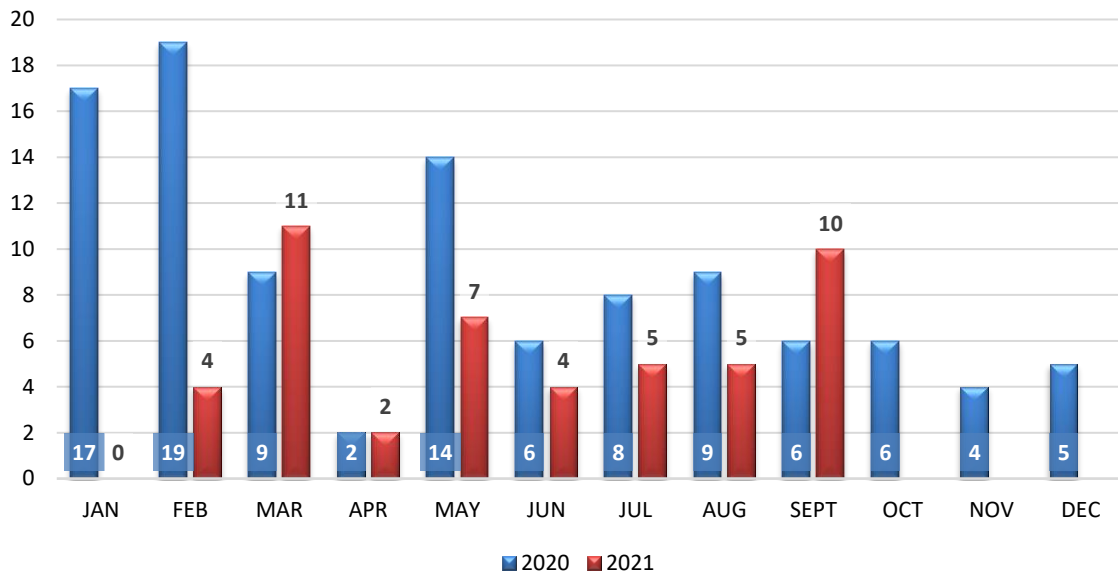
2020	2,868	
2021	1,984	-30.82%



## Arrests

Total number of arrests made by UPPD officers and includes both adult and juvenile arrests.

### Arrests



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		TOTAL
2020	17	19	9	2	14	6	8	9	6	6	4	5		105
2021	0	4	11	2	7	4	5	5	10					48

### Year to Date Comparisons for September

2020	90	
2021	48	-46.7%

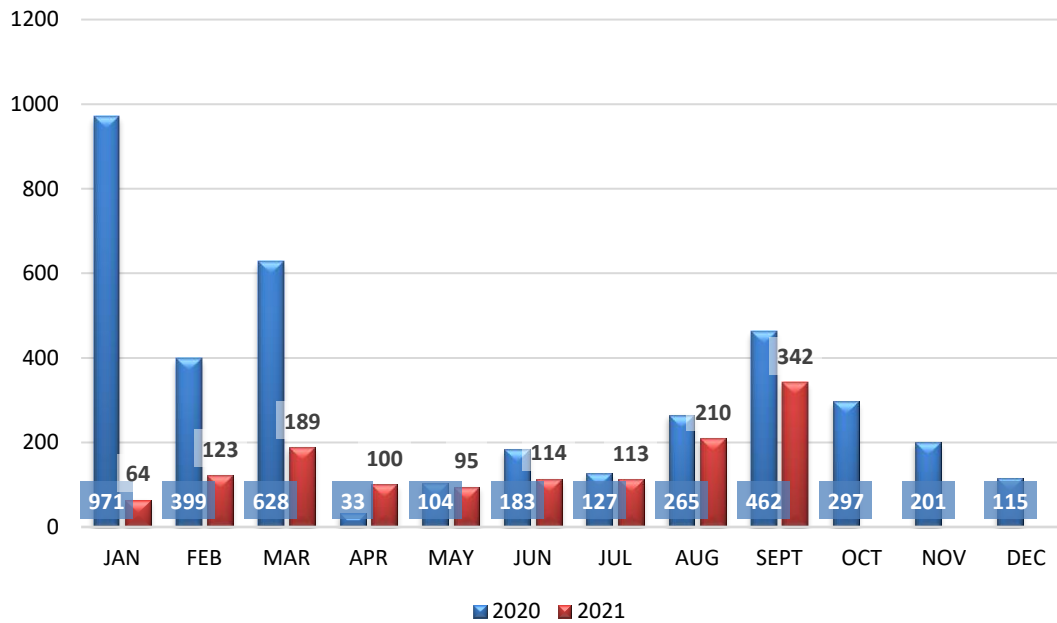
### SMU Prisoners Housed in Holding Facility

Month	0
YTD	5

## 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
2020	971	399	628	33	104	183	127	265	462	297	201	115	3785
2021	64	123	189	100	95	114	113	210	342				1350

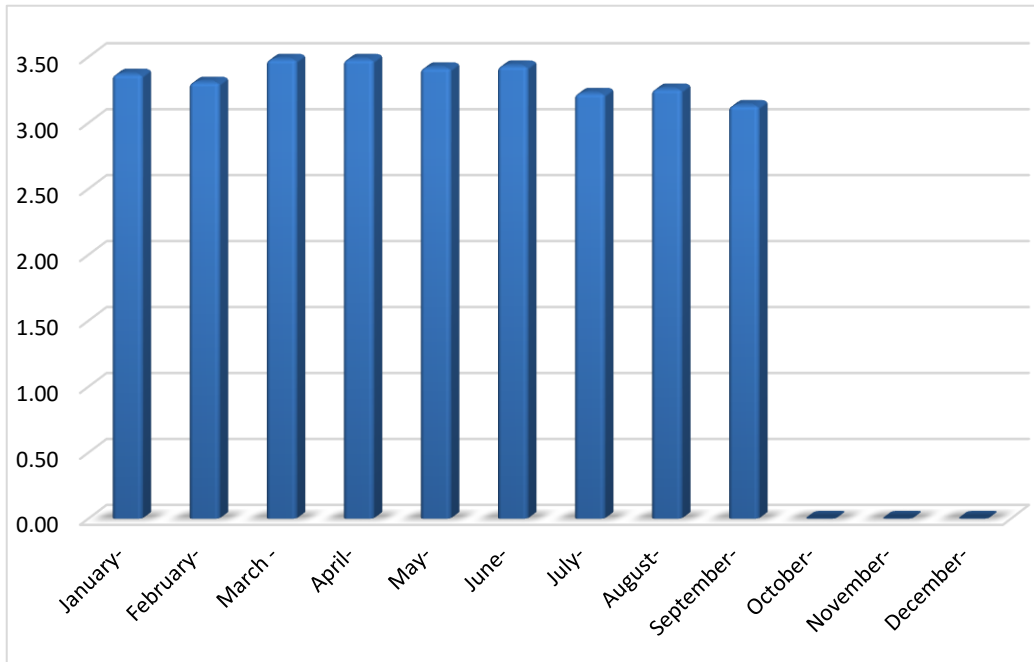
### Year to Date Comparison for September

2020	3,172	
2021	1,350	-57.4%

## 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
2020	3.55	3.66	4.05	4.57	4.42	4.07	4.02	3.87	3.38	3.39	3.32	3.37
2021	3.37	3.31	3.48	3.48	3.42	3.43	3.23	3.26	3.13			

### Year to Date Summary for September

2020	3.95
2021	3.35

**CITY OF UNIVERSITY PARK, TEXAS**  
**CRIME RATES IN UNIVERSITY PARK**  
**Last Ten Fiscal Years**

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Murders</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>(per 100,000)</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Rapes</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>
<b>(per 100,000)</b>	<b>0.0%</b>	<b>8.4%</b>	<b>8.3%</b>	<b>4.1%</b>	<b>0.0%</b>	<b>4.0%</b>	<b>19.8%</b>	<b>3.9%</b>	<b>3.9%</b>	<b>4.3%</b>	<b>0.0%</b>
<b>Robberies</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>13</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>
<b>(per 100,000)</b>	<b>12.7%</b>	<b>21.0%</b>	<b>20.8%</b>	<b>0.0%</b>	<b>8.1%</b>	<b>51.8%</b>	<b>15.9%</b>	<b>15.4%</b>	<b>11.8%</b>	<b>4.0%</b>	<b>4.0%</b>
<b>Assaults</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>20</b>	<b>23</b>
<b>(per 100,000)</b>	<b>21.2%</b>	<b>16.8%</b>	<b>4.2%</b>	<b>12.4%</b>	<b>4.0%</b>	<b>8.0%</b>	<b>7.9%</b>	<b>0.0%</b>	<b>7.9%</b>	<b>87.3%</b>	<b>87.5%</b>
<b>Burglaries</b>	<b>51</b>	<b>61</b>	<b>51</b>	<b>43</b>	<b>30</b>	<b>33</b>	<b>38</b>	<b>33</b>	<b>18</b>	<b>43</b>	<b>42</b>
<b>(per 100,000)</b>	<b>216.5%</b>	<b>255.9%</b>	<b>212.2%</b>	<b>177.5%</b>	<b>121.3%</b>	<b>131.5%</b>	<b>150.7%</b>	<b>129.3%</b>	<b>70.8%</b>	<b>187.6%</b>	<b>187.6%</b>
<b>Thefts</b>	<b>257</b>	<b>359</b>	<b>228</b>	<b>253</b>	<b>245</b>	<b>253</b>	<b>257</b>	<b>232</b>	<b>135</b>	<b>211</b>	<b>208</b>
<b>(per 100,000)</b>	<b>1091.0%</b>	<b>1506.0%</b>	<b>948.8%</b>	<b>1045.0%</b>	<b>990.7%</b>	<b>1008.0%</b>	<b>1019.0%</b>	<b>909.2%</b>	<b>530.8%</b>	<b>921.0%</b>	<b>920.0%</b>
<b>Auto Thefts</b>	<b>24</b>	<b>13</b>	<b>17</b>	<b>6</b>	<b>11</b>	<b>17</b>	<b>19</b>	<b>37</b>	<b>36</b>	<b>35</b>	<b>27</b>
<b>(per 100,000)</b>	<b>101.9%</b>	<b>54.5%</b>	<b>70.7%</b>	<b>24.8%</b>	<b>44.5%</b>	<b>67.7%</b>	<b>75.3%</b>	<b>145.0%</b>	<b>141.3%</b>	<b>152.7%</b>	<b>150.2%</b>
<b>Arson</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(per 100,000)</b>	<b>4.2%</b>	<b>0.0%</b>	<b>4.2%</b>	<b>4.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>4.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>



## CITY OF UNIVERSITY PARK – FIRE DEPARTMENT STATISTIC'S

<b>CALL DATA IN RESPONSE AREA (UP,HP,DAL,SMU)</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Fire Responses	1519	1672	1842	1578
All Fires	32	33	29	25
EMS Responses	1035	861	898	663
MICU Transports	487	386	375	370
<b>ACTIVITY WITHIN UP</b>				
Fire Code Inspections	829	660	1047	509
Tactical Surveys/Pre-Fire Plans	339	312	317	58

**CITY OF UNIVERSITY PARK  
CAPITAL PROJECTS**



CITY OF UNIVERSITY PARK  
FY22 CAPITAL BUDGET  
(SUPPORT DOCUMENT)

-D-

		FY2022 PROPOSED BUDGET	FY2021 UNSPENT FUNDS CARRYFRWD	FY2022 AMENDED BUDGET
Revenues				
Transfers from General Fund (budgeted)		4,269,827	-	4,269,827
Transfers from Utility Fund (budgeted)		696,088	-	696,088
Investment income		25,000	-	25,000
				-
Other Revenues - DEBT ISSUANCE		15,000,000	-	15,000,000
Other Revenues - DART		3,999,484	-	3,999,484
Other Revenues- DCMCIP		2,120,000	-	2,120,000
Other Revenues - ARPA		3,095,466	-	3,095,466
Total Revenues		29,205,865	-	29,205,865
Expenditures				
PERSONNEL		121,025	-	121,025
INFORMATION TECHNOLOGY				
2017102	Beehive		19,627	19,627
2020100	Server/Network Replacement		13,250	13,250
2022100	Data Warehouse and Enterprise Reporting	100,000	-	100,000
INFORMATION TECHNOLOGY SUBTOTAL		100,000	32,877	132,877
PARKS				
2017202	McFarlin East - Dublin to Central		98,000	98,000
2019201	Tennis court resurfacing program		46,910	46,910
2019202	Pool Master Plan Phase II		100,000	100,000
2019207	Central Expressway Bridge Landscape		37,122	37,122
2020204	Table/Bench Replacement		14,458	14,458
2020205	Curtis Park - West	360,000	75,939	435,939
2020206	Williams Park West Landscaping		62,394	62,394
2020208	Lovers/Preston Landscape		652,675	652,675
2021201	Fountain Replacement		98,000	98,000
2021204	Reservation Software Syustem		70,000	70,000
2021205	Park Furnishings		80,000	80,000
2021206	Germany Park/Roach Track		120,000	120,000
2021207	Structural Repairs at Pool		150,000	150,000
2022200	Playground Resurfacing	115,000	-	115,000
2022201	Tennis Court Resurfacing	70,000	-	70,000
2022202	Athletic Field Renovation	90,000	-	90,000
2022203	Soundwall Coating	600,000	-	600,000
2022204	LED Replacements Tennis Court	60,000	-	60,000
PARKS SUBTOTAL		1,295,000	1,605,498	2,900,498
PUBLIC SAFETY				
33900R	Radio System Comprehensive Replacement Reserve			-
33900	Radio System Comprehensive Replacement Project		270,561	270,561
2019300	Building Security Enhancements	200,000	245,708	445,708
2020300	LPR Systems (Phase 2 TBD)		74,023	74,023
2021300	Secured Storage Facility		100,000	100,000
2021301	Fire Bay Door replacement		100,000	100,000
2021302	Opticom System		340,000	340,000
2022301	Dispatch Console Replacement	500,000	-	500,000
PUBLIC SAFETY SUBTOTAL		700,000	1,130,292	1,830,292
PUBLIC WORKS				
49230	Water meter replacement		392,591	392,591
2018407	University Boulevard Widening - DEFERRED TO FY21		205,000	205,000
2019403	4419 Service Center Fuel Tank Replacement	675,000	557	675,557
2019404	4419 Service Center Reconstruction - Design/Build		1,422,712	1,422,712
2019405	Snider Plaza Area Design		633,118	633,118
2019406	Storm Water Projects "Phase 1 Design"		193,811	193,811
2019406R	Storm Water Projects Reserve/Program Placeholder		(793,255)	(793,255)
2020400	Stormwater Improvements Phase 1		293,255	293,255
2020401	Turtle Creek Sewer Intersector replacement	1,300,000	1,036,176	2,336,176
2020403	Traffic Signal Replacement		158,442	158,442
2020406	Snider Plaza Area Construction	3,850,000	(867,614)	2,982,386
2020407	Master Plan Consulting Fees - Executive Control		86,803	86,803
2020408	4236 Lovers Lane Improvements (Future MM)			-
2021400	Sidewalk Replacement Program	60,000	162,669	222,669
2021401	Traffic Signal Replacement		875,000	875,000
2021403	Street Reconstruction	(250,000)	250,000	-
2021404	Miracle Mile Street Replacement (MCIP Eligible - TBD)		750,067	750,067
2021405	Stormwater Improvements Phase II	6,812,000	(4,311,998)	2,500,002
2022400	Asphalt Overlay Program	2,250,000	-	2,250,000
2022402	Traffic Signal Replacement	918,000	-	918,000
2022403	Street Reconstruction	513,000	-	513,000
2022406	City Hall Chiller Project	60,000	-	60,000
2022407	Transfer Station Compactor Overhaul	200,000	-	200,000
2022408	GPBPS Generator Upgrade	500,000	-	500,000
2022409	GPS Monument Updates	100,000	-	100,000
2022410	DWU Interconnect Feasibility Study	100,000	-	100,000
2022411	Storm Sewer Assessment	300,000	-	300,000
PUBLIC WORKS SUBTOTAL		17,388,000	487,334	17,875,334
Projects contingency:				
Unplanned Projects Placeholder		300,000	-	300,000
TOTAL EXPENDITURES		19,904,025	3,256,001	23,160,026
FISCAL YEAR SURPLUS/(DEFICIT)		9,301,840	(3,256,001)	6,045,839

**THE CITY OF UNIVERSITY PARK  
5 YEAR CAPITAL IMPROVEMENT PLAN  
FY2022-2026**

	FY2021 FINAL AMENDED BUDGET	FY2021 ACTUAL RESULTS **DRAFT**	FY2022 YEAR 1 ESTIMATED SPENDING	FY2023 YEAR 2 ESTIMATED SPENDING	FY2024 YEAR 3 ESTIMATED SPENDING	FY2025 YEAR 4 ESTIMATED SPENDING	FY2026 YEAR 5 ESTIMATED SPENDING	5 YEAR FORECAST TOTAL FY2021 - FY2024
<b>**Prior to Year-end Adjustments**</b>								
Beginning Balance	5,068,372	5,068,372	5,133,466	14,435,306	(99,545)	(12,345,432)	(17,052,374)	5,133,466
Revenues								
Transfer from General Fund	4,066,502	4,066,512	4,269,827	4,483,318	4,707,484	4,942,859	5,190,002	23,593,490
Transfer from Utility Fund	1,391,512	1,391,508	696,088	858,392	1,028,812	1,207,753	1,207,753	4,998,798
Investment income	25,000	26,154	25,000	25,000	25,000	25,000	25,000	125,000
Other Revenues -DART	5,969,566	3,980,368	3,999,484	2,070,594	2,132,712	2,196,694	-	10,399,484
Other Revenues - ARPA FUNDING	-	3,095,466	3,095,466	-	-	-	-	3,095,466
Other Revenues -DEBT ISSUANCE	-	-	15,000,000	-	-	-	-	15,000,000
Other Revenues - DC/MCIP Reimbursement	1,700,000	-	2,120,000	567,500	1,567,500	430,000	1,665,000	6,350,000
Other Revenues - Building Permit Transfer	-	-	-	-	-	-	-	-
Other Revenues - Revenue Transfers (SMU Fund)	637,500	637,500	-	-	-	-	-	-
<b>Total Revenues</b>	<b>13,790,080</b>	<b>13,197,508</b>	<b>29,205,865</b>	<b>8,004,804</b>	<b>9,461,508</b>	<b>8,802,306</b>	<b>8,087,755</b>	<b>63,562,238</b>
<b>Total Available Resources</b>	<b>18,858,452</b>	<b>18,265,880</b>	<b>34,339,331</b>	<b>22,440,110</b>	<b>9,361,963</b>	<b>(3,543,127)</b>	<b>(8,964,620)</b>	<b>68,695,704</b>
Expenditures								
Personnel and Other	117,500	14,494	121,025	124,656	128,395	132,247	136,215	642,538
Information Technology	448,323	369,578	100,000	350,000	0	0	0	450,000
Parks	1,729,446	106,077	1,295,000	1,055,000	811,000	665,000	725,000	4,551,000
Public Safety	1,392,425	308,000	700,000	1,700,000	0	0	0	2,400,000
Public Works	13,541,900	12,034,265	17,388,000	19,010,000	20,468,000	12,712,000	14,930,000	84,508,000
Unplanned Proj/Emergency Repairs	300,000	300,000	300,000	300,000	300,000	0	0	900,000
Project expenditures	17,412,094	13,117,920	19,783,000	22,415,000	21,579,000	13,377,000	15,655,000	92,809,000
<b>Total Expenditures</b>	<b>17,529,594</b>	<b>13,132,414</b>	<b>19,904,025</b>	<b>22,539,656</b>	<b>21,707,395</b>	<b>13,509,247</b>	<b>15,791,215</b>	<b>93,451,538</b>
<b>Ending Balance</b>	<b>1,328,858</b>	<b>5,133,466</b>	<b>14,435,306</b>	<b>(99,545)</b>	<b>(12,345,432)</b>	<b>(17,052,374)</b>	<b>(24,755,834)</b>	<b>(24,755,834)</b>
EMERGENCY RESERVE	2,100,000	2,100,000	2,400,000	2,700,000	3,000,000	3,000,000	3,000,000	3,000,000
STORMWATER PROJECTS RESERVE	793,255	793,255	0	0	0	0	0	0
PUBLIC SAFETY RADIO RESERVE	0	0	0	0	0	0	0	0
<b>RESERVE ADJUSTED BALANCE</b>	<b>4,222,113</b>	<b>8,026,721</b>	<b>16,835,306</b>	<b>2,600,455</b>	<b>(9,345,432)</b>	<b>(14,052,374)</b>	<b>(21,755,834)</b>	<b>(21,755,834)</b>



CITY OF UNIVERSITY PARK  
DETAIL CAPITAL PROJ ECTS PLAN

DART Eligible		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2022	FY2023	FY2024	FY2025	FY2026
INFORMATION TECHNOLOGY						
Server/Network Replacement	2020100					
City-wide Access Controls	2021102					
Data Warehouse and Enterprise Reporting	2022100	100,000				
Replace new World ERP	2023100		350,000			
INFORMATION TECHNOLOGY SUBTOTAL		100,000	350,000	-	-	-
PARKS						
Curtis Park - West	2020205	360,000				
Fountain Replacement	2021201					
New Reservation Software System	2021204					
Park Furnishings	2021205					
Germany Park / Roach Track	2021206					
Playground Resurfacing	2022200	115,000				
Tennis Court Resurfacing	2022201	70,000				
Athletic Field Renovation	2022202	90,000				
Soundwall Coating	2022203	600,000				
LED Replacements Tennis Court	2022204	60,000				
Playground Resurfacing	2023200		115,000			
Tennis Court Resurfacing	2023201		105,000			
Athletic Field Renovation	2023202		125,000			
Childrens Park Renovation	2023203		150,000			
LED Replacements Tennis Court	2023204		60,000			
Playground Equipment Replacement	2023205		500,000			
Playground Resurfacing	2024200			115,000		
Athletic Field Renovation	2024202			136,000		
LED Replacements Tennis Court	2024203			60,000		
Playground Equipment Replacement	2024204			500,000		
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					
Playground Equipment Replacement	2027201					
Playground Resurfacing	2028200					
Playground Equipment Replacement	2028201					
Playground Resurfacing	2029200					
Playground Equipment Replacement	2029201					
PARKS SUBTOTAL		1,295,000	1,055,000	811,000	665,000	725,000

CITY OF UNIVERSITY PARK  
DETAIL CAPITAL PROJECTS PLAN

DART Eligible		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2022	FY2023	FY2024	FY2025	FY2026
PUBLIC SAFETY						
Building Security/Enhancements	2019300	200,000	1,500,000			
Secured Storage Facility	2021300					
Fire Bay Door replacement	2021301					
Opticom System	2021302					
CAD/RMS Replacement	2022300	-				
Dispatch Console Replacement	2022301	500,000				
NEXTGen 911 Upgrade	2023300		200,000			
PUBLIC SAFETY SUBTOTAL		700,000	1,700,000	-	-	-

CITY OF UNIVERSITY PARK  
DETAIL CAPITAL PROJECTS PLAN

DART Eligible		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
Project Category / Title	Project No.	SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
		FY2022	FY2023	FY2024	FY2025	FY2026
PUBLIC WORKS						
University Boulevard Widening (Design FY23/Const FY2024)	2018407	-	100,000	1,145,000		
4419 Service Center Fuel Tank Replacement	2019403	675,000				
Snider Plaza Area Design	2019405					
Turtle Creek Sewer Intersector replacement	2020401	1,300,000		900,000		
Snider Plaza Utility Construction	2020406	3,850,000				
Master Plan Consulting Fees - Executive Control	2020407					
Sidewalk Replacement Program	2021400	60,000				
Traffic Signal Replacement	2021401					
Street Reconstruction	2021403	(250,000)				
Miracle Mile Street Replacement (MCIP Eligible - TBD)	2021404	-	6,000,000	2,500,000		
Stormwater Improvements Phase II	2021405	6,812,000				
Pavement Assessment	2021406					
City Hall Chiller Project	2021407					
Asphalt Overlay Program	2022400	2,250,000				
Sidewalk Replacement Program	2022401	-				
Traffic Signal Replacement	2022402	918,000				
Street Reconstruction	2022403	513,000				
Snider Plaza Paving and Phase I Landscape Improvements	2022404	-	5,200,000	4,000,000		
Miracle Mile Water Line	2022405	-				
City Hall Chiller Project	2022406	60,000				
Transfer Station Compactor Overhaul	2022407	200,000				
GPBPS Generator Upgrade	2022408	500,000				
GPS Monument Updates	2022409	100,000				
DWU Interconnect Feasibility Study	2022410	100,000				
Storm Sewer Assessment	2022411	300,000				
Traffic Signal Replacement	2023400		965,000			
Sidewalk Replacement Program	2023401		-			
Street Reconstruction	2023402		275,000			
Preston Road Reconstruction (MCIP Eligible FOR \$500,000)	2023403			1,000,000	5,000,000	
Pavement Assessment	2023404		70,000			
Stormwater Improvements AOI-2 Design	2023405		800,000			
Stormwater Improvements Phase III	2023406		5,100,000			
Annual Large Diameter Water Line Replacement	2023407		500,000			
Asphalt Overlay Program	2024400			2,385,000		
Traffic Signal Replacement	2024401			750,000		
Sidewalk Replacement Program	2024402			-		
University Blvd Drainage Structure (Moved to FY24)	2024403			2,000,000		
Street Reconstruction	2024404			288,000		
Stormwater Improvements AOI-2 Phase 1	2024405			5,000,000		
Annual Large Diameter Water Line Replacement	2024406			500,000		
Traffic Signal Replacement	2025400				790,000	
Sidewalk Replacement	2025401				-	
Hillcrest Reconstruction - Lovers to Potomac (MCIP Eligible - TBD)	2025402			1,000,000	6,000,000	
Street Reconstruction	2025403				302,000	
Stormwater Improvements AOI-2 Phase 2	2025404				5,000,000	
Annual Large Diameter Water Line Replacement	2025405				550,000	
Pavement Assessment	2025406				70,000	
Stormwater Improvements AOI-2 Phase 3	2026400					5,000,000
Traffic Signal Replacement	2026401					830,000

CITY OF UNIVERSITY PARK  
DETAIL CAPITAL PROJECTS PLAN

DART Eligible		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2022	FY2023	FY2024	FY2025	FY2026
Asphalt Overlay Program	2026402					2,500,000
Annual Large Diameter Water Line Replacement	2026403					600,000
PUBLIC WORKS SUBTOTAL			17,388,000	19,010,000	20,468,000	12,712,000
EMERGENCY REPAIRS / UNPLANNED PROJECTS		300,000	300,000	300,000		
PROJECTS GRAND TOTAL		19,783,000	22,415,000	21,579,000	13,377,000	15,655,000

# City of University Park, Texas

## Capital Improvement Plan

2022 thru 2026

### PROJECTS BY DEPARTMENT

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
<b>Information Technology</b>								
Data Enterprise and Warehouse Reporting	2022100	2	100,000					100,000
<b>Information Technology Total</b>			<b>100,000</b>					<b>100,000</b>
<b>Parks</b>								
Playground Resurfacing	2022200	2	115,000					115,000
Tennis Court Resurfacing	2022201	2	70,000					70,000
Athletic Field Renovation	2022202	2	90,000					90,000
Soundwall Coating	2022203	2	600,000					600,000
LED Replacements for Tennis Courts	2022204	2	60,000					60,000
<b>Parks Total</b>			<b>935,000</b>					<b>935,000</b>
<b>Public Safety</b>								
Dispatch Console Replacement	2022301	2	500,000					500,000
<b>Public Safety Total</b>			<b>500,000</b>					<b>500,000</b>
<b>Public Works</b>								
Miracle Mile Street Replacement	2021404	1	2,500,000	5,000,000				7,500,000
Stormwater Improvements Phase 2	2021405	1	2,500,000					2,500,000
Asphalt Overlay Program	2022400	2	2,250,000					2,250,000
Traffic Signal Replacement	2022402	2	918,000					918,000
Street Reconstruction	2022403	2	513,000					513,000
Snider Plaza Paving/Phase 1 Landscape Improvements	2022404	2		5,200,000	4,000,000			9,200,000
City Hall Chiller Project	2022406	2	60,000					60,000
Transfer Station Compactor Overhaul	2022407	1	200,000					200,000
GPBPS Generator Upgrades	2022408	2	500,000					500,000
GPS Monument Updates	2022409	2	100,000					100,000
DWU Interconnect Feasibility Study	2022410	2	100,000					100,000
Storm Sewer Assessment	2022411	2	300,000					300,000
<b>Public Works Total</b>			<b>9,941,000</b>	<b>10,200,000</b>	<b>4,000,000</b>			<b>24,141,000</b>
<b>GRAND TOTAL</b>			<b>11,476,000</b>	<b>10,200,000</b>	<b>4,000,000</b>			<b>25,676,000</b>

**Capital Improvement Plan**  
**City of University Park, Texas**

2022 *thru* 2026

**Department** Information Technology  
**Contact** Dale Harwell  
**Type** Technology  
**Useful Life**  
**Category** Computer/Technology  
**Priority** Medium Priority

**Project #** 2022100  
**Project Name** Data Enterprise and Warehouse Reporting

**Description**

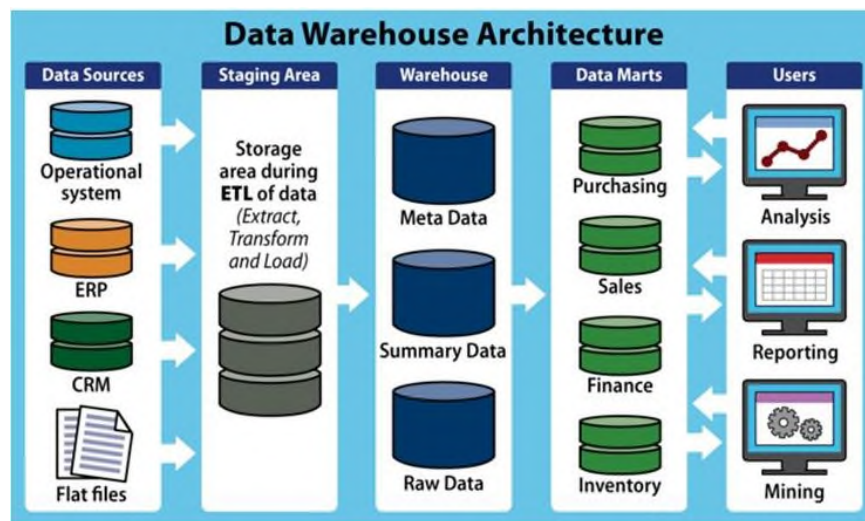
**Total Project Cost:** \$100,000

This project provides software and professional services to install a data warehouse that will integrate data from various computer applications used throughout the City. The goal of the project will be to improve data integrity and to provide City leaders the ability to view valuable information for decision making purposes.

**Justification**

Expenditures	2022	2023	2024	2025	2026	Total
Technology Upgrades	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Parks  
**Contact** Sean Johnson  
**Type** Parks / Pool  
**Useful Life**  
**Category** Parks/Pool  
**Priority** Medium Priority

<b>Project #</b>	<b>2022200</b>
<b>Project Name</b>	<b>Playground Resurfacing</b>

<b>Description</b>	<b>Total Project Cost: \$115,000</b>
<p>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.</p> <p>Funding in this account will support the full replacement for PIP surfacing at Williams park playground as well as demo and hauling off of existing PIP.</p>	
<b>Justification</b>	

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	115,000					115,000
<b>Total</b>	<b>115,000</b>					<b>115,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Parks  
**Contact** Sean Johnson  
**Type** Parks / Pool  
**Useful Life**  
**Category** Parks/Pool  
**Priority** Medium Priority

<b>Project #</b>	<b>2022201</b>
<b>Project Name</b>	<b>Tennis Court Resurfacing</b>

<b>Description</b>	<b>Total Project Cost: \$70,000</b>
Funding in this account will support the resurfacing and renovating of 2 tennis courts at Curtis park (Holmes Aquatic Center) and Burleson park. Project includes removal of existing paint, floating and installing new post and nets and making necessary repairs to fence fabric.	

<b>Justification</b>

<b>Expenditures</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Construction/Maintenance	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>

<b>Funding Sources</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Capital Budget	70,000					70,000
<b>Total</b>	<b>70,000</b>					<b>70,000</b>





# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Parks  
**Contact** Sean Johnson  
**Type** Parks / Pool  
**Useful Life**  
**Category** Parks/Pool  
**Priority** Medium Priority

**Project #** 2022202  
**Project Name** Athletic Field Renovation

**Total Project Cost:** \$90,000

### Description

Given the heavy amount of play and use on our sports fields, there is a need to perform significant upgrades to the City's sports fields on an ongoing basis. This CIP project detail sets out to budget the capitol dollars to replace tired and worn out turfgrass, add sandy loam and grade for positive drainage and to eliminate low spots and unsafe playing condition, and install a variety of bermudagrass that is developed to handle high foot traffic.

Funding in this account will support the Demo existing sod at Germany park, haul away all spoils and replace sod of playing field. Project also includes the addition of sandy loam and site grading for proper drainage to eliminate low areas, as well as install new Tifway Bermuda sod.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	90,000					90,000
<b>Total</b>	<b>90,000</b>					<b>90,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	90,000					90,000
<b>Total</b>	<b>90,000</b>					<b>90,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Parks  
**Contact** Sean Johnson  
**Type** Parks / Pool  
**Useful Life**  
**Category** Parks/Pool  
**Priority** Medium Priority

<b>Project #</b>	<b>2022203</b>
<b>Project Name</b>	<b>Soundwall Coating</b>

<b>Description</b>	<b>Total Project Cost: \$600,000</b>
Funding in this account will support the painting and addition of anti-graffiti to the sound walls located at Northwest Highway and Hillcrest and the sound wall at Humann park along the service road of Central expressway between University and Lovers. Project includes the removal of existing paint, painting and adding anti-graffiti coating on both sides.	

<b>Justification</b>

<b>Expenditures</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Construction/Maintenance	600,000					600,000
<b>Total</b>	<b>600,000</b>					<b>600,000</b>

<b>Funding Sources</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Capital Budget	600,000					600,000
<b>Total</b>	<b>600,000</b>					<b>600,000</b>



Capital Improvement Plan  
City of University Park, Texas

2022 *thru* 2026

**Department** Parks  
**Contact** Sean Johnson  
**Type** Parks / Pool  
**Useful Life**  
**Category** Parks/Pool  
**Priority** Medium Priority

<b>Project #</b>	<b>2022204</b>
<b>Project Name</b>	<b>LED Replacements for Tennis Courts</b>

<b>Description</b>	<b>Total Project Cost: \$60,000</b>
Funding in this account will support the upgrade of tennis court lighting, converting them to LED lights. LED lights increase visibility and improves game play, increases lifespan and reduces annual operation and maintenance cost.	

<b>Justification</b>

Expenditures	2022	2023	2024	2025	2026	Total
Technology Upgrades	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Safety  
**Contact** Bill Mathes  
**Type** Equipment  
**Useful Life**  
**Category** Fire/Police  
**Priority** Medium Priority

**Project #** 2022301  
**Project Name** Dispatch Console Replacement

### Description

**Total Project Cost:** \$500,000

The dispatch consoles are the support framework for all computer and radio-related hardware required for Emergency Communications Specialists to do their jobs in dispatching Police and Fire personnel. Their useful lifecycle is 10 years and our current consoles are 12-14 years old. This project funds replacement of the consoles at City Hall and the backup dispatch center at Peek.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Infrastructure

**Useful Life**

**Category** Streets

**Priority** Medium Priority

**Project #** 2022400

**Project Name** Asphalt Overlay Program

**Total Project Cost:** \$2,250,000

### Description

This project funds the installation of asphalt pavement on identified streets. The City uses an Interlocal Agreement to piggyback on both Dallas and Tarrant County contracts. Street segments are selected based on their OCI, Overall Condition Index. This project is eligible for reimbursement via the DART TRIP Program.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	2,250,000					2,250,000
<b>Total</b>	<b>2,250,000</b>					<b>2,250,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	2,250,000					2,250,000
<b>Total</b>	<b>2,250,000</b>					<b>2,250,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Equipment

**Useful Life**

**Category** Traffic

**Priority** Medium Priority

**Project #** 2022402  
**Project Name** Traffic Signal Replacement

**Total Project Cost:** \$918,000

### Description

This project funds the annual replacement of traffic signals and appurtenances at three intersections. The program will, after 11 years, replace all of the City's thirty three signals. This project is eligible for reimbursement via the DART TRIP Program. The FY22 project will fund replacement of the signals at the Lovers / Preston, Lovers / Westchester, and Universtiy / Preston intersections.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	918,000					918,000
<b>Total</b>	<b>918,000</b>					<b>918,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	918,000					918,000
<b>Total</b>	<b>918,000</b>					<b>918,000</b>





# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Infrastructure

**Useful Life**

**Category** Streets

**Priority** Medium Priority

**Project #** 2022403

**Project Name** Street Reconstruction

**Total Project Cost:** \$513,000

### Description

This annual project will fund the full replacement of street segments that need to be replaced. The FY22 budget includes a carryover of \$250,000 in unspent FY21 funds.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	513,000					513,000
<b>Total</b>	<b>513,000</b>					<b>513,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	513,000					513,000
<b>Total</b>	<b>513,000</b>					<b>513,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Infrastructure

**Useful Life**

**Category** Streets

**Priority** Medium Priority

**Project #** 2022404

**Project Name** Snider Plaza Paving/Phase 1 Landscape Improvements

### Description

**Total Project Cost:** \$9,200,000

This project funds the full reconstruction of Snider Plaza drive aisles, parking areas, sidewalk, landscape and pedestrian amenities. It also includes fountain improvements and the creation of green spaces in the plaza in addition to needed drainage improvements.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		5,200,000	4,000,000			9,200,000
<b>Total</b>		<b>5,200,000</b>	<b>4,000,000</b>			<b>9,200,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget		5,200,000	4,000,000			9,200,000
<b>Total</b>		<b>5,200,000</b>	<b>4,000,000</b>			<b>9,200,000</b>



University Park, Texas

SNIDER PLAZA  
improvements

CATALYST  
URBAN DEVELOPMENT

Pacheco Koch

SPACE DESIGNER



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Equipment

**Useful Life**

**Category** Facilities

**Priority** Medium Priority

<b>Project #</b>	<b>2022406</b>
<b>Project Name</b>	<b>City Hall Chiller Project</b>

<b>Description</b>	<b>Total Project Cost: \$60,000</b>
This project funds the preventative rebuild of one of the two chillers at City Hall to prolong the servicable life of the equipment and address the increased maintenance and upkeep of the unit. The chillers provide chilled water to the air handling equipment 24/7. Chiller 2 was rebuilt in FY21, and this project funds the rebuild of Chiller 1.	

<b>Justification</b>	

<b>Expenditures</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Construction/Maintenance	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>

<b>Funding Sources</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Capital Budget	60,000					60,000
<b>Total</b>	<b>60,000</b>					<b>60,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Equipment

**Useful Life**

**Category** Facilities

**Priority** High Priority

**Project #** 2022407

**Project Name** Transfer Station Compactor Overhaul

**Total Project Cost:** \$200,000

### Description

This project will fund the necessary repair and replacement of certain structural components of the compactor unit at the City's Transfer Station.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>



Capital Improvement Plan  
City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Equipment

**Useful Life**

**Category** Facilities

**Priority** Medium Priority

**Project #** 2022408  
**Project Name** GPBPS Generator Upgrades

**Total Project Cost:** \$500,000

**Description**

This project will fund the replacement of the emergency backup generator at the Germany Park Booster Pump Station with a larger capacity generator that will have the ability to power the pump station at full electrical load.

**Justification**

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works

**Contact** Jacob Speer

**Type** Technology

**Useful Life**

**Category** Computer/Technology

**Priority** Medium Priority

**Project #** 2022409  
**Project Name** GPS Monument Updates

**Total Project Cost:** \$100,000

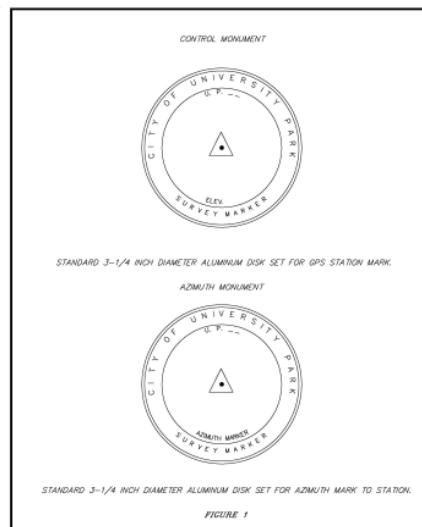
### Description

This project will fund the effort to reset and replace the survey benchmarks in the City. These benchmarks provide latitude, longitude, and elevation data, providing surveyors a point of reference.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Professional Services	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>



Capital Improvement Plan

City of University Park, Texas

2022 *thru* 2026

Department

Public Works

Contact

Jacob Speer

Type

Infrastructure

Useful Life

Category

Infrastructure

Priority

Medium Priority

Project #

2022410

Project Name

DWU Interconnect Feasibility Study

Description

Total Project Cost: \$100,000

This project will fund the engineering study to determine if a new, additional interconnect with Dallas Water Utilities is feasible as a backup, emergency water supply option.

Justification

Expenditures	2022	2023	2024	2025	2026	Total
Professional Services	100,000					100,000
Total	100,000					100,000

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	100,000					100,000
Total	100,000					100,000



# Capital Improvement Plan

## City of University Park, Texas

2022 *thru* 2026

**Department** Public Works  
**Contact** Jacob Speer  
**Type** Infrastructure  
**Useful Life**  
**Category** Infrastructure  
**Priority** Medium Priority

**Project #** 2022411  
**Project Name** Storm Sewer Assessment

### Description


**Total Project Cost:** \$300,000

This project will fund the professional services effort to televise a portion of the City's stormwater assets to collect attribute data and determine condition assessments, which will be used to determine future maintenance needs and priorities.

### Justification

Expenditures	2022	2023	2024	2025	2026	Total
Professional Services	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Budget	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>



**Identification**

ID: STPP706  
 Beehive ID: 40752  
 Life Cycle: Active  
 Project:  
 Privater:  
 Confidence - Date:  
 Type: MAIN

**Recent Events**

Date	Event Type	Status	Work Order
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**Attributes**


Downstream Depth:  
 Downstream Elevation:  
 Upstream Depth:  
 Upstream Elevation:  
 Slope:  
 Diameter: 18"  
 Length: 155.003  
 Material:

**Recent Comments**

Date	Name	Comment	Importance
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**Location**

Surface Cover:  
 Access:  
 Confidence - Location:  
 GID:  
 Name:

**Maps**


10/16/2023 2:30 PM

University Park

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

**TCAP** – Texas Coalition for Affordable Power

**TCEQ** – Texas Commission on  
Environmental Quality

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

**TMRS** – Texas Municipal Retirement Systems

**UB** – Utility Billing

**UP** – University Park

**UPFD** – University Park Fire Department

**UPPL** – University Park Public Library

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