

Fiscal Year 2025 Budget
October 1, 2024 - September 30, 2025



City of University Park, Texas

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of University Park
Texas**

For the Fiscal Year Beginning

October 01, 2023

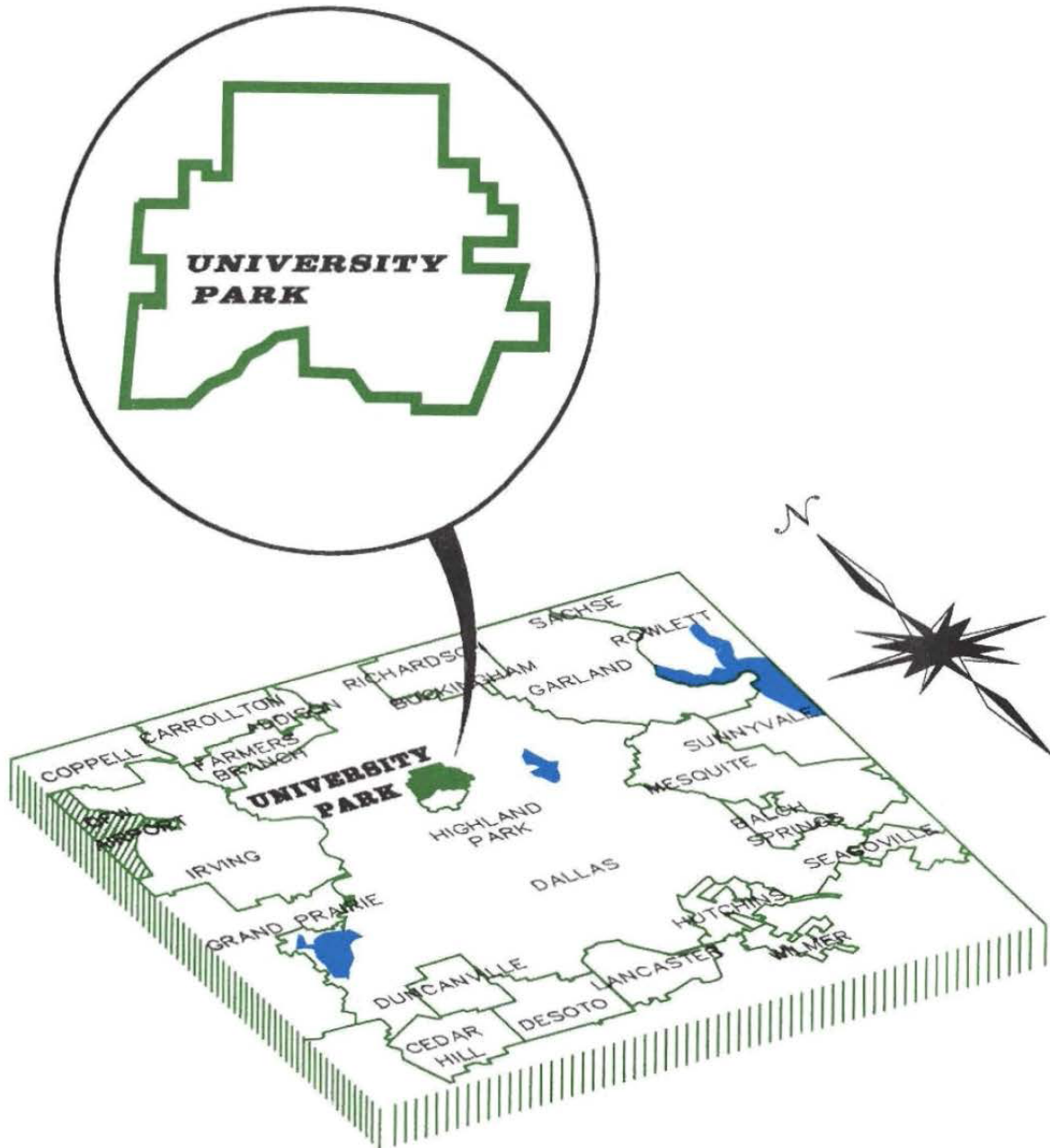
Christopher P. Morill

Executive Director

INTRODUCTION AND OVERVIEW



MAP OF UNIVERSITY PARK AND DALLAS COUNTY AREA





HISTORY OF UNIVERSITY PARK

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

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

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

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



DEMOGRAPHICS

Facts and Figures (rev: Sept. 2022)

Geography

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

Demographics

Population (2024 NCTCOG Est.)	25,544
2020 Census Est. Population Breakdown:	
White	86.9%
Hispanic	5.70%
Asian or Pacific Islander	4.90%
Black	1.20%
American Indian, Eskimo, Aleut	0.30%
Others	1.00%
Median Age (1980)	34.5
Median Age (2000)	31.2
Median Age (2010)	29.7
Median Age (2023)	33.7
Median Household Income	\$381,235

Government

Date of incorporation:	April 17, 1924
Form of government:	Council-Manager
Total City Budget (FY2025)	\$69,621,957
City Tax Rate (FY2025)	\$0.229964 per \$100 taxable value
Total Certified Taxable Value (FY2024)	\$11,711,175,248
Predominant City revenue source:	Property tax
Acres of City parks:	65 (18 separate parks)

Housing

Number of residential parcels 2016-2022:	6908
% of parcels single-family homes:	79.0%
Average market value of single-family homes:	\$2,466,515

Education

K-12 School District	Highland Park Independent School District - Armstrong Elementary, Bradfield Elementary, Hyer Elementary, University Park Elementary, Michael M. Boone, Highland Park Middle School, McCulloch Intermediate School, Highland Park High School
Enrollment in HPISD (2019/2020)	6439
Teacher to Student ratio:	1:15
% HPISD Graduates continuing to college:	97%
Students in the Class of 2022 completed more than 63,000 hours of community service during their 4 years at HPHS.	

University: **Southern Methodist University**
Enrollment: Approx. 12,385

Sources: 2022 US Census, HPISD, City of University Park, Texas, Southern Methodist University, Dallas Central Appraisal District, North Dallas Council of Governments



CITY OF UNIVERSITY PARK, TEXAS

City Profile

Incorporated in 1924, the City of University Park, Texas, is a stately residential community located five miles north of downtown Dallas, Texas. University Park is surrounded by Dallas on three sides and by Highland Park on the fourth. The City limits have been unchanged since the 1950's and encompass a land area of 3.8 square miles with an estimated population of 25,544. 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 2024, the average market value of a single-family residential parcel in the city increased to \$2,466,515 from \$2,044,097 in 2023. The property tax rate decreased from \$0.236226 to \$0.229964 per hundred dollars of taxable value.

Long-term Financial Planning

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

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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

Elected Officials

Official and Title	First Elected	Term Expires	Professional Background
Tommy Stewart, Mayor	2020	2026	Commercial Real Estate
Melissa Rieman, Councilmember	2024	2026	Business Owner
Mark Aldredge, Councilmember	2020	2026	Real Estate Developer
Bob Myers, Councilmember	2022	2026	Commercial Real Estate
Phillip Philbin, Councilmember	2022	2026	Attorney

Appointed Officials

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

Certified Public Accountants

FORVIS L.L.P., Dallas, Texas

Financial Advisor

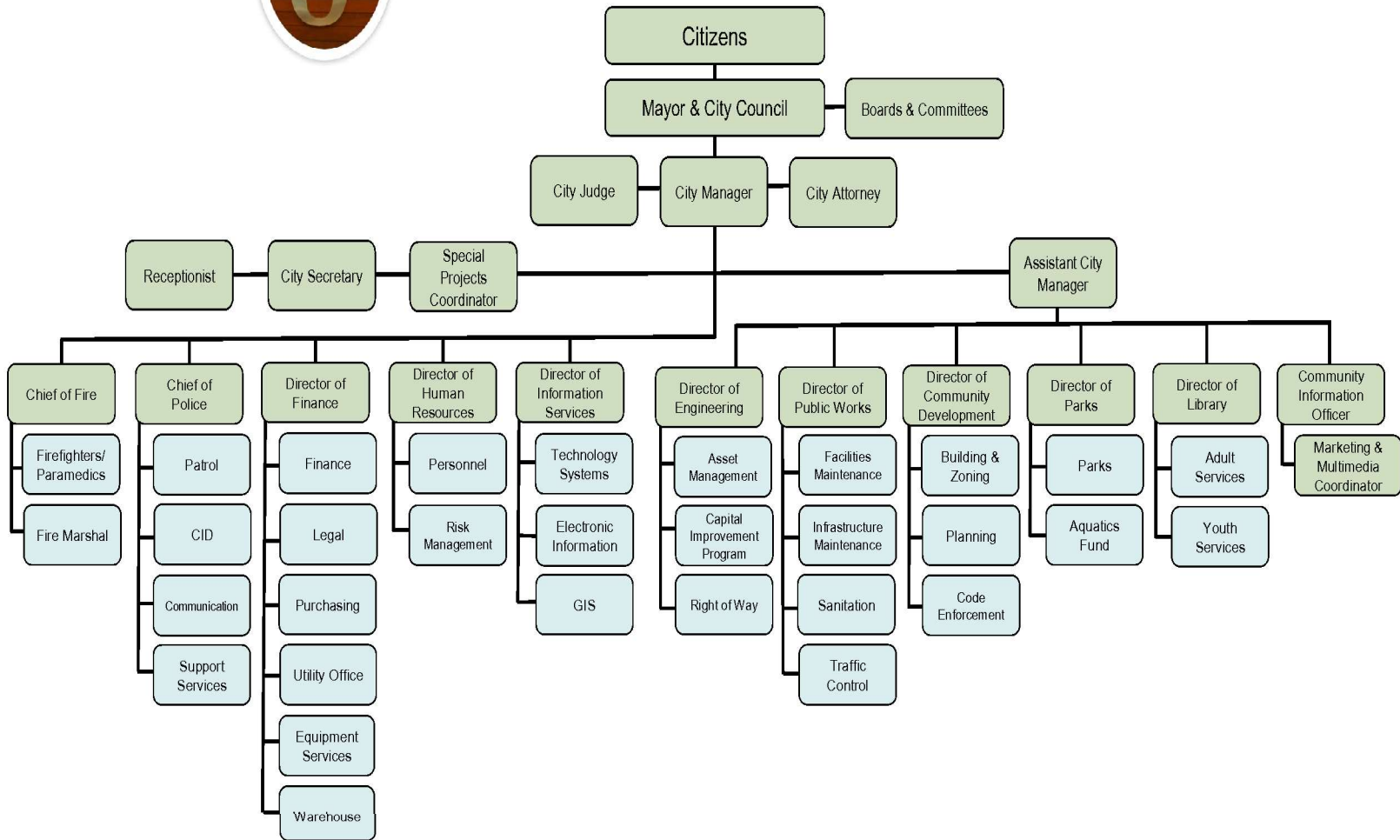
Hilltop Securities, Dallas, Texas



City of University Park

FY25: 263 Employees

Total Budget: \$69,621,957



BUDGET PROCESS



CITY OF UNIVERSITY PARK, TEXAS

FISCAL YEAR 2025

BUDGET

INTRODUCTION AND FUND STRUCTURE SUMMARY

Introduction

Welcome to the Fiscal Year (FY) 2025 City of University Park budget document. This document contains information about the annual budget adopted by the City Council on September 17, 2024 for the period October 1, 2024 to September 30, 2025.

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 2025 BUDGET (continued)

Five funds comprise the City's annual operating budget:

1. General Fund (fund 01): financed by property taxes, sales taxes, franchise fees, and other sources, this fund accounts for traditional local government functions such as police, fire, parks and public works. The General Fund is considered the primary government fund.
2. Utility Fund (fund 02): financed by water and sewer revenues, this fund includes the Utilities Division (water/sewer), and Utility Billing Office. The Utility Fund is known as an "enterprise fund" because its functions are designed to operate like a private enterprise, with charges for services recovering the costs 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.
5. Aquatics Fund (fund 06): financed by aquatic revenue generated through passes, fees, parties, classes and other aquatic activities. This Fund is classified as an enterprise fund.

Five City funds are not formally budgeted but are funded with contributions from the five 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.

FISCAL YEAR 2025 BUDGET (continued)

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.
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 (5)

General Fund

Utility Fund

Sanitation Fund

Stormwater Fund

Aquatics Fund

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

NON BUDGETED (5)

Capital Project - Governmental

Capital Project - Enterprise

Self-Insurance

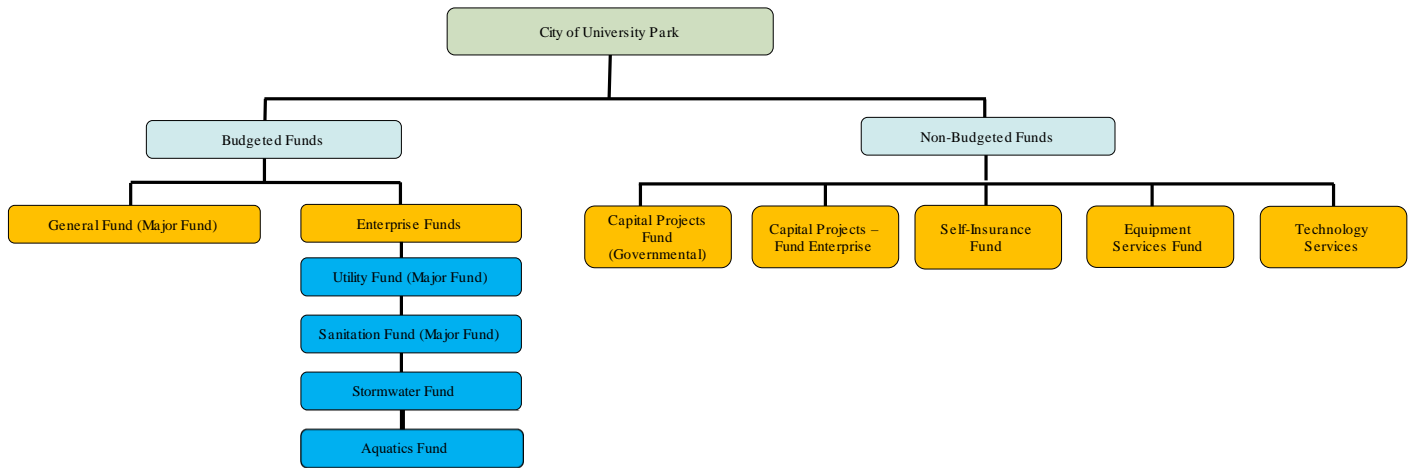
Equipment Services

Technology Services

These funds derive their revenue from inter-fund transfers from budgeted funds. The amount of those 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.

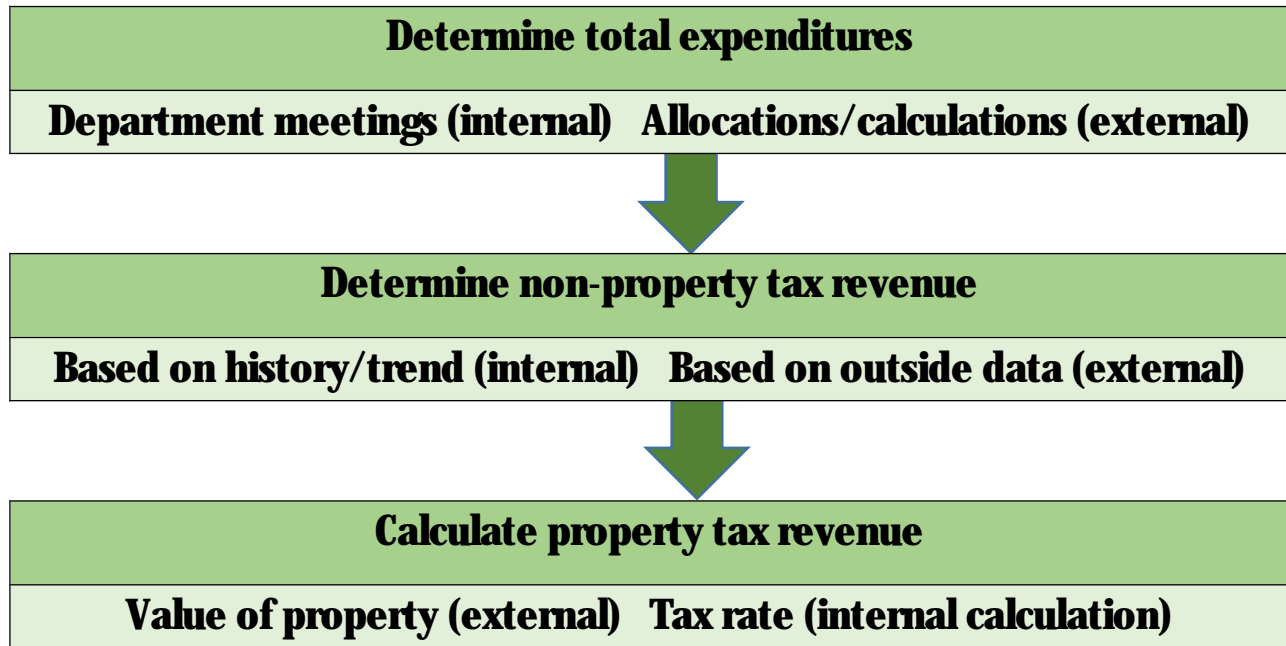
UTILITYFUND: Enterprise Fund whose functions are designed to operate like a private enterprise with charges for services covering costs. Financed by water and sewer revenues. This fund includes the Utilities Division (water/sewer) and Utility Billing Office.

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

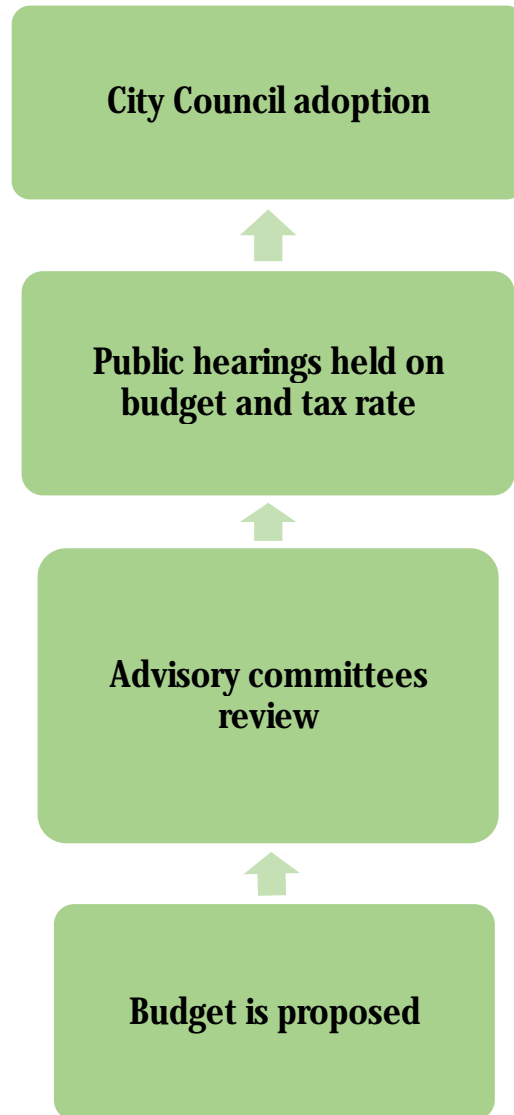
STORMWATER FUND: Accounts for activities related to improving storm water collection, quality and movement through the City. Financed by stormwater fees.

AQUATICS FUND: Manages the aquatic recreation, swim lessons and activities for the City. Primary sources of revenue is user fees and sponsorships.

BALANCING THE “BUDGET”



BUDGET AND TAX RATE ADOPTION PROCESS



CALENDAR FOR TAX RATES AND FY2025 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
1/1/2024				Assessment Date		
4/7/2024						Budget opened to everyone
4/11/2024			First EVR received			
5/13/2024				Preliminary Tax Rate Calculation Data and Adoption calendar due to		Preliminary budget materials distributed to Department Heads
5/27/2024						Pre-budget warm up with Department Heads
6/7/2024						Budgets due from departments
6/17 - 6/24/2024						Department budget reviews with Department Heads
7/19/2024				Final 2023 Tax Rate calculation data due to		
7/25/2024		FAC Meeting - Preliminary Budget Review	Tax Roll Appraisal Certified by DCTO		DCAD Tax Roll Final	
7/30/2024						
8/2/2024	Post agenda for Special Council Meeting			DCTO provides initial tax calculations sent to entities	ETR & Rollback rates from DCTO	
8/5/2024					Tax calculations must be posted to website	
8/6/2024	Special Council Meeting - Consider tax rate, set budget and tax rate hearing dates and adoption date					
8/15/2024		FAC REVIEW AND RECOMMEND BUDGET				

CALENDAR FOR TAX RATES AND FY2025 BUDGET

DATE	CITY COUNCIL	FAC/CPRC	APPRAISAL DISTRICT	DCTO	TAX RATE	BUDGET
8/16/2024					Publish effective and rollback tax rates Publish first notice of tax rates and hearings	Budget submission to City Secretary. File budget with City Clerk. Publish Notice of Tax Rate, Budget and Tax hearings. Post notice on website.
8/19/2024		FAC - Review and Recommend FY2025 Budget		DCAD provides certified appraisal roll		
8/23/2024						Last Day to Publish Notice of Budget Hearing
9/3/2024	Council Meeting - Budget Hearing I					Budget Hearing
9/10/2024						Last day to publish notice of tax hearing on website
9/12/2024						Last day to publish notice of tax rate hearing in paper.
9/18/2024						Last day to hold budget hearing and remain DCTO compliant
9/17/2024	Council Meeting - Budget Hearing II, Adopt Budget, Tax Rate, Salary, Fees, Ratify Tax Increase					
9/18/2024				DCTO deadline to adopt tax rate		
9/20/2024				Tax rate ordinance due to DCTO		
9/23/2024						Last day to hold budget hearing
9/24/2024	Last day to adopt budget and last day for tax rate hearing and adopt tax rate.					
9/25/2024					Remove "Notice of Tax Hearing" from Website	

FY2025 BUDGET





**City of University Park
Fiscal Year 2024-2025
October 1, 2024 – September 30, 2025**

September 17, 2024

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,212,873 which is a 9.50% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$281,466.

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

FOR: Stewart, Aldredge, Myers, Philbin, Rieman

AGAINST: None

PRESENT AND NOT VOTING: None

ABSENT: None

Property Tax Rate Comparison

	2024-2025	2023-2024
Property Tax Rate:	\$0.229964/100	\$0.236226/100
No New Revenue Tax Rate:	\$0.211442/100	\$0.216697/100
No New Maint. & Ops.	\$0.216746/100	\$0.220349/100
Voter Approval Tax Rate:	\$0.229964/100	\$0.238613/100
Debt Rate:	\$0.000000/100	\$0.000000/100

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

BUDGET MESSAGE



August 16, 2024

Honorable Mayor & City Council,

I am pleased to submit for your review and consideration the Fiscal Year 2025 (FY2025) Budget. Totalling nearly \$70 million, the operational budget for the City of University Park provides the annual funding to ensure the efficient delivery of municipal services. This includes services related to public safety, sanitation, road maintenance, parks, water delivery, wastewater collection, and a public library. In addition to funding annual operations, the budget provides transfers of revenue into the Capital Projects Fund. In the aggregate, the annual budgeting process sets the spending plan for day-to-day services, while also providing a funding path for large-scale capital projects.

While the economic outlook for Texas remains strong, economic indicators and geopolitical uncertainty merit a conservative outlook. The Federal Reserve Bank of Dallas projects normal economic growth, but concerns about weakening demand persist. Additional details about the local performance of key economic indicators are provided in the expenditure analysis of this report; however, the following economic indicators are projecting slight decreases or leveling-off from the prior year:

Consumer Spending – minimal growth in revenue for local sales tax and franchise fees.

Residential Building Permits – construction permits for new homes are lower than three previous years.

Interest Earnings – anticipated interest rate decreases from Federal Reserve.

Revenue and expenditure projections within the proposed FY2025 Budget align with historical trends, but are limited by both economic conditions and statutory requirements. When combined with all funds, total expenditures for the operational budget will increase \$3.4 million or 5.3 percent from the prior year. The tax rate needed to balance the General Fund budget will decrease to 22.9964 cents. In addition, the proposed budget recommends a number of structural and transactional changes to include the following:

- Public Works Administration – creates a new department from existing personnel to reflect new organizational structure within the Public Works and Engineering Departments.
- Aquatics Proprietary Fund – removes the expenditures and revenues of the Holmes Aquatic Center from the General Fund to create a new proprietary fund.
- Fund Balance – recommended transfer of existing fund balances to provide funding to the Holmes Aquatic Center with the goal of the pool becoming a self-sustaining operational fund.
- Credit Card Processing Fees – instituting pass-thru fees that will offset expenses the City has traditionally absorbed from credit card fees.

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

while improving services to the community, and to the volunteer committee members who spent hours reviewing the proposed budget.

FY2025 Highlights

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

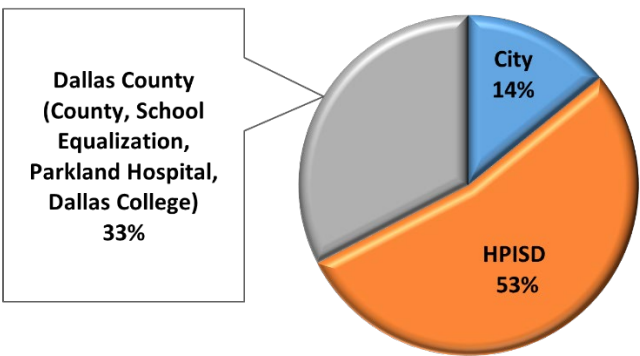
Fund	Core Services	Primary Revenue Sources
General	Police, Fire, Parks, Street Maintenance, Traffic Management, Building Inspections, Library, and General Administration	Property Taxes, Sales Taxes Fines & Fees, Franchise Fees
Utility	Water Distribution & Wastewater Collection	Utility Fees
Sanitation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

Highlights of the FY2025 Budget include the following items:

- Wage and salary adjustments that are necessary to recruit and retain talented public sector employees;
- Creation of a new Aquatics Fund;
- Additional funding for health insurance and other benefits;
- Increased funding for pension liabilities;
- Funding for Centennial Master Plan Action Items; and
- Continued funding increases for capital projects; and

Property Taxes & Long-Term Financial Planning

The Dallas Central Appraisal District (DCAD) certifies the taxable value for all property within University Park. Based on proposed expenditures and the taxable value of all property in University Park, the FY2025 budget recommends a tax rate decrease from 23.6226 to 22.9964 cents. The average single-family homeowner with a homestead exemption will pay approximately \$44 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 14 percent, based on 2023 rates.



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

During the 86th Legislative Session, the State Legislature passed SB 2 that limits property tax growth to no more than approximately 3.5 percent per year, before requiring voter approval. For University Park, this limitation caps revenue growth from property taxes at approximately \$1,000,000, depending on actual prior year collections. 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.

The assumptions behind the model inputs can drastically affect the bottom line of the model. Of particular note for the upcoming fiscal year, the model assumes a decreased interest rate of 3 percent, followed by subsequent decreases in future years to 2 percent. This is important for forecasting interest earnings, which staff anticipates decreasing in future years. However, these inputs can be offset by other unforeseen economic conditions in the future.

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

Centennial Master Plan & the Budget

The City Council has also adopted a Centennial Master Plan that serves as a big-picture document that focuses on creating a vision for key aspects of city management and city character. Following multiple rounds of discussion involving Master Plan Steering Committee members, City staff, and project consultants, the plan was adopted by the City Council in June 2022 with 75 action items organized by the following five themes:

1. **Affirming Sense of Place** – goals organized around preserving the beauty, character, safety, and sense of cohesion in University Park.
2. **Assuring Connectivity** – goals related to streets, parking, trails, utilities, communication, and programs that allow residents to move freely, do their business, and connect.
3. **Innovative Governance** – goals to help the City government stay responsive and well-coordinated within the region, and to foster more ways that residents can help improve and direct their community.
4. **Technological Integration** – goals intended to provide University Park with vetted technological advancements that can improve city efficiency and quality of life, based on best practices from cutting edge cities.

5. **Preparing for The Future** – goals for the horizon, with the idea of beginning now to prepare for coming changes that can be readily identified, while building a culture of adaptability, resilience, and sustainability across City operations.

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

Top Priorities:

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

High Priorities:

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

Other Priorities:

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

Within the operational budgets of each department are the necessary funding resources to begin the process of tackling the action items within the Centennial Master Plan. Many of the action items also contain potential capital projects that will receive consideration for inclusion in the City's five-year Capital Improvement Program. Recent actions items within the Centennial Master Plan that have been completed include the following:

- Creation of a Parks, Recreation, Trails and Open Space Master Plan (Affirming Sense of Place)
- Implement upgrades to the University Park Traffic Preemption System (Technological Integration)
- Fund the development of a facility or engage in a long-term partnership with a facility to provide the Police Department with access to regular firearms training (Preparing for the Future)
- Improve standby power generator at Germany Park Booster Pump Station (Technological Integration)
- Creation of a pilot program to assess efficiency and effectiveness of electric vehicles in City's fleet (Preparing for the Future)

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 in the following months by Finance and Executive Department staff. Following the internal review, a final proposed budget is presented to the following resident advisory committees for review and recommendation to the City Council:

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

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

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

Staff proposes the following schedule to satisfy the public hearing and notice requirements for the FY2025 budget's adoption:

Date	Day	Description
August 6	Tuesday	Approve resolution adopting maximum tax rate
August 15	Thursday	Final Finance Advisory Committee Review
August 16	Friday	Submit proposed draft budget to the City Council and City Secretary
September 3	Tuesday	Conduct Budget Hearing
September 17	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 FY2025 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 \$69,621,957 which is a 5.8 percent or \$3,804,464 increase from the previous year. The table below compares the total expenditures for the City's five budgeted funds – General, Utility, Sanitation, Stormwater and Aquatics. Four other funds – Capital Projects, Equipment Services, Technology Services, and Self Insurance are not included in the formal budget, because their revenues are generated from the five budgeted funds as transfers.

Fund	FY2023 Actual Expenditures	FY2024 Adopted Budget	FY2025 Proposed Budget	\$ Change	% Change
General	\$ 38,776,832	\$ 40,810,416	\$ 42,377,197	\$ 1,566,781	3.8%
Utility	19,006,134	20,338,784	22,063,294	1,724,510	8.5%
Sanitation	3,741,067	4,068,047	4,151,287	83,240	2.0%
Storm Water	435,429	600,246	576,601	(23,645)	-3.9%
Aquatics	-	-	453,578	453,578	n/a
Total	\$ 61,959,462	\$ 65,817,493	\$ 69,621,957	\$ 3,804,464	5.8%

Eighty-two percent of expenditures in the proposed budget are attributable to the expenditure categories shown in the table below. Collectively, these account for over half of the expenditure increase in the FY2025 budget. The financial impact of these six categories is demonstrated in the following table with additional information detailed below.

Category	FY2023 ACTUAL	FY2024 BUDGET	FY2025 BUDGET	\$ Change	% Change
Personnel costs	\$ 30,523,594	\$ 32,511,624	\$ 34,163,114	\$ 1,651,490	5.1%
Treatment charges	\$ 10,354,526	\$ 11,041,415	\$ 11,799,541	\$ 758,126	6.9%
Capital project funding	\$ 7,931,795	\$ 7,086,296	\$ 8,600,612	\$ 1,514,316	21.4%
Utilities/Telephone	\$ 736,766	\$ 945,413	\$ 1,021,036	\$ 75,623	8.0%
Equip. Replacement	\$ 1,152,109	\$ 1,195,034	\$ 1,173,433	\$ (21,601)	-1.8%
Fuel costs	\$ 380,851	\$ 419,045	\$ 408,124	\$ (10,921)	-2.6%
Subtotal	\$ 51,079,641	\$ 53,198,827	\$ 57,165,860	\$ 3,967,033	7.5%
All Other Expenses	\$ 10,879,821	\$ 12,618,666	\$ 12,456,097	\$ (162,569)	-1.3%
Total adopted budget	\$ 61,959,462	\$ 65,817,493	\$ 69,621,957	\$ 3,804,464	5.8%
Percent of budget	82%	81%	82%		

Over the past year, the Consumer Price Index (CPI) for the Dallas-Fort Worth region has increased 5 percent and the Municipal Cost Index (MCI), which more closely tracks services and goods municipalities purchase, increased 2 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 5.8 percent reflects a consistent increase in costs associated with inflation.

Personnel Costs

Labor markets have rebounded from the uncertainty and volatility associated with the COVID-19 pandemic. According to the Federal Reserve Bank of Texas, labor demand remains strong with wage growth in the Texas economy; however, job growth has cooled both nationally and in Texas. The City's turnover rate has also stabilized, but at 6 percent remains higher than historic averages. Recognizing that the services provided by the City of University Park are performed by talented individuals with the opportunity to work for other entities, it is imperative that the City keep pace with the rate of wage growth and benefit offerings of our comparator cities¹.

The City continues to utilize data from Public Sector Personnel Consultants and area salary surveys to evaluate positions within the pay plan that may have fallen behind the average of the market comparison or have proven especially challenging in recruiting quality applicants. Public Sector Personnel Consultants have familiarity with the City's compensation plan since providing analysis in 2019, and have one of the most extensive compensation databases in the North Texas region. Based on this evaluation, the proposed changes to salaries and benefits are highlighted below. **Salaries:**

- **Merit:** Funding has been included for all employees who are eligible for merit-based pay increases according to the City's performance evaluation criteria and schedule. Employees who meet performance standards will be eligible for pay increases within the different steps of the pay plan. The estimated cost of funding merit increases is approximately \$414,000.
- **Cost-of-Living:** Funding has been provided for a 1 percent across-the-board increase to all positions within the pay plan. This cost-of-living adjustment for all positions is approximately \$221,000.
- **Market Adjustments/Reclassifications:** Market based and classification adjustments have also been identified for 34 positions. These positions will be reclassified within the pay plan, since the positions either fall below the 50th percentile or the job duties of the position warrant a new classification. The estimated cost of these market/classification adjustments is approximately \$140,000

Personnel: There is one new position recommended for the FY2025 Budget. The position of Asset Management Technician is recommended for the Utility Fund at a cost of \$112,290. However, the proposed budget recommends the elimination of five positions within the In-House Construction Division of the Utility Fund. This Division was created to complete the City's mile-per-year of water and sewer replacements. Given the challenges associated with recruiting these positions, the City has shifted this funding back to the Capital Projects Fund to be completed by private sector contractors.

Benefits: The City also offers a comprehensive benefit package to its employees, including insurance, retirement, and longevity pay. The proposed budget for FY2025 includes the following adjustments to employee benefits:

- *Employee Dental Insurance* – No recommended plan changes or adjustment to employee premiums.
- *Employee Health Insurance* – No recommended plan changes or adjustment to employee premiums.

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

- *Retiree Health Insurance* – No recommended plan changes or adjustments to retiree premiums.
- *Retirement Funding* – Since 1996, the City has adopted Updated Service Credits (USC) and Cost-of-Living Adjustments (COLA) within the Texas Municipal Retirement System (TMRS). The USC and COLA adoption process has occurred on 5-year increments. The last USC and COLA update for the City occurred in 2019, which is beyond the normal 5-year period. The proposed FY2025 Budget recommends USC and COLA updates with an estimated expenditure increase of approximately \$1,200,000.

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 85th Legislative Session. While the plan is currently closed to all new hires, the FRRF plan will remain the primary retirement system for all current retirees and plan members hired before passage of this legislation. The City has financially guaranteed the current plan with its existing benefit structure, and capped member contributions at 10 percent of gross pay.

Based on the December 31, 2022 actuarial valuation of the plan, the annual contribution needed to ensure full actuarial funding is \$1.54 million. To achieve the required level of funding, the current budget continues the “step” approach to funding the increased contributions, begun in fiscal 2021. The FY2025 budget recommends an increase in the FRRF contribution rate of approximately 8.85 percent, or \$128,400 and a transfer of additional fund balance to cover the remainder, if necessary.

Water & Wastewater Treatment Charges

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

For FY2025, the costs of water and wastewater treatment are expected to increase. The cost of potable water provided by the DCPCMUD is increasing by 5%, from \$3.76 to \$3.94 per 1,000 gallons. Additionally, the DWU fee for wastewater treatment is also increasing by 5%, from \$3.10 to \$3.26 per 1,000 gallons, along with an additional 6% increase due to unaccounted-for system-wide water volume. These changes reflect rising operational costs and the need to maintain essential water and wastewater services for the community. Together, they result in a combined gross cost increase of just over \$758,000.

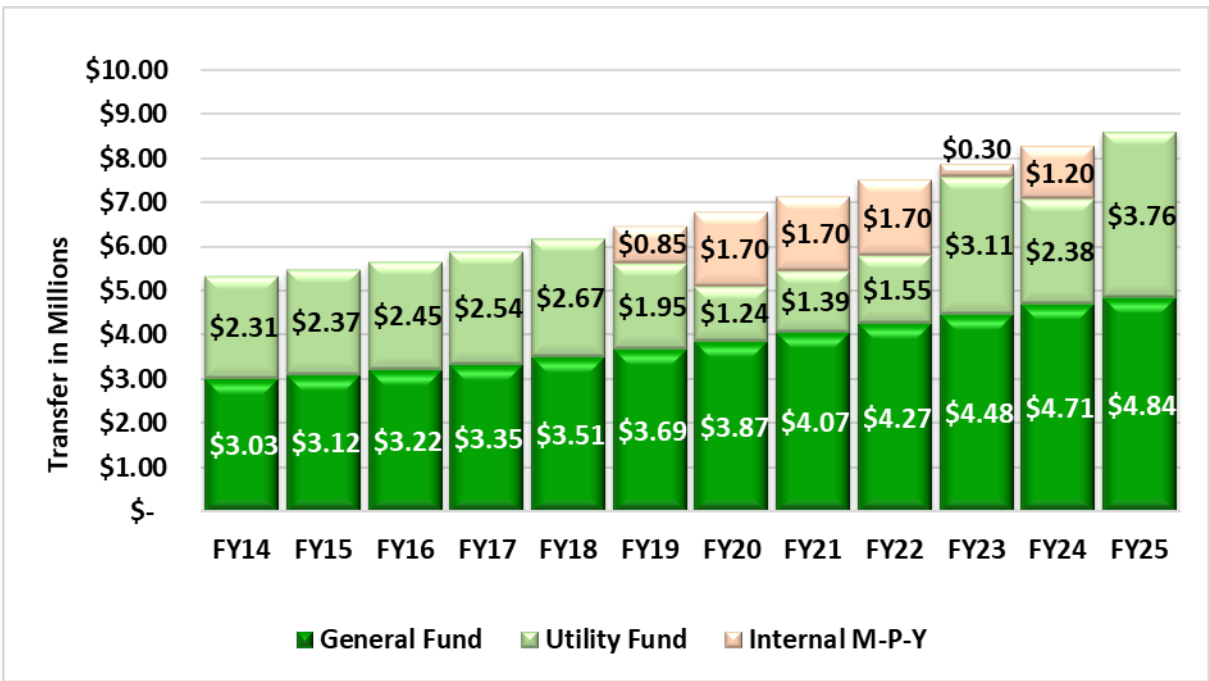
Capital Expenditures

To take advantage of historically low interest rates, the City issued \$15 million in certificates of obligation (CO) to fund various stormwater improvements. The CO issuance is 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 require a series of stepped rate increases over a 5 year period, which were approved by City Council during the FY2022 fiscal

year. The increase for fiscal 2025 is 18%, which equates to approximately \$2.82 per month for the average household.

The proposed budget also continues the tradition of funding capital projects for Engineering, Public Works, Public Safety and Parks through a pay-as-you-go system. The City established separate Capital Project Funds that receive annual transfers from the General Fund and Utility Fund. Since the adoption of the FY15 budget, the City has steadily increased the General Fund transfer into the Capital Projects Fund by five percent annually. The FY2025 budget recommends continuing the 5 percent increase in Capital Projects funding, at a gross cost of \$8,600,612.

Additional discussion is provided in the Utility Fund analysis section of this letter, but the City is shifting the mile-per-year (MPY) funding from an in-house function back to private contracting. Numerous issues contributed to the inability of the in-house program to realize expected cost savings and efficiencies. Therefore, the FY2025 funding includes \$1.4 million that otherwise would have been retained in the Utility Fund.



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 FY2024 Capital Budget shows the financial planning of the five-year CIP. Large projects such as those planned for Snider Plaza and Miracle Mile will require additional funding through transfers from

existing fund balances. Note: the table does not include additional anticipated Stormwater costs, as these costs will likely be funded through the issuance of debt, if deemed necessary.

	FY2024 YEAR 1 ESTIMATED SPENDING	FY2025 YEAR 2 ESTIMATED SPENDING	FY2026 YEAR 3 ESTIMATED SPENDING	FY2027 YEAR 4 ESTIMATED SPENDING	FY2028 YEAR 5 ESTIMATED SPENDING	5 YEAR FORECAST TOTAL FY24 - FY28
Beginning Balance	23,343,745	(13,675,811)	(10,513,319)	(11,154,333)	(15,151,641)	23,343,745
Revenues/Cash In						
Transfer from General Fund	4,707,484	4,942,858	5,190,001	5,449,501	5,721,976	26,011,820
Transfer from Utility Fund	2,378,812	3,457,753	1,395,641	1,592,923	1,592,923	10,418,052
Investment income	530,000	100,000	100,000	100,000	100,000	930,000
Other Revenues/Reimbursement:						
DART - TRIP	2,132,712	2,196,694	-	-	-	4,329,406
DC/MCIP	2,500,000	500,000	3,000,000	2,000,000	2,000,000	10,000,000
DART - PTI		2,300,000				2,300,000
Dispatch Grant	530,000	-	-	-	-	530,000
Building Permit Transfer						-
Total Revenues/Cash	12,779,008	13,497,305	9,685,642	9,142,424	9,414,899	54,519,278
Total Available Resources	36,122,753	(178,506)	(827,677)	(2,011,909)	(5,736,742)	77,863,023
Expenditures						
Personnel and Other	146,178	150,563	155,080	159,733	164,525	776,079
Information Technology	650,000	350,000	0	0	0	1,000,000
Parks	3,161,492	665,000	725,000	615,000	615,000	5,781,492
Public Safety	2,834,358	0	0	200,000	0	3,034,358
Public Works	42,706,536	9,169,250	9,446,575	12,165,000	680,000	74,167,361
Unplanned Proj/Emergency Repairs	300,000	0	0	0	0	300,000
Project expenditures	49,652,386	10,184,250	10,171,575	12,980,000	1,295,000	84,283,211
Total Expenditures	49,798,564	10,334,813	10,326,655	13,139,733	1,459,525	85,059,290
Ending Balance	(13,675,811)	(10,513,319)	(11,154,333)	(15,151,641)	(7,196,267)	(7,196,267)

Equipment Replacement, Fuel & Electricity

The City has established a sinking fund for the replacement of vehicles and large machinery. Each department incurs yearly expenditures based on the depreciation schedule of the items in its fleet. Once an item is scheduled for replacement, the contributions made by that department are available within the fund to purchase a replacement. Contributions to the Equipment Services Fund will decrease slightly in FY2025, to a total of \$1,060,000 from the prior year total of \$1,171,000.

The proposed budget continues the vehicle replacement funding policy, maintaining the target fund balance at a minimum level of 20 to 25 percent of the current replacement value of the city's entire fleet. To ensure future purchases are adequately funded, a combination of policies was previously adopted. These policies included increasing the depreciation charge up to 105% of the annual amount if necessary, and continuing to charge depreciation for up to two years after the item has reached the end of its useful life, if not replaced in a timely manner. These policies help ensure that adequate funding will be in place at the time of future vehicle purchases.

Vehicles and equipment anticipated to be replaced in FY2025 are as follows:

Unit #	Dep	Year	Make	Model	Life Cycle	Estimated Replacement Cost
6945	19	2008	CHEVROLET	COLORADO	12	\$ 30,000
10033	19	2012	FORD	F150	12	30,000
10034	19	2012	FORD	F150	12	30,000
10192	20	2016	CHEVROLET	COLORADO	10	30,000
6990	22	2009	INTERNATIONAL	7400	15	280,000
10042	22	2012	CHEVROLET	3500	12	50,000
7140	22	2010	CHEVROLET	C3500	12	50,000
6989	40	2009	CHEVROLET	COLORADO	15	35,000
1591	50	2020	CHEVROLET	TAHOE	5	65,000
1592	50	2020	CHEVROLET	TAHOE	5	65,000
1593	50	2020	CHEVROLET	TAHOE	5	65,000
10051	50	2012	CHEVROLET	EQUINOX	12	30,000
10135	60	2014	FREIGHTLINER	M2106	10	190,000
6821	70	2006	SMITHCO	48-000-CB	10	50,750
10035	80	2012	FORD	F150	12	50,000
New	50		Enclosed Trailer			10,000
New	70		Supervisor Vehicle			60,000
New	23		Ravo Street Sweeper			228,000
						<u>\$ 1,348,750</u>

The City's fuel costs should ease slightly this year due to anticipated price stability. Last year, the City budgeted wholesale fuel costs at a rate of \$3.01 per gallon of gasoline and \$3.07 for diesel in accordance with U.S. Energy Information Administration (EIA) estimates. Applying a wholesale discount rate of 20% to the 2025 EIA estimates of \$3.50 and \$3.90 per gallon for gasoline and diesel, yields a budgeted cost of \$2.80 and \$3.12 per gallon, respectively. Given the anticipated usage of each type of fuel, budgeted fuel expenditures are expected to decrease by 2.5%, to \$413,000. In accordance with guidelines and priorities set forth in the Centennial Master Plan, the City recently purchased its first electric vehicle (EV) for the Parks department, and is considering additions to the fleet to replace existing ICE (internal combustion engine) vehicles.

The proposed budget also provides an increase in the 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), a "pool" of cities that aggregate power needs to negotiate better electric prices for its members. Overall, the City anticipates a 6 percent increase in budgeted utility costs, to \$804,000 from \$760,000 the year before.

Aquatics

The FY2025 proposed Budget recommends a structural change to the General Fund to alleviate the property tax burden of increasing costs at the Holmes Aquatic Center. The Holmes Aquatic Center continues to be a major community attraction, with 25,000 admissions each year. However, pool expenses continue to increase with an average annual expenditure increase of 10 percent since FY2022. In addition, the Holmes Aquatic Center will need capital investment for major repairs to the pool plumbing and pumping equipment. To address rising costs

and to alleviate the property tax burden within the General Fund, the FY2025 Budget proposes removing the swimming pool budget from the General Fund.

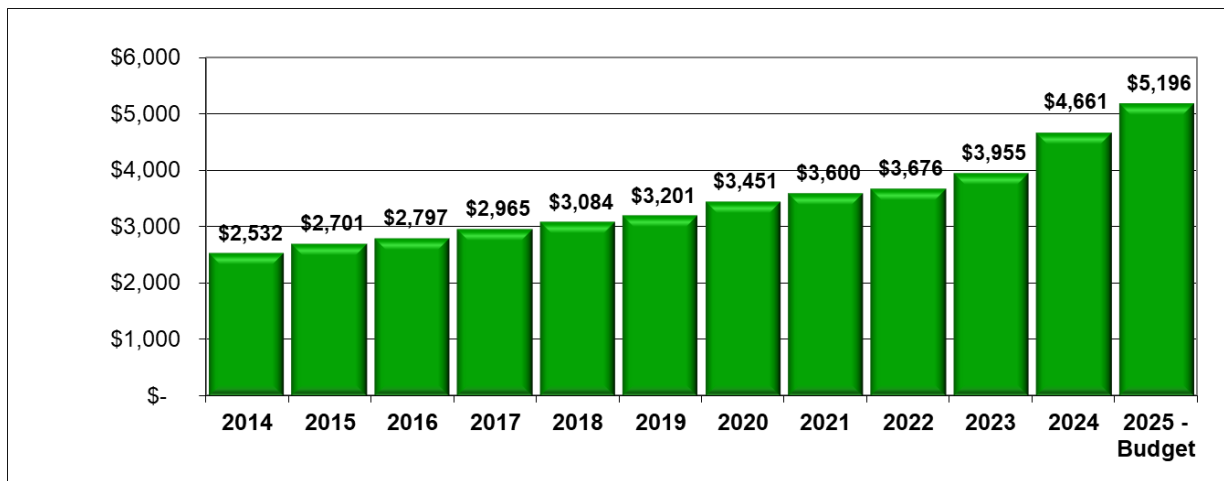
To remove the swimming pool expenses from the General Fund, the City will need to create an Aquatics Fund and provide temporary funding through a transfer of fund balance. The fund balance transfer will provide the Holmes Aquatic Center with temporary operating capital with the goal of a self-sustaining Aquatics Fund in the future. This will require a review of both expenditures and revenues to reach this goal. The general public that utilizes the pool will not see a change in the pool's operations.

FUND ANALYSIS

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 FY2025 budget anticipates revenues from current year property tax totaling \$26,931,487. Additional details of major revenue sources for the General Fund are provided below.

Property Tax: The FY2025 budget recommends a property tax rate of 22.9964 cents (per hundred dollars of value), which is .6262 cents lower than the previous year's rate. Combined with the 9.5 percent growth in city-wide taxable property value, the corresponding increase in property tax revenue is 6.6 percent, or \$1,670,821. The average single-family property (which appreciated 14.5% during the same period) with a 20 percent homestead exemption would pay \$5,196 in property taxes to the City in fiscal 2025, an increase of \$534 from the prior year. It should be noted however, that individual taxpayers are limited to a 10% increase in the taxable value of their property each year, which limits their increase accordingly. The following table provides a historical perspective of property taxes related to the average single-family property, without regards to the 10 percent "cap".



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.

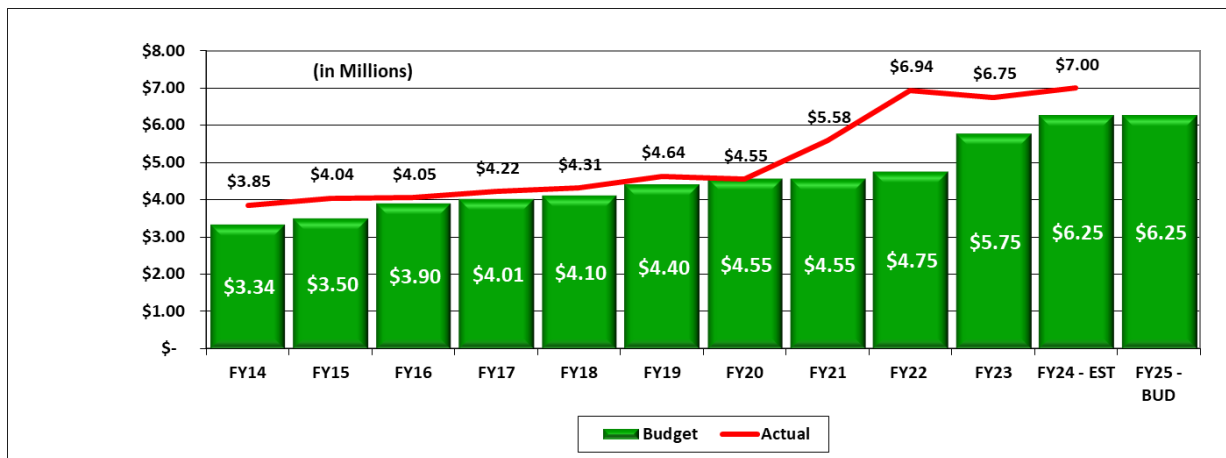
For FY2025, the maximum proposed tax rate of 22.9964 cents per hundred is higher than the NNRR of 21.1442 cents; therefore, the City is required to conduct one public hearing before adopting the FY2025 tax rate.

Revenues that support the General Fund that are derived from sources other than current year property taxes (and related accounts) account for 36 percent or \$15,321,750 of the General Fund's revenues. These revenues

are derived from a variety of sources, and a brief overview of these revenues is provided in the charts and graphs below.

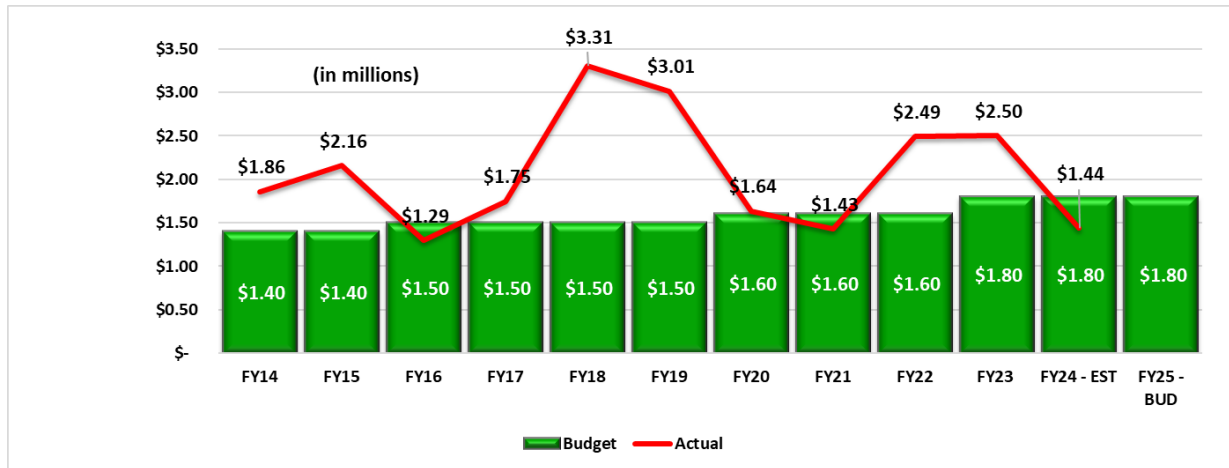
Sales Tax: While revenue collected from City sales taxes has steadily risen for the last several years (and somewhat dramatically during COVID), sales tax collections appear to be leveling-off. Therefore, the proposed FY2025 budget does not include an increase in sales tax revenue. Year-to-date, the City has collected \$6.6 million in sales tax. With two months remaining in the current fiscal year, the City projects sales tax collections to exceed the total budgeted amount of \$6,250,000 by almost \$750,000. However, according to the Bureau of Economic Activity, estimated consumer spending only increased 0.3% in June, with overall spending growth slowing.

Given the 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 Snider Plaza and the Miracle Mile (Lovers Lane from Douglas to the Tollway) highlight this approach to investing in retail centers.



Building Permits: A number of factors can cause revenue from building permits to fluctuate from year-to-year. Generally, the City receives most of its permit revenue from residential construction. When the local economy supports a strong construction market, the City will typically issue nearly 100 new single-family home permits in a year, and permit revenues exceed budgeted amounts. However, building permits for new single-family home construction has tapered-off this year. For the calendar year, the City has issued 29 permits for new single-family construction. In the previous three years (2021-2023), the City averaged 36 permits for new single-family construction.

Since housing can be a volatile market, and revenues were increased last year, the FY2025 budget recommends maintaining projected revenues of \$1.8 million. According to the City's financial policies, revenues that exceed 120 percent of budget are directed into the Capital Improvement Funds. Since adopting this policy, the Capital Projects Fund has received over \$2.7 million in additional funding resulting from transfers of "excess" building permit revenue.



Franchise Fees: Cities collect fees for the use of municipal right-of-way from utility companies such as Atmos, AT&T, and Charter. These fees are established through a franchise agreement either at the local or state level. The FY2025 budget includes a revenue projection of \$1.845 million for all franchise fees, a \$25,000 decrease from the previous year. Changes made to State laws regarding telecom franchise fees continue to pull revenue down, with franchise fees from AT&T trending down the last few years.

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

Utility Fund

The Utility Fund is responsible for providing the resources necessary to deliver clean drinking water and the collection/treatment/disposal of wastewater. The Utility Fund accomplishes this with long-standing partnerships involving three entities: the Dallas County Park Cities Municipal Utility District (DCPCMUD), the City of Dallas Water Utilities (DWU), and the City of University Park. While revenues and expenditures are heavily volume dependent and may change dramatically from one year to the next, the final retail rates of water and sewer services is a function of the operational costs of all three entities. The FY2025 budget recommends a 5 percent increase to water rates, while a 10 percent increase is necessary for sewer. To better understand the proposed cost increases facing the Utility Fund, a brief summary of issues facing each entity is provided.

Dallas County Park Cities MUD - The Town of Highland Park and City of University Park receive potable water from DCPCMUD. Water from Lake Grapevine is treated at the DCPCMUD water plant located just west of Love Field, with potable water entering the City's water distribution system through the Germany Park Booster Station. The DCPCMUD continues to experience higher operational costs due to increasing chemical/material costs, water testing, and labor/wages. In addition, the Board has established new fund reserves guidelines. The overall wholesale rates charged to the City of University Park for potable water will increase 4.8 percent in FY2025, an overall increase of \$350,000.

Dallas Water Utilities – The City of Dallas provides wastewater treatment services to a number of customer cities, including University Park and Highland Park. Wastewater flows south from University Park into a shared trunk sanitary sewer main along Lakeside Avenue in Highland Park. Flows are then captured by the City of Dallas, south of Wycliff Avenue. To establish rates that cover operational costs, Dallas Water Utilities performs a cost-of-service study that evaluates a number of factors including wastewater volume, infiltration/inflow, delivery flow rate characteristics, and strength characteristics of each customer group. Based on the results of this study, the City of Dallas will charge a rate of \$3.26 per 1000 gallons, while also increasing the volume of wastewater received by 6 percent due to unaccounted infiltration/inflow into their system. The combination of these two rate changes will increase anticipated treatment costs by \$409,000 for FY2025.

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

As a result of data obtained by performing pilot projects with existing employees as compared with recent contractor pricing, the City believed that a new operational unit devoted to water, sewer, and alley reconstruction could provide overall cost savings to the City. However, labor market disruptions during the COVID-19 pandemic, coupled with a strong labor market rebound have resulted in difficulty recruiting and retaining qualified individuals for this work. In addition, the City has modified its bidding and contracting approach for private contractors, which has resulted in a more competitive environment. Therefore, the FY2025 Budget shifts the funding from the in-house MPY program back to the Capital Projects Fund. Commensurate with that shift, the Utility Fund will revert to its previous level of Capital Project funding.

Sanitation Fund

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

To help alleviate the expected increase in these fees, the operating budget for the Sanitation Division includes a \$110,000 contingency line item to aid the overall fund balance and assist with the eventual transition to market-based fees. While these costs are expected in the future, the Sanitation Division continues to experience annual operational cost increases, with an anticipated FY2025 expenditure increase of \$83,240 or 2.1 percent. However, the proposed budget does not recommend a fee increase for the upcoming year.

Based on a recommendation of the Long-Term Financial Planning Subcommittee, the City created a new transfer within the Sanitation Division budget. The new transfer from the Sanitation Fund to the Utility Fund operates much like a franchise fee; whereby the Sanitation Division provides payment to the Utility Fund for utilization of streets and alleys. The proposed transfer in the FY2025 budget remains \$30,000, with the ultimate goal of

phasing in a maximum transfer of \$150,000. To mitigate a fee increase for the FY2025 budget, the transfer amount is again recommended to remain the same as the previous year.

Stormwater Fund

The Stormwater Fund derives its revenue from a line item on the monthly utility bill, and is based on the zoning district of the property owner. The fees received by this fund are dedicated to pay for projects and operational expenses (such as street sweeping and pond dredging) that are directly related to the City's stormwater system, as well as debt service. The City has traditionally contracted street sweeping services; however, provider costs have dramatically increased and fewer contractors are performing these tasks. The proposed FY2025 budget includes funding for the purchase or lease of a street sweeper to be operated by existing City personnel.

The City's Stormwater Master Plan identified major deficiencies in the City's stormwater capacity, especially in the northeast portion of our community. The estimated cost for the needed improvements in these neighborhoods is in excess of \$70 million. Construction was completed along Hillcrest Avenue and Southwestern Boulevard to increase the capacity of storm drainage pipes and to connect the system to the new 3.5 million-gallon Caruth Park underground detention basin. The City Council awarded a design contract to address urban flooding along the Turtle Creek corridor from Northwest Highway to Lovers Lane. Staff anticipates presenting the results of the design contract in the 4Q of 2024, and discussing with City Council potential project scope and costs for this drainage area.

All potential improvements to the storm sewer system will be reviewed and funded through the Capital Projects Fund. As previously noted, the City issued \$15 million in certificates of obligation to fund the first three phases of the stormwater improvements. The FY2025 budget proposes the fourth of five fee increases necessary to cover the cost of the debt service. Generally speaking, 70 percent of all customers paid between \$5.57 and \$7.12 per month in stormwater fees in FY2021. Once the fifth and final fee increase is implemented in FY2026, those fees will have increased to \$16.71 and \$21.29 per month, respectively. The scale of proposed improvements that are currently under design will require additional debt funding.

FUTURE CONSIDERATIONS

The proposed FY2025 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 FY2025 budget. The following items represent a quick overview of these issues:

- *Community Conversation Regarding a Voter Approval Budget:* The national, state and local economies continue to remain strong with positive growth. University Park enjoys a robust housing market that continues to show overall valuation growth. However, concerns are visible with economic indicators warning that the overall economy could be cooling. With these concerns in mind, community conversations about a potential voter-approval budget in the future should begin. As outlined below, capital, operating, and public safety expenses are increasing while community expectations about the City's operational capacity and capital needs are also increasing. To address these needs and to evaluate existing expenditure levels, an ongoing policy discussion about the merits of a budget with property tax revenues above the 3.5 percent threshold is warranted.
- *Operations & Maintenance Funding:* The operational budget provides the necessary resources for the City to continue providing public services at a high level. The General Fund, which provides traditional governmental services (i.e., Police, Fire, Parks & Recreation, Code Enforcement) is subject to state-mandated annual revenue limits to ease property tax burdens. For cities with limited or no growth, the revenue limits create challenges to the City expanding services without providing new revenue sources or corresponding expenditure cuts. With a number of Centennial Master Plan goals and action items that seek to expand or enhance City services, the City will need to carefully evaluate current revenues and expenditures to determine the financial feasibility of these goals. If there are community goals that require additional staffing or large reoccurring expenditures, the City will need to evaluate a future budget that could require voter approval. Remaining competitive with surrounding cities for talented employees is crucial to the success of the City's recruitment and retention. Ongoing conversations with the Employee Benefits and Finance Advisory Committee about the City's Texas Municipal Retirement System program should continue, with a goal of adopting a reoccurring (versus the current ad hoc adoption schedule) Updated Service Credit and Cost-of-Living Adjustment by FY2030.
- *Capital Funding:* The City is in the process of working on a long-term stormwater master plan to address areas of the community that are prone to flash flooding. The master plan utilizes a model to show the effects of storms based upon varying rainfall intensities. This model is assisting staff in developing design guidelines for new capital projects. Most recently, the City completed substantial improvements to the drainage collection and detention systems around Caruth Park. This project has been successful in reducing flash flooding in the targeted areas within the northeast section of the city. However, a substantial amount of work along the Turtle Creek corridor from Northwest Highway to Lovers Lane remains before other areas can receive added protection of underground stormwater detention.

Conceptual improvements identified by the City's consulting engineers along the Turtle Creek corridor include new underground detention and collection systems with preliminary estimates of probable cost exceeding \$70 million. While the City Council awarded a contract to design these improvements, funding for construction will require the City to utilize debt financing. Utilization of debt-financing helps ease the burden of the City's traditional pay-as-you-go Capital Improvement Program by removing large

stormwater expenditures from the 5-year plan. Staff anticipates that project designs will be ready for review by City Council in the fourth quarter of 2024. The expected bond program will depend upon the scope and timing of when to start these projects

- *Public Safety* – the Centennial Master Plan identifies a number of community priorities related to public safety. These goals range from compensation objectives to enhanced facilities for training. In addition, to the master plan goals, public safety expenditures will increase in the future. Anticipated cost increases include the following:
 1. Public safety radio maintenance fees that are scheduled to come online in FY2026.
 2. New personnel for school resource officers, police patrol and firefighters.
 3. Pension liabilities for the Firefighters Relief and Retirement Fund.
 4. Replacement Fire Engine to decommission existing reserve unit.

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

- *Aquatics Fund* – the Holmes Aquatic Center enjoys widespread support throughout the community. The proposed changes to the fund structure in the FY2025 Budget are not intended to change the user experience at the pool. However, the increased expenditures required to operate a pool warrant a new approach with a goal of operating a self-sustaining or as close to self-sustaining pool as possible. While maintaining or improving the current service level at the Holmes Aquatics Center may require on-going assistance from the General Fund, creating the Aquatics Fund will give staff, the Parks Advisory Committee, and City Council the opportunity to objectively evaluate the pool's expenditures and revenues on a stand-alone basis.

FY2025 BUDGET HIGHLIGHTS

- Total budget (5 funds) increased 5.8% from prior year.
- Taxable property value increased 14.5%.
- Budget decreases tax rate to 22.9964 cents per \$100 of taxable value from 23.6226 last year.
- No increase to either employee or employer for medical/dental costs.
- Merit increases in effect (3%)— approximately 60% of employee base.
- COLA increase (2%).
- Market-based adjustment for 21 civilian positions.
- One additional FTE in Engineering.
- New Public Works Administration Dept. (01-13).
- New Aquatics Fund established (06-75).
- No increase in sanitation rates.
- Water rates pass through 5% increase.
- Increase stormwater rates 18% (4th of 5 scheduled increases from FY2022).
- Sewer Rates pass through 10% increase.
- TMRS – Increase City contribution from 8.49% to 15%.
- TMRS – Updated service credit/retiree COLA.
- FRRF – Remains the same.
- 5% increase in “pay-as-you-go” capital project funding.
- In-House Construction (02-24) has been eliminated.

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

FY2025 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	AQUATICS	TOTAL
Revenues						
Property Taxes	\$ 27,079,987					\$ 27,079,987
Interfund Transfers	\$ 600,000					\$ 600,000
Sales/Mixed Bev. Tax	\$ 6,550,000					\$ 6,550,000
Franchise Fees	\$ 1,845,000					\$ 1,845,000
Permits and Licenses	\$ 1,936,000					\$ 1,936,000
Fines and Fees	\$ 2,448,000					\$ 2,448,000
Park and Pool	\$ 100,000				\$ 454,000	\$ 554,000
Interest	\$ 1,400,000	\$ 180,000	\$ 40,000	\$ 30,000		\$ 1,650,000
Auction/Other	\$ 422,750					\$ 422,750
Water Sales		\$ 14,135,187				\$ 14,135,187
Wastewater Fees		\$ 7,761,710				\$ 7,761,710
Stormwater Fees				\$ 1,298,000		\$ 1,298,000
Refuse Collection			\$ 3,605,800			\$ 3,605,800
Recycling Charges			\$ 418,800			\$ 418,800
Brush/Special Pickup Fee			\$ 110,100			\$ 110,100
Total Revenues	\$ 42,381,737	\$ 22,076,897	\$ 4,174,700	\$ 1,328,000	\$ 454,000	\$ 70,415,334
Expenditures						
Personnel	\$ 27,967,895	\$ 3,580,291	\$ 2,634,229	\$ -		\$ 34,182,415
Operations	\$ 12,468,058	\$ 14,005,250	\$ 1,487,058	\$ 526,601	\$ 778,578	\$ 29,265,545
Capital	\$ 2,181,444	\$ 3,757,753	\$ -	\$ -		\$ 5,939,197
Transfers	\$ (200,000)	\$ 120,000	\$ 30,000	\$ 50,000		\$ -
Contributions		\$ 600,000				\$ 600,000
Use of Fund Balance	\$ (40,200)				\$ (325,000)	\$ (365,200)
Total Expenditures	\$ 42,377,197	\$ 22,063,294	\$ 4,151,287	\$ 576,601	\$ 453,578	\$ 69,621,957
Increase/(Decrease) in Fund Balance	\$ 4,540	\$ 13,603	\$ 23,413	\$ 751,399	\$ 422	\$ 793,377

FY2024 Budget	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	\$ 25,409,166				\$ 25,409,166
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 6,550,000				\$ 6,550,000
Franchise Fees	\$ 1,870,000				\$ 1,870,000
Permits and Licenses	\$ 1,906,000				\$ 1,906,000
Fines and Fees	\$ 2,373,500				\$ 2,373,500
Park and Pool	\$ 504,000				\$ 504,000
Interest	\$ 1,100,000	\$ 150,000	\$ 11,000	\$ 47,000	\$ 1,308,000
Auction/Other	\$ 497,750	\$ -			\$ 497,750
Water Sales		\$ 13,159,850			\$ 13,159,850
Wastewater Fees		\$ 7,056,100			\$ 7,056,100
Stormwater Fees				\$ 1,100,200	\$ 1,100,200
Refuse Collection			\$ 3,529,500		\$ 3,529,500
Recycling Charges			\$ 418,800		\$ 418,800
Brush/Special Pickup Fee			\$ 110,100		\$ 110,100
Total Revenues	\$ 40,810,416	\$ 20,365,950	\$ 4,069,400	\$ 1,147,200	\$ 66,392,966
Expenditures					
Personnel	\$ 26,549,056	\$ 3,471,859	\$ 2,490,709	\$ -	\$ 32,511,624
Operations	\$ 12,365,538	\$ 13,672,113	\$ 1,547,338	\$ 550,246	\$ 28,135,235
Capital	\$ 2,095,822	\$ 2,385,812	\$ -	\$ -	\$ 4,481,634
Transfers	\$ (200,000)	\$ 209,000	\$ 30,000	\$ 50,000	\$ 89,000
Contributions		\$ 600,000			\$ 600,000
Total Expenditures	\$ 40,810,416	\$ 20,338,784	\$ 4,068,047	\$ 600,246	\$ 65,817,493
Increase/(Decrease) in Fund Balance	\$ -	\$ 27,166	\$ 1,353	\$ 546,954	\$ 575,473

FY2023 ACTUAL	GENERAL	UTILITY	SANITATION	STORM WATER	TOTAL
Revenues					
Property Taxes	\$ 23,466,834				\$ 23,466,834
Interfund Transfers	\$ 600,000				\$ 600,000
Sales/Mixed Bev. Tax	\$ 7,153,334				\$ 7,153,334
Franchise Fees	\$ 1,909,960				\$ 1,909,960
Permits and Licenses	\$ 2,641,074				\$ 2,641,074
Fines and Fees	\$ 2,133,193				\$ 2,133,193
Park and Pool	\$ 521,638				\$ 521,638
Interest Earnings	\$ 1,647,253	\$ 190,049	\$ 20,204	\$ 52,489	\$ 1,909,995
Auction/Other	\$ 658,275	\$ 11,315			\$ 669,590
Water Sales		\$ 13,316,700			\$ 13,316,700
Wastewater Fees		\$ 6,756,895			\$ 6,756,895
Stormwater Fees				\$ 975,155	\$ 975,155
Refuse Collection			\$ 3,257,271		\$ 3,257,271
Recycling Charges			\$ 386,871		\$ 386,871
Brush/Special Pickup Fee			\$ 107,825		\$ 107,825
Total Revenues	\$ 40,731,561	\$ 20,274,959	\$ 3,772,170	\$ 1,027,644	\$ 65,806,335
Expenditures					
Personnel	\$ 25,296,793	\$ 2,876,619	\$ 2,350,183	\$ -	\$ 30,523,595
Operations	\$ 11,016,342	\$ 12,301,119	\$ 1,360,885	\$ 385,428	\$ 25,063,774
Capital	\$ 2,323,619	\$ 3,108,396	\$ -	\$ -	\$ 5,432,015
Transfers	\$ 140,079	\$ 120,000	\$ 30,000	\$ 50,000	\$ 340,079
Contributions	\$ -	\$ 600,000	\$ -		\$ 600,000
Total Expenditures	\$ 38,776,833	\$ 19,006,134	\$ 3,741,068	\$ 435,428	\$ 61,959,463
Increase/(Decrease) in Fund Balance	\$ 1,954,728	\$ 1,268,825	\$ 31,102	\$ 592,216	\$ 3,846,872

City of University Park Proposed Budget by Fund and Department

AS OF AUGUST 30, 2024

Fund/Org Unit/Department	FY2023 Actual Results	FY2024 Proposed Budget	FY2025 Proposed Budget	\$ Change	% Change
GENERAL FUND					
Total Revenue	\$ 40,731,561	\$ 40,810,416	\$ 42,381,737	\$ 1,571,321	3.9%
Expenditures					
01-02 EXECUTIVE	\$ 1,785,780	\$ 1,677,192	\$ 1,747,102	\$ 69,910	4.2%
01-03 FINANCE	1,513,503	1,535,923	1,611,821	\$ 75,898	4.9%
01-04 HUMAN RESOURCES	565,548	607,376	667,951	\$ 60,575	10.0%
01-06 LIBRARY	965,911	1,050,325	1,086,437	\$ 36,112	3.4%
01-10 COURT	450,412	501,228	519,990	\$ 18,762	3.7%
01-13 PUBLIC WORKS ADMINISTRATION	-	-	417,233	\$ 417,233	0.0%
01-19 COMMUNITY DEVELOPMENT	1,286,794	1,519,927	1,568,241	\$ 48,314	3.2%
01-20 ENGINEERING	1,071,247	1,097,995	982,860	\$ (115,135)	-10.5%
01-25 TRAFFIC	1,108,673	1,234,702	1,321,756	\$ 87,054	7.1%
01-35 FACILITY MAINTENANCE	814,937	763,100	709,111	\$ (53,989)	-7.1%
01-40 FIRE	7,944,115	8,433,132	8,888,688	\$ 455,556	5.4%
01-50 POLICE	9,814,735	10,859,284	11,592,562	\$ 733,278	6.8%
01-70 PARKS	3,708,094	3,979,864	4,337,122	\$ 357,258	9.0%
01-75 SWIMMING POOL	1,122,953	732,775	-	\$ (732,775)	-100.0%
01-80 STREETS	1,800,733	2,110,109	2,123,664	\$ 13,555	0.6%
01-85 TRANSFERS	4,823,399	4,707,484	4,842,859	\$ 135,375	2.9%
USE OF FUND BALANCE			(40,200)	(40,200)	-
Total Expenditures	\$ 38,776,834	\$ 40,810,416	\$ 42,377,197	\$ 1,566,781	3.8%
GENERAL FUND SURPLUS/(DEFICIT)	\$ 1,954,727	\$ -	\$ 4,540	\$ 4,540	
WATER AND SEWER FUND					
Total Revenue	\$ 20,274,959	\$ 20,365,950	\$ 22,076,897	\$ 1,710,947	8.4%
Expenditures					
02-21 UTILITY OFFICE	\$ 11,673,069	\$ 12,411,110	\$ 13,176,412	\$ 765,302	6.2%
02-22 UTILITIES	4,018,763	4,389,034	4,567,076	\$ 178,042	4.1%
02-24 IN HOUSE CONSTRUCTION	285,906	1,239,828	642,053	(597,775)	-48.2%
02-85 TRANSFERS	3,028,396	2,298,812	3,677,753	\$ 1,378,941	60.0%
Total Expenditures	\$ 19,006,134	\$ 20,338,784	\$ 22,063,294	\$ 1,724,510	8.5%
WATER AND SEWER FUND SURPLUS/(DEFICIT)	\$ 1,268,825	\$ 27,166	\$ 13,603	\$ (13,563)	
SANITATION FUND					
Total Revenue	\$ 3,772,170	\$ 4,069,400	\$ 4,174,700	\$ 105,300	2.6%
Expenditures					
04-60 EXPENDITURES	\$ 3,711,067	\$ 4,038,047	\$ 4,121,287	\$ 83,240	2.1%
04-85 TRANSFERS	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.0%
Total Expenditures	\$ 3,741,067	\$ 4,068,047	\$ 4,151,287	\$ 83,240	2.0%
SANITATION FUND SURPLUS/(DEFICIT)	\$ 31,103	\$ 1,353	\$ 23,413	\$ 22,060	
STORM WATER FUND					
Total Revenue	\$ 1,027,644	\$ 1,147,200	\$ 1,328,000	\$ 180,800	15.8%
Expenditures					
05-23 STORM WATER	\$ 385,429	\$ 550,246	\$ 526,601	\$ (23,645)	-4.3%
05-85 TRANSFERS	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
Total Expenditures	\$ 435,429	\$ 600,246	\$ 576,601	\$ (23,645)	-3.9%
STORM WATER FUND SURPLUS/(DEFICIT)	\$ 592,215	\$ 546,954	\$ 751,399	\$ 204,445	
AQUATICS FUND					
Total Revenue	\$ -	\$ -	\$ 454,000	\$ 454,000	#DIV/0!
Expenditures					
06-75 SWIMMING POOL	\$ -	\$ -	\$ 778,578	\$ 778,578	#DIV/0!
USE OF FUND BALANCE	\$ -	\$ -	(325,000)	(325,000)	#DIV/0!
Total Expenditures	\$ -	\$ -	\$ 453,578	\$ 453,578	#DIV/0!
AQUATIC FUND SURPLUS/(DEFICIT)	\$ -	\$ -	\$ 422	\$ 422	
TOTAL REVENUES	\$ 65,806,334	\$ 66,392,966	\$ 70,415,334	\$ 4,022,368	6.1%
TOTAL EXPENDITURES	\$ 61,959,464	\$ 65,817,493	\$ 69,621,957	\$ 3,804,464	5.8%
TOTAL SURPLUS/(DEFICIT)	\$ 3,846,870	\$ 575,473	\$ 793,377	\$ 217,904	

City of University Park

Property Tax Impact

AS OF AUGUST 30, 2024

	FY2023 Actual Results	FY2024 Proposed Budget	FY2025 Proposed Budget	\$ Change	% Change
TOTAL CERTIFIED TAXABLE VALUE	\$ 9,574,034,497	\$ 10,693,424,358	\$ 11,711,175,248	\$ 1,017,750,890	9.52%
TOTAL GENERAL FUND REVENUES:	\$ 40,739,769	\$ 40,810,416	\$ 42,381,737	\$ 1,571,321	3.85%
NON-PROPERTY TAX REVENUE					
Sales tax	\$ 7,153,334	\$ 6,550,000	\$ 6,550,000	\$ -	0.00%
Franchise fees	1,909,960	1,870,000	1,845,000	(25,000)	-1.34%
Building permits/licenses	2,641,074	1,906,000	1,936,000	30,000	1.57%
Fines and Fees	2,141,401	2,373,500	2,448,000	74,500	3.14%
Park and Pool revenue	521,638	504,000	100,000	(404,000)	-80.16%
Utility Fund contribution	600,000	600,000	600,000	-	0.00%
Interest earnings	1,647,253	1,100,000	1,400,000	300,000	27.27%
Miscellaneous and other	658,275	497,750	422,750	(75,000)	-15.07%
Total Non-Property Tax Revenue	\$ 17,272,935	\$ 15,401,250	\$ 15,301,750	\$ (99,500)	-0.65%
PROPERTY TAX REVENUE					
Operations & Maintenance (O&M)	\$ 23,339,345	\$ 25,260,666	\$ 26,931,487	\$ 1,670,821	6.61%
Penalty/interest & attorney's fees	111,347	117,500	117,500	-	0.00%
Delinquent (prior years) taxes	16,142	31,000	31,000	-	0.00%
Total Prop Tax Revenue Request	\$ 23,466,834	\$ 25,409,166	\$ 27,079,987	\$ 1,670,821	6.58%
DEBT SERVICE REQUIREMENT	\$ -	\$ -	\$ -	\$ -	0.00%
PROPERTY TAX RATE					
Operations & Maintenance (O&M)	\$ 0.024597	\$ 0.236226	\$ 0.229964	\$ (0.006262)	-2.65%
Debt Service	-	-	-	-	0.00%
Total Property Tax Rate per \$100	\$ 0.024597	\$ 0.236226	\$ 0.229964	\$ (0.006262)	-2.65%
IMPACT ON "TYPICAL" HOMEOWNER					
Average single-family home (A11) market value*	\$ 2,009,827	\$ 2,466,515	\$ 2,824,122	\$ 357,607	14.50%
Less: 20% homestead exemption	(401,965)	(493,303)	(564,824)	(71,521)	14.50%
Average single-family home taxable value	\$ 1,607,862	\$ 1,973,212	\$ 2,259,298	\$ 286,085	14.50%
Tax levy	\$ 3,955	\$ 4,661	\$ 5,196	\$ 534	11.46%
Change in levy from prior year	\$279	\$706	\$534		

* 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.

* The taxable value of residential homestead property CANNOT appreciate more than 10% (by law) in a single year, excluding improvements. (T.T.C. Sec. 23.23)

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

\$ in '000's		2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST
Beginning Fund Balance		24,329	19,150	13,377	7,303	995
Revenues						
Real Property Taxes		25,227	26,110	27,024	27,970	28,949
Sales Tax	A	6,878	7,221	7,582	7,962	8,360
Franchise Fees	B	2,001	2,121	2,227	2,316	2,386
Permits/Licenses	B	2,039	2,162	2,270	2,361	2,431
Fines	B	2,540	2,692	2,827	2,940	3,028
Fees	B	539	572	600	624	643
Park/Pool Revenue	B	642	681	715	743	765
Interest Earnings	C	730	383	268	146	20
FOTL Support		50	50	50	50	50
Other Revenue	B	533	565	593	616	635
Total Revenues		41,178	42,556	44,155	45,728	47,266
Transfers from Other Funds		600	600	600	600	600
Total Revenues and Transfers		41,778	43,156	44,755	46,328	47,866
Expenditures						
Salaries and Benefits	D	26,541	27,337	28,157	29,002	29,872
Supplies	B	1,100	1,167	1,225	1,274	1,312
Professional Fees	B	3,135	3,323	3,489	3,628	3,737
Utilities	B	553	586	615	640	659
Insurance	B	401	425	446	464	478
Outside Services	B	1,549	1,642	1,725	1,794	1,847
Other	B	6,493	6,882	7,226	7,515	7,741
Capitalized Expenditures	B	2,243	2,377	2,496	2,596	2,674
Total Expenditures		42,015	43,739	45,379	46,913	48,320
Capital Projects Contributions	E	4,943	5,190	5,450	5,722	6,008
Other Transfers	B	0	0	0	0	0
Total Expenditures and Transfers		46,957	48,929	50,829	52,635	54,329
Surplus (Deficit)		-5,179	-5,773	-6,074	-6,307	-6,462
Ending Fund Balance		19,150	13,377	7,303	995	-5,467
Non-Spendable/Committed		18,322	18,322	18,322	18,322	18,322
Unrestricted Fund Balance		829	-4,945	-11,019	-17,326	-23,788
Required Minimum Balance Per Policy		3,913	4,077	4,236	4,386	4,527
Excess/(Deficiency)		-3,084	-9,022	-15,254	-21,712	-28,316

ASSUMPTIONS

Increase in Taxable Assessed Value		3.50%	3.50%	3.50%	3.50%	3.50%
Anticipated Sales Tax Growth	A	5.00%	5.00%	5.00%	5.00%	5.00%
Anticipated Rate of Inflation	B	7.00%	6.00%	5.00%	4.00%	3.00%
Anticipated Interest Rate	C	3.00%	2.00%	2.00%	2.00%	2.00%
Anticipated Salary Increase	D	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Projects Transfer Growth	E	5%	5%	5%	5%	5%

CALCULATIONS

Taxable Property Value		10,255,945,104	10,614,903,183	10,986,424,794	11,370,949,662	11,768,932,900
Tax Rate		0.245975	0.245975	0.245975	0.245975	0.245975
Current Year Collection Rate		100%	100%	100%	100%	100%
Current Year Real Property Taxes		25,227,061	26,110,008	27,023,858	27,969,693	28,948,633
Current Salaries	D	19,398,586	19,980,544	20,579,960	21,197,359	21,833,280
Additional Salaries		-	-	-	-	-
Total Salaries		19,398,586	19,980,544	20,579,960	21,197,359	21,833,280
Benefits		-	-	-	-	-
Health Insurance and benefits		7,142,369	7,356,640	7,577,339	7,804,660	8,038,799
Salaries and benefits		26,540,955	27,337,184	28,157,300	29,002,019	29,872,079
Benefits %		0.0%	0.0%	0.0%	0.0%	0.0%
Insurance %		36.8%	36.8%	36.8%	36.8%	36.8%

**EXPENDITURE FUND MATRIX FY2025
BY FUNCTION TO DEPARTMENT**

GENERAL FUND

Total Revenue \$ 42,381,737

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,303,977	\$ 4,000	\$ 156,222	\$ 18,656	\$ 34,595	\$ -	\$ 224,147	\$ 5,505.00	\$ -	\$ -	\$ 1,747,102.00
01-03	FINANCE	991,451	8,740	446,225	7,000	2,361	-	156,044	-	-	-	1,611,821
01-04	HUMAN RESOURCES	455,713	3,000	25,150	4,000	1,575	-	178,513	-	-	-	667,951
01-06	LIBRARY	642,509	138,330	163,650	29,855	2,361	3,000	99,538	7,194	-	-	1,086,437
01-10	COURT	404,216	2,775	23,743	2,700	787	-	85,769	-	-	-	519,990
01-13	PUBLIC WORKS	-	-	-	-	-	-	-	-	-	-	-
01-13	ADMINISTRATION	408,761	381	-	-	-	-	8,091	-	-	-	417,233
01-19	COMMUNITY DEVELOPMENT	1,285,714	15,168	110,950	5,200	5,403	-	145,806	-	-	-	1,568,241
01-20	ENGINEERING	825,785	10,840	26,700	5,425	4,931	-	109,179	-	-	-	982,860
01-25	TRAFFIC	899,202	103,668	50,025	50,200	5,177	-	213,484	-	-	-	1,321,756
01-35	FACILITY MAINTENANCE	153,300	19,080	142,832	5,113	214,769	111,000	61,714	1,303	-	-	709,111
01-40	FIRE	7,512,981	231,719	259,739	65,570	46,348	9,200	763,131	-	-	-	8,888,688
01-50	POLICE	8,907,581	168,483	917,249	177,932	68,085	25,643	1,327,589	-	-	-	11,592,562
01-70	PARKS	2,688,711	245,952	656,511	65,418	16,206	108,800	555,524	-	-	-	4,337,122
01-80	STREETS	1,487,994	79,110	3,026	111,402	18,170	193,025	430,937	-	(200,000)	-	2,123,664
01-85	TRANSFERS	-	-	-	-	-	1,007,120	1,668,297	2,167,442	-	-	4,842,859
	USE OF FUND BALANCE	-	-	-	-	-	-	-	-	-	-	(40,200)
	TOTAL EXPENDITURES	\$ 27,967,895	\$ 1,031,246	\$ 2,982,022	\$ 548,471	\$ 420,768	\$ 1,457,788	\$ 6,027,763	\$ 2,181,444	\$ (200,000)	\$ -	\$ 42,377,197

UTILITY FUND

Total Revenue \$ 22,076,897

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 391,719	\$ 6,098	\$ 68,471	\$ 11,904,841	\$ 1,911	\$ -	\$ 203,372	\$ -	\$ -	\$ 600,000	\$ 13,176,412
02-22	UTILITIES	2,546,519	431,778	71,850	12,609	29,608	3,000	1,271,712	-	200,000	-	4,567,076
02-24	IN HOUSE CONSTRUCTION	642,053	-	-	-	-	-	-	-	-	-	642,053
02-85	TRANSFERS	-	-	-	-	-	-	-	3,757,753	(80,000)	-	3,677,753
	TOTAL EXPENDITURES	\$ 3,580,291	\$ 437,876	\$ 140,321	\$ 11,917,450	\$ 31,519	\$ 3,000	\$ 1,475,084	\$ 3,757,753	\$ 120,000	\$ 600,000	\$ 22,063,294

SANITATION FUND

Total Revenue \$ 4,174,700

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,634,229	\$ 166,494	\$ 12,725	\$ 331,370	\$ 56,826	\$ 65,765	\$ 853,878	\$ -	\$ -	\$ -	\$ 4,121,287.00
04-85	TRANSFERS	-	-	-	-	-	-	-	-	30,000	-	30,000
	TOTAL EXPENDITURES	\$ 2,634,229	\$ 166,494	\$ 12,725	\$ 331,370	\$ 56,826	\$ 65,765	\$ 853,878	\$ -	\$ 30,000	\$ -	\$ 4,151,287

STORM WATER FUND

Total Revenue \$ 1,328,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 2,001	\$ 14,300	\$ -	\$ -	\$ -	\$ 510,300	\$ -	\$ -	\$ -	\$ 526,601
05-85	TRANSFERS	-	-	-	-	-	-	-	-	50,000	-	50,000
	TOTAL EXPENDITURES	\$ -	\$ 2,001	\$ 14,300	\$ -	\$ -	\$ -	\$ 510,300	\$ -	\$ 50,000	\$ -	\$ 576,601

AQUATIC FUND

Total Revenue \$ 454,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
06-75	SWIMMING POOL	\$ 476,178	\$ -	\$ 19,200	\$ 23,286	\$ 394	\$ -	\$ 259,520	\$ -	\$ -	\$ -	\$ 778,578
05-85	TRANSFERS	-	-	-	-	-	-	-	-	-	-	-
	USE OF FUND BALANCE	-	-	-	-	-	-	-	-	-	-	(325,000)
	TOTAL EXPENDITURES	\$ 476,178	\$ -	\$ 19,200	\$ 23,286	\$ 394	\$ -	\$ 259,520	\$ -	\$ -	\$ -	\$ 453,578

	TOTAL EXPENDITURES	\$ 34,658,593	\$ 1,637,617	\$ 3,168,568	\$ 12,820,577	\$ 509,507	\$ 1,526,553	\$ 9,126,545	\$ 5,939,197	\$ -	\$ 600,000	\$ 69,621,957
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**EXPENDITURE FUND MATRIX FY2025
BY FUNCTION TO DEPARTMENT**

GENERAL FUND

Total Revenue \$ 42,381,737

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
01-02	EXECUTIVE	\$ 1,303,977	\$ 4,000	\$ 156,222	\$ 18,656	\$ 34,595	\$ -	\$ 224,147	\$ 5,505.00	\$ -	\$ -	\$ 1,747,102.00
01-03	FINANCE	991,451	8,740	446,225	7,000	2,361	-	156,044	-	-	-	1,611,821
01-04	HUMAN RESOURCES	455,713	3,000	25,150	4,000	1,575	-	178,513	-	-	-	667,951
01-06	LIBRARY	642,509	138,330	163,650	29,855	2,361	3,000	99,538	7,194	-	-	1,086,437
01-10	COURT	404,216	2,775	23,743	2,700	787	-	85,769	-	-	-	519,990
01-13	PUBLIC WORKS	-	-	-	-	-	-	-	-	-	-	-
01-13	ADMINISTRATION	408,761	381	-	-	-	-	8,091	-	-	-	417,233
01-19	COMMUNITY DEVELOPMENT	1,285,714	15,168	110,950	5,200	5,403	-	145,806	-	-	-	1,568,241
01-20	ENGINEERING	825,785	10,840	26,700	5,425	4,931	-	109,179	-	-	-	982,860
01-25	TRAFFIC	899,202	103,668	50,025	50,200	5,177	-	213,484	-	-	-	1,321,756
01-35	FACILITY MAINTENANCE	153,300	19,080	142,832	5,113	214,769	111,000	61,714	1,303	-	-	709,111
01-40	FIRE	7,512,981	231,719	259,739	65,570	46,348	9,200	763,131	-	-	-	8,888,688
01-50	POLICE	8,907,581	168,483	917,249	177,932	68,085	25,643	1,327,589	-	-	-	11,592,562
01-70	PARKS	2,688,711	245,952	656,511	65,418	16,206	108,800	555,524	-	-	-	4,337,122
01-80	STREETS	1,487,994	79,110	3,026	111,402	18,170	193,025	430,937	-	(200,000)	-	2,123,664
01-85	TRANSFERS	-	-	-	-	-	1,007,120	1,668,297	2,167,442	-	-	4,842,859
	USE OF FUND BALANCE	-	-	-	-	-	-	-	-	-	-	(40,200)
	TOTAL EXPENDITURES	\$ 27,967,895	\$ 1,031,246	\$ 2,982,022	\$ 548,471	\$ 420,768	\$ 1,457,788	\$ 6,027,763	\$ 2,181,444	\$ (200,000)	\$ -	\$ 42,377,197

UTILITY FUND

Total Revenue \$ 22,076,897

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
02-21	UTILITIES OFFICE	\$ 391,719	\$ 6,098	\$ 68,471	\$ 11,904,841	\$ 1,911	\$ -	\$ 203,372	\$ -	\$ -	\$ 600,000	\$ 13,176,412
02-22	UTILITIES	2,546,519	431,778	71,850	12,609	29,608	3,000	1,271,712	-	200,000	-	4,567,076
02-24	IN HOUSE CONSTRUCTION	642,053	-	-	-	-	-	-	-	-	-	642,053
02-85	TRANSFERS	-	-	-	-	-	-	-	3,757,753	(80,000)	-	3,677,753
	TOTAL EXPENDITURES	\$ 3,580,291	\$ 437,876	\$ 140,321	\$ 11,917,450	\$ 31,519	\$ 3,000	\$ 1,475,084	\$ 3,757,753	\$ 120,000	\$ 600,000	\$ 22,063,294

SANITATION FUND

Total Revenue \$ 4,174,700

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
04-60	SANITATION	\$ 2,634,229	\$ 166,494	\$ 12,725	\$ 331,370	\$ 56,826	\$ 65,765	\$ 853,878	\$ -	\$ -	\$ -	\$ 4,121,287.00
04-85	TRANSFERS	-	-	-	-	-	-	-	-	30,000	-	30,000
	TOTAL EXPENDITURES	\$ 2,634,229	\$ 166,494	\$ 12,725	\$ 331,370	\$ 56,826	\$ 65,765	\$ 853,878	\$ -	\$ 30,000	\$ -	\$ 4,151,287

STORM WATER FUND

Total Revenue \$ 1,328,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
05-23	STORM WATER	\$ -	\$ 2,001	\$ 14,300	\$ -	\$ -	\$ -	\$ 510,300	\$ -	\$ -	\$ -	\$ 526,601
05-85	TRANSFERS	-	-	-	-	-	-	-	-	50,000	-	50,000
	TOTAL EXPENDITURES	\$ -	\$ 2,001	\$ 14,300	\$ -	\$ -	\$ -	\$ 510,300	\$ -	\$ 50,000	\$ -	\$ 576,601

AQUATIC FUND

Total Revenue \$ 454,000

	DEPARTMENT	SALARIES & BENEFITS	SUPPLIES	PROFESSIONAL SERVICES/FEES	UTILITIES	INSURANCE	OUTSIDE SERVICES	OTHER EXPENSE	CAPITAL EQUIP	TRANSFERS	CONTRIBUTIONS	TOTAL
06-75	SWIMMING POOL	\$ 476,178	\$ -	\$ 19,200	\$ 23,286	\$ 394	\$ -	\$ 259,520	\$ -	\$ -	\$ -	\$ 778,578
05-85	TRANSFERS	-	-	-	-	-	-	-	-	-	-	-
	USE OF FUND BALANCE	-	-	-	-	-	-	-	-	-	-	(325,000)
	TOTAL EXPENDITURES	\$ 476,178	\$ -	\$ 19,200	\$ 23,286	\$ 394	\$ -	\$ 259,520	\$ -	\$ -	\$ -	\$ 453,578
	TOTAL EXPENDITURES	\$ 34,658,593	\$ 1,637,617	\$ 3,168,568	\$ 12,820,577	\$ 509,507	\$ 1,526,553	\$ 9,126,545	\$ 5,939,197	\$ -	\$ 600,000	\$ 69,621,957

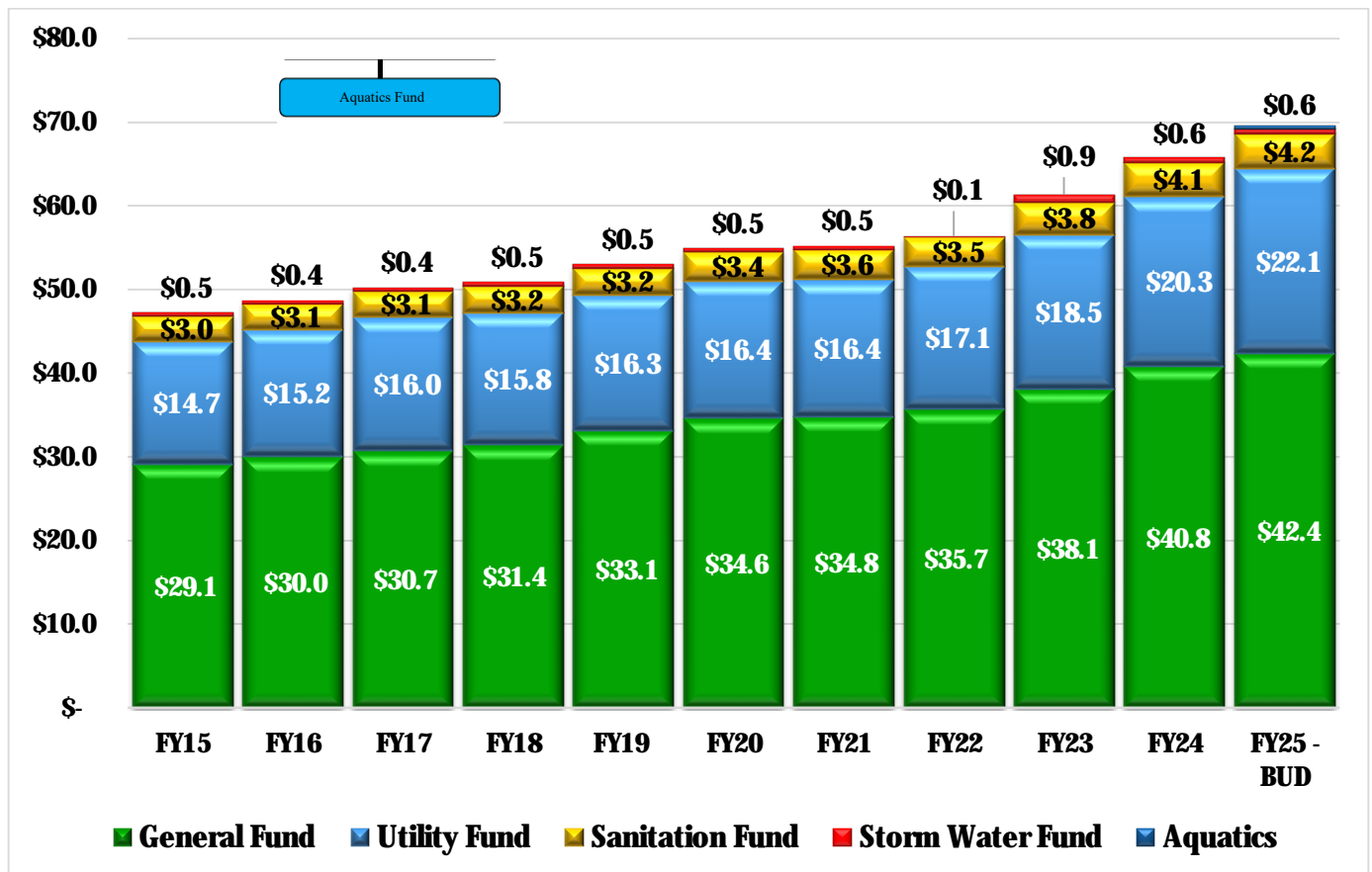
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EXPENDITURE FUND MATRIX - BY FUND FY2025

DEPARTMENTS	GENERAL FUND	UTILITY FUND	SANITATION FUND	STORM WATER FUND	AQUATICS FUND	TOTAL BUDGETED FUNDS
EXECUTIVE	\$ 1,747,102					\$ 1,747,102
FINANCE	\$ 1,611,821					\$ 1,611,821
HUMAN RESOURCES	\$ 667,951					\$ 667,951
LIBRARY	\$ 1,086,437					\$ 1,086,437
COURT	\$ 519,990					\$ 519,990
PUBLIC WORKS ADMINISTRATION	\$ 417,233					\$ 417,233
COMMUNITY DEVELOPMENT	\$ 1,568,241					\$ 1,568,241
ENGINEERING	\$ 982,860					\$ 982,860
TRAFFIC	\$ 1,321,756					\$ 1,321,756
FACILITY MAINTENANCE	\$ 709,111					\$ 709,111
FIRE	\$ 8,888,688					\$ 8,888,688
POLICE	\$ 11,592,562					\$ 11,592,562
PARKS	\$ 4,337,122					\$ 4,337,122
STREETS	\$ 2,123,664					\$ 2,123,664
TRANSFERS	\$ 4,842,859	\$ 3,677,753	\$ 30,000	\$ 50,000		\$ 8,600,612
UTILITY OFFICE		\$ 13,176,412				\$ 13,176,412
UTILITIES		\$ 4,567,076				\$ 4,567,076
IN HOUSE CONSTRUCTION		\$ 642,053				\$ 642,053
SANITATION			\$ 4,121,287			\$ 4,121,287
STORM WATER				\$ 526,601		\$ 526,601
AQUATICS FUND					\$ 778,578	\$ -
USE OF BALANCE FUND	\$ (40,200)				\$ (325,000)	\$ (365,200)
TOTAL EXPENDITURES	\$ 42,377,197	\$ 22,063,294	\$ 4,151,287	\$ 576,601	\$ 453,578	\$ 69,621,957

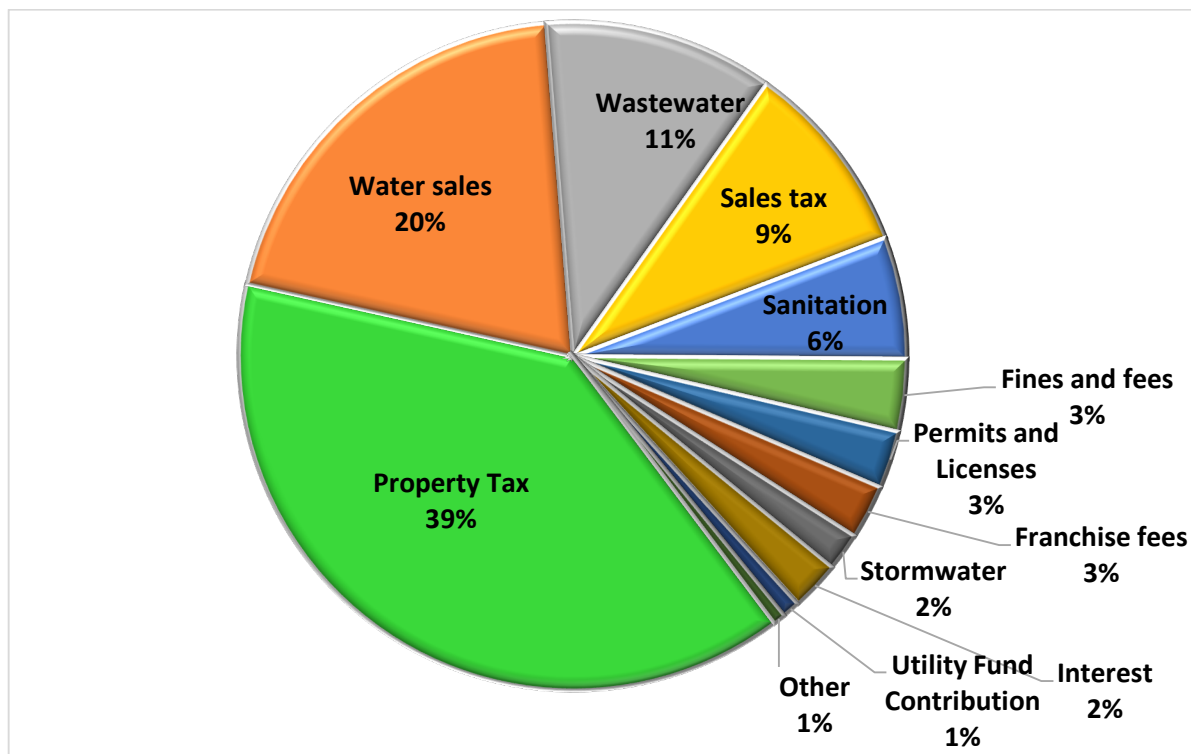
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BUDGET BY FUND
FY2025
TOTAL BUDGET \$69.6
(IN MILLIONS)



REVENUES – FY2025

- General Fund revenues come from two major sources:
 - *Ad Valorem (property) taxes (64%)
 - *All other sources (non-property tax revenues) (37%)



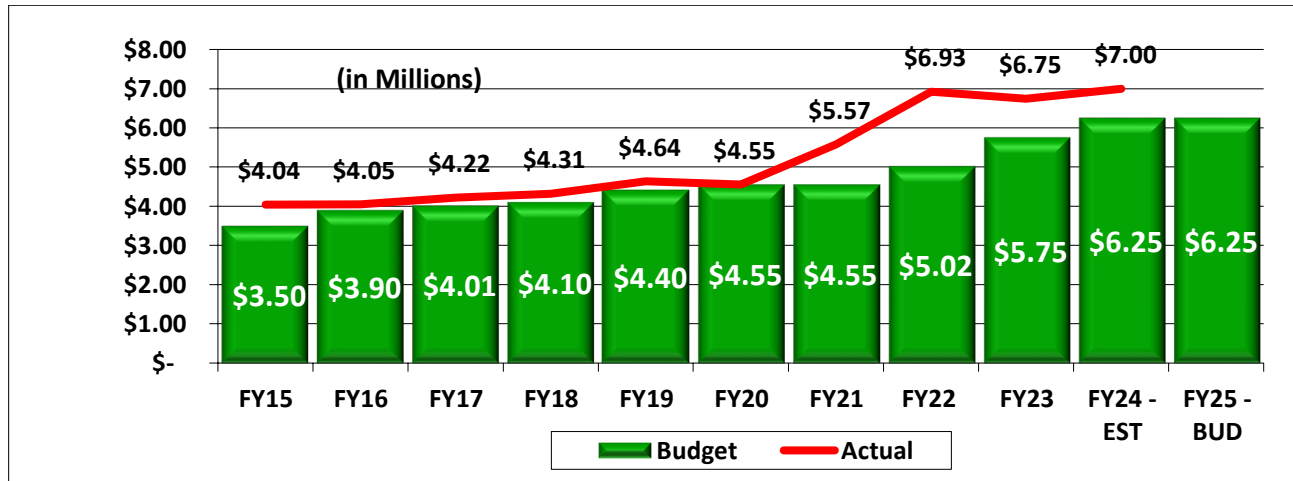
FY2025
OTHER MAJOR REVENUE SOURCES INCLUDE:

- **General Fund:**
 - Sales tax \$6.5 million
 - Franchise fees \$1.8 million
 - Building permits \$1.9 million
- **Water sales** \$14.1 million
- **Wastewater charges** \$7.8 million
- **Sanitation charges** \$4.1 million
- **Stormwater fees** \$1.3 million

CITY SALES TAX REVENUE

FY2015 - FY2025

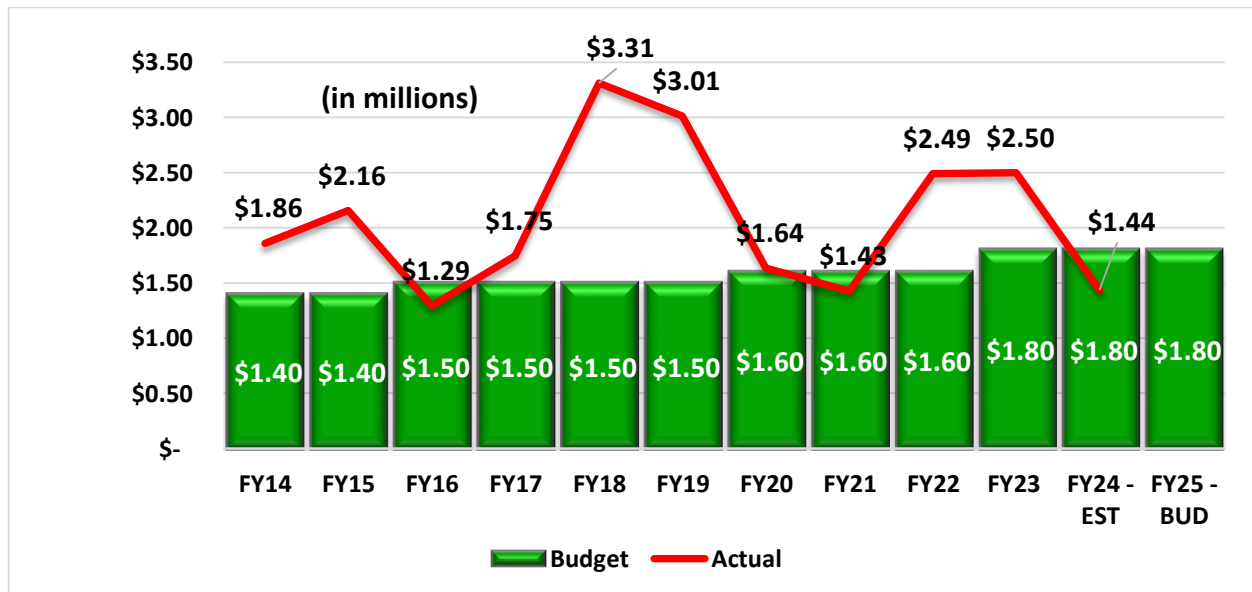
(IN MILLIONS)



FRANCHISE FEES

FY2025

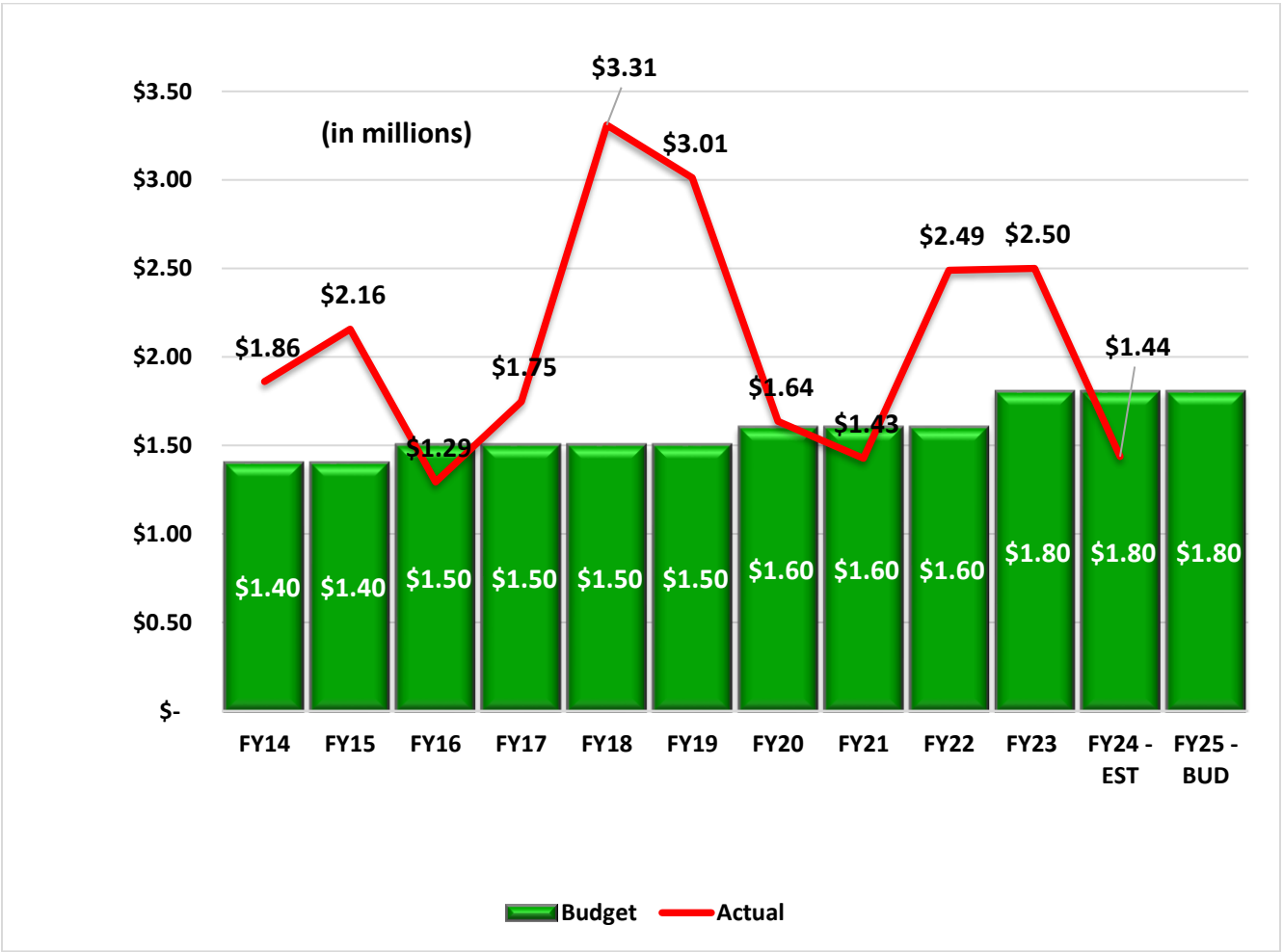
(IN MILLIONS)



BUILDING PERMITS

FY2025

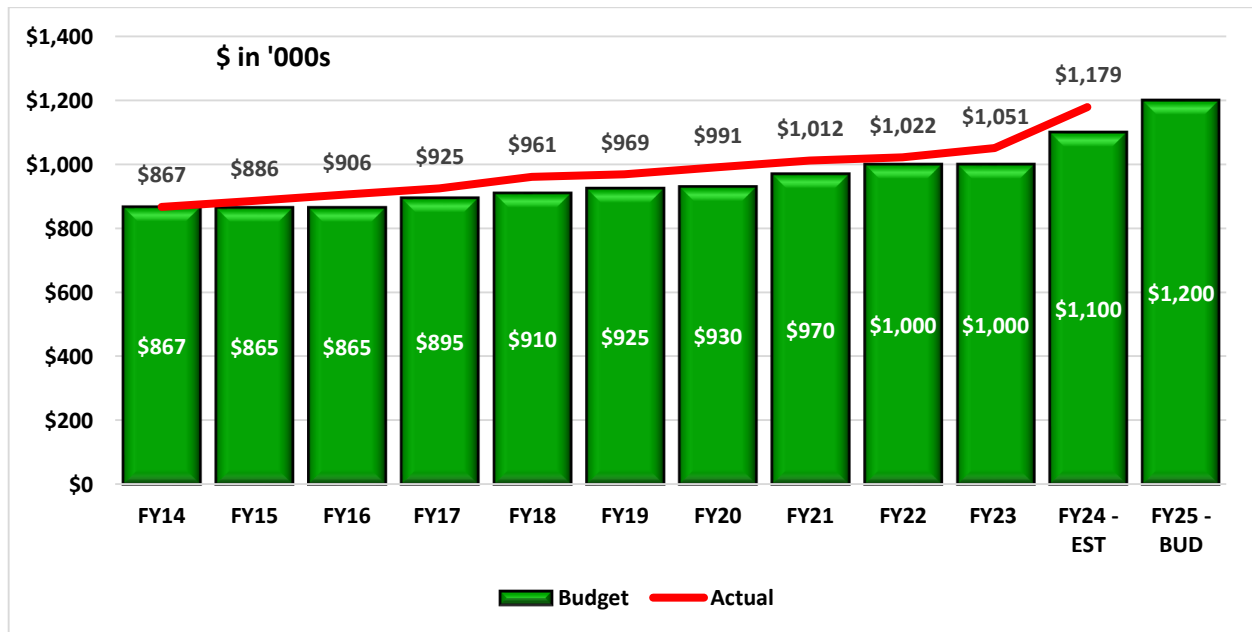
(IN MILLIONS)



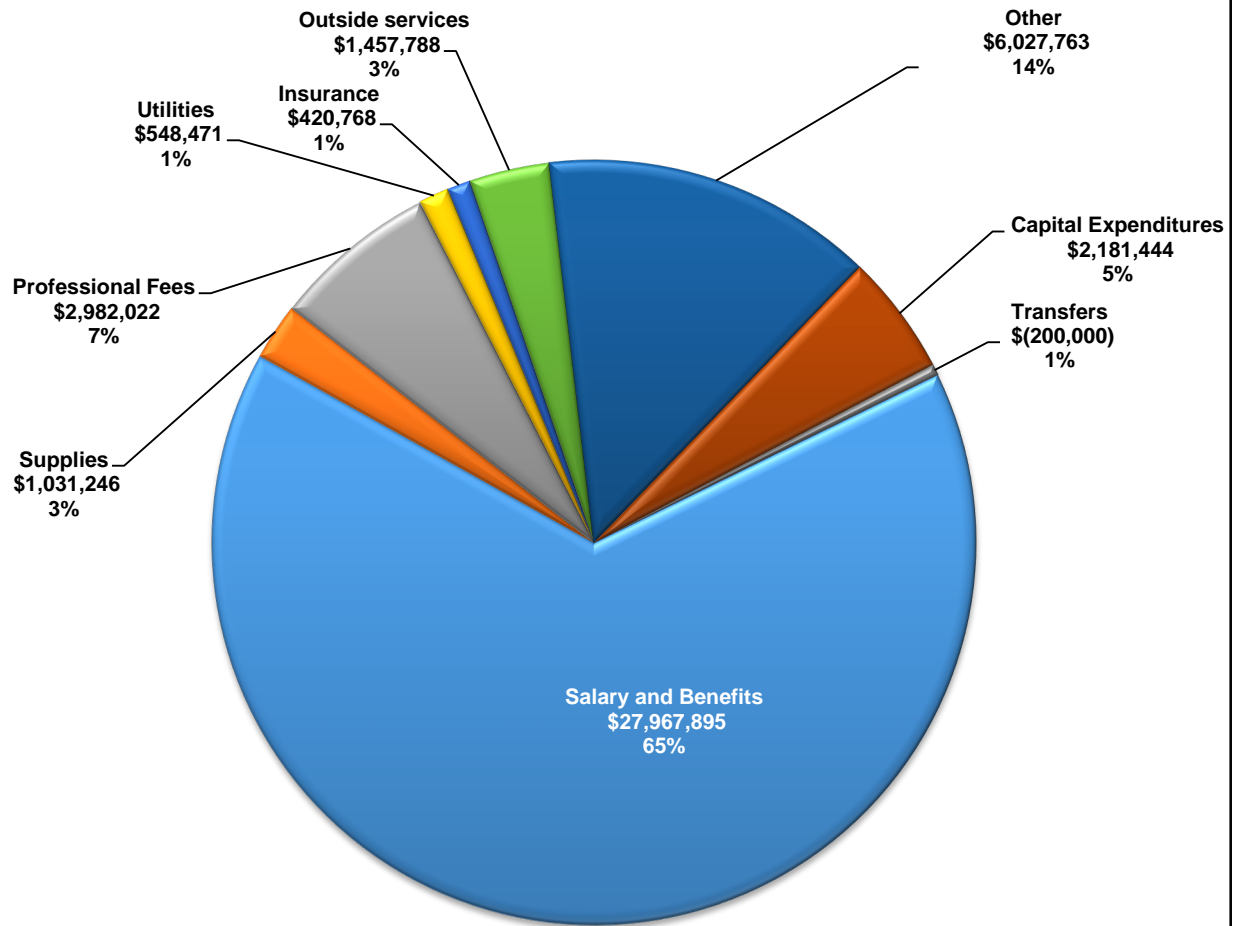
DIRECT ALARM MONITORING

FY2025

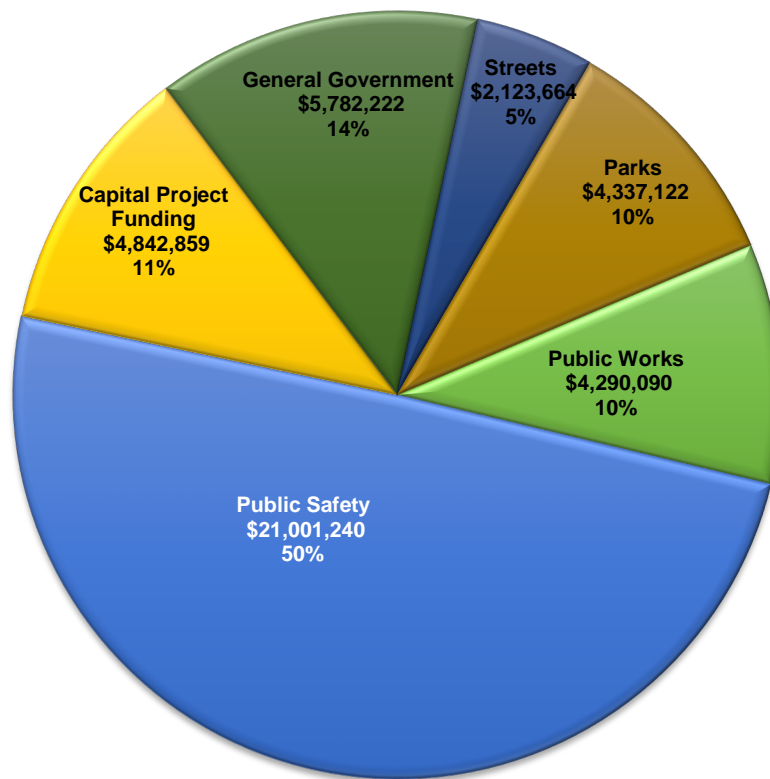
(IN MILLIONS)



FY2025 Annual Budget
General Fund Expenditures by Account Classification
Total Expenditure = \$42,377,197



FY2025 Annual Budget
General Fund Expenditures by Governmental Function
Total Expenditure = \$42,377,197



MAJOR EXPENDITURES FY2025

CATEGORY	FY2023 ACTUAL	FY2024 BUDGET	FY2025 BUDGET	CHANGE \$	CHANGE %
PERSONNEL COSTS	\$ 30,523,594	\$ 32,511,624	\$ 34,163,114	\$ 1,651,490	5.1%
TREATMENT CHARGES	\$ 10,354,526	\$ 11,041,415	\$ 11,799,541	\$ 758,126	6.9%
GEN CAPITAL PROJECT FUNDING	\$ 7,931,795	\$ 7,086,296	\$ 8,600,612	\$ 1,514,316	21.4%
UTILITIES - HEAT, LIGHT, WATER	\$ 736,766	\$ 945,413	\$ 1,021,036	\$ 75,623	8.0%
EQUIP. REPLACEMENT	\$ 1,152,109	\$ 1,151,534	\$ 1,173,433	\$ 21,899	1.9%
FUEL COSTS	\$ 380,851	\$ 419,045	\$ 408,124	\$ (10,921)	-2.6%
SUBTOTAL	\$ 51,079,641	\$ 53,155,327	\$ 57,165,860	\$ 4,010,533	7.5%
ALL OTHER EXPENSES	\$ 10,879,821	\$ 12,662,166	\$ 12,456,097	\$ (206,069)	-1.6%
TOTAL ADOPTED BUDGET*	\$ 61,959,462	\$ 65,817,493	\$ 69,621,957	\$ 3,804,464	5.8%
PERCENT OF BUDGET	82%	81%	82%		

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



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

Social Media

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

City of University Park

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

University Park - Parks & Recreation

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

University Park Public Library

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

University Park Police Department

[University Park Police Department Facebook Page](#)

UNIVERSITY PARK CENTENNIAL MASTER PLAN



UNIVERSITY PARK CENTENNIAL MASTER PLAN

Building on Success

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

Read about the plan's development:

<https://www.planuniversitypark.com>

UNIVERSITY PARK MASTER PLAN

https://static1.squarespace.com/static/5ecb44ec9a642751c5ceaba6/t/62e458c472b71b7563b3bcf9/1659132104905/UniversityPark_Centennial_Plan_Compressed.pdf

Affirming Sense of Place

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

Assuring Connectivity

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

Innovative Governance

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

Technological Integration

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

Preparing for the Future

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

STATUS INDICATORS

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

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

The Implementation

Putting Ideas in Motion

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

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

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

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

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

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

Timeframe

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

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

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

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

University Park Action Item Implementation Matrix

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

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

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

Affirming Sense of Place

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

28%

Latest Update:

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

Description

Status

Progress

1. Preserve and Celebrate University Park's Built Environment

The way a community looks and feels are important parts of its sense of place. For example, the aesthetic choices made in architecture and landscape of a block of homes affect the overall character of the larger neighborhood. Neighborhoods, in turn, help define cities. University Park prides itself on its safe residential feel and the beautiful canopy that greens its neighborhoods, as well as the style and grace of many of its homes and streets. These goals are aimed at character and aesthetics.

13%

Latest Update: This past quarter the tree inventory of all trees on public property was completed. Starting in October, a comprehensive review of the existing tree ordinance, memorial programs and other forestry related processes will begin

1.1 Preserve the public streetscape and front yards in neighborhoods.

The City's task in this area, is not so much to make this realm better but rather to prevent its diminishment. One hallmark of University Park streets is the mature trees creating a wonderful aesthetic for the City's streetscapes. These trees need to be protected.

Expanded tree ordinances can be a route to achieving this.

An incentive program encouraging residents to plant trees on their private property will help maintain the tree canopy, especially as the current trees become older and begin to die off.

Upcoming

1.2 Enhance the City ordinance to protect the scale of the built environment.

A city's zoning ordinances are tools that affect its character and aesthetics. The City needs to consider these changes and adjustments to its ordinances:

Regulate the scale of new structures and address the "height looming" structures that may dominate a lot and interfere with neighbors' enjoyment of their own property by excessive heights or scale at the property line without adequate setbacks or building articulation.

Adopt rules to limit impermeable coverage on lots (and account for swimming pools and front driveways in coverage calculations).

Encourage architectural articulation of facades.

Encourage the preservation of historically significant structures

Upcoming

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

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

On Track

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

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

65%

On Track

Latest Update:

Accomplishments in Past Quarter: This quarter, Davey Research Group completed the tree inventory. This tree inventory included all public trees in parks, parkways, streets, etc. and gave an assessment of tree size, species and condition. Davey Group is now completing quality control efforts to ensure that all trees were captured.

Activities Planned for Upcoming Quarter: Davey Research Group will conduct a review of the existing tree ordinance, memorial programs and other forestry related processes and offer recommendations on how improvements can be made.

✓Conduct tree inventory

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

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

Upcoming

2. Continue Enhancing the City's Park System

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

Latest Update:

City staff continues to evaluate recommendations and explore opportunities to implement deliverables of the recently adopted Parks, Recreation, Trails and Open Space Master Plan that took place on February 2024.

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

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

On Track**50%**

Latest Update: Accomplishments in Past Quarter: Staff continues to evaluate recommendations and explore opportunities to implement deliverables of the recently adopted Parks, Recreation, Trails and Open Space Master Plan that took place on February 6, 2024.

Activities Planned for Upcoming Quarter:

The next steps involve utilizing the recommendations provided in the implementation matrix of the adopted master plan. Action items for the upcoming quarter include the following:

- Consideration on incorporating standards/ ordinance to evaluate new private development proposals on their efforts to provide outdoor open space with amenities and community gathering places.
- Exploration of solutions for urban/ sub-urban design principals to create community spaces within the community
- Continue to enhance public properties, ROW, medians and screen wall areas with landscaping, pedestrian amenities, and community identity elements.

2.2 Establish a Leash-Free Dog Park.

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

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

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

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

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

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

Status Pending

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

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

Upcoming

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

This plan should address the current needs of University Park park system and its future growth, also the desired amount of open space set aside throughout the residential and commercial uses, and create/maintain trails though out University Park that are easily used by the community. University Park should also make a commitment to update this plan at least every ten years to ensure the long-term sustainability of its parks system.

Completed

100%

Latest Update:

Accomplishments in Past Quarter: The development and adoption of the Parks, Recreation, Trails and Open Space Master Plan completed this quarter. In alignment with the adopted Centennial Master Plan, the parks master plan was sub-categorized accordingly:

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

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

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

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

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

At the February 6, 2024 City Council Meeting, the Parks, Recreation, Trails and Open Space Master Plan was adopted.

Activities Planned for Upcoming Quarter: Develop and establish strategies to execute the recommended Action Plan and Implementation Plan. Updates will be provided via Envisio platform as with the Centennial Master Plan updates under a separate tab.

3. Refining Design Standards for Residential and Commercial Areas

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

Latest Update: A recommendation for parking management services for Snider Plaza was reviewed and discussed by the City Council in Summer 2024. Public education and input opportunities are scheduled for Fall 2024. City Council will consider public input in late 2024 and early 2025.

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

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

On Track

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

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

Upcoming

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

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

Upcoming

4. Improve the Visibility of University Park's History

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

100%

Completed

Latest Update:

The Centennial History Book will be distributed in October 2024. The first phase of enhancements to Centennial Park are scheduled to be completed by December 2024.

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

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

100%

Completed

Accomplishments in Past Quarter: A Centennial Time Capsule display is on exhibit at the University Park Public Library through November.

Activities Planned for Upcoming Quarter: The Centennial Book will be mailed to homes in mid-October.

5. Utilize Best Practices for Utilities

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

33%

Minor Delay

Latest Update: Continued design of the Miracle Mile project includes plans to bury electrical lines within the project scope. In addition, City staff anticipates contracting with a design engineer for Preston Road improvements 3rd quarter of FY25, which will include opportunities for burying electrical lines

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

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

33%

Minor Delay

Latest Update:

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

Activities Planned for Upcoming Quarter: Staff anticipates contracting with a design engineer for Preston Road improvements 3rd quarter of FY25. Instructions for this design effort will include reviewing opportunities to bury electrical lines.

6. Create Connections with Nearby Educational Institutions

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

33%

On Track

Latest Update:

City leaders continue to meet on a regular basis. Parks and Recreation staff worked with the SMU Athletic Department on joint use of the track at Germany Park while SMU's track is being renovated. The City of University Park and Highland Park ISD are working on an interlocal agreement with the City of Dallas in regard to City of University Park near Boone Elementary School.

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

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

65%

On Track

Latest Update:

Accomplishments in Past Quarter:

City leaders regularly meet with SMU, Town of Highland Park and HPISD. Parks and Recreation staff is working with the SMU Athletic Department on joint use of the track at Germany Park while SMU's track is being renovated.

Activities Planned for Upcoming Quarter:

City staff will work with SMU staff to work on a study to discuss traffic and parking needs for the campus since they have joined the ACC Conference and are hosting larger sporting events.

6.2 Make SMU “Our University” Campaign. *City Council Priority*

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

On Track

Latest Update:

Accomplishments in Past Quarter: Several SMU student athletes completed internships in various departments over the summer as part of the Life After Ball program. Staff has been working closely with SMU athletics on the 2024 football season as it is SMU's first in the ACC.

Activities Planned for Upcoming Quarter: Staff will continue to work with athletics to evaluate any changes that need to be made on game days with the entrance to the new conference.

7. Increase Investment in Programs to Protect University Park Residents

Whether a community is viewed as safe has a tremendous impact on its sense of place. It impacts who wants to live in the area and to some degree also impacts the economic value of the community. University Park is viewed by most as a safe place, but updates will be needed to ensure that it is maintained as such over time.

36%

Latest Update:

Last quarter, additional security measures for City Hall were approved by City Council. The City's Direct Alarm program continues public outreach to increase the program's participation. Additionally, this fall there are plans for coordinated National Night Out festivities with the SMU campus.

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

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

75%

On Track

Latest Update:

Accomplishments in Past Quarter:

The City Council reviewed and approved compensation adjustments and changes to the City's plan as part of the FY25 Budget in September. These recommendations were reviewed by the Employee Benefits Committee and the Finance Advisory Committee.

Activities Planned for Upcoming Quarter:

Implement compensation changes that were approved for the FY25 Budget.

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

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

60%

On Track

Latest Update:

Accomplishments in Past Quarter: On September 3, 2024 City Council approved additional measures for facility security.

Activities Planned for Upcoming Quarter: Work with vendors to implement approved projects.

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

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

80%

On Track

Latest Update:

Accomplishments in Past Quarter: Marketing flyers are going out with Utility Billing on a regular basis. The new Direct Alarm Monitoring vehicle was featured prominently in the July 4 parade with

markings that include a QR code for access to information. New Direct Alarm technician has been fully trained in his duties.

Activities Planned for Upcoming Quarter: Continue outreach to untapped markets, including new residents and businesses.

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

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

Upcoming

7.5 CPR Training for Citizens by Fire and Parks Personnel.

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

15%

On Track

Latest Update:

Accomplishments in Past Quarter:

The Fire Department performs CPR training as needed for new Police and Fire Personnel.

Activities Planned for Upcoming Quarter:

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

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

Upcoming

Latest Update:

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

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

✓Partner with media students at Southern Methodist University to create high-quality recruitment videos for inclusion on City social media outlets. Overview of each department as well as profiles of some of the members and available opportunities

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

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

20%

On Track

Latest Update:

Accomplishments in Past Quarter:

July 4th Celebration was the perfect time to promote smoke detectors and the KnoxBox program. Additionally, the Fire Department produced handouts for adults and kids that always focus on fire prevention and education.

Summer is the busiest season for Fire Prevention. The fire drills at SMU have evolved over the years. After each drill, which happens EARLY in the morning, we partner with SMU Emergency Management and the students are given a 'warning tutorial' on what to do in case of fire. Approximately 2,500 students are given this information at the beginning of each school year!

Additionally, all day care centers and private and public schools are inspected before the kids return. This is the perfect opportunity to meet with workers/teachers/owners about the importance of safe environments and our availability here at the Fire Department to help.

Activities Planned for Upcoming Quarter:

National Night Out is coming up Oct 1st.

Assuring Connectivity

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

34%

Latest Update:

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

Latest Update:

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

Description

Status

Progress

1. Update Traffic Management Techniques to Reduce Congestion

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

25%

On Track

Latest Update:

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

1.1 Update traffic management techniques and devices.

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

25%

On Track

Latest Update:

Accomplishments in Past Quarter: Engaged Kimley-Horn to provide potential traffic calming solutions and recommendations to staff.

Activities Planned for Upcoming Quarter: Receive and review engineering report. Potentially, discuss with Public Works Advisory Committee and City Council.

✓Engage engineering consultant to research emerging trends in traffic calming designs and provide options

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

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

On Track

30%

Accomplishments in Past Quarter: Staff met with consulting firm Kimley-Horn to provide scope of work for a Roundabout study. This study will analyze the City as a whole for viable locations for potential roundabouts, and develop a decision matrix to help staff identify 3 intersections for further study and potential implementation.

Activities Planned for Upcoming Quarter: Staff will provide an update to Council on this item in early October, and discuss the provided study scope of work with the Public Works Advisory Committee in late October. Pending recommendations, staff will bring the contract to Council for authorization of the study.

✓Engage consultant to study viability of locations identified by staff and provide report

2. Designate More Areas in University Park for Greenspace

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

75%

On Track

Latest Update:

Following the adoption of the Parks, Recreation, Open Space and Trails Master Plan, City staff will be working on recommendations including continuing to develop additional efforts to enhance the community with high quality design, maintenance, and installation of medians, screen walls and overpasses.

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

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

50%

On Track

Latest Update:

Accomplishments in Past Quarter: Staff continues to evaluate recommendations and explore opportunities to implement deliverables of the recently adopted Parks, Recreation, Trails and Open Space Master Plan that took place on February 6, 2024.

Activities Planned for Upcoming Quarter:

The next steps involve utilizing the recommendations provided in the implementation matrix of the adopted master plan. Action items for the upcoming quarter include the following:

- Continue to, as well as, develop additional efforts to enhance community with high quality design, maintenance, and installation of medians, screen walls, overpasses
- Explore areas of city owned land that can serve recreational needs

Implement pilot programs that test and demonstrate sustainable/green infrastructure best practices

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

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

Completed

100%

Latest Update:

Accomplishments in Past Quarter:

Activities Planned for Upcoming Quarter:

✓Present recommendations to the City Council

3. Promote Pedestrian and Bicycle Mobility Throughout University Park

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

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

15%

. Latest Update:

Parks and Recreation and Engineering staff are currently working together a future roundabout study. This study will assist with initial steps in developing an active transportation plan

3.1 Improve wayfinding for University Park's park system.

It is the plan's recommendation to improve the wayfinding in the park system by signage that indicates the nearest other parks, so that visitors would be more aware that any given park is only a

piece of a larger system. It would be helpful for visitors to know about all parks in University Park when they are visiting any individual park area. In addition, maps of the overall park system, and perhaps connections to open space outside City limits, may be provided to further enhance the concept of a larger open space network.

Upcoming

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

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

30%

On Track

Latest Update:

Accomplishments in Past Quarter: Staff continues to evaluate recommendations and explore opportunities to implement deliverables of the recently adopted Parks, Recreation, Trails and Open Space Master Plan. Staff is working with the Engineering Department to coordinate efforts with a future roundabout study with a consulting engineering firm. This study will assist with initial steps in developing an active transportation plan

Activities Planned for Upcoming Quarter:

The next steps involve utilizing the recommendations provided in the implementation matrix of the adopted master plan. Action items for the upcoming quarter include the following:

- Ensure connections to adjacent city trail/ pathway networks
- Develop sidewalk condition assessment to identify gaps and areas in need of enhancement
- Increase public awareness of existing trails and pathways in the community as well as adjacent networks
- Explore routes throughout the community that on street bike infrastructure would provide better connectivity for riders. Recommended that the routes should focus on connecting existing points of interest within University Park as well as adjacent communities

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

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

Upcoming

Latest Update:

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

Upcoming

Latest Update:

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

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

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

Upcoming

5. Prioritize Maintenance of University Park's Utility Network

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

25%

Latest Update:

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

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

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

25%

On Track

Latest Update:

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

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

Latest Update:

The City has begun replacement of curb ramps and sidewalk. To date, 84 ramps have been completed.

The City will also be developing a scope of work for a Request for Proposals/Qualifications for an ADA transition plan in late 2024.

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

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

60%

On Track

Latest Update:

Accomplishments in Past Quarter: Submitted invoices for Miracle Mile project reimbursement

Activities Planned for Upcoming Quarter: Finalize Miracle Mile Plans and continue to submit invoices for reimbursement

✓Submit invoices for Miracle Mile and Preston Road project reimbursement

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

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

On Track

20%

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

- Cam-Crete Construction began replacement of curb ramps and sidewalk. To date, 84 ramps have been completed.
- Staff had a lunch-and-learn presentation about the development of an ADA transition plan and tips for developing a scope of work for a Request for Proposals/Qualifications

Activities Planned for Upcoming Quarter:

- Continue replacing curb ramps
- Issue a Request for Qualifications (RFQ) for development of an ADA Transition plan and select a firm to begin that process

Innovative Governance

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

29%

Latest Update:

Most items under the theme of Innovative Governance remain On Track. Last quarter, the Public Art Advisory Committee was officially appointed and will begin meeting regularly, which will help to increase resident involvement in this topic. Additionally, last quarter the City hosted training for all recently appointed board and committee members. City staff and leadership also continue to meet regularly with partner entities.

Description

Status

Progress

1. Diversification of Revenues

Fluctuations in economic conditions and changes in the legislative and political landscape at the state level results in a need for heightened degrees of innovation. The most important issue that will affect governance in the future is state legislation that caps how much a municipality can raise its property tax rate. This cap means that municipalities will have less control over how much money they generate for the foreseeable future. City governments have to be more adaptive and creative about their operations and how they fund them. Various ideas are included in this report to cause the City to become less dependent on the property tax to finance its operations.

30%

Latest Update:

The City continues to focus on revitalization efforts for areas like Snider Plaza and Miracle Mile. Enhancement of these areas could provide opportunities to increase city sales tax revenue. Snider Plaza construction remains ahead of schedule, with the 6600 block of the plaza anticipated to re-open soon.

1.1 Create a "City Fund for Excellence" to allow for funding on targeted projects or departments in the City. City Council Priority

The master plan recommends the City create one foundation to address all of its needs. One civic foundation or a "City Fund for Excellence" would be responsible for collecting all donations for a variety of municipal projects.

90%

On Track

Latest Update:

Accomplishments in Past Quarter: The City continued to use the Civic Foundation for Centennial underwriting and donations.

Activities Planned for Upcoming Quarter: None.

1.2 Form a Chamber of Commerce or Economic Development Corporation.

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

Upcoming

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

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

On Track

Latest Update:

Accomplishments in Past Quarter: No action has been taken.

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

2. Increase Resident Involvement in Governmental Decisions

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

15%

Latest Update:

This quarter, City Council approved appointment of the Public Art Advisory Committee. There are plans for the group to begin meeting this upcoming quarter. Other Action Items within this Goal remain Upcoming.

2.1 Create a volunteers corps.

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

Upcoming

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

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

60%

On Track

Latest Update:

Accomplishments in Past Quarter: In the past quarter, the newly appointed board was posted for residents to apply in May of 2024. At the September 3, 2024 City Council Meeting, the appointment of positions was approved.

Activities Planned for Upcoming Quarter: The first meeting of the newly appointed Art Advisory Committee is scheduled for Thursday, October 3, 2024. At this meeting, the newly formed committee will begin to draft and develop policies that would govern public art acceptance and its placement

Create a standing resident Sustainability Advisory Board.

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

Upcoming

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

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

Upcoming

3. Increase Collaboration with Other Governmental Entities

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

42%

City Leadership continues to meet and collaborate with other governmental entities regularly. Next quarter, staff will request improvements to the current interconnect with Dallas Water Utilities.

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

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

100%

Completed

Latest Update:

Accomplishments in Past Quarter:

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

Activities Planned for Upcoming Quarter:

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

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

25%

On Track

Latest Update:

Accomplishments in Past Quarter: No update for this quarter.

Activities Planned for Upcoming Quarter: Staff will request improvements to the current interconnect with Dallas Water Utilities.

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

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

On Track

Latest Update:

Accomplishments in Past Quarter: No action to report.

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

4. Continue/Enhance Existing City Department Operations

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

31%

Latest Update:

City staff has completed review of schematic design for stormwater plans and will discuss scope and budget alternatives with Public Works Advisory Committee, Capital Projects Review Committee, and City Council in 2024-2025.

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

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

On Track

10%

Latest Update:

Accomplishments in Past Quarter: Staff surveyed area municipalities on waste collection and disposal efforts, methods, and costs.

Activities Planned for Upcoming Quarter: Staff to review data collected from survey.

✓Research current municipal waste disposal options and benchmark disposal contract terms for North Texas municipalities

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

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

On Track

Latest Update:

Accomplishments in Past Quarter: Continue existing program.

Activities Planned for Upcoming Quarter: Continue existing program.

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

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

80%

On Track

Latest Update:

Accomplishments in Past Quarter: Staff completed review of schematic design and requested clarification on phasing for Area of Interest 2 and 3

Activities Planned for Upcoming Quarter: Staff will discuss scope and budget alternatives with Public Works Advisory Committee, Capital Projects Review Committee, and City Council.

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

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

On Track

Latest Update:

Accomplishments in Past Quarter: No updates at this time.

Activities Planned for Upcoming Quarter:

4.5 Develop a schedule for debris.

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

80%

On Track

Latest Update:

Accomplishments in Past Quarter: No progress this quarter. Dredging of Curtis Pond planned for Summer 2025 in conjunction with the installation of the planned underground detention structure in Curtis Park.

Activities Planned for Upcoming Quarter: Design of the underground detention structure and other improvements will continue. Staff will research debris calculation methods.

Technological Integration

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

51%

Latest Update:

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

Description

Status

Progress

1. Improving Traffic Technology

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

50%

Latest Update:

The only remaining Action Item within this Goal involves exploring technology such as surveillance cameras to assist in monitoring traffic and investigating accidents. This item remains Upcoming with no progress to report yet.

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

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

100%

Completed

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

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

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

Upcoming

2. Optimizing Utility Use

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

59%

Latest Update:

Staff will order and begin installation of the first street light replacement fixtures across the City. These fixtures are "dark sky" light fixtures and focuses the light on a specific area, to reduce light pollution.

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

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

75%

On Track

Latest Update:

Accomplishments in Past Quarter:

City IT staff partnered with Finance and Utility Billing employees to begin the project to integrate a new customer payment service with the WaterSmart utility usage portal. By combining these two online features, utility customers will be given a "one stop shop" destination for paying and reviewing utility invoices and to be able to see water consumption on a real-time basis. This project will result in a substantial increase of enrollment in WaterSmart by University Park residents and businesses.

Activities Planned for Upcoming Quarter:

Continuation of the project to integrate the new customer payment service with WaterSmart.

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

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

60%

On Track

Latest Update:

Accomplishments in Past Quarter: Nothing to report.

Activities Planned for Upcoming Quarter: Staff will order and begin installation of the first replacement fixtures across the City. This work will be performed as part of the Traffic Department's regular maintenance.

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

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

100%

Completed

Latest Update:

Accomplishments in Past Quarter: The new emergency backup generator is installed and tested.

Activities Planned for Upcoming Quarter: Complete final testing of the new generator. Project complete.

✓install new generator

2.4 Explore battery storage/generation in University Park.

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

Upcoming

Latest Update:

Accomplishments in Past Quarter:

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

Activities Planned for Upcoming Quarter:

No activities are planned for the upcoming quarter.

3. Increase Communication Between City Department/Services and Residents

Currently University Park uses an alert system to connect residents with the emergency events happening throughout the City. This plan aims to amplify established communication through the

use of mobile applications produced by the City to give up-to-date communication with residents. The capabilities of increased connectivity can also provide a centralized online location for all City services/departments, allowing for billing, payments, and information regarding the City.

40%

Latest Update:

Items under this Goal remain On Track. Staff continues to promote a variety of events on the City website community calendar. And, last quarter, City Council approved major upgrades to the Emergency Communications Division which include replacement of 311/911 hardware and software, Voice Automated Dispatch, and Emergency Medical Dispatch.

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

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

70%

On Track

Latest Update:

Accomplishments in Past Quarter: Staff continues to add community events to the website community calendar, and has started adding events from local businesses, such as anniversary events, grand openings, etc.

Activities Planned for Upcoming Quarter: Staff plans to continue to explore additional event opportunities to promote, in addition to working with Utility Billing to expand the WaterSmart platform features.

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

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

On Track

Latest Update:

Accomplishments in Past Quarter:

The Health Data Exchange is an expensive endeavor on the part of Baylor and Parkland/UT Southwestern. At this point there is no movement. The City of University Park Fire Department still have access and use of it with Medical City and Presbyterian Hospital.

Activities Planned for Upcoming Quarter:

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

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

50%

On Track

Latest Update:

Accomplishments in Past Quarter: On August 5, 2024 City Council approved major upgrades to the Emergency Communications Division which include replacement of 311/911 hardware and software, Voice Automated Dispatch, and Emergency Medical Dispatch.

Activities Planned for Upcoming Quarter: Fully implement new upgrades and ensure all Communications personnel are adequately trained for use.

✓Continually update Emergency Communications system to allow easier transmission of texts, photos and videos to the Dispatch Center

Preparing for the Future

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

42%

Latest Update:

A majority of items within Preparing for the Future remain On Track. There is still a minor delay reflected with regard to establishing a Public Improvement District. Progress continues on the new public safety facility at 5620 Fondren. The City's IT Department also recently conducted network penetration testing. This bi-annual testing provides recommendations that the City can then implement to better protect its data network from cyberattacks.

Description

Status

Progress

1. Sustainability and Conservation

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

58%

Latest Update:

Work continues to replace LED light fixtures in City facilities using City resources.

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

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

Completed

100%

Latest Update:

Accomplishments in Past Quarter:

Activities Planned for Upcoming Quarter:

✓Present recommendations to the City Council

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

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

Upcoming

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

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

40%

On Track

Latest Update:

Accomplishments in Past Quarter: Continued in-house effort in LED replacement throughout City facilities.

Activities Planned for Upcoming Quarter: Continue LED replacement effort as funded in the FY25 budget.

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

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

90%

On Track

Latest Update:

Accomplishments in Past Quarter: The Parks Department continues to use the Nissan Leaf, as a pilot program for electric vehicle use.

Activities Planned for Upcoming Quarter: None.

2. Resident Protection

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

30%

Latest Update:

Last quarter, substantial progress was made toward the Goal of Resident Protection. City Council approved the upgrade of 911/311 system software and hardware. The City's IT Department also conducted its bi-annual penetration test. Implementation of recommendations from this testing will help increase protection of the City's network from a cyberattack.

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

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

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

20%

On Track

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

There were no Community Risk Reduction presentations during this past quarter.

Activities Planned for Upcoming Quarter:**2.2 Develop regulations to govern private and public drone use in University Park. City Council Priority**

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

On Track

Latest Update:

Accomplishments in Past Quarter: All pilots have received required training. Drone was operational during July 4 Parade providing aerial views of the crowd and the parade route.

Activities Planned for Upcoming Quarter: Review current laws and ordinances to determine if City Council should consider taking supplemental action.

2.3 Create a local ordinance to protect resident data privacy.

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

Upcoming

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

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

60%

On Track

Latest Update:

Accomplishments in Past Quarter: Drones have been fully implemented. In-car video systems have been replaced with camera system that is compatible with the new LPR system and includes mobile LPR in each vehicle. Received recommendation from Public Safety Advisory Committee for purchase of new 911/311 system hardware and software, automatic Emergency Medical Dispatch software, and automated Dispatch software (all are projects for the Emergency Communications Division). Purchased, deployed, and used specially designed handcuffs for use with physically resistant subjects.

Activities Planned for Upcoming Quarter: Take Emergency Communications Division projects (911/311, EMD, Automated Dispatch) to the City Council for review and approval in July. Complete purchase and implement the new technology in Third Quarter 2024 if possible.

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

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

70%

On Track

Latest Update:

Accomplishments in Past Quarter:

City IT staff partnered with a third party to complete the bi-annual penetration test. By implementing recommendations from this test, the City's data network will have increased protection from a cyberattack

Activities Planned for Upcoming Quarter:

Implement the recommendations from the penetration test.

3. Create Resiliency in City Revenues

In different areas of this plan, there are commitments to being adaptive to state regulations that may limit city revenues. In Preparing for the Future, the plan identifies fiscal tools that will increase the revenue that the City receives from the many established/potential commercial uses that are or will enrich the University Park community. Outlining how to use the revenue brought in from commercial activities can help University Park build and maintain other important facilities, infrastructure,

projects, and programs that can enrich the quality of life in University Park. These are long-term financing tools that can build revenue for University Park and could be tied to helping fund other action items in this plan or future ideas yet to be realized.

62%

Latest Update:

Snider Plaza construction remains ahead of schedule. Additionally, the Employee Parking Task Force reconvened, and there are plans for a robust community outreach program to solicit input for the task force recommendation of paid parking. There is no progress to report in regards to pursuit of a hotel occupancy tax.

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

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

50%

On Track

Latest Update:

Accomplishments in Past Quarter: None.

Activities Planned for Upcoming Quarter: The City will meet with its Legislative Advisory Committee this quarter and review potential legislation regarding hotel occupancy tax and how those funds can be utilized.

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

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

74%

Minor Delay

Latest Update:

Accomplishments in Past Quarter:

Snider Plaza improvements continue and are currently ahead of schedule in the 6600 block of Snider Plaza. City staff continues to work with Sunwest Communications on communication strategies for Snider Plaza construction.

City staff provided an informational briefing for the City Council on paid parking options for Snider Plaza in August 2024.

Activities Planned for Upcoming Quarter:

Construction of Snider Plaza improvements will continue. City staff will begin providing public information regarding a paid parking model in early Fall 2024.

4. Future Facilities

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

27%

Latest Update:

Progress continues on design for the new public safety facility. Last quarter, the Police Department continued regular meetings with the architect and visited a firearms facility in the area, gaining valuable insights into design and operational issues.

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

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

Upcoming

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

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

40%

On Track

Latest Update:

Accomplishments in Past Quarter: Continued regular meetings with architect and visited a firearms facility in the area. Toured the facility and gained valuable insights into design and operational issues. Project manager briefed City Council on September 17.

Activities Planned for Upcoming Quarter: Enter into agreement with contractors for structural issues such as foundation and roof.

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

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

40%

On Track

Latest Update:

Accomplishments in Past Quarter: Continued regular meetings with architect and toured a similar facility in the area to gain insights into design and operational issues. Project manager briefed City Council on project status on September 17.

Activities Planned for Upcoming Quarter: Seek bids for structural improvements such as foundation and roof.

**CITY OF UNIVERSITY PARK
POLICIES**



City of University Park, Texas

**Financial Management
Policies**

Effective: October 1, 2024

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

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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 1st of each year, shall prepare and submit to the Mayor and the City Council an annual budget for the next fiscal year containing the following information:

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

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

City of University Park, Texas Financial Management Policies

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

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

d. Budget administration

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

i. Amendments

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

ii. Transfers

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

2. Basis of Accounting and Budgeting

a. Use of GAAP

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

c. Organization of funds and accounts

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

City of University Park, Texas Financial Management Policies

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

i. Governmental funds

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

ii. Proprietary funds

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

iv. Internal Service funds

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

c. Budget basis

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

d. Encumbrances

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

City of University Park, Texas
Financial Management Policies

3. Financial Reporting and Auditing

a. Monthly financial reports

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

b. Annual financial reporting

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

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

c. External audit

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

4. Revenues

a. Revenue projections

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

b. Property taxes

i. Tax rate types

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

ii. Property tax policies

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

City of University Park, Texas Financial Management Policies

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

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

c. User fees

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

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

d. One-time revenues

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

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

5. Operating Expenditures

a. Classification of operating expenditures

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

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

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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 and technology equipment program that includes a detailed maintenance and replacement schedule. Funding for equipment replacements will be made through budgeted contributions by the user departments. These contributions shall be held in either the Equipment Services Fund or the Technology Services Fund (as applicable) until expended. Additional funding may be obtained through year-end budget surpluses, if any. Expenditures for new (not replacement) capital equipment shall be made only to enhance employee productivity, improve quality of service, or expand scope of service.

v. Capitalization threshold

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

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

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

6. Fund Balance

a. Purpose

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

b. Definitions

i. Nonspendable fund balance - includes amounts that are not in a spendable form or are required to be maintained intact. (Examples are inventory or permanent funds.)

ii. Restricted fund balance - includes amounts that can be spent only for the specific purpose stipulated by external resource providers either contractually, constitutionally or through enabling legislation. (Examples include grants and child safety fees.)

iii. Committed fund balance - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be modified or rescinded only by the government taking the same formal action that imposed the original constraint.

iv. Assigned fund balance - comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

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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.

v. Unassigned fund balance

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

d. Order of fund expenditure

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

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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 and the Technology Services Fund shall be approximately 25% of the replacement cost of the assets within the fund. For calculation purposes, a 3% inflation factor shall be used. Working capital in excess of the minimum required in either fund may be appropriated for any valid City purpose in keeping with sound financial practices.

7. Capital Project Expenditures

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

a. Capital project definition

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

City of University Park, Texas
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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.

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

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

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

9. Long-term Financial Plan

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

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

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

11. Cash Management and Investments

a. Cash Management

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

b. Investments

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

c. Selection of Depository Bank

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

12. Internal Audit/Review

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

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

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Investment Policy

Effective: October 1, 2024

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Investment Policy**

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City of University Park, Texas

Investment Policy

PREFACE

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

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

Investments shall be made with the primary considerations of:

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

SECTION 1. PURPOSE

1.1. Authorization

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

1.2. Goals

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

1.3. Scope

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

City of University Park, Texas Investment Policy

1.4. Review and Amendment

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

SECTION 2. INVESTMENT OBJECTIVES

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

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

2.1. Preservation and Safety of Principal

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

2.1.1. Credit Risk

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

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

2.1.2. Interest Rate Risk

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

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

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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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- 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.

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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.

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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**

ATTACHMENT 2

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 VENDORS LIST
EFFECTIVE: October 1, 2024

Firm	Rep	Address	City ST ZIP	Email address	Phone
Broker-Dealers					
1. BOK Financial Securities	Investment Center	6505 E. 101st Street	Tulsa, OK 71133		(918) 588-6889
2. Stifel	Josh Gorham	2107 Elliott Ave.	Seattle, WA 98121	jgorham@viningsparks.com	(206) 443-7260
3. FHN Financial	Buddy Saragusa	920 Memorial City Way	Houston, TX 77024	Buddy.Saragusa@fhnfinancial.com	(713) 435-4475
4. Wells Fargo Securities	Chuck Landry	1445 Ross Ave., Suite 210	Dallas, TX 75202	Chuck.Landry@wellsfargo.com	(214) 777-4018
5. Polar Investment Counsel	A.R. (Ric) Panzera	2317 Chinaberry Drive	Bedford, TX 76021	rpaznera@polarinvest1.com	(214) 505-0884
Investment Pools					
1. TexPool	Jerry Landrum	2200 Ross Ave., Suite 2500	Dallas, TX 75201	jerry.landrum@federated.com	(214) 720-9412
2. TexSTAR	Mary Ann Dunda	325 N. St. Paul St., Suite 800	Dallas, TX 75201	Mdunda@firstsw.com	(214) 953-4086
3. TexasTERM/TexasDaily	Anne Romanick	Two Logan Square, Suite 1600	Philadelphia, PA 19103	romanicka@pfm.com	(866) 839-8376
4. Texas CLASS	Karen Proctor/Tony Sekaly	717 17th Street, Suite 1850	Denver, CO 80202	karen.proctor@texasclass.com	(214) 458-1835
Insured Cash Account					
1. Landing Rock - ICSA	A.R. (Ric) Panzera	2317 Chinaberry Drive	Bedford, TX 76021	rpaznera@polarinvest1.com	(214) 505-0884
Banks					
1. Bank of Texas	Alicia Birl	5956 Sherry Lane, Suite 700	Dallas, TX 75225	abirl@bankoftexas.com	(214) 987-8821
2. Frost Bank	Michael Alcantar	2727 N. Harwood, 10th Floor	Dallas, TX 75201	michael.alcantar@frostbank.com	(214) 515-4889
3. Texas Capital Bank	Darla Wisdom	2100 McKinney Ave., Suite 1250	Dallas, TX 75201	darla.wisdom@texascapitalbank.com	(214) 932-6711
4. Prosperity Bank	Rewaz Chowdhury	5851 Legacy Circle, 12th Floor	Plano, TX 75024	Rewaz.Chowdhury@legacvtexas.com	(972) 461-7103
5. Wells Fargo Bank	Andy Deskins	98 San Jacinto Blvd., Suite 850	Austin, TX 78701	andrew.b.deskins@wellsfargo.com	(512) 482-4306
6. BB&T	David Correa	2001 Ross Ave., Suite 2700	Dallas, TX 75201	David.Correa@BBandT.com	(469) 791-4525
7. Plains Capital Bank	Kimberly Fry	6565 Hillcrest Avenue, Suite 400	Dallas, TX 75205	kimberly.fry@plainscapital.com	(214) 525-9040

CITY OF UNIVERSITY PARK
STAFF OVERVIEW

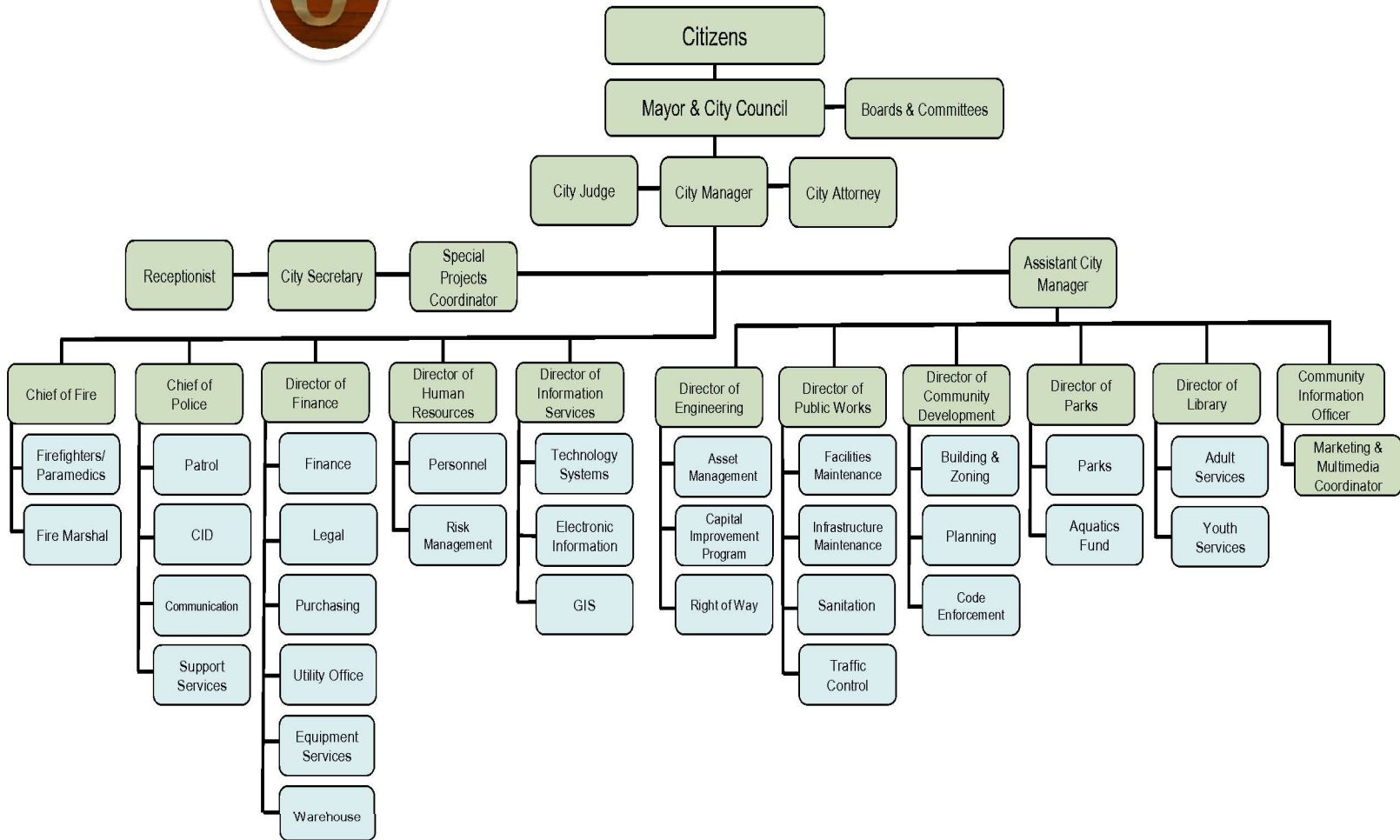




City of University Park

FY25: 263 Employees

Total Budget: \$69,621,957





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.

ABOUT ROBBIE CORDER



Office: 214-987-5300

Email: 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 Westminster with his wife, Katie, and their three young children (Hannah, Cole, and Charlie). All three attend University Park Elementary. In his spare time, Robbie follows Jayhawk basketball, playing tennis, and coaching various YMCA teams.



Assistant City Manager

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Public Works, Parks and Recreation, Community Development and Library. She also works on special projects and assists the City Manager in relations with the City Council.

RESPONSIBILITIES

- Assist the City Manager in the management, review of the activities and operations of the City.
- Provide staff assistance to the City Manager, executive management staff and the City Council.
- Manage and support the assessment of organizational needs.
- Design, implement and evaluate programs that facilitate the professional development and continuous learning of all City employees.

ABOUT SHANNA SIMS-BRADISH



Ms. Sims-Bradish has over 27 years of experience in municipal government, having worked in seven different cities in three states. She served as Assistant City Manager for the City of Richardson from 2012 through June 2022 overseeing Parks and Recreation, Community Services, Health/Animal Services, Human Resources, the Eisemann Performing Arts Center, the Richardson Public Library and the Budget Office. Ms. Sims-Bradish served as the Assistant City Manager for the City of Farmers Branch from 2008 to 2012, overseeing the Fire Department, Parks and Recreation Department and the Farmers Branch Manske Library. In addition to serving as Assistant City Manager, Ms. Sims-Bradish also served as Human Resources Director for the City of Farmers Branch. Prior to working for the City of Farmers Branch, Ms. Sims-Bradish served as Strategic Services Manager for the Town of Addison and served seven years as Assistant to the City Manager for the City of Carrollton.

Office: 214-987-5389

Email: ssims@uptexas.org

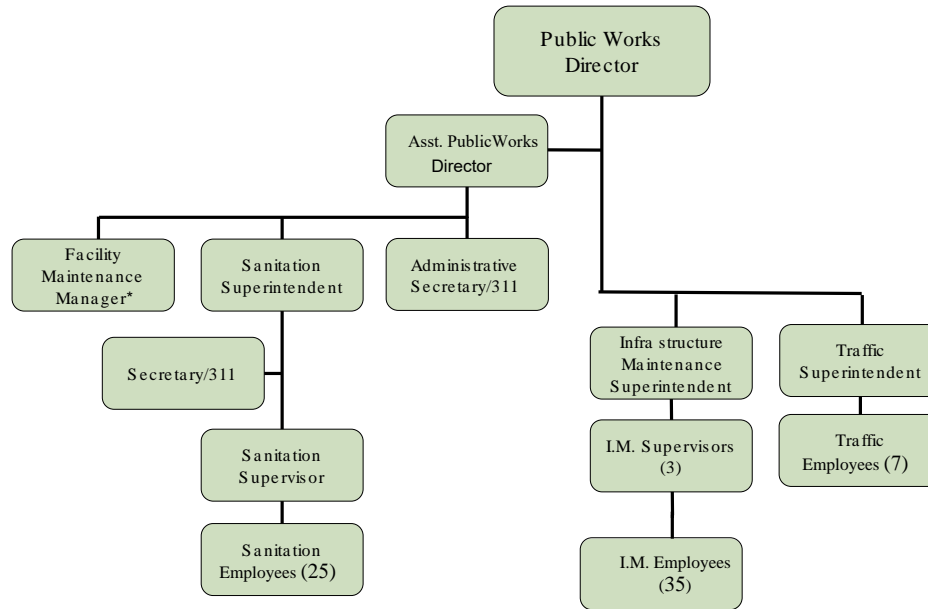
Ms. Sims-Bradish has a Bachelor's degree in Political Science from the University of Missouri and a Master's degree in Public Administration from the University of Kansas.



City of University Park

Public Works

79 Employees





The Public Works Department is comprised of four divisions with responsibilities for facilities, 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

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.

ABOUT KEEGAN LITTRELL



Keegan Littrell joined University Park in February 2024 as the City's Director of Public Works. Keegan previously oversaw the Engineering Division for the City of Henderson, Nevada, which consists of Infrastructure Design, Traffic Engineering, Traffic Operations, Quality Control of private and public infrastructure and Flood Control and Development Services.

Prior to his employment with Henderson, Keegan served as the Public Works Director for the cities of Boulder City, Nevada and Bullhead City, Arizona. A licensed professional engineer, Keegan has 13 years of municipal engineering experience and five years of experience in the private sector. He holds a Bachelor of Science degree from Montana State University, and is a member of the American Public Works Association (APWA), American Society of Civil Engineers and National Society of Professional Engineers.

Keegan and his wife were both born and raised in Montana, and have four young children. Their family loves spending time outdoors and playing sports, especially soccer.

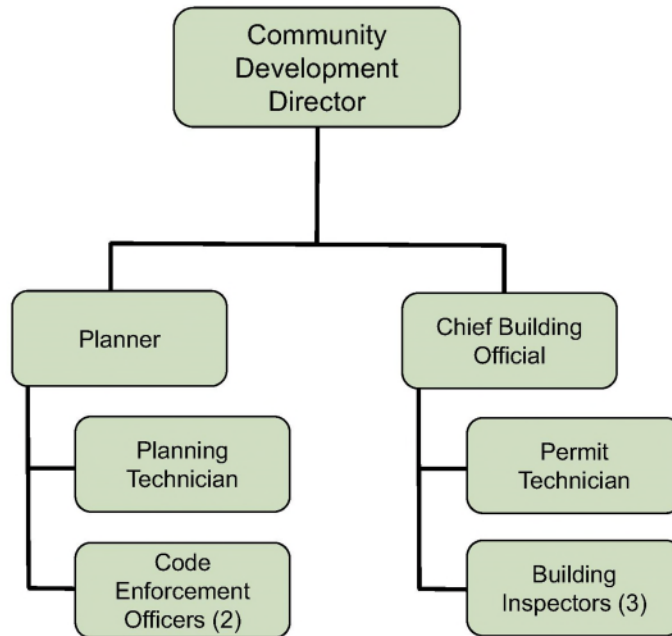
Office: 214-987-5400

Email: klittrell@uptexas.org



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

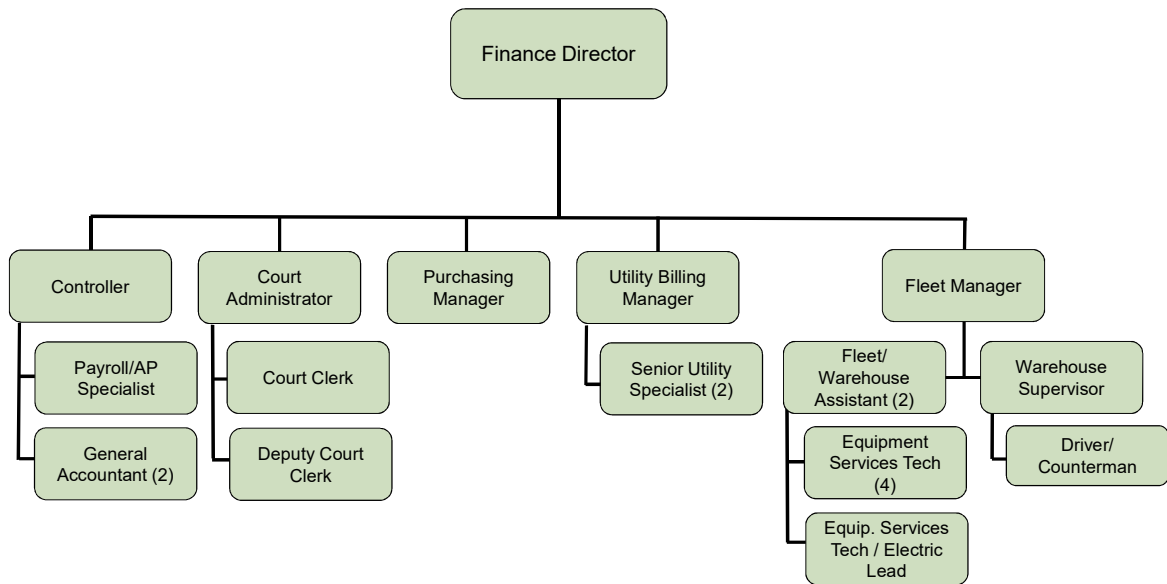
Email: pbaugh@uptexas.org



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.

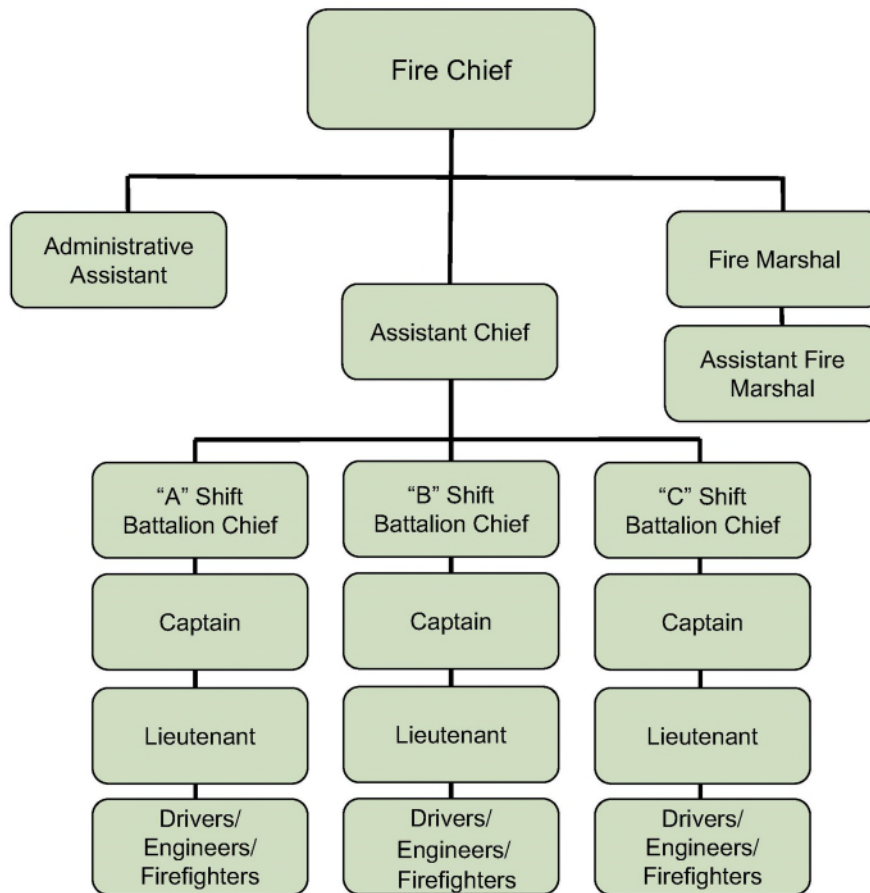
Originally from Trumbull, Connecticut, Tom and has three children, Chase (30 years old), Travis (26 years old) and Andrew (22 years old).



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 2024 average emergency response time for fire and emergency medical assistance was 4.48 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

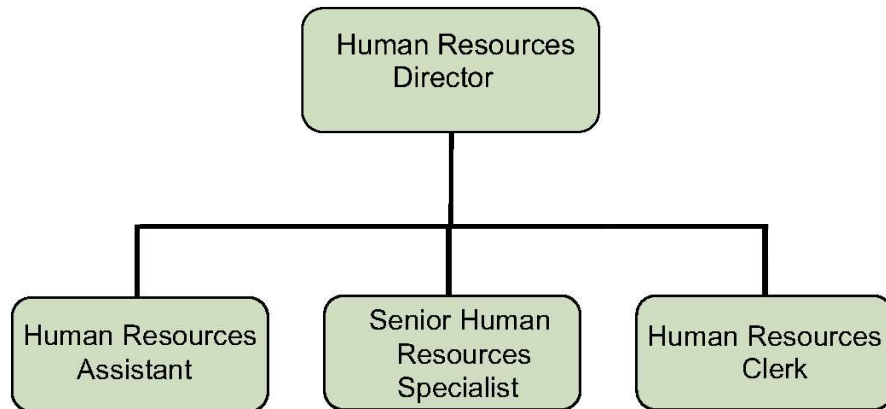
Randy Howell was appointed Fire Chief/Emergency Management Coordinator for the City of University Park in June of 2008. He has thirty three years of fire/EMS/emergency services experience and is a contributing author for Texas Fire Chief's Magazine and Fire & Emergency Television Network. He holds an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

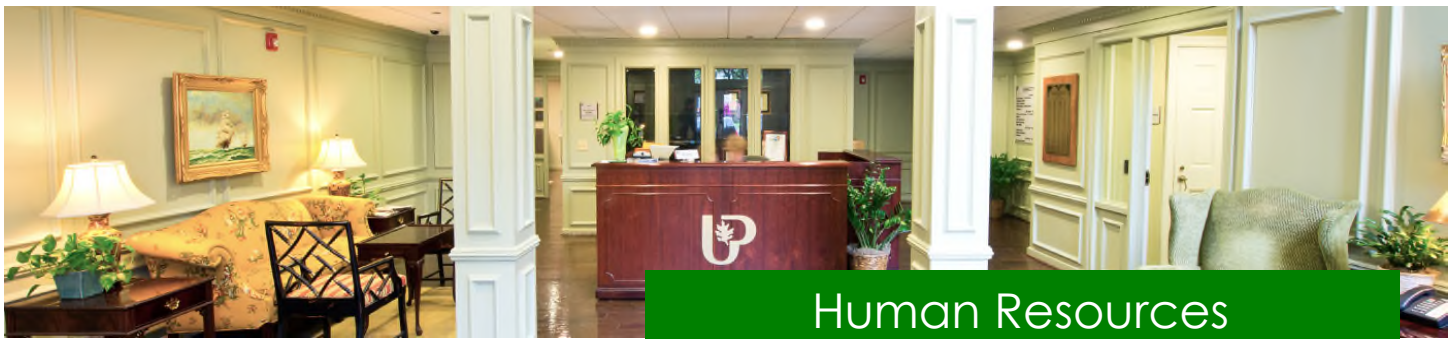


City of University Park

Human Resources

4 Employees





Human Resources

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

RESPONSIBILITIES

- Recruitment and Retention
- New Employee Onboarding
- Employee Benefits
- Classification and Compensation
- Risk Management
- Employee Development & Training
- Employee Record Keeping
- Employee & Labor Relations

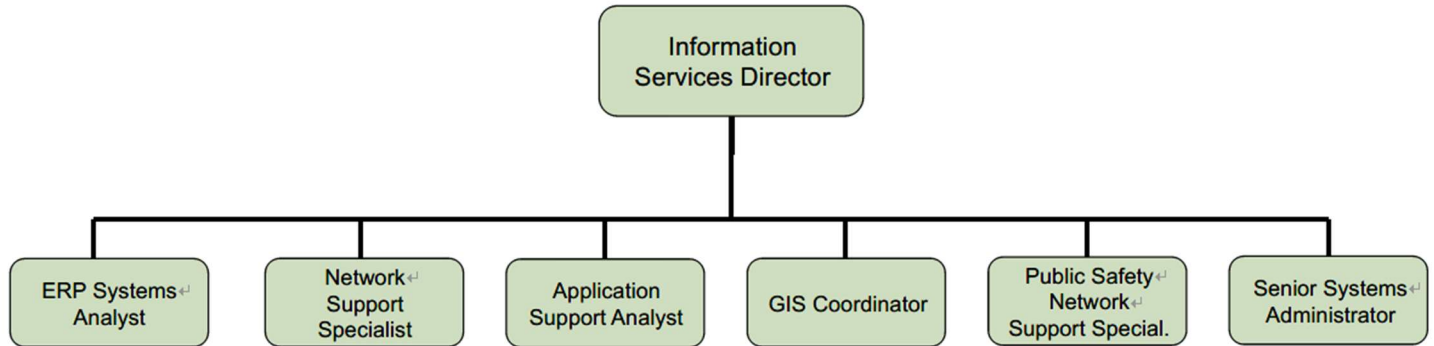
Since 1998, the City has maintained a self-insurance fund from which insurance premiums and claims are paid. The City retains the first \$50,000 on liability claims and the first \$100,000 on workers' compensation claims, and purchases insurances through an Inter-local agreement with Texas Municipal League Inter-Governmental Risk Pool for general liability and other named liabilities. The self-insurance fund is overseen by two citizen committees that make strategic recommendations to City Council annually: The Employee Benefits Committee and the Property, Casualty, and Liability Committee. The Human Resources Department also assists with the administration of the Civic League Scholarship Program. This program is overseen and administered by the Scholarship Committee that is also comprised of University Park residents.

DIRECTOR OF HUMAN RESOURCES POSITION IS CURRENTLY OPEN



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

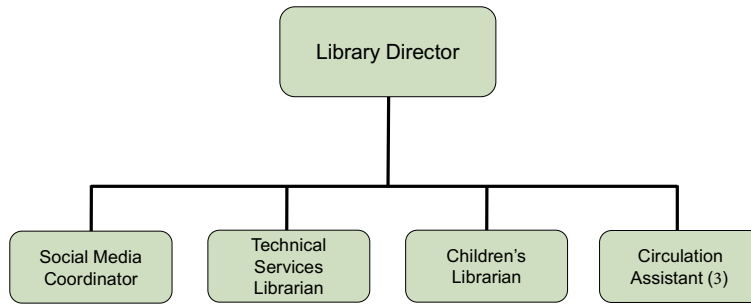
Email: dharwell@uptexas.org

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.



City of University Park

Library
7 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 JACKIE LOTT



Email: jlott@uptexas.org

Jackie Lott joined University Park Public Library in July 2024 after a 13-year career with Shreve Memorial Library (SML) in Shreveport, Louisiana, where she served in multiple key roles including Branch Manager, Head Reference Librarian and Assistant Manager of the Main Library.

During her tenure at SML, the third-largest public library system in Louisiana, Jackie demonstrated exceptional leadership and commitment to community engagement. As Branch Manager of the Hamilton/South Caddo Library, she spearheaded numerous outreach initiatives and partnerships, and supervised the provision of over 40 programs each month. Her expertise in research collections, resources and collection development has been widely recognized, along with her strategic planning acumen.

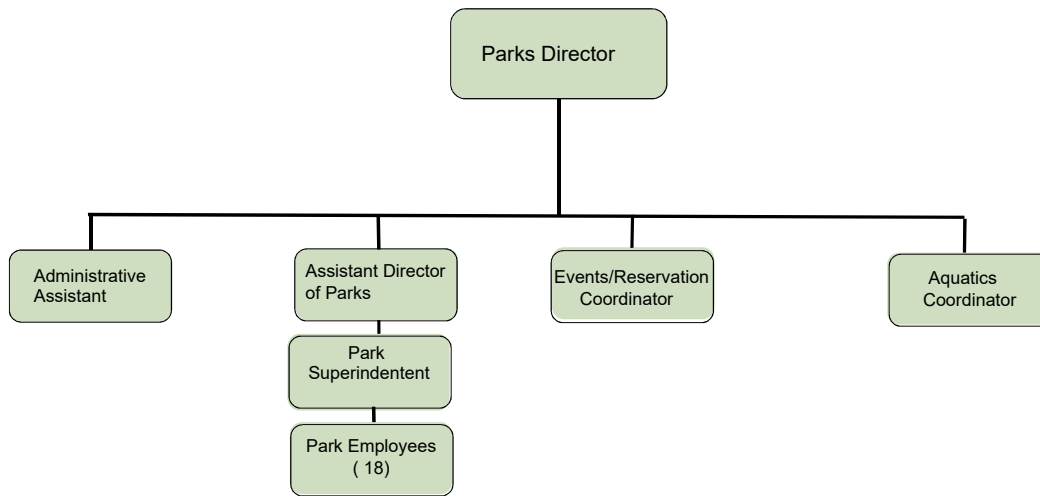
Jackie is a two-time graduate of the City of Shreveport Leadership Academies and has received prestigious accolades including the Outstanding Public Service Award in 2019 and the Lifelong Learner Award in 2023. She has contributed significantly to SML's Strategic Planning Service Priority Committees in 2017 and 2023. Additionally, she is an active member of the Louisiana State Library Database Committee.



City of University Park

Parks & Recreation

24 Employees





Parks & Recreation

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

RESPONSIBILITIES

Maintenance

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

Horticulture

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

Construction

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

Special Events

- Plans and executes City events including Eggstravaganza, Fishing Derby, July 4 festivities, Movie-in-the-Park, Dive-in Movies, Arbor Day, and Snider Plaza Holiday Tree Lighting.

ABOUT SEAN



Sean joined the Leadership team in September of 2020 as the Director of Parks and Recreation. Previously Sean served as Managing Director of Quality of Life & Cultural Services for the City of Lancaster Texas overseeing Parks, Recreation, Library Services, Country View Golf Course, Lancaster Auxiliary Museum and Visitors Center and was a key member of Executive Leadership team for the City of Dallas Parks and Recreation Department. He holds a bachelor of science degree in recreation and leisure services administration from Texas Tech University. He is a member of the National Recreation & Park Association, Texas Recreation & Parks Society, National Forum for Black Public Administrators and served on the Dallas Park and Recreation Board, TRAPS board of Directors, NRPA Board (EMS) Board of Directors and recently named one of 12 industry professionals elected into the American Academy for Park and Recreation Administration.

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Email:

sjohnson@uptexas.org

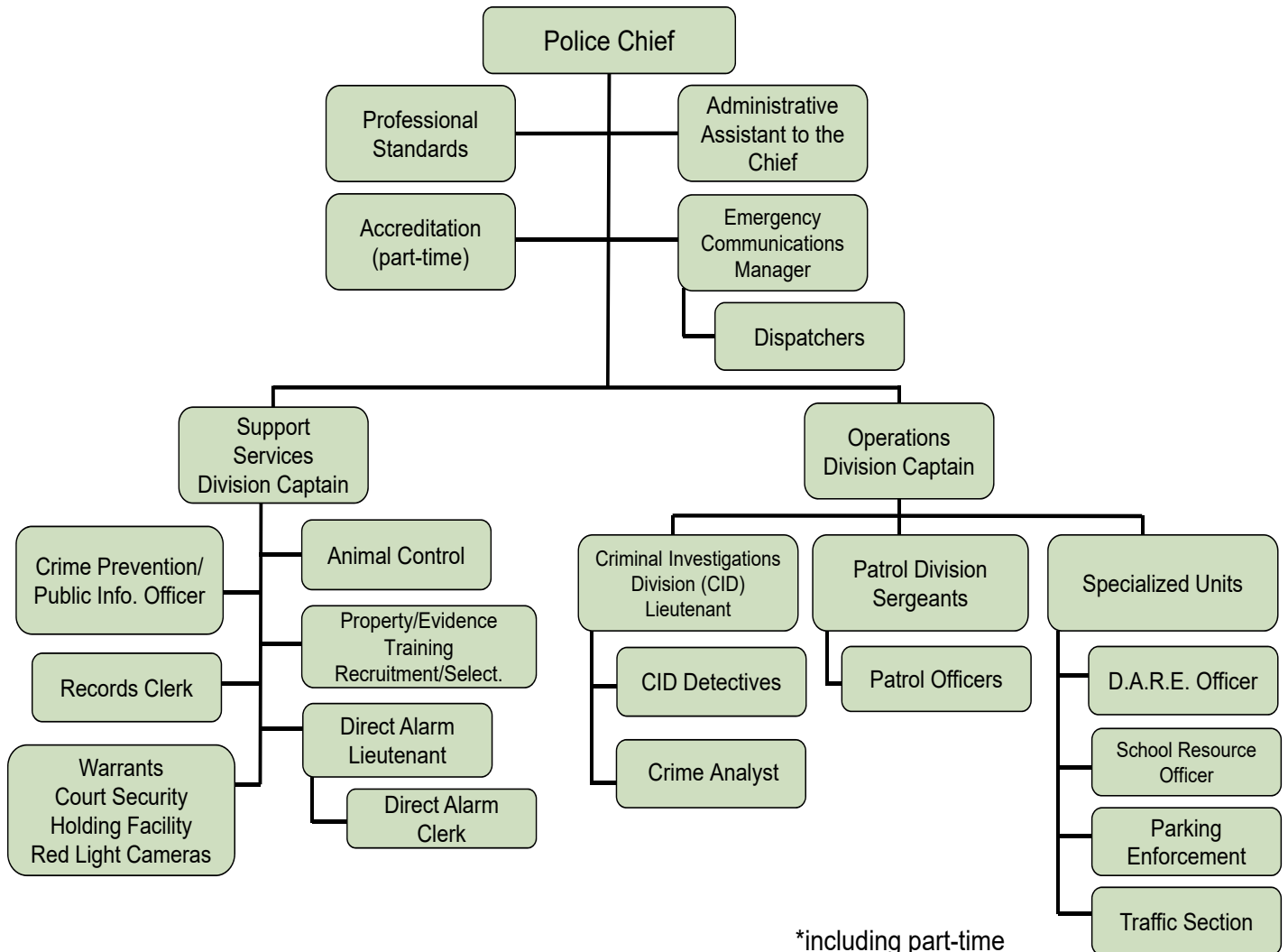
Sean and his wife live in the Dallas area and have twin sons attending the US Naval Academy.



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 236th session in Quantico, Virginia.

Chief Mathes and his wife, Kristie, have three grown children and three grandchildren.



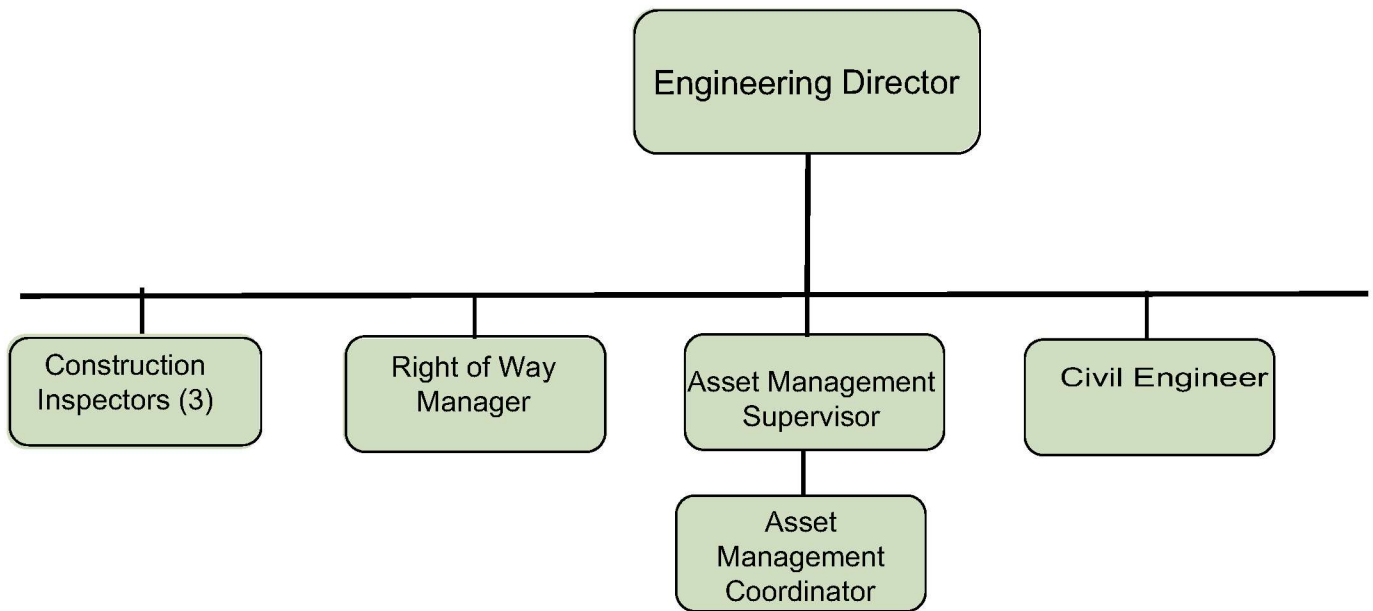
Initiatives/Major Projects

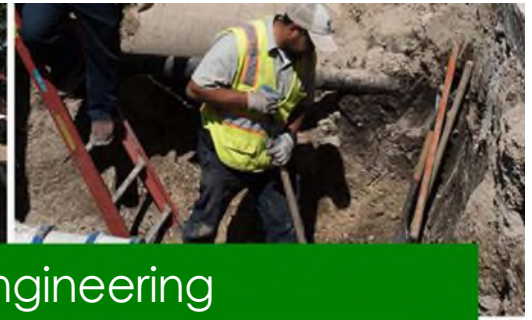
- **Public Safety Radio Project** – implementation of a P-25 compliant interoperable public safety radio system is expected in Spring of 2021. The project includes a collaborative effort with the Town of Highland to create the Park Cities Radio Group and connect the system with the Garland-Mesquite-Rowlett-Sachse (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 Engineering

6 Employees





Engineering

The Engineering Department is responsible for managing the City's Capital Improvements Program, implementing design and construction projects, managing updates to the City's Asset Management software, and updating and maintaining the City's standard specifications and details. The majority of the City's CIP projects are related to Public Works, and center on the replacement of water, sanitary sewer, and stormwater mains, and the pavement associated with those utilities. CIP projects in recent years total \$10-15 million each year. This department is responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries, and manages the newly-outsourced GIS partner, NewEdge.

DEPARTMENT RESPONSIBILITIES

Engineering

- Responsible for implementing design and construction project for the City's Capital Improvements Program (CIP). .
- CIP typically involves between \$10 and \$15 Million in projects each year.

Construction Inspection

- Responsible for inspecting all public infrastructure construction projects, including paving, water, wastewater, and storm drain utility replacement, and sidewalk and curb ramp replacement.
- Provide input on engineering plan review during design, and coordinate directly with contractors performing the work.
- Responsible for accurate as-built information with the Contractor.

Asset Management

- Manages the City's Asset Management Software, Beehive
- Coordinates work management with other departments for work performed on each asset.
- Manages inspections of City's infrastructure through a maintenance and inspection program for each asset class.



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.
- Coordinates with the Department of Community Development and provides plan review and inspection of private work in the right-of-way.
- Oversees construction of utility work on City property in conjunction with private property development.

ABOUT KATIE BARRON



Katie Barron, a licensed professional engineer, has worked for the City since 2019. She joined University Park as the City Engineer, overseeing significant projects including stormwater improvements, Snider Plaza surface and utility improvements and the design of proposed paving and drainage improvements for Miracle Mile. In January of 2024, Katie moved into her current role as Director of Engineering.

Prior to entering the public sector, Katie, worked as a consulting engineer for 20 years, primarily serving municipal clients. She currently serves as Past-President of the North Central Texas Branch of the Texas Chapter of APWA, and is an active member in the Dallas Chapters of the Texas Society of Professional Engineers and American Society of Civil Engineers. She holds a Bachelor of Science degree in Civil Engineering from the University of Texas at Austin.

Office: 214-987-5401

Email: kbarron@uptexas.org

Katie and her husband have been happily married for 23 years. In her free time, she enjoys being an active mom to their two teenage boys, singing in the church choir, reading, and cooking.

DEPARTMENTAL FULL-TIME EMPLOYEES
FY 2005

DEPARTMENT	2004 EMPLOYEES
EXECUTIVE	6
FINANCE	22
INFORMATION SERVICES	7
FIRE	36
HUMAN RESOURCES	4
PARKS	24
POLICE	62
LIBRARY	5
PUBLIC WORKS	87
COMMUNITY DEVELOPMENT	10
TOTAL	233

These counts include only budgeted full-time positions.

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

Public Works - includes 1 from Capital Projects less 10 from Community Development and 4 from Utilities

Parks - includes 1 for Pool

DEPARTMENTAL SUMMARIES



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

Function/Program	2022		2023		2024		2025		CHANGE	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
General Government										
Executive	6	1	6	1	6	1	6	1		
Finance	6		6		6		6			
Human Resources	4		4		4		4			
Information Services*	7		7		7		7			
Library	4	3	5	2	5	2	5	2		
Facility Maintenance	2		2		2		1		-1	
TOTAL GENERAL GOVERNMENT	29	4	30	3	30	3	29	3	-1	0
Public Safety										
Police										
Officers	42		42		42		42			
Civilians*	18	3	18	3	20	2	20	2		
TOTAL POLICE	60	3	60	3	62	2	62	2	0	0
Fire										
Firefighters and officers	35		35		35		35			
Civilians	1		1		1		1			
TOTAL FIRE	36		36		36		36			
Municipal Court	2	2	2	2	2	2	2	2		
TOTAL PUBLIC SAFETY	98	5	98	5	100	4	100	4	0	0
Parks	22	1	23		23		23			
Pool	1	48	1	48	1	48	1	93		45
TOTAL PARKS/POOL	23	49	24	48	24	48	24	93	0	45
Public Works										
Community Development	10		10		10		10			
Engineering*	8		7		7		8		1	
Public Works*	0						2		2	
Traffic	8		8		8		8			
Streets	16		16		16		16			
Utilities*	28		28		28		28			
Sanitation	27		27		27		27			
In-House Construction*	7		1		6		0		-6	
TOTAL PUBLIC WORKS	104		97		102		99		-3	
Equipment Services	10		10		10		10			
Capital Projects	1		1		1		1			
TOTAL CITY EMPLOYEES	265	58	260	56	267	55	263	100	-4	45

Source: City Human Resource Department

* Utilities includes 4 from Utility Office

* Capital Projects - Civil Engineer budgeted in this department

*Engineering - Added Asset Management Coordinator and added Director of Engineering

*Public Works - Director moved from Engineering and Asst. Director promoted from Facilities Maintenance

* In-House Construction - Deleted from FY2025 - Employees were absorbed into other vacant positions

**EXECUTIVE DEPARTMENT
01-02**

Located in City Hall, 3800 University Boulevard

Seven Employees:

Six Full Time

One Part Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
City Manager	1	1	1
Assistant City Manager		1	1
City Secretary	1	1	1
Director of Communications & Marketing	1	1	0
Special Projects Coordinator	1	1	1
Community Information Officer			1
Marketing/ Multimedia Coordinator	0	0	1
Receptionist – Part Time	1	1	1

City Manager

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

Assistant City Manager

The Assistant City Manager has management and organizational responsibility for the following Departments: Communications and Marketing, Community Development, Library, Parks & Recreation, and Public Works. This position also works on special projects and assists the City Manager with the City Council.

City Secretary

The City Secretary maintains the official files and records of the City, publishes and certifies City Council agendas, records and maintains official minutes of City Council meetings, and acts as the Elections Administrator for the City. The City Secretary manages the City Manager's office and acts as the primary administrative assistant for the Mayor, City Council and City Manager. The City Secretary is the administrator of the public information request system and is

responsible for the issuance and renewal of health and alcohol permits for food service establishments. Additionally, this position performs special projects as assigned by the City Manager, Mayor or City Council.

Director of Communications and Marketing

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

Special Projects Coordinator

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

Community Information Officer

The Community Information Officer is responsible for leading and developing communication strategies. Contributes and oversees to the development, design, and editing marketing materials for City programs. Oversees the preparation and distribution of public information for the City of University Park.

Marketing/Multimedia Coordinator

Responsible for managing the City's social media accounts and generating videos and photos from short clips to long-form storytelling that convey City of University Park stories in innovative, authentic, memorable, and captivating ways. Photography and videos will be used on the City's website, in print publications, advertising, public relations outreach, email communications, across social media platforms, and in other media as needs arise. This position will assist with writing, designing, and editing marketing materials for City programs and serve as the primary backup for the Community Information Officer. Provides administrative support to the City Manager's Office.

EXECUTIVE DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of City Council Agenda Packets Processed	28	25	26
Number of Legal Notices Posted	22	34	25
Number of Ordinances Codified	71	62	65
Number of elections	0	0	0
Number of Public Information Requests	285	253	327
Number of Board Commissions Applications	99	N/A	133
Sets of Meeting Minutes transcribed and approved	28	25	26
Total number of social media posts			
Facebook	748	643	565
Instagram	391	429	187
Twitter	507	360	253

EXECUTIVE DEPARTMENT FY2025 GOALS

- Continue work on Master Plan initiatives, including reporting of progress on the public dashboard
- Explore options for enhancing current resident service request model
- Continue to work to improve effectiveness of advisory committees
- Develop City's legislative program for the 89th Texas Legislature
- Review and update online City web page with current information
- Broaden interaction and information with citizens through social media channels
- Enhance resources for positive individual, family and community growth

BUDGET HIGHLIGHTS

TOTAL EXECUTIVE FY2025BUDGET \$1,747,102

- Board Meetings, Retreat, Community Information Group - \$4,470
- Employee Recognition, Employee Picnic, Holiday Luncheon - \$22,000
- Other expenses - Employee Volunteer Program - \$3,000
- Other expenses - Leadership Academy Reconnect Programs - \$6,000
- Tuition & Training for Executive Staff - \$16,230
- Executive Salaries and Benefits- \$1,303,977

City of University Park

EXECUTIVE DEPARTMENT

01-02

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 02 - EXECUTIVE						
1001	REGULAR EARNINGS	\$ 998,868.09	\$ 913,310.00	\$ 928,676.00	\$ 15,366.00	1.7%
1004	MISC ALLOWANCE	6,902.72	6,882.00	6,882.00	-	0.0%
1005	LONGEVITY PAY	3,619.61	2,985.00	3,039.00	\$ 54.00	1.8%
1007	CAR ALLOWANCE	21,600.00	21,600.00	22,440.00	\$ 840.00	3.9%
1008	HOUSING ALLOWANCE	26,478.58	26,400.00	35,000.00	\$ 8,600.00	32.6%
1009	CELL PHONE ALLOWANCE	3,360.00	5,040.00	1,680.00	\$ (3,360.00)	-66.7%
1110	EMPLOYERS SHARE F.I.C.A.	63,937.56	62,316.00	61,442.00	\$ (874.00)	-1.4%
1120	EMPLOYERS SHARE T.M.R.S.	78,845.19	80,114.00	134,531.00	\$ 54,417.00	67.9%
1127	RETIREMENT SUPPLEMENTAL	8,696.68	8,920.00	10,471.00	\$ 1,551.00	17.4%
1130	INSURANCE-EMPLOYEE LIFE	7,989.10	8,300.00	7,750.00	\$ (550.00)	-6.6%
1131	INSURANCE-WORKMENS COMP	768.96	780.00	798.00	\$ 18.00	2.3%
1134	DENTAL INSURANCE	995.46	1,271.00	1,128.00	\$ (143.00)	-11.3%
1135	HEALTH INSURANCE	72,180.00	85,980.00	90,140.00	\$ 4,160.00	4.8%
SALARIES & BENEFITS		\$ 1,294,241.95	\$ 1,223,898.00	\$ 1,303,977.00	\$ 80,079.00	6.5%
2100	OFFICE SUPPLIES	\$ 4,191.87	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
SUPPLIES		\$ 4,191.87	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
3003	BOARD MEETINGS	\$ 4,882.54	\$ 4,470.00	\$ 4,470.00	\$ -	0.0%
3010	POSTAGE	837.89	1,100.00	1,200.00	\$ 100.00	9.1%
3060	PROFESSIONAL SERVICES/FEES	165,082.78	153,102.00	149,552.00	\$ (3,550.00)	-2.3%
3113	PUBLICATIONS/PRINTING	1,767.35	1,000.00	1,000.00	\$ -	0.0%
PROFESSIONAL SERVICES/FEES		\$ 172,570.56	\$ 159,672.00	\$ 156,222.00	\$ (3,450.00)	-2.2%
4110	HEAT,LIGHT,WATER UTIL	\$ 7,933.44	\$ 9,000.00	\$ 9,500.00	\$ 500.00	5.6%
4120	TELEPHONE SERVICE	9,694.52	9,636.00	9,156.00	\$ (480.00)	-5.0%
UTILITIES		\$ 17,627.96	\$ 18,636.00	\$ 18,656.00	\$ 20.00	0.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 420.00	\$ 389.00	\$ 389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	389.04	473.00	519.00	\$ 46.00	9.7%
5514	INSURANCE-PUBL.OFF'L LIAB	25,898.04	28,963.00	31,840.00	\$ 2,877.00	9.9%
5516	BONDS-OFFICALS & EMPLOYEE	1,478.04	1,847.00	1,847.00	\$ -	0.0%
INSURANCE		\$ 28,185.12	\$ 31,672.00	\$ 34,595.00	\$ 2,923.00	9.2%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 288.00	\$ 335.00	\$ 344.00	\$ 9.00	2.7%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	32,301.96	35,950.00	36,768.00	\$ 818.00	2.3%
7110	EMPLOYEE RECOGNITION	8,763.17	10,000.00	22,000.00	\$ 12,000.00	120.0%
7124	CENTENNIAL EXPENSES	1,000.00	-	-	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	18,807.74	16,389.00	18,609.00	\$ 2,220.00	13.5%
7170	TRAVEL EXPENSE	3,108.40	6,600.00	6,500.00	\$ (100.00)	-1.5%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	12,558.96	13,042.00	12,922.00	\$ (120.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	82,956.00	89,818.00	97,074.00	\$ 7,256.00	8.1%
7221	OTHER EXPENSE	98,941.71	22,500.00	12,500.00	\$ (10,000.00)	-44.4%
7235	YOUTH ADV COMM EXPEND.	413.91	1,200.00	1,200.00	\$ -	0.0%
7240	TUITION & TRAINING	9,822.49	17,000.00	16,230.00	\$ (770.00)	-4.5%
7432	ELECTIONS	-	15,400.00	-	\$ (15,400.00)	-100.0%
7475	IMPROVEMENTS - UNDER \$5000	-	2,250.00	-	\$ (2,250.00)	-100.0%
OTHER EXPENSE		\$ 268,962.34	\$ 230,484.00	\$ 224,147.00	\$ (6,337.00)	-2.7%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	\$ -	\$ 8,830.00	\$ 5,505.00	\$ (3,325.00)	-37.7%
CAPITAL EXPENDITURES		\$ -	\$ 8,830.00	\$ 5,505.00	\$ (3,325.00)	-37.7%
DEPARTMENT 02 - EXECUTIVE		\$ 1,785,779.80	\$ 1,677,192.00	\$ 1,747,102.00	\$ 69,910.00	4.2%

FINANCE DEPARTMENT

01-03

Located in City Hall, 3800 University Boulevard

Six Employees:

All Full Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
Director of Finance	1	1	1
Controller	1	1	1
Senior Accountant	2	2	2
Payroll/A/P Specialist	1	1	1
Purchasing Agent	1	1	1

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

Director of Finance

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

Accounting

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

Purchasing

Procurement of goods and services for City operations is performed by the Purchasing Agent. Responsibilities include assembling specifications, advertising and analyzing bids for items over \$50,000; developing and maintaining annual contracts for key commodities and services; facilitating cooperative purchasing; assisting user departments in procuring goods and services; and ensuring legal requirements are met for City purchases.

FINANCE DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of Accounts Payables Invoices	3,983	3,831	3,919
Number of Purchase Orders issued	423	466	461
Number of checks issued	639	590	361
Number of EFT	1,940	2,130	2,363
Total checks and EFT	2,579	2,720	2,724
% of EFT payments processed for accounts	75%	78%	87%
ACFR	YES	YES	YES
Distinguished Budget Presentation Awarded	YES	YES	YES

FINANCE DEPARTMENT DIVISIONS

Finance – Traditional accounting, audit, accounts payable, payroll, purchasing, cash management, financial reporting

Municipal Court – Administers the city's municipal court

Utility Administration – Resident billing for City services including, water, sanitary sewer, refuse and recyclables collection, storm water, Direct Alarm monitoring and alarm registration.

Equipment Services – Maintains City's fleet of motorized equipment and related services to user departments, performs preventative maintenance and repair on approximately 350 pieces of equipment.

FINANCE DEPARTMENT FY2025 GOALS

- Ensure the City is financially sound while providing superior service valued by the community and peers
- Review and update City's financial and investment policies
- Update City's fixed asset inventory and audit
- Implement the TRS software program for both ACFR and Budget reporting
- Review and update, as needed, all financial processes – financial reporting, audits, bank reconciliations, accounts payable, payroll, utility billing, purchasing and municipal court
- Receive the GFOA Distinguished Budget Presentation Award and ACFR Presentation

Work load indicators for Municipal Court, Utility Administration and Equipment Services are listed after each Department Summary.

FINANCE BUDGET HIGHLIGHTS TOTAL FINANCE FY2025 BUDGET \$1,611,821

- Delinquent Tax Attorney - \$15,000
- Professional Services - Total \$154,400
- ACFR Reporting Automation - \$2,400
- Bank Service and Analysis Fee - \$18,000
- Annual Audit Fee - \$62,500
- Muni Services – SUTA - \$15,000
- Purchase – Opengov E-procurement Software - \$32,500
- Credit Card Processing - \$150,000
- Central Appraisal District - \$108,000
- Finance Salaries and Benefits - \$991,451
- Tuition & Training - \$15,445

City of University Park

FINANCE DEPARTMENT

01-03

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 03 - FINANCE						
1001	REGULAR EARNINGS	\$ 679,915.19	\$ 711,422.00	\$ 735,232.00	\$ 23,810.00	3.3%
1005	LONGEVITY PAY	2,880.42	\$ 3,164.00	\$ 3,450.00	\$ 286.00	9.0%
1007	CAR ALLOWANCE	7,200.00	\$ 7,200.00	\$ 10,800.00	\$ 3,600.00	50.0%
1110	EMPLOYERS SHARE F.I.C.A.	48,169.03	\$ 52,248.00	\$ 54,295.00	\$ 2,047.00	3.9%
1120	EMPLOYERS SHARE T.M.R.S.	57,406.80	\$ 61,272.00	\$ 104,475.00	\$ 43,203.00	70.5%
1130	INSURANCE-EMPLOYEE LIFE	6,343.00	\$ 6,400.00	\$ 6,300.00	\$ (100.00)	-1.6%
1131	INSURANCE-WORKMENS COMP	552.00	\$ 578.00	\$ 599.00	\$ 21.00	3.6%
1134	DENTAL INSURANCE	833.13	\$ 1,065.00	\$ 1,110.00	\$ 45.00	4.2%
1135	HEALTH INSURANCE	72,180.00	\$ 72,180.00	\$ 75,190.00	\$ 3,010.00	4.2%
SALARIES & BENEFITS		\$ 875,479.57	\$ 915,529.00	\$ 991,451.00	\$ 75,922.00	8.3%
2029	CLOTHING ALLOWANCE	\$ 215.46	\$ 330.00	\$ 240.00	\$ (90.00)	-27.3%
2100	OFFICE SUPPLIES	4,699.81	8,000.00	8,500.00	500.00	6.3%
SUPPLIES		\$ 4,915.27	\$ 8,330.00	\$ 8,740.00	\$ 410.00	4.9%
3007	DELINQUENT TAX ATTORNEY	\$ 20,147.06	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%
3010	POSTAGE	520.80	\$ 725.00	\$ 775.00	\$ 50.00	6.9%
3060	PROFESSIONAL SERVICES/FEES	177,497.82	\$ 132,627.00	\$ 154,400.00	\$ 21,773.00	16.4%
3063	PROGRAMMING/MAINTENANCE	-	\$ 1,825.00	\$ 2,000.00	\$ 175.00	9.6%
3065	CREDIT CARD FEES	198,869.17	\$ 200,000.00	\$ 150,000.00	\$ (50,000.00)	-25.0%
3113	PUBLICATIONS/PRINTING	3,206.21	\$ 4,450.00	\$ 4,850.00	\$ 400.00	9.0%
3141	DALLAS CO TAX COLL SERV	11,176.20	\$ 11,200.00	\$ 11,200.00	\$ -	0.0%
3145	CENTRAL APPRAISAL DISTRICT	88,113.00	\$ 93,000.00	\$ 108,000.00	\$ 15,000.00	16.1%
PROFESSIONAL SERVICES/FEES		\$ 499,530.26	\$ 458,827.00	\$ 446,225.00	\$ (12,602.00)	-2.7%
4110	HEAT,LIGHT,WATER UTIL	\$ 5,746.85	\$ 6,600.00	\$ 7,000.00	\$ 400.00	6.1%
4120	TELEPHONE SERVICE	923.94	\$ 936.00	\$ -	\$ (936.00)	-100.0%
UTILITIES		\$ 6,670.79	\$ 7,536.00	\$ 7,000.00	\$ (536.00)	-7.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 333.00	\$ 333.00	\$ 333.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	360.00	405.00	445.00	\$ 40.00	9.9%
5516	BONDS AND CYBER INSURANCE	1,266.96	1,583.00	1,583.00	\$ -	0.0%
INSURANCE		\$ 1,959.96	\$ 2,321.00	\$ 2,361.00	\$ 40.00	1.7%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 702.96	\$ 817.00	\$ 838.00	\$ 21.00	2.6%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	46,098.00	47,425.00	48,611.00	\$ 1,186.00	2.5%
7150	DUES & SUBSCRIPTIONS	10,935.23	11,693.00	15,996.00	\$ 4,303.00	36.8%
7170	TRAVEL EXPENSE	8,332.89	15,615.00	21,327.00	\$ 5,712.00	36.6%
7201	SOFTWARE FES - INDIRECT ALLOCATION	9,273.96	9,631.00	9,542.00	\$ (89.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	43,668.96	45,854.00	41,473.00	\$ (4,381.00)	-9.6%
7221	OTHER EXPENSE	2,564.04	1,850.00	1,875.00	\$ 25.00	1.4%
7240	TUITION & TRAINING	3,370.92	10,495.00	15,445.00	\$ 4,950.00	47.2%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	-	937.00	\$ 937.00	0.0%
OTHER EXPENSE		\$ 124,946.96	\$ 143,380.00	\$ 156,044.00	\$ 12,664.00	8.8%
DEPARTMENT 03 - FINANCE		\$ 1,513,502.81	\$ 1,535,923.00	\$ 1,611,821.00	\$ 75,898.00	4.9%

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HUMAN RESOURCES DEPARTMENT
01-04

Located in City Hall, 3800 University Boulevard

Four Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
Director of Human Resources	1	1	1
Human Resources Specialist	1	1	1
Senior Human Resources Specialist	0	1	1
Human Resources Assistant	0	1	1

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

Human Resources

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

HUMAN RESOURCES DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Applications Received	2,187	1,816	1168
Employee Biometric Attendance	230	240	230
% of employees participating in Wellness Program	88%	91%	90%
Full-time Recruitments	27	39	27
Part-time Recruitments/Seasonal	49	40	51
Personnel Action Forms Processed	635	623	660
Workers Compensation Claims	40	59	18
Total Number of FTEs	262	267	268
Training Classes Offered	7	8	7
Training Classes Participation	10-80	10-250	10-80
Workshop Classes Offered	14	8	8
Workshop Classes Participation	10-85	10-30	10-30
Civic Foundation Scholarships Awarded	43	49	41
Civic Foundation Scholarships Amount Awarded	\$29,750	\$30,875	\$29,000

HUMAN RESOURCES GOALS FOR FY2025

- Continue providing enhanced training for employees and supervisors with a focus on a culture of inclusion.
- Continue revising Administrative Orders and providing training updates
- Properly evaluate and benefits contracts which expire in 2025
- Continue to providing coaching and development opportunities for the HR team.
- Gain a better understanding and implement proper tracking of the self-insurance fund.
- Focus on enhanced marketing of Terry Berry.
- Implement additional wellness programs offered by Blue Cross Blue Shield in effort to prevent hypertension and diabetes.
- Maximize use of NEOGOV Applicant Tracking System.
- Implement on-line electronic forms.
- Add a Roth provision for the 457 plans in accordance with Secure Act 2.0
- Complete emergency evacuation processes in partnership with the Fire Dept.
- Implement New Hire Ambassador Program in partnership with Leadership Academy Reconnect/Uplift program.

HUMAN RESOURCES BUDGET HIGHLIGHTS

TOTAL HUMAN RESOURCES FY2025 BUDGET - \$667,951

- Professional Services Total - \$23,700
Compensation Consulting Services - \$4,000
Misc. Legal Fees - \$5,000
Workshield Investigative Services - \$4,500
Bi-Annual Driving Record Checks - \$5,000
- Employee Recognition Total - \$31,125
Recognition Program Recurring Admin Fee - \$6,000
Annual Service Awards - \$12,000
Retirement Plaques - \$8,125
- Tuition and Training Total - \$30,600
City Wide Leadership Academy & Supervisory Series - \$20,000
City Wide Compliance Training - \$3,000
Supervisor and Employee Training - \$3,000
- Tuition & Books Reimbursement - \$35,000
- Human Resources Salaries and Benefits - \$455,713

City of University Park
HUMAN RESOURCES DEPARTMENT
01-04

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 04 - HUMAN RESOURCES/RISK MGT						
1001	REGULAR EARNINGS	\$ 278,807.46	\$ 297,875.00	\$ 321,435.00	\$ 23,560.00	7.9%
1002	OVERTIME EARNINGS	381.11	-	-	-	0.0%
1005	LONGEVITY PAY	1,349.08	1,442.00	1,536.00	\$ 94.00	6.5%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	2,520.00	2,520.00	2,520.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	21,536.33	22,640.00	23,733.00	\$ 1,093.00	4.8%
1120	EMPLOYERS SHARE T.M.R.S.	24,048.56	26,234.00	46,894.00	\$ 20,660.00	78.8%
1130	INSURANCE-EMPLOYEE LIFE	2,596.62	2,700.00	2,650.00	\$ (50.00)	-1.9%
1131	INSURANCE-WORKMENS COMP	230.04	247.00	270.00	\$ 23.00	9.3%
1134	DENTAL INSURANCE	579.04	730.00	761.00	\$ 31.00	4.2%
1135	HEALTH INSURANCE	43,616.44	43,308.00	45,114.00	\$ 1,806.00	4.2%
SALARIES & BENEFITS		\$ 382,864.68	\$ 404,896.00	\$ 455,713.00	\$ 50,817.00	12.6%
2100	OFFICE SUPPLIES	849.25	\$ 1,500.00	\$ 1,500.00	\$ -	0%
2318	COMPUTER SUPPLIES	-	1,500.00	1,500.00	-	0%
SUPPLIES		849.25	\$ 3,000.00	\$ 3,000.00	\$ -	0%
3010	POSTAGE	\$ 138.56	\$ 160.00	\$ 450.00	\$ 290.00	181.3%
3060	PROFESSIONAL SERVICES/FEES	12,046.80	19,200.00	23,700.00	\$ 4,500.00	23.4%
3113	PUBLICATIONS/PRINTING	127.98	1,000.00	1,000.00	\$ -	0.0%
PROFESSIONAL SERVICES/FEES		\$ 12,313.34	\$ 20,360.00	\$ 25,150.00	\$ 4,790.00	23.5%
4110	HEAT,LIGHT,WATER UTIL	\$ 3,354.03	\$ 3,800.00	\$ 4,000.00	\$ 200.00	5.3%
4120	TELEPHONE SERVICE	740.34	364.00	-	\$ (364.00)	-100.0%
UTILITIES		\$ 4,094.37	\$ 4,164.00	\$ 4,000.00	\$ (164.00)	-3.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 222.00	\$ 222.00	\$ 222.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	240.00	270.00	297.00	27.00	10.0%
5516	BONDS AND CYBER INSURANCE	843.96	1,056.00	1,056.00	-	0.0%
INSURANCE		\$ 1,305.96	\$ 1,548.00	\$ 1,575.00	\$ 27.00	1.7%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 54.00	\$ 63.00	\$ 64.00	\$ 1.00	1.6%
6200	EQUIP REPAIRS/NON VEHICLE	-	200.00	-	\$ (200.00)	-100.0%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	36,818.04	36,853.00	41,379.00	\$ 4,526.00	12.3%
7110	EMPLOYEE RECOGNITION	17,680.52	31,125.00	31,125.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	1,709.00	2,520.00	2,520.00	\$ -	0.0%
7170	TRAVEL EXPENSE	4,006.57	5,400.00	5,400.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	4,637.04	4,816.00	6,373.00	\$ 1,557.00	32.3%
7202	SOFTWARE FEES - DIRECT ALLOCATION	35,274.00	22,731.00	22,869.00	\$ 138.00	0.6%
7221	OTHER EXPENSE	136.48	900.00	900.00	\$ -	0.0%
7240	TUITION & TRAINING	28,205.69	31,800.00	30,600.00	\$ (1,200.00)	-3.8%
7245	TUITION REIMBURSEMENT	35,598.58	35,000.00	35,000.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	-	2,000.00	2,000.00	\$ -	0.0%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	-	283.00	\$ 283.00	0.0%
OTHER EXPENSE		\$ 164,119.92	\$ 173,408.00	\$ 178,513.00	\$ 5,105.00	2.9%
DEPARTMENT 04 - HUMAN RESOURCES		\$ 565,547.52	\$ 607,376.00	\$ 667,951.00	\$ 60,575.00	10.0%

LIBRARY
01-06

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

Seven Employees:
Five Full Time
Two Part Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
Library Director	1	1	1
Technical Services Librarian	1	1	1
Youth Services Librarian	1	1	1
Circulation Assistant	1	1	1
Circulation Assistant, PT	2	2	2
Administrative Assistant	1	1	1

On October 1, 2012, the City assumed the operations of the University Park Public Library and established the Library Department. The UPPL provides materials and reference service to the residents of University Park, as well as maintaining a 60,000 volume collection of books, print materials, electronic resources, and equipment. UPPL staff also provides programming to showcase the Library's collections and provides support at City events.

In January 2013, the Library opened its permanent quarters at 8383 Plaza at Preston Center in University Park, inside a five-story office/commercial building constructed by Venture Commercial. The Library owns and occupies all 15,000 square feet of the building's second floor and 1,900 square feet on the third floor. A small space also belongs to the Library on the first floor, where a book drop and lobby are located.

The Library Department's annual budget is supported in part by a stipend from the Friends of the University Park Public Library ("Friends"). The Friends established the Library as a volunteer-operated book bank in donated space in 2000. Over time, the Friends managed the growth of the book bank into a true public library, with professional staff, an impressive materials collection, extended operating hours, and regular programming.

By agreement of the Friends Board of Directors and the University Park City Council in 2010, the library's staff and assets were transferred to the City, effective October 1, 2012.

LIBRARY DEPARTMENT WORK LOAD INDICATORS		
	FY23	FY24
Number of items checked out	105,944	133,309
Number of Library cards issued	3747	4,054
Special Events offered	297	308

GOALS FOR FY2025

- Provide convenient access to library resources and services that reflect the needs of the community
- Expand awareness to increase engagement with library and its programs for the community
- Create a welcoming and functional environments

LIBRARY BUDGET HIGHLIGHTS TOTAL LIBRARY FY2025 BUDGET - \$1,050,325

- Supplies and Materials - \$10,500
- Library Materials - \$117,550
- Condo Maintenance Fee - \$160,000
- Library Salaries and Benefits - \$642,509

City of University Park

LIBRARY DEPARTMENT

01-06

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 06 - LIBRARY						
1001	REGULAR EARNINGS	\$ 423,301.77	\$ 479,061.00	\$ 468,321.00	\$ (10,740.00)	-2.2%
1002	OVERTIME EARNINGS	305.70	-	-	\$ -	0.0%
1005	LONGEVITY PAY	1,192.74	1,487.00	1,101.00	\$ (386.00)	-26.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	-	\$ (840.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	32,234.51	37,312.00	36,736.00	\$ (576.00)	-1.5%
1120	EMPLOYERS SHARE T.M.R.S.	33,262.35	37,868.00	60,918.00	\$ 23,050.00	60.9%
1130	INSURANCE-EMPLOYEE LIFE	3,797.26	3,700.00	3,600.00	\$ (100.00)	-2.7%
1131	INSURANCE-WORKMENS COMP	(4,079.00)	450.00	449.00	\$ (1.00)	-0.2%
1134	DENTAL INSURANCE	408.40	521.00	520.00	\$ (1.00)	-0.2%
1135	HEALTH INSURANCE	52,330.50	57,744.00	60,064.00	\$ 2,320.00	4.0%
SALARIES & BENEFITS		\$ 550,794.23	\$ 626,183.00	\$ 642,509.00	\$ 16,326.00	2.6%
2100	OFFICE SUPPLIES	\$ 4,445.75	\$ 7,260.00	\$ 9,560.00	\$ 2,300.00	31.7%
2318	COMPUTER SUPPLIES	-	870.00	720.00	\$ (150.00)	-17.2%
2350	SUPPLIES & MATERIALS	4,129.72	11,100.00	10,500.00	\$ (600.00)	-5.4%
2355	LIBRARY MATERIALS	78,606.68	112,000.00	117,550.00	\$ 5,550.00	5.0%
SUPPLIES		\$87,182.15	\$131,230.00	\$138,330.00	\$7,100.00	5.4%
3010	POSTAGE	\$ 1,086.48	\$ 700.00	\$ 750.00	\$ 50.00	7.1%
3060	PROFESSIONAL SERVICES/FEES	2,083.00	2,100.00	2,100.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	509.00	1,600.00	800.00	\$ (800.00)	-50.0%
3115	CONTRACT MAINTENANCE	211,427.87	155,000.00	160,000.00	\$ 5,000.00	3.2%
PROFESSIONAL SERVICES/FEES		\$ 215,106.35	\$ 159,400.00	\$ 163,650.00	\$ 4,250.00	2.7%
4110	HEAT,LIGHT,WATER UTIL	\$ 17,970.70	\$ 27,000.00	\$ 28,600.00	\$ 1,600.00	5.9%
4120	TELEPHONE SERVICE	1,792.75	2,305.00	1,255.00	(1,050.00)	-45.6%
UTILITIES		\$ 19,763.45	\$ 29,305.00	\$ 29,855.00	\$ 550.00	1.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 333.00	\$ 333.00	\$ 333.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	360.00	405.00	445.00	\$ 40.00	9.9%
5516	BONDS AND CYBER INSURANCE	1,266.96	1,583.00	1,583.00	\$ -	0.0%
INSURANCE		\$ 1,959.96	\$ 2,321.00	\$ 2,361.00	\$ 40.00	1.7%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 3,300.00	\$ 3,000.00	\$ (300.00)	-9.1%
OUTSIDE SERVICES		\$ -	\$ 3,300.00	\$ 3,000.00	\$ (300.00)	-9.1%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 1,188.96	\$ 1,383.00	\$ 1,418.00	\$ 35.00	2.5%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	19,332.96	22,026.00	22,598.00	\$ 572.00	2.6%
7150	DUES & SUBSCRIPTIONS	1,013.15	1,270.00	600.00	\$ (670.00)	-52.8%
7170	TRAVEL EXPENSE	1,762.60	4,900.00	5,500.00	\$ 600.00	12.2%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	9,660.96	10,032.00	9,940.00	\$ (92.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	55,323.96	51,443.00	54,612.00	\$ 3,169.00	6.2%
7221	OTHER EXPENSE	1,064.25	245.00	245.00	\$ -	0.0%
7240	TUITION & TRAINING	835.00	2,525.00	3,825.00	\$ 1,300.00	51.5%
7331	EQUIPMENT UNDER \$5000	922.55	-	800.00	\$ 800.00	0.0%
OTHER EXPENSE		\$ 91,104.39	\$ 93,824.00	\$ 99,538.00	\$ 5,714.00	6.1%
9001	COMPUTER EQUIPMENT REPLACEMENT	\$ -	\$ 4,762.00	\$ 7,194.00	\$ 2,432.00	51.1%
CAPITAL EXPENDITURES		\$ -	\$ 4,762.00	\$ 7,194.00	\$ 2,432.00	51.1%
DEPARTMENT Total: 06 - LIBRARY		\$ 965,910.53	\$ 1,050,325.00	\$ 1,086,437.00	\$ 36,112.00	3.4%

**MUNICIPAL COURT
01-10**

Located in City Hall, 3800 University Boulevard

Four Employees:

Two Full Time

Two Part Time

FUNCTION	<u>ACTUAL 2022-2023</u>	<u>BUDGET 2023-2024</u>	<u>ADOPTED 2025</u>
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 FY2024 totaled \$164,730 from traffic and other fines and \$193,020 from parking tickets. A total of 8,305 citations were filed with the municipal court last year, and 522 warrants were drafted in fiscal year 2024.

Municipal Court – Administers all of the City's municipal court processes and procedures.

MUNICIPAL COURT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of bond issuances managed	62	58	39
Value of bond issuances managed	\$21,535	\$18,992	\$13,7989
Number of traffic citations filed	1,048	1,207	1,383
Disposed	3,295	28,078	522
Number of warrants issued	264	404	31
Number of warrants cleared by City	30	15	0
Number of warrants cleared by Warrant Officer	154	0*	114
Number of warrants cleared by Collection Agency	119	77	242
Number of City Ordinances filed	180	158	246
Number of State Law filed	165	256	246
Revenue generated from traffic and other fines	\$117,528	\$139,632	\$164,730
Revenue generated from parking tickets	\$82,745	\$141,257	\$193,020
Number of parking tickets filed	2,882	7,489	6,434

- Warrant Officer position was vacant for FY2023

MUNICIPAL COURT BUDGET HIGHLIGHTS
TOTAL MUNICIPAL COURT FY2025 BUDGET - \$519,990

- Professional Services/Fees Total - \$17,100
American Municipal Services Collection Service - \$12,000
- Tuition and Training - \$3,150
- Travel Expense - \$5,700
- Municipal Court Salaries and Benefits - \$404,216

City of University Park
MUNICIPAL COURT
01-10

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 10 - MUNICIPAL COURT						
1001	REGULAR EARNINGS	\$ 264,862.79	\$ 277,329.00	\$ 287,467.00	\$ 10,138.00	3.7%
1002	OVERTIME EARNINGS	263.46	500.00	-	\$ (500.00)	-100.0%
1005	LONGEVITY PAY	1,617.34	4,110.00	4,204.00	\$ 94.00	2.3%
1110	EMPLOYERS SHARE F.I.C.A.	18,075.10	21,568.00	22,313.00	\$ 745.00	3.5%
1120	EMPLOYERS SHARE T.M.R.S.	14,138.31	15,475.00	26,586.00	\$ 11,111.00	71.8%
1130	INSURANCE-EMPLOYEE LIFE	2,040.34	1,900.00	2,000.00	\$ 100.00	5.3%
1131	INSURANCE-WORKMENS COMP	216.00	226.00	233.00	\$ 7.00	3.1%
1134	DENTAL INSURANCE	948.30	1,211.00	1,261.00	\$ 50.00	4.1%
1135	HEALTH INSURANCE	57,744.00	57,744.00	60,152.00	\$ 2,408.00	4.2%
SALARIES & BENEFITS		\$ 359,905.64	\$ 380,063.00	\$ 404,216.00	\$ 24,153.00	6.4%
2100	OFFICE SUPPLIES	\$ 1,166.43	\$ 3,700.00	\$ 2,775.00	\$ (925.00)	-25.0%
2350	SUPPLIES & MATERIALS	-	-	-	\$ -	0.0%
SUPPLIES		\$ 1,166.43	\$ 3,700.00	\$ 2,775.00	\$ (925.00)	-25.0%
3010	POSTAGE	\$ 2,122.14	\$ 2,000.00	\$ 2,200.00	\$ 200.00	10.0%
3060	PROFESSIONAL SERVICES/FEES	11,365.17	26,600.00	17,100.00	\$ (9,500.00)	-35.7%
3113	PUBLICATIONS/PRINTING	575.83	1,000.00	4,443.00	\$ 3,443.00	344.3%
PROFESSIONAL SERVICES/FEES		\$ 14,063.14	\$ 29,600.00	\$ 23,743.00	\$ (5,857.00)	-19.8%
4110	HEAT,LIGHT,WATER UTIL	\$ 2,236.03	\$ 2,500.00	\$ 2,700.00	\$ 200.00	8.0%
4120	TELEPHONE SERVICE	719.00	728.00	-	\$ (728.00)	-100.0%
UTILITIES		\$ 2,955.03	\$ 3,228.00	\$ 2,700.00	\$ (528.00)	-16.4%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 111.00	\$ 111.00	\$ 111.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	120.00	135.00	148.00	\$ 13.00	9.6%
5516	INSURANCE-GEN'L LIABILITY	422.04	528.00	528.00	\$ -	0.0%
INSURANCE		\$ 653.04	\$ 774.00	\$ 787.00	\$ 13.00	1.7%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	\$ 36.00	\$ 42.00	\$ 43.00	\$ 1.00	2.4%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	21,741.00	23,429.00	23,807.00	\$ 378.00	1.6%
7150	DUES AND SUBSCRIPTIONS	-	-	-	\$ -	0.0%
7170	TRAVEL EXPENSE	472.04	8,100.00	5,700.00	\$ (2,400.00)	-29.6%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	3,864.00	4,013.00	3,976.00	\$ (37.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	43,899.96	44,599.00	46,781.00	\$ 2,182.00	4.9%
7221	OTHER EXPENSE	205.22	330.00	300.00	\$ (30.00)	-9.1%
7240	TUITION & TRAINING	1,450.00	3,350.00	3,150.00	\$ (200.00)	-6.0%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	-	2,012.00	\$ 2,012.00	0.0%
OTHER EXPENSE		\$ 71,668.22	\$ 83,863.00	\$ 85,769.00	\$ 1,906.00	2.3%
DEPARTMENT Total: 10 -MUNICIPAL COURT		\$ 450,411.50	\$ 501,228.00	\$ 519,990.00	\$ 18,762.00	3.7%

**REVENUE – GENERAL FUND
01-11**

No Employees

The General Fund has a wide variety of revenue sources. Property tax revenues, set at 22.9964 cents per \$100 taxable value, the single greatest revenue source; comprise 64% of the General Fund's \$42,381,737 revenue and 39% of the \$69,621,957 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 15% of the City's General Fund revenues are derived from City sales tax. The total tax rate of 8.25% includes 6.25% for the State of Texas, 1% for Dallas Area Rapid Transit, and 1% for the City.

Franchise fees – About 4% of General Fund revenues come from fees paid by external companies who place their facilities in the City's rights-of-way (ROW). Oncor Electric Delivery, Atmos Energy (natural gas), Charter Communications, AT&T U-Verse and multiple telephone companies pay these fees as a substitute for renting City ROW.

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

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

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City of University Park

REVENUE

01-11

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND: 01 - GENERAL FUND						
DEPARTMENT: 11 - REVENUE						
3000	TAXES-CURRENT YEAR	\$ 23,339,344.72	\$ 25,260,666.00	\$ 26,931,487.00	\$ 1,670,821.00	6.6%
3050	DELINQUENT TAXES - LESS THAN 10 YRS	16,142.25	30,000.00	30,000.00	\$ -	0.0%
	DELINQUENT TAXES - MORE THAN 10					
3055	YRS	-	1,000.00	1,000.00	\$ -	0.0%
3098	PENALTY/INTEREST ON TAXES	91,200.36	100,000.00	100,000.00	\$ -	0.0%
3099	ATTORNEY FEES-TAXES	20,147.06	17,500.00	17,500.00	\$ -	0.0%
PROPERTY TAXES		\$ 23,466,834.39	\$ 25,409,166.00	\$ 27,079,987.00	\$ 1,670,821.00	6.6%
3109	UTILITY FUND CONTRIBUTION	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
TRANSFERS FROM OTHER FUNDS		\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
3150	CITY SALES TAX	\$ 6,749,799.68	\$ 6,250,000.00	\$ 6,250,000.00	\$ -	0.0%
3155	MIXED BEVERAGE TAX	403,534.54	300,000.00	300,000.00	\$ -	0.0%
SALES TAX		\$ 7,153,334.22	\$ 6,550,000.00	\$ 6,550,000.00	\$ -	0.0%
3200	T U ELECTRIC	\$ 900,850.35	\$ 900,000.00	\$ 900,000.00	\$ -	0.0%
3201	CELL NODE FRANCHISE FEE	5,000.00	35,000.00	35,000.00	\$ -	0.0%
3202	AT&T FRANCHISE	109,298.65	150,000.00	125,000.00	\$ (25,000.00)	-16.7%
3203	GAS FRANCHISE FEE	746,911.17	650,000.00	650,000.00	\$ -	0.0%
3204	CHARTER FRANCHISE	79,486.42	85,000.00	85,000.00	\$ -	0.0%
3205	WASTE FRANCHISE FEES	68,413.42	50,000.00	50,000.00	\$ -	0.0%
FRANCHISE FEES		\$ 1,909,960.01	\$ 1,870,000.00	\$ 1,845,000.00	\$ (25,000.00)	-1.3%
3300	BUILDING PERMITS	\$ 2,500,078.91	\$ 1,800,000.00	\$ 1,800,000.00	\$ -	0.0%
3303	ANIMAL CONTROL TAGS/FEES	6,174.00	10,000.00	10,000.00	\$ -	0.0%
3304	HEALTH/FOOD PERMIT	51,836.76	50,000.00	50,000.00	\$ -	0.0%
3305	FILMING PERMITS	50.00	1,000.00	1,000.00	\$ -	0.0%
	FIRE PERMITS/REVENUE	37,044.07	40,000.00	40,000.00	\$ -	0.0%
3307	FIRE APPARATUS FEE	25,625.00	5,000.00	35,000.00	\$ 30,000.00	600.0%
3306	MISC PARK REVENUE	20,265.50	-	-	\$ -	0.0%
PERMITS/LICENSES		\$ 2,641,074.24	\$ 1,906,000.00	\$ 1,936,000.00	\$ 30,000.00	1.6%
3400	TRAFFIC FINES	\$ 141,527.10	\$ 300,000.00	\$ 300,000.00	\$ -	0.0%
3403	CROSS'G GUARD(CHILD SFTY)	54,173.30	45,000.00	45,000.00	\$ -	0.0%
3404	PARKING TICKETS	208,815.00	200,000.00	200,000.00	\$ -	0.0%
3411	CAPIAS WARRANT REVENUE	652.04	-	-	\$ -	0.0%
3420	LIBRARY FINES AND FEES	15,457.08	8,000.00	5,000.00	\$ (3,000.00)	-37.5%
	LIBRARY FINES & FEES					
3421	FORGIVEN/CANCELLED	(8,208.00)	-	-	\$ -	0.0%
3912	CODE VIOLATION	2,634.00	7,500.00	7,500.00	\$ -	0.0%
FINES		\$ 415,050.52	\$ 560,500.00	\$ 557,500.00	\$ (3,000.00)	-0.5%
3308	POLICE REVENUE	\$ 51,750.63	\$ 55,000.00	\$ 55,000.00	\$ -	0.0%
3401	WRECKER FEES	3,881.76	3,000.00	3,000.00	\$ -	0.0%
3405	ALARM BILLING	71,941.13	75,000.00	75,000.00	\$ -	0.0%
3406	FALSE ALARM FEES	12,500.00	10,000.00	10,000.00	\$ -	0.0%
3408	AMBULANCE FEES	337,526.48	350,000.00	350,000.00	\$ -	0.0%
3409	911 SERVICE FEES	41,273.26	75,000.00	50,000.00	\$ (25,000.00)	-33.3%
3410	911 SERVICE FEES-WIRELESS	136,211.24	135,000.00	135,000.00	\$ -	0.0%
3425	LIBRARY ROOM RENTAL	12,413.10	10,000.00	12,500.00	\$ 2,500.00	25.0%
3499	DIRECT ALARM REVENUE	1,050,644.94	1,100,000.00	1,200,000.00	\$ 100,000.00	9.1%
FEES		\$ 1,718,142.54	\$ 1,813,000.00	\$ 1,890,500.00	\$ 77,500.00	4.3%
3510	TENNIS & FIELD PERMITS	\$ 117,248.75	\$ 75,000.00	\$ 100,000.00	\$ 25,000.00	33.3%
3511	SWIM POOL PERMIT-RESIDENT	159,617.70	150,000.00	-	\$ (150,000.00)	-100.0%
3512	SWIM POOL PERMIT-NONRES	9,420.00	10,000.00	-	\$ (10,000.00)	-100.0%
3513	SWIM POOL PRMTS GATE RCPT	96,244.05	125,000.00	-	\$ (125,000.00)	-100.0%
3514	SWIMMING POOL CONCESSIONS	109,738.39	100,000.00	-	\$ (100,000.00)	-100.0%
3515	SWIM LESSONS	28,050.00	40,000.00	-	\$ (40,000.00)	-100.0%
3516	SWIMMING POOL RETAIL	1,318.70	4,000.00	-	\$ (4,000.00)	-100.0%
PARK/POOL REVENUE		\$ 521,637.59	\$ 504,000.00	\$ 100,000.00	\$ (404,000.00)	-80.2%

<div> <div>City of University Park</div> <div>REVENUE</div> <div>01-11</div> </div>							
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change	
3745	FIRE GRANTS/DONATIONS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	
	FIRE GRANTS/DONATIONS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	
3900	INTEREST EARNINGS	\$ 1,647,253.37	\$ 1,100,000.00	\$ 1,400,000.00	\$ 300,000.00	27.3%	
	INTEREST EARNINGS	\$ 1,647,253.37	\$ 1,100,000.00	\$ 1,400,000.00	\$ 300,000.00	27.3%	
3124	CENTENNIAL REVENUES	\$ -	\$ -	\$ -	\$ -	0.0%	
3535	UTILITY CAP OFF	51,250.00	35,000.00	35,000.00	\$ -	0.0%	
3901	RENT	(6,987.94)	150,000.00	50,000.00	\$ (100,000.00)	-66.7%	
3907	LEASE	108,937.39	-	100,000.00	\$ 100,000.00	0.0%	
3911	COPIES	987.90	750.00	750.00	\$ -	0.0%	
3920	FOTL CONTRIBUTION	98,018.99	50,000.00	75,000.00	\$ 25,000.00	50.0%	
3925	OTHER FINANCING SOURCE	355,386.17	-	-	\$ -	0.0%	
3999	OTHER REVENUE	38,681.57	250,000.00	190,200.00	\$ (59,800.00)	-23.9%	
	USE OF FUND BALANCE			(40,200.00)	\$ (40,200.00)	0.0%	
	OTHER REVENUE	\$ 646,274	\$ 485,750	\$ 410,750	\$ (75,000)	-15.4%	
	DEPARTMENT 11 - REVENUE	\$ 40,731,561	\$ 40,810,416	\$ 42,381,737	\$ 1,571,321	3.9%	
		40,739,768.96		42,421,937			
		8,208.00		40,200.00			

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PUBLIC WORKS DEPARTMENT

PUBLIC WORKS - Public Works is a diverse department and responsible for the following departments – Streets, Facilities Management, Traffic and Utilities. Work load indicators for Streets, Facilities Management, Traffic and Utilities listed after the Department Summary.

PUBLIC WORKS DEPARTMENT DIVISIONS

Traffic – Installs and maintains all traffic signs and pavement marking with approximately 6,000 traffic signs and 1,317 street name signs

Facility Maintenance – Maintains the electrical, mechanical and plumbing systems for all municipal buildings

Streets – Maintains 74 miles of street pavement, 40 miles of alley pavement

Utilities - Maintains 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains and 509 fire hydrants

Sanitation – Twice-weekly collection and disposal of residential, commercial, and SMU refuse, yard waste and recyclables

PUBLIC WORKS DEPARTMENT FY2025 GOALS

- Maintain APWA Accreditation
- Continue employee development through technical, management and leadership training

Work load indicators for Engineering, Traffic, Facility Maintenance, Streets, Utilities and Sanitation will be listed after each Department Summary.

**PUBLIC WORKS ADMINISTRATION
01-13**

Located in the Peek Service Center, 4420 Worcola Street

Two Employees:
All Full Time

FUNCTION	ACTUAL	ACTUAL	ADOPTED
	2022 - 2023	2023-2024	2025
Director of Public Works	0	0	1
Assist Director of Public Works	0	0	1

In FY2025 the Engineering Department split to make up what is now Public Works Administration (01-13).and Engineering (01-20)
Public Works is a diverse department and responsible for the following departments, Streets, Facilities Management, Traffic and Utilities. Personnel and Work load indicators for Streets, Facilities Management, Traffic, Sanitation and Utilities listed after each Department Summaries.

PUBLIC WORKS ADMINISTRATION DIVISIONS

Traffic – Installs and maintains all traffic signs and pavement marking with approximately 6,000 traffic signs and 1,317 street name signs

Facility Maintenance – Maintains the electrical, mechanical and plumbing systems for all municipal buildings

Streets – Maintains 74 miles of street pavement, 40 miles of alley pavement

Utilities - Maintains 88 miles of water mains, 63 miles of sanitary sewer mains, 25 miles of storm sewer mains and 509 fire hydrants

Sanitation – Twice-weekly collection and disposal of residential, commercial, and SMU refuse, yard waste and recyclables

PUBLIC WORKS ADMINISTRATION FY2025 GOALS

- Maintain APWA Accreditation
- Continue employee development through technical, management and leadership Training
- Improve the effectiveness of our services
- Improve internal communication
- Invest in people

City of University Park

PUBLIC WORKS ADMINISTRATION

01-13

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 13 - PUBLIC WORKS ADMINISTRATION						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 300,487.00	\$ 300,487.00	0.0%
1007	CAR ALLOWANCE	-	-	10,800.00	10,800.00	0.0%
1009	CELL PHONE ALLOWANCE	-	-	1,680.00	1,680.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	-	-	21,924.00	21,924.00	0.0%
1120	EMPLOYERS SHARE T.M.R.S.	-	-	43,720.00	43,720.00	0.0%
1131	INSURANCE-WORKMENS COMP	-	-	250.00	250.00	0.0%
1134	DENTAL INSURANCE	-	-	-	-	0.0%
1135	HEALTH INSURANCE	-	-	29,900.00	29,900.00	0.0%
SALARIES & BENEFITS		\$ -	\$ -	\$ 408,761.00	\$ 408,761.00	0.0%
2029	CLOTHING ALLOWANCE	\$ -	\$ -	\$ 81.00	\$ 81.00	0.0%
2100	OFFICE SUPPLIES	-	-	300.00	300.00	0.0%
SUPPLIES		\$ -	\$ -	\$ 381.00	\$ 381.00	0.0%
7150	DUES & SUBSCRIPTIONS	-	-	1,371.00	1,371.00	0.0%
7170	TRAVEL EXPENSE	-	-	5,000.00	5,000.00	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	-	-	0.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	-	-	-	-	0.0%
7221	OTHER EXPENSE	-	-	-	-	0.0%
7240	TUITION & TRAINING	-	-	1,720.00	1,720.00	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	-	-	-	-	0.0%
OTHER EXPENSE		\$ -	\$ -	\$ 8,091.00	\$ 8,091.00	0.0%
DEPARTMENT Total: 13 - PUBLIC WORKS ADMINISTRATION		\$ -	\$ -	\$ 417,233.00	\$ 417,233.00	0.0%

TRAFFIC CONTROL DEPARTMENT
01-25

Located in the Peek Service Center, 4420 Worcola Street

Eight Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Traffic Superintendent	1	1	1
Signal Tech II	1	1	1
Signal Tech I	1	3	3
Signs/Markings Tech II	2	1	1
Signs/Markings Tech I	1	1	1
Barricade/Traffic Tech II	1	1	1

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

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

Additionally, the Traffic Control Department:

- Maintains 120 antique-style street lights and 120 LED back-lit street name blades
- Maintains 13 school flashers and two speed feedback signs by spread spectrum radio system controlled at the Service Center
- Maintains two speed limit feedback signs
- Maintains 11 rapid flashing pedestrian crosswalks
- Maintains two flashing beacon pedestrian crosswalks
- Makes and installs all City signs
- Performs traffic counts as requested
- Delivers block party signs and temporary "No Parking" signs, installs mirrors and speed bumps in alleys as requested
- Maintains 10 City-owned newspaper racks
- Maintains barricades for all City projects and events

TRAFFIC CONTROL DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of traffic signals inspected	33	33	33
Number of barricade work	0	67	25
Number of sign maintenance work orders completed	632	271	348

TRAFFIC CONTROL BUDGET HIGHLIGHTS
TOTAL TRAFFIC CONTROL FY2025 BUDGET \$1,321,756

- Supplies and Materials Total - \$83,740
 - Sign Sheeting and 2- inch sheeting for poles - \$10,000
 - Sign Blanks for making City signs - \$4,000
 - Sign Posts, Anchors, Sign Bases and Sign Rivets - \$7,000
 - Convex Alley Site Mirrors - \$10,000
 - Traffic Striping Paint - \$5,000
 - Thermoplastic /Glass Beads for pavement marking - \$8,000
- Contract Maintenance - \$7,500
- Signal Maintenance and Repairs - \$92,765
- Tuition and Training - \$15,300
- Traffic Control Salaries and Benefits - \$899,202

City of University Park

TRAFFIC CONTROL DEPARTMENT

01-25

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 25 - TRAFFIC CONTROL DEPARTMENT						
1001	REGULAR EARNINGS	\$ 568,504.90	\$ 584,690.00	\$ 602,620.00	\$ 17,930.00	3.1%
1002	OVERTIME EARNINGS	8,972.11	6,000.00	7,000.00	\$ 1,000.00	16.7%
1005	LONGEVITY PAY	5,861.39	6,133.00	6,421.00	\$ 288.00	4.7%
1006	EDUCATION PAY	21,759.73	21,700.00	21,700.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	45,552.07	47,316.00	48,786.00	\$ 1,470.00	3.1%
1120	EMPLOYERS SHARE T.M.R.S.	50,396.63	52,567.00	88,817.00	\$ 36,250.00	69.0%
1130	INSURANCE-EMPLOYEE LIFE	5,339.58	5,400.00	5,300.00	\$ (100.00)	-1.9%
1131	INSURANCE-WORKMENS COMP	11,028.96	11,367.00	11,702.00	\$ 335.00	2.9%
1134	DENTAL INSURANCE	161.93	206.00	750.00	\$ 544.00	264.1%
1135	HEALTH INSURANCE	101,052.00	101,052.00	105,266.00	\$ 4,214.00	4.2%
SALARIES & BENEFITS		\$ 819,469.30	\$ 837,271.00	\$ 899,202.00	\$ 61,931.00	7.4%
2029	CLOTHING ALLOWANCE	\$ 3,314.19	\$ 4,125.00	\$ 4,125.00	\$ -	0.0%
2100	OFFICE SUPPLIES	382.04	830.00	830.00	\$ -	0.0%
2320	GAS, OIL & GREASE	14,054.94	14,732.00	13,723.00	\$ (1,009.00)	-6.8%
2350	SUPPLIES & MATERIALS	53,318.56	83,640.00	83,740.00	\$ 100.00	0.1%
2360	SMALL TOOLS	-	2,000.00	1,250.00	\$ (750.00)	-37.5%
SUPPLIES		\$ 71,069.73	\$ 105,327.00	\$ 103,668.00	\$ (1,659.00)	-1.6%
3010	POSTAGE	\$ -	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	20,800.00	22,000.00	40,000.00	\$ 18,000.00	81.8%
3063	PROGRAMMING/MAINTENANCE	-	1,250.00	-	\$ (1,250.00)	-100.0%
3113	PUBLICATIONS/PRINTING	-	-	2,500.00	\$ 2,500.00	0.0%
3115	CONTRACT MAINTENANCE	-	8,750.00	7,500.00	\$ (1,250.00)	-14.3%
PROFESSIONAL SERVICES/FEES		\$ 20,800.00	\$ 32,025.00	\$ 50,025.00	\$ 18,000.00	56.2%
4110	HEAT,LIGHT,WATER UTIL	\$ 36,113.03	\$ 47,400.00	\$ 50,200.00	\$ 2,800.00	5.9%
4120	TELEPHONE SERVICE	600.44	467.00	-	\$ (467.00)	-100.0%
UTILITIES		\$ 36,713.47	\$ 47,867.00	\$ 50,200.00	\$ 2,333.00	4.9%
5500	INSURANCE-AUTO LIABILITY	\$ 1,712.04	\$ 1,718.00	\$ 2,028.00	\$ 310.00	18.0%
5504	INSURANCE-EXCESS LIABAILTY - TML CLAIMS	444.00	444.00	444.00	\$ -	0.0%
5506	INSURANCE GEN'L LIABILITY	480.96	540.00	594.00	\$ 54.00	10.0%
5516	BONDS AND CYBER INSURANCE	1,689.00	2,111.00	2,111.00	\$ -	0.0%
INSURANCE		\$ 4,326.00	\$ 4,813.00	\$ 5,177.00	\$ 364.00	7.6%
6190	AUTO REPAIRS	\$ 6,931.07	\$ 6,400.00	\$ 6,300.00	\$ (100.00)	-1.6%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	29,780.04	33,139.00	33,965.00	\$ 826.00	2.5%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	21,266.00	24,228.00	24,858.00	\$ 630.00	2.6%
6350	SIGNAL MAINT.& REP	61,573.35	101,265.00	92,765.00	\$ (8,500.00)	-8.4%
7150	DUES & SUBSCRIPTIONS	65.00	820.00	820.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	10,626.96	11,036.00	10,934.00	\$ (102.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	710.04	750.00	1,225.00	\$ 475.00	63.3%
7221	OTHER EXPENSE	153.00	450.00	1,855.00	\$ 1,405.00	312.2%
7240	TUITION & TRAINING	-	3,100.00	15,300.00	\$ 12,200.00	393.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	25,188.96	26,211.00	24,963.00	\$ (1,248.00)	-4.8%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	-	499.00	\$ 499.00	0.0%
OTHER EXPENSE		\$ 156,294.42	\$ 207,399.00	\$ 213,484.00	\$ 6,085.00	2.9%
DEPARTMENT Total: 25 - TRAFFIC		\$ 1,108,672.92	\$ 1,234,702.00	\$ 1,321,756.00	\$ 87,054.00	7.1%

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**FACILITY MAINTENANCE DEPARTMENT
01-35**

Located in the Peek Service Center, 4420 Worcola Street

Two Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Facilities Maintenance Manager	1	1	1
Operations Manager	1	1	0*

The Facility Maintenance Department maintains the electrical, mechanical, and plumbing systems for all municipal buildings. Additionally, staff arranges work requiring painting, minor carpentry, and floor coverings for the facilities.

Facility Maintenance uses a computerized Energy Management System (EMS) to control HVAC equipment and improve energy efficiency in city buildings.

The Division maintains over 190,000 square feet of City facility space.

*Operations Manager position eliminated for FY25

FACILITY MAINTENANCE DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of work orders completed	202	119	154
Square foot of city facilities maintained	160,000	190,000	190,000

**FACILITY MAINTENANCE BUDGET HIGHLIGHTS
TOTAL FACILITY MAINTENANCE BUDGET - \$709,111**

- Contract Maintenance - \$138,807
- Security Expense - \$7,500
- Facility Maintenance Repairs - \$ 111,000
- Facility Maintenance Salaries and Benefits - \$153,300

City of University Park
FACILITY MAINTENANCE DEPARTMENT
01-35

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 35 - FACILITY MAINTENANCE						
1001	REGULAR EARNINGS	\$ 189,063.35	\$ 209,635.00	\$ 109,140.00	\$ (100,495.00)	-47.9%
1002	OVERTIME EARNINGS	-	-	-	\$ -	0.0%
1005	LONGEVITY PAY	1,084.79	1,255.00	548.00	\$ (707.00)	-56.3%
1009	CELL PHONE ALLOWANCE	1,645.00	1,680.00	840.00	\$ (840.00)	-50.0%
1110	EMPLOYERS SHARE F.I.C.A.	13,301.15	16,133.00	8,391.00	\$ (7,742.00)	-48.0%
1120	EMPLOYERS SHARE T.M.R.S.	15,833.36	18,044.00	15,404.00	\$ (2,640.00)	-14.6%
1130	INSURANCE-EMPLOYEE LIFE	1,825.83	1,800.00	1,900.00	\$ 100.00	5.6%
1131	INSURANCE-WORKMENS COMP	1,692.96	1,753.00	1,735.00	\$ (18.00)	-1.0%
1134	DENTAL INSURANCE	366.51	490.00	304.00	\$ (186.00)	-38.0%
1135	HEALTH INSURANCE	28,123.23	28,872.00	15,038.00	\$ (13,834.00)	-47.9%
SALARIES & BENEFITS		\$ 252,936.18	\$ 279,662.00	\$ 153,300.00	\$ (126,362.00)	-45.2%
2029	CLOTHING ALLOWANCE	\$ 199.70	\$ 280.00	\$ 240.00	\$ (40.00)	-14.3%
2100	OFFICE SUPPLIES	526.13	650.00	650.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	54.02	-	-	\$ -	0.0%
2320	GAS, OIL & GREASE	1,857.26	1,910.00	1,940.00	\$ 30.00	1.6%
2350	SUPPLIES & MATERIALS	23,114.34	11,700.00	15,500.00	\$ 3,800.00	32.5%
2360	SMALL TOOLS	1,533.67	750.00	750.00	\$ -	0.0%
SUPPLIES		\$ 27,285.12	\$ 15,290.00	\$ 19,080.00	\$ 3,790.00	24.8%
3010	POSTAGE	\$ -	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	-	4,000.00	4,000.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	118,709.62	125,783.00	138,807.00	\$ 13,024.00	10.4%
PROFESSIONAL SERVICES/FEES		\$ 118,709.62	\$ 129,808.00	\$ 142,832.00	\$ 13,024.00	10.0%
4110	HEAT,LIGHT,WATER UTIL	\$ 3,607.62	\$ 3,800.00	\$ 4,000.00	\$ 200.00	5.3%
4120	TELEPHONE SERVICE	1,698.82	1,592.00	1,113.00	\$ (479.00)	-30.1%
UTILITIES		\$ 5,306.44	\$ 5,392.00	\$ 5,113.00	\$ (279.00)	-5.2%
5500	INSURANCE-AUTO LIABILITY	\$ 705.00	\$ 707.00	\$ 835.00	\$ 128.00	18.1%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	111.00	111.00	111.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	120.00	135.00	148.00	\$ 13.00	9.6%
5510	INSURANCE-BLDG & CONTENTS	156,800.04	184,099.00	213,147.00	\$ 29,048.00	15.8%
5516	BOND AND CYBER INSURANCE	422.04	528.00	528.00	\$ -	0.0%
INSURANCE		\$ 158,158.08	\$ 185,580.00	\$ 214,769.00	\$ 29,189.00	15.7%
6250	FACILITY MAINT & REP	\$ 126,122.17	\$ 79,950.00	\$ 111,000.00	\$ 31,050.00	38.8%
OUTSIDE SERVICES		\$ 126,122.17	\$ 79,950.00	\$ 111,000.00	\$ 31,050.00	38.8%
6184	SECURITY EXPENSE	\$ 3,943.74	\$ 7,500.00	\$ 7,500.00	\$ -	0.0%
6190	AUTO REPAIRS	1,180.83	600.00	400.00	\$ (200.00)	-33.3%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	10,911.00	12,030.00	12,329.00	\$ 299.00	2.5%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	10,488.00	11,438.00	11,666.00	\$ 228.00	2.0%
7150	DUES & SUBSCRIPTIONS	3,931.00	-	-	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	3,090.96	3,210.00	3,181.00	\$ (29.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	2,501.04	2,507.00	2,821.00	\$ 314.00	12.5%
7240	TUITION & TRAINING	145.00	-	-	\$ -	0.0%
7221	OTHER EXPENSE	338.96	-	-	\$ -	0.0%
7475	IMPROVEMENTS-UNDER \$5000	11,325.81	5,000.00	7,500.00	\$ 2,500.00	50.0%
9000	CAPITAL EQUIPMENT REPLACEMENT	17,133.00	17,133.00	16,317.00	\$ (816.00)	-4.8%
OTHER EXPENSE		\$ 64,989.34	\$ 59,418.00	\$ 61,714.00	\$ 2,296.00	3.9%

City of University Park
FACILITY MAINTENANCE DEPARTMENT
01-35

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
9100	EQUIPMENT OVER \$5000	\$ -	\$ -	\$ 1,303.00	\$ 1,303.00	0.0%
	IMPROVEMENTS/REMODELING OVER					
9950	\$5000	61,430.00	8,000.00	-	\$ (8,000.00)	-100.0%
	CAPITAL EXPENDITURES	\$ 61,430.00	\$ 8,000.00	\$ 1,303.00	\$ (6,697.00)	-83.7%
DEPARTMENT Total: 35 - FACILITY MAINTENANCE		\$ 814,936.95	\$ 763,100.00	\$ 709,111.00	\$ (53,989.00)	-7.1%

INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

Forty Employees:
All Full Time
Streets – 16
Utilities – 24

FUNCTION	<u>ACTUAL 2022-2023</u>		<u>ACTUAL 2023-2024</u>		<u>ADOPTED 2025</u>	
	<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 509 fire hydrants. In FY24, the division poured almost a linear mile of concrete in the City's alleys.

STREET DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Linear feet of alley pavement maintained	215,391	215,391	215,391
Number of pothole repair work orders	91	124	81

BUDGET HIGHLIGHTS

INFRASTRUCTURE MAINTENANCE – STREET DEPT. FY2025 TOTAL BUDGET - \$2,123,664

- Clothing Allowance - \$14,1700
- Gas, Oil & Grease - \$43,590
- Supplies and Materials - \$18,550
- Street Repair Material –\$189,825
- Professional Services/Fees - \$3,000
- Utility Department Salaries and Benefits - \$1,487,994

<div>City of University Park</div> <div>INFRASTRUCTURE MAINTENANCE - STREETS</div> <div>01-80</div>							
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change	
FUND: 01 - GENERAL FUND							
DEPARTMENT: 80 - STREETS							
1001	REGULAR EARNINGS	\$ 797,812.64	\$ 912,583.00	\$ 916,005.00	\$ 3,422.00	0.4%	
1002	OVERTIME EARNINGS	59,653.73	37,000.00	39,500.00	\$ 2,500.00	6.8%	
1005	LONGEVITY PAY	5,171.22	5,462.00	5,506.00	\$ 44.00	0.8%	
1006	EDUCATION PAY	42,782.71	46,360.00	58,840.00	\$ 12,480.00	26.9%	
1009	CELL PHONE ALLOWANCE	1,440.00	1,440.00	1,680.00	\$ 240.00	16.7%	
1110	EMPLOYERS SHARE F.I.C.A.	68,132.68	76,606.00	78,020.00	\$ 1,414.00	1.8%	
1120	EMPLOYERS SHARE T.M.R.S.	75,177.62	85,127.00	142,351.00	\$ 57,224.00	67.2%	
1130	INSURANCE-EMPLOYEE LIFE	7,892.82	7,200.00	7,900.00	\$ 700.00	9.7%	
1131	INSURANCE-WORKMENS COMP	23,635.61	25,137.00	25,501.00	\$ 364.00	1.4%	
1134	DENTAL INSURANCE	1,423.11	2,006.00	2,159.00	\$ 153.00	7.6%	
1135	HEALTH INSURANCE	182,254.50	216,540.00	210,532.00	\$ (6,008.00)	-2.8%	
SALARIES & BENEFITS		\$ 1,265,376.64	\$ 1,415,461.00	\$ 1,487,994.00	\$ 72,533.00	5.1%	
2029	CLOTHING ALLOWANCE	\$ 13,722.49	\$ 12,616.00	\$ 14,170.00	\$ 1,554.00	12.3%	
2100	OFFICE SUPPLIES	1,493.35	2,700.00	2,800.00	\$ 100.00	3.7%	
2320	GAS, OIL & GREASE	42,557.82	44,753.00	43,590.00	\$ (1,163.00)	-2.6%	
2350	SUPPLIES & MATERIALS	18,371.94	10,901.00	18,550.00	\$ 7,649.00	70.2%	
2360	SMALL TOOLS	-	6,950.00	-	\$ (6,950.00)	-100.0%	
SUPPLIES		\$ 76,145.60	\$ 77,920.00	\$ 79,110.00	\$ 1,190.00	1.5%	
3010	POSTAGE	\$ -	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%	
3060	PROFESSIONAL SERVICES/FEES	-	3,000.00	3,000.00	\$ -	0.0%	
3113	PUBLICATIONS/PRINTING	-	150.00	1.00	\$ (149.00)	-99.3%	
PROFESSIONAL SERVICES/FEES		\$ -	\$ 3,200.00	\$ 3,026.00	\$ (174.00)	-5.4%	
4110	HEAT,LIGHT,WATER UTIL	\$ 80,294.70	\$ 105,100.00	\$ 111,300.00	\$ 6,200.00	5.9%	
4120	TELEPHONE SERVICE	527.32	464.00	102.00	\$ (362.00)	-78.0%	
UTILITIES		\$ 80,822.02	\$ 105,564.00	\$ 111,402.00	\$ 5,838.00	5.5%	
5500	INSURANCE - AUTO LIABILITY	\$ 10,023.96	\$ 10,057.00	\$ 11,872.00	\$ 1,815.00	18.0%	
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	888.96	889.00	889.00	\$ -	0.0%	
5506	INSURANCE - GEN'L LIABILITY	960.96	1,080.00	1,187.00	\$ 107.00	9.9%	
5516	INSURANCE - GEN'L LIABILITY	3,378.00	4,222.00	4,222.00	\$ -	0.0%	
INSURANCE		\$ 15,251.88	\$ 16,248.00	\$ 18,170.00	\$ 1,922.00	11.8%	
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 2,050.00	\$ 3,200.00	\$ 1,150.00	56.1%	
6370	STREET REPAIR MATERIAL	135,461.34	263,593.00	189,825.00	\$ (73,768.00)	-28.0%	
OUTSIDE SERVICES		\$ 135,461.34	\$ 265,643.00	\$ 193,025.00	\$ (72,618.00)	-27.3%	
6190	AUTO REPAIRS	\$ 80,959.23	\$ 49,600.00	\$ 51,500.00	\$ 1,900.00	3.8%	
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	155,526.00	173,500.00	177,830.00	\$ 4,330.00	2.5%	
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	30,933.00	35,241.00	37,965.00	\$ 2,724.00	7.7%	
7150	DUES & SUBSCTIPTIONS	111.00	-	-	\$ -		
7201	SOFTWARE FEES - INDIRECT ALLOCATION	15,387.00	16,052.00	16,699.00	\$ 647.00	4.0%	
7202	SOFTWARE FEES - DIRECT ALLOCATION	1,622.04	2,973.00	3,458.00	\$ 485.00	16.3%	
7221	OTHER EXPENSE	3,243.57	750.00	2,320.00	\$ 1,570.00	209.3%	
7240	TUITION & TRAINING	5,643.75	8,700.00	8,800.00	\$ 100.00	1.1%	
7260	EQUIPMENT RENTAL	-	2,000.00	2,000.00	\$ -	0.0%	
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	134,250.00	137,257.00	130,365.00	\$ (6,892.00)	-5.0%	
OTHER EXPENSE		\$ 427,675.59	\$ 426,073.00	\$ 430,937.00	\$ 4,864.00	1.1%	
1140	PERSONNEL REIMBURSEMENT	\$ (200,000.04)	\$ (200,000.00)	\$ (200,000.00)	\$ -	0.0%	
TRANSFERS		\$ (200,000.04)	\$ (200,000.00)	\$ (200,000.00)	\$ -	0.0%	
DEPARTMENT Total: 80 - STREETS		\$ 1,800,733.03	\$ 2,110,109.00	\$ 2,123,664.00	\$ 13,555.00	0.6%	

**REVENUE – UTILITY FUND
02-11**

No Employees

Water sales make up 64% of budgeted Utility Fund revenues. Water charges consist of 1) a minimum monthly rate, 2) a consumption charge per 1,000 gallons and, 3) an additional conservation surcharge of \$2.04 cents per 1,000 gallons for residential consumption over 30,000 gallons in a month.

Water Service

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

Consumption charge per 1,000 per gallons/month:	
Up to 30,000 gallons	\$7.02
Additional Charge Over 30,000 gallons	\$2.04

The City purchases treated water from the Dallas County/Park Cities Municipal Utility District for \$3.76441/1,000 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

Minimum monthly charge per unit:	\$11.00
Per 1000 gallons/month	\$5.80

The City's wastewater collection system carries wastewater to the City of Dallas, where the City of Dallas Water Utilities performs treatment at one of their plants. The cost to University Park for this service is based on the average winter water consumption for the entire city, an infiltration/inflow factor and a consumption charge.

City of University Park

REVENUE - UTILITY FUND

02-11

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 11 - REVENUE						
3450	WATER SALES-RESIDENTIAL	\$ 10,157,574.57	\$ 10,400,000.00	\$ 11,180,962.00	\$ 780,962.00	7.5%
3451	WATER SALES-COMMERCIAL	615,800.69	535,000.00	575,629.00	\$ 40,629.00	7.6%
3452	WATER SALES-CHURCH/SCHOOL	475,488.18	431,000.00	463,557.00	\$ 32,557.00	7.6%
3520	WATER SALES	(782.96)	-	-	\$ -	0.0%
3521	WATER SALES-SMU	1,877,050.00	1,615,000.00	1,736,189.00	\$ 121,189.00	7.5%
3523	METER INSTALLATION	188,536.20	175,000.00	175,000.00	\$ -	0.0%
3524	WATER RECONNECTIONS	2,823.62	3,500.00	3,500.00	\$ -	0.0%
3525	TESTING FEES	210.00	350.00	350.00	\$ -	0.0%
WATER REVENUE		\$ 13,316,700.30	\$ 13,159,850.00	\$ 14,135,187.00	\$ 975,337.00	7.4%
3532	SEWER CHRG-SMU	\$ 856,223.45	\$ 854,000.00	\$ 939,400.00	\$ 85,400.00	10.0%
3533	SEWER PERMITS	373,221.11	310,000.00	341,000.00	\$ 31,000.00	10.0%
3550	SEWER CHRG-RESIDENTIAL	5,175,773.12	5,514,100.00	6,065,510.00	\$ 551,410.00	10.0%
3551	SEWER CHRG-COMMERCIAL	245,400.00	257,000.00	282,700.00	\$ 25,700.00	10.0%
3552	SEWER CHRG-CHURCH/SCHOOL	106,276.86	121,000.00	133,100.00	\$ 12,100.00	10.0%
WASTE WATER REVENUE		\$ 6,756,894.54	\$ 7,056,100.00	\$ 7,761,710.00	\$ 705,610.00	10.0%
3900	INTEREST EARNINGS	\$ 190,049.19	\$ 150,000.00	\$ 180,000.00	\$ 30,000.00	20.0%
INTEREST EARNINGS		\$ 190,049.19	\$ 150,000.00	\$ 180,000.00	\$ 30,000.00	20.0%
3999	OTHER REVENUE	\$ 11,314.93	\$ -	\$ -	\$ -	0.0%
OTHER REVENUE		\$ 11,314.93	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 11 - REVENUE		\$ 20,274,958.96	\$ 20,365,950.00	\$ 22,076,897.00	\$ 1,710,947.00	8.4%

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**UTILITY BILLING OFFICE
02-21**

Located in City Hall, 3800 University Boulevard

Four Employees:
All Full Time

FUNCTION	<u>ACTUAL 2022-2023</u>	<u>ACTUAL 2023-2024</u>	<u>ADOPTED 2025</u>
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.

UTILITY BILLING DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of Consumers	8,769	8,832	8858
Average Daily Consumption (tens thousands of gallons)	5,897	5,696	5015
Number of service orders created/processed		3,006	3804
Number of customers receiving e-statements		3,267	3377
% of customer paying electronically		91%	95%
Number of bill adjustments processed	1,581	1,357	1220
Number of single - family accounts billed		8,296	8297
Number of multi-family connections		950	1034
Number of new single-family connections		604	605
Number of multi-family connections		203	267
New water services installed		843	899

BUDGET HIGHLIGHTS
TOTAL UTILITY BILLING BUDGET - \$13,176,412

- Postage - \$50,850
- Sewer Payments - \$4,036,407
- Water Purchases - \$7,763,134
- Professional Services/Fees - \$15,720
- DATAPROSE - \$13,200
- Mid South Imaging (E-Lockbox) - \$2,520
- Utility Billing Salaries and Benefits - \$391,719

City of University Park

UTILITY BILLING OFFICE

02-21

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 21 - UTILITIES OFFICE						
1001	REGULAR EARNINGS	\$ 270,595.41	\$ 288,604.00	\$ 267,410.00	\$ (21,194.00)	-7.3%
1002	OVERTIME EARNINGS	-	1,000.00	250.00	\$ (750.00)	-75.0%
1005	LONGEVITY PAY	2,626.97	2,963.00	2,273.00	\$ (690.00)	-23.3%
1110	EMPLOYERS SHARE F.I.C.A.	20,652.54	22,382.00	20,651.00	\$ (1,731.00)	-7.7%
1120	EMPLOYERS SHARE T.M.R.S.	24,162.10	24,830.00	37,564.00	\$ 12,734.00	51.3%
1130	INSURANCE-EMPLOYEE LIFE	2,320.50	2,500.00	2,300.00	\$ (200.00)	-8.0%
1131	INSURANCE-WORKMENS COMP	228.96	234.00	215.00	\$ (19.00)	-8.1%
1134	DENTAL INSURANCE	528.67	701.00	904.00	\$ 203.00	29.0%
1135	HEALTH INSURANCE	52,932.00	57,744.00	60,152.00	\$ 2,408.00	4.2%
SALARIES & BENEFITS		\$ 374,047.15	\$ 400,958.00	\$ 391,719.00	\$ (9,239.00)	-2.3%
2029	CLOTHING ALLOWANCE	\$ 266.81	\$ 350.00	\$ 350.00	\$ -	0.0%
2100	OFFICE SUPPLIES	2,892.95	3,550.00	5,300.00	\$ 1,750.00	49.3%
2320	GAS, OIL & GREASE	268.91	481.00	448.00	\$ (33.00)	-6.9%
SUPPLIES		\$ 3,428.67	\$ 4,381.00	\$ 6,098.00	\$ 1,717.00	39.2%
3010	POSTAGE	\$ 36,642.64	\$ 37,500.00	\$ 50,850.00	\$ 13,350.00	35.6%
3060	PROFESSIONAL SERVICES/FEES	12,829.84	18,220.00	15,720.00	\$ (2,500.00)	-13.7%
3063	PROGRAMMING/MAINTENANCE	1,272.98	-	-	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	950.39	1,901.00	1,901.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	-	433.00	-	\$ (433.00)	-100.0%
PROFESSIONAL FEES		\$ 51,695.85	\$ 58,054.00	\$ 68,471.00	\$ 10,417.00	17.9%
4110	HEAT,LIGHT,WATER UTIL	\$ 81,675.97	\$ 99,400.00	\$ 105,300.00	\$ 5,900.00	5.9%
4120	TELEPHONE SERVICE	409.06	417.00	-	\$ (417.00)	-100.0%
4270	SEWER PAYMENTS	4,144,869.12	3,627,240.00	4,036,407.00	\$ 409,167.00	11.3%
4280	WATER PURCHASES	6,209,657.17	7,414,175.00	7,763,134.00	\$ 348,959.00	4.7%
UTILITIES		\$ 10,436,611.32	\$ 11,141,232.00	\$ 11,904,841.00	\$ 763,609.00	6.9%
5500	INSURANCE-AUTO LIABILITY	\$ 284.04	\$ 285.00	\$ 336.00	\$ 51.00	17.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	222.00	222.00	222.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	240.00	270.00	297.00	\$ 27.00	10.0%
5516	BONDS AND CYBER INSURANCE	843.96	1,056.00	1,056.00	\$ -	0.0%
INSURANCE		\$ 1,590.00	\$ 1,833.00	\$ 1,911.00	\$ 78.00	4.3%
6190	AUTO REPAIRS	\$ 47.81	\$ 100.00	\$ 100.00	\$ -	0.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	1,680.96	1,859.00	1,904.00	\$ 45.00	2.4%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	152,382.96	142,399.00	147,016.00	\$ 4,617.00	3.2%
7150	DUES & SUBSCRIPTIONS	238.00	300.00	365.00	\$ 65.00	21.7%
7170	TRAVEL EXPENSE	1,129.20	2,635.00	3,135.00	\$ 500.00	19.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	6,183.00	6,421.00	6,362.00	\$ (59.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	41,324.04	42,465.00	41,625.00	\$ (840.00)	-2.0%
7221	OTHER EXPENSE	108.59	5,646.00	-	\$ (5,646.00)	-100.0%
7240	TUITION & TRAINING	1,099.00	1,325.00	1,435.00	\$ 110.00	8.3%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	1,502.04	1,502.00	1,430.00	\$ (72.00)	-4.8%
OTHER EXPENSE		\$ 205,695.60	\$ 204,652.00	\$ 203,372.00	\$ (1,280.00)	-0.6%
8010	CONTRIBUTION TO GEN. FUND	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
CONTRIBUTIONS		\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	0.0%
DEPARTMENT Total: 21 - UTILITIES BILLING OFFICE		\$ 11,673,068.59	\$ 12,411,110.00	\$ 13,176,412.00	\$ 765,302.00	6.2%

INFRASTRUCTURE MAINTENANCE DEPARTMENT
STREETS 01-80
UTILITIES 02-22

Located in the Peek Service Center, 4420 Worcola Street

Forty Employees:
All Full Time
Streets – 16
Utilities - 24

FUNCTION	ACTUAL 2022-2023		ACTUAL 2023-2024		ADOPTED 2025	
	Streets	Util	Streets	Util	Streets	Util
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 509 fire hydrants. In FY24, the division poured almost a linear mile of concrete in the City's alleys.

UTILITIES DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Linear feet of sanitary sewer pipe inspected	67,191	135,752	142,959
Number of utility taps installed	86	105	72
Number of water hydrants	501	510	516

BUDGET HIGHLIGHTS
INFRASTRUCTURE MAINTENANCE – UTILITIES FY2025 TOTAL BUDGET - \$5,209,129

- Clothing Allowance - \$26,701
- Gas, Oil & Grease - \$81,738
- Supplies and Materials - \$356,870
- Backfill Materials - \$313,333
- Professional Services/Fees - \$94,000
 - Contract Engineering Fees - \$5,000
 - TCEQ System Fee - \$25,500
 - Water Testing Fees – THM, HAA, UCMR2, DBP, DBP2 - \$33,000
- Utility Department Salaries and Benefits - \$2,693,093

<div>City of University Park</div> <div>INFRASTRUCTURE MAINTENANCE - UTILITIES</div> <div>02-22</div>						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 22 - UTILITIES						
1001	REGULAR EARNINGS	\$ 1,517,000.79	\$ 1,590,726.00	\$ 1,704,373.00	\$ 113,647.00	7.1%
1002	OVERTIME EARNINGS	70,696.80	63,000.00	65,000.00	\$ 2,000.00	3.2%
1005	LONGEVITY PAY	14,610.34	15,286.00	14,535.00	\$ (751.00)	-4.9%
1006	EDUCATION PAY	78,613.21	79,640.00	92,420.00	\$ 12,780.00	16.0%
1009	CELL PHONE ALLOWANCE	1,930.00	1,680.00	3,360.00	\$ 1,680.00	100.0%
1110	EMPLOYERS SHARE F.I.C.A.	121,748.40	133,772.00	143,536.00	\$ 9,764.00	7.3%
1120	EMPLOYERS SHARE T.M.R.S.	138,370.51	148,564.00	261,692.00	\$ 113,128.00	76.1%
1130	INSURANCE-EMPLOYEE LIFE	12,488.49	12,900.00	13,700.00	\$ 800.00	6.2%
1131	INSURANCE-WORKMENS COMP	18,076.23	25,732.00	28,799.00	\$ 3,067.00	11.9%
1134	DENTAL INSURANCE	3,269.97	4,219.00	4,766.00	\$ 547.00	13.0%
1135	HEALTH INSURANCE	316,990.50	332,028.00	360,912.00	\$ 28,884.00	8.7%
SALARIES & BENEFITS		\$ 2,293,795.24	\$ 2,407,547.00	\$ 2,693,093.00	\$ 285,546.00	11.9%
2029	CLOTHING ALLOWANCE	\$ 20,876.64	\$ 19,278.00	\$ 26,701.00	\$ 7,423.00	38.5%
2100	OFFICE SUPPLIES	856.23	4,225.00	4,600.00	\$ 375.00	8.9%
2320	GAS, OIL & GREASE	53,881.88	76,233.00	81,738.00	\$ 5,505.00	7.2%
2350	SUPPLIES & MATERIALS	106,443.05	80,925.00	356,870.00	\$ 275,945.00	341.0%
2370	BACKFILL MATERIALS	153,867.72	295,748.00	313,333.00	\$ 17,585.00	5.9%
SUPPLIES		\$ 335,925.52	\$ 476,409.00	\$ 783,242.00	\$ 306,833.00	64.4%
3003	BOARD MEETINGS	\$ 255.00	\$ 500.00	\$ 750.00	\$ 250.00	50.0%
3010	POSTAGE	51.27	600.00	600.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	48,209.16	86,000.00	94,000.00	\$ 8,000.00	9.3%
3113	PUBLICATIONS/PRINTING	139.75	500.00	1,650.00	\$ 1,150.00	230.0%
PROFESSIONAL FEES		\$ 48,655.18	\$ 87,600.00	\$ 97,000.00	\$ 9,400.00	10.7%
4110	HEAT,LIGHT,WATER, UTIL	\$ 8,762.31	\$ 9,000.00	\$ 9,500.00	\$ 500.00	5.6%
4120	TELEPHONE SERVICE	3,134.55	3,572.00	3,109.00	\$ (463.00)	-13.0%
UTILITIES		\$ 11,896.86	\$ 12,572.00	\$ 12,609.00	\$ 37.00	0.3%
5500	INSURANCE-AUTO LIABILITY	\$ 14,696.04	\$ 14,744.00	\$ 17,406.00	\$ 2,662.00	18.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,332.96	1,333.00	1,722.00	\$ 389.00	29.2%
5506	INSURANCE-GEN'L LIABILITY	1,442.04	1,620.00	2,300.00	\$ 680.00	42.0%
5516	BONDS AND CYBER INSURANCE	5,067.00	6,333.00	8,180.00	\$ 1,847.00	29.2%
INSURANCE		\$ 22,538.04	\$ 24,030.00	\$ 29,608.00	\$ 5,578.00	23.2%
6200	EQUIP REPAIRS/NON VEHICLE	\$ -	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.0%
OUTSIDE SERVICES		\$ -	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.0%
6190	AUTO REPAIRS	\$ 37,655.21	\$ 40,600.00	\$ 37,900.00	\$ (2,700.00)	-6.7%
6195	ALLOCATED WHSE AND GARAGE OPERATIONS	214,222.08	241,351.00	272,995.00	\$ 31,644.00	13.1%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	162,336.96	153,603.00	146,594.00	\$ (7,009.00)	-4.6%
6355	UTILITY MAIN MAINTENANCE	434,900.05	474,600.00	500,600.00	\$ 26,000.00	5.5%
7150	DUES & SUBSCRIPTIONS	994.63	1,775.00	2,425.00	\$ 650.00	36.6%
7170	TRAVEL EXPENSE	5.00	6,380.00	4,580.00	\$ (1,800.00)	-28.2%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	25,311.00	26,285.00	29,025.00	\$ 2,740.00	10.4%
7202	SOFTWARE FEES - DIRECT ALLOCATION	61,170.00	77,396.00	80,929.00	\$ 3,533.00	4.6%
7221	OTHER EXPENSE	3,194.97	4,650.00	94,890.00	\$ 90,240.00	1940.6%
7240	TUITION & TRAINING	3,987.39	10,300.00	21,000.00	\$ 10,700.00	103.9%
7260	EQUIPMENT RENTAL	10,761.00	3,000.00	6,000.00	\$ 3,000.00	100.0%
7331	EQUIPMENT UNDER \$5000	-	14,200.00	13,501.00	\$ (699.00)	-4.9%
7500	DEPRECIATION EXPENSE	20,241.21	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLCEMNT CHRG	125,826.96	124,736.00	162,936.00	\$ 38,200.00	30.6%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-	-	10,202.00	\$ 10,202.00	0.0%
9100	EQUIPMNET OVER \$5000	5,346.00	-	7,000.00	\$ 7,000.00	0.0%
OTHER EXPENSE		\$ 1,105,952.46	\$ 1,178,876.00	\$ 1,390,577.00	\$ 211,701.00	18.0%
1140	PERSONNEL REIMBURSEMENT	\$ 200,000.04	\$ 200,000.00	\$ 200,000.00	\$ -	0.0%
TRANSFERS		\$ 200,000.04	\$ 200,000.00	\$ 200,000.00	\$ -	0.0%
DEPARTMENT Total: 22 - UTILITIES		\$ 4,018,763.34	\$ 4,389,034.00	\$ 5,209,129.00	\$ 820,095.00	18.7%

**IN-HOUSE CONSTRUCTION – DISCONTINUED IN FY2025
FY2025 BUDGET INCORPORATED INTO 02-22 AND EMPLOYEES
MOVED TO OTHER DEPARTMENTS
02-24**

Located in the Peek Service Center, 4420 Worcola Street

Seven Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Construction Superintendent	1	1*	0
Crew Leader	0	1	0
Operator / Technician	1	5	0

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

Development of the In-House Mile Construction Department was planned to be phased in over three fiscal years. In FY21, recruiting began to staff one crew. Due to market conditions, the City was unable to fully staff the crew. To continue the planned replacement of utilities, staff contracted for the FY23 utility replacement while continuing to monitor conditions in the marketplace with the goal of hiring a crew in FY24. Based on the market assessment, staff has budgeted for one crew in FY24. Once staffed, the program will be monitored for 12-18 months at which time staff and Council will consider the efforts of the program to determine if the program should be expanded to two additional crews or if the work should be contracted out as has been done in the past.

*Construction Superintendent budgeted in Capital Projects

City of University Park

IN HOUSE CONSTRUCTION

02-24

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 02 - UTILITY FUND						
DEPARTMENT: 24 - IN HOUSE CONSTRUCTION						
1001	REGULAR EARNINGS	\$ 114,601.43	\$ 470,677.00	\$ -	\$ (470,677.00)	-100.0%
1002	OVERTIME EARNINGS	-	-	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	114.60	140.00	-	\$ (140.00)	-100.0%
1006	EDUCATION PAY	4,171.42	4,160.00	-	\$ (4,160.00)	-100.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	-	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	8,867.20	36,333.00	-	\$ (36,333.00)	-100.0%
1120	EMPLOYERS SHARE T.M.R.S.	10,059.27	40,396.00	-	\$ (40,396.00)	-100.0%
1125	GSAB ALLOCATION OF PENSION/OPEB EXP	16,078.00	-	-	\$ -	0.0%
1126	GASB ALLOCATION OF PENSION/OPEB	38,537.00	-	-	\$ -	0.0%
1130	INSURANCE - EMPLOYEE LIFE	1,071.57	1,200.00	-	\$ (1,200.00)	-100.0%
1131	INSURANCE-WORKMENS COMP	-	12,372.00	-	\$ (12,372.00)	-100.0%
1135	HEALTH INSURANCE	14,436.00	97,236.00	-	\$ (97,236.00)	-100.0%
SALARIES & BENEFITS		\$ 208,776.49	\$ 663,354.00	\$ -	\$ (663,354.00)	-100.0%
2029	CLOTHING ALLOWANCE	\$ 563.12	\$ 5,928.00	\$ -	\$ (5,928.00)	-100.0%
2100	OFFICE SUPPLIES	-	450.00	-	\$ (450.00)	-100.0%
2320	GAS, OIL, & GREASE	7,049.03	7,816.00	-	\$ (7,816.00)	-100.0%
2350	SUPPLIES & MATERIALS	84.47	258,644.00	-	\$ (258,644.00)	-100.0%
2360	SMALL TOOLS	-	3,000.00	-	\$ (3,000.00)	-100.0%
2370	BACKFILL MATERIALS	-	83,412.00	-	\$ (83,412.00)	-100.0%
SUPPLIES		\$ 7,696.62	\$ 359,250.00	\$ -	\$ (359,250.00)	-100.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ 25,000.00	\$ -	\$ (25,000.00)	-100.0%
3113	PUBLICATIONS/PRINTING	\$ -	\$ 150.00	\$ -	\$ (150.00)	-100.0%
PROFESSIONAL FEES		\$ -	\$ 25,150.00	\$ -	\$ (25,150.00)	-100.0%
4110	UTILITIES	\$ 506.73	\$ 400.00	\$ -	\$ (400.00)	-100.0%
4120	TELEPHONE SERVICE	\$ 99.90	\$ 337.00	\$ -	\$ (337.00)	-100.0%
UTILITIES		\$ 606.63	\$ 737.00	\$ -	\$ (737.00)	-100.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ -	\$ 389.00	\$ -	\$ (389.00)	-100.0%
5506	INSURANCE-GEN'L LIABILITY	-	473.00	-	\$ (473.00)	-100.0%
5516	BONDS AND CYBER INSURANCE	-	1,847.00	-	\$ (1,847.00)	-100.0%
INSURANCE		\$ -	\$ 2,709.00	\$ -	\$ (2,709.00)	-100.0%
6190	AUTO REPAIRS	\$ 1,900.27	\$ 5,000.00	\$ -	\$ (5,000.00)	-100.0%
6201	ALLOCATED INFORMATION SERVICES	21,945.96	2,203.00	-	\$ (2,203.00)	-100.0%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	1,932.96	24,962.00	-	\$ (24,962.00)	-100.0%
6355	UTILITY MAIN MAINTENANCE	95.00	-	-	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	-	930.00	-	\$ (930.00)	-100.0%
7170	TRAVEL EXPENSE	966.00	200.00	-	\$ (200.00)	-100.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	203.04	1,003.00	-	\$ (1,003.00)	-100.0%
7202	SOFTWARE FEES - DIRECT ALLOCATION	64.00	214.00	-	\$ (214.00)	-100.0%
7221	OTHER EXPENSE	-	900.00	-	\$ (900.00)	-100.0%
7240	TUITION & TRAINING	-	9,600.00	-	\$ (9,600.00)	-100.0%
7260	EQUIPMENT RENTAL	-	3,000.00	-	\$ (3,000.00)	-100.0%
7331	EQUIPMENT UNDER \$5000	-	2,500.00	-	\$ (2,500.00)	-100.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	41,718.96	42,116.00	-	\$ (42,116.00)	-100.0%
OTHER		\$ 68,826.19	\$ 92,628.00	\$ -	\$ (92,628.00)	-100.0%
6371	REPAVING OUTSIDE CONTRACT	\$ -	\$ 89,000.00	\$ -	\$ (89,000.00)	-100.0%
TRANSFERS		\$ -	\$ 89,000.00	\$ -	\$ (89,000.00)	-100.0%
9100	EQUIPMENT OVER \$5000	\$ -	\$ 7,000.00	\$ -	\$ (7,000.00)	-100.0%
CAPITAL EXPENDITURES		\$ -	\$ 7,000.00	\$ -	\$ (7,000.00)	-100.0%
DEPARTMENT Total: 24 - IN HOUSE CONSTRUCTION		\$ 285,905.93	\$ 1,239,828.00	\$ -	\$ (1,239,828.00)	-100.0%

**REVENUE – SANITATION FUND
04-11**

No Employees

Residential refuse collection charges make up 61% of the Sanitation Fund's budgeted revenue. A typical residential customer pays \$27.52/month for twice weekly collection.

Residential Garbage Collection	Amt/Month
Single-family dwelling	\$ 27.52
Two-family dwelling, per unit	\$ 27.52
Apartments, per unit - on residential route	\$ 27.52
Apartments, per unit - on commercial route	\$ 27.52
Carryout, per unit	\$ 168.65

Commercial and institutional (including Southern Methodist University) refuse collection charges make up 27% of Sanitation 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	\$146.09	\$292.17	\$438.28	\$584.36
6	\$292.17	\$584.36	\$876.53	\$1,168.72
12	\$584.36	\$1,168.72	\$1,753.08	\$2,337.44
18	\$876.53	\$1,753.08	\$2,629.61	\$3,506.16

Recycling collection contributes 10% of Fund revenues. Customers pay \$4.65 per month for weekly collection.

Other Sanitation Fund revenues include brush/special items pickup and investment income.

City of University Park

REVENUE - SANITATION FUND

04-11

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 11 - REVENUE						
3501	REFUSE COLL-SMU	\$ 186,780.12	\$ 223,700.00	\$ 300,000.00	\$ 76,300.00	34.1%
3504	RECYCLING REVENUE	386,870.61	418,800.00	418,800.00	\$ -	0.0%
3540	REFUSE COLL - RESIDENTIAL	2,315,416.56	2,488,600.00	2,488,600.00	\$ -	0.0%
3541	REFUSE COLL - COMMERCIAL	559,980.86	624,600.00	624,600.00	\$ -	0.0%
3542	REFUSE COLL-CHURCH/SCHOOL	195,093.19	192,600.00	192,600.00	\$ -	0.0%
3543	BRUSH/SPECIAL PICKUP CHRG	107,825.37	110,100.00	110,100.00	\$ -	0.0%
REFUSE & RECYCLING		\$ 3,751,966.71	\$ 4,058,400.00	\$ 4,134,700.00	\$ 76,300.00	1.9%
3900	INTEREST EARNINGS	\$ 20,203.57	\$ 11,000.00	\$ 40,000.00	\$ 29,000.00	263.6%
INTEREST EARNINGS		\$ 20,203.57	\$ 11,000.00	\$ 40,000.00	\$ 29,000.00	263.6%
DEPARTMENT Total: 11 - REVENUE		\$ 3,772,170.28	\$ 4,069,400.00	\$ 4,174,700.00	\$ 105,300.00	2.6%

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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

FUNCTION	ACTUAL 2021-2022	ACTUAL 2022-2023	ADOPTED 2024
Sanitation Superintendent	1	1	1
Sanitation Supervisor	1	1	1
Sanitation Driver III	4	4	4
Sanitation Driver II	4	4	4
Sanitation Driver I	16	16	16
Administrative Secretary/3-1-1 Call Taker	1	1	1

Department responsibilities include twice-weekly collection and disposal of residential, commercial, and SMU refuse, yard waste, and recyclables. Residential and commercial refuse is hauled to a landfill owned and operated by the City of Garland. Through an Interlocal Agreement, the City of Garland charges a significantly reduced rate to the City through 2027.

Yard waste, separate from the regular household garbage, is taken to the Living Earth composting facility. The City also collects recyclable materials and transports them to Republic Services for processing. The City participates in the Dallas County-sponsored Household Hazardous Waste program. The City accepts electronic waste at the city-owned transfer station which is removed by Global Assets and recycled in the most environmentally responsible methods at no cost to the City. Additionally, the City separates and recycles bulk metals through Gold Metal Recycling.

During FY2024, the Division handled more than 13,530 tons of solid waste, 1,937 tons of yard waste, and more than 2,593 tons of recyclable materials. The division recycled approximately 20 tons of metal.

SANITATION DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Tons of Solid Waste Disposal	32	22	20
Waste Hauled (tons)	13,220	13,603	13,530
Recycling Materials (tons)	2,835	2556	2,593
Green Waste	1,050	877	1,937

BUDGET HIGHLIGHTS
SANITATION DEPARTMENT FY2025 TOTAL BUDGET \$4,121,287

- Clothing Allowance - \$20,844
- Land Fill - \$199,315
- Disposal Fee Contingency - \$110,000
- Transfer Station repair - \$35,765
- Recycling Fees - \$30,000
- Containers - \$30,844
- Hazardous Waste Services- \$43,800
- Professional Services - \$11,600
- Waste Services for Annual Shredding Event - \$4,600
- Compost Services for Annual Event - \$2,500
- Shred It Services for Annual Event (1 of 2) - \$4,500
- Sanitation Department Salaries and Benefits - \$2,634,229

City of University Park

SANITATION DEPARTMENT

04-60

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 04 - SANITATION FUND						
DEPARTMENT: 60 - SANITATION						
1001	REGULAR EARNINGS	\$ 1,451,159.57	\$ 1,586,543.00	\$ 1,648,289.00	\$ 61,746.00	3.9%
1002	OVERTIME EARNINGS	120,716.72	71,000.00	86,000.00	\$ 15,000.00	21.1%
1005	LONGEVITY PAY	12,673.74	13,587.00	14,235.00	\$ 648.00	4.8%
1006	EDUCATION PAY	98,074.86	99,840.00	91,520.00	\$ (8,320.00)	-8.3%
1009	CELL PHONE ALLOWANCE	1,680.00	1,680.00	1,680.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	121,389.71	135,478.00	137,399.00	\$ 1,921.00	1.4%
1120	EMPLOYERS SHARE T.M.R.S.	138,313.49	150,454.00	250,199.00	\$ 99,745.00	66.3%
1130	INSURANCE-EMPLOYEE LIFE	13,416.68	14,000.00	13,500.00	\$ (500.00)	-3.6%
1131	INSURANCE-WORKMENS COMP	50,991.96	54,743.00	56,939.00	\$ 2,196.00	4.0%
1134	DENTAL INSURANCE	2,520.16	3,120.00	3,632.00	\$ 512.00	16.4%
1135	HEALTH INSURANCE	339,246.00	360,264.00	330,836.00	\$ (29,428.00)	-8.2%
SALARIES & BENEFITS		\$ 2,350,182.89	\$ 2,490,709.00	\$ 2,634,229.00	\$ 143,520.00	5.8%
2029	CLOTHING ALLOWANCE	\$ 20,430.94	\$ 19,997.00	\$ 20,844.00	\$ 847.00	4.2%
2100	OFFICE SUPPLIES	1,359.71	1,800.00	1,850.00	\$ 50.00	2.8%
2320	GAS, OIL & GREASE	127,234.34	134,378.00	135,338.00	\$ 960.00	0.7%
2350	SUPPLIES & MATERIALS	6,859.61	7,901.00	8,462.00	\$ 561.00	7.1%
SUPPLIES		\$ 155,884.60	\$ 164,076.00	\$ 166,494.00	\$ 2,418.00	1.5%
3010	POSTAGE	\$ -	\$ 50.00	\$ 25.00	\$ (25.00)	-50.0%
3060	PROFESSIONAL SERVICES/FEES	17,091.29	11,500.00	11,600.00	\$ 100.00	0.9%
3113	PUBLICATIONS/PRINTING	639.88	1,100.00	1,100.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	-	3,940.00	-	\$ (3,940.00)	-100.0%
PROFESSIONAL FEES		\$ 17,731.17	\$ 16,590.00	\$ 12,725.00	\$ (3,865.00)	-23.3%
4110	HEAT,LIGHT,WATER UTIL	\$ 15,096.24	\$ 18,400.00	\$ 19,400.00	\$ 1,000.00	5.4%
4120	TELEPHONE SERVICE	3,223.31	3,160.00	2,655.00	\$ (505.00)	-16.0%
4390	LAND FILL	170,267.09	183,995.00	199,315.00	\$ 15,320.00	8.3%
4392	DISPOSAL FEES CONTINGENCY	-	110,000.00	110,000.00	\$ -	0.0%
UTILITIES		\$ 188,586.64	\$ 315,555.00	\$ 331,370.00	\$ 15,815.00	5.0%
5500	INSURANCE-AUTO LIABILITY	\$ 38,675.04	\$ 38,799.00	\$ 45,804.00	\$ 7,005.00	18.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,556.04	1,556.00	1,556.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	1,682.04	1,891.00	2,077.00	\$ 186.00	9.8%
5516	BONDS AND CYBER INSURANCE	5,910.96	7,389.00	7,389.00	\$ -	0.0%
INSURANCE		\$ 47,824.08	\$ 49,635.00	\$ 56,826.00	\$ 7,191.00	14.5%
6186	TRANSFER STATION REPAIR	\$ 32,874.00	\$ 33,165.00	\$ 35,765.00	\$ 2,600.00	7.8%
6400	RECYCLING FEES	62,317.58	75,000.00	30,000.00	\$ (45,000.00)	-60.0%
OUTSIDE SERVICES		\$ 95,191.58	\$ 108,165.00	\$ 65,765.00	\$ (42,400.00)	-39.2%
6190	AUTO REPAIRS	\$ 120,149.92	\$ 98,500.00	\$ 98,200.00	\$ (300.00)	-0.3%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	289,968.96	321,542.00	329,541.00	\$ 7,999.00	2.5%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	62,075.04	69,869.00	67,050.00	\$ (2,819.00)	-4.0%
6318	CONTAINER MAINTENANCE	18,088.49	2,500.00	2,500.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	794.38	1,217.00	1,334.00	\$ 117.00	9.6%
7170	TRAVEL EXPENSE	3,979.27	5,900.00	5,990.00	\$ 90.00	1.5%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	27,435.96	28,492.00	26,242.00	\$ (2,250.00)	-7.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	9,834.96	10,977.00	12,032.00	\$ 1,055.00	9.6%
7221	OTHER EXPENSE	7,161.87	8,645.00	8,655.00	\$ 10.00	0.1%
7240	TUITION & TRAINING	2,403.52	3,426.00	5,226.00	\$ 1,800.00	52.5%
7392	CONTAINERS	18,895.10	34,050.00	30,844.00	\$ (3,206.00)	-9.4%
7500	DEPRECIATION EXPENSE	7,626.18	-	-	\$ -	0.0%
7601	HAZARDOUS WASTE SERVICE	25,347.54	42,300.00	43,800.00	\$ 1,500.00	3.5%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	261,905.04	265,899.00	221,727.00	\$ (44,172.00)	-16.6%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-	-	737.00	\$ 737.00	0.0%
OTHER EXPENSE		\$ 855,666.23	\$ 893,317.00	\$ 853,878.00	\$ (39,439.00)	-4.4%
CAPITAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 60 - SANITATION		\$ 3,711,067.19	\$ 4,038,047.00	\$ 4,121,287.00	\$ 83,240.00	2.1%

**COMMUNITY DEVELOPMENT DEPARTMENT
01-19**

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
Director of Community Development	1	1	1
Building Official	1	1	1
Planner	1	1	1
Code Enforcement Officer	2	2	2
Building Inspector	3	3	3
Planning Technician	1	1	1
Permit Technician	1	1	1

The University Park Community Development Department provides high quality planning, zoning, code enforcement, and building inspection services to all people. We help to ensure a safe built and attractive environment while consistently delivering efficient, friendly, and courteous customer service.

Responsibilities include issuance of all building and sign permits, construction inspection, code enforcement services, and planning & zoning functions through the Planning & Zoning Commission (P&Z) and the Board of Adjustment (BOA). The department maintains permanent records of permits as well as all P&Z and BOA proceedings. The Community Development Department also works closely with the Commercial/Retail Advisory Committee and the Zoning and Development Advisory Committee.

In fiscal year 2024, the Department issued a total of 1,668 permits with permit fees totaling \$1,537,392. A total of 47 permits were issued for new residential construction and 105 permits were issued for residential addition/remodel and repair. The department field staff conducted 7,427 inspections for the year ended September 30, 2024.

COMMUNITY DEVELOPMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of inspections performed	5,816	6,431	7,427
Number of permits issued	2,052	1,851	1,668
Number of new permits issued	75	63	47
Addition/remodel and repair	103	102	105
Total Permit Fees	\$3,088,879	\$3,123,329	\$1,537,392

GOALS FOR FY2025

- Preserve and continue to maintain the existing small town character and the individual identity of University Park
- Retaining a balance between residential and nonresidential development that is consistent with the planned infrastructure
- To review, and revise if necessary, all codes and ordinances which affect the building and maintenance of structures, insuring they incorporate the most modern efficient and economical methods available

COMMUNITY DEVELOPMENT BUDGET HIGHLIGHTS TOTAL COMMUNITY DEVELOPMENT FY2025 BUDGET \$1,568,241

- Third Party contract plan review/inspection - \$100,000
- Tuition and Training - \$10,310
- Community Development Salaries and Benefits - \$1,285,714

City of University Park
COMMUNITY DEVELOPMENT DEPARTMENT
01-19

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 19 - COMMUNITY DEVELOPMENT						
1001	REGULAR EARNINGS	\$ 840,245.38	\$ 889,989.00	\$ 932,521.00	\$ 42,532.00	4.8%
1005	LONGEVITY PAY	3,566.31	4,097.00	3,575.00	\$ (522.00)	-12.7%
1006	EDUCATION PAY	-	-	-	\$ -	0.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	4,655.00	4,990.00	4,320.00	\$ (670.00)	-13.4%
1110	EMPLOYERS SHARE F.I.C.A.	60,754.85	67,815.00	70,960.00	\$ 3,145.00	4.6%
1120	EMPLOYERS SHARE T.M.R.S.	70,963.95	76,933.00	132,642.00	\$ 55,709.00	72.4%
1130	INSURANCE-EMPLOYEE LIFE	7,453.12	7,800.00	7,400.00	\$ (400.00)	-5.1%
1131	INSURANCE-WORKMENS COMP	1,559.04	1,622.00	1,744.00	\$ 122.00	7.5%
1134	DENTAL INSURANCE	992.20	1,271.00	1,536.00	\$ 265.00	20.8%
1135	HEALTH INSURANCE	126,006.56	129,924.00	120,216.00	\$ (9,708.00)	-7.5%
SALARIES & BENEFITS		\$ 1,123,396.41	\$ 1,191,641.00	\$ 1,285,714.00	\$ 94,073.00	7.9%
2029	CLOTHING ALLOWANCE	\$ 1,704.75	\$ 2,374.00	\$ 2,720.00	\$ 346.00	14.6%
2100	OFFICE SUPPLIES	1,447.96	9,000.00	9,000.00	\$ -	0.0%
2320	GAS, OIL & GREASE	4,009.71	3,702.00	3,448.00	\$ (254.00)	-6.9%
2350	SUPPLIES & MATERIALS	4,974.69	-	-	\$ -	0.0%
SUPPLIES		\$ 12,137.11	\$ 15,076.00	\$ 15,168.00	\$ 92.00	0.6%
3003	BOARD MEETINGS	\$ 1,539.52	\$ 1,200.00	\$ 2,200.00	\$ 1,000.00	83.3%
3010	POSTAGE	3,634.09	3,200.00	3,750.00	\$ 550.00	17.2%
3060	PROFESSIONAL SERVICES/FEES	5,523.54	150,000.00	100,000.00	\$ (50,000.00)	-33.3%
3113	PUBLICATIONS/PRINTING	2,967.67	5,000.00	5,000.00	\$ -	0.0%
PROFESSIONAL SERVICES/FEES		\$ 13,664.82	\$ 159,400.00	\$ 110,950.00	\$ (48,450.00)	-30.4%
4110	HEAT,LIGHT,WATER UTIL	\$ 4,719.69	\$ 4,900.00	\$ 5,200.00	\$ 300.00	6.1%
4120	TELEPHONE SERVICE	1,222.76	1,246.00	-	\$ (1,246.00)	-100.0%
UTILITIES		\$ 5,942.45	\$ 6,146.00	\$ 5,200.00	\$ (946.00)	-15.4%
5500	INSURANCE-AUTO LIABILITY	\$ 1,238.04	\$ 1,242.00	\$ 1,466.00	\$ 224.00	18.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	555.96	556.00	556.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	600.96	675.00	742.00	\$ 67.00	9.9%
5516	BONDS AND CYBER INSURANCE	2,111.04	2,639.00	2,639.00	\$ -	0.0%
INSURANCE		\$ 4,506.00	\$ 5,112.00	\$ 5,403.00	\$ 291.00	5.7%
6190	AUTO REPAIRS	\$ 1,907.56	\$ 2,200.00	\$ 2,300.00	\$ 100.00	4.5%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	10,904.04	12,124.00	12,426.00	\$ 302.00	2.5%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	69,621.00	71,709.00	70,286.00	\$ (1,423.00)	-2.0%
7150	DUES & SUBSCRIPTIONS	1,969.99	2,275.00	2,325.00	\$ 50.00	2.2%
7170	TRAVEL EXPENSE	126.90	2,550.00	3,000.00	\$ 450.00	17.6%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	15,456.96	16,052.00	15,904.00	\$ (148.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	19,913.04	20,166.00	22,714.00	\$ 2,548.00	12.6%
7221	OTHER EXPENSE	157.50	1,000.00	1,000.00	\$ -	0.0%
7240	TUITION & TRAINING	2,452.55	9,838.00	10,310.00	\$ 472.00	4.8%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	4,638.00	4,638.00	4,484.00	\$ (154.00)	-3.3%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	-	1,057.00	\$ 1,057.00	0.0%
OTHER EXPENSE		\$ 127,147.54	\$ 142,552.00	\$ 145,806.00	\$ 3,254.00	2.3%
DEPARTMENT Total: 19 - COMMUNITY DEVELOPMENT		\$ 1,286,794.33	\$ 1,519,927.00	\$ 1,568,241.00	\$ 48,314.00	3.2%

**ENGINEERING DEPARTMENT
01-20**

Located in the Peek Service Center, 4420 Worcola Street

Eight Employees:
All Full Time

FUNCTION	ACTUAL 2022 - 2023	ACTUAL 2023-2024	ADOPTED 2025
Director of Public Works	1	1	0*
Director of Engineering	0	0	1*
Construction Inspector	3	3	3
Right of Way Manager	0	1	1
Asset Management Supervisor	0	1	1
Civil Engineer	0	0	1
Asset Management Technician	0	0	1*
City Engineer	1	1	0*

The Director of Engineering is responsible for managing the City's Capital Improvements Program, implementing design and construction projects, managing updates to the City's Asset Management software, updating and maintaining the City's standard specification and details. The majority of the City's CIP projects are related to Public Works, and on the replacement of water, sanitary sewer, and stormwater mains, and the pavement associated with those utilities. CIP projects in recent years total \$10-15 million each year. This department is responsible for maintaining all official City maps and permanent records of easements, rights-of-way, and City limit boundaries along with managing the newly outsourced GIS partner, NewEdge.

- *Director of Public Works changed to Public Works Administration in new Dept. 01-13
- *Director of Engineering created
- *Asset Management Technician added
- *City Engineer eliminated

ENGINEERING DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Value of CIP Managed	\$5,449,255	\$4,727,50\$	\$14,345,062
Project inspections completed	215	259	966
Number of ROW Plan reviews	129	117	110

**ENGINEERING BUDGET HIGHLIGHTS
TOTAL BUDGET FY2025 FOR ENGINEERING \$982,860**

- Professional Services/Fees Total - \$25,000
- Tuition and Training - \$4,920
- Engineering Salaries and Benefits - \$825,785

ENGINEERING DEPARTMENT FY2025 GOALS

- Developing long-term community infrastructure goals
- Maintaining public assets
- Conducting land surveys
- Making site visits to ensure projects match original plans
- Continue employee development through technical, management and leadership training

Work load indicators for Engineering, Traffic, Facility Maintenance, Streets, Utilities and Sanitation will be listed after each Department Summary.

City of University Park
ENGINEERING DEPARTMENT
01-20

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 20 - ENGINEERING						
1001	REGULAR EARNINGS	\$ 711,985.90	\$ 675,174.00	\$ 582,330.00	\$ (92,844.00)	-13.8%
1002	OVERTIME EARNINGS	547.20	1,000.00	500.00	\$ (500.00)	-50.0%
1005	LONGEVITY PAY	4,348.98	4,539.00	3,512.00	\$ (1,027.00)	-22.6%
1006	EDUCATION PAY	12,514.28	12,480.00	12,480.00	\$ -	0.0%
1007	CAR ALLOWANCE	6,840.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	3,925.00	3,960.00	3,120.00	\$ (840.00)	-21.2%
1110	EMPLOYERS SHARE F.I.C.A.	49,424.42	50,602.00	45,816.00	\$ (4,786.00)	-9.5%
1120	EMPLOYERS SHARE T.M.R.S.	61,420.66	59,788.00	85,405.00	\$ 25,617.00	42.8%
1130	INSURANCE-EMPLOYEE LIFE	6,311.52	6,300.00	5,900.00	\$ (400.00)	-6.3%
1131	INSURANCE-WORKMENS COMP	1,146.96	1,203.00	1,150.00	\$ (53.00)	-4.4%
1134	DENTAL INSURANCE	842.31	1,079.00	820.00	\$ (259.00)	-24.0%
1135	HEALTH INSURANCE	72,327.27	72,180.00	73,952.00	\$ 1,772.00	2.5%
SALARIES & BENEFITS		\$ 931,634.50	\$ 895,505.00	\$ 825,785.00	\$ (69,720.00)	-7.8%
2029	CLOTHING ALLOWANCE	\$ 1,572.90	\$ 2,506.00	\$ 2,826.00	\$ 320.00	12.8%
2100	OFFICE SUPPLIES	851.23	2,820.00	3,600.00	\$ 780.00	27.7%
2320	GAS, OIL & GREASE	2,267.26	2,914.00	2,714.00	\$ (200.00)	-6.9%
2350	SUPPLIES & MATERIALS	991.85	1,650.00	1,700.00	\$ 50.00	3.0%
SUPPLIES		\$ 5,683.24	\$ 9,890.00	\$ 10,840.00	\$ 950.00	9.6%
3010	POSTAGE	\$ -	\$ 175.00	\$ 200.00	\$ 25.00	14.3%
3060	PROFESSIONAL SERVICES/FEES	16,000.00	65,000.00	25,000.00	\$ (40,000.00)	-61.5%
3063	PROGRAMMING/MAINTENANCE	-	-	1,500.00	\$ 1,500.00	0.0%
3113	PUBLICATIONS/PRINTING	-	1,425.00	-	\$ (1,425.00)	-100.0%
PROFESSIONAL SERVICES/FEES		\$ 16,000.00	\$ 66,600.00	\$ 26,700.00	\$ (39,900.00)	-59.9%
4110	HEAT,LIGHT,WATER UTIL	\$ 3,974.50	\$ 3,900.00	\$ 4,100.00	\$ 200.00	5.1%
4120	TELEPHONE SERVICE	2,678.00	2,514.00	1,325.00	\$ (1,189.00)	-47.3%
UTILITIES		\$ 6,652.50	\$ 6,414.00	\$ 5,425.00	\$ (989.00)	-15.4%
5500	INSURANCE - AUTO LIABILITY	\$ 1,505.04	\$ 1,509.00	\$ 1,782.00	\$ 273.00	18.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	444.00	444.00	444.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	480.96	540.00	594.00	\$ 54.00	10.0%
5516	BONDS AND CYBER INSURANCE	1,689.00	2,111.00	2,111.00	\$ -	0.0%
INSURANCE		\$ 4,119.00	\$ 4,604.00	\$ 4,931.00	\$ 327.00	7.1%
6190	AUTO REPAIRS	\$ 778.56	\$ 1,200.00	\$ 1,000.00	\$ (200.00)	-16.7%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	3,939.96	4,389.00	4,499.00	\$ 110.00	2.5%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	56,252.04	55,825.00	52,773.00		
7150	DUES & SUBSCRIPTIONS	1,809.00	3,345.00	3,610.00	\$ 265.00	7.9%
7170	TRAVEL EXPENSE	823.49	4,300.00	5,000.00	\$ 700.00	16.3%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	12,366.00	12,841.00	12,723.00	\$ (118.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	15,411.00	14,167.00	14,453.00	\$ 286.00	2.0%
7221	OTHER EXPENSE	585.34	1,000.00	1,050.00	\$ 50.00	5.0%
7240	TUITION & TRAINING	1,041.00	4,900.00	4,920.00	\$ 20.00	0.4%
9000	CAPITAL EQUIPMENT REPLACEMENT	14,151.00	10,867.00	7,389.00	\$ (3,478.00)	-32.0%
9100	EQUIPMENT UNDER \$5000	-	2,148.00	1,762.00	\$ (386.00)	-18.0%
OTHER EXPENSE		\$ 107,157.39	\$ 114,982.00	\$ 109,179.00	\$ (5,803.00)	-5.0%
DEPARTMENT Total: 20 - ENGINEERING		\$ 1,071,246.63	\$ 1,097,995.00	\$ 982,860.00	\$ (115,135.00)	-10.5%

**FIRE DEPARTMENT
01-40**

Located in City Hall, 3800 University Boulevard

Thirty-six Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Chief of Fire	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Battalion Chief	3	3	3
Fire Captain	3	3	3
Fire Lieutenant	3	3	3
Driver/Engineer	9	9	9
Firefighter	13	13	13
Administrative Coordinator	1	1	1

The University Park Fire Department (UPFD) provides fire suppression, hazardous materials response, Community Risk Reduction activities, fire code enforcement, rescue response and paramedic-based emergency medical services to the residents of University Park and Southern Methodist University.

Personnel working in administration work a 40-hour schedule Monday through Friday, while the Department's 31 firefighters are divided into three shifts (A, B, and C) and work a 24 hours on/48 hours off schedule. Shift change occurs at 6:30 each morning.

The fire department takes pride in providing the highest level of prehospital emergency medical services. UPFD paramedics have established protocols with local hospitals that will allow field activation of heart catheterization labs and stroke intervention teams. This collaborative effort has proven to increase the odds of favorable outcomes for those experiencing cardiac or ischemic brain related medical emergencies.

In addition to providing one Mobile Intensive Care Unit (MICU) staffed by two paramedics, UPFD also staffs paramedics around the clock on both primary fire apparatus and carry advanced life support medications, defibrillators, and other life-saving equipment. All personnel in the Operations Division are required to achieve and maintain their State certification as an EMT/Paramedic.

Details about the UPFD:

The Fire Department provides customer service-oriented fire prevention, fire and life safety code enforcement, fire suppression, rescue, disaster preparedness and emergency medical services to the citizens and guests of University Park. UPFD has achieved an ISO Class 1 rating and is a

recognized Best Practices Department by the Texas Fire Chiefs Association. Additional information includes:

Emergency response annual call volume is approximately 3,000 fire, rescue, public service and emergency medical calls per year with an average response time of 5 minutes depending on the location of the call and unit availability.

Provides the highest level of advanced life support pre-hospital care. Currently 34 of the 36 members of the department are certified as paramedics.

Provides 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 smoke detectors for those needing assistance, host an annual public safety open house and assistance with residential lock box placement.

Conducts construction plans review to ensure Fire Code/Life Safety Code compliance and perform annual fire safety inspections on all commercial buildings.

Performs fire investigation and cause and origin investigations of fires within the City.

Installation of a new public safety communications system with a P25 compliant 700MHz system has been completed and is fully operational. The goal now is to expand system use to include all Park Cities stakeholders, the City of Dallas and surrounding mutual aid agencies. This new system will meet capacity, coverage, interoperability and reliability requirements necessary for UPFD and UPPD to safely and efficiently fulfill the mission of service to the community.

In addition to overseeing Fire Department operations, the Fire Chief holds the dual role of emergency management coordinator and is responsible for maintaining the City's emergency management plan. This position is also responsible for overseeing maintenance and activation of the outdoor early warning sirens, conducting disaster exercises for city staff, and coordinating with other local, county, and state agencies, ensuring effective response to both natural and man-made disaster related events occurring in the City.

In order to effectively address public education, public service, code enforcement, and fire investigation challenges in our community, UPFD has engaged in a Community Risk Reduction Program intended to identify target groups within our community requiring specialized services that can be met by our department. They are working to develop and deliver programs/services that meet these needs. This will include development of a social services intervention program that will address senior citizen independent living to assisted living transitional challenges.

FIRE DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Total Responses	2,686	3,072	3119
MICU Transports	476	527	501
Medic Calls	879	1,038	1,055
Engine Calls	1,807	2,034	2,064
Response Time Average	4:36	4:31	4:48
Turn-Out Average	1:48	1:51	1:47
Fire Code Inspections Performance	876	1,236	1,170
Plan Review	392	462	455
Average Annual Required Training Hours	123	295	424

FIRE DEPARTMENT DIVISIONS

Provides fire inspections, fire and arson investigations, fire suppression, fire prevention, public education, emergency medical service along with emergency management coordination, rescue and HazMat/WMD incident response

FIRE DEPARTMENT FY2025 GOALS

- Provide superior Fire & EMS response services to the community along with superior customer service to the community and to other departments
- All structure fires, a full effective response team will arrive 8 minutes for less, 90% of the time and preform all critical tasks within five minutes
- Response time will be less than 5 minutes, 90% of emergency fire calls and 95% emergency medical calls
- Maintain Accreditation Status Through Best Practices and Achievement of All Pre-Hospital Paramedic Base Best Practices
- Continue to focus to reduce Fire & EMS turn-out time to maintain benchmark standards
- Continue to strive for service excellence by ensuring members receive superior Fire & EMS training
- Maintain fire and life safety inspection to ensure commercial occupancies are property maintained through enforcement of adopted codes and ordinances.

BUDGET HIGHLIGHTS

FIRE DEPARTMENT FY2025 TOTAL BUDGET \$8,888,688

- Clothing Allowance - \$40,433
- Protective Clothing and Supplies - \$107,409
- Professional Services/Fees - \$95,800
- Contract Maintenance - \$155,839
- Tuition and Training - \$26,112
- Improvements under \$5000 - \$45,697
- Fire Department Salaries and Benefits - \$7,512,981

<div>City of University Park</div> <div>FIRE DEPARTMENT</div> <div>01-40</div>						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 40 - FIRE						
1001	REGULAR EARNINGS	\$ 3,878,683.42	\$ 4,005,409.00	\$ 4,241,860.00	\$ 236,451.00	5.9%
1002	OVERTIME EARNINGS	513,218.51	480,857.00	479,500.00	\$ (1,357.00)	-0.3%
1005	LONGEVITY PAY	21,081.85	21,977.00	23,455.00	\$ 1,478.00	6.7%
1006	EDUCATION PAY	56,620.64	55,440.00	57,840.00	\$ 2,400.00	4.3%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	3,360.00	3,360.00	3,360.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	321,031.95	327,356.00	341,027.00	\$ 13,671.00	4.2%
1120	EMPLOYERS SHARE T.M.R.S.	92,095.60	94,916.00	159,181.00	\$ 64,265.00	67.7%
1121	EMPLOYERS SHARE F.R.&R.	1,296,840.50	1,449,653.00	1,578,087.00	\$ 128,434.00	8.9%
1130	INSURANCE-EMPLOYEE LIFE	36,939.99	36,600.00	36,600.00	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	26,555.04	45,707.00	48,156.00	\$ 2,449.00	5.4%
1134	DENTAL INSURANCE	5,287.88	6,583.00	6,785.00	\$ 202.00	3.1%
1135	HEALTH INSURANCE	495,034.50	504,624.00	526,330.00	\$ 21,706.00	4.3%
SALARIES & BENEFITS		\$ 6,753,949.88	\$ 7,039,682.00	\$ 7,512,981.00	\$ 473,299.00	6.7%
2029	CLOTHING ALLOWANCE	\$ 14,849.09	\$ 37,731.00	\$ 40,433.00	\$ 2,702.00	7.2%
2060	PROTECTIVE CLOTHG & SUPPLIES	10,577.28	110,710.00	107,409.00	\$ (3,301.00)	-3.0%
2100	OFFICE SUPPLIES	3,428.22	4,000.00	4,000.00	\$ -	0.0%
2320	GAS, OIL & GREASE	20,919.21	23,631.00	23,627.00	\$ (4.00)	0.0%
2345	MICU DRUGS & SUPPLIES	59,058.22	41,750.00	44,250.00	\$ 2,500.00	6.0%
2350	SUPPLIES & MATERIALS	13,137.01	12,000.00	12,000.00	\$ -	0.0%
SUPPLIES		\$ 121,969.03	\$ 229,822.00	\$ 231,719.00	\$ 1,897.00	0.8%
3010	POSTAGE	\$ 66.98	\$ 125.00	\$ 100.00	\$ (25.00)	-20.0%
3060	PROFESSIONAL SERVICES/FEES	91,663.20	146,800.00	95,800.00	\$ (51,000.00)	-34.7%
3064	EMERGENCY MANAGEMENT	3,583.00	6,500.00	6,500.00	\$ -	0.0%
3113	PUBLICATIONS/PRINTING	98.10	1,500.00	1,500.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	69,960.02	123,581.00	155,839.00	\$ 32,258.00	26.1%
PROFESSIONAL SERVICES/FEES		\$ 165,371.30	\$ 278,506.00	\$ 259,739.00	\$ (18,767.00)	-6.7%
4110	HEAT,LIGHT,WATER UTIL	\$ 44,073.24	\$ 50,400.00	\$ 53,400.00	\$ 3,000.00	6.0%
4120	TELEPHONE SERVICE	13,142.54	11,626.00	12,170.00	\$ 544.00	4.7%
UTILITIES		\$ 57,215.78	\$ 62,026.00	\$ 65,570.00	\$ 3,544.00	5.7%
5500	INSURANCE-AUTO LIABILITY	\$ 27,168.00	\$ 27,256.00	\$ 32,177.00	\$ 4,921.00	18.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	2,000.04	2,000.00	2,000.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	2,163.00	2,431.00	2,671.00	\$ 240.00	9.9%
5516	BONDS AND CYBER INSURANCE	7,599.96	9,500.00	9,500.00	\$ -	0.0%
INSURANCE		\$ 38,931.00	\$ 41,187.00	\$ 46,348.00	\$ 5,161.00	12.5%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 6,228.28	\$ 7,150.00	\$ 8,200.00	\$ 1,050.00	14.7%
6330	RADIO SERVICE	-	2,000.00	1,000.00	\$ (1,000.00)	-50.0%
OUTSIDE SERVICES		\$ 6,228.28	\$ 9,150.00	\$ 9,200.00	\$ 50.00	0.5%
6190	AUTO REPAIRS	\$ 81,770.20	\$ 42,100.00	\$ 56,400.00	\$ 14,300.00	34.0%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	67,534.88	75,029.00	76,898.00	\$ 1,869.00	2.5%
ALLOCATED INFORMATION SERVICES						
6201	OPERATIONS	167,388.00	185,342.00	189,237.00	\$ 3,895.00	2.1%
7150	DUES & SUBSCRIPTIONS	10,059.36	14,558.00	15,472.00	\$ 914.00	6.3%
7170	TRAVEL EXPENSE	4,256.02	12,087.00	10,529.00	\$ (1,558.00)	-12.9%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	55,644.96	57,786.00	57,255.00	\$ (531.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	57,528.96	60,827.00	83,531.00	\$ 22,704.00	37.3%
7221	OTHER EXPENSE	8,015.82	-	-	\$ -	0.0%
7240	TUITION & TRAINING	11,545.85	36,061.00	26,112.00	\$ (9,949.00)	-27.6%
7475	IMPROVEMENTS-UNDER \$5000	45,256.17	64,686.00	45,697.00	\$ (18,989.00)	-29.4%
7725	FIRE PREVENTION	12,026.32	13,352.00	11,702.00	\$ (1,650.00)	-12.4%
7905	PRINCIPAL RETIREMENT	11,138.00	-	-	\$ -	0.0%
7910	INTEREST & AGENT FEES	1,774.00	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	207,378.00	207,077.00	167,879.00	\$ (39,198.00)	-18.9%
9001	COMPUTER EQUIPMENT REPLACEMENT	-	3,854.00	22,419.00	\$ 18,565.00	481.7%
9100	EQUIPMENT OVER \$5000	59,133.17	-	-	\$ -	0.0%
OTHER EXPENSE		\$ 800,449.71	\$ 772,759.00	\$ 763,131.00	\$ (9,628.00)	-1.2%
DEPARTMENT Total: 40 - FIRE		\$ 7,944,114.98	\$ 8,433,132.00	\$ 8,888,688.00	\$ 455,556.00	5.4%

UNIVERSITY PARK FIRE DEPARTMENT **5-YEAR STRATEGIC PLAN**

2020-2025

University Park Fire Department

Customer Centered Strategic Plan

**Facilitated by
Fire Chief Randy Howell**

3800 University Blvd.
University Park, Texas 75205
(214) 987-5380 (office)
(214) 987-5384 (fax)
www.uptexas.org

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CHIEF'S MESSAGE

Our mission focuses on providing progressive life-safety solutions. We take this mission very seriously.

The men and women of our department provide fire, rescue, HazMat and paramedic-based emergency medical response for those who live, work and visit University Park. This includes the Southern Methodist University campus and the George W. Bush Presidential Center. Non-emergency attention centers on fire/safety code inspections and several value-added services including, child car seat installations, residential smoke detector installations and birthday party tours of the fire station.

We are proud that UPFD is one of a select number of municipal fire departments in the U.S. with an ISO Class 1 rating, the highest public protection classification awarded by the Insurance Service Office. This Class 1 rating means homeowners and businesses in University Park have comparably lower insurance rates.

Consistent with continually striving for departmental excellence, UPFD is also a "Recognized Best Practices Fire Department," as designated by the Texas Fire Chiefs Association Best Practices Recognition Program. This designation evaluates departments using defined best practices, models and procedures. Departments that hold the designation have achieved required levels of administrative and organizational excellence. UPFD is only the twenty-first department in Texas to achieve such standing.

ACKNOWLEDGEMENTS

This author acknowledges the Strategic Planning Group for their participation and input into the Customer Centered Strategic Planning Process. My particular thanks goes out to members of University Park Fire Department for the assistance and resources made available to me in order to complete this strategic plan.

Assistant Fire Chief Scott Green

Battalion Chief Brandon Ferguson

Battalion Chief Terry Fowler

Battalion Chief Matt Milner

Fire Marshal Margaret Corn

Assistant Fire Marshal George Jones

Lieutenant Devin Penny

Driver/Engineer Earl Starnes

Driver/Engineer Denton Garcia

Driver/Engineer Stewart MacDonell

Firefighter/Paramedic Paul Abel

Administrative Assistant Phyllis Mahan

Suggestions received from all members during Shift Department Input Meetings conducted in February 2020.

ORGANIZATIONAL BACKGROUND

The University Park Fire Department is a department of the City of University Park. The department's jurisdiction encompasses all areas within the city limits and provides automatic aid and mutual aid with both fire and emergency medical services to the City of Dallas and the Town of Highland Park. The response area is primarily a suburban residential community complimented by six shopping districts with small retail shop and the Highland Park Independent School District. The department also provides full service response to Southern Methodist University and the President George Bush Presidential Center/Library.

The University Park Fire Department provides services to a census population of approximately 24,000 residents and a SMU campus population of over 13,000 students, faculty and staff. Geographic area served is approximately 3.7 square miles. The department's jurisdiction is located in Central Dallas County and surrounded by the City of Dallas to the north, east and west and the Town of Highland Park to the south. The topography of the City is relatively flat with Turtle Creek dissecting the City. Central Expressway bounds the City to the East and the Dallas North Tollway bounds the City to the West. No other major highways intersect the City; however, a light rail serving commuter traffic intersects the southeast portions of the city.

The department's services are provided from one fire station located within the jurisdiction. The department maintains a fleet of emergency response apparatus which includes one quint, two pumpers, two MICUs, a Command vehicle, a Fire Marshal, Asst. FM and an Assistant Chief vehicle.

The department has an authorized strength of 36 personnel involved in the delivery of services to the community. Management and oversight is provided by a Fire Chief and Assistant Fire Chief. Additionally, the department provides Fire/Arson Investigation and Inspection Services provided by the Fire Marshal's office. On duty shift personnel are managed by three Battalion Chiefs, three Fire Captains and three Fire Lieutenants with a minimum staffing level of 8 personnel per shift.

Our Mission

“We exist to provide progressive, effective and efficient fire and life safety solutions that meet the needs and expectations of the community we serve.”

Our Vision Statements

The University Park Fire Department will continue to be recognized by residents, local institutions, regulatory agencies and regional fire departments as a progressive, well-trained and customer-centered fire organization that places a high premium on responsive delivery of service to our community and safety of our personnel.

We will strive to maintain competitive market-value compensation and employee incentive pay, providing opportunities for growth, development, and higher education, valuing individual input and providing for the well-being of the employees.

We will endeavor to meet or exceed all state and national best practices thereby ensuring that the University Park Fire Department is a high-caliber, professional organization. Our members will accomplish quantifiable excellence through education and professional credentialing.

We will strive to provide the most effective and efficient service possible to all population groups, with growing emphasis on prevention and public relations. We will mitigate the risk within our district providing an effective response force through adequate apparatus staffing, training and effective aid contracts with neighboring agencies. Our equipment will be dependable, capable and consistent with the needs of the community.

We will reach out into the community to expand our information initiatives for customer feedback through multiple platforms, so that our organizational priorities, philosophy and operations remain in line with the expectations of the community.

Our organization will reflect a family atmosphere, internally and externally, that is nurtured by fair and effective leadership and management practices. We will honor the traditions of the fire service, accomplishments of our members, and service to the department. We will encourage open communication processes and up-to-date policies that will appropriately assist decision making of our personnel. Our vision will be accomplished by a physically fit organization that is well trained in multiple response disciplines.

Our Values

Safety	Taking care of our members
Integrity	Above all else, our actions will not betray the public's trust
Courage	Facing challenges with determination
Service	Before self, committed to meeting the needs and expectations of our community
Traditions	Remembering the past
Honor	Brotherhood, past/present/future
Professionalism	Consistency of quality, compassion and conduct
Excellence	In all we do

SERVICES PROVIDED

The University Park Fire Department was asked to identify the most important functions and services it provides and offers. It is important to identify these in order to assure they are consistent with the critical needs of its customers.

Core Services Provided by University Park Fire Department

1. Fire Suppression
2. Advanced Life Support EMS
3. Rescue
4. Emergency Management and Disaster Preparedness
5. HazMat/WMD Incident Response
6. Fire Code and Safety Inspections
7. Building Construction Plans Review
8. Fire and Arson Investigations
9. Community Fire/EMS Safety Education
10. Home Safety Inspections
11. Child Safety Seat Installations

COMMUNITY FIRE AND EMERGENCY SERVICES PERFORMANCE OBJECTIVES AND GOALS

The ability to define “great service” requires a set of tools that can be used to measure the performance of an organization. These tools allow an organization to evaluate its performance over time through observation of changes in key performance indicators. They also allow an organization to compare itself with other similar organizations to identify opportunities for improvement.

Emergency Response Service Level Goals

Response Goal 1: On all structure fires, a full effective response team will arrive 8 minutes or less, 90% of the time and perform all critical tasks within five minutes of arrival.

Response Goal 2: On all structure fires, UPFD and first alarm companies will contain the fire to the room of origin 80% of the time.

Response Goal 3: Response time will be less than 5 minutes; 90% of emergency fire calls and 95% of emergency medical calls.

Response Goal 4: When responding to medical calls involving patients with qualifying stroke or cardiac events, catheterization lab/CVA early stroke team activation will occur 100% of the time.

Emergency Response Support Goals**Support Goal 1:** Cost/Per Capita (Annual Budget / Population Served)

- At or below \$200

Support Goal 2: Insurance Services Office Rating

- Maintain Class 1

Support Goal 3: Citizen Satisfaction Survey Score

- 95% or better in all categories

Support Goal 4: Maintain Accreditation Status Through Best Practices and Achievement of All Pre-Hospital Paramedic Base Best Practices

Fire and Life Safety Bureau Service Level Goals

Fire and Life Safety Goal 1:

- Ensure 90% of all fire protection system plans that are submitted for permit get issued within 10 days of submittal.

Fire and Life Safety Goal 2:

- Ensure all resubmitted fire protection plans are complete within 30 days of initial submittal.

Fire and Life Safety Goal 3:

- Ensure 100% of all reported fires are investigated in accordance with NFPA 921 Standards.

Fire and Life Safety Goal 4:

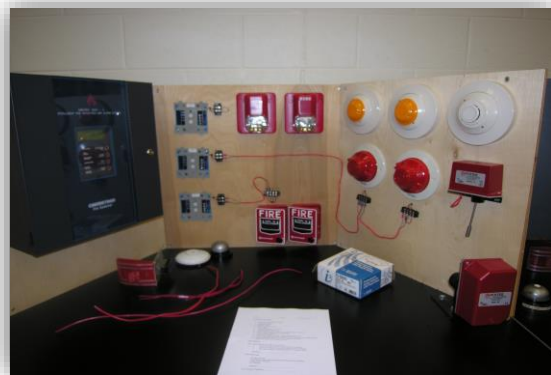
- Perform annual tactical survey on all businesses and commercial buildings, to include high hazard occupancies and multifamily structures.

Fire and Life Safety Goal 5:

- Provide biennial inspector training to all assigned Fire Inspectors within the department.



Burn Demo at SMU



Fire Alarm System

STRATEGIC INITIATIVES

Strategic Initiative 1: Increase Organizational Emphasis on Safety & Wellness

Utilize NFPA 1582 as standard reference for firefighter fitness/wellness examinations.

UPFD policy will embrace best practices for cancer prevention, screening/early detection and diagnostic services.

Provide public safety specific resources to support members and their families in coping with personal and job related stress.

Utilize available resources to increase departmental awareness of job related risk and harmful exposure.

Strategic Initiative 2: Enhance Intradepartmental Communications

The following communications plan will be utilized by UPFD to facilitate organizational communications:

Member input conducted by the shift Battalion Chief

Chief officer meeting

Officer meetings

Distribution of information to department members

Strategic Initiative 3: Maintain Department Best Practices Validation

Provide annual report and supporting documentation to TFCA as required to maintain designated status as a Best Practices fire department and ISO 1 designation.

Accomplish renewal 2023.

Strategic Initiative 4: Provide Appropriate Employee Incentives

Provide regionally competitive pay and benefits necessary for successful recruitment and retention of fire personnel.

Engage in acknowledgement and recognition of member accomplishments and outstanding performance of duty.

Strategic Initiative 5: Training Program Development

Create a program that promotes succession planning and mentorship necessary to prepare personnel for career advancements.

Establish and maintain a two-year training master plan to be reviewed and updated annually to ensure relevancy. This program will be designed to 1) ensure safe and efficient delivery of fire/EMS rescue services to our community, 2) meet training requirements necessary to maintain Class I ISO rating, 3) comply with TCFP fire and TDSHS medical certification standards.

Provide incident command training for existing and future officer candidates.

Participate in training with mutual aid and automatic assistance agencies.

Strategic Initiative 6: Increase Operational Efficiency

Enhance departmental deployment and response strategies through the use of comparative analysis.

Increase use of drill field for single and multi-company skills proficiency evolutions.

Research new opticom technology available to provide consistent early activation of traffic signal preemption.

Review and revise code response policy.

Replace the current aging public safety communications system with a P25 compliant 700MHz system. This new system will meet capacity, coverage, interoperability and reliability requirements necessary for UPFD and UPPD to safely and efficiently fulfill the mission of service to the community.

Achieve future operational needs regarding fire apparatus, utility/staff vehicles and equipment ensuring prompt and reliable service to our community.

Achieve operational/administrative staffing levels to ensure 1) safe and efficient delivery of core services by initial arriving units, to include minimum operational staffing level of 9 per shift; 2) training, professional development and regulatory compliance is maintained. This will include the addition of a staff officer position that would oversee and coordinate the emergency medical service division, departmental training, safety and accreditation.

Perform comprehensive and ongoing review of departmental SOGs to ensure relevancy and appropriateness to meet department needs.

Encourage development of and support for programs and department initiatives that will promote a culture of pride in our profession and service to others.

Improve records management and field computerization in the department.

Strategic Initiative 7: Expand Data Retrieval Capability and Utilization of Quantified Results

Improve the gathering, analysis and use of available data to: 1) target and identify trending that will reveal needs in our community that can be met by our department; 2) demonstrate and verify requests for additional personnel and resources.

Strategic Initiative 8: Effectively Address Public Education, Public Service, Code Enforcement and Fire Investigation Challenges in our Community

The Fire Marshal's office will develop a report on community risk analysis and target hazards.

Identify target groups within our community requiring specialized services that can be met by our department. Develop and deliver programs/services that meet these needs. This will include development of a social services intervention program that will address senior citizen independent living to assisted living transitional challenges.

Continue to update target hazard tactical survey program in an effort to: 1) proactively maintain operational familiarity of commercial occupancies and hazards associated with each, 2) maintain accuracy of information on buildings necessary to assist first responders and incident command.

Mitigate community risk thru proactive and vigilant fire code inspections and life safety code enforcement.

Transition from EnerGov inspections program to ESO.

Strategic Initiative 9: Continue to Improve Disaster Response Capabilities and Mitigation Practices

Develop 2020-25 Emergency Management Master Plan

Ensure that city specific disaster management plans are updated, relevant and embrace best practices based on current emergency management standards.

Maintain a proactive approach to the use of mutual aid through networking and collaboration with the local and state agencies.

Conduct biennial disaster drills to include one tabletop and one functional exercise per year for city staff.

Expand cyber security and departmental continuity of operations planning and training.

Strategic Initiative 10: Enhancements to Emergency Medical Services Program

Pursue the Heart Safe Community designation through North Central Texas Trauma Regional Advisory Council (NCTTRAC).

Increase security and efficiency of on-hand narcotics through implementation of the Narc Box system.

Implement ESO Electronic Healthcare Reporting system enhancing data collection capabilities.

Utilize available iPad on all apparatus for protocol access and patient treatment algorithms.

Improve and refine the EMS reporting QA/QI program.

Replacement of LifePak 15 cardiac defibrillator/monitor units at end of 10-yr life (2023).

Increase and enhance mega-code mass casualty and protocol field application training.

Examples of Departmental Reports used for Strategic Planning Purposes

Apparatus/Vehicle Replacement Schedule						
UNIT	APPARATUS	YEAR MODEL	MAKE	DESCRIPTION	SERVICE LIFE	REPLACEMENT
6515	T451	2002	E-One	75' Quint	20	2022
6818	E2	2006	GEM	golf cart	10	2016
6957	C451 (command)	2007	Chev	Suburban	15	2022
6989	Fire Marshal	2009	Chev	Colorado	15	2024
10006	Asst FM	2011	Chev	Tahoe	12	2023
10041	Med 451	2012	Frazer	MICU	10	2022
10175	B451 (command)	2015	Chev	2500	12	2027
10195	M451	2016	Dodge	MICU	10	2026
10222	T451	2016	E-One	105' Quint	25	2041
10223	E451	2016	E-One	Engine/Pumper	20	2036

SCBA Five Year Replacement Schedule							
<i>Goal Statements:</i>							
1. Reduce SCBA inventory by 1 units (21- to 20)							
2. Remove all 2011 units from inventory by 2021							
3. Replace complete inventory after a 10 year life span							
<i>Replacement schedule to complete upgrade:</i>							
Estimated replacement cost: \$5750.25 per unit plus \$110 delivery							
UNIT #	MFG DATE	FY 2019/2020	FY 2020/2021	FY 2023/2024	FY 2024/2025	FY 2025/2026	Current Use
S-41	2011	Jan. 2020					SCBA Room
S-42	2008	Jan. 2020					SCBA Room
S-43	2011	Jan. 2020					SCBA Room
S-44	2008	Jan. 2020					SCBA Room
S-48	2008	Jan. 2020					SCBA Room
S-45	2011						SCBA Room
S-46	2011						SCBA Room
S-47	2011						B-451
S-49	2013						M-452
S-50	2013						M-452
S-51	2014						T-451
S-52	2014						T-451
S-53	2014						T-451
S-54	2014						E-451
S-55	2018						E-451
S-56-R	2019						E-451
S-57	2019						M-451
S-58	2019						M-451
S-59	2019						E-451
S-60	2019						E-451
S-61	2019						T-451

FIRE DEPARTMENT ANNUAL REPORT 2019

CALL DATA IN RESPONSE AREA (UP, HP, DALLAS, SMU)

Total Responses	Fire Responses	EMS Responses	MICU Transports
2740	1842	898	375

CALL DATA WITHIN UP

Total Fire + EMS	Fire Responses	EMS Responses	HazMat Responses
2403	1663	740	474
			All Fires
			25
			Structure Fires
			6
			Fire Loss
			\$48,000

Fire Average Code 3 Response Time	EMS Average Code 3 Response Time	Overall Average Code 3 Response Time
5:23	4:58	5:07


OTHER ACTIVITY WITHIN UP

Fire Code Inspections	Tactical Surveys/Pre-Fire Plans	Training Hours	Hours per Man (Operations)
1047	317	2603	72

Community Services

Flu Vaccines	Public Service/ Education Events	School Related Events	Station Tours
Provided to employees	29	15	26

MUTUAL AID/AUTOMATIC ASSISTANCE REPORT 2019

		UNIVERSITY PARK			HP	DALLAS
		UP	UP	UP	HP	Dallas
		response in UP	response in HP	response in Dallas	response in UP	response in UP
JAN	Fire Responses	111	0	1	0	0
	EMS Responses	67	0	2	0	3
	Total	178	0	3	0	3
FEB	Fire Responses	118	1	0	1	1
	EMS Responses	59	0	1	0	6
	Total	177	1	1	1	7
MAR	Fire Responses	125	0	2	0	0
	EMS Responses	53	0	1	0	6
	Total	178	0	3	0	6
APR	Fire Responses	109	0	0	0	1
	EMS Responses	56	0	1	0	3
	Total	165	0	1	0	4
MAY	Fire Responses	147	1	1	0	0
	EMS Responses	63	0	2	0	1
	Total	210	1	3	0	1
JUNE	Fire Responses	302	1	0	0	0
	EMS Responses	50	0	0	0	0
	Total	352	1	0	0	0
JULY	Fire Responses	111	0	1	1	0
	EMS Responses	48	0	3	0	3
	Total	159	0	4	1	3
AUG	Fire Responses	122	0	1	0	0
	EMS Responses	50	0	0	0	4
	Total	172	0	1	0	4
SEPT	Fire Responses	104	0	0	1	0
	EMS Responses	65	1	1	0	5
	Total	169	1	1	1	5
OCT	Fire Responses	149	0	2	2	0
	EMS Responses	79	0	2	0	2
	Total	228	0	4	2	2
NOV	Fire Responses	127	1	1	2	1
	EMS Responses	66	0	0	0	3
	Total	193	1	1	2	0
DEC	Fire Responses	138	2	0	0	0
	EMS Responses	84	0	0	0	5
	Total	222	2	0	0	5
TOTALS	Fire Responses	1663	6	9	7	3
	EMS Responses	740	1	13	0	41
	GRAND TOTALS	2403	7	22	7	44

Proposed Training for 2020

January	February	March	April	May	June
Mayday	VEIS (2 days) (Classroom and Drill Field)	Search and Rescue (Drill Field)	Hoseline Advancement/Fire Attack (Drill Field)	Scenario Combining 3 Previous Months (Drill Field)	Decon & HAZMAT Operations (Station)
On-site EMS	On-site EMS	On-site EMS	On-site EMS	On-site EMS	Command Scenarios
	Inspector/ Invest. Hazmat			Inspector/ Invest. Hazmat	On-site EMS
Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division
July	August	September	October	November	December
Go or No-Go (Classroom)	Target Hazards Evolutions (Commons Res)	Swift Water & S&R Techniques (Goar Park)	Ropes (Drill Field)	Sexual Harassment/ Workplace Violence	Defensive Driving SOGs/Online courses
On-site EMS	On-site EMS	On-site EMS	On-site EMS	On-site EMS	Command Scenarios
	Inspector/ Invest.			Inspector/ Invest.	
Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division	Near Miss Training Training Division

Note: Although this training calendar reflects activity specific to the year 2020, it serves as a representation of a general template to be used in years 2020-2025. Topics may vary according to trending issues in the fire profession or issues specific to our department.

The following citizen survey was conducted in 2014 and was used as a tool to clearly define our customer's service expectations. The results indicated that from a very basic perspective, what those polled consider as needs from their fire department is (1) for our services to be available and accessible when needed, (2) for us to respond quickly when called, (3) when we arrive for us to have the equipment, training and manpower to effectively address their problem. This assumption does not in any way minimize the importance of other services provided by our organization, such as code enforcement or other non-emergency safety programs. It does, however, provide some clarity to what should never be compromised when issuing a customer centered strategic plan. The basic concept can be defined as follows:

Assumptive Statement:

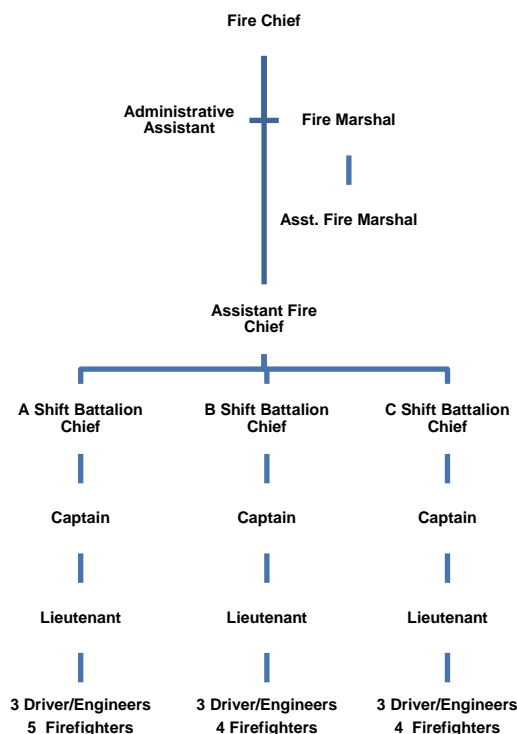
Core Services + Customer Expectations + Core Values = Who we are and how we do business.



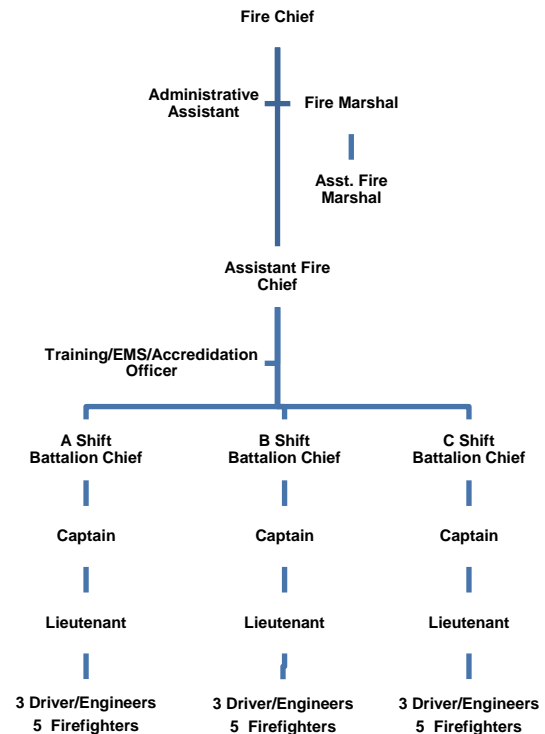
UNIVERSITY PARK FIRE DEPARTMENT STRATEGIC PLAN

2020-2025

2020-21	2021-22	2022-23	2023-24	2024-25
1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 31 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 32 Operations	1 Chief 1 Asst. Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Admin Asst 33 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Training/EMS Ofcr 1 Admin Asst 33 Operations	1 Chief 1 Asst Chief 1 Fire Marshal 1 Asst Fire Marshal 1 Training/EMS Ofcr 1 Admin Asst 33 Operations
36 Total	37 Total	38 Total	39 Total	39 Total
Budget Impact: N/A	Budget Impact: \$85,000	Budget Impact: \$85,000	Budget Impact: \$125,000	Budget Impact: N/A



Current Fire Department
Organizational Chart



Proposed Fire Department
Organizational Chart

**`POLICE DEPARTMENT
01-50**

Located in City Hall, 3800 University Boulevard

Sixty-four Employees:
Sixty-two Full Time
Two Part Time

FUNCTION	ACTUAL 2022- 2023	ACTUAL 2023- 2024	ADOPTED 2025
Chief of Police	1	1	1
Assistant Chief of Police	2	2	2
Police Lieutenant	2	2	2
Police Sergeant	5	6	6
Police Officer	27	27	27
DARE/School Resource Officer	1	1	1
School Resource Officer	1	3	3
Accreditation Manager	1	1	1
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer PT	3	2	2
Animal Control Officer	1	1	1
Animal Control Officer, PT	1	0	0
Communications Supervisor	1	1	1
Dispatchers	9	10	9
Direct Alarm Monitoring Manager	0	1	1
Direct Alarm Monitoring Clerk	1	1	2
Records Clerk	1	1	1
CID Clerk, PT	1	0	0
Administrative Assistant	1	1	1
Crime Analyst	0	1	1
Communications Manager	0	0	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 4.0 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 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 Patrol 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 17,000 calls-for-service per year. The communications specialists also monitor the City's Direct Alarm system and dispatch all police, fire and emergency medical services in University Park. All communications specialists are trained in Emergency Medical Dispatching to assist callers prior to arrival of an emergency medical unit.

Warrant Services – One police officer is assigned to work with the municipal court to serve outstanding warrants and provide bailiff services for the judge and prosecutor during court.

Accreditation – One civilian employee is assigned to maintain the written standards of the Department for National Accreditation through the Commission on Accreditation for Law Enforcement Agencies, an internationally recognized program.

Parking Enforcement – One civilian employee conducts parking enforcement in the City. The duties include enforcement of parking regulations, towing of vehicles in violation, and handling special parking problems for events. There are also two part-time employees who are assigned to enforce parking regulations of the City's five residential parking districts.

COMMUNITY PROGRAMS

These are community-oriented programs intended to give the Police Department a positive, visible, and effective presence in the City. A few of these programs are:

Direct Alarm Monitoring – Begun in 1998, Direct Alarm allows residents to have their home security alarm systems monitored by the Police Department for a monthly subscription fee. There are currently more than 3,100 residences being directly monitored by the University Park Police Department.

Crime Prevention Officer – A full time position is authorized in the Police Department's budget for a Crime Prevention/Community Service Officer. That officer's duties include working with the community in an effort to keep the crime rate low and reduce the potential of crime through effective educational programs. However, most of the University Park Police Officers are certified crime prevention officers and can conduct security surveys of homes and businesses.

SPECIALIZED UNITS

In an effort to address school safety issues, three additional positions were added to the FY2020 budget. Two of these positions will be police officers assigned to our elementary schools. The third position will be a Sergeant assigned to supervise the four school officers and three traffic officers.

Traffic Unit – Specially trained officers who investigate traffic crashes and conduct accident or crash reconstructions. This unit includes two motorcycles and one Tahoe which works targeted areas in the City to reduce crashes and/or traffic violations and hazardous pedestrian movement.

Drug Abuse Resource Education (D.A.R.E.) – The Drug Abuse Resistance Education program for middle school students consists of a specially-trained officer who visits the local schools and holds a regular weekly session informing students on the physical and legal dangers of drug abuse. The Town of Highland Park subsequently agreed to help pay a share of the annual D.A.R.E. cost.

School Resource Officer (SRO) – A police officer is assigned to Highland Park High School (HPHS) and was requested by the Highland Park Independent School District (HPISD) and HPHS parents as a School Resource Officer. The Town of Highland Park subsequently agreed to help pay a share of the annual SRO cost. UP Elementary and Hyer Elementary each have 1 SRO allocated to their school.

Other - The police department continues to loan radar units to citizens to check speeding violations on their streets, fingerprinting services for job and/or security clearances, and Police Department tours for children and groups.

POLICE DEPARTMENT WORK LOAD INDICATORS				
	FY22	FY23	FY24	
RESPONSE TIMES				% Change
On Scene Average Travel Time	3:08	2:24	3:12	
Average "Receive to Arrive" Time	4:47	5:20	5:44	
Calls for service	18,142	16,707	18,073	8%
House Watches	0	742	223	-70%
Parking Tickets	4,793	7,088	6,489	- 8%
Traffic Violations	1,048	2,761	2,787	.9%
Accidents	86	127	168	32%
Number of citations issues	3,535	3,621	3,646	.7
Percentage of citations issued to prior year	31%	2%	.7%	
NIBRS Group A Crimes	414	485	483	
NIBRS Group B Crimes	82	177	144	
Percentage of Crimes/Cleared to prior year	19.8%	36.5%	27%	
Arrests	90	290	152	48%
Auto Thefts	137	82	31	62%
Larceny	129	61	309	-400%
Percentage of arrests to prior year	26%	82%	-48%	
Documented contact with public	5274	4748	4921	
DIRECT ALARM/ DISPATCH				
Direct Alarm Monitoring	3,145	3,566	3,164	
Direct Alarm Revenue - Monitoring	\$1,022,479	\$1,050,645	\$1,212,721	
Direct Alarm Revenue – Monthly Fee	\$55,635	\$71,941	\$68,930	
Direct Alarm Revenue – False Alarm	\$12,675	\$12,500	\$11,157	
Calls for Services	21,109	20,400	29,116	
911 Calls	21,684	28,209	26,711	
ANIMAL CONTROL				
Number of Animal Control calls	833	802	667	
Number of Impound/rescue	49	36	26	
Number of Pet License issued	354	255	327	

POLICE DEPARTMENT DIVSIONS

Operations – Providing patrol, enforcement and investigative services

Direct Alarm - Provides emergency dispatch for both Police and Fire departments along with monitoring alarm systems that are serviced by the City. Including the administration of the City's Direct Alarm monitoring program.

Animal Control – Patrolling city for stray, injured and abandoned animals, investigate animal neglect and cruelty concerns, community mediation around animal issues.

Emergency Communications – Handles over 17,000 911/411 calls along with monitoring the Direct Alarm system.

POLICE DEPARTMENT FY2025 KEY GOALS

- Complete digital conversion of all remaining arrest records
- Reduce traffic accidents by 5%
- Increase the number of Direct Alarm monitoring customers to 3,600 from 3,566
- Increase offense clearances by 5%
- Work with new IT/IS personnel to enhance police technology
- Encourage more documented contact with the public – traffic contacts, field interviews, etc. to 5274
- Increase warrant clearances and arrests to 350
- Reduce auto thefts by 5%
- Reduce fraud/identity theft by 5%
- Reduce number of property crimes by 3%
- Maintain Commission on Accreditation for Law Enforcement Agencies (CLEA) accreditation

BUDGET HIGHLIGHTS

POLICE DEPARTMENT FY2025 TOTAL BUDGET - \$11,592,562

- Clothing Allowance - \$69,117
- Gas, Oil & Grease - \$71,510
- Detention Services - \$4,640
- Animal Control Services - \$11,446
- Professional Services/Fees - \$385,763
- Accreditation Expense - \$19,185
- Direct Alarm Monitoring - \$401,769
- Contract Maintenance - \$39,852
- Guns and Equipment - \$35,915
- Crime Prevention/Youth Services - \$7,000
- Tuition and Training - \$43,865
- Police Department Salaries and Benefits - \$8,907,581

University Park Police Department

2024

December

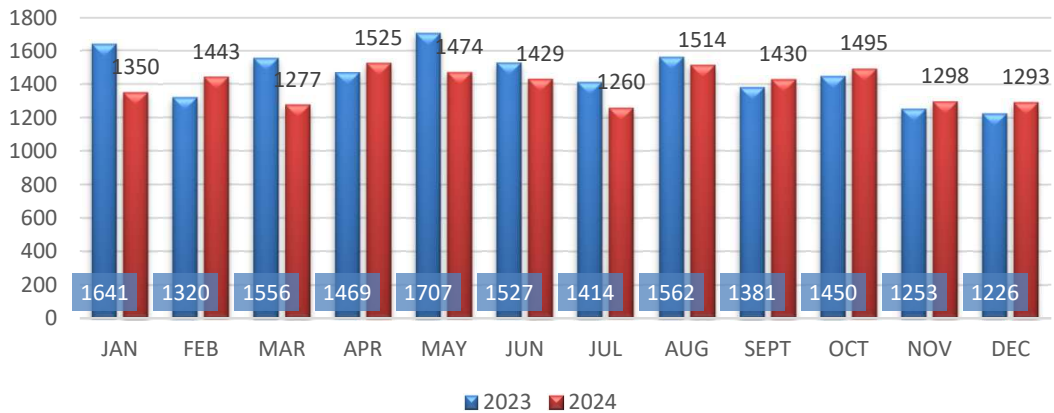
Monthly Report

Please note that the Police Department recently transitioned to a new software system, which has temporarily affected the accuracy of average response times. In the coming months, these figures will stabilize to a correct representation of response times.

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



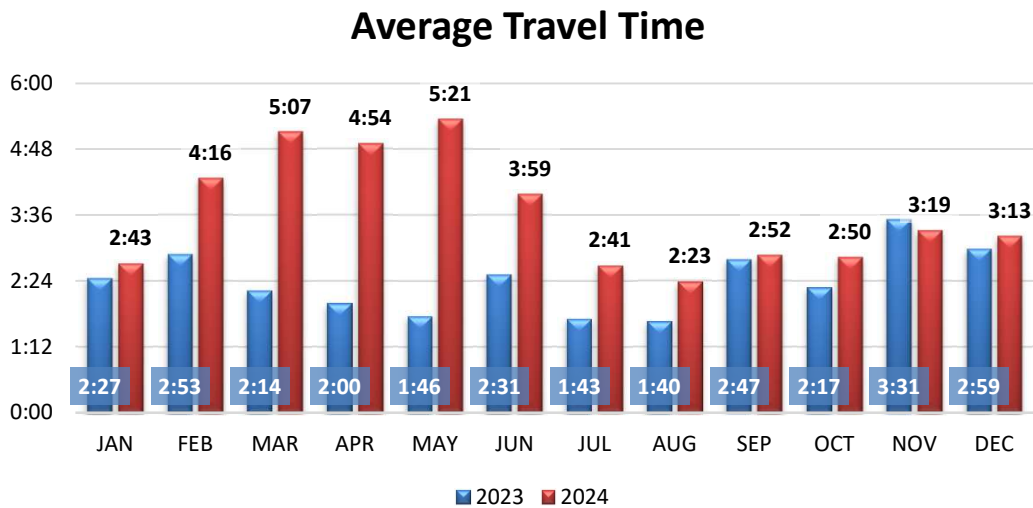
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	1641	1320	1556	1469	1707	1527	1414	1562	1381	1450	1253	1226	17506
2024	1350	1443	1277	1525	1474	1429	1260	1514	1430	1495	1298	1293	16788

Totals Year to Date Comparison for December

2023	17,506	
2024	16,788	-4.10%

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.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2023	2:27	2:53	2:14	2:00	1:46	2:31	1:43	1:40	2:47	2:17	3:31	2:59
2024	2:43	4:16	5:07	4:54	5:21	3:59	2:41	2:23	2:52	2:50	3:19	3:13

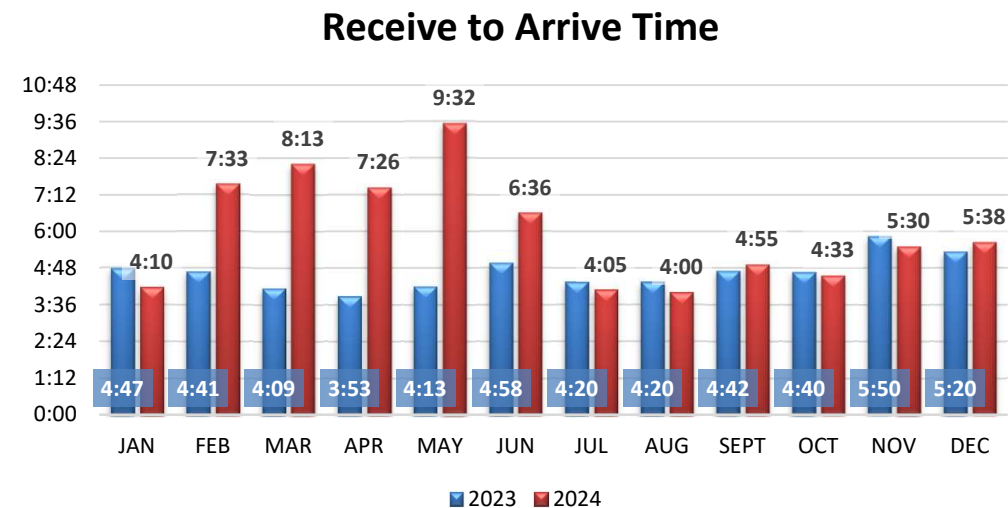
Average Year to Date Comparison for December

2023	02:24	
2024	03:38	51.50%

THIS DATA EXCLUDES CALLS FOR SERVICE ASSIGNED TO PARKING ENFORCEMENT

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.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2023	4:47	4:41	4:09	3:53	4:13	4:58	4:20	4:20	4:42	4:40	5:50	5:20
2024	4:10	7:33	8:13	7:26	9:32	6:36	4:05	4:00	4:55	4:33	5:30	5:38

Average Year to Date Comparison for December

2023	04:39	
2024	06:01	29.17%

THIS DATA EXCLUDES CALLS FOR SERVICE ASSIGNED TO PARKING ENFORCEMENT

NIBRS Group A Crimes Reported

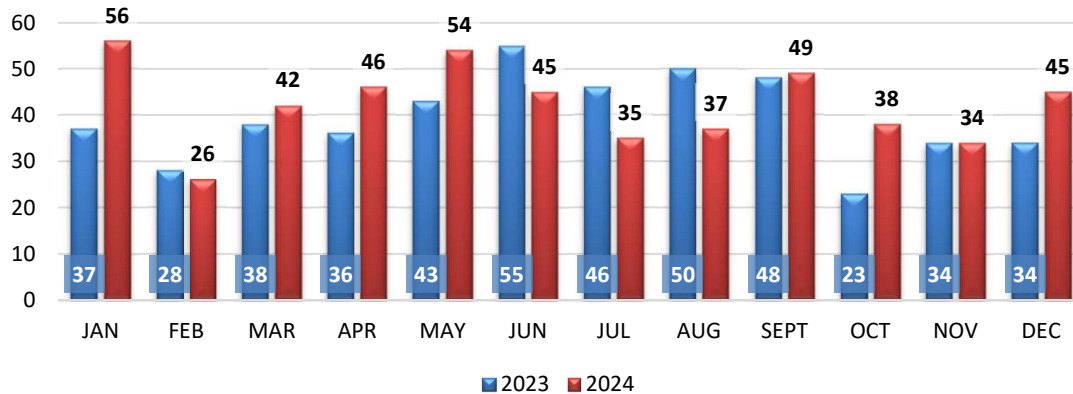
The National Incident-Based Reporting System (NIBRS) is used by the FBI to capture specific details about crimes and offenders through incident based reporting. Group A crimes are defined below.

Arson	0	Kidnapping/Abduction	0
Assault Offenses	5	Larceny/Theft Offenses*	20
Bribery	0	Motor Vehicle Theft	6
Burglary/B&E	2	Porn/Obscene Material	2
Counterfeiting/Forgery	0	Prostitution Offenses	0
Destruction/Damage	3	Robbery	2
Drug/Narcotic Offenses	1	Sex Offenses	0
Embezzlement	0	Sex Offenses, Nonforcible	0
Extortion/Blackmail	0	Stolen Property Offense	0
Fraud Offenses	3	Weapon Law Violations	0
Gambling Offenses	0	Human Trafficking Offenses	0
Homicide Offenses	1	Animal Cruelty	0
		45	

**Larceny includes BMV and Theft of Property offenses*

Dec BMV: 13 Theft Prop: 7

Year to Date Comparison NIBRS Group A Crimes Reported



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2023	37	28	38	36	43	55	46	50	48	23	34	34
2024	56	26	42	46	54	45	35	37	49	38	34	45

Totals Year to Date Comparison for December

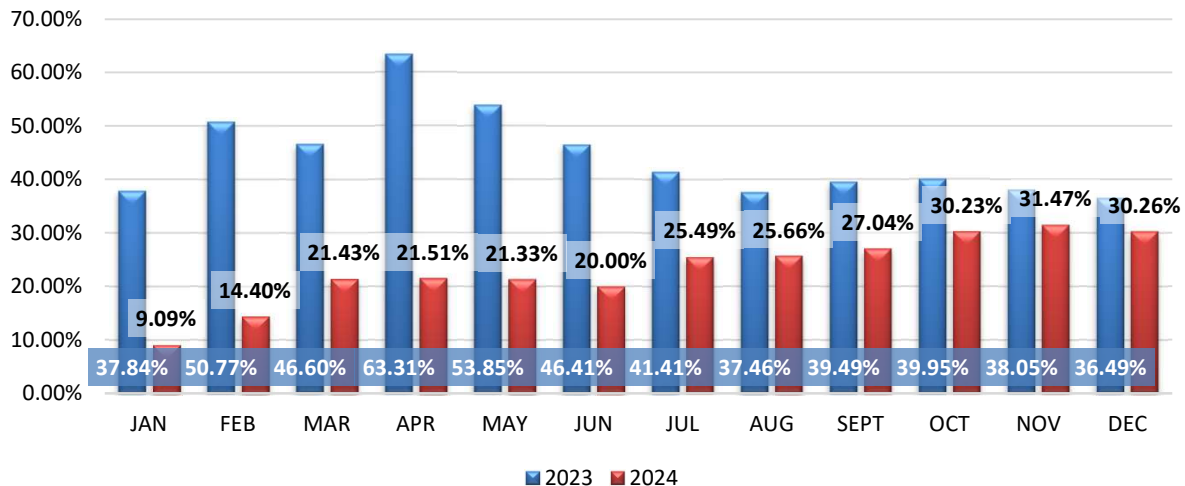
2023 472
2024 507 7.42%

NIBRS Group A Crimes Cleared

2024 Clearances Year to Date

NIBRS Category	Crimes	Cleared	%
Arson	0	0	0.0%
Assault Offenses	46	40	87.0%
Bribery	0	0	0.0%
Burglary/B&E	28	11	39.3%
Counterfeiting/Forgery	5	1	20.0%
Destruction/Damage	26	7	26.9%
Drug/Narcotic Offenses	19	22	115.8%
Embezzlement	0	0	0.0%
Extortion/Blackmail	0	0	0.0%
Fraud Offenses	21	4	19.0%
Gambling Offenses	0	0	0.0%
Homicide Offenses	1	1	100.0%
Kidnapping/Abduction	0	0	0.0%
Larceny/Theft Offenses	305	55	18.0%
Motor Vehicle Theft	45	2	4.4%
Porn/Obscene Material	2	0	0.0%
Prostitution Offenses	0	0	0.0%
Robbery	3	1	33.3%
Sex Offenses	1	1	100.0%
Sex Offenses, Nonforcible	0	0	0.0%
Stolen Property Offenses	0	0	0.0%
Weapon Law Violation	7	9	128.6%
Human Trafficking Offenses	0	0	0.0%
Animal Cruelty	0	0	0.0%
Total	509	154	30.3%

Monthly Percentage NIBRS Group A Crimes Cleared



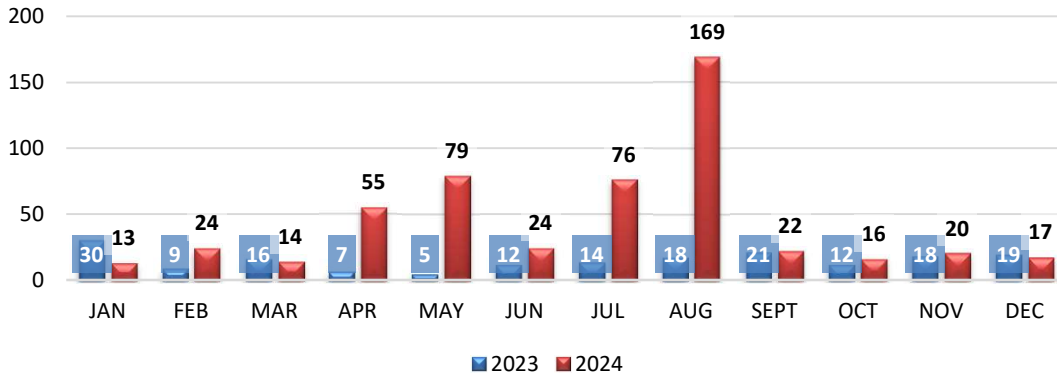
Municipal Warrant Clearance/Contact Activity

A University Park Municipal Court warrant is cleared either by an arrest, fines paid by defendant, or dismissal by judge.

A **warrant contact** is an effort by the Warrant Officer to locate the person wanted.

All contacts do not result in a warrant clearance.

Warrant Clearances

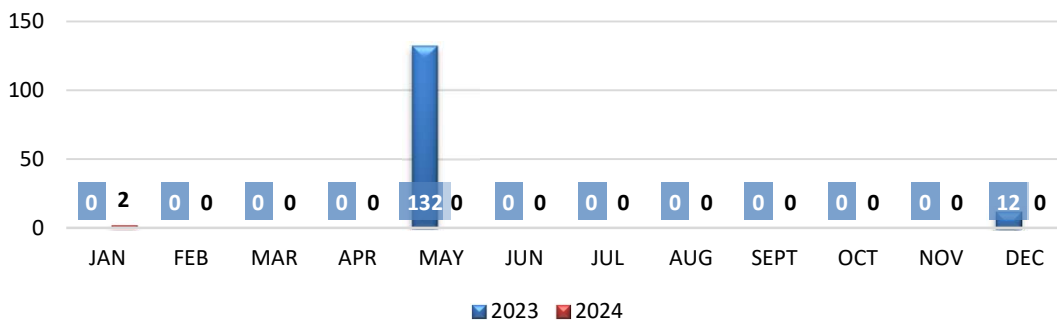


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	30	9	16	7	5	12	14	18	21	12	18	19	181
2024	13	24	14	55	79	24	76	169	22	16	20	17	529

Totals Year to Date Comparison for December

2023	181	
2024	529	192.27%

Warrant Contacts



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	0	0	0	0	132	0	0	0	0	0	0	12	144
2024	2	0	0	0	0	0	0	0	0	0	0	0	2

Totals Year to Date Comparison for December

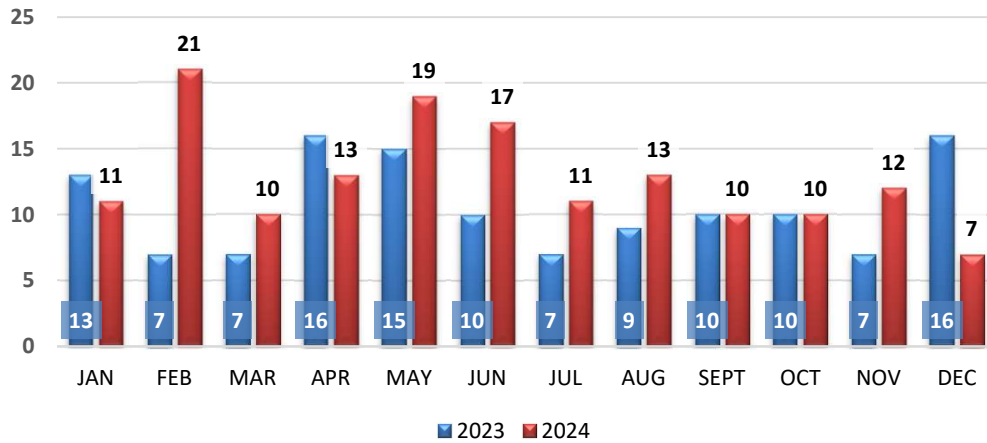
2023	144	
2024	2	-98.61%

THERE WAS NO WARRANT OFFICER FOR THE MONTH OF DECEMBER

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
2023	13	7	7	16	15	10	7	9	10	10	7	16
2024	11	21	10	13	19	17	11	13	10	10	12	7

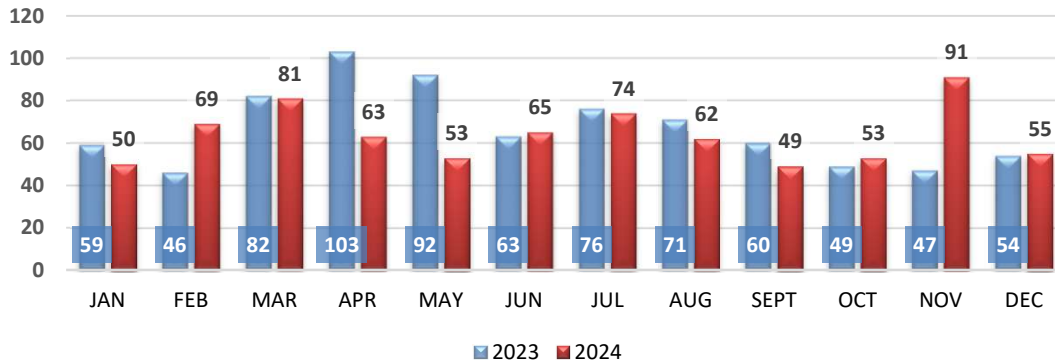
Totals Year to Date Comparison for December

2023	127	
2024	154	21.26%

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

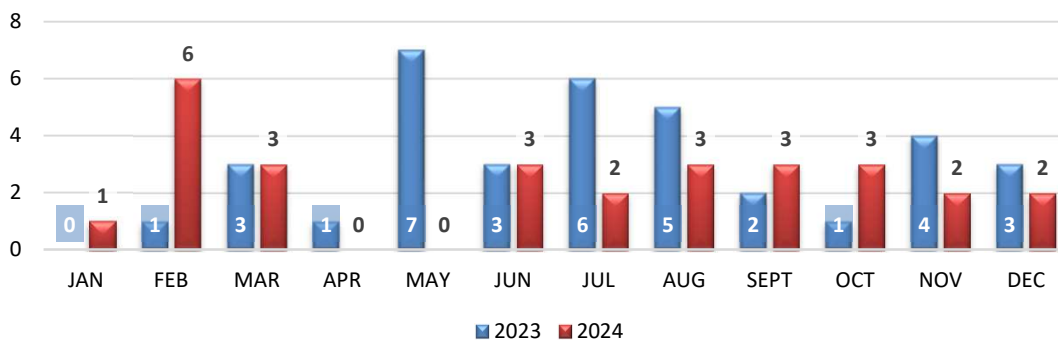


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2023	59	46	82	103	92	63	76	71	60	49	47	54
2024	50	69	81	63	53	65	74	62	49	53	91	55

Totals Year to Date Comparison for December

2023	802	
2024	765	-4.61%

Total Animal Impounds/Rescues



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2023	0	1	3	1	7	3	6	5	2	1	4	3
2024	1	6	3	0	0	3	2	3	3	3	2	2

Totals Year to Date Comparison for December

2023	36
2024	28

Animal Impound/Rescue Report

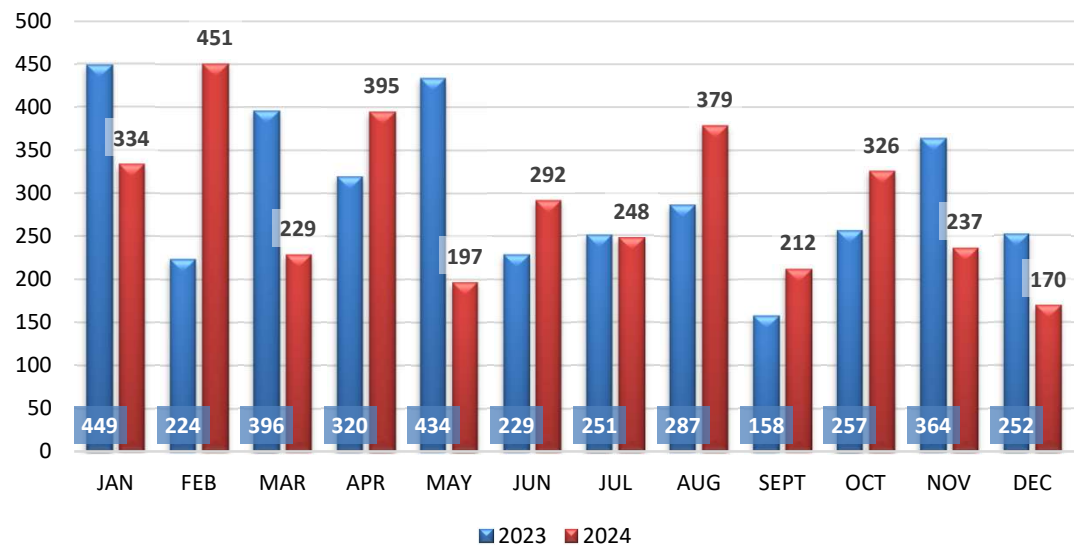
	December	Year-to Date
Animal Impounds	2	24
Animal Rescues	0	4

THERE WAS NO ANIMAL CONTROL OFFICER FOR THE MONTH OF DECEMBER

Citations Issued

Citations are issued for traffic offenses, Class C Penal Code offenses, and city ordinance violations.

Citations Issued



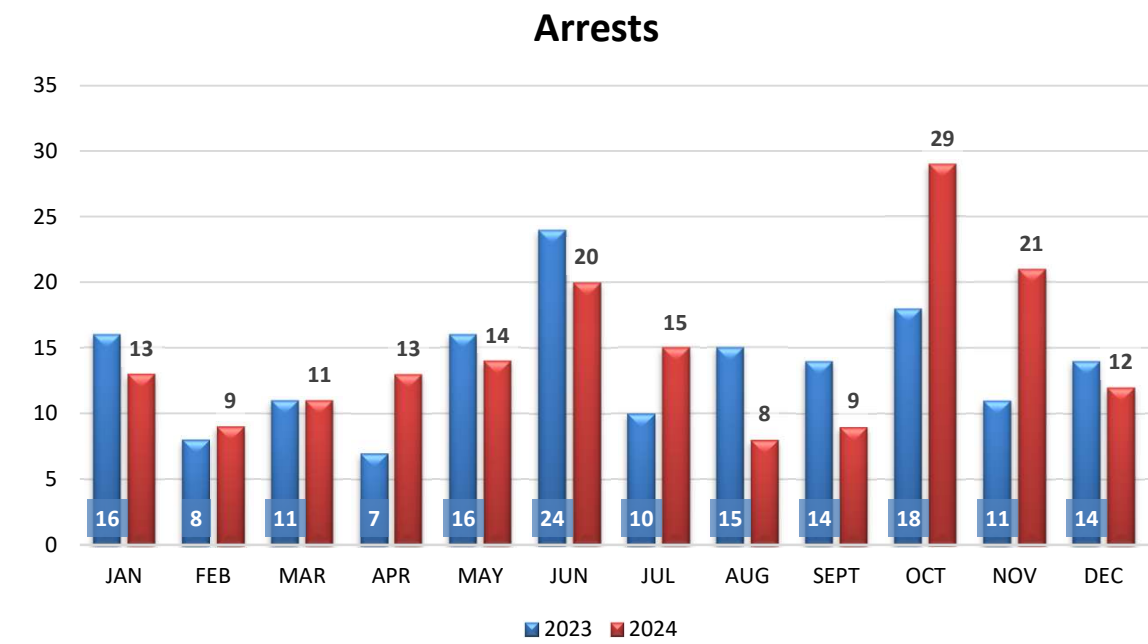
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	449	224	396	320	434	229	251	287	158	257	364	252	3,621
2024	334	451	229	395	197	292	248	379	212	326	237	170	3,470

Totals Year to Date Comparison for December

2023	3,621	
2024	3,470	-4.17%

Arrests

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



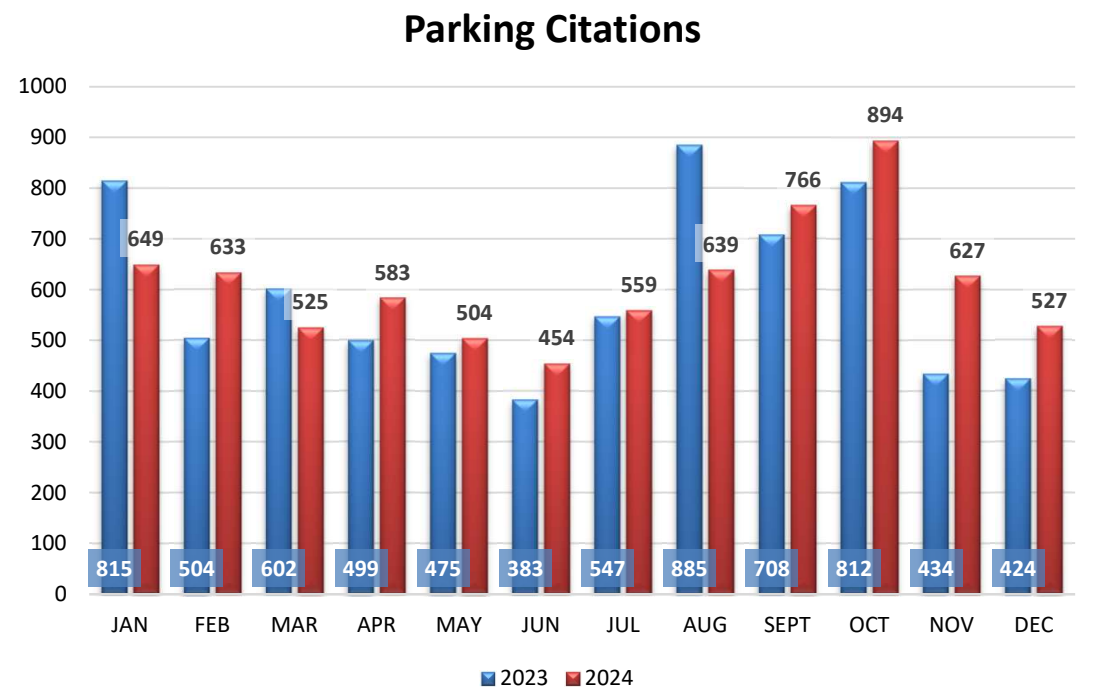
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		TOTAL
2023	16	8	11	7	16	24	10	15	14	18	11	14		164
2024	13	9	11	13	14	20	15	8	9	29	21	12		174

Totals Year to Date Comparison for December

2023	164	
2024	174	6.10%

Parking Citations

Parking citations written include violations of state law and city ordinances.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2023	815	504	602	499	475	383	547	885	708	812	434	424	7088
2024	649	633	525	583	504	454	559	639	766	894	627	527	7360

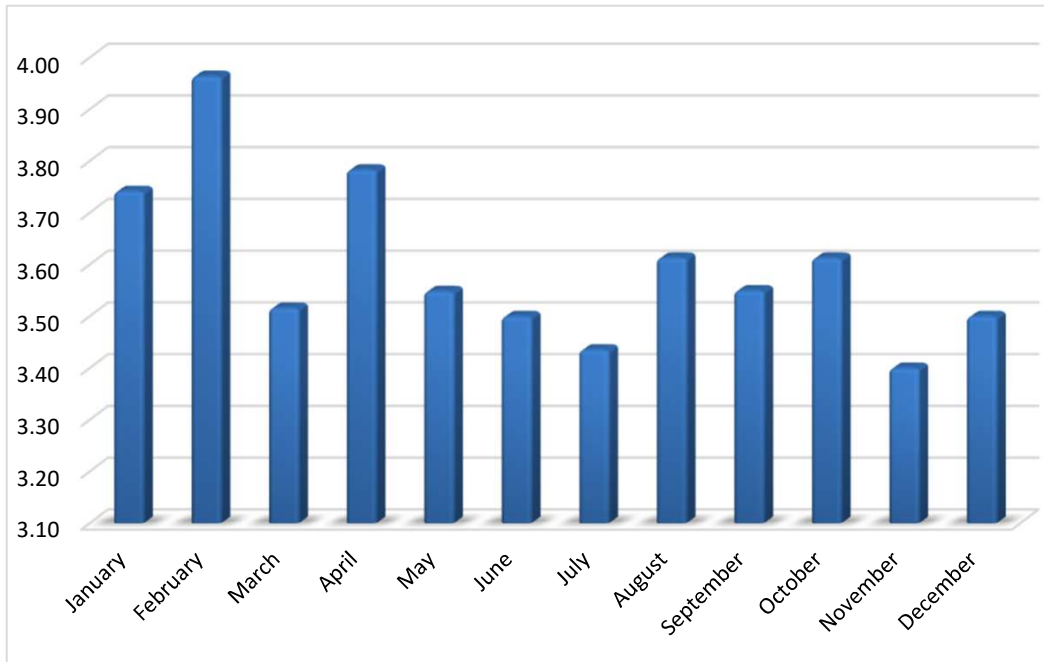
Totals Year to Date Comparison for December

2023	7,088	
2024	7,360	3.84%

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
2023	4	3.48	3.74	3.88	4.05	4.05	3.69	4.13	3.85	3.60	3.92	3.56
2024	3.74	3.96	3.52	3.78	3.55	3.5	3.44	3.61	3.55	3.61	3.4	3.5

Average Year to Date Comparison for December

2023	3.83	
2024	3.6	-6.07%

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 50 - POLICE						
1001	REGULAR EARNINGS	\$ 5,545,994.92	\$ 6,080,115.00	\$ 6,163,439.00	\$ 83,324.00	1.4%
1002	OVERTIME EARNINGS	227,780.59	275,000.00	295,500.00	\$ 20,500.00	7.5%
1004	MISC ALLOWANCE	7,983.96	8,400.00	8,400.00	\$ -	0.0%
1005	LONGEVITY PAY	21,347.57	22,619.00	20,854.00	\$ (1,765.00)	-7.8%
1006	EDUCATION PAY	63,690.64	61,246.00	69,600.00	\$ 8,354.00	13.6%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	2,280.00	3,120.00	1,440.00	\$ (1,680.00)	-53.8%
1110	EMPLOYERS SHARE F.I.C.A.	424,471.83	483,963.00	491,509.00	\$ 7,546.00	1.6%
1120	EMPLOYERS SHARE T.M.R.S.	480,311.35	544,074.00	909,046.00	\$ 364,972.00	67.1%
1130	INSURANCE-EMPLOYEE LIFE	46,904.75	47,900.00	47,600.00	\$ (300.00)	-0.6%
1131	INSURANCE-WORKMENS COMP	49,497.68	63,871.00	66,902.00	\$ 3,031.00	4.7%
1134	DENTAL INSURANCE	7,771.78	9,621.00	10,439.00	\$ 818.00	8.5%
1135	HEALTH INSURANCE	779,544.00	807,144.00	812,052.00	\$ 4,908.00	0.6%
SALARIES & BENEFITS		\$ 7,664,779.07	\$ 8,414,273.00	\$ 8,907,581.00	\$ 493,308.00	5.9%
2029	CLOTHING ALLOWANCE	\$ 53,691.33	\$ 77,564.00	\$ 69,117.00	\$ (8,447.00)	-10.9%
2100	OFFICE SUPPLIES	5,494.54	7,400.00	8,400.00	\$ 1,000.00	13.5%
2318	COMPUTER SUPPLIES	6,656.51	5,000.00	5,500.00	\$ 500.00	10.0%
2320	GAS, OIL & GREASE	73,075.30	76,760.00	71,510.00	\$ (5,250.00)	-6.8%
2350	SUPPLIES & MATERIALS	12,473.07	14,550.00	13,956.00	\$ (594.00)	-4.1%
SUPPLIES		\$ 151,390.75	\$ 181,274.00	\$ 168,483.00	\$ (12,791.00)	-7.1%
3010	POSTAGE	\$ 1,410.69	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%
3011	DETENTION SERVICES	2,852.95	4,640.00	4,640.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	317,124.72	379,032.00	385,763.00	\$ 6,731.00	1.8%
3062	ANIMAL CONTROL SERVICES	9,249.63	10,484.00	11,446.00	\$ 962.00	9.2%
3070	SPECIAL OPERATIONS	-	1,000.00	1,000.00	\$ -	0.0%
3072	ACCREDITATION EXPENSES	4,695.00	21,004.00	19,185.00	\$ (1,819.00)	-8.7%
3075	DIRECT ALARM MONITORING	300,161.30	356,608.00	401,769.00	\$ 45,161.00	12.7%
3113	PUBLICATIONS/PRINTING	7,091.00	16,659.00	14,879.00	\$ (1,780.00)	-10.7%
3115	CONTRACT MAINTENANCE	17,286.00	41,145.00	39,852.00	\$ (1,293.00)	-3.1%
3261	WRECKER FEES	-	1,000.00	1,000.00	\$ -	0.0%
3291	GUNS/EQUIPMENT	23,100.95	38,118.00	35,915.00	\$ (2,203.00)	-5.8%
PROFESSIONAL SERVICES/FEES		\$ 682,972.24	\$ 871,490.00	\$ 917,249.00	\$ 45,759.00	5.3%
4110	HEAT,LIGHT,WATER UTIL	\$ 47,277.43	\$ 53,700.00	\$ 56,900.00	\$ 3,200.00	6.0%
4120	TELEPHONE SERVICE	36,065.51	38,748.00	77,547.00	\$ 38,799.00	100.1%
4121	911 SERVICE FEES	43,139.20	43,438.00	43,485.00	\$ 47.00	0.1%
UTILITIES		\$ 126,482.14	\$ 135,886.00	\$ 177,932.00	\$ 42,046.00	30.9%
5500	INSURANCE-AUTO LIABILITY	\$ 13,536.96	\$ 13,581.00	\$ 16,033.00	\$ 2,452.00	18.1%
	INSURANCE - EXCESS LIABILITY - TML					
5504	CLAIMS	3,389.04	3,389.00	3,389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	3,663.96	4,119.00	4,526.00	\$ 407.00	9.9%
5508	INSURANCE-POLICE PROF LIA	25,404.00	26,085.00	28,040.00	\$ 1,955.00	7.5%
5516	BONDS AND CYBER INSURANCE	12,878.04	16,097.00	16,097.00	\$ -	0.0%
INSURANCE		\$ 58,872.00	\$ 63,271.00	\$ 68,085.00	\$ 4,814.00	7.6%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 4,088.75	\$ 8,065.00	\$ 9,255.00	\$ 1,190.00	14.8%
6330	RADIO SERVICE	-	2,000.00	16,388.00	\$ 14,388.00	719.4%
OUTSIDE SERVICES		\$ 4,088.75	\$ 10,065.00	\$ 25,643.00	\$ 15,578.00	154.8%

City of University Park

POLICE DEPARTMENT

01-50

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
6190	AUTO REPAIRS	\$ 67,208.40	\$ 51,500.00	\$ 56,400.00	\$ 4,900.00	9.5%
	ALLOCATED WAREHOUSE AND GARAGE					
6195	OPERATIONS	160,419.04	177,084.00	181,484.00	\$ 4,400.00	2.5%
	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	248,288.04	276,170.00	284,454.00	\$ 8,284.00	3.0%
7150	DUES & SUBSCRIPTIONS	4,584.95	5,799.00	6,199.00	\$ 400.00	6.9%
7170	TRAVEL EXPENSE	25,270.97	41,300.00	40,300.00	\$ (1,000.00)	-2.4%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	89,070.96	92,498.00	92,641.00	\$ 143.00	0.2%
7202	SOFTWARE FEES - DIRECT ALLOCATION	230,106.96	215,354.00	287,848.00	\$ 72,494.00	33.7%
7221	OTHER EXPENSE	8,978.45	11,150.00	11,270.00	\$ 120.00	1.1%
7223	CRIME PREV/YOUTH SERVICES	4,478.78	6,000.00	7,000.00	\$ 1,000.00	16.7%
7240	TUITION & TRAINING	35,261.76	41,305.00	43,865.00	\$ 2,560.00	6.2%
7475	IMPROVEMENTS-UNDER \$5000	3,337.44	-	-	\$ -	0.0%
9000	CAPITAL EQUIP REPLACEMENT	249,144.00	243,442.00	242,777.00	\$ (665.00)	-0.3%
	COMPUTER EQUIPEMENT REPLACEMENT					
9001	CHARGE	-	21,423.00	73,351.00	\$ 51,928.00	242.4%
	OTHER EXPENSE	\$ 1,126,149.75	\$ 1,183,025.00	\$ 1,327,589.00	\$ 144,564.00	12.2%
9201	COMPUTER EQUIPMENT OVER \$5000	\$ -	\$ -	\$ -	\$ -	0.0%
	CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 50 - POLICE		\$ 9,814,734.70	\$ 10,859,284.00	\$ 11,592,562.00	\$ 733,278.00	6.8%

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**PARK AND RECREATION DEPARTMENT
01-70**

Located at the Peek Service Center, 4420 Worcola Street

Twenty-three Employees:
Twenty-three Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Director of Parks and Recreation	1	1	1
Assistant Director of Parks	1	1	1
Parks Superintendent	1	1	1
Parks Supervisor	0	0	2
Events & Reservations Coord	0	0	1
Gardener III	5	6	3
Gardener II	5	3	3
Gardener I	2	3	3
Irrigation Technician	2	2	2
Forestry Technician	2	1	1
Pesticide Technician	1	1	2
Horticulturalist	1	1	1
Administrative Secretary	1	1	0
Gardener – PT	0	1	0
Operations Coordinator	0	0	1
Parks Service Agent	0	1	1

Park and Recreation Administration

Park and Recreation Administration is responsible for implementing the programs, policies and services established under the leadership of the City Council, City Administration and the associated advisory boards of the City.

Park Maintenance

The Park and Recreation Department (PARD) provides professional, high quality maintenance to the City's parks and public property. The department's landscape maintenance include turf, trees, shrubs, and seasonal color beds, giving the residents of University Park aesthetically pleasing public properties, which provide exceptional

recreational opportunities. The department is responsible for maintaining approximately 60 acres of green space, four baseball and twelve soccer fields, one basketball court, three ponds, the Holmes Aquatic Center, the John Roach Track, three and half miles of trails, ten tennis courts, six pickleball courts six picnic areas, and nine playgrounds in the City's eight major parks. The department also maintains the Goar Park Pavilion, which is the center stage for the annual July 4th Picnic.

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

Turf and Tree Maintenance

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

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

Horticulture and Irrigation

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

Construction

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

Mosquito Control

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

Contract Maintenance

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

Citywide Special Events

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

- Children's Park Holiday Tree Lighting
- Snider Plaza Holiday Tree Lighting
- Goar Park Eggstravaganza Egg Hunt
- Caruth Park Children's Fishing Derby
- Fourth of July Parade
- NRPA July is Park and Recreation Month
- Holmes Aquatic Center - Dive In Movies
- Movies in the Park (spring and fall)
- Holmes Aquatic Center - Doggie Splash Day
- Arbor Day Observance
- Recreation and athletic programs, clinics and tournaments
- Fall Festival
- Pickleball Paddle Battle
- Eggtober

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City of University Park
PARKS AND RECREATION DEPARTMENT
01-70

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 70 PARKS						
1001	REGULAR EARNINGS	\$ 1,651,410.13	\$ 1,695,614.00	\$ 1,752,576.00	\$ 56,962.00	3.4%
1002	OVERTIME EARNINGS	120,341.35	61,500.00	78,000.00	\$ 16,500.00	26.8%
1005	LONGEVITY PAY	12,788.21	13,284.00	11,543.00	\$ (1,741.00)	-13.1%
1006	EDUCATION PAY	32,333.71	33,280.00	33,280.00	\$ -	0.0%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	3,325.00	3,360.00	3,325.00	\$ (35.00)	-1.0%
1110	EMPLOYERS SHARE F.I.C.A.	132,609.28	131,937.00	142,496.00	\$ 10,559.00	8.0%
1120	EMPLOYERS SHARE T.M.R.S.	150,998.90	153,993.00	263,601.00	\$ 109,608.00	71.2%
1130	INSURANCE-EMPLOYEE LIFE	14,823.58	15,200.00	14,500.00	\$ (700.00)	-4.6%
1131	INSURANCE-WORKMENS COMP	26,159.04	28,365.00	29,525.00	\$ 1,160.00	4.1%
1134	DENTAL INSURANCE	2,683.78	3,409.00	3,881.00	\$ 472.00	13.8%
1135	HEALTH INSURANCE	319,998.00	317,592.00	345,184.00	\$ 27,592.00	8.7%
SALARIES & BENEFITS		\$ 2,474,670.98	\$ 2,464,734.00	\$ 2,688,711.00	\$ 223,977.00	9.1%
2029	CLOTHING ALLOWANCE	\$ 30,445.72	\$ 21,914.00	\$ 21,914.00	\$ -	0.0%
2100	OFFICE SUPPLIES	7,086.08	12,500.00	12,500.00	\$ -	0.0%
2320	GAS, OIL & GREASE	33,675.18	31,735.00	30,048.00	\$ (1,687.00)	-5.3%
2350	SUPPLIES & MATERIALS	122,295.47	101,500.00	105,500.00	\$ 4,000.00	3.9%
2360	SMALL TOOLS	9,308.57	23,600.00	23,600.00	\$ -	0.0%
2381	FERTILIZER,CHEMICALS &SUP	27,739.36	52,390.00	52,390.00	\$ -	0.0%
SUPPLIES		\$ 230,550.38	\$ 243,639.00	\$ 245,952.00	\$ 2,313.00	0.9%
3010	POSTAGE	\$ 70.26	\$ 350.00	\$ 300.00	\$ (50.00)	-14.3%
3060	PROFESSIONAL SERVICES/FEES	28,401.36	42,810.00	106,811.00	\$ 64,001.00	149.5%
3063	PROGRAMMING/MAINTENANCE	-	-	30,000.00	\$ 30,000.00	0.0%
3113	PUBLICATIONS/PRINTING	1,170.23	4,800.00	4,800.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	367,524.08	496,050.00	514,600.00	\$ 18,550.00	3.7%
PROFESSIONAL FEES		\$397,165.93	\$544,010.00	\$656,511.00	\$112,501.00	20.7%
4110	HEAT,LIGHT,WATER UTIL	\$ 48,655.25	\$ 59,500.00	\$ 63,000.00	\$ 3,500.00	5.9%
4120	TELEPHONE SERVICE	3,176.70	3,056.00	2,418.00	\$ (638.00)	-20.9%
UTILITIES		\$ 51,831.95	\$ 62,556.00	\$ 65,418.00	\$ 2,862.00	4.6%
5500	INSURANCE-AUTO LIABILITY	\$ 6,039.00	\$ 6,058.00	\$ 7,152.00	\$ 1,094.00	18.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	1,278.00	1,278.00	1,278.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	1,382.04	1,553.00	1,707.00	\$ 154.00	9.9%
5516	BONDS AND CYBER INSURANCE	4,856.04	6,069.00	6,069.00	\$ -	0.0%
INSURANCE		\$ 13,555.08	\$ 14,958.00	\$ 16,206.00	\$ 1,248.00	8.3%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 5,734.83	\$ 27,300.00	\$ 15,300.00	\$ (12,000.00)	-44.0%
6380	FLOWERS,TREES & SHRUBS	63,450.23	93,500.00	93,500.00	\$ -	0.0%
OUTSIDE SERVICES		\$ 69,185.06	\$ 120,800.00	\$ 108,800.00	\$ (12,000.00)	-9.9%
6190	AUTO REPAIRS	\$ 27,945.93	\$ 24,600.00	\$ 34,300.00	\$ 9,700.00	39.4%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	125,298.00	141,240.00	144,784.00	\$ 3,544.00	2.5%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	92,244.00	95,126.00	101,452.00	\$ 6,326.00	6.7%
6205	PARK FACILITY REPAIR	50,276.73	73,600.00	73,600.00	\$ -	0.0%
6208	PARK EQUIPMENT REPAIR	38,053.17	42,000.00	42,000.00	\$ -	0.0%
7150	DUES & SUBSCRIPTIONS	6,531.26	11,550.00	13,250.00	\$ 1,700.00	14.7%
7170	TRAVEL EXPENSE	7,458.54	11,335.00	16,335.00	\$ 5,000.00	44.1%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	23,184.96	24,078.00	27,633.00	\$ 3,555.00	14.8%
7202	SOFTWARE FEES - DIRECT ALLOCATION	14,472.96	17,379.00	21,145.00	\$ 3,766.00	21.7%
7221	OTHER EXPENSE	2,112.85	6,000.00	6,000.00	\$ -	0.0%
7240	TUITION & TRAINING	1,353.55	4,620.00	4,620.00	\$ -	0.0%
7260	EQUIPMENT RENTAL	5,941.68	4,500.00	4,500.00	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	69,273.00	70,656.00	62,353.00	\$ (8,303.00)	-11.8%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-	2,483.00	3,552.00	\$ 1,069.00	43.1%

City of University Park						
PARKS AND RECREATION DEPARTMENT						
01-70						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
7905	PRINCIPAL RETIREMENT	6,892.05	-	-	\$ -	0.0%
7910	INTEREST & AGENT FEES	96.05	-	-	\$ -	0.0%
	OTHER EXPENSE	\$ 471,134.73	\$ 529,167.00	\$ 555,524.00	\$ 26,357.00	5.0%
DEPARTMENT Total: 70 - PARKS		\$ 3,708,094.11	\$ 3,979,864.00	\$ 4,337,122.00	\$ 357,258.00	9.0%

**AQUATIC FUND (06-75) ESTABLISHED IN
FY2025 AND SWIMMING POOL 01-75 WAS
DISCONTINUED**

**SWIMMING POOL
01-75**

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

Forty-nine Employees:

1 Full Time
48 Part Time

FUNCTION	ACTUAL 2022-2023	BUDGET 2023-2024	ADOPTED 2025
Aquatics and Rec Coordinator	1	1	
Assistant Pool Manager, PT	4	4	
Head Swim Coach, PT	1	1	
Head Lifeguards	15	15	
Food Services Manager	4	4	
Guest Services, PT	20	20	

Holmes Aquatic Center

The City's swimming pool is located at Curtis Park. Renovated in 2009-2010, the Center includes a large 50-meter pool with ADA access ramp, 1-meter and 3-meter diving boards, and lap swimming. The complex also includes a large spiral water slide, children's Spray Ground, children's swimming pool. In 2018, renovations to the northeast building included new rest rooms, family style restrooms, full concessions, new mechanical room, party room and office space. The facility also hosts several special events and recreational programming throughout the pool season ending:

City of University Park

SWIMMING POOL

01-75

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 01 - GENERAL FUND						
DEPARTMENT: 75 - SWIMMING POOL						
1001	REGULAR EARNINGS	\$ 467,089.33	\$ 399,518.00	\$ -	\$ (399,518.00)	-100.0%
1002	OVERTIME EARNINGS	14,885.37	-	\$ -	\$ -	0.0%
1005	LONGEVITY PAY	70.04	-	\$ -	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	\$ -	\$ (840.00)	-100.0%
1110	EMPLOYERS SHARE F.I.C.A.	36,802.03	30,558.00	\$ -	\$ (30,558.00)	-100.0%
1120	EMPLOYERS SHARE T.M.R.S.	6,754.36	6,954.00	\$ -	\$ (6,954.00)	-100.0%
1130	INSURANCE-EMPLOYEE LIFE	579.34	600.00	\$ -	\$ (600.00)	-100.0%
1131	INSURANCE-WORKMENS COMP	5,756.04	7,249.00	\$ -	\$ (7,249.00)	-100.0%
1134	DENTAL INSURANCE	80.97	103.00	\$ -	\$ (103.00)	-100.0%
1135	HEALTH INSURANCE	14,436.00	14,436.00	\$ -	\$ (14,436.00)	-100.0%
SALARIES & BENEFITS		\$ 547,293.48	\$ 460,258.00	\$ -	\$ (460,258.00)	-100.0%
3060	PROFESSIONAL SERVICES/FEES	\$ 11,302.50	\$ 16,700.00	\$ -	\$ (16,700.00)	-100.0%
PROFESSIONAL SERVICES/FEES		\$ 11,302.50	\$ 16,700.00	\$ -	\$ (16,700.00)	-100.0%
4110	HEAT, LIGHT, WATER UTIL	\$ 30,139.76	\$ 20,600.00	\$ -	\$ (20,600.00)	-100.0%
4120	TELEPHONE SERVICE	1,372.45	1,412.00	\$ -	\$ (1,412.00)	-100.0%
UTILITIES		\$ 31,512.21	\$ 22,012.00	\$ -	\$ (22,012.00)	-100.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 56.04	\$ 56.00	\$ -	\$ (56.00)	-100.0%
5506	INSURANCE - GEN LIABILITY	60.00	68.00	\$ -	\$ (68.00)	-100.0%
5516	BONDS AND CYBER INSURANCE	210.96	264.00	\$ -	\$ (264.00)	-100.0%
INSURANCE		\$ 327.00	\$ 388.00	\$ -	\$ (388.00)	-100.0%
6189	SWIMMING POOL REPAIRS	\$ 50,617.42	\$ 39,000.00	\$ -	\$ (39,000.00)	-100.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	900.96	1,048.00	\$ -	\$ (1,048.00)	-100.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	3,093.00	3,524.00	\$ -	\$ (3,524.00)	-100.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	1,545.96	1,605.00	\$ -	\$ (1,605.00)	-100.0%
7221	OTHER EXPENSE	1,277.52	-	\$ -	\$ -	0.0%
7390	SWIMMING POOL EXPENSE	76,223.65	111,740.00	\$ -	\$ (111,740.00)	-100.0%
7394	CONCESSION FOOD EXPENSE	62,882.81	60,000.00	\$ -	\$ (60,000.00)	-100.0%
7396	RETAIL EXPENSE	2,553.80	6,500.00	\$ -	\$ (6,500.00)	-100.0%
7905	PRINCIPAL RETIREMENT	32,978.27	-	\$ -	\$ -	0.0%
7910	INTEREST & AGENT FEES	4,191.73	-	\$ -	\$ -	0.0%
OTHER EXPENSE		\$ 236,265.12	\$ 223,417.00	\$ -	\$ (223,417.00)	-100.0%
9100	EQUIPMENT OVER \$5000	\$ 296,253.00	\$ 10,000.00	\$ -	\$ (10,000.00)	-100.0%
CAPITAL EXPENDITURES		\$ 296,253.00	\$ 10,000.00	\$ -	\$ (10,000.00)	-100.0%
DEPARTMENT Total: 75 - SWIMMING POOL		\$ 1,122,953.31	\$ 732,775.00	\$ -	\$ (732,775.00)	-100.0%

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CAPITAL PROJECTS TRANSFERS

**Capital Projects Transfers – General Fund
01-85**

**Capital Projects Transfers – Utility Fund
02-85**

**Capital Projects Transfers – Sanitation Fund
04-85**

**Capital Projects Transfers – Stormwater
05-85**

**Capital Projects Transfers – General Government
44-85**

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	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change	
FUND: 01 - GENERAL FUND							
DEPARTMENT: 85 - TRANSFERS							
6371	REPAVING OUTSIDE CONTRACT	\$ 913,488.00	\$ 959,162.00	\$ 1,007,120.00	\$ 47,958.00	5.0%	
	OUTSIDE SERVICES	\$ 913,488.00	\$ 959,162.00	\$ 1,007,120.00	\$ 47,958.00	5.0%	
7153	CAPITAL PROJECTS CONTRIBUTION	\$ 1,603,896.00	\$ 1,684,092.00	\$ 1,668,297.00	\$ (15,795.00)	-0.9%	
	OTHER EXPENSE	\$ 1,603,896.00	\$ 1,684,092.00	\$ 1,668,297.00	\$ (15,795.00)	-0.9%	
8500	TRANSFERS	\$ 340,079.00	\$ -	\$ -	\$ -	0.0%	
	TRANSFERS	\$ 340,079.00	\$ -	\$ -	\$ -	0.0%	
9582	CURB & GUTTER	\$ 1,445,220.00	\$ 1,517,480.00	\$ 1,593,354.00	\$ 75,874.00	5.0%	
9800	ALLEY REPLACEMENT PROJECT	520,716.00	546,750.00	574,088.00	27,338.00	5.0%	
	CAPITAL EXPENDITURES	\$ 1,965,936.00	\$ 2,064,230.00	\$ 2,167,442.00	\$ 103,212.00	5.0%	
	DEPARTMENT: 85 - TRANSFERS	\$ 4,823,399.00	\$ 4,707,484.00	\$ 4,842,859.00	\$ 135,375.00	2.9%	

City of University Park CAPITAL PROJECTS TRANSFERS - UTILITY FUND 02-85							
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 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	\$ 3,108,396.00	\$ 2,378,812.00	\$ 3,757,753.00	\$ 1,378,941.00	58.0%	
	CAPITAL EXPENDITURES	\$ 3,108,396.00	\$ 2,378,812.00	\$ 3,757,753.00	\$ 1,378,941.00	58.0%	
	DEPARTMENT: 85 - TRANSFERS	\$ 3,028,395.96	\$ 2,298,812.00	\$ 3,677,753.00	\$ 1,378,941.00	60.0%	

City of University Park CAPITAL PROJECTS TRANSFERS - SANITATION FUND 04-85							
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change	
FUND: 04 - SANITATION 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%	

<p align="center">City of University Park</p> <p align="center">CAPITAL PROJECTS TRANSFERS - STORM WATER</p> <p align="center">05-85</p>

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 05 - STORM WATER						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%
DEPARTMENT: 85 TRANSFERS		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%

<p align="center">City of University Park</p> <p align="center">CAPITAL PROJECTS TRANSFERS -GOVERNMENTAL</p> <p align="center">44-85</p>

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 44- CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 85 - TRANSFERS						
8500	TRANSFERS	\$ 340,079.00	\$ -	\$ 100,000.00	\$ 100,000.00	0.0%
DEPARTMENT: 85 TRANSFERS		\$ 340,079.00	\$ -	\$ 100,000.00	\$ 100,000.00	0.0%

**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
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Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 11 - REVENUE						
3903	STORMWATER FEE-COMMERCIAL	\$ 42,583.08	\$ 34,700.00	\$ 41,000.00	\$ 6,300.00	18.2%
3904	STORM FEE-RESIDENTIAL	866,650.03	1,040,000.00	1,227,000.00	\$ 187,000.00	18.0%
3905	STORM WATER - SMU	977.98	0.00	0.00	\$ -	0.0%
3906	STORM FEE-CHURCH/SCHOOL	64,943.85	25,500.00	30,000.00	\$ 4,500.00	17.6%
STORM FEE		\$ 975,154.94	\$ 1,100,200.00	\$ 1,298,000.00	\$ 197,800.00	18.0%
3900	INTEREST EARNINGS	\$ 52,489.35	\$ 47,000.00	\$ 30,000.00	\$ (17,000.00)	-36.2%
INTEREST EARNINGS		\$ 52,489.35	\$ 47,000.00	\$ 30,000.00	\$ (17,000.00)	-36.2%
DEPARTMENT Total: 11 - REVENUE						
		\$ 1,027,644.29	\$ 1,147,200.00	\$ 1,328,000.00	\$ 180,800.00	15.8%

City of University Park EXPENSE - STORMWATER 05-23

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 05 - STORMWATER FUND						
DEPARTMENT: 23 - STORM WATER UTILITY						
2100	OFFICE SUPPLIES	\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
2350	SUPPLIES & MATERIALS	1,956.48	2,001.00	2,001.00	\$ -	0.0%
SUPPLIES		\$ 1,956.48	\$ 2,002.00	\$ 2,001.00	\$ (1.00)	0.0%
3010	POSTAGE	\$ -	\$ 50.00	\$ 50.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	68,300.00	155,441.00	3,500.00	\$ (151,941.00)	-97.7%
3113	PUBLICATIONS/PRINTING	1,226.78	250.00	250.00	\$ -	0.0%
3115	CONTRACT MAINTENANCE	5,167.04	9,230.00	10,500.00	\$ 1,270.00	13.8%
PROFESSIONAL FEES		\$ 74,693.82	\$ 164,971.00	\$ 14,300.00	\$ (150,671.00)	-91.3%
7150	DUES & SUBSCRIPTIONS	\$ 8,067.51	\$ 8,200.00	\$ 11,200.00	\$ 3,000.00	36.6%
7221	OTHER EXPENSE	10.83	1.00	-	\$ (1.00)	-100.0%
7240	TUITION & TRAINING	3,449.75	3,251.00	4,750.00	\$ 1,499.00	46.1%
7260	EQUIPMENT RENTAL	45,571.50	-	144,000.00	\$ 144,000.00	0.0%
7910	INTEREST & AGENT FEES	251,678.94	371,820.00	350,350.00	\$ (21,470.00)	-5.8%
OTHER EXPENSE		\$ 308,778.53	\$ 383,272.00	\$ 510,300.00	\$ 127,028.00	33.1%
9305	STORMWATER EXPENSES	\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
CAPITAL EXPENDITURES		\$ -	\$ 1.00	\$ -	\$ (1.00)	-100.0%
DEPARTMENT Total: 23 - STORM WATER UTILITY						
		\$ 385,428.83	\$ 550,246.00	\$ 526,601.00	\$ (23,645.00)	-4.3%

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AQUATICS - REVENUE
06-11

AQUATICS
06-75

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

Ninety-three Employees

1 Full Time
92 Part Time

FUNCTION	ACTUAL 2022-2023	BUDGET 01-75 2023-2024	ADOPTED 2025
Aquatics and Rec Coordinator		1	1
Assistant Pool Manager, PT		4	7
Head Swim Coach, PT		1	1
Head Lifeguards, PT		15	15
Lifeguards, PT			45
Food Services Manager		4	4
Guest Services, PT		20	20

Holmes Aquatic Center

The City's swimming pool is located at Curtis Park. The Holmes Aquatic Center includes a large 50-meter pool with ADA access ramp, 1-meter and 3-meter diving boards, and lap swimming. The complex also includes a large spiral water slide, children's Spray Ground, children's swimming pool. In 2018, renovations to the northeast building included new rest rooms, family style restrooms, full concessions, new mechanical room, party room and office space. The facility also hosts several special events and recreational programming throughout the pool season ending:

- Doggie Splash Day
- Dive In Movies
- Birthday Parties and Rentals
- Learn to Swim Program
- Wibit Wednesdays
- Jr. Life Guard Program
- Senior Swim Program
- Memorial Day and Fourth of July, Labor Day Activities
- Makos Swim Team
- Lifeguard Certification Programs
- CPR; 1st Aide; AED Certification Programs
- Annual Fall Festival Celebration
- Atmos Energy Room – Small Meeting Room Rental Space

AQUATICS DEPARTMENT FY2025 GOALS

- Develop and execute HAC revenue business plan utilizing Aquatics Proprietary fund
- Recruit, hire and train lifeguards and swim instructors for summer operations

PARK DEPARTMENT (continued)

AQUATICS DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
AQUATICS			
Pool Memberships	2,901	2,658	2,959
Revenue – Pool Permits (Residents)	\$113,1695	\$159,618	\$187,534
Revenue – Pool Permits (Nonresidents)	\$12,014	\$9,420	\$14,680
Revenue – Pool Gate Receipts	\$105,541	\$96,244	\$109,893
Revenue – Pool Concession Receipts	\$106,092	\$109,738	\$106,111
Revenue – Swim Programs	\$34,680	\$28,050	\$35,925
Revenue – Pool Retail	\$2,404	\$1,319	\$1,582

BUDGET HIGHLIGHTS
SWIMMING POOL FY2025 TOTAL BUDGET \$778,578

- Swimming Pool expenses - \$114,240
- Swimming Pool repairs - \$42,500
- Professional Services - \$19,200
 - Facility Audits - \$2,500
 - Slide Inspection/Maintenance - \$7,500
 - Training Certifications - \$4,200
 - UV Inspection and Maintenance - \$5,000
- Concession Food - \$90,000
- Retail expense - \$6,500
- Salaries & Benefits - \$476,178

City of University Park

AQUATICS

06-11

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 06 - AQUATICS FUND						
DEPARTMENT: 11 REVENUE						
3511	SWIM POOL PERMIT - RESIDENT	\$ -	\$ -	\$ 175,000.00	\$ 175,000.00	0.0%
3512	SWIM POOL PERMIT - NON RESIDENT	-	-	10,000.00	\$ 10,000.00	0.0%
3513	SWIM POOL PRMTS GATE RCPT	-	-	125,000.00	\$ 125,000.00	0.0%
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 RETIAL	-	-	4,000.00	\$ 4,000.00	0.0%
3999	OTHER REVENUE	-	-	325,000.00	\$ 325,000.00	0.0%
		-	-		\$ -	0.0%
		-	-		\$ -	0.0%
PARK AND POOL REVENUE		\$ -	\$ -	\$ 779,000.00	\$ 779,000.00	0.0%
DEPARTMENT Total: 75 - SWIMMING POOL		\$ -	\$ -	\$ 779,000.00	\$ 779,000.00	0.0%

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City of University Park

AQUATICS

06-75

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 06 - AQUATICS FUND						
DEPARTMENT: 75 - SWIMMING POOL						
1001	REGULAR EARNINGS	\$ -	\$ -	\$ 403,175.00	\$ 403,175.00	0.0%
1002	OVERTIME EARNINGS	-	-	7,900.00	7,900.00	0.0%
1009	CELL PHONE ALLOWANCE	-	-	840.00	840.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	-	-	30,844.00	30,844.00	0.0%
1120	EMPLOYERS SHARE T.M.R.S.	-	-	10,219.00	10,219.00	0.0%
1130	INSURANCE-EMPLOYEE LIFE	-	-	600.00	600.00	0.0%
1131	INSURANCE-WORKMENS COMP	-	-	7,454.00	7,454.00	0.0%
1134	DENTAL INSURANCE	-	-	108.00	108.00	0.0%
1135	HEALTH INSURANCE	-	-	15,038.00	15,038.00	0.0%
SALARIES & BENEFITS		\$ -	\$ -	\$ 476,178.00	\$ 476,178.00	0.0%
3060	PROFESSIONAL SERVICES/FEES	\$ -	\$ -	19,200.00	19,200.00	0.0%
PROFESSIONAL SERVICES/FEES		\$ -	\$ -	\$ 19,200.00	\$ 19,200.00	0.0%
4110	HEAT, LIGHT, WATER UTIL	\$ -	\$ -	21,800.00	21,800.00	0.0%
4120	TELEPHONE SERVICE	-	-	1,486.00	1,486.00	0.0%
UTILITIES		\$ -	\$ -	\$ 23,286.00	\$ 23,286.00	0.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ -	\$ -	56.00	56.00	0.0%
5506	INSURANCE - GEN LIABILITY	-	-	74.00	74.00	0.0%
5516	BONDS AND CYBER INSURANCE	-	-	264.00	264.00	0.0%
INSURANCE		\$ -	\$ -	\$ 394.00	\$ 394.00	0.0%
6189	SWIMMING POOL REPAIRS	\$ -	\$ -	42,500.00	42,500.00	0.0%
6195	ALLOCATED WAREHOUSE AND GARAGE OPERATIONS	-	-	1,074.00	1,074.00	0.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	-	-	3,616.00	3,616.00	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	-	-	1,590.00	1,590.00	0.0%
7221	OTHER EXPENSE	-	-	-	-	0.0%
7390	SWIMMING POOL EXPENSE	-	-	114,240.00	114,240.00	0.0%
7394	CONCESSION FOOD EXPENSE	-	-	90,000.00	90,000.00	0.0%
7396	RETAIL EXPENSE	-	-	6,500.00	6,500.00	0.0%
OTHER EXPENSE		\$ -	\$ -	\$ 259,520.00	\$ 259,520.00	0.0%
USE OF FUND BALANCE		\$ -	\$ -	\$ (325,000.00)	\$ (325,000.00)	0.0%
DEPARTMENT Total: 75 - SWIMMING POOL		\$ -	\$ -	\$ 778,578.00	\$ 778,578.00	0.0%

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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

0 Employees

FUNCTION	ACTUAL	ACTUAL	ADOPTED
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2025</u>
Construction Supervisor	0	1	0

Capital Budget and Five-Year CIP

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

10000 Information Technology
20000 Parks
30000 Public Safety
40000 Public Works

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

100 Information Technology
200 Parks
300 Public Safety
400 Public Works

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

The FY2023-2027 Detailed CIP lists all identified projects and their estimated costs. The first year of the 5 year CIP serves as the capital budget (FY2023), while the future years are forecast years.

Approval

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

See Capital Project Section for detail.

City of University Park REVENUE - CIP - ENTERPRISE 42-11						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	\$ 520,716.00	\$ 546,750.00	\$ 574,088.00	\$ 27,338.00	5.00%
3102	TRANSFER - UTILITY FUND	3,108,396.00	2,378,812.00	3,757,753.00	\$ 1,378,941.00	57.97%
	TRANSFERS FROM OTHER FUNDS	\$ 3,629,112.00	\$ 2,925,562.00	\$ 4,331,841.00	\$ 1,406,279.00	48.07%
3900	INTEREST EARNINGS	\$ 492,329.70	\$ 285,000.00	\$ 350,000.00	\$ 65,000.00	22.81%
	INTEREST EARNINGS	\$ 492,329.70	\$ 285,000.00	\$ 350,000.00	\$ 65,000.00	22.81%
					\$ -	
DEPARTMENT Total: 42-11 CIP - ENTERPRISE -REVENUE		\$ 4,121,441.70	\$ 3,210,562.00	\$ 4,681,841.00	\$ 1,471,279.00	45.83%

City of University Park CIP - ENTERPRISE - UTILITIES 42-42						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 42 - CAPITAL PROJECTS - ENTERPRISE						
DEPARTMENT: 42- CAPITAL PROJECTS - UTILITIES						
7500	DEPRECIATION EXPENSE	\$ 2,379,235.36	\$ -	\$ -	\$ -	0.0%
	DEPRECIATION EXPENSE	\$ 2,379,235.36	\$ -	\$ -	\$ -	0.0%
4420	CAPITAL PROJECTS-PROPRIETARY	\$ 1,243,769.92	\$ -	\$ -	\$ -	0.0%
4430	CAPITAL PROJECTS - MPY	2,238,485.15	-	-	-	0.0%
	INTEREST EARNINGS	\$ 3,482,255.07	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 42-42 CIP - ENTERPRISE - UTILITIES		\$ 5,861,490.43	\$ -	\$ -	\$ -	0.0%

City of University Park REVENUE - CIP - GENERAL GOVERNMENT PROJECTS 44-11						
Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 11 - REVENUE						
3101	TRANSFER - GENERAL FUND	\$ 3,962,604.00	\$ 4,160,734.00	\$ 4,368,770.00	\$ 208,036.00	5.0%
	TRANSFERS FROM OTHER FUNDS	\$ 3,962,604.00	\$ 4,160,734.00	\$ 4,368,770.00	\$ 208,036.00	5.0%
3900	INTEREST EARNINGS	\$ 257,376.56	\$ 135,000.00	\$ 250,000.00	\$ 115,000.00	85.2%
	INTEREST EARNINGS	\$ 257,376.56	\$ 135,000.00	\$ 250,000.00	\$ 115,000.00	85.2%
					\$ -	
3575	DART COST REIMBURSEMENT	\$ 6,425,202.93	\$ -	\$ -	\$ -	0.0%
	OTHER REVENUE	\$ 6,425,202.93	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 44-11 CIP GEN GOV PROJECTS - REVENUE		\$ 10,645,183.49	\$ 4,295,734.00	\$ 4,618,770.00	\$ 323,036.00	3.0%

City of University Park CIP - GENERAL GOVERNMENT PROJECTS 44-44
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Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 44 - CAPITAL PROJECTS - GEN GOVT						
DEPARTMENT: 44 - CAPITAL PROJECTS - GEN GOVT						
1001	REGULAR EARNINGS	\$ 62,562.58	\$ 113,128.00	\$ 191,887.00	\$ 78,759.00	69.6%
1005	LONGEVITY PAY	613.27	-	44.00	\$ -	0.0%
1009	CELL PHONE ALLOWANCE	325.00	-	840.00	\$ 840.00	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	4,773.93	8,654.00	14,683.00	\$ 6,029.00	69.7%
1120	EMPLOYERS SHARE T.M.R.S.	5,430.39	9,605.00	26,913.00	\$ 17,308.00	180.2%
1130	INSURANCE - EMPLOYEE LIFE	552.86	900.00	700.00	\$ (200.00)	-22.2%
1131	INSURANCE-WORKMENS COMP	84.00	91.00	154.00	\$ 63.00	69.2%
1134	DENTAL INSURANCE	85.19		108.00		
1135	HEALTH INSURANCE	7,819.50	13,800.00	15,038.00	\$ 1,238.00	9.0%
SALARIES & BENEFITS		\$ 82,246.72	\$ 146,178.00	\$ 250,367.00	\$ 104,189.00	71.3%
4410	CAPITAL PROJECTS-GEN FUND	\$ 5,701,436.28	\$ -	\$ -	\$ -	0.0%
CAPITAL EXPENDITURES		\$ 5,701,436.28	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 44-44 -CIP - GEN GOVERNMENT PROJECTS		\$ 5,783,683.00	\$ 146,178.00	\$ 250,367.00	\$ 104,189.00	71.3%

City of University Park CAPITAL PROJECT - STORMWATER 43-43

Account Number	Description	2023 Actual; Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 43 - CAPITAL PROJECTS - STORMWATER						
DEPARTMENT: 43 - STORMWATER						
4420	CAPITAL PROJECTS-PROPRIETARY	\$ 453,601.49	\$ -	\$ -	\$ -	0.0%
CAPITAL PROJECTS - PROPRIETARY		\$ 453,601.49	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 43-43 CAPITAL PROJECT - STORMWATER		\$ 453,601.49	\$ -	\$ -	\$ -	0.0%

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	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF-INSURANCE						
DEPARTMENT: 11 - REVENUE						
3803	CONT-OFF'L LIABILITY	25,898.04	28,963.00	31,840.00	2,877.00	9.9%
3804	CONT-EXCESS LIABILITY	14,642.16	15,000.00	15,000.00	-	0.0%
3805	CONT-GENERAL LIABILITY	15,345.96	18,230.00	20,033.00	1,803.00	9.9%
3806	CONT-AUTO LIABILITY	117,425.16	117,381.00	138,574.00	21,193.00	18.1%
3807	CONT-POLICE LIABILITY	25,404.00	26,085.00	28,040.00	1,955.00	7.5%
3808	CONT-BLDG AND CONTENTS	156,800.04	184,099.00	213,147.00	29,048.00	15.8%
3810	CONT-WORKMENS COMP	260,603.88	290,490.00	-	(290,490.00)	-100.0%
3812	CONT-BONDS/OFF'L EMPL	55,523.04	71,250.00	71,250.00	-	0.0%
3813	CONTRIB-EMPLOYEE HEALTH INSURANCE	4,201,208.68	3,629,604.00	-	(3,629,604.00)	-100.0%
3814	CONTRIBUTIONS -FSA	(5,814.86)	-	-	-	0.0%
CONTRIBUTIONS TO SELF-INSURANCE		\$ 4,867,036.10	\$ 4,381,102.00	\$ 517,884.00	\$ (3,863,218.00)	-88.2%
3900	INTEREST EARNINGS	\$ 206,532.19	\$ 130,000.00	\$ 130,000.00	\$ -	0.0%
INTEREST EARNINGS		\$ 206,532.19	\$ 130,000.00	\$ 130,000.00	\$ -	0.0%
3999	OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER REVENUE		\$ 5,073,568.29	\$ 4,511,102.00	\$ 647,884.00	\$ (3,863,218.00)	-85.6%

City of University Park

SELF INSURANCE

45-45

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 45 - SELF INSURANCE						
DEPARTMENT: 45 - SELF INSURANCE						
1001	REGULAR EARNINGS	\$ 82,911.14	\$ 86,297.00	\$ 89,784.00	\$ 3,487.00	4.0%
1005	LONGEVITY PAY	51.54	100.00	148.00	\$ 48.00	48.0%
1009	CELL PHONE ALLOWANCE	840.00	840.00	840.00	\$ -	-
1110	EMPLOYERS SHARE F.I.C.A.	6,107.23	6,610.00	6,880.00	\$ 270.00	4.1%
1120	EMPLOYERS SHARE T.M.R.S.	6,776.60	7,406.00	12,667.00	\$ 5,261.00	71.0%
1125	GASB ALLOCATION OF PENSION/OPEB EXP	11,060.00	-	-	-	0.0%
1126	GASB ALLOCATION OF PENSION/OPEB CON	(8,716.00)	-	-	-	0.0%
1130	INSURANCE-EMPLOYEE LIFE	745.84	900.00	800.00	\$ (100.00)	-11.1%
1131	INSURANCE-WORKMENS COMP	-	70.00	73.00	\$ 3.00	4.3%
1134	DENTAL INSURANCE	80.97	103.00	108.00	\$ 5.00	4.9%
1135	HEALTH INSURANCE	14,436.00	14,436.00	15,038.00	\$ 602.00	4.2%
SALARIES & BENEFITS		\$ 114,293.32	\$ 116,762.00	\$ 126,338.00	\$ 9,576.00	8.2%
5803	CLAIMS-PUBLIC	\$ -	\$ -	\$ -	\$ -	0.0%
5805	CLAIMS-GENERAL LIABILITY	174,239.48	-	-	-	0.0%
5806	CLAIMS-AUTO LIAB/DAMG	92,378.97	-	-	-	0.0%
5807	CLAIMS - POLICE LIABILITY	24,895.92	-	-	-	0.0%
5808	CLAIMS-BLDG & CONTENTS	153,691.44	-	-	-	0.0%
5810	CLAIMS-WORKMENS COMP	182,631.69	-	-	-	0.0%
5811	CLAIMS-RISK LOSS, MGMT	(23,338.28)	-	-	-	0.0%
5813	CLAIMS-EMP HEALTH INS	2,751,992.18	-	-	-	0.0%
5815	INSURANCE PREMIUM	953,679.05	-	-	-	0.0%
INSURANCE		\$ 4,310,170.45	\$ -	\$ -	\$ -	0.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	\$ -	\$ 3,524.00	\$ -	\$ (3,524.00)	-100.0%
7221	OTHER EXPENSE	187,350.05	40,084.00	34,417.00	\$ (5,667.00)	-14.1%
7224	ADMIN-EMP HEALTH INS	18,018.97	-	-	-	0.0%
OTHER		\$ 205,369.02	\$ 43,608.00	\$ 34,417.00	\$ (5,667.00)	-13.0%
DEPARTMENT Total: 45 - SELF INSURANCE TOTAL		\$ 4,629,832.79	\$ 160,370.00	\$ 160,755.00	\$ 3,909.00	2.4%

TECHNOLOGY SERVICES DEPARTMENT

TECHNOLOGY SERVICES

46-05

REVENUE

46-11

CAPITAL REPLACEMENT

46-90

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

Seven Employees:

All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
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	1	1	1

The Information Services Department supports the City's array of computer systems, application software, network infrastructure, and internet web presence. The department has citywide responsibility for the selection and procurement of hardware and software, data security, computing standards and policies, data integration, wired/wireless and fiber optic connectivity, public safety technology support, security cameras, audio-video systems, and telecom.

The City has standardized on a Microsoft Windows Server Platform using the .NET development framework supporting Microsoft SQL Databases for all strategic applications. The applications provide a seamless interface to the Microsoft Office365 suite and primarily utilize a Web Browser User Interface.

The primary non-public safety applications include General Ledger, Revenue Accounting, Purchasing, Capital Projects, Financial Reporting, Utility Billing, Human Resources, Payroll, Citywide Asset Management, Building Inspection\Permitting, Equipment Services, Library and Recreation.

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

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

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

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

TECHNOLOGY SERVICES DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Desktop/Laptops/Virtual PC's Maintained	305	306	306
Physical Servers Maintained	10	6	6
Virtual Servers Maintained	60	54	35
Contracts Managed	27	33	35
Help Desk Calls/Emails	2600	2625	2600

BUDGET HIGHLIGHTS
INFORMATION SERVICES DEPARTMENT TOTAL BUDGET \$2,631,711

- Computer Supplies - \$16,550
- Professional Services/Fees - \$192,156
 - CDW Project to Implement Zoom Phone System - \$43,680
 - CDW Project to Upgrade Exchange Server - \$5,960
 - Network/Data Security Consult & Firewall Implementation - \$15,016
 - NewEdge Services GIS Outsourcing Contract - \$90,000
 - Tom Bradford Consulting Contract - \$35,000
- Telephone Services - \$98,426
- Equip Repairs/Non-Vehicle - \$33,000
- Tuition and Training - \$8,200
- Information Services Department Salaries and Benefits \$985,873

City of University Park
REVENUES -TECHNOLOGY SERVICES
46-11

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 46 - TECHNOLOGY SERVICES FUNDS						
DEPARTMENT: 11 - REVENUE						
3165.01	INFO SERVICES - GEN FUND	\$ 855,865.08	\$ 924,286.00	\$ 949,470.00	\$ 25,184.00	2.7%
3165.02	INFO SERVICES - UTIL FUND	316,652.88	298,205.00	293,610.00	\$ (4,595.00)	-1.5%
3165.04	INFO SERVICES - SANITATION FUND	62,075.04	69,869.00	67,050.00	\$ (2,819.00)	-4.0%
3165.45	INFOR SERVICES - SELF INS FUND	-	3,524.00	-	\$ (3,524.00)	-100.0%
3165.47	INFO SERVICES - EQUIP SERV FUND	51,006.96	55,726.00	56,852.00	\$ 1,126.00	2.0%
3166.01	ALLOCATED SOFTWARE - GEN FUND	869,557.56	865,260.00	981,307.00	\$ 116,047.00	13.4%
3166.02	ALLOCATED SOFTWARE - UTILITY FUND	135,157.08	153,784.00	157,941.00	\$ 4,157.00	2.7%
3166.04	ALLOCATED SOFTWARE - SANITATION FUND	37,270.92	39,469.00	38,274.00	\$ (1,195.00)	-3.0%
3166.47	ALLOCATED SOFTWARE - EQUIP SERV FUND	27,910.08	38,092.00	38,420.00	\$ 328.00	0.9%
3999	OTHER REVENUE	-	-	-	\$ -	0.0%
3167.01	COMP EQUIP REPLACEMENT - GEN FUND	-	43,500.00	119,875.00	\$ 76,375.00	175.6%
3167.02	COMP EQUIP REPLACEMENT - UTIL FUND	-	-	10,202.00	\$ 10,202.00	0.0%
3167.04	COM EQUIP REPLACEMENT - SANITATION FUND	-	-	737.00	\$ 737.00	0.0%
3167.47	COMP EQUIP REPLACEMENT - EQUIP SERV FUND	-	5,716.00	7,743.00	\$ 2,027.00	35.5%
TECHNOLOGY ALLOCATION		\$ 2,355,495.60	\$ 2,497,431.00	\$ 2,721,481.00	\$ 224,050.00	9.0%
DEPARTMENT Total: 46 - REVENUE		\$ 2,355,495.60	\$ 2,497,431.00	\$ 2,721,481.00	\$ 224,050.00	9.0%

City of University Park

INFORMATION SERVICES FUND 46-05

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 46 - TECHNOLOGY SERVICES FUND						
DEPARTMENT: 05 - INFORMATION SERVICES						
1001	REGULAR EARNINGS	\$ 699,584.26	\$ 792,082.00	\$ 714,166.00	\$ -	0.0%
1005	LONGEVITY PAY	2,441.99	2,935.00	2,199.00	\$ (736.00)	-25.1%
1007	CAR ALLOWANCE	7,200.00	7,200.00	10,800.00	\$ 3,600.00	50.0%
1009	CELL PHONE ALLOWANCE	3,500.00	3,360.00	4,200.00	\$ 840.00	25.0%
1110	EMPLOYERS SHARE F.I.C.A.	53,631.20	5,900.00	54,148.00	\$ 48,248.00	817.8%
1120	EMPLOYERS SHARE T.M.R.S.	60,740.78	60,234.00	102,020.00	\$ 41,786.00	69.4%
1130	INSURANCE-EMPLOYEE LIFE	6,235.33	68,388.00	6,200.00	\$ (62,188.00)	-90.9%
1131	INSURANCE-WORKMENS COMP	630.00	645.00	586.00	\$ (59.00)	-9.1%
1134	DENTAL INSURANCE	1,123.01	1,503.00	1,326.00	\$ (177.00)	-11.8%
1135	HEALTH INSURANCE	86,616.00	100,416.00	90,228.00	\$ (10,188.00)	-10.1%
SALARIES & BENEFITS		\$ 921,702.57	\$ 1,042,663.00	\$ 985,873.00	\$ (56,790.00)	-5.4%
2100	OFFICE SUPPLIES	\$ 196.39	\$ 250.00	\$ 250.00	\$ -	0.0%
2318	COMPUTER SUPPLIES	48,954.96	15,050.00	16,550.00	\$ 1,500.00	10.0%
SUPPLIES		\$ 49,151.35	\$ 15,300.00	\$ 16,800.00	\$ 1,500.00	9.8%
3010	POSTAGE	\$ 147.20	\$ 25.00	\$ 75.00	\$ 50.00	200.0%
3060	PROFESSIONAL SERVICES/FEES	195,869.83	127,725.00	192,156.00	\$ 64,431.00	50.4%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
PROFESSIONAL SERVICES/FEES		\$ 196,017.03	\$ 127,750.00	\$ 192,231.00	\$ 64,481.00	50.5%
4110	HEAT,LIGHT,WATER UTIL	\$ 5,551.70	\$ 6,100.00	\$ 6,400.00	\$ 300.00	4.9%
4120	TELEPHONE SERVICE	75,670.08	115,910.00	98,426.00	\$ (17,484.00)	-15.1%
UTILITIES		\$ 81,221.78	\$ 122,010.00	\$ 104,826.00	\$ (17,184.00)	-14.1%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	\$ 389.04	\$ 389.00	\$ 389.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	420.00	473.00	519.00	\$ 46.00	9.7%
5516	BONDS AND CYBER INSURANCE	1,478.04	1,847.00	1,847.00	\$ -	0.0%
INSURANCE		\$ 2,287.08	\$ 2,709.00	\$ 2,755.00	\$ 46.00	1.7%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 35,038.88	\$ 33,700.00	\$ 33,000.00	\$ (700.00)	-2.1%
OUTSIDE SERVICES		\$ 35,038.88	\$ 33,700.00	\$ 33,000.00	\$ (700.00)	-2.1%
ALLOCATED WAREHOUSE AND GARAGE						
6195	OPERATIONS	\$ 54.00	\$ 63.00	\$ 64.00	\$ 1.00	1.6%
7150	DUES & SUBSCRIPTIONS	175.00	225.00	225.00	\$ -	0.0%
7170	TRAVEL EXPENSE	4,936.45	3,800.00	6,000.00	\$ 2,200.00	57.9%
7201	COMPUTER EQT UNDER \$5000	301,829.35	356,548.00	358,836.00	\$ 2,288.00	0.6%
7202	MICRO COMPUTER SOFTWARE	583,547.68	741,662.00	857,110.00	\$ 115,448.00	15.6%
7221	OTHER EXPENSE	798.04	225.00	225.00	\$ -	0.0%
7240	TUITION & TRAINING	7,100.40	7,449.00	8,200.00	\$ 751.00	10.1%
7500	DEPRECIATION EXPENSE	33,330.74	-	-	\$ -	0.0%
COMPUTER EQUIPMENT REPLACEMENT						82.4%
9001	CHARGE	-	35,937.00	65,566.00	\$ 29,629.00	
OTHER EXPENSE		\$ 931,771.66	\$ 1,145,909.00	\$ 1,296,226.00	\$ 150,317.00	13.1%
DEPARTMENT 46 - INFORMATION SERVICES		\$ 2,217,190.35	\$ 2,490,041.00	\$ 2,631,711.00	\$ 141,670.00	5.7%

City of University Park
INFORMATION SERVICES FUND
46-90

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 46 - TECHNOLOGY SERVICES FUND						
DEPARTMENT: (90 - CAPITAL REPLACEMENTS						
9002	CAPITAL EQUIPMENT - DEPT 02	\$ 27,149.30	\$ 11,327.00	\$ 5,338.00	\$ (5,989.00)	-52.9%
9,003.00	CAPITAL EQUIPMENT - DEPT 03	3,572.44	-	8,279.00	\$ 8,279.00	0.0%
9,004.00	CAPITAL EQUIPMENT - DEPT 04	2,949.28	3,591.00	-	\$ (3,591.00)	-100.0%
9,005.00	CAPITAL EQUIPMENT - DEPT 05	192,615.04	81,160.00	185,507.00	\$ 104,347.00	128.6%
9,006.00	CAPITAL EQUIPMENT - DEPT 06	46,651.97	11,276.00	-	\$ (11,276.00)	-100.0%
9,010.00	CAPITAL EQUIPMENT - DEPT 10	7,837.72	2,352.00	-	\$ (2,352.00)	-100.0%
9,019.00	CAPITAL EQUIPMENT - DEPT 19	6,650.39	3,463.00	16,017.00	\$ 12,554.00	362.5%
9,020.00	CAPITAL EQUIPMENT - DEPT 20	14,048.92	2,236.00	9,123.00	\$ 6,887.00	308.0%
9,021.00	CAPITAL EQUIPMENT - DEPT 21	-	7,674.00	-	\$ (7,674.00)	-100.0%
9,022.00	CAPITAL EQUIPMENT - DEPT 22	8,547.01	30,279.00	7,002.00	\$ (23,277.00)	-76.9%
9,025.00	CAPITAL EQUIPMENT - DEPT 25	-	3,805.00	8,164.00	\$ 4,359.00	114.6%
9,030.00	CAPITAL EQUIPMENT - DEPT 30	24,726.58	-	2,334.00	\$ 2,334.00	0.0%
9,034.00	CAPITAL EQUIPMENT - DEPT 34	25,404.07	-	6,221.00	\$ 6,221.00	0.0%
9,035.00	CAPITAL EQUIPMENT - DEPT 35	4,961.28	-	-	\$ -	0.0%
9,040.00	CAPITAL EQUIPMENT - DEPT 40	26,896.06	25,642.00	-	\$ (25,642.00)	-100.0%
9,050.00	CAPITAL EQUIPMENT - DEPT 50	128,203.95	159,960.00	17,416.00	\$ (142,544.00)	-89.1%
9,060.00	CAPITAL EQUIPMENT - DEPT 60	-	3,463.00	-	\$ (3,463.00)	-100.0%
9,070.00	CAPITAL EQUIPMENT - DEPT 70	-	9,018.00	6,008.00	\$ (3,010.00)	-33.4%
CAPITAL REPLACEMENTS		\$ 520,214.01	\$ 355,246.00	\$ 271,409.00	\$ (83,837.00)	-23.6%
DEPARTMENT 46 - INFORMATION SERVICES		\$ 520,214.01	\$ 355,246.00	\$ 271,409.00	\$ (83,837.00)	-23.6%

**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	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 11 - REVENUE						
3161.01	VEH MAINTENANCE-GEN FUND	\$ 438,190.08	\$ 482,275.00	\$ 494,226.00	\$ 11,951.00	2.5%
3161.02	VEH MAINTENANCE-UTIL FUND	135,345.00	148,962.00	152,653.00	\$ 3,691.00	2.5%
3161.04	VEH MAINTENANCE-SANITATN	251,463.96	276,763.00	283,621.00	\$ 6,858.00	2.5%
3162.01	WHSE ALLOCATION-GEN FUND	128,936.88	149,949.00	153,770.00	\$ 3,821.00	2.5%
3162.02	WHSE ALLOCATION-UTIL FUND	102,504.00	119,209.00	122,246.00	\$ 3,037.00	2.5%
3162.04	WHSE ALLOCATION-SANITATN	38,505.00	44,779.00	45,920.00	\$ 1,141.00	2.5%
3162.46	WHSE ALLOCATION - INFO SERVICES	54.00	63.00	64.00	\$ 1.00	1.6%
3163.01	VEH REPLACEMENT-GEN FUND	721,155.96	717,282.00	656,526.00	\$ (60,756.00)	-8.5%
3163.02	VEH REPLACEMENT-UTIL FUND	169,047.96	168,354.00	164,367.00	\$ (3,987.00)	-2.4%
3163.04	VEH REPLACEMENT-SANITATION	261,905.04	265,899.00	221,727.00	\$ (44,172.00)	-16.6%
3163.47	VEH REPLACEMENT-EQUIP SERVICE	15,618.96	19,250.00	17,506.00	\$ (1,744.00)	-9.1%
WAREHOUSE ALLOCATION		\$ 2,262,726.84	\$ 2,392,785.00	\$ 2,312,626.00	\$ (80,159.00)	-3.4%
3850	AUCTION/SALE OF EQUIPMENT	\$ 19,060.00	\$ 40,000.00	\$ 100,000.00	\$ 60,000.00	150.0%
AUCTION/SALE OF EQUIPMENT		\$ 19,060.00	\$ 40,000.00	\$ 100,000.00	\$ 60,000.00	150.0%
3900	INTEREST EARNINGS	\$ 133,516.10	\$ -	\$ -	\$ -	0.0%
WAREHOUSE INTEREST		\$ 133,516.10	\$ -	\$ -	\$ -	0.0%
3999	OTHER REVENUE	19.50	\$ -	\$ -	\$ -	0.0%
WAREHOUSE INTEREST		\$ 19.50	\$ -	\$ -	\$ -	0.0%
DEPARTMENT Total: 47-11 - REVENUE EQUIP SRVS		\$ 2,415,322.44	\$ 2,432,785.00	\$ 2,412,626.00	\$ (20,159.00)	-0.8%

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EQUIPMENT SERVICES DEPARTMENT:

GARAGE

47-30

WAREHOUSE

47-34

CAPITAL REPLACEMENT

47-90

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:

All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Garage:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	0	0	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	4	4	4
Equip Serv. Lub. & Tire Tech.	1	1	1
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

EQUIPMENT SERVICES DEPARTMENT WORK LOAD INDICATORS			
	FY22	FY23	FY24
Number of Fleet Maintained (vehicles, equipment, trailers)	262	266	267
Number of Fleet Work orders completed	901	812	740
Number of preventative maintenance jobs	797	776	690

BUDGET HIGHLIGHTS
GARAGE TOTAL BUDGET \$967,384

- Clothing Allowance - \$4,300
- Supplies and Materials - \$15,500
- Equip Repairs/Non-Vehicle - \$6,000
- Garage Salaries and Benefits - \$817,962

City of University Park
EQUIPMENT SERVICES - GARAGE
47-30

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 30 - GARAGE						
1001	REGULAR EARNINGS	\$ 489,812.08	\$ 513,014.00	\$ 538,953.00	\$ 25,939.00	5.1%
1002	OVERTIME EARNINGS	2,228.86	3,500.00	3,500.00	\$ -	0.0%
1004	MISC ALLOWANCE	1,203.20	1,200.00	1,200.00	\$ -	0.0%
1005	LONGEVITY PAY	2,613.48	2,944.00	3,280.00	\$ 336.00	11.4%
1006	EDUCATION PAY	29,200.00	29,120.00	29,120.00	\$ -	0.0%
1110	EMPLOYERS SHARE F.I.C.A.	36,838.45	42,058.00	44,069.00	\$ 2,011.00	4.8%
1120	EMPLOYERS SHARE T.M.R.S.	43,827.12	46,669.00	80,234.00	\$ 33,565.00	71.9%
1130	INSURANCE-EMPLOYEE LIFE	4,626.73	5,300.00	4,700.00	\$ (600.00)	-11.3%
1131	INSURANCE-WORKMENS COMP	5,682.00	5,920.00	6,208.00	\$ 288.00	4.9%
1134	DENTAL INSURANCE	1,076.42	1,374.00	1,432.00	\$ 58.00	4.2%
1135	HEALTH INSURANCE	101,052.00	101,052.00	105,266.00	\$ 4,214.00	4.2%
SALARIES & BENEFITS		\$ 718,160.34	\$ 752,151.00	\$ 817,962.00	\$ 65,811.00	8.7%
2029	CLOTHING ALLOWANCE	\$ 4,061.68	\$ 5,210.00	\$ 4,300.00	\$ (910.00)	-17.5%
2100	OFFICE SUPPLIES	150.04	700.00	700.00	\$ -	0.0%
2320	GAS, OIL & GREASE	3,149.48	3,617.00	3,494.00	\$ (123.00)	-3.4%
2350	SUPPLIES & MATERIALS	15,986.30	15,500.00	15,500.00	\$ -	0.0%
SUPPLIES		\$ 23,347.50	\$ 25,027.00	\$ 23,994.00	\$ (1,033.00)	-4.1%
3010	POSTAGE	\$ 23.83	\$ 25.00	\$ 25.00	\$ -	0.0%
3060	PROFESSIONAL SERVICES/FEES	2,539.00	2,050.00	2,700.00	\$ 650.00	31.7%
3063	PROGRAMMING/MAINTENANCE	-	-	-	\$ -	0.0%
PROFESSIONAL FEES		\$ 2,562.83	\$ 2,075.00	\$ 2,725.00	\$ 650.00	31.3%
4110	HEAT,LIGHT,WATER UTIL	\$ 20,496.51	\$ 22,000.00	\$ 23,300.00	\$ 1,300.00	5.9%
4120	TELEPHONE SERVICE	499.97	467.00	-	\$ (467.00)	-100.0%
UTILITIES		\$ 20,996.48	\$ 22,467.00	\$ 23,300.00	\$ 833.00	3.7%
5500	INSURANCE-AUTO LIABILITY	\$ 1,065.00	\$ 1,069.00	\$ 1,261.00	\$ 192.00	18.0%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	389.04	389.00	389.00	\$ -	0.0%
5506	INSURANCE - GEN'L LIABILITY	420.00	473.00	519.00	\$ 46.00	9.7%
5516	BONDS AND CYBER INSURANCE	1,478.04	1,847.00	1,847.00	\$ -	0.0%
INSURANCE		\$ 3,352.08	\$ 3,778.00	\$ 4,016.00	\$ 238.00	6.3%
6200	EQUIP REPAIRS/NON VEHICLE	\$ 3,546.95	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%
6330	RADIO SERVICE	-	-	-	\$ -	0.0%
OUTSIDE SERVICES		\$ 3,546.95	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%
6190	AUTO REPAIRS	\$ 2,159.65	\$ 2,500.00	\$ 2,400.00	\$ (100.00)	-4.0%
6201	ALLOCATED INFORMATION SERVICES OPERATIONS	31,689.96	34,911.00	35,657.00	\$ 746.00	2.1%
7150	DUES & SUBSCRIPTIONS	39.00	40.00	100.00	\$ 60.00	150.0%
7170	TRAVEL EXPENSE	135.49	700.00	700.00	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	10,820.04	11,236.00	11,133.00	\$ (103.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	15,449.96	17,458.00	17,314.00	\$ (144.00)	-0.8%
7221	OTHER EXPENSE	-	-	-	\$ -	0.0%
7240	TUITION & TRAINING	771.48	4,000.00	4,000.00	\$ -	0.0%
7260	EQUIPMENT RENTAL	-	2,000.00	2,000.00	\$ -	0.0%
7331	EQUIPMENT UNDER \$5000	4,368.99	1,000.00	1,000.00	\$ -	0.0%
7500	DEPRECIATION EXPENSE	926,206.50	-	-	\$ -	0.0%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	11,172.96	12,827.00	11,389.00	\$ (1,438.00)	-11.2%
9001	COMPUTER EQUIPMENT REPLACEMENT CHARGE	-	2,858.00	3,694.00	\$ 836.00	29.3%
OTHER		\$ 1,002,814.03	\$ 89,530.00	\$ 89,387.00	\$ (143.00)	-0.2%
9100	EQUIPMENT OVER \$5000	\$ 1,141.33	\$ 7,237.00	\$ -	\$ (7,237.00)	-100.0%
CAPITAL EXPENDITURES		\$ 1,141.33	\$ 7,237.00	\$ -	\$ (7,237.00)	-100.0%
DEPARTMENT Total: 30 - GARAGE TOTAL		\$ 1,775,921.54	\$ 908,265.00	\$ 967,384.00	\$ 59,119.00	6.5%

EQUIPMENT SERVICES DEPARTMENT:
GARAGE
47-30
WAREHOUSE
47-34

Located in the Peek Service Center, 4420 Worcola Street

Ten Employees:
All Full Time

FUNCTION	ACTUAL 2022-2023	ACTUAL 2023-2024	ADOPTED 2025
Garage:			
Fleet Manager	1	1	1
Equipment Shop Supervisor	0	0	0
Equip. Serv. Tech./Electrical	1	1	1
Welding Technician	0	0	0
Equip. Serv. Technician	4	4	4
Equip Serv. Lub. & Tire Tech.	1	1	1
Warehouse:			
Warehouse Supervisor	1	1	1
Operations Coordinator	1	1	1
Warehouse Assistant	1	1	1

Warehouse

The City's Warehouse orders and stocks automotive and utility parts as well as many other incidental supplies. The warehouse inventory is valued at approximately \$600,000 and is located on the ground floor of the Peek Center.

BUDGET HIGHLIGHTS
WAREHOUSE TOTAL BUDGET \$328,798

- Warehouse Salaries and Benefits - \$274,457
- Tuition & Training - \$6,117

City of University Park
EQUIPMENT SERVICES - WAREHOUSE
47-34

Account Number	Description	2023 Actual Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: 34 - WAREHOUSE						
1001	REGULAR EARNINGS	\$ 172,890.01	\$ 181,310.00	\$ 195,114.00	\$ 13,804.00	7.6%
1002	OVERTIME EARNINGS	877.58	500.00	500.00	\$ -	0.0%
1005	LONGEVITY PAY	1,793.55	1,883.00	1,811.00	\$ (72.00)	-3.8%
1110	EMPLOYERS SHARE F.I.C.A.	12,592.49	14,052.00	15,102.00	\$ 1,050.00	7.5%
1120	EMPLOYERS SHARE T.M.R.S.	14,714.92	15,589.00	27,462.00	\$ 11,873.00	76.2%
1130	INSURANCE-EMPLOYEE LIFE	1,630.50	1,600.00	1,600.00	\$ -	0.0%
1131	INSURANCE-WORKMENS COMP	2,004.00	2,128.00	2,380.00	\$ 252.00	11.8%
1134	DENTAL INSURANCE	390.56	498.00	412.00	\$ (86.00)	-17.3%
1135	HEALTH INSURANCE	43,308.00	43,308.00	30,076.00	\$ (13,232.00)	-30.6%
SALARIES & BENEFITS		\$ 250,201.61	\$ 260,868.00	\$ 274,457.00	\$ 13,589.00	5.2%
2029	CLOTHING ALLOWANCE	\$ 462.18	\$ 1,650.00	\$ 1,350.00	\$ (300.00)	-18.2%
2100	OFFICE SUPPLIES	976.15	900.00	900.00	\$ -	0.0%
2320	GAS, OIL & GREASE	631.46	1,443.00	1,351.00	\$ (92.00)	-6.4%
2350	SUPPLIES & MATERIALS	651.06	-	-	\$ -	0.0%
SUPPLIES		\$ 2,720.85	\$ 3,993.00	\$ 3,601.00	\$ (392.00)	-9.8%
4110	HEAT,LIGHT,WATER UTIL	\$ 5,943.92	\$ 6,500.00	\$ 6,900.00	\$ 400.00	6.2%
4120	TELEPHONE SERVICE	739.13	608.00	301.00	\$ (307.00)	-50.5%
UTILITIES		\$ 6,683.05	\$ 7,108.00	\$ 7,201.00	\$ 93.00	1.3%
5500	INSURANCE-AUTO LIABILITY	\$ 357.00	\$ 358.00	\$ 422.00	\$ 64.00	17.9%
5504	INSURANCE - EXCESS LIABILITY - TML CLAIMS	167.04	167.00	167.00	\$ -	0.0%
5506	INSURANCE-GEN'L LIABILITY	180.00	203.00	223.00	\$ 20.00	9.9%
5516	BONDS AND CYBER INSURANCE	633.00	792.00	792.00	\$ -	0.0%
INSURANCE		\$ 1,337.04	\$ 1,520.00	\$ 1,604.00	\$ 84.00	5.5%
6190	AUTO REPAIRS	\$ 589.63	\$ 800.00	\$ 600.00	\$ (200.00)	-25.0%
6201	ALLOCATED INFORMATION SERVICES					
6201	OPERATIONS	19,317.00	20,815.00	21,195.00	\$ 380.00	1.8%
7170	TRAVEL EXPENSE	15.00	-	-	\$ -	0.0%
7201	SOFTWARE FEES - INDIRECT ALLOCATION	4,637.04	4,816.00	4,771.00	\$ (45.00)	-0.9%
7202	SOFTWARE FEES - DIRECT ALLOCATION	203.04	4,582.00	5,203.00	\$ 621.00	13.6%
7221	OTHER EXPENSE	-	-	-	\$ -	0.0%
7240	TUITION & TRAINING	232.09	6,423.00	6,117.00	\$ (306.00)	-4.8%
9000	CAPITAL EQUIPMENT REPLACEMENT CHARGE	4,446.00	2,858.00	4,049.00	\$ 1,191.00	41.7%
OTHER		\$ 29,439.80	\$ 40,294.00	\$ 41,935.00	\$ 1,641.00	4.1%
DEPARTMENT Total: 34 - WAREHOUSE		\$ 290,382.35	\$ 313,783.00	\$ 328,798.00	\$ 15,015.00	4.8%

City of University Park

EQUIPMENT SERVICES FUND

47-90

Account Number	Description	2023 Acutal Budget	2024 Adopted Budget	2025 Proposed Budget	\$ Change	% Change
FUND: 47 - EQUIPMENT SERVICES FUND						
DEPARTMENT: (90 - CAPITAL REPLACEMENTS						
9019	CAPITAL EQUIPMENT - DEPT 19	-	-	90,000.00	\$ 90,000.00	0.0%
9020	CAPITAL EQUIPMENT - DEPT 20	-	-	30,000.00	\$ 30,000.00	0.0%
9021	CAPITAL EQUIPMENT - DEPT 21	-	-	-	\$ -	0.0%
9022	CAPITAL EQUIPMENT - DEPT 22	-	126,000.00	370,000.00	\$ 244,000.00	193.7%
9025	CAPITAL EQUIPMENT - DEPT 25	-	-	-	\$ -	0.0%
9030	CAPITAL EQUIPMENT - DEPT 30	-	18,000.00	-	\$ (18,000.00)	-100.0%
9034	CAPITAL EQUIPMENT - DEPT 34	-	-	-	\$ -	0.0%
9035	CAPITAL EQUIPMENT - DEPT 35	-	-	-	\$ -	0.0%
9040	CAPITAL EQUIPMENT - DEPT 40	-	140,000.00	30,000.00	\$ (110,000.00)	-78.6%
9050	CAPITAL EQUIPMENT - DEPT 50	322,607.01	245,000.00	235,000.00	\$ (10,000.00)	-4.1%
9060	CAPITAL EQUIPMENT - DEPT 60	143,124.88	755,000.00	250,000.00	\$ (505,000.00)	-66.9%
9070	CAPITAL EQUIPMENT - DEPT 70	36,189.10	477,202.00	60,000.00	\$ (417,202.00)	-87.4%
9080	CAPITAL EQUIPMENT - DEPT 80	-	-	50,000.00	\$ 50,000.00	0.0%
CAPITAL REPLACEMENTS		\$ 501,920.99	\$ 1,761,202.00	\$ 1,115,000.00	\$ (646,202.00)	-36.7%
DEPARTMENT 46 - INFORMATION SERVICES		\$ 501,920.99	\$ 1,761,202.00	\$ 1,115,000.00	\$ (646,202.00)	-36.7%

STATISTICAL/SUPPLEMENTAL INFORMATION



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

Function/Program	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Public Safety										
Police										
Parking tickets	2,873	6,386	5,793	6,499	7,747	4,744	1,963	3,373	7,088	6,489
Traffic violations	5,774	3,386	3,970	7,288	6,657	3,976	2,731	2,836	2,761	2,787
Accident calls	535	572	532	623	533	522	392	703	800	455
Total calls for service	27,767	30,199	31,051	30,862	30,347	18,973	17,499	18,142	16,707	18,073
Fire										
Number of fire runs	1,547	1,455	1,532	1,587	1,857	1,623	2,529	2,686	3,072	3,119
Number of EMS runs	1,033	1,038	1,077	876	853	769	793	879	1,038	1,055
Inspections	874	856	1,142	952	1,352	445	545	876	1,236	1,170
Parks										
Pool passes issued	2,821	2,645	2,465	2,587	2,299	2,400	2,852	2,901	2,656	2,959
Tennis Passes							1,363	1,324	1,437	1,863
Instructor Passes							33	23	10	13
Public Works										
Building permits issued	3,040	2,880	2,511	2,482	2,937	2,242	2,242	2,052	1,851	1,668
Work orders (Inspections) completed	7,538	6,824	7,216	7,408	8,623	7,512	7,512	5,816	6,431	7,427
Sanitation										
Waste hauled (tons)	15,139	12,806	12,751	12,907	13,033	13,118	12,750	13,220	13,603	13,530
Recycled materials (tons)	3,298	3,614	3,222	3,013	3,028	2,998	2,974	2,835	2,556	2,593
Green Waste	2,428	1,652	1,489	1,313	1,862	1,250	1,172	1,050	877	1,937
Utilities										
Number of consumers	8,797	8,830	8,815	8,805	8,832	8,820	8,760	8,769	8,832	8,858
Average daily consumption (ten thousands of gallons)	5,283	5,134	5,124	5,732	5,002	5,113	5,156	5,897	5,696	5,015

Sources: Various City Departments

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

Function/Program	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Public Safety										
Police										
Parking tickets	2,873	6,386	5,793	6,499	7,747	4,744	1,963	3,373	7,088	6,489
Traffic violations	5,774	3,386	3,970	7,288	6,657	3,976	2,731	2,836	2,761	2,787
Accident calls	535	572	532	623	533	522	392	703	800	455
Total calls for service	27,767	30,199	31,051	30,862	30,347	18,973	17,499	18,142	16,707	18,073
Fire										
Number of fire runs	1,547	1,455	1,532	1,587	1,857	1,623	2,529	2,686	3,072	3,119
Number of EMS runs	1,033	1,038	1,077	876	853	769	793	879	1,038	1,055
Inspections	874	856	1,142	952	1,352	445	545	876	1,236	1,170
Parks										
Pool passes issued	2,821	2,645	2,465	2,587	2,299	2,400	2,852	2,901	2,656	2,959
Tennis Passes							1,363	1,324	1,437	1,863
Instructor Passes							33	23	10	13
Public Works										
Building permits issued	3,040	2,880	2,511	2,482	2,937	2,242	2,242	2,052	1,851	1,668
Work orders (Inspections) completed	7,538	6,824	7,216	7,408	8,623	7,512	7,512	5,816	6,431	7,427
Sanitation										
Waste hauled (tons)	15,139	12,806	12,751	12,907	13,033	13,118	12,750	13,220	13,603	13,530
Recycled materials (tons)	3,298	3,614	3,222	3,013	3,028	2,998	2,974	2,835	2,556	2,593
Green Waste	2,428	1,652	1,489	1,313	1,862	1,250	1,172	1,050	877	1,937
Utilities										
Number of consumers	8,797	8,830	8,815	8,805	8,832	8,820	8,760	8,769	8,832	8,858
Average daily consumption (ten thousands of gallons)	5,283	5,134	5,124	5,732	5,002	5,113	5,156	5,897	5,696	5,015

Sources: Various City Departments

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

UNIVERSITY PARK			
Employer	Rank	Employees	Percentage of Total City Employment
Southern Methodist University	1	2,902	11%
Highland Park ISD	2	860	3%
Hilltop Holdings	3	750	3%
City of University Park	4	261	1%

DALLAS COUNTY			COLLIN COUNTY		
Employer	Rank	Employees	Employer	Rank	Employees
Texas Health Resources	1	27,000	State Farm Insurance Corporate Office	1	10,000
Lockheed Martin	2	22,000	JP Morgan Chase	2	9,500
UT Southwestern Medical Center	3	21,539	Frisco Independent School District	3	8,799
Medical City Healthcare	4	17,000	Capital One Finance	4	7,542
Bank of America	5	13,850	Bank of Texas	5	4,500
University of North Texas Systems	6	13,375	Raytheon Intelligence and Space	6	4,347
Parkland Health & Hospital System	7	12,966	Toyota North America	7	4,018
General Motors	8	10,512	University of Texas at Dallas	8	3,455
State Farm	9	9,950	Blue Cross Blue Shield of Texas	9	3,100
University of Texas @ Arlington	10	7,938	McKinney Independent School District	10	2,729

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 FY23 Dallas County ACFR, FY23 Collin County ACFR and North Central Texas Council of Governments sites/reports, and therefore is not intended as an accurate portrayal of actual City employment.

Source: North Central Texas Council of Government, FY23 Dallas County ACFR and FY23 Collin County ACFR

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

Last Ten Fiscal Years

Function/Program	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Government											
Administrative	5	6	6	6	6	6	6	6	6	6	6
Finance	6	6	6	6	6	6	6	6	6	6	6
Human Resources	2	2	2	2	2	2	2	4	4	4	4
Information Services	5	5	5	6	6	6	6	7	7	7	7
Library *	4	4	4	4	4	4	4	4	5	5	5
Facility Maintenance	2	2	2	2	2	2	2	2	2	2	2
Public Safety											
Police											
Officers	39	43	41	41	41	44	42	42	42	42	42
Civilians	11	10	12	13	14	15	18	18	18	20	20
Fire											
Firefighters and officers	35	33	31	35	35	35	35	35	35	35	35
Civilians	1	1	1	1	1	1	1	1	1	1	1
Municipal Court	2	2	2	2	2	2	2	2	2	2	2
Parks	22	22	23	23	22	23	23	23	24	24	24
Public Works											
Community Development	9	10	9	10	10	10	10	10	10	10	10
Engineering	5	4	3	8	4	8	8	7	7	7	8
Public Works*	0	0	0	0	0	0	0	0	0	0	2
Traffic	7	6	7	7	7	7	7	8	8	8	8
Streets	16	16	16	16	15	16	16	16	16	16	16
Utilities	31	31	31	29	36	29	29	28	28	28	28
Sanitation	27	28	27	28	27	28	27	27	27	27	27
In-House Construction					6	13	7	7	2	6	0
Equipment Services	10	9	9	9	9	9	10	10	10	10	10
Capital Projects	0	0	0	0	0	0	2	1	1	1	0
Total	239	240	237	248	255	266	263	264	261	267	263

Source: City Human Resource Department

* New Department as of 2025

**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
2014	22,860	1,602,806	70,114	29.7	7,037	3.9%
2015	22,840	1,784,672	78,138	29.8	7,091	3.3%
2016	22,720	1,776,772	78,203	29.8	7,081	3.3%
2017	22,820	2,108,568	92,400	32.9	7,044	2.7%
2018	22,890	2,115,036	92,400	32.9	6,991	3.0%
2019	22,910	1,971,841	86,069	33.1	6,801	2.8%
2020	22,900	2,029,719	88,634	35.1	6,864	3.9%
2021	24,755	2,036,767	82,277	35.1	6,648	3.9%
2022	25,360	2,692,776	106,182	35.3	6,724	2.3%
2023	25,523	2,866,896	112,326	33.7	6,551	3.4%
2024	25,544	2,411,839	94,419	33.7	6,439	3.4%

Source: Estimated population obtained from the North Central Texas Council of Governments (NCTCOG)
Current per capita personal income and median age via Census.gov
Current and updated school enrollment via HPISD Annual Comprehensive Financial Report
Current and updated unemployment rate via USA Today

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

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Murders (per 100,000)	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 4%	0 0%	0 0%	0 0%
Rapes (per 100,000)	0 0.0%	1 4.0%	5 19.8%	1 4.1%	1 3.9%	2 8.6%	0 0.0%	0 0.0%	0 0.0%	1 3.9%
Robberies (per 100,000)	2 8.1%	13 51.8%	4 15.9%	4 15.4%	3 12.7%	1 4.3%	1 4.4%	7 27.6%	7 28.6%	3 11.7%
Assaults (per 100,000)	1 4.0%	2 8.0%	2 7.9%	0 0.0%	2 8.1%	9 8.5%	23 10.0%	15 5.9%	10 4.1%	2 7.8%
Burglaries (per 100,000)	30 121.3%	33 131.5%	38 150.7%	33 129.3%	18 70.9%	43 183.8%	42 183.2%	21 83.1%	14 57.4%	18 70.4%
Thefts (per 100,000)	245 990.7%	253 1008.0%	257 1019.0%	232 909.2%	135 530.8%	211 902.0%	208 907.6%	264 104.4%	330 134.8%	324 126.8%
Auto Thefts (per 100,000)	11 44.5%	17 67.7%	19 75.3%	37 145.0%	36 141.3%	35 149.5%	27 117.8%	24 94.9%	28 114.3%	36 140.9%
Arson (per 100,000)	0 0.0%	0 0.0%	1 4.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
City-Data.com crime index (higher means more crime , U.S. average = 274.0 * No Updates since 2020 Source: City-Data.com crime	54.9	75.2	79.5	64.9	45.8					



CITY OF UNIVERSITY PARK – FIRE DEPARTMENT STATISTIC'S

CALL DATA IN RESPONSE AREA (UP,HP,DAL,SMU)	2020	2021	2022	2023	2024	
Fire Responses	1578	2599	2529	1758	2246	
All Fires	25	13	24	34	23	
EMS Responses	663	858	879	1038	1053	
MICU Transports	370	387	476	527	501	
ACTIVITY WITHIN UP						
Fire Code Inspections	1047	635	876	1236	1170	
Tactical Surveys/Pre-Fire Plans	317	NA	NA	462	455	

DEBT



CITY OF UNIVERSITY PARK, TEXAS
RATIO OF OUTSTANDING DEBT
Last Ten Fiscal Years
(Unaudited)

Fiscal Year	Governmental Activities		Business-Type Activities		Total Primary Government	Percentage of Personal Income	Per Capita
	Leases	SBITA	Certificates of Obligation	Premium			
2015	-	-	-	-	-	-	-
2016	-	-	-	-	-	-	-
2017	-	-	-	-	-	-	-
2018	-	-	-	-	-	-	-
2019	-	-	-	-	-	-	-
2020	-	-	-	-	-	-	-
2021	-	-	-	-	-	-	-
2022	100,747.00	-	13,520,000	917,368	14,538,115	0.5399%	573.27
2023	368,790.00	255,244.00	13,010,000	778,847	14,412,881	0.5027%	564.70
2024	263,274.00	1,033,635.00	12,480,000	649,719	14,426,628	0.5054%	564.78

Note: The City issued \$14,100,000 of Combination Tax & Revenue Certificates of Obligation, Series 2021 in November 2021.

CITY OF UNIVERSITY PARK, TEXAS
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
As of September 30, 2024
(Unaudited)

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Highland Park Independent School District	\$ 301,455,000	52.96%	\$ 159,650,568
Dallas County	198,645,000	3.24%	6,436,098
Dallas County Community College District	318,675,000	3.24%	10,325,070
Dallas County Hospital District	527,660,000	3.24%	17,096,184
Dallas Independent School District	4,064,130,000	0.01%	406,413
Subtotal, overlapping debt			193,914,333
City of University Park direct debt			<u>263,274</u>
Total direct and overlapping debt			<u>\$ 194,177,607</u>

Source: Municipal Advisory Council of Texas

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of The City of University Park. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the City's boundaries and dividing it by each unit's total taxable assessed value.

CITY OF UNIVERSITY PARK, TEXAS
RATIO OF NET GENERAL BONDED DEBT OUTSTANDING
Last Ten Fiscal Years
(Unaudited)

<u>Fiscal Year</u>	<u>General Obligation Bonds</u>	<u>Less: Amount Available for Debt Service</u>	<u>Net Bonded Debt</u>	<u>Percentage of Actual Taxable Value of Property</u>	<u>Per Capita</u>
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
2021	-	-	-	-	-
2022	-	-	-	-	-
2023	-	-	-	-	-
2024	-	-	-	-	-

Note: All tax supported debt of the City was extinguished in fiscal 2002.

CITY OF UNIVERSITY PARK, TEXAS
LEGAL DEBT MARGIN INFORMATION
Last Ten Fiscal Years
(Unaudited)

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Tax Rate Limit	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000	\$ 2.5000
Current Tax Rate	0.2698	0.2589	0.2488	0.2488	0.2454	0.2585	0.2648	0.2644	0.2460	0.2362
Available Tax Rate	<u>\$ 2.2302</u>	<u>\$ 2.2411</u>	<u>\$ 2.2512</u>	<u>\$ 2.2512</u>	<u>\$ 2.2546</u>	<u>\$ 2.2415</u>	<u>\$ 2.2352</u>	<u>\$ 2.2356</u>	<u>\$ 2.2540</u>	<u>\$ 2.2638</u>

Note: The City Charter of The City of University Park does not provide for a debt limit. Under provisions of Texas state the maximum tax rate is limited to \$2.50 per \$100 assessed

Source: Dallas Central Appraisal District "Summary of the Certified Estimated Values Report."
Dallas County Tax Office "Property Tax Rates."

**CITY OF UNIVERSITY PARK, TEXAS
PLEDGED-REVENUE COVERAGE
Last Ten Fiscal Years
(Unaudited)**

	Stormwater Certificates of Obligation									
Fiscal Year	Operating Revenue	Investment Revenue	Less: Fair Market Value Adjustment to Investment Revenue	Less: Operating Expenses Before Depreciation	Add: Contribution Paid to the General Fund	Net Available Revenue	Certificates of Obligation		Times Coverage	
							Principal	Interest		
2014	-	-	-	-	-	-	-	-	-	
2015	-	-	-	-	-	-	-	-	-	
2016	-	-	-	-	-	-	-	-	-	
2017	-	-	-	-	-	-	-	-	-	
2018	-	-	-	-	-	-	-	-	-	
2019	-	-	-	-	-	-	-	-	-	
2020	-	-	-	-	-	-	-	-	-	
2021	-	-	-	-	-	-	-	-	-	
2022	711,975	58,134	-	(77,969)	50,000	742,140	580,000	320,800	82%	
2023	975,155	52,489	-	(133,751)	50,000	943,893	510,000	392,450	105%	
2024	1,200,285	61,354	-	(133,751)	50,000	1,177,888	530,000	392,450	128%	

¹ For the coverage calculation, the fair market value adjustment to the value of investments is excluded.

² For the coverage calculation, the stormwater contribution to the general fund is excluded.

³ The City intends to fund payment of the Certificates of Obligation through a series of five annual stormwater rate increases that began in FY 2022.
Ad valorem taxes are pledged to fund any shortfall of stormwater resources and required obligations.

SOURCES AND USES OF FUNDS

City of University Park Combination Tax & Revenue Certificates of Obligation, Series 2021 Final Pricing as of 10/5/21

Dated Date	11/04/2021
Delivery Date	11/04/2021

Sources:

Bond Proceeds:

Par Amount	14,100,000.00
Net Premium	1,071,392.70
	15,171,392.70

Uses:

Project Fund Deposits:

Project Fund	15,000,000.00
---------------------	----------------------

Delivery Date Expenses:

Cost of Issuance	123,349.77
Underwriter's Discount	<u>48,042.93</u>
	171,392.70
	15,171,392.70

BOND DEBT SERVICE

**City of University Park
Combination Tax & Revenue Certificates of Obligation, Series 2021
Final Pricing as of 10/5/21**

Period Ending	Principal	Coupon	Interest	Debt Service
09/30/2022	580,000	4.000%	320,799.58	900,799.58
09/30/2023	510,000	4.000%	392,450.00	902,450.00
09/30/2024	530,000	4.000%	371,650.00	901,650.00
09/30/2025	550,000	4.000%	350,050.00	900,050.00
09/30/2026	575,000	4.000%	327,550.00	902,550.00
09/30/2027	595,000	4.000%	304,150.00	899,150.00
09/30/2028	620,000	4.000%	279,850.00	899,850.00
09/30/2029	645,000	4.000%	254,550.00	899,550.00
09/30/2030	670,000	4.000%	228,250.00	898,250.00
09/30/2031	700,000	4.000%	200,850.00	900,850.00
09/30/2032	730,000	4.000%	172,250.00	902,250.00
09/30/2033	755,000	3.000%	146,325.00	901,325.00
09/30/2034	775,000	2.000%	127,250.00	902,250.00
09/30/2035	790,000	2.000%	111,600.00	901,600.00
09/30/2036	805,000	2.000%	95,650.00	900,650.00
09/30/2037	820,000	2.000%	79,400.00	899,400.00
09/30/2038	835,000	2.000%	62,850.00	897,850.00
09/30/2039	855,000	2.000%	45,950.00	900,950.00
09/30/2040	870,000	2.125%	28,156.25	898,156.25
09/30/2041	890,000	2.125%	9,456.25	899,456.25
	14,100,000		3,909,037.08	18,009,037.08

BOND DEBT SERVICE

City of University Park Combination Tax & Revenue Certificates of Obligation, Series 2021 Final Pricing as of 10/5/21

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2022	580,000	4.000%	119,474.58	699,474.58	
08/15/2022			201,325.00	201,325.00	
09/30/2022					900,799.58
02/15/2023	510,000	4.000%	201,325.00	711,325.00	
08/15/2023			191,125.00	191,125.00	
09/30/2023					902,450.00
02/15/2024	530,000	4.000%	191,125.00	721,125.00	
08/15/2024			180,525.00	180,525.00	
09/30/2024					901,650.00
02/15/2025	550,000	4.000%	180,525.00	730,525.00	
08/15/2025			169,525.00	169,525.00	
09/30/2025					900,050.00
02/15/2026	575,000	4.000%	169,525.00	744,525.00	
08/15/2026			158,025.00	158,025.00	
09/30/2026					902,550.00
02/15/2027	595,000	4.000%	158,025.00	753,025.00	
08/15/2027			146,125.00	146,125.00	
09/30/2027					899,150.00
02/15/2028	620,000	4.000%	146,125.00	766,125.00	
08/15/2028			133,725.00	133,725.00	
09/30/2028					899,850.00
02/15/2029	645,000	4.000%	133,725.00	778,725.00	
08/15/2029			120,825.00	120,825.00	
09/30/2029					899,550.00
02/15/2030	670,000	4.000%	120,825.00	790,825.00	
08/15/2030			107,425.00	107,425.00	
09/30/2030					898,250.00
02/15/2031	700,000	4.000%	107,425.00	807,425.00	
08/15/2031			93,425.00	93,425.00	
09/30/2031					900,850.00
02/15/2032	730,000	4.000%	93,425.00	823,425.00	
08/15/2032			78,825.00	78,825.00	
09/30/2032					902,250.00
02/15/2033	755,000	3.000%	78,825.00	833,825.00	
08/15/2033			67,500.00	67,500.00	
09/30/2033					901,325.00
02/15/2034	775,000	2.000%	67,500.00	842,500.00	
08/15/2034			59,750.00	59,750.00	
09/30/2034					902,250.00
02/15/2035	790,000	2.000%	59,750.00	849,750.00	
08/15/2035			51,850.00	51,850.00	
09/30/2035					901,600.00
02/15/2036	805,000	2.000%	51,850.00	856,850.00	
08/15/2036			43,800.00	43,800.00	
09/30/2036					900,650.00
02/15/2037	820,000	2.000%	43,800.00	863,800.00	
08/15/2037			35,600.00	35,600.00	
09/30/2037					899,400.00
02/15/2038	835,000	2.000%	35,600.00	870,600.00	
08/15/2038			27,250.00	27,250.00	
09/30/2038					897,850.00
02/15/2039	855,000	2.000%	27,250.00	882,250.00	
08/15/2039			18,700.00	18,700.00	
09/30/2039					900,950.00
02/15/2040	870,000	2.125%	18,700.00	888,700.00	
08/15/2040			9,456.25	9,456.25	
09/30/2040					898,156.25
02/15/2041	890,000	2.125%	9,456.25	899,456.25	
09/30/2041					899,456.25
	14,100,000		3,909,037.08	18,009,037.08	18,009,037.08

BOND PRICING

City of University Park Combination Tax & Revenue Certificates of Obligation, Series 2021 Final Pricing as of 10/5/21

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price
Serial Bond:								
	02/15/2022	580,000	4.000%	0.170%	101.073			
	02/15/2023	510,000	4.000%	0.260%	104.777			
	02/15/2024	530,000	4.000%	0.300%	108.402			
	02/15/2025	550,000	4.000%	0.400%	111.720			
	02/15/2026	575,000	4.000%	0.570%	114.483			
	02/15/2027	595,000	4.000%	0.750%	116.794			
	02/15/2028	620,000	4.000%	0.940%	118.618			
	02/15/2029	645,000	4.000%	1.090%	120.313			
	02/15/2030	670,000	4.000%	1.200%	122.006			
	02/15/2031	700,000	4.000%	1.310%	121.042 C	1.556%	02/15/2030	100.000
	02/15/2032	730,000	4.000%	1.400%	120.259 C	1.829%	02/15/2030	100.000
	02/15/2033	755,000	3.000%	1.590%	110.897 C	1.921%	02/15/2030	100.000
	02/15/2034	775,000	2.000%	1.800%	101.531 C	1.860%	02/15/2030	100.000
	02/15/2035	790,000	2.000%	1.850%	101.145 C	1.902%	02/15/2030	100.000
	02/15/2036	805,000	2.000%	1.920%	100.608 C	1.951%	02/15/2030	100.000
	02/15/2037	820,000	2.000%	2.000%	100.000			
	02/15/2038	835,000	2.000%	2.070%	99.035			
	02/15/2039	855,000	2.000%	2.130%	98.127			
	02/15/2040	870,000	2.125%	2.190%	99.023			
	02/15/2041	890,000	2.125%	2.240%	98.206			
		14,100,000						

Dated Date 11/04/2021
Delivery Date 11/04/2021
First Coupon 02/15/2022

Par Amount 14,100,000.00
Premium 1,071,392.70

Production 15,171,392.70 107.598530%
Underwriter's Discount -48,042.93 -0.340730%

Purchase Price 15,123,349.77 107.257800%
Accrued Interest

Net Proceeds 15,123,349.77

BOND SUMMARY STATISTICS

City of University Park Combination Tax & Revenue Certificates of Obligation, Series 2021 Final Pricing as of 10/5/21

Dated Date	11/04/2021
Delivery Date	11/04/2021
First Coupon	02/15/2022
Last Maturity	02/15/2041
Arbitrage Yield	1.760061%
True Interest Cost (TIC)	1.841092%
Net Interest Cost (NIC)	1.904042%
All-In TIC	1.930811%
Average Coupon	2.579272%
Average Life (years)	10.749
Duration of Issue (years)	9.229
Par Amount	14,100,000.00
Bond Proceeds	15,171,392.70
Total Interest	3,909,037.08
Net Interest	2,885,687.31
Bond Years from Dated Date	151,555,833.33
Bond Years from Delivery Date	151,555,833.33
Total Debt Service	18,009,037.08
Maximum Annual Debt Service	902,550.00
Average Annual Debt Service	934,051.77
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	3.407300
Total Underwriter's Discount	3.407300
Bid Price	107.257800

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bond	14,100,000.00	107.599	2.579%	10.749	12,297.75
	14,100,000.00			10.749	12,297.75
		TIC	All-In TIC	Arbitrage Yield	
Par Value	14,100,000.00		14,100,000.00	14,100,000.00	
+ Accrued Interest					
+ Premium (Discount)	1,071,392.70		1,071,392.70	1,071,392.70	
- Underwriter's Discount	-48,042.93		-48,042.93		
- Cost of Issuance Expense			-123,349.77		
- Other Amounts					
Target Value	15,123,349.77		15,000,000.00	15,171,392.70	
Target Date	11/04/2021		11/04/2021	11/04/2021	
Yield	1.841092%		1.930811%	1.760061%	

City of University Park
Combination Tax & Revenue Certificates of Obligation, Series 2021
Final Pricing as of 10/5/21

Dated Date 11/04/2021
Delivery Date 11/04/2021

Bond Component	Date	Principal	Coupon	Price	Issue Price	Redemption at Maturity
Serial Bond:						
	02/15/2022	580,000.00	4.000%	101.073	586,223.40	580,000.00
	02/15/2023	510,000.00	4.000%	104.777	534,362.70	510,000.00
	02/15/2024	530,000.00	4.000%	108.402	574,530.60	530,000.00
	02/15/2025	550,000.00	4.000%	111.720	614,460.00	550,000.00
	02/15/2026	575,000.00	4.000%	114.483	658,277.25	575,000.00
	02/15/2027	595,000.00	4.000%	116.794	694,924.30	595,000.00
	02/15/2028	620,000.00	4.000%	118.618	735,431.60	620,000.00
	02/15/2029	645,000.00	4.000%	120.313	776,018.85	645,000.00
	02/15/2030	670,000.00	4.000%	122.006	817,440.20	670,000.00
	02/15/2031	700,000.00	4.000%	121.042	847,294.00	700,000.00
	02/15/2032	730,000.00	4.000%	120.259	877,890.70	730,000.00
	02/15/2033	755,000.00	3.000%	110.897	837,272.35	755,000.00
	02/15/2034	775,000.00	2.000%	101.531	786,865.25	775,000.00
	02/15/2035	790,000.00	2.000%	101.145	799,045.50	790,000.00
	02/15/2036	805,000.00	2.000%	100.608	809,894.40	805,000.00
	02/15/2037	820,000.00	2.000%	100.000	820,000.00	820,000.00
	02/15/2038	835,000.00	2.000%	99.035	826,942.25	835,000.00
	02/15/2039	855,000.00	2.000%	98.127	838,985.85	855,000.00
	02/15/2040	870,000.00	2.125%	99.023	861,500.10	870,000.00
	02/15/2041	890,000.00	2.125%	98.206	874,033.40	890,000.00
		14,100,000.00			15,171,392.70	14,100,000.00

	Maturity Date	Interest Rate	Issue Price	Stated Redemption at Maturity	Weighted Average Maturity	Yield
Final Maturity	02/15/2041	2.125%	874,033.40	890,000.00		
Entire Issue			15,171,392.70	14,100,000.00	10.4780	1.7601%

Proceeds used for accrued interest	0.00
Proceeds used for bond issuance costs (including underwriters' discount)	171,392.70
Proceeds used for credit enhancement	0.00
Proceeds allocated to reasonably required reserve or replacement fund	0.00

City of University Park
Combination Tax & Revenue Certificates of Obligation, Series 2021
Final Pricing as of 10/5/21

Date	Debt Service	Present Value to 11/04/2021 @ 1.7600613667%
02/15/2022	699,474.58	696,044.16
08/15/2022	201,325.00	198,589.99
02/15/2023	711,325.00	695,540.65
08/15/2023	191,125.00	185,253.63
02/15/2024	721,125.00	692,874.51
08/15/2024	180,525.00	171,939.71
02/15/2025	730,525.00	689,713.47
08/15/2025	169,525.00	158,658.07
02/15/2026	744,525.00	690,720.74
08/15/2026	158,025.00	145,326.16
02/15/2027	753,025.00	686,471.00
08/15/2027	146,125.00	132,048.09
02/15/2028	766,125.00	686,281.08
08/15/2028	133,725.00	118,743.48
02/15/2029	778,725.00	685,450.50
08/15/2029	120,825.00	105,424.99
02/15/2030	2,975,825.00	2,573,883.91
08/15/2030	67,500.00	57,873.55
02/15/2031	67,500.00	57,368.69
08/15/2031	67,500.00	56,868.23
02/15/2032	67,500.00	56,372.14
08/15/2032	67,500.00	55,880.37
02/15/2033	67,500.00	55,392.90
08/15/2033	67,500.00	54,909.68
02/15/2034	842,500.00	679,375.42
08/15/2034	59,750.00	47,760.91
02/15/2035	849,750.00	673,318.71
08/15/2035	51,850.00	40,726.12
02/15/2036	856,850.00	667,150.63
08/15/2036	43,800.00	33,805.55
02/15/2037	863,800.00	660,878.90
08/15/2037	35,600.00	26,999.36
02/15/2038	870,600.00	654,510.98
08/15/2038	27,250.00	20,307.65
02/15/2039	882,250.00	651,747.74
08/15/2039	18,700.00	13,693.81
02/15/2040	888,700.00	645,108.31
08/15/2040	9,456.25	6,804.42
02/15/2041	899,456.25	641,574.49
	17,854,687.08	15,171,392.70

Proceeds Summary

Delivery date	11/04/2021
Par Value	14,100,000.00
Premium (Discount)	1,071,392.70
Target for yield calculation	15,171,392.70

**City of University Park
Combination Tax & Revenue Certificates of Obligation, Series 2021
Final Pricing as of 10/5/21**

Assumed Call/Computation Dates for Premium Bonds

Bond Component	Maturity Date	Rate	Yield	Call Date	Call Price	Yield To Call/Maturity
SERIAL	02/15/2031	4.000%	1.310%	02/15/2030	100.000	1.3104031%
SERIAL	02/15/2032	4.000%	1.400%	02/15/2030	100.000	1.4004938%
SERIAL	02/15/2033	3.000%	1.590%	02/15/2030	100.000	1.5904394%

Rejected Call/Computation Dates for Premium Bonds

Bond Component	Maturity Date	Rate	Yield	Call Date	Call Price	Yield To Call/Maturity	Increase to Yield
SERIAL	02/15/2031	4.000%	1.310%			1.5564131%	0.2460100%
SERIAL	02/15/2032	4.000%	1.400%			1.8295249%	0.4290311%
SERIAL	02/15/2033	3.000%	1.590%			1.9211119%	0.3306725%

**CITY OF UNIVERSITY PARK
CAPITAL PROJECTS**



City of University Park
Fiscal 2025 Capital Project Budget
as of October 28, 2024

		FY2025 PROPOSED BUDGET	FY2024 UNSPENT FUNDS CARRYFORWARD	FY2025 AMENDED BUDGET
Revenues				
Transfers from General Fund (budgeted)		4,942,859	-	4,942,859
Transfers from Utility Fund (budgeted)		3,757,753	-	3,757,753
Investment income		350,000	-	350,000
Other Revenues -DART		-	-	-
Other Revenues- DCMCIP		-	-	-
Other Revenues - Public Safety/IT Grant		-	-	-
Total Revenues		9,050,612	-	9,050,612
Expenditures				
Personnel		146,178	-	146,178
PWA Fee		100,000	-	100,000
Projects				
INFORMATION TECHNOLOGY				
2023101	Upgrade Dispatch 911 Hardware/Software	-	534,603	534,603
PARKS				
2019202	Pool Master Plan Phase II	-	36,346	36,346
2020206	Williams Park West Landscaping	-	31,075	31,075
2023201	Tennis Court Resurfacing	-	22,031	22,031
2023202	Athletic Field Renovation	-	113,000	113,000
2023204	LED Replacements Tennis Court	-	60,000	60,000
2023208	Burleson Baseball/Backstop	-	291,300	291,300
2024200	Playground Resurfacing	-	115,000	115,000
2024202	Athletic Field Renovation	-	136,000	136,000
2024203	LED Replacements Tennis Court	-	60,000	60,000
2024204	Playground Equipment Replacement	-	500,000	500,000
2024205	Tree Inventory	-	103,814	103,814
2024206	Miscellaneous Park Improvements	-	286,867	286,867
2024207	Goar Park - Centennial	1,800,000	327,807	2,127,807
2024208	Curtis Park - SE Improvements	-	600,000	600,000
2025200	Playground Resurfacing and Equipment Replacement	615,000	-	615,000
2025201	Park Security Lighting	150,000	-	150,000
2025202	Athletic Field Improvements	50,000	-	50,000
2025203	Lovers & Douglas Entry Portal/Gateway	200,000	-	200,000
2025204	HAC Pool Mechanical Systems	700,000	-	700,000
2025205	Williams Pickleball Court Resurfacing	50,000	-	50,000
PARKS SUBTOTAL		3,565,000	2,683,240	6,248,240
PUBLIC SAFETY				
2019300	Building Security Enhancements	-	1,536,541	1,536,541
2024300	Firearms Simulator	-	100,000	100,000
2024302	Commercial District Surveillance Cameras (Plaza Dependant)	-	600,000	600,000
2024303	LifePak	115,000	-	115,000
2024304	Fondren PS Facility Improvements	2,000,000	(30,821)	1,969,179
PUBLIC SAFETY SUBTOTAL		2,115,000	2,205,720	4,320,720
PUBLIC WORKS				
2019403	4419 Service Center Fuel Tank Replacement	-	675,557	675,557
2019404	4419 Service Center Reconstruction - Design/Build	-	1,342,943	1,342,943
2019405	Snider Plaza Area Design	-	201,912	201,912
2020401	Turtle Creek Sewer Intersector Replacement	-	225,437	225,437
2021401	Traffic Signal Replacement	-	726,465	726,465
2021404	Miracle Mile Street Replacement (MCIP Eligible - TBD)	-	9,306,269	9,306,269
2022404	Snider Plaza Paving and Phase 1 Landscape Improvements	7,000,000	7,755,765	14,755,765
2022410	DWU Interconnect Feasibility Study	-	125,000	125,000
2023407	Annual Large Diameter Water Line Replacement	-	500,000	500,000
2023408	ADA Transition Plan	-	275,000	275,000
2023411	AOI-2 & AOI-3 Design	-	2,554,761	2,554,761
2024401	Traffic Signal Replacement	-	587,424	587,424
2024402	Roundabout Study (MP)	-	200,000	200,000
2024403	University Blvd Drainage Structure	-	2,000,000	2,000,000
2024404	Street Reconstruction (2022403 / 2023402)	-	1,589,000	1,589,000
2024405	Stormwater Improvements AOI-2 Design	-	1,000,000	1,000,000
2024406	Annual Large Diameter Water Line Replacement	-	500,000	500,000
2024407	FY24 MPY	-	2,125,283	2,125,283
2024408	Street Light Replacement / Dark Sky (MP)	77,250	75,000	152,250
2024410	Preston Road Reconstruction	-	1,000,000	1,000,000
2024413	Lovers / Westchester Intersection Reconfiguration / Signal Design	650,000	150,000	800,000
2024414	Water Tower Perimeter Fencing	-	50,000	50,000
2024415	Curb Ramp and Sidewalk	2,041,875	1,710,133	3,752,008
2025400	Traffic Signal Replacement	500,000	-	500,000
2025403	Street Reconstruction	302,000	-	302,000
2025405	Annual Large Diameter Water Line Replacement	550,000	-	550,000
2025406	Asphalt Overlay	2,300,000	-	2,300,000
2025408	Facilities Improvements	385,000	-	385,000
2025409	Thoroughfare and Mobility Master Plan	500,000	-	500,000
2025410	Mile Per Year	6,500,000	-	6,500,000
2025411	Pavement Preservation	500,000	-	500,000
2025412	McFarlin Collapsible Dam Backup Generator	500,000	-	500,000
PUBLIC WORKS SUBTOTAL		21,806,125	34,675,949	56,482,074
TOTAL EXPENDITURES		27,732,303	40,099,512	67,831,815
FISCAL YEAR SURPLUS/(DEFICIT)		(18,681,691)	(40,099,512)	(58,781,203)

City of University Park
5 Year CIP Plan
as of October 1, 2024

INCLUDES STORMWATER IN FY26-FY29 (\$1.5M)

	FY2024 ACTUAL Y-T-D	FY2025 YEAR 1 ESTIMATED SPENDING	FY2026 YEAR2 ESTIMATED SPENDING	FY2027 YEAR 3 ESTIMATED SPENDING	FY2028 YEAR 4 ESTIMATED SPENDING	FY2029 YEAR 5 ESTIMATED SPENDING	5 YEAR FORECAST TOTAL
Beginning Balance	26,651,124	21,648,003	(32,136,506)	(34,676,001)	(37,074,747)	(42,316,706)	21,648,003
Revenues/Cash In							
Transfer from General Fund	4,707,492	4,942,859	5,190,002	5,449,502	5,721,977	6,008,076	27,312,416
Transfer from Utility Fund	2,378,812	3,757,753	3,945,641	4,142,923	4,350,069	4,567,572	20,763,958
Investment income	1,017,735	350,000	250,000	250,000	250,000	250,000	1,350,000
	4,163,190						
Other Revenues/Reimbursement:							
DART - TRIP	215,400	2,196,694	-	-	-	-	2,196,694
DC/MCIP	-	500,000	3,000,000	2,000,000	2,000,000	2,000,000	9,500,000
DART - PTI	-	2,300,000					2,300,000
Dispatch Grant	-	-	-	-	-	-	-
Building Permit Transfer	-						-
Total Revenues/Cash	12,482,629	14,047,306	12,385,643	11,842,425	12,322,046	12,825,648	63,423,068
Total Available Resources	39,133,753	35,695,309	(19,750,863)	(22,833,576)	(24,752,701)	(29,491,058)	85,071,071
Expenditures							
Personnel and Other	93,772	246,178	253,563	261,170	269,005	277,076	1,306,993
Information Technology	15,398	534,603	0	0	0	0	534,603
Parks	769,821	6,248,240	2,525,000	615,000	615,000	615,000	10,618,240
Public Safety	165,713	4,320,720	2,500,000	200,000	0		7,020,720
Public Works	16,141,046	56,482,074	9,646,575	13,165,000	16,680,000		95,973,649
Unplanned Proj/Emergency Repairs	300,000	0	0	0	0		
Project expenditures	17,391,978	67,585,637	14,671,575	13,980,000	17,295,000	615,000	114,147,212
Total Expenditures	17,485,750	67,831,815	14,925,138	14,241,170	17,564,005	892,076	115,454,205
Ending Balance	21,648,003	(32,136,506)	(34,676,001)	(37,074,746)	(42,316,706)	(30,383,134)	(30,383,134)
EMERGENCY RESERVE	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
RESERVE ADJUSTED BALANCE	24,648,003	(29,136,506)	(31,676,001)	(34,074,746)	(39,316,706)	(27,383,134)	(27,383,134)

**CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN**

- C -

5 YEAR DETAIL						
DART TRIP Eligible 100%		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible 50%		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
DART PTI Eligible 100%		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2025	FY2026	FY2027	FY2028	FY2029
PARKS						
Goar Park - Centennial	2024207	1,800,000	1,800,000			
Playground Resurfacing and Equipment Replacement	2025200	615,000				
park Security Lighting	2025201	150,000				
Athletic Field Renovation	2025202	50,000				
Lover & Douglas Entry Portal/Gateway	2025203	200,000				
HAC Pool Mechanical System	2025204	700,000				
Williams Pickleball Court Resurfacing	2025205	50,000				
Playground Resurfacing and Equipment Replacement	2026200		615,000			
Athletic Field Renovation	2026202		110,000			
Playground Resurfacing and Equipment Replacement	2027200			615,000		
Playground Resurfacing and Equipment Replacement	2028200				615,000	
Playground Resurfacing and Equipment Replacement	2029200					615,000
PARKS SUBTOTAL		3,565,000	2,525,000	615,000	615,000	615,000

CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN

- C -

DART TRIP Eligible 100%		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible 50%		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
DART PTI Eligible 100%		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2025	FY2026	FY2027	FY2028	FY2029
PUBLIC SAFETY						
LifePak	2024303	115,000				
Fondren PS Facility Improvements	2024304	2,000,000	2,500,000			
TASER Replacement	2027300			200,000		
PUBLIC SAFETY SUBTOTAL		2,115,000	2,500,000	200,000	-	-

**CITY OF UNIVERSITY PARK
DETAIL CAPITAL PROJECTS PLAN**

- C -

DART TRIP Eligible 100%		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
MCIP Eligible 50%		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
DART PTI Eligible 100%		SPENDING	SPENDING	SPENDING	SPENDING	SPENDING
Project Category / Title	Project No.	FY2025	FY2026	FY2027	FY2028	FY2029
PUBLIC WORKS						
<i>Turtle Creek Sewer Intersector replacement</i>	2020401	-	600,000			
Snider Plaza Paving and Phase 1 Landscape Improvements	2022404	7,000,000	1,000,000			
Street Light Replacement (Dark Sky) MP	2024408	77,250	79,575	82,000		
Preston Road Reconstruction - MCIP Eligible	2024410			5,000,000		
Lovers/Westchester Intersection Reconfiguration/Signal Design	2024413	650,000	650,000			
Curb Ramp and Sidewalk	2024415	2,041,875				
Traffic Signal Replacement	2025400	500,000				
Street Reconstruction	2025403	302,000				
Stormwater Improvements AOI-2 Phase-1	2025404	-				
Annual Large Diameter Water Line Replacement	2025405	550,000				
Asphalt Overlay	2025406	2,300,000				
Facilities Improvements	2025408	385,000				
Thoroughfare and Mobility Master Plan	2025409	500,000	500,000			
Mile Per Year	2025410	6,500,000				
Pavement Preservation	2025411	500,000				
McFarlin Collapsible Dam Backup Generator	2025412	500,000				
Stormwater Improvements AOI-2 Phase 2	2026400		5,000,000			
Traffic Signal Replacement	2026401		830,000			
Pavement Assessment	2026402		70,000			
Annual Large Diameter Water Line Replacement	2026403		600,000			
Street Reconstruction	2026404		317,000			
Stormwater Improvements AOI-2 Phase 3	2027400			5,000,000		
Asphalt Overlay Program	2027401			2,500,000		
Annual Large Diameter Water Line Replacment	2027402			250,000		
Street Reconstruction	2027403			333,000		
Stormwater Improvements AOI-2 Phase 3	2028400				5,000,000	
Pavement Assessment	2028401				80,000	
Annual Large Diameter Water Line Replacment	2028402				250,000	
Street Reconstruction	2028403				350,000	
Hillcrest Reconstruction - Lovers to Potomac (MCIP Eligible - TBD)	2028404				11,000,000	
PUBLIC WORKS SUBTOTAL		21,806,125	9,646,575	13,165,000	16,680,000	-
EMERGENCY REPAIRS / UNPLANNED PROJECTS						
PROJECTS GRAND TOTAL		27,486,125	14,671,575	13,980,000	17,295,000	615,000

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

ACA	Affordable Care Act	FBI	Federal Bureau Investigation
ADA	Americans Disability Act	FRRF	Fireman's Relief and Retirement Fund
BOA	Board of Adjustments	FT	Full Time
CID	Criminal Investigation Division	FY	Fiscal Year
CIO	Community Information Officer	GIS	Geographic Information System
CJIS	Criminal Justice Information Services	HPHS	Highland Park High School
CIP	Capital Improvement Program	HPISD	Highland Park Independent School District
CPI	Consumer Price Index	HR	Human Resources
CPR	Cardio Pulmonary Resuscitation	HSA	Health Savings Account
D.A.R.E	Drug Abuse Resistance	HVAC	Heating, Ventilating and Air Condition
DCTO	Dallas County Tax Office	IM	Infrastructure Maintenance
DCPCMUD	Dallas County Park Cities Municipaly Utility District	ISO	Insurance Service Office
DWU	Dallas Water Utilities	IT	Information Technology
EEO	Equal Employment Opportunities	LED	Light Emitting Diod
EMS	Emergency Medical Services	MCI	Municipal Price Index
ESF	Equipment Services Fund	MUD	Municipal Utility District
ESRI	Envrionmental Systems Research Institute	NCTCOG	North Central Texas Council of Governments
ETR	Effective Tax Rate	NCTTRAC	North Central Texas Trauma Regional Advisory Council
EVR	Estimated Values Report		

NIBRS	National Incident Based Reporting System	UP	University Park
NIBRS A	All Incidents	UPFD	University Park Fire Department
NIBRS B	Arrest data	UPPL	University Park Public Library
O & M	Operations & Maintenance	YMCA	Young Men's Christian Association
PARD	Park and Recreation Department		
PPC	Public Protection Classification		
PPO	Preferred Provider Organization		
P & Z	Planning & Zoning Organization		
ROW	Rights of Way		
SMU	Southern Methodist University		
SRO	Student Resource Office		
SWMP	Storm Water Management Program		
TCAP	Texas Coalition for Affordable Power		
TCEQ	Texas Commission on Environment Quality		
TMLIRP	Texas Municipal League Inter-governmental Risk Pool		
TMRS	Texas Municipal Retirement Systems		
UB	Utility Billing		